

SOP-09 FITBIR Upload Data Tool

After successful creation of a Submission Package using the Validation tool, data can now be submitted to the FITBIR informatics system. The Upload tool facilitates this process. The tool, which runs as a Java Web Start application, runs locally on a user's computer, requiring the Java runtime environment to be installed.

Procedure:

This procedure provides process steps for using the upload Data Tool.

Note: Time will vary depending on the size of package being uploaded to FITBIR

Upload Data Tool

Prerequisites:

- Valid FITBIR account
- Java Runtime Environment (JRE) installed on your computer (Version 6 or higher)
<http://docs.oracle.com/javase/7/docs/webnotes/install/index.html#windows>
- Successful creation of a submission file and zip (using Validation Tool)

1. Point your browser to the FITBIR website at <http://fitbir.nih.gov>.
2. Log In to FITBIR.
3. The Upload Data Tool is located:

Through Workspace → Data Repository → Upload Data Tool

-OR-

Through Data Repository tab in top blue navigation → Upload Data Tool

4. Launch Upload Data Tool.
5. Read the pop-up window, and click Allow button to launch the Upload tool.

Note: The user may encounter a pop-up window that reads “The application’s digital signature cannot be verified. Do you want to run the application?” If so, click run, then Accept the FITBIR EULA Agreement

6. Upload Tool Step 1. Select the study you want to upload data to using the dropdown.

7. Upload Tool Step 2. Click Browse next to Submission Ticket (XML)

Note: Navigate to location on your computer of the working directory where the file for submission is located. Select the file, and then click Open

8. Upload Tool Step 3. Enter a Dataset Name

Note: The name must be unique to the selected Study.

9. Select the Start Submission Upload button.

10. Click, OK to confirm your submission.

Note: Screen will update as file(s) are being uploaded to FITBIR. If Upload is successful, the Status will be designated as Completed.