

# DMuDB Quick Start Guide to Submitting Data

Submitting your data to DMuDB can seem to be a daunting task but it really is very simple.

First, decide how you would like to submit your data to DMuDB. There are two options:

- 1 Manual data submission  
Enter data for a single patient at a time via the online referral entry form.

Ideal if you have a small amount of data.

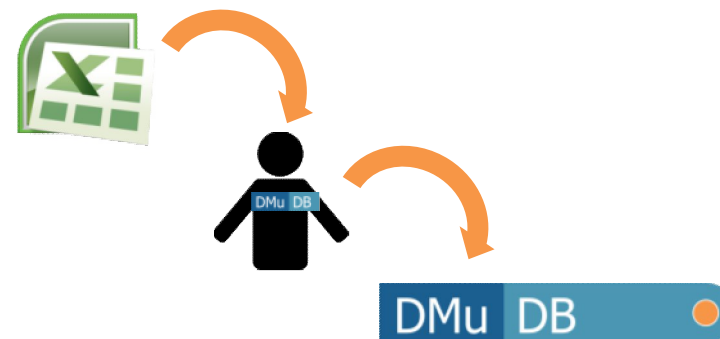
[Read the quick start guide for manual submissions \(page 2\)](#)



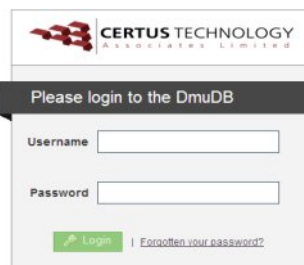
- 2 Curator-processed data submission  
Submit data for one or more patients by uploading a file for a curator to process and load into DMuDB.

Ideal for large amounts of data or if you would like support from a curator.

[Read the quick start guide for curator submissions \(page 6\)](#)



# Manual data submission



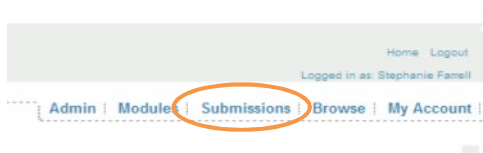
CERTUS TECHNOLOGY  
Please login to the DmuDB

Username

Password

| [Forgot your password?](#)

Log in to DMuDB at [www.dmu-db.net](http://www.dmu-db.net)



Home Logout  
Logged in as: Stephanie Farrell

Admin | Module | **Submissions** | Browse | My Account

Go to the submissions page

Select 'New Referral'



**Referral Search Filter**

Enter values to search the list of Referrals by. See the help for advice on performing more complicated queries.

Referral ID  Status  Data Source

Enter the patient ID  
(must be encrypted/pseudonymised using [DMuDB anonymisation](#) software  
[see [page 5](#)])

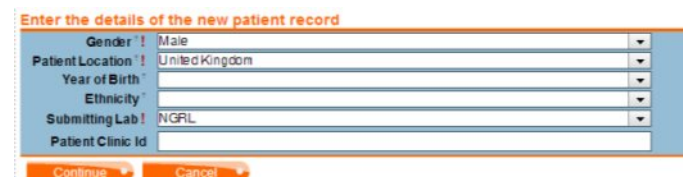


Enter a patient identifier to check for an existing patient record (Pseudonymising SampleId/LabId)

Patient Identifier (Encrypted Id)

Submit patient ID

Enter patient details. Fields marked with ! must be filled, others are optional.



Enter the details of the new patient record

Gender ! Male

Patient Location ! United Kingdom

Year of Birth

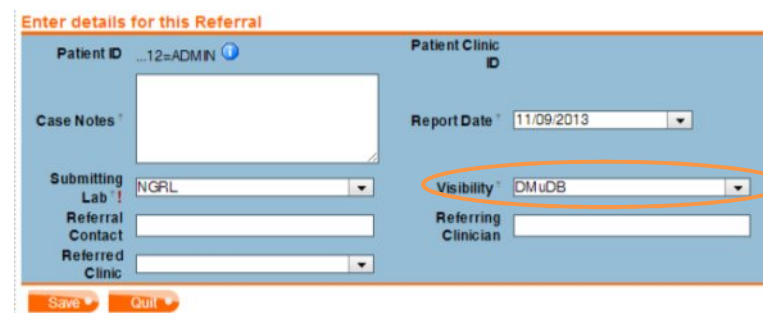
Ethnicity

Submitting Lab ! NGRL

Patient Clinic Id

Continue to enter referral details

Enter referral details. Details of clinic and clinician are not required and will only be visible to members of your laboratory. Do not enter patient-identifying information in Case Notes.



Enter details for this Referral

Patient ID ...12=ADMIN

Patient Clinic ID

Case Notes

Report Date 11/09/2013

Submitting Lab ! NGRL

Referral Contact

Referred Clinic

Visibility ! DMuDB

Referring Clinician

Save to continue  
and add test details

**Special note: Visibility**  
Select **UK labs** if you are a UK laboratory  
Select **DMuDB** if you are a non-UK lab

Select 'Add Disease' and enter disease information

Associated Diseases			
Disease	OMIM	Mode	Date of Diagnosis
Add Disease			

### Add Disease

Add Disease to Referral 20028

Disease !	ADRENAL HYPERPLASIA, CONGENITAL, DUE TO 21-HYDROXYLASE DEFICIENCY 2
Date of Diagnosis	
Save Cancel	

### Special note: Diseases and genes

If your disease and/or gene is not available, let us know and we will set them up. For an overview of genes currently in DMuDB see our ['What's in DMuDB?'](#) page.

Enter sample details

Associated Samples	
Sample ID	Tissue Type
Add Sample	

Sample ID is important if more than one sample will be entered for that patient. If information on tissue type is not available, select 'Not Known'. Some fields are relevant for somatic variants/tumour testing only.

Add Sample to Referral 20028

Sample ID	1
Tissue Type !	Amnio
Path Lab Reference	
% of Tumour	
Tissue/Biopsy description	
Save Cancel	

Add gene test information

Associated Genes Tested	
Gene	Test Type
Add Gene Test	

### Add Gene Test

Gene Test Type

Gene !	MYBPC3 - 600958
Test Type !	Sequencing
Save Cancel	

Enter variant details

Variants Found							
Reference	Gene	Variant	Sample	Genotype	% of Variant	Interpretation	Browser
Add New Variant							

### Select variant

Use this form to select the reference sequence used then select or create the variant.

Reference Sequence !	
Variant !	
Variant Type !	
Predicted Consequence !	
Exon / Intron !	
Alternative Name	
Protein	
Reference	
Save Cancel	

Variant names must follow [HGVS nomenclature guidelines](#). The 'alternative name' field can be used to record a non-HGVS name.

Once all the patient data has been entered, scroll to the top of the page and select 'Quit' to return to the submissions page

**Enter details for this Referral**

Patient ID ...12=ADMIN	Gender Male
Year of Birth	Location United Kingdom
Ethnicity NotKnown	Patient Clinic ID
Referral ID 25276	Case Notes
Report Date 16/09/2013	Submitting Lab NGRL
Visibility DMuDB	Referral Contact
Referring Clinician	Referred Clinic
Validity Valid	Status Draft

Save Quit

↑

Your referral will appear in the 'Draft Referral' section of the 'Submissions' page – here you can edit or delete it. 'Submit' your referral to move it to the 'Active' area of DMuDB.

**Draft Referrals**

This page shows draft referrals, new referrals and referrals being reworked. Draft & new referrals have not been submitted for approval yet, new referrals being those that have newly created and draft referrals being those that have been edited. Referrals being reworked have previously been approved but require updates.

Found 196 Records. Page 1 of 2.

	ID	Date	Created	Created By	Status	Submitting Lab
<b>Edit View Submit Remove</b>	25276	16/09/2013	16/09/2013 09:05	Kathryn Robertson	<b>Draft</b>	NGRL

↑

## Managing your submissions

View all of your laboratory's submissions on the 'Submissions' page.



Submissions are listed in either Draft or Active areas.



You can manage your submissions using the actions displayed in the orange box to the left of each submission.

In the Draft area you can edit, view and remove referrals, or submit to the Active area of DMuDB. Only members of your laboratory will be able to see your draft referrals.

<b>Edit View Submit Remove</b>	25276	16/09/2013	16/09/2013 09:05
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Actions in the Active area allow you to view, edit, reject and approve referrals:

<b>View Rework Reject Approve</b>	25275	14/09/2013	14/09/2013 17:32
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**Rework** Edit your referral – by clicking 'Rework' your referral will open for editing and will be moved back to the 'Draft' area.

**Reject** Reject a referral and return it to the 'Draft' area.

**Approve** The 'Approve' button can be used to show that a referral has been checked and approved as accurate. Some laboratories have established a process where a second scientist checks and approves submissions to DMuDB.

# Patient/lab ID encryption

DMuDB requires an encrypted patient ID to be entered when creating a new referral entry. This ID can be a patient, lab or sample ID. Encryption must be carried out using the [DMuDB anonymising software](#). All subscribing laboratories have been issued with a password for this software – if you don't know your laboratory's password please contact [support@dmudb.net](mailto:support@dmudb.net).

Log on to the software using your laboratory password:

Enter your patient ID into the 'Lab ID' box and click 'Encrypt'. An encrypted ID will be generated in the 'Patient (DMuDB) ID' box. Copy and paste this into the DMuDB referral.

To re-identify encrypted patient IDs, simply copy and paste the encrypted ID into the Patient (DMuDB) ID box and click 'Decrypt'.

The original patient ID will be displayed in the 'Lab ID' box.

## Curator submission

The standard file format for data submissions to the DMuDB curator is in a Microsoft Excel spreadsheet. If you would like to submit data in an alternative format, please contact the curator at [support@dmudb.net](mailto:support@dmudb.net) to discuss the requirements.

We accept data in any state – our curators will process and format your submission in preparation for upload to DMuDB.

After your first submission, we recommend that you begin to record new patient data in a format that is compatible with DMuDB for simpler submission in the future.

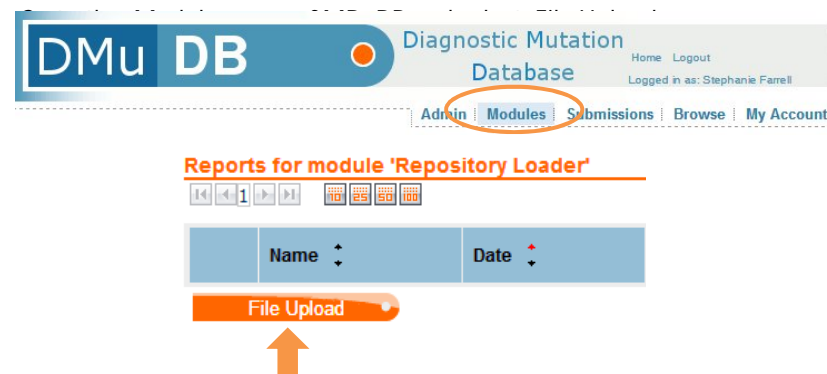
Use the Sample Spreadsheet as a guide for the data fields that should be recorded. Please note, it is not necessary to transfer your data into this spreadsheet.



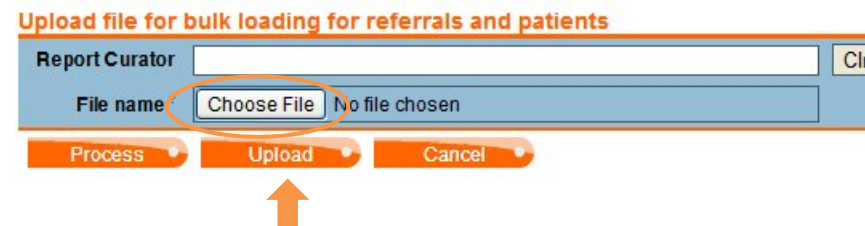
[DMuDB Sample Spreadsheet](#) [Microsoft Excel file]

## File upload

Upload your file to the secure DMuDB server. A curator will collect it from this location and contact you to confirm receipt. Please ensure that your file name includes an indication of the disease/gene data that the file contains.



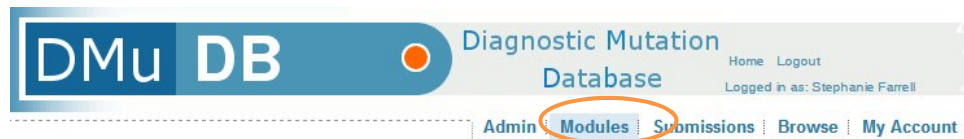
Load your file and submit it!



A notification will be sent to the curator alerting them to the new submission.

## Managing your uploaded files

All of your uploaded files will be listed in the Modules area of DMuDB. These files can only be seen and accessed by you and the DMuDB curators.



The 'Edit' function allows you to replace or delete the file you have uploaded.

### Reports for module 'Repository Loader'



	Name	Date
<b>View</b> <b>Edit</b>	BRCA1	30 Jan 2012 08:44:44

File Upload

### Source Data Files

Name	File
File name	BRCA1.xls
<b>Reload Files</b>	<b>Delete</b> <b>Done</b>



Replace file



Delete file

Please note that if you delete a file it will no longer be available to the DMuDB curator for processing and upload to the database.

## Any questions

If you have any questions at all about DMuDB or submitting data, please contact us:

[support@dmudb.net](mailto:support@dmudb.net)

+44 (0)161 276 8716

More detailed information about DMuDB can be found in the [User Manual](#).