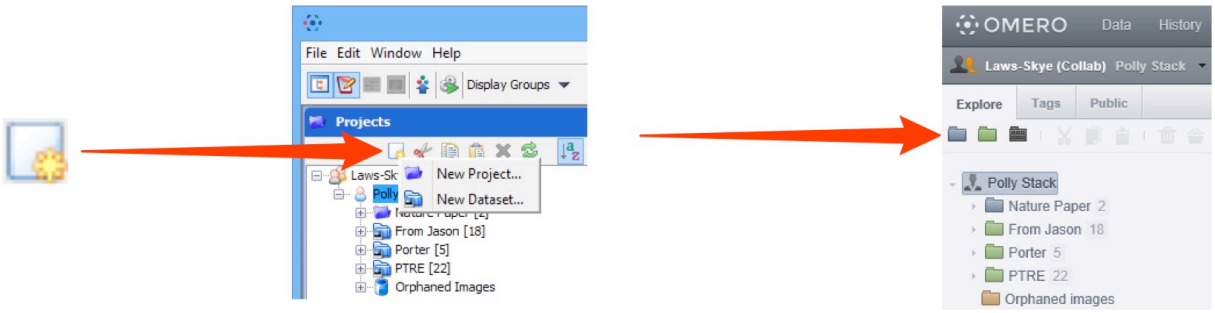
Managing Data

Using OMERO.insight and OMERO.web to manage image data.

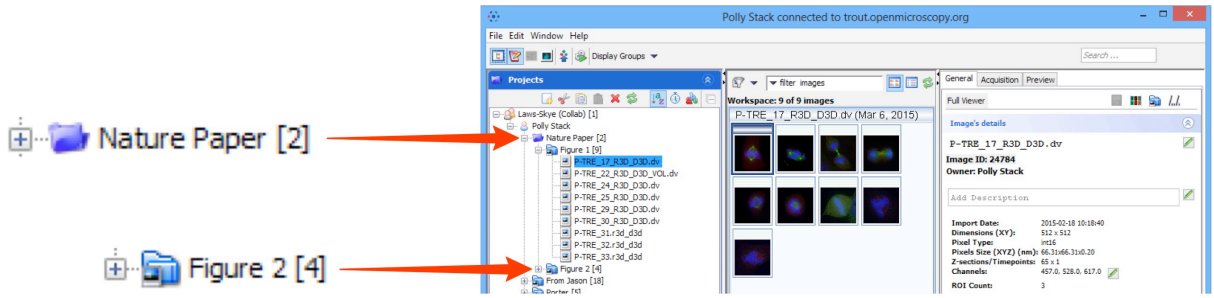
Creating and viewing Projects and Datasets

1 Click on the icons to create new Projects or Datasets.

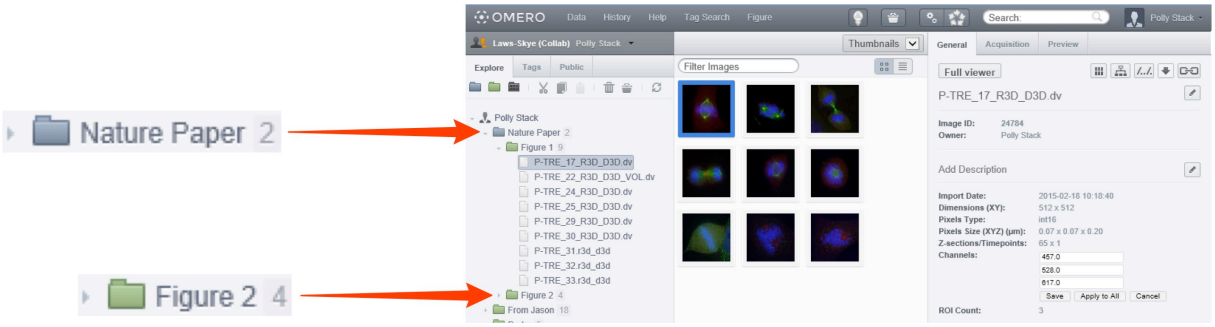


2 Click on the **+** or **arrow** to expand a **Project** in the data tree in left hand pane.
Click on the **+** or **arrow** in front of a **Dataset** to expand the dataset and view images.
Thumbnails of the images in a dataset are seen in the centre pane.
Select an image in the data tree to show detailed information in the **General** tab of the right hand pane.

OMERO.insight



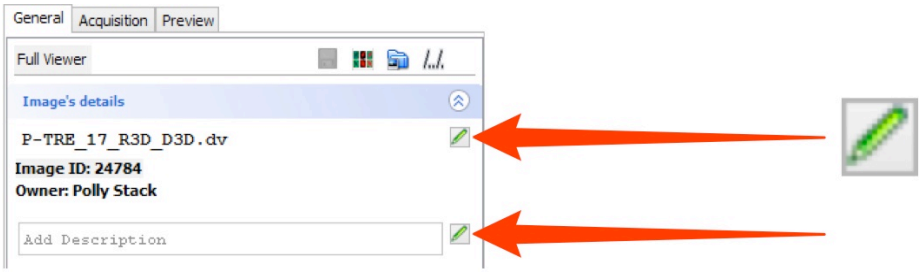
OMERO.web



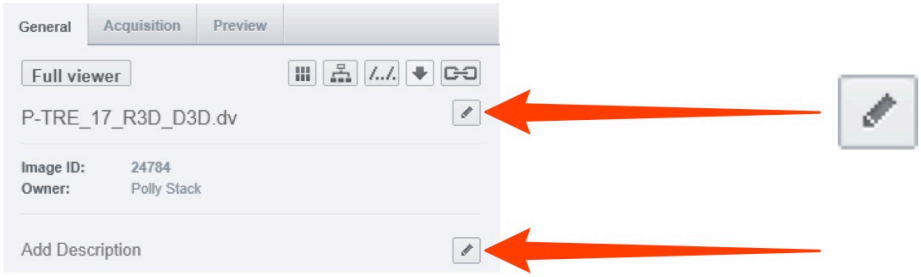
Editing names, descriptions and channel names

1 Click on the **Pen** icons to edit the image name or description.

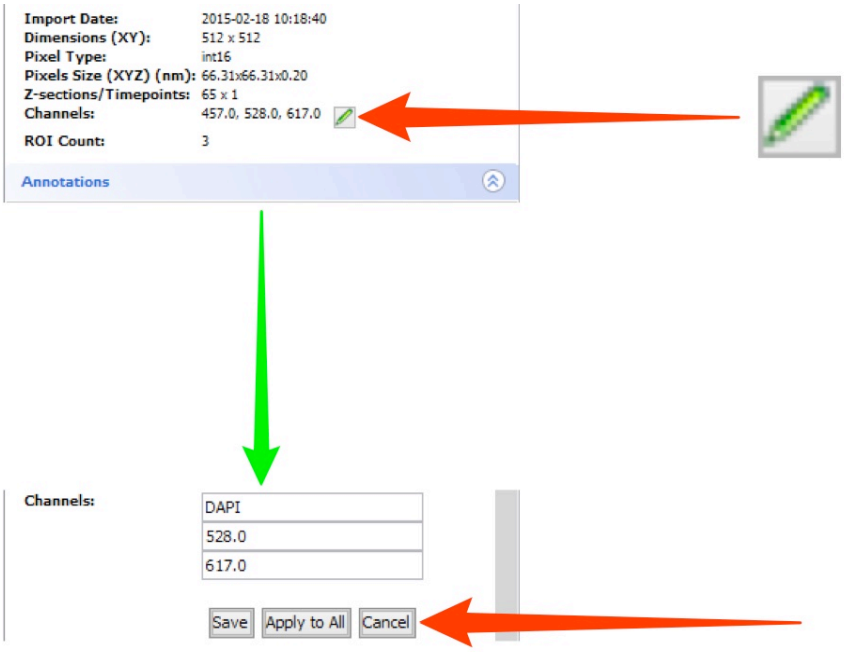
OMERO.insight



OMERO.web



2 Below the description in the **General** tab is a summary of information on the image.
To edit the channel names, click on the **Pen** button.
Click **Save** to make the changes to the selected image.
Click **Apply to All** to save the changes to all images in the dataset.
This functionality is the same in OMERO.insight and OMERO.web.



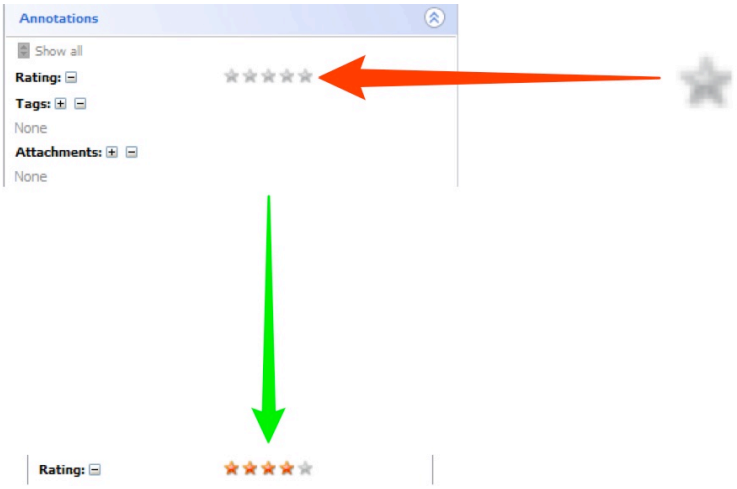
Adding annotations

1 Images can be rated from 1 to 5 in the Annotations section of the **General** pane.

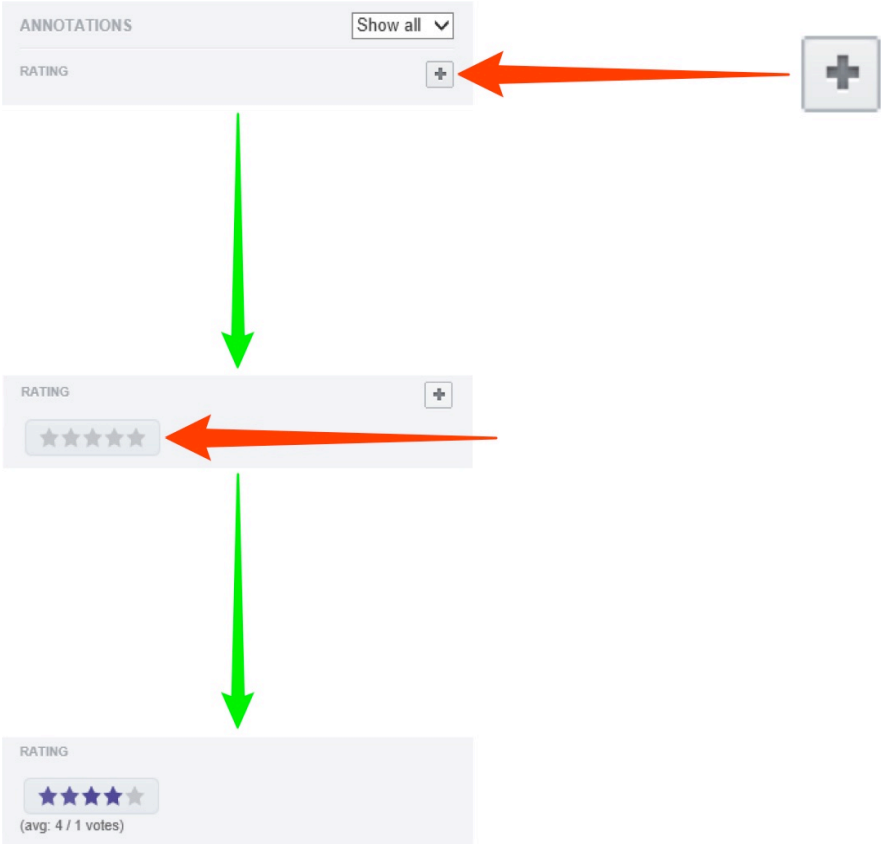
OMERO.insight: - click on the stars to set your rating
- click on the **-** box to remove your rating.

OMERO.web: - click on the the **+** button
- click on the stars to set your rating
- mouse over the rating and click the **x** to remove your rating.

OMERO.insight

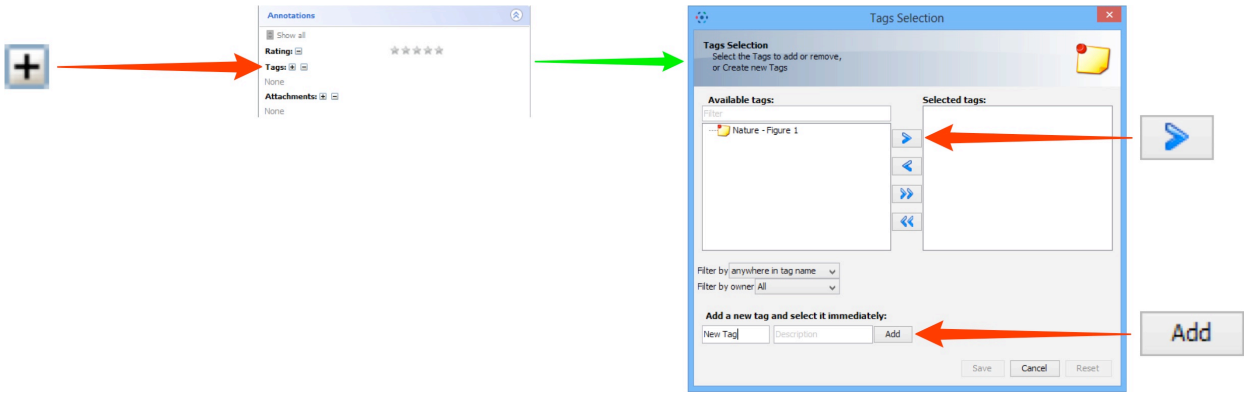


OMERO.web



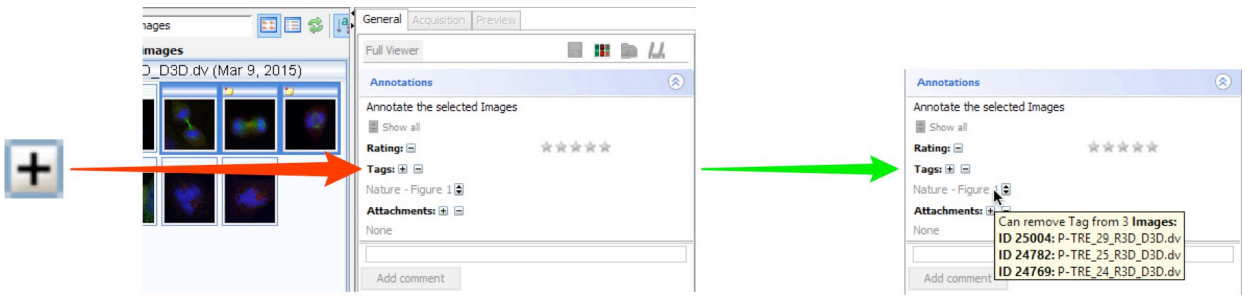
2

Click on the **+** to add a tag to an image.
In the **Tag Selection** window:
- select an existing tag and use the **right arrow** to add it to the image
or - create a **New Tag** in the text field and click **Add.**
Click **Accept** to add the tags and close the window.
This functionality is the same in OMERO.insight and OMERO.web.



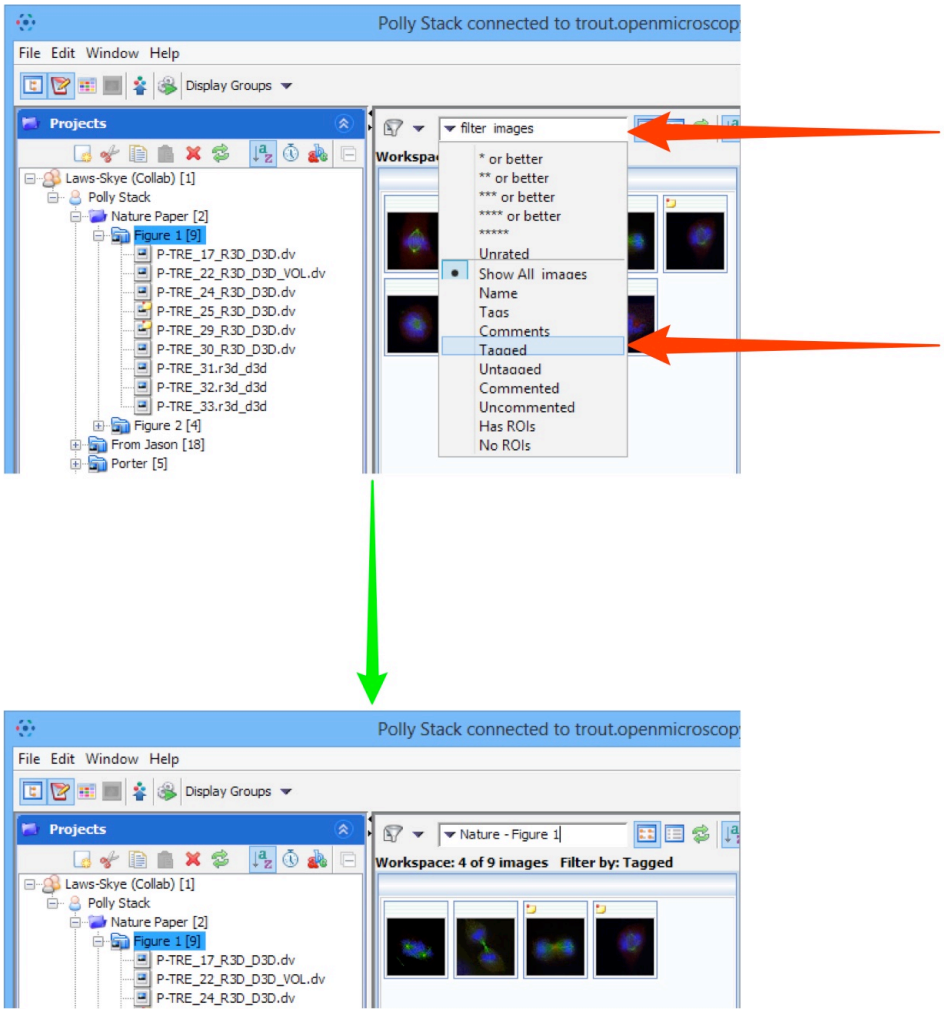
3

Select more than one image in the data tree or using thumbnails, and click on the **+** to batch tag them.
The **Tag Selection** window is used in the same way.
Mouse-over the annotations to see information on the annotations associated with selected images.



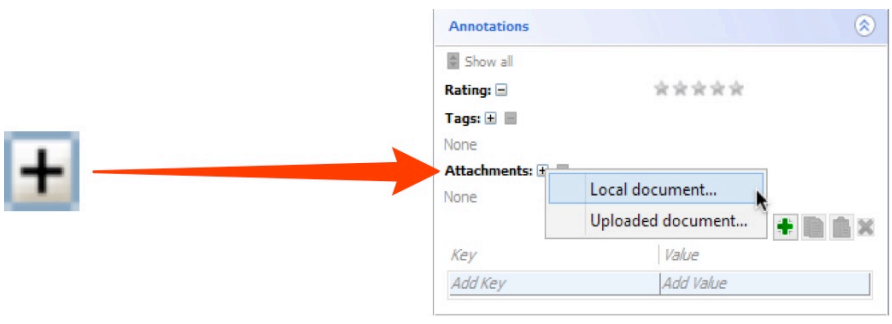
Filtering images

To filter images, select an expanded dataset and use the **Filter images** drop-down menu to select attributes to filter by, such as **Tags**.
Type in the name of a tag and select from autocomplete.
Return will filter the image thumbnails shown in the centre pane according to the tag selected.



Adding files

Click on the **+** button to attach a file to an image or other object.
Select **Local document ...** from the menu to upload a file from your local hard drive.
Uploaded document ... allows you to attach a file already on the server.



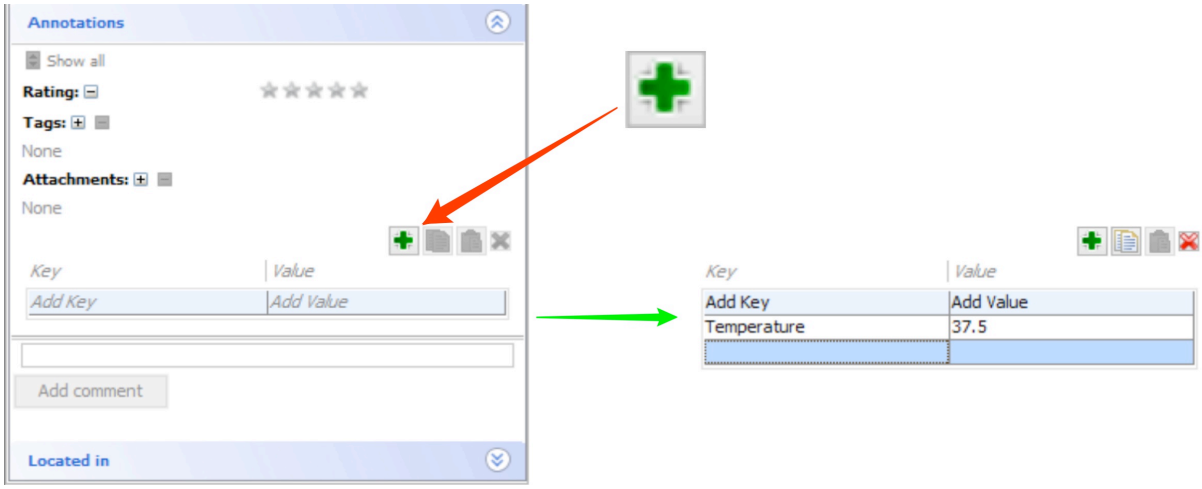
Key-value pairs in OMERO 5.1

OMERO version 5.1 allows you to annotate Projects, Datasets and Images with key-value pairs. The key-value pairs are indexed by OMERO.server, so are fully searchable.

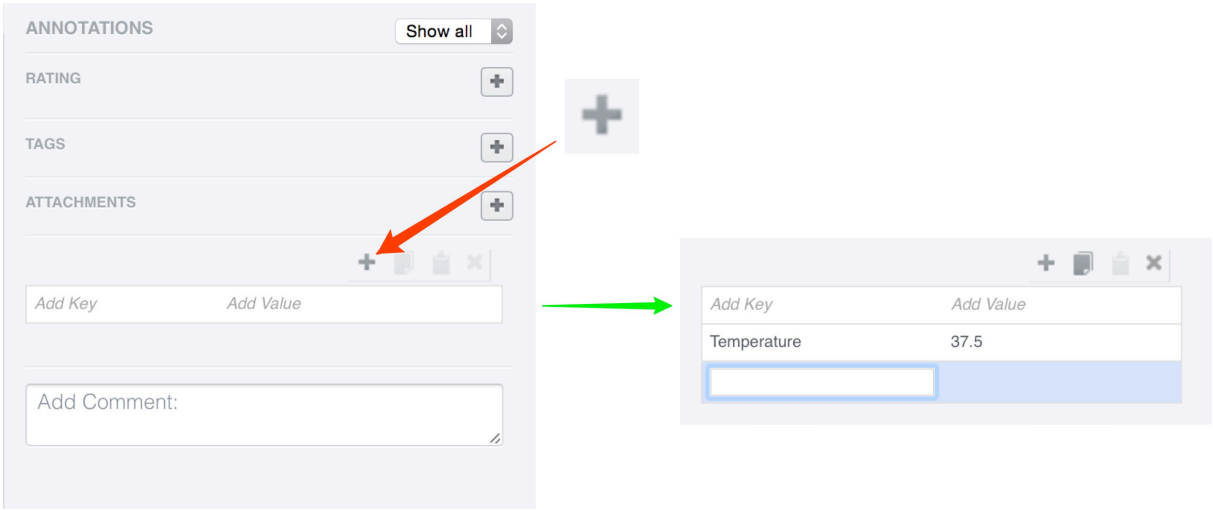
This functionality is exactly the same for OMERO.insight and OMERO.web.

1 The key-value pairs table is located in the Annotations section of the **General** pane on the right hand side.
Click the **+** button or click on an empty cell in the table to add a key-value pair.
Enter text for the key and use **Return** or **Tab** to move to the value field.
Use **Return**, **Tab** or click the **+** button to add another key-value pair.
The key-value pairs are saved automatically.

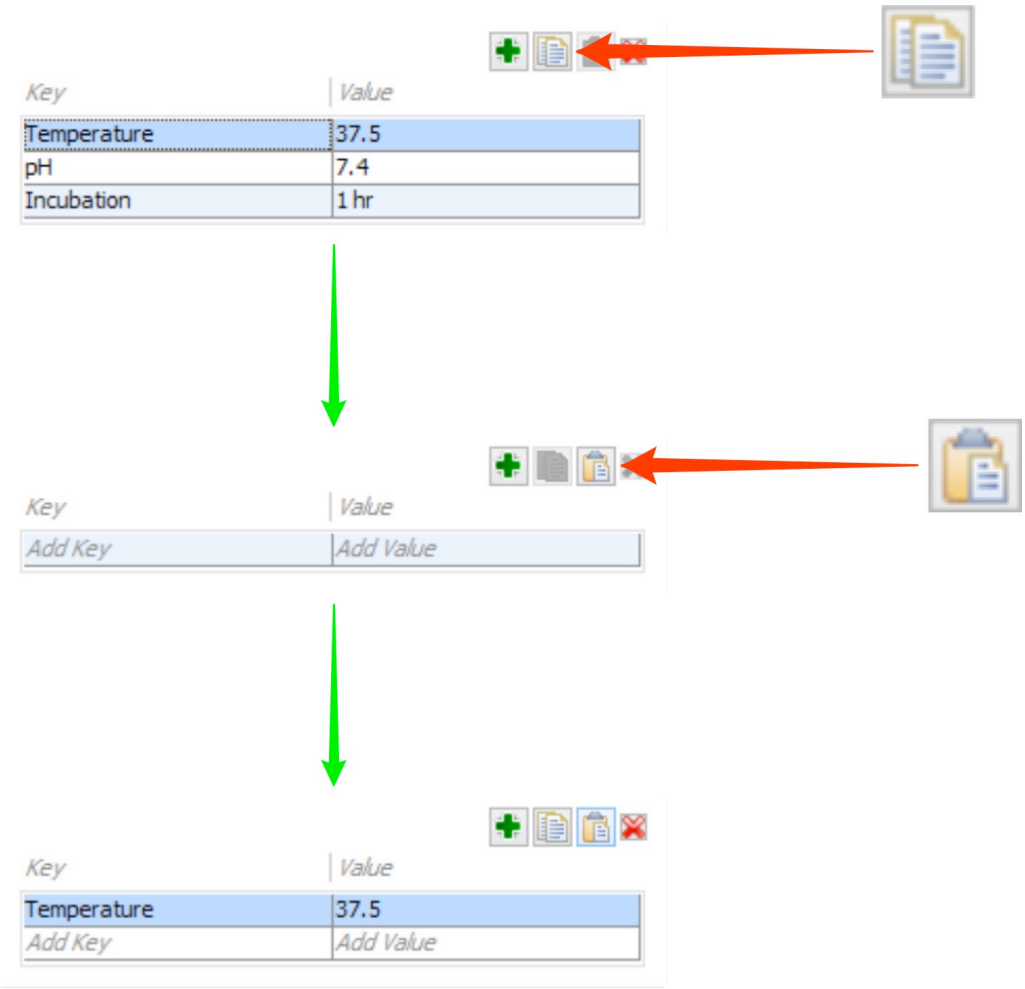
OMERO.insight



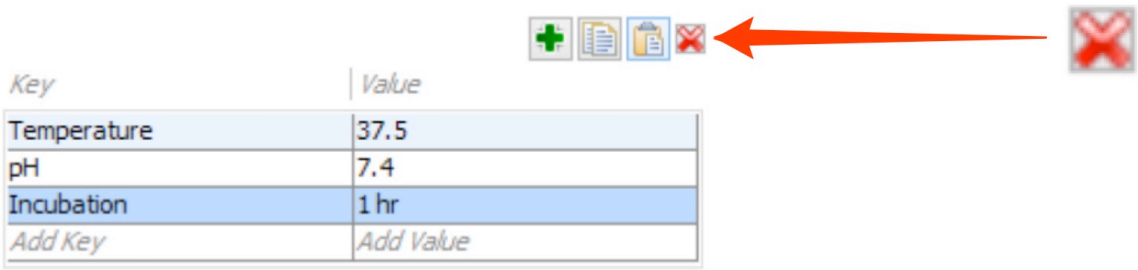
OMERO.web



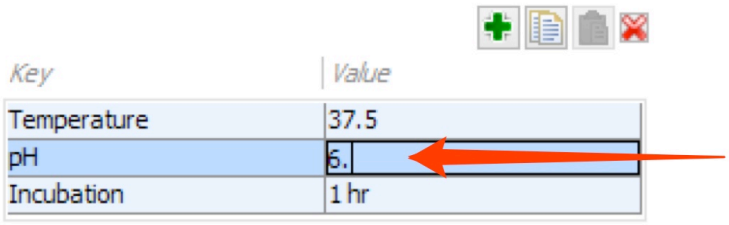
2 To copy and paste key-value pairs, select one or more rows from the table.
Click the **Copy** button.
Select another Project, Dataset or image.
Click the **Paste** button to add the copied key-value pairs to a new or existing table.



3 To delete a key-value pair, select a row and click **Delete**.

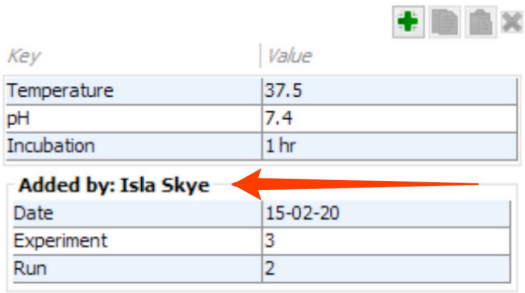


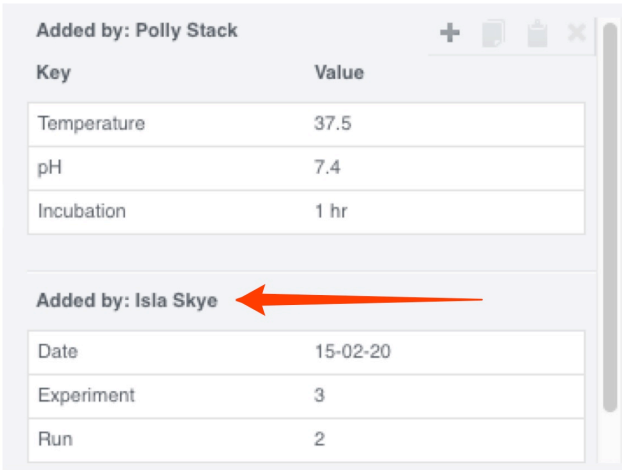
4 Click on any key or value field to edit the text.



5 To re-arrange the order of key-value pairs:
OMERO.insight: - drag and drop rows in the desired order.
OMERO.web: - copy the pair to be moved
- select the row above where you wish to move it and paste.
- delete the old copy.

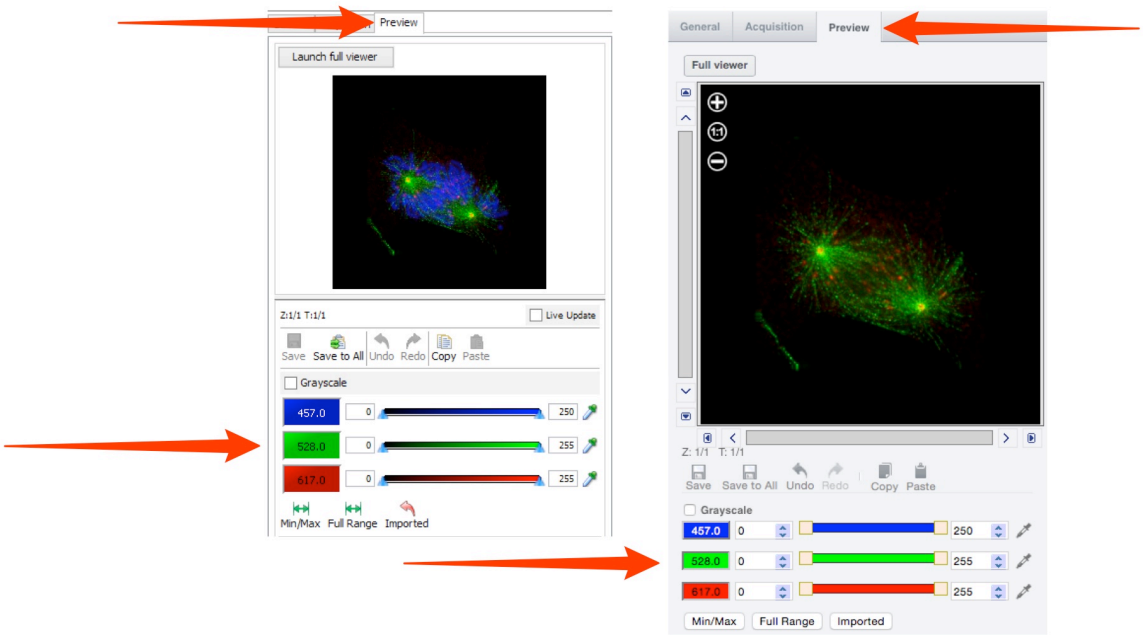
6 In read-annotate and read-write groups, users can add key-value pairs to Projects, Datasets and Images belonging to other users.
These appear as a separate table with a label indicating the user who added them.
The owner of the object cannot edit or delete key-value pairs added by another user in read-annotate groups.



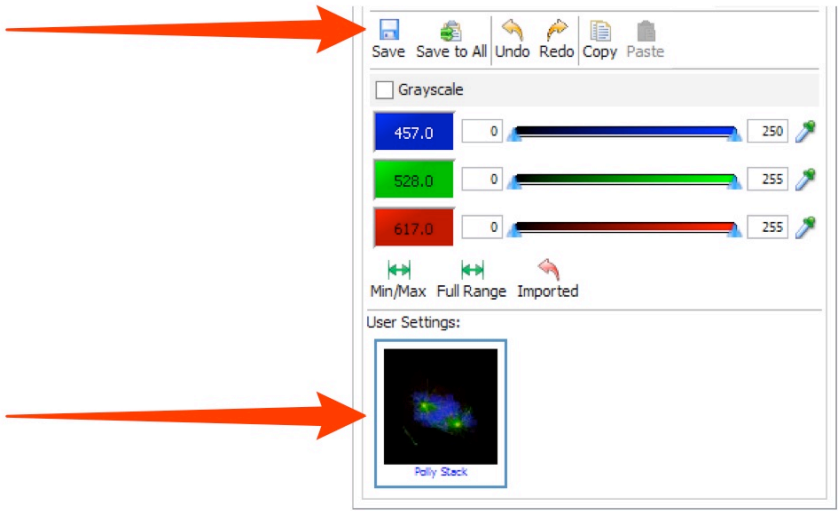


Rendering settings

1 Use the **Preview** tab to change the rendering settings for the image.
This functionality is exactly the same in OMERO.insight and OMERO.web.



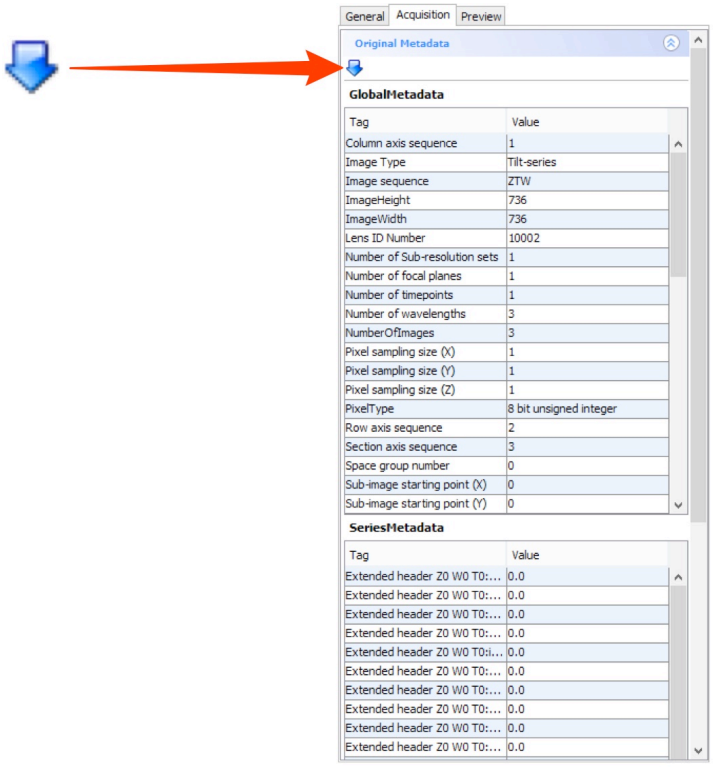
2 Click **Save** to save any changes you make to the image rendering settings.
Click on the thumbnail under User Settings to view saved settings.
Click **Apply to All** to apply the currently selected rendering settings to all images in a dataset or plate, or to selected images.



Acquisition metadata

Select the **Acquisition** tab in the right hand pane to see original metadata and microscope details imported with the image.
The original metadata can be downloaded as a file by clicking on the download **arrow** or **Download** button.

OMERO.insight



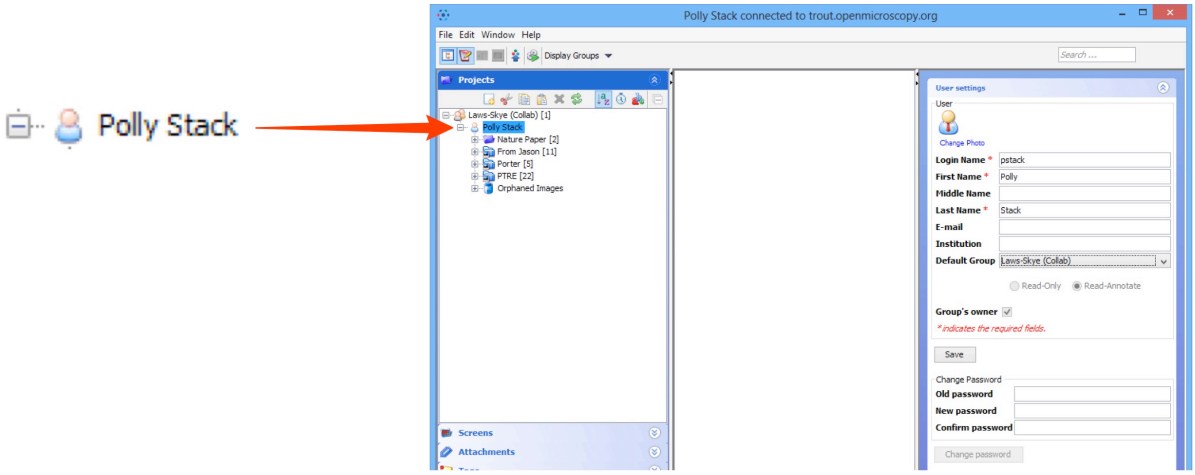
OMERO.web



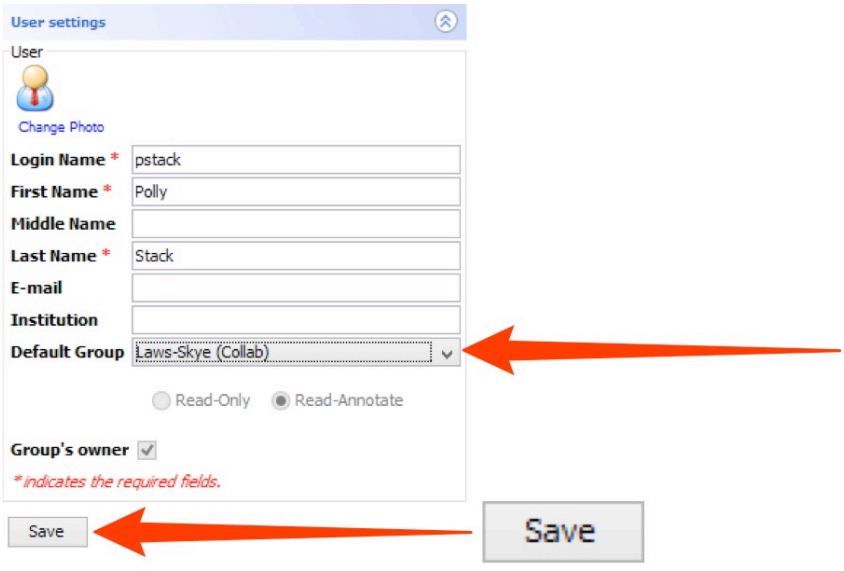
Managing user settings

OMERO.insight

1 Click on your user name to see the **User settings** in the right hand pane.



2 Edit your settings in the various fields.
If you belong to more than one group, set the group displayed when you log into OMERO.insight using the **Default group** drop-down.
Click **Save** when done.

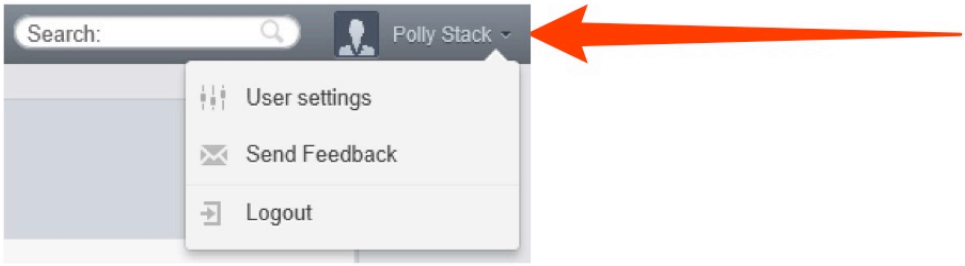


3 Use the bottom section to change your password.
Click on **Change Password** to save the change.

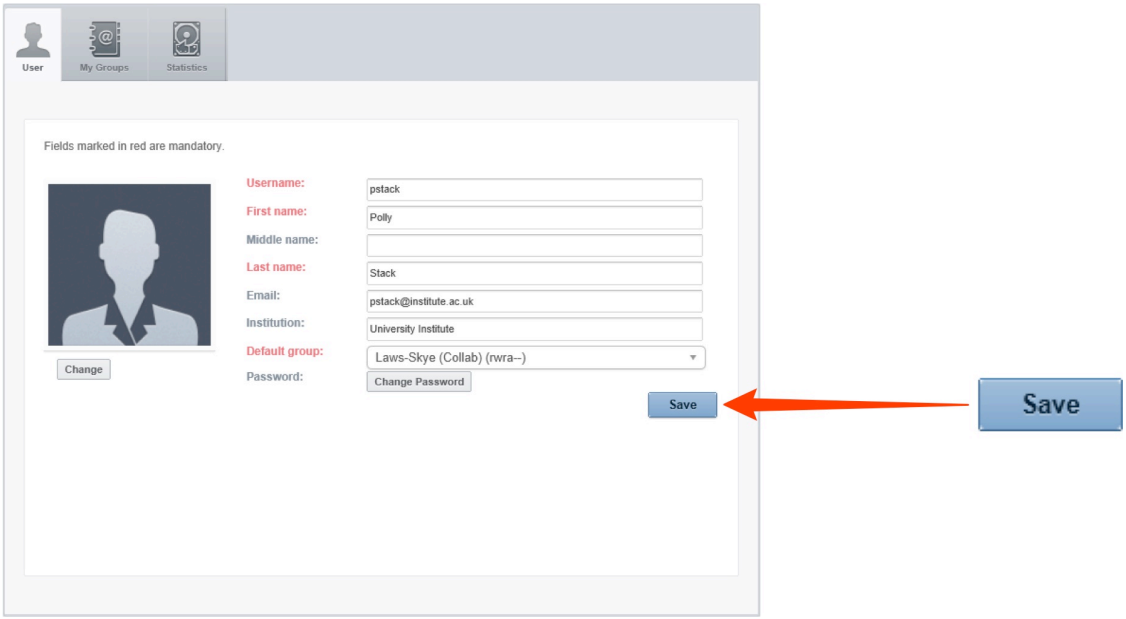


OMERO.web

1 Click on your user name in the top right corner and select **User settings** from the drop-down.



2 Edit your settings in the various fields.
If you belong to more than one group, set the group displayed when you log into OMERO.web using the **Default group** drop-down.
Click **Save** when done.



3 Click on **Change Password** to change your password.

