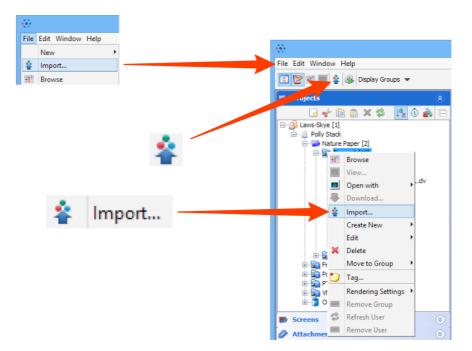


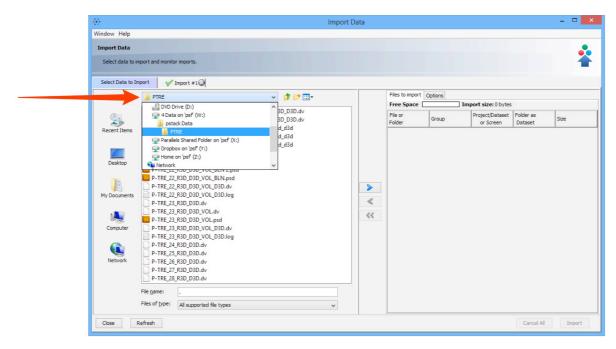
# **Importing Data with OMERO.insight Version 5**

Using OMERO.insight to import image data onto the OMERO server.

- 1 Select **Import** from the **File** menu;
  - or Click on the Import icon in the toolbar;
  - or Select a destination Project or Dataset for the imported data and right click then select **Import**.



2 Use the **File Chooser** to locate data to be imported on local or networked drives.







# Select image data to be imported. Click the right **Add** arrow.

•		Import Data
ndow Help		
Import Data		
Select data to imp	ort and monitor imports.	
Select Data to Imp	ort	
Look in:	🖟 PTRE 🗸 🦻 📴 🛄 •	F
Recent Items	P-TRE_17,R3D_D3D.dv         P-TRE_23,R3D_D3D.dv           P-TRE_18,R3D_D3D.dv         P-TRE_30,R3D_D3D.dv           P-TRE_19,R3D_D3D.dv         P-TRE_31,i2d_d3d           P-TRE_21,R3D_D3D.dv         P-TRE_31,i2d_d3d           P-TRE_21,R3D_D3D.dv         P-TRE_31,i2d_d3d           P-TRE_21,R3D_D3D.dv         P-TRE_31,i2d_d3d           P-TRE_22,R3D_D3D.dv         P-TRE_31,i2d_d3d           P-TRE_22,R3D_D3D.dv         P-TRE_31,i2d_d3d           P-TRE_22,R3D_D3D.dv         P-TRE_31,i2d_d3d           P-TRE_22,R3D_D3D_VOL_dv         P-TRE_31,i2d_d3d           P-TRE_22,R3D_D3D_VOL_BLN_2psd         P-TRE_22,R3D_D3D_VOL_BLN_2psd           P-TRE_22,R3D_D3D_VOL_D3D.dv         P-TRE_32,R3D_D3D_VOL_D3D.dv	F F F
My Documents	P-TRE_22_R3D_D3D_VOL_D3D.log     P-TRE_23_R3D_D3D.dv     P-TRE_23_R3D_D3D_VOL.dv     P-TRE_23_R3D_D3D_VOL.dv	< <<
Computer	P-TRE_23_R3D_D3D_VOL_D3D.dv P-TRE_23_R3D_D3D_VOL_D3D.log P-TRE_24_R3D_D3D.dv P-TRE_25_R3D_D3D.dv	
Network	P-TRE_26_R3D_D3D.dv	

2

4 Specify a location for saving imported data:

- select a group if you are a member of more than one
- a new project and/or dataset can be created
- an existing project and/or dataset can be selected from the drop-downs
- a new dataset can be automatically created from the source folder
- click Add to the Queue

•	Import Location - Select where to import your da	ta.		×	
 Group 🛞 l	aws-Skye (Collab) 🗸 🗸				
🝃 Projec	ts 📕 Screens				
Project	No Project	~	New		
Dataset	New From Folder	~	New		
				_	
Close	Refresh	Add	to the Queue		Add to the Queue

5 Data to be imported appears in the queue pane. When ready click on **Import**.

Files to import (	Options				
Free Space	Im	port size: 720 MB			
File or Folder	Group	Project/Dataset or Screen	Folder as Dataset	Size	
P-TRE_29	Laws-Skye (Coll	🔄 Nature Pap		130 MB	
P-TRE_30	Laws-Skye (Coll	🔄 Nature Pap		140 MB	
P-TRE_31.r	Laws-Skye (Coll	📄 Nature Pap		200 MB	
P-TRE_32.r	Laws-Skye (Coll	🔄 Nature Pap		125 MB	
P-TRE_33.r	Laws-Skye (Coll	📄 Nature Pap		125 MB	
			Cancel All	Import	Import







6 Import progress will be shown in the **Import #1** tab.

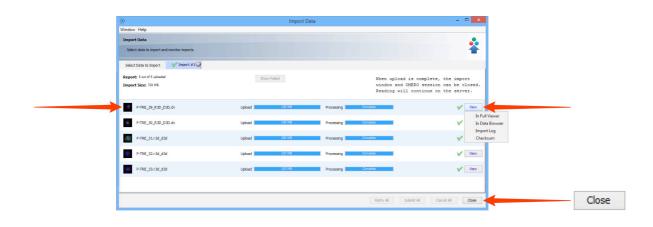
Further data can be queued and imported using the **Select Data to Import** tab. Multiple queues can be run simultaneously.

A green check is shown in the import tab and in the top right corner of the main Data Manager window when the queue is successfully imported.

		Import Data		- D 🗙
	Window Help			
	Import Data			🌲 -
	Select data to import and monitor imports.			<b>*</b>
🗸 Import #1 😡	Import #1@			
	Report: 3 out of 5 uploaded	Show Failed	Wh	en upload is complete, the import
	Import Size: 470 MB			ndow and OMERO session can be closed. ading will continue on the server.
	P-TRE_29_R3D_D3D.dv	Upload 130 MB	Processing Complete	View
	P-TRE_30_R3D_D3D.dv	Upload 140 MB	Processing Complete	View
	P-TRE_31.r3d_d3d	Upload 200 MB	Processing sading Pixels	Cancel
	P-TRE_32.r3d_d3d	Upload 38/125 MB 2s Left	Processing Pending	Cancel
- • ×	P-TRE_33.r3d_d3d	Pending		Cancel
5 Imported V				
Preview	1		Retr	y All Submit All Cancel All Close

**Note:** From Version 5, OMERO imports and stores image files unchanged, in their original format. Therefore there is no longer any need to archive files on import.

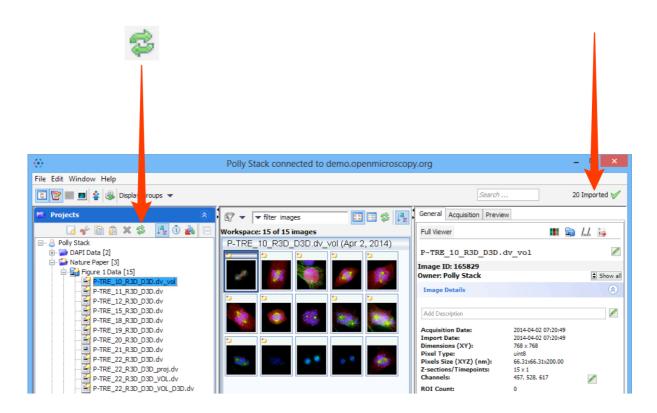
7 Double-click on the thumbnail or select from the **View** menu to open the image in the full viewer or close the Import Data window to return to the Data Manager window.



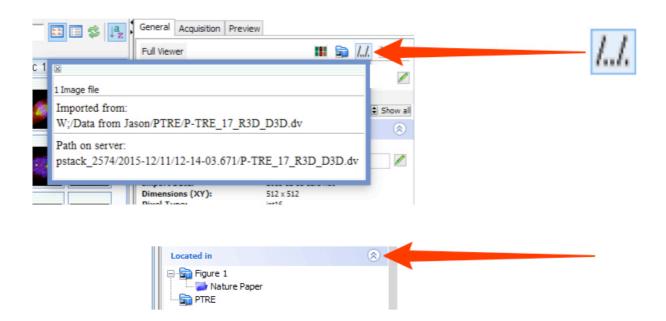


8 Click the **Refresh** button to see the imported data in the Data Manager window. Import progress is shown on the top right-hand side of the Data Manager window. Notifications of any import failure will also appear there with a red X.

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9 Select an image and click on the **File Path** button to see the file path for where the data was imported from and its path in the OMERO data repository. Click on the **Located in** tab to see the location of the data in the data tree.



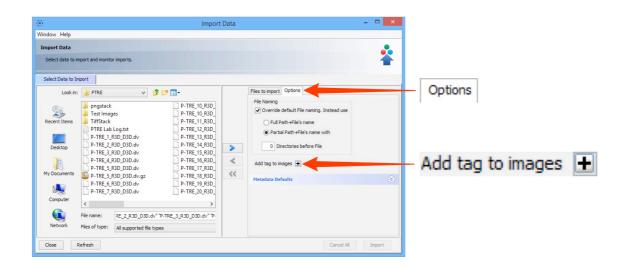


### **Importing options**

The following points illustrate some options that can be used when importing.

#### Adding tags at import

1 Click the **Options** tab then **Add Tags** to batch-add tags to the data as it is imported.



2 Select an existing tag in the left hand pane and click the right arrow; or Enter the name of a new tag and click **Add**.

Click **Save** to add these tags to the data at import.

Tags Selection	×
Tags Selection Select the Tags to add or remove, or Create new Tags	2
Available tags: Selected tags:	
Nature - Figure 1	>
Fifter by anywhere in tag name v Fifter by owner All v	
Add a new tag and select it immediately: New Tag Description Add	Add
	ncel Reset
Tags Selection	×
Tags Selection Select the Tags to add or remove, or Create new Tags	<b>)</b>
Available tags: Selected tags:	
Nature - Figure 1	
Filter by anywhere in tag name 🗸	
Filter by owner All 🗸	
Add a new tag and select it immediately:	
Tag Description Add	
	Save
Save	





**3** After saving, tags are shown in the **Options** tab and can be removed by clicking the **-** button

> < <	Files to import       Options         File Naming       Override default File naming. Instead use         Full Path +File's name       Full Path +File's name with         Image: Ima	
	Cancel All Import	

## Selecting a group to import into

If you are a member of more than one group, use the **Group** drop-down box to select the group to import the data into.

•	Import Location - Select where to import your data.	×
a La	aws-Skye (Collab) v ws Lab (Private) ws-Skye (Collab)	-
Project	No Project V	New
Dataset	New From Folder V	New
Close	Refresh Ad	d to the Queue

### Toggle between project and screen

If you are importing screening data, click the **Projects** or **Screens** tabs to change between image and screen data.

The File Finder window changes to reflect available file types, according to the selection.

	Import Location - Select where to import your data.	×
Drojects 📷 Screens	Group Aws-Skye (Collab) v  Project Screens  ProjectNo Project v DatasetNew From Folder v	New
	Close Refresh Add	to the Queue





#### Import for another user

If you are an OMERO Group Owner or Administrator, use the **Import For** drop-down box to select another user to import the data as. The chosen user will then own this data.

The **Project** and **Dataset** drop-down boxes list the projects and datasets available for the selected user to import into.

	Import Location - Select	where to import your data.	×
Group	Aws-Skye (Collab)		
Import For	Polly Stack 🗸		
🧼 Projec	Ben Becula Ross Cromarty Sid Laws		
	Ben Laws Ben Nevis	✓ New	
	Isla Skye Polly Stack	✓ New	
Close	Refresh	Add to the Queue	3

#### Generation of pyramid files after import

OMERO will generate a pyramid of image tiles for certain big images, depending on file format and various other factors.

Pyramid generation takes place on the server after the data has been uploaded and processed by the importer.

OMERO.insight and OMERO.web display a clock icon in place of the thumbnail in the centre pane of the data manager until the pyramid generation has been completed by the server.

The image will not be available for viewing in OMERO.insight or OMERO.web until the process is complete. For images that are very large or have a number of resolution levels, this can take some time.

Some formats such as .svs contain a pre-calculated pyramid so should not incur any additional processing overhead.

•	- 🗆 🗙		
File Edit Window Help			
🔃 📴 🔳 🔹 🛞 Display Groups 🔻		Search	20 Imported 🧹
Projects 🛞	🕅 👻 🖛 filter images	General Acquisition Preview	
🛛 🐦 🗎 🏦 🗶 🌮 📑 🖬	Workspace: 15 of 15 images	Full Viewer	🎟 🖬 I.I. 😝
	P-TRE_10_R3D_D3D.dv_vol (Apr 2, 3	P-TRE_10_R3D_D3D.dv_vol	
Figure 1 Data [15]	🕑 🚿 🏹 🍠	Image ID: 165829 Owner: Polly Stack	Show all
P-TRE_11_R3D_D3D.dv P-TRE_12_R3D_D3D.dv P-TRE_15_R3D_D3D.dv P-TRE_18_R3D_D3D.dv		Image Details	<ul> <li>Image: A start of the start of</li></ul>
P-TRE_19_R3D_D3D.dv		Acquisition Date: 2014-04-0	02 07:20:49

**Note:** If you regularly have problems with the time taken to generate pyramids for your imported images, speak to your OMERO system administrator as they may be able to adjust the OMERO server configuration to optimise the processing.

