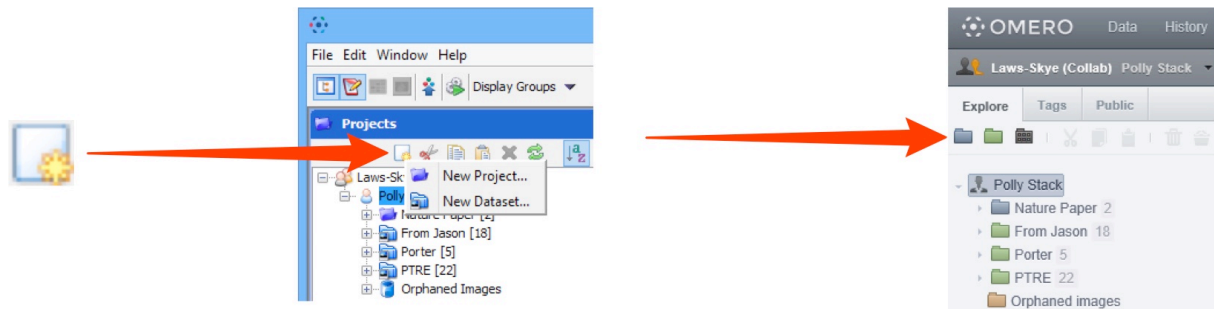


Managing Data

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

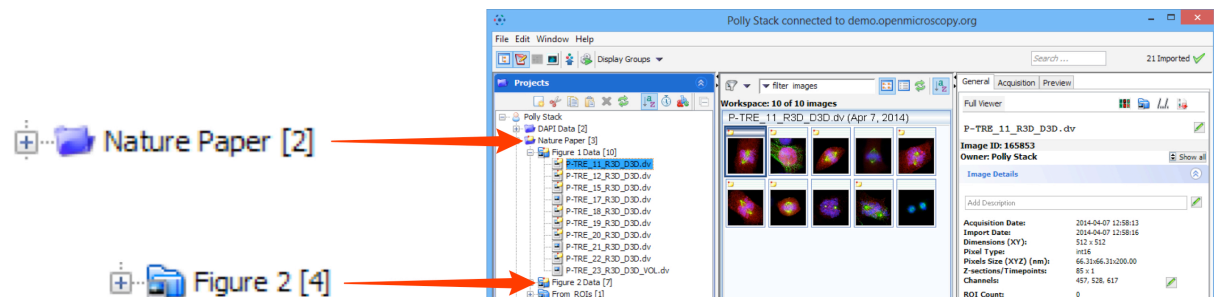
Creating and viewing Projects and Datasets

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

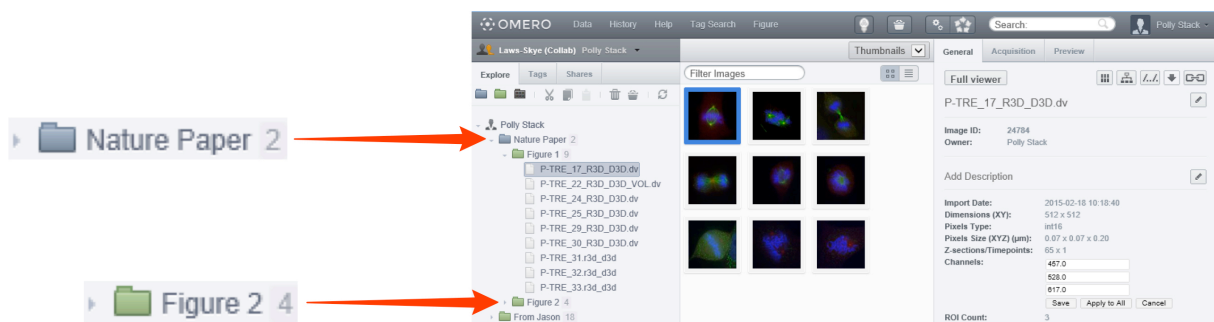


- 2 Click on the **+** or **arrow** to expand a **Project** in the data tree in left hand pane. Click on the **+** or **arrow** in front of a **Dataset** to expand the dataset and view images. Thumbnails of the images in a dataset are seen in the centre pane. Select an image in the data tree to show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

OMERO.insight



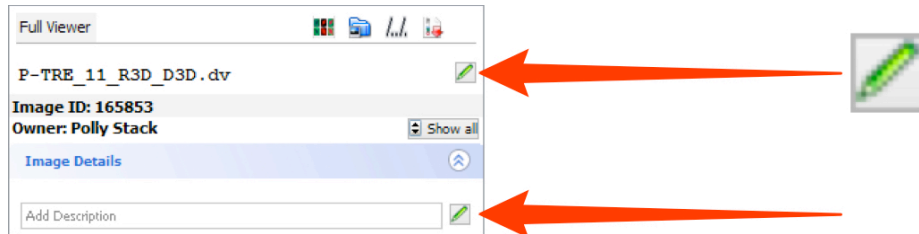
OMERO.web



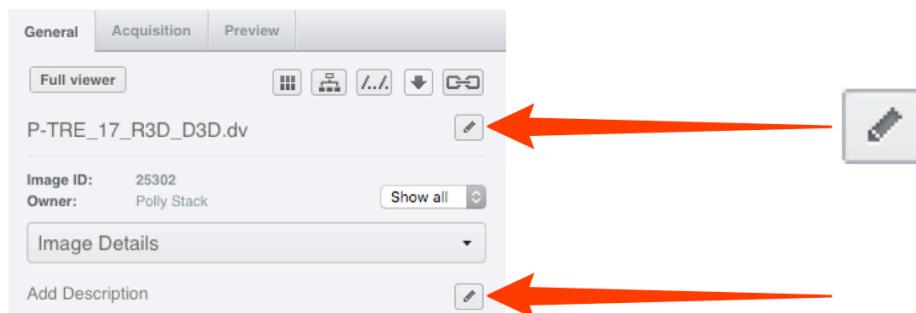
Editing names, descriptions and channel names

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

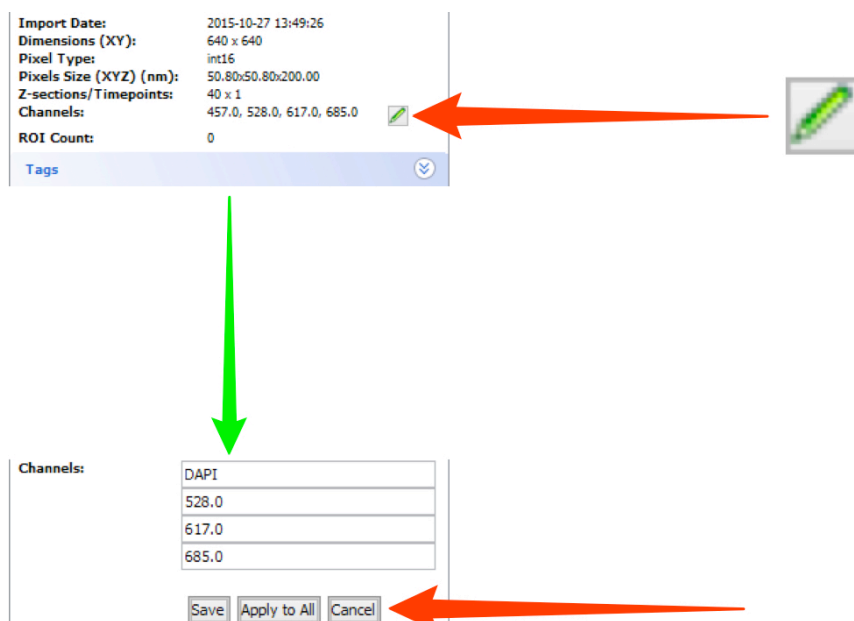
OMERO.insight



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.



Using Annotations

Click on the appropriate accordion tab in the right hand **General** pane to access the functionality associated with annotations.

Adding Tags

1

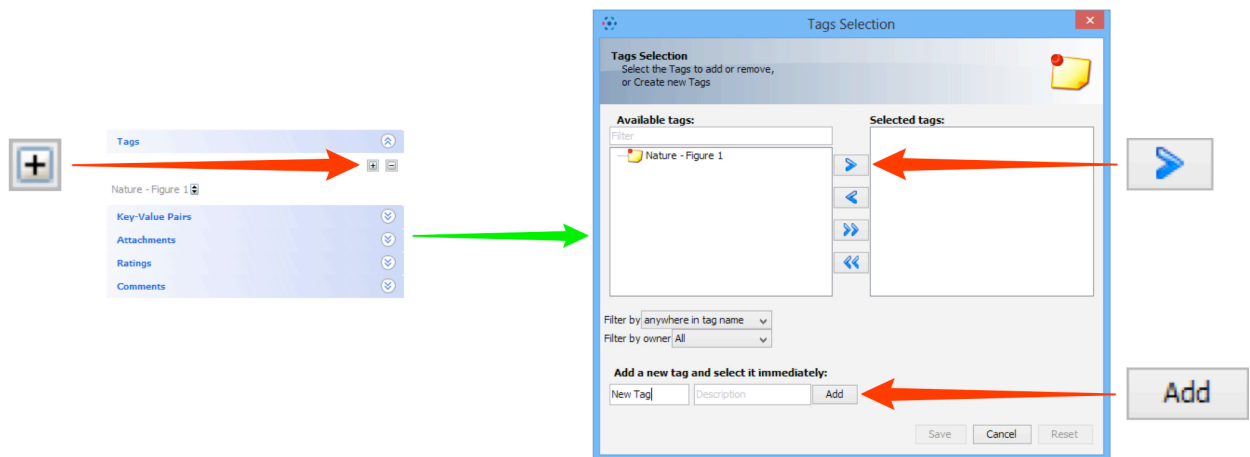
Click on the **+** to add a tag to an image.

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.

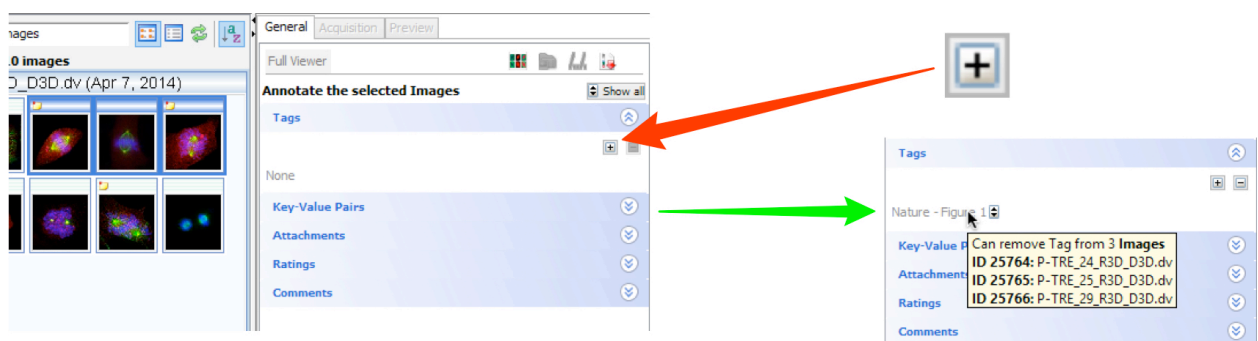


2

Select more than one image in the data tree or using thumbnails, and click on the **+** to batch tag them.

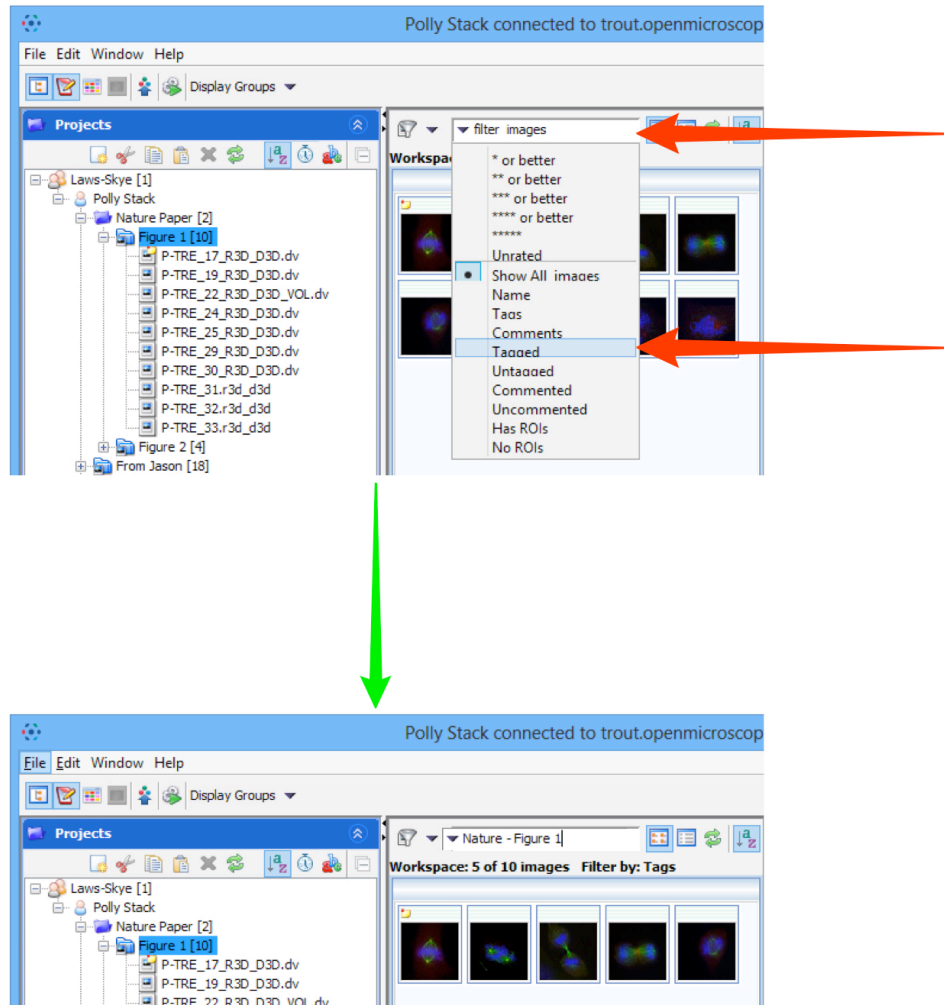
The **Tag Selection** window is used in the same way.

Mouse-over the annotations to see information on the annotations associated with selected images.



Filtering images using Tags

- 3 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.



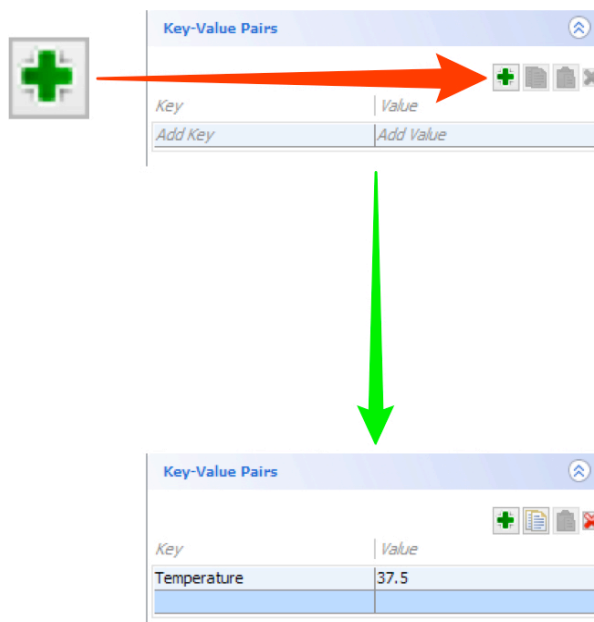
Using Key-Value pairs

OMERO allows you to annotate Projects, Datasets, Screens, Plates, Runs and Images with Key-Value pairs. The Key-Value pairs are indexed by OMERO.server, so are fully searchable.

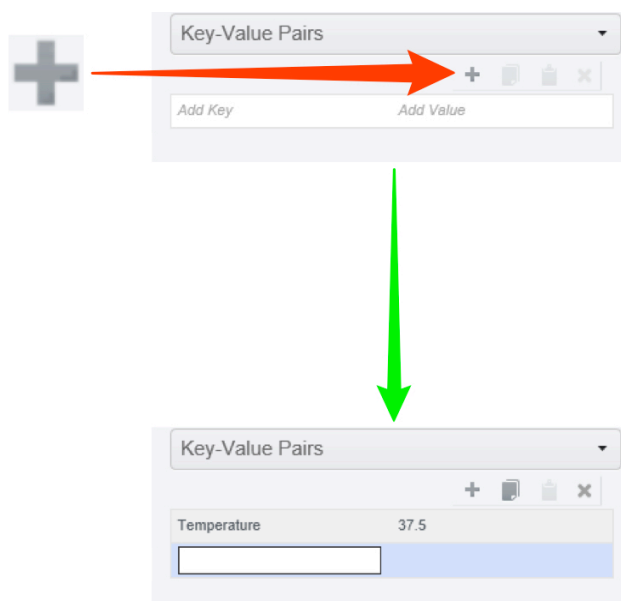
This functionality is exactly the same for OMERO.insight and OMERO.web.

- 4 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.

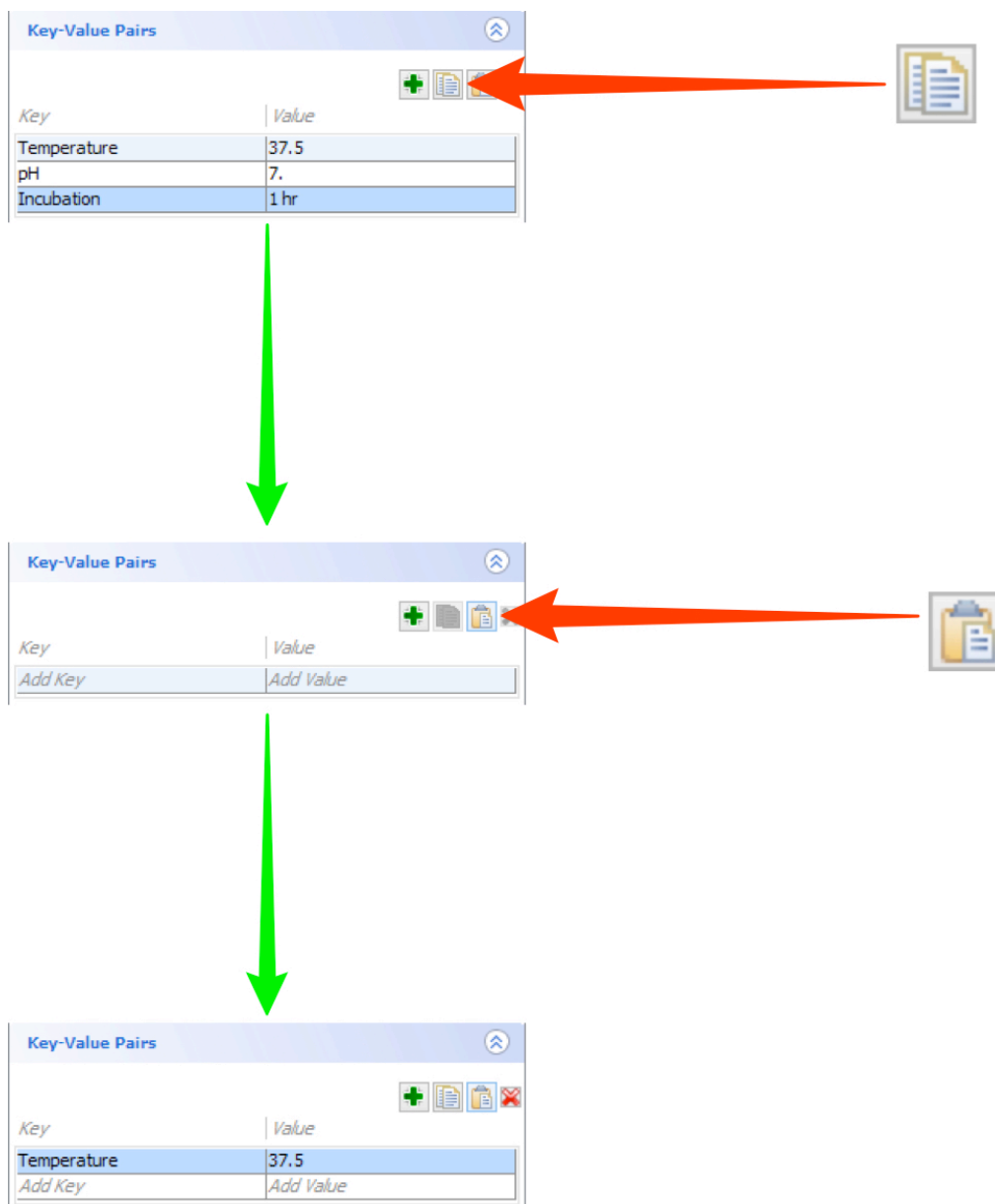
OMERO.insight



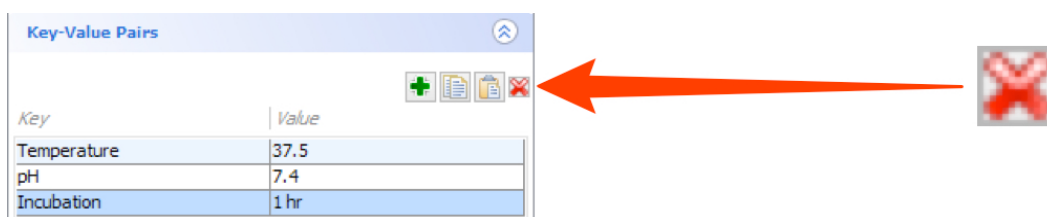
OMERO.web



- 5 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.



- 6 To delete a Key-Value pair, select a row and click **Delete**.



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

Key-Value Pairs	
Key	Value
Temperature	37.5
pH	7.
Incubation	1 hr

- 8 To rearrange 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.
- 9 In read-annotate and read-write groups, users can add Key-Value pairs to any container or image 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.

Key-Value Pairs	
Key	Value
Temperature	37.5
pH	7.4
Incubation	1 hr
Added by: Isla Skye	
Date	15-02-20
Experiment	3
Run	2

Attaching files

- 10 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.



Adding Ratings

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

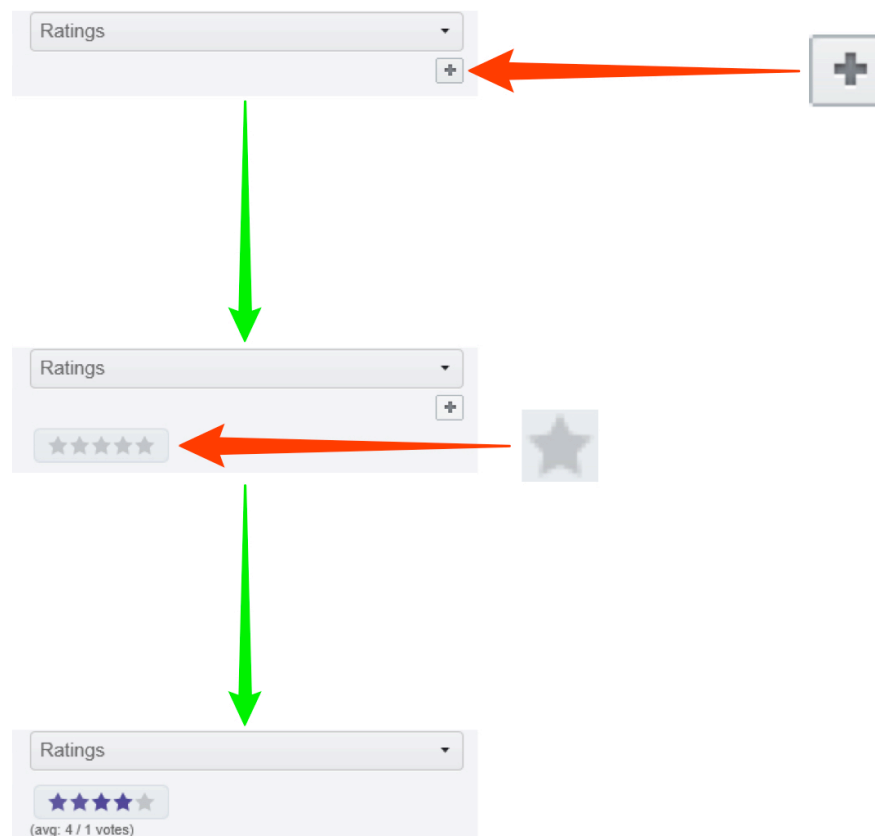
OMERO.insight: - click on the stars to set your rating
- click on the - box to remove your rating.

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

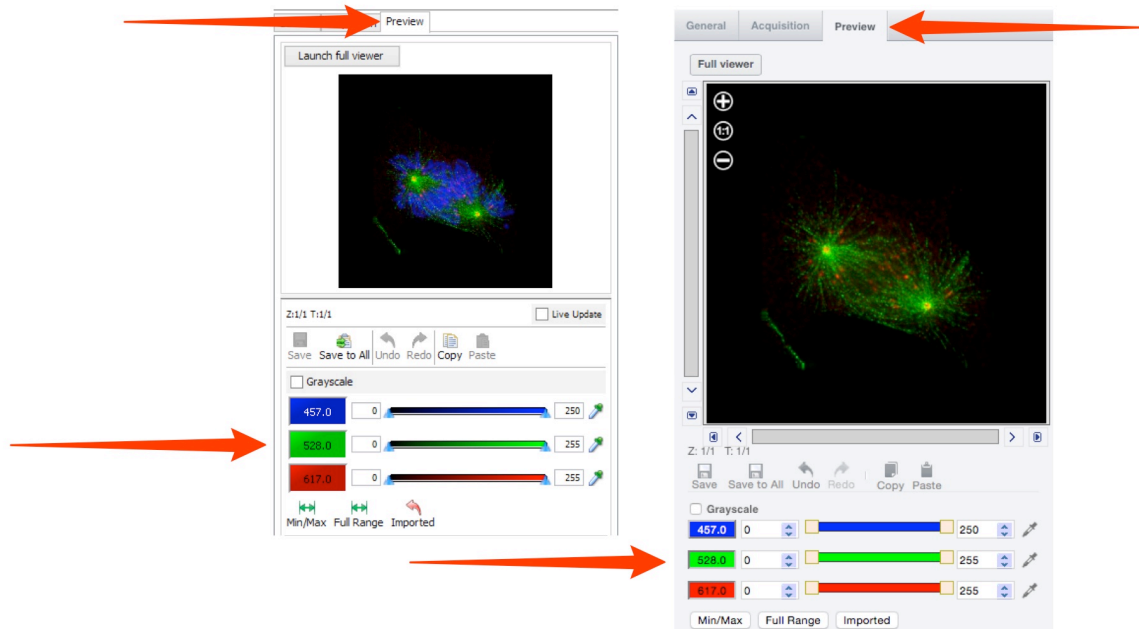


OMERO.web

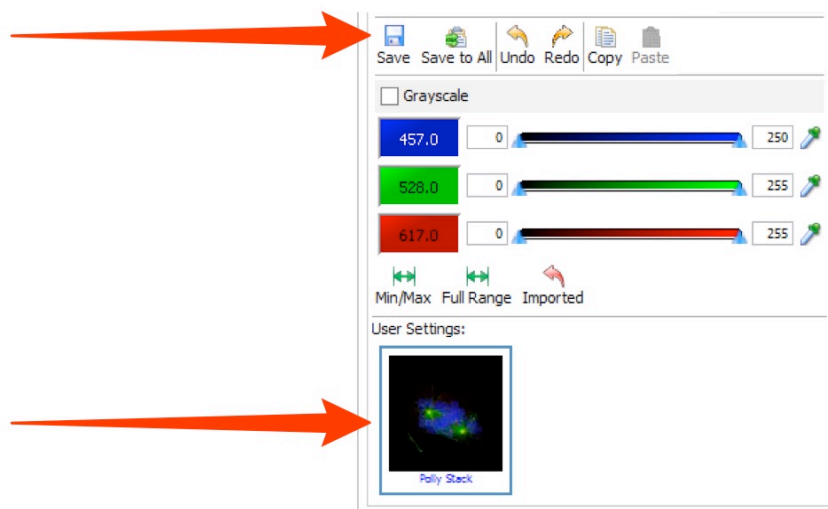


Rendering settings

- 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.

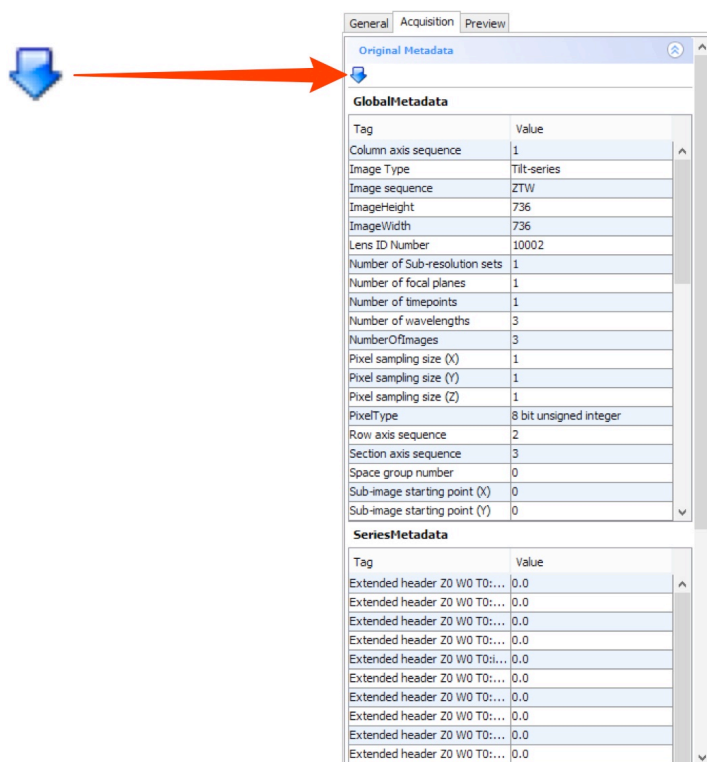


Acquisition metadata

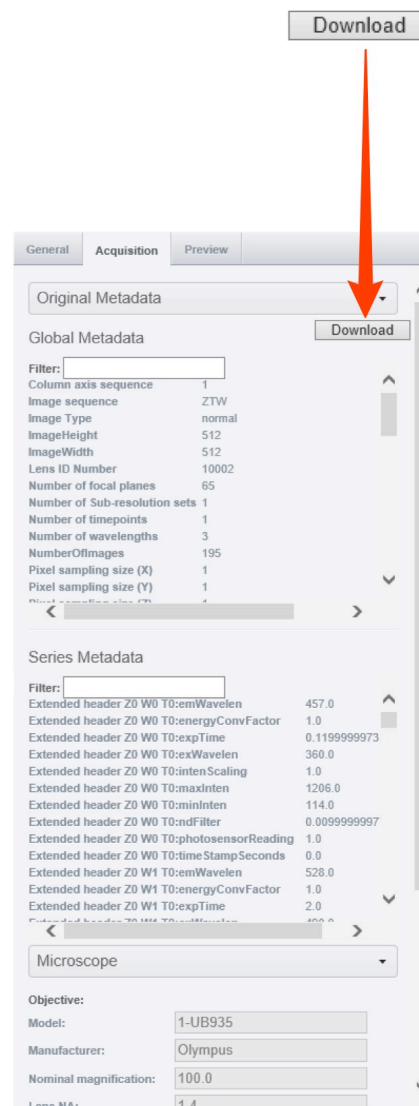
Select the **Acquisition** tab in the right hand pane to see original metadata and microscope details imported with the image.

The original metadata can be downloaded as a file by clicking on the download **arrow** or **Download** button.

OMERO.insight



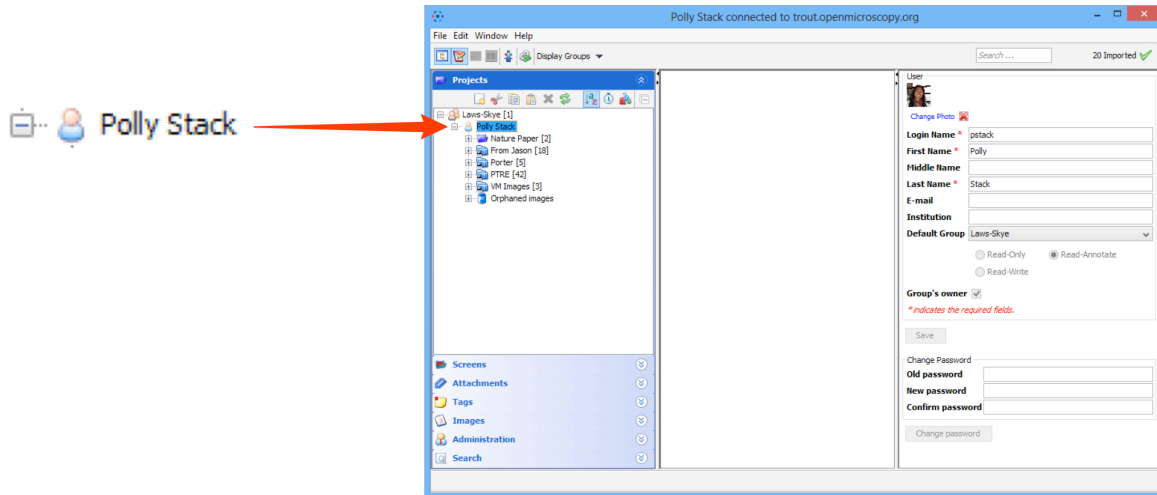
OMERO.web



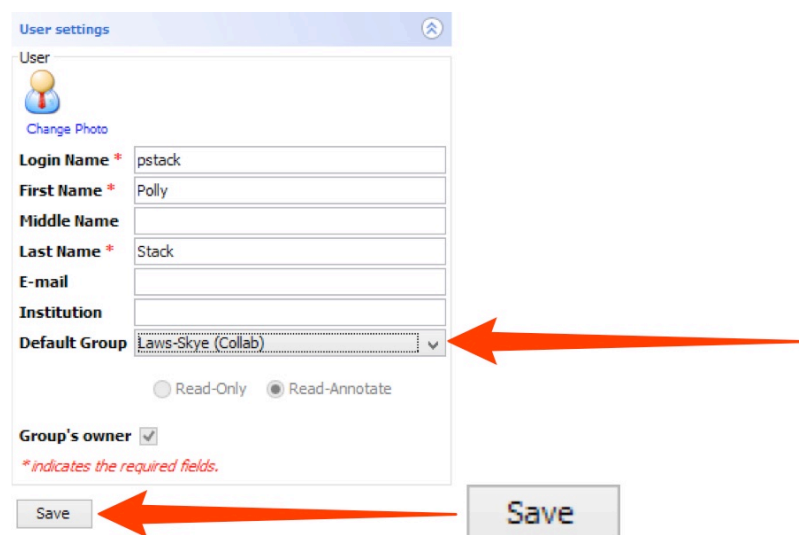
Managing user settings

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.

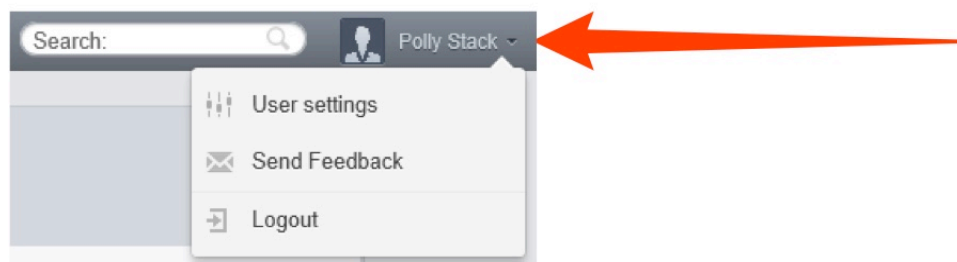


- 3 Use the bottom section to change your password.
Click on **Change Password** to save the change.

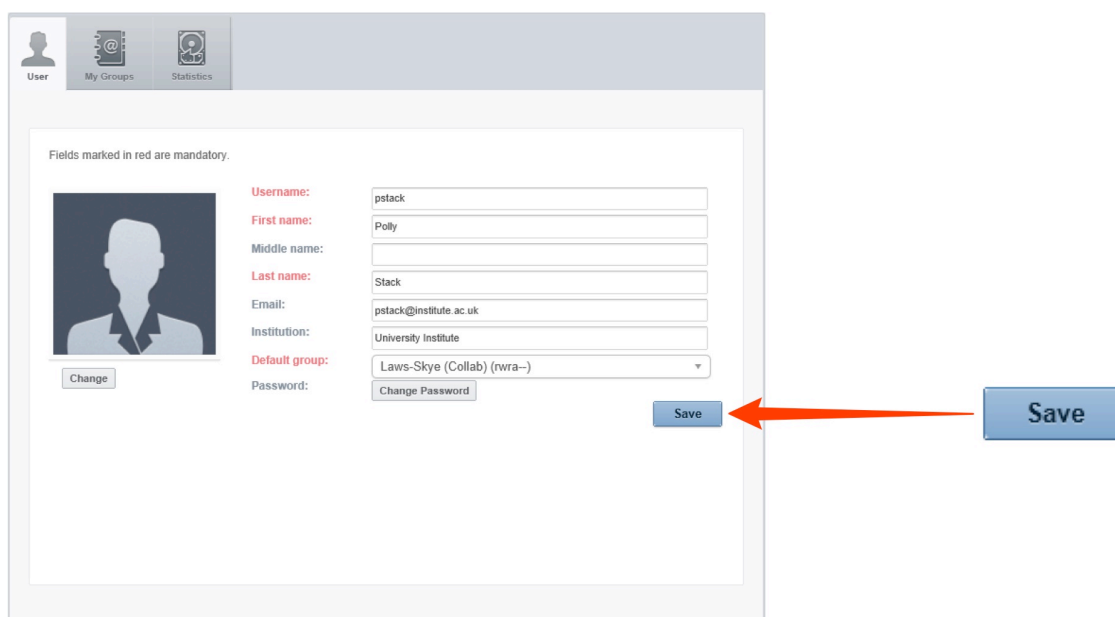


OMERO.web


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



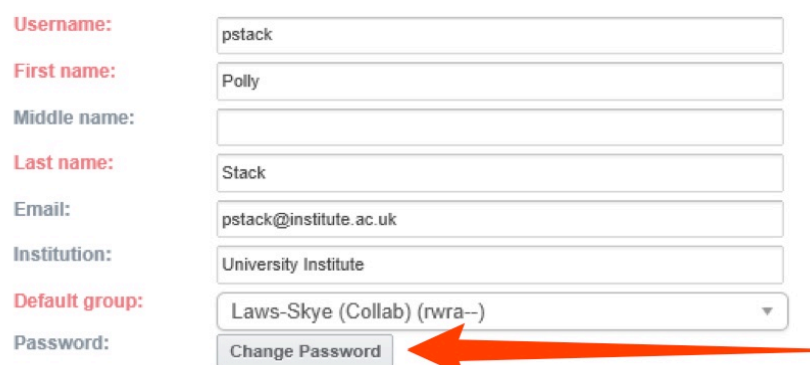
- 2 Edit your settings in the various fields.
If you belong to more than one group, set the group displayed when you log into OMERO.web using the **Default group** drop-down.
Click **Save** when done.



Fields marked in red are mandatory.

	Username:	<input type="text" value="pstack"/>
	First name:	<input type="text" value="Polly"/>
	Middle name:	<input type="text"/>
	Last name:	<input type="text" value="Stack"/>
	Email:	<input type="text" value="pstack@institute.ac.uk"/>
	Institution:	<input type="text" value="University Institute"/>
	Default group:	<input type="text" value="Laws-Skye (Collab) (rwra--)"/>
	Password:	<input type="button" value="Change Password"/>

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



Username:	<input type="text" value="pstack"/>
First name:	<input type="text" value="Polly"/>
Middle name:	<input type="text"/>
Last name:	<input type="text" value="Stack"/>
Email:	<input type="text" value="pstack@institute.ac.uk"/>
Institution:	<input type="text" value="University Institute"/>
Default group:	<input type="text" value="Laws-Skye (Collab) (rwra--)"/>
Password:	<input type="button" value="Change Password"/>