

# Attention! Please specify PDF title in FAQ Settings first.

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## **1. Genboree Commons Basics**

### **1.1 How do I change the amount of email I get?**

The Genboree Commons can email you about changes you and others make to the projects you are involved in.

To adjust the email settings to get more or less email, click the *\*My account\** button at the top-right of the page. Then select the most appropriate settings in the *\_Email notifications\_* section of the resulting page.

While getting email telling you of updates is a good way to stay connected, checking the *\_I don't want to be notified of changes that I make myself\_* box is wise, since obviously you know about those updates already!

Note that emails from The Commons will have the subject prefix *@Genboree Commons:@* This makes it easy to set up filters in your favorite email client.

### **1.2 How do I create a new Document entry?**

To create document entriess, you must have at least *\_Author\_* role in the project.

- \* Click the *\*Documents\** tab of the project you are in.
- \* Now click the *\*New document\** link next to the green and white plus sign on the upper right hand side.
- \* You can now give your document a name and add a description and other accompanying text. You can also upload files and supply short descriptions for them.
- \*\* Because you can upload multiple files, this is an easy way to manage a closely-related *\_set\_* of files.
- \* Click *\*Create\** at the bottom when done.

Your document can now be viewed by other members of the project.

### **1.3 How do I create a new FAQ entry ?**

- \* Click on the *\*FAQ\** tab.
- \* Then click the *\*New FAQ\** link next to the green and white plus sign on the upper right hand side.
- \* On the page that follows, enter your question.
- \*\* Optionally, you can estimate the difficulty of your question.
- \* Finally, you can upload files or other materials relevant to the question.
- \* Click the *Create* button when done to have the FAQ posted to the project.

### **1.4 How do I post to a forum?**

- \* Click on the *\*Forums\** tab for the project you are in.
- \*\* If your current project does not show a *Forums* tab, you need to choose an appropriate *\_subproject\_* on the *\*Overview\** tab first.
- \* Click on the appropriate forum name.
- \* If you are replying to a message posted by someone else, click the message of interest. Then click the *\*Reply\** link at the bottom of the page. After typing in your reply click *\*Submit\** to post to the forum.
- \* In order to start a new topic of conversation, after clicking on the forum name, click on the *\*New conversation\** link next to the green and white plus sign on the upper right hand side. You can now type in a subject and a message and click *\*Create\** to post it to the forum as a new topic of conversation.

### **1.5 How do I see which projects I belong to?**

Click the *\*Projects\** button at the top of the page. You can then see a list of project that you belong to.

The list is hierarchical, so you can expand projects to see their subprojects by clicking the *@[+]@* icon.

### 1.6 How do I view the members of a project?

Click the *\*Overview\** tab to visit the project's overview page. A list of members of the project is displayed on the right side of the page, according to the role they have in the group.

### 1.7 What is the "Activity " tab for?

The *\*Activity\** tab is a quick and easy way to look at all the recent happenings in a project. The checkboxes on the right of the page allow you to customize the types of activities you are interested in. You can choose any combination of

- \* Documents
- \* Wiki edits
- \* Messages (from the Forums)
- \* FAQ changes

You can also choose to display subproject activity or not.

Click *\*Apply\** when done checking to see the latest activity in the forum

### 1.8 What is the "Documents" tab for?

The "Documents" tab lets you create and view annotated content that is relevant to the project.

A document consists of a title and a description along with an attached file(s) (if necessary). Thus you can have text-only documents or choose to upload files and then provide additional information about them.

Any type of file can be uploaded as long as it does not exceed 100 MB in size, and common-sense is used with regards to inappropriate content, copyright law, etc.

### 1.9 What is the "Forums" tab for?

*\*Forums\** are intended to be discussion arenas. A project can have multiple forums to which members can post messages on a topic. Some web sites call these "boards", rather than discussion forums.

These messages can be viewed by other members and replied to often resulting in a collection of messages pertaining to the same subject referred to as a *\*conversation\**.

The Forums page displays the list of forums in a project along with a short description of the forum's intended purpose.

Click on the forum name to view and contribute to the ongoing conversations on different topics.

### 1.10 What is the "Overview" tab for?

Clicking on the *\*Overview\** tab takes you to the project's introductory page.

This page lets you view a brief description of the project.

Subprojects (if any) are listed and you can visit them by clicking on their names. The subprojects are presented as an expandable list; you can expand a row in the list by clicking the @[+]@ icon. Furthermore, if the subproject has any *\*Forums\** and/or a *\*Wiki\**, then icons will appear next to the subproject name. Clicking those icons will take you directly to the Forums or main Wiki page.

You can also see a list of members of the project.

### 1.11 What is the "Projects" button for?

The *\*Projects\** button at the very top of the page takes you to a list of projects you have access to.

To have access, either you must be a member of that project (as indicated by the "@\*@" icon) or the project must

allow public access. By default most projects are private.

The list is hierarchical and you can expand a project to see its subprojects by clicking the @[+]@ icon next to the project.

To facilitate navigation, if the project has a \*Wiki\* or has at least 1 \*Forum\* then icons next to the project name provide direct links to the respective pages.

### 1.12 What is the "Wiki" tab for?

The \*Wiki\* page is intended to encourage collaborative authoring of informational pages. Wiki formatting provides a simple way of creating web pages without using HTML. You can even create additional wiki pages.

These can then be viewed by all members as well as commented upon and edited if you have at least the \_Author\_ role in the project.

## 2. Genboree Workbench Basics

### 2.1 How do I create a new Genboree Account?

h2.

# +Go+ to <http://www.genboree.org>

# +Click+ 'Register here!' or you can directly go to the "Register New Genboree Account":<http://www.genboree.org/java-bin/regform.jsp>

# +Enter+ Login name, email address, first name and last name

\*\* Optionally +Enter+ Institution and Telephone number

# +Click+ Submit

# +Go+ to your email (the one you registered) for registration email

# +Click+ on the URL in the registration email

# +Enter+ the password you want to use for your account

# +Click+ Submit

\*\* This activates your Genboree account

h3. +Go+ to <http://www.genboree.org>, +Click+ 'Register here!'

![http://genboree.org/theCommons/attachments/3386/create\\_account\\_1.png](http://genboree.org/theCommons/attachments/3386/create_account_1.png)!

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h3. +Enter+ Login name, email address, first name and last name

![http://genboree.org/theCommons/attachments/3387/create\\_account\\_2.png](http://genboree.org/theCommons/attachments/3387/create_account_2.png)!

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h3. +Click+ OK

![http://genboree.org/theCommons/attachments/3388/create\\_account\\_3.png](http://genboree.org/theCommons/attachments/3388/create_account_3.png)!

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h3. +Go+ to your email (the one you registered) for registration email, +Click+ on the URL in the registration email

!http://genboree.org/theCommons/attachments/3389/create\_account\_4.png!

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h3. +Enter+ the password you want to use for your account, +Click+ Submit

!http://genboree.org/theCommons/attachments/3390/create\_account\_5.png!

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## 2.2 How do I create a new Genboree Database?

h2.

# +Go+ to <http://www.genboree.org>

\*\* +Log in+ if necessary

# +Click+ on the 'Workbench' tab or directly visit the Workbench <http://genboree.org/java-bin/workbench.jsp>

# +Drag+ the !<http://genboree.org/images/silk/group.png>! \_Group\_ to the @Output Targets@ window

\*\* If you wish to create a new Genboree Group please visit the "How to Create a Group FAQ":[http://genboree.org/theCommons/ezfaq/show/public-commons?faq\\_id=489](http://genboree.org/theCommons/ezfaq/show/public-commons?faq_id=489)

# +Select+ \_Data &raquo; Databases &raquo; Create Database\_

# +Select+ Reference Sequence

\*\* If you are doing something like RNA-Seq, ChIP-Seq, etc. you could choose an appropriate genome such as hg19, mm9, etc. However, if you are working with experiments that do not have a reference genome (such as metagenomic sequences) or if you plan on uploading your own you can leave the default '\*\*\* User Will Upload \*\*\*' selected.

# +Enter+ a Database Name

\*\* Optionally enter a Description

# +Click+ \_Submit\_

\*\* If you do not pick a reference sequence for your database you will be presented with a dialog making sure that you want to proceed forward without a reference sequence.

\*\*\* If you meant to select a reference sequence, +Click+ No

\*\*\* If you want to proceed forward without a reference sequence (i.e. metagenomics or you wish to upload your own) +Click+ Yes

# +Click+ \_Refresh\_

# +Expand+ your \_Group\_ to see your newly created !<http://genboree.org/images/workbench/dbTreeNode.png>! \_Database\_

h3. +Drag+ the !<http://genboree.org/images/silk/group.png>! \_Group\_ to the @Output Targets@ window

!http://genboree.org/theCommons/attachments/3360/create\_database\_1.png!

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h3. +Select+ \_Data &raquo; Databases &raquo; Create Database\_

!http://genboree.org/theCommons/attachments/3361/create\_database\_2.png!

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h3. +Select+ Reference Sequence, +Enter+ a Database Name, +Click+ Submit

!http://genboree.org/theCommons/attachments/3362/create\_database\_3.png!

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!http://genboree.org/theCommons/attachments/3363/create\_database\_4.png!

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!http://genboree.org/theCommons/attachments/3364/create\_database\_5.png!

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h3. +Click+ \_Refresh\_

!http://genboree.org/theCommons/attachments/3365/create\_database\_6.png!

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h3. +Expand+ your \_Group\_ to see your newly created !http://genboree.org/images/workbench/dbTreeNode.png!  
\_Database\_

!http://genboree.org/theCommons/attachments/3366/create\_database\_7.png!

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## 2.3 How do I create a new Genboree Group?

h2.

# +Go+ to <http://www.genboree.org>

\*\* +Log in+ if necessary

# +Click+ on the 'Workbench' tab or directly visit the Workbench <http://genboree.org/java-bin/workbench.jsp>

# +Drag+ the !http://genboree.org/images/silk/computer.png! \_Host\_ to the @Output Targets@ window

\*\* For most users this will be 'genboree.org'

# +Select+ \_System/Network &raquo; Groups &raquo; Create Group\_  
# +Enter+ a Group Name  
\*\* Optionally enter a Description  
# +Click+ \_Submit\_  
# +Click+ \_Refresh\_ to see your newly created Genboree !<http://genboree.org/images/silk/group.png>! \_Group\_ in  
the @Data Selector@ window

h3. +Drag+ the \_Host\_ to the @Output Targets@ window

![http://genboree.org/theCommons/attachments/3346/create\\_group\\_1.png](http://genboree.org/theCommons/attachments/3346/create_group_1.png)!

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h3. +Select+ \_System/Network &raquo; Groups &raquo; Create Group\_

![http://genboree.org/theCommons/attachments/3347/create\\_group\\_2.png](http://genboree.org/theCommons/attachments/3347/create_group_2.png)!

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h3. +Enter+ a Group Name, +Click+ \_Submit\_

![http://genboree.org/theCommons/attachments/3348/create\\_group\\_3.png](http://genboree.org/theCommons/attachments/3348/create_group_3.png)!

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h3. +Click+ OK

![http://genboree.org/theCommons/attachments/3349/create\\_group\\_4.png](http://genboree.org/theCommons/attachments/3349/create_group_4.png)!

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h3. +Click+ \_Refresh\_ to see your newly created Genboree Group in the @Data Selector@ window

![http://genboree.org/theCommons/attachments/3350/create\\_group\\_5.png](http://genboree.org/theCommons/attachments/3350/create_group_5.png)!

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h3. Your new Group is visible in the @Data Selector@ window

![http://genboree.org/theCommons/attachments/3351/create\\_group\\_6.png](http://genboree.org/theCommons/attachments/3351/create_group_6.png)!

## 2.4 How do I create a new Genboree Project?

h2.

# +Go+ to <http://www.genboree.org>

\*\* +Log in+ if necessary

# +Click+ on the 'Workbench' tab or directly visit the Workbench <http://genboree.org/java-bin/workbench.jsp>

# +Drag+ the [!http://genboree.org/images/silk/group.png!](http://genboree.org/images/silk/group.png) \_Group\_ to the @Output Targets@ window

\*\* If you wish to create a new Genboree Group please visit the "How to Create a Group FAQ":[http://genboree.org/theCommons/ezfaq/show/public-commons?faq\\_id=489](http://genboree.org/theCommons/ezfaq/show/public-commons?faq_id=489)

# +Select+ \_Data &quo; Projects &quo; Create Project\_

# +Enter+ a Project Name

\*\* Optionally enter a Title and Description

# +Click+ \_Submit\_

# +Click+ \_Refresh\_

# +Expand+ your \_Group\_ to see your newly created [!http://genboree.org/images/silk/application\\_side\\_tree.png!](http://genboree.org/images/silk/application_side_tree.png)  
\_Project\_

h3. +Drag+ the [!http://genboree.org/images/silk/group.png!](http://genboree.org/images/silk/group.png) \_Group\_ to the @Output Targets@ window

[!http://genboree.org/theCommons/attachments/3367/create\\_project\\_1.png!](http://genboree.org/theCommons/attachments/3367/create_project_1.png)

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h3. +Select+ \_Data &quo; Projects &quo; Create Project\_

[!http://genboree.org/theCommons/attachments/3368/create\\_project\\_2.png!](http://genboree.org/theCommons/attachments/3368/create_project_2.png)

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h3. +Enter+ a Project Name, +Click+ Submit

[!http://genboree.org/theCommons/attachments/3369/create\\_project\\_3.png!](http://genboree.org/theCommons/attachments/3369/create_project_3.png)

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[!http://genboree.org/theCommons/attachments/3370/create\\_project\\_4.png!](http://genboree.org/theCommons/attachments/3370/create_project_4.png)

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h3. +Click+ \_Refresh\_

[!http://genboree.org/theCommons/attachments/3371/create\\_project\\_5.png!](http://genboree.org/theCommons/attachments/3371/create_project_5.png)

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h3. +Expand+ your \_Group\_ to see your newly created [!http://genboree.org/images/silk/application\\_side\\_tree.png!](http://genboree.org/images/silk/application_side_tree.png)

\_Project\_

!http://genboree.org/theCommons/attachments/3372/create\_project\_6.png!

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## 2.5 How do I create a new Redmine Project?

1) First, you must go to the "GenboreeKB Redmine UI":<http://www.genboree.org/genboreeKB>.

Click "Sign in" at the top of the page to sign into your account.

You should use your Genboree credentials (user name / password) to sign in.

You must have already created a Genboree account to log into GenboreeKB.

!http://genboree.org/theCommons/attachments/5461/genboreeKB\_Landing\_Page.png!

!http://genboree.org/theCommons/attachments/5465/genboreeKB\_Login\_Page.png!

2) After you have logged in, click "Projects" at the top of the page (or "Redmine Project List" in the middle of the page).

You will now be able to see all of the projects of which you are a member.

Any projects highlighted in green text are public projects which everyone can see.

!http://genboree.org/theCommons/attachments/5464/genboreeKB\_Landing\_Page\_After\_Login.png!

3) Next, click the "New project" button at the top right corner of the page.

!http://genboree.org/theCommons/attachments/5911/genboreeKB\_new\_project\_link.png!

4) Pick a name for your new Redmine Project and, optionally, fill out a description for your project.

Since you want to be able to access your Redmine Project through the Genboree Workbench, make sure that you click the \*Genboree rawcontent\* checkbox.

Don't worry about any of the other @Modules@ - they aren't important.

Finally, click @Create@ to create your Redmine Project.

If you receive an error that your identifier has already been taken, then just change the identifier to something else (it's not too important).

!http://genboree.org/theCommons/attachments/5912/genboreeKB\_new\_project\_page.png!

If you forgot to click the \*Genboree rawcontent\* checkbox, or if you want to add Workbench functionality to a previously existing Redmine Project, then you

should click on your Project, go to @Settings@ in the upper right corner, click on the @Modules@ tab, click the \*Genboree rawcontent\* checkbox, and then click @Save@.

!http://genboree.org/theCommons/attachments/5913/genboreeKB\_settings\_genboree\_rawcontent.png!

You must be an administrator of a project to access its @Settings@. You are automatically an administrator of any Redmine Project you create, but if you want

to add Genboree Workbench functionality to a previously existing Redmine Project, you will need to become an administrator before you can do so.

5) Now, you should log into the Genboree Workbench using the same Genboree username and password.

To link a particular Genboree Group to your new Redmine Project, drag that Genboree Group into the @Output Targets@ panel.



Then, go to @System/Network@ -> @Redmine Projects@ -> @Add Project@ in the tool menu at the top of the Workbench.

Your new Redmine Project will be available under the @Project Name@ option (you can ignore the @Redmine Name@ option).

Click @Submit@ to create the link between your Genboree Group and your new Redmine Project.

6) If you open your Group on the Workbench, you will be able to see a new subcategory named @Redmine Projects@.

Your new Redmine Project will be a member of this subcategory.

Now, if a particular tool requires a Redmine Project, you can drag your new Redmine Project into the Output Targets panel to satisfy this requirement.

You can view all tool job outputs for a Redmine Project by selecting the Redmine Project and then clicking the "Link to Job Output" link.

## 2.6 How do I download files from the Genboree Workbench?

h2.

# +Go+ to <http://www.genboree.org>

\*\* +Log in+ if necessary

# +Click+ on the 'Workbench' tab or directly visit the Workbench <http://genboree.org/java-bin/workbench.jsp>

# +Browse+ your \_Group &quo; Database &quo; Files\_ in the Data Selector Tree to locate the file you wish to download.

# +Click+ 'Click to Download File' link in the Details panel to download your file.

![http://genboree.org/theCommons/attachments/4372/Genboree\\_\\_\\_Workbench\\_Download\\_File.png](http://genboree.org/theCommons/attachments/4372/Genboree___Workbench_Download_File.png)!

## 2.7 How do I find Help within the Genboree Workbench?

h2.

# +Go+ to <http://www.genboree.org>

\*\* +Log in+ if necessary

# +Click+ on the 'Workbench' tab or directly visit the Workbench <http://genboree.org/java-bin/workbench.jsp>

# +Select+ \_Help\_ and one of the following options

\*\* \_What's New\_

\*\*\* A list of \_Improvements\_ (fixes and improvements) and \_Features\_ (new and enhancements to existing features) that begin with the TOOL NAME affected

\*\* \_Getting Started\_

\*\*\* Check out the Genboree Workbench Introduction Video Tutorial!

\*\*\* Information relating to the following:

\*\*\*\* Menu (activated tools and tool help)

\*\*\*\* @Data Selector@ window

\*\*\*\* @Details@ window

\*\*\*\* @Input Data@ window

\*\*\*\* @Output Targets@ window

\*\*\*\* Attribute and Values (Attribute Value Pairs (AVP))

\*\* \_Tool Use Cases\_

\*\*\* Toolset tutorial videos

\*\*\* Workshop use case materials

\*\* \_Legend\_

\*\*\* A breakdown of the icons used in the @Data Selector@ window

\*\* \_Tool Map\_

\*\*\* A full list of Genboree Workbench tools organized by menu position

\*\*\*\* Direct link to individual tool help

\*\*\*\* Brief description of tool

!http://genboree.org/theCommons/attachments/3513/help\_1.png!

If you do not see an answer to your question, please email us at:

\* genboree\_admin@genboree.org

## 2.8 How do I manage Group permissions (data access) on the Genboree Workbench?

### h2. Add Existing Genboree User To Group

h2.

# +Go+ to <http://www.genboree.org>

\*\* +Log in+ if necessary

# +Click+ on the 'Workbench' tab or directly visit the Workbench <http://genboree.org/java-bin/workbench.jsp>

# +Drag+ the !<http://genboree.org/images/silk/group.png>! \_Group\_ to the @Output Targets@ window

\*\* If you wish to create a new Genboree Group please visit the "How to Create a Group FAQ":[http://genboree.org/theCommons/ezfaq/show/public-commons?faq\\_id=489](http://genboree.org/theCommons/ezfaq/show/public-commons?faq_id=489)

# +Select+ \_System/Network &raquo; Groups &raquo; Add Existing User To Group\_

# +Enter+ Login Name or Email of User

# +Select+ Role of User (Subscriber, Author, or Administrator)

# +Click+ Submit

\*\* If prompted, select the correct existing user to add to your Group

### h2. Add New Genboree User To Group

h2.

# +Go+ to <http://www.genboree.org>

\*\* +Log in+ if necessary

# +Click+ on the 'Workbench' tab or directly visit the Workbench <http://genboree.org/java-bin/workbench.jsp>

# +Drag+ the !<http://genboree.org/images/silk/group.png>! \_Group\_ to the @Output Targets@ window

\*\* If you wish to create a new Genboree Group please visit the "How to Create a Group FAQ":[http://genboree.org/theCommons/ezfaq/show/public-commons?faq\\_id=489](http://genboree.org/theCommons/ezfaq/show/public-commons?faq_id=489)

# +Select+ \_System/Network &raquo; Groups &raquo; Add New User To Group\_

# +Enter+ First name, last name, email address, institution (optional), and +Select+ Role

# +Click+ Submit

\*\* New user will get a registration email

### h2. Update Roles of Group Members

h2.

# +Go+ to <http://www.genboree.org>

\*\* +Log in+ if necessary

# +Click+ on the 'Workbench' tab or directly visit the Workbench <http://genboree.org/java-bin/workbench.jsp>

# +Drag+ the !<http://genboree.org/images/silk/group.png>! \_Group\_ to the @Output Targets@ window

\*\* If you wish to create a new Genboree Group please visit the "How to Create a Group FAQ":[http://genboree.org/theCommons/ezfaq/show/public-commons?faq\\_id=489](http://genboree.org/theCommons/ezfaq/show/public-commons?faq_id=489)

# +Select+ \_System/Network &raquo; Groups &raquo; Update Roles\_

# +Select+ Role of Genboree User to modify Group access

\*\* Change access to Subscriber, Author, or Administrator or --Revoke-- to delete user from Group

# Click Submit

### h2. About Roles

\* \*Administrator\*

\*\* Has ownership access to all contents in the Group. Can delete, edit and add users to group and upload / delete to any of the databases in the Group.

\* \*Author\*

\*\* Has read/write access to all contents in the Group. Cannot delete, edit and add users to group but can upload / delete to any of the databases in the Group.

\* \*Subscriber\*

\*\* Has only read access to contents in the Group. Cannot create projects or databases or upload / delete in a database.

## 2.9 How do I run / activate a tool on the Genboree Workbench?

\* Scenario

\*\* You are at the Genboree Workbench and would like to run a tool, but you are unsure how to get a tool to run.

\* Example tool

\*\* Let's say that you want to run the \*Transfer File\* tool to get a file from your machine to the Genboree Workbench. How would you know how to run this tool? There are two ways in which you can activate a tool on the Genboree Workbench:

\*\*\* Activate the tool with the tool help menu closed

\*\*\* Activate the tool with the tool help menu open

\* Quick note:

| Activated tools are highlighted green | [!http://genboree.org/theCommons/attachments/3515/activated-tool.png!](http://genboree.org/theCommons/attachments/3515/activated-tool.png) |

| Non-activated tools are grey | [!http://genboree.org/theCommons/attachments/3518/non-activated-tool.png!](http://genboree.org/theCommons/attachments/3518/non-activated-tool.png) |

h2. Activate the tool with the tool help menu closed (Standard Method)

h3.

\* +Clean+ @Input Data@ and @Output Targets@ windows (if there is anything left over from previous tool runs)

\* +Select+ \_Data &raquo; Files &raquo; Transfer File\_

\*\* +Observe+ that we have a non-activated tool (grey)

[!http://genboree.org/theCommons/attachments/3518/non-activated-tool.png!](http://genboree.org/theCommons/attachments/3518/non-activated-tool.png)

\* +Observe+ the Input type(s) (@Input Data@) and Output type(s) (@Output Targets@) window requirements

\*\* Input type(s)

\*\*\* None specified

\*\* Output type(s)

\*\*\* 1 [!http://genboree.org/images/workbench/dbTreeNode.png!](http://genboree.org/images/workbench/dbTreeNode.png) Database or

[!http://genboree.org/images/silk/folder\\_table.png!](http://genboree.org/images/silk/folder_table.png) Files Folder

\*\* (Note: We removed the opening help text to make the screen shot fit into a single screen)

\* +Drag+ [!http://genboree.org/images/workbench/dbTreeNode.png!](http://genboree.org/images/workbench/dbTreeNode.png) database to @Output Targets@ window

\* +Select+ \_Data &raquo; Files &raquo; Transfer File\_

\*\* +Observe+ that we have an activated tool (green)

[!http://genboree.org/theCommons/attachments/3515/activated-tool.png!](http://genboree.org/theCommons/attachments/3515/activated-tool.png) after fulfilling the tool requirements

\* +Continue+ running activated tool

+Clean+ @Input Data@ and @Output Targets@ windows (if there is anything left over from previous tool runs)

[!http://genboree.org/theCommons/attachments/3519/activate\\_tool\\_a\\_1.png!](http://genboree.org/theCommons/attachments/3519/activate_tool_a_1.png)

+Select+ \_Data &raquo; Files &raquo; Transfer File\_, +Observe+ that we have a non-activated tool (grey)

[!http://genboree.org/theCommons/attachments/3518/non-activated-tool.png!](http://genboree.org/theCommons/attachments/3518/non-activated-tool.png)

[!http://genboree.org/theCommons/attachments/3520/activate\\_tool\\_a\\_2.png!](http://genboree.org/theCommons/attachments/3520/activate_tool_a_2.png)

+Observe+ the Input type(s) (@Input Data@) and Output type(s) (@Output Targets@) window requirements

!http://genboree.org/theCommons/attachments/3521/activate\_tool\_a\_3.png!

+Drag+ !http://genboree.org/images/workbench/dbTreeNode.png! database to @Output Targets@ window

!http://genboree.org/theCommons/attachments/3522/activate\_tool\_a\_4.png!

+Select+ \_Data &raquo; Files &raquo; Transfer File\_, +Observe+ that we have an activated tool (green)  
!http://genboree.org/theCommons/attachments/3515/activated-tool.png! after fulfilling the tool requirements

!http://genboree.org/theCommons/attachments/3523/activate\_tool\_a\_5.png!

+Continue+ running activated tool

!http://genboree.org/theCommons/attachments/3514/activate\_tool\_a\_6.png!

h2. Activate the tool with the tool help menu open (Configure Tool Method)

h3.

\* +Clean+ @Input Data@ and @Output Targets@ windows (if there is anything left over from previous tool runs)

\* +Select+ \_Data &raquo; Files &raquo; Transfer File\_

\*\* +Observe+ that we have a non-activated tool (grey)

!http://genboree.org/theCommons/attachments/3518/non-activated-tool.png!

\* +Observe+ the Input type(s) (@Input Data@) and Output type(s) (@Output Targets@) window requirements

\*\* Input type(s)

\*\*\* None specified

\*\* Output type(s)

\*\*\* 1 !http://genboree.org/images/workbench/dbTreeNode.png! Database or

!http://genboree.org/images/silk/folder\_table.png! Files Folder

\*\* (Note: We removed the opening help text to make the screen shot fit into a single screen)

\* +Re-Size+ tool help window so that you can see more of the Genboree Workbench

\* +Observe+ that Configure Tool status button is deactivated (grey)

!http://genboree.org/theCommons/attachments/3516/configure\_tool.png! because we have not fulfilled the Input / Output requirements

\* +Drag+ !http://genboree.org/images/workbench/dbTreeNode.png! database to @Output Targets@ window

\* +Observe+ that the Configure Tool status is now activated (green)

!http://genboree.org/theCommons/attachments/3517/configure\_tool\_green.png!

\* +Click+ Configure Tool

\* +Continue+ running activated tool

+Clean+ @Input Data@ and @Output Targets@ windows (if there is anything left over from previous tool runs)

!http://genboree.org/theCommons/attachments/3524/activate\_tool\_b\_1.png!

+Select+ \_Data &raquo; Files &raquo; Transfer File\_, +Observe+ that we have a non-activated tool (grey)  
!http://genboree.org/theCommons/attachments/3518/non-activated-tool.png!

!http://genboree.org/theCommons/attachments/3525/activate\_tool\_b\_2.png!

+Observe+ the Input type(s) (@Input Data@) and Output type(s) (@Output Targets@) window requirements

!http://genboree.org/theCommons/attachments/3526/activate\_tool\_b\_3.png!

+Re-Size+ tool help window so that you can see more of the Genboree Workbench, +Observe+ that Configure Tool status button is deactivated (grey) ![http://genboree.org/theCommons/attachments/3516/configure\\_tool.png](http://genboree.org/theCommons/attachments/3516/configure_tool.png)! because we have not fulfilled the Input / Output requirements

![http://genboree.org/theCommons/attachments/3527/activate\\_tool\\_b\\_4.png](http://genboree.org/theCommons/attachments/3527/activate_tool_b_4.png)!

+Drag+ !<http://genboree.org/images/workbench/dbTreeNode.png>! database to @Output Targets@ window, +Observe+ that the Configure Tool status is now activated (green) ![http://genboree.org/theCommons/attachments/3517/configure\\_tool\\_green.png](http://genboree.org/theCommons/attachments/3517/configure_tool_green.png)!

![http://genboree.org/theCommons/attachments/3528/activate\\_tool\\_b\\_5.png](http://genboree.org/theCommons/attachments/3528/activate_tool_b_5.png)!

+Click+ Configure Tool

![http://genboree.org/theCommons/attachments/3529/activate\\_tool\\_b\\_6.png](http://genboree.org/theCommons/attachments/3529/activate_tool_b_6.png)!

+Continue+ running activated tool

![http://genboree.org/theCommons/attachments/3530/activate\\_tool\\_b\\_7.png](http://genboree.org/theCommons/attachments/3530/activate_tool_b_7.png)!

## 2.10 How do I run / complete tasks / perform an action on the Genboree Workbench?

h2. How do I +Clean+ the @Input Data@ or @Output Targets@ windows?

- \* Remove single entity in a window

- \*\* +Select+ the entity

- \*\* +Click+ the !<http://www.genboree.org/images/workbench/delete.png>! Red X

- \* Remove all entities in a window

- \*\* +Click+ the !<http://www.genboree.org/images/eraser.png>! Eraser in the applicable window

h2. How do I +Drag+ an object from the @Data Selector@ window to the @Input Data@ or @Output Targets@ window

- \* What data entities can I drag from the @Data Selector@ window to the @Input Data@ or @Output Targets@ windows?

- \*\* All data entities are 'draggable' that exist within the @Data Selector@ window

- \* How do I +Drag+ a data entity to the appropriate window?

- \*\* +Left Click+ + +Hold+ a data entity in the @Data Selector@ window

- \*\* +Drag+ the data entity from the @Data Selector@ window to either the @Input Data@ or @Output Targets@ window (all while holding down the left mouse button)

- \*\*\* You will notice that the data entity icon will display the !<http://genboree.org/theCommons/attachments/3505/drop-no.gif>! 'can't drop here' red icon

- \*\* +Release+ the data entity (release the left mouse button) when you see the data entity icon change to the !<http://genboree.org/theCommons/attachments/3504/drop-add.gif>! green 'add here' icon

![http://genboree.org/theCommons/attachments/3506/gif\\_try-1.gif](http://genboree.org/theCommons/attachments/3506/gif_try-1.gif)!

h2. How do I +Order+ / +Re-Order+ data entities within the @Input Data@ or @Output Targets@ windows?

- \* Solution 1 - Data entity does not exist in @Input Data@ or @Output Targets@ window

- \*\* +Drag+ a data entity from the @Data Selector@ window to the @Input Data@ or @Output Targets@ window and +Drop+ it in the correct position

- \*\*\* The ..... dotted line will indicate where the data entity will be dropped

- \* Solution 2 - Data entity already exists in @Input Data@ or @Output Targets@ window - Option A

\*\* +Drag+ the data entity up or down until it resides in the correct location

\*\*\* The ..... dotted line will indicate where the data entity will be dropped

\* Solution 3 - Data entity already exists in @Input Data@ or @Output Targets@ window - Option B

\*\* +Click+ the data entity that you wish to re-order

\*\* +Click+ the [!http://www.genboree.org/images/workbench/up\\_arrow.gif!](http://www.genboree.org/images/workbench/up_arrow.gif) Up or [!http://www.genboree.org/images/workbench/down\\_arrow.gif!](http://www.genboree.org/images/workbench/down_arrow.gif) Down arrow to move the data entity one position in either direction

h2. How do I +Update+ the @Data Selector@ window without

[!http://www.genboree.org/images/silk/arrow\\_refresh.png!](http://www.genboree.org/images/silk/arrow_refresh.png) Refreshing the entire @Data Selector@ window?

\* Scenario:

\*\* Let's say that you have imported some [!http://www.genboree.org/images/workbench/sampleIcon16.png!](http://www.genboree.org/images/workbench/sampleIcon16.png) Samples, ran a tool, uploaded a [!http://www.genboree.org/images/silk/table.png!](http://www.genboree.org/images/silk/table.png) File, etc. You can click [!http://www.genboree.org/images/silk/arrow\\_refresh.png!](http://www.genboree.org/images/silk/arrow_refresh.png) Refresh to update the @Data Selector@ window, but that will collapse all open [!http://www.genboree.org/images/silk/group.png!](http://www.genboree.org/images/silk/group.png) Groups, [!http://www.genboree.org/images/workbench/dbTreeNode.png!](http://www.genboree.org/images/workbench/dbTreeNode.png) Databases, [!http://www.genboree.org/images/silk/folder\\_table.png!](http://www.genboree.org/images/silk/folder_table.png) [!http://www.genboree.org/images/workbench/sampleSetFolder16.png!](http://www.genboree.org/images/workbench/sampleSetFolder16.png) [!http://www.genboree.org/images/workbench/sampleFolder16.png!](http://www.genboree.org/images/workbench/sampleFolder16.png) [!http://www.genboree.org/images/silk/folder\\_database.png!](http://www.genboree.org/images/silk/folder_database.png) [!http://www.genboree.org/javaScripts/ext-3.2.1/resources/images/default/tree/folder.gif!](http://www.genboree.org/javaScripts/ext-3.2.1/resources/images/default/tree/folder.gif) Folders, etc. We have provided a way to only refresh the Folder that you are currently viewing.

\* How do I refresh a nested data entity without [!http://www.genboree.org/images/silk/arrow\\_refresh.png!](http://www.genboree.org/images/silk/arrow_refresh.png) Refreshing the entire @Data Selector@ window?

\*\* +Navigate+ to the appropriate [!http://www.genboree.org/images/silk/folder\\_table.png!](http://www.genboree.org/images/silk/folder_table.png) [!http://www.genboree.org/images/workbench/sampleSetFolder16.png!](http://www.genboree.org/images/workbench/sampleSetFolder16.png)

[!http://www.genboree.org/images/workbench/sampleFolder16.png!](http://www.genboree.org/images/workbench/sampleFolder16.png) [!http://www.genboree.org/images/silk/folder\\_database.png!](http://www.genboree.org/images/silk/folder_database.png) [!http://www.genboree.org/javaScripts/ext-3.2.1/resources/images/default/tree/folder.gif!](http://www.genboree.org/javaScripts/ext-3.2.1/resources/images/default/tree/folder.gif) Folder

\*\* +Hover+ the mouse over the [!http://www.genboree.org/javaScripts/ext-3.2.1/resources/images/default/tree/arrows.gif!](http://www.genboree.org/javaScripts/ext-3.2.1/resources/images/default/tree/arrows.gif) expansion icon

\*\* +Double Click+ the [!http://www.genboree.org/javaScripts/ext-3.2.1/resources/images/default/tree/arrows.gif!](http://www.genboree.org/javaScripts/ext-3.2.1/resources/images/default/tree/arrows.gif) expansion icon

\*\* +Observe+ the [!http://www.genboree.org/theCommons/attachments/3509/wait.gif!](http://www.genboree.org/theCommons/attachments/3509/wait.gif) update icon (it will be visible longer for folders with more content or if you are experiencing a network delay)

\*\* +Observe+ the updated folder

[!http://www.genboree.org/theCommons/attachments/3508/refresh\\_all.gif!](http://www.genboree.org/theCommons/attachments/3508/refresh_all.gif)

## 2.11 How do I upload files onto the Genboree Workbench?

h2.

# +Go+ to <http://www.genboree.org>

\*\* +Log in+ if necessary

# +Click+ on the 'Workbench' tab or directly visit the Workbench <http://www.genboree.org/java-bin/workbench.jsp>

# +Drag+ the [!http://www.genboree.org/images/workbench/dbTreeNode.png!](http://www.genboree.org/images/workbench/dbTreeNode.png) \_Database\_ to the @Output Targets@ window

\*\* If you wish to create a new Genboree Database please visit the "How to Create a Database FAQ": [http://www.genboree.org/theCommons/ezfaq/show/public-commons?faq\\_id=491](http://www.genboree.org/theCommons/ezfaq/show/public-commons?faq_id=491)

# +Select+ \_Data &raquo; Files &raquo; Transfer Files\_

# +Browse+ to locate the file you wish to upload

# (Optionally) +Click+ 'Unpack / Extract File' if you wish to unpack a multi-file archive (more than one file) or wish to decompress your uploaded file

# (Optionally) +Click+ 'Convert to Unix' if you have a single file that was created / edited in Windows or Mac that has non-standard Unix line endings

# (Optionally) +Enter+ a sub-folder name (if you wish to organize your uploaded files within the 'Files' directory)

# (Optionally) +Enter+ a file description  
# +Click+ Submit

### **3. *Not categorized***

#### **3.1 What is the "FAQ" tab for?**

The \*FAQ\* tab contains answers to commonly asked questions about a project.

Feel free to post questions that you have about the project or The Commons.

If you are a project Administrator, you can also create questions and answers that you think might help new members, and organize the FAQs into appropriate categories.

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*Auto generated faq-list by ezFAQ. Powered by ezWORK & Redmine.*