

Uploading Multiple Assets from a Globus Endpoint

If the following criteria are all true, you can upload one or more folders from a Globus endpoint to a study in MoDaC:

- You have a MoDaC user account with upload permission.
- You are member of a group that has permission to edit that study (or you created that study).
- You have prepared a Globus endpoint for use with MoDaC. For details, refer to [Preparing to Use Globus](#).

When you upload data, you become the owner of that data. (Ownership cannot be changed.) Each folder from Globus becomes an asset in that study.

1. If you want to provide metadata separately for each asset (or each file), prepare that metadata in a Microsoft Excel XLSX file.

- a. Download the example metadata file from the following GitHub location:

https://github.com/CBIIT/nci-doe-data-sharing/blob/master/doc/training/samples/example_MoDaC_bulk_metadata.xlsx

- b. Revise the file to reflect the assets (and files) you intend to specify for registration:

- Specify a row for each of your assets and each of your files.
- In the path column, specify the location of each asset and each file within your Globus endpoint.
- Specify required metadata for each asset:
 - The character limit for each metadata value is 2700.
 - In the collection_type column, always specify `Asset` as the collection type.
 - In the asset_type column, specify either `Model` or `Dataset`.
 - If `Model` is the asset type, the system requires platform_name, framework, and domain. (To view valid values for platform name and framework, initiate the process of creating a model via the GUI, as described in [Adding an Asset](#).)
 - For both asset types, the system requires asset_identifier, asset_name, and description.
- (Optional) In additional columns, specify user-defined attributes for each asset and each file.
- Each file can be any file type.

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2. Log in, as described in [Logging In](#).
3. Click **Upload** in the header. The upload page appears. Navigate to the study in which you intend to create new assets:
 - a. Select an existing program or add a new one.
 - b. Select an existing study or add a new one.

For instructions, refer to [Adding a Collection](#).

4. Click **Register Asset**. Click **Upload Asset(s) from Globus Endpoint**. Click **Select Assets from Globus Endpoint**. A Globus page appears.
5. In Globus, select an endpoint. Select the folders that you want to upload. Click **Submit**. The upload page reappears with the Globus endpoint ID, path, and selected folders.
6. (Optional) Specify include criteria. Use patterns to specify the source files to include. If you specify more than one pattern, the system considers a union of all patterns. For details, refer to [Specifying Include Criteria](#).
7. Specify whether you want to upload a bulk metadata file:
 - If you select **Yes**, then click **Choose File**. Navigate to and select your file. The filename appears next to the Choose File button.
 - If you select **No**, then select the asset type and specify all required metadata. If you want to add metadata, click **Add Metadata**. The system adds a row to the metadata table. Specify an attribute name and an attribute value. (Repeat for additional attributes. To delete an attribute, click the X.) Keep in mind the following points:
 - The character limit for each metadata value is 2700.
 - If an attribute value begins with http or https, MoDaC displays it as a hyperlink in read-only fields.
8. Click **Upload**. The system transfers the data based on your selections.
9. When the system displays the task ID, consider clicking that link to view the progress of the upload. For instructions, refer to [Viewing Status](#).