

How to Use SKIP Submission

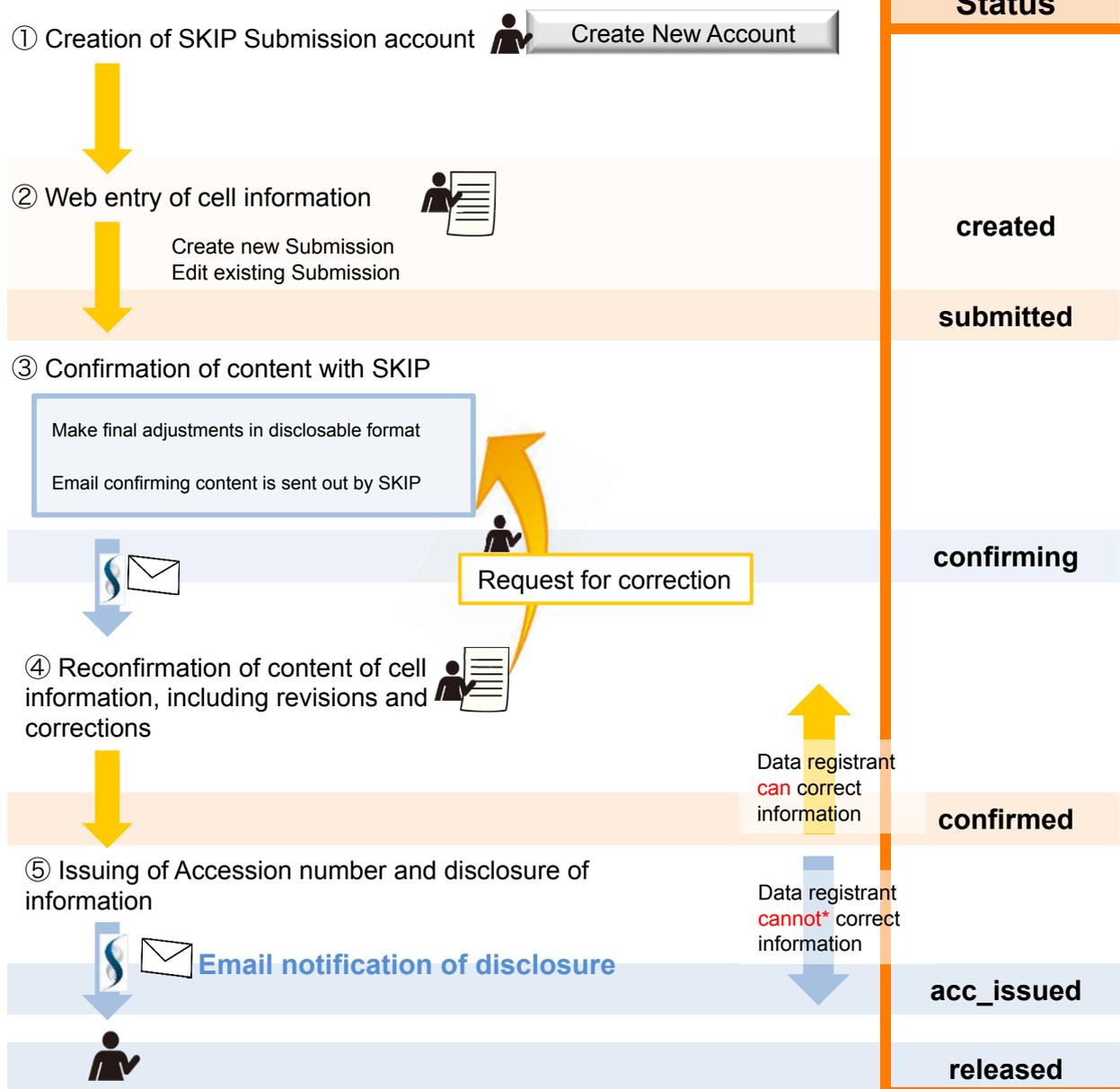
You can have your account of SKIP Submission, register and manage the information of your stem cell line, and browse the various stem cell information in the SKIP DATABASE.

You can determine the access level for cell information you registered.

If you set your stem cell data closed, you can use the SKIP DATABASE as your own database.

SKIP DATABASE is also available as a groupware to share cell information with a shared account in your laboratory.

Flow from registration to disclosure of cell information



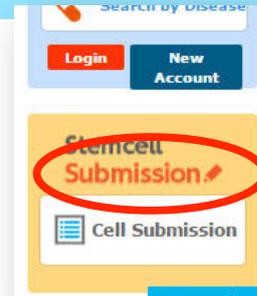
* If you need to correct the information after issuing of the Accession number, please contact SKIP (office@skip.med.keio.ac.jp).

How to Register Cell Information

① Log in to your SKIP Submission account.

Click the orange “Register” button to log in.

After the login screen, all displays are in English.

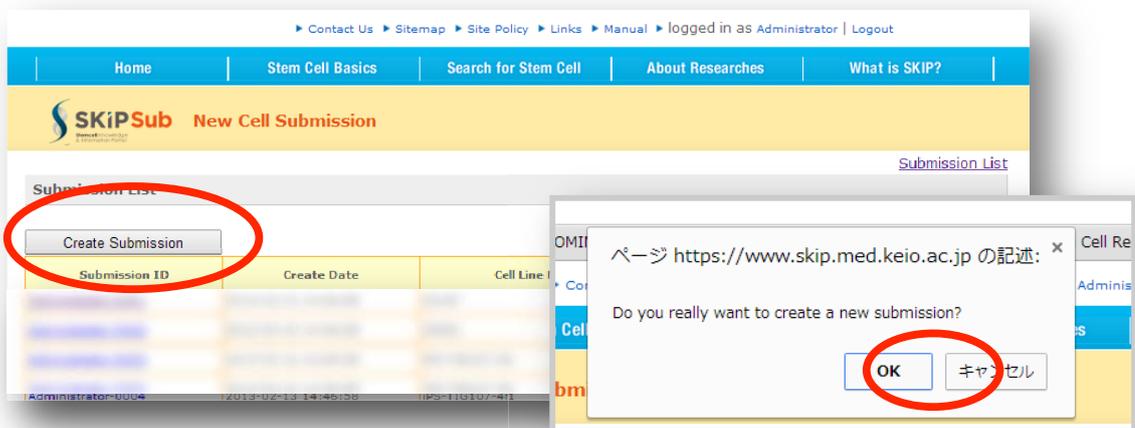


② After login, the Submission List page will be displayed.

To register new cell information, click

In response to the prompt, “Do you really want to create a new submission?” click “OK.”

(All of the cells you have registered thus far will be displayed. You can access and edit them to the extent Status permits.)



③ Enter the cell information.

If you click

, the cell information entry

will start up under a new tab.

The items displayed in red in bold-face are required entry items.

Home Stem Cell Basics Search for Stem Cell About Researches What is SKIP?

SKiPSub New Cell Submission

Submission Detail

Submission ID	Administrator-0307
Cell Line Accessions	
Cell Line Name (Japanese)	
Cell Line Name (English)	
Status	created
Create Date	2014-01-17 15:17:41
Release Date	

Launch Meta Creator

File Upload

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A Submission ID will be automatically assigned to the cells you have registered in your own account.

To enter cell information, click "Launch Meta Creator."

The "Meta Creator" page consists of 5 tabs.

Save Validate Submit

- Background
Level 1
Level 2
Level 3

- attention -
timeout in
30 minutes

Common Info CellLine Quality Control Genome Analyses Note

Common Info

Species: Human

Cell Type: iPS Cell

Original Tissue: Skin (En): (Ja):

Disease Status: Normal

Cell Line Name(English): dH11-RIPS-1.3

Cell Line Name(Japanese): dH11-RIPS-1.3

Cell Line Name2(English):

Cell Line Name2(Japanese):

Save Validate Submit

Common Info CellLine Quality Control Genome Analyses Note

Donor

Disease(main)
Name(English): ICD-10
Name(Japanese): byomei-kun
ICD10:
OMIM: OMIM

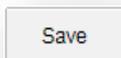
Disease(2nd)
Name(English): ICD-10
Name(Japanese): byomei-kun
ICD10:
OMIM: OMIM

Disease(3rd)
Name(English): ICD-10
Name(Japanese): byomei-kun

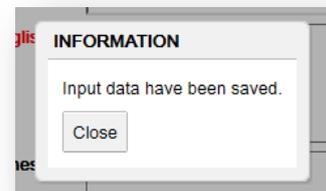
Common Info: Tab for entering basic information such as the type of tissue from which the cells are derived, and donor information

Cell Line: Tab for entering details, such as the name of the cell line and who established it

Depending on the status of entry, click the Save, Validate, or Submit button at the top or bottom of the page.



When you click this, the entered data will be saved. You can save even if the required items are left blank. You can continue to make entries when you log in next time.

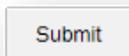
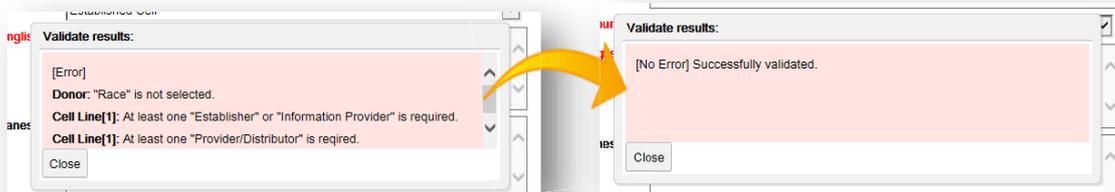


You can check whether the content is ready to submit.

An error window will be displayed if there are missing required items or entry errors.

Please continue to make and correct entries until errors are no longer displayed.

When errors are no longer displayed, validation is complete.



Send the entered data to SKIP.

When you are notified of validation completion and a message confirming submission is displayed, please click "OK."

④ Confirm the entered cell information.

SKIP will confirm the content of the submitted entries and send you a confirmation email asking you to check for errors in the revised cell information.

When you receive this email, log in to SKIP Submission and confirm the “Status” in the “Submission List.”

When “Status” changes to “Confirming,” click “Submission ID” and then “Launch Meta Creator” to confirm the content.

Submission Detail	
Submission ID	Administrator-0018
Cell Line Accessions	
Cell Line Name (Japanese)	UCB902MSCs
Cell Line Name (English)	UCB902MSCs
Status	confirming <input type="button" value="Confirm"/>
Create Date	2015-08-11 11:00:00
Release Date	

If there are no problems with the content, click “Confirm.”

SKIP will be notified of completion of cell information confirmation.

Upon receiving this notification, SKIP will issue an Accession number and perform the operation of disclosing the cell information.

When the Accession number has been issued and the information has been disclosed, email notification of disclosure, including the Accession number, will be sent to the email address you registered.

Registration of cell information is now complete. If you have chosen to disclose cell information, you can view it at SKIP Search (<https://www.skip.med.keio.ac.jp/SKIPSearch/top>).