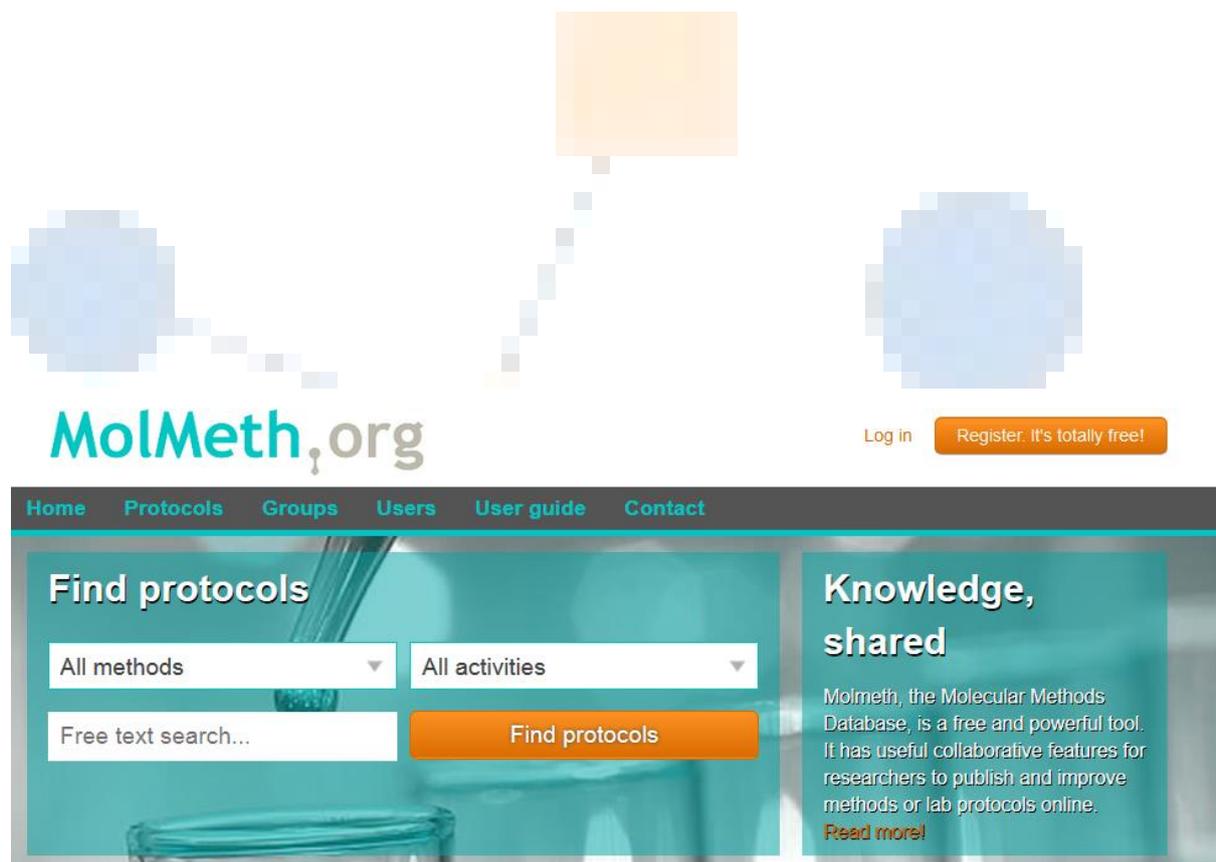


# Using the Molecular Methods database.

## Guidelines. V.1



MolMeth.org

Log in Register. It's totally free!

Home Protocols Groups Users User guide Contact

### Find protocols

All methods All activities

Free text search... Find protocols

### Knowledge, shared

Molmeth, the Molecular Methods Database, is a free and powerful tool. It has useful collaborative features for researchers to publish and improve methods or lab protocols online.

[Read more!](#)



### How it works

MolMeth is a crowd reviewed platform to disseminate protocols and SOP:s.

Anyone can rate protocols and registered users can also provide signed reviews or comments.

[Read more!](#)



### Sign up!

Join us and benefit from our user groups. It's easy as one, two free.

[Register here!](#)



### New Protocol

Make your presence known and help others by sharing methods that may help other scientists.

[Read more!](#)

## Content

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### Main features of the Molecular Methods Database (MolMeth)

- All public content is available to users without logging in.
- Logged in members have access to private content of groups that they are members of, the option to subscribe to content updates and the ability to send private messages.
- You can log in or register using the links in the upper right corner. When logged in your name will replace the links for registering and logging in.
- You can search for protocols using the free text search function and filter protocols by the categories in the drop down menus above.
- The top menu (Home, protocols, Groups, Users, User guide and Contact) is visible on all pages and allow you to navigate the site.

## Creating content

Creating content is done by moving the mouse marker over **Protocols** in the top menu located below the MolMeth logo and clicking the **create protocol** link in the drop down menu that appears in the drop down menu. As a user you can decide to either create a free text protocol or a standard operating procedure (SOP).

### Create Standard Operating Procedure

 Log in successful for *Tomas Klingström*.

To submit a standard operating procedure (SOP) you need to supply an abstract that briefly describe your SOP and supply the SOP itself in free text or PDF format. For search engine optimization it is suggested that you try submitting the SOP in free text. There is no global standard regulating the content of SOPs. To help users browsing MolMeth we therefore advise you to select all the topics covered by your SOP to help users finding SOPs of interest.

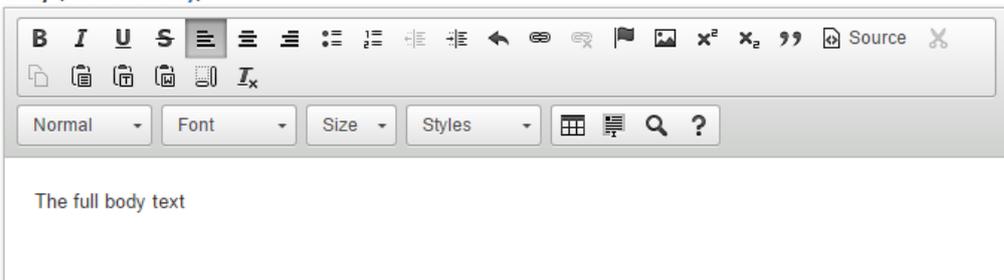
#### Title \*

This is where the title go

#### Summary

A brief summary displayed when browsing

#### Body (Edit summary)



The full body text

Figure 1. The view displayed when creating content on MolMeth. The insert image icon mentioned below is located between the flag and the X<sup>2</sup>

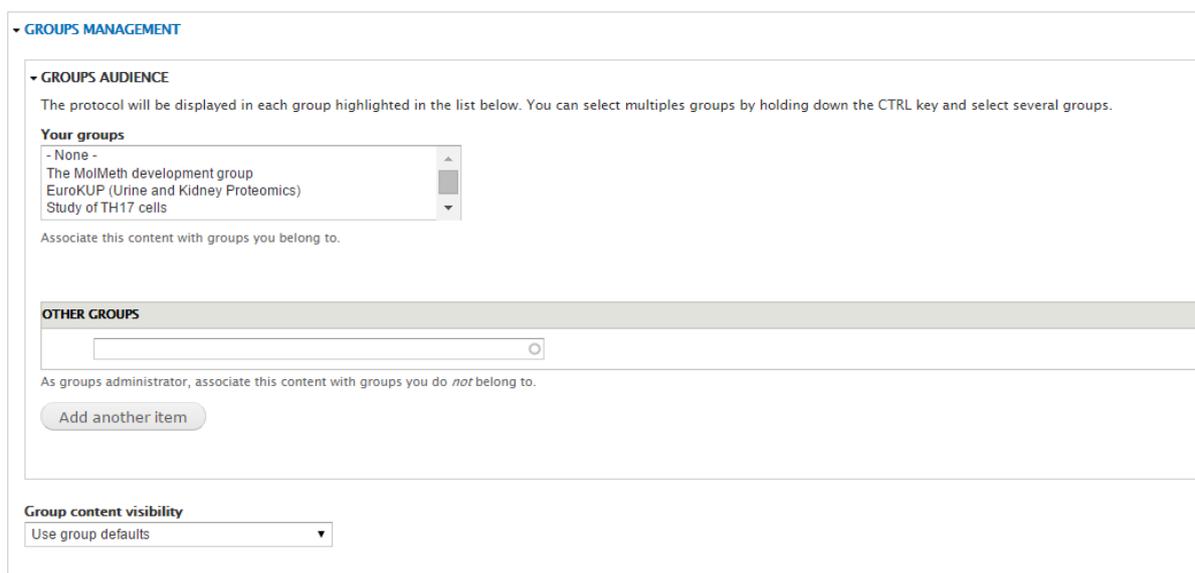
Each protocol/SOP consists of a title, a brief summary written like an abstract, a text body and some meta-information entered in fields below the text body. Text within the text body field can be modified using the text editor. The text editor support most formatting created by text editors such as Microsoft Word and entire protocols can be copied and pasted into the field (but always your proof read your document in case formatting errors occur). Figures must however be uploaded to MolMeth before being inserted into the document.

To include figures into you protocol/SOP you can click the small icon displaying a picture of a landscape (holding your mouse pointer over an icon will show what it does) and follow the instructions. You can also upload figures by scrolling down below the text body field and use the upload figures field available there.

After uploading a protocol/SOP you can go back and edit the protocol by opening the protocol page and click the **edit** tab displayed above the protocol/SOP. Each individual revision of a protocol is saved and users can go back in history to view earlier revisions by clicking the **revision** tab above the protocol. Please be aware that members are unable to delete protocols/SOPs as it would create issues for anyone citing them, instead authors can remove all text from the protocol and leave an explanation for the retraction in the summary. Users wishing to look up an old protocol can thereby find the retracted protocol and use the revision feature to follow precious work.

## Attaching content to groups

Users can collaborate using a feature called groups. Members of a group are automatically notified when content is posted to the group and members with the correct privileges can also edit protocols. When creating content a user can decide to attach the protocol to one or more well as decide if the created content should be visible to everyone or only members of a group.



The screenshot shows a web interface for "GROUPS MANAGEMENT". It is divided into two main sections: "GROUPS AUDIENCE" and "OTHER GROUPS".

- GROUPS AUDIENCE:** This section includes a text instruction: "The protocol will be displayed in each group highlighted in the list below. You can select multiples groups by holding down the CTRL key and select several groups." Below this is a dropdown menu titled "Your groups" with the following options: "- None -", "The MolMeth development group", "EuroKUP (Urine and Kidney Proteomics)", and "Study of TH17 cells". Below the dropdown is the text "Associate this content with groups you belong to."
- OTHER GROUPS:** This section features a search input field and the text "As groups administrator, associate this content with groups you do *not* belong to." Below the search field is a button labeled "Add another item".
- Group content visibility:** At the bottom, there is a dropdown menu with the option "Use group defaults".

Figure 2. The group management block displayed when creating protocols/SOPs.

Protocols/SOPs attached to a group can be edited by members of the group who have the “Administrator member” or “protocol editor” roles as described below.

## Groups

Groups are accessed by the **Groups** drop down menu which is accessed from the top menu. Any member of the website can create his or her own group and decide if the group should be private or public. A public group is visible to all members on the website and all members can subscribe to the group. A private group is hidden from the public and only accessible for members invited by the group administrators.

Filter by creator name

Filter by group name

Apply

| Group name ▲                                         | Creator            | Subscribe                 |
|------------------------------------------------------|--------------------|---------------------------|
| Biobanking as a resource for biomedical research     | Gunnel Tybring     | Unsubscribe from group    |
| Cesareni's Group                                     | Gianni Cesareni    | Subscribe to group        |
| Development and application of sensitive...          | Masood Kamali-M... | Subscribe to group        |
| DNA extraction and storage                           | Magdalena M. Buś   | Unsubscribe from group    |
| EuroKUP (Urine and Kidney Proteomics)                | Tomas Klingström   | You are the group manager |
| IGP, Rudbeck testing group                           | Tomas Klingström   | You are the group manager |
| Isolation of Protein from human lung tissue          | Denise Lawlor      | Unsubscribe from group    |
| Lund's node test group                               | Eva Ortega-Paino   | Subscribe to group        |
| Padlock probes                                       | David Herthnek     | Subscribe to group        |
| Procedures and protocols from Karolinska instutet... | Tomas Klingström   | You are the group manager |

1 2 3 next › last »

Figure 3. The group view. Users can filter the list by the name of the group creator or the name of the group to see a list of all public groups.

A group consists of a group page and a list of content attached to the group. Attached content can consist of free text protocols, SOPs and simple free text messages called “Posts”. Content attached to a group can be designated as “public”, “private” or “using group defaults”. This means that a piece of content can be public but still attached to a private group or vice versa, while “using group defaults” means that the content will have the same setting as the group it is connected to.

The menu to the right of the Group page allows users to create content directly connected to the group and the **Group** tab above the main content provide access to managing the members of the group.

## Biobanking as a resource for biomedical research

Biobanks constitute a powerful resource in medical research with access to millions of samples and associated data collected within health care and in specific research studies. New "omic-technologies" with high-throughput analytical platforms now permit large scale analyses without the need to wait for years while new samples are being collected. However, successful research based on human biological samples and associated data requires applied knowledge about how the samples have been collected and processed. Standardized procedures, controlled pre-analytical variables and study documentation are key factors for the reliability and validity of the analytical findings.

This group host the lectures presented at a one week course organised by BBMRI.se and KI Biobank on Feb 9-13, 2015.

### Create content

- [Free text protocol](#)
- [Post](#)
- [Standard Operating Procedure](#)

### Group menu

- [Invite member](#)
- [Unsubscribe](#)

### Latest News

#### Lectures Thursday 2015-02-12

[Read more](#)

#### Lectures Tuesday 2015-02-10

[Read more](#)

#### Lectures Wednesday 2015-02-11

[Read more](#)

Figure 4. A group page for the course "Biobanking as a resource for Biomedical research" organized by KI Biobank. Each day of lectures has been created as a post with the relevant Powerpoint presentations attached to the respective post.

### Managing groups

The **Group** tab above the Group content provides the administrator with options to modify access settings for members. This allows the administrator to give other members full administration rights (administrator member), edit/remove posts (post editor), manage members (membership editor) or edit the protocols/SOPs in the group (protocol editor).

## Group overview

- Group manager: [Gunnel Tybring](#)
- Total members: 3
- Total content: 4

State      Name

- Any -            Apply

Enter a comma separated list of user names.

|                                                         |                                      | STATE                                  | ROLES                                                                                                                                              | MEMBER SINCE          |
|---------------------------------------------------------|--------------------------------------|----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| <b>OPERATIONS</b>                                       |                                      |                                        |                                                                                                                                                    |                       |
| <input type="button" value="- Choose an operation -"/>  |                                      | <input type="button" value="Execute"/> |                                                                                                                                                    |                       |
| <input type="button" value="- Choose an operation -"/>  |                                      |                                        |                                                                                                                                                    |                       |
| <input type="button" value="Modify OG user roles"/>     |                                      |                                        |                                                                                                                                                    |                       |
| <input type="button" value="Remove from group"/>        |                                      |                                        |                                                                                                                                                    |                       |
| <input type="button" value="Modify membership status"/> |                                      |                                        |                                                                                                                                                    |                       |
| <input type="checkbox"/>                                | <a href="#">Gunilla Nilsson-Roos</a> | Active                                 | <ul style="list-style-type: none"><li>• administrator member</li><li>• membership editor</li><li>• post editor</li><li>• protocol editor</li></ul> | 10 months 4 weeks ago |
| <input type="checkbox"/>                                | <a href="#">Gunnel Tybring</a>       | Active                                 | <ul style="list-style-type: none"><li>• administrator member</li></ul>                                                                             | 10 months 4 weeks ago |
| <input type="checkbox"/>                                | <a href="#">Tomas Klingström</a>     | Active                                 |                                                                                                                                                    | 10 months 4 weeks ago |

Figure 5, an example of a group where the group creator (Gunnel) have bestowed new roles to another group member (Gunilla). Checking the box to the right of one or more members and then selecting “Modify OG user roles” bring up the page where member roles are changed.

Furthermore members can be removed from the group or have their membership status changed to another status such as “blocked” to prevent the person from interacting with the group.

## Inviting members

Members of a group can also invite other members directly from the group page using the **Invite member** link to the right of the group page to send a private message inviting the member to the group.

## Private messages

Private messages can be sent from the user page of each user (accessed by clicking the name of a user or by searching for the member using the **User** drop down menu). Users are notified of new private messages by e-mail unless the function has been deactivated by the users and by a “new message” link appearing in the top menu.

Several members can be included in a topic by writing their names in the address field separated by commas. When writing a name in the address MolMeth automatically filter the site member list and provide suggestions on the intended recipient. Selecting recipients from the suggestion list is advisable as it reduce the risk of misspellings and other errors.

- [Write new message](#)

Filter Messages

Actions... ▾

|                          | Subject                                        | Participants                           | Messages | Last Updated | Started |
|--------------------------|------------------------------------------------|----------------------------------------|----------|--------------|---------|
| <input type="checkbox"/> | New post in a group you are member of          | Administrator A...                     | 1        | Jan 4        | Jan 4   |
| <input type="checkbox"/> | You now have access to edit the protocol       | Masood Kamali-M..., Agata Zeiba-Wicher | 1        | 9/4/15       | 9/4/15  |
| <input type="checkbox"/> | New post in a group you are member of          | Administrator A...                     | 1        | 9/4/15       | 9/4/15  |
| <input type="checkbox"/> | New post in a group you are member of          | Administrator A...                     | 1        | 9/4/15       | 9/4/15  |
| <input type="checkbox"/> | New post in a group you are member of          | Administrator A...                     | 1        | 6/18/15      | 6/18/15 |
| <input type="checkbox"/> | New post in a group you are member of          | Administrator A...                     | 1        | 6/18/15      | 6/18/15 |
| <input type="checkbox"/> | Tomas Klingström is now a member of your group | Tomas Klingström                       | 1        | 6/18/15      | 6/18/15 |
| <input type="checkbox"/> | New post in a group you are member of          | Administrator A...                     | 1        | 6/17/15      | 6/17/15 |
| <input type="checkbox"/> | New post in a group you are member of          | Administrator A...                     | 1        | 6/17/15      | 6/17/15 |

Figure 6, the inbox of Tomas Klingström showing notifications and messages.