GISAID Upload Practical

1) **Part One – Batch Uploads. If this is the FIRST time you have ever uploaded data to GISAID- you will need to first upload data via the Single Upload* (see below). Otherwise proceed to step #2**
2) Go to gisaid.org and log in to EpiFluDB
3) Select Batch Upload to open the Batch Upload Page and follow the instructions on "EpiFluDB Batch Uploader Tutorial" to agree and download the batch upload macro enabled excel file
4) Use the metadata information and fasta file provided to fill out the batch upload submission.
5) YOU WILL NEED TO CHANGE THE FOLLOWING:
   a. ISOLATE NAME** – Insert your country between A/TEST and the ID. (i.e. A/TEST/617/2019 becomes A/Test/Singapore/617/2019. If more than one person from your country is attending the training – add the acronym of your institution (and add a # if more than one from same institution) instead (i.e. A/TEST/Thailand-NIC-1/617/2019.
   b. Location – change to your country
   c. Host- fill in missing data
   d. Seq_id (HA through NS) you will need to add what the fasta header is for each gene segment you want to upload and they need to be an exact match "GISAID_OPTIONSX_WKSHP.fas"
   e. Originating Laboratory – The third Tab of the GISAID uploader excel includes a list of originating labs and their GISAID lab IDs – find your lab ID and enter it in the Isolates Table
   f. The second Tab of the GISAID uploader excel named "FASTA" needs to be filled in. Open "GISAID_OPTIONSX_WKSHP.fas" in note pad. Select all and copy. Go to the FASTA tab and paste.
   g. SAVE your Upload sheet!
   h. Check that all column headers in red are filled in correctly (except for "Isolate_Id" – which the database assigns after upload).
6) In the Excel toolbar, select "GISAID (1.1.3)". If you are using Excel 2007, go to "Add-Ins" and then select "GISAID (1.1.3)".
   a. You will get a pop up window of either successful or there were errors.
   b. If no errors log into EpiFluDB and go to your unreleased files to see the uploaded data. Select all and release. (These test files will be deleted after the course).

*First time uploaders – using the metadata and fasta file to fill in the single upload sheet follow the tutorial provided.

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   b. When you go to practice the bulk upload you cannot upload the same virus you uploaded via single upload.

**Isolate Name and Passage History must be unique for each EPI ISL ID created in the database