Children's Health Exposure Analysis Resource (CHEAR) CHEAR Data Submission and Review Portal (DSRP) - User Manual

Introduction

Welcome to the CHEAR Data Submission and Review Portal (DSRP)!

The URL for DSRP is: <u>https://cheardatacenter.mssm.edu/</u>

This User Manual outlines the Major Functions and Processes of DSRP and describes how to use them. This manual is for Primary Investigators (i.e., "PI"s) and their Co-Investigators. This manual is also available at the DSRP Q&A link: https://cheardatacenter.mssm.edu/CHEAR DSRP User Manual PI v2 0.pdf

These users access the DSRP to upload their original study data and associated data dictionary, all project supporting documents, generate CHEAR participant IDs (PIDs), map

CHEAR PIDs to original subject IDs and/or original sample IDs, map CHEAR SIDs (CHEAR Coordinating Center provides CHEAR SIDs to PI) to CHEAR PIDs, and retrieve lab result data.

<u>Contents</u>

1.0	Getting Access to the Data Submission and Review Portal	3
1.1	System Requirements	3
1.2	Logging on	3
2.0	Retrieving CHEAR PIDs and Loading your Data Files	4
2.1	Accessing Your Projects	4
2.2	Project Details	4
2.3	Step 1: Generate CHEAR PIDs	5
2.4	Step 2a: (Optional) Map Original Subject ID's to CHEAR PIDs	8
2.5	Step 2b: (Optional) Map Original Specimen IDs to Subjects	11
2.6	Step 3: Upload Study Results Data	16
2.7	Archiving Uploaded Files	18
2.8	Step 4: Submitting your Study Data for Review	19
3.0	Mapping CHEAR SIDs to PIDs, and Shipping your Samples	21
3.1	Navigate to the Map CHEAR Specimens to Participants page	21
3.2	Map Specimens to Participants	21
3.3	Retrieve your Shipping Manifest	26
4.0	Retrieving Lab Analysis Data from the portal	28
4.1	Step One: Navigate to the Relevant "Analysis"	28
4.2	Step Two: Retrieve Analysis Data	29

1.0 Getting Access to the Data Submission and Review Portal

All PIs and their Co-Investigators can access DSRP to view their CHEAR projects <u>that have</u> <u>been initiated.</u>

The Application and Review process is managed through a <u>separate</u> web site, "MyCHEAR", at https://mychear.chearprogram.org/

- Once your project application has reached the appropriate status in MyCHEAR, you will receive an email from CHEAR Data Center (DC), informing you that your project is accessible via CHEAR DSRP. This email will provide login instruction and a temporary password, if you are a new CHEAR DSRP user.
- Upon logging in to the DSRP for the first time (see the "logging on" section below), you will be prompted to change your password.

1.1 System Requirements

The CHEAR Data Submission and Review Portal is an internet based system. To access it, you will need a computer that has internet connection and a web browser. Internet Explorer (v. 11 or higher) or Google Chrome (v. 50 or higher) is recommended. (Firefox is not recommended).

1.2 Logging on

Access the CHEAR Data Submission and Review Portal Home Page at the following URL.

https://cheardatacenter.mssm.edu/

The Home page displays Summary Info for Subjects and Samples already in the system, as well as a map of participating PI's institutions. The map and Subject, Sample distributions will change when the underlying data change.

- Enter your Email Address and Password, and click the Log In button.
- If this is your first time logging on, please see the "Getting Access" Section above.



Figure 1 - Login screen

2.0 Retrieving CHEAR PIDs and Loading your Data Files

2.1 Accessing Your Projects

Once you have logged in, you can click on the "My Projects" link on the blue Navigation Bar at the top of the screen, which will show a list of the projects that you are assigned to as a PI or Co-Investigator (see Figure below).

C This res	CHEAR Children's Health Exposure and the Environmental Health Sciences.						
_					W	elcome, PI	-tester S
Home	My Projects	Search	FAQ L	.og Out			
ly Proj	ects & Analyses	s					
CHEAR Project ID	Project Title 🗸	Status	Significance	Specific Aims	Date Accepted	# PIDs	# SIDs
200-06	<u>User Guide Demo</u> 1	Approved	In health services research, it is often necessary to adjust for confounding due to comorbidity, the	The Elinbauser comorbidity system was developed and is most often used in administrative datasets. Two examples of such datasets are the Nationwide inpatient Sample (NIS) and the State Inpatient Database (SID), which are both maintained by the Healthcare Cost and Ultization Project (HCUP, see http://hcup-us.ahrg.gov), HCUP provides software for converting International Classification of Diseases, 9th Revision, Clinical Modification (ICD-9-CM) dagnosis codes to Ethabauser comorbidity indicators (see http://hcup-us.ahrg.gov), HCUP provides software for the strupp- nodes to the strupp-indicators (see http://ncup- aternational classification (CD-9-CM) dagnosis codes to Ethabauser comorbidity, clavenoped summary score for the Ethabauser comorbidity (sp), and Watareva and colleagues [2] developed a summary score for the Ethabauser comorbidity of a the summary score is a weighted combination of ta 30 Ethabauser comorbidity, where a larger comorbidity weight indicates a storager association between the comorbidity soft.	08/01/2016	Assigned 0 of 10	Assigne 0 of 20
777666	Ezra's Test Project	Approved	This project is intended to test the	n health services research, it is often necessary to adjust for confounding due to comorbidity, the presence of one or more additional disorders co-	06/30/2016	Assigned 0 of 35	Assigne 0 of 31

Figure 2 – My Projects screen

- The list can be sorted by Project ID, Title, or Status, by clicking on the column headers.
- The information displayed within the columns has been gathered from your project application submitted via the "MyChear" portal, and the total numbers of subjects and specimens were updated by the Lab Hub and the Data Center.
- Clicking on the Project Title will navigate you to the Project Detail screen.

2.2 **Project Details**

The "View Project" page lists the high-level project information that was provided on your project application in the "MyCHEAR portal" and the total numbers of subjects and specimens were updated by the Lab Hub and the Data Center.

At the bottom of the page, the set of Analysis for this project as specified within the "MyCHEAR portal" are listed.

Nome Ny Project: Sexut FAQ Leg Dut Iew Project 200-05 CHEAR Project Status: Approved HEAR Project DI: 200-05 CHEAR Project Status: Approved ignificance: In health services research, 8 is often necessary to adjust for controlling due to consolidity, the presence of one or more additional disorders: Co-occurring with a primary disorder. One popular method of consolidity adjustment is the Exhauser consolidity system, [1] a set of 30 consolidity indicators. specific Alms: The Exhauser consolidity system was developed and is most often used in administrative ditasets. Two examples of such distates are the Nationwice Inpaint Stamp(NIS) and Hesting Intra-us ating gov). HCDU provides contende by the Healthcare Cost and Ullitation Project (HSDU, P), see http://hcau-us.ating.gov/). HCDU provides contende to the Exhauser comorbidity phy. van Waitaven and colleagues [2] developed a summary score for the Exhauser comorbidity. Inp. van Waitaven and colleagues [2] developed a summary score is a weighted controlation of the 30 Exhauser comorbidity. But Health carbos, see http://tuc-us.ating.gov/). ubject Number: Assigned 0 of 10 Sample Number: Assigned 0 of 20 te Accepted to CHEAR: Option/Cons Sample Number: Assigned 0 of 20 te Accepted to CHEAR: Option/Cons Sample Number: Assigned 0 of 20 te Accepted to CHEAR: Option/Cons Sample Number: Assigned 0 of 20 te Accepted to CHEAR: Dete				Welcome, PI-te:	ster Sinai
tew Project HEAR Project DC: DO-D5 CHEAR Project Status: Approved User Guade Demo 1 In health services research, il is often necessary to adjust for confounding due to conorbidity, the presence of one one additional disorders co-occurring with a primary disorder. One popular method of conorbidity adjustment is the Einshusser comorbidity system. via developed and is monitorable user to more additional disorders co-occurring with a primary disorder. One popular method of comorbidity adjustment is the Einshusser comorbidity system. via developed and is monitorative to addite a store in addite	Home My Projects Se	earch FAQ Log O	ut (
HEAR Project ID: 200-05 CHEAR Project Status: Approved User Guide Demo 1 User Guide Demo 1 In exercise and the service second disorders co-occurring with a primary disorder. One popular method of comorbidity inductors. adjustment is the Exhansiver comorbidity system vas developed and is most often used in administrative datasets. Two examples of such datasets are the Nationwich Inguteent Sample (NIS) and the State Inguteent Dataset (Singer Sample Sample (NIS) and the State Inguteent Dataset (Singer Sample Sample (NIS) and the State Inguteent Dataset (Singer Sample Sample (NIS) and the State Inguteent Dataset (Singer Sample Sample (NIS) and the State Inguteent Dataset (Singer Sample Sample (NIS) and the State Inguteent Dataset (Singer Sample Sample (NIS) and the State Inguteent Dataset (Singer Sample Sample Sample Sample (NIS) and the State Inguteent Dataset (Singer Sample S	View Project				
specific Alms: The Elbitaser controlidity system was developed and is most often used in administrated datasets. Two employs of such datasets are the Nationwice Inpatient Sample (NIS) and the State Inpatient Database (SID), which are both mantamed by the Healthcare Cost and Ullication Project (HCUP, see http://hcup-us.atmg.gov). HCUP provides software for conventing International Classification Project (HCUP, see http://hcup-us.atmg.gov). HCUP provides software for conventing International Classification of Diseases, StB Revision, Clinical Modification (CO-9-CAD) diagnosis codes to Elbitauser comondidity indicators (see http://hcup-us.atmg.gov). HCUP provides software for conventing International Classification of Diseases, StB Revision, Clinical Modification (CO-9-CAD) diagnosis codes to Elbitauser comondidity indicators (see http://hcup-us.atmg.gov). weight indicates a Stotper association between the comodellates, where a Burge control-tode y weight indicators at Stotper association between the comodellates. ubject Number: Assigned 0 of 10 state Accepted to CHEAR: 00011/2015 et al. Co-P-I-Tester Sinal; Co-P-I-Tester Sinal; cp 1: Ceremet CliAAR Participuel 18; (galaxield alread) ep 3: topicat burs tat Uploaded File uplocaded by File uplocaded File uplocaded By Category	CHEAR Project ID: Project Title: Significance:	200-06 User Guide Demo 1 In health services resea one or more additional o adjustment is the Elixha	CHEAR Project Stat arch, it is often necessary to adjust 1 disorders co-occurring with a primal auser comorbidity system, [1] a set (us: Approved or confounding due to comorbidity, the prese y disorder. One popular method of comorbid of 30 comorbidity indicators.	nce of Ity
ubject Number: Assigned 0 of 10 Sample Number: Assigned 0 of 20 tate Accepted to CHEAR: DS811/2016 PI-tester Sinal; CO-PI-Tester Sinal; cp 3: Co-PI-Tester Sinal; tploaded Bits tat Uploaded File Description Parated ID/s e Name Date Uploaded File Uploaded By alvess	Specific Aims:	The Elixhauser comorbi examples of such datas which are both maintain HCUP provides software Modification (ICD-9-CM us ahrq.gov/toolssoftwa score for the Elixhauser summary score is a wei weinth Indicates a stros	dity system was developed and is r ets are the Nationwide Impatient Sa edb ythe Healthcare Cost and Utili e for converting International Class () diagnosis codes to Elikhauser cor reicomorbidity/comorbidity (sp), var r comorbidities by modeling in-hosp gighted combination of the 30 Einkan er association behaven the romon	nosi often used in administrative datasets. The pipe (NKS) and the State Inpaient Database zation Project (HCLP, see http://hcLp-us.aht fication of Diseases, 5th Revision, Clinical inorbidly indicators (see http://hcLp- Walraven and colleagues [2] developed a s lat mortality with inpatient admission data. The user comobidities, where a larger comobidit motel, and the model mortality.	wo : (SID), q.gov/). ummary he y
Incipal Investigator: PI-tester Sinal; CO-PI-Tester Sinal; CO-PI-Tester Sinal; tep 1: Co-PI-Tester Sinal; tep 3: Uploaded DMAR #etclpuet Db (0 allocated almosty) tep 4: Uploaded DMAR #etclpuet Db (0 allocated almosty) tep 3: Uploaded DMAR #etclpuet Db (Subject Number: Date Accepted to CHEAR:	Assigned 0 of 10 08/01/2016	Sample Number:	Assigned 0 of 20	
ep 1: Cewest OKAA Petiopent Ib: (Palaxitel atrady) ep 3: Optional fails att Uploaded File Description Date Name File Description Date Pile Uploaded By Category e Name Date Uploaded File Uploaded By File Uploaded By	Principal Investigator: Contributing:	PI-tester Sinal; Co-PI-Tester Sinai;			
ep 3: Uploaded Active V Active V Active V Ie Name File Description Date Uploaded File Uploaded By Category enarated IDs e Name Date Uploaded File Uploaded By alvess	Step 1:	Generate CHEAR Partic	ipant IDs (O allocated already)		
ata Uploaded Excite v le Name File Description Date Uploaded File Uploaded By Category unerated IDs e Name Date Uploaded File Uploaded By	Step 3:	Upload Data			
ile Name File Description Date Uploaded File Uploaded By Category anarated IDs Rame Date Uploaded File Uploaded By allyses	Data Uploaded			Acti	ve 🗸
enerated IDs e Name Date Uploaded File Uploaded By	File Name	File Description	Date File Uploaded	Uploaded By Category	
e Name Date Upicaded File Upicaded By					
aiyses	Generated IDs	Bet Helesdad		Heles ded Be	_
alvsis Title Analysis Method Number of Subjects Number of Samples	Generated IDs ille Name	Date Uploaded	File	Uploaded By	



- The project level details will list the Number of Subjects and Specimens out of the total assigned to the project already allocated. If none have been generated yet, they will be listed as 0 (see circled section in Figure above).
- The Page contains several buttons, which will be described in detail below. Stepping through the actions available via the buttons will allow you to perform all the steps necessary for retrieving your CHEAR PIDs, mapping your original subject or specimen IDs, and uploading any project-related data and documents you may have.

2.3 Step 1: Generate CHEAR PIDs

The "View Project" page contains a button called "Generate CHEAR Participant IDs" (see figure below).

This button will allow you to generate and retrieve part or all the total number of CHEAR PIDs that have been assigned to this project. Each individual study subject should have a participant ID, regardless of sample availability.



Figure 4 – Generate CHEAR Participant IDs button

Clicking the button navigates you to a separate "Generate PID page"

Home	My Projects	Search	FAQ	Log Out	
Generat	e CHEAR Parti	icipant IDs			
CHEAR PI	roject ID:	200-0	6	CHEAR Project Status:	Approved
				Generate CHEAR Participant IDs for Project	
			E	inter # of Participants:	
		Cancel			Generate IDs

Figure 5 – Generate CHEAR Participant IDs screen

• Enter the Number of CHEAR PIDs that you would like to generate and retrieve, and click the "Generate IDs" button.

Note: you can enter part or all of the total number of PIDs you had specified for your project.

If you enter <u>more</u> than the total number, however, you will receive an alert message.

• The following page will appear with a downloadable set of CHEAR PIDs.

Ch	HEAR	Children's Analysis F	Health E Resource	xposure Staging Test Environment. Data Submission and Review Portal natinative of Environmental Health Sciences.
				Welcome, PI-tester Sinai
Home	My Projects	Search	FAQ	Log Out
Generat	e CHEAR Part	icipant IDs		
CHEAR PI	roject ID:	200-	06	CHEAR Project Status: Approved
				# of Participant IDs Requested: 10
				Download Participant IDs
				Dane

Figure 6 – Generated Participant IDs file

• The CHEAR PID file will open in Excel and will contain five columns as shown by the following figure, one containing the set of CHEAR PIDs and others containing CHEAR project ID, and time stamps. One column, Original Subject ID, is for you to map original subject IDs to CHEAR PIDs. You can save this file on your computer for reference, if desired.

А	В	С	D	E
CHEAR PID	Original Subject ID	CHEAR Project ID	Created Date Time	Modified Date Time
6561351	ori_sub_1	200-2017	5/1/2017 9:19	5/17/2017 11:05
8029779	ori_sub_2	200-2017	5/1/2017 9:19	5/17/2017 11:05
1356773	ori_sub_3	200-2017	5/2/2017 10:08	5/17/2017 11:05
3529823	ori_sub_4	200-2017	5/2/2017 10:08	5/17/2017 11:05
9369265	ori_sub_5	200-2017	5/3/2017 9:26	5/17/2017 11:05

Figure 7 – PIDs, once downloaded

• Note: The CHEAR PIDs are also always available for download from the "View Project" page (see Figure below)

CHEAR Project ID: 200-2017 CHEAR Project Status: Approved Project Title: Production Placeholder Significance: Placeholder Placeholder Specific Aims: Placeholder Placeholder Sample Number: Assigned 0 of 20 Date Accepted to CHEAR: 02/01/2017 Sample Number: Assigned 0 of 20 Date Accepted to CHEAR: 02/01/2017 Response Sample Number: Assigned 0 of 20 Step 1: Cenerate OEAA Pertoquent ID: (2 electate encolo) Step 2 (optional): May Deginal SupportID: (2 electate encolo) Step 1: Cenerate OEAA Pertoquent ID: (2 electate encolo) Step 2 (optional): May Deginal SupportID: (2 electate encolo) Step 2: Lobade Bez Step 4. Update Status: Reag for Stats Gere Rovtew Project V Data Uploaded File Name File Description Date Pl-tester SinalData Dictionary / Codebook Step 4. Update Status: Status Status Status Status Status Status Status Status Pl-tester SinalData Dictionary / Codebook Status	View Project						
Subject Number: Assigned 2 of 10 Sample Number: Assigned 0 of 20 Date Accepted to CHEAR: 02/01/2017 Principal Investigator: PI-tester Sinai; Xin Zheng: Contributing: Piricipal Investigator: PI-tester Sinai; Xin Zheng: Step 1: Generate OffAR Perticipaent IDs (2 elecated etrade) Step 1: Generate OffAR Perticipaent IDs (2 elecated etrade) Map Original Subject IDs Map Original Spectmen IDs Step 2 (optional): Map Original Subject IDs Map Original Spectmen IDs Step 3: Step 3: Uploade Data Eadary for Stats Core Review File Name File Name File Description Date Uploaded File Uploaded By Category Uploaded PI-tester SinaiData Dictionary / Codebook Image: Codebook Test Worksheet xlsx Production TEST file 02/13/2017 PI-tester SinaiData Dictionary / Codebook Image: Codeb	CHEAR Project ID: Project Title: Significance: Specific Aims:	200-2017 Production Placeholder Placeholder Placeholde Placeholder Placeholde	CHEAR Project	Status:	Approved		
Data Uploade File Outginal Subject IDs Map Original Subject IDs Map Original Spectmen IDs Step 1: Cenerate CHEAR Participaent IDs (2 adlocated adready) Step 2 (optional): Map Original Subject IDs Map Original Spectmen IDs Step 3: Uploaded Map Original Subject IDs Map Original Spectmen IDs Step 4, Update Status: Ready for Stats Core Review Active ✓ Data Uploaded File Description Date Uploaded PI-tester Sinail Data Dictionary / Codebook Image: Common Participaent IDs File Name File Description Date Uploaded PI-tester Sinail Data Dictionary / Codebook Image: Common Participaent IDs Test Worksheet xdsx Production TEST file 02/13/2017 PI-tester Sinail Dictionary / Codebook Image: Common Participaent IDs Generated IDs File Name Date Uploaded File Uploaded By Image: ChEAR_Participaent_IDs.xds System Generated CHEAR_Participaent_IDs.xds East Uploaded File Uploaded By Image: ChEAR_Participaent_IDs.xds System Generated Analyses Analysis Title Sample Matrix Lab Hub Assigned Number of Samples File Count Analysis Title Sample Matrix Lab Hub Assigned	Subject Number: Date Accepted to CHEAR:	Assigned 2 of 10 02/01/2017	Sample Number	r:	Assigned 0 of 20		
Step 1: Generate CIFAR Participant IDs (2 allocated already) Step 2 (optional): Map Original Subject ID: Map Original Spectmen ID: Step 3: Uptoace Data Step 4, Update Status: Reary for Stats Core Review Step 4, Update Status: Reary for Stats Core Review Image: Core Review Image: Core Review Data Uploaded File Description Date Uploaded By Category Image: Core Review File Name File Description Date Uploaded By Category Image: Core Review CHEAR_DRINC_User_Manual_v3.docxtest for sizing 02/15/2017 Pi-tester SinaiData Dictionary / Codebook Image: Core Review Generated IDs File Name Date Uploaded File Uploaded By Category Image: Core Review CHEAR_Participant_IDs.xis Date Uploaded File Uploaded By Category Image: Core Review CHEAR_Participant_IDs.xis System Generated System Generated Image: Core Review Analyses Analysis Fileaceholder 0 0	Principal Investigator: Contributing:	PI-tester Sinai; Xin Zhei	ng;				
Step 2 (optional): Map Original Subject IDs Step 3: Uptoad Data Step 4, Update Status: Ready for Stats Core Review Data Uploaded Ready for Stats Core Review File Name File Description Date Uploaded By Category julia_canada.xlsx aaa 02/13/2017 PI-tester SinaiData Dictionary / Codebook Test Worksheet.xlsx Production TEST fle 02/15/2017 PI-tester SinaiData Dictionary / Codebook CHEAR_DRMC_User_Manual_v3.docxtest for sizing 02/15/2017 Generated IDs File File Name Date Uploaded VEHEAR_Participant_IDs_xds System Generated Analyses Analysis Title Analysis Placeholder 0 0 0	Step 1:	Generate CHEAR Partic	tpant IDs (2 allocated already)				
Step 3: Uptoes Data Step 4, Update Status: Ready for Stats Care Review Data Uploaded Ready for Stats Care Review Data Uploaded File Description Date Uploaded Uploaded By Category julia_canada.xlsx aaa 02/13/2017 Pi-tester SinaiData Dictionary / Codebook Image: Comparison of the test of test o	Step 2 (optional):	Map Original Subject II	Ds Map Original S	ipectmen IDs			
Step 4, Update Status: Ready for Stats Core Review Data Uploaded	Step 3:	Upload Data					
Data Uploaded Active File Name File Description Date Uploaded File Uploaded By Category Image: Comparison of the Comparison of	Step 4, Update Status:	Ready for Stats Core Re	wiew				
Data Uploaded File Description Date Uploaded Uploaded By Category File Name aaa 02/13/2017 Pi-tester SinaiData Dictionary / Codebook							
File Name File Description Date Uploaded File Uploaded By Category julia_canada.xlsx aaa 02/13/2017 PI-tester SinaiData Dictionary / Codebook PI-tester SinaiData Dictionary / Codebook Test Worksheet.xlsx Production TEST fle 02/13/2017 PI-tester SinaiData Dictionary / Codebook PI-tester SinaiData Dictionary / Codebook CHEAR_DRMC_User_Manual_v3.docxtest for sizing 02/15/2017 PI-tester SinaiData Dictionary / Codebook PI-tester SinaiData Dictionary / Codebook Generated IDs PI-tester SinaiData Dictionary / Codebook PI-tester SinaiData Dictionary / Codebook PI-tester SinaiData Dictionary / Codebook Generated IDs PI-tester SinaiData Dictionary PI-tester SinaiData Dictionary / Codebook PI-tester SinaiData Dictionary / Codebook PI-tester SinaiData Dictionary / Codebook CHEAR_PRIC_User_Manual_v3.docxtest for sizing 02/15/2017 PI-tester SinaiData Dictionary / Codebook PI-tester SinaiData Dictionary / Codebook Generated IDs File Name Date Uploaded File Uploaded By CHEAR_Participant_IDs.xls System Generated System Generated Analysis Title Sample Matrix Lab Hub Assigned Number of Samples Analysis Placeholder 0 0	Data Uploaded					Active	×
julia_canada.xlsx aaa 02/13/2017 PI-tester SinaiData Dictionary / Codebook Test Worksheet.xlsx Production TEST fle 02/13/2017 PI-tester SinaiData Dictionary / Codebook CHEAR_DRMC_User_Manual_v3.docxtest for sizing 02/15/2017 PI-tester SinaiData Dictionary / Codebook Generated IDs PI-tester SinaiData Dictionary PI-tester SinaiData Dictionary / Codebook File Name Date Uploaded File Uploaded By CHEAR_Participant_IDs.xls System Generated System Generated Analyses Analysis Title Sample Matrix Lab Hub Assigned Number of Samples File Count Analysis Placeholder 0 0 0	File Name	File Description	Date Uploaded	File	Uploaded By Category		
Test Worksheet.xlsx Production TEST file 02/13/2017 PI-tester SinaiData Dictionary / Codebook Image: Codebook CHEAR_DRMC_User_Manual_v3.docxtest for sizing 02/15/2017 PI-tester SinaiData Dictionary / Codebook Image: Codebook	julia_canada.xlsx	aaa	02/13/2017	XLS	PI-tester SinaiData Diction	nary / Codebook	1
CHEAR_DRMC_User_Manual_v3.docxtest for sizing 02/15/2017 PI-tester SinaiSupporting Documents for Project Generated IDs File Uploaded By File Name Date Uploaded File Uploaded By CHEAR_Participant_IDs.xls System Generated Analyses Analysis Title Sample Matrix Lab Hub Assigned Number of Samples File Count Analysis Placeholder 0 0	Test Worksheet.xlsx	Production TEST fle	02/13/2017	XLS	PI-tester SinaiData Diction	ary / Codebook	7
Generated IDs File Name Date Uploaded File Uploaded By CHEAR_Participant_IDs.xls System Generated Analyses Analysis Title Sample Matrix Lab Hub Assigned Number of Samples File Count Analysis Placeholder 0 0	CHEAR_DRMC_User_Manual_v3	3.docxtest for sizing	02/15/2017		PI-tester SinaiSupporting Project	Documents for	Ē
File Uploaded By CHEAR_Participant_IDs.xls System Generated Analyses Analysis Title Sample Matrix Lab Hub Assigned Number of Samples File Count Analysis Placeholder 0 0 0	Generated IDs						
CHEAR_Participant_IDs.xls System Generated Analyses Analysis Title Sample Matrix Lab Hub Assigned Number of Samples File Count Analysis Placeholder 0 0	File Name	Date Uploaded		File	Uploaded By	r	
Analyses Analysis Title Sample Matrix Lab Hub Assigned Number of Samples File Count Analysis Placeholder O O O	CHEAR_Participant_IDs.xls			XLS	System Gene	rated	
Analysis Title Sample Matrix Lab Hub Assigned Number of Samples File Count Analysis Placeholder 0 0	Analyses						
Analysis Placeholder 0 0	Analysis Title	Sample Matrix	Lab Hub Assigned	Num	ber of Samples	File Count	
	Analysis Placeholder			0		0	

Figure 8 – Generated PIDs always available on the "View Project" Screen

2.4 Step 2a: (Optional) Map Original Subject ID's to CHEAR PIDs

The "View Project" page contains a button called "Map Original Subject IDs" (see figure below).

This button allows you to enter and map your original subject ID's (that you may have used to identify your subjects up to this point), to your CHEAR PIDs.

Based on the design of your study, you may have questions on how many or which study subjects require a CHEAR PID assignment. Please consult with your CHEAR Data Center analyst. You can email <u>CHEARSupport@mssm.edu</u> if you need to identify your analyst.

View Project			
CHEAR Project ID: Project Title: Significance:	200-2017 Production Placeholder Placeholder Placeholder	CHEAR Project Status:	Approved
Specific Aims: Subject Number: Date Accepted to CHEAR:	Placeholder Placeholder Assigned 2 of 10 02/01/2017	Sample Number:	Assigned 0 of 20
Principal Investigator: Contributing:	PI-tester Sinai; Xin Zheng;		
Step 1:	Generate CHEAR Participant IDs (2 allocated already)	
Step 2 (optional):	Map Original Subject IDs	Map Ortginal Specimen IDs	
Step 3:	Upload Data		
Step 4, Update Status:	Ready for Stats Core Review	l i	

Figure 9 – Map Original Subject IDs button – on the View Project page

• Clicking the "Map Original Subject IDs" button navigates you to a separate "Map Original Subject IDs" page (see figure below)

Map Original Subject IDs			
CHEAR Project ID:	200-2017	CHEAR Project Status:	Approved
Choose a CHEAR Participant ID		Original Subject ID	
	OR		
Example: A B 1 CHEAR PID Original PID 2 1475193 A231123 3 1155233 C123232	Copy and paste mapping of CHE	AR PIDs / Original Subject IDs pairs:	Assign
CHEAR Participa	ant ID	Original Subject ID	Remove
		Jone	

- There are two methods for mapping Original Subject IDs to CHEAR PIDs:
 - One by One, or
 - In Bulk (copy and paste all at once)
- To map "**One by One**", begin entering the desired CHEAR PID in the Upper Left Hand field (the field will "auto-complete" by searching your CHEAR PIDs, as you type)

Map Original Subject IDs			
CHEAR Project ID:	200-2017	CHEAR Project Status:	Approved
	_		
Choose a CHEAR Participant ID 65 × 6561351		Original Subject ID	
	OR		
Example:	opy and paste mapping of CH	EAR PIDs / Original Subject IDs pairs:	
A B 1 CHEAR PID Original PID 2 1475193 A231123 3 1155233 C123232			Assign
CHEAR Participa	ant ID	Original Subject ID	Remove
	-	Done	

Figure 11 – Map CHEAR PID to Original Subject ID (one by one) – enter PID

• Then enter the Original subject ID and click "Assign"

Map Original Subject IDs			
CHEAR Project ID:	200-2017	CHEAR Project Status:	Approved
Choose a CHEAR Participant ID		Original Subject ID	
6561351		ori_sub_1	
	OR		
A B 1 CHEAR PID Original PID 2 1475193 A231123 3 1155233 C123232	Copy and paste mapp	oing of CHEAR PIDs / Original Subject IDs pairs:	Assign
CHEAR Participa	ant ID	Original Subject ID	Remove
Figure 12 – M	ap CHEAR PID to C	Done Driginal Subject ID (one by one) – en	ter Original Subject ID

• The resulting Mapping will appear at the bottom of the screen (and can be deleted if necessary via the "remove link")

HEAR Project ID:	200-2017	CHEAR Project Status:	Approved
Choose a CHEAR Participant ID		Original Subject ID	
	OR		
A B 1 CHEAR PID Original PID 2 1475193 A231123 3 1155233 C123232	Copy and paste mapp	ing of CHEAR PIDs / Original Subject IDs pairs:	Assign
CHEAR Participa	Int ID	Original Subject ID	Remove
6561351		ori_sub_1	m

Figure 13 – Mapped CHEAR PIDs and Original Subject IDs

 To map by the "In Bulk (copy and paste all at once)" method, enter a Tab-Delimited set of CHEAR PID – Original Subject ID rows in the lower right Text Area.
 NOTE: These values may be copied and pasted directly from an excel spreadsheet For example, copy the desired pairs from your local spreadsheet



Figure 14 – Researcher's CHEAR PID to Original Subject ID mapping file

• Paste them into the lower right text area, and click the "Assign" button. Map Original Subject IDs

CHEAR Project ID:	200-2017	CHEAR Project Status:	Approved
Choose a CHEAR Participant ID		Original Subject ID	
Example: A B 1 CHEAR PID Original PID 2 1475193 A231123 3 1155233 C123232	OR Copy and paste mapping of CHE 8029779 or_sub_2	AR PIDs / Original Subject IDs pairs:	Assign
CHEAR Particip 6561351	ant ID	Original Subject ID ori_sub_1	Remove

Figure 15 – Map CHEAR PID to Original Subject ID (in bulk)

• The resulting mapping of <u>multiple pairs</u> will now appear at the bottom of the screen, and can be deleted if necessary via the "remove link".

Map Original Subject IDs			
CHEAR Project ID:	200-2017	CHEAR Project Status:	Approved
Choose a CHEAR Participant ID		Original Subject ID	
	OR		
Example: A B 1 CHEAR PID Original PID 2 1475193 A231123 3 1155233 C123232	Copy and paste mappin	g of CHEAR PIDs / Original Subject IDs pairs:	Assign
CHEAR Participa	ant ID	Original Subject ID	Remove
6561351		ori_sub_1	Â
8029779		ori_sub_2	Ē
		Done	

Figure 16 – – Mapped CHEAR PIDs and Original Subject IDs

• **NOTE:** Once the PIDs have been mapped to original subject ID's (by either method), the mapped values will always be accessible to download from the View Project screen, within the CHEAR Participant ID's file (mentioned above).

Generated IDs File Name Date Uploaded File Uploaded By CHEAR Datisipant IDs vis	~
File Name Date Uploaded File Uploaded By	
CHEAD Participant IDs vis	
CHEAK_Panicipani_IDS.xis System Generated	

Figure 17 – PIDs to Original Subject IDs mapping file is available on the "View Project" Screen

2.5 Step 2b: (Optional) Map Original Specimen IDs to Subjects

The "View Project" page contains a button called "Map Original Specimen IDs" (see figure below).

This button allows you to enter and map your original specimen ID's (that you may have used to identify your specimens up to this point), to your subjects. You can map specimens to subjects either by linking to "CHEAR PID" or to "Original Subject ID" (if you have already provided Original Subject IDs, see previous section). **NOTE:** While a subject can have more than one original specimen ID, the same specimen ID <u>cannot</u> be mapped to more than one subject.

View Project			
CHEAR Project ID:	200-2017	CHEAR Project Status:	Approved
Project Title:	Production Placeholder		
Significance:	Placeholder Placeholder		
Subject Number:	Assigned 2 of 10	Sample Number:	Assigned 0 of 20
Date Accented to CHEAR:	02/01/2017	sample Humber.	Assigned of the
bate host pied to one int.	02012011		
Principal Investigator:	PI-tester Sinai; Xin Zheng;		
Contributing:			
Step 1:	C	I all and a factor of A	
Step 1.	Generate UnitAk Participant IDS (2	allocated already)	
Sten 2 (ontional):	Map Original Subject IDs	Map Ortotnal Spectmen IDs	
orch z (opronol).			-
Step 3:	Upload Data		
Step 4, Update Status:	Ready for Stats Core Review		
		I	

Figure 18 – Map Original Specimen IDs button – on the View Project page

- Clicking the "Map Original Specimen IDs" button navigates you to a separate "Map Original Specimen IDs" page (see figure below)
- The screen provides a Choice of which Subject Identifier to map Original Specimen IDs to:
 - Original Subject ID (if these had previously been entered)
 - CHEAR PID

CH This res	CHEAR Children's Health Exposure Analysis Resource This resource is made available by grants from the National Institute of			Environmental Heal	ې h Sciences.	Data Submission and Review Portal		
								Welcome, Xin Zheng
Home	My Projects	Search	FAQ	Admin →	Log Out			
Map Orig	ginal Specime	en IDs						
CHEAR P	roject ID:	200-	2017		CHEAR	R Project Status:	Approved	
Please se	lect one of the fo	llowing map	ping optic	ons				
O Mapping O Mapping	g of Original Subje g CHEAR PID to (ect ID's to Orig Driginal Speci	ginal Spec men ID's	imen ID's				
(Original Specime	n ID		Original Su	ıbject ID		CHEAR PID	Remove
					Done	I		

Figure 19 – Map Original Specimen IDs page

- Once the CHOICE of subject identifier to be used for mapping is selected, the screen presents two methods for mapping Original Specimen ID's to subjects:
 - One by One, or
 - In Bulk (copy and paste all at once)
- To map "**One by One**", begin entering the desired CHEAR PID / Original Subject ID (depending on your initial choice) in the Upper Left Hand field (the field will "auto-complete" as you type)

Map Original Specimen IDs			
CHEAR Project ID:	200-2017	CHEAR Project Status:	Approved
Please select one of the following O Mapping of Original Subject ID's to Mapping CHEAR PID to Original S	mapping options o Original Specimen ID's Specimen ID's		
Type in a CHEAR PID 6리 × 6561351		Type in a Original Specimen ID	
	OR		Assign

Figure 20 – Map Original Specimen IDs to PIDs page (one by one) – enter PID

• Then enter the <u>original specimen</u> ID and click "Assign"

Map Original Specimen IDs			
CHEAR Project ID:	200-2017	CHEAR Project Status:	Approved
Please select one of the following	manning ontions		
O Mapping of Original Subject ID's to	o Original Specimen ID's		
Mapping CHEAR PID to Original	Specimen ID's		
Type in a CHEAR PID		Type in a Original Specimen ID ori_spe_1)
	OR		Assign

Figure 21 – Map Original Specimen IDs to PIDs page (one by one) – enter Original Specimen ID

• The resulting Mapping will appear at the bottom of the screen (and can be deleted if necessary via the "remove link")

Home My Projects	Search	FAQ Admin	> Log Out	
Map Original Specir	nen IDs			
CHEAR Project ID:	200	-2017	CHEAR Project Status:	Approved
Please select one of the Mapping of Original Su Mapping CHEAR PID t	following map bject ID's to Orig o Original Speci	ping options ginal Specimen ID's men ID's		
Type in a Original Su	bject ID		Type in a Original Specime	en ID
		OR		Assign
Example: A ABC123 PHJ67 ABC123 TV0X3 BCD456 UAEA8 CDE789	В	Copy an	d paste mapping of Original Subject IDs/	Original Specimen IDs pairs:
Original Specir	men ID	Original	Subject ID CHE	AR PID Remove
ori_spe_1	l	ori_	sub_1 65	61351 💼

Figure 22 – Mapped Original Specimen IDs, Original Subject IDs and PIDs

To map by the "**Bulk (copy and paste all at once)**" method, enter a Tab-Delimited set of CHEAR-PID to Original Specimen ID pairs, or Original Subject ID to Original Specimen ID pairs in the Lower right Text Area. (corresponding to your initial mapping choice selection)

NOTE: These values may be copied and pasted directly from an excel spreadsheet

For example, copy the desired pairs from your local spreadsheet

Α	В	С		D	E	F
CHEAR PID	Original Subject ID	Original Sample	ID	CHEAR Project ID	Created Date Time	Modified Date Time
6457949	ori_sub_605	ori_spe_605		200-2017	6/5/2017 12:42	6/5/2017 12:49

Figure 23 – Researcher's CHEAR PID – Original Subject ID – Original Specimen ID mapping file

and paste them into the lower right text area, and click the "Assign" button.

Map Original Specimen IDs

CHEAR Project ID:	200-2017	CHEAR Project Status:	Initial Data Reviewed by Stats Core
Please select one of the following Mapping of Original Subject ID's t Mapping CHEAR PID to Original	mapping options o Original Specimen ID's Specimen ID's		
Type in a Original Subject ID		Type in a Original Specimen ID	
	OR		Assign
Example: A B 1 PHJ67 ABC123 2 TV0X3 BCD456 3 UAEA8 CDE789	Copy and paste m	anning of Original Subject IDs/ Origin _sub_605 ori_spe_605	al Specimen IDs pairs:

Figure 24 – Map Original Specimen IDs to Original Subject IDs (in bulk)

• The resulting mapping of <u>multiple pairs</u> will now appear at the bottom of the screen, (and can be deleted if necessary via the "remove link"). Note that a single subject can be mapped to multiple Original Specimen IDs.

Original Specimen ID	Original Subject ID	CHEAR PID	Remove
ori_spe_2	ori_sub_2	8029779	<u>m</u>
ori_spe_3	ori_sub_6	3598893	<u>m</u>
ori_spe_4	ori_sub_6	3598893	Ŵ
ori_spe_6	ori_sub_5	9369265	Ŵ
ori_spe_605	ori_sub_605	6457949	Û
	Done		

Figure 25 – Mapped Original Specimen IDs, Original Subject IDs and PIDs

• **NOTE:** Once the Original Specimen IDs have been mapped (by either method), the mapped values will always be accessible to download from the View Project screen, within the Original_Specimen_ID_mapping file.

Data Uploaded				Active
File Name	File Description	Date Uploaded	File	Uploaded By Category
julia_canada.xlsx	aaa	02/13/2017	XLS	PI-tester SinaiData Dictionary / Codebook
Test Worksheet.xlsx	Production TEST fle	02/13/2017	XLS	PI-tester SinaiData Dictionary / Codebook
CHEAR_DRMC_User_Manua	al_v3.docxtest for sizing	02/15/2017	DOC	Pl-tester SinaiSupporting Documents for Project
Generated IDs				
File Name	Date Uploaded		File	Uploaded By
CHEAR_Participant_IDs.xls			XLS	System Generated
Original_Specimen_ID_mapp	sing.xls		XLS	System Generated
Analyses				
Analysis Title	Sample Matrix	Lab Hub Assigned	Nu	mber of Samples File Count
Analysis Placeholder			0	0

Figure 26 – Original Specimen IDs – Original Subject IDs – CHEAR PIDs mapping file is available on the "View Project" Screen

2.6 Step 3: Upload Study Results Data

The "View Project" page contains a button called "Upload Data" (see figure below). This button allows you to upload any project-related data that you have collected for your project (e.g., epidemiological data, questionnaire answers, demographics, etc.) You may also upload any additional supporting documents related to your project.

View Project			
CHEAR Project ID: Project Title: Significance:	200-2017 Production Placeholder Placeholder Placeholder	CHEAR Project Status:	Approved
Specific Aims:	Placeholder Placeholder		
Subject Number:	Assigned 2 of 10	Sample Number:	Assigned 0 of 20
Date Accepted to CHEAR:	02/01/2017		
Principal Investigator: Contributing:	PI-tester Sinai; Xin Zheng;		
Step 1:	Generate CHEAR Participant IDs (2 a	llocated already)	
Step 2 (optional):	Map Original Subject IDs	Map Original Specimen IDs	
Step 3:	Upload Data		
Step 4, Update Status:	Ready for Stats Core Review		

Figure 27 – Upload Data button – on the View Project page

• Clicking the "Upload Data" button navigates you to a separate "Upload Project Data" page (see figure below)

Ch	HEAR	Children's Analysis I ble by grants fre	Health E Resource	xposure Stagi	ng/Test Environment	Data Subm	ilssion and Review Portal Welcome, PI-tester Sinai
Home	My Projects	Search	FAQ	Log Out			
Data Up	load						
CHEAR Pr	oject ID:	200-	06		CHEAR Project Status:	Approved	
				Uploa	ad a Project File		
	Categ	jory *:	Select Ca	tegory	T		
		Cancel				Upload	

Figure 28 – Upload Project Data Screen

• The Category menu contains 3 categories that you may select (see figure below)

						Welcome, PI-tester Sinai
Home	My Projects	Search	FAQ	Log Out		
Data Up	load					
CHEAR Pr	oject ID:	200-	-2017		CHEAR Project Status:	Initial Data Reviewed by Stats Core
				Uploa	ad a Project File	
	Categ	JOTY *: Cancel	Select Ca Data Dict Original S Supportir	ategory ionary / Codebook Study Data ng Documents for Pr	roject	Upload

Figure 29 – Document Categories for upload.

- You can search your own local directory for a file to upload and attach a short description after selecting an upload file category.
- At least one "Data Dictionary / Codebook " must be uploaded per project, since original study data files will need to be linked to it (see below).
- Uploading "Original Study Data" (epidemiological data, demographics data, etc.) requires some additional inputs:
 - You must indicate the associated Data Dictionary / Codebook (already uploaded).
 - \circ $\;$ You may select to indicate whether this data is de-identified.

	U	pload a Proj	ect File	
Category *:	Original Study Data	~		
File *:		Browse		
Short Description *:				
Select Associated	Onlant Data Distingen			
Codebook *:	Select Data Dictionary		~	
De-identified?				
Cancel				Upload

Figure 30 – Upload Data for "Original Study Data" category

• "Supporting Documents for Project" allows any type of file to be uploaded.

CH This resou		Children's Analysis I ble by grants fri	s Health Exp Resource om the Nationa	Stagin Stagin	grTest Environment	Data Subm	ission and Review Portal Welcome, PI-tester Sing
Home	My Projects	Search	FAQ	Log Out			
Data Uple	oad						
HEAR Pro	oject ID:	200	-06		CHEAR Project Status:	Approved	
				Uploa	d a Project File		
	Categ	ory *:	Supporting	Documents for Pr	oject 🔻		
	File *:		Choose Fil	e MSDW Pamph	llet v3.pptx		
	Short	Description *	test support	ng document			
		Cancel				Upload	

Figure 31 – Data upload page for "Supporting Documents"

• Once the "Upload" button is clicked, the uploaded file will appear in the "Data Uploaded" section of the View Project page (see figure below).

NOTE: CHEAR Data Center personnel also have the ability to upload documents into your project space (this is especially relevant if you are collaborating with them on the content / structure of your data). You can tell who uploaded a file by looking at the "Uploaded By" column.

Step 1:	Generate CHEAR Participa	nt IDs (4 allocated already)			
Step 2 (optional):	Map Original Subject IDs	Map Original S	Spectmen IDs		
Step 3:	Upload Data				
Step 4, Update Status:	(Already updated) Curren Core	t status: Initial Data Review	ed by Stat	S	
Data Uploaded				Acti	ve 🗸
File Name	File Description	Date	File	Uploaded By Category	
julia_canada.xlsx	aaa	02/13/2017	XLS	PI-tester SinaiData Dictionary / Codebook	
Test Worksheet.xlsx	Production TEST fle	02/13/2017	XLS	PI-tester SinaiData Dictionary / Codebook	
CHEAR_DRMC_User_Manual	L_v3.docxtest for sizing	02/15/2017		PI-tester SinaiSupporting Documents for Project	
Generated IDs					
File Name	Date Uploaded		File	Uploaded By	
CHEAR_Participant_IDs.xls			XLS	System Generated	
Original_Specimen_ID_mappir	ng.xls		XLS	System Generated	
Analyses					
Analysis Title	Sample Matrix	Lab Hub Assigned	Nu	mber of Samples File Coun	t
Analysis Placeholder 1	Serum	T4 - Mt. Sinai	10	1	

Figure 32 – Uploaded files displayed on View Project page

2.7 Archiving Uploaded Files

Files that you have uploaded may be "archived" (if they are incorrect or outdated, or have been replaced by a newer version).

File Name	File Description	Date Uploaded	File	Uploaded By Category	C	
CHEAR Data dictionary template v2.xlsx	project data dictionary	08/25/2016	XLS	PI-tester Sinai Data Dictionary / Co	debook	F
MSDW Pamphlet v3.pptx	test supporting document	08/25/2016	PT	PI-tester Sinai Supporting Docume Project	nts foi	-
Specimen_Category.xlsx	Epi Data for Project	08/25/2016	XLS	PI-tester Sinai Project Results Data	3	Ē
Generated IDs File Name	Date Uploaded		Fi	le Uploaded By		
CHEAR_Participant_IDs.xls			XL	System Generated	I	
Local_Specimen_ID_mapping.xls			XL	System Generated	1	
Analyses						
Analysis Title	Analysis Method	Numbe	er of Subj	jects Number of Samp	les	
RM2 Blood Motols Colord Sh		5		10		

Figure 33 – Ability to Archive files

- To archive a file, click on the "archive" icon, next to the document (see figure above)
 The system will prompt you for confirmation, and then archive your file.
- To see files that you have already archived, toggle the "File view selection box" to "Archived" (see figure below).
- To see your CURRENT set of files, toggle the selection back to "Active" (see figure below).

File Name	File Description	Date Uploaded	File	Uploaded By Category	Active Archived
CHEAR Data_dictionary_template_v2.xlsx	project data dictionary	08/25/2016	XLS	PI-tester Sinai Data Dictionary / Co	acbook
MSDW Pamphlet v3.pptx	test supporting document	08/25/2016	PPT	PI-tester Sinai Supporting Documer Project	nts for
Specimen_Category.xlsx	Epi Data for Project	08/25/2016	XLS	PI-tester Sinai Project Results Data	
Generated IDs					
File Name	Date Uploaded		F	ile Uploaded By	
OHEAR_Participant_IDs.xls			×	3 System Generated	
Local_Specimen_ID_mapping.xls			x	System Generated	
Analyses					
Analysis Title	Analysis Method	Numbe	er of Sub	iects Number of Sample	es

Figure 34 – File View selection box

2.8 Step 4: Submitting your Study Data for Review

Once you have uploaded ALL of your relevant study data, you should set the status of your Project to "Ready for Review by Stats Core". This will automatically notify Data Center Statistical personnel that your data is ready for initial review.

•		
Step 1:	Reached the limit of CHEAR Participant IDs	
Step 2:	Map Local Subject IDs Map Local Specimen IDs	
Step 3:	Upload Data	
Step 4, Update Status:	Ready for Stats Core Review	
Data Uploaded		Active •
File Name	File Description Date File Uploaded By Ca	tegory



- Clicking the "Ready for Stats Core Review" will update the status of your project, and send a notification to Data Center Statistical-Core personnel.
 - **Note:** You will still have full access to your project and files after this step.

View Project					
CHEAR Project ID:	200-2017	CHEAR Project S	itatus:	Awaiting Review	
Project Title: Significance: Specific Aims: Subject Number: Date Accepted to CHEAR:	Production Placeholder Placeholder Placeholder Placeholder Placeholder Assigned 2 of 10 02/01/2017	Sample Number:		Assigned 0 of 20	
Principal Investigator: Contributing:	PI-tester Sinai; Xin Zheng;				
Step 1:	Generate CHEAR Participant IDs (2	allocated already)			
Step 2 (optional):	Map Original Subject IDs	Map Original Sp	ectmen ID	S	
Step 3:	Upload Data				
Step 4, Update Status:	(Already updated) Current status:	Awaiting Review			
Data Unloaded				Active	
Data opioaded		Data		Active	¥
File Name	File Description	Uploaded	File	Uploaded By Category	
julia_canada.xlsx	aaa	02/13/2017	XLS	PI-tester SinaiData Dictionary / Codebook	2
Test Worksheet.xlsx	Production TEST fle	02/13/2017	XLS	PI-tester SinaiData Dictionary / Codebook	2
CHEAR_DRMC_User_Manual_v3	docxtest for sizing	02/15/2017	<u>.</u>	PI-tester SinaiSupporting Documents for Project	2
Generated IDs					
File Name	Date Uploaded		File	Uploaded By	
CHEAR_Participant_IDs.xls			XLS	System Generated	
Original_Specimen_ID_mapping.x	ds		XLS	System Generated	



- Once the "Ready for Stats Core Review" is clicked, the project Status appears as "Awaiting Review"
- The option to update the project status is no longer available.
- The project Status will change to "Initial Data Reviewed by Stats Core" when the DC Statistical Core finishes its review and release SIDs to the CHEAR Coordinating Center (CC).

3.0 Mapping CHEAR SIDs to PIDs, and Shipping your Samples

NOTE: This section assumes that you have already received the electronic set of SIDs and associated labels from CHEAR CC.

Once you have received your set of sample labels from CHEAR CC, which each have a barcoded Specimen ID (SID) encoded upon them, you can map each SID directly to a corresponding study participant via several methods available in the DSRP.

3.1 Navigate to the Map CHEAR Specimens to Participants page

- Log on and Navigate to your project.
- Click on the relevant project title that you want to map specimens for.
- Note: You can confirm that your project is ready for SID-to-PID mapping by seeing that the status reads "Initial Data Reviewed by Stats Core"

Home	My Projects	Search	FAQ	Log Out			
View Proj	ect						2
CHEAR Proj	ject ID:	200-	06 Outdo Dor		CHEAR Project Status:	Initial Data Reviewed by Stats Core	J
Significanc	e:	User In he	Guide Der alth servic	mo 1 es research, it is Iditional disorder	s often necessary to adjust for co	onfounding due to comorbidity, the presence	: of

Figure 37 – Project Status on Project Review page

3.2 Map Specimens to Participants

- You can find two SID-PID mapping buttons on the Project Review page: "**Map CHEAR Specimens to Participants (one by one)**" or "**Map SIDs to PIDs in bulk**". You can use either method to map your SIDs to PIDs.
 - **Note**: these buttons will only be available once the status of your project has been marked as "Initial Data Reviewed by Stats Core"

Step 1:	Generate CHEAR Participant IDs (8 allocated already)	
Step 2 (optional):	Map Original Subject IDs	Map Original Specimen IDs
Step 3:	Upload Data	
Step 4, Update Status:	(Already updated) Current status: Initial Data Revie	ewed by Stats Core
Step 5:	Map CHEAR Specimens to Participants (one by one)	Map SIDs to PIDs in bulk

Figure 38 – Map CHEAR Specimens to Participants buttons on Project Review page

• Please click on the "Map CHEAR Specimens to Participants (one by one)" button to map SIDs to PIDs in one by one manner. The following mapping page will display.

Map CHEAR Specimen	IDs					
CHEAR Project ID:	999	CHEAR Proje	ect Status:	Initial	Data Reviewed by Stats	S Core
CHEAR PID	OR Original Subj	ect ID OR	Original Specimen ID		Scan CHEAR SI	D*
Required Fields (*) Select One or more Analys	es that this Sample A	nalysis Name	Sample M	atrix	Lab Hub Assigned	
will be used for. (NOTE: Mo Analysis should <u>only</u> be sel the receiving Lab will furthe samples)	ore than one] Alex Test1] Alex Test2] Alex Test3] Metals Number 2				
Sample Quantity*:		Sample	a Quantity (UOM)*:	~	Concentration: (required for DNA / RI	NA samples)
Optional Fields						
Sample Collection Method: Sample Collection Date:		Sample	Container Type:		Sample Preservative: Sample Aliquoting:	
Sample Storage Temp: Comments by PI:	r Next Assignment	Sample	 Freeze/Thaw Cycles: Group ID: 		Sample Shipment Info: Box-Position:	
					Assign	

Figure 39 – Map CHEAR Specimens to Participants (one by one) page

- This mapping approach provides several OPTIONS for how to map each CHEAR SID.
 - Map to CHEAR PID

- Map to Original Subject ID (if these were previously uploaded. See preceding sections)
- Map to Original Specimen ID (if these were previously uploaded. See preceding sections)
- NOTE: The system will only let you map a CHEAR SID to one of the above three options at a time. <u>However</u>, if you have selected to map to a CHEAR PID / Original Subject ID, and that Original Subject ID already has Original Specimen IDs mapped to it, the system will force you to further select a specific Original Specimen ID to map the CHEAR SID to.
- Select the PID / Original Subject ID / Original Specimen ID that you are mapping a particular CHEAR SID to.
- You can then SCAN the <u>full</u> CHEAR SID directly from the Label into "CHEAR SID" text box (Red square in Figure 38)
 - Note: you can also type it in, if you prefer
- Complete the "Required Fields" information (the system will alert if you do not fill out these fields)
- Complete the "Optional Fields" information, if you prefer
- Click the "Assign" Button
- Special Feature: If there are multiple Samples that will require having the same / similar information entered in each of the Required / Optional fields, you can click on the "Keep Values in Fields for Next Assignment" checkbox (see screenshot below). This option will keep the values entered in the Required / Optional fields present for each CHEAR SID assignment.
 - When this option is not selected, the fields are cleared after each assignment).



Figure 40 – Keep Values in Fields for Next Assignment flag

- The bottom of the screen displays the SID to PID mappings that you have completed. **Please Review.** If any of the mappings as entered are incorrect, they can be deleted by clicking on the associated "Remove" icon on the right-hand side.
- Once the mappings have been reviewed, clicking the "**Done**" button, which will navigate you back to the Project View.

Map CHEAR Specimen IDs

CHEAR F	Project IE):	:	200-04			CHEAR P	roject S	tatus:		Initia	il Data Re	eviewed	by Stats C	ore
Cł _	HEAR PII	D]	OR	Origina	Subject	ID	OR	Origi	nal Specir	men ID		S	can CHI	EAR SID *	
Require Select C will be u	ed Fields One or mo	(*) ore Ana NOTE:	lyses that More that	this Samp n one	e Analy	sis N	lame	Cs and	Sb	S	ample Ma	atrix	Lab Hu	ub Assign	ed
Analysis the rece samples	iving Lab	oniy be will fur	ther aliqu	ot the	BS	MOK	E - Tobacco	Metabo	olites	L	Irine		Lub ro		
Sample	Quantity	*:					Samp	le Quant	ity (UOM)	ň 🗌	~	Concentr (require	ation: d for DN	NA / RNA s	samples)
Optional Sample Sample Sample Commen	I Fields Collectio Collectio Storage nts by Pl:	n Metho n Date: Temp:	od:				Samp	e Conta le Freez le Group	iner Type e/Thaw C ID:	ycles:		Sample F Sample / Sample S Box-Posi	^o reserva Aliquotin Shipmer tion:	ative: ıg: nt Info:	
L Keep	Values II	n Fields	for Next	Assignmen	t								Ass	ilgn	
Scan CHEAR SID	CHEAR PID	Original Subject ID	Original Specimen ID	Assigned Sa Analyses Qu	mple San antity Qua (UC	nple ntity C DM)	Concentration	Sample Collectior Method	Sample Container Type	Sample Preservativ	Sample Collection Date	Sample Aliquoting	Sample Storage I Temp	Sample Freezer/Thaw Cycles	Samp Shipm Info
2GL34	3667565	1281		-	500 u	ul					3/5/2009				
	PI Comme	ents:													
17KN1	3788007	1292		1	500 u	ul.	1				6/15/2009				
411009	2788007 PI Comme	ents: 1292 ents:	999	1	500 (u	1				6/15/2009				
0Y2S1	4829446 o	vri-sub_11			1.00 n	nl			undefined	undefined	1/1/2015		4	0	undefin
	PI Comme	ents:	undefined												
12C22	7098627			21	00.00 u	ul -		needle	undefined	undefined	1/1/2015		-20	0	undefin
1	PI Comme	ents:	undefined												
1															/

Figure 41 – Specimen ID – Participant ID mapping

• Please click on the "Map SIDs to PIDs in bulk" button to map many SIDs to PIDs at once. A mapping template, downloadable from DSRP, has to be used to conduct mapping in this manner. The following mapping page will display.

						Welcome, I Heater Sin
Home	My Projects	Search	FAQ	Log Out		
Data Upl	load					
CHEAR Pr	oject ID:	200-2	2017		CHEAR Project Status:	Initial Data Reviewed by Stats Core
				Uploa	id a Project File	
		Bulk Mapping	j: use SII	D-PID mapping	template (<u>Download here</u>) to uploa	d mapping file
	Cal	legory *:	SID-PID	mapping		
	File	*:		В	rowse	
	Sho	ort Description *:	SID-PID r	napping		
		Cancel				Upload

Figure 42 – Map CHEAR Specimens to Participants (in bulk) page

• Please download the template and fill in all mandatory information. We encourage you to add all available optional information for each sample.

• Hint: file Original_Specimen_ID_mapping.xls, in the generated IDs section of the project review page, can be used to fill in the SID-PID mapping template.

Generated IDs							
File Name	Date Uploaded	File	Uploaded By				
CHEAR_Participant_IDs	s.xls	xs System Generated					
Original_Specimen_ID_	mapping.xls	XLS	System Generated				

Figure 43 – Original_Specimen_ID_mapping.xls file in Generated IDs section of Project Review page

- Save you SID-PID mapping file on your local computer drive and name it meaningfully, such as SIDs-PIDs_mapping_CHEAR_Project_200-2017.xls where 200-2017 is the CHEAR project ID.
- Go to the bulk SID-PID mapping page, that is illustrated in Figure 42, browse to your mapping file (e.g. SIDs-PIDs_mapping_CHEAR_Project_200-2017.xls), and click the upload button.
- You should see your mapping file in the SID-PID mapping files section

Step 5:	Map CHEAR Specimens to Participants (one b	by one)	Map SIDs to	PIDs in bulk				
SID-PID mapping files							Active	~
File Name	File Description		Date Uplo	aded	File	Uploaded By		
SID-PID mapping template 2	017 5 9.xlsx SID-PID mapping		05/1	7/2017	5	Alex Zhitomirsky	/	
test_SID-PID_mapping.xlsx	SID-PID mapping		05/1	3/2017	XLS	Alex Zhitomirsky	/	
Data Uploaded								
File Name	File Description	Date Uploaded	File	Uploaded B	y Cate	gory		
CRF Guide for MSDW_ezra_comments_v2.xl	test for encryption sx	03/02/2017	XLS	PI-tester Sin	ai Origir	nal Study Data		-
Generated IDs								
File Name	Date Uploaded		File		Uploa	ded By		
CHEAR_Participant_IDs.xls			XLS		System	n Generated		
Original_Specimen_ID_mappin	ng.xls		XLS		System	n Generated		

Figure 44 – uploaded SID-PID mapping file

 The staffs at the Statistical Core of CHEAR DC will work with you closely to ensure the mapping is done correctly. Upon positive validation of your SID-PID mapping file, the staffs at Statistical Core will ingest SID-PID mapping data into DC database to update the Original_Specimen_ID_mapping.xls file.

3.3 Retrieve your Shipping Manifest

Once you have mapped PIDs to SIDs, a Shipping Manifest now appears in the Generated IDs section on the specific Analysis view (for which you had mapped the specimens). See circled portion on the screenshot above.

Generated IDs				
File Name	Date Uploaded	File	Uploaded By	
CHEAR_Participant_ID)s.xls		System Generated	
Original Specimen ID	manoino xis	6703	System Generated	
Shipping Manifest - Lal Emory	b Hub T1 -		System Generated	

Figure 45 Shipping Manifest file

To download the Manifest, click on the "xls" icon.
 Important NOTE: due to a very recent Microsoft release, there is an error opening the Excel file that may appear.

We are working on fixing this. In the meantime the workaround is:

- The file may not open initially, or may look "blank" when opened
- In windows, Right-click on the downloaded excel file, and click "Properties"
- In the General tab of the properties window, click the "**Unblock**" button (see screenshot below), and then click OK.

Shipping_Ma	anifest (8).xls Properties
General Secu	rity Details Previous Versions
	Shipping_Manifest (8) xls
Type of file:	Microsoft Excel 97-2003 Worksheet (xls)
Opens with:	Microsoft Excel
Location:	C:\Users\fasse01\Downloads
Size:	3.00 KB (3,076 bytes)
Size on disk:	4.00 KB (4,096 bytes)
Created:	Today, December 21, 2016, 4 minutes ago
Modified:	Today, December 21, 2016, 4 minutes ago
Accessed:	Today, December 21, 2016, 4 minutes ago
Attributes:	Read-only Hidden Advanced
Security:	This file came from another computer and might be blocked to help protect this computer.
	OK Cancel Apply

 Now, try to re-open the excel file. You may be presented with the following alert. Click **Yes**

Microsoft Excel	x
The file you are trying to open, 'Shipping_Manifest (8).xls', is in a different format than specified by the file extension. Verify that the corrupted and is from a trusted source before opening the file. Do you want to open the file now?	file is not
Yes No Help	

 The Shipping Manifest will open as a fully editable formatted excel document. Any data that had been entered on the screen shall be present on the Manifest.

🕅 📕 🗉 - (H - 🎯 -				Ship	ping_Mani	fest (8).xls - I	Vicrosoft Exc	el	_		_	_			0 -	x
File Home Insert Page Layout	Formulas	Data Rev	view Vie	w Devel	oper									۵ () — é	F 83
Calibri v	11 × A*	. = _ [20	-	Taxt	Caparal					-	× 🖮	Σ Aut	oSum + A	an.	
Calibrit Calibrit	A	A — =	E ***	e wiap	iext.	General							🕃 Fill	, ZT		
Paste ▼ ✓ Format Painter B I U ▼	r 🎱 r 🛓	7. = = =		Merge	& Center	- S - %	,	Formatting	I Format as Table *	Styles *	insert De	iete Format	Clea	ar * Filter *	Select *	
Clipboard 🕫 Font		G.	Alignr	ment		G Nu	mber	G.	Styles		G	ells		Editing		
19 🔻 🖱 🎜																~
A	В	С	D	E	F	G	н	1	J	К	L		М	N	0	=
1 CHEAR SAMPLE SHIPMENT MANIFEST: T	o be comp	leted by the P	roject Inve	estigator wl	hile packi	ng and prep	oaring shipi	nent								-6
2																
3 4 Decident Information				1												
4 Project Information	Alox 7hit	omirclau DL tou	rtor Sinair	-												
6 Droject Contact Emails	Alex Zillu	onnisky, erites	iter annar,													
7 Project Contact Phone:																
CHEAR Project Name:	Usor Guir	do Domo 1		1												
CHEAR Project ID:	200.06	ie Denio 1		-					1							
10	200-00]					1							
11																
12 Shipmont Information				1												
12 Ship To Address:	<u> </u>															
14 Shipmont Date:																
15 Expected receipt date:																
15 Expected receipt date.																
17 Shipment ID/Carrier Tracking Number:																
18 Shipping Temperature:				-												
19 #Storage Containers:				1												-
20 Total # Samples:	+			1												
21 Comments:				1												
22 connents.				1												
23																
24			Sample	Sample	Sample	Sample	Sample	Sample	Sample	Quantity	Sample	Samp	le	Sample	Sampl	e
25			Group ID	Collection	Type	Collection	Container	Preservative	Quantity	UOM	Aliquot	ing Stora	ge Temp	Freeze/Thaw	Shipm	en
26 SID	Local SID	Lab Hub		Date		Method	Type		,				bb	Cycles	Info	
27 5X4P3		T2 - Michigan			WB				10	ml						
28	PI Comm	ents:														
29 9NKH6		T2 - Michigan			WB				20	ml						
30	PI Comm	ents:														
31 LSVU6		T2 - Michigan			WB				12	ml						
32	PI Comm	ents:														
33																
34																
35																
36																
37																
38																
39															_	
Shipping_Manifest (8)																
Ready														0% (-)		-(+)

• **Note**: Any changes made directly on the Excel file will not make their way back into the portal system unless directly entered onto the portal screen.

• **Note**: When saving the Shipping Manifest on your local computer, you should change the File Type to .xls / .xlsx to avoid re-encountering the formatting alerts mentioned above. (See screenshot below).

Recent Places	- Shortcut	NVC CDPN Data Quality Pulse - 2015062	6/2
Recent Places admin	- shorede Excel Workbook (*.xlsx) Excel Macro-Enabled Workbook (*.xlsm) Excel Binary Workbook (*.xlsb)	الله المراجع ال المراجع المراجع	0/3
Libraries Documents Music Pictures Videos	Excel 97-2003 Workbook (*.xls) XML Data (*.xml) Single File Web Page (*.mht;*.mhtml) Web Page (*.htm;*.html) Excel Template (*.xltx) Excel Macro-Enabled Template (*.xltm) Excel 97-2003 Template (*.xlt) Text (Tab delimited) (*.txt)		
Computer MOUNTSINAI Data (\\Users2 Ezra Fass (\\SE MSDW - Share	Unicode Text (*.txt) XML Spreadsheet 2003 (*.xml) Microsoft Excel 5.0/95 Workbook (*.xls) CSV (Comma delimited) (*.csv) Formatted Text (Space delimited) (*.prn) Text (Ms-DOS) (*.txt) CSV (Macintosh) (*.csv)		
Network	CSV (MS-DOS) (*.csv) DIF (Data Interchange Format) (*.dif) SYLK (Symbolic Link) (*.slk) Excel Add-In (*.xlam) Excel 97-2003 Add-In (*.xla) PDF (*.pdf)		
File <u>n</u> ame:	XPS Document (*.xps) OpenDocument Spreadsheet (*.ods) Event Workback (*.dr.)		
save as <u>t</u> ype:	EXCEL WORKDOOK (".XISX)		

4.0 Retrieving Lab Analysis Data from the portal

NOTE: This section assumes that the Lab Hub has completed their sample analysis, and has uploaded their result data to the Data Submission and Review Portal.

4.1 Step One: Navigate to the Relevant "Analysis"

Step 1:	Reached the limit of CHEAR Partic	ipant IDs					
Step 2:	Map Local Subject I Ds	Map Local	lSpecimenIDs				
Step 3:	Upload Data						
Data Uploaded						Active	¥
File Name	File Description	Date Uploaded	File	Uploaded B	y Category		
CHEAR	project data dictionary	08/25/2016	XLS	PI-tester Sina	ai Data Dictionary / Codet	oook	
Data_dictionary_template_v2.xlsx			-				-
MSDW Pamphlet v3.pptx	test supporting document	08/25/2016	EFT	PI-tester Sina	ai Supporting Documents Project	for	-
Specimen_Categoryxlsx	Epi Data for Project	08/25/2016	XLS	PI-tester Sina	ai Project Results Data		2
Generated IDs							
File Name	Date Uploaded		File	9	Uploaded By		
CHEAR_Participant_IDs.xis			XLS		System Generated		
Local_Specimen_ID_mapping.xls			XLS		System Generated		
Analyses							
Analysis Title	Analysis Method	Numbe	r of Subje	cts	Number of Sample		
BM2 - Blood Metals Cs and Sb		5			10		
BSMOKE - Tobacco Metabolites		5			10		

Figure 46 Analyses list on Project View page

- Log on and Navigate to your project.
- Click on the Relevant Analysis Name that you want to retrieve Lab Data for. You will be navigated to the Analysis Level view.

4.2 Step Two: Retrieve Analysis Data

0

Ch		Children's Analysis F	Health Exp Resource	OSURE Stagin	ng/Test Environme	nt og		ata Submissio Port	in and Rev tal	iew
								Welco	ome, PI-teste	r Sin
Home	My Projects	Search	FAQ	Log Out						
View Ana	alysis									
Analysis T Analysis D Analysis N	itle:)escription: /lethod:	BM2	- Blood Met	als Cs and Sb						
Analyte Pa	anel:	Bloo	d							
Subject N	umper:	b			Sample Nur	nber:	10			
		Upload Data					Map CHEAR Speci	mens to Participants		
Data Uplo	aded								Active	
File Name		File	Description	1	Date	File	Uploaded I	By Category		
Demo_lab_	_data xisx	Fake	: Lab Data fo	or user Demo	12/21/2016	XLS	LAB-tester	Lab Results Dat	a	

Figure 47 Analysis Result file (example)

- Any data uploaded at the Analysis Level will appear in the "Data Uploaded" section.
 - You will see the file Name, Description, date of upload and Who uploaded the file listed.
 - You can download each file listed by clicking on the "xls" icon.
- **NOTE:** for Metabolomics data (that has separately been posted to the Metabolomics Workbench) a link ICON will appear, that when clicked will (in a separate browser tab) open the Metabolomics workbench directly for that project.

		We							alcome, PI-tester S	
Home	My Projects	Search	FAQ	Log Out						
View Ana	llysis									
Analysis Title: Analysis Description: Analysis Method:		BSMOKE - Tobacco Metabolites		1						
Analyte Pa	nel:	Urine								
Subject Number:		5			Sample Num	iber:	10			
		Upload Data					Map CHEAR Specimens to I	Participants		
Data Uploa	ided								Active	
File Name		File	Descripti	on	Date	File	Uploaded By Cate	egory		
Metabolomi	cs Results				12/21/2016	P	SC-tester Hype	erlink		

Figure 48– Metabolomics Result link