HHEAR Lab Hub Analysis Results Submission Procedure

Version 2.0 Updated May 17th, 2021

Disclaimer for metabolomics analyses

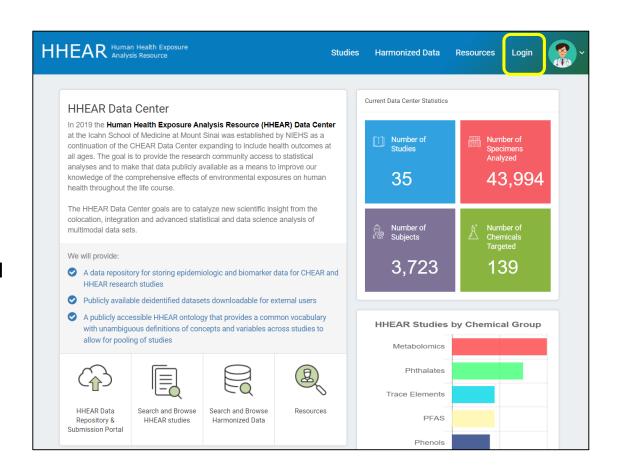
- The metabolomics analysis results should be submitted to the Metabolomics Workbench at
 - http://www.metabolomicsworkbench.org/data/DRCCDataDeposit.php
- Please follow their instruction and enter the HHEAR project ID into the metabolomics workbench data upload interface
- All other HHEAR analysis results should be uploaded to the HHEAR Data Submission and Review Portal, following this instruction

Pre-requisites

- In order to access the HHEAR Data Submission and Review Portal (DSRP) at https://hheardatacenter.mssm.edu/ as a Lab Hub (LH) member, you must first establish an account by contacting the HHEAR Data Center (DC) (HHEARsupport@mssm.edu)
- LH user accounts will be granted if you are either:
 - Assigned to perform an analysis for a HHEAR project, as documented in the HHEAR project Lab Analysis Plan
 - Identified by the HHEAR Coordinating Center as a LH member responsible for submitting HHEAR relevant Proficiency Testing (PT) reports to the DC

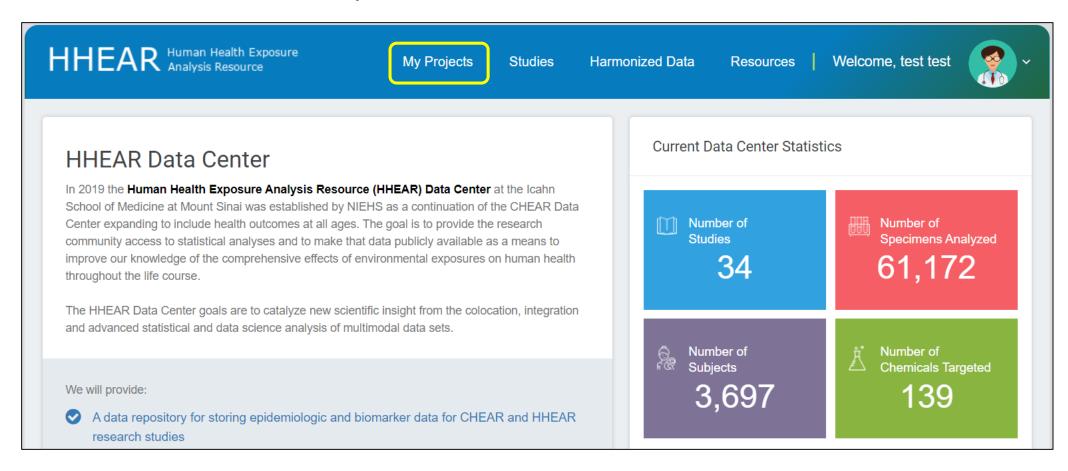
Accessing the HHEAR DSRP

- The HHEAR DSRP URL is: https://hheardatacenter.mssm.edu
- Click on the Login button at top of Home page. This button is circled in yellow in the screenshot to the right
- Login with the default password that you received from HHEAR DC, if you are a first-time user. You will be prompted to re-set the password in this scenario
- Login with your previously-established credentials if you are a returning user



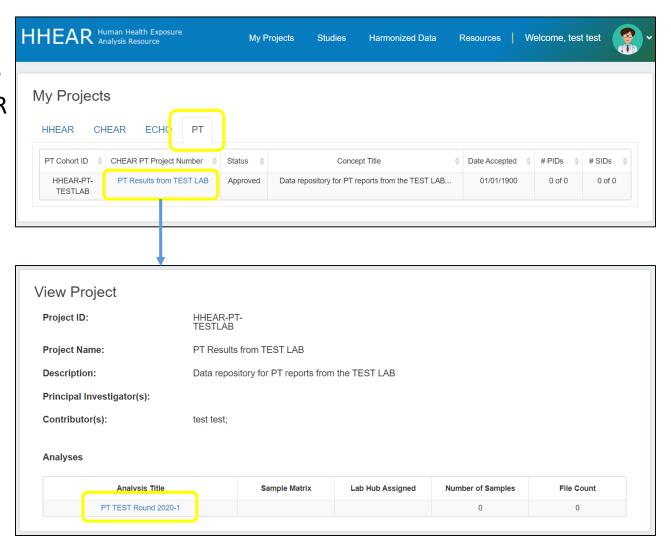
Navigating to My Projects page

 To upload lab data for a HHEAR project or PT reports click the "My Projects" button. This is circled in yellow in the screenshot below



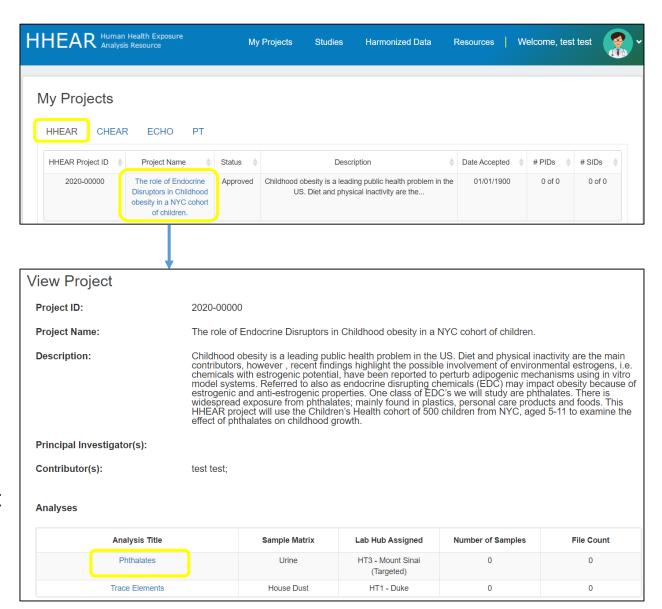
Navigating to Appropriate Page for PT Report Submission

- Go to the "PT" tab on the My Projects page
- A page is set up for each HHEAR Targeted LH for the purposes of uploading PT reports relevant to HHEAR
- Select the PT Project Number link associated with your LH
- In the "View Project" interface, an analysis page for each anticipated PT round will be listed for each HHEAR-relevant PT scheme your LH participates in and will appear beneath "Analysis Title"
- Click the analysis title associated with the PT scheme and round of the report you are intending to submit
- If you need an additional analysis page to be created that is not listed, email the DC at HHEARsupport@mssm.edu



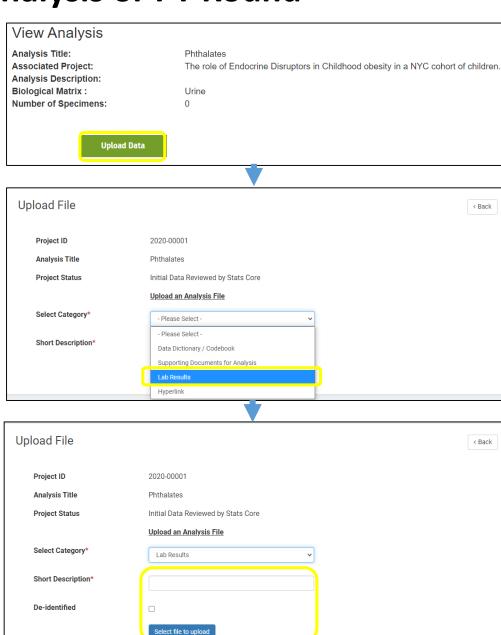
Navigating to Appropriate HHEAR Project and Analysis

- Go to the "HHEAR" tab on the My Projects page
- One or more HHEAR Project(s) could be linked to your account
- You can click on the project titles to review each of them and identify the appropriate one to upload data
- In the View Project interface, one or more Analysis will appear beneath "Analysis Title"
- Click the Analysis Title for which you wish to upload data
- The Analyses are built based on the HHEAR Project Lab Analysis Plan document, if you need any additional modifications feel free to email the DC at HHEARsupport@mssm.edu



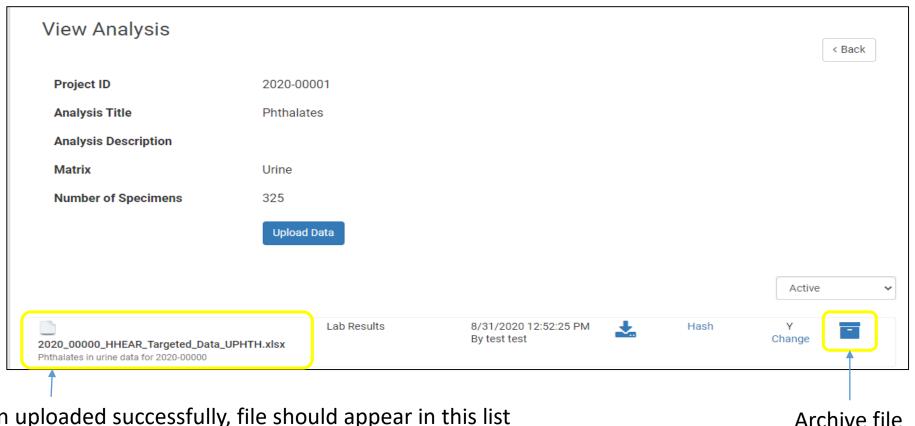
Upload Files to Associated Analysis or PT Round

- Click the "Upload Data" button in the "View Analysis" attach files to this analysis
- Select "Lab Results" as Category when you upload analytic data files or PT reports
- Browse to your local file to attach, and provide a short description about the file
- Your analysis results are de-identified data, please check the de-identified flag
- Long-format templates are required for all targeted analyses with potential exception for some biological response analyses
- The HHEAR targeted template can be downloaded from HHEAR DSRP Resources page https://hheardatacenter.mssm.edu/resources.asp



Confirm Upload

- Your uploaded file should appear under the Data Uploaded section
- You can archive an outdated file using the archive icon to the right of the file list and repeat the process to upload a new result file



When uploaded successfully, file should appear in this list