

Upload CDEs and CRFs to the Standards Portal

Communities want to upload CDE and CRF standards from caDSR to the Standards Portal for exploration, clarification, discussion, dissemination and evolution. A community must be authorized by the NCI standards portal administrators before they are allowed to upload content.

A special group site <https://nciphub.org/groups/standardsportaluploadauth> has been established at the Standards Portal so administrators can control, manage and track the process of authorizing communities for upload. Any user can request authorization to upload. The authorization group is accessible from the Standards Portal home page.

available for download at the Data Matrix. This portal presents the CDEs for search and discovery, with materials to clarify the CDEs and describe best practices for adopting them.

All Standards Portal DataViews -->
You can filter DataViews by Group:
Group Filtered DataViews -->

ADVERSE EVENTS STANDARDS
This updated version of naming and grading of adverse events in cancer clinical trials is the result of collaboration among academic, government and pharmaceutical industry clinical investigators. The effort is based on the need for reproducible, consistent and readily usable adverse events reports.

DISCUSSION AROUND STANDARDS AND DISCOVERY
This group site supports public discussion about discovery of standards, with gateways for easy access to all standards portal groups and resources.

REQUEST AUTHORIZATION TO UPLOAD
Does your community want to upload preferred standards to the Standards Portal?

The Standards Portal is a community-driven dynamic web site that centralizes access to valuable and practical information around standards to facilitate adoption and prioritization.
Our collaborative environment provides a means for research communities to identify and discuss gaps and overlaps for the evolution of preferred content, with powerful support for content sharing, search and discovery.

The process for uploading CDE and CRF standards includes four main steps:

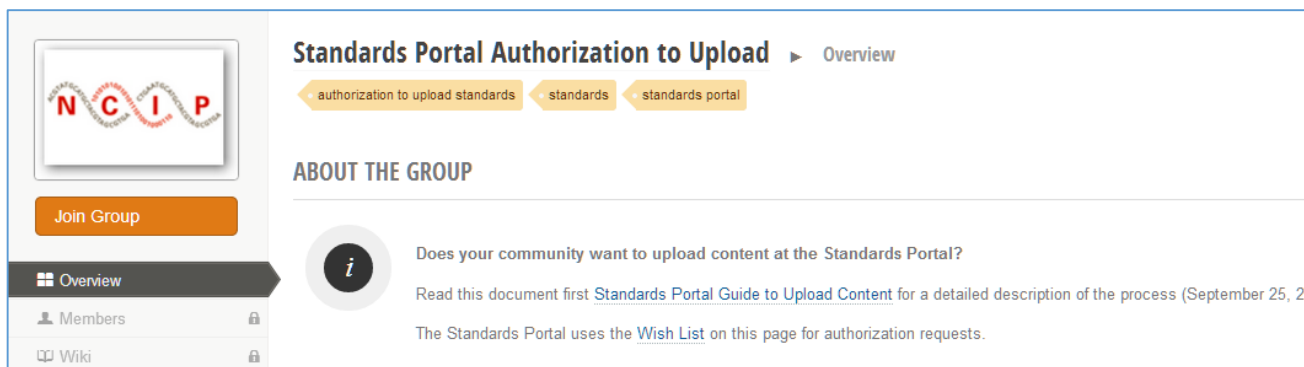
Step 1: A community creates a Hub group site for upload starting here <https://nciphub.org/groups/new>. This is where the upload will take place.

Step 2: The community's group manager then goes to the NCI standards portal authorization group site <https://nciphub.org/groups/standardsportaluploadauth> to request authorization.

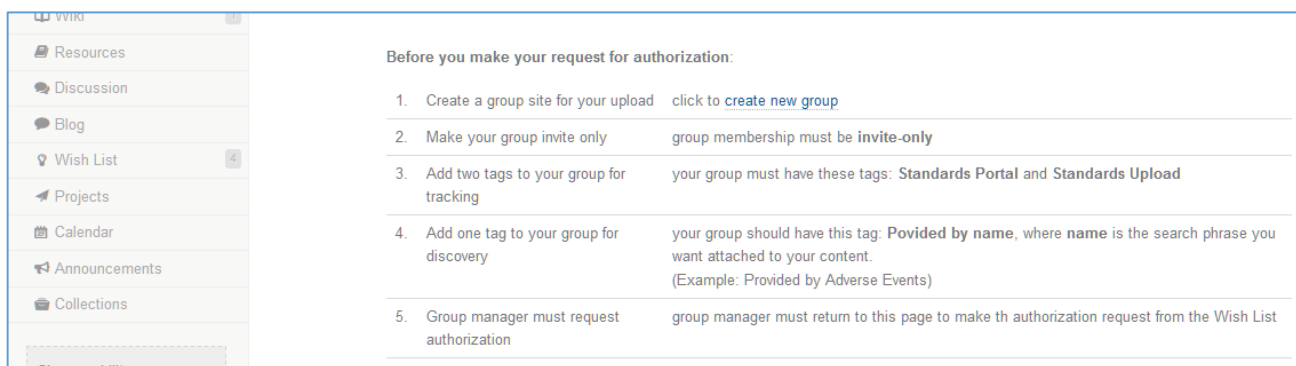
Step 3: Authorization is granted by NCI. A customized Wiki template is generated by NCI for the requesting group's upload and this template is sent to the community's group manager.

Step 4: The group manager pastes the Wiki template into the private area of the community's group site and uses it to upload the caDSR XML files containing CDE and CRF content.

Users can get to the authorization group site by clicking on REQUEST AUTHORIZATION TO UPLOAD on the Standards Portal home page. Instructions for the authorization process are listed at that group site.



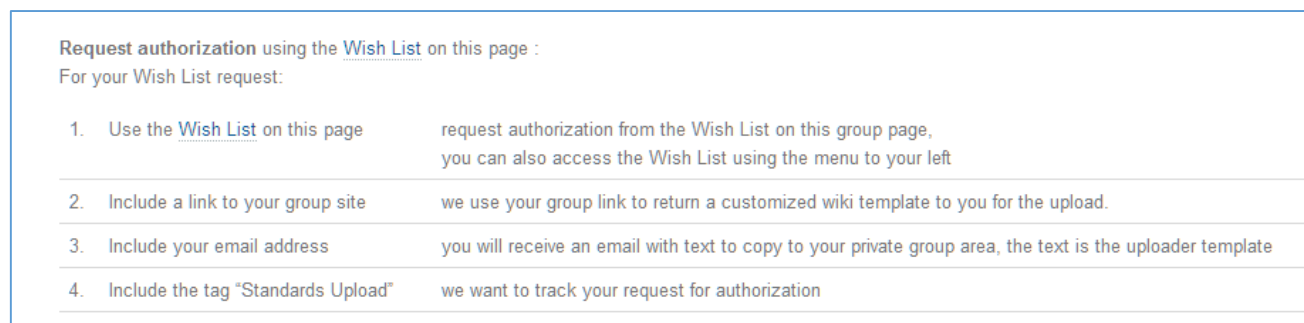
Details for Step 1 are listed below. Note that you must be a registered Hub user before you can create a group site at <https://nciphub.org/groups/new>.



Make sure you have added the required tags for your group.

You are now ready to request authorization at the Standards Portal authorization group site <https://nciphub.org/groups/standardsportaluploadauth>. First you must click on Join Group to join the authorization group.

















You are immediately accepted as a member of this group. You will make your request for authorization here at the Wish List in this group. Details for Step 2 are listed below:




When you click on the Wish List at the Standards Portal authorization to upload group, you will see other requests to upload, some of which have already been granted.

Standards Portal Authorization to Upload ▶ Wish List + Add a new wish


Prioritized List of Pending Requests (4)

 Request authorization to upload Demography Standards Proposed by Ann Christine Catlin @ 11:19 am on 06 Mar 2014 • 0 	0  0 	GRANTED
 Request authorization to upload Eligibility Standards Proposed by Ann Christine Catlin @ 11:18 am on 06 Mar 2014 • 0 	0  0 	GRANTED
 Adverse Events authorization request to upload content at the NCI Standards Portal Proposed by Ann Christine Catlin @ 7:34 am on 06 Mar 2014 • 0 	0  0 	GRANTED
 TCGA would like to upload content at the NCI Standards Portal Proposed by Ann Christine Catlin @ 7:22 am on 06 Mar 2014 • 0 	0  0 	GRANTED

Click on Add a new wish to make your request. You need to be the group manager to make the request. Include the required link and tags in your request.



Ann Christine Catlin 11:18 am 06 Mar 2014

0  0 

Request authorization to upload Eligibility Standards

Request authorization to upload to the group https://nciphub.org/groups/nci_eligibility. I am the manager of that group. My email address is acc@purdue.edu.

Eligibility
standards upload


↔ Move
👁 Make it private
✎ Edit
🚫 Report abuse

The NCI administrator will now consider your request:



The next step:

Standards Portal administrators will consider your request and notify you by email when a decision has been made

The NCI standards portal administrator will first mark your request as Granted. This will track authorization requests for the Standards Portal.



Ann Christine Catlin 11:18 am 06 Mar 2014

0  0 

Request authorization to upload Eligibility Standards

Request authorization to upload to the group https://nciphub.org/groups/nci_eligibility. I am the manager of that group. My email address is acc@purdue.edu.

Eligibility
standards upload

↔ Move
👁 Make it private
✎ Edit
🚫 Report abuse

GRANTED

on 15 Mar 2014 by Ann Christine Catlin

The administrator will then generate and send a Wiki template customized for YOUR group that will allow you to upload your content to the Hub.

To Authorize

Click on the Wiki for instructions (NCI administrators only)

The administrator will click on the Wiki in the left group menu of the Standards Portal authorization group.

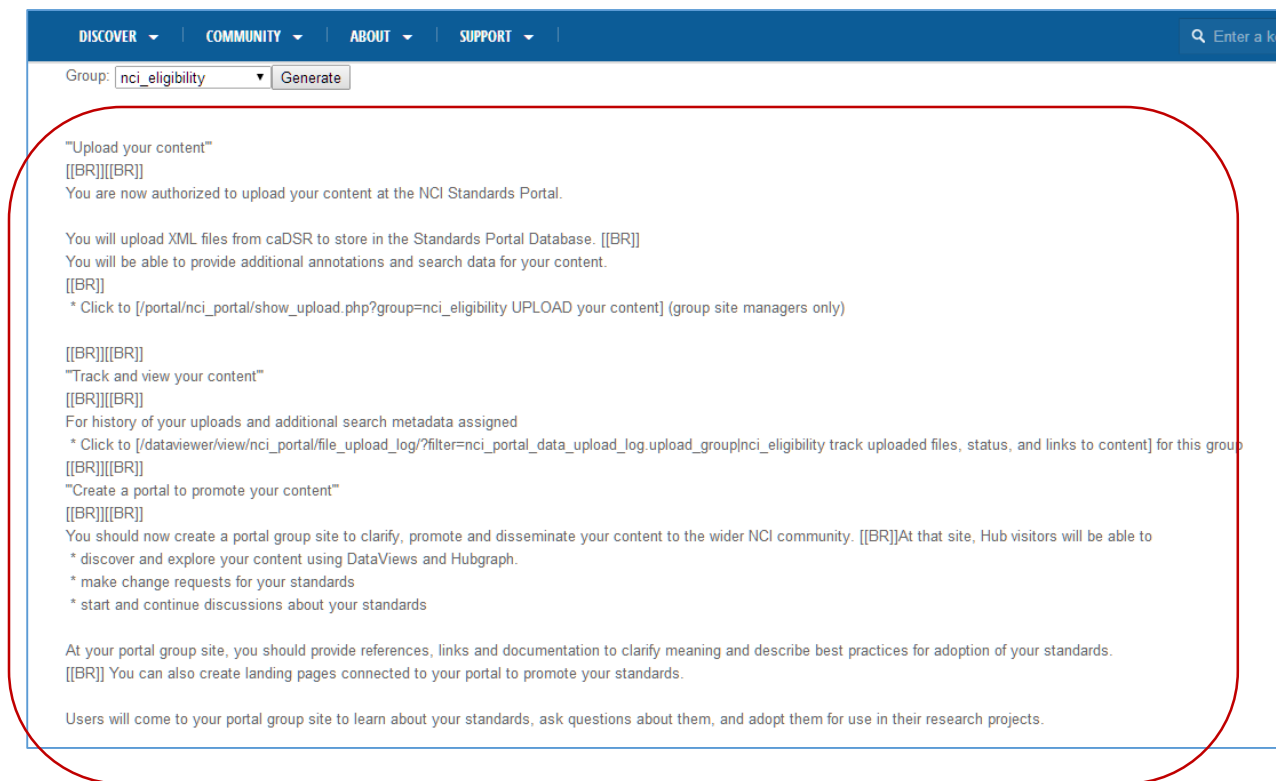
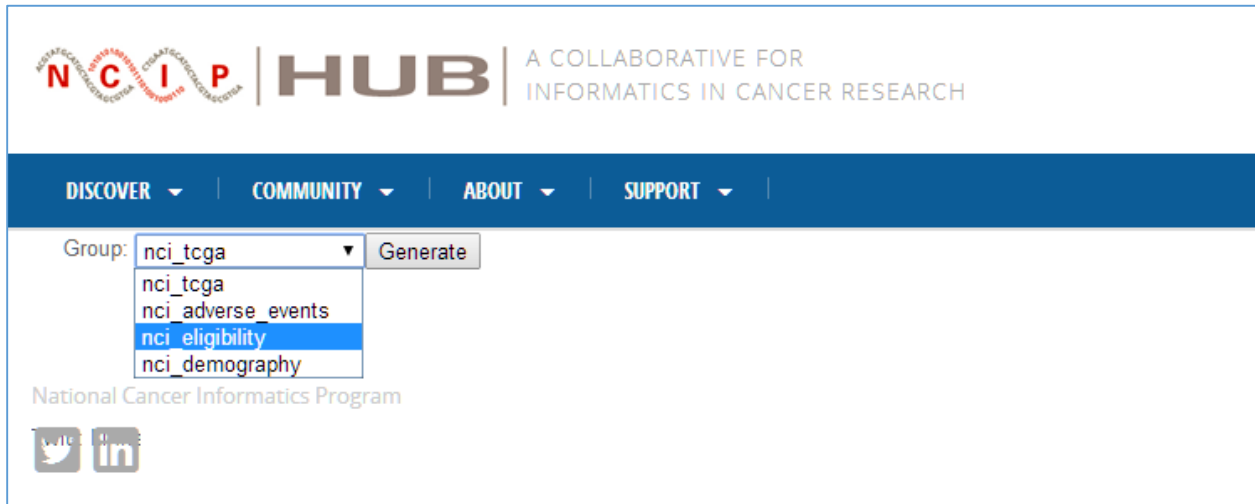
Administrators who click on the Wiki menu option will see the page below – it describes how to generate the Wiki template and send it to the group manager requesting authorization. The administrator clicks the link Authorization Email Text.

The screenshot shows a web page titled "Standards Portal Authorization to Upload" with a "Wiki" breadcrumb. The main heading is "Send the Authorization Email to the Community Group Manager". Below this is a navigation bar with "Article", "Edit", "Comments", and "History" options. The main content area is titled "Authorizing a Community Group Manager to Upload Content to the Standards Portal" and contains the following text: "You will use a wiki text generator to create the authorization email to send to the group manager. Before clicking the link, you need to know which group you are authorizing. Click this link => [Authorization Email Text](#) to create the email text." The link is highlighted with a red box. Below this, it says "After you click the link, you will follow the steps below:" followed by a list of four steps: 1. identify the group requesting access, 2. click to generate the text, 3. copy and paste the generated wiki text into an email to the group manager, and 4. send the email. The page ends with "That's it!". On the left side, there is a sidebar menu with "Wiki" selected.

The administrator selects the group that will receive the customized the template.

The screenshot shows the NCI Hub website header with the logo "NCI | HUB | A COLLABORATIVE FOR INFORMATICS IN CANCER RESEARCH". Below the header is a navigation bar with "DISCOVER", "COMMUNITY", "ABOUT", and "SUPPORT" menus. The main content area features a "Group:" dropdown menu with "nci_tcga" selected and a "Generate" button. The dropdown menu is open, showing a list of groups: "nci_tcga", "nci_adverse_events", "nci_eligibility", and "nci_demography". Below the dropdown, it says "National Cancer Informatics Program" and has social media icons for Twitter and LinkedIn.

The administrator then clicks the Generate button. An example Wiki is shown below. The administrator will cut and paste this wiki text (outlined in red) into an Email which will be sent to the group manager.



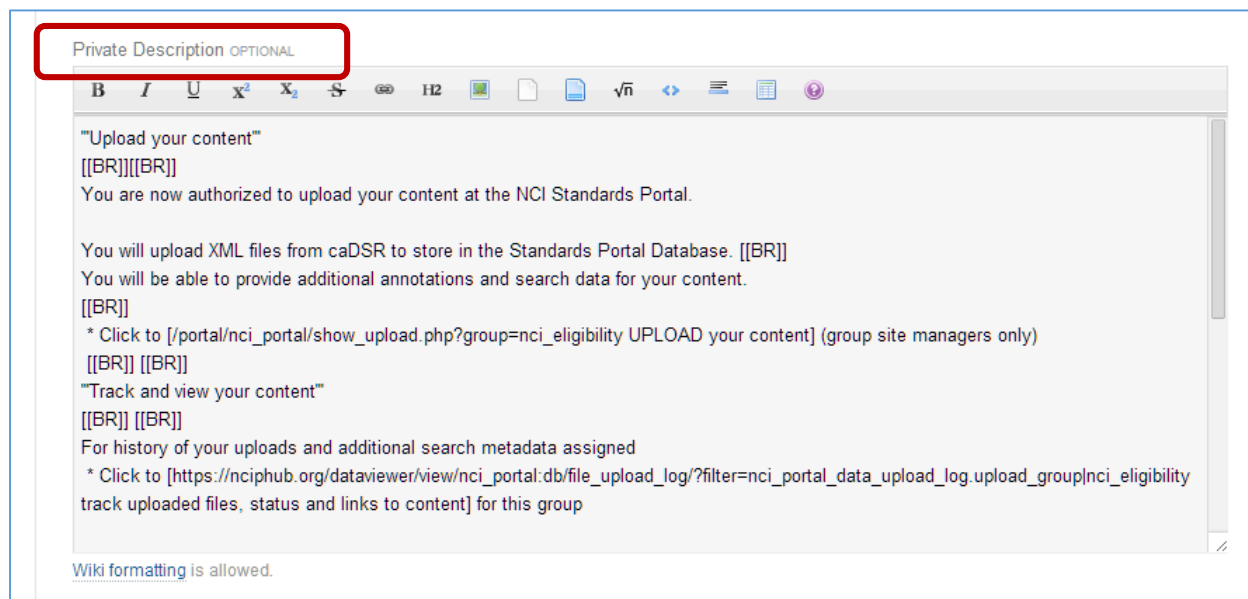
The administrator can now send an email to the manager of the group using the email in the Wish List request. The contents of the generated Wiki page should be copied to the email.

The administrator's job is now done.

As the group manager, you must now complete the process for preparing your group to upload content.

An email granting authorization will be sent to you from the NCI administrators. You should check your email to see if an authorization email has been sent. That email will contain the Wiki text you need for your upload group. Click this email to see the the Wiki text that you will **copy and paste to the Private Area of your upload group**.

Paste the Wiki text to the private area of your group.



The final set of instructions at Authorization to Upload group

<https://nciphub.org/groups/standardsportaluploadauth> is shown below. You have already accomplished the first step – checking for the authorization email, opening the email, copying/pasting the Wiki text to your group site.

If authorization is granted:	
1. You will get an email with a wiki template	a wiki template for uploading caDSR XML files at your Standards Portal group site will be sent to you. You will place the wiki template into the private area of your group site. You get to the private area of your group through Edit Group Settings
2. Assemble your data at caDSR and save as XML	you need to assemble your CDEs or CRFs at caDSR, and save in XML file format. Only XML format files can be uploaded at the Standards Portal.
3. Back at your group, click on the UPLOAD link in that template	You will click on the Upload link in the private area of your group site to upload your XM-format caDSR files. You will be able to add extra search tags and annotations to help users at the Standards Portal discover your content.
4. You get a log that tracks your upload	You will see a log of your uploads and a DataView to browse and explore your uploaded content at the Standards Portal.
5. You get a DataView link to explore your data	Click on the DataViews link to search, explore, filter, drill-down and link your standards.

In step 2 above, you need to assemble your content (CDEs, CRFs) at the caDSR repository and save as an XML format file. This XML format file will be uploaded to the Hub Standards Portal.

In this example, you have a CRF for Eligibility to upload at your group site. Click on the Upload link.

UPLOAD your content (group site managers only)'."/>

NCI P HUB | A COLLABORATIVE FOR INFORMATICS IN CANCER RESEARCH

DISCOVER | COMMUNITY | ABOUT | SUPPORT

Eligibility Standards Upload Overview

Content Upload > CRFs > Eligibility > Provided by Eligibility > standards > standards portal < standards upload

ABOUT THE GROUP

Group Manager

Overview

Members 3

Wiki 1

Resources

Discussion

Upload your content

You are now authorized to upload your content at the NCI Standards Portal.

You will upload XML files from caDSR to store in the Standards Portal Database. You will be able to provide additional annotations and search data for your content.

- Click to [UPLOAD your content](#) (group site managers only)

You are now ready to upload the XML file containing a CRF for Eligibility Standards to the Hub.

When you click on the link to **UPLOAD your content**, you will

- Browse to select your XML file
- Add public annotations and private annotations
- Add extra search tags (used in discovery)
- Click to upload

Note that there are two search tags, Standards Portal and Standards Upload, that are already assigned to your content.

NCI Standards Portal :: Content Upload

Upload Content Form:

Select File (caDSR XML Format): No file chosen

Private Annotations:

Public Annotations:

Extra Tags:

Depending on the size of the XML file, your content may take some time to upload. There is a maximum file size of 100MB imposed by the Hub web server. When the data is loaded to the standards portal database, you will receive a success status in the upload tracking log.

Upload log:

Show 10 entries First Previous 1 Next Last Search:

ID	Data File	Status	File Size [MB]	File Type	Type	Upload Date	Uploaded By	Public Annotations
8	FormCart2_NCI_Standard_Eligibility_Template_08_16_2013.xml	Success	0.09	text/xml	CRF	2014-03-18 15:13:42	Sumudinie fernando	NCI Standard El

Show 10 entries Showing 1 to 1 of 1 entries First Previous 1 Next Last

You will also receive links for DataViews, so you can immediately view the CRF standard you just uploaded. Scroll to the right to see all the information columns in the DataView.

Group Data Upload Log

Show 10 entries First Previous 1 Next Last Search:

ID	Data File	Status	File Size [MB]	File Type	Type	Upload Date	Uploaded By	Public Annotations	Private Annotations
8	FormCart2_NCI_Standard_Eligibility_Template_08_16_2013.xml	Success	0.09	text/xml	CRF	2014-03-18 15:13:42	Sumudinie fernando	NCI Standard Eligibility CRF Vers..	NCI Standard Eligib

Show 10 entries Showing 1 to 1 of 1 entries First Previous 1 Next Last

Click the link to view your content:

Upload ID	Upload Group	File Name	Public Id	Version	Context	Created By	Date Created	Date Modified	Modified By	Long Name
8	nci_eligibility	FormCart2_NCI_Standard_Eligibi...	2960932	1.0	NCIIP	COOPERM	2009-11-17	0001-01-01	-	NCI Standard Eligibility Templa

There are DataView links for viewing the content for each single upload and for all content uploaded by your group. There is also text to copy and paste the DataView URL to a customized resource or group area that you create for discussion, dissemination and clarification of your standards.