I. INTRODUCTION

The CRDC Data Explorer is designed to give submitters access to all previously submitted data through CRDC Submission Portal (CRDC SP) and released on the host Data Commons. It enables them to download submission records if needed and to identify specific instances where corrections may be required. This guide provides a step-by-step overview of the Data Explorer, highlighting its key features and demonstrating how to access the metadata associated with specific studies submitted through the <u>CRDC Submission Portal</u>. Use this guide to navigate the Data Explorer interface to efficiently retrieve metadata from the submissions that have been marked as released or completed in the Submission Portal.

For any questions or further assistance, contact CRDC Help Desk at (NCICRDC@mail.nih.gov).

II. DATA EXPLORER

To access the **Data Explorer**, user must have a CRDC Submission Portal account and relevant studies associated with their account. If you do not have access to specific studies, please refer to the Data Submission Instructions document for guidance on:

- Creating a CRDC Submission Portal account
- · Requesting access to specific studies

Once logged in to the Submission Portal, click on the **Data Explorer** Tab and a list of all studies currently associated with your account will display in a table. See Figure 1. If the list is extensive, you can filter the table by Study name, dbGaP ID, for controlled access studies or by the CRDC Data Commons hosting the data. For downloading metadata from specific study, click on the study abbreviation from the Data Explorer Table and a new page will open. See Figure 2.

Commented [P[1]: I think wee need a little something on what the Data Explorer is. So something like "The CRDC Data Explorer is designed to allow submitters to view all of the data they have previously submitted so that they can download records of the submission if needed, or help find specific instances where corrections may be needed!"

That needs a LOT of work, but some words about the intent of this would help.

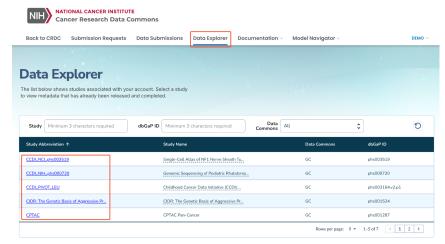


Figure 1: Data Explorer Table

II. VIEWING AND DOWNLOAD STUDY METADATA

Users can visualize metadata for a specific study by selecting a **Node Type**. To download the metadata, users have two options:

- **Download by Node Type** For example, selecting the **Diagnosis** Node Type allows the user to download only diagnosis-related metadata. To do this, choose Download selected metadata from the drop-down menu of the Download button.
- **Download Full Study Metadata:** To download all metadata associated with the study, select Download full study metadata from the same download menu. See Figure 2 for reference.

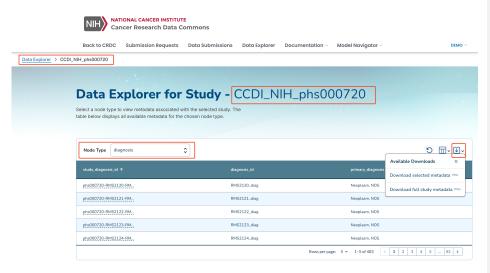


Figure 2: Download Metadata from Selected Studies