User Guide

A Data Harmonization Portal

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Introduction

Data harmonization takes an approach to data quality that involves both machine analytics and human control. It learns which past decisions made to data are most trustworthy and relevant and then uses that intelligence to help present users effectively work with data.

Users may use this web application to manage medical variables in a way that data reliability is guaranteed.

This document guides a user through the necessary steps to manage ones data and combine them with other harmonized data in a coherent way.

Account Managing

Register

Note: The application can be used only by registered users.
An unregistered user, who wants to have access to the application, needs to insert a valid mail and a password to the proper area at the home page and then click on the "Register" button.

If the e-mail, that has been inserted, already exists, the registration will not be successful,. Thus, the user needs to insert a different e-mail and try to sign up again.

Log in

A registered user who needs to log in, will have to insert his/her data to the proper area and then click on the "Log In" button. If the data are valid then the user will be logged in and the blurred interface will show up and be ready for use.

Log out

If the logged user wishes to log out, he/she will have to click on the "Log out" link that exists in the upper right of the page. All of the work that has been done so far will be lost.

Upload meta-data

1. Upload JSON meta-data

Users who want to upload a file with a .json extension, need to click on the "Upload meta-data (JSON)" button, at the navigation bar.

Users will be asked to select a valid file and once they choose it, the meta-data hierarchy will be plotted on the first panel on the left.

The variables that are included in the selected file, will also be plotted and added to the variable table on the first panel on the right. Those variables, can also be found at the "Uploaded" tab that exists above the table.

2. Upload variables from CSV

Users who want to upload variables, using a file with a .csv extension, need to click on the "Upload Variables (CSV)" button, at the navigation bar.

Users will be asked to select a valid file and once they choose it, the variables that the file includes, will be uploaded on the first panel on the right.

Those variables, can also be found at the "New" tab that exists above the variable table.

Note: The CSV file does not include the variable's group information, so the user should edit the variable's groups later.

Download meta-data

Users who want to download the data that have been created during ones session, need to click on the "Download meta-data (JSON) button, at the navigation bar.

The filename of the downloaded data will be "meta-data" and it is going to have a json extension.

Group Managing

1. Add New Group

Users who want to add a new group need to fill the blank fields at the "Selected Group" form and press the "Save" button to submit it.
Subsequently, the new group will be plotted on the first panel on the left, according to the hierarchy that has been created so far.
It will also be added at the "Parent" menu and the "Group" Menu at the "Selected Variable" form.

Note: Fields (code and label) with a red asterisk are required, for the form to be submitted.

If the user wishes to reset the form, he/she may press the "Reset" button and fill the fields again.

2. Edit Group

Users who want to edit a specified group will have to search in the visualized hierarchy and click the group they need to edit. The details of the target group will be filled in the "Selected Group" form.
If there are any changes, the "Save" button will be enabled for the user to press. Not only the old details will be edited, but if a different parent is selected, the target group and its variables will be plotted in the new selected parent. Other than that, if the label is changed, the new label will be added at at the "Parent" menu and the "Group" Menu at the "Selected Variable" form and the old one will be deleted.

Note: Fields (code and label) with a red asterisk are required, for the form to be submitted.

If the user doesn't need to edit the group, he/she may press the "Reset" button and the specified group will not be the target anymore.

3. Delete Group

Users who want to delete a specified group will have to search in the visualized hierarchy and click the group they need to delete. The details of the target group will be filled in the "Selected Group" form.
Then, the user should press the "Delete" button if that is the group that needs to be deleted.

Note: If a group is deleted, its variables become ungrouped, so that the user shall specify their group later. Thus, they temporarily disappear from the visualized hierarchy.

Variable Managing

1. Add New Variable

Users who want to add a new variable need to fill the blank fields at the "Selected Variable" form and press the "Save" button to submit it.
Subsequently, the new variable will be added to the list, which is shown on the first panel on the right, as a new table row. This variable can also be found at the "New" tab that exists above the variable table.
It will also be plotted according to the hierarchy that has been created so far, inside the group that has been selected from the "Group" menu.

Note: Fields (code and label) with a red asterisk are required, for the form to be submitted.

If the user wishes to reset the form, he/she may press the "Reset" button and fill the fields again.

2. Edit Variable

Users who want to edit a specified variable can either select the variable from the table, or click on the variable at the visualized hierarchy. The selected variable will be highlighted and is details will be filled in the "Selected Variable" form.
If there are any changes, the "Save" button will be enabled for the user to press. Not only the old details will be edited, but if a different group is

selected, the highlighted will be plotted in the new selected group and will be deleted from the old one.

Note: Fields (code and label) with a red asterisk are required, for the form to be submitted.

If the user doesn't need to edit the variable, he/she may press the "Reset" button and the specified variable will not be the target anymore.

3. Delete Variable

Users who want to delete a specified variable can either select the variable from the table, or click on the variable at the visualized hierarchy. The selected variable will be highlighted and is details will be filled in the "Selected Variable" form.
Then, the user should press the "Delete" button and the variable will be deleted from the plotting and the variable table.