

IEDEA DATA MANAGER'S QUICK REFERENCE GUIDE FOR THE HARMONIST DATA TOOLKIT

ACCESSING THE TOOLKIT

- **To check your dataset and generate reports:** iedeadata.org *No login or token required; your dataset is deleted when you exit the Toolkit or close the browser, or after 30 minutes of inactivity.*
- **To respond to an leDEA data request:** iedeahub.org *Requires Vanderbilt REDCap login; dataset is transferred to secure cloud storage only if "Submit" option selected.*

DATASET REQUIREMENTS

- Each table shared must include the columns that are **required** in that table as specified in the leDEA Data Exchange Standard (iedeades.org).
- Each table should be stored in a file with the same name as the table and may be saved in any of the following formats: CSV, SAS, Stata, or SPSS.
- Datasets may be uploaded as individual files (tables) or zipped together in a single ZIP file.
- Each dataset (group of files) **must include tblBAS**.
- Every record in tblBAS must be **unique**

USING THE TOOLKIT

STEP 1: UPLOAD FILES

Browse to choose the files containing your dataset. You may choose a single ZIP file or multiple individual files using *Ctrl+Click*.

STEP 2: CHECK DATA

- To initiate data quality checks, click the green "Continue to Step 2" button at the bottom of Step 1 OR choose Step 2 from the sidebar menu.
- Review the data quality check results interactively or download a detailed CSV to examine offline using the "Download error detail CSV" button at the upper right corner of the page.

STEP 3: CREATE REPORTS

Choose the desired report elements and which patient groups to include in the report. Select the "Generate summary report" button to download the report to your computer.

STEP 4: SUBMIT DATA

This step is only available if you are responding to an active data request. If you choose to submit your dataset and later change your mind, log in to the leDEA Hub's Data Hub page to delete the dataset from secure cloud storage. You can also access a report summarizing the shared dataset on the leDEA Data Hub.