

# DATA LEVEL SEARCH USER GUIDE

## HOW DO I DOWNLOAD DATASETS USING THE DATA LEVEL SEARCH?

1. At the top of the page, there will be a ribbon with multiple links. Begin by navigating to the **Data Level Search** then clicking on the hyperlink, **HHEAR Data Center**. If not yet logged-in, you will be prompted to do so before continuing.
2. The following webpage should be the **HHEAR Harmonized Data Portal**. Under the **Data Search and Retrieval Options**, select “**Search Data and Request Dataset**” which will provide access to the **HHEAR Data Portal**.
3. At the bottom of the portal, you will find four primary data facets for filtering data:
  - 1) Studies and Data Acquisition (e.g. specific studies, organized by title),
  - 2) Object Collections and Roles (e.g. sample and data collection instruments),
  - 3) Entities and Attributes (e.g. phenotypes and study measurements)
  - 4) Time Periods (e.g. Childhood, Adulthood)

These filters allow you to customize your data selection. Make your selections using the checkboxes besides each.

4. After selecting your data, click on **Dataset Generation** to align your data. You will be presented with two options: Alignment of Multiple Values per Row or Summarization of Multiple Values per Row. We strongly suggest selecting **Multiple Values per Row** for your dataset download. Additional customization options for your data alignment will be presented. We encourage using the pre-loaded selections.
5. You will be redirected to the **Current Working Files Folder**, here all previously and currently downloaded files should be located. All files will be organized by date with the oldest files at the top and recent downloads at the bottom.
6. Scroll down to find your recently downloaded datasets. You will find three different files:
  - 1) **Object\_Alignment**: this is your data file
  - 2) **Codebook.csv**: provides consistent codes for categorical variables across the HHEAR repository
  - 3) **Sources.csv**: your Digital Object Identifiers (DOIs) for the datasets downloaded

Download all your files and credit investigators included in your dataset.

## HOW DO I ACCESS PREVIOUSLY DOWNLOADED DATASETS?

1. At the top of the page, there will be a ribbon with multiple links. Begin by navigating to the Data Level Search then clicking on the hyperlink, **HHEAR Data Center**. If not yet logged-in, you will be prompted to do so before continuing.
2. The following webpage should be the HHEAR Harmonized Data Portal. Under the **Data Search and Retrieval Options**, select “**Retrieve Datasets/Codebooks**” redirecting to the **Current Working Files Folder**, where all previously and currently downloaded files should be located. All files will be organized by date with the oldest files at the top and recent downloads at the bottom.