

DATA OUTPUT USER GUIDE

HOW DO I ACCESS DOIs TO USE THEM TO CITE HHEAR DATA?

1. With each data download from the repository, you will receive a file labeled “**sources.csv**” in the title. This file contains all of the digital object identifiers (DOIs) for the original datasets used to create your custom dataset.

NOTE: A digital object identifier is a unique alphanumeric string assigned to a digital object, such as a journal article, dataset, or other scholarly work, to provide a permanent link to its location on the internet. DOIs ensure the object can be reliably found and cited.

2. Open the ‘sources.csv’ file. Within the file, you will find a singular column, “**used_DOI**.” Each row corresponds to a specific data element retrieved from one of the original study files. We provide a DOI for every data element used to create your custom data download.

NOTE: For most users, you will only be interested in the DOIs used, not the number of times it was used. However, having this information can help you determine the share of the total dataset coming from different sources.

Looking at the DOIs, you can see that DOIs for the HHEAR Repository start with 10.36043 and then include the study number and then a suffix to differentiate different files within each study.

3. Identify the unique DOIs by removing duplicates. You can use any software to do this. For example, in Excel you can do this by highlighting the column then clicking “Remove Duplicates” in the Data Toolbar.
4. To determine the specific data file from the original study that corresponds to each DOI, use the Study Number in each DOI (see #2) and navigate to that specific study page on the HHEAR website (<https://hheardatacenter.mssm.edu/Search/Study>). Click on the button “**Access Study-Specific Files**.” You may need to expand the study blurb by utilizing the “**Show More**” link.
5. You will be redirected to the study-specific website, where you will find all the original study files listed with their corresponding DOIs. Repeat this process for each individual study, if using multiple studies, to determine all files used to construct your dataset.
6. Once you have identified all of the files used, navigate to “**Resources**” on the ribbon at the top of the HHEAR website. Under Publications, find “**HHEAR Publication Policy**” and click on the link to access the file to download. Inside you will find detailed instructions on how to format citations for each DOI used. As shown in this document, you will include information such as the original study investigator the title of the original study and the type of data file used. This document also includes information on sample data availability statements that can be used in scientific publications.

HOW DO I SHARE FILES WITH OTHERS?

Note: Both users **SHOULD** have an account in order to share files.

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.
 3. Select the file to share by checking the box on the left-most column. Under the column, **File Operations** select the button to share which will redirect you to a webpage. Here you will select **Add New Viewer** where you will provide the e-mail of the user to share the data file with. Keep in mind the e-mail needs to be the exact e-mail associated with the HHEAR account.
 4. To complete sharing the file, click on the green plus sign icon under the field, **Actions**.
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5. Once shared, the recipient can view the file by navigating to their **Current Working Files Folder** (see instructions above) and clicking on the two dots located underneath the column “**Working Files**” right underneath the first row. From the list of e-mails provided, select the e-mail address of the file sender.
 6. Scroll within the downloads to find the file shared, which should include two options: **Preview** and **Download**. Select Download to begin downloading the file.