

HML ID generation application [HML ID Assignment \(arizona.edu\)](https://arizona.edu)

Step 1: Select your site from the buttons on the left side of the screen

The screenshot shows the 'HML ID Assignment' application interface. On the left, a sidebar contains the text 'Please select the participant's recruitment area.' and a list of sites: Atlanta, Baltimore, Miami, and Tucson. The 'Atlanta' option is selected and highlighted with an orange box. The main area on the right has a header with 'Precision Aging Network', 'HML ID Assignment', 'Generate New HML ID', and 'Help'. Below the header, there is a label 'Select the participant's MindCrowd ID.' and a dropdown menu.

Step 2: Look for the participant MindCrowd ID from the dropdown menu and make sure it is the correct age group and sex for the participant you are selecting – there is a double-check that the participant is eligible, once you select “Yes” then the Create New HML ID button will appear, use your mouse to hit this button.

The screenshot shows the 'HML ID Assignment' application interface at a later stage. The sidebar on the left remains the same. The main area now displays a table with participant information. The 'Mindcrowd ID' dropdown menu is set to 'r97zAAAQ'. Below the table, there is a question 'This participant does not have an HML ID yet. Is this person eligible for the study?' with radio buttons for 'Yes' (selected) and 'No'. A button labeled '+ Create New HML ID' is highlighted with an orange box.

Mindcrowd ID	Truncated Mindcrowd ID	Area	Age Group	Sex
0035e00000r97zAAAQ	r97zAAAQ	Atlanta	60-69	Female

Step 4: Once you see that an HML ID was generated, hit the Save New HML ID button, this will push both the MindCrowd and HML ID values to a file on our server with the date the HML ID was generated.

Please select the participant's recruitment area.

- Atlanta
- Baltimore
- Miami
- Tucson

Select the participant's MindCrowd ID.

r9TzAAAQ

Mindcrowd ID	Truncated Mindcrowd ID	Area	Age Group	Sex
0035e00000r97zAAAQ	r97zAAAQ	Atlanta	60-69	Female

This participant does not have an HML ID yet.
Is this person eligible for the study?

☒ Yes
☐ No

+ Create New HML ID

Mindcrowd ID	Truncated Mindcrowd ID	Area	Age Group	Sex	HML ID	HML Created Date
0035e00000r97zAAAQ	r97zAAAQ	Atlanta	60-69	Female	HML0004	2023-06-23

Save New HML ID

You can always use this application to check the HML ID that was assigned by selecting the MindCrowd ID –

Please select the participant's recruitment area.

- Atlanta
- Baltimore
- Miami
- Tucson

Select the participant's MindCrowd ID.

r9TzAAAQ


Mindcrowd ID	Truncated Mindcrowd ID	Area	Age Group	Sex
0035e00000r97zAAAQ	r97zAAAQ	Atlanta	60-69	Female

This participant was assigned HML ID HML0027 on Jun 23, 2023.

If you assign an HML ID by mistake you can remove the HML ID that is assigned to the MindCrowd ID by hitting on the Help tab and looking for the HML ID in the dropdown button – then use your mouse to Undo the New HML ID. Note that this HML ID will not be re-used, but this change will be saved in our file that is saved on our server. You will know this has been completed when you see the “Saved Undo” pop-up. Once you use this function you will need to go back to The Generate New HML ID screen by hitting on the Generate New HML ID tab at the top of the screen. You can tell which tab you are on by the fact that the highlight color will be blue.

This screenshot shows the 'Undo HML Assignment' screen. The top navigation bar has three tabs: 'HML ID Assignment', 'Generate New HML ID', and 'Help'. The 'Help' tab is highlighted with a blue background and is enclosed in an orange box. On the left side, there is a dark blue sidebar with the text 'Please select the participant's recruitment area.' and four radio button options: Atlanta, Baltimore, Miami, and Tucson. The main content area has the heading 'Undo HML Assignment:' followed by the instruction: 'If you assigned a new HML ID by mistake, please select the participants ID from the dropdown menu and press the “Remove” button below.' Below this is a dropdown menu labeled 'Select the participant's MindCrowd ID.' with the value 'HML0027' selected. At the bottom of the main content area, there is a black button with a white 'x' icon and the text 'Undo New HML ID', which is also enclosed in an orange box.

This screenshot shows the 'Generate New HML ID' screen. The top navigation bar has three tabs: 'HML ID Assignment', 'Generate New HML ID', and 'Help'. The 'Generate New HML ID' tab is highlighted with a blue background and is enclosed in an orange box. On the left side, there is a dark blue sidebar with the text 'Please select the participant's recruitment area.' and four radio button options: Atlanta, Baltimore, Miami, and Tucson. The main content area has the heading 'Select the participant's MindCrowd ID.' followed by a dropdown menu.



HML ID Assignment

Generate New HML ID

Help

Please select the participant's recruitment area.

Atlanta

Baltimore

Miami

Tucson

Undo HML Assignment:

If you assigned a new HML ID by mistake, please select the participants ID from the dropdown menu and press the “Remove” button below.

Select the participant's MindCrowd ID.

HML0027

Undo New HML ID

Saved Undo

OK

We have now incorporated a way to upload MindCrowd IDs that can't be found using the Generate HML ID tab

You will need to make a .csv file that has either the MC parent or sibling id or even the abbreviated 8 character string (P2 MCID) in a single column (column A). An example file can be found below:

[illegible]

Then select your recruitment area and upload using the “Browse” button.

Precision Aging Network

HML ID Assignment

Generate New HML ID

Manual ID Upload

Undo HML ID

Please select the participant's recruitment area.

Atlanta

Baltimore

Miami

Tucson

Manual ID Upload:

If you cannot find the participant ID in the dropdown menu, or the participant is outside of the recruitment area, please select a recruitment area and upload a csv file with the participant or participant's participant_id_parent, participant_id, or P2 MCID.

If the submitted participant already has an HML ID, their ID and the date their ID was assigned will be displayed along with the newly created IDs for new participants.

Select recruitment area.

Tucson

Upload list of IDs.

Browse...

submit_format.csv

Upload complete

Submitted ID	Participant ID Parent	Area	Age Group	Sex	HML ID	HML ID Created Date
0035e00000r7GmJAAU	0035e00000r7GmJAAU	Tucson	50-59	Female	HML0179	2023-08-23
0035e00000r73PWAAAY	0035e00000r73PWAAAY	Tucson	60-69	Female	HML0180	2023-08-23
r70GrAAI	0035e00000r70GrAAI	Tucson	60-69	Female	HML0181	2023-08-23
0035e00000r7HWEAA2	0035e00000r7HWEAA2	Tucson	60-69	Male	HML0182	2023-08-23
0035e00000r7GhgAAE	0035e00000r7GhgAAE	Tucson	60-69	Female	HML0183	2023-08-23
0035e00000z6erZAAQ	0035e00000z6erZAAQ	Tucson	70-79	Male	HML0184	2023-08-23
z6JeWAAU	0035e00000z6JeWAAU	Tucson	70-79	Male	HML0185	2023-08-23
0035e00000r7H8sAAE	0035e00000r7H8sAAE	Tucson	60-69	Female	HML0186	2023-08-23
0035e00000r7DIKAAU	0035e00000r7DIKAAU	Tucson	70-79	Male	HML0187	2023-08-23

NOTE: You will need to press the Confirm and Submit button in order to save these

0035e00000r74v5AAA	0035e00000r74v5AAA	Tucson	50-59	Male	HML0190	2023-08-23
r8II8AAE	0035e00000r6g6zAAA	Tucson	70-79	Female	HML0191	2023-08-23
0035e00000r6g78AAA	0035e00000r6g72AAA	Tucson	70-79	Female	HML0192	2023-08-23
0035e00000r6g78AAA	0035e00000r6g72AAA	Tucson	70-79	Female	HML0192	2023-08-23

Confirm and Submit

You will be able to see that it worked by receiving a “SAVED” pop-up

Precision Aging Network

HML ID Assignment

Generate New HML ID

Manual ID Upload

Undo HML ID

Please select the participant's recruitment area.

Atlanta

Baltimore

Miami

Tucson

Browse...

submit_format.csv

Upload complete

Submitted ID	Participant ID Parent	Area	Age Group	Sex	HML ID	HML ID Created Date
0035e00000r7GmJAAU	0035e00000r7GmJAAU	Tucson	50-59	Female	HML0179	2023-08-23
0035e00000r73PWAAAY	0035e00000r73PWAAAY	Tucson	60-69	Female	HML0180	2023-08-23
r70GrAAI	0035e00000r70GrAAI	Tucson	60-69	Female	HML0181	2023-08-23
0035e00000r7HWEAA2	0035e00000r7HWEAA2	Tucson	60-69	Male	HML0182	2023-08-23
				Female	HML0183	2023-08-23
				Female	HML0184	2023-08-23
				Female	HML0185	2023-08-23
				Female	HML0186	2023-08-23
				Female	HML0187	2023-08-23
0035e00000r73aMAAQ	0035e00000r73aMAAQ	Tucson	60-69	Female	HML0188	2023-08-23
0035e00000r73iKAAQ	0035e00000r73iKAAQ	Tucson	60-69	Female	HML0189	2023-08-23
0035e00000r74v5AAA	0035e00000r74v5AAA	Tucson	50-59	Male	HML0190	2023-08-23
r8lI8AAE	0035e00000r6g6zAAA	Tucson	70-79	Female	HML0191	2023-08-23
0035e00000r6g78AAA	0035e00000r6g72AAA	Tucson	70-79	Female	HML0192	2023-08-23
0035e00000r6g78AAA	0035e00000r6g72AAA	Tucson	70-79	Female	HML0192	2023-08-23

Confirm and Submit

Saved

OK