

Instructions for creating datasets, entering sample's profile & pedigrees

17th International HLA & Immunogenetics Workshop Database

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17th International HLA & Immunogenetics Workshop Database

1. Connecting to the 17th Workshop Database

To connect to the 17th International HLA & Immunogenetics (IHIW) Database, [visit http://ihiws.org](http://ihiws.org) and click the "Register to Participate" button.

Once connected to the database, users will be presented with the login page. To see more detail instructions on how to access the database, please see the "Registration Manual" in our website (see download participation guides, under register to participate)

2. Dataset (Data Collection)

Dataset is created by the project leader or component chair. The Dataset is the name for your data-collection and a crucial piece of information. This name should be included in the "Dataset" column of your batch upload file. To find out the name of available datasets, click on "View submittable Database". **If you are not creating a Dataset, skip down to *Sample Profiles***

A Dataset is created by the component chair or project leader:

- i. Select the "Project Leader" tab from the light blue navigation bar tab



- ii. Click on "Create a Data Collection"
- iii. Complete the following information in the appropriate fields:
 - a. Name: Ideally, the name should be informative, participants who want to upload data, will search to locate the correct name to attach to their data. It could include a hint to the project (for example)
 - b. Reference: primary citations or references for the collection of these samples from this population
 - c. Clinical: Select "YES", "NO", "N/A", "U/K". Clinical refers to unaffected controls collected as part of a medical or disease oriented study
 - d. Linguistically Defined: Select "YES", "NO", "N/A", "U/K". Collected on the basis of all common language spoken by all subjects.
 - e. Ethnically Defined: Select "YES", "NO", "N/A", "U/K". Collected on the basis of each subject's self-identity within a particular ethnic group.
 - f. Registry Samples: Select "YES", "NO", "N/A", "U/K". Collected by a donor registry or blood bank, and chosen out of a larger collection.
 - g. Geographically Defined: Select "YES", "NO", "N/A", "U/K". Collected on the basis of each subject's inclusion in a specified geographic area.
 - h. Pedigree: Select "YES", "NO", "N/A", "U/K". Family data describing the relatedness of sampled individuals is available?
 - i. Other: Describe type of samples collected.
 - j. Case: Select "Patients", "Controls" or "Mixed"
 - k. Population Sampled Randomly: Select "YES", "NO", "N/A", "U/K". Has this population been sampled randomly? To the best of your knowledge, were efforts made to obtain samples from unrelated individuals in this population?

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- l. Population admixed: Select "YES", "NO", "N/A", "U/K". Is this population admixed? To the best of your knowledge, does this population contain any individuals from other populations or individuals descended from other populations?
- m. Likely source populations: What are the likely source populations? If the population is admixed, which other populations were likely to have contributed to the admixture?
- n. Information pertinent to admixture: Provide any additional information pertinent to admixture: If the population is admixed, indicate other information you may have relating to the admixture. ie, the population is approximately 20% admixed with individuals from population X or admixture with population X has been ongoing for the last 50 years, etc.
- o. Information pertinent to population: Provide information pertinent to this population, for example, this population is descended from settlers that were forcibly moved from location X 100 years ago, or this population suffered a severe bottleneck two generations ago, or this population is part of the larger, X group. Because your laboratory knows more about this population sample than anyone else, it is important that you provide as much information as possible.

The process of entering samples in the IHIWS database includes 2 steps and may be performed any lab member associated with the Labcode assigned to the lab participating in the project. First the sample profile is completed, then if appropriate, a pedigree is created.

The profile and pedigree of any sample entered by a member of the same labcode may be used for multiple projects and is visible only to members of the same labcode. Other participants of the same project will be able to see data once it is shared by the project lead.

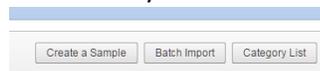
3. Enter Sample profiles

Note: Once a sample profile is entered, the system generates an internal IHIWS ID. To make it more convenient, the users can choose to upload the typing data using their own lab defined unique sample ID used when creating a Sample Profile in the system (as long as they comply with the requirements that require that PHI not be included as part of the ID). Users are still required to create a sample profile prior to entering the typing data.

- i. After logging into the IHIW database, select the "Lab member" tab from the light blue navigation bar



- ii. Identify the name of the **dataset** for your project, by clicking on "View submittable Database"
- iii. Enter your sample's information by selecting "Maintain Sample Profiles" This may be done one by one or in a batch import



- iv. Instructions to enter information one at the time:

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- a. Click "Create a Sample".
- b. Enter the requested information for each sample. For a detail description of each element click on the "?" or see section 4. [Elements Attributes description for sample profile](#). Use information in section 5. [Category reference guide](#) to select the appropriate value.

The following is a summary of the information requested:

- Basic Information: Sample ID, Age, Inclusion Criteria, Random population
 - Disease Section: Disease, transplant information, case or control sample?
 - Collection Site: region, Country, coordinates
 - Material Information: related to the sample
 - Subject's Birth Data
 - Other Info: Language, ethnicity, religion
 - Subject's Residence
- c. Once all the information is entered, click "Create" after each sample's information is entered
 - d. The system will generate an internal IHIWS ID visible to other participants of the project.
- v. Instructions to enter information by batch upload:

- a. Click "Batch Import". The screen below will appear



- b. Use the template provided below to fill in the information for each sample as defined by the project requirements. Delete any columns that are not applicable. For a batch import, Dataset and Sample ID are the only required fields, the other information may be left blank or updated at a later time.



SampleProfile field
description.xlsx

For a detail description of each element, see section 4. [Elements Attributes description for sample profile](#). Use information in section 5. [Category reference guide](#) to select the appropriate value.

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- c. Save the file as csv file
- d. The file may be imported as a comma separated (*.csv) or tab delimited file. Alternatively, the data can be pasted directly into the designated area. Choose the appropriate radio button depending on your selection.
- e. If you choose to copy and paste, select the data directly from the csv table and paste into the area in the image above described as "Copy and Paste Delimited Data"
- f. Click "Next"
- g. Once the data passes the validation, click "Load Data" or if errors, click previous and make the necessary adjustments. Use information in section 5. [Category reference guide](#) to select the appropriate value to correct errors.

4. Elements Attributes description for sample profile: see the "SampleProfile field description" file below.



5. Category reference guide: see file "Category Reference" as a guide to make the appropriate selection for the following attributes: Region, Nation and Ethnicity when entering information about each sample in the appropriate columns.



6. Enter Pedigree

- i. If defined by your project requirements, enter the sample's **pedigrees** by selecting "Maintain Pedigrees".
- ii. Click on "Import a PED file" Use the template provided in the example to fill in the information for each sample.



- a. Save the file as csv file
- b. The file may be imported as a comma separated (*.csv) or tab delimited file. Alternatively, the data can be pasted directly into the designated area. Choose the appropriate radio button depending on your selection.
- c. If you choose to copy and paste, select the data directly from the csv table and paste into the area in the image above described as "Copy and Paste Delimited Data"
- d. Click "Next"

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- e. Once the data passes the validation, click "Load Data" or if errors, click previous and make the necessary adjustments
- iii. Pedigree template columns:
 - a. The columns (Individual ID, Paternal ID, Maternal ID) must match one of the relative IDs or sample IDs submitted by your labcode in the Sample Profile
 - b. Sex: The options are "1", "2" and "3" for male, female and unknown, respectively.

7. *Sample Typing Report*

To enter the sample's typing, see "Instructions for entering & uploading IHIWS Typing report"