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INTRODUCTION

This web site is designed for NCI Cohort Consortium investigators participating in harmonization projects utilizing the Cohort Metadata Repository (CMR). The CMR is a tool that documents data harmonization across cohorts. Variables from each cohort can be searched and compared to determine if harmonization is possible. Once harmonization has occurred, the harmonized variables and the specifications used to create them are also documented in the CMR.

The CMR contains only metadata (variable names, formats, codes, descriptions) and no individual level data.

The site displays the following information: (a) descriptions of cohort data collection to provide metadata context and (b) detailed metadata for cohort variables and harmonized variables along with the algorithms used to create the harmonized variables. For more detailed descriptive information about cohorts, go to the Cancer Epidemiology Descriptive Cohort Database (CEDCD) website.

Use of Metadata

The cohort metadata are provided for the purposes of data harmonization for projects in which cohorts have agreed to participate.

Access to the site is read-only to ensure that the information can be searched and viewed. Only the site administrator has access to add or edit cohort or harmonization information. Investigators wishing to edit or add information to the site should contact the site administrator (CMRHelpdesk@westat.com).

If an investigator wishes to request any metadata or harmonization code then they can do so with the Metadata/Code Request form (see the section on Metadata/Code Request).

Use of Harmonization Script

The harmonization script is provided in “pseudo-code” which states which cohort variables need to be used and how they need to be coded or transformed to arrive at the harmonized variables. The script is not in any particular programming language but is closest to the SAS language. It will need to be formatted slightly to run in SAS (e.g., remove [blank] and replace with the proper syntax for SAS missing codes) and it will need more extensive formatting to run in other programming languages.

The script was derived only on the basis of the metadata provided by the cohorts for the variables requested. It has not been tested on individual level data. As such it does not account for potential logical inconsistencies or other data issues in the individual level data. When individual level data are pooled for harmonization, the individual level data and the harmonization code will undergo thorough QC review and testing. If you identify any issues with the coding of harmonized variables for your cohort and would like to submit corrections, please contact the site administrators (CMRHelpdesk@westat.com).

CMR Landing or Public Home Page

Type, or copy and paste, http://cmr.nci.nih.gov in your browser’s Address field – the CMR landing or public Home Page will appear (Figure 1).
This page displays a definition of the CMR; a description of its purpose; of the information included; and of the CMR access policy. At the page bottom there are links to About CMR and selected external websites: Policy (of CMR), Accessibility (website accessibility use and conditions), FOIA (Freedom of Information Act home page), Download Acrobat Reader, Department of Health and Human Services, National Institutes of Health, National Cancer Institute, and USA.gov. These links are visible on all CMR pages.

**New Account**

Access is intended for epidemiologic researchers. To request an account, click on the New Account button or on the text link in the Accessing the Site section of the home page (see Figure 1). The CMR Registration Form will appear.
1. Fill out all fields,
2. Select an Affiliation value,
3. Click on the CMR User Agreement link to read the agreement and read it,
4. Check the I have read the CMR User Agreement box, so you confirm you agree with the CMR conditions,
5. Solve the math question, and
6. Click on the Register button.

Your request will be submitted for approval. Many requests are approved. If yours is approved, you will receive email notification by the site administrator. If you do not receive notification within two business days, or have any questions, please contact the site administrator at CMRHelpdesk@westat.com.

Accessing the Site

Type your user name or e-mail, password, and click Log in. The home page will appear (Figure 4). If errors are detected, messages will highlight them. Provide correct information and click Log in again. On successful login, the error messages disappear. You may also click the gray X at the top right corner of the error message to delete an error message before a new login attempt. If you forgot the password and the “Have you forgotten your password?” link appears, click on it to have one-time-login instructions sent to your email (the system must have your email address on record).

![Figure 3: Error message examples](image)

Request New Password

If you forget the password or need a new one, click on the Request new password (Figure 1) or the “Have you forgotten your password?” link (Figure 3) to have one-time-login instructions sent to your email. The User account page will appear. Before changing the password you may still sign in from the User account page using the old password if you remember it. Follow these steps to reset the password.

1. Enter your user name or email address and click on the E-mail new password button. The CMR will send a message to your email address.
2. Go to your email. The message contains a link that can be used only once to log in. It will open a page where you can reset your password. The link expires after one day and nothing happens if it is not used. Click on the link to validate your email and to get the Reset Password page.
3. Click on the Log in button. This will take you to the user account page on which you may change the password.
4. Type your new password in the Password box.
5. Retype the password in the Confirm password box.
6. Click Save – at the bottom of the page. The CMR will confirm that “The changes have been saved” and you will be logged in. Use the new password the next time you sign in.

Help or Requesting Access

If your login attempts fail, you forget user name or password, have questions, or do not have an account, follow the available onscreen instructions or contact the CMR Help Desk at CMRHelpdesk@westat.com.

USER’S HOME PAGE FEATURES

This section only enumerates the user’s home page features. For details see the sections devoted to each feature in turn. This page describes the CMR and directs you to the lists of Cohorts, Variables, etc. It also provides a menu bar, a Search engine, a User menu, and other menu options (Figure 4).

Figure 4: User’s CMR home page

In strict enumeration from left to right and top to bottom, the user’s home page displays the following features:

- The title bar, CMR Cohort Metadata Repository, is visible on all CMR pages. Click on it to return to the home page.
• Use the **Search** engine for general searches that you can later narrow down to a smaller list, or for a specific dataset or variable name that will produce a small list of results. In the latter case the spelling must be **exactly the same** as that used in the database. The more specific **Variables Search** engine provides better context. See and compare the sections on Search and Variables Search.

• The **User menu** button displays two options: **My account** and **Log out**. See the section on **User Menu** for details.

• The **menu** bar appears on all CMR pages. It provides access to **About CMR**, **Cohort Metadata**, **Harmonization Mapping**, **Variables Search**, **Discussion Forum**, **Metadata/Code Request**, and **Contact Us** pages. **Cohort Metadata**, **Harmonization Mapping**, **Variables Search**, and **Discussion Forum** are also accessible from their middle-page image (Figure 4). Each feature is described later in the guide. Click on any menu option tab or image to display the destination page. The selected menu option tab is color-coded in light brown (Figure 5). The path to the current page is displayed under the menu bar. Click on any path step to display that page.

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**Selected menu option**

**Path to current page**

---

**Cohort Description and Metadata**

Figure 5: *The selected menu option is color-coded in light brown*

• The **images** in the middle of the page link to areas where you will be doing most of your work. Click on an image or on the corresponding menu option tab to display the selected pages or lists. Each image and menu option is described later in the guide.

**User Menu**

The **User menu** button displays two options: **My account** and **Log out** (Figure 6). Use **My account** to change your password and **Log out** to properly log out of the CMR.

**Change Password**

Figure 6: *Use these menu items to change the password*

You may change your password. The steps for changing the password are similar to those for resetting it (see the section on Request New Password):

1. **Sign in** to the CMR.
2. **Select User menu > My account > Edit** (Figure 6). On the **Edit** page you can change your password or email address. Read and follow the instructions on the **Edit** page.
3. **Click Save** at the bottom of the page to save your changes.
Log Out

Use the User menu > Log out command (under My account – see Figure 6) to sign out of the CMR and close it properly. The system may keep you logged in if you do not log out properly.

Search

The general Search at the top of the home page is visible on all CMR pages. It is a full site search and a useful tool if you know exactly what you are searching for, but the more specific Variables Search engines provide better context. See also the section on Variables Search.

Figure 7: Results of a search for a key word

Use this Search to get a list of results and select what you are interested in. You may search for a key word (or phrase) or for a specific dataset or variable name. The results of key word searches may range from nothing to long lists that you can further filter down to what you need. For example, a search for “women’s” will produce a list of items that contain the key word “women’s” (Figure 7). The numbered items in the list of results link to further pages. If your article is visible on the first page, click on its title to go to its pages. If it is not visible, scroll down or navigate to it and click on its title when you see it.

About CMR

The About CMR page displays summaries about the CMR, its purpose, and how the included information is collected. The public can access this page from the About CMR link at the bottom of the landing page (Figure 1). CMR users can also access it from the About CMR menu option.

COHORTS

This page lists the cohorts that provided metadata to the CMR. It can be accessed from the Cohort Metadata image on the home page or the Cohort Metadata menu item from any page.
Cohorts Table and Navigation

The **Cohorts** table (Figure 8) displays as many records as you select in the **Items per page** field. The default is **twenty** (20) records per page. **Fifty** (50) or **View all** are the other options. Navigation buttons are displayed at the bottom of the table. The number of the current page is grayed out. Click on any blue-text button to go to that page (2, next, previous, etc.). The table displays the following columns: **Short Name**, **Name**, and **Cohort Metadata** descriptions. The **Name** and **Cohort Metadata** entries link to the more detailed cohort description page. In the CMR all underlined text links to other pages. Click on a **Name** or **Cohort Metadata** entry to view the detailed page of the selected cohort.

Click on the **Search Cohorts** button to display a more detailed cohort search engine that allows filtering of the results from a left-side panel. See the section on Search Cohorts for details.

**Figure 8:** The Cohorts page – list of cohorts in the CMR database
Selected Cohort

On the **Cohorts** page click on a Name or **Cohort Metadata** entry to view the detailed page of that cohort.

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**Iowa Women’s Health Study (IWHS)**

Cancer is the second leading cause of death in postmenopausal women, and detailed etiologic factors, including potentially modifiable risk factors. The Iowa Women’s Iowa 41,836 Iowa postmenopausal women, ages 55 to 69 years in 1986, to determine what risk factors are related to cancer incidence.

Over the years, participants have completed up to six mailed-questionnaires to collect incidence and mortality have been ascertained since 1988 by linkage with the State Health Registry of Iowa, which is part of the National Surveillance, Epidemiology, and End Results (SEER) Program; the National Death Index; and the Centers for Medicare and Medicaid Services (CMS) claims data.

By the end of 2014, the investigators will have extended follow-up for site-specific cancer incidence and mortality through 2014. A total of 12,152 primary cancers had occurred in the cohort by the end of 2014, and among the 18,006 women who were cancer free at baseline, 11,813 had developed first primary cancers. The wealth of data on the cohort is enabling investigators to conduct analyses in many areas to test hypotheses on:

- unmeasured potential risk factors for uncommon cancers
- risk factors for incident cancers examined in a limited fashion previously
- risk factors for incident cancers among elderly women
- consequences of a cancer diagnosis among elderly cancer survivors
- potential contributions to better survival from cancer

This research project is providing valuable information on the risk and survival of cancer in older women. With the numbers of Americans over age 65 on the rise, the cohort is becoming increasingly informative with respect to findings on less common cancers and lifestyle predictors of cancer occurrence and survival among the elderly.

**General Information**

- **Name:** Iowa Women’s Health Study
- **Acronym:** IWHS
- **Website:** http://www.cancer.iow.edu/research/prevention-and-etiology/research-studies/iwhs.html
- **Investigators:** Xxxx, Yyyyy, Zzzzz

**Cohort Design**

- **Cohort Design:** Cohort study

**Populations**

- **IWHS Population:** Recruited a population-based cohort of 41,836 Iowa postmenopausal women, ages 55 to 69 years in 1986.
- **Selection criteria:**
  - Gender: Women only
  - Age: Minimum 55, maximum 69
  - Country: United States
  - **Territory:** Iowa
- **Number of participants:** 41,836 participants

**Data Collection Events**

- **IWHS Visit Status Follow-up:** Mortality outcomes ascertained by NH and...
- **IWHS Cancer Follow-up:** Cancer incidence ascertained by tumor...
- **IWHS Baseline:** Baseline questionnaire 1986 by mail to...

**Datasets**

- **Name:**
  - **DHCA, HARMONIZED:** Diabetes and Cancer Initiative harmoniz...
  - **IWHS.BL.1986:** IWHS metadata for subopt of baseline...
  - **IWHS.CancerIncidence:**
  - **IWHS.VitalStatus:** IWHS mortality outcome metadata for subopt...

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**Figure 9:** The detailed page of a selected cohort

This page describes the cohort, also including abbreviated general information, cohort design, populations, data collection events, and datasets. All underlined text links to other pages.
Search Cohorts

On the Cohorts page (Figure 8) click on the Search Cohorts button to display the Cohorts Search page (Figure 10). This page lists the CMR cohorts. It allows filtering of the results by the categories in the left side panel and full text search of the cohort descriptions. Use the filters on the left panel, full text search, or a combination of the two to narrow the list of cohorts to those of interest.

**Figure 10: The Cohorts Search page**

**COHORT METADATA**

This table (see Figure 9 and Figure 11) lists the cohort datasets in the CMR. They contain metadata of variables provided by the cohort, but do not contain individual level data. They are named and organized for the purposes of the CMR. They are not the actual dataset names used by the cohort.
CMR cohort datasets are named according to a standardized convention to allow for ease of locating and searching datasets. The naming convention includes the cohort acronym, the data collection event (e.g., **BL** for baseline) and the years of data collection.

To view the **Datasets** table select a cohort **Name** or **Cohort Metadata** entry on the **Cohorts** (Figure 8) or **Cohorts Search** (Figure 10) page and then navigate to the bottom of the detailed page of the selected cohort (Figure 9). The default table order is by **Name**, alphabetical and ascending. Each cohort also has a dataset for cancer incidence and another for mortality outcomes.

**Figure 11:** *The Cohort Datasets table at the bottom of a detailed page (Figure 9)*

**Selected Dataset**

This page describes the selected dataset and allows viewing and searching its variables. The dataset names are created for the CMR using a defined naming convention of cohort acronym, data collection event and time generated at data collection.

**Figure 12:** *Selected dataset*

On the **Cohort Datasets** page (Figure 11) click on a dataset name to select it. Its page will appear (Figure 12). It displays the name and a description of the dataset, its type, and the cohort to which it belongs. The variables can be viewed or searched from the **Variables** button. Click on the cohort name to go to the detailed page of the parent cohort (Figure 9) where information is provided about the cohort and all its datasets. The **Variables** button on the cohort page displays all the variables in the datasets of the selected cohort. The **Variables** button on a dataset page displays the variables in the selected dataset.
**Variables Search**

Variables Search can be accessed from the Variables button – if displayed on any page –, from the Variables Search tab on the menu bar (from any page), or from the Variables Search icon on the user’s home page. The Variable Search page (Figure 13) lists the variables that match the results of the search filters or path used to display it.

*Use the filters to search for variables. Check boxes to (un)select filtering criteria. Click on a variable name to see information about it.*

*Read Variables Search explanations and instructions here.*

*Scroll down to view the entire page and the navigation buttons.*

**Figure 13: Top of the database level Variables Search page – no filter selected**

If your search path has been the menu bar tab or home page icon, then the Variables Search page shows all the variables and variable filters in the entire CMR database – and no filter is preselected. Figure 13 shows the top section of the CMR database level Variables Search page.

If you click on the Variables button of a selected cohort (see Figure 9), then the Variables Search page shows all the variables in the datasets of the selected cohort – and the corresponding filters are automatically preselected.

If you click on the Variables button of a selected dataset, then the Variables Search page shows all the variables in the selected dataset – and the corresponding filters are automatically preselected.
Once you have landed on the Variables Search page, the page gives you access to all the variables in the CMR database, depending only on the search text and selected filters. The layout and functionality of the Variables Search page is similar to that of the Cohorts Search page (see also Figure 10).

The Variables Search page has the same layout and functionality regardless of the search level.

Variables Search Page

Depending on the path taken to reach the Variables Search page, the resulting list will display all the variables in the CMR database, selected cohort, or selected dataset. This page allows full text search on variable name and label or filtering of the results by the categories in the left-side panel. You may combine full text searches and filtering.

The Variables Search table has the following columns: Name – the name of the variable, Label – a short description of the variable, and Dataset – the datasets in which the variable is included. At database level (Figure 13), the page shows all the variables in the CMR database – and no filter is preselected. The Dataset column lists all the datasets in the database.
At cohort level (Figure 14), the page shows all the variables in the datasets of the selected cohort and the variables from any harmonized dataset in which that cohort participated. The corresponding filters are automatically preselected. You can limit the results to just cohort variables and exclude the harmonized by selecting the corresponding cohort subset Dataset Type.

At dataset level, the page shows all the variables in the selected dataset – and the corresponding filters are automatically preselected (Figure 15).

**Variable Filter Categories**

**Note:** All CMR variables have been included into categories by content domain. This allows filtering on like variables across cohorts to explore feasibility of harmonization. The categories are hierarchical, so you can broaden or narrow your criteria with your selection of filters. For finding variables by content area the use of the filters is recommended rather than full text search.
Figure 16: Handling the filter categories

Each filter category (Figure 16) can be collapsed or expanded from the preceding arrow (▼, ▲). When the arrow points down the category is expanded; click on it to collapse the category. Click in a filter check box to select it. The results will be filtered by that category and the number of filters will be adjusted accordingly. Within one and the same higher filter category all higher categories are automatically selected by the selection of the lowest categories. Uncheck the lowest or the highest to deselect all those categories. Click Show more to expand the list of filters in a category. The Show more link becomes Show fewer. Click Show fewer to return to the original list.

Variable Full Text Search

Note: The full text search currently has some limitations: it searches only the variable name and label and not the more detailed variable description.

To find a variable, if you know its name, type it (full text) in the search box and click on the search icon or press Enter on the keyboard. The table will display the records that contain the search text. You may search on name or label entries. Full text searches and filtering may be combined. Full text search will...
search within the *level* established by the selected filter categories – that is, if no filter is selected, full text search will look in the entire CMR database, if a filter category is selected, full text search will look in the corresponding category. Compare Figure 17 and Figure 18 below.

**Variables Search**

Use the left side to filter or the search box to search the variables in the CMR. Click on a variable name to see the metadata for that variable.

Using the filter will more comprehensively locate all variables in the content domain you select. Using the search locates variables by text search of the variable names and labels and may not be as comprehensive.

- **Name** is the variable name.
- **Label** is a short description of the variable. This may be the actual variable label provided by the cohort. If a label was not provided by the cohort, a brief description was assigned by the site administrator. These can be updated upon request of the Cohort PIs.
- **Dataset** is the CMR-defined Cohort Dataset or Harmonized Dataset that includes the variable.

Questionnaires and codebooks provided by the cohorts were abstracted to compile the metadata into this format for CMR display and search capabilities.

**CMR PILOT PHASE INCLUSION:**

Metadata are currently limited to a subset of content domains and variables selected for a pilot project NCI Cohort Consortium’s Diabetes and Cancer Initiative. More about this initiative is available on the NCI Cohort Consortium’s active projects webpage.

The dietary data harmonization project, led by Dr. Stephanie Smith Warner of the Harvard T.H. Chan School of Public Health, is currently ongoing. There will be harmonized definitions for 11 food groups (red meat, processed meat, poultry, fish, fruits, vegetables, dairy products, milk, coffee, tea, and sugar-sweetened beverages). Please contact the CMR Helpdesk for more information.

PIs who are interested in having their studies included in the CMR or using this tool to conduct their own harmonization projects are encouraged to contact the CMR Helpdesk.

**Search string** 

In Figure 17 the CMR found variables for the search string “marital” in the *entire database*. The left-pane filter categories have been reduced as it is logical. Full text search is available at all levels. It may be combined with left-pane filters. If filters have been selected, leave them selected to stay within the same *cohort* or *dataset*; unselect them to do a search against the entire dataset.

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**Figure 17:** *Results of a search against the entire database – example*

In Figure 17 the CMR found variables for the search string “marital” in the *entire database*. The left-pane filter categories have been reduced as it is logical. Full text search is available at all levels. It may be combined with left-pane filters. If filters have been selected, leave them selected to stay within the same *cohort* or *dataset*; unselect them to do a search against the entire dataset.
Click on a name to view the detail page of the selected variable. See example in Figure 19.

Figure 18: Results of a search for variables in a selected cohort – example

Variables

Table: MARSTAT

<table>
<thead>
<tr>
<th>Description</th>
<th>Label: Marital Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dataset: IWHS.BL.1986</td>
<td></td>
</tr>
<tr>
<td>Cohorts: Iowa Women's Health Study</td>
<td></td>
</tr>
<tr>
<td>Value Type: Integer</td>
<td></td>
</tr>
<tr>
<td>Repeatable: No</td>
<td></td>
</tr>
<tr>
<td>Description: Q122. What is your current marital status?</td>
<td></td>
</tr>
</tbody>
</table>

Domains

- Data Source: Baseline Questionnaire
- Sociodemographic/Socioeconomic Characteristics: Marital/Partner status

Figure 19: Detail page of a cohort dataset variable (example: MARSTAT)

Domains are categories to which variables are assigned for filtering purposes. Categories are coded for categorical variables (such as 1 = Never Married, etc.). For continuous variables, the table shows Valued or Missing (see example in Figure 26).
Variables are included in Cohort and Harmonized Datasets. The detail page of a variable (Figure 19) describes the variable including its known description, cohorts, value types, categories (i.e., code values and labels), domains (categories that have been assigned to the variable), etc. Cohort and harmonized dataset variable pages are slightly different. If you are viewing harmonized dataset variables, harmonization data is also included at the bottom of the variable page. When the searched-for variable has been found, click on its name to view its detail page.

**HARMONIZATION DATASETS**

This table lists the harmonized datasets that have been created and stored in the CMR (Figure 20). The page features are the same as those of the Cohorts Datasets page (Figure 11). The page can be accessed from the Harmonization Mapping menu option or home page icon.

When there are more than one harmonized datasets, the table will display twenty records per page, sorted by Name. For the time being there is one harmonized dataset, the DMCA_HARMONIZED – the Diabetes and Cancer Initiative (DMCA) dataset. Select a harmonized dataset to view the list of cohorts included in it, to search for the included variables, to view the metadata for the harmonized variables, to display a chart showing which cohorts were successfully mapped to the harmonized variables, and to see the script that maps the cohort variables to the harmonization variable.

![Figure 20: The Harmonization Datasets page and table](image)

**Harmonized Dataset**

On the Harmonization Datasets page (Figure 20) click on the name of the desired harmonized dataset. The details page of the selected harmonized dataset will appear (Figure 21). This page describes the harmonized dataset, also showing the cohorts that are included in the project. Click on the Harmonization or Variables button to view the harmonization chart (summary) or, respectively, the Variables page of the harmonized dataset.
Click here to see a harmonization chart of variables by cohort (Figure 22).

Click here to see the Variables page of the harmonized dataset.

Scroll down to see the navigation buttons.

Set here the number of records per page. The values are 20, 50, or View all. The default value is 20.

Click on a Name entry to view a more detailed description of the selected cohort.

Figure 21: Details page of a selected harmonized dataset

Dataset Harmonization Summary

The harmonization chart is a summary of the harmonization of the variables by cohort. Click on the Harmonization button (Figure 21) to view the chart (Figure 22).
Move the cursor over a variable name to view a summary of that variable in a pop-up. Click on a variable name to call up its detail page.

Move the cursor over a symbol to view the status and harmonization script of that variable. Click on a symbol to call up the page of the harmonization mapping of this variable to that of the cohort (Figure 25).

Scroll down to see the entire page.

**Figure 22: Harmonization chart**

The legend is the following:

- **Undetermined** – the harmonization potential of this variable has not yet been evaluated.
- **Complete** – the cohort assessment item(s) (e.g. survey question, physical measure, biochemical measure) allow construction of the variable as defined in the dataset.
- **Impossible** – there is no information or insufficient information or the information was not ascertained or applicable for this cohort to allow the construction of the variable as defined in the dataset.

Undetermined states may also be because the metadata have not yet been received, or because the cohort needs to be contacted directly to derive the variables.

In the chart, move the cursor over a variable name (the first column in Figure 22) to view a brief summary of that variable in a pop-up (Figure 23). Click on that variable name to call up its detail page (Figure 19). These variables have been harmonized as indicated in the chart summary (Figure 22), so that their detail page (Figure 19) will also include harmonization metadata and mapping. See also the section on Variable Harmonization Detail.

**Figure 23: Pop-up variable summary**
Move the cursor over a legend symbol to view a brief summary of the status and harmonization script of that variable in a selected cohort (see example in Figure 24). Click on that symbol to call up the detail page of that variable in the selected cohort (Figure 25).

**Figure 24:** Status and script of DMCA_BL_HIPCIRC in CSDLH

![Table showing variables and their status and script](image)

Variable Harmonization Detail

This page is similar to the detail page of any other variable (as shown in Figure 19), but, as these variables have been harmonized, the page also includes the list of cohorts for which the variable has been harmonized as well as a table that shows harmonization details for the selected variable across cohorts (see Figure 26 and Figure 27).
The harmonization data table follows under the **Categories** table (Figure 27). Scroll down to view it.
Click on a View link to call up the detail harmonization data page for the selected variable in the specified cohort (Figure 25).

Comment provides additional explanations to supplement the script for variables that were harmonized and also reasons for the Impossible or Undetermined status.

Figure 27: The harmonization detail table of a harmonized variable (truncated)
The variable harmonization detail table lists first the cohort acronyms in the **Cohort** column. **Status** is the second column and it uses the same symbols as the dataset harmonization summary chart (Figure 22). Then there are **Comment**, **Script**, and **View** columns. **View** links to the detail harmonization data page for a selected variable in the specified cohort (Figure 25). Click on the **View DMCA_HARMONIZED Harmonization** link at the bottom of the page to view the entire harmonization chart for the selected harmonized dataset (Figure 22). **Comment** provides additional explanations to supplement the script for variables that were successfully harmonized and also reasons for the **Impossible** or **Undetermined** status.

**METADATA/CODE REQUEST**

Use this menu option to request metadata or harmonization code. The command can be accessed from the **Metadata/Code Request** tab on the menu bar. Click on it to call up the **CMR Metadata and Harmonization Code Request Form**. Complete all fields on the form, attach a completed **CMR Request Checklist** with the specified cohorts and/or harmonization code you are requesting, specify the purpose of the request, and click **Submit**. You can download the **CMR Checklist** from the **CMR Request Checklist** link. If you have questions about this request, click on the **Contact Us form** link to submit your questions.

![Figure 28: Metadata/Code Request Form](image)

**DISCUSSION FORUM**

![Figure 29: Discussion Forum page](image)
The **Discussion Forum** page is self-explanatory. The table has the following columns: **Discussion(s)**, number of **Topics**, number of **Posts**, and **Last Post**.

### Add Topic

Click on the **Add new Discussion** topic link to add a topic.

![Create Discussion topic](image)

*Figure 30: Create Discussion topic on this form*

Type in a **Subject**, select a **Discussion** value, enter comments in the **Body** section, and click **Save**. The new topic will increase the number of **Topics** and **Posts** (Posts include replies) on the **Discussion Forum** page (Figure 29). Your user name and time elapsed since the new post was made will be entered in the **Last post** column.

If you are the author of a post, you may view or edit your comments. Click on a **Discussion(s)** link (see Figure 29) to open that page. On the new page (Figure 31) you may add a topic, view/edit your comments, or reply to others. This table can be sorted by clicking on any column header: **Topic**, **Replies**, or **Last reply**.

![Discussion Forum](image)

*Figure 31: Add, view, or reply to topics from this page*

### Reply

Click on a **Topic** entry (Figure 31). The history page of the selection will appear (Figure 32).
View/Edit Own Comments

Your own comments, to which no reply is attached, can be viewed or edited from a screen similar to Figure 32 with the difference that View and Edit tabs appear under the topic title of your own entries. View is the default. Click Edit to edit your comments.
Contact Us

Click on the Contact Us menu option or link (a link to the Contact Us form is included on may pages) to display the Contact Us form. Fill out the form (follow the onscreen instructions to do so) and click Submit to send your questions to CMR Help Desk.