

# Getting Started with the Standards Portal

Upload, Discover, Discuss at ncipHUB <https://nciphub.org/>

In this document, we will show you how to

- Access the NCI Standards Portal at [https://nciphub.org/portal/nci\\_portal](https://nciphub.org/portal/nci_portal)
- Discover standards for CDEs and CRFs at the Standards Portal
- Create your own customized areas at the Standards Portal for discussion and dissemination of standards
- Upload Common Data Elements (CDEs) and Case Report Forms (CRFs) from the NCI Cancer Data Standards Registry and Repository (caDSR) at <https://wiki.nci.nih.gov/display/caDSR> to the Standards Portal at ncipHUB

## The Standards Portal Home Page

To reach the Standards Portal home page, go to [https://nciphub.org/portal/nci\\_portal](https://nciphub.org/portal/nci_portal). You will be taken to the Standards Portal home page.

The screenshot displays the Standards Portal home page with a grid of sections. The top left section, titled 'STANDARDS PORTAL', describes the portal's purpose. To its right is a section for exploring standards using DataViews, which includes links to various views and a list of all DataViews. Below the top left is the 'TCGA CDE STANDARDS' section, which provides information about TCGA version 2.6 CDEs and includes a green DNA helix icon. To its right is the 'ADVERSE EVENTS STANDARDS' section, which discusses the updated version of naming and grading of adverse events and includes a blue-tinted image of a person's face. Below the top right is the 'DISCUSSION AROUND STANDARDS' section, which supports public discussion and includes a 3D illustration of people around a table. At the bottom left is the 'REQUEST AUTHORIZATION TO UPLOAD' section, which asks if the user's community wants to upload standards and includes a blue circular 'AUTHORIZED' stamp. The bottom right section contains a general description of the portal as a community-driven site and a link to the collaborative environment.

<b>STANDARDS PORTAL</b> The Standards Portal is envisioned as a potential solution for bringing together standards of interest in a unified and meaningful way.	<b>EXPLORE STANDARDS USING DATAVIEWS</b> CDES, CRFS AND VOCABULARY  Use these DataViews to Explore the Standards Portal!  CDEs Complete View → CDEs Common Data Fields → CRFs Complete View → CRFs Common Data Fields → Preferred Content Vocabulary →  Put DataViews on all your resource and group pages! Here is a list of all DataViews at the Standards Portal <a href="#">All Standards Portal DataViews →</a>  You can filter DataViews by Group: <a href="#">Group Filtered DataViews →</a>	
<b>TCGA CDE STANDARDS</b>  TCGA version 2.6 CDEs are the standard elements in validation of clinical data, available for download at the Data Matrix. This resource presents the CDEs for search and exploration, with materials to clarify the CDEs and describe best practices for adopting them.		
<b>ADVERSE EVENTS STANDARDS</b>  This updated version of naming and grading of adverse events in cancer clinical trials is the result of collaboration among academic, government and pharmaceutical industry clinical investigators. The effort is based on the need for reproducible, consistent and readily usable adverse events reports.		
<b>REQUEST AUTHORIZATION TO UPLOAD</b>  Does your community want to upload preferred standards to the Standards Portal?		<b>DISCUSSION AROUND STANDARDS</b>  This group site supports public discussion about discovery of standards, with gateways for easy access to all standards portal groups and resources.
<b>DISCUSSION AROUND STANDARDS</b>  This group site supports public discussion about discovery of standards, with gateways for easy access to all standards portal groups and resources.		
<b>REQUEST AUTHORIZATION TO UPLOAD</b>  Does your community want to upload preferred standards to the Standards Portal?		
<b>REQUEST AUTHORIZATION TO UPLOAD</b>  Does your community want to upload preferred standards to the Standards Portal?		

Some of the features of the Standards Portal will require you to register at ncipHUB. You can register by clicking on the Register button at the top right of the home page <https://nciphub.org/> and following the instructions.

## Discover Standards at the Standards Portal

### EXPLORE STANDARDS USING DATAVIEWS CDEs, CRFs AND VOCABULARY

Use these DataViews to Explore the Standards Portal!

[CDEs Complete View →](#)  
[CDEs Common Data Fields →](#)  
[CRFs Complete View →](#)  
[CRFs Common Data Fields →](#)  
[Preferred Content Vocabulary →](#)

Put DataViews on all your resource and group pages!  
Here is a list of all DataViews at the Standards Portal

[All Standards Portal DataViews →](#)

You can filter DataViews by Group:  
[Group Filtered DataViews →](#)

You can browse, search, explore, drill-down and download standards at the Standards Portal through DataViews. The Portal offers standards exploration for CDEs and CRFs that have been uploaded from caDSR by communities at the Hub using the “Upload” feature.

DataViews also provide direct links back to caDSR and the Term Browser, so you can easily find CDEs, CRFs and Terminology of interest using DataViews, then click the links to go directly to the NCI

source standard. A “Complete View” fields for CDEs and CRFs is available for searching and browsing all available data, and a “common data fields” view is available for browsing the essential fields.

The Vocabulary DataView contains all terminology referenced by CDEs and CRFs that have been uploaded to the Standards Portal.

Examples of the CDE, CRF and Vocabulary DataViews are shown below. You can sort any DataView column by clicking the up/down arrow by the column header. Click the column search box for a complete list of unique values in that column. Hover over the column search box to find out how to filter and explore.

**Standards Portal CDEs Complete View**

Download Fullscreen Clear Filters No-Wrap

Show 5 entries First Previous 1 2 Next Last Search:

Public ID	Version	Data Element Concept Data	Long Name	CDE Browser URL	Preferred Name	Preferred Definition	Workflow Status	Cont Name
323	3	<a href="#">View DE Concepts</a>	Common Toxicity Criteria Adverse Event Term Type	<a href="#">Go to CDE Browser</a>	CTC_AE_TRM_TP	the medical description of t...	RELEASED	CTEP
2004106	3	<a href="#">View DE Concepts</a>	Dose Limiting Toxicity Ind	<a href="#">Go to CDE Browser</a>	DOSE_LIMT_TOX_IND	Indication (Y or N) of an Ad...	RELEASED	CCR
2201188	1	<a href="#">View DE Concepts</a>	Common Toxicity Criteria Adverse Event Reporting Grade	<a href="#">Go to CDE Browser</a>	CTC_AE_REP_GD	a numeric code to describe ...	RELEASED	CTEP
2552398	1	<a href="#">View DE Concepts</a>	Patient Toxicity Hospitalization Indicator	<a href="#">Go to CDE Browser</a>	PT_TOX_HOSP_IND	Tex		caBIG
3086388	1	<a href="#">View DE Concepts</a>	Positive Finding Lymph Node Hematoxylin and Eosin Staining Microscopy Count	<a href="#">Go to CDE Browser</a>	3086386v1.0:2182209v1.0	Nur		caBIG

Public ID Version Data Element Co

Search: tox

Common Toxicity Criteria Adverse Event Term Type  
Dose Limiting Toxicity Ind  
Common Toxicity Criteria Adverse Event Reporting Grade  
Patient Toxicity Hospitalization Indicator

Full Text

a numeric code to describe the severity of an adverse event using the protocol-specified version defined for the Common Terminology Criteria

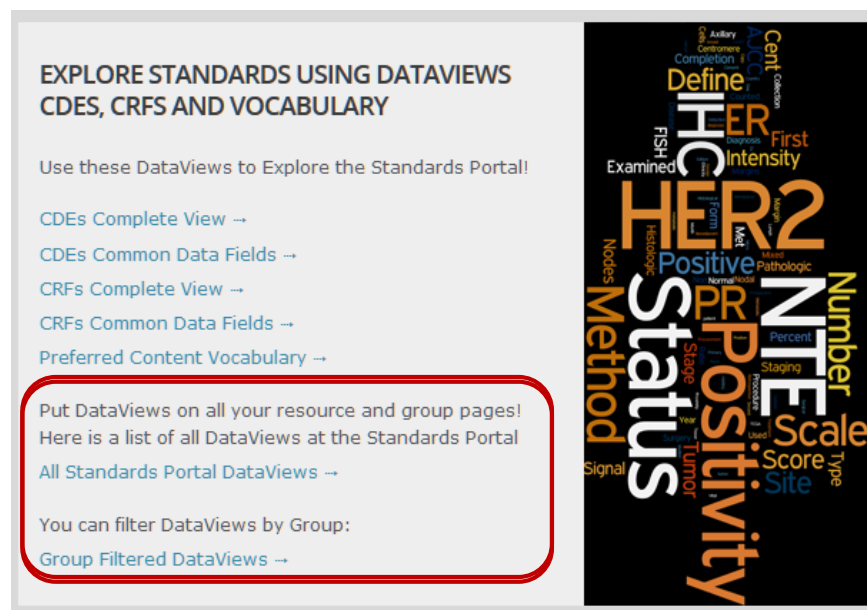


## Create Group and Resource Pages for Standards Discussion and Dissemination

You can create your own customized pages at the Standards Portal for discussion and dissemination of standards. You must be registered to create a group or resource. You must also be registered to be a member of any group. You do not have to be registered to access a resource page, although the creator of the resource may restrict access to certain groups (and then you will have to register and be a member of that group to see the resource).

You can create a Group to discuss standards among members of your community. Find out about groups here <http://nciphub.org/groups>. Go here <https://nciphub.org/groups/new> to create a new group. More information about features of groups can be found here <https://hubzero.org/groups> (click “Need Help?”) and here <https://nciphub.org/kb/groups/general>. Groups use Wiki format for entering text.

You can create a Resource to present and discuss standards. Find out about resources here <https://nciphub.org/resources>. Resources are created through a self-guided process that begins here <https://nciphub.org/resources/new>. Resource pages use HTML for entering text.



**EXPLORE STANDARDS USING DATAVIEWS  
CDEs, CRFS AND VOCABULARY**

Use these DataViews to Explore the Standards Portal!

- [CDEs Complete View →](#)
- [CDEs Common Data Fields →](#)
- [CRFs Complete View →](#)
- [CRFs Common Data Fields →](#)
- [Preferred Content Vocabulary →](#)

Put DataViews on all your resource and group pages!  
Here is a list of all DataViews at the Standards Portal

[All Standards Portal DataViews →](#)

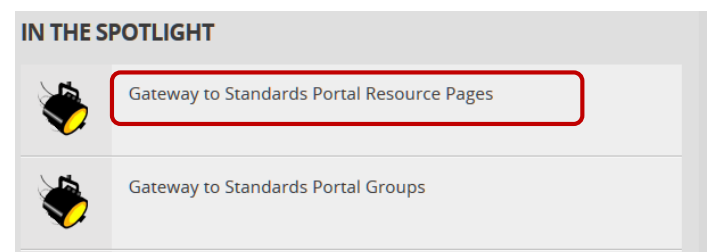
You can filter DataViews by Group:  
[Group Filtered DataViews →](#)

HER2, IHC, Status, Positivity, NTE, Scale, Site, Score, Type, Percent, Staging, Pathologic, Normal, Tumor, Stage, Method, Nodes, Examined, Fish, Define, Cent, Accr, Complete, Consume, Auxiliary



You can place DataViews on your group and resource pages so users can explore data directly from your customized area.

Click on the link for All Standards Portal DataViews. There you can choose a DataView for your resource or group page. The Wiki and HTML “code” needed to place the DataView link on your resource or group page is available from the DataView for you to “cut and paste”.

You can also use “filtered” CDE and CRF DataViews for your customized areas. DataViews can be filtered by “upload group”, so that only the TCGA CDEs or only the Adverse Events CDEs are presented for browsing and exploration. Click the Group Filtered DataViews for the link corresponding to a filtered view.





**IN THE SPOTLIGHT**

-  [Gateway to Standards Portal Resource Pages](#)
-  [Gateway to Standards Portal Groups](#)

There is a DataView listing all “standards portal” resources at <https://nciphub.org>. The Gateway to Standards Portal Resource Pages is available at IN THE SPOTLIGHT. If you want your resource to be part of this DataView, you must add a Standards Portal tag to your resource.

Standards Portal Resource Pages						
<div> Download Fullscreen Clear Filters No-Wrap </div> <div> Show 10 entries <div>First Previous 1 Next Last</div> <div>Search:</div> </div>						
ID	Resource Name	Date Created	View Count	Landing Page Abstract	Tags	Authors
292	Adverse Events Terminology Standards, Data Elements and Case Report Forms	2010-04-19	302	This updated version of nam...	Standards Portal, CTCAEV3, NCI, Adverse Events, CDE, CRF, CTCAE	Ann Christine Catlin, Denise Warzel, Sharon Gaheen, Sherri de Coronado
618	TCGA Portal for Common Data Elements	2013-08-05	419	TCGA Common Data Eleme...	TCGA CDEs DataViews, TCGA, Common Data Elements, CDEs, Standards Portal	Ann Christine Catlin, Sumudinie Fernando, Ruwan Egoda Gamage, Denise Warzel, Steven Snyder, Sharon Gaheen
712	NCI Standard CRFs	2013-08-23	268	Working in conjunction with ...	Forms, CRFs, Standards, Standards Portal	Denise Warzel
713	CPTAC CDE DataViews	2013-08-26	175	CDEs are explored through ...	Standards Portal, Adverse Events, CDEs, CPTAC, TCGA, CRFs, Data Views	Sharon Gaheen
716	Standards Portal CDEs Complete View	2013-09-10	124	This DataView for the Stand...	NCI, CDEs, Common Data Elements, DataView, Standards Portal	Ann Christine Catlin, Denise Warzel, Sharon Gaheen, Sherri de Coronado
718	Standards Portal CRFs Complete View	2013-09-10	118	This DataView for the Stand...	Standards Portal, NCI, Case Report Forms, CRFs, DataView	Ann Christine Catlin, Denise Warzel, Sharon Gaheen, Sherri de Coronado
720	Standards Portal Preferred Content Vocabulary	2013-09-10	120	This DataView for the Stand...	Standards Portal, NCI, Vocabulary, CDEs, CRFs, Common Data Elements, Case Report Forms, DataView	Ann Christine Catlin, Denise Warzel, Sharon Gaheen, Sherri de Coronado
722	Standards Portal CDEs Common Data Fields	2013-09-10	113	This DataView for the Com...	Standards Portal, NCI, Common Data Elements, DataView, CDEs	Ann Christine Catlin, Denise Warzel, Sharon Gaheen, Sherri de Coronado
724	Standards Portal CRFs Common Data Fields	2013-09-18	48	This DataView for the Com...	DataView, Standards Portal, NCI, CRFs, Case Report Forms	Ann Christine Catlin, Denise Warzel, Sharon Gaheen, Sherri de Coronado
<div> ID Resource Name Date Create View C Landing Page Abstract Tags Authors </div> <div> Show 10 entries Showing 1 to 9 of 9 entries <div>First Previous 1 Next Last</div> </div>						

IN THE SPOTLIGHT	
	Gateway to Standards Portal Resource Pages
	Gateway to Standards Portal Groups

There is a DataView listing all “standards portal” groups at <https://nciphub.org>. The Gateway to Standards Portal Groups is available at IN THE SPOTLIGHT. If you want your group to be part of this DataView, you must add the Standards Portal tag to your group.

The DataView for all standards portal groups presents information for assessing the collaboration and community interaction at the portal. For each group, this DataView presents information for:

- Number of group members and link to group membership page
- Number of visits to the group
- Number of discussions underway and link to group discussion page
- Number of requests in the wish list and link to group wish list page
- Link to wiki articles



Gateway to the Standards Portal Group Sites										
<div> Download Fullscreen Clear Filters No-Wrap </div>										
Show: All entries <div>First Previous 1 Next Last</div> <div>Search:</div>										
ID	Icon	Group Name	Created	Tags (Click by list of tags to see all)	Membership Classification	No. of Members	Group Members	Group Visits	Discussion Forum	No. of Discussions
3098		The Standards Portal	2013-04-10	NCI Common Data Elements	Invite Only	8	Show Members	309	Show Discussions	
3099		TGCA Standards Upload	2013-04-10	Standards Portal Standards Upload	Invite Only	8	Show Members	493	Show Discussions	
3107		Adverse Events Standards U...	2013-07-03	Standards Adverse Events		5	Show Members	304	Show Discussions	
3110		TGCA Portal for Common Da...	2013-07-20	Standards Port Common Data		6	Show Members	226	Show Discussions	
3111		Adverse Events Standards D...	2013-07-20	Standards Port Adverse Event		7	Show Members	160	Show Discussions	
3112		Standards Portal Discussion ...	2013-07-21	Standards Port Standards		5	Show Members	231	Show Discussions	
3113		CPTAC CDE and CRF Conten...	2013-07-23	CPTAC Standards Port		5	Show Members	115	Show Discussions	
3114		Standards Portal Authorizati...	2013-07-23	Standards Port Standards		5	Show Members	390	Show Discussions	
3115		CPTAC Portal for CDEs and ...	2013-07-23	CPTAC CDEs	Open	3	Show Members	142	Show Discussions	
3118		Standards Portal DataView L...	2013-08-22	Standards Portal Discover	Open	5	Show Members	222	Show Discussions	
3122		Eligibility Standards Upload	2013-09-18	CRFs Provided by Eligibility	Invite Only	4	Show Members	35	Show Discussions	

### TCGA CDE STANDARDS

TCGA version 2.6 CDEs are the standard elements in validation of clinical data in the TCGA 2.6 data files, available for download at the Data Matrix. This portal presents the CDEs for search and discovery, with materials to clarify the CDEs and describe best practices for adopting them.

### ADVERSE EVENTS STANDARDS

This updated version of naming and grading of adverse events in cancer clinical trials is the result of collaboration among academic, government and pharmaceutical industry clinical investigators. The effort is based on the need for reproducible, consistent and readily usable adverse events reports.

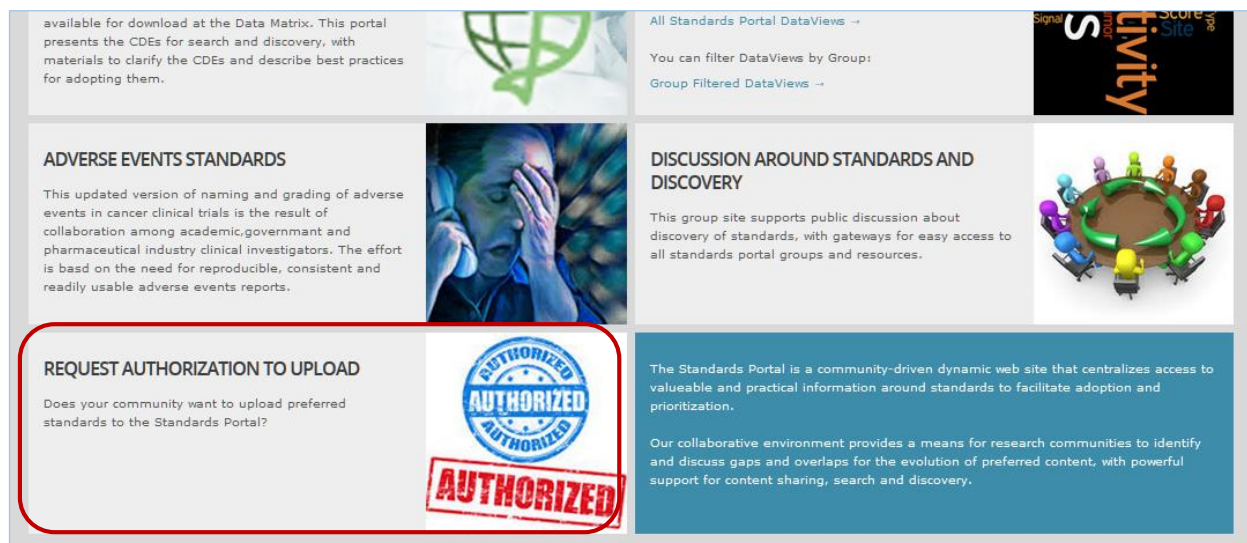
Some resource pages are also available from the Standards Portal Home Page. Click to see the TCGA CDE Standards resource page of the Adverse Events Standards resource page.

At the bottom right of the Standards Portal Home page, you can also see the most recent resource pages created by users at NEW IN RESOURCES. Only resources with the Standards Portal tag are listed there.

## Upload CDEs and CRFs to the Standards Portal

Communities want to upload CDE and CRF standards from caDSR to the Standards Portal for exploration, clarification, discussion, dissemination and evolution. A community must be authorized by the NCI standards portal administrators before they are allowed to upload content.

A special group site [https://nciphub.org/groups/nci\\_publish](https://nciphub.org/groups/nci_publish) has been established at the Standards Portal so administrators can control, manage and track the process of authorizing communities for upload. Any user can request authorization to upload. The authorization group is accessible from the Standards Portal home page.



The process for uploading CDE and CRF standards includes four main steps:


**Step 1:** A community creates a Hub group site for upload starting here <https://nciphub.org/groups/new>. This is where the upload will take place.

**Step 2:** The community's group manager then goes to the NCI standards portal authorization group site <https://nciphub.org/groups/standardsportaluploadauth> to request authorization.

**Step 3:** Authorization is granted by NCI. A customized Wiki template is generated by NCI for the requesting group's upload and this template is sent to the community's group manager.

**Step 4:** The group manager pastes the Wiki template into the private area of the community's group site and uses it to upload the caDSR XML files containing CDE and CRF content.


Users can get to the authorization group site by clicking on REQUEST AUTHORIZATION TO UPLOAD on the Standards Portal home page. Instructions for the authorization process are listed at that group site.



**Standards Portal Authorization to Upload** ▶ Overview

[authorization to upload standards](#)
[standards](#)
[standards portal](#)

**ABOUT THE GROUP**



Does your community want to upload content at the Standards Portal?

Read this document first [Standards Portal Guide to Upload Content](#) for a detailed description of the process (September 25, 2014).

The Standards Portal uses the [Wish List](#) on this page for authorization requests.

**Join Group**

Overview

Members

Wiki

Details for Step 1 are listed below. Note that you must be a registered Hub user before you can create a group site at <https://nciphub.org/groups/new>.

Resources

Discussion

Blog

Wish List 4

Projects

Calendar

Announcements

Collections

Discoverability

**Before you make your request for authorization:**

1. Create a group site for your upload	click to <a href="#">create new group</a>
2. Make your group invite only	group membership must be <b>invite-only</b>
3. Add two tags to your group for tracking	your group must have these tags: <b>Standards Portal</b> and <b>Standards Upload</b>
4. Add one tag to your group for discovery	your group should have this tag: <b>Provided by name</b> , where <b>name</b> is the search phrase you want attached to your content. (Example: Provided by Adverse Events)
5. Group manager must request authorization	group manager must return to this page to make the authorization request from the Wish List

Make sure you have added the required tags for your group.

You are now ready to request authorization at the Standards Portal authorization group site <https://nciphub.org/groups/standardsportaluploadauth>. First you must click on Join Group to join the authorization group.

You are immediately accepted as a member of this group. You will make your request for authorization here at the Wish List in this group. Details for Step 2 are listed below:

**Request authorization using the [Wish List](#) on this page :**

For your Wish List request:

1. Use the <a href="#">Wish List</a> on this page	request authorization from the Wish List on this group page, you can also access the Wish List using the menu to your left
2. Include a link to your group site	we use your group link to return a customized wiki template to you for the upload.
3. Include your email address	you will receive an email with text to copy to your private group area, the text is the uploader template
4. Include the tag "Standards Upload"	we want to track your request for authorization

When you click on the Wish List at the Standards Portal authorization to upload group, you will see other requests to upload, some of which have already been granted.



Standards Portal Authorization to Upload
Wish List

+ Add a new wish

Prioritized List of Pending Requests (4)

Request authorization to upload Demography Standards
Proposed by Ann Christine Catlin @ 11:19 am on 06 Mar 2014 • 0

0
0
GRANTED

Request authorization to upload Eligibility Standards
Proposed by Ann Christine Catlin @ 11:18 am on 06 Mar 2014 • 0

0
0
GRANTED

Adverse Events authorization request to upload content at the NCI Standards Portal
Proposed by Ann Christine Catlin @ 7:34 am on 06 Mar 2014 • 0

0
0
GRANTED

TCGA would like to upload content at the NCI Standards Portal
Proposed by Ann Christine Catlin @ 7:22 am on 06 Mar 2014 • 0

0
0
GRANTED

Click on Add a new wish to make your request. You need to be the group manager to make the request. Include the required link and tags in your request.

Ann Christine Catlin 11:18 am 06 Mar 2014

0
0

Request authorization to upload Eligibility Standards

Request authorization to upload to the group [https://nciphub.org/groups/nci\\_eligibility](https://nciphub.org/groups/nci_eligibility). I am the manager of that group. My email address is [acc@purdue.edu](mailto:acc@purdue.edu).

Eligibility standards upload

Move Make it private Edit Report abuse

The NCI administrator will now consider your request:

The next step:

Standards Portal administrators will consider your request and notify you by email when a decision has been made

The NCI standards portal administrator will first mark your request as Granted. This will track authorization requests for the Standards Portal.

Ann Christine Catlin 11:18 am 06 Mar 2014

0
0

Request authorization to upload Eligibility Standards

Request authorization to upload to the group [https://nciphub.org/groups/nci\\_eligibility](https://nciphub.org/groups/nci_eligibility). I am the manager of that group. My email address is [acc@purdue.edu](mailto:acc@purdue.edu).

Eligibility standards upload

Move Make it private Edit Report abuse

GRANTED

on 15 Mar 2014 by Ann Christine Catlin

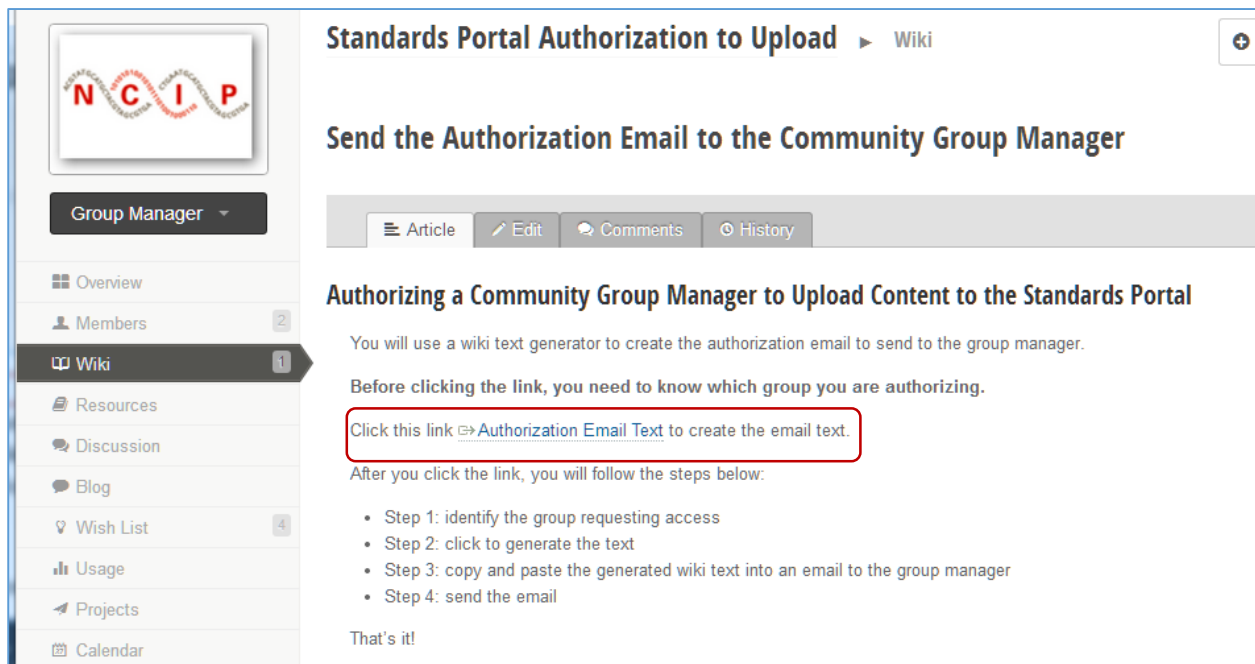
The administrator will then generate and send a Wiki template customized for YOUR group that will allow you to upload your content to the Hub.

### To Authorize

Click on the Wiki for instructions (NCI administrators only)

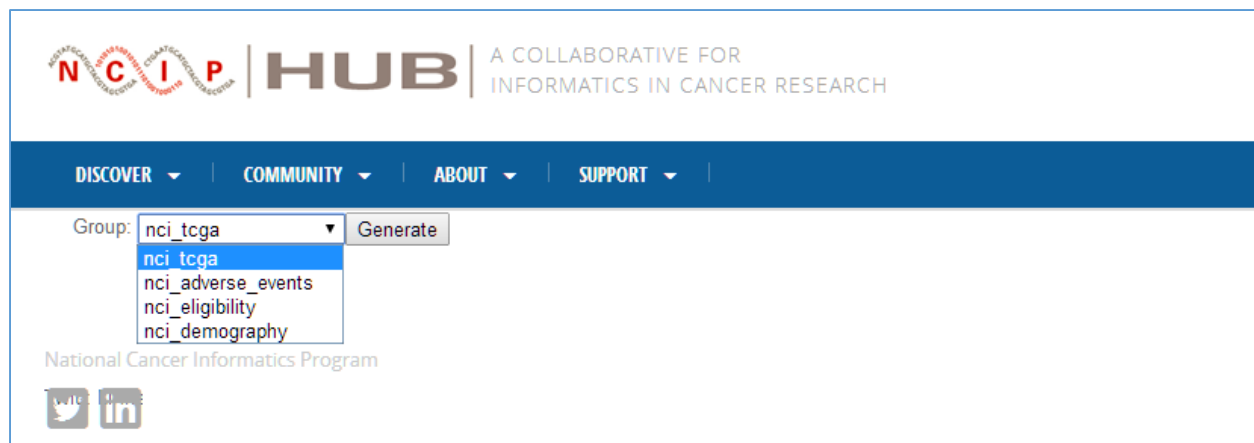
The administrator will click on the Wiki in the left group menu of the Standards Portal authorization group.

Administrators who click on the Wiki menu option will see the page below – it describes how to generate the Wiki template and send it to the group manager requesting authorization. The administrator clicks the link Authorization Email Text.



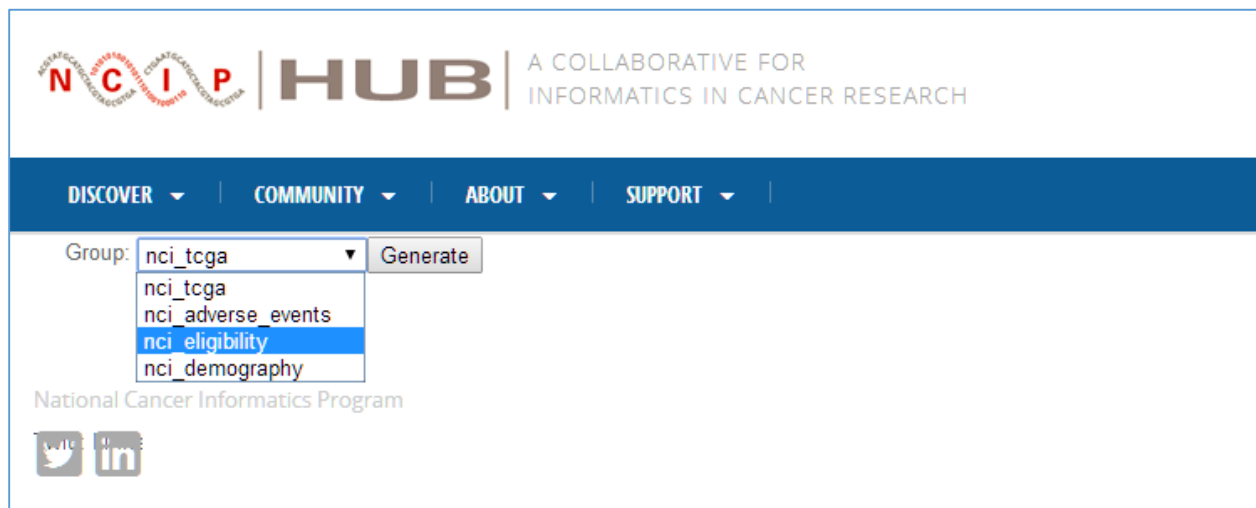
The screenshot shows the 'Standards Portal Authorization to Upload' Wiki page. On the left is a sidebar with a 'Group Manager' dropdown and a menu including Overview, Members, Wiki (selected), Resources, Discussion, Blog, Wish List, Usage, Projects, and Calendar. The main content area has a title 'Standards Portal Authorization to Upload' with a 'Wiki' tab. Below the title is the heading 'Send the Authorization Email to the Community Group Manager'. A toolbar contains 'Article', 'Edit', 'Comments', and 'History' tabs. The main text explains the process of authorizing a group manager to upload content, instructing the user to click a link labeled 'Authorization Email Text' (highlighted with a red box). A list of four steps is provided: 1. identify the group, 2. click to generate text, 3. copy and paste the text into an email, and 4. send the email. The page concludes with 'That's it!'.

The administrator selects the group that will receive the customized the template.

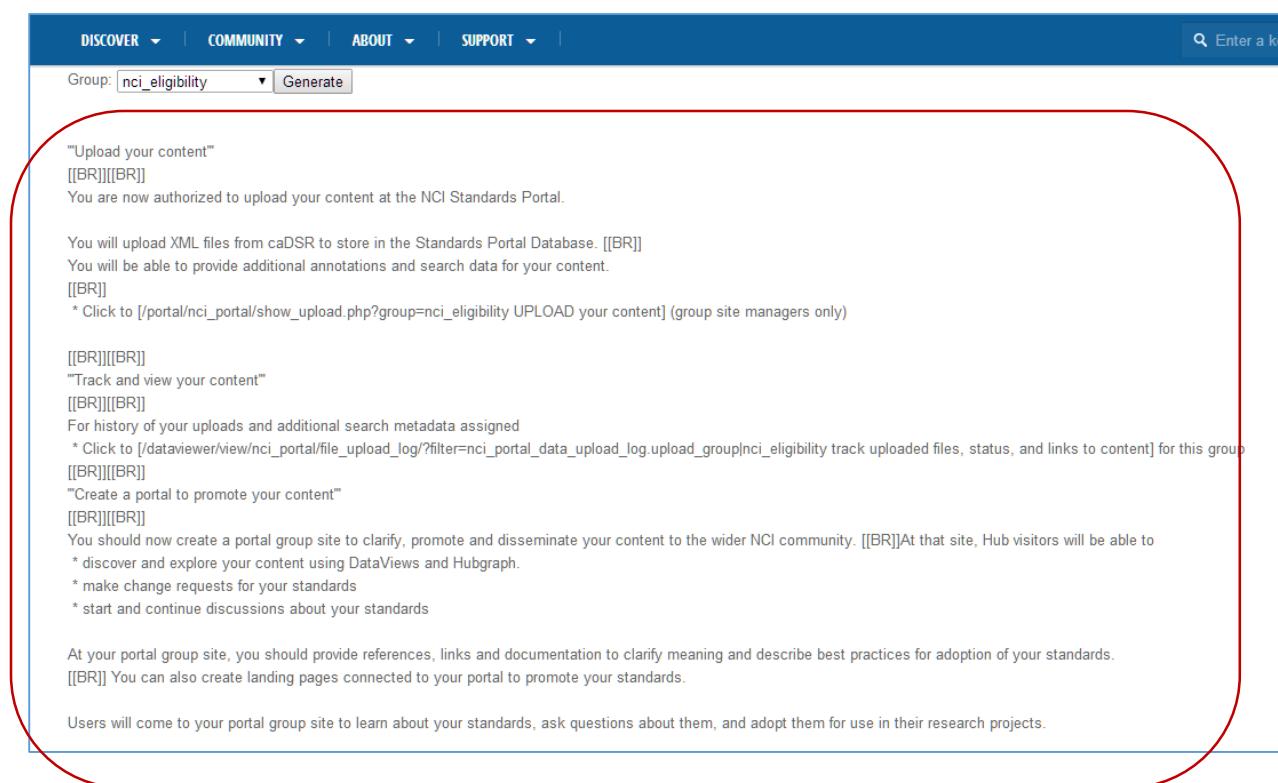


The screenshot shows the NCI HUB website header with the logo and the text 'A COLLABORATIVE FOR INFORMATICS IN CANCER RESEARCH'. Below the header is a navigation bar with 'DISCOVER', 'COMMUNITY', 'ABOUT', and 'SUPPORT' tabs. The 'Group:' dropdown menu is open, showing a list of groups: 'nci\_tcga' (selected), 'nci\_adverse\_events', 'nci\_eligibility', and 'nci\_demography'. A 'Generate' button is next to the dropdown. At the bottom, the text 'National Cancer Informatics Program' and social media icons for Twitter and LinkedIn are visible.

The administrator then clicks the Generate button. An example Wiki is shown below. The administrator will cut and paste this wiki text (outlined in red) into an Email which will be sent to the group manager.



The screenshot shows the top of the NCI HUB interface. The header includes the NCI HUB logo and the text "A COLLABORATIVE FOR INFORMATICS IN CANCER RESEARCH". Below the header is a navigation bar with links: DISCOVER, COMMUNITY, ABOUT, and SUPPORT. The main content area shows a "Group:" label followed by a dropdown menu. The dropdown menu is open, showing a list of groups: nci\_tcga, nci\_adverse\_events, nci\_eligibility (highlighted), and nci\_demography. To the right of the dropdown is a "Generate" button. Below the dropdown, the text "National Cancer Informatics Program" is visible, along with social media icons for Twitter and LinkedIn.



The screenshot shows the NCI HUB interface with the "Group:" dropdown set to "nci\_eligibility" and the "Generate" button. The main content area displays the generated Wiki text, which is outlined in red. The text includes instructions for uploading content, tracking and viewing content, and creating a portal to promote content. The text is as follows:

"Upload your content"  
[[BR]][[BR]]  
You are now authorized to upload your content at the NCI Standards Portal.

You will upload XML files from caDSR to store in the Standards Portal Database. [[BR]]  
You will be able to provide additional annotations and search data for your content.  
[[BR]]  
\* Click to [/portal/nci\_portal/show\_upload.php?group=nci\_eligibility UPLOAD your content] (group site managers only)

[[BR]][[BR]]  
"Track and view your content"  
[[BR]][[BR]]  
For history of your uploads and additional search metadata assigned  
\* Click to [/dataviewer/view/nci\_portal/file\_upload\_log/?filter=nci\_portal\_data\_upload\_log.upload\_group(nci\_eligibility track uploaded files, status, and links to content)] for this group  
[[BR]][[BR]]  
"Create a portal to promote your content"  
[[BR]][[BR]]  
You should now create a portal group site to clarify, promote and disseminate your content to the wider NCI community. [[BR]]At that site, Hub visitors will be able to  
\* discover and explore your content using DataViews and Hubgraph.  
\* make change requests for your standards  
\* start and continue discussions about your standards

At your portal group site, you should provide references, links and documentation to clarify meaning and describe best practices for adoption of your standards.  
[[BR]] You can also create landing pages connected to your portal to promote your standards.

Users will come to your portal group site to learn about your standards, ask questions about them, and adopt them for use in their research projects.

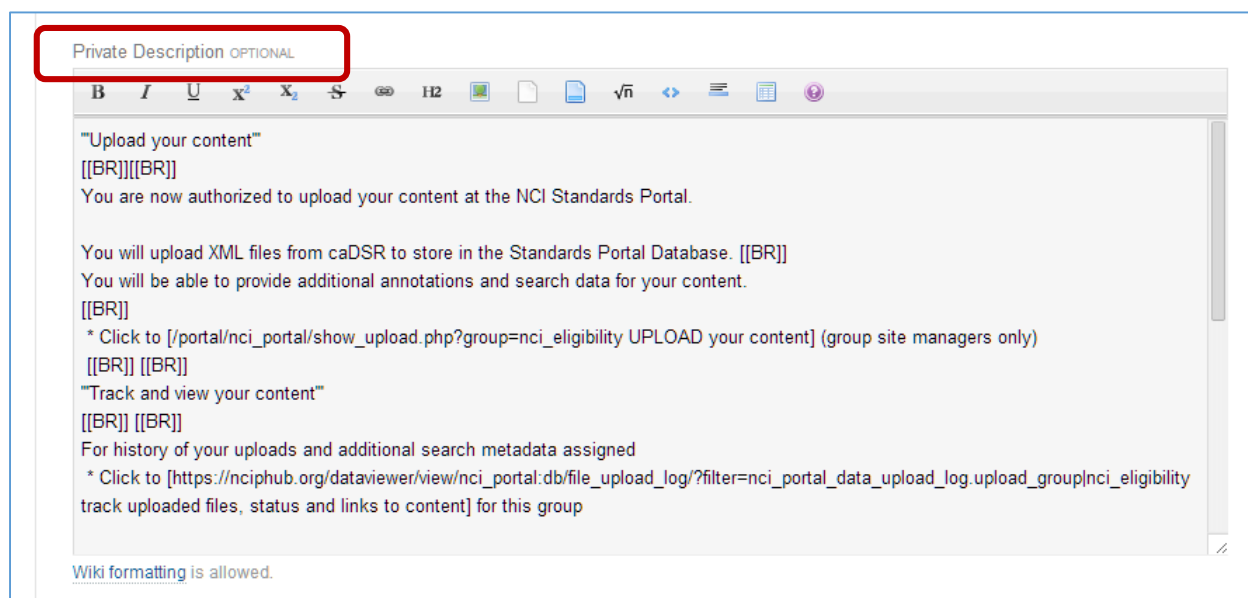
The administrator can now send an email to the manager of the group using the email in the Wish List request. The contents of the generated Wiki page should be copied to the email.

The administrator's job is now done.

As the group manager, you must now complete the process for preparing your group to upload content.

An email granting authorization will be sent to you from the NCI administrators. You should check your email to see if an authorization email has been sent. That email will contain the Wiki text you need for your upload group. Click this email to see the the Wiki text that you will **copy and paste to the Private Area of your upload group**.

Paste the Wiki text to the private area of your group.



The screenshot shows a Wiki editor interface. At the top, a red box highlights the text "Private Description OPTIONAL". Below this is a rich text editor toolbar with various icons for bold, italic, underline, list, link, etc. The main text area contains the following content:

"Upload your content"  
[[BR]][[BR]]  
You are now authorized to upload your content at the NCI Standards Portal.

You will upload XML files from caDSR to store in the Standards Portal Database. [[BR]]  
You will be able to provide additional annotations and search data for your content.  
[[BR]]  
\* Click to [/portal/nci\_portal/show\_upload.php?group=nci\_eligibility UPLOAD your content] (group site managers only)  
[[BR]] [[BR]]

"Track and view your content"  
[[BR]] [[BR]]  
For history of your uploads and additional search metadata assigned  
\* Click to [https://nciphub.org/dataviewer/view/nci\_portal:db/file\_upload\_log/?filter=nci\_portal\_data\_upload\_log.upload\_group|nci\_eligibility track uploaded files, status and links to content] for this group

Wiki formatting is allowed.

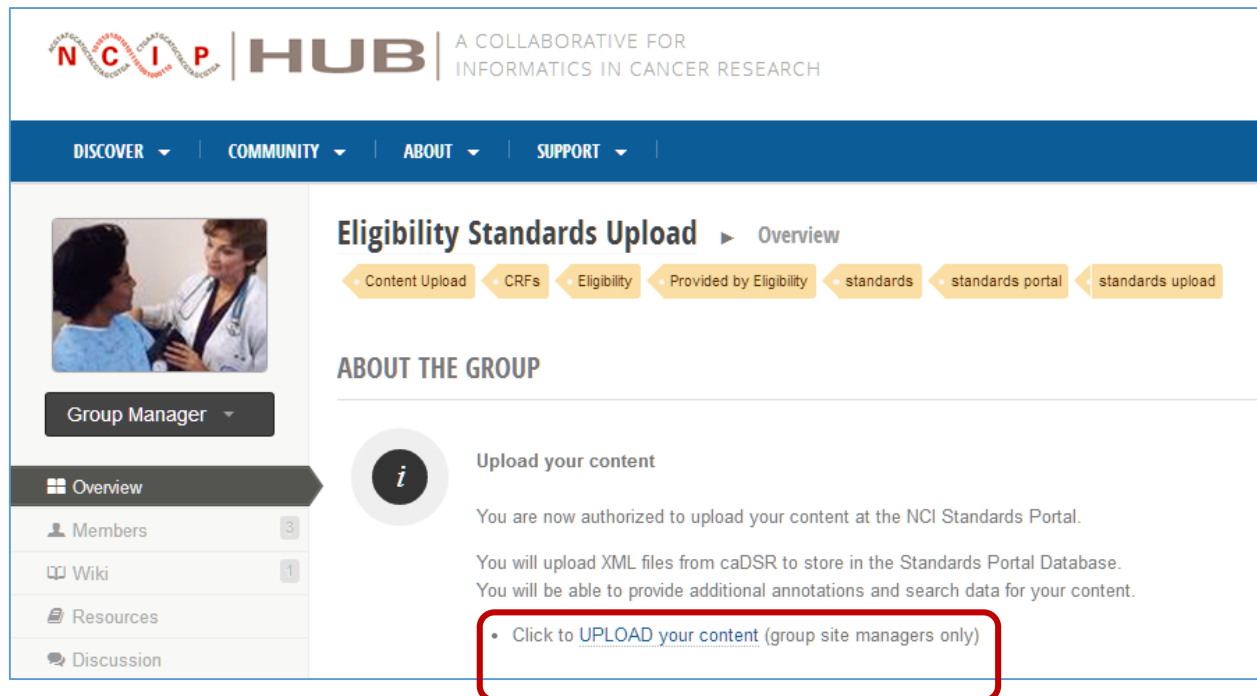
The final set of instructions at Authorization to Upload group

<https://nciphub.org/groups/standardsportaluploadauth> is shown below. You have already accomplished the first step – checking for the authorization email, opening the email, copying/pasting the Wiki text to your group site.

If authorization is granted:	
1. You will get an email with a wiki template	a wiki template for uploading caDSR XML files at your Standards Portal group site will be sent to you. You will place the wiki template into the private area of your group site. You get to the private area of your group through <b>Edit Group Settings</b>
2. Assemble your data at caDSR and save as XML	you need to assemble your CDEs or CRFs at caDSR, and save in XML file format. Only XML format files can be uploaded at the Standards Portal.
3. Back at your group, click on the UPLOAD link in that template	You will click on the Upload link in the private area of your group site to upload your XM-format caDSR files. You will be able to add extra search tags and annotations to help users at the Standards Portal discover your content.
4. You get a log that tracks your upload	You will see a log of your uploads and a DataView to browse and explore your uploaded content at the Standards Portal.
5. You get a DataView link to explore your data	Click on the DataViews link to search, explore, filter, drill-down and link your standards.

In step 2 above, you need to assemble your content (CDEs, CRFs) at the caDSR repository and save as an XML format file. This XML format file will be uploaded to the Hub Standards Portal.

In this example, you have a CRF for Eligibility to upload at your group site. Click on the Upload link.



You are now ready to upload the XML file containing a CRF for Eligibility Standards to the Hub.

When you click on the link to **UPLOAD** your content, you will

- Browse to select your XML file
- Add public annotations and private annotations
- Add extra search tags (used in discovery)
- Click to upload

Note that there are two search tags, Standards Portal and Standards Upload, that are already assigned to your content.



NCI Standards Portal :: Content Upload

### Upload Content Form:

Select File (caDSR XML Format):

Choose File
No file chosen

Private Annotations:

Public Annotations:

Extra Tags:
Standards Portal, Content Upload

Upload

Depending on the size of the XML file, your content may take some time to upload. There is a maximum file size of 100MB imposed by the Hub web server. When the data is loaded to the standards portal database, you will received a success status in the upload tracking log.

### Upload log:

Show 10 entries
First Previous 1 Next Last
Search:

ID	Data File	Status	File Size [MB]	File Type	Type	Upload Date	Uploaded By	Public Annotations
ID	Data File	Status	File Size [..]	File T..	Type	Upload D..	Uploaded By	Public Annotations
8	<a href="#">FormCart2_NCI_Standard_Eligibility_Template_08_16_2013.xml</a>	<a href="#">Success</a>	0.09	text/xml	CRF	2014-03-18 15:13:42	<a href="#">Sumudinie fernando</a>	NCI Standard El

Show 10 entries
Showing 1 to 1 of 1 entries
First Previous 1 Next Last

You will also receive links for DataViews, so you can immediately view the CRF standard you just uploaded. Scroll to the right to see all the information columns in the DataView.

### Group Data Upload Log

Download
Fullscreen
Clear Filters
No-Wrap

Show 10 entries
First Previous 1 Next Last
Search:

ID	Data File	Status	File Size [MB]	File Type	Type	Upload Date	Uploaded By	Public Annotations	Private Annotations
ID	Data File	Status	File Size [..]	File T..	Type	Upload D..	Uploaded By	Public Annotations	Private Annotations
8	<a href="#">FormCart2_NCI_Standard_Eligibility_Template_08_16_2013.xml</a>	<a href="#">Success</a>	0.09	text/xml	CRF	2014-03-18 15:13:42	<a href="#">Sumudinie fernando</a>	NCI Standard Eligibility CRF Vers..	NCI Standard Eligib

Show 10 entries
Showing 1 to 1 of 1 entries
First Previous 1 Next Last

Click the link to view your content:

Standards Portal CRFs Complete View by Selected Group										
<div>DownloadFullscreenClear FiltersNo-Wrap</div> <div>Show 10 entriesFirst Previous 1 Next LastSearch:</div>										
Upload ID	Upload Group	File Name	Public Id	Version	Context	Created By	Date Created	Date Modified	Modified By	Long Name
8	Upload Group	File Name	Public Id	Version	Context	Created By	Date Cres..	Date Modif..	Modified By	Long Name
8	nci_eligibility	FormCart2_NCI_Standard_Eligibi..	2960932	1.0	NCIP	COOPERM	2009-11-17	0001-01-01	-	NCI Standard Eligibility Templa
<div>Show 10 entriesShowing 1 to 1 of 1 entriesFirst Previous 1 Next Last</div>										

There are DataView links for viewing the content for each single upload and for all content uploaded by your group. There is also text to copy and paste the DataView URL to a customized resource or group area that you create for discussion, dissemination and clarification of your standards.