

Using the 17th International HLA & Immunogenetics Workshop Database

Contents

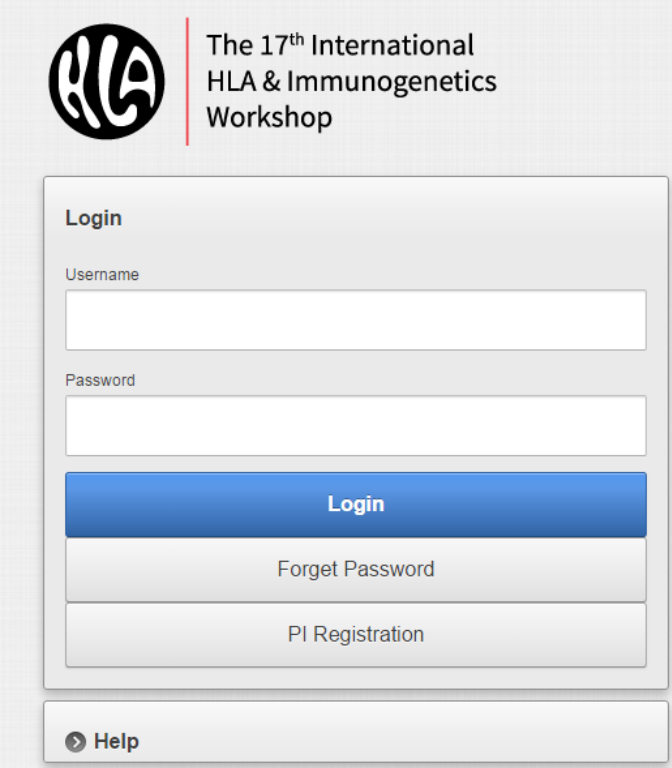
1. [Connecting to the 17th Workshop Database](#)
2. [Creating a Principal Investigator account](#)
3. [Logging into and using the database](#)
 - a. [Home Tab](#)
 - b. [PI Tab](#)
 - c. [Lab Member Tab](#)
4. [Account Management and Basic Help Information](#)
5. [Enrolling Lab Members](#)
 - a. [New Member](#)
 - b. [Import Users](#)
6. [Enrolling in Components](#)
7. [Enrolling in Projects](#)
8. [Enrolling as a Component Affiliate](#)
9. [Enrolling as a Project Affiliate](#)

1. Connecting to the 17th IHIW 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.

Register to Participate
Apply to contribute to the components.

Once connected to the database, users will be presented with the login page below.

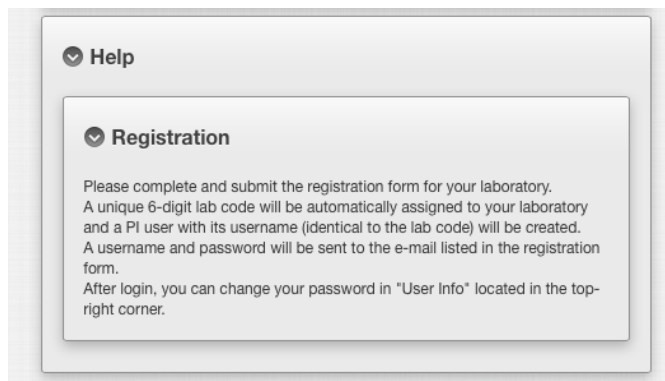


The screenshot shows the login interface for the 17th International HLA & Immunogenetics Workshop. It includes a logo, a title, a login form with fields for username and password, a blue login button, and links for forgot password and PI registration. A help button is located at the bottom.

New users can register as IHIW Principal Investigators (PIs) by clicking the PI registration button and following the instructions in [Section 2](#). Returning PIs and Lab Members can log into the IHIW database by clicking the Login button and following the instructions in [Section 3](#).

Clicking the “> Help” button will provide basic information about registration.

If you forgot your password, click the “Forgot Password” button, fill in the requested information, and then submit. The administrator will email you a NEW temporary password.



2. Creating a Principal Investigator Account

17th IHIWS Principal Investigators (PIs) have four powers in the IHIW database:

- i. PIs can enroll in Components,
- ii. PIs can enroll in Projects,
- iii. PIs can enroll new Lab Members and co-PIs for their laboratory, and
- iv. PIs can update information for their laboratories.

In addition, a newly enrolled PI is automatically enrolled as the first Lab Member in his/her lab.

To create an account as a 17th Workshop PI, click the PI Registration button described in [Section 1](#).

The PI Registration page will display “The 17th IHIWS” at the left end of the dark blue system bar across the top. Links for “Help” and “Logout” are on the left end of this bar. A light blue navigation bar with a “Home” tab will be displayed below the dark blue system bar. An Enrollment Form for new PIs (shown below) will open below the navigation bar.

The 17th IHIWS

Home

nobody Help Logout

Enrollment Form

Country * State/Province * Other

First Name * Last (Family) Name *

E-mail *

Given Labcode Previous Labcode

Title/Degree

Department/Program

Institution/Organization

Address

Address (cont.)

Shipping Address

Shipping Address (cont.)

City

Zip/Postal code

Work Phone

Lab Home page

FAX

* Agreement By checking this box, I acknowledge that I have read and accept the terms and conditions associated with this workshop

Create

At a minimum, all PIs must provide their first (personal) and last (family) names, an email address, and the country and state or province in which they work to enroll. The Country and State (if in United States) fields use pre-populated lists of nations and states (if in United States).

Once the PI's country and last name been provided, the PI's 17th IHIW labcode will appear to the right of the "Assigned Labcode" field. Record this labcode for future use.

Additional information is requested on the Enrollment Form but is not required.

As part of the Enrollment Process, all PIs must agree to the terms and conditions associated with the 17th IHIW by checking the Agreement box. The 17th IHIW terms and conditions can be found on the IHIWS website at <http://ihiws.org/participation-guides>.

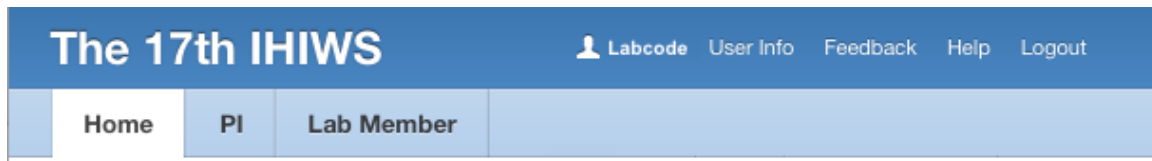
To complete the enrollment process, click the "Create" button in the upper right-hand corner of the Enrollment Form. Each PI enrollment will be sent to the Workshop Chair for approval. The Login page will replace the Enrollment page.

As the Workshop Chair approves each enrollment, enrollees will be emailed a temporary password. Each new PI should log in with this temporary password as described in [Section 3](#), and then change this temporary password as described in Section 4.

3. Logging into and using the Database

To log into the IHIW database, click the Login button described in [Section 1](#).

The login page will display the dark blue system bar at the top, and the light blue navigation bar below it. The “Home”, “PI” and “Lab Member” tabs will appear in the navigation bar, as below.



Home Tab

The “Home” tab will identify:

- i. The Workshop Chair and his contact information in the “Workshop Chair” pane,
- ii. The various Component Chairs and their contact information in the “Component Chair” pane,
- iii. The Components and Projects for which that PI’s laboratory has enrolled in the “Lab Participation” pane,
- iv. The Roles for which the PI has responsibility in the “Personal Enrollment” pane, and
- v. The contact information for the IHIW Project Manager and IHIW System Administrator in the “Contact Info” pane.

PI Tab

The “PI” tab provides links to the powers of PIs in the “Enrollment” pane. PIs, can:

- i. Update the information for their group or laboratory using the “Update Lab Information” link,
- ii. Add new Lab Members and co-PIs under their labcode using the “Register Lab Members/co-PIs” link,
- iii. And apply to enroll in IHIW Components and Projects using the “Participate in a Component” and “Participate in a Project” links.

Lab Member Tab

The “Lab Member” tab provides links to the powers of Lab Members. Lab Members can:

- i. enroll as Component and Project Affiliates,
- ii. submit sample data to Data Collections (aka, Datasets),
- iii. submit data for pedigrees and sample relatives, and
- iv. submit genotyping result data.

4. Account Management and Basic Help Information

User accounts can be managed using the links in the right end of the dark blue system bar.

The labcode of the current user will appear to the right of the user icon: 

User contact information (name, password, email address and phone number) can be updated by following the “User Info” link.

Error reports and feedback regarding the database can be sent to the system administrator using the “Feedback” link.

The “Help” link opens a new page that provides basic help on workshop functions, along with descriptions of the access permissions for each of the database account types (Workshop Chair, Component Chair, Component Affiliate, Project Leader, Project Affiliate, PI and Lab Member).

The “Logout” link logs the user out and loads the Login page (described in [Section 1](#)).

5. Enrolling Lab Members and co-PIs

PIs can enroll new members of their laboratories or groups by selecting the PI tab in the light blue navigation bar (see [Section 3b](#)) and selecting the “Register Lab Members/co-PIs” link.

Co-PIs have all the [powers of PIs](#).

Lab Members can

- i. Access Data Collections that belong to Components or Projects in which their PI has enrolled,
- ii. Submit sample data into Data Collections they can see,
- iii. Access and update sample information submitted under their PI’s labcode,
- iv. Submit typing reports for samples, and
- v. Access and update typing reports submitted under their PI’s labcode.

The resulting View Lab Users pane will identify all currently enrolled Lab Members associated with a PI’s labcode. To register new Lab Members, click either the [New Member](#) button (to enroll a single Lab Member or co-PI) or the [Import Users](#) button (to enroll multiple Lab Members or co-PIs).

New Member button

When the New Member button is clicked, the Create Lab Member/co-PI pane (below) is loaded:

The screenshot shows a dialog box titled "Create Lab Member". At the top right are "Cancel" and "Create" buttons. The form fields are as follows:

- Labcode: usasjm
- * role: Lab Member (dropdown menu)
- * Name: [text input field]
- * Username: [text input field]
- * Password: [text input field]
- * Email: [text input field]
- Phone: [text input field]
- Ext: [text input field]

Information describing the role (Lab Member or co-PI), Name, Username, Password and Email of the new Lab Member or co-PI are required. Information describing the new Lab Member’s or co-PI’s phone and email are optional.

To specify a role, select Lab Member or co-PI from the role pulldown list.

When done, click the Create button; the new Lab Member or co-PIs account will be created, and the View Lab Users pane will be loaded.

Import Users

When the Import Users button is clicked, the following form is loaded:

Lab Member/co-PI data can be uploaded as a tab-delimited or coma-separated text file containing seven columns (as described in the example below), by selecting the “Upload file, comma separated (*.csv) or tab delimited” option.

role	name	username	password	email	phone	ext
PI	Chia-Jung	chiajung	aaaaaa	cjc@rsch.ju	3838235	213
"Lab Member"	Alice	alix	bbbbb	bma@clin.mo	48-235-2	000

Alternatively, Lab Member/co-PI data can be copied out of a text file, and pasted into the “Copy and Paste Delimited Data” field.

The “Separator” field must reflect the delimiter used in the uploaded or copied data [either \t for tab-delimited data, or a comma (,) for CSV data].

Lab Member/co-PI data containing spaces or delimiters can identified with enclosure characters [e.g., single quote (') or double quotes (")] identified in the “Optionally Enclosed By” field. This allows data like, “Y-F Chow” or “Chow, Y-F” to be entered, if it contains a white-space or a Separator value.

The first row of the Lab Member/co-PI data should include column names for the data to be submitted.

When the settings match the Lab Member/co-PI data, click the “Next” button.

On the following page, review the data to ensure that the column names in the Column Matching row match the column names in the First Row Column Names row for the loaded data. When done, click the “Next” button.

The following page displays the Lab Member/co-PI data that will be loaded into the database for the PI’s labcode. If the data are correct, press the “Load Data” button.

Once enrolled, Lab Members and co-PIs will be able to log into the IHIW database using their PI specified usernames and passwords, as described in [Section 3](#).

6. Enrolling in Components

The 17th IHIW is organized into Components that are open to general enrollment:

- i. NGS of Full-length HLA Genes,
- ii. NGS of Full-length KIR Genes,
- iii. Hematopoietic Cell Transplantation,
- iv. Mapping of Serologic Epitopes,
- v. Informatics of Genomic Data, and
- vi. Extension of HLA allele sequences by full-length HLA allele-specific hemizygous Sanger sequencing (SSBT)

The component, “Quality Control & Quality Assurance” is not open for general enrollment; enrollment in this component requires the prior approval of the Workshop Chair.

PIs can enroll in individual components by selecting the PI tab in the light blue navigation bar ([Section 3b](#)), and following the “Participate in a Component” link.

In the “Component Enrollment Step 1” pane, select the component of interest in the “Enrolling” pulldown list, and then click the “Next” button.

In the following window, click the “Enroll in a Project” button to proceed to Project selection (user is re-directed to the “Participate in a Project” pane under PI). Individual Projects are organized as subsets of specific Components, participants must enroll in each parent Component to select a Project. If not ready to select a Project, click the “Finish” button, approval from the Chair or Project Lead is not required until Projects are selected. PIs can enroll at any time in individual Projects (related to an enrolled component) by selecting the PI tab in the light blue navigation bar ([Section 3b](#)), and following the “Participate in a Project” link.

7. Enrolling in Projects

Individual 17th IHIW Projects are organized as subsets of specific Components. Before a PI can enroll in a Project, they must first be enrolled in that Project's parent Component.

A PI can propose a Project to the Workshop Chair or Component Chair(s) and, when that Project has been approved, can be assigned as a Project Leader by the Workshop Chair, or the appropriate Component Chair.

PIs can enroll in individual Projects by selecting the PI tab in the light blue navigation bar ([Section 3b](#)), and following the "Participate in a Project" link.

In the "Project Enrollment Step 1" pane, select the parent Component from the "Component" pulldown list, select the project of interest in the "Enrolling" pulldown list and then click the "Next" button.

In the following window, read the Project Enrollment Agreement, click the checkbox if you agree with the Project's terms and agreements, and then click the "Finish" button.

The corresponding Component Chair(s) and Project Leader(s) will be notified of each Project enrollment. Project enrollees will be notified via email when their enrollment has been approved.

8. Enrolling as a Component Affiliate (*Affiliate role allows a participant to view data from other laboratories as approved by the Chair*)

Individual PI or Lab Members can apply to become an Affiliate of any Component.

Component Affiliates can:

- i. Access Data Collections that have been assigned to that Component,
- ii. Access sample data belonging to the Data Collections they can access and
- iii. Access typing reports for samples they can access.

A Lab Member can enroll as a Component Affiliate by selecting the Lab Member tab in the light blue navigation bar ([Section 3c](#)), and following the “Component Affiliate Enrollment” link in the “Enrollment as an Affiliate” pane.

In the following window, click the “Enroll in a Project” button to proceed to Project selection (user is re-directed to the “Project Affiliate Enrollment” pane under Lab Member). Individual Projects are organized as subsets of specific Components, participants must enroll in each parent Component to select a Project. If not ready to select a Project, click the “Finish” button, approval from the Chair or Project Lead is not required until Projects are selected. Affiliate can enroll at any time in individual Projects (related to an enrolled component) by selecting the lab Member tab in the light blue navigation bar ([Section 3c](#)), and following the Project Affiliate Enrollment” link in the “Enrollment as an Affiliate” pane.

9. Enrolling as a Project Affiliate (*Affiliate role allows a participant to view data from other laboratories as approved by the Chair*)

Individual PI or Lab Members can apply to become an Affiliate of any Project.

Project Affiliates can:

- i. Access Data Collections that have been assigned to that Project,
- ii. Access sample data belonging to the Data Collections they can access and
- iii. Access typing reports for samples they can access.

A Lab Member can enroll as a Project Affiliate by selecting the Lab Member tab in the light blue navigation bar ([Section 3c](#)), and following the “Project Affiliate Enrollment” link in the “Enrollment as an Affiliate” pane.

In the “Project Affiliate Enrollment Step 1” pane, select the parent Component from the “Component” pulldown, and then select the Project of interest in the “Enrolling” pulldown list and then click the “Next” button.

In the following window, read the Project Affiliate Agreement, click the checkbox if you agree with the Project’s terms and agreements, and then click the “Finish” button.

The corresponding Component Chair(s) and Project Leader(s) will be notified of each Affiliate enrollment. Project Affiliates will be notified via email when their enrollment has been approved.