

SOP-12 Data Format for Validation Tool

The FITBIR informatics system supplies a Validation Tool to assist researchers with the submission of data into the FITBIR repository. The FITBIR Data Validation Tool verifies that submitted data conforms to the required format and range values defined in the FITBIR Data Dictionary. The Validation Tool imports the FITBIR Data Dictionary and validates the metadata associated with the files identified by the FITBIR user for submission against the data dictionary. The tool provides a report of any data discrepancies and warnings. If errors are found, a submission package cannot be created. The tool, which runs as a Java Web Start application, runs locally on a user's computer, requiring the Java runtime environment to be installed.

Prerequisites:

- Valid FITBIR account with Dictionary privilege
- Completed Form Structure in FITBIR

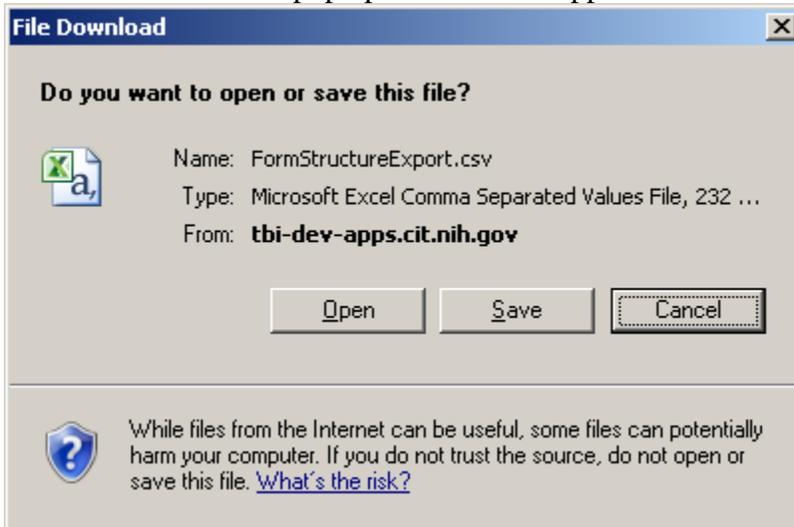
Procedure:

This procedure provides process steps for preparing your data **prior to** utilizing the Validation Tool. Note: Time will vary depending on the number of data elements in your form structure.

Validation Tool

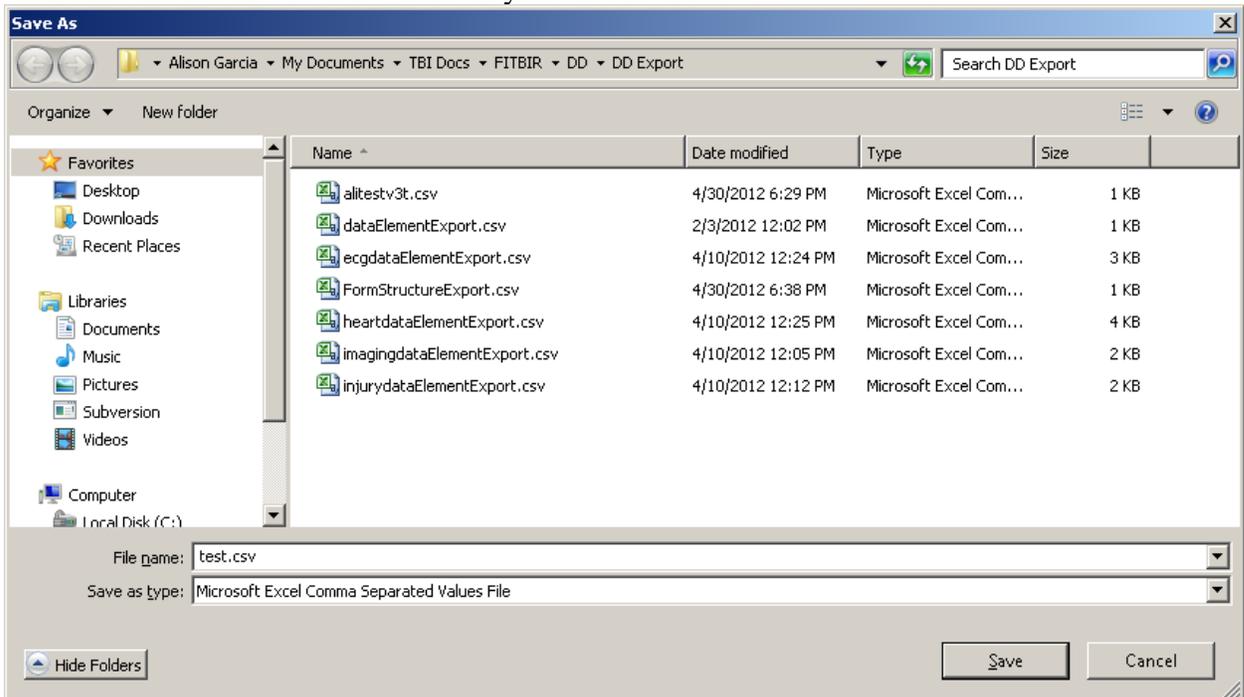
1. Point your browser to the FITBIR website at <http://fitbir.nih.gov>.
2. Click LOG INTO FITBIR
3. There are two ways to export form structures from FITBIR
 - a) Through Workspace → Data Dictionary Tool → Browse Form Structures
 - OR-
 - b) Through the Data Dictionary tab in the top blue navigation → Browse Form Structures
4. Select the desired form structure you want to submit data to.
5. Under the Export Form Structure section, click the CSV link for file format.
Note: CSV files do not support multiple worksheets/tabs.

6. The file download pop up window will appear.

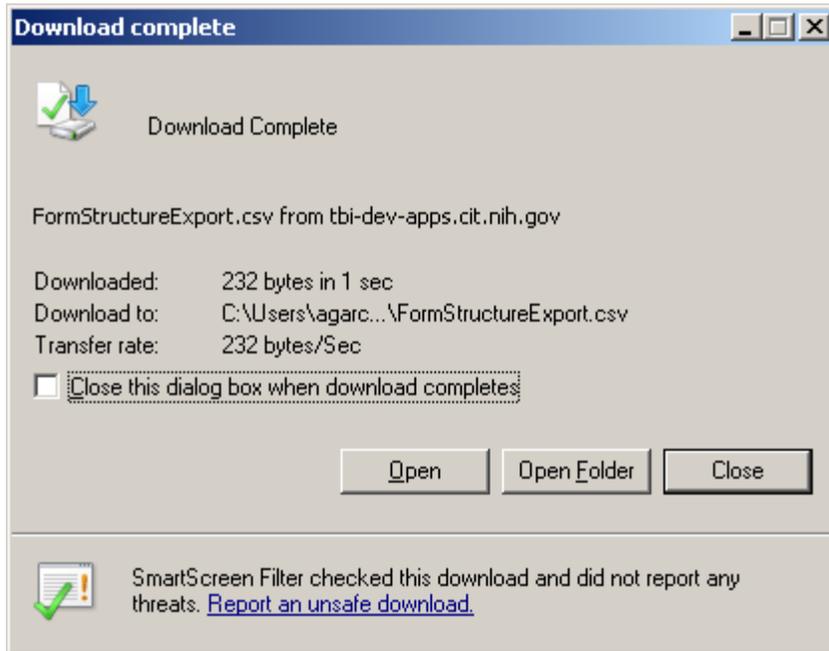


Click the Save button.

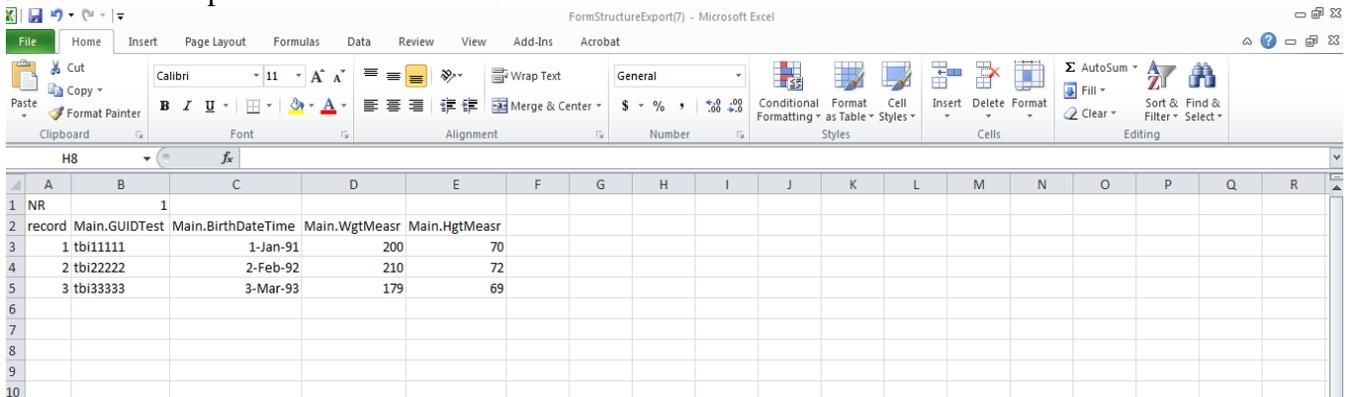
7. Name the file and save it wherever you choose. Click the Save button.



8. When successful, the download complete window appears. Click the Open button.



9. Excel will open. Data can now be submitted to the form structure.



1	NR	1																
2	record	Main.GUIDTest	Main.BirthDateTime	Main.WgtMeasr	Main.HgtMeasr													
3	1	tbi11111	1-Jan-91	200	70													
4	2	tbi22222	2-Feb-92	210	72													
5	3	tbi33333	3-Mar-93	179	69													
6																		
7																		
8																		
9																		
10																		

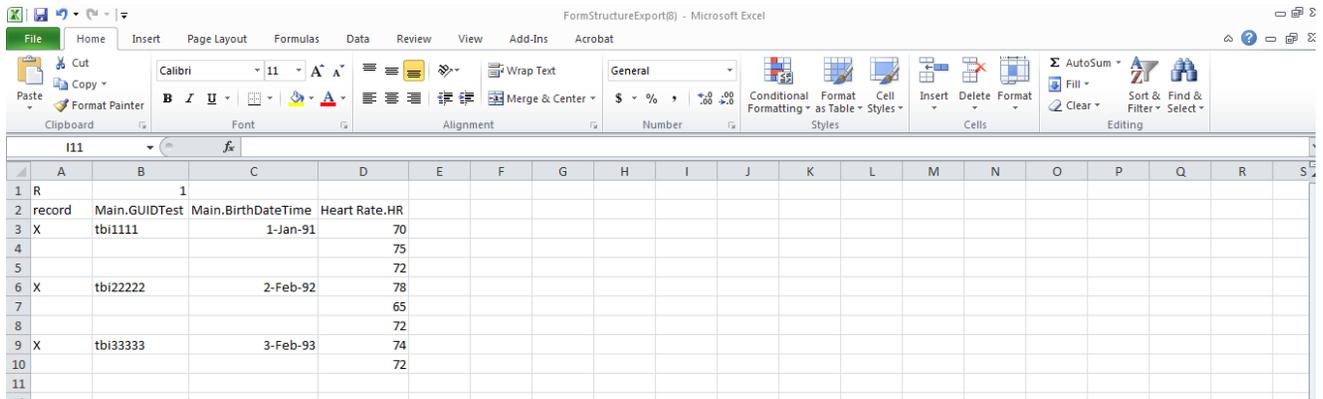
Helpful Information:

- a) Column A Row 1 will always display the form structure name. (i.e. test)
 - b) Column B Row 1 will always display the form structure version number. (1)
 - c) Row 2 will display the names of all the data elements in the form structure (each data element in an individual column). Format: main.dataelementname (i.e. main.WgtMeasr (Weight measurement))
- Note: “Record” (Column A, Row 2) is always part of the CSV files and will be used to provide a placeholder for unique data entries. This should be a numeric entry, such as “1,2,3.”

10. Form Structure with Repeatable Groups:

- Repeatable groups have a different format/naming convention than data elements. Each repeatable group must have a unique name.
Format: repeatablegroupname.dataelementname
(i.e. Heart Rate.HR)
- Data elements will first be entered in Column B Row 3 when there are repeatable groups.
- An X must be placed in Column A(record) next to each unique GUID entry in the spreadsheet.

In the example below, the repeatable group name is Heart Rate. There are (3) GUIDs in this spreadsheet and there is an X in Column A under “record” at the first record of the GUID in the spreadsheet and at the subsequent locations where a new GUID is entered.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	R		1																
2	record	Main.GUIDTest	Main.BirthDateTime	Heart Rate.HR															
3	X	tbi1111	1-Jan-91	70															
4				75															
5				72															
6	X	tbi22222	2-Feb-92	78															
7				65															
8				72															
9	X	tbi33333	3-Feb-93	74															
10				72															
11																			

11. Once spreadsheet is properly formatted and populated with data, follow the steps Validation Tool SOP to submit data for validation.