

ImmPort Excel Template Tutorial

This tutorial reviews general guidelines for completing the typical ImmPort template via Excel. For details on specific templates, please review documentation on the ImmPort site.

1. You will see a table in the template with column headers. You are to fill out the row level data. Each row is associated with 1 entity of the template type. For example, in the Subject table, each row represents a unique subject.

In the below example, you will see 4 unique subjects listed:

<u>subjecthumans</u>	Schema Version 3.36			
Please do not delete or edit this column				
Column Name	Subject ID	Arm Or Cohort ID	Gender	Min Subject Age
	Healthy_Subject_1	example arm vaccine 1	Female	54
	Healthy_Subject_2	example arm vaccine 1	Male	90
	Healthy_Subject_3	example arm vaccine 2	Female	87
	Healthy_Subject_4	example arm vaccine 2	Male	32

2. Template columns shaded in white are required to be filled out for each row, and the template columns shaded in gray are optional. Column headers of colors other than white and gray indicates there are multiple tables from the data model captured in this template. For these columns, the **bolded** columns require a value to be input for each row. Columns labeled as “Results Separator” should be left blank.

In the below examples, the columns “Race” and “Exposure Process Reported” are required. The columns “Race Specify,” “Description,” and “Exposure Material Reported” are optional.

Race	Race Specify	Description	Result Separator Column	Exposure Process Reported	Exposure Material Reported
Black or African American		Healthy population		vaccination	
White		Healthy population		vaccination	
Black or African American		Healthy population		vaccination	
American Indian or Alaska Native		Healthy population		vaccination	

3. Some columns have a set selection of values you can choose from. In excel you will see this in a drop down by hovering over the cell.

ator	Exposure Process Reported	Exposure Material Reported	Exposure Material ID
	vaccination		
	occurrence of autoimmune		
	occurrence of cancer		
	occurrence of cancer assoc		
	occurrence of disease		
	occurrence of infectious di		
	solid tissue transplantation		
	transfusion		
	transplantation or transfus		
	unknown		
	vaccination		

- Columns with "ID" in the name are used to uniquely identify an entity.

When filling out all the submission templates, on the first template where you see a new Column Header with "ID", create unique IDs in that column. Once a unique ID is created, the same ID can be referenced in submission templates filled out later in the process.

For example, in the Human Subjects template, which is the first template uploaded after the Basic Study Design and Protocol templates, there are two columns containing "ID": "Subject ID" and "Arm or Cohort ID." This is the first template to include information on individual subjects or mention the "Subject ID" field, and therefore "Subject ID" should be unique for each row in the template. However, unique values for "Arm or Cohort ID" would have been already created in the Basic Study Design template. Therefore, we only need to reference the "Arm or Cohort ID" values that were created in the Basic Study Design template, and the values do not need to be unique per row.

The unique IDs created by the user and filled out in the ID columns are NOT publicly shared.

In the below example, you will see that the "Subject ID" is unique per row while the "Arm Or Cohort ID" is not.

<u>subjecthumans</u>		Schema Version 3.36		
Please do not delete or edit this column				
Column Name	Subject ID	Arm Or Cohort ID	Gender	Min Subject Age
	Healthy_Subject_1	example arm vaccine 1	Female	54
	Healthy_Subject_2	example arm vaccine 1	Male	90
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	Healthy_Subject_4	example arm vaccine 2	Male	32

5. In Excel, you can hover over each column header for additional information.

Exposure Process Reported	Exposure Process Reported	Disease Stage Reported
vaccination		
vaccination		
vaccination		
vaccination		

This identifies the type of process through which a host is exposed and the type of evidence for that exposure to have happened, which are tightly intertwined. This is the only element of the four that is always mandatory. Please select an exposure process from the list provided if the process matches yours or enter a exposure process if there is not an appropriate one provided. This exposure process is visible when the result is shared. The value provided by the user is further checked against the pref mapping table lk_exposure_process_pref_map. The template column is associated with the following database table column immune_exposure.exposure_process_reported and has data type varchar(100)

6. Do **not** delete the first 2 rows or the first column of the template. These rows and column are highlighted in the image below.

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Please do not delete or edit this column				
Column Name	Subject ID	Arm Or Cohort ID	Gender	Min Subject Age
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