

# UMIN-ICDR (Individual Case Data Repository)

## User Manual

Ver1.0

University hospital Medical Information Network  
(UMIN)

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# Steps to use ICDR system (for researchers)

Register a clinical trial at UMIN-CTR



Access the page to check and update clinical trial information in UMIN-ICDR



Update page



Progress /  
Outcome page

Upload original dataset

- Research plan
- Individual case data specification
- Individual case data

Authorize individuals to download

Check download history

# Functions of ICDR (for researchers)

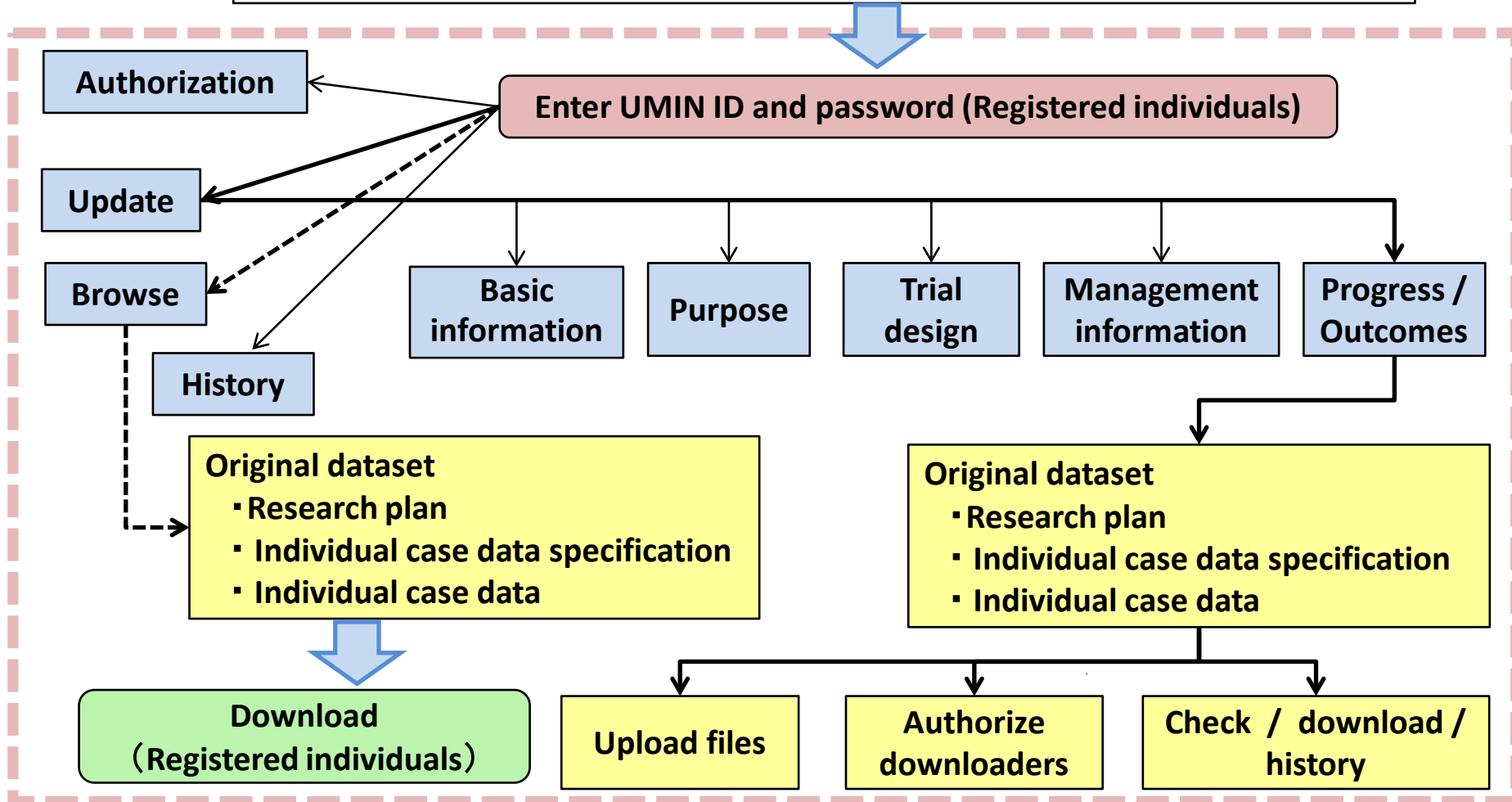


--- New functions added to the existing UMIN-CTR



--- Access restricted by UMIN ID

## Check and update of clinical trial information (UMIN-ICDR)



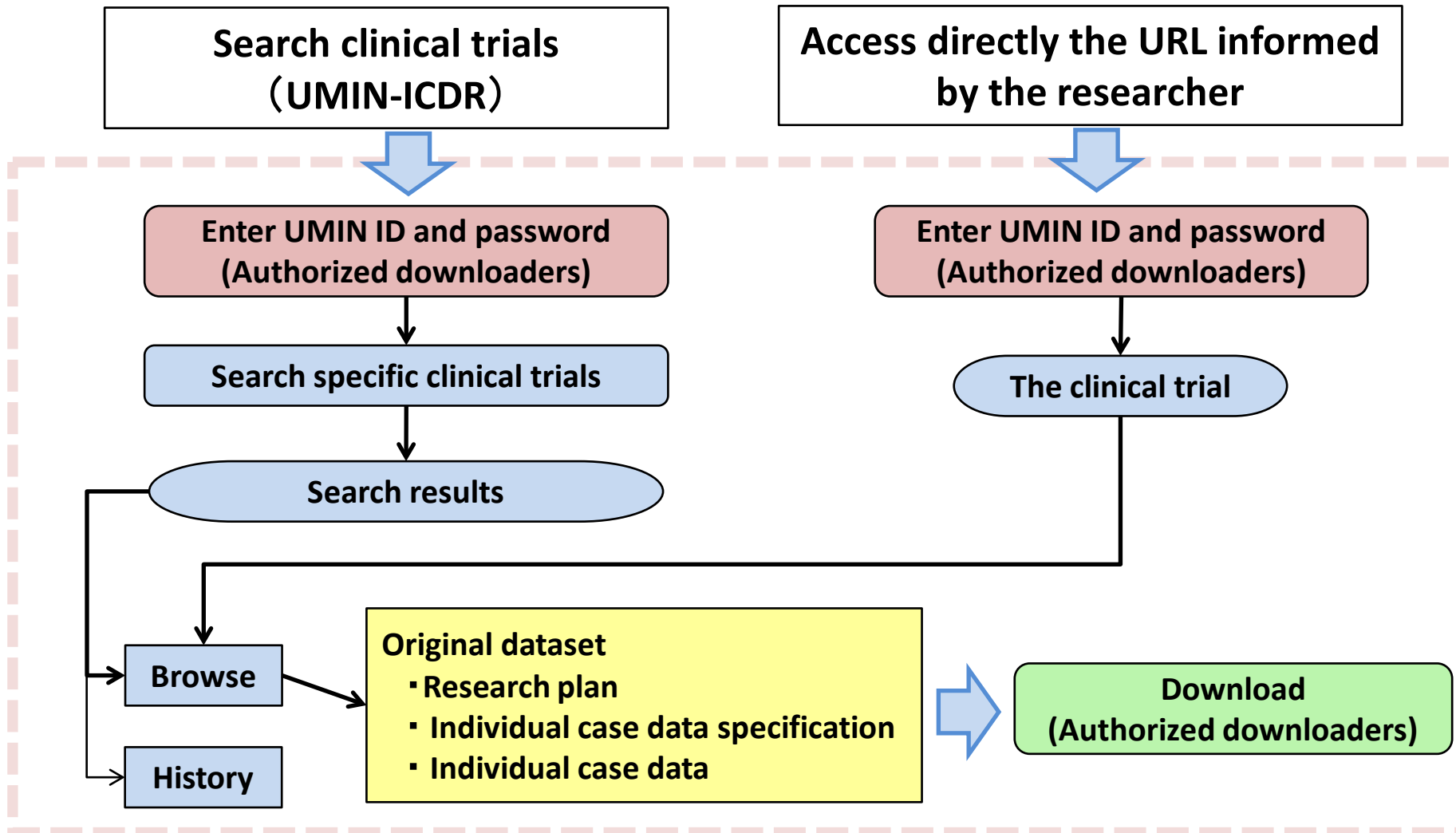
# Functions of ICDR (for authorized individuals to download)



--- New features added to the existing UMIN-CTR



--- Access restricted by UMIN ID



# 1. Access

In order to use UMIN-ICDR, the clinical trial should be registered to UMIN-CTR in advance.

- ① Go to the top page of UMIN-ICDR ( <http://www.umin.ac.jp/icdr/index.html> )
- ② Click “Check and update of clinical trial information” ⇒ User ID and password are required.
- ③ Enter the UMIN ID and password for the registered or authorized individuals, and click “OK”.  
⇒ The list of registered clinical trials is opened.

## 1 UMIN-ICDR TOP

- Go to the page to Check and update of clinical trial information -

Search for clinical trials List of clinical trials that have been registered and open

Search clinical trials

List of all clinical trials currently registered and open.

Registering anonymized individual case data (UMIN ID and password are required)

2 Updating your registered trial information

Anonymized individual case data will be added to the registered clinical trial record.

## 3 Enter the UMIN ID and password

Authentication Required

The server https://upload.umin.ac.jp:443 requires a username and password. The server says: umin-user.

User Name:

Password:

Log In

Cancel

## 2. Open the Progress/Outcomes page

- ① Click “Modify” on the list page of registered clinical trials to open [Select form and check data] page.
- ② Select form and check data: Click “continue” of “Progress” to open.

### UMIN-ICDR List of registered clinical trials

Official scientific title of the study	Receipt No. Unique ID issued by UMIN	Date of provisional registration	Applicant for provisional registration	Recruitment status	Authorized UMIN ID	
		Last modified on	Last modified by			
		Date of disclosure of the study information				
		2011/11/09		Completed		<a href="#">Settings</a> <a href="#">Modify</a> <a href="#">Detail</a> <a href="#">History</a>

### UMIN-ICDR Select form and check data

Select Form					Click here to complete registration
Basic information	Objectives	Study design	Administrative Information	Progress	
<input type="button" value="Continue"/>	<input type="button" value="Continue"/>	<input type="button" value="Continue"/>	<input type="button" value="Continue"/>	<input type="button" value="Continue"/>	Registered

# 3-1. Upload the original dataset

- ① ICDR system is placed at the bottom of the progress page.
- ② Prepare the anonymized original dataset (research plan, individual data specification, individual data). Click “Choose files” to choose a file to upload.
- ③ Click “File upload” to upload the file.

## UMIN-ICDR Progress - Entry

The screenshot shows three sections for uploading files:

- Research Plan**: Registered site, Registrant, File name. Buttons: Choose File (circled 2), File upload (circled 3).
- Research case data specifications**: Registered site, Registrant, File name. Buttons: Choose File, File upload.
- Research case data**: Registered site, Registrant, File name. Buttons: Choose File, File upload.

## Notes for uploading files

- Only one file can be uploaded. Multiple files should be compressed.
- Individual information (including the chart number) cannot be uploaded. The data should be anonymized.
- The way to anonymize the data is up to the researcher.
- The data cannot be deleted once uploaded.



## 3-2. Upload completed

- ① Registered date : The date when the file is uploaded.
- ② Registrant : Name of the individual who uploaded the files.
- ③ File name : The name of the uploaded file.
- ④ If another file is reuploaded, it will appear under the old file.

**※Only the most recent file can be downloaded.**

### UMIN-ICDR Progress - entry

The screenshot shows a form titled "Research Plan" with three columns: "Registered date", "Registrant", and "File name". The first row contains the values "2014/03/19", ".....", and "Research.docx". Below this is a "File name" field with a "Choose File" button and the text "No file chosen". A "File upload" button is at the bottom. Red circles and boxes highlight the date, registrant, and file name fields.

Registered date	Registrant	File name
2014/03/19	.....	Research.docx

File name: Choose File No file chosen

File upload

### UMIN-ICDR Progress-entry (If reuploaded)

The screenshot shows the same form as above, but with two rows in the table. The second row is highlighted with a red box. A green callout box with an arrow points to the second row, containing the text "The reuploaded file will be added under the old file." Red circles and boxes highlight the date, registrant, and file name fields for both rows.

Registered date	Registrant	File name
2014/03/19	ii	Research.docx
2014/03/19	i	Research.docx

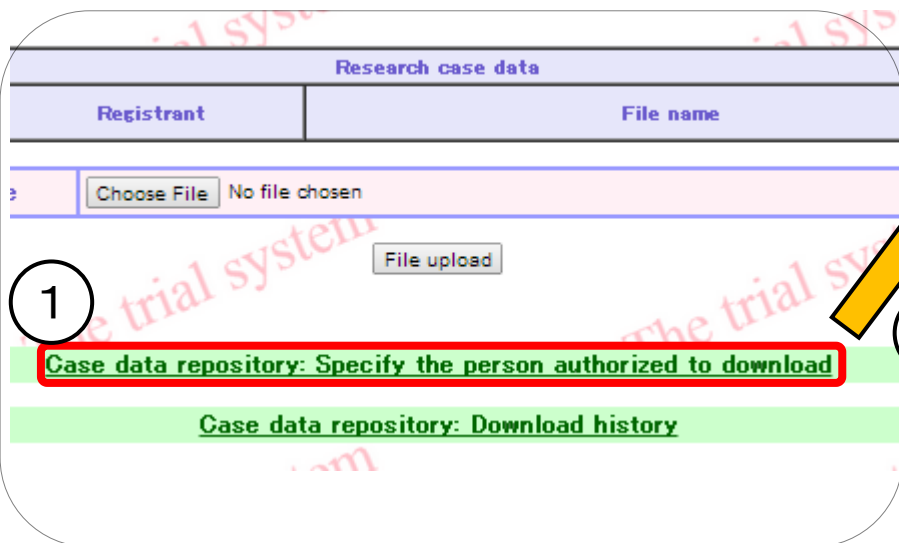
The reuploaded file will be added under the old file.

# 4. Specify authorized individuals to download

- ① Click “Specify the person authorized to download” to open the form .
- ② Enter the UMIN ID of the individual to be specified as an authorized downloader.
- ③ Click “Add downloader”
- ④ The authorized downloader will appeared in the list.
- ⑤ Click “remove” to remove the individual from the list.

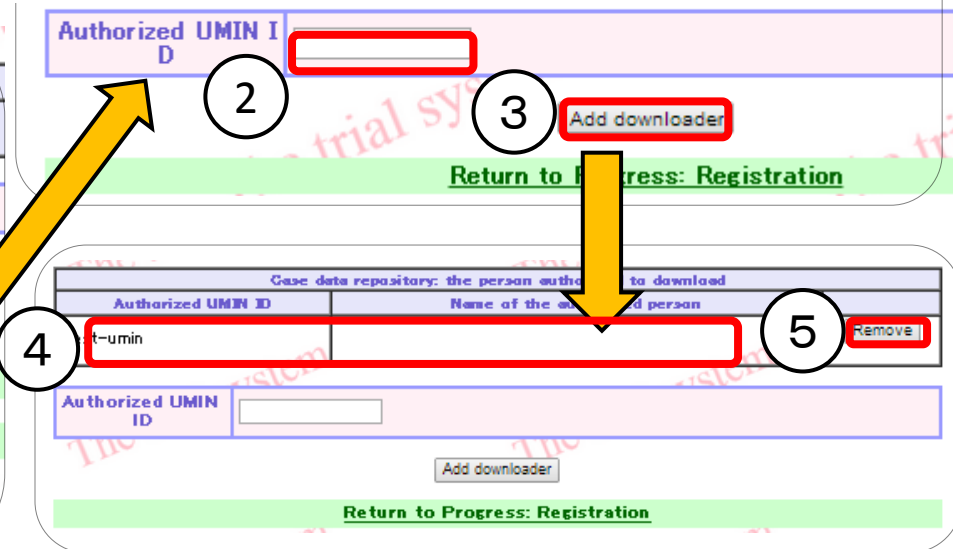
Up to 3 individuals can be specified.

## UMIN-ICDR Progress- entry



The screenshot shows the 'Research case data' section of the UMIN-ICDR system. It includes a table with columns for 'Registrant' and 'File name'. Below the table is a file upload area with a 'Choose File' button and 'No file chosen' text. A 'File upload' button is also present. A red box highlights the link 'Case data repository: Specify the person authorized to download' at the bottom of the page. A circled number 1 is placed next to this link.

## UMIN-ICDR Specify authorized individuals to download



The screenshot shows the 'Specify authorized individuals to download' form. It has a header 'Authorized UMIN ID' and a text input field (circled 2). Below the input field is an 'Add downloader' button (circled 3). A green bar contains the text 'Return to Progress: Registration'. Below this is a table with columns 'Authorized UMIN ID' and 'Name of the authorized person'. The first row contains 't-umin' and an empty name field (circled 4). To the right of the table is a 'Remove' button (circled 5). Below the table is another 'Add downloader' button and a green bar with 'Return to Progress: Registration'.

# 5. Check download history

- ① Click “Case data repository: Download history”
- ② If download, the downloaded date, UMIN ID and name of the downloader, file name, and affiliation of the downloader will be shown for each of the research plan, data specification, and individual case data.

## UMIN-ICDR Progress - entry

Choose File No file chosen

File upload

Research case data

Registrant	File name
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Choose File No file chosen

File upload

Case data repository: Specify the person authorized to download

1 Case data repository: Download history

## UMIN-ICDR Download history

Not downloaded

Downloaded time	Downloaded user	File name	Affiliation
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Research case data specifications

Downloaded time	Downloaded user	File name	Affiliation
-----------------	-----------------	-----------	-------------

Downloaded

Downloaded time	Downloaded user	File name	Affiliation
2014/03/19 13:45:18		Research.docx	東京大学(大学院)

If downloaded multiple times, it will be added here.

2

# 6. Download the original dataset

- ① Go to the top page of the UMIN-ICDR. ( <http://www.umin.ac.jp/icdr/index.html> )  
Or, directly open the URL sent by the researcher to download.
- ② Click “Browse”
- ③ If a file has been uploaded, the registered date, registrant and file name will be shown.
- ④ Click the file name to download.

The UMIN ID, name and affiliation of the downloader will be notified to the researcher when the file is downloaded (the file name is clicked). (It is recorded in a download history that can be browsed by the researcher.)

## UMIN-ICDR Browse

Research Plan		
Registered date	Registrant	File name
2014/03/19		<a href="#">Research.docx</a>

Research case data specifications		
Registered date	Registrant	File name

Research case data		
Registered date	Registrant	File name

The image shows a screenshot of the UMIN-ICDR interface. A red box highlights the 'Research Plan' table, which contains one row with the date '2014/03/19', an empty 'Registrant' field, and a file named 'Research.docx'. A circled '3' is next to the table header, and a circled '4' is next to the 'Research.docx' link. Below this are two empty tables for 'Research case data specifications' and 'Research case data', each with columns for 'Registered date', 'Registrant', and 'File name'.