

# NCI BIOPORTAL

## *User's Guide*



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# ABOUT THIS GUIDE

This section introduces you to the *NCI BioPortal User's Guide*.

## Topics in this Section

- *Purpose* on this page
- *Audience* on this page
- *Topics Covered* on page 2
- *Additional References* on page 2
- *Text Conventions Used* on page 2
- *Credits and Resources* on page 3

## Purpose

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This guide provides an overview of the NCI BioPortal. It explains how to use the BioPortal to browse, search, and visualize ontologies in the LexBIG library. It also explains how to submit new terms for consideration by NCI EVS staff.

## Audience

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### Typical User

This guide is designed for researchers and other users who want to use the NCI BioPortal to find terminology from various authoritative sources on the Web.

### Prerequisites

To get the most out of this guide, you should have the following skills:

- Experience browsing and searching for information on the Web
- An understanding of ontologies and their structural representation in tree and graph views

This guide is not intended for users who want to programmatically access LexBIG data. For information on programmatic access to LexBIG data, see the *caCORE EVS API Technical Guide* available at the following URL:

[http://gforge.nci.nih.gov/docman/view.php/366/9041/EVS\\_API\\_4-0\\_TechnicalGuide-01282008.pdf](http://gforge.nci.nih.gov/docman/view.php/366/9041/EVS_API_4-0_TechnicalGuide-01282008.pdf)

## Topics Covered

This overview explains what you will find in each chapter and appendix.

- *Chapter 1, About the NCI BioPortal*, provides an overview of LexBIG and the NCI BioPortal.
- *Chapter 2, Getting Started*, explains how to access the BioPortal Home page, introduces you to the page layout, and discusses various help options.
- *Chapter 3, Browsing Terminologies*, explains how to use the NCI BioPortal to browse the LexBIG library contents, visualize ontologies, and download supported ontologies.
- *Chapter 4, Searching Terminologies*, introduces you to the BioPortal's powerful search tools: Quick Search and Advanced Search.
- *Chapter 5, Submitting a New Term Request*, explains how to submit a new term request for consideration by EVS staff.
- *Appendix A, Glossary*, defines acronyms, abbreviations, and terminology used in this guide.

## Additional References

For more information about the NCI BioPortal, see the following reference documents:

- NCI BioPortal Scope Document
- NCI BioPortal Use Case Document
- NCI BioPortal Design Document

These documents are available in the *Docs* category of the *NCI BioPortal GForge* project, located at <https://gforge.nci.nih.gov/projects/lex-browser/>.

## Text Conventions Used

This section explains conventions used in this guide. The various typefaces represent interface components, keyboard shortcuts, toolbar buttons, dialog box options, and text that you type.

<b>Convention</b>	<b>Description</b>	<b>Example</b>
<b>Bold</b>	Highlights names of option buttons, check boxes, drop-down menus, menu commands, command buttons, or icons.	Click <b>Search</b> .
<u>URL</u>	Indicates a Web address.	<a href="http://domain.com">http://domain.com</a>
text in SMALL CAPS	Indicates a keyboard shortcut.	Press ENTER.
text in SMALL CAPS + text in SMALL CAPS	Indicates keys that are pressed simultaneously.	Press SHIFT + CTRL.

<b>Convention</b>	<b>Description</b>	<b>Example</b>
<i>Italics</i>	Highlights references to other documents, sections, figures, and tables.	See <i>Figure 4.5</i> .
<b><i>Italic boldface monospaced type</i></b>	Represents text that you type.	In the <b>New Subset</b> text box, enter <b><i>Proprietary Proteins.</i></b>
<b>Note:</b>	Highlights information of particular importance	<b>Note:</b> This concept is used throughout the document.
{ }	Surrounds replaceable items.	Replace {last name, first name} with the Principal Investigator's name.

## Credits and Resources

The following people contributed to the development of this document.

<b>NCI BioPortal Development and Management Teams</b>		
<b>Development</b>	<b>Documentation and Quality Assurance</b>	<b>Project and Product Management</b>
Kim Ong <sup>4</sup>	Eddie VanArsdall <sup>2</sup>	Frank Hartel <sup>7</sup>
Johnita Beasley <sup>6</sup>	Steve Hunter (QA) <sup>1</sup>	Charles Griffin <sup>1</sup>
<sup>1</sup> Ekagra Software Technologies	<sup>2</sup> Lockheed Martin	<sup>3</sup> National Cancer Institute Center for Bioinformatics (NCICB)
<sup>4</sup> Northrup Grumman Information Technology (NGIT)	<sup>5</sup> Science Application International Corporation (SAIC)	

<b>Contacts and Support</b>	
NCICB Application Support	<a href="http://ncicbsupport.nci.nih.gov/sw/">http://ncicbsupport.nci.nih.gov/sw/</a> Telephone: 301-451-4384 Toll free: 888-478-4423



# CHAPTER 1

## ABOUT THE NCI BIOPORTAL

To understand the purpose of the NCI BioPortal, you need background information on LexBIG. This chapter provides an overview of both LexBIG and the BioPortal.

### Topics in this Chapter

- [About LexBIG](#) on this page
- [NCI BioPortal Key Functions](#) on page 6

### About LexBIG

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*LexBIG* is an open-source, public domain vocabulary server being developed by the Mayo Clinic. It is the source of content for the NCI BioPortal browser. LexBIG uses a well-structured application programming interface (API) capable of accessing and distributing vocabularies as commodity resources.

The LexBIG API provides the following key features:

- A robust, scalable, open-source implementation of EVS-compliant vocabulary services. The API specification was based on, but not limited to, fulfillment of the caCORE EVS API. This specification will be further refined to accommodate changes and requirements based on prioritized needs of the caBIG™ community.
- A flexible implementation for vocabulary storage and persistence, allowing for alternative mechanisms without affecting client applications or end users. Initial development will focus on delivery of open-source, freely available solutions, though it will not preclude the ability to introduce commercial solutions such as Oracle.
- Standard tools for load and distribution of vocabulary content. This includes, but is not limited to, support of standardized representations such as the UMLS Rich Release Format (RRF), OWL (Web Ontology Language), and Open Biomedical Ontologies (OBO).

## NCI BioPortal Key Functions

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The *NCI BioPortal* is a terminology browser that will ultimately replace the NCI Terminology and Metathesaurus browsers. You can use the BioPortal to perform several key functions discussed in this section.

### Browse Tool for LexBIG Data

The BioPortal enables you to browse the contents of the LexBIG library. When browsing, you can view project information and available versions. You can also generate tree and graph views for selected ontologies.

### Search Tool for LexBIG Data

The BioPortal provides two methods for searching terminology content: *quick search* and *advanced search*.

#### Quick Search

With *quick search*, you can search the LexBIG library across all ontologies, within certain terminologies, or in a specific terminology. You can search by class name, ID, or attributes such as synonyms.

#### Advanced Search

With *advanced search*, you can search the content of a single terminology using an additional role or association.

### Term Submission Tool

The BioPortal provides a link from which you can submit a new term request for consideration by EVS staff. The New Term Request link leads to a GForge Tracker page where you can view and browse a list of previously submitted terms to ensure that your suggested term has not been previously submitted. If your term is not in the list, you can link to a submission form, enter details about the proposed new term, and submit the request.

# CHAPTER 2 GETTING STARTED

This chapter explains how to access the BioPortal home page, introduces you to the page layout, and discusses various help options.

## Topics in this Chapter

- *Launching the NCI BioPortal* on this page
- *About the BioPortal Home Page* on this page
- *Help Options* on page 9

## Launching the NCI BioPortal

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To launch the NCI BioPortal home page, enter the following URL in your browser's address bar: <http://bioportal.nci.nih.gov>.

## About the BioPortal Home Page

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The NCI BioPortal home page provides access to the following main functions:

- A **Browse** link for browsing and visualizing LexBIG content. For more information, see *Browsing Terminologies* on page 11.
- A **Search** link for searching LexBIG content using two types of searches. For more information, see *Searching Terminologies* on page 19.
- A **New Term Request** link for submitting a new term to be considered by NCI EVS staff. For more information, see *Submitting a New Term Request* on page 27.

Figure 2.1 illustrates the layout of the home page. The Browse and Search links enable you to freely switch between browsing and searching at any time.

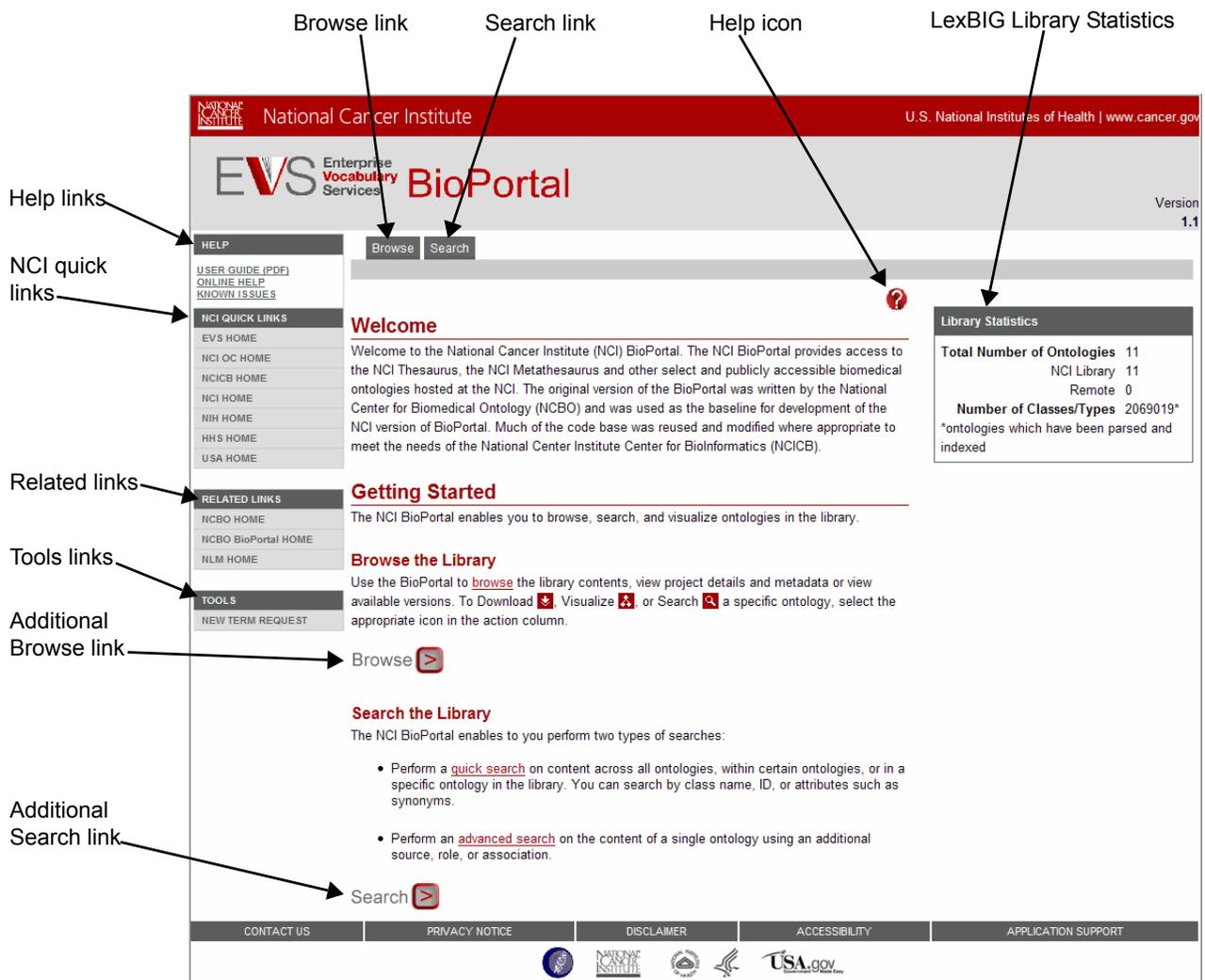


Figure 2.1 NCI BioPortal home page

Table 2.1 provides a brief description of the home page features and functions.

Feature/Function	Description
Browse link	Displays a list of ontologies that are available for browsing. This link is always available. <b>Note:</b> A second Browse link is available in the body of the page.
Search link	Displays a Quick Search page on which you can perform a quick search or switch to an advanced search. This link is always available. <b>Note:</b> A second Search link is available in the body of the page.
Library Statistics	Displays the current number of available ontologies, classes, and types in the LexBIG library.

Table 2.1 NCI BioPortal Home page features and functions

<b>Feature/Function</b>	<b>Description</b>
Help menu	Provides access to the <i>NCI BioPortal User's Guide</i> and online help; also provides a Known Issues link that enables you to view a list of issues for each NCI BioPortal release.
NCI Quick Links	Provide access to various NCICB sites and other related sites.
Related Links	Provide access to the NCBO, NCBO BioPortal, and NLM sites.
Tools menu	Provides a link for submitting a new term request.

Table 2.1 NCI BioPortal Home page features and functions (Continued)

## Help Options

This section provides information about various help resources.

### Help Menu

The Help menu in the upper left corner of each BioPortal page lists these resources:

- The **User's Guide** link opens the *NCI BioPortal User's Guide*, a fully searchable, indexed, print-friendly PDF document. This document opens in the Adobe Reader® and contains live hyperlinks from the table of contents, cross-references, and index. You can use it online or as a printed reference.
- The **Online Help** link opens a two-paned help window in which you can search and browse help topics.
- The **Known Issues** link opens a list of known issues for each NCI BioPortal release.

### NCI Quick Links

The NCI Quick Links menu on the upper left area of the page provides links to related resource sites. [Table 2.2](#) describes each link.

<b>Link</b>	<b>Description</b>	<b>URL</b>
EVS Home	Enterprise Vocabulary Services (EVS) Web site, with links to EVS tools and resources	<a href="http://evs.nci.nih.gov/">http://evs.nci.nih.gov/</a>
NCI OC Home	NCI Office of Communications Web site	<a href="http://oc.nci.nih.gov/">http://oc.nci.nih.gov/</a>
NCICB Home	NCI Center for Bioinformatics Web site, with tools and data for the biomedical community	<a href="http://ncicb.nci.nih.gov/">http://ncicb.nci.nih.gov/</a>
NCI Home	National Cancer Institute's comprehensive Web site of cancer information and resources	<a href="http://www.cancer.gov/">http://www.cancer.gov/</a>
NIH Home	National Institutes of Health Web site	<a href="http://www.nih.gov/">http://www.nih.gov/</a>
HHS Home	Department of Health and Human Services Web site	<a href="http://www.hhs.gov/">http://www.hhs.gov/</a>
USA Home	Portal page for US Government information	<a href="http://www.usa.gov/">http://www.usa.gov/</a>

Table 2.2 NCI Quick Links

## NCICB Application Support

Online: <http://ncicbsupport.nci.nih.gov/sw/>

Telephone:

Local: 301-451-4384

Toll free: 888-478-4423

## Context-Sensitive Help

If you see a question mark icon  on a page or near a specific feature, click the icon to get *context-sensitive* help. For example, click the icon appearing on the Quick Search page to learn how to perform a quick search.

# CHAPTER 3

## BROWSING TERMINOLOGIES

When using the NCI BioPortal, you may sometimes prefer to simply *browse* terminologies, rather than search for specific terms. This chapter explains how to browse the LexBIG library, as well as how to visualize and download terminologies.

### Topics in this Chapter

- [About the Terminologies Page](#) on this page
- [Viewing Project Information for a Selected Terminology](#) on page 13
- [Visualizing a Terminology](#) on page 15
- [Downloading a Terminology](#) on page 17

### About the Terminologies Page

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The NCI BioPortal Terminologies page enables you to browse the LexBIG library. When browsing, you can view project information and available versions. You can also generate tree and graph views for selected terminologies.

To access the Terminologies page, click the **Browse** link at the top of any NCI BioPortal page ([Figure 3.1](#)).

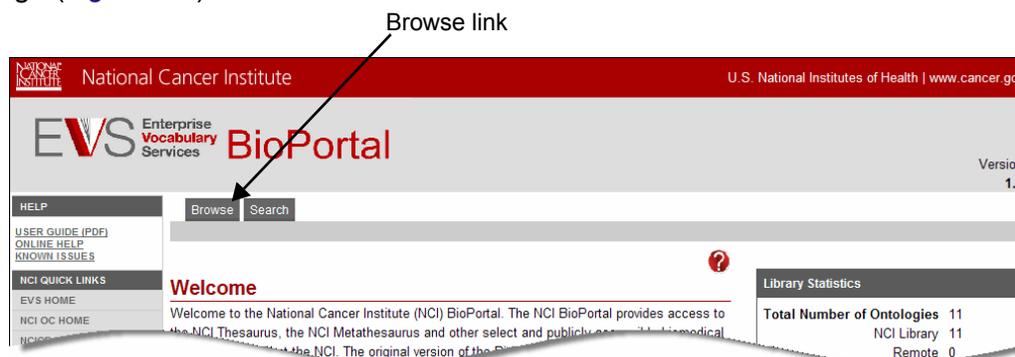


Figure 3.1 Browse link

The Terminologies page appears (*Figure 3.2*).

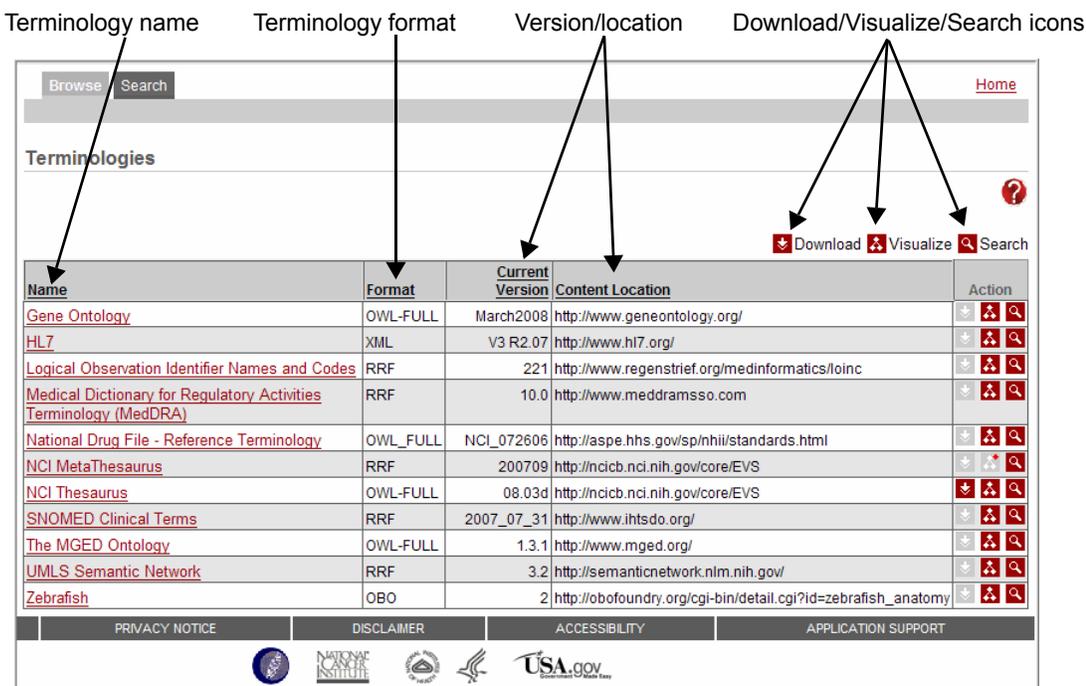


Figure 3.2 Terminologies page with list of terminologies

Table 3.1 describes each column on the Terminologies page.

Column Name	Description
Name	Displays the terminology name. Each name is a clickable link to details for the selected terminology.
Format	Shows the native format of the terminology, such as XML or OWL-FULL.
Current Version	Shows the current version number or date for the terminology.
Content Location	Shows a URL for the terminology.
Action	Displays three icons for performing three different functions: <ul style="list-style-type: none"> <li>• <b>Download</b>  enables you to download the current version of the terminology in its native format. This function is not supported for all terminologies.</li> <li>• <b>Visualize</b>  enables you to view the terminology in tree and graph views. This function is not available for the NCI Metathesaurus.</li> <li>• <b>Search</b>  switches to the <i>Quick Search</i> page. For more information, see <i>Searching Terminologies</i> on page 19.</li> </ul>

Table 3.1 Terminologies page columns

## Viewing Project Information for a Selected Terminology

The Project Information page displays metadata for a selected terminology, including a detailed description. From this page you can also generate tree and graph views of the terminology as explained in *Visualizing a Terminology* on page 15.

To select a terminology and view its details, follow these steps:

1. Click the **Browse** link at the top of any NCI BioPortal page.

The Terminologies page appears.

2. Select a terminology in the **Name** column on the left.

The Project Information page appears. (*Figure 3.3*).



Figure 3.3 Project Information page for the NCI Thesaurus

Table 3.2 defines the metadata available on the Project Information page.

Field	Description
Terminology Name	Shows the formal name of the terminology.
Content Location	Shows the URL for the terminology.
Format	Shows the native format of the terminology, such as OWL-FULL.
Categories	Identifies the category to which the currently selected terminology belongs. (Not currently used.)
Keywords	Shows words that describe the selected terminology.
Key Classes/Types	Shows root concepts associated with the selected terminology.

Table 3.2 Project Information page metadata

<b>Field</b>	<b>Description</b>
Intended Application	Describes the intended use for the selected terminology.
Example Use	Provides a link to a Web site that demonstrates a potential use for the selected terminology.
Description	Provides a descriptive summary covering the scope, size, and use of the terminology.
Contact(s)	Shows a contact name or organization for the terminology.
Home Page	Shows a URL for the home page of the organization responsible for the terminology. For example, the Home Page field for the NCI Thesaurus links to the EVS Home page.
Documentation Page	Provides a link to documentation related to the selected terminology.
Publications Page	Provides a link to a page that lists publications in which the terminology is referenced.
Foundry Inclusion	Tells you if the terminology is included in the OBO collaborative development experiment. (Not currently used.)

*Table 3.2 Project Information page metadata*

From the Project Information page, you can do any of the following:

- Click the **Visualize** button to visualize the terminology. For more information, see [Visualizing a Terminology](#) on page 15.
- Click the **Search** button to open a Quick Search page. For more information, see [Searching Terminologies](#) on page 19.
- Click the **Return to Terminologies** link to return to the Terminologies page.

## Visualizing a Terminology

You can *visualize* a terminology as a tree view based on a *hasSubclass* hierarchy. From each branch of the tree, you can view three types of graphs.

**Note:** The following procedure starts on the Terminologies page. If you are already viewing project metadata on the Project Information page, click the **Visualize** button to start the procedure, then skip to step 4.

To visualize a terminology, follow these steps:

1. Click the **Browse** link at the top of any NCI BioPortal page.  
The Terminologies page appears.
2. Click the **Visualize** icon  in the **Action** column.  
**Note:** If the Visualize icon appears in faded gray, you cannot visualize the corresponding terminology.
3. When the URL for the selected terminology appears, click the **Accept** link on the right to continue.  
The Project Information page appears (*Figure 3.4*).
4. Click the plus sign (+) to expand the tree view on the left.

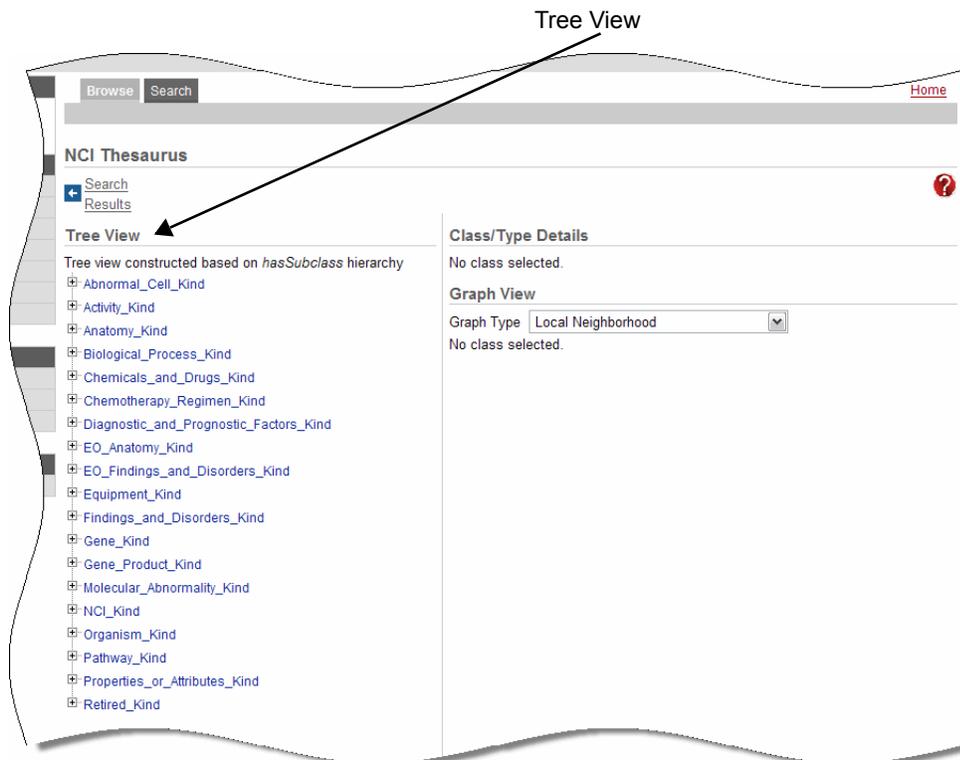
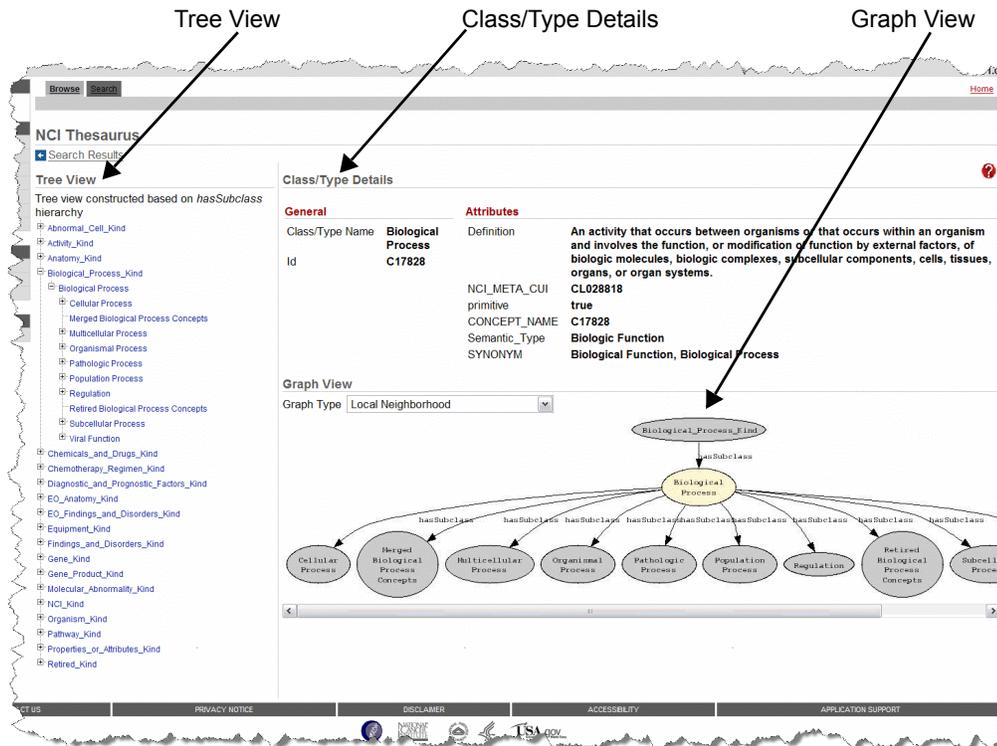


Figure 3.4 Tree view for the NCI Thesaurus

5. To generate a graph, do either of the following:
  - Select a class in the tree by clicking the top-level class; or
  - Expand the class by clicking the plus sign (+) on the left, then click the subclass that you want to appear in the graph.

*Figure 3.5* shows a graph for *Biological\_Process\_Kind > Biological Process*. Note that Class/Type Details also appear in the area above the graph.



*Figure 3.5* Graph view for *Biological\_Process\_Kind > Biological Process*

6. To change the graph view, select one of the following from the Graph Type list:
  - **Local Neighborhood** (the default, shown in *Figure 3.5*)  
 Displays a graph showing a class with a subclass one level below. The graph also shows *all* of the direct associations for the selected class.
  - **Hierarchy To Root (Subclass Only)**  
 Displays the selected class and any subclass relationships at the associated top node.
  - **Hierarchy To Root (All Relationships)**  
 Displays the selected class and all relationships at the associated top node.

## Downloading a Terminology

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On the Terminologies page, you can download the current version of supported terminologies in their native format. Currently, the NCI BioPortal supports downloading only of the NCI Thesaurus.

To download a terminology, follow these steps:

1. Click the **Browse** link at the top of any NCI BioPortal page.

The Terminologies page appears.

2. Click the **Download** icon  in the **Action** column on the right.

**Note:** If the Download icon appears in faded gray, you cannot download the corresponding terminology.

Windows (or other operating system) displays a window prompting you to save the zipped file.

3. Save and extract the file to a designated directory on your computer's hard drive.



# CHAPTER 4

## SEARCHING TERMINOLOGIES

Using the NCI BioPortal, you can search multiple terminologies in the LexBIG library. You can also zero in on one terminology and add a role and association to the search. This chapter introduces you to the available search options.

### Topics in this Chapter

- [Overview of Searching](#) on this page
- [Performing a Quick Search](#) on page 23
- [Performing an Advanced Search](#) on page 25
- [Performing a Concept-Based Search](#) on page 26

### Overview of Searching

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The BioPortal provides two methods for searching terminology content: *quick search* and *advanced search*. The following sections discuss each method:

- [About Quick Search](#) on this page
- [About Advanced Search](#) on page 21

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**Note:** You can also perform a more specialized type of search known as a concept-based search. For more information, see [Performing a Concept-Based Search](#) on page 26.

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### About Quick Search

With *quick search*, you can search the LexBIG library across all terminologies, within certain terminologies, or in a specific terminology. You can search by class name, ID, or attributes such as synonyms.

Quick search features are available on the Quick Search page. You can access this page by clicking the **Search** link at the top of any BioPortal page ([Figure 4.1](#)).

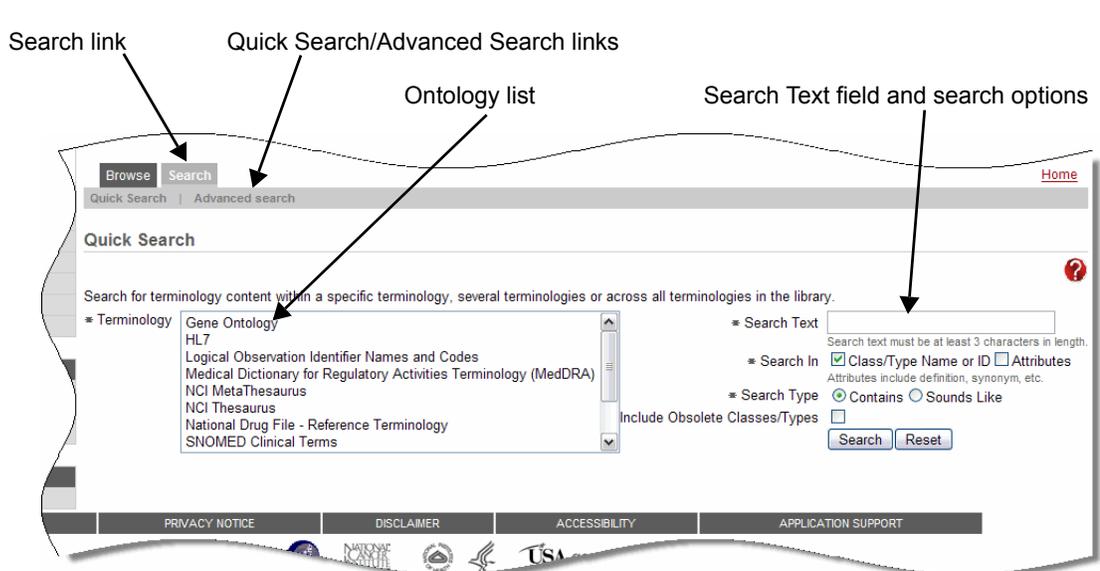


Figure 4.1 Quick Search page

Table 4.1 describes the features available on the Quick Search page.

Feature/Function	Action
Search link	Displays the Quick Search page from any NCI BioPortal page. When the Quick Search page is displayed, this link also refreshes the page and restores its default options.
Quick Search/Advanced Search links	Switches between the Quick and Advanced Search pages, enabling you to easily search using either method.
Terminology list	Displays a list of terminologies for inclusion in a search. You can select multiple terminologies by pressing the SHIFT key for consecutive items and the CTRL key for non-consecutive items.
Search Text field	Accepts text for searching. Search text must have a minimum of three characters and can be lowercase or uppercase.
Search In check boxes	Determines the scope of your search. The choices are Class/Type Name or ID (the default), Attributes, or both. <b>Note:</b> You must check at least one of these two boxes before running a search. If both boxes are unchecked, a prompt reminds you to select at least one.
Search Type options	Determines the search parameter using one of two options: Contains (the default) or Sounds Like.
Include Obsolete Classes/Types check box	When checked, includes retired classes in the search results.
Search button	Runs the search.
Reset button	Clears the Search Text field and sets all check boxes and options to their defaults.

Table 4.1 Quick Search page - features and functions

## About Advanced Search

With *advanced search*, you can search the content of a single terminology using an additional role or association.

Advanced search features are available on the Advanced Search page. To access this page, follow these steps:

1. Click the **Search** link from any NCI BioPortal page.  
The Quick Search page appears.
2. Click the **Advanced Search** link under the main Search link.

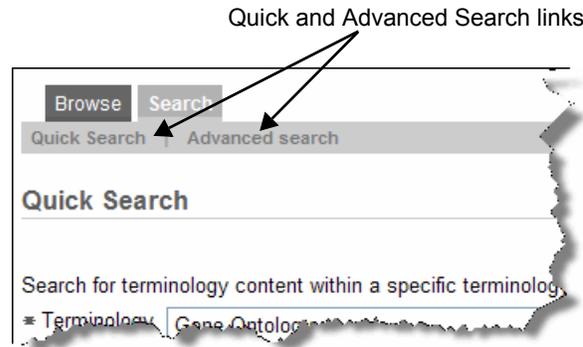


Figure 4.2 Quick Search and Advanced Search links

The Advanced Search page appears (Figure 4.3).

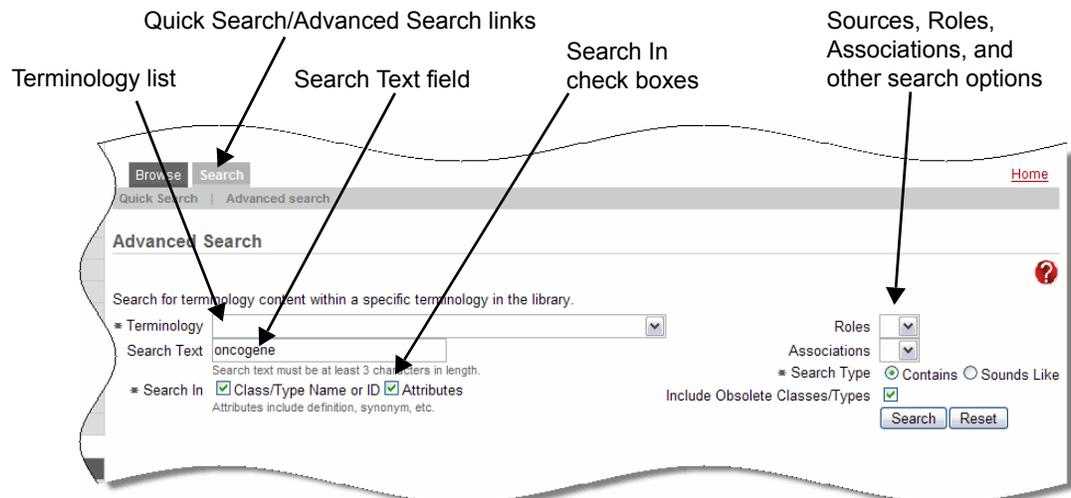


Figure 4.3 Advanced Search page

Table 4.2 describes the features available on the Advanced Search page.

<b>Feature/Function</b>	<b>Action</b>
Terminology list	Displays a list of terminologies for inclusion in a search. For an advanced search, you can select only one terminology.
Search Text field	Accepts text for searching. Search text must have a minimum of three characters and can be lowercase or uppercase.
Search In check boxes	Determines the scope of your search. The choices are Class/Type Name or ID (the default), Attributes, or both. <b>Note:</b> You must check at least one of these two boxes before running a search. If both boxes are unchecked, a prompt reminds you to select at least one.
Roles list	Displays roles for the selected terminology, if any exist.
Associations list	Displays associations for the selected terminology.
Search Type options	Determines the search parameter using one of two options: Contains (the default) or Sounds Like.
Include Obsolete Classes/Types check box	When checked, includes retired classes in the search results.
Search button	Runs the search.
Reset button	Clears the Search Text field and sets all check boxes and options to their defaults.

Table 4.2 Advanced Search page - features and functions

## Performing a Quick Search

This section explains how to perform a *quick search*.

**Prerequisite topic:** [About Quick Search](#) on page 19

The quick search example uses the search criteria summarized in [Table 4.3](#).

Criterion	Description
Terminology	NCI Thesaurus
Search Text	oncogene
Search In	<ul style="list-style-type: none"> <li>Class/Type Name or ID</li> <li>Attributes</li> </ul>
Search Type	Contains
Include Obsolete Classes/Types	Yes

Table 4.3 Quick search example criteria

To perform a quick search, follow these steps:

1. Click the **Search** link to launch the Quick Search page ([Figure 4.4](#)).

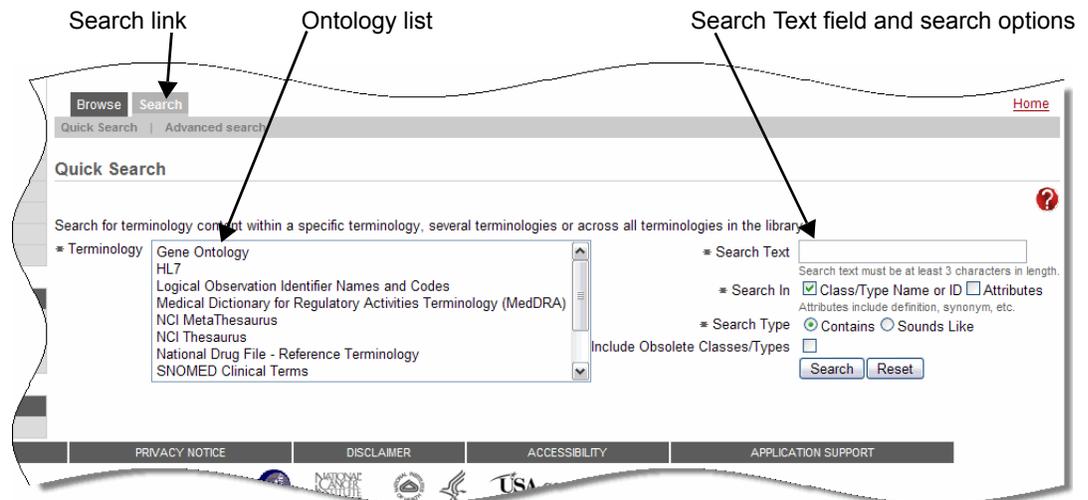


Figure 4.4 Quick Search page

2. Select one or more terminologies from the **Terminology** list:
  - To select multiple, consecutive terminologies, press and hold the SHIFT key while making selections.
  - To select multiple, non-consecutive terminologies, press and hold the CTRL key while making selections.
3. Type a search word in the **Search Text** field (for example, *oncogene*).
4. (Required) Check at least *one* of the boxes to the right of the **Search In** label.
5. Select one of the **Search Type** options: **Contains** or **Sounds Like**.

6. (Optional) Check the **Include Obsolete Classes/Types** box to include retired classes in the results.
7. Click the **Search** button.

The Search Results list appears at the bottom of the page, below the Terminology list and search criteria (*Figure 4.5*).

Instances of the word *oncogene* are highlighted in the list. Separate tabs show the class/type names and attributes.

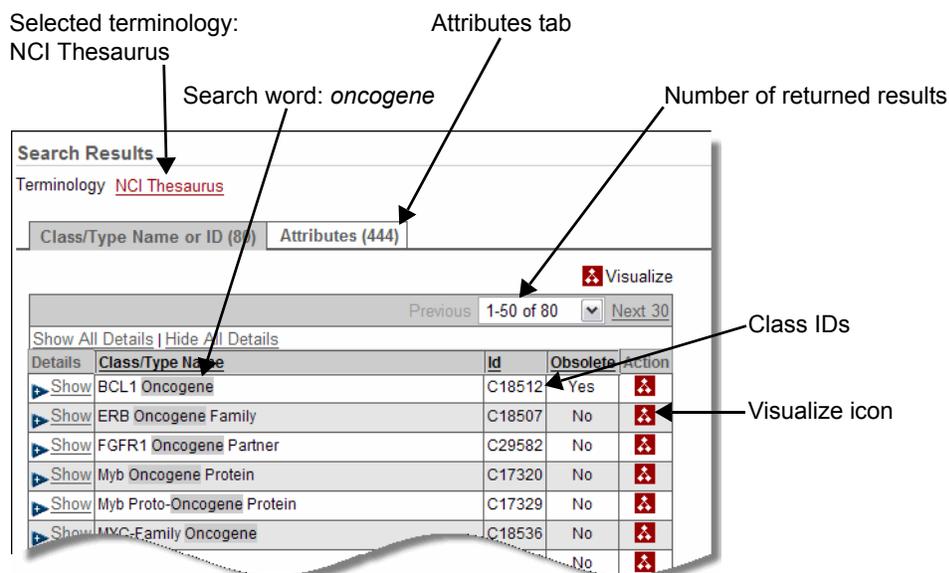


Figure 4.5 Quick Search results

8. In the **Search Results** list, do any of the following:
  - Click the **Show All Details** link to view more details for all of the items in the Results list.
    - Click the **Hide All Details** link to restore the list to the original view.
  - Click the **Show** link to the left of an item to show details for that item.
    - Click the **Hide** link to hide the details.
  - Click a **Class/Type Name**, **Class ID**, or the **Visualize** icon  to view the class in tree and graph views.
  - If you included attributes in your search, click the **Attributes** tab to view attributes for the results. From this view, you can click on a **Class/Type Name** or **ID** to visualize the class.

## Performing an Advanced Search

In an advanced search, you select one terminology and then include a role or association.

**Prerequisite topic:** [About Advanced Search](#) on page 21

The advanced search example uses the search criteria summarized in [Table 4.4](#).

<b>Criterion</b>	<b>Description</b>
Terminology	NCI Thesaurus
Search Text	oncogenesis
Search In	<ul style="list-style-type: none"> <li>• Class/Type Name or ID</li> <li>• Attributes</li> </ul>
Roles	Gene_Plays_Role_In_Process
Associations	None
Search Type	Contains
Include Obsolete Classes/Types	Yes

*Table 4.4 Advanced search example criteria*

**Note:** The NCI Metathesaurus cannot be included in an advanced search because the roles and associations do not apply to this coding scheme.

To perform an advanced search, follow these steps:

1. Click the **Search** link to launch the Quick Search page.
2. Click the **Advanced Search** link to switch to the Advanced Search page ([Figure 4.3](#)).
3. Select a terminology from the **Terminology** list.
4. Type a search word in the **Search Text** field (for example, `oncogenesis`).
5. (Required) Check at least *one* of the boxes to the right of the **Search In** label.
6. Select a source from the **Sources** list (for example, NCI).
7. Select a role from the **Roles** list (for example, `Gene_Plays_Role_In_Process`).
8. Select an association from the **Associations** list.
9. Select one of the **Search Type** options: **Contains** or **Sounds Like**.
10. (Optional) Check the **Include Obsolete Classes/Types** box to include retired classes in the results.
11. Click the **Search** button.

The Search Results list appears at the bottom of the page, below the Terminology list and search criteria ([Figure 4.6](#)).

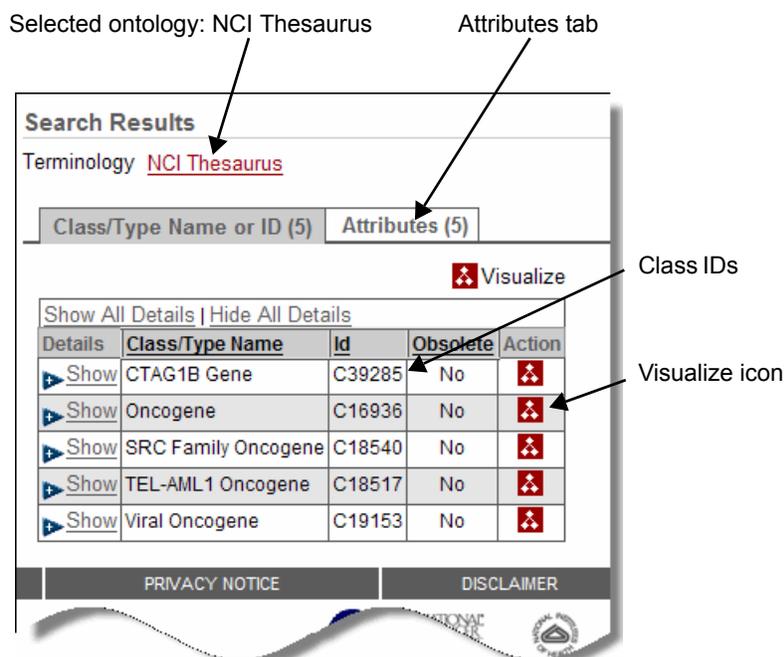


Figure 4.6 Advanced Search results

12. In the **Search Results** list, do any of the following:

- Click the **Show All Details** link to view more details for all of the items in the Results list.  
Click the **Hide All Details** link to restore the list to the original view.
- Click the **Show** link to the left of an item to show details for that item.  
Click the **Hide** link to hide the details.
- Click a **Class/Type Name**, **Class ID**, or the **Visualize** icon  to view the class in tree and graph views.
- If you included attributes in your search, click the **Attributes** tab to view attributes for the results. From this view, you can click on a **Class/Type Name** or **ID** to visualize the class.

## Performing a Concept-Based Search

You can perform a concept-based search by linking to the NCI BioPortal from within your Web application. You will need to provide the *Coding Scheme (Vocabulary)* name and the concept code for the concept you want to find.

You can link to the BioPortal from the following URL: <http://bioportal.nci.nih.gov>.

**Note:** The coding scheme name must match the formal name displayed on the list of terminologies. For more information, see *Browsing Terminologies* on page 11.

## CHAPTER 5

# SUBMITTING A NEW TERM REQUEST

The NCI BioPortal provides a link from which you can submit a new term request for consideration by EVS staff. This chapter explains how to submit a request.

### Topics in this Chapter

- [About GForge](#) on this page
- [Accessing and Browsing the Term Request Page](#) on page 28
- [Completing the New Term Request Form](#) on page 30

## About GForge

---

GForge is the open source, collaborative project development website for the NCI Center for Bioinformatics (NCICB) and the Cancer Biomedical Informatics Grid™ (caBIG™).

Members of NCICB and caBIG project teams most likely have a GForge login account. Even if you do not have an account, you can submit an anonymous term request by providing your e-mail address.

To learn how both GForge members and non-members can submit a new term request, see [Accessing and Browsing the Term Request Page](#) on page 28.

## Accessing and Browsing the Term Request Page

Before submitting a new term, browse the New Term Requests page to ensure that your suggested term has not already been submitted.

To browse for a term, follow these steps:

1. From any BioPortal page, click the **New Term Request** link in the lower left (*Figure 5.1*).

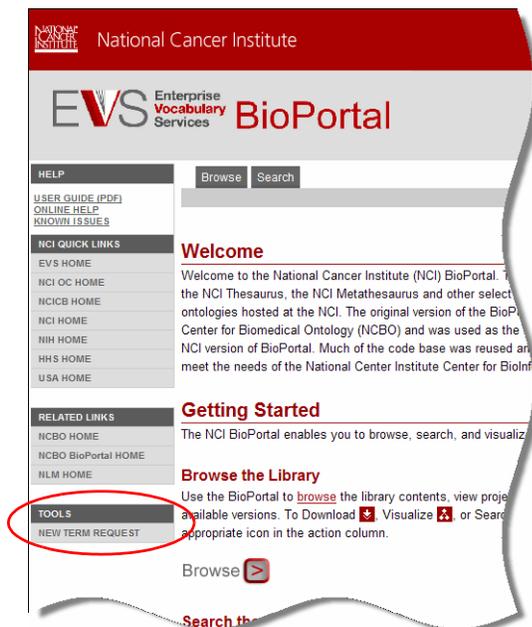


Figure 5.1 New Term Request link

The New Term/Concept Request Tracker page appears in a standalone window (*Figure 5.2* on page 29).

**Note:** This first page is for browsing term submissions only. You cannot submit a new term from this page.

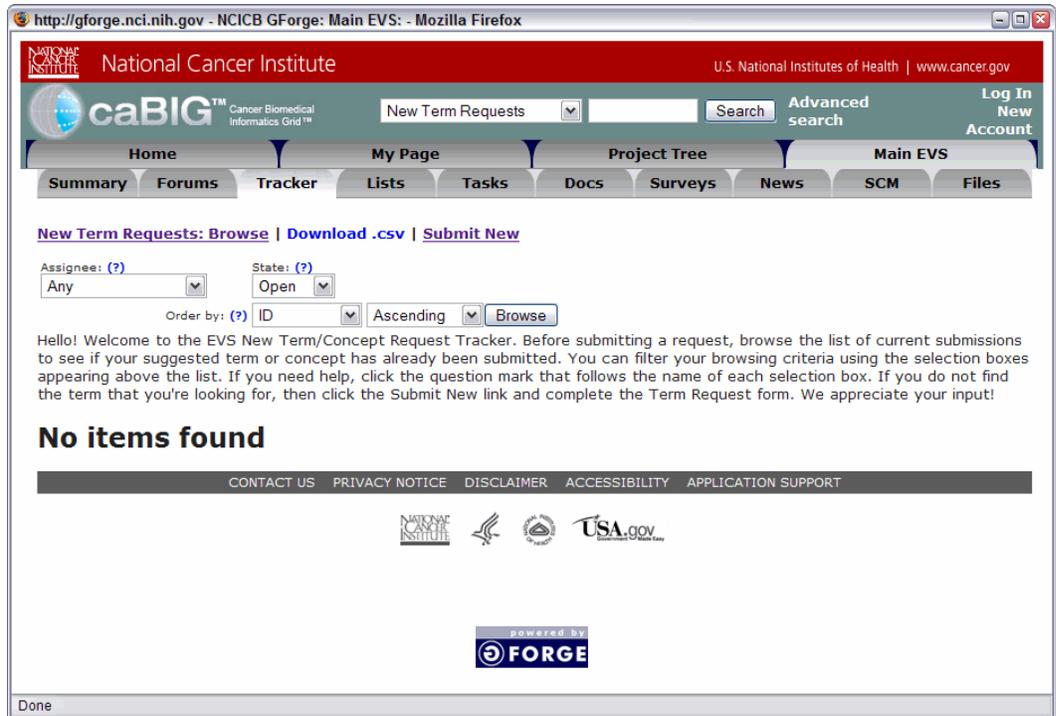


Figure 5.2 New Term/Concept Request Tracker page

2. Examine the submission list to determine whether your suggested term appears in the list. If necessary, use the selection boxes at the top of the page to browse the list ([Table 5.1](#)):

Selection Box	Description
Assignee	Represents the person to which a Tracker item is assigned.
State	Represents the current status of a Tracker item.
Order By	Determines how the browse results are ordered.
First box	Enables you to order the results by ID, Priority, Summary, Open Date, Close Date, Submitter, or Assignee.
Second box	Enables you to sort in ascending or descending order.

Table 5.1 Browse selection boxes

3. If you do not see the suggested term, continue to [Completing the New Term Request Form](#) on page 30.

## Completing the New Term Request Form

When submitting a new term request, GForge members provide their credentials by logging in before completing the submission form. Non-members simply provide their e-mail address.

**Prerequisite task:** [Accessing and Browsing the Term Request Page](#) on page 28

To complete the New Term Request form and submit a new term, follow these steps:

1. From the initial browse page, click the **Submit New** link in the top area of the page ([Figure 5.3](#)).

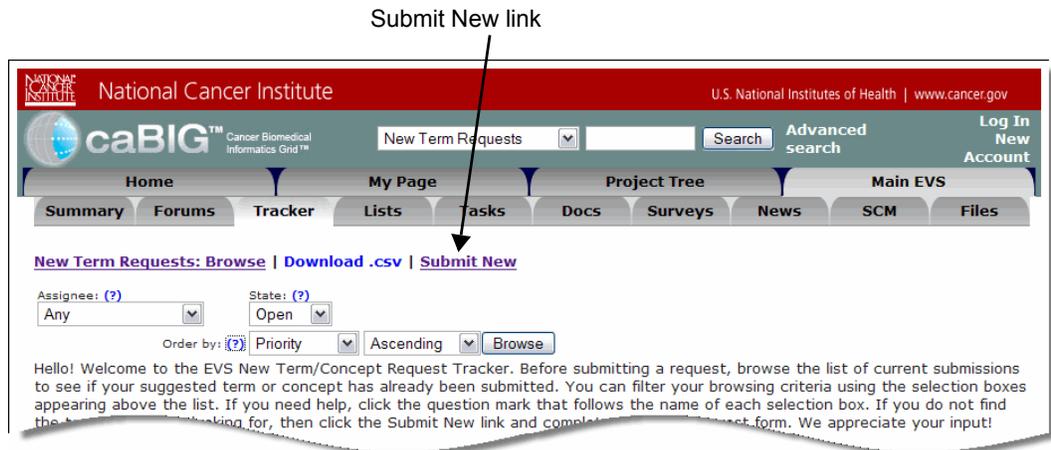


Figure 5.3 Submit New link

The **New Term Request** form appears.

2. Do either of the following:
  - If you have a GForge account, click the **login** link, log in, and continue.
  - If you do not have a GForge account, enter your e-mail address in the field just below the login link.
3. Complete the fields as described in [Table 5.2](#). Fields are listed left to right, then down.

Form Field	Action
Terminology	Select a terminology from the drop-down list.
Change Request Status	Used by internal NCI staff only.
Request Type	Select a request type from the drop-down list.
Tier	Used by internal NCI staff only.
URL	Enter or paste the URL of the concept.
New Term/Concept Name or Code	Enter the concept code of the concept that you would like to see added or changed.

Table 5.2 New Term Request submission form fields

<b>Form Field</b>	<b>Action</b>
Version	Enter the version of the vocabulary for which you are requesting a change (for example, 07.03d).
Email	Enter your e-mail address.
Nearest Concept	Enter the name or code of the concept that most closely resembles the one you are looking for but were unable to find.
Submitter Name	Enter your name.
Assigned To	Used by internal NCI staff only.
Priority	Used by internal NCI staff only.
Summary	Add a summary title for the problem.
Detailed Description	Write a detailed description about the proposed term.
Check to Upload & Attach File	<ol style="list-style-type: none"> <li>1. Check the box if you are including a file.</li> <li>2. Click <b>Browse</b>, then find the file.</li> <li>3. Upload the file.</li> </ol>
File description	Enter a brief description of the file that you included.

Table 5.2 *New Term Request submission form fields*

4. When you are finished, click the **Submit** button.

Your request is now available for review by NCI EVS staff.



# GLOSSARY

This glossary defines acronyms, abbreviations, and terminology used in the *NCI BioPortal User's Guide*.

<b>Term</b>	<b>Definition</b>
API	Application Programming Interface
caCORE	Cancer Common Ontologic Representation Environment
EVS	Enterprise Vocabulary Services
GForge	Primary site for collaborative project development for the NCI Center for Bioinformatics (NCICB) and for the NCI's Cancer Biomedical Informatics Grid™ (caBIG™).
LexBIG	Open-source, public domain vocabulary server being developed by the Mayo Clinic
RRF	Rich Release Format
OBO	Open Biomedical Ontologies
ontology	A rigorous and exhaustive organization of some knowledge domain that is usually hierarchical and contains all the relevant entities and their relations (from <i>Dictionary.com</i> ).
OWL	Web Ontology Language
RRF	Rich Release Format
UMLS	Unified Medical Language System



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