1. Introduction

The LifeLines Catalogue can be accessed via website https://molgenis18.target.rug.nl/

In this user manual we will explain how to use the LifeLines Catalogue. Via the LifeLines Catalogue you can browse through all available LifeLines data variables and submit a selection of requested variables to LifeLines.

Note: The LifeLines Catalogue only works in the newest browsers, namely Internet Explorer 9+, Chrome, Firefox and Safari. It does not work in Internet Explorer 8 and lower.

If you encounter any problems using the LifeLines Catalogue, please contact us at data@lifelines.umcg.nl

2. How to register

IMPORTANT: if you want to save or submit your catalogue selection you need to register and sign in first, also highlighted on the screen:

Infot You need to sign in to order catalog items

You can register a Catalogue account by clicking on the [Sign in] button on the right top of the page.
Fill in at least all the mandatory registration fields (marked with an “*”) and click on the [Sign up] button to register your Catalogue account.

After the registration process, you will receive a confirmation email from email address “molgenis@gmail.com” requesting to activate your Catalogue account.

**Important note:** please check the SPAM box of your email account if you do not receive this email.

Click on the activation link in the email message to activate your Catalogue account. You will receive again an email message from “molgenis@gmail.com” confirming the activation of your account.

3. Changing your account details after registration

If needed, you can make changes to your registered account, for example the registered email address. Click on the [Account] button

Make the necessary changes and click on the [Apply changes] button to save.

4. Using the search option

The Catalogue is build up like a selection tree. On top it shows a Search field.

For example, to search on “diabetes”, simply type in “diabetes” and click on the search button.
The catalogue will now only show the variables associated with your search. Click the button to clear your search and show the full Catalogue again. **Note:** Clearing the search field does not affect any selections you have previously made.

5. **Selection a variable group**

You can either use the Search field explained above or simply browse through the selection tree to build up your Catalogue selection. Click on the field in front of a variable group to select it. Once selected, it will change to 

Clicking on an individual variable within a group will show the description of the variable on the right section of the screen. *Individual* variables cannot be selected, only the higher level of the *group* above. You will receive all individual variables of the selected *group* in your dataset!

In the example below the group that can be selected is “Antropometry” and the variable within that group highlighted is “BMI”: 
The group “Antropometry” is now selected. You will receive all highlighted variables within the group in your dataset:

![Image of variable selection]

The selected variable group is also seen on the left section of the screen:

<table>
<thead>
<tr>
<th>Variable Name</th>
<th>Variable Identifier</th>
<th>Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>Antropometry</td>
<td>Mea_Ant1.5.1.1</td>
<td>Lifelines → Adult 18-65 years → Baseline → Measurement → Antropometry</td>
</tr>
</tbody>
</table>

6. Default items

The following items are default in each dataset and cannot be found individually in the catalogue. These therefore do not have to be selected by you.

- Sex (Male/Female)
- Age at Baseline visit 1 (years)
- Age at Baseline visit 2 (years)
- Age at Baseline visit 3 (years)
- Age at FUP2 (years)
- Age at FUP3 (years)
- Year of Birth
- Year of Baseline visit 1
- Year of Death
- Interval between Baseline visit 1 and 2 (months)
- Interval between Baseline visit 1 and 3 (months)
- Interval between Baseline visit 1 and FUP2 (months)
- Interval between Baseline visit 1 and FUP3 (months)
- Source of entry in study
- Family Relation items
- Questionnaire Form ID
- Visit Timepoint
7. **Save your catalogue selection and change it**

Changes you make in your catalogue selection are **automatically saved**.
As long as you haven’t submitted your catalogue selection to LifeLines you can make any changes to
the draft selection yourself, even if you visit the catalogue several days later. The catalogue will
display the previously made selection if you visit the Catalogue website again, until you finally
submit it.

8. **Submit your selection to LifeLines**

Once finished with your selection you have to submit it to LifeLines.
**Click on the [Submit] button in the lower right corner to submit your selection to LifeLines:**

Enter the Project title of your request and attach the request form (Research Proposal) and press the
[Submit] button:

You will receive a confirmation on the screen after a successful submission:

**Success! Your submission has been received.**

You will also receive a confirmation email from “molgenis@gmail.com” within the attachment a
summary of your submitted Catalogue selection.
9. Change a submitted selection

Once submitted to LifeLines, you cannot change your catalogue selection anymore. If you require changes to be made after submission, please contact the LifeLines Data Manager on data@lifelines.umcg.nl

10. Download a selection without submitting it

If needed, you can download a summary of your selection to an Excel sheet by clicking on the Download button. Note: the download option does not submit your catalogue selection to LifeLines! To submit your selection, you have to use the Submit button.

11. Question regarding the use of the LifeLines Catalogue?

Please contact the LifeLines Data Manager on data@lifelines.umcg.nl in case of questions or problems with the LifeLines Catalogue.