IR Subject Ontology

To Make changes to the IR Subject Ontology you must be an IR Administrator. Please email the IR Administrator with any additions or changes you would like made to the IR Subject Ontology.

This page contains instructions on

1. How to create and modify subject terms
2. How to change parent-child relationships

1. **How to create and modify subject terms**
   
a. Click on **Admin**
   
![Image of Admin page]

b. Click on **Config. Tools** and then **Edit Subject**

![Image of Edit Subject window]

c. In this window you can access any of the CSHL IR Ontologies. Choose **CSHL Subject List**

d. The ontology index is arranged hierarchically in parent-child relationships. Click on each parent until you reach the term to which you will add a child

   For example, if you wanted to add the term Colon Cancer to the ontology you would click on the following terms to arrive at the term you want to use as a parent of this term. In this case **types** will be the parent term for the new term **Colon Cancer**

   NOTE: the parent term **types** is in black and at the top of the window
To Create a Subject Term

e. Scroll to the bottom of the window, type the new term into the Subject ID String Window

f. Enter the new subject term into the Subject ID String field and click on Create

NOTE: the format is all lower case with underscores in all spaces, e.g. Colon Cancer would be colon_cancer

g. Enter the subject term into the Subject Name field. This is the final version of the term that will be displayed by the ontology

h. Select English from the drop down menu

i. Click on Yes for Users can add items to this subject

j. Click on Save Changes

To Modify a Subject term
k. To change the term **types** to **Cancer Types**

l. Follow steps a through b above until you find the term you want to modify. Click on that term.

m. Make changes to the term and click on **Save Changes**

2. How to change the Parent-Child Relationship

To change this relationship you must make a term a child of another term.

a. Click on the term that you want to make an adult of a particular term.

For example, say we currently have **thyroid cancer** as a child of **Cancer**. We want to make **thyroid cancer** a child of **cancer types**, which is a child term of **cancer**

   cancer ----
   (currently **thyroid cancer** is a child term of **cancer**)  
   cancer types--
   (Re-link **thyroid cancer** as a child of cancer types)

So we click on the new parent term, **cancer types**
b. From the **Link Existing Subject** drop down menu, select the term you want to link as a child to this term i.e. *colon cancer*

c. With the new child term in the **Link Existing Subjects** field, click **Link**

d. Confirm that your term is listed as a child term of the chosen parent term by migrating back to that term in the ontology.