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

   ![Admin Interface](image)

   b. Click on Config. Tools and then Edit Subject

   ![Edit Subject Window](image)

   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**

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

![Image of a table with terms and numbers, along with options to unlink and create a subject ID string.]

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

![Image of a form with options to select a subject ID string, subject name, and depositable status, along with a save changes button.]

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.
Go back to Processing IR workflow into the Live IR