



6

# BRICS USER GUIDE

## Subject Management



## CHAPTER 6 - SUBJECT MANAGEMENT

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The Subject Management Module enables data to be associated with a research participant without exposing or transferring the research participant's personally identifiable information (PII). This is done by using a GUID (Global Unique Identifier). It is randomly generated, alphanumeric code that is not generated directly from PII. This capability provides two primary benefits. First, it allows data about a research participant to be accumulated across projects over time, regardless of where and when that data was collected. Secondly, it enables a researcher to define a study population while supporting a research hypothesis, even if the data were not collected by the researcher.

This second benefit is further enabled by using the Multi-Tenant GUID server (Centralized GUID Solution), which facilitates the sharing of GUIDs across diseases and/or institutes in a secure manner. The GUID Client software is a JavaScript application that runs directly on your web-browser. The GUID Client is supported on all browsers (Google Chrome, Firefox, Microsoft Edge, Safari, and Internet Explorer v10 and higher).

### 6.1 Subject Management Process

- Researchers collect PII (sometimes referred to as Private Health Information or PHI) from their participants and store that data in a local database that is not made available outside the research institution. Typically, that data is only available to a limited number of individuals. It is the availability of this at the investigator's site that is used to generate GUIDs (Global Unique Identifiers). This is made possible by issuing special software that runs on the research site on an investigator's computer or allowing users to access it through an application. This software performs a one-way encryption, often called a one-way hash, which is sent to the Subject Management Client to determine if the research subject hash codes that have been seen by the system before. The encrypted hash codes do not have information to recreate the PII. However, they do have enough information to determine if a research participant and associated GUID already exists in the system.

## 6.2 System Functions

The following are the service functions that compose the GUID Module:

- **Create GUID** – This function generates a valid GUID, provided the minimum required PII information is available. This module uses a hash function to generate a unique GUID for each participant. (Refer to the valid versus Pseudo-GUID section for more information).
- **Convert Pseudo GUID to GUID** – Allows users to convert Pseudo-GUIDs to valid GUIDs. Users need to provide the minimum required PII fields and the Pseudo-GUIDs.
- **Create Multiple GUIDs (With Close Match Checking and Without Close Match Checking)** This function generates multiple participant GUIDs from a single call to the server. The batch functionality will process 50 participants at a time with a 5-minute delay between each 50 participants processed. The functionality operates using a .csv file that includes PII information (Refer to Table 1. PII Fields) and creates as an output the list of GUID(s).
- **Generate Pseudo GUID** – Users can request the operations team to create a number of pseudo-GUID's. After requesting the user can then generate the designated number of pseudo-GUID's. Generate a Pseudo-GUID with a different format from a valid GUID. A Pseudo-GUID is a unique ID that is not based on PII. PII is not required to obtain a Pseudo-GUID. This function should only be used if a user is unable to get a valid GUID using the Create GUID function due to insufficient PII for a participant. (Refer to the valid GUID versus Pseudo-GUID section for more information on Pseudo-GUIDs.)
- **Search if GUID (or Pseudo GUID) exists in the system**– Allows users to check if a GUID (or Pseudo GUID) exists in the database. Users must provide a valid GUID or a Pseudo-GUID to use this function. If the submitted GUID exists in the database, the result will state “The GUID already exists.” If the GUID does not exist in the database, the result will state “The GUID does not exist.”

**NOTE: A one-way hash is a reproducible method of turning any data into a (relatively) small number that may serve as a digital "fingerprint" of the data. The algorithm "chops and mixes" (i.e., substitutes or transposes) the data to create such fingerprints. The hash represents the "fingerprint." However, it cannot be used to recreate the original.**

## 6.3 PII Fields Used to Generate a GUID

The PII fields that are used to generate a GUID are listed below in Table 1. The PII fields are pieces of data that will not change over the lifetime of the participant and are uniquely specific to the participant. Each PII field has an associated probability of a match in the general population. By combining full legal name, date of birth, and municipality of birth, the probability that two individuals share the same information and thus the same hash codes (i.e. a false positive) become negligible and is the minimum required information to generate a valid GUID. Additional data that is provided beyond the required minimum further decreases the probability of a false positive.

Additionally, to generate a GUID, the following PII is required:

- Complete legal given (first) name of the subject at birth
- If the subject has a middle name

- Complete legal family (last) name of subject at birth
- Day of birth
- Month of birth
- Year of birth
- Name of city/municipality in which subject was born.
- Country of birth

**NOTE: When inputting participant information, it is recommended that the information is derived from a government issued document/resource, such as a birth certificate or driver’s license.**

### 6.3.1 PII Fields Table

PII Field Name	GUID Client Abbreviations	PII Required for Valid GUID
Complete legal given name of subject at birth	FIRST_NAME	Yes
Indicator if subject has a Middle Name at Birth	SUBJECT_HAS_MIDDLE_NAME	Yes
Complete additional legal name(s) at birth	MIDDLE_NAME	Yes
Complete legal family name/surname of subject at birth	LAST_NAME	Yes
Day of Birth	DOB	Yes
Month of Birth	MOB	Yes
Year of Birth	YOB	Yes
City or Municipality of Birth	CITY_OF_BIRTH	Yes
Country of Birth	COUNTRY_OF_BIRTH	Yes
Physical sex of subject at birth [M/F]	SEX	No
Government Issued or National ID (For the United States, this is the Social Security Number)	GIID	No
Country Issuing Government-Issued or National ID	GIIDCOUNTRY	No
Organization/Cohort Association	ORGANIZATION_COHORT_ASSOCIATION	No

**NOTE: The “Organization/Cohort Association” field is specific to the Parkinson’s Disease Biomarkers Program (PDBP) instance of BRICS. Values for this field will only be available for PBDP.**

### 6.3.2 Special Instructions

Listed below are some special instructions that must be followed in order to ensure a valid GUID is created:

- 1.The "Last Name" field must contain the family name given at birth, prior to legal name change, or marriage. If there is any doubt as to the original legal name at birth, refer to the information on the birth certificate. Name suffixes such as, "Jr.," "Sr.," "III", etc., should be ignored.
- 2.If the participant's "First Name" is a compound name, such as Anne Marie, or Jose- Luis, it may be unclear whether the second part of the compound is a first name or a middle name. In such cases, use the first name as you would report it on other records, such as school transcripts, or credit card billing statements. If in doubt, refer to the birth certificate.
- 3.If the participant does not have a "Middle Name" (known not to have a middle name at birth), leave this field blank and respond "No" when asked if the individual has a middle name. The GUID Software has a selection to accommodate this possibility. If in doubt, refer to the birth certificate.
- 4.If the "City or Municipality of Birth" has undergone a name change during a participant's lifetime, use the name of the city at the time of the participant's birth. Examples of this are Peking / Beijing, or Bombay / Mumbai. Again, if there is any doubt, refer to the birth certificate.

It is recommended that the participant's birth certificate and any copies of the participant's birth certificate be returned to the participant and not retained by the site.

### 6.3.3 Valid Versus Pseudo-GUID

A Valid GUID is a GUID that has been successfully issued using PII and is always a random ID. For retrospective data, it is understood that the minimum amount of PII may not be available or sufficient to generate a Valid GUID. For this reason, the tool provides the capability to issue a Pseudo-GUID. A Pseudo- GUID contains no PII and can be generated using the Generate Pseudo GUID function. Like a GUID, a Pseudo-GUID will always be unique. Pseudo-GUIDs are not compared to other participants (including Valid GUIDs). The advantage of using a Pseudo- GUID as an ID within a study is that it can later be updated to get a new Valid GUID while maintaining a mapping in the system for the Pseudo-GUID to the Valid GUID.

### 6.3.4 GUID Composition

A GUID must start with a prefix. The prefix is typically an abbreviation of a disease category. Examples of prefixes are TBI for Traumatic Brain Injury, PD for Parkinson's disease, and GRDR for Global Rare Diseases (Patient) Registry and Data Repository.

An example of a Valid GUID is: **TBIAC412JJK**

Users participating in the Multi-Tenant GUID server will generate a universal GUID with an NIH prefix consisting of ten (10) alphanumeric characters. An example of a Multi-Tenant GUID is: **NIH07HB8I7JK7**

### 6.3.5 Pseudo-GUID Composition

**Note: To create Pseudo-GUID's you must get authorization to do so from your operations team or an admin. They will allocate a specific number of Pseudo-GUID's that you will be able to generate.**

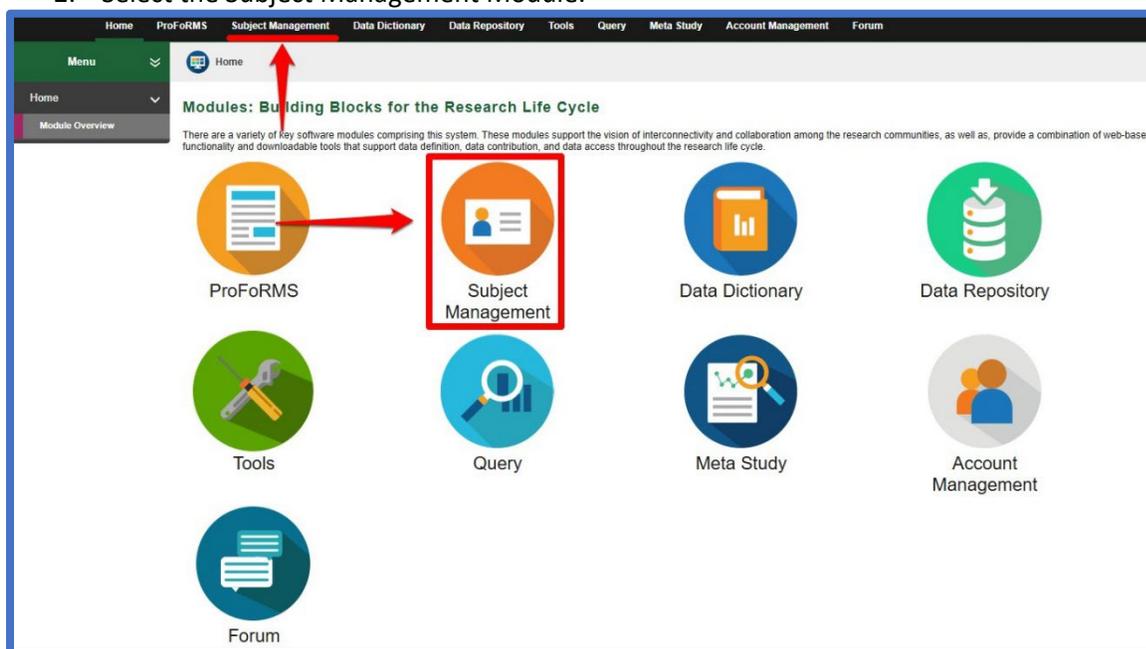
The format of the Pseudo-GUID is identical to that of a Valid GUID with the exception that after the prefix, \_INV is added.

An example of a Pseudo-GUID is: **TBI\_INVZG542YHVA** example of a Pseudo-GUID generated in the Multi-Tenant GUID server is: **NIH\_INV78H8G0TJ8N**

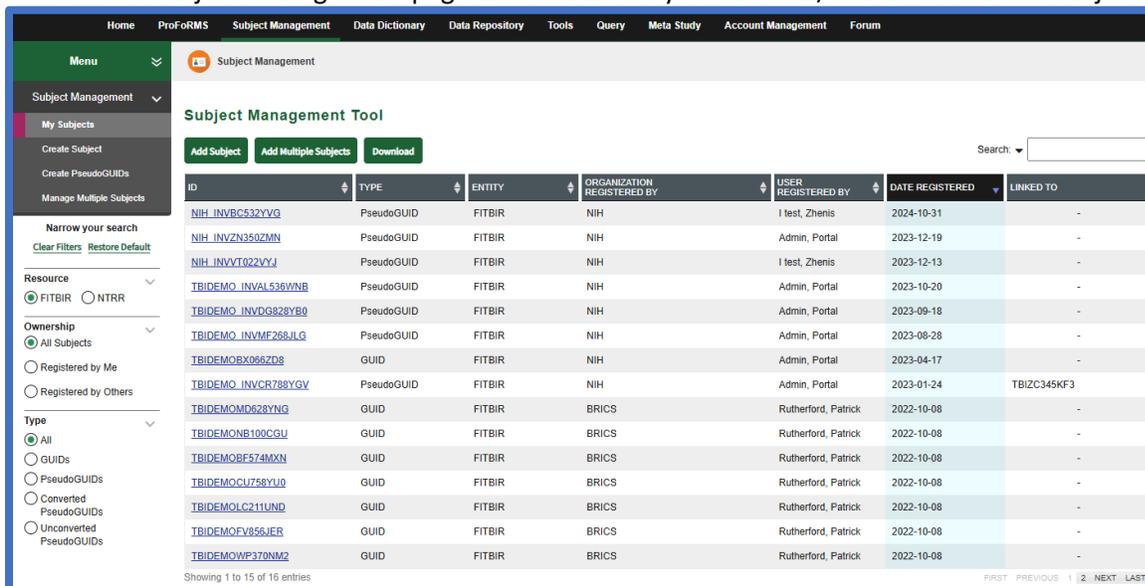
## 6.4 Using the Subject Management Tool

The Subject Management client software is a web-based, JavaScript application and is accessible directly through your internet browser. To access the Subject Management module: Perform the following actions:

1. Log in and navigate to the Workspace screen where all modules you have access to are displayed.
2. Select the Subject Management Module.



### 3. The Subject Management page will load where you can view/search the current subjects.



**Subject Management Tool**

Buttons: Add Subject, Add Multiple Subjects, Download

Search:

ID	TYPE	ENTITY	ORGANIZATION REGISTERED BY	USER REGISTERED BY	DATE REGISTERED	LINKED TO
NIH_INVBC532YVG	PseudoGUID	FITBIR	NIH	I test, Zhenis	2024-10-31	-
NIH_INVZN350ZMN	PseudoGUID	FITBIR	NIH	Admin, Portal	2023-12-19	-
NIH_INVVT022YVJ	PseudoGUID	FITBIR	NIH	I test, Zhenis	2023-12-13	-
TBIDEMO_INVAL536WNB	PseudoGUID	FITBIR	NIH	Admin, Portal	2023-10-20	-
TBIDEMO_INVDG828YB0	PseudoGUID	FITBIR	NIH	Admin, Portal	2023-09-18	-
TBIDEMO_INVMF268JLG	PseudoGUID	FITBIR	NIH	Admin, Portal	2023-08-28	-
TBIDEMOBX066ZD8	GUID	FITBIR	NIH	Admin, Portal	2023-04-17	-
TBIDEMO_INVCR788YGV	PseudoGUID	FITBIR	NIH	Admin, Portal	2023-01-24	TBIZC345KF3
TBIDEMOMD628YNG	GUID	FITBIR	BRICS	Rutherford, Patrick	2022-10-08	-
TBIDEMONB100CGU	GUID	FITBIR	BRICS	Rutherford, Patrick	2022-10-08	-
TBIDEMOBF54MXJ	GUID	FITBIR	BRICS	Rutherford, Patrick	2022-10-08	-
TBIDEMOCU758YU0	GUID	FITBIR	BRICS	Rutherford, Patrick	2022-10-08	-
TBIDEMOLC211UND	GUID	FITBIR	BRICS	Rutherford, Patrick	2022-10-08	-
TBIDEMOFV855JER	GUID	FITBIR	BRICS	Rutherford, Patrick	2022-10-08	-
TBIDEMOWP370NM2	GUID	FITBIR	BRICS	Rutherford, Patrick	2022-10-08	-

Showing 1 to 15 of 16 entries

Navigation: FIRST, PREVIOUS, 1/2, NEXT, LAST

## 6.4.1 Creating GUIDs

1. Open the Subject Management Module.
2. Either click Create Subject in the left navigation or “Add Subject” button above the table.
3. The Data Privacy user agreement may appear, requiring the user to read and accept the terms to continue to the GUID creation page.

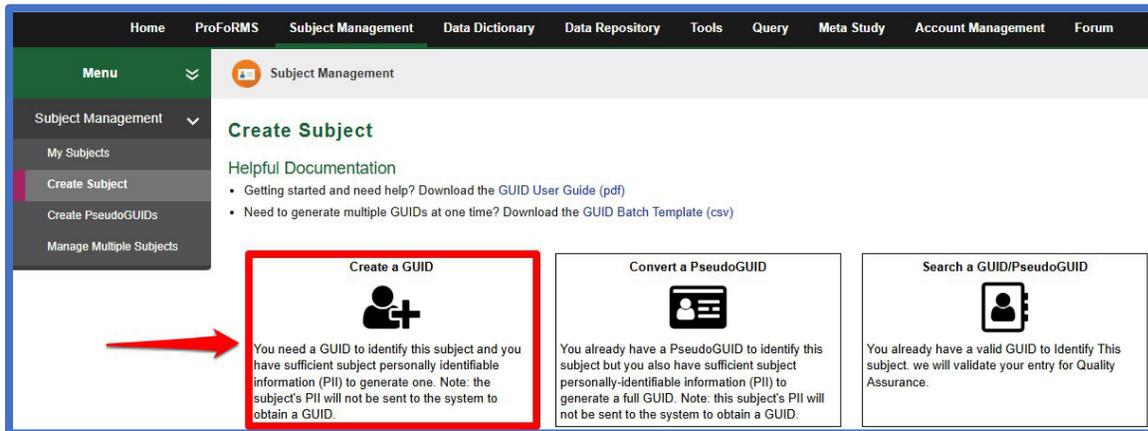
**Data Privacy**

This system is a collaborative environment with privacy rules that pertain to the collection and display of imaging data. Before accessing and using this system, please ensure you familiarize yourself with our privacy rules available through the Data Access Request and supporting documentation.

The collection of this information is authorized under 42 U.S.C. 241, 242, 248, 281(a)(b)(1)(P) and 44 U.S.C. 3101. The primary use of this information is to facilitate medical research. This information may be disclosed to researchers for research purposes, and to system administrators for evaluation and data normalization.

Rules governing the submission of this information are based on the data-sharing rules defined in the Notice of Grant Award (NOGA). If you do not have a grant defining data sharing requirements, data submission is voluntary. Data entered into the system will be used solely for scientific and research purposes and is designed to further the understanding of the disease. Modification of information may be addressed by contacting your system administrator at dcbrics@nih.gov. The significant system update information may be posted on the site as required.

#### 4. Click **Create a GUID**.

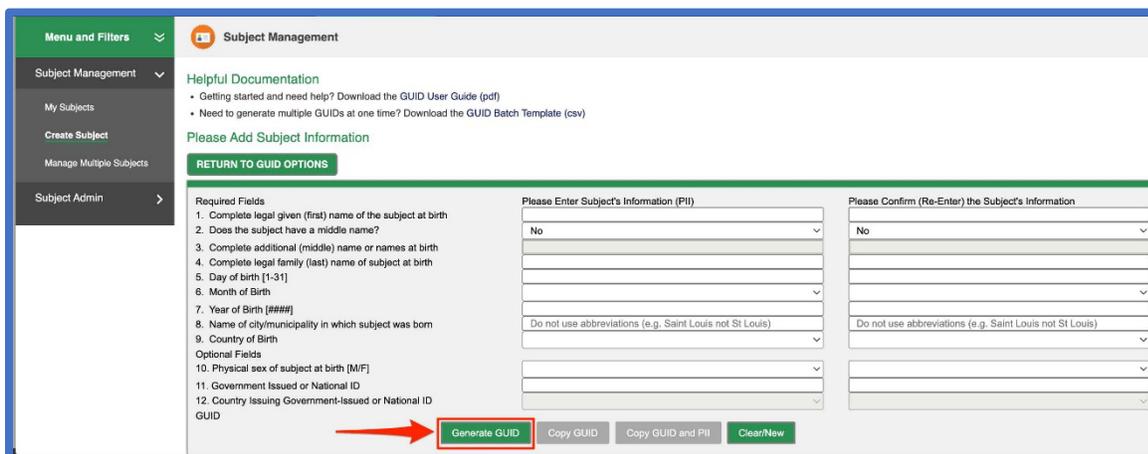


5. The GUID Client will open directly in the browser on the page. Enter the participant’s information (Subject’s Personal Identifiable Information (PII)) into the appropriate fields. To ensure the information provided is accurate, the system requires duplicate data entry. Re-enter the Subject’s Personal Identifiable Information (PII) to confirm the subject’s information.

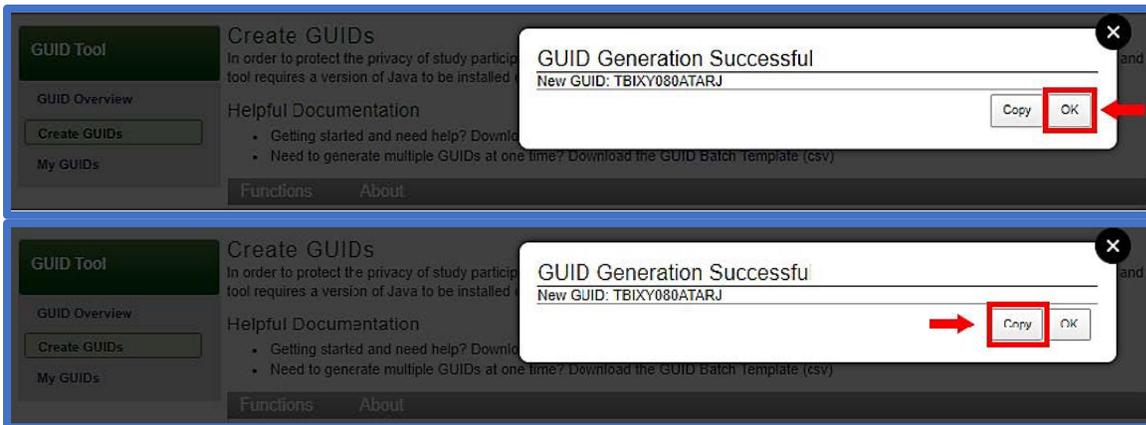
**NOTE: Refer to [6.3.1](#) for information on each field.**

6. After inputting the participant’s PII into both sets of fields, click the Generate GUID button.

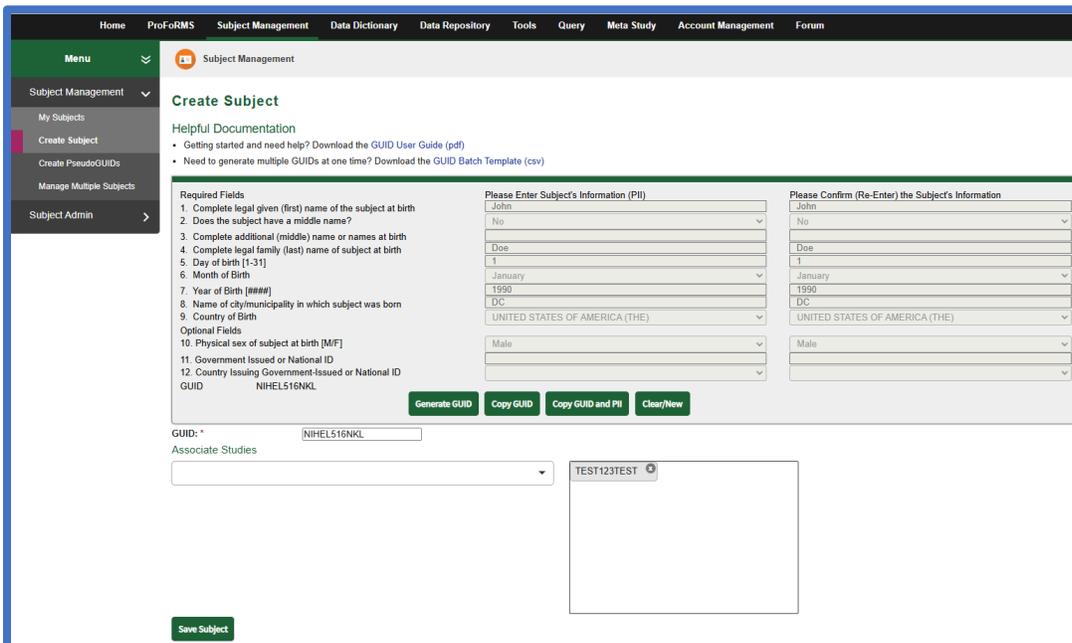
**Note: Spaces, hyphens and apostrophes can be used in the non-numeric GUID fields in the dialog box and are stripped silently by the application.**



7. After clicking Generate GUID a confirmation screen will appear showing the GUID that was generated with an option to both copy it and close it using “OK”.



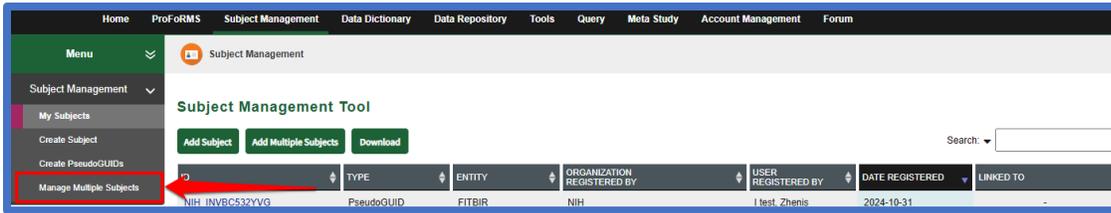
- After closing it, additional fields will be available to associate the GUID with a specific study or studies. Add them to the list and click save to have them associated with the selected studies.



## 6.4.2 Creating multiple GUIDs by using a batch csv

The batch capability allows a user to create multiple GUIDs at a time with the option of checking for similar already-entered PII. **In order to create multiple GUIDs, you must download and use the GUID batch .csv template.**

- Navigate to the **Manage Multiple Subjects** page in the **Subject Management** Module.



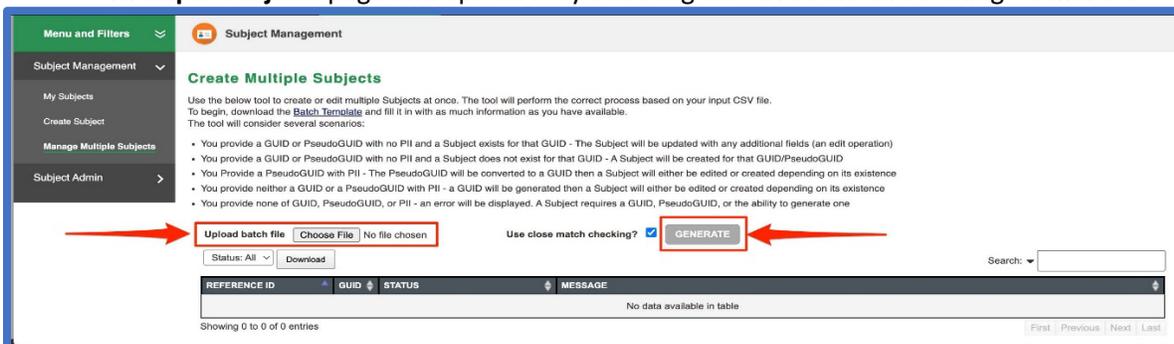
2. Click the Batch Template (CSV) to download the GUID Batch template.
3. Once downloaded, open the file to add the participants information into the proper columns/rows. For a description of the column headers then please refer [to 6.3.1 PII Fields](#) above.

A	B	C	D	E	F	G	H	I	J	K	L	M	N
REFERENCE_ID	GUID	FIRST_NAME	MIDDLE_NAME	LAST_NAME	SUBJECT_HAS_MIDDLE_NAME	MOB	DOB	YOB	CITY_OF_BIRTH	COUNTRY_OF_BIRTH	SEX	GIID	GIIDCountry
1		John		Doe	No		9	15	1988 dc	US	M		123-12-1234 US
2		Johnny	Appleseed	Doe	Yes		10	16	1990 Bethesda				

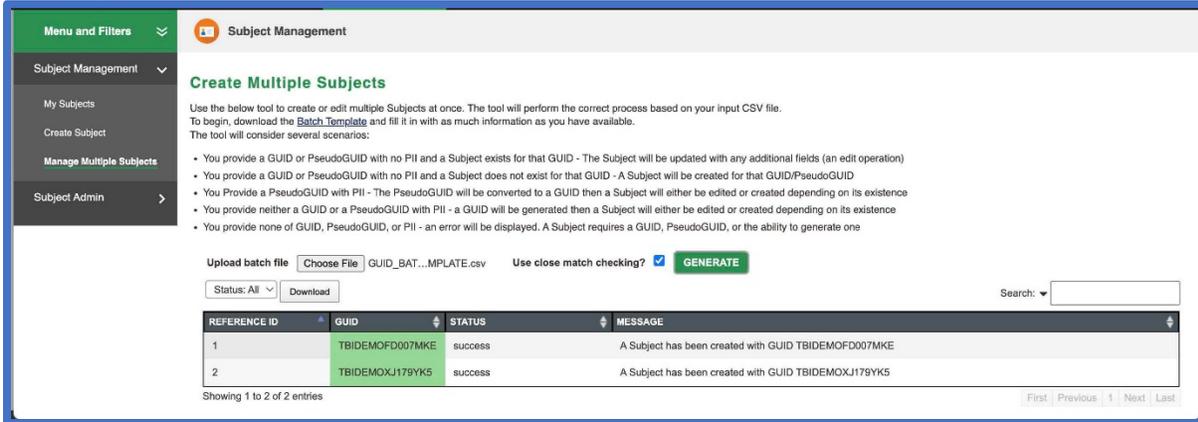
Please note the following:

- Each row contains (1) participant’s information.
- The REFERENCE\_ID (in cell A2) may be any alphanumeric identifier but must be unique within this batch. This ID will be provided along with the GUID after the batch process completes to ensure the proper GUID is associated with its input PII
- For MOB, use a numeric value (1-12)
- For COUNTRY\_OF\_BIRTH and GIIDCOUNTRY, please use the country codes.
- listed in Appendix 6-A of the module. For United States, use US.
- GIID and GIIDCOUNTRY [Optional]
- For GIID, if Country issuing the ID is the United States, please submit data in this format ###-##-####
- Note: The “Organization/Cohort Association” field is not available for use when generating GUIDs using the batch GUID template. This field is only available when generating a GUID using the GUID client.
- Save the template in CSV format.

4. After saving the document with the participant(s) information, navigate back to the **Manage Multiple Subjects** page and upload it by selecting the saved file and clicking **“Generate”**



5. After generating the content, the table will fill displaying the GUID's for each row of data.



**Subject Management**

### Create Multiple Subjects

Use the below tool to create or edit multiple Subjects at once. The tool will perform the correct process based on your input CSV file. To begin, download the [Batch Template](#) and fill it in with as much information as you have available. The tool will consider several scenarios:

- You provide a GUID or PseudoGUID with no PII and a Subject exists for that GUID - The Subject will be updated with any additional fields (an edit operation)
- You provide a GUID or PseudoGUID with no PII and a Subject does not exist for that GUID - A Subject will be created for that GUID/PseudoGUID
- You Provide a PseudoGUID with PII - The PseudoGUID will be converted to a GUID then a Subject will either be edited or created depending on its existence
- You provide neither a GUID or a PseudoGUID with PII - a GUID will be generated then a Subject will either be edited or created depending on its existence
- You provide none of GUID, PseudoGUID, or PII - an error will be displayed. A Subject requires a GUID, PseudoGUID, or the ability to generate one

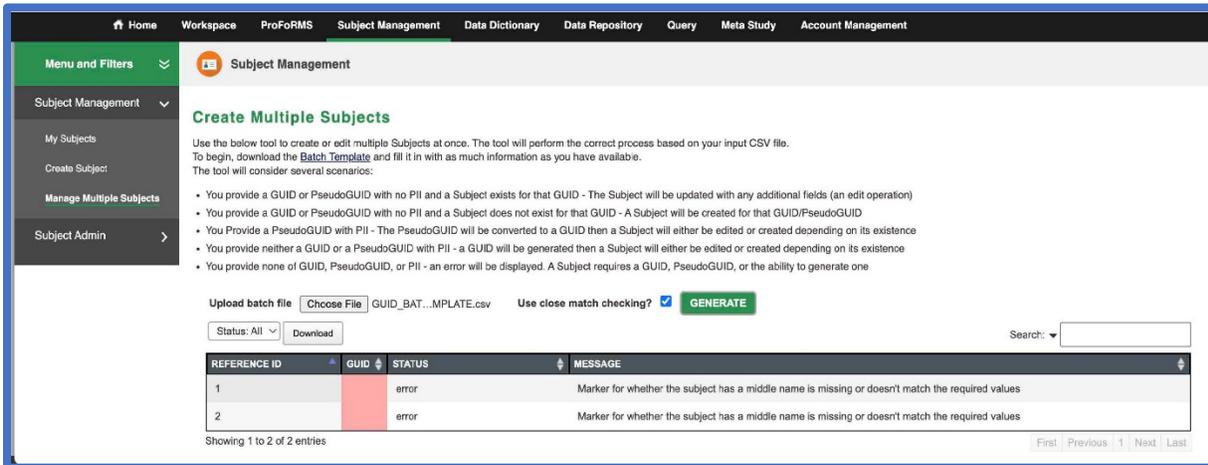
Upload batch file:  GUID\_BAT...MPLATE.csv Use close match checking?

Status: All  Search:

REFERENCE ID	GUID	STATUS	MESSAGE
1	TBIDEMOFD007MKE	success	A Subject has been created with GUID TBIDEMOFD007MKE
2	TBIDEMOXJ179YK5	success	A Subject has been created with GUID TBIDEMOXJ179YK5

Showing 1 to 2 of 2 entries First | Previous | 1 | Next | Last

6. Note that if there are errors, then it will display them in the table with a message describing the error.



**Subject Management**

### Create Multiple Subjects

Use the below tool to create or edit multiple Subjects at once. The tool will perform the correct process based on your input CSV file. To begin, download the [Batch Template](#) and fill it in with as much information as you have available. The tool will consider several scenarios:

- You provide a GUID or PseudoGUID with no PII and a Subject exists for that GUID - The Subject will be updated with any additional fields (an edit operation)
- You provide a GUID or PseudoGUID with no PII and a Subject does not exist for that GUID - A Subject will be created for that GUID/PseudoGUID
- You Provide a PseudoGUID with PII - The PseudoGUID will be converted to a GUID then a Subject will either be edited or created depending on its existence
- You provide neither a GUID or a PseudoGUID with PII - a GUID will be generated then a Subject will either be edited or created depending on its existence
- You provide none of GUID, PseudoGUID, or PII - an error will be displayed. A Subject requires a GUID, PseudoGUID, or the ability to generate one

Upload batch file:  GUID\_BAT...MPLATE.csv Use close match checking?

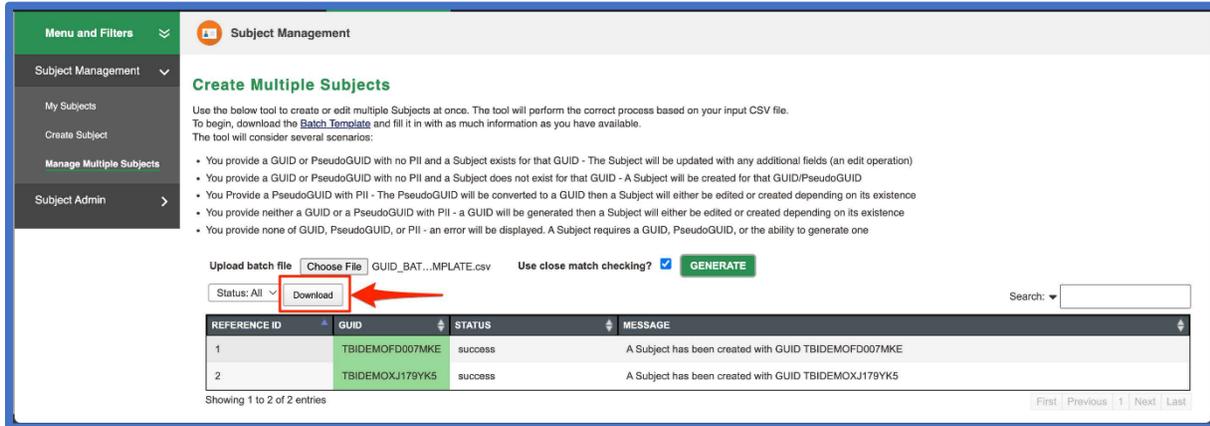
Status: All  Search:

REFERENCE ID	GUID	STATUS	MESSAGE
1		error	Marker for whether the subject has a middle name is missing or doesn't match the required values
2		error	Marker for whether the subject has a middle name is missing or doesn't match the required values

Showing 1 to 2 of 2 entries First | Previous | 1 | Next | Last

**NOTE:** If subsequent requests for multiple GUIDs are sent, the required wait time between sending each GUID request containing 50 participants is 30 seconds. Reference the Status field for additional details and confirmation that the .csv file selected uploaded correctly.

7. To obtain a full report of errors, potential matches, and/or other information pertaining to the GUID generation process, click the Download button.



**Subject Management**

### Create Multiple Subjects

Use the below tool to create or edit multiple Subjects at once. The tool will perform the correct process based on your input CSV file. To begin, download the [Batch\\_Template](#) and fill it in with as much information as you have available. The tool will consider several scenarios:

- You provide a GUID or PseudoGUID with no PII and a Subject exists for that GUID - The Subject will be updated with any additional fields (an edit operation)
- You provide a GUID or PseudoGUID with no PII and a Subject does not exist for that GUID - A Subject will be created for that GUID/PseudoGUID
- You Provide a PseudoGUID with PII - The PseudoGUID will be converted to a GUID then a Subject will either be edited or created depending on its existence
- You provide neither a GUID or a PseudoGUID with PII - a GUID will be generated then a Subject will either be edited or created depending on its existence
- You provide none of GUID, PseudoGUID, or PII - an error will be displayed. A Subject requires a GUID, PseudoGUID, or the ability to generate one

Upload batch file:  GUID\_BAT...MPLATE.csv    Use close match checking?

Status: All

REFERENCE ID	GUID	STATUS	MESSAGE
1	TBIDEMOFD007MKE	success	A Subject has been created with GUID TBIDEMOFD007MKE
2	TBIDEMOXJ179YK5	success	A Subject has been created with GUID TBIDEMOXJ179YK5

Showing 1 to 2 of 2 entries First | Previous | 1 | Next | Last

8. Save the .csv report file, which will include the following default filename prefix: “output\_guid.” The GUID output file will provide a list of successfully generated GUIDs along with errors and notations:

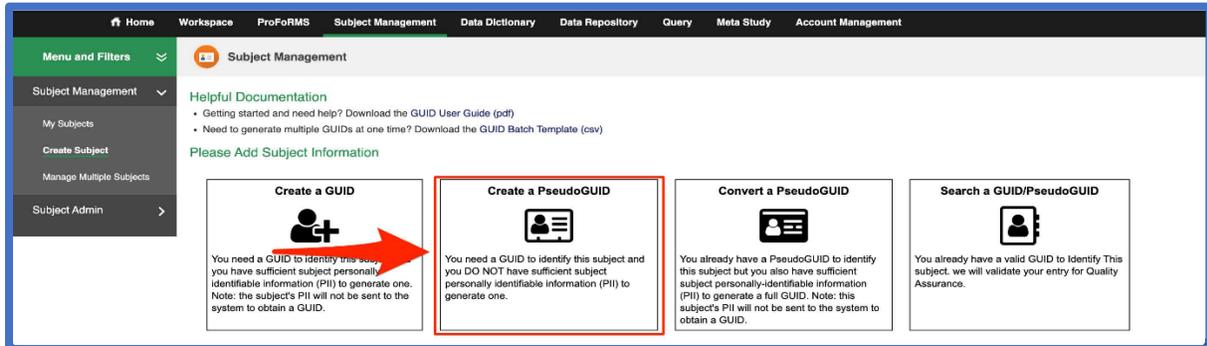
A	B	C	D
referenceId	guid	serverShortName	notes
1			A close match was found: Month of Birth. Current value: 11
2	TBIHP337FWXVC	FITBIR	
3	TBIHU206FYKXZ	FITBIR	
4	TBINE514UGTLP	FITBIR	

**NOTE:** If you receive a “close match was found” note, but the subject information provided is accurate, retry the upload using the Create Multiple GUIDs (No Close Match Checking) option in the Functions menu.

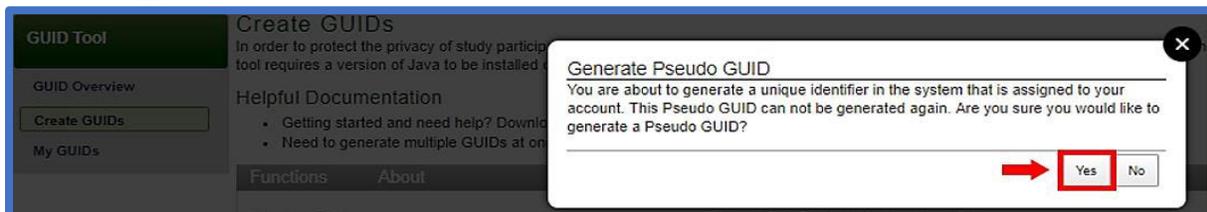
## 6.4.3 Creating a Pseudo GUID

**Note:** To create Pseudo-GUID's you must get authorization to do so from your operations team or an admin. They will allocate a specific number of Pseudo-GUID's that you will be able to create.

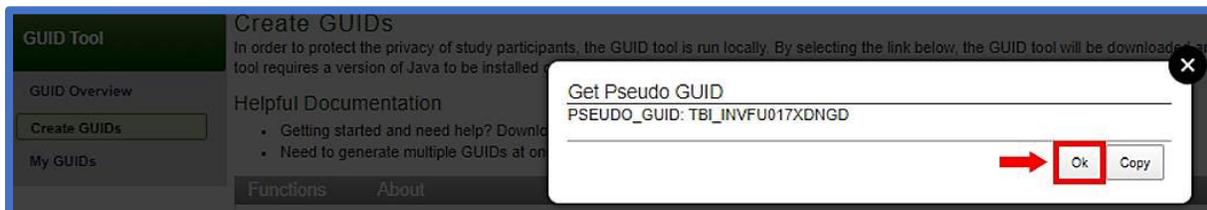
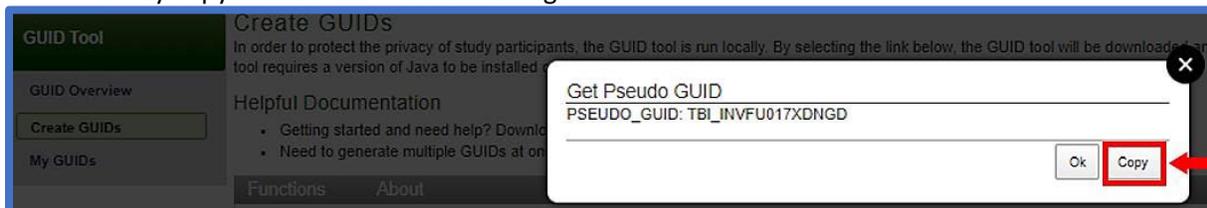
1. Navigate to the **Create Subject** page in the **Subject Management Module** and select **“Create a Pseudo GUID.”**



2. Generate Pseudo GUID dialog box will appear. Click the Yes button to generate the Pseudo-GUID.

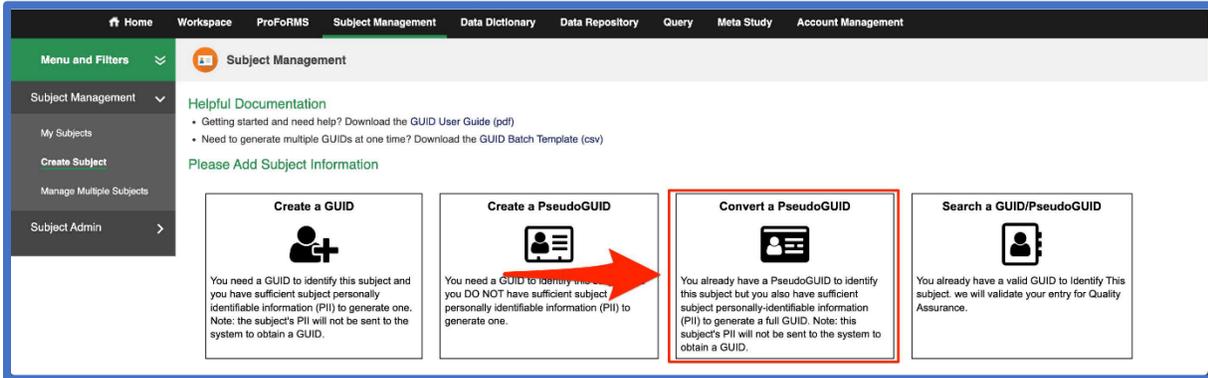


3. The Pseudo GUID dialog will show with an “Ok” button and a “Copy” button allowing you to easily copy it and then close the dialog.



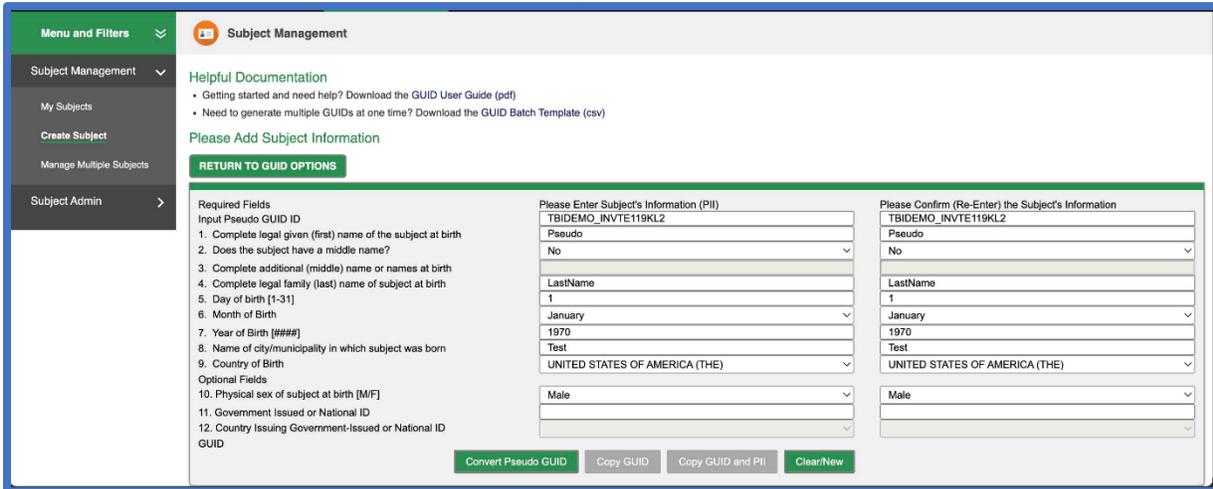
## 6.4.4 Converting a Pseudo GUID into a valid GUID

1. Navigate to the **Create Subject** page in the **Subject Management Module**.
2. Select Convert a **PseudoGUID** option.



The screenshot shows the 'Subject Management' interface. The 'Convert a PseudoGUID' option is highlighted with a red box, and a red arrow points to it from the 'Create a PseudoGUID' option. The interface includes a navigation menu on the left and a main content area with four options: 'Create a GUID', 'Create a PseudoGUID', 'Convert a PseudoGUID', and 'Search a GUID/PseudoGUID'. Each option has a brief description of when to use it.

3. Enter the PseudoGUID ID and the participants PII and select Convert Pseudo GUID.



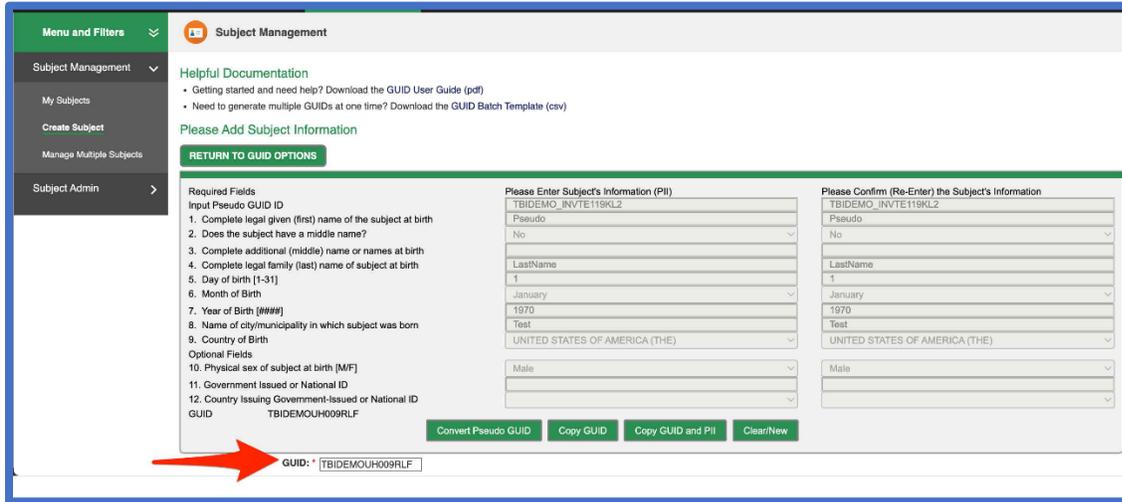
The screenshot shows the 'Please Add Subject Information' form. The 'RETURN TO GUID OPTIONS' button is highlighted. The form includes a list of required fields (1-12) and optional fields. The 'Please Enter Subject's Information (PII)' section contains input fields for Pseudo GUID ID (TBIDEMO\_INVTE119KL2), Pseudo (No), LastName (1), Month of Birth (January), Year of Birth (1970), and Country of Birth (UNITED STATES OF AMERICA (THE)). The 'Please Confirm (Re-Enter) the Subject's Information' section contains corresponding confirmation fields. At the bottom, there are buttons for 'Convert Pseudo GUID', 'Copy GUID', 'Copy GUID and PII', and 'Clear/New'.

4. The GUID will display with an option to copy it and to click "OK" to close the dialog.



The screenshot shows the 'GUID Tool' interface. A 'GUID Generation Successful' dialog box is displayed, showing the new GUID: TBIVE258DBBVE. The dialog box has 'Copy' and 'OK' buttons. The background shows the 'Create GUIDS' page with a 'GUID Overview' section and a 'My GUIDs' section.

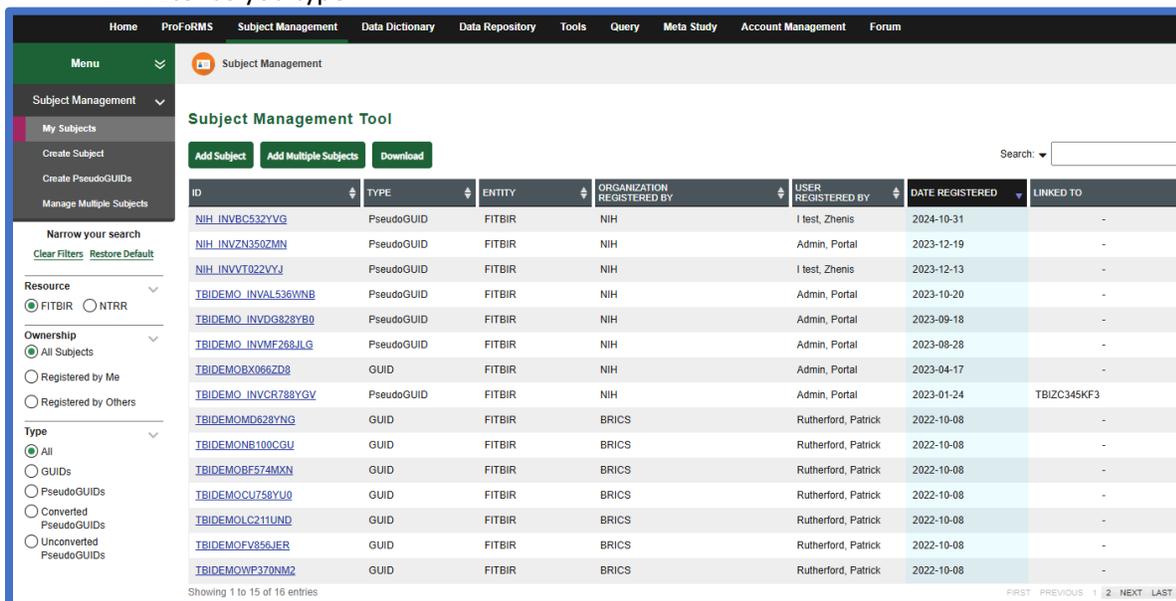
**NOTE that if you accidentally click OK before copying, it will be displayed below the PII information like so:**



The screenshot shows the 'Please Enter Subjects Information (PII)' form. At the bottom, there is a field labeled 'GUID: \*' with the value 'TBIDEMOUH009RLF'. A red arrow points to this field.

## 6.4.5 Viewing My Subjects/GUIDs

1. Navigate to the **My Subjects** page in the **Subject Management Module**.
2. Here you can use the search box to filter your subjects. Select the fields in which you would like to filter (by default all will be selected) and type your search into the search box. Your results will filter as you type.



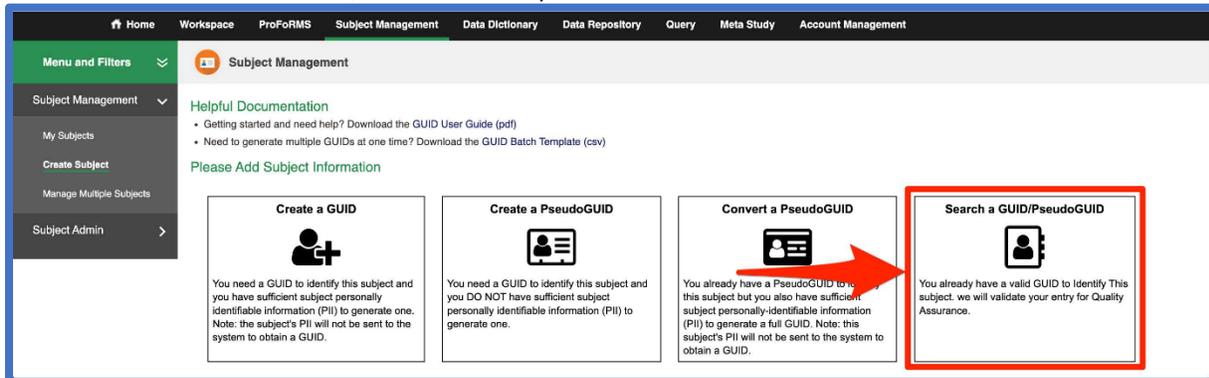
The screenshot shows the 'Subject Management Tool' interface. It includes a search box and a table of subjects. The table has the following columns: ID, TYPE, ENTITY, ORGANIZATION REGISTERED BY, USER REGISTERED BY, DATE REGISTERED, and LINKED TO.

ID	TYPE	ENTITY	ORGANIZATION REGISTERED BY	USER REGISTERED BY	DATE REGISTERED	LINKED TO
<a href="#">NIH_INVBC532YVG</a>	PseudoGUID	FITBIR	NIH	I test, Zhenis	2024-10-31	-
<a href="#">NIH_INVZN350ZMN</a>	PseudoGUID	FITBIR	NIH	Admin, Portal	2023-12-19	-
<a href="#">NIH_INVVT022VYJ</a>	PseudoGUID	FITBIR	NIH	I test, Zhenis	2023-12-13	-
<a href="#">TBIDEMO_INVALS36WNB</a>	PseudoGUID	FITBIR	NIH	Admin, Portal	2023-10-20	-
<a href="#">TBIDEMO_INVDG828YR0</a>	PseudoGUID	FITBIR	NIH	Admin, Portal	2023-09-18	-
<a href="#">TBIDEMO_INVMF268JLQ</a>	PseudoGUID	FITBIR	NIH	Admin, Portal	2023-09-28	-
<a href="#">TBIDEMOBX066ZD8</a>	GUID	FITBIR	NIH	Admin, Portal	2023-04-17	-
<a href="#">TBIDEMO_INVCR788YGV</a>	PseudoGUID	FITBIR	NIH	Admin, Portal	2023-01-24	<a href="#">TBIZC345KF3</a>
<a href="#">TBIDEMOMD628YNG</a>	GUID	FITBIR	BRICS	Rutherford, Patrick	2022-10-08	-
<a href="#">TBIDEMONB100CGUJ</a>	GUID	FITBIR	BRICS	Rutherford, Patrick	2022-10-08	-
<a href="#">TBIDEMOBF574MXN</a>	GUID	FITBIR	BRICS	Rutherford, Patrick	2022-10-08	-
<a href="#">TBIDEMOCU758YUQ</a>	GUID	FITBIR	BRICS	Rutherford, Patrick	2022-10-08	-
<a href="#">TBIDEMOLC211UND</a>	GUID	FITBIR	BRICS	Rutherford, Patrick	2022-10-08	-
<a href="#">TBIDEMOFV856JER</a>	GUID	FITBIR	BRICS	Rutherford, Patrick	2022-10-08	-
<a href="#">TBIDEMOWP370NM2</a>	GUID	FITBIR	BRICS	Rutherford, Patrick	2022-10-08	-

Showing 1 to 15 of 16 entries

## 6.4.6 Checking if Subject/GUID/Pseudo GUID exists

1. Navigate to the **Create Subject** page in the **Subject Management Module**.
2. Select **Search a GUID/PseudoGUID** option.



3. The Check if GUID Exists on the Server dialog box appears. Enter the GUID or Pseudo GUID in the GUID/PseudoGUID field and click the Check button. The result appears in the Result field.



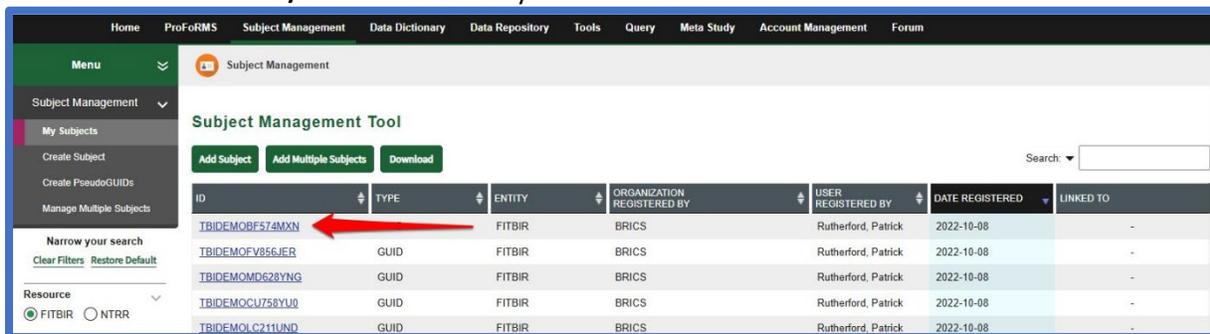
## 6.4.7 Removing a GUID/Pseudo GUID

Users can remove a GUID/PseudoGUID that they generated but only if it has not been use in a study.

**NOTE:** Users that generate the same GUID will have the ability to remove it from the system. Meaning, if 2 different users were to enter the same exact PII when generating a GUID, then this will result in the same exact GUID, which will result in both users having permission to remove that GUID from the system.

To remove a **GUID/PseudoGUID** from the system:

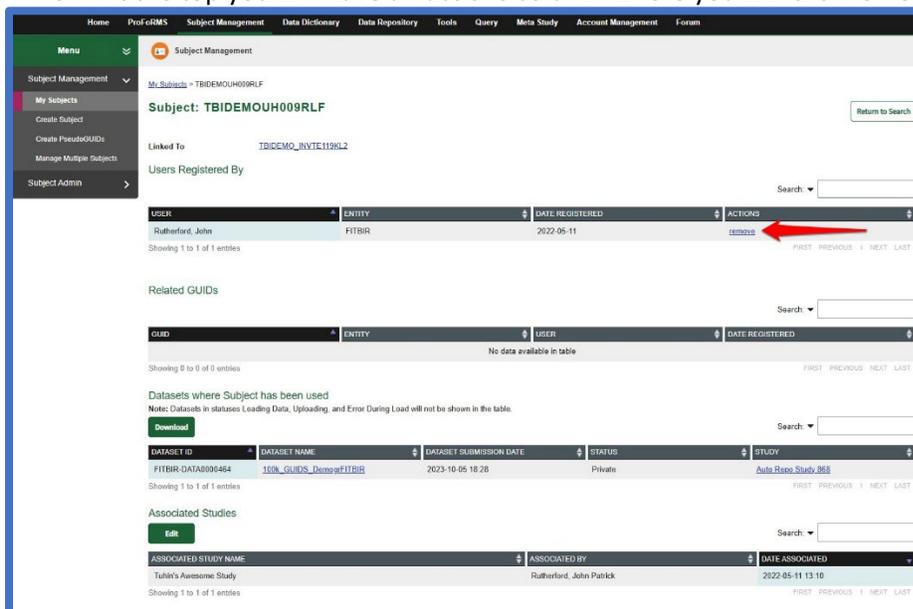
1. Navigate to the **My Subjects** page in the **Subject Management Module**.
2. Select the **GUID/PseudoGUID** that you wish to remove.



The screenshot shows the 'Subject Management Tool' interface. On the left is a navigation menu with 'My Subjects' selected. The main area displays a table of subjects with columns: ID, TYPE, ENTITY, ORGANIZATION REGISTERED BY, USER REGISTERED BY, DATE REGISTERED, and LINKED TO. A red arrow points to the first row of the table.

ID	TYPE	ENTITY	ORGANIZATION REGISTERED BY	USER REGISTERED BY	DATE REGISTERED	LINKED TO
TBIDEMOBF574MXN		FITBIR	BRICS	Rutherford, Patrick	2022-10-08	-
TBIDEMOFV856JER	GUID	FITBIR	BRICS	Rutherford, Patrick	2022-10-08	-
TBIDEMOMD628YNG	GUID	FITBIR	BRICS	Rutherford, Patrick	2022-10-08	-
TBIDEMOCL758YU0	GUID	FITBIR	BRICS	Rutherford, Patrick	2022-10-08	-
TBIDEMOLC211UND	GUID	FITBIR	BRICS	Rutherford, Patrick	2022-10-08	-

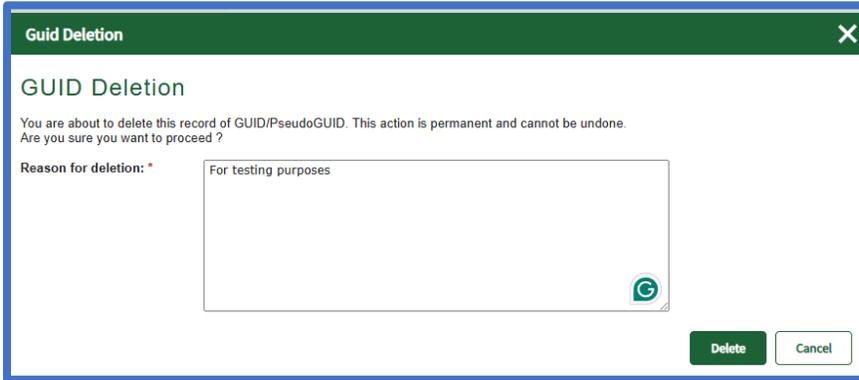
3. At the top you will have an actions column where you will click remove.



The screenshot shows the details of a subject: 'Subject: TBIDEMOUH009RLF'. It includes sections for 'Linked To', 'Users Registered By', 'Related GUIDs', 'Datasets where Subject has been used', and 'Associated Studies'. A red arrow points to the 'REMOVE' button in the 'ACTIONS' column of the 'Users Registered By' table.

USER	ENTITY	DATE REGISTERED	ACTIONS
Rutherford, John	FITBIR	2022-05-11	REMOVE

- There will be a prompt notifying you this will remove the GUID from the system and this action cannot be undone. Users are required to give a reason for deletion before clicking the **Delete** button.



**Guid Deletion** [X]

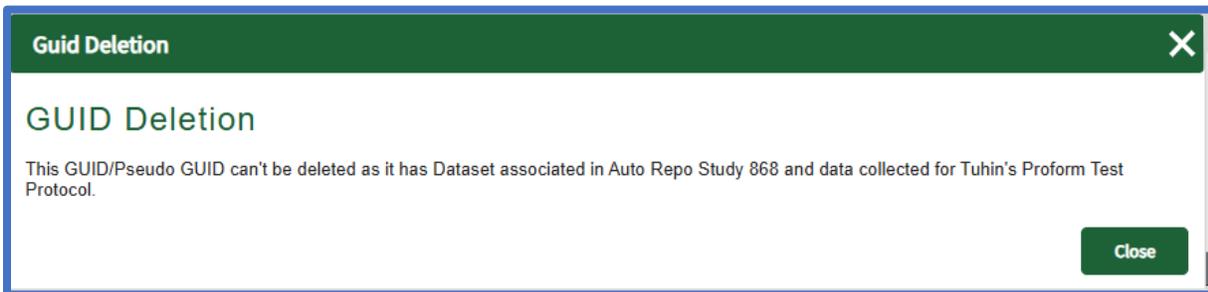
### GUID Deletion

You are about to delete this record of GUID/PseudoGUID. This action is permanent and cannot be undone.  
Are you sure you want to proceed ?

Reason for deletion: \*

[Delete] [Cancel]

- You will be taken back to the My Subjects page afterwards.
- If the GUID has already been used in a study, the prompt will notify you that you cannot remove it.



**Guid Deletion** [X]

### GUID Deletion

This GUID/Pseudo GUID can't be deleted as it has Dataset associated in Auto Repo Study 868 and data collected for Tuhin's Proform Test Protocol.

[Close]



## 6.5 Accessing the Multi-Tenant GUID Server

Researchers participating in the Multi-Tenant GUID server who want access to another Entity's GUIDs, need to initiate a request through the Entity's Accounts Module. Please contact a member of your designated operations team for additional details.

## 6.6 APPENDIX 6A – Country Codes

Country	Country Code
Anguilla	AI
Antarctica	AQ
Antigua and Barbuda	AG
Argentina	AR
Armenia	AM
Aruba	AW
Australia	AU
Austria	AT
Azerbaijan	AZ
Bahamas	BS
Bahrain	BH
Bangladesh	BD
Barbados	BB
Belarus	BY
Belgium	BE
Belize	BZ
Benin	BJ
Bermuda	BM
Bhutan	BT
Bolivia	BO
Bonaire, Sint Eustatius and Saba	BQ
Bosnia and Herzegovina	BA
Botswana	BW
Bouvet Island	BV
Brazil	BR
British Indian Ocean Territory	IO
Brunei Darussalam	BN
Bulgaria	BG
Burkina Faso	BF
Burundi	BI
Cambodia	KH
Cameroon	CM
Canada	CA
Cape Verde	CV
Cayman Islands	KY
Central African Republic	CF
Chad	TD
Chile	CL
China	CN
Christmas Island	CX



<b>Cocos (Keeling) Islands</b>	CC
<b>Colombia</b>	CO
<b>Comoros</b>	KM
<b>Congo</b>	CG
<b>Congo, Democratic Republic of the</b>	CD
<b>Cook Islands</b>	CK
<b>Costa Rica</b>	CR
<b>Côte d'Ivoire</b>	CI
<b>Croatia</b>	HR
<b>Cuba</b>	CU
<b>Cyprus</b>	CY
<b>Czech Republic</b>	CZ
<b>Denmark</b>	DK
<b>Djibouti</b>	DJ
<b>Dominica</b>	DM
<b>Dominican Republic</b>	DO
<b>Ecuador</b>	EC
<b>Egypt</b>	EG
<b>El Salvador</b>	SV
<b>Equatorial Guinea</b>	GQ
<b>Eritrea</b>	ER
<b>Estonia</b>	EE
<b>Ethiopia</b>	ET
<b>Falkland Islands (Malvinas)</b>	FK
<b>Faroe Islands</b>	FO
<b>Fiji</b>	FJ
<b>Finland</b>	FI
<b>France</b>	FR
<b>French Guiana</b>	GF
<b>French Polynesia</b>	PF
<b>French Southern Territories</b>	TF
<b>Gabon</b>	GA
<b>Gambia</b>	GM
<b>Georgia</b>	GE
<b>Germany</b>	DE
<b>Ghana</b>	GH
<b>Gibraltar</b>	GI
<b>Greece</b>	GR
<b>Greenland</b>	GL
<b>Grenada</b>	GD
<b>Guadeloupe</b>	GP
<b>Guam</b>	GU
<b>Guatemala</b>	GT

<b>Guernsey</b>	GG
<b>Guinea</b>	GN
<b>Guinea-Bissau</b>	GW
<b>Guyana</b>	GY
<b>Haiti</b>	HT
<b>Heard Island and McDonald Islands</b>	HM
<b>Holy See (Vatican City State)</b>	VA
<b>Honduras</b>	HN
<b>Hong Kong</b>	HK
<b>Hungary</b>	HU
<b>Iceland</b>	IS
<b>India</b>	IN
<b>Indonesia</b>	ID
<b>Iran (Islamic Republic of)</b>	IR
<b>Iraq</b>	IQ
<b>Ireland</b>	IE
<b>Isle of Man</b>	IM
<b>Israel</b>	IL
<b>Italy</b>	IT
<b>Jamaica</b>	JM
<b>Japan</b>	JP
<b>Jersey</b>	JE
<b>Jordan</b>	JO
<b>Kazakhstan</b>	KZ
<b>Kenya</b>	KE
<b>Kiribati</b>	KI
<b>Korea, Democratic People's Republic of</b>	KP
<b>Korea, Republic of</b>	KR
<b>Kosovo</b>	XK
<b>Kuwait</b>	KW
<b>Kyrgyzstan</b>	KG
<b>Lao People's Democratic Republic</b>	LA
<b>Latvia</b>	LV
<b>Lebanon</b>	LB
<b>Lesotho</b>	LS
<b>Liberia</b>	LR
<b>Libya</b>	LY
<b>Liechtenstein</b>	LI
<b>Lithuania</b>	LT
<b>Luxembourg</b>	LU
<b>Macao</b>	MO
<b>North Macedonia</b>	MK
<b>Madagascar</b>	MG



<b>Malawi</b>	MW
<b>Malaysia</b>	MY
<b>Maldives</b>	MV
<b>Mali</b>	ML
<b>Malta</b>	MT
<b>Marshall Islands</b>	MH
<b>Martinique</b>	MQ
<b>Mauritania</b>	MR
<b>Mauritius</b>	MU
<b>Mayotte</b>	YT
<b>Mexico</b>	MX
<b>Micronesia, Federated States of</b>	FM
<b>Moldova, Republic of</b>	MD
<b>Monaco</b>	MC
<b>Mongolia</b>	MN
<b>Montenegro</b>	ME
<b>Montserrat</b>	MS
<b>Morocco</b>	MA
<b>Mozambique</b>	MZ
<b>Myanmar</b>	MM
<b>Namibia</b>	NA
<b>Nauru</b>	NR
<b>Nepal</b>	NP
<b>Netherlands</b>	NL
<b>Netherlands Antilles</b>	AN
<b>New Caledonia</b>	NC
<b>New Zealand</b>	NZ
<b>Nicaragua</b>	NI
<b>Niger</b>	NE
<b>Nigeria</b>	NG
<b>Niue</b>	NU
<b>Norfolk Island</b>	NF
<b>Northern Mariana Islands</b>	MP
<b>Norway</b>	NO
<b>Oman</b>	OM
<b>Pakistan</b>	PK
<b>Palau</b>	PW
<b>Palestinian Territory, Occupied</b>	PS
<b>Panama</b>	PA
<b>Papua New Guinea</b>	PG
<b>Paraguay</b>	PY
<b>Peru</b>	PE
<b>Philippines</b>	PH

<b>Pitcairn</b>	PN
<b>Poland</b>	PL
<b>Portugal</b>	PT
<b>Puerto Rico</b>	PR
<b>Réunion</b>	RE
<b>Romania</b>	RO
<b>Russian Federation</b>	RU
<b>Rwanda</b>	RW
<b>Saint Barthélemy</b>	BL
<b>Saint Helena</b>	SH
<b>Saint Kitts and Nevis</b>	KN
<b>Saint Lucia</b>	LC
<b>Saint Martin (French part)</b>	MF
<b>Saint Pierre and Miquelon</b>	PM
<b>Saint Vincent and the Grenadines</b>	VC
<b>Samoa</b>	WS
<b>San Marino</b>	SM
<b>São Tomé and Príncipe</b>	ST
<b>Saudi Arabia</b>	SA
<b>Senegal</b>	SN
<b>Serbia</b>	RS
<b>Seychelles</b>	SC
<b>Sierra Leone</b>	SL
<b>Singapore</b>	SG
<b>Slovakia</b>	SK
<b>Slovenia</b>	SI
<b>Solomon Islands</b>	SB
<b>Somalia</b>	SO
<b>South Africa</b>	ZA
<b>South Georgia and the South Sandwich Islands</b>	GS
<b>Spain</b>	ES
<b>Sri Lanka</b>	LK
<b>Sudan</b>	SD
<b>Suriname</b>	SR
<b>Svalbard and Jan Mayen</b>	SJ
<b>Swaziland</b>	SZ
<b>Sweden</b>	SE
<b>Switzerland</b>	CH
<b>Syrian Arab Republic</b>	SY
<b>Taiwan</b>	TW
<b>Tajikistan</b>	TJ
<b>Tanzania, United Republic of</b>	TZ
<b>Thailand</b>	TH

<b>Timor-Leste</b>	TL
<b>Togo</b>	TG
<b>Tokelau</b>	TK
<b>Tonga</b>	TO
<b>Trinidad and Tobago</b>	TT
<b>Tunisia</b>	TN
<b>Turkey</b>	TR
<b>Turkmenistan</b>	TM
<b>Turks and Caicos Islands</b>	TC
<b>Tuvalu</b>	TV
<b>Uganda</b>	UG
<b>Ukraine</b>	UA
<b>United Arab Emirates</b>	AE
<b>United Kingdom</b>	GB
<b>United States Minor Outlying Islands</b>	UM
<b>Uruguay</b>	UY
<b>Uzbekistan</b>	UZ
<b>Vanuatu</b>	VU
<b>Venezuela</b>	VE
<b>Viet Nam</b>	VN
<b>Virgin Islands, British</b>	VG
<b>Virgin Islands, U.S.</b>	VI
<b>Wallis and Futuna</b>	WF
<b>Western Sahara</b>	EH
<b>Yemen</b>	YE
<b>Zambia</b>	ZM
<b>Zimbabwe</b>	ZW