

## Authoring support tutorial

Welcome to the WHL Hi-Ki platform tutorial where we will be looking at proposal features.

We will be walking through a set of scenarios for making proposed changes to an ICD codes information.

At this time we will need to log in to make edits. To obtain a user account you may request one within this box; otherwise submit your user name and password to log in.

We will be returning to the ICD11 code I42.0 Dilated Cardiomyopathy information page which we saw in our first tutorial.

You will see at the top that there are three tabs for making proposals; to propose change, propose child concept or propose removal. We will be clicking on propose change.

You will be directed to a foreign based editor for making a change proposal. At this time you will type in a rationale for your proposal in the provided box. We will move to the next tab, Name/Definition.

Here we would like to add a new synonym. We scroll to find the 'Add another synonym' button.

We would like to type in a synonym of Cardiomyopathy familial dilated. Our source for this synonym is the Orphanet site. For this category we would also like to add another definition by scrolling to the 'Add another definition' box.

Here we are going to access the definition directly from the Orphanet site. You may highlight, copy and return to your proposals and paste within the definition box.

Again our source is Orphanet.

Where we are offered the opportune to copy and paste the URL where we retrieved this information.

We would also like to attach a citation to this definition by adding the PMID code by typing in the number directly in the provided box. Assuming we would like to add a new type we will scroll back to the top tabbed menu selecting the Type/Anatomy/Pathophysiology tab.

We are going to be selecting 'disease' from the drop down menu. And begin typing in the Anatomical site box. We will be using a SNOMED code and that is accessed by typing in SCT, selecting from the drop down menu and choosing our defining string.

To add a new 'Sign' we click the Manifestation tab, scroll to the appropriate box where it's not specified we can highlight and now type in a new specification. Again we are using a SNOMED term by typing in SCT and selecting from our drop down menu. Again select a defining string from the drop down menu. We have now made all of our changes to our proposal and we scroll down to the bottom of the page to the 'Save proposal' tab.

And we will see that our proposal has been submitted.

We will now review the change proposal we have just submitted. Under the Meta tab you will see the status of your newly added proposal reason, or your reason for change.

By clicking on the Name & Textual Definition tab you can search for your newly added synonym and definition. Here you see the synonym we added – Cardiomyopathy, familial dilated from Orphanet. And at the bottom you will see our newly added definition that we copied and pasted from Orphanet.

Our links are active were you can click the URL we added in to see the Orphanet definition as well as the PMID link we inserted by adding the ID number.

Returning we click on the Definitional Characteristics tab and here we can search for a newly added sign in a tablical site, etc.

At this time we are going to walk through how to propose a subcategory or child concept to our ICD code.

We are returning to our Dilated Cardiomyopathy main page. At the top you will see tabs that we have the propose change and now the propose child concept.

Clicking on that tab you will see new header tabs. Here we are going to type in a rationale of our proposal within the Meta tab in the provided text box.

Clicking on the name/definition box we are going to be adding in a new preferred name Cardiomyopathy familial dilated. At this time we would also like to add another definition we do this by scrolling down and clicking on the ‘add another definition’ tab.

We are going to be finding our definition once again from Orphanet and copy and pasting into the provided text box, typing in our source as Orphanet.

And this time we are going to be going to go to Etiology. We are going to adding a Genomic Characteristic. Our genomic characteristic will be a HUGO classification by typing in HUGO and get our drop down menu. We will be adding our defining string again from the drop down menu. Our source is once again Orphanet. We have now completed making our subcategory proposal. We will be scrolling down and saving this proposal by clicking ‘Save this proposal’ button.

Here you see we have added our proposal for a subcategory or child concept.

Returning back to the proposals tab we see our reason for change, our proposed subcategories listed as well as the new definition and HUGO classification.

This concludes our WHL Hi-Ki demo for making proposals to an ICD code. If you will be participating in the workflow process we encourage you to view the workflow process demo. Thank you