OurFamilyHealth Instruction Sheet

Overview

There are many publicly available and well-known tools for family history, such as Ancestry.com and FamilySearch. What are the differences between OurFamilyHealth and those tools?

- o Our goal is different. OurFamilyHealth is a means of providing you a way to enter your family health history that is relevant to your health. Therefore, the tool only captures up to the 3rd degree of family, those who significantly influence your health.
- o We focus on blood-related relatives and limit the capability of adding people (with the exception of people who have been adopted).
- o Difference of visual representation and tree navigation (See below).
- o You will only see the descendants and ancestors for a selected person (See below).
    - ▪ This might seem confusing at first because it might look different than you are used to. For example, if you are a selected person you can't see your siblings because they are not one of your ancestors or descendants. To do so you would need to select one of your parents. If you want to see your cousin you would need to select either a grandparent or your uncle.
    - ▪ At first it might seem difficult to know how to get back to a particular person. For this reason, we have provided a couple of easy solutions. Please see below: Navigating the Tree

Step-by-step instructions are below

1) Getting Started- Screen layouts, Icons, and Legends
2) Adding and Editing a Person
3) Adding and Editing Health Information

Getting Started

1. Creating a new family tree. At initial login, you will see a window that will help you create your basic family tree. You will be able to enter the following:
   - Parents
   - Siblings
   - Spouse
   - Children

2. The first dialogue box below has information about tools. To start entering family information, click next.
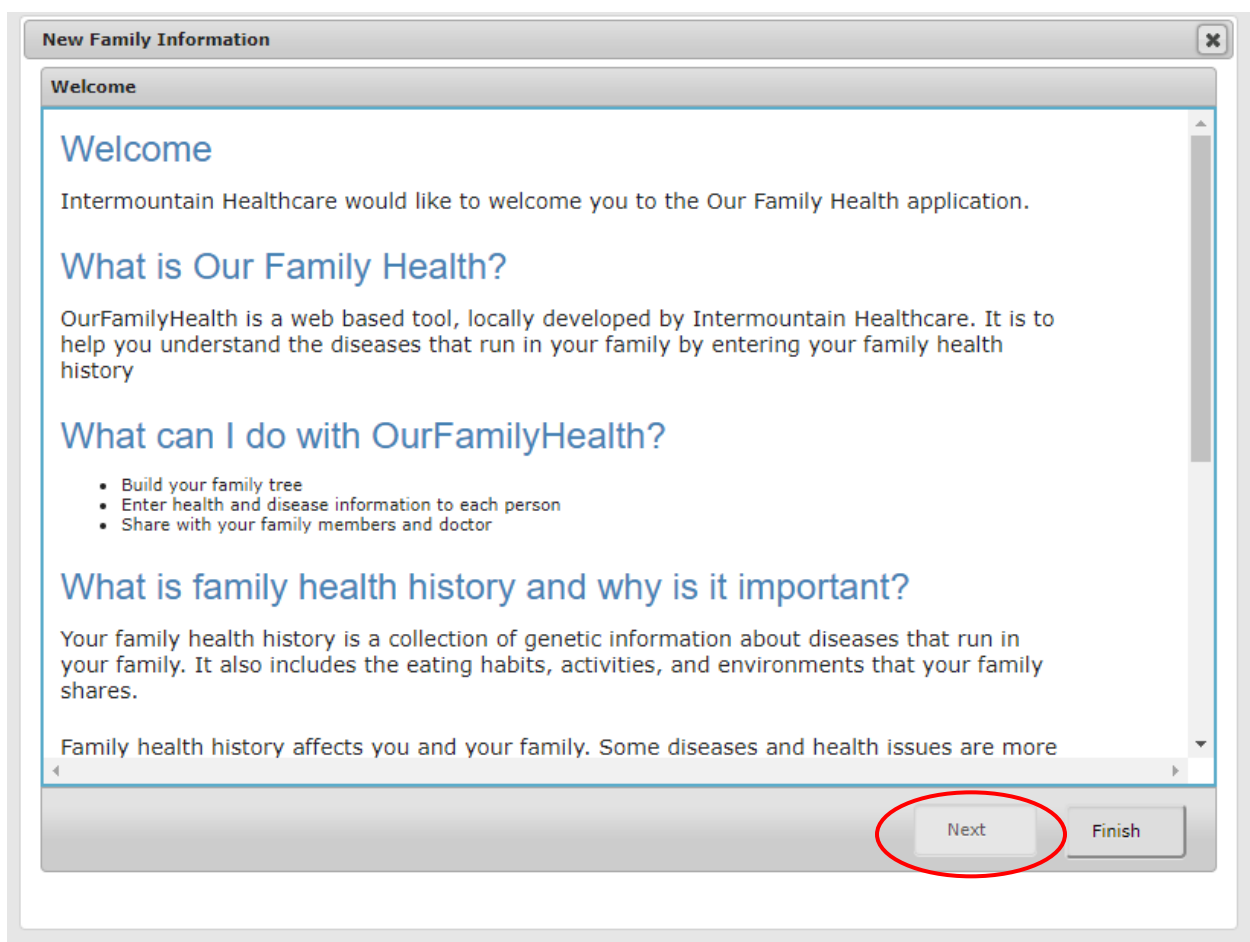
3. This will bring up a box that will allow you to enter your parents and siblings.
   a. Enter parent's name and relationship status.
   b. Enter sibling by clicking the box Add Sibling
      i. Enter sibling names
      ii. Enter whether the sibling is your sister or brother.
   c. Click Next when done entering parents and siblings.

4. Next you enter your children, the father/mother of your children, and your relationship to the father/mother of your children.
    a. Enter the name of father/mother of your children and your relationship to them.
    b. Enter children by clicking the box Add Children
        i. Enter children names
        ii. Enter whether the child is your son or daughter
    c. Click Finish

Screen Layout

After you finish the starting dialogue the tree will come up. The presentation layer of OurFamilyHealth consists of a menu bar on top (a), selection history (b), person search bar (c), blood line/relationship bar (d), family tree on the center panel, and help contact on bottom (e). We will walk you through each feature.
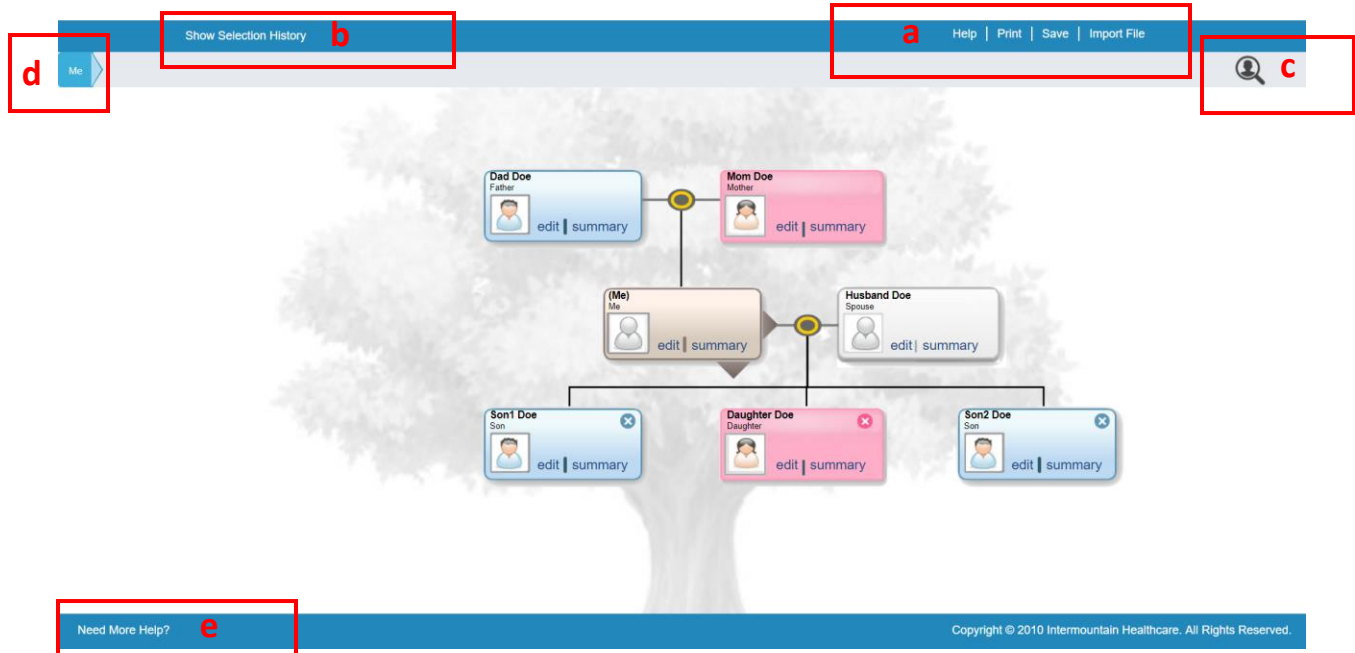

Top Menu Bar

The top menu contains the help menu which contains the following

- **Help –** This has help documentation and the health/disease icon legend.
- **Print –** This will create a document of your family history in a printable format that can be shared with your primary care physician.
- **Save –** This button will save your family health history and the saved document will need to be uploaded to the **GeneRosity Registry** following the instructions in the email sent to you.
- **Import File –** This will allow you to upload a previously saved file into the browser.
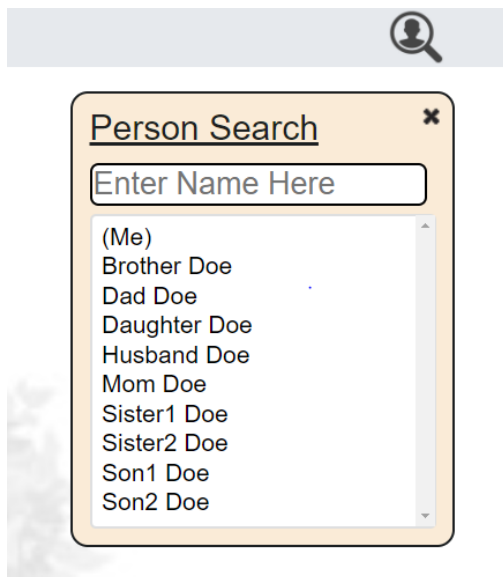
Selection History

- Clicking on the selection history will show you a list of people that you have selected. Clicking on a name will make that person the "selected person" and the tree will be redrawn accordingly.
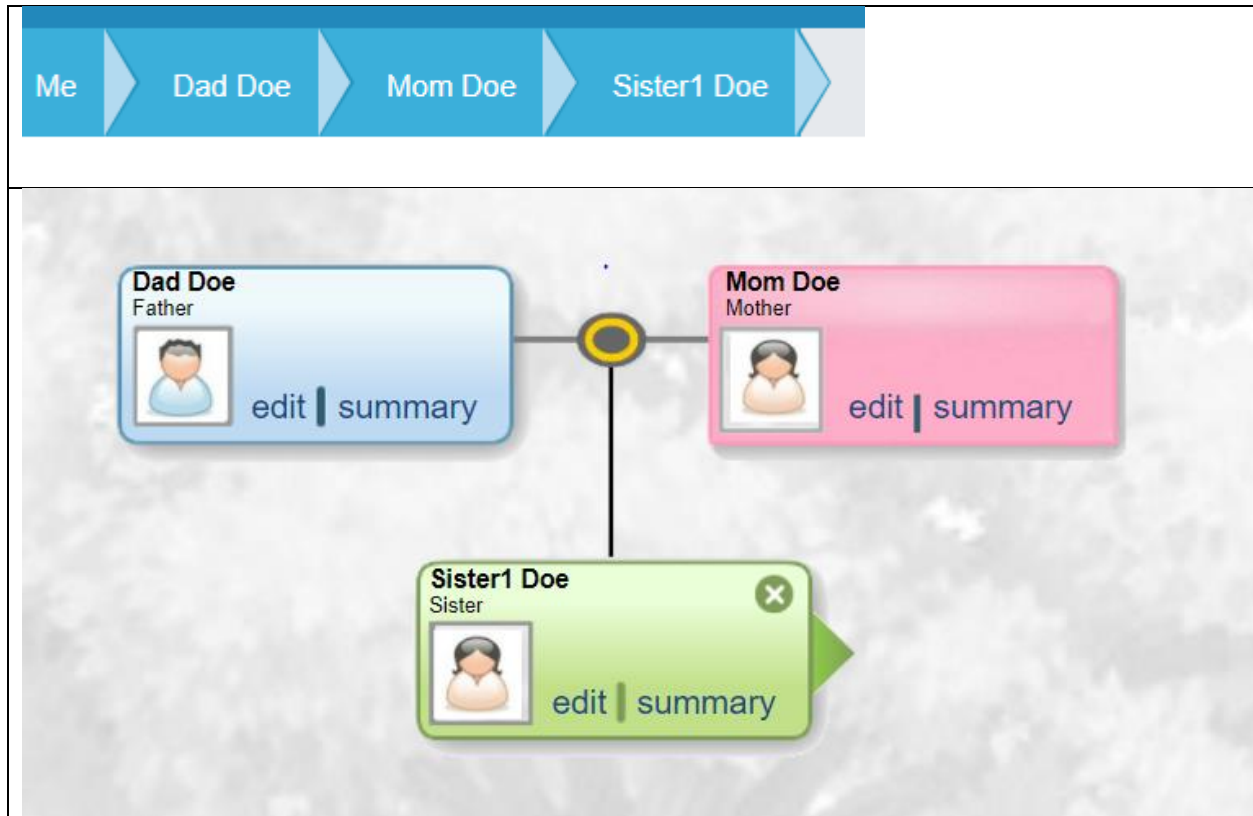
Hide Selection History

Selection History ✖

(Me)
Sister1 Doe
Mom Doe
Dad Doe
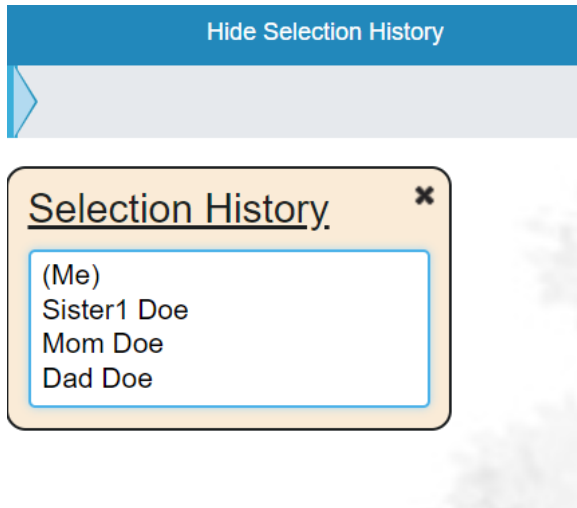
Person Search Bar

- Clicking on the person search bar will bring up a list of people in the tree. You can search this list. Clicking on a name will make that person the "selected person" and the tree will be redrawn accordingly.

Person Search ✖

Enter Name Here

(Me)
Brother Doe
Dad Doe
Daughter Doe
Husband Doe
Mom Doe
Sister1 Doe
Sister2 Doe
Son1 Doe
Son2 Doe

Bloodline / Relationship Bar

- The bloodline/relationship bar shows you the connections between you and the current focus person for which the tree is drawn. For example, this bloodline/relationship bar shows the connections between you and your sister. The tree that would be drawn for this is also shown.
- Clicking on a name in the bloodline/relationship bar will make that person the "selected person" and the tree will be redrawn accordingly.

Me	Dad Doe	Mom Doe	Sister1 Doe

Dad Doe
Father

edit | summary

Mom Doe
Mother

edit | summary
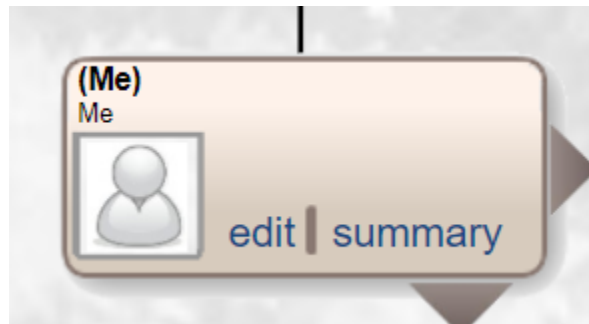
Sister1 Doe
Sister

edit | summary

Tree Icons

People and Coloring of Character Boxes

As you read through the help information it will reference the "Selected Person" several times, so it is important that we clarify what/who the selected person is.

- By default, you are the selected person. **You will always have a brown Character Box:**

- If you click on the picture icon of any other person or click on their name in another navigation bar, they will become the "Selected Person." **The "Selected Person" (if not you) will have a green Character box.**

- Only the descendants and ancestors will be shown for the "Selected Person" and their coloring is as follows:
  - Blue for males
  - Pink for females
  - Gray for missing or unknown gender

Portrait Icon Meanings

In the character box of each person on the tree is a portrait icon. Below is the legend for these portrait icons.

Living Female	Non-Living Female
Living Male	Non-Living Male
Living Unknown Gender	Non-Living Unknown Gender

Relationship Icons

The marriage status between two individuals is indicated by the connection that is between them.

- Married
- Not Married

Adding a Person

1. Click on the person to whom you want to add relative. This makes them the "Selected Person".
2. The "Selected Person" will have triangles to the side and bottom and if no parents are already added to the person, there will be a triangle at the top.
3. To add the following people related to the "Selected Person" do the following.
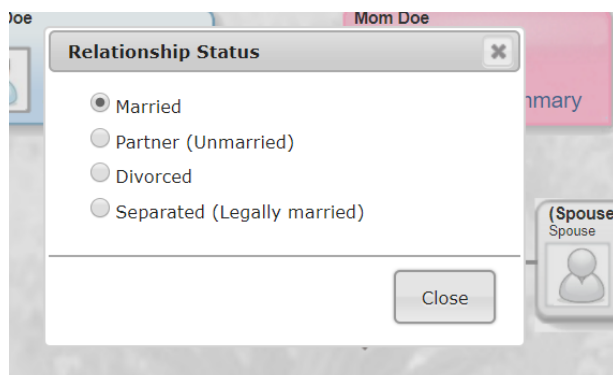
Adding a Spouse/Partner

1. Click on the triangle to the side of the person you want to add a spouse or partner to.
2. A new box will open. Click on Add Spouse or Add Partner as appropriate.
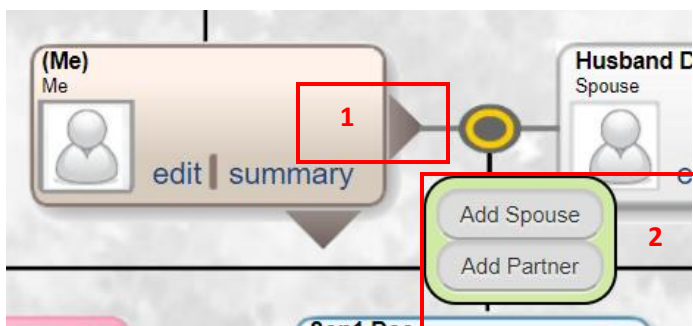
3. The new spouse or partner will be added and the tree will be redrawn to show the new person.


4. To edit the relationship between the newly added person, click on the marriage icon. This will bring up a box. Click on the appropriate relationship.

Adding A Child

1. If the person you want to add the child to has more than one spouse/partner (e.g., had more than one marriage), you will need to have the appropriate couple select. To switch to a different spouse/partner do the following:

   a. Click on the side triangle and a new box will appear
   b. Click on the arrow in the box to get a drop-down list of all spouses/partners. Pick the appropriate spouse/partner.
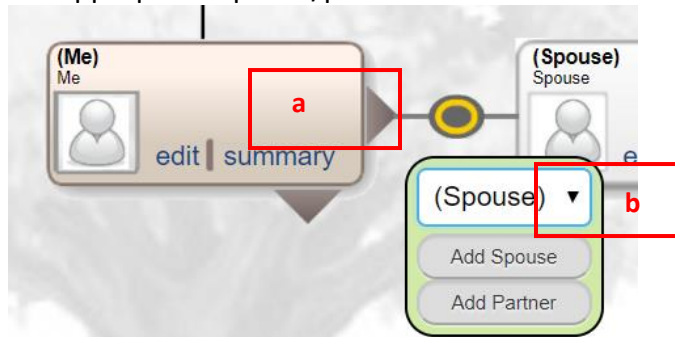

2. Once the tree is drawn with the correct parents, click on the triangle at the bottom of the "Selected Person."

3. A new box will open. Click on Add Son or Add Daughter as appropriate. A new son/daughter will be added under the couple.
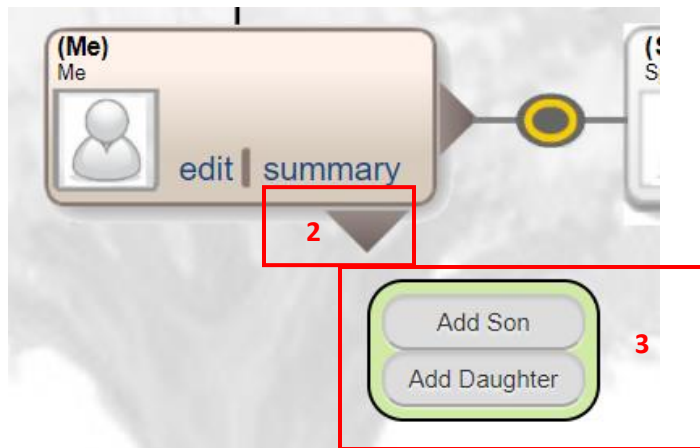
Adding a Grandparent

1. Click on your parent (mother or father) for whom you want to add a father (your grandfather) or a mother (your grandmother). They will turn green.
2. Click on the top triangle.
3. A new box will open. Click on Add Grandmother or Add Grandfather as appropriate. The tree will then redraw and the grandmother/grandfather will be added.
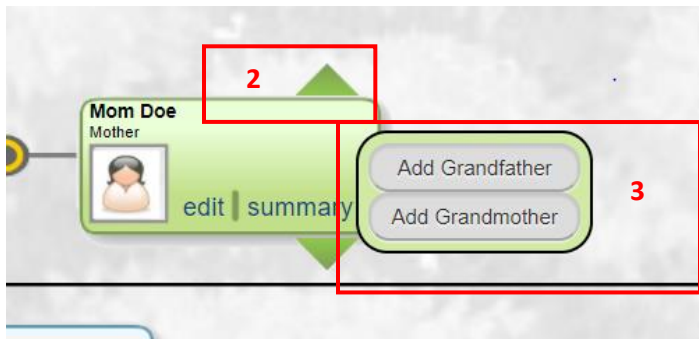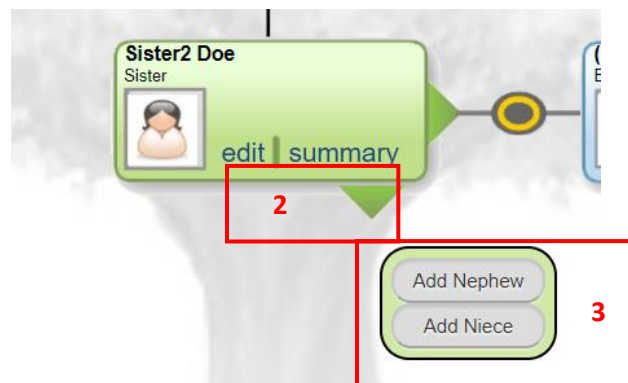

Adding a Sibling

1. Click on your father or mother. They will turn green, indicating they are the "Selected Person."
2. Click on the bottom triangle.
3. A new box will open. Click on Add Brother or Add Sister as appropriate. The tree will then redraw and the brother/sister will be added.
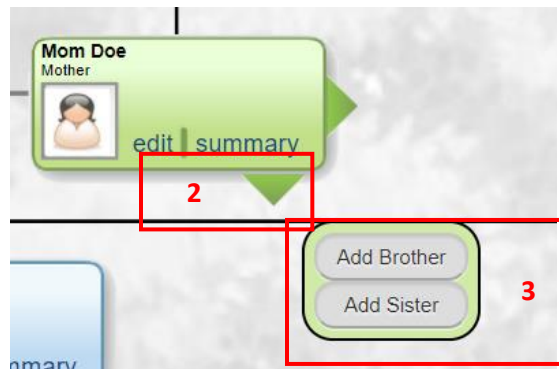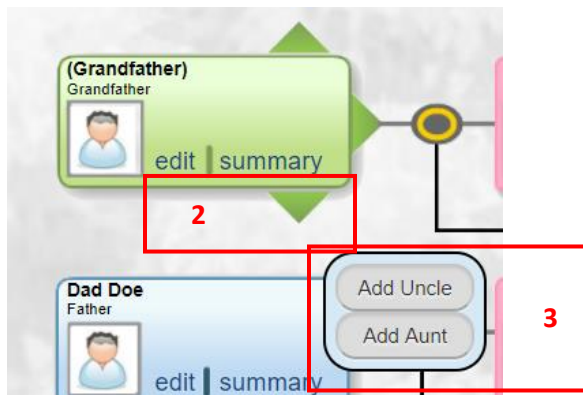
Adding a Nephew/Niece

1. Click on your brother or sister for whom you want to add a child. They will turn green, indicating they are the "Selected Person." Add a spouse/partner (see above) to the sibling if not already added.
2. Click on the bottom triangle.
3. A new box will open. Click on Add Nephew or Add Niece, as appropriate. The tree will then redraw and nephew/niece will be added.
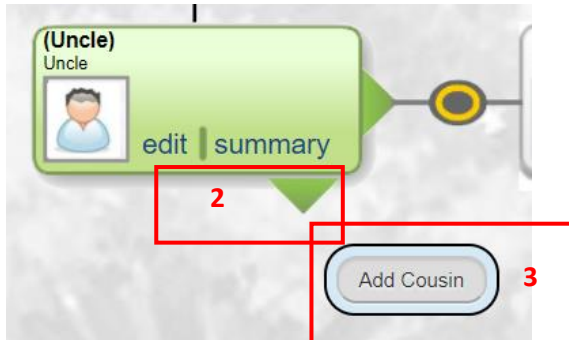

Adding an Uncle/Aunt

1. Click on your grandfather/grandmother for whom you want to add a child. They will turn green, indicating they are the "Selected Person."
2. Click on the bottom triangle.
3. A new box will open. Click on Add Aunt or Add Uncle, as appropriate. The tree will then redraw and the aunt/uncle will be added.

Adding a Cousin

1. Click on your uncle/aunt for whom you want to add a child. They will turn green, indicating they are the "Selected Person." If the uncle/aunt doesn't have a spouse/partner, you will need to add one (see above).
2. Click on the bottom triangle.
3. A new box will open. Click on Add Cousin. The tree will then redraw with the cousin added.

Adding Grandchild

1. Click on your son/daughter for whom you want to add a child. They will turn green, indicating they are the "Selected Person." If the son/daughter doesn't have a spouse/partner, you will need to add one (see above).
2. Click on the bottom triangle.
3. A new box will open. Click on Add Grandson or Add Granddaughter as appropriate. The tree will then redraw with the grandchild added.
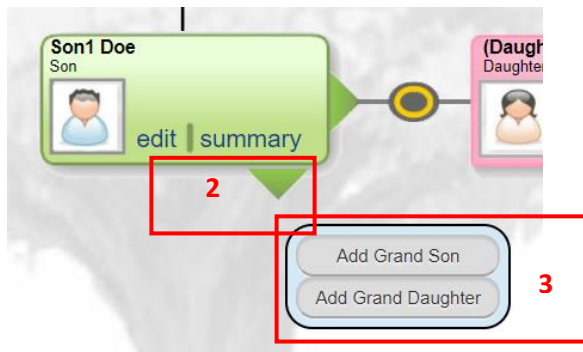
Adding Non-Blood Relatives (in-laws)

Besides adding spouses/partners of blood relatives, you are not able to add anyone that isn't related to you through blood. This means that you can't add the parents of spouses/partners. This is because the focus of this tool is to look at health of blood relatives and thus determine the possible predisposed risk for a disease of the person generating the tree.

Deleting a Person

1. Click on the person that you want to delete.
2. Click on the x in the top right corner of the character box. Note, if the person has someone below them (i.e., has a child) you will not be able to delete them. You must first delete all individuals below a person you wish to delete before you are able to delete the person.
3. Once you click the x, a dialogue box will open and you must confirm to delete the person.

Adding Information to a Person

Adding and Editing Information for a person

1. To edit the personal data of a person click "edit" in the character box.
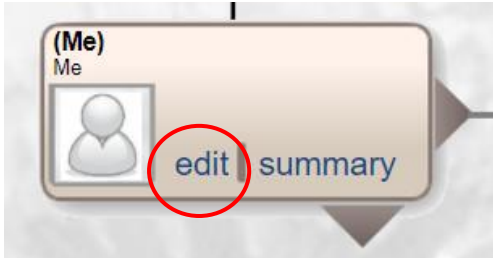
2. A new dialogue box will open.
   a. This will have summary boxes on the left panel of the box. These will be blank until information is entered for a person.
   b. The main section of the box has three tabs to allow for personal and health data entry. Each of these tabs is discussed below.

Personal Profile

1. Under the personal profile tab you will enter the names, gender, adoption status, race and ethnicity, living status, birth date or age of the person, and if the person is a twin, triplet, etc.
2. Here are some keys or tips to entering the data.
   a. The default for adoption status is "No". Be sure to click "Yes" on this section if the person is adopted.
   b. The default for living status is "Living". If the person is dead, uncheck the "Living" box. This will expand the questions for this section with additional questions about the death of this person (see the next page).
   c. Either age or birth date can be provided. Clicking Date will open up a new enter box for the month/day/year of the birth. If the age or birth date is based on your best guess, please check the Approximate box.
   d. Be sure to use the scroll bar on the right side of the box to see the bottom questions in this section.
   e. Notice that as you enter data the data will be displayed in the left panel in the box corresponding to the tab.

Edit information

Male ○ Female ● Other ○

Adopted

Yes ○ No ●

Race   **Ethnicity**

White ▼   Non-Hispanic ▼

☐ **Living**

Date of Birth

[mm/dd/yyyy] 📅 ☐ Approximate

Age at Death ○ Date ● Age   **b, c**

[   ] ☐ Approximate

Cause of Death

[   ]

Twins or triplet?

No ▼ ○ Fraternal ○ Identical

e

Save

Diseases & Conditions

Health Profile

Diseases and Conditions

1. Under the Diseases and Conditions tab you will enter the diseases and medical conditions that the person has, as well as the age of onset for each of the diseases/medical conditions and if the diseases/medical conditions were associated with the death of the individual.
2. There are three ways to enter diseases/medical conditions.
    a. Under the Most Common Conditions check the boxes.
    b. Under the Condition Search
        i. Search for or browse the disease or medical condition
        ii. Click on the disease or medical condition
        iii. Click on add
    c. If the disease or medical condition isn't in the list of diseases or medical conditions, type the name of the disease or medical condition into the search box and click add. When you do this the icon for the disease will be a "?".

3. Once you have entered the diseases and medical conditions, you will need to enter the age that the person was diagnosed with, or the onset of, the disease or medical condition. You will need to indicate units for the age by clicking on the drop-down list next to the age box.

Health Profile

1. The last tab is the Health Profile tab. This allows you to enter the height, weight, physical activity, travel information (not needed for the GeneRosity Registry), and tobacco, alcohol and drug use.
2. It may be necessary to use the scroll bar to the right to view all questions in this section.

Don't forget to click the Save button when you have finished entering data for a person.

Completed Tree

Once you have completed entering the data for your family, the tree will look something like this.
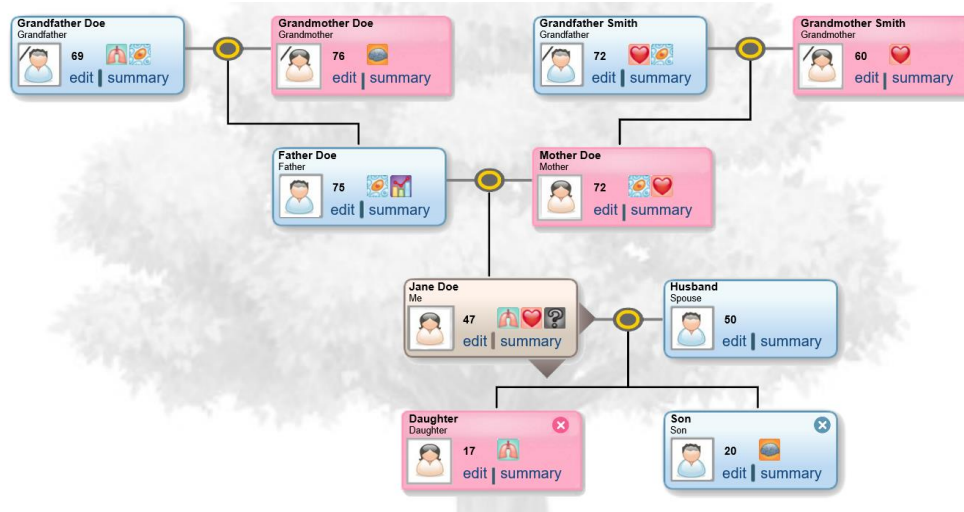
You can click on others in the tree to see different views and people in the tree.
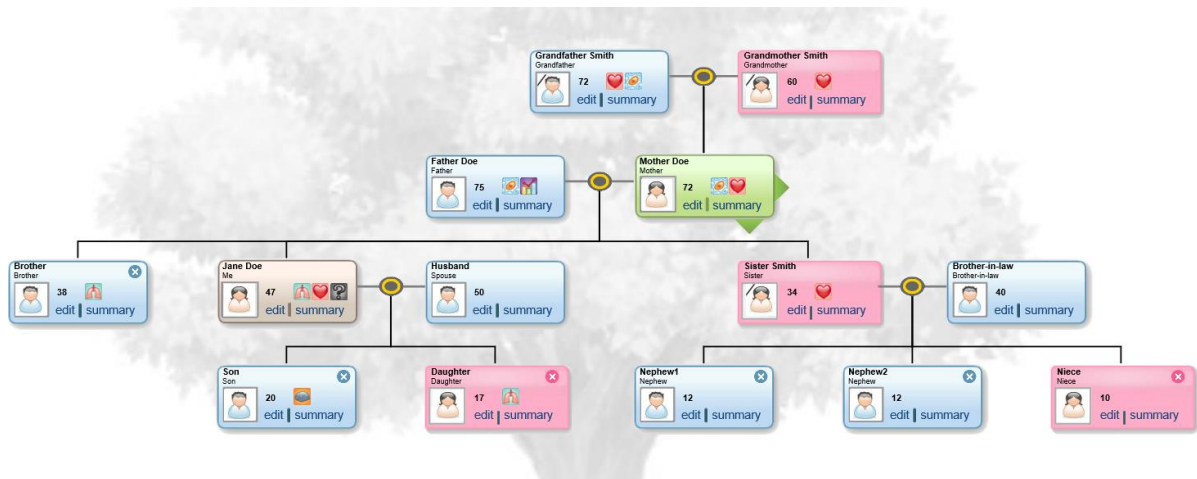
Don't forget to click SAVE in the top menu bar (on the right side of the screen). This will create a file that will be downloaded to your computer. Upload this file into the GeneRosity Registry by following the instructions in the email you have received.

Disease Category Legend

Allergy/Atopic Disease
Allergies are an abnormal response of the immune system. Atopic disease includes asthma, allergic rhinitis (hay fever) and eczema.

Birth Defect/Anomaly
Birth defects are defined as abnormalities of structure, function, or body metabolism that are present at birth. These abnormalities lead to mental or physical disabilities but can be fatal.

Blood and Clotting
Blood is made up of many proteins, red cells, white cells and platelets. Their functions are important in regulating bleeding, clotting, oxygen carrying, and response to illness.

Cancer
Cancer, also called malignancy, is characterized by an abnormal growth of cells. There are more than 100 types of cancer, including breast, skin, lung, colon, prostate, leukemia, and lymphoma.

Dental
The mouth and teeth allow a person to chew, swallow, breathe, and speak.

Endocrine/Fertility
The endocrine system is a complex collection of hormone-producing glands that control basic body functions such as growth and sexual development.

Eyes
Eyes provide the window to the brain for visualization of objects, color discrimination, and night vision. Eyes are made up of many structures and connected to the brain by the optic nerve.

Gastrointestinal/Liver
The gastrointestinal system is made up of many organs including the esophagus, stomach, small intestine, large intestine, pancreas, gall bladder and liver.

Genetic Disorder
A genetic disorder is a condition that is inherited or familial. It is caused by changes in the DNA that are often passed from parent to child.

Heart and Blood Vessels
The circulatory system is composed of the heart and blood vessels (arteries, veins, and capillaries).

Joints and Rheumatic
Connective tissue is a broad term for supportive tissues that provide the body's framework and include bones, muscles, cartilage, and tendons.

Kidney
The kidneys are responsible for removing wastes from the body, regulating blood pressure, and stimulating the production of red blood cells.

Lung/Respiratory
The lungs deliver oxygen to the body and remove carbon dioxide waste.

Neurologic/Brain
The brain and nervous system form a complex network of structures that carry information (in the form of electrical impulses) to and from the body.

Psychiatric
Psychiatric conditions impair one's ability to think, remember, learn, or react to other people and the environment. Common conditions are depression, anxiety, bipolar disorder and schizophrenia.

Skin/Hair
The skin is a complex organ that is a protective barrier for all other structures in the body. Hair and nails are made up of specific proteins that grow from deeper layers in the skin.