User's Manual for National Transplant Registry (NTR) for *Blood and Marrow* Web Application

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1.0 NTR WEB APPLICATION MODULES

1.1 Online data access and Remote data capture

Each SDP is given right to access its own data and is able to enter data remotely at its site via the NTR Web Application

1.2 Real time report

Reports are generated on a real time basis based on data entered via the online data access and Remote data capture module.

1.3 Data Standard

These documents contain definition of all variables collected in all the NTR registries.

1.4 Maintenance

This module allows user to change their password. Users are encourage to change their own password after every three months for security reasons.

1.5 Access Control

Only authorized users can gain access to a system. Depending on the role of user, different users have different access rights to the application, i.e. some may view data only but not edit data, some may view and edit data, etc.

Timer – On top of each application, timer has been set from 60 minutes and will decrease each time the application left idle. If the application is left idle for more than 60 minutes, the application will be logged off automatically.

Picture 1.1 *Timer*

2.0 SECURITY

Each authorised user is required to read through, understand and sign The Security Policy for NTR Web Application before being authorised to access the application. This is to ensure that users play an active role in ensuring security of data at their level.

2.1 Policies and Practices as follows

As a good security practice, you are <u>strongly advised</u> to:

Keep your password confidential!

- **Avoid** sharing or divulging your Password to anyone. This includes any person who may appear to represent or work for the Registry. Our administrator do not request for your password at any time.
- **Avoid** using the same Web Application Password for any other web-based services such as for e-mail or for Internet Service Provider login.
- **Avoid** choosing a Password that is easily anticipated by a third party, like your NRIC number, telephone number, date of birth, etc. You should select a unique Password to make it difficult for anyone to anticipate.
- **Avoid** writing down or "saving" your Password on your browser or any other software. Memorizes your Password.
- If you suspect your Password may have been compromised, change your Password **<u>immediately</u>**.

Tips: *Your password is what tells the system that you are who you say you are. Because your password is like a key to your account, you need to safeguard it. Anyone who has your password can pose as you. Therefore, you may be held responsible for someone else's actions, if they are able to get your password. Do not record your passwords down, memories them!*

Ensure you are accessing the correct website!

Never access the website via a hyperlink from an e-mail. Always enter the correct website address yourself, which is https://www.macr.org.my/entr/.

Only access Web Application using a secure and trusted computer!

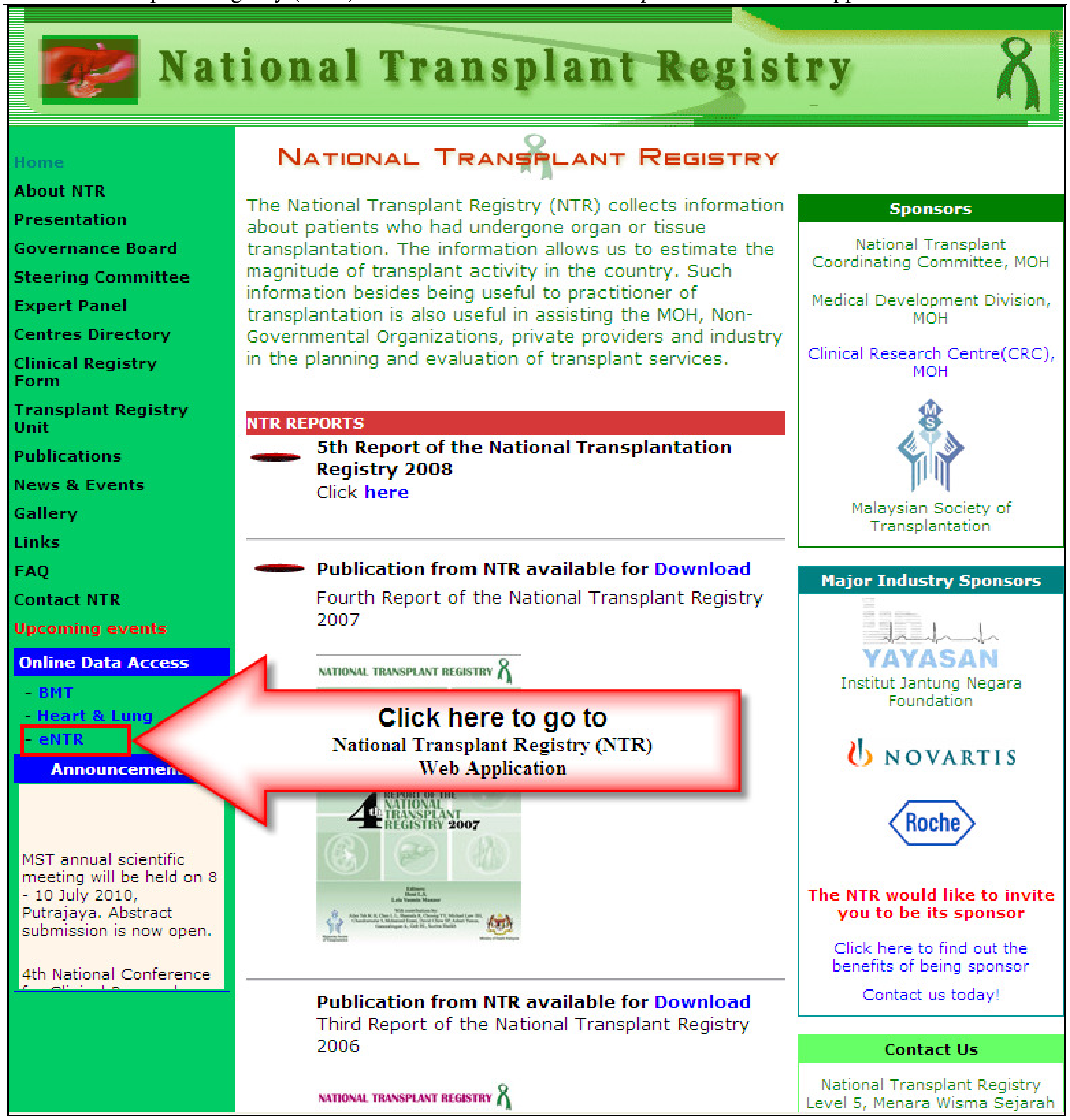
- **Never** access your Web Application on computers / devices which you have doubts with regard to security, such as those located in public places. If you have to use such computers (for example, when you are outside the office), change your password once you have access to a secure computer.
- Keep your operating system (eg. Microsoft Windows) and Internet-related software updated with the latest security patches.
- Protect your computer from viruses and malicious programs with anti-virus software and firewalls where possible. Always <u>update</u> your anti-virus software with the latest virus signatures.
- Always log out your Internet session by clicking on the "logout" button whenever you leave your computer, even for a short while. Do not simply close the browser window when you wish to end the Web Application session.

3.0 HOW TO ACCESS NTR WEB APPLICATION

1. Register the centre as Source Data Provider with NTR Registry, contact NTR Manager at Tel: 03-2681 5948 or email ntr@acrm.org.my
2. Fill in the authorization list form for the purpose of access control and sign the security policy form to receive a username and password.
3. Access to ACRM Website at http://www.acrm.org.my

Picture 1.2 *ACRM Home page*

4. Click on the NTR link and the NTR website will be displayed as show in Picture 1.1 or can access to NTR Website at http://www.mst.org.my/ntrSite/index.htm



Picture 1.3 *National Transplant Registry (NTR) website*

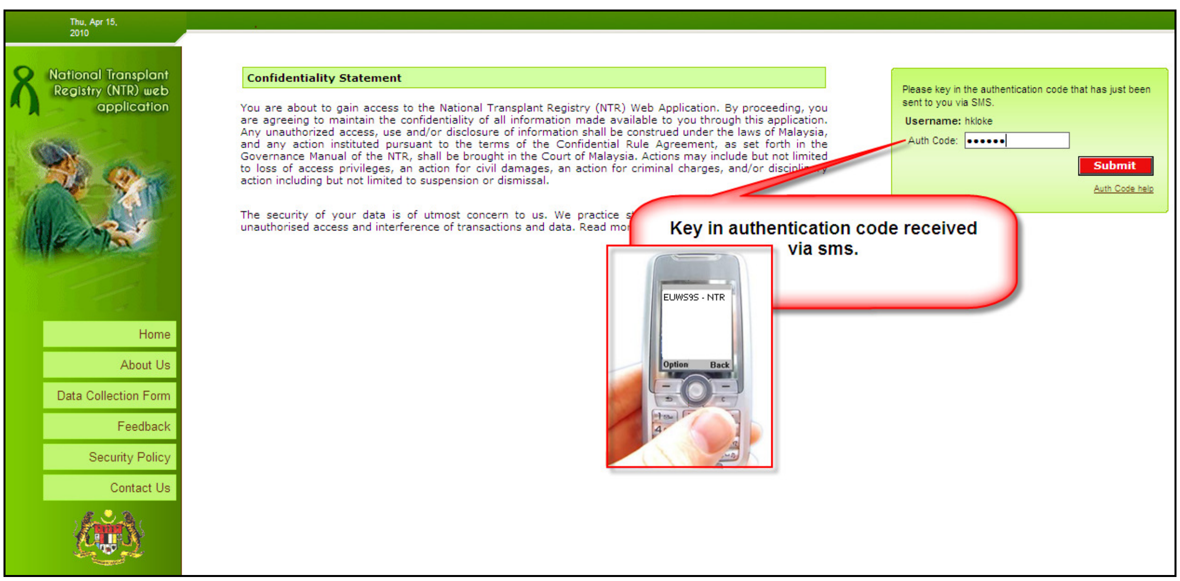
5. To go to NTR Web application, click the - eNTR eNTR link.
6. You also can go directly to eNTR Web Application at https://www.macr.org.my/entr

7. On the login page, key in the *username* and *password* in the appropriate column and then, click on the *Sign in* button.

Picture 1.4 *National Transplant Registry (NTR) web application - : Welcome page*

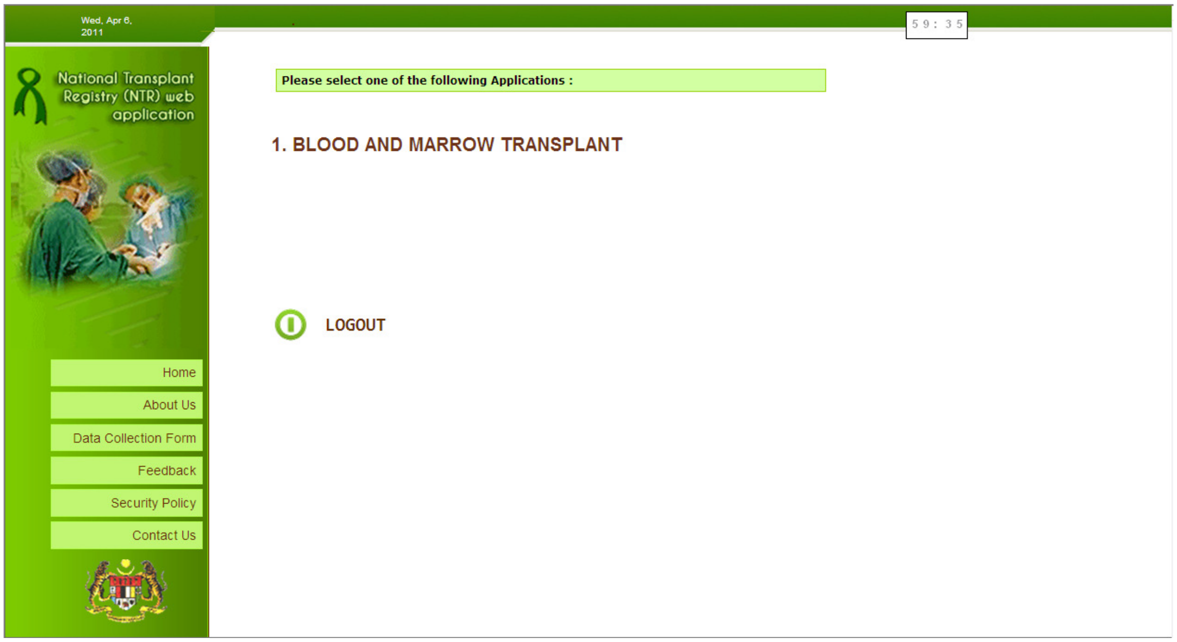
User authentication – There are two levels of user authentication. After user logs in using *Username* and *password*, an SMS containing Authentication Code will be sent to user's mobile phone. User then types in the *Auth Code* before gaining access to the system.

8. Key in the authentication code received via SMS.



Picture 1.5 *Authentication page*

9. The next page allows the user to select the Blood and Marrow Transplant application.

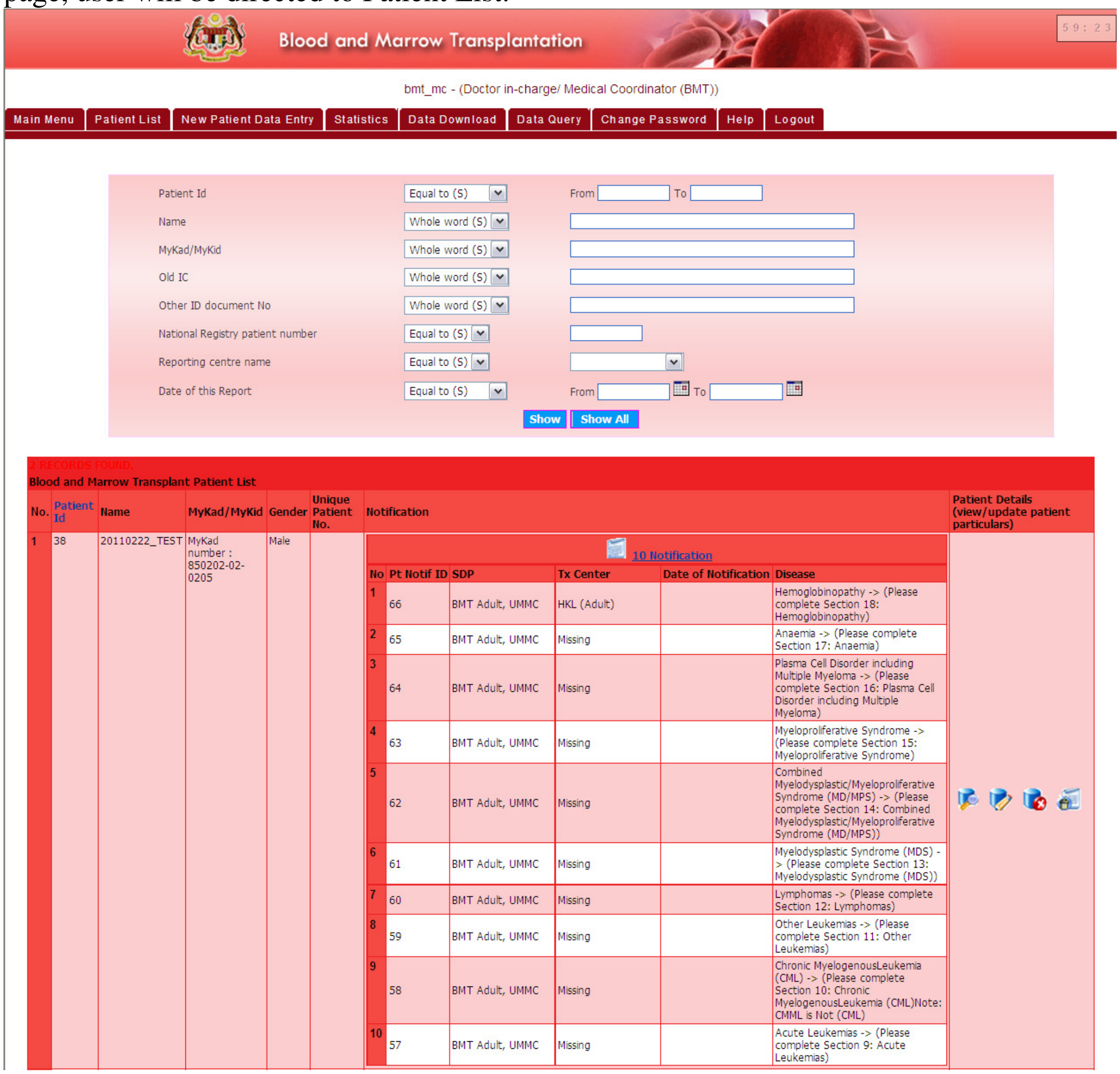


Picture 1.6 *Application selection page – Blood and Marrow Transplant*

4.0 STEP BY STEP PROCEDURE IN USING NATIONAL TRANSPLANT REGISTRY (NTR) FOR *BLOOD AND MARROW TRANSPLANT* WEB APPLICATION

4.1 Blood and Marrow Transplant

Upon selecting Blood and Marrow Transplant application link on the application selection page, user will be directed to Patient List.



Picture 1.7 *Patient Lists for Blood and Marrow Transplant*

4.1.1 Navigation Toolbars

On top of Blood and Marrow Transplant page, there are 9 menu navigation toolbars which include:

i. Main Menu
ii. Patient List
iii. New Patient Data Entry
iv. Statistics
v. Data Download
vi. Data Query
vii. Change Password
viii. Help
ix. Log Out

Picture 1.8 *Menu Navigation toolbars for Blood and Marrow Transplant*

User's can only view parts of this menu navigation toolbars depends on their group that has been assigned to them.

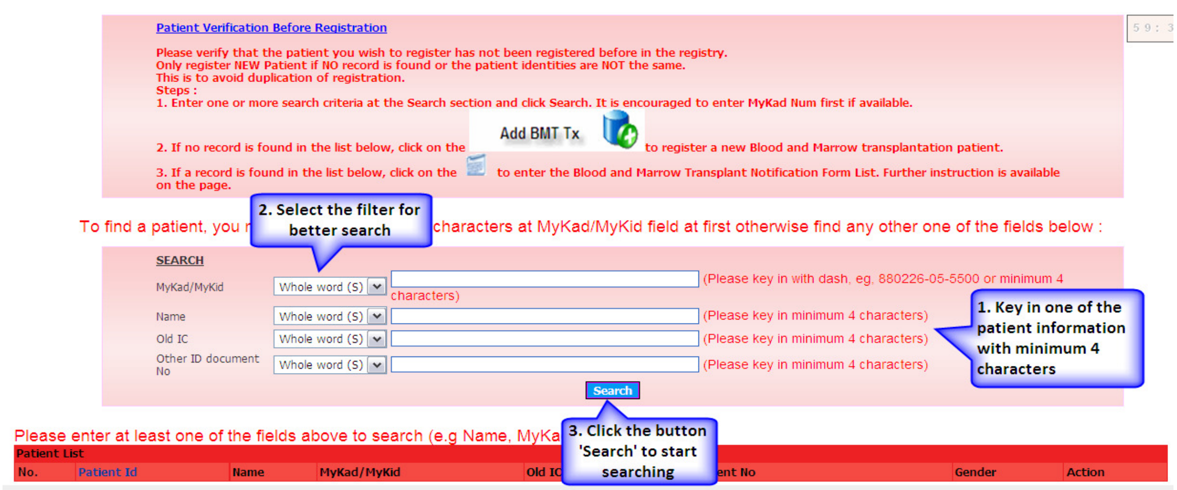
4.1.2 Main Menu

Navigate to Main Menu. (*See Picture 1.6*)

4.1.3 New Patient Data Entry

Before registering a patient, please verify that patient has not been registered in the system before by clicking on **New Patient Data Entry** tab.

Picture 1.9 *New Patient Data Entry Tab Menu*



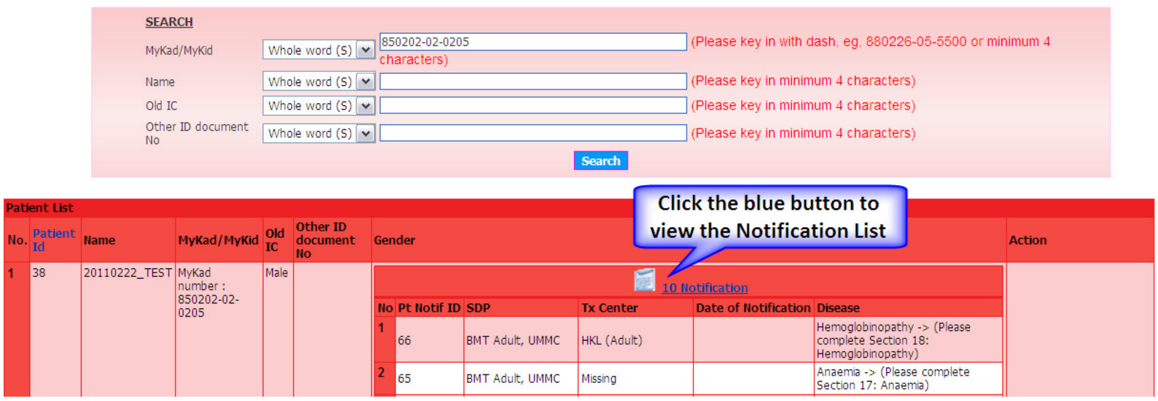
Picture 1.10 *Patient Search Page*

In this page, user can view and search for the patients records within the whole centre.

In the 'Search' section, search the patient by type in the MyKad/MyKid, Patient Name, Old IC or Other ID Document No of the patient with not less than 4 characters. Use the filter for better search. Click on the search button to start searching.

4.1.4 Register New Blood and Marrow Transplant Patient

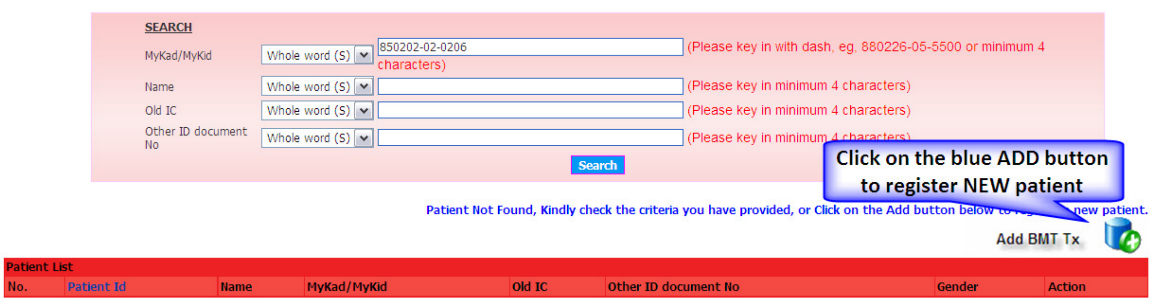
If the patient exists in the database (i.e. Patient is shown in the patient list), click on Notification button of the patient to view the list of Blood and MarrowTransplant notification for that patient.



Picture 1.11 *Patient Search Page - Patient Exist*

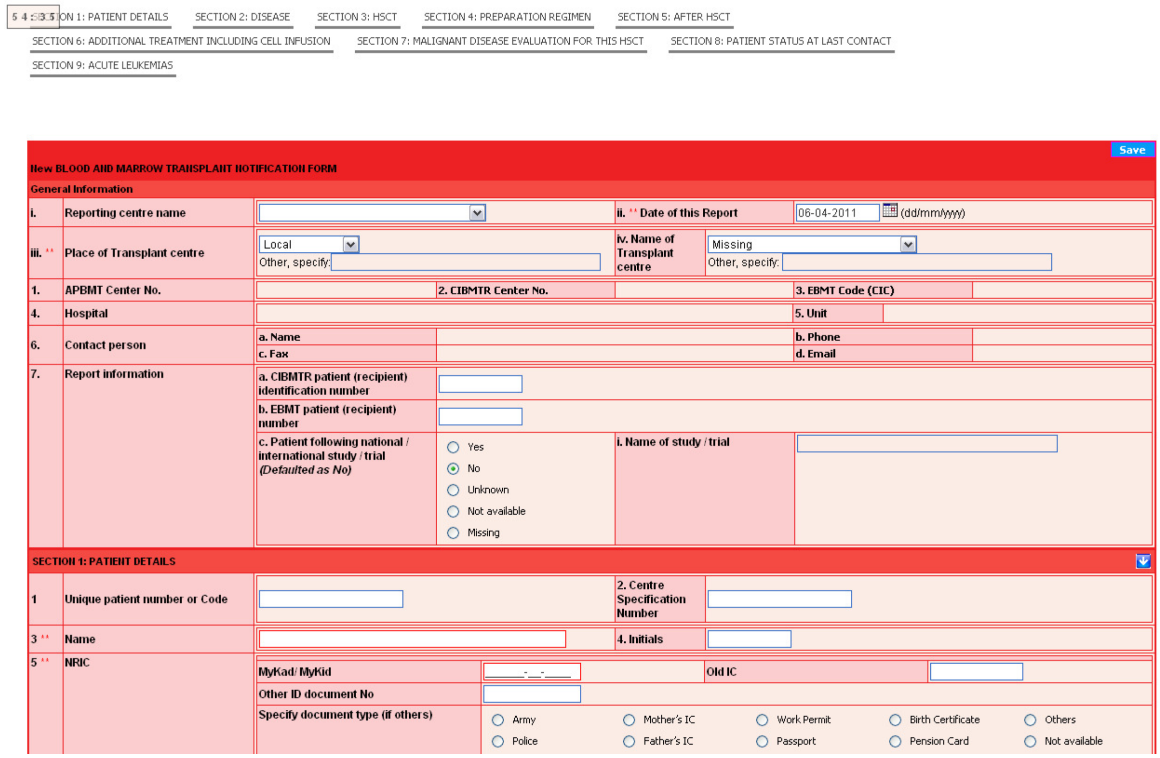
If patient doesn't exist (i.e. Patient is NOT shown in the patient verification list), click on the blue icon 

in as shown in Picture 1.12 bellow to register a new patient.



Picture 1.12 *Patient Search Page – Register New Patient*

After click on blue icon, user will be brought to Blood and Marrow Transplant Notification Form as shown in Picture 1.13 bellow.


SECTION 1: PATIENT DETAILS | SECTION 2: DISEASE | SECTION 3: HSCT | SECTION 4: PREPARATION REGIMEN | SECTION 5: AFTER HSCT
SECTION 6: ADDITIONAL TREATMENT INCLUDING CELL INFUSION | SECTION 7: MALIGNANT DISEASE EVALUATION FOR THIS HSCT | SECTION 8: PATIENT STATUS AT LAST CONTACT
SECTION 9: ACUTE LEUKEMIAS

Save

New BLOOD AND MARROW TRANSPLANT NOTIFICATION FORM

General Information

i.	Reporting centre name		ii. ** Date of this Report	06-04-2011 (dd/mm/yyyy)	
iii. **	Place of Transplant centre	Local Other, specify:	iv. Name of Transplant centre	Missing Other, specify:	
1.	APBMT Center No.	2. CIBMTR Center No.		3. EBMT Code (CIC)	
4.	Hospital			5. Unit	
6.	Contact person	a. Name c. Fax		b. Phone d. Email	
7.	Report information	a. CIBMTR patient (recipient) identification number			
		b. EBMT patient (recipient) number			
		c. Patient following national / international study / trial *(Defaulted as No)*	Yes No Unknown Not available Missing	i. Name of study / trial	

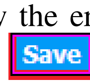
SECTION 1: PATIENT DETAILS

1	Unique patient number or Code		2. Centre Specification Number		
3 **	Name		4. Initials		
5 **	NRIC	MyKad/ MyKid	__-__-__	Old IC	
		Other ID document No			
		Specify document type (if others)	Army / Police	Mother's IC / Father's IC	Work Permit / Passport / Birth Certificate / Pension Card / Others / Not available

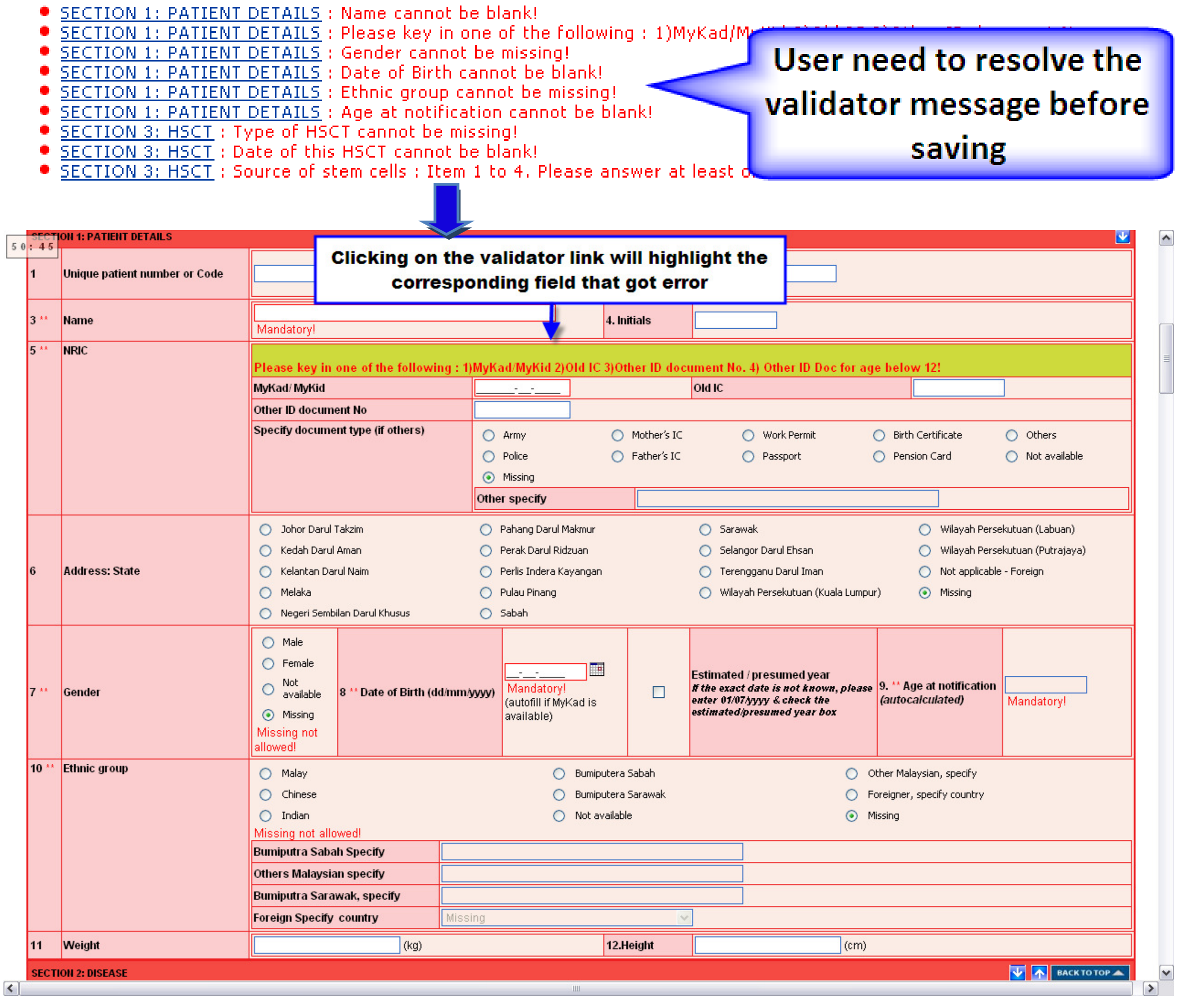
Picture 1.13 *Blood and Marrow Transplant Notification Form*

The Blood and Marrow Transplant Notification Form consist of 9 different sections that need to be filled in.

For Section 9 until Section 29 will be appear, depends on Disease you choose on Section 2.

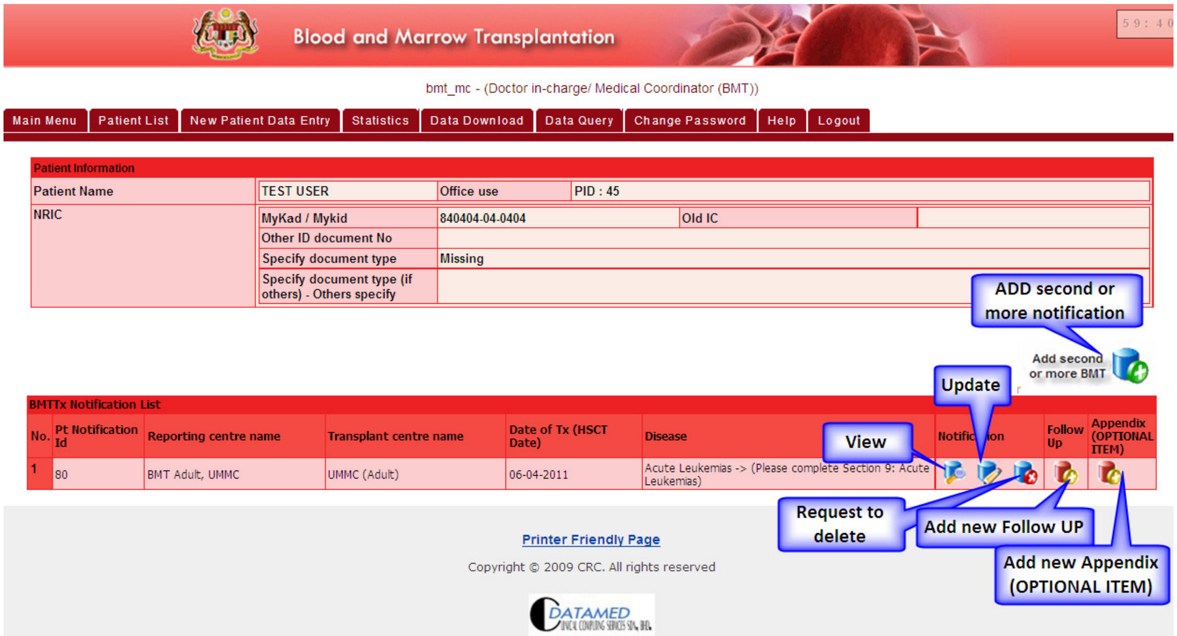
Field with ** symbols are mandatory which cannot be blank or missing, otherwise action submitted will be rejected and show the error in color red. So it is advisable for user to rectify the errors before click the 

button. Clicking on the validator link will highlight the corresponding fields that got error.



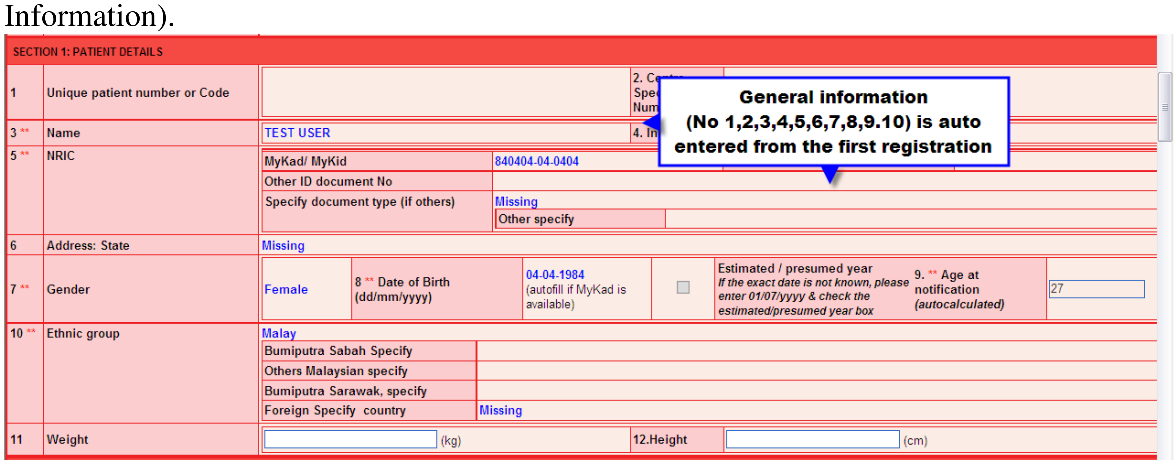
Picture 1.14 *Validation message*

After completed the form, click on the **Save** button to save the data into the database. Upon clicking the save button, user will be directed to the Blood and MarrowTransplant Notification List.



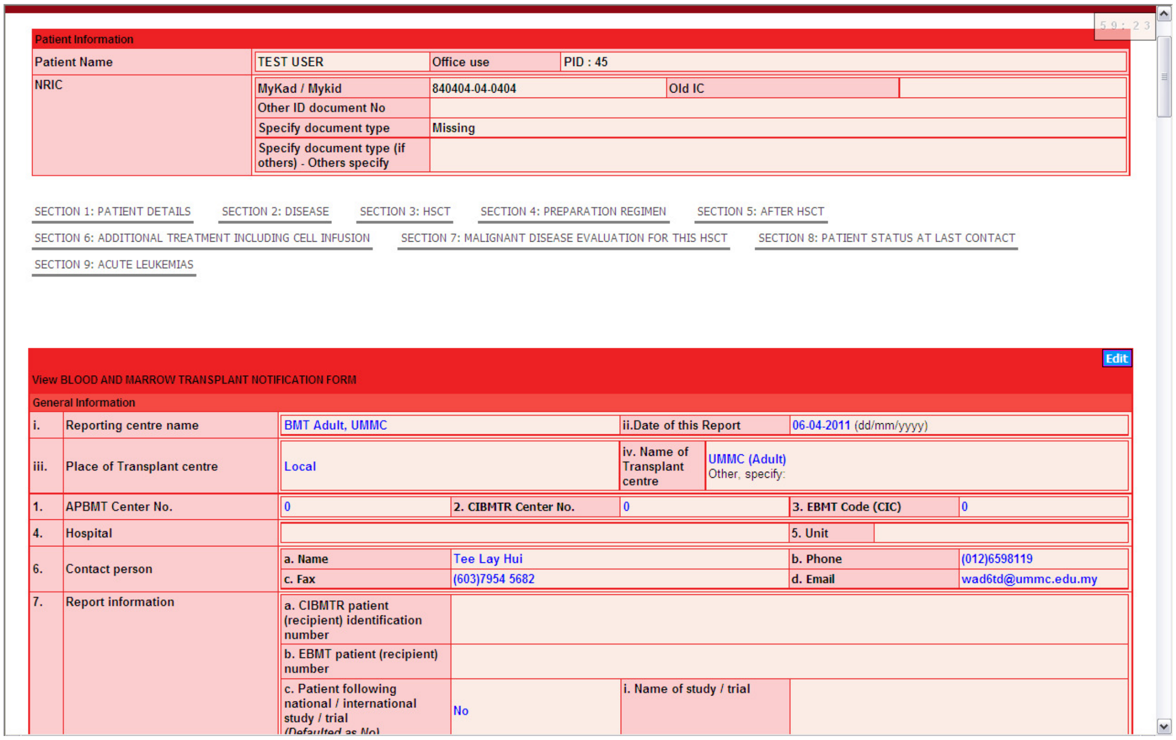
Picture 1.15 *Blood and Marrow Transplant Notification List*

To add second or more notification, click the blue ADD button . General information about the patient details are automatically entered base on the first registration and can only editable in the patient's form (Refer to Picture 1.20 Patient Information).

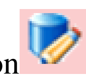


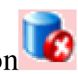
Picture 1.16 *Blood and Marrow Transplant Notification – Add second or more notification*

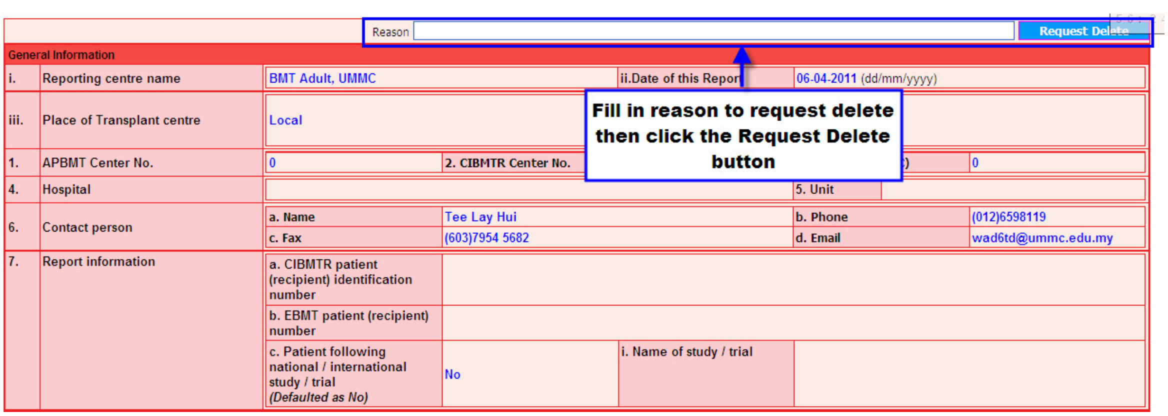
To view notification record, click on the blue View icon .



Picture 1.17 *Blood and Marrow Transplant Notification – View notification*

To update notification record, click on the blue Update icon  or click edit button **Edit** on the View Page (Picture 1.17). Click save button after update the notification.

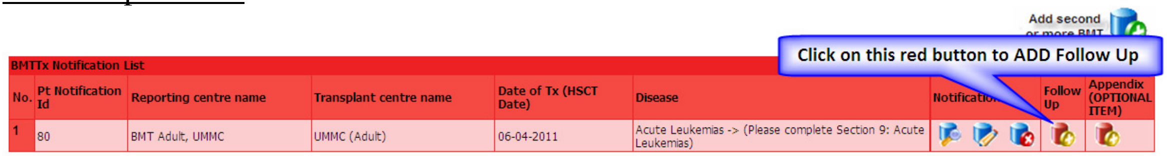
To request delete notification record, click on the blue request delete icon . Fill in the Reason for request delete and click the request delete button **Request Delete**.



Picture 1.18 *Blood and Marrow Transplant Notification – Request to delete notification*

Note: *Only manager can delete a record that has been requested to delete by user. IF user has request to delete wrong form, user can call the manager to undo the pending request delete.*

Follow Up Section

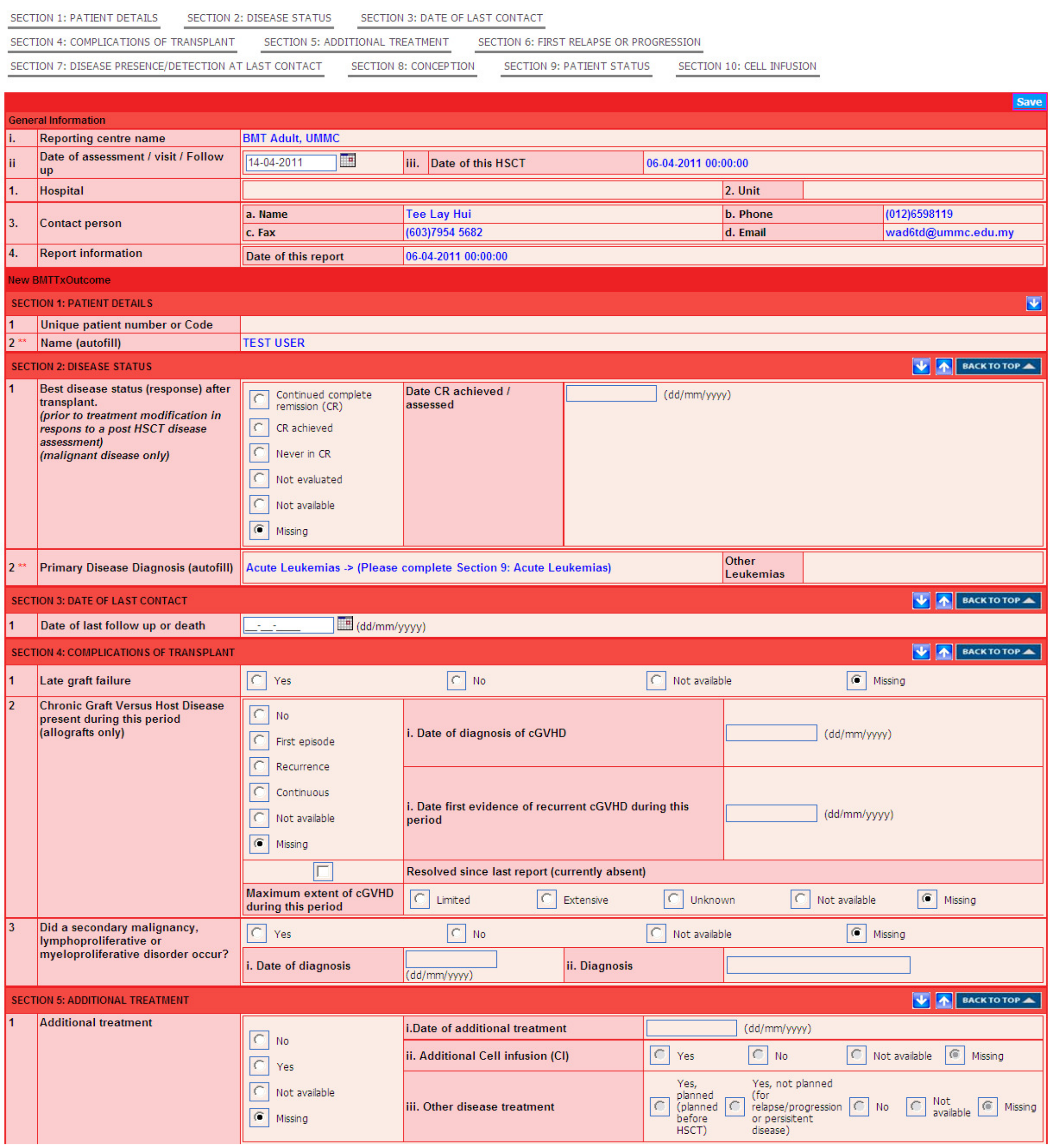


No.	Pt Notification Id	Reporting centre name	Transplant centre name	Date of Tx (HSCT Date)	Disease	Notification	Follow Up	Appendix (OPTIONAL ITEM)
1	80	BMT Adult, UMMC	UMMC (Adult)	06-04-2011	Acute Leukemias -> (Please complete Section 9: Acute Leukemias)			

Picture 1.19 *Blood and Marrow Notification List – Add new Follow Up*

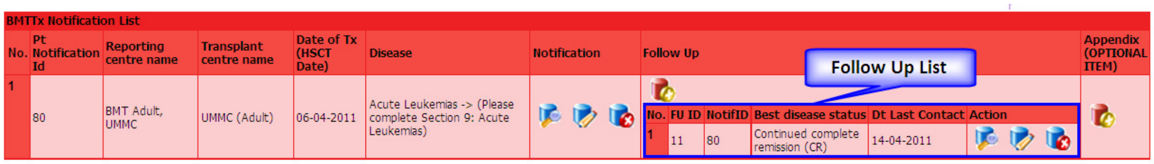
Click on the Add button  to add new follow up.

Key in all the compulsory fields and then click the save button .



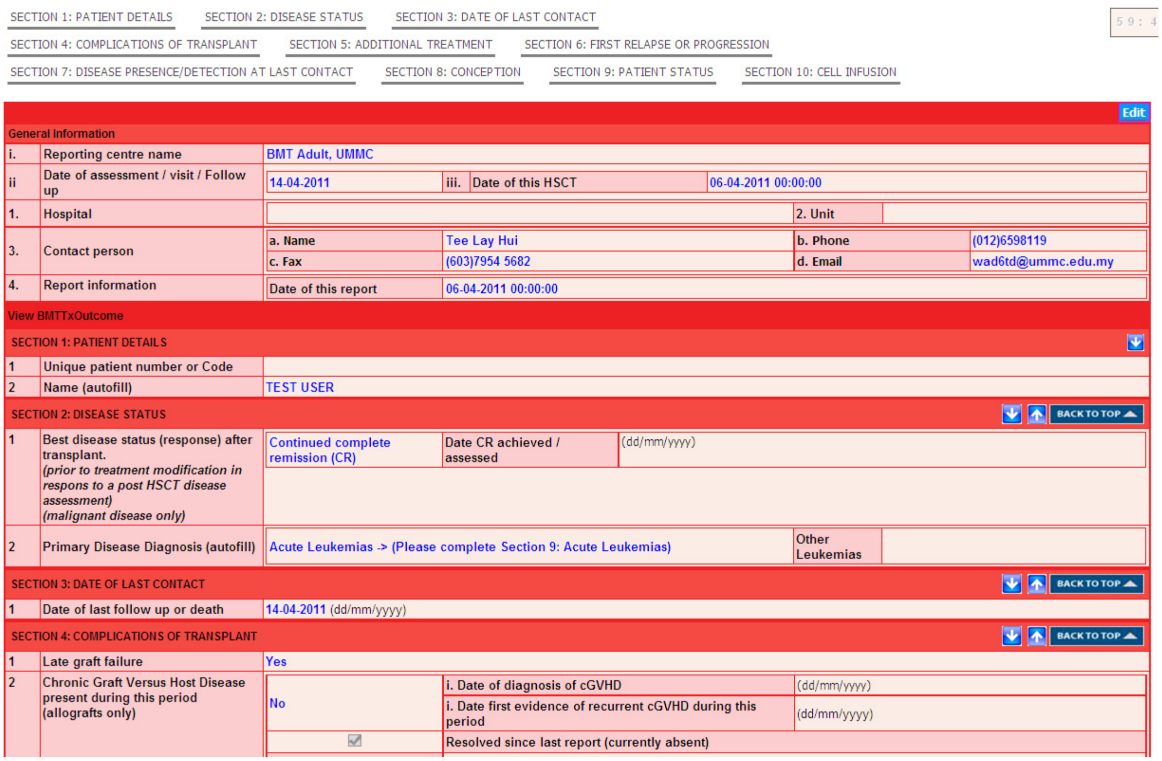
Picture 1.20 *New Follow Up form*

After saving the Follow Up form, user will be brought back to the Blood and Marrow Transplant Notification list as shown in Picture 1.21.



Picture 1.21 *Blood and Marrow Notification List – **Follow Up** List*

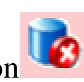
To view follow up record, click on the blue View icon  on the Follow Up List.\



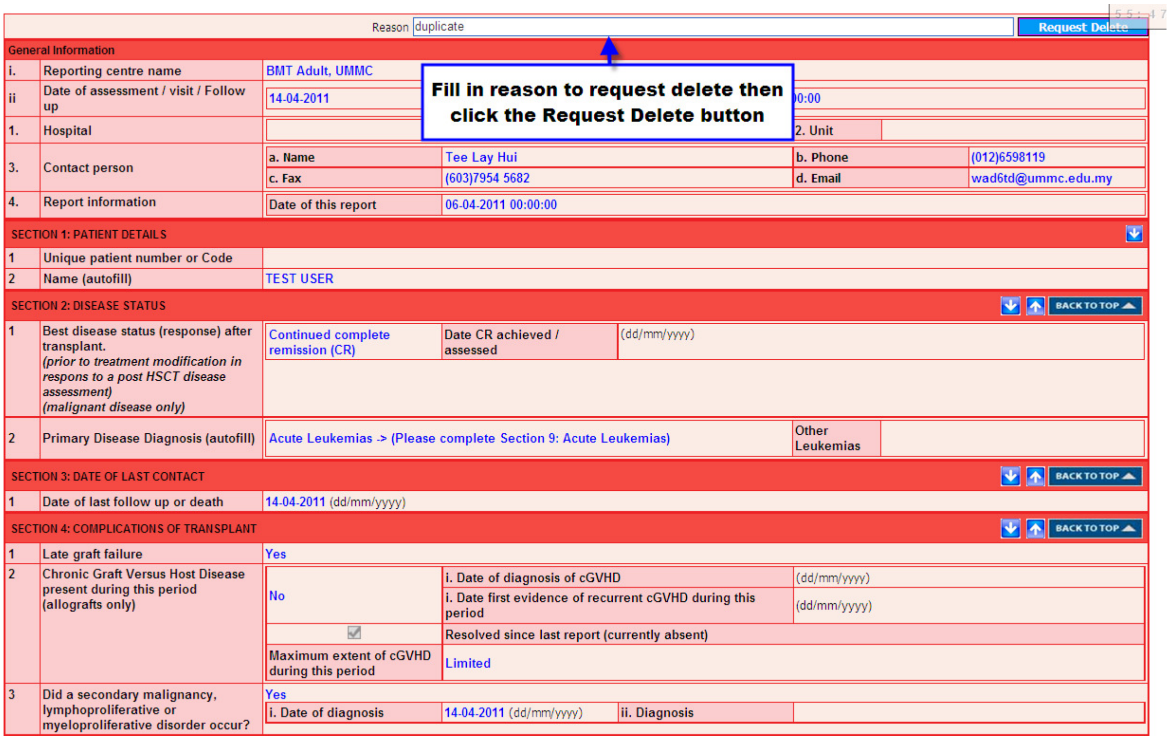
Picture 1.22 *Follow Up View page*

To update follow up record, click on the blue Update icon  on the Follow Up section or click edit button 

on the View Page (Picture 1.22). Click save button after update the notification.

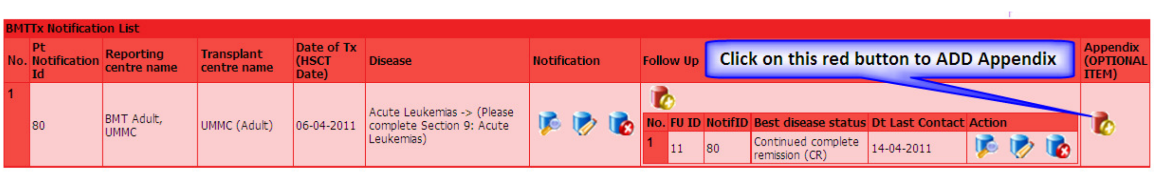
To request delete follow up record, click on the blue request delete icon . Fill in the Reason for request delete and click the request delete button 

.



Picture 1.23 *Follow Up – Request to delete page*

Appendix Section

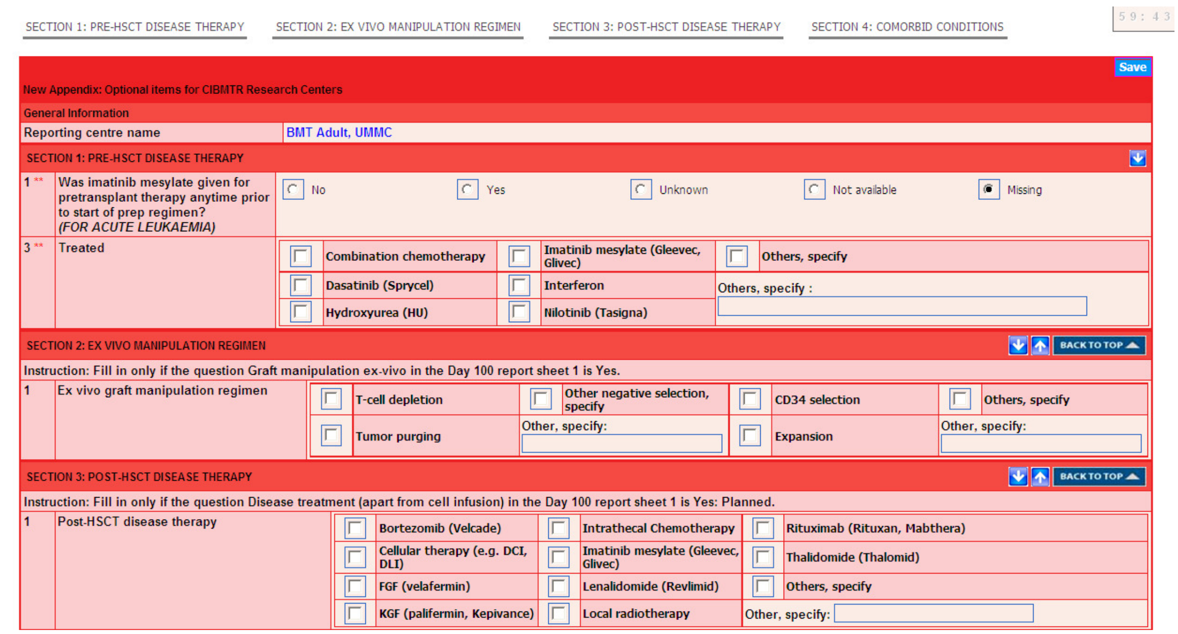


Picture 1.24 *Blood and Marrow Notification List – Add new Appendix*

Click on the Add button  to add new appendix.

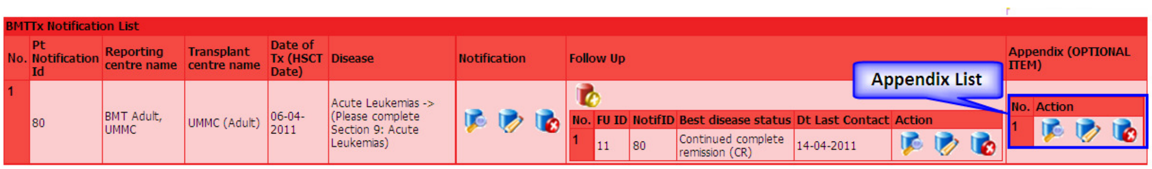
Key in all the compulsory fields and then click the save button 

.



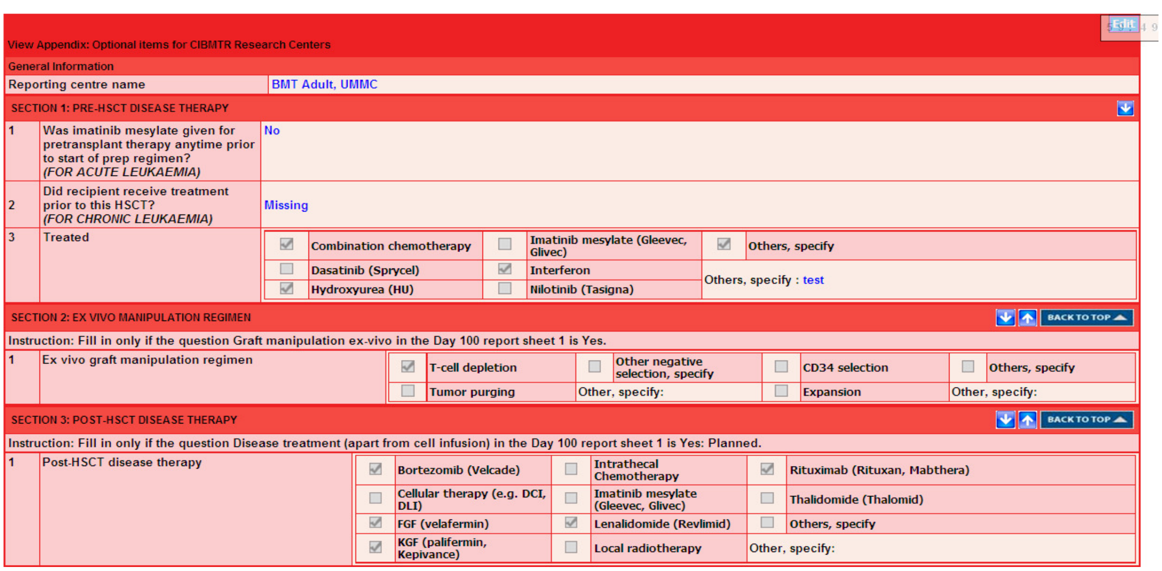
Picture 1.25 *New Appendix form*

After saving the Appendix form, user will be brought back to the Blood and Marrow Transplant Notification list as shown in Picture 1.26.



Picture 1.26 *Blood and Marrow Notification List – **Appendix** List*

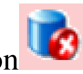
To view appendix record, click on the blue View icon  on the Appendix List.



Picture 1.27 *Appendix View page*

To update appendix record, click on the blue Update icon  on the Appendix section or click edit button 

on the View Page (Picture 1.27). Click save button after update the notification.

To request delete appendix record, click on the blue request delete icon . Fill in the Reason for request delete and click the request delete button 

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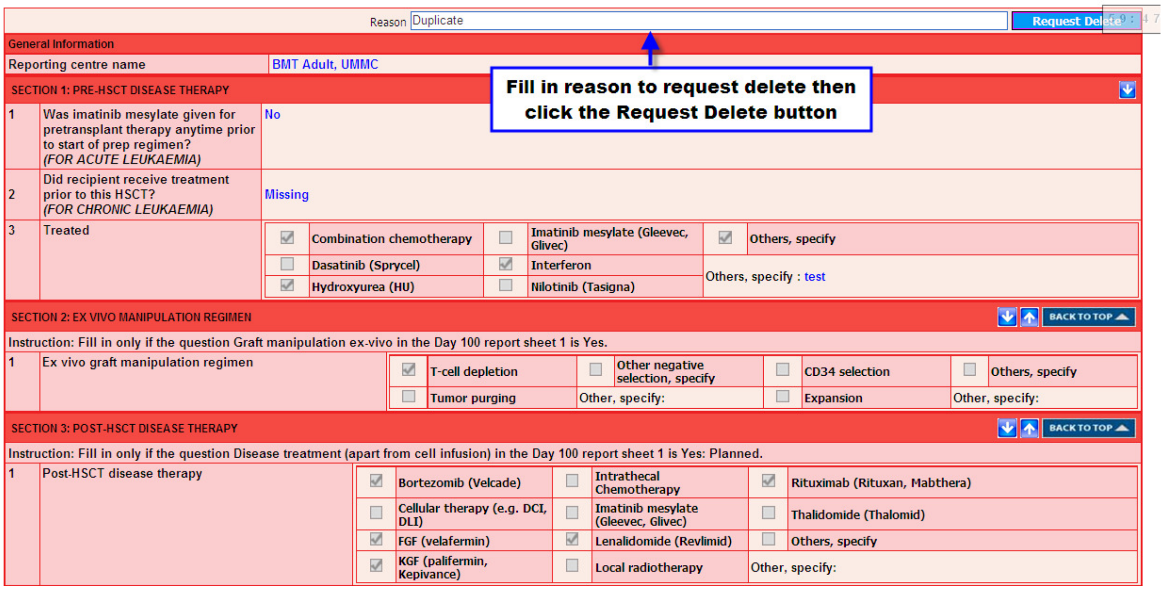
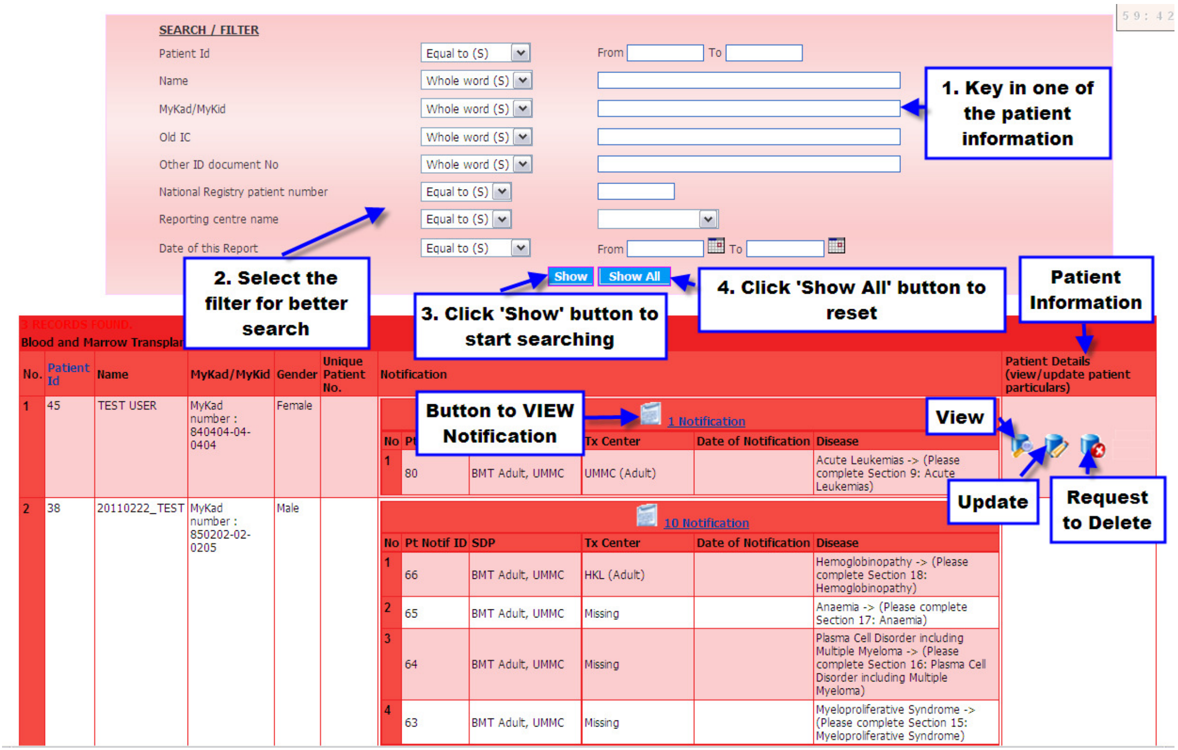


Picture 1.28 *Appendix – Request to delete page*

4.1.5 Patient List

Picture 1.29 *Patient List Tab Menus*

In this page, user can view and search for the patients records within the user's centre.



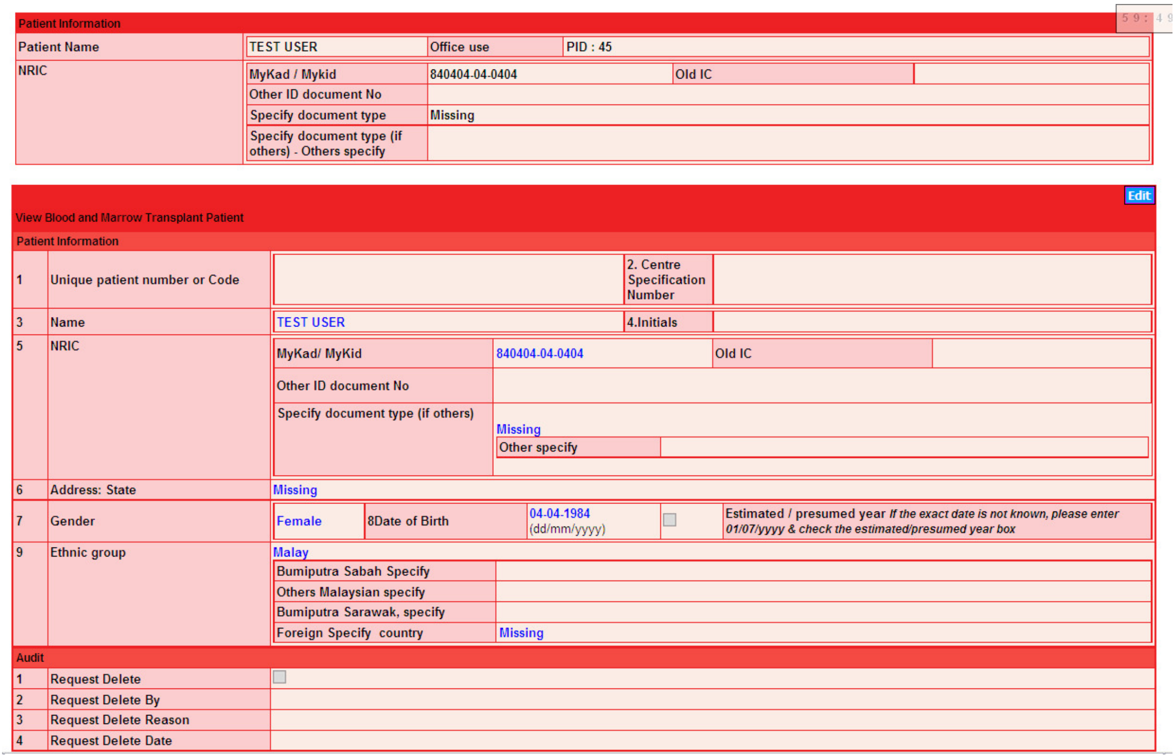
Picture 1.30 *Patient List/ Search page*

In the ‘Search’ section, search the patient by filling in the different selection criteria, then select the filters for easy searching and click the Show button to start searching. Result will be shown in the Patient List. Click the Show All button to reset the searching. Please refer Picture 1.30

To View/Update Blood and Marrow Transplant notification data, click on the Notification icon . The numbers indicates how many notifications exist in each of the patient registered. Clicking the Notification icon will directed user to the Notification List. Please refer to Picture 1.15

In the Patient Information section, user can view or update general information of the patients registered.

To View Patient Particulars, click on the blue View icon 



Patient Information				
Patient Name	TEST USER	Office use	PID : 45	
NRIC	MyKad / Mykid	840404-04-0404	Old IC	
	Other ID document No			
	Specify document type	Missing		
	Specify document type (if others) - Others specify			

Edit

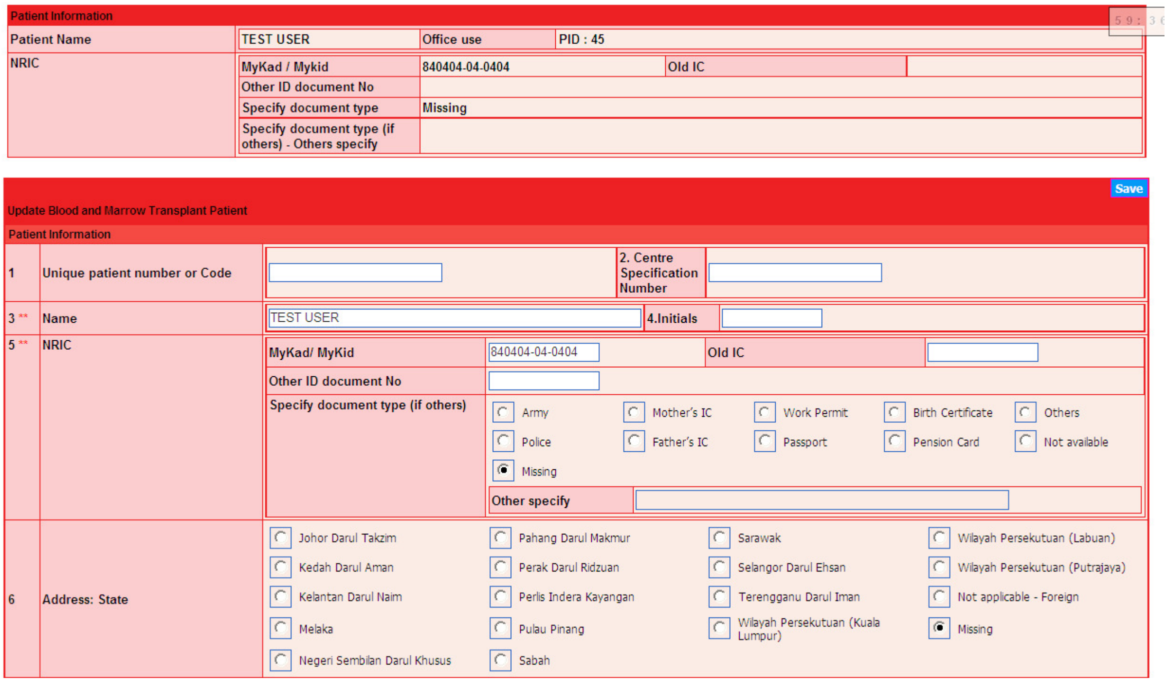
View Blood and Marrow Transplant Patient

Patient Information						
1	Unique patient number or Code		2. Centre Specification Number			
3	Name	TEST USER	4.Initials			
5	NRIC	MyKad/ MyKid	840404-04-0404	Old IC		
		Other ID document No				
		Specify document type (if others)	Missing			
			Other specify			
6	Address: State	Missing				
7	Gender	Female	8Date of Birth	04-04-1984 (dd/mm/yyyy)		Estimated / presumed year *If the exact date is not known, please enter 01/07/yyyy & check the estimated/presumed year box*
9	Ethnic group	Malay				
		Bumiputra Sabah Specify				
		Others Malaysian specify				
		Bumiputra Sarawak, specify				
		Foreign Specify country	Missing			

Audit		
1	Request Delete	
2	Request Delete By	
3	Request Delete Reason	
4	Request Delete Date	

Picture 1.31 *Patient's Information - VIEW page*

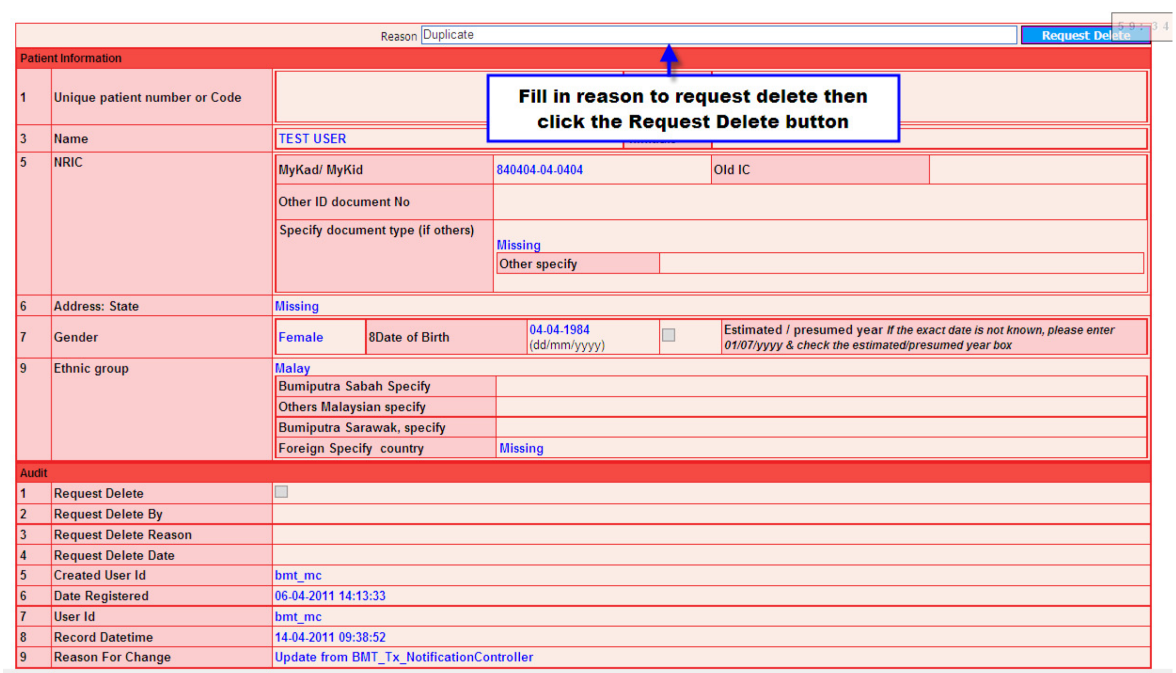
To update the patient's form, click on the blue Update icon  or click edit button  in the View page.



Picture 1.32 *Patient's Information - UPDATE page*

To request delete a patient's record, click on the blue request delete icon . Fill in the Reason for request delete and click the button 

.

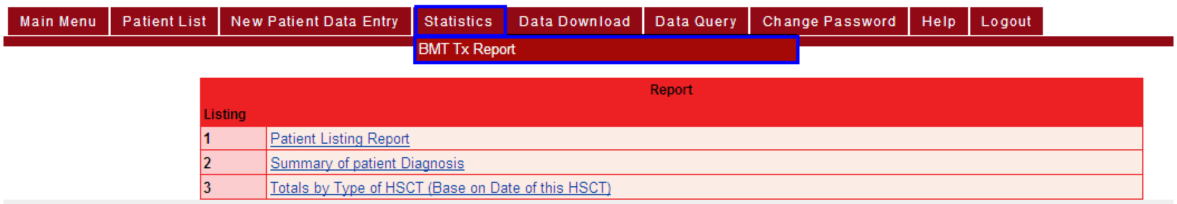


Picture 1.33 *Request Delete section*

Note: *Only manager can delete a record that has been requested to delete by user. IF user has request to delete wrong form, user can call the manager to undo the pending request delete.*

4.1.6 Statistic

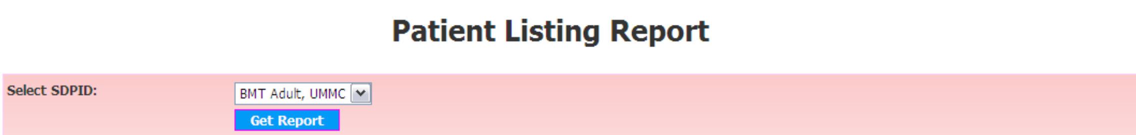
Users are able to access to Real time analysis of Report (based on unclean data).



Picture 1.34 *Report Index*

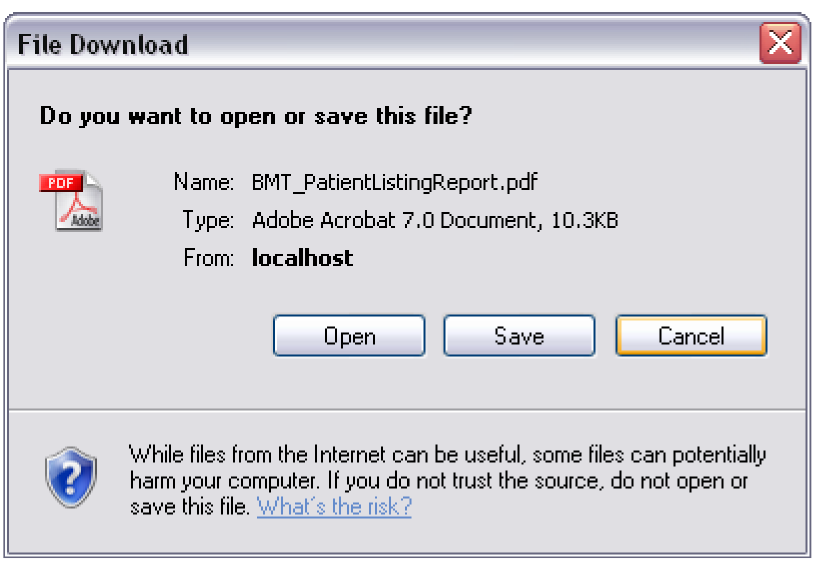
Note*: Only those that have the access right can view reports.*

Click on "Patient Listing Report". The Report selection page is displayed as shown in Picture 1.35. Set the SDP and then click on the Get Report button to obtain a PDF copy of the report.



Picture 1.35 *Patient Listing Report Selection page*

A dialog boxes for saving the report or open the report will appear as shown in Picture 1.36.



Picture 1.36 *Dialog box*

Click “Open” to view the report or “Save” to save the report to your PC.

The report will appear.

Blood & Marrow Transplant

Patient Listing Report

BMT Adult, UMMC

No.	PT ID	Notif ID	Name	RN No.	Gender	Ethnic	Diagnosis	Date of initial diagnosis	Type of HSCT	Date of this HSCT	Survival status	Date of last contact
1	37	45	TRISHA	UX123	Female	Bumiputera Sabah	Hemoglobinopathy -> (Please complete Section 18: Hemoglobinopathy)		Autologous	17/02/2011	Missing	
2	37	49	TRISHA	UX123	Female	Bumiputera Sabah	Inherited Disorders of Metabolism -> (Please complete Section 22: Inherited Disorders of Metabolism)		Autologous	17/02/2011	Alive	
3	37	56	TRISHA	UX123	Female	Bumiputera Sabah	Other Leukemias -> (Please complete Section 11: Other Leukemias)		Autologous	17/02/2011	Missing	
4	38	57	20110222_TEST		Male	Malay	Acute Leukemias -> (Please complete Section 9: Acute Leukemias)	22/02/2011	Allogenic	22/02/2011	Dead	22/02/2011
5	38	58	20110222_TEST		Male	Malay	Chronic MyelogenousLeukemia (CML) -> (Please complete Section 10: Chronic MyelogenousLeukemia		Autologous	22/02/2011	Missing	
6	38	59	20110222_TEST		Male	Malay	Other Leukemias -> (Please complete Section 11: Other Leukemias)		Autologous	22/02/2011	Missing	
7	38	60	20110222_TEST		Male	Malay	Lymphomas -> (Please complete Section 12:	22/02/2011	Autologous	22/02/2011	Missing	
8	38	61	20110222_TEST		Male	Malay	Myelodysplastic Syndrome (MDS) -> (Please complete Section 13: Myelodysplastic Syndrome (MDS))		Autologous	22/02/2011	Missing	
9	38	62	20110222_TEST		Male	Malay	Combined Myelodysplastic/Myeloproliferative Syndrome (MD/MPS) -> (Please complete Section 14: Combined Myelodysplastic/Myeloproliferative Syndrome (MD/MPS))		Autologous	22/02/2011	Missing	
10	38	63	20110222_TEST		Male	Malay	Myeloproliferative Syndrome -> (Please complete Section 15: Myeloproliferative		Autologous	22/02/2011	Missing	

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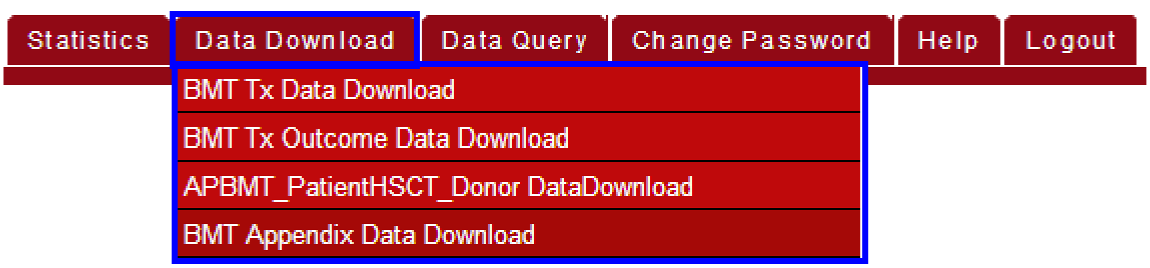
Picture 1.37 *Report example*

4.1.7 Data Download

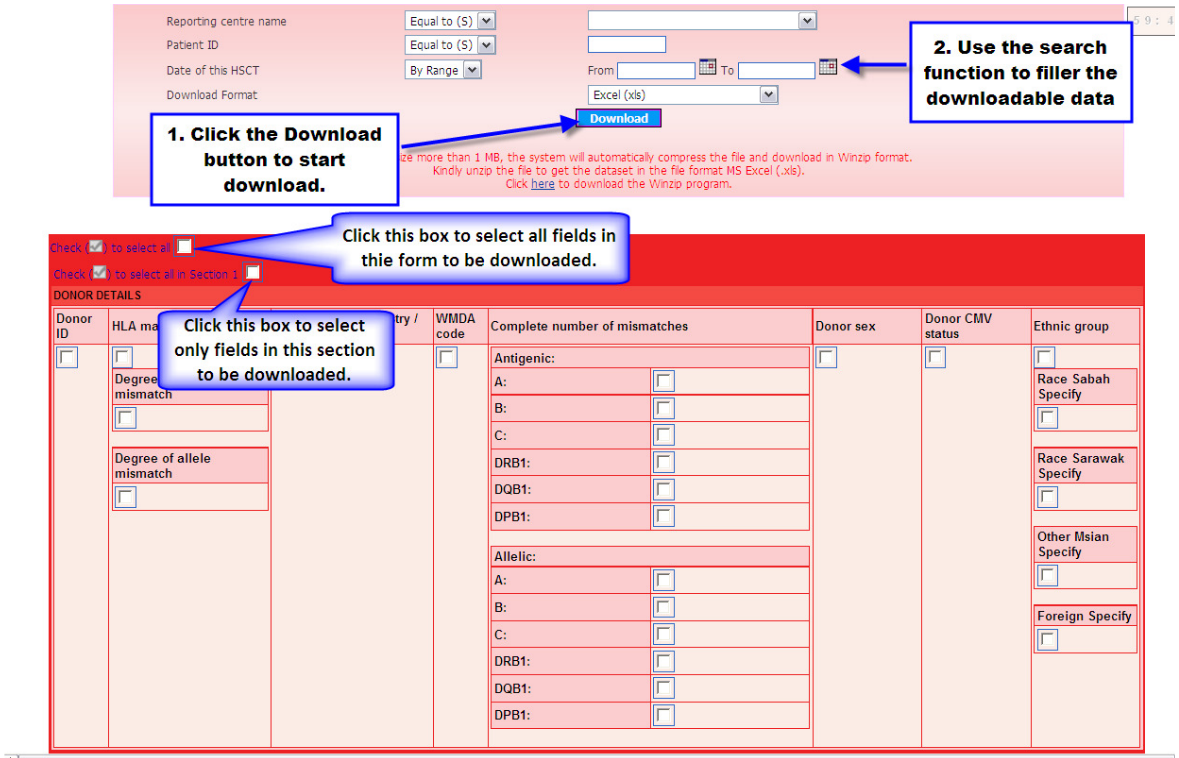


Picture 1.38 *Data Download Tab Menu*

Data entered in Blood and Marrow Transplant Notification form are downloadable.

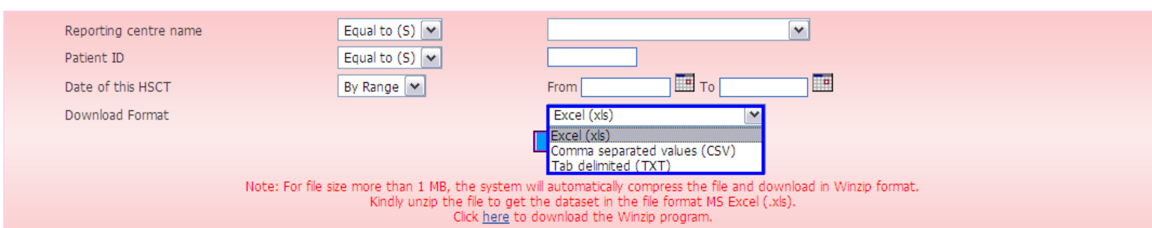
Note*: Only those that have the access right can view Data Download tab and download it.*

Upon clicking on the Data download sub menu, user will be brought to the downloadable form where each fields are in checkbox.



Picture 1.39 *Blood and Marrow Transplant downloadable forms*

Check the checkbox for the desired field that need to be download. Use the search function to filter the downloadable data.



Picture 1.40 *Data Download search section – Download Format*

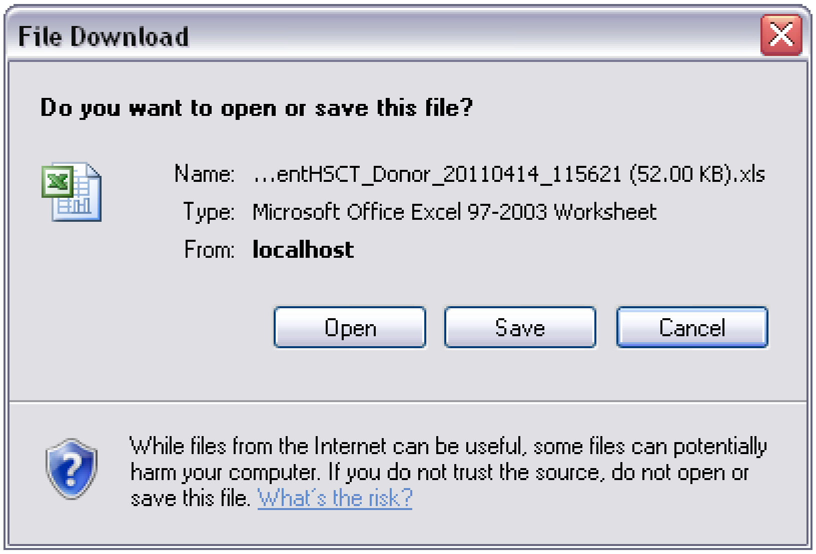
There are 3 types of downloadable format as shown in Picture 1.27:

a) Excel (.xls)
b) Comma separated values(.cvs)
c) Tab delimited (.txt)

The download format is defaulted to excel type. Select the desired format and click the Download button  to start downloading.

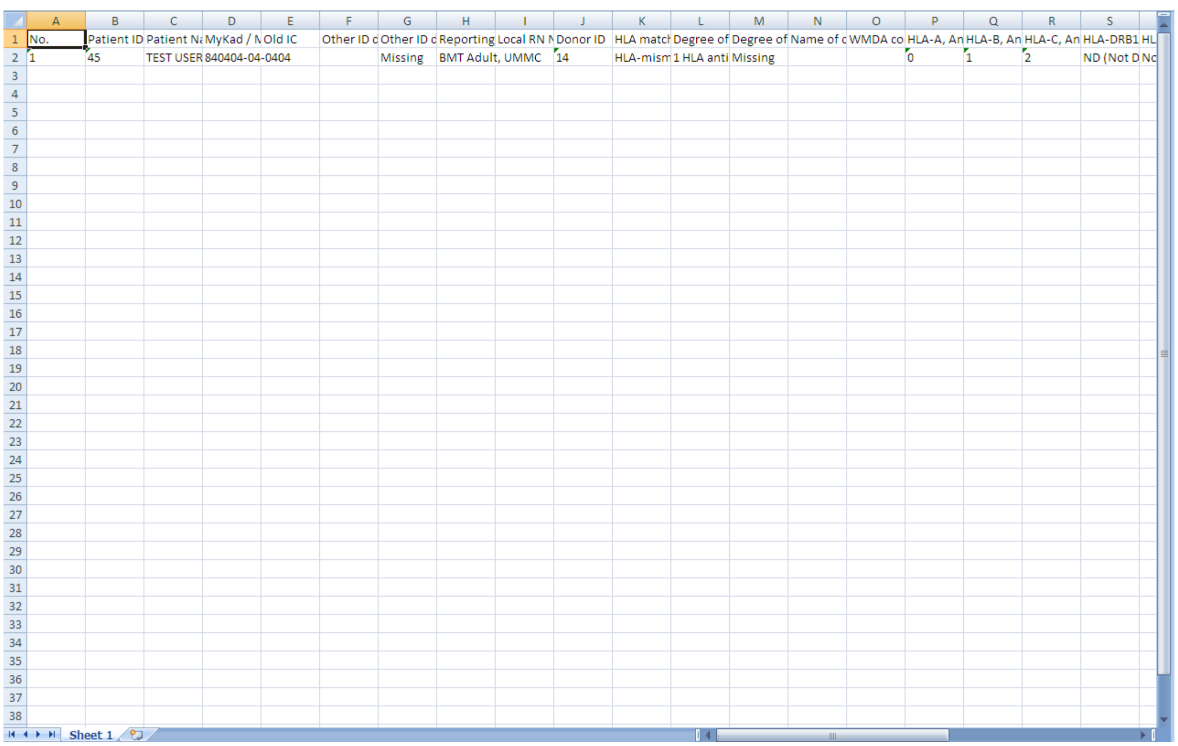
Note*: For file size more than 1 MB, the system will automatically compress the file and download in WinZip format. Kindly unzip the file to get the dataset in the file format MS Excel (.xls).*

A dialog box for saving the data download or open the data download will appear as shown in Picture 1.41 bellow.



Picture 1.41 *Dialog box*

Click “Open” to view the data in Excel format. The Excel file will appear.
Or click “Save” to save the file in your PC. Double click on the file and the file will appear.



Picture 1.42 *Data Download example*

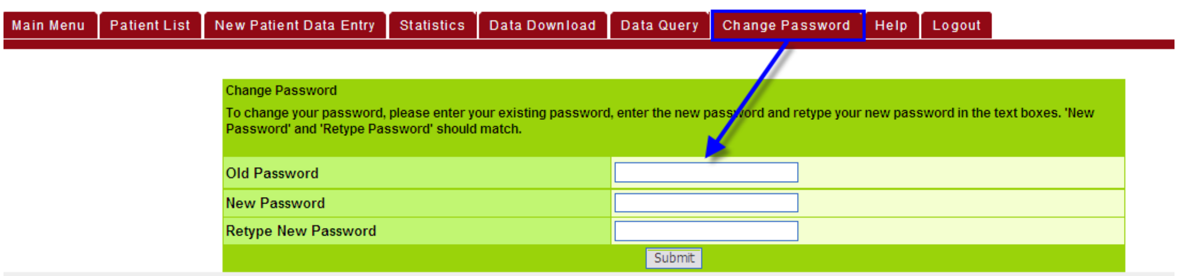
4.1.8 Data Query

Picture 1.43 *Data Query Tab Menu*

Picture 1.44 *Data Query under construction*

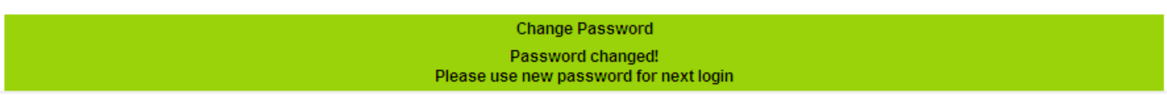
4.1.9 Change Password

To change the password, click on the ‘Change Password’ menu toolbar.



Picture 1.45 *Change Password page*

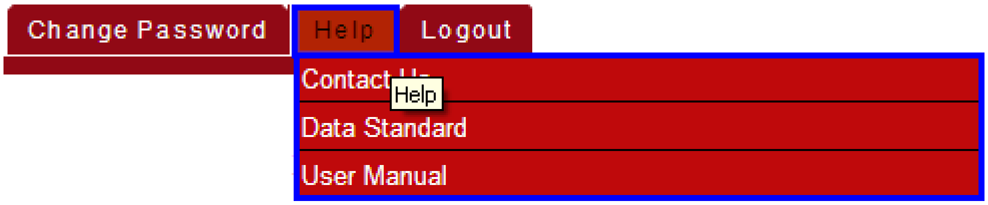
Fill in the details and click the Submit button.



Picture 1.46 *Result page for Change Password*

User can use the new password for the next login.

4.1.10 Help



Picture 1.47 *Help Tab Menu*

The Help tab menu consist of the following information.

1. Contact Use
2. Data Standard
3. User Manual

This information also exists in the login page.

4.1.11 Logout

To logout from National Transplant Registry (NTR) web application, click on 'Logout' menu bar.

Picture 1.48 *Logout Menu Bar*

5.0 HELP DESK SUPPORT

Note: The NTR User's Manual is subjected for amendment in future for better quality of NTR.

For assistance in completing your application or if you experience technical difficulties using this site, including problems related to data entry, please contact:

1) The Registry Manager

    Phone: +603-2681 5948
    Email: ntr@acrm.org.my
    Address: National Transplant Registry (NTR),
    Level 5, Menara Wisma Sejarah
    Jalan Tun Razak
    Kuala Lumpur

OR

2) The IT Administrator at: Tel: 603-4044 0615

6.0 NATIONAL TRANSPLANT REGISTRY (NTR) FOR *BLOOD AND MARROW TRANSPLANT* DATA ENTRY PROCESS

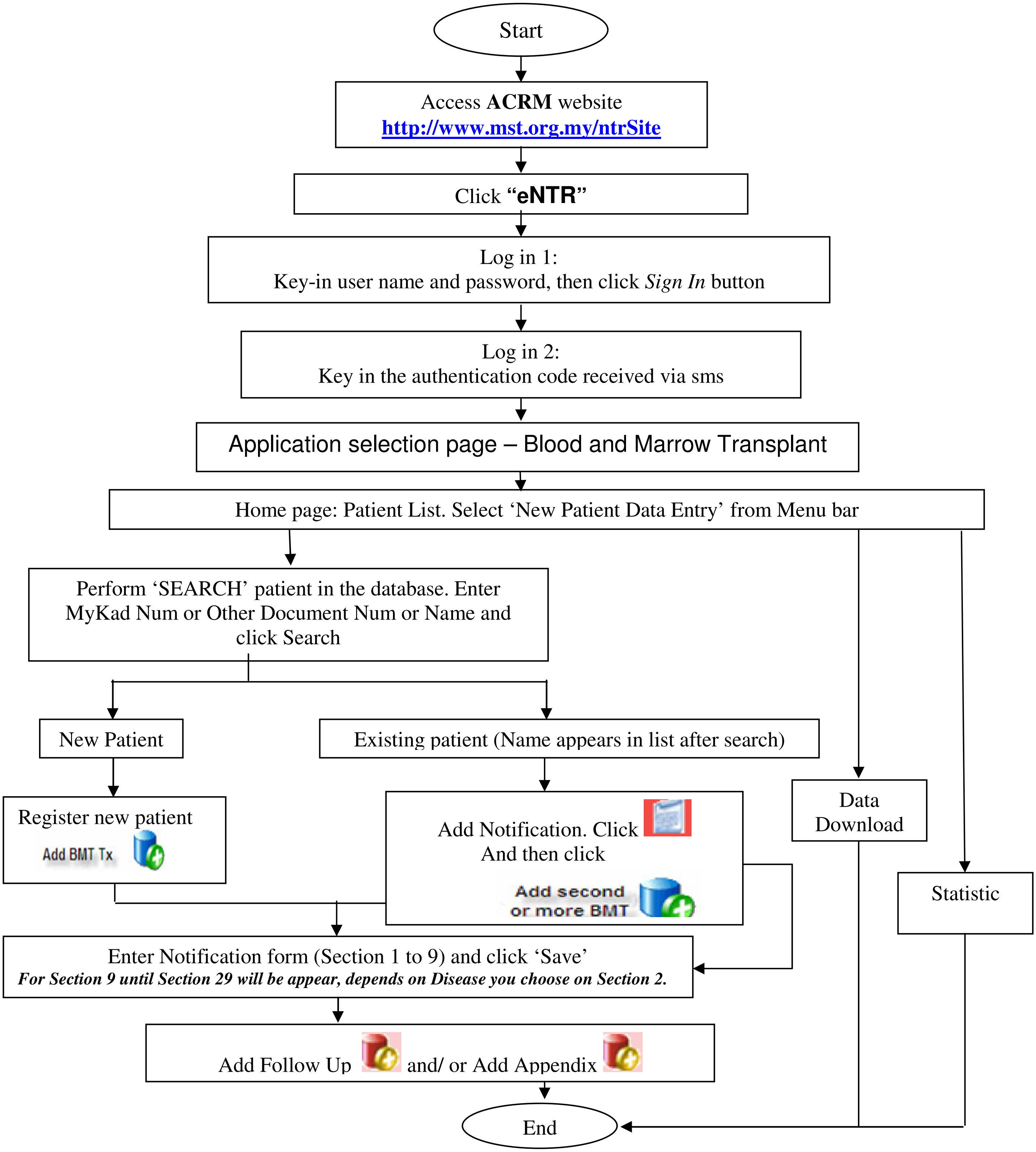


Diagram 1 *Blood and Marrow Transplant User's Manual Flow*