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# Chapter 1: Preface

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## Who Is This Manual For?

This manual is designed as a guide for all users of National Cancer Patient Registry - Colorectal web application (NCPR-COLORECTAL).

## What Does This Manual Cover?

This manual serves as a comprehensive guide to the NCPR-COLORECTAL web application. What this manual aims to do is to get you started and familiarize yourself with the NCPR-COLORECTAL web application as quickly and easily as possible. We will walk you through each and every single module that is contained in the NCPR-COLORECTAL web application in great detail and screenshots.

## What Do I Need to Run NCPR-COLORECTAL Web Application?

First and foremost, you need to be a registered and authorized user to the NCPR-COLORECTAL Web Application. Kindly contact your site coordinator or the NCPR-Colorectal secretariat to find out more. Apart from that, your workstation or PC needs to meet the following requirements:

Component	Requirements
<b>Hardware</b>	<ul style="list-style-type: none"> <li>• Pentium IV and above</li> <li>• 256MB RAM or more</li> <li>• Dial-up/ADSL connection</li> </ul>
<b>Operating System</b>	<ul style="list-style-type: none"> <li>• Microsoft Windows 2000, XP or above</li> </ul>
<b>Internet Browser</b>	<ul style="list-style-type: none"> <li>• Internet Explorer 6.0 or above</li> <li>• Mozilla Firefox 2.0 or above</li> </ul>
<b>Other applications</b>	<ul style="list-style-type: none"> <li>• Adobe Acrobat Reader 6.0 or above</li> </ul>

## Customer Support

For further assistance and enquiries or if you experience technical difficulties in relation to the NCPR-COLORECTAL Web Application, please contact NCPR-COLORECTAL administrative office at:

Tel: 03 – 4045 5948 or 4044 0615  
 Fax: 03 – 4044 0918  
 Email: [patricklks@datamed.com.my](mailto:patricklks@datamed.com.my)  
 Website: <http://www.datamed.com.my/support/ccd>

## Chapter 2: Introduction

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Colorectal cancer (CRC) ranks third, after lung and breast, in cancer incidence worldwide. In recent years, CRC is emerging as one of the most important gastrointestinal disease in Asia Pacific populations adopting a Western lifestyle. In Malaysia, CRC is the third commonest cause of cancer-related mortality. However, a precise estimate on the incidence and prevalence of CRC in Malaysia is lacking. Previously reported incidence of CRC in Malaysia must be considered as an estimate as the data sources from these studies were limited and did not reflect true incidence.

Management of colorectal cancer has evolved rapidly over the past decade with advances in endoscopic techniques surgery, oncology and molecular genetics. The wealth of clinical and epidemiological evidence has allowed clear practice guidelines on the management of colorectal cancer in average risk and high risk groups to be formulated. Management of CRC is multidisciplinary and should include:

1. Selection of appropriate therapy
2. Surveillance strategies post surgical resection
3. Identification of high risk groups (eg. inherited colon cancer syndromes)
4. Screening of CRC in high risk groups

### Rationale for establishing a Colon Cancer Registry in Malaysia

There are now currently 142 registries established in 31 countries. At present, no such registry exists in Malaysia. The key areas benefiting from establishing a colon cancer registry are as follows:

#### 1. Patient care and education

- Identification of high risk patients for colorectal cancer by virtue of their family history
- Risk assessment and person contact is easier using a customized computer database
- Follow up of family history is important as self reported family history is not wholly accurate
- Educating patients and families on the nature and implications of inherited colorectal genetics

#### 2. Education of healthcare professionals

- Fostering collaboration with other colorectal cancer registries throughout the world
- Focus of audit in terms of outcomes and service delivery according to guidelines set up by expert committees on patient care

#### 3. Research

- Facilitating clinically important research on colorectal cancer from data collected in the registry. (eg. is the population of hereditary colon cancer in Malaysia similar to the Western population?)
- Generate data for publication of original scientific papers

## Objectives

The objectives of the CCR are to:

1. Determine the prevalence of colorectal cancer in Malaysia
2. Determine the socio demographic profiles of these patients
3. Determine the prevalence of hereditary colon cancer (eg. hereditary nonpolyposis colorectal cancer (HNPCC), families with clustering of colorectal cancer, familial adenomatous polyposis (FAP), Peutz-Jeghers syndrome and juvenile polyposis)
4. Determine the number, evaluate and monitor the outcomes of surgery and oncology therapy based on selected performance indicators
5. Determine the efficiency of and adherence to current guidelines on screening and surveillance of colorectal cancer in patients at high risk of colorectal cancer (eg. post surgical resection, inherited colon cancer syndromes, inflammatory bowel disease)
6. Determine the cost burden to the nation by colorectal cancer and the cost-effectiveness of treatment and prevention programs
7. Stimulate and facilitate research colorectal cancer research using the database generated

The objectives listed will have to be implemented in phases. Building on the foundation laid by the early phase, the scope and coverage of the registry can then be expanded in later phases. The objectives above are listed in order of the scope and coverage of the registry to be implemented over time in phases.

Phase 1 of the proposed Colon Cancer Registry shall be limited to meeting objectives (1) and (2) and (3) above.

Objective 4 to 6 could begin to be met as the registry matures and as sufficient data has been accumulated. Beyond that the registry also provides a less tangible but no less important input in the form of the expertise and experience gained by its staff in the course of operating the registry. This will be an extremely useful asset to support research in colorectal cancer in Malaysia.

## Scope

For phase 1 we shall focus our effort on the patients who had been diagnosed as having colorectal cancer at any of the participating centers.

It shall capture identifiable individual data electronically from Day 1

Phase	Type of data collection	Data	Method of Data Capture	SDP
<b>1A</b>	Prospective	Detailed	Electronic CRF	All MOH & University gastroenterologists and colorectal surgeons
<b>1B</b>	Prospective	Detailed	Electronic CRF	All gastroenterologists and colorectal surgeons in Malaysia

# Chapter 3: Data Security Policy

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Each authorised user is required to read through, understand and sign The Security Policy for NCPR-COLORECTAL 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.

## Policies and Practices

As a good security practice, you are **STRONGLY ADVISED** 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 never requires 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 **IMMEDIATELY**.

***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 write your passwords down!*

### 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.

### 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 on trips), 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 **UPDATE** your anti-virus software with the latest virus signatures.

- x 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.

# Chapter 4: NCPR-COLORECTAL Modules Overview

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The NCPR-COLORECTAL web application comprises a total of 7 modules, namely:

1. User Authentication/Login
2. Patient Management
3. Reports Management
4. Data Download
5. Data Query
6. User Management
7. Audit Trails

The following provides a detailed description of the functionality of each module.

## User Authentication/Login

This module features the following functionality:

1. Username and password authentication to members-only area
2. Password encryption
3. Integrated CAPTCHA (Completely Automated Public Turing test to tell Computers and Humans Apart) security
4. Hierarchical role based access control (Administrator, Site Admin and User)
5. User lock-out after multiple unsuccessful login attempts
6. Timeout for idle login session

## Patient Management

This module features the following functionality:

1. Functionality to search, add, view, edit and delete patient records
2. Provide encryption and decryption for key patient identification fields (Patient Name, New I/C #, Old I/C # and Other ID #)
3. Provide user-friendly interface for e-CRF data entry
4. Implement user access control

## Reports Management

This module features the following functionality:

1. Generate standard reports based on user requirements
2. Export report to standard output format in PDF or Excel
3. Implement user access control.

## Data Download

This module features the following functionality:

1. Allow users to download data in standard formats (eg. csv, excel etc.)
2. Implement user access control.

## Data Query

This module features the following functionality:

1. Allow users to generate standard and ad-hoc queries
2. Implement user access control.

## User Management

This module features the following functionality:

1. Functionality to search, add, view, edit and delete user records.
2. Assign roles to each user.
3. Disable or Enable user accounts.
4. View audit records.
1. Implement user access control.

## Audit Trail

This module features the following functionality:

1. Capture audit information for user login sessions.
2. Capture audit information on addition, editing and deletion of records.
3. Generate statistical reports based on audit information.

# Chapter 5: User Interface

This section describes the user interface conventions that are applied throughout the NCPR-COLORECTAL web application.

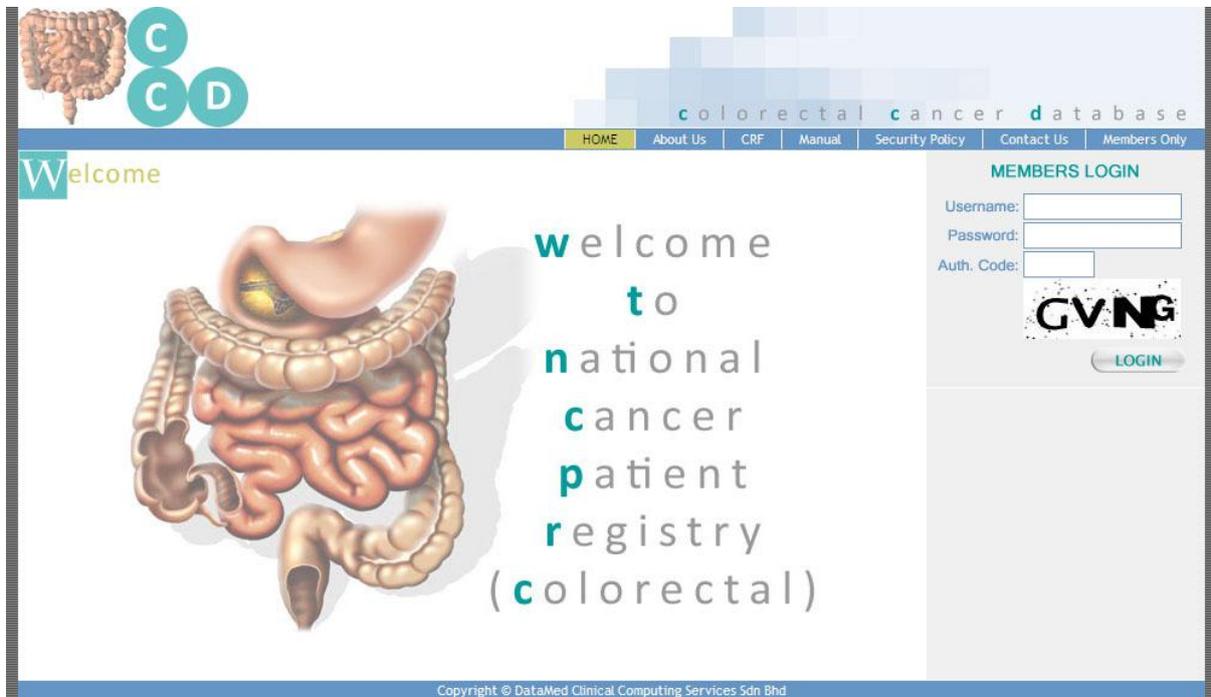


Figure 1: HOME page of NCPR-COLORECTAL Web Application

## Navigation Menu

The navigation menu is located at the top section of the website as shown in Figure 1. It provides a hierarchical means to navigate through the entire website, section by section, module by module. Move your mouse over the first level of the menu (eg. Patient Management) to view respective sub-menu (eg. Search Patient) as shown in Figure 2.



Figure 2: Navigation Menu

## Sitemap Path

The sitemap path is located right below of the navigation menu. It creates what some refers to as *breadcrumb navigation*. This is a linear path defining where you are in the navigation structure. The purpose of this type of navigation is to show you where you are in relation to the rest of the site. As shown in Figure 3, the title in green represents the page (Investigations) that you are currently in.



Figure 3: Sitemap Path

## Search Panel

The search panel (as shown in Figure 4) is located above the data grid. It is used to filter the data that appears in the data grid, based on pre-specified criteria.

Figure 4: Search Panel

## Data Grid

The data grid (shown in Figure 5) is used to display a summary of data rows, easily sorted and paged, and perform inline editing if necessary. You can sort each column by clicking on the column header. If the number of rows is more than a certain number, you can navigate through the pages by clicking on the page numbers displayed on the bottom-right of the data grid. Clicking on the link which appears on the data grid will open up the details form.

ID	Name	MyKad/MyKid #	Old IC	Other ID Document Type	Other ID Document #	Gender	DOB
36	<a href="#">ABU HASSAN BIN BADRUL</a>	456212-01-3545		Missing		Male	02/05/1945
32	<a href="#">BETH DARLING</a>		A1516512	Missing		Female	19/08/1969
41	<a href="#">CHONG WEE HONG</a>	460203-13-6122	A516512	Missing		Female	03/02/1946
39	<a href="#">FATIMAH BINTI ABDULLAH</a>	620505-12-1962		Missing		Female	05/05/1962
38	<a href="#">GARMIT SINGH</a>	701214-06-2123	A315612	Missing		Male	14/12/1970
35	<a href="#">JENNIFER GAMBIA</a>			Passport	A8948621	Female	28/07/1973
40	<a href="#">JIM KITINGAN</a>	620301-08-6213	V516512	Missing		Male	01/03/1962
31	<a href="#">JOHN DOE</a>	780422-15-0007		Work Permit #		Male	
42	<a href="#">KANDASAMY A/L AMBIA</a>	250622-05-3212	C546513	Missing		Male	22/06/1925
37	<a href="#">LIM SI PENG</a>	560825-14-6153		Missing		Female	25/06/1956

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Figure 5: Data Grid

## Details Form

The details form is used to display a single data record at a time. The details form opens up in view mode (as shown in Figure 6) after you click on a particular record in the data grid. It changes into edit mode (as shown in Figure 7) as you click on Edit. You can make modification to the data only in edit mode.

[Edit](#) [Lock](#) [Request Delete](#) [Freeze](#)

SECTION 1: INVESTIGATIONS			
#:	2	Stage:	Staging Investigations at Presentation If Others, specify:
Type:	Colonoscopy If Others, specify:		
Site:	<input checked="" type="checkbox"/> Chest <input type="checkbox"/> Upper Abdomen <input type="checkbox"/> Brain <input type="checkbox"/> Others <input type="checkbox"/> Neck <input type="checkbox"/> Post nasal space (PNS) <input type="checkbox"/> Lung <input type="checkbox"/> Thorax <input type="checkbox"/> Colon <input type="checkbox"/> Unknown <input type="checkbox"/> Abdomen <input type="checkbox"/> Liver <input type="checkbox"/> Not Applicable If Others, specify:		
Date:	22/04/2008	If CEA:	ng/ml
Distant Metastasis:	Yes		
If MRI / US:	Stage T:	T2	
	Stage N:	N2	
If colonoscopy:	<input checked="" type="checkbox"/> Lesion <input checked="" type="checkbox"/> Polyps Non obstructive		
AUDIT INFORMATION			
Date Registered:	23/04/2008 17:02:43	Registered by:	Patrick Lum
Date Updated:	25/04/2008 14:12:52	Updated by:	Patrick Lum
Requested for Delete?	<input type="checkbox"/>	Requested to Delete by:	

Figure 6: Details Form (View Mode)

SECTION 1: INVESTIGATIONS			
#:	2	Stage:	<input type="radio"/> Preoperative Investigations / Pre-treatment <input type="radio"/> Unknown <input checked="" type="radio"/> Staging Investigations at Presentation <input type="radio"/> Others, specify <input type="radio"/> Mid treatment <input type="radio"/> Missing <input type="radio"/> Post treatment If Others, specify:
Type:	<input type="radio"/> Mammography <input type="radio"/> Endoscopy <input type="radio"/> X-ray <input type="radio"/> CEA (ng/mL) <input type="radio"/> Chest radiograph (CXR) <input type="radio"/> CT scan <input type="radio"/> Cardiac MRI <input type="radio"/> Others, specify <input type="radio"/> MRI scans <input type="radio"/> Contrast study <input type="radio"/> Cardiac PET scan <input type="radio"/> Unknown <input type="radio"/> Bone scan <input type="radio"/> Ultrasound <input type="radio"/> Digital Rectal exam (DRE) <input type="radio"/> Not Available <input type="radio"/> USS liver <input checked="" type="radio"/> Colonoscopy <input type="radio"/> Clinical examination findings <input type="radio"/> Missing <input type="radio"/> PET scans <input type="radio"/> PAP smear If Others, specify:		
Site:	<input checked="" type="checkbox"/> Chest <input type="checkbox"/> Upper Abdomen <input type="checkbox"/> Brain <input type="checkbox"/> Others <input type="checkbox"/> Neck <input type="checkbox"/> Post nasal space (PNS) <input type="checkbox"/> Lung <input type="checkbox"/> Thorax <input type="checkbox"/> Colon <input type="checkbox"/> Unknown <input type="checkbox"/> Abdomen <input type="checkbox"/> Liver <input type="checkbox"/> Not Applicable If Others, specify:		
Date:	22/04/2008	If CEA:	ng/ml
Distant Metastasis:	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Missing		

Figure7: Details Form (Edit Mode)

## Record Taskbar

The Record Taskbar appears on top of the Details Form and at the bottom of Details Form. It will feature various data operations based on User's access right.

[Edit](#) [Lock](#) [Request Delete](#) [Freeze](#) [Save](#) [Cancel](#)

Figure 8: Record Taskbar

**Edit:** Change the Details Form from View Mode into Edit Mode

**Save:** Commit changes to database

**Cancel:** Discard changes without saving

**Lock:** Locking the record after verifying that the data is complete and prevents further editing (except for Administrator user)

**Unlock:** Unlocking the record to enable further changes to be made to the record

**Request Delete:** Tag a record for deletion

**Cancel Request Delete:** Cancel the Request Delete operation

**Freeze:** Freezing the record after monitoring by Administrator user and prevents further editing by anyone (only applicable to Administrator user)

**UnFreeze:** Cancel the Freeze operation (only applicable to Administrator user)

## Date Picker

To prevent user from entering invalid dates, you are to pick a date from the date picker, which is located next to every date field. If you click on the calendar icon , a calendar will pop up for you to select the respective date. Alternatively, you can also enter the data manually in the Textbox provided.



Figure 9: Date Picker

## Radio Buttons

Radio buttons are used for data field that requires selection of only one pre-defined value, as shown in Figure 9. The default value for all radio buttons is assigned to Missing unless a user chooses otherwise (except for fields that are specified otherwise).

A screenshot of a form section with a light blue background. It contains six radio button options arranged in two columns. The first column has: 'Preoperative Investigations / Pre-treatment', 'Staging Investigations at Presentation' (which is selected with a green dot), 'Mid treatment', and 'Post treatment'. The second column has: 'Unknown', 'Others, specify', and 'Missing'.

Figure 10: Radio Buttons

## Check Box

Check box is used for data field which has either Yes or No values, as shown in Figure 11. The default value for all check boxes is set to Unchecked unless a user chooses otherwise.

A screenshot of a form section with a light blue background. It contains four check box options arranged in a 2x2 grid. The top-left is 'Distant Disease', top-right is 'Medically unfit', bottom-left is 'Patient declined', and bottom-right is 'Other, specify'. Below the 'Other, specify' checkbox is a small white text input field.

Figure 11: Check Box

## Input Validation

Input Validation (as shown in Figure 12) is being applied on various fields such as date or numerical type. A warning will appear next to the respective field if the user entered an invalid value. User will not be able to Save (or commit changes) the record if corrections are not made. The warning message will disappear if valid corrections are made.

A screenshot showing two examples of input validation. The top example shows a date field with the value '31/02/1945' in a red box, followed by a warning icon and the text 'Invalid Date'. The bottom example shows a form section with a light blue background. On the left, it says 'i. Distance: Please enter a valid numeric value' in red. On the right, there are three radio button options: '>30 mm', '<30 mm' (which is selected), and 'Missing'. Below these is a text input field with the value 'abc' and the label 'if <30 mm, specify: mm'.

Figure 12: Input Validation

# Chapter 6: NCPR-Colorectal Modules

## User Authentication / Login

User authentication is one of the most critical aspect of the NCPR-Colorectal web application due to nature and sensitivity of the data. The NCPR-Colorectal web application will only accept authenticated user based on their login credentials, namely their user name and password. User's password is highly encrypted (using 128-bit HMACSHA1 algorithm) before it is stored in the database. Please refer to Security section (Chapter 3: Data Security Policy) before you access the NCPR-Colorectal web application.

## Login

In order to gain access to the Members-only section of the NCPR-Colorectal web application, you need to read through, understand and sign The Security Policy for NCPR-Colorectal Web Application before you are given a user name and password. You are required to change your password upon first login and at regular interval in accordance to the security policy.

The user login panel is located on the right side of the HOME page of the NCPR-Colorectal web application, as shown in Figure 13.



The image shows a login form titled "MEMBERS LOGIN". It contains three input fields: "Username:" with the text "MyUserName", "Password:" with a masked password represented by 12 dots, and "Auth. Code:" with the text "CANV". Below the "Auth. Code:" field is a CAPTCHA image showing the text "CANV" with a noisy background. At the bottom right of the form is a "LOGIN" button.

Figure 13: Login Panel

You are required to input the correct username, password (which is hidden) and an authentication code, and click on the Login button to access the Members-only area. You will be required to login again if you left the web application idle for too long (30 minutes).

If you enter invalid login credentials or authentication code, you will be prompted a error message (as shown in Figure 14). You can attempt to input the correct username, password or authentication code again. If you continue to have problems logging in, contact N CPR-Colorectal Office for further action. Please note that your user account will be suspended after five consecutive failed login attempts.



Figure 14: Invalid Login

Your authentication code will also expire after 90 seconds it was presented on the screen. Your login will be invalid even if you enter the correct username and password 90 seconds after the screen was presented (as shown in Figure 15). In this case, please enter your login credentials again along with the new authentication code within the next 90 seconds.



Figure 15: Expired Authentication Code

## Patient Management

Patient Management is the core module of the N CPR-Colorectal web application. It provides the functionality for data entry as well as data management. Patient identifiable fields (Name, MyKad #, Old IC # and Other ID #) are highly encrypted (128-bit Rijndael AES) before the data are stored in the database.

Below are step-by-step instructions for various functionalities within the Patient Management module.

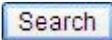
### Patient Search

1. Click on *Patient Management... Search Patient* on the Navigation Menu to open the *Search Patient* page.
2. Click on the expand button  to show or collapse button  to hide the Search Panel (refer to Figure 4).
3. Fill in the search criteria (ie. Name, MyKad #, Old IC #, Other ID #) combination as shown in Figure 16.



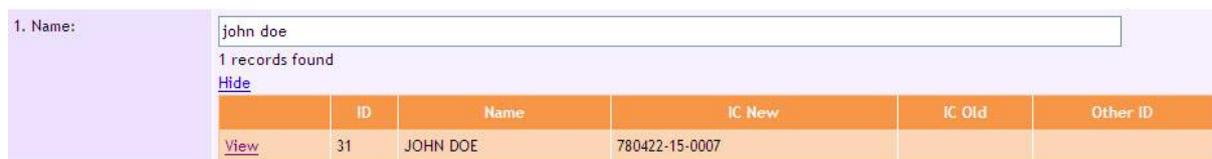
MyKad:	<input type="text"/>	Whole 
Name:	<input type="text"/>	Whole 
Old IC:	<input type="text"/>	Whole 
Other ID:	<input type="text"/>	Whole 

Figure 16: Search Criteria

4. Click on *Search* button  to begin searching and show search results on the Data Grid (refer to Figure 5) below.
5. Click on *Show My Centre* (only applicable to Site Administrator and above) to show all patient records that are registered under the same SDP as the user on the Data Grid below.
6. Click on *Show All* (only applicable to Administrator) to show all patient records are registered with N CPR-Colorectal on the Data Grid below.

### Registering New Patient

1. Click on *Patient Management... Register New Patient* on the Navigation Menu and you will be lead to an empty *Patient Details* page.
2. As you fill in the four patient identifiable fields (Name, MyKad #, Old IC # and Other ID document #), the N CPR-Colorectal web application will perform a real-time patient search in the background and display the number of possible matching results under each respective field to avoid duplicate entry of patient records.
3. If there are any possible matching patient records, click on *click to see list* to view.



1. Name:

1 records found  
[Hide](#)

	ID	Name	IC New	IC Old	Other ID
<a href="#">View</a>	31	JOHN DOE	780422-15-0007		

Figure 17: Real-time patient search function

4. Click *View* on the row of the matching patient record in order to ensure you do not register a patient that already exists in the database.
5. If there are no matching records found, proceed to fill up the rest of the fields in the Patient Details form (Note: Age field is calculated based on Date of Birth).
6. Click *Cancel* to abort registering a new patient.
7. Click *Save* to save the new patient record and proceed to enter the rest of the NCPR-Colorectal related data (Medical History, Family History, Investigation, Diagnosis etc.) for the said patient.

### View/Edit Patient Record

1. After you perform a search on Patient Listing, click on the patient's name (of interest) to view the basic patient information.
2. If you intend to view extended information related to the respective patient, click on the *View Extended Info* button.
3. If the patient is registered under the same SDP as the logged-in user, then you will be taken to the *Patient Details – Extended* page.
4. However, if the said patient is registered under a different SDP as the logged-in user, you will be prompted with a Confidentiality Agreement message, as shown in Figure 18.

Figure 18: Confidentiality Agreement

5. Please fill in the patient notification details for the patient and click on *Agree and Proceed* to proceed to *Patient Details – Extended* page.
6. Click *Cancel* if you do not want to proceed further.

## Patient Details - Extended

1. The *Patient Details – Extended* page provides an overview of all the data related to the respective patient (as shown in Figure 19).

[Patient](#) [Medical](#) [Family](#) [Investigations](#) [Diagnosis](#) [Treatment](#) [Surgery](#) [Surgery Outcome](#) [Pathology](#) [Chemotherapy](#) [Radiotherapy](#) [Follow Up](#)

[Edit](#) [Lock](#) [Request](#) [Delete](#) [Freeze](#)

Patient ID: 31

**SECTION 1: PATIENT DETAILS & DEMOGRAPHICS**

1. Name: JOHN DOE

2. NRIC: MyKad / MyKid: 780422-15-0007 Old IC:   
 Other ID Document #: Specify document type: Work Permit #   
 If Others, specify:

3. Address: Street: 10, Jalan Downing   
 Postcode: 52007 Town / City: Sandakan   
 State: Kedah Darul Aman

4. Contact number: Homephone: 088 612 312 H/P: 012 8453 121

Figure 19: Patient Details - Extended

2. For data under the *Patient*, *Medical* and *Family* tabs, you are only allowed to *Edit* or modify the data pertaining to the patient that is registered under same SDP as the logged-in user.
3. Click *Save* to commit the changes or *Cancel* to discard the changes.
4. For data under *Investigations* tab onwards, you will be able to view one or multiple records added through NCPR-Colorectal registry or NCPR registry. You will be able to identify such records under the *Registry* column.

ID	Seq #	Stage	Type	Date	If CEA (ng/ml)	Distant Metastasis	Stage T	Stage N	Registry
18	1	<a href="#">Others, specify</a>	Others, specify			Missing	Missing	Missing	CCD
19	2	<a href="#">Staging Investigations at Presentation</a>	Colonoscopy	22/04/2008		Yes	T2	N2	CCD
20	3	<a href="#">Mid treatment</a>	Missing			Missing	Missing	Missing	CCD

Figure 20: Tabs

5. To add a new record, click on the *Add New* button under each tab.

6. You will be directed to an empty form for each section, as shown in Figure 21.

SECTION 1: INVESTIGATIONS				
#:	<input type="text"/>	Stage:	<input checked="" type="radio"/> Preoperative Investigations / Pre-treatment <input type="radio"/> Staging Investigations at Presentation <input type="radio"/> Mid treatment <input type="radio"/> Post treatment If Others, specify: <input type="text"/>	<input type="radio"/> Unknown <input type="radio"/> Others, specify <input type="radio"/> Missing
Type:	<input type="radio"/> Mammography <input type="radio"/> Chest radiograph (CXR) <input type="radio"/> MRI scans <input type="radio"/> Bone scan <input type="radio"/> USS liver <input type="radio"/> PET scans If Others, specify: <input type="text"/>	<input type="radio"/> Endoscopy <input type="radio"/> CT scan <input type="radio"/> Contrast study <input type="radio"/> Ultrasound <input type="radio"/> Colonoscopy <input type="radio"/> PAP smear	<input type="radio"/> X-ray <input type="radio"/> Cardiac MRI <input type="radio"/> Cardiac PET scan <input type="radio"/> Digital Rectal exam (DRE) <input type="radio"/> Clinical examination findings	<input type="radio"/> CEA (ng/mL) <input type="radio"/> Others, specify <input type="radio"/> Unknown <input type="radio"/> Not Available <input checked="" type="radio"/> Missing
Site:	<input type="checkbox"/> Chest <input type="checkbox"/> Neck <input type="checkbox"/> Thorax <input type="checkbox"/> Abdomen	<input type="checkbox"/> Upper Abdomen <input type="checkbox"/> Post nasal space (PNS) <input type="checkbox"/> Colon <input type="checkbox"/> Liver	<input type="checkbox"/> Brain <input type="checkbox"/> Lung <input type="checkbox"/> Unknown <input type="checkbox"/> Not Applicable	<input type="checkbox"/> Others If Others, specify: <input type="text"/>
Date:	<input type="text"/>	If CEA:	<input type="text"/>	ng/ml
Distant Metastasis:	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Missing			

Figure 21: Empty Form

7. Click *Save* to commit changes or *Cancel* to discard the data entered.
8. To view a particular record under a tab, click on the individual link to open up the interested record.
9. Click *Edit* on the *Record Taskbar* to update the particular record. Note that only Administrator or users under the same SDP as the user who first created the record are allowed edit the same record.
10. Click on *Save* to commit the changes or *Cancel* to discard changes.
11. Click on the *Patient Details – Extended* on the *Sitemap Path* to return to the previous page.
12. Repeat similar steps for other sections in order to complete the data entry for the respective patient.

## Lock/UnLock

1. Record locking is necessary in order to identify records which are deemed completed data entry by the respective user.
2. Only Administrator or users with the same SDP as the user who created the record are able to *Lock* a particular record.
3. To lock a record, click *Lock* on the record taskbar.
4. An additional bar will be shown on top of the Details View to denote that the current record has been locked to prevent other users from making further editing, as shown in Figure 22.

[UnLock Freeze](#)

**Warning: This record is LOCK!**

a) Hospital / Centre ID:	b) HPE Number:
c) Specimen type:	Biopsy
d) Date of HPE report:	23/04/2008
e) NeoAdjuvant therapy:	Yes If Yes -> Complete

**SECTION 1: PATHOLOGY**

1. Tumour Site: Others  
If Others, specify: sdfgsdf

Figure 22: Locked Record

5. Only *Administrator* or *Site Admin* with the same SDP as the user who created the record are able to *Unlock* a record.
6. To unlock a record click *Unlock* on the record taskbar.

## Request Delete/Cancel Request Delete

1. If any user makes a mistake during data entry stage, user can *Request Delete* a particular record.
2. Only Administrator or users with the same SDP as the user who created the record are able to *Request Delete* a particular record.
3. To request delete a record, click *Request Delete* on the record taskbar.
4. An additional bar will be shown on top of the Details View to denote that the current record has been marked for delete to prevent other users from making further editing, as shown in Figure 23.

[Cancel Request Delete](#)

**Warning: This record is marked for DELETE!**

a) Hospital / Centre ID:	b) HPE Number:
c) Specimen type:	Biopsy
d) Date of HPE report:	23/04/2008
e) NeoAdjuvant therapy:	Yes If Yes -> Complete

**SECTION 1: PATHOLOGY**

1. Tumour Site: Others  
If Others, specify: sdfgsdf

Figure 23: Marked Delete Record

5. Only *Administrator* or *Users* with the same SDP as the user who created the record are able to *Cancel Request Delete* a record.
6. To unlock a record click *Cancel Request Delete* on the record taskbar.

## Freeze/UnFreeze

1. Record freezing is necessary in order to identify records which are deemed completed and verified for analysis later.
2. Only *Administrator* are able to *Freeze* a particular record.
3. To freeze a record, click *Freeze* on the record taskbar.
4. An additional bar will be shown on top of the Details View to denote that the current record has been froze to prevent other users from making further editing, as shown in Figure 24.

UnFreeze

Warning: This record has been FREEZED!

a) Hospital / Centre ID:	b) HPE Number
c) Specimen type:	Biopsy
d) Date of HPE report:	23/04/2008
e) NeoAdjuvant therapy:	Yes
	If Yes -> Complete

SECTION 1: PATHOLOGY

1. Tumour Site:	Others
	If Others, specify: sdfgsdf

Figure 23: Freeze Record

5. Only *Administrator* are able to *UnFreeze* a record.
6. To unfreeze a record click *UnFreeze* on the record taskbar.