User's Manual for
National Transplant Registry (NTR)
for *Bone & Tissue Distribution Log*
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 encouraged 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, memorise 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
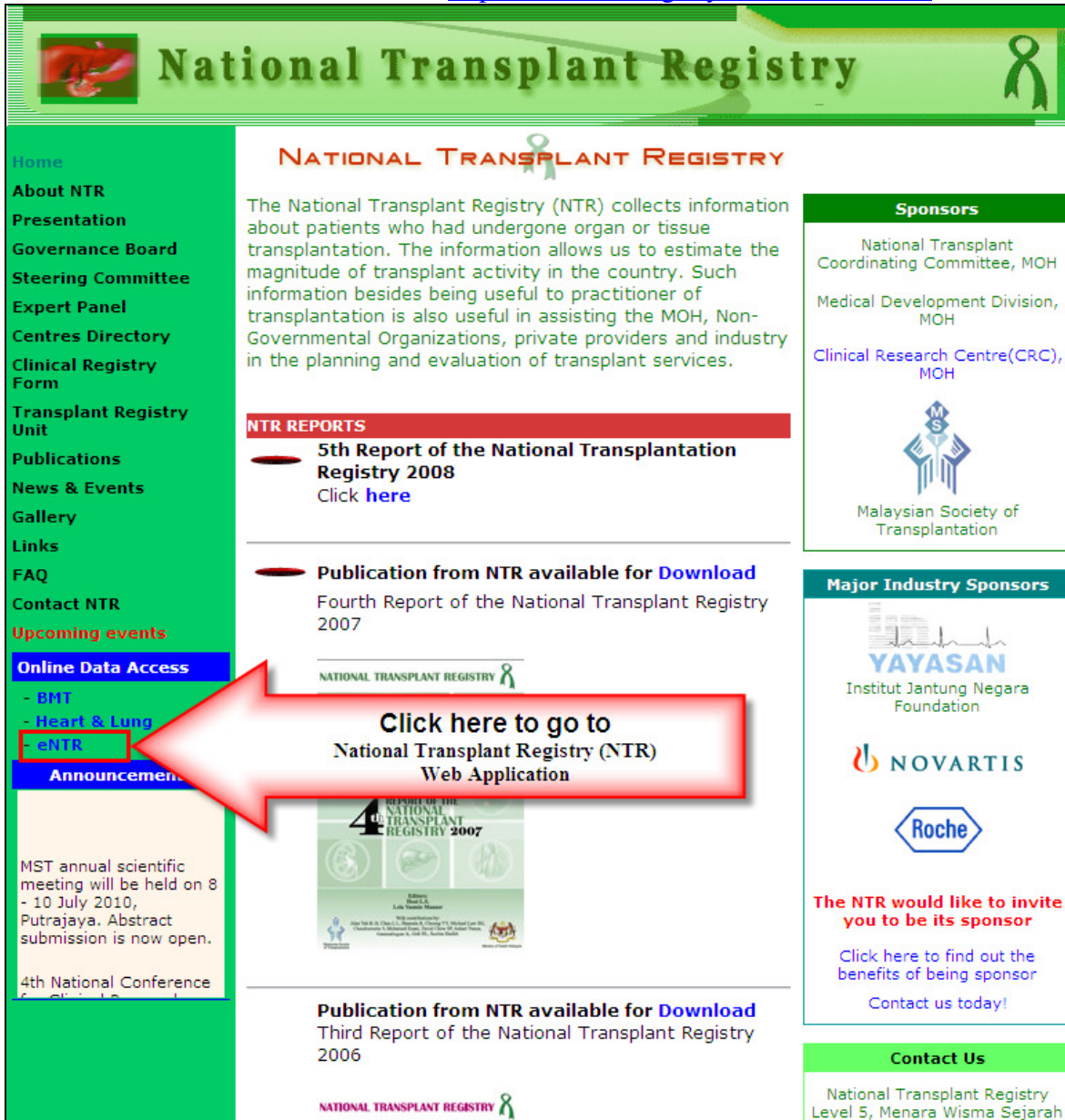
Picture 1.3 *National Transplant Registry (NTR) website*

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.

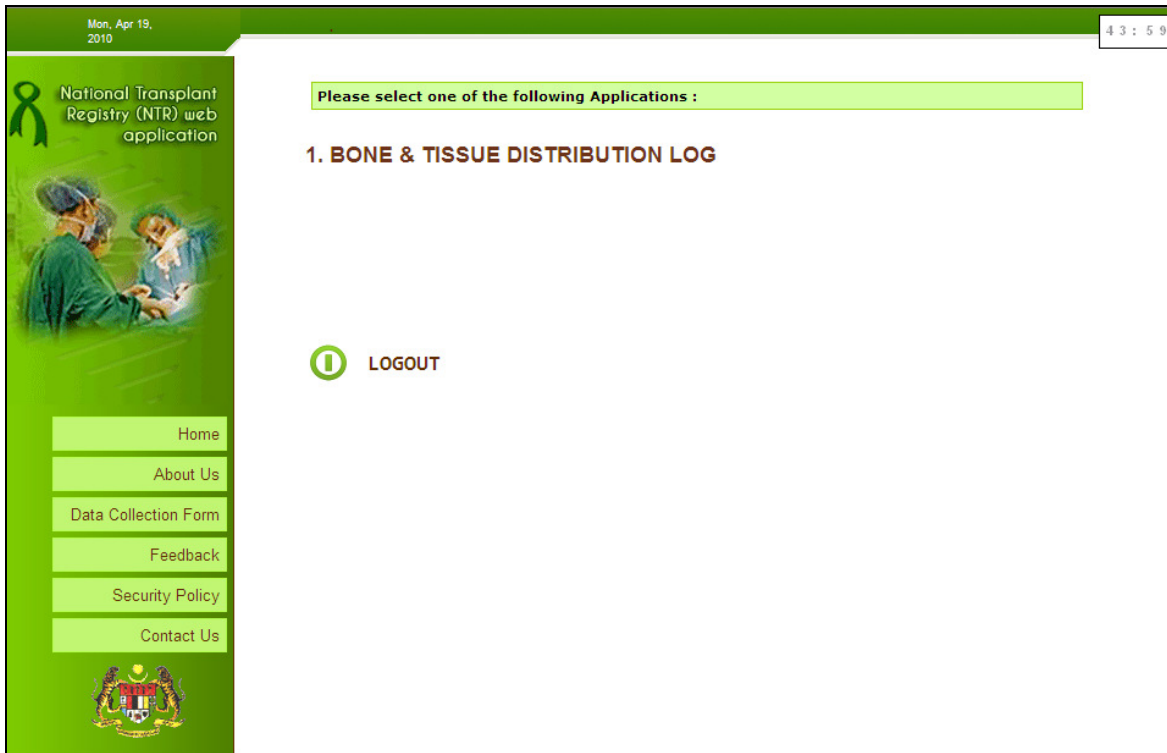**Picture 1.4** *National Transplant Registry (NTR) web application - : Welcome page*

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 Bone & Tissue Distribution Log application.

Picture 1.6 *Application selection page – Bone & Tissue Distribution Log*

4.0   STEP BY STEP PROCEDURE IN USING NATIONAL TRANSPLANT REGISTRY (NTR) FOR *BONE & TISSUE DISTRIBUTION LOG* WEB APPLICATION

4.1   Bone & Tissue Distribution Log

Upon selecting Bone & Tissue Distribution Log application link on the application selection page, user will be directed to Bone and Tissue Supplier Information List.

Picture 1.7 *Bone and Tissue Supplier Information List*

To add new distribution log, click the blue ADD button

Picture 1.8 *Bone and Tissue Distribution Log – New registration*

Key in the information and the click the Save button as shown in Picture 1.8 above.

Upon clicking the save button, user will be directed back to the List (Picture 1.7).

To view record, click on the blue View icon .

Bone and Tissue Supplier Information									
Bone Tissue Supplier		Bone Bank,C/o Department of Orthopaedic Surgery, UMMC							

Edit

View Bnt Dist Log

General Information

Date Notify	Date Supply	Name of Hospital/center	Bone Tissue Type		Tissue/Bone Bank ID #	Qty	Origin Tissue Graft	Surgeon Name
18-03-2010	18-03-2010	hkl	Femoral head Other specify			6	Local	

Audit

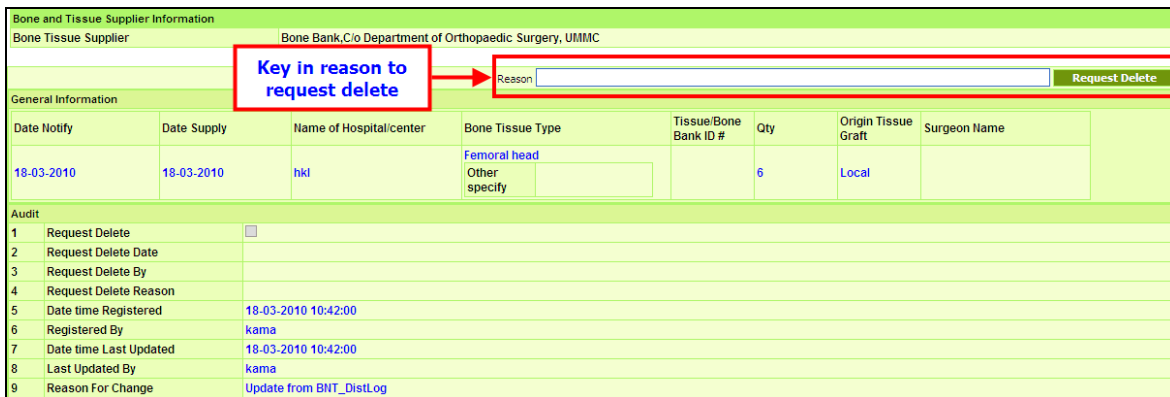| 1	Request Delete	☐
2	Request Delete Date	
3	Request Delete By	
4	Request Delete Reason	
5	Date time Registered	18-03-2010 10:42:00
6	Registered By	kama
7	Date time Last Updated	18-03-2010 10:42:00
8	Last Updated By	kama
9	Reason For Change	Update from BNT_DistLog

Edit

Picture 1.9 *Bone and Tissue Distribution Log – View page*

To update record, click on the blue Update icon or Edit button **Edit** on the View page.

Bone and Tissue Supplier Information								
Bone Tissue Supplier		Bone Bank,C/o Department of Orthopaedic Surgery, UMMC						

Please click here to save the data entered Save

Update Bnt Dist Log

General Information

Date Notify	Date Supply	Name of Hospital/center	Bone Tissue Type	Tissue/Bone Bank ID #	Qty	Origin Tissue Graft	Surgeon Name
18-03-2010	18-03-2010	hkl	Femoral head Other specify		6	⊙ Local ○ Imported ○ Not available ○ Missing	

Audit

1	Request Delete	☐
2	Request Delete Date	
3	Request Delete By	
4	Request Delete Reason	
5	Date time Registered	18-03-2010 10:42:00
6	Registered By	kama
7	Date time Last Updated	18-03-2010 10:42:00
8	Last Updated By	kama
9	Reason For Change	Update from BNT_DistLog

Please click here to save the data entered Save

Picture 1.10 *Bone and Tissue Distribution Log – Update/Edit page*

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

Picture 1.11 *Bone and Tissue Distribution Log – Request to delete form*

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.

4.1.1 Navigation Toolbars

On top of Bone & Tissue Distribution Log page, there are 3 menu navigation toolbars which include:

  i.   Main Menu
  ii.   Change Password
  iii.   Log Out

Picture 1.12 *Menu Navigation toolbars for Bone & Tissue Distribution Log*

4.1.2 Main Menu
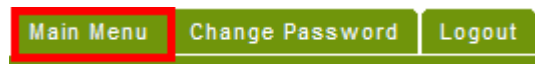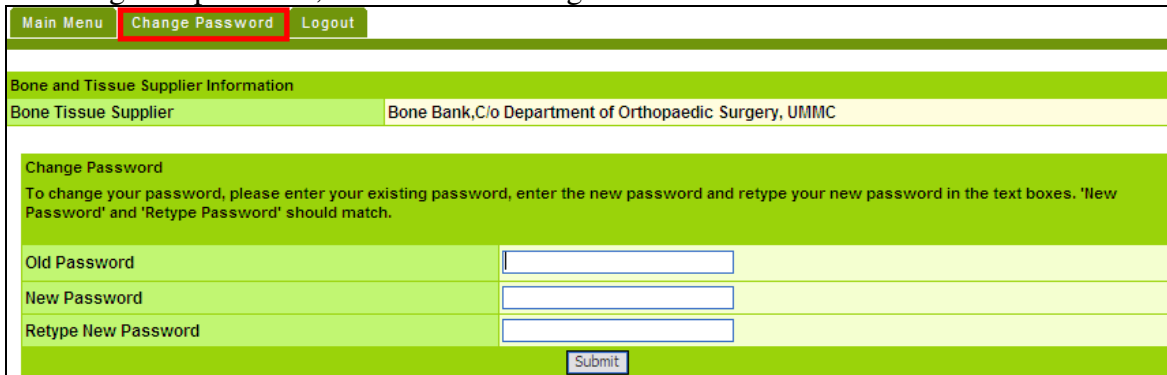
Picture 1.13 *Menu Navigation toolbars – Main Menu*

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

4.1.3 Change Password

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

Picture 1.14 *Change Password page*

Fill in the details and click the Submit button.
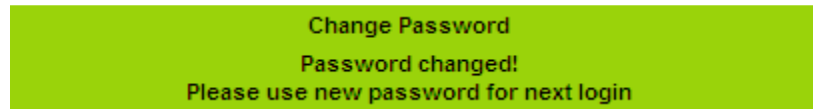
Picture 1.15 *Result page for Change Password*

User can use the new password for the next login.

4.1.4 Logout

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

Picture 1.16 *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 *BONE & TISSUE DISTRIBUTION LOG* DATA ENTRY PROCESS

```
┌──────────┐
│  Start   │
└──────────┘
     │
     ▼
┌──────────────────────────────────┐
│ Access ACRM website              │
│ http://www.mst.org.my/ntrSite    │
└──────────────────────────────────┘
     │
     ▼
┌──────────────────────────────────┐
│ Click "eNTR"                     │
└──────────────────────────────────┘
     │
     ▼
┌────────────────────────────────────────────────────┐
│ Log in 1:                                          │
│ Key-in user name and password, then click Sign In  │
│ button                                             │
└────────────────────────────────────────────────────┘
     │
     ▼
┌────────────────────────────────────────────────────┐
│ Log in 2:                                          │
│ Key in the authentication code received via sms    │
└────────────────────────────────────────────────────┘
     │
     ▼
┌────────────────────────────────────────────────────┐
│ Application selection page – Bone & Tissue         │
│ Distribution Log                                   │
└────────────────────────────────────────────────────┘
     │
     ▼
┌────────────────────────────────────────────────────┐
│ Main page: Bone and Tissue Supplier Information    │
│ List                                               │
└────────────────────────────────────────────────────┘
```
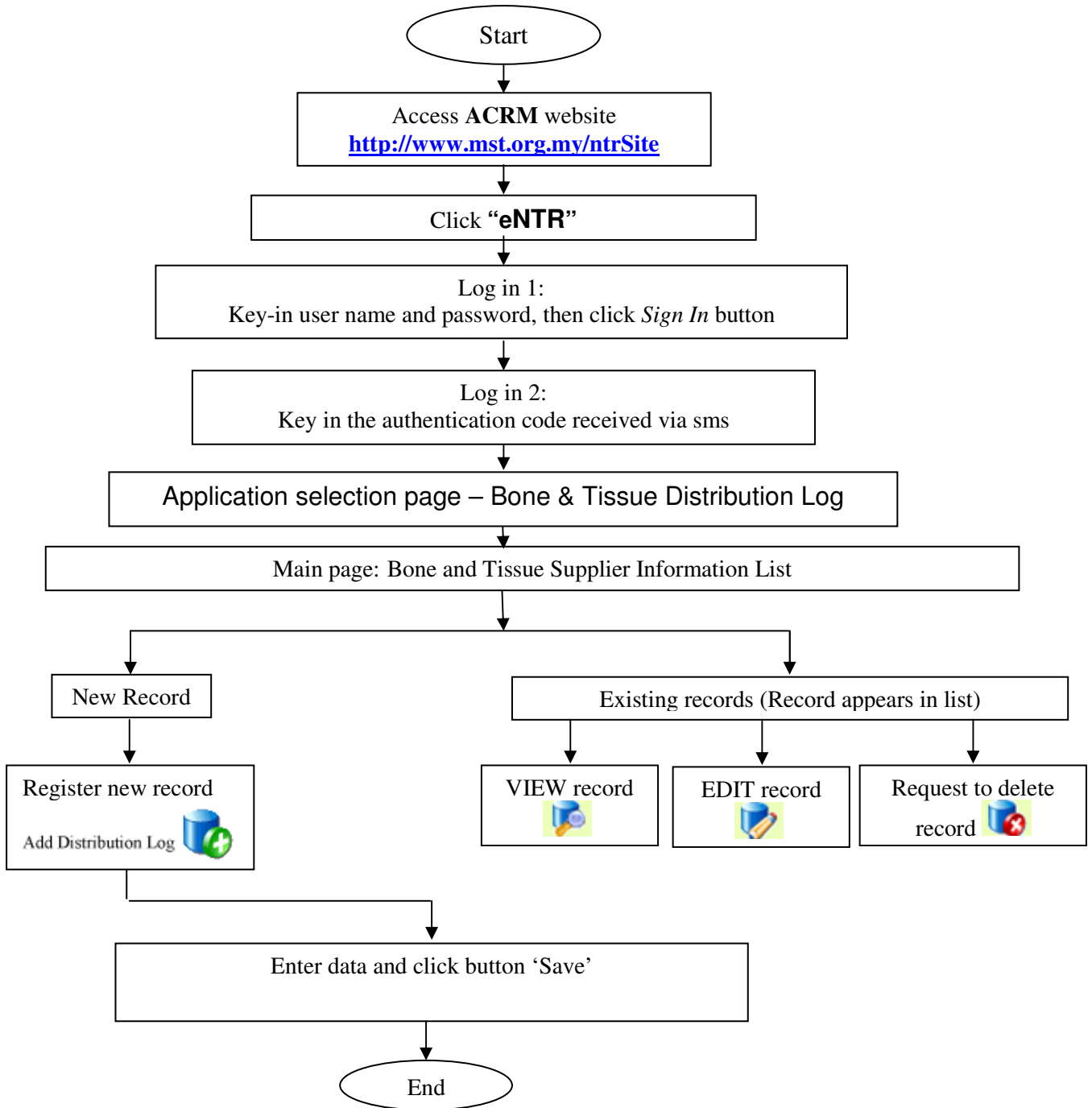
New Record	Existing records (Record appears in list)
Register new record Add Distribution Log	VIEW record	EDIT record	Request to delete record

Enter data and click button 'Save'

┌──────────┐
│   End   │
└──────────┘

Diagram 1 *Bone and Tissue Distribution Log Flow*