



User's Manual for Malaysian Inflammatory Bowel Disease Registry (MIBDR) Web Application

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1.0 MIBDR WEB APPLICATION MODULES

1.1 Online data access and Remote data capture

1. Each SDP is given right to access its own data and is able to enter data remotely at its site via the MIBDR 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 MIBDR registries

1.4 Maintenance

This module allows user to change their password. Users are responsible to change their passwords every time they expire.

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. If the application is left idle for more than 60 minutes, the application will be logged off automatically.

2.0 SECURITY

Each authorised user is required to read through, understand and sign The Security Policy for MIBDR 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 **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 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 **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 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/eMIBDR/>.

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 update 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 MIBDR WEB APPLICATION

1. Register the centre as Source Data Provider with MIBDR Management, contact MIBDR Manager.
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 MIBDR Website at <http://www.acrm.org.my>, and select MIBDR on right of ACRM home page in Picture 1.0.
4. The MIBDR welcome page will be displayed as shown in Picture 1.1.
5. Key in the 'username' and 'password' in the appropriate column and then, click on the 'Sign in' button.



Picture 1.0 ACRM Home page



Picture 1.1 MIBDR Welcome page

Malaysian Inflammatory Bowel Disease Registry (MIBDR) Web Application - Version 1.0

User authentication – There are two levels of user authentication. After user logs in using ‘Username’ and ‘password’, the generated image captcha ‘Auth Code’ at the Authorisation page will be used for other level. User then types in the ‘Auth Code’ before gaining access to the system.

6. Key in the authentication code as display at image captcha.

Authorisation Code

Username: testsc2

471083

Enter Authentication Code shown above
Change Authentication Code

Authentication Code 471083

Submit

Diagram 1.1

69 : 05

**MALAYSIAN INFLAMMATORY BOWEL
DISEASE REGISTRY (MIBDR)**

Confidentiality Statement

You are about to gain access to the MIBDR Web Application. By proceeding, you are agreeing to maintain the confidentiality of all information made available to you through this application. Any unauthorized access, use and/or disclosure of information shall be construed under the laws of Malaysia, and any action instituted pursuant to the terms of the Confidential Rule Agreement, as set forth in the Governance Manual of the MIBDR, shall be brought in the Court of Malaysia. Actions may include but not limited to loss of access privileges, an action for civil damages, an action for criminal charges, and/or disciplinary action including but not limited to suspension or dismissal.

The security of your data is of utmost concern to us. We practice strong security measures to prevent unauthorised access and interference of transactions and data. Read more about our policies and practices.

Authorisation Code

Username: testsc2

471083

Enter Authentication Code shown above
Change Authentication Code

Authentication Code 471083

Submit

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This website supports Firefox version 2.0 & Microsoft Internet Explorer version 6.0 and above with 1024 x 768 resolution.

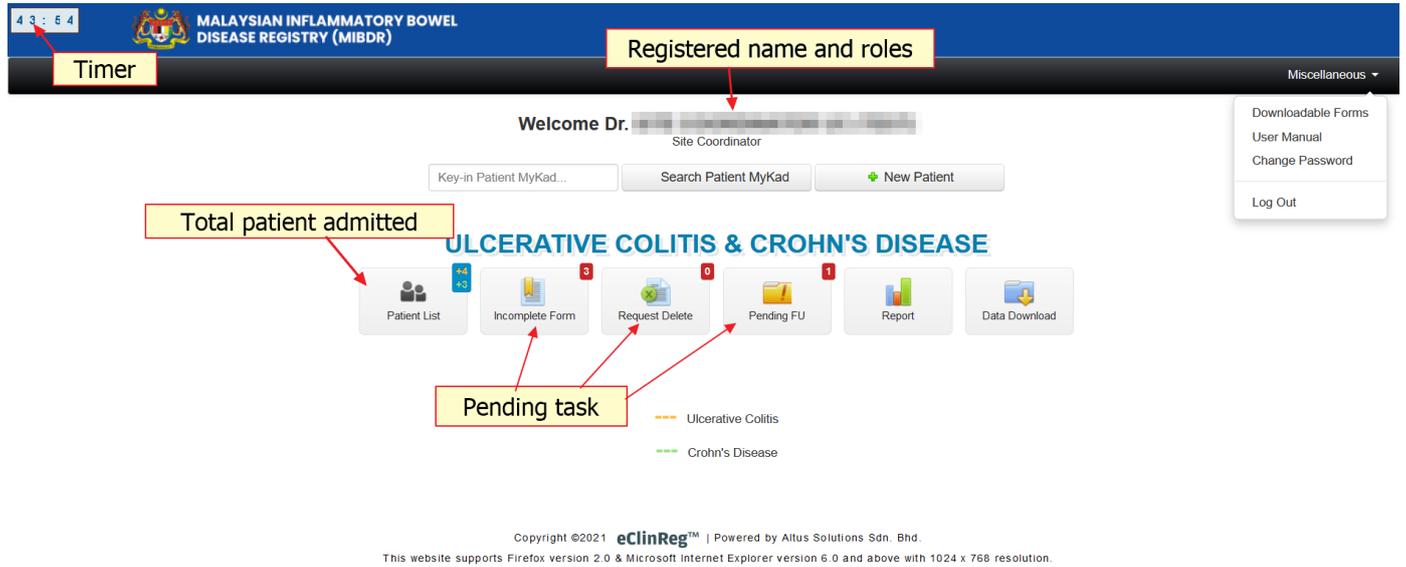
[Printer Friendly Page](#)

Picture 1.2 Authorisation page

4.0 STEP BY STEP PROCEDURE IN USING MIBDR WEB APPLICATION

4.1 Home Page

After Login, Web Application will come to Home page.



Picture 1.3 Home Page

At Home page, there will have the list of Pending Task for the site. For now we have Request Delete, Incomplete form and Pending FU (pending Follow Up) for pending task. The authority to delete the item had been given to Registry Manager only. But, others user group can only view the details. To view details click on column with yellow color.

4.2 How to Search Patient

- To verify patient existent, use the below button on Home page:

871202-12-0156

Search Patient MyKad

- Can search **EXISTING** patient from **ALL** registration within MIBDR using MyKad.
- Can **ADD/REGISTER NEW** patient if record not found.

New Patient

- Can search **EXISTING** patient from **ALL** registration within MIBDR.
- Can **ADD/REGISTER NEW** patient if record not found.

Patient List

- Can search **EXISTING** patient only from your **OWN CENTRE**

OR

- On Navigation Toolbars after click at Patient List button, mouse over to menu Patient (as screen below) and use menu item Patient Registration to search **EXISTING** patient from **ALL** registration within MIBDR. Otherwise use Patient List Menu to search **EXISTING** patient only from your **OWN CENTRE**.

ULCERATIVE COLITIS & CROHN'S DISEASE

The screenshot shows the navigation toolbar of the MIBDR web application. The 'Patient List' button is highlighted with a red box. A red arrow points from this button to the 'Patient' menu item in the navigation toolbar below. The 'Patient' menu is also highlighted with a red box. The navigation toolbar includes items like Home, Patient, Pending Task, Report, Data Download, Change Password, Support, and Logout. Below the navigation toolbar is a search form with various input fields and a 'Search' button.

Picture 1.5 Patient Menu Toolbars

- How to search Patient as below:

The screenshot shows the MIBDR web application interface. At the top, there is a blue header with the MIBDR logo and the text 'MALAYSIAN INFLAMMATORY BOWEL DISEASE REGISTRY (MIBDR)'. Below the header, a dark grey bar contains the text 'Welcome Dr. SITE COORDINATOR UC (TEST)' and 'Site Coordinator'. The main content area features a search bar with the MyKad number '871203-12-5678' and a 'Search Patient MyKad' button. To the right is a '+ New Patient' button. Below these are several dashboard cards: 'Patient List', 'Incomplete Form' (with a red '3' notification), 'Request Delete' (with a red '0' notification), 'Pending FU' (with a red '1' notification), 'Report', and 'Data Download'. A legend indicates that orange dashed lines represent Ulcerative Colitis and green dashed lines represent Crohn's Disease. Two yellow callout boxes provide instructions: one points to the search bar and 'Search Patient MyKad' button, and the other points to the '+ New Patient' button.

Picture 1.6 Search Patient MyKad OR New Patient button

This screenshot shows the 'Patient Verification Before Registration in MIBDR' section. It includes a list of instructions: 'This...', 'Alwa...', '1. Fill...', '2. If p...', '3. If p...', and 'Only register NEW Patient if record NOT found or the patient identities are NOT the same.' Below the instructions is a search filter form with three input fields: 'Patient Name' (with a 'Contain (*S*)' dropdown), 'MyKad/MyKid' (with a 'Contain (*S*)' dropdown and the value '871203-12-5678'), and 'Other ID document no' (with a 'Contain (*S*)' dropdown). Each field has a note: '(Please key in minimum 4 characters)' for the first two, and '(Please enter with dash eg: 810101-01-0101)' for the third. There are 'Search' and 'Reset' buttons. Below the form are two buttons: '+ Register NEW Patient - ULCERATIVE COLITIS' and '+ Register NEW Patient - CROHN'S DISEASE'. At the bottom, a 'Patient List' table is partially visible with columns: No., PatientID, Patient Name, Identification Card number, Date of birth, Gender, Ethnic group, UC Notification, CD Notification, Current Outcome, and Patient Info.

Patient Not Found, Kindly check the criteria you have provided, or Click on the Add button below to register a new patient.

Picture 1.7 Key-in Patient Identifier in the Search Filter

Patient Verification Before Registration in MIBDR

- This screen will search records of all registration within NCVD.
- Always verify patient's identity before registration.
 - Fill-in either 'Patient Name', 'MyKad / MyKid' or 'Other ID document no'.
 - If patient NOT shown in the list, button 'Register' will be available.
 - If patient shown in the list (Patient EXIST), you can add new notification for the existing patient.
- Only register NEW Patient if record NOT found or the patient identities are NOT the same.

4. Check error message if any

MyKad/ MyKid is not entered in a valid format! Please enter with dash eg: 810101-01-0101 .

Patient Name (Please key in minimum 4 characters)

MyKad/MyKid (Please enter with dash eg: 810101-01-0101)

Other ID document no (Please key in minimum 4 characters)

3. Click the 'Search' button to start searching

Search Reset

Patient List

No.	PatientID	Patient Name	Identification Card number	Date of birth	Gender	Ethnic group	UC Notification	CD Notification	Current Outcome	Patient Info
-----	-----------	--------------	----------------------------	---------------	--------	--------------	-----------------	-----------------	-----------------	--------------

Picture 1.8 Check error message

Patient Verification Before Registration in MIBDR

- This screen will search records of all registration within NCVD.
- Always verify patient's identity before registration.
 - Fill-in either 'Patient Name', 'MyKad / MyKid' or 'Other ID document no'.
 - If patient NOT shown in the list, button 'Register' will be available.
 - If patient shown in the list (Patient EXIST), you can add new notification for the existing patient.
- Only register NEW Patient if record NOT found or the patient identities are NOT the same.

5. If got error message, do correction

MyKad/ MyKid is not entered in a valid format! Please enter with dash eg: 810101-01-0101 .

Patient Name (Please key in minimum 4 characters)

MyKad/MyKid (Please enter with dash eg: 810101-01-0101)

Other ID document no (Please key in minimum 4 characters)

6. Click the 'Search' button again to start searching

Search Reset

Patient List

No.	PatientID	Patient Name	Identification Card number	Date of birth	Gender	Ethnic group	UC Notification	CD Notification	Current Outcome	Patient Info
-----	-----------	--------------	----------------------------	---------------	--------	--------------	-----------------	-----------------	-----------------	--------------

Picture 1.9 Do correction on the display error

Patient Verification Before Registration in MIBDR

- This screen will search records of all registration within NCVD.
- Always verify patient's identity before registration.
 - Fill-in either 'Patient Name', 'MyKad / MyKid' or 'Other ID document no' on the text box.
 - If patient NOT shown in the list, button 'Register' will appear. Click this button to add new patient.
 - If patient shown in the list (Patient EXIST), you can add new notification for the existing patient.
- Only register NEW Patient if record NOT found or the patient identities are NOT the same.

8. If patient not found, check back the patient identifier that you have entered.

Search criteria: Patient Name (Contain (*S*)), MyKad/MyKid (Whole word (S)), Other ID document no (Contain (*S*)). Search button and Reset button.

Patient Not Found, Kindly check the criteria you have provided, or Click on the Add button below to register a new patient.

+ Register NEW Patient - ULCERATIVE COLITIS + Register NEW Patient - CROHN'S DISEASE

7. Upon successful search, result will come out under Patient Search List

No.	PatientID	Patient Name	Identification Card number	Date of birth	Gender	Ethnic group	UC Notification	CD Notification	Current Outcome	Patient Info
No record found!										

Picture 1.10 Result of Patient Identifier search at Patient Search List

4.3 Register New Patient

- Please be informed that always verify patient's identity before registration and only register new patient if record not found or the patient identities are not the same.

Patient Verification Before Registration in MIBDR

- This screen will search records of all registration within NCVD.
- Always verify patient's identity before registration.
 - Fill-in either 'Patient Name', 'MyKad / MyKid' or 'Other ID document no' on the text box.
 - If patient NOT shown in the list, button 'Register' will appear. Click this button to add new patient.
 - If patient shown in the list (Patient EXIST), you can add new notification for the existing patient.
- Only register NEW Patient if record NOT found or the patient identities are NOT the same.

9. If patient identifier you have search is correct and not found in the registry, you can register new patient by clicking the 'Register NEW Patient-ULCERATIVE COLITIS' OR 'Register NEW Patient-CROHN'S DISEASE' button.

Search criteria: Patient Name (Contain (*S*)), MyKad/MyKid (Whole word (S)), Other ID document no (Contain (*S*)). Search button and Reset button.

Patient Not Found, Kindly check the criteria you have provided, or Click on the Add button below to register a new patient.

+ Register NEW Patient - ULCERATIVE COLITIS + Register NEW Patient - CROHN'S DISEASE

Patient List

No.	PatientID	Patient Name	Identification Card number	Date of birth	Gender	Ethnic group	UC Notification	CD Notification	Current Outcome	Patient Info
No record found!										

Picture 1.12 Register New Patient

Malaysian Inflammatory Bowel Disease Registry (MIBDR) Web Application - Version 1.0

Patient Verification Before Registration in MIBDR

- This screen will search records of
- Always verify patient's identity before registration.
 - Fill-in either 'Patient Name', 'MyKad / MyKid' or 'Other ID document no' on the text field below, then click button 'Search'.
 - If patient NOT shown in the list, button 'Register' will appear. Click this button to register NEW Patient.
 - If patient shown in the list (Patient EXIST), you can add new notification for the existing patient.
- Only register NEW Patient if record NOT found or the patient identities are NOT the same.

10. If patient identifier you have search is NOT correct, correct the patient identifier and click the Search button

Patient Name: Contain (*S*) [] (Please key in minimum 4 characters)
 MyKad/MyKid: Whole word (S) [661018-12-5687] (Please enter with dash eg: 810101-01-0101)
 Other ID document no: Contain (*S*) [] (Please key in minimum 4 characters)

Search Reset

Patient Not Found, Kindly check the criteria you have provided, or Click on the Add button below to register a new patient.

+ Register NEW Patient - ULCERATIVE COLITIS + Register NEW Patient - CROHN'S DISEASE

Patient List

No.	PatientID	Patient Name	Identification Card number	Date of birth	Gender	Ethnic group	UC Notification	CD Notification	Current Outcome	Patient Info
No record found!										

4.4 View or Update Existing Patient

Patient Verification Before Registration in MIBDR

- This screen will search records of all registration within NCVD.
- Always verify patient's identity before registration.
 - Fill-in either 'Patient Name', 'MyKad / MyKid' or 'Other ID document no' on the text field below, then click button 'Search'.
 - If patient NOT shown in the list, button 'Register' will appear. Click this button to register NEW Patient.
 - If patient shown in the list (Patient EXIST), you can add new notification for the existing patient.
- Only register NEW Patient if record NOT found or the patient identities are NOT the same.

11. Upon successful search, result will come out under Patient Search List

Patient Name: [] (key in minimum 4 characters)
 MyKad/MyKid: [] (enter with dash eg: 810101-01-0101)
 Other ID document no: [] (key in minimum 4 characters)

Patient List

No.	PatientID	Patient Name	Identification Card number	Date of birth	Gender	Ethnic group	UC Notification	CD Notification	Current Outcome	Patient Info
1	4	TEST PT AHMAD	MyKad : 681018-12-5687	18-10-1968	Male	Malay	1	0	Alive [02-03-2021]	

Column Patient Form Action

- 11 a. Click button to View patient demographic
 11 b. Click button to Update patient demographic

Picture 1.13 How to VIEW or UPDATE patient form

4.5 View Notification for Existing Patient

Patient Verification Before Registration in MIBDR

- This screen will search records of all registration within NCVD.
- Always verify patient's identity before registration.
 - Fill-in either 'Patient Name', 'MyKad / MyKid' or 'Other ID document no' on the text field below, then click button 'Search'.
 - If patient NOT shown in the list, button 'Register' will appear. Click this button to register NEW Patient.
 - If patient shown in the list (Patient EXIST), you can add new notification for the existing patient.
- Only register NEW Patient if record NOT found or the patient identities are NOT the same.

Patient Name: (Please key in minimum 4 characters)
 MyKad/MyKid: (Please enter with dash eg: 810101-01-0101)
 Other ID document no: (Please key in minimum 4 characters)

Search **Reset**

No.	PatientID	Patient Name	Identification Card number	Date of birth	Gender	Ethnic group	UC Notification	CD Notification	Current Outcome	Patient Info
1	4	TEST PT AHMAD	MyKad : 681018-12-5687	18-10-1968	Male	Malay			Alive [02-03-2021]	

12. Click button at UC Notification or CD Notification to View Patient Notification List

- The number at button indicates the total number of form filled-in.
- Button indicates there no form filled-in and click on it to add new form.

Picture 1.16 View notifications for existing patient

4.6 Add Notification for Existing patient

PATIENT NOTIFICATION LIST (PatientID: 4)

Instructions:

- This screen list all the admission and form status and details for PatientID: 4
- PatientID is uniquely given to each patient registered in the registry web. One patient only has one PatientID with multiple NotifID (multiple admissions).
- Buttons with different colour to differentiate time frame.
 - Blue Button Add | View | Update | Request Delete | Delete for NOTIFICATION
- Some buttons are hidden base on user roles and form status. Only Site Coordinator and Registry Manager has access right to 'Delete'.

13. To add NEW notification for EXISTING patient, Click this button

ULCERATIVE COLITIS Notification List

No.	NotifUCID	Reporting centre	Date Notification	Year Diagnosis	Data Complete	Action	Follow up																		
1	1	Trial Centre 2	13-07-2021		<input type="checkbox"/>		<table border="1"> <thead> <tr> <th>No.</th> <th>Reporting centre</th> <th>Date of Follow up</th> <th>Outcome</th> <th>Data Complete</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Trial Centre 2</td> <td>17-07-2021</td> <td>Alive - Ongoing follow-up</td> <td><input type="checkbox"/></td> <td> </td> </tr> <tr> <td>2</td> <td>Trial Centre 2</td> <td>16-07-2021</td> <td>Alive - Ongoing follow-up</td> <td><input type="checkbox"/></td> <td> </td> </tr> </tbody> </table>	No.	Reporting centre	Date of Follow up	Outcome	Data Complete	Action	1	Trial Centre 2	17-07-2021	Alive - Ongoing follow-up	<input type="checkbox"/>		2	Trial Centre 2	16-07-2021	Alive - Ongoing follow-up	<input type="checkbox"/>	
No.	Reporting centre	Date of Follow up	Outcome	Data Complete	Action																				
1	Trial Centre 2	17-07-2021	Alive - Ongoing follow-up	<input type="checkbox"/>																					
2	Trial Centre 2	16-07-2021	Alive - Ongoing follow-up	<input type="checkbox"/>																					

+ Add New ULCERATIVE COLITIS Notification

+ Add New CROHN'S DISEASE Notification

Picture 1.17 Add NEW Notification for existing patient

4.6.1 Patient Notification List

Patient Information	
Office Use	PatientID: 4
Patient Name	TEST PT AHMAD
Identification Card Number	MyKad : 681018-12-5687

[+ Add New ULCERATIVE COLITIS Notification](#)

ULCERATIVE COLITIS Notification List																														
No.	NotifUCID	Reporting centre	Date Notification	Year Diagnosis	Data Complete	Action																								
1	1	Trial Centre 2	13-07-2021		<input type="checkbox"/>	<div style="display: flex; align-items: center;"> 🔍 ✎ 🗑️ </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="6">Follow up</th> </tr> <tr> <th>No.</th> <th>Reporting centre</th> <th>Date of Follow up</th> <th>Outcome</th> <th>Data Complete</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Trial Centre 2</td> <td>17-07-2021</td> <td>Alive - Ongoing follow-up</td> <td><input type="checkbox"/></td> <td>🔍 ✎ 🗑️</td> </tr> <tr> <td>2</td> <td>Trial Centre 2</td> <td>16-07-2021</td> <td>Alive - Ongoing follow-up</td> <td><input type="checkbox"/></td> <td>🔍 ✎ 🗑️</td> </tr> </tbody> </table>	Follow up						No.	Reporting centre	Date of Follow up	Outcome	Data Complete	Action	1	Trial Centre 2	17-07-2021	Alive - Ongoing follow-up	<input type="checkbox"/>	🔍 ✎ 🗑️	2	Trial Centre 2	16-07-2021	Alive - Ongoing follow-up	<input type="checkbox"/>	🔍 ✎ 🗑️
Follow up																														
No.	Reporting centre	Date of Follow up	Outcome	Data Complete	Action																									
1	Trial Centre 2	17-07-2021	Alive - Ongoing follow-up	<input type="checkbox"/>	🔍 ✎ 🗑️																									
2	Trial Centre 2	16-07-2021	Alive - Ongoing follow-up	<input type="checkbox"/>	🔍 ✎ 🗑️																									

Picture 1.18 Patient Notification List page

Patient ID: ID which is uniquely given to each patient registered in the registry web

Reporting Centre: Name of Source Data Provider (SDP)/ Hospital where the patient is admitted.

Data Submission Status:

- Checkbox checked – Form completed
- Checkbox unchecked – Form still not completed
- Column blank – Form has not yet been fill-in

4.7.1 Buttons in Form

The image shows a form section for 'Ethnic group' with radio buttons for Malay, Chinese, Indian, Melanau, Iban, Bidayuh, Dusun, Orang Asli, Kadazan, Murut, Bajau, and Others. A 'Data not entered' option is also present. To the right, a dropdown menu is open, showing 'Missing' as the selected option, with other options like 'Registration number', 'Passport', 'Birth Certificate', etc.

Picture 1.20 Radio Button/ Drop Down Box

Radio Button / Drop Down Box

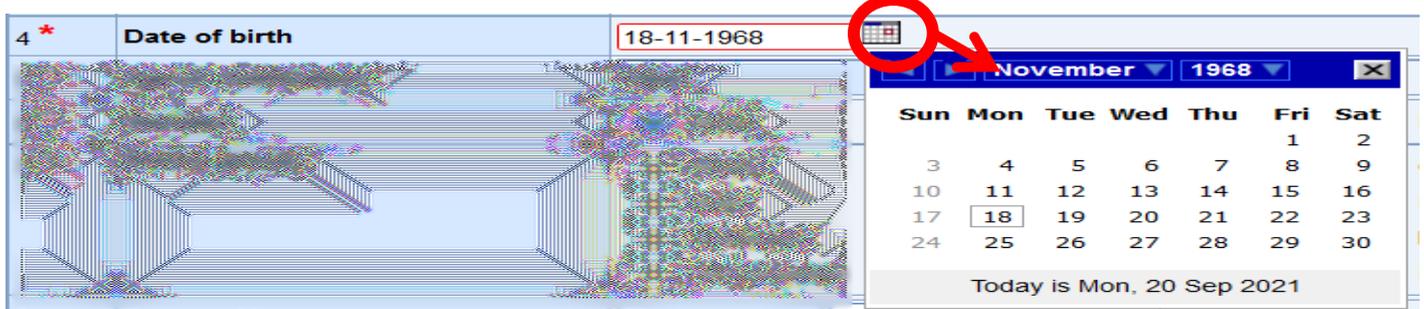
- used for data that requires selection of **only one** pre-defined value, as shown below.
- The default value is assigned to ‘Missing’ unless user chooses otherwise (except fields that are specified otherwise).

The image shows a form section for 'First degree family members with diagnosis of IBD'. It has radio buttons for 'No', 'Yes', and 'Data not entered'. Below, there is a table with columns for 'Family Member', 'Ulcerative Colitis', and 'Crohn's Disease'. Rows include Father, Mother, Brother, Sister, and 'Others family members 1, Specify' (with a text input field). The 'Father' row has checkboxes checked in the 'Family Member' column.

Picture 1.21 Checkbox

Checkbox

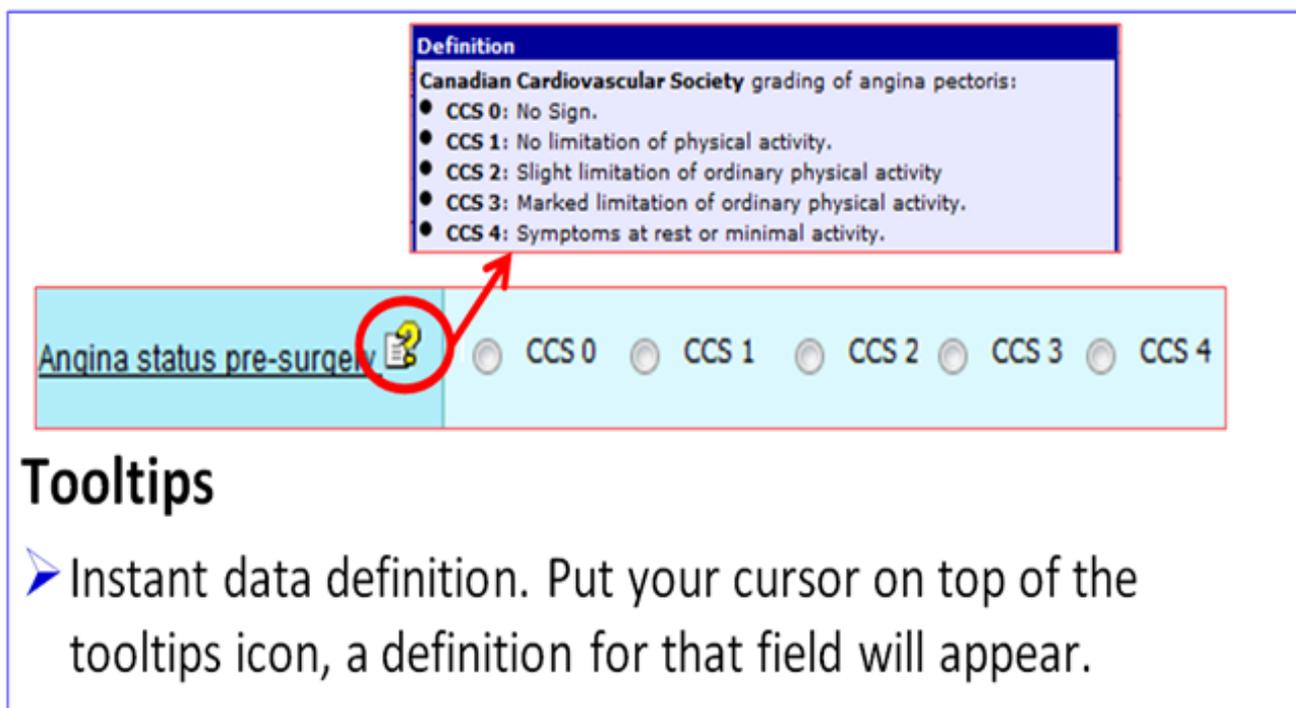
- used for data field which has either **Yes or No** values.
- The default value for all check boxes is set to Unchecked unless user chooses otherwise.
- Checkbox are used for data that requires selection of **multiple** pre-defined value, as shown below.



Picture 1.22 Date Picker

Date Picker

- To prevent user from entering invalid dates, you are to pick a date from the date picker (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 text box provided.



Picture 1.23 Tooltips

Tooltips

- Instant data definition. Put your cursor on top of the tooltips icon, a definition for that field will appear.

SECTION 5: LATEST VACCINATION				
1	Latest Vaccination	Vaccines		Date vaccinated
		Influenza	<input type="radio"/> Yes <input checked="" type="radio"/> Data not entered <input type="radio"/> No <input type="radio"/> Information not available	<input type="text"/> (01/mm/yyyy)
		HPV	<input type="radio"/> Yes <input checked="" type="radio"/> Data not entered <input type="radio"/> No <input type="radio"/> Information not available	<input type="text"/> (01/mm/yyyy)
		Hepatitis B	<input type="radio"/> Yes <input checked="" type="radio"/> Data not entered <input type="radio"/> No <input type="radio"/> Information not available	<input type="text"/> (01/mm/yyyy)
		Pneumococcal	<input type="radio"/> Yes <input checked="" type="radio"/> Data not entered <input type="radio"/> No <input type="radio"/> Information not available	<input type="text"/> (01/mm/yyyy)
		Varicella	<input type="radio"/> Yes <input checked="" type="radio"/> Data not entered <input type="radio"/> No <input type="radio"/> Information not available	<input type="text"/> (01/mm/yyyy)
		Covid	<input type="radio"/> Yes <input checked="" type="radio"/> Data not entered <input type="radio"/> No <input type="radio"/> Information not available	<input type="text"/> (01/mm/yyyy)

Picture 1.24 Save button and Section button

1. Form Section Navigation

- The form divided to the various number of section. Click on the button to go to the respective form section. To see all just click on All button.

2. Save As Draft

- Record will be saved as incomplete data. But, please make sure complete key-in all mandatory field(*) till the current section before saving, otherwise error message will be shown.

3. Submit

- Record will be saved as complete data. But, please make sure complete key-in all mandatory field(*) at all section before saving, otherwise error message will be shown.

4.7.2 Functions in Form

- 1 * There are some errors. Please correct them and save the record again.
- SECTION 1: PATIENT DETAILS : Patient Name cannot be blank!
- SECTION 1: PATIENT DETAILS : Ethnic group cannot be Data not entered!
- SECTION 1: PATIENT DETAILS : Level of education cannot be Data not entered!
- SECTION 1: PATIENT DETAILS : Household income cannot be Data not entered!
- SECTION 1: PATIENT DETAILS : Occupation cannot be Data not entered!
- SECTION 2: DIAGNOSIS : Year Diagnosis cannot be blank!
- SECTION 2: DIAGNOSIS : Age at Diagnosis cannot be blank!
- SECTION 2: DIAGNOSIS : First initial clinical presentation suggestive of Ulcerative Colitis must check at least one!
- SECTION 4: THERAPY : Medical (Long term/Maintenance Only) must check at least one!

The screenshot shows the 'General Information' section of the 'MIBDR ULCERATIVE COLITIS Notification - New' form. The 'Name' field is highlighted in green and has a red circle '2' pointing to it with the text 'Mandatory!'. Above the form, a list of error messages is shown, with a red circle '1' pointing to the first message: 'There are some errors. Please correct them and save the record again.' The form also shows other fields like 'Reporting centre' (Trial Centre 1) and 'Date Notification' (20-09-2021).

Picture 1.25 Validation error message

1. Validation Error Message

- If error message appear when click the Save or Submit button, that means record still not inserted into the database.
- Click the link on the error message, the field will be highlighted with green color. Then fill-in the record and click the Save or Submit button again.

The screenshot shows the 'General Information' section of the form. The 'Reporting centre' and 'Notification' fields are marked with red asterisks and a red circle '2'. The 'Age at Diagnosis (Auto Calculated)' field is marked with a red asterisk and a red circle '3', and its value '46' is in a grey box. The text 'Mandatory!' is visible next to the 'Age at Diagnosis' field.

Picture 1.26 Mandatory and Auto-calculated field

2. Mandatory field

- Labeled with * asterisk. Field cannot be left blank

3. Auto-calculate field

- Field in grey text box (read only) and labeled as (Auto Calculated).

Picture 1.27 Duplicate MyKAD checking

4. Duplicate MyKad Checking when register NEW Patient

- Pop-up alert will appear in Patient Notification Form if the patient already exist.

Picture 1.28 Auto-insert records

5. Auto-insert record when register NEW Patient

- Gender, Date of Birth and Age at admission will be auto-insert based on MyKad validation.
- User can still edit the record if record not correct.

ULCERATIVE COLITIS Notification List

No.	NotifUCID	Reporting centre	Date Notification	Year Diagnosis	Data Complete	Action	Follow up
+ Add New ULCERATIVE COLITIS Notification							
+ Add New CROHN'S DISEASE Notification							

CROHN'S DISEASE Notification List

No.	Notif ID	Reporting centre	Date Notification	Year Diagnosis	Data Complete	Action	Follow up												
1	3	Trial Centre 1	12-07-2021	2011	<input checked="" type="checkbox"/>		<table border="1"> <thead> <tr> <th>No.</th> <th>Reporting centre</th> <th>Date of Follow up</th> <th>Outcome</th> <th>Data Complete</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Trial Centre 1</td> <td>14-07-2021</td> <td>Alive - Ongoing follow-up</td> <td><input checked="" type="checkbox"/></td> <td> </td> </tr> </tbody> </table>	No.	Reporting centre	Date of Follow up	Outcome	Data Complete	Action	1	Trial Centre 1	14-07-2021	Alive - Ongoing follow-up	<input checked="" type="checkbox"/>	
No.	Reporting centre	Date of Follow up	Outcome	Data Complete	Action														
1	Trial Centre 1	14-07-2021	Alive - Ongoing follow-up	<input checked="" type="checkbox"/>															

MIBDR ULCERATIVE COLITIS Notification - New

SECTION 1: PATIENT DETAILS

1 *	Name	TEST PT HANANI		
2 *	Identification Card number	MyKad / MyKid		
		Other ID document No	851212-01-5692	2
		Document type	Mother's I/C	
		Document type Others, specify		
3	Address	<div style="border: 1px solid #ccc; height: 30px; width: 100%;"></div>		
	Postcode	<input type="text"/>	Town City	<input type="text"/>
	State	Data not entered <input type="text"/>		
4 *	Date of birth	12-12-1985		
5 *	Age at notification	Year	<input type="text" value="35"/>	Month
			<input type="text" value="9"/>	
6 *	Gender	Female		
7 *	Ethnic group	Malay		
		Others, specify		
8	Contact No	Home	<input type="text"/>	Mobile
			<input type="text"/>	Office
			<input type="text"/>	

Picture 1.29 Auto-insert Demographic records

6. Auto-insert demographic record when Add New Notification for Existing Patient

- Patient Demographic not editable
- Go to Patient List to edit Patient Demographic

1 : 2 3

ULCERATIVE COLITIS Notification List																												
No.	NotifUCID	Reporting centre	Date Notification	Year Diagnosis	Data Complete	Action	Follow up																					
1	2	Trial Centre 1	22-07-2021		<input type="checkbox"/>		<table border="1"> <thead> <tr> <th>No.</th> <th>Reporting centre</th> <th>Date of Follow up</th> <th>Outcome</th> <th>Data Complete</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Trial Centre 2</td> <td>14-09-2021</td> <td>Alive - Ongoing follow-up</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>2</td> <td>Trial Centre 1</td> <td>22-07-2021</td> <td>Alive - Transferred to another centre (Trial Centre 2)</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> </tbody> </table>			No.	Reporting centre	Date of Follow up	Outcome	Data Complete	Action	1	Trial Centre 2	14-09-2021	Alive - Ongoing follow-up	<input checked="" type="checkbox"/>		2	Trial Centre 1	22-07-2021	Alive - Transferred to another centre (Trial Centre 2)	<input checked="" type="checkbox"/>		
No.	Reporting centre	Date of Follow up	Outcome	Data Complete	Action																							
1	Trial Centre 2	14-09-2021	Alive - Ongoing follow-up	<input checked="" type="checkbox"/>																								
2	Trial Centre 1	22-07-2021	Alive - Transferred to another centre (Trial Centre 2)	<input checked="" type="checkbox"/>																								

+ Add New CROHN'S DISEASE Notification

CROHN'S DISEASE Notification List																												
No.	Notif ID	Reporting centre	Date Notification	Year Diagnosis	Data Complete	Action	Follow up																					
1	5	Trial Centre 1	21-07-2021	2000	<input checked="" type="checkbox"/>		<table border="1"> <thead> <tr> <th>No.</th> <th>Reporting centre</th> <th>Date of Follow up</th> <th>Outcome</th> <th>Data Complete</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Trial Centre 1</td> <td>20-09-2021</td> <td>Data not entered</td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>2</td> <td>Trial Centre 1</td> <td>21-07-2021</td> <td>Alive - Ongoing follow-up</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> </tbody> </table>			No.	Reporting centre	Date of Follow up	Outcome	Data Complete	Action	1	Trial Centre 1	20-09-2021	Data not entered	<input type="checkbox"/>		2	Trial Centre 1	21-07-2021	Alive - Ongoing follow-up	<input checked="" type="checkbox"/>		
No.	Reporting centre	Date of Follow up	Outcome	Data Complete	Action																							
1	Trial Centre 1	20-09-2021	Data not entered	<input type="checkbox"/>																								
2	Trial Centre 1	21-07-2021	Alive - Ongoing follow-up	<input checked="" type="checkbox"/>																								

Patient Information					
Office Use	PatientID: 6 / NotifID: 2				
Patient Name	TEST EDDY SMITH	Identification Card Number	MyKad : 801111-11-1111	Age at notification	40 year 8 month
Reporting Centre	Trial Centre 1				
Date of Notification	22-07-2021				

NOTIFICATION LIST | NOTIFICATION | FOLLOW UP

General Information	
1 Reporting centre	Trial Centre 2
2 Date of Follow up	14-09-2021
Reason	<input type="text"/>
	<input type="button" value="Request Delete"/>

Picture 1.30 Request to delete function

7. Request to Delete Form

- Usually due to duplicate patient e.g MyKad typo error
- Click button Request Delete in the Notification List
- Fill-in 'Reason' then Click 'Request Delete' button.
- Site Coordinator/Manager can delete or undo the request delete form

4.8 Follow up & Outcome form

General Information	
1 *	Reporting centre Tria Centre 2
2 *	Date of Follow up 13-09-2021
Disease Characteristics Therapy Latest Vaccination Outcome Audit ALL	
MIBDR ULCERATIVE COLITIS Follow Up - Update	
SECTION 4: OUTCOME	
1 *	Date of Outcome 13-09-2021
2 *	Outcome <input checked="" type="radio"/> Alive <input type="radio"/> Dead If Alive <input checked="" type="radio"/> Ongoing follow-up <input type="radio"/> Transferred to another centre <input type="radio"/> Lost to follow-up <input type="radio"/> Data not entered If death i Date of death <input type="text"/> ii Cause of death <input type="text"/>
3	Complication i. Malignancy <input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Data not entered <input type="checkbox"/> CRC, date diagnosed: <input type="text"/> <input type="checkbox"/> Skin cancer, date diagnosed: <input type="text"/> <input type="checkbox"/> Solid Organ, date diagnosed: <input type="text"/> <input type="checkbox"/> Others Malignancy 1, specify date diagnosed: <input type="text"/> ii. Tuberculosis <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Data not entered 06-09-2021 iii. Others Complication 1 Specify <input type="text"/>
Disease Characteristics Therapy Latest Vaccination Outcome Audit ALL	
Submit changes	

Picture 1.31 Follow up & Outcome form

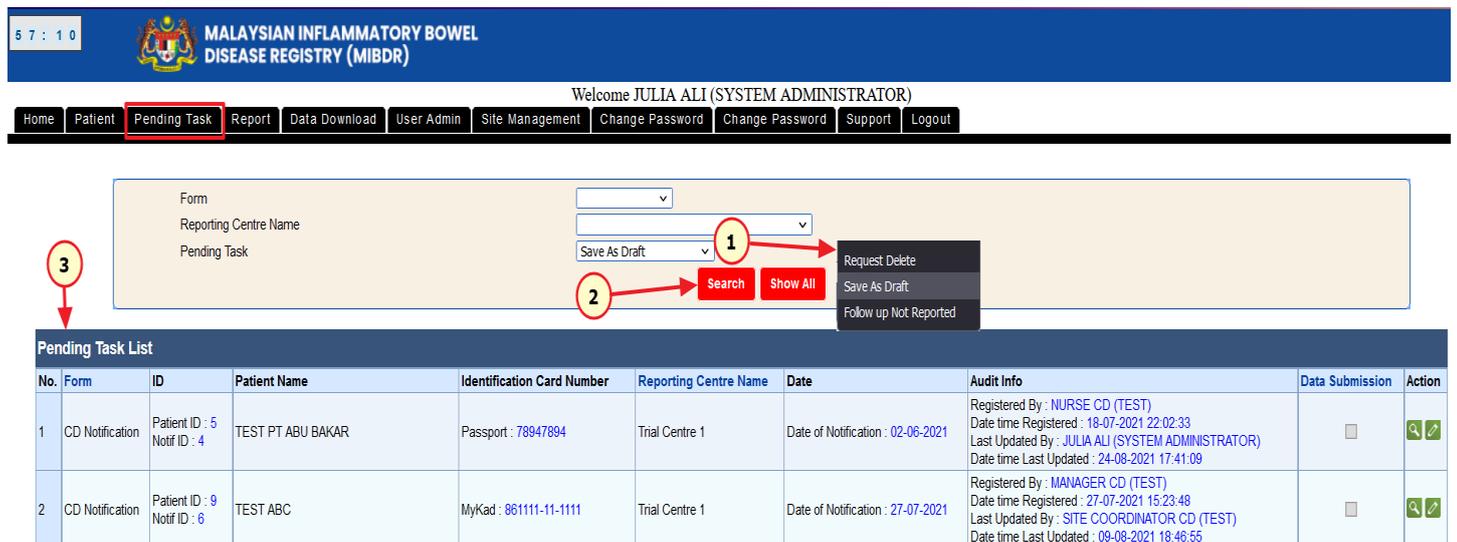
- 1 Follow up admission may have one outcome.
- The status of the Follow up admission is complete if all variable in this form key-in.

4.9 Pending Task Summary



Picture 1.32 Pending task summary

- Reminder of incomplete task
- Click the button link to go to the Pending Task List.

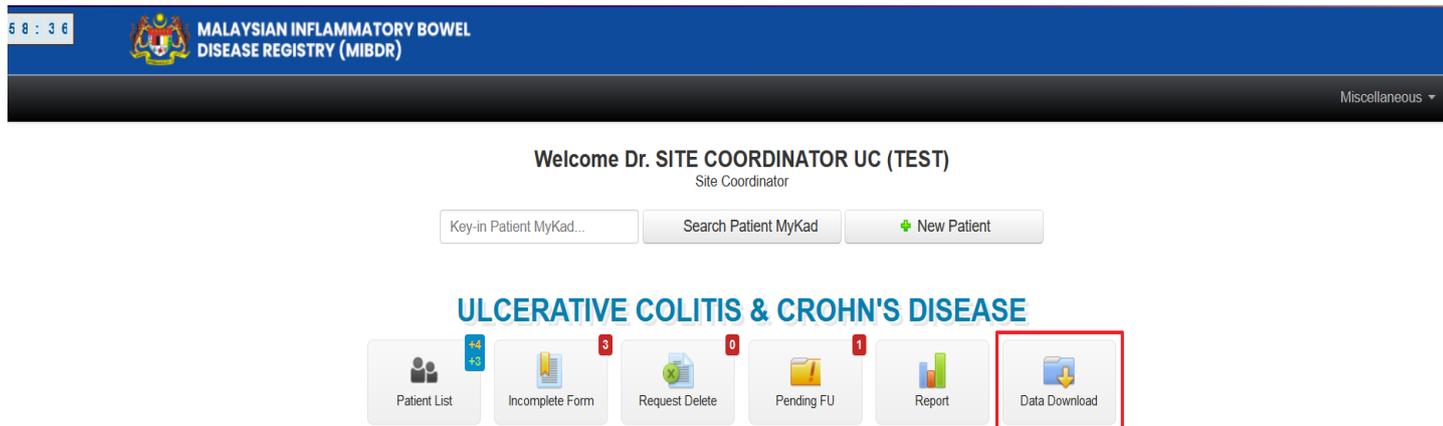


Picture 1.33 Pending task List page

4.10 Data Download

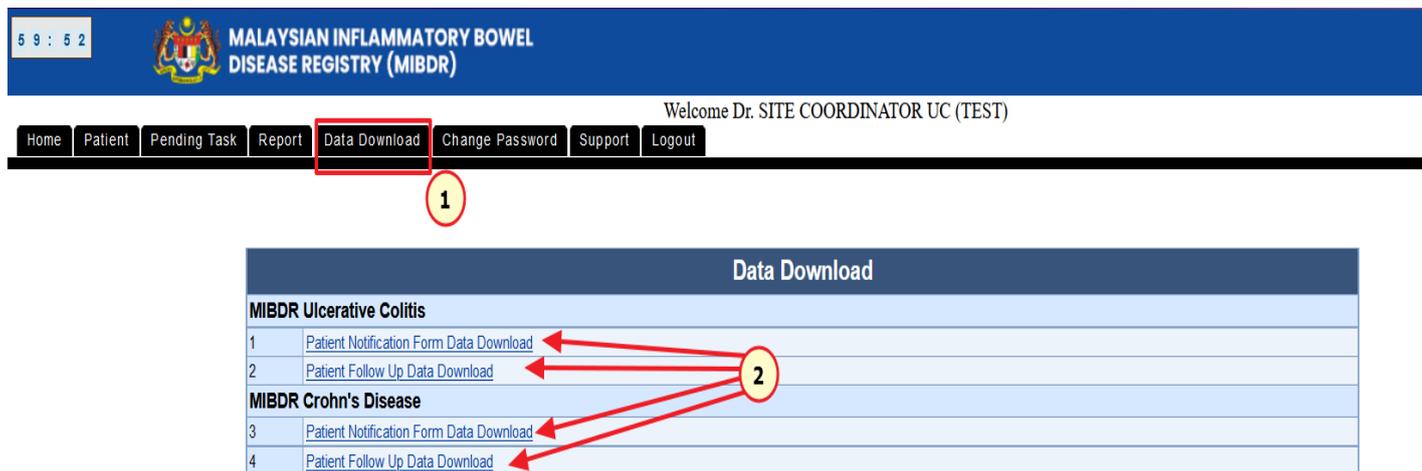
Data entered in MIBDR Notification and Patient Notification Injury Severity Score form are downloadable.

Click on the 'Data Download' menu button.



Picture 1.34 Data Download menu button

Data Download page will be displayed as shown on Picture 1.35.



Picture 1.35 Data download page

Click on MIBDR Ulcerative Colitis Notification Form Data Download in Picture 1.36 to download data from MIBDR Ulcerative Colitis Notification form.

A. Download data from MIBDR Ulcerative Colitis Notification Form

Click on "MIBDR Ulcerative Colitis Notification" in Picture 1.36. Select data of field(s) you want to download the data. Click Submit to begin download process. You can choose to download in .txt, .xls (Excel format) or CSV (comma-separated values, for more information, please see http://en.wikipedia.org/wiki/Comma-separated_values)

Select data of field(s) you want to download the data.

6 9 : 0 4 MALAYSIAN INFLAMMATORY BOWEL DISEASE REGISTRY (MIBDR) Malaysian Inflammatory Bowel Disease Registry(MIBDR) - ULCERATIVE COLITIS

Welcome Dr. SITE COORDINATOR UC (TEST)

Home Patient Pending Task Report Data Download Change Password Support Logout

ULCERATIVE COLITIS Notification Form Data Download

- 1. Select the desirable filter below if needed. Eg. To download all completed record, select filter Data Complete → Yes
- 2. Choose the Download Format either Excel (xlsx), Excel (xls), Comma separated values (CSV) or Tab delimited (TXT).
- 3. Check the checkboxes in the form for the field that you want to download.
- 4. Click the red button 'Download' to start downloading the data.

Reporting Centre: Trial Centre 2

Date of Notification: From [] To []

Download Format: Excel (xlsx)

Download

1. Search section

2. Select data download type

4. Click on 'Download' button

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).
Click [here](#) to download the Winzip program.

3. Select data of fields you want to download data

Check (☑) to select all in Section 1

General Information

1	Reporting centre	<input checked="" type="checkbox"/>
2	Date Notification	<input checked="" type="checkbox"/>

Patient Details | Diagnosis | Disease Character | Therapy | Latest Vaccination | Audit | ALL

Check (☑) to select all in Section 2

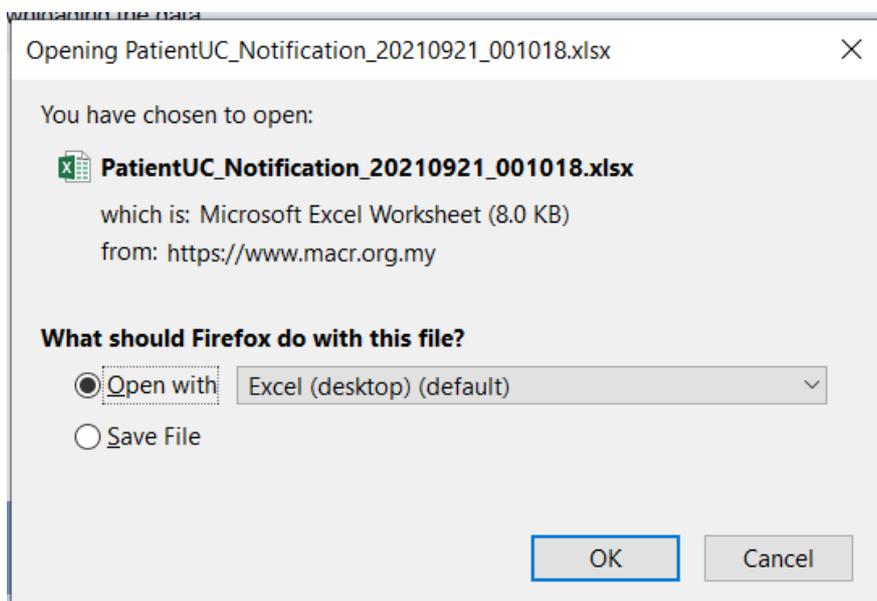
SECTION 1: PATIENT DETAILS

1	Name	<input checked="" type="checkbox"/>
2	Identification Card number	MyKad / MyKid <input checked="" type="checkbox"/>
		Other ID document No <input checked="" type="checkbox"/>
		Document type <input checked="" type="checkbox"/>
		Document type Others, specify <input checked="" type="checkbox"/>
3	Address	<input checked="" type="checkbox"/>
		Postcode <input checked="" type="checkbox"/> Town City <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/>
		<input checked="" type="checkbox"/>
4	Date of birth	<input checked="" type="checkbox"/>
5	Age at notification	Year <input checked="" type="checkbox"/> Month <input checked="" type="checkbox"/>
6	Gender	<input checked="" type="checkbox"/>
7	Ethnic group	<input checked="" type="checkbox"/>
		Others, specify <input checked="" type="checkbox"/>
8	Contact No	Home <input checked="" type="checkbox"/> Mobile <input checked="" type="checkbox"/> Office <input checked="" type="checkbox"/>
9	Level of education	<input checked="" type="checkbox"/>
10	Household income	<input checked="" type="checkbox"/>
11	Occupation	<input checked="" type="checkbox"/>
		Occupation sector <input checked="" type="checkbox"/>

Patient Details | Diagnosis | Disease Character | Therapy | Latest Vaccination | Audit | ALL

Picture 1.36 MIBDR Notification Data download page

I. Open or Save to Disc Dialog



Picture 1.37 Download Dialog box

Malaysian Inflammatory Bowel Disease Registry (MIBDR) Web Application - Version 1.0

II. Data Download Result

The screenshot shows an Excel spreadsheet with the following data:

No.	Reporting Date	Notif Patient Na	Identificat Other ID	Document Document	Address	Postcode	Town City	State	Date of bir	Age at not	Age at not	Gender	Ethnic gro	Ethnic gro	Home Con	Mobile Co	Office Con	Level of ec	Household O	
1	Trial Centr	#####	#####	Data not entered		43900	Sepang	Selangor D	#####	52	8	Male	Malay						Data not e	B40</t W
2	Trial Centr	#####	#####	Passport	test	11111	Klang	Selangor D	#####	50	3	Male	Others	Foreigner	0312345678				NIL	B40</t Re

Picture 1.38 Download Examples

4.11 Report

5 9 : 5 5 MALAYSIAN INFLAMMATORY BOWEL DISEASE REGISTRY (MIBDR) Miscellaneous

Welcome Dr. SITE COORDINATOR UC (TEST)
Site Coordinator

Key-in Patient MyKad... Search Patient MyKad New Patient

ULCERATIVE COLITIS & CROHN'S DISEASE

Report (highlighted)

5 9 : 5 6 MALAYSIAN INFLAMMATORY BOWEL DISEASE REGISTRY (MIBDR) Welcome Dr. SITE COORDINATOR UC (TEST)
Home Patient Pending Task Report Data Download Change Password Support Logout

1

Ulcerative Colitis Report	
Data Submission Trecking	
1	Patient List Report
Centre Statistics Report	
2	Total Patient Admitted by Month (base on UC Notification Form)
Crohn's Disease Report	
Data Submission Trecking	
3	Patient List Report
Centre Statistics Report	
4	Total Patient Admitted by Month (base on CD Notification Form)
Administration Report	
Centre Management Report (accessible to Site Coordinator and Manager)	
5	Total Number of Users by Reporting Centre

2

* You will need an Adobe Reader to access the PDF files. If you haven't got one, click here: 
Feedback / Enquiry / Problem encountered on report, please email [here](#).

5 9 : 3 7 MALAYSIAN INFLAMMATORY BOWEL DISEASE REGISTRY (MIBDR) Welcome Dr. SITE COORDINATOR UC (TEST)
Home Patient Pending Task Report Data Download Change Password Support Logout

Total Patient Admitted by Month

3

Reporting Centre: Trial Centre 2
Date of Notification: Year 2021, Month From, To
Year Diagnosis:
Download Report Format: PDF
4

Get Report

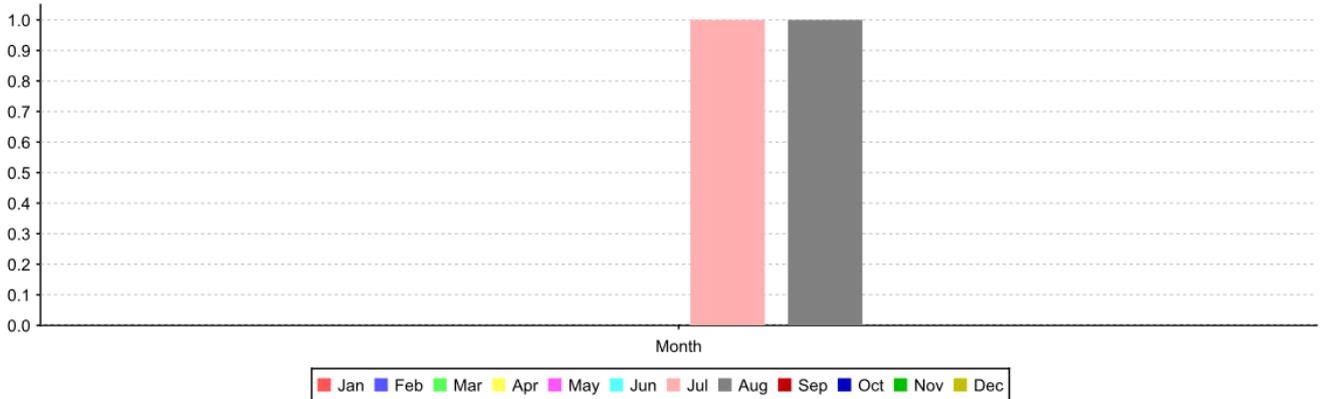
* You will need an Adobe Reader to access the PDF files. If you haven't got one, click here: 


Back to Report Index

Total Patient Admitted by Months of Year 2021

Reporting Centre	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Trial Centre 2	0	0	0	0	0	0	1	1	0	0	0	0	2

Distribution of Total Patient Admitted by Month of Year 2021



Picture 1.39 Step how to generate report

4.12 Change Password

To change the password, click button **Change Password**, fill in the details as below and click the Submit button.

OR

6 9 : 4 0 MALAYSIAN INFLAMMATORY BOWEL DISEASE REGISTRY (MIBDR)

Welcome Dr. SITE COORDINATOR UC (TEST)

Home Patient Pending Task Report Data Download Change Password Support Logout

CHANGE PASSWORD

Instructions:

- To change your password, key-in your existing password, then enter a new password and retype your new password in the text boxes.
- Red asterisk (*) indicates the field is mandatory and must be filled.
- 'New Password' and 'Retype New Password' must match.
- 'New Password' and 'Old Password' cannot be same.
- 'New Password' must be at least 6 characters including at least one number.

Login Information

1	User Name	testsc2
2 *	Old Password	*****
3 *	New Password	
4 *	Retype New Password	

Submit

Picture 1.40 Change Password page

4.13 Logout

To logout from MIBDR, click on **Logout** in menu bar OR **Log Out** in Miscellaneous dropdown menu at Home page.

4.14 Help Desk Support

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

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: 04-7407390
Fax: 04-7407373
Email: crc.hsbkedah@ gmail.com
Address:
Clinical Research Center,
Hospital Sultanah Bahiyah,
05460 Alor Setar,
Kedah
MALAYSIA

OR

- 2) The IT Administrator at: Tel: 603-4041 8615 / 603-4042 8615

5.0 MIBDR DATA ENTRY PROCESS

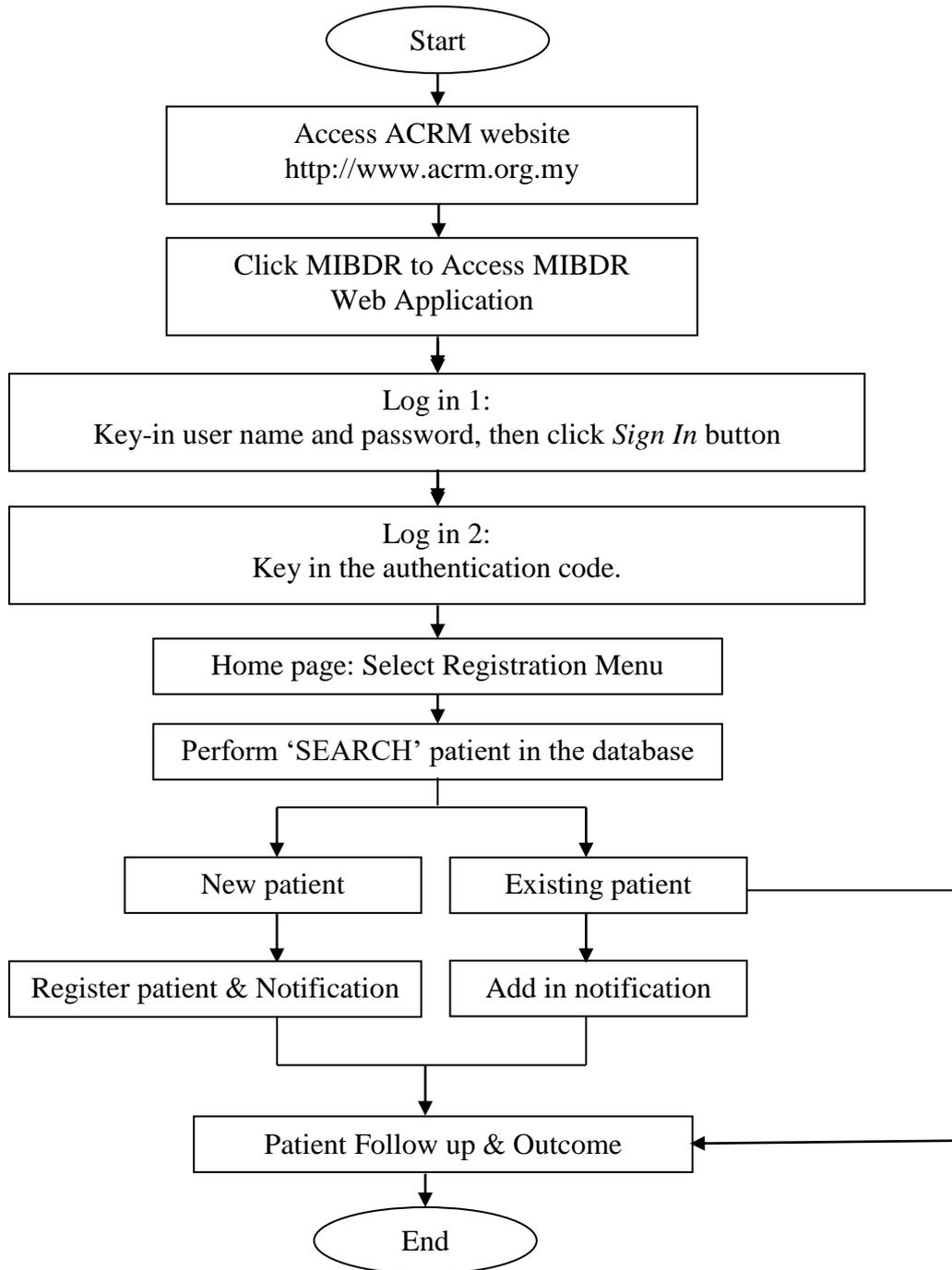


Diagram 1.2 MIBDR Data Entry Flow