

User's Manual for National Eye Database (NED) Web Application

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1.0 NED 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 NED Web Application. Depending on its right, each SDP may access one or more of the following NED web applications:

- 1. Cataract Surgery Registry (CSR)
- 2. Monthly Ophthalmology Services Census, MOH
- 3. Contact Lens Corneal Ulcer Surveillance
- 4. Diabetic Eye Registry
- 5. Glaucoma Registry (Not available yet)

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 NED 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 20 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 NED 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 www.acrm.org.my and click on NED link.

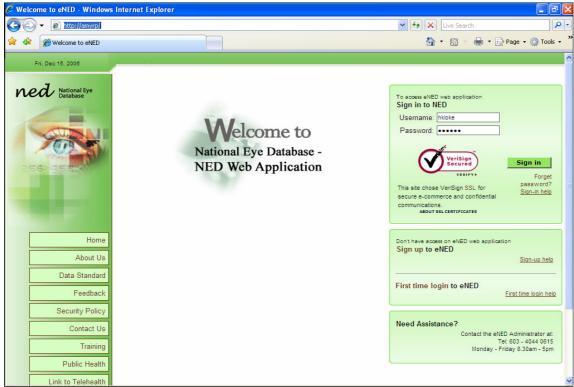
Only access Web Application using a secure and trusted computer!

- 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 NED WEB APPLICATION

- 1. Register the centre as Source Data Provider with NED Management, contact NED Manager at Tel: 03-61367788, Hospital Selayang or email ned@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 NED Website at www.acrm.org.my/ned
- 4. Click on the e-NED link and the NED welcome page will be displayed as shown in Picture 1.1.

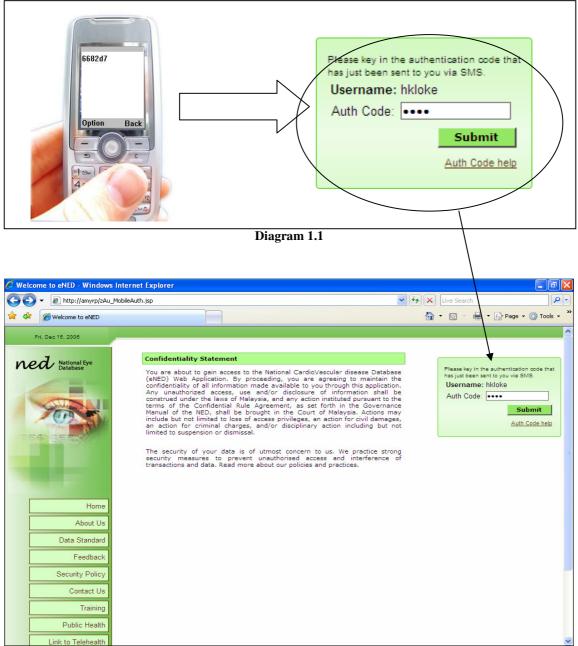
5. Key in the 'username' and 'password' in the appropriate column and then, click on the 'Sign in' button.



Picture 1.1 Welcome page

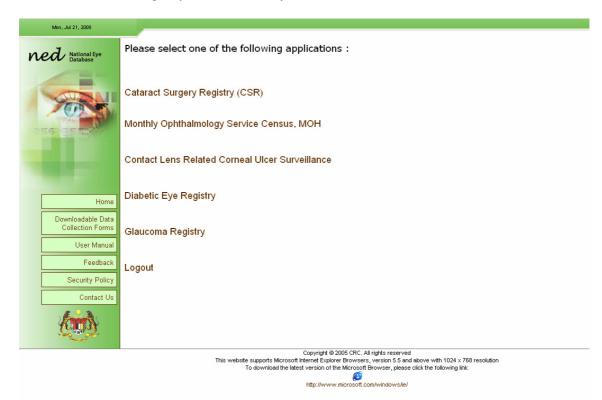
User authentication – There are two levels of user authentication. After user logs in using 'Username' and 'password', an SMS containing 'Auth Code' will be sent to user's mobile phone. User then types in the 'Auth Code' before gaining access to the system.

6. Key in the authentication code received via SMS.



Picture 1.2 Authentication page

- 7. The next page allows the user to select from five National Eye Database applications which include:
 - Cataract Surgery Registry (CSR)
 - Monthly Ophthalmology Service Census, MOH
 - Contact Lens Corneal Ulcer Surveillance
 - Diabetic Eye Registry
 - Glaucoma Registry (not available yet)



Picture 1.3 Application selection page

4.0 STEP BY STEP PROCEDURE IN USING NED WEB APPLICATION

4.1 Cataract Surgery Registry (CSR)

Upon selecting Cataract Surgery Registry the user will be brought into the CSR alert/reminder page.

4.1.1 Alert/Reminder Page

The reminder/alert page is as shown below. There are three blocks showing different pending tasks at the center of the page.



Picture 1.4 Alert/Reminder page

A. Operative Form NOT Submitted

This block shows the user the number of patient who has not submitted the operative form. The operative form is usually hand in together with the Pre-clerking form which is used for registration purposes.

B. Outcome Form NOT Submitted

This block shows the user the number of patient who has not submitted the outcome form which is expect to be submitted 12 weeks after the submission of the Operative form.

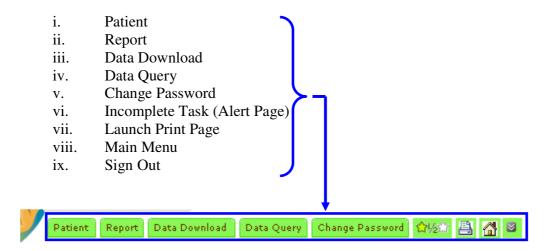
C. Request for delete

This block shows the number of patient details pending to be deleted by the registry manager.

Note: On the alert page, by default patients with overdue outcome forms will be displayed below the three pending task blocks.

4.1.2 Navigation Toolbars

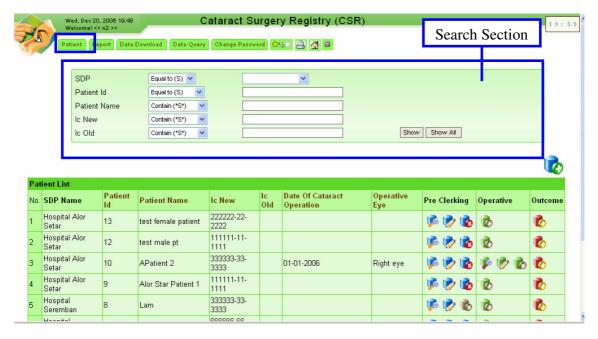
On top of each page there are 12 menu navigation toolbars which include:



Picture 1.4 Reminder page

4.1.3 Patients

This toolbar can be used to add/register, view and search for the patients in the database To find a patient, select 'Search' under the 'Patient' toolbar. In the 'Search' section (Picture 1.5) search the patient by filling in the different selection criteria.



Picture 1.5 Patient List/ Search page

4.1.4 Pre-Clerking form

To add a new patient, select 'Register Pre-Clerking' under the 'Patient' toolbar.



The Pre-Clerking form consists of 3 different sections to be filled in.

Section 1



Picture 1.6 Pre-Clerking Registration Form – Section 1

Section 2

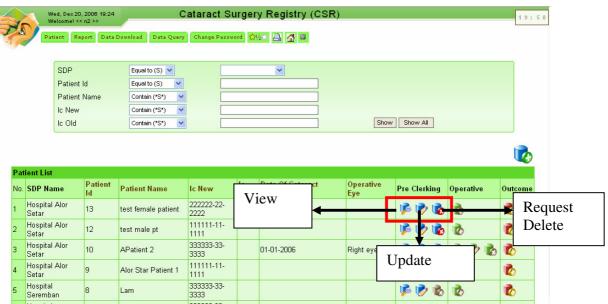


Picture 1.7 Pre-Clerking Registration Form – Section 2



Picture 1.8 Pre-Clerking Registration Form – Section 3

After completion of the form, click on the Save button to save the data into the database and the patient would appear in the patient list as shown in Picture 1.9.



Picture 1.9 National Cataract Surgery Registry

To view a patient's information entered in Pre Clerking form, click on the blue View icon

To update the patient's information in Pre Clerking form, click on the blue Update icon 📝 .

To delete a patient's Pre Clerking form record, click on the blue request delete icon **16.**



Note: Deletion of pre clerking record will cause deletion of data in Operative form and Outcome form as well.

4.1.5 Operative Form

To register a new operative record, select the patient in Patient List and click on the green



Upon completion, click Save.

4.1.6 Outcome Form

To register a new outcome record, select the patient in Patient List and click on the red Add New icon of the selected patient.





Upon completion, click Save

4.1.7 Data Query

For incomplete patient information such as missing data, out of range data, Data Query will be generated and requires the particular SDP to complete it

Click on the 'Data Query' menu button then click NED Notification.



Notification Data Query will be displayed as shown on Picture 1.10.

Under Construction

Picture 1.10 Data Query page

Picture 1.11 shows an example of the missing value in the Notification form.

Under Construction

Picture 1.11 NED Notification data query page

Click on the update icon voto edit the record.

4.1.8 Data Download

Data entered in Pre Clerking, Operative and Outcome form are downloadable.

Click on the 'Data Download' menu button then click NED Notification.



Data Download page will be displayed as shown on Picture 1.12.



Picture 1.12 Data download page

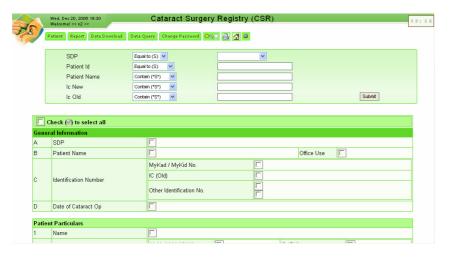
Click on Pre Clerking in Picture 1.12 to download data from Pre Clerking form.

Click on Operative in Picture 1.12 to download data from Operative form.

Click on Outcome in Picture 1.12 to download data from Outcome form.

A. Download data from Pre Clerking form

Click on Pre Clerking in Picture 1.12. 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)



B. Download data from Operative form

Click on Operative in Picture 1.12. 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)

C. Download data from Outcome form

Click on Outcome in Picture 1.12. 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)

4.1.9 Report

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

To view the report, click on the 'Report' menu and the user is allowed to select the report they want to view. There are 4 categories of report: Patient Listing, Overdue Submission, Centre Statistics (own centre statistics), Registry statistics (whole registry's statistics).



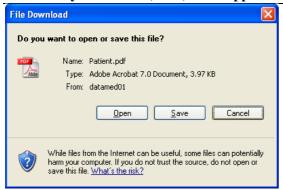
Picture 1.13 Report page

A. View Patient Listing report

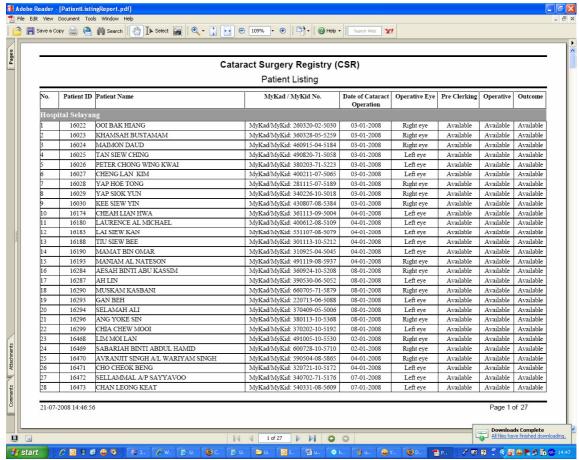
Click on 'Patient Listing Report'. The Patient Listing selection page is displayed as shown in Picture 1.14a. Scroll down the drop down list and select the reporting centre that you want to view and /or set the range of date of cataract operation and then click on the Show Report button to obtain a pdf copy of the report. A popup (refer Picture 1.14b) will appear, click Open / Save. The Patient Listing report in Picture 1.14c will appear



Picture 1.14a Patient Listing selection page



Picture 1.14b Popup



Picture 1.14c Patient Listing report page

B. Alert report

B. There report						
Aleri	rt Report					
1	Patient Listing Report - Operative Form Not Submitted					
2	Patient Listing Report - Outcome Form Not Submitted (90 days after Date of Cataract)					
3	Patient Listing Report - Request For Delete					

Picture 1.15a Alert report selection page

The alert report section consists of 3 reports listing of pending task:

- i. Operative Form Not Submitted
- ii. Outcome Form Not Submitted
- iii. Request For Delete

Cataract Surgery Registry (CSR) Patient Listing - Outcome Form NOT Submitted

No.	Patient ID	Patient Name	MyKad / MyKid No.	Date of Cataract Operation	Operative Eye	Pre Clerking	Operative	Outcome
Hospi	ital Selayaı	ng						
1	27031	LETCHUMY A/P MUNUSAMY	MyKad/MyKid: 210615-05-5264	01-04-2008	Right eye	Available	Available	Missing
2	27032	APALASAMY A/L RAMASAMY	MyKad/MyKid: 390212-02-5047	01-04-2008	Right eye	Available	Available	Missing
3	27012	CHIN YONG	MyKad/MyKid: 320111-10-5378	01-04-2008	Left eye	Available	Available	Missing
4	24121	LIEW YEE KOOW	MyKad/MyKid: 521001-10-5589	02-04-2008	Right eye	Available	Available	Missing
5	24123	IBRAHIM B DAUD	MyKad/MyKid: 460113-01-5725	02-04-2008	Left eye	Available	Available	Missing
6	24141	YEAP SUAN SIM	MyKad/MyKid: 390729-07-5186	02-04-2008	Left eye	Available	Available	Missing
7	22152	RAJA MAIMUNAH	MyKad/MyKid: 480709-10-5770	03-04-2008	Right eye	Available	Available	Missing
8	22157	KAMSIAH SULAIMAN	MyKad/MyKid: 330421-05-5096	03-04-2008	Left eye	Available	Available	Missing
9	22158	TAM CHEONG	MyKad/MyKid: 410501-10-5225	03-04-2008	Left eye	Available	Available	Missing
10	22159	SALMAH MD ISA	MyKad/MyKid: 361122-10-5104	03-04-2008	Right eye	Available	Available	Missing
11	22140	WONG SIN MOY	MyKad/MyKid: 400915-10-5410	03-04-2008	Right eye	Available	Available	Missing
12	22154	CHAN WAI NGO	MyKad/MyKid: 430919-14-5038	03-04-2008	Right eye	Available	Available	Missing
13	22155	GURDIAL KAUR	MyKad/MyKid: 341222-71-5024	03-04-2008	Left eye	Available	Available	Missing
14	22253	WONG AH NGAN	MyKad/MyKid: 390502-05-5092	04-04-2008	Left eye	Available	Available	Missing
15	22254	OTHMAN AHMAD	Armed Force ID: RF89809	04-04-2008	Left eye	Available	Available	Missing
16	22250	YAP YORK THEING	MyKad/MyKid: 330228-08-5664	04-04-2008	Left eye	Available	Available	Missing
17	22251	PACKIAM A/P PALANISAMY	MyKad/MyKid: 490618-05-5092	04-04-2008	Right eye	Available	Available	Missing
18	22252	SITI ZALIAH	MyKad/MyKid: 570924-10-5684	04-04-2008	Left eye	Available	Available	Missing
19	22255	RAMLAH KADIR	MyKad/MyKid: 320110-03-5156	04-04-2008	Left eye	Available	Available	Missing
20	24110	HENG PO KANG	MyKad/MyKid: 431208-10-5042	04-04-2008	Left eye	Available	Available	Missing
21	24114	HO SIEW LEE	MyKad/MyKid: 670412-06-5074	07-04-2008	Right eye	Available	Available	Missing
22	24108	SOO LIN @ SOO HING LIN	MyKad/MyKid: 440914-10-5423	07-04-2008	Left eye	Available	Available	Missing
23	24139	MANIMARAH A/L LETCHA	MyKad/MyKid: 791015-05-5797	07-04-2008	Right eye	Available	Available	Missing
24	22321	GOVINDAMAL A/P PUNCH ROW	MyKad/MyKid: 330818-10-5098	07-04-2008	Right eye	Available	Available	Missing
25	22327	ESUVASAN A/P SANTHANAM	MyKad/MyKid: 421231-08-5060	07-04-2008	Left eye	Available	Available	Missing
26	22328	HONG AH LEH	MyKad/MyKid: 610510-10-6795	07-04-2008	Left eye	Available	Available	Missing
27	22333	BERIDAH BINTI MOHD NASIR	MyKad/MyKid: 501201-08-5350	07-04-2008	Left eye	Available	Available	Missing
28	22335	SARBIYA BINTI TUAH	MyKad/MyKid: 370307-08-5132	07-04-2008	Right eye	Available	Available	Missing

Picture 1.15b Outcome Form Not Submitted report page

C. View Registry Statistic report

Registry statistic reports consist of 6 reports listing.



Picture 1.16 Registry Statistic report

Each report can be filtered by centre name and Date of cataract operation.



Picture 1.17 Filter report page

4.1.10 Change Password

To change the password, click on the 'Change Password' menu toolbar, fill in the details as below and click the Submit button.



Picture 1.18 Change Password page

4.2 Monthly Ophthalmology Service Census, MOH

The list of all monthly census submitted to date is displayed as shown below.

Click on blue Add new button in Picture 1.19a to add a new Census.

Click on blue View button in Picture 1.19a to view the census details you have entered

Click on blue Update button in Picture 1.19a to update the census details you have entered



Picture 1.19 Monthly Census Submitted List page



Picture 1.19b Monthly Census Details page

After keying in the details, click Save.

4.3 Contact Lens Corneal Ulcer Surveillance

The patient list of contact lens corneal ulcer surveillance is as shown below.

Click on blue Add new button in Picture 1.20a to add a new notification.

Click on blue View button in Picture 1.20a to view the notification details you have entered

Click on blue Update button in Picture 1.20a to update the notification details you have entered

Click on blue Request Delete button in Picture 1.20a to request delete the notification details you have entered



Picture 1.20a Patient List/ Search page

The Contact Lens Corneal Ulcer Surveillance form consists of 3 different sections that need to be filled in.



Picture 1.20b Contact Lens Corneal Ulcer Surveillance Form page

After keying in the details, click Save.

4.4 Diabetic Eye Registry

The patient list of diabetic eye registry is as shown below.

Click on blue Add new button in Picture 1.20a to add a new notification.

Click on blue View button in Picture 1.20a to view the notification details you have entered

Click on blue Update button in Picture 1.20a to update the notification details you have entered

Click on blue Request Delete button in Picture 1.20a to request delete the notification details you have entered



Picture 1.21a Patient List/ Search page

The Diabetic Eye Registry form consists of 8 different sections that need to be filled in.



Picture 1.21b Diabetic Eye Registry Form page

After keying in the details, click Save.

4.5 Glaucoma Registry

The patient list of diabetic eye registry is as shown below.

Click on blue Add new button in Picture 1.30a to add a new notification.

Click on blue View button in Picture 1.30a to view the notification details you have entered

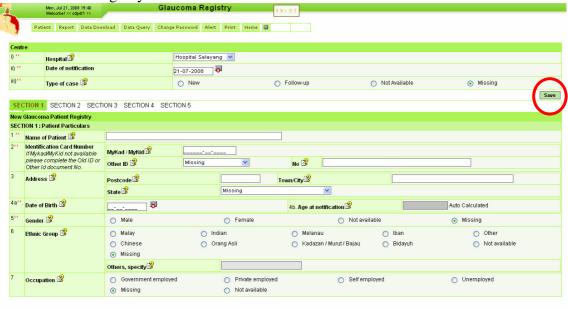
Click on blue Update button in Picture 1.30a to update the notification details you have entered

Click on blue Request Delete button in Picture 1.30a to request delete the notification details you have entered



Picture 1.30a Patient List/ Search page

The Glaucoma Registry form consists of 5 different sections that need to be filled in.



Picture 1.31b Glaucoma Registry Form page

After keying in the details, click Save.

4.6 Help Desk Support

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

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: 603-61367788 Fax: 603-61207564 Email: ned@acrm.org.my

Address: National Eye Database,

c/o Clinical Research Centre

Level 4, Specialists Office Selayang Hospital,

Lebuhraya Kepong Selayang,

61800 Batu Caves,

Selangor

OR

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

5.0 NCSR DATA ENTRY PROCESS

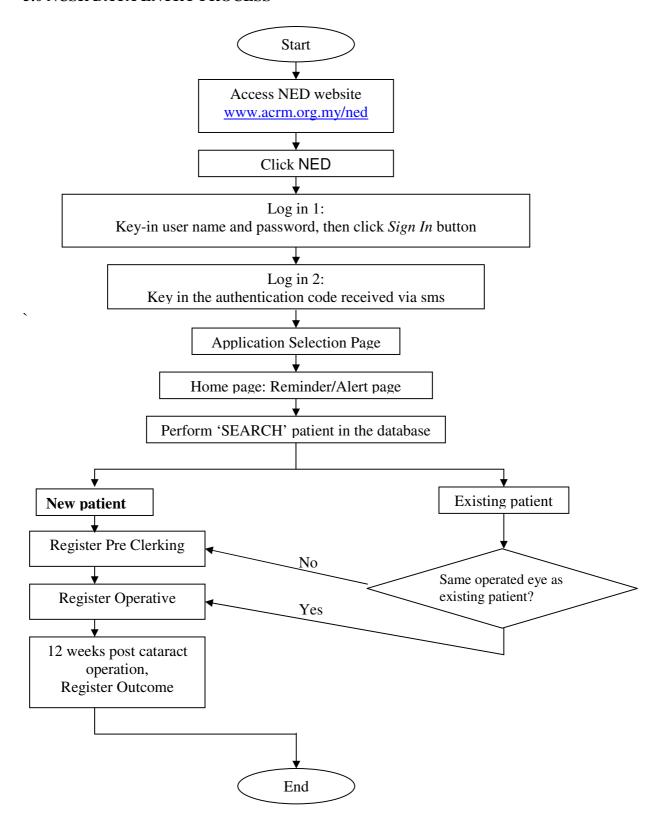


Diagram 1.2 NED Data Entry Flow