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**User Manual for  
National Transplant Procurement  
Management (NTPM) –  
Regional Transplant Procurement Unit  
(RTPU) user  
Web Application**

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## 1.0 NTPM 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 NTPM 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 NTPM registries.

### 1.4 Maintenance

This module allows user to change their password. Users are advised 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.

Access Right for NTPM													
Access right	Section 1 - 11 (Donor Referral)				Section 12 - 29 (12-23: Donor management 24-29: Procurement)				Section 30-31 (Recipient, Summary)			Report	Data Download
	Add	Update	View	*Verify	Add	Update	View	*Verify	Add	Update	View		
NTPM (HQ)													
All patients	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Regional Transplant Procurement Unit (RTPU)													
Own Region patients	Y	Y	Y	N	Y	Y	Y	N	N	N	N	Y	N
TOP Team (Hospital staff)													
Own Centre patients	Y	Y	Y	N	N	N	N	N	N	N	N	N	N

Table 1.0 Access Right

Notes:

- Anyone with 'Add' right, has the right to Submit. Before submitting, user has the right to save as draft.
- For Section 1 to 29, only users from the centre/regional/NTPM who registered the record can edit back the record.
- Only NTPM (HQ) has the right to delete records, the rest can only request delete. NTPM serves like a registry manager right

*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 NTPM 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, memories them!*

#### **Ensure you are accessing the correct website!**

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

#### **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 NTR WEB APPLICATION

1. Register the centre as Source Data Provider with NTPM Registry, contact NTPM Manager at Tel: Tel: 03-2694 2704/2705, 03-2615 6576 or email [ntpm@moh.gov.my](mailto:ntpm@moh.gov.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>

**ACRM** Association of Clinical Registries, Malaysia

HOME Clinical Databases News & Events Contact Us

**Welcome to ACRM**

The ACRM (Association of Clinical Registries, Malaysia) was established for the purpose of facilitating the set up and maintenance of clinical registries and databases in the country. Registry databases include information concerning demographics, diagnosis, treatment history and outcomes. A variety of output can be generated from the information collected.

In Malaysia however, there have been a lot of debatable issues surrounding clinical databases. The common problem seems to be in terms of collecting and sharing the data as well as database maintenance. Most institutions collect data for their own use. The majority of them have reservations with regards to data sharing even if it is for a common good. This is due to lack of clear policies on data sharing. These issues will remain unresolved unless measures are taken. Thus spelling the need to standardize (in both content and quality) and share databases.

This association was established to meet to those needs. It will be used as a platform to set up and maintain clinical databases for key diseases in Malaysia. It also aims to be the one stop portal where users can have access; physically and virtually to majority of clinical databases in Malaysia.

**Register with us!**

If you are currently involved or maybe planning to set up a clinical register or maybe interested in clinical databases, please send us an email at: [contact@acrm.org.my](mailto:contact@acrm.org.my)

We also welcome participation from both individuals as well as organizations keen to link up with us!

**Sign up as ACRM member today !!**

**2007 e-Newsletter 2nd Issue**

Visitor number: **037808**  
since 8/12/2005

**Update on 2/2/2010**  
Privacy Notice  
Site Contents Copyright © CRC 2005  
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**DATAMED**  
Clinical Computing Services Sdn Bhd.  
Tracked by

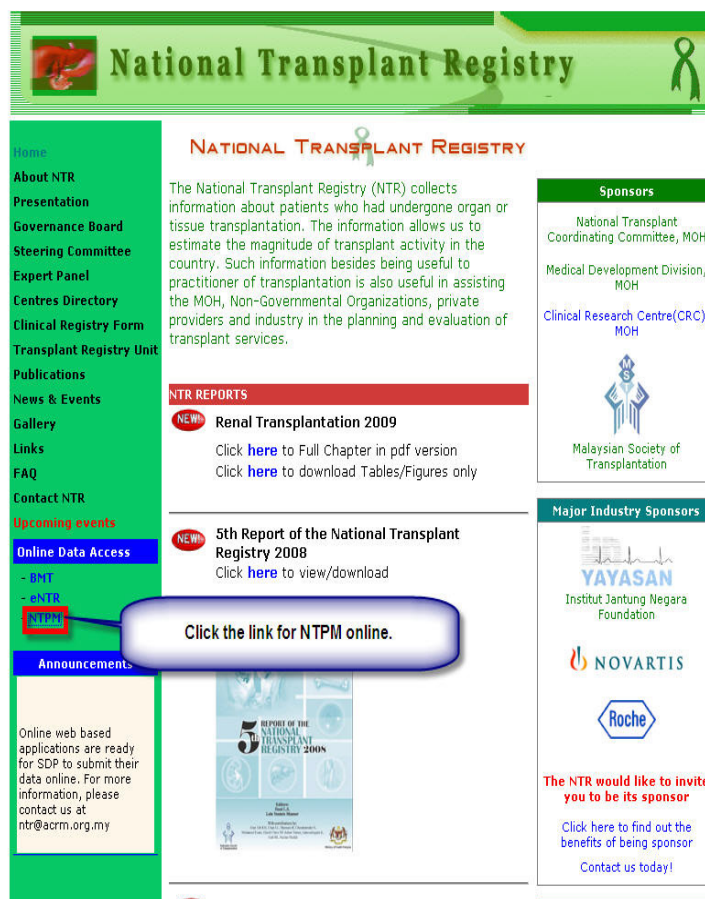
**NRR-Dialysis**  
**NRR-eMRRB**  
**NTR**  
**NED**  
**NCVD**  
**NTrD**  
**NER**  
**DiCARE**  
**NMUS**  
**NMDS**  
**MNNR**  
**DermReg**  
**NORM**  
**NCPR**  
**NCPR-Hematology**  
**NCPR-NPC**  
**NCPR-CCD**  
**NCPR-Breast**  
**ADCM**  
**MyCARE**  
**NOR**  
**NUR**

**Photo Gallery**

**Contact Info ::**  
**ASSOCIATION OF CLINICAL REGISTRIES, MALAYSIA (ACRM)**  
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50586, Kuala Lumpur,  
Malaysia.  
**Phone:** 603-4044 0815  
**Fax:** 603-4043 9661  
**Email:**  
[contact@acrm.org.my](mailto:contact@acrm.org.my)

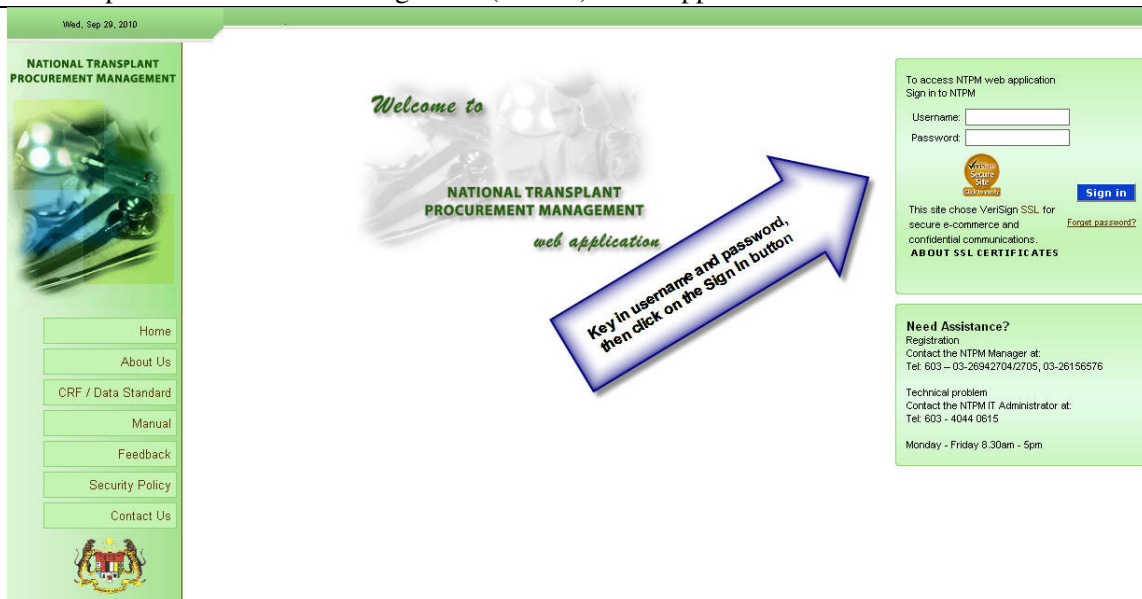
Picture 1.2 ACRM Home page

1. Click on the NTR link and the NTR website will be displayed as show in Picture 1.3 or can access to NTR Website at <http://www.mst.org.my/ntrSite/index.htm>



Picture 1.3 National Transplant Registry (NTR) website

2. To go to NTPM Web application, click the NTPM link.
3. You may also go directly to the eNTPM Web Application at <https://www.macr.org.my/entpm>
4. 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 NTPM Registry 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.

#### 5. Key in the authentication code received via SMS.



Picture 1.5 Authentication page

## 4.0 STEP BY STEP PROCEDURE IN USING NATIONAL TRANSPLANT PROCUREMENT MANAGEMENT (NTPM) WEB APPLICATION

## 4.1 NTPM Donor List

User will be directed to Donor List page upon successful login.

3:08 NATIONAL TRANSPLANT PROCUREMENT MANAGEMENT (NTPM) web application

rtpu

Donor List New Donor Data Entry Report Change Password Logout

Donor Id: Equal to (S) From: To: Name: Whole word (S) My Kad/My Kid: Whole word (S) Old IC: Whole word (S) Other ID document No: Whole word (S) Centre / Hospital name: Equal to (S) Show Show All

7 RECORDS FOUND.

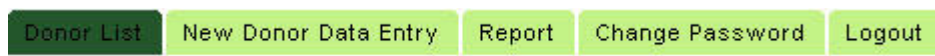
Donor List											
No.	Donor Id	Name	NRIC			Ethnic Group	Donor Notification			Action	
			MyKad/MyKid	Old IC	Other ID No.		No	Donor Notif ID	SDP	Referral Date	Status
1	129	TEST XXX	880205-02-3223			Malay	1	179	Hospital Cameron Highlands	10-11-2010 00:00:00	Brain death
2	128	TOPTEAM ON 14.9.2010			X1543	Malay	1	178	Hospital Cameron Highlands	14-09-2010 00:00:00	Brain death
3	127	SAMANTHA KTN			GB155	Others	1	177	Tengku Ampuan Afzan Hospital, Kuantan	14-09-2010 16:12:00	Cardiopulmonary death
4	124	RAKESH_08072010	880502-15-6566		K1234	Chinese	1	174	Tengku Ampuan Afzan Hospital, Kuantan	14-07-2010 00:00:00	Brain death
							2	173	Hospital Cameron Highlands	08-07-2010 11:33:00	Brain death

Picture 1.6 Donor List for NTPM

### 4.1.1 Navigation Toolbars

There are 5 menu navigation toolbars which include:

- Donor List
- New Donor Data Entry
- Report
- Change Password
- Log Out



Picture 1.7 Menu Navigation toolbars for NTPM

*User's can only view parts of this menu navigation toolbars depending on the user group that has been assigned to them.*

## 4.1.2 Donor List Menu



Picture 1.8 Dropdown menus for Donor List

Display the no. of donor based on the criteria below:

- i) Donor List (Whole donor)
- ii) Saved But Not Submitted Referral

11 RECORDS FOUND.

**Donor List : Saved But Not Submitted Referral**

No.	Donor Id	Name	My Kad / My Kid	Ethnic Group	Donor Notification Id	Centre / Hospital name	Time & Date of referral	Status	Donor Successful?	Submit Referral	Verify Referral	Submit Procurement	Verify Procurement	Submit Recipient
1	125	SAMANTHA JB	990101-01-0101	Bumiputera Sabah	175	Johor Jaya Maternity Centre Sdn Bhd	14-09-2010 15:00:00	Brain death	Yes					<a href="#">View Recipient List (1)</a>
2	124	RAKESH_08072010	880502-15-6566	Chinese	174	Tengku Ampuan Afzan Hospital, Kuantan	14-07-2010 00:00:00	Brain death	Yes					<a href="#">View Recipient List (2)</a>
3	124	RAKESH_08072010	880502-15-6566	Chinese	173	Hospital Cameron Highlands	08-07-2010 11:33:00	Brain death	Yes					<a href="#">View Recipient List (0)</a>
4	117	RTPU BY RAKESH	960101-01-0101	Chinese	165	Hospital Cameron Highlands	21-06-2010 00:00:00	Brain death	Data not entered			Outcome didn't meet criteria		
5	117	RTPU BY RAKESH	960101-01-0101	Chinese	164	Hospital Cameron Highlands	21-06-2010 00:00:00	Brain death	Data not entered			Outcome didn't meet criteria		
6	117	RTPU BY RAKESH	960101-01-0101	Chinese	163	Hospital Cameron Highlands	21-06-2010 11:11:00	Brain death	Data not entered			Outcome didn't meet criteria		
7	117	RTPU BY RAKESH	960101-01-0101	Chinese	162	Hospital Cameron Highlands	21-06-2010 11:11:00	Brain death	Data not entered			Outcome didn't meet criteria		

Picture 1.9 Saved But Not Submitted Referral

- iii) Saved But Not Submitted Procurement

7 RECORDS FOUND.

**Donor List : Saved But Not Submitted Procurement**

No.	Donor Id	Name	My Kad / My Kid	Ethnic Group	Donor Notification Id	Centre / Hospital name	Time & Date of referral	Status	Donor Successful?	Submit Referral	Verify Referral	Submit Procurement	Verify Procurement	Submit Recipient
1	125	SAMANTHA JB	990101-01-0101	Bumiputera Sabah	175	Johor Jaya Maternity Centre Sdn Bhd	14-09-2010 15:00:00	Brain death	Yes					<a href="#">View Recipient List (1)</a>
2	124	RAKESH_08072010	880502-15-6566	Chinese	174	Tengku Ampuan Afzan Hospital, Kuantan	14-07-2010 00:00:00	Brain death	Yes					<a href="#">View Recipient List (2)</a>
3	124	RAKESH_08072010	880502-15-6566	Chinese	173	Hospital Cameron Highlands	08-07-2010 11:33:00	Brain death	Yes					<a href="#">View Recipient List (0)</a>
4	119	DEL		Malay	170	Johor Jaya Maternity Centre Sdn Bhd	30-06-2010 11:20:00	Brain death	Yes					<a href="#">View Recipient List (2)</a>
5	119	DEL		Malay	166	Hospital Cameron Highlands	21-06-2010 00:00:00	Brain death	Yes					<a href="#">View Recipient List (0)</a>
6	117	RTPU BY RAKESH	960101-01-0101	Chinese	157	Hospital Cameron Highlands	14-06-2010 11:23:00	Brain death	Yes					<a href="#">View Recipient List (0)</a>
7	116	TOP TEAM BY RAKESH	511111-11-1111	Others	153	Hospital Cameron Highlands	11-06-2010 16:45:00	Brain death	Yes					<a href="#">View Recipient List (0)</a>

Picture 1.10 Saved But Not Submitted Procurement

- iv) Submitted But Not Verified Referral

## National Transplant Procurement Management (NTPM) Web Application - Version 1.0

9 RECORDS FOUND.

Donor List : Submitted But Not Verified Referral



















No.	Donor Id	Name	My Kad/My Kid	Ethnic Group	Donor Notification Id	Centre / Hospital name	Time & Date of referral	Status	Donor Successful?	Submit Referral	Verify Referral	Submit Procurement	Verify Procurement	Submit Recipient
1	128	TOPTEAM ON 14.9.2010		Malay	178	Hospital Cameron Highlands	14-09-2010 00:00:00	Brain death	No	   	<input type="checkbox"/>	Outcome didn't meet criteria		
2	127	SAMANTHA KTN		Others	177	Tengku Ampuan Afzan Hospital, Kuantan	14-09-2010 16:12:00	Cardiopulmonary death	Yes	   	<input type="checkbox"/>	 	<input type="checkbox"/>	<a href="#">View Recipient List (2)</a>
3	126	SAMANTHA GOH		Bumiputera Sarawak	176	Goh Maternity Centre	14-09-2010 11:50:00	Cardiopulmonary death	No	   	<input type="checkbox"/>	Outcome didn't meet criteria		
4	122	RAKESH_06072010	880226-02-1565	Others	171	Hoo Specialists Maternity & Surgery Sdn Bhd	06-07-2010 09:27:00	Cardiopulmonary death	Yes	   	<input type="checkbox"/>	 	<input type="checkbox"/>	<a href="#">View Recipient List (1)</a>
5	119	DEL		Malay	170	Johor Jaya Maternity Centre Sdn Bhd	30-06-2010 11:20:00	Brain death	Yes	   	<input type="checkbox"/>	 	<input type="checkbox"/>	<a href="#">View Recipient List (2)</a>
6	119	DEL		Malay	169	Johor Jaya Maternity Centre Sdn Bhd	28-06-2010 18:21:00	Cardiopulmonary death	Data not entered	   	<input type="checkbox"/>	Outcome didn't meet criteria		
7	119	DEL		Malay	166	Hospital Cameron Highlands	21-06-2010 00:00:00	Brain death	Yes	   	<input type="checkbox"/>	 	<input type="checkbox"/>	<a href="#">View Recipient List (0)</a>
8	117	RTPU BY RAKESH	960101-01-0101	Chinese	156	Tengku Ampuan Afzan Hospital, Kuantan	14-06-2010 15:20:00	Cardiopulmonary death	Yes	   	<input type="checkbox"/>	 	<input type="checkbox"/>	<a href="#">View Recipient List (0)</a>
9	116	TOP TEAM BY RAKESH	511111-11-1111	Others	154	Hospital Cameron Highlands	11-06-2010 11:23:00	Cardiopulmonary death	No		<input type="checkbox"/>	Outcome didn't meet criteria		

**Picture 1.11 Submitted But Not Verified Referral**

### v) Submitted But Not Verified Procurement

3 RECORDS FOUND.

**Donor List : Submitted But Not Verified Procurement**

No.	Donor Id	Name	My Kad/My Kid	Ethnic Group	Donor Notification	Centre / Hospital name	Time & Date of referral	Status	Donor Successful?	Submit Referral	Verify Referral	Submit Procurement	Verify Procurement	Submit Recipient
1	127	SAMANTHA KTN		Others	177	Tengku Ampuan Afzan Hospital, Kuantan	14-09-2010 16:12:00	Cardiopulmonary death	Yes	   	<input type="checkbox"/>	 	<input type="checkbox"/>	<a href="#">View Recipient List (2)</a>
2	122	RAKESH_06072010	880226-02-1565	Others	171	Hoo Specialists Maternity & Surgery Sdn Bhd	06-07-2010 09:27:00	Cardiopulmonary death	Yes	   	<input type="checkbox"/>	 	<input type="checkbox"/>	<a href="#">View Recipient List (1)</a>
3	117	RTPU BY RAKESH	960101-01-0101	Chinese	156	Tengku Ampuan Afzan Hospital, Kuantan	14-06-2010 15:20:00	Cardiopulmonary death	Yes	   	<input type="checkbox"/>	 	<input type="checkbox"/>	<a href="#">View Recipient List (0)</a>

**Picture 1.12 Submitted But Not Verified Procurement**

### 4.1.3 New Donor Data Entry

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

**Donor Verification Before Registration**

Please verify that the donor you wish to register has not been registered before in the registry. Only register NEW Donor if NO record is found or the donor identities are NOT the same. This is to avoid duplication of registration.

Steps:

1. Enter one or more search criteria at the Search section and click Search. It is encouraged to enter MyKad Num first if available.
2. If no record is found, click the **Add New** button to register a new Donor patient.
3. If a record is found, click the **Notification** button to enter the Donor Notification Form List. Further instruction is available on the page.

Find a donor, you must provide minimum 4 characters at one of the fields below:

Donor Name: Whole word (S) [Filter]  
 My Kad/My Kid: Whole word (S) [Filter]  
 Old IC: Whole word (S) [Filter]  
 Other ID document No: Whole word (S) [Filter]

Search

Please enter at least one of the fields above to search (e.g Name, MyKad/ MyKid, Other ID document No).

No.	Donor Id	Name	My Kad/My Kid	Ethnic Group	Donor Notification	Action
1	124	TEST PATIENT 8001	880502-01-0102	SD123	Chinese	<a href="#">Notification</a>

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Picture 1.13 Donor Search Page

In this page, user can view and search for the donors records within the whole registry.

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

### 4.1.4 Register New Donor

If the donor exists in the database (i.e. Donor is shown in the donor list), click on Notification button of the donor to view the list of notification for that donor.

To find a donor, you must provide minimum 4 characters at one of the fields below:

Donor Name: Whole word (S) [Filter]  
 My Kad/My Kid: Whole word (S) [Filter]  
 Old IC: Whole word (S) [Filter]  
 Other ID document No: Whole word (S) [Filter]

Search

Click the image to view the Notification List

No.	Donor Id	Name	My Kad/My Kid	Ethnic Group	Donor Notification	Action
1	124	TEST PATIENT 8001	880502-01-0102	SD123	Chinese	<a href="#">Notification</a>

No.	Donor Notif ID	SDP	Referral Date	Status
1	174	Tengku Ampuan Afzan Hospital, Kuantan	14-07-2010 00:00:00	Brain death
2	173	Hospital Cameron Highlands	08-07-2010 11:33:00	Brain death

Picture 1.14 Donor Search Page - Donor Exist

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



in as shown in Picture 1.15 below to register a new donor.

Donor Not Found, Kindly check the criteria you have provided, or Click on the 'Add New' button below to register a new donor.

Click on the add button to register a new donor.



Donor List						
No.	Donor Id	Name	My Kad/My Kid	Ethnic Group	Donor Notification	Action

**Picture 1.15 Donor Search Page – Register New Donor**

Then, the NTPM Registration Notification Form as shown in Picture 1.16 below will appear.

5 2 : 3 8 NATIONAL TRANSPLANT PROCUREMENT MANAGEMENT (NTPM) web application

rakesh

Donor List New Donor Data Entry Report Data Download Staff Site Management System Management Change Password Logout

Save As Draft (Can update after submit.) Submit (No update allowed after submit.)

**GENERAL INFORMATION**

i. Reporting Centre Name [dropdown] Date of notification 01-10-2010 (dd/mm/yyyy)

ii. \*\* Date & Time of referral (dd/mm/yyyy) Time (24 hrs clock) iii. \*\* Status ☐ Brain death ☐ Cardiopulmonary death ☐ Unknown ☒ Data not entered

**SECTION 1 - 11 DONOR INFORMATION**

DETAILS OTHERS DET HOSP ADM TRAUMA & SURG DECLARE BrD DEATH DET CONSENT FAMILY ALL

New Donor Information Notification

**SECTION 1 : DONOR DETAILS & DEMOGRAPHICS**

1 \*\* Name [text box]

2 \*\* NRIC MyKad/MyKid: [text box] Other ID document No. [text box] Specify document type (if others) ☐ Army ☐ Father's IC ☐ Birth Certificate ☐ Others ☐ Police ☐ Work Permit ☐ Pension Card ☐ Unknown ☐ Mother's IC ☐ Passport ☒ Data not entered Others, specify [text box]

3 Address [text box] Postcode [text box] Town/ City [text box]

**Picture 1.16 NTPM Notification Form**

There are 3 subforms in the NTPM Notification form.

- Subform 1: Sect 1-11: DONOR INFORMATION
- Subform 2: Sect 12-23: DONOR MANAGEMENT
- Subform 3: Sect 24-29: PROCUREMENT

Key in the data for each section of the form.

Save As Draft (Can update after submit.) Submit (No update allowed after submit.)

**Picture 1.17 NTPM 'Submit' button**

Fields with asterisk (\*\*) symbols are mandatory and cannot be blank or missing, otherwise error in red colour will appear when saving or submitting the form. So it is advisable for user to rectify the errors before clicking the **Save As Draft** and **Submit** buttons. Clicking on the validator link will highlight the corresponding fields that has error (See picture 1.18).

The system is unable to save the record due to the following errors. Please resolve the following and click **SUBMIT / SAVE AS DRAFT** button again!

- [Header](#) : Time & Date of referral cannot be blank!
- [Header](#) : Status cannot be missing!
- [SECTION 1 : DONOR DETAILS & DEMOGRAPHICS](#) : Name cannot be blank!
- [SECTION 1 : DONOR DETAILS & DEMOGRAPHICS](#) : NRIC cannot be blank!
- [SECTION 1 : DONOR DETAILS & DEMOGRAPHICS](#) : Date of Birth cannot be blank!
- [SECTION 1 : DONOR DETAILS & DEMOGRAPHICS](#) : Gender cannot be missing!
- [SECTION 1 : DONOR DETAILS & DEMOGRAPHICS](#) : Ethnic Group cannot be missing!
- [SECTION 1 : DONOR DETAILS & DEMOGRAPHICS](#) : Religion cannot be missing!

User need to resolve the validator error before submission take place.

Clicking on the validator link will highlight the corresponding field that display error message.

**Save As Draft** (Can update after submit.) **Submit** (No update allowed after submit.)

**GENERAL INFORMATION**

i. Reporting Center: [Dropdown] Date of notification: 01-10-2010 (dd/mm/yyyy)

ii. **Date & Time of referral** [Calendar icon] **Mandatory!** Time: [Time picker] (24 hrs clock) iii. **Status**

☐ Brain death ☐ Cardiopulmonary death  
☐ Unknown ☒ Data not entered  
 Missing not allowed!

**SECTION 1 - 11 DONOR INFORMATION**

**DETAILS** OTHERS DET HOSP ADM TRAUMA & SURG DECLARE BrD DEATH DET CONSENT FAMILY ALL

New Donor Information Notification

**SECTION 1 : DONOR DETAILS & DEMOGRAPHICS**

1. **Name** [Text box] **Mandatory!**

2. **NRIC**

MyKad/MyKid: [Text box] **Mandatory!** OMIC: [Text box]

Other ID document No. [Text box]

Specify document type (if others)

☐ Army ☐ Father's IC ☐ Birth Certificate ☐ Others  
☐ Police ☐ Work Permit ☐ Pension Card ☐ Unknown  
☐ Mother's IC ☐ Passport ☒ Data not entered

Others, specify [Text box]

Picture 1.18 Validation message

In the subform, there are 2 buttons (Picture 1.17):

- 1) **Save as Draft** : - The page is saved as draft. User may still continue on with data entry subsequently.
- 2) **Submit** :- The page is saved and submitted to NTPM permanently. No further updating is allowed after clicking this button.

## National Transplant Procurement Management (NTPM) Web Application - Version 1.0

NOTIFICATION LIST	<b>SECT 1 - 11: DONOR INFORMATION</b>	SECT 12 - 23: DONOR MANAGEMENT	SECT 24 - 29: PROCUREMENT	SECT 30: RECIPIENT PARTICULAR
SECT 31: SUMMARY ORGAN/ TISSUE PROCURED				

Donor Information			
Donor Name	TEST XXX	Office use	Donor ID : 129 / Donor NotID : 179
NRIC	MyKad / MyKid	880205-02-3223	Old IC
	Other ID document No		
	Specify document type	Data not entered	
	Specify document type (if others) - Others specify		

GENERAL INFORMATION				Submit (No update allowed after submit)
i.	Reporting Centre Name	Hospital Cameron Highlands	Date of notification	10-11-2010 (dd/mm/yyyy)
ii. **	Date & Time of referral	10-11-2010 (dd/mm/yyyy)	Time	00:00 (24 hrs clock)
iii. **	Status	<input checked="" type="radio"/> Brain death <input type="radio"/> Cardiorespiratory death <input type="radio"/> Unknown <input type="radio"/> Data not entered		
Note: Update from Brain death to Cardiorespiratory Death would cause data from SECTION 4: BLOOD GROUP & RHESUS and SECTION 7: BRAIN DEATH are missing.				

SECTION 1 - 11 DONOR INFORMATION		
DETAILS	OTHERS DET HOSP ADM TRAUMA & SURG DECLARE BrD DEATH DET CONSENT FAMILY AUDIT ALL	
Update Donor Information Notification		
SECTION 1 : DONOR DETAILS & DEMOGRAPHICS		
1	Name	TEST XXX
2	NRIC	MyKad/MyKid : 880205-02-3223 Old IC
	Other ID document No.	
	Specify document type (if others)	Data not entered
	Others, specify	
3	Address	

**Picture 1.18a** *Sect 1-11: DONOR INFORMATION*

After completed Section 1 to 11 of the first subform, click on the **Save As Draft** or **Submit** buttons to save the data into the database.

Data entry page for Section 12-23 will appear.

NOTIFICATION LIST	SECT 1 - 11: DONOR INFORMATION	<b>SECT 12 - 23: DONOR MANAGEMENT</b>	SECT 24 - 29: PROCUREMENT	
-------------------	--------------------------------	---------------------------------------	---------------------------	--

Donor Information			
Donor Name	TEST XXX	Office use	Donor ID : 129/ Donor NotifID : 179
NRIC	MyKad / Mykid	880205-02-3223	Old IC
	Other ID document No		
	Specify document type	Data not entered	
	Specify document type (if others) - Others specify		

Save

SECTION 12 - 23 DONOR MANAGEMENT

CHCKLST	Hx	AE	HMDYN	LAB	ABG	uBIOLOGY	SERO	OTH INV	CARDIAC	TERMINAL Rx	REF	AUDIT	ALL
---------	----	----	-------	-----	-----	----------	------	---------	---------	-------------	-----	-------	-----

Update Donor Management

SECTION 12: DONOR CHECKLIST- MEDICO-LEGAL CASE

- Medico-Legal Case
 

<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Data not entered	<b>a) Type</b> <input type="checkbox"/> Homicide <input type="checkbox"/> Suicide <input checked="" type="checkbox"/> Accident <input type="checkbox"/> Sudden Death <input type="checkbox"/> Other, specify
<b>b) i. Magistrate consent obtained?</b> <input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Data not entered	
<b>b) ii. Name of magistrate</b>	
<b>b) iii. Office Address</b>	
<b>b) iv. Office number</b>	
- Post Mortem
 

<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown <input checked="" type="radio"/> Data not entered	<b>a. Post Mortem Type</b> <input type="radio"/> Mandatory <input type="radio"/> Unknown <input type="radio"/> Family requested <input checked="" type="radio"/> Data not entered
<b>b. Date &amp; Time (ddmm/yyyy)</b>	
Time: (24 hrs clock)	
- Forensic Pathologist
 

<b>a. Name</b>	<input type="text"/>
<b>Other specify</b>	<input type="text"/>
<b>b. Contacted</b>	<input type="text"/>

**Picture 1.18b** Sect 12-23: DONOR MANAGEMENT

After completed Section 12 to 23 of the second subform, click on the **Save As Draft** or **Submit** buttons to save the data into the database.

Data entry page for Section 24-29 will appear.

NOTIFICATION LIST	SECT 1 - 11: DONOR INFORMATION	SECT 12 - 23: DONOR MANAGEMENT	<b>SECT 24 - 29: PROCUREMENT</b>	SECT 30: RECIPIENT PARTICULAR
-------------------	--------------------------------	--------------------------------	----------------------------------	-------------------------------

Donor Information			
Donor Name	TEST XXX	Office use	Donor ID : 129 / Donor NotID : 179
NRIC	MyKad / Mykid	880205-02-3223	OMIC
	Other ID document No		
	Specify document type	Data not entered	
	Specify document type (if others) - Others specify		

SECTION 24 - 29 PROCUREMENT		Submit (No update allowed after submit.)
PERI-OP   PRO SURG   FAMILY SATISFACTION   PROBLEMS   RETRIEVAL TEAM   TRANSPORT   AUDIT   ALL		
Update Donor Procurement		
SECTION 24: PERI-OPERATIVE INFO		
1. OT Phone number		2. Contact person in OT
3. Booked start date and time	(dd/mm/yyyy) Time: (24 hrs clock)	
4. Arrival date and time in OT	(dd/mm/yyyy) Time: (24 hrs clock)	
5. Date and time left OT	(dd/mm/yyyy) Time: (24 hrs clock)	
6. Viewing	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown <input checked="" type="radio"/> Data not entered	
7. Facilitate By		
8. Place of viewing		
9. Date and time of morgue	(dd/mm/yyyy) Time: (24 hrs clock)	
10. Date and time of body release	(dd/mm/yyyy) Time: (24 hrs clock)	
<input checked="" type="checkbox"/> Verify Procurement		
PERI-OP   PRO SURG   FAMILY SATISFACTION   PROBLEMS   RETRIEVAL TEAM   TRANSPORT   AUDIT   ALL		
		Submit (No update allowed after submit.)

Picture 1.18c Sect 24-29: PROCUREMENT

After completed Section 24 to 29 of the second subform, click on the **Save As Draft** or **Submit** buttons to save the data into the database.

Upon submitting, user will be directed to the NTPM Notification List (See picture 1.19).

### Donor Information

Donor Name	TEST 14.9.2010	Office use	Donor ID : 125	
NRIC	MyKad / Mykid	011111-11-1111	Old IC	OW123
	Other ID document No			
	Specify document type	Data not entered		
	Specify document type (if others) - Others specify			

A. Add a second or more Donor Notification (different Referral date from the existing record ), click on the  . Basic data of the date will be auto entered to the new notification.

B. To Update an existing notification, click on the 

C. To View an existing notification, click on the 

D. To Request delete for a wrongly entered record, click on the 

**ADD second or more notification**

**B. To Update an existing notification, click on the**

C To View an existing notification, click on the

**D. To Request delete for a wrongly entered record, click on the**

ADD second or more notification.

1 RECORDS FOUND.

### Donor Referral Notification List

Donor Notification Id	Centre / Hospital name	Time & Date of referral	Status	Donor Successful	Submit Referral	Verify Referral	Submit Procurement	Verify Procurement	Submit Recipient
175	Hospital Cameron Highlands	14-09-2010 00:00:00	Brain death	Data not entered					Outcome didn't meet criteria


**Picture 1.19** *NTPM Notification List*

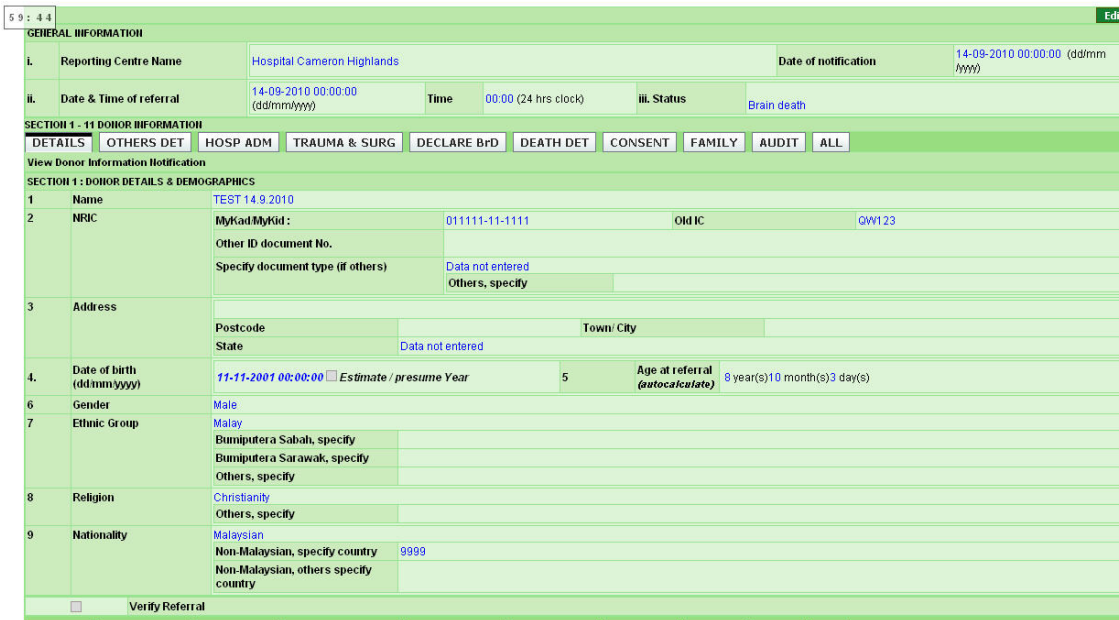
For the second or more notification, the general information about the donor details are automatically filled in base on the data that first time registration and can only is editable in the donor's form.

SECTION 1 - 11 DONOR INFORMATION																		
DETAILS		OTHERS DET		HOSP AD		TRAUMA & SURG		DECLARE BrD		DEATH DET		CONSENT		FAMILY		ALL		
New Donor Information Notification																		
SECTION 1 : DONOR DETAILS & DEMOGRAPHICS																		
1	**	Name	TEST 14.9.2010															
2	**	NRIC	MyKad/MyKid :	011111-11-1111				OLD IC	QW123									
			Other ID document No.															
			Specify document type (if others)	Data not entered Others, specify														
3		Address	<div> <div></div> <div></div> </div>															
			<div> <div> <div>General information are auto-editted for more than one registration.</div> </div> <div> <div>Malay</div> <div> <div> <div><input type="radio"/> Melaka</div> <div><input type="radio"/> Pulau Pinang</div> <div><input type="radio"/> Negeri Sembilan Darul Khusus</div> <div><input type="radio"/> Sabah</div> </div> <div> <div><input type="radio"/> Mahrur</div> <div><input type="radio"/> Perdzuan</div> <div><input type="radio"/> Kayangan</div> <div><input type="radio"/> Wilayah Persekutuan Kuala Lumpur</div> <div><input type="radio"/> Data not entered</div> </div> </div> <div> <div><input type="radio"/> Sarawak</div> <div><input type="radio"/> Selangor Darul Ehsan</div> <div><input type="radio"/> Terengganu Darul Iman</div> <div><input type="radio"/> Wilayah Persekutuan Labuan</div> <div><input type="radio"/> Wilayah Persekutuan Putrajaya</div> <div><input type="radio"/> Not applicable - Foreign</div> </div> </div> </div>															
4	**	Date of birth (dd/mm/yyyy)	11-11-2001 <input type="checkbox"/> Estimate / previous Year (autofill if MyKad is available) If the exact date is not known, please enter 01/07/yyyy				5	**	Age at referral (autocalculate)	<div> <div></div> <div>year(s)</div> <div></div> <div>month(s)</div> <div></div> <div>day(s)</div> </div>								
6	**	Gender	Male															
7	**	Ethnic Group	Malay															
			Bumiputera Sabah, specify															
			Bumiputera Sarawak, specify															
			Others, specify															


General information are auto-editted for more than one registration.

**Picture 1.20** *NTPM Notification – Add second or more notification*

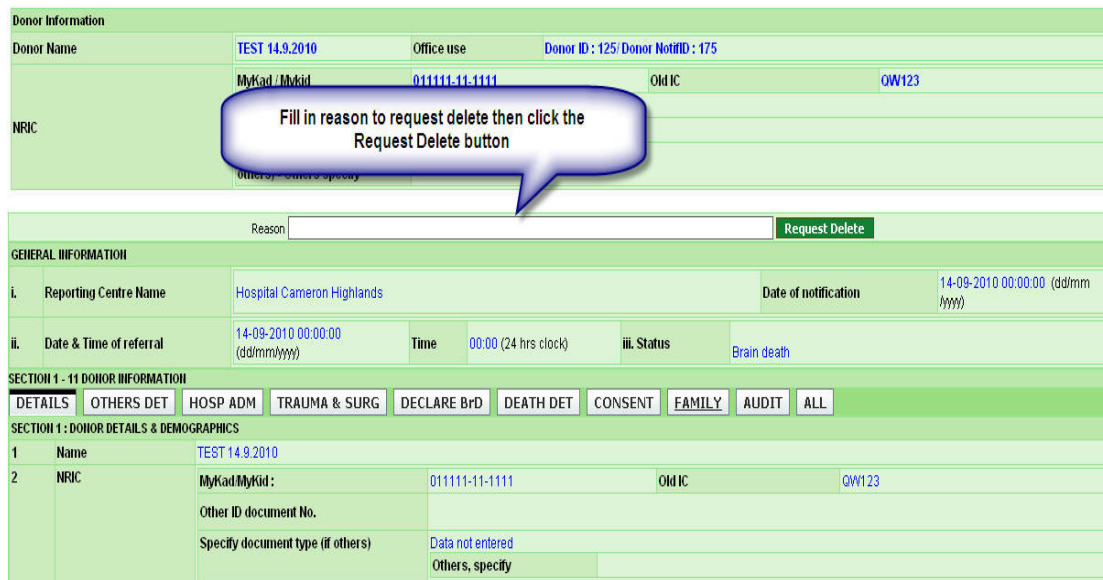
To view notification record, click on the blue View icon .



Picture 1.21 NTPM Notification – View mode

To update notification record, click on the blue Update icon  or click edit button **Edit** on the View Page (Picture 1.21). Click save button after update the notification.

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



Picture 1.22 NTPM Notification – Request to delete mode

**Note:** Only manager and HQ Transplant Procurement Management user 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.


### 4.1.5 Donor List


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

The screenshot shows the Donor List/Search page. At the top, there is a search section with dropdown menus for 'Donor Id', 'Name', 'My Kad/My Kid', 'Old IC', 'Other ID document No', and 'Centre / Hospital name'. Each dropdown has a filter option (e.g., 'Equal to (S)', 'Whole word (S)'). There are also 'From' and 'To' date fields. A callout box labeled '1. Type one of the donor info.' points to these search fields. Below the search section are 'Show' and 'Show All' buttons. A callout box labeled '3.a) Show : To start searching. b) Show All: To find/reset all donor list.' points to these buttons. The main table displays donor records with columns: No., Donor Id, Name, NRIC (MyKad/MyKid, Old IC), Group, Donor Notif, Referral Date, Status, and Action. A callout box labeled '2. Select the filter for advanced searching.' points to the filter dropdowns. Another callout box labeled 'Button to view donor notification.' points to a notification icon in the Action column. A third callout box labeled 'Edit/Update' points to an edit icon in the Action column. A fourth callout box labeled 'Request Delete' points to a delete icon in the Action column. The table shows three donor records with their respective details and notification counts.

Picture 1.23 Donor List/ Search page


In the 'Search' section, in order to search donor record, require filling up the fields and then selecting the filters for advanced searching and click the Show button to start the searching process. Result will be shown in the Donor List. Click the Show All button to reset the searching. Please refer Picture 1.23.

To View/Update NTPM notification data, click on the Notification icon . The digit beside the icon indicates the number notification(s) of the donor. Clicking the Notification icon will redirect user to the Notification List.

To View Donor Particulars, click on the blue View icon .

The screenshot shows the Donor's Information - VIEW page. It is divided into two main sections: 'Donor Information' and 'View Donor'. The 'Donor Information' section displays details for Donor ID 125, including Name (TEST 14.9.2010), NRIC (011111-11-1111), MyKad/MyKid (880502-01-0102), and Old IC (QW123). The 'View Donor' section provides a detailed view of the donor's information, including Name, NRIC, Address, Date of birth, Gender, and Ethnic Group. It also includes fields for Postcode, State, and Town / City. The page includes an 'Edit' button in the top right corner.

Picture 1.24 Donor's Information - VIEW page

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

Donor Information			
Donor Name	TEST 14.9.2010	Office use	Donor ID : 125
NRIC	MyKad / Mykid	011111-11-1111	Old IC
	Other ID document No		QW123
	Specify document type	Data not entered	
	Specify document type (if others) - Others specify		

Update Donor			
Save			
Donor Information			
1	Name	TEST 14.9.2010	
2	NRIC	<div>My Kad/My Kid</div> <div>011111-11-1111</div> <div>Old IC</div> <div>QW123</div> <div>Other ID document No</div> <div></div> <div>Specify document type(if others)</div> <div> <input type="radio"/> Army <input type="radio"/> Father's IC <input type="radio"/> Birth Certificate <input type="radio"/> Others </div> <div> <input type="radio"/> Police <input type="radio"/> Work Permit <input type="radio"/> Pension Card <input type="radio"/> Unknown </div> <div> <input type="radio"/> Mother's IC <input type="radio"/> Passport <input checked="" type="radio"/> Data not entered </div> <div>Other specify</div> <div></div>	
3	Address	<div></div> <div>Postcode</div> <div></div> <div>Town / City</div> <div></div> <div>State</div> <div> <input type="radio"/> Johor Darul Takzim <input type="radio"/> Pahang Darul Makmur <input type="radio"/> Sarawak <input type="radio"/> Wilayah Persekutuan Labuan </div> <div> <input type="radio"/> Kedah Darul Aman <input type="radio"/> Perak Darul Ridzuan <input type="radio"/> Selangor Darul Ehsan <input type="radio"/> Wilayah Persekutuan Putrajaya </div> <div> <input type="radio"/> Kelantan Darul Naim <input type="radio"/> Perlis Indera Kayangan <input type="radio"/> Terengganu Darul Iman <input type="radio"/> Not applicable - Foreign </div> <div> <input type="radio"/> Melaka <input type="radio"/> Pulau Pinang <input type="radio"/> Wilayah Persekutuan Kuala Lumpur <input checked="" type="radio"/> Data not entered </div> <div> <input type="radio"/> Negeri Sembilan Darul Khusus <input type="radio"/> Sabah </div>	

Picture 1.25 Donor's Information - UPDATE page

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

Donor Information			
Donor Name	TEST 14.9.2010	Office use	Donor ID : 125
NRIC	MyKad / Mykid	011111-11-1111	Old IC
	Other ID document No		QW123
	Specify document type	Data not entered	
	Specify document type (if others) - Others specify		

Request Delete			
Reason		Request Delete	

Donor Information			
1	Name	TEST 14.9.2010	
2	NRIC	<div>My Kad/My Kid</div> <div>011111-11-1111</div> <div>Old IC</div> <div>QW123</div> <div>Other ID document No</div> <div></div> <div>Specify document type(if others)</div> <div> <input type="radio"/> Army <input type="radio"/> Father's IC <input type="radio"/> Birth Certificate <input type="radio"/> Others </div> <div> <input type="radio"/> Police <input type="radio"/> Work Permit <input type="radio"/> Pension Card <input type="radio"/> Unknown </div> <div> <input type="radio"/> Mother's IC <input type="radio"/> Passport <input checked="" type="radio"/> Data not entered </div> <div>Other specify</div> <div></div>	

Picture 1.26 Request Delete section

**Note:** Only manager and HQ Transplant Procurement Management user can delete a record that has been requested to delete by user. If user has request to delete wrong form, user can call the manager to undo the pending request delete.

#### 4.1.6 Reports



Picture 1.27 Report Tab Menus

In order to view the list of the NTPM, click the Report tab menu bar.

There are 2 types of report:

- 1) Potential Donor Report
- 2) Actual Donor Report

Report	
Potential Donor Report	
1	<a href="#">Number of Potential Donor Referral by Year/Month (base on Date of Referral)</a>
2	<a href="#">Number of Potential Donor according to Sex by Year/Month (base on Date of Referral)</a>
3	<a href="#">Number of Potential Donor according to Race by Year/Month (base on Date of Referral)</a>
4	<a href="#">Number of Potential Donor according to State by Year/Month (base on Date of Referral)</a>
5	<a href="#">Number of Potential Donor according to Age Group by Year/Month (base on Date of Referral)</a>
6	<a href="#">Number of Brain Death vs Cardiopulmonary Death by Year/Month (base on Date of Referral)</a>
7	<a href="#">Number of Potential Donor according to Test Done by Year/Month (base on Date of Referral)</a>
8	<a href="#">Location where Donor was Referred From by Year/Month (base on Date of Referral)</a>
Actual Donor Report	
1	<a href="#">Total Organ Donation cases recorded by Year/Month (base on Date of Referral)</a>
2	<a href="#">Number of Actual Donor by Year/Month (base on Date of Referral)</a>
3	<a href="#">Number of Actual Donor according to Sex by Year/Month (base on Date of Referral)</a>
4	<a href="#">Number of Actual Donor according to Race by Year/Month (base on Date of Referral)</a>
5	<a href="#">Number of Actual Donor according to State by Year/Month (base on Date of Referral)</a>
6	<a href="#">Number of Actual Donor according to Organ &amp; Tissues Donated by Year/Month (base on Date of Referral)</a>
7	<a href="#">Number of Actual Donor according to Age Group by Year/Month (base on Date of Referral)</a>

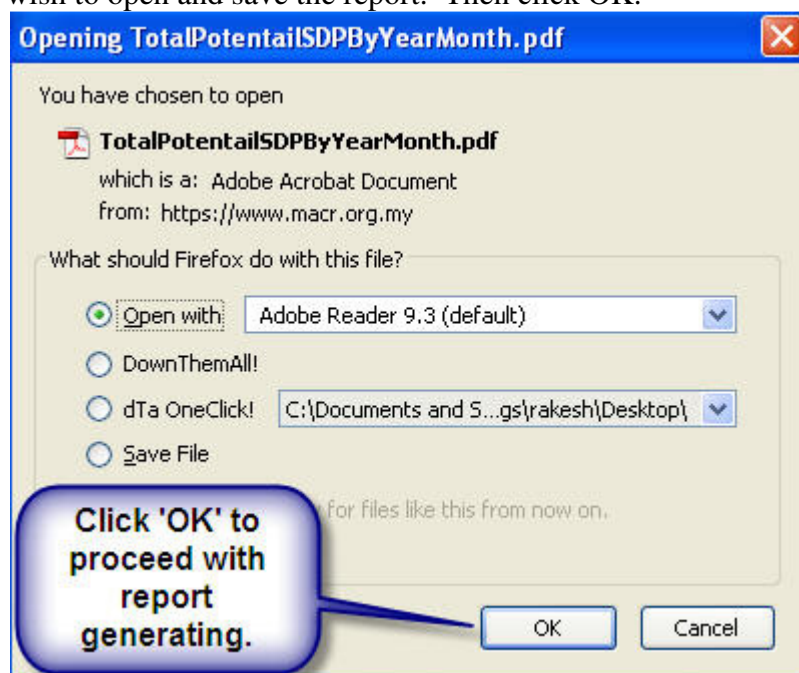
Picture 1.28 List of Potential and Actual Donor report

For instance, in order to view **Number of Potential Donor according to Test Done by Year/Month (base on Date of Referral)** report:

- 1) Click the link of the report.
- 2) It will bring to the report filter page:

Picture 1.29 Filtering for report outcome

After clicking the 'Get Report' button, the popup box below will appear. Select either 'Open With Adobe Reader' if you wish to open the report without saving OR select 'Save File' if you wish to open and save the report. Then click OK.



**Picture 1.30** *Popup box for downloading report*

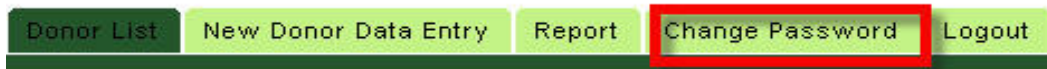
The output of the report on PDF file:

Number of Potential Donor Referral by Year/Month (base on Date of Referral)													
Year: 2010													
Reporting Centre Name	Jan	Feb	Mar	Apr	Mei	June	July	Aug	Sept	Oct	Nov	Dec	Total
Hospital Cameron Highlands	0	0	0	0	0	11	1	0	1	0	0	0	13
Total By Month	0	0	0	0	0	11	1	0	1	0	0	0	13

**Picture 1.31** *The outcome of the a sample of report*

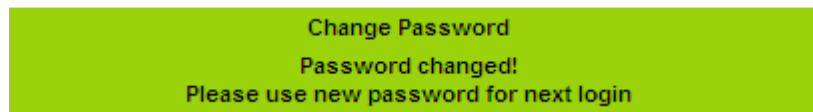
#### 4.1.7 Change Password

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



Picture 1.32 Change Password page

Fill in the details and click the Submit button.

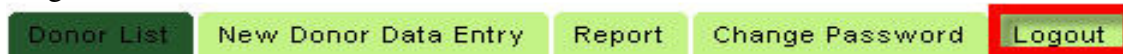


Picture 1.33 Result page for Change Password

User can use the new password for the next login.

#### 4.1.8 Logout

To logout from National Transplant Procurement Management (NTPM) web application, click on 'Logout' menu bar.



Picture 1.34 Logout Menu Bar

## 6.0 HELP DESK SUPPORT

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

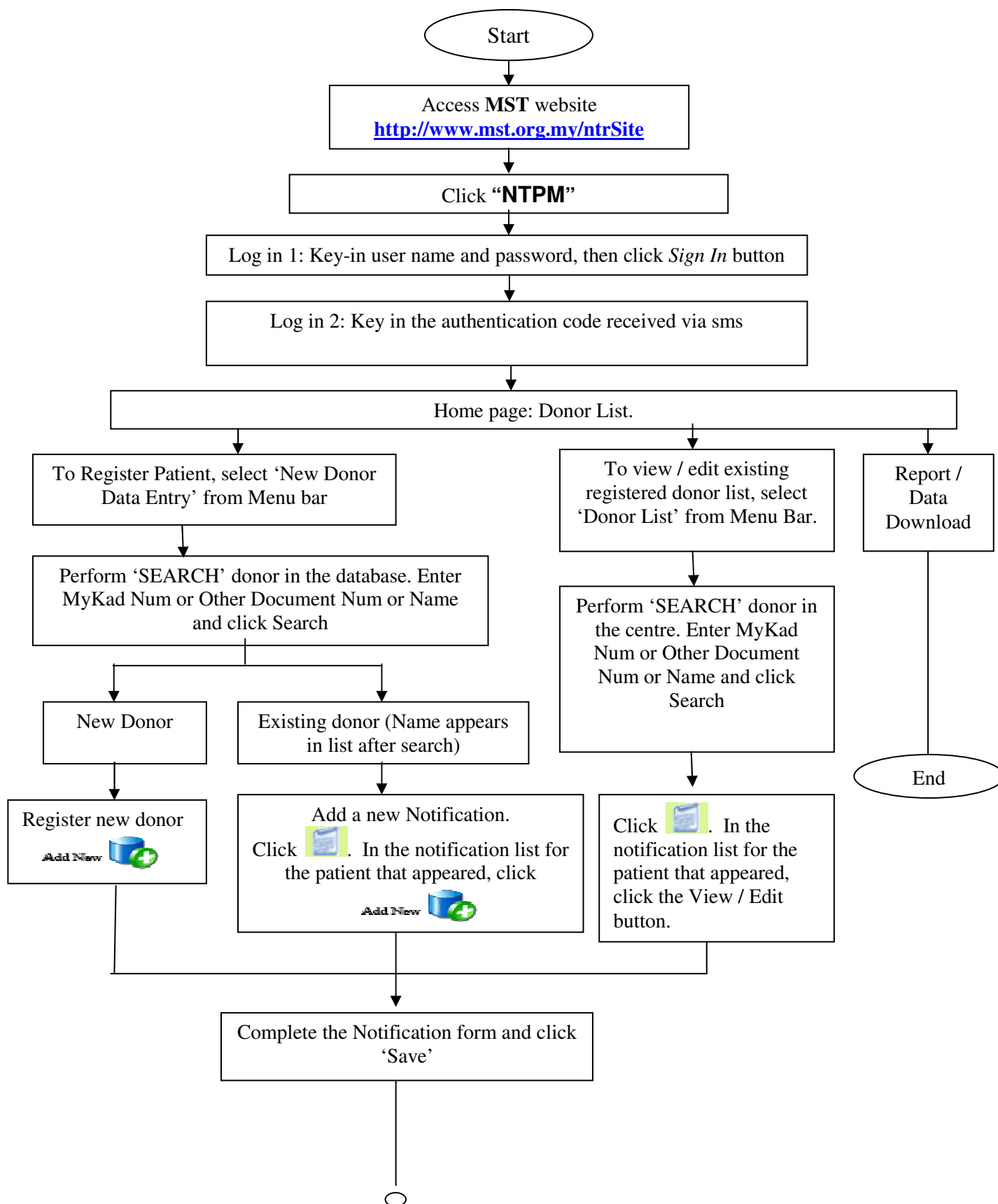
For assistance in completing your application or if you experience technical difficulties using this site, including problems related to data entry, please contact:

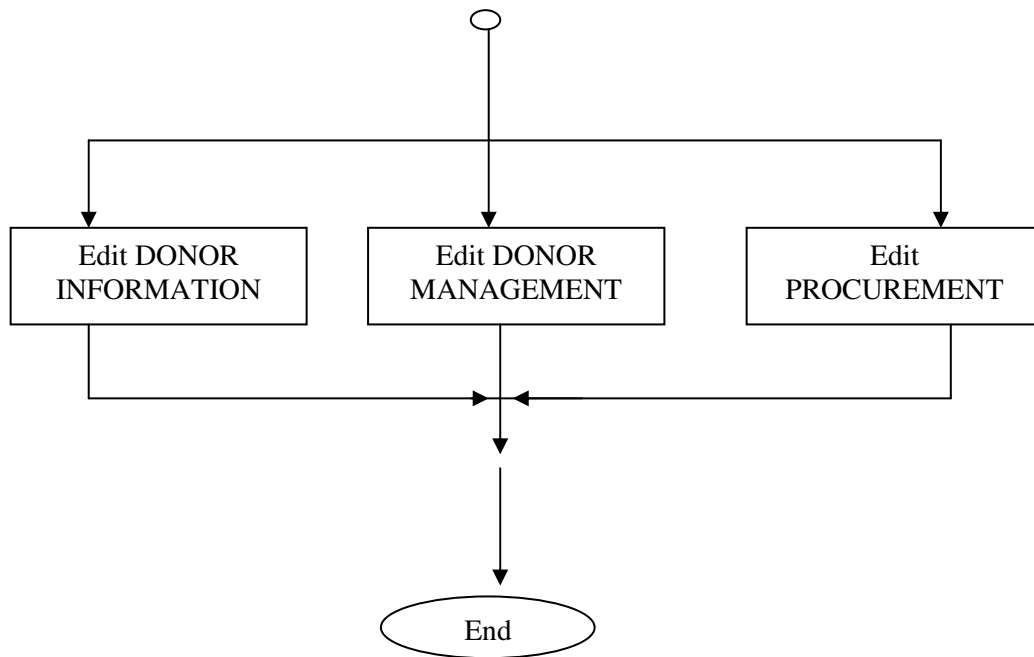
- 1) The Registry Manager  
Tel: 03-2694 2704/2705, 03-2615 6576  
Email: [ntpm@moh.gov.my](mailto:ntpm@moh.gov.my)  
Address: National Transplant Procurement Unit (NTPM),  
Level 5, Menara Wisma Sejarah  
Jalan Tun Razak  
Kuala Lumpur

OR

- 3) The IT Administrator at: Tel: +603 – 4044 8615 / 2615

## 7.0 NATIONAL TRANSPLANT PROCUREMENT MANAGEMENT (NTPM) DATA ENTRY PROCESS





**Diagram 1** *NTPM User's Manual Flow for RTPU user*