



User Manual for National Transplant Procurement Management (NTPM) – TOP team 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.

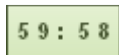
Access Right for NTPM													
Access right	Section 1 - 11 (Donor Referral)				Section 12 - 29 (12-23: Donor management 24-29: Procurement)				Section 30-31 (Recipient, Summary)			Report	Data Download
	Add	Update	View	*Verify	Add	Update	View	*Verify	Add	Update	View		
NTPM (HQ)													
All patients	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.

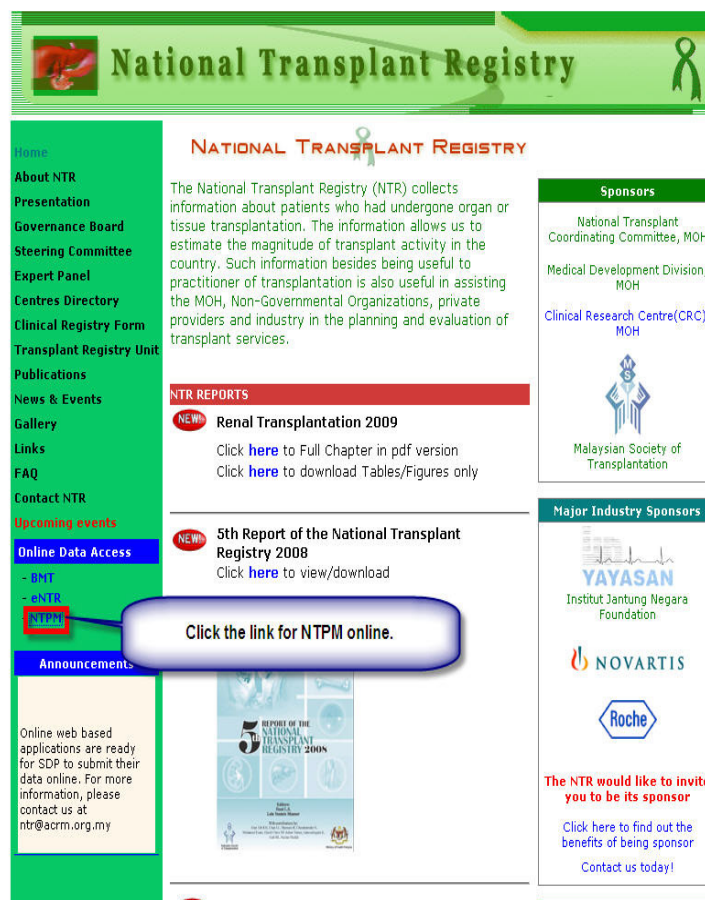
3.0 HOW TO ACCESS NTR WEB APPLICATION

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
2. Fill in the authorization list form for the purpose of access control and sign the security policy form to receive a username and password.
3. Access to ACRM Website at <http://www.acrm.org.my>



Picture 1.2 ACRM Home page

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.

59:30 NATIONAL TRANSPLANT PROCUREMENT MANAGEMENT (NTPM) web application

topteam

Donor List New Donor Data Entry Change Password Logout

Search filters:

- Donor Id: Equal to (S)
- 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)
- From: [] To: []
- Show Show All

6 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					
							1	179	Hospital Cameron Highlands	10-11-2010 00:00:00	Brain death	
2	128	TOPTEAM ON 14.9.2010			X1543	Malay	1					
							1	178	Hospital Cameron Highlands	14-09-2010 00:00:00	Brain death	
3	124	RAKESH_08072010	880502-15-6566		K1234	Chinese	2					
							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 4 menu navigation toolbars which include:

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

Donor List New Donor Data Entry Change Password Logout

Picture 1.7 Menu Navigation toolbars for NTPM

User's can only view parts of this menu navigation toolbars depends on their group that has been assigned to them.

4.1.2 Donor List Menu

Donor List New Donor Data Entry Change Password Logout

Donor List

Saved But Not Submitted Referral List

Picture 1.8 Dropdown menus for Donor List

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

- 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					View Recipient List (1)
2	124	RAKESH_08072010	880502-15-6566	Chinese	174	Tengku Ampuan Afzan Hospital, Kuantan	14-07-2010 00:00:00	Brain death	Yes					View Recipient List (2)
3	124	RAKESH_08072010	880502-15-6566	Chinese	173	Hospital Cameron Highlands	08-07-2010 11:33:00	Brain death	Yes					View Recipient List (0)
4	117	RTRU 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	RTRU 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	RTRU 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	RTRU 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

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.

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.

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.

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

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

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] Old IC [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. TOP team is only required to enter Subform1.

- i) Subform 1: Sect 1-11: DONOR INFORMATION
- ii) Subform 2: Sect 12-23: DONOR MANAGEMENT
- iii) 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: [Date Picker] **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 Field] **Mandatory!**

2 ^{**} NRIC:
 MyKad/MyKid: [Text Field] **Mandatory!** Old IC: [Text Field]
 Other ID document No.: [Text Field]
 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 Field]

Picture 1.18 Validation message

In each 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.

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NOTIFICATION LIST **SECT 1 - 11: DONOR INFORMATION** 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: OMIC

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:
☐ Brain death ☐ Cardiopulmonary death
☐ Unknown ☐ Data not entered

Note: Update from Brain death to Cardiopulmonary 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: OMIC
 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.

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

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

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 **Add New** . 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.

1 RECORDS FOUND.

Donor Referral Notification List

Donor Notification Id	Centre / Hospital name	Time & Date of referral	Status	Donor Successful	Submit Referral	Verify Referral	Commit 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 ADM 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/MyKad:	011111-11-1111	Old IC: QW123
		Other ID document No.		
		Specify document type (if others)	Data not entered Others, specify	
3	Address	<input type="text"/> <input type="text"/> <input type="text"/>		
4	Date of birth (dd/mm/yyyy)	11-11-2001 <input type="checkbox"/> Estimate / presume Year (auto-fill if MyKad is available) If the exact date is not known, please enter 01/01/yyyy	5	Age at referral (autocalculate) <input type="text"/> year(s) <input type="text"/> month(s) <input type="text"/> day(s)
6	Gender	Male		
7	Ethnic Group	Malay Bumiputera Sabah, specify Bumiputera Sarawak, specify Others, specify		

Picture 1.20 NTPM Notification – Add second or more notification

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

GENERAL INFORMATION Edit

i. Reporting Centre Name: Hospital Cameron Highlands Date of notification: 14-09-2010 00:00:00 (dd/mm/yyyy)

ii. Date & Time of referral: 14-09-2010 00:00:00 (dd/mm/yyyy) Time: 00:00 (24 hrs clock) iii. Status: Brain death

SECTION 1 - 11 DONOR INFORMATION

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


View Donor Information Notification


SECTION 1: DONOR DETAILS & DEMOGRAPHICS

1	Name	TEST 14.9.2010		
2	NRIC	MyKad/MyKad:	011111-11-1111	Old IC: QW123
		Other ID document No.		
		Specify document type (if others)	Data not entered Others, specify	
3	Address	Postcode: <input type="text"/> State: <input type="text"/> Town/City: <input type="text"/> Data not entered		
4	Date of birth (dd/mm/yyyy)	11-11-2001 00:00:00 <input type="checkbox"/> Estimate / presume Year	5	Age at referral (autocalculate) 8 year(s) 10 month(s) 3 day(s)
6	Gender	Male		
7	Ethnic Group	Malay Bumiputera Sabah, specify Bumiputera Sarawak, specify Others, specify		
8	Religion	Christianity Others, specify		
9	Nationality	Malaysian Non-Malaysian, specify country: 9999 Non-Malaysian, others specify country:		

☐ Verify Referral

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**.

Donor Information			
Donor Name	TEST 14.9.2010	Office use	Donor ID : 125/ Donor NotID : 175
NRIC	MyKad / MyKid	011111-11-1111	Old IC
			QW123
	Other ID document No.		
Specify document type (if others)			
Others, specify			

Fill in reason to request delete then click the Request Delete button

Reason			
			Request Delete

GENERAL INFORMATION			
i.	Reporting Centre Name	Hospital Cameron Highlands	Date of notification
			14-09-2010 00:00:00 (ddmm/yyyy)
ii.	Date & Time of referral	14-09-2010 00:00:00 (ddmm/yyyy)	Time
		00:00 (24 hrs clock)	iii. Status
			Brain death

SECTION 1 - 11 DONOR INFORMATION			
<div> <div>DETAILS</div> <div>OTHERS DET</div> <div>HOSP ADM</div> <div>TRAUMA & SURG</div> <div>DECLARE BrD</div> <div>DEATH DET</div> <div>CONSENT</div> <div>FAMILY</div> <div>AUDIT</div> <div>ALL</div> </div>			
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	

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 form with fields for Donor Id, Name, My Kad/My Kid, Old IC, Other ID document No, and Centre / Hospital name. Each field has a dropdown menu for filters (e.g., 'Equal to (S)', 'Whole word (S)'). There are also 'From' and 'To' date fields. Below the search form are 'Show' and 'Show All' buttons. A callout box points to the search form with the text: '1. Type one of the donor info.'


Below the search form is a table of donor records. The table has columns: No., Donor Id, Name, MyKad/MyKid, Old IC, NRIC, Group, Donor Notif, Referral Date, Status, and Action. There are three rows of data. Callout boxes provide instructions: '2. Select the filter for advanced searching.' points to the filter dropdowns; '3.a) Show : To start searching. b) Show All: To find/reset all donor list.' points to the 'Show' and 'Show All' buttons; 'Button to view donor notification.' points to a notification icon with a number '2' next to it; 'Request Delete' points to a delete icon; and 'Edit/Update' points to an edit/update icon.

No.	Donor Id	Name	MyKad/MyKid	Old IC	NRIC	Group	Donor Notif	Referral Date	Status	Action
1	125	TEST 14.9.2010	011111-11-1111	QW123		Malay	No Donor Notif ID	SDP	Referral Date	Status
2	124	TEST PATIENT 8001	880502-01-0102	SD123		Chinese	1 174	Tengku Ampuan Afzan Hospital, Kuantan	14-09-2010 00:00:00	Brain death
3	122	TEST PATIENT 8002	880226-10-1011			Others	2 173	Hospital Cameron Highlands	08-07-2010 09:27:00	Brain death

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 .

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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		

View Donor			
Donor Information			
1	Name	TEST 14.9.2010	
2	NRIC	My Kad/My Kid	011111-11-1111
		Old IC	QW123
	Other ID document No		
	Specify document type(if others)	Data not entered	
		Other specify	
3	Address	Postcode	Town / City
		State	Data not entered
4	Date of birth (dd/mm/yyyy)	11-11-2001 <input type="checkbox"/> Estimate / presume Year (autofill if MyKad is available) If the exact date is not known, please enter 01/07/yyyy	
5	Gender	Male	
6	Ethnic Group	Malay	
		Bumiputera Sabah, specify	
		Bumiputera Sarawak, specify	
		Others, specify	


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			
Donor Information			
1 **	Name	TEST 14.9.2010	
2 **	NRIC	My Kad/My Kid	011111-11-1111
		Old IC	QW123
	Other ID document No		
	Specify document type(if others)	<input type="radio"/> Army <input type="radio"/> Father's IC <input type="radio"/> Birth Certificate <input type="radio"/> Others <input type="radio"/> Police <input type="radio"/> Work Permit <input type="radio"/> Pension Card <input type="radio"/> Unknown <input type="radio"/> Mother's IC <input type="radio"/> Passport <input checked="" type="radio"/> Data not entered	
		Other specify	
3	Address	<div style="border: 1px solid black; height: 40px; width: 100%;"></div>	
		Postcode	Town / City
	State	<input type="radio"/> Johor Darul Takzim <input type="radio"/> Pahang Darul Makmur <input type="radio"/> Sarawak <input type="radio"/> Wilayah Persekutuan Labuan <input type="radio"/> Kedah Darul Aman <input type="radio"/> Perak Darul Ridzuan <input type="radio"/> Selangor Darul Ehsan <input type="radio"/> Wilayah Persekutuan Putrajaya <input type="radio"/> Kelantan Darul Naim <input type="radio"/> Perlis Indera Kayangan <input type="radio"/> Terengganu Darul Iman <input type="radio"/> Not applicable - Foreign <input type="radio"/> Melaka <input type="radio"/> Pulau Pinang <input type="radio"/> Wilayah Persekutuan Kuala Lumpur <input checked="" type="radio"/> Data not entered <input type="radio"/> Negeri Sembilan Darul Khusus <input type="radio"/> Sabah	

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	QW123
	Other ID document No			
	Specify document type	Data not entered		
	Specify document type (if others) - Others specify			
Reason <input type="text"/> Request Delete				
Donor Information				
1	Name	TEST 14.9.2010		
2	NRIC	My Kad/My Kid	011111-11-1111	Old IC QW123
		Other ID document No		
		Specify document type(if others)	Data not entered	
		Other specify		

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.

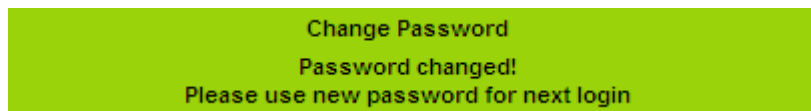
4.1.6 Change Password

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



Picture 1.24 Change Password page

Fill in the details and click the Submit button.



Picture 1.25 Result page for Change Password

User can use the new password for the next login.

4.1.7 Logout

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



Picture 1.26 Logout Menu Bar

5.0 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
Address: National Transplant Registry (NTR),
Level 5, Menara Wisma Sejarah
Jalan Tun Razak
Kuala Lumpur

OR

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

7.0 NATIONAL TRANSPLANT PROCUREMENT MANAGEMENT (NTPM) DATA ENTRY PROCESS

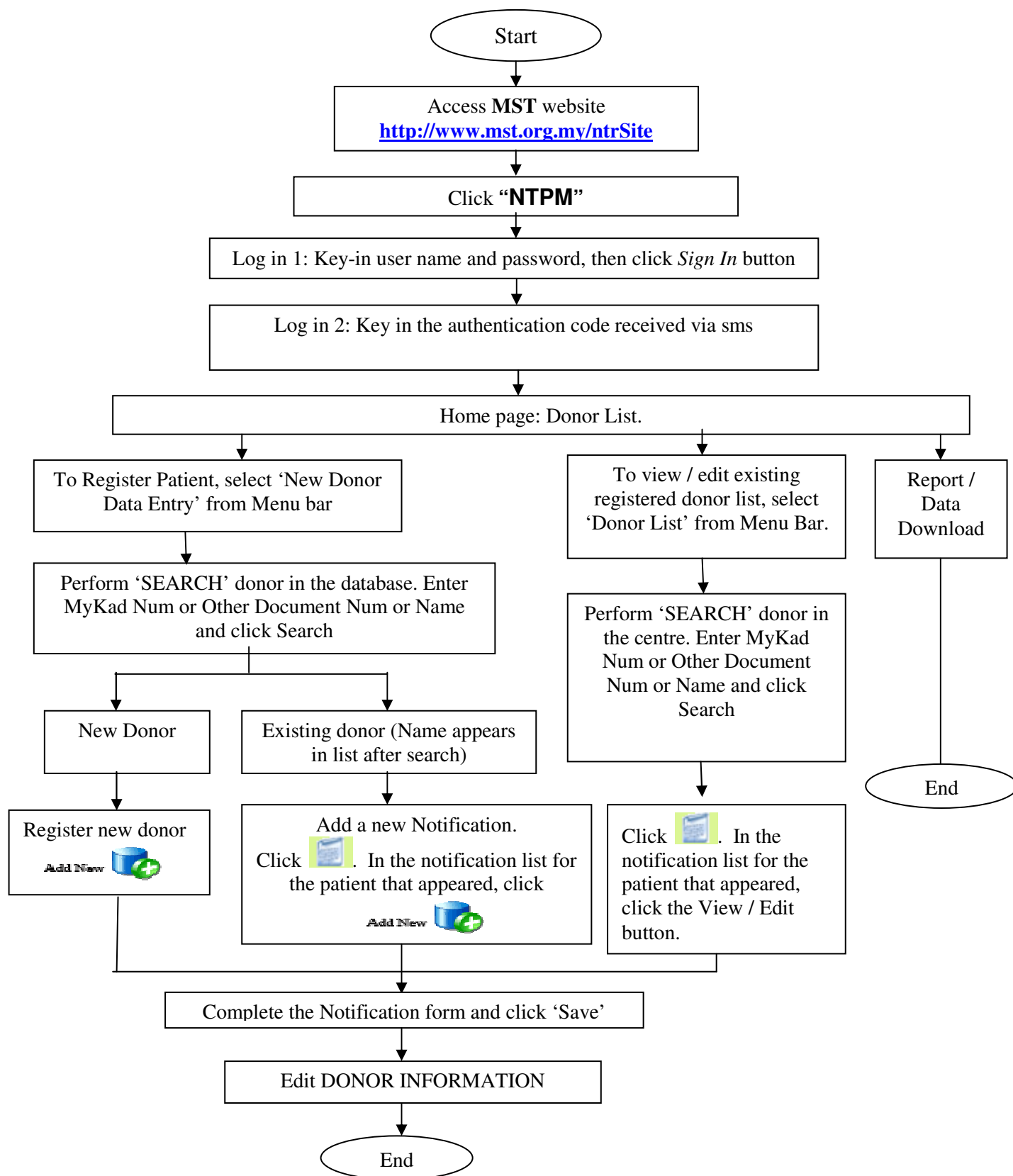


Diagram 1 NTPM User's Manual Flow for TOP Team user