

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

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1.1 Online data access and Remote data capture

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

1.2 Real time report

Reports are generated on a real time basis based on data entered via the online data access and Remote data capture module.

1.3 Data Standard

These documents contain definition of all variables collected in all the MIBDR registries

1.4 Maintenance

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

1.5 Access Control

Only authorized users can gain access to a system. Depending on the role of user, different users have different access rights to the application, i.e. some may view data only but not edit data, some may view and edit data, etc. If the application is left idle for more than 60 minutes, the application will be logged off automatically.

2.0 SECURITY

Each authorised user is required to read through, understand and sign The Security Policy for MIBDR Web Application before being authorised to access the application. This is to ensure that users play an active role in ensuring security of data at their level.

2.1 Policies and Practices as follows

As a good security practice, you are strongly advised to:

Keep your password confidential!

- Avoid sharing or divulging your Password to anyone. This includes any person who may appear to represent or work for the Registry. Our administrator do not request for your password at any time.
- Avoid using the same Web Application Password for any other web-based services such as for email or for Internet Service Provider login.
- Avoid choosing a Password that is easily anticipated by a third party, like your NRIC number, telephone number, date of birth, etc. You should select a unique Password to make it difficult for anyone to anticipate.
- Avoid writing down or "saving" your Password on your browser or any other software. Memorizes your Password.
- If you suspect your Password may have been compromised, change your Password *immediately*.

Tips: Your password is what tells the system that you are who you say you are. Because your password is like a key to your account, you need to safeguard it. Anyone who has your password can pose as you. Therefore, you may be held responsible for someone else's actions, if they are able to get your password. Do not record your passwords down, memorise them!

Ensure you are accessing the correct website!

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

Only access Web Application using a secure and trusted computer!

- Never access your Web Application on computers / devices which you have doubts with regard to security, such as those located in public places. If you have to use such computers (for example, when you are outside the office), change your password once you have access to a secure computer.
- Keep your operating system (eg. Microsoft Windows) and Internet-related software updated with the latest security patches.
- Protect your computer from viruses and malicious programs with anti-virus software and firewalls where possible. Always <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 MIBDR WEB APPLICATION

- 1. Register the centre as Source Data Provider with MIBDR Management, contact MIBDR Manager.
- 2. Fill in the authorization list form for the purpose of access control and sign the security policy form to receive a username and password.
- 3. Access to MIBDR Website at <u>http://www.acrm.org.my</u>, and select MIBDR on right of ACRM home page in Picture 1.0.
- 4. The MIBDR welcome page will be displayed as shown in Picture 1.1.
- 5. Key in the 'username' and 'password' in the appropriate column and then, click on the 'Sign in' button.



Main Menu About ACRM EXCO

Affiliated Databases / Registers

Constitution

News & Events

- Active Registry

Publications

- General

Meeting / Conferences

Welcome to Association of Clinical Registries, Malaysia

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

Picture 1.0 ACRM Home page

Registries MGIR MNNR NCVD NCVD NCTSD NED NRR-MDTR NRR-MRRB



Copyright ©2021 **eClinReg™** | Powered by Altus Solutions Sdn. Bhd. **Picture 1.1** *MIBDR Welcome page*

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

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



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Printer Friendly Page

Picture 1.2 Authorisation page

4.1 Home Page

After Login, Web Application will come to Home page.



Picture 1.3 Home Page

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

4.2 How to Search Patient

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

871202-12-0156

Search Patient MyKad

Search Patient MyKad

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

|--|--|

New Patient

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



Patient List
 Can search EXISTING patient only from your OWN CENTRE

OR

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

ULCERATIVE COLITIS & CROHN'S DISEASE 3 0 20 L Patient List Request Delete Pending FU Incomplete Form Report Data Download MALAYSIAN INFLAMMATORY BOWEL 9:19 SEASE REGISTRY (MIBDR) Welcome Dr. e Patient Pending Task Report Data Download Logout Navigation toolbar Patient List Reporting Centre То PatientID From Patient Name Identification Card number Other ID document No Document type 🔳 То Date of birth From Ethnic group × То Date of Notification (dd-mm-vvvv) From Current Outcome Registry × Show All

Picture 1.5 Patient Menu Toolbars

• How to search Patient as below:

58:01 MALAYSIAN INFLAMMATORY BOWEL DISEASE REGISTRY (MIBDR)	
Miscel	neous 🔻
Welcome Dr. SITE COORDINATOR UC (TEST) Site Coordinator	
871203-12-5678 Search Patient MyKad 🌩 New Patient	
1 Key-in MyKad number at UI CERATIVE COLITIS & CROHN'S DISEASE	
specified field and click on	
'Search Patient MyKad' button.	
Crohn's Disease	
Picture 1.6 Search Patient MyKad OR New Patient button	

9:4	1	MALAYSIAN DISEASE RE	N INFLAMMATORY BOWE GISTRY (MIBDR)	L								
Home	Patient P	ending Task Report	Data Download Change Pass	Welcon sword Support Logout	ne Dr. SITE CO	ORDINATOR UC	C (TEST)					
		Patient Verifi This Alway 1. Fill 2. If p 3. If p Only register	cation Before Registra . Key-in any of t NEW Patient if record NOT found or	he Patient Ider the patient Ider	ntifier in t	he Search	n filter					
		Patient Name MyKad/MyKid Other ID document no	Contain (*S*) v Contain (*S*) v o Contain (*S*) v	871203-12-5678	Sea	rch Reset	(Please key (Please ent (Please key	y in minimum (ter with dash e y in minimum (4 characters) g: 810101-01-0101) 4 characters)			
				1	Patient Not Fou	ınd, Kindly chec	k the criteria y + Register NE	o u have pr W Patient - U	ovided, or Click on the	e Add button below to + Register NEW Patier	register a new patie t - CROHN'S DISEAS	ent SE
Patie No.	ent List PatientID	Patient Name	Identification Card number	Date of birth	Gender	Ethnic group	UC No	otification	CD Notification	Current Outcome	Patient Info	
			Pictu	are 1.7 Key-in	Patient I	dentifier i	n the Sea	rch Fi	lter			



Picture 1.9 Do correction on the display error

9:19	MALAYSIAN INF DISEASE REGIST	FLAMMATORY BOWN	il.	<u> </u>					
Home Patient	Pending Task Report Data	Download Change Pas	Welcor sword Support Logout	ne Dr. SITE COOI	RDINATOR UC (TE	EST)			
	Patient Verificatio	on Before Registra	ation in MIBDR						
	 Always verify patient 1. Fill-in either 'Patie 2. If patient NOT sho 3. If patient shown in Only register NEW F 	's identity before registration. nt Name', 'MyKad / MyKid' or ' own in the list, button 'Register the list (Patient EXIST), you of Patient if record NOT found or	Other ID document no' on the teo ' will appear. Click this button to i can add new notification for the ei the patient identities are NOT the	8. If patie	nt not foun that	d, check back you have ent	the patient ered.	identifier	
	Patient Name MyKad/MyKid Other ID document no	Contain (*S*) v Whole word (S) v Contain (*S*) v	681118-12-5687			(Please key in minimum 4 (Please enter with dash eg (Please key in minimum 4	characters) : 810101-01-0101) characters)		
				Searc Patient Not Foun	h Reset d, Kindly check the	e criteria you have pro	vided, or Click on the	e Add button below to	register a new patier
Patient I					٠	Register NEW Patient - UI	CERATIVE COLITIS	+ Register NEW Patie	nt - CROHN'S DISEASE
	Jpon successful s under Pa	search, result tient Search I	will come out _ist	Gender	Ethnic group I found!	UC Notification	CD Notification	Current Outcome	Patient Info

Picture 1.10 Result of Patient Identifier search at Patient Search List

4.3 Register New Patient

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

Webcome Dr. SITE COORDINATOR UC (TEST) Nome Patient Pending Task Report Data Download Change Password Support Legout Patient Patient Verification Before Registration in . Hilling etter Patient Name, 'MyKad / MyKdd' or 'Other ID do . Patient Not shown in the Ist Betor registration . Support shown in the Ist Betor Register with a way. 9. If patient identifier you have search is correct and not found in the registry, you can register new patient by clicking the 'Register NEW Patient-ULCERATIVE COLITIS' OR 'Register' NEW Patient-CROHN'S DISEASE' button. Patient Name Contain (*5*) v [61118-12-5687 (Please key in minimum 4 chash eg: 810101-0101) (Please key in minimum 4 chash eg: 810101-0101) Other ID document no Contain (*5*) v [61118-12-5687 (Please key in minimum 4 chast eg: 810101-0101)
Wone Pattent Pending Task Report Data Download Change Password Support Logout
Patient Verification Before Registration it • This screen will search records of all registration within NCV Aways verify patient's identity before registration • Fillen ether Patient Name • Only register NEW Patient if record NOT found or the patient • Patient Name MyKadl/MyKid Mode word (S) v Other ID document no Patient Non Contain (*5*) v Other ID document no Patient Name MyKadl/MyKid Mode word (S) v Other ID document no Patient Non Sarch Sarch All And Bub And
Patient Verification Before Registration introduction of the production of the registration within NCR • This screen will search records of all registration within NCR • S. If patient hidentifier you have search is correct and not found in the registry, you can register new patient • Fill-in either 'Patient Name', 'MyKdd // MyKd' or 'Other ID do 2. If patient NOT shown in the list, button Register will appea 3. If patient shown in the list, Patient EXIST), you can add new to found in the registrer NEW Patient-ULCERATIVE COLITIS' OR 'Register' NEW Patient if record NOT found or the patient • Only register NEW Patient if record NOT found or the patient Patient Name Contain (*5*) v (Please Key in minimum 4 characters) MyKad/MyKid Whole word (S) v Other ID document no Contain (*5*) v (Please Key in minimum 4 characters) (P
 This screen will search records of all registration within NCV. Always verify patient's identity before registration. If in-aitent Patient Name', 'MyKad / MyKid of 'Other ID do If patient NGT shown in the list, button Register' will appear Only register NEW Patient firecord NOT found or the patient Only register NEW Patient if record NOT found or the patient Only register NEW Patient ("S^o") v MyKad/MyKid Whole word (s) v Other ID document no Contain ("S^o") v Search Reset
 Always verity patients identify before registration. Fill-in either Patient Name', 'MyKad/MyKad / MyKad / My
2. If patient NOT shown in the list, button Register will appea 3. If patient shown in the list, (Patient EXIST), you can add ne • Only register NEW Patient if record NOT found or the patient DY CICKING the Register NEW Patient-OLCERATIVE COLLITIS OR REGISTER NEW Patient-OLCERATIVE COLLITIS OR REGISTER NEW Patient CROHN'S DISEASE' button. Patient Name Contain (*5*) ▼ MyKad/MyKid Whole word (S) ▼ Other ID document no Contain (*5*) ▼ Search Reset
Only register NEW Patient if record NOT found or the patient NEW Patient-CROHN'S DISEASE' button. Patient Name Contain (*5*) MyKad/MyKid Whole word (5) 681118-12-5687 (Please key in minimum 4 characters) Search Reset
Patient Name Contain (*S*) v MyKad/MyKid Whole word (S) v MyKad/MyKid Whole word (S) v Other ID document no Contain (*S*) v Search Reset
raterit Name Contain (*s*) Image: Contain (*s*) Image: Contain (*s*) MyKad/MyKid Whole word (5) 681118-12-5687 (Please enter with dash eg: 80 101-01-0101) Other ID document no Contain (*s*) Image: Contain (*s*) Image: Contain (*s*) Search Reset
Other ID document no Contain (*S*) Search Reset
Search Reset
Patient Not Found, Kindly check the criteria you have provided, or Click on the Add buyon below to register a new patien
Register NEW Patient - III CERATIVE COLUTIS
Patient List
No. PatientID Patient Name Identification Card number Date of birth Gender Ethnic group UC Notification CD Notification Current Outcome Patient Info

Picture 1.12 Register New Patient



4.4 View or Update Existing Patient

59:50	MALAYSIAN II DISEASE REGIS	NFLAMMATORY BOWEL STRY (MIBDR)							
Home Datient	Pending Task Deport Da		Welcome Dr.	SITE COOR	DINATOR UC (TES	Γ)			
Home Fattent	Tending Task Report Da	a Download Change rassword Suppor	Logoui						
	Patient Verifica	tion Refore Registration in MIR	INP.						
	This series will								
	Always verify pati	ent's identity before registration.	1 1	lassa dhana a Bala b					
	2. If patient NOT	shown in the list, button 'Register' will appear. Click	this button to register N	IEW Patient.	ullon Search.				
	Only register NE\	N Patient if record NOT found or the patient identitie	es are NOT the same.	iuerii.					
	Patient Name		ful annuch			key in minimum 4 char	acters)		
	MyKad/MyKid Other ID document no	11. Upon success	rui search,	result	will come ou	key in minimum 4 char	101-01-0101) acters)		
		under	Patient Se	arch Li	st	, i	,		
Patient List									
No. PatientID	Patient Name	Identification Card number	Date of birth	Gender	Ethnic group	UC Notification	CD Notification	Current Outcome	Patient Info
1 4	TEST PT AHMAD	MyKad : 681018-12-5687	18-10-1968	Male	Malay	<u>■ 1</u>	V	0 Alive [02-03-2021]	
Colum	Patient E	orm Action					-		
Colum	i i allent i								
11 a. C	lick button	🕒 to View pat	ient de	mog	raphic				
11 h C	lick button	to Undato r	antiont	dom	ographi	~			
110.0			Jaliell	uem	ographin				

Picture 1.13 How to VIEW or UPDATE patient form

• Patient View Page

59:18	• 🦚 B	ALAYSIAN INFLAMMATORY BOWEL SEASE REGISTRY (MIBDR)
Home	Patient Pending Task	Welcome Dr. SITE COORDINATOR UC (TEST) Report Data Download Change Password Support Logout
		Patient Demographic
Ins	structions:	i) Where check boxes i are provided, check 🕼 one or more boxes. Where radio buttons 🔿 are provided, check 💿 one box only. ii) Red asterisk (*) indicates the field is mandatory and must be filled. iii) Icon 😵 provides definition of the field. Scroll your cursor over the icon and it will show the definition.
Im	portant:	 i) Please save your data by clicking the red button 'Save As Draft' below the form. ii) Click the red button 'Submit' to complete the form. iii) Yellow sticky notes will appear on top of the application to indicates record successfully added/updated. iv) Error will appear on top of the form if record NOT successfully added/updated. Click the error link to directly go to the field.
Patien	nt - View	
1	Patient Name	TEST PT AHMAD
2	Identification Card number	681018-12-5687
3	Other ID document No	

3	Other ID document No	
4	Document type	Document type Others, specify
5	Date of birth	18-10-1968
6	Gender	Male
-		Malay
<i>(</i>	Ethnic group	Ethnic group Others, specify
Audit		
1	PatientID	4
2	Date time Registered	13-07-2021 17:09:40
3	Registered By	JULIA ALI (SYSTEM ADMINISTRATOR)
4	Registered By Audit ID	49
5	Date time Last Updated	24-08-2021 17:43:28
6	Last Updated By	JULIA ALI (SYSTEM ADMINISTRATOR)
7	Last Updated By Audit ID	175
8	Updated Reason	PatientUC_Notification;Update

Picture 1.14 Patient View page

• Patient's Update form page.

5 9 : 4 2 MALAYSIAN INFLAMMATORY BOWEL DISEASE REGISTRY (MIBDR)

Home Patient Pending Task Report Data Download Change Password Support Logout

Patient Demographic

Ins	tructions: i) Where	check boxes 🔲 are provided, check 🗹 one or more b	oxes. Where radio butto	ns 🔘 are provided, check 🧕	one box only.	
	ii) Red a	sterisk (*) indicates the field is mandatory and must be	filled.			
	iii) Icon	${}^{\mathscr{D}}$ provides definition of the field. Scroll your cursor ov	er the icon and it will sho	w the definition.		
Im	portant: i) Please	save your data by clicking the red button 'Save As Dra	aft' below the form.			
	ii) Click t	he red button 'Submit' to complete the form.				
	iii) Yellov	v sticky notes will appear on top of the application to in	dicates record successfu	lly added/updated.		
	iv) Error	will appear on top of the form if record NOT successful	lly added/updated. Click	the error link to directly go to	the field.	
Patien	it - Update					
Patien	t Demographic					
1 *	Patient Name	TEST PT AHMAD				
2	Identification Card number	681018-12-5687				
3	Other ID document No					
		O DId IC	 Registration number 	C	Passport	 Birth Certificate
4*	Document type	O Mother's I/C	Father's I/C	0	Armed Force ID	Work Permit #
		Date of Birth	Others		Data not entered	0
) oners	١	Data not chiercu	
5	Date of birth	18-10-1968				
6 *	Gender	Male	 Female 	C	Not Available	 Data not entered
		Malay	 Chinese 	C	Indian	O Melanau
) Iban (Bidayuh 	C	Dusun	 Orang Asli
7 "	Ethnic group	🔿 Kadazan	Murut	0	Bajau	O Others
		Not available	 Data not entered 			
Audia		-				
Audit	PatientID	4				
2	Date time Registered	13-07-2021 17:09:40				
3	Registered By	JULIA ALL(SYSTEM ADMINISTRATOR)				
4	Registered By Audit ID	49				
5	Date time Last Updated	24-08-2021 17:43:28				
6	Last Updated By	JULIA ALI (SYSTEM ADMINISTRATOR)				
7	Last Updated By Audit ID	175				
8	Updated Reason	PatientUC_Notification;Update				
				Save		

Picture 1.15 Patient Update page

4.5 View Notification for Existing Patient

46:1	6	MALAYSIAN DISEASE REG	INFLAMMATORY BOWEL ISTRY (MIBDR)							
Home	Patient	Pending Task Report Di	ata Download Change Password S	Welcome D	or. SITE COO	RDINATOR UC (TI	EST)			
		Patient Verifica	ation Before Registration in	MIBDR						
		This screen will Always verify pa . Fill-in either 'F 2. If patient NOT 3. If patient show Only register NE	search records of all registration within NCVE tient's idently before registration. "atent Name," Wirkod / MyKod ' or 'Other ID do shown in the list, button 'Register' will appear on in the list (Patient EXIST), you can add new W Patient if record NOT found or the patient). cument no' on the text field 1 r. Click this button to register notification for the existing identities are NOT the same	below, then click t r NEW Patient. patient. e.	button 'Search'.				
		Patient Name	Contain (*S*) v				(Please key in minimum 4 cha	racters)		
		MyKad/MyKid	Whole word (S) V 681018	-12-5687			(Please enter with dash eg: 81	0101-01-0101)		
		Other ID document no	Contain (*S*) V				(Please key in minimum 4 cha	racters)		
					Searc	h Reset				
Patie	ent List									
No.	PatientID	Patient Name	Identification Card number	Date of birth	Gender	Ethnic group	UC Notification	CD Notification	Current Outcome	Patient Info
1	4	TEST PT AHMAD	MyKad : 681018-12-5687	18-10-1968	Male	Malay	<u>í</u>	, i i i i i i i i i i i i i i i i i i i	0 Alive [02-03-2021]	Q 0
12. No ⁻ - Tl - B fori	Cli tific he r utto m.	ck buttor ation List number a n 🔯 ind	at UC N t dicates there	lotificati indicate e no for	ion o es the m fil	e total led-in	Notification number and click	on to V of form on it t	′iew Pat n filled-ir o add no	ient n. ew

Picture 1.16 View notifications for existing patient

4.6 Add Notification for Existing patient



Picture 1.17 Add NEW Notification for existing patient

4.6.1 Patient Notification List

Pati	ent Informatio	on										
Offic	e Use	1	PatientID: 4									
Patie	nt Name		TEST PT AHMAD		Identification Car	d Number			MyKad	: 681018-12-5687		
										+ Add New U	LCERATIVE COLI	TIS Notification
ULC	ERATIVE CO	LITIS Notification Li	ist									
ULC No.	ERATIVE CO	LITIS Notification Li Reporting centre	Date Notification	Year Diagnosis	Data Complete	Action	Follo	w up				
ULC No.	ERATIVE CO	LITIS Notification Li Reporting centre	Date Notification	Year Diagnosis	Data Complete	Action	Folic	ow up				
ULC No.	ERATIVE COI	LITIS Notification Li Reporting centre	Date Notification	Year Diagnosis	Data Complete	Action	Folic + No.	w up Reporting centre	Date of Follow up	Outcome	Data Complete	Action
ULC No.	ERATIVE COI	LITIS Notification Li Reporting centre Trial Centre 2	IST Date Notification	Year Diagnosis	Data Complete	Action	Folic Folic No. 1	w up Reporting centre Trial Centre 2	Date of Follow up 17-07-2021	Outcome Alive - Ongoing follow-up	Data Complete	Action

Picture 1.18 Patient Notification List page

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

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

Data Submission Status:

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

4.7 Patient Notification Form

	Welcome Dr. SITE COORDINATOR UC (TEST) g Task Report Data Download Change Password Support Logout ULCERATIVE COLITIS NOTIFICATION FORM i) Where check boxes are provided, check [] one or more boxes. Where radio buttons are provided, check @ one box only. ii) ii Red asterisk (^) indicates the field is mandatory and must be filled. ii) Underline label indicates the field is sue for Simple Clinical Colitis Activity Index (SCCAI) auto-calculation. iv) Underline label indicates the field is use for Simple Clinical Colitis Activity Index (SCCAI) auto-calculation. i) Please save your data by clicking the red button 'Save As Draft' below the form. ii) Click the red button 'Submit' to complete the form. ii) Viellow sticky notes will appear on top of the application to indicates record successfully added/updated. iv) Forro will appear on top of the form frecod NOT successfully added/updated. iv) Error will appear on top of the form frecod NOT successfully added/updated. iv) Error will appear on top of the form frecod NOT successfully added/updated. iv) Error will appear on top of the form frecod NOT successfully added/updated. iv) Error will appear on top of the form frecod NOT successfully added/updated. iv) Error will appear on top of the form frecod NOT successfully added/updated. iv) Error will appear on top of the form frecod NOT successfully added/updated. iv) Error will appear on top of the form frecod NOT successfully added/updated. iv) Error will appear on top of the form frecod NOT successfully
International inter	I) Where check boxes ☐ are provided, check ☑ one or more boxes. Where radio buttons ○ are provided, check ③ one box only. ii) Red asterisk () indicates the field is mandatory and must be filled. iii) Icon ③ provides definition of the field. Scroll your cursor over the icon and i will show the definition. iv) Underline label indicates the field is use for Simple Clinical Collits Activity Index (SCCAI) auto-calculation. ii) Please save your data by clicking the red button 'Save As Draft' below the form. ii) Click the red button 'Submit' to complete the form. iii) Yellow sticky notes will appear on top of the application to indicates record successfully added/updated. iv) Error will appear on top of the form frecord NOT successfully added/updated.
Biblictors: Provide date bisis Provide data Provide data 	 Where check boxes ☐ are provided, check ☑ one or more boxes. Where radio buttons ○ are provided, check ④ one box only. Red asterisk (^) indicates the field is mandatory and must be filled. Iton ☑ provides definition of the field. Scroll your cursor over the icon and it will show the definition. Underline <u>label</u> indicates the field is use for Simple Clinical Colitis Activity Index (SCCAI) auto-calculation. Prevase save your data by clicking the red button 'Save As Draft' below the form. Click the red button 'Submit' to complete the form. Click the red button is poplication to indicates record successfully added/updated. Forr will appear on top of the application to indicates record successfully added/updated. Forr will appear on top of the form if record NOT successfully added/updated.
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Picture 1.19 Patient Notification form

			K	
7* Ethnic group	O Malay) Chinese) Indian) Melanau
) Iban) Bidayuh	O Dusun	Orang Asli
	🔿 Kadazan) Murut	🔿 Bajau	O Others
	 Not available 	Data not entered		

4.7.1 Buttons in Form

Picture 1.20 Radio Button/ Drop Down Box

Radio Button / Drop Down Box

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

6*	First degree family members with diagnosis of IBD	O No)	Yes Data not entered						
		Family	Member	Ulcerative Colitis	Crohn's Disease					
			Father							
		✓	Mother							
			Brother	0						
			Sister							
			Others family members 1, Specify							
			Others family members 2, Specify							
	Picture 1.21 Checkbox									

Checkbox

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

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



Picture 1.22 Date Picker

Date Picker

To prevent user from entering invalid dates, you are to pick a date from the date picker (located next to every date field). If you click on the calendar icon, a calendar will pop up for you to select the respective date. Alternatively, you can also enter the data manually in the text box provided.



Picture 1.23 Tooltips

Patient Details Diagnosis Disease Character Therapy Latest Vaccination ALL										
MIBDR ULCERATIVE COLITIS Notification - New										
SECTION 5: LATEST VACCINATION (1)										
1 Latest Vaccination	Vaccines				Date vaccinated					
	Influenza	O Yes	O No	 Information not available 	(01/mm/saac)					
	Innuenza	Data not entered			(07/11/10/99/99)					
	HDV	O Yes	O No	 Information not available 	(01/mm/saas)					
		Data not entered			(01/11/11/99999)					
	Hamatitia D	O Yes	O No	 Information not available 	(01/mm/see)					
	nepaulus D	Data not entered			(01/11/11/99999)					
	Provincesses	O Yes	O No	 Information not available 	(01/mm/saar)					
	Fileumococca	Data not entered	not entered		(Utriningyyy)					
		O Yes	O No	 Information not available 	(D4 James Lange)					
	varicella	Data not entered			(orminnyyyy)					
	Covid	O Yes	O No	Information not available	(01/mm/saar)					
	Cond				(Utriningyyy)					
Patient Details Diagnosis Dise	Patient Details Diagnosis Disease Character Therapy Latest Vaccination All									
		2 -> S	ave As Draft Submit	3						

Picture 1.24 Save button and Section button

1. Form Section Navigation

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

2. Save As Draft

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

3. Submit

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

1	There are some errors. Please correct them and save the record again. SECTION 1: PATIENT DETAILS : Patient Name cannot be blank! SECTION 1: PATIENT DETAILS :: Ethnic group cannot be Data not entered! SECTION 1: PATIENT DETAILS :: Evel of education cannot be Data not entered! SECTION 1: PATIENT DETAILS :: Household income cannot be Data not entered! SECTION 1: PATIENT DETAILS :: Household income cannot be Data not entered! SECTION 1: PATIENT DETAILS :: Household income cannot be Data not entered! SECTION 1: PATIENT DETAILS :: Household income cannot be Data not entered! SECTION 1: PATIENT DETAILS :: Household income cannot be Data not entered! SECTION 2: DIAGNOSIS : Year Diagnosis cannot be blank! SECTION 2: DIAGNOSIS : Frest initial clinical presentation suggestive of Ulcerative Colitis must check at least one! SECTION 4: THERAPY :: Medical (Long term/Maintenance Only) must check at least one!									
Ger	General Information									
1*	Reporting centre	Trial Centre 1	v							
2*	Date Notification	20-09-2021								
Pa MIE	tient Details Diagnosis Disea	se Character Therapy Late	st Vaccination ALL							
SE	CTION 1: PATIENT DETAILS									
1*	Name		Mandatory! 🗲 2							
2*	Identification Card number	MyKad / MyKid	681118-12-5687							
		Other ID document No								
			Old IC	Registration number	O Passport					
		Desument time	O Birth Certificate	O Mother's I/C	○ Father's I/C					
	Document type		Armed Force ID	O Work Permit #	O Date of Birth					
			O Others	Data not entered						

Picture 1.25 Validation error message

1. Validation Error Message

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

General Information									
1* Perorting centre	Trial Centre 1								
2* 2 Notification	20-09-2021								
2 * Age at Diagnosis (Auto Calculated)	Mandatory!								

Picture 1.26 Mandatory and Auto-calculated field

2. Mandatory field

Labeled with * asterisk. Field cannot be left blank

3. Auto-calculate field

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



Picture 1.27 Duplicate MyKAD checking

4. Duplicate MyKad Checking when register NEW Patient ➢ Pop-up alert will appear in Patient Notification Form if the patient already exist.

SECT	ION 1: PATIENT DETAILS				
1*	Name				
2*	Identification Card number	MyKad / MyKid	811117-11-1112		
		Other ID document No			
			O Old IC	 Registration number 	Passport
		Document type	O Birth Certificate	O Mother's I/C	○ Father's I/C
		Document type	Armed Force ID	O Work Permit #	O Date of Birth
			O Others	Data not entered	
3	Address				
		Postcode	Town City		State Data not entered V
4 *	Date of birth	17-11-1981			
5*	Age at notification	Year	39	Month	10
6 *	Gender	O Male	Female	O Not Available	O Data not entered

Picture 1.28 Auto-insert records

5. Auto-insert record when register NEW Patient

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

IVIa	naysi		matory boy	vei Disease	e Registry	(MIBL	у К)	web App	ncation - vo	ersion 1	U		
									1		+ Add New	ULCERATIVE COL	ITIS Notification
ULCI	ERATIVE	COLITIS Notificatio	n List										
No.	Notif	UCID	Reporting centre	D	ate Notification		Ye	ar Diagnosis	Data Com	plete	Acti	on Follow	μp
_											+ Add I	New CROHN'S DISE	ASE Notification
CRO	HN'S DIS	EASE Notification I	_ist										
No.	Notif ID	Reporting centre	Date Notification	Year Diagnosis	Data Complete	Action	Follo	v up					
	_							Descritions and the	Defe of Fellowing	0		Deta Comulata	A
1	3	Irial Centre 1	12-07-2021	2011		~ ⁄ @	1	Trial Centre 1	14.07.2021		na follow up		Action
							1	mai Gentre 1	14-07-2021	Alive - Origon	ng tollow-up		
SEC' 1* 2*	DR ULCE TION 1: P Name Identific	RATIVE COLITIS No ATIENT DETAILS ation Card number	tification - New TEST PT HANANI MyKad / MyKid Other ID document Document type Document type Oth	No 851212 Mother	-01-5692 s I/C)							
3	Address	;	Postrode		Town City				State	Data n	nt entered	Y	//
4*	Date of i	hirth	12-12-1985		lown only				Jule	Data In	or chiered		
- 5 *	Age at n	otification	Year	35				Mont	h	9			
6 *	Gender		Female					Mon		Ľ			
7*	Ethnic g	roup	Malay										
1			Others, specify										
8	Contact	No	Home			Mobile				Office			

Picture 1.29 Auto-insert Demographic records

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

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

: 2								-	-	+ Add Ne	w ULCERATIVE COLI	TIS Notification					
ULCE	RATIVE C	OLITIS Notification	List														
No.	NotifUCID	Reporting centre	Date Notification	Year Diagnosis	Data Complete	Action	Follo	w up									
				-			•					1					
							No.	Reporting centre	Date of Follow up	Outcome	Data Complete	Action					
1 3	2	Trial Centre 1	22-07-2021			۵ 🖉	1	Trial Centre 2	14-09-2021	Alive - Ongoing follow-up	~	۵ 🖉 ۹					
						•	2	Trial Centre 1	22-07-2021	Alive - Transferred to another centre (Trial Centre 2)	Z	۵ ۷					
		_		_						+ Add	New CROHN'S DISEA	SE Notification					
CRO		ASE Notification Li	. *														
GRUI	IN S DISE		51														
No.	Notif ID	Reporting centre	Date Notification	Year Diagnosis	Data Complete	Action		Follow up									
								+		•		V					
1	5	Trial Centre 1	21-07-2021	2000							Q / Ø		No. Reporting centr	Date of Follov	/ up Outcome	Data Complete	Action
									20-09-2021	Data not entered							
								2 Irial Centre 1	21-07-2021	Alive - Ongoing follow-up	M	× // Ш					
Patie	nt Informa	tion															
Office	Use		PatientID: 6 / NotifID: 2														
Patier	t Name		TEST EDDY SMITH		Identifica	tion Card Num	ber	MyKad : 8011	11-11-1111	Age at notification	40 year 8 month						
Repor	ting Centre		Trial Centre 1														
Date c	f Notificatio	'n	22-07-2021														
NOT.										4							
Gene	ral Inform	ation			$\mathbf{\Psi}$					$\mathbf{\nabla}$							
Gene	ral Inform Reporting	ation centre	Trial Centre 2		Ŷ					- Y							
Gene	ral Inform Reporting Date of Fo	ation J centre Dllow up	Trial Centre 2 14-09-2021							Ţ							

Picture 1.30 Request to delete function

7. Request to Delete Form

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

4.8 Follow up & Outcome form

Gener	ral Information									
1*	Reporting centre	Trial Centre	2	v	·					
2 *	Date of Follow up	13-09-2021								
Disea	Disease Characteristics Therapy Latest Vaccination Outcome Audit ALL									
MIBD										
SECT	ION 4: OUTCOME									
1*	Date of Outcome	13-09-2021								
2*	Outcome	 Alive 			O Dead					
		If Allow								
			6 H		07.000		0.1.11.1			
		 Ongoir 	ng follow-up		 Iransferred to anothe 	centre	 Lost to foll 	ow-up	 Data not entered 	
		lf death								
		i Date	of death							
		ii Caus	se of death							
3	Complication	i. Malignanc	зy	⊖ Yes	s		No		 Data not entered 	
					CRC, date diagnosed:					
				S	Skin cancer, date diagnosed:					
				S	Solid Organ, date diagnosed:					
					Others Malignancy 1, specify date	liagnosed:				
		ii. Tuberculo	ii. Tuberculosis		s 🔿 No		 Data not entered 	06-09-2021		
		iii. Others C	omplication 1 Specify							
Disea	se Characteristics Therapy	Latest Va	ccination Outcome	Aud	lit ALL					
					Sut	mit changes				

Picture 1.31 Follow up & Outcome form

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

4.9 Pending Task Summary



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

57:	10	CON MA	LAYSIAN INFLAMMATORY EASE REGISTRY (MIBDR)	BOWEL						
Home	Welcome JULIA ALI (SYSTEM ADMINISTRATOR)									
(Pe	3 ending Task Lis	Form Reporting Pending T	Centre Name ïask	Save As D	vaft v 1 Search S	Request Delete Save As Draft Follow up Not Reported				
No	. Form	ID	Patient Name	Identification Card Number	Reporting Centre Name	Date	Audit Info	Data Submission	Action	
1	CD Notification	Patient ID : 5 Notif ID : 4	TEST PT ABU BAKAR	Passport : 78947894	Trial Centre 1	Date of Notification : 02-06-2021	Registered By : NURSE CD (TEST) Date time Registered : 18-07-2021 220:33 Last Updated By : JULIA ALI (SYSTEM ADMINISTRATOR) Date time Last Updated : 24-08-2021 17:41.09		٩0	
2	CD Notification	Patient ID : 9 Notif ID : 6	TEST ABC	MyKad : 861111-11-1111	Trial Centre 1	Date of Notification : 27-07-2021	Registered By : MANAGER CD (TEST) Date time Registered : 27-07-2021 15:23:48 Last Updated By : STE COORDINATOR CD (TEST) Date time Last Updated : 09-08-2021 18:46:55		٩/	

Picture 1.33 Pending task List page

4.10 Data Download

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

Click on the 'Data Download' menu button.

58:36	MALAYSIAN INFLAMMATORY BOWEL DISEASE REGISTRY (MIBDR)	
		Miscellaneous 👻
	Welcome Dr. SITE COORDINATOR UC (TEST) Site Coordinator	
	Key-in Patient MyKad Search Patient MyKad + New Patient	
	ULCERATIVE COLITIS & CROHN'S DISEASE	
	Patient List Brownlete Form Request Delete Pending FU Report Data Download	
	Pioture 1 34 Data Download many button	

Picture 1.34 Data Download menu button

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

59:8	5 2	(iii) B	MALAYSIA DISEASE R	N INFLAMMATORY BOWEL GISTRY (MIBDR)							
				Welcome Dr. SITE COORDINATOR UC (TEST)							
Home	Patient	Pending Task	Report	Data Download Change Password Support Logout							
	1										
	Data Download										
			MIBDR Ulcerative Colitis								
			1 <u>F</u>	1 Patient Notification Form Data Download							
	2 Patient Follow Up Data Download 2										
		MIBDR Crohn's Disease									
			3 <u>F</u>	atient Notification Form Data Download							
			4 <u>F</u>	atient Follow Up Data Download							

Picture 1.35 Data download page

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

A. Download data from MIBDR Ulcerative Colitis Notification Form

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

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

Patient 1. Select t 2. Choose 3. ☑ Chec 4. Click the 	Pending Task Report Da t the desirable filter below if needed. E se the Download Format either Excel eck the checkboxes in the from for the the red button 'Download' to start down	ta Download C g: To download all cr (dsx), Excel (xk), Field that you want nloading the data. Reporting Cr Date of Notific:	hange Password ompleted record, se omma separated val to download.	Welcon Support Logout ULCERATIVE C Uect filter Data Complete lues (CSV) or Tab delimite	ne Dr. SITE COOR COLITIS Notific → Yes d (TXT).	EDINATOR UC (TR	est) Sta Downloa	d			
1. Select 1 2. Choose 3. ☑ Che 4. Click th	t the desirable filter below if needed. E se the Download Format either Excel eck the checkboxes in the from for the the red button 'Download' to start down	g: To download all cr (xlsx), Excel (xls), Cr e field that you want t nloading the data. Reporting Ce Date of Notific:	ompleted record, sel omma separated val io download.	ULCERATIVE C lect filter Data Complete – lues (CSV) or Tab delimite	COLITIS Notific → Yes d (TXT).	cation Form Da	ta Downloa	d			
 1. Select t 2. Choose 3. ☑ Chei 4. Click th 	t the desirable filter below if needed. E se the Download Format either Excel eck the checkboxes in the from for the he red button 'Download' to start down	g: To download all c((xlsx), Excel (xls), Cr e field that you want t nloading the data. Reporting Ce Date of Notific:	ompleted record, sel omma separated val to download.	lect filter Data Complete – lues (CSV) or Tab delimite	→ Yes d (TXT).	cation Form Da	ta Downloa	d			
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		Date of Notifica	Reporting Centre 2 V								
			ation From	To	· .	Search Section					
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					Downl	oad	4. Click	on 'Download' butt	ton		
			Note: For	file size more than 1 MB,	the system will automat	tically compress the file	and download in W	linzip format.			
				Kindly unzip t	he file to get the datase Click <u>here</u> to download	t in the file format MS E> the Winzip program.	cel (.xls).				
a			3. Selec	ct data of fields y	ou want to dov	wnload data				Check (🗹) to select all	
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2 Da	ate Natification										
- Du	Detaile Diseaseis Disea	Character	Therese Late		E. ALL						
Patient	Details Diagnosis Disea	se Character	Therapy Late	est vaccination Au							
Check (2)) to select all in Section 2 🔽										
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		Other ID docume	nt No								
		Document type	there energify								
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		Others, specify									
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40 11-	lousehold income										
10 HO	ocupation					Occupation sector					

Picture 1.36 MIBDR Notification Data download page

I. Open or Save to Disc Dialog

Opening PatientUC_Notification_20210921_001018.xlsx X									
You have chosen to open:									
PatientUC_Notification_20210921_001018.xlsx									
which is: Mic	which is: Microsoft Excel Worksheet (8.0 KB)								
from: https:/	from: https://www.macr.org.my								
What should Fire	fox do with this file?								
What should Fire	fox do with this file? Excel (desktop) (default)	~							
What should Fire	f ox do with this file? Excel (desktop) (default)	~							
What should Fire Open with Save File	f ox do with this file? Excel (desktop) (default)	~							
What should Fire Open with Save File	f ox do with this file? Excel (desktop) (default)	~							
What should Fire	fox do with this file? Excel (desktop) (default) OK	Cancel							

Picture 1.37 Download Dialog box

II. Data Download Result

Image: Image:										tientUC_Notification_20210921_001018.xlsx [Read-Only] - Excel									?	▲ -	₽ × Sign ir		
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4.11 Report

59:55	MALAYSIAN INFLAMMATORY BOWEL DISEASE REGISTRY (MIBDR)	
		Miscellaneous 👻
	Welcome Dr. SITE COORDINATOR UC (TEST)	
	Site Coordinator Key-in Patient MyKad Search Patient MyKad New Patient	
	ULCERATIVE COLITIS & CROHN'S DISEASE	
59:55	MALAYSIAN INFLAMMATORY BOWEL DISEASE REGISTRY (MIBDR)	
Home Patien	Welcome Dr. SITE COORDINATOR UC (TEST)	
	Ulcerative Colitis Report	
	Data Submission Trekking 1 Patient List Report	
	2 Centre Statistics Report 2 Total Patient Admitted by Month (base on UC Notification Form)	
	Crohn's Disease Report	
	Data Submission Trekking 3 Patient List Report	
	Centre Statistics Report	
	Total Patient Administration Report	
	Centre Management Report (accessible to Site Coordinator and Manager) 5 Total Number of Users by Reporting Centre	
	* You will need an Adobe Reader to access the PDF files. If you haven't got one, click here: 📐 Kore HADRE	
	Feedback / Enquiry / Problem encountered on report, please email <u>here</u> .	
59:37		
	Welcome Dr. SITE COORDINATOR UC (TEST)	
Home Patien	nt Pending Task Report Data Download Change Password Support Logout	
	Total Patient Admitted by Month	
	Reporting Centre Trial Centre 2 ~ Date of Notification Year 2021 ~ Year Diagnosis ~	
	Download Report Format	
	* You will need an Adobe Reader to access the PDF files. If you haven't got one, click here:	
	Back to Report Index	



4.12 Change Password

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

OR



59:40	MALAYSIAN INFLAMMATORY BOWEL DISEASE REGISTRY (MIBDR)									
	Welcome Dr. SITE COORDINATOR UC (TEST)									
Home	Kome Patient Pending task Report Data Download Change Password Support Logout									
	CHANGE PASSWORD									
Ins	Instructions: • To change your password, key-in your existing password, then enter a new password and retype your new password in the text boxes.									
	 Red asterisk (*) indicates the field is mandatory and must be filled. 									
	'New Password' and 'Retype New Password' must match.									
		 'New 	Password' and 'Old Pass	word' cannot be same.						
		 'New 	Password' must be at lea	st 6 characters including at least one number.						
Login	Login Information									
1	User Name testsc2									
2 *	* Old Password									
3 *	New Password			Ø						
4 *	Retype New Password			¢						
	Submit									



4.13 Logout

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

4.14 Help Desk Support

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

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

1) The Registry Manager:

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

OR

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

Malaysian Inflammatory Bowel Disease Registry (MIBDR) Web Application - Version 1.0 5.0 MIBDR DATA ENTRY PROCESS



Diagram 1.2 MIBDR Data Entry Flow