
User's Manual for Electronic National Renal Registry Web Application (eNRR)

Section 1: Introduction and How to Login

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1.0 ELECTRONIC NRR WEB APPLICATION (eNRR) INTRODUCTION

1.1 Online data access and Remote data capture

Each SDP is given right to access their own data and enter data remotely at their site via the eNRR Web Application (eNRR). Depending on its right, each SDP may access one or more of the following modalities in eNRR:

1. Hemodialysis (HD)
2. Peritoneal Dialysis (PD)
3. Transplant (Tx)
4. Renal Biopsy (GN) – coming soon

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

This documents the definition of all variables in the all the NRR Forms

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.

Timer – On top of each application, timer has been set from 60 and will decrease each time the application left idle. If the application has been left idle 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 eNRR 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 a good security practice, you are strongly advised to:

Keep your password confidential!

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

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

Ensure you are accessing the correct website!

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

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.

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2.2 Access group and Access Right for NRR users

Access Right	NRR Forms		Data Query		eMOSS		Data download	Reports	Centre Profile		Centre Staff management		Centre Report Card	CUSUM
	View	Update	View	Update	View	Update			View	Update	View	Update		
Individual Centre														
~ Doctor	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	own
~ Site Coordinator (Paramedic / doctor)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N
~ Paramedic	Y	Y	Y	Y	Y	Y	N	Y	N	N	N	N	N	N
HQ (Parent Centre)														
~ HQ Coordinator - All centres under the group	Y	N	Y	N	Y	N	Y	Y	Y	N	Y	N	Y	N
~ Sub HQ Coordinator - Selected centres under the group	Y	N	Y	N	Y	N	Y	Y	Y	N	Y	N	Y	N
State MOH														
~ Head of State MOH - All MOH centres in the state	Y	N	Y	N	Y	N	Y	Y	Y	N	Y	N	Y	N
~ Sub State Head - Selected MOH Centres in the state	Y	N	Y	N	Y	N	Y	Y	Y	N	Y	N	Y	N
National MOH														
~ Head of MOH - All MOH Centres	Y	N	Y	N	Y	N	Y	Y	Y	N	Y	N	Y	N
Registry Manager														
~ NRR Registry Manager and staff	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N
- User / User right management - site coordinator / HQ staff / PIC														
- SDP Management														
- Data Tracking														
- Data Query & Resolution														

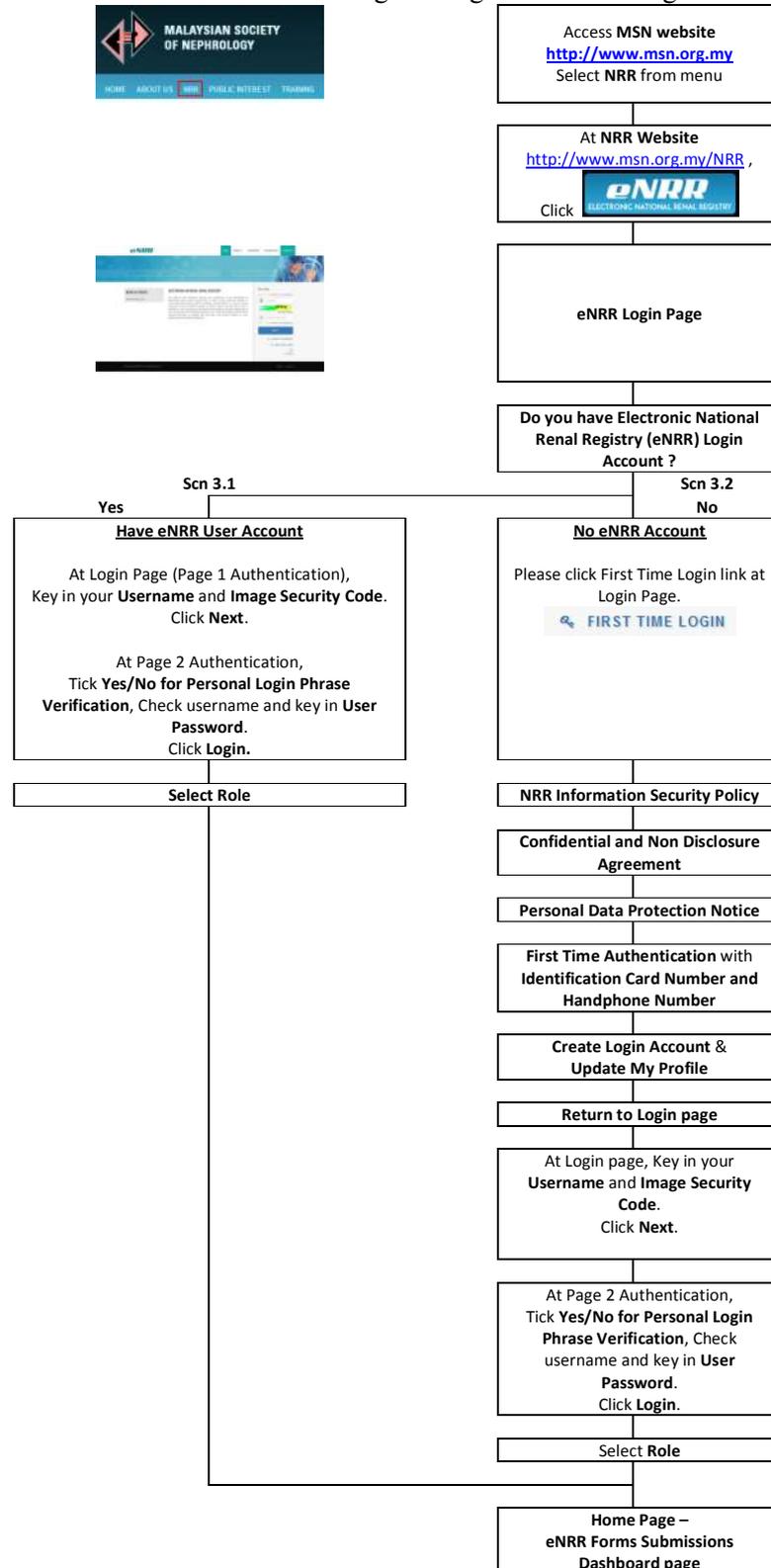
Table 1.1 Access Right for NRR

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3.0 HOW TO ACCESS ELECTRONIC NRR WEB APPLICATION (eNRR)

A) Login

*Note: Effective 2019, accounts of all previous eMOSS login who have not gone through First Time Login in eNRR has been auto removed. You will need to go through First Time Login flow.



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1. Go to MSN-NRR Website. <http://www.msn.org.my/nrr/>



2. To go Electronic NRR Web Application (eNRR), click on  button on NRR Website as shown above.
3. Do you have eNRR Login Account?
 - i. If Yes (have eNRR Login Account), refer Section 3.1
 - ii. If No (doesn't have eNRR Login account), refer Section 3.2.

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3.1. Have eNRR Login Account

User authentication – There are two levels of user authentication.

Level 1: Key in *Username* and *Image Security Code*

Level 2: Verify the Personal Login Phrase and key in *Password*.

1. At the eNRR login page that appears, key in the *username* and *image security code* in the appropriate column and then, click on the *Next* button.

The screenshot shows the eNRR website's 'User Login' page. The page has a navigation bar at the top with links: Home, About Us, User Guide & Manual, Registration Form, Security Policy, Centre Directory, and Contact Us. Below the navigation bar is a large banner that says 'WELCOME TO THE eNRR'. Underneath the banner, there is a 'NEWS & EVENTS' section on the left and a main content area titled 'ELECTRONIC NATIONAL RENAL REGISTRY'. The 'User Login' form is on the right side of the page. It contains three input fields: 'Username' (with the value 'testdr'), 'Image Security Code' (with the value '441122'), and 'Password' (with the value '441122'). Below the input fields is a blue 'NEXT' button. There are also links for 'FORGOT PASSWORD?' and 'FIRST TIME LOGIN'. Red boxes and arrows highlight the 'Key in Username' and 'Key in Image Security Code' fields.

Picture 1.2 National Renal Registry (NRR) web application - : Welcome page

2. In the second authentication page,
 - a. Click Yes if your Personal Login Phrase is correct, and click no if your Personal Login Phrase is incorrect.
 - b. Check if your username is correct
 - c. Key in your Password

The screenshot shows the eNRR website's authentication page. The page has a navigation bar at the top with links: Home, About Us, User Guide & Manual, Registration Form, Security Policy, Centre Directory, and Contact Us. Below the navigation bar is a large banner that says 'WELCOME TO THE eNRR'. Underneath the banner, there is a 'NEWS & EVENTS' section on the left and a main content area titled 'ELECTRONIC NATIONAL RENAL REGISTRY'. The 'User Login' form is on the right side of the page. It contains three input fields: 'Personal Login Phrase' (with the value 'testphrase'), 'Username' (with the value 'testdr'), and 'Password' (with the value '*****'). Below the input fields is a blue 'LOGIN' button. There are also links for 'FORGOT PASSWORD?'. Red boxes and arrows highlight the '1. If Personal Login Phrase is correct, click Yes.', '2. Check your username is correct', and '3. Enter Password' fields.

Picture 1.3 Authentication page

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3. If you have never accepted the NRR Information Security Policy, the system will go to the page. Go through the NRR Information Security Policy.
 - a. At the bottom of the page, Click Yes or no for 'I hereby ACKNOWLEDGE and ACCEPT that my access and use of the NRR Web applications shall be governed by this Security Policy'
 - i. If you click Yes, the Accept button will be enabled.
 - ii. If you click No, the Accept button will remain disabled. You will not be able to proceed to access eNRR.
 - b. Click Accept

NRR Information Security Policy

INTRODUCTION
This document has been produced to ensure that:

- A higher level of security in terms of patients' information confidentiality, centre confidentiality, integrity and availability of data information is maintained at all time.
- All sites users and site coordinators are aware of their authority and accountabilities as stated in the NRR Authorization Form.
- All site users are aware of that NRR is governed and operated based on various approvals and policies such as Personal Data Protection Notice and Privacy Policy which are available in the NRR Website and thus should ensure compliance with the stipulated policies.

MANAGEMENT

A) USER LEVEL

1. Provide true and up to date information about yourself to the registry in the MyProfile page
2. Do not disclose your user ID or password to anyone else. Each of the activity in the web application has an audit trail.
3. Do not give your mobile phone to anybody else while logging into the web application.
4. Log in the pin number immediately after receiving the number via SMS.
5. Users are responsible to update/edit their own centre data.
6. Should the user lose his/her mobile phone or change a new mobile phone number, he/she should inform the Doctor in-charge / Site Coordinator who shall then officially inform the NRR coordinator via web. (Document: User –Change Details Link)
7. Should the user forget his/her password, please login at the **Forgot Your Password** at the main page of the web application. It is compulsory for user to provide correct registered login 'User Name' and 'e-mail address' or 'mobile phone' for verification. The password will be sent via mobile phone.
8. Please read password management as per [Appendix A](#) (Security Practices)

B) CENTRE / INSTITUTION LEVEL

1. Provide true and up to date information about my centre to the registry in the Centre Information / Centre Survey page
2. Agree to allow other authorized users within the same institution as per Authorization List for their specific responsibilities.
3. Ensure that your database is updated regularly to maintain its real-time accuracy.
4. Agree to share aggregate data from your centre for the purpose of research by qualified researchers, or for any other purpose by persons demonstrating a need to access the NRR web application (s) following approval by the NRR Advisory Committee.
5. The SDPs hold sole responsibility with regards to release of own patients' data to any party concern. NRR would appreciate a notification of the purpose and details where applicable.

1. Click Yes or No.

Information in this document is subject to change without prior notice. No part of this document may be reproduced or transmitted in any form without approval from the NRR Chairman.

I hereby ACKNOWLEDGE and ACCEPT that my access and use of the NRR Web applications shall be governed by this Security Policy.

Yes No

2. if you click Yes, then the Accept button will be enabled. Click Accept

4. Click OK at the confirmation of acceptance of Security Policy.
5. If you have never accepted the Confidential and Non-Disclosure Agreement, the system will go to the page. Go through the Confidential and Non-Disclosure Agreement.
 - a. At the bottom of the page, Click Yes or no for 'I hereby ACKNOWLEDGE and ACCEPT that my access and use of the NRR Web applications shall be governed by this Confidential and Non-Disclosure Agreement.'
 - i. If you click Yes, the Accept button will be enabled.
 - ii. If you click No, the Accept button will remain disabled. You will not be able to proceed to access eNRR.
 - b. Click Accept

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Confidential and Non-Disclosure Agreement

A member to the National Renal Registry (hereinafter "Member").

WHEREAS, in the course of the conduct of the NRR, it shall be necessary for the NRR to disclose confidential, sensitive or proprietary information to Member;

WHEREAS, Member desires to receive all such data, information and materials subject to the terms and conditions set forth herein;

NOW, THEREFORE, in consideration of the mutual benefits in furthering the interests of the parties, the parties agree as follows:

1. Member hereby agrees to abide by the "Confidential Rule", as set forth in the Governance Manual of the NRR.
2. The information, material or data that the NRR considers and treats as confidential, sensitive or proprietary is defined in the Governance Manual of the NRR.
3. Member's obligation to abide by the "Confidential Rule" continues indefinitely.
4. All confidential, sensitive or proprietary material shall be used for the purposes set forth and for no other purpose without the prior written consent of the NRR.
5. All confidential, sensitive or proprietary material shall remain the exclusive property of the NRR and shall be promptly returned or destroyed upon request of the NRR.
6. This Agreement and the relationship and subject matter thereof shall not be disclosed to any third party without the prior written consent of the NRR.
7. The failure of the NRR to enforce any provision of this Agreement shall not operate as a waiver of such provision or of any other provision of this Agreement.
8. Member hereby agrees that any breach of this Agreement may result in irreparable injury and damage to the NRR that may not be adequately compensated in monetary terms, and for which there may be no adequate remedy at law. Member therefore gives consent and agrees that the NRR shall obtain injunctions, orders or decrees as may be necessary to protect information, material or data that the NRR considers and treats as confidential, sensitive or proprietary.
9. No rights or licenses, expressed or implied, are hereby granted to Member under or in any patents, know-how, copyrights, trade secret, or trademark of NRR as a result of, or related to, this Agreement.
10. This Agreement shall be construed under the laws of Malaysia, and any action instituted pursuant to the terms of this Agreement shall be brought in the Court of

1. Click Yes or No.

IN WITNESS THEREOF, the parties have caused this Agreement to be executed by their duly authorized representatives on the date first written above.

I hereby ACKNOWLEDGE and ACCEPT that my access and use of the NRR Web applications shall be governed by this Confidential and Non-Disclosure Agreement.

Yes No

Accept

2. If you click Yes, then the Accept button will be enabled. Click Accept.

6. Click OK at the confirmation of acceptance of Confidential and Non-Disclosure Agreement.
7. If you have never accepted the Personal Data Protection Notice, the system will go to the page. Go through the Personal Data Protection Notice.
 - a. At the bottom of the page, Click Yes or no for 'I hereby ACKNOWLEDGE and ACCEPT that my access and use of the NRR Web applications shall be governed by this Personal Data Protection Notice.'
 - i. If you click Yes, the Accept button will be enabled.
 - ii. If you click No, the Accept button will remain disabled. You will not be able to proceed to access eNRR.
 - b. Click Accept

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Personal Data Protection Notice

Background to National Renal Registry Malaysia (NRR)

- The NRR is an ethically approved clinical quality registry containing patient data collected for the express purpose of contributing to improved patient treatments and outcomes
- The NRR is an independent non-profitable organization operated under Malaysian Society of Nephrology in collaboration with Ministry of Health Malaysia. The aim is to improve patient care.
- The collection, use, disclosure and access to data are all conducted in accordance with legal, ethical and national best practice guidelines

Malaysian Personal Data Protection Act 2010 (Act 709) - NRR compliance

1. General, Notice & Choice, Disclosure Principle

- Data submission to NRR is a requirement by Private Healthcare Facility Act 1998
- The Renal Registry has been approved by Medical Research and Ethics Committee (MREC), Ministry of Health with the NMR Research Registration ID: NMR-06-1597-2618.
- Through the approval, NRR has received approval for waived informed consent. Participation can be indicated by Public Notice.
- All the relevant NRR approved ethics documents, forms and policies are available on the NRR website and can be referred from <http://www.msn.org.my/nrr/documents.jsp>
- Open and transparent management of personal information
- Patient consent to participation is not required
- Submission to NRR falls under Non Application category of PDPA. NRR collects data for statistical purpose non-commercial purpose and is classified under Exemption Category of PDPA.
- All patients registered with NRR are eligible to be listed in Malaysian deceased donor recipient waiting list by default

2. Open and transparent management of personal information

- The NRR website provides the NRR Office contact details in the event of questions, concerns and complaints about the NRR.
- States that the NRR is not permitted to identify patients by law and that, to maintain absolute security and confidentiality, anyone wanting to use any of the data from the Registry will be required to obtain the approval in accordance to data request guidelines as stated in the website http://www.msn.org.my/nrr/data_request.jsp.
- The NRR Centre Participation in National Renal Registry Consent form addresses the policy and guideline for the participating to abide by. They have the ultimate responsibility for appropriately collecting and maintaining the NRR data, including ensuring privacy and confidentiality of their own patient's data.
- All personal information is kept strictly confidential: all data will be anonymised and aggregated in any presentations or publications and no patients or hospitals will be identified by name in reports.
- The Data Security Policy explains the security related to the collection, storage and accessibility of the information in the Registry.

3. Anonymity and pseudonymity

- Anonymity and pseudonymity is impracticable for the NRR as identification of individuals is required in order to:
 - i. Make the necessary changes to patients' records e.g. opting-out from the registry; editing erroneous data, deceased donor kidney recipient waiting list
 - ii. Due to the nature of the renal disease, cohort follow up of the patients is required
- However anonymity is preserved in the way that the data are used e.g. reports, presentations.
- Patients can opt-out their personal data at any time, with just an ID code remaining in the system.

4. Collection of solicited personal information

- The NRR collects personal information which is directly related to its functions and activities. Public Notice is available at participating centres.
- The NRR has all the appropriate ethics/governance approvals in place including approval of an opt-out process for participation, which is the gold standard for registries. This model presumes that patients will be willing to be included in the NRR. Patients are advised that they are / will be in the NRR but they are able to opt-out any of their personal information from the NRR at any time.
- Data collection does not occur without prior ethics approval from Medical Research and Ethics Committee (MREC), Ministry of Health with local research governance.

5. Dealing with unsolicited personal information

- Hospital staff can enter only required information on the NRR web tool.
- NRR staff only enter follow-up data provided by the patient or their proxy.

6. Use or disclosure of personal information

- The NRR data are summarised to provide information that can inform clinical practice and policy in renal related diseases care. All data reported are de-identified and aggregated.
- The NRR team is guided by the NRR Data Access Policy which outlines how data may be used and supplied.
- Any persons wishing to undertake research using NRR data need to submit a proposal for review by the NRR Advisory Committee, as well as having appropriate ethical clearances. Data are only supplied to researchers, in approved studies, in a non-identifiable format.
- Identifiable data are only used for data linkage or data quality checking processes by authorised staff/entire according to appropriate approvals for data linkage and the NRR Quality Assurance and Data Management Processes Policy e.g. ethics approved linkage with the Jabatan Pendaftaran Negara (JPN) (National birth and death registration authority).
- All NRR personnel sign a Confidentiality Agreement.
- All ENRR users sign a User Agreement which outlines the user policy.

7. Cross-border disclosure of personal information

- The NRR server and backups are maintained in Malaysia. No data are held offshore.

8. Quality of personal information

- The NRR Quality Assurance and Data Management Processes outlines the data verification processes employed by the NRR.
- NRR conducts regular reviews of data completeness and discrepancies for determining case ascertainment. Data quality checks are also built into the NRR Web application to ensure the quality of the data submitted.
- Training centre staff in data entry and use of the NRR Data Definition Dictionary takes place before any live data are entered. Site visits and data quality audits of randomly selected medical records are used to verify the accuracy of data collected by the NRR. Centre users have been informed to ensure to enter only true and correct information, provide timely and accurate data and provide timely response to data query.
- Information is provided in the NRR annual reports on the quality of the aggregated, de-identified data in the registry e.g. proportion of missing data per field.

9. Security of personal information

- The NRR Data Security Policy provides guidelines for all security-related aspects for the registry.
- NRR data are collected via a web tool that requires password access with varying levels of authority. The database itself is protected by Secure Sockets Layer - the highest available level of security.
- The servers are maintained in a secured data centre with state-of-the-art facilities in Cyberjaya. Data centre security: Biometrics authentication for access to server storage area, CCTV, Pyrolog Fire Suppression System, Uninterrupted Power Supply. Besides that, the servers are also secured by server hardware and software such as firewall, Intrusion Detection System, Antivirus.
- Personal information are encrypted and de-identified in the database.
- Any hard copy data are stored in locked cabinets contained within NRR Office in a building with secure card access.
- All NRR staff, data analysts and Management Committee members sign a Non Disclosure Agreement whereby they undertake to maintain the confidentiality of any data that they access in the NRR.
- Centre Users can only access data for their own site. Each authorized user in the centre have their own user account and is accountable for their own logins. All activities in the web application are audited.
- It is important to update NRR Secretariat whenever there is a change in your personal information like mobile number and e-mail address and centre's information like centre address.
- If any staff who has access to NRR web application has left your centre or should no longer access to your patient record, please deactivate their access right accordingly or update NRR whose access should be terminated.
- Data are backed up on a daily, weekly and monthly basis. Business continuity plan is in place in the event the web application is down.

10. Access to personal information

- The Registry Form provides details on the demographic and renal related (disease) information entered into the NRR (which stipulates that the data are available from their hospital records).
- Personal details are reported by participating centres.
- Patients may contact the centre which they received treatment from (which act as data custodian) about their data.

11. Correction of personal information

- To ensure that any missing or discrepant data are corrected, the NRR conducts regular data cleaning activities in consultation with the hospital staff.
- A systematic data quality audit process is also in place.
- All inaccurate information is amended by the NRR office when it is notified or becomes aware that particular information is incorrect.
- An audit trail of web tool edits is maintained within the database.
- Registrants can amend their personal details in MyProfile.

1. Click Yes or No

data since beginning will be retained permanently.

I have READ, ACKNOWLEDGE and ACCEPT that my access and use of the NRR Web applications shall be governed by this Personal Data Protection Notice.

Yes No

Accept

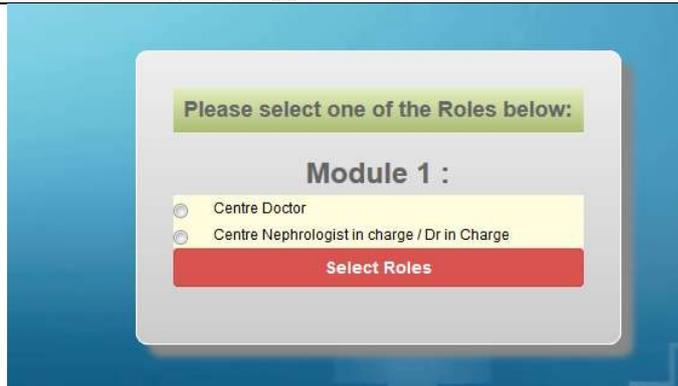
2. If you click Yes, then the Accept button will be enabled. Click Accept.

8. Click OK at the confirmation of acceptance of Personal Data Protection Notice.

9. Upon successful, user will be directed to:

a. Select Role if you have more than one role in your centre.

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Please select one of the Roles below:

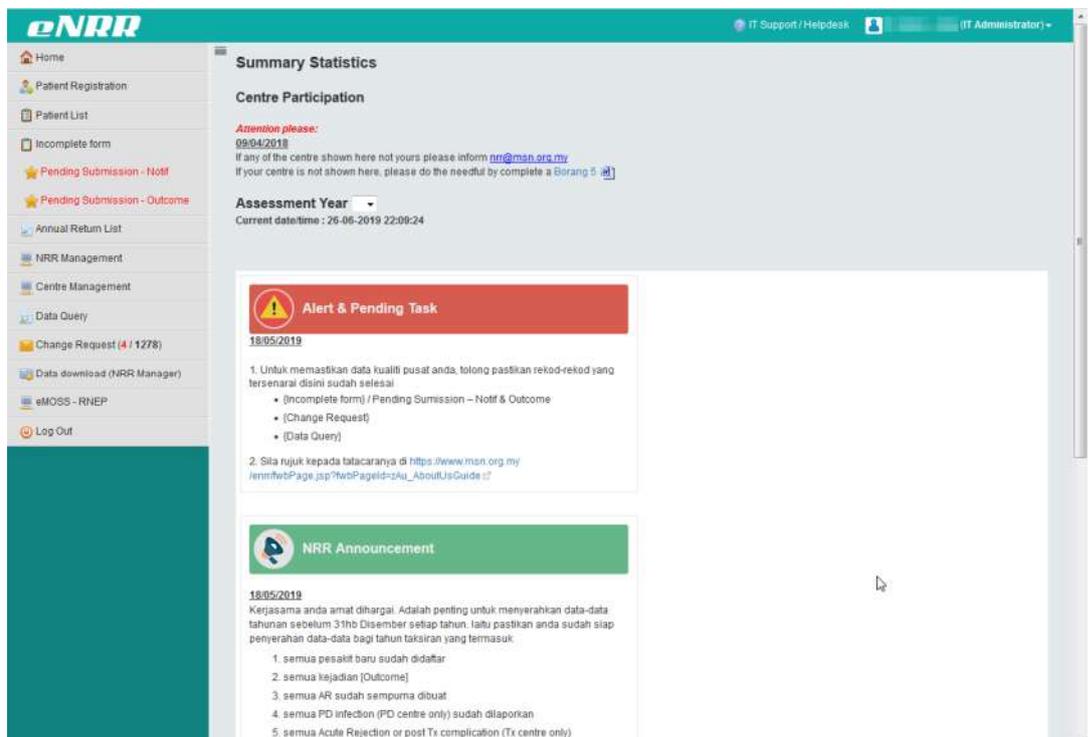
Module 1 :

Centre Doctor

Centre Nephrologist in charge / Dr in Charge

Select Roles

- b. If not, you will be sent to the next page to the Dashboard page of ‘Module 1: NRR Forms Submissions’.



eNRR IT Support / Helpdesk IT Administrator

Home

Patient Registration

Patient List

Incomplete form

Pending Submission - Notif

Pending Submission - Outcome

Annual Return List

NRR Management

Centre Management

Data Query

Change Request (4 / 1278)

Data download (NRR Manager)

eMOSS - RNEP

Log Out

Summary Statistics

Centre Participation

Attention please:
09/04/2018
If any of the centre shown here not yours please inform nrr@msn.org.my
If your centre is not shown here, please do the needful by complete a Borang 5

Assessment Year ▼
Current date/time : 26-05-2019 22:09:24

Alert & Pending Task

18/05/2019

- Untuk memastikan data kualiti pusat anda, tolong pastikan rekod-rekod yang tersenarai disini sudah selesai
 - (Incomplete form) / Pending Submission – Notif & Outcome
 - (Change Request)
 - (Data Query)
- Sila rujuk kepada tataranya di https://www.msn.org.my/jernfbvPage.jsp?fvbPagelid=cAq_AboutUsGuide

NRR Announcement

18/05/2019

Kerjasama anda amat dihargai. Adalah penting untuk menyerahkan data-data tahunan sebelum 31hb Disember setiap tahun. Iaitu pastikan anda sudah siap penyerahan data-data bagi tahun takiran yang termasuk

- semua pesakit baru sudah didaftar
- semua kejadian [Outcome]
- semua AR sudah sempurna dibuat
- semua PD infection (PD centre only) sudah dilaporkan
- semua Acute Rejection or post Tx complication (Tx centre only)

Note: Some user may have not completed login to eNRR whom user login half only OR user self register but no roles assign OR user can't accept NRR Information Security Policy, NDA or PDPA.

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3.2.No eNRR Login Account

If you have not registered to eNRR before, please request to add your login account through **Centre Coordinator OR Centre Manager OR Doctor In Charge OR Panel Doctor/Nephrologist** at your centre.

1. At the eNRR login page that appears, click First Time Login button.

The screenshot shows the eNRR website interface. At the top, there is a navigation bar with the eNRR logo and several menu items: Home, About Us, User Guide & Manual, Registration Form, Security Policy, Centre Directory, and Contact Us. Below this is a large blue banner with the text 'WELCOME TO THE eNRR' and an image of human kidneys. The main content area is divided into three columns. The left column has a 'NEWS & EVENTS' section with the text 'We will update soon'. The middle column is titled 'ELECTRONIC NATIONAL RENAL REGISTRY' and contains a paragraph of text about the registry's history and purpose. The right column is titled 'User Login' and contains a login form. The form has a username field with 'jylim' and a password field with '809160'. Below the password field is a 'NEXT' button. There is also a 'FORGOT PASSWORD?' link. A red box highlights the 'FIRST TIME LOGIN' button, and a yellow box with an arrow points to it from the text 'Click First Time Login'.

2. Go through the NRR Information Security Policy.

- a. At the bottom of the page, Click Yes or no for 'I hereby ACKNOWLEDGE and ACCEPT that my access and use of the NRR Web applications shall be governed by this Security Policy'
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3. Do not give your mobile phone to anybody else while logging into the web application.
4. Log in the pin number immediately after receiving the number via SMS.
5. Users are responsible to update/edit their own centre data.
6. Should the user lose his/her mobile phone or change a new mobile phone number, he/she should inform the Doctor in-charge / Site Coordinator who shall then officially inform the NRR coordinator via web. (Document: User –Change Details Link)
7. Should the user forget his/her password, please login at the **Forgot Your Password** at the main page of the web application. It is compulsory for user to provide correct registered login 'User Name' and 'e-mail address' or 'mobile phone' for verification. The password will be sent via mobile phone.
8. Please read password management as per [Appendix A](#) (Security Practices)

B) CENTRE/INSTITUTION LEVEL

1. Provide true and up to date information about my centre to the registry in the Centre Information / Centre Survey page
2. Agree to allow other authorized users within the same institution as per Authorization List for their specific responsibilities.
3. Ensure that your database is updated regularly to maintain its real-time accuracy.
4. Agree to share aggregate data from your centre for the purpose of research by qualified researchers, or for any other purpose by persons demonstrating a need to access the NRR web application (s) following approval by the NRR Advisory Committee.
5. The SDPs hold sole responsibility with regards to release of own patients' data to any party concern. NRR would appreciate a notification of the purpose and details where applicable.

1. Click Yes or No.

Information in this document is subject to change without prior notice. No part of this document may be reproduced or transmitted in any form without approval from the NRR Chairman.

I hereby ACKNOWLEDGE and ACCEPT that my access and use of the NRR Web applications shall be governed by this Security Policy.

Yes No

Accept

2. if you click Yes, then the Accept button will be enabled. Click Accept

3. Click OK at the confirmation of acceptance of Security Policy.

4. Go through the Confidential and Non-Disclosure Agreement.

- a. At the bottom of the page, Click Yes or no for 'I hereby ACKNOWLEDGE and ACCEPT that my access and use of the NRR Web applications shall be governed by this Confidential and Non-Disclosure Agreement.'
 - i. If you click Yes, the Accept button will be enabled.
 - ii. If you click No, the Accept button will remain disabled. You will not be able to proceed to access eNRR.
- b. Click Accept

Electronic National Renal Registry Application (eNRR)- Version 1.4

Confidential and Non-Disclosure Agreement

A member to the National Renal Registry (hereinafter "Member").

WHEREAS, in the course of the conduct of the NRR, it shall be necessary for the NRR to disclose confidential, sensitive or proprietary information to Member;

WHEREAS, Member desires to receive all such data, information and materials subject to the terms and conditions set forth herein;

NOW, THEREFORE, in consideration of the mutual benefits in furthering the interests of the parties, the parties agree as follows:

1. Member hereby agrees to abide by the "Confidential Rule", as set forth in the Governance Manual of the NRR.
2. The information, material or data that the NRR considers and treats as confidential, sensitive or proprietary is defined in the Governance Manual of the NRR.
3. Member's obligation to abide by the "Confidential Rule" continues indefinitely.
4. All confidential, sensitive or proprietary material shall be used for the purposes set forth and for no other purpose without the prior written consent of the NRR.
5. All confidential, sensitive or proprietary material shall remain the exclusive property of the NRR and shall be promptly returned or destroyed upon request of the NRR.
6. This Agreement and the relationship and subject matter thereof shall not be disclosed to any third party without the prior written consent of the NRR.
7. The failure of the NRR to enforce any provision of this Agreement shall not operate as a waiver of such provision or of any other provision of this Agreement.
8. Member hereby agrees that any breach of this Agreement may result in irreparable injury and damage to the NRR that may not be adequately compensated in monetary terms, and for which there may be no adequate remedy at law. Member therefore gives consent and agrees that the NRR shall obtain injunctions, orders or decrees as may be necessary to protect information, material or data that the NRR considers and treats as confidential, sensitive or proprietary.
9. No rights or licenses, expressed or implied, are hereby granted to Member under or in any patents, know-how, copyrights, trade secret, or trademark of NRR as a result of, or related to, this Agreement.
10. This Agreement shall be construed under the laws of Malaysia, and any action instituted pursuant to the terms of this Agreement shall be brought in the Court of

1. Click Yes or No.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized representatives on the date first written above.

I hereby ACKNOWLEDGE and ACCEPT that my access and use of the NRR Web applications shall be governed by this Confidential and Non-Disclosure Agreement.

Yes No

Accept

2. If you click Yes, then the Accept button will be enabled. Click Accept.

5. Click OK at the confirmation of acceptance of Confidential and Non-Disclosure Agreement.

6. Go through the Personal Data Protection Notice.

- a. At the bottom of the page, Click Yes or no for 'I hereby ACKNOWLEDGE and ACCEPT that my access and use of the NRR Web applications shall be governed by this Personal Data Protection Notice.'
 - i. If you click Yes, the Accept button will be enabled.
 - ii. If you click No, the Accept button will remain disabled. You will not be able to proceed to access eNRR.
- b. Click Accept

Electronic National Renal Registry Application (eNRR)- Version 1.4

Personal Data Protection Notice

Background to National Renal Registry Malaysia (NRR)

- The NRR is an ethically approved clinical quality registry containing patient data collected for the express purpose of contributing to improved patient treatments and outcomes
- The NRR is an independent non-profitable organization operated under Malaysian Society of Nephrology in collaboration with Ministry of Health Malaysia. The aim is to improve patient care.
- The collection, use, disclosure and access to data are all conducted in accordance with legal, ethical and national best practice guidelines

Malaysian Personal Data Protection Act 2010 (Act 709) - NRR compliance

1. General, Notice & Choice, Disclosure Principle
 - Data submission to NRR is a requirement by Private Healthcare Facility Act 1998
 - The Renal Registry has been approved by Medical Research and Ethics Committee (MREC), Ministry of Health with the NMR Research Registration ID: NMR-08-1587-2618.
 - Through the approval, NRR has received approval for waived informed consent. Participation can be indicated by Public Notice.
 - All the relevant NRR approved ethics documents, forms and policies are available on the NRR website and can be referred from <http://www.msn.org.my/nrr/documents.jsp>
 - Open and transparent management of personal information
 - Patient consent to participation is not required
 - Submission to NRR falls under Non Application category of PDPA. NRR collects data for statistical purpose non-commercial purpose and is classified under Exemption Category of PDPA.
 - All patients registered with NRR are eligible to be listed in Malaysian deceased donor recipient waiting list by default
2. Open and transparent management of personal information
 - The NRR website provides the NRR Office contact details in the event of questions, concerns and complaints about the NRR.
 - States that the NRR is not permitted to identify patients by law and that, to maintain absolute security and confidentiality, anyone wanting to use any of the data from the Registry will be required to obtain the approval in accordance to data request guidelines as stated in the website http://www.msn.org.my/nrr/data_request.jsp.
 - The NRR Centre Participation in National Renal Registry Consent form addresses the policy and guideline for the participating to abide by. They have the ultimate responsibility for appropriately collecting and maintaining the NRR data, including ensuring privacy and confidentiality of their own patient's data.
 - All personal information is kept strictly confidential: all data will be anonymised and aggregated in any presentations or publications and no patients or hospitals will be identified by name in reports.
 - The Data Security Policy explains the security related to the collection, storage and accessibility of the information in the Registry.
3. Anonymity and pseudonymity
 - Anonymity and pseudonymity is impracticable for the NRR as identification of individuals is required in order to:
 - i. Make the necessary changes to patients' records e.g. opting-out from the registry; editing erroneous data, deceased donor kidney recipient waiting list
 - ii. Due to the nature of the renal disease, cohort follow up of the patients is required
 - However anonymity is preserved in the way that the data are used e.g. reports, presentations.
 - Patients can opt-out their personal data at any time, with just an ID code remaining in the system.
4. Collection of solicited personal information
 - The NRR collects personal information which is directly related to its functions and activities. Public Notice is available at participating centres.
 - The NRR has all the appropriate ethics/governance approvals in place including approval of an opt-out process for participation, which is the gold standard for registries. This model presumes that patients will be willing to be included in the NRR. Patients are advised that they are / will be in the NRR but they are able to opt-out any of their personal information from the NRR at any time.
 - Data collection does not occur without prior ethics approval from Medical Research and Ethics Committee (MREC), Ministry of Health with local research governance.
5. Dealing with unsolicited personal information
 - Hospital staff can enter only required information on the NRR web tool.
 - NRR staff only enter follow-up data provided by the patient or their proxy.
6. Use or disclosure of personal information
 - The NRR data are summarised to provide information that can inform clinical practice and policy in renal related diseases care. All data reported are de-identified and aggregated.
 - The NRR team is guided by the NRR Data Access Policy which outlines how data may be used and supplied.
 - Any persons wishing to undertake research using NRR data need to submit a proposal for review by the NRR Advisory Committee, as well as having appropriate ethical clearances. Data are only supplied to researchers, in approved studies, in a non-identifiable format.
 - Identifiable data are only used for data linkage or data quality checking processes by authorised staff/entire according to appropriate approvals for data linkage and the NRR Quality Assurance and Data Management Processes Policy e.g. ethics approved linkage with the Jabatan Pendaftaran Negara (JPN) (National birth and death registration authority).
 - All NRR personnel sign a Confidentiality Agreement.
 - All ENRR users sign a User Agreement which outlines the user policy.
7. Cross-border disclosure of personal information
 - The NRR server and backups are maintained in Malaysia. No data are held offshore.
8. Quality of personal information
 - The NRR Quality Assurance and Data Management Processes outlines the data verification processes employed by the NRR.
 - NRR conducts regular reviews of data completeness and discrepancies for determining case ascertainment. Data quality checks are also built into the NRR Web application to ensure the quality of the data submitted.
 - Training centre staff in data entry and use of the NRR Data Definition Dictionary takes place before any live data are entered. Site visits and data quality audits of randomly selected medical records are used to verify the accuracy of data collected by the NRR. Centre users have been informed to ensure to enter only true and correct information, provide timely and accurate data and provide timely response to data query.
 - Information is provided in the NRR annual reports on the quality of the aggregated, de-identified data in the registry e.g. proportion of missing data per field.
9. Security of personal information
 - The NRR Data Security Policy provides guidelines for all security-related aspects for the registry.
 - NRR data are collected via a web tool that requires password access with varying levels of authority. The database itself is protected by Secure Sockets Layer - the highest available level of security.
 - The servers are maintained in a secured data centre with state-of-the-art facilities in Cyberjaya. Data centre security: Biometrics authentication for access to server storage area, CCTV, Pyrolog Fire Suppression System, Uninterrupted Power Supply. Besides that, the servers are also secured by server hardware and software such as firewall, Intrusion Detection System, Antivirus.
 - Personal information are encrypted and deidentified in the database.
 - Any hard copy data are stored in locked cabinets contained within NRR Office in a building with single card access.
 - All NRR staff, data analysts and Management Committee members sign a Non Disclosure Agreement whereby they undertake to maintain the confidentiality of any data that they access in the NRR.
 - Centre Users can only access data for their own site. Each authorized user in the centre have their own user account and is accountable for their own logins. All activities in the web application are audited.
 - It is important to update NRR Secretariat whenever there is a change in your personal information like mobile number and e-mail address and centre's information like centre address.
 - If any staff who has access to NRR web application has left your centre or should no longer access to your patient record, please deactivate their access right accordingly or update NRR whose access should be terminated.
 - Data are backed up on a daily, weekly and monthly basis. Business continuity plan is in place in the event the web application is down.
10. Access to personal information
 - The Registry Form provides details on the demographic and renal related (disease) information entered into the NRR (which stipulates that the data are available from their hospital records).
 - Personal details are reported by participating centres.
 - Patients may contact the centre which they received treatment from (which act as data custodian) about their data.
11. Correction of personal information
 - To ensure that any missing or discrepant data are corrected, the NRR conducts regular data cleaning activities in consultation with the hospital staff.
 - A systematic data quality audit process is also in place.
 - All inaccurate information is amended by the NRR office when it is notified or becomes aware that particular information is incorrect.
 - An audit trail of web tool edits is maintained within the database.
 - Registrants can amend their personal details in MyProfile.

1. Click Yes or No

data since beginning will be retained permanently.

I have READ, ACKNOWLEDGE and ACCEPT that my access and use of the NRR Web applications shall be governed by this Personal Data Protection Notice.

Yes No

Accept

2. If you click Yes, then the Accept button will be enabled. Click Accept.

7. Click OK at the confirmation of acceptance of Personal Data Protection Notice.

Electronic National Renal Registry Application (eNRR)- Version 1.4

8. At First Time Login Authentication page, key in Identification Card Number and Handphone Number. The Identification Card Number and Handphone Number has to match the information that has been reported to National Renal Registry.

Home → First Time Login Verification

Do you have eMOSS Login Account before?
If Yes, you may skip First Time Login. Please key in your eMOSS username and password at the login page.
If not, you will need to go through First Time Login.
- Has your Centre Coordinator added you as a user in your centre in eNRR yet?
- If no, kindly request your Centre Coordinator to add you as a user in your centre first before continuing the following section.
- If yes, kindly fill in the form below to authenticate your identity.
[Click here to view User manual for Login](#)

First Time Login Information

1 ** Handphone	<input type="text" value="0123717855"/>
2 My NRIC	<input type="text" value="660716-11-1111"/>
3 Old IC No	<input type="text"/>
4 Other document no	<input type="text"/>
5 Specify document type	<input type="text"/>
6 Others, specify	<input type="text"/>

Image Verification  [[Change image](#)]

Type the characters you see in above image :

[Verify User Information](#)

© Copyrights eNRR 2017. All rights reserved. Home Contact Us

9. Upon successful verification, a new page will appear.

Home → First Time Login Verification

Do you have eMOSS Login Account before?
If Yes, you may skip First Time Login. Please key in your eMOSS username and password at the login page.
If not, you will need to go through First Time Login.
- Has your Centre Coordinator added you as a user in your centre in eNRR yet?
- If no, kindly request your Centre Coordinator to add you as a user in your centre first before continuing the following section.
- If yes, kindly fill in the form below to authenticate your identity.
[Click here to view User manual for Login](#)

SMS Mobile Authentication

1 Contact Title	<input type="text" value="Mr."/>
2 Contact Name	<input type="text" value="C"/>
3 Mobile Authentication Phone No	<input type="text" value="(012)3717855"/> Send SMS Authentication Code
4 SMS Authentication Code	<input type="text"/>

First Time Login Information

1 ** Handphone	<input type="text" value="(012)3717855"/>
2 My NRIC	<input type="text" value="660716-11-1111"/>
3 Old IC No	<input type="text"/>
4 Other document no	<input type="text"/>
5 Specify document type	<input type="text"/>
6 Others, specify	<input type="text"/>

[Verify Authentication Code](#)

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Electronic National Renal Registry Application (eNRR)- Version 1.4

10. Check if the Mobile Authentication Phone Number is correct. If Yes, click [Send SMS Authentication Code](#) . If not, please contact your Centre Coordinator to amend accordingly.

The screenshot shows the 'First Time Login Verification' page on the eNRR website. The page has a navigation bar with links: Home, About Us, User Guide & Manual, Registration Form, Security Policy, Centre Directory, and Contact Us. Below the navigation bar, there is a section titled 'First Time Login Verification' with instructions: 'Do you have eMOSS Login Account before? If Yes, you may skip First Time Login. Please key in your eMOSS username and password at the login page. If not, you will need to go through First Time Login. - Has your Centre Coordinator added you as a user in your centre in eNRR yet? - If no, kindly request your Centre Coordinator to add you as a user in your centre first before continuing the following section. - If yes, kindly fill in the form below to authenticate your identity. Click here to view User manual for Login'. The form is divided into two sections: 'SMS Mobile Authentication' and 'First Time Login Information'. The 'SMS Mobile Authentication' section has fields for 'Contact Title', 'Contact Name', 'Mobile Authentication Phone No' (with value '(012)3717855'), and 'SMS Authentication Code' (with value '80191070'). A blue button 'Send SMS Authentication Code' is next to the phone number field. The 'First Time Login Information' section has fields for 'Handphone' (with value '(012)3717855'), 'My NRIC' (with value '660716-11-1111'), 'Old IC No', 'Other document no', 'Specify document type', and 'Others, specify'. A blue button 'Verify Authentication Code' is at the bottom of this section. Three yellow callout boxes with red arrows point to the 'Send SMS Authentication Code' button, the 'SMS Authentication Code' field, and the 'Verify Authentication Code' button. The callouts contain the following text: '1. Click here to send SMS Authentication code to the mobile number specified. You will receive an SMS with the Authentication Code on your handphone.', '2. Key in the Authentication Code that you received on your handphone here.', and '3. Click here after you have completed step 1 & 2 above.' The footer of the page includes logos for the Malaysian Society of Nephrology and the National Kidney Foundation Malaysia, and copyright information: '© Copyrights eNRR 2017. All rights reserved.' and 'Home Contact Us'.

11. An SMS Authentication Code will be sent to your handphone number. Please key in the SMS Authentication Code at the space provided. After that, click [Verify Authentication Code](#) .

12. A new page will appear.

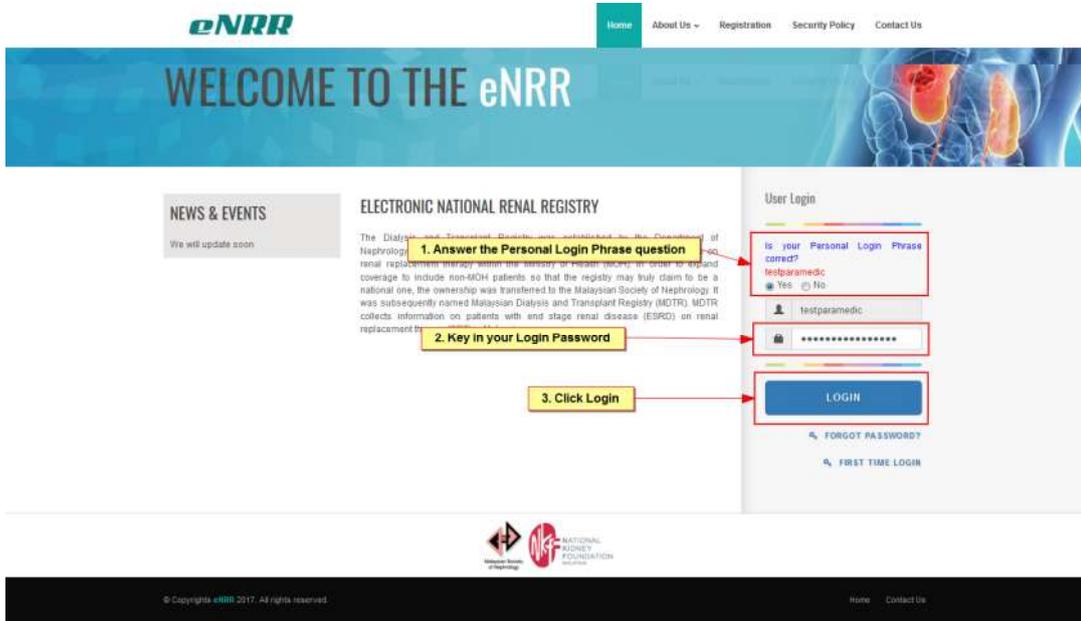
13. At the login information section, please enter your Login Account information and then click

[Create Login Account](#)

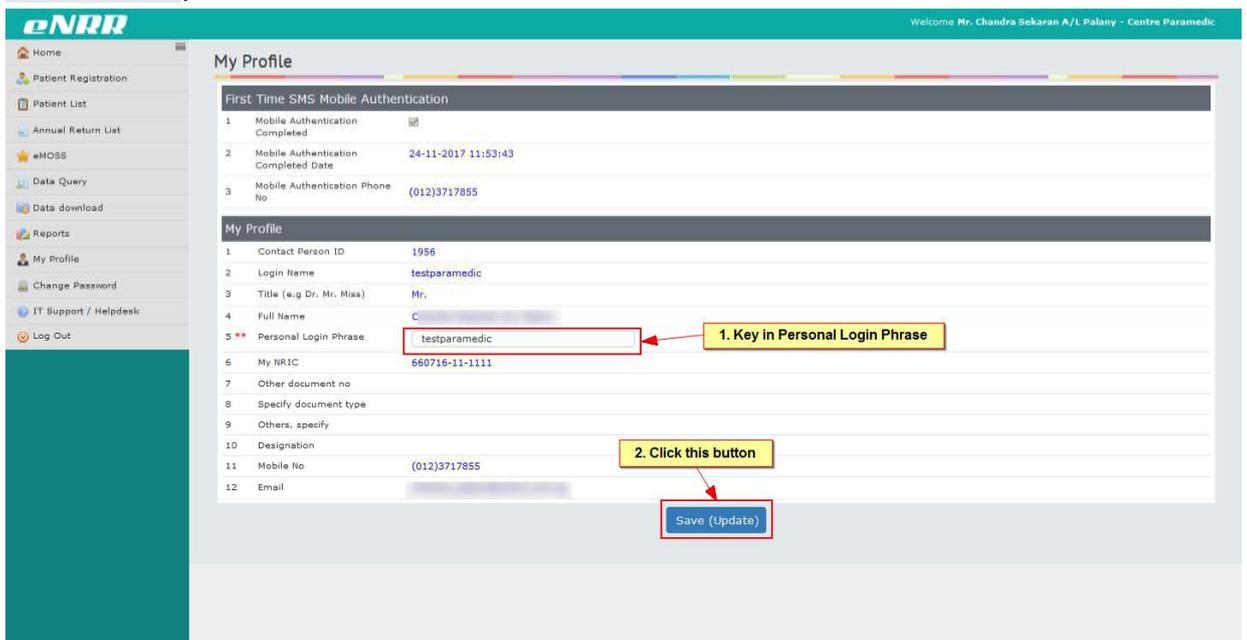
Electronic National Renal Registry Application (eNRR)- Version 1.4

- a. Click Yes if your Personal Login Phrase is correct, and click no if your Personal Login Phrase is incorrect.
- b. Check if your username is correct
- c. Key in your Password.

d. Click



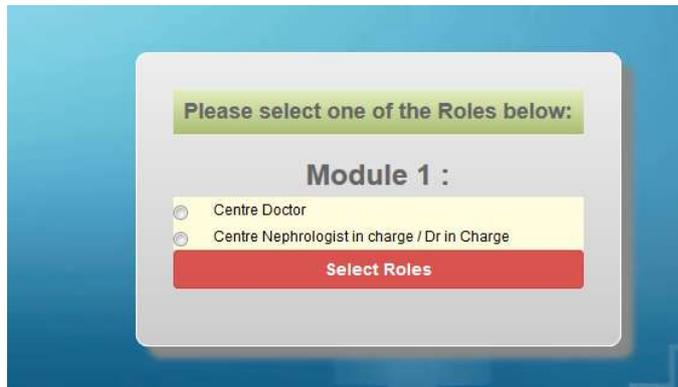
- 17. Select Role if you have more than one role in your centre. If not, you will be sent to the next page.
- 18. Key in your Personal Login Phrase that can be used to verify you for subsequent login. Click



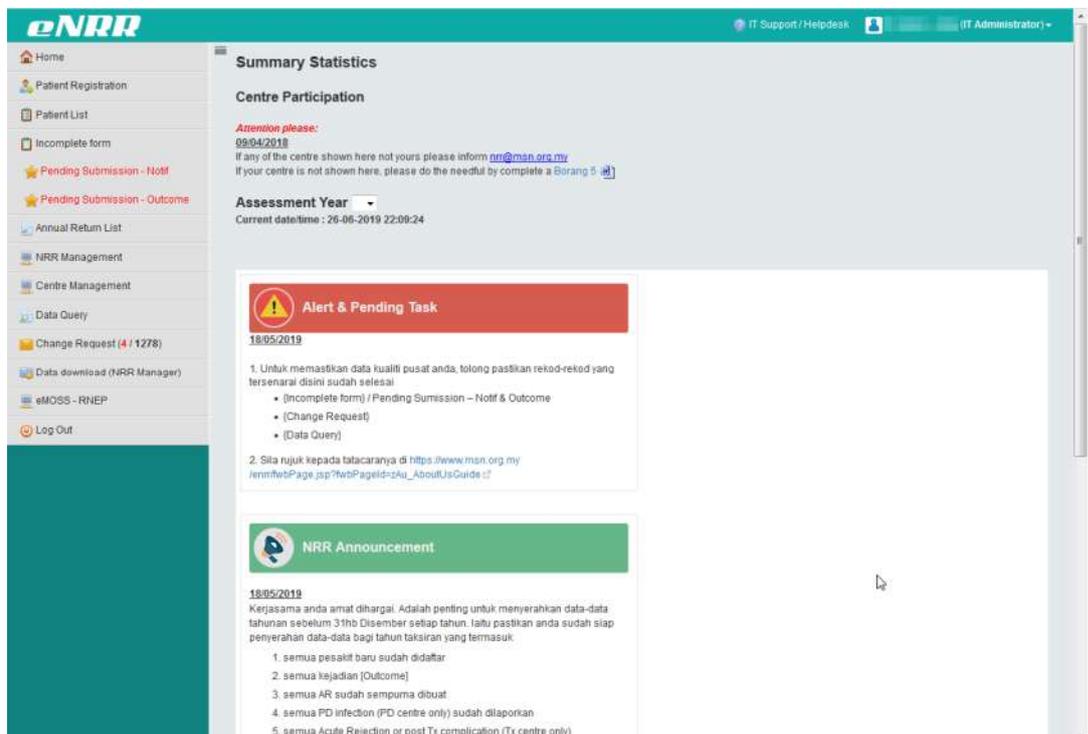
Electronic National Renal Registry Application (eNRR)- Version 1.4

19. Upon successful, user will be directed to:

- a. Select Role if you have more than one role in your centre.



- b. If not, you will be sent to the next page to the Dashboard page of 'Module 1: NRR Forms Submissions'.

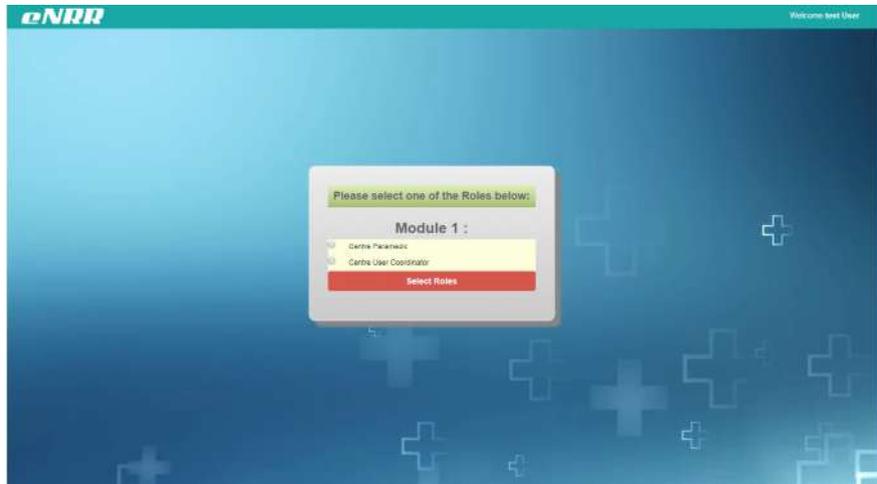


Electronic National Renal Registry Application (eNRR)- Version 1.4

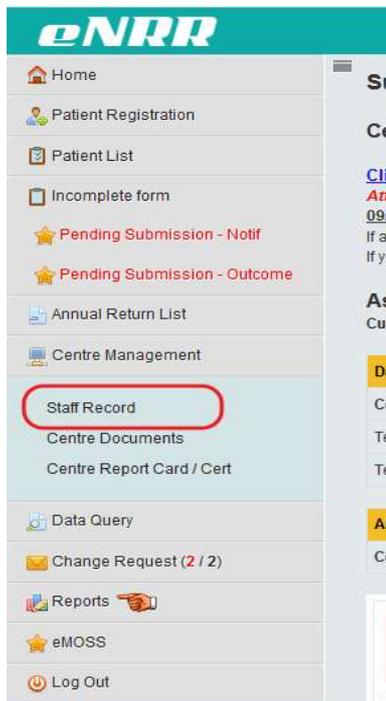
3.3.Guide for Centre User Coordinator to add new user to centre

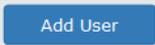
3.3.1. For adding user who did not have eNRR Login before

1. Only the 4 key person that appears in Centre Directory may add user in your centre. Login to eNRR.
2. After login, select 'Centre User Coordinator' role



3. At the left panel, click 



4. At the Staff Record page that appears, check to see whether user that you wish is already in the centre list. If not, click  to add the user.

Electronic National Renal Registry Application (eNRR)- Version 1.4

STAFF RECORD

Centre Name

Centre

Name

NRIC

Handphone (1)

eNRR Status

Role at Center

Click to Add New User

No.	Centre Name	User Full Name	Handphone (1)	eNRR	Category eNRR Access	Role	Action
1	Test Centre 2, HD	SUHAZELINI ALI	01140502583	eNRR: <input checked="" type="checkbox"/> Date start: 07-02-2019 Date end:	<input checked="" type="checkbox"/> Paramedic	<input checked="" type="checkbox"/> Centre Coordinator	<input type="button" value="Search"/> <input type="button" value="Print"/>
2	Test Centre 1, PD	Test User Demo 123	0102314221	eNRR: <input checked="" type="checkbox"/> Date start: 31-05-2019 Date end:	<input checked="" type="checkbox"/> Paramedic	<input checked="" type="checkbox"/> Duty Paramedic/ Nurse	<input type="button" value="Search"/> <input type="button" value="Print"/>
3	Test Centre 2, HD	Test JY	0123538499	eNRR: <input checked="" type="checkbox"/> Date start: 29-11-2017 Date end:	<input checked="" type="checkbox"/> Paramedic	<input checked="" type="checkbox"/> Duty Paramedic/ Nurse	<input type="button" value="Search"/> <input type="button" value="Print"/>

5. Key in the user's NRIC or Other Document Number such as Passport number for foreigner and key in the user's handphone number. Click

Verify User

1 ** Centre

2 ** My NRIC

3 Other document no

4 Specify document type

5 Others, specify

6 ** Handphone
Semua pengguna eNRR wajib mempunyai nombor telefon bimbit staff sendiri.

7 ** Email
Semua pengguna eNRR wajib mempunyai alamat emel staff sendiri.

Electronic National Renal Registry Application (eNRR)- Version 1.4

6. Key in Personal details of the user and click



IT Support / Helpdesk TEST USER 2 (Centre User Coordinator)

Verify User: The user information that you provide is not exist in eNRR. Please provide Personal Information to continue.

Verify User

Verify User

1 ** Centre: Test Centre 2, HD

2 ** My NRIC: 811229-12-5699

3 Other document no: []

4 Specify document type: []

5 Others, specify: []

6 ** Handphone: 012987654
Semua pengguna eNRR wajib mempunyai nombor telefon bimbit staff sendiri.

7 ** Email: jueshyster@gmail.com
Semua pengguna eNRR wajib mempunyai alamat emel staff sendiri.

Personal Information

1 ** User Title: Dr

2 ** User Full Name: Mohd. Azli Ranj

3 ** Category & Designation: Doctor (Medical qualification)
Paramedic (Medical qualification)

Add User

7. Complete information in Section 1, 2 and 3 as needed.

IT Support / Helpdesk IT Admin - Julia (IT Administrator)

Staff Record

Section 1: Personal Info 1 Section 2: Personal Info 2 Section 3: Categ & Designation ALL

Green Highlighted - for eNRR Web Application Login Access

Personal Information 1

1 SDPID: 80

2 Centre: Test Centre, MRRB

3 Contact ID: 14305

4 Person ID: 911

eNRR Login Information

Login User ID	Login Name	User Inactive	Inactive Reason
100000000	testpara	No	

eNRR Web Access User Role

Role

5 ** User Full Name & Title: Name TEST USER 2 Title []

6 ** Identification card number: My NRIC []
Other document no: Xxx []
Specify document type: Old IC [] Specify []

7 Contact Number: Mobile (1) ** 0162097165 For web application use
eg. 0112345678
Last sent SMS (visible to eNRR Admin only)
RM0. eNRR Auth Code to add your to 'Sultan Ismail Pandan Hospital, Tx Unit' is 32301412. This also allow user to access your profile. (Unsent [U] - 12-02-2019 16:53:40)

Mobile (2) []
Home Phone []
Fax Number []
Email ** [] For web application use
Email2 []

Note: For Section 1: No 7 Contact Number - Mobile (1), please starts with 3 digit mobile phone operator number (eg. 011/019/012) then followed by 7 or 8 digit number (eg. 0123453545).

Electronic National Renal Registry Application (eNRR)- Version 1.4

Section 2: Ensure to tick the correct Category and Designation

eNRR IT Support / Helpdesk TEST USER 2 (Centre User Coordinator)

Staff Record

Section 1: Personal Info 1 Section 2: Personal Info 2 Section 3: Categ & Designation ALL

Please update this record within 30 Days. After that this record will be lock for update.

Green Highlighted - for eNRR Web Application Login Access

Personal Information 2

1 Classification

2 ** Category & Designation

Doctor (Medical qualification)

Head Of CUSUM Doctor Consultant

Nephrologist Nephrology Trainee

Nephrologist Type Adult Paediatric

NSR Specialist ID Date Appointed

Date Completed

Physician Paediatrician

Medical Officer Other, specify

Paramedic (Medical qualification)

Other, specify (Non-medical qualification)

3 Medical Professional Board MMC MA Nurse

Others

Specify

4 ** Prof Registration No

5 Completed 200 Hrs Training? Date Start Date Completed

Save (Update)

Section 3: Ensure no 1. eNRR already ticked and eNRR Date start will auto to current date. Click

Save (Update)

eNRR IT Support / Helpdesk TEST USER 2 (Centre User Coordinator)

Staff Record

Section 1: Personal Info 1 Section 2: Personal Info 2 Section 3: Categ & Designation ALL

Please update this record within 30 Days. After that this record will be lock for update.

Green Highlighted - for eNRR Web Application Login Access

eNRR Web Application Login Access

1 eNRR

2 eNRR Date Start 13-06-2019

3 eNRR Date End

Category & Designation

1 Contact Person Designation

2 Role in this centre

Doctor In Charge ## Panel Doctor / Nephrologist ##

Centre Coordinator ## Centre Manager ##

Duty Doctor Duty Paramedic/Nurse

Other Specify

- can only update by eNRR Administrator

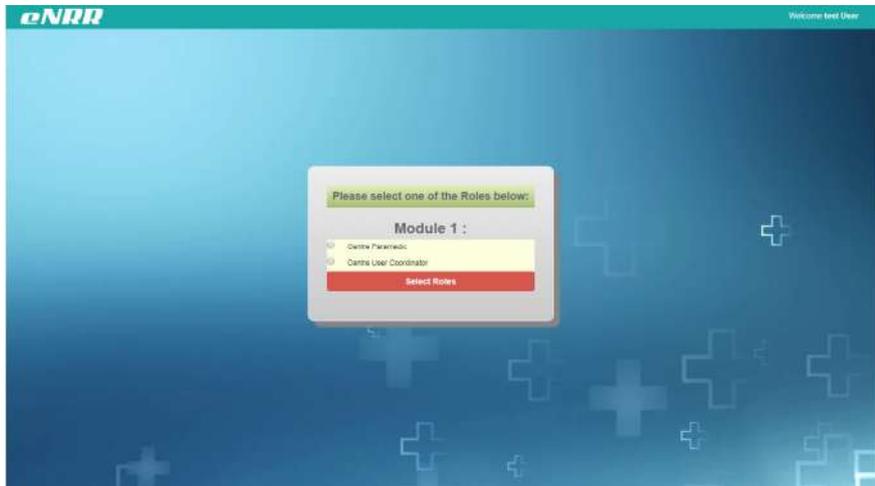
Save (Update)

8. The user has been added. Please request user to go through instructions in Section 3.0 for the steps to login.

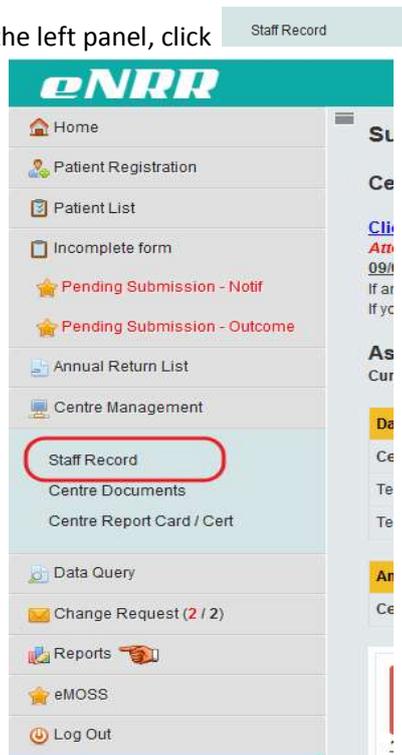
Electronic National Renal Registry Application (eNRR)- Version 1.4

4.1.1. For adding user who had eNRR Login did not go through eNRR First Time Login before

1. Only the 4 key person that appears in Centre Directory may add user in your centre. Login to eNRR.
2. After login, select 'Centre User Coordinator' role



3. At the left panel, click



4. At the Staff Record page that appears, check to see whether user that you wish is already in the centre list. If not, click  to add the user.

Electronic National Renal Registry Application (eNRR)- Version 1.4

Centre Name

Centre

Name

NRIC

Handphone (1)

eNRR Status

Role at Center

[Click to Add New User](#)

No.	Centre Name	User Full Name	Handphone (1)	eNRR	Category eNRR Access	Role	Action
1	Test Centre 2, HD	SUHAZELINI ALI	01140502583	eNRR: <input checked="" type="checkbox"/> Date start: 07-02-2019 Date end:	<input checked="" type="checkbox"/> Paramedic	<input checked="" type="checkbox"/> Centre Coordinator	<input type="button" value="Search"/>
2	Test Centre 1, PD	Test User Demo 123	0102314221	eNRR: <input checked="" type="checkbox"/> Date start: 31-05-2019 Date end:	<input checked="" type="checkbox"/> Paramedic	<input checked="" type="checkbox"/> Duty Paramedic/ Nurse	<input type="button" value="Search"/>
3	Test Centre 2, HD	Test JY	0123538499	eNRR: <input checked="" type="checkbox"/> Date start: 29-11-2017 Date end:	<input checked="" type="checkbox"/> Paramedic	<input checked="" type="checkbox"/> Duty Paramedic/ Nurse	<input type="button" value="Search"/>

5. Key in the user's NRIC or Other Document Number such as Passport number for foreigner and key in the user's handphone number. Click

Centre

My NRIC

Other document no

Specify document type

Others, specify

Handphone
Semua pengguna eNRR wajib mempunyai nombor telefon bimbit staff sendiri.

Email
Semua pengguna eNRR wajib mempunyai alamat emel staff sendiri.

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6. Based on matching of NRIC/Other ID document number or Handphone number, the system will indicate that user already exist in eNRR (was already formerly added in eNRR either activated or not activated yet). Select the name from the drop down box of the corresponding user.

The screenshot shows the 'Verify User' form in the eNRR system. The form fields are as follows:

- 1 ** Centre: Test Centre 2, HD
- 2 ** My NRIC: 820212-01-5698
- 3 Other document no: [Empty]
- 4 Specify document type: [Dropdown]
- 5 Others, specify: [Text Area]
- 6 ** Handphone: 0102314221
Semua pengguna eNRR wajib mempunyai nombor telefon bimbit staff sendiri.
- 7 ** Email: julia.ali@altussolutions.com.my
Semua pengguna eNRR wajib mempunyai alamat emel staff sendiri.
- 8 ** Existing Users from eNRR: [Dropdown menu]

Messages at the top of the form:

- Verify User : Existing Users from eNRR cannot be blank!
- Verify User : Authentication Code cannot be blank!

Message in the Existing Users from eNRR dropdown:

The user information that you provided is already exist in eNRR. Please select an Existing User. To continue, permission and the 'Authentication Code' sent to his/her handphone via SMS is required. Enter the 'Authentication Code' then click the 'Add User' button.

Note: If the selected User's Handphone numbers are different, you cannot proceed. Please complete the Centre Personnel Information Update [WJ](#) to request rectify.

Buttons: Send SMS Authentication Code (Mandatory!), Add User.

7. Click **Send SMS Authentication Code**. An SMS will be sent to the handphone number of the user that you want to add. Permission from the user is needed to proceed. Please contact the user and get the SMS Authentication code from him/her.

The screenshot shows the 'Verify User' form with the 'Send SMS Authentication Code' button highlighted. The form fields are the same as in the previous screenshot.

Message in the Existing Users from eNRR dropdown:

The user information that you provided is already exist in eNRR. Please select an Existing User. To continue, permission and the 'Authentication Code' sent to his/her handphone via SMS is required. Enter the 'Authentication Code' then click the 'Add User' button.

Note: If the selected User's Handphone numbers are different, you cannot proceed. Please complete the Centre Personnel Information Update [WJ](#) to request rectify.

Ms Test User Demo 123, 8n0n1n-0n-5n9n, jxbaXaxiXaxbXsoxoxnx.xox.xy, 0n0n3n4n2n

Buttons: Send SMS Authentication Code (Mandatory!), Add User.

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8. Key in the SMS Authentication code which you received from the user in Step 6. Click

Add User

Verify User

1 ** Centre: Test Centre 2, HD

2 ** My NRIC: 820212-01-5698

3 Other document no

4 Specify document type

5 Others, specify

6 ** Handphone: 0102314221
Semua pengguna eNRR wajib mempunyai nombor telefon bimbit staff sendiri.

7 ** Email: julia.ali@altussolutions.com.my
Semua pengguna eNRR wajib mempunyai alamat emel staff sendiri.

8 ** Existing Users from eNRR: Ms Test User Demo 123, 8n0n1n-0n-5n9n, jdxaxXaxXaxbXsxoxuxxmx.xox.xy, 0n0n3n4n2n
The user information that you provided is already exist in eNRR. Please select an Existing User. To continue, permission and the 'Authentication Code' sent to his/her handphone via SMS is required. Enter the 'Authentication Code' then click the 'Add User' button.
Note: If the selected User's Handphone numbers are different, you cannot proceed. Please complete the Centre Personnel Information Update [WI](#) to request rectify.

9 ** Authentication Code: 52705613 Mandatory!

Send SMS Authentication Code Mandatory!

Add User

1. Key in the authentication code which you have requested from this user above.

2. Click Add User

9. Complete the details of the user in Section 1, 2 and 3.

Staff Record

Section 1: Personal Info 1 | Section 2: Personal Info 2 | Section 3: Categ & Designation | ALL

Green Highlighted - for eNRR Web Application Login Access

Personal Information 1

1 SDPID: 11

2 Centre: Test Centre 2, HD

3 Contact ID: 15597

4 Person ID: 9047

eNRR Login Information

Login User ID	Login Name	User Inactive	Inactive Reason
100001605	testmo	No	

eNRR Web Access User Role

Role

5 ** User Full Name & Title: Name Test User Demo 123 Title Ms

6 ** Identification card number: My NRIC 820212-01-5698
Other document no
Specify document type Specify

7 Contact Number: Mobile (1) ** 0102314221 For web application use
Mobile (2)
Home Phone
Fax Number
Email ** julia.ali@altussolutions.com.my For web application use
Email2

Save (Update)

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Ensure to tick the correct Category and Designation

The screenshot shows the 'Staff Record' form in the eNRR system. The user is logged in as 'TEST USER 2 (Centre User Coordinator)'. The form is divided into sections: Section 1: Personal Info 1, Section 2: Personal Info 2, and Section 3: Categ & Designation. The 'Green Highlighted' section is for 'eNRR Web Application Login Access'. The 'Personal Information 2' section includes fields for Classification (1), Category & Designation (2), Medical Professional Board (3), Prof Registration No (4), and Completed 200 Hrs Training? (5). The 'Category & Designation' section has checkboxes for 'Doctor (Medical qualification)', 'Paramedic (Medical qualification)', and 'Other, specify (Non-medical qualification)'. Under 'Doctor', there are checkboxes for 'Head Of CUSUM', 'Nephrologist', 'Physician', and 'Medical Officer'. Under 'Nephrologist', there are checkboxes for 'Doctor Consultant' and 'Nephrology Trainee'. There are also fields for 'Nephrologist Type', 'NSR Specialist ID', 'Date Appointed', and 'Date Completed'. Under 'Paramedic', there are checkboxes for 'MA / AMO', 'Post Basic Renal Nursing', and 'Staff Nurse / Registered Nurse'. There are also fields for 'Nursing School Name' and 'Date Complete'. A 'Save (Update)' button is at the bottom.

Ensure eNRR and eNRR Date start already auto key in from the system and please key in Category

and Designation. Click

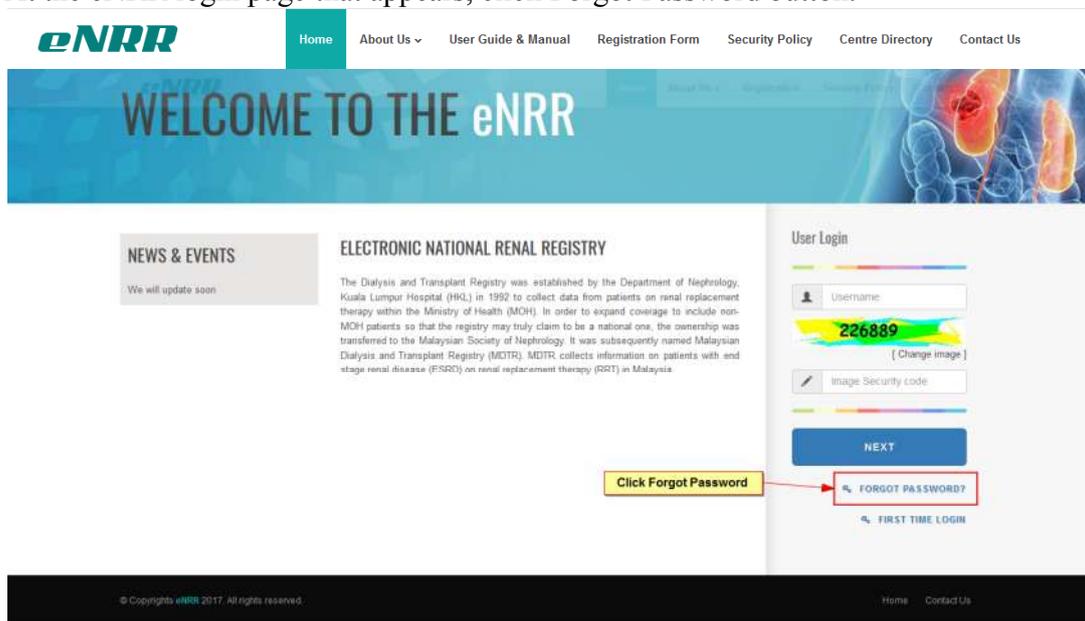
[Save \(Update\)](#)

The screenshot shows the 'Staff Record' form in the eNRR system. The user is logged in as 'TEST USER 2 (Centre User Coordinator)'. The form is divided into sections: Section 1: Personal Info 1, Section 2: Personal Info 2, and Section 3: Categ & Designation. The 'Green Highlighted' section is for 'eNRR Web Application Login Access'. The 'eNRR Web Application Login Access' section includes fields for eNRR (1), eNRR Date Start (2), and eNRR Date End (3). The 'Category & Designation' section includes fields for Contact Person Designation (1) and Role in this centre (2). The 'Role in this centre' section has checkboxes for 'Doctor In Charge ##', 'Centre Coordinator ##', 'Duty Doctor', and 'Other Specify'. There are also checkboxes for 'Panel Doctor / Nephrologist ##', 'Centre Manager ##', and 'Duty Paramedic/Nurse'. A 'Save (Update)' button is at the bottom.

10. The user has been added. Please request user to go through instructions in Section 3.0 for the steps to login.

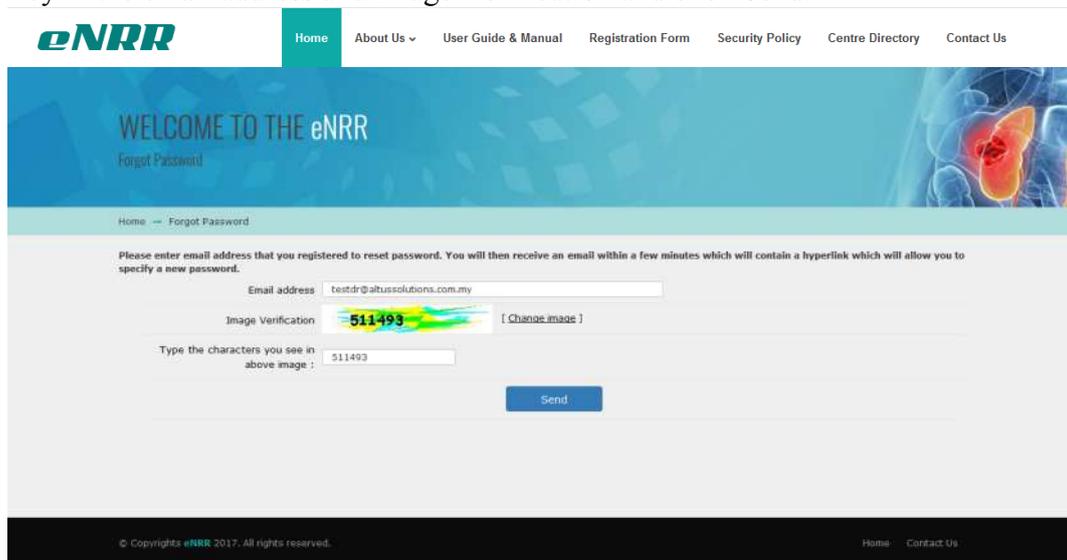
4.2.Forgot Password

1. At the eNRR login page that appears, click Forgot Password button.



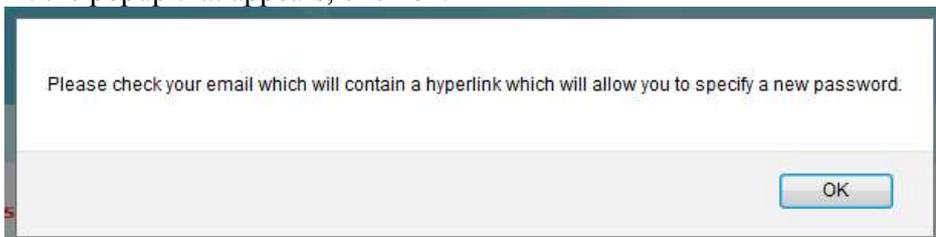
The screenshot shows the eNRR login page. At the top, there is a navigation menu with links: Home, About Us, User Guide & Manual, Registration Form, Security Policy, Centre Directory, and Contact Us. Below the menu is a banner with the text "WELCOME TO THE eNRR" and an image of kidneys. The main content area is divided into three sections: "NEWS & EVENTS" (with a sub-note "We will update soon"), "ELECTRONIC NATIONAL RENAL REGISTRY" (with a paragraph of text about the registry's history), and "User Login". The "User Login" section contains a "Username" field with the value "226889", an "image Security code" field with the value "511493", and a "NEXT" button. Below the "NEXT" button, there are two links: "FORGOT PASSWORD?" and "FIRST TIME LOGIN". A yellow callout box with the text "Click Forgot Password" has a red arrow pointing to the "FORGOT PASSWORD?" link.

2. Key in the email address and Image Verification and click Send.



The screenshot shows the eNRR "Forgot Password" page. At the top, there is a navigation menu with links: Home, About Us, User Guide & Manual, Registration Form, Security Policy, Centre Directory, and Contact Us. Below the menu is a banner with the text "WELCOME TO THE eNRR" and "Forgot Password". The main content area contains a form with the following fields: "Email address" (with the value "testdr@altsolutions.com.my"), "Image Verification" (with the value "511493"), and "Type the characters you see in above image:" (with the value "511493"). Below the form is a "Send" button. A yellow callout box with the text "Click Send" has a red arrow pointing to the "Send" button.

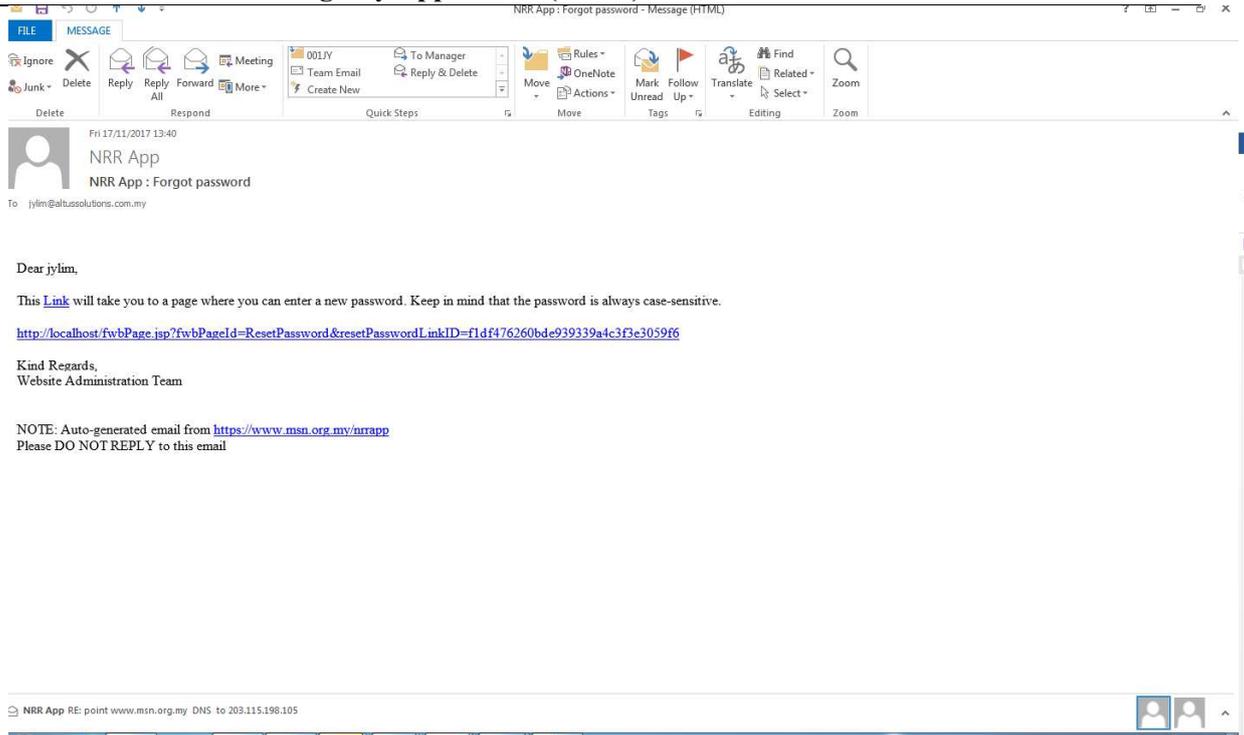
3. At the popup that appears, click ok.



The screenshot shows a popup dialog box with a white background and a grey border. The text inside the dialog box reads: "Please check your email which will contain a hyperlink which will allow you to specify a new password." Below the text is an "OK" button.

4. An email will be sent to your email address. Please go to your email to retrieve the email and click on the link provided in the email.

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5. Key in the relevant info and click Reset Password.

The screenshot shows the 'Reset Password' page of the eNRR application. The page has a navigation menu with 'Home', 'About Us', 'User Guide & Manual', 'Registration Form', 'Security Policy', 'Centre Directory', and 'Contact Us'. The main heading is 'WELCOME TO THE eNRR' with a sub-heading 'Reset Password'. Below the heading, there is a form with the following fields and labels:

- Email address: testdr@altussolutions.com.my
- New Password: [masked with dots]
- Retype New Password: [masked with dots]
- Image Verification: 716674 [Change image]
- Type the characters you see in above image: 716674

A 'Reset Password' button is located at the bottom of the form. The footer contains the copyright notice: '© Copyrights eNRR 2017. All rights reserved.' and links for 'Home' and 'Contact Us'.

6. Click ok at the popup that appears.



7. You may login using the newly reset password at the login page now.

4.0 LOGOUT

To logout from NRR, click on 'Logout' at the Left Panel menu bar or Top Panel menu item.

The screenshot displays the eNRR application interface. The left panel contains a menu with items such as Home, Patient Registration, Patient List, Incomplete form, Pending Submission - Notif, Pending Submission - Outcome, Annual Return List, Centre Management, Data Query, Change Request (3 / 3), Reports, eMOSS, and Log Out. The 'Log Out' button is highlighted with a red box. The top panel shows the user's name 'TEST USER 2 (Centre Doctor)' and a dropdown menu with options: My Profile, Personal Info, Change Password, Change Role, and Log Out. The 'Log Out' option in the dropdown is also highlighted with a red box. The main content area displays 'Summary Statistics' and 'Centre Participation' information, including a table for 'Data Query Status Summary' and an 'Alert & Pending Task' notification.

Centre Name	Total Pending Response	Total Value Accepted	Total Value Corrected	Total
Test Centre 1, PD	7	0	3	10
Test Centre 1, Tx	0	0	0	0
Test Centre 2, HD	2	0	0	2

Centre Name	Total AR	Total verified	Total not verified	Total Pending Submission	Total Revision Required	Total Submitted	Current total Annual return submission
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5.0 HELP DESK SUPPORT

Note: The eNRR User's Manual is subject to amendment from time to time as the system is enhanced

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 IT Administrator at: Tel: 603-4041 8615 / 4051 2296

Email: reg.support@altussolutions.com.my

2) NRR Registry Manager

National Renal Registry (Malaysian Society of Nephrology),

Unit 19-01, Q Sentral, 2A Jalan Stesen Sentral 2,

50470 Kuala Lumpur, Malaysia.

Telephone & Fax - 6 (03) 2276 3686 / 2276 3687

Email: nrr@msn.org.my