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 <u>https://www.msn.org.my\eNRR</u>

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.

Electronic National Renal Registry Application (eNRR)- Version 1.4 2.2 Access group and Access Right for NRR users

Access Right		NRR Forms		Data Query		IOSS	Data download	Reports	Centre		Centre Staff		Centre Report Card	CUSUM
									Profile		management			
	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	Υ	N
~ Paramedic	Y	Y	Y	Y	Y	Y	N	Y	Ν	N	N	N	N	N
HQ (Parent Centre)														
~ HQ Coordinator - All centres under the group	Y	N	Y	N	Y	N	Y	Y	Υ	N	Y	Ν	Y	N
~ Sub HQ Coordinator - Selected centres under	Y	N	Y	N	Y	N	Y	Y	Y	N	Y	N	Y	N
the group														
State MOH														
[~] Head of State MOH - All MOH centres in the	Y	N	Y	N	Y	N	Y	Y	Y	N	Y	N	Y	N
state														
~ Sub State Head - Selected MOH Centres in the	Y	N	Y	N	Y	N	Y	Y	Y	N	Y	N	Y	N
state														
National MOH														
[~] Head of MOH - All MOH Centres	Y	N	Y	N	Y	N	Y	Y	Υ	N	Y	N	Y	N
Registry Manager														
~ NRR Registry Manager and staff	Y	Y	Y	Y	Y	Y	Y	Y	Υ	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

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.



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

	🖀 nrr@msn.org.my 📞 +6 (03) 4050 2583			f ¥r in ⊗ G•
	Home About Us - Documents Registry - Cent	re Directory Publications - Forms -	Data Request FAQ Contact	
<	The National Renal Registry (NRR) has its orig Transplant Registry established by the Depart a READ MORE	gin in the Dialysis and ment of Nephrology in 1992.		
	NEWS & EVENTS Subject: Sistem elektronik NRR bagi punggutan data akan mula darinada 2017	ELECTRONIC NATIONAL REMAIL REGISTRY	Click here to access eNRR	
	Kepada yang menjaga dan yang berkenaan,	Man		Coming Soon
	Pada ketika ini , NRR sedang membangunkan satu	My Renal Information System		
	dijangka akan digunakan sepenuihnya mulai tahun	REGISTRY	1000	E MARINE
To go E	lectronic NRR Web Applic	ation (eNRR) click		button on NRR

- 2. To go Electronic NRR Web Application (eNRR), click on 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.

Electronic National Renal Registry Application (eNRR)- Version 1.4 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.

eNRR	Home	About Us 🗸	User Guide & Manual	Registration Form	Security Policy	Centre Directory	Contact Us
WELCOME T	O T	HE e	NRR	About Us ~	Registration Secur	ny Pelley	
NEWS & EVENTS We will update soon	LECTRONI are Dialysis and uala Lumpur H erapy within th OH patients si ansferred to thi alysis and Tra ace renal dise:	C NATIONAL d Transplant Regis lospital (HKL) in 1 he Ministry of Hea o that the registry e Malaysian Socie insplant Registry ase (ESRD) on ren	RENAL REGISTRY stry was establis ge to collect at th (MOH). In order to expand may truly claim to be a nation. ty of Nephrology. It was subse MDTR). MDTR collects informs at replacement therary (RRT)	coverage to include non- a lone, the ownership was quently named Malaysian tion on patients with end Malaysia	User Login	dr 22 [Change image	•1
			Key in Ima	ge Security Code	2 441	NEXT FORGOT PASSWORE FIRST TIME LOG)))))

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



Picture 1.3 Authentication page

- 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 than 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.
Thereby 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

- 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

A	nember to the National Registry (hereinafter "Member").
W	EREAS, 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;
W	EREAS, Member desires to receive all such data, information and materials subject to the terms and conditions set forth herein;
N	W, 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.
IIN	windss thereof, the parties have caused this Agreement to be executed by their duty authorized representatives on the date inst written above.
Lh	ers by ACKNOWLEDGE and ACCEPT that my access and use of the NRR Web applications shall be governed by this Confidential and Non-Disclosure Agreement.
6	Yes 🕥 No

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

Background to P	National Renal Registry Malaysia (NRR)
• The NRR in	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 patie
care.	ion use disclosure and access to date are all conducted in accordance with lengt athinal and national best practice outdalines
- 110 001000	on and second of a new second of a second of a considered in according with regard and national back proceed galaximos
dalaysian Perse	onal Data Protection Act 2010 (Act 709) - NRR compliance
1. General, N	otice & Choice, Disclosure Principle
• Dat	a 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 MMRR Research Registration ID: MMRR-08-1587-2618. nucl the anomyal. NRR has received anomyal for waived informed consent. Participation can be indicated by Public Notice.
• All 1	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 @
• Ope	in and transparent management of personal information
• Pati	ent consent to participation is not required mission to NPD falls under Non Application category of PDDA. NPD collects data for statistical numbers pon-commercial numbers and is classified under Evenpoint Category
• Bub PDF	mission to were rais under won application category or PDPA. Were collects data for statistical purpose non-commercial purpose and is classified under exemption category A,
• All p	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.
• Stat	ces 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 Re-
• The	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/or . 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 of the participating to abide by the partic
арр	ropriately collecting and maintaining the NRR data, including ensuring privacy and confidentiality of their own patient's data.
• All p	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 ident
• The	name in reports.
3. Anonymity	and pseudonymity remain and neurologumity is improvediable for the MOD as identification of individuals is required in order to
• 7010	is 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
• How	vever anonymity is preserved in the way that the data are used e.g. reports, presentations.
• Pati	ents can opt-out their personal data at any time, with just an 10 code remaining in the system.
4. Collection	of solicited personal information
• The • The	NRR collects personal information which is directly related to its functions and activities. Public Notice is available at participating centres.
mor	del 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 person
info	rmation from the NRR at any time.
• Dat	a collection does not occur without prior ethics approval from Medical Research and Ethics Committee (MREC), Ministry of Health with local research governance.
5. Dealing wit	th unsolicited personal information
• Hos	pital staff can enter only required information on the NRR web tool.
• NKP	t stair only enter follow-up data provided by the patient or their proxy.
6. Use or disc	closure of personal information
• The	NKK 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 aggre
• 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 clear
Dat	a are only supplied to researchers, in approved studies, in a non-identifiable format.
• 10ei Ouz	intriable data are only used for data linkage or data quality checking processes by authorised start/entities according to appropriate approvals for data linkage and the Ni ality Assurance and Data Management Processes Policy e.g. ethics approved linkage with the Jabatan Pendaftaran Negara (JPN) (National birth and death registration auth
• All 1	NRR personnel sign a Confidentiality Agreement.
• All E	ENRR users sign a User Agreement which outlines the user policy.
7. Cross-bord	fer 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. 2 conducts require reviews of data completeness and discremancies for determining case ascertainment. Data quality checks are also built into the NBB Web application to
ens	ure the quality of the data submitted.
• Trai	ining 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
sele	sted 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 wide timely and accurate data and provide timely response to data query.
• Info	structure of the second data and provide unitary response to data query. struction 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.
 Security of The 	personal information I NRR Data Security Policy provides guidelines for all security-related aspects for the registry.
• NRF	t 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
ava	Able level of security.
- Ine	servers are moreaned in a decired data percent with take-of-the-ent taches in cysterjays. Data percent submetrical submetrication for access to server storage TV, Purger Fire Suppression System, Universityted Power Supply, Besides that the servers are elss secured by server hardware and softwares such as Tirevell, Intrus
Deb	attion Sydam, Antivrus.
+ Peri	sonal information are analystal and deidentified in the database.
+ Arty + Alt	There copy data are stored in tooked cabinate contained within NRR Office in a tusking with swape card access. NRR shall chap analysis and Wanasamani Committee manifest with a first finite cale share the second access.
	ans in the NRR.
• Car	the stars can only access stats for their own site. Each authorized user in the sortre have their own user account and is accountable for their own logins. All activities in
web	application are audited.
- H =	implement to speake new bedreamer writtever ment o a change in your personal internation and manager and emissi addreas and centre's internation and cent ress
+ 17 11	ny staff who has access to NRR web application has left your centre or should no longer access to your patient record, please inactivitie their access right accordingly or
NBS	I whole access should be terminated.
• 540	a successive in any solution was in a second second part of a back of the static field with the second procession is chemic
18. Access to c	personal information Resistor Communication details on the Associations and send valued diseases information and an and the later of the send of the
• the	require on our process where in the sensing representation of the rest rest of the rest of the rest sensities and the odd are available from the star rest.
+ Per	sonal details are reported by participating centres.
• Fat)	arts may contact the centre which they received treatment from Dehich act as data custodard about their data.
IL Correction	of personal information
• To :	ensure that any making or discrepant data are corrected, the NRR conducts regular date cleaning activities in consultation with the heapital staff.
* A 0)	ysensec data quarty avort process is also in place. rescurate information is amended by the BER office when it is outified or becomes aware that particular information is internet
• An	such trai of web tool edits is markaned within the database.
• Rep	patrants can arrend their personal details in NyPrafile.
All Press Diverse	0 http://www.com/com/com/com/com/com/com/com/com/com/
lick Yes or N	and and retrieved as the residence has an entity
lick Yes or N	Date and expensive we related permission,
lick Yes or N	put and where depends an in example and examples. put DBCE and ACCEPT that my access and use at the MRR Web applications shall be governed by this Personal Data Protection Retice.

- 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.



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



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.

Electronic National Renal Registry Application (eNRR)- Version 1.4 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.

eNRR	Home	About Us 🗸	User Guide & Manual	Registration Form	Security Policy	Centre Directory	Contact Us
WELCOM	IE T	0 TH	IE eNRR	Home About Us	. × Registration	Security Polley	
NEWS & EVENTS We will update soon	E T K M U U S S	ELECTRONIC N he Dialysis and Tri Kuala Lumpur Hospi rerapy within the N 10H patients so that ansferred to the Ma ansferred to	IATIONAL RENAL REGIS Insplant Registry was establishe tal (HKL) in 1992 to collect data inistry of Health (MOH). In order the registry may truly claim to 1 laysian Society of Nephrology. It ant Registry (MDTR). MDTR coll ESRD) on renal replacement then	STRY d by the Department of Nepp from patients on renal repla to expand coverage to incluu e a national one, the ownersh was subsequently named Ma scts information on patients w apy (RRT) in Malaysia.	trology, coment je non- tip was laysian tith end	s Login jylim 809160 [Change imu 809160 NEXT	nge]
				Click First Time Logi	in	د Forgot Passwoi د First time Lo	RD?
© Copyrights eNRR 2017. All rights rese							act Us

- 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'
 - 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

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- 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
- Do not give your mobile phone to anybody else while logging into the web application.
 Log in the pin number immediately after receiving the number via SMS.
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B) CENTRE/INSTITUTION LEVEL

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- 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 docum	t is subject to change without prior notice. No part of this document may be reproduced or tra and ACCEPT that my access and use of the NRR Web applications shall be governed	nsmitted in any form without approval from the NRR Chairman. I by this Security Policy.
	Accept 2. if you click Yes, then the Accept	t 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

A	member to the National Renal Registry (hereinafter "Member").
۷	/HEREAS, 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;
٧	/HEREAS, Member desires to receive all such data, information and materials subject to the terms and conditions set forth herein;
Ν	OW, 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 resu 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
_	
2	1. Click Yes or No.
	VIVINESS THEREOF, the parties have caused this Agreement to be executed by their duly authorized representatives on the date linst written above.
1	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

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

The NRR is an ethically approved clinical quality registry containing patient data collected for the express purpose of contributing to improved patient treatments and outcome the NRR is an independent non-profile/la property of the NRR is an independent non-profile/la property of the NRR is an ethically approved clinical quality registry containing patient data collected for the express purpose of contributing to improve patient treatments and outcome the NRR is an ethically approved clinical quality registry containing patient data collected for the express purpose of contributing to improve patient treatments and outcome the NRR is an ethically approved clinical quality registry containing patient data collected for the express purpose of contributing to improve patient treatments and outcome the NRR is an ethically approved clinical quality registry containing patient data collected for the express purpose of contributing to improve patient treatments and outcome the NRR is an ethically approved clinical quality registry containing patient data collected for the express purpose of contributing to improve patient treatments and outcome the NRR is an ethically approved clinical quality registry containing patient data collected for the express purpose of contributing to improve patient treatments and outcome the NRR is an ethical quality registry containing patient data collected for the express patient data collected for the expr	
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The collection, use, disclosure and access to data are all conducted in accordance with legal, ethical and national best practice guidelines	
alaysian 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 NMRR Research Registration ID: NMRR-08-15 	87-2618.
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 reterred from http://www.msn.org.my/nrr/docume Open and transparent management of personal information 	ints.jsp Cr
Patient consent to participation is not required	
 Submission to NRR fails under Non Application category of PDPA, NRR collects data for statistical purpose non-commercial purpose and is classified under Exemption PDPA, 	Category of
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 fror 	n the Registr
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 C .	
 The NKK Centre Participation in National Kenal Kena Kenal Kenal Kena Kenal Kenal Kena Kenal Kenal Kena Kenal Kena	sponsibility to
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 IU code remaining in the system. 	
4. Collection of solicited personal information • The NOP collects personal information which is directly related to its functions and activities. Public Notice is available at participation persons	
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 regist	ries. 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 thei information from the NRR at any time.	r personal
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.	
Nex start only enter follow-up data provided by the patient or their proxy,	
 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 ar 	id 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 eth Data are only supplied to researchers, in approved studies, in a non-identifiable format. 	ical clearance
Identifiable data are only used for data linkage or data quality checking processes by authorised staff/entities according to appropriate approvals for data linkage are	nd the NRR
Quality Assurance and Data Management Processes Policy e.g. etnics approved linkage with the Jabatan Pendattaran Negara (JPN) (National Dirth and death registra • All NRR personnel sign a Confidentiality Agreement.	ition autnonity
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. 	
 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 appleteness.	ication 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 ra	andomly
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 informed to ensure to ensu	ormation,
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 nersonal 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 available level of security. 	highest
The servers are maintained in a secured data certire with state-of-the-art facilities in Cyberjava. Data centre security: Biometrica authentication for access to server	storage area
CCTV, Pyrogen Fire Suppression System, Uninterrupted Power Supply, Beaded that, the servers are elso secured by server hardware and softwares such as firewal Detection System, Antonno.	E tetrusion
Personal information and encryptical and deidentified in the database.	
Any fant copy data are stored in locked cabreats contented within NR2 Office in a failibing with single card arcses. All NR2 stall, data analysis and Management Committee matching and a fain Discharge Accesses to they undertake to maintain the confidentiality of any	tata that they
access in the NRR,	
 Centre there can only access data for their own site. Each autorized user in the centre have their own user account and is accountable for their own logins. All actively application are suffered. 	vities in the
It is important to update Will Secretarist whenever there is a change in your personal information like mobile number and e-mail address and centre's information	ike oertre
address. If any she has access to MDB web anoigning has left your centre or shelld so longer arcses to your patient speed, steam tradiums they access with access	antiv or units
 If any out-min depotes a min web approximation as an you only a probability only a web in your period, peeds instanting and access right woold JRSS whose access should be terminated. 	nger of upon
Cata are backed up on a daily, weekly and monthly basis. Business continuity plan is in place in the event the web epsication is down.	
18. Access to personal information	
 The segatry forms provides details on the demographic and renal velated diseases information entered into the NRR (which stipulates that the data are available fro hospital result). 	xm their
Personal details are reported by perticipating centres.	
 Patients may contact the centre which they received treatment from Dehich act as data custodary about their data. 	
A REAL PROVIDED AND	
21. Contraction of persistent information • To ensure that any making or discrepant data are corrected, the tick conducts regular data cleaning activities in consultation with the heaptal staff.	
I.): Correction of personal information * To ensure the an information * To ensure the an information * To ensure the an information of discrepant plate are corrected, the MRR conducts regular data detaining activities in consultation with the heapital staff, * A reference tion assets we adde process in allow in plate.	
 Correction of personal information To ensure the any inspace or assorgant data are corrected, the NRR conducts regular data deeping activities in consultation with the heaptal staff. A systemic data gate provide process is also in place. All inspaces information is amended by the IRR office when it is notified to become aware that persoulsr information is intervent. All inspaces in all webs deel the instrument data that in database. 	
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II. Correction of personal information • To ensure that any managery of discrepant plata are corrected, the MRC envirous regular table dearing activities in consultation with the heaptile staff, • A personal for the asset of the MRC process in about in plane. • All inductive for discrepant plata are corrected, by the MRC envirous regular table are table and tabl	
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7. Click OK at the confirmation of acceptance of Personal Data Protection Notice.

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.

enri	2	Home Ab	out Us 🗸 🛛 U	ser Guide & Manual	Registration Form	Security Policy	Centre Directory	Contact Us
WEI	LCOME TO TH	IE eNRR					4	200
Home -	 First Time Login Venificatio 	n						
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3	Old IC No							
4	Other document no							
5	Specify document type							
6	Others, specify							
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9. Upon successful verification, a new page will appear.

eNRR	Home About Us ~	User Guide & Manual	Registration Form	Security Policy	Centre Directory	Contact Us
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Home 👄 First Time L	ogin Verification					
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1 Contact Title	Mr.					
2 Contact Name	c					
3 Mabile Auther No	tication Phone (012)3717855	Send SMS Authentic	ation Code 🥡			
4 SMS Authentica	tion Code					
First Time Login	Information					
1 ** Handphone	(012)3717855					
2 My NRIC	660716-11-11	11				
3 Old IC No						
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5 Specify docum	nent type					
6 Others, speci	fy					
	Verify A	uthentication Code				
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10. 0	Check	if	the	Mobile	Authentication	n Phone	Number	is	correct.	If	Yes,	click
	Send S	MS A	uthent	ication Code	. If not, pl	ease cont	tact your	Cent	re Coord	inato	or to	amend
а	accordi	ngly	<i>.</i>				2					

eNRR	Home About Us - User	r Guide & Manual R	egistration Form	Security Policy	Centre Directory	Contact Us
Home 🛶 First Time Login Ver	ification					
Do you have eMOSS Login Acco If Yes, you may skip First Time If not, you will need to go throw - Has your Centre Coordinator - If no, Indiy request your Cent - If no, kindly fill in the form t Click harte to yiew User manual	unt before? Login. Please key in your eMOSS usernar igh First Time Login. sided you as a user in your centre in eNR thre Coordinator to add you as a user in yr elow to authenticate your identity. for Login	me and password at the login p IR yet? our centre first before continuing	age. 9 the following section.			
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2 Contact Name	c					
3 Mobile Authentication No	Phone (012)3717855	Send SMS Authentication	Code			
4 SMS Authentication Cod	• 80191070 2 .	. Key in the Authenticati	on Code that you re	eceived on your har	ndphone here.	
First Time Login Inform	ation					
1 ** Handphone	(012)3717855					
2 My NRIC	660716-11-1111					
3 Old IC No			1.2			
4 Other document no	3. Click here after you have	e completed step 1 & 2	above.			
5 Specify document type	. /					
6 Others, specify	Verify Authenticati	ion Code				
		Makeus Society of Haghrdogy	ON			
© Copyrights eNRR 2017. All	ights reserved.				Home Contact Us	
11. An SMS Authenticatio	n Code will be s	sent to your l	nandphone	number.	Please key	in the SMS

Authentication Code at the space provided. After that, click

.

- 12. A new page will appear.
- 13. At the login information section, please enter your Login Account information and then click

Create Login Account

eNRI		Home	About Us 🗸	User Guide & Manual	Registration Form	Security Policy	Centre Directory	Contact Us
	WELCOME TO First Time Lugin Vertilicat	O THE e	NRR				R	
	Home - First Time Login - If no, kindly request your - If yes, kindly fill in the for Click here to view User man	Verification Centre Coordine m below to auth wall for Logm	itor to add you as a enticate your identiti	user in your centre first before cont Y	nuing the following section.	-dependent land	a miny transition	
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16. 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.

d. Click	About Us - Re	egistration Security Policy Costact Us
NEWS & EVENTS We will update anon	ELECTRONIC NATIONAL RENAL REGISTRY The Dialog A subscription A subscriptio	User Login Is your Personal Login Prvase restand? Hosparamedic LOCIN LOCIN A FORGOT RASSWORD? A FRET TIME LOGIN
@ Expringing colline 2017. Al rights inserved	AND COME	Home CoMact Dis

- 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 Save (Update)

eNRR			Welcomo Mr. Chandra Sekaran A/L Palany - Centre Paramedic
😭 Home 🗮	My Profile		
Separation Registration	Hyrione		
Patient List	First Time SMS Mobile Autho	Intication	
🔜 Annual Return List	1 Mobile Authentication Completed	2	
🖕 =MOSS	2 Mobile Authentication Completed Date	24-11-2017 11:53:43	
Data Query	3 Mobile Authentication Phone	(012)3717855	
🔯 Data download	No		
💋 Reports	My Profile		
🎎 My Profile	1 Contact Person ID	1956	
Change Password	2 Login Name	testparamedic	
IT Support / Helpdesk	3 Title (e.g Dr. Mr. Miss)	Mr.	
O Los Out	4 Full Name	C	1 Key in Personal Login Phrase
U tog out	Personal Cogin Prilase	testparamedic	
	6 My NRIC	660716-11-1111	
	7 Other document no		
	8 Specity document type		
	10 Designation		
	11 Mobile No	(012)3717855	2. Click this button
	12 Email		
			Save (Update)

19. Upon successful, user will be directed to:

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

P	ease select one of the Roles below
	Module 1 :
Ð	Centre Doctor
0	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'.



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

eNRR		Weiscome best Univer
	Please select one of the Roles below:	
	Module 1 :	4
	Centre Destriction Centre User Cooldinator	
	Select Roles	
		يساللي الخياطي

3. At the left panel, click Staff Record



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

eNRR					@ n	Support / Helpdesk	TEST USER 2 (Centre Use	r Coordinator)
☆ Home	= ST)					
Section Registration	517	AT RECORD				-		
Patient List			Centre Name					
📋 Incomplete form			Centre	•				
🚖 Pending Submission - Notif			Name					
🚖 Pending Submission - Outcome								
annual Return List			NRIC				5	
🧱 Centre Management		į	Handphone (1)					
Staff Record			eNRR Status	•				
Centre Documents								
Centre Report Card / Cert			Role at Center		_			
👩 Data Query				Q, Search Show All	Excel			
🔀 Change Request (2 / 2)								
🛃 Reports 🥎					Click to	Add New User 🔶	AI	dd User
🚖 eMOSS								
🕘 Log Out	No.	Centre Name	User Full Name	Handphone (1)	eNRR	enrr Access	Role	Action
	1	Test Centre 2, HD	SUHAZELINI ALI	01140502583	eNRR: Date start: 07-02-2019 Date end:	Paramedic	Centre Coordinator	۵, 😡
	2	Test Centre 1, PD	Test User Demo 12	3 0102314221	eNRR: Date start: 31-05-2019 Date end:	🛃 Paramedic	Duty Paramedic/ Nurse	Q 🗾
	3	Test Centre 2, HD	Test JY	0123538499	eNRR: Date start: 29-11-2017 Date end:	Paramedic	Duty Paramedic/ Nurse	Q 😡

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

in the user's handph	one number. Click	Verify User		
eNRR			👩 IT Support / Helpdesk	TEST USER 2 (Centre User Coordinator) -
☆ Home	■ Verify User			
& Patient Registration				
🕄 Patient List	Verify User			
Incomplete form	1 ** Centre	Test Centre 2, HD		
Pending Submission - Notif	2 ** My NRIC	820212-01-5698		
Pending Submission - Outcome	3 Other document no			
Annual Return List	4 Specify document type	▼		
Cantra Management	5 Others, specify			
Data Query	6** Handphone	0102314221 Semua penguna eNBR waiib mempunyai	nombor telefon himbit staff sendiri	
Change Request (2 / 2)	7 ** Email	iulia ali@altussolutions.com.mv		
		Semua penguna eNRR wajib mempunyai	alamat emel staff sendiri.	
Reports 📆				
🚖 eMOSS		Ver	ny user	
🕓 Log Out				

6. Key in Personal details of the user and click

eNRR		🔮 IT Support / Helpdesk	TEST USER 2 (Centre User Coordinator)
🟠 Home	• Verify User : The user infor	mation that you provide is not exist in eNRR. Please provide Personal Informat	ion to continue.
Sepatient Registration	Verify User		
Patient List			
🚺 Incomplete form	Verify User		
👉 Pending Submission - Notif	1 ** Centre	Test Centre 2, HD 💌	
Pending Submission - Outcome	2 ** My NRIC	811229-12-5699	
Annual Roturn List	3 Other document no		
	4 Specify document type		
Centre Management	5 Others, specify		
Data Query	6 ** Handphone	012987654	
Change Request (2 / 2)		Semua penguna eNRR wajib mempunyai nombor telefon bimbit staff sendiri.	
Reports 👘	7 ** Email	jueshyster@gmail.com	
eMOSS		Semua penguna eNRR wajib mempunyai alamat emel staff sendiri.	
0) Log Out	Personal Information		
	1 ** User Title	Dr	
	2** User Full Name	Mohd. Azli Rani	
	3 ** Category & Designation	Doctor (Medical qualification)	
		Paramedic (Medical qualification) 📄 🗟	
	-	Add User	

Add User

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

eNRR							😰 IT Support		🔏 IT Admin - Julia (IT Administrator)
≙ Home	Staff Record									
Section Registration			li li							
Patient List	Section 1: Perso	onal Info 1 Section	2: Personal Info 2	Section	3: Categ & E	Designat	tion ALL			
Incomplete form	Green Highlighted - for	eNRR Web Application L	ogin Access							
🚖 Pending Submission - Notif	Personal Information	ation 1								
🚖 Pending Submission - Outcome	1 SDPID	80								
📑 Annual Return List	2 Centre	Test	Centre, MRRB							
NRR Management	4 Person ID	911	05							
Centre Management		eN	RR Login Information							
E Conte Management		Lo	gin User ID	Log	in Name		User Inactive		Inactive Reason	
Staff Record		10	000000	test	para		No			
Centre Documents		eN	RR Web Access User R	ole						
Reports & Data Download		Ro	le							
	5 ** User Full Name	e & Title Nan	ne TEST USER 2			Title				
2 Data Query	6 ** Identification ca	rd number My	NRIC							
Change Request (11 / 1285)		Ott	er document no		Mar					
Data download (NRR Manager)		80	acifu document tuno				1			
eMOSS - RNEP		ap	ecily document type		Old IC		Specify			\square
🕑 Log Out	7 Contact Numbe	r Mo eg.	bile (1)** 0112345678		0162097165 Last sent SMS RM0. eNRR Aut 32301412. This	(Visible to th Code to also allo	For web a eNRR Admin add your to 'S w user to acce	oplication u only) ultan Ismail ss your prof	se Pandan Hospital, Tx Un île. (Unsent [U] : 12-02-2	iť is 1019 16:53:40)
		Мо	bile (2)							
		Но	me Phone							
		Fax	Number							
		Em	ail **				1 For	web applic	ation use	
		Em	ail2							

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).

- Doction 2. Ensure to the time contest subscription and Designation
--

eNRR			💿 IT Support / Helpdesk 🛛 🚨 TEST USER 2 (Centre User Coordinato
≙ Home	Staff Record		
Section Registration			
Patient List	Section 1: Personal Info 1 Sec	tion 2: Personal Into 2 Section 3: Categ & D	
Incomplete form	Crean Highlighted, for aNRR Was Applied	tant l agin lagass	
🚖 Pending Submission - Notif	Democratic for environment of	Non Login Access	
🚖 Pending Submission - Outcome	Personal Information 2		
🔓 Annual Return List	Classification	•	
🧱 Centre Management	Doctor (Medical	Head Of CUSUM	Doctor Consultant
Data Query	quanneauuri)	Vephrologist	Nephrology Trainee
Change Request (2 / 2)		Nephrologist Type 👩 Adult	Paediatric
🛃 Reports 🦘		NPR President ID	Data (appainted
🚖 eMOSS		Non Specialist ID	Date Appointed
🕘 Log Out			Date Completed
		Physician	Paediatrician
		Medical Officer	Other, specify
	Paramedic (Medical qualification)		
	Other, specify (Non-medica	I qualification)	
	3 Medical Professional Board	MMC MA Others	Nurse
		Specify	
	4** Prof Registration No		
	5 Completed 200 Hrs Training?	Date Start	Date Completed
		Save (Undate)	



eNRR			👰 IT Suppo	ort / Helpdesk	TEST USER 2 (Centre User Coordinator)
🛕 Home	Staff Record				
🚴 Patient Registration	Stan Record		_	_	
Patient List	Section 1: Personal Info 1	ection 2: Personal Info 2 Section 3: Categ &	Designation	u.	
📋 Incomplete form	Please update this record within 30 D	iys. After that this record will be lock for update.			
🚖 Pending Submission - Notif	Green Highlighted - for eNRR Web App	ication Login Access			
🚖 Pending Submission - Outcome	eNRR Web Application Login	Access			
🛓 Annual Return List	1 eNRR				
💂 Centre Management	2 eNRR Date Start	13-06-2019			
🗾 Data Query	3 eNRR Date End				
Change Request (2 / 2)	Category & Designation				
🛃 Reports 📆	1 Contact Person Designation				
🚖 eMOSS	2 Role in this centre	Doctor In Charge ##		Panel Doctor /	Nephrologist ##
🕑 Log Out	## - can only update by eNRR	Centre Coordinator ##		Centre Manage	er ##
	Administrator	Duty Doctor		Duty Paramedi	c/Nurse
	4	Other Specify			
		Save (Update	e)		

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

- 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 Staff Record

eNRR	
🛕 Home	= SL
Section Registration	Co
Patient List	Ce
	<u>Cli</u>
Incomplete form	Att
A Decise Outeringing Matt	09/
Pending Submission - Notif	IT at
🚖 Pending Submission - Outcome	пус
	As
Annual Return List	Cur
🧱 Centre Management	Da
Staff Record	Ce
Centre Documents	Te
Centre Report Card / Cert	Te
👌 Data Query	An
🔀 Change Request (2 / 2)	Ce
🛃 Reports 🥎	
🚖 eMOSS	
🕘 Log Out	

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

eNRR					@ n	l Support / Helpdesk	TEST USER 2 (Centre Use	r Coordinator
🚖 Home	= ST		h					
🚴 Patient Registration		AT RECORD						_
3 Patient List			Centre Name					
Incomplete form			Centre					
🚖 Pending Submission - Notif			Name					
🚖 Pending Submission - Outcome								
📑 Annual Return List			NRIC					
🔙 Centre Management		į	Handphone (1)]	
Staff Record			eNRR Status	-				
Centre Documents								
Centre Report Card / Cert			Role at Center					
👌 Data Query			Q	Search Show All	Excel			
🔀 Change Request (2 / 2)								
🛃 Reports 📆					Click to	Add New User 🔶	A	dd User
🚖 eMOSS					1	1		
🕘 Log Out	No.	Centre Name	User Full Name	Handphone (1)	eNRR	Category eNRR Access	Role	Action
	1	Test Centre 2, HD	SUHAZELINI ALI	01140502583	eNRR: 2 Date start: 07-02-2019 Date end:	Paramedic	Centre Coordinator	Q 🔒
	2	Test Centre 1, PD	Test User Demo 123	0102314221	eNRR: Date start: 31-05-2019 Date end:	Paramedic	Duty Paramedic/ Nurse	Q 🛃
	3	Test Centre 2, HD	Test JY	0123538499	eNRR: Date start: 29-11-2017 Date end:	Paramedic	Duty Paramedic/ Nurse	۹,

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

the u	user's handphone n	umber. Click	venity User		
	eNRR			👰 IT Support / Helpdesk	EST USER 2 (Centre User Coordinator) -
	≙ Home	■ Verify User			
	Sequent Registration				
	📴 Patient List	Verify User			
	Incomplete form	1 ** Centre	Test Centre 2, HD 💌		
	A Pending Submission - Notif	2 ** My NRIC	820212-01-5698		
	Pending Submission - Outcome	3 Other document no			
	Annual Return List	4 Specify document type			
	Contro Management	5 Others, specify			2
		6 ** Handphone	0102314221		
	Data Query		Semua penguna eNRR wajib mempunyai nombor te	elefon bimbit staff sendiri.	
	Change Request (2 / 2)	7 ** Email	julia.ali@altussolutions.com.my		
	🛃 Reports 📆		Semua penguna eNRR wajib mempunyai alamat en	nel staff sendiri.	
	🚖 eMOSS		Verify User		
	🥝 Log Out				

Based on matching of NRIC/Other ID document number or Handphone number, the system will 6. 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.

eNRR		🔮 IT Support / Helpdesk 🛛 🙎 TEST USER 2 (Centre User Coordinator) -
🛕 Home	Verify User : Existing Users from eNRR cannot be blank!	
🚴 Patient Registration	Verify User : Authentication Code cannot be blank!	
Patient List	Verify User	
Incomplete form	Verify User	This indicates that user already exist in eMOSS (either activated or not activated before).
🚖 Pending Submission - Notif	1** Centre Test Centre 2, HD 💌	Select user from the drop down list.
A Pending Submission - Outcome	2 ** My NRIC 820212-01-5698	
🛓 Annual Return List	3 Other document no	
🧱 Centre Management	4 Specify document type	
🛃 Data Query	5 Others, specify	
Change Request (2 / 2)	6 ** Handphone 0102314221 Semua cenguna eNRR walib mempunyai ng	propor telefon bimbit staff sendiri.
neports 🐄	7 ** Email julia.ali@altussolutions.com.my Semua penguna eNRR wajib mempunya	amat emel staff sendiri.
🕑 Log Out	8 ** Existing Users from eNRR The user information that you provided is all To continue, permission and the 'Authenticat Enter the 'Authentication Code' then click the ' Note: If the selected User's Handphone num Please complete the Centre Personnel Inform	eady exist in eNRR. Please select an Existing User. Ion Code's cent to his/her handphone via SMS is required. 'Add User' button. biers are different, you cannot proceed. mation Update We to request rectify.
	Send SMS Authentication Code	Mandatory!
	e Ado	d 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.

eNRR		👰 IT Support / He	lpdesk 🛛 🔏 TEST USER 2 (Centre User Coordinator) 🗸
🛕 Home	• Verify User : Existing Users	from eNRR cannot be blank!	
🚴 Patient Registration	Verify User : Authentication (Code cannot be blank!	
Patient List	Verify User		
Incomplete form	Verify User		
🚖 Pending Submission - Notif	1** Centre	Test Centre 2, HD	
🚖 Pending Submission - Outcome	2** My NRIC	820212-01-5698	
Annual Return List	3 Other document no		
💻 Centre Management	4 Specify document type	v	
🛃 Data Query	5 Others, specify		
Change Request (2 / 2)	6 ** Handphone	0102314221 Semua penguna eNPR walih mempunyai pombor talafan himbit staff sandiri	
🛃 Reports 📆	7** Email	iulia ali@altussolutions.com mv	
🚖 eMOSS		Semua penguna eNRR wajib mempunyai alamat emel staff sendiri.	
🕑 Log Out	8 ** Existing Users from eNRR	The user information that you provided is already exist in eNRR. Please select To continue, permission and the 'Authentication Code' sent to his/her handpho Enter the 'Authentication Code' then click the 'Add User' button. Note: If the selected User's Handphone numbers are different, you cannot pro- Please complete the Centre Personnel Information Update (W) to request red	an Existing User. ne via SMS is required. seed. fy.
		Ms Test User Demo 123, 8n0n1n-0n-5n9n, jxbaXax0Xaxtxsxxxxxxxxx, Send SMS Authentication Code	ONON3N4N2N 💌
	9 ** Authentication Code	Mandelory! Ø Add User	grant permission to you to add him/her. Please request the Authentication code from the user.

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



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

eNRR				💮 IT Support / Helpdesk	EST USER 2 (Centre User Coordinator) -	
A Home	Staff Record					
🔱 Patient Registration	Stan Record					
Patient List	Section 1: Personal Info 1	Section 2: Personal Info 2	tion 3: Categ & De	signation ALL		
Incomplete form	Green Highlighted - for eNRR Web Ap	plication Login Access				
Rending Submission - Notif	Personal Information 1					
🚖 Pending Submission - Outcome	1 SDPID	11				
📄 Annual Return List	2 Centre	Test Centre 2, HD				
💻 Centre Management	3 Contact ID	15597				
Data Query	4 Person ID	9047 eNRR Login Information				
Change Request (2 / 2)		Login User ID	Login Name	User Inactive	Inactive Reason	
Reports 1		100001605	testmo	No		
eMOSS		eNRR Web Access User Role				
Q Log Out		Role				
	5** User Full Name & Title	Name Test User Demo 123 T	itle 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@altussol	utions.com.my For web applicat	ion use	
		Email2				
			Save (Update)			

Ensure to tick the correct Category and Designation

eNRR		1	🕐 IT Support / Helpdesk	EST USER 2 (Centre User Coordinator)
🚖 Home	Staff Record			
🚴 Patient Registration				
Patient List	Section 1: Personal Info 1 Section 2: Personal	onal Info 2 Section 3: Categ & Design	nation ALL	
Incomplete form	Green Highlighted - for eNRR Web Application Login Acc	ess		
🚖 Pending Submission - Notif	Personal Information 2			
🚖 Pending Submission - Outcome	1 Classification			
📑 Annual Return List	2 ** Category & Designation			10102000000
💻 Centre Management		Head Of CUSUM	Doctor Con	Trainee
👼 Data Query			Trephology	Tanee
🔀 Change Request (2 / 2)			Data Anna	inted
🛃 Reports 📆		Nort Specialistic	Date Com	pleted
🚖 eMOSS		Physician	Paediatricia	in
🕘 Log Out		Medical Officer	Other, spec	ify
	Paramedic (Medical qualification)	MA / AMO	S S	taff Nurse / Registered Nurse
		Post Basic Renal Nursing	0	ther, specify
		Nursing School Name		
		Date complete		
	Other, specify (Non-medical qualification)			
	3 Medical Professional Board Splacify			
	4 ** Prof Registration No			
	5 Completed 200 Hrs Training?	Da	te Start	Date Completed
		Save (Update)		
		-Save (Speare)		

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

eNRR			😰 IT Support / Helpdesk	EST USER 2 (Centre User Coordinator)
🛕 Home	Staff Record			
🚴 Patient Registration				
Patient List	Section 1: Personal Info 1	Section 2: Personal Info 2 Section 3: Categ & D	esignation ALL	
Incomplete form	Green Highlighted - for eNRR Web App	lication Login Access	1994 A.C. (199	
🚖 Pending Submission - Notif	eNRR Web Application Login	Access		
🚖 Pending Submission - Outcome	1 eNRR	2		
🔄 Annual Return List	2 eNRR Date Start	13-06-2019		
💻 Centre Management	3 eNRR Date End			
🗾 Data Query	Category & Designation			
Change Request (2 / 2)	1 Contact Person Designation			
🛃 Reports 🥎	2 Role in this centre	Doctor In Charge ##	Panel Doctor /	Nephrologist ##
🚖 eMOSS	## - can only update by eNRR	Centre Coordinator ##	Centre Manage	er ##
() Log Out	/ annihistrator	Duty Doctor	Duty Paramed	ic/Nurse
		Other Specify		
		Save (Update)		

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.

eNRR	Home About Us 🗸	User Guide & Manual	Registration Form	Security Policy	Centre Directory	Contact Us
WELCOM	E TO TH	IE eNRR	And a	a depletation	76	
NEWS & EVENTS We will update soon	ELECTRONIC A The Dialysis and Trn Kusla Lumpur Heep therapy within the M MOR patients so the Dialysis and Transpi stage renal disease (VATIONAL RENAL REGIS anaplant Registry was establish tal (HGL) in 1992 to collect data finistry of Health (MOH). In order the registry may fuller (date to laysian Society of Neptrology. It and Registry (MDT), MOTE coll (FSRO) on renal replacement the	d by the Department of Kepb from patients on runal repla- to expand coverage to include to expand coverage to include the antored one, the covered was subsequently numed Ma was subsequently numed Ma supp (RRT) in Malaysia	settogy, carment is non- th and swoord	Login Username 226889 (Change in Image Security code NEXT NEXT FORGOT PASSWO	age] PRD ? DGIN
© Copyrights eNRM 2017. All rights rese	WIG				Home Con	fact Us

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

		Home Abou	ıt Us マ User (Guide & Manual	Registration Form	Security Policy	Centre Directory	Contact Us
	WELCOME TO TH	E eNRR						R
	Home — Forgot Password							
	Please enter email address that yo	registered to res	et password. You w	fill then receive an e	mail within a few minutes	which will contain a hy	perlink which will allow	you to
	Speciny a new password. Email add	fress testdr@alt	ussolutions.com.my					
	Image Verific	ation 511	193	[Change imag	±]			
	Type the characters you s above im:	ee in 511493						
		-		Send				
	© Copyrights INRR 2017: All rights r	eserved.					Home: Cont	act (U).
At the po	pup that appe	ars, clic	ek ok.					
-								1
-535								
	check your email white	ch will cont	ain a hyper	ink which w	rill allow you to s	specify a new	password.	
Please	check your ernal white		55			23 10 15		
Please	encer your email with					28 - 49 A. AN		
Please	eneck your ernañ wilk					2.6.110		

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.





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.

eNRR				🔮 IT Support / Helpdesk	TEST USER 2 (Centre Doctor
Home Home Patient Registration Patient List Incomplete form Pending Submission - Notif Pending Submission - Outcome Annual Return List	Summary Statisti Centre Participation Click here for Assessmen Attention please: 99/04/2018 If any of the centre shown h If your centre is not shown Assessment year 2 Current date/time: 13-06-	CS n ent year 2017 erere not yours please inform <u>mr@msn.org.m</u> here, please do the needful by complete a B 018 2019 21:15:00	꼬 orang 5 國)		My Profile Personal Info Change Password Change Role Cong Out
Centre Management	Data Query Status Summ	anv			
👩 Data Query	Centre Name	Total Pending Response	Total Value Accepted	Total Value Corr	rected Total
Change Request (3 / 3)	Test Centre 1, PD	7	0	3	10
Reports 📆	Test Centre 1, Tx	0	0	0	0
eMOSS	Test Centre 2, HD	2	0	0	2
🕖 Log Out	Annual Return submissio	n progress %			
	Centre Name Total AR	Total verified Total not verified Total Per ending Task	nding Submission Total Revision Rec	uired Total Submitted Curr	rent total Annual return submission

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