User Manual

Welcome to SCRPM website – to help
members to access the forum & to download
documents / presentation

E-mail: scrpmalaysia@gmail.com
Website: http://scrpm.ucoz.com/

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Members are encouraged to register (to sign up) with www.scrpm.ucoz.com for an account to download files or documents that are shared by the Society

SECURITY (Good practices)

Each registered user is required to read through, understand the security policy for scrpm website http://scrpm.ucoz.com/ before being authorised to access the website. This is to ensure that users or members play an active role in ensuring security of data at their level

2.1 Policies and Practices as follows
As a good security practice, you are strongly advised to: Keep your password confidential!

- **Avoid** sharing or divulging your Password to anyone. This includes any person who may appear to represent or work for SCRPM. Our administrator do not request for your password at any time.
- **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**
- 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.

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!

How to Register (Registration)

Step 1: Please click on Registration Button (upper Left hand corner of the website)
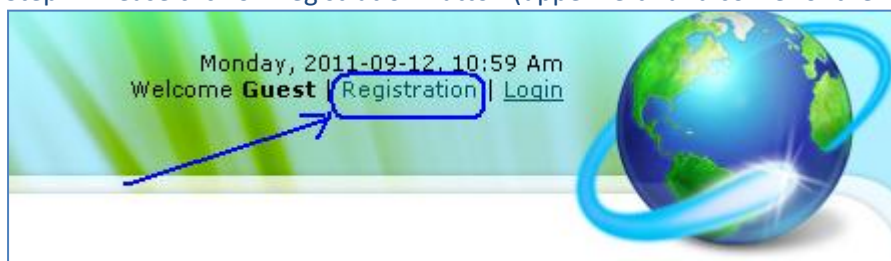
Step 2: Please complete the registration form

Attention! This website is a member of uNet system. We recommend that you sign up to uNet system by means of filling this registration form. It will let you not only log in to all uNet websites (there are **1 000 000** such websites, you can recognize them by the icon 🔵 in the login form) but also get a number of other possibilities.

For safe and convenient login to all the system websites it is recommended to use the toolbar or a special login button for FireFox, Chrome, IE browsers.

E-mail: * [jaushya@clindata.com.my] ✔
You should specify a valid e-mail address. The system will send the confirmation e-mail to the specified address.

Password: * [••••••] ✔
Password confirmation: * [••••••] ✔

Name: * [Jau Shya] ✔
Visible for: **All**
Last name: * [Teo] ✔
Visible for: **All**

Nickname: * [Jau|Shya] ❌ Illegal characters found
It is necessary for forums, comments etc. It is unique within a website.

Date of birth: * [2011 ▾] - [May ▾] - [29 ▾] ✔
Visible for: **All**

Sex: * ⦿ Female ◯ Male ✔

Location: * [Kuala Lumpur ▾] ✔

Personal photo: * [Choose File] No file chosen
It is necessary for the dating system and the search of your profile by other uNet users.

Avatar: [ ] [Select] [Upload]
It is necessary for forums, comments etc. Max. size is 110x110px, 100Kb.

Your website URL: [http://]

Security code: * [k4dhu] *k4dHU* ↕ ✔

Terms of Use: * ☑ I confirm and accept Terms of Use of the **uNet** community. ✔
We guarantee that your **confidential data** will never fall into the wrong hands.

[Registration]   Form filled in incorrectly

Step 3: Confirmation

SCRPM

Site menu
🌐 Home page
🌐 Site info ▸
🌐 News and Events
🌐 File Catalog

Registration has been successfully completed
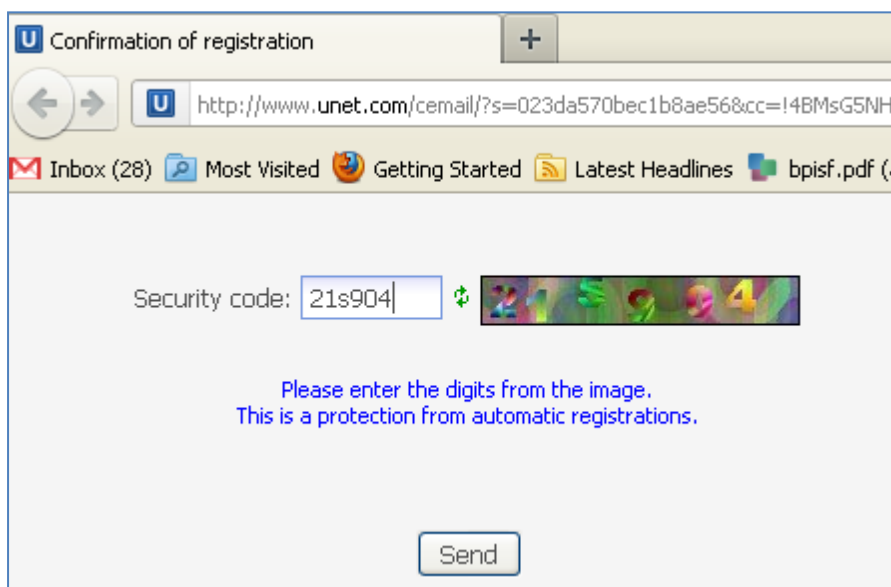
Now you must confirm your e-mail

An e-mail with the confirmation link has been sent to **jaushya@clindata.com.my**

After you have confirmed your e-mail you will be able to log in without registration to all sites that have the icon 🔵

Step 4: Retrieve the link from your email

From: uNet [noreply@unet.com]
To: Jau Shya
Cc:
Subject: uNet - Welcome to our community!

Somebody used this e-mail to register at uNet (www.unet.com). If it were you then continue reading.
Otherwise just remove this letter and accept our apologies. At the end of the letter you can find instructions for blocking further er

Welcome to uNet community, Jau Shya.

We hope you will get much joy and pleasure with uNet.

To finish your registration follow this link:
http://www.unet.com/cemail/?s=023da570bec1b8ae56&cc=%214BMsG5NH9kwHeGUkSu5JU2qdXMOZHNiv%3Bu00s8T6FP39d6eBNqqG7YztZ0Ygwoo

If this link does not work, copy it to the address bar of your browser.

Your username for login to uNet-Webtop (www.unet.com) and thousands of other websites of the uNet community: jaushya@clindata.com.my

Best regards.

Do not reply to this letter. If you wish to block further emails from uNet, just follow this link:
http://www.unet.com/bemail/?c=9166a028f1d83e39f8edd8bcc18066e76dae17ec50e697fdced3e8c0cf7fbadb&u=jaushya&d=clindata.com.my

Step 5: Confirmation of registration

Step 6: Successfully confirmed.
Note: if you do not receive confirmation within 24 hours kindly please contact the secretariat at scrpmalaysia@gmail.com
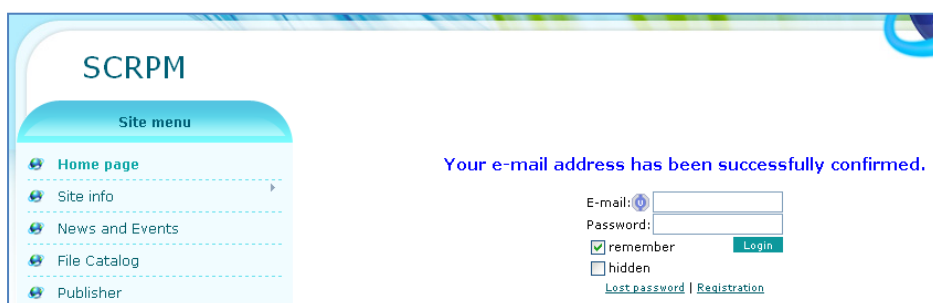
Step 7: Login

Type of Access right

Administrator needs to verify membership and upon confirmation, access right: "Checked" will be granted before registered and verified members could access the forum, photos and file sharing portal

Please allow the administrator with a total of 7 – 14 working days to verify and to set your access right to "Checked"

If your access right is under the group "Guest" or "members", you will not able to view the followings:

- File Catalog
- Photo Album
- Forum
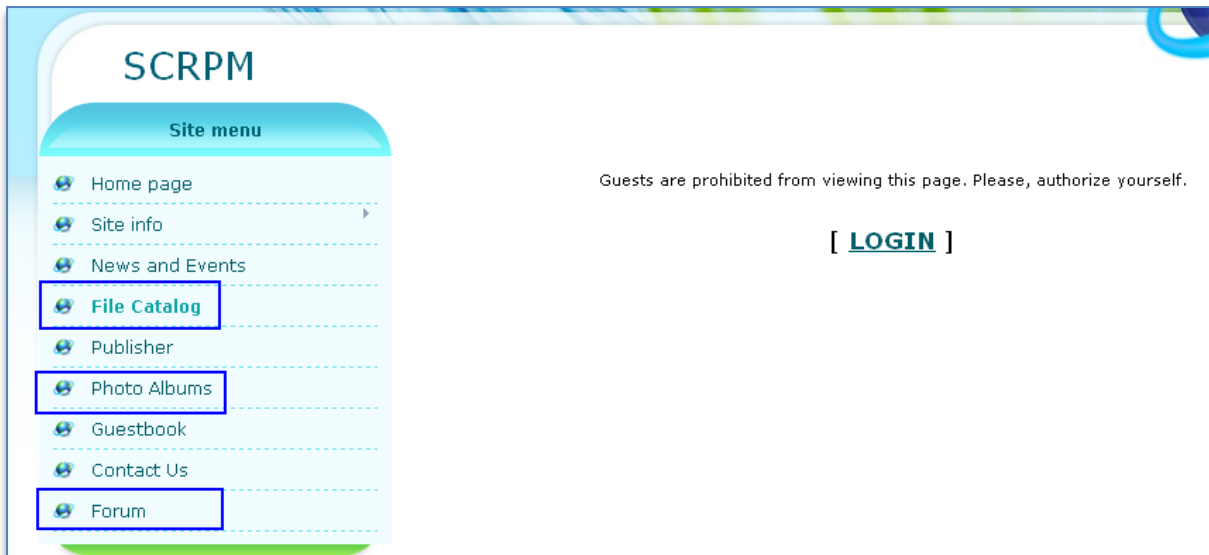
If you are not logged into the system as "checked", you will not able to access the above module/tab
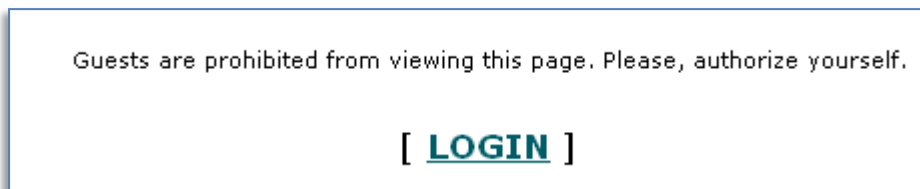
Access File Catalog tab to download documents
Only accessible by members with the access right: Checked (verified members) and Moderators (council members)

Please click on File Catalog tab

Download the document(s)

Add new entry

Click on to the "Add new entry" on the top right hand corner of the web page

Select the categories that are applicable

There are two categories to select
- SCRPM Files to share - accessible by all registered members (access type: Checked) and council members (Access type: Moderator)
- Council Members – accessible only by council members (Access type: Moderator)

Complete the relevant section and click on choose file to select the file required for sharing:-

Once a file is being selected, click open
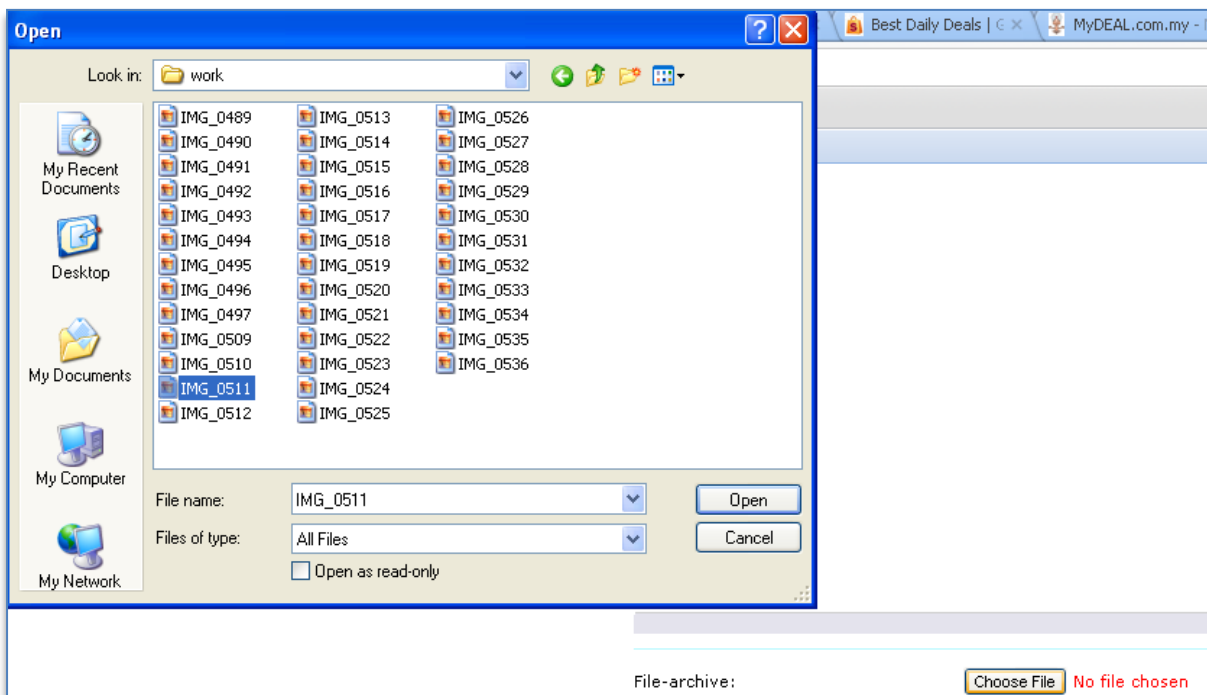
The selected file name will appear as per below:

Scroll down and click "ADD" to add the entry
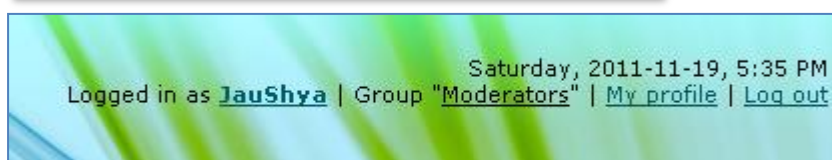
Accessing the Forum

1. Once you have logged into the system, you will see your username on the top Right corner

2. Please click on to the Forum
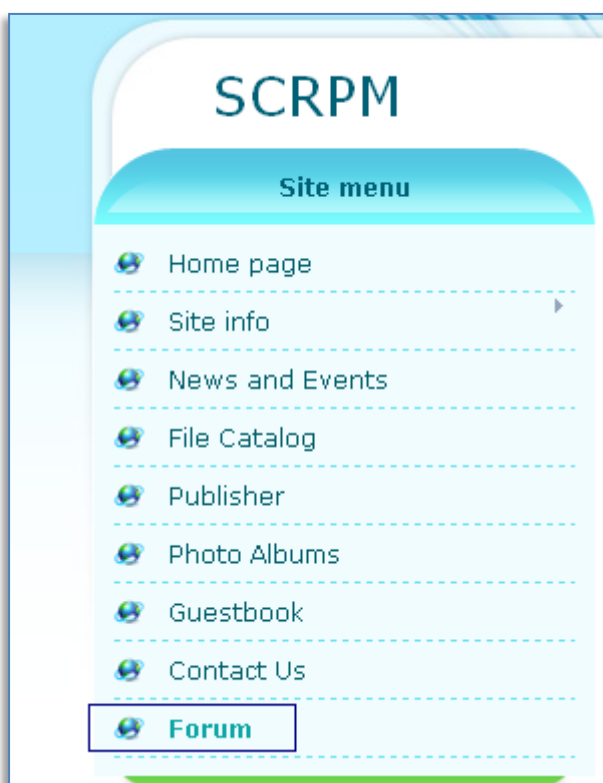
3. Accessing the Forum

Four sections of the forum have been created; please inform the secretariat at scrpmalaysia@gmail.com if you require additional sections. Currently SCRPM has created as follows:-

- News for Clinical trial
- Ethics in Clinical Research
- Regulatory
- Training or Workshop

4. Select the section of the forum of interest

5. You could start **a new topic or thread** , or **to read / reply** an existing post or to **delete or close an existing post by a member** (only to those with "moderator" access right)

Forum to start a new topic

    a.   To start   a new topic, click on to the red icon "New Topic"

Forum

[Private messages(0) · New messages · Members · Forum rules · Search · RSS]

Page 1 of 1 **1**

Forum moderator: JauShya

Forum » Training or Workshop » Training or Workshop

	Training or Workshop				
Thread		Replies	Views	Thread starter	Updates↓
Sticky threads					
BioPharma Asia Convention Singapore 2012 ☑☒ BioPharma Asia Convention		1	1	JS	Today, 5:01 PM » Message from: JauShya

This forum has **1** threads. **1** threads displayed.

Forum is being viewed by : JauShya

Page 1 of 1 **1**

Training or Workshop ▼ Ok

Normal thread (There are new message(s))

Normal thread (No new messages)

Hot thread (There are new message(s))

Hot thread (No new messages)

Closed thread (No new messages)

Normal thread

Thread - Poll

Sticky thread

Hot thread

Closed thread

Search: keyword   Ok

You **can** post new threads
You **can** create new polls
You **can** attach files
You **can** post replies

Forum moderator: JauShya

Training or Workshop ▼ Ok

Forum » Training or Workshop » Training or Workshop » **New thread**

	Creating new thread
Thread name:	6th National Conference for Clinical Research 2012
Thread description:	Call for papers NCCR 2012 from SCRPM!
Message text:	NCCR 2012 is organised by the Association of Clinical Registries Malaysia (ACRM) and CReST EvendZ Sdn Bhd

According to Dr Goh, Director of CRC, the conference will address issues and challenges faced by Malaysia and its neighbours in the Association of Southeast Asian Nations (ASEAN). In view of the global nature of clinical trials, NCCR 2012 would be an excellent platform to work towards a multi-nation research collaboration

Thus I would suggest if SCRPM could embark on a study and present during NCCR. Please do forward the suitable topic for SCRPM to consider... |
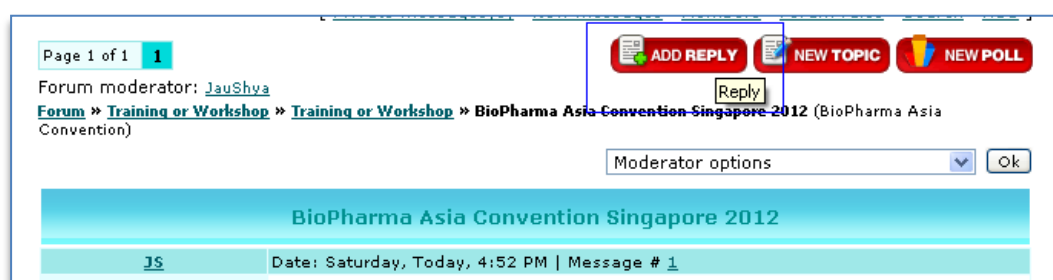| **Message options:** | ☑ Enable smileys ☑ Enable signature ☐ Enable e-mail notifications about answers |
Thread options:	☐ Make the first message a heading (display on all pages) ☐ Thread always on top ☐ Closed thread
Attach file: (not more than 500Kb)	[+] [Choose File] No file chosen
	[View] [**Create thread**] [Cancel]

Forum to Reply

b. To reply , click on to the relevant topic/ thread & click on to the red icon "ADD REPLY"

Enter your comments or reply

Forum to remove a topic or thread

c. To remove thread if deem inappropriate or violated SCRPM rules (by Moderator)
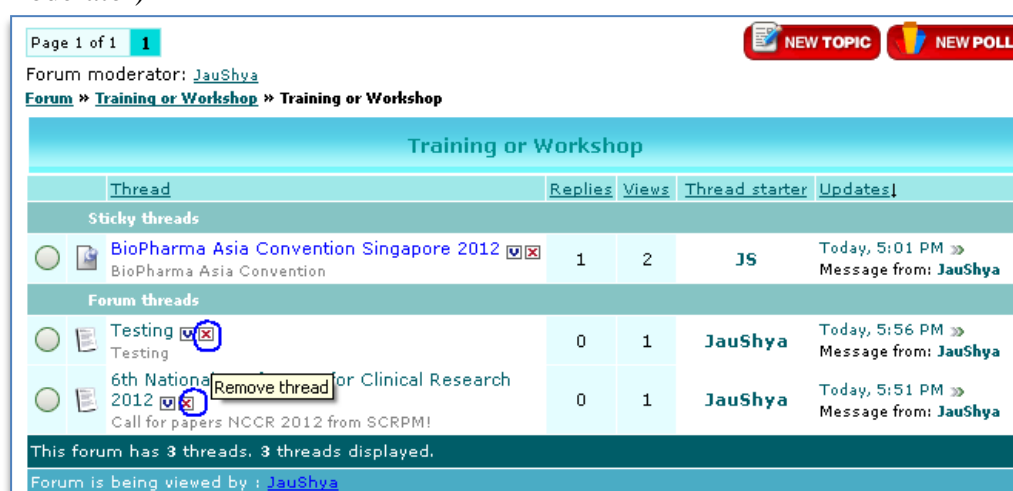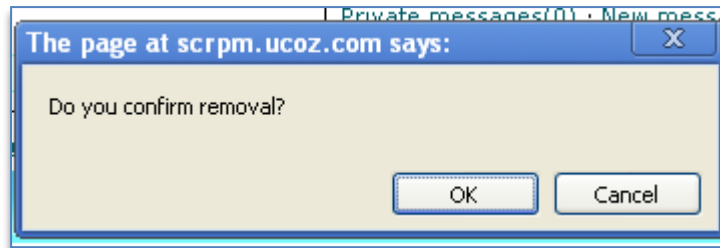
Log out

6. Log out (please ensure you are logout especially when using public PC or shared PC