www.scrpm.ucoz.com - Membership Registration

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 <u>http://scrpm.ucoz.com/</u> 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!

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| | Login form X |
|--|---|
| Login form | E-mail: 🝥 |
| E-mail:@ Password: remember Login Lost password <u>Registration</u> | Password: remember Login hidden Lost password · Registration |

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 <u>uNet</u> 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 on in the login form) but also get a number of other possibilities. | | | |
|--|---|--|--|
| For safe and convenient <u>button</u> for FireFox, Chro | t login to all the system websites it is recommended to use the <u>toolbar or a special login</u> ome, 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: <u>All</u> | | |
| Last name: | * Teo 🖌 Visible for: All | | |
| Nickname: | * JauShya 🔀 Illegal characters found It is necessary for forums, comments etc. It is unique within a website. | | |
| Date of birth: | * 2011 🗸 - May 🗸 - 29 🗸 🎺 Visible for: <u>All</u> | | |
| 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 <u>uNet</u> users. | | |
| Avatar: | Select Upload It is necessary for forums, comments etc. Max. size is 110×110px, 100Kb. | | |
| Your website URL: | http:// | | |
| Security code: | * k4dhu k4dHU ≉ ✓ | | |
| Terms of Use: | * I confirm and accept <u>Terms of Use</u> 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

Г

| SCRPM | |
|-------------------|--|
| Site menu | Registration has been successfully completed |
| 🥩 Home page | Now you must confirm your e-mail |
| 🥴 Site info 🔸 | An a seril with the second |
| 🥩 News and Events | 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 |
| 🥩 File Catalog | |

Step 4: Retrieve the link from your email

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| From: | uNet [noreply@unet.com] |
|--------------------|--|
| To: | Jau Shya |
| Cc | |
| Subject: | uNet - Welcome to our community! |
| Otherw: Welcome | dy used this e-mail to register at uNet (<u>www.unet.com</u>). If it were you then continue reading. ise just remove this letter and accept our apologies. At the end of the letter you can find instructions for blocking further e e to uNet community, Jau Shya. e you will get much joy and pleasure with uNet. |
| inc nope | - you will Bee much joy and pressure with anec. |
| http:// | ish your registration follow this link: /www.unet.com/cemail/?s=023da570bec1b8ae56&cc=%214BMsG5NH9kwHeGUk5u5JU2qdXMOZHNiv%3Bu00s8T6FP39d6eBNqqG7YztZ0Ygwoo |
| If this | s link does not work, copy it to the address bar of your browser. |
| Your us | sername for login to uNet-Webtop (<u>www.unet.com</u>) and thousands of other websites of the uNet community: <u>jaushya@clindata.com.my</u> |
| Best re | egards. |
| | reply to this letter. If you wish to block further emails from uNet, just follow this link: /www.unet.com/bemail/?c=9166a028f1d83e39f8edd8bcc18066e76dae17ec50e697fdced3e8c0cf7fbadb&u=jaushya&d=clindata.com.my |

Step 5: Confirmation of registration

| Confirmation of registration + |
|---|
| http://www.unet.com/cemail/?s=023da570bec1b8ae56&cc=!4BMsG5NH |
| 🖂 Inbox (28) 횓 Most Visited 🥹 Getting Started 🔊 Latest Headlines 🥊 bpisf.pdf (a |
| |
| Security code: 21s904 🕈 👷 두 🦻 🧏 🖉 |
| Please enter the digits from the image. This is a protection from automatic registrations. |
| |
| Send |

Step 6: Successfully confirmed.

Note: if you do not receive confirmation within 24 hours kindly please contact the secretariat at scrpmalaysia@gmail.com

| and all a | |
|-------------------|--|
| SCRPM | |
| Site menu | |
| 🔗 Home page | Your e-mail address has been successfully confirmed. |
| 🔗 Site info | E-mail: |
| 🔗 News and Events | Password: |
| 😌 File Catalog | ✓ remember Login |
| 🔗 Publisher | Lost password Registration |

Step 7: Login

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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

| SCRPM Site menu | |
|--------------------|--|
| 🤗 Home page | Guests are prohibited from viewing this page. Please, authorize yourself |
| 🤗 Site info 🔸 | [<u>LOGIN</u>] |
| 🤗 News and Events | |
| 🔗 File Catalog | |
| 🔗 Publisher | |
| 🔗 Photo Albums | |
| 🔗 Guestbook | |
| 🔗 Contact Us | |
| 🔗 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

| | | Monday, 2011-09-12, 10:53 Am Welcome Guest Registration Login |
|------------|-----------------|--|
| SCRPM | | |
| | Site menu | File Catalog Click here |
| | Home page | Main » Files |
| | Site info | Total entries in catalog: 2 Pages: 1 Shown entries: 1-2 |
| | News and Events | ACRPM/SCRPM 10 September 2011 Member Activity Health Economics |
| 0 | File Catalog | The Council members are pleased to have our esteemed speaker Professor Kenneth Lee, Head of |
| | Publisher | Pharmacy, Monash University Sunway Campus, to share his expertise and experience with ACRPM/SCRPM members on Health Economics |
| | Photo Albums | SCRPM Files Views: 1 Downloads: 0 Added by: SCRPM Date: Today Comments (0) |
| | Guestbook | |
| | Contact Us | ACRPM Newsletter ACRPM Newsletter |
| Login form | | SCRPM Files Views: 8 Downloads: 6 Added by: SCRPM Date: 2011-06-09 |

Download the document(s)

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| | | Monday, 2011-09-12, 11:47 Am Logged in as <mark>JauShya</mark> Group " <u>Members</u> " <u>My profile Log out</u> | |
|---|-----------------|--|-----------------|
| | SCRPM | | |
| - | Site menu | File Catalog | |
| 9 | Home page | Main » Files » SCRPM Files | |
| 9 | Site info | ACRPM/SCRPM 10 September 2011 Member Activity Health Eco Download from this server (516.4Kb)] | Today, 10:47 Am |
| 8 | News and Events | Please click on the [<u>Download from this server</u>] to download his presentation | lougy for the |
| 8 | File Catalog | Topic: Health Economics | J |
| 3 | Publisher | Venue: Swan Convention Centre, Sunway Medical Centre (above Multistore | (corport/) |
| | Photo Albums | Time : 9 am - 11.30 am | y carparky |
| 3 | Guestbook | Date : Saturday September 10, 2011 | |
| a | Contact Us | Our Speaker for the event is Professor Kenneth Lee, Head of Ph University Sunway Campus. | armacy, Monash |

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

| File Sharing Main » Files » Adding entry | |
|---|---|
| Category *: | - Select category - |
| Entry name *: | |
| Short description: 🔍 📇 🦘 🎺 🔺 🖄 👄 🗳 🤇 | [<u>BB Codes Panel</u> <u>HTML Codes Panel</u>] ▶ |
| Paragraph 🔹 Font Name 🔹 Size | • B i U $\equiv \equiv \equiv \equiv _{2} \equiv \equiv \Rightarrow \equiv \equiv \leftrightarrow$ |

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)

| File Sharing Main » <u>Files</u> » Adding entry | | |
|--|---|---|
| Category *: | - Select category - | ~ |
| Entry name *: | SCRPM Files to share Council Members | |

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

| File-archive: | Choose File No file chosen | max. 15000 Kb |
|---------------|----------------------------|----------------------|
| | | |

Once a file is being selected, click open

| Open | | | | | | ? 🗙 | 👔 🔒 Best Daily Deals 🤅 🗙 🖉 🗿 MyDEAL.com.my - 1 |
|---|--|--|--|-----|---------|----------------|--|
| Look in: | 🚞 work | | ~ | 3 🕫 | ۳ 📂 | | |
| My Recent Documents Desktop My Documents | IMG_0489 IMG_0490 IMG_0491 IMG_0491 IMG_0493 IMG_0493 IMG_0495 IMG_0495 IMG_0496 IMG_0509 IMG_0510 IMG_0511 IMG_0512 | IMG_0513 IMG_0514 IMG_0515 IMG_0516 IMG_0517 IMG_0518 IMG_0519 IMG_0520 IMG_0521 IMG_0522 IMG_0523 IMG_0524 IMG_0525 | IMG_0526 IMG_0527 IMG_0528 IMG_0528 IMG_0529 IMG_0530 IMG_0531 IMG_0532 IMG_0533 IMG_0535 IMG_0536 | | | | |
| My Computer | File name: Files of type: | IMG_0511 All Files Open as read-o | nly | | * | Open Cancel | |
| | | | | | File-ar | rchive: | Choose File No file chosen |

1

The selected file name will appear as per below:

| File-archive: | Choose File | IMG_0511.jpg |
|---------------|-------------|--------------|
| | | |

Scroll down and click "ADD" to add the entry

| | Add | Clear |
|---|-----|-------|
| L | | |

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Accessing the Forum

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

| Wel | Saturday, 2011-11-19 come Guest <u>Registratio</u> | |
|------------------|--|-------------------------------------|
| E-mail: 🝥 | jaushya@clindata.com.my | |
| Password: | ••••• | |
| remember | Login password · <u>Registration</u> | |
| Logged in as Jay | Saturd <mark>JShya</mark> Group " <u>Moderato</u> | .1-11-19, 5:35 y profile Log y |

2. Please click on to the Forum



3. Accessing the Forum

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

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

| For | um | | | | |
|------------|--|--------------------------|-----------|------------------------|--|
| | [Private | messages(0) · <u>New</u> | message | <u>s</u> · <u>Memb</u> | ers · Forum rules · Search · RSS |
| | | News for Clin | ical tria | al | |
| | Forum | | Threads | Replies | Updates |
| | News for Clinical trial News for Clinical trial Forum moderator: <u>JauShya</u> , <u>JanetLoh</u> | | 1 | 0 | Saturday, 2011-11-19, 4:56 PM »» Thread: Journal of Clinical Research Message from: JS |
| | 1 | Ethics in Clinica | ıl Resea | arch | |
| | | <u> </u> | | | |
| | Forum | | Threads | Replies | Updates |
| \bigcirc | Ethics in Clinical Research Ethics in Clinical Research Forum moderator: <u>JanetLoh</u> | | 0 | 0 | No posts |
| | | 💦 Regulat | orv | | |
| | | 1 | | | |
| | Forum | | Threads | Replies | Updates |
| \bigcirc | Regulatory Comments and feedback Forum moderator: <u>Odette</u> , <u>JanetLoh</u> | | 0 | 0 | No posts |
| | | Fraining or W | orksho | р | |
| | Forum | | Threads | Replies | Updates |
| Ø | Training or Workshop Upcoming workshop Forum moderator: <u>JauShya</u> | | 1 | 1 | Saturday, 2011-11-19, 5:01 PM » Thread: BioPharma Asia Convention Si Message from: JauShya |
| | | | | | [Mark all messages as read |

4. Select the section of the forum of interest

| | 📴 Training or Worksho | р | |
|--|-----------------------|---------|---|
| Forum | Threads | Replies | Updates |
| Training or Workshop Upcoming workshop Forum moderator: JauShya | 1 | 1 | Saturday, 2011-11-19, 5:01 PM ³³ Thread: BioPharma Asia Convention Si Message from: JauShya |

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

Forum to start a new topic

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

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| Forum | | | | | |
|---|--|----------------|-----------------|----------------|---|
| [Private | <u>e messages(0) · Ne</u> | ew messa | ages · <u>I</u> | Members · Foru | <u>m rules · Search</u> · <u>RSS</u>] |
| Page 1 of 1 1 Forum moderator: <u>JauShya</u> <u>Forum</u> » <u>Training or Workshop</u> » Training or W | /orkshop | | | | New thread |
| | Training or N | Vorksh | ор | | |
| Thread | | <u>Replies</u> | <u>Views</u> | Thread starter | <u>Updates</u>] |
| Sticky threads | | | | | |
| BioPharma Asia Convention Si BioPharma Asia Convention | ingapore 2012 💵 | 1 | 1 | JS | Today, 5:01 PM 政 Message from: JauShya |
| This forum has 1 threads. 1 threads disp | olayed. | | | | |
| Forum is being viewed by : <u>JauShya</u> | | | | | |
| Page 1 of 1 | | | | Training or | Workshop 💉 🔿 |
| 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) | E Normal thread Thread - Poll Sticky thread Hot thread Closed thread | | s | | Ok ou can post new threads fou can create new polls You can attach files You can post replies |

| Forum moderator: <u>JauShya</u> | Training or Workshop 🛛 🔍 Ok | | |
|---------------------------------------|--|--|--|
| Forum » <u>Training or Workshop</u> » | > <u>Training or Workshop</u> » 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: | (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 <u>SCRPM</u> could embark on a study and present during <u>NCCR</u> . Please do forward the suitable topic for <u>SCRPM</u> 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

| New reply | | | | | |
|---|---|--|--|--|--|
| Message text: (2) (2) (2) (2) (2) (2) (2) (2) (2) (2) (2) (2) (2) (2) (2) (2) (2) (2) (2) (2) | | | | | |
| Message options: | Enable smileys Enable signature Enable e-mail notifications about answers | | | | |
| Thread options: | Closed thread | | | | |
| Attach file: (not more than 500Kb) | + Choose File No file chosen | | | | |
| | View Post reply Cancel | | | | |

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

