



INPDR quick guide – V1.0

A - Logging in

- 1) Visit <https://registry.inpdr.org>
- 2) Enter username and password
- 3) Click sign in

B - Forgotten password?

- 1) Visit <https://registry.inpdr.org>
- 2) Click 'Forgotten Password? Click Here' and follow instructions

C – Enrolling a new patient

- 1) Click 'Enrol a New Patient' on the landing page
- 2) Enter patient gender and date of birth and click next
- 3) Enter patient disease-specific details and click enrol
- 4) Record the Patient ID

D – Entering Baseline data

- 1) Open patient record
- 2) Click 'Data Collection' on the side panel
- 3) In the Data Collection table, click 'Create' for Baseline event
- 4) Check the required data forms in the side panel to display the forms
- 5) After all data has been entered click 'Save'

Data Collection

Event	Status	Verified	Date	Scheduled	RAG	
C Baseline	Due			06/May/2019 - 05/May/2020		Create
Enrolment: INPDR	Open		04/Jun/2019			Open

Enable Delete Buttons

E - Entering Encounter data

- 1) Open patient record
- 2) Click 'Data Collection' on the side panel
- 3) In the Data Collection table click 'Add: X Encounter' (where X is the patient disease type)

Data Collection

Event	Status	Verified	Date	Scheduled	RAG	
C Baseline	Due			06/May/2019 - 05/May/2020		Create
Enrolment: INPDRC	Open		04/Jun/2019		●	Open

F - Patient Discontinuation/End of Data Collection

- 1) Open patient record
- 2) Click 'Data Collection' on the side panel
- 3) In the Data Collection table click 'Add: End Data Collection X' (where X is the patient disease type)

G - Finding and Viewing Patient data

- 1) Click on the disease-specific Patient List
- 2) Click the Patient ID of the required patient
- 3) Click 'Data Collection'

H - Managing Queries

- 1) On the centre landing page, click 'Manage Queries' in the Queries table
- 2) On the Queries page, view the table which lists all site queries
- 3) To quickly respond to the query, click on the query ID number in the query table and respond
- 4) To view the query within its form, click on the form name in the Event column
- 4) To respond to the query, enter the query answer in the 'Your response' box and click 'Answer Query'.

Queries							
Id	Created	Workflow	Owner	State	Patient	Field	Description
18	06/Jun/2019	site from dm	Site	posted	NPAB-UKBI1-7	consent.consent_date	Please confirm Consent Date is correct

[Manage Queries](#)

Your response

enter your response here

[Leave as posted](#)

[Answer query](#)