WMDA/BMDW Registry Profile Helpful Tips

How to complete and edit the information displayed on WMDA Share website.

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This PowerPoint provides information for the registry profile administrators to:

1. Get access your registry profile
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1. Get access your registry profile

How to get access to your registry profile:

1. Go to share.wmda.info, or go to the www.wmda.info and click on the yellow Log in button.
2. Click (on the WMDA Share website) at the top of the right on the Log In button and fill in your username and password.
   Username is 'firstname.lastname'
3. On the left side you can see in the menu the public access spaces, member access spaces, working groups spaces and other spaces.
   a) Click on 'Organisation Information' under the header 'Member Access'.
      (Or go to the space 'Organisation Information' under the header 'Public Acces', go to your organisation and click on the key next to additional resources).
   b) You will be directed to the WMDA/BMDW Database
4. Click on your organisation to go to the registry profile

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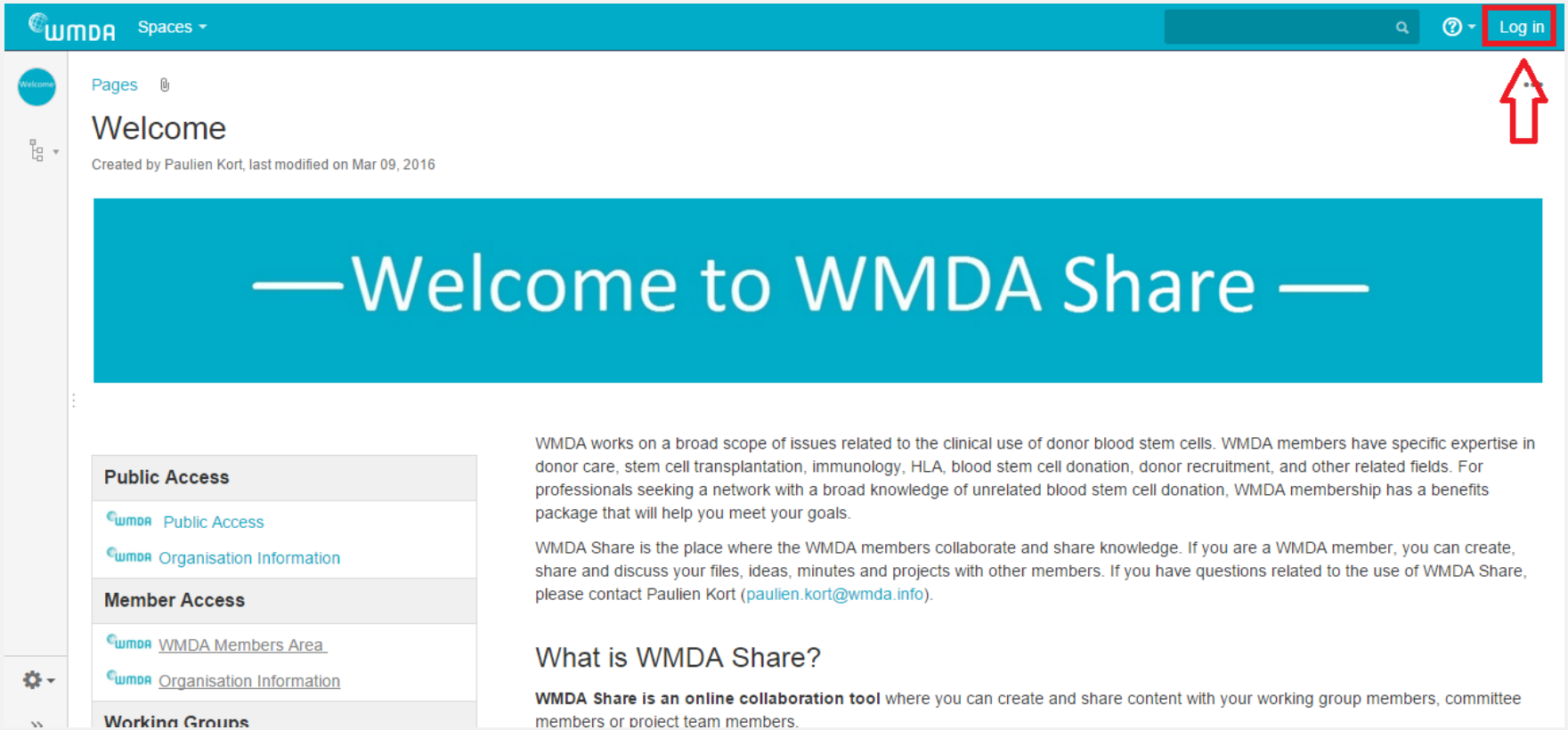
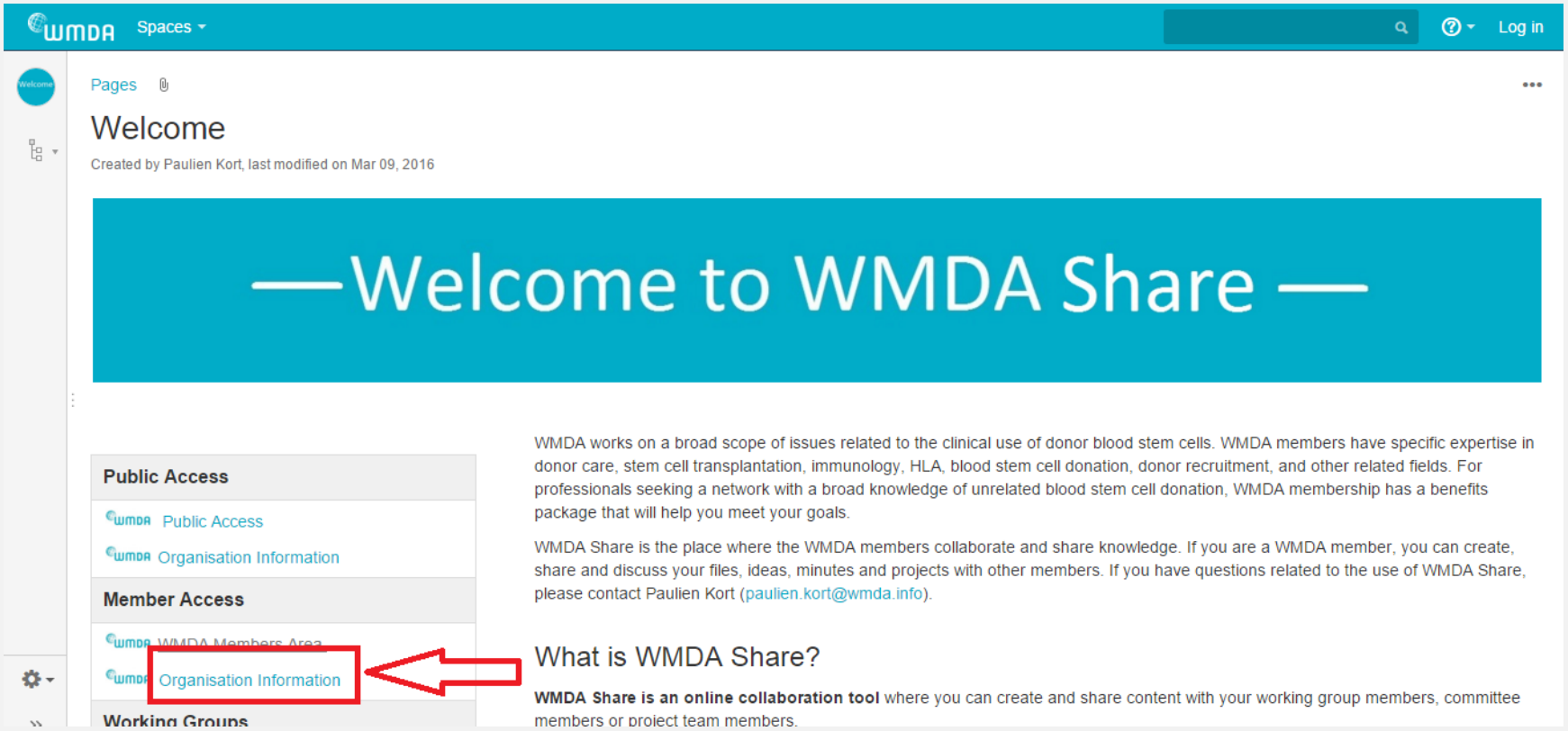


1. Get access your registry profile

3a. On the left side you can see in the menu the public access spaces, member access spaces, working groups spaces and other spaces. → Click on 'Organisation Information' under the header 'Member Access'.



3b. You will be directed to the WMDA/BMDW Database

Database

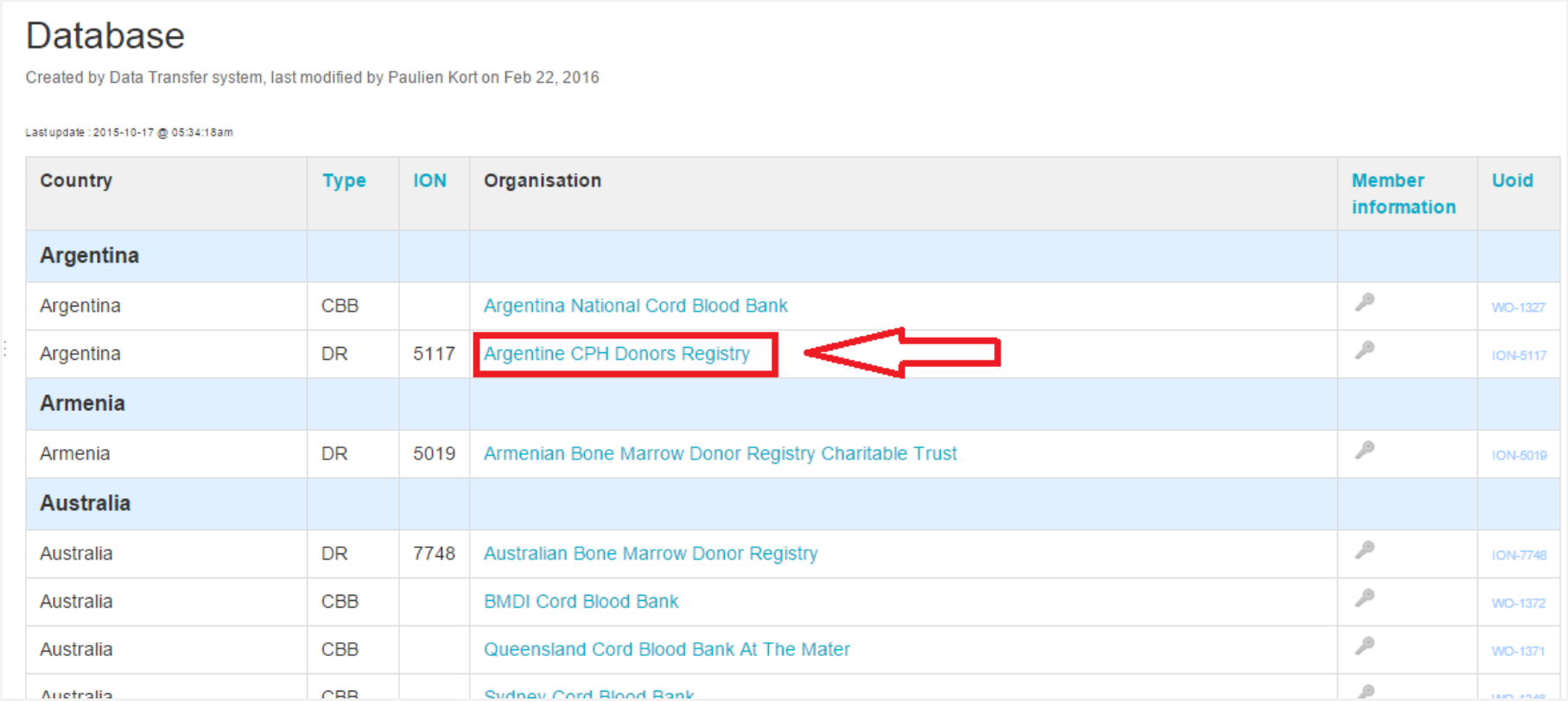
Created by Data Transfer system, last modified by Paulien Kort on Feb 22, 2016

Last update : 2015-10-17 @ 05:34:18am

Country	Type	ION	Organisation	Member information	Uoid
Argentina					
Argentina	CBB		Argentina National Cord Blood Bank		WO-1327
Argentina	DR	5117	Argentine CPH Donors Registry		ION-5117
Armenia					
Armenia	DR	5019	Armenian Bone Marrow Donor Registry Charitable Trust		ION-5019
Australia					
Australia	DR	7748	Australian Bone Marrow Donor Registry		ION-7748
Australia	CBB		BMDI Cord Blood Bank		WO-1372
Australia	CBB		Queensland Cord Blood Bank At The Mater		WO-1371
Australia	CBB		Sydney Cord Blood Bank		

1. Get access your registry profile

4. Click on your organisation to go to the registry profile



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Australia	CBB		Queensland Cord Blood Bank At The Mater		WO-1371
Australia	CBB		Sydney Cord Blood Bank		

1. Get access your registry profile

2. Fill in the Operational Information Survey

How to fill in the Operational Information Survey:

1. Go to your registry profile by following the instructions: “1. Get access your registry profile”.
2. Click on ‘Operational Information’ under the header ‘Additional resources’ on the right.
3. When you are on this page, you can click on edit at the top of the right. You have edit restrictions for the Operational Information page.
   a) To see who (also) have edit restrictions, click on the red key.
4. Move with your mouse over the Registry Operational Information bar and click. Under the bar appears a button ‘EDIT’. Click on this button.
5. On the left you find the edit fields. Fill in these fields and click on the save button when you are finished.
6. Don’t forget to save also the main page ‘Operational Information’!

2. Click on ‘Operational Information’ under the header ‘Additional resources’ on the right.

Pages / Database

ION-5117

Created by Data Transfer system, last modified on Mar 10, 2016

Argentine CPH Donors Registry (Argentina)

Contact details	
Visit address:	Incucai - Registro Nacional De Donantes De CPH Dr. Ramon Carrillo 489 Piso 3 C1275AHI Ciudad Autonoma de Buenos Aires Argentina
Invoice address:	Dr. Ramon Carrillo 489 Piso 3 Dr. Ramon Carrillo 489 Piso 3 C1275AHI Ciudad Autonoma de Buenos Aires Argentina
Phone:	+54 11 4304 2038
Phone secondary:	+54 11 4304 3852
Fax:	+54 11 4304 6796
Email:	registro@incucai.gov.ar
Website:	http://www.incucai.gov.ar

Additional resources

Operational Information

Regulatory Survey

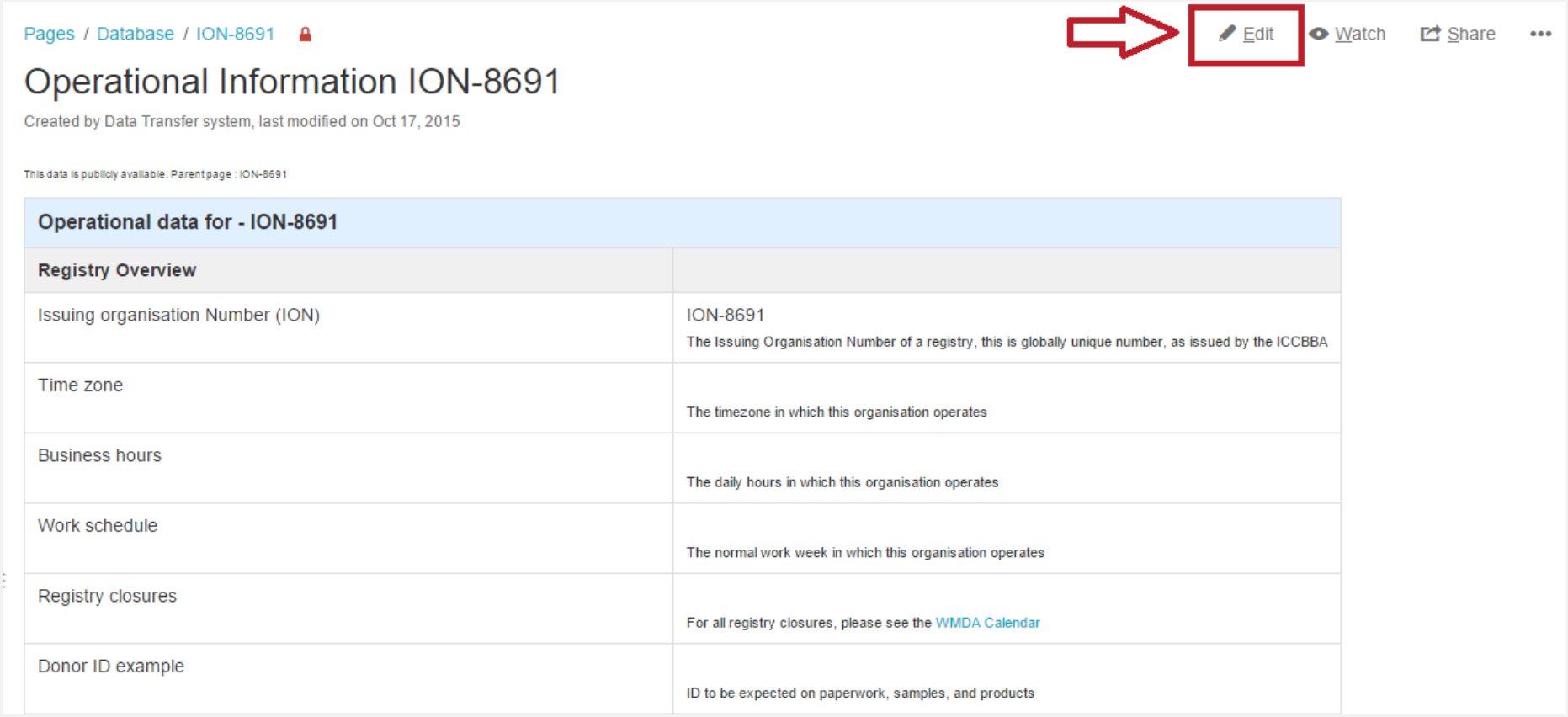
Documents (e.g. operational information, price lists)

Emergency contact	
Primary emergency contact	Galarza,Pablo pgalarza@incucai.gov.ar
Secondary emergency contact	Borda,Ignacio iborda@incucai.gov.ar
24 hr phone:	+54 9 11 3665 9966

Persons and Functions	
Registry profile admin	Piccinelli,Gustavo gpiccinelli@incucai.gov.ar

2. Fill in the Operational Information Survey

3. When you are on this page, you can click on edit at the top of the right. You have edit restrictions for the Operational Information page.



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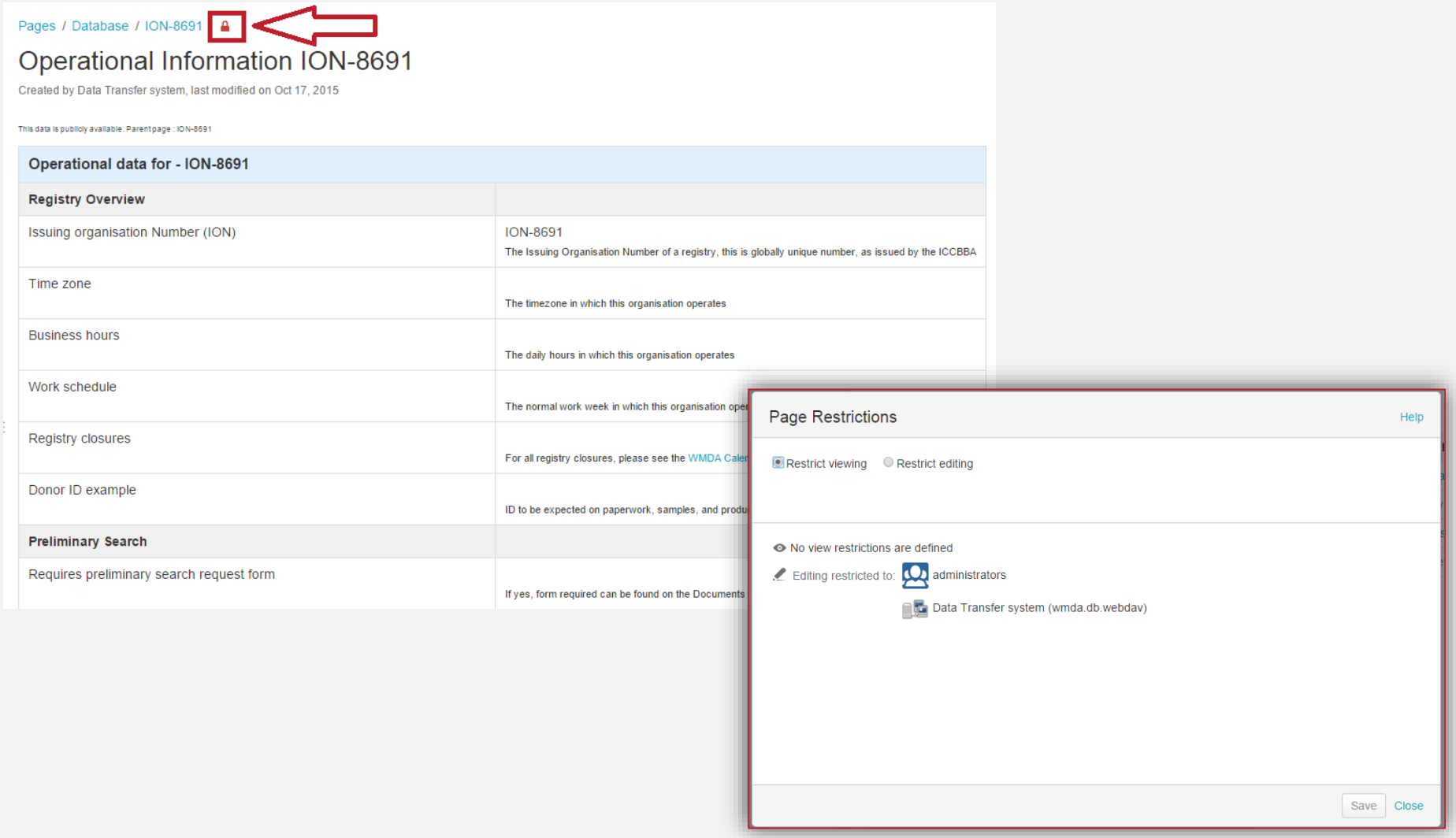
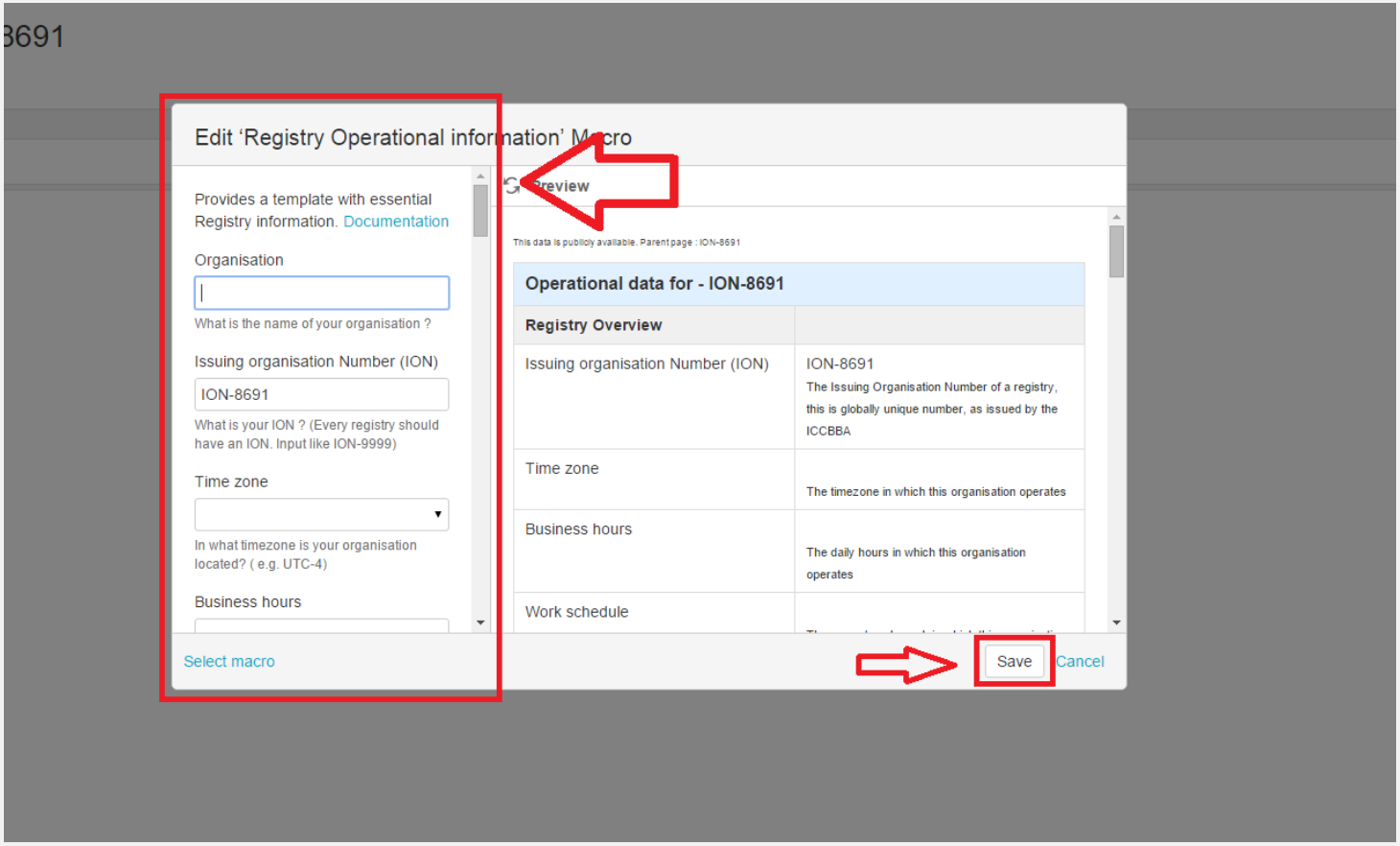


2. Fill in the Operational Information Survey

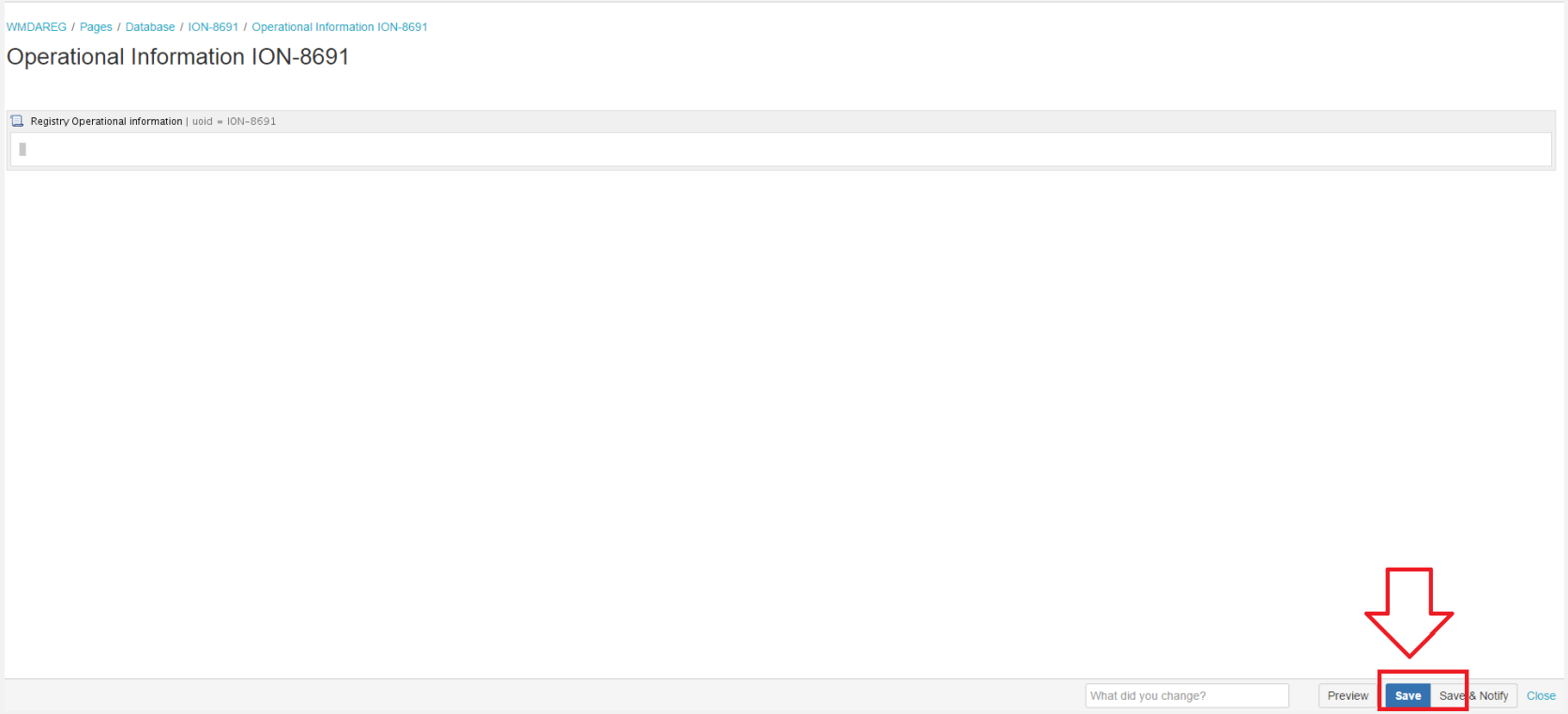
4. Move with your mouse over the Registry Operational Information bar and click. Under the bar appears a button ‘EDIT’. Click on this button. .

5. On the left you find the edit fields. Fill in these fields and click on the save button when you are finished.



2. Fill in the Operational Information Survey

6. Don’t forget to save also the main page ‘Operational Information’!



2. Fill in the Operational Information Survey

3. Fill in the Regulatory Survey

How to fill in the Regulatory Survey:

1. Go to your registry profile by following the instructions: “1. Get access your registry profile”.
2. Click on ‘Regulatory Survey’ under the header ‘Additional resources’ on the right.
3. When you are on this page, you can click on edit at the top of the right. You have edit restrictions for the Regulatory Survey.
   a) To see who (also) have edit restrictions, click on the red key.
4. Move with your mouse over the Regulatory Survey bar and click. Under the bar appears a button ‘EDIT’. Click on this button.
5. On the left you find the edit fields. Fill in these fields and click on the save button when you are finished.
6. Don’t forget to save also the main page ‘Regulatory Survey’!

Please note: To fill in the Regulatory Survey you can use the same instruction images as you will use for fill in the Operational Survey.

4. Submit changes on the information of your registry profile

How to submit changes on the information of your registry profile:

Please note: you don't need edit restrictions to submit changes on the information of your registry profile.

1. Go to your registry profile by following the instructions: "1. Get access your registry profile".
   You only can submit a change if you are on the Member Access Organisation Information space.

2. Below the People and Functions header you can find two buttons:
   - Add persons
   - Edits

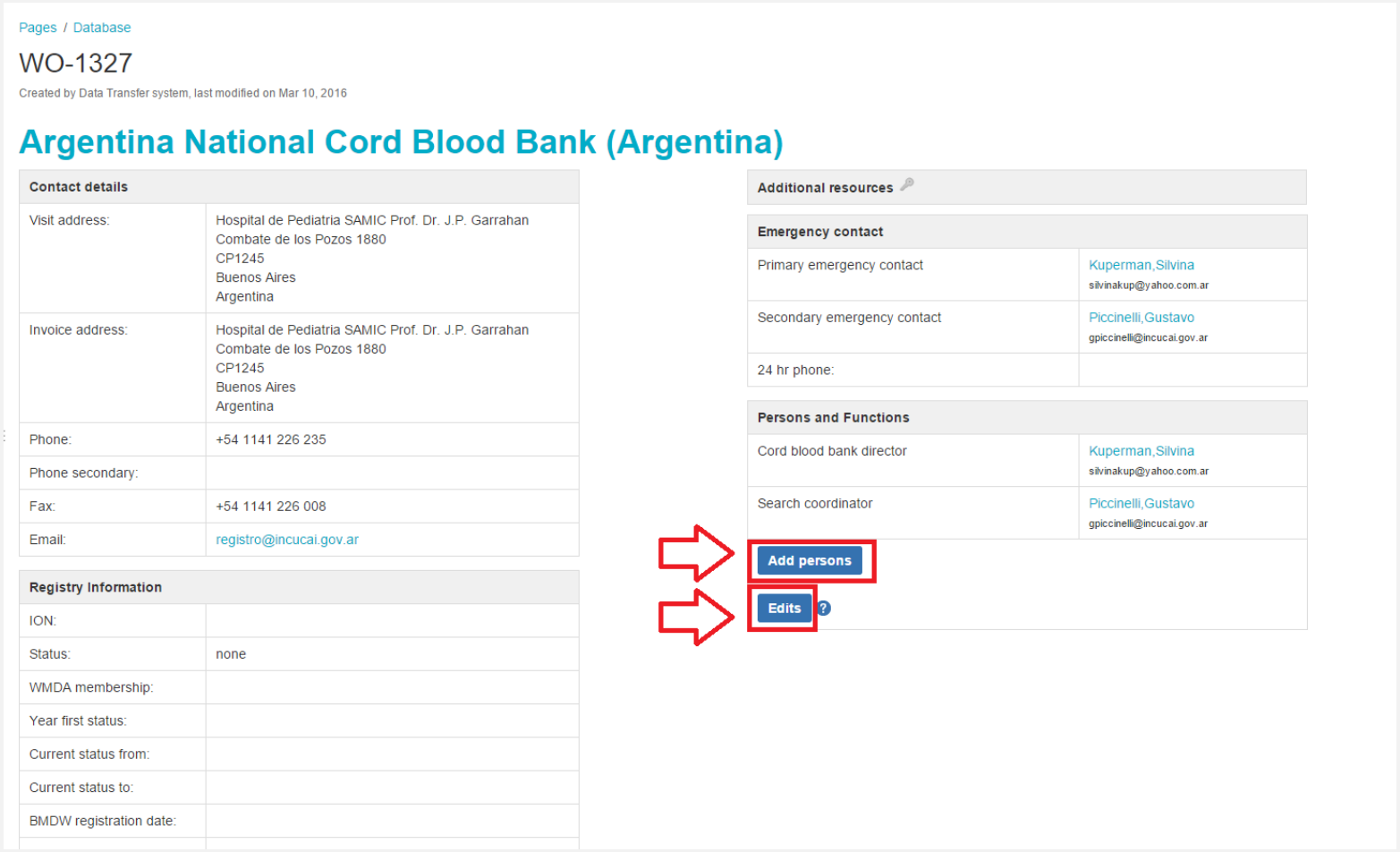
   a) To add persons to the organisation click on the button Add persons. Fill in the form that appears in your screen and click after you finished the form on the button 'Send'.

   b) To submit a change in the data please click on the button Edits. Fill in the form that appears in your screen and click after you finished the from on the button 'Send'.

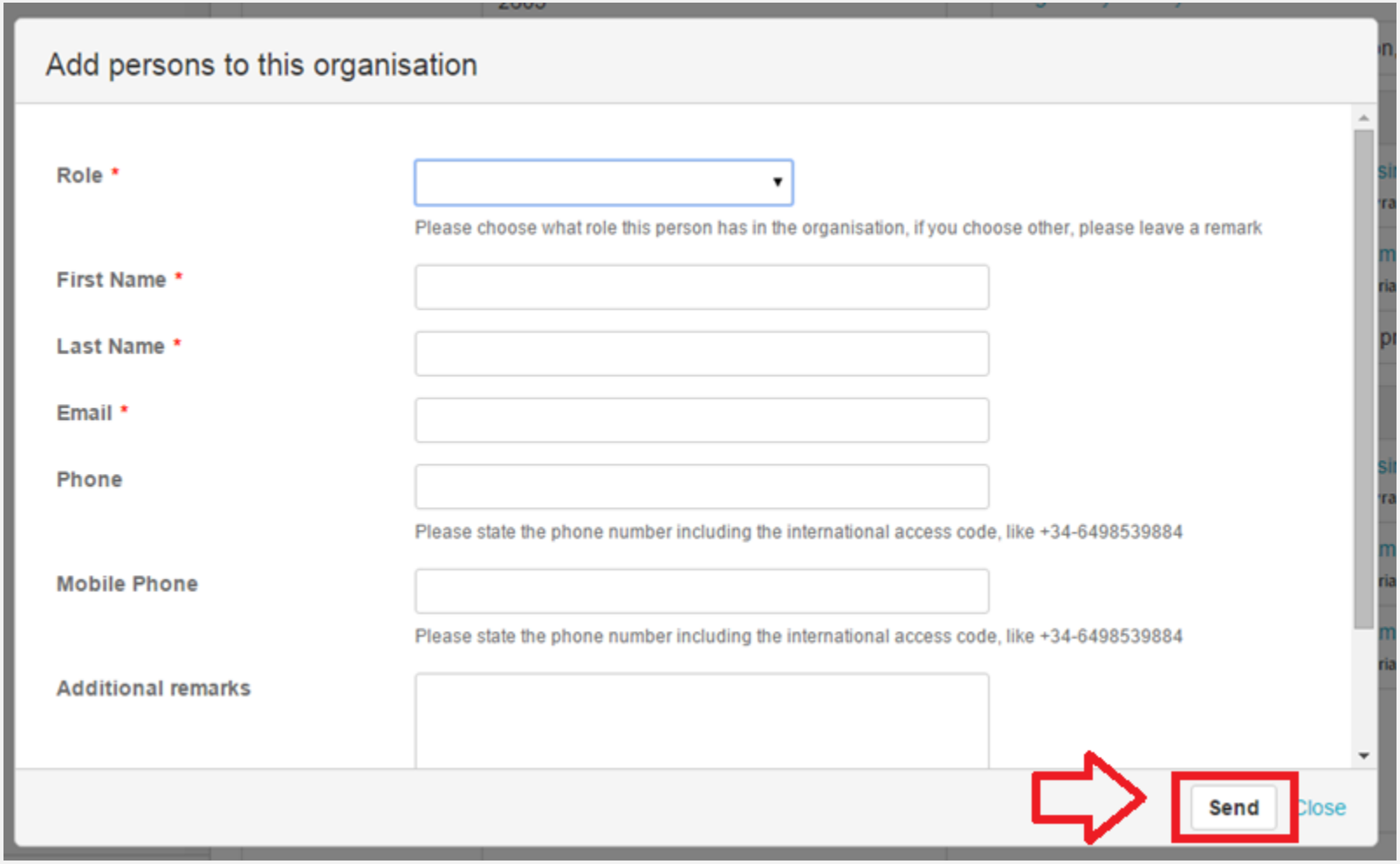
3. Fill in the Regulatory Survey

2. Below the People and Functions header you can find two buttons:

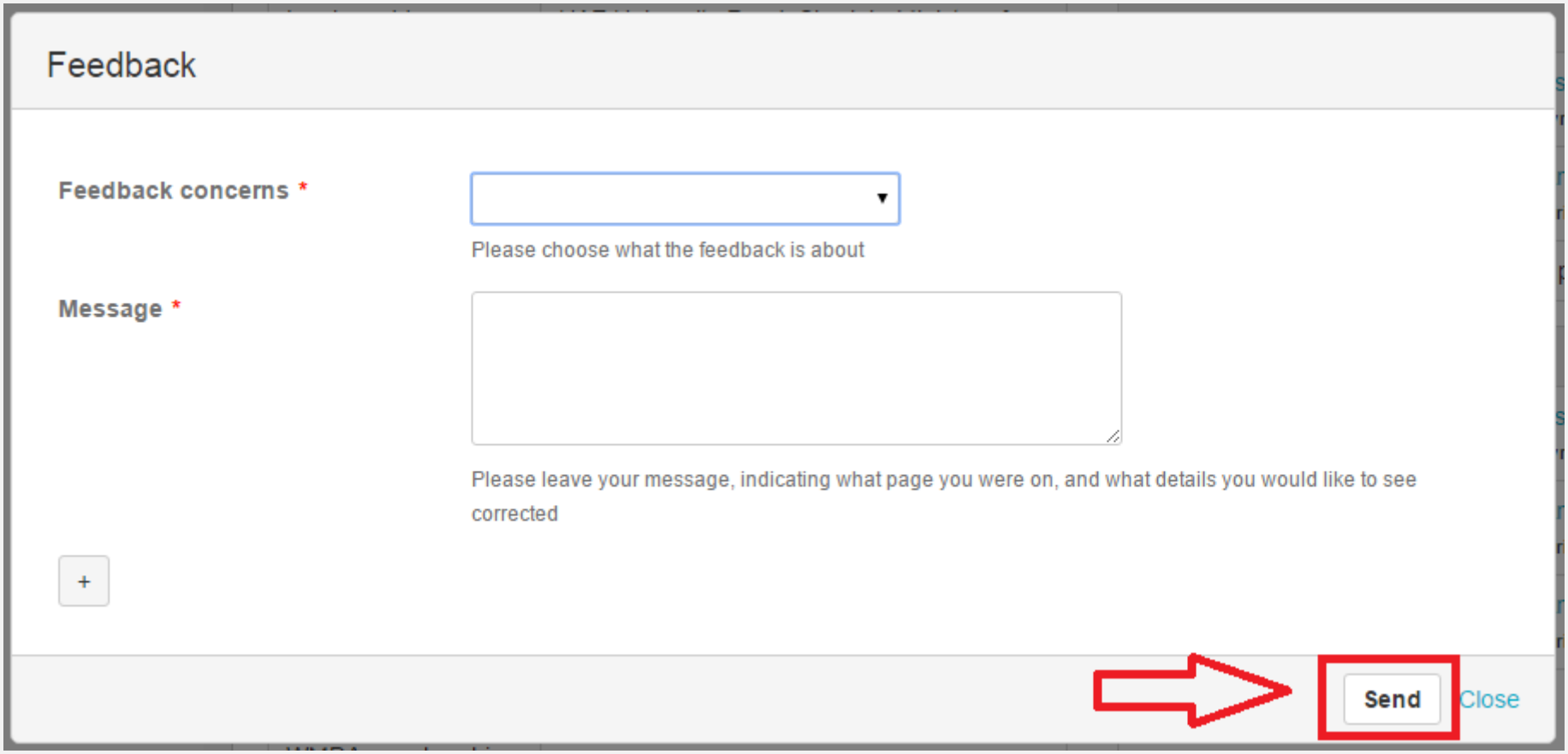
- **Add persons**
- **Edits**



2a. To add persons to the organisation click on the button ‘Add person’. Fill in the form that appears in your screen and click after you finished the form on the button ‘Send’.



2b. To submit a change in the data please click on the button ‘Edits’ . Fill in the form that appears in your screen and click after you finished the from on the button ‘Send’.



For further assistance please contact Paulien Kort (paulien.kort@wmda.info)