



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](#)
2. [Fill in the Operational Information Survey](#)
3. [Fill in the Regulatory Survey](#)
4. [Submit changes on the information of your registry profile](#)

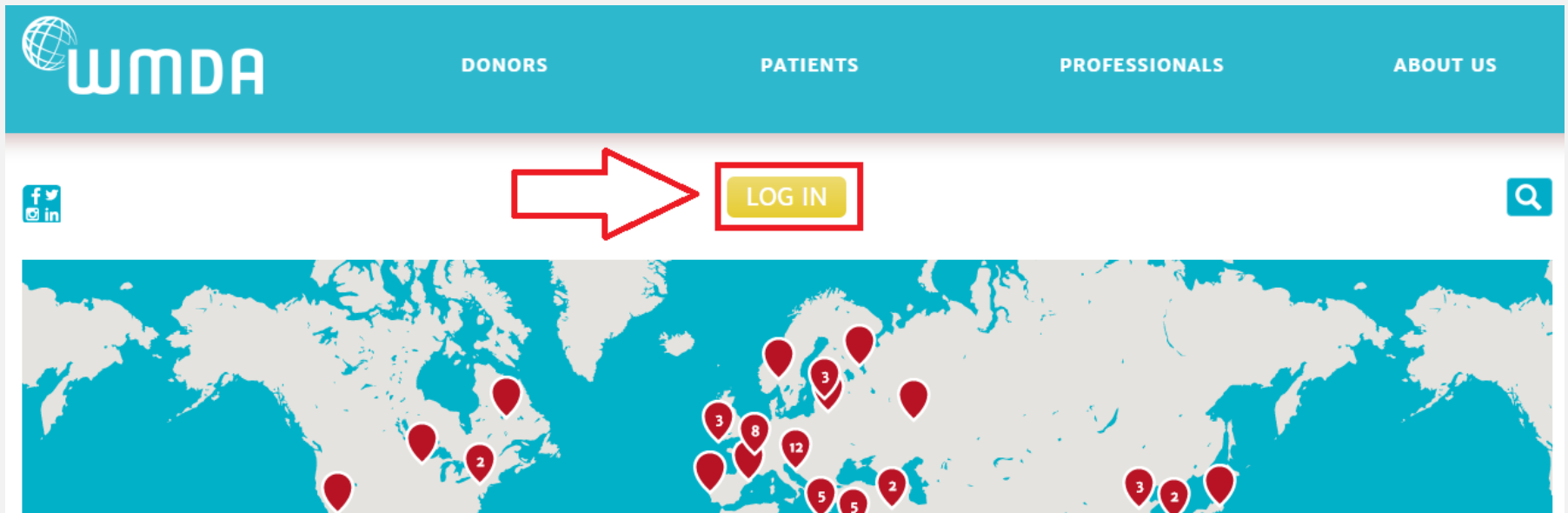
1. Get access your registry profile

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

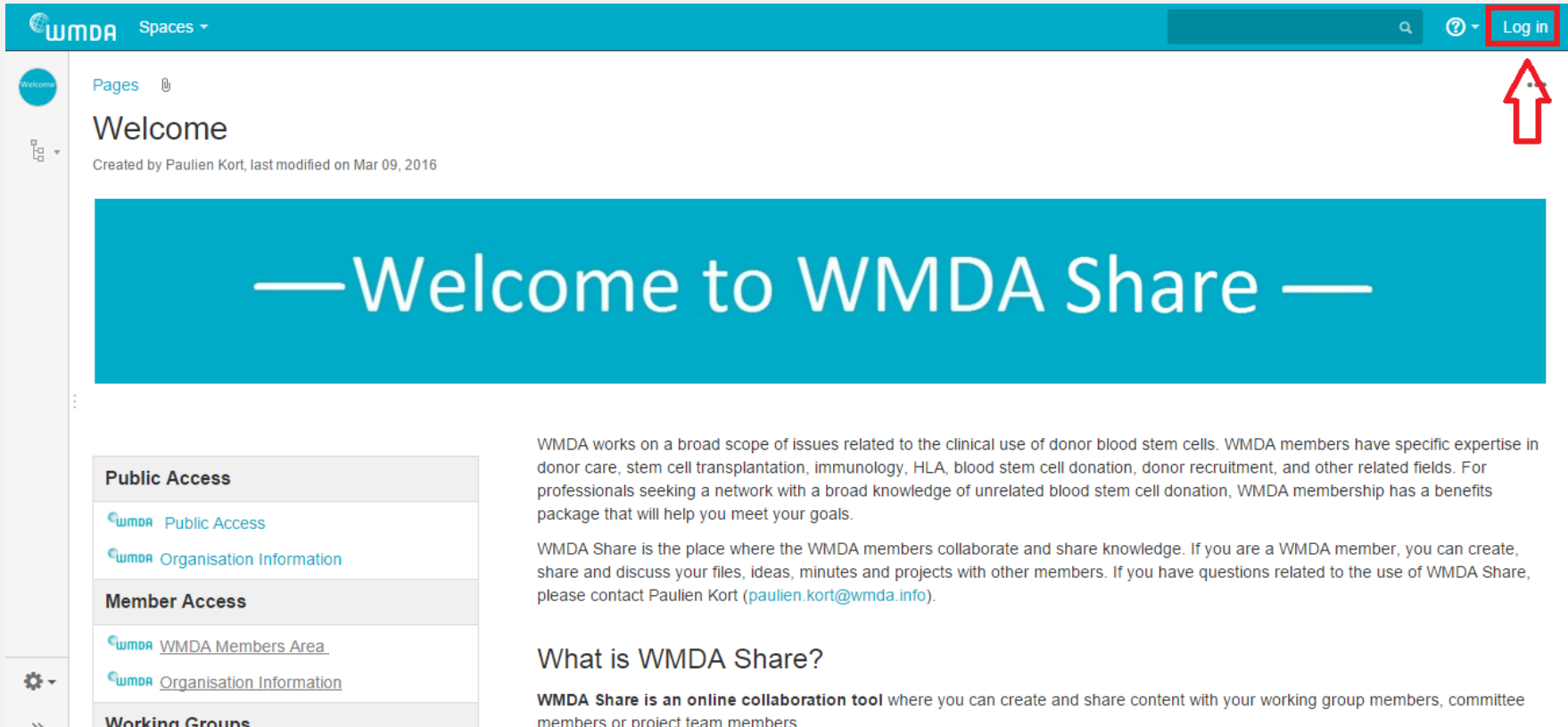


1. Go to share.wmda.info, or go to the www.wmda.info and click on the yellow Log in button.



1. Get access your registry profile

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.



The screenshot shows the WMDA Share website interface. At the top right, a teal navigation bar contains the WMDA logo, a 'Spaces' dropdown menu, a search bar, a help icon, and a 'Log in' button. The 'Log in' button is highlighted with a red rectangular box, and a red arrow points upwards towards it. Below the navigation bar, the page title is 'Welcome', created by Paulien Kort on Mar 09, 2016. A large teal banner with white text reads '— Welcome to WMDA Share —'. On the left side, there is a sidebar with sections for 'Public Access' (containing links to 'Public Access' and 'Organisation Information'), 'Member Access' (containing links to 'WMDA Members Area' and 'Organisation Information'), and 'Working Groups'. The main content area on the right contains text about WMDA's work and a section titled 'What is WMDA Share?' which describes it as an online collaboration tool.

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'.

WMDA Spaces

Welcome

Created by Paulien Kort, last modified on Mar 09, 2016

— Welcome to WMDA Share —

Public Access

- WMDA Public Access
- WMDA Organisation Information

Member Access

- WMDA WMDA Members Area
- WMDA Organisation Information

Working Groups

WMDA works on a broad scope of issues related to the clinical use of donor blood stem cells. WMDA members have specific expertise in donor care, stem cell transplantation, immunology, HLA, blood stem cell donation, donor recruitment, and other related fields. For professionals seeking a network with a broad knowledge of unrelated blood stem cell donation, WMDA membership has a benefits package that will help you meet your goals.

WMDA Share is the place where the WMDA members collaborate and share knowledge. If you are a WMDA member, you can create, share and discuss your files, ideas, minutes and projects with other members. If you have questions related to the use of WMDA Share, please contact Paulien Kort (paulien.kort@wmda.info).

What is WMDA Share?

WMDA Share is an online collaboration tool where you can create and share content with your working group members, committee members or project team members.

1. Get access your registry profile

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		WO-1370

1. Get access your registry profile










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

Database

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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		WO-1370



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@incucaigov.ar
Website:	http://www.incucaigov.ar

Additional resources


- Operational Information**
- [Regulatory Survey](#)
- [Documents](#) (e.g. operational information, price lists)






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

Persons and Functions	
Registry profile admin	Piccinelli, Gustavo gpiccinelli@incucaigov.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.

Pages / Database / ION-8691 

   Watch  Share 

Operational Information ION-8691

Created by Data Transfer system, last modified on Oct 17, 2015



This data is publicly available. Parent page : ION-8691

Operational data for - ION-8691	
Registry Overview	
Issuing organisation Number (ION)	ION-8691 The Issuing Organisation Number of a registry, this is globally unique number, as issued by the ICCBBA
Time zone	The timezone in which this organisation operates
Business hours	The daily hours in which this organisation operates
Work schedule	The normal work week in which this organisation operates
Registry closures	For all registry closures, please see the WMDA Calendar
Donor ID example	ID to be expected on paperwork, samples, and products

2. Fill in the Operational Information Survey



3 a. To see who (also) have edit resections click on the red key.

Pages / Database / ION-8691  

Operational Information ION-8691


Created by Data Transfer system, last modified on Oct 17, 2015




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Operational data for - ION-8691	
Registry Overview	
Issuing organisation Number (ION)	ION-8691 The Issuing Organisation Number of a registry, this is globally unique number, as issued by the ICCBBA
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Work schedule	The normal work week in which this organisation operates
Registry closures	For all registry closures, please see the WMDA Calendar
Donor ID example	ID to be expected on paperwork, samples, and products
Preliminary Search	
Requires preliminary search request form	If yes, form required can be found on the Documents

Page Restrictions [Help](#)

Restrict viewing Restrict editing

 No view restrictions are defined

 Editing restricted to:  administrators
 Data Transfer system (wmda.db.webdav)

[Save](#) [Close](#)



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. .

WMDAREG / Pages / Database / ION-8691 / Operational Information ION-8691

Operational Information ION-8691

Registry Operational information | uoid = ION-8691



Edit Remove  



2. Fill in the Operational Information Survey

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

3691

Edit 'Registry Operational information' Macro

Provides a template with essential Registry information. [Documentation](#)

Organisation

What is the name of your organisation ?

Issuing organisation Number (ION)

What is your ION ? (Every registry should have an ION. Input like ION-9999)

Time zone

In what timezone is your organisation located? (e.g. UTC-4)

Business hours

[Select macro](#)

[Preview](#)

This data is publicly available. Parent page : ION-8691

Operational data for - ION-8691

Registry Overview	
Issuing organisation Number (ION)	ION-8691 The Issuing Organisation Number of a registry, this is globally unique number, as issued by the ICCBBA
Time zone	The timezone in which this organisation operates
Business hours	The daily hours in which this organisation operates
Work schedule	

[Save](#) [Cancel](#)

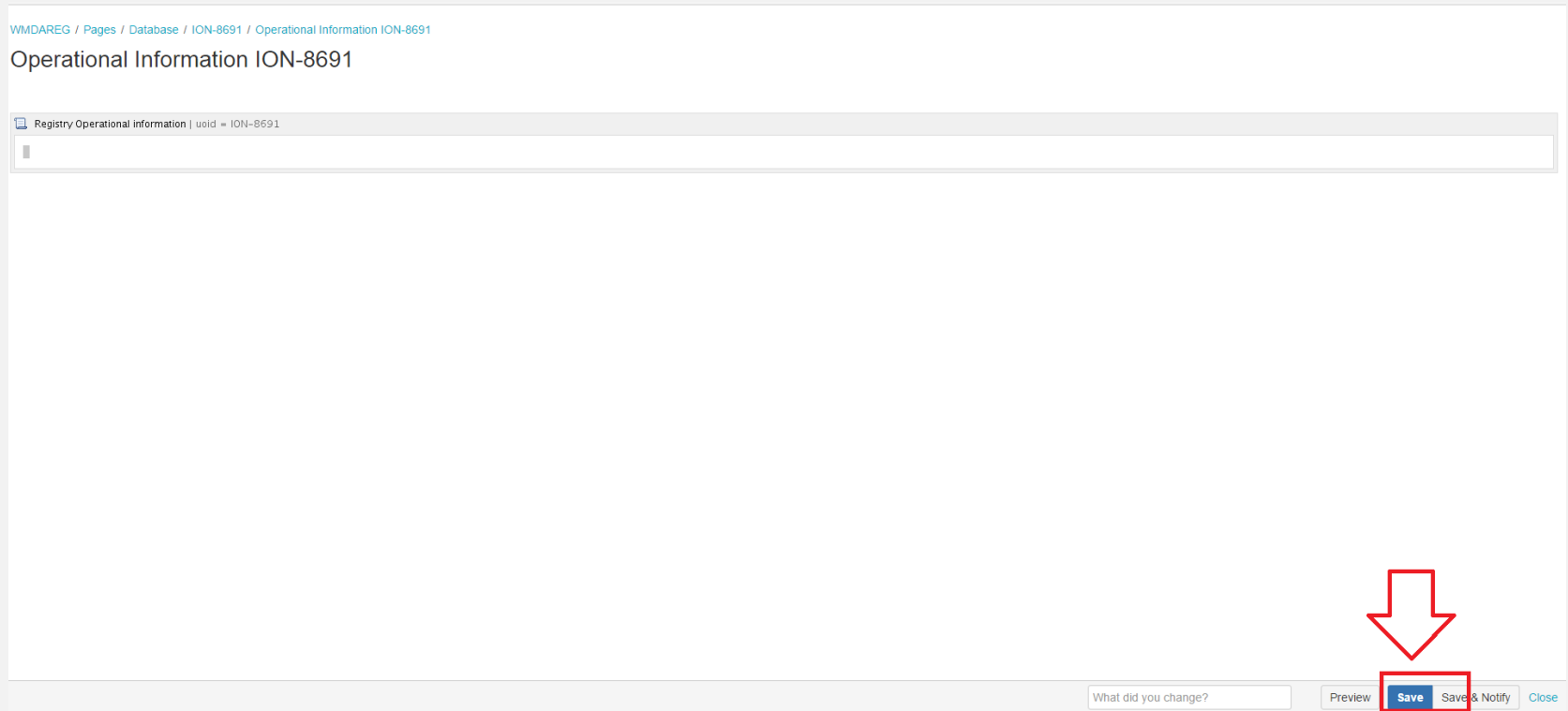
2. Fill in the Operational Information Survey

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

WMDAREG / Pages / Database / ION-8691 / Operational Information ION-8691

Operational Information ION-8691

Registry Operational information | uid = ION-8691



What did you change?

Preview **Save** Save & Notify Close

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**

[Pages / Database](#)


WO-1327


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


Argentina National Cord Blood Bank (Argentina)

Contact details	
Visit address:	Hospital de Pediatria SAMIC Prof. Dr. J.P. Garrahan Combate de los Pozos 1880 CP1245 Buenos Aires Argentina
Invoice address:	Hospital de Pediatria SAMIC Prof. Dr. J.P. Garrahan Combate de los Pozos 1880 CP1245 Buenos Aires Argentina
Phone:	+54 1141 226 235
Phone secondary:	
Fax:	+54 1141 226 008
Email:	registro@incuca.gov.ar

Registry Information	
ION:	
Status:	none
WMDA membership:	
Year first status:	
Current status from:	
Current status to:	
BMDW registration date:	

Additional resources 	
Emergency contact	
Primary emergency contact	Kuperman, Silvina silvinakup@yahoo.com.ar
Secondary emergency contact	Piccinelli, Gustavo gpiccinelli@incuca.gov.ar
24 hr phone:	
Persons and Functions	
Cord blood bank director	Kuperman, Silvina silvinakup@yahoo.com.ar
Search coordinator	Piccinelli, Gustavo gpiccinelli@incuca.gov.ar

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'.

Add persons to this organisation

Role *

Please choose what role this person has in the organisation, if you choose other, please leave a remark

First Name *

Last Name *

Email *


Phone

Please state the phone number including the international access code, like +34-6498539884

Mobile Phone

Please state the phone number including the international access code, like +34-6498539884

Additional remarks



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 form on the button 'Send'.

Feedback

Feedback concerns *

Please choose what the feedback is about

Message *

Please leave your message, indicating what page you were on, and what details you would like to see corrected

[Close](#)



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