



MGBase

Data-entry Software (MDS)

MG REGISTRY QUICK START GUIDE

APRIL 2023

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1. About the MGBase Registry

The MGBase Registry is the first international, observational registry dedicated to ongoing longitudinal data collection for Myasthenia Gravis (MG), launched by the MSBase Foundation in December 2021. It provides a platform for international collaboration dedicated to sharing, tracking, and evaluating outcomes data in MG. Membership of the Registry is open to all practicing neurologists and their healthcare teams, worldwide. The MGBase Registry platform enables the collection of data for studies of MG regionally, nationally, or globally, with customizable sub-study functionality that filters data according to research themes. The Registry is owned and operated by the MSBase Foundation Ltd.

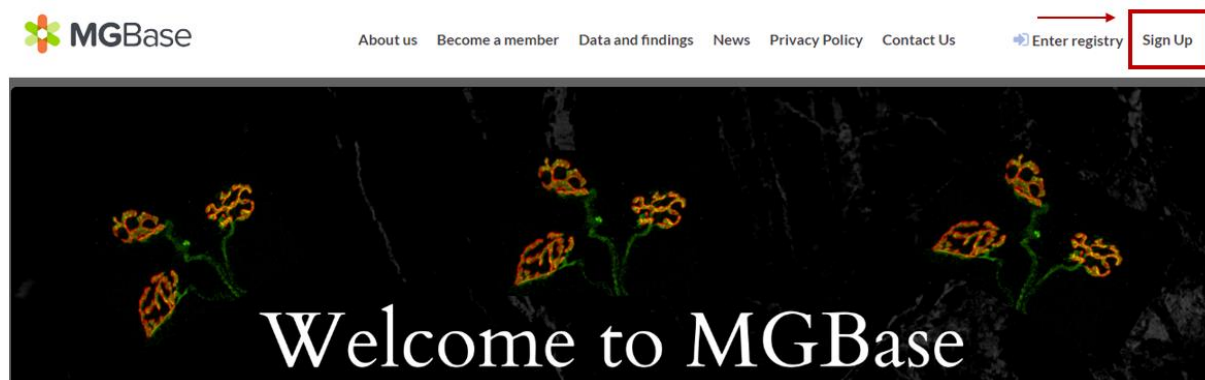
The purpose of this guide is to provide a quick introduction to the website features.

2. Joining the Registry

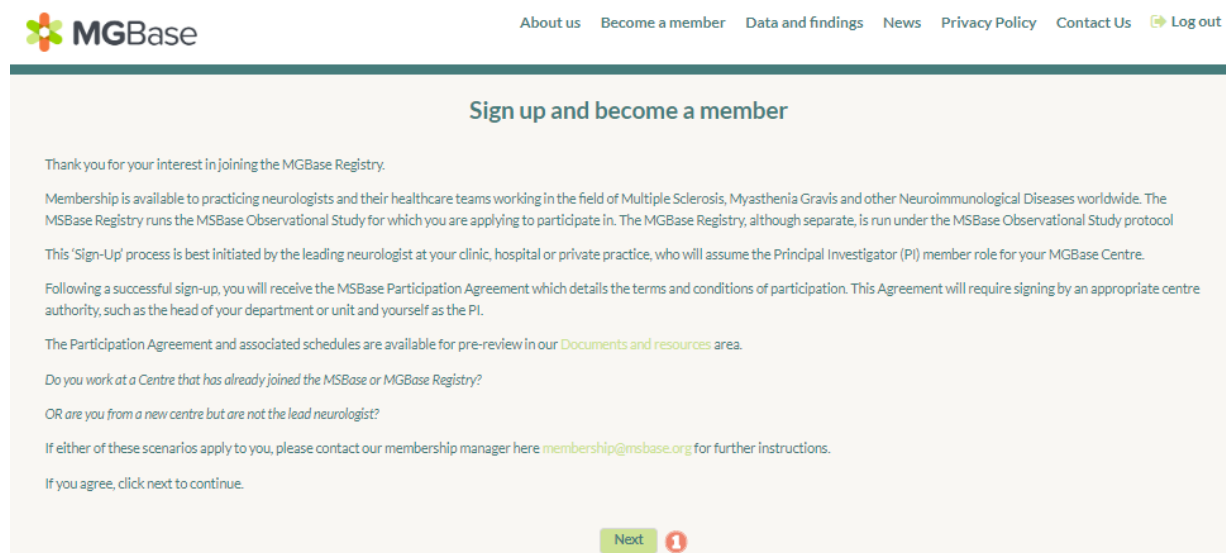
If your centre is not a member of the MGBase Registry, then you will need to apply for membership. [Membership benefits](#) are detailed on our website.

Centre membership must be initiated by the lead Neurologist in charge of the MG Unit at your hospital/clinic, who will assume the role of centre Principal Investigator. Other MG staff can then become Investigators (I) or Members of the centre, under the PI's lead.

To apply, please visit the [Sign Up](#) link on our website. You will be required to fill some basic personal information and professional details to complete your membership application.

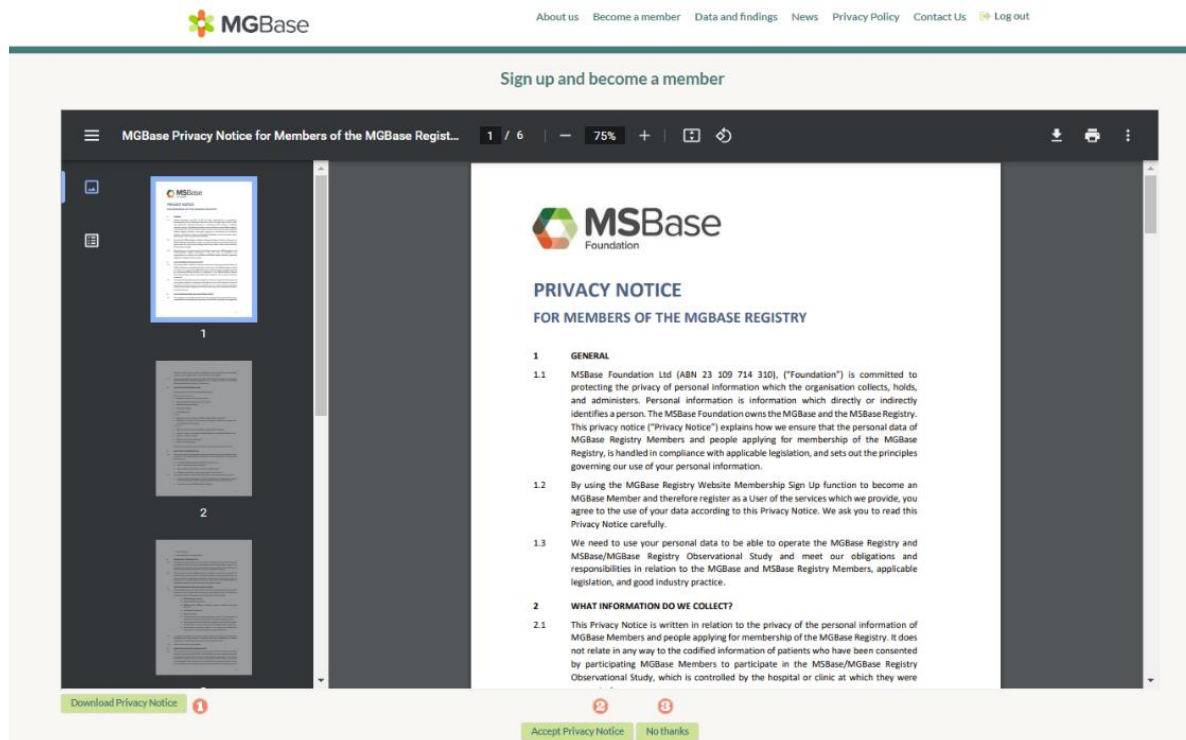


The landing page of the sign-up section contains basic information about the membership application process, governance documentation and contact information. Once you have familiarised yourself with this content, please select **(1)** Next to continue.



You will then be required to read and accept the MSBase Foundation Privacy Notice for Members of the MGBase Registry. The MGBase Registry provides the capability to **(1)** download, and **(2)** accept the Privacy Notice.

*If you do not accept the Privacy Notice, please select option **(3)**. This will automatically end the Sign-up process.*



To complete the Sign-up process, you will need to (1) provide a valid email address. Once this is completed, you will have the option to finalise the process by selecting (2) Sign-up, or to cancel (3).

Once you have submitted the online registration form, the MSBase Foundation Membership & Administrative Officer will review your application and advise if your centre has been approved or if additional information is required. All Principal Investigators must read and sign the MSBase and MGBase Registry Participation Agreement and associated schedules, prior to their centre being approved.

Once your application has been approved and you have agreed to the terms and conditions, your centre will be initialized and be ready for contributing data to the MGBase Registry.

In order to import data into the MGBase Registry, members must use the MSBase Foundation owned MSBase Data-entry Software (MDS).

Should you have any questions regarding the joining process or data entry software, please email us at info@msbase.org.

3. Password Management

3.1 Password Reset

Have you forgotten your password and need to reset it? Simply navigate to the [Forgot Password link](#) at the Login screen. Once you have entered your email address then an email will be sent with a reset password link.

3.2 Password Change

The MGBase Registry provides users with the capability to change their password via (1) My Profile menu. To change your password, you will first need to enter your (2) current password, then you will need to enter and confirm your new password (3), (4) which must adhere to the following password requirements:

- A combination of at least one character from each of the following four listed character types:
- English uppercase letters (A-Z),
- English lowercase letters (a-z)
- Base 10 digits (0-9)
- Non-alphanumeric (such as `~!@#\$%^&*()_+ -= { } | \ : " ; ' < > ? , . / and space)

Once the password is updated, you can either (5) save or (6) cancel this change request.

The screenshot shows the MGBase 'My Profile' page. The sidebar on the left contains links: Member Info, Sub-studies, My Centre, Patient Demographics, Search, and My Profile (highlighted with a red '1'). The top navigation bar includes links: About us, Become a member, Data and findings, Sub-studies, News, Contact us, Privacy Policy, Log out, and a user icon. The main content area is divided into three sections: 'Basic Info', 'Password', and 'Professional Details'. The 'Basic Info' section has fields for Title (Dr), Birth Year (1968), E-mail (TestUserPI@msbase.org.au), First Name (John), Last Name (Doe), Sex (Male), Country of practice (BARBADOS), Profession Role (Neurologist), and Comments (sfdssdf). The 'Password' section has fields for Current Password (2), Password (3), and Password Confirm (4). The 'Professional Details' section has fields for University/Medical school (Test Medical Schoolg), MS research interests (Bladder), Neurological specialties (Behavioral Neurology), EDSS Certification (Other certification), and Affiliation for publications purposes (sdfsfssd). At the bottom of the form are 'Save' (5) and 'Cancel' (6) buttons.

If you experience any difficulty in resetting or changing your password, please contact us on info@msbase.org for support.

4. Member roles and viewing your data

4.1 Roles

Once you have logged into the MGBase Registry, your ability to perform specific functions will depend on your Role. The roles are detailed below:

Principal Investigator (PI): This role is assigned to the lead Neurologist of the centre. The PI is responsible for understanding and signing the MSBase Foundation governance documentation and ensuring their centre adheres to all rules and conditions of participation. This role can perform tasks such as: Creating a Sub-study, Joining a Sub-study, Managing a Sub-Study as well as managing their centre, including inviting new users, removing users and modifying user roles. Each centre has one PI.

Co-Principal Investigator (Co-PI): A PI may assign other senior members at their centre as a Co-PI should they wish to delegate administrative responsibilities. A Co-PI can perform the same functions as a PI, with the exception of creating a new sub-study. A centre can have multiple Co-PIs.

Investigator: This role is usually assigned to medical or research staff who assist to upload patient data and enrol patients into sub-studies. As Investigators have the ability to contribute data, they can be listed as co-authors in MSBase Foundation publications if approved by the centre PI.

Member: This role is usually assigned to staff who provide administrative assistance within the centre. Member's do not hold the authority to upload patient data or enrol patients into sub-studies and therefore cannot be listed as co-authors in publications.

5. Sub Studies

A sub-study is a mechanism that allows centres to share data for research purposes. Creating a sub-study is a way that you can request data from other centres, while joining an existing sub-study will allow you to contribute your centre's data for research.

How does a sub-study work?

Consider the following scenario: You want to analyse the data for “*All females from Australia and New Zealand*”. Once you have entered the basic details about the sub-study, you then need to identify the Member Selection, Patient Selection and Flexifields. The Member Selection would be *countries that are equal to Australia or New Zealand* and the Patient Selection would be restricted to “*Gender = Female*”.

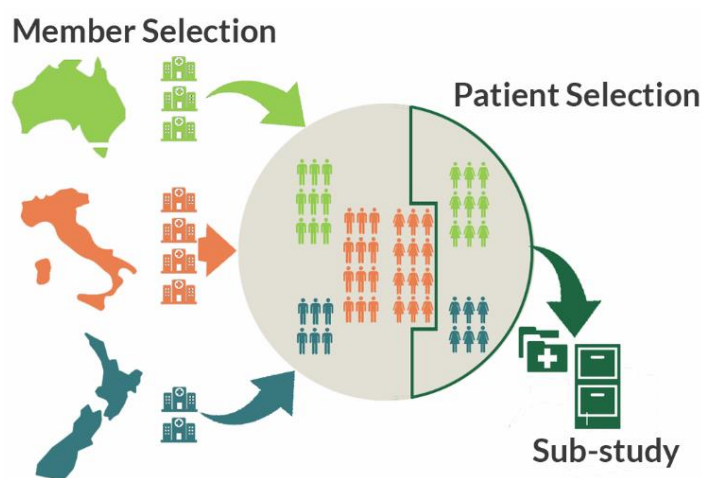


Figure 1: Visualisation of the selection process of All females from Australian and New Zealand centres. Note Italian females were not included as they did not meet the Member Selection criteria.

Once the sub-study is active, as soon as a member joins your sub-study, then the data of all "eligible" patients meeting the selection criteria will be available to download. This is called *Automatic enrolment* and is the default. These studies require members Manual enrolment of patients to sub-studies. Reasons why Manual enrolment may be required include:

- Selection criteria that is complex or may require a value judgement from the member.
- Sub-study that requires special ethics or patient approval.

Sub-studies can be created by the centre PI only. The below provides details on how to create a sub-study, manage that sub-study and view and join sub-studies.

All sub-studies will be approved by the MSBase Foundation Operations team after submission. If you have any questions, please contact the team at info@msbase.org.

6.1 Creating a sub-study

As a PI, to create a sub-study, select Sub-studies (1), then Create Sub-Study (2), and fill the required details (3)(4),(5) and (6). These details will be used by other members to decide whether they wish to contribute data to your research, therefore it is important to be descriptive. Your sub-study details will also be visible on the MGBase website, so please take this into consideration should your research topic contain any confidential or sensitive content. Finally, please ensure that the title and description is in English.

Once you have finished entering details about your sub-study, click Next (7).

The screenshot shows the MGBase website interface for creating a sub-study. The top navigation bar includes links for 'About us', 'Become a member', 'Data and findings', 'Sub-studies', 'News', 'Contact us', 'Privacy Policy', and 'Log out'. A sidebar on the left contains links for 'Member Info', 'Sub-studies' (with a red notification icon), 'Create Sub-study' (with a red notification icon), 'View all sub-studies', 'My Centre', 'Patient Demographics', 'Search', and 'My Profile'. The main content area is titled 'Create a Sub-Study' and features a five-step progress bar: 1. Project description, 2. Member selection, 3. Patient selection, 4. FlexiFields, and 5. Review. The 'Project description' step is active. The form fields include: 'Study Title' (with a red notification icon 3) containing 'My first Sub-study - Aus & NZ Male MG progression'; 'Objectives' (with a red notification icon 4) containing 'To analyse treatment outcomes in Australian and New Zealand Patients. All patients are Male.'; 'Primary and secondary endpoints' (with a red notification icon 5) containing a list: '1. First endpoint details.', '2. Second endpoint details.'; and 'Lead Centre' (with a red notification icon 6) set to 'Royal Melbourne Hospital'. At the bottom right, there are three buttons: 'Cancel', 'Next' (with a red notification icon 7), and 'Save'.

When selecting Members, there are three options.

- Open to all Investigators: This option will allow any member from any country or centre to join.
- Restrict to Investigators from the following countries: This option will restrict member selection to country.
- Restrict to Investigators from the following centre's: This option will restrict member selection to centre.

In our example we are restricting members by country (1), and only allowing Australia and New Zealand members to join (2). Once we have selected our members, click Next (3)

The screenshot shows the 'Create a Sub-Study' process in the MGBase system. The interface has a dark teal sidebar on the left with navigation links: Member Info, Sub-studies, Create Sub-study, View all sub-studies, My Centre, Patient Demographics, Search, and My Profile. At the bottom of the sidebar, it says 'You are logged in as John Doe' and 'Log out'. The main content area is titled 'Create a Sub-Study' and features a progress bar with five steps: 1. Project description, 2. Member selection (current step), 3. Patient selection, 4. FlexiFields, and 5. Review. Under 'Member selection', there are three radio button options: 'Open to All Investigators', 'Restrict to investigators from the following countries' (selected), and 'Restrict to investigators from the following centres'. Below these, there are two sections: 'Country' and 'Centre'. The 'Country' section has a dropdown menu with 'AUSTRALIA' and 'NEW ZEALAND' selected, each with a close (x) button and a plus (+) button to add more. The 'Centre' section has a dropdown menu with 'Select an option' and a plus (+) button. At the bottom of the form, there are three buttons: 'Cancel', 'Prev' (disabled), and 'Next' (labeled with a red 3), and a 'Save' button.

After selecting our members, we must then restrict the patient selection. Patients can be restricted in 3 ways:

The screenshot shows the 'Create a Sub-Study' process in the MGBase system, specifically the 'Patient selection' step. The sidebar is the same as in the previous screenshot. The main content area shows the progress bar with steps 1 through 5, with step 3 'Patient selection' being the current step. Under 'Patient selection', there are three radio button options: 'All patients', 'Restrict by inclusion criteria' (selected), and 'Restrict by manual enrolment'. Below these, it says '45 patients in Royal Melbourne Hospital fall within the criteria of this sub-study' with an 'Update' button. There is a section for defining inclusion criteria with a dropdown menu set to 'And', a '+ Group' button, and a list of criteria: 'Profile', 'Identification', 'Gender', and 'Male'. Each criterion has a dropdown menu and a plus (+) button to add more. At the bottom of the form, there are three buttons: 'Cancel', 'Prev' (disabled), and 'Next' (labeled with a red 3), and a 'Save' button.

- All patients: “All patients” removes all restrictions.
- Restrict by inclusion criteria: All patients that meet a specific search criteria.
Restrict by manual enrolment: Used in combination with the above, if this option is checked, the member must manually enrol each patient individually.

In this example we have made the selection to restrict the patient inclusion by search criteria (1). We then enter the desired search criteria (2) and click Next (3).

If you are unsure about which fields you need, or have complex search criteria, simply continue with the sub-study creation process and when finished send an email to the MSBase Foundation Operations team at info@msbase.org. Additionally for more complex searches, it may be preferable to be more inclusive and remove additional patients during data cleaning.

6.2 Custom Data Capture

Do you have specific data you require about each patient for your research? For each sub-study it is possible to capture custom data fields – these are referred to as “Flexifields”. Data types include:

- Text: Alphanumeric text restricted to 200 characters
- Numeric: Number only text with a maximum of 3 decimal places
- Date: Date field for past and future dates
- Text-Area: Alphanumeric text for comments and longer text
- Dropdown: Allow the user to select 1 value from a list of many values
- Checkbox: For True (checked) and False (unchecked) values
- Section Break: From complex data entry forms use the section break to sort the fields into logical sections

Data can be captured at the Patient Identification level (1) and at a Visit (2) level. Patient Identification should be used for data that will be captured only once and won't change over time (for example patient permission acknowledgement, eye-colour or phone-number). Visit data is captured at each visit and utilises time-series/longitudinal fields (for example height, weight or current mood). Simply select the section you wish to add a field to and click Add (3). When finished, click Next (4).

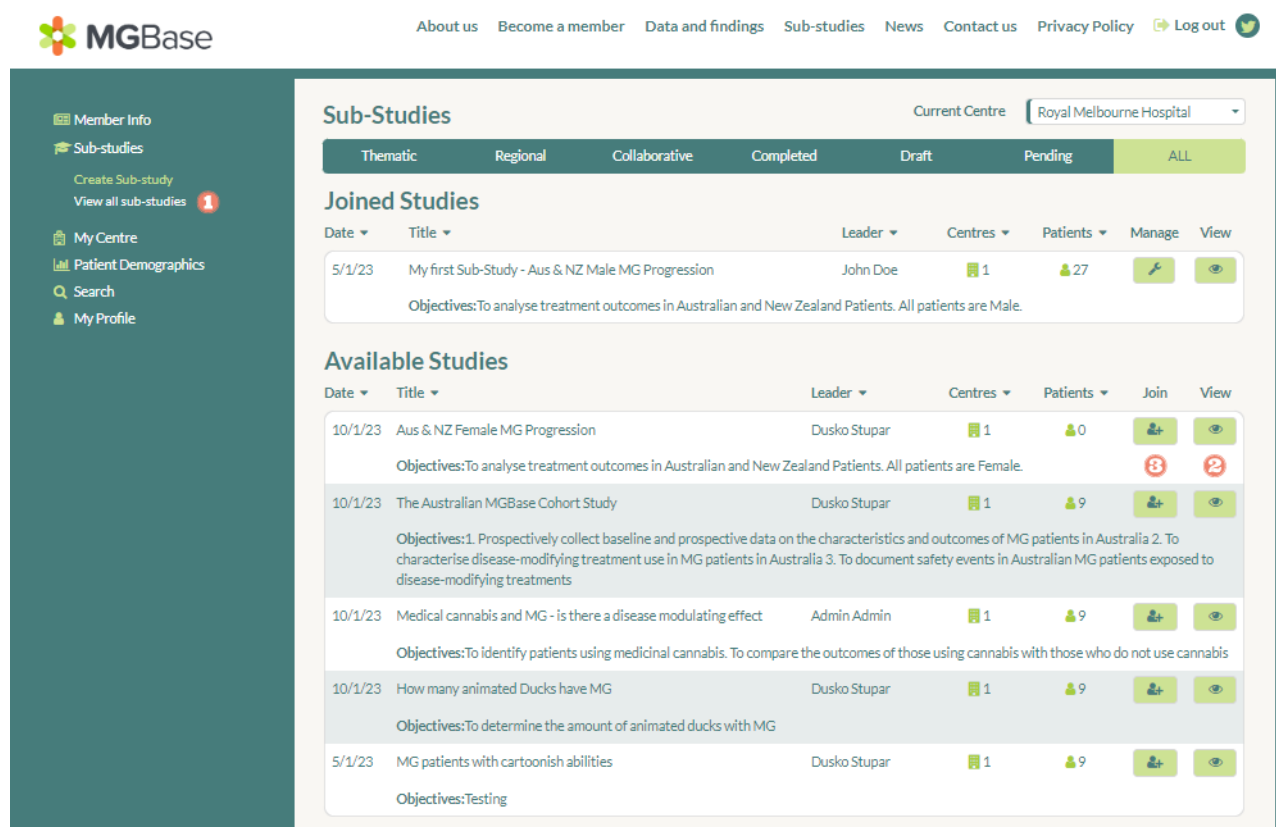
For our example, we are capturing Internal Ref (Numeric) and Permission from Patient (Checkbox).

Prior to submitting your sub-study, review the details and make any required changes by going to the 'Previous' pages (1). You can 'Save' (2) to keep the sub-study as a draft for review later or 'Cancel' (3) at any point. When ready to submit your study, click Submit (4)

Congratulations! Your sub-study is now awaiting approval from the MSBase Foundation Operations team. You can enquire about progress at any time by contacting the team on info@msbase.org. You will be notified by email if your sub-study is successful. All eligible members will also be sent an email advising them that a new sub-study has been created.

6.3 Viewing and joining sub-studies

All members can View **(1)** sub-studies when logged into the Registry, however only a PI or Co-PI will be able to join sub-studies. Sub-studies that your centre is eligible to join will be presented first in the *Available Studies* section, while sub-studies that are not available for your centre (due to centre or country restrictions), are in the *Other Studies* section. You can view the details of the sub-study by selecting View **(2)** or you can join the sub-study by selecting Join **(3)**.

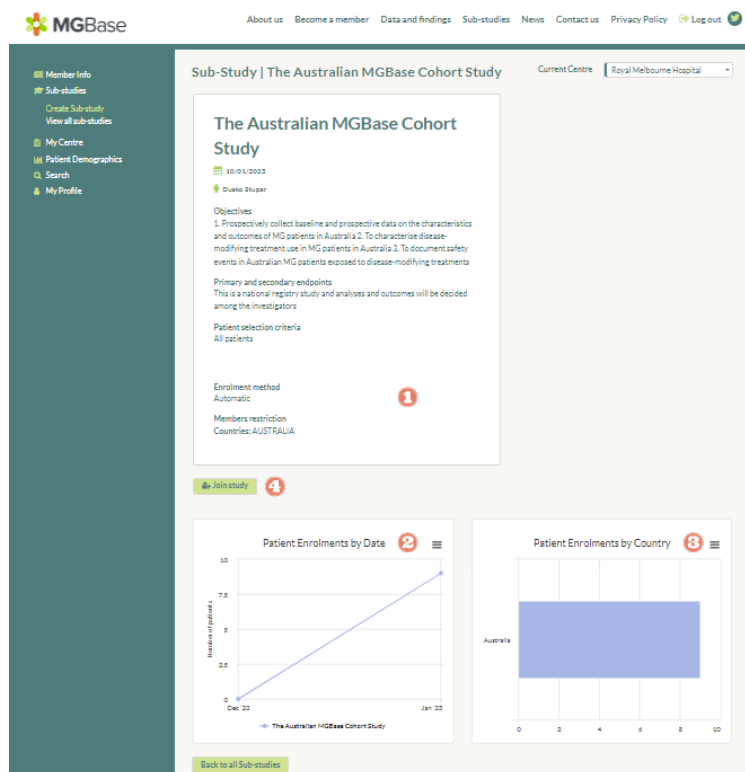


The screenshot displays the MGBase Sub-Studies interface. The top navigation bar includes links for About us, Become a member, Data and findings, Sub-studies, News, Contact us, Privacy Policy, and Log out. The left sidebar contains navigation options: Member Info, Sub-studies (with a 'Create Sub-study' button and a 'View all sub-studies' button with a red notification icon), My Centre, Patient Demographics, Search, and My Profile.

The main content area is titled 'Sub-Studies' and features a 'Current Centre' dropdown menu set to 'Royal Melbourne Hospital'. Below this is a filter bar with tabs: Thematic, Regional, Collaborative, Completed, Draft, Pending, and ALL. The 'Joined Studies' section shows a table with columns: Date, Title, Leader, Centres, Patients, Manage, and View. It lists one study: 'My first Sub-Study - Aus & NZ Male MG Progression' by John Doe, with 1 centre and 27 patients. The 'Available Studies' section shows a table with columns: Date, Title, Leader, Centres, Patients, Join, and View. It lists five studies, each with a 'Join' button (marked with a red '3') and a 'View' button (marked with a red '2').

Date	Title	Leader	Centres	Patients	Join	View
5/1/23	My first Sub-Study - Aus & NZ Male MG Progression	John Doe	1	27	Join	View
Objectives: To analyse treatment outcomes in Australian and New Zealand Patients. All patients are Male.						
10/1/23	Aus & NZ Female MG Progression	Dusko Stupar	1	0	Join	View
Objectives: To analyse treatment outcomes in Australian and New Zealand Patients. All patients are Female.						
10/1/23	The Australian MGBase Cohort Study	Dusko Stupar	1	9	Join	View
Objectives: 1. Prospectively collect baseline and prospective data on the characteristics and outcomes of MG patients in Australia 2. To characterise disease-modifying treatment use in MG patients in Australia 3. To document safety events in Australian MG patients exposed to disease-modifying treatments						
10/1/23	Medical cannabis and MG - is there a disease modulating effect	Admin Admin	1	9	Join	View
Objectives: To identify patients using medicinal cannabis. To compare the outcomes of those using cannabis with those who do not use cannabis						
10/1/23	How many animated Ducks have MG	Dusko Stupar	1	9	Join	View
Objectives: To determine the amount of animated ducks with MG						
5/1/23	MG patients with cartoonish abilities	Dusko Stupar	1	9	Join	View
Objectives: Testing						

All users will be able to see basic information about the sub-study prior to joining. This information includes sub-study descriptions and endpoint (1), Enrolment History (2) and Enrolment Country distributions (3). You can also join the sub-study from this section (4).



After joining a sub-study, the owner of the sub-study must accept your join request. Once the request has been approved then you will also be able to view other member information, news and documents and patient demographic data.

6.4 Managing your sub-study

A PI or Co-PI can manage a sub-study. To do this, select Sub-Studies (1), then (2) View all sub-studies and find the sub-study relevant to you. Once you have located the required sub-study, select Manage (3).

When a new centre is accepted, the patients will be automatically enrolled into your study (except where manual enrolment is set – see Section 6.6.). As new patients from participating centres become eligible for your study, they will be automatically added to your sub-study. Once a patient is added to your study then they cannot be removed. For example, if your selection criterion is: “Has an ongoing treatment of Drug X” and a patient stops treatment, then that patient will stay in your sub-study.

Member Info

Member Documentation

Sub-studies **1**

Create Sub-study

View all sub-studies **2**

My Centre

Patient Demographics

Search

My Profile

Sub-Studies

Thematic
Regional
Collaborative
Completed
Draft
Pending
ALL

Joined Studies

Date	Title	Leader	Centres	Patients	Manage	View
5/1/23	My first Sub-Study - Aus & NZ Male MG Progression	Jim Stupar	1	27	3	
Objectives: To analyse treatment outcomes in Australian and New Zealand Patients. All patients are Male.						

Available Studies

Date	Title	Leader	Centres	Patients	Join	View
10/1/23	Aus & NZ Female MG Progression	Daffy Duck	1	0		
Objectives: To analyse treatment outcomes in Australian and New Zealand Patients. All patients are Female.						
10/1/23	The Australian MGBase Cohort Study	Daffy Duck	1	9		
Objectives: 1. Prospectively collect baseline and prospective data on the characteristics and outcomes of MG patients in Australia 2. To characterise disease-modifying treatment use in MG patients in Australia 3. To document safety events in Australian MG patients exposed to disease-modifying treatments						

As the leader of a sub-study, you can communicate with your members by posting Docs & News **(1)** to keep members up to date. Selecting Add **(2)** will open a text editor, allowing you to add sub-study news. You can also upload documents relevant to the sub-study. Select Files **(3)** that you want to upload and select **(4)** Start Upload. Once uploaded, the content will be visible in the Documents section **(5)**.

Sub-Study | My first Sub-Study - Aus & NZ Male MG Progression

Overview
Members
Docs & News
Enrolments
Benchmarking

Documents

upload-report-20-Mar-2023.xlsx **5**

1

Upload

3 Select files

4 Start upload

Select all

Deselect all

Delete selected documents

2 Add

News

Date	Title	Content	Edit	Remove
14/02/2023	My News Item 1	Some content here.		

All members of the sub-study will have access to the Overview (1) section, where they will have the capability to review News (2) and Documents (3) that have been added. Members will also receive an email notification of the News item and Document addition.

Sub-Study | My first Sub-Study - Aus & NZ Male MG Progression

1 Overview

Members

Docs & News

Enrolments

Benchmarking

Enrol patients

Documents3

upload-report-20-Mar-2023.xlsx

My first Sub-Study - Aus & NZ Male MG Progression

05/01/2023

Jim Stupar

Objectives

To analyse treatment outcomes in Australian and New Zealand Patients. All patients are Male.

Primary and secondary endpoints

1. First endpoint details. 2. Second endpoint details.

Patient selection criteria

Restrict by inclusion criteria

Inclusion criteria

Gender = Male

Enrolment method

Automatic

Members restriction

Countries: NEW ZEALAND, AUSTRALIA

News2

Good News - Upload synced!

20/03/2023

Good News - Upload synced!

Read full article >

Another News Item

16/02/2023

Some comments about the sub-study goes here.

Read full article >

6.5 Sub-studies – Benchmarking

The MGBase Registry allows members of a sub-study to benchmark their centre data against the overall data in the sub-study cohort as well as the entire MGBase Registry. In the below example we can see that the sub-study has (1) 27 males (100%), while the MGBase Registry consists of (2) 9,405 males (63%).

MGBase

About us Become a member Data and findings Sub-studies News Contact us Privacy Policy Log out

Member Info

Sub-studies

Create Sub-study

View all sub-studies

My Centre

Patient Demographics

Search

My Profile

Sub-Study | My first Sub-Study - Aus & NZ Male MG Progression

Current Centre Royal Melbourne Hospital

Overview

Members

Docs & News

Enrolments

Benchmarking

Distribution of sex

1

My first Sub-Study - Aus & NZ Male MG Progression

2

MGBase

MG-AU-001

MG-IE-001

MG-NZ-1000

MG-CH-4031

MG-CH-4033

Sex	Count	%	Count	%	Count	%	Count	%	Count	%	Count	%		
Male	27	100.00%	9405	63.00%	27	61.36%	1	100.00%	3	50.00%	227	36.50%	0	0.00%
Female	0	0.00%	5523	37.00%	17	38.64%	0	0.00%	3	50.00%	395	63.50%	1	100.00%

Gender

100

75

50

25

0

Male

Female

My first Sub-Study - Aus & NZ Male MG Progression

MGBase

MG-AU-001

MG-IE-001

MG-NZ-1000

MG-CH-4031

MG-CH-4033

MGBase

Myasthenia Gravis Registry

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6.6 Sub-studies – Manual Enrolment




Some sub-studies are specified as Manual Enrolment and operate on an opt-in basis. This is different to the automatic enrolment as it requires the member to manually select the patients they want to enrol. This may be useful if the patient inclusion criteria are subjective or complex.

If you have joined a sub-study that has manual enrolment, there are two ways you can add patients. One way to add them is at the sub-study level. Go to the sub-study and on the Overview tab **(1)** select Enrol Patients **(2)**.



A new window will open to allow you to enrol patients by selecting the Yes/No toggle under Enrolled **(1)**. When finished enrolling patients, select Close **(2)**. In some cases, your patient will not be able to be enrolled to a manual sub-study. This is due to the patient criteria restricting access. For example, we can restrict a sub-study to females only and still require manual enrolment.

Enrol patients

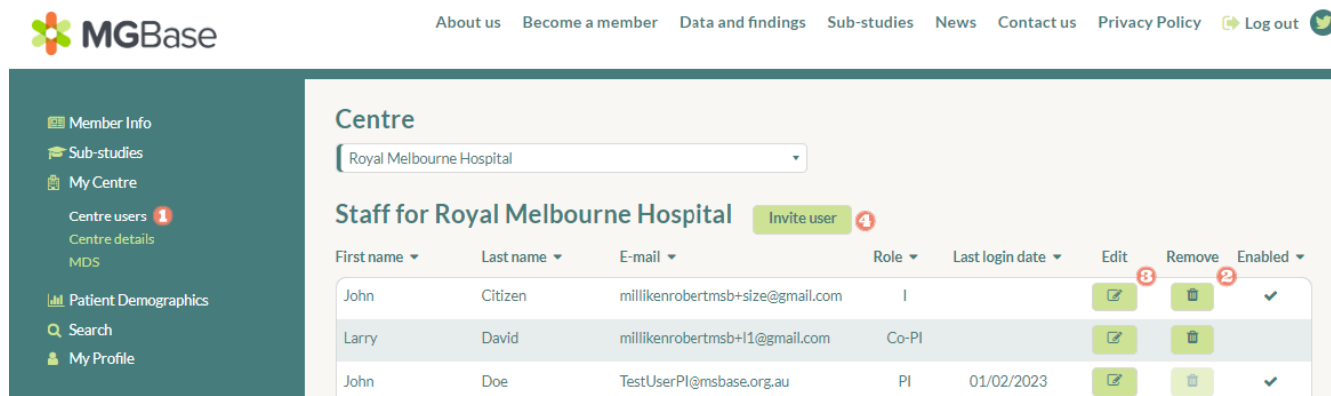
Patient code ▾	Birth Date ▾	Gender ▾	Onset date ▾	MS Course ▾	Enrolled
MG-AU-073-0002 	06/1964	Female	17/06/2015		<input checked="" type="checkbox"/> Yes
MG-AU-001-0025 	03/1977	Female	25/06/2021		<input type="checkbox"/> No
MG-AU-001-0023 	09/1954	Female	01/01/1992		<input checked="" type="checkbox"/> Yes

Close










7. My Centre

7.1 Centre users

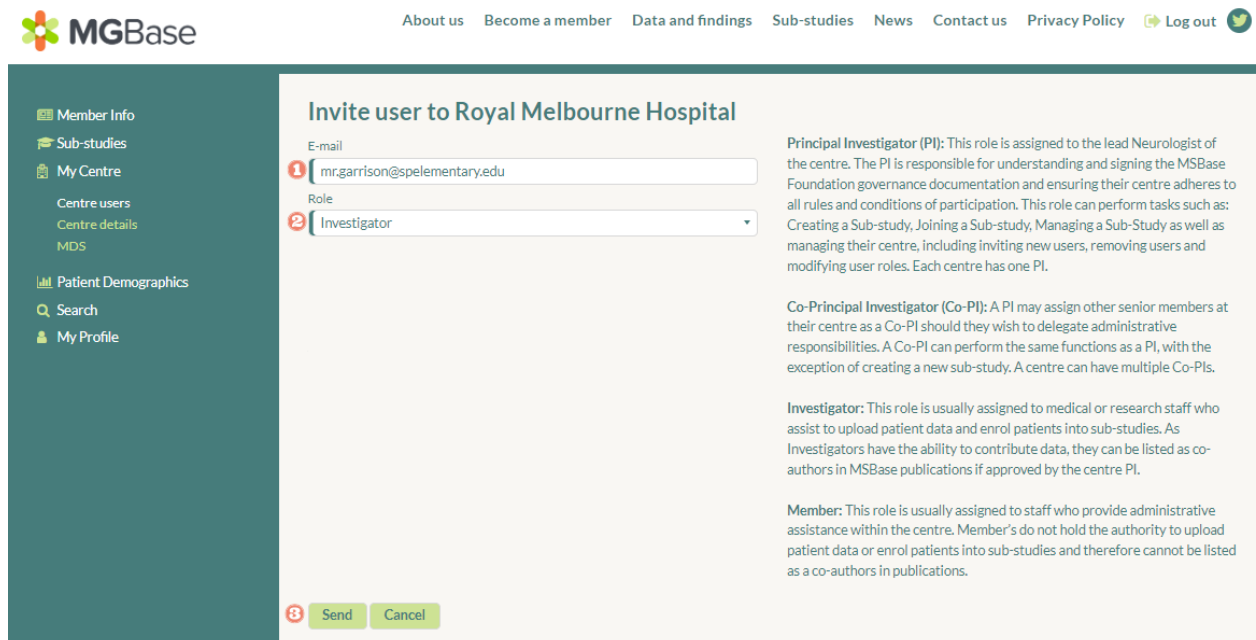
The PI and Co-PI are able to manage their Centre Users (1). This includes removing users (2), editing their details (3) and inviting new users (4).



The screenshot shows the MGBase interface. On the left is a sidebar with navigation links: Member Info, Sub-studies, My Centre (highlighted), Centre users (1), Centre details, MDS, Patient Demographics, Search, and My Profile. The main content area is titled 'Centre' and shows a dropdown menu set to 'Royal Melbourne Hospital'. Below this is a section 'Staff for Royal Melbourne Hospital' with an 'Invite user' button (4). A table lists staff members with columns for First name, Last name, E-mail, Role, Last login date, Edit (3), Remove (2), and Enabled. The table contains three rows: John Citizen (I), Larry David (Co-PI), and John Doe (PI).

First name	Last name	E-mail	Role	Last login date	Edit	Remove	Enabled
John	Citizen	millikenrobertmsb+size@gmail.com	I				
Larry	David	millikenrobertmsb+11@gmail.com	Co-PI				
John	Doe	TestUserPI@msbase.org.au	PI	01/02/2023			

When inviting a new user to your centre, you will need to supply an email address (1) and the role (2). The Permissions role is for centres that are using MDS (the MSBase Data-entry System). If you are currently using iMed, or if you are in doubt, leave as Admin and the MSBase Foundation Operations team can further advise or can edit this role later as required. When complete, click Send (3). The invited user will receive an email invitation. Once they have completed the sign-up process, they will be active users of your centre.



The screenshot shows the 'Invite user to Royal Melbourne Hospital' form. It has two input fields: 'E-mail' (1) with the value 'mr.garrison@spelemetary.edu' and 'Role' (2) with the value 'Investigator'. Below these fields are three buttons: 'Send' (3) and 'Cancel'. To the right of the form is a text area explaining the roles: Principal Investigator (PI), Co-Principal Investigator (Co-PI), Investigator, and Member.

Principal Investigator (PI): This role is assigned to the lead Neurologist of the centre. The PI is responsible for understanding and signing the MSBase Foundation governance documentation and ensuring their centre adheres to all rules and conditions of participation. This role can perform tasks such as: Creating a Sub-study, Joining a Sub-study, Managing a Sub-Study as well as managing their centre, including inviting new users, removing users and modifying user roles. Each centre has one PI.

Co-Principal Investigator (Co-PI): A PI may assign other senior members at their centre as a Co-PI should they wish to delegate administrative responsibilities. A Co-PI can perform the same functions as a PI, with the exception of creating a new sub-study. A centre can have multiple Co-PIs.

Investigator: This role is usually assigned to medical or research staff who assist to upload patient data and enrol patients into sub-studies. As Investigators have the ability to contribute data, they can be listed as co-authors in MSBase publications if approved by the centre PI.

Member: This role is usually assigned to staff who provide administrative assistance within the centre. Member's do not hold the authority to upload patient data or enrol patients into sub-studies and therefore cannot be listed as co-authors in publications.

7.2 Centre Details

A PI or Co-PI can change the contact details of the centre at any time by selecting centre details and updating the form.

The screenshot shows the 'My Centres' form in the MGBase application. The left sidebar contains navigation links: Member Info, Sub-studies, My Centre (selected), Centre users, Centre details, MDS, Patient Demographics, Search, and My Profile. The main form area is titled 'My Centres' and contains a dropdown menu for 'Royal Melbourne Hospital'. Below this, there are fields for Hospital (Royal Melbourne Hospital), Department (Neurology), Street Address (123 Fake Street), City (Melbourne), Country (AUSTRALIA), and Postal Code (3001). There are also fields for Mailing address 1, Mailing address 2, Mailing street, Mailing City, Mailing Country (Select an option), and Mailing Postal Code. A checkbox for 'Mailing address different' is present. The form also includes fields for Centre Contact Phone (+4504-98 8347498) and Centre Contact Email (TestUserPI@msbase.org.au). There are radio buttons for 'Do you currently use iMed?' (Yes, No, Don't know) and 'Are you interested in MDS?' (Yes, No, Don't know). A 'Comments' field is at the bottom. 'Save' and 'Cancel' buttons are at the bottom right.

8. My Profile

All users can modify their profile by selecting My Profile (1). Mandatory fields are required and denoted by the blue cell padding on the left. Once fields have been completed select 'Save' (2).

The screenshot shows the 'My Profile' form in the MGBase application. The left sidebar contains navigation links: Member Info, Sub-studies, My Centre, Patient Demographics, Search, and My Profile (selected, marked with a red circle 1). The main form area is titled 'Basic Info' and contains fields for Title (Dr), Birth Year (1968), E-mail (TestUserPI@msbase.org.au), First Name (John), Last Name (Doe), Sex (Male, Female), Country of practice (BARBADOS), Profession Role (Neurologist), and Comments (sfdsdif). Below this is the 'Password' section with fields for Current Password, Password, and Password Confirm. The 'Professional Details' section includes fields for University/Medical school (Test Medical School), Year of Highest medical degree (1990), MS research interests (Bladder), Other MS research interests (test345), Neurological specialties (Behavioral Neurology), Other neurological specialties (test35), EDSS Certification (Other certification), EDSS certification date (05/01/2022), and Affiliation for publications purposes (sfdsdifsd). 'Save' and 'Cancel' buttons are at the bottom right. A red circle 2 is next to the 'Save' button. At the bottom left, it says 'You are logged in as John Doe' and 'Log out'.