MDS INSTALLATION GUIDE – STAND-ALONE INSTALL

MAY 2022

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1. Introduction

1.1 Purpose

This document is provided to serve as a guide instructing MSBase centres wanting to install a single instance of the MSBase Data-entry Software (MDS) on a PC or laptop.

1.2 Scope

This document is intended for registered MSBase members who have completed the pre-installation governance process. The document covers pre-requisites which highlight the minimum specs required from a user's device and the pre, during and post installation tasks and procedures. The document will not cover the MSBase governance requirements. Should you need information regarding the MSBase governance documentation or requirements, please contact info@msbase.org.

2. Installation Manual

The main components that should be completely and correctly described are the following:

- Prerequisites
- Pre-installation procedure
- Installation procedure
- Post installation procedure

2.1 Pre-requisites

In this section a list of install prerequisites are mentioned that must be fulfilled before the install can begin.

CPU	Core i3 1.8GHz
RAM	4GB RAM
HDD	4GB Free Space
GPU	Intel HD 4000 (integrated graphics)
Operating System	Windows 10 (version 1903) or above – Minimum Requirement
	.NET Framework 4.8 – Minimum Requirement
Internet Connection	Online features including centre registration and patient synchronisation require a stable internet connection.
Administrator Privileges	Required to complete the installation of MDS.
Screen Resolution	The MDS software is best viewed with a minimum 1280 X 768 screen resolution.
MAC Compatibility	A MAC version of MDS is not available or technically supported. Apple users can use virtualisation software to complete a MAC installation. MSBase recommends the use of Parallels as the virtualisation software of choice https://www.parallels.com/

2.2 Pre-Installation Tasks

2.2.1 Accepting the Online Software Licence Agreement

Centre PI (Refer to Page 17 - 3.1 Acronyms, Abbreviations) to Sign the Online Software Licence Agreement – Read, review, and sign the online Software Licence Agreement found when you login to msbase.org

1. Select My Centre.
2. Select MDS.
3. Read the SLA.
4. Accept and Agree to the terms of the SLA.
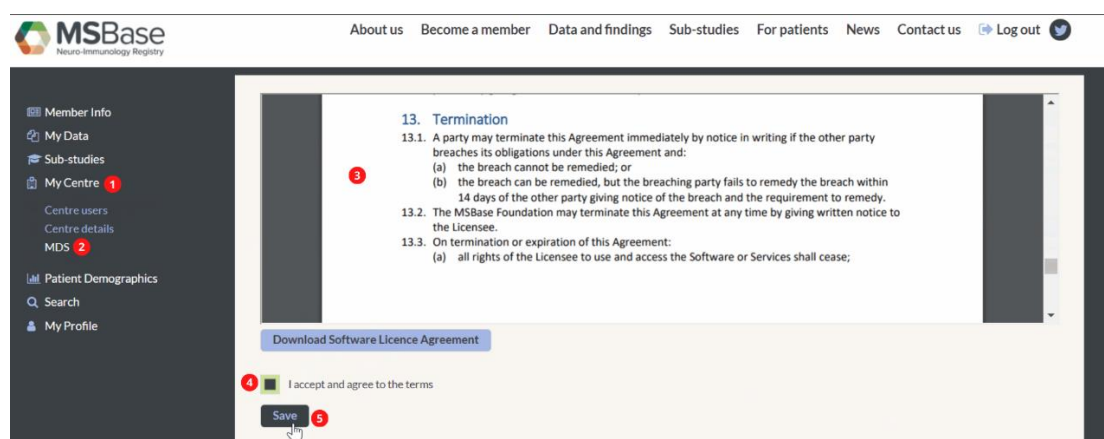5. Select the Save button.

Figure 1 Accepting the Online SLA

2.2.2 Downloading the MDS Installer Executable

Centre PI to download the MDS Installer Executable found when you login to msbase.org.

Note: This can only be done once the SLA has been accepted.

1. Select My Centre.
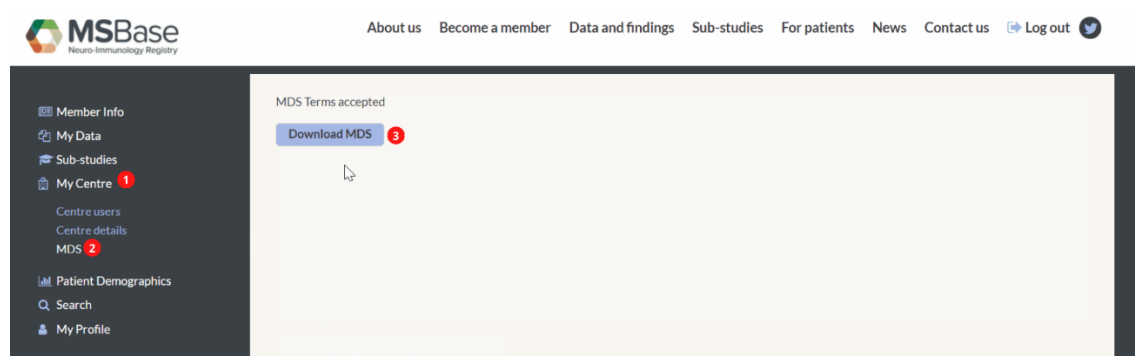2. Select MDS.
3. Select Download MDS.

Figure 2 Downloading the MDS Executable File

2.3 Installation Tasks

2.3.1 Run the Setup.exe

Run the Setup.exe file by double clicking it.

Note: This can be found in your downloads folder.

Once the MDS application has opened, **Restart** your PC/Laptop.

Following the restart open MDS and **Select** MS (Multiple Sclerosis). The SQL Express installation process will now begin.

2.3.3 SQL Express Installation

Select Yes to proceed with the SQL Express 2014 Installation.

Figure 3 Installing SQL Express

Note: If you already have SQL Express, please select No when prompted with the alert dialog "Do you want to allow this app to make changes to your device – SQL Server 2014".

2.3.4 SQL Express Temporary Location

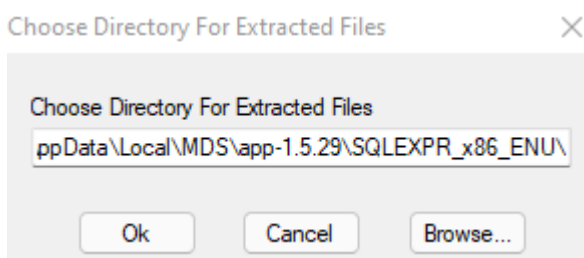Please **select** a temporary location to extract the required files. You may **accept** the default location.

Figure 4 Extracting SQL Express

2.3.5 SQL Express License Term

Please **accept** the Microsoft Software License and Select **Next**

Note: You may optionally also turn on CEP, however it is not required or related to MDS.
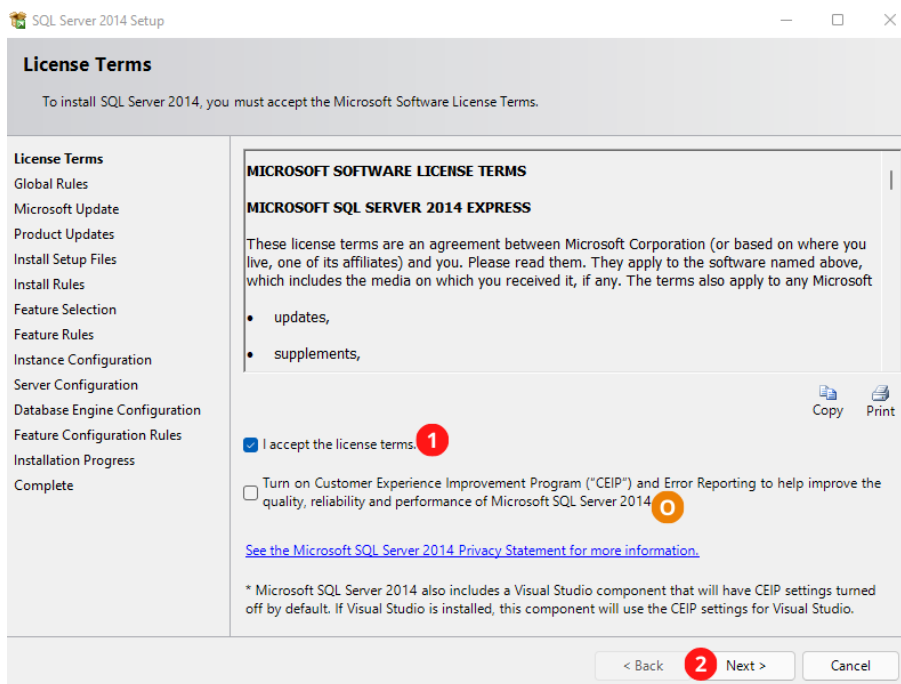

Figure 5 SQL Express License Terms

2.3.6 SQL Express Microsoft Update

Please **tick** the Use Microsoft Update to check for updates (recommended) and Select **Next**.

Note: You may optionally Use Microsoft Update to check for Updates, however it is not required or related to MDS.
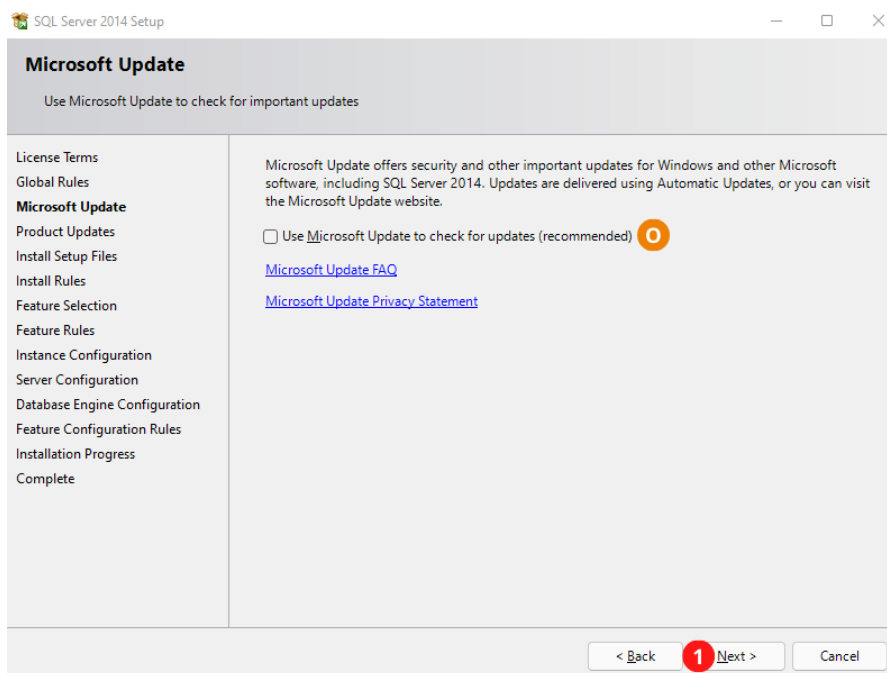

Figure 6 SQL Express Microsoft Update

2.3.7 SQL Express Feature Selection

You **do not need** to make any changes to the Feature Selection, Select **Next**.
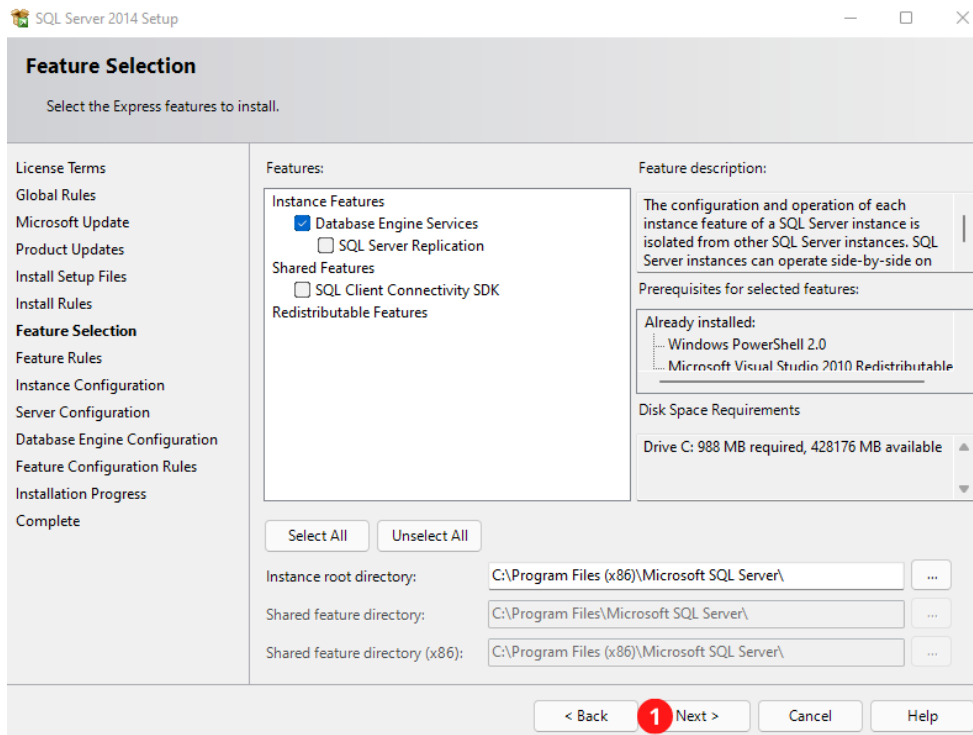
Figure 7 SQL Express Feature Selection

2.3.8 SQL Express Instance Configuration

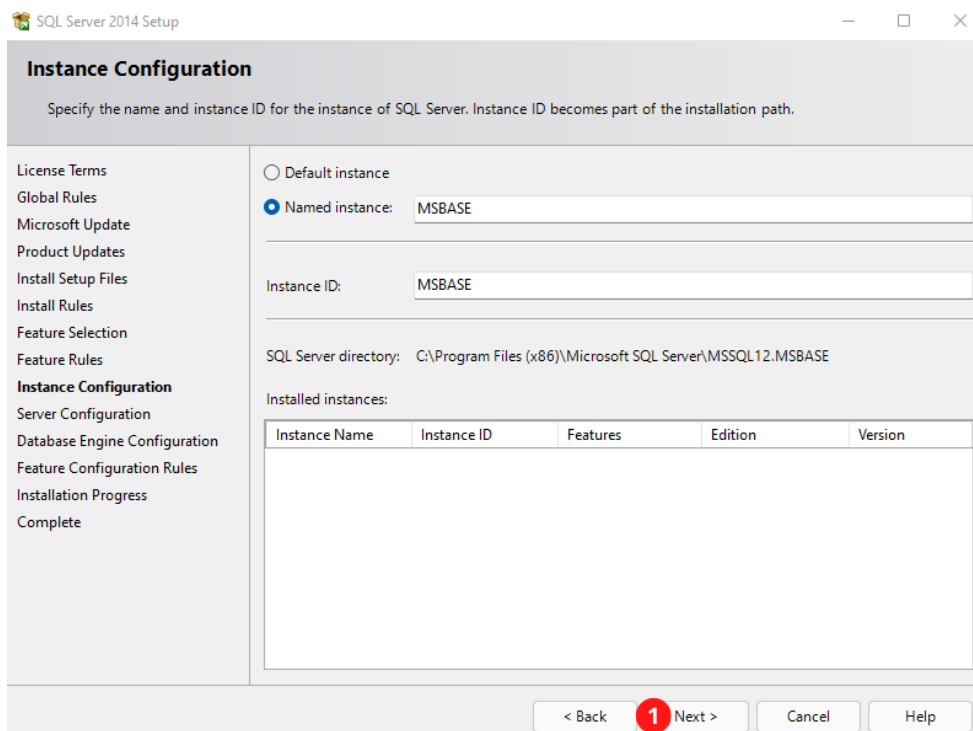You **do not need** to make any changes to Instance Configuration, Select **Next**.

Figure 8 SQL Express Instance Configuration

2.3.9 SQL Express Server Configuration

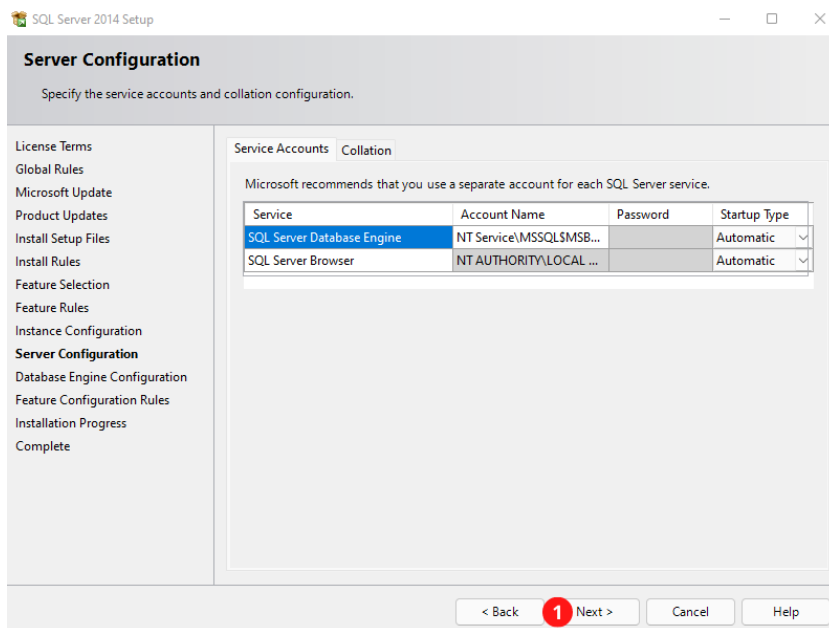You **do not need** to make any changes to Server Configuration, Select **Next**.

Figure 9 SQL Express Server Configuration

2.3.10 SQL Express Database Engine Configuration

You must add yourself as a SQL Server administrator. In most instances this will be automatic – if the user list matches the username you use to log into windows you may Select **Next**.

If the current user does not appear - Select Add Current User.
After a short delay your current profile should be displayed as the SQL Server Administrator.
Alternatively, you may Select "Add" and manually search and enter users.
Once the current user can be seen under Server administrators, Select **Next**.
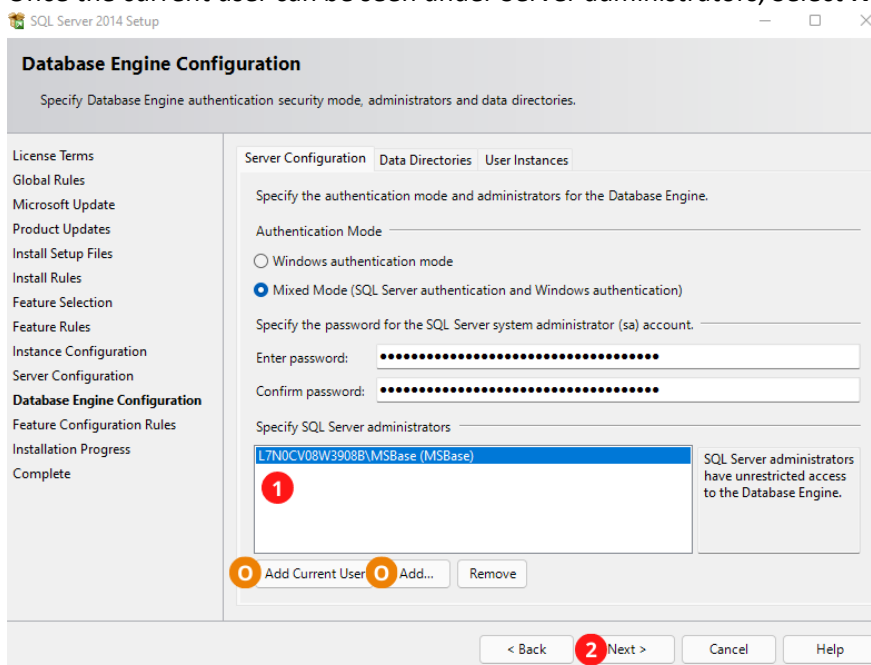

Figure 10 SQL Database Engine Configuration

2.3.11 SQL Express Installation Complete

If the above steps have been completed successfully then you will be presented with a Complete dialogue as per below. Select **Close** and then **Restart your PC.**

Figure 11 SQL Express Installation Complete

2.3.12 MDS First Time Setup

Open MDS and Select the MS (left-hand side) option of MDS.

Figure 12 MDS App Selector Screen

2.3.13 MDS Database Creation

When MDS opens for the first time you will need to ensure that the database is created. To start this process, Select MDS Configuration.
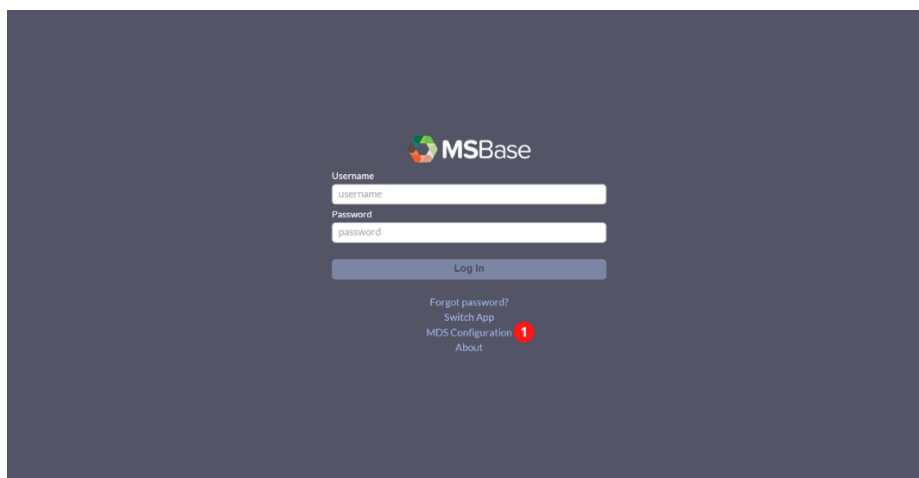

Figure 13 MDS Configuration

2.3.14 MDS Database Connection

When the MDS Configuration screen opens, follow the below steps.

1. Ensure "I want/have the database on my machine" is Selected.
2. Enter a database name – it can be a combination of letters and numbers.

Note: The database name cannot contain spaces.

3. Select Check Settings.

Note: MDS will now go and check that your server does not already have a database with the same name. *You are not required to enter the "Shared Secret" – this will be automatically generated.
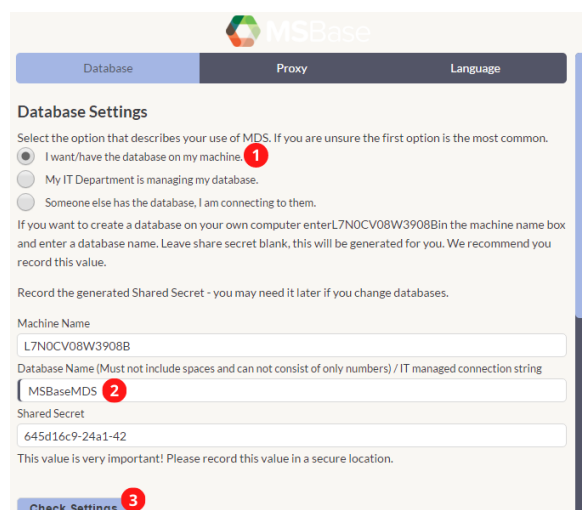
Figure 14 MDS Database Settings

When your computer is ready to create the database, the button will change to "Create". Select **Create**.
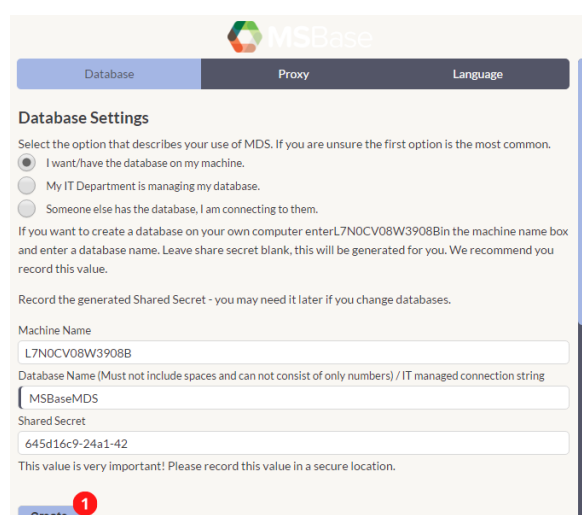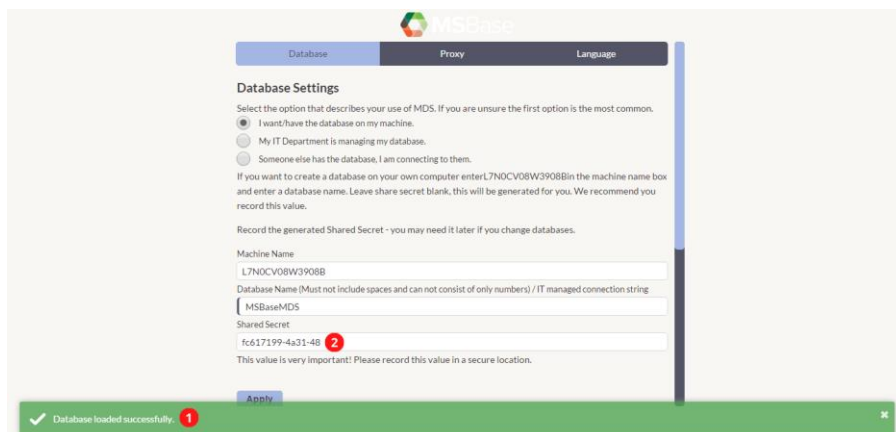

Figure 15 MDS Database Creation

2.3.15 MDS Successful Database Creation

When the database is created, MDS will alert the user that the Database has been created successfully.

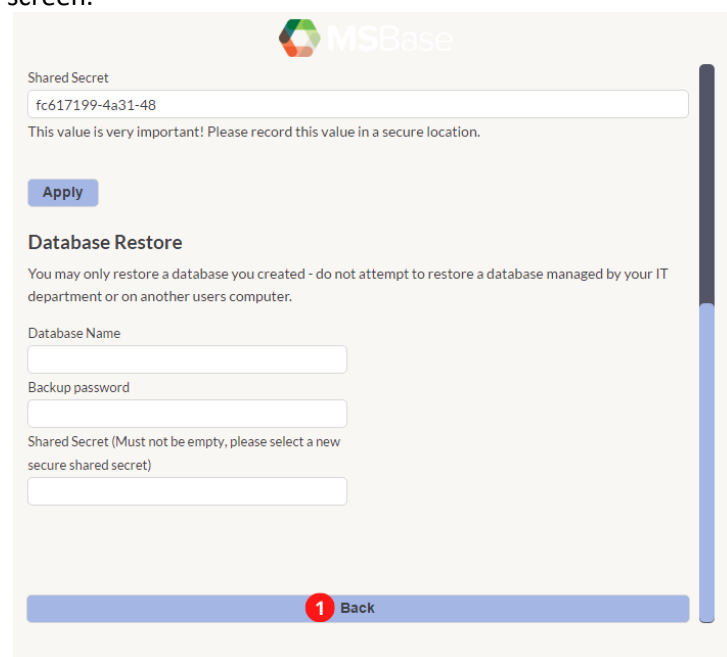Your database will also create a **Shared Secret -** we recommend keeping this value in a safe place.

Figure 16 MDS Successful Database Creation

2.3.16 MDS Database Setup Complete

The database is now setup and complete. Scroll to the bottom and select **Back** to return to the login screen.

Figure 17 MDS Return to Login Screen

2.4 Post Installation Tasks

2.4.1 MDS First Login

The **Centre PI** must now log into the system. Before the first login:

1. Make sure that the computer is connected to the internet.
2. Log in with the PI account. Do not use any other accounts to login. The centre must be configured with the PI account only.
3. Select Login.

Figure 18 MDS Login Screen

2.4.2 MDS First Login Success

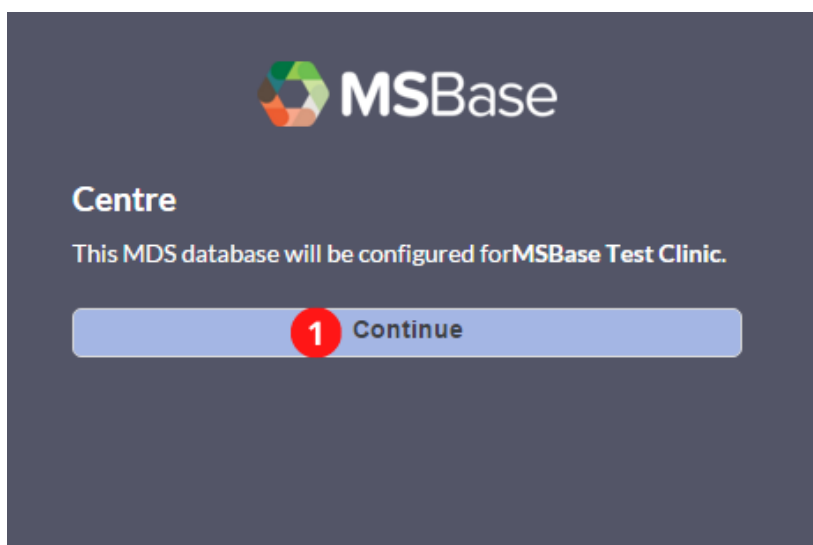If your account is valid, then you will see a success screen, **Select** Continue.

Figure 19 PI Centre Configuration

2.4.3 MDS Running a Manual Sync

Note: If your Centre is still undergoing the Governance and Ethics Approval Process while you are concurrently installing MDS, and the MSBase Data Participation Agreement (DPA) has not been fully signed yet, please do not sync or send any Patient Data from MDS to the MSBase Registry. You may proceed to capture Patient Data to MDS in the interim and then switch synchronisation on once the DPA has been accepted and signed.

MSBase recommends setting up automatic synchronisation. To do this Select the "Automatically sync to the Registry?" Checkbox. Patients will only be automatically uploaded if consent has been given.

MDS requires the most recent version of MedDRA to be downloaded. To start the MedDRA download, **Select** "Sync Now".
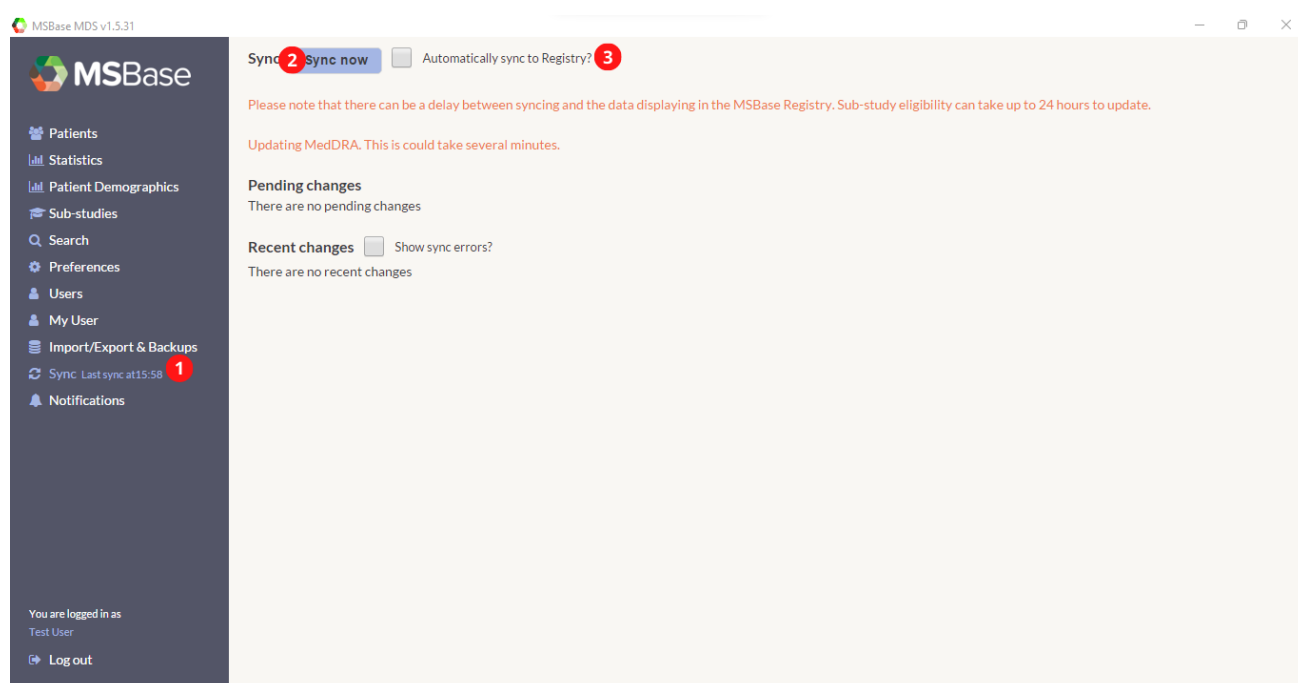

Figure 20 MDS Sync Setup

2.4.4 MDS Setting up a Backup

If your centre does not have a backup procedure, MDS can automatically schedule a backup. To do this navigate to import/export & backups on the left-hand menu. Select a back-up location, time, frequency, and day and select apply.

Note: MDS needs to be running to perform a backup.

Note: The backup location should be a network location, a USB stick, or a safe location in the cloud. Backing up MDS to your hard drive means that your data will not be recoverable if your device fails or is stolen.

Note: All backups are password encrypted. Store your restore password somewhere safe. Without the restore password you will not be able to access your backup.

Figure 21 MDS Backup Setup

2.4.5 MDS Creating your First Patient

Congratulations, you have now installed MDS on your computer. You can create your first patient and start contributing data to the MSBase Registry.

Note: Remember some mandatory fields are required to create a new patient. In order for a patient record to be considered "Complete", please refer to the MSBase Minimum Dataset.

Figure 22 MDS Patient Creation

3. Additional Information

3.1 Acronyms, Abbreviations

Value	Definition
MDS	MSBase Data Entry Software – is an advanced clinical tool designed to streamline clinician workflow and inform practice. MDS captures, stores, and organises patient information, creating a local clinical database.
PI/Centre PI	Principal Investigator/Centre Principal Investigator - a legally qualified, practicing neurologist at a MS or other Neuro-immunological Disease (NIDs) Centre, who has been given authority from the Centre to transfer pseudonymised data and collaborate in the MSBase/MGBase Registry Observational Study.
MS	Multiple Sclerosis.
MG	Myasthenia Gravis – *Launched in 2021*
Centre	A medical institution, such as a hospital, university or private clinic that has joined the MSBase/MGBase Registry and holds a unique MSBase and/or MGBase Centre Identification Code.

3.2 Reference Documents

Title	Description
Software Licence Agreement	The agreement between the MSBase Foundation and the Licensee that sets out the terms of use for the MDS Software and related matters.
MSBase Minimum Dataset	The minimum recommended set of data that should be captured within a patient record, when all "minimum" data is captured for a patient record, that record is considered "Complete"
MDS Data Dictionary	A collection of names, definitions and attributes about data elements that are being used or captured in the database via the MDS software.

3.3 Contact Information

Contact	Position	Phone	Email
MSBase	N/A	+61 3 9903 8264	info@mbase.org
Rein More	IT Project Manager	N/A	rein.more@monash.edu
Dusko Stupar	IT Support Officer	+61 406 262 220	dusko.stupar@monash.edu