MDS INSTALLATION GUIDE – STAND-ALONE INSTALL

MAY 2022



The latest version of this document is available on https://msbase.org/

Table of Contents

1.	Introduction	2
	1.1Purpose	2
	1.2 Scope	2
2.	Installation Manual	2
	2.1 Pre-requisites	2
	2.2 Pre-Installation Tasks	3
	2.2.1 Accepting the Online Software Licence Agreement	3
	2.2.2 Downloading the MDS Installer Executable	3
	2.3 Installation Tasks	4
	2.3.1 Run the Setup.exe	4
	2.3.3 SQL Express Installation	4
	2.3.4 SQL Express Temporary Location	4
	2.3.5 SQL Express License Term	4
	2.3.6 SQL Express Microsoft Update	5
	2.3.7 SQL Express Feature Selection	5
	2.3.8 SQL Express Instance Configuration	6
	2.3.9 SQL Express Server Configuration	6
	2.3.10 SQL Express Database Engine Configuration	7
	2.3.11 SQL Express Installation Complete	7
	2.3.12 MDS First Time Setup	9
	2.3.13 MDS Database Creation	9
	2.3.14 MDS Database Connection	10
	2.3.15 MDS Successful Database Creation	11
	2.3.16 MDS Database Setup Complete	11
	2.4 Post Installation Tasks	12
	2.4.1 MDS First Login	12
	2.4.2 MDS First Login Success	12
	2.4.3 MDS Running a Manual Sync	13
	2.4.4 MDS Setting up a Backup	13
	2.4.5 MDS Creating your First Patient	15
3.	Additional Information	16
	3.1 Acronyms, Abbreviations	16
3	3.2 Reference Documents	16
3	3.3 Contact Information	16



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.

User Account Control	×
Do you want to allow this app to make changes to your device?	
SQL Server	
Verified publisher: Microsoft Corporation File origin: Hard drive on this computer	
Show more details	
1 Yes No	

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.



髋 SQL Server 2014 Setup			— (×
Feature Selection Select the Express features to ins	stall.			
License Terms Global Rules Microsoft Update Product Updates Install Setup Files Install Rules Feature Selection Feature Rules Instance Configuration Server Configuration Database Engine Configuration Feature Configuration Rules	Features: Instance Features Database Engine Services SQL Server Replication Shared Features SQL Client Connectivity SDK Redistributable Features		Feature description: The configuration and operation of each instance feature of a SQL Server instances. SQL Server instances can operate side-by-side on Prerequisites for selected features: Already installed: Windows PowerShell 2.0 Microsoft Visual Studio 2010 Redistributable Disk Space Requirements Drive C: 988 MB required, 428176 MB available	
Complete	Select All Unselect All Instance root directory: Shared feature directory: Shared feature directory (x86):	C:\Program Files (x86 C:\Program Files\Mid C:\Program Files (x86	5)\Microsoft SQL Server\ crosoft SQL Server\ 5)\Microsoft SQL Server\)))
		< Back	Next > Cancel	Help

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.

🐮 SQL Server 2014 Setup					- 🗆	\times
Instance Configuration Specify the name and instance	ID for the instance of Si	QL Server. Instance ID b	becomes part of the in	stallation path.		
License Terms Global Rules Microsoft Update	 Default instance Named instance: 	MSBASE				
Product Updates Install Setup Files Install Rules Feature Selection	Instance ID:	MSBASE				
Feature Selection Feature Rules Instance Configuration Server Configuration	SQL Server directory: Installed instances:	ice ID: MSBASE erver directory: C:\Program Files (x86)\Microsoft SQL Server\MSSQL12.MSBASE led instances: ance Name Instance ID Features Edition Version				
Database Engine Configuration Feature Configuration Rules Installation Progress Complete	Instance Name	Instance ID	Features	Edition	Version	
	1		< Back	t > Cancel	Hel	p

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.



髋 SQL Server 2014 Setup					- 0	\times
Server Configuration						
Specify the service accounts and	collation configurati	on.				
License Terms	Service Accounts	Collation				
Global Rules	Microsoft recom	mends that you u	use a separate account for each	SOL Server serv	ice.	
Microsoft Update	Service	inclus that you t	Assount Name	Descueed	Charlen Tur	
Install Setup Files	SOL Server Data	hase Engine	NT Service\MSSOL\$MSB	Password	Automatic	e
Install Rules	SQL Server Brow	ser	NT AUTHORITY\LOCAL		Automatic	~
Feature Selection						
Feature Rules						
Instance Configuration						
Server Configuration						
Database Engine Configuration						
Feature Configuration Rules						
Installation Progress						
Complete						
			< Back 1 Next	> Can	cel H	elp

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.

Contra contractop			
Database Engine Confi	guration		
Specify Database Engine auther	ntication security mode, a	administrators and data directories.	
License Terms Global Rules Microsoft Update Product Updates Install Setup Files Install Rules Feature Selection Feature Rules Instance Configuration Server Configuration Database Engine Configuration Feature Configuration Rules Installation Progress Complete	Server Configuration Specify the authent Authentication Moc Windows authen Mixed Mode (SQ Specify the password: Confirm password: Specify SQL Server a L7NOCV03W39088M 1 Add Current User	Data Directories User Instances ication mode and administrators for the Database Engi je	ne. SQL Server administrators have unrestricted access to the Database Engine.
		< Back 2 Next >	Cancel Help

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.**



髋 SQL Server 2014 Setup		- D X
Complete		
Your SQL Server 2014 installat	ion completed successfully with product upda	tes.
License Terms	Information about the Setup operation or p	possible next steps:
Misses of the data	Feature	Status
	S Database Engine Services	Succeeded
Product Updates	SQL Browser	Succeeded
Install Setup Files	SQL Writer	Succeeded
Install Rules	SQL Client Connectivity	Succeeded
Feature Selection	SQL Client Connectivity SDK	Succeeded
Feature Rules	Setun Sunnort Files	Succeeded
Instance Configuration		
Server Configuration	Details:	
Database Engine Configuration	Viewing Product Documentation for	SOL Server
Feature Configuration Rules	Viewing Product Documentation for	
Installation Progress	Only the components that you use to v	iew and manage the documentation for SQL Server have
C	been installed. By default, the Help Vie	wer component uses the online library. After installing
Complete	SQL Server, you can use the Help Libra your local computer. For more informat (<http: ?linkl<="" fwlink="" go.microsoft.com="" td=""><td>ary Manager component to download documentation to ion, see Use Microsoft Books Online for SQL Server D=299578>).</td></http:>	ary Manager component to download documentation to ion, see Use Microsoft Books Online for SQL Server D=299578>).
	Summany log file has been saved to the foll	owing location:
	Summary log me has been saved to the foll	
	C:\Program Files (x86)\Microsoft SQL Server \Summary L7N0CV08W3908B 20220421	<u>er\120\Setup Bootstrap\Log\20220421_134648</u> <u>134648.txt</u>
		Close Help

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.

	_	
	🚺 MSBase	
Username		
username		
Password		
password		
	Switch App	
	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.

	🔷 MSBase.	
Database	Ргоху	Language
Database Settings		
Select the option that describes you I want/have the database on my My IT Department is managing r	ur use of MDS. If you are unsure the machine. 1 my database.	a first option is the most common.
Someone else has the database, If you want to create a database on and enter a database name. Leave s record this value. Record the generated Shared Secre	I am connecting to them. your own computer enterL7NOCV hare secret blank, this will be gener et - you may need it later if you char	08W3908Bin the machine name box rated for you. We recommend you nge databases.
Machine Name		
L7N0CV08W3908B		
Database Name (Must not include spa	ces and can not consist of only numbe	ers) / IT managed connection string
MSBaseMDS 2		
Shared Secret		
645d16c9-24a1-42		
This value is very important! Please	record this value in a secure locati	ion.

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.

Database	Proxy	Language
Database Settings		
Select the option that describes y	our use of MDS. If you are unsure the ly machine. gmy database. e, I am connecting to them. n your own computer enterL7NOCVU share secret blank, this will be gener	first option is the most common. IBW3908Bin the machine name box ated for you. We recommend you
Record the generated Shared Sec Machine Name	ret - you may need it later if you chan	je databases.
Database Name (Must not include sp MSBaseMDS	paces and can not consist of only numbe	s) / IT managed connection string
Shared Secret		
fc617199-4a31-48	se record this value in a secure location	n.
Apply		

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.

🕼 MSBase
Shared Secret
fc617199-4a31-48
This value is very important! Please record this value in a secure location.
Apply
Database Restore
You may only restore a database you created - do not attempt to restore a database managed by your IT
department or on another users computer.
Database Name
Backup password
Shared Secret (Must not be empty, please select a new
secure shared secret)
1 Back

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.

Username	MSBase
username	
Password	
	Forgot password? Switch App
	MDS Configuration About

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.

🎝 MSBase		
Centre This MDS database will be configured for MSBase Test Clinic		
1 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".





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.

SBase MDS v1.5.31						- 0	
	Add a new patient						
MSBase	Patient ID	Birth date Required 3	Home phone		Work phone	2	
	Patient ID 14/04/1977		Home phone		Work pho	Work phone	
Patients <mark>1</mark>	Last name Required	Last name Required		Other number			
	Test	Test		Other number			
Add new patient 2	First name Required 5		Email				
	Patient		Email				
III Statistics	Gender Required 6		Status			Patient code	
III Patient Demographics	Male Female	Male Female Other		Active file		Patient code	
🕿 Sub-studios	Maiden name		Doctor in charge				
	Maiden name		Select a doctor				
	Birth city		Deceased				
Preierences	Melbourne		Yes	dd/mm/yyyy	<u></u>	+Add Death Cause	
Users	Birth country		Cause of death				
My User	Australia	•	Cause of death				
Import/Export & Backups	Address						
Sync Last sync at15:59	99 Commercial Road		Health insurance				
Notifications 1	Address 2nd line		Health insurance				
	City		Insurance reference				
	Melbourne		Insurance reference				
	Zip code	State	Keyword		Study code		
	3000	VIC	Keyword		Study cod	e	
You are logged in as	Country		Education				
	Australia		Select an education				
🗈 Log out	Create patient Cancel						

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

