

المجلس الطبي السعودي
Saudi Health Council



User Manual

National Health Research and Studies Portal | Nahrsab

Information technology management



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1. NHRSP OVERVIEW

A national e-platform launched by The Saudi Health Council represented by The Center for Health Research Studies, with the aim of making health research more efficient and responsive to health challenges, through research data sharing and recycling, in accord with the ethical standards of scientific research.

This manual is a functional reference on how to use NHRSP. Features available on NHRSP include:

- **Search & View published research projects.**
- **View details on each research projects.**
- **Request Research Projects.**
- **Upload research projects.**

The user manual provides a step by step process for using NHRSP. It describes how to:

- **Navigate NHRSP.**
- **Register/Login to NHRSP.**
- **Search & View published research projects.**
- **Request a research project access.**
- **Upload a research project.**

For best performance we recommend that you use Chrome as your internet browser.

1.1. NHRSP HOME PAGE



A. Home:

Our home page is a web-page that serves as the starting point of NHRSP. It is the default web-page that loads when you visit NHRSP, contains a brief introduction to NHRSP & list of NHRSP objectives.

B. About CHRS:

An About CHRS Page is to give Researchers more insight into the Center for Health Research Studies mission & mandate.

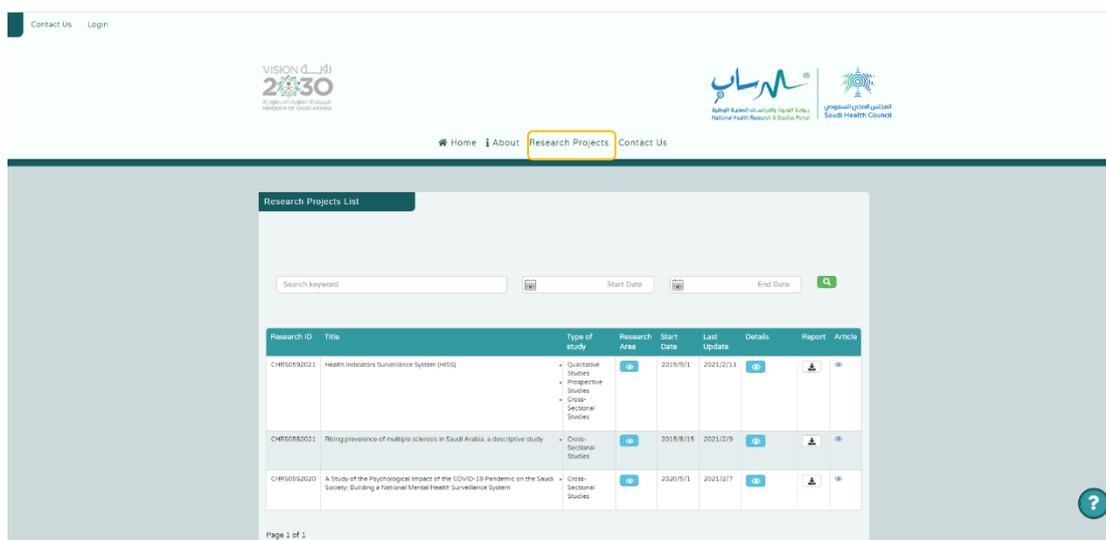


C. Research Projects:

A Research Projects Page lists all the health research projects/datasets hosted by NHRSP.

The research projects page contains the following items:

- **Research ID:** The research project ID is a unique identifier for each research project and is used only within the portal.
- **Research Project Title**
- **Type of Study**
- **Research Area**
- **Research Project Start Date**
- **Details:** lists more information about the research project and it only appears if you have an account on NHRSP and signed in.
- **Report:** shows the final report for each study, and it only appears if you have an account on NHRSP and signed in.
- **Article:** shows published article of the study, and it only appears if you have an account on NHRSP and signed in.



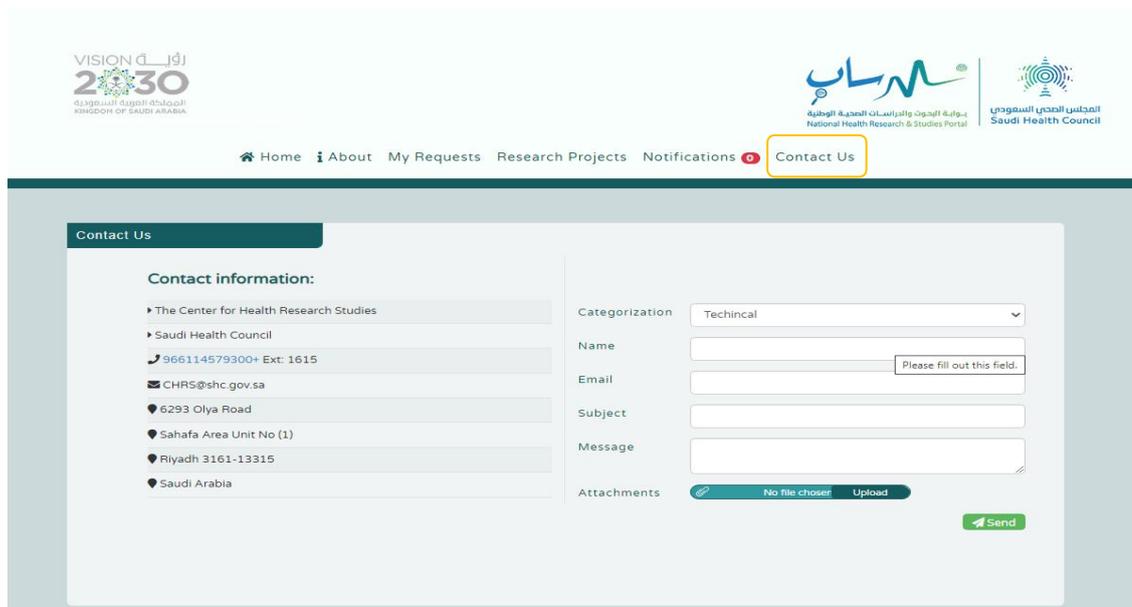
D. Contact Us:

A Contact Us Page is for visitors to contact NHRSP team for any question or issue that users face.

The page contains the following items:

- Contact Information:
- ✓ NHRSP email address.
- ✓ NHRSP telephone number.
- ✓ Office location.
- Online contact/ feedback form

NHRSP allows Visitors to explore the title and type of accessible research projects, if the researcher requires further details about a specific research project or would like to request a dataset, you must login if you are an existing user or register as a new user.



E. Login:

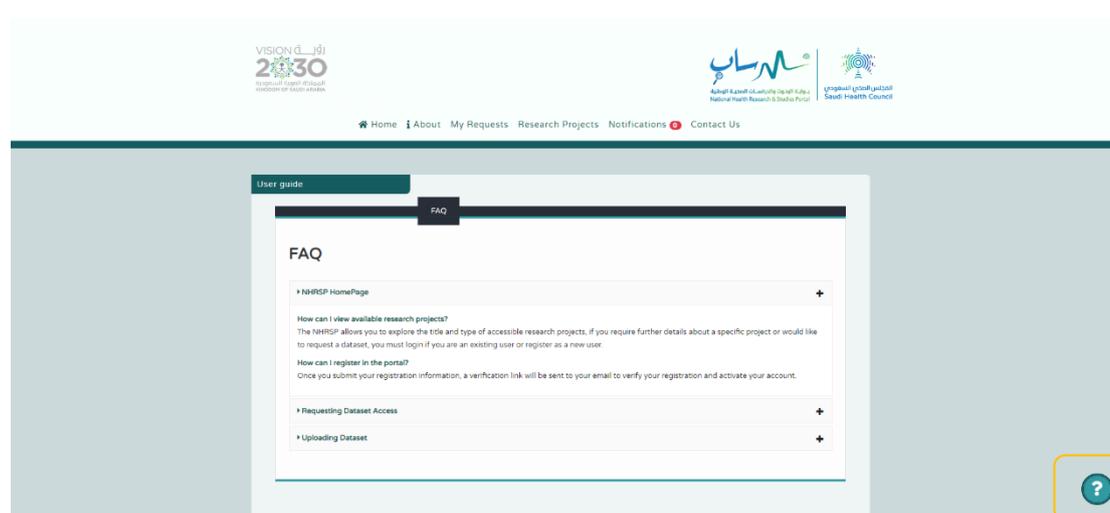
An Entry page to a NHRSP requires user identification and authentication, regularly performed by entering a username and password combination. Logging in provides access to more features for the user.

F. Supporters

A page to thank our generous data giving supporters and health research community partners for making NHRSP possible.

G. User guide:

A User Guide contains all essential information for the user to make full use of NHRSP, includes a description of the system functions and step-by-step procedures for system access and use such as (How to sign in, how to access data, how to request data, and how to upload data).



H. Notifications:

A Notifications panel displays a list of current alerts & notifications to help user users find out updates & changes within their requests & It only appears if you have an account on NHRSP.



1.2. ACCESS & USER PROFILE

A. Registering to NHRSP

To register, you must have an email/number that is active and operates regularly. After entering and submitting the required information. NHRSP will automatically send a verification link through the email account & mobile number to verify the registration & activate the user account.

- ✓ You can access the NHRSP website through the following link: NHRSP.shc.gov.sa.
- ✓ Open NHRSP in a CHROME browser.
- ✓ Open the registration form.
- ✓ Enter the required information, then click “Create New”
- ✓ The password must:
 - Be at least 8 characters long
 - Contain at least one uppercase character
 - Contain at least one lowercase character
 - Contain at least one of the following special character !?-*^&;'{}[]()
 - Contain at least one numeric character (0-9)

a) Start by entering the login button



Personal Information

First Name	Second Name	Third Name	Last Name
Job Title			
Phone Number			

Contact Information

Email
Password
Confirm password

b) Start by filling the Information



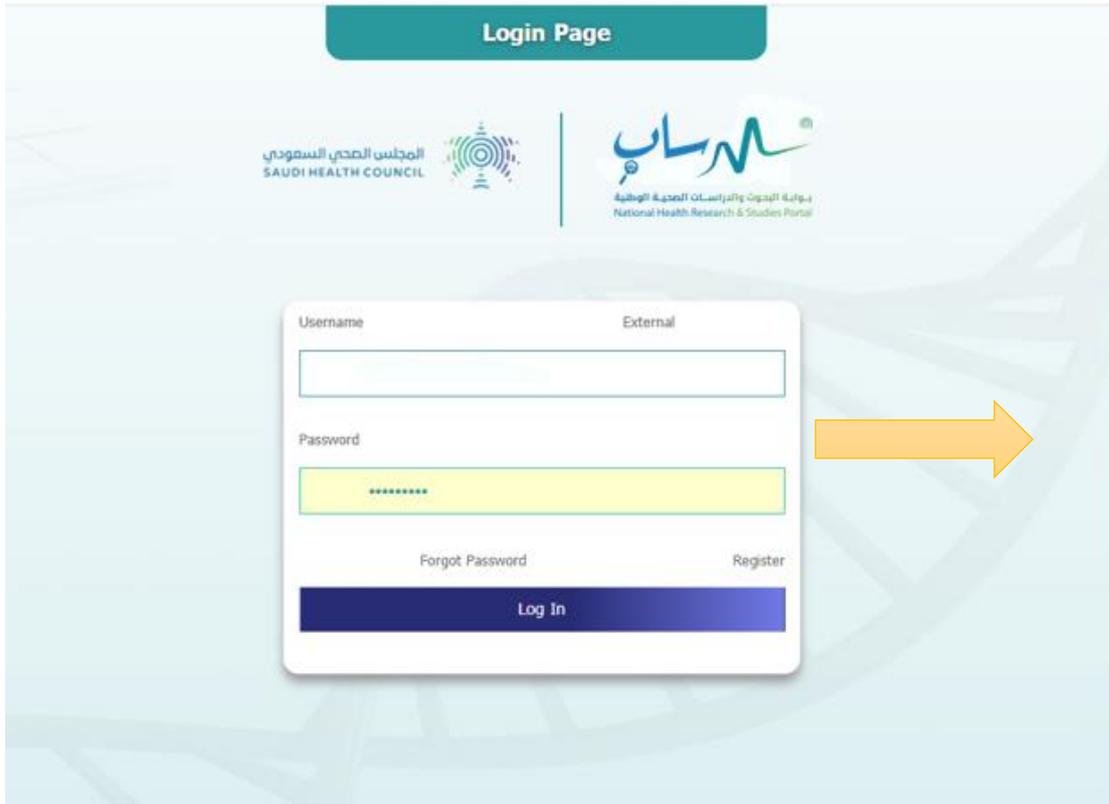
+ Create New

B. Logging In/Out of NHRSP

With the username and previously set password, users can access NHRSP.

a) Start by entering the login button





b) Add your email and password

C. Forget Username/ Password:

- ✓ To retrieve your password, click “**Forgot Password**”.
- ✓ New window displays to input the email address used to create your account.
- ✓ Click “**Send**” to receive an email with further instructions on how to reset your password.



a) Start by entering the Forget Password button



1.3. SEARCH & VIEW PUBLISHED RESEARCH PROJECTS

A. Search published research projects

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KINGDOM OF SAUDI ARABIA

الهيئة الوطنية للبحوث والدراسات الصحية الوطنية
National Health Research & Studies Portal

المجلس الصحي السعودي
Saudi Health Council

Home About My Requests Research Projects Notifications Supporters

Research Projects List

Search keyword Start Date End Date

Research ID	Title	Request Status	Type of study	Research Area	Start Date	Last Update	Details	Report	Article
CHRS0592021	Health Indicators Surveillance System (HISS)	Published	Qualitative Studies Prospective Studies Cross-Sectional Studies		2019/9/1	2021/2/11			
CHRS0582021	Rising prevalence of multiple sclerosis in Saudi Arabia, a descriptive study	Published	Cross-Sectional Studies		2015/8/15	2021/2/9			
CHRS0552020	A Study of the Psychological Impact of the COVID-19 Pandemic on the Saudi Society: Building a National Mental Health Surveillance System	Published	Cross-Sectional Studies		2020/5/1	2021/2/7			

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Help the user to navigate NHRSP to discover new research projects by using key words, name of the study, and study date.

B. View details on each research projects

Research Projects List

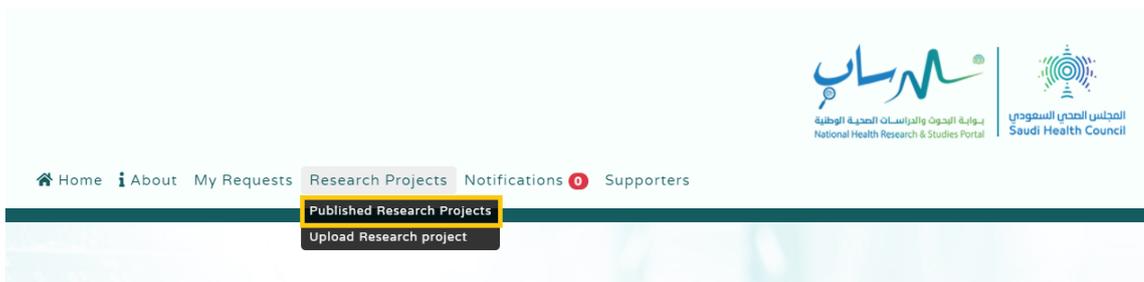
Search keyword Start Date End Date

Research ID	Title	Request Status	Type of study	Research Area	Start Date	Last Update	Details	Report	Article
CHRS0592021	Health Indicators Surveillance System (HISS)	Published	Qualitative Studies Prospective Studies Cross-Sectional Studies		2019/9/1	2021/2/11			
CHRS0582021	Rising prevalence of multiple sclerosis in Saudi Arabia, a descriptive study	Published	Cross-Sectional Studies		2015/8/15	2021/2/9			
CHRS0552020	A Study of the Psychological Impact of the COVID-19 Pandemic on the Saudi Society: Building a National Mental Health Surveillance System	Published	Cross-Sectional Studies		2020/5/1	2021/2/7			

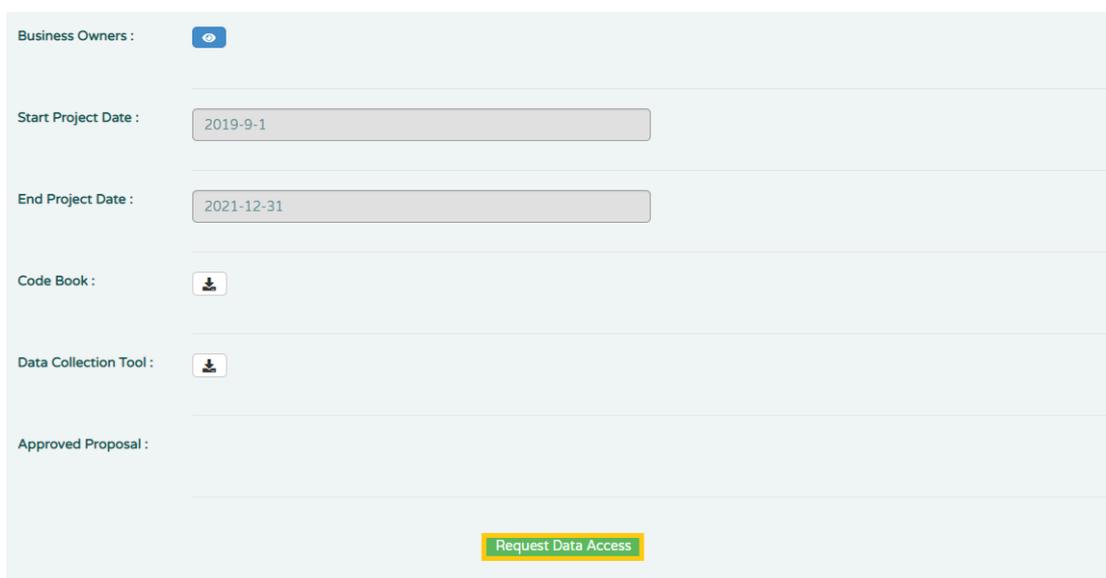
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1.4. REQUEST A RESEARCH PROJECT

- ✓ After signing-in
- ✓ Click “**Published Research Projects**”



- ✓ Click “**Details**” for the research project that you are interested in to view all available information.
- ✓ Click “**Request Data Access**” to start a new request.

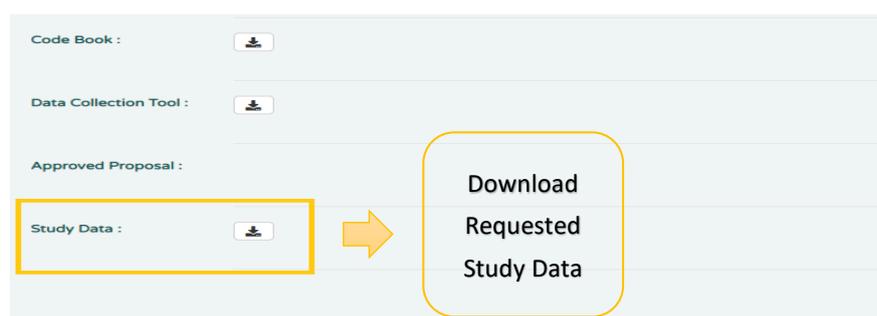


- ✓ Complete all mandatory information and attach the required supporting documents.
 - Data requester CV
 - Research proposal
 - IRB Approval

- Signed & dated Data Use Agreement, which can be downloaded from the data request form page. (kindly sign and date the agreement and re-upload it with the request).
- ✓ Once your request is completed and all supporting documents are attached, you can submit the data access request:
- ✓ The request will be reviewed within 5 working days, if your request is incomplete or requires further information you will receive a notification email to edit and resubmit the request.

The current version of NHRSP doesn't AutoSave the information. You should save your work at regular intervals; you must save your data to complete the request later

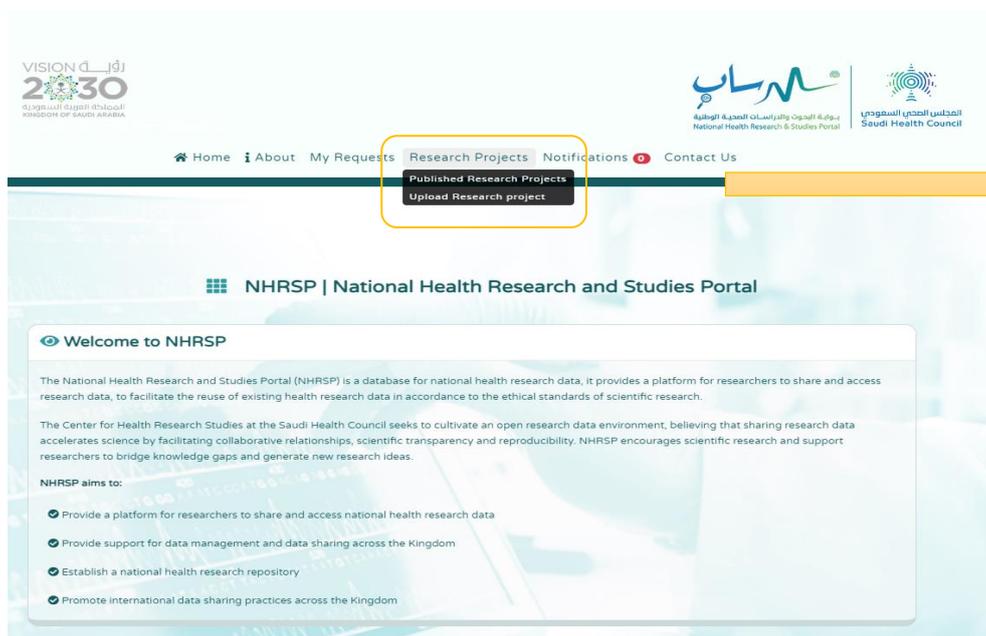
- ✓ Once the request is approved, you will receive a notification email & text message, please login to your account to download the data file.



Kindly note that the data file will be available in your account for 14 working days only.

1.5. UPLOAD A RESEARCH PROJECT

- ✓ After signing-in
- ✓ Click on “Research Projects”, then on sub-menu “Upload Research Project”.



a) Start by entering the **Upload Research Project** button

- ✓ Please complete all mandatory information and attach the required supporting documents.
 - Approved Proposal (if applicable)
 - Data Collection Tool.
 - Report.
 - Code Book.
 - Study Data.
- ✓ Once your request is completed and all supporting documents are attached, you can submit the data upload request.

The current version of NHRSP doesn't AutoSave the information. You should save your work at regular intervals; you must save your data to complete the request later

Upload new research

Research Category* ON Available OFF Restricted OFF Confidential

Title*

Abstract*

Type of study*

Qualitative Studies Quantitative Studies Retrospective Studies
 Prospective Studies Matched-Pair Analysis Meta-Analysis
 Cross-Sectional Studies Evaluation Studies Case-control Study
 Cost-Benefit Analysis Others

Research Area*

Health Services Research Public health and Epidemiology Clinical Science
 Health Economics Basic science

Project Contributors*

Business Owners*

Start Project Date* End Project Date*

Collaborating Entities*

Study Methodology*

Sampling Frame*

Geographic Distribution*

Sample Size*

Number Of Variables*

Data Collection From* Data Collection To*

Article Link

Attachments

OFF
 أؤكد أن جميع المعلومات المدخلة صحيحة وألغت من سجلها من قبل الإدارة ولم أرفق جميع المستندات المطلوبة

b) Start by filling the Information and press Save & Submit

- ✓ After the Uploader submit the data, will receive a notification email about the status of the request, if your request is incomplete or requires further information you will receive a notification email to edit and resubmit the request.
- ✓ The process time will depend on the nature of the project/uploaded dataset. You will receive an estimation of the required process time within 7 working days.



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