

# CQAF Website User Guide

CQAF, 26 Nov 2017



# Welcome to visit: [www.cqaf.org](http://www.cqaf.org)

点击下方，快速链接到具体步骤

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**注意：**

- 如果您在公司网络无法登录此网页，请联系您公司IT Service.

# 如何注册申请会员

成为CQAF会员后，您将可以：

- 免费报名CQAF 季度会
- 免费获得在网站向核心组提问题的机会
- 免费阅读CQAF发表文章等，参与CQAF项目

请按以下步骤完成会员申请

用户注册

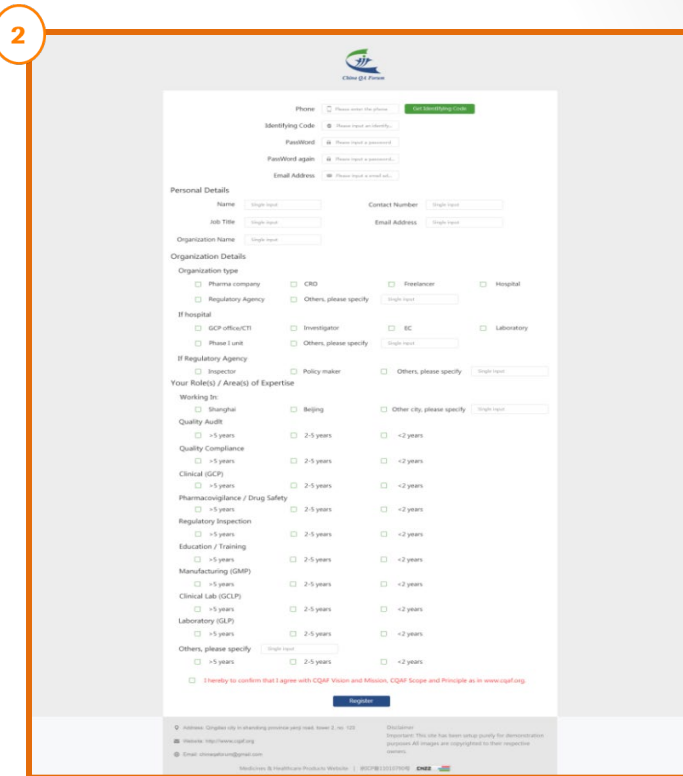
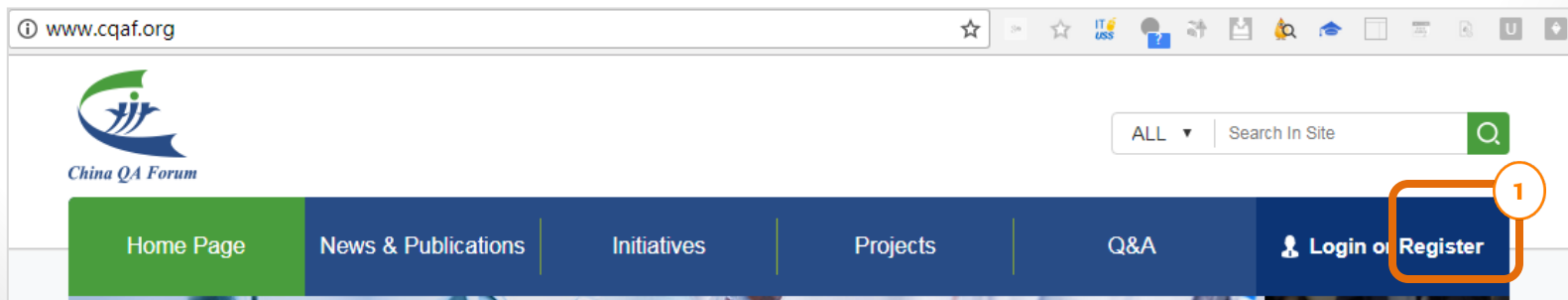
用户缴费

会员登录

<http://www.cqaf.org/index/membership>

## 具体步骤：

1. 点击 网站主页面右上方 Register 进入注册页面  
<http://www.cqaf.org>
2. 完成所有信息录入后点击 Register 提交
  - 登录信息
  - 个人信息
  - 工作单位信息
  - 专业背景信息

## 1. 填写登录信息 ▶


## 2. 填写个人信息 ▼

Phone	<input type="text" value="Please enter the phone"/>	*	<input type="button" value="Get Identifying Code"/>
Identifying Code	<input type="text" value="Please input an identify..."/>	*	✓
PassWord	<input type="password" value="Please input a password"/>	*	
PassWord Again	<input type="password" value="Please input a password"/>	*	
Email Address	<input type="text" value="Please input a password"/>	*	

### Personal Details

Name	<input type="text" value="Single input"/>	*	Contact Number	<input type="text" value="Single input"/>	*
Job Title	<input type="text" value="Single input"/>	*	Email Address	<input type="text" value="Single input"/>	*
Organization Name	<input type="text" value="Single input"/>	*			

### 注意：

- 请  Google Chrome 浏览器进行信息注册或修改
- 请务必在**网络好**的环境下完成此步骤，否则您可能收不到相应短信验证码；
- 请牢记您的密码，这将用于您的后续会员登录；
- \*是必填项
- 请务必确保信息正确，以便于CQAF告知您最新信息

### 3. 填写工作单位信息 ▼

Organization Details

Organization type \*

<input type="checkbox"/> Pharma Company	<input type="checkbox"/> CRO	<input type="checkbox"/> Freelancer	<input type="checkbox"/> Hospital
<input type="checkbox"/> Regulatory Agency	<input type="checkbox"/> Others, please specify	<input type="text" value="Single input"/>	


If Hospital

<input type="checkbox"/> GCP office/CTI	<input type="checkbox"/> Investigator	<input type="checkbox"/> EC	<input type="checkbox"/> Laboratory
<input type="checkbox"/> Phase I unit	<input type="checkbox"/> Others, please specify	<input type="text" value="Single input"/>	

If Regulatory Agency

<input type="checkbox"/> Inspector	<input type="checkbox"/> Policy maker	<input type="checkbox"/> Others, please specify	<input type="text" value="Single input"/>
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注意：

- 请 Google Chrome 浏览器进行信息注册或修改
- \*是必填项

## 4. 填写专业背景信息 ▶

### Your Role(s)/Area(s) of Expertise

Working In: \*

☐ Shanghai

☐ Beijing

☐ Others, please specify

Quality Audit \*

☐ >5 years

☐ 2-5 years

☐ <2 years

Quality Compliance \*

☐ >5 years

☐ 2-5 years

☐ <2 years

Clinical (GCP) \*

☐ >5 years

☐ 2-5 years

☐ <2 years

Pharmacovigilance / Drug Safety \*

☐ >5 years

☐ 2-5 years

☐ <2 years

Regulatory Inspection \*

☐ >5 years

☐ 2-5 years

☐ <2 years

Education Training \*

☐ >5 years

☐ 2-5 years

☐ <2 years

Manufacturing (GMP) \*

☐ >5 years

☐ 2-5 years

☐ <2 years

Clinical Lab (GCLP) \*

☐ >5 years

☐ 2-5 years

☐ <2 years

Laboratory (GLP) \*

☐ >5 years

☐ 2-5 years

☐ <2 years


Others, please specify

☐ >5 years

☐ 2-5 years

☐ <2 years

注意：


- 请(  Google Chrome 浏览器进行信息注册或修改
- \*是必填项
- 请务必保持信息正确，因为这涉及到您是否能参与CQAF项目

## 4. 填写专业背景信息 ▶

## 5. 勾选同意CQAF Vision等, 后点击Register

✓ I hereby to confirm that I agree with CQAF Vision and Mission, CQAF Scope and Principle as in [www.cqaf.org](http://www.cqaf.org).

### 注意：

- 请  Google Chrome 浏览器进行信息注册或修改
- \*是必填项

Your Role(s)/Area(s) of Expertise

Working In: \*

☐ Shanghai ☐ Beijing ☐ Others, please specify

Quality Audit \*

☐ >5 years ☐ 2-5 years ☐ <2 years

Quality Compliance \*

☐ >5 years ☐ 2-5 years ☐ <2 years

Clinical (GCP) \*

☐ >5 years ☐ 2-5 years ☐ <2 years

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☐ >5 years ☐ 2-5 years ☐ <2 years

Education Training \*

☐ >5 years ☐ 2-5 years ☐ <2 years

Manufacturing (GMP) \*

☐ >5 years ☐ 2-5 years ☐ <2 years

Clinical Lab (GCLP) \*

☐ >5 years ☐ 2-5 years ☐ <2 years

Laboratory (GLP) \*

☐ >5 years ☐ 2-5 years ☐ <2 years

Others, please specify

☐ >5 years ☐ 2-5 years ☐ <2 years



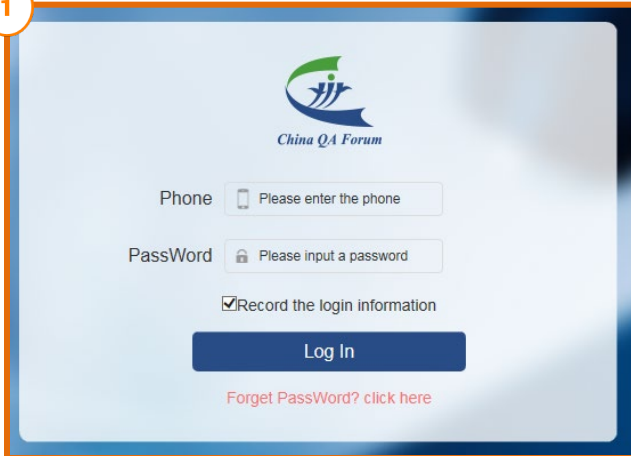
## 具体步骤：

1. 点击 网站主页面右上方 Login 进入会员登录页面  
<http://www.cqaf.org>
2. 进入缴费页面，微信支付300元/年，如需要发票请填写下方发票信息

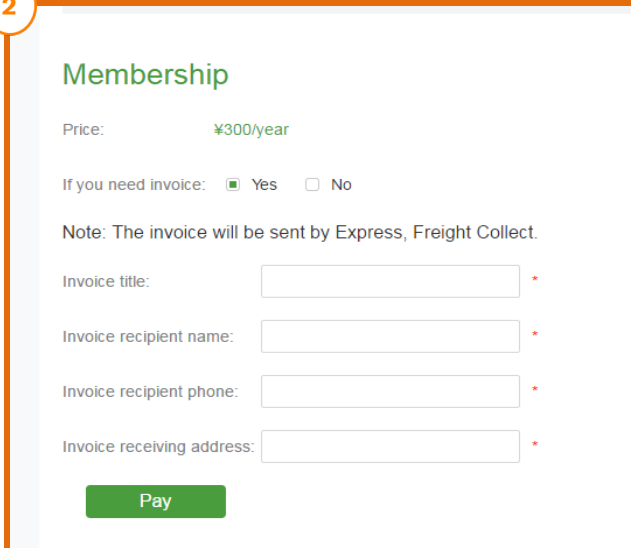
**注意：**缴费成功后，您会看到您的会员日的自动倒计时

公司名称（必填）：  
纳税人识别号（必填）：  
公司地址：  
公司电话：  
开户行：  
开户账号：  
发票名头（必填）：如会员费，会议注册费，等

1

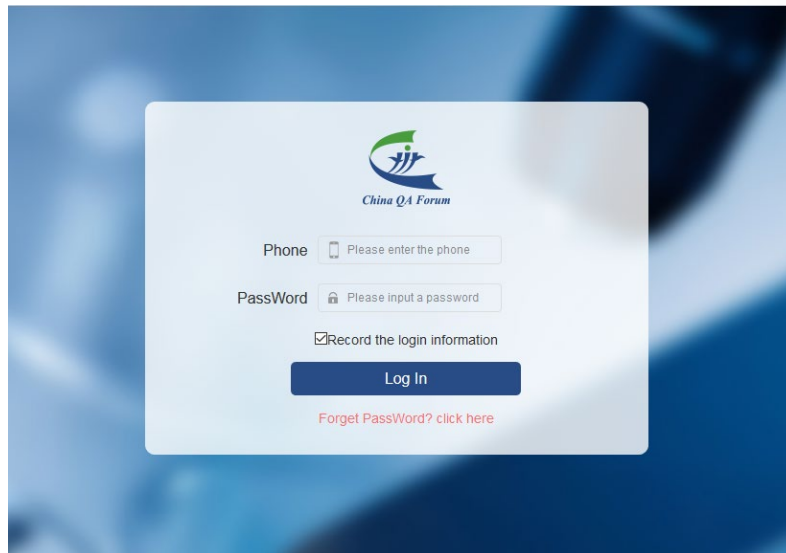


2



## 具体步骤：

1. 点击 网站主页面右上方 Login 进入会员登录页面  
<http://www.cqaf.org>
2. 录入手机号和您注册时输入的密码



The screenshot shows the login interface of the China QA Forum. It features the forum's logo at the top. Below the logo, there are two input fields: 'Phone' with a mobile phone icon and 'PassWord' with a lock icon. Both fields have placeholder text: 'Please enter the phone' and 'Please input a password' respectively. A checkbox labeled 'Record the login information' is checked. Below the input fields is a blue 'Log In' button. At the bottom, there is a red link that says 'Forget PassWord? click here'.

### 会员登录后您将可以：

- 免费报名CQAF 季度会
- 免费获得在网站向核心组提问题的机会
- 免费阅读CQAF发表文章等，参与CQAF项目

# 如何报名季度会

请首先确保您已经完成上述会员申请流程，并能看到您的会员日倒计时，后续您将定期收到季度会邀请信邮件

- 请您按邀请信的指导，在网站注册报名季度会

[http://www.cqaf.org/active?active\\_type\\_id=1](http://www.cqaf.org/active?active_type_id=1)



The screenshot shows the China QA Forum website interface. At the top, there is a navigation bar with links: Home Page, News & Publications, Initiatives (highlighted in green), Projects, Q&A, and Login or Register. A search bar is located in the top right corner. Below the navigation bar, the main content area displays 'Meeting Details' for the '2017 Q3 Quarterly Meeting'. A red box highlights the 'To sign up' button. Below the meeting title, the date and time are listed as '2017-07-11 16:25:53', the location as 'Bayer Meeting Room', and the total number of participants as 'Total: 1 persons'. At the bottom, there is a table with two columns: 'Topic' and 'Leader'.

Topic	Leader
eConsent	Cathy
ePro	Liping/Operation representative

# 如何在网站提问

请首先确保您已经完成上述会员申请流程，并能看到您的会员日倒计时，

- 登录后，点击Q&A页面 <http://www.cqaf.org/qa>
- 点击右上方I ask 描述您的问题，并点击Submit

**注意：** COAF核心组将定期审核近期会员通过网站提出的问题，并将回复发布在网站和服务号



The screenshot shows the China QA Forum website interface. The browser address bar displays [www.cqaf.org/qa](http://www.cqaf.org/qa). The website header includes the logo and a search bar with the text "ALL Search In Site". The navigation menu is located below the header, with the "Q&A" tab highlighted in green. To the right of the navigation menu, the user "Amy Jiang" is logged in, with a "[logout]" link. Below the navigation menu, there is a green button labeled "I Ask". The main content area displays a list of questions, with the first question being: "众所周知，稽查是申办方的责任（China GCP第六章第三十二条）和权利（China GCP第六章第三十九条），那么，只有申办方可以发起稽查吗？(2017-7-12)".

# 如何找到网站资源

请首先确保您已经完成上述会员申请流程，并能看到您的会员日倒计时！

- 您可以点击下方每个模块和子模块，以获得相应的资源

Home Page	News & Publications	Initiatives	Projects	Q&A
About Us	News	Meeting		
Membership	Publications	Training		
Contact Us	Newsletter	Living		

## Home page (主页)

您将看到：

- CQAF基本介绍
- CQAF会员基本介绍
- CQAF联系信息
- 最新CQAF网站信息，包括
  - 最新发表文章，最新会议，活动等



The screenshot shows the CQAF website home page. At the top is the CQAF logo and a navigation bar with links: Home Page, News & Publications, Initiatives, Projects, Q&A, and a user profile for Jackey Zhang [logout]. Below the navigation bar is a large banner area with various images and text. The main content area features a 'Welcome to CQAF' section with a description of the organization and its mission. To the right of the text is a large image of a surgeon. Below the welcome section is a 'Highlights of Our Initiatives' section with a 'more >' link.

China QA Forum

ALL Search In Site

Home Page News & Publications Initiatives Projects Q&A Jackey Zhang [logout]

About Us Membership Contact Us

CQAF Q&A

Test Notice

Welcome to CQAF

The China QA Forum (CQAF) was set up in May 2010 and is a non-profit professional organization aiming to promote GxP Quality Standards in the Healthcare Industry. We have set up a platform for quality professionals to share knowledge and best practices in the GxP area, and to communicate within the Forum and externally with regulatory authorities and the healthcare industry with regards to quality.

"Quality Research and Quality Life"

- China Quality Assurance Forum (CQAF)

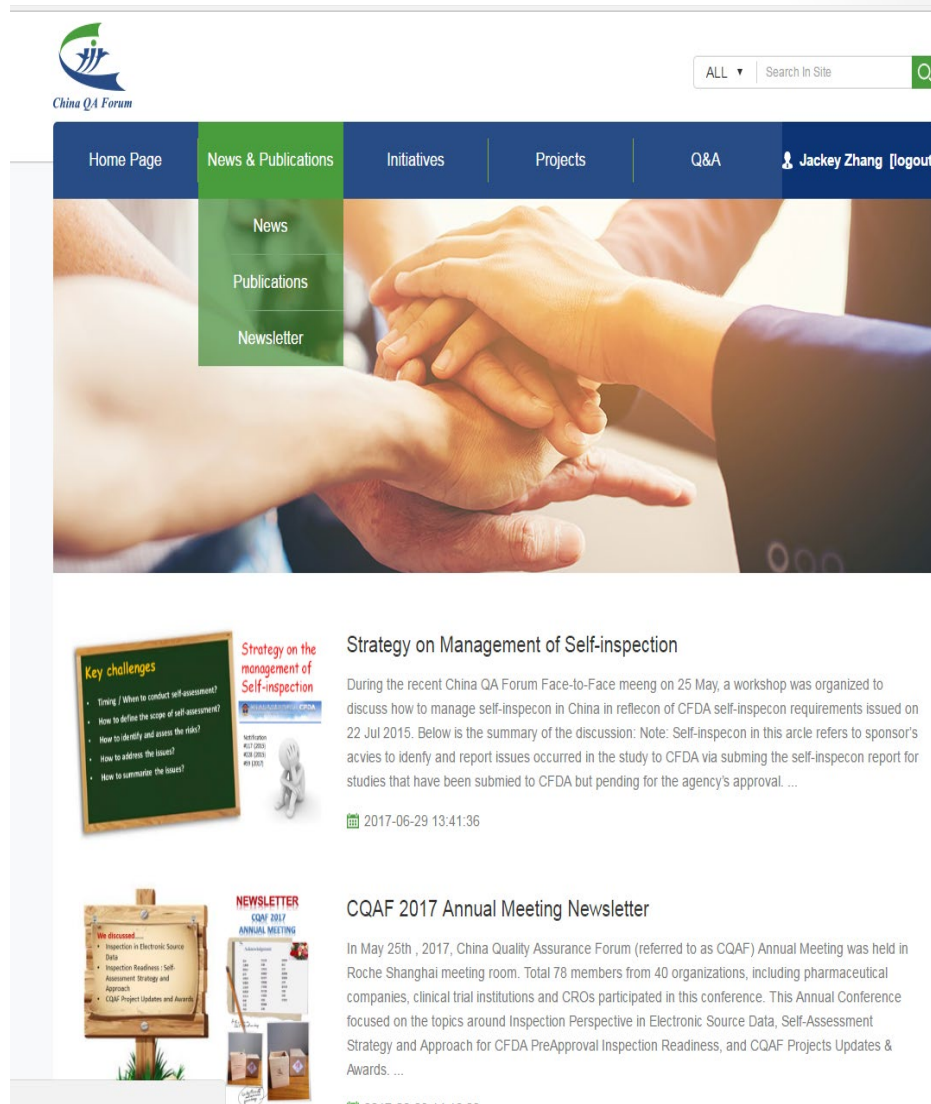
Highlights of Our Initiatives more >



## News & Publications (新闻和文章)

您将看到：

- CQAF网站新闻
- CQAF发表文章：
  - 如就某个专业领域的CQAF建议
- CQAF简讯，
  - 如季度会简讯



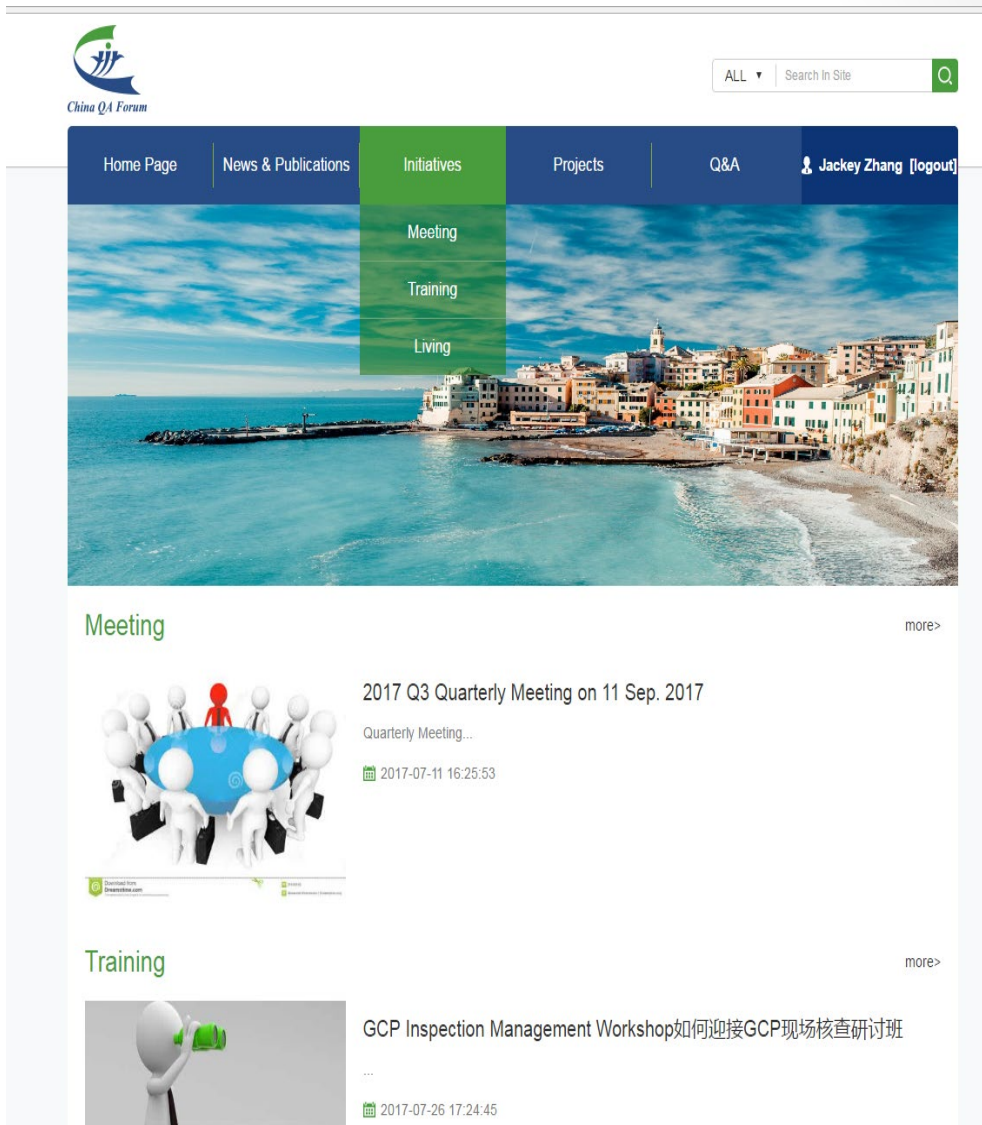
The screenshot shows the China QA Forum website interface. The top navigation bar includes links for Home Page, News & Publications (highlighted with a red box), Initiatives, Projects, and Q&A. Below the navigation bar, there is a search bar and a user profile for Jackey Zhang. The main content area features a large image of hands clasped together, symbolizing teamwork. Below this image, there are three featured articles:

- Strategy on Management of Self-inspection**: A summary of a workshop discussion on self-inspection requirements issued on 22 Jul 2015. The article discusses the challenges of self-inspection and provides a summary of the discussion. It includes a date stamp: 2017-06-29 13:41:36.
- CQAF 2017 Annual Meeting Newsletter**: A newsletter about the 2017 Annual Meeting held in May 2017. It mentions that 78 members from 40 organizations participated in the conference. The newsletter focuses on topics around Inspection Perspective in Electronic Source Data, Self-Assessment Strategy and Approach for CFDA PreApproval Inspection Readiness, and CQAF Projects Updates & Awards. It includes a date stamp: 2017-05-26 14:46:00.

## Initiatives (活动)

您将看到：

- CQAF会议信息
  - 如季度会，年会
- CQAF培训
- CQAF录播
  - 如季度会，或某个专题



The screenshot displays the China QA Forum website interface. At the top, there is a navigation bar with links: Home Page, News & Publications, Initiatives (highlighted with a red border), Projects, and Q&A. Below the navigation bar, the main content area features a large banner image of a coastal town. A green sidebar menu on the left lists 'Meeting', 'Training', and 'Living'. The 'Meeting' section is expanded, showing a list of events. The first event is '2017 Q3 Quarterly Meeting on 11 Sep. 2017', with a thumbnail image of people around a table. Below it, the 'Training' section is visible, showing a thumbnail of a person holding a green object. The page also includes a search bar at the top right and a user profile 'Jackey Zhang [logout]' on the right side of the navigation bar.

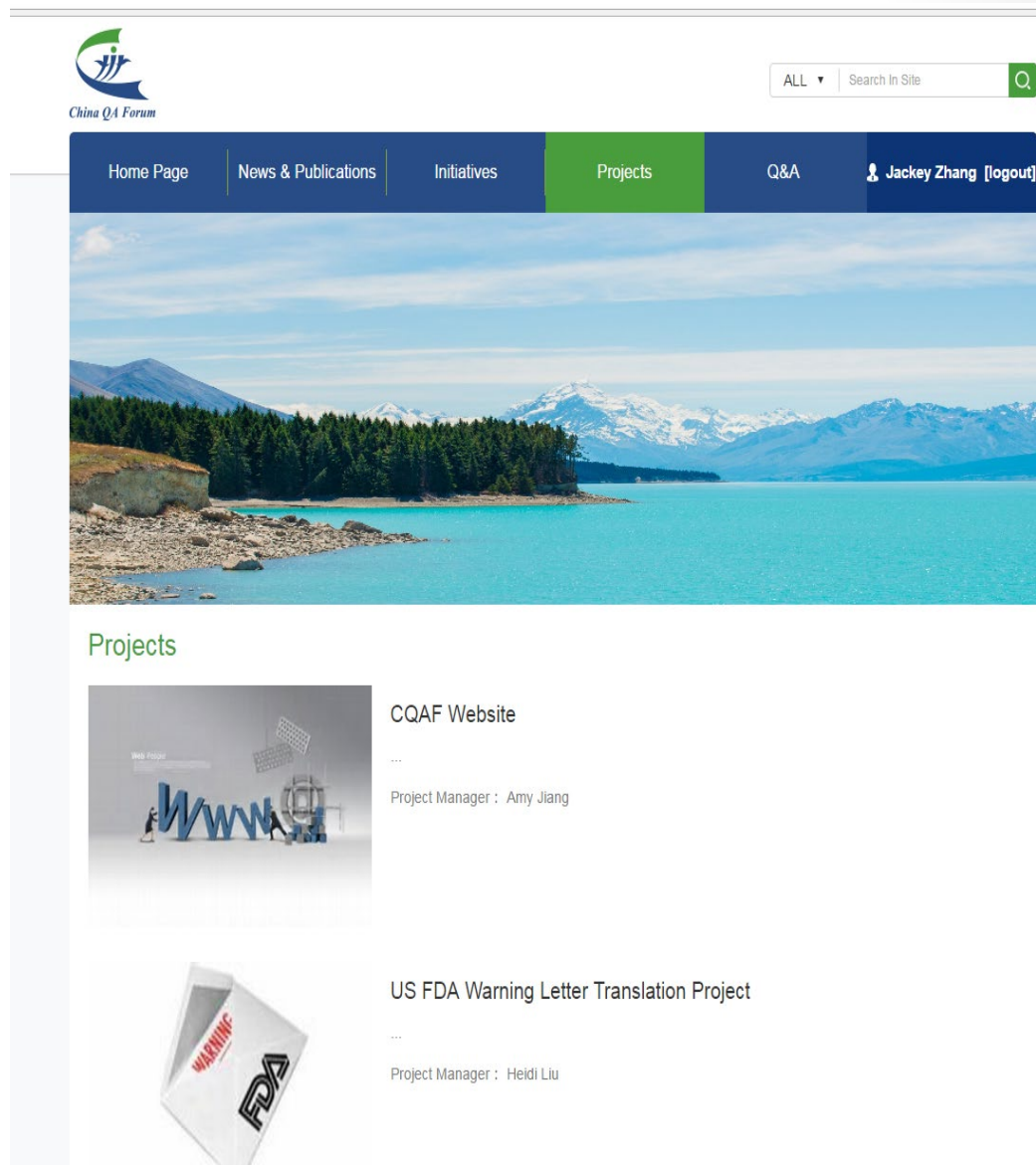


## Projects ( 项目 )

您将看到：

- CQAF目前项目介绍，项目负责人

正在更新中



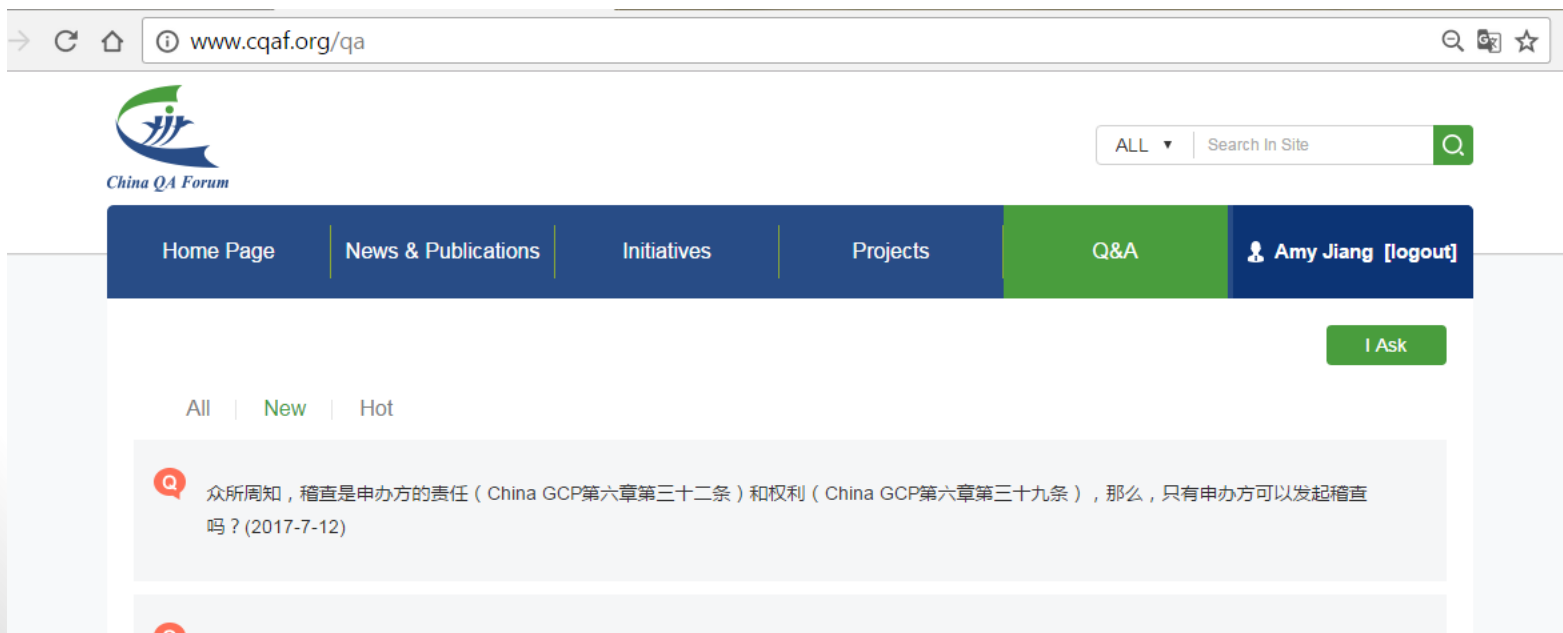
The screenshot shows the CQAF Website's 'Projects' page. At the top is the CQAF logo and a search bar. Below the navigation bar is a large banner image of a lake and mountains. The 'Projects' section lists two projects:

- CQAF Website**  
Project Manager : Amy Jiang
- US FDA Warning Letter Translation Project**  
Project Manager : Heidi Liu

## Q&A ( 问答 )

您可以看到

- 所有会员的提问和核心组的回答
  - 点击New，优先看到近期的Q&A
  - 点击Host，优先看到点击率最高的 Q&A




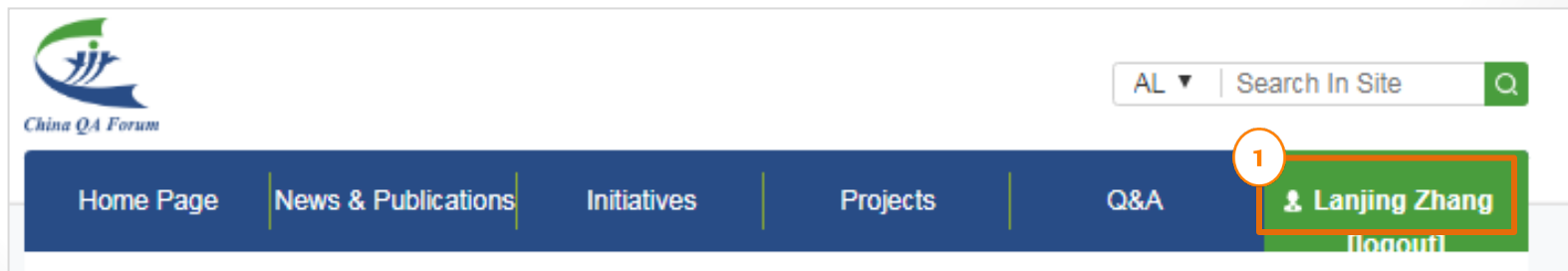
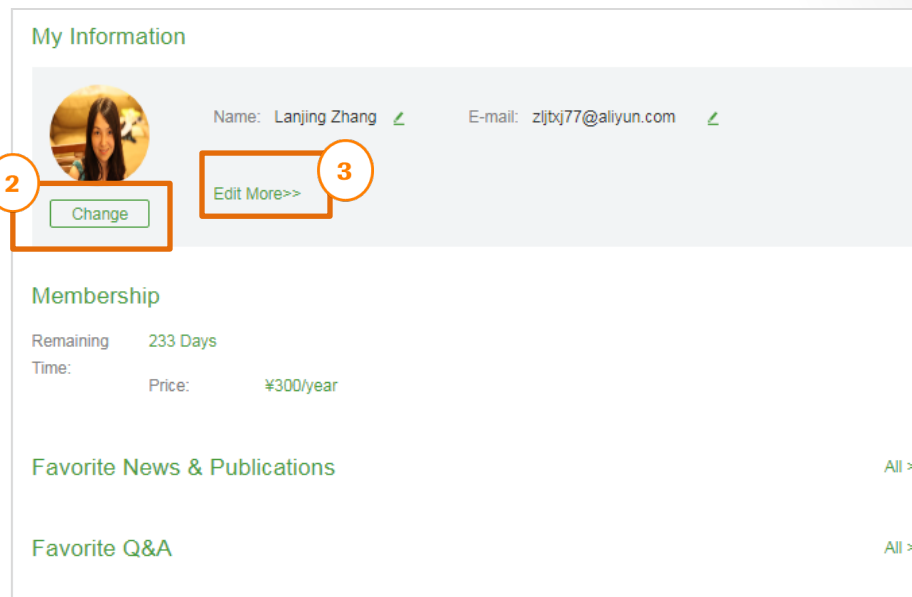
# 如何修改网站注册信息

## 具体步骤：

1. 点击 网站主页面右上方您的姓名进入 个人信息中心
2. 点击头像下Change，可以修改头像
3. 点击Edit More，可以修改注册信息

### 注意：

- 请  Google Chrome 浏览器进行信息注册或修改
- 请务必确保信息正确，以便于CQAF告知您最新信息



# 如何及时获得CQAF最新信息



CQAF微信 服务号

加入我们

长按左侧二维码

点击服务号下方文章，活动，会员  
直接连接到CQAF网站资源





中国质量保证论坛 (CQAF) 是成立于  
2010年的非营利组织，致力于推动医  
药行业内的GxP质量标准。

如您有任何问题，请联系：[chinaqaforum@gmail.com](mailto:chinaqaforum@gmail.com)