



# **Pharmacy Information System (PhIS) and Clinic Pharmacy System (CPS)**

---

**Full Based**

**User Manual  
Manufacturing - Galenical  
(Work Order)**

<b>Version</b>	<b>: 6<sup>th</sup> Edition</b>
<b>Document ID</b>	<b>: FB_U. MANUAL_GALENICAL_WORK ORDER</b>



PhIS & CPS Project  
User Manual – Manufacturing – Galenical  
(Work Order)



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*Reference ID : FB\_U. MANUAL\_GALENICAL\_WORK ORDER-6<sup>th</sup> Edition*

*Application reference: PhIS & CPS v1.6.1*



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## 1.0 Introduction

### 1.1 Overview of PhIS

Pharmacy Information System or better known as PhIS, is a complete and comprehensive system that integrates pharmacy related services geared towards pharmacy excellence. PhIS implementation would transform most of current manual process to electronic system would benefit facility end user in the health care sector.

There are 12 modules to assist services delivery by the health care sector which comprises of:

1. Order Management
2. Inpatient Pharmacy
3. Outpatient Pharmacy
4. Medication Counselling
5. Ward Pharmacy
6. Pharmacy Inventory
7. Manufacturing of Cytotoxic Drug Reconstitution, Parenteral Nutrition, IV Admixture & Eye Drop, Radiopharmaceuticals and Extemporaneous
8. Adverse Drug Reaction & Drug Allergic (ADR & DAC)
9. Clinical Pharmacokinetics Services (TDM)
10. Drug Information & Consumer Education (DICE)
11. Medication Therapy Adherence Clinic (MTAC)
12. Data Mining (PhARM)

### 1.2 Purpose and Objectives

This user manual outlines the Galenical Work Order sub-module and its key features and functionalities. The primary objective is to guide user through the process of completing PhIS application process.

User will understand the following activities in details:

- New Work Order
- Hold/Release Work Order
- Delete Work Order
- Quarantine Work Order

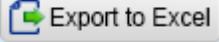
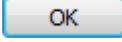
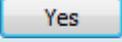
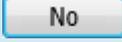
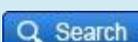
### 1.3 Organised Sections

These are the sections within this document:

- Section 1 : Introduction
- Section 2 : Application Standard Features
- Section 3 : Galenical Work Order
- Section 4 : Acronyms
- Section 5 : Links to Clinical Modules

## 2.0 Application Standard Features

### 2.1 PhIS Legend

Standard Legend			
	Login to PhIS		Logout from PhIS
	Close All Open Tabs		Refresh Screen
	Expand Menu		Collapse Menu
	Expand Module		Collapse Module
	Add/Create New Record		Save
	Close Window		Calendar Icon
	Save Transaction		Delete Record
	Export Report From PDF file to Excel file		OK Button
	Yes Button		No Button
	Radio Button		Checkbox
	System Automatic Generate Record No.		Automatically Display/Retrieve Box
	Reset Login Screen		Show Help
	Display Home Tab		Search Record
	Cancel		Dropdown Box
	Search Icon	*	Mandatory Field
	Edit Record		Empty Text Box
	Cancel Button		



Galenical Work Order Module Legend			
Worksheet	View/print worksheet	Label	View/print label
Confirm	To confirm the record	Hold	Hold the Work Order
Production Complete	Process complete	Record Completion	Record complete
Release	Release the Work Order	Release	Release Work Order from quarantine
Reject	Reject Galenical process		

**Note**

To learn more about Login Information, kindly click [Login Information](#) module for descriptive steps.

## 3.0 Galenical Work Order

### Overview

This Galenical module will be used at the Facility level for the users to manage Galenical preparation based on the Galenical Formulation setup by the “Bahagian Perkhidmatan Farmasi”.

### User Group

This module is intended for inventory user at the Pharmacy Store, Sub Store and Unit/Ward.

### Functional Diagram

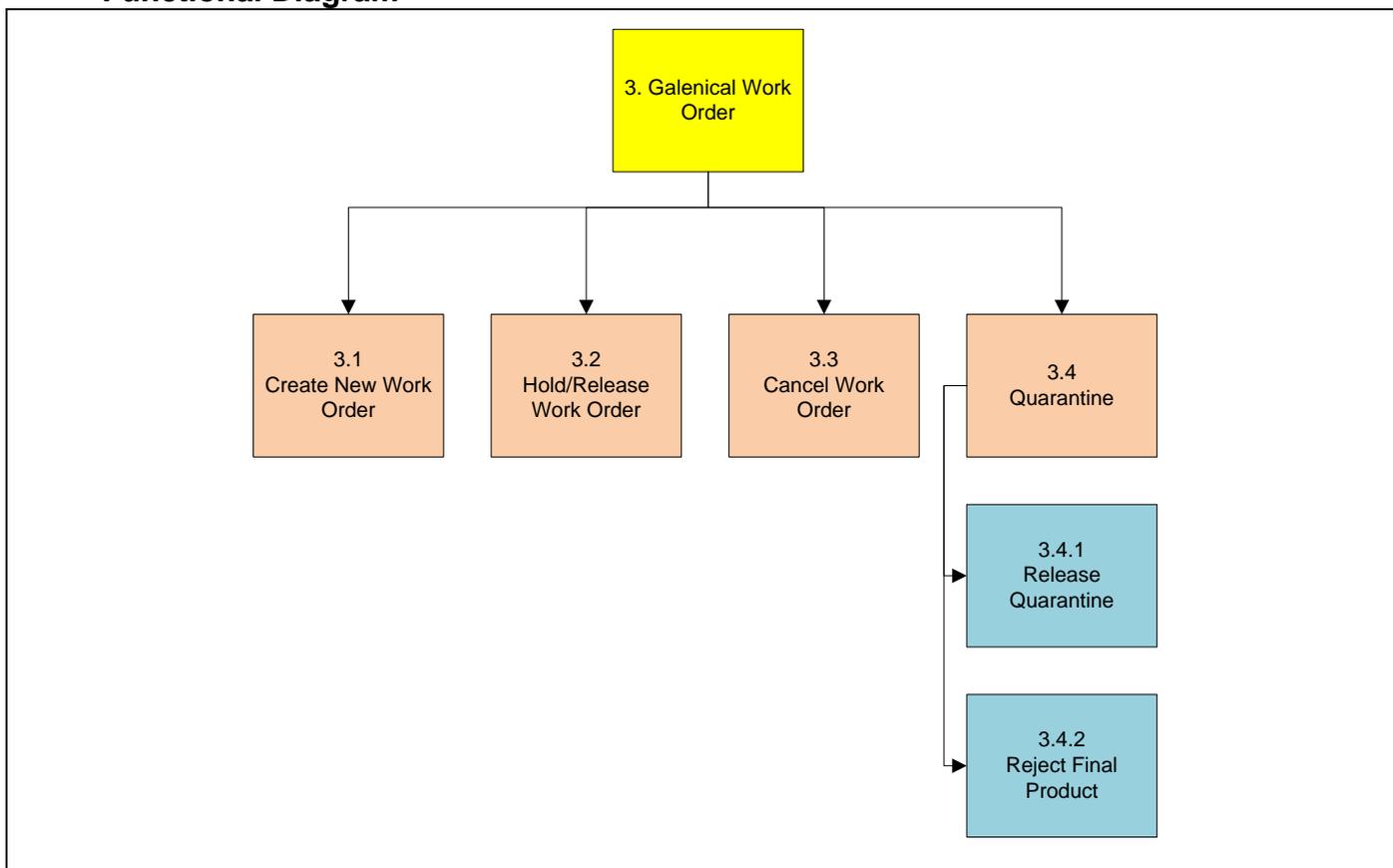


Figure 3.0 Functional Diagram



## Functional Description

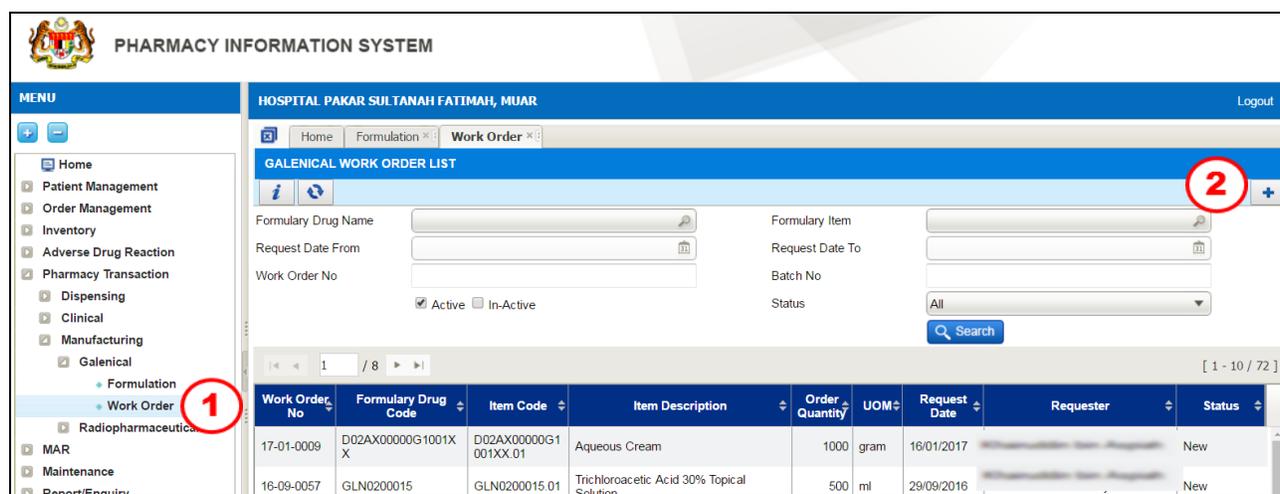
Galenical Work Order comprises of four (4) main functions:

- **Work Order**  
This function allows user to view all existing record and create a new record
- **Hold/Release Work Order**  
This function is used to hold or release the work order record
- **Delete Work Order**  
This function allows user to cancel any record with 'New' status
- **Quarantine**  
This function is used to quarantine any product which is still in progress

### 3.1 Create New Galenical Work Order

Galenical work order is referring to the preparations of pharmaceutical products (sterile and non-sterile) that are prepared by pharmacist in batches (bulk). Work order transaction is created based on the standard formulation defined in IWP. The preparation includes:

- Intravenous preparations
- Standard Parenteral Nutrition (Paediatric/Neonate)
- Eye/ear Drops preparations
- Internal preparations
- External preparations



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

GALENICAL WORK ORDER LIST

Work Order No	Formulary Drug Code	Item Code	Item Description	Order Quantity	UOM	Request Date	Requester	Status
17-01-0009	D02AX00000G1001XX	D02AX00000G1001XX.01	Aqueous Cream	1000	gram	16/01/2017		New
16-09-0057	GLN0200015	GLN0200015.01	Trichloroacetic Acid 30% Topical Solution	500	ml	29/09/2016		New

Figure 3.1-1 Create New Work Order

#### STEP 1

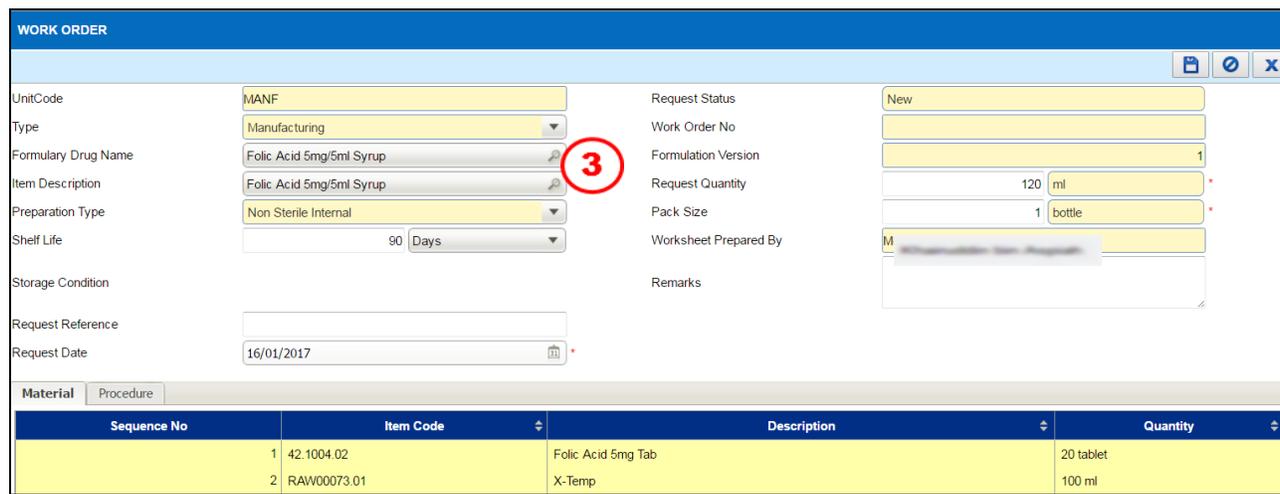
Click on 'Pharmacy Transaction' menu then 'Manufacturing' follows by 'Galenical' then 'Work Order'

#### STEP 2

Click on the  button

#### Note

- Work Order screen will be displayed as shown in the Figure 3.1-2.
- New created work order **Request Status** will be by default to 'New'.
- Request by** will be default to user's login ID
- Request Date** will be default to system date/time.



Sequence No	Item Code	Description	Quantity
1	42.1004.02	Folic Acid 5mg Tab	20 tablet
2	RAW00073.01	X-Temp	100 ml

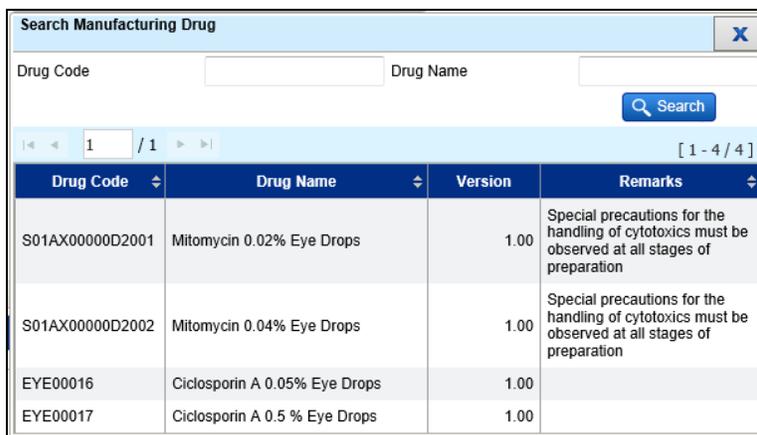
Figure 3.1-2 New Work Order screen

**STEP 3**

Click on the  button to search for the Formulary Drug Name

**Note**

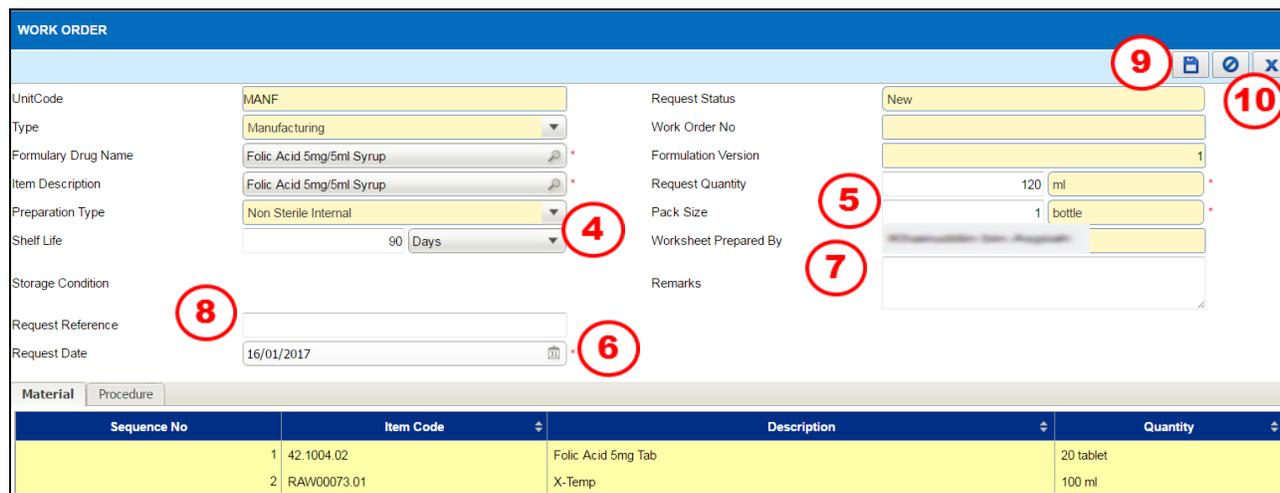
- List of **Formulary Drug Name** will be displayed as shown in Figure 3.1-3.



Drug Code	Drug Name	Version	Remarks
S01AX00000D2001	Mitomycin 0.02% Eye Drops	1.00	Special precautions for the handling of cytotoxics must be observed at all stages of preparation
S01AX00000D2002	Mitomycin 0.04% Eye Drops	1.00	Special precautions for the handling of cytotoxics must be observed at all stages of preparation
EYE00016	Ciclosporin A 0.05% Eye Drops	1.00	
EYE00017	Ciclosporin A 0.5 % Eye Drops	1.00	

Figure 3.1-3 List of Formulary Item

- Item Description, Preparation Type, Shelf Life, Formulation Version, UOM, Pack Size and Storage Condition** will be auto displayed based on the **Formulary Drug Name** selected.
- Formulary Drug Name** is displayed based on the available Formulation record and the drug should exists in user's unit catalog.
- Item Description** is displayed based on the item is set as active in Drug/Non Drug Catalogue and specified as manufactured item in item master



**WORK ORDER**

UnitCode: MANF  
 Type: Manufacturing  
 Formulary Drug Name: Folic Acid 5mg/5ml Syrup  
 Item Description: Folic Acid 5mg/5ml Syrup  
 Preparation Type: Non Sterile Internal  
 Shelf Life: 90 Days  
 Storage Condition:   
 Request Reference:   
 Request Date: 16/01/2017

Request Status: New  
 Work Order No:   
 Formulation Version: 1  
 Request Quantity: 120 ml  
 Pack Size: 1 bottle  
 Worksheet Prepared By:   
 Remarks:   
 Save (9) | Refresh (10)

Sequence No	Item Code	Description	Quantity
1	42.1004.02	Folic Acid 5mg Tab	20 tablet
2	RAW00073.01	X-Temp	100 ml

Figure 3.1-4 New Work Order screen

**STEP 4**

Change the **Shelf Life** if required

**STEP 5**

Change the **Quantity/UOM** and **Pack Size** if required

**Note**

The **Quantity/UOM** and **Pack Size** are defaulted to the value set by HQ.

**STEP 6**

Click on the  to change the **Requested Date**

**Note**

The **Requested Date** is defaulted to current system's date.

**STEP 7**

Change the **Remarks** if applicable

**STEP 8**

Enter **Request Reference** if applicable

**Note**

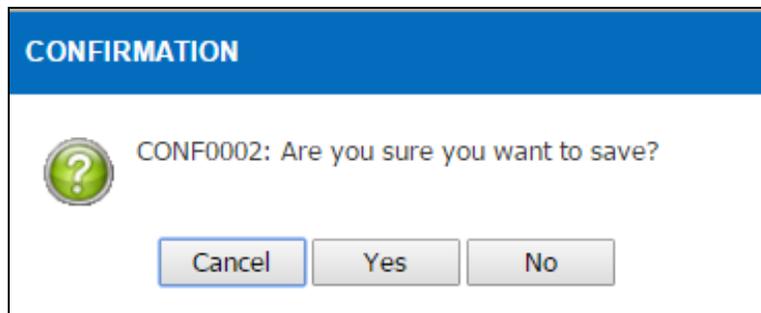
Click on the 'Procedure' tab to see the process instruction (if any).

**STEP 9**

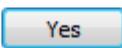
Click on the  button to save the record

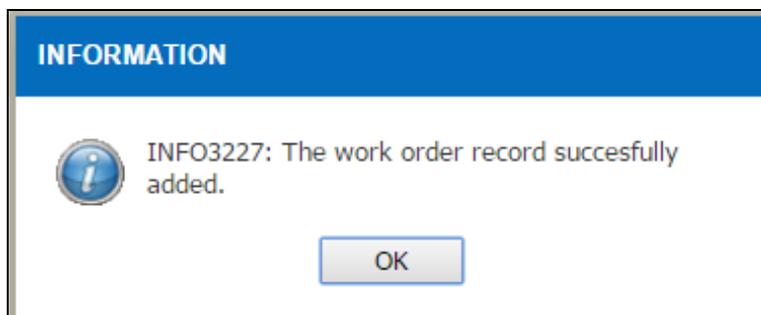
**Note**

- Alert message will be displayed as per Figure 3.1-5 & Figure 3.1-6 after clicking on  button



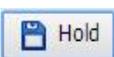
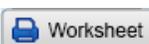
**Figure 3.1-5 Save Record Alert Message**

- Click on the  button.



**Figure 3.1-6 Save Record Alert Message**

- Click on the  button.
- Work Order No.** will be automatically generated for further reference and these button will be enabled:

- 
- 
- 
- 

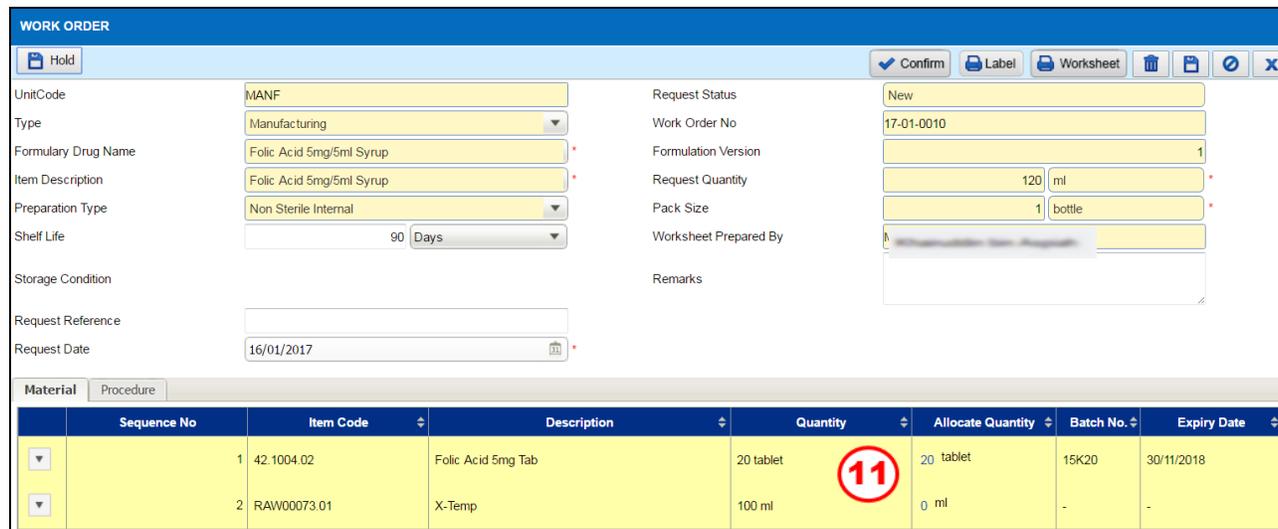
Character	Description	Value
1-2	Current year in 'YY' format	14
3-4	Current month in 'MM' format	05
5-10	Running number	Starting from 0001. This running number will be restarted to 0001 of every month.

**Table 3.1-1**



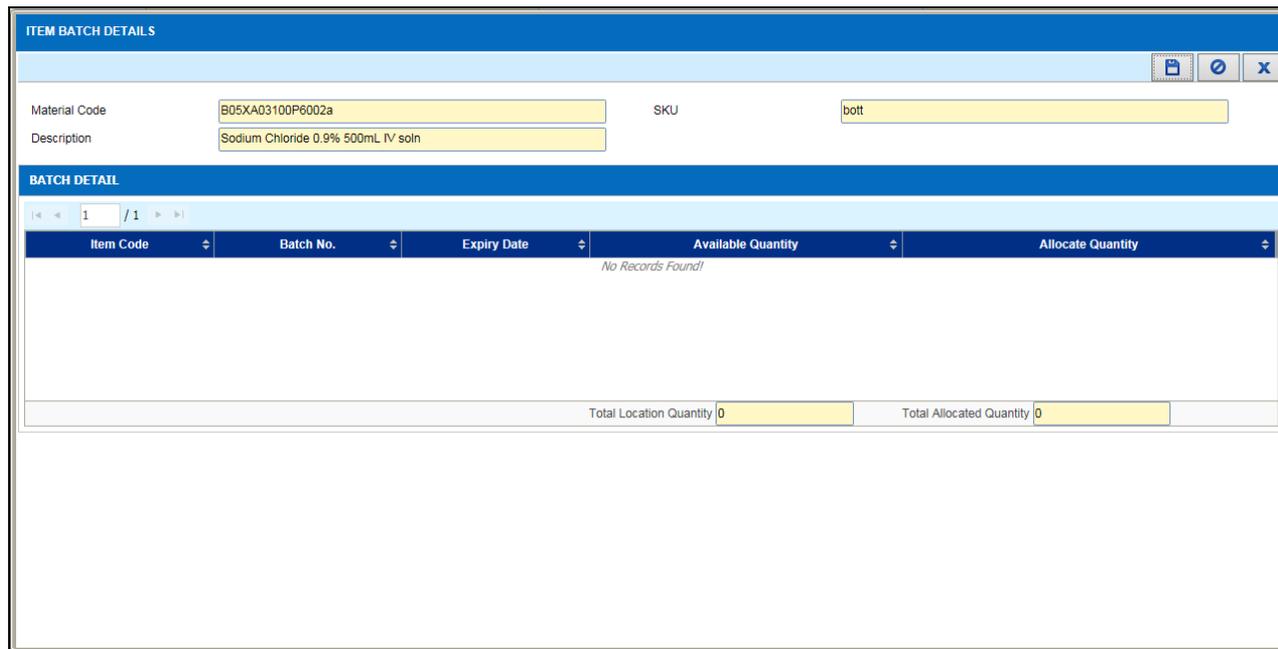
### STEP 10

Click on the  button to exit



Sequence No	Item Code	Description	Quantity	Allocate Quantity	Batch No.	Expiry Date
1	42.1004.02	Folic Acid 5mg Tab	20 tablet	20 tablet	15K20	30/11/2018
2	RAW00073.01	X-Temp	100 ml	0 ml	-	-

Figure 3.1-7 Work Order



Item Code	Batch No.	Expiry Date	Available Quantity	Allocate Quantity
No Records Found!				
Total Location Quantity			0	Total Allocated Quantity 0

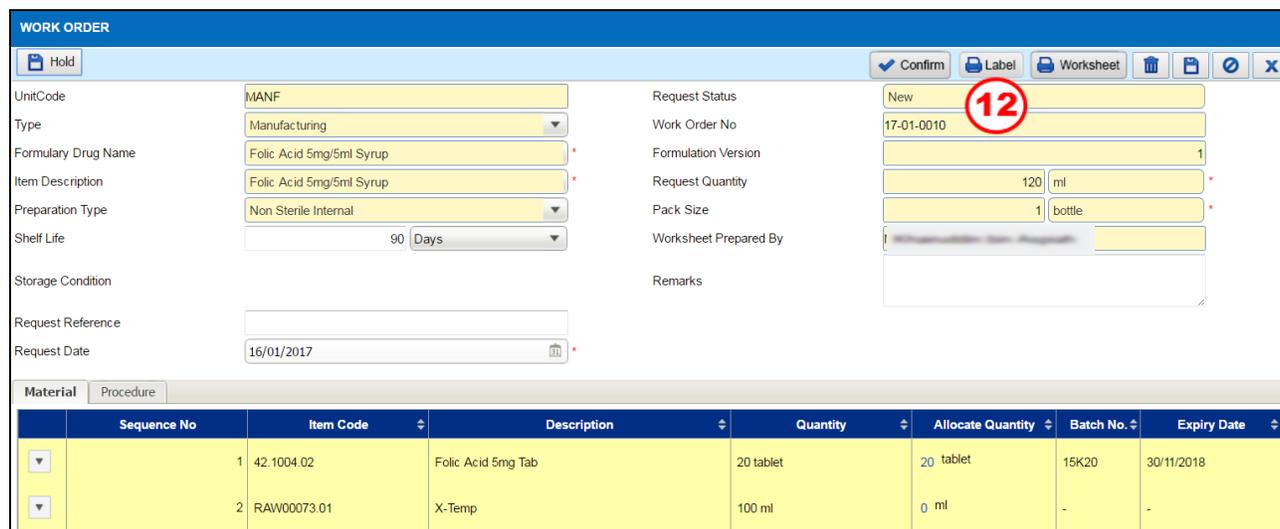
Figure 3.1-8 Item Batch Details

### STEP 11

Click on the **Allocate Quantity** hyperlink to allocate batch for the work order and Item Batch Details screen will be displayed as per Figure 3.1-8

**Note**

- Work Order screen will be displayed as shown in the Figure 3.1-7.
- Initial **Allocate Quantity** is automatically generated by the system based on the 'First Expiry First Out' feature.
- **Total Allocation Quantity** is the quantity available of the item in stock.
- **Total Allocated Quantity** displays the material quantity which will be used for the work order.



Sequence No	Item Code	Description	Quantity	Allocate Quantity	Batch No.	Expiry Date
1	42.1004.02	Folic Acid 5mg Tab	20 tablet	20 tablet	15K20	30/11/2018
2	RAW00073.01	X-Temp	100 ml	0 ml	-	-

Figure 3.1-9 View/Print Label

**STEP 12**

Click on the  button and 'Print Label' window will be displayed as shown in the Figure 3.1-9

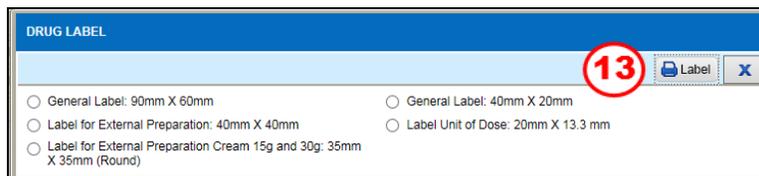


Figure 3.1-10 Non PN Drug Print Label

**STEP 13**

Choose the size by selecting the radio button and click on the  button

**Note**

- Printed Labels in PDF format is as shown in Figure 3.1-11 to Figure 3.1-15.



<b>Hospital Miri</b>	
<b>Sodium Chloride 0.9% Eye Drops</b>	
<b>Qty:</b>	5 ml
<b>Batch No:</b>	PHAR-170314-6
<b>Worksheet ID:</b>	17-03-0001
<b>Date Prepared:</b>	14/03/2017
<b>Date Exp:</b>	28/03/2017
<b>Storage :</b>	Refrigerate (2 - 8 °C), Protect from Light

Figure 3.1-11 Non PN Drug Label '90mm x 60mm'

<b>Sodium Chloride 0.9% Eye Drops</b>	<b>Sodium Chloride 0.9% Eye Drops</b>
<b>Qty :</b> 5 ml	<b>Qty :</b> 5 ml
<b>Batch No:</b> PHAR-170314-6	<b>Batch No:</b> PHAR-170314-6
<b>Prep</b> 14/03/2017 <b>Exp</b> 28/03/2017	<b>Prep</b> 14/03/2017 <b>Exp</b> 28/03/2017
<b>Date :</b> <b>Date :</b>	<b>Date :</b> <b>Date :</b>
Hospital Miri	Hospital Miri
<b>Sodium Chloride 0.9% Eye Drops</b>	<b>Sodium Chloride 0.9% Eye Drops</b>
<b>Qty :</b> 5 ml	<b>Qty :</b> 5 ml
<b>Batch No:</b> PHAR-170314-6	<b>Batch No:</b> PHAR-170314-6
<b>Prep</b> 14/03/2017 <b>Exp</b> 28/03/2017	<b>Prep</b> 14/03/2017 <b>Exp</b> 28/03/2017
<b>Date :</b> <b>Date :</b>	<b>Date :</b> <b>Date :</b>
Hospital Miri	Hospital Miri

Figure 3.1-12 Non PN Drug Label '40mm x 20mm'



<b>TIDAK BOLEH DIMINUM NOT TO BE TAKEN</b>		<b>TIDAK BOLEH DIMINUM NOT TO BE TAKEN</b>	
Jauhi ubat dari kanak-kanak		Jauhi ubat dari kanak-kanak	
Sodium Chloride 0.9% Eye Drops		Sodium Chloride 0.9% Eye Drops	
Qty : 5 ml		Qty : 5 ml	
Batch No: PHAR-170314-6		Batch No : PHAR-170314-6	
Prep Date: 14/03/2017	Exp Date: 28/03/2017	Prep Date: 14/03/2017	Exp Date: 28/03/2017
Hospital Miri		Hospital Miri	

**Figure 3.1-13 Non PN Drug Label '40mm x 40mm'**

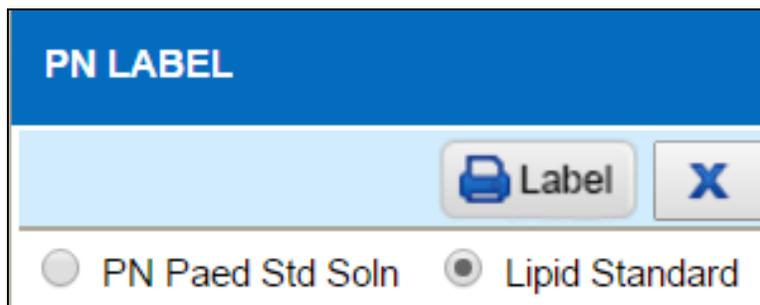
Sodium Chloride 0.9% Eye Drops BN: PHAR-170314-6 Exp: 28/03/2017			
Sodium Chloride 0.9% Eye Drops BN: PHAR-170314-6 Exp: 28/03/2017			
Sodium Chloride 0.9% Eye Drops BN: PHAR-170314-6 Exp: 28/03/2017			

**Figure 3.1-14 Non PN Drug Label '20mm x 13.3mm'**

Sodium Chloride 0.9% Eye Drops	Sodium Chloride 0.9% Eye Drops
Qty :5 ml    Exp: 28/03/2017	Qty :5 ml    Exp: 28/03/2017
B.No: PHAR-170314-6 HMIRI	B.No: PHAR-170314-6 HMIRI

**Figure 3.1-15 Non PN Drug Label '35mm x 35mm'**

- If a Formulary is set up as Drug Type = PN in Drug Master, different types of Labels can be printed out as shown in Figure 3.1-16.



**Figure 3.1-16 PN Drug Print Label**

- *Printed Labels in PDF format is as shown in Figure 3.1-17*



<b>Hospital Pakar Sultanah Fatimah, Muar</b>		
<b>PARENTERAL NUTRITION (PAEDIATRIC)</b>		
<b>PN Soln 10, Starter without K+, 48.3kcal</b>		
<b>NAME :</b>	<b>AGE :</b>	
<b>MRN :</b>	<b>WARD :</b>	
<b>Total Volume :                    100 ml/bag</b>		
<b>Content per bag</b>		
<b>Protein</b>	<b>2.8 g</b>	
<b>Dextrose</b>	<b>10 g</b>	
<b>Sodium</b>	<b>2 mmol</b>	
<b>Potassium</b>	<b>0 mmol</b>	
<b>Calcium</b>	<b>1.2 mmol</b>	
<b>Magnesium</b>	<b>0.14 mmol</b>	
<b>Phosphate</b>	<b>1 mmol</b>	
<b>Chloride</b>	<b>0.02 mmol</b>	
<b>Acetate</b>	<b>0 mmol</b>	
<b>Trace Element</b>	<b>0 mL</b>	
<b>Calories</b>	<b>48.29 kcal</b>	
<b>Osmolarity</b>	<b>789.63 mosm/L</b>	
<b>Date and Time of Administration :</b>		
<b>Infusion</b>	<b>mL/Hrs</b>	
<b>Batch No</b> TPN-170116-4	<b>Expiry</b> 23/01/2017	<b>Price : RM</b>
<b>Do not use if any visible solid particles, growth precipitation appears</b>		
<b>Store in refrigerator (2-8 °C). Protect from light (Once open use within 48 hours)</b>		
<b>Ensure PN Solution is at room temperature before infusion</b>		
.....		
<b>Name :</b>		
<b>MRN :</b>	<b>Ward :</b>	
<b>Age :</b>	<b>Gender:</b>	
<b>Birth/Current Body Weight:</b>		
<b>Date Administer :</b>		
<b>Batch No :</b>		
<b>Expiry Date :</b>		
<b>Please fill up and send back this portion to PN</b>		

Figure 3.1-17 (A) Label: PN Paed Soln Std.

<b>Hospital Pakar Sultanah Fatimah, Muar</b>	
<b>PN Soln 10, Starter without K+, 48.3kcal</b>	
LIPID : 0 mL	Batch No: TPN-170116-4
	Worksheet 17-01-0011
VITALIPID: 0 mL	Date Prepared: 16/01/2017
SOLUVIT: 0 mL	Exp date: 23/01/2017
Total Vol: 0 mL	Price (RM):
Stable for 6 days at 2-8 °C & 1 day at 25 °C	
<b>Hospital Pakar Sultanah Fatimah, Muar</b>	
<b>PN Soln 10, Starter without K+, 48.3kcal</b>	
LIPID : 0 mL	Batch No: TPN-170116-4
	Worksheet 17-01-0011
VITALIPID: 0 mL	Date Prepared: 16/01/2017
SOLUVIT: 0 mL	Exp date: 23/01/2017
Total Vol: 0 mL	Price (RM):
Stable for 6 days at 2-8 °C & 1 day at 25 °C	
<b>Hospital Pakar Sultanah Fatimah, Muar</b>	
<b>PN Soln 10, Starter without K+, 48.3kcal</b>	
LIPID : 0 mL	Batch TPN-170116-4
	Worksheet 17-01-0011
VITALIPID: 0 mL	Date Prepared: 16/01/2017
SOLUVIT: 0 mL	Exp date: 23/01/2017
Total Vol: 0 mL	Price (RM):
Stable for 6 days at 2-8 °C & 1 day at 25 °C	

Figure 3.1-17 (B) Label: PN Lipid Soln Std

- Label will be printed out after selection is confirmed and  button is clicked.



# PhIS & CPS Project User Manual – Manufacturing – Galenical (Work Order)



**WORK ORDER**

Hold Confirm Label Worksheet

UnitCode: MANF Request Status: New **14**

Type: Manufacturing Work Order No: 17-01-0010

Formulary Drug Name: Folic Acid 5mg/5ml Syrup Formulation Version: 1

Item Description: Folic Acid 5mg/5ml Syrup Request Quantity: 120 ml

Preparation Type: Non Sterile Internal Pack Size: 1 bottle

Shelf Life: 90 Days Worksheet Prepared By: [User Name]

Storage Condition: Remarks:

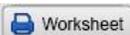
Request Reference:

Request Date: 16/01/2017

Material	Procedure	Sequence No	Item Code	Description	Quantity	Allocate Quantity	Batch No.	Expiry Date
		1	42.1004.02	Folic Acid 5mg Tab	20 tablet	20 tablet	15K20	30/11/2018
		2	RAW00073.01	X-Temp	100 ml	0 ml	-	-

Figure 3.1-18 View/Print Worksheet

## STEP 14

Click on the  button to generate and print the Work Sheet as shown in Figure 3.1-18



### GALENICAL WORKSHEET (DRAFT)

MINISTRY OF HEALTH

Hospital Pakar Sultanah Fatimah, Muar

<b>Request Date</b> : 16/01/2017	<b>Worksheet ID</b> : 17-01-0010	<b>Request Qty</b> : 120 ml
<b>Shelf Life</b> : 90 Days	<b>Pack Size</b> : 1 bott	<b>Qty Prepared</b> : 0 ml
<b>Preparation Type</b> : Non Sterile Internal		<b>Batch No</b> : MANF-170116-3
<b>Item Description</b> : Folic Acid 5mg/5ml Syrup		<b>Expiry Date</b> : 16/04/2017

Ingredients	Vol. per Qty.	Total	Expiry Date	Batch ID	Allocated Qty
Folic Acid 5mg Tab	0.17 tablet	20 tablet	30/11/2018	15K20	20 tablet
X-Temp	0.83 ml	100 ml			ml

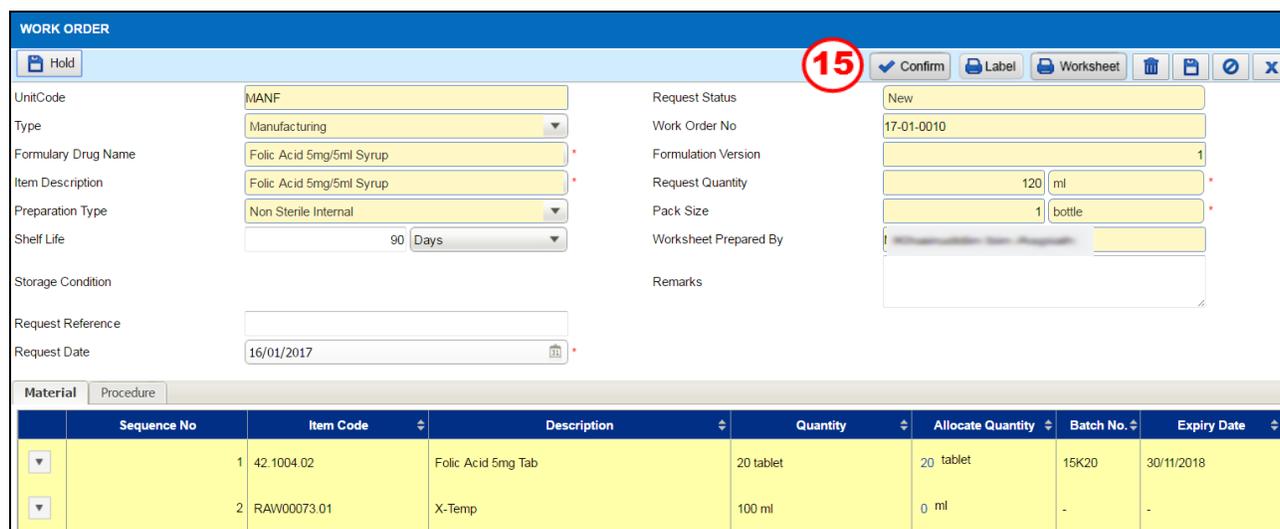
**Consumables :**

**Procedure :**

<p><b>Storage :</b></p>  <p><b>Remarks</b></p>  <p><b>Reference:</b></p>  	<p><b>Label :</b></p>      
--	---

<b>Worksheet Prepared By :</b>  Date: 16/01/2017	<b>Prepared by :</b>  Date:	<b>Approved by :</b>  Date:
--	-----------------------------------	-----------------------------------

Figure 3.1-19 Manufacturing Draft Work Sheet



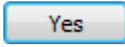
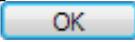
Material	Procedure	Sequence No	Item Code	Description	Quantity	Allocate Quantity	Batch No.	Expiry Date
		1	42.1004.02	Folic Acid 5mg Tab	20 tablet	20 tablet	15K20	30/11/2018
		2	RAW00073.01	X-Temp	100 ml	0 ml	-	-

Figure 3.1-20 Confirm Work Order

**STEP 15**

Click on the  button to confirm the work order

**Note**

- Alert message will be displayed as per Figure 3.1-21, click on the  button. Figure 3.1-22 will be display. Click on the  button.

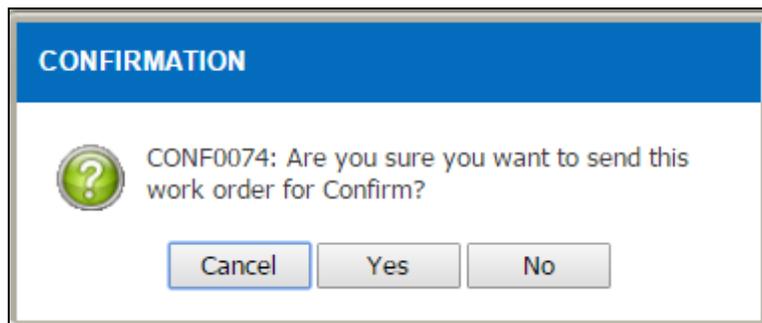


Figure 3.1-21 Save Record Alert Message

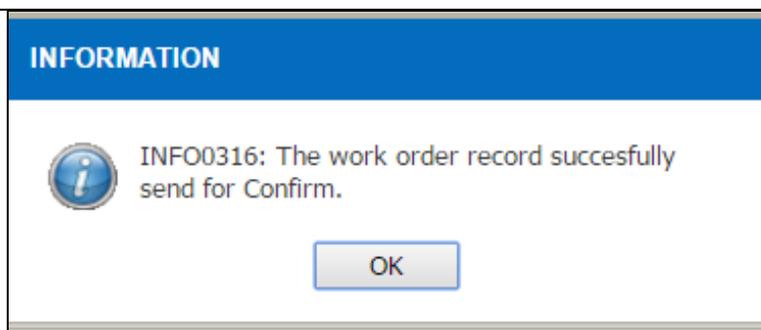
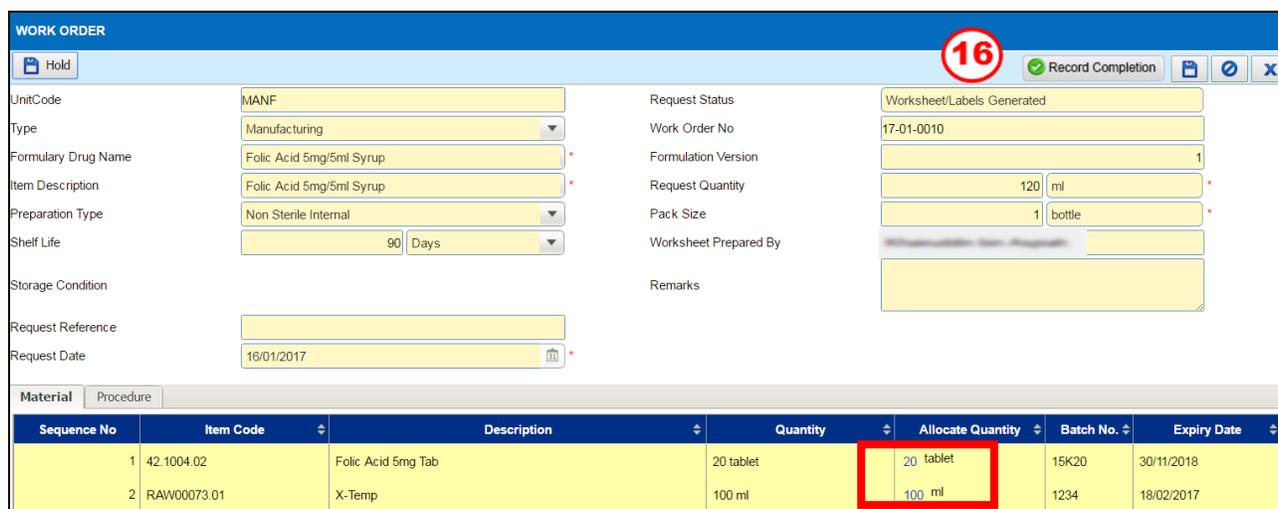


Figure 3.1-22 Save Record Alert Message

**Note**

The Status will change to Worksheet/Label Generated.



Sequence No	Item Code	Description	Quantity	Allocate Quantity	Batch No.	Expiry Date
1	42.1004.02	Folic Acid 5mg Tab	20 tablet	20 tablet	15K20	30/11/2018
2	RAW00073.01	X-Temp	100 ml	100 ml	1234	18/02/2017

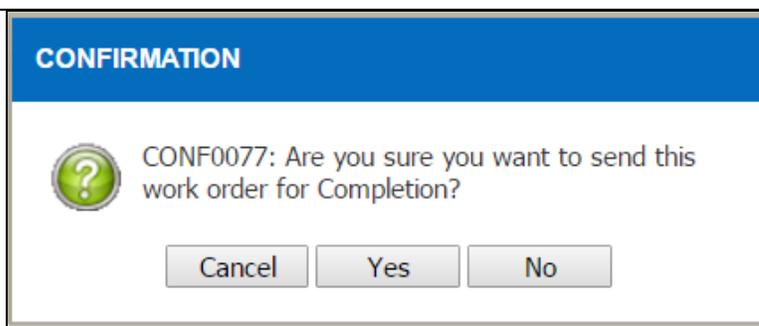
Figure 3.1-23 Record Completion Work Order

**STEP 16**

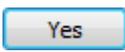
Click on the  button to complete the record

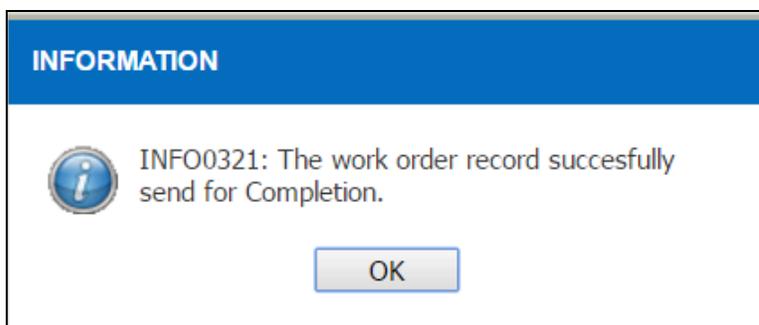
**Note**

- Before clicking  user must allocate the quantity manually and click save.
- Proceed with the product preparation.
- Alert message will be displayed as per Figure 3.1-24 & Figure 3.1-25 after clicking on  button

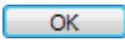


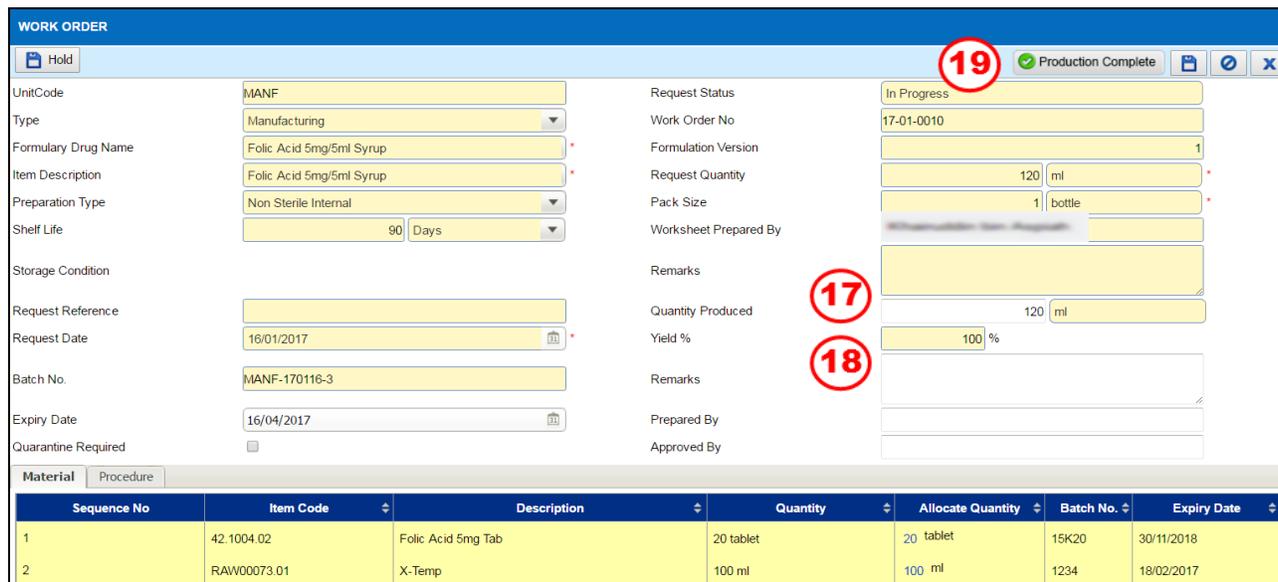
**Figure 3.1-24 Save Record Alert Message**

- Click on the  button.



**Figure 3.1-25 Record Completion**

- Click on the  button.



**WORK ORDER**

Hold 19 Production Complete

UnitCode: MANF  
 Type: Manufacturing  
 Formulary Drug Name: Folic Acid 5mg/5ml Syrup  
 Item Description: Folic Acid 5mg/5ml Syrup  
 Preparation Type: Non Sterile Internal  
 Shelf Life: 90 Days  
 Storage Condition:  
 Request Reference:  
 Request Date: 16/01/2017  
 Batch No.: MANF-170116-3  
 Expiry Date: 16/04/2017  
 Quarantine Required:

Request Status: In Progress  
 Work Order No: 17-01-0010  
 Formulation Version: 1  
 Request Quantity: 120 ml  
 Pack Size: 1 bottle  
 Worksheet Prepared By:  
 Remarks:  
 Quantity Produced: 120 ml (17)  
 Yield %: 100% (18)  
 Remarks:  
 Prepared By:  
 Approved By:

Sequence No	Item Code	Description	Quantity	Allocate Quantity	Batch No.	Expiry Date
1	42.1004.02	Folic Acid 5mg Tab	20 tablet	20 tablet	15K20	30/11/2018
2	RAW00073.01	X-Temp	100 ml	100 ml	1234	18/02/2017

Figure 3.1-26 Production Complete

**STEP 17**

Enter the actual **Quantity Produced**

**Note**

- This step is performed after the product has been made manually.
- Yield value in %, will be auto calculated by this formula:

$$[(Quantity\ Produced / Request\ Quantity) \times 100]$$

**STEP 18**

Enter the **Remarks if have**

**STEP 19**

Click on the  button

**Note**

- Alert message will be displayed as per Figure 3.1-26 & Figure 3.1-27 after clicking on  button.
- On click of Production Complete, stock for final product/item will be added into user's unit while stock for raw material is deducted.

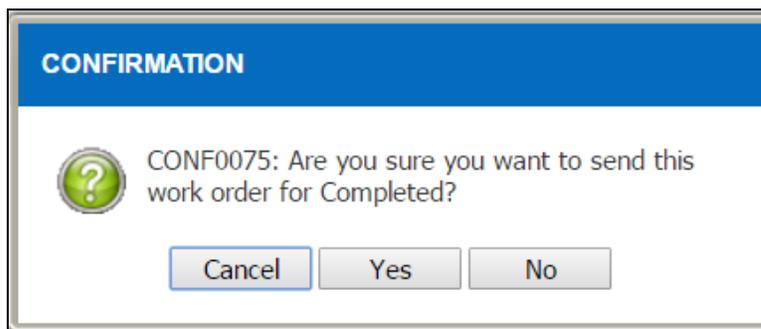
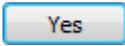


Figure 3.1-27 Save Record Alert Message

- Click on the  button.

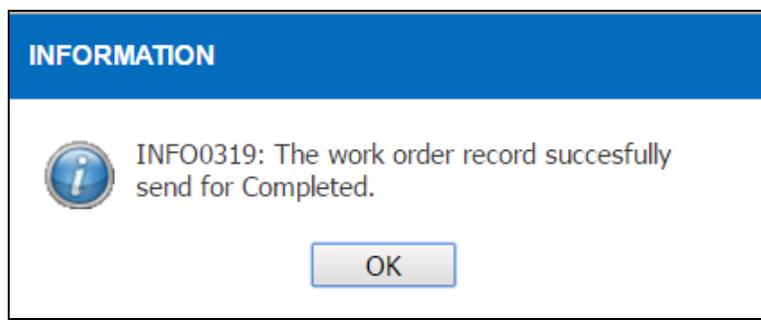
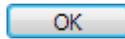


Figure 3.1-28 Save Record Alert Message

- Click on the  button.

**WORK ORDER**

Hold Label Worksheet X

UnitCode	MANF	Request Status	Completed
Type	Manufacturing	Work Order No	17-01-0009
Formulary Drug Name	Aqueous Cream *	Formulation Version	1
Item Description	Aqueous Cream *	Request Quantity	1000 gram *
Preparation Type	Non Sterile External	Pack Size	500 gram *
Shelf Life	6 Months	Worksheet Prepared By	
Storage Condition	Room Temperature (< 25 °C) Protect from Light	Remarks	
Request Reference		Quantity Produced	1,000 gram
Request Date	16/01/2017 *	Yield %	100 %
Batch No.	MANF-170116-2	Remarks	
Expiry Date	15/07/2017 *	Prepared By	
Quarantine Required	<input type="checkbox"/>	Approved By	

Material Procedure

Sequence No	Item Code	Description	Quantity	Allocate Quantity	Batch No.	Expiry Date
1	01.0802.02	Emulsifying Wax BP	90 g	90 g	EW-111298-01-01	05/05/2017
2	01.3007.02	Paraffin Mole Alba (White Soft Paraffin)	150 g	150 g	EX-1331-1	22/05/2017
3	01.3006.04	Paraffin Liquid BP/Mineral Oil USP	60 g	60 g	IEX-13-01262	01/07/2017
4	01.0415.02	Chlorocresol BP	1 g	1 g	123456	16/12/2017

Figure 3.1-29 Complete Work Order Galenical



### 3.1.1 Alternate Drug

**WORK ORDER**

UnitCode: PS001 | Request Status: New  
 Type: Repacking | Work Order No: 17-08-0004  
 Formulary Drug Name: Sodium Bicarbonate 5% Ear Drops (5ml) | Formulation Version: 3  
 Item Description: Sodium Bicarbonate 5% Ear Drops (5ml) | Request Quantity: 1 bottle  
 Preparation Type: Non Sterile External | Pack Size: 5 ml  
 Shelf Life: 1 Months | Worksheet Prepared By: System Administrator  
 Storage Condition: Room Temperature (< 25 °C), Protect from Light  
 Request Reference: | Remarks:  
 Request Date: 03/08/2017

Sequence No	Item Code	Description	Quantity	Allocate Quantity	Batch No.	Expiry Date
	RAW00166.02	Sodium Bicarbonate 5% Bulk Solution for Ear Drop	5 ml	0 ml	-	-

Alternate Item

Figure 3.1.1-1 Alternate (Work Order)

**STEP 1**

Click on the and select the option to alternate to another material and it will show as **Figure 3.1.1-2**

**ALTERNATE ITEM DETAILS**

Alternate Item For: RAW00166.02 | Description: Sodium Bicarbonate 5% Bulk Solution for Ear Drop  
 Active Ingredient: Sodium Bicarbonate | Alternate Item Name:

**BATCH DETAIL**

No.	Item Name	Dosage Form	Batch	Expiry Date	Available Qty	Units	Allocation Qty
1	Sodium Bicarbonate 8.4% 10ml Inj	Parenteral Solution	16008	31/10/2019	1490	ampoule	0
2	Carminative Mixture (Sodium Bicarbonate, Magnesium Carbonate, Tincture Cardamom Compound Mixture)	Oral Solution	L1611035	30/11/2019	720	ml	0
		Oral Solution	L1611036	30/11/2019	600	ml	0
		Oral Solution	L1701006	09/01/2020	12000	ml	0
3	Sodium Bicarbonate 8.4% 10ml Inj	Parenteral Solution	16	25/12/2020	1313100	ampoule	0
		Parenteral Solution	7	26/12/2020	666600	ampoule	0

Figure 3.1.1-2 Alternate Drug Details

**STEP 2**

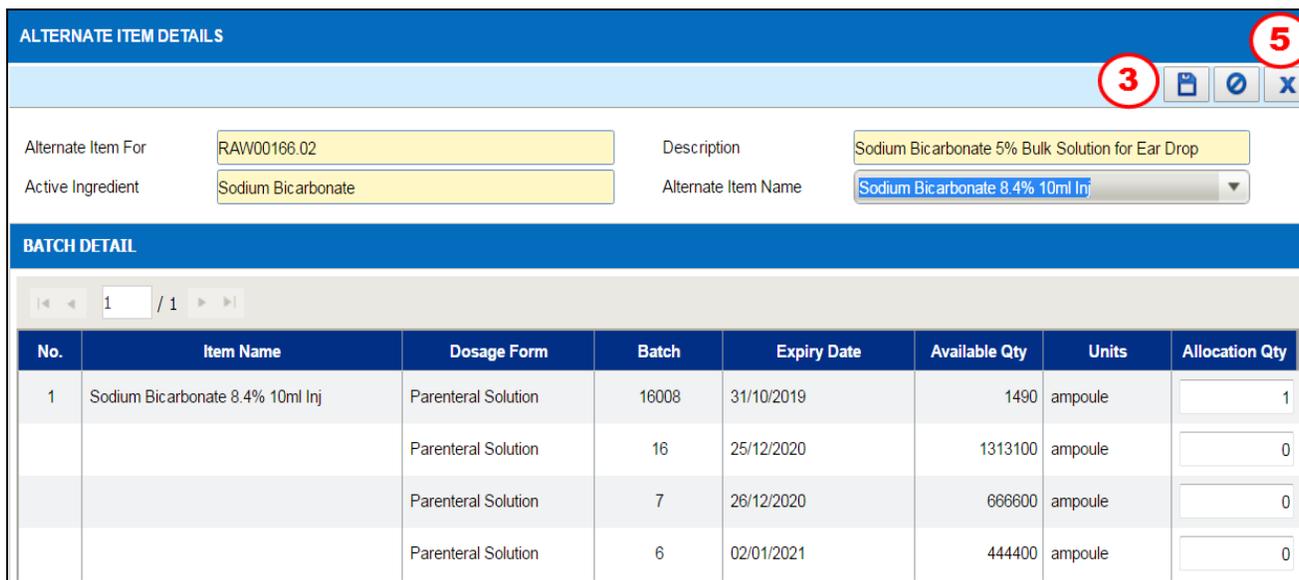
Choose the **Item Name** and **Enter Allocation Qty**

**Note**

If the item has more than one item, choose **Alternate Item Name** to display it.

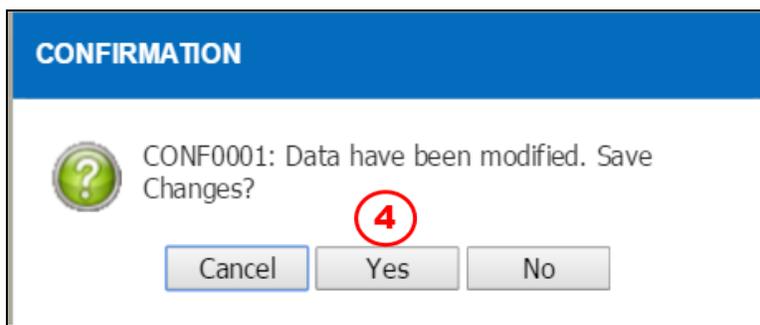
### STEP 3

Click on the  button to save the record



No.	Item Name	Dosage Form	Batch	Expiry Date	Available Qty	Units	Allocation Qty
1	Sodium Bicarbonate 8.4% 10ml Inj	Parenteral Solution	16008	31/10/2019	1490	ampoule	1
		Parenteral Solution	16	25/12/2020	1313100	ampoule	0
		Parenteral Solution	7	26/12/2020	666600	ampoule	0
		Parenteral Solution	6	02/01/2021	444400	ampoule	0

Figure 3.1.1-3 Alternate Item Drug Details



CONFIRMATION

CONF0001: Data have been modified. Save Changes?

Cancel Yes No

Figure 3.1.1-4 Information Alert Message

### STEP 4

Click on the  button to save record

### STEP 5

Click on the  button to close the screen and back to the work order as **Figure 3.1.1-5**



# PhIS & CPS Project User Manual – Manufacturing – Galenical (Work Order)



**WORK ORDER**

Hold Confirm Label Worksheet

UnitCode: PS001 Request Status: New  
Type: Repacking Work Order No: 17-08-0004  
Formulary Drug Name: Sodium Bicarbonate 5% Ear Drops (5ml) \* Formulation Version: 3  
Item Description: Sodium Bicarbonate 5% Ear Drops (5ml) \* Request Quantity: 1 bottle \*  
Preparation Type: Non Sterile External Pack Size: 5 ml \*  
Shelf Life: 1 Months Worksheet Prepared By: System Administrator  
Storage Condition: Room Temperature (< 25 ?C) Protect from Light Remarks:  
Request Reference:  
Request Date: 03/08/2017 \*

Material Procedure

Sequence No	Item Code	Description	Quantity	Allocate Quantity	Batch No.	Expiry Date
1	RAW00166.02	Sodium Bicarbonate 5% Bulk Solution for Ear Drop	5 ml	0 ml	-	-
	43.3601.03	Sodium Bicarbonate 8.4% 10ml Inj	5 ml	1 amp	16008	31/10/2019

Figure 3.1.1-5 Updated New Material

**Note**

Alternate drug field will change to green color as per Figure 3.1.1-5.

### 3.2 Hold/Release Work Order

This function allows to hold or release any record with the **Status** as 'New', 'In Progress', 'Quarantine' and 'Worksheet/Label Generated'.

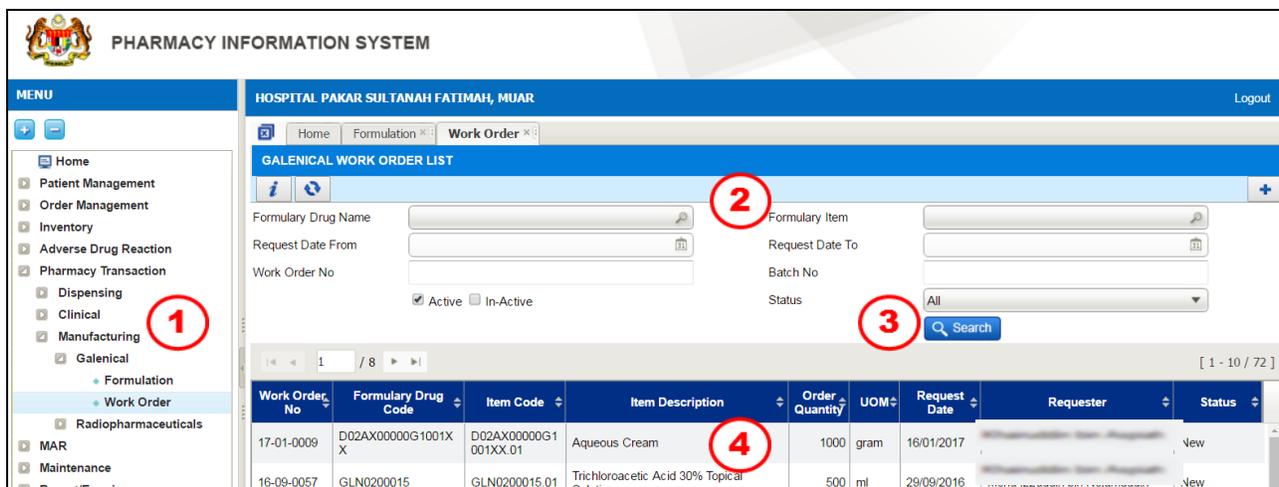


Figure 3.2-1 Galenical Work Order Listing Page

#### STEP 1

Click on 'Pharmacy Transaction' menu follow by 'Manufacturing' then 'Galenical' and last 'Work Order'

#### STEP 2

To search for existing Galenical Work Order record(s), you may search by criteria as follow:

No	Field	Description	Remarks
a.	Work Order No	Work Order Number	Display all existing Work Order no
b.	Formulary Drug Name	Search formulary item by: - Drug Code - Drug Name	Display all Drug Code and Drug Name
c.	Request Date From	Start date for the slow moving record	Format field (dd/mm/yy)
d.	Request Date To	End date for the slow moving record	Format field (dd/mm/yy)
e.	Batch No	Batch Number	By entering the batch number
f.	Status	Search by: - Completed - In Progress - New - On Hold - Quarantine - Rejected - Released - Worksheet/Labels Generated	Allow to filter and search record(s)

Table 3.2-1

**STEP 3**

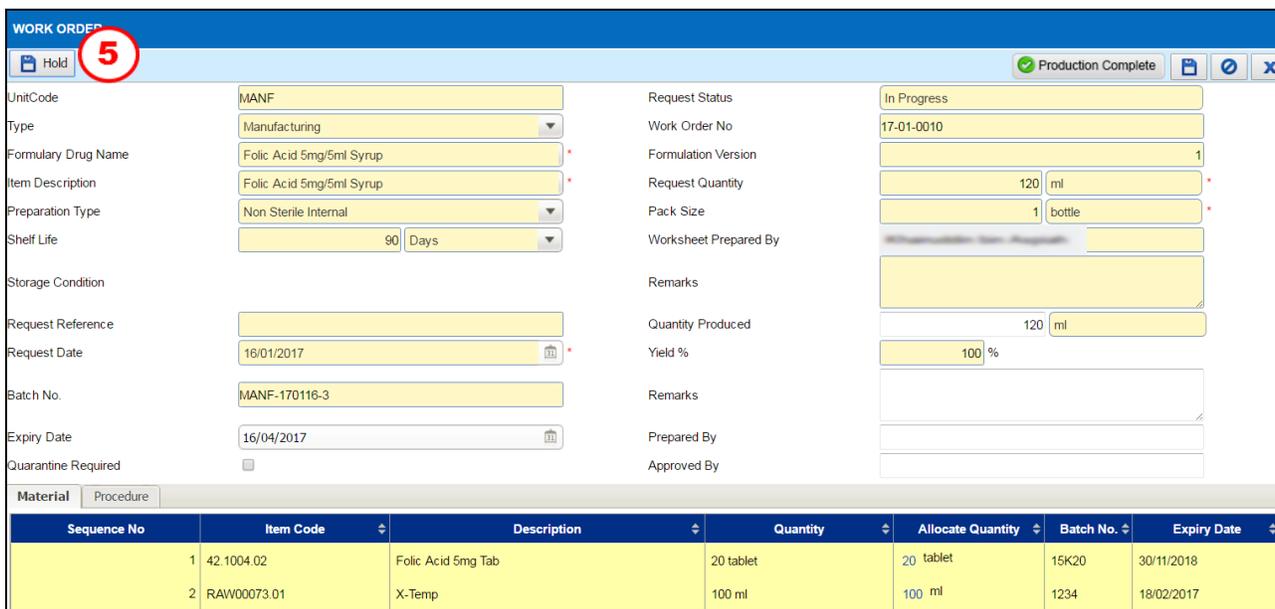
Click on the  button to search the existing record

**Note**

List of Record No. displayed will be based on the selected/entered criteria as shown in Figure 3.2-2.

**STEP 4**

Double click on the selected record and the Work Order window will be displayed



Sequence No	Item Code	Description	Quantity	Allocate Quantity	Batch No.	Expiry Date
1	42.1004.02	Folic Acid 5mg Tab	20 tablet	20 tablet	15K20	30/11/2018
2	RAW00073.01	X-Temp	100 ml	100 ml	1234	18/02/2017

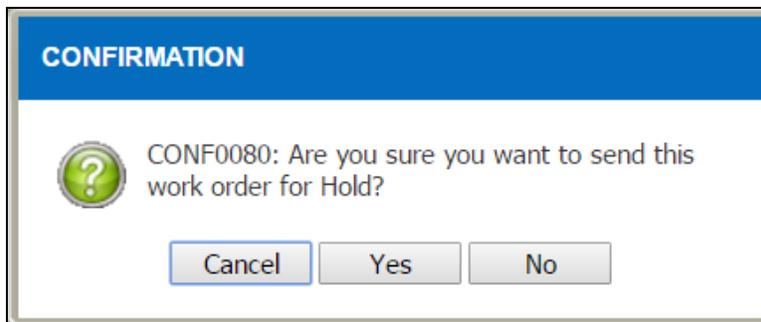
**Figure 3.2-2 Hold Work Order**

**STEP 5**

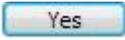
Click on the  button to hold the work order process.

**Note**

- Alert message will be displayed as per Figure 3.2-3 & Figure 3.2-4.



**Figure 3.2-3 Alert Message Confirmation**

- Click on the  button.

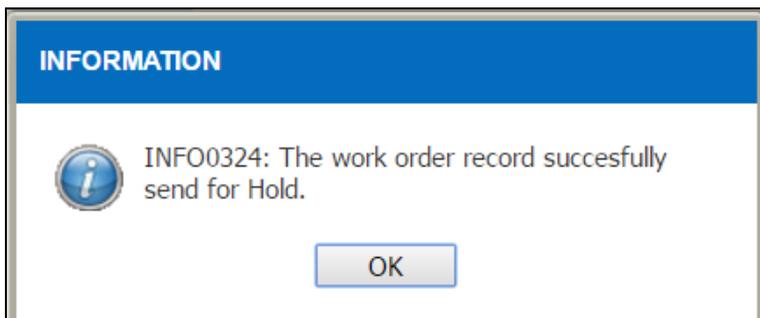
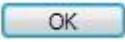
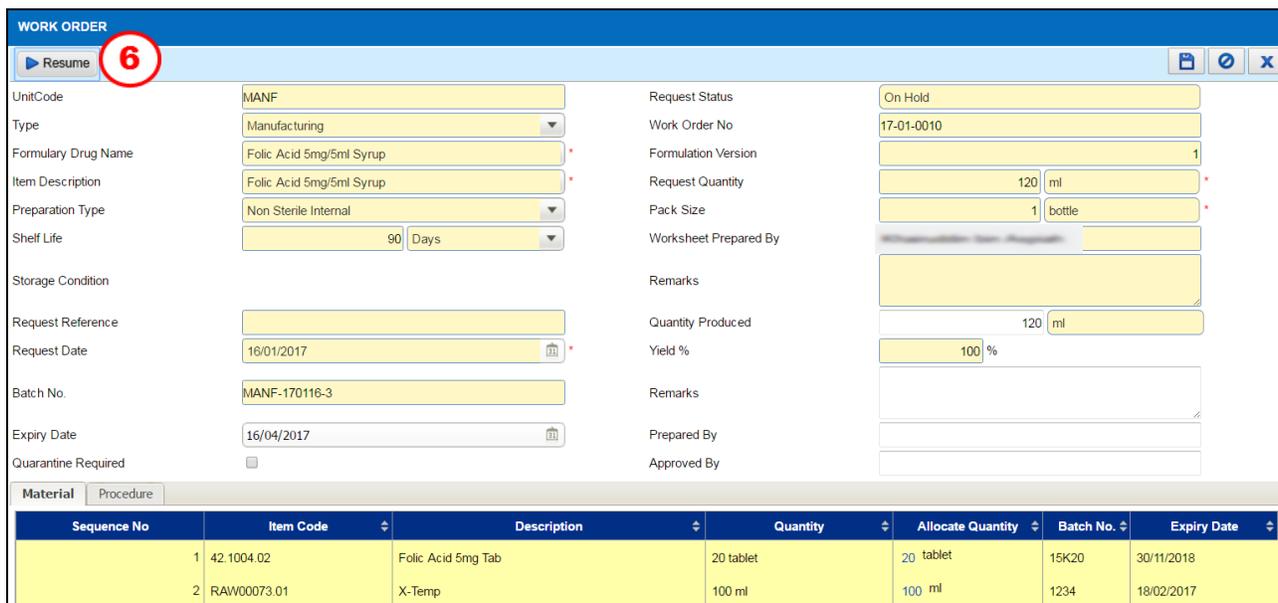


Figure 3.2-4 Alert Message Record Successfully Send for Hold

- Click on the  button.
- The **Request Status** will be changed to **On Hold**.



Sequence No	Item Code	Description	Quantity	Allocate Quantity	Batch No.	Expiry Date
1	42.1004.02	Folic Acid 5mg Tab	20 tablet	20 tablet	15K20	30/11/2018
2	RAW00073.01	X-Temp	100 ml	100 ml	1234	18/02/2017

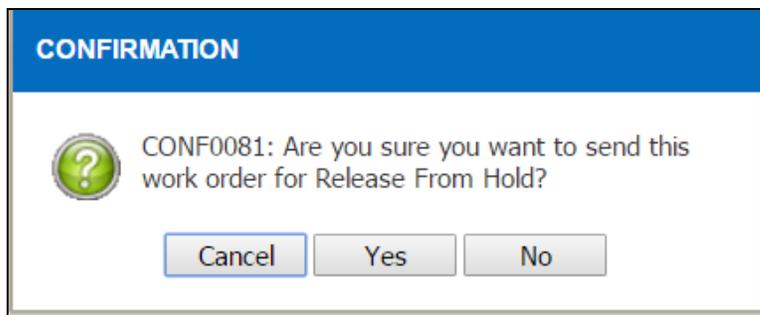
Figure 3.2-5 Release Work Order

**STEP 6**

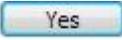
Click on the  button to release the Work Order from hold.

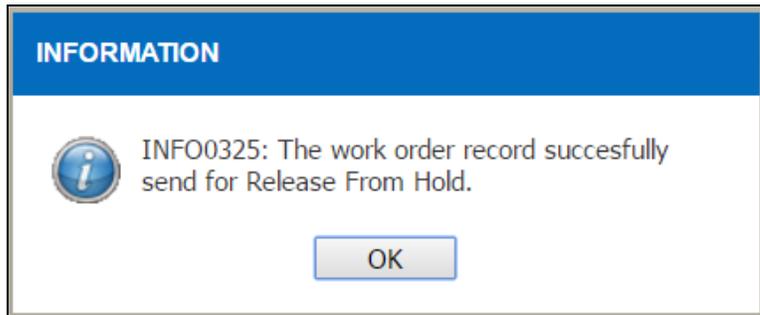
**Note**

- Alert message will be displayed as shown in Figure 3.2-6 & Figure 3.2-7.

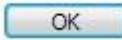


**Figure 3.2-6 Alert Message Confirmation**

- Click on the  button.



**Figure 3.2-7 Alert Message Record Successfully Release from Hold**

- Click on the  button.  
The **Request Status** will be changed back to *In Progress*.

### 3.3 Cancel Work Order

This function is used to cancel work order record with 'New' status only.

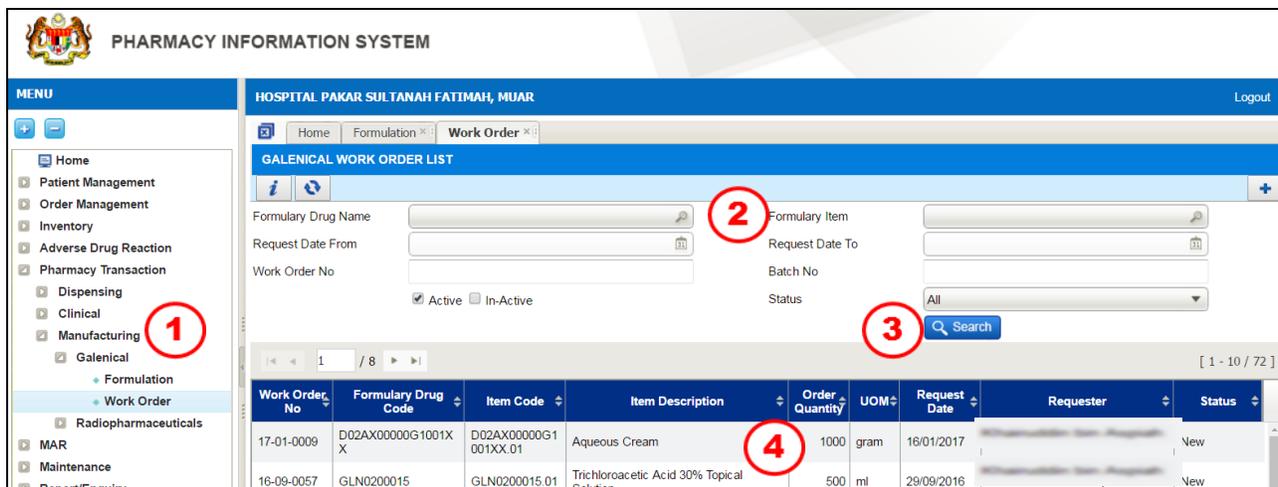


Figure 3.3-1 Galenical Work Order Listing Page

#### STEP 1

Click on 'Pharmacy Transaction' menu follow by 'Manufacturing' then 'Galenical' and last by 'Work Order'

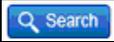
#### STEP 2

To search for existing Galenical Work Order record(s), these search criteria can be used.

No	Field	Description	Remarks
a.	Work Order No	Work Order Number	Display all existing Work Order No.
b.	Formulary Drug Name	Search formulary item by: - Drug Code - Drug Name	Display all Drug Code and Drug Name
c.	Request Date From	Start date for the slow moving record	Format field (dd/mm/yy)
d.	Request Date To	End date for the slow moving record	Format field (dd/mm/yy)
e.	Batch No	Batch Number	By entering the batch number
f.	Status	Search by: - Completed - In Progress - New - On Hold - Quarantine - Rejected - Released - Worksheet/Labels Generated	Allow to filter and search record(s)

Table 3.3-1

### STEP 3

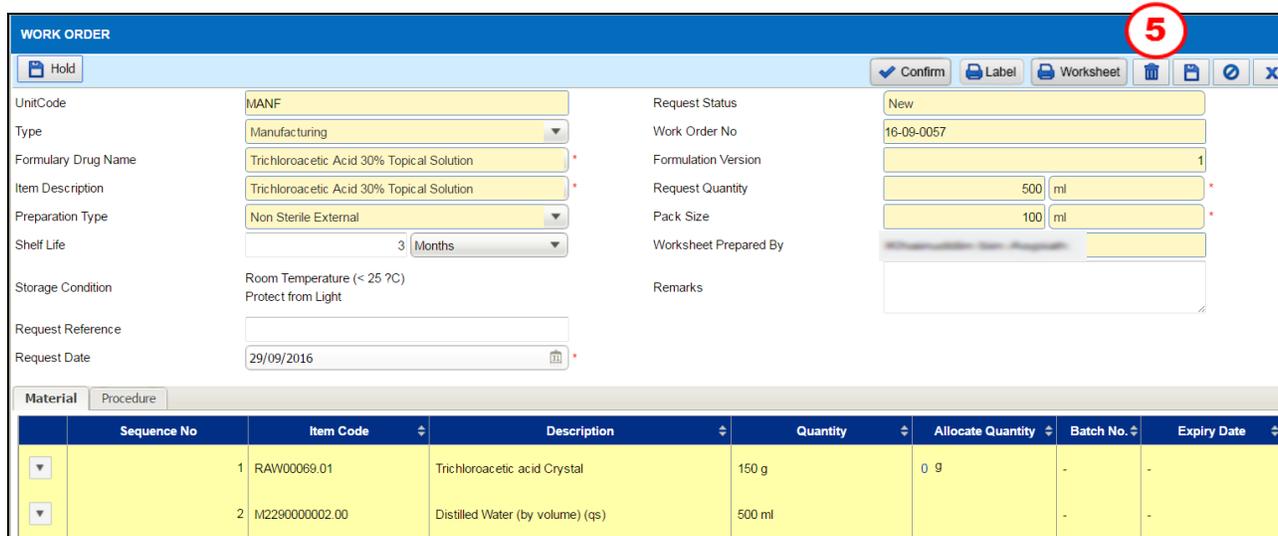
Click on the  button to search the existing record

### Note

List of Record No. displayed will be based on the selected/entered criteria as shown in Figure 3.3-2.

### STEP 4

Double click on the selected record and the Work Order window will be displayed



The screenshot shows the 'WORK ORDER' window with various fields for UnitCode, Type, Formulary Drug Name, Item Description, Preparation Type, Shelf Life, Storage Condition, Request Reference, Request Date, Request Status, Work Order No, Formulation Version, Request Quantity, Pack Size, Worksheet Prepared By, and Remarks. Below the form is a table with columns: Sequence No, Item Code, Description, Quantity, Allocate Quantity, Batch No., and Expiry Date. The table contains two rows of material data.

Sequence No	Item Code	Description	Quantity	Allocate Quantity	Batch No.	Expiry Date
1	RAW00069.01	Trichloroacetic acid Crystal	150 g	0 g	-	-
2	M229000002.00	Distilled Water (by volume) (qs)	500 ml		-	-

Figure 3.3-2 Cancel Work Order

### STEP 5

Click on the  button to 'Cancel' a Work Order

### Note

- Alert message will be displayed as per Figure 3.3-3.

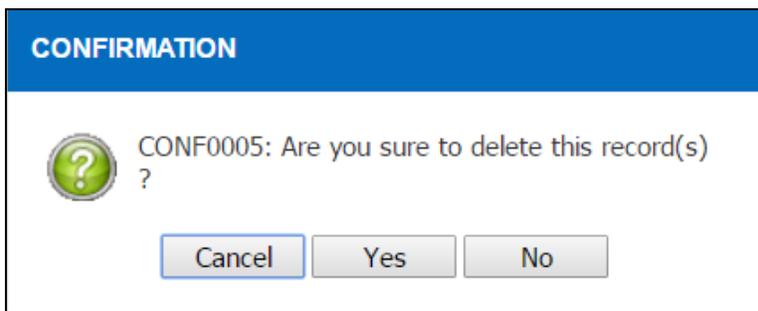
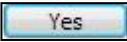


Figure 3.3-3 Alert Message to Delete Record

- Click on the  button.
- The Record will update as Inactive and will not be displayed in the work order listing.

### 3.4 Quarantine Work Order

In this function, users are allowed to quarantine any record with the **Status** 'In Progress'  
This function is used to quarantine an existing work order record

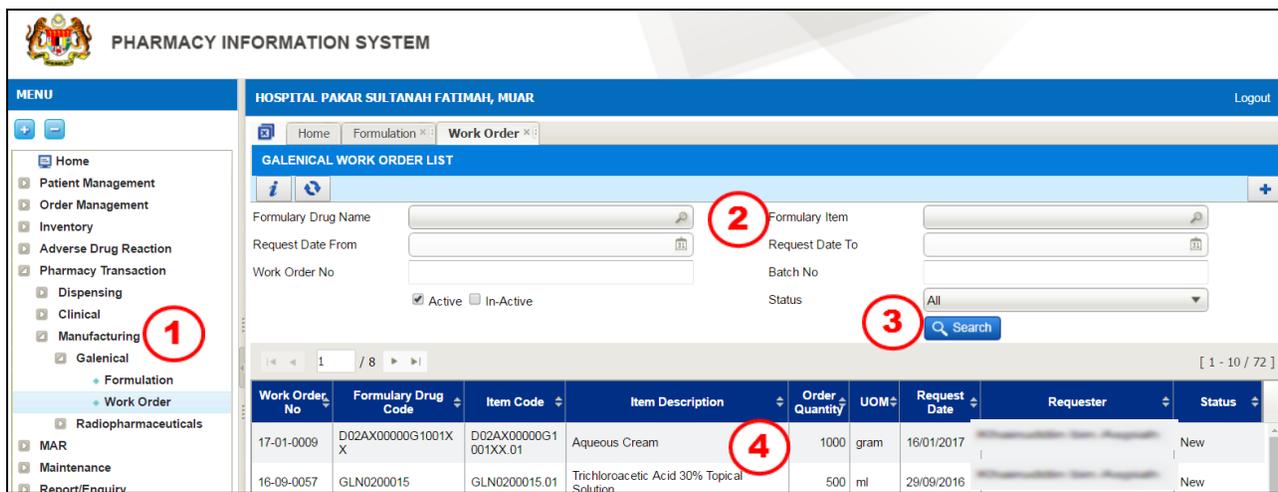


Figure 3.4-1 Galenical Work Order Listing Page

#### STEP 1

Click on 'Pharmacy Transaction' menu follow by 'Manufacturing' then 'Galenical' and last by 'Work Order'

#### STEP 2

To search for existing Galenical Work Order record(s), these search criteria can be used

No	Field	Description	Remarks
a	Work Order No	Work Order Number	Display all existing Work Order No.
b	Formulary Drug Name	Search formulary item by: - Drug Code - Drug Name	Display all Drug Code and Drug Name
c	Request Date From	Start date for the slow moving record	Format field (dd/mm/yy)
d	Request Date To	End date for the slow moving record	Format field (dd/mm/yy)
e	Batch No	Batch Number	By entering the batch number
f	Status	Search by: - Completed - In Progress - New - On Hold - Quarantine - Rejected - Released - Worksheet/Labels Generated	Allow to filter and search record(s)

Table 3.4-1

**STEP 3**

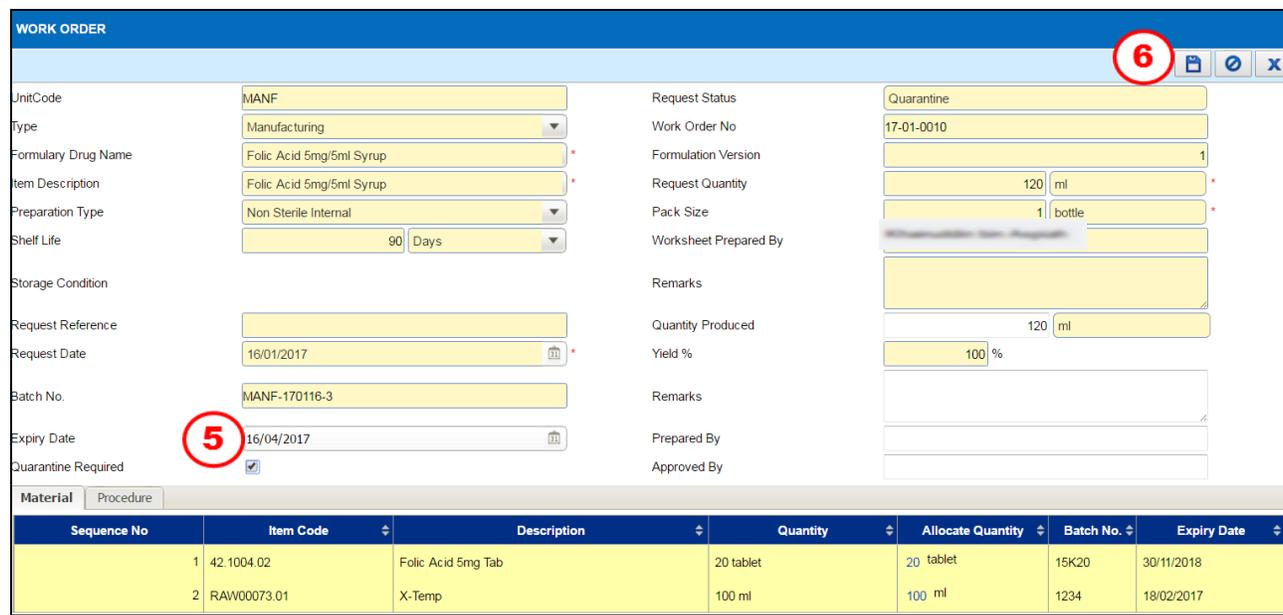
Click on the  button to search the existing record

**Note**

List of Record No, displayed will be based on the selected/entered criteria as shown in Figure 3.4-2.

**STEP 4**

Double click on the selected record and the Work Order window will be displayed



Sequence No	Item Code	Description	Quantity	Allocate Quantity	Batch No.	Expiry Date
1	42.1004.02	Folic Acid 5mg Tab	20 tablet	20 tablet	15K20	30/11/2018
2	RAW00073.01	X-Temp	100 ml	100 ml	1234	18/02/2017

Figure 3.4-2 Galenical Work Order

**STEP 5**

Select the **Quarantine Required**  checkbox to quarantine the final product

**STEP 6**

Click on the  button to save the record

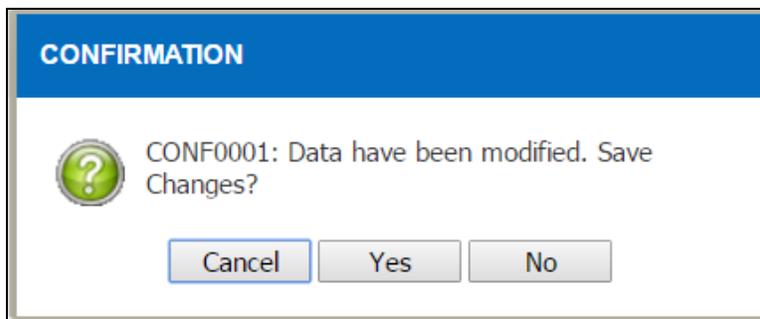
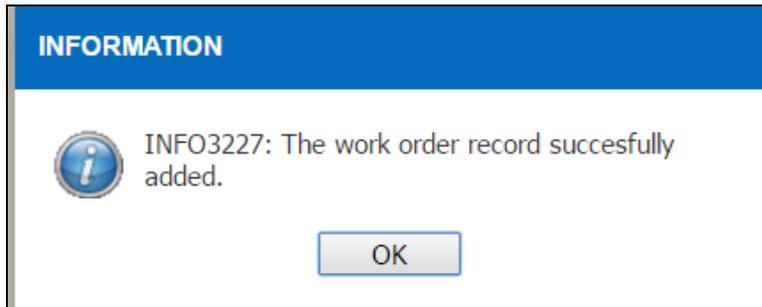


Figure 3.4-3 Alert Message Record Data Have Been Modified



**Figure 3.4-4 Alert Message Record Successfully Added**

**Note**

*The Request Status will be changed to 'Quarantine'.*

### 3.4.1 Release Work Order from Quarantine

To release the final product from quarantine, perform the steps below

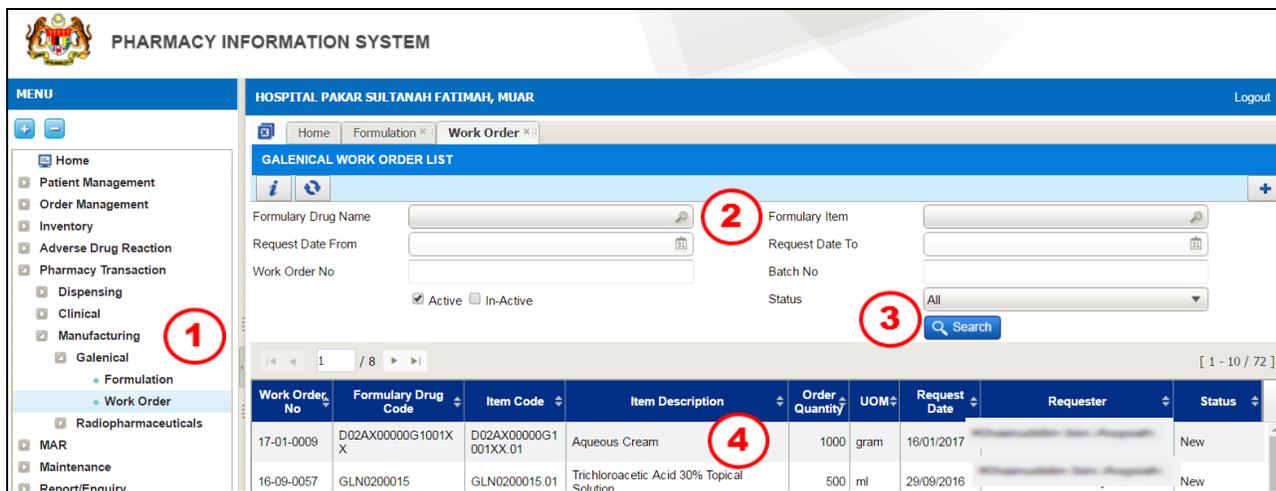


Figure 3.4.1-1 Galenical Work Order Listing Page

#### STEP 1

Click on 'Pharmacy Transaction' menu follow by 'Manufacturing' then 'Galenical' and last by 'Work Order'

#### STEP 2

To search for existing Galenical Work Order record(s), these search criteria can be used.

No	Field	Description	Remarks
a	Work Order No	Work Order Number	Display all existing Work Order No.
b	Formulary Drug Name	Search formulary item by: - Drug Code - Drug Name	Display all Drug Code and Drug Name
c	Request Date From	Start date for the slow moving record	Format field (dd/mm/yy)
d	Request Date To	End date for the slow moving record	Format field (dd/mm/yy)
e	Batch No	Batch Number	By entering the batch number
f	Status	Search by: - Completed - In Progress - New - On Hold - Quarantine - Rejected - Released - Worksheet/Labels Generated	Allow to filter and search record(s)

Table 3.4.1-1

**STEP 3**

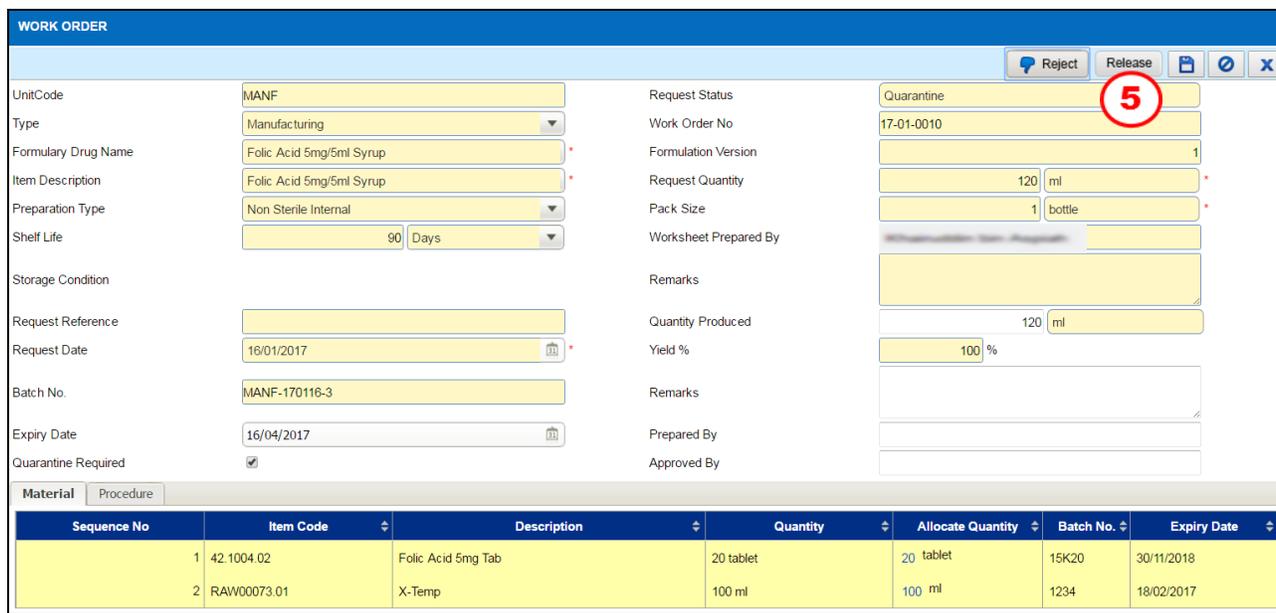
Click on the  button to search the existing record

**Note**

List of Record no. displayed will be based on the selected/entered criteria as shown in Figure 3.4.1-1.

**STEP 4**

Double click on the selected record and the Work Order window will be displayed



**WORK ORDER**

UnitCode: MANF | Request Status: Quarantine (5) | Release button

Type: Manufacturing | Work Order No: 17-01-0010

Formulary Drug Name: Folic Acid 5mg/5ml Syrup | Formulation Version: 1

Item Description: Folic Acid 5mg/5ml Syrup | Request Quantity: 120 ml

Preparation Type: Non Sterile Internal | Pack Size: 1 bottle

Shelf Life: 90 Days | Worksheet Prepared By: [Blank]

Storage Condition: [Blank] | Remarks: [Blank]

Request Reference: [Blank] | Quantity Produced: 120 ml

Request Date: 16/01/2017 | Yield %: 100 %

Batch No.: MANF-170116-3 | Remarks: [Blank]

Expiry Date: 16/04/2017 | Prepared By: [Blank]

Quarantine Required:  | Approved By: [Blank]

Sequence No	Item Code	Description	Quantity	Allocate Quantity	Batch No.	Expiry Date
1	42.1004.02	Folic Acid 5mg Tab	20 tablet	20 tablet	15K20	30/11/2018
2	RAW00073.01	X-Temp	100 ml	100 ml	1234	18/02/2017

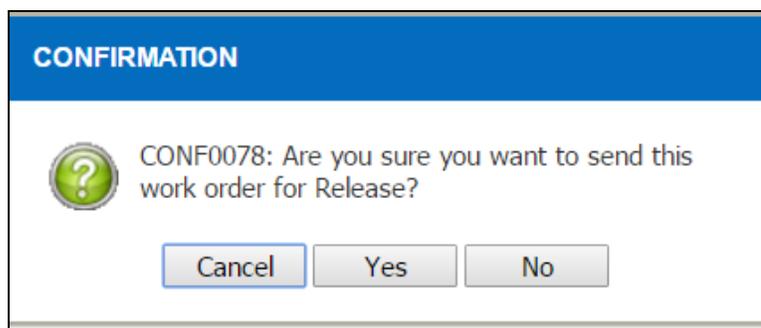
**Figure 3.4.1-2 Work Order Release Quarantine**

**STEP 5**

Click on the  button

**Note**

- On click of release button, stock for the product/item will be added into user's unit while stock for raw material is deducted.
- Alert message will be displayed as per Figure 3.4.1-3.



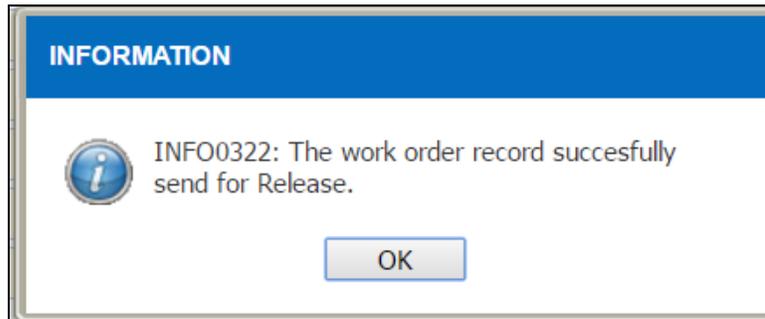
**CONFIRMATION**

CONF0078: Are you sure you want to send this work order for Release?

Buttons: Cancel, Yes, No

**Figure 3.4.1-3 Alert Message Record for Release**

- Click on the  button.



**Figure 3.4.1-4 Release Record**

### 3.4.2 Reject Final Product

Any of the product listed under the quarantine stage, can be rejected by the authorized user.  
To reject the final product that is in the quarantine stage, perform the steps below

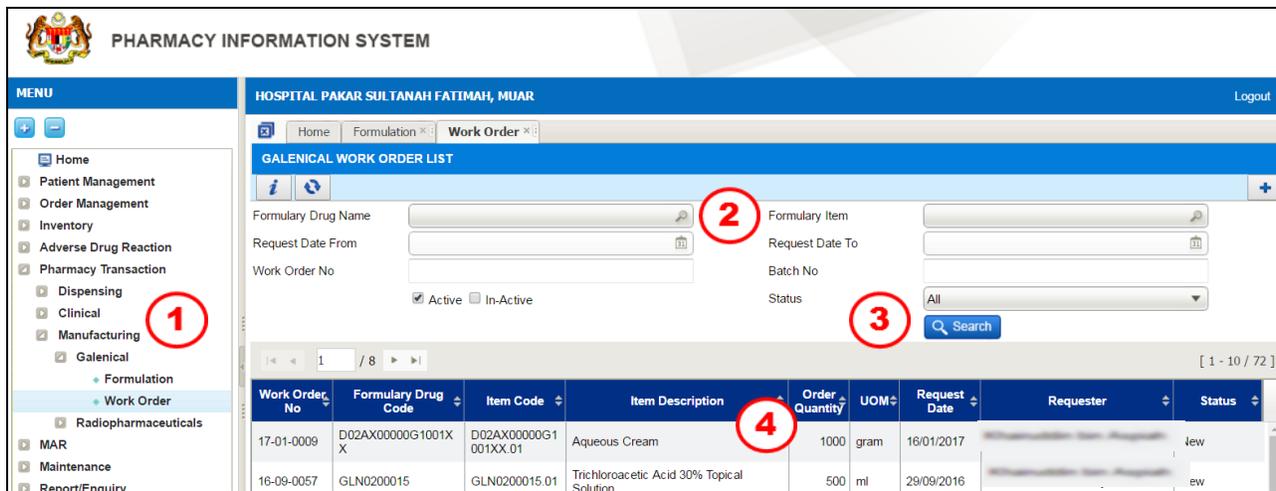


Figure 3.4.2-1 Galenical Work Order Listing Page

#### STEP 1

Click on 'Pharmacy Transaction' menu follow by 'Manufacturing' then 'Galenical' and last by 'Work Order'

#### STEP 2

To search for existing Galenical Work Order record(s), these search criteria can be used

No	Field	Description	Remarks
a	Work Order No	Work Order Number	Display all existing Work Order No
b	Formulary Drug Name	Search formulary item by: - Drug Code - Drug Name	Display all Drug Code and Drug Name
c	Request Date From	Start date for the slow moving record	Format field (dd/mm/yy)
d	Request Date To	End date for the slow moving record	Format field (dd/mm/yy)
e	Batch No	Batch Number	By entering the batch number
f	Status	Search by: - Completed - In Progress - New - On Hold - Quarantine - Rejected - Released - Worksheet/Labels Generated	Allow to filter and search record(s)

Table 3.4.2-1

**STEP 3**

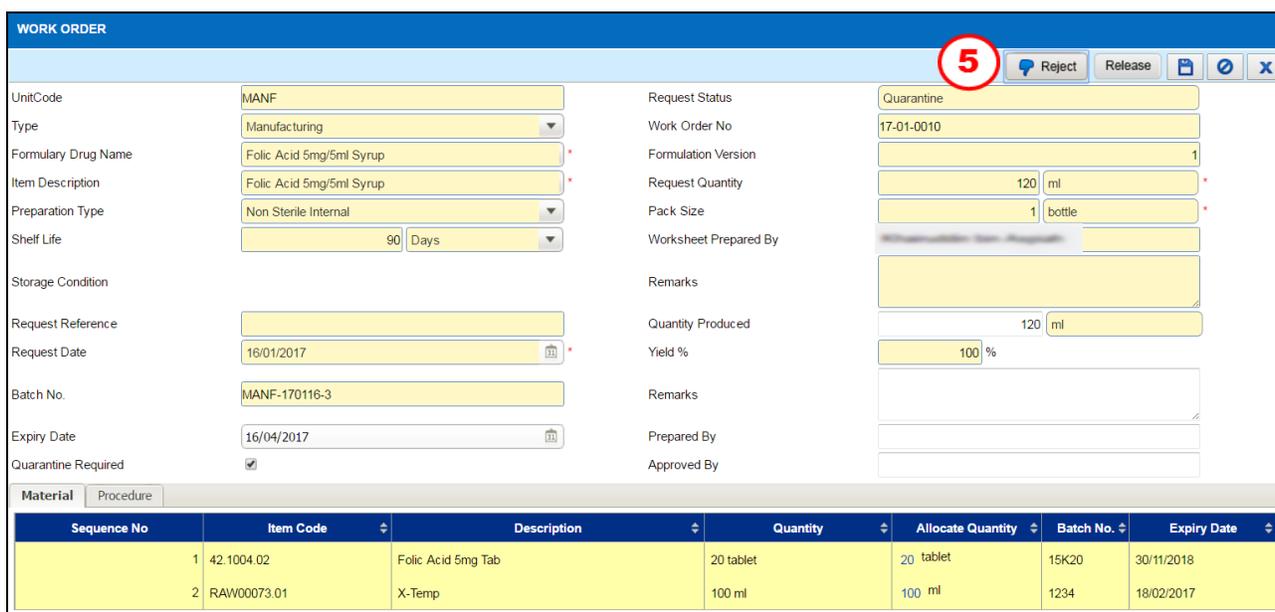
Click on the  button to search the existing record

**Note**

List of Record No. displayed will be based on the selected/entered criteria as shown in Figure 3.4.2-1.

**STEP 4**

Double click on the selected record and the Work Order window will be displayed



**WORK ORDER**

UnitCode: MANF  
 Type: Manufacturing  
 Formulary Drug Name: Folic Acid 5mg/5ml Syrup  
 Item Description: Folic Acid 5mg/5ml Syrup  
 Preparation Type: Non Sterile Internal  
 Shelf Life: 90 Days  
 Storage Condition:  
 Request Reference:  
 Request Date: 16/01/2017  
 Batch No.: MANF-170116-3  
 Expiry Date: 16/04/2017  
 Quarantine Required:

Request Status: Quarantine  
 Work Order No: 17-01-0010  
 Formulation Version: 1  
 Request Quantity: 120 ml  
 Pack Size: 1 bottle  
 Worksheet Prepared By:  
 Remarks:  
 Quantity Produced: 120 ml  
 Yield %: 100 %  
 Remarks:  
 Prepared By:  
 Approved By:

Sequence No	Item Code	Description	Quantity	Allocate Quantity	Batch No.	Expiry Date
1	42.1004.02	Folic Acid 5mg Tab	20 tablet	20 tablet	15K20	30/11/2018
2	RAW00073.01	X-Temp	100 ml	100 ml	1234	18/02/2017

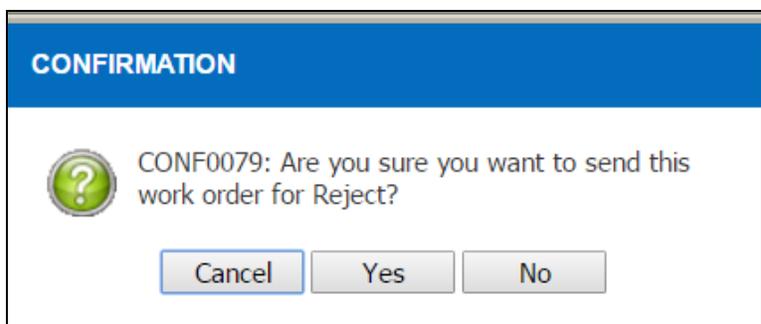
**Figure 3.4.2-2 Work Order Reject Final Product**

**STEP 5**

Click on the  button

**Note**

- On click on Reject button, stock for the product/item will not be added in to user's unit while stock for raw material is deducted.
- Alert message will be displayed as per Figure 3.4.2-3.



**CONFIRMATION**

CONF0079: Are you sure you want to send this work order for Reject?

Cancel Yes No

**Figure 3.4.2-3 Alert Message to Reject record**

- Click on the  button

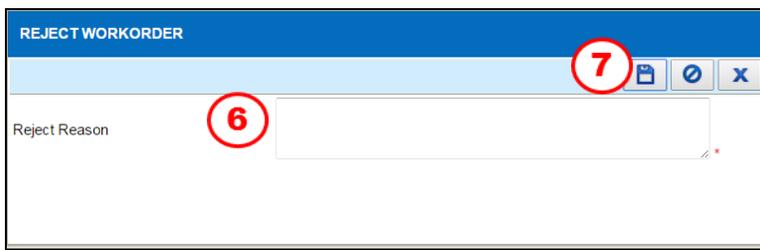


Figure 3.4.2-4 Reject Work Order

#### STEP 6

Enter **Reject Reason**

#### STEP 7

Click on the  to save the **Reject Reason**

#### Note

- Alert message will be displayed as per Figure 3.4.2-5.

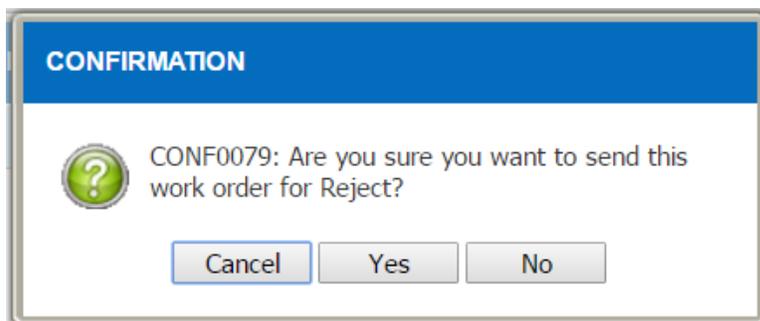
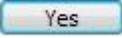


Figure 3.4.2-5 Save Record

- Click on the  button.

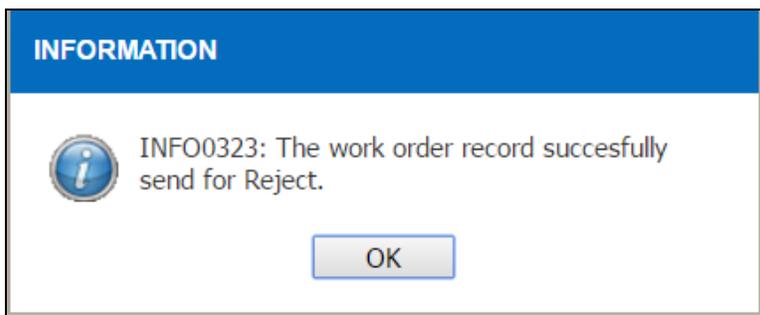
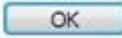


Figure 3.4.2-6 Confirm Save Reject

- Click on the  button.
- Reject Work Order screen will be displayed as per Figure 3.4.2-7.

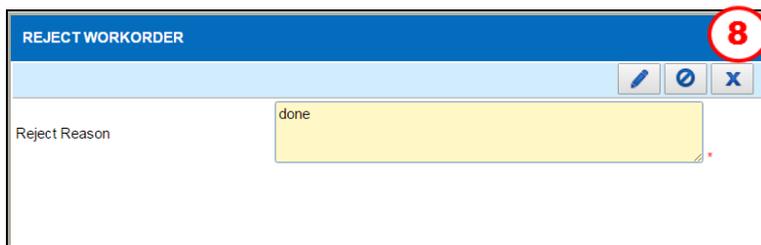


Figure 3.4.2-7

#### STEP 8

Click on the  button to return to the Work Order screen

#### Note

The **Request Status** will change to 'Rejected' and no more editing is allowed in rejected record.



## 4.0 Acronyms

Abbreviation	Definition
MOH	Ministry of Health
KKM	Kementerian Kesihatan Malaysia
PhIS	Pharmacy Information System
CPS	Clinical Pharmacy System
PKU	Packaging Keeping Unit
SKU	Store Keeping Unit

## 5.0 Links to Clinical Modules

No	Module	PDF Links	No	Module	PDF Links
1	Inpatient	<a href="#">Click Here</a>	12	CDR Dispensing	<a href="#">Click Here</a>
2	CDR Order	<a href="#">Click Here</a>	13	Methadone Dispensing	<a href="#">Click Here</a>
3	TDM Order	<a href="#">Click Here</a>	14	PN Dispensing	<a href="#">Click Here</a>
4	PN Order	<a href="#">Click Here</a>	15	Order Management	<a href="#">Click Here</a>
5	IV Order	<a href="#">Click Here</a>	16	Patient Management	<a href="#">Click Here</a>
6	Prepacking	<a href="#">Click Here</a>	17	Radiopharmaceutical	<a href="#">Click Here</a>
7	Galenical	<a href="#">Click Here</a>	18	Outpatient	<a href="#">Click Here</a>
8	MTAC	<a href="#">Click Here</a>	19	Special Drug Request	<a href="#">Click Here</a>
9	ADR & DAC	<a href="#">Click Here</a>	20	MAR	<a href="#">Click Here</a>
10	Medication Counselling	<a href="#">Click Here</a>	21	DICE	<a href="#">Click Here</a>
11	Ward Pharmacy	<a href="#">Click Here</a>	22		