Guide to Amend Password Expiry Duration (FOR V2.0 ++)

PHARMACY INFORMATION SYSTEM

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FACILITY SETTING

PhIS Status		Pharmacy Based?	
Password Expiry	180 Day(s) *	Policy Applicable	✓
Auto Backup Time(24 hours Format(hh:mm))	00:01	Application Action Log	No
MyKad Reader	Yes	Audit Trail	Yes
BCP Entry Status	No	FPP Flag	No

INVENTORY

Default Delivery Site Code	89531	Delivery Site Description	Pharmacy Store
Current Financial Year	2019	AP Supplier Code	SUP000237
Items Per EPO	5	eP Contract Price	Yes
Price Code	West Malaysia *	EP Enable	Yes
Shelf Life	0	Clinic LP Purchase	No

- Go to Maintenance > General > Facility Configuration (for V2.0 ++ users)
- Password expiry is currently set as maximum of 90 days
- * Only user assign with role ‘Facility Admin General’ can perform this changes

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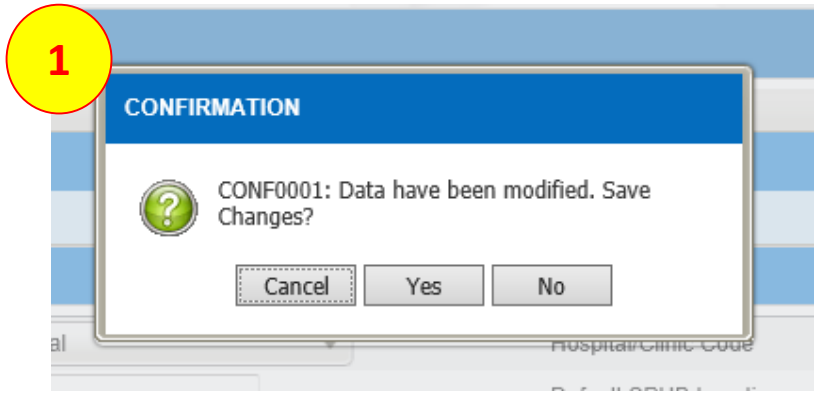
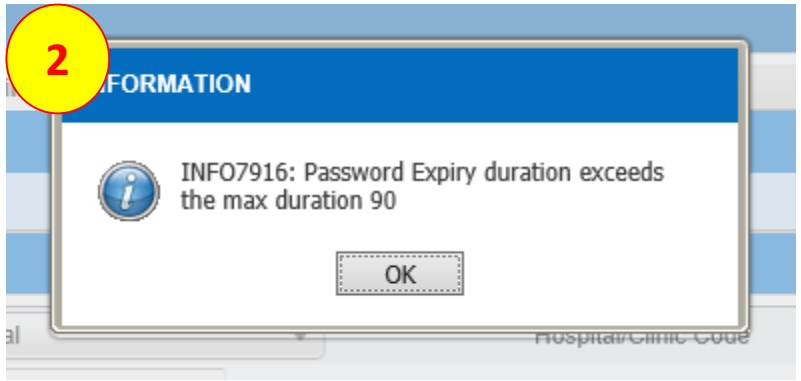
FACILITY SETTING

PhIS Status		Pharmacy Based?	
Password Expiry	365 Day(s) *	Policy Applicable	✓
Auto Backup Time(24 hours Format(hh:mm))	00:01	Application Action Log	No
MyKad Reader	Yes	Audit Trail	Yes
BCP Entry Status	No	FPP Flag	No

- Click ‘Edit’ button
- In ‘Password Expiry’ field, change the value from 90 to 365. (Depending on your facility policy, the value can be set at any number below 365 eg: 180. However, it cannot be more than 365)
- ‘Save’



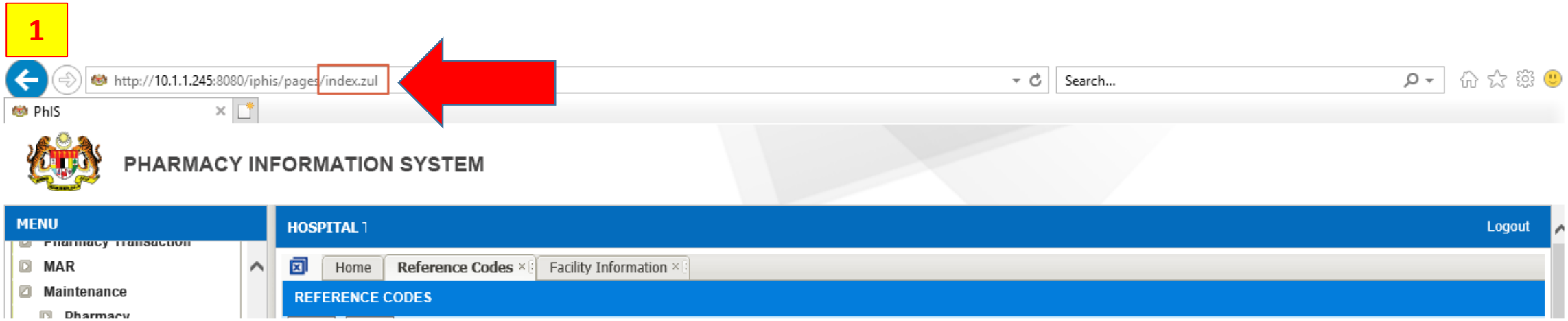


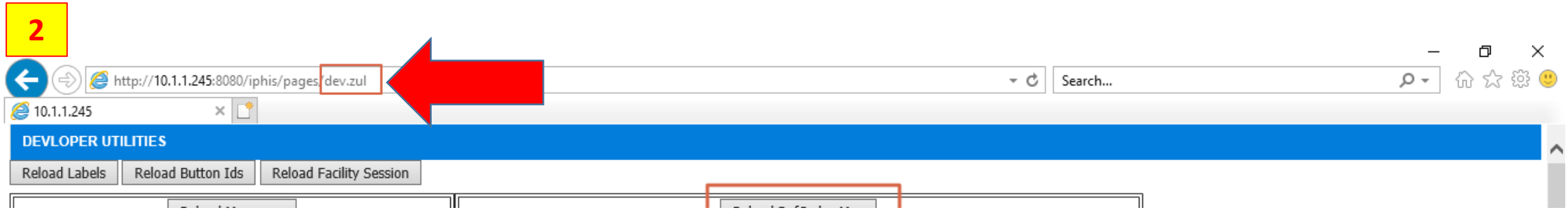
- After ‘Save’, you should get the confirmation as above(1)
- Password expiry change is successful.
- The date of password expiry for all user is reset automatically

- However, if you get the message as above (2), new setting at IWP did not update to your facility server
- Please follow the next step “Reload RefCodes”

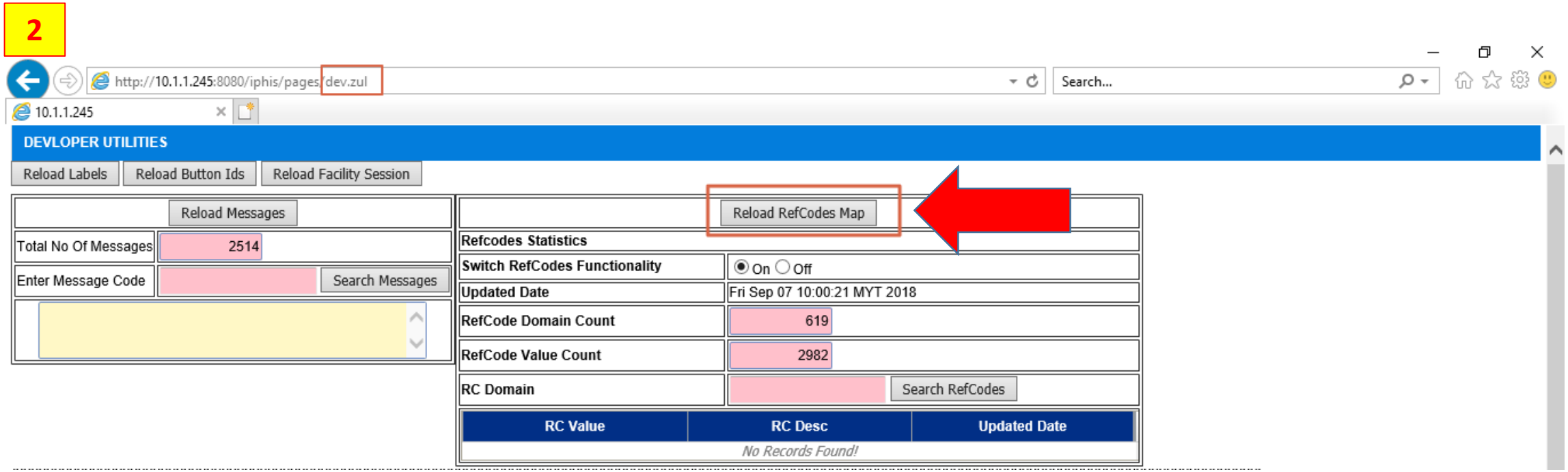
Reload RefCodes

- In the address bar, change the extension “/index.zul” to “/dev.zul”
- Click ‘Enter’





- Click the button “Reload RefCodes Map”.
- ‘LogOut’ from the current screen or ‘close’ this window
- Login again and repeat steps in slide No 2 and 3



**Please contact PhIS Helpdesk if you encounter any problem. Thanks*