



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

User Manual Integrated Web Portal (IWP) Maintenance - HQ Security

Version	: 12th Edition
Document ID	: HQ_U. MANUAL_IWP_HQSECURITY



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Application reference: PhIS & CPS v2.5.1

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1. 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 that geared toward pharmacy excellent care. 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 maintenance security sub-module and its key features and functionalities. The primary objective is to help guide user through the process of completing PhIS application process.

User will understand the following activities in details:

- User Profile
- User Roles

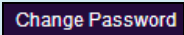
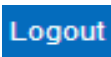
1.3 Organised Sections

These are the sections within this document:

- Section 1 : Introduction
- Section 2 : Application Standard Features
- Section 3 : Maintenance Security
- Section 4 : Acronyms
- Section 5 : Link to IWP Modules

2. Application Standard Features

2.1 IWP Legend

Standard Legend			
	Login		Change Login Password
	Logout		Reset Login screen
	Expand Menu		Display Archived Task List
	Collapse Menu		Show Help
	Refresh Screen		Add/Create New Record
	Search Icon		Calendar Icon
	Search Record		Cancel Data Entry
	Close Window		Mandatory Field
	Close All Open Tabs		Edit Record
	Close Screen		Save Record
	Radio Button		Delete Record
	Context Menu		Print Document
	Checkbox		

Note

- To learn more about Login Information, kindly click [Login Information](#) Modules for descriptive step.

3. Maintenance – HQ Security

Overview

The module will provide a portal for configuration guide for the user which describes the basic and advanced featured available on the IWP system.

User Group

This module is intended for BPF users (subject to user assigned by the BPF)

Functional Diagram

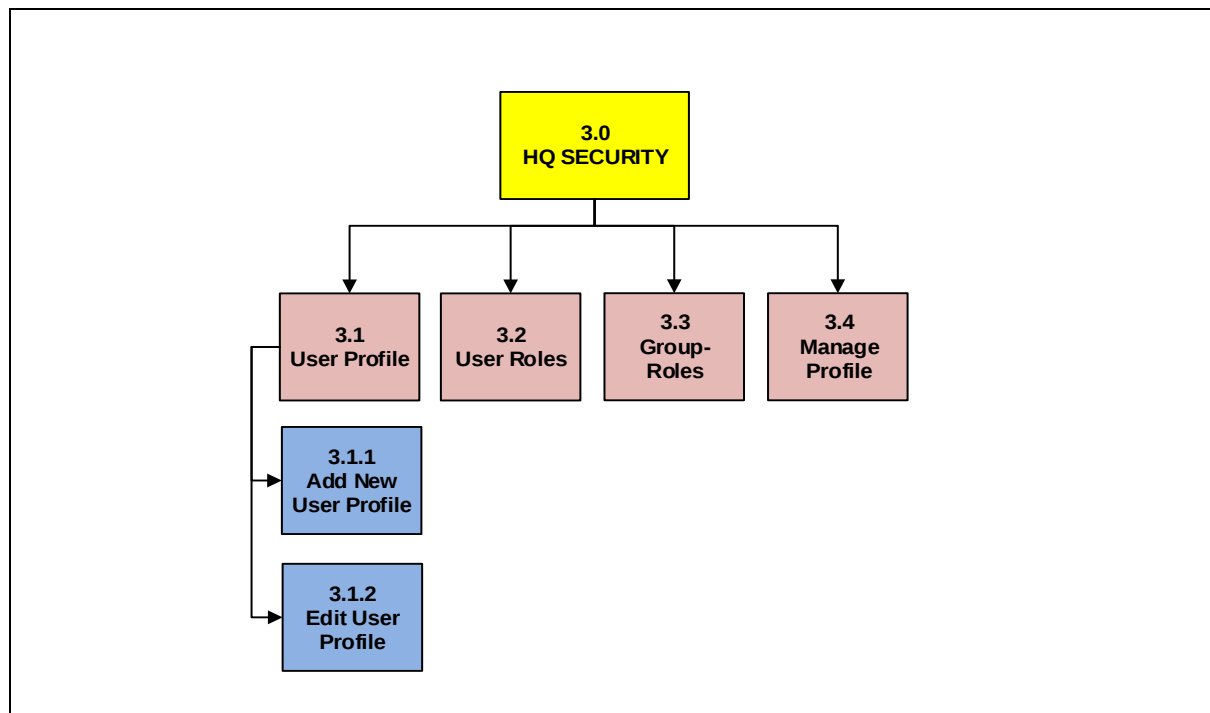


Figure 3.0

Functional Description

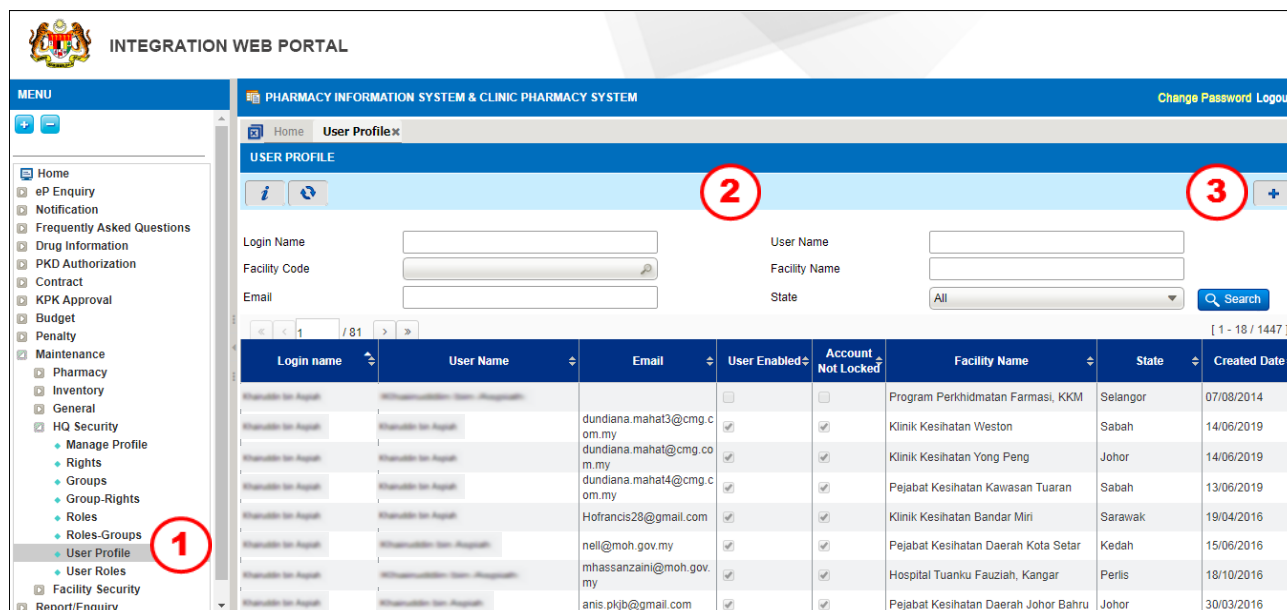
Maintenance HQ Security comprises of four (4) main functions:

- **User Profile**
This function is using to create new account for IWP user
- **User Roles**
This function is using to assign roles for created user profile
- **Group-Roles**
This function is using to assign group roles
- **Manage Profile**
This function is using to manage profile

3.1 User Profile

3.1.1 Add New User Profile

To create new IWP User Profile account, perform the steps below:



Login name	User Name	Email	User Enabled	Account Not Locked	Facility Name	State	Created Date
Program Perkhidmatan Farmasi, KKM					Selangor	07/08/2014	
Klinik Kesihatan Weston					Sabah	14/06/2019	
Klinik Kesihatan Yong Peng					Johor	14/06/2019	
Pejabat Kesihatan Kawasan Tuaran					Sabah	13/06/2019	
Klinik Kesihatan Bandar Miri					Sarawak	19/04/2016	
Pejabat Kesihatan Daerah Kota Setar					Kedah	15/06/2016	
Hospital Tuanku Fauziah, Kangar					Perlis	18/10/2016	
Pejabat Kesihatan Daerah Johor Bahru					Johor	30/03/2016	

Figure 3.1.1-1 User Profile Listing Page

STEP 1

Click on 'Maintenance' menu, followed by 'HQ Security' and click on 'User Profile'

STEP 2

To search for existing User Profile records, user can search by criteria as follows:

No	Field	Description	Remark
a	Login Name	Login Name	Allow to search record by full or partial Login Name
b	User Name	Last Name	Allow to search record by full or partial user Last Name
c	Facility Code	Facility Code	Allow to search record by full or partial Facility Code
d	Facility Name	Facility Name	Allow to search record by full or partial Facility Name
e	Email	Email	Allow to search record by full or partial user Email
f	State	State	Allow to search record by state name

Table 3.1.1

STEP 3

Click on the  button and User Profile screen will be displayed as Figure 3.1.1-2

USER PROFILE			
Login Name		Designation	
Password		Account Activated	☐
User Name		Supervisor	
Valid From	13/11/2020	Valid To	13/11/2020
Email		Date Created	13/11/2020
Contact No		Remarks	
User Enabled	☒	Account Not Locked	☒
User Type		Facility Code	
Facility Name		State	

Figure 3.1.1-2 User Profile

STEP 4

Enter **Login Name**

Note

This field is an Alphanumeric

STEP 5

Enter **Password**

Note

- This field is an Alphanumeric and minimum value is 6 character
- For password user need to put valid email address for system send the new password or to reset password.

STEP 6

Enter **User Name**

STEP 7

Enter **Email**

Note

- User need to use unique and valid email only
- Alert message will be displayed if same email use for another user registration as shown in figure 3.1.1-3

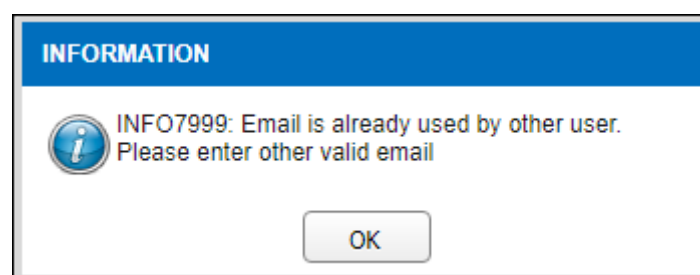


Figure 3.1.1-3 Alert message

STEP 8

Enter **Contact No**

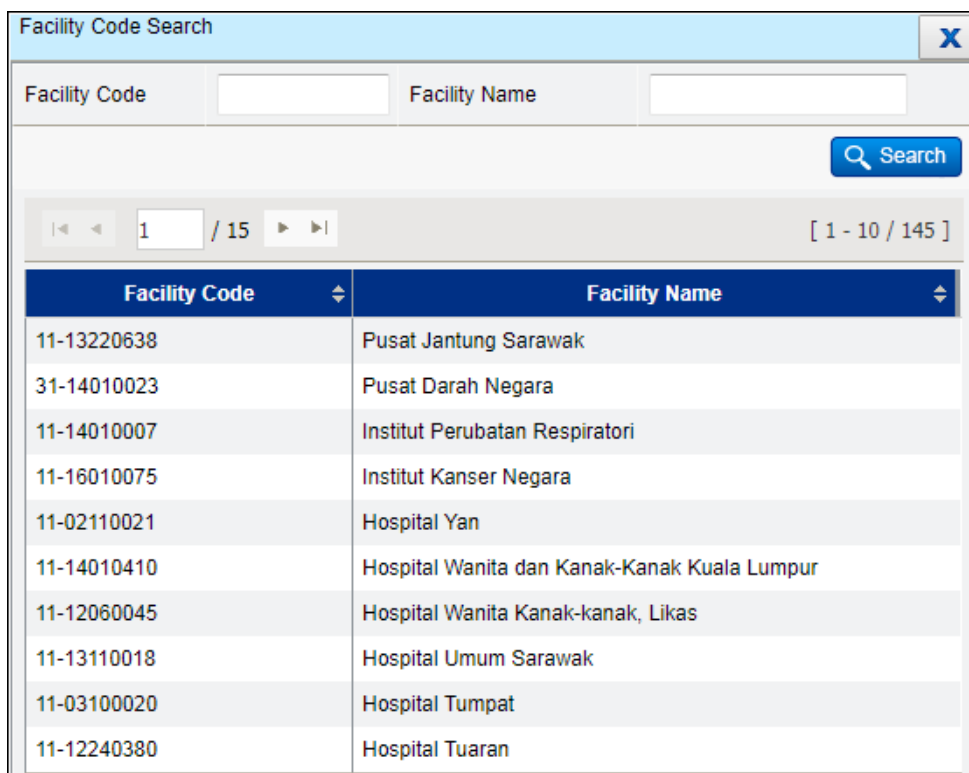
STEP 9

Select **User Type** from drop down box:

- KK** – Clinic
- HQ** – HQ User
- HOS** – Hospital
- KB1M** – KBKOM(Clinic)
- KD** – KD(Clinic)
- KKIA** – KKIA(Clinic)
- KK1M** – KK1M(Clinic)
- KP** - KP
- MUSN/PBFN** – MUSN/PBFN
- PKD** – Pejabat Kesihatan Daerah
- JKN** – State User

STEP 10

Click on the **Facility Code**  and Facility Code Search window will be displayed as Figure 3.1.1-4



The screenshot shows a 'Facility Code Search' window with a search bar and a table of results. The search bar has fields for 'Facility Code' and 'Facility Name', a 'Search' button, and a pagination indicator showing '1 / 15' and '[1 - 10 / 145]'. The table lists various facilities with their codes and names.

Facility Code	Facility Name
11-13220638	Pusat Jantung Sarawak
31-14010023	Pusat Darah Negara
11-14010007	Institut Perubatan Respiratori
11-16010075	Institut Kanser Negara
11-02110021	Hospital Yan
11-14010410	Hospital Wanita dan Kanak-Kanak Kuala Lumpur
11-12060045	Hospital Wanita Kanak-kanak, Likas
11-13110018	Hospital Umum Sarawak
11-03100020	Hospital Tumpat
11-12240380	Hospital Tuaran

Figure 3.1.1-4 Facility Code Search

Note

- List of the Facility Name will be based on the selected **User Type** in **STEP 8**
- User is allowed to enter partially or fully searching criteria for **Facility Code** and **Facility Name**. Then click on the  button
- Double click on the selected **Facility Code** or **Facility Name**

USER PROFILE			
Login Name	Khanzudin bin Asyraf	Designation	PFK
Password		Account Activated	☐
User Name	Khanzudin bin Asyraf	Supervisor	
Valid From	09/10/2019	Valid To	09/10/2019
Email	Khanzudinbin.Asyraf@phs.gov.my	Date Created	09/10/2019
Contact No	0162031399	Remarks	
User Enabled	☒	Account Not Locked	☒
User Type	HOS	Facility Code	11-10040013
Facility Name	Hospital Tengku Ampuan Rahimah, Klang		State
		Selangor	

Figure 3.1.1-5 User Profile

Note

- **Facility Name** will be displayed based on the selected **Facility Code**
- Enter the optional field if applicable
 - **Designation** : select from the drop down box
 - **Supervisor**
 - **Valid From** and **Valid To** : click on the  button to select the date
 - **Email**
 - **Remarks**
- **User Enabled** and **Account Not Locked** checkbox is selected by default

STEP 11

Click on the  button to save the record

Note

- System will display a Confirmation Message as Figure 3.1.1-6
- Click on the button to save the transaction
- Click on the or button to cancel the saved record

Confirmation

 CONF0002: Are you sure you want to save

Figure 3.1.1-7 Confirmation Message

- Information Message will display after click on the button as Figure 3.1.1-7

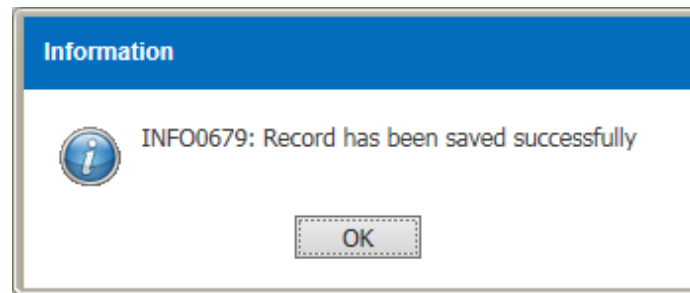


Figure 3.1.1-8 Information Message

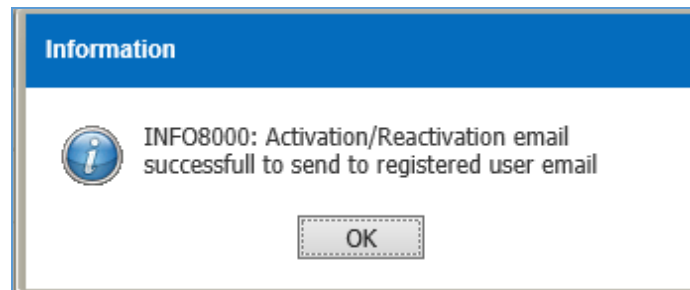


Figure 3.1.1-9 Information Message

- Once registration is successful, activation email will be sent to registered email address with temporary password
- To active account, user need to click activation link in email. Example of email as shown in Figure 3.1.1-10

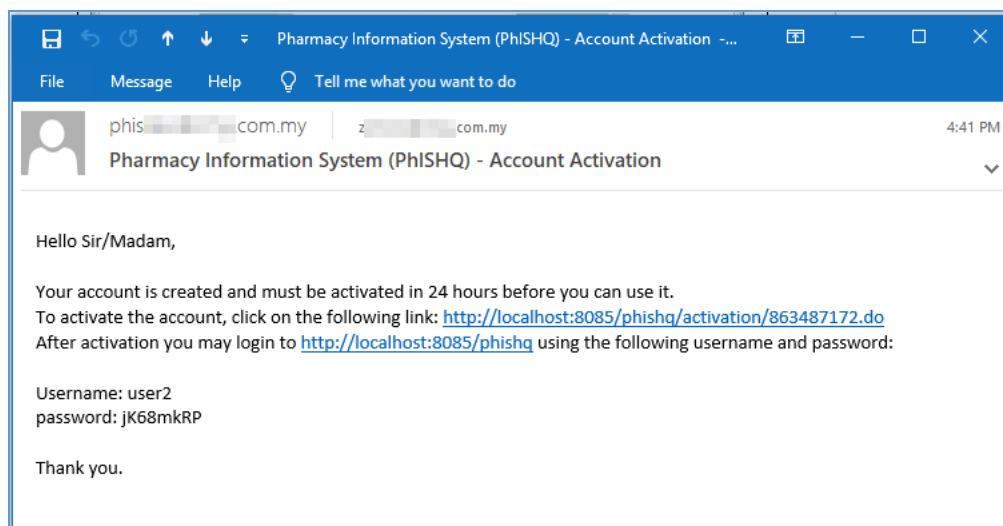


Figure 3.1.1-10 Account Activation Email

- If user try to login without activate their account, alert will be displayed as below after user enter their user id as shown in Figure 3.1.1-11

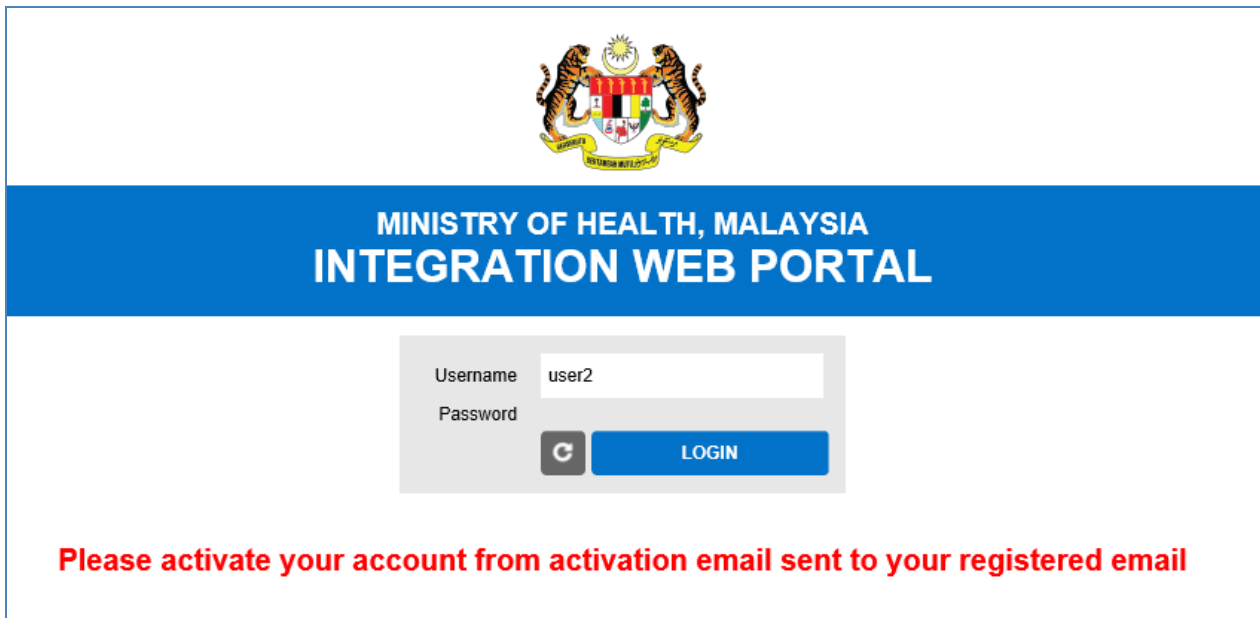


Figure 3.1.1-11 Login IWP

- Once user is activated (update activation info in user profile), login screen will be displayed. User to login using temporary password sent to their email.
- After login using temporary password, alert will be displayed as shown in Figure 3.1.1-12. User must change their temporary password before they can proceed with any transaction.

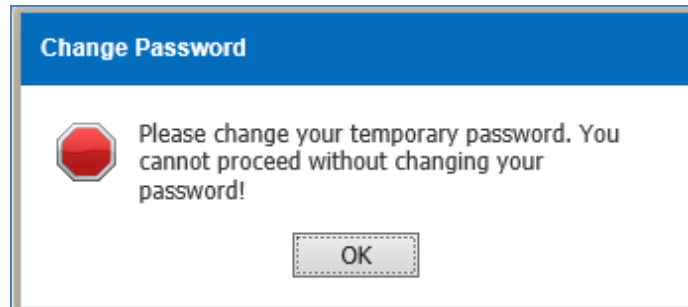


Figure 3.1.1-12 Change Password Alert

- After changed, user must login with new password to proceed with transaction
- If 'Activated date and time' value is blank, administrator can re-send the activation email to the user as shown in Figure 3.1.1-13. New activation email will be sent to that user with new activation link.

User Profile	
Login Name	Khanubdin San Agupah *
Designation	PFK
Password	*
Account Activated	☐ 
User Name	Khanubdin San Agupah *
Supervisor	
Valid From	27/05/2019
Valid To	27/05/2019
Email	Khanubdin San Agupah
Date Created	27/05/2019
Contact No	0123456789 *
Remarks	
User Enabled	☒
Account Not Locked	☒
User Type	PKD *
Facility Code	91-01080009
Facility Name	Pejabat Kesihatan Daerah Segamat
State	Johor

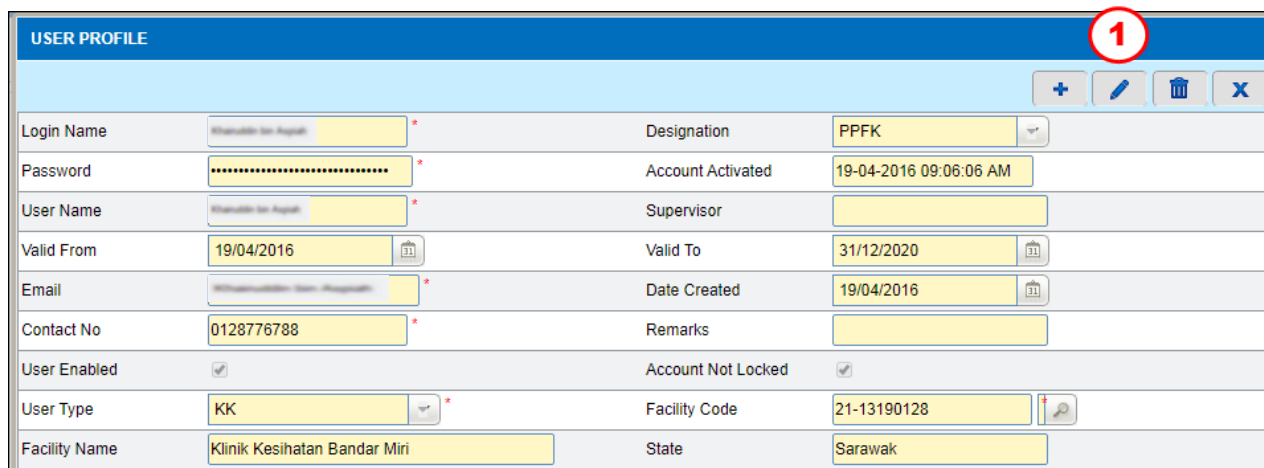
Figure 3.1.1-13 User Profile

- User can activate their account using latest email only.
- If user already activated, re-send email function will be hidden as shown in Figure 3.1.1-14

User Profile	
Login Name	Khanubdin San Agupah *
Designation	PF44
Password	*
Account Activated	27-05-2019 05:10:51 PM
User Name	Khanubdin San Agupah *
Supervisor	
Valid From	27/05/2019
Valid To	27/05/2019
Email	Khanubdin San Agupah
Date Created	27/05/2019
Contact No	0123456789 *
Remarks	
User Enabled	☒
Account Not Locked	☒
User Type	PKD *
Facility Code	91-10090010
Facility Name	Pejabat Kesihatan Daerah Sepang
State	Selangor

Figure 3.1.1-14 User Profile

Reset Password

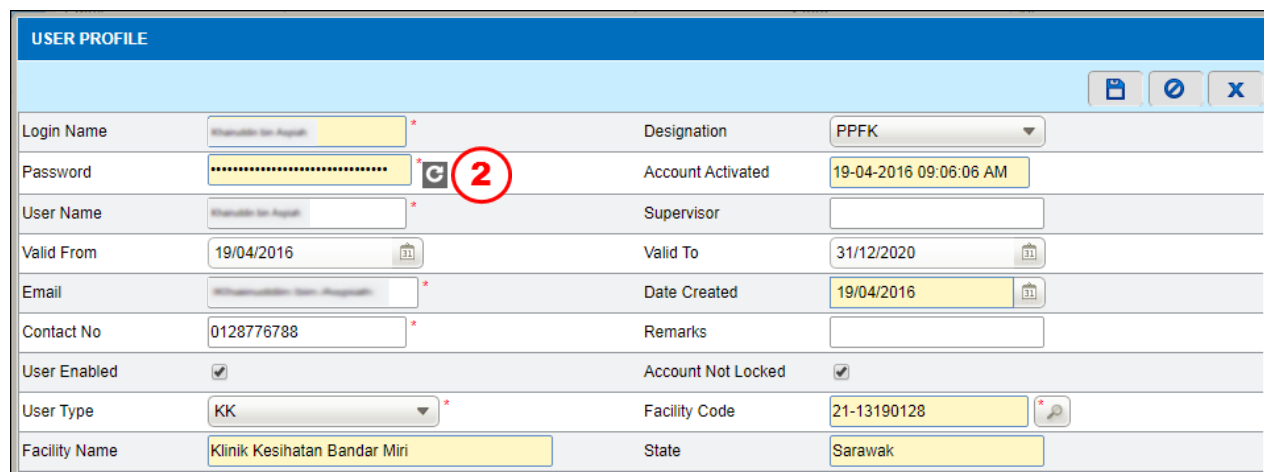


USER PROFILE	
Login Name	Khanudin bin Asyraf *
Designation	PPFK
Password	***** *
Account Activated	19-04-2016 09:06:06 AM
User Name	Khanudin bin Asyraf *
Supervisor	
Valid From	19/04/2016
Valid To	31/12/2020
Email	Khanudinbin.Asyraf@phs.gov.my *
Date Created	19/04/2016
Contact No	0128776788 *
Remarks	
User Enabled	☒
Account Not Locked	☒
User Type	KK *
Facility Code	21-13190128
Facility Name	Klinik Kesihatan Bandar Miri
State	Sarawak

Figure 3.1.1-15 User Profile

STEP 1

Click on  button to edit user profile



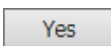
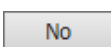
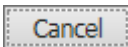
USER PROFILE	
Login Name	Khanudin bin Asyraf *
Designation	PPFK
Password	***** *  2
Account Activated	19-04-2016 09:06:06 AM
User Name	Khanudin bin Asyraf *
Supervisor	
Valid From	19/04/2016
Valid To	31/12/2020
Email	Khanudinbin.Asyraf@phs.gov.my *
Date Created	19/04/2016
Contact No	0128776788 *
Remarks	
User Enabled	☒
Account Not Locked	☒
User Type	KK *
Facility Code	21-13190128
Facility Name	Klinik Kesihatan Bandar Miri
State	Sarawak

Figure 3.1.1-16 User Profile

STEP 2

Click on  button to reset password

Note

- System will display a Confirmation Message as Figure 3.1.1-17
- Click on the  button to save the transaction
- Click on the  or  button to cancel the saved record

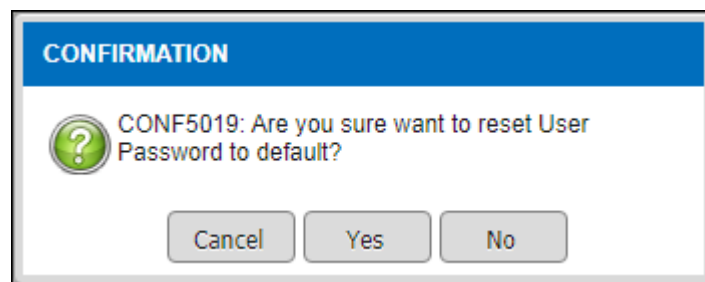
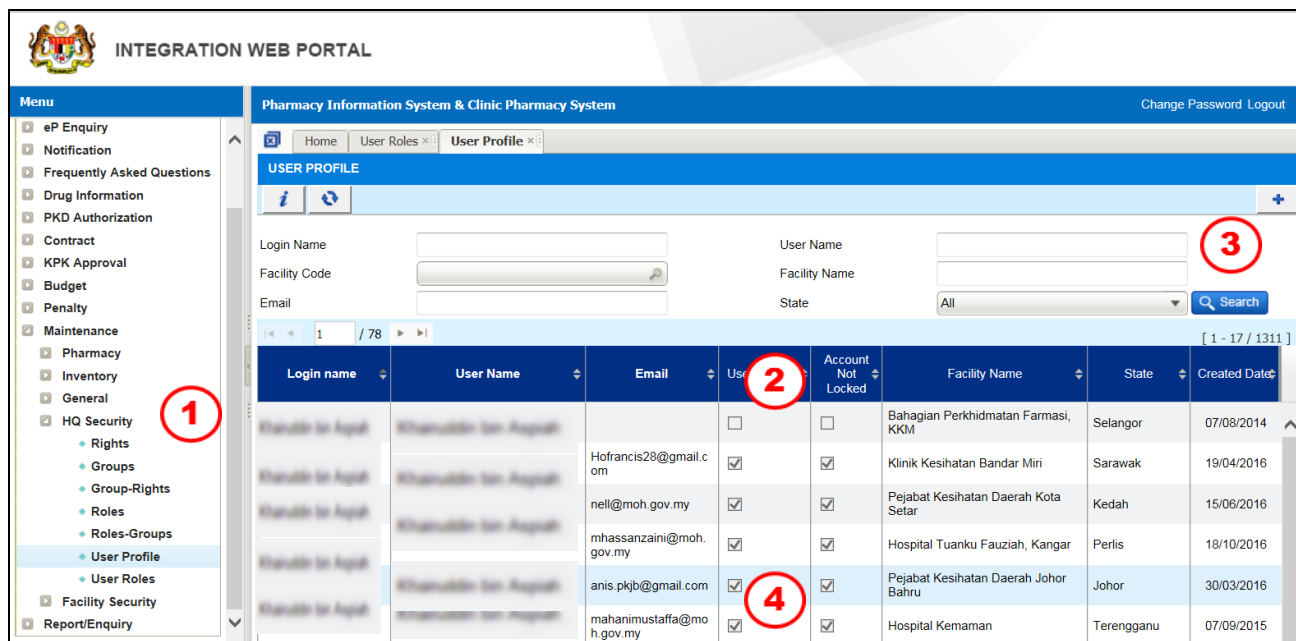


Figure 3.1.1-17 Alert Message

3.1.2 Edit User Profile

To modify User Profile account, perform the steps below:



INTEGRATION WEB PORTAL

Menu

- eP Enquiry
- Notification
- Frequently Asked Questions
- Drug Information
- PKD Authorization
- Contract
- KPK Approval
- Budget
- Penalty
- Maintenance
 - Pharmacy
 - Inventory
 - General
 - HQ Security
 - Rights
 - Groups
 - Group-Rights
 - Roles
 - Roles-Groups
 - User Profile
 - User Roles
 - Facility Security
 - Report/Enquiry

Pharmacy Information System & Clinic Pharmacy System

Change Password Logout

Home User Roles User Profile

USER PROFILE

Login Name: [] User Name: []

Facility Code: [] Facility Name: []

Email: [] State: [All] Search

1 / 78 [1 - 17 / 1311]

Login name	User Name	Email	User	Account Not Locked	Facility Name	State	Created Date
Khanudin bin Asyraf	Khanudin bin Asyraf	Hofrancis28@gmail.com	☐	☐	Bahagian Perkhidmatan Farmasi, KKM	Selangor	07/08/2014
Khanudin bin Asyraf	Khanudin bin Asyraf	nell@moh.gov.my	☒	☒	Klinik Kesihatan Bandar Miri	Sarawak	19/04/2016
Khanudin bin Asyraf	Khanudin bin Asyraf	mhasanzaini@moh.gov.my	☒	☒	Pejabat Kesihatan Daerah Kota Setar	Kedah	15/06/2016
Khanudin bin Asyraf	Khanudin bin Asyraf	anis.pkjb@gmail.com	☒	☒	Hospital Tuanku Fauziah, Kangar	Perlis	18/10/2016
Khanudin bin Asyraf	Khanudin bin Asyraf	mahanimustaffa@moh.gov.my	☒	☒	Pejabat Kesihatan Daerah Johor Bahru	Johor	30/03/2016
Khanudin bin Asyraf	Khanudin bin Asyraf	mahanimustaffa@moh.gov.my	☒	☒	Hospital Kemaman	Terengganu	07/09/2015

Figure 3.1.2-1 User Profile

STEP 1

Click on 'Maintenance' menu, followed by 'HQ Security' and click on 'User Profile'

STEP 2

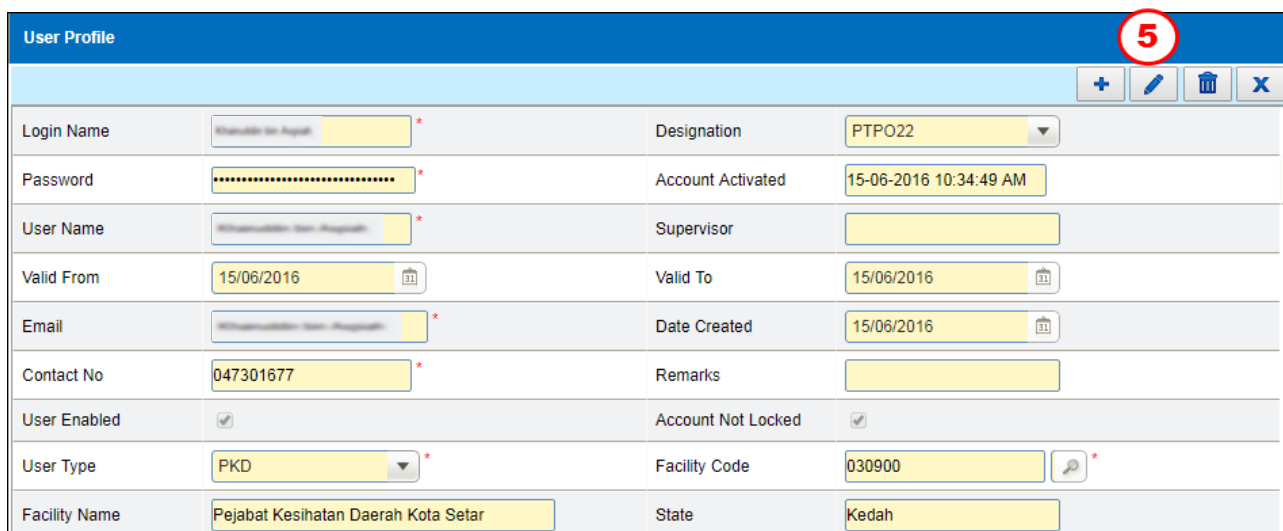
Search existing record by entering value on the selected field

STEP 3

Click on the  button and system will display related record

STEP 4

Click on the selected record



User Profile

Designation: PTP022

Account Activated: 15-06-2016 10:34:49 AM

Supervisor: []

Valid From: 15/06/2016 Valid To: 15/06/2016

Email: [] Date Created: 15/06/2016

Contact No: 047301677 Remarks: []

User Enabled: ☒ Account Not Locked: ☒

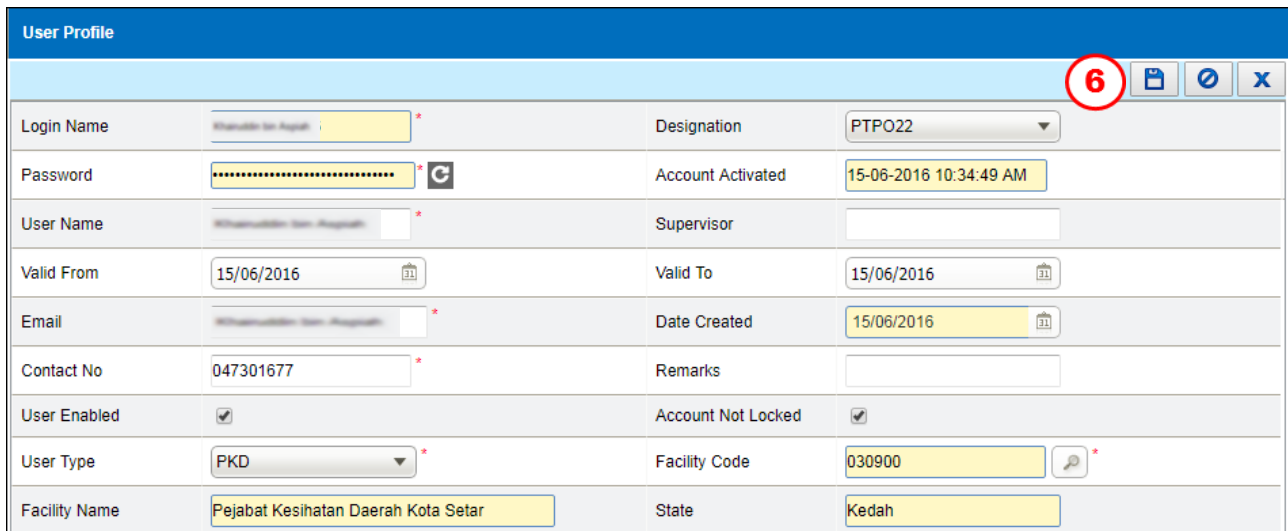
User Type: PKD Facility Code: 030900

Facility Name: Pejabat Kesihatan Daerah Kota Setar State: Kedah

Figure 3.1.2-2 User Profile

STEP 5

Click on the  button to edit the record



The screenshot shows a 'User Profile' form with a blue header bar. In the top right corner of the form, there is a red circle with the number '6' around a save button icon. The form contains the following fields:

Login Name	Wahabudin bin Asyraf	Designation	PTPO22
Password	*****	Account Activated	15-06-2016 10:34:49 AM
User Name	Wahabudin bin Asyraf	Supervisor	
Valid From	15/06/2016	Valid To	15/06/2016
Email	Wahabudin bin Asyraf	Date Created	15/06/2016
Contact No	047301677	Remarks	
User Enabled	☒	Account Not Locked	☒
User Type	PKD	Facility Code	030900
Facility Name	Pejabat Kesihatan Daerah Kota Setar	State	Kedah

Figure 3.1.2-3 User Profile

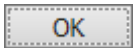
Note

- User is allowing to edit:
 - Designation**
 - Password and Retype Password**
 - User Name**
 - Supervisor**
 - Valid From and Valid To**
 - Email**
 - Contact No**
 - Remarks**
 - User Type**
 - Facility Code**
 - User enabled**
 - Account Not Locked**

STEP 6

Click on the  button to save the edited record

Note

- System will display a Information Message as Figure 3.1.2-4
- Click on the  button to save the edited record

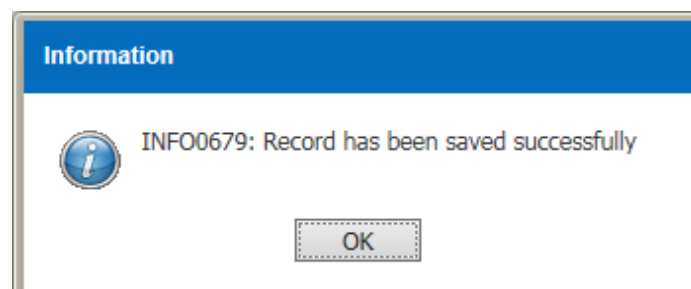


Figure 3.1.2-4 Information Message

3.2 User Roles

To assign User Roles, perform the steps below:

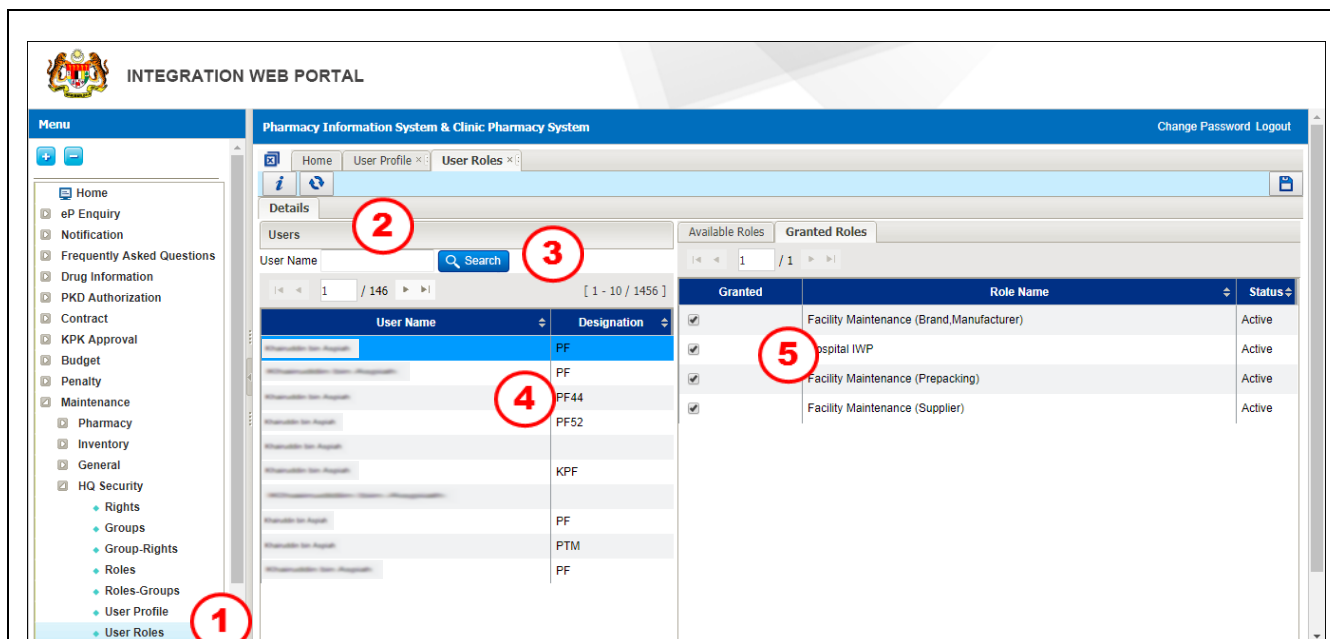


Figure 3.2-1 User Roles

STEP 1

Click on 'Maintenance' menu, followed by 'HQ Security' and click on 'User Roles'

STEP 2

Search existing record by entering **User Name**

STEP 3

Click on the  button and system will display related record

STEP 4

Click on the selected record

STEP 5

Select on the ☒ **Granted** checkbox to assign User Role for the selected **Username**

Note

- User is allowing to select more than 1 role
- After selecting role, user can view the assigned role at the **Granted Roles** tabs as Figure 3.2-2

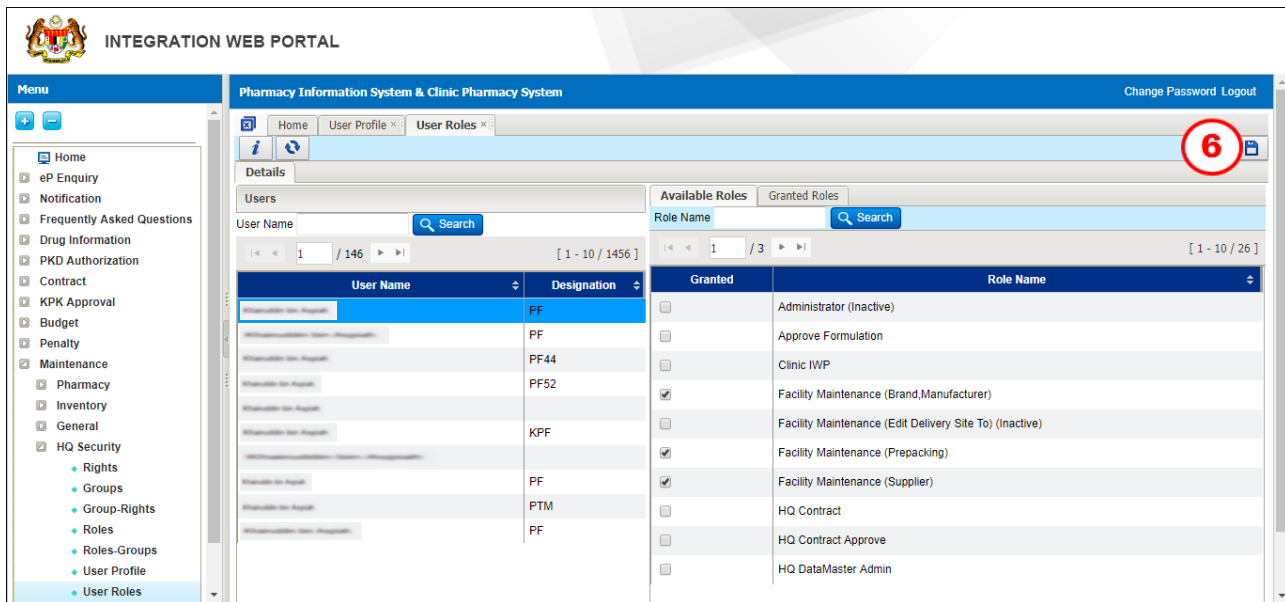
Available Roles

Granted Roles

1 / 1

Granted	Role Name
☒	Facility Maintenance (Prepacking)
☒	Facility Maintenance (Supplier)
☒	Hospital IWP

Figure 3.2-2 Granted Roles



Integration Web Portal

Pharmacy Information System & Clinic Pharmacy System

Change Password Logout

Menu

- Home
- eP Enquiry
- Notification
- Frequently Asked Questions
- Drug Information
- PKD Authorization
- Contract
- KPK Approval
- Budget
- Penalty
- Maintenance
 - Pharmacy
 - Inventory
 - General
 - HQ Security
 - Rights
 - Groups
 - Group-Rights
 - Roles
 - Roles-Groups
 - User Profile
 - User Roles

Details

Users

User Name Search

1 / 146 [1 - 10 / 1456]

User Name	Designation
Administrator (In-Request)	PF
Administrator (In-Request)	PF
Administrator (In-Request)	PF44
Administrator (In-Request)	PF52
Administrator (In-Request)	KPF
Administrator (In-Request)	PF
Administrator (In-Request)	PTM
Administrator (In-Request)	PF

Available Roles

Role Name Search

1 / 3 [1 - 10 / 26]

Granted	Role Name
☐	Administrator (Inactive)
☐	Approve Formulation
☐	Clinic IWP
☒	Facility Maintenance (Brand,Manufacturer)
☐	Facility Maintenance (Edit Delivery Site To) (Inactive)
☒	Facility Maintenance (Packing)
☒	Facility Maintenance (Supplier)
☐	HQ Contract
☐	HQ Contract Approve
☐	HQ DataMaster Admin

Figure 3.2-3 User Roles

STEP 6

Click on the  button to save the assigned roles

3.3 Roles Group

To assign Roles Group, perform the steps below:

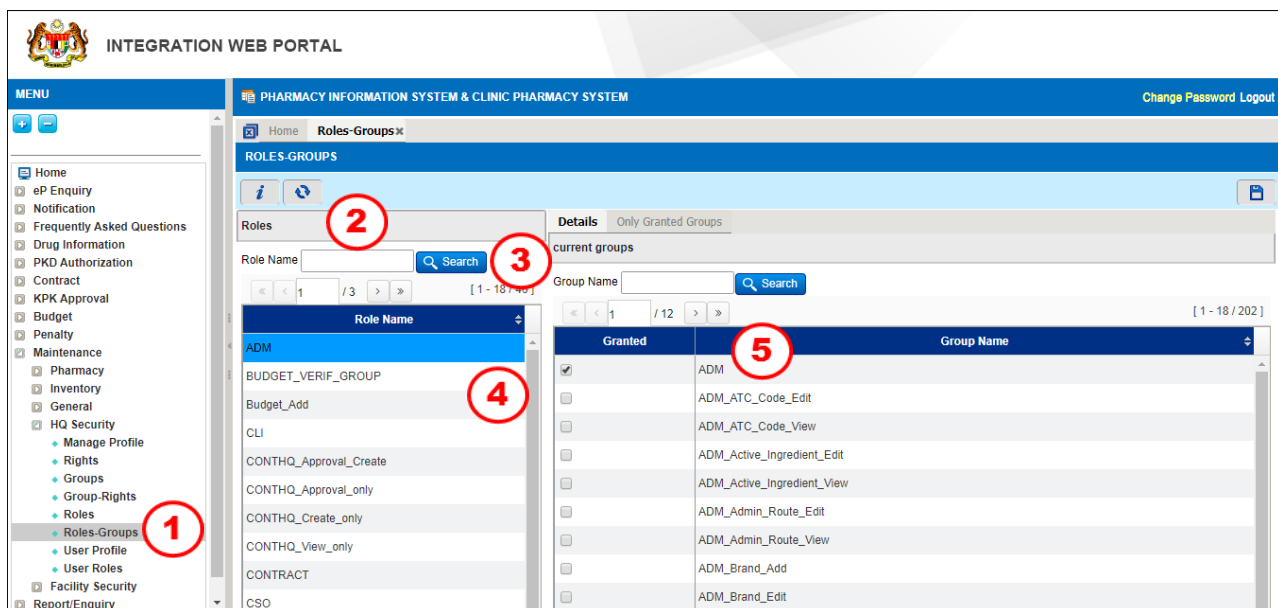


Figure 3.3-1 Roles Group

STEP 1

Click on 'Maintenance' menu, followed by 'HQ Security' and click on 'Roles-Group'

STEP 2

Search existing record by entering **Role Name**

STEP 3

Click on the  button and system will display related record

STEP 4

Click on the selected record

STEP 5

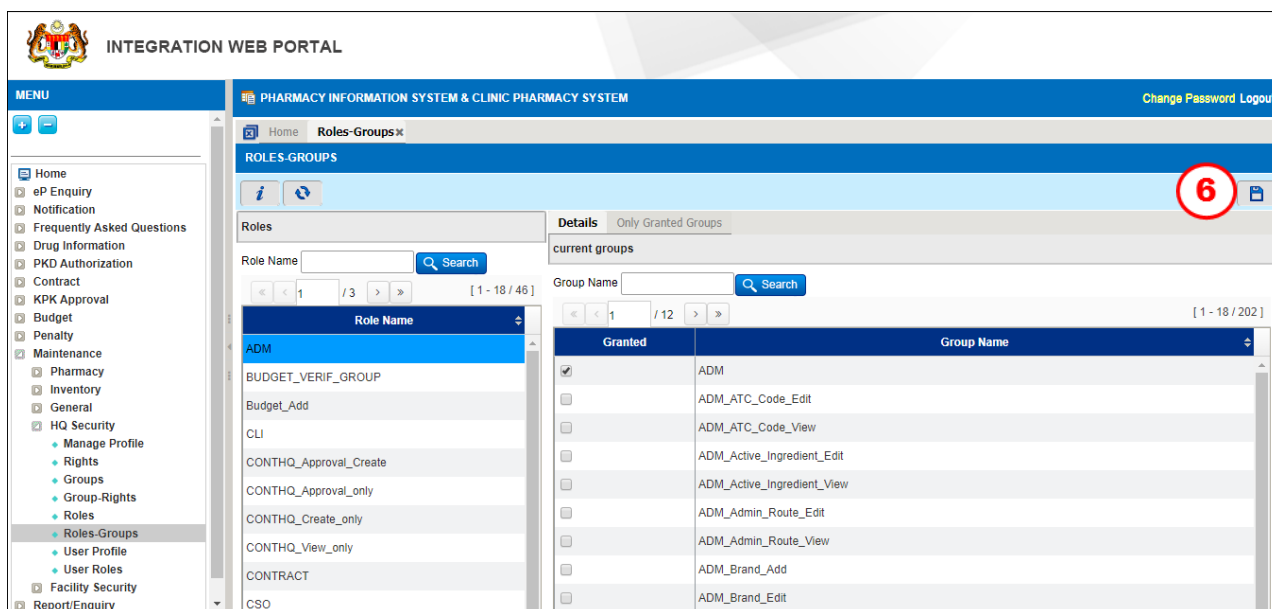
Select on the ☒ **Granted** checkbox to assign Roles Group for the selected **Role Name**

Note

- User is allowing to select more than 1 role
- After selecting role, user can view the assigned role at the **Only Granted Roles** tabs as Figure 3.3-2

Details Only Granted Groups	
[1 - 18 / 36]	
Granted	Group Name
☒	ADM
☒	ADM_Contract_Information_View
☒	ADM_Ep_Program_View
☒	ADM_Ep_Project_View
☒	ADM_Ep_Vote_View
☒	ADM_FAQ_View
☒	ADM_FPPDrugPrice_Edit
☒	ADM_FPPDrugPrice_View
☒	ADM_GL_Account_View
☒	ADM_INV_Penalty_Incident_Edit
☒	ADM_INV_Penalty_Incident_View

Figure 3.3-2 Granted Roles



INTEGRATION WEB PORTAL

PHARMACY INFORMATION SYSTEM & CLINIC PHARMACY SYSTEM

Change Password Logout

Home Roles-Groups

ROLES-GROUPS

Roles

Role Name [Search]

[1 - 18 / 46]

Group Name [Search]

[1 - 18 / 202]

Granted

Group Name

ADM

ADM_ATC_Code_Edit

ADM_ATC_Code_View

ADM_Active_Ingredient_Edit

ADM_Active_Ingredient_View

ADM_Admin_Route_Edit

ADM_Admin_Route_View

ADM_Brand_Add

ADM_Brand_Edit

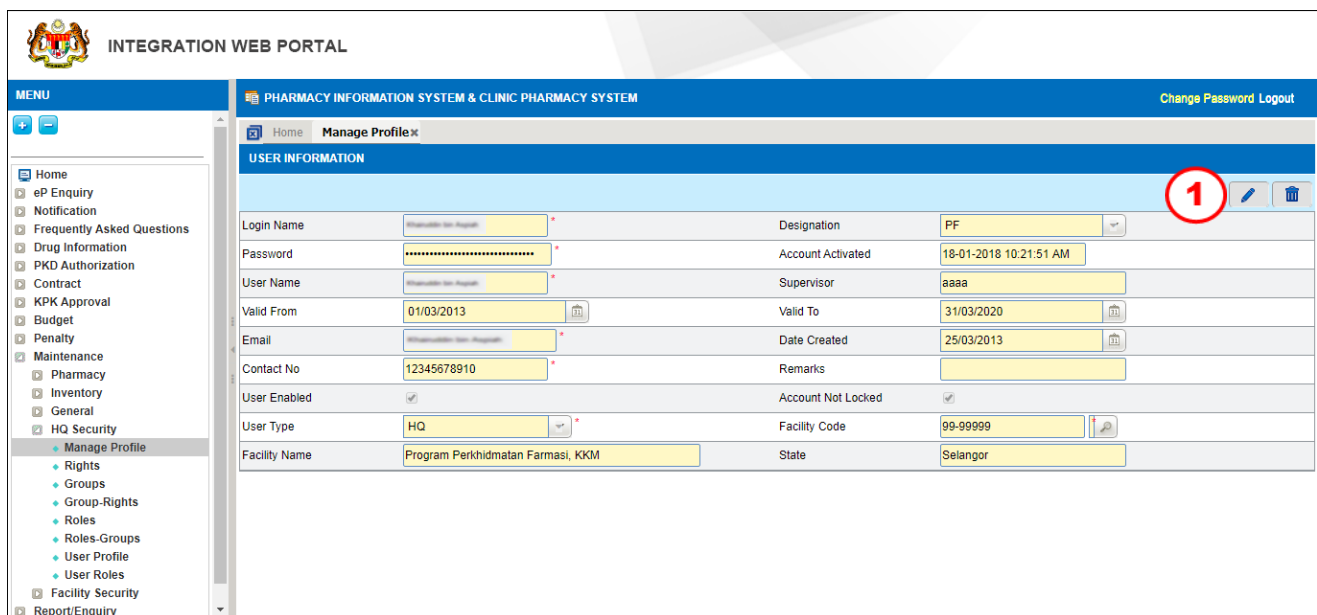
Figure 3.3-3 Roles Group

STEP 6

Click on the  button to save the assigned roles group

3.4 Manage Profile

To Manage Profile, perform step below:



INTEGRATION WEB PORTAL

PHARMACY INFORMATION SYSTEM & CLINIC PHARMACY SYSTEM

Home Manage Profile

USER INFORMATION

1

Login Name	Pharmacist (Dr. Pong)	Designation	PF
Password	*****	Account Activated	18-01-2018 10:21:51 AM
User Name	Pharmacist (Dr. Pong)	Supervisor	aaaa
Valid From	01/03/2013	Valid To	31/03/2020
Email	Pharmacist (Dr. Pong)	Date Created	25/03/2013
Contact No	12345678910	Remarks	
User Enabled	☒	Account Not Locked	☒
User Type	HQ	Facility Code	99-99999
Facility Name	Program Perkhidmatan Farmasi, KKM	State	Selangor

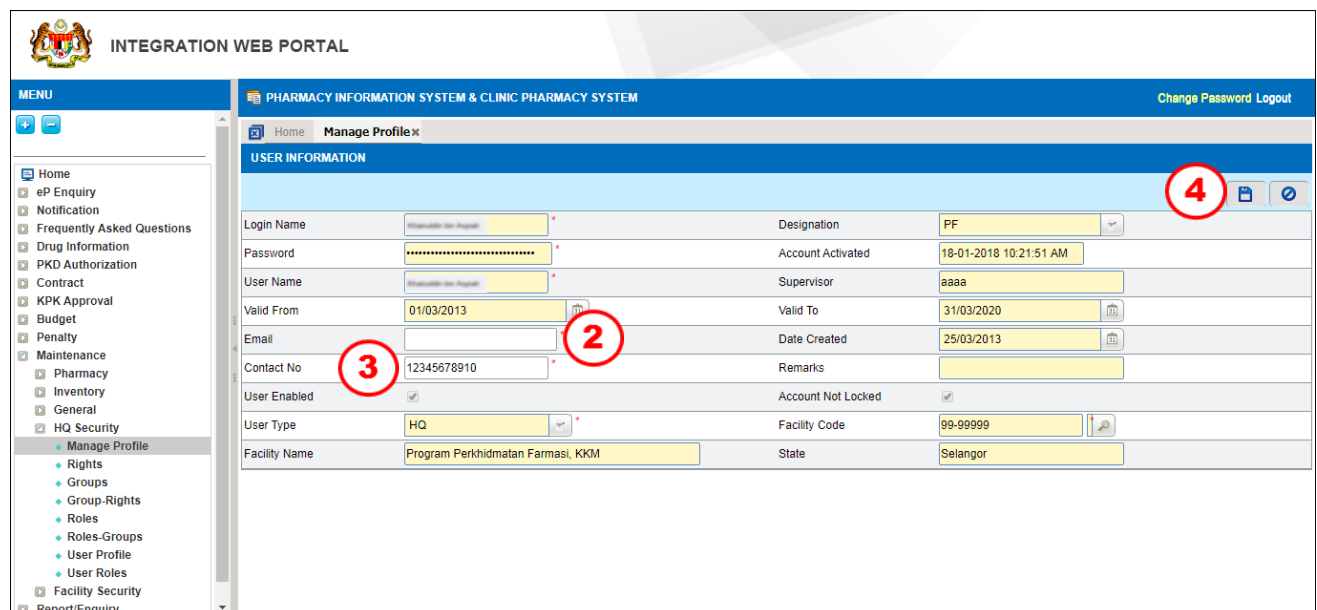
Figure 3.4-1 Manage Profile

STEP 1

Click on  button to edit the record

Note

User able to delete user information by click on  button



INTEGRATION WEB PORTAL

PHARMACY INFORMATION SYSTEM & CLINIC PHARMACY SYSTEM

Home Manage Profile

USER INFORMATION

4

Login Name	Pharmacist (Dr. Pong)	Designation	PF
Password	*****	Account Activated	18-01-2018 10:21:51 AM
User Name	Pharmacist (Dr. Pong)	Supervisor	aaaa
Valid From	01/03/2013	Valid To	31/03/2020
Email		Date Created	25/03/2013
Contact No	12345678910	Remarks	
User Enabled	☒	Account Not Locked	☒
User Type	HQ	Facility Code	99-99999
Facility Name	Program Perkhidmatan Farmasi, KKM	State	Selangor

Figure 3.4-2 Manage Profile

STEP 2

Enter/edit Email

STEP 3

Enter/edit Contact No

STEP 4

Click on  button to save the record

Note

- System will display a Confirmation Message as Figure 3.4-3
- Click on the  button

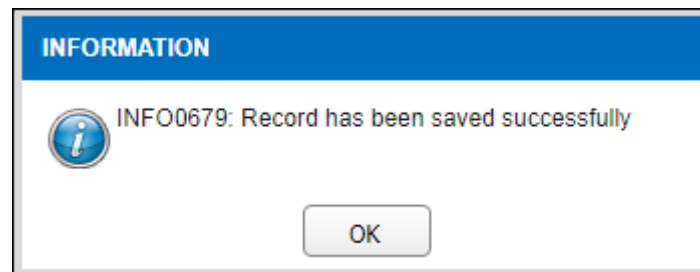


Figure 3.4-3 Alert Message

4. Acronyms

Abbreviation	Definition
PhIS	Pharmacy Information System
CPS	Clinical Pharmacy System
IWP	Integration Web Portal
PM	Patient Management
eGL	Electronic Guarantee Letter
HRMIS	Human Resource Management System
MRN	Medical Record Number
TDM	Clinical Pharmacokinetics Services
ADR & DAC	Adverse Drug Reaction and Drug Allergic Card
DICE	Drug Information and Consumer Education
MTAC	Medication Therapy Adherence Clinic
MOH	Ministry Of Health

5. Link to IWP Modules

No	Module	PDF Links
1	Notification	Click Here
2	Frequency Asked Question	Click Here
3	Drug Information	Click Here
4	Contract	Click Here
5	KPK Approval	Click Here
6	Maintenance – Pharmacy	Click Here
7	Maintenance – Inventory	Click Here
8	Maintenance – General	Click Here
9	Maintenance – HQ Security	Click Here