



Ministry of Health Malaysia



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

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

Version	: 13th Edition
Document ID	: HQ_U. MANUAL_IWP_HQSECURITY



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Reference ID : HQ_U. MANUAL_ IWP_HQSECURITY-13th E

Application reference: PhIS & CPS v2.6.1



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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

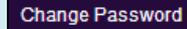
1.3 Organised Sections

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

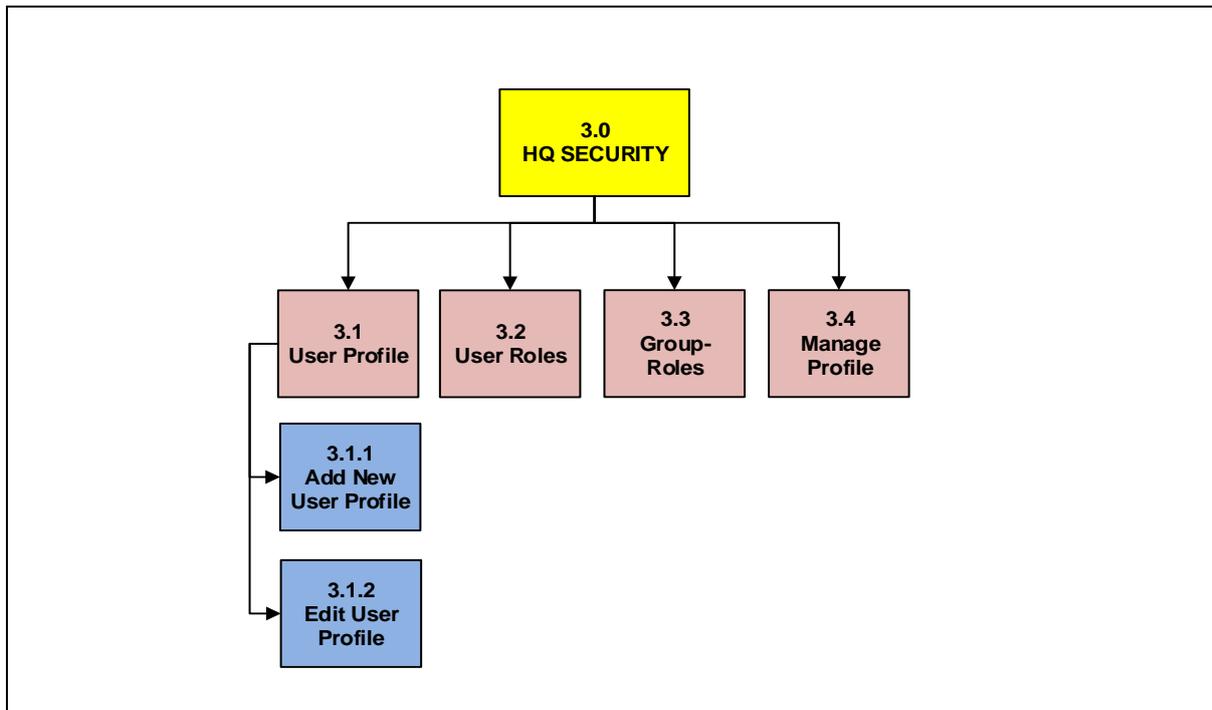


Figure 3.0 Functional Diagram

Functional Description

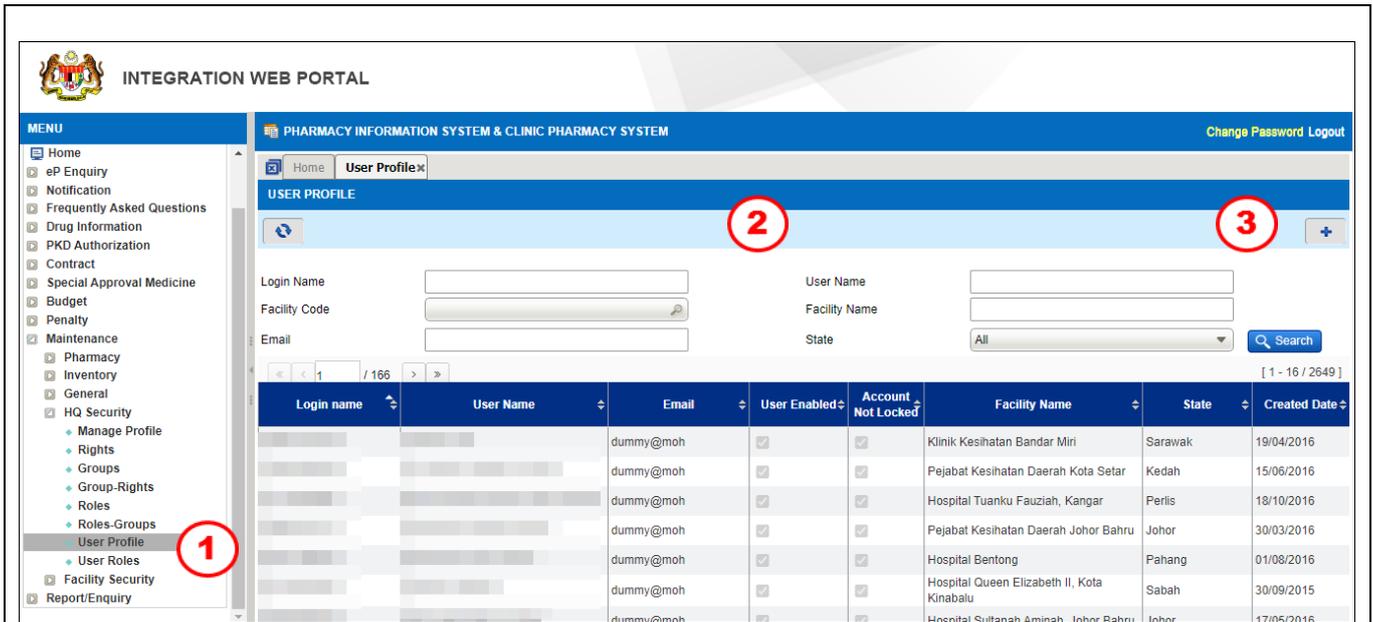
Maintenance HQ Security comprises of four (4) main functions:

- **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:



The screenshot shows the 'INTEGRATION WEB PORTAL' interface. On the left is a 'MENU' sidebar with 'User Profile' highlighted under 'HQ Security' (marked with a red circle 1). The main area is titled 'USER PROFILE' and contains search filters for Login Name, User Name, Facility Code, Facility Name, Email, and State (marked with a red circle 2). A '+ Add' button is in the top right (marked with a red circle 3). Below the filters is a table with columns: Login name, User Name, Email, User Enabled, Account Not Locked, Facility Name, State, and Created Date. The table lists several dummy user profiles.

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

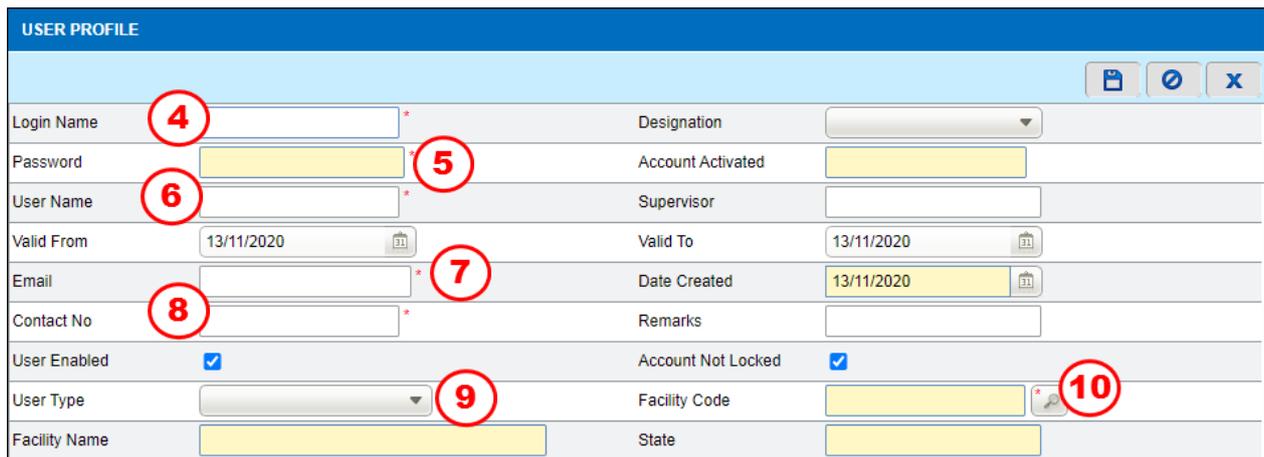
To search for existing User Profile records, user can search by criteria as follows:

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	<input type="text"/>	Designation	<input type="text"/>
Password	<input type="password"/>	Account Activated	<input type="checkbox"/>
User Name	<input type="text"/>	Supervisor	<input type="text"/>
Valid From	<input type="text" value="13/11/2020"/>	Valid To	<input type="text" value="13/11/2020"/>
Email	<input type="text"/>	Date Created	<input type="text" value="13/11/2020"/>
Contact No	<input type="text"/>	Remarks	<input type="text"/>
User Enabled	<input checked="" type="checkbox"/>	Account Not Locked	<input checked="" type="checkbox"/>
User Type	<input type="text"/>	Facility Code	<input type="text"/>
Facility Name	<input type="text"/>	State	<input type="text"/>

Figure 3.1.1-2 User Profile

STEP 4

Enter **Login Name**

Note

This field is Alphanumeric

STEP 5

Enter **Password**

Note

- This field is an Alphanumeric and minimum value is 6 characters.
- 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

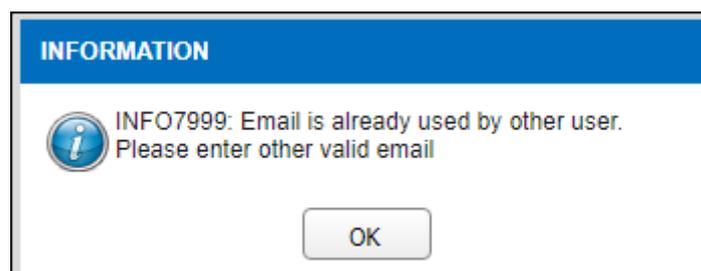


Figure 3.1.1-3 Alert message

STEP 8

Enter **Contact No**

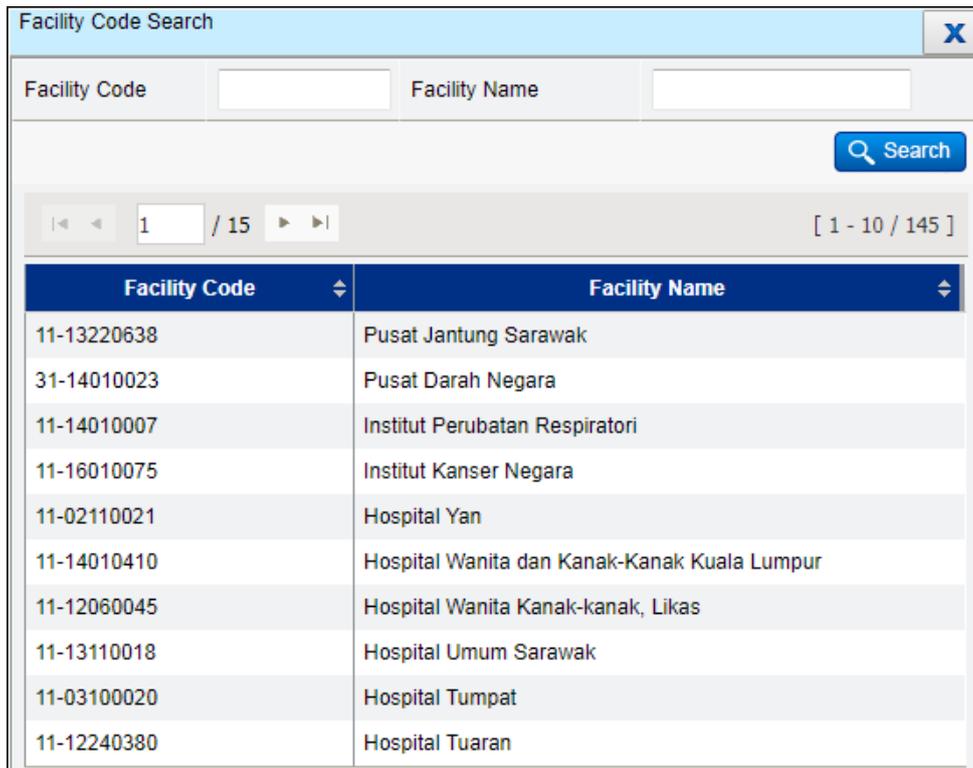
STEP 9

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

- a) **KK** – Clinic
- b) **HQ** – HQ User
- c) **HOS** – Hospital
- d) **KB1M** – KBKOM(Clinic)
- e) **KD** – KD(Clinic)
- f) **KKIA** – KKIA(Clinic)
- g) **KK1M** – KK1M(Clinic)
- h) **KP** - KP
- i) **MUSN/PBFN** – MUSN/PBFN
- j) **PKD** – Pejabat Kesihatan Daerah
- k) **JKN** – State User

STEP 10

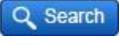
Click on the **Facility Code**  and Facility Code Search window will be displayed as Figure 3.1.1-4



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	<input type="text" value="Khasanah bin Asyiah"/>	Designation	PFK
Password	<input type="password"/>	Account Activated	<input type="checkbox"/>
User Name	<input type="text" value="Khasanah bin Asyiah"/>	Supervisor	<input type="text"/>
Valid From	09/10/2019	Valid To	09/10/2019
Email	<input type="text" value="Khasanahbin.Asyiah@phs.gov.my"/>	Date Created	09/10/2019
Contact No	0162031399	Remarks	<input type="text"/>
User Enabled	<input checked="" type="checkbox"/>	Account Not Locked	<input checked="" type="checkbox"/>
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

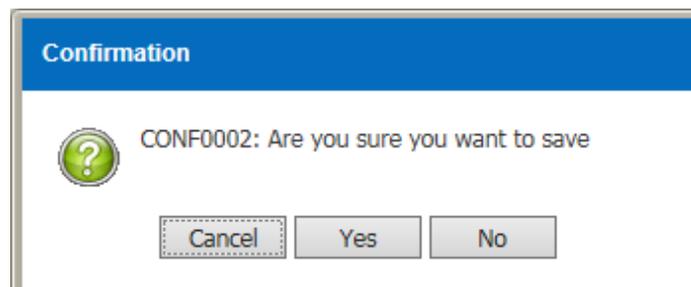


Figure 3.1.1-7 Confirmation Message

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

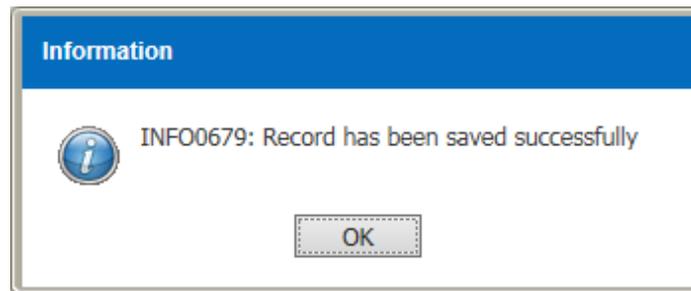


Figure 3.1.1-8 Information Message

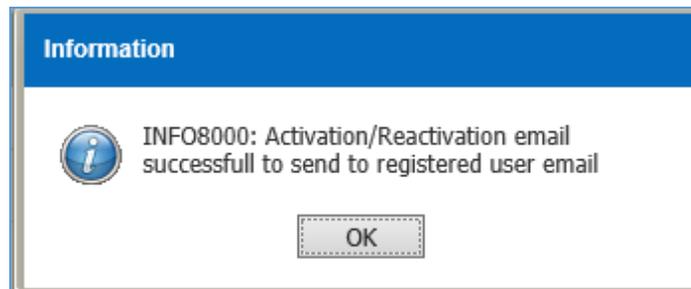


Figure 3.1.1-9 Information Message

- 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

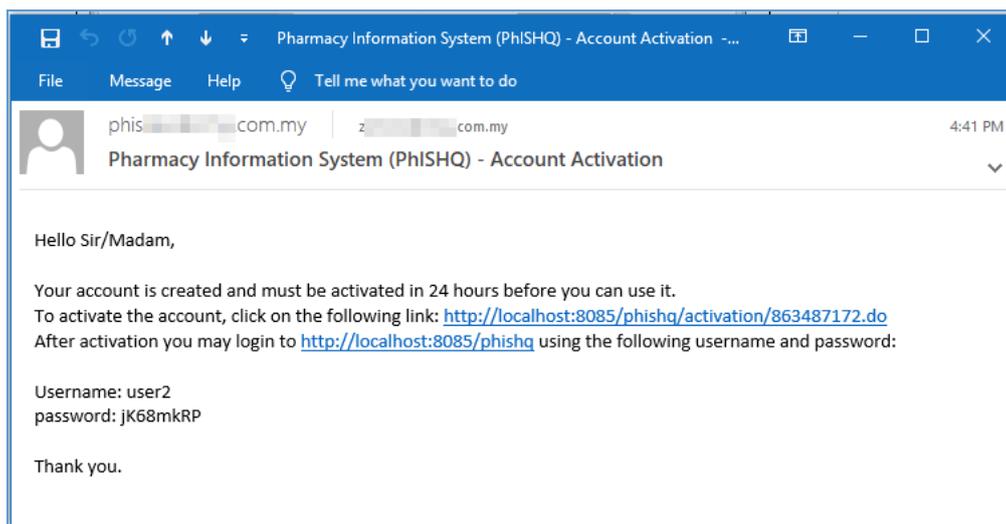


Figure 3.1.1-10 Account Activation Email

- 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

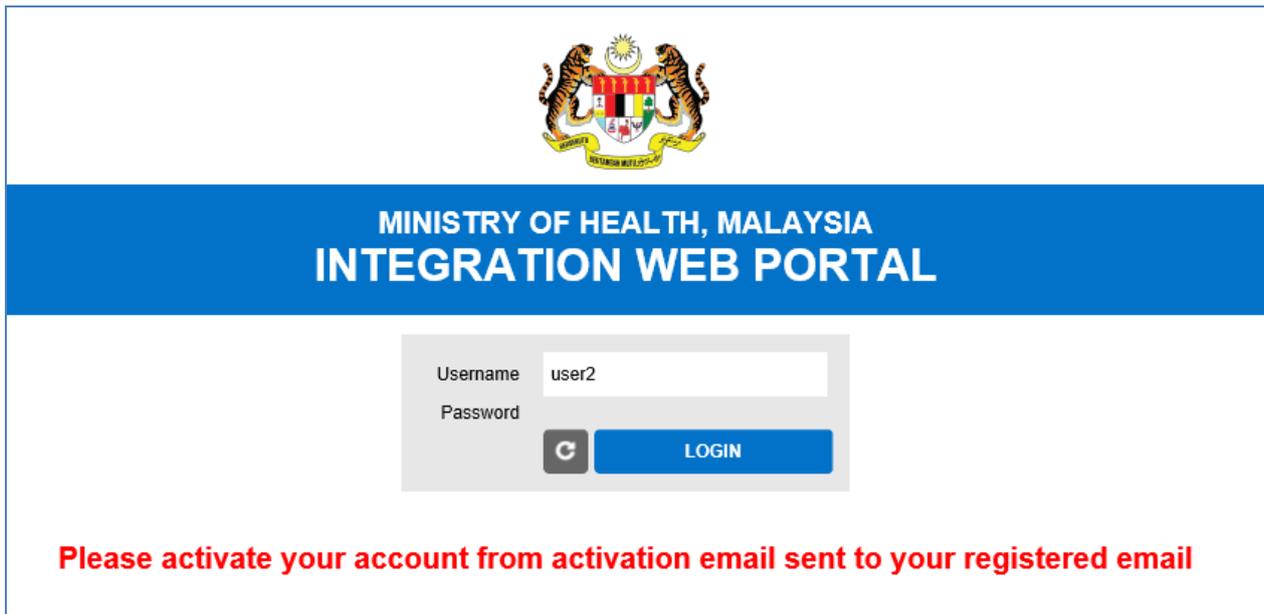


Figure 3.1.1-11 Login IWP

- 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.

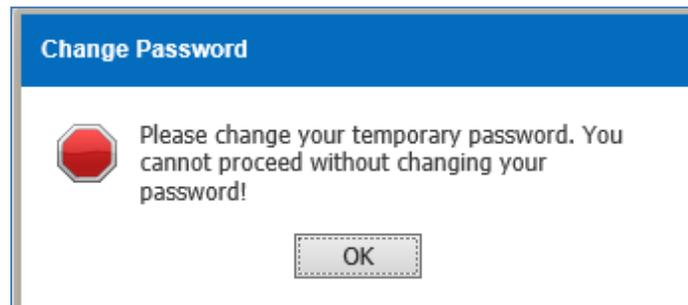


Figure 3.1.1-12 Change Password Alert

- 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			
Reset Password		[Save] [Refresh] [Close]	
Login Name	[Masked]	Designation	JXR
Password	[Masked]	Account Activated	[Masked] [Email Icon]
User Name	[Masked]	Supervisor	test
Valid From	07/02/2023	Valid To	07/02/2023
Email	dummy@gov.my	Date Created	07/02/2023
Contact No	03456789789	Remarks	test
User Enabled	<input checked="" type="checkbox"/>	Account Not Locked	<input checked="" type="checkbox"/>
User Type	KK	Facility Code	21-01010115
Facility Name	Klinik Kesihatan Yong Peng	State	Johor

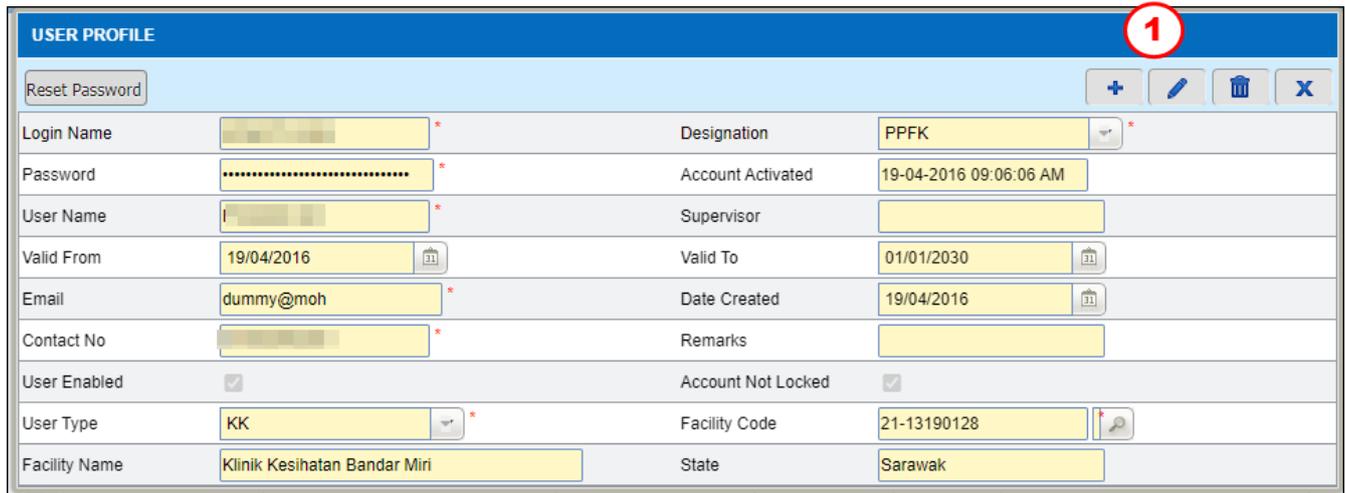
Figure 3.1.1-13 User Profile

- 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			
Reset Password		[Add] [Edit] [Delete] [Close]	
Login Name	[Masked]	Designation	PPFK
Password	[Masked]	Account Activated	19-04-2016 09:06:06 AM
User Name	[Masked]	Supervisor	[Masked]
Valid From	19/04/2016	Valid To	01/01/2030
Email	dummy@mh.gov.my	Date Created	19/04/2016
Contact No	[Masked]	Remarks	[Masked]
User Enabled	<input checked="" type="checkbox"/>	Account Not Locked	<input checked="" type="checkbox"/>
User Type	KK	Facility Code	21-13190128
Facility Name	Klinik Kesihatan Bandar Miri	State	Sarawak

Figure 3.1.1-14 User Profile

Reset Password



USER PROFILE 1

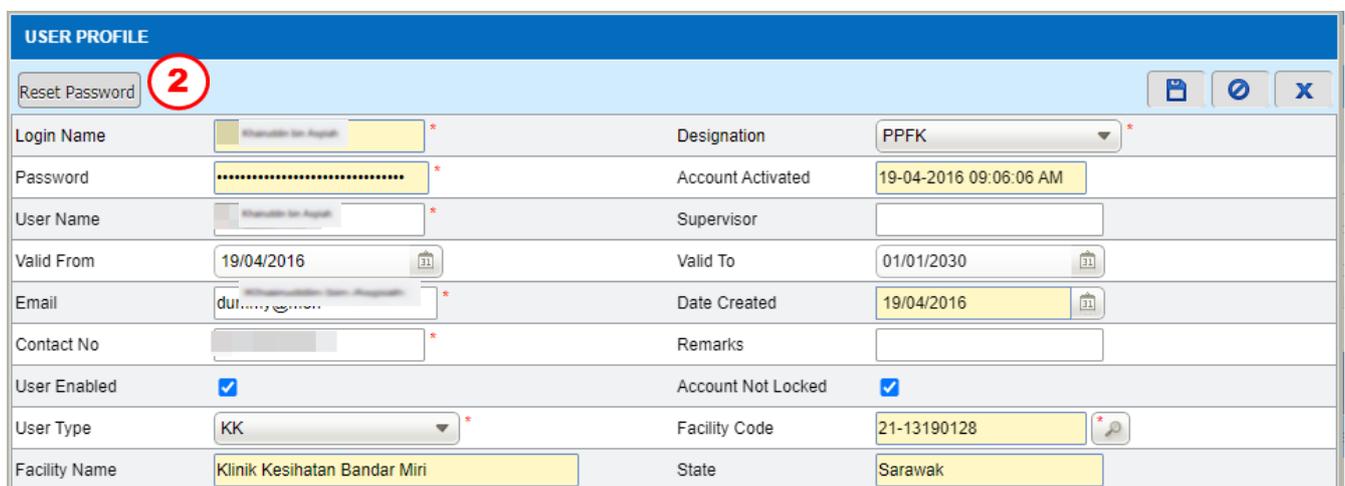
Reset Password + ✎ 🗑️ ✕

Login Name	<input type="text"/>	Designation	PPFK
Password	<input type="password"/>	Account Activated	19-04-2016 09:06:06 AM
User Name	<input type="text"/>	Supervisor	<input type="text"/>
Valid From	19/04/2016	Valid To	01/01/2030
Email	dummy@moh	Date Created	19/04/2016
Contact No	<input type="text"/>	Remarks	<input type="text"/>
User Enabled	<input checked="" type="checkbox"/>	Account Not Locked	<input checked="" type="checkbox"/>
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



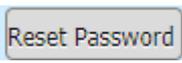
USER PROFILE

Reset Password 2 📄 ⌂ ✕

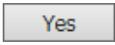
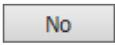
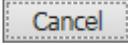
Login Name	<input type="text"/>	Designation	PPFK
Password	<input type="password"/>	Account Activated	19-04-2016 09:06:06 AM
User Name	<input type="text"/>	Supervisor	<input type="text"/>
Valid From	19/04/2016	Valid To	01/01/2030
Email	dummy@moh	Date Created	19/04/2016
Contact No	<input type="text"/>	Remarks	<input type="text"/>
User Enabled	<input checked="" type="checkbox"/>	Account Not Locked	<input checked="" type="checkbox"/>
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

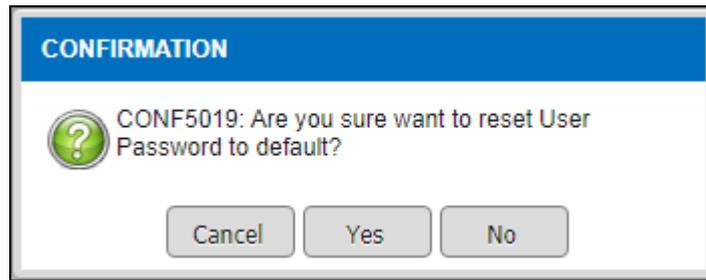


Figure 3.1.1-17 Alert Message

3.1.2 Edit User Profile

To modify User Profile account, perform the steps below:

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 Search button and system will display related record

STEP 4

Click on the selected record

Figure 3.1.2-2 User Profile

STEP 5

Click on the button to edit the record

USER PROFILE			
Reset Password		6   	
Login Name	<input type="text"/>	Designation	PPFK
Password	<input type="password"/>	Account Activated	19-04-2016 09:06:06 AM
User Name	<input type="text"/>	Supervisor	<input type="text"/>
Valid From	19/04/2016	Valid To	01/01/2030
Email	dummy@moh	Date Created	19/04/2016
Contact No	<input type="text"/>	Remarks	<input type="text"/>
User Enabled	<input checked="" type="checkbox"/>	Account Not Locked	<input checked="" type="checkbox"/>
User Type	KK	Facility Code	21-13190128
Facility Name	Klinik Kesihatan Bandar Miri	State	Sarawak

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

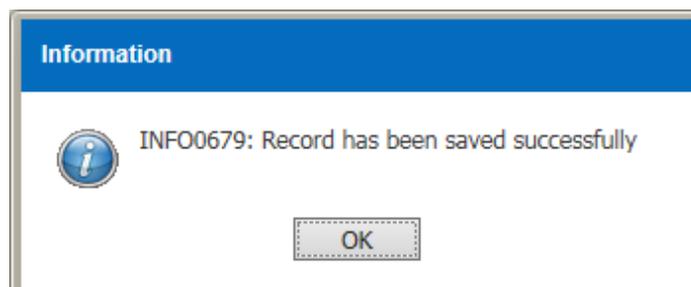


Figure 3.1.2-4 Information Message

3.2 User Roles

To assign User Roles, perform the steps below:

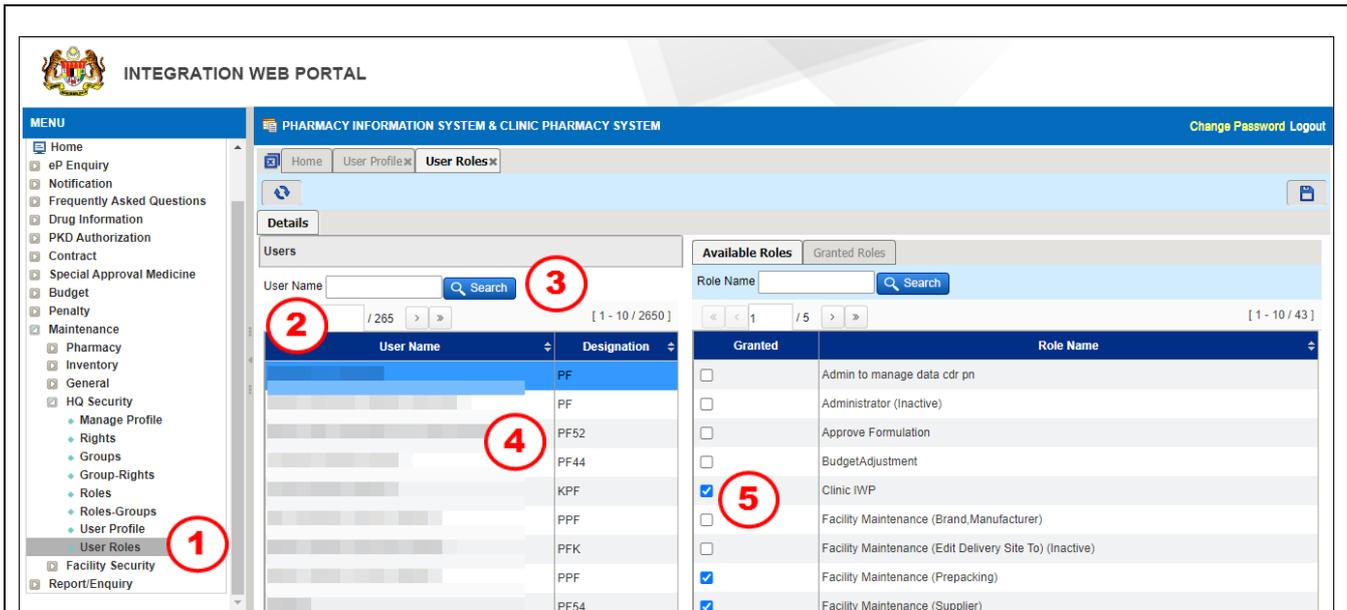


Figure 3.2-1 User Roles

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

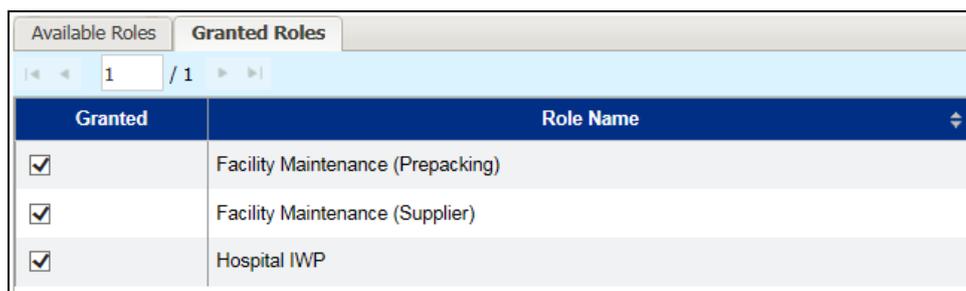
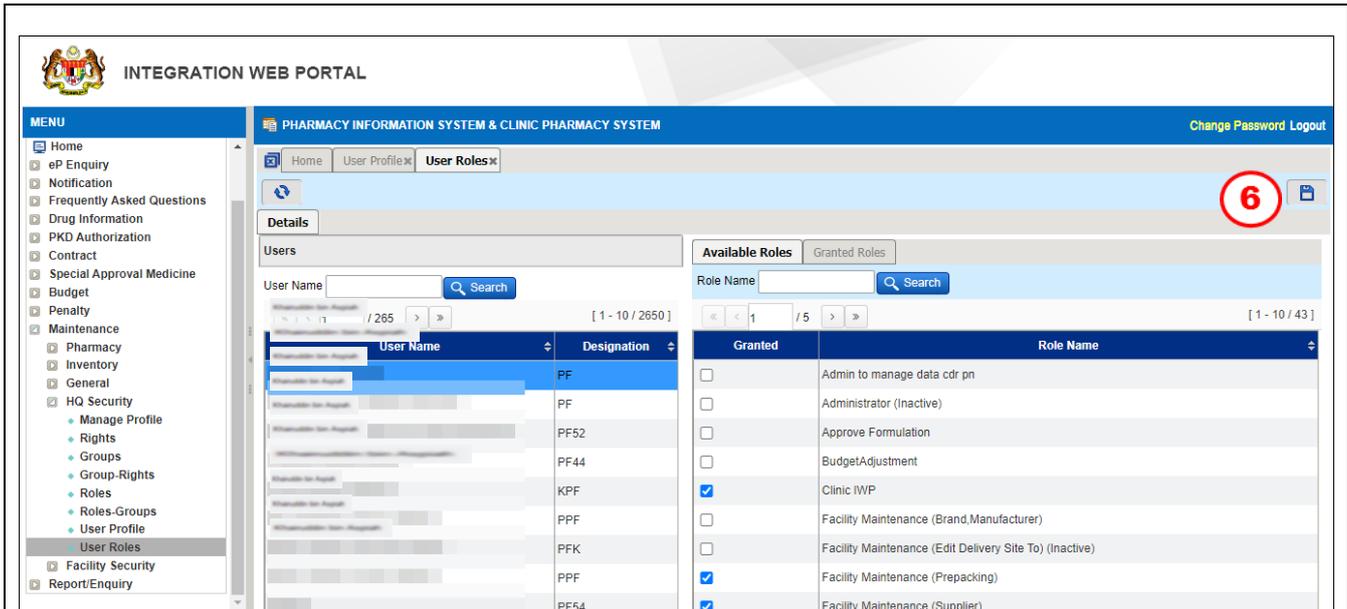


Figure 3.2-2 Granted Roles



INTEGRATION WEB PORTAL

PHARMACY INFORMATION SYSTEM & CLINIC PHARMACY SYSTEM

Change Password Logout

Home User Profile User Roles

6

Details

Users

User Name [Search]

[1 - 10 / 2650]

User Name	Designation	Granted	Role Name
[Redacted]	PF	<input type="checkbox"/>	Admin to manage data cdr pn
[Redacted]	PF	<input type="checkbox"/>	Administrator (Inactive)
[Redacted]	PF52	<input type="checkbox"/>	Approve Formulation
[Redacted]	PF44	<input type="checkbox"/>	BudgetAdjustment
[Redacted]	KPF	<input checked="" type="checkbox"/>	Clinic IWP
[Redacted]	PPF	<input type="checkbox"/>	Facility Maintenance (Brand Manufacturer)
[Redacted]	PPF	<input type="checkbox"/>	Facility Maintenance (Edit Delivery Site To) (Inactive)
[Redacted]	PPF	<input checked="" type="checkbox"/>	Facility Maintenance (Packing)
[Redacted]	PPF	<input checked="" type="checkbox"/>	Facility Maintenance (Supplier)

Available Roles

Granted Roles

Role Name [Search]

[1 - 10 / 43]

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:

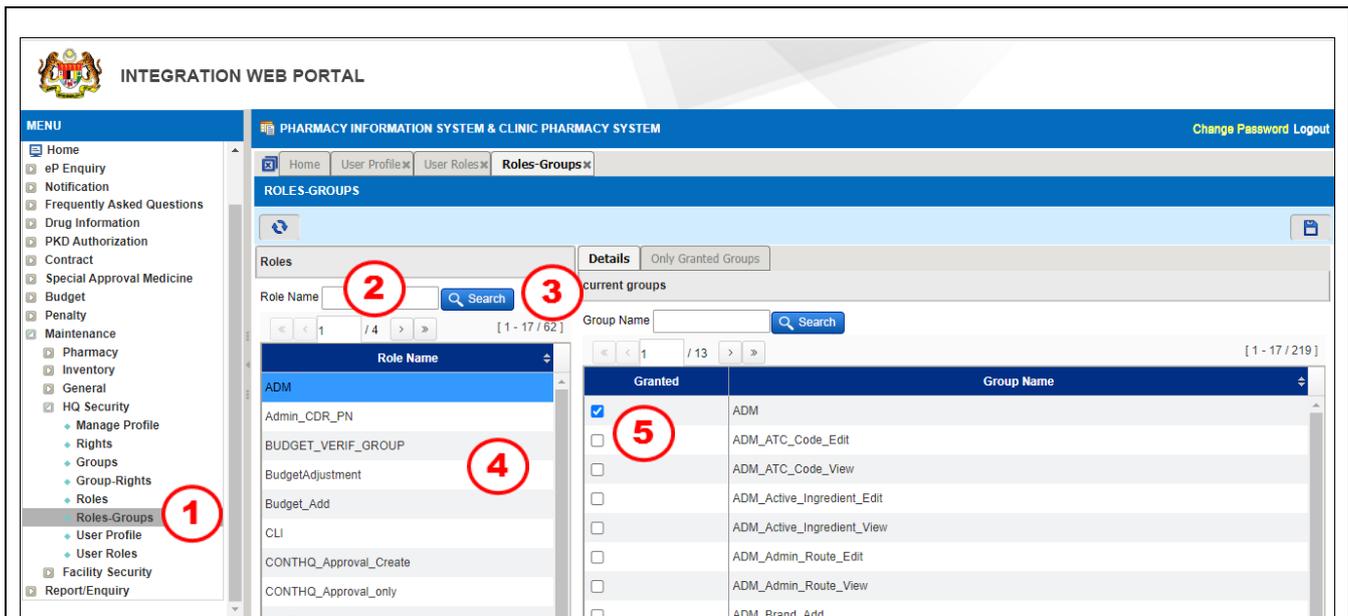


Figure 3.3-1 Roles Group

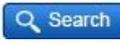
STEP 1

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

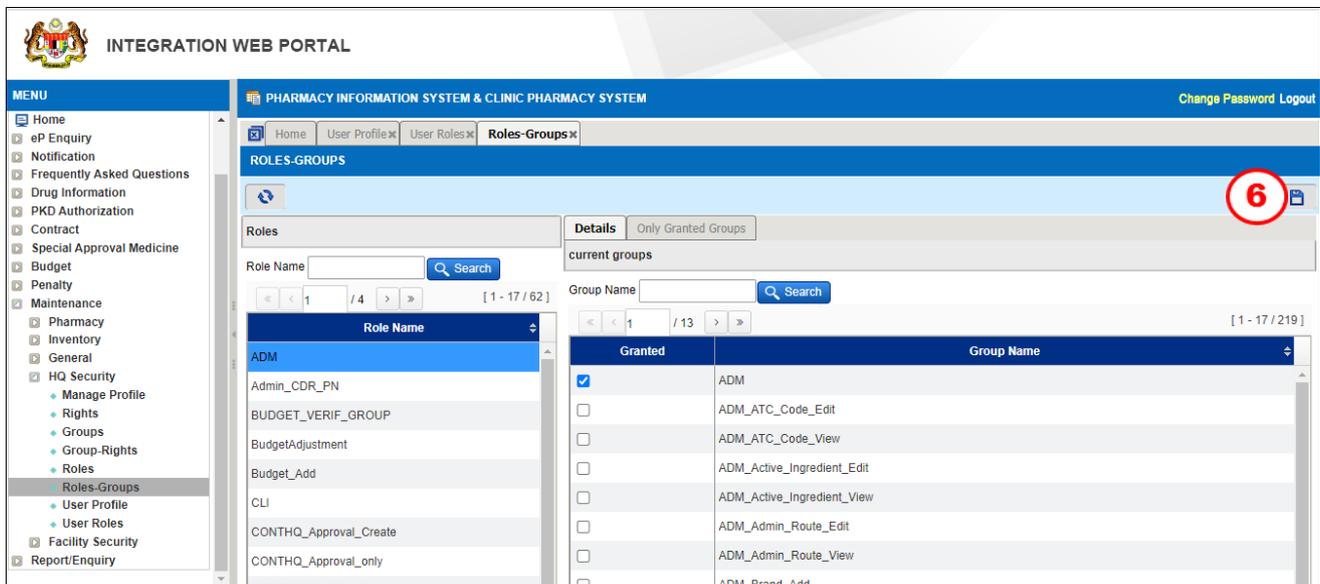
Select on the **Granted** checkbox to assign Roles Group for the selected **Role Name**

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	
Granted	Group Name
<input checked="" type="checkbox"/>	ADM
<input checked="" type="checkbox"/>	ADM_Contract_Information_View
<input checked="" type="checkbox"/>	ADM_Ep_Program_View
<input checked="" type="checkbox"/>	ADM_Ep_Project_View
<input checked="" type="checkbox"/>	ADM_Ep_Vote_View
<input checked="" type="checkbox"/>	ADM_FAQ_View
<input checked="" type="checkbox"/>	ADM_FPPDrugPrice_Edit
<input checked="" type="checkbox"/>	ADM_FPPDrugPrice_View
<input checked="" type="checkbox"/>	ADM_GL_Account_View
<input checked="" type="checkbox"/>	ADM_INV_Penalty_Incident_Edit
<input checked="" type="checkbox"/>	ADM_INV_Penalty_Incident_View

Figure 3.3-2 Granted Roles



INTEGRATION WEB PORTAL

PHARMACY INFORMATION SYSTEM & CLINIC PHARMACY SYSTEM

Change Password Logout

Home User Profile User Roles Roles-Groups

ROLES-GROUPS

Roles Details Only Granted Groups

current groups

Role Name Search

Group Name Search

Role Name	Granted	Group Name
ADM	<input checked="" type="checkbox"/>	ADM
Admin_CDR_PN	<input type="checkbox"/>	ADM_ATC_Code_Edit
BUDGET_VERIF_GROUP	<input type="checkbox"/>	ADM_ATC_Code_View
BudgetAdjustment	<input type="checkbox"/>	ADM_Active_Ingredient_Edit
Budget_Add	<input type="checkbox"/>	ADM_Active_Ingredient_View
CLI	<input type="checkbox"/>	ADM_Admin_Route_Edit
CONTHQ_Approval_Create	<input type="checkbox"/>	ADM_Admin_Route_View
CONTHQ_Approval_only	<input type="checkbox"/>	ADM_Brand_Add

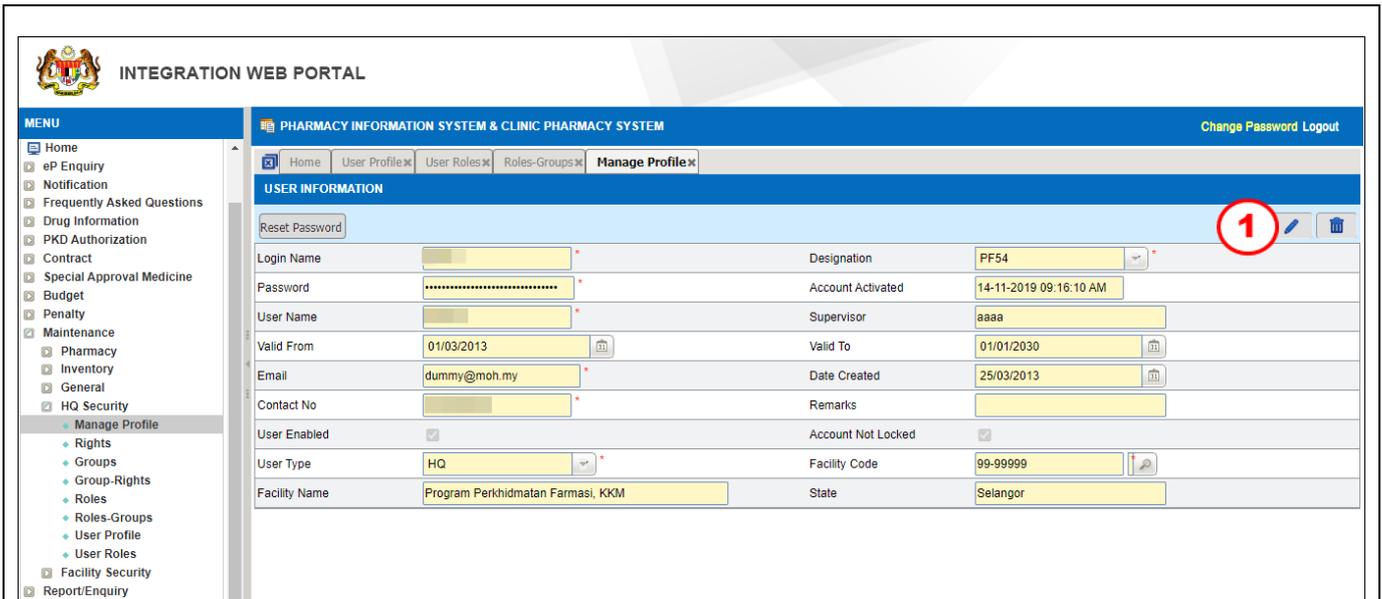
Figure 3.3-3 Roles Group

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

Change Password Logout

Home User Profile User Roles Roles-Groups **Manage Profile**

USER INFORMATION

Reset Password 1  

Login Name	<input type="text"/>	Designation	PF54
Password	<input type="password"/>	Account Activated	14-11-2019 09:16:10 AM
User Name	<input type="text"/>	Supervisor	aaaa
Valid From	01/03/2013	Valid To	01/01/2030
Email	dummy@moh.my	Date Created	25/03/2013
Contact No	<input type="text"/>	Remarks	<input type="text"/>
User Enabled	<input checked="" type="checkbox"/>	Account Not Locked	<input checked="" type="checkbox"/>
User Type	HQ	Facility Code	99-99999
Facility Name	Program Perkhidmatan Farmasi, KKM	State	Selangor

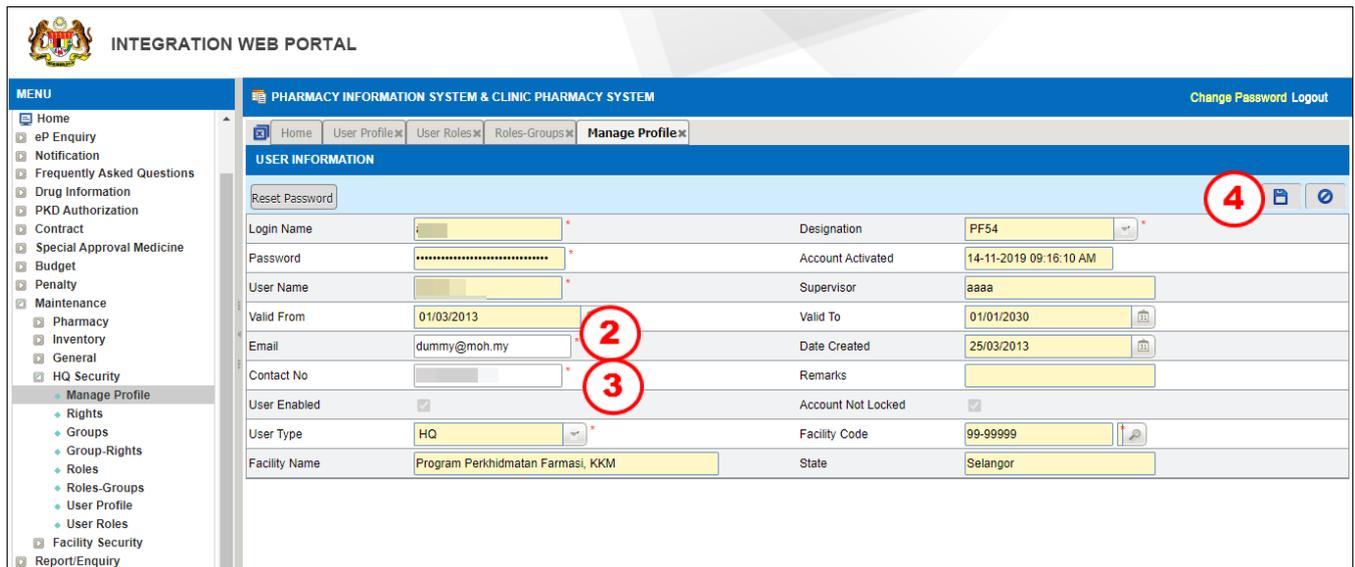
Figure 3.4-1 Manage Profile

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

Change Password Logout

Home User Profile User Roles Roles-Groups **Manage Profile**

USER INFORMATION

Reset Password 4  

Login Name	<input type="text"/>	Designation	PF54
Password	<input type="password"/>	Account Activated	14-11-2019 09:16:10 AM
User Name	<input type="text"/>	Supervisor	aaaa
Valid From	01/03/2013 2	Valid To	01/01/2030
Email	dummy@moh.my	Date Created	25/03/2013
Contact No	<input type="text"/> 3	Remarks	<input type="text"/>
User Enabled	<input checked="" type="checkbox"/>	Account Not Locked	<input checked="" type="checkbox"/>
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

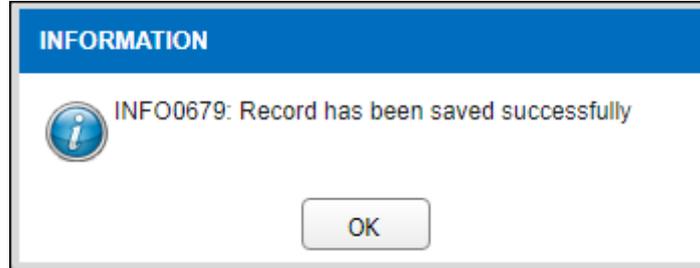


Figure 3.4-3 Alert Message

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 Information 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	<i>Notification</i>	Click Here
2	<i>Frequency Asked Question</i>	Click Here
3	<i>Drug Information</i>	Click Here
4	<i>Contract</i>	Click Here
5	<i>KPK Approval</i>	Click Here
6	<i>Maintenance – Pharmacy</i>	Click Here
7	<i>Maintenance – Inventory</i>	Click Here
8	<i>Maintenance – General</i>	Click Here
9	<i>Maintenance – HQ Security</i>	Click Here