



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

User Manual Integrated Web Portal (IWP)

Login

Version	: 12th Edition
Document ID	: U.MANUAL_IWP_LOGIN



PhIS & CPS Project
User Manual – Integrated Web Portal (IWP)
Login



© 2011-2021 Pharmacy Information System & Clinic Pharmacy System (PhIS& CPS) Project

CONFIDENTIAL COPYRIGHTED MATERIAL–The information includes all concepts, comments, recommendations, and material, contained herein shall remain the property of Pharmacy Information System & Clinic Pharmacy System (PhIS& CPS) Project. No portion of this document shall be disclosed, duplicated or used in whole or in part of any purpose other than the purpose of the Pharmacy Information System & Clinic Pharmacy System (PhIS& CPS) Project execution only

Reference ID : HQ_U.MANUAL_IWP_LOGIN-12th E

Application reference: PhIS & CPS v2.5.1



Table of Contents

1	Introduction.....	1
1.1.	Overview of IWP	1
1.2.	Purpose and Objectives	1
1.3.	Organised Sections	1
2	Application Standard Features.....	2
2.1.	IWP Legend.....	2
2.2.	Login to IWP	3
2.3.	IWP Home Page Overview	4
2.4.	Change Password	5
2.5.	Forget Password.....	6
3	Acronyms	9
4	Link to IWP Modules.....	9

1 Introduction

1.1. Overview of IWP

Integrated Web Portal or better known as IWP is the HQ Application where it served various of function which is :

1. HQ Master Maintenance
2. HQ Master Distribution
3. HQ Transaction (Contract HQ, Special Request KPK)
4. HQ ePerolehan Enquiry
5. ePerolehan Integration (Procurement)
6. Synchronize between existing PIWP and New PIWP
7. PKD Approval (Budget, Payment, Year-End, Task List)
8. Integration Gateway (SPUB, Outsource, External, Notification)
9. Notification Distribution (Product Recall, Message)
10. Log Dashboard & Enquiry (for Administration)

1.2. Purpose and Objectives

This user manual outlines the Integrated Web Portal key features and functionalities. The primary objective is to guide users through the process of completing IWP application process.

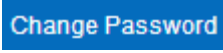
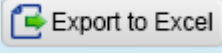
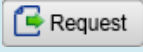
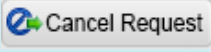
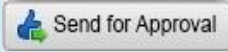
1.3. Organised Sections

These are the sections within this document:

- Section 1 : Introduction
- Section 2 : Application Standard Features
- Section 3 : Acronyms

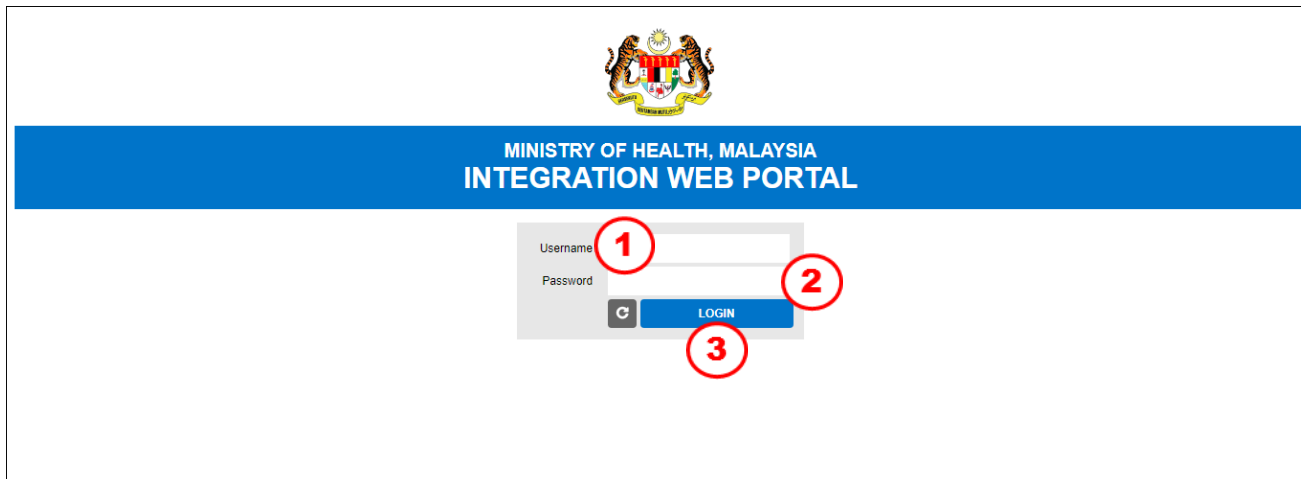
2 Application Standard Features

2.1. IWP Legend

Standard Legend			
	Login to PhIS		Logout from PhIS
	Change Login Password		Reset Login Screen
	Expand Menu		Collapse Menu
	Display Home Tab		Expand Module
	Collapse Module		Close All Open Tabs
	Refresh Screen		Search Record
	Add/Create New Record		Show Help
	Print		Mandatory Field
	Calendar Icon		Search Icon
	Close Window		Radio Button
	Checkbox		Edit Record
	Cancel		Delete Record
	Save		Export and Open Report in Excel Format
	Add Item to the list		Delete Item from the list
	Request for Approval		Cancel the Request
	Approve Transaction		Reject Transaction
	Send for Approval		Dropdown Box
	Automatically Display/Retrieve Box		Empty Text Box

2.2. Login to IWP

To login into the system, perform the steps below:



The screenshot shows the IWP Login Page. At the top is the Ministry of Health Malaysia logo. Below it is a blue header bar with the text "MINISTRY OF HEALTH, MALAYSIA" and "INTEGRATION WEB PORTAL". The login form consists of a "Username" field (labeled 1), a "Password" field (labeled 2), and a "LOGIN" button (labeled 3). There is also a small "C" icon button next to the password field.

Figure 2.2-1 IWP Login Page

STEP 1

Key-in username in the **Username** field

STEP 2

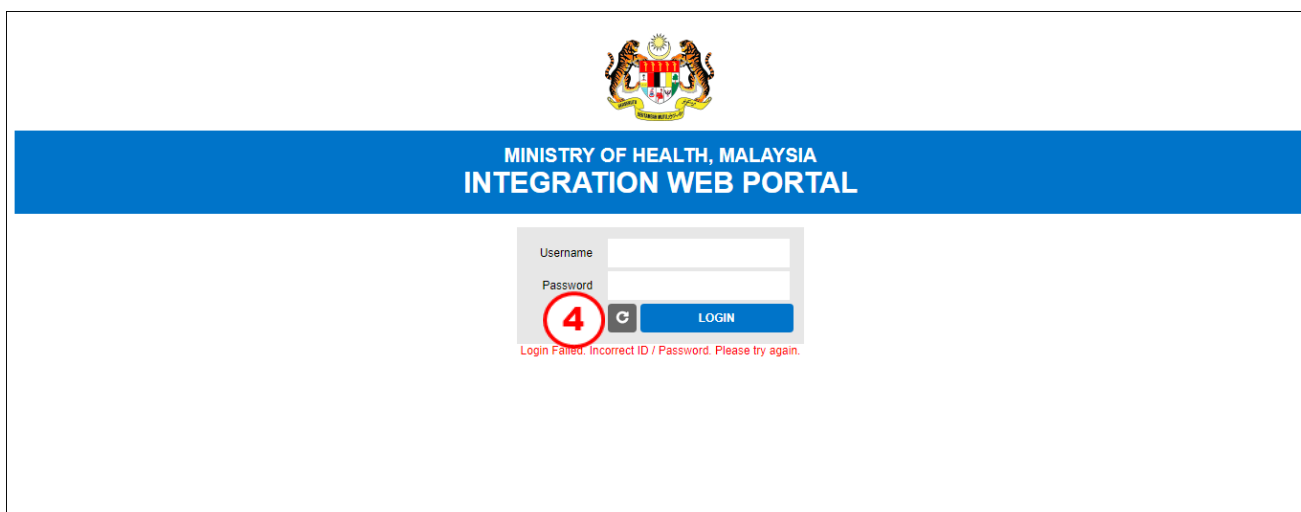
Key-in password in the **Password** field

STEP 3

Click on the  button to log-in to the application

Note

Alert message as shown in Figure 2.2-2 will be displayed if the password entered is incorrect.



The screenshot shows the IWP Login Page after an incorrect password entry. The "Username" field is empty, and the "Password" field is filled. The "LOGIN" button is highlighted. A red circle with the number 4 is around the "C" icon button. Below the login form, a red error message is displayed: "Login Failed. Incorrect ID / Password. Please try again."

Figure 2.2-2 Wrong Password Entered

STEP 4

Click on the  button to reset all the fields on the login screen

2.3. IWP Home Page Overview

User will be navigated to the IWP home page upon successful login.

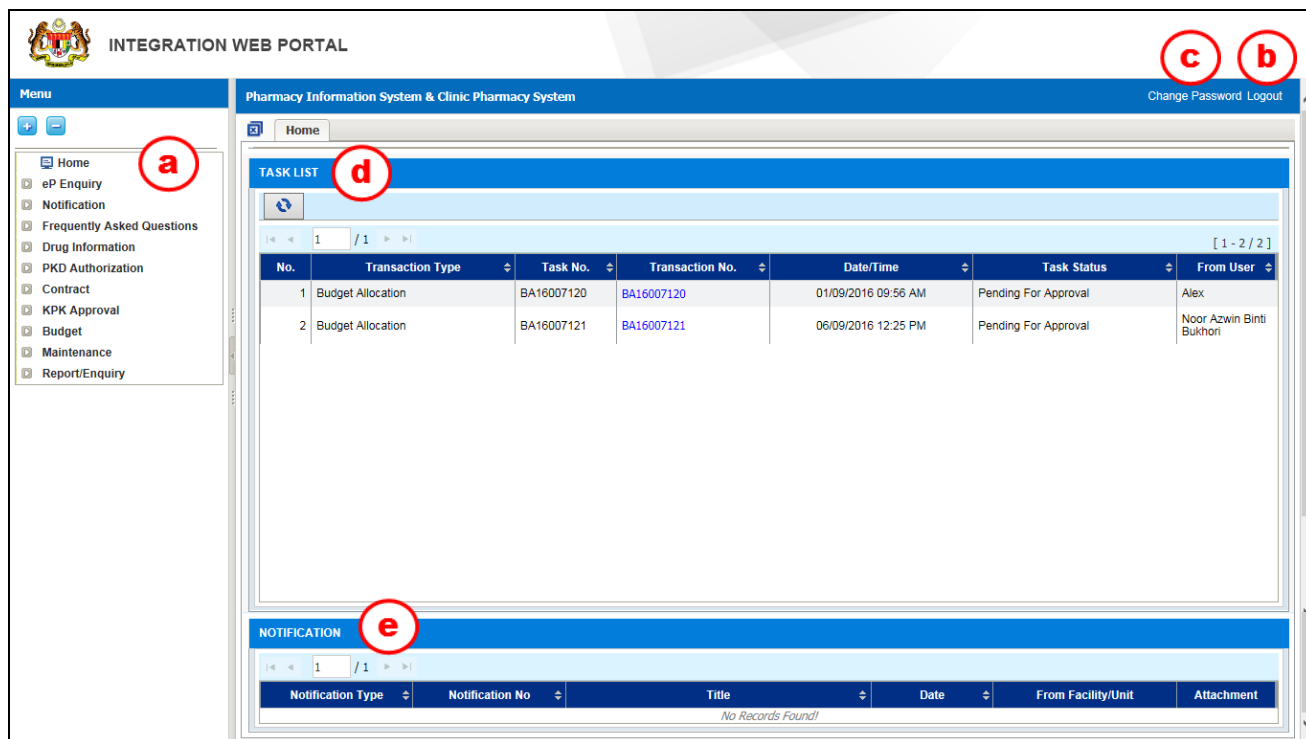


Figure 2.3-1 IWP Home Page

IWP Home Page screen will be displayed according to user's role and access right.

Left side panel contains:

- a) **Menu**
List of Menu displayed depends on the user's role. User needs to refer to the facility's System Administrator for any update needed.

Right side panel contains:

- b) **Logout**
To logout from PhIS application.
- c) **Change Password**
This hyperlink allows user to change the login password.
- d) **Task List**
Active 'Pending for Approval' task(s) that require action/ follow-up will be displayed.
- e) **Notification**
List of notification(s) from Bahagian Perkhidmatan Farmasi

2.4. Change Password

To change user's current password, perform step below :

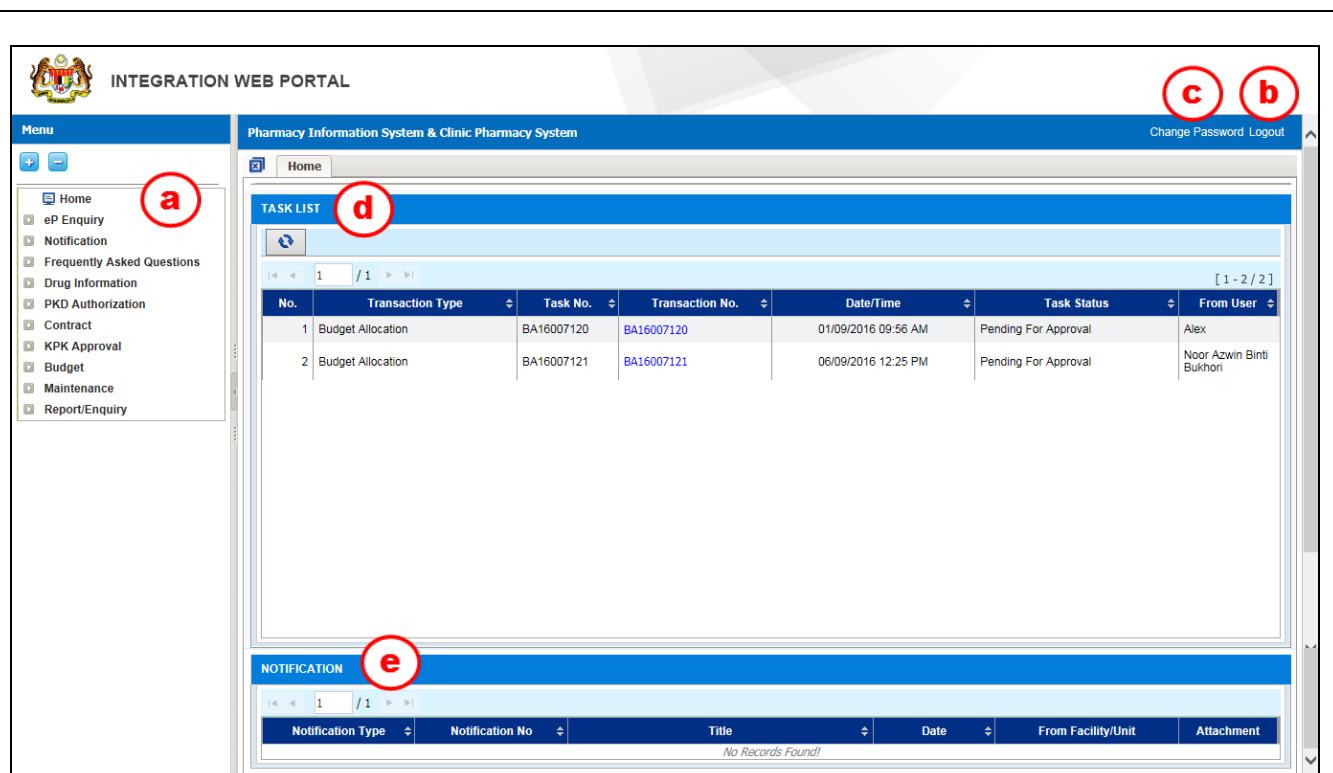


Figure 2.3-1 IWP Home Page

IWP Home Page screen will be displayed according to user's role and access right.

Left side panel contains:

- a) **Menu**
List of Menu displayed depends on the user's role. User needs to refer to the facility's System Administrator for any update needed.

Right side panel contains:

- b) **Logout**
To logout from PhIS application.
- c) **Change Password**
This hyperlink allows user to change the login password.
- d) **Task List**
Active 'Pending for Approval' task(s) that require action/ follow-up will be displayed.
- e) **Notification**
List of notification(s) from Bahagian Perkhidmatan Farmasi

2.5. Forget Password

If user's are forget password, perform steps below.

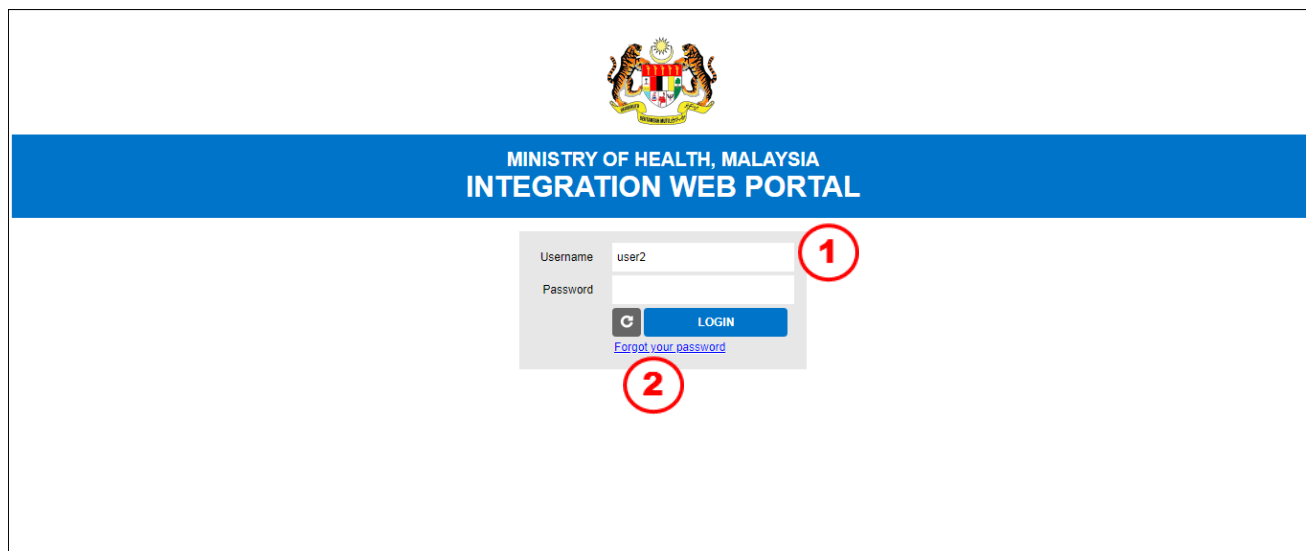


Figure 2.5-1 IWP Login

STEP 1

Enter registered **Username**

STEP 2

Click [Forgot your password](#) hyperlink and alert message will be displayed as shown in Figure 2.5-2

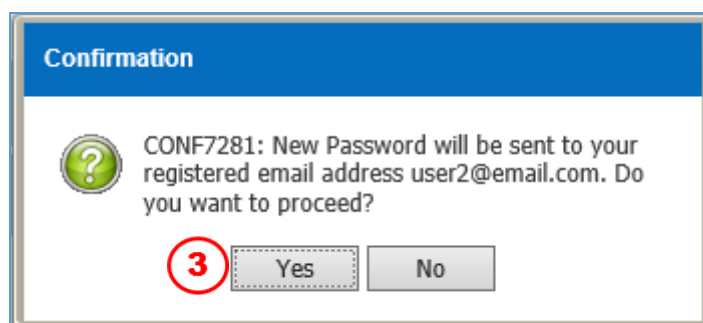


Figure 2.5-2 Change Password

STEP 3

Click [Yes](#) button email will be sent to registered email address

Note

- If click [No](#) button close alert and back to login screen
- Sample of password recover email will shown in Figure 2.5-3

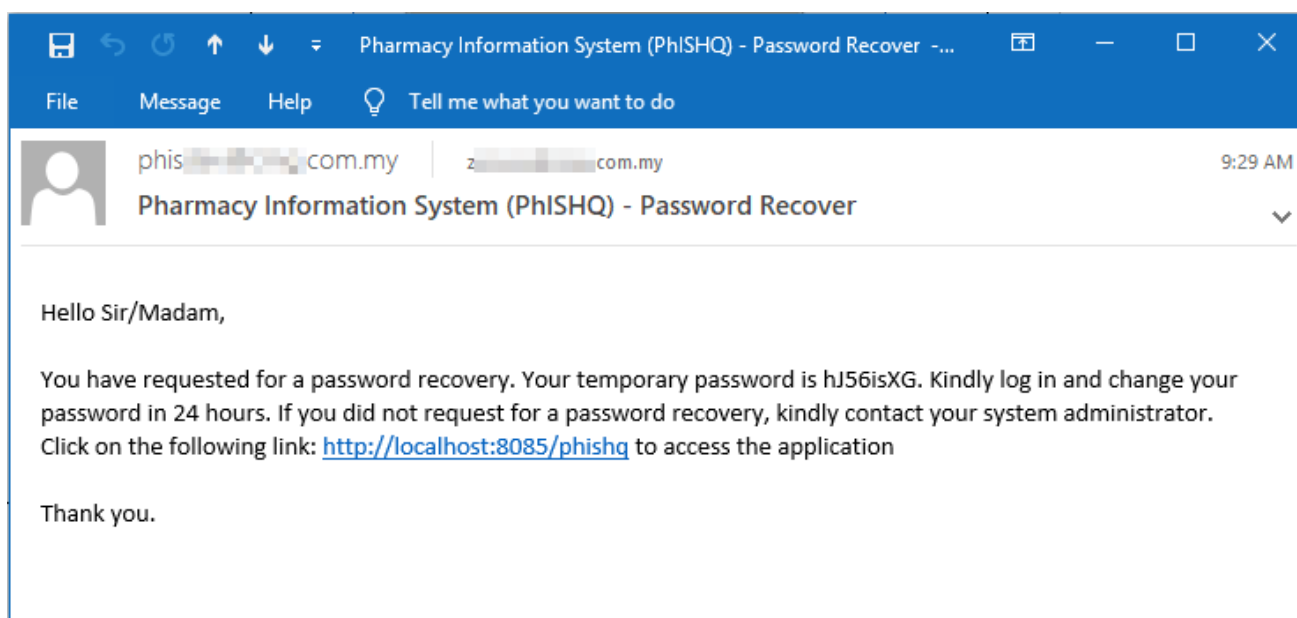


Figure 2.5-3 Password Recover Email

Note

- User need to login using temporary password
- After login using temporary password alert will be display as shown in Figure 2.5-4. User must change their temporary password before they can proceed with any transaction.

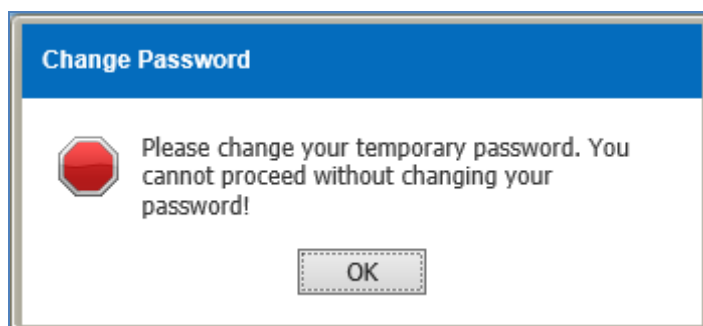


Figure 2.5-4 Alert Message

Note

After change, user must login with new password to proceed transaction

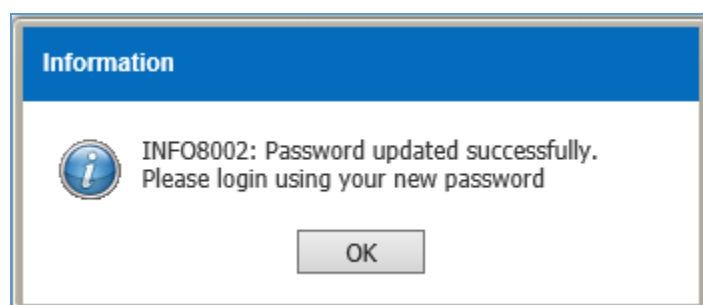
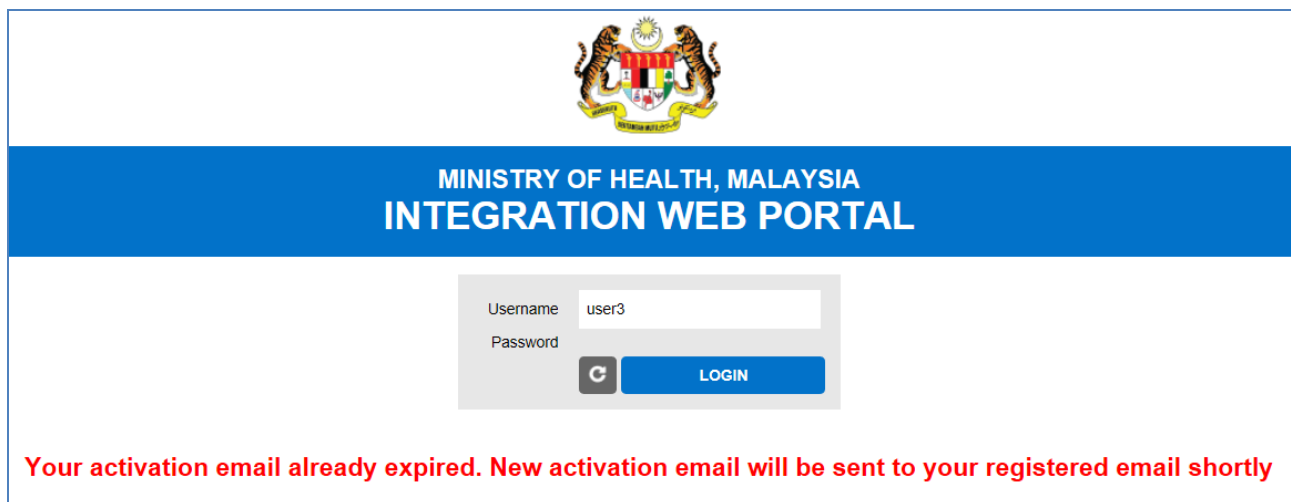


Figure 2.5-5 Alert Message

Note

If user try to login after given time (e.g.: stated in email 'Kindly log in and change your password in 24 hours. '), alert will be displayed "Your temporary password already expired. New password will be sent to your registered email shortly." New email with temporary password will be sent to that user



The screenshot displays the login interface of the Ministry of Health, Malaysia Integration Web Portal. At the top, the national emblem of Malaysia is centered. Below it, a blue banner contains the text "MINISTRY OF HEALTH, MALAYSIA" and "INTEGRATION WEB PORTAL". The login form consists of two input fields: "Username" with the value "user3" and "Password". Below the password field is a "LOGIN" button. A red message at the bottom of the form states: "Your activation email already expired. New activation email will be sent to your registered email shortly".

Figure 2.5-6 IWP Login

3 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
BPF	Bahagian Perkhidmatan Farmasi
NPRA	National Pharmaceutical Regulatory Agency

4 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