



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

User Manual Integrated Web Portal (IWP)

Maintenance - General

Version	: 10th EDITION
Document ID	: HQ_U.MANUAL_IWP_MAINTENANCE_GEN



© 2011-2019 *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_MAINTENANCE_GEN-10th EDITION

Application reference: PhIS & CPS v2.1 & v2.2

Table of Contents

1.0	Introduction.....	1
1.1	Overview of PhIS	1
2.1	Purpose and Objectives.....	1
3.1	Organised Sections	1
2.0	Application Standard Features.....	2
2.1	PhIS Legend.....	2
3.0	Maintenance (General)	3
	Overview	3
	User Group.....	3
	Functional Diagram	3
	Functional Description	3
3.1	Town.....	6
3.1.1	Create New Town Record	6
3.1.2	View and Modify Town Record.....	8
3.2	Occupation	10
3.2.1	Create New Occupation Record.....	10
3.2.2	View and Modify Occupation Record	12
3.3	External Facility	14
3.3.1	Create New Record External Facility.....	14
3.3.2	View and Modify External Facility.....	18
3.4	Department.....	23
3.4.1	Create New Record Department	23
3.4.2	View and Modify Record Department.....	28
3.5	Request Unit Group Master	31
3.5.1	Create New Record Request Unit Group Master.....	31
3.5.2	View and Modify Record Request Unit Group Master	33
3.6	IWP Config	36
3.6.1	Edit IWP Config.....	36
3.7	Non Drug	39
3.7.1	Create New Record Non Drug	39
3.7.2	View and Modify Record Non Drug	41
3.8	Item Sub Class	44
3.8.1	Create New Record Item sub Class	44
3.8.2	View and Modify Record Item Sub Class	46
3.9	Item Class.....	49
3.9.1	Create New Record Item Class.....	49
3.9.2	View and Modify Record Item Class.....	51
3.10	Reason Master	54
3.10.1	Create New Record for Reason Master.....	54
3.10.2	View and Modify Reason Master Record	56
3.11	Calendar	59
3.11.1	Create New Record.....	59
3.11.2	View and Modify Calendar Record	63
3.12	UOM	69
3.12.1	Create New Record UOM	69
3.12.2	View and Modify Existing Unit of Measure (UOM) Record.....	71
3.13	Reference Code.....	74
3.13.1	Create New Reference Code	74
3.13.2	View and Modify Existing Reference Code Record	76
3.14	PTJ Code.....	79
3.14.1	Create New PTJ Code	79
3.14.2	View and Modify Existing PTJ Code Record	81
4.0	Acronyms	84



5.0 Links to IWP Modules.....	84
-------------------------------	----

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 that geared toward pharmacy excellent care. This implementation would transform most of the current manual process to electronic system would benefit facility end user in the health care sector.

There are 12 modules to assist service 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 Card(ADR & DAC)
9. Clinical Pharmacokinetics Services (TDM)
10. Drug Information & Consumer Education (DICE)
11. Medication Therapy Adherence Clinic (MTAC)
12. Data Mining (PhARM)

2.1 Purpose and Objectives

This user manual outlines the IWP (Maintenance – General) sub-module and its key features and functionalities. The primary objective is to help guide users through the process of completing PhIS application process.

User will understand the following activities in details:

- Create a new Maintenance for General
- Modify existing Maintenance for General

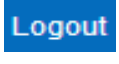
3.1 Organised Sections

These are the sections within this document:

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

2.0 Application Standard Features

2.1 PhIS 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.

3.0 Maintenance (General)

Overview

Application maintenance describes the relationship, details of the data flow for each function, the details validation and data/information that required being setup for system purpose. The module will provide a portal for configuration guide for the user which describe the basic and advance featured available on the system. This featured allow user to view and modify existing record and also create new record for each module. This application enables the facility to perform any modification to existing setting.

User Group

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

Functional Diagram

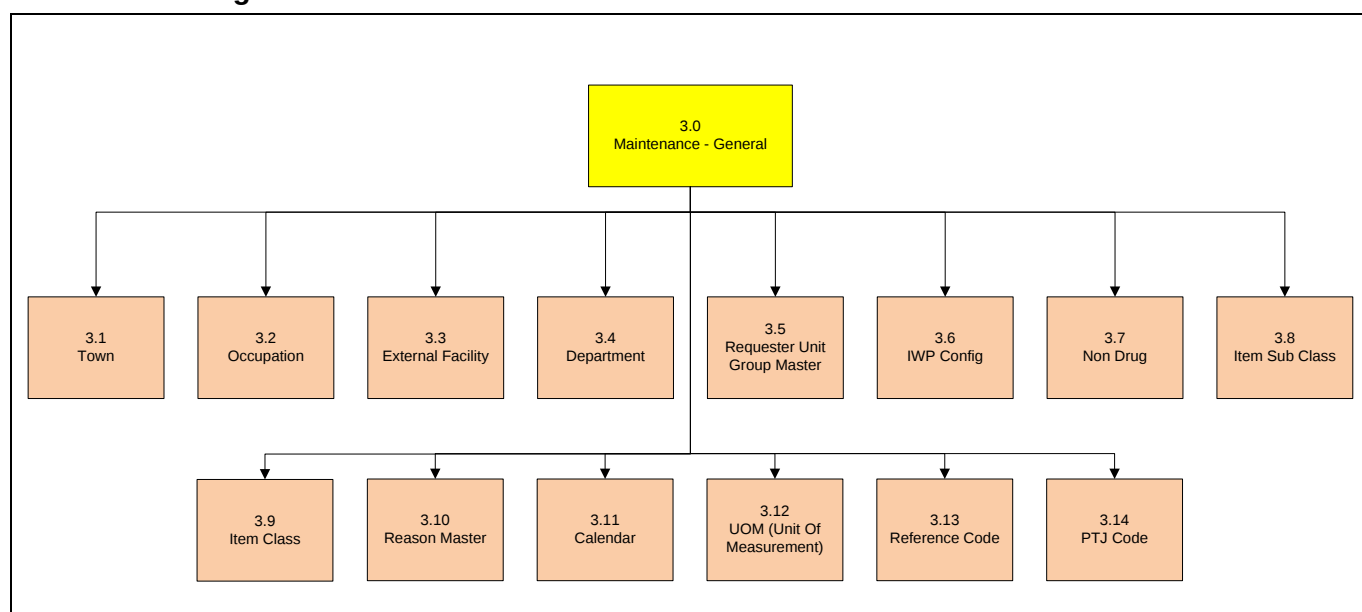


Figure 3.1

Functional Description

Maintenance (General) module comprises of thirteen (13) main sub modules:

- **Town**

Town screen allows user view existing Town record, create new record and modify the existing record. The screen shows list of town in Malaysia for patient demography recording purposes

- **Occupation**

Occupation screen allows user view existing Occupation record, create new record and modify the existing record. Contains list of occupation for patient demography recording purposes.

- **External Facility**

External Facility screen allows user view existing External Facility records, create new record and modify existing record. The screen shows Facility listing in KKM infrastructures which manage by HQ. The page indicates in details regarding a facility which used to cater integration between facilities.

- **Department**

Department screen allows user view existing department records, create new record and modify existing record.

- **Requester Unit Group Master**

Requester Unit Group Master Screen allows user view existing Requester Unit Group Master record, create new record and modify existing record.

- **IWP Config**

IWP Config allows user view and modifies the existing record.

- **Non Drug**

Non Drug screen allows user view existing Non Drug records, create new record and modify existing record. Non Drug is consumable items used in a hospital to deliver procedures and treatment to patients. The screen shows all non-drugs codes.

- **Item Sub Class**

Item Sub Class screen allows user view existing Item Sub Class records, create new and modify existing record. The screen used to classify items in various other groups besides their origin on the basis of pharmacological properties like mode of action and their pharmacological action or activity such as Psychotropic/Narcotic, Virology, Tablet/Capsule and others.

- **Item Class**

Item Class screen allows user view existing Item Class records, create new and modify existing record. The screen used to categories an item by its class such as internal preparation, external preparation, raw material, cytotoxic and others.

- **Reason Master**

Reason Master Screen allows user view existing Reason Master records, create new and modify existing record. Reason Master screen is a list of all reasons that can be used in system such as reason for interventions, holding medications, stock adjustment and others.

- **Calendar**

Calendar screen allows user to create or modify calendar records. The Calendar records will be used for all modules in PhIS system. User can add the information like public holiday and weekend inside the Calendar module

- **UOM**

UOM screen allows user view existing UOM record, create new and modify the existing UOM records.

- **Reference Codes**

Reference Codes allows user to view existing record, create new and modify existing record. Reference codes is listing page that support multiple system's functionality. It contains fixed data variable that maintain by HQ to be used in pages so that any transaction and report are in line with system requirement.

- **PTJ Code**

PTJ Code screen allows user view existing PTJ Code record, create new and modify the existing PTJ Code.

3.1 Town

3.1.1 Create New Town Record

This function is used to create new town record

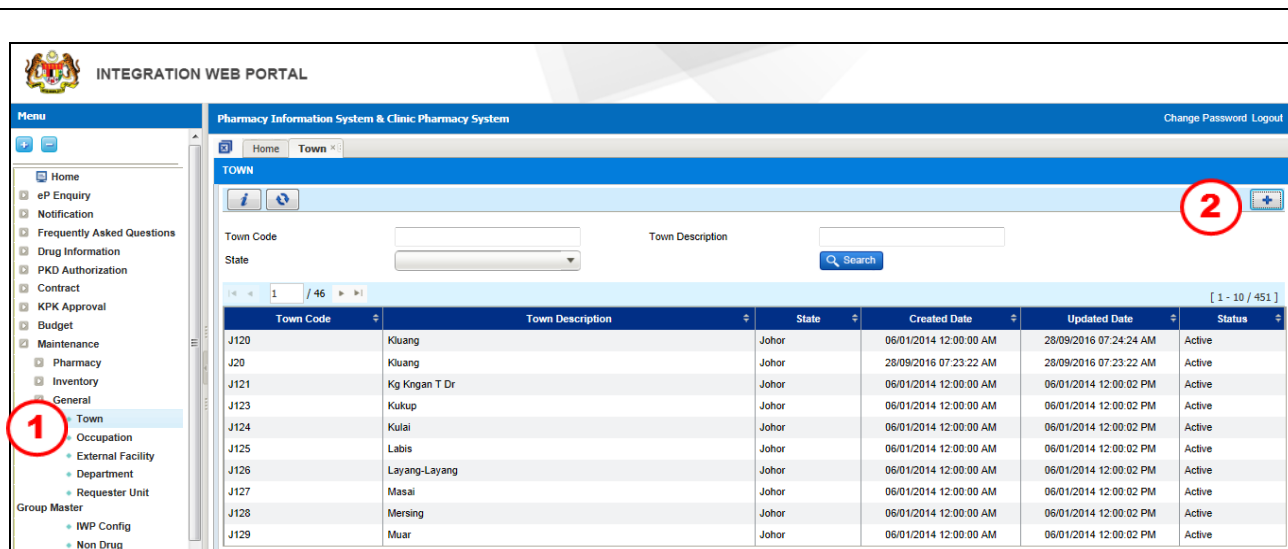


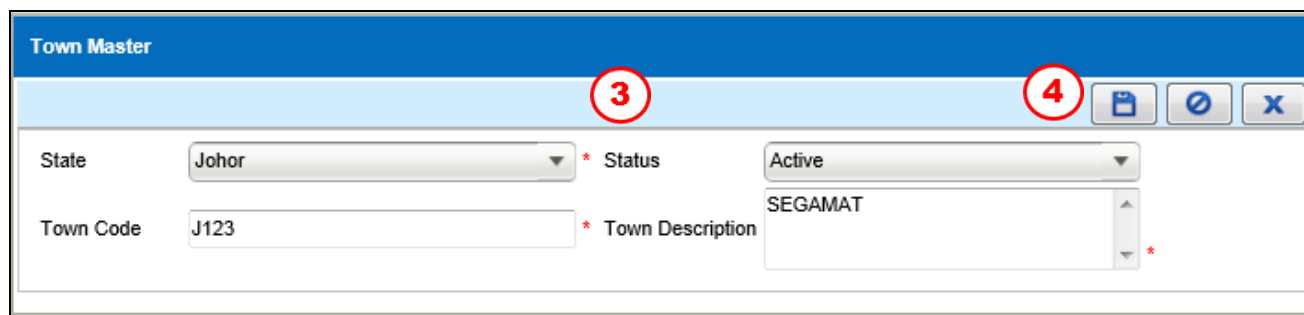
Figure 3.1.1-1 Town Listing Page

STEP 1

Click on 'Maintenance' followed by 'General'. Click on 'Town' sub menu.

STEP 2

Click on the  button to create new record for Town and fill the transaction as shown on Figure 3.1.1-2



Town Master

State: Johor * Status: Active

Town Code: J123 * Town Description: SEGAMAT

Figure 3.1.1-2 Town Master

STEP 3

Fill all the criteria with :

- Click on the Drop Down Button to choose the **State**
- Fill the **Town Code**
- Fill the **Town Description**

STEP 4

Click on the  button to save the record for Town.

Note

- Confirmation message as shown in Figure 3.1.1-3 will be displayed after user save the record

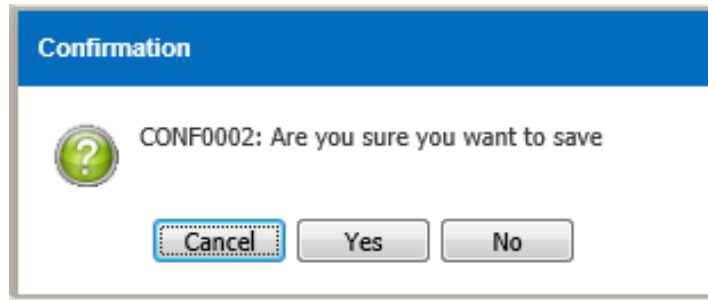


Figure 3.1.1-3 Confirmation Message

- Record will save when user click on the  button as shown in Figure 3.1.1-4

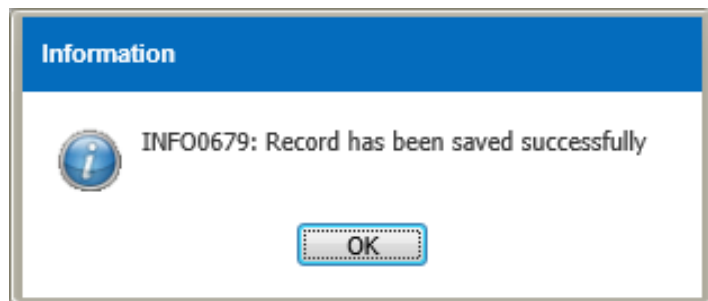
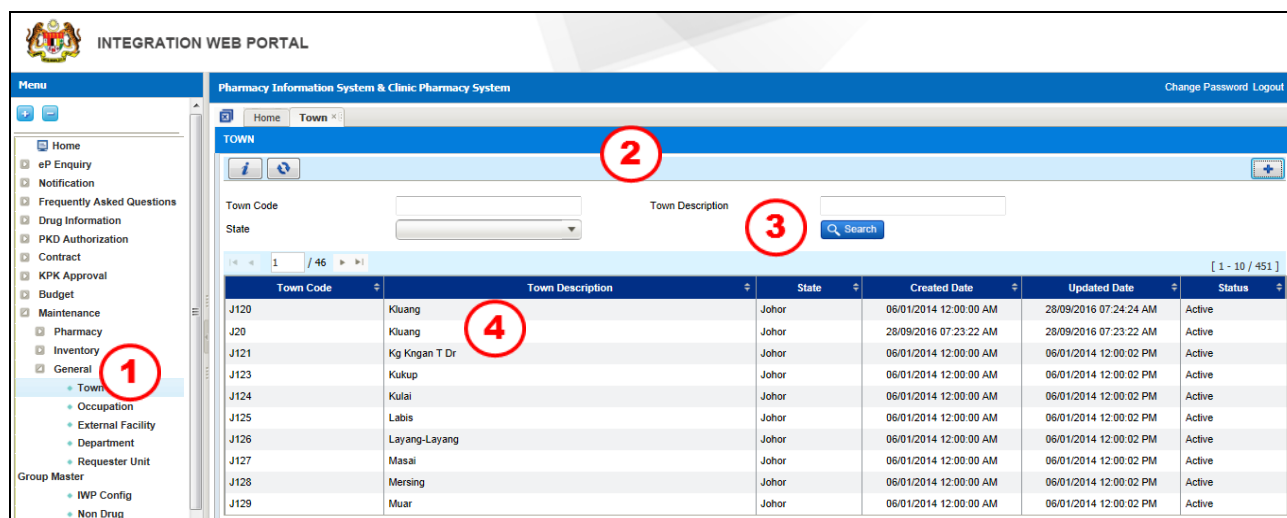


Figure 3.1.1-4 Information Message

- Click on the  button to close the Item Class screen.

3.1.2 View and Modify Town Record

This function is used to view and modify Town record:



Town Code	Town Description	State	Created Date	Updated Date	Status
J120	Kluang	Johor	06/01/2014 12:00:00 AM	28/09/2016 07:24:24 AM	Active
J20	Kluang	Johor	28/09/2016 07:23:22 AM	28/09/2016 07:23:22 AM	Active
J121	Kg Kngan T Dr	Johor	06/01/2014 12:00:00 AM	06/01/2014 12:00:02 PM	Active
J123	Kukup	Johor	06/01/2014 12:00:00 AM	06/01/2014 12:00:02 PM	Active
J124	Kulai	Johor	06/01/2014 12:00:00 AM	06/01/2014 12:00:02 PM	Active
J125	Labis	Johor	06/01/2014 12:00:00 AM	06/01/2014 12:00:02 PM	Active
J126	Layang-Layang	Johor	06/01/2014 12:00:00 AM	06/01/2014 12:00:02 PM	Active
J127	Masai	Johor	06/01/2014 12:00:00 AM	06/01/2014 12:00:02 PM	Active
J128	Mersing	Johor	06/01/2014 12:00:00 AM	06/01/2014 12:00:02 PM	Active
J129	Muar	Johor	06/01/2014 12:00:00 AM	06/01/2014 12:00:02 PM	Active

Figure 3.1.2-1 Town Listing Page

STEP 1

Click on 'Maintenance' followed by 'General'. Click on 'Town' sub menu.

STEP 2

These search criteria can be used to search for existing Town records:

- Town Code**
- Town Description**
- Status**

STEP 3

Click on the  button. The result(s) display will be based on the entered criteria.

STEP 4

Double click on the selected record and the details of the Town will be displayed as Figure 3.1.2-2.

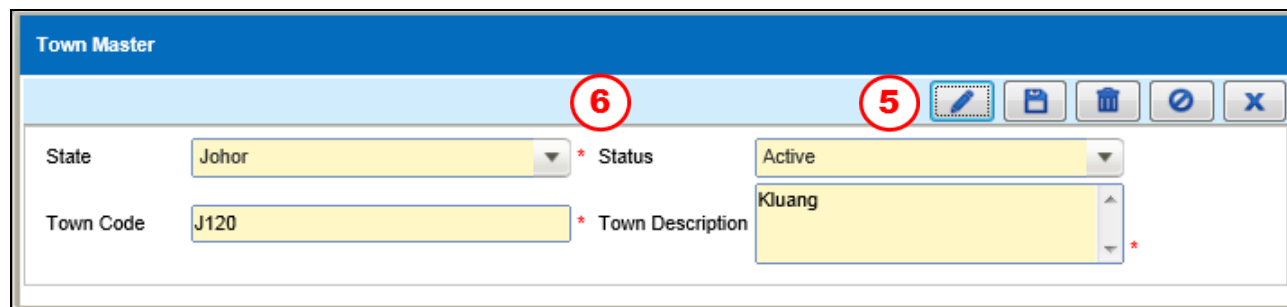


Figure 3.1.2-2 Town Master

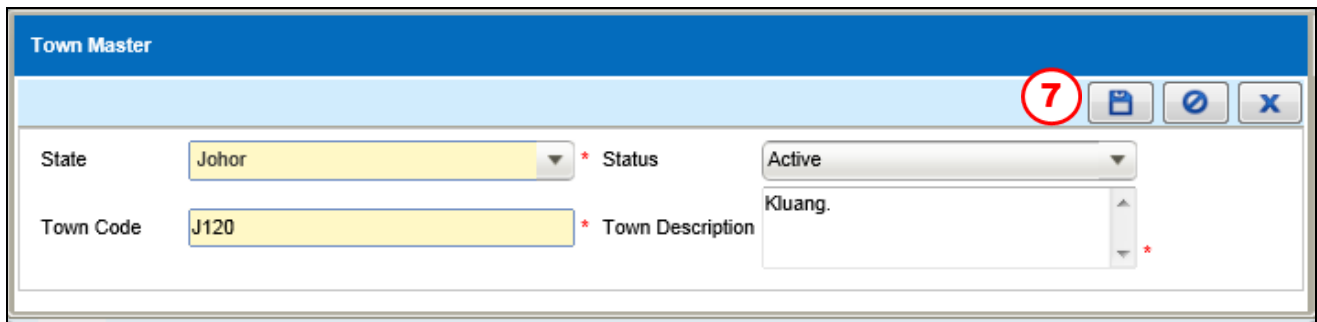
Step 5

Click on the  button to edit the Town screen and fill

Step 6

Fill all the criteria with 

- Click on the Drop Down Button to choose the **State**
- Fill the **Town Code**
- Fill the **Town Description**



The image shows a software window titled "Town Master". It has a blue header bar with the title. Below the header, there are four fields: "State" with a dropdown menu showing "Johor", "Status" with a dropdown menu showing "Active", "Town Code" with a text box containing "J120", and "Town Description" with a text box containing "Kluang.". There are red asterisks next to the "Status" and "Town Description" fields. In the top right corner, there are three buttons: a save button (floppy disk icon), a delete button (trash can icon), and a close button (X icon). A red circle with the number "7" is drawn around the save button.

Figure 3.1.2-3 Town Master

Step 7

Click on the  button to save the record for Town

Note

- Record will save when user click on the  button as shown in Figure 3.1.2-4

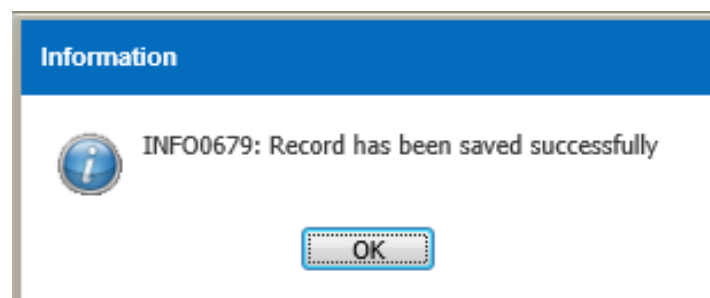


Figure 3.1.2-4 Information Message

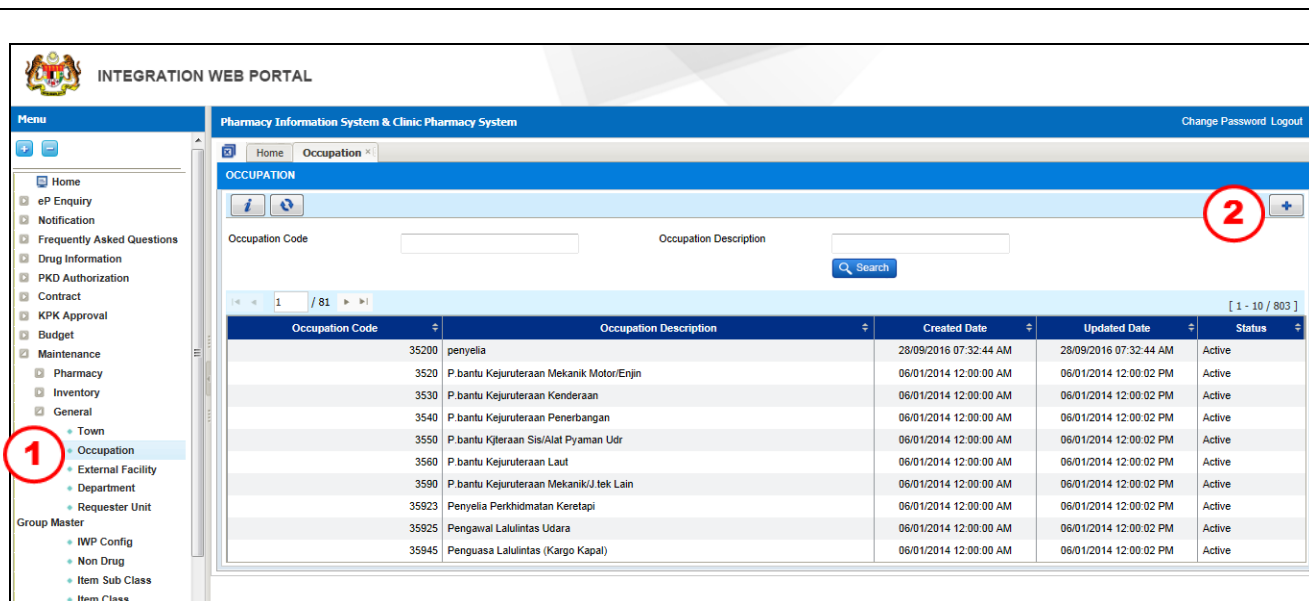
- Click on the  button to delete the record on the system and the status will be inactive
- Click on the  button to close the Town screen.

3.2 Occupation

This function is used to view and edit Occupation record:

3.2.1 Create New Occupation Record

This function is used to create new Occupation record



Integration Web Portal

Menu

- Home
- eP Enquiry
- Notification
- Frequently Asked Questions
- Drug Information
- PKD Authorization
- Contract
- KPK Approval
- Budget
- Maintenance
 - Pharmacy
 - Inventory
 - General
 - Town
 - Occupation
 - External Facility
 - Department
 - Requester Unit
- Group Master
 - IWP Config
 - Non Drug
 - Item Sub Class
 - Item Class

Pharmacy Information System & Clinic Pharmacy System

Change Password Logout

Home Occupation

Occupation

Occupation Code Occupation Description Search

1 / 81

Occupation Code	Occupation Description	Created Date	Updated Date	Status
35200	penyelia	28/09/2016 07:32:44 AM	28/09/2016 07:32:44 AM	Active
3520	P.bantu Kejuruteraan Mekanik Motor/Enjin	06/01/2014 12:00:00 AM	06/01/2014 12:00:02 PM	Active
3530	P.bantu Kejuruteraan Kenderaan	06/01/2014 12:00:00 AM	06/01/2014 12:00:02 PM	Active
3540	P.bantu Kejuruteraan Penerbangan	06/01/2014 12:00:00 AM	06/01/2014 12:00:02 PM	Active
3550	P.bantu Kijeraan Sis/Alat Pyaman Udr	06/01/2014 12:00:00 AM	06/01/2014 12:00:02 PM	Active
3560	P.bantu Kejuruteraan Laut	06/01/2014 12:00:00 AM	06/01/2014 12:00:02 PM	Active
3590	P.bantu Kejuruteraan Mekanik/J.tek Lain	06/01/2014 12:00:00 AM	06/01/2014 12:00:02 PM	Active
35923	Penyelia Perkhidmatan Keretapi	06/01/2014 12:00:00 AM	06/01/2014 12:00:02 PM	Active
35925	Pengawal Lalulintas Udara	06/01/2014 12:00:00 AM	06/01/2014 12:00:02 PM	Active
35945	Penguasa Lalulintas (Kargo Kapal)	06/01/2014 12:00:00 AM	06/01/2014 12:00:02 PM	Active

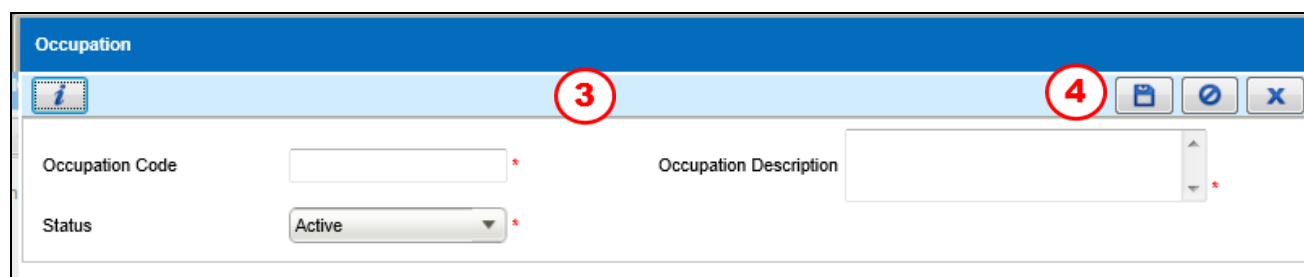
Figure 3.2.1-1 Occupation Listing Page

STEP 1

Click on 'Maintenance' followed by 'General'. Click on 'Occupation' sub menu

STEP 2

Click on the  button to create new transaction for Occupation and fill the transaction as shown on Figure 3.2.1-2



Occupation

Occupation Code Occupation Description

Status Active

Figure 3.2.1-2 Create New Occupation

Step 3

Fill all the criteria with 

- Fill the **Occupation Code**
- Fill the **Occupation Description**
- Click on the Drop Down Box to choose **Status** for the occupation

STEP 4

Click on the  button to save the record for Occupation

Note

- Confirmation message as shown in Figure 3.2.1-3 will be displayed after user save the record

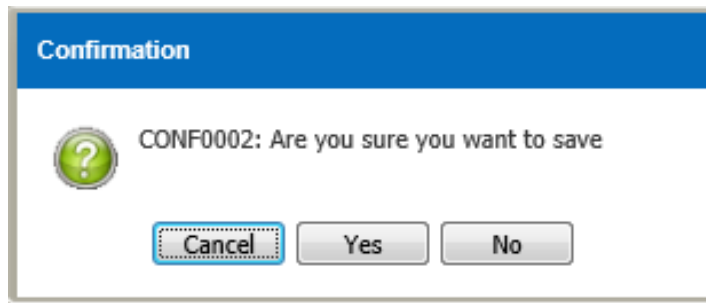


Figure 3.2.1-3 Confirmation Message

- Record will save when user click on the  button as shown in Figure 3.2.1-4

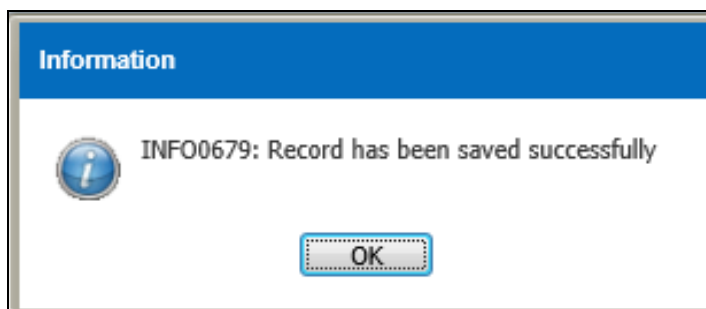


Figure 3.2.1-4 Information Message

- Click on the  button to close the Town screen.

3.2.2 View and Modify Occupation Record

This function is used to view and modify Occupation record

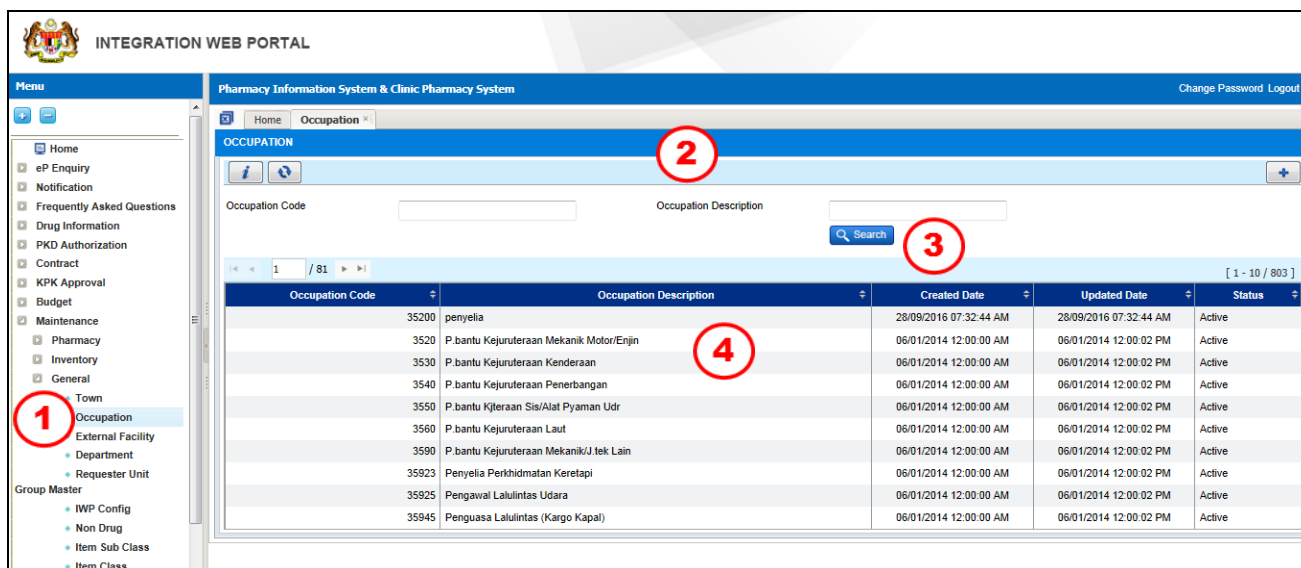


Figure 3.2.2-1 Occupation Listing Page

STEP 1

Click on 'Maintenance' followed by 'General'. Click on 'Occupation' sub menu

STEP 2

To search for existing Reason Master records, user may search by criteria as follow:

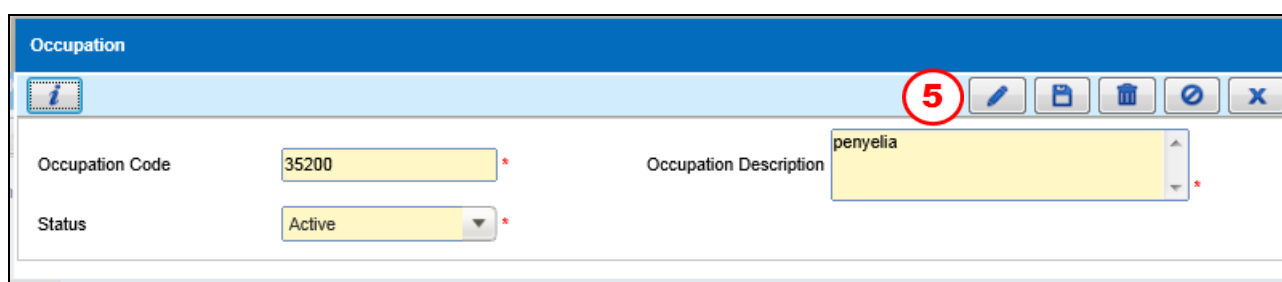
- Occupation Code**
- Occupation Description**

STEP 3

Click on the  button. The result(s) display will be based on the entered criteria.

STEP 4

Double click on the selected record and the details of the Occupation record will be displayed as Figure 3.2.2-2



Occupation

Occupation Code: 35200

Occupation Description: penyelia

Status: Active

Figure 3.2.2-2 Occupation

Step 5

Click on the  button to edit the Occupation screen and fill



The screenshot shows the 'Occupation' form. At the top, there is a blue header bar with the title 'Occupation'. Below the header, there is a light blue bar containing an information icon (i) on the left, a red circle with the number '6' in the center, and a red circle with the number '7' on the right. The main form area has a white background. It contains two input fields: 'Occupation Code' with the value '35200' and a red asterisk, and 'Occupation Description' with the value 'penyelia.' and a red asterisk. Below these, there is a 'Status' dropdown menu with 'Active' selected and a red asterisk. On the right side of the form, there are three buttons: a save button (floppy disk icon), a refresh button (circular arrow icon), and a close button (X icon).

Figure 3.2.2-3 Occupation

Step 6

Fill all the criteria with 

- Fill the **Occupation Code**
- Fill the **Occupation Description**
- Click on the Drop Down Box to choose **Status** for the occupation

Step 7

Click on the  button to save the record for Occupation

Note

- Information message as shown in Figure 3.2-4 will be displayed after user save the record
- Record will save when user click on the  button as shown in Figure 3.2-4

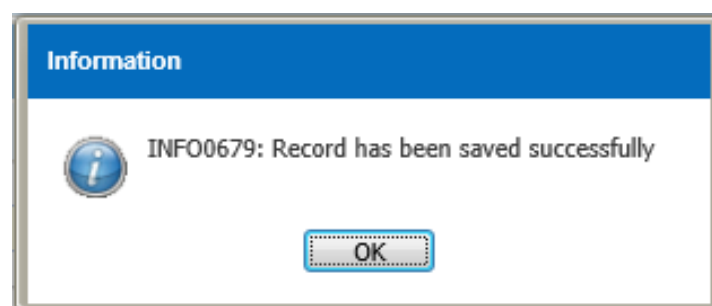


Figure 3.2.2-4 Information Message

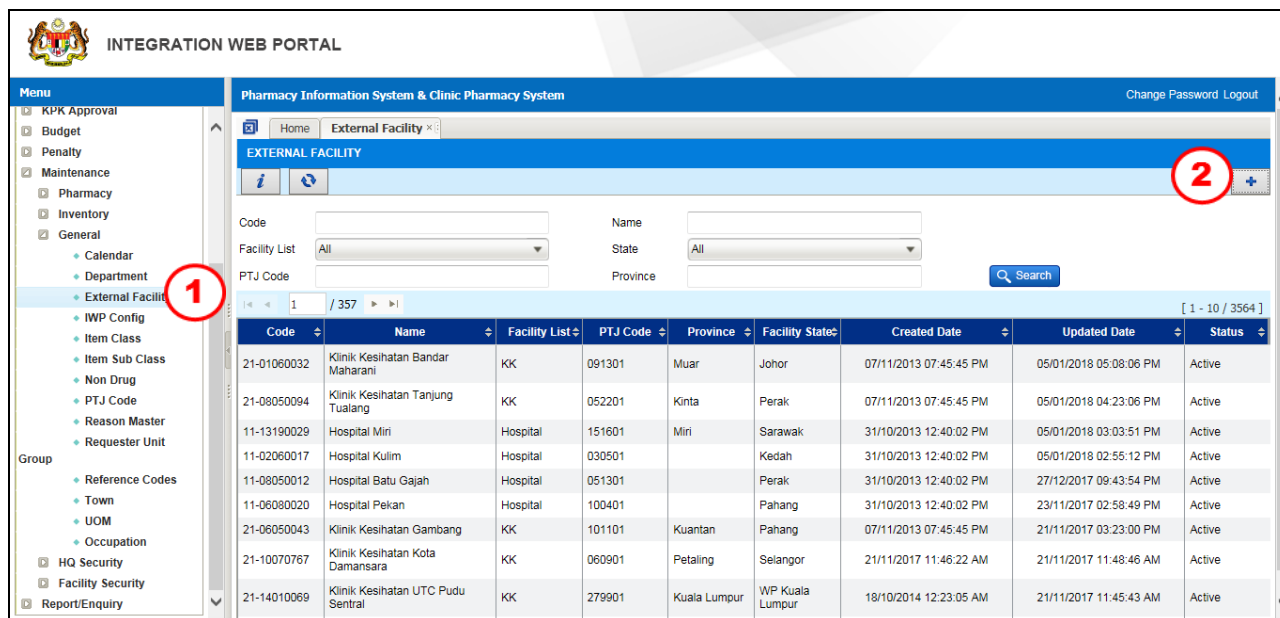
- Click on the  button to delete the record on the system and the status will be inactive
- Click on the  button to close the Occupation screen.

3.3 External Facility

External Facility screen allows user to view existing External Facility records.

3.3.1 Create New Record External Facility

External Facility screen allows user to create new External Facility records



Integration Web Portal

Pharmacy Information System & Clinic Pharmacy System

Change Password Logout

Home External Facility

EXTERNAL FACILITY

Code: [] Name: []

Facility List: [All] State: [All]

PTJ Code: [] Province: []

[Search]

[1 - 10 / 3564]

Code	Name	Facility List	PTJ Code	Province	Facility State	Created Date	Updated Date	Status
21-01060032	Klinik Kesihatan Bandar Maharani	KK	091301	Muar	Johor	07/11/2013 07:45:45 PM	05/01/2018 05:08:06 PM	Active
21-08050094	Klinik Kesihatan Tanjung Tualang	KK	052201	Kinta	Perak	07/11/2013 07:45:45 PM	05/01/2018 04:23:06 PM	Active
11-13190029	Hospital Miri	Hospital	151601	Miri	Sarawak	31/10/2013 12:40:02 PM	05/01/2018 03:03:51 PM	Active
11-02060017	Hospital Kulim	Hospital	030501		Kedah	31/10/2013 12:40:02 PM	05/01/2018 02:55:12 PM	Active
11-08050012	Hospital Batu Gajah	Hospital	051301		Perak	31/10/2013 12:40:02 PM	27/12/2017 09:43:54 PM	Active
11-06080020	Hospital Pekan	Hospital	100401		Pahang	31/10/2013 12:40:02 PM	23/11/2017 02:58:49 PM	Active
21-06050043	Klinik Kesihatan Gambang	KK	101101	Kuantan	Pahang	07/11/2013 07:45:45 PM	21/11/2017 03:23:00 PM	Active
21-10070767	Klinik Kesihatan Kota Damansara	KK	060901	Petaling	Selangor	21/11/2017 11:46:22 AM	21/11/2017 11:48:46 AM	Active
21-14010069	Klinik Kesihatan UTC Pudu Sentral	KK	279901	Kuala Lumpur	WP Kuala Lumpur	18/10/2014 12:23:05 AM	21/11/2017 11:45:43 AM	Active

Figure 3.3.1-1 External Facility Listing Page

STEP 1

Click on 'Maintenance' followed by 'General'. Click on 'External Facility' sub menu

STEP 2

Click on the  button to create new transaction for External Facility and fill the transaction as shown on Figure 3.3.1-2

MAINTENANCE - EXTERNAL FACILITY			
3 4		Save Cancel Close	
Facility Prefix	KKE130349	☐ * Facility List	KK
Facility Code	21-13190227	☐ * Facility Type	Main
Facility Name	KLINIK KESIHATAN LABIS	Province	
Address 1		Contact Person	
Address 2		Contact Number (Office)	
Address 3		Contact Number (Mobile)	
Postcode		Fax No.	
City		Email	
State	Johor	Country	Malaysia
PTJ Code	154011	Status	Active
JKN		PTJ Name	
Is Allow Budget Maintenance?	☐		
Server IP		MOH Facility	☒
Server Port		Queue Active	☐

Figure 3.3.1-2 External Facility

Step 3

Filling all criteria with 

- Choose **Facility List** from the Drop Down Box
 - HQ
 - Hospital
 - KB1M
 - KD
 - KK
 - KK1M
 - KKIA
 - KP
 - MUSN/PBFN
 - PKD
- Choose **Facility Type** from the Drop Down Box
 - General
 - Main
 - Specialist
- Filling the **Facility Name**
- Choose **Country** from the Drop Down Box. System will set Malaysia as default Country
- Choose **State** from the Drop Down Box
 - Johor
 - Kedah

- Kelantan
 - Luar negeri
 - Melaka
 - Negeri Sembilan
 - Pahang
 - Perak
 - Perlis
 - Pulau pinang
 - Sabah
 - Sarawak
 - Selangor
 - Terengganu
 - WP Kuala Lumpur
 - WP Labuan
 - WP Putrajaya
- Fill the **PTJ Code**
 - Choose **Status** from the Drop Down Box
 - Active
 - Inactive
 - Filling the **PTJ Name**
 - Choose **JKN** from the Drop Down Box
 - Fill the **Server IP, Server Port**
 - Choose **MOH Facility** and **Queue Active**

STEP 4

Click on the  button to save the transaction as Figure 3.3.1-2

Note

- Confirmation message as shown in Figure 3.3.1-3 will be displayed after user save the record

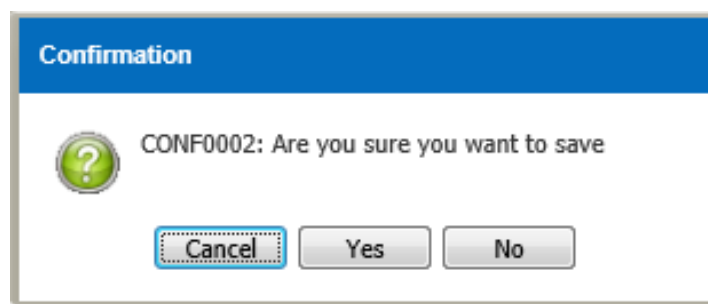
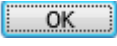


Figure 3.3.1-3 Confirmation Message

- Record will save when user click on the  button as shown in Figure 3.3.1-4

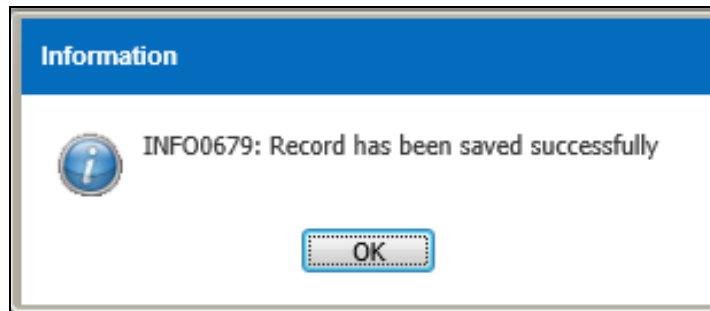
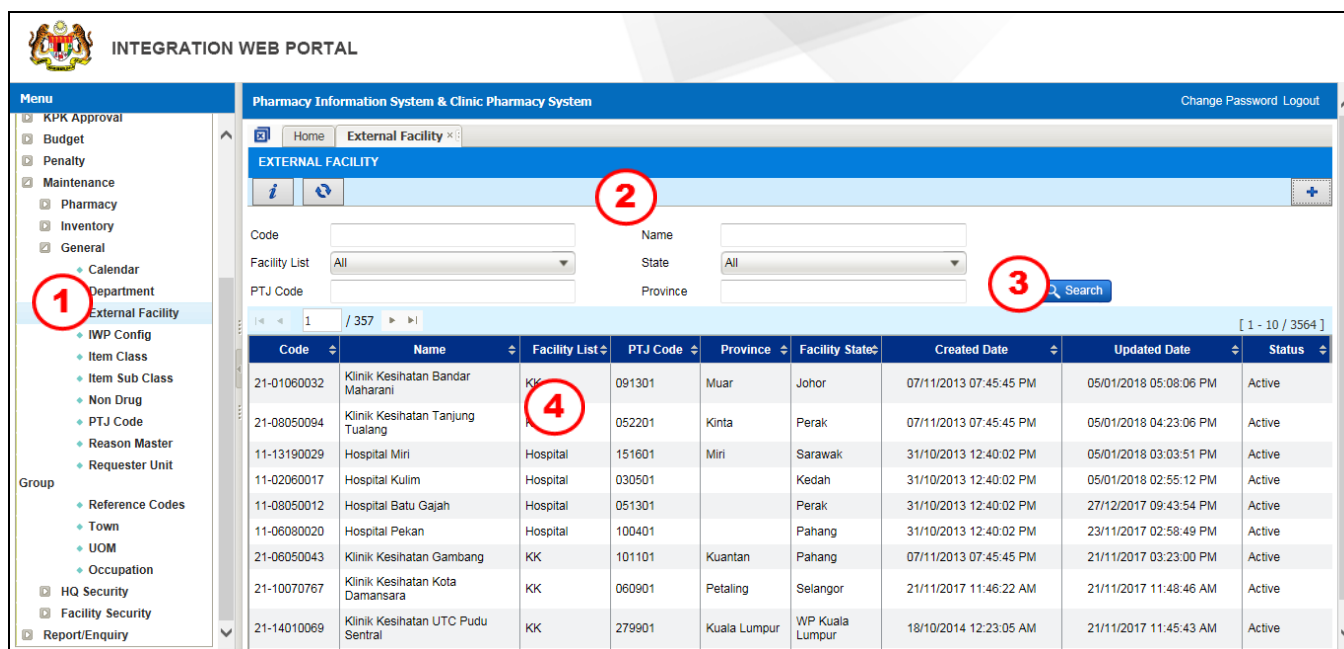


Figure 3.3.1-4 Information Message

- Click on the  button to close the Item Class screen.

3.3.2 View and Modify External Facility

External Facility screen allows user to view and modify External Facility records



Code	Name	Facility List	PTJ Code	Province	Facility State	Created Date	Updated Date	Status
21-01060032	Klinik Kesihatan Bandar Maharani	KK	091301	Muar	Johor	07/11/2013 07:45:45 PM	05/01/2018 05:08:06 PM	Active
21-08050094	Klinik Kesihatan Tanjung Tualang	Hospital	052201	Kinta	Perak	07/11/2013 07:45:45 PM	05/01/2018 04:23:06 PM	Active
11-13190029	Hospital Miri	Hospital	151601	Miri	Sarawak	31/10/2013 12:40:02 PM	05/01/2018 03:03:51 PM	Active
11-02060017	Hospital Kulim	Hospital	030501		Kedah	31/10/2013 12:40:02 PM	05/01/2018 02:55:12 PM	Active
11-08050012	Hospital Batu Gajah	Hospital	051301		Perak	31/10/2013 12:40:02 PM	27/12/2017 09:43:54 PM	Active
11-06080020	Hospital Pekan	Hospital	100401		Pahang	31/10/2013 12:40:02 PM	23/11/2017 02:58:49 PM	Active
21-06050043	Klinik Kesihatan Gambang	KK	101101	Kuantan	Pahang	07/11/2013 07:45:45 PM	21/11/2017 03:23:00 PM	Active
21-10070767	Klinik Kesihatan Kota Damansara	KK	060901	Petaling	Selangor	21/11/2017 11:46:22 AM	21/11/2017 11:48:46 AM	Active
21-14010069	Klinik Kesihatan UTC Pudu Sentral	KK	279901	Kuala Lumpur	WP Kuala Lumpur	18/10/2014 12:23:05 AM	21/11/2017 11:45:43 AM	Active

Figure 3.3.2-1 External Facility Listing Page

STEP 1

Click on 'Maintenance' followed by 'General'. Click on 'External Facility' sub menu

STEP 2

To search for existing External Facility records, user may search by criteria as follow:

- a) **Code**
- b) **Name**
- c) **Facility List**
 - **All**
 - **Hospital**
 - **PKD**
 - **KK**
 - **MUSN/PBFN**
 - **HQ**
- d) **State**

STEP 3

Click on the  button. The result(s) display will be based on the entered criteria.

STEP 4

Double click on the selected record and the details of the External Facility record will be displayed as Figure 3.3.2-2

MAINTENANCE - EXTERNAL FACILITY
5







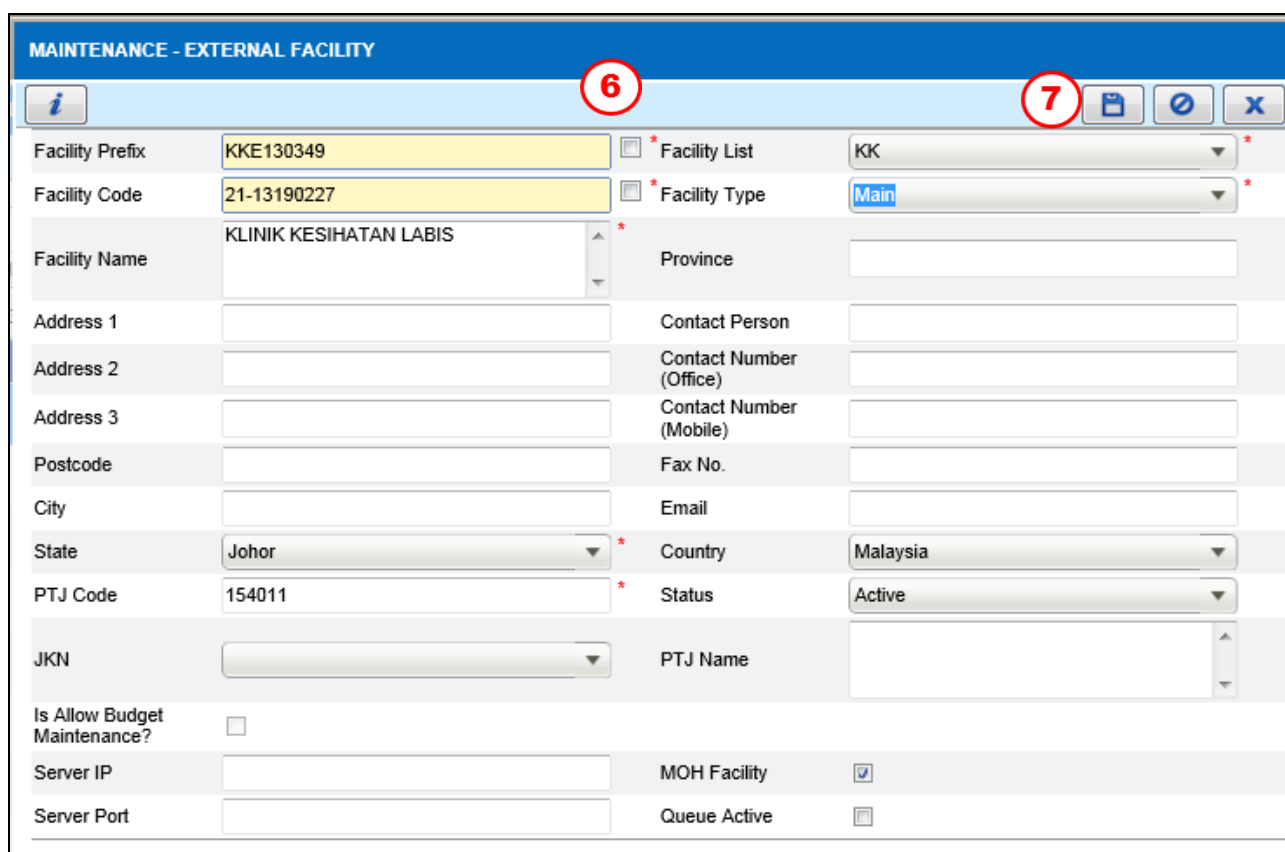


Facility Prefix	KKE130349 *	Facility List	KK *
Facility Code	21-13190227 *	Facility Type	General *
Facility Name	KLINIK KESIHATAN LABIS *	Province	
Address 1		Contact Person	
Address 2		Contact Number (Office)	
Address 3		Contact Number (Mobile)	
Postcode		Fax No.	
City		Email	
State	Johor *	Country	Malaysia *
PTJ Code	154011 *	Status	Active *
JKN		PTJ Name	
Is Allow Budget Maintenance?	☐		
Server IP		MOH Facility	☒
Server Port		Queue Active	☐

Figure 3.3.2-2 External Facility

Step 5

Click on the  button to edit the Item Class screen and fill



MAINTENANCE - EXTERNAL FACILITY

Facility Prefix: KKE130349

Facility Code: 21-13190227

Facility Name: KLINIK KESIHATAN LABIS

Province:

Address 1:

Address 2:

Address 3:

Postcode:

City:

State: Johor

PTJ Code: 154011

JKN:

Is Allow Budget Maintenance? ☐

Server IP:

Server Port:

* Facility List: KK

* Facility Type: Main

Contact Person:

Contact Number (Office):

Contact Number (Mobile):

Fax No.:

Email:

Country: Malaysia

Status: Active

PTJ Name:

MOH Facility: ☒

Queue Active: ☐

Figure 3.3.2-3 External Facility

Step 6

Filling all criteria with 

- Choose **Facility List** from the Drop Down Box
 - HQ
 - Hospital
 - KB1M
 - KD
 - KK
 - KK1M
 - KKIA
 - KP
 - MUSN/PBFN
 - PKD
- Choose **Facility Type** from the Drop Down Box
 - General
 - Main
 - Specialist
- Filling the **Facility Name**
- Choose **Country** from the Drop Down Box. System will set Malaysia as default Country
- Choose **State** from the Drop Down Box
 - Johor
 - Kedah
 - Kelantan

- Melaka
 - Negeri Sembilan
 - Pahang
 - Perak
 - Perlis
 - Pulau pinang
 - Sabah
 - Sarawak
 - Selangor
 - Terengganu
 - WP Kuala Lumpur
 - WP Labuan
 - WP Putrajaya
- Filling the **PTJ Code**
 - Choose **Status** from the Drop Down Box
 - Active
 - Inactive
 - Filling the **PTJ Name**
 - Choose **JKN** from the Drop Down Box
 - Fill the **Server IP, Server Port**
 - Choose **MOH Facility** and **Queue Active**

STEP 7

Click on the  button to save the record

Note

- Confirmation message as shown in Figure 3.3.2-4 will be displayed after user save the record

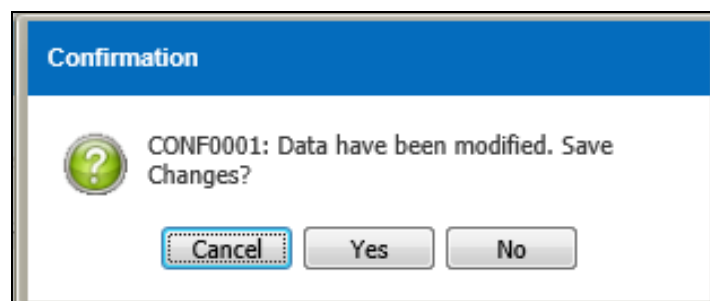
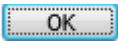


Figure 3.3.2-4 Confirmation Message

- Record will save when user click on the  button as shown in Figure 3.3.2-5

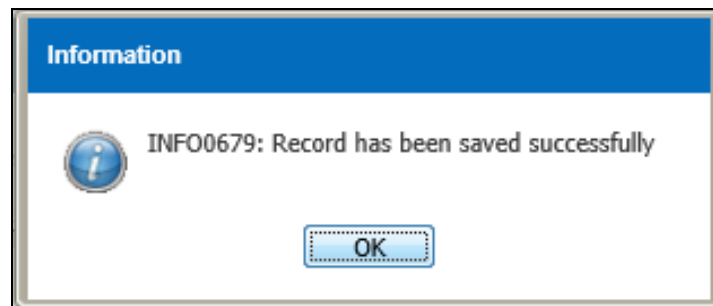


Figure 3.3.2-5 Information Message

- Click on the  button to delete the record on the system and the status will Inactive
- Click on the  button to close the External Facility screen.

3.4 Department

Department screen allows user to view existing department records.

3.4.1 Create New Record Department

Department screen allows user to create new department records.

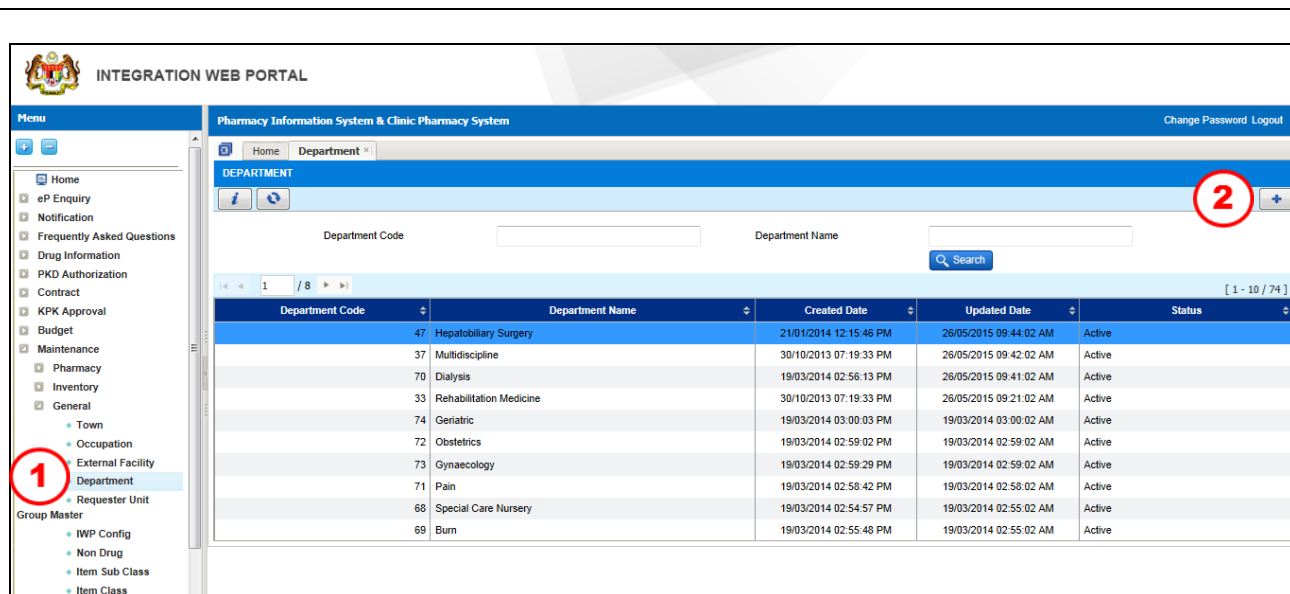


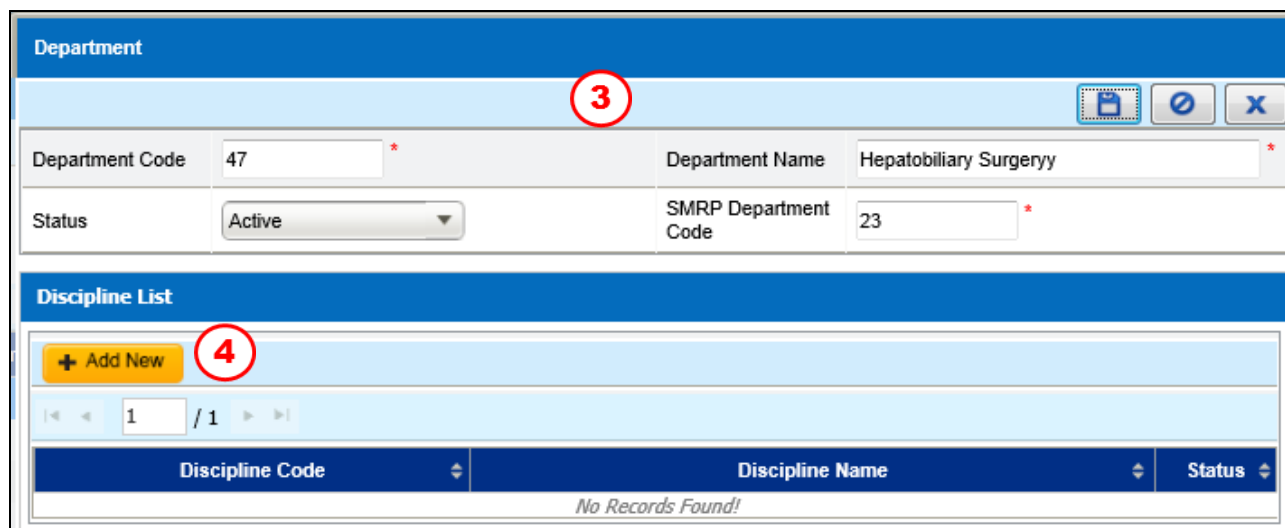
Figure 3.4.1-1 Department Listing Page

STEP 1

Click on 'Maintenance' followed by 'General'. Click on 'Department' sub menu

STEP 2

Click on the  button to create new record for Department and fill the record as shown on Figure 3.4.1-2



Department

Department Code: 47 * Department Name: Hepatobiliary Surgery *
 Status: Active SMRP Department Code: 23 *

Discipline List

 1 / 1

Discipline Code	Discipline Name	Status
No Records Found!		

Figure 3.4.1-2 Department

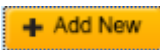
STEP 3

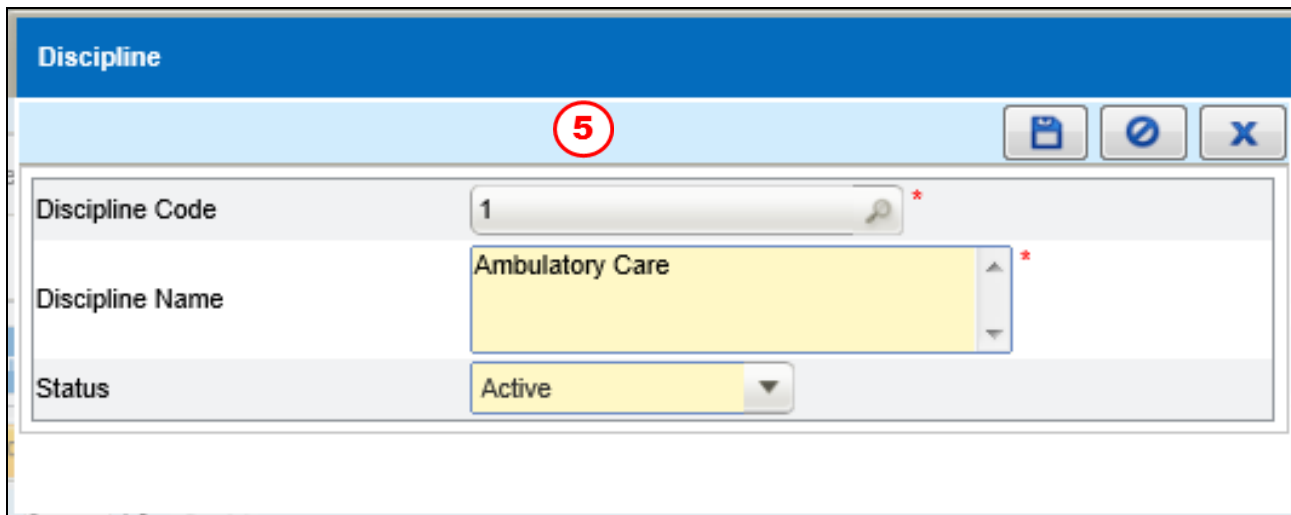
Fill all the criteria with *

- **Department Code**
- **Department Name**
- **SMRP Department Code**

- Choose **Status** from the Drop Down Box
 - Active or Inactive

STEP 4

Click  button to add new **Discipline List**



The screenshot shows a web form titled "Discipline". At the top, there is a blue header bar with the title. Below it is a light blue bar containing a red circle with the number "5" and three icons: a save icon, a refresh icon, and a close icon. The form itself has three fields: "Discipline Code" with a text input containing "1" and a search icon; "Discipline Name" with a text input containing "Ambulatory Care" and a search icon; and "Status" with a dropdown menu showing "Active". Red asterisks are placed to the right of each field, indicating required fields.

Figure 3.4.1-3 Discipline

STEP 5

Fill all the criteria with 

- Click on the  button to search **Discipline Code** as per Figure 3.4.1-4

Discipline

Discipline Code

Discipline Name

Search

1 / 9

[1 - 10 / 87]

Discipline Code	Discipline Name
1	Ambulatory Care
2	Day Care
3	Outpatient
4	Anaesthesiology
6	Intensive Care (Adult)
7	Neonatal Intensive Care
8	Paediatric Intensive Care
9	Special Care Nursery
10	Pain Management
11	Cardiology

Figure 3.4.1-4 Discipline

Note

Double click on the Discipline Code, Discipline Name and Status automatically update by the system.

Department

6

Save

Cancel

Close

Department Code

99

*

Department Name

Obstetrics

*

Status

Active

SMRP Department Code

99

*

Discipline List

+ Add New

1

/ 1

Discipline Code	Discipline Name	Status
6	Intensive Care (Adult)	Active

Figure 3.4.1-5 Discipline

STEP 6

Click on the  button to save the record

Note

- Confirmation message as shown in Figure 3.4.1-6 will be displayed after user save the transaction

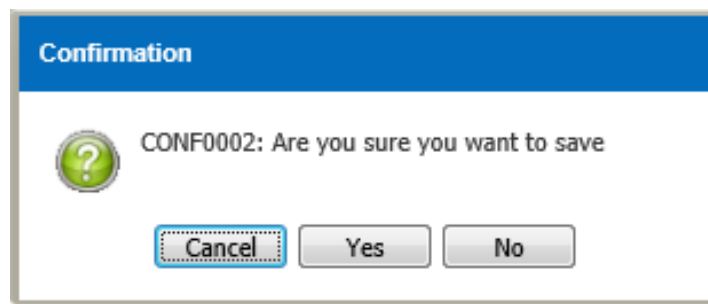
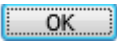


Figure 3.4.1-6 Confirmation Message

- Record will save when user click on the  button as shown in Figure 3.4.1-7

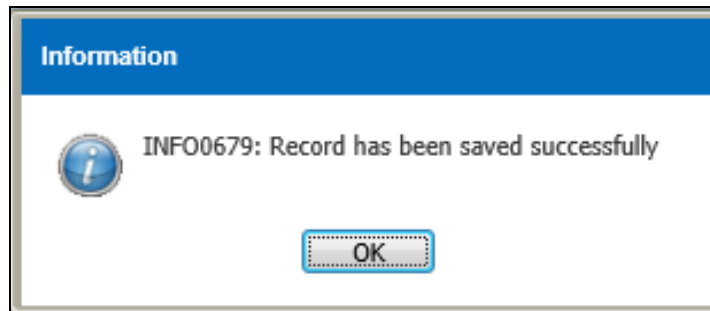
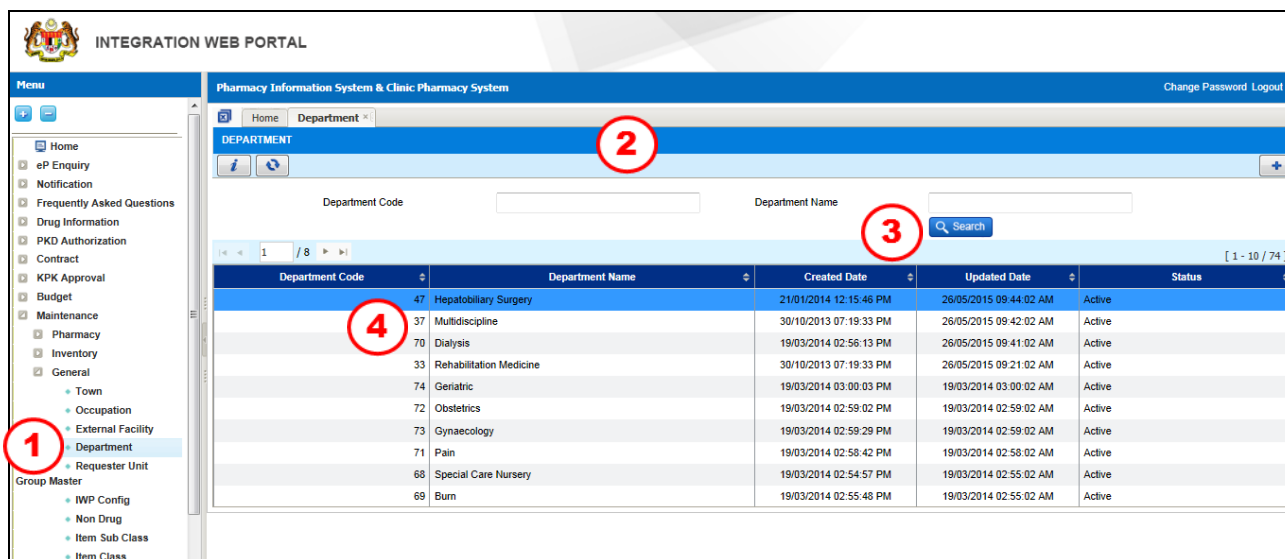


Figure 3.4.1-7 Information Message

- Click on the  button to close the Department screen.

3.4.2 View and Modify Record Department

Department screen allows user to view and modify existing department records



Department Code	Department Name	Created Date	Updated Date	Status
47	Hepatobiliary Surgery	21/01/2014 12:15:46 PM	26/05/2015 09:44:02 AM	Active
37	Multidiscipline	30/10/2013 07:19:33 PM	26/05/2015 09:42:02 AM	Active
70	Dialysis	19/03/2014 02:56:13 PM	26/05/2015 09:41:02 AM	Active
33	Rehabilitation Medicine	30/10/2013 07:19:33 PM	26/05/2015 09:21:02 AM	Active
74	Geriatric	19/03/2014 03:00:03 PM	19/03/2014 03:00:02 AM	Active
72	Obstetrics	19/03/2014 02:59:02 PM	19/03/2014 02:59:02 AM	Active
73	Gynaecology	19/03/2014 02:59:29 PM	19/03/2014 02:59:02 AM	Active
71	Pain	19/03/2014 02:58:42 PM	19/03/2014 02:58:02 AM	Active
68	Special Care Nursery	19/03/2014 02:54:57 PM	19/03/2014 02:55:02 AM	Active
69	Burn	19/03/2014 02:55:48 PM	19/03/2014 02:55:02 AM	Active

Figure 3.4.2-1 Department Listing Page

STEP 1

Click on 'Maintenance' followed by 'General'. Click on 'Department' sub menu

STEP 2

To search for existing department records, user may search by criteria as follow:

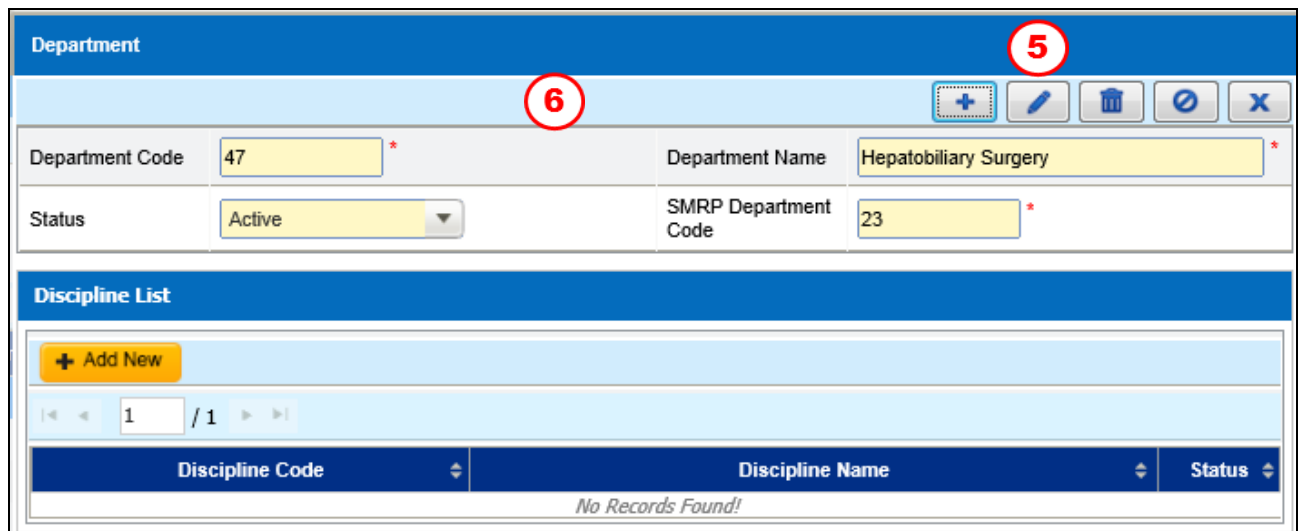
- b) Department Code**
- c) Department Name**

STEP 3

Click on the  button. The result(s) display will be based on the entered criteria.

STEP 4

Double click on the selected record and the details of the Department record will be displayed as Figure 3.4.2-1



Department

5

6

Department Code: 47 *
Department Name: Hepatobiliary Surgery *
Status: Active
SMRP Department Code: 23 *

Discipline List

+ Add New

1 / 1

Discipline Code	Discipline Name	Status
No Records Found!		

Figure 3.4.2-2 Department

STEP 5

Click on the  button to edit the record as shown in Figure 3.4.2-2

STEP 6

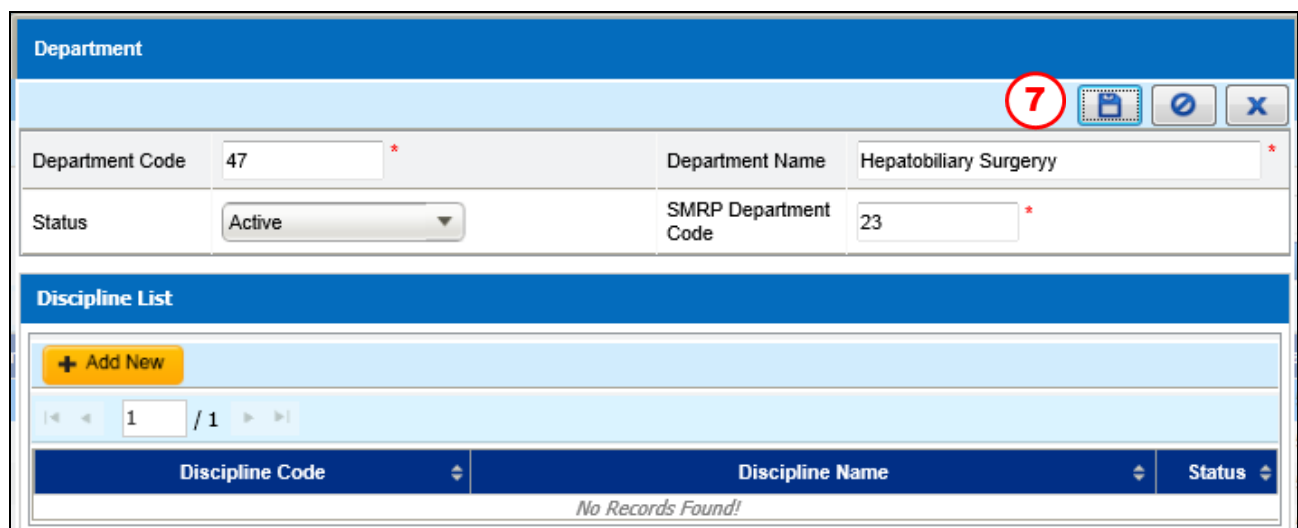
Fill all the criteria with *

- **Department Code**
- **Department Name**
- **SMRP Department Code**

Choose **Status** from the Drop Down Box

- Active or Inactive

Click on the  button for **Discipline List** if necessary.



Department

7

Department Code: 47 *
Department Name: Hepatobiliary Surgery *
Status: Active
SMRP Department Code: 23 *

Discipline List

+ Add New

1 / 1

Discipline Code	Discipline Name	Status
No Records Found!		

Figure 3.4.2-3 Department

STEP 7

Click on the  button to save the transaction

Note

- Confirmation message as shown in Figure 3.4.2-5 will be displayed after user save the record

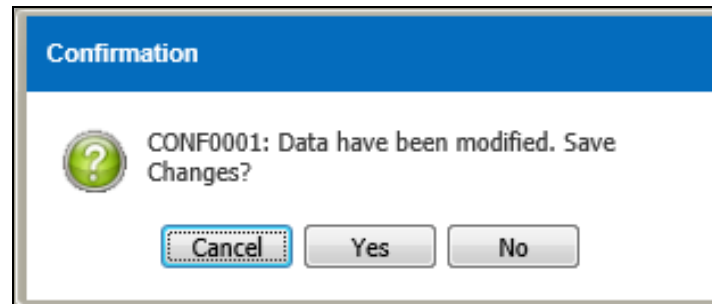
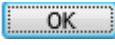


Figure 3.4.2-4 Confirmation Message

- Record will save when user click on the  button as shown in Figure 3.4.2-5

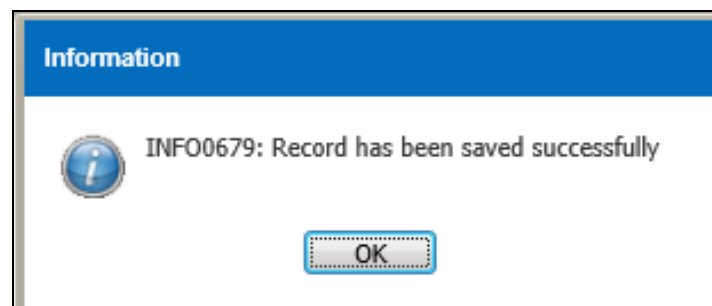


Figure 3.4.2-5 Information Message

Note

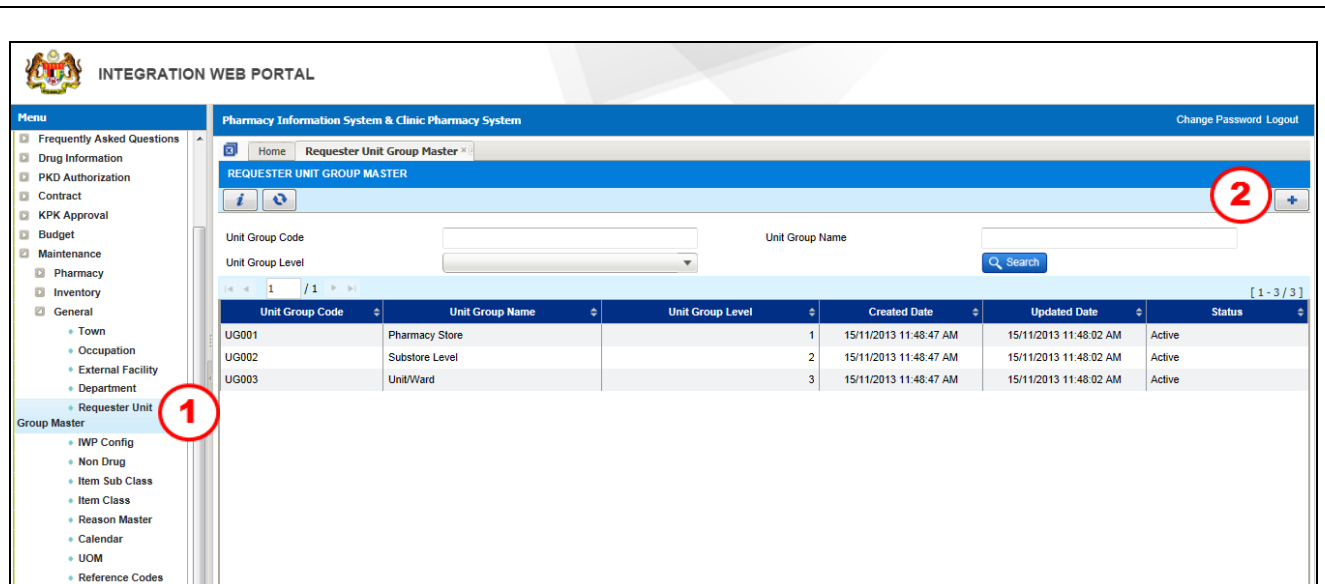
- Click on the  button to create new transaction for Department and fill the transaction as shown on Figure 3.4.2-2
- Click on the  button to delete the record on the system and status automatically will be Inactive
- Click on the  button to close the Department screen.

3.5 Request Unit Group Master

Requester Unit Group Master screen allows user to view existing Requester Unit Group Master records

3.5.1 Create New Record Request Unit Group Master

Requester Unit Group Master screen allows user to create new Requester Unit Group Master records



Unit Group Code	Unit Group Name	Unit Group Level	Created Date	Updated Date	Status
UG001	Pharmacy Store	1	15/11/2013 11:48:47 AM	15/11/2013 11:48:02 AM	Active
UG002	Substore Level	2	15/11/2013 11:48:47 AM	15/11/2013 11:48:02 AM	Active
UG003	Unit/Ward	3	15/11/2013 11:48:47 AM	15/11/2013 11:48:02 AM	Active

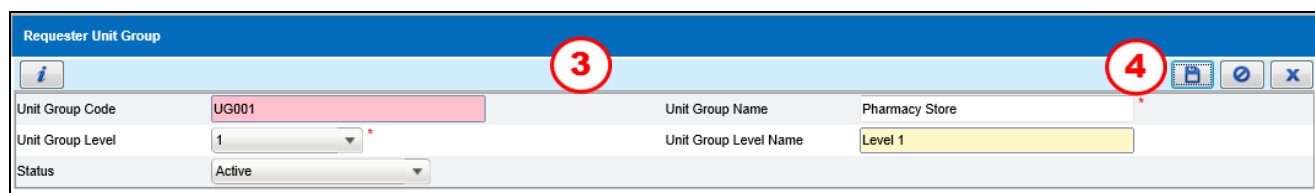
Figure 3.5.1-1 Request Unit Group Master Listing Page

STEP 1

Click on 'Maintenance' followed by 'General'. Click on 'Request Unit Group Master' sub menu

STEP 2

Click on the  button to create new transaction for Requester Unit Group Master and fill the transaction as shown on Figure 3.5.1-2



Unit Group Code	UG001	Unit Group Name	Pharmacy Store
Unit Group Level	1	Unit Group Level Name	Level 1
Status	Active		

Figure 3.5.1-2 Request Unit Group Master Listing Page

STEP 3

Fill all the criteria with 

- Fill the **Unit Group Name**
- Click on the Drop Down Box to choose **Unit Group Level**
- Click on the Drop Down Box to choose **Status** for requester unit group
- Fill the Unit Group Level Name

STEP 4

Click on the  button to save the transaction for Requester Unit Group Master as shown in Figure 3.5.1-2

Note

- Confirmation message as shown in Figure 3.5.1-3 will be displayed after user save the record

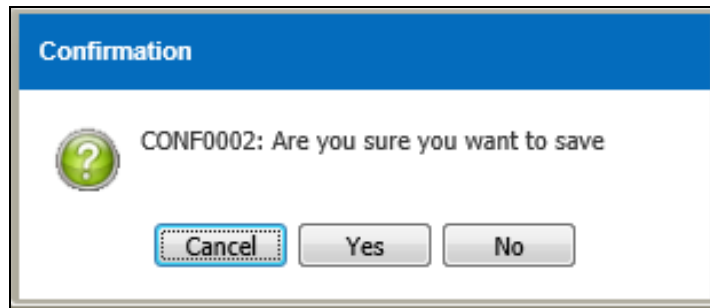


Figure 3.5.1-3 Confirmation Message

- Record will save when user click on the  button as shown in Figure 3.5.1-4

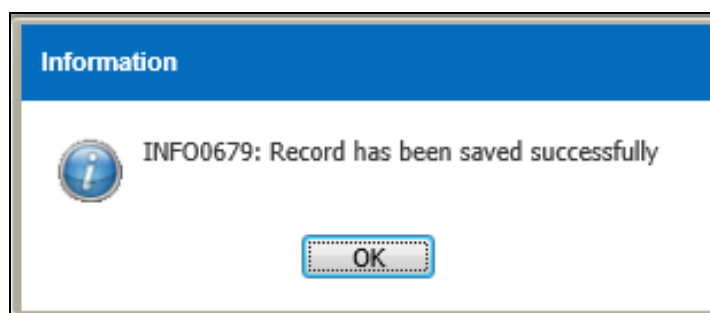
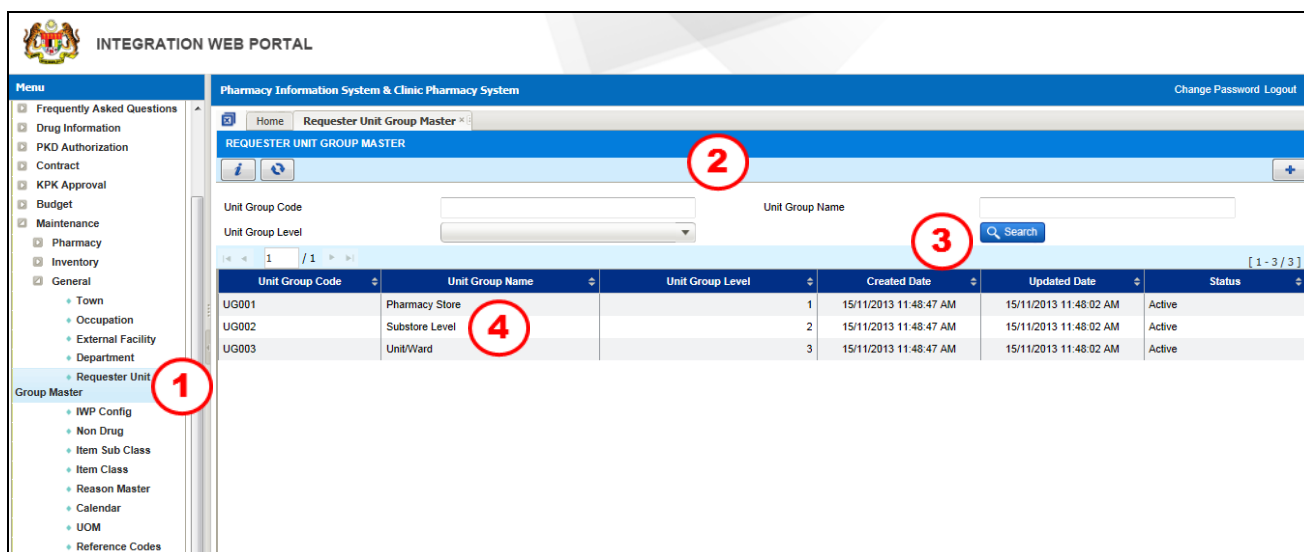


Figure 3.5.1-4 Information Message

- Click on the  button to close the Requester Unit Group Master screen.

3.5.2 View and Modify Record Request Unit Group Master

Requester Unit Group Master screen allows user to view existing and modify Requester Unit Group Master records.



Integration Web Portal

Pharmacy Information System & Clinic Pharmacy System

Home Requester Unit Group Master

REQUESTER UNIT GROUP MASTER

Unit Group Code: Unit Group Name:

Unit Group Level:

Unit Group Code	Unit Group Name	Unit Group Level	Created Date	Updated Date	Status
UG001	Pharmacy Store	1	15/11/2013 11:48:47 AM	15/11/2013 11:48:02 AM	Active
UG002	Substore Level	2	15/11/2013 11:48:47 AM	15/11/2013 11:48:02 AM	Active
UG003	Unit/Ward	3	15/11/2013 11:48:47 AM	15/11/2013 11:48:02 AM	Active

Figure 3.5.2-1 Request Unit Group Master Listing Page

STEP 1

Click on 'Maintenance' followed by 'General'. Click on 'Request Unit Group Master' sub menu

STEP 2

These search criteria allows to search for existing Requester Unit Group Master records:

- Unit Group Code**
- Unit Group Name**
- Unit Group Level**
 - All
 - Level 1
 - Level 2
 - Level 3

STEP 3

Click on the button. The result(s) display will be based on the entered criteria.

STEP 4

Double click on the selected record and the details of the Requester Unit Group Master record will be displayed as Figure 3.5.2-2

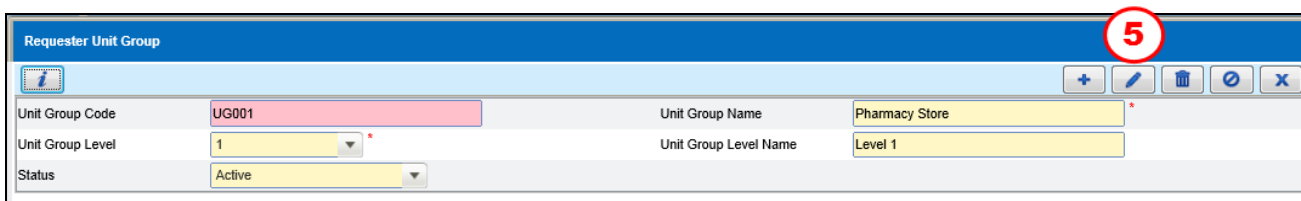


Figure 3.5.2-2 Requester Unit Group Master

STEP 5

Click on the  button to edit the Requester Unit Group screen and fill

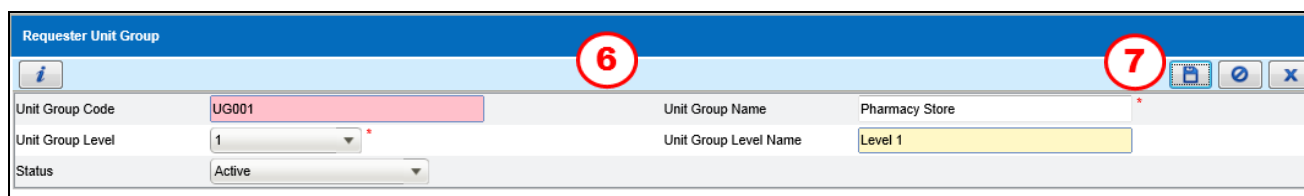


Figure 3.5.2-3 Requester Unit Group Master

STEP 6

Fill all the criteria with 

- Fill the **Unit Group Name**
- Click on the Drop Down Box to choose **Unit Group Level**
- Click on the Drop Down Box to choose **Status** for requester unit group
- Fill the **Unit Group Level Name**

STEP 7

Click on the  button to save the transaction for Requester Unit Group Master as shown in Figure 3.5.2-3

Note

- Confirmation message as shown in Figure 3.5.2-4 will be displayed after user save the record

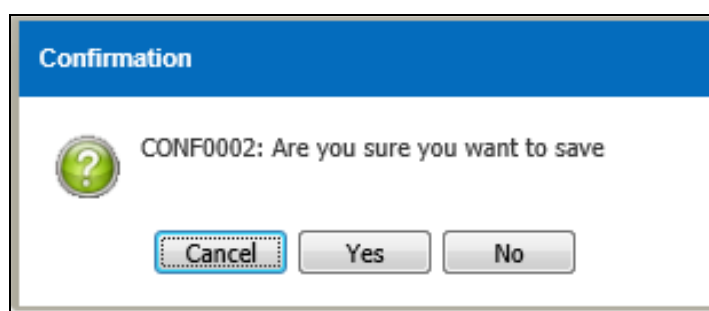
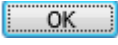


Figure 3.5.2-4 Confirmation Message

- Record will save when user click on the  button as shown in Figure 3.5.2-5

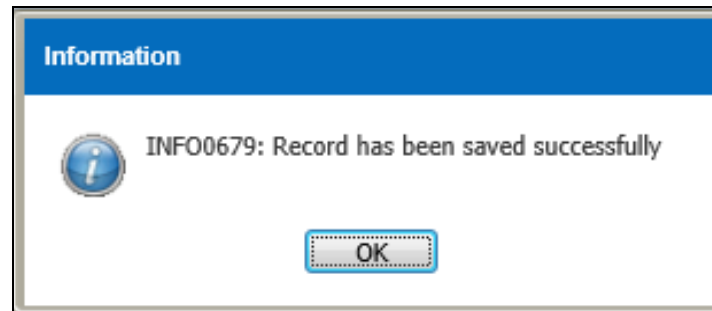


Figure 3.5.2-5 Information Message

Note

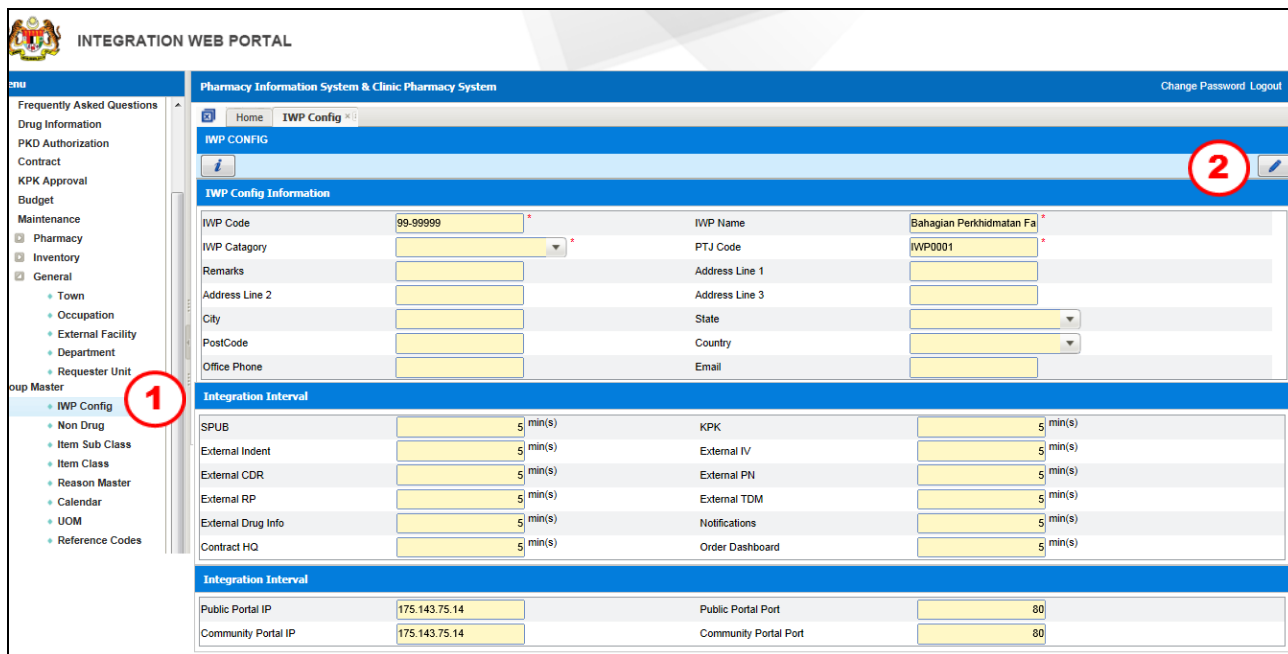
- Click on the  button to create new transaction for Requester Unit Group Master and fill the record as shown on Figure 3.5.2-2
- Click on the  button to delete the record on the system and status automatically will be Inactive
- Click on the  button to close the Requester Unit Group Master screen.

3.6 IWP Config

IWP Config screen allows user to view existing IWP Config records

3.6.1 Edit IWP Config

IWP Config screen allows user to view and modify existing IWP Config records



INTEGRATION WEB PORTAL

Pharmacy Information System & Clinic Pharmacy System

Change Password Logout

Home IWP Config

IWP CONFIG

IWP Config Information

IWP Code	99-99999	IWP Name	Bahagian Perkhidmatan Fa
IWP Category		PTJ Code	IWP0001
Remarks		Address Line 1	
Address Line 2		Address Line 3	
City		State	
PostCode		Country	
Office Phone		Email	

Integration Interval

SPUB	5 min(s)	KPK	5 min(s)
External Indent	5 min(s)	External IV	5 min(s)
External CDR	5 min(s)	External PN	5 min(s)
External RP	5 min(s)	External TDM	5 min(s)
External Drug Info	5 min(s)	Notifications	5 min(s)
Contract HQ	5 min(s)	Order Dashboard	5 min(s)

Integration Interval

Public Portal IP	175.143.75.14	Public Portal Port	80
Community Portal IP	175.143.75.14	Community Portal Port	80

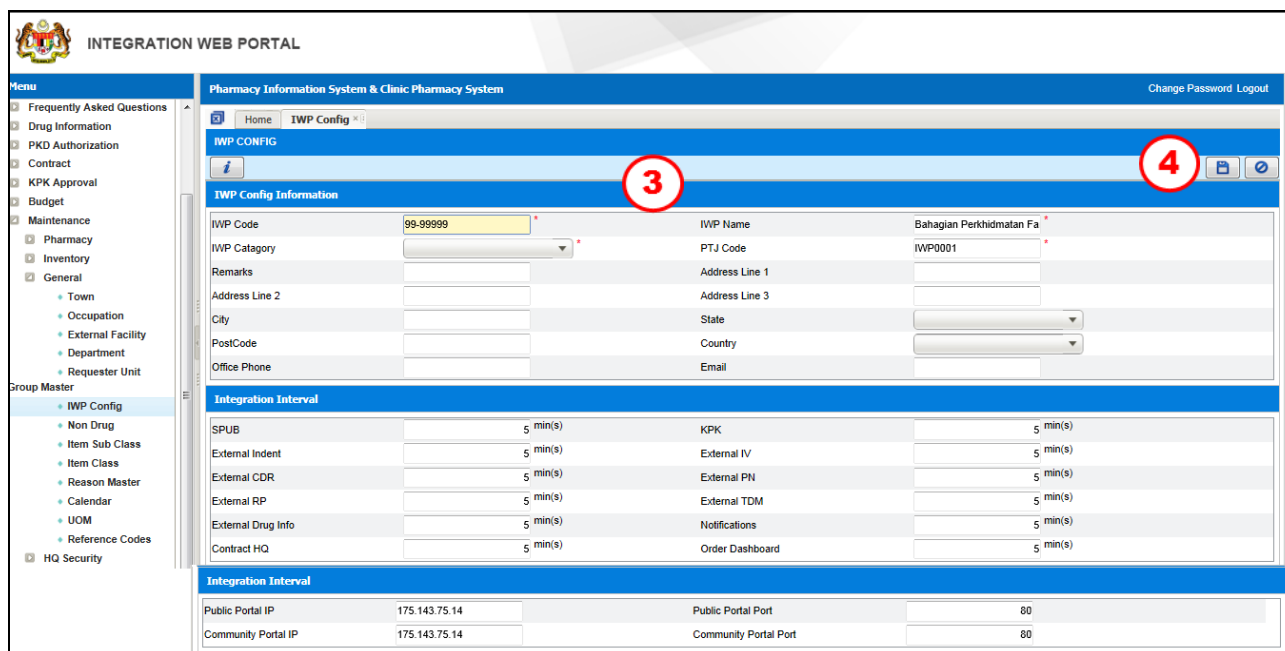
Figure 3.6.2-1 IWP Config Screen

STEP 1

Click on 'Maintenance' followed by 'General'. Click on 'IWP Config' sub menu.

STEP 2

Click on the  button to edit IWP Config Information for any changes.



Integration Web Portal

Pharmacy Information System & Clinic Pharmacy System

Home IWP Config

IWP CONFIG

IWP Config Information

IWP Code: 99-99999 IWP Name: Bahagian Perkhidmatan Fa
 IWP Category: PTJ Code: IWP0001
 Remarks: Address Line 1:
 Address Line 2: Address Line 3:
 City: State:
 PostCode: Country:
 Office Phone: Email:

Integration Interval

SPUB	5 min(s)	KPK	5 min(s)
External Indent	5 min(s)	External IV	5 min(s)
External CDR	5 min(s)	External PN	5 min(s)
External RP	5 min(s)	External TDM	5 min(s)
External Drug Info	5 min(s)	Notifications	5 min(s)
Contract HQ	5 min(s)	Order Dashboard	5 min(s)

Integration Interval

Public Portal IP	175.143.75.14	Public Portal Port	80
Community Portal IP	175.143.75.14	Community Portal Port	80

Figure 3.6.1-2 IWP Config Screen

STEP 3

Fill all the criteria with

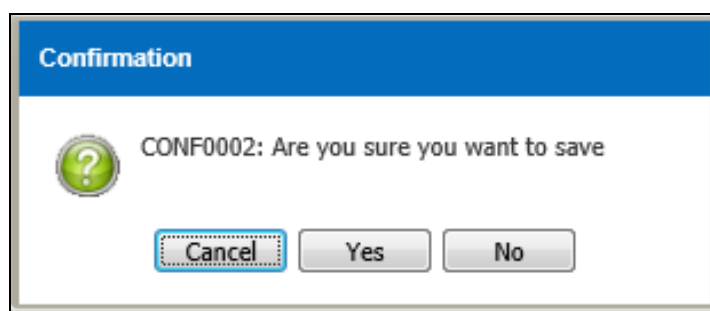
- **IWP Name**
- **IWP Category**
- **PTJ Code**
- Fill all the criteria in **IWP Config Information** section
- Fill all the criteria in **Integration Interval** section

STEP 4

User can click on the  button to save the transaction for IWP Config as shown in Figure 3.6.1-3

Note

- Alert message as shown in Figure 3.6.1-4 will be displayed after user save the transaction

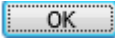


Confirmation

CONF0002: Are you sure you want to save

Cancel Yes No

Figure 3.6.1-3 Confirmation Message

- Record will save when user click on the  button as shown in Figure 3.6.1-5

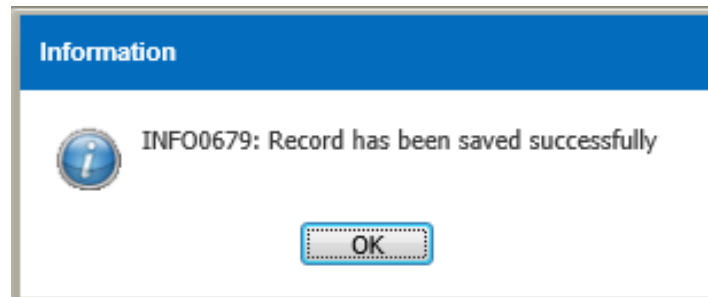


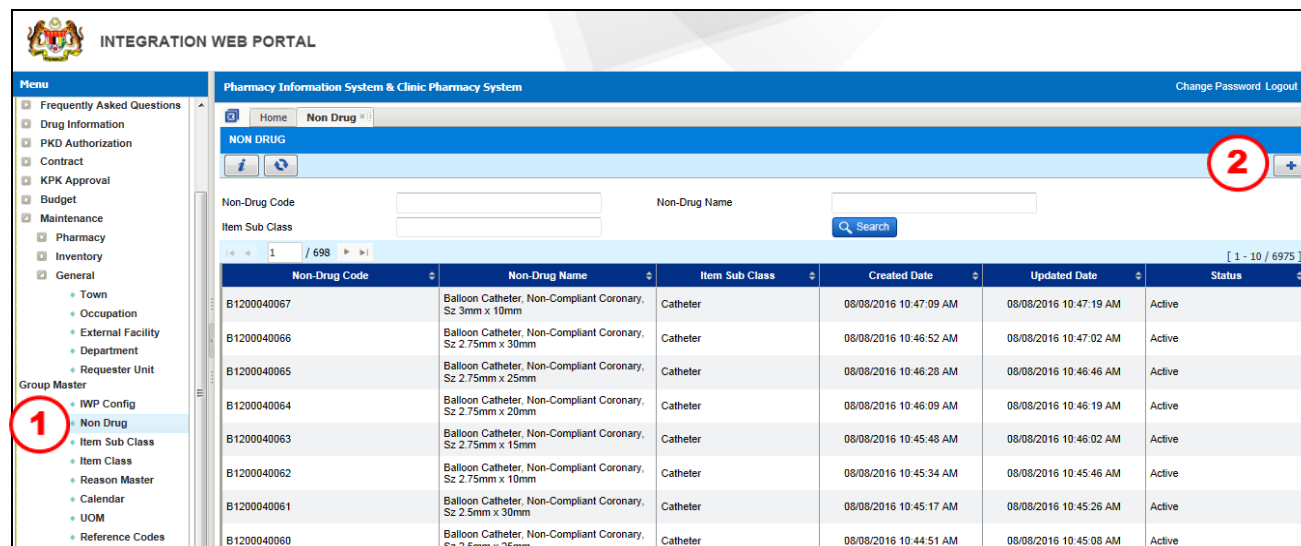
Figure 3.6.1-4 Information Message

3.7 Non Drug

Non Drug screen allows user to view existing Non Drug records

3.7.1 Create New Record Non Drug

Non Drug screen allows user to create new Non Drug records



Integration Web Portal

Pharmacy Information System & Clinic Pharmacy System

Change Password Logout

Home Non Drug

NON DRUG

Non-Drug Code: [] Non-Drug Name: [] Item Sub Class: [] Search: []

Non-Drug Code	Non-Drug Name	Item Sub Class	Created Date	Updated Date	Status
B1200040067	Balloon Catheter, Non-Compliant Coronary, Sz 3mm x 10mm	Catheter	08/08/2016 10:47:09 AM	08/08/2016 10:47:19 AM	Active
B1200040066	Balloon Catheter, Non-Compliant Coronary, Sz 2.75mm x 30mm	Catheter	08/08/2016 10:46:52 AM	08/08/2016 10:47:02 AM	Active
B1200040065	Balloon Catheter, Non-Compliant Coronary, Sz 2.75mm x 25mm	Catheter	08/08/2016 10:46:28 AM	08/08/2016 10:46:46 AM	Active
B1200040064	Balloon Catheter, Non-Compliant Coronary, Sz 2.75mm x 20mm	Catheter	08/08/2016 10:46:09 AM	08/08/2016 10:46:19 AM	Active
B1200040063	Balloon Catheter, Non-Compliant Coronary, Sz 2.75mm x 15mm	Catheter	08/08/2016 10:45:48 AM	08/08/2016 10:46:02 AM	Active
B1200040062	Balloon Catheter, Non-Compliant Coronary, Sz 2.75mm x 10mm	Catheter	08/08/2016 10:45:34 AM	08/08/2016 10:45:46 AM	Active
B1200040061	Balloon Catheter, Non-Compliant Coronary, Sz 2.5mm x 30mm	Catheter	08/08/2016 10:45:17 AM	08/08/2016 10:45:26 AM	Active
B1200040060	Balloon Catheter, Non-Compliant Coronary, Sz 2.5mm x 25mm	Catheter	08/08/2016 10:44:51 AM	08/08/2016 10:45:08 AM	Active

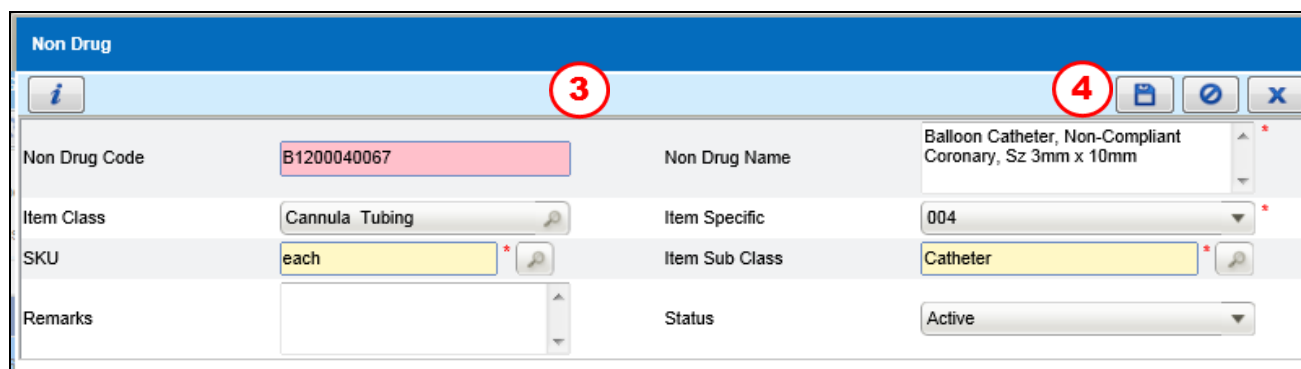
Figure 3.7.1-1 Non Drug Listing Page

STEP 1

Click on 'Maintenance' followed by 'General'. Click on 'Non Drug' sub menu

STEP 2

Click on the  button to create new record for Non Drug and fill the transaction as shown on Figure 3.7.1-2



Non Drug

Non Drug Code: B1200040067 Non Drug Name: Balloon Catheter, Non-Compliant Coronary, Sz 3mm x 10mm

Item Class: Cannula Tubing Item Specific: 004

SKU: each Item Sub Class: Catheter

Remarks: Status: Active

Figure 3.7.1-2 Non Drug

STEP 3

Filling all criteria with 

- **Non Drug Name**
- Click on the  button to search **Item Class** for Non Drug
- Click on the Drop Down Box Button to choose **Item Specific**
- Click on the  button to search **SKU** for Non Drug
- Click on the  button to search for **Item Sub Class**
- Click on the Drop Down Box to choose **Status** Active or Inactive

STEP 4

Click on the  button to save the transaction for Non Drug as shown in Figure 3.7.1-2

Note

- Alert message as shown in Figure 3.7.1-3 will be displayed after user save the transaction

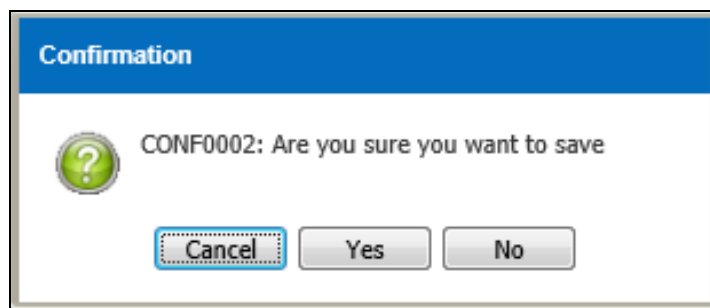


Figure 3.7.1-3 Confirmation Message

- Record will save when user click on the  button as shown in Figure 3.7.1-4

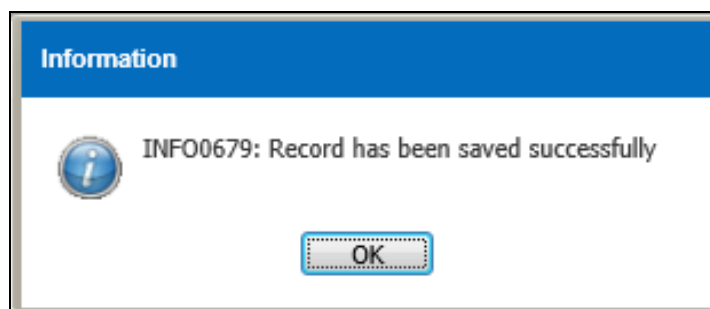


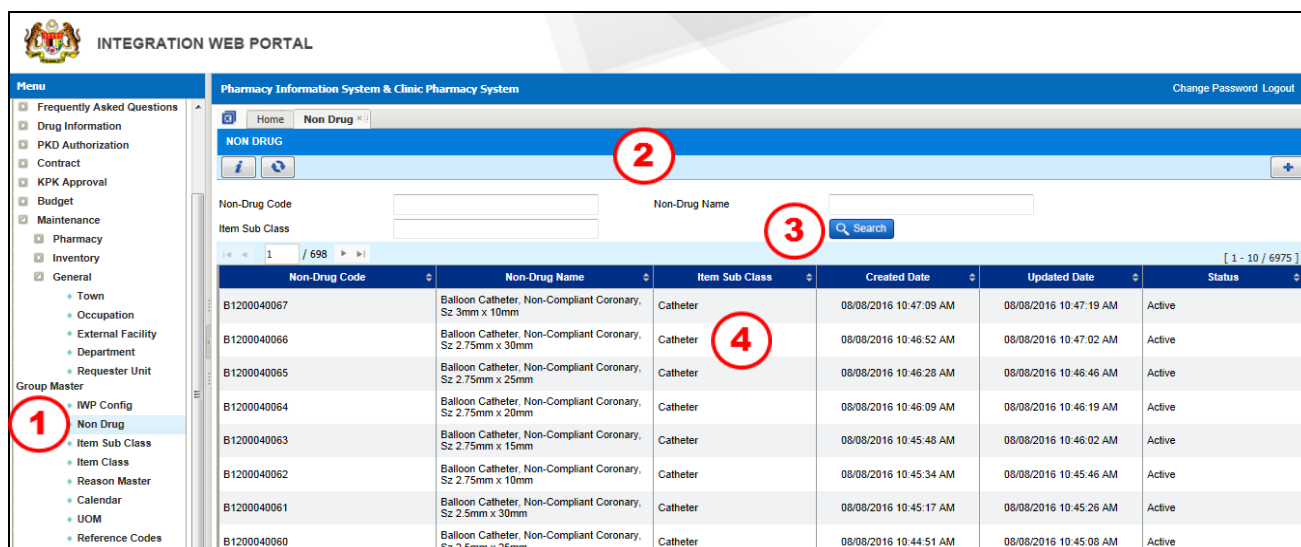
Figure 3.7.1-4 Information Message

Note

- Click on the  button to close the Item Class screen.

3.7.2 View and Modify Record Non Drug

Non Drug screen allows user to view and modify existing Non Drug records



Non-Drug Code	Non-Drug Name	Item Sub Class	Created Date	Updated Date	Status
B1200040067	Balloon Catheter, Non-Compliant Coronary, Sz 3mm x 10mm	Catheter	08/08/2016 10:47:09 AM	08/08/2016 10:47:19 AM	Active
B1200040066	Balloon Catheter, Non-Compliant Coronary, Sz 2.75mm x 30mm	Catheter	08/08/2016 10:46:52 AM	08/08/2016 10:47:02 AM	Active
B1200040065	Balloon Catheter, Non-Compliant Coronary, Sz 2.75mm x 25mm	Catheter	08/08/2016 10:46:28 AM	08/08/2016 10:46:46 AM	Active
B1200040064	Balloon Catheter, Non-Compliant Coronary, Sz 2.75mm x 20mm	Catheter	08/08/2016 10:46:09 AM	08/08/2016 10:46:19 AM	Active
B1200040063	Balloon Catheter, Non-Compliant Coronary, Sz 2.75mm x 15mm	Catheter	08/08/2016 10:45:48 AM	08/08/2016 10:46:02 AM	Active
B1200040062	Balloon Catheter, Non-Compliant Coronary, Sz 2.75mm x 10mm	Catheter	08/08/2016 10:45:34 AM	08/08/2016 10:45:46 AM	Active
B1200040061	Balloon Catheter, Non-Compliant Coronary, Sz 2.5mm x 30mm	Catheter	08/08/2016 10:45:17 AM	08/08/2016 10:45:26 AM	Active
B1200040060	Balloon Catheter, Non-Compliant Coronary, Sz 2.5mm x 25mm	Catheter	08/08/2016 10:44:51 AM	08/08/2016 10:45:08 AM	Active

Figure 3.7.2-1 Non Drug Listing Page

STEP 1

Click on 'Maintenance' followed by 'General'. Click on 'Non Drug' sub menu

STEP 2

To search for existing Non Drug records, user may search by criteria as follow:

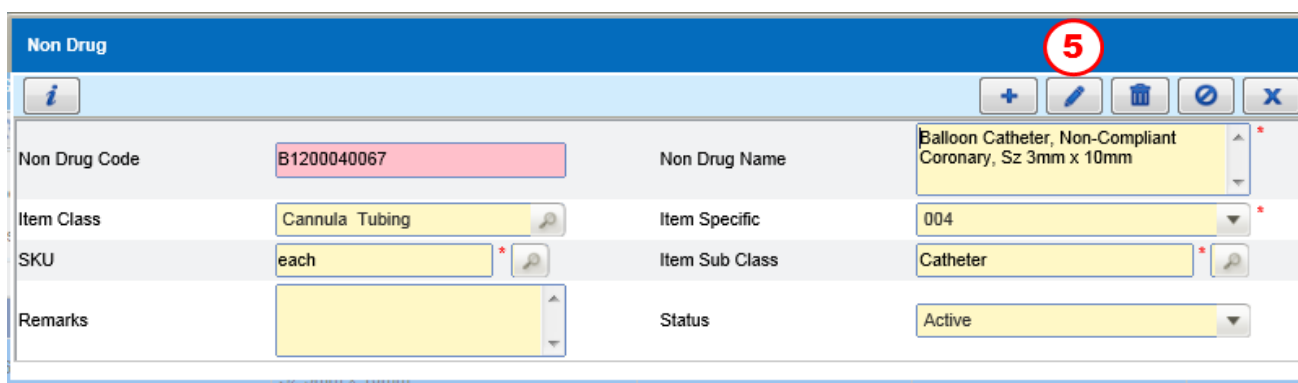
- Non Drug Code
- Non Drug Name
- Item Sub Class

STEP 3

Click on the  button. The result(s) display will be based on the entered criteria.

STEP 4

Double click on the selected record and the details of the Non Drug record will be displayed as Figure 3.7.2-2



The screenshot shows the 'Non Drug' screen with the following fields and values:

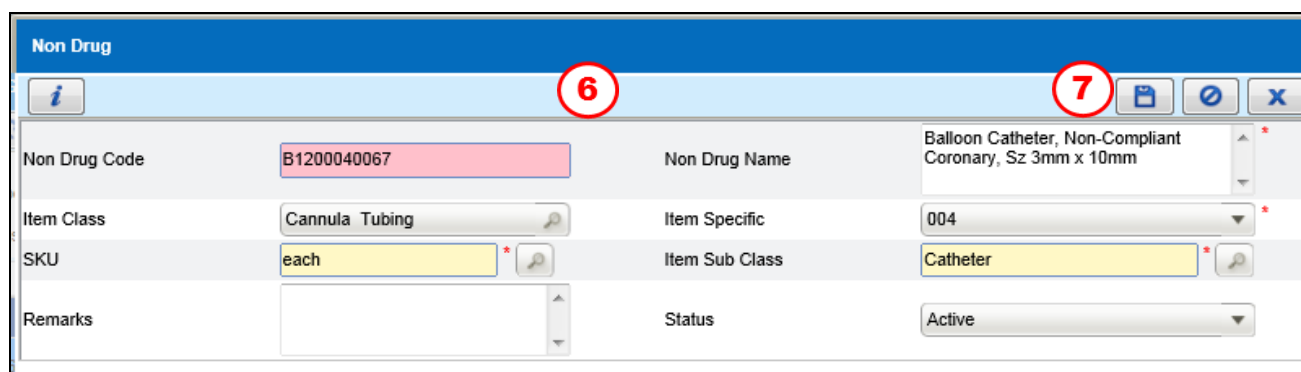
Field	Value
Non Drug Code	B1200040067
Non Drug Name	Balloon Catheter, Non-Compliant Coronary, Sz 3mm x 10mm
Item Class	Cannula Tubing
Item Specific	004
SKU	each
Item Sub Class	Catheter
Remarks	
Status	Active

A red circle with the number 5 is placed over the top right corner of the screen, specifically over the edit button (pencil icon).

Figure 3.7.2-2 Non Drug Screen

STEP 5

Click on the  button to edit the Non Drug screen and fill



The screenshot shows the 'Non Drug' screen with the same data as Figure 3.7.2-2. A red circle with the number 6 is placed over the top right corner of the screen, specifically over the edit button (pencil icon). A red circle with the number 7 is placed over the top right corner of the screen, specifically over the save button (floppy disk icon).

Figure 3.7.2-3 Non Drug Screen

STEP 6

Fill all the criteria with 

- **Non Drug Name**
- Click on the  button to search **Item Class** for Non Drug
- Click on the Drop Down Box Button to choose **Item Specific**
- Click on the  button to search **SKU** for Non Drug
- Click on the  button to search for **Item Sub Class**
- Click on the Drop Down Box to choose **Status** Active or Inactive

STEP 7

Click on the  button to save the record for Non Drug as shown in Figure 3.7.2-3

Note

- Confirmation message as shown in Figure 3.7.2-4 will be displayed after user save the record

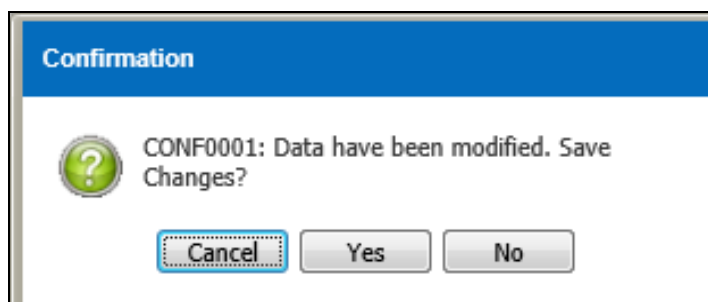
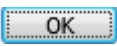


Figure 3.7-4 Confirmation Message

- Record will save when user click on the  button as shown in Figure 3.7.2-5

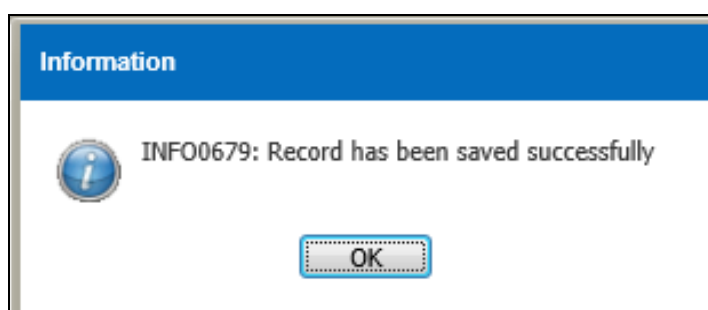


Figure 3.7.2-5 Information Message

Note

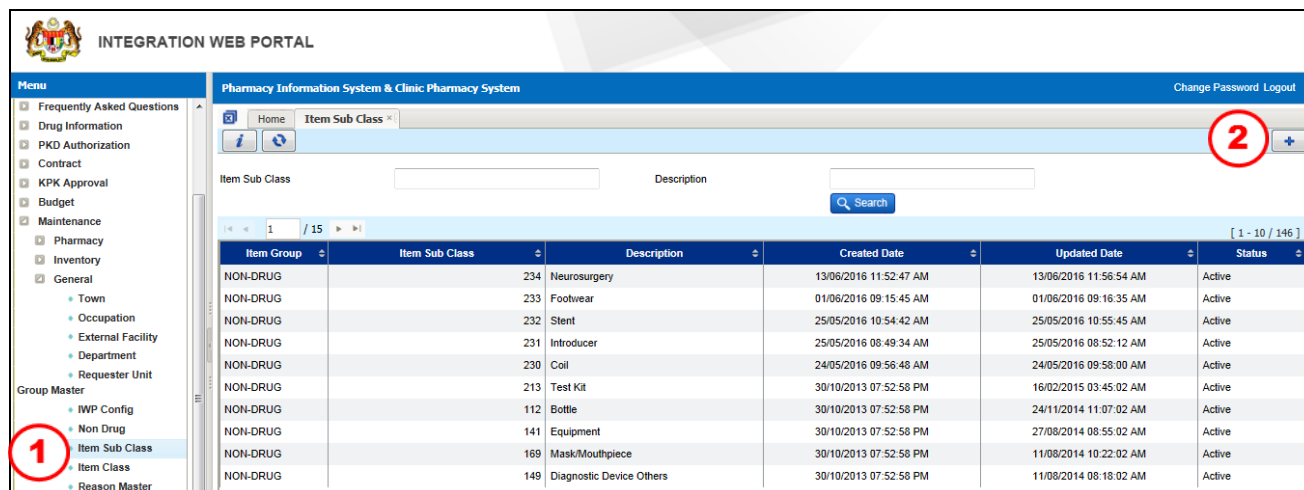
- Click on the  button to create new transaction for Non Drug and fill the record as shown on Figure 3.7.2-2
- Click on the  button to delete the record on the system and status automatically will be Inactive
- Click on the  button to close the Non Drug screen.

3.8 Item Sub Class

Item Sub Class screen allows user to view existing Item Sub Class records.

3.8.1 Create New Record Item sub Class

Item Sub Class screen allows user create new Item Sub Class records.



INTEGRATION WEB PORTAL

Pharmacy Information System & Clinic Pharmacy System

Change Password Logout

Home Item Sub Class

Item Sub Class Description

Search

1 / 15

[1 - 10 / 146]

Item Group	Item Sub Class	Description	Created Date	Updated Date	Status
NON-DRUG	234	Neurosurgery	13/06/2016 11:52:47 AM	13/06/2016 11:56:54 AM	Active
NON-DRUG	233	Footwear	01/06/2016 09:15:45 AM	01/06/2016 09:16:35 AM	Active
NON-DRUG	232	Stent	25/05/2016 10:54:42 AM	25/05/2016 10:55:45 AM	Active
NON-DRUG	231	Introducer	25/05/2016 08:49:34 AM	25/05/2016 08:52:12 AM	Active
NON-DRUG	230	Coil	24/05/2016 09:56:48 AM	24/05/2016 09:58:00 AM	Active
NON-DRUG	213	Test Kit	30/10/2013 07:52:58 PM	16/02/2015 03:45:02 AM	Active
NON-DRUG	112	Bottle	30/10/2013 07:52:58 PM	24/11/2014 11:07:02 AM	Active
NON-DRUG	141	Equipment	30/10/2013 07:52:58 PM	27/08/2014 08:55:02 AM	Active
NON-DRUG	169	Mask/Mouthpiece	30/10/2013 07:52:58 PM	11/08/2014 10:22:02 AM	Active
NON-DRUG	149	Diagnostic Device Others	30/10/2013 07:52:58 PM	11/08/2014 08:18:02 AM	Active

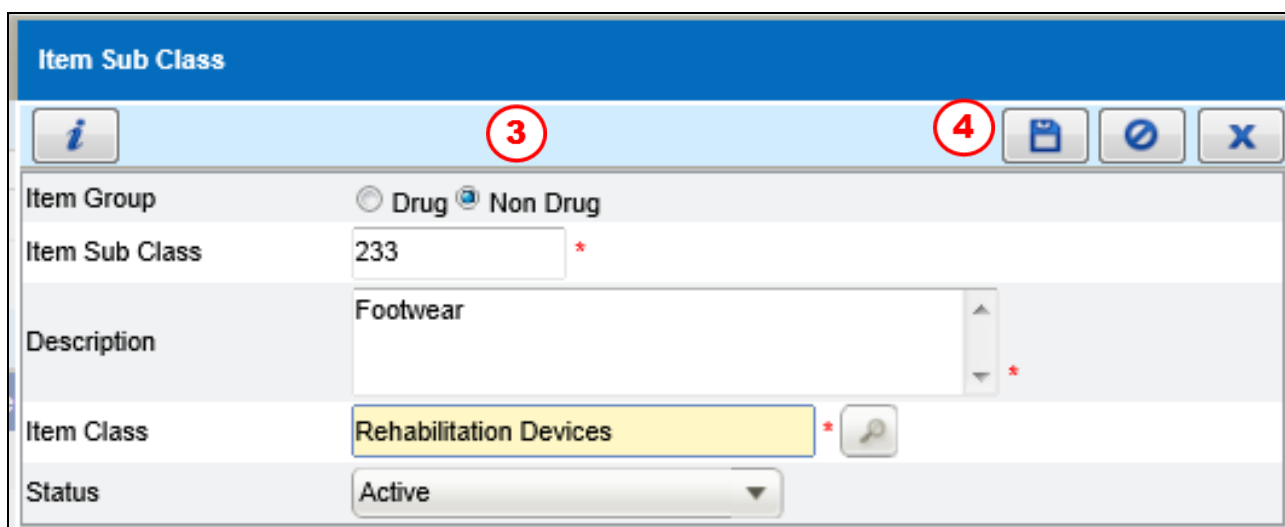
Figure 3.8.1-1 Item Sub Class Listing Page

STEP 1

Click on 'Maintenance' followed by 'General'. Click on 'Item Sub Class' sub menu

STEP 2

Click on the  button to create new transaction for Item Sub Class and fill the transaction as shown on Figure 3.8.1-2



Item Sub Class

Item Group ☐ Drug ☒ Non Drug

Item Sub Class 233 *

Description Footwear *

Item Class Rehabilitation Devices *

Status Active

Figure 3.8.1-2 Item Sub Class

STEP 3

Fill all the criteria with 

- **Item Group**
- **Item Sub Class**
- **Description**
- **Item Class**
- **Status**

STEP 4

User can click on the  button to save the transaction for Item Class as shown in Figure 3.8.1-2

Note

- Confirmation message as shown in Figure 3.8.1-3 will be displayed after user save the transaction

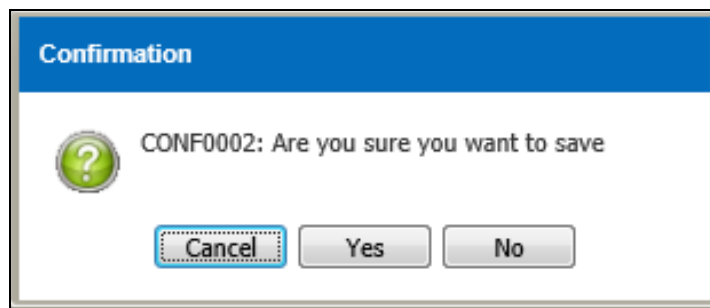


Figure 3.8.1-3 Confirmation Message

- Record will save when user click on the  button as shown in Figure 3.8.1-4

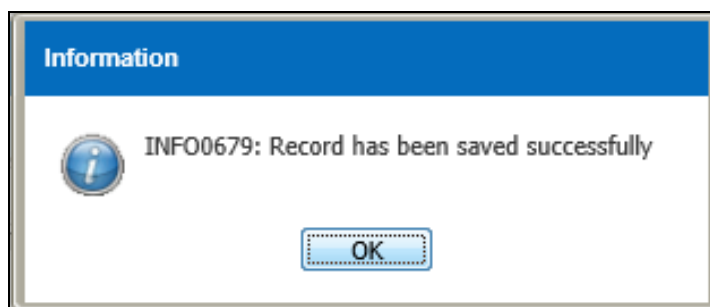


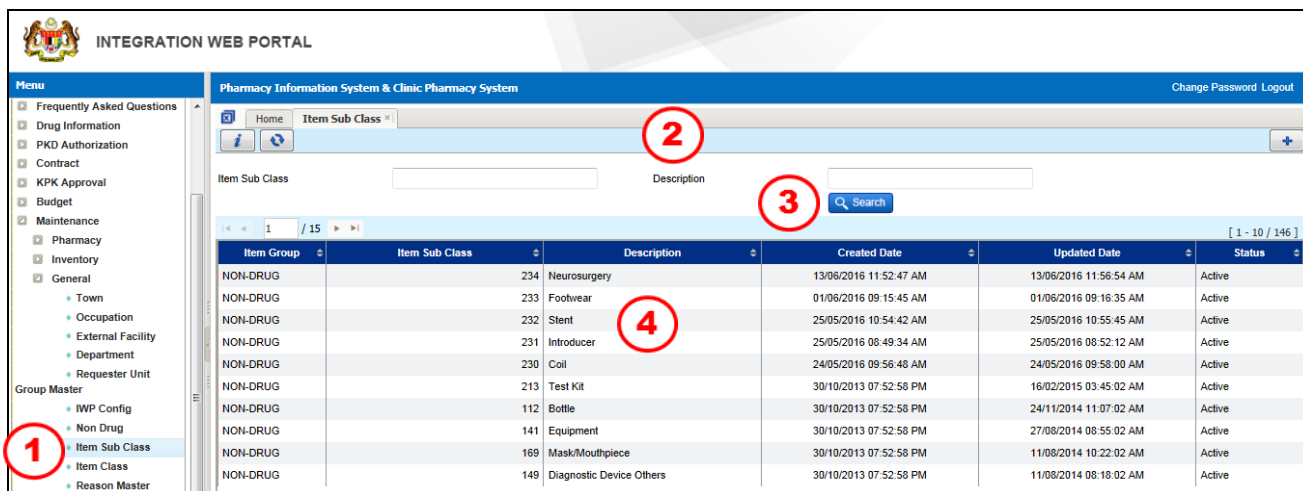
Figure 3.8.1-4 Information Message

Note

- Click on the  button to close the Item Sub Class screen.

3.8.2 View and Modify Record Item Sub Class

Item Sub Class screen allows user to view and modify existing Item Sub Class records



Integration Web Portal

Pharmacy Information System & Clinic Pharmacy System

Change Password Logout

Home Item Sub Class

Item Sub Class Description

Search

Item Group	Item Sub Class	Description	Created Date	Updated Date	Status
NON-DRUG	234	Neurosurgery	13/06/2016 11:52:47 AM	13/06/2016 11:56:54 AM	Active
NON-DRUG	233	Footwear	01/06/2016 09:15:45 AM	01/06/2016 09:16:35 AM	Active
NON-DRUG	232	Stent	25/05/2016 10:54:42 AM	25/05/2016 10:55:45 AM	Active
NON-DRUG	231	Introducer	25/05/2016 08:49:34 AM	25/05/2016 08:52:12 AM	Active
NON-DRUG	230	Coil	24/05/2016 09:56:48 AM	24/05/2016 09:58:00 AM	Active
NON-DRUG	213	Test Kit	30/10/2013 07:52:58 PM	16/02/2015 03:45:02 AM	Active
NON-DRUG	112	Bottle	30/10/2013 07:52:58 PM	24/11/2014 11:07:02 AM	Active
NON-DRUG	141	Equipment	30/10/2013 07:52:58 PM	27/08/2014 08:55:02 AM	Active
NON-DRUG	169	Mask/Mouthpiece	30/10/2013 07:52:58 PM	11/08/2014 10:22:02 AM	Active
NON-DRUG	149	Diagnostic Device Others	30/10/2013 07:52:58 PM	11/08/2014 08:18:02 AM	Active

Figure 3.8.2-1 Item Sub Class Listing Page

STEP 1

Click on 'Maintenance' followed by 'General'. Click on 'Item Sub Class' sub menu

STEP 2

To search for existing Item Sub Class records, you may search by criteria as follow:

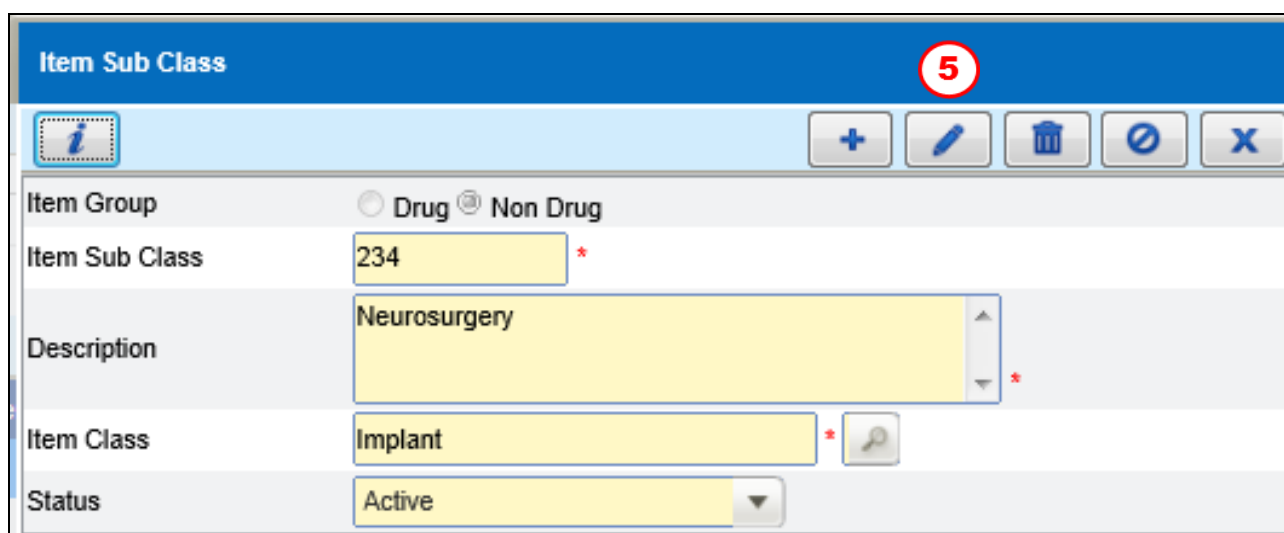
- Item Sub Class
- Description

STEP 3

Click on the  button. The result(s) display will be based on the entered criteria.

STEP 4

Double click on the selected record and the details of the Item Sub Class record will be displayed as Figure 3.8.2-2.



Item Sub Class

Item Group ☐ Drug ☒ Non Drug

Item Sub Class 234 *

Description Neurosurgery *

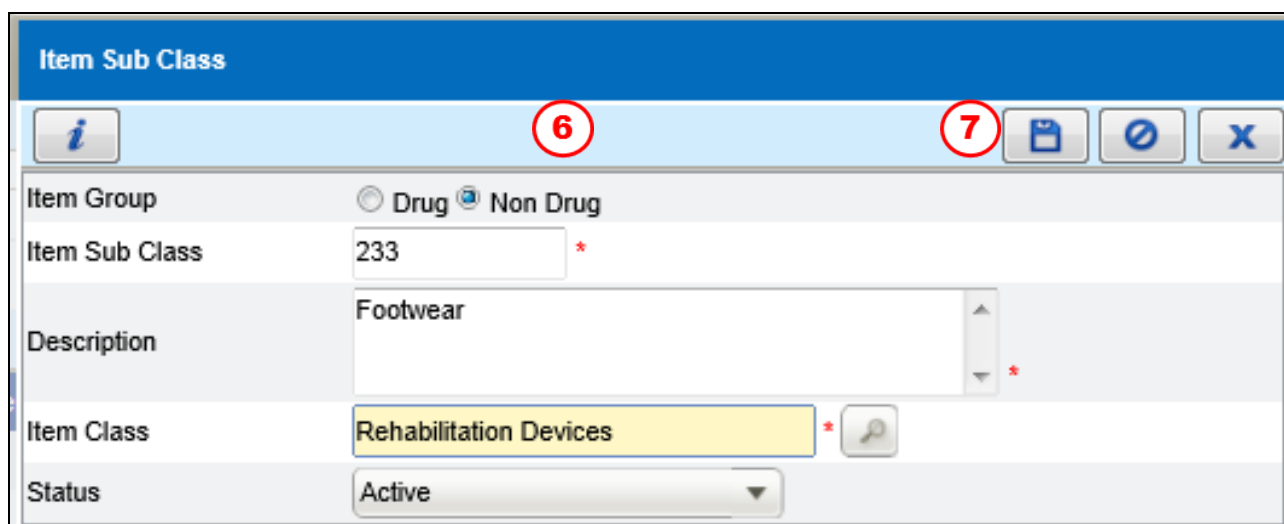
Item Class Implant *

Status Active

Figure 3.8.2-2 Item Sub Class Screen

STEP 5

Click on the  button to edit the Item Class screen and fill



Item Sub Class

Item Group ☐ Drug ☒ Non Drug

Item Sub Class 233 *

Description Footwear *

Item Class Rehabilitation Devices *

Status Active

Figure 3.8.2-3 Item Sub Class Screen

STEP 6

Fill all the criteria with 

- **Item Group**
- **Item Sub Class**
- **Description**
- **Item Class**
- **Status**

STEP 7

User can click on the  button to save the record for Item Sub Class as shown in Figure 3.5.2-3

Note

- Confirmation message as shown in Figure 3.8.2-4 will be displayed after user save the record

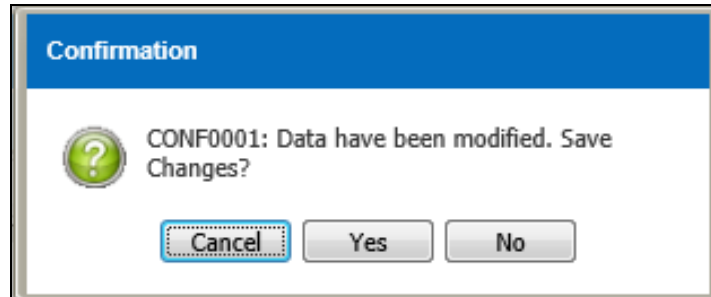


Figure 3.8.2-4 Confirmation Message

- Record will save when user click on the  button as shown in Figure 3.8.2-5

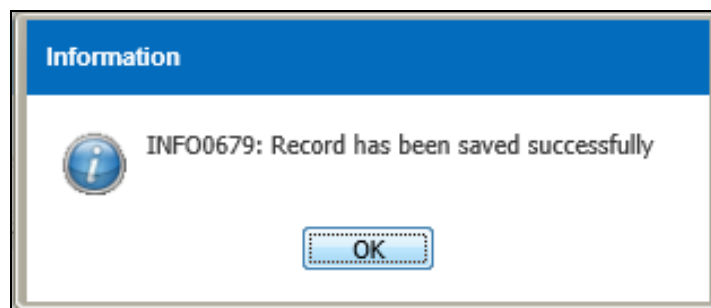


Figure 3.8.2-5 Information Message

Note

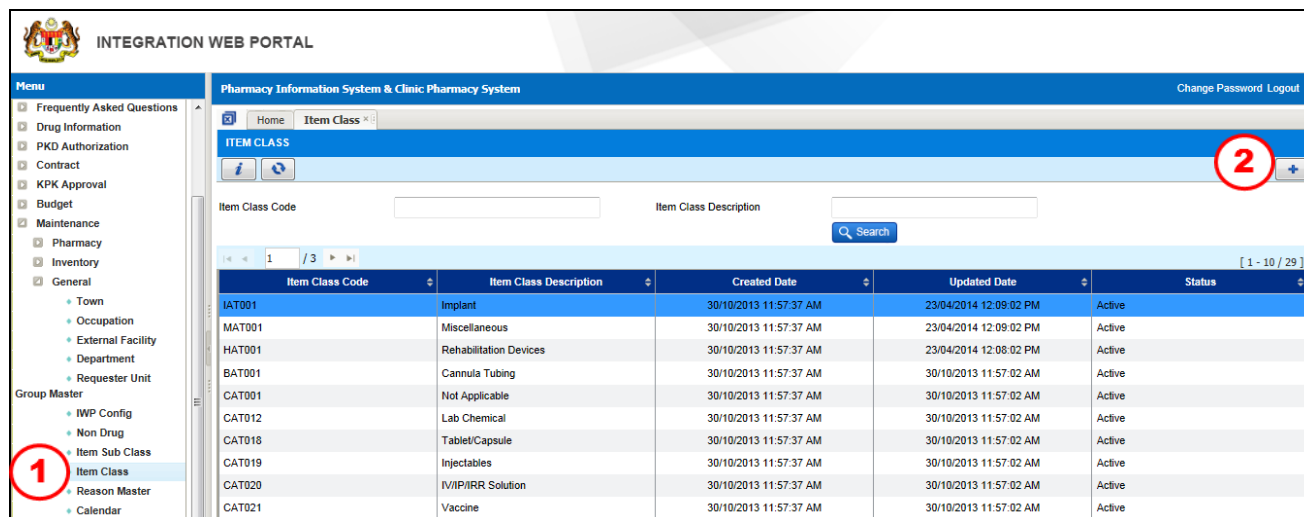
- Click on the  button to create new transaction for Item Sub Class and fill the transaction as shown on Figure 3.8.2-3
- Click on the  button to delete the record on the system and status automatically will be Inactive
- Click on the  button to close the Item Sub Class screen.

3.9 Item Class

Item Class screen allows user to view existing Item Class records.

3.9.1 Create New Record Item Class

Item Class screen allows user to create new Item Class records.



Item Class Code	Item Class Description	Created Date	Updated Date	Status
IAT001	Implant	30/10/2013 11:57:37 AM	23/04/2014 12:09:02 PM	Active
MAT001	Miscellaneous	30/10/2013 11:57:37 AM	23/04/2014 12:09:02 PM	Active
HAT001	Rehabilitation Devices	30/10/2013 11:57:37 AM	23/04/2014 12:08:02 PM	Active
BAT001	Cannula Tubing	30/10/2013 11:57:37 AM	30/10/2013 11:57:02 AM	Active
CAT001	Not Applicable	30/10/2013 11:57:37 AM	30/10/2013 11:57:02 AM	Active
CAT012	Lab Chemical	30/10/2013 11:57:37 AM	30/10/2013 11:57:02 AM	Active
CAT018	Tablet/Capsule	30/10/2013 11:57:37 AM	30/10/2013 11:57:02 AM	Active
CAT019	Injectables	30/10/2013 11:57:37 AM	30/10/2013 11:57:02 AM	Active
CAT020	IV/IP/IRR Solution	30/10/2013 11:57:37 AM	30/10/2013 11:57:02 AM	Active
CAT021	Vaccine	30/10/2013 11:57:37 AM	30/10/2013 11:57:02 AM	Active

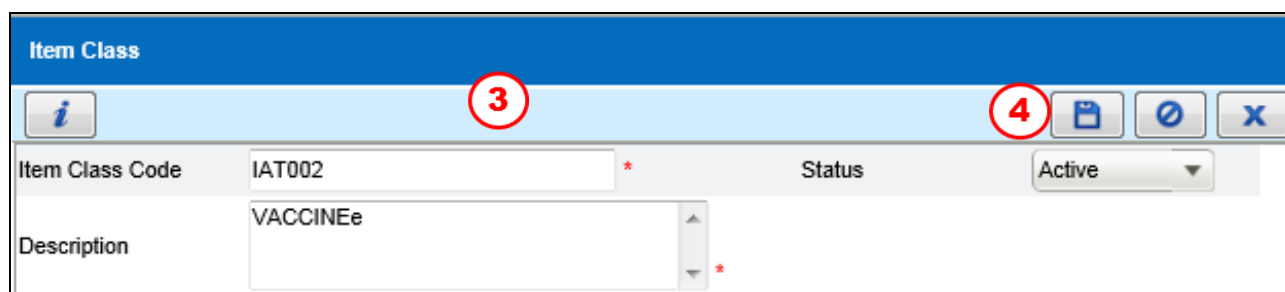
Figure 3.9.1-1 Item Class Listing Page

STEP 1

Click on 'Maintenance' followed by 'General'. Click on 'Item Class' sub menu

STEP 2

Click on the  button to create new transaction for Item Class and fill the transaction as shown on Figure 3.9.1-2



Item Class

Item Class Code: IAT002 * Status: Active

Description: VACCINEe *

Figure 3.9.1-2 Item Class Listing Page

STEP 3

Fill all the criteria with 

- **Item Class Code**
- **Description**
- Click on the Drop Down Box to choose **Status** Active or Inactive

STEP 4

Click on the  button to save the record for Item Class as shown in Figure 3.9.1-2

Note

- Confirmation message as shown in Figure 3.9.1-3 will be displayed after user save the record

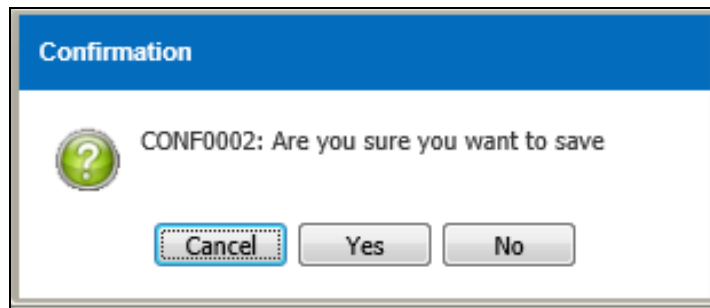
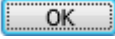


Figure 3.9.1-3 Confirmation Message

- Record will save when user click on the  button as shown in Figure 3.9.1-4

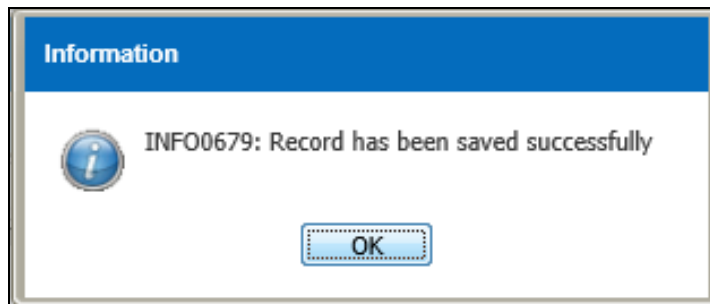


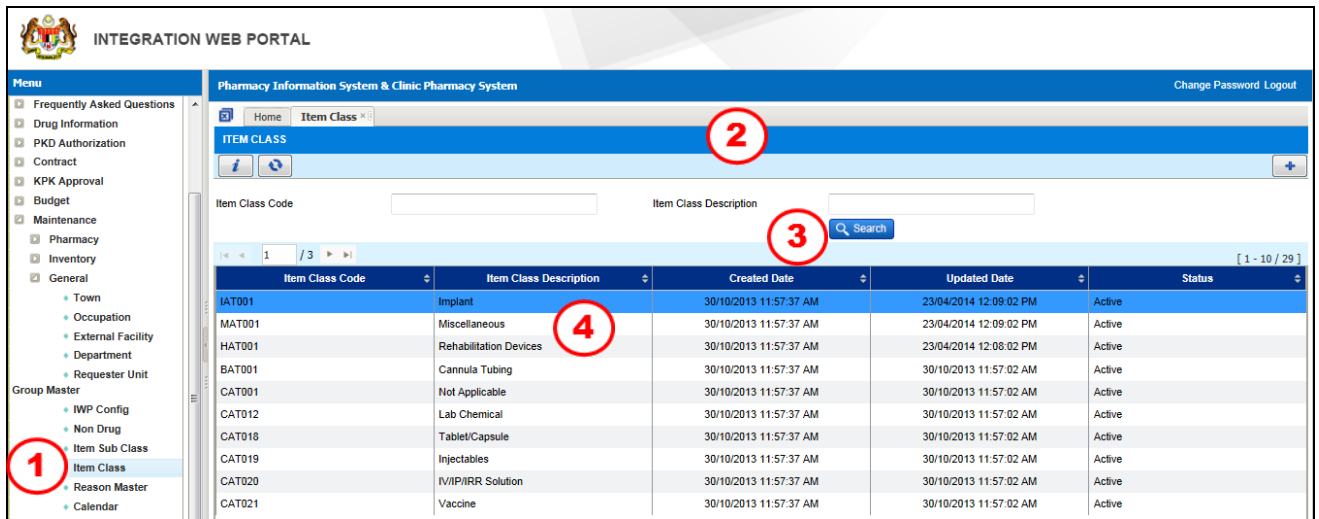
Figure 3.9.1-4 Information Message

Note

- Click on the  button to close the Item Sub Class screen.

3.9.2 View and Modify Record Item Class

Item Class screen allows user to view and modify existing Item Class records.



The screenshot shows the 'ITEM CLASS' listing page. The left menu (1) includes 'Maintenance' > 'General' > 'Item Class'. The top navigation bar (2) shows 'Home' and 'Item Class'. The search bar (3) is labeled 'Search'. The table (4) lists item classes with columns: Item Class Code, Item Class Description, Created Date, Updated Date, and Status.

Item Class Code	Item Class Description	Created Date	Updated Date	Status
IAT001	Implant	30/10/2013 11:57:37 AM	23/04/2014 12:09:02 PM	Active
MAT001	Miscellaneous	30/10/2013 11:57:37 AM	23/04/2014 12:09:02 PM	Active
HAT001	Rehabilitation Devices	30/10/2013 11:57:37 AM	23/04/2014 12:08:02 PM	Active
BAT001	Cannula Tubing	30/10/2013 11:57:37 AM	30/10/2013 11:57:02 AM	Active
CAT001	Not Applicable	30/10/2013 11:57:37 AM	30/10/2013 11:57:02 AM	Active
CAT012	Lab Chemical	30/10/2013 11:57:37 AM	30/10/2013 11:57:02 AM	Active
CAT018	Tablet/Capsule	30/10/2013 11:57:37 AM	30/10/2013 11:57:02 AM	Active
CAT019	Injectables	30/10/2013 11:57:37 AM	30/10/2013 11:57:02 AM	Active
CAT020	IVI/PI/IRR Solution	30/10/2013 11:57:37 AM	30/10/2013 11:57:02 AM	Active
CAT021	Vaccine	30/10/2013 11:57:37 AM	30/10/2013 11:57:02 AM	Active

Figure 3.9.2-1 Item Class Listing Page

STEP 1

Click on 'Maintenance' followed by 'General'. Click on 'Item Class' sub menu

STEP 2

To search for existing Item Class records, you may search by doing as follow:

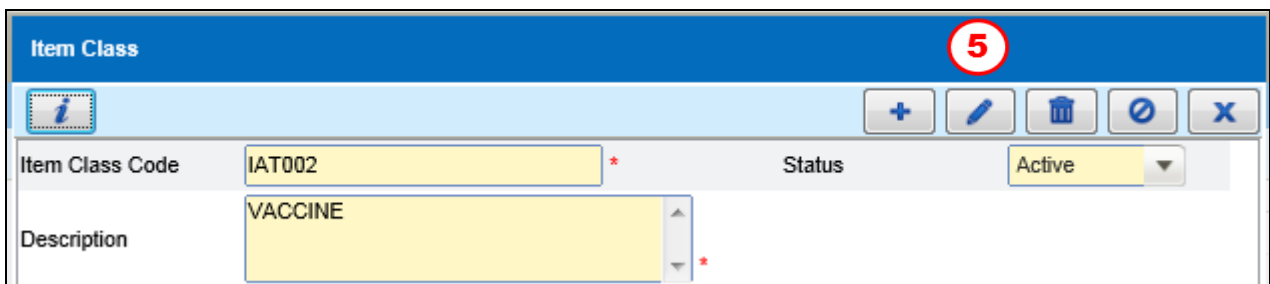
- Item Class Code
- Item Class Description

STEP 3

Click on the  button. The result(s) display will be based on the entered criteria.

STEP 4

Double click on the selected record and the details of the Item Class record will be displayed as Figure 3.9.2-1

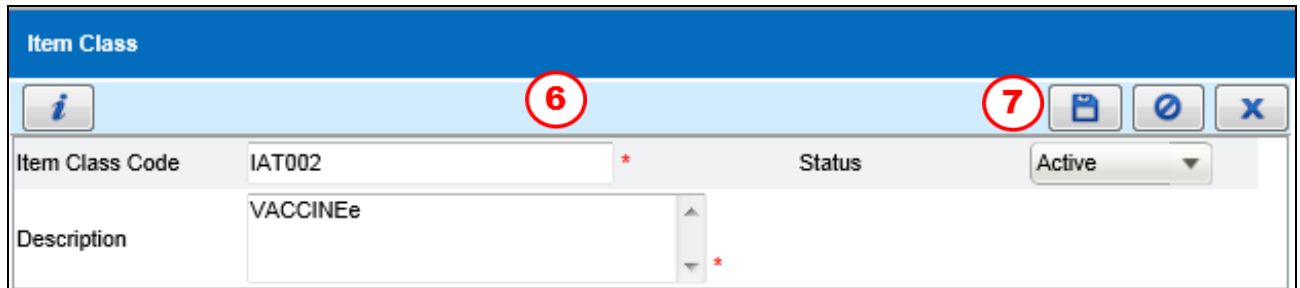


The screenshot shows the 'Item Class' detail form. The title bar (5) is 'Item Class'. The form has a search bar and buttons for '+', edit, delete, and other actions. The 'Item Class Code' field contains 'IAT002' and the 'Description' field contains 'VACCINE'. The 'Status' is set to 'Active'.

Figure 3.9.2-2 Item Class Listing Page

STEP 5

Click on the  button to edit the Item Class screen as shown in Figure 3.9.2-2



The screenshot shows the 'Item Class' window. At the top, there is a blue header bar with the title 'Item Class'. Below the header, there is a toolbar with several icons. A red circle labeled '6' highlights the 'Edit' icon (a pencil). Another red circle labeled '7' highlights the 'Save' icon (a floppy disk). The main area of the window contains a form with the following fields: 'Item Class Code' with the value 'IAT002' and a red asterisk indicating a required field; 'Status' with a dropdown menu currently set to 'Active'; and 'Description' with the value 'VACCINEe' and a red asterisk indicating a required field.

Figure 3.9.2-3 Item Class Listing Page

STEP 6

Fill all the criteria with 

- **Item Class Code**
- **Description**
- Click on the Drop Down Box to choose **Status** Active or Inactive

STEP 7

Click on the  button to save the transaction for Item Class as shown in Figure 3.9.2-3

Note

- Confirmation message as shown in Figure 3.9.2-4 will be displayed after user save the record

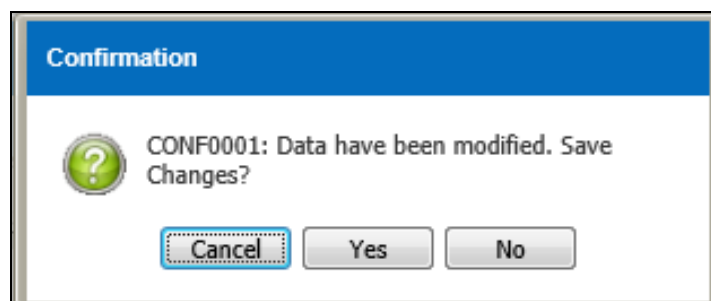
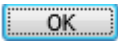


Figure 3.9.2-4 Confirmation Message

- Record will save when user click on the  button as shown in Figure 3.9.2-5

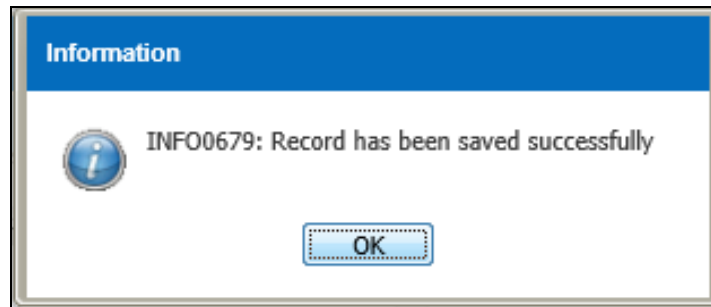


Figure 3.9.2-5 Information Message

Note

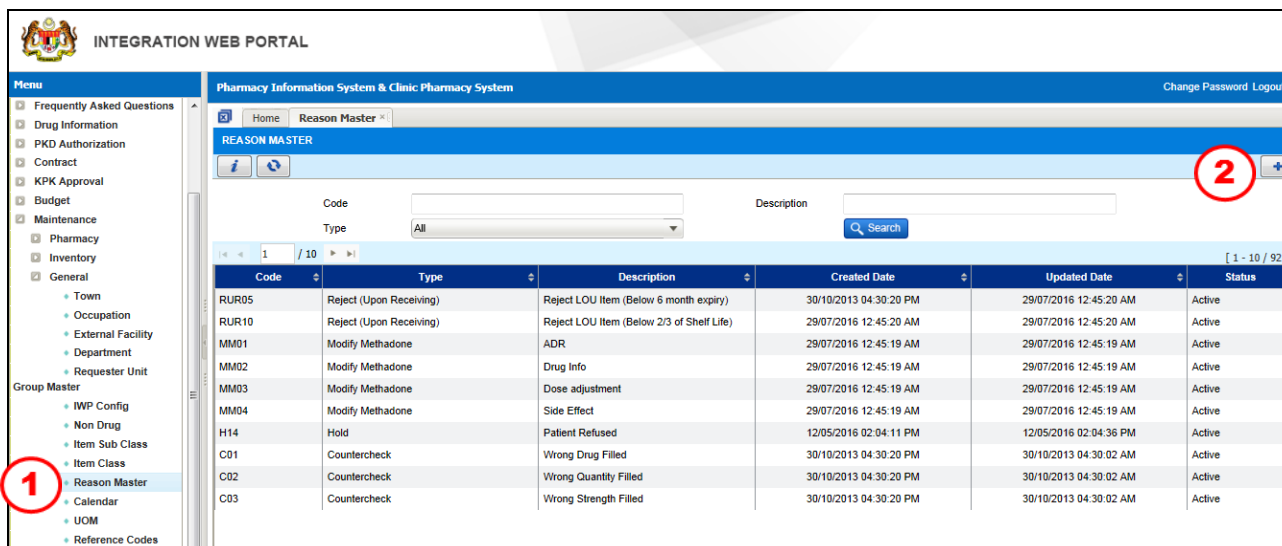
- Click on the  button to create new record for Item Class and fill the record as shown on Figure 3.9.2-2
- Click on the  button to delete the record on the system and status automatically will be Inactive
- Click on the  button to close the Item Class screen.

3.10 Reason Master

Reason Master screen allows user to view existing Reason Master records.

3.10.1 Create New Record for Reason Master

Reason Master screen allows user to create new Reason Master records.



Code	Type	Description	Created Date	Updated Date	Status
RUR05	Reject (Upon Receiving)	Reject LOU Item (Below 6 month expiry)	30/10/2013 04:30:20 PM	29/07/2016 12:45:20 AM	Active
RUR10	Reject (Upon Receiving)	Reject LOU Item (Below 2/3 of Shelf Life)	29/07/2016 12:45:20 AM	29/07/2016 12:45:20 AM	Active
MM01	Modify Methadone	ADR	29/07/2016 12:45:19 AM	29/07/2016 12:45:19 AM	Active
MM02	Modify Methadone	Drug Info	29/07/2016 12:45:19 AM	29/07/2016 12:45:19 AM	Active
MM03	Modify Methadone	Dose adjustment	29/07/2016 12:45:19 AM	29/07/2016 12:45:19 AM	Active
MM04	Modify Methadone	Side Effect	29/07/2016 12:45:19 AM	29/07/2016 12:45:19 AM	Active
H14	Hold	Patient Refused	12/05/2016 02:04:11 PM	12/05/2016 02:04:36 PM	Active
C01	Countercheck	Wrong Drug Filled	30/10/2013 04:30:20 PM	30/10/2013 04:30:02 AM	Active
C02	Countercheck	Wrong Quantity Filled	30/10/2013 04:30:20 PM	30/10/2013 04:30:02 AM	Active
C03	Countercheck	Wrong Strength Filled	30/10/2013 04:30:20 PM	30/10/2013 04:30:02 AM	Active

Figure 3.10.1-1 Reason Master Listing List

STEP 1

Click on 'Maintenance' followed by 'General'. Click on 'Reason Master' sub menu

STEP 2

Click on the  button to create new transaction for Reason Master and fill the transaction as shown on Figure 3.10.1-2

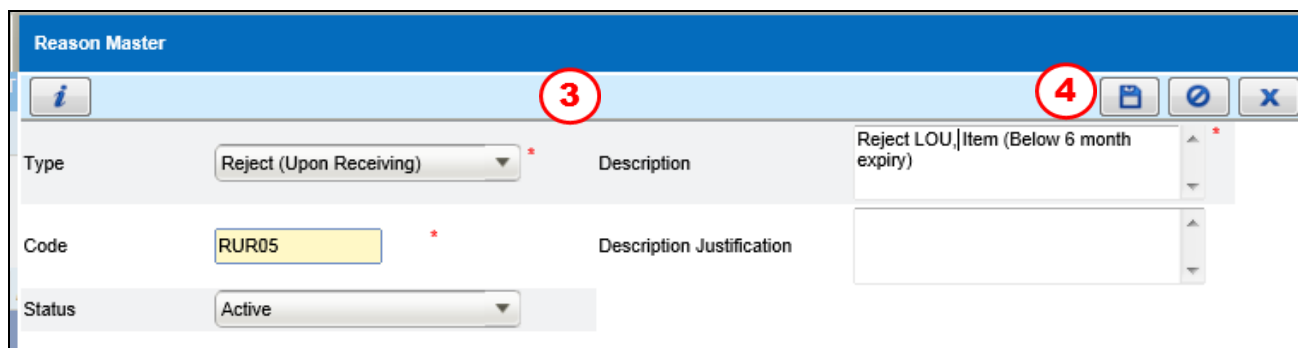


Figure 3.10.1-2 Reason Master

STEP 3

Fill all the criteria with 

- Click on the Drop Down Box to choose **Type** of reason
- Fill the **Description** box
- Fill the Code for the reason
- Click on the Drop Down Box to choose **Status** Active or Inactive

STEP 4

Click on the  button to save the record for Reason Master as shown in Figure 3.10.1-2

Note

- Confirmation message as shown in Figure 3.10.1-3 will be displayed after user save the record

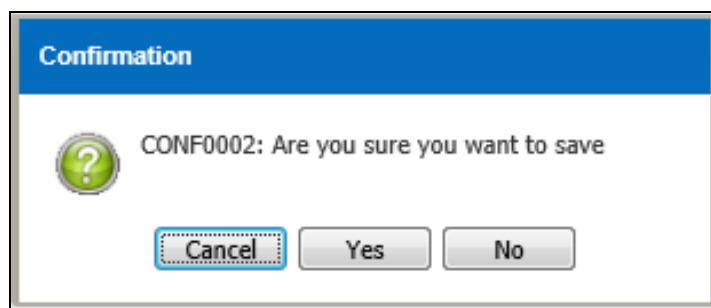


Figure 3.10.1-3 Confirmation Message

- Record will save when user click on the  button as shown in Figure 3.10.1-4

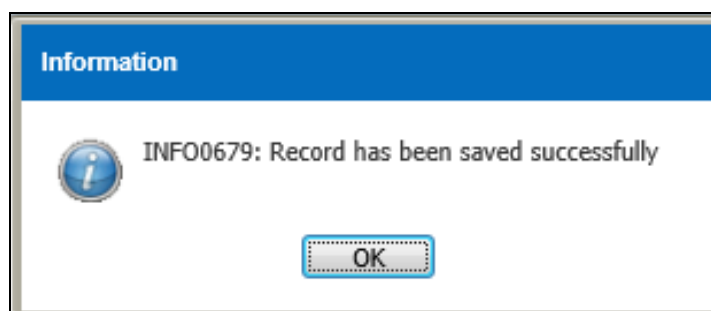


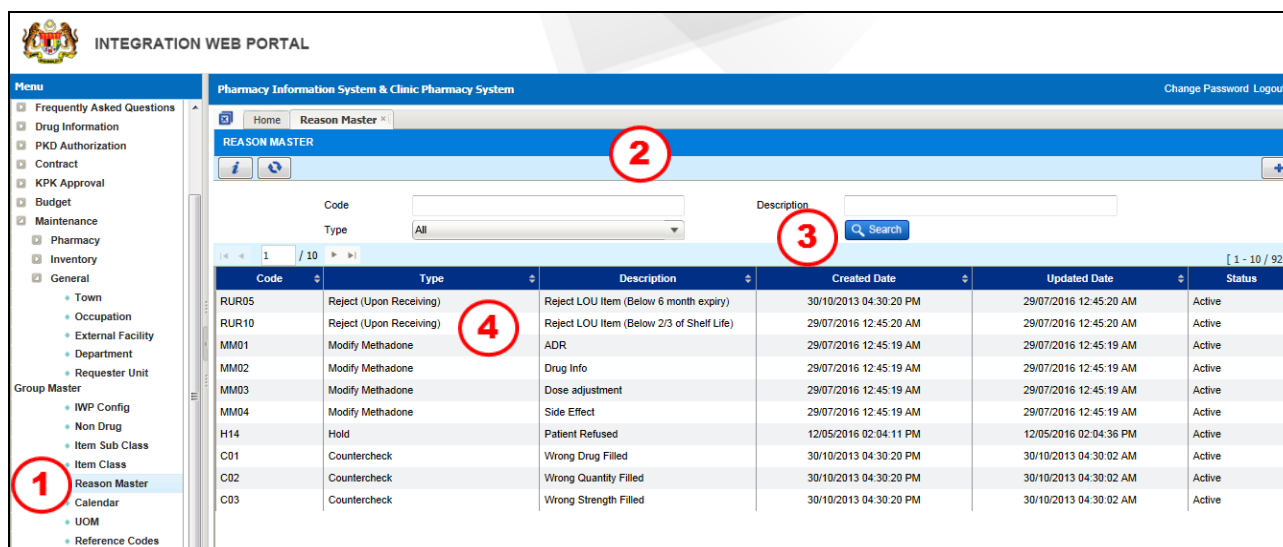
Figure 3.10.1-4 Information Message

Note

- Click on the  button to close the Reason Master screen.

3.10.2 View and Modify Reason Master Record

Reason Master screen allows user to view and modify existing Reason Master records.



Integration Web Portal

Pharmacy Information System & Clinic Pharmacy System

Change Password Logout

Home Reason Master

REASON MASTER

Code: [] Type: [All] Description: [] [Search]

[1 - 10 / 92]

Code	Type	Description	Created Date	Updated Date	Status
RUR05	Reject (Upon Receiving)	Reject LOU Item (Below 6 month expiry)	30/10/2013 04:30:20 PM	29/07/2016 12:45:20 AM	Active
RUR10	Reject (Upon Receiving)	Reject LOU Item (Below 2/3 of Shelf Life)	29/07/2016 12:45:20 AM	29/07/2016 12:45:20 AM	Active
MM01	Modify Methadone	ADR	29/07/2016 12:45:19 AM	29/07/2016 12:45:19 AM	Active
MM02	Modify Methadone	Drug Info	29/07/2016 12:45:19 AM	29/07/2016 12:45:19 AM	Active
MM03	Modify Methadone	Dose adjustment	29/07/2016 12:45:19 AM	29/07/2016 12:45:19 AM	Active
MM04	Modify Methadone	Side Effect	29/07/2016 12:45:19 AM	29/07/2016 12:45:19 AM	Active
H14	Hold	Patient Refused	12/05/2016 02:04:11 PM	12/05/2016 02:04:36 PM	Active
C01	Countercheck	Wrong Drug Filled	30/10/2013 04:30:20 PM	30/10/2013 04:30:02 AM	Active
C02	Countercheck	Wrong Quantity Filled	30/10/2013 04:30:20 PM	30/10/2013 04:30:02 AM	Active
C03	Countercheck	Wrong Strength Filled	30/10/2013 04:30:20 PM	30/10/2013 04:30:02 AM	Active

Figure 3.10.2-1 Reason Master Listing List

STEP 1

Click on 'Maintenance' followed by 'General'. Click on 'Reason Master' sub menu

STEP 2

To search for existing Reason Master records, user may search by criteria as follow:

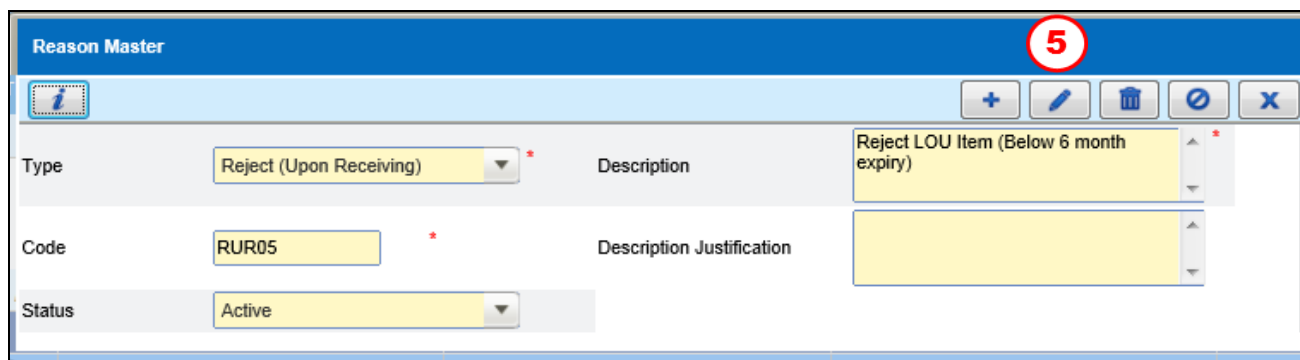
- Code**
- Description**
- Type**

STEP 3

Click on the  button. The result(s) display will be based on the entered criteria.

STEP 4

Double click on the selected record and the details of the Reason record will be displayed as Figure 3.10.2-2



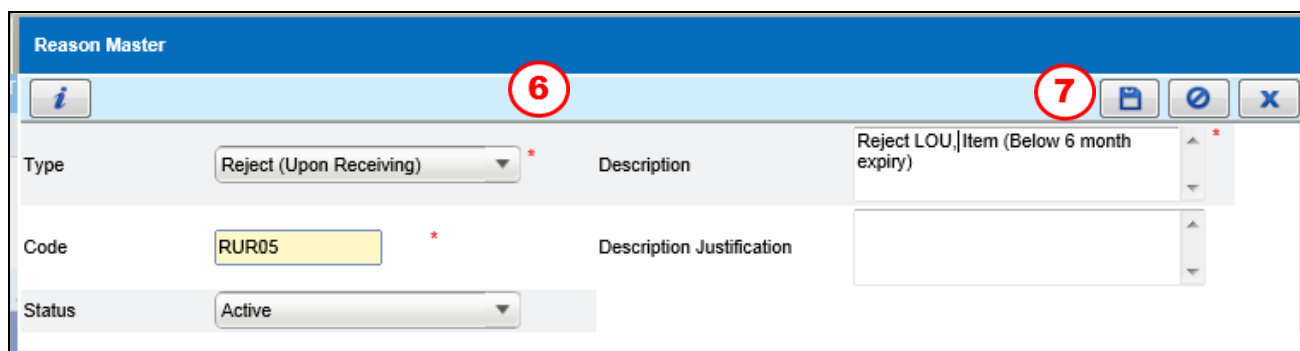
The screenshot shows the 'Reason Master' form. At the top right, a red circle with the number '5' highlights the toolbar. The form contains the following fields:

Type	Reject (Upon Receiving) *	Description	Reject LOU Item (Below 6 month expiry) *
Code	RUR05 *	Description Justification	
Status	Active		

Figure 3.10.2-2 Reason Master Screen

STEP 5

Click on the  button to edit the Reason Master screen and fill



The screenshot shows the 'Reason Master' form with two red circles highlighting specific buttons. Circle '6' highlights the 'i' (info) button, and circle '7' highlights the 'Save' button (floppy disk icon). The form fields are the same as in Figure 3.10.2-2.

Figure 3.10.2-3 Reason Master Screen

STEP 6

Fill all the criteria with 

- Click on the Drop Down Box to choose Type of reason
- Fill the Description box
- Fill the Code for the reason
- Click on the Drop Down Box to choose Status Active or Inactive

STEP 7

Click on the  button to save the record for Reason Master as shown in Figure 3.10.2-3

Note

- Confirmation message as shown in Figure 3.10.2-4 will be displayed after user save the record

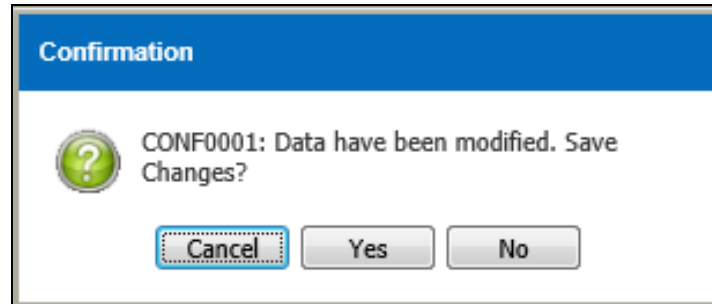


Figure 3.10.2-4 Confirmation Message

- Record will save when user click on the  button as shown in Figure 3.10.2-5

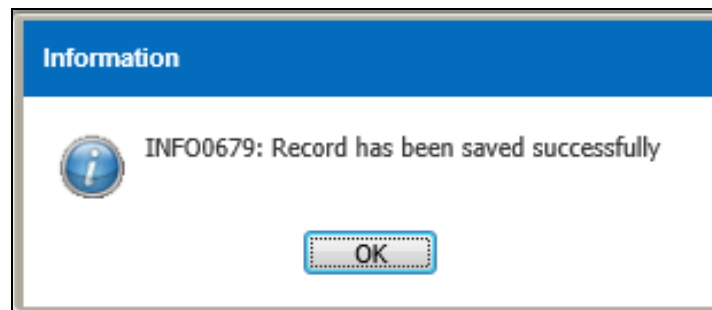


Figure 3.10.2-5 Information Message

Note

- Click on the  button to create new record for Reason Master and fill the record as shown on Figure 3.10.2-2
- Click on the  button to delete the record on the system and status automatically will be Inactive
- Click on the  button to close the Reason Master screen.

3.11 Calendar

This function is used to view, edit and create a new Holiday record:

3.11.1 Create New Record

Calendar screen allows user create new Item Class records.

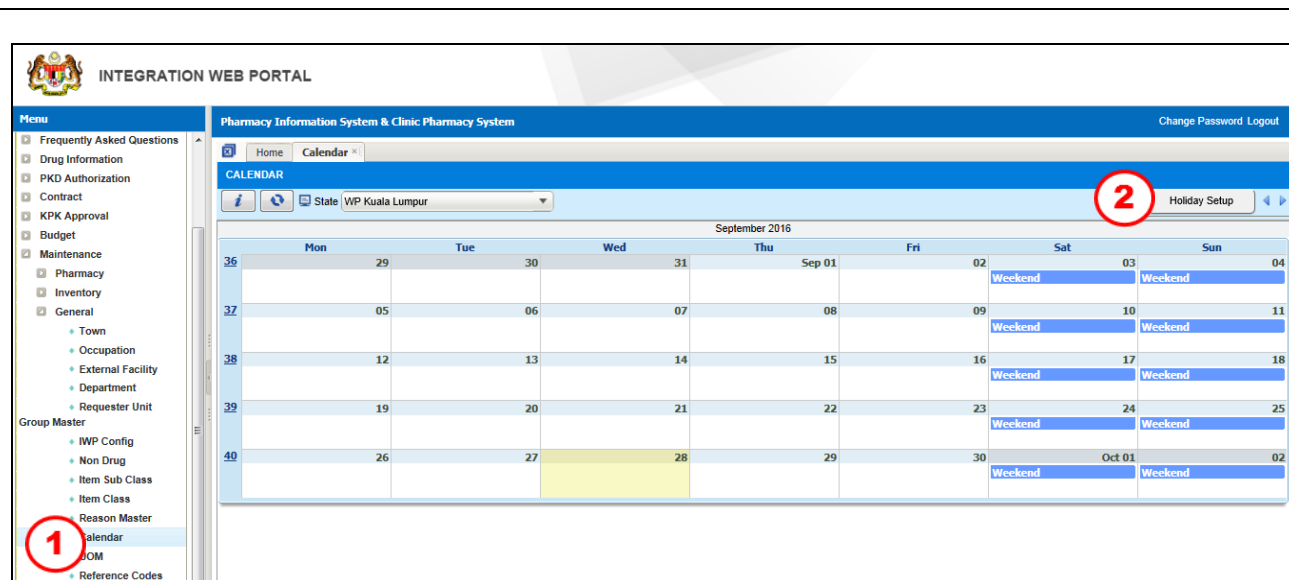
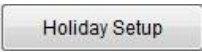


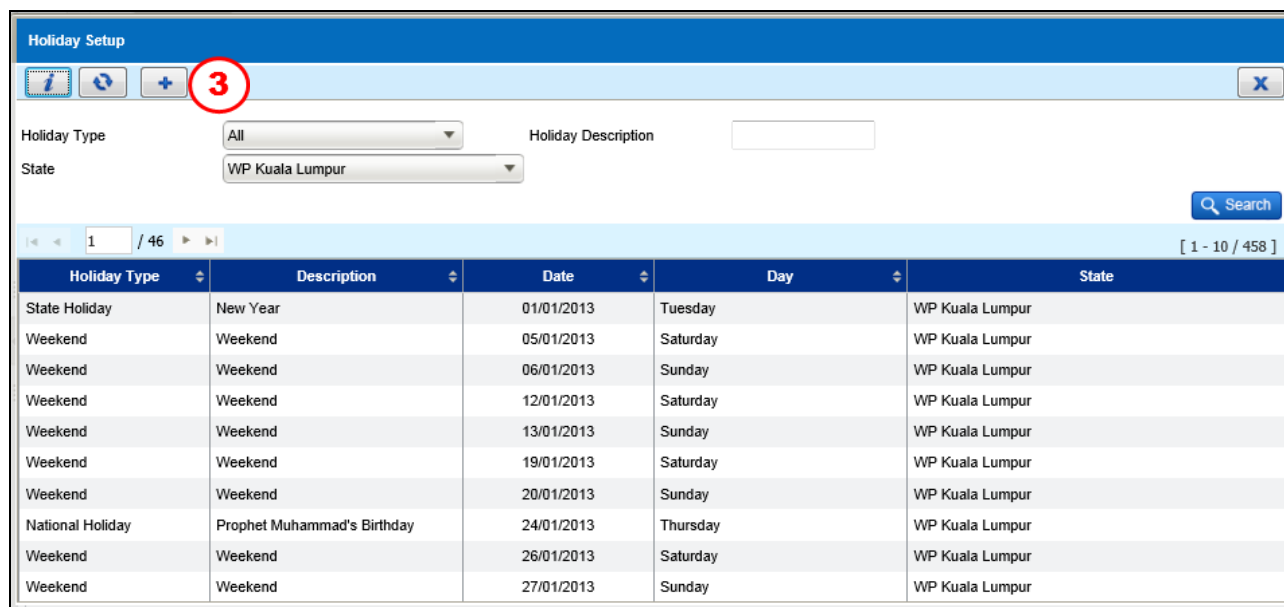
Figure 3.11.2-1 Add new Holiday Setup

STEP 1

Click on 'Maintenance' followed by 'General'. Click on 'Calendar' sub menu

STEP 2

Click on the  to view existing holiday and to add new holidays for the facility. Holiday Setup screen will be displayed as shown in Figure 3.11.2-2



Holiday Setup

Holiday Type: All
State: WP Kuala Lumpur

Search

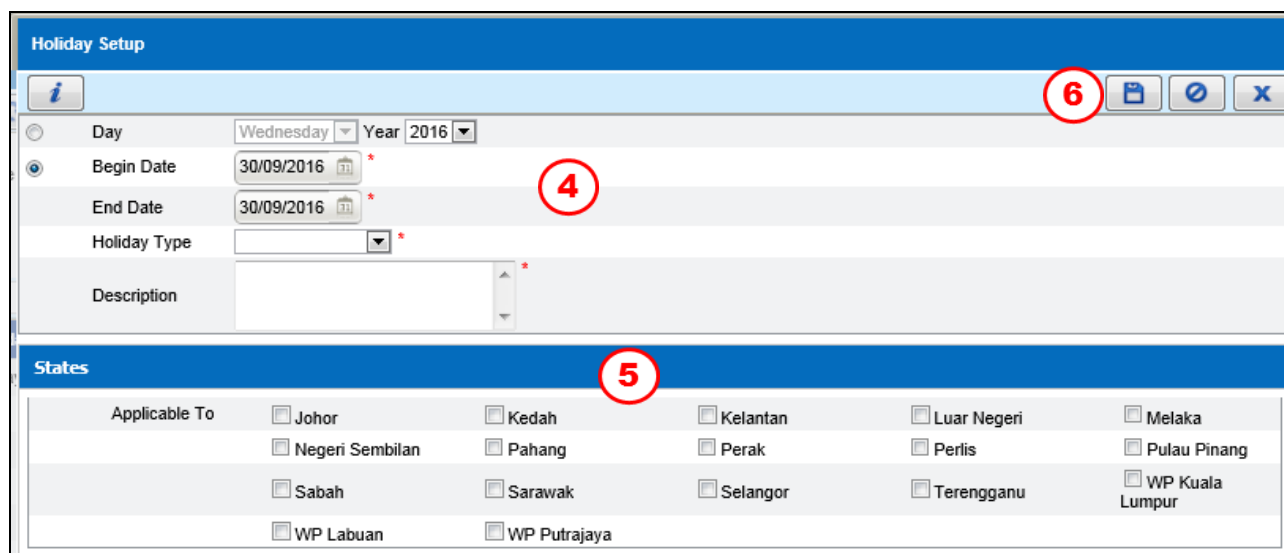
1 / 46 [1 - 10 / 458]

Holiday Type	Description	Date	Day	State
State Holiday	New Year	01/01/2013	Tuesday	WP Kuala Lumpur
Weekend	Weekend	05/01/2013	Saturday	WP Kuala Lumpur
Weekend	Weekend	06/01/2013	Sunday	WP Kuala Lumpur
Weekend	Weekend	12/01/2013	Saturday	WP Kuala Lumpur
Weekend	Weekend	13/01/2013	Sunday	WP Kuala Lumpur
Weekend	Weekend	19/01/2013	Saturday	WP Kuala Lumpur
Weekend	Weekend	20/01/2013	Sunday	WP Kuala Lumpur
National Holiday	Prophet Muhammad's Birthday	24/01/2013	Thursday	WP Kuala Lumpur
Weekend	Weekend	26/01/2013	Saturday	WP Kuala Lumpur
Weekend	Weekend	27/01/2013	Sunday	WP Kuala Lumpur

Figure 3.11.2-2 Add new Holiday Setup

STEP 3

Click on the  button and the **Holiday Setup** screen will be displayed as shown in Figure 3.11.2-2



Holiday Setup

Day: Wednesday Year: 2016

Begin Date: 30/09/2016

End Date: 30/09/2016

Holiday Type:

Description:

States

Applicable To:

☐ Johor	☐ Kedah	☐ Kelantan	☐ Luar Negeri	☐ Melaka
☐ Negeri Sembilan	☐ Pahang	☐ Perak	☐ Perlis	☐ Pulau Pinang
☐ Sabah	☐ Sarawak	☐ Selangor	☐ Terengganu	☐ WP Kuala Lumpur
☐ WP Labuan	☐ WP Putrajaya			

Figure 3.11.2-3 Add new Holiday Setup

STEP 4

Filling all criteria with 

Select **Day** from the drop down box:

- Friday
- Monday
- Tuesday
- Wednesday

- Thursday
- Friday
- Saturday
- Sunday

Select **Year** from the from the drop down box:

- 2014
- 2015
- 2016

Select Begin Date and End Date

Select Holiday Type from the drop down box:

- Ad Hoc
- National Day
- State Holiday

Enter the Description for the new Holiday Record

STEP 5

User choose the state

STEP 6

Click on the  button to save the record

Note

- Alert message as shown in Figure 3.11.2-4 will be displayed after user save the transaction

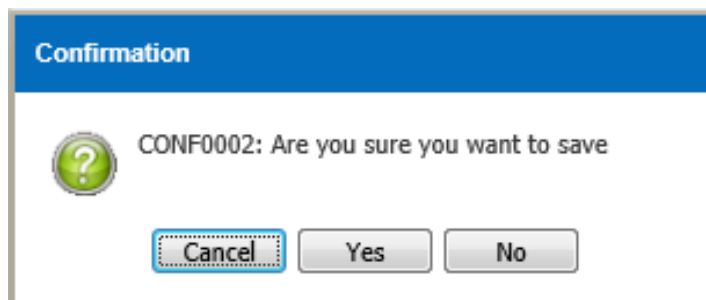
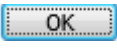


Figure 3.11.2-4 Confirmation Message

- Record will save when user click on the  button as shown in Figure 3.11.2-5

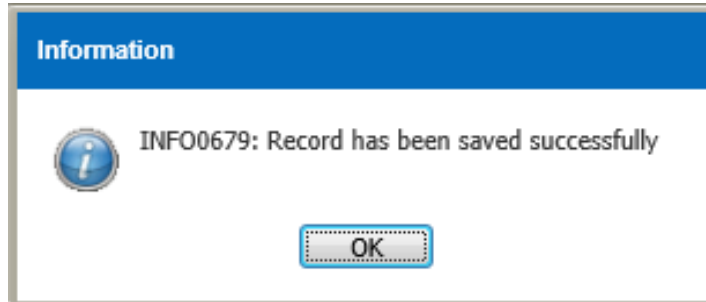


Figure 3.11.2-5 Information Message

Note

- Click on the  button to close the Reason Master screen.

3.11.2 View and Modify Calendar Record

Reason Master screen allows user to view and modify existing Reason Master records:

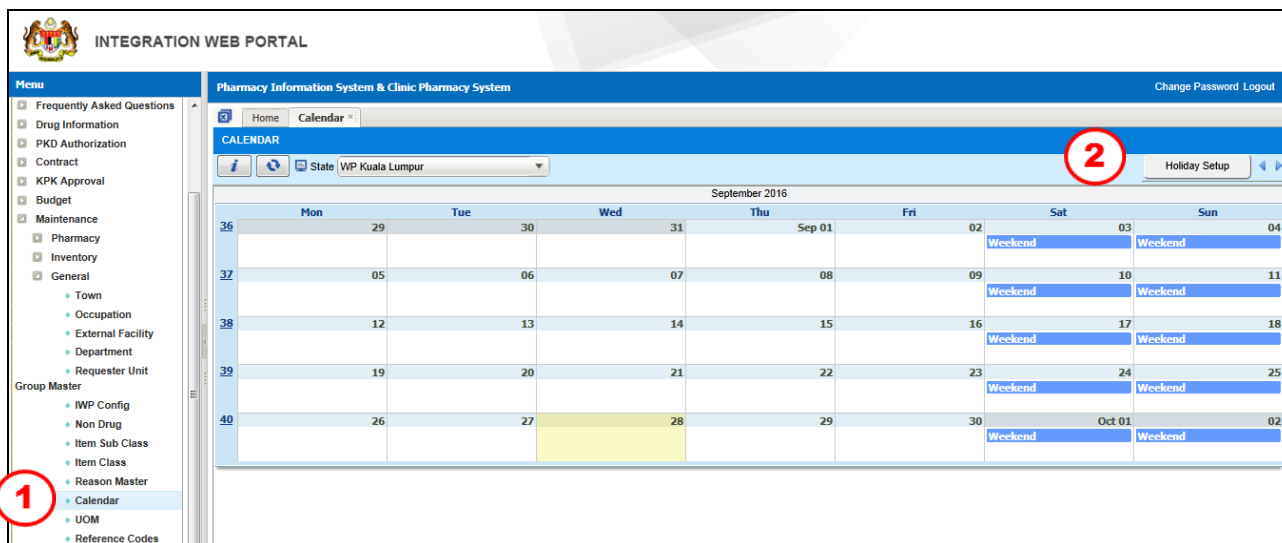


Figure 3.11.1-1 Calendar

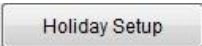
STEP 1

Click on 'Maintenance' followed by 'General'. Click on 'Calendar' sub menu

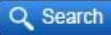
Note

- Click on the  button to refresh the page.
- Click on the  button to resize the view to the full browser width.
- Click on the **State** WP Kuala Lumpur to search preferred state
- System will display the state
- Calendar will be maintained by both HQ & facility level.

STEP 2

Click on the  to view existing holiday and to add new holidays for the facility. Holiday Setup screen will be displayed as shown in Figure 3.11.1-2

STEP 4

Click on the  button after input criteria. The result(s) display will be based on the entered criteria as shown in Figure 3.11.1-3

Holiday Setup

</

Figure 3.11.1-3 Calendar

STEP 5

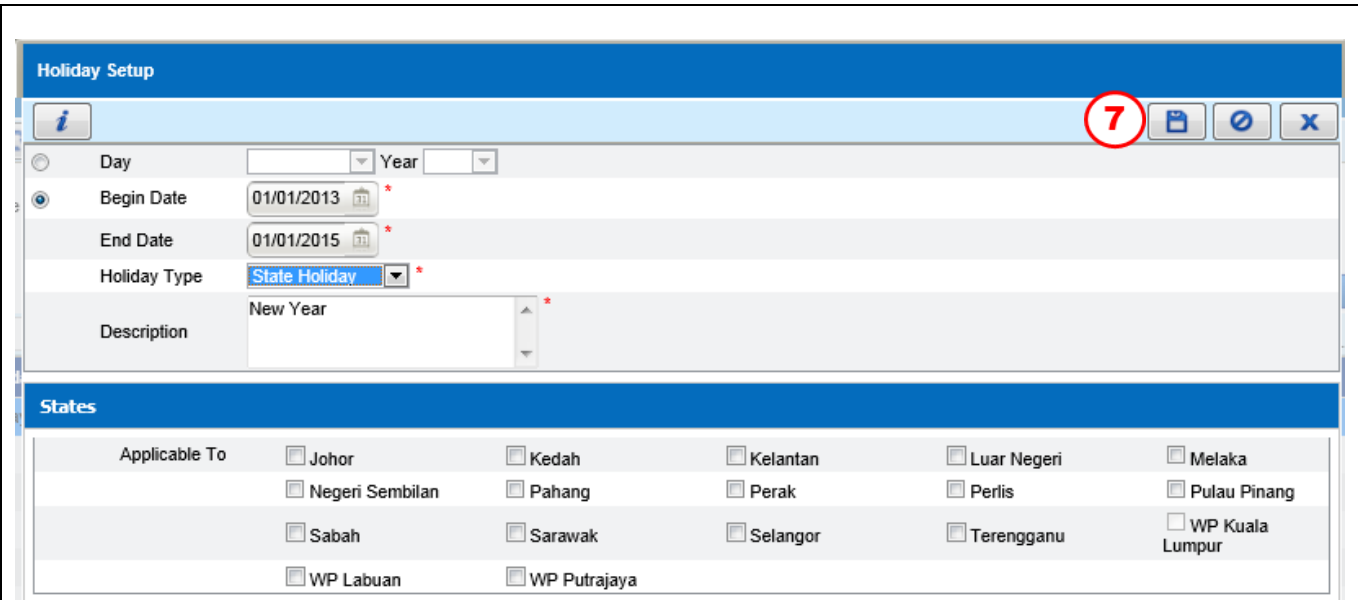
Double click the transaction to view and edit the criteria as shown in Figure 3.11-4

Holiday Setup					
    					
Day		Year			
Begin Date	01/01/2013				
End Date	01/01/2015				
Holiday Type	State Holiday				
Description	New Year				
States					
Applicable To	☐ Johor	☐ Kedah	☐ Kelantan	☐ Luar Negeri	☐ Melaka
	☐ Negeri Sembilan	☐ Pahang	☐ Perak	☐ Perlis	☐ Pulau Pinang
	☐ Sabah	☐ Sarawak	☐ Selangor	☐ Terengganu	☒ WP Kuala Lumpur
	☐ WP Labuan	☐ WP Putrajaya			

Figure 3.11.1-4 Calendar

STEP 6

Click on the  button and user can start edit all criteria with 



Holiday Setup

Day: [] Year: []

Begin Date: 01/01/2013

End Date: 01/01/2015

Holiday Type: State Holiday

Description: New Year

States

Applicable To	Johor	Kedah	Kelantan	Luar Negeri	Melaka
	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐

Figure 3.11.1-5 Calendar

Note

Filling all criteria with 

Select **Day** from the drop down box:

- Friday
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday

Select **Year** from the from the drop down box:

- 2014
- 2015
- 2016

Select Begin Date and End Date

Select Holiday Type from the drop down box:

- Ad Hoc
- National Day
- State Holiday

Enter the Description for the new Holiday Record

STEP 7

Click on the  button to save the record

Note

- Alert message as shown in Figure 3.11.1-6 will be displayed after user save the transaction

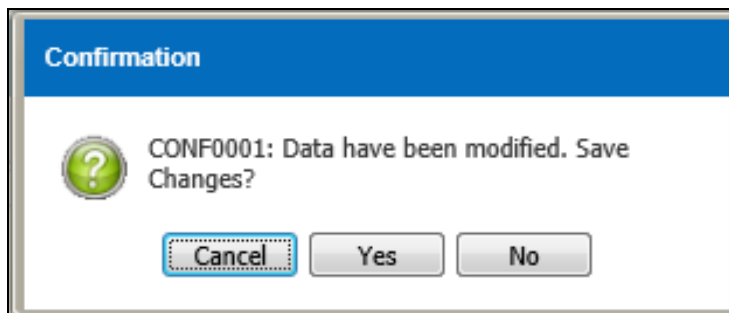
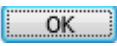


Figure 3.11.1-6 Confirmation Message

- Record will save when user click on the  button as shown in Figure 3.11.1-7

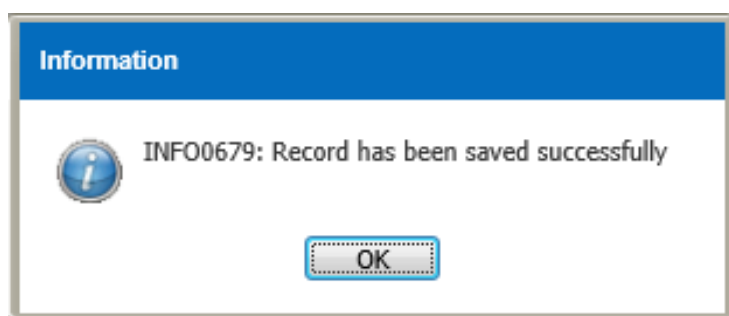
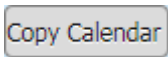
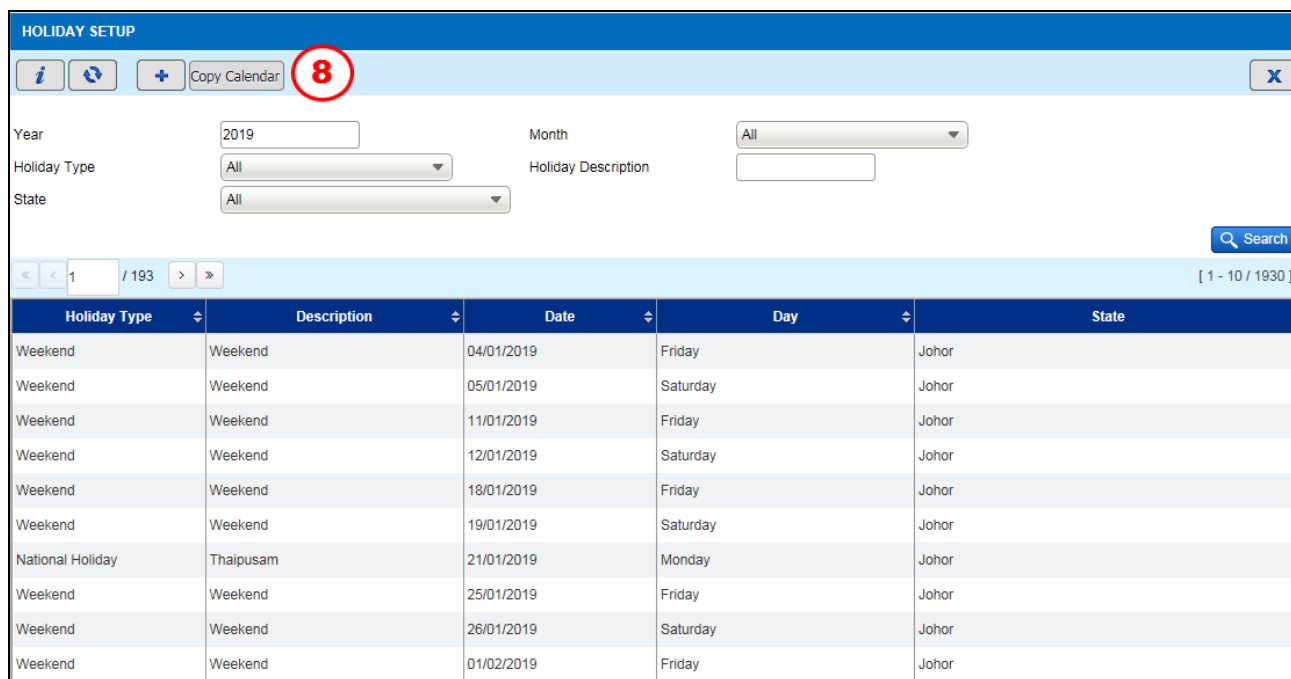


Figure 3.11.1-7 Information Message

Note

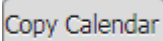
- Click on the  button to create new record for Calendar and fill the record as shown on Figure 3.10.2-2
- Click on the  button to delete the record on the system and status automatically will be Inactive
- Click on the  button to close the Calendar screen.
- Click on the  button for copy function as shown in Figure 3.11.1-8

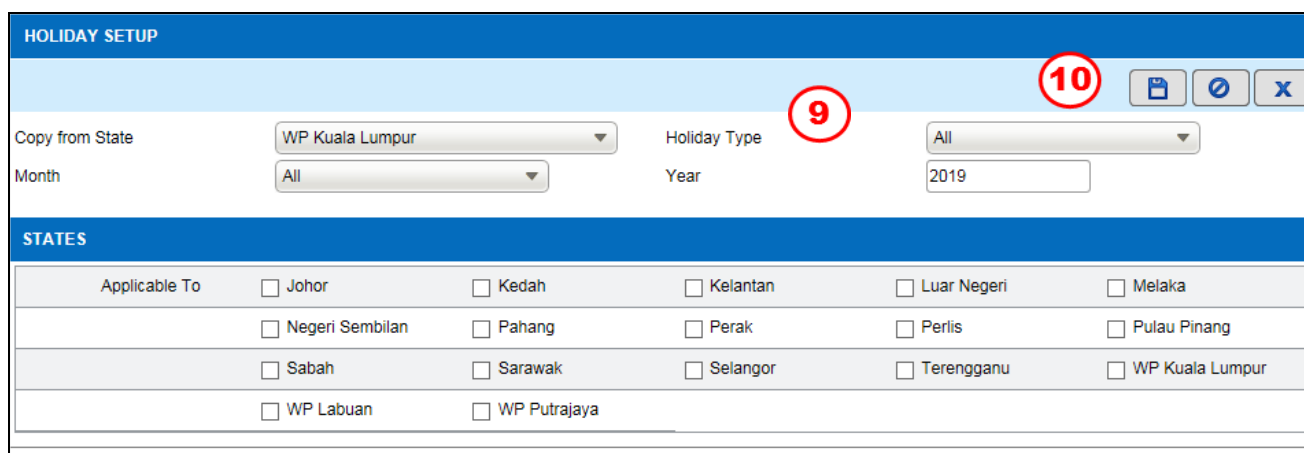


Holiday Type	Description	Date	Day	State
Weekend	Weekend	04/01/2019	Friday	Johor
Weekend	Weekend	05/01/2019	Saturday	Johor
Weekend	Weekend	11/01/2019	Friday	Johor
Weekend	Weekend	12/01/2019	Saturday	Johor
Weekend	Weekend	18/01/2019	Friday	Johor
Weekend	Weekend	19/01/2019	Saturday	Johor
National Holiday	Thaipusam	21/01/2019	Monday	Johor
Weekend	Weekend	25/01/2019	Friday	Johor
Weekend	Weekend	26/01/2019	Saturday	Johor
Weekend	Weekend	01/02/2019	Friday	Johor

Figure 3.11.1-8 Copy Calendar

STEP 8

Click on the  button and Holiday Setup screen will be display as shown in Figure 3.11.1-9



Applicable To	Johor	Kedah	Kelantan	Luar Negeri	Melaka
	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐

Figure 3.11.1-9 Holiday Setup

STEP 9

Select following field:

- Select **Copy from State**
- Select **Holiday Type**
- Select **Month**
- Select **State** (allow multiple)

STEP 10

Click on the  button to save the record

3.12 UOM

This function is used to view, edit and create a new UOM record:

3.12.1 Create New Record UOM

UOM screen allows user create new UOM records.

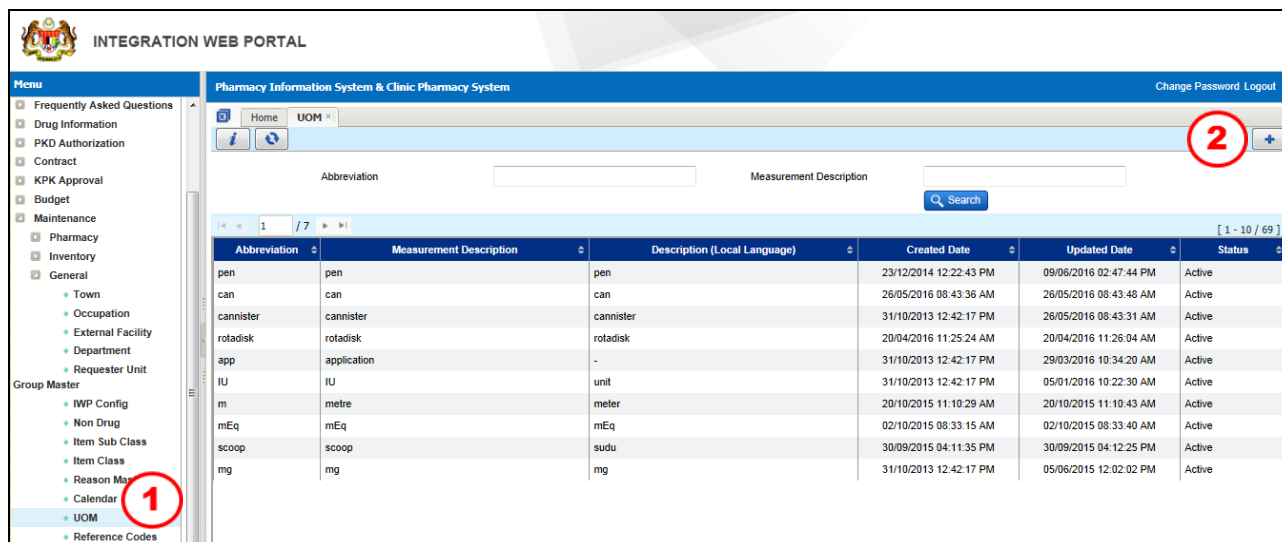


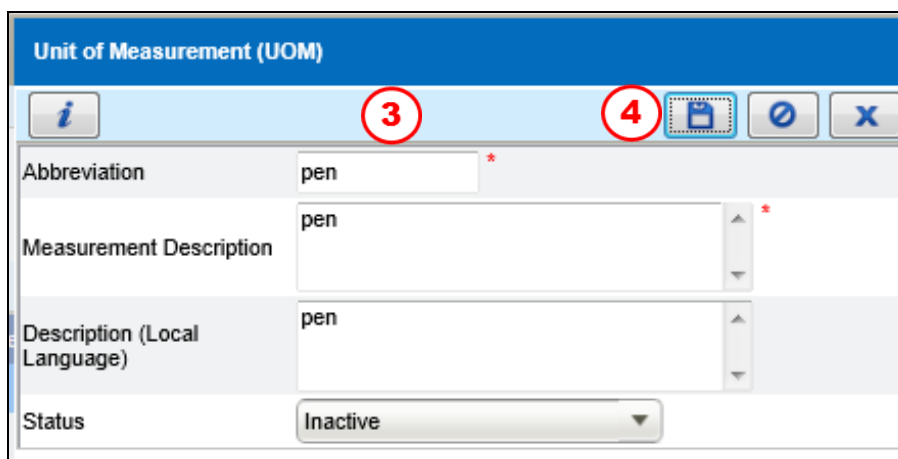
Figure 3.12.1-1 Unit of Measure (UOM) Listing Page

STEP 1

Click on 'Maintenance' followed by 'General'. Click on 'Unit of Measure (UOM)' sub menu.

STEP 2

Click on the  button to create new transaction for UOM and fill the transaction as shown on Figure 3.12.1-2



Unit of Measure (UOM)

Abbreviation: pen

Measurement Description: pen

Description (Local Language): pen

Status: Inactive

Figure 3.12.1-2 Unit of Measure (UOM)

STEP 3

Fill all the criteria with 

- Fill the **Abbreviation**
- Fill the **Measurement Description**
- Fill the **Description (Local Language)**
- Click on the Drop Down Button to choose the **Status** Active or Inactive

STEP 4

Click on the  button to save the transaction for UOM as shown in Figure 3.12.1-2

Note

- Confirmation message as shown in Figure 3.12.1-3 will be displayed after user save the record

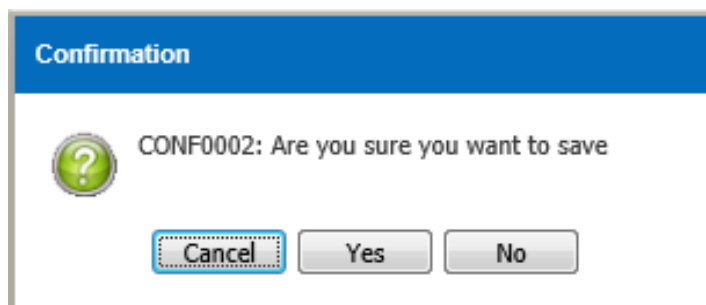


Figure 3.12.1-3 Confirmation Message

- Record will save when user click on the  button as shown in Figure 3.12.1-4

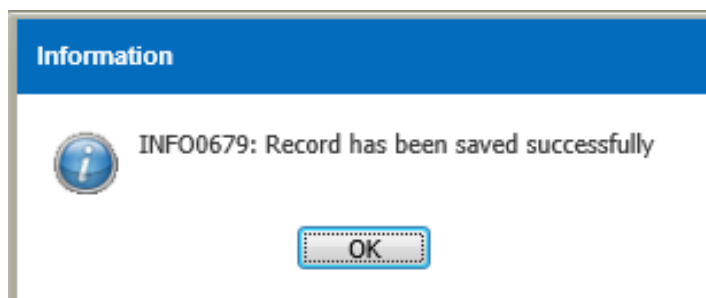


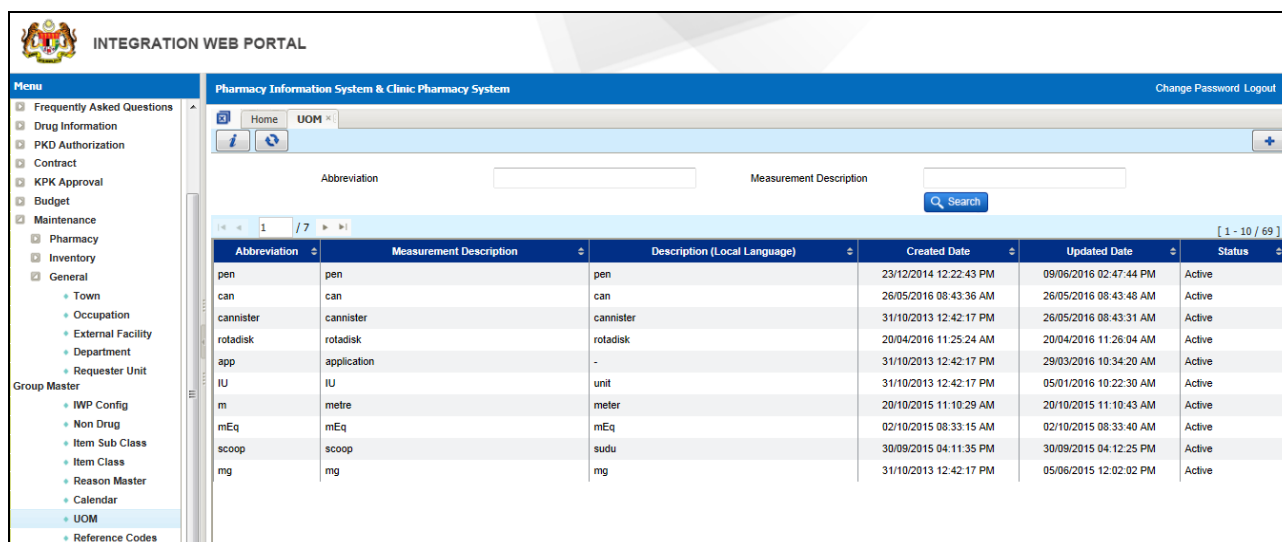
Figure 3.12.1-4 Information Message

Note

- Click on the  button to close the UOM screen.

3.12.2 View and Modify Existing Unit of Measure (UOM) Record

To view and modify existing UOM record.



Abbreviation	Measurement Description	Description (Local Language)	Created Date	Updated Date	Status
pen	pen	pen	23/12/2014 12:22:43 PM	09/06/2016 02:47:44 PM	Active
can	can	can	26/05/2016 08:43:36 AM	26/05/2016 08:43:48 AM	Active
cannister	cannister	cannister	31/10/2013 12:42:17 PM	26/05/2016 08:43:31 AM	Active
rotadisk	rotadisk	rotadisk	20/04/2016 11:25:24 AM	20/04/2016 11:26:04 AM	Active
app	application	-	31/10/2013 12:42:17 PM	29/03/2016 10:34:20 AM	Active
IU	IU	unit	31/10/2013 12:42:17 PM	05/01/2016 10:22:30 AM	Active
m	metre	meter	20/10/2015 11:10:29 AM	20/10/2015 11:10:43 AM	Active
mEq	mEq	mEq	02/10/2015 08:33:15 AM	02/10/2015 08:33:40 AM	Active
scoop	scoop	sudu	30/09/2015 04:11:35 PM	30/09/2015 04:12:25 PM	Active
mg	mg	mg	31/10/2013 12:42:17 PM	05/06/2015 12:02:02 PM	Active

Figure 3.12.2-1 Unit of Measure (UOM) Listing Page

STEP 1

Click on 'Maintenance' followed by 'General'. Click on 'Unit of Measure (UOM)' sub menu.

STEP 2

These search criteria can be used to search for existing Unit of Measure (UOM) records:

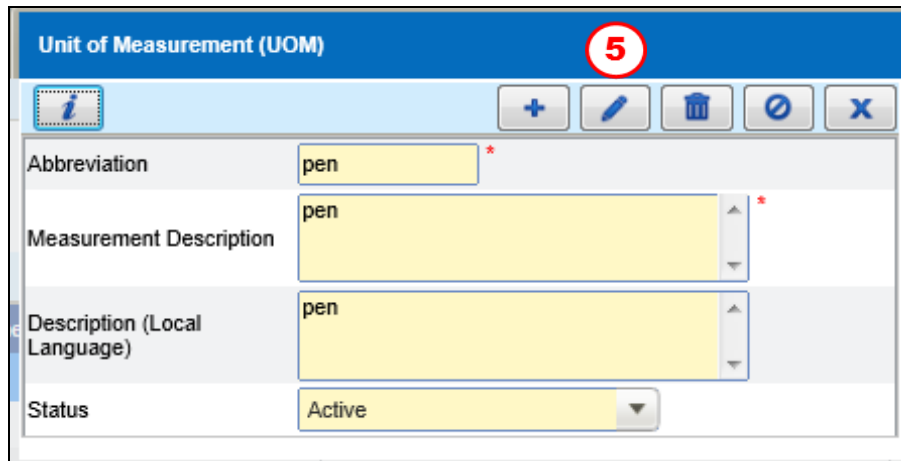
- Abbreviation**
- Measurement Description**

STEP 3

Click on the  button. The result(s) display will be based on the entered criteria.

STEP 4

Double click on the selected record and the details of the Unit of Measure (UOM) will be displayed as Figure 3.12.2-1



Unit of Measurement (UOM)

Abbreviation: pen *

Measurement Description: pen *

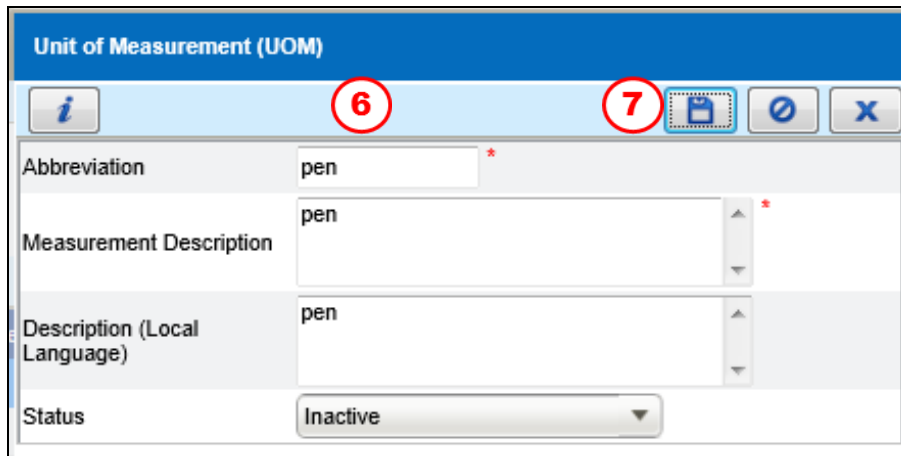
Description (Local Language): pen

Status: Active

Figure 3.12.2-2 Unit of Measure (UOM)

STEP 5

Click on the  button to edit the Unit of Measurement (UOM) screen and fill



Unit of Measurement (UOM)

Abbreviation: pen *

Measurement Description: pen *

Description (Local Language): pen

Status: Inactive

Figure 3.12.2-3 Unit of Measure (UOM)

STEP 6

Fill all the criteria with *

- Filling the Abbreviation
- Filling the Measurement Description
- Filling the Description (Local Language)
- Click on the Drop Down Button to choose the Status Active or Inactive

STEP 7

User can click on the  button to save the record for UOM as shown in Figure 3.12.2-3

Note

- Confirmation message as shown in Figure 3.12.2-4 will be displayed after user save the record

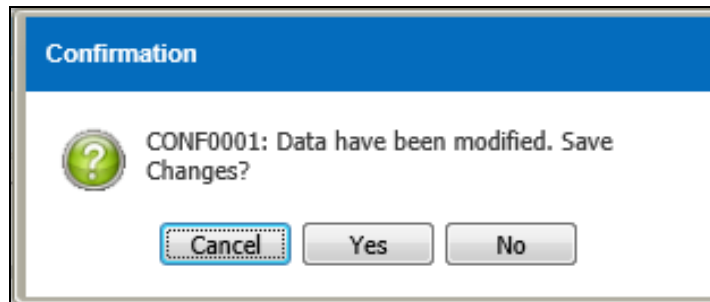


Figure 3.12.2-4 Confirmation Message

- Record will save when user click on the  button as shown in Figure 3.12.2-5

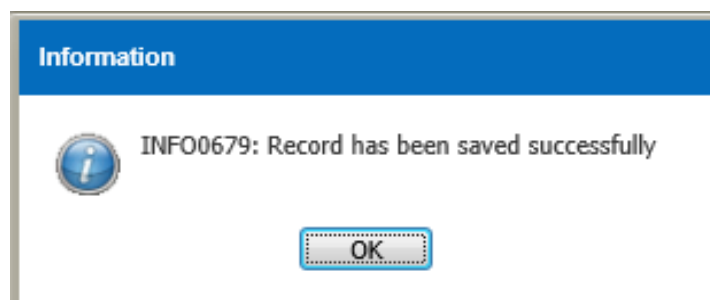


Figure 3.12.2-5 Information Message

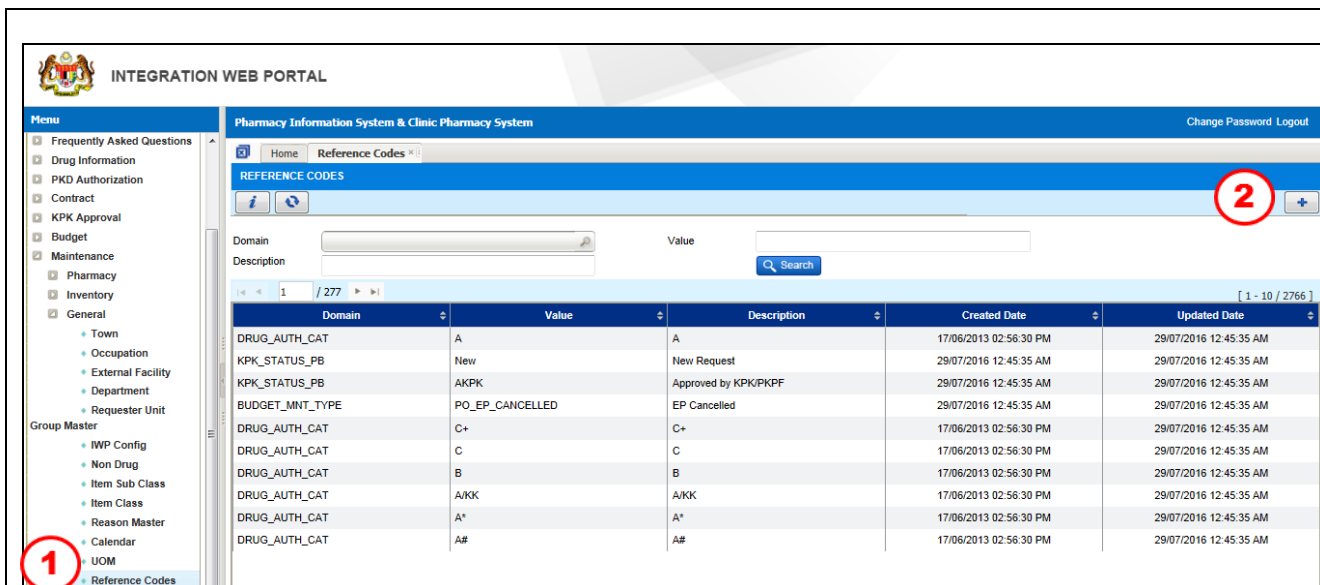
- Click on the  button to create new transaction for UOM and fill the transaction as shown on Figure 3.12.2-2
- Click on the  button to delete the record on the system and status automatically will be Inactive
- Click on the  button to close the UOM screen.

3.13 Reference Code

This function is used to view, edit and create a new Reference Code record:

3.13.1 Create New Reference Code

Allow user to create new Reference Code record.



Domain	Value	Description	Created Date	Updated Date
DRUG_AUTH_CAT	A	A	17/06/2013 02:56:30 PM	29/07/2016 12:45:35 AM
KPK_STATUS_PB	New	New Request	29/07/2016 12:45:35 AM	29/07/2016 12:45:35 AM
KPK_STATUS_PB	AKPK	Approved by KPK/PKPF	29/07/2016 12:45:35 AM	29/07/2016 12:45:35 AM
BUDGET_MNT_TYPE	PO_EP_CANCELLED	EP Cancelled	29/07/2016 12:45:35 AM	29/07/2016 12:45:35 AM
DRUG_AUTH_CAT	C+	C+	17/06/2013 02:56:30 PM	29/07/2016 12:45:35 AM
DRUG_AUTH_CAT	C	C	17/06/2013 02:56:30 PM	29/07/2016 12:45:35 AM
DRUG_AUTH_CAT	B	B	17/06/2013 02:56:30 PM	29/07/2016 12:45:35 AM
DRUG_AUTH_CAT	A/KK	A/KK	17/06/2013 02:56:30 PM	29/07/2016 12:45:35 AM
DRUG_AUTH_CAT	A*	A*	17/06/2013 02:56:30 PM	29/07/2016 12:45:35 AM
DRUG_AUTH_CAT	A#	A#	17/06/2013 02:56:30 PM	29/07/2016 12:45:35 AM

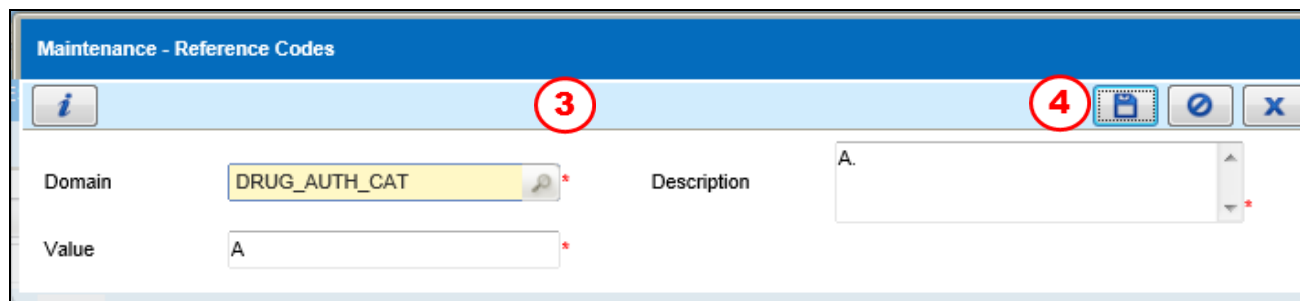
Figure 3.13.1-1 Reference Code Listing Page

STEP 1

Click on 'Maintenance' followed by 'General'. Click on 'Reference Code' sub menu

STEP 2

Click on the  button to create new transaction for Reference Code and fill the transaction as shown on Figure 3.13.1-2



Domain: * 

Value: *

Description: *

Figure 3.13.1-2 Reference Code

STEP 3

Fill all the criteria with 

- Click on the  button to search for Domain
- Fill the Description
- Fill the Value

STEP 4

Click on the  button to save the record for Reference Code as shown in Figure 3.13.1-2

Note

- Confirmation message as shown in Figure 3.13.1-3 will be displayed after user save the record

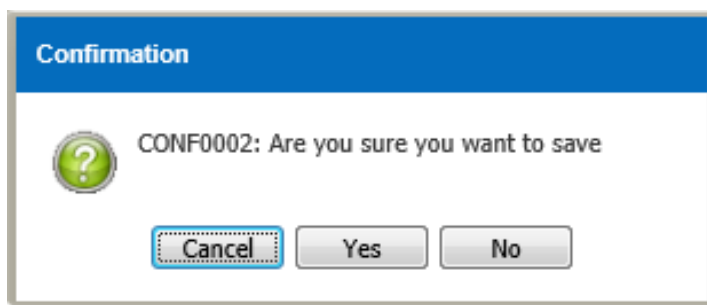


Figure 3.13.1-3 Confirmation Message

- Record will save when user click on the  button as shown in Figure 3.13.1-4

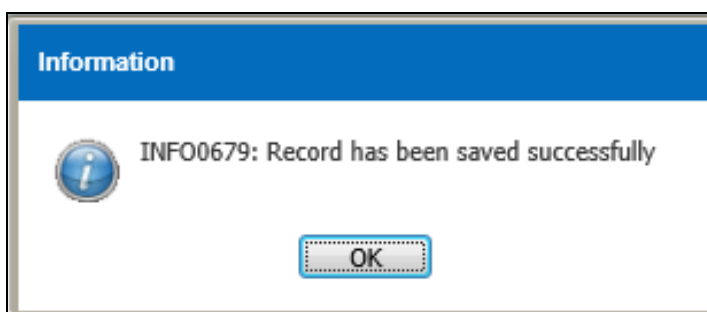
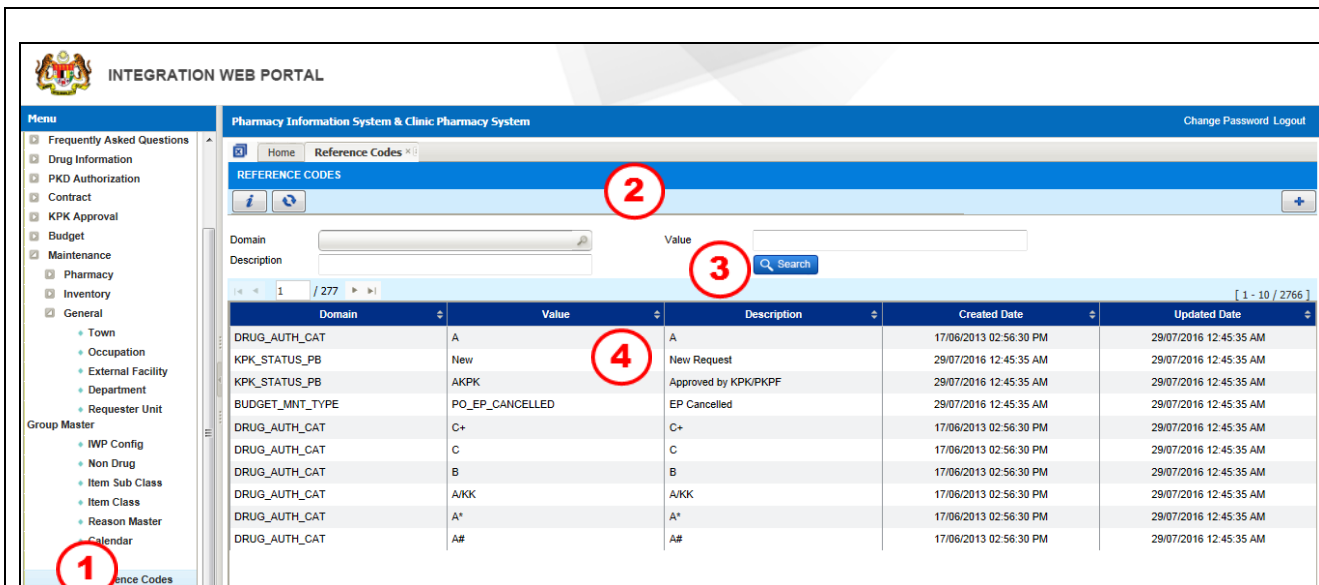


Figure 3.13.1-4 Information Message

- Click on the  button to close the Reference Code screen.

3.13.2 View and Modify Existing Reference Code Record

To view and modify existing Reference Code Record



REFERENCE CODES

Domain: Value:

1 / 277

Domain	Value	Description	Created Date	Updated Date
DRUG_AUTH_CAT	A	A	17/06/2013 02:56:30 PM	29/07/2016 12:45:35 AM
KPK_STATUS_PB	New	New Request	29/07/2016 12:45:35 AM	29/07/2016 12:45:35 AM
KPK_STATUS_PB	AKPK	Approved by KPK/PKPF	29/07/2016 12:45:35 AM	29/07/2016 12:45:35 AM
BUDGET_MNT_TYPE	PO_EP_CANCELLED	EP Cancelled	29/07/2016 12:45:35 AM	29/07/2016 12:45:35 AM
DRUG_AUTH_CAT	C+	C+	17/06/2013 02:56:30 PM	29/07/2016 12:45:35 AM
DRUG_AUTH_CAT	C	C	17/06/2013 02:56:30 PM	29/07/2016 12:45:35 AM
DRUG_AUTH_CAT	B	B	17/06/2013 02:56:30 PM	29/07/2016 12:45:35 AM
DRUG_AUTH_CAT	A/KK	A/KK	17/06/2013 02:56:30 PM	29/07/2016 12:45:35 AM
DRUG_AUTH_CAT	A*	A*	17/06/2013 02:56:30 PM	29/07/2016 12:45:35 AM
DRUG_AUTH_CAT	A#	A#	17/06/2013 02:56:30 PM	29/07/2016 12:45:35 AM

Figure 3.13.2-1 Reference Code Listing Page

STEP 1

Click on 'Maintenance' followed by 'General'. Click on 'Reference Code' sub menu

STEP 2

These search criteria allow to search for existing Reference Code records:

- Domain**
- Description**
- Value**

STEP 3

Click on the button. The result(s) display will be based on the entered criteria.

STEP 4

Double click on the selected record and the details of the Reference Code will be displayed as Figure 3.13.2-2

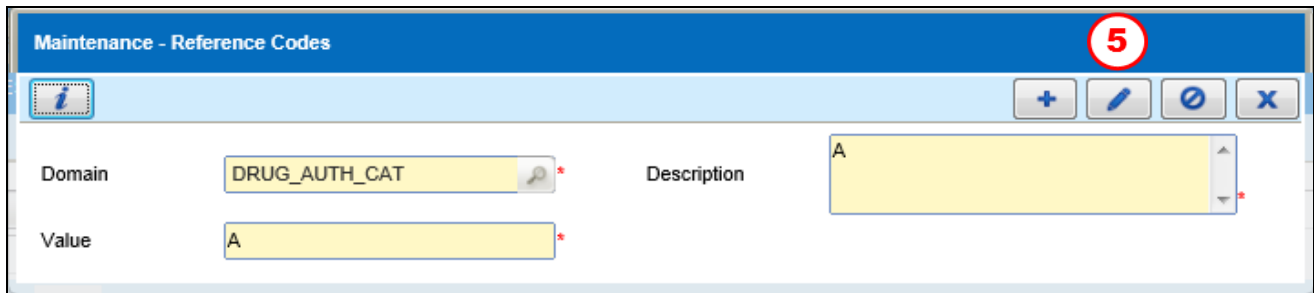


Figure 3.13.2-2 Reference Code Listing Page

STEP 5

Click on the  button to edit Reference Code screen and fill

STEP 6

Fill all the criteria with 

- Click on the  button to search for Domain
- Fill the Description
- Fill the Value

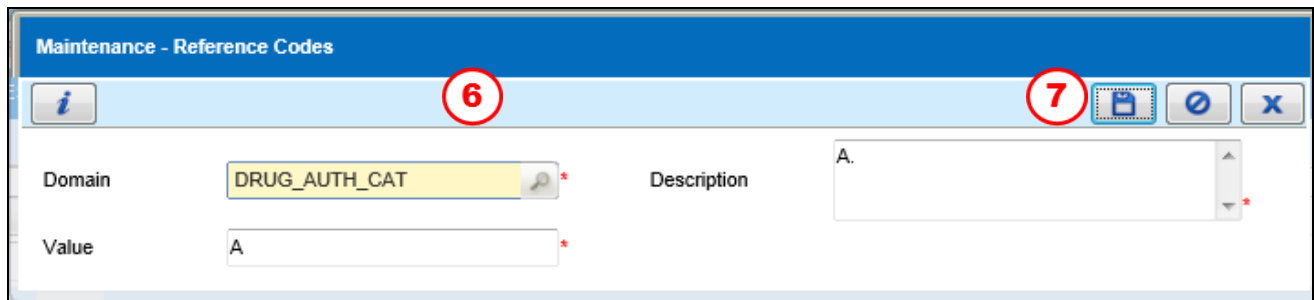


Figure 3.13.2-3 Reference Code Listing Page

STEP 7

User can click on the  button to save the transaction for Item Class as shown in Figure 3.13.2-3

Note

- Confirmation message as shown in Figure 3.13.2-4 will be displayed after user save the record

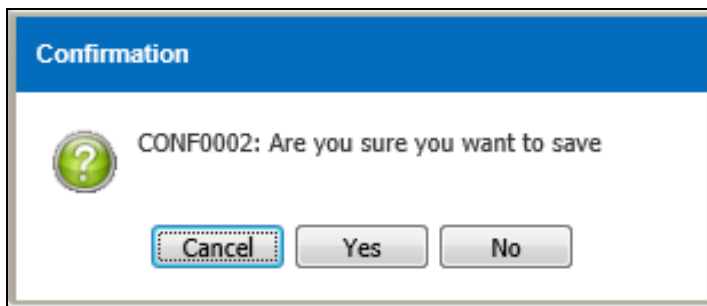


Figure 3.13.2-4 Confirmation Message

- Record will save when user click on the  button as shown in Figure 3.13.2-5

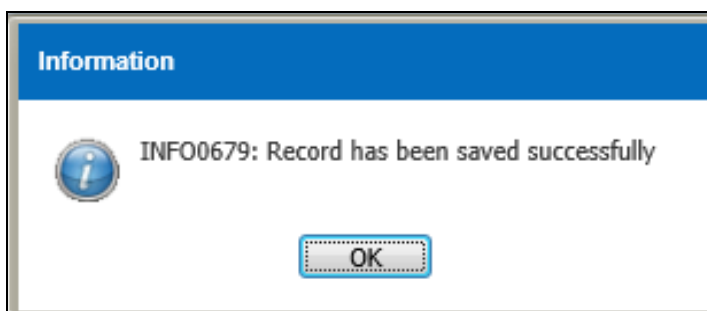


Figure 3.13.2-5 Information Message

- Click on the  button to create new record for Reference Code and fill the record as shown on Figure 3.13.2-2
- Click on the  button to delete the record on the system and status automatically will be Inactive
- Click on the  button to close the Reference Code screen.

3.14 PTJ Code

This function is used to view, edit and create a new PTJ Code record:

3.14.1 Create New PTJ Code

Allow user to create new PTJ Code record.

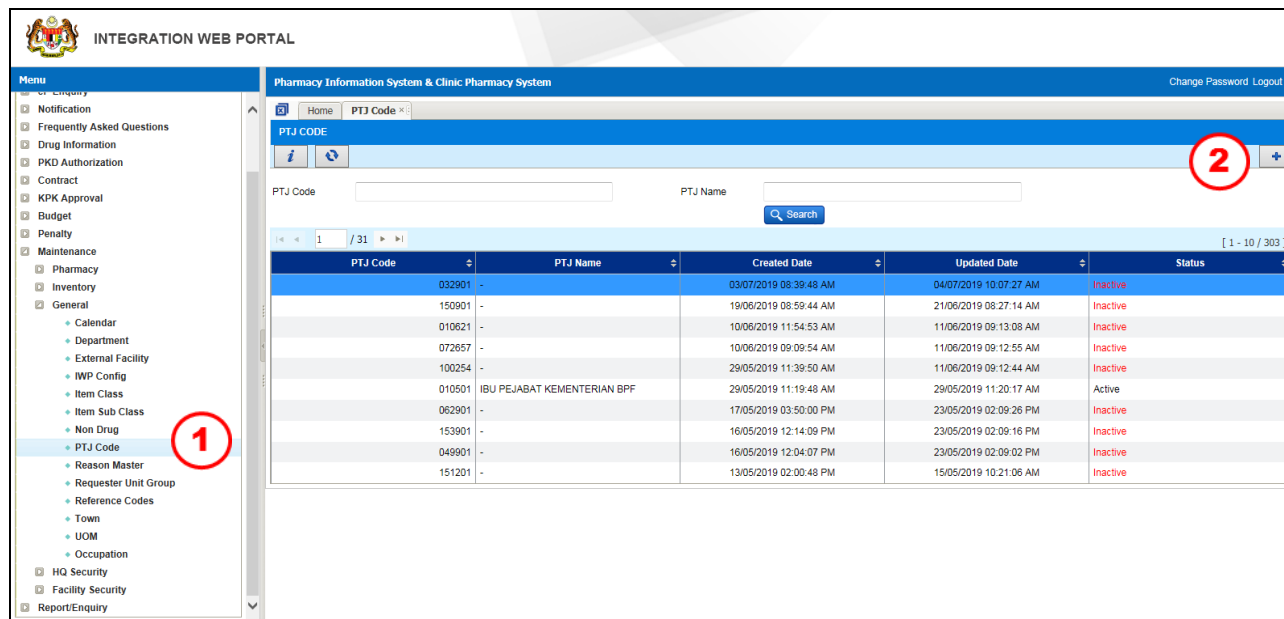


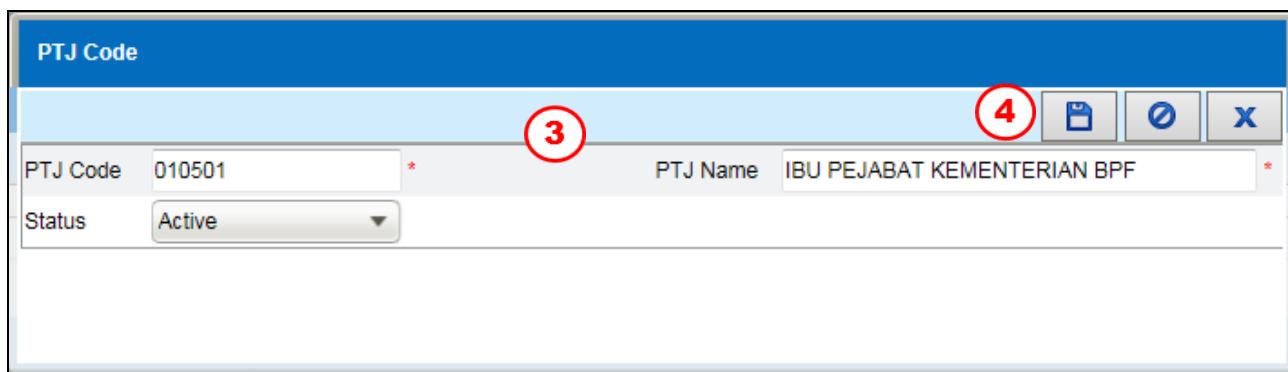
Figure 3.14.1-1 PTJ Code

STEP 1

Click on 'Maintenance' followed by 'General'. Click on 'PTJ Code' sub menu

STEP 2

Click on the  button to create new transaction for PTJ Code and fill the transaction as shown on Figure 3.14.1-2



PTJ Code: 010501 * PTJ Name: IBU PEJABAT KEMENTERIAN BPF * Status: Active

Figure 3.14.1-2 PTJ Code

STEP 3

Fill all the criteria with 

STEP 4

Click on the  button to save the record for PTJ Code as shown in Figure 3.13.1-2

Note

- Confirmation message as shown in Figure 3.14.1-3 will be displayed after user save the record

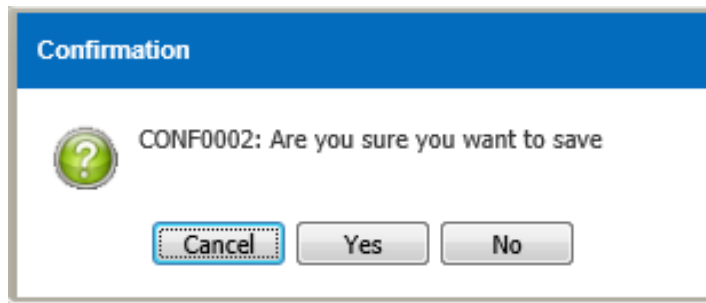


Figure 3.14.1-3 Confirmation Message

- Record will save when user click on the  button as shown in Figure 3.14.1-4

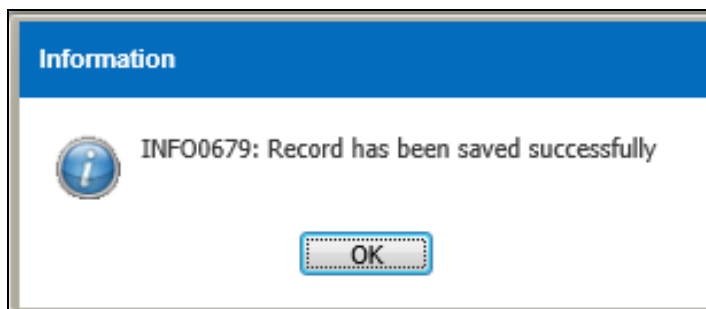
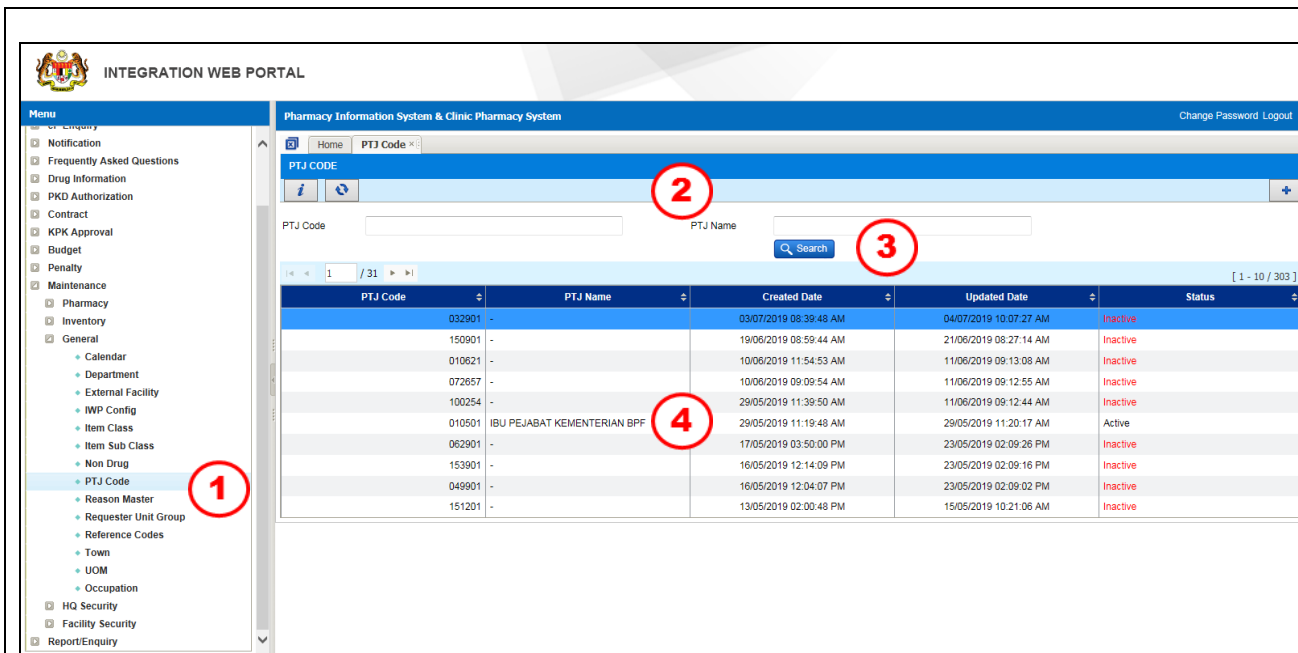


Figure 3.14.1-4 Information Message

- Click on the  button to close the PTJ Code screen.

3.14.2 View and Modify Existing PTJ Code Record

To view and modify existing PTJ Code Record



Integration Web Portal

Pharmacy Information System & Clinic Pharmacy System

Change Password Logout

Home PTJ Code

PTJ CODE

PTJ Code PTJ Name Search

[1 - 10 / 303]

PTJ Code	PTJ Name	Created Date	Updated Date	Status
032901	-	03/07/2019 08:39:48 AM	04/07/2019 10:07:27 AM	Inactive
150901	-	19/06/2019 08:59:44 AM	21/06/2019 08:27:14 AM	Inactive
010621	-	10/06/2019 11:54:53 AM	11/06/2019 09:13:08 AM	Inactive
072657	-	10/06/2019 09:09:54 AM	11/06/2019 09:12:55 AM	Inactive
100254	-	29/05/2019 11:39:50 AM	11/06/2019 09:12:44 AM	Inactive
010501	IBU PEJABAT KEMENTERIAN BPF	29/05/2019 11:19:48 AM	29/05/2019 11:20:17 AM	Active
062901	-	17/05/2019 03:50:00 PM	23/05/2019 02:09:26 PM	Inactive
153901	-	16/05/2019 12:14:09 PM	23/05/2019 02:09:16 PM	Inactive
049901	-	16/05/2019 12:04:07 PM	23/05/2019 02:09:02 PM	Inactive
151201	-	13/05/2019 02:00:48 PM	15/05/2019 10:21:06 AM	Inactive

Figure 3.14.2-1 PTJ Code

STEP 1

Click on 'Maintenance' followed by 'General'. Click on 'PTJ Code' sub menu

STEP 2

These search criteria allow to search for existing Reference Code records:

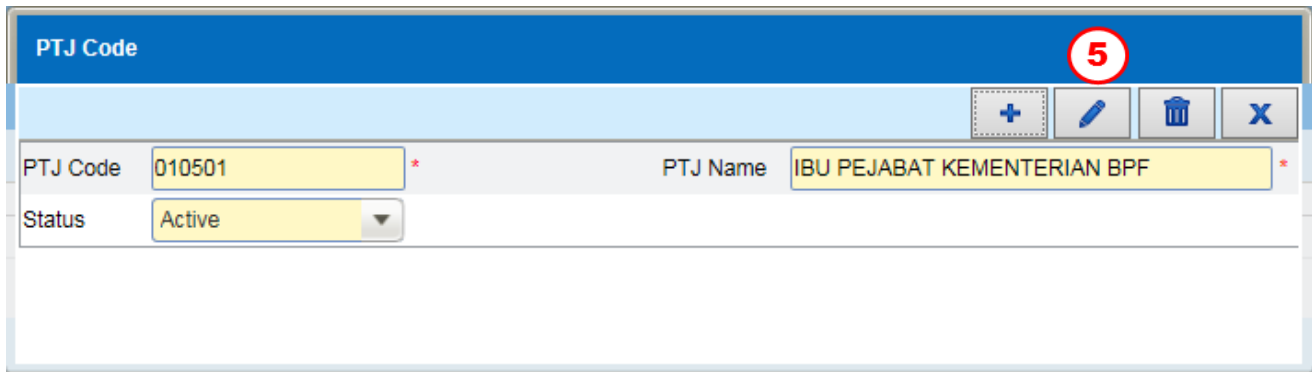
- d) Domain
- e) Description
- f) Value

STEP 3

Click on the  button. The result(s) display will be based on the entered criteria.

STEP 4

Double click on the selected record and the details of the PTJ Code will be displayed as Figure 3.14.2-2

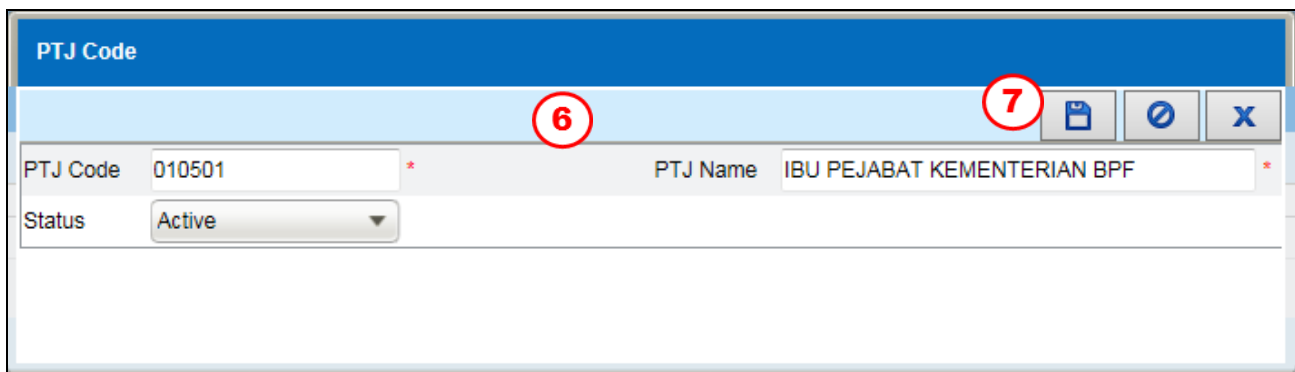


The screenshot shows a form titled "PTJ Code". At the top right, there is a toolbar with four icons: a plus sign (+), a pencil (edit), a trash can (delete), and an 'X' (close). The pencil icon is circled in red with the number 5. Below the toolbar, the form contains three fields: "PTJ Code" with the value "010501", "PTJ Name" with the value "IBU PEJABAT KEMENTERIAN BPF", and "Status" with a dropdown menu set to "Active".

Figure 3.14.2-2 PTJ Code

STEP 5

Click on the  button to edit PTJ Code screen and fill



The screenshot shows the same "PTJ Code" form as Figure 3.14.2-2. In this version, the toolbar at the top right has three icons: a floppy disk (save), a circle with a slash (cancel), and an 'X' (close). The floppy disk icon is circled in red with the number 7, and the circle with a slash icon is circled in red with the number 6. The form fields remain the same: "PTJ Code" is "010501", "PTJ Name" is "IBU PEJABAT KEMENTERIAN BPF", and "Status" is "Active".

Figure 3.14.2-3 PTJ Code

STEP 6

User is allowed to edit

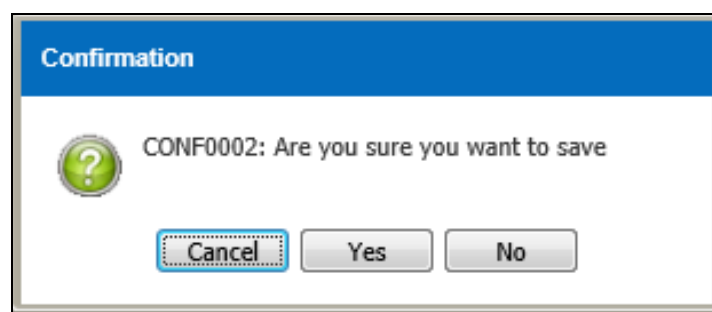
- **PTJ Code**
- **PTJ Name**
- **Status**

STEP 7

User can click on the  button to save the transaction for PTJ Code as shown in Figure 3.14.2-3

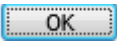
Note

- Confirmation message as shown in Figure 3.13.2-4 will be displayed after user save the record



The screenshot shows a "Confirmation" dialog box. It has a blue header bar with the word "Confirmation". Below the header, there is a green circular icon with a question mark. To the right of the icon, the text reads "CONF0002: Are you sure you want to save". At the bottom of the dialog box, there are three buttons: "Cancel", "Yes", and "No". The "Cancel" button is highlighted with a dashed border.

Figure 3.14.2-4 Confirmation Message

- Record will save when user click on the  button as shown in Figure 3.13.2-5

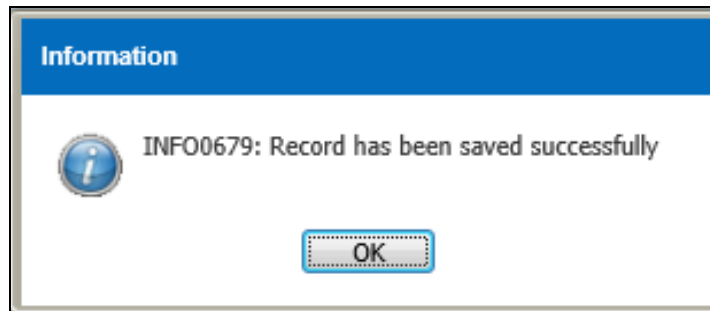


Figure 3.14.2-5 Information Message

- Click on the  button to create new record for PTJ Code and fill the record as shown on Figure 3.14.2-2
- Click on the  button to delete the record on the system and status automatically will be Inactive
- Click on the  button to close the PTJ Code screen.

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
BPF	Bahagian Perkhidmatan Farmasi
NPRA	National Pharmaceutical Regulatory Agency

5.0 Links 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