



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

---

## **User Manual Integrated Web Portal (IWP)**

### **Maintenance - General**

<b>Version</b>	<b>: 13<sup>th</sup> Edition</b>
<b>Document ID</b>	<b>: HQ_U.MANUAL_IWP_MAINTENANCE_GEN</b>



© 2011-2023 *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-13<sup>th</sup> E

Application reference: PhIS & CPS v2.6.1



## 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.....	5
3.1.1	Create New Town Record.....	5
3.1.2	View and Modify Town Record.....	7
3.2	Occupation.....	9
3.2.1	Create New Occupation Record.....	9
3.2.2	View and Modify Occupation Record.....	11
3.3	External Facility.....	13
3.3.1	Create New Record External Facility.....	13
3.3.2	View and Modify External Facility.....	16
3.4	Department.....	20
3.4.1	Create New Record Department.....	20
3.4.2	View and Modify Record Department.....	23
3.5	Request Unit Group Master.....	26
3.5.1	Create New Record Request Unit Group Master.....	26
3.5.2	View and Modify Record Request Unit Group Master.....	28
3.6	IWP Config.....	31
3.6.1	Edit IWP Config.....	31
3.7	Non Drug.....	34
3.7.1	Create New Record Non Drug.....	34
3.7.2	View and Modify Record Non Drug.....	36
3.8	Item Sub Class.....	39
3.8.1	Create New Record Item sub Class.....	39
3.8.2	View and Modify Record Item Sub Class.....	41
3.9	Item Class.....	44
3.9.1	Create New Record Item Class.....	44
3.9.2	View and Modify Record Item Class.....	46
3.10	Reason Master.....	49
3.10.1	Create New Record for Reason Master.....	49
3.10.2	View and Modify Reason Master Record.....	51
3.11	Calendar.....	54
3.11.1	Create New Record.....	54
3.11.2	View and Modify Calendar Record.....	57
3.12	UOM.....	63
3.12.1	Create New Record UOM.....	63
3.12.2	View and Modify Existing Unit of Measure (UOM) Record.....	65
3.13	Reference Code.....	68
3.13.1	Create New Reference Code.....	68
3.13.2	View and Modify Existing Reference Code Record.....	70
3.14	PTJ Code.....	72
3.14.1	Create New PTJ Code.....	72
3.14.2	View and Modify Existing PTJ Code Record.....	74
4.0	Acronyms.....	77



5.0 Links to IWP Modules.....77

## 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 detail:

- 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

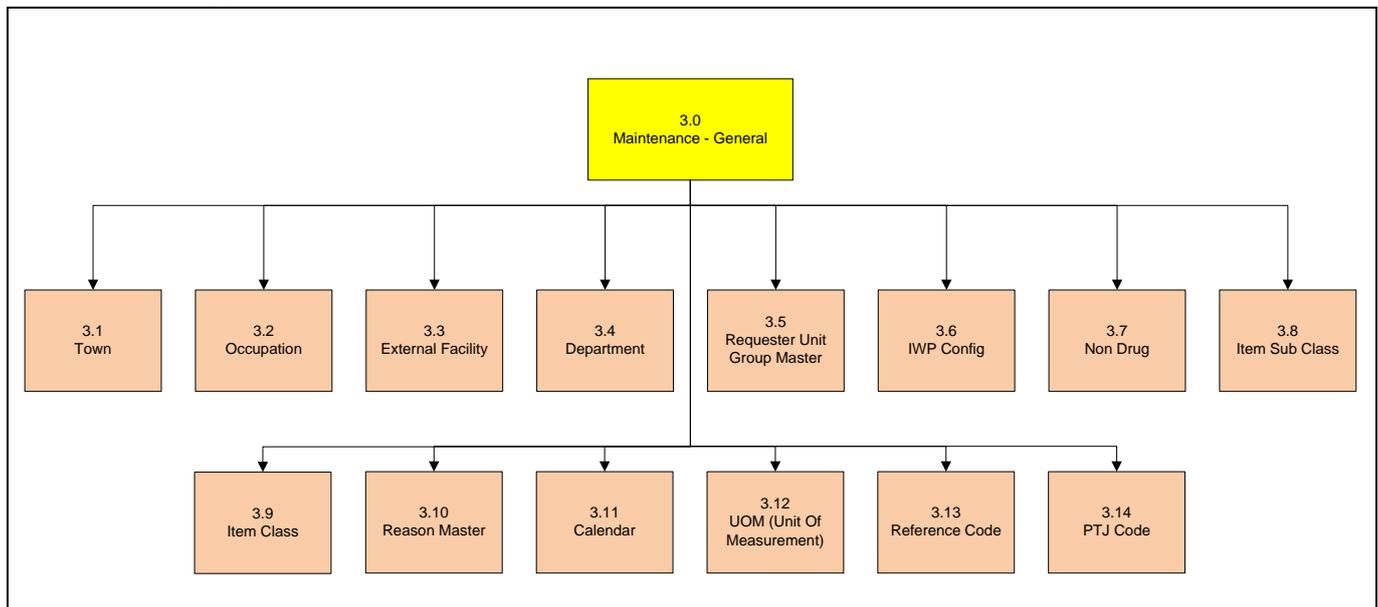


Figure 3.1

### 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 detail 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.

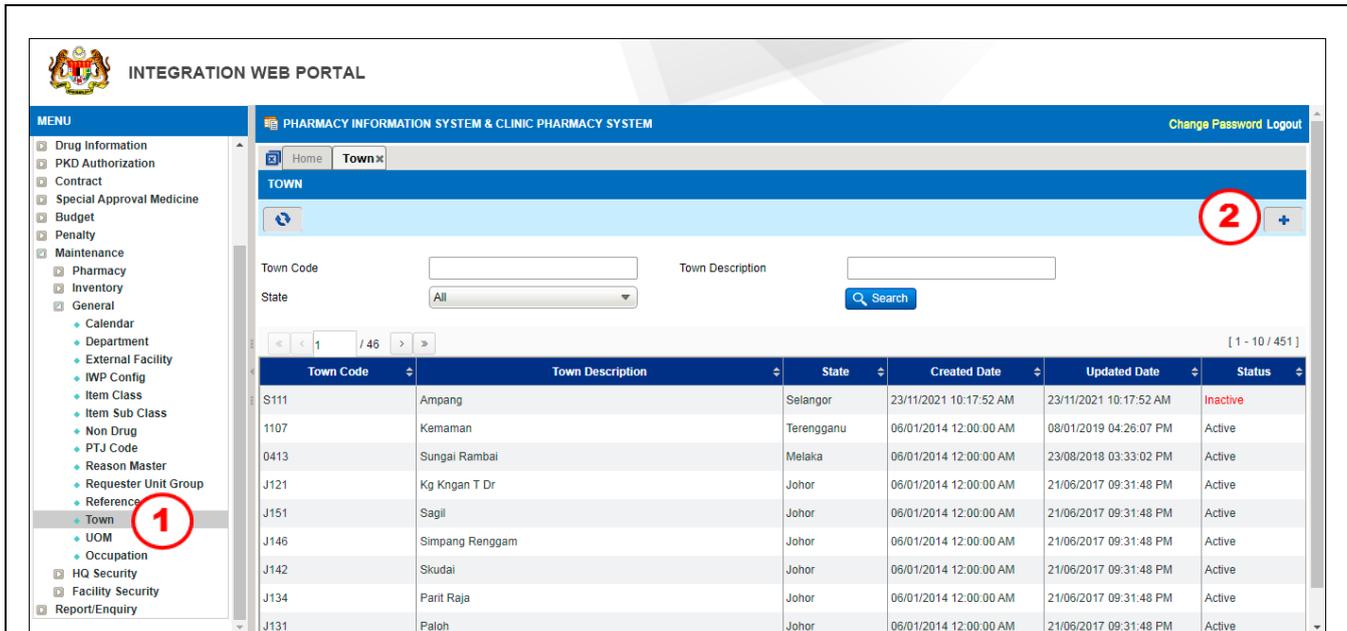
- **PTJ Code**

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



Town Code	Town Description	State	Created Date	Updated Date	Status
S111	Ampang	Selangor	23/11/2021 10:17:52 AM	23/11/2021 10:17:52 AM	Inactive
1107	Kemaman	Terengganu	06/01/2014 12:00:00 AM	08/01/2019 04:26:07 PM	Active
0413	Sungai Rambai	Melaka	06/01/2014 12:00:00 AM	23/08/2018 03:33:02 PM	Active
J121	Kg Kngan T Dr	Johor	06/01/2014 12:00:00 AM	21/06/2017 09:31:48 PM	Active
J151	Sagil	Johor	06/01/2014 12:00:00 AM	21/06/2017 09:31:48 PM	Active
J146	Simpang Renggam	Johor	06/01/2014 12:00:00 AM	21/06/2017 09:31:48 PM	Active
J142	Skudai	Johor	06/01/2014 12:00:00 AM	21/06/2017 09:31:48 PM	Active
J134	Parit Raja	Johor	06/01/2014 12:00:00 AM	21/06/2017 09:31:48 PM	Active
J131	Paloh	Johor	06/01/2014 12:00:00 AM	21/06/2017 09:31:48 PM	Active

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

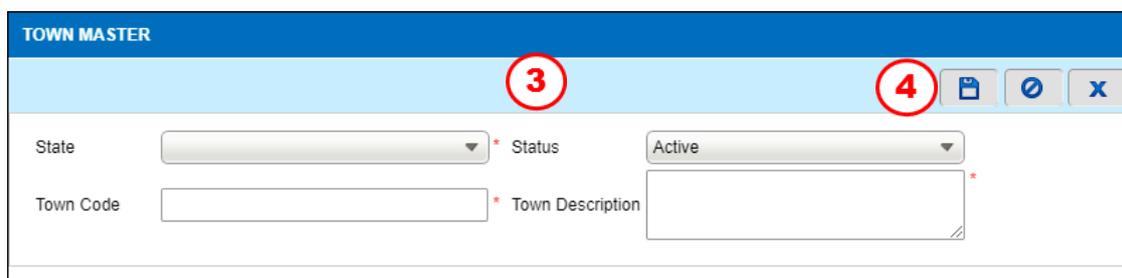


Figure 3.1.1-2 Town Master

#### STEP 3

Fill all the criteria with 

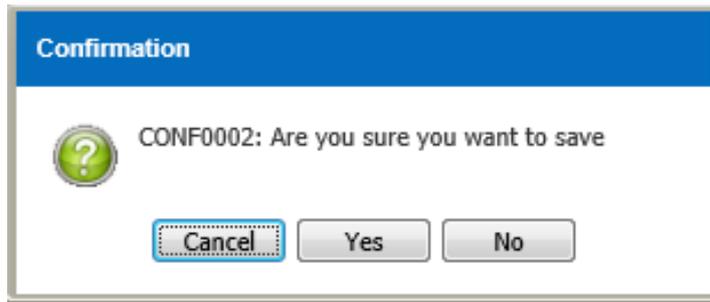
- Click on the Drop Down Button to choose the **State**
- Fill the **Town Code**
- Fill the **Town Description**

#### STEP 4

Click on the  button to save the record for Town.

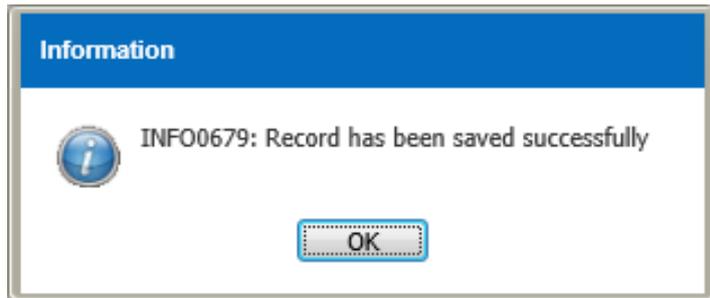
#### Note

- 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

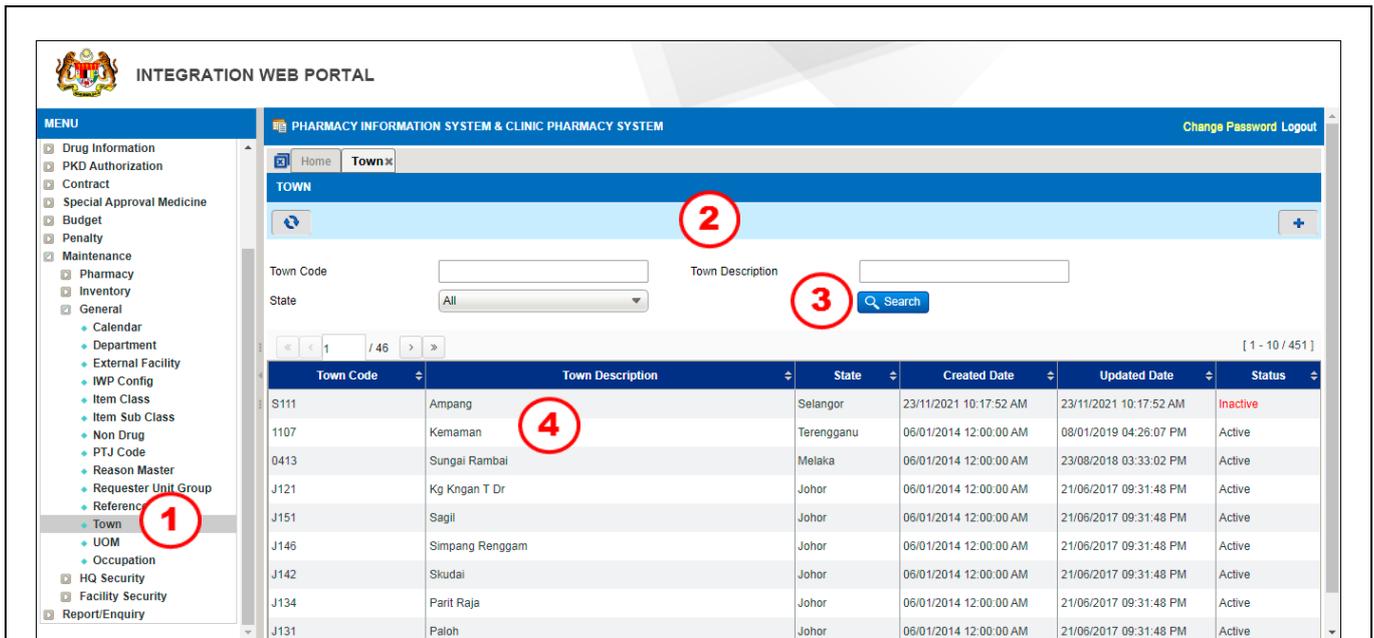


**Figure 3.1.1-4 Information Message**

- 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:



**INTEGRATION WEB PORTAL**

**PHARMACY INFORMATION SYSTEM & CLINIC PHARMACY SYSTEM** Change Password Logout

Home Town x

**TOWN**

Town Code:  Town Description:  State:

Town Code	Town Description	State	Created Date	Updated Date	Status
S111	Ampang	Selangor	23/11/2021 10:17:52 AM	23/11/2021 10:17:52 AM	Inactive
1107	Kemaman	Terengganu	06/01/2014 12:00:00 AM	08/01/2019 04:26:07 PM	Active
0413	Sungai Rambai	Melaka	06/01/2014 12:00:00 AM	23/08/2018 03:33:02 PM	Active
J121	Kg Kngan T Dr	Johor	06/01/2014 12:00:00 AM	21/06/2017 09:31:48 PM	Active
J151	Sagil	Johor	06/01/2014 12:00:00 AM	21/06/2017 09:31:48 PM	Active
J146	Simpang Renggam	Johor	06/01/2014 12:00:00 AM	21/06/2017 09:31:48 PM	Active
J142	Skudai	Johor	06/01/2014 12:00:00 AM	21/06/2017 09:31:48 PM	Active
J134	Parit Raja	Johor	06/01/2014 12:00:00 AM	21/06/2017 09:31:48 PM	Active
J131	Paloh	Johor	06/01/2014 12:00:00 AM	21/06/2017 09:31:48 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:

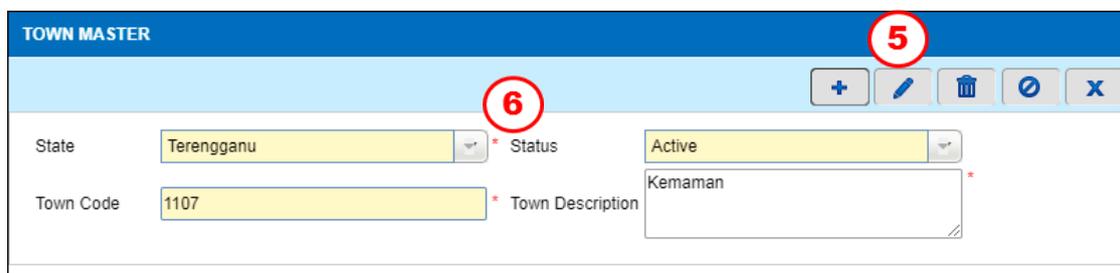
- Town Code
- Town Description
- Status

#### 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.



**TOWN MASTER**

State:  \* Status:

Town Code:  \* Town Description:

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**

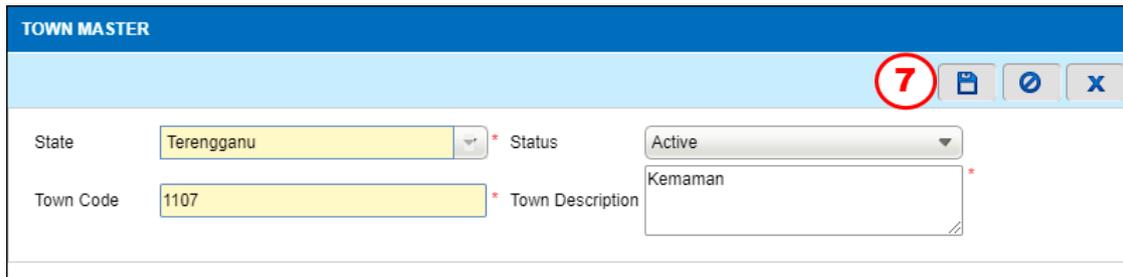


Figure 3.1.2-3 Town Master

#### 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

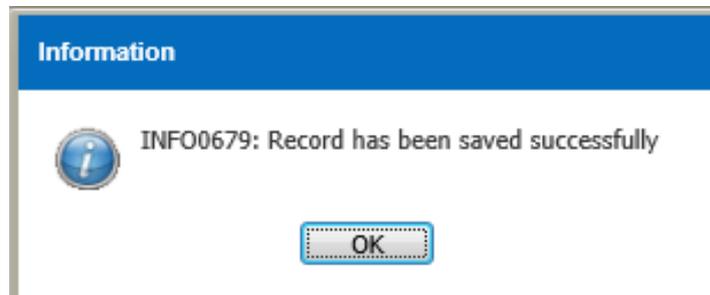


Figure 3.1.2-4 Information Message

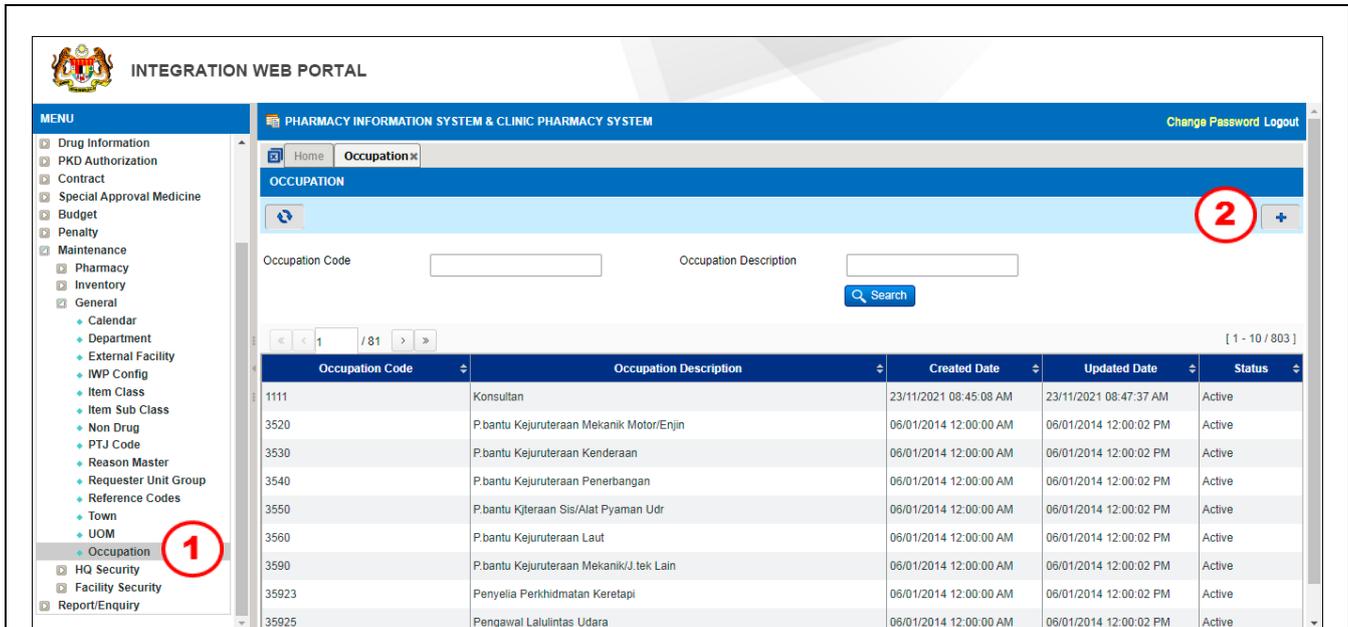
- Click on the  button to delete the record on the system and the status will be inactive
- Click on the  button to close the Town screen.

### 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.



Occupation Code	Occupation Description	Created Date	Updated Date	Status
1111	Konsultan	23/11/2021 08:45:08 AM	23/11/2021 08:47:37 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 Kjteraan 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

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



Figure 3.2.1-2 Create New Occupation

#### STEP 3

Fill all the criteria with 

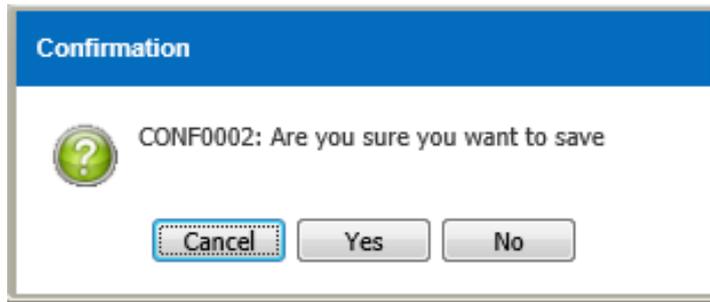
- Fill the **Occupation Code**
- Fill the **Occupation Description**
- Click on the Drop Down Box to choose **Status** for the occupation

#### STEP 4

Click on the  button to save the record for Occupation

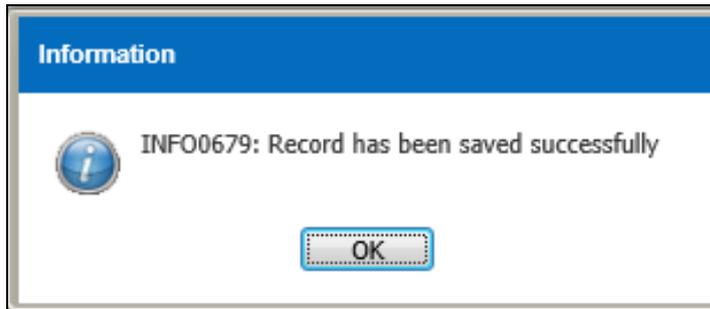
**Note**

- 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

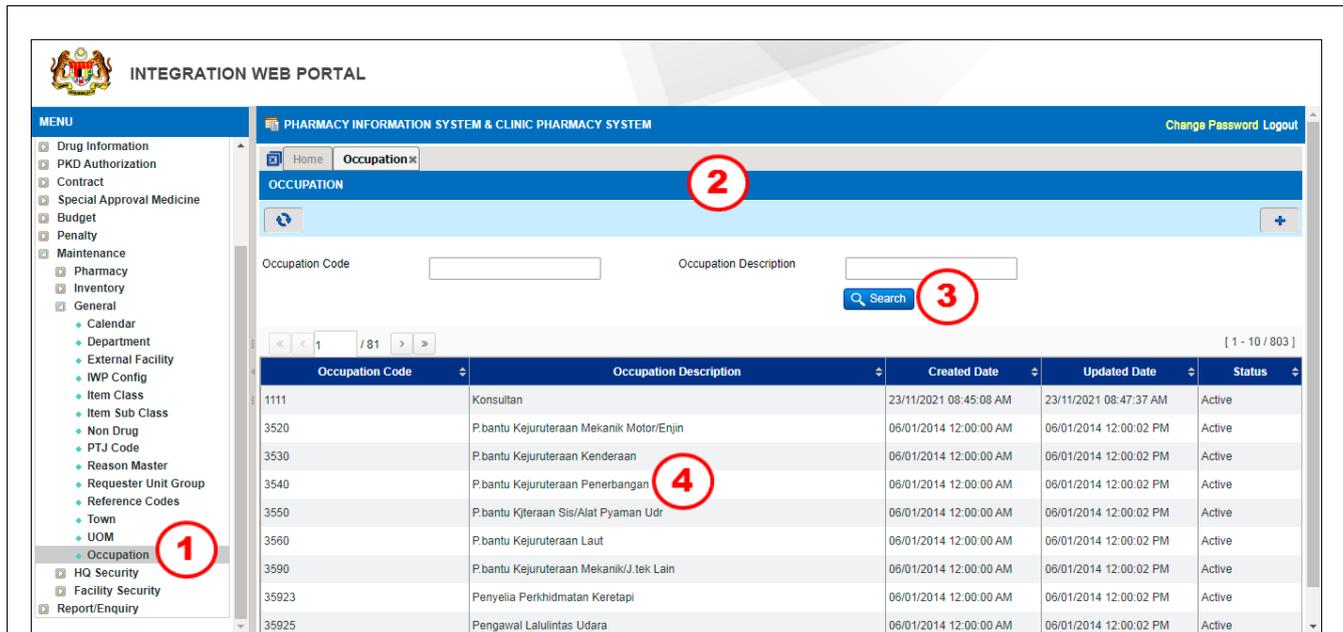


**Figure 3.2.1-4 Information Message**

- 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



INTEGRATION WEB PORTAL

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
1111	Konsultian	23/11/2021 08:45:08 AM	23/11/2021 08:47:37 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 Kjteraan 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

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:

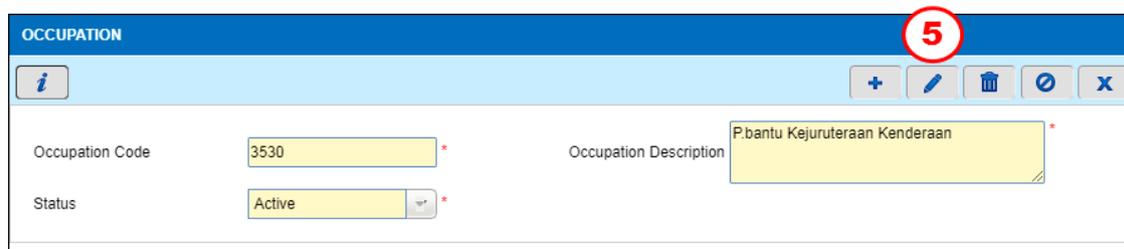
- a) Occupation Code
- b) Occupation Description

#### 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  \*

Occupation Description  \*

Status  \*

Figure 3.2.2-2 Occupation

#### STEP 5

Click on the  button to edit the Occupation screen and fill



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 3.2.2-4

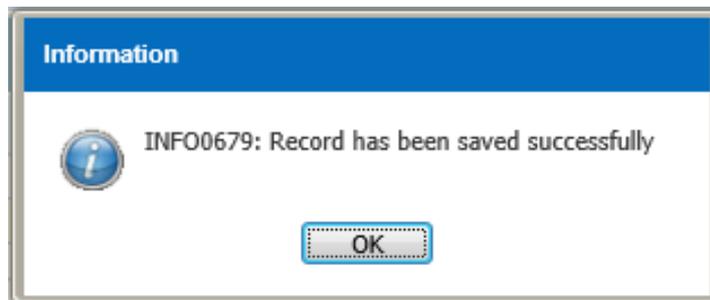


Figure 3.2.2-4 Information Message

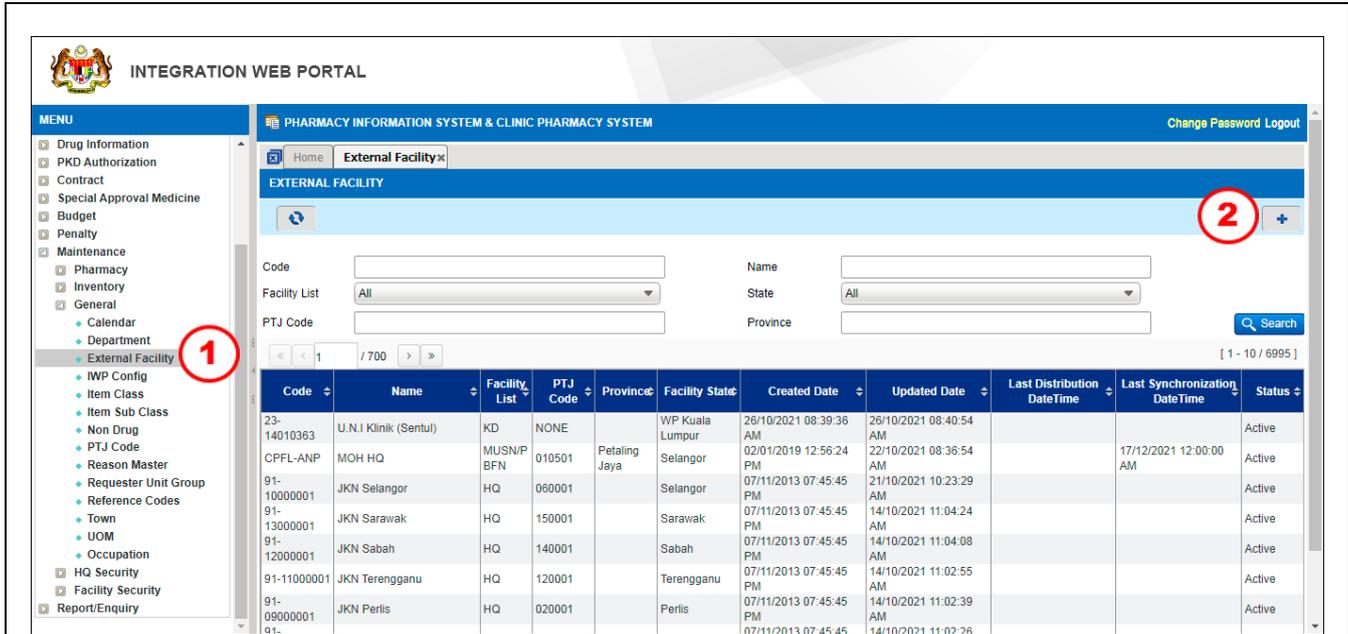
- Click on the  button to delete the record on the system and the status will be inactive
- Click on the  button to close the Occupation screen.

### 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



Code	Name	Facility List	PTJ Code	Province	Facility State	Created Date	Updated Date	Last Distribution DateTime	Last Synchronization DateTime	Status
23-14010363	U.N.I Klinik (Sentul)	KD	NONE		WP Kuala Lumpur	26/10/2021 08:39:36 AM	26/10/2021 08:40:54 AM			Active
CPFL-ANP	MOH HQ	MUSN/P BFN	010501	Petaling Jaya	Selangor	02/01/2019 12:56:24 PM	22/10/2021 08:36:54 AM		17/12/2021 12:00:00 AM	Active
91-10000001	JKN Selangor	HQ	060001		Selangor	07/11/2013 07:45:45 PM	21/10/2021 10:23:29 AM			Active
91-13000001	JKN Sarawak	HQ	150001		Sarawak	07/11/2013 07:45:45 PM	14/10/2021 11:04:24 AM			Active
91-12000001	JKN Sabah	HQ	140001		Sabah	07/11/2013 07:45:45 PM	14/10/2021 11:04:08 AM			Active
91-11000001	JKN Terengganu	HQ	120001		Terengganu	07/11/2013 07:45:45 PM	14/10/2021 11:02:55 AM			Active
91-09000001	JKN Perlis	HQ	020001		Perlis	07/11/2013 07:45:45 PM	14/10/2021 11:02:39 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	
Facility Prefix	Facility List
Facility Code	Facility Type
Facility Name	Province
Address 1	Contact Person
Address 2	Contact Number (Office)
Address 3	Contact Number (Mobile)
Postcode	Fax No.
City	Email
State	Country
PTJ Code	PTJ Name
JKN	Institute
Is Allow Budget Maintenance?	Implementation Type
Server IP	MOH Facility
Server Port	Queue Active
Status	

Figure 3.3.1-2 External Facility

### STEP 3

Filling all criteria with 

- Choose **Facility List** from the Drop Down Box
  - HQ
  - Hospital
  - KBKOM
  - KD
  - KK
  - KKIA
  - KOM
  - KP
  - MUSN/PBFN
  - PKD
- Choose **Facility Type** from the Drop Down Box
  - General
  - State Hospital
  - Major Specialist
  - Minor Specialist
  - Non Specialist
  - Specialist Institute
- 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
  - Check on Institute Checkbox (if applicable)
  - 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

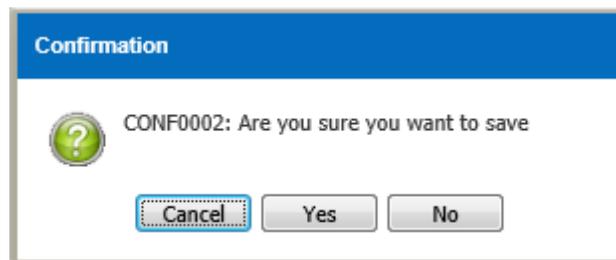


Figure 3.3.1-3 Confirmation Message

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

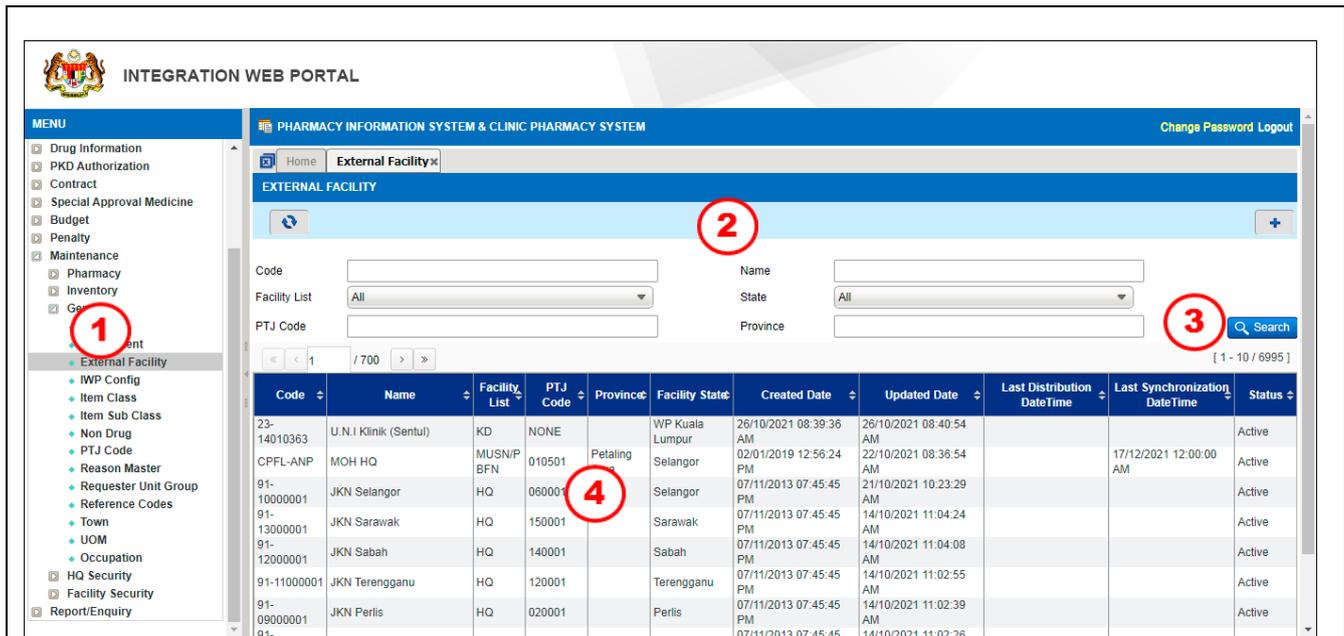


Figure 3.3.1-4 Information Message

- 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



**Integration Web Portal**

**PHARMACY INFORMATION SYSTEM & CLINIC PHARMACY SYSTEM**

**EXTERNAL FACILITY**

Code:  Name:

Facility List:  State:

PTJ Code:  Province:

Code	Name	Facility List	PTJ Code	Province	Facility State	Created Date	Updated Date	Last Distribution DateTime	Last Synchronization DateTime	Status
23-14010363	U.N.I Klinik (Sentul)	KD	NONE		WP Kuala Lumpur	26/10/2021 08:39:36 AM	26/10/2021 08:40:54 AM			Active
CPFL-ANP	MOH HQ	MUSN/PBPN	010501	Petaling	Selangor	02/01/2019 12:56:24 PM	22/10/2021 08:36:54 AM		17/12/2021 12:00:00 AM	Active
91-10000001	JKN Selangor	HQ	060001		Selangor	07/11/2013 07:45:45 PM	21/10/2021 10:23:29 AM			Active
91-13000001	JKN Sarawak	HQ	150001		Sarawak	07/11/2013 07:45:45 PM	14/10/2021 11:04:24 AM			Active
91-12000001	JKN Sabah	HQ	140001		Sabah	07/11/2013 07:45:45 PM	14/10/2021 11:04:08 AM			Active
91-11000001	JKN Terengganu	HQ	120001		Terengganu	07/11/2013 07:45:45 PM	14/10/2021 11:02:55 AM			Active
91-09000001	JKN Perlis	HQ	020001		Perlis	07/11/2013 07:45:45 PM	14/10/2021 11:02:39 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/PBPN**
  - **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	KKE160003 *	Facility List	KK *
Facility Code	21-16010003 *	Facility Type	General *
Facility Name	Klinik Kesihatan Putrajaya Presint 9 *	Province	Putrajaya
Address 1		Contact Person	
Address 2		Contact Number (Office)	
Address 3		Contact Number (Mobile)	
Postcode		Fax No.	
City		Email	
State	WP Putrajaya *	Country	Malaysia *
PTJ Code	270401 *	PTJ Name	Pejabat Kesihatan WP Putrajaya
JKN	JABATAN KESIHATAN WILAYAH PERS *	Institute	<input type="checkbox"/>
Is Allow Budget Maintenance?	<input type="checkbox"/>	Implementation Type	Inventory - D
Server IP	10.1.177	MOH Facility	<input checked="" type="checkbox"/>
Server Port	7074	Queue Active	<input checked="" type="checkbox"/>
Status	Active		

Figure 3.3.2-2 External Facility

**STEP 5**

Click on the  button to edit the External Facility

MAINTENANCE - EXTERNAL FACILITY		7	
Facility Prefix	KKE160003 *	Facility List	KK *
Facility Code	21-16010003 *	Facility Type	General *
Facility Name	Klinik Kesihatan Putrajaya Presint 9 *	Province	Putrajaya
Address 1		Contact Person	
Address 2		Contact Number (Office)	
Address 3		Contact Number (Mobile)	
Postcode		Fax No.	
City		Email	
State	WP Putrajaya *	Country	Malaysia *
PTJ Code	270401 *	PTJ Name	Pejabat Kesihatan WP Putrajaya
JKN	JABATAN KESIHATAN WILAYAH PERS *	Institute	<input type="checkbox"/>
Is Allow Budget Maintenance?	<input type="checkbox"/>	Implementation Type	Inventory - D
Server IP	10.1.177	MOH Facility	<input checked="" type="checkbox"/>
Server Port	7074	Queue Active	<input checked="" type="checkbox"/>
Status	Active		

Figure 3.3.2-3 External Facility

## STEP 6

Filling all criteria with 

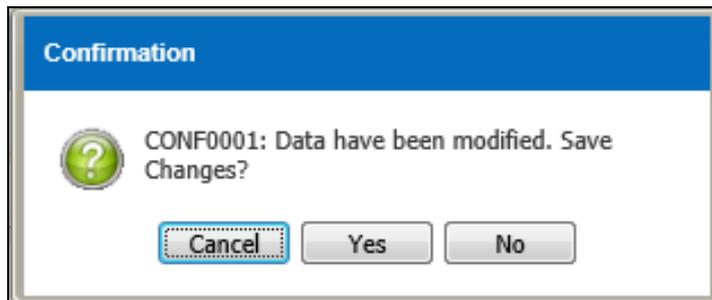
- Choose **Facility List** from the Drop Down Box
  - HQ
  - Hospital
  - KBKOM
  - KD
  - KK
  - KKIA
  - KOM
  - KP
  - MUSN/PBFN
  - PKD
- Choose **Facility Type** from the Drop Down Box
  - General
  - State Hospital
  - Major Specialist
  - Minor Specialist
  - Non Specialist
  - Specialist Institute
- 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

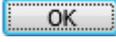
Click on the  button to save the record

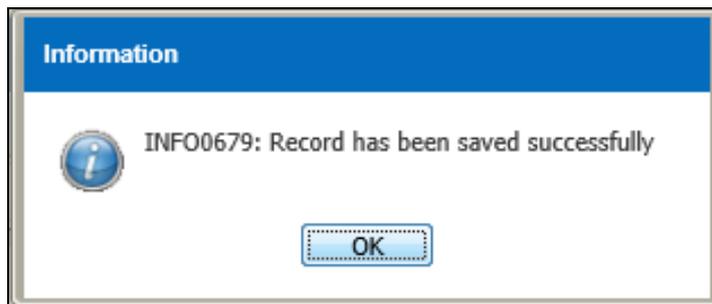
**Note**

- 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**

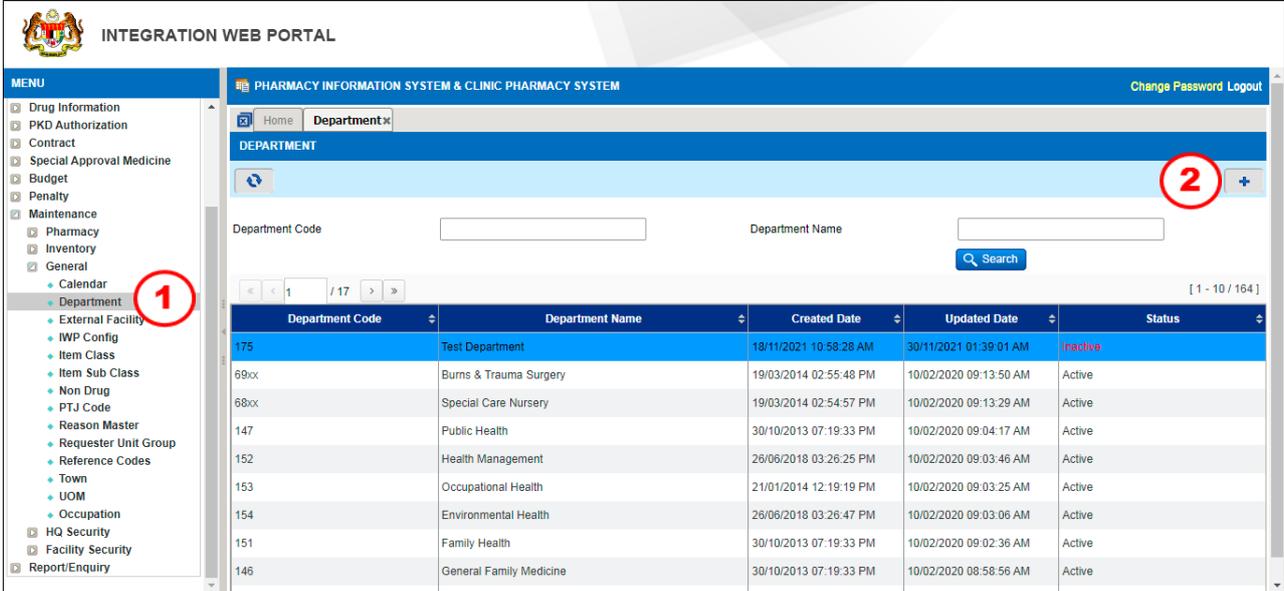
- Click on the  button to delete the record on the system and the status will Inactive
- Click on the  button to close the External Facility screen.

### 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.



Department Code	Department Name	Created Date	Updated Date	Status
175	Test Department	18/11/2021 10:58:28 AM	30/11/2021 01:39:01 AM	Inactive
69xx	Burns & Trauma Surgery	19/03/2014 02:55:48 PM	10/02/2020 09:13:50 AM	Active
68xx	Special Care Nursery	19/03/2014 02:54:57 PM	10/02/2020 09:13:29 AM	Active
147	Public Health	30/10/2013 07:19:33 PM	10/02/2020 09:04:17 AM	Active
152	Health Management	26/06/2018 03:26:25 PM	10/02/2020 09:03:46 AM	Active
153	Occupational Health	21/01/2014 12:19:19 PM	10/02/2020 09:03:25 AM	Active
154	Environmental Health	26/06/2018 03:26:47 PM	10/02/2020 09:03:06 AM	Active
151	Family Health	30/10/2013 07:19:33 PM	10/02/2020 09:02:36 AM	Active
146	General Family Medicine	30/10/2013 07:19:33 PM	10/02/2020 08:58:56 AM	Active

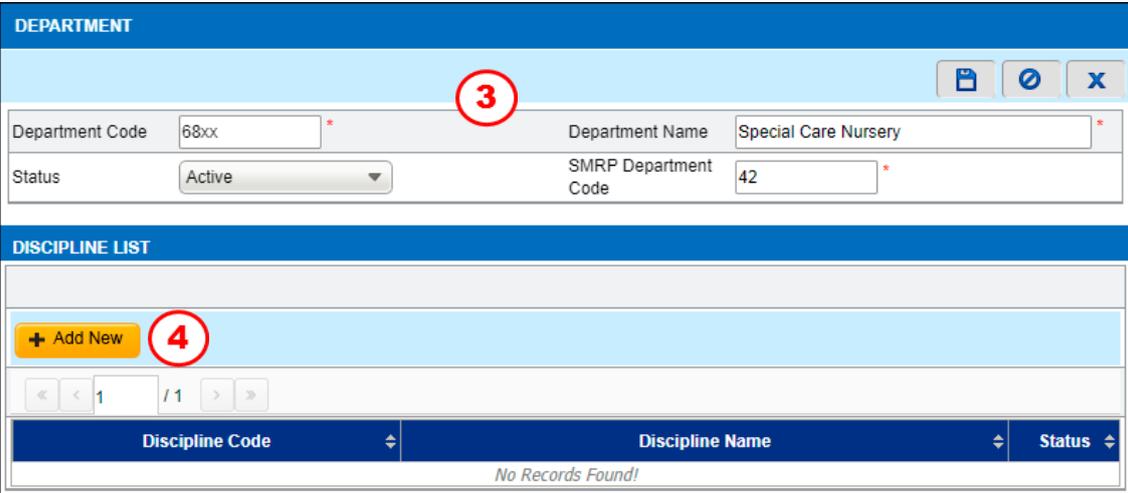
Figure 3.4.1-1 Department Listing Page

#### 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: 68xx \*  
 Department Name: Special Care Nursery \*  
 Status: Active  
 SMRP Department Code: 42 \*

**DISCIPLINE LIST**

+ Add New

Discipline Code | Discipline Name | Status

No Records Found!

Figure 3.4.1-2 Department

#### STEP 3

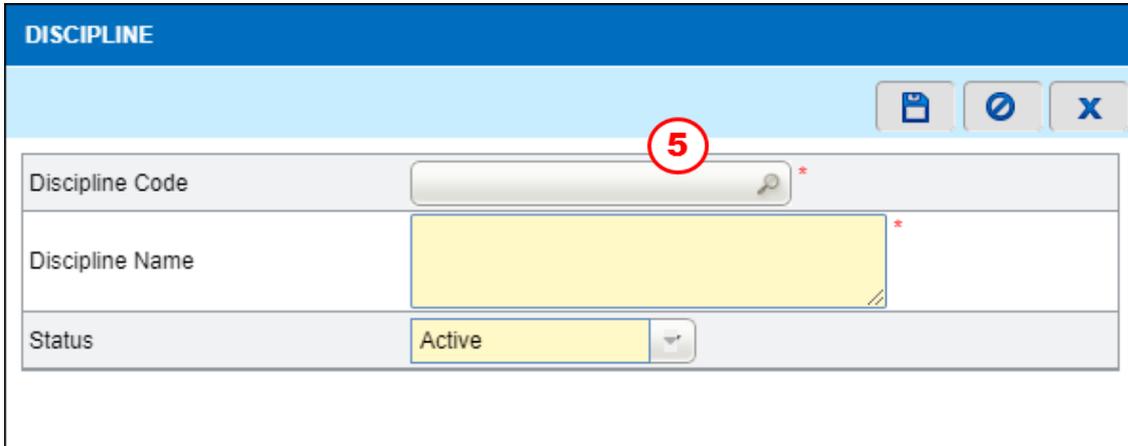
Fill all the criteria with 

- **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**



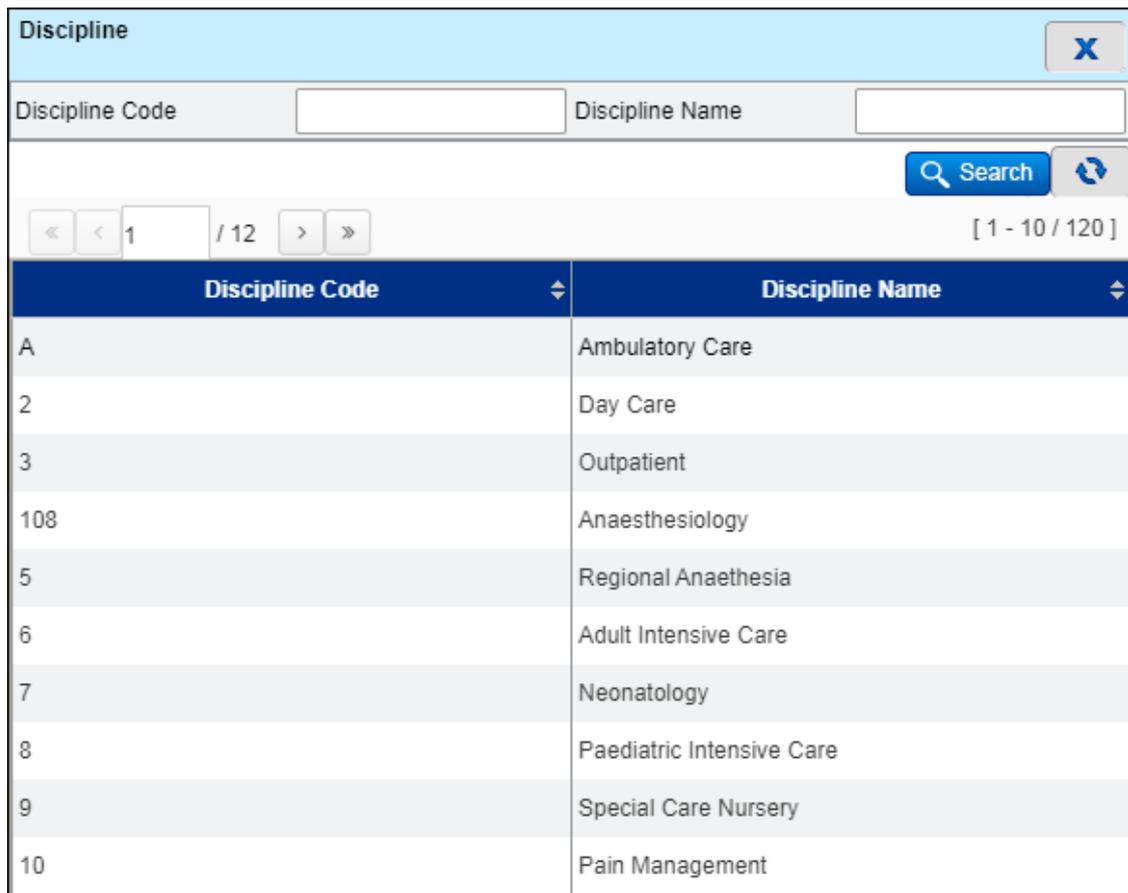
The screenshot shows a form titled "DISCIPLINE" with three input fields: "Discipline Code" (with a search icon circled in red and a red asterisk), "Discipline Name" (with a red asterisk), and "Status" (with a dropdown menu showing "Active").

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



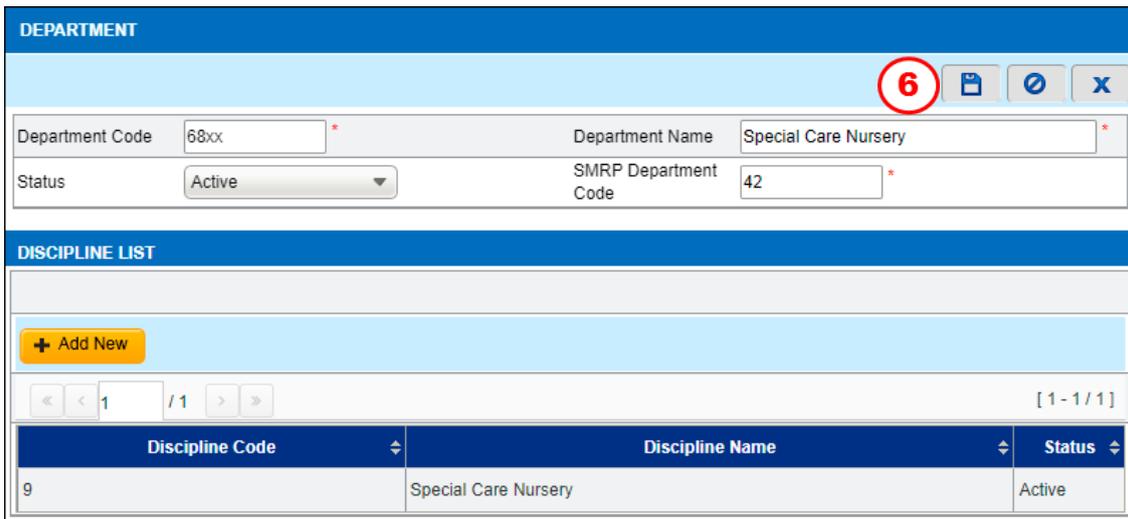
The screenshot shows a table with two columns: "Discipline Code" and "Discipline Name". The table contains 10 rows of data. Above the table are search and pagination controls, including a "Search" button and a "Refresh" button.

Discipline Code	Discipline Name
A	Ambulatory Care
2	Day Care
3	Outpatient
108	Anaesthesiology
5	Regional Anaesthesia
6	Adult Intensive Care
7	Neonatology
8	Paediatric Intensive Care
9	Special Care Nursery
10	Pain Management

Figure 3.4.1-4 Discipline

**Note**

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



DEPARTMENT			
Department Code	68xx *	Department Name	Special Care Nursery *
Status	Active	SMRP Department Code	42 *

DISCIPLINE LIST		
+ Add New		
[ 1 - 1 / 1 ]		
Discipline Code	Discipline Name	Status
9	Special Care Nursery	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

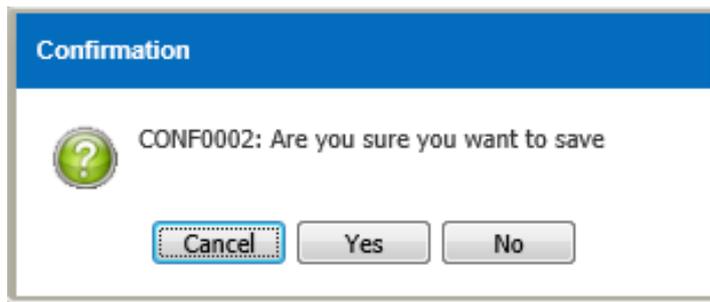


Figure 3.4.1-6 Confirmation Message

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

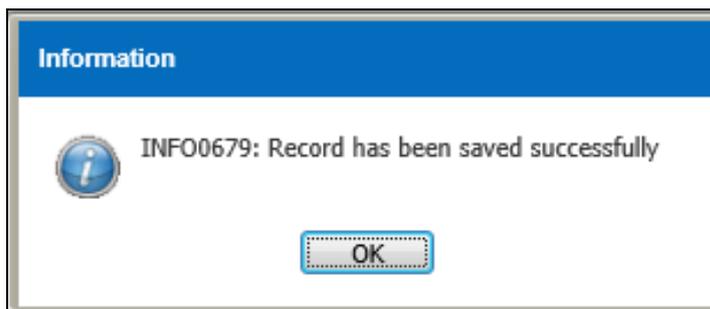
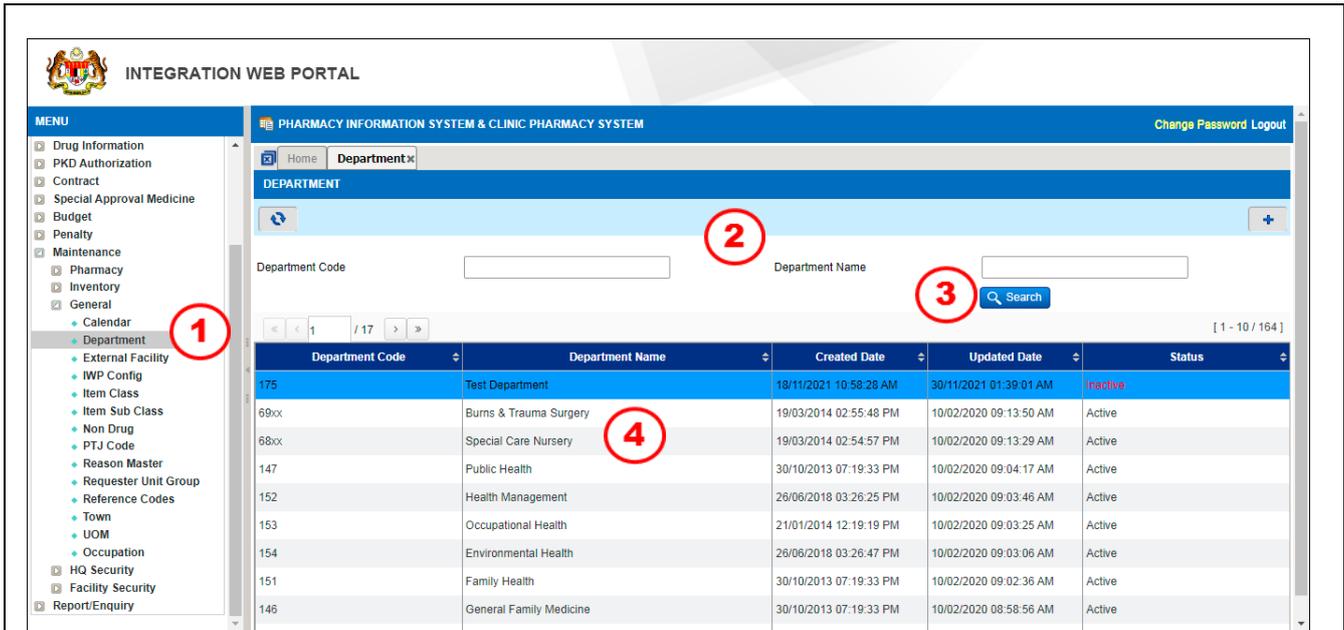


Figure 3.4.1-7 Information Message

- 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



INTEGRATION WEB PORTAL

PHARMACY INFORMATION SYSTEM & CLINIC PHARMACY SYSTEM

Change Password Logout

Home Department

DEPARTMENT

Department Code  Department Name

< 1 / 17 >

Department Code	Department Name	Created Date	Updated Date	Status
175	Test Department	18/11/2021 10:58:28 AM	30/11/2021 01:39:01 AM	Inactive
69xx	Burns & Trauma Surgery	19/03/2014 02:55:48 PM	10/02/2020 09:13:50 AM	Active
68xx	Special Care Nursery	19/03/2014 02:54:57 PM	10/02/2020 09:13:29 AM	Active
147	Public Health	30/10/2013 07:19:33 PM	10/02/2020 09:04:17 AM	Active
152	Health Management	26/06/2018 03:26:25 PM	10/02/2020 09:03:46 AM	Active
153	Occupational Health	21/01/2014 12:19:19 PM	10/02/2020 09:03:25 AM	Active
154	Environmental Health	26/06/2018 03:26:47 PM	10/02/2020 09:03:06 AM	Active
151	Family Health	30/10/2013 07:19:33 PM	10/02/2020 09:02:36 AM	Active
146	General Family Medicine	30/10/2013 07:19:33 PM	10/02/2020 08:58:56 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:

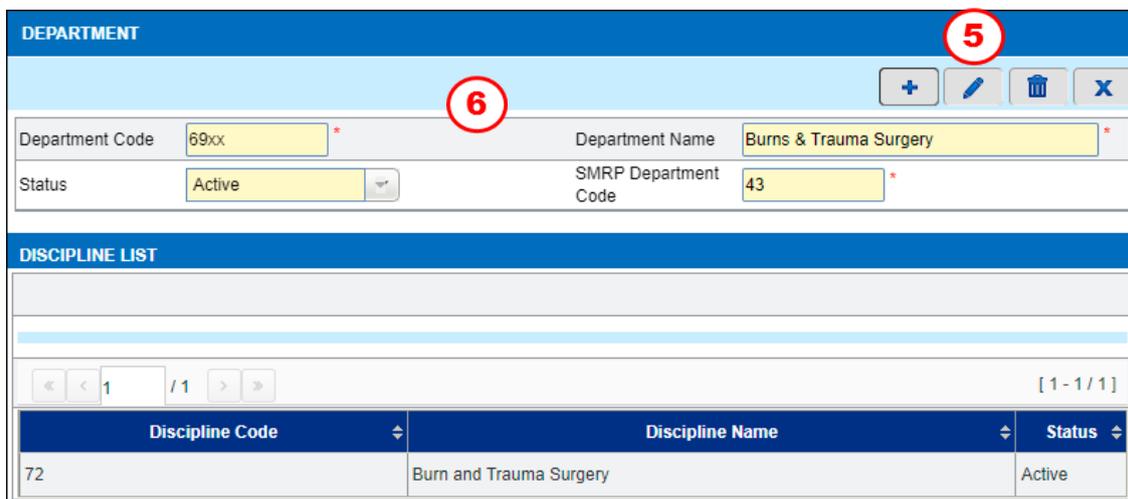
- b) Department Code
- c) Department Name

#### 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

Department Code  \* Department Name  \*  
 Status  SMRP Department Code  \*

DISCIPLINE LIST

< 1 / 1 >

Discipline Code	Discipline Name	Status
72	Burn and Trauma Surgery	Active

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**

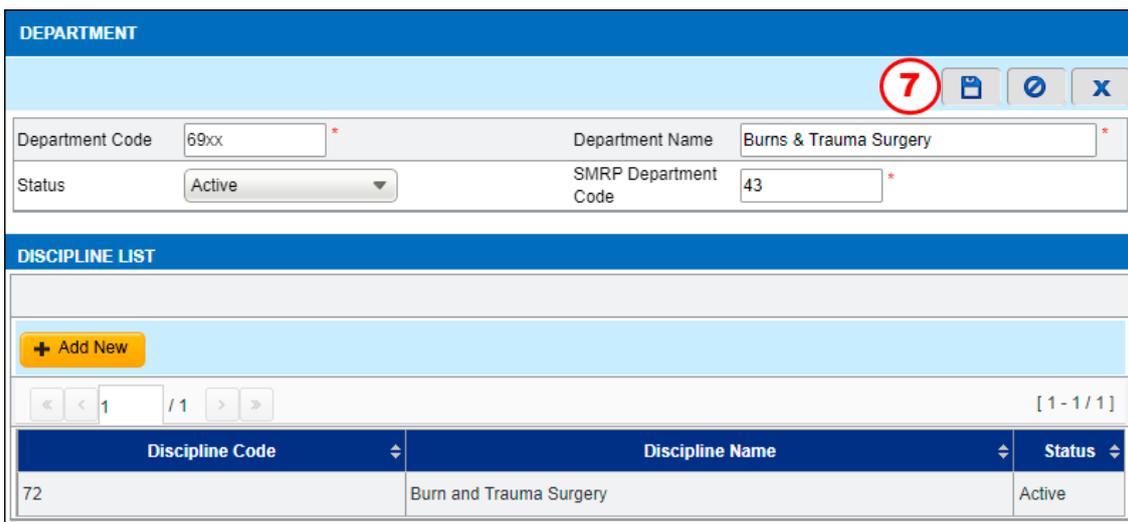
Fill all the criteria with 

- **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		
Department Code	69xx *	Department Name
Status	Active	SMRP Department Code
		43 *
DISCIPLINE LIST		
+ Add New		
[ 1 - 1 / 1 ]		
Discipline Code	Discipline Name	Status
72	Burn and Trauma Surgery	Active

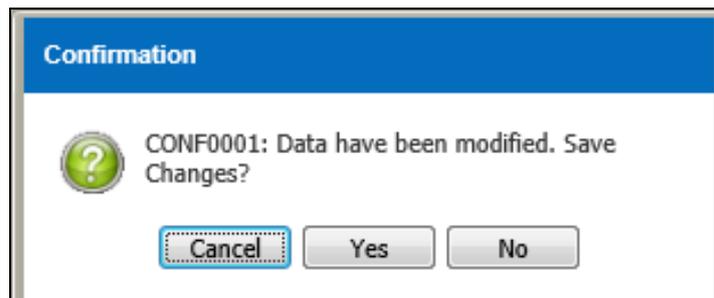
**Figure 3.4.2-3 Department**

**STEP 7**

Click on the  button to save the transaction

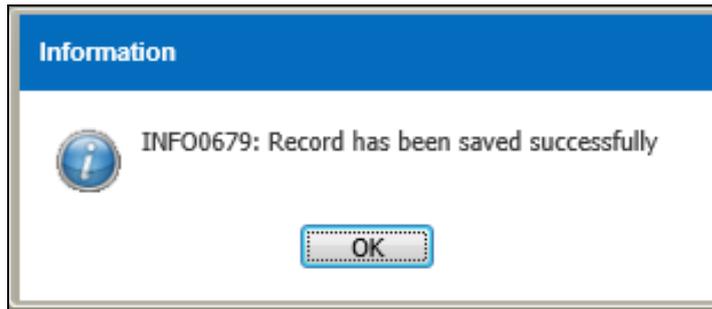
**Note**

- 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

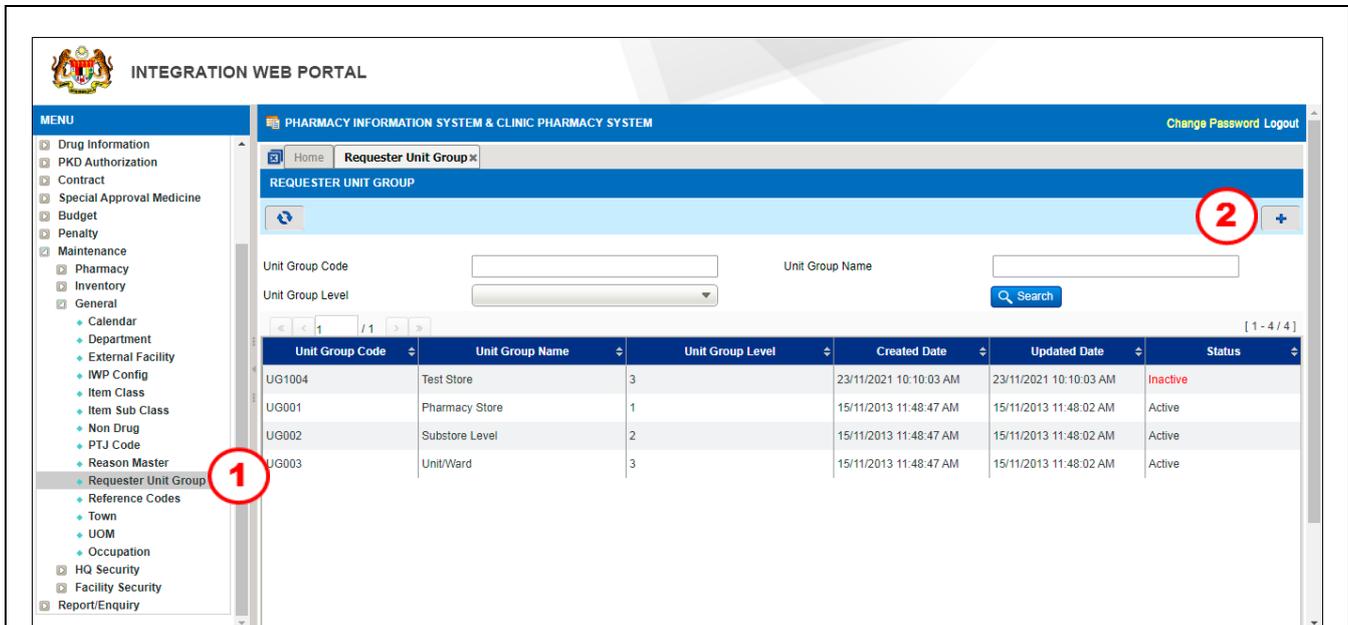


Figure 3.5.1-1 Request Unit Group Master Listing Page

#### 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

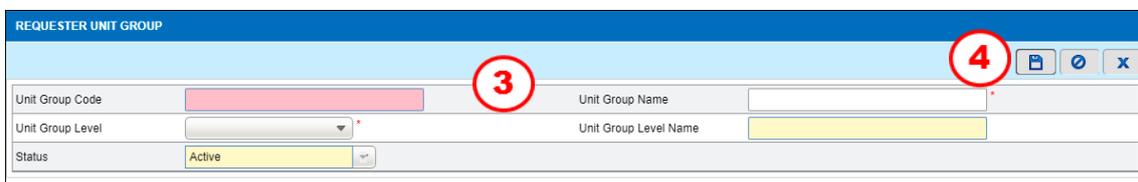


Figure 3.5.1-2 Request Unit Group Master Listing Page

#### STEP 3

Fill all the criteria with 

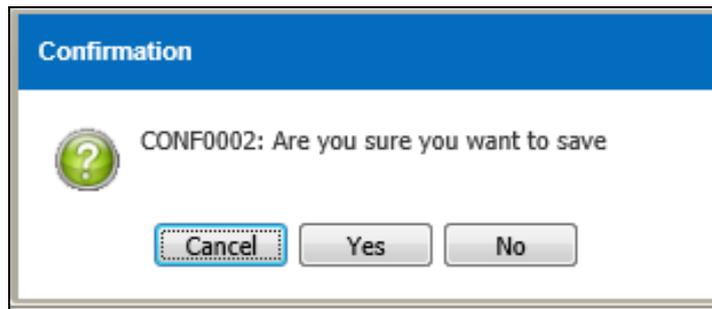
- Fill the **Unit Group Name**
- Click on the Drop Down Box to choose **Unit Group Level**
- Click on the Drop Down Box to choose **Status** for requester unit group
- Fill the Unit Group Level Name

#### STEP 4

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

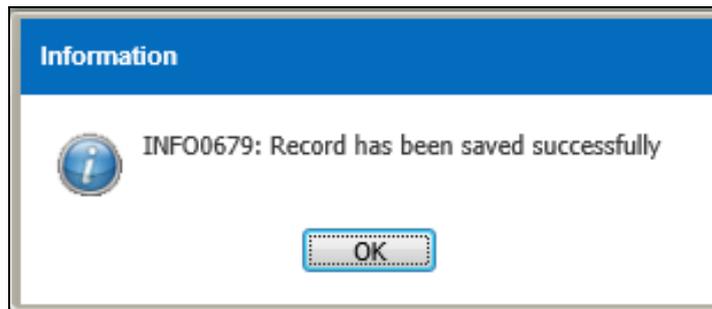
**Note**

- 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

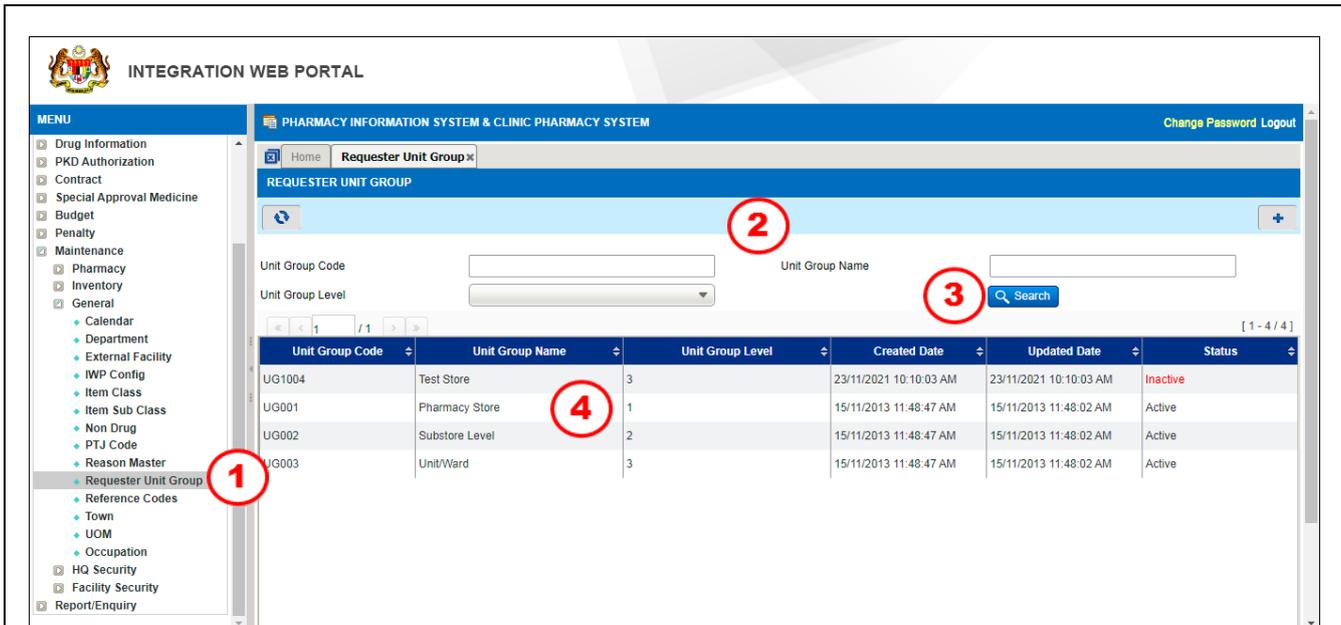


**Figure 3.5.1-4 Information Message**

- 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

REQUESTER UNIT GROUP

Unit Group Code:  Unit Group Name:

Unit Group Level:

Unit Group Code	Unit Group Name	Unit Group Level	Created Date	Updated Date	Status
UG1004	Test Store	3	23/11/2021 10:10:03 AM	23/11/2021 10:10:03 AM	Inactive
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 allow to search for existing Requester Unit Group Master records:

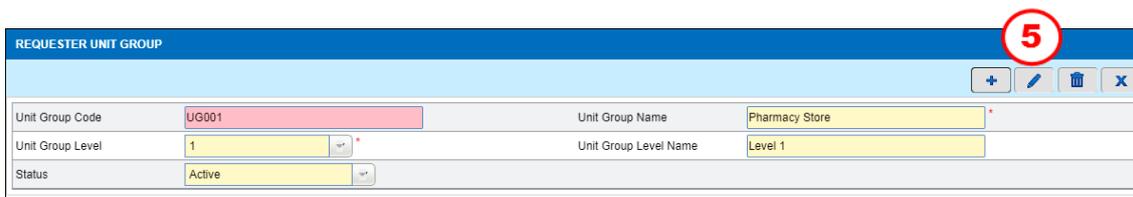
- a) **Unit Group Code**
- b) **Unit Group Name**
- c) **Unit Group Level**
  - All
  - Level 1
  - Level 2
  - Level 3

#### 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



REQUESTER UNIT GROUP

Unit Group Code: UG001 Unit Group Name: Pharmacy Store

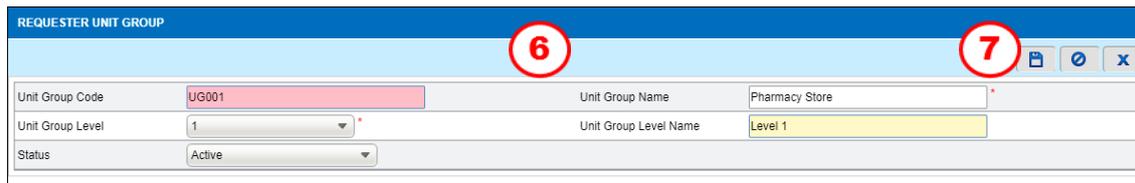
Unit Group Level: 1 Unit Group Level Name: Level 1

Status: Active

Figure 3.5.2-2 Requester Unit Group Master

#### STEP 5

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



REQUESTER UNIT GROUP	
Unit Group Code	UG001
Unit Group Name	Pharmacy Store
Unit Group Level	1
Unit Group Level Name	Level 1
Status	Active

**Figure 3.5.2-3 Requester Unit Group Master**

**STEP 6**

Fill all the criteria with 

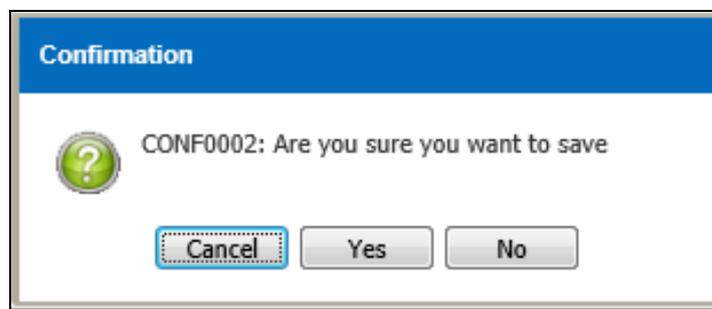
- Fill the **Unit Group Name**
- Click on the Drop Down Box to choose **Unit Group Level**
- Click on the Drop Down Box to choose **Status** for requester unit group
- Fill the **Unit Group Level Name**

**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

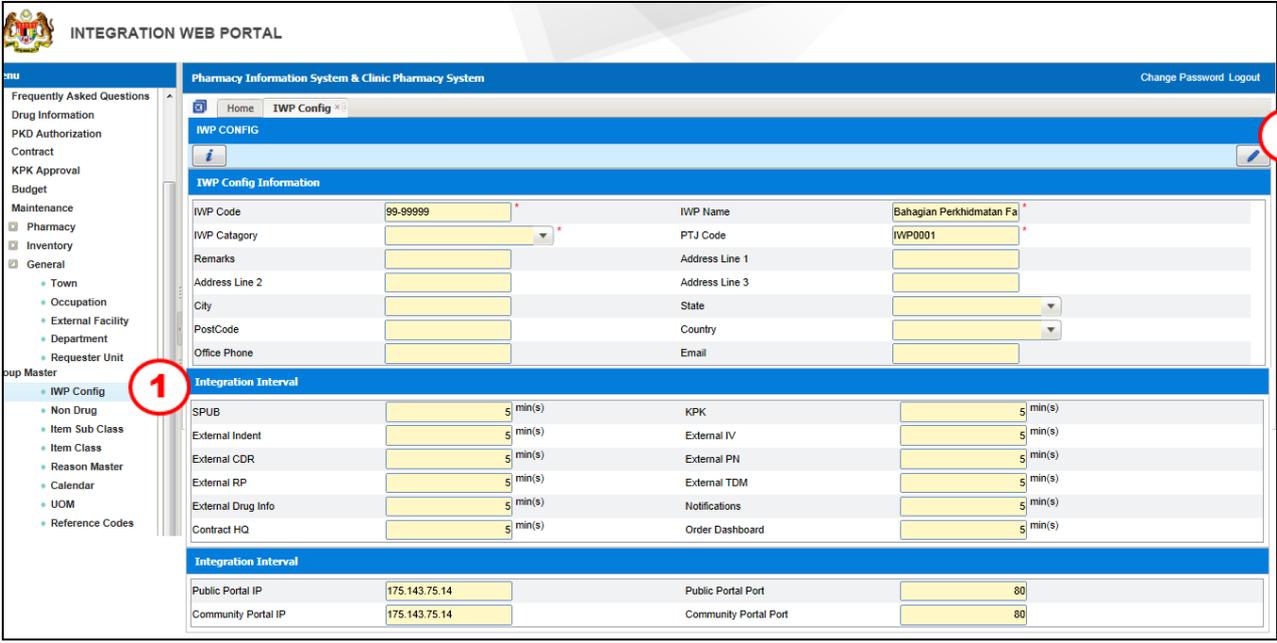
- Click on the  button to close the Requester Unit Group Master screen.

### 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



The screenshot displays the 'INTEGRATION WEB PORTAL' interface. The left sidebar contains a navigation menu with 'IWP Config' selected under the 'Maintenance' section. The main content area is titled 'Pharmacy Information System & Clinic Pharmacy System' and shows the 'IWP CONFIG' screen. The 'IWP Config Information' section includes fields for 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, and Email. The 'Integration Interval' section includes fields for SPUB, External Indent, External CDR, External RP, External Drug Info, Contract HQ, KPK, External IV, External PN, External TDM, Notifications, and Order Dashboard, all with a 5 min(s) interval. The 'Integration Interval' section also includes Public Portal IP (175.143.75.14) and Public Portal Port (80), and Community Portal IP (175.143.75.14) and Community Portal Port (80). Red circles with numbers 1 and 2 highlight the 'IWP Config' menu item and the edit button, respectively.

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.

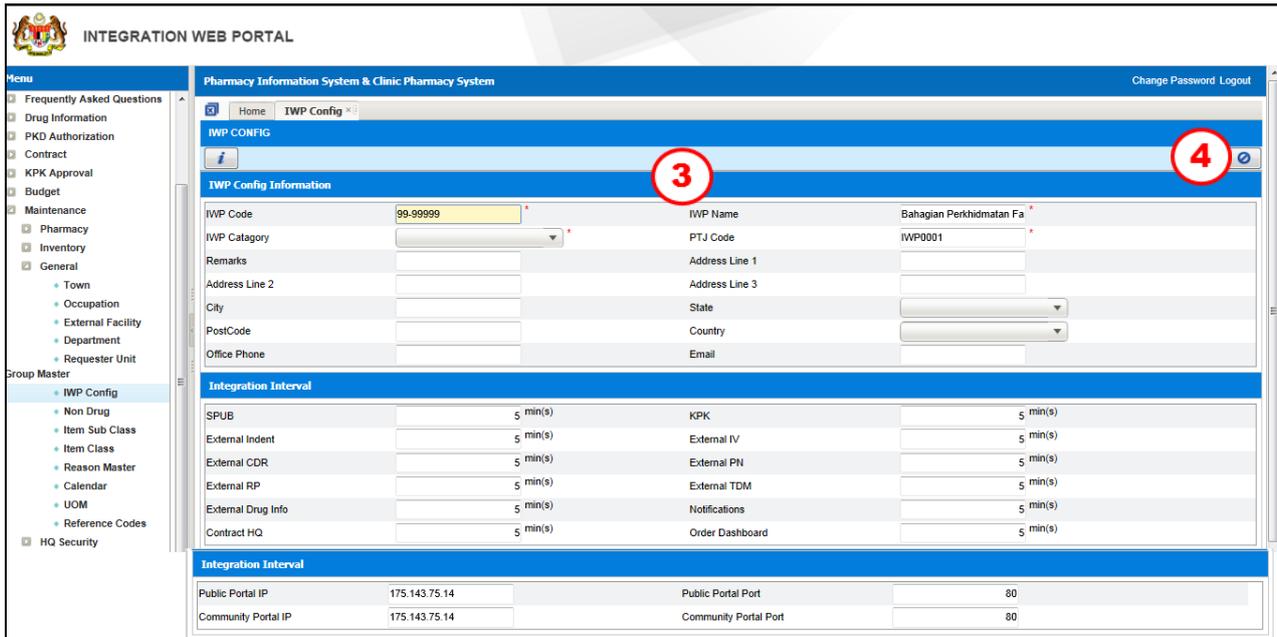


Figure 3.6.1-2 IWP Config Screen

**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

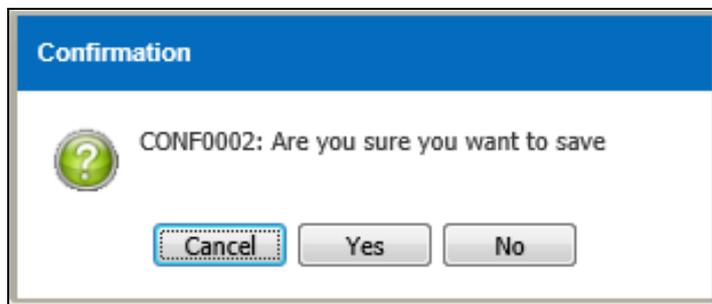
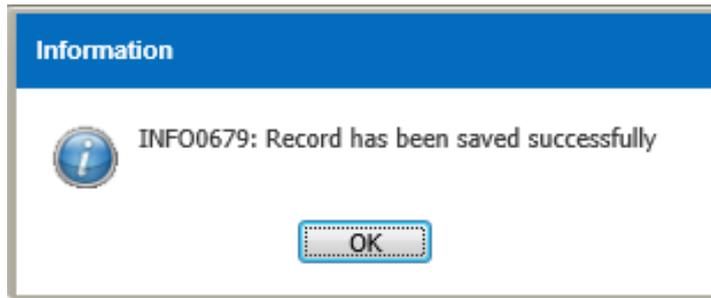


Figure 3.6.1-3 Confirmation Message

- 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

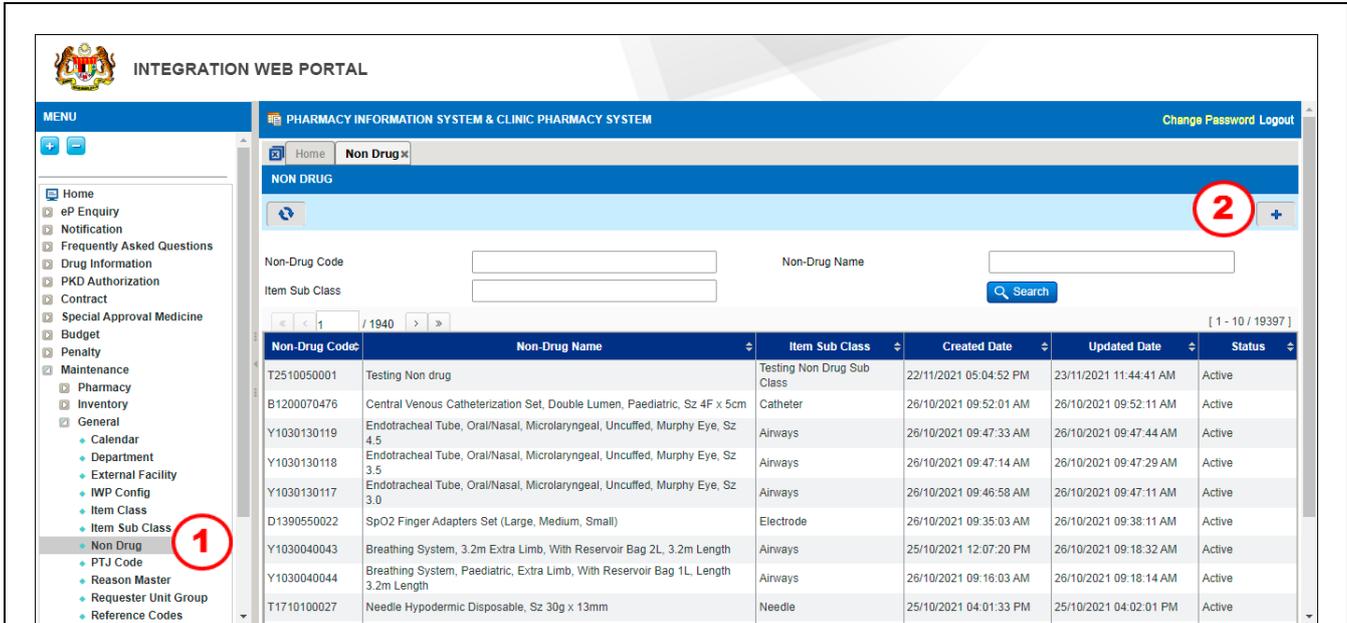


Figure 3.7.1-1 Non Drug Listing Page

#### 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

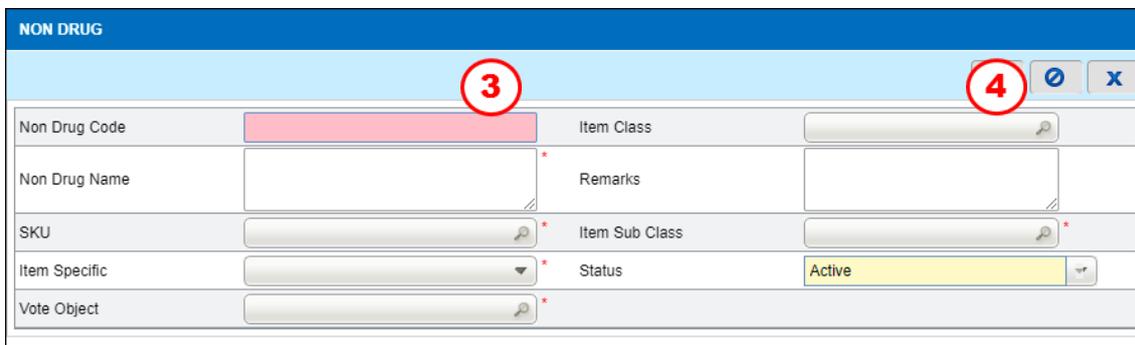


Figure 3.7.1-2 Non Drug

#### STEP 3

Filling all criteria with 

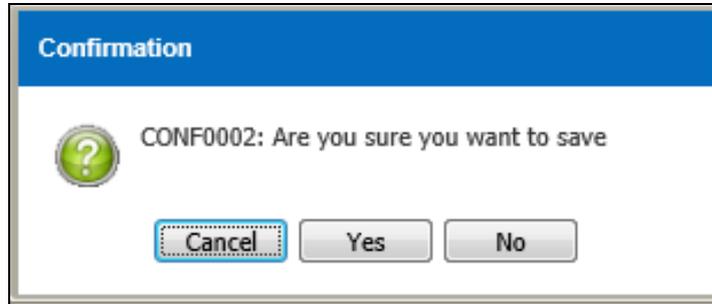
- **Non Drug Name**
- Click on the  button to search **Item Class** for Non Drug
- Click on the Drop Down Box Button to choose **Item Specific**
- Click on the  button to search **SKU** for Non Drug
- Click on the  button to search for **Item Sub Class**
- Click on the Drop Down Box to choose **Status**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

#### STEP 4

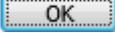
Click on the  button to save the transaction for Non Drug as shown in Figure 3.7.1-2

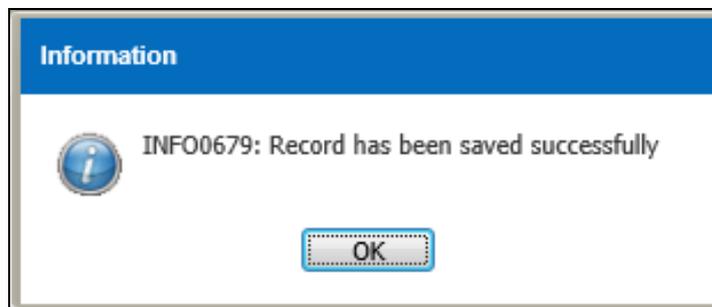
#### **Note**

- 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

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:

- a) **Non Drug Code**
- b) **Non Drug Name**
- c) **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

Figure 3.7.2-2 Non Drug Screen

**STEP 5**

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

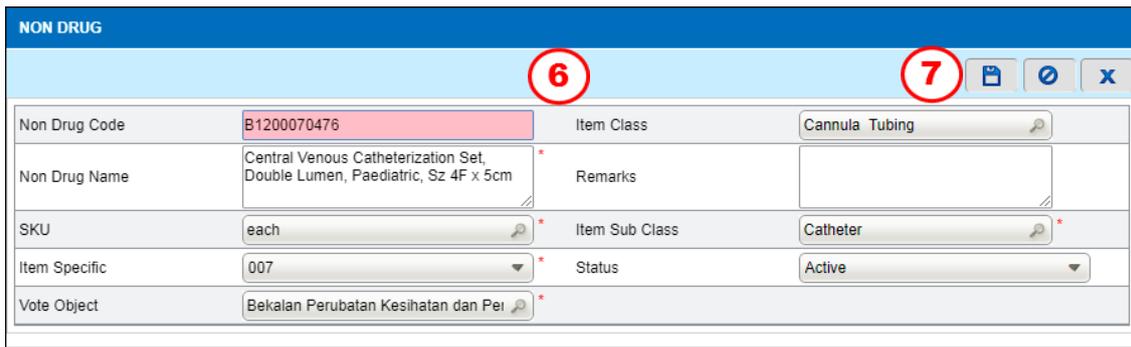


Figure 3.7.2-3 Non Drug Screen

### 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

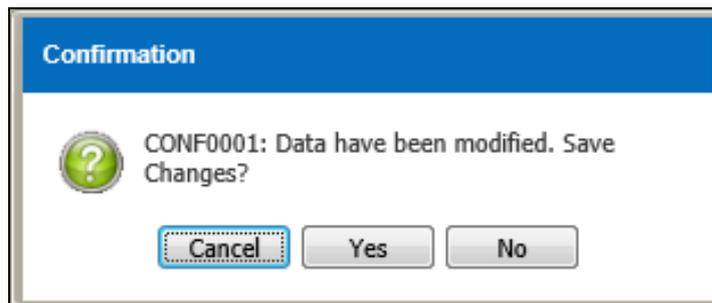


Figure 3.7.4 Confirmation Message

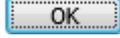
- Record will save when user click on the  button as shown in Figure 3.7.2-5



Figure 3.7.2-5 Information Message

**Note**

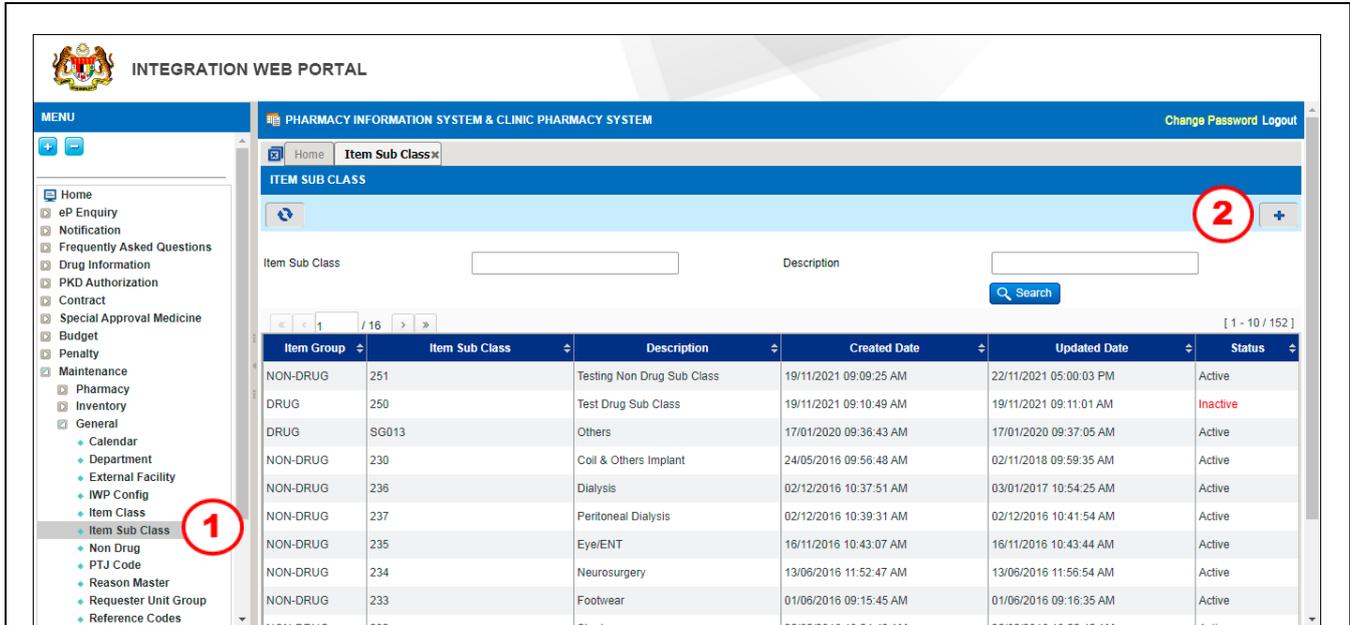
- Click on the  button to create new transaction for Non Drug and fill the record as shown on Figure 3.7.2-2
- Click on the  button to delete the record on the system and status automatically will be Inactive
- Click on the  button to close the Non Drug screen.

### 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.



Item Group	Item Sub Class	Description	Created Date	Updated Date	Status
NON-DRUG	251	Testing Non Drug Sub Class	19/11/2021 09:09:25 AM	22/11/2021 05:00:03 PM	Active
DRUG	250	Test Drug Sub Class	19/11/2021 09:10:49 AM	19/11/2021 09:11:01 AM	Inactive
DRUG	SG013	Others	17/01/2020 09:36:43 AM	17/01/2020 09:37:05 AM	Active
NON-DRUG	230	Coil & Others Implant	24/05/2016 09:56:48 AM	02/11/2018 09:59:35 AM	Active
NON-DRUG	236	Dialysis	02/12/2016 10:37:51 AM	03/01/2017 10:54:25 AM	Active
NON-DRUG	237	Peritoneal Dialysis	02/12/2016 10:39:31 AM	02/12/2016 10:41:54 AM	Active
NON-DRUG	235	Eye/ENT	16/11/2016 10:43:07 AM	16/11/2016 10:43:44 AM	Active
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

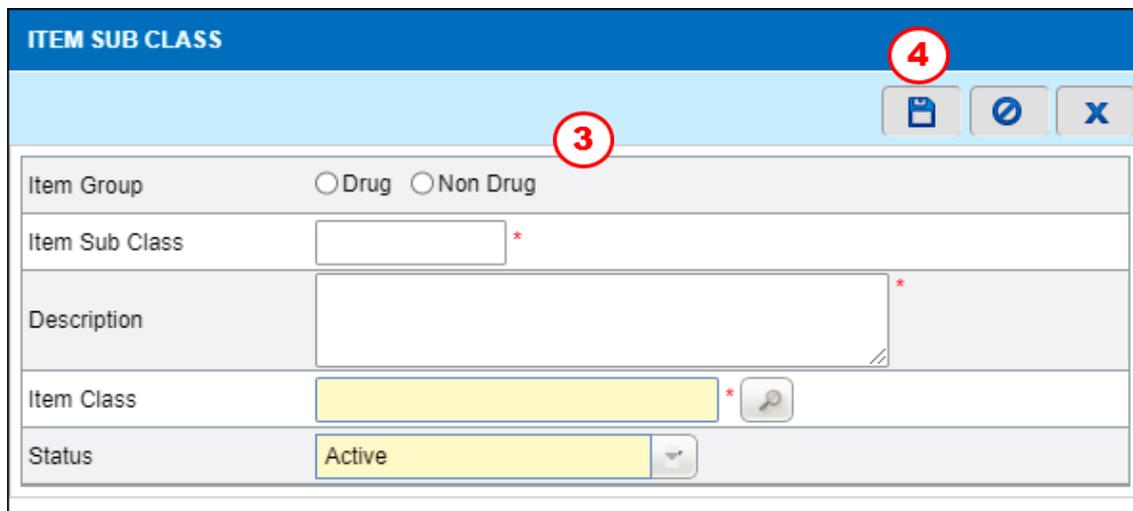
Figure 3.8.1-1 Item Sub Class Listing Page

#### 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 \*

Description \*

Item Class \*

Status Active

Figure 3.8.1-2 Item Sub Class

#### STEP 3

Fill all the criteria with 

- **Item Group**
- **Item Sub Class**

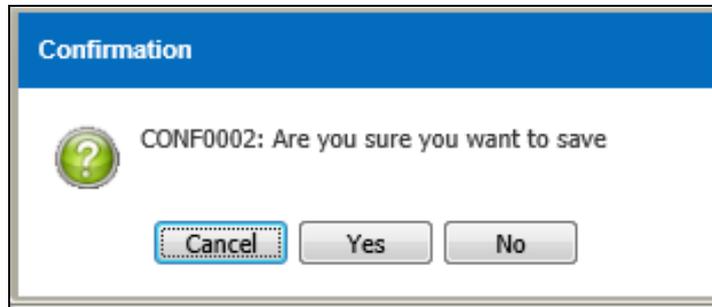
- **Description**
- **Item Class**
- **Status**

**STEP 4**

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

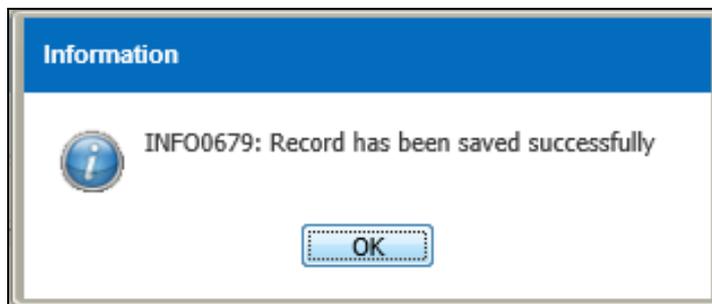
**Note**

- 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



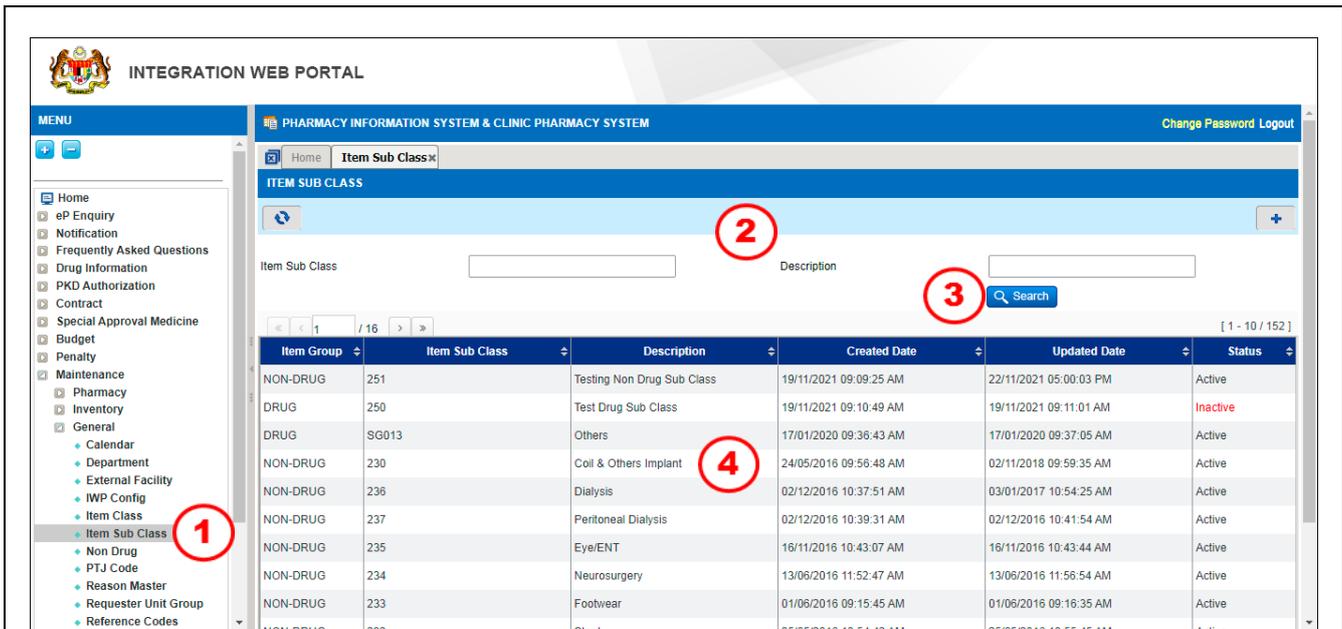
**Figure 3.8.1-4 Information Message**

**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



Item Group	Item Sub Class	Description	Created Date	Updated Date	Status
NON-DRUG	251	Testing Non Drug Sub Class	19/11/2021 09:09:25 AM	22/11/2021 05:00:03 PM	Active
DRUG	250	Test Drug Sub Class	19/11/2021 09:10:49 AM	19/11/2021 09:11:01 AM	Inactive
DRUG	SG013	Others	17/01/2020 09:36:43 AM	17/01/2020 09:37:05 AM	Active
NON-DRUG	230	Coil & Others Implant	24/05/2016 09:56:48 AM	02/11/2018 09:59:35 AM	Active
NON-DRUG	236	Dialysis	02/12/2016 10:37:51 AM	03/01/2017 10:54:25 AM	Active
NON-DRUG	237	Peritoneal Dialysis	02/12/2016 10:39:31 AM	02/12/2016 10:41:54 AM	Active
NON-DRUG	235	Eye/ENT	16/11/2016 10:43:07 AM	16/11/2016 10:43:44 AM	Active
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

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:

- a) *Item Sub Class*
- b) *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.

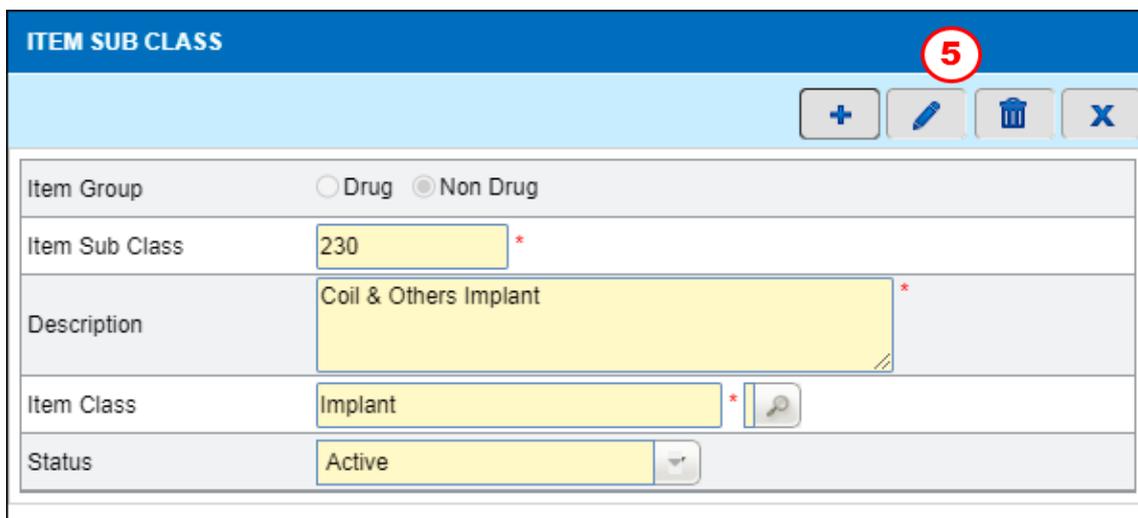
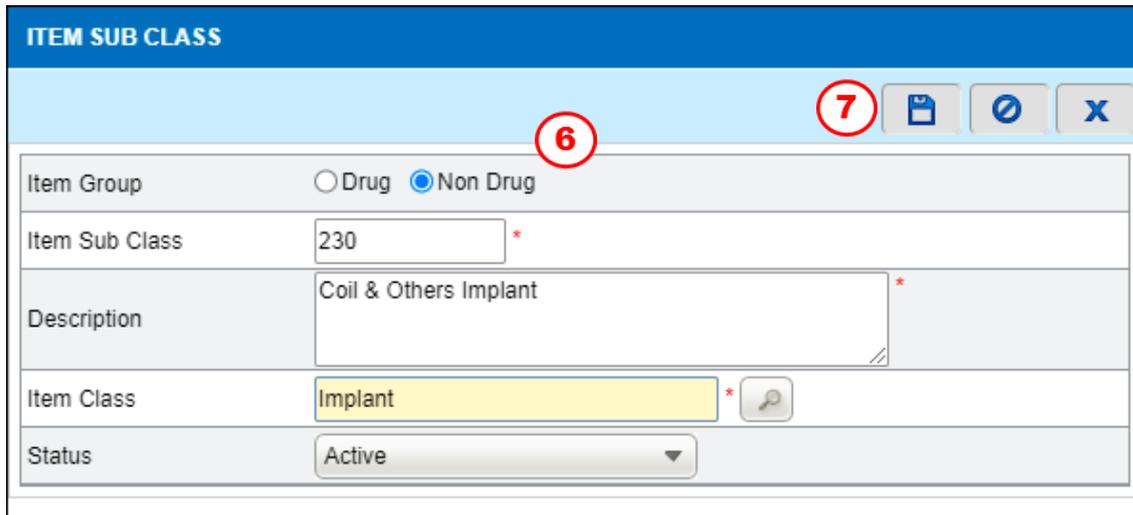


Figure 3.8.2-2 Item Sub Class Screen

**STEP 5**

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



**Figure 3.8.2-3 Item Sub Class Screen**

**STEP 6**

Fill all the criteria with 

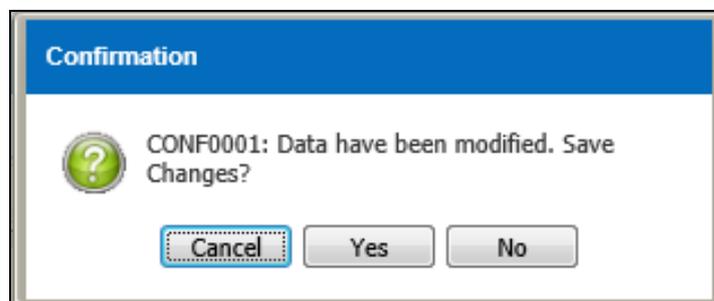
- **Item Group**
- **Item Sub Class**
- **Description**
- **Item Class**
- **Status**

**STEP 7**

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

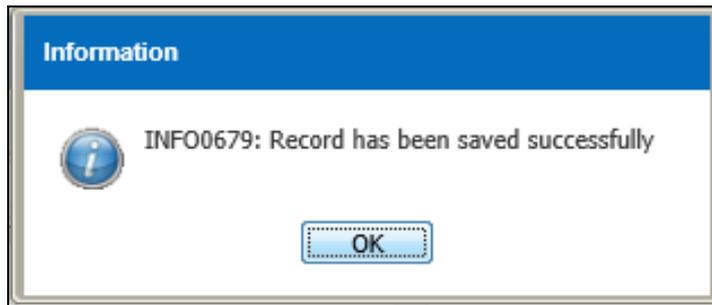
**Note**

- 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.

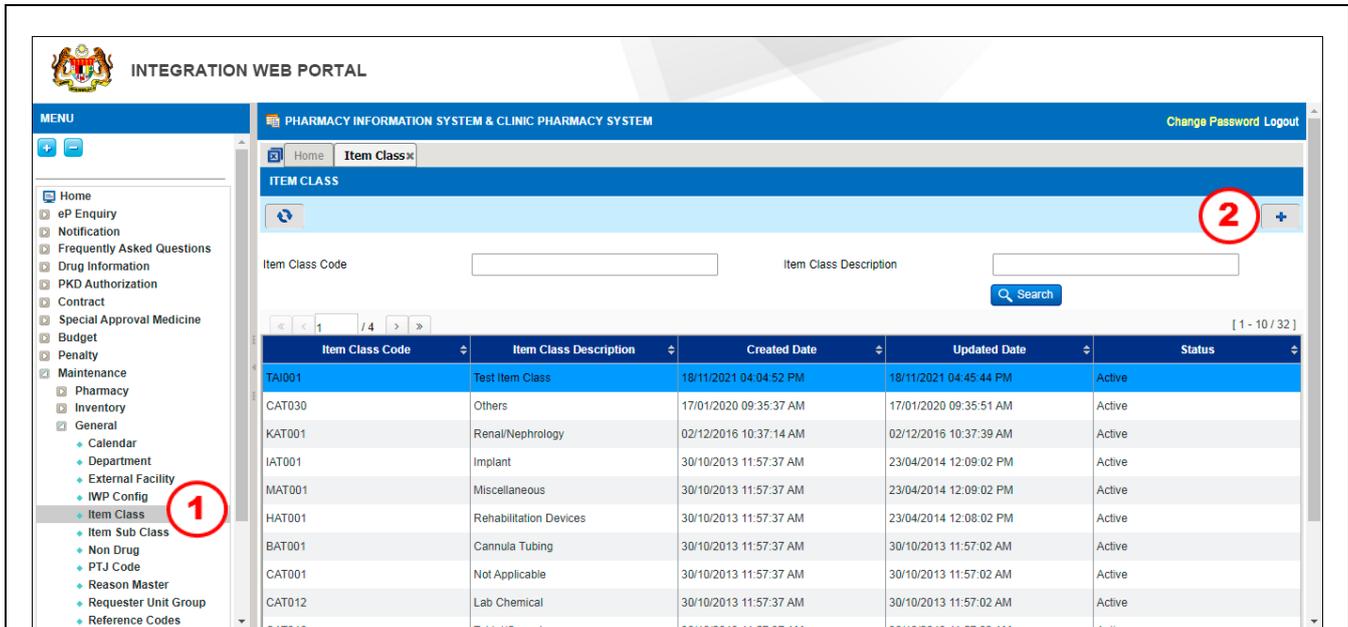


Figure 3.9.1-1 Item Class Listing Page

#### 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

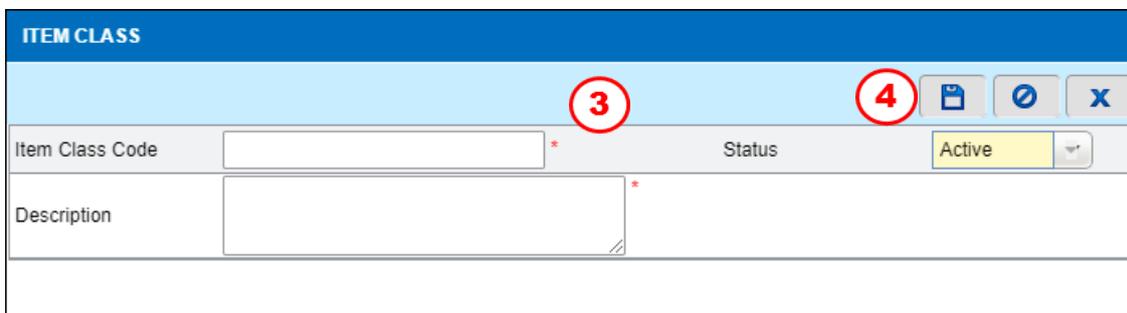


Figure 3.9.1-2 Item Class Listing Page

#### STEP 3

Fill all the criteria with

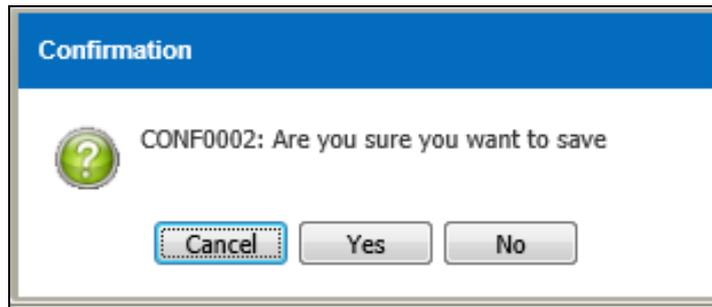
- **Item Class Code**
- **Description**
- Click on the Drop Down Box to choose **Status** Active or Inactive

#### STEP 4

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

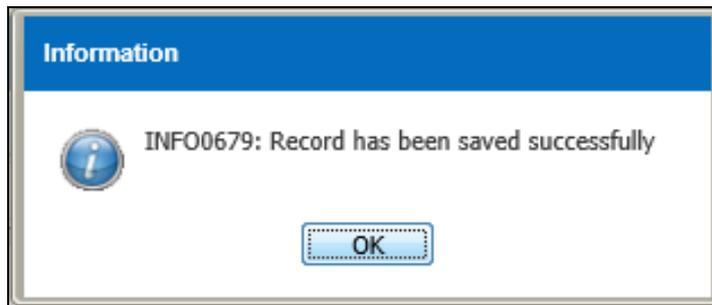
**Note**

- 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



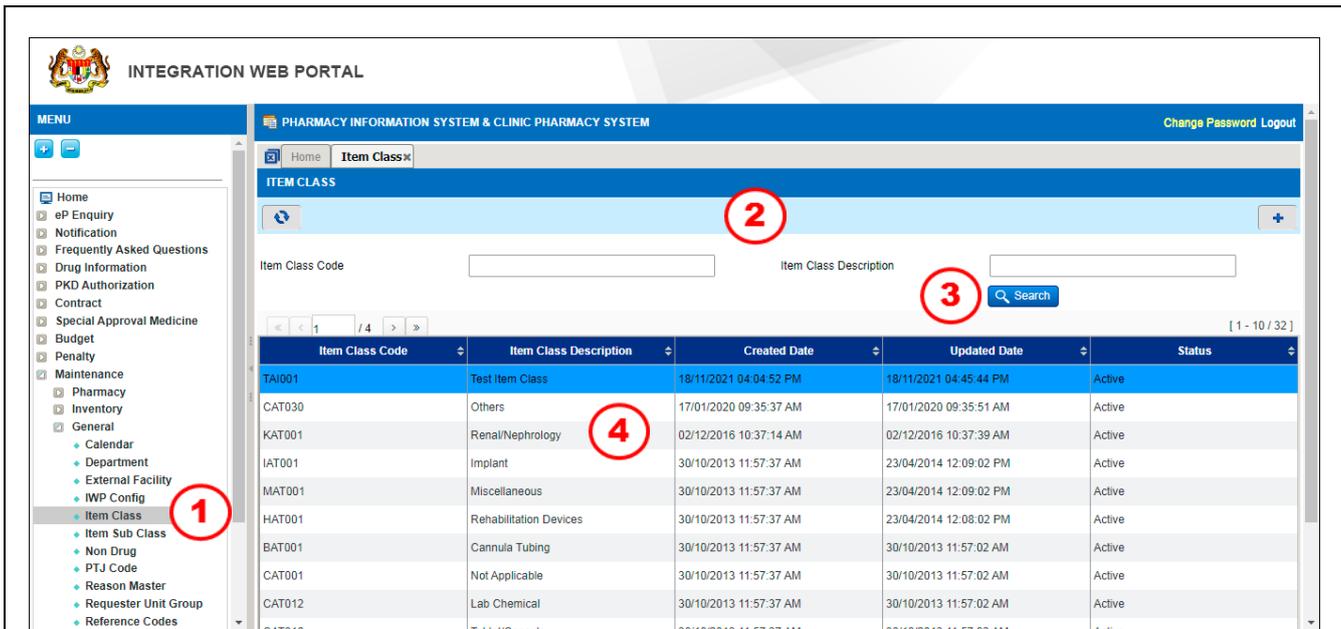
**Figure 3.9.1-4 Information Message**

**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.



Integration Web Portal

PHARMACY INFORMATION SYSTEM & CLINIC PHARMACY SYSTEM

Home Item Class

ITEM CLASS

Item Class Code:  Item Class Description:

Item Class Code	Item Class Description	Created Date	Updated Date	Status
TAI001	Test Item Class	18/11/2021 04:04:52 PM	18/11/2021 04:45:44 PM	Active
CAT030	Others	17/01/2020 09:35:37 AM	17/01/2020 09:35:51 AM	Active
KAT001	Renal/Nephrology	02/12/2016 10:37:14 AM	02/12/2016 10:37:39 AM	Active
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

Figure 3.9.2-1 Item Class Listing Page

**STEP**

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:

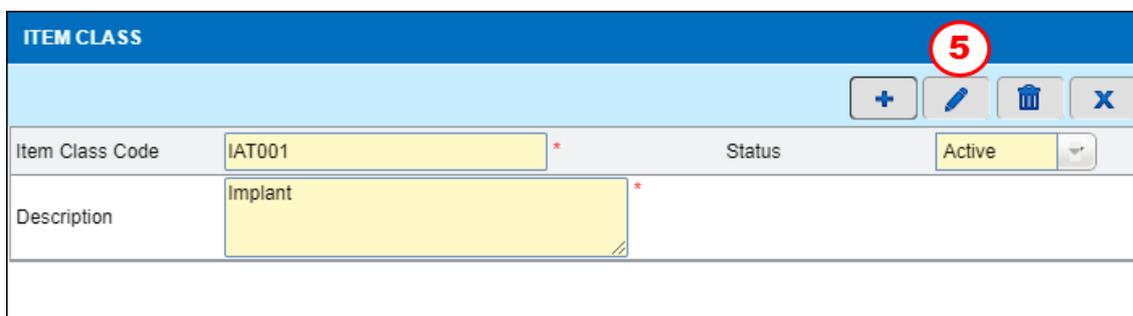
- a) *Item Class Code*
- b) *Item Class Description*

**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



ITEM CLASS

Item Class Code:  \* Status:

Description:  \*

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

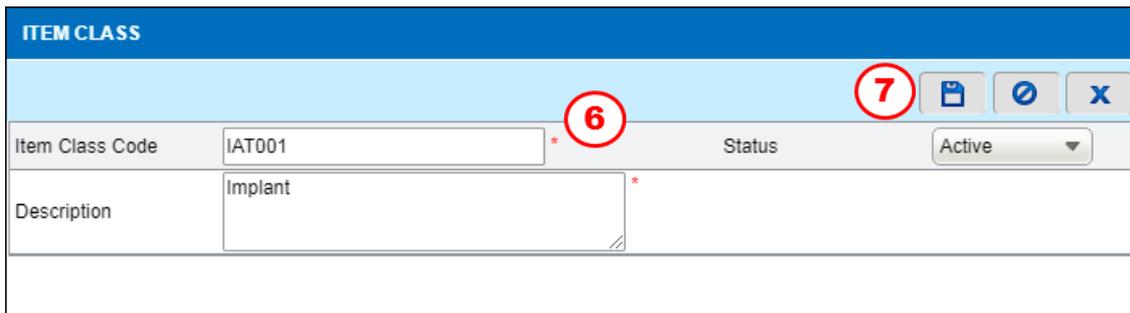


Figure 3.9.2-3 Item Class Listing Page

**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

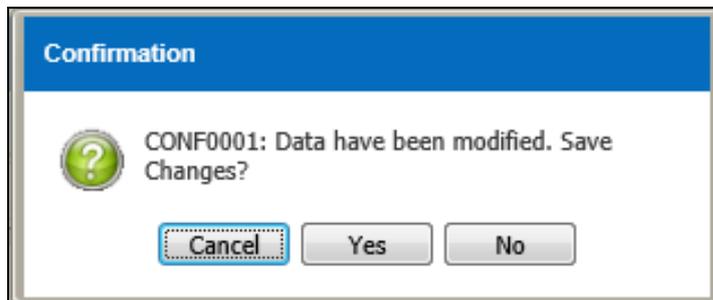


Figure 3.9.2-4 Confirmation Message

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

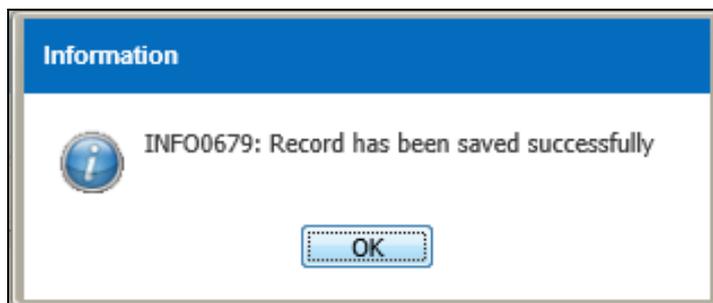


Figure 3.9.2-5 Information Message

**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

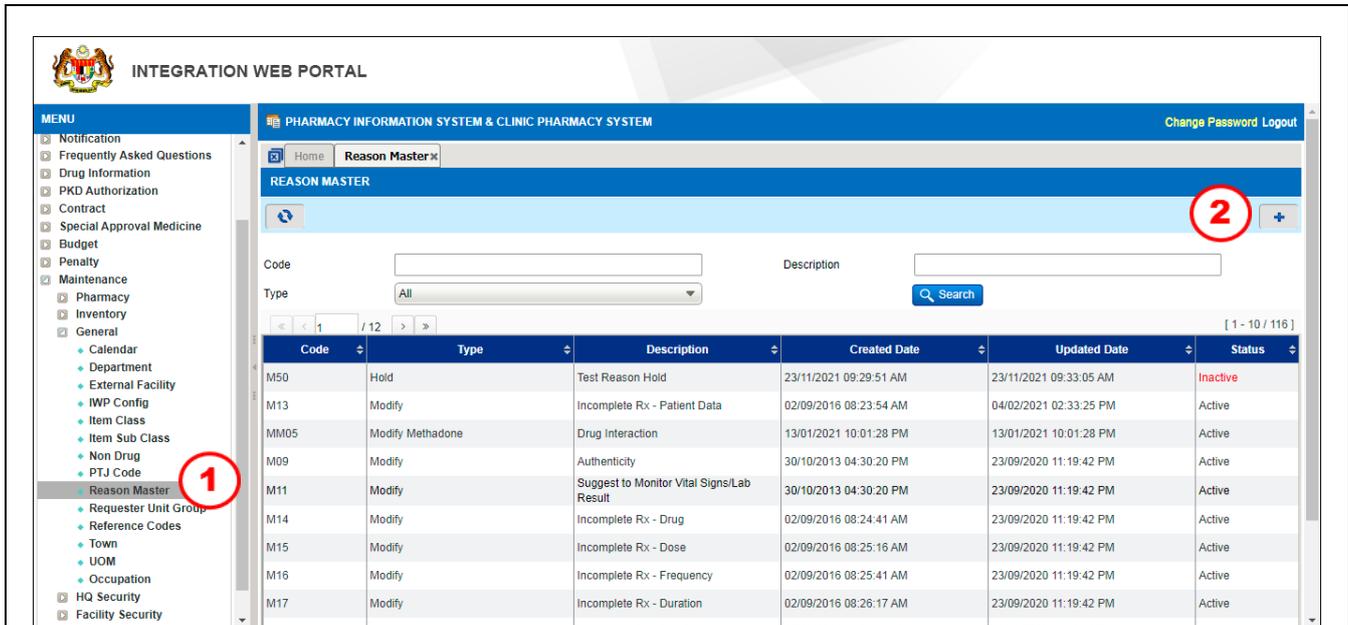
- Click on the  button to close the Item Class screen.

### 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
M50	Hold	Test Reason Hold	23/11/2021 09:29:51 AM	23/11/2021 09:33:05 AM	Inactive
M13	Modify	Incomplete Rx - Patient Data	02/09/2016 08:23:54 AM	04/02/2021 02:33:25 PM	Active
MM05	Modify Methadone	Drug Interaction	13/01/2021 10:01:28 PM	13/01/2021 10:01:28 PM	Active
M09	Modify	Authenticity	30/10/2013 04:30:20 PM	23/09/2020 11:19:42 PM	Active
M11	Modify	Suggest to Monitor Vital Signs/Lab Result	30/10/2013 04:30:20 PM	23/09/2020 11:19:42 PM	Active
M14	Modify	Incomplete Rx - Drug	02/09/2016 08:24:41 AM	23/09/2020 11:19:42 PM	Active
M15	Modify	Incomplete Rx - Dose	02/09/2016 08:25:16 AM	23/09/2020 11:19:42 PM	Active
M16	Modify	Incomplete Rx - Frequency	02/09/2016 08:25:41 AM	23/09/2020 11:19:42 PM	Active
M17	Modify	Incomplete Rx - Duration	02/09/2016 08:26:17 AM	23/09/2020 11:19:42 PM	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

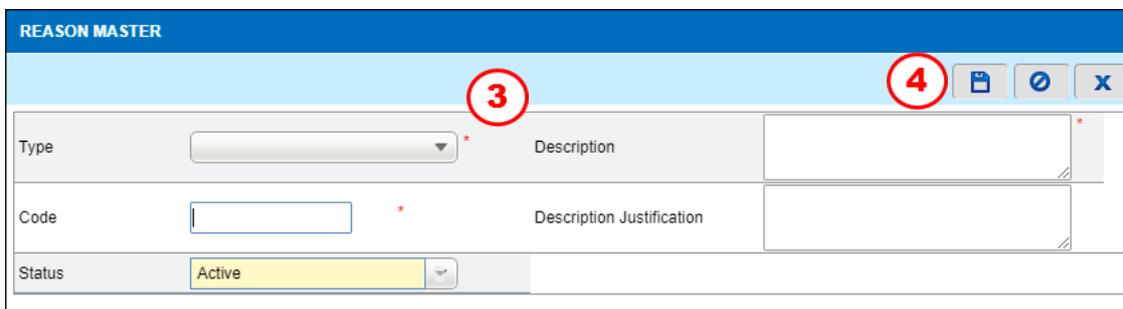


Figure 3.10.1-2 Reason Master

#### STEP 3

Fill all the criteria with 

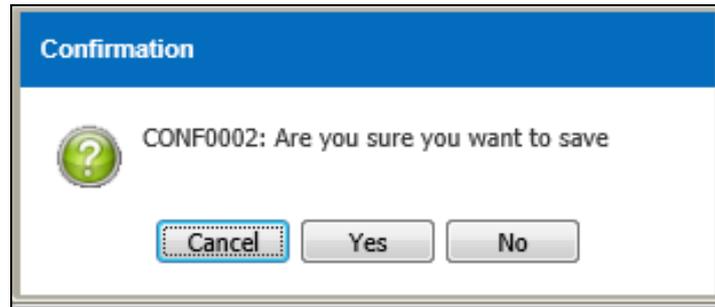
- Click on the Drop Down Box to choose **Type** of reason
- Fill the **Description** box
- Fill the Code for the reason
- Click on the Drop Down Box to choose **Status** Active or Inactive

#### STEP 4

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

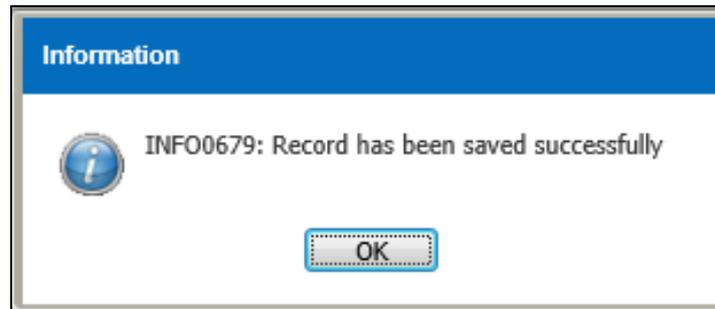
**Note**

- 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



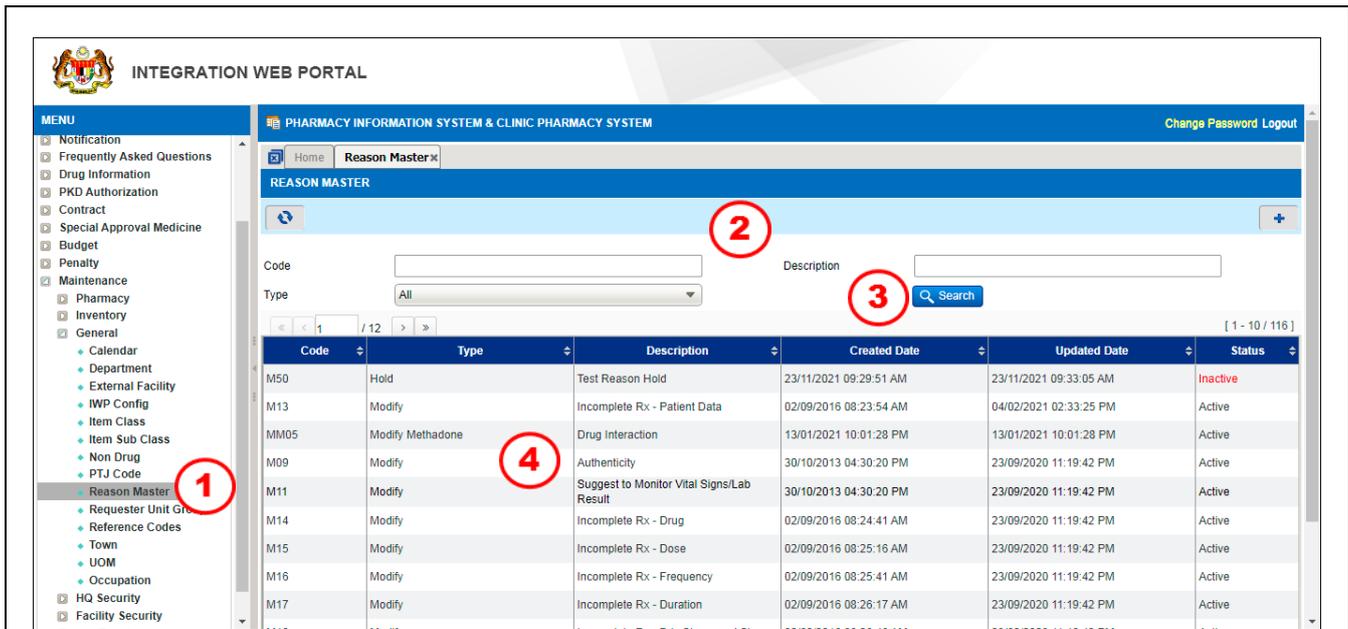
**Figure 3.10.1-4 Information Message**

**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.



Code	Type	Description	Created Date	Updated Date	Status
M50	Hold	Test Reason Hold	23/11/2021 09:29:51 AM	23/11/2021 09:33:05 AM	Inactive
M13	Modify	Incomplete Rx - Patient Data	02/09/2016 08:23:54 AM	04/02/2021 02:33:25 PM	Active
MM05	Modify Methadone	Drug Interaction	13/01/2021 10:01:28 PM	13/01/2021 10:01:28 PM	Active
M09	Modify	Authenticity	30/10/2013 04:30:20 PM	23/09/2020 11:19:42 PM	Active
M11	Modify	Suggest to Monitor Vital Signs/Lab Result	30/10/2013 04:30:20 PM	23/09/2020 11:19:42 PM	Active
M14	Modify	Incomplete Rx - Drug	02/09/2016 08:24:41 AM	23/09/2020 11:19:42 PM	Active
M15	Modify	Incomplete Rx - Dose	02/09/2016 08:25:16 AM	23/09/2020 11:19:42 PM	Active
M16	Modify	Incomplete Rx - Frequency	02/09/2016 08:25:41 AM	23/09/2020 11:19:42 PM	Active
M17	Modify	Incomplete Rx - Duration	02/09/2016 08:26:17 AM	23/09/2020 11:19:42 PM	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:

- a) Code
- b) Description
- c) 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

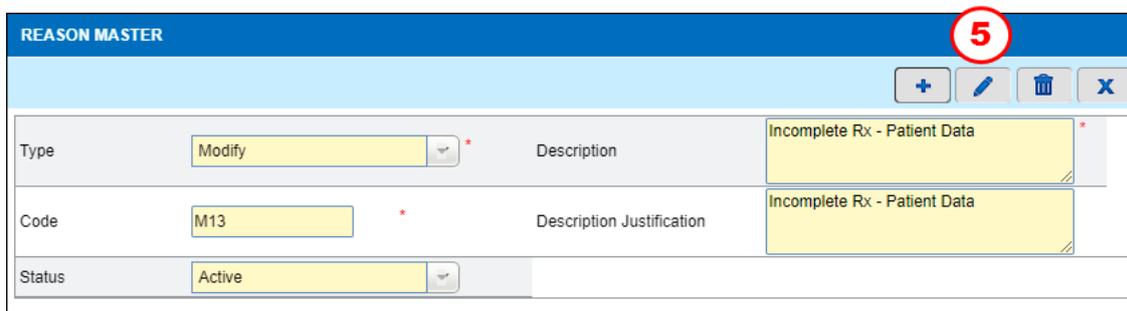


Figure 3.10.2-2 Reason Master Screen

#### STEP 5

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



**Figure 3.10.2-3 Reason Master Screen**

**STEP 6**

Fill all the criteria with 

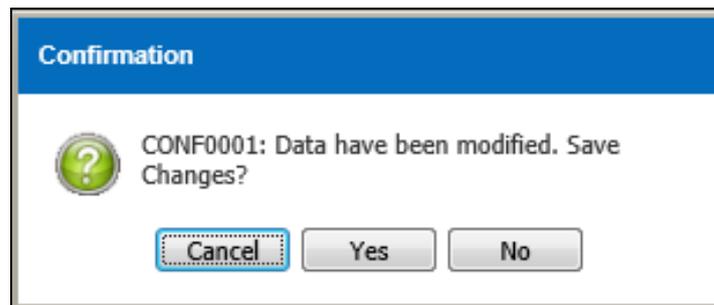
- Click on the Drop Down Box to choose Type of reason
- Fill the Description box
- Fill the Code for the reason
- Click on the Drop Down Box to choose Status Active or Inactive

**STEP 7**

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

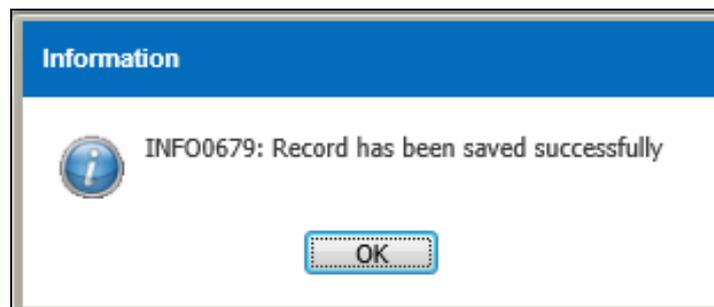
**Note**

- 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.

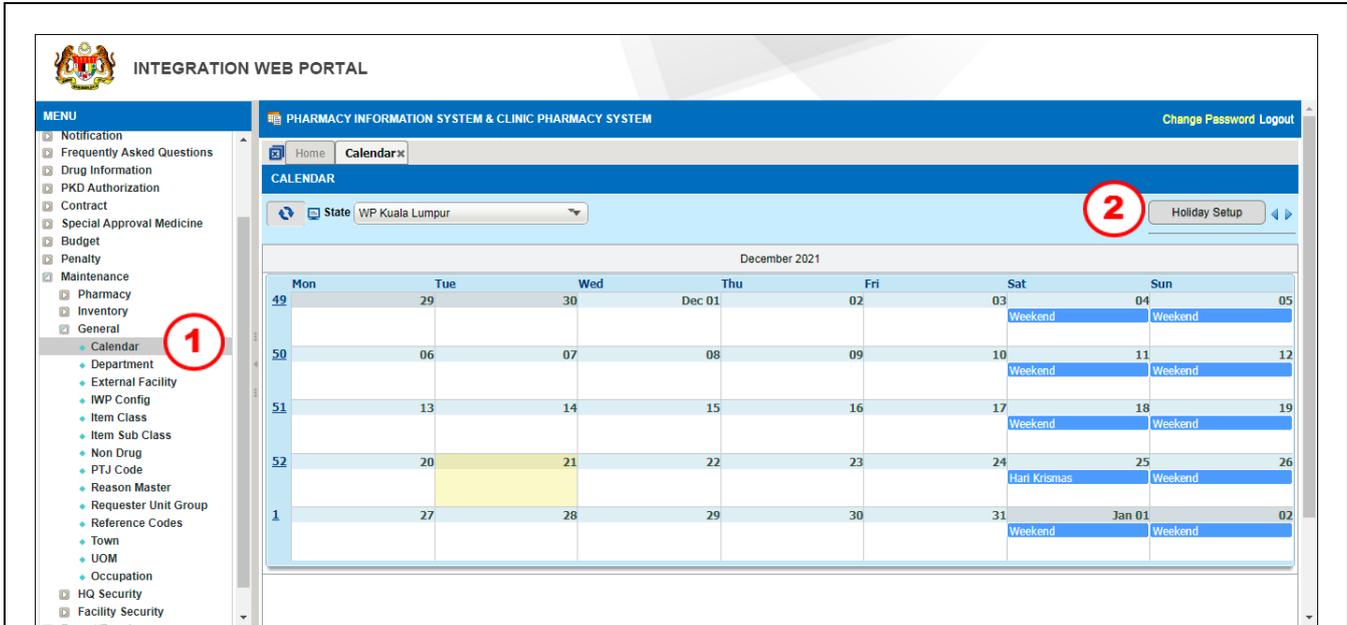
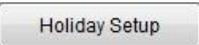


Figure 3.11.2-1 Add New Holiday Setup

#### 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

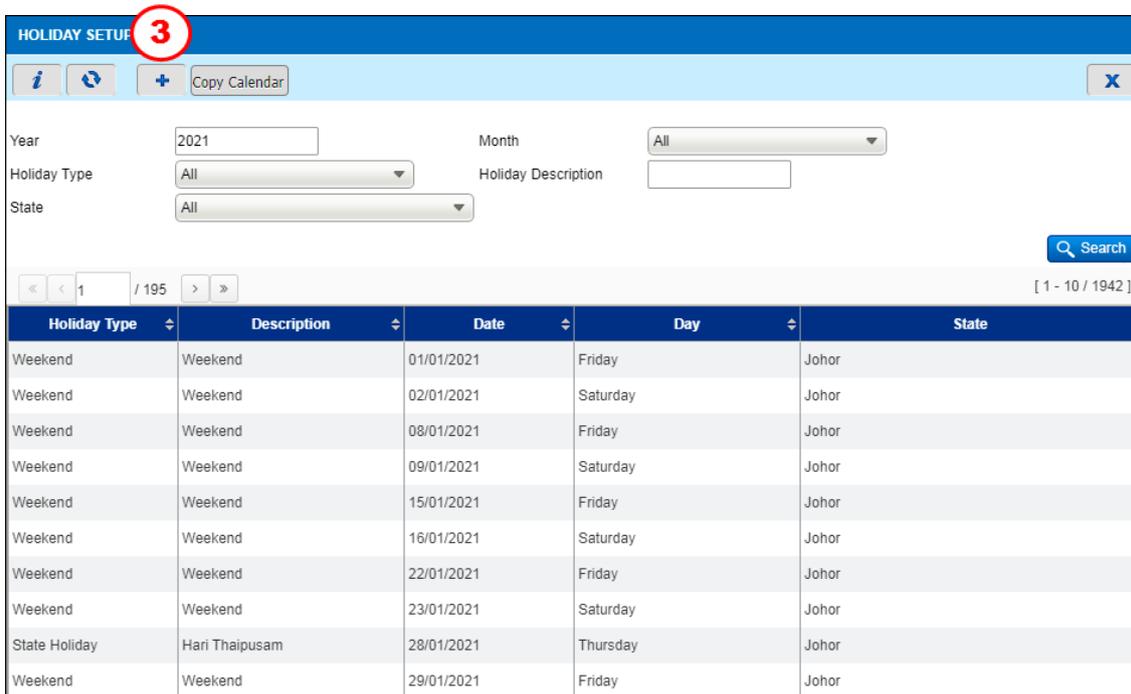
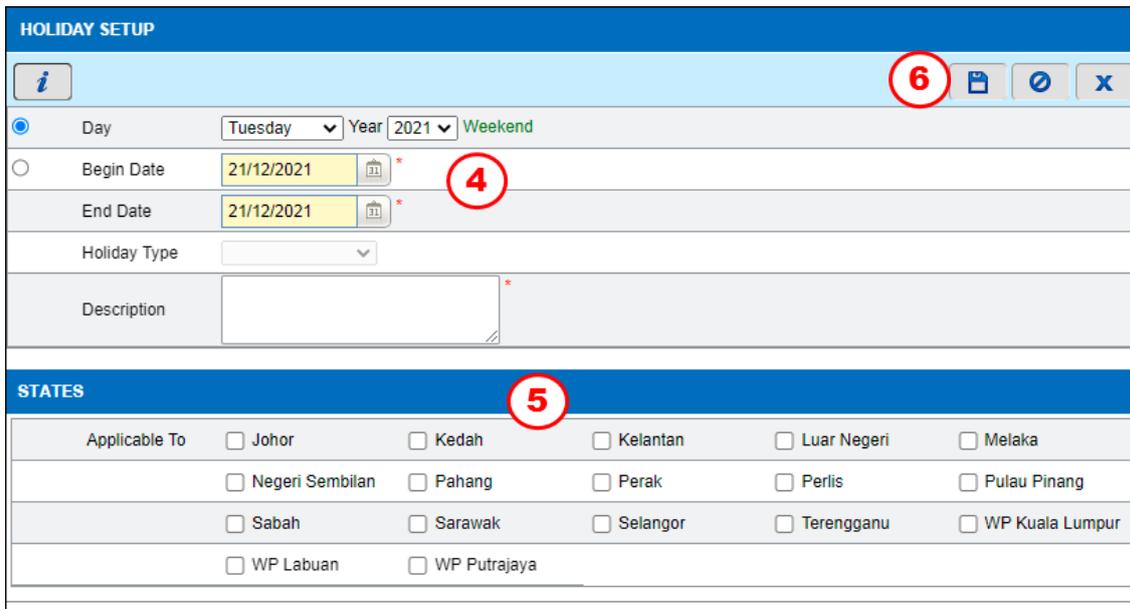


Figure 3.11.2-2 Add New Holiday Setup

**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  Year  Weekend

Begin Date   \*

End Date   \*

Holiday Type

Description

**STATES**

Applicable To	<input type="checkbox"/> Johor	<input type="checkbox"/> Kedah	<input type="checkbox"/> Kelantan	<input type="checkbox"/> Luar Negeri	<input type="checkbox"/> Melaka
	<input type="checkbox"/> Negeri Sembilan	<input type="checkbox"/> Pahang	<input type="checkbox"/> Perak	<input type="checkbox"/> Perlis	<input type="checkbox"/> Pulau Pinang
	<input type="checkbox"/> Sabah	<input type="checkbox"/> Sarawak	<input type="checkbox"/> Selangor	<input type="checkbox"/> Terengganu	<input type="checkbox"/> WP Kuala Lumpur
	<input type="checkbox"/> WP Labuan	<input type="checkbox"/> 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:

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**

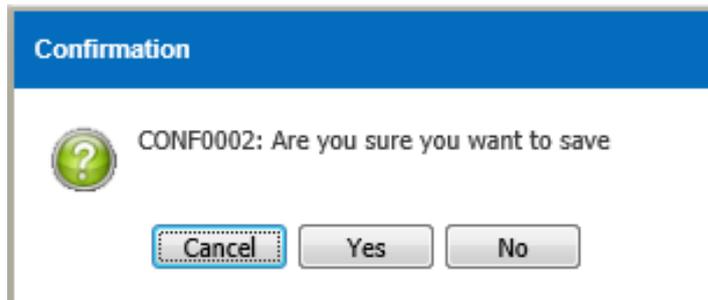
User choose the state

**STEP 6**

Click on the  button to save the record

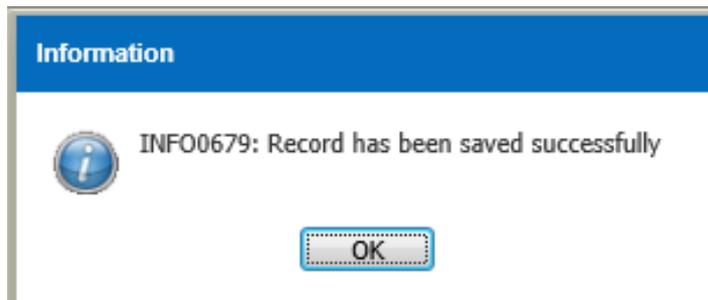
**Note**

- 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:

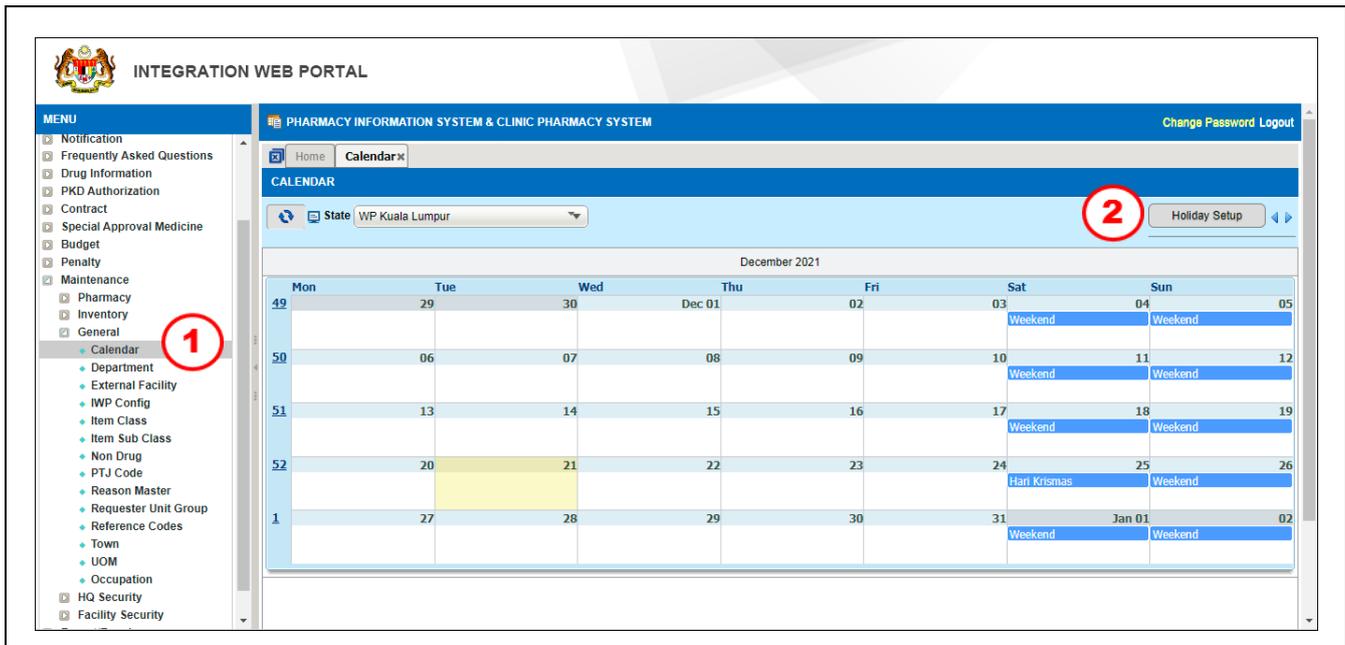


Figure 3.11.1-1 Calendar

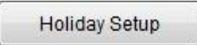
#### STEP 1

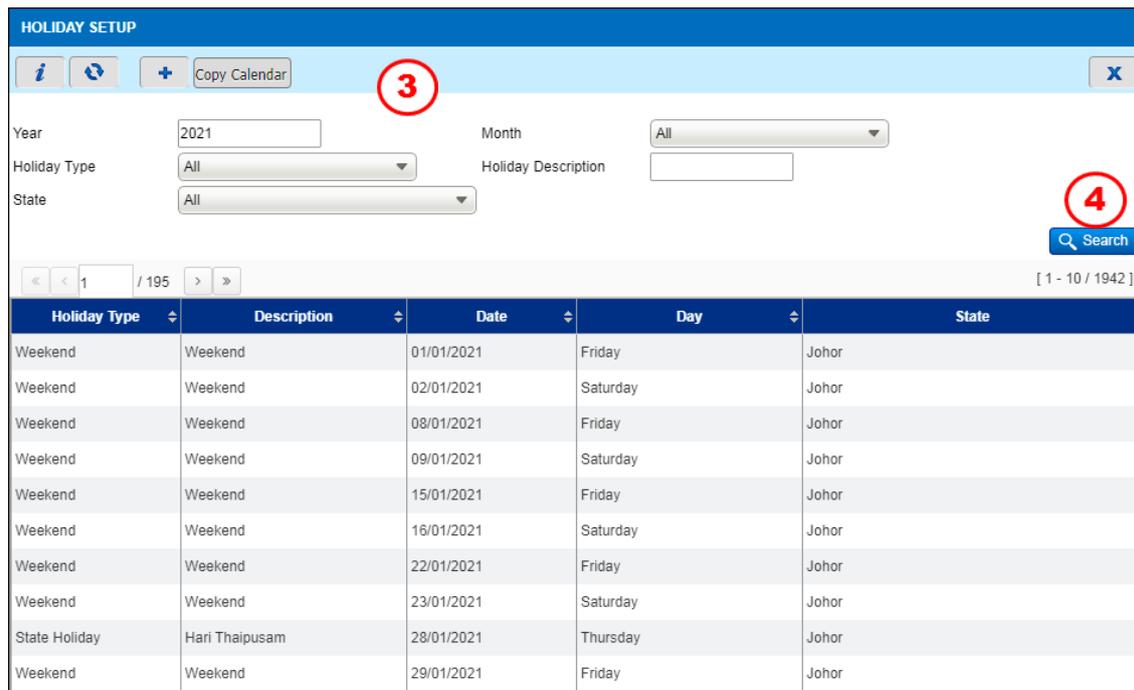
Click on 'Maintenance' followed by 'General'. Click on 'Calendar' sub menu

#### 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



**HOLIDAY SETUP**

Year: 2021      Month: All

Holiday Type: All      Holiday Description:

State: All

1 / 195      [ 1 - 10 / 1942 ]

Holiday Type	Description	Date	Day	State
Weekend	Weekend	01/01/2021	Friday	Johor
Weekend	Weekend	02/01/2021	Saturday	Johor
Weekend	Weekend	08/01/2021	Friday	Johor
Weekend	Weekend	09/01/2021	Saturday	Johor
Weekend	Weekend	15/01/2021	Friday	Johor
Weekend	Weekend	16/01/2021	Saturday	Johor
Weekend	Weekend	22/01/2021	Friday	Johor
Weekend	Weekend	23/01/2021	Saturday	Johor
State Holiday	Hari Thaipusam	28/01/2021	Thursday	Johor
Weekend	Weekend	29/01/2021	Friday	Johor

**Figure 3.11.1-2 Calendar**

**STEP 3**

To search for the particular holiday record, the user may search by criteria as follow as shown in Figure 3.11.1-2:

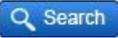
- All
- State Holiday
- National Holiday
- Ad Hoc
- Weekend

To search for the particular state, the user may search by state as follow as below:

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

Key in the holiday description

**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				
<span>Copy Calendar</span>				
Year	2021	Month	All	
Holiday Type	All	Holiday Description		
State	WP Putrajaya			
				<span>Search</span>
<span>&lt;</span> <span>&lt;</span> 1 / 13 <span>&gt;</span> <span>&gt;</span>				[ 1 - 10 / 121 ]
Holiday Type	Description	Date	Day	State
State Holiday	Tahun Baru 2021	01/01/2021	Friday	WP Putrajaya
Weekend	Weekend	02/01/2021	Saturday	WP Putrajaya
Weekend	Weekend	03/01/2021	Sunday	WP Putrajaya
Weekend	Weekend	09/01/2021	Saturday	WP Putrajaya
Weekend	Weekend	10/01/2021	Sunday	WP Putrajaya
Weekend	Weekend	16/01/2021	Saturday	WP Putrajaya
Weekend	Weekend	17/01/2021	Sunday	WP Putrajaya
Weekend	Weekend	23/01/2021	Saturday	WP Putrajaya
Weekend	Weekend	24/01/2021	Sunday	WP Putrajaya
State Holiday	Hari Thaipusam	28/01/2021	Thursday	WP Putrajaya

Figure 3.11.1-3 Calendar

**STEP 5**

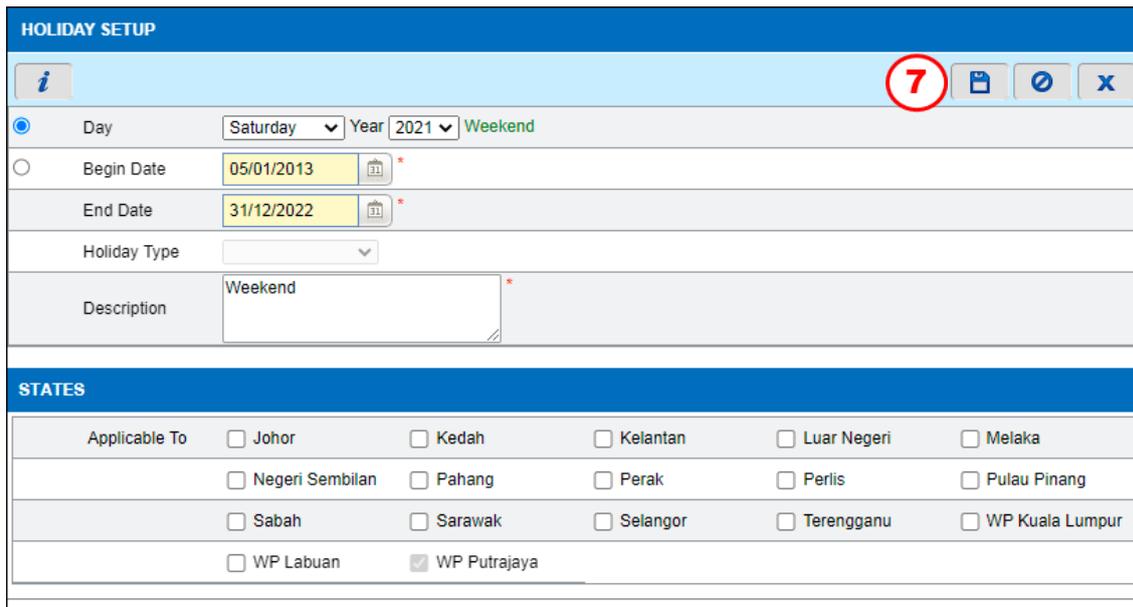
Double click the transaction to view and edit the criteria as shown in Figure 3.11-4

HOLIDAY SETUP	
<span>+</span> <span>✎</span> <span>🗑</span> <span>✕</span>	
Day	Saturday Year 2021 Weekend
Begin Date	05/01/2013 *
End Date	31/12/2022 *
Holiday Type	
Description	Weekend *
STATES	
Applicable To	<input type="checkbox"/> Johor <input type="checkbox"/> Kedah <input type="checkbox"/> Kelantan <input type="checkbox"/> Luar Negeri <input type="checkbox"/> Melaka <input type="checkbox"/> Negeri Sembilan <input type="checkbox"/> Pahang <input type="checkbox"/> Perak <input type="checkbox"/> Perlis <input type="checkbox"/> Pulau Pinang <input type="checkbox"/> Sabah <input type="checkbox"/> Sarawak <input type="checkbox"/> Selangor <input type="checkbox"/> Terengganu <input type="checkbox"/> WP Kuala Lumpur <input type="checkbox"/> WP Labuan <input checked="" type="checkbox"/> WP Putrajaya

Figure 3.11.1-4 Calendar

**STEP 6**

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



**HOLIDAY SETUP**

*i* 7   

Day  Year  Weekend

Begin Date   \*

End Date   \*

Holiday Type

Description \*

---

**STATES**

Applicable To	<input type="checkbox"/> Johor	<input type="checkbox"/> Kedah	<input type="checkbox"/> Kelantan	<input type="checkbox"/> Luar Negeri	<input type="checkbox"/> Melaka
	<input type="checkbox"/> Negeri Sembilan	<input type="checkbox"/> Pahang	<input type="checkbox"/> Perak	<input type="checkbox"/> Perlis	<input type="checkbox"/> Pulau Pinang
	<input type="checkbox"/> Sabah	<input type="checkbox"/> Sarawak	<input type="checkbox"/> Selangor	<input type="checkbox"/> Terengganu	<input type="checkbox"/> WP Kuala Lumpur
	<input type="checkbox"/> WP Labuan	<input checked="" type="checkbox"/> WP Putrajaya			

**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:

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

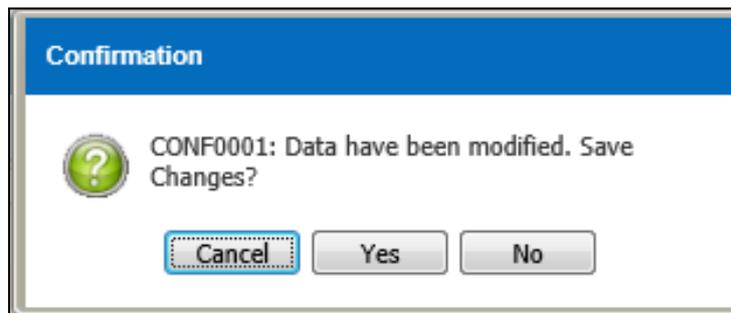


Figure 3.11.1-6 Confirmation Message

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

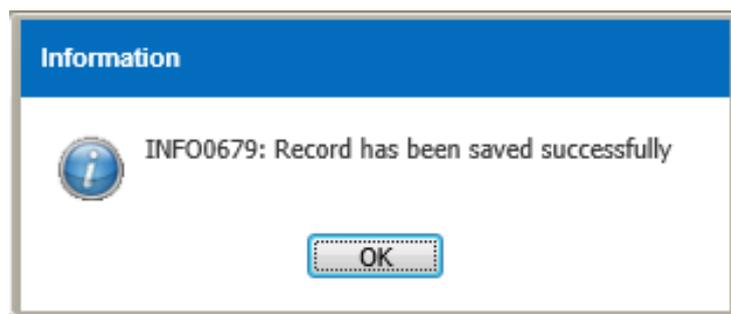
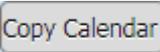
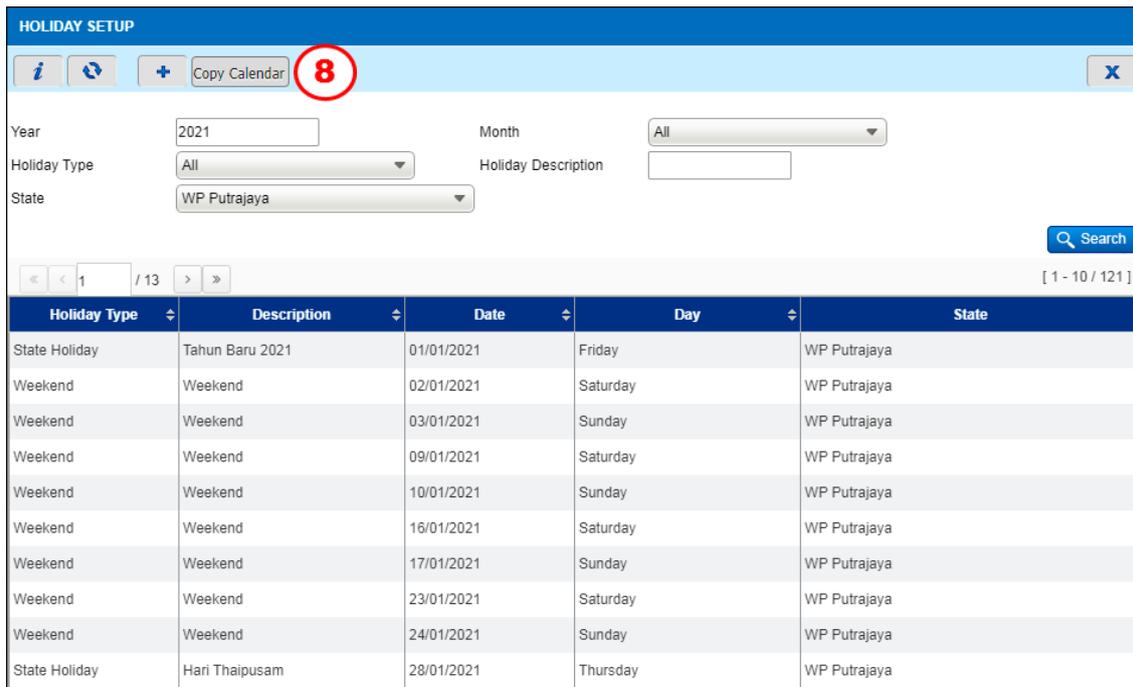


Figure 3.11.1-7 Information Message

**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 SETUP**

Year: 2021      Month: All

Holiday Type: All      Holiday Description:

State: WP Putrajaya

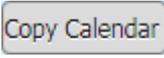
Search

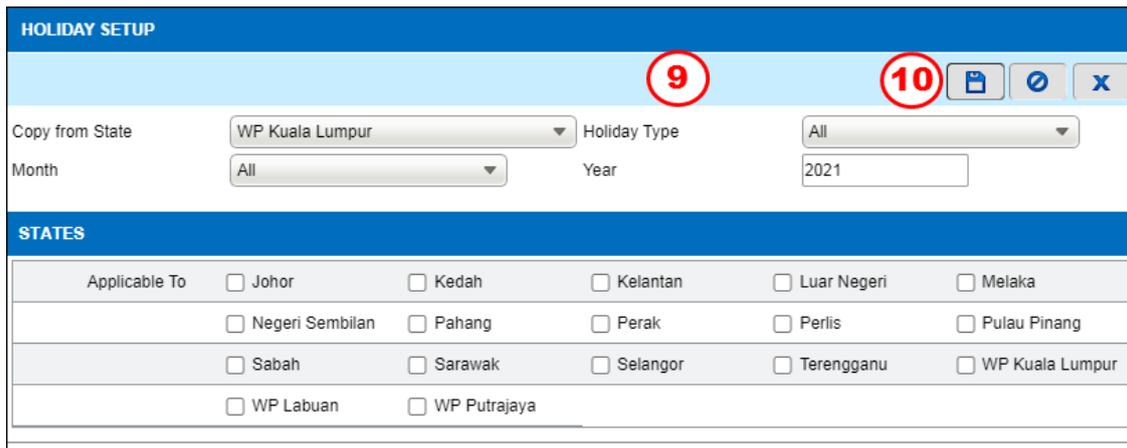
1 / 13      [ 1 - 10 / 121 ]

Holiday Type	Description	Date	Day	State
State Holiday	Tahun Baru 2021	01/01/2021	Friday	WP Putrajaya
Weekend	Weekend	02/01/2021	Saturday	WP Putrajaya
Weekend	Weekend	03/01/2021	Sunday	WP Putrajaya
Weekend	Weekend	09/01/2021	Saturday	WP Putrajaya
Weekend	Weekend	10/01/2021	Sunday	WP Putrajaya
Weekend	Weekend	16/01/2021	Saturday	WP Putrajaya
Weekend	Weekend	17/01/2021	Sunday	WP Putrajaya
Weekend	Weekend	23/01/2021	Saturday	WP Putrajaya
Weekend	Weekend	24/01/2021	Sunday	WP Putrajaya
State Holiday	Hari Thaipusam	28/01/2021	Thursday	WP Putrajaya

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



**HOLIDAY SETUP**

Copy from State: WP Kuala Lumpur      Holiday Type: All

Month: All      Year: 2021

**STATES**

Applicable To	<input type="checkbox"/> Johor	<input type="checkbox"/> Kedah	<input type="checkbox"/> Kelantan	<input type="checkbox"/> Luar Negeri	<input type="checkbox"/> Melaka
	<input type="checkbox"/> Negeri Sembilan	<input type="checkbox"/> Pahang	<input type="checkbox"/> Perak	<input type="checkbox"/> Perlis	<input type="checkbox"/> Pulau Pinang
	<input type="checkbox"/> Sabah	<input type="checkbox"/> Sarawak	<input type="checkbox"/> Selangor	<input type="checkbox"/> Terengganu	<input type="checkbox"/> WP Kuala Lumpur
	<input type="checkbox"/> WP Labuan	<input type="checkbox"/> WP Putrajaya			

Figure 3.11.1-9 Holiday Setup

**STEP 9**

Select following field:

- a) Select **Copy from State**
- b) Select **Holiday Type**
- c) Select **Month**
- d) Select **State** (allow multiple)

**STEP 10**

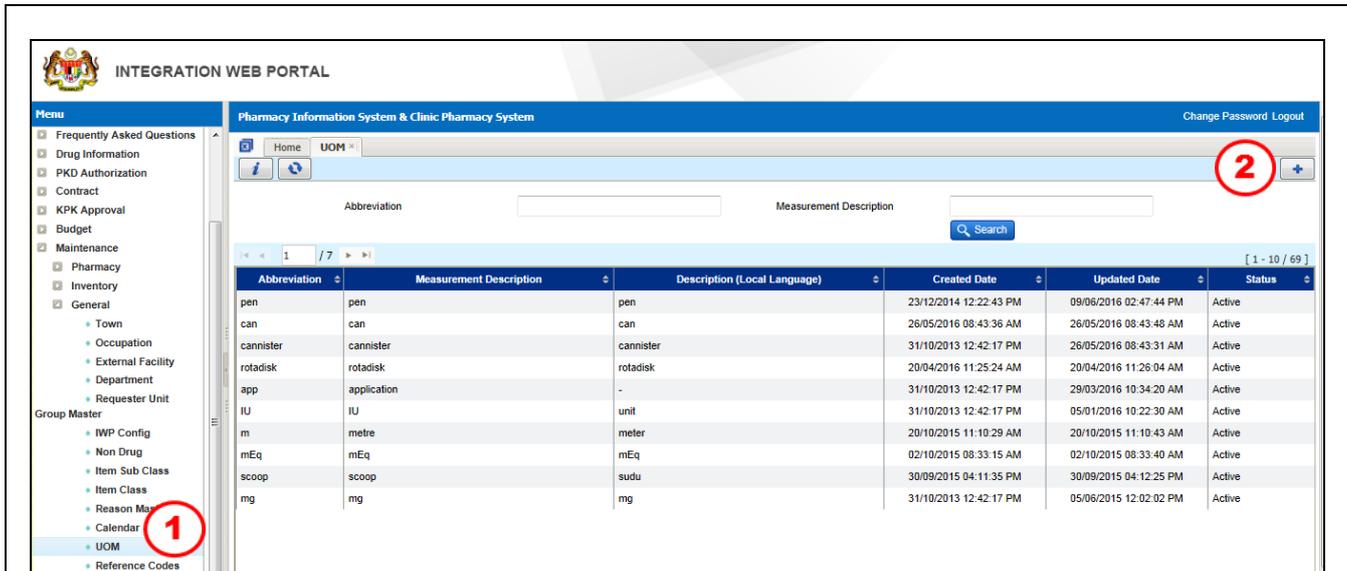
Click on the  button to save the record

### 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.



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

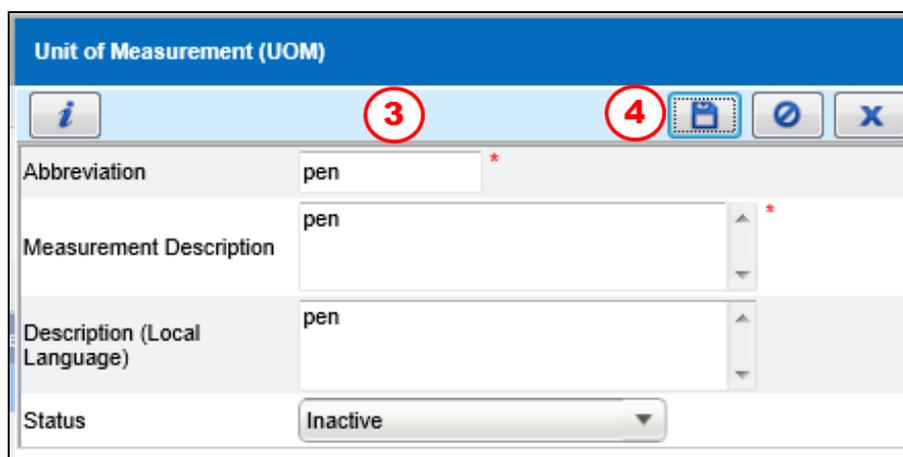
Figure 3.12.1-1 Unit of Measure (UOM) Listing Page

#### 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 Measurement (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

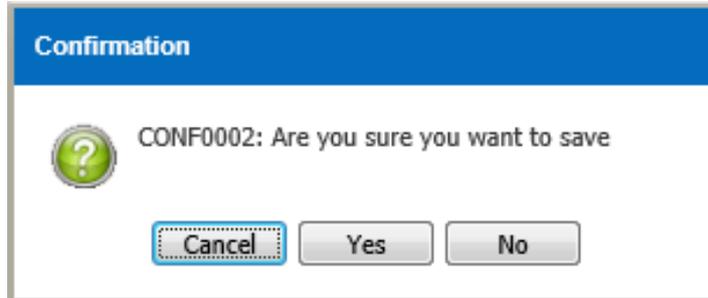


Figure 3.12.1-3 Confirmation Message

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

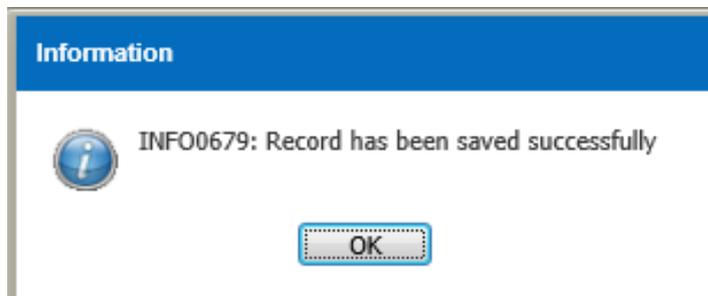


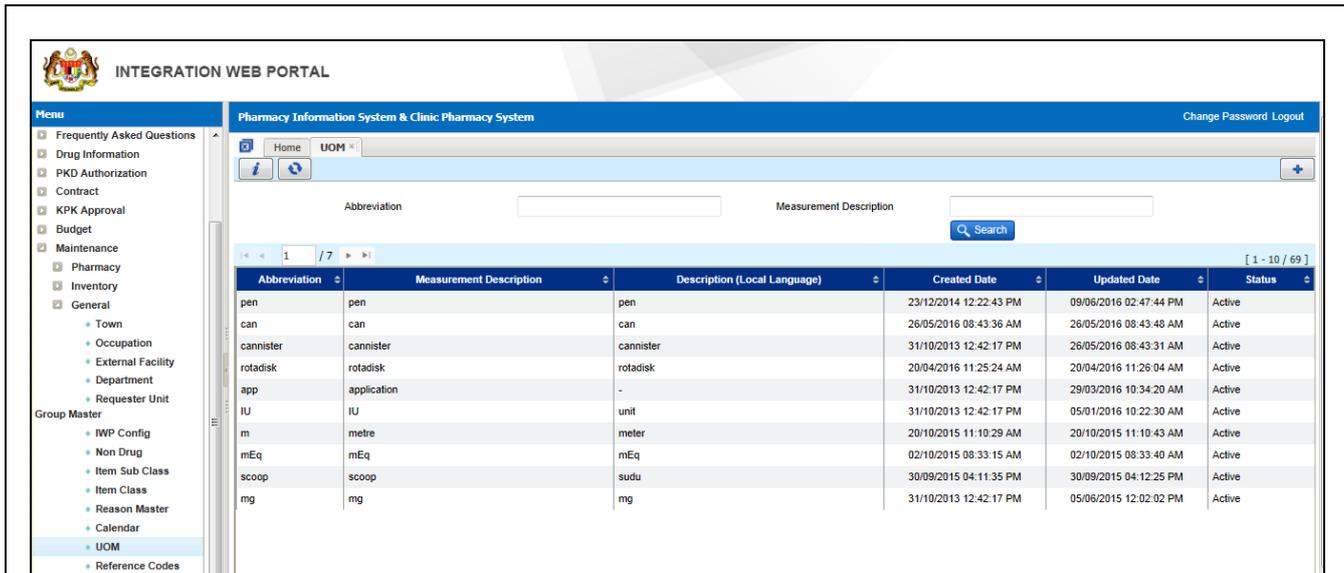
Figure 3.12.1-4 Information Message

#### 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:

- a) **Abbreviation**
- b) **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

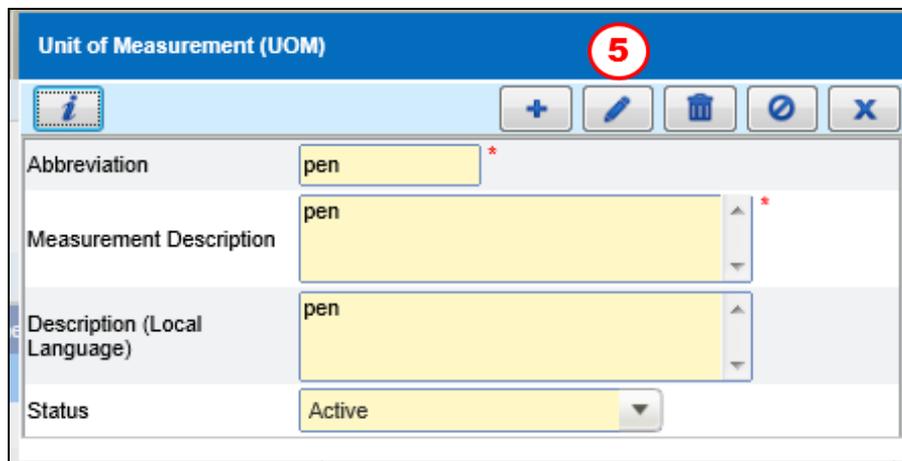
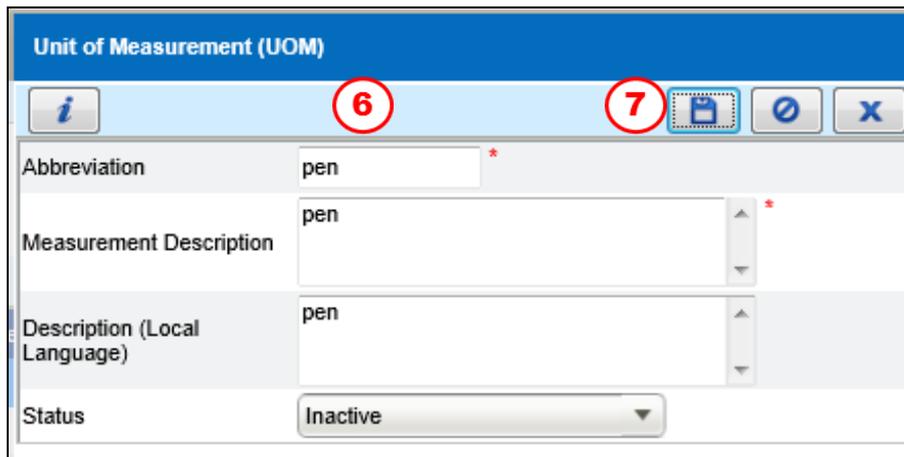


Figure 3.12.2-2 Unit of Measure (UOM)

#### STEP 5

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



**Figure 3.12.2-3 Unit of Measure (UOM)**

**STEP 6**

Fill all the criteria with 

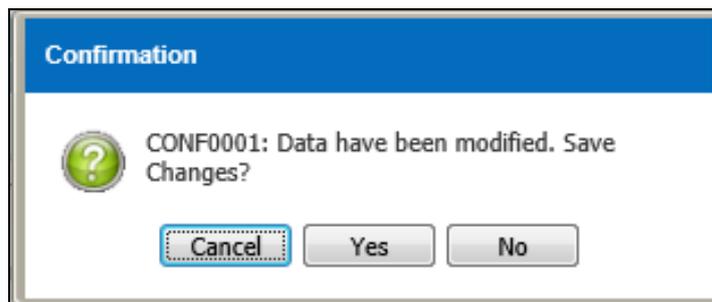
- Filling the Abbreviation
- Filling the Measurement Description
- Filling the Description (Local Language)
- Click on the Drop Down Button to choose the Status Active or Inactive

**STEP 7**

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

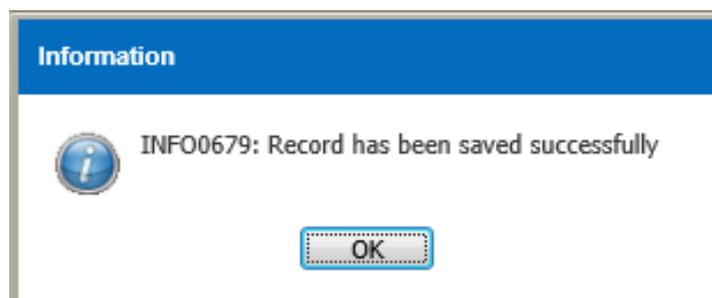
**Note**

- 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.

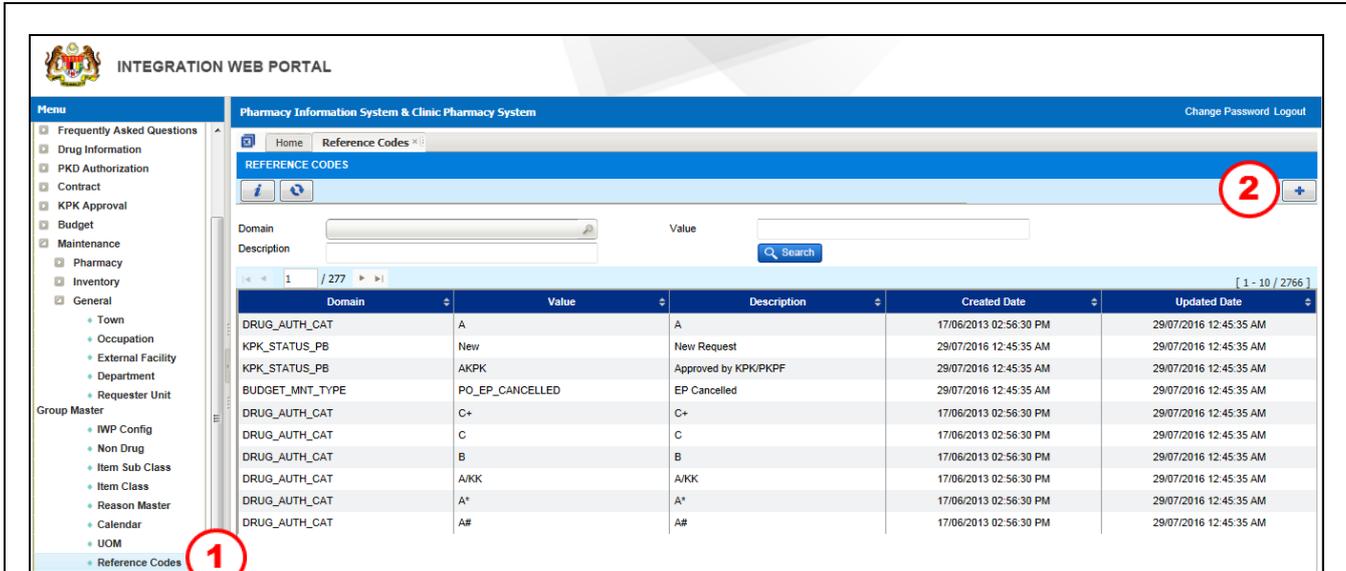


Figure 3.13.1-1 Reference Code Listing Page

#### 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

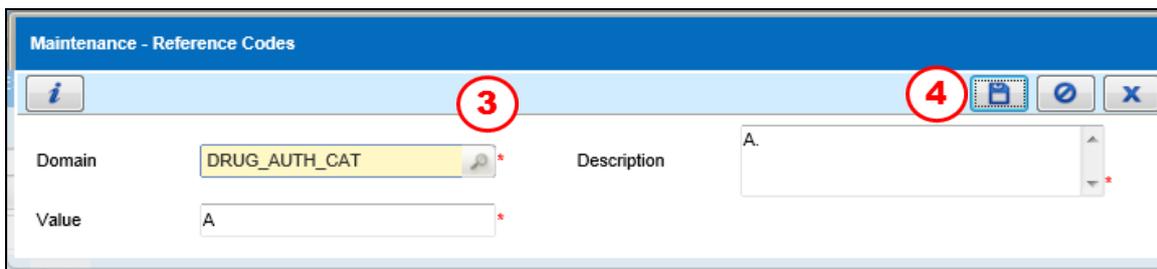


Figure 3.13.1-2 Reference Code

#### STEP 3

Fill all the criteria with 

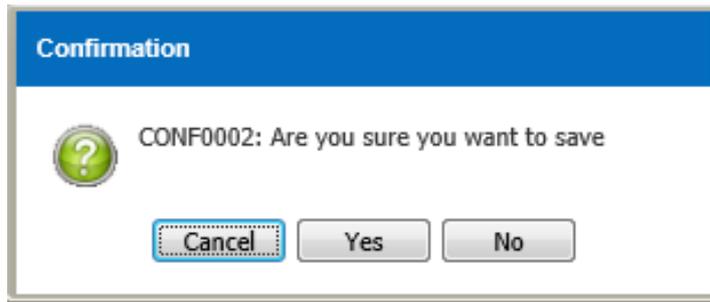
- Click on the  button to search for Domain
- Fill the Description
- Fill the Value

#### STEP 4

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

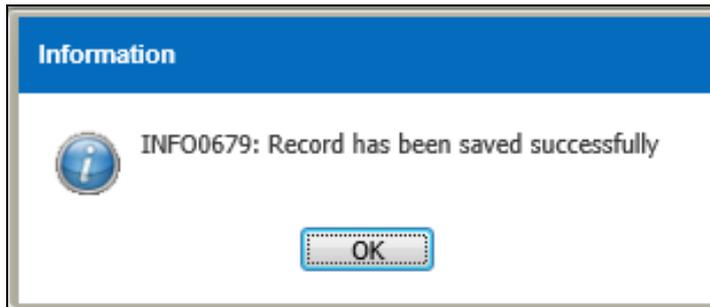
#### Note

- 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

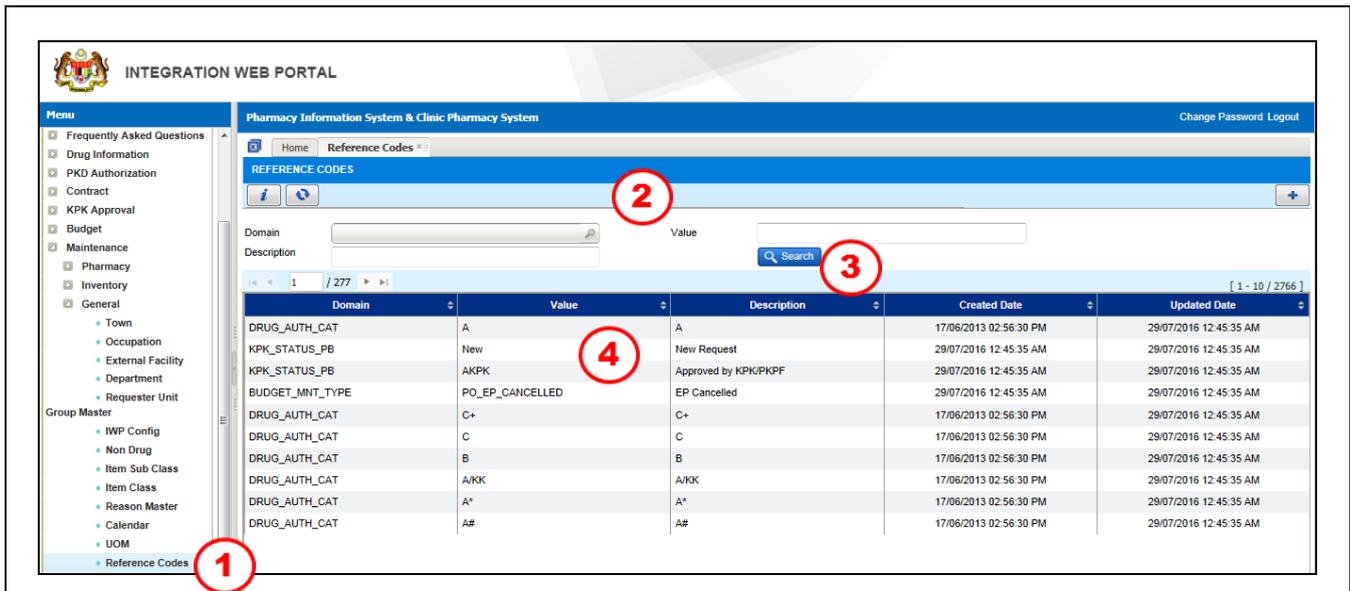


**Figure 3.13.1-4 Information Message**

- 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



**Figure 3.13.2-1 Reference Code Listing Page**

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:

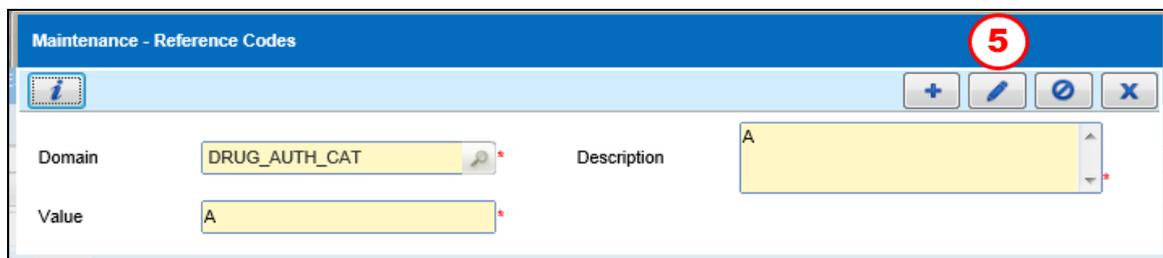
- a) **Domain**
- b) **Description**
- c) **Value**

#### 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

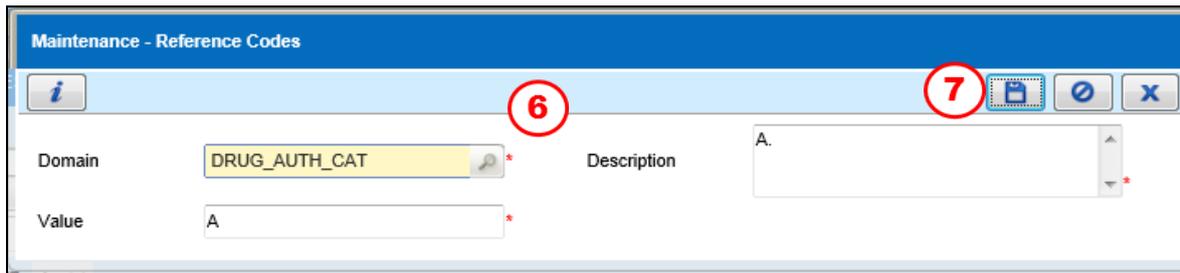


Figure 3.13.2-3 Reference Code Listing Page

**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

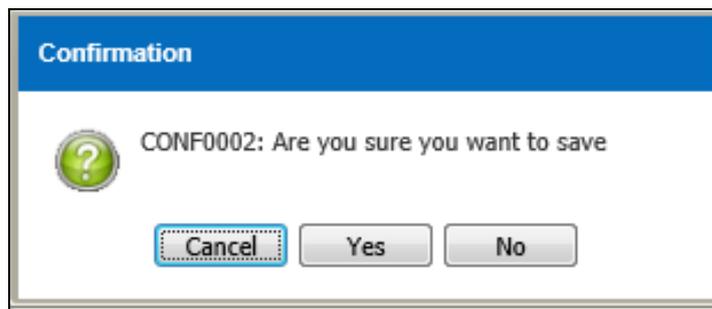


Figure 3.13.2-4 Confirmation Message

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

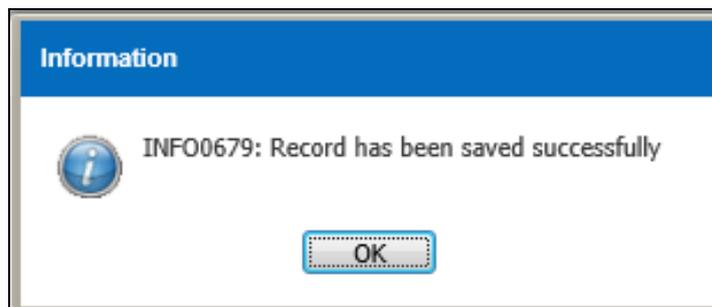


Figure 3.13.2-5 Information Message

- 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.

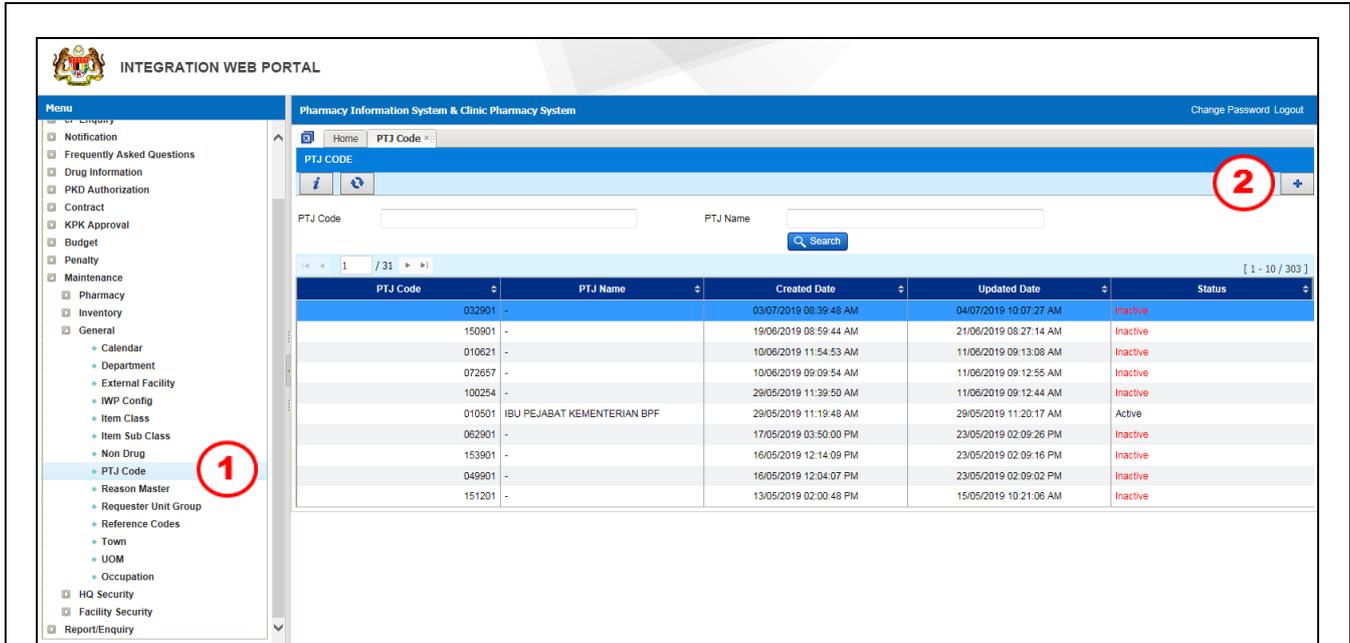


Figure 3.14.1-1 PTJ Code

#### 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

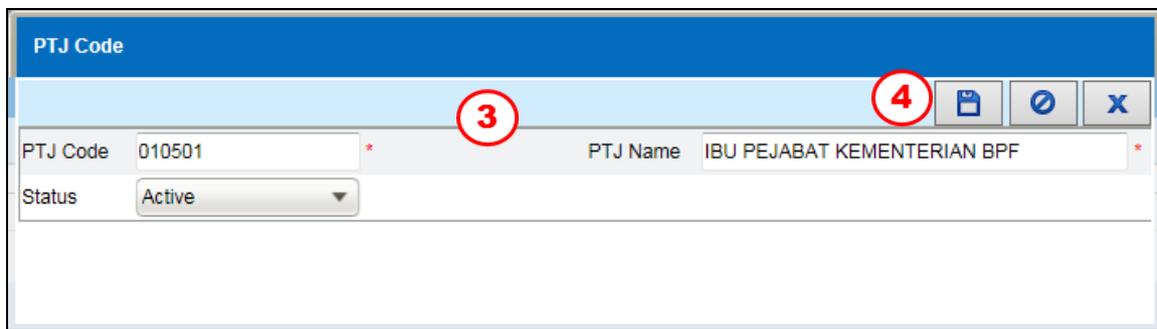


Figure 3.14.1-2 PTJ Code

#### STEP 3

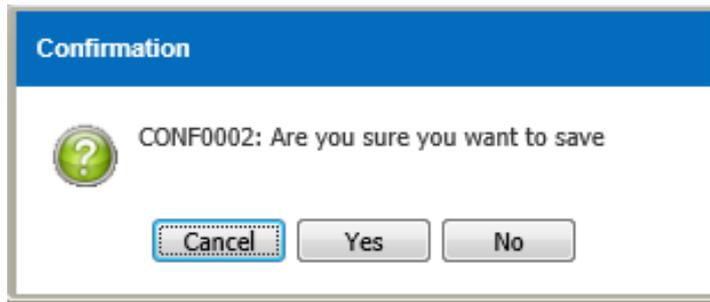
Fill all the criteria with 

#### STEP 4

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

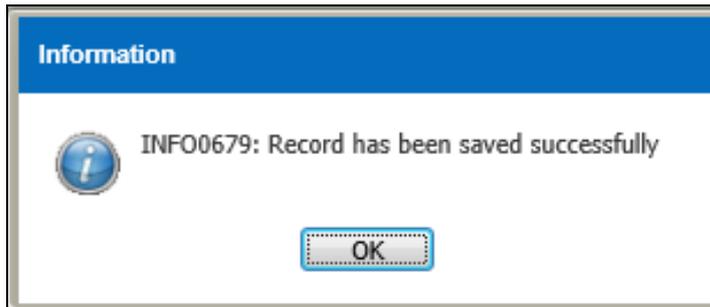
#### Note

- 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

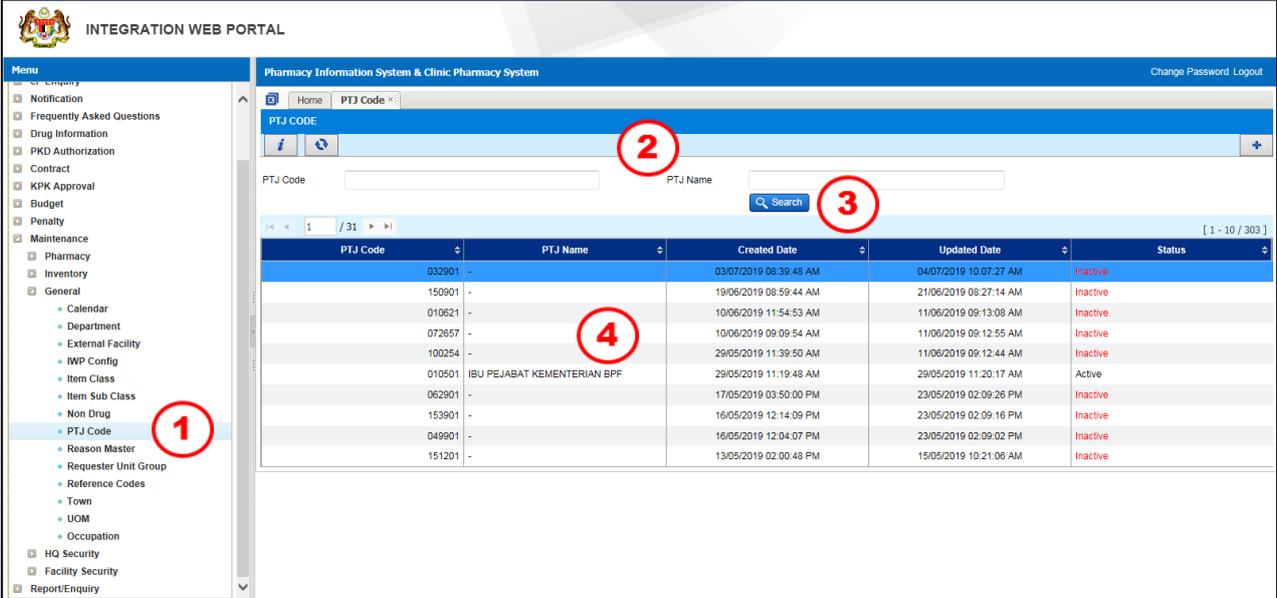


**Figure 3.14.1-4 Information Message**

- 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

PTJ CODE

PTJ Code:  PTJ Name:

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 09:59:44 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:

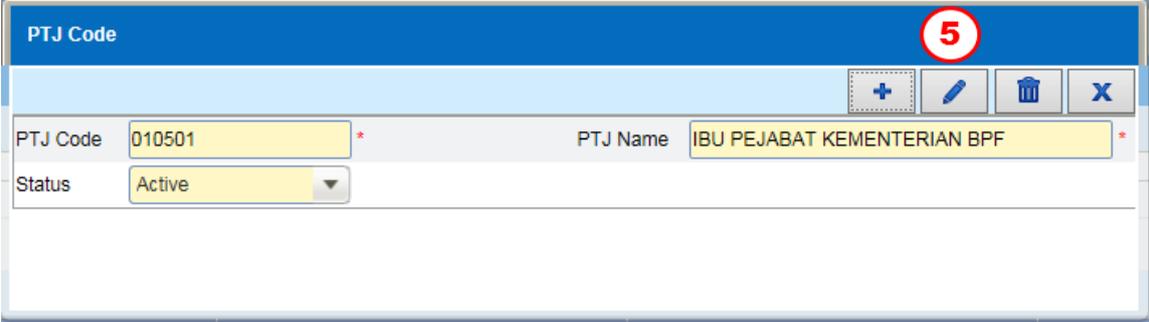
- d) **Domain**
- e) **Description**
- f) **Value**

#### 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



**PTJ Code**

PTJ Code:  \*

PTJ Name:  \*

Status:

Figure 3.14.2-2 PTJ Code

#### STEP 5

Click on the  button to edit PTJ Code screen and fill

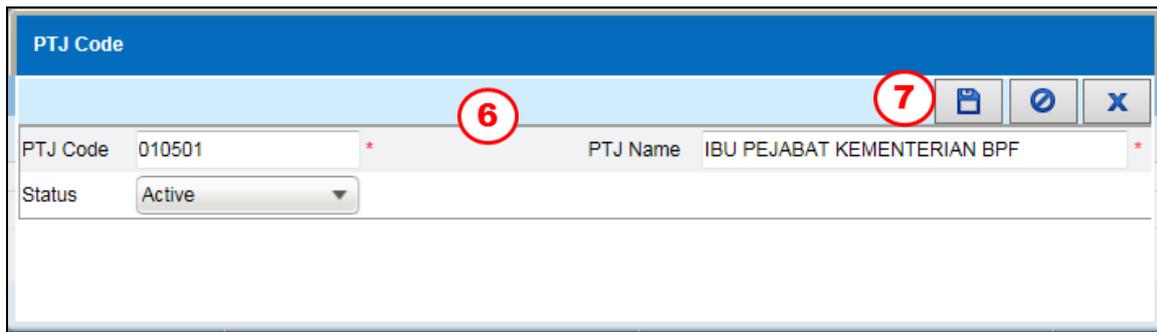


Figure 3.14.2-3 PTJ Code

**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

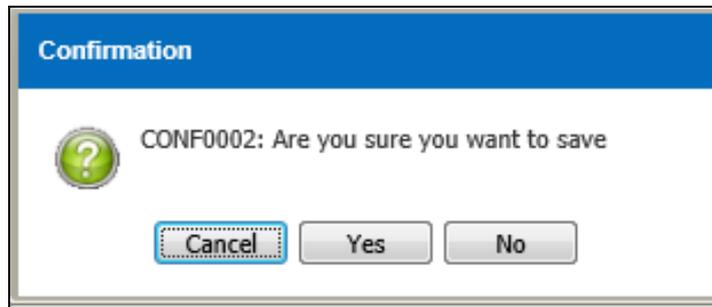


Figure 3.14.2-4 Confirmation Message

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

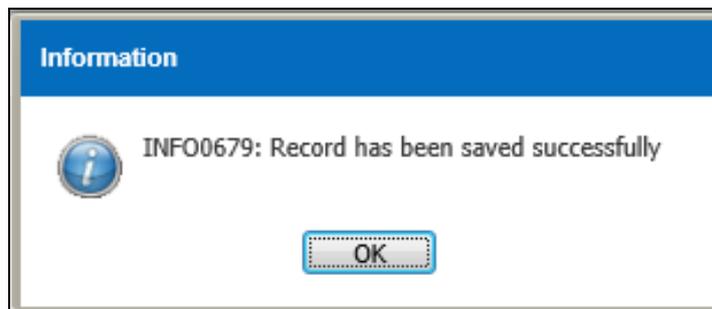


Figure 3.14.2-5 Information Message

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