



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

User Manual Integrated Web Portal (IWP)

Notification

Version	: 12th Edition
Document ID	: HQ_U.MANUAL_IWP_NOTIFICATION



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Application reference: PhIS& CPS v2.5.1

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1 Introduction

1.1. Overview of IWP

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

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

1.2. Purpose and Objectives

This user manual outlines the Integrated Web Portal (IWP) Notification sub-module and its key features and functionalities. The primary objective is to guide users through the process of completing IWP application process.

User will understand the following activities in details:

- Message Notification
- Recall Product Notification

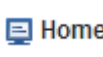
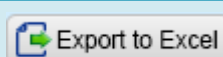
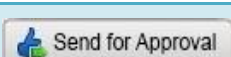
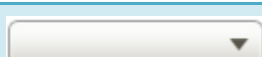
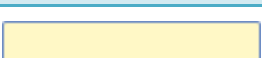
1.3. Organised Sections

These are the sections within this document:

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

2 Application Standard Features

2.1. IWPLegend

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

Note

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

3 Notification

Overview

This function is used for HQ users to send a message to all the facility that using PhIS

User Group

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

Functional Diagram

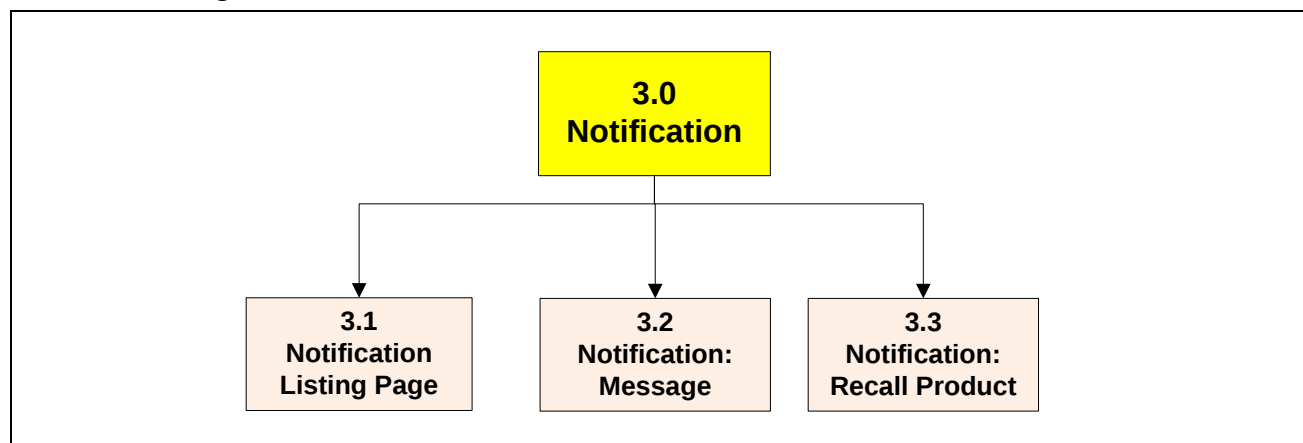


Figure 3.0-1 Functional Diagram

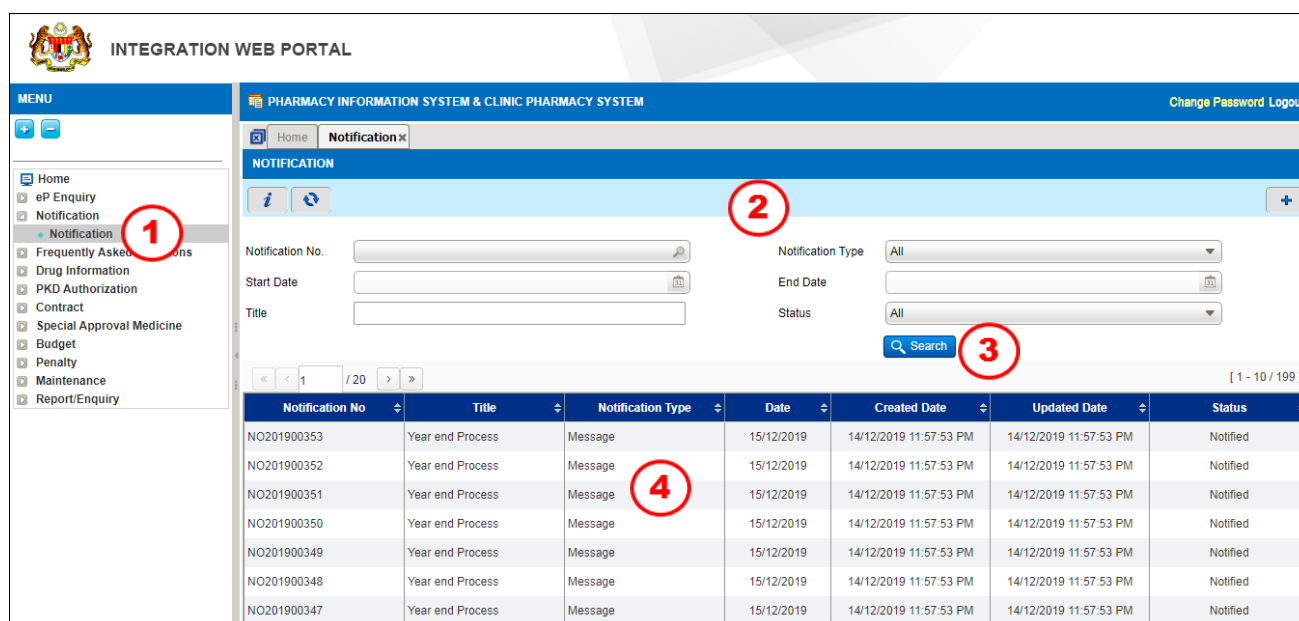
Functional Description

Notification comprises of two (2) main functions:

- **Notification: Message**
- **Notification: Recall Product**

3.1. Notification Listing Page

To view existing Notification records, perform the steps below:



3.1-1 Notification Listing Page

STEP 1

Go to 'Notification' Menu, and click on the Notifications sub-menu

STEP 2

To search for existing Notification record(s), user may search by criteria as follows:

No	Field	Description	Remarks
a	Notification No	Search Notification No	Display existing notification record(s)
b	Notification Type	Search by: - Message - Recall Product - All	Able to filter and search record(s)
c	Start Date	Start Date for Notification	Format field (dd/mm/yy)
d	End Date	End Date for Notification	Format field (dd/mm/yy)
e	Title	Free text field	Able to filter and search record(s)
f	Status	Search by: - Approved - Notified - Open - Pending For Approval - Rejected - All	Able to filter and search record(s)

Table 3.1-1 Search Criteria

STEP 3

Click on the  button after key in criteria

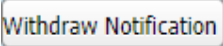
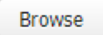
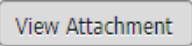
STEP 4

Double click on the selected record and the details will be displayed as Figure 3.1-2

NOTIFICATION			
Withdraw Notification 			
Notification No.	NO20000330	Notification Type	Message
Start Date	04/05/2020	End Date	31/12/2021
Status	Notified	Attachment	 
Title	Produk pembekalan APPL Clonazepam 2 mg Tablet, 02.0430.02 telah dinyahaktif.	**Maximum Size allowed=2MB per attachment	
Remarks	kod item 02.0430.03 akan diaktifkan selepas integrasi data selesai		

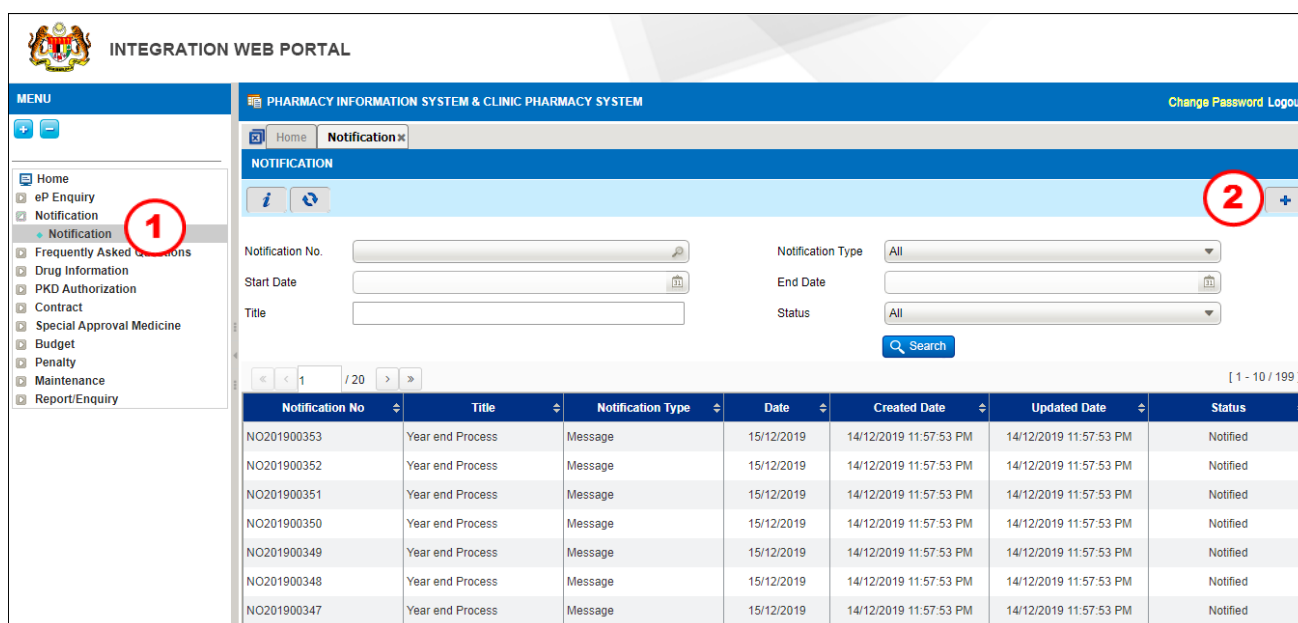
Figure 3.1-2 Notification

Note

- Click on the  to close the Transaction Detail screen
- User able to withdraw the notification by click on  button
- Notification able to insert attachment by click on  button and to view attachment by click on  button. Maximum attachment size allowed is 2mb per attachment

3.2. Notification: Message

To perform Notification:Message transaction, perform the steps below:



Notification No.	Title	Notification Type	Date	Created Date	Updated Date	Status
NO201900353	Year end Process	Message	15/12/2019	14/12/2019 11:57:53 PM	14/12/2019 11:57:53 PM	Notified
NO201900352	Year end Process	Message	15/12/2019	14/12/2019 11:57:53 PM	14/12/2019 11:57:53 PM	Notified
NO201900351	Year end Process	Message	15/12/2019	14/12/2019 11:57:53 PM	14/12/2019 11:57:53 PM	Notified
NO201900350	Year end Process	Message	15/12/2019	14/12/2019 11:57:53 PM	14/12/2019 11:57:53 PM	Notified
NO201900349	Year end Process	Message	15/12/2019	14/12/2019 11:57:53 PM	14/12/2019 11:57:53 PM	Notified
NO201900348	Year end Process	Message	15/12/2019	14/12/2019 11:57:53 PM	14/12/2019 11:57:53 PM	Notified
NO201900347	Year end Process	Message	15/12/2019	14/12/2019 11:57:53 PM	14/12/2019 11:57:53 PM	Notified

Figure 3.2-1 Notification Listing Page

STEP 1

Go to 'Notification' Menu, and click on the Notifications sub-menu

STEP 2

Click on the  button and Notification screen will be displayed as Figure 3.2-2

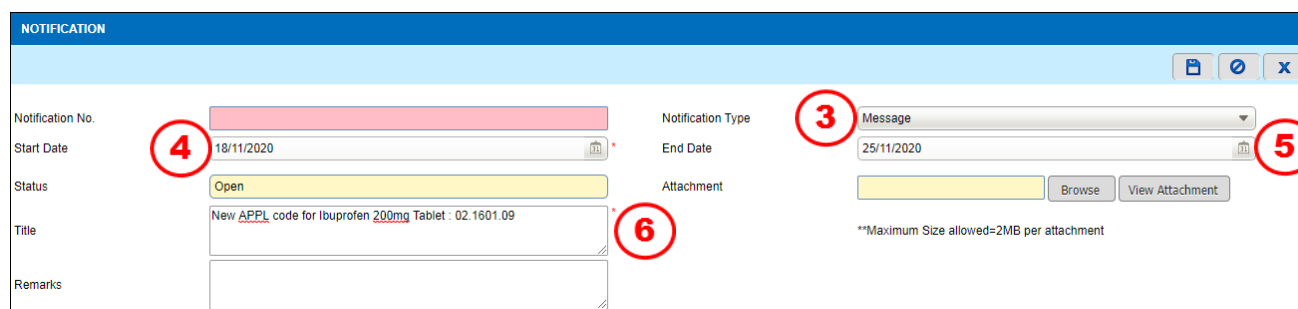


Figure 3.2-2 New Notification: Message

STEP 3

Select **Notification Type** as **Message**

STEP 4

Select **Start Date** from  icon

STEP 5

Select **End Date** from  icon

STEP 6

Enter **Title**

Note

- User is allowed to enter Alphabet, Number and Symbol

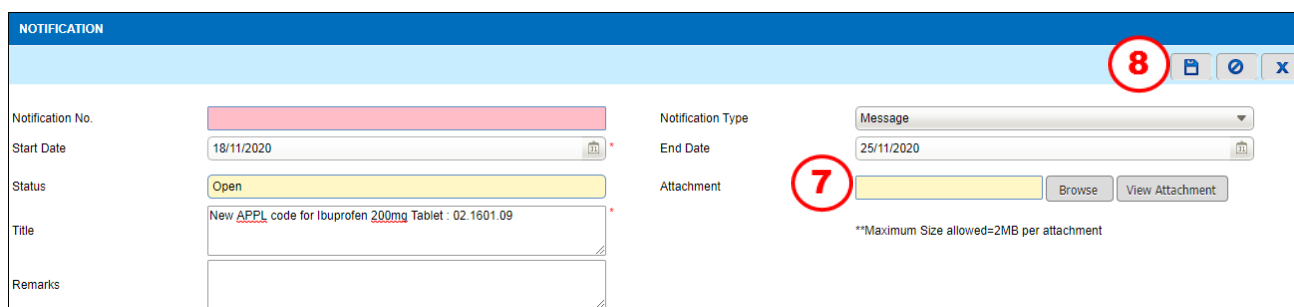
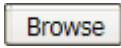


Figure 3.2-3 Notification: Message

STEP 7

Click on the  button to attach a document into the message

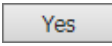
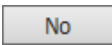
Note

User can view the attachment uploaded by clicking on the  button

STEP 8

Click on the  button to save the transaction

Note

- System will display a Confirmation Message as Figure 3.2-4
- Click on the  button to save the transaction
- Click on the  or  button to cancel the saved transaction

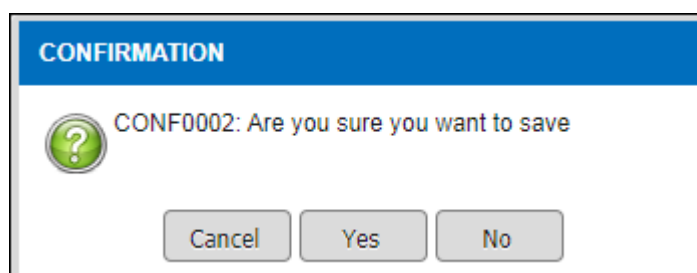
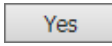
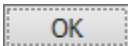


Figure 3.2-4 Confirmation Message

- Information Message will display after click on the  button as Figure 3.2-5
- Click on the  button to confirmed the save transaction and Notification No will generated for future reference

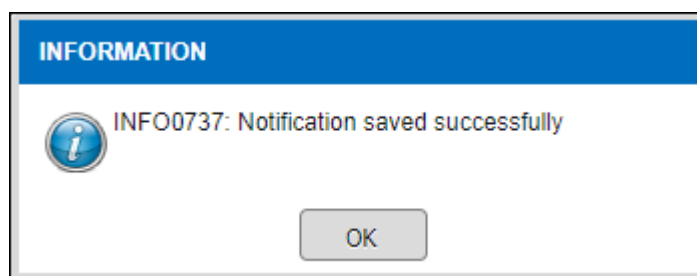


Figure 3.2-5 Information Message

-  button will enable as Figure 3.2-6

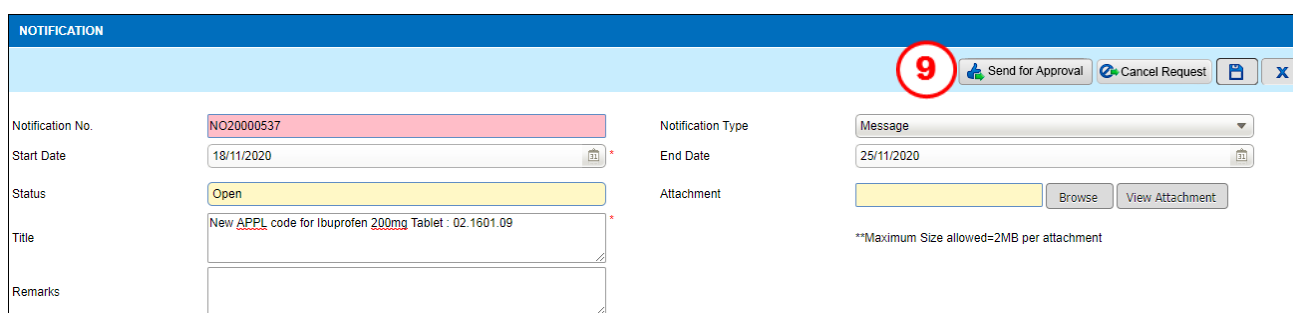
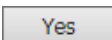
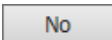
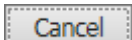


Figure 3.2-6 Notification: Message

STEP 9

Click on the  button to send the Notification record for approval

Note

- System will display a Confirmation Message as Figure 3.2-7
- Click on the  button to send the record for approval
- Click on the  or  button to cancel the saved transaction

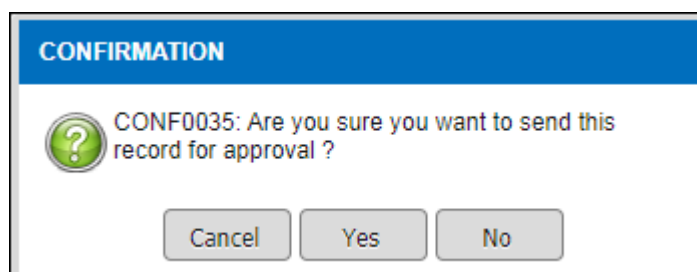
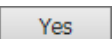
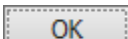


Figure 3.2-7 Confirmation Message

- Information Message will display after click on the  button as Figure 3.2-8
- Click on the  button to successfully send the record for approval and the **Status** change to Pending for Approval

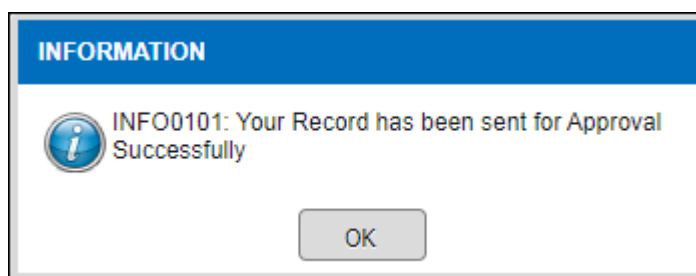


Figure 3.2-8 Information Message

-  and  button will enable as Figure 3.2-9

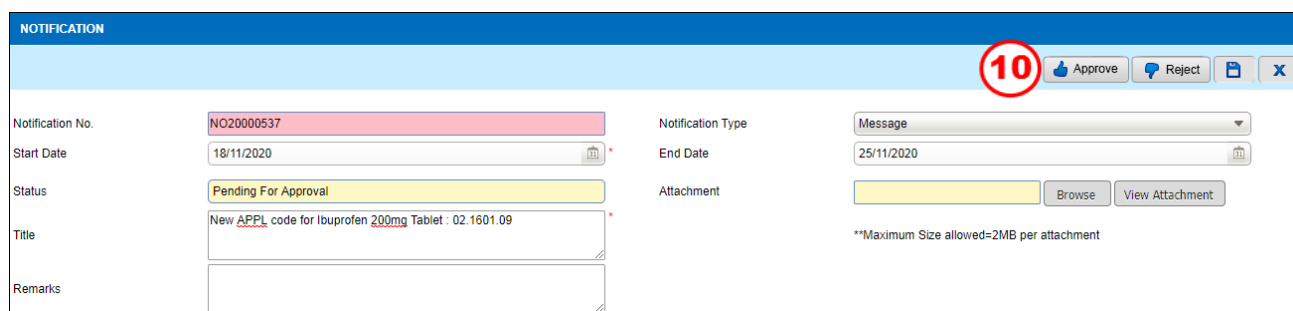
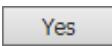
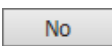
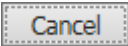


Figure 3.2-9 Notification: Message

STEP 10

- a) Click on the  button to approve the record

Note

- System will be display a Confirmation Message as Figure 3.2-10
- Click on the  button to approve the record
- Click on the  or  button to cancel for approve the record

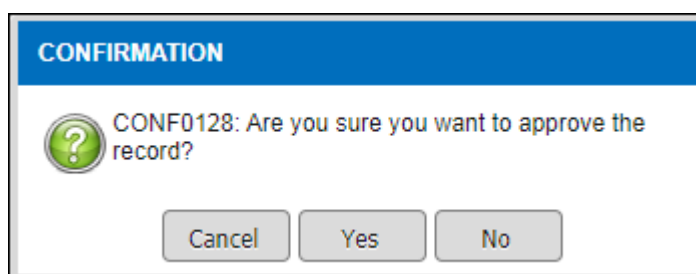
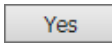
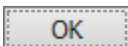


Figure 3.2-10 Confirmation Message

- Information Message will display after click on the  button as Figure 3.2-11
- Click on the  button to successfully approved the record and the **Status** change to Approved

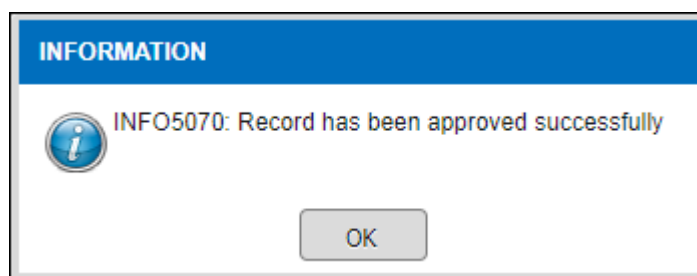
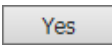


Figure 3.2-11 Information Message

- b) Click on the  button to reject the order transaction

Note

- System will be display a Confirmation Message as Figure 3.2-12
- Click on the  button to reject the record

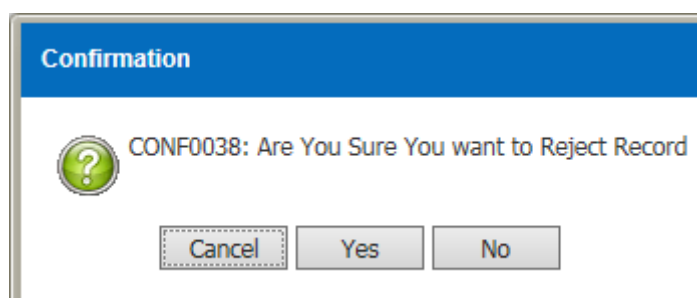
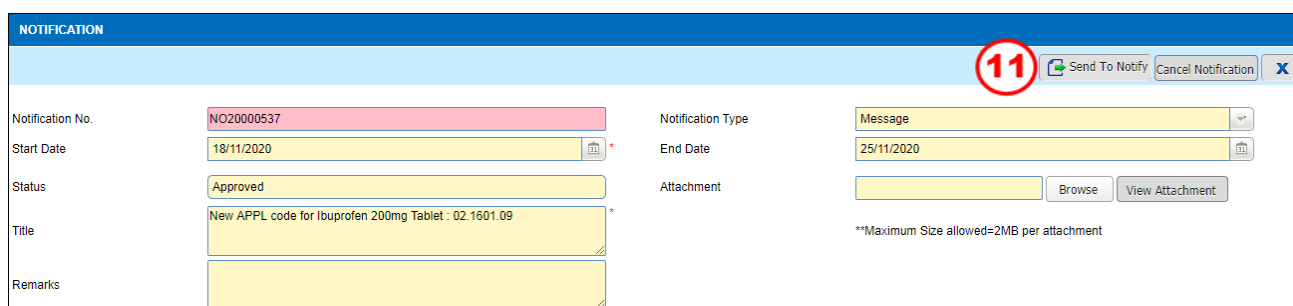


Figure 3.2-12 Confirmation Message

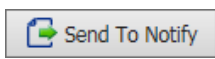
- **Status of the record will change to *Rejected***



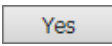
The form is titled "NOTIFICATION" in a blue header. In the top right corner, there is a red circle with the number "11" next to a "Send To Notify" button, followed by a "Cancel Notification" button and a close button (X). The form contains several fields: "Notification No." with value "NO20000537", "Start Date" with value "18/11/2020", "Status" with value "Approved", "Title" with value "New APPL code for Ibuprofen 200mg Tablet : 02.1601.09", "Remarks" (empty), "Notification Type" with value "Message", "End Date" with value "25/11/2020", and "Attachment" (empty). There are "Browse" and "View Attachment" buttons next to the attachment field. A note at the bottom right states "**Maximum Size allowed=2MB per attachment".

Figure 3.2-13 Notification: Message

STEP 11

- Click on the  button to send the notification

Note

- System will be display a Confirmation Message as Figure 3.2-14
- Click on the  button to send the notification

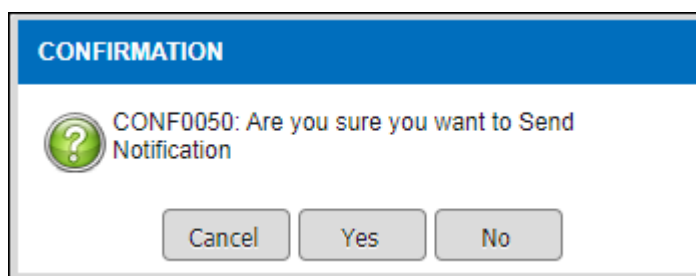
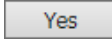
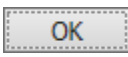


Figure 3.2-14 Confirmation Message

- Information Message will display after click on the  button as Figure 3.2-15
- Click on the  button and the **Status** change to Notified

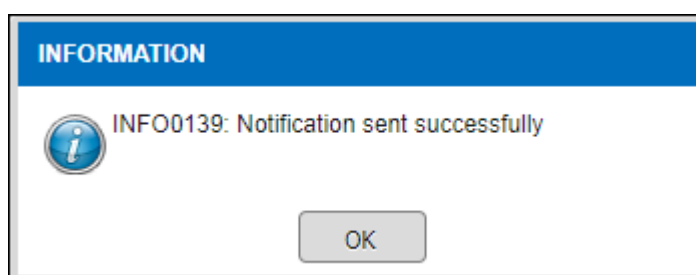
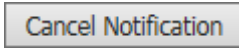
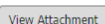


Figure 3.2-15 Information Message

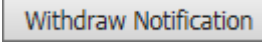
- User is allowed to cancel the notification record by click on  button

NOTIFICATION			
Withdraw Notification 			
Notification No.	NO20000537	Notification Type	Message
Start Date	18/11/2020	End Date	25/11/2020
Status	Notified	Attachment	 
Title	New APPL code for Ibuprofen 200mg Tablet : 02.1601.09		
Remarks			

**Maximum Size allowed=2MB per attachment

Figure 3.2-16 Notification: Message

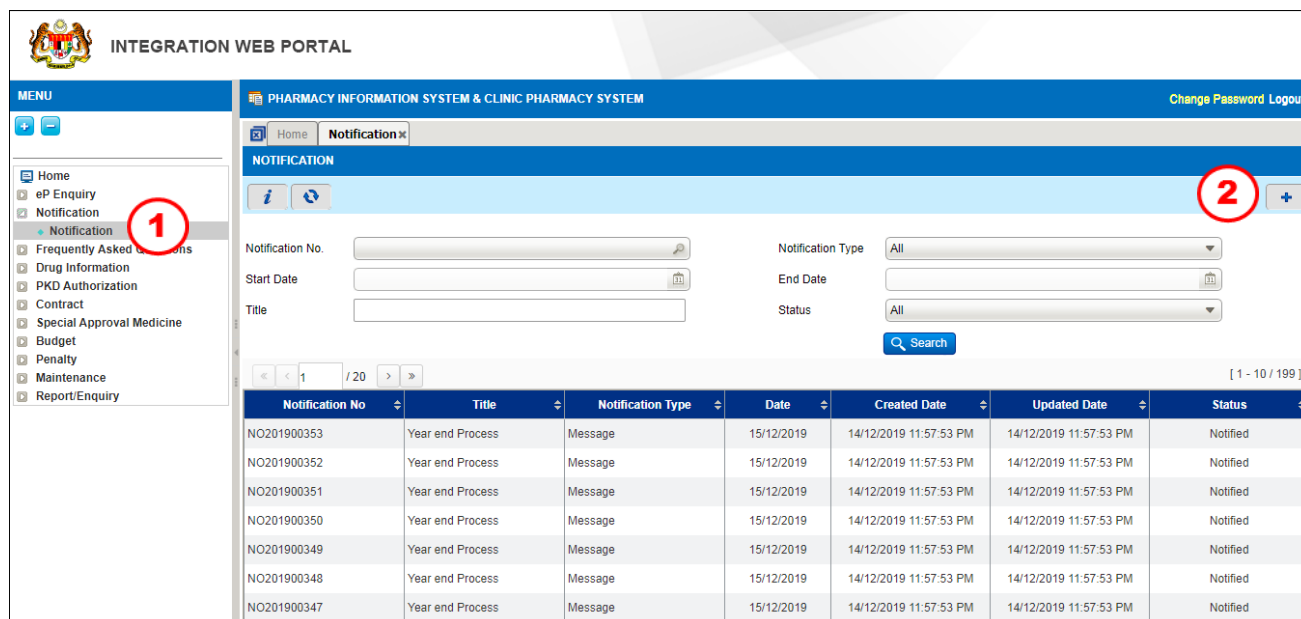
Note

- User is allowed to withdraw the notification record by click on the  button and the status will change to Withdraw Notification
- Click on the  to close the Notification screen

3.3. Notification: Recall Product

3.3.1. Recall Product: Directive

To perform Notification: Recall Product (Directive) transaction, perform the steps below:



Notification No.	Title	Notification Type	Date	Created Date	Updated Date	Status
NO201900353	Year end Process	Message	15/12/2019	14/12/2019 11:57:53 PM	14/12/2019 11:57:53 PM	Notified
NO201900352	Year end Process	Message	15/12/2019	14/12/2019 11:57:53 PM	14/12/2019 11:57:53 PM	Notified
NO201900351	Year end Process	Message	15/12/2019	14/12/2019 11:57:53 PM	14/12/2019 11:57:53 PM	Notified
NO201900350	Year end Process	Message	15/12/2019	14/12/2019 11:57:53 PM	14/12/2019 11:57:53 PM	Notified
NO201900349	Year end Process	Message	15/12/2019	14/12/2019 11:57:53 PM	14/12/2019 11:57:53 PM	Notified
NO201900348	Year end Process	Message	15/12/2019	14/12/2019 11:57:53 PM	14/12/2019 11:57:53 PM	Notified
NO201900347	Year end Process	Message	15/12/2019	14/12/2019 11:57:53 PM	14/12/2019 11:57:53 PM	Notified

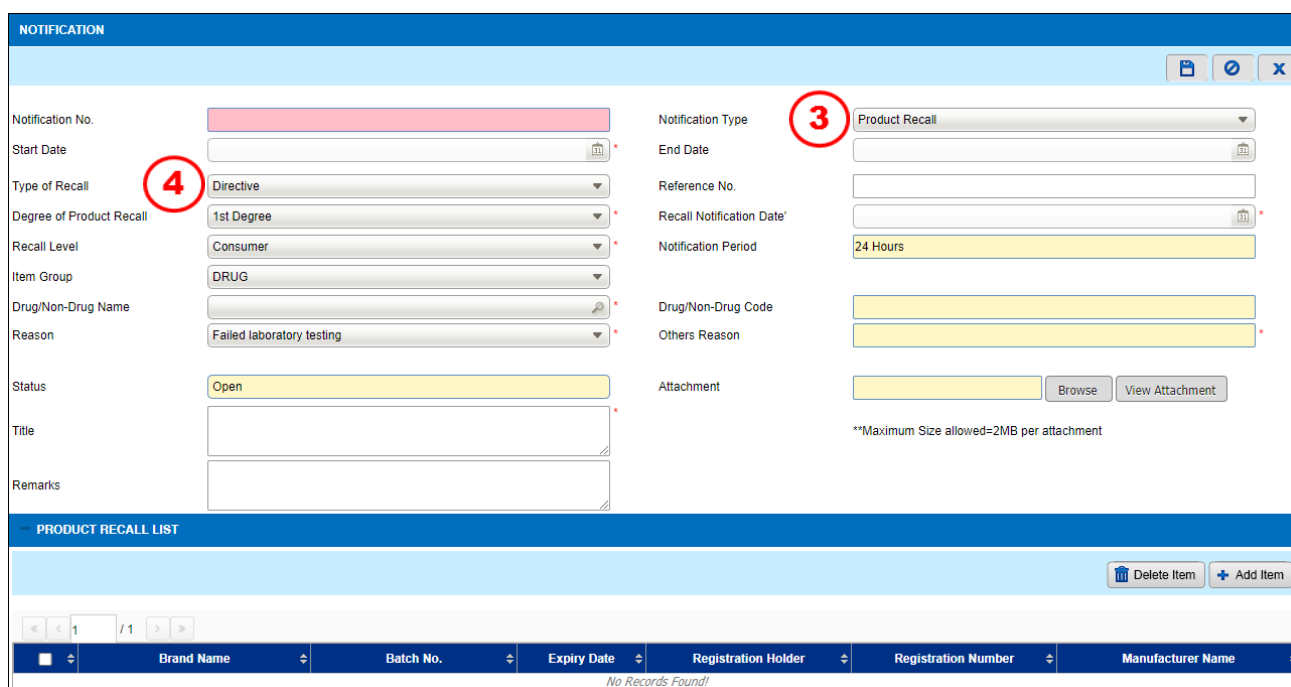
Figure 3.3.1-1 Notification Listing Page

STEP 1

Go to 'Notification' Menu, and click on the Notifications sub-menu

STEP 2

Click on the  button and Notification screen will be displayed as Figure 3.3.1-2



Brand Name	Batch No.	Expiry Date	Registration Holder	Registration Number	Manufacturer Name
No Records Found!					

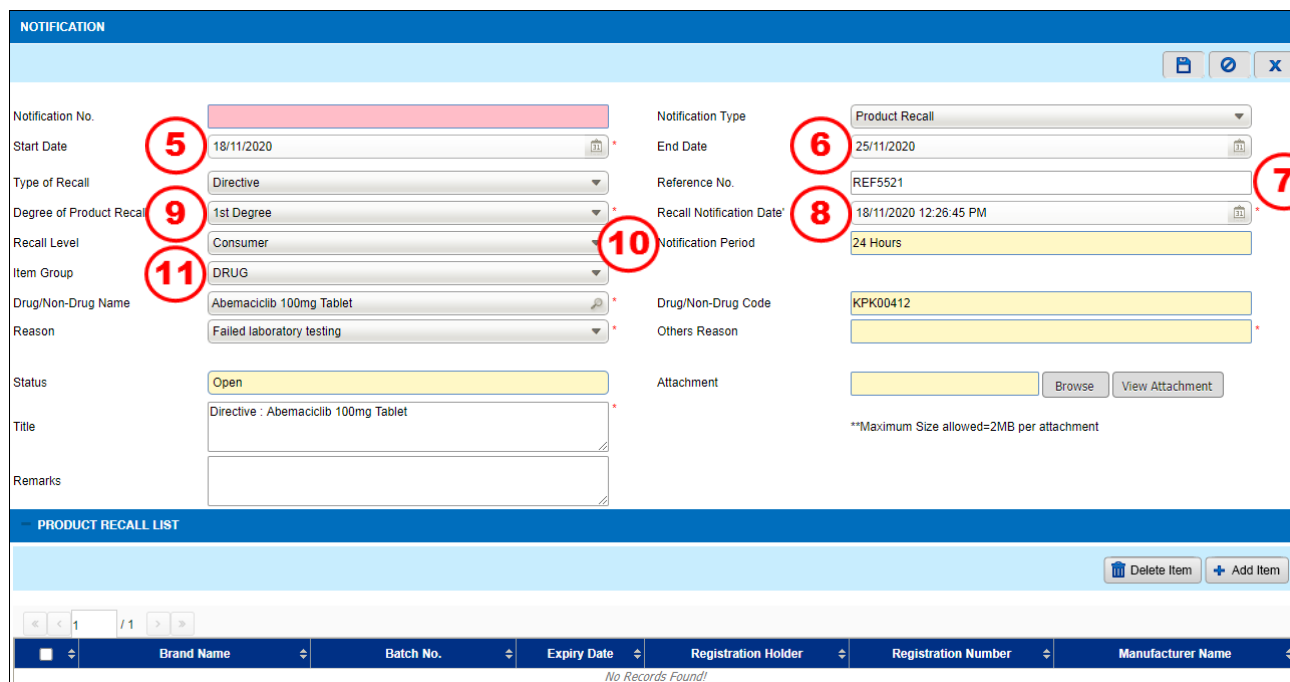
Figure 3.3.1-2 Notification: Recall Product

STEP 3

Select **Notification Type** as **Recall Product**

STEP 4

Select **Type of Recall** from drop down box as **Directive**



The screenshot shows a web-based notification form titled "NOTIFICATION". It contains various input fields and dropdown menus. Numbered callouts (5-11) point to the following fields: 5: Start Date (18/11/2020), 6: End Date (25/11/2020), 7: Reference No. (REF5521), 8: Recall Notification Date (18/11/2020 12:26:45 PM), 9: Degree of Product Recall (1st Degree), 10: Recall Level (Consumer), 11: Item Group (DRUG). The form also includes fields for Notification Type (Product Recall), Notification Period (24 Hours), Drug/Non-Drug Name (Abemaciclib 100mg Tablet), Reason (Failed laboratory testing), Status (Open), and Attachment. A table below the form, titled "PRODUCT RECALL LIST", shows no records found.

Figure 3.3.1-3 Notification: Recall Product

STEP 5

Select **Start Date** from  icon

STEP 6

Select **End Date** from  icon

STEP 7

Enter **Reference No.**

STEP 8

Select **Recall Notification Date** from  icon

STEP 9

Select **Degree of Recall Product** from drop down box:

- 1st Degree
- 2nd Degree
- 3rd Degree

Note

- **Notification Period** will be automatically display based on selected **Degree of Recall Product**
 - 1st Degree : 24 Hours
 - 2nd Degree : 72 Hours
 - 3rd Degree : 30 Days
- **Expected Notification Date** will be automatically display based on selected **Degree of Recall Product**

STEP 10

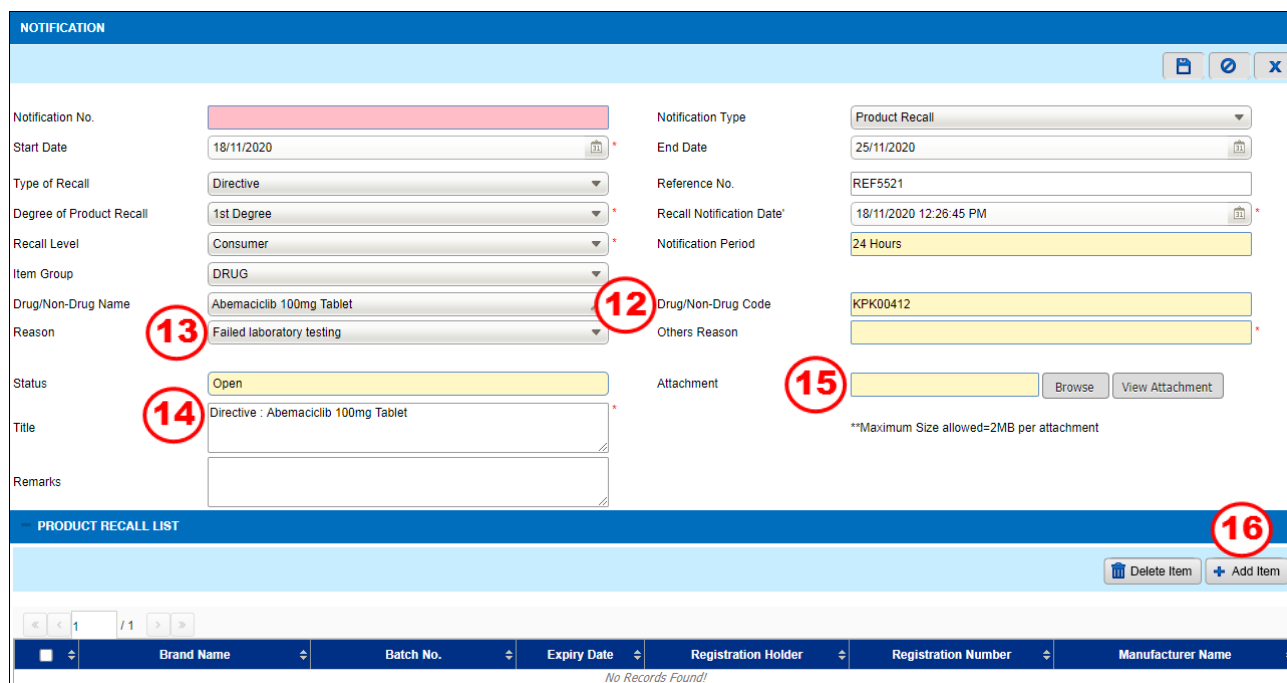
Select Recall level from drop down box:

- Consumer
- Point Of Sales

STEP 11

Select **Item Group** from drop down box:

- DRUG
- NON-DRUG



NOTIFICATION

Notification No. [] Notification Type: Product Recall

Start Date: 18/11/2020 End Date: 25/11/2020

Type of Recall: Directive Reference No.: REF5521

Degree of Product Recall: 1st Degree Recall Notification Date: 18/11/2020 12:26:45 PM

Recall Level: Consumer Notification Period: 24 Hours

Item Group: DRUG

Drug/Non-Drug Name: Abemaciclib 100mg Tablet Drug/Non-Drug Code: KPK00412

Reason: Failed laboratory testing Others Reason: []

Status: Open Attachment: [] Browse View Attachment

Title: Directive : Abemaciclib 100mg Tablet

Remarks: []

PRODUCT RECALL LIST

Delete Item Add Item

Brand Name Batch No. Expiry Date Registration Holder Registration Number Manufacturer Name

No Records Found!

Figure 3.3.1-4 Notification: Recall Product

STEP12

Select Drug/Non-Drug Name from  icon

STEP 13

Select **Reason** from drop down box:

- Failed laboratory testing
- Non-compliance to labelling requirement
- Non-compliance to quality standards
- Others
- Precautionary measure
- Safety issue

Note

Others Reason field will enable if selected Others in STEP 13

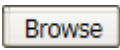
STEP 14

Enter **Title**

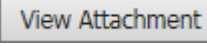
Note

Remarks is an optional field

STEP 15

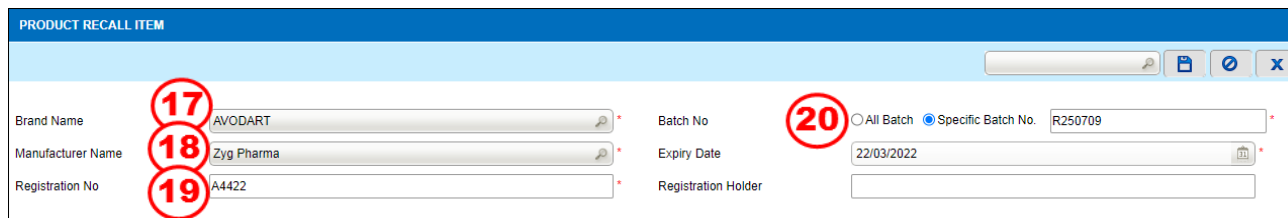
Click on the  button to attach a document into the notification

Note

User can view the attachment uploaded by click on the  button

STEP 16

Click on the  button and Recall Product Item screen will be displayed as Figure 3.3.1-5

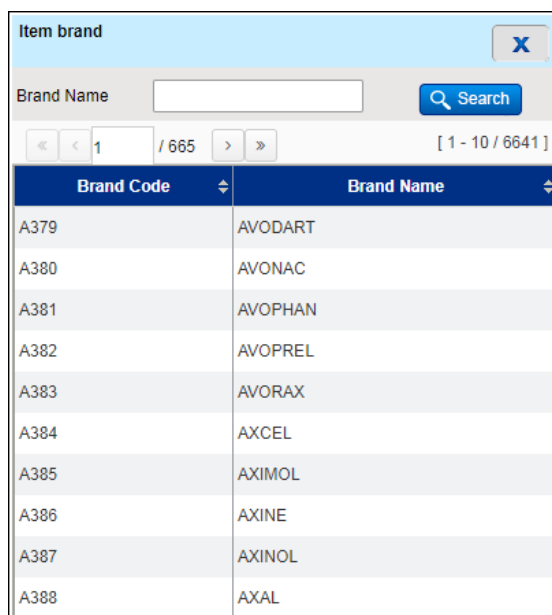


The screenshot shows the 'PRODUCT RECALL ITEM' form. It includes fields for Brand Name (AVODART), Manufacturer Name (Zyg Pharma), Registration No (A4422), Batch No (R250709), Expiry Date (22/03/2022), and Registration Holder. Red circles with numbers 17, 18, 19, and 20 highlight the Brand Name, Manufacturer Name, Registration No, and Batch No fields respectively.

Figure 3.3.1-5 Recall Product Item

STEP 17

Click on the **Brand Name**  and Item Brand window will be displayed as Figure 3.3.1-6



The screenshot shows the 'Item brand' window. It includes a search bar for Brand Name, a search button, and a table of brand codes and names. The table has columns for Brand Code and Brand Name. The data is as follows:

Brand Code	Brand Name
A379	AVODART
A380	AVONAC
A381	AVOPHAN
A382	AVOPREL
A383	AVORAX
A384	AXCEL
A385	AXIMOL
A386	AXINE
A387	AXINOL
A388	AXAL

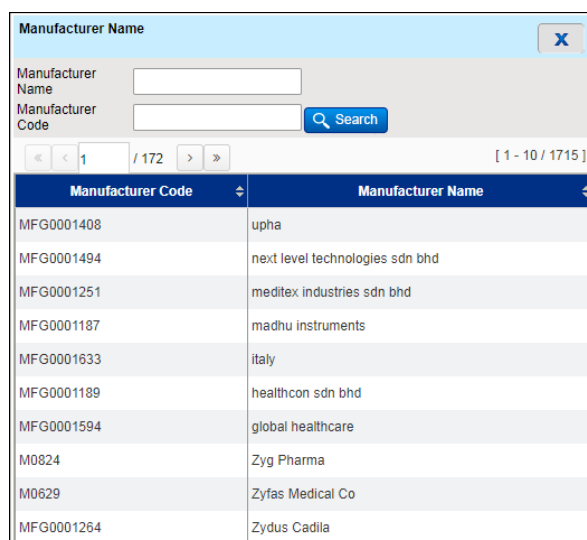
Figure 3.3.1-6 Brand Name

Note

- User is allowed to enter partially or fully searching criteria for **Brand Name**. Then click on the  button
- Double click on the selected **Brand Name**

STEP 18

Click on the **Manufacturer Name**  and Manufacturer Name window will be displayed as Figure 3.3.1-7



Manufacturer Name

Manufacturer Name:

Manufacturer Code:

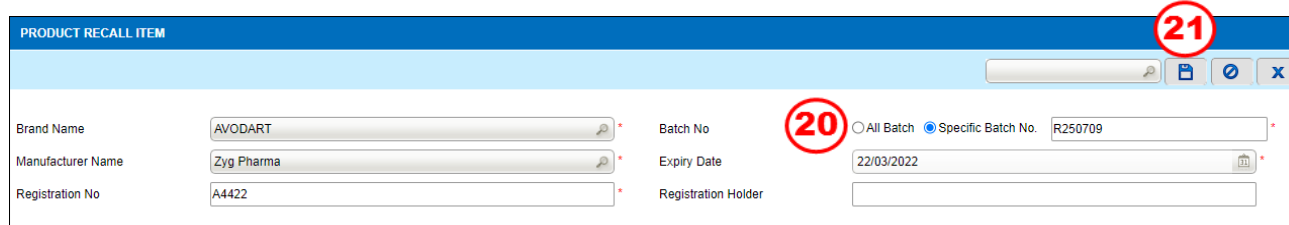
< < 1 / 172 > > [1 - 10 / 1715]

Manufacturer Code	Manufacturer Name
MFG0001408	upha
MFG0001494	next level technologies sdn bhd
MFG0001251	meditex industries sdn bhd
MFG0001187	madhu instruments
MFG0001633	italy
MFG0001189	healthcon sdn bhd
MFG0001594	global healthcare
M0824	Zyg Pharma
M0629	Zyfas Medical Co
MFG0001264	Zydus Cadila

Figure 3.3.1-7 Manufacturer Name

STEP 19

Enter **Registration No**



PRODUCT RECALL ITEM

Brand Name: *

Manufacturer Name: *

Registration No: *

Batch No: ☐ All Batch ☒ Specific Batch No. *

Expiry Date: *

Registration Holder:

Figure 3.3.1-8 Recall Product Item

STEP 20

Select **Batch No** from ☐ button:

- All Batch
- Specific Batch No

Note

- Selecting All Batch for **Batch No**, user is not required to enter **Expiry Date**
- Selecting Specific Batch No **for Batch no**, user is required to enter Batch No and required to select Expiry Date form  button
- **Registration Holder** is an optional field

STEP 21

Click on the  button to save the transaction

Note

- System will display a Confirmation Message as Figure 3.3.1-9
- Click on the button to save the transaction

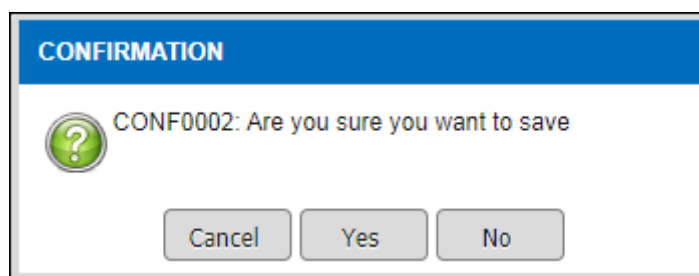
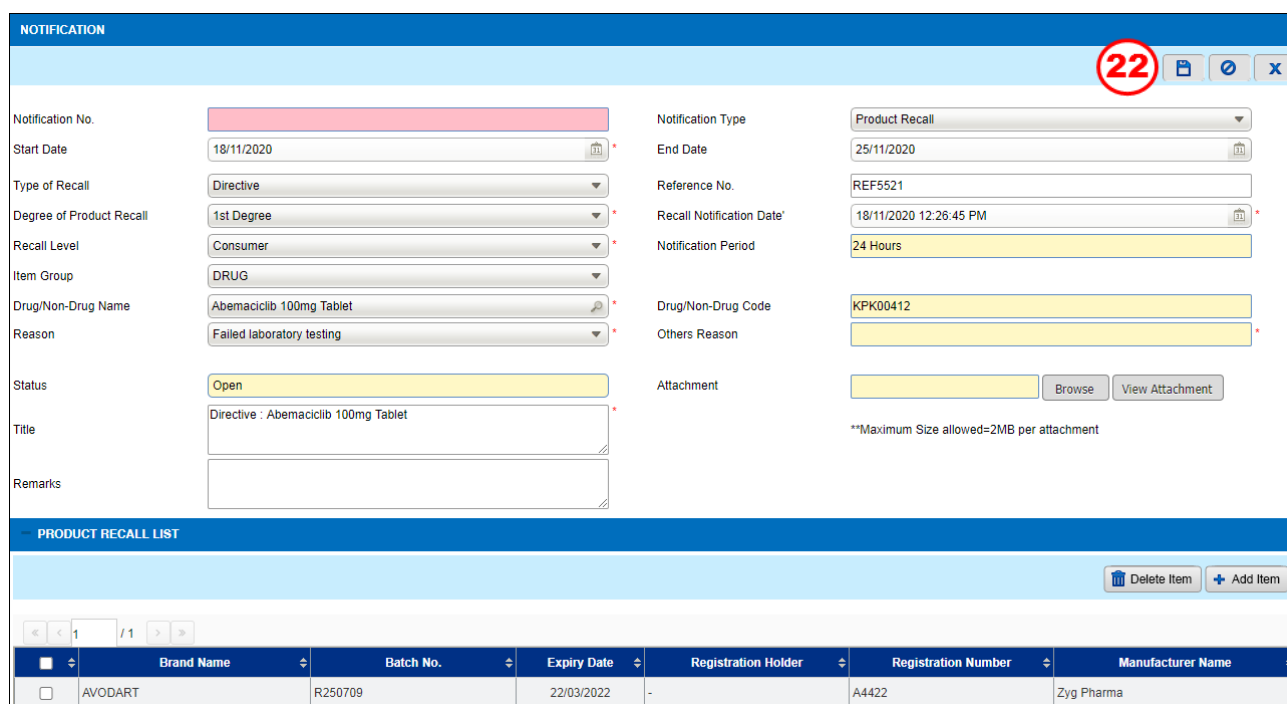


Figure 3.3.1-9 Confirmation Message

- After save the transaction, the information of the Recall Product Item will be displayed on the Notification main screen as Figure 3.3.1-10



The screenshot shows the 'NOTIFICATION' screen. At the top right, there is a red circle with the number '22' and a save icon. The form contains the following fields:

- Notification No. (text input)
- Start Date: 18/11/2020
- Type of Recall: Directive
- Degree of Product Recall: 1st Degree
- Recall Level: Consumer
- Item Group: DRUG
- Drug/Non-Drug Name: Abemaciclib 100mg Tablet
- Reason: Failed laboratory testing
- Status: Open
- Title: Directive : Abemaciclib 100mg Tablet
- Remarks (text area)
- Notification Type: Product Recall
- End Date: 25/11/2020
- Reference No.: REF5521
- Recall Notification Date: 18/11/2020 12:26:45 PM
- Notification Period: 24 Hours
- Drug/Non-Drug Code: KPK00412
- Others Reason (text input)
- Attachment (text input with 'Browse' and 'View Attachment' buttons)

Below the form is a section titled 'PRODUCT RECALL LIST' with 'Delete Item' and 'Add Item' buttons. It includes a table with the following data:

	Brand Name	Batch No.	Expiry Date	Registration Holder	Registration Number	Manufacturer Name
☐	AVODART	R250709	22/03/2022	-	A4422	Zyg Pharma

Figure 3.3.1-10 Notification: Recall Product

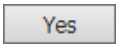
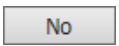
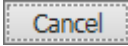
Note

User is allow to add more than 1 Recall Product List by repeating **STEP 16** to **STEP 21**

STEP 22

Click on the  button to save the transaction

Note

- System will display a Confirmation Message as Figure 3.3.1-11
- Click on the  button to save the transaction
- Click on the  or  button to cancel the saved transaction

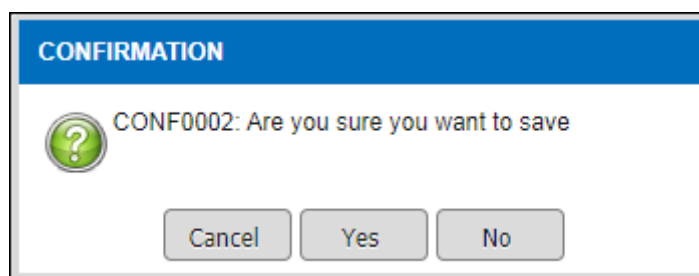
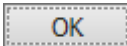


Figure 3.3.1-11 Confirmation Message

- Information Message will display after click on the  button as Figure 3.3.1-12
- Click on the  button to confirmed the transaction and Notification No will generated for future reference

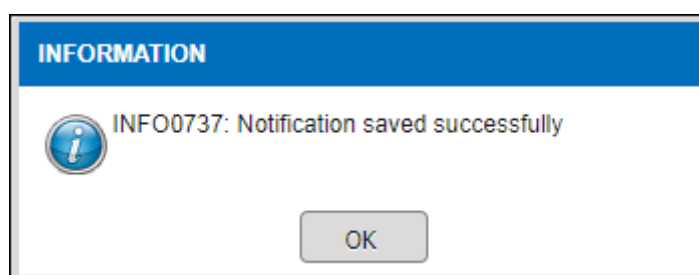
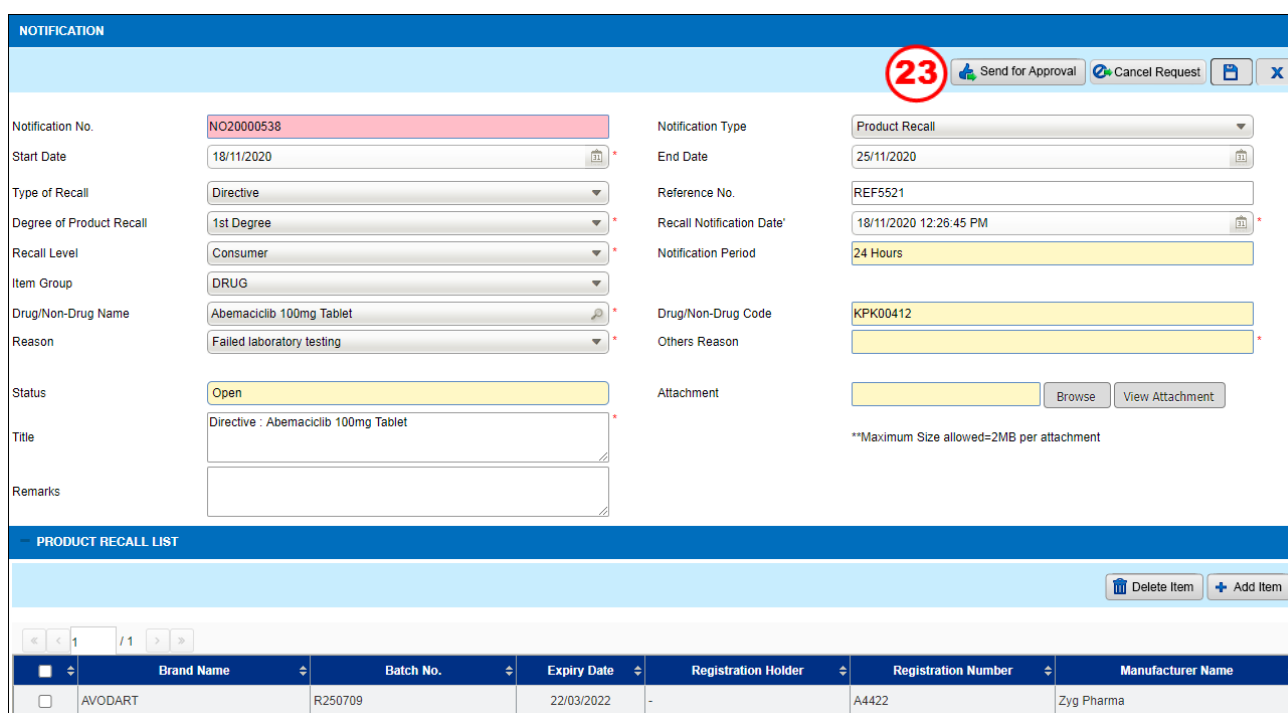


Figure 3.3.1-12 Information Message

-  button will enable as Figure 3.3.1-13



Brand Name	Batch No.	Expiry Date	Registration Holder	Registration Number	Manufacturer Name
AVODART	R250709	22/03/2022	-	A4422	Zyg Pharma

Figure 3.3.1-13 Notification: Recall Product

STEP 23

Click on the  button to send the Notification record for approval

Note

- System will display a Confirmation Message as Figure 3.3.1-14
- Click on the button to send the record for approval
- Click on the or button to cancel the saved transaction

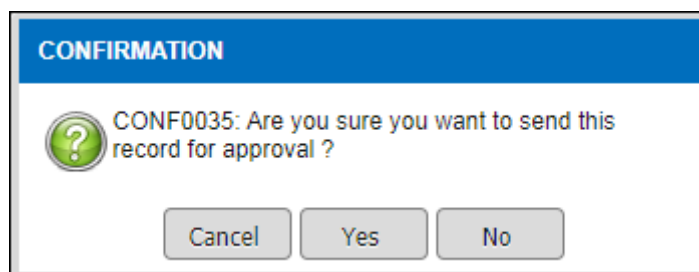


Figure 3.3.1-14 Confirmation Message

- Information Message will display after click on the button as Figure 3.3.1-15
- Click on the button to successfully send the record for approval and the **Status** change to Pending for Approval

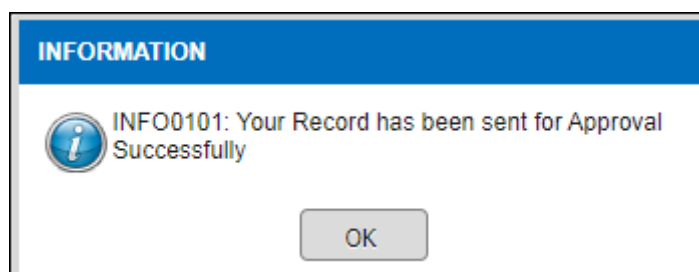


Figure 3.3.1-15 Information Message

- and button will enable as Figure 3.3.1-16

NOTIFICATION

24

 Approve
  Reject
 


Notification No. NO20000538

Start Date 18/11/2020

Type of Recall Directive

Degree of Product Recall 1st Degree

Recall Level Consumer

Item Group DRUG

Drug/Non-Drug Name Abemaciclib 100mg Tablet

Reason Failed laboratory testing

Status Pending For Approval

Title Directive : Abemaciclib 100mg Tablet

Remarks

Notification Type Product Recall

End Date 25/11/2020

Reference No. REF5521

Recall Notification Date' 18/11/2020 12:26:45 PM

Notification Period 24 Hours

Drug/Non-Drug Code KPK00412

Others Reason

Attachment Browse View Attachment

**Maximum Size allowed=2MB per attachment

PRODUCT RECALL LIST

Delete Item
+ Add Item

1 / 1

	Brand Name	Batch No.	Expiry Date	Registration Holder	Registration Number	Manufacturer Name
☐	AVODART	R250709	22/03/2022	-	A4422	Zyg Pharma

Figure 3.3.1-16 Notification: Recall Product

STEP 24

- a) Click on the  button to approve the record

Note

- System will be display a Confirmation Message as Figure 3.3.1-17
- Click on the Yes button to approve the record
- Click on the No or Cancel button to cancel for approve the record

CONFIRMATION


CONF0128: Are you sure you want to approve the record?

Cancel
Yes
No

Figure 3.3.1-17 Confirmation Message

- Information Message will display after click on the Yes button as Figure 3.3.1-18
- Click on the OK button to successfully approved the record and the **Status** change to **Approved**

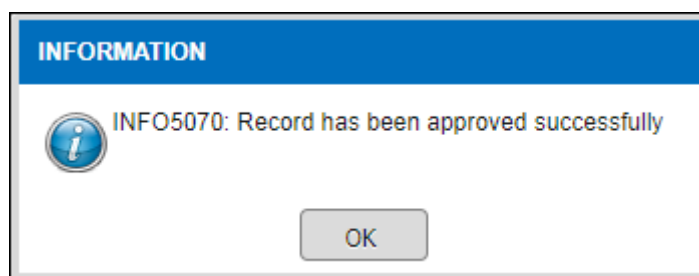
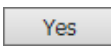


Figure 3.3.1-18 Information Message

- b) Click on the  button to reject the order transaction

Note

- System will display a Confirmation Message as Figure 3.3.1-19
- Click on the  button to reject the record

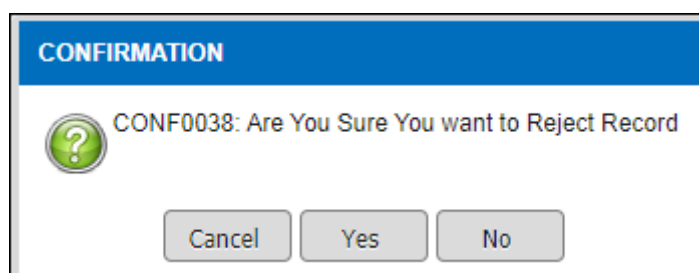


Figure 3.3.1-19 Confirmation Message

- Status** of the record will change to **Rejected**

NOTIFICATION
25
Send To Notify Cancel Notification X

Notification No. NO20000538 Start Date 18/11/2020 Type of Recall Directive Degree of Product Recall 1st Degree Recall Level Consumer Item Group DRUG Drug/Non-Drug Name Abemaciclib 100mg Tablet Reason Failed laboratory testing Status Approved Title Directive : Abemaciclib 100mg Tablet Remarks 	Notification Type Product Recall End Date 25/11/2020 Reference No. REF5521 Recall Notification Date' 18/11/2020 12:26:45 PM Notification Period 24 Hours Drug/Non-Drug Code KPK00412 Others Reason Attachment Browse View Attachment
--	---

**Maximum Size allowed=2MB per attachment

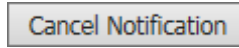
PRODUCT RECALL LIST

<
1
/ 1
>

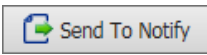
Brand Name	Batch No.	Expiry Date	Registration Holder	Registration Number	Manufacturer Name
AVODART	R250709	22/03/2022	-	A4422	Zyg Pharma

Figure 3.3.1-20 Notification: Recall Product

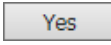
Note

User is allowed to cancel the notification by click on  button

STEP 25

Click on the  button to send the notification

Note

- System will be display a Confirmation Message as Figure 3.3.1-21
- Click on the  button to send the notification

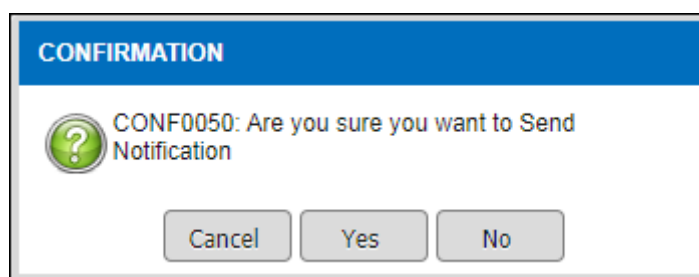
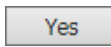
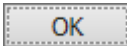


Figure 3.3.1-21 Confirmation Message

- Information Message will display after click on the  button as Figure 3.3.1-22
- Click on the  button and the **Status** change to Notified

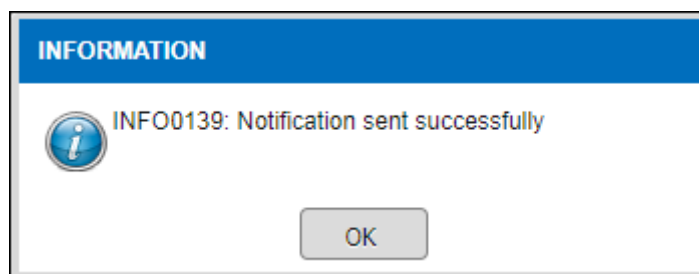
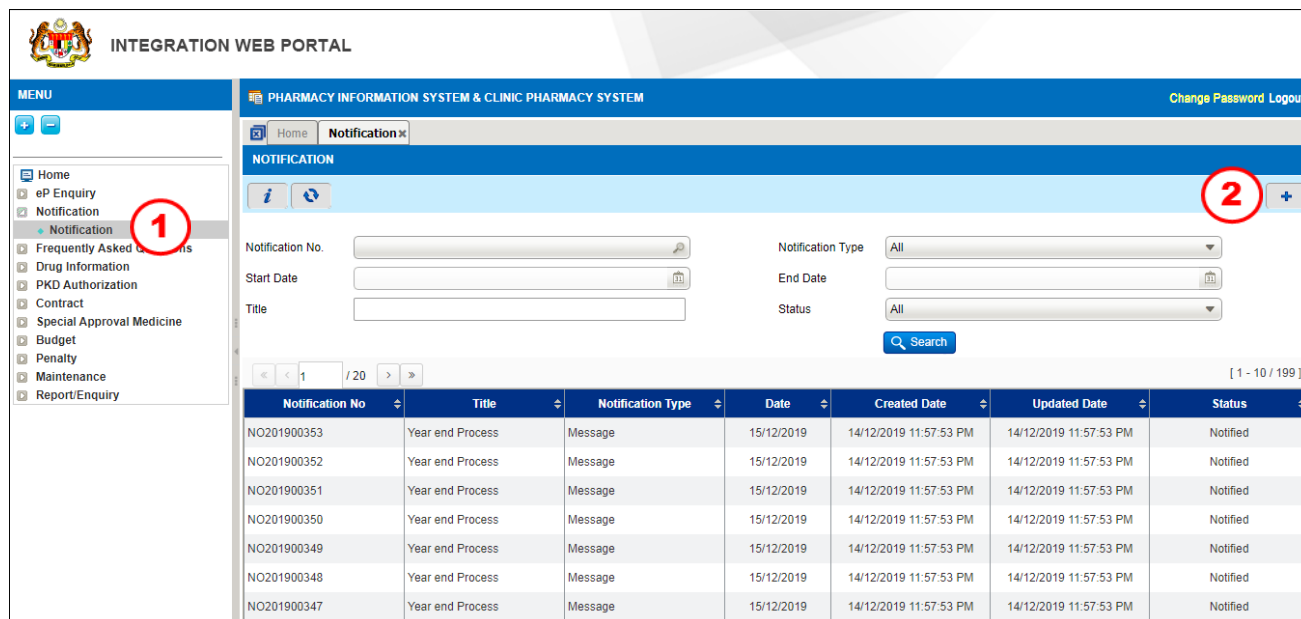


Figure 3.3.1-22 Information Message

3.3.2. Recall Product: Voluntary

To perform Notification:Recall Product (Directive) transaction, perform the steps below:



Notification No.	Title	Notification Type	Date	Created Date	Updated Date	Status
NO201900353	Year end Process	Message	15/12/2019	14/12/2019 11:57:53 PM	14/12/2019 11:57:53 PM	Notified
NO201900352	Year end Process	Message	15/12/2019	14/12/2019 11:57:53 PM	14/12/2019 11:57:53 PM	Notified
NO201900351	Year end Process	Message	15/12/2019	14/12/2019 11:57:53 PM	14/12/2019 11:57:53 PM	Notified
NO201900350	Year end Process	Message	15/12/2019	14/12/2019 11:57:53 PM	14/12/2019 11:57:53 PM	Notified
NO201900349	Year end Process	Message	15/12/2019	14/12/2019 11:57:53 PM	14/12/2019 11:57:53 PM	Notified
NO201900348	Year end Process	Message	15/12/2019	14/12/2019 11:57:53 PM	14/12/2019 11:57:53 PM	Notified
NO201900347	Year end Process	Message	15/12/2019	14/12/2019 11:57:53 PM	14/12/2019 11:57:53 PM	Notified

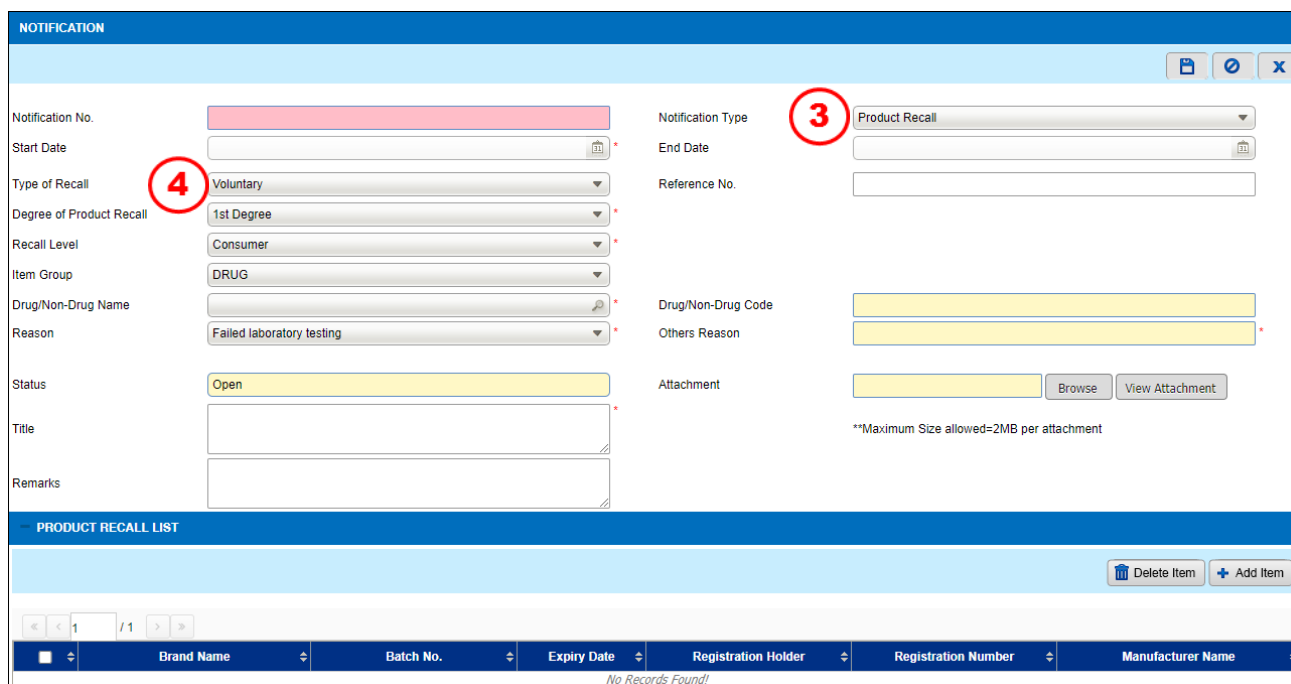
Figure 3.3.2-1 Notification Listing Page

STEP 1

Go to 'Notification' Menu, and click on the Notifications sub-menu

STEP 2

Click on the  button and Notification screen will be displayed as Figure 3.3.2-2



Brand Name	Batch No.	Expiry Date	Registration Holder	Registration Number	Manufacturer Name
No Records Found!					

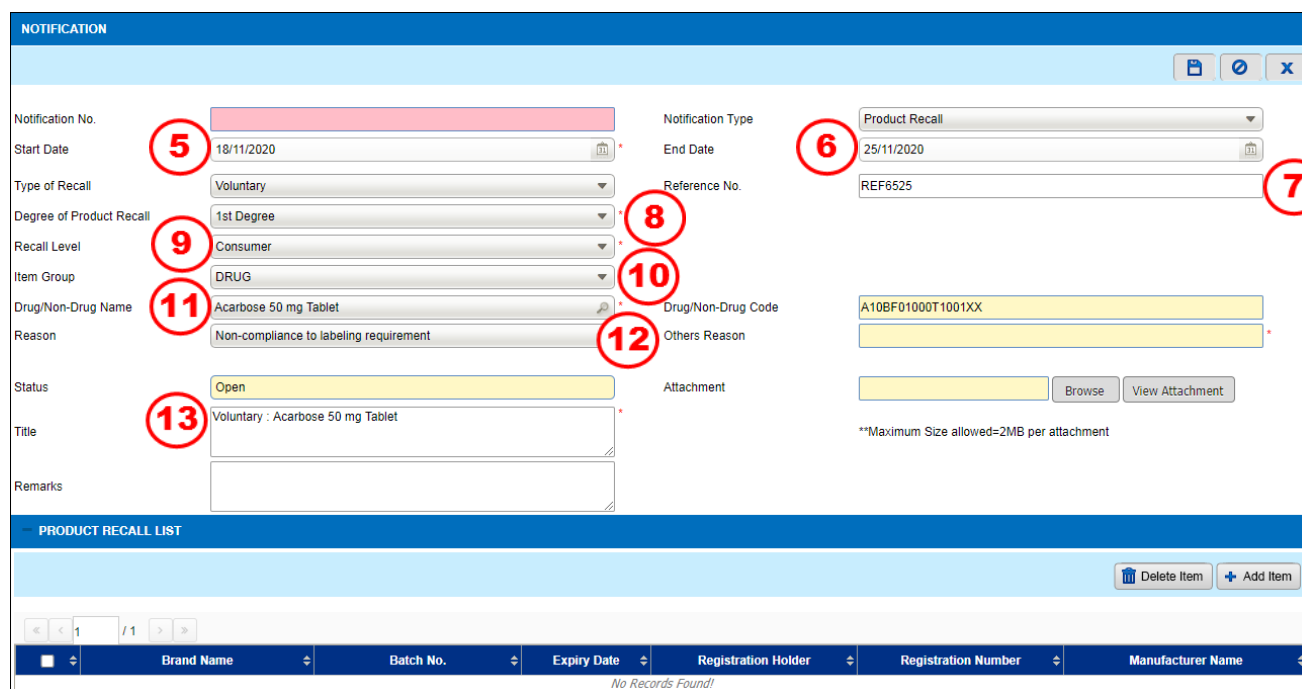
Figure 3.3.2-2 Notification: Recall Product

STEP 3

Select **Notification Type** as **Recall Product**

STEP 4

Select **Type of Recall** from drop down box as **Voluntary**



The screenshot shows the 'NOTIFICATION' form for a product recall. The form is divided into two main sections: 'NOTIFICATION' and 'PRODUCT RECALL LIST'. The 'NOTIFICATION' section contains the following fields:

- Notification No. (Red circle 5)
- Start Date (18/11/2020, Red circle 5)
- Type of Recall (Voluntary, Red circle 9)
- Degree of Product Recall (1st Degree, Red circle 8)
- Recall Level (Consumer, Red circle 9)
- Item Group (DRUG, Red circle 10)
- Drug/Non-Drug Name (Acarbose 50 mg Tablet, Red circle 11)
- Reason (Non-compliance to labeling requirement, Red circle 12)
- Status (Open, Red circle 13)
- Title (Voluntary : Acarbose 50 mg Tablet, Red circle 13)
- Remarks
- Notification Type (Product Recall, Red circle 6)
- End Date (25/11/2020, Red circle 6)
- Reference No. (REF6525, Red circle 7)
- Drug/Non-Drug Code (A10BFD1000T1001XX, Red circle 10)
- Others Reason
- Attachment (Browse, View Attachment buttons)

The 'PRODUCT RECALL LIST' section shows a table with columns: Brand Name, Batch No., Expiry Date, Registration Holder, Registration Number, and Manufacturer Name. The table is currently empty, with a message 'No Records Found!' at the bottom.

Figure 3.3.2-3 Notification: Recall Product

STEP 5

Select **Start Date** from  icon

STEP 6

Select **End Date** from  icon

STEP 7

Enter **Reference No**

STEP 8

Select **Degree of Recall Product** from drop down box:

- 1st Degree
- 2nd Degree
- 3rd Degree

Note

- **Notification Period** will be automatically display based on selected **Degree of Recall Product**
 - 1st Degree : 24 Hours
 - 2nd Degree : 72 Hours
 - 3rd Degree : 30 Days
- **Expected Notification Date** will be automatically display based on selected **Degree of Recall Product**

STEP 9

Select **Recall Level** from drop down box:

- Consumer
- Point Of Sales

STEP 10

Select **Item Group** from drop down box:

- DRUG
- NON-DRUG

STEP 11

Select Drug/Non-Drug Name from  icon

STEP 12

Select **Reason** from drop down box:

- Failed laboratory testing
- Non-compliance to labelling requirement
- Non-compliance to quality standards
- Others
- Precautionary measure
- Safety issue

Note

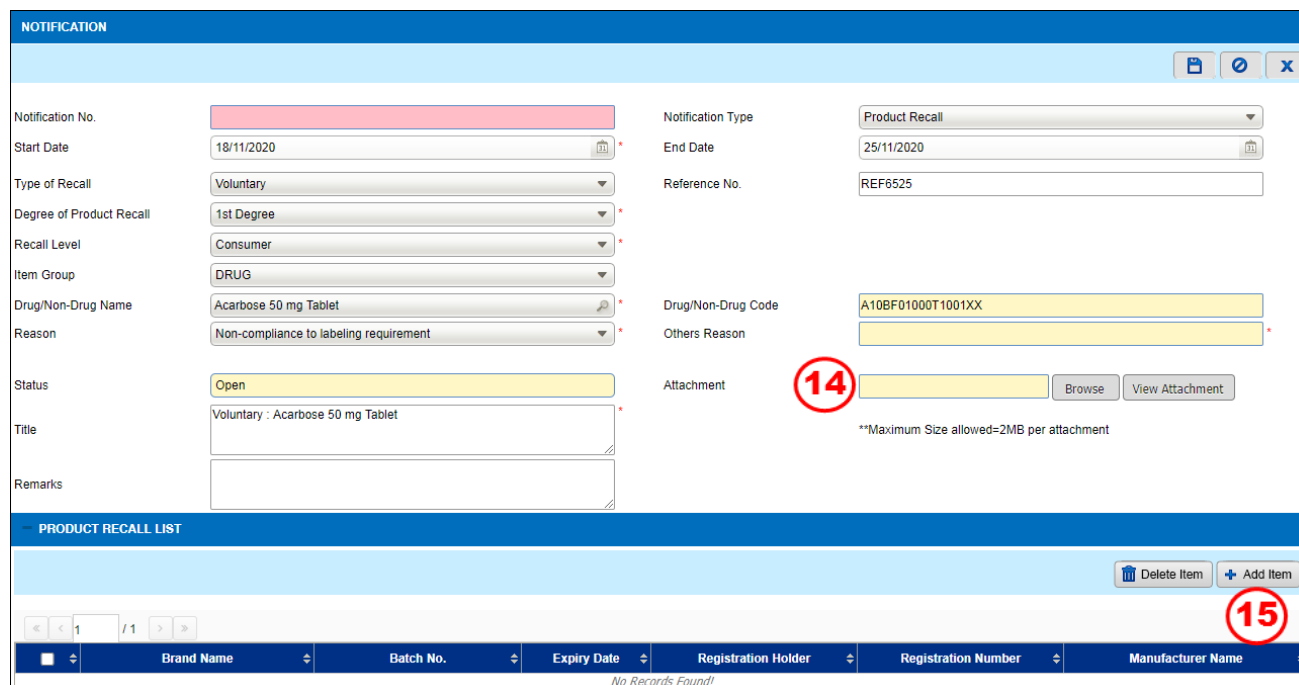
Others Reason field will enable if selected Others in STEP 11

STEP 13

Enter **Title**

Note

Remarks is an optional field



NOTIFICATION

Notification No.

Start Date

Type of Recall

Degree of Product Recall

Recall Level

Item Group

Drug/Non-Drug Name

Reason

Status

Title

Remarks

Notification Type

End Date

Reference No.

Drug/Non-Drug Code

Others Reason

Attachment

**Maximum Size allowed=2MB per attachment

PRODUCT RECALL LIST

Brand Name	Batch No.	Expiry Date	Registration Holder	Registration Number	Manufacturer Name
No Records Found!					

15

Figure 3.3.2-4 Notification: Recall Product

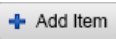
STEP 14

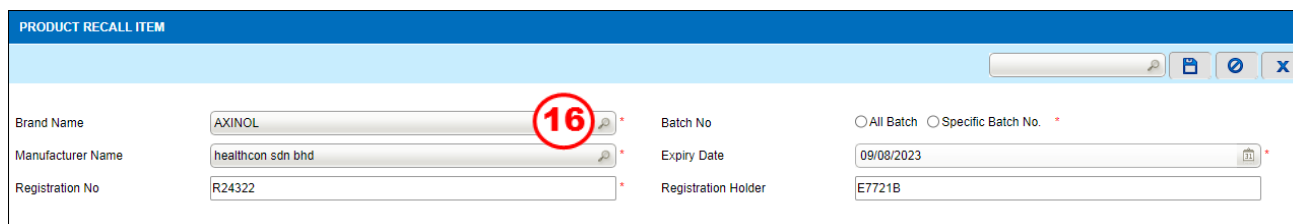
Click on the button to attach a document into the notification

Note

User can view the attachment uploaded by click on the button

STEP 15

Click on the  button and Recall Product Item screen will be displayed as Figure 3.3.2-5

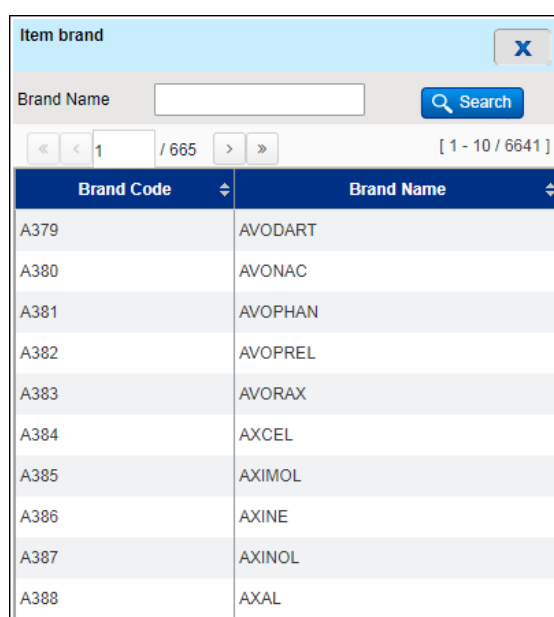


The screenshot shows the 'PRODUCT RECALL ITEM' window. It contains several input fields: 'Brand Name' (AXINOL), 'Manufacturer Name' (healthcon sdn bhd), 'Registration No' (R24322), 'Batch No' (radio buttons for 'All Batch' and 'Specific Batch No. *'), 'Expiry Date' (09/08/2023), and 'Registration Holder' (E7721B). A red circle with the number 16 is placed over the 'Brand Name' field.

Figure 3.3.2-5 Recall Product Item

STEP 16

Click on the **Brand Name**  and Item Brand window will be displayed as Figure 3.3.2-6



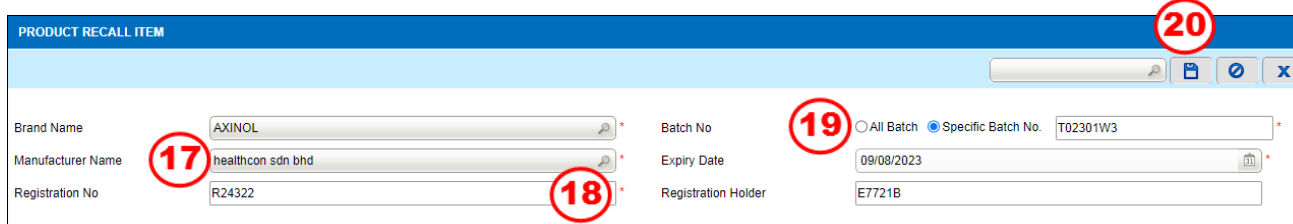
The screenshot shows the 'Item brand' window. It has a search bar with 'Brand Name' and a 'Search' button. Below the search bar is a table with two columns: 'Brand Code' and 'Brand Name'. The table lists several brands, including AVODART, AVONAC, AVOPHAN, AVOPREL, AVORAX, AXCEL, AXIMOL, AXINE, AXINOL, and AXAL. A red circle with the number 16 is placed over the 'Brand Name' field in the search bar.

Brand Code	Brand Name
A379	AVODART
A380	AVONAC
A381	AVOPHAN
A382	AVOPREL
A383	AVORAX
A384	AXCEL
A385	AXIMOL
A386	AXINE
A387	AXINOL
A388	AXAL

Figure 3.3.2-6 Brand Name

Note

- User is allowed to enter partially or fully searching criteria for **Brand Name**. Then click on the  button
- Double click on the selected **Brand Name**

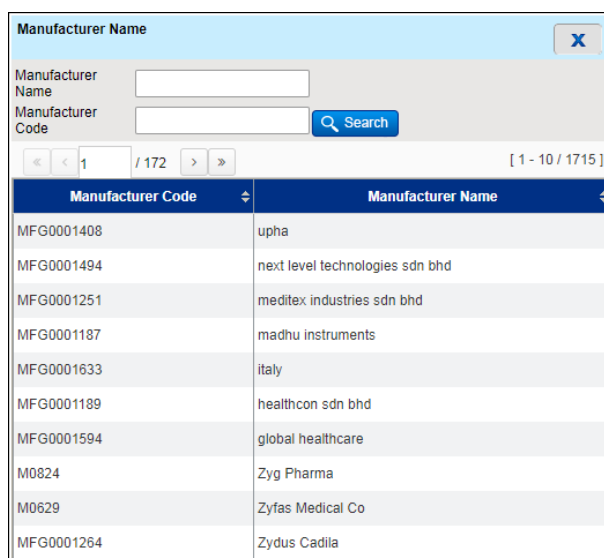


The screenshot shows the 'PRODUCT RECALL ITEM' window. It contains several input fields: 'Brand Name' (AXINOL), 'Manufacturer Name' (healthcon sdn bhd), 'Registration No' (R24322), 'Batch No' (radio buttons for 'All Batch' and 'Specific Batch No. *'), 'Expiry Date' (09/08/2023), and 'Registration Holder' (E7721B). A red circle with the number 16 is placed over the 'Brand Name' field, a red circle with the number 17 is placed over the 'Manufacturer Name' field, a red circle with the number 18 is placed over the 'Registration No' field, and a red circle with the number 19 is placed over the 'Batch No' field. A red circle with the number 20 is placed over the top right corner of the window.

Figure 3.3.2-7 Recall Product Item

STEP 17

Click on the **Manufacturer Name**  and Manufacturer Name window will be displayed as Figure 3.3.2-8



Manufacturer Code	Manufacturer Name
MFG0001408	upha
MFG0001494	next level technologies sdn bhd
MFG0001251	meditex industries sdn bhd
MFG0001187	madhu instruments
MFG0001633	italy
MFG0001189	healthcon sdn bhd
MFG0001594	global healthcare
M0824	Zyg Pharma
M0629	Zyfas Medical Co
MFG0001264	Zydus Cadila

Figure 3.3.1-8 Manufacturer Name

STEP 18

Enter **Registration No**

STEP 19

Select **Batch No** from  button:

- All Batch
- Specific Batch No

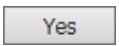
Note

- Selecting All Batch for **Batch No**, user is not required to enter **Expiry Date**
- Selecting Specific Batch No **for Batch no**, user is required to enter Batch No and required to select Expiry Date form  button
- **Registration Holder** is an optional field

STEP 20

Click on the  button to save the transaction

Note

- System will display a Confirmation Message as Figure 3.3.2-9
- Click on the  button to save the transaction

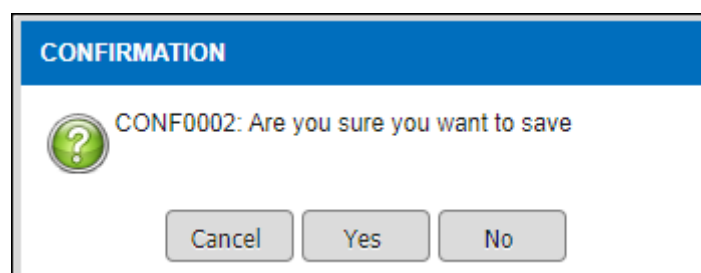
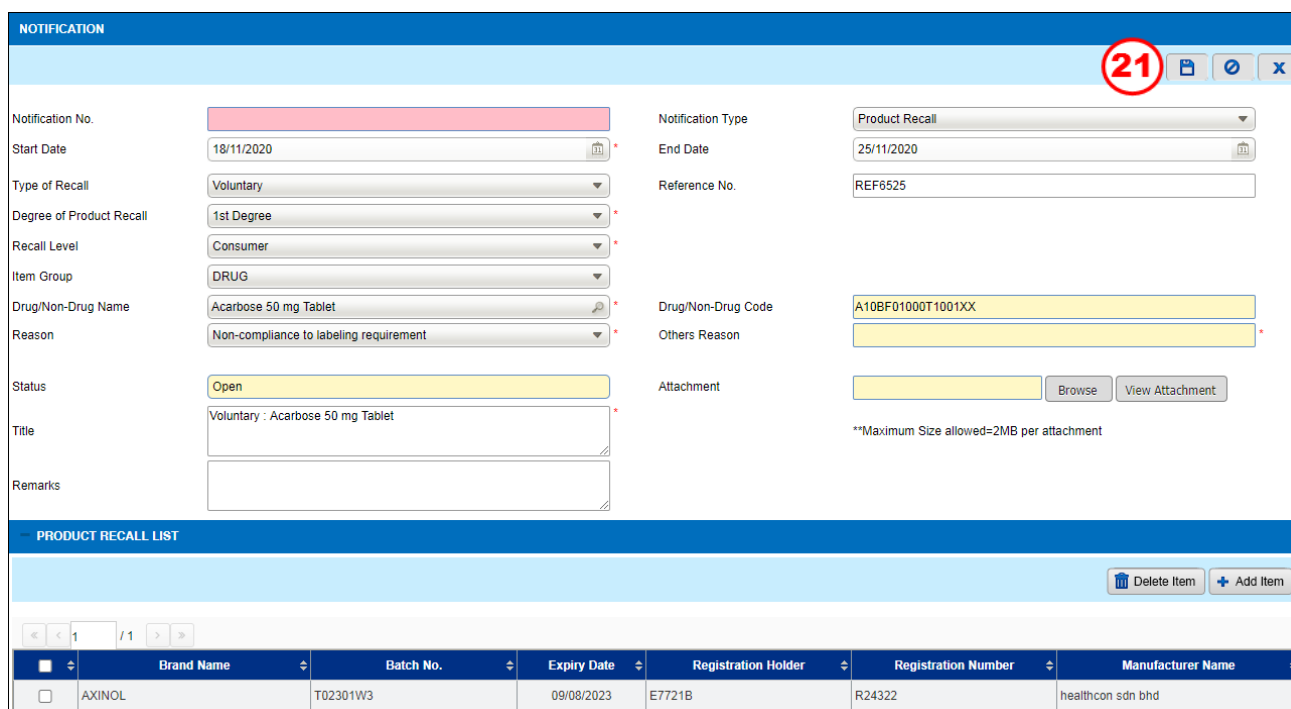


Figure 3.3.2-9 Confirmation Message

- After save the transaction, the information of the Recall Product Item will be displayed on the Notification main screen as Figure 3.3.2-10



Brand Name	Batch No.	Expiry Date	Registration Holder	Registration Number	Manufacturer Name
AXINOL	T02301W3	09/08/2023	E7721B	R24322	healthcon sdn bhd

Figure 3.3.2-10 Notification: Recall Product

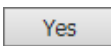
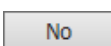
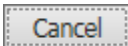
Note

User is allow to add more than 1 Recall Product List by repeating **STEP 14** to **STEP 29**

STEP 21

Click on the  button to save the transaction

Note

- System will display a Confirmation Message as Figure 3.3.2-11
- Click on the  button to save the transaction
- Click on the  or  button to cancel the saved transaction

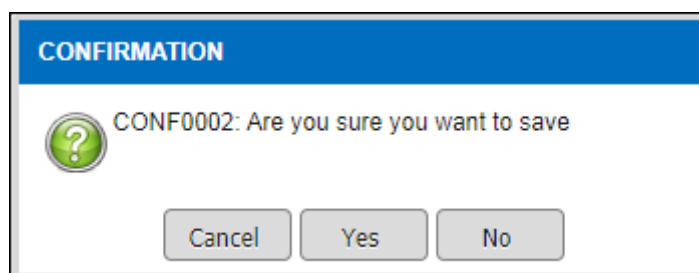
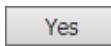
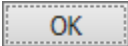


Figure 3.3.2-11 Confirmation Message

- Information Message will display after click on the  button as Figure 3.3.2-12

- Click on the  button to confirmed the transaction and Notification No will generated for future reference

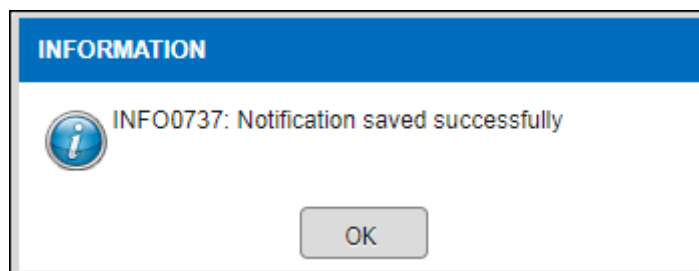
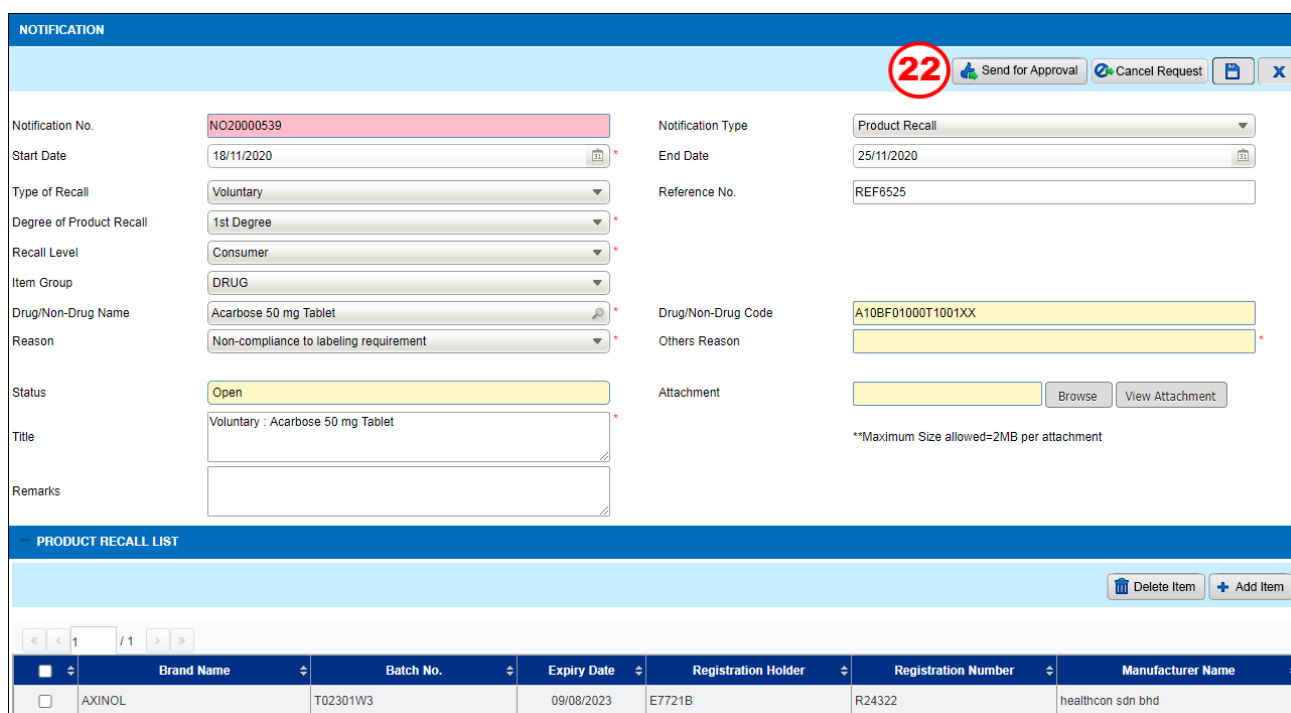


Figure 3.3.2-12 Information Message

-  button will enable as Figure 3.3.2-13



NOTIFICATION

22    

Notification No. Notification Type

Start Date End Date

Type of Recall Reference No.

Degree of Product Recall

Recall Level

Item Group

Drug/Non-Drug Name Drug/Non-Drug Code

Reason Others Reason

Status Attachment  

Title

Remarks

**Maximum Size allowed=2MB per attachment

PRODUCT RECALL LIST

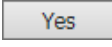
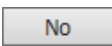
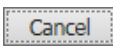
	Brand Name	Batch No.	Expiry Date	Registration Holder	Registration Number	Manufacturer Name
☐	AXINOL	T02301W3	09/08/2023	E7721B	R24322	healthcon sdn bhd

Figure 3.3.2-13 Notification: Recall Product

STEP 22

Click on the  button to send the Notification record for approval

Note

- System will display a Confirmation Message as Figure 3.3.2-14
- Click on the  button to send the record for approval
- Click on the  or  button to cancel the saved transaction

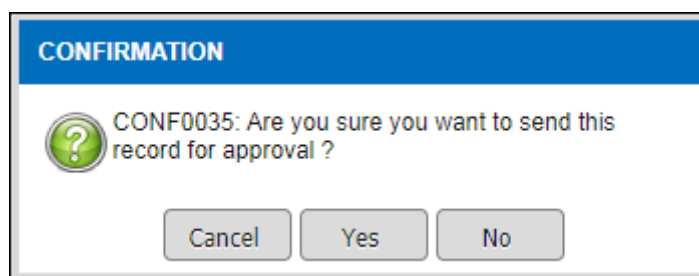


Figure 3.3.2-14 Confirmation Message

- Information Message will display after click on the  button as Figure 3.3.2-15
- Click on the  button to successfully send the record for approval and the **Status** change to Pending for Approval

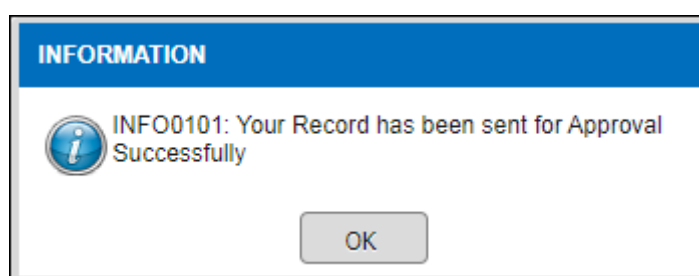


Figure 3.3.2-15 Information Message

-  and  button will enable as Figure 3.3.2-16

NOTIFICATION
23






Notification No. NO20000539

Start Date 18/11/2020

Type of Recall Voluntary

Degree of Product Recall 1st Degree

Recall Level Consumer

Item Group DRUG

Drug/Non-Drug Name Acarbose 50 mg Tablet

Reason Non-compliance to labeling requirement

Status Pending For Approval

Title Voluntary : Acarbose 50 mg Tablet

Remarks

Notification Type Product Recall

End Date 25/11/2020

Reference No. REF6525

Drug/Non-Drug Code A10BF01000T1001XX

Others Reason

Attachment

Browse
View Attachment

**Maximum Size allowed=2MB per attachment

PRODUCT RECALL LIST




1
/ 1

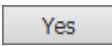
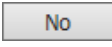
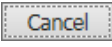
	Brand Name	Batch No.	Expiry Date	Registration Holder	Registration Number	Manufacturer Name
☐	AXINOL	T02301W3	09/08/2023	E7721B	R24322	healthcon sdn bhd

Figure 3.3.2-16 Notification: Recall Product

STEP 23

- c) Click on the  button to approve the record

Note

- System will display a Confirmation Message as Figure 3.3.2-17
- Click on the  button to approve the record
- Click on the  or  button to cancel for approve the record

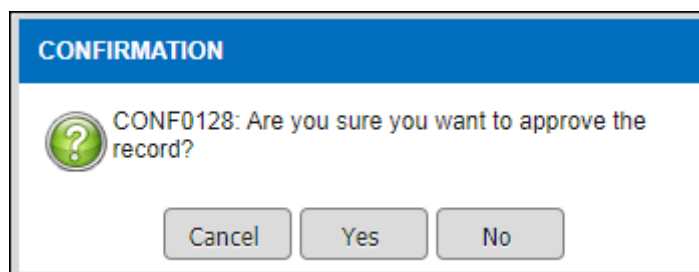
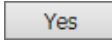
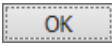


Figure 3.3.2-17 Confirmation Message

- Information Message will display after click on the  button as Figure 3.3.2-18
- Click on the  button to successfully approved the record and the **Status** change to **Approved**

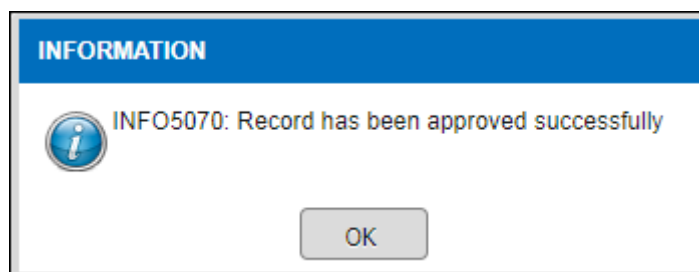
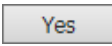


Figure 3.3.2-18 Information Message

- d) Click on the  button to reject the order transaction

Note

- System will display a Confirmation Message as Figure 3.3.2-19
- Click on the  button to reject the record

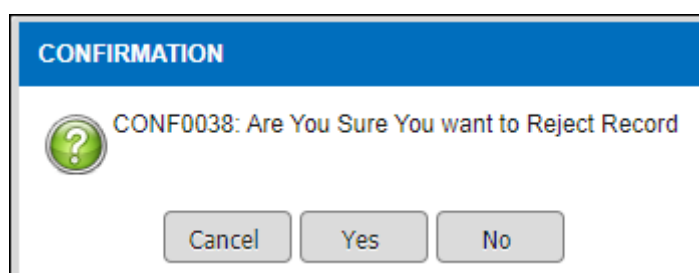


Figure 3.3.2-19 Confirmation Message

- **Status** of the record will change to **Rejected**

NOTIFICATION

24

 Send To Notify
 Cancel Notification
X

Notification No.

Start Date

Type of Recall

Recall Level

Recall Level

Item Group

Drug/Non-Drug Name

Reason

Status

Title

Remarks

Notification Type

End Date

Reference No.

Drug/Non-Drug Code

Others Reason

Attachment Browse View Attachment

**Maximum Size allowed=2MB per attachment

PRODUCT RECALL LIST

1 / 1

Brand Name	Batch No.	Expiry Date	Registration Holder	Registration Number	Manufacturer Name
AXINOL	T02301W3	09/08/2023	E7721B	R24322	healthcon sdn bhd

Figure 3.3.2-20 Notification: Recall Product

Note

User is allowed to cancel the notification by click on Cancel Notification button

STEP 24

Click on the Send To Notify button to send the notification

Note

- System will be display a Confirmation Message as Figure 3.3.2-21
- Click on the Yes button to send the notification

CONFIRMATION

CONF0050: Are you sure you want to Send Notification

Cancel
Yes
No

Figure 3.3.2-21 Confirmation Message

- Information Message will display after click on the Yes button as Figure 3.3.2-22
- Click on the OK button and the **Status** change to Notified

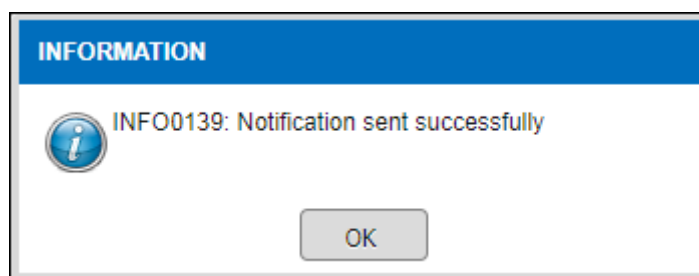


Figure 3.3.2-22 Information Message

4. 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	BahagianPerkhidmatanFarmasi
NPRA	National Pharmaceutical Regulatory Agency

5. Link to IWP Modules

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