



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

User Manual Integrated Web Portal (IWP)

Maintenance - HQ Security

Version	: 8th EDITION
Document ID	: HQ_U. MANUAL_IWP_HQSECURITY



© 2011-2018 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_HQSECURITY- 8th Edition

Application reference: PhIS & CPS v1.8.1

Table of Contents

1.	Introduction.....	1
1.1	Overview of PhIS	1
1.2	Purpose and Objectives	1
1.3	Organised Sections	1
2.	Application Standard Features.....	2
2.1	IWP Legend.....	2
3.	Maintenance – HQ Security.....	3
	Overview	3
	User Group.....	3
	Functional Diagram	3
	Functional Description.....	3
3.1	User Profile.....	4
3.1.1	Add New User Profile.....	4
3.1.2	Edit User Profile	8
3.2	User Roles.....	10
4.	Acronyms	12
5.	Link to IWP Modules.....	12

1. Introduction

1.1 Overview of PhIS

Pharmacy Information System or better known as PhIS, is a complete and comprehensive system that integrates pharmacy related services that geared toward pharmacy excellent care. PhIS implementation would transform most of current manual process to electronic system would benefit facility end user in the health care sector.

There are 12 modules to assist services delivery by the health care sector which comprises of:

1. Order Management
2. Inpatient Pharmacy
3. Outpatient Pharmacy
4. Medication Counselling
5. Ward Pharmacy
6. Pharmacy Inventory
7. Manufacturing of Cytotoxic Drug Reconstitution, Parenteral Nutrition, IV Admixture & Eye Drop , Radiopharmaceuticals and Extemporaneous
8. Adverse Drug Reaction & Drug Allergic (ADR & DAC)
9. Clinical Pharmacokinetics Services (TDM)
10. Drug Information & Consumer Education (DICE)
11. Medication Therapy Adherence Clinic (MTAC)
12. Data Mining (PhARM)

1.2 Purpose and Objectives

This user manual outlines the maintenance security sub-module and its key features and functionalities. The primary objective is to help guide user through the process of completing PhIS application process.

User will understand the following activities in details:

- User Profile
- User Roles

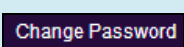
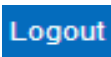
1.3 Organised Sections

These are the sections within this document:

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

2. Application Standard Features

2.1 IWP Legend

Standard Legend			
	Login		Change Login Password
	Logout		Reset Login screen
	Expand Menu		Display Archived Task List
	Collapse Menu		Show Help
	Refresh Screen		Add/Create New Record
	Search Icon		Calendar Icon
	Search Record		Cancel Data Entry
	Close Window		Mandatory Field
	Close All Open Tabs		Edit Record
	Close Screen		Save Record
	Radio Button		Delete Record
	Context Menu		Print Document
	Checkbox		

Note

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

3. Maintenance – HQ Security

Overview

The module will provide a portal for configuration guide for the user which describes the basic and advanced featured available on the IWP system.

User Group

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

Functional Diagram

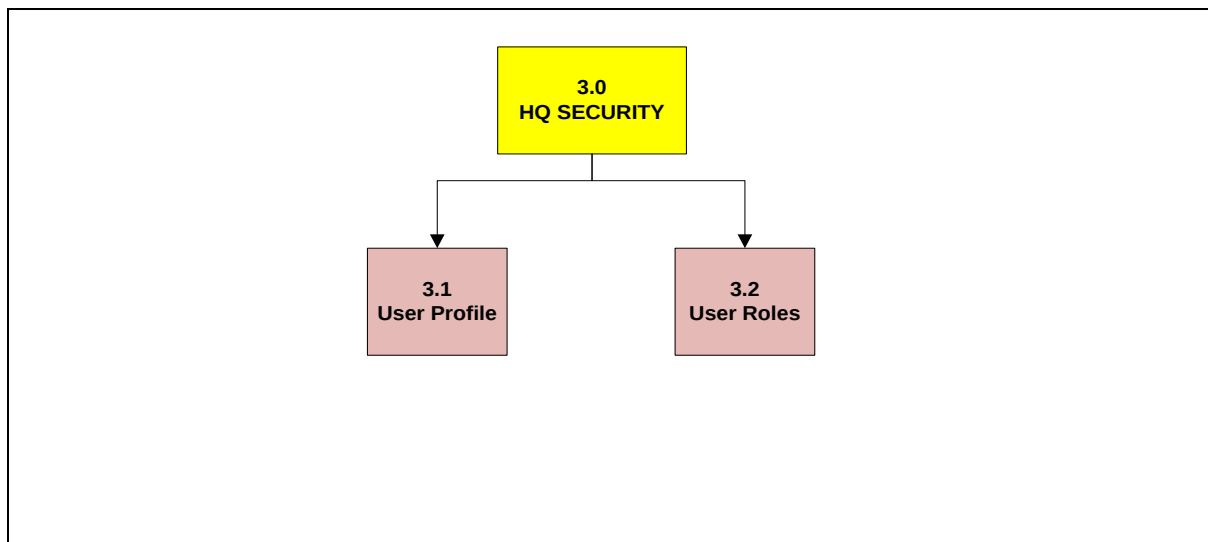


Figure 3.0

Functional Description

Maintenance HQ Security comprises of two (2) main functions:

- **User Profile**
This function is using to create new account for IWP user
- **User Roles**
This function is using to assign roles for created user profile

3.1 User Profile

3.1.1 Add New User Profile

To create new IWP User Profile account, perform the steps below:

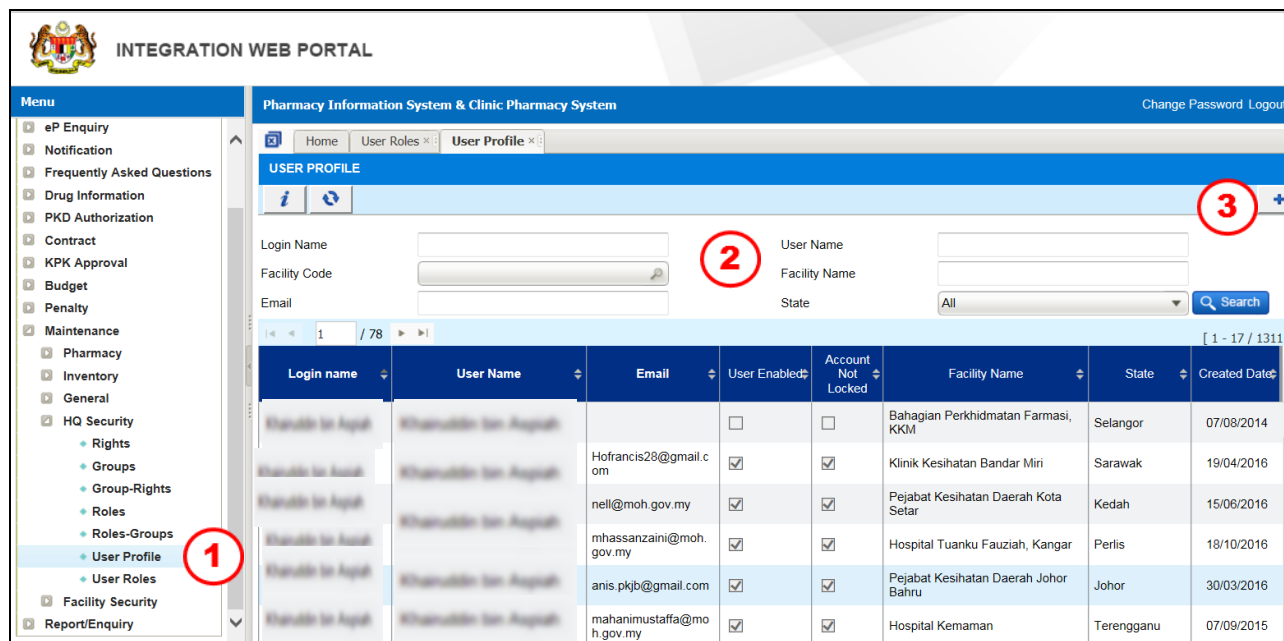


Figure 3.1.1-1 User Profile Listing Page

STEP 1

Click on 'Maintenance' menu, followed by 'HQ Security' and click on 'User Profile'

STEP 2

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

No	Field	Description	Remark
a	Login Name	Login Name	Allow to search record by full or partial Login Name
b	User Name	Last Name	Allow to search record by full or partial user Last Name
c	Facility Code	Facility Code	Allow to search record by full or partial Facility Code
d	Facility Name	Facility Name	Allow to search record by full or partial Facility Name
e	Email	Email	Allow to search record by full or partial user Email
f	State	State	Allow to search record by state name

Table 3.1.1

STEP 3

Click on the  button and User Profile screen will be displayed as Figure 3.1.1-2

User Profile			
Login Name	Khamrudin bin Asyraf	Designation	PF
Password		Retype Password	
User Name	Khamrudin bin Asyraf	Supervisor	
Valid From	05/05/2014	Valid To	05/05/2020
Email	Khamrudin bin Asyraf@y	Date Created	05/05/2014
Contact No	0173190507	Remarks	
User Enabled	☐	Account Not Locked	☐
User Type	HQ	Facility Code	99-99999
Facility Name	Bahagian Perkhidmatan Farmasi, KKM	State	Selangor

Figure 3.1.1-2 User Profile

STEP 4

Enter **Login Name**

Note

This field is an Alphanumeric

STEP 5

Enter **Password** and **Retype Password**

Note

This field is an Alphanumeric and minimum value is 6 character

STEP 6

Enter **User Name**

STEP 7

Enter **Contact No**

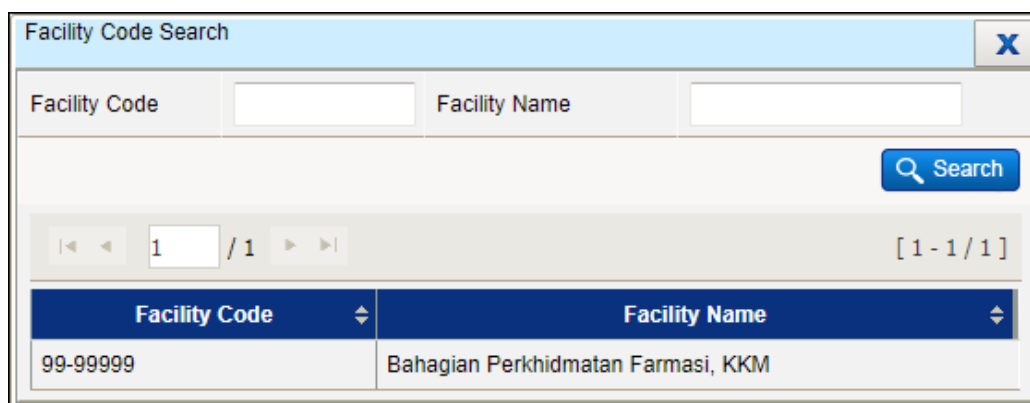
STEP 8

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

- KK** – Clinic
- HQ** – HQ User
- HOS** – Hospital
- KB1M** – KB1M(Clinic)
- KD** – KD(Clinic)
- KK1M** – KK1M(Clinic)
- KKIA** – KKIA(Clinic)
- MUSN/PBFN**
- PKD** – Pejabat Kesihatan Daerah
- JKN** – State User

STEP 9

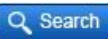
Click on the **Facility Code**  and Facility Code Search window will be displayed as Figure 3.1.1-3

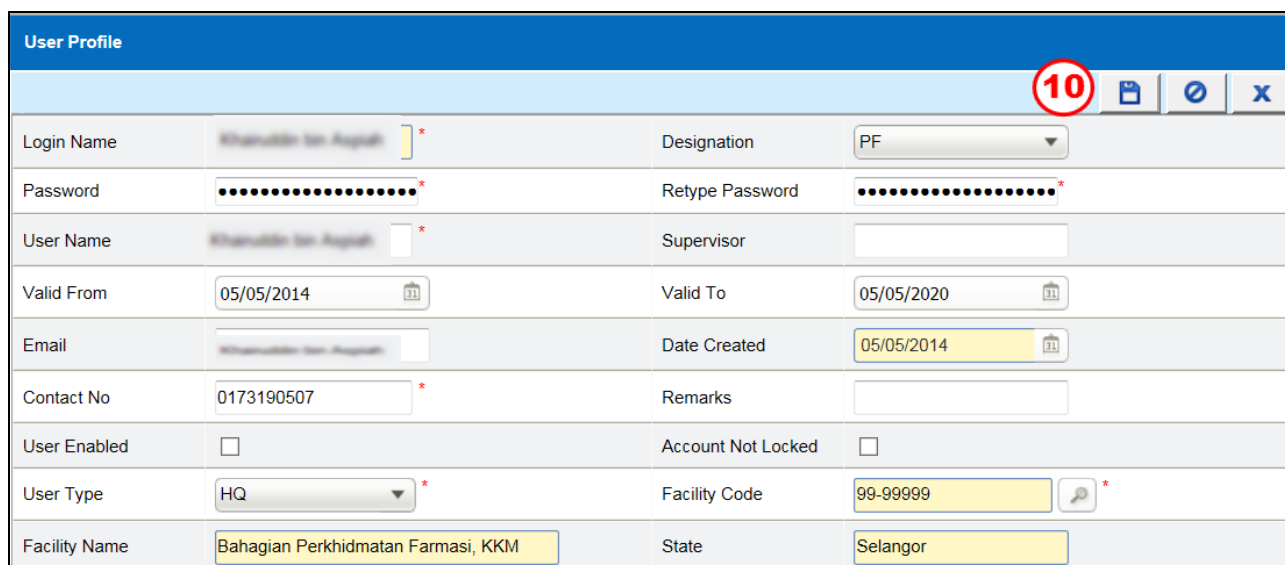


The screenshot shows a 'Facility Code Search' window. It has two input fields at the top: 'Facility Code' and 'Facility Name'. Below these is a 'Search' button with a magnifying glass icon. Under the search bar is a pagination control showing '1 / 1' and '[1 - 1 / 1]'. Below the pagination is a table with two columns: 'Facility Code' and 'Facility Name'. The table contains one row with the values '99-99999' and 'Bahagian Perkhidmatan Farmasi, KKM'.

Figure 3.1.1-3 Facility Code Search

Note

- List of the Facility Name will be based on the selected **User Type** in **STEP 8**
- User is allowed to enter partially or fully searching criteria for **Facility Code** and **Facility Name**. Then click on the  button
- Double click on the selected **Facility Code** or **Facility Name**



The screenshot shows a 'User Profile' window. It has a blue header bar with the title 'User Profile' and a red circle with the number '10' next to it. Below the header is a form with various fields. The fields are arranged in two columns. The left column contains: 'Login Name' (with a dropdown menu), 'Password' (with a masked input field), 'User Name' (with a dropdown menu), 'Valid From' (with a date picker), 'Email' (with a text input field), 'Contact No' (with a text input field), 'User Enabled' (with a checkbox), 'User Type' (with a dropdown menu), and 'Facility Name' (with a text input field). The right column contains: 'Designation' (with a dropdown menu), 'Retype Password' (with a masked input field), 'Supervisor' (with a text input field), 'Valid To' (with a date picker), 'Date Created' (with a date picker), 'Remarks' (with a text input field), 'Account Not Locked' (with a checkbox), 'Facility Code' (with a text input field and a magnifying glass icon), and 'State' (with a dropdown menu). The 'Facility Code' field is highlighted in yellow, and the 'Facility Name' field is also highlighted in yellow.

Figure 3.1.1-4 User Profile

Note

- **Facility Name** will be displayed based on the selected **Facility Code**
- Enter the optional field if applicable
 - **Designation** : select from the drop down box
 - **Supervisor**
 - **Valid From** and **Valid To** : click on the  button to select the date
 - **Email**
 - **Remarks**
- **User Enabled** and **Account Not Locked** checkbox is selected by default

STEP 10

Click on the  button to save the record

Note

- System will display a Confirmation Message as Figure 3.1.1-5
- Click on the button to save the transaction
- Click on the or button to cancel the saved record

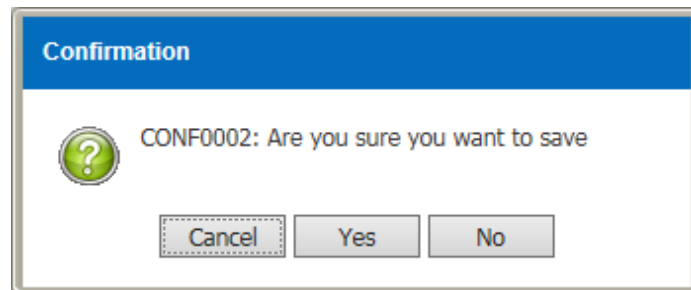


Figure 3.1.1-5 Confirmation Message

- Information Message will display after click on the button as Figure 3.1.1-6
- Click on the button to confirmed the save transaction and Scan/Therapy Code will generated for future reference

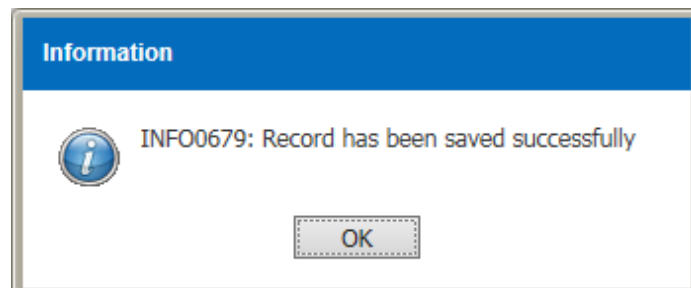
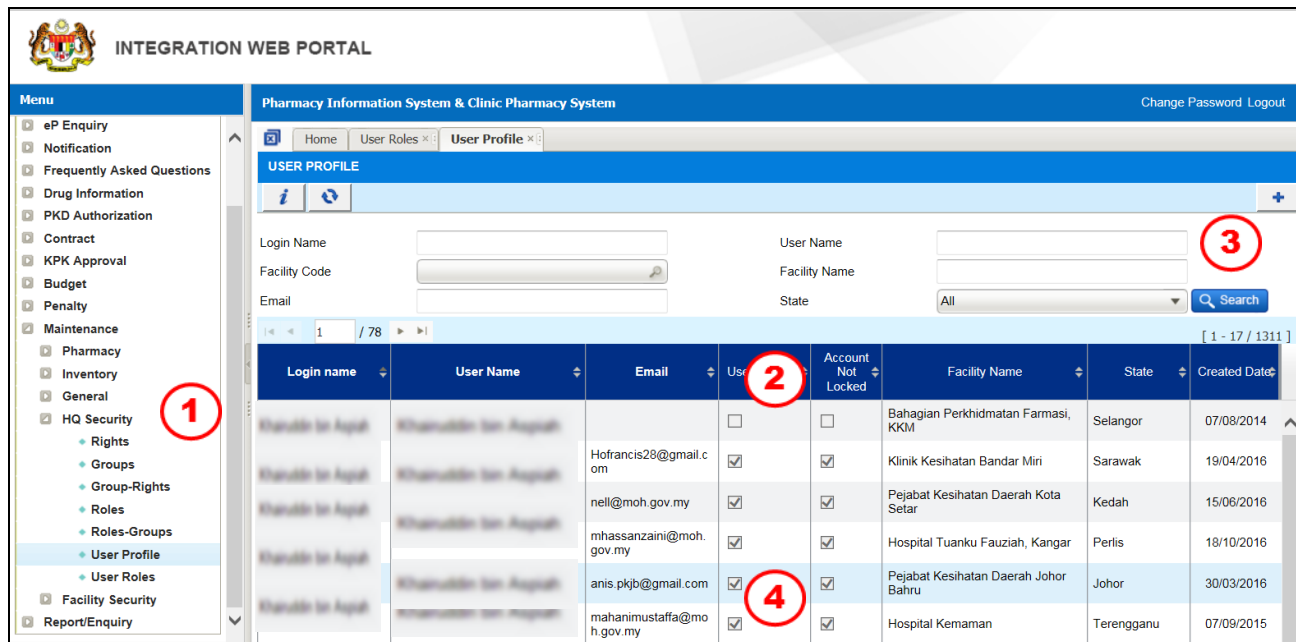


Figure 3.1.1-6 Information Message

3.1.2 Edit User Profile

To modify User Profile account, perform the steps below:



INTEGRATION WEB PORTAL

Pharmacy Information System & Clinic Pharmacy System

Change Password Logout

Home User Roles User Profile

USER PROFILE

Login Name Facility Code Email State Search

Login name	User Name	Email	User	Account Not Locked	Facility Name	State	Created Date
Khanulddin bin Asyraf	Khanulddin bin Asyraf	Hofrancis28@gmail.com	☐	☐	Bahagian Perkhidmatan Farmasi, KKM	Selangor	07/08/2014
Khanulddin bin Asyraf	Khanulddin bin Asyraf	nell@moh.gov.my	☒	☒	Klinik Kesihatan Bandar Miri	Sarawak	19/04/2016
Khanulddin bin Asyraf	Khanulddin bin Asyraf	mhasanzaini@moh.gov.my	☒	☒	Pejabat Kesihatan Daerah Kota Setar	Kedah	15/06/2016
Khanulddin bin Asyraf	Khanulddin bin Asyraf	anis.pkjb@gmail.com	☒	☒	Hospital Tuanku Fauziah, Kangar	Perlis	18/10/2016
Khanulddin bin Asyraf	Khanulddin bin Asyraf	mahanimustaffa@moh.gov.my	☒	☒	Pejabat Kesihatan Daerah Johor Bahru	Johor	30/03/2016
Khanulddin bin Asyraf	Khanulddin bin Asyraf	mahanimustaffa@moh.gov.my	☒	☒	Hospital Kemaman	Terengganu	07/09/2015

Figure 3.1.2-1 User Profile

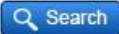
STEP 1

Click on 'Maintenance' menu, followed by 'HQ Security' and click on 'User Profile'

STEP 2

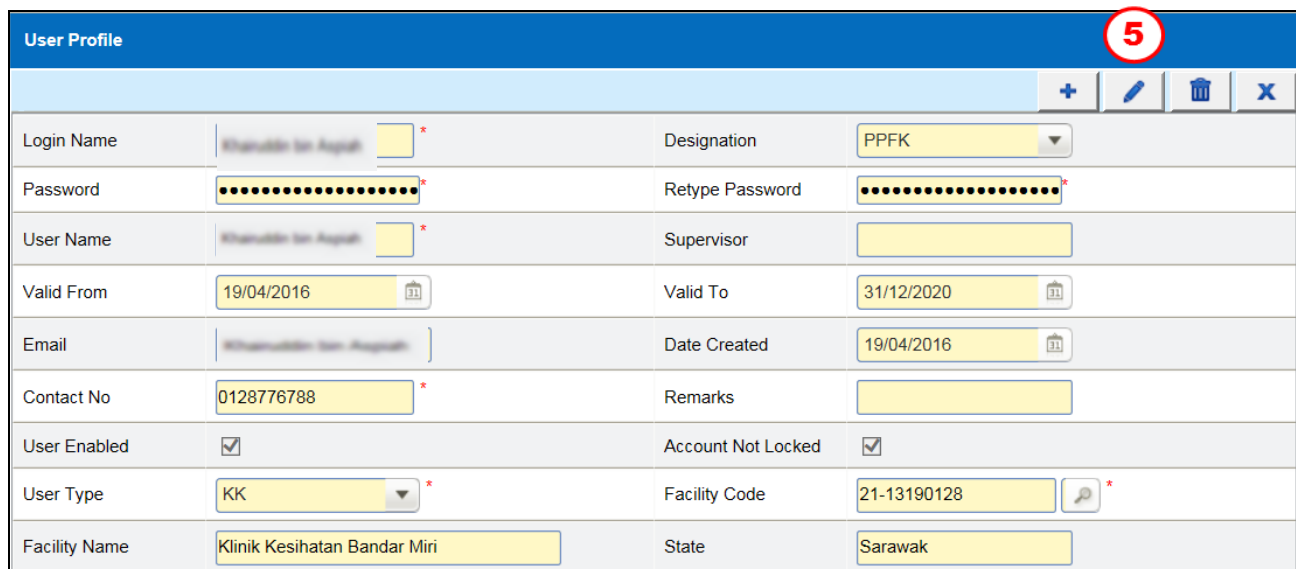
Search existing record by entering value on the selected field

STEP 3

Click on the  button and system will display related record

STEP 4

Click on the selected record



User Profile

Designation: PPFK

Valid From: 19/04/2016 Valid To: 31/12/2020

Email: Khanulddin bin Asyraf Date Created: 19/04/2016

Contact No: 0128776788 Remarks:

User Enabled: ☒ Account Not Locked: ☒

User Type: KK Facility Code: 21-13190128

Facility Name: Klinik Kesihatan Bandar Miri State: Sarawak

Figure 3.1.2-2 User Profile

STEP 5

Click on the  button to edit the record

User Profile			
Login Name		Khamuddin bin Asyraf	
Password			
User Name		Khamuddin bin Asyraf	
Valid From		19/04/2016	
Valid To		31/12/2020	
Email		Khamuddin bin Asyraf	
Contact No		0128776788	
User Enabled		☒	
User Type		KK	
Facility Name		Klinik Kesihatan Bandar Miri	
Designation		PPFK	
Retype Password			
Supervisor			
Date Created		19/04/2016	
Remarks			
Account Not Locked		☒	
Facility Code		21-13190128	
State		Sarawak	

Figure 3.1.2-3 User Profile

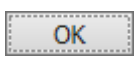
Note

- User is allowing to edit:
 - Designation
 - Password and Retype Password
 - User Name
 - Supervisor
 - Valid From and Valid To
 - Email
 - Contact No
 - Remarks
 - User Type
 - Facility Code
 - User enabled
 - Account Not Locked

STEP 6

Click on the  button to save the edited record

Note

- System will display a Information Message as Figure 3.1.2-4
- Click on the  button to save the edited record

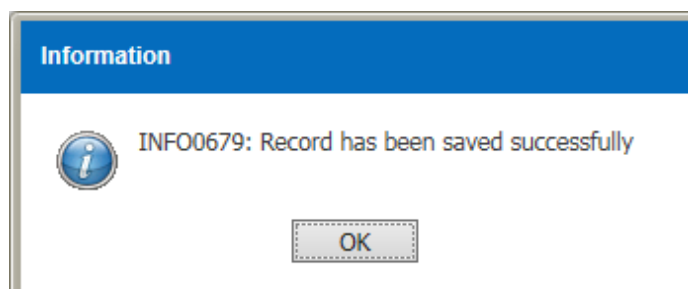


Figure 3.1.2-4 Information Message

3.2 User Roles

To assign User Roles, perform the steps below:

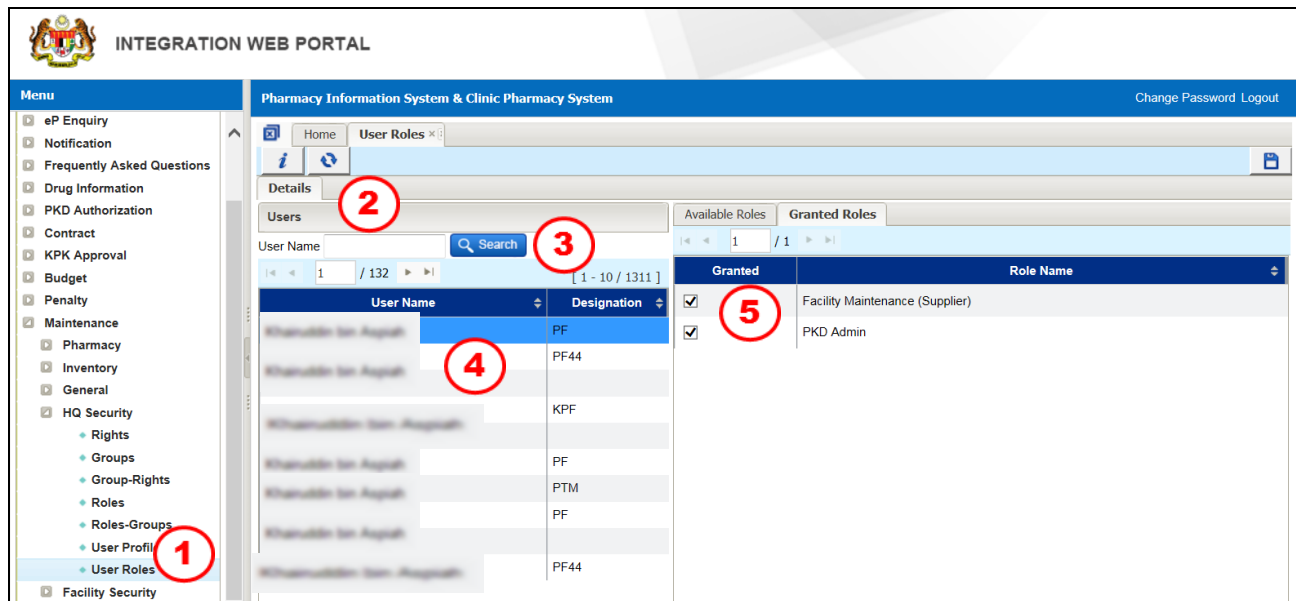


Figure 3.2-1 User Roles

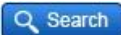
STEP 1

Click on 'Maintenance' menu, followed by 'HQ Security' and click on 'User Roles'

STEP 2

Search existing record by entering **User Name**

STEP 3

Click on the  button and system will display related record

STEP 4

Click on the selected record

STEP 5

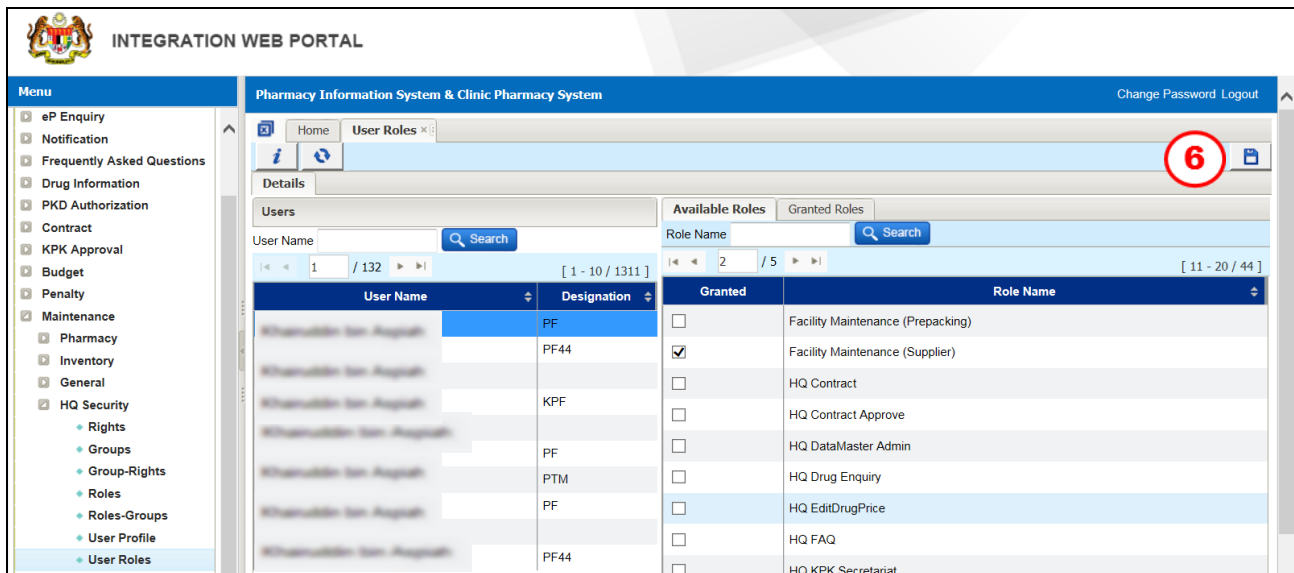
Select on the ☒ **Granted** checkbox to assign User Role for the selected **Username**

Note

- User is allowing to select more than 1 role
- After selecting role, user can view the assigned role at the **Granted Roles** tabs as Figure 3.2-2

Available Roles		Granted Roles	
1 / 1			
Granted	Role Name		
☒	Facility Maintenance (Prepacking)		
☒	Facility Maintenance (Supplier)		
☒	Hospital IWP		

Figure 3.2-2 Granted Roles



INTEGRATION WEB PORTAL

Pharmacy Information System & Clinic Pharmacy System

Change Password Logout

Menu

- eP Enquiry
- Notification
- Frequently Asked Questions
- Drug Information
- PKD Authorization
- Contract
- KPK Approval
- Budget
- Penalty
- Maintenance
 - Pharmacy
 - Inventory
 - General
 - HQ Security
 - Rights
 - Groups
 - Group-Rights
 - Roles
 - Roles-Groups
 - User Profile
 - User Roles

Home User Roles

Details

Users

User Name Search

1 / 132 [1 - 10 / 1311]

User Name	Designation
Khanulddin bin Asgudh	PF
Khanulddin bin Asgudh	PF44
Khanulddin bin Asgudh	KPF
Khanulddin bin Asgudh	PF
Khanulddin bin Asgudh	PTM
Khanulddin bin Asgudh	PF
Khanulddin bin Asgudh	PF44

Available Roles

Role Name Search

2 / 5 [11 - 20 / 44]

Granted	Role Name
☐	Facility Maintenance (Prepacking)
☒	Facility Maintenance (Supplier)
☐	HQ Contract
☐	HQ Contract Approve
☐	HQ DataMaster Admin
☐	HQ Drug Enquiry
☐	HQ EditDrugPrice
☐	HQ FAQ
☐	HQ KPK Secretariat

Figure 3.2-3 User Roles

STEP 6

Click on the  button to save the assigned roles

4. Acronyms

Abbreviation	Definition
PhIS	Pharmacy Information System
CPS	Clinical Pharmacy System
IWP	Integration Web Portal
PM	Patient Management
eGL	Electronic Guarantee Letter
HRMIS	Human Resource Management System
MRN	Medical Record Number
TDM	Clinical Pharmacokinetics Services
ADR & DAC	Adverse Drug Reaction and Drug Allergic Card
DICE	Drug Information and Consumer Education
MTAC	Medication Therapy Adherence Clinic
MOH	Ministry Of Health

5. Link to IWP Modules

No	Module	PDF Links
1	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