



Ministry of Health Malaysia



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

User Manual Integrated Web Portal (IWP) Maintenance - HQ Security

Version	: 9th EDITION
Document ID	: HQ_U. MANUAL_IWP_HQSECURITY



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Application reference: PhIS & CPS v2.0.1



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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

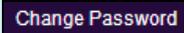
1.3 Organised Sections

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

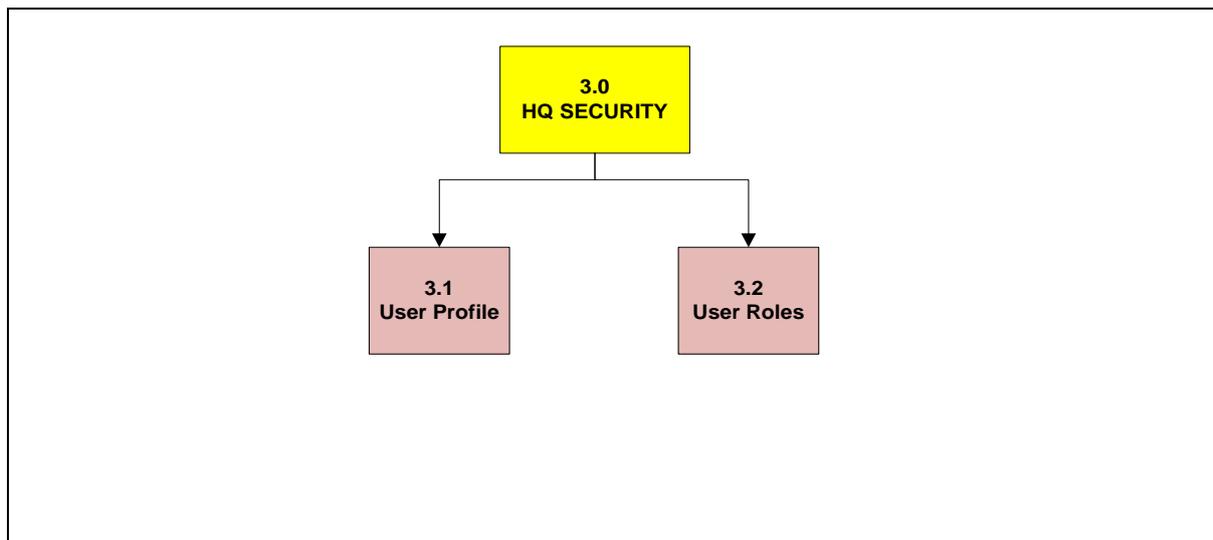


Figure 3.0

Functional Description

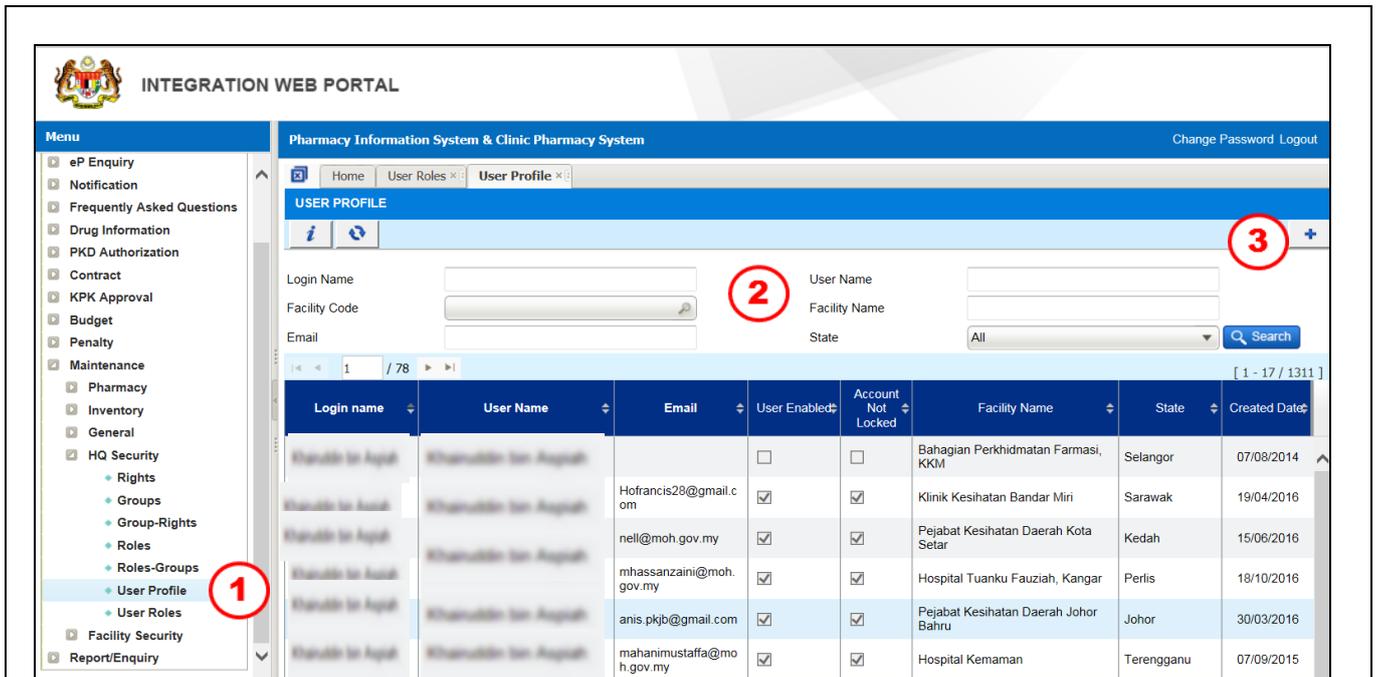
Maintenance HQ Security comprises of two (2) main functions:

- **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:



Integration Web Portal

Pharmacy Information System & Clinic Pharmacy System

Change Password Logout

Home User Roles x User Profile x

USER PROFILE

Login Name: User Name:

Facility Code: Facility Name:

Email: State:

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

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	<input type="text" value="Khadimudin bin Asyraf"/>	Designation	PF
Password	<input type="password" value="....."/>	Retype Password	<input type="password" value="....."/>
User Name	<input type="text" value="Khadimudin bin Asyraf"/>	Supervisor	<input type="text"/>
Valid From	<input type="text" value="05/05/2014"/>	Valid To	<input type="text" value="05/05/2020"/>
Email	<input type="text" value="Khadimudin bin Asyraf@y"/>	Date Created	<input type="text" value="05/05/2014"/>
Contact No	<input type="text" value="0173190507"/>	Remarks	<input type="text"/>
User Enabled	<input type="checkbox"/>	Account Not Locked	<input type="checkbox"/>
User Type	HQ	Facility Code	<input type="text" value="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**

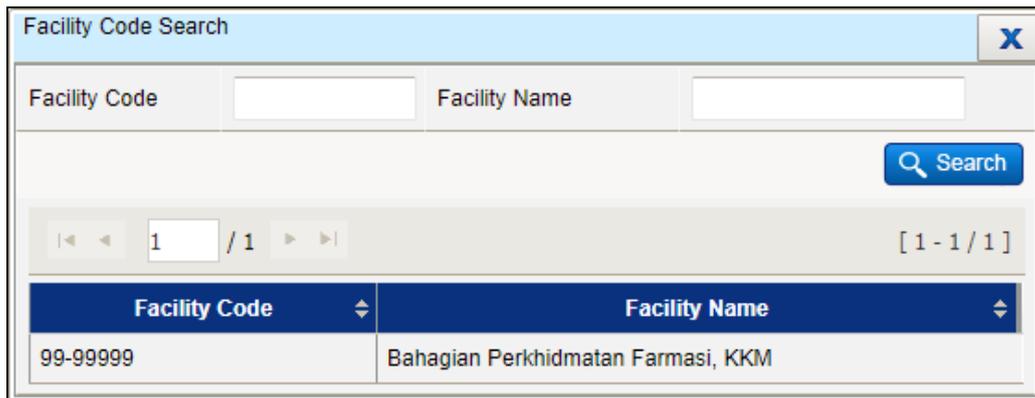
STEP 8

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



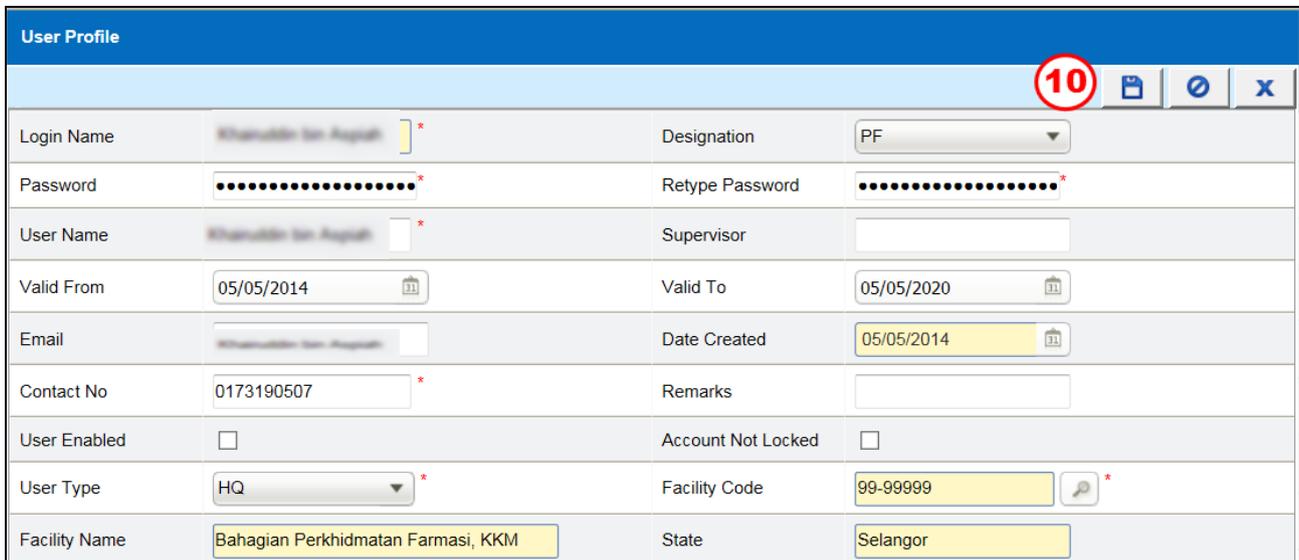
The screenshot shows a 'Facility Code Search' window. It has two input fields: 'Facility Code' and 'Facility Name'. A 'Search' button is located to the right of the 'Facility Name' field. Below the search fields is a pagination bar showing '1 / 1' and '[1 - 1 / 1]'. A table below the pagination bar displays the search results:

Facility Code	Facility Name
99-99999	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' form. A red circle with the number '10' is placed over the save button (a floppy disk icon) in the top right corner. The form contains the following fields:

Login Name	<input *<=""]="" td="" type="text" value="Khamuddin bin Asyraf"/> <td>Designation</td> <td>PF</td>	Designation	PF
Password	<input *<=""]="" td="" type="password" value="....."/> <td>Retype Password</td> <td><input *<=""]="" td="" type="password" value="....."/> </td>	Retype Password	<input *<=""]="" td="" type="password" value="....."/>
User Name	<input *<=""]="" td="" type="text" value="Khamuddin bin Asyraf"/> <td>Supervisor</td> <td><input type="text"/></td>	Supervisor	<input type="text"/>
Valid From	05/05/2014 	Valid To	05/05/2020 
Email	<input *<=""]="" td="" type="text" value="Khamuddin bin Asyraf"/> <td>Date Created</td> <td>05/05/2014 </td>	Date Created	05/05/2014 
Contact No	0173190507 *	Remarks	<input type="text"/>
User Enabled	<input type="checkbox"/>	Account Not Locked	<input type="checkbox"/>
User Type	HQ *	Facility Code	99-99999  *
Facility Name	Bahagian Perkhidmatan Farmasi, KKM	State	Selangor

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

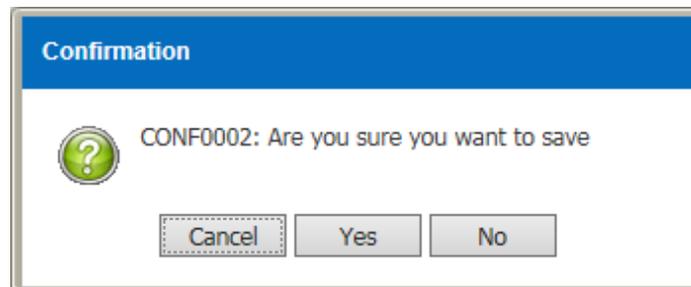


Figure 3.1.1-5 Confirmation Message

- 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

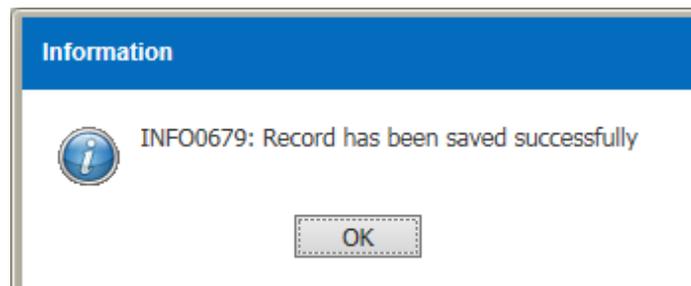
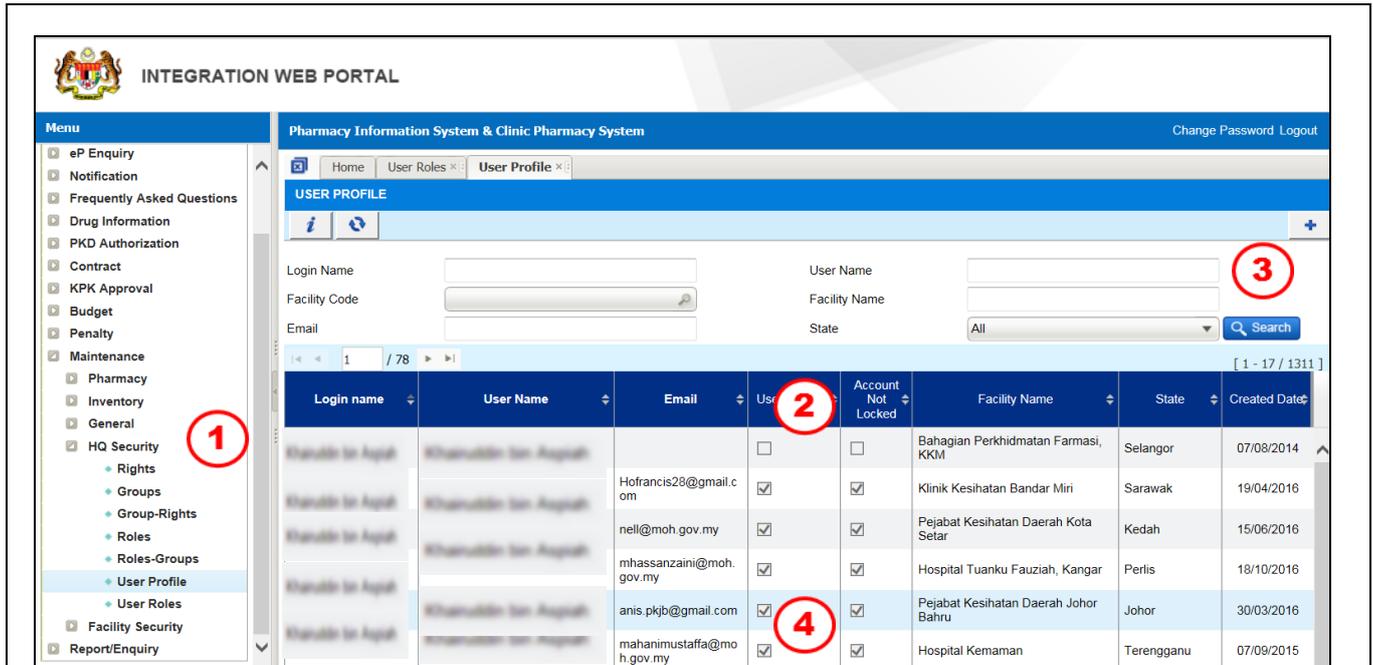


Figure 3.1.1-6 Information Message

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: [] User Name: [] **3**

Facility Code: [] Facility Name: []

Email: [] State: All [Search]

Login name	User Name	Email	Usr 2	Account Not Locked	Facility Name	State	Created Date
[]	[]	[]	<input type="checkbox"/>	<input type="checkbox"/>	Bahagian Perkhidmatan Farmasi, KKM	Selangor	07/08/2014
[]	[]	Hofrancis29@gmail.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Klinik Kesihatan Bandar Miri	Sarawak	19/04/2016
[]	[]	nell@moh.gov.my	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Pejabat Kesihatan Daerah Kota Setar	Kedah	15/06/2016
[]	[]	mhassanzaini@moh.gov.my	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Hospital Tuanku Fauziah, Kangar	Perlis	18/10/2016
[]	[]	anis.pkjb@gmail.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Pejabat Kesihatan Daerah Johor Bahru	Johor	30/03/2016
[]	[]	mahanimustaffa@moh.gov.my	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Hospital Kemaman	Terengganu	07/09/2015

1

4

5

Figure 3.1.2-1 User Profile

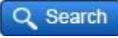
STEP 1

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

STEP 2

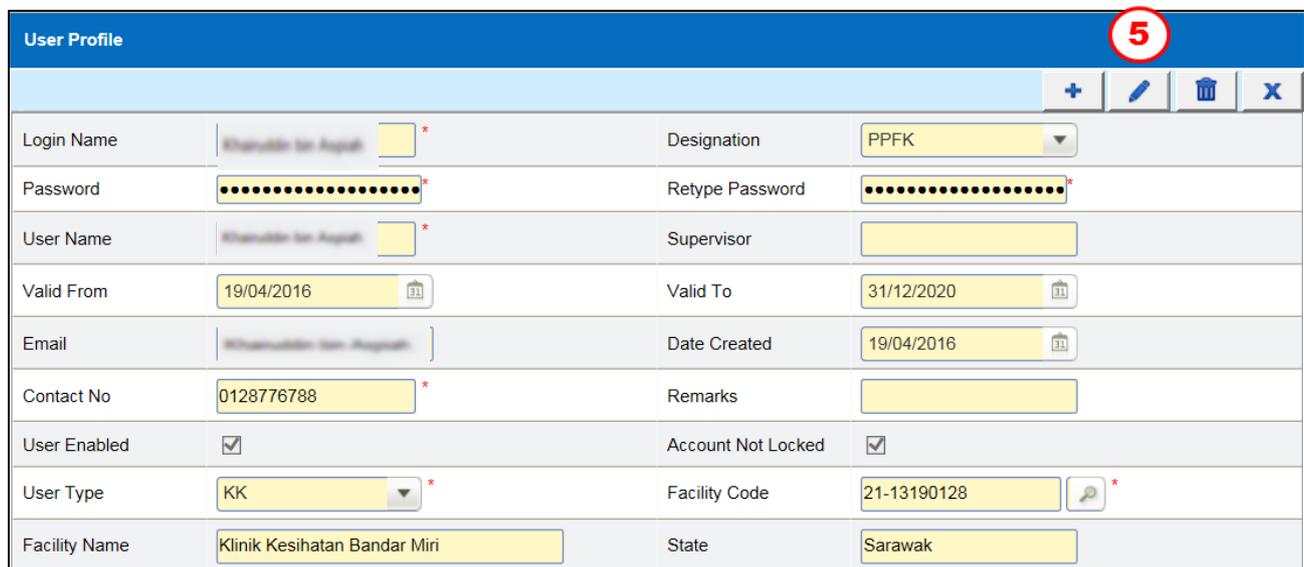
Search existing record by entering value on the selected field

STEP 3

Click on the  button and system will display related record

STEP 4

Click on the selected record



User Profile **5**

Designation: PPFK

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

Email: [] Date Created: 19/04/2016

Contact No: 0128776788

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	<input type="text" value="Klinik Kesihatan Sarawak"/>	Designation	PPFK
Password	<input type="password" value="....."/>	Retype Password	<input type="password" value="....."/>
User Name	<input type="text" value="Klinik Kesihatan Sarawak"/>	Supervisor	<input type="text"/>
Valid From	<input type="text" value="19/04/2016"/>	Valid To	<input type="text" value="31/12/2020"/>
Email	<input type="text" value="Klinik Kesihatan Sarawak"/>	Date Created	<input type="text" value="19/04/2016"/>
Contact No	<input type="text" value="0128776788"/>	Remarks	<input type="text"/>
User Enabled	<input checked="" type="checkbox"/>	Account Not Locked	<input checked="" type="checkbox"/>
User Type	KK	Facility Code	<input type="text" value="21-13190128"/>
Facility Name	<input type="text" value="Klinik Kesihatan Bandar Miri"/>	State	<input type="text" value="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

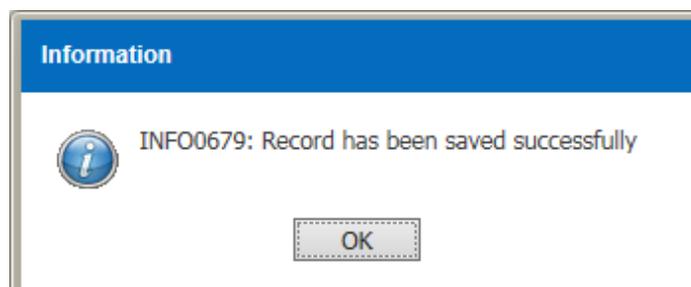


Figure 3.1.2-4 Information Message

3.2 User Roles

To assign User Roles, perform the steps below:

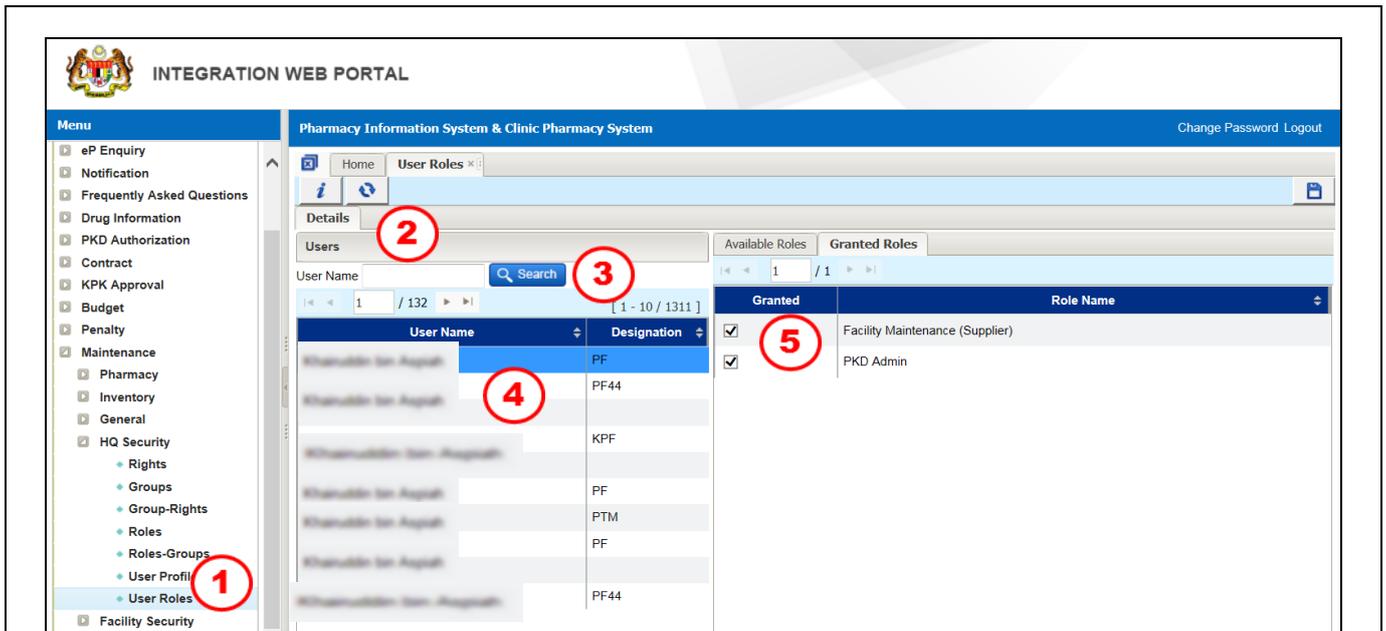


Figure 3.2-1 User Roles

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

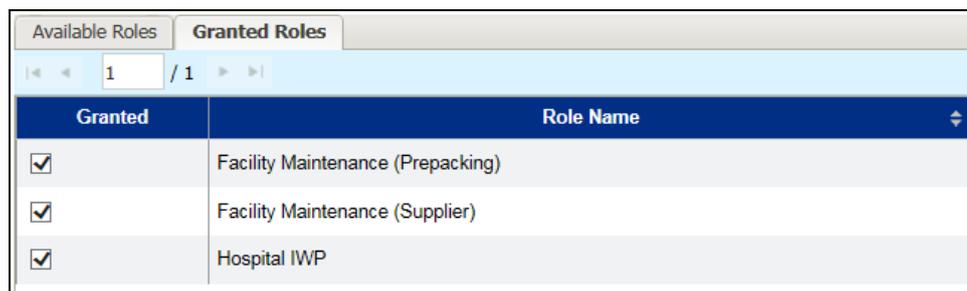


Figure 3.2-2 Granted Roles


INTEGRATION WEB PORTAL

Menu

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

Pharmacy Information System & Clinic Pharmacy System
Change Password Logout

Home User Roles ×
6

Users

User Name Search

<< 1 / 132 >> [1 - 10 / 1311]

User Name	Designation
Khairuddin bin Asgah	PF
Khairuddin bin Asgah	PF44
Khairuddin bin Asgah	KPF
Khairuddin bin Asgah	PF
Khairuddin bin Asgah	PTM
Khairuddin bin Asgah	PF
Khairuddin bin Asgah	PF44

Available Roles | **Granted Roles**

Role Name Search

<< 2 / 5 >> [11 - 20 / 44]

Granted	Role Name
<input type="checkbox"/>	Facility Maintenance (Packing)
<input checked="" type="checkbox"/>	Facility Maintenance (Supplier)
<input type="checkbox"/>	HQ Contract
<input type="checkbox"/>	HQ Contract Approve
<input type="checkbox"/>	HQ DataMaster Admin
<input type="checkbox"/>	HQ Drug Enquiry
<input type="checkbox"/>	HQ EditDrugPrice
<input type="checkbox"/>	HQ FAQ
<input type="checkbox"/>	HQ KPK Secretariat

Figure 3.2-3 User Roles

STEP 6

Click on the  button to save the assigned roles

HQ_U.MANUAL_IWP_HQ SECURITY-9thE

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