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

User Manual
Integrated Web Portal (IWP)

Login

Version	**: 9th EDITION**
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Application reference: PhIS & CPS v2.0.1

Table of Contents

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 key features and functionalities. The primary objective is to guide users through the process of completing IWP application process.
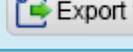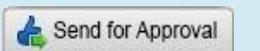
1.3. Organised Sections

These are the sections within this document:

- Section 1 : Introduction
- Section 2 : Application Standard Features
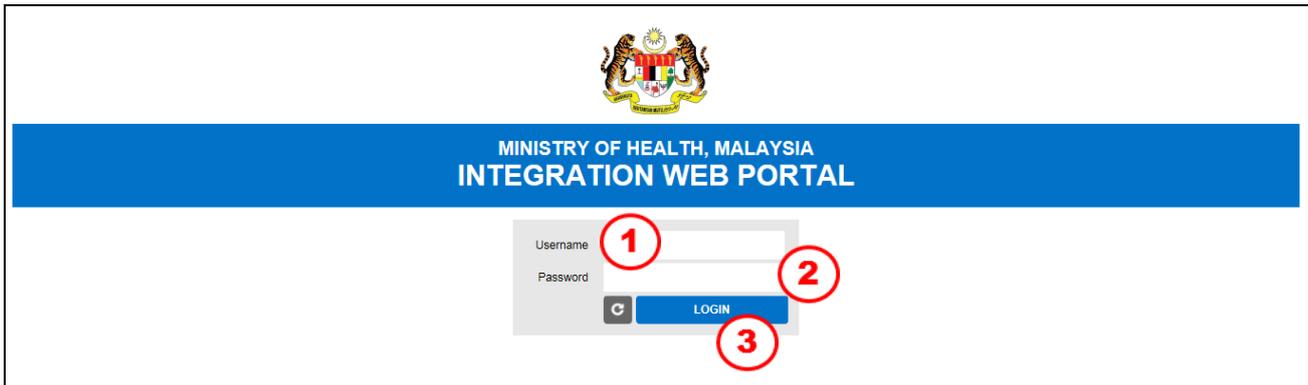- Section 3 : Acronyms

2 Application Standard Features

2.1. IWP Legend

Standard Legend			
LOGIN	Login to PhIS	**Logout**	Logout from PhIS
Change Password	Change Login Password	C	Reset Login Screen
+	Expand Menu	−	Collapse Menu
Home	Display Home Tab	▶	Expand Module
◩	Collapse Module	☒	Close All Open Tabs
↻	Refresh Screen	Q Search	Search Record
+	Add/Create New Record	i	Show Help
🖨	Print	*	Mandatory Field
📅	Calendar Icon	🔍	Search Icon
X	Close Window	◯	Radio Button
☐	Checkbox	✏	Edit Record
⊘	Cancel	🗑	Delete Record
💾	Save	Export to Excel	Export and Open Report in Excel Format
+ Add Item	Add Item to the list	🗑 Delete	Delete Item from the list
Request	Request for Approval	Cancel Request	Cancel the Request
Approve	Approve Transaction	Reject	Reject Transaction
Send for Approval	Send for Approval	▼	Dropdown Box
	Automatically Display/Retrieve Box		Empty Text Box

2.2. Login to IWP

To login into the system, perform the steps below:

Figure 2.2-1 IWP Login Page

STEP 1
Key-in username in the *Username* field
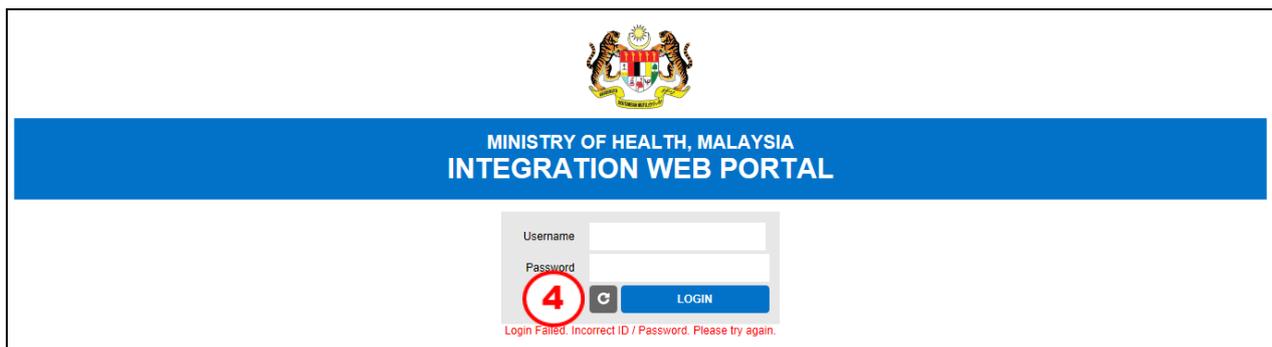
STEP 2
Key-in password in the *Password* field

STEP 3
Click on the [LOGIN] button to log-in to the application

Note
Alert message as shown in Figure 2.2-2 will be displayed if the password entered is incorrect.

Figure 2.2-2 Wrong Password Entered

STEP 4
Click on the [C] button to reset all the fields on the login screen

2.3. IWP Home Page Overview

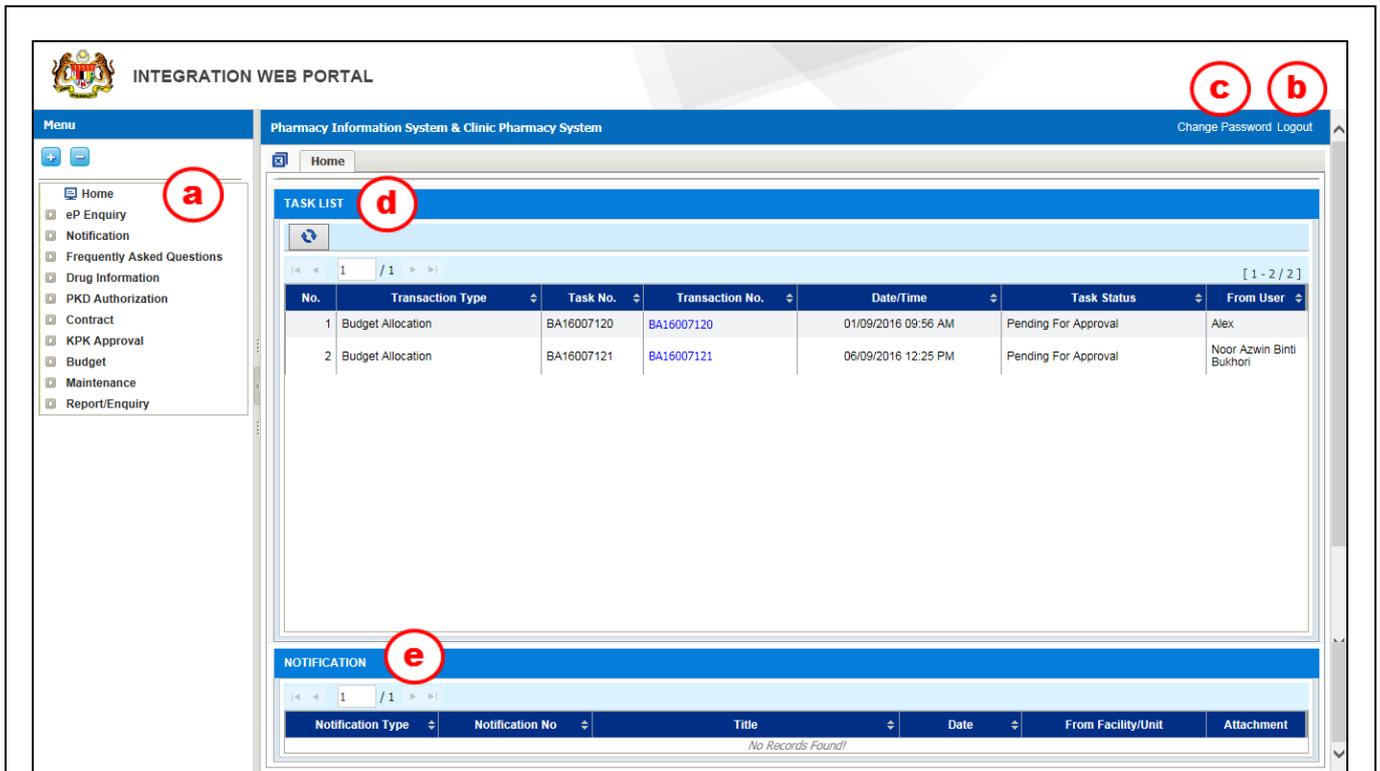User will be navigated to the IWP home page upon successful login.

Figure 2.3-1 IWP Home Page

IWP Home Page screen will be displayed according to user's role and access right.

Left side panel contains:

a) **Menu**
List of Menu displayed depends on the user's role. User needs to refer to the facility's System Administrator for any update needed.

Right side panel contains:

b) **Logout**
To logout from PhIS application.

c) **Change Password**
This hyperlink allows user to change the login password.

d) **Task List**
Active 'Pending for Approval' task(s) that require action/ follow-up will be displayed.

e) *Notification*
List of notification(s) from Bahagian Perkhidmatan Farmasi

2.4. Change Password
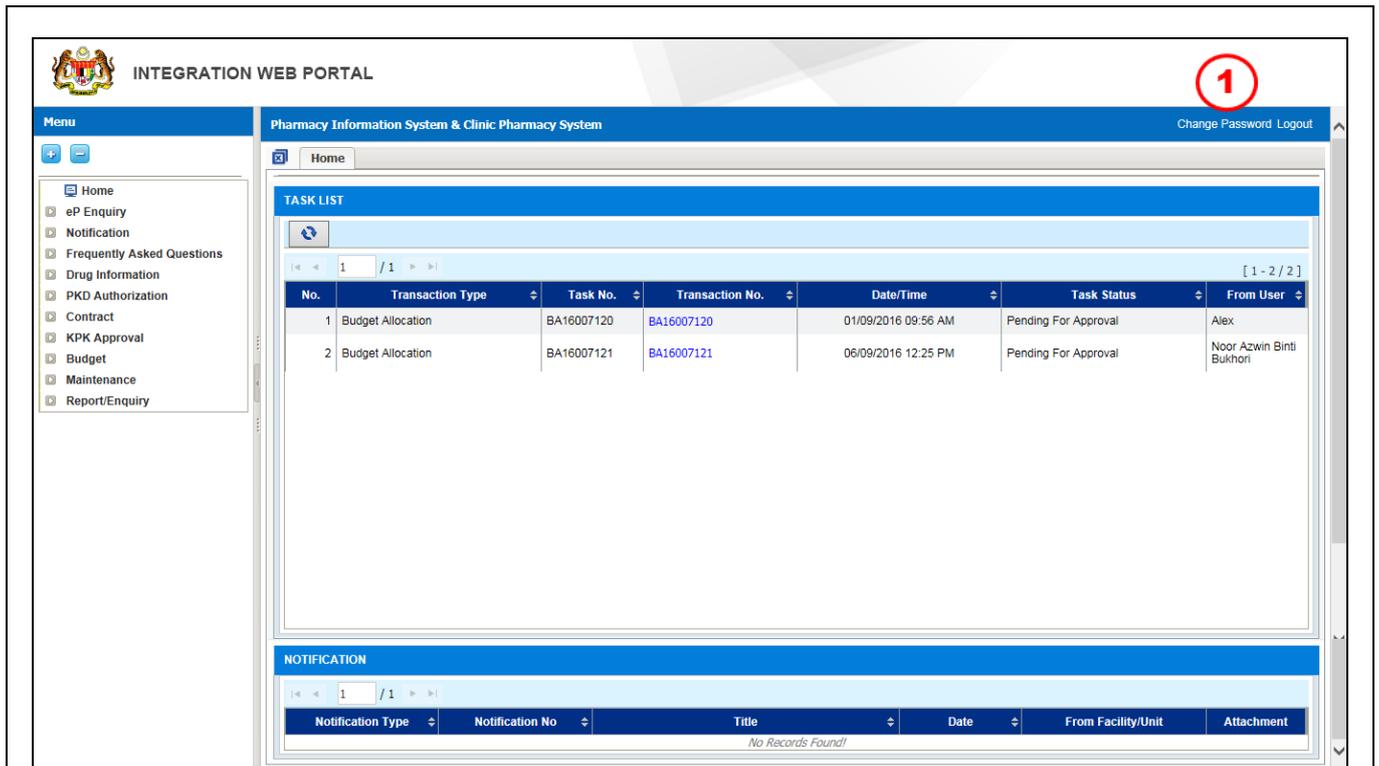
To change user's current password, perform steps below.

Figure 2.4-1 Change Password

STEP 1
Click *Change Password* hyperlink and window will be displayed as shown in Figure 2.4-2
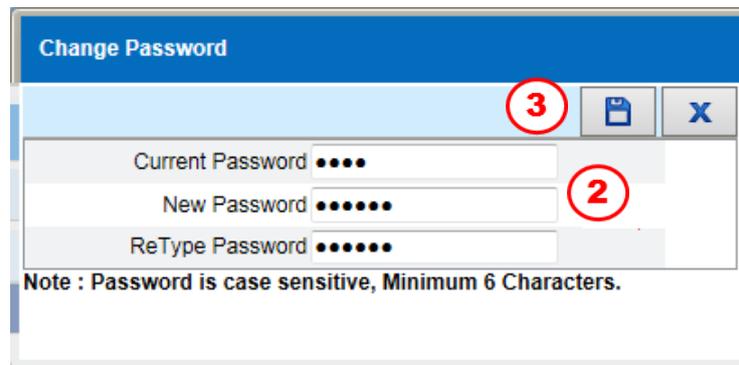

Figure 2.4-2 Change Password

STEP 2
Enter the *Current Password*, *New Password* and *ReType Password*

Note
Password is case sensitive and a minimum of 6 alphanumeric characters and maximum 25 characters has to be entered.

STEP 3

Click on the [💾] button to save the changes made

Note
- *Alert message as shown in Figure 2.4-3 will be displayed for password length is below 6 characters.*

- *Alert message as shown in Figure 2.4-4 will be displayed for not match current passsword.*

- *Alert message as shown in Figure 2.4-5 will be displayed if new and current password is the same.*

- *Information message as shown in Figure 2.4-6 will be displayed if the password is successfully save.*
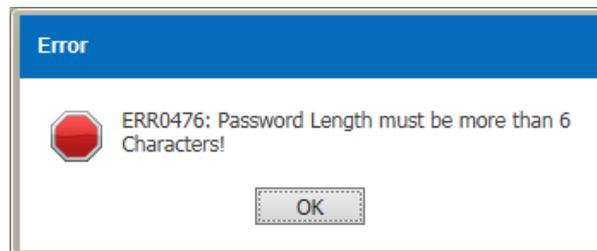
Error

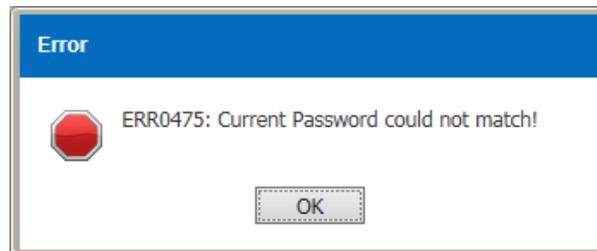ERR0476: Password Length must be more than 6 Characters!

OK

Figure 2.4-3 Error Message

Error

ERR0475: Current Password could not match!

OK

Figure 2.4-4 Error Message

Error

ERR0477: New Password and Current Password can not be same!

OK
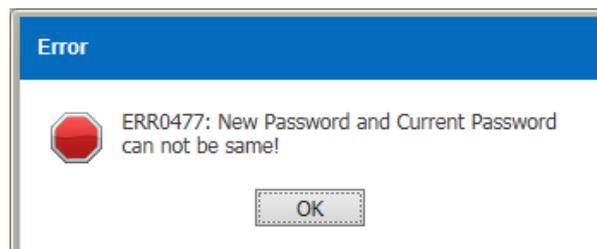
Figure 2.4-5 Error Message

Information

INFO0652: Password Updated Successfully!

OK
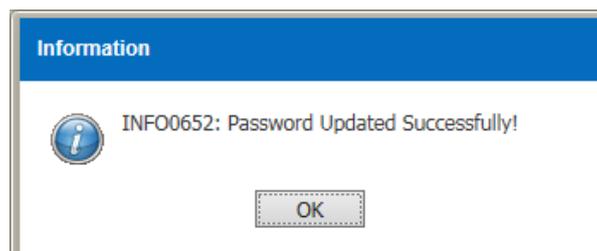
Figure 2.4-6 Information Message

3   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

4   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