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

User Manual
Integrated Web Portal (IWP)

Maintenance - Inventory

Version	**: 7th E**
Document ID	**: HQ_U.MANUAL_IWP_MAINTENANCE_INVENTORY**

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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 IWP (Maintenance Inventory) sub-module and its key features and functionalities. The primary objective is to guide users through the process of completing PhIS application process.

User will understand the following activities in details:

- Create a new maintenance Iinventory
- Edit a Maintenance Inventory

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. IWP Legend

Standard Legend			
LOGIN	Login to PhIS	Logout	Logout from PhIS
Change Password	Change Login Password		Reset Login Screen
	Expand Menu		Collapse Menu
Home	Display Home Tab		Expand Module
	Collapse Module		Close All Open Tabs
	Refresh Screen	Search	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 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

Note

- *To learn more about Login Information, kindly click Login Information Modules for descriptive step.*

3 Maintenance - Inventory

Overview

The Module will provided a portal for configuration guide for the user which describe the basic and advanced features available on the sytem. User manual,which described the basic and advanced features available on the system. User manual assist in the development of application

User Group

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

Functional Diagram

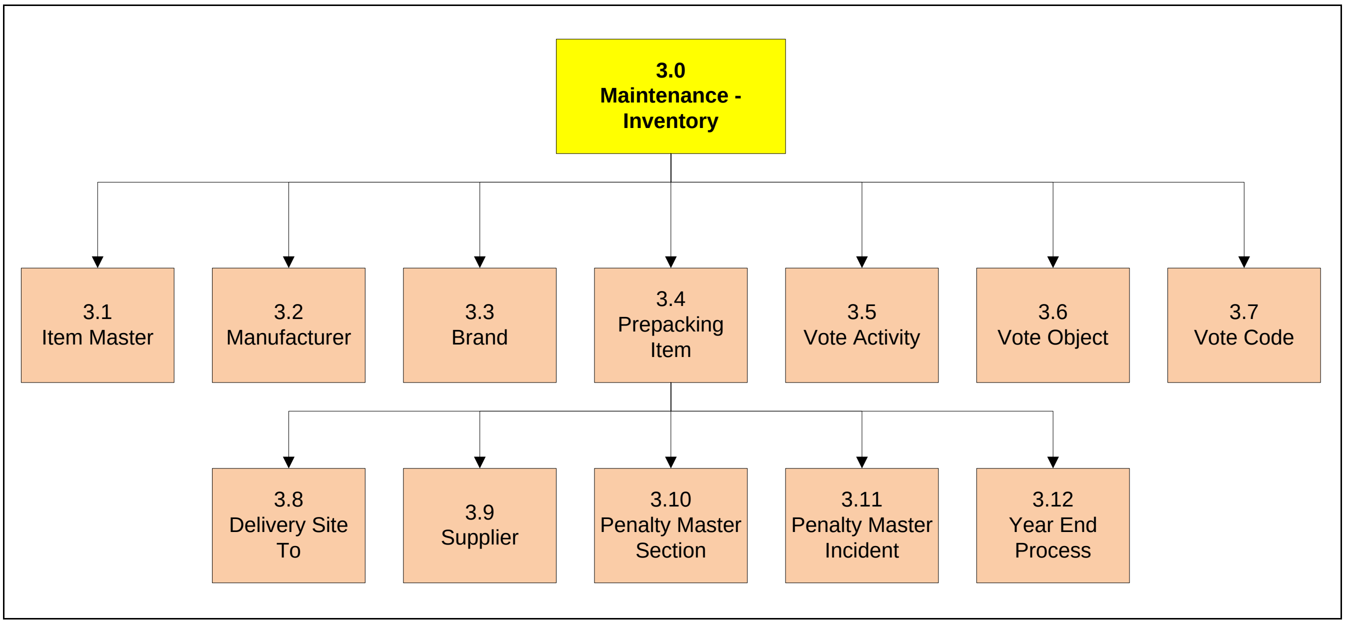


Figure 3.0

Functional Description

- **Item Master**
  Item Master screen allow user to view existing item master record,Create new record and modify the existing record

- **Manufacturer**
  Manufacturer screen allow user to view existing record,Create new record and modify the existing record.

- **Brand**
  Brand screen allow user to view existing record,Create new record and modify the existing record

- **Prepacking Iitem**
  Prepacking screen allow user to view existing record,Create new record and modify the existing record

- **Vote Activity**
  Vote Activity screen allow user to view existing record,Create new record and modify the existing record

- **Vote Object**
  Vote Activity screen allow user to view existing record,Create new record and modify the existing record

- **Vote Code**
  Vote Code screen allow user to view existing record,Create new record and modify the existing record

- **Delivery Site To**
  Delivery Site To screen allow user to view existing record,Create new record and modify the existing record

- **Supplier**
  Supplier screen allow user to view existing record,Create new record and modify the existing record

- **Penalty Master Section**
  Penalty Master Section screen allow user to view existing record,Create new record and modify the existing record

- **Penalty Master Incident**
  Penalty Master Incident screen allow user to view existing record,Create new record and modify the existing record

- **Year End Process**
  Year End Process screen allow user to view existing record,Modify the existing record

3.1. Brand

3.1.1. Create New Brand

To create New Brand records, perform the steps below:

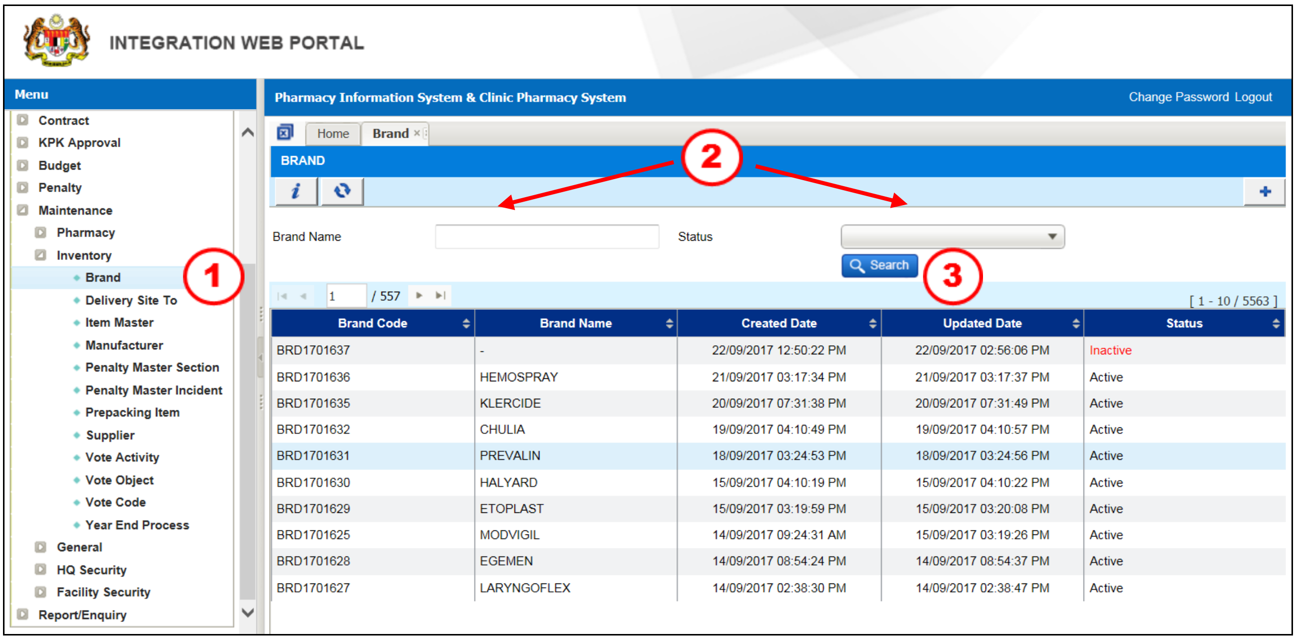


Figure 3.1.1-1 Brand Listing Page

STEP 1
Click on 'Maintenance' menu, followed by 'Inventory' and click on 'Brand'

STEP 2
Search existing record by entering ***Brand Name*** and/or selecting ***Status***

STEP 3
Click on the Search button and system will display the related record

Note
User is allow to view the information by click on the related record and information will be displayed as Figure 3.1.1-2

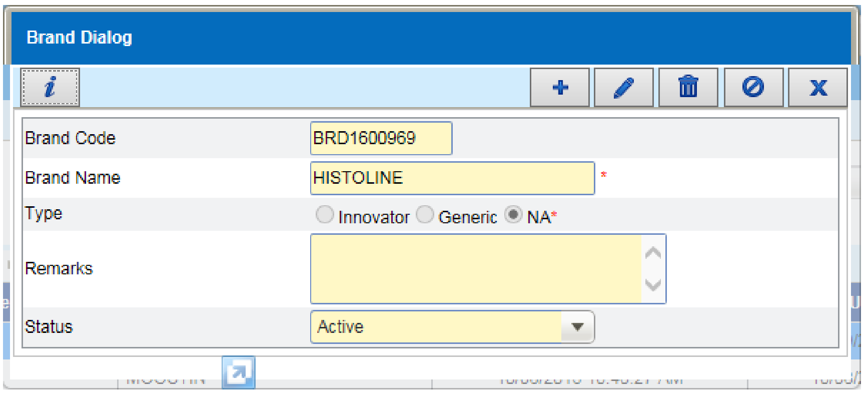


Figure 3.1.1-2 Brand Dialog

Note

Click on the X *button to close the screen*

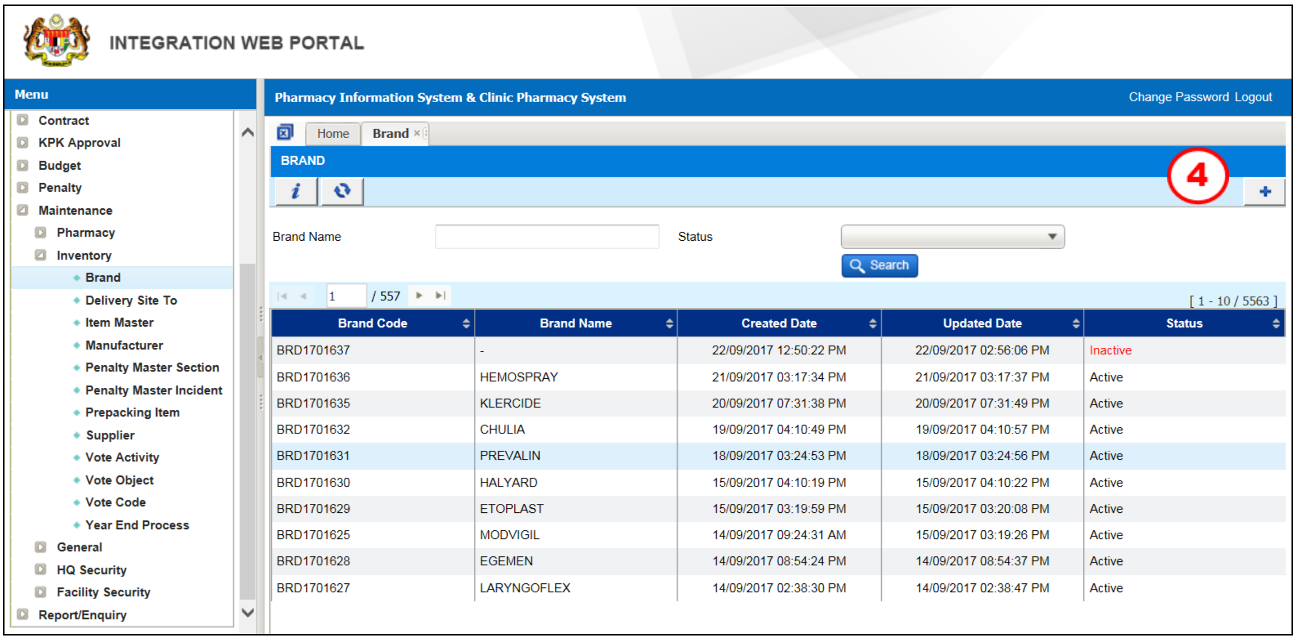


Figure 3.1.1-3 Brand Listing Page

STEP 4

Click on the ➕ button to create a new record and Brand Dialog screen will be displayed as Figure 3.1.1-4

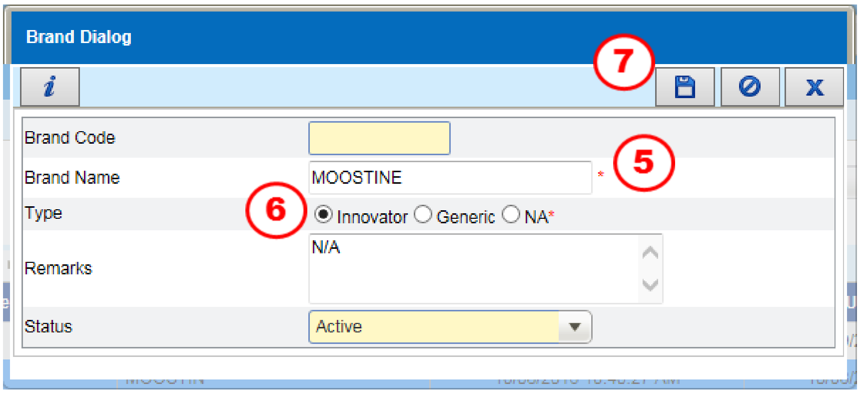


Figure 3.1.1-4 Brand Dialog

STEP 5
Enter ***Brand Name***

STEP 6
Click on the ◯ ***Innovator*** or ◯ ***Generic*** or ◯ ***NA*** radio button

Note
Remarks *is an optional field*

STEP 7

Click on the 💾 button to save the record

Note
- *System will display a Confirmation Message as Figure 3.1.1-5*

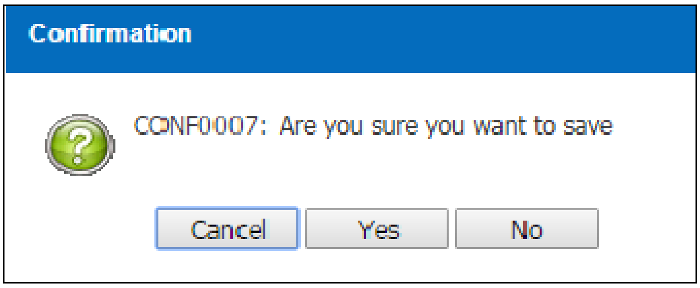


Figure 3.1.1-5 Confirmation Message

- *Click on the* Yes *button to save the record*
- *Information Message will display after click on the* Yes *buttom as Figure 3.1.1-6*

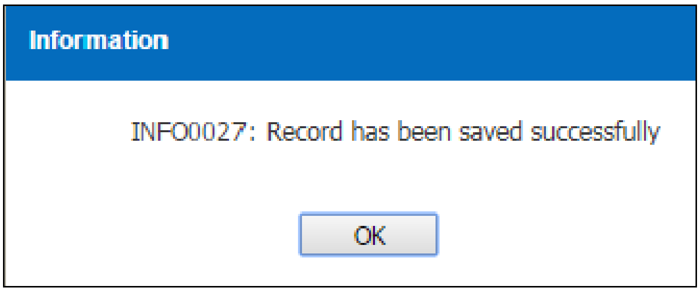


Figure 3.1.1-6 Information Message

- *Click on the* OK *button to confirmed the record and* ***Brand Code No*** *will generated for future reference*

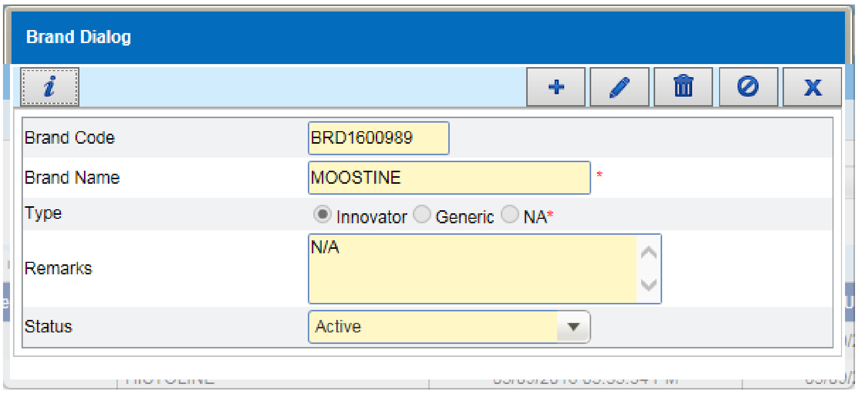


Figure 3.1.1-7 Brand Dialog

Note

Click on the X *button to close the screen*

3.1.2. Modify Brand

To Modify Brand records, perform the steps below:

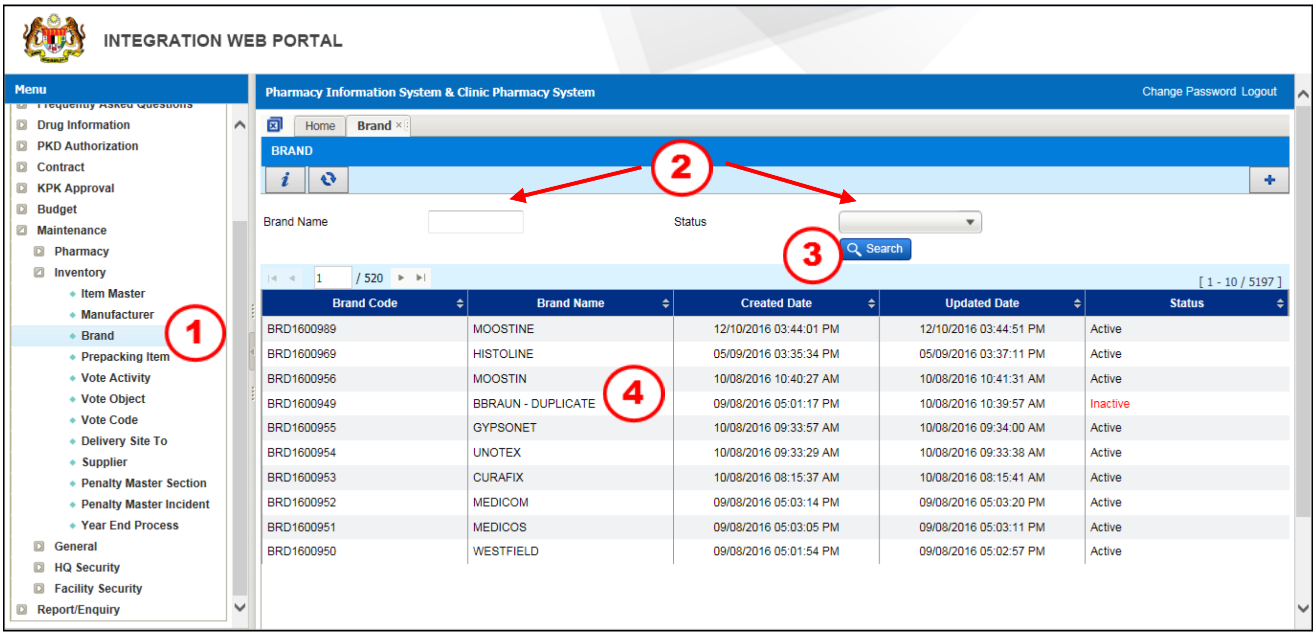


Figure 3.1.2-1 Brand Listing Page

STEP 1
Click on 'Maintenance' menu, followed by 'Inventory' and click on 'Brand'

STEP 2
Search existing record by entering ***Brand Name*** and/or selecting ***Status***

STEP 3
Click on the Search button and system will display the related record

STEP 4
Click on the selected record

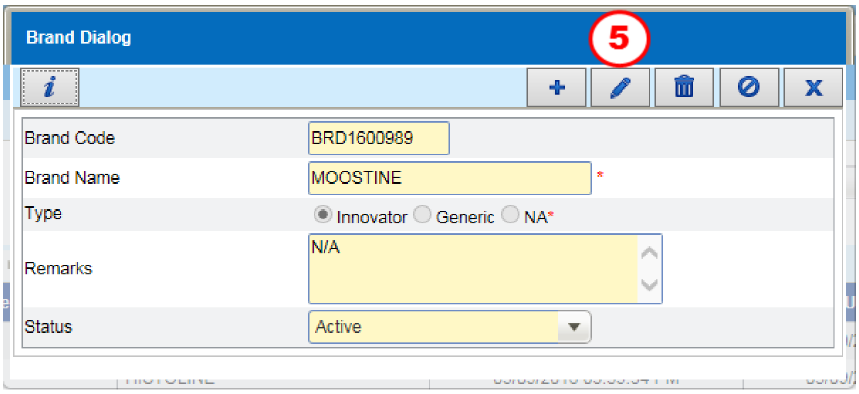


Figure 3.1.2-2 Brand Dialog

STEP 5
Click on the button to edit the record

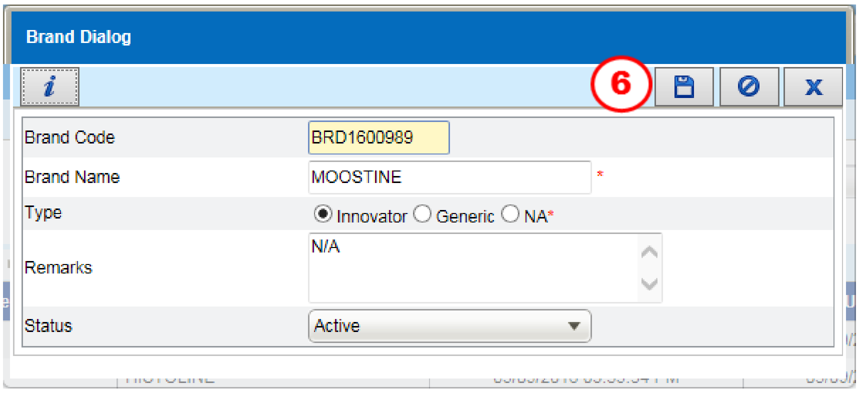


Figure 3.1.2-3 Brand Dialog

Note

User is allow to edit:

- ***Brand Name***
- ***Type***
- ***Remarks***
- ***Status***

STEP 6

Click on the  button to save the record

Note

- *System will display a Confirmation Message as Figure 3.1.2-4*

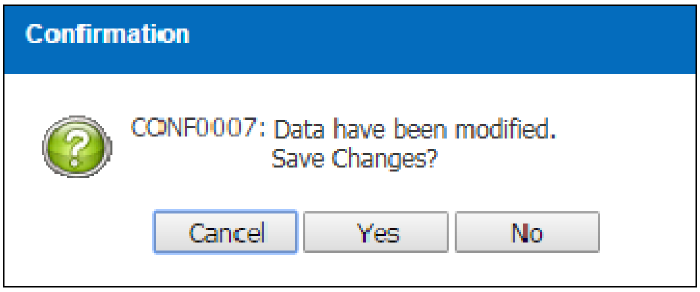


Figure 3.1.2-4 Confirmation Message

- *Click on the* Yes *button to save the edited record*
- *Information Message will display after click on the* Yes *buttom as Figure 3.1.2-5*

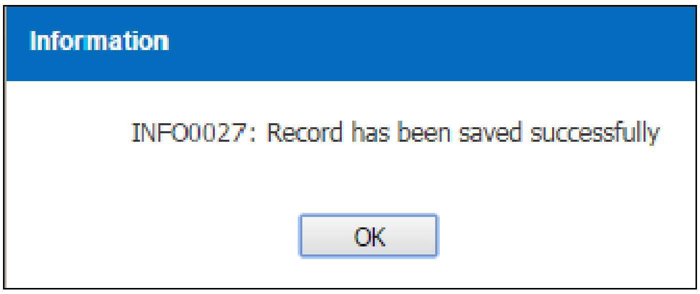


Figure 3.1.2-5 Information Message

- *Click on the* OK *button to confirmed the edited record*

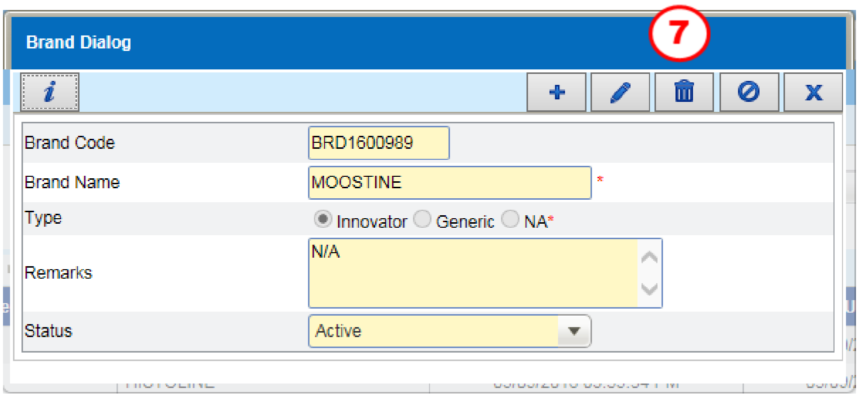
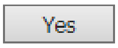


Figure 3.1.2-6 Brand Dialog

STEP 7

Click on the  button to delete the record

Note

- *System will display a Confirmation Message as Figure 3.1.2-7*
- *Click on the* 

button to delete the record

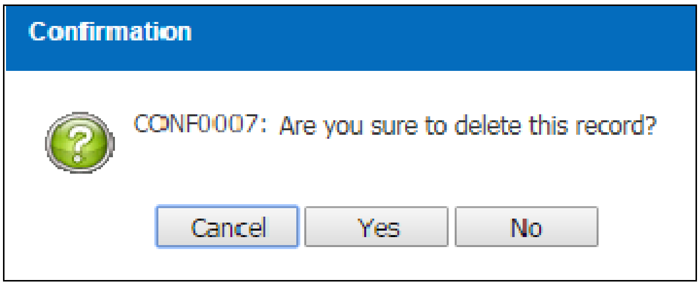


Figure 3.1.2-7 Confirmation Message

- *The status of the record will be **Inactive***

3.2. Delivery Site To

3.2.1. Create New Delivery Site To

To create New Delivery Site To records, perform the steps below:

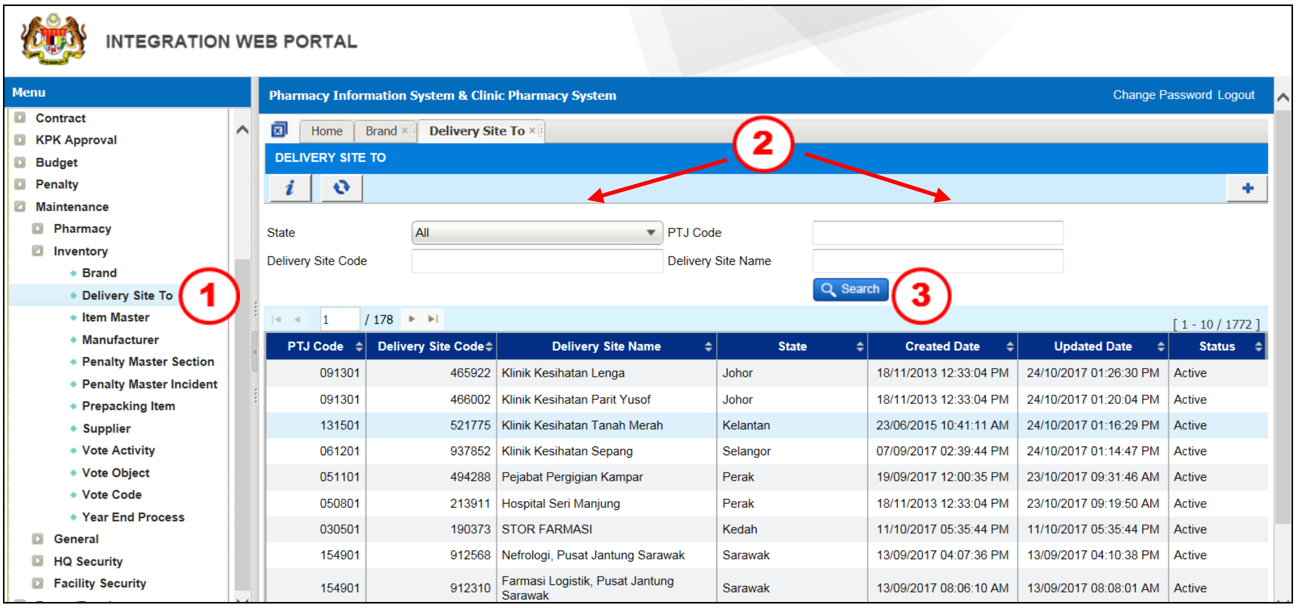


Figure 3.2.1-1 Delivery Site To Listing Page

STEP 1
Click on ‘Maintenance’ menu, followed by ‘Inventory’ and click on ‘Delivery Site To’

STEP 2
Search existing record by entering:

- ***State***
- ***PTJ Code***
- ***Delivery Site Code***
- ***Delivery Site Name***

STEP 3
Click on the [Search] button and system will display the related record

Note
User is allow to view the information by click on the related record and information will be displayed as Figure 3.2.1-2

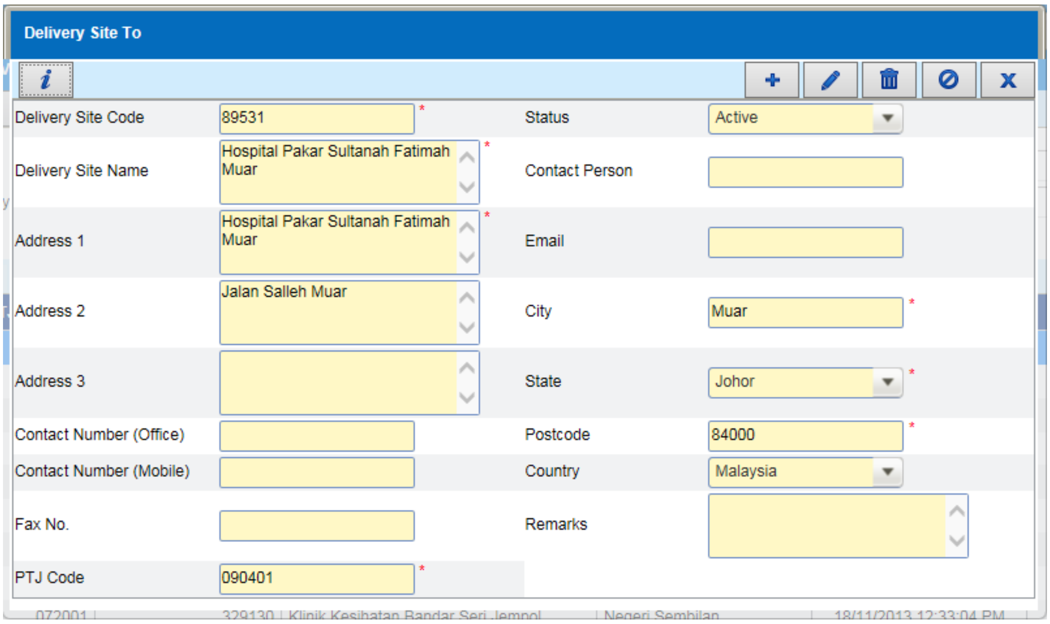


Figure 3.2.1-2 Delivery Site To

Note

Click on the  *button to close the screen*

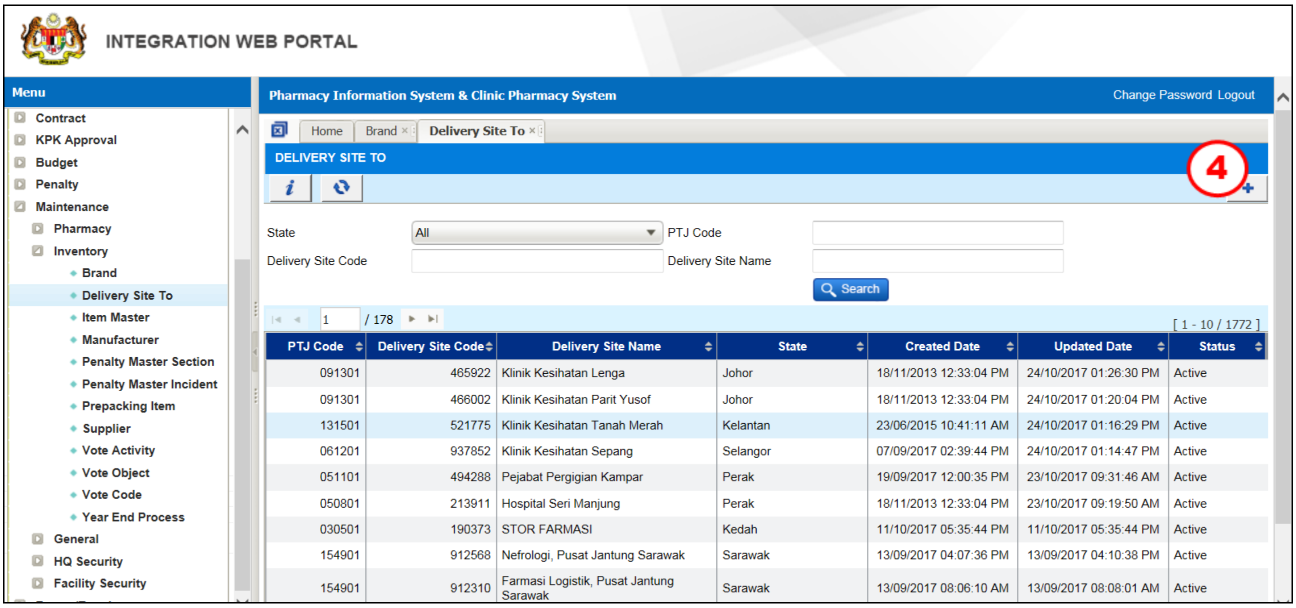


Figure 3.2.1-3 Delivery Site To Listing Page

STEP 4

Click on the  button to create a new record and Delivery Site To screen will be displayed as Figure 3.2.1-4

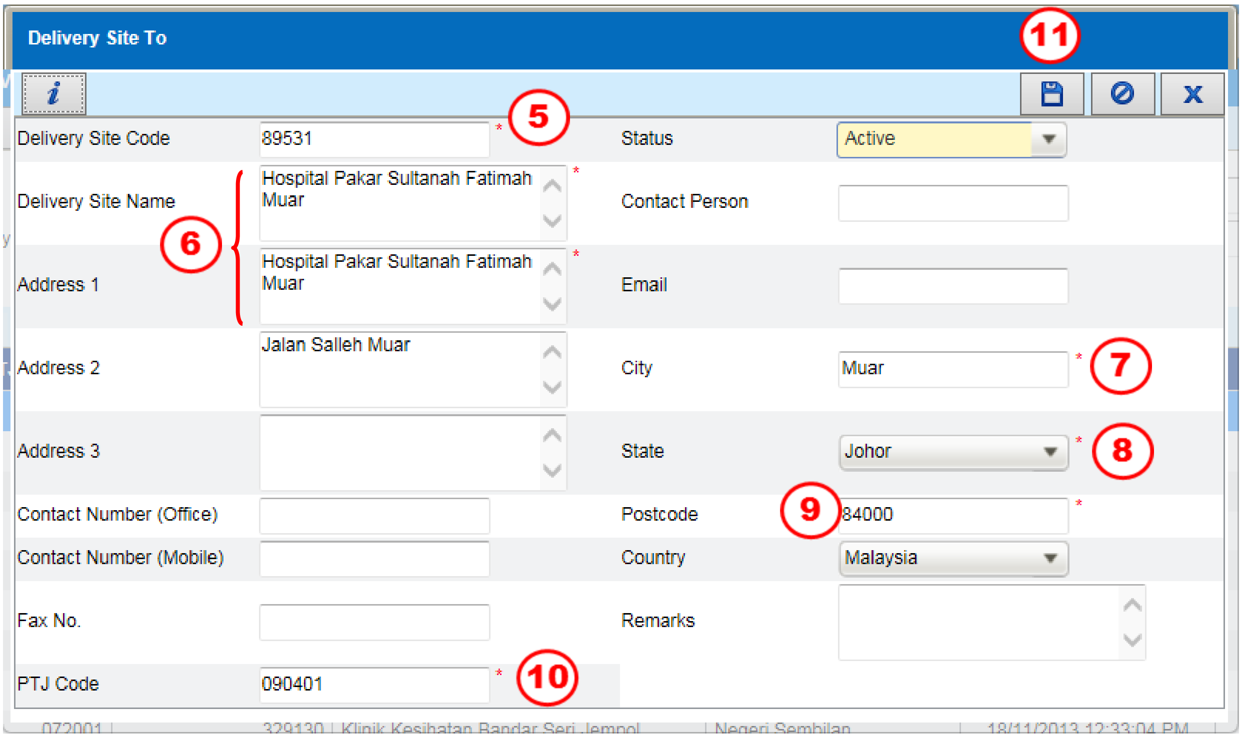


Figure 3.2.1-4 Delivery Site To

STEP 5
Enter ***Delivery Site Code***

STEP 6
Enter ***Delivery Site Name*** and ***Address 1***

STEP 7
Enter ***City***

STEP 8
Select ***State*** from drop down box

STEP 9
Enter ***Postcode***

STEP 10
Enter ***PTJ Code***

<u>Note</u>
Enter information into below field (optional):

- ***Contact Person***
- ***Email***
- ***Address 2***
- ***Address 3***
- ***Contact Number (Office)***
- ***Contact Number (Mobile)***
- ***Fax No***
- ***Country***
- ***Remarks***

STEP 11
Click on the  button to save the record

Note

- *System will display a Confirmation Message as Figure 3.2.1-5*

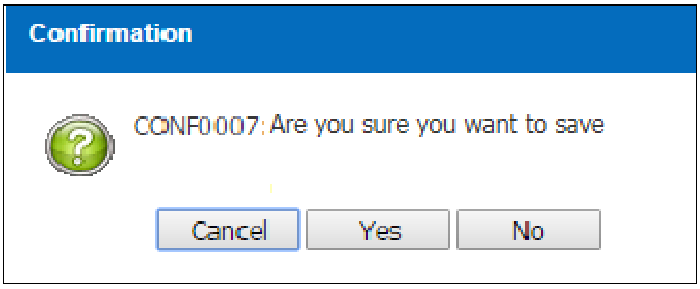
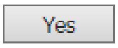
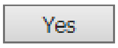


Figure 3.2.1-5 Confirmation Message

- *Click on the*  *button to save the record*
- *Information Message will display after click on the*  *buttom as Figure 3.2.1-6*

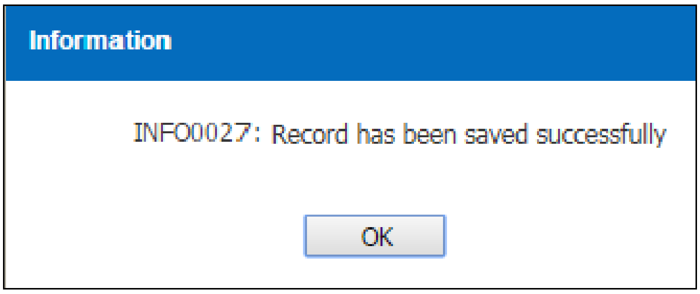


Figure 3.2.1-6 Information Message

- *Click on the*  *button to confirmed the record*

3.2.2. Modify Delivery Site To

To Modify Delivery Site To records, perform the steps below:

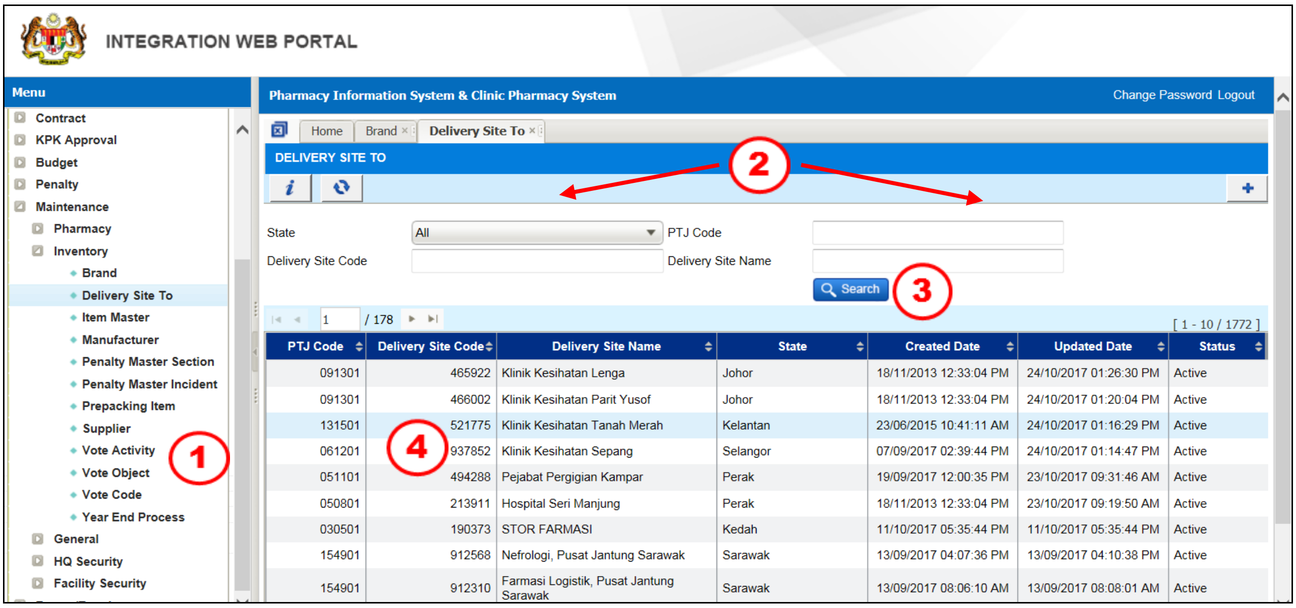


Figure 3.2.2-1 Delivery Site To Listing Page

STEP 1
Click on 'Maintenance' menu, followed by 'Inventory' and click on 'Delivery Site To'

STEP 2
Search existing record by entering:

- ***State***
- ***PTJ Code***
- ***Delivery Site Code***
- ***Delivery Site Name***

STEP 3
Click on the Search button and system will display the related record

STEP 4
Click on the selected record

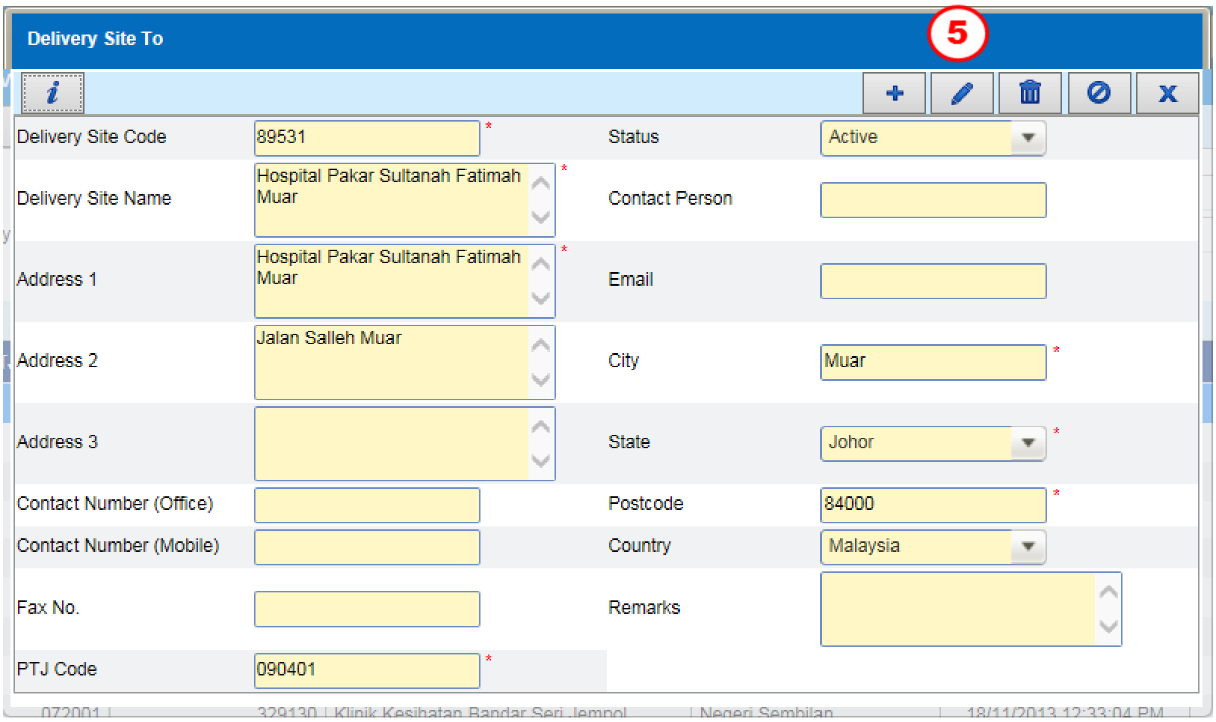


Figure 3.2.2-2 Delivery Site To

STEP 5

Click on the [edit] button to edit the record

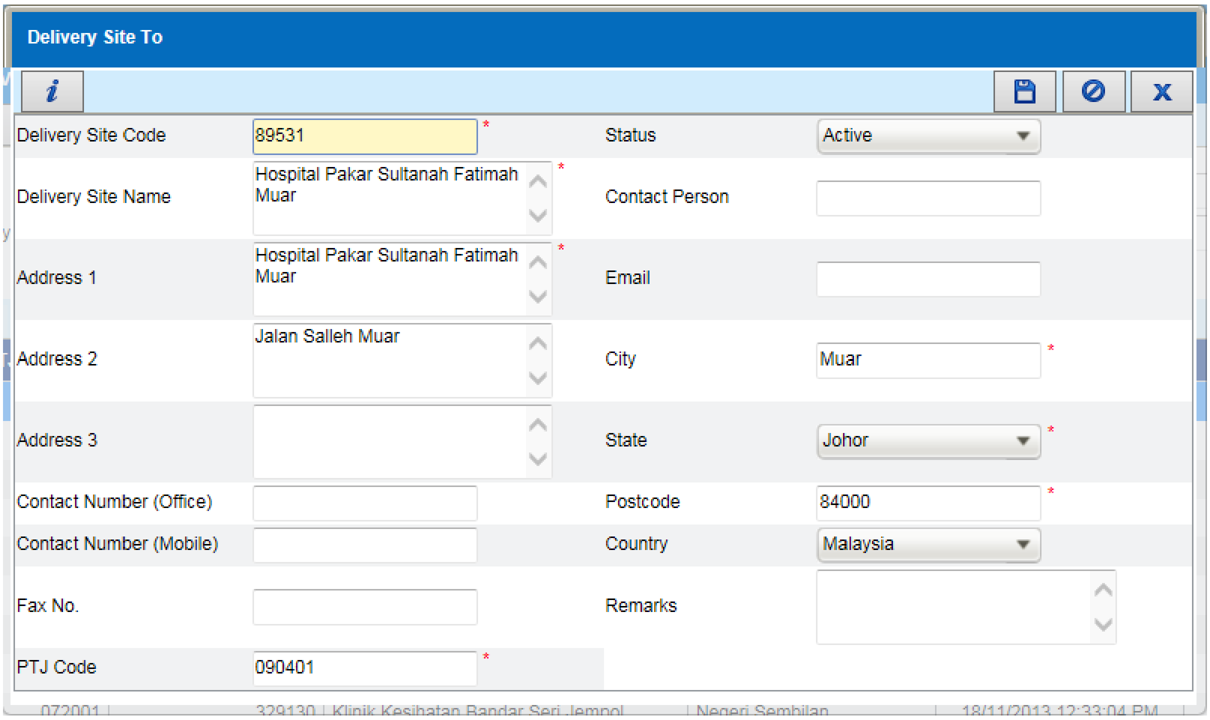


Figure 3.2.2-3 Delivery Site To

Note

User is allow to edit:

- ***Delivery Site Code***
- ***Delivery Site Name***
- ***Status***
- ***Contact Person***
- ***Email***
- ***Address 1***
- ***Address 2***
- ***Address 3***
- ***City***
- ***State***
- ***Postcode***
- ***Contact Number (Office)***
- ***Contact Number (Mobile)***
- ***Fax No***
- ***Country***
- ***PTJ Code***
- ***Remarks***

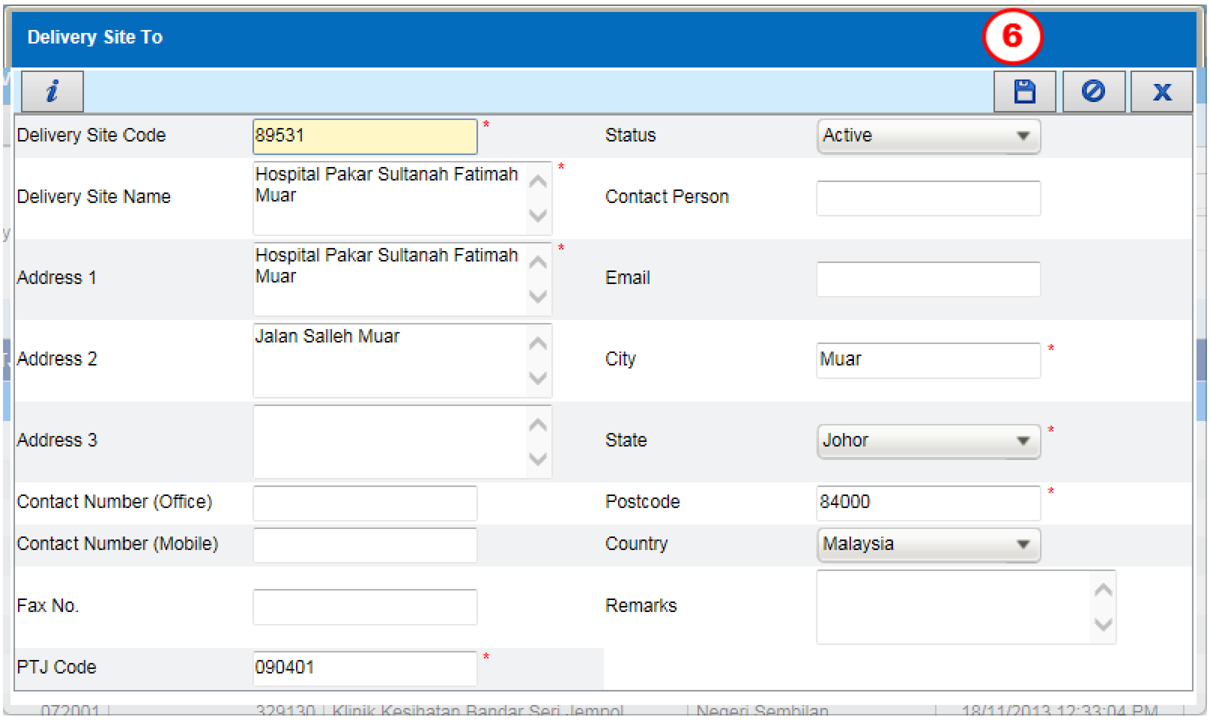


Figure 3.2.2-4 Delivery Site To

STEP 6

Click on the  button to save the edited record

Note

- *System will display a Confirmation Message as Figure 3.2.2-5*

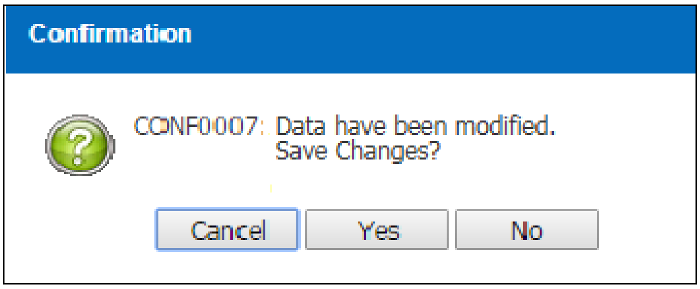


Figure 3.2.2-5 Confirmation Message

- *Click on the* Yes *button to save the edited record*
- *Information Message will display after click on the* Yes *buttom as Figure 3.2.2-6*

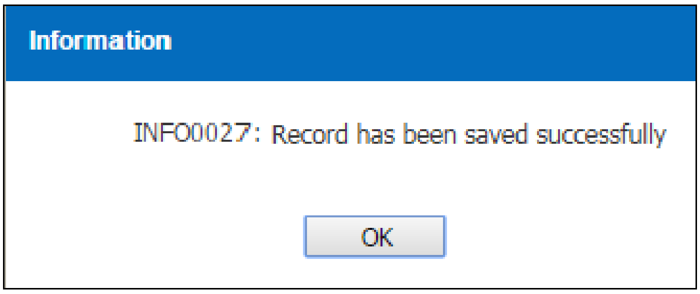


Figure 3.2.2-6 Information Message

- *Click on the* OK *button to confirmed the edited record*

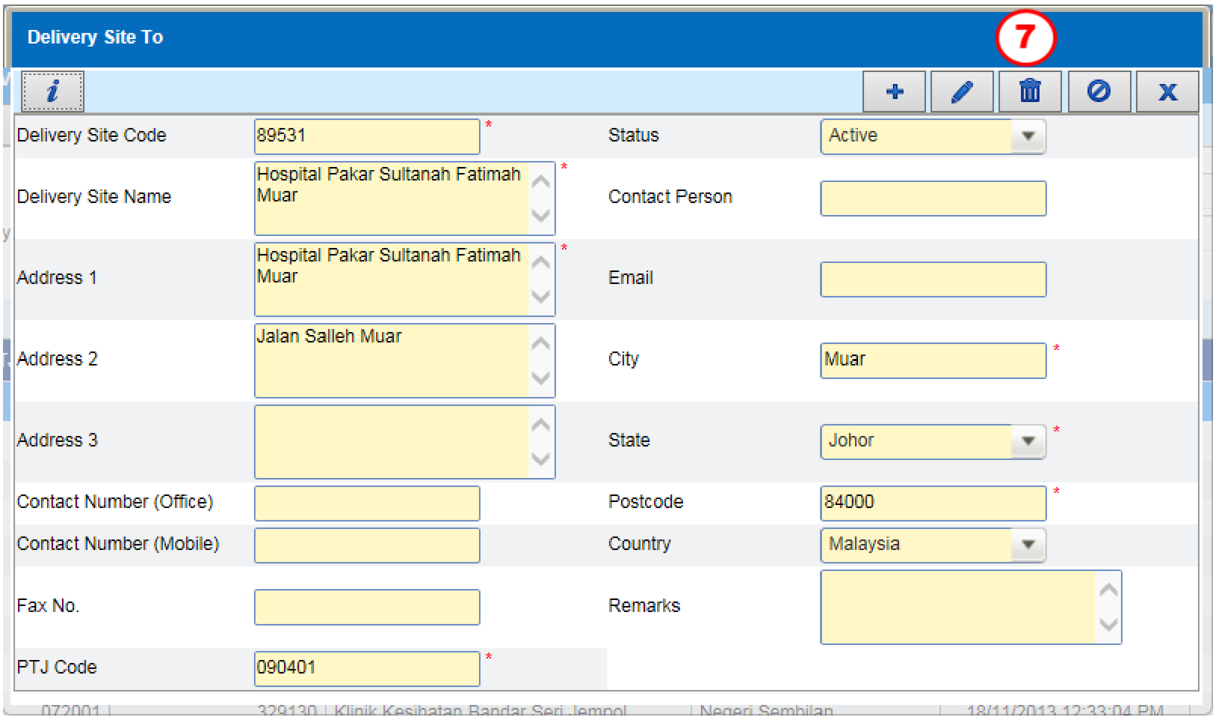


Figure 3.2.2-7 Delivery Site To

STEP 7

Click on the button to delete the record

Note

- *System will display a Confirmation Message as Figure 3.2.2-8*

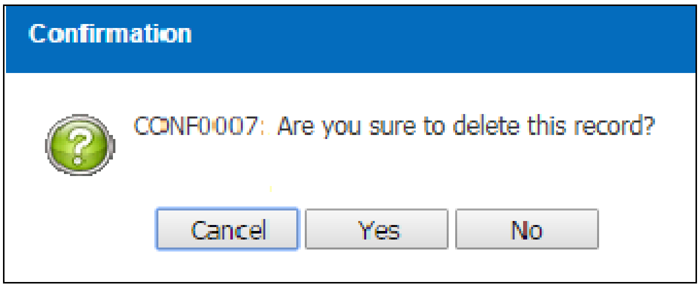
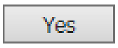


Figure 3.2.2-8 Confirmation Message

- *Click on the*  *button to delete the record*
- *The status of the record will be **Inactive***

3.3. Item Master

3.3.1. Create New Item Master

To Create New Item Master records, perform the steps below:

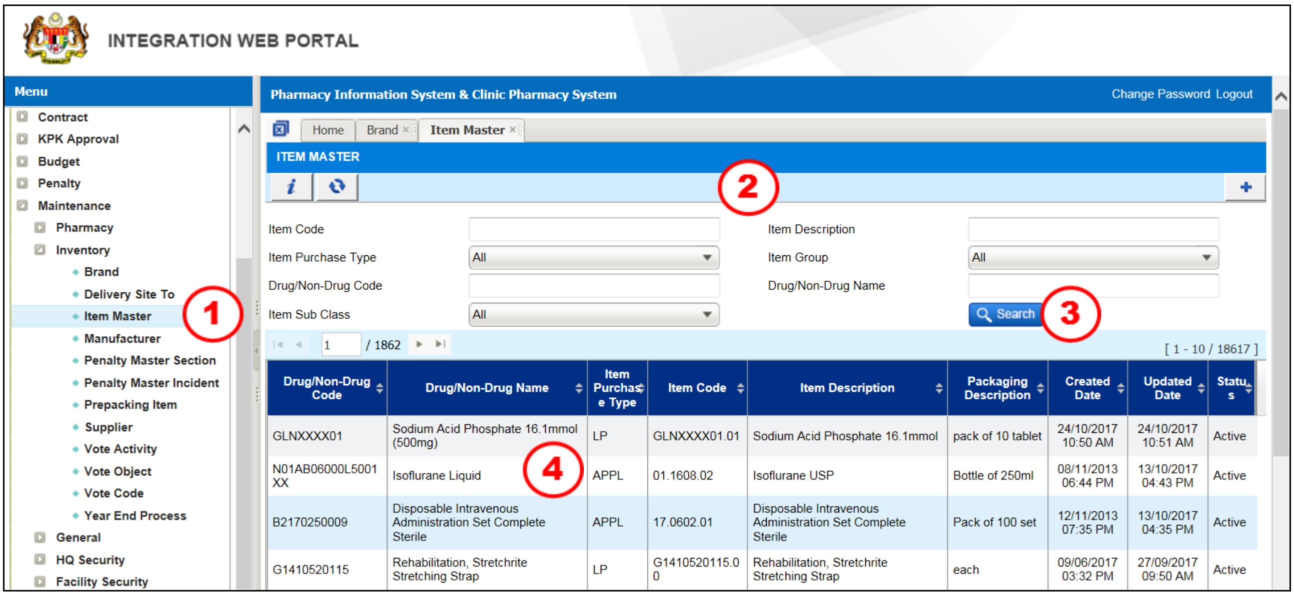


Figure 3.3.1-1 Item Master listing Page

STEP 1

Click on ‘Maintenance’ menu followed by ‘Inventory’ and then click ‘Item Master’

STEP 2

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

No	Field	Description	Remarks
a	Item Code	Enter Item Code	Free text field
b	Item Description	Enter Item Description	Free text field
c	Item Purchase Type	Search by: - All - APPL - LP - Contract	Able to filter and search record(s)
d	Item Group	Search by: - All - DRUG - NON-DRUG	Able to filter and search record(s)
e	Drug/Non-Drug Code	Enter Drug/Non-Drug Code	Free text field
f	Drug/Non-Drug Name	Enter Drug/Non-Drug Description	Free text field
g	Item Sub Class	Search Item Sub Class based on selected Item Group	Able to filter and search record(s)

Table 3.3.1-1

STEP 3

Click on the Search button after key in the criteria

STEP 4

Double click on the selected record and the details will be displayed as Figure 3.3.1-2

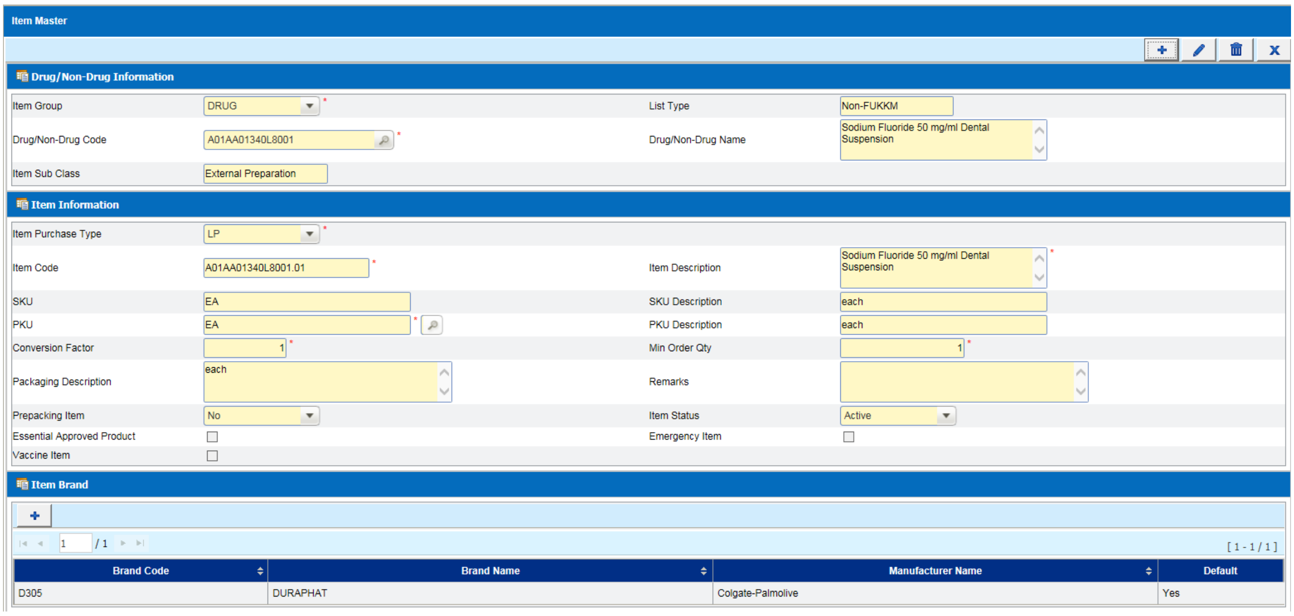


Figure 3.3.1-2 Item Master

Note

Click on the  *to close the Transaction Detail screen*

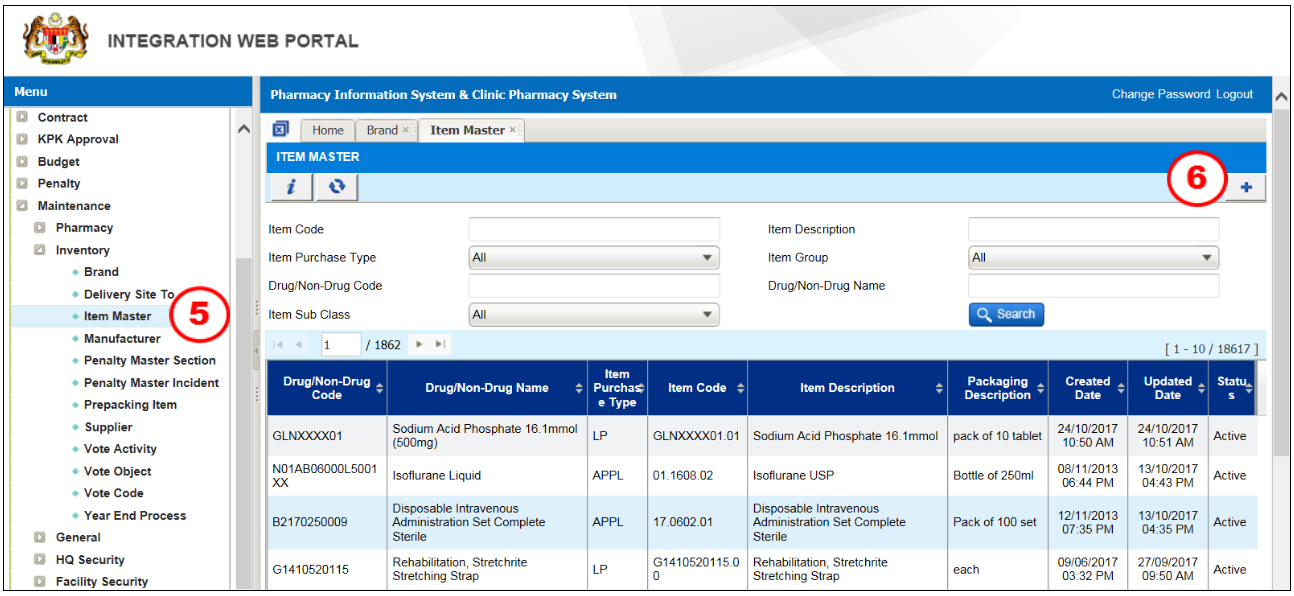


Figure 3.3.1-3 Item Master listing Page

STEP 5

Click on 'Maintenance' menu followed by 'Inventory' and then click 'Item Master'

STEP 6

Click on the  button to create a new record and Item Master screen will be displayed as Figure 3.3.1-4

Figure 3.3.1-4 Item Master

Note

There are 4 sections in a new Item Master screen:

i. Drug/Non-Drug Description
ii. Item Information
iii. AP Item Price : this section for item under APPL only
iv. Item Brand

Drug/Non Drug Information Section

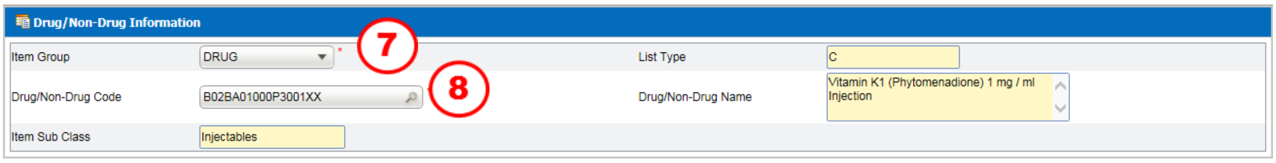


Figure 3.3.1-5 Drug/Non-Drug Information

STEP 7

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

- ***Drug***
- ***Non-Drug***

STEP 8

Click on the ***Drug/Non-Drug Code*** button and Search Item window will be displayed as shown in Figure 3.3.1-6

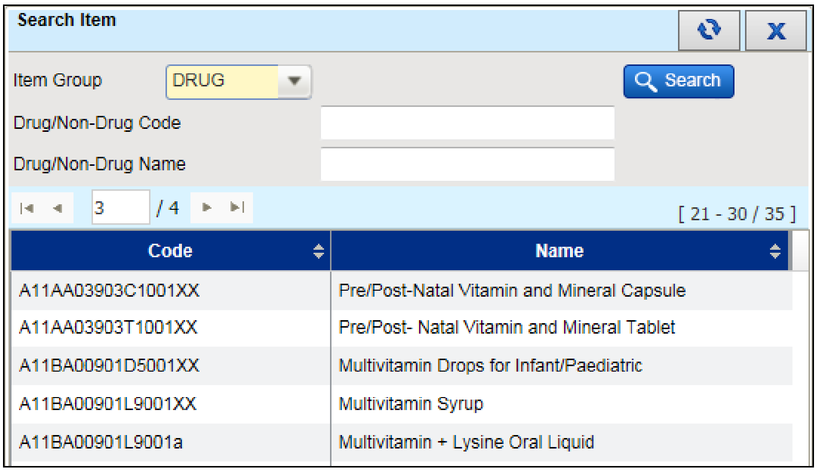


Figure 3.3.1-6 Search Item

Note

- *User is allowed to enter partially or fully criteria for* ***Drug/Non-Drug Code*** *and* ***Drug/Non-Drug Name.*** *Then click on the* Search *button*
- *Double click on the selected* ***Code/Name***

Note

- ***Item Sub Class, List Type*** *and* ***Drug/Non-Drug Name*** *will automatically displayed after selecting* ***Drug/Non-Drug Code***

Item Information Section

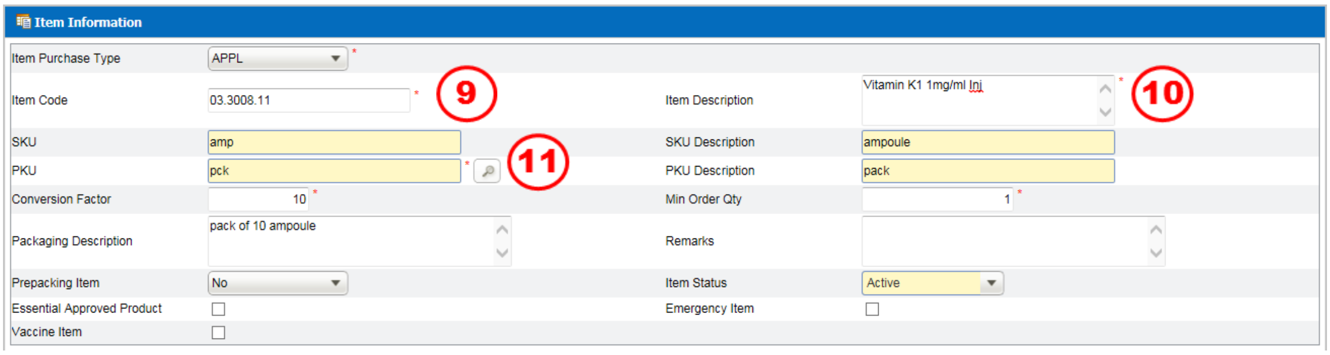


Figure 3.3.1-7 Item Information

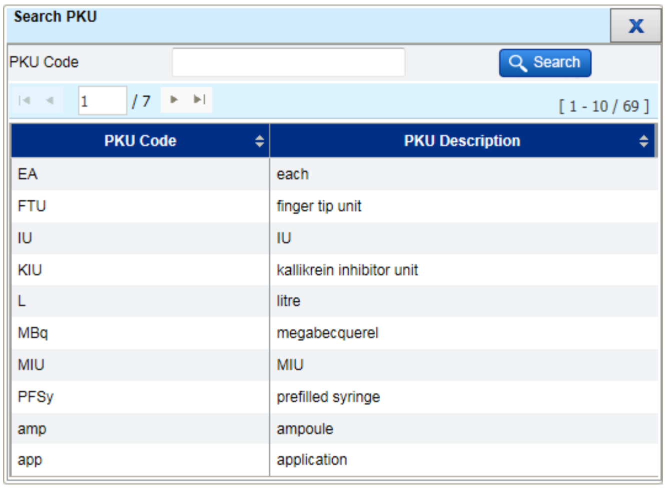
Note

- ***Item Purchase Type*** *is automatically display based on the selected* ***Drug/Non-Drug Name***
- ***SKU*** *and* ***SKU Description*** *will be based on the selected* ***Drug/Non-Drug Name***

STEP 9
Enter ***Item Code***

STEP 10
Enter ***Item Descripiton***

STEP 11
Click on the ***PKU*** button and Search PKU window will be displayed as shown in Figure 3.3.1-8



PKU Code	PKU Description
EA	each
FTU	finger tip unit
IU	IU
KIU	kallikrein inhibitor unit
L	litre
MBq	megabecquerel
MIU	MIU
PFSy	prefilled syringe
amp	ampoule
app	application

Figure 3.3.1-8 Search PKU

Note

- *User is allowed to enter partially or fully criteria for* ***PKU Code.*** *Then click on the* Search *button*
- *Double click on the selected* ***PKU Code***

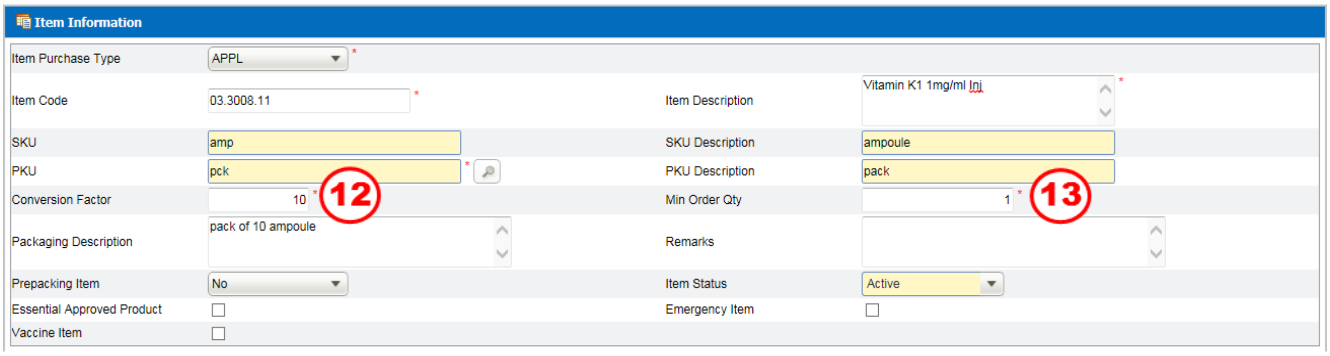


Figure 3.3.1-9 Item Information

STEP 12
Enter ***Conversion Factor***

<u>Note</u>
Packaging Description *will be filled based on entered* ***Conversion Factor***

STEP 13
Enter ***Min Order Qty***

<u>Note</u>
Enter information into below field (optional):
- ***Remarks***
- ***Packaging Item***
- ***Essential Approved Product***
- ***Emergency Item***
- ***Vaccine Item***

<u>AP Item Price Section</u>

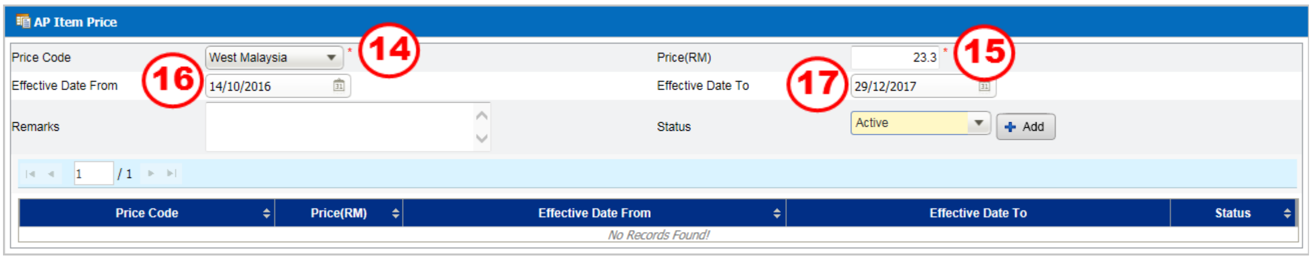


Figure 3.3.1-10 AP Item Price

<u>Note</u>
AP Item Price section only will appears if the item selected is under APPL item

STEP 14
Select ***Price Code*** from drop down box:
- East Malaysia
- West Malaysia

STEP 15
Enter ***Price (RM)***

STEP 16
Select ***Effective Date From***

STEP 17
Select ***Effective Date To***

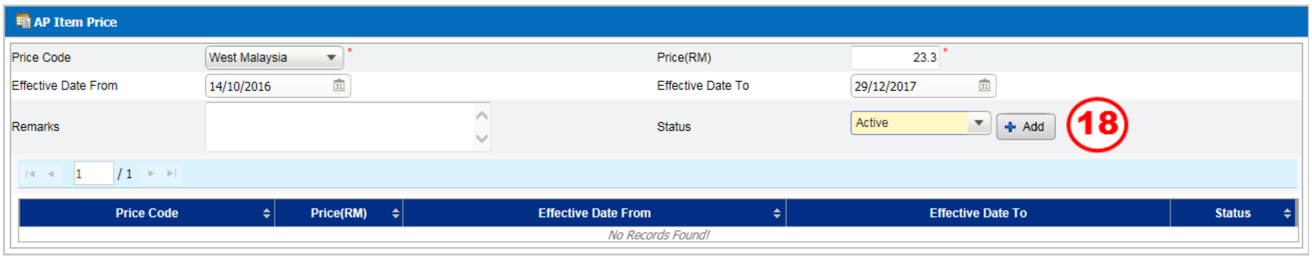


Figure 3.3.1-11 AP Item Price

Note
*Enter **Remarks** (optional)*

STEP 18

Click on the Add Item button to add the AP Item Price into the Price List

Note
*User can add more than 1 AP Item Price by repeating **STEP 14** to **STEP 18***

Item Brand Section

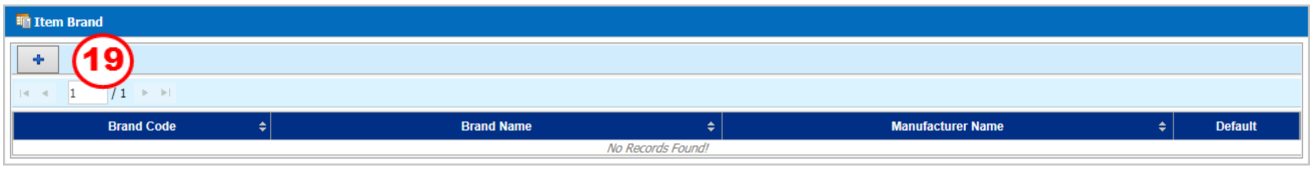


Figure 3.3.1-12 Item Brand

STEP 19

Click on the button and Item Brand screen will be displayed as Figure 3.1.1-13

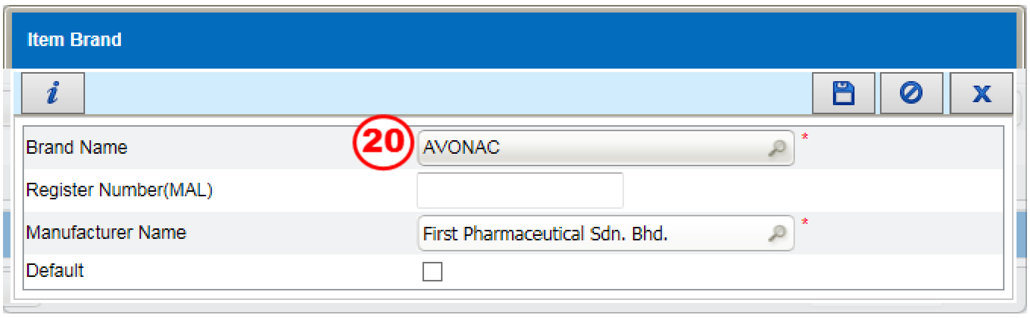


Figure 3.3.1-13 Item Brand

STEP 20

Click on the ***Brand Name*** button and Brand window will be displayed as Figure 3.3.1-14

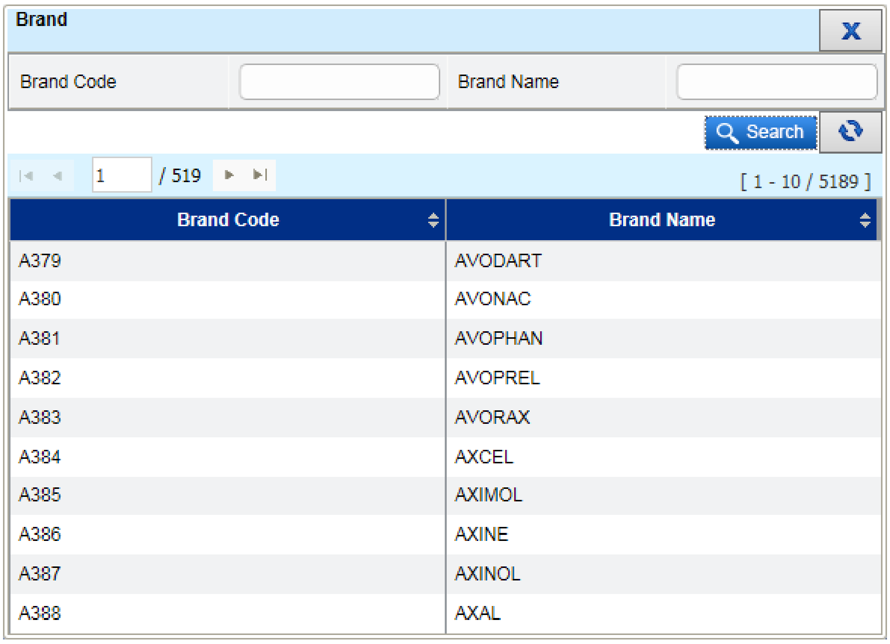


Figure 3.3.1-14 Brand

Note

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

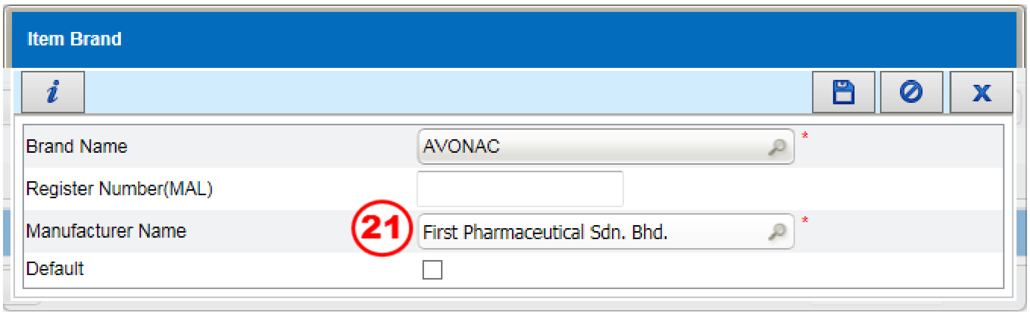


Figure 3.3.1-15 Item Brand

STEP 21

Click on the ***Manufacturer Name*** button and Manufacturer window will be displayed as Figure 3.3.1-16

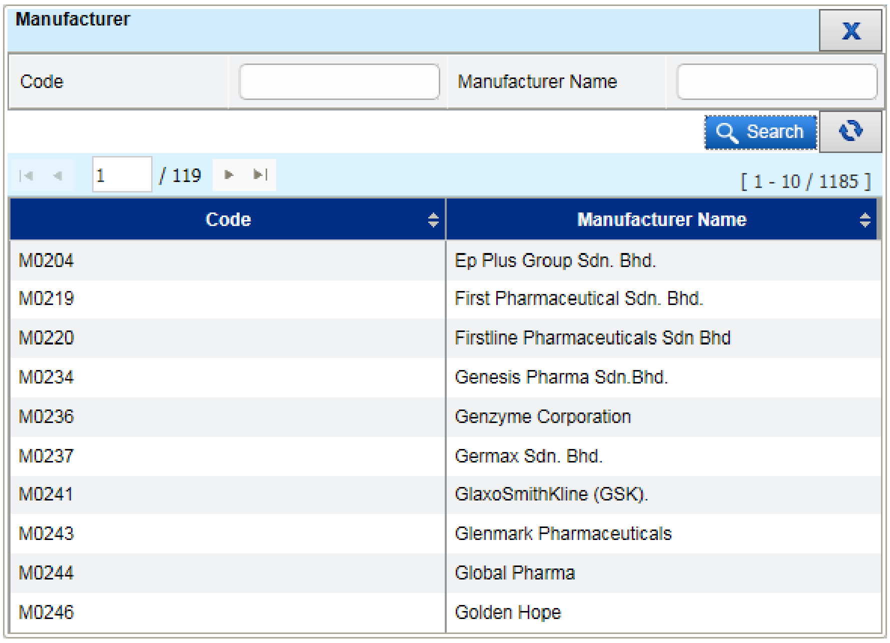


Figure 3.3.1-16 Manufacturer

Note

- *User is allowed to enter partially or fully criteria for **Code** and/or **Manufacturer Name.** Then click on the* Search *button*
- *Double click on the selected **Manufacturer***

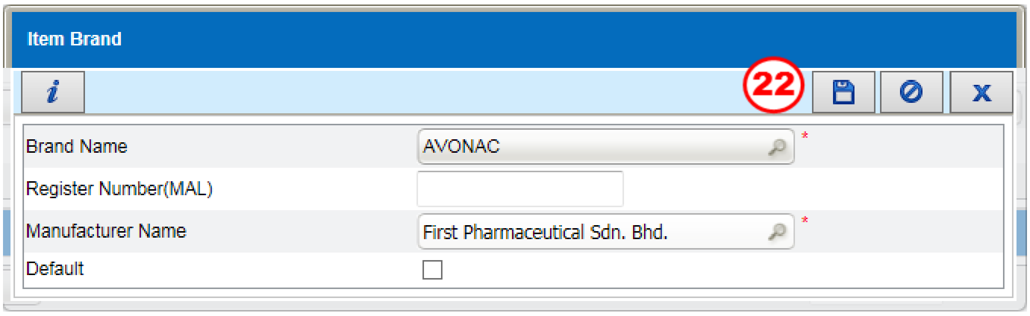


Figure 3.3.1-17 Item Brand

Note

- ***Register Number(MAL)** is an optional field*
- *User can click on the **Default** ☐ checked box to make the Brand as a default Brand*

STEP 22

Click on the button to save the record

Note

*Once save, the record will be updated on the **Brand Section** as Figure 3.3.1-18*

Figure 3.3.1-18 Item Brand

Note
*User is allow to add more than 1 Brand by repeating **STEP 19** to **STEP 22***

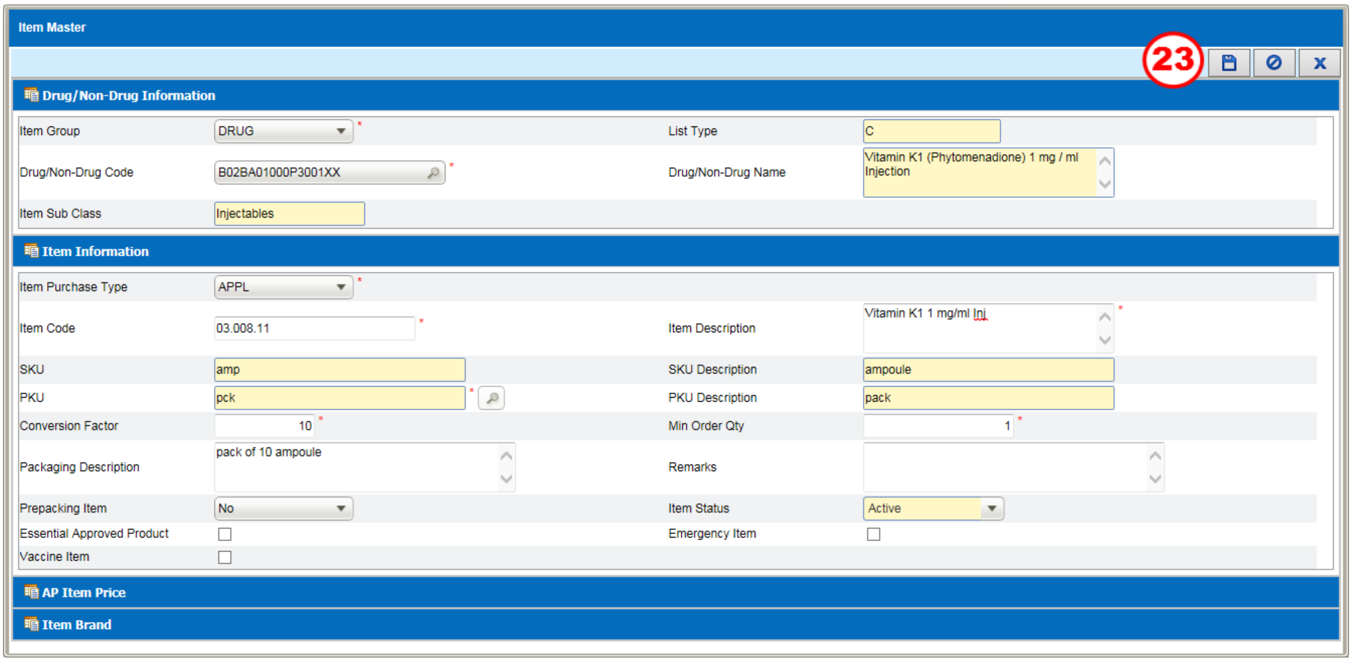


Figure 3.3.1-19 Item Master

STEP 23

Click on the button to save the record

Note

- *System will display a Confirmation Message as Figure 3.3.1-20*

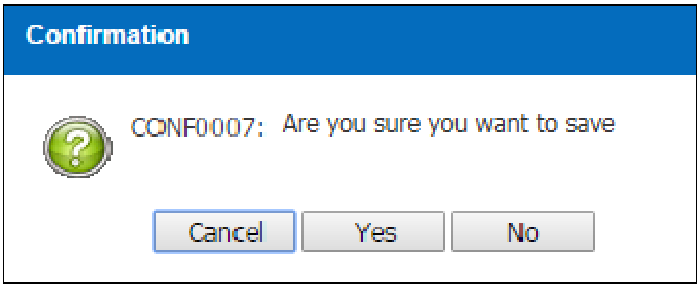


Figure 3.3.1-20 Confirmation Message

- *Click on the* Yes *button to save the record*
- *Information Message will display after click on the* Yes *buttom as Figure 3.3.1-21*

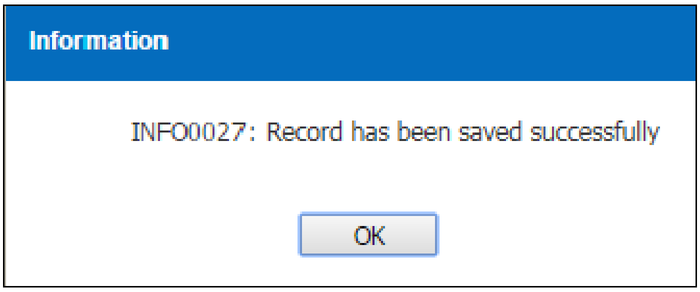
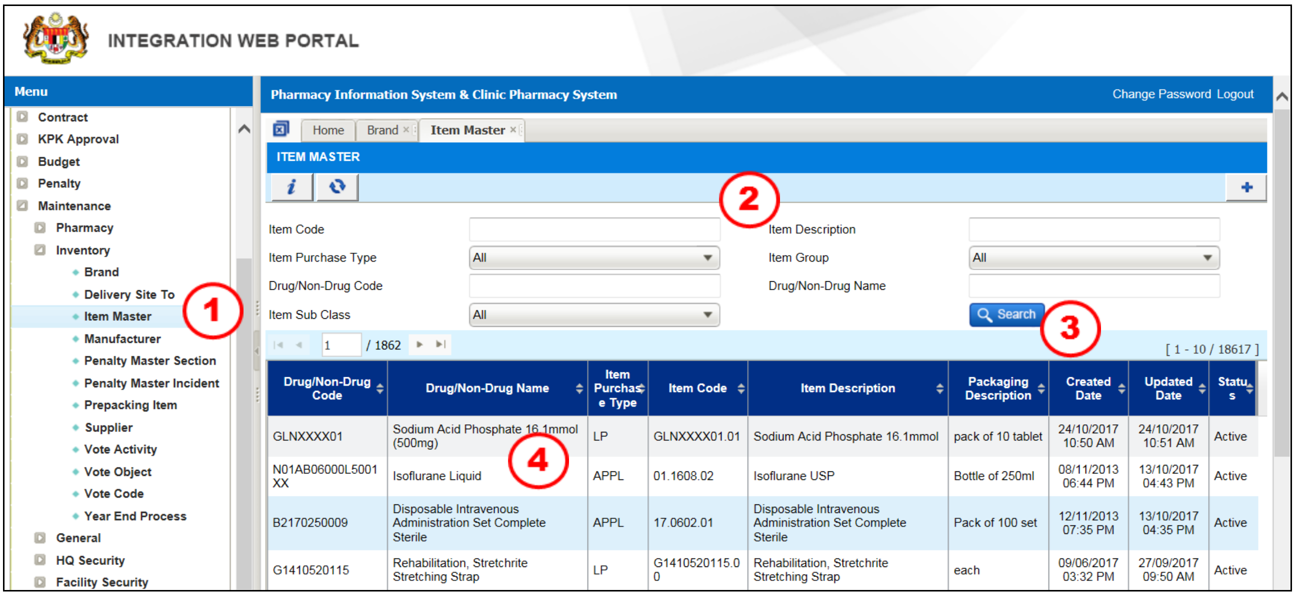


Figure 3.3.1-21 Information Message

- *Click on the*  *button to confirmed the record*

3.3.2. Modify Item Master

To Modify Item Master records, perform the steps below:



Drug/Non-Drug Code	Drug/Non-Drug Name	Item Purchase Type	Item Code	Item Description	Packaging Description	Created Date	Updated Date	Status
GLNXXXX01	Sodium Acid Phosphate 16.1mmol (500mg)	LP	GLNXXXX01.01	Sodium Acid Phosphate 16.1mmol	pack of 10 tablet	24/10/2017 10:50 AM	24/10/2017 10:51 AM	Active
N01AB06000L5001XX	Isoflurane Liquid	APPL	01.1608.02	Isoflurane USP	Bottle of 250ml	08/11/2013 06:44 PM	13/10/2017 04:43 PM	Active
B2170250009	Disposable Intravenous Administration Set Complete Sterile	APPL	17.0602.01	Disposable Intravenous Administration Set Complete Sterile	Pack of 100 set	12/11/2013 07:35 PM	13/10/2017 04:35 PM	Active
G1410520115	Rehabilitation, Stretchrite Stretching Strap	LP	G1410520115.00	Rehabilitation, Stretchrite Stretching Strap	each	09/06/2017 03:32 PM	27/09/2017 09:50 AM	Active

Figure 3.3.2-1 Item Master Listing Page

STEP 1
Click on 'Maintenance' menu followed by 'Inventory' and then click 'Item Master'

STEP 2
Search existing record by entering the nessesary searching field

STEP 3
Click on the 

button and system will display the related record

STEP 4
Click on the selected record

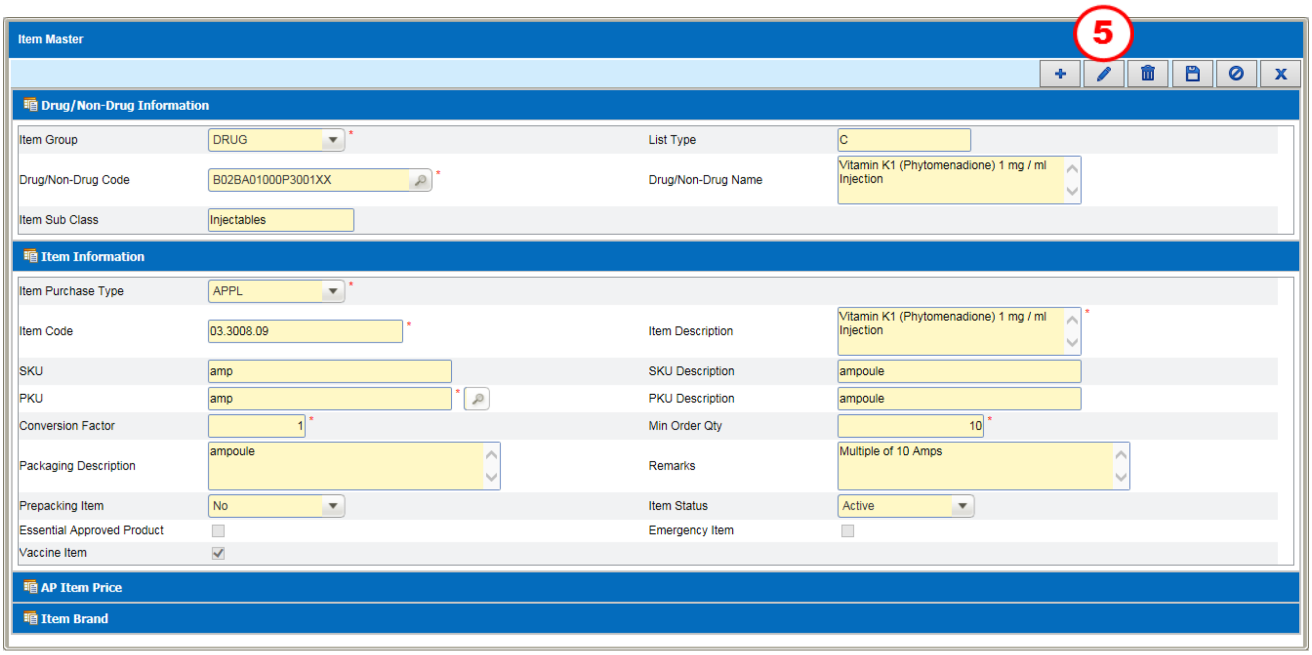


Figure 3.3.2-2 Item Master

STEP 5

Click on the  button to edit the record

Note

User is allow to edit:

a) ***Item Information Section***

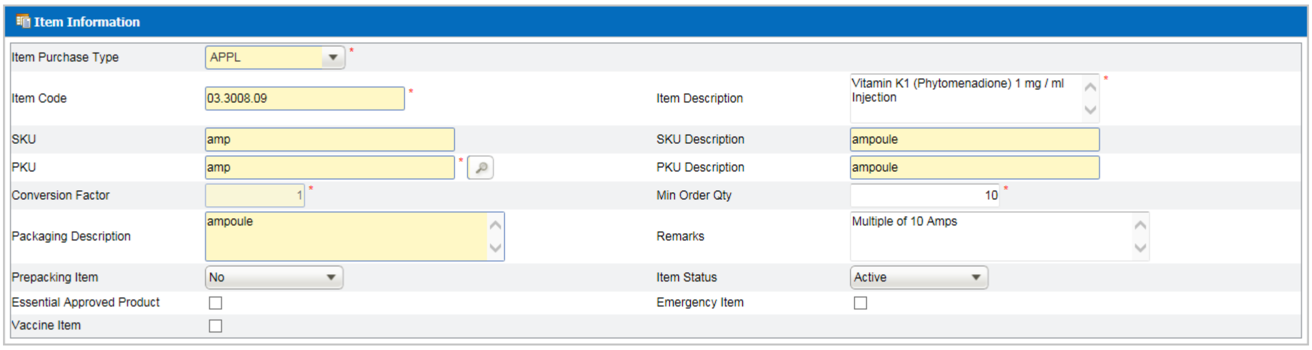


Figure 3.3.2-3 Item Information

- ***Item Description***
- ***Min Order Qty***
- ***Remarks***
- ***Prepacking Item***
- ***Item Status***
- ***Essential Approved Product, Emergendy Item*** *and* ***Vaccine Item*** *checkboxs*

b) ***AP Item Price Section***

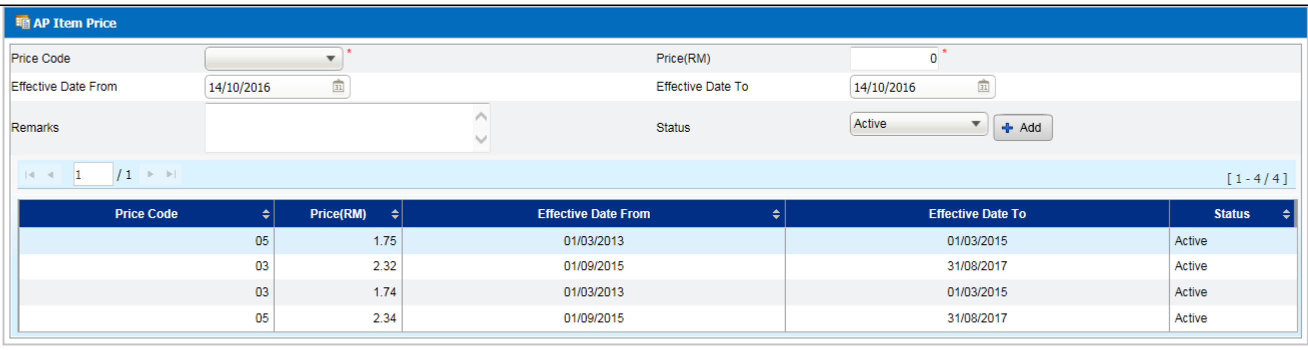


Figure 3.3.2-4 AP Item Price

- *User is allowed to edit **Price(RM)** and **Effective Date To***

*c) **Brand Section***

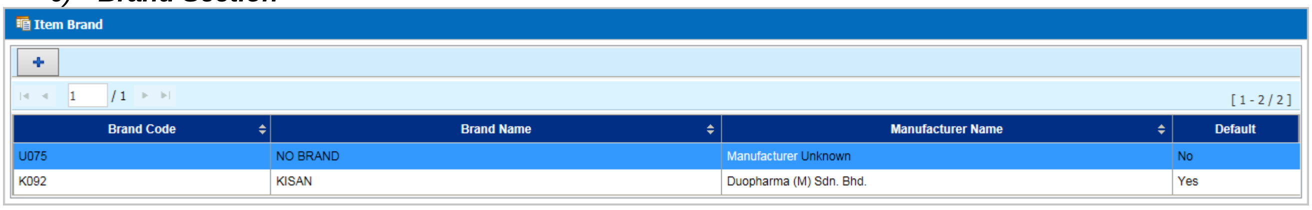


Figure 3.3.2-5 Item Brand

- *User is allowed to edit and add new Brand*

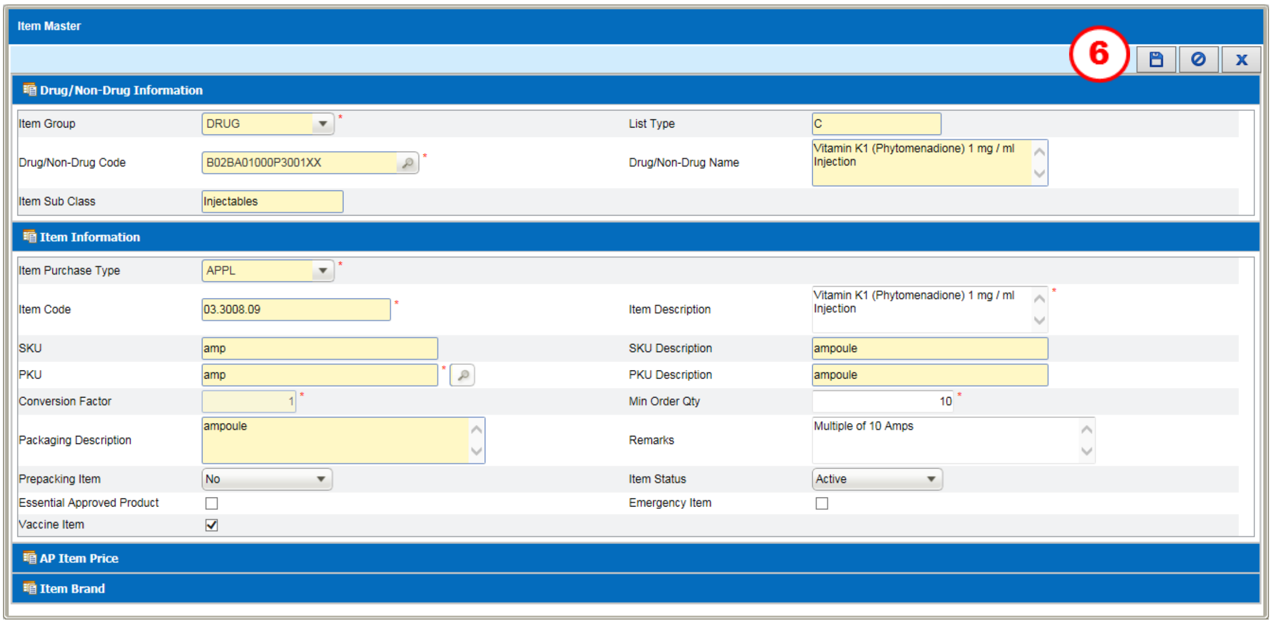


Figure 3.3.2-6 Item Master

STEP 6

Click on the button to save the record

Note

- *System will display a Confirmation Message as Figure 3.3.2-7*

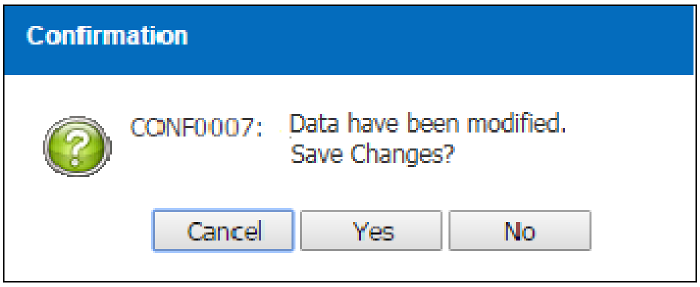


Figure 3.3.2-7 Confirmation Message

- *Click on the* Yes *button to save the edited record*
- *Information Message will display after click on the* Yes *buttom as Figure 3.3.2-8*

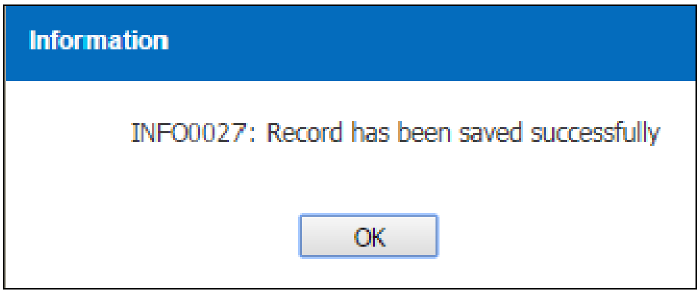


Figure 3.3.2-8 Information Message

- *Click on the* OK *button to confirmed the edited record*

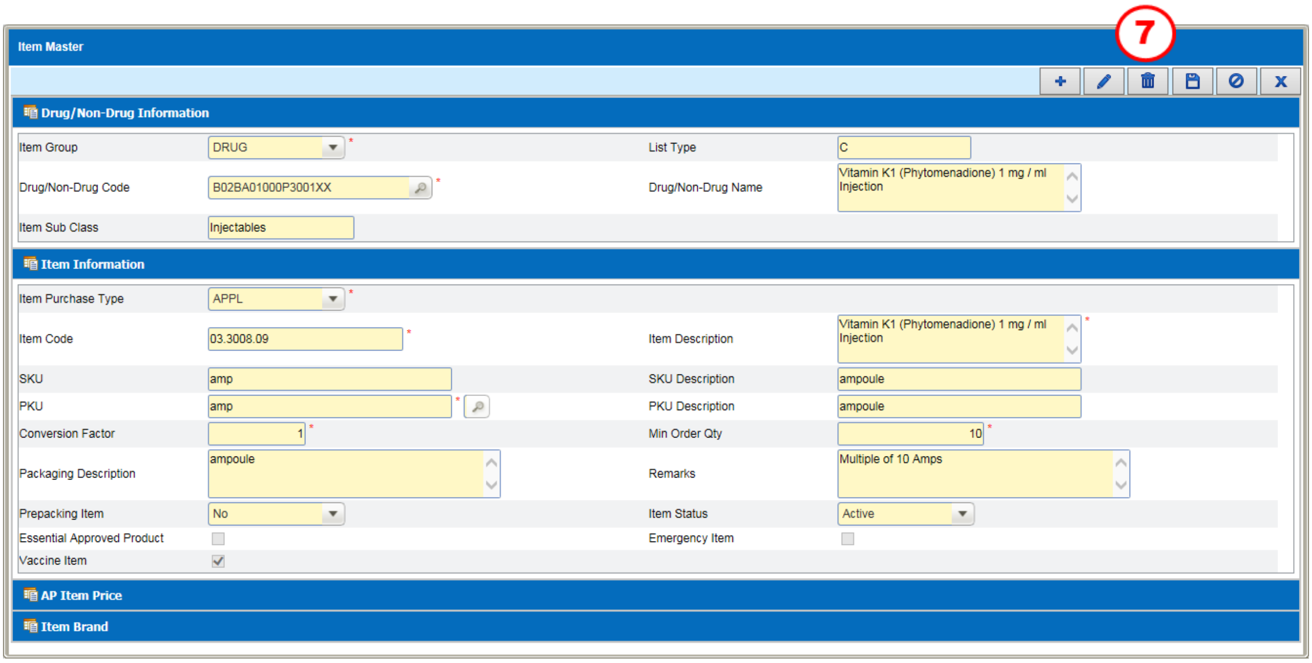


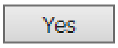
Figure 3.3.2-9 Item Master

STEP 7

Click on the button to delete the record

Note

- *System will display a Confirmation Message as Figure 3.3.2-10*

- *Click on the* 

button to delete the record

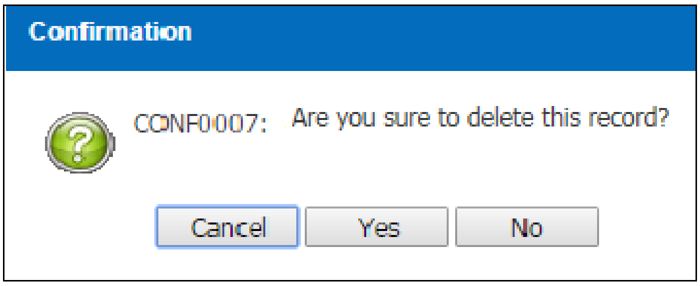


Figure 3.3.2-10 Confirmation Message

- *The status of the record will be* ***Inactive***

3.4. Manufacturer

3.4.1. Create New Manufacturer

To create new Manufacturer records, perform the steps below:

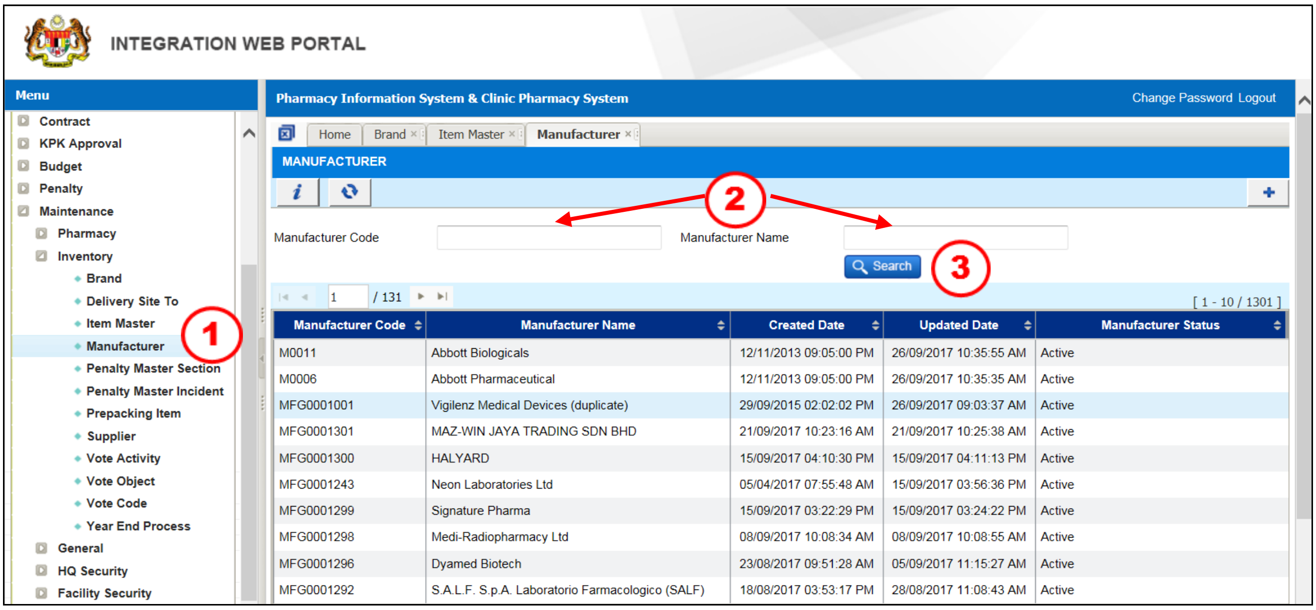


Figure 3.4.1-1 Manufacturer Listing Page

STEP 1
Click on 'Maintenance' menu, followed by 'Inventory' and click on 'Manufacturer

STEP 2
Search existing record by entering ***Manufacturer Code*** and/or ***Manufacturer Name***

STEP 3
Click on the Search button and system will display the related record

<u>Note</u>
User is allow to view the information by click on the related record and information will be displayed as Figure 3.4.1-2

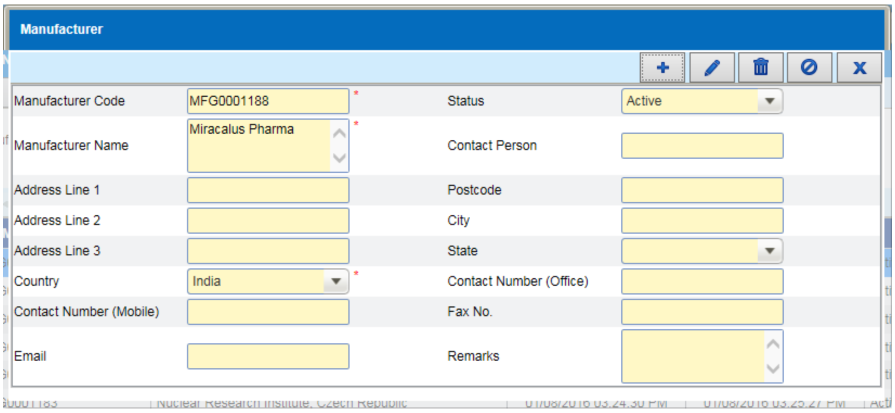


Figure 3.4.1-2 Manufacturer

<u>Note</u>

Click on the X *button to close the screen*

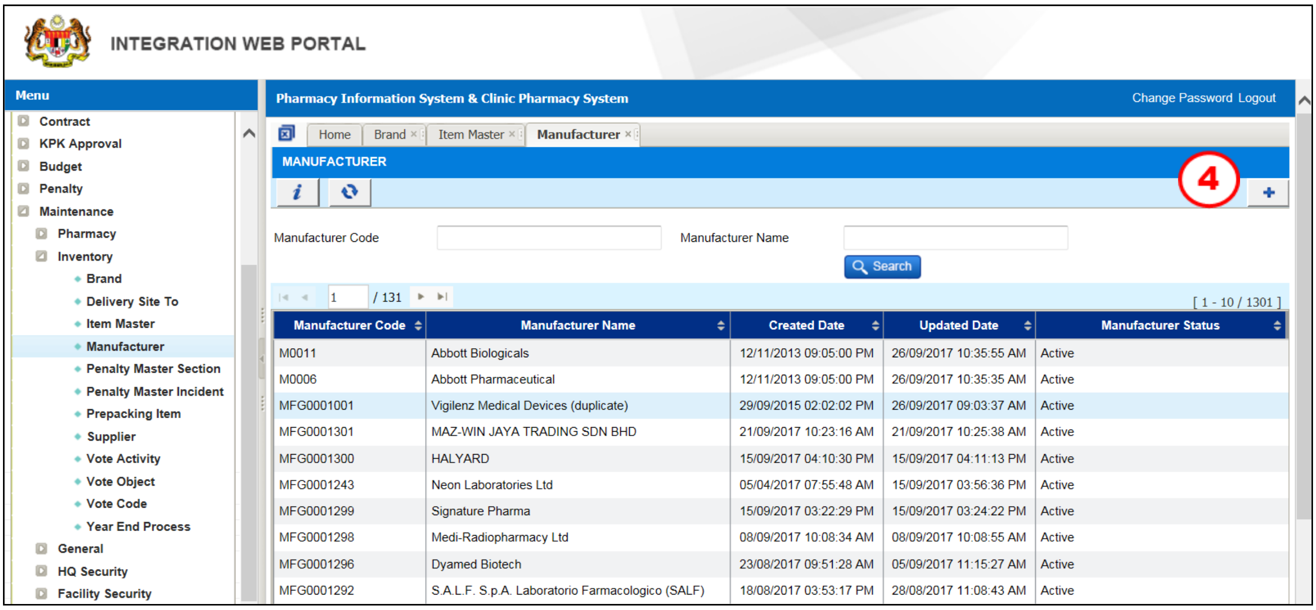


Figure 3.4.1-3 Manufacturer Listing Page

STEP 4

Click on the  button to create a new record and Manufacturer screen will be displayed as Figure 3.4.1-4

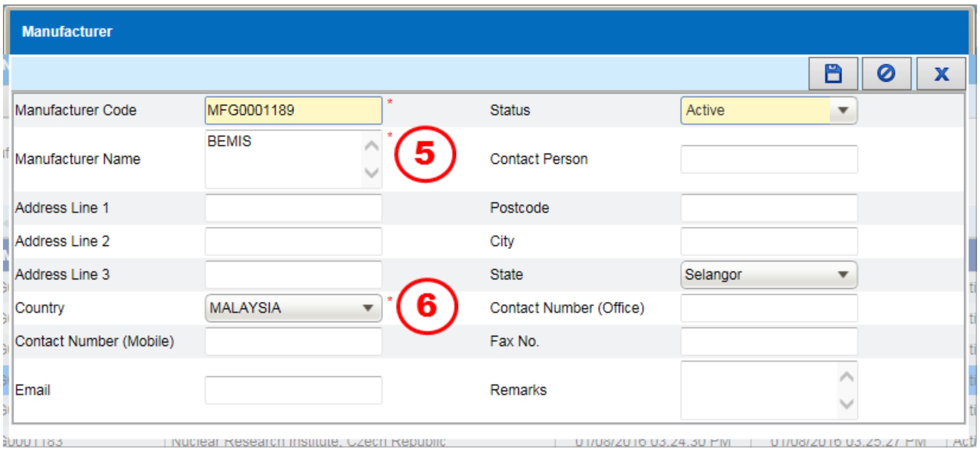


Figure 3.4.1-4 Manufacturer

Note

Manufacturer Code *will be automatically generate by the system*

STEP 5

Enter ***Manufacturer Name***

STEP 6

Select ***Country*** from the drop down box

Note

Enter information into below field (optional):

- ***Contact Person***
- ***Address Line 1***
- ***Address Line 2***
- ***Address Line 3***
- ***Postcode***
- ***City***
- ***State***

- ***Contact Number (Office)***
- ***Contact Number (Mobile)***
- ***Fax No.***
- ***Email***
- ***Remarks***

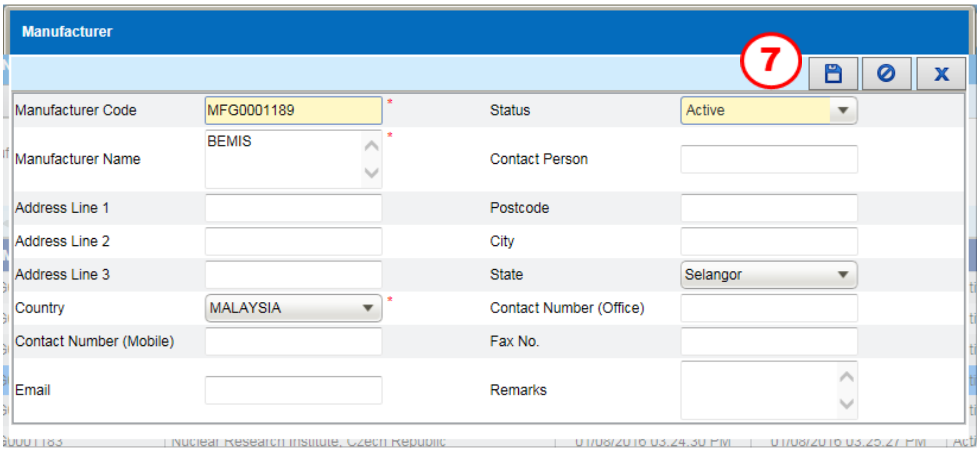


Figure 3.4.1-5 Manufacturer

STEP 7

Click on the button to save the record

Note

- *System will display a Confirmation Message as Figure 3.4.1-6*

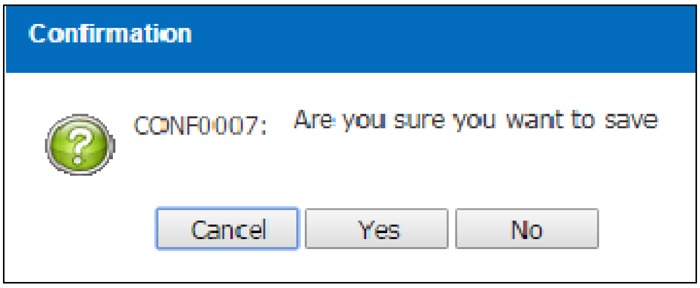


Figure 3.4.1-6 Confirmation Message

- *Click on the* Yes *button to save the record*
- *Information Message will display after click on the* Yes *buttom as Figure 3.4.1-7*

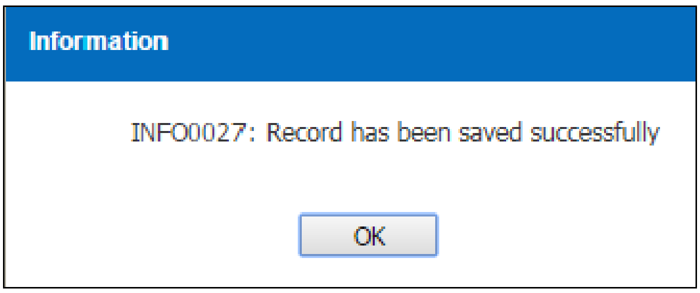


Figure 3.4.1-7 Information Message

- *Click on the* OK *button to confirmed the record*

3.4.2. Modify Manufacturer

To Modify Manufacturer records, perform the steps below:

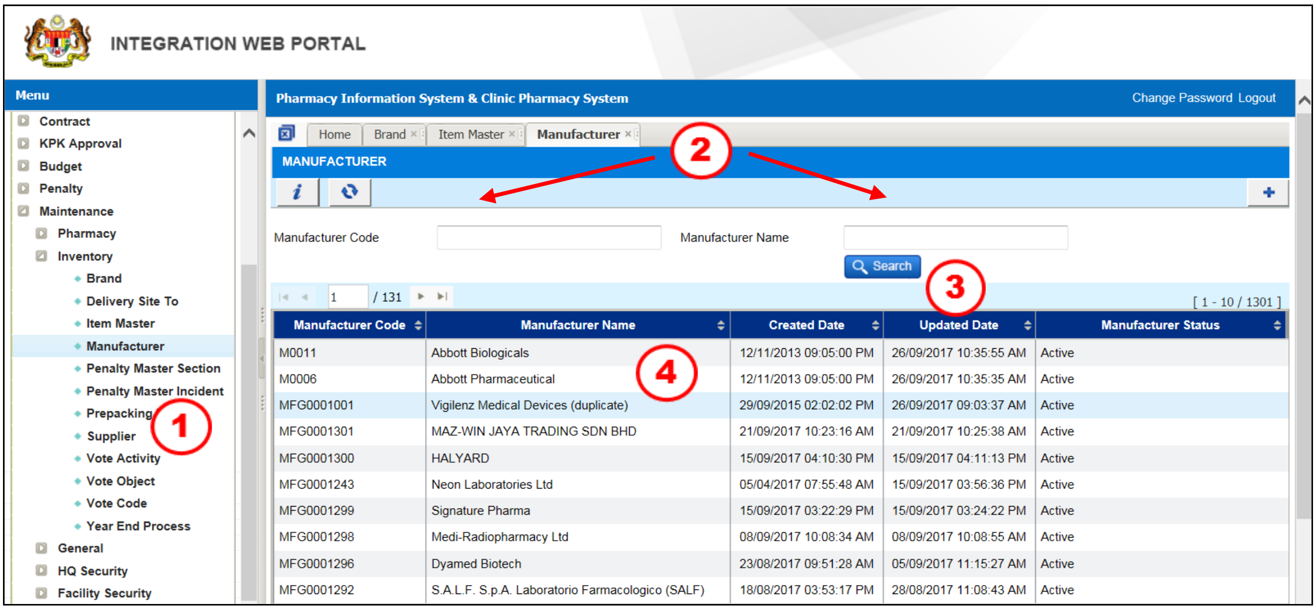


Figure 3.4.2-1 Manufacturer Listing Page

STEP 1

Click on 'Maintenance' menu, followed by 'Inventory' and click on 'Manufacturer

STEP 2

Search existing record by entering ***Manufacturer Code*** and/or ***Manufacturer Name***

STEP 3

Click on the Search button and system will display the related record

STEP 4

Click on the selected record

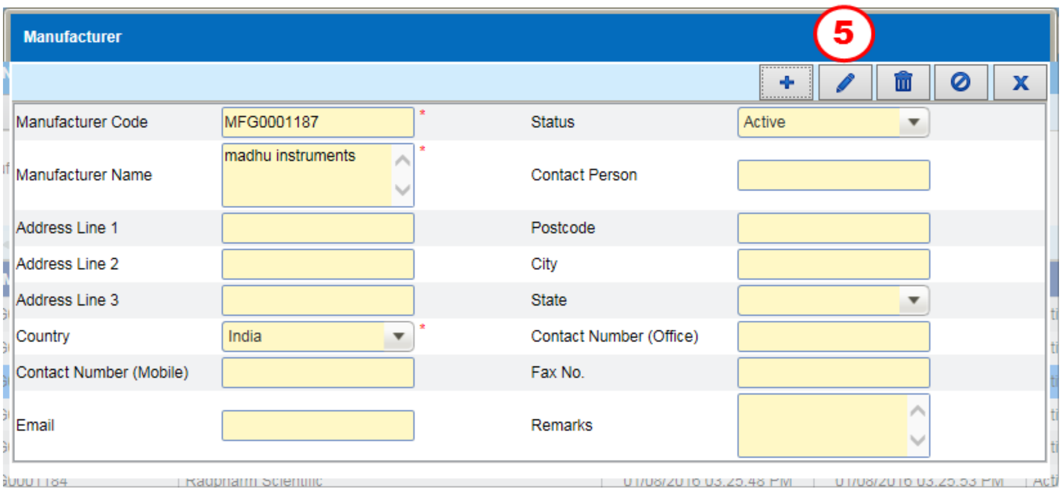


Figure 3.4.2-2 Manufacturer

STEP 5

Click on the button to edit the record

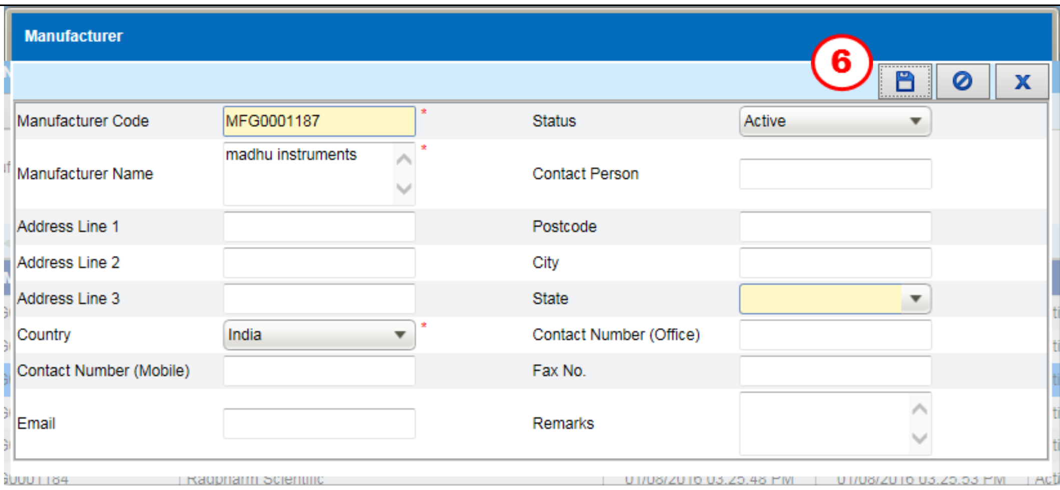


Figure 3.4.2-3 Manufacturer

Note

User is allow to edit:

- ***Manufacturer Name***
- ***Contact Person***
- ***Address Line 1***
- ***Address Line 2***
- ***Address Line 3***
- ***Postcode***
- ***City***
- ***Country***
- ***State***
- ***Contact Number (Office)***
- ***Contact Number (Mobile)***
- ***Fax No.***
- ***Email***
- ***Remarks***
- ***Status***

STEP 6

Click on the  button to save the edited record

Note

- *System will display a Confirmation Message as Figure 3.4.2-4*

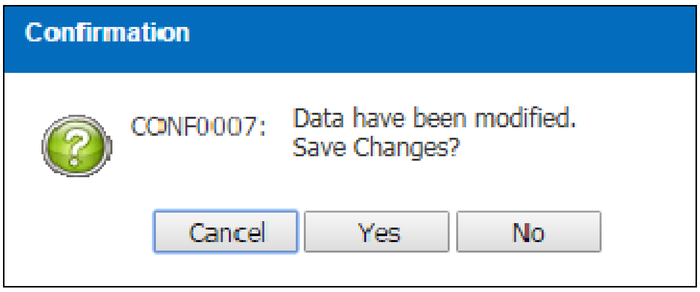


Figure 3.4.2-4 Confirmation Message

- *Click on the* Yes *button to save the edited record*
- *Information Message will display after click on the* Yes *buttom as Figure 3.4.2-5*

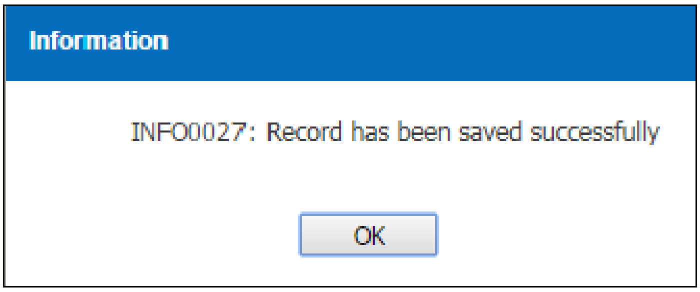


Figure 3.4.2-5 Information Message

- *Click on the* OK *button to confirmed the edited record*

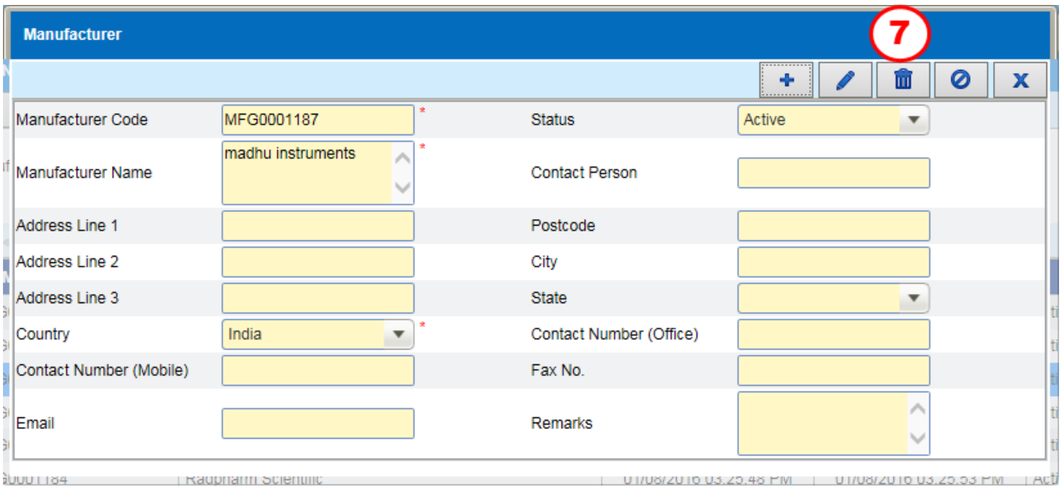


Figure 3.4.2-6 Manufacturer

STEP 7

Click on the button to delete the record

Note

- *System will display a Confirmation Message as Figure 3.4.2-7*

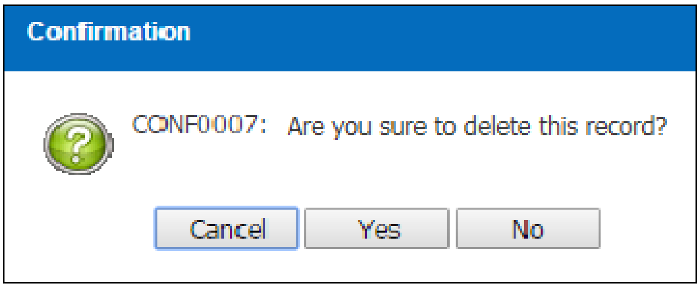


Figure 3.4.2-7 Confirmation Message

- *Click on the* Yes *button to delete the record*
- *The status of the record will be* ***Inactive***

3.5. Penalty Master Section

3.5.1. Create New Penalty Master Section

To Create New Penalty Master Section records, perform the steps below:

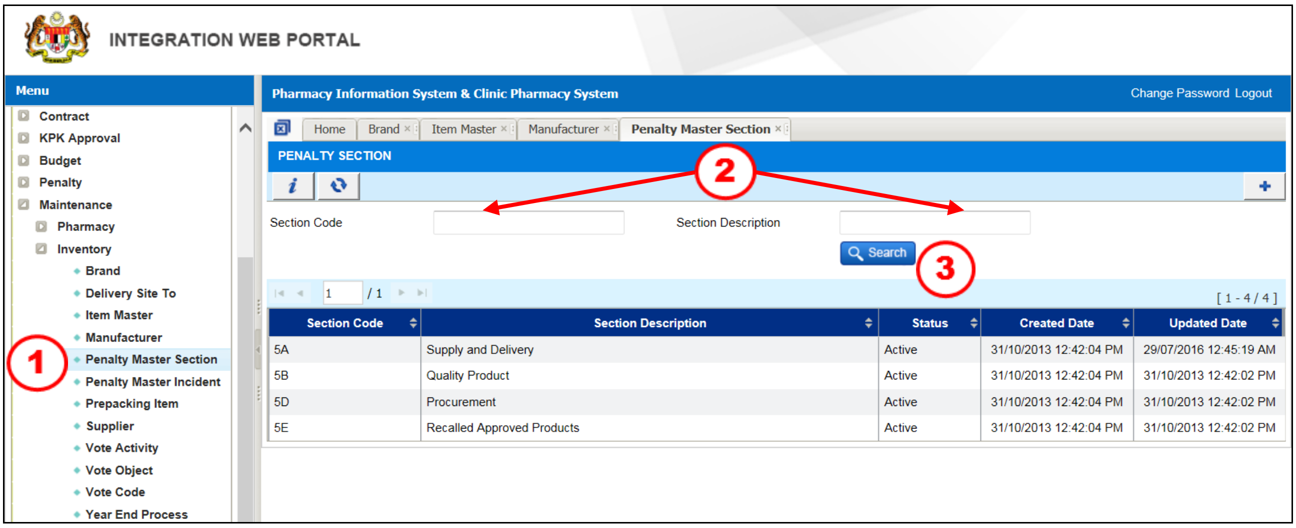


Figure 3.5.1-1 Penalty Master Section

STEP 1
Click on 'Maintenance' menu, followed by 'Inventory' and click on 'Penalty Master Section'

STEP 2
Search existing record by entering ***Section Code*** and/or ***Section Description***

STEP 3
Click on the 

button and system will display the related record

Note
User is allow to view the information by click on the related record and information will be displayed as Figure 3.5.1-2

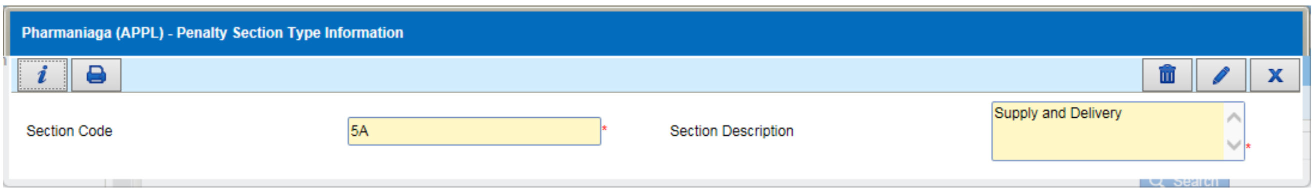


Figure 3.5.1-2 Pharmaniaga (APPL) – Penalty Section Type Information

Note
Click on the 

button to close the screen

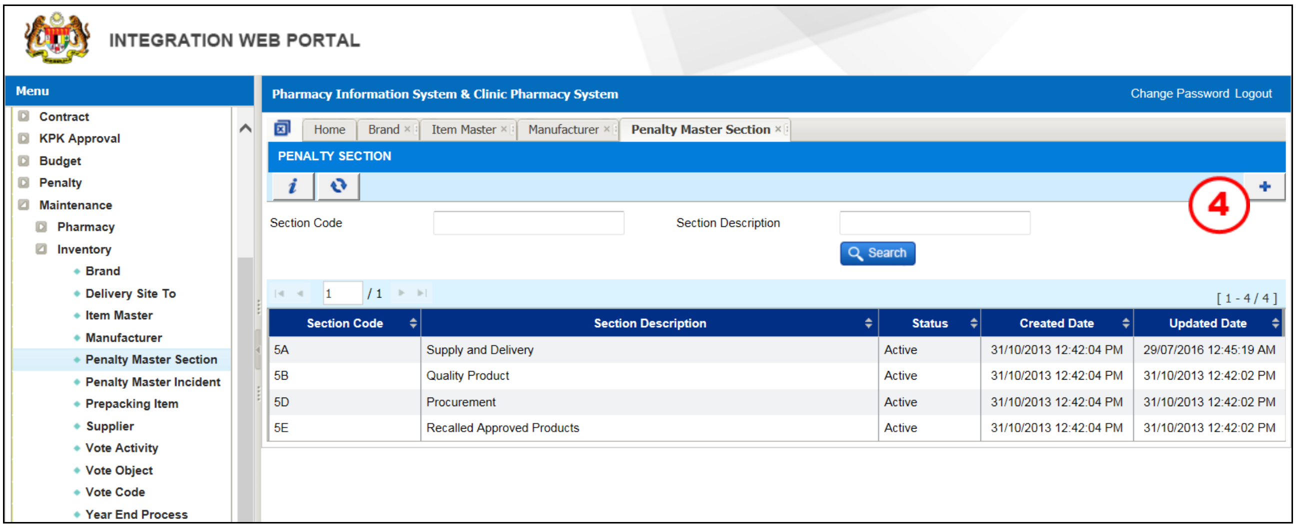


Figure 3.5.1-3 Penalty Master Section Listing Page

STEP 4

Click on the  button to create a new record and Pharmaniaga (APPL) – Penalty Section Type Information screen will be displayed as Figure 3.5.1-4

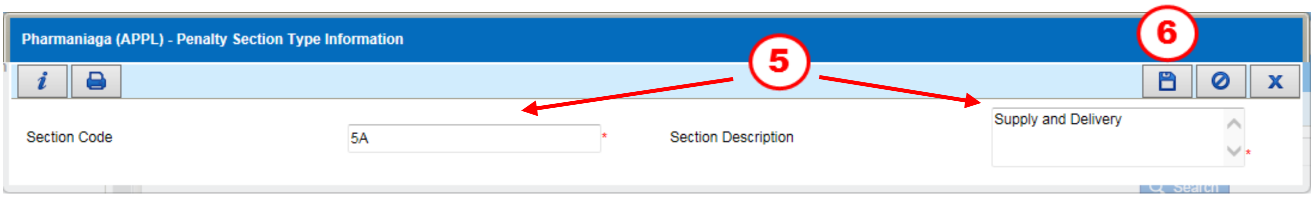


Figure 3.5.1-4 Pharmaniaga (APPL) – Penalty Section Type Information

STEP 5
Enter ***Section Code*** and ***Section Description***

STEP 6

Click on the  button to save the record

Note

- *System will display a Confirmation Message as Figure 3.5.1-5*

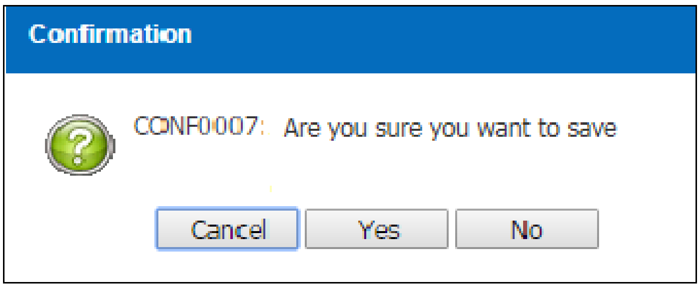


Figure 3.5.1-5 Confirmation Message

- *Click on the* Yes *button to save the record*
- *Information Message will display after click on the* Yes *buttom as Figure 3.5.1-6*

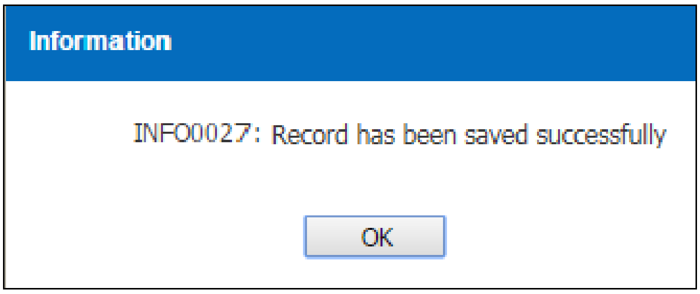


Figure 3.5.1-6 Information Message

- *Click on the* OK *button to confirmed the record*

3.5.2. Modify Penalty Master Section

To Modify Penalty Master Section records, perform the steps below:

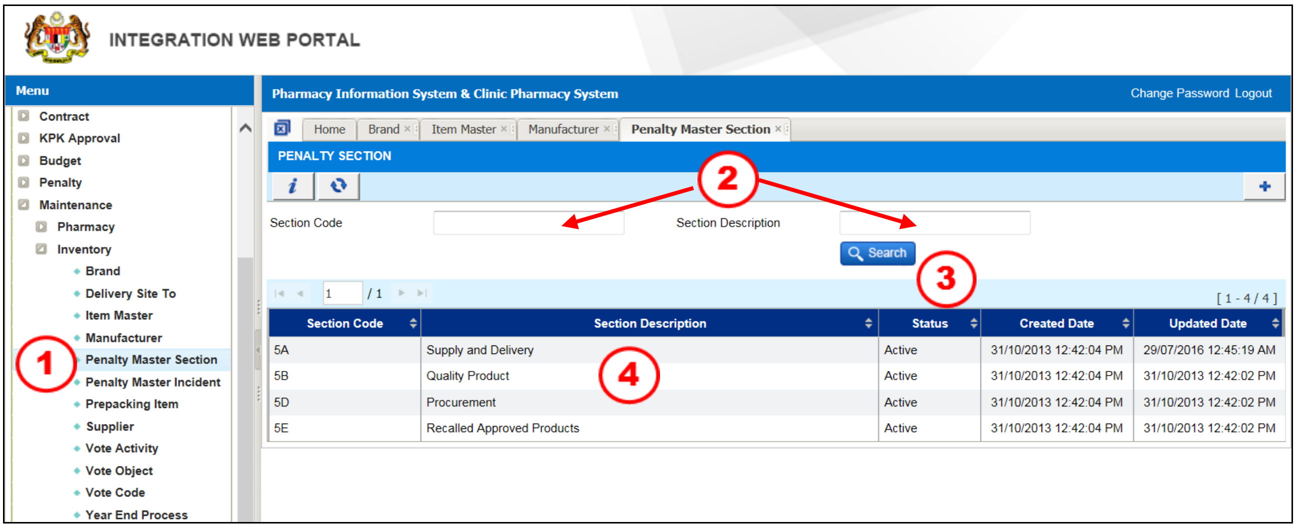


Figure 3.5.2-1 Penalty Master Section Listing Page

STEP 1
Click on 'Maintenance' menu, followed by 'Inventory' and click on 'Penalty Master Section'

STEP 2
Search existing record by entering ***Section Code*** and/or ***Section Description***

STEP 3
Click on the Search button and system will display the related record

STEP 4
Click on the selected record

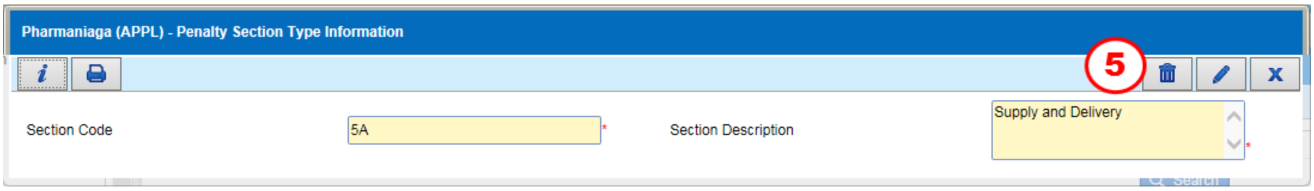


Figure 3.5.2-2 Pharmaniaga (APPL) – Penalty Section Type Information

STEP 5
Click on the button to edit the record

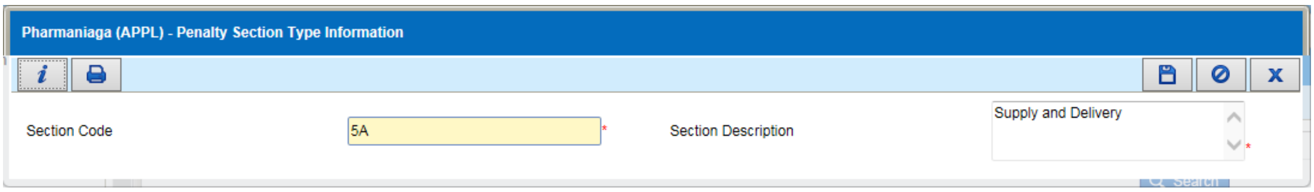


Figure 3.5.2-3 Pharmaniaga (APPL) – Penalty Section Type Information

Note
*User is allow to edit **Section Description***

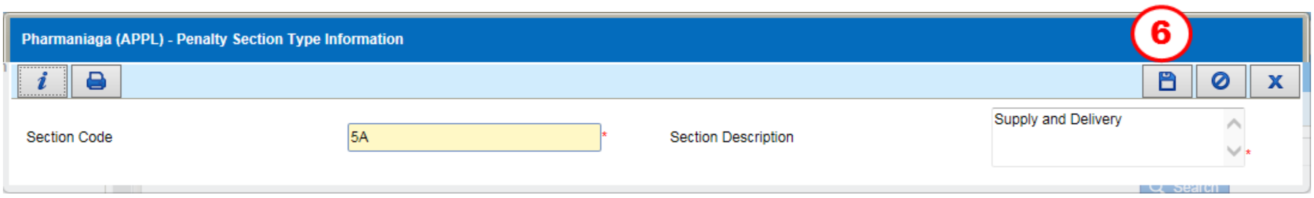


Figure 3.5.2-4 Pharmaniaga (APPL) – Penalty Section Type Information

STEP 6

Click on the button to save the edited record

Note

- *System will display a Confirmation Message as Figure 3.5.2-5*

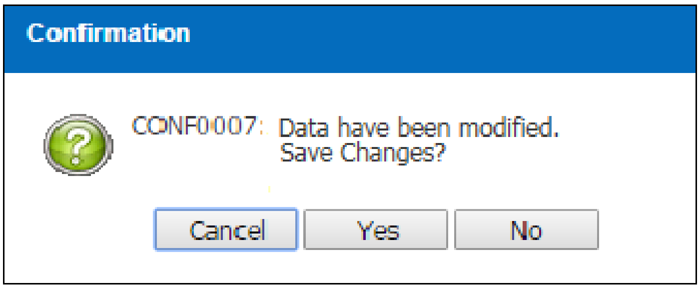


Figure 3.5.2-5 Confirmation Message

- *Click on the* Yes *button to save the edited record*
- *Information Message will display after click on the* Yes *buttom as Figure 3.5.2-6*

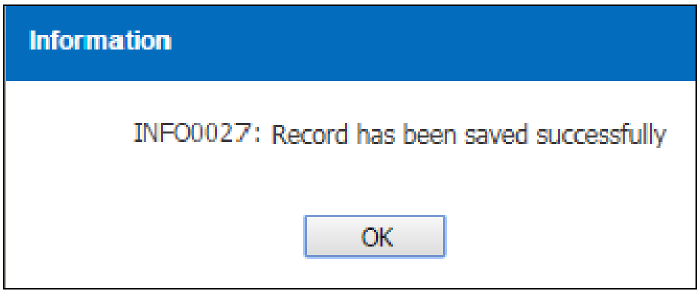


Figure 3.5.2-6 Information Message

Click on the OK *button to confirmed the edited record*

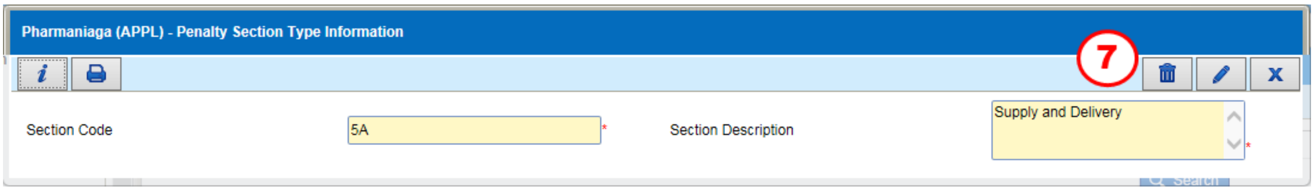


Figure 3.5.2-7 Pharmaniaga (APPL) – Penalty Section Type Information

STEP 7

Click on the button to delete the record

Note

- *System will display a Confirmation Message as Figure 3.5.2-8*

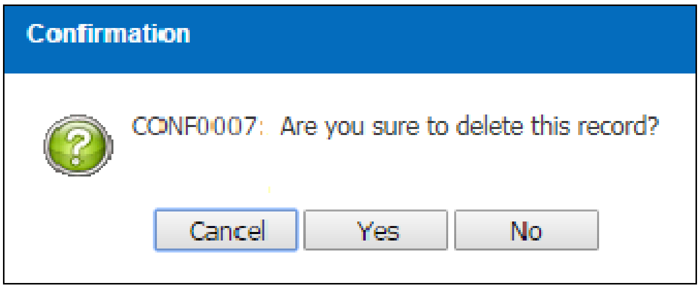
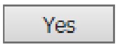


Figure 3.5.2-8 Confirmation Message

- *Click on the*  *button to delete the record*
- *The status of the record will be **Inactive***

3.6. Penalty Master Incident

3.6.1. View and Modify Penalty Master Incident

To view and modify Penalty Master Incident records, perform the steps below:

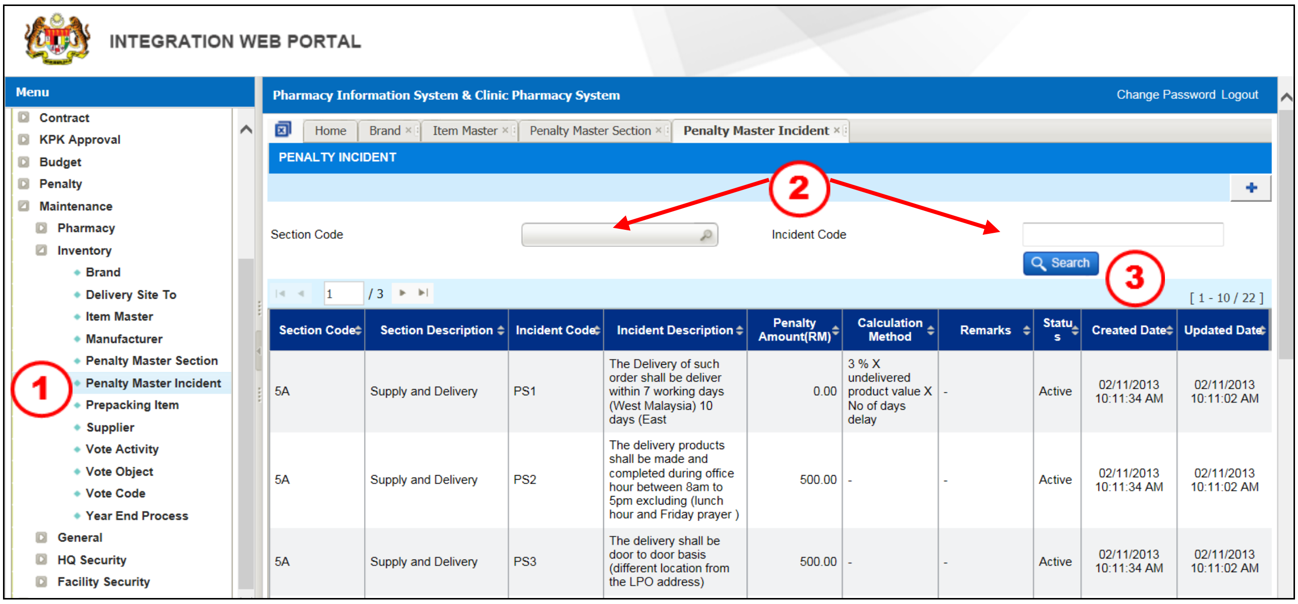


Figure 3.6.1-1 Penalty Master Incident

STEP 1
Click on 'Maintenance' menu, followed by 'Inventory' and click on 'Penalty Master Incident'

STEP 2
Search existing record by entering ***Section Code*** and/or ***Incident Code***

STEP 3
Click on the 

button and system will display the related record

Note
User is allow to view the information by click on the related record and information will be displayed as Figure 3.6.1-2

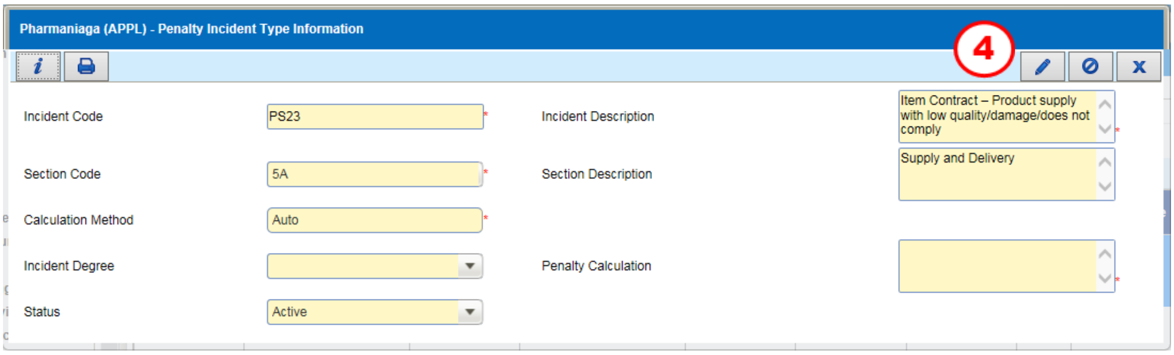


Figure 3.6.1-2 Pharmaniaga (APPL) – Penalty Incident Type Information

STEP 4

Click on the  button to edit the record

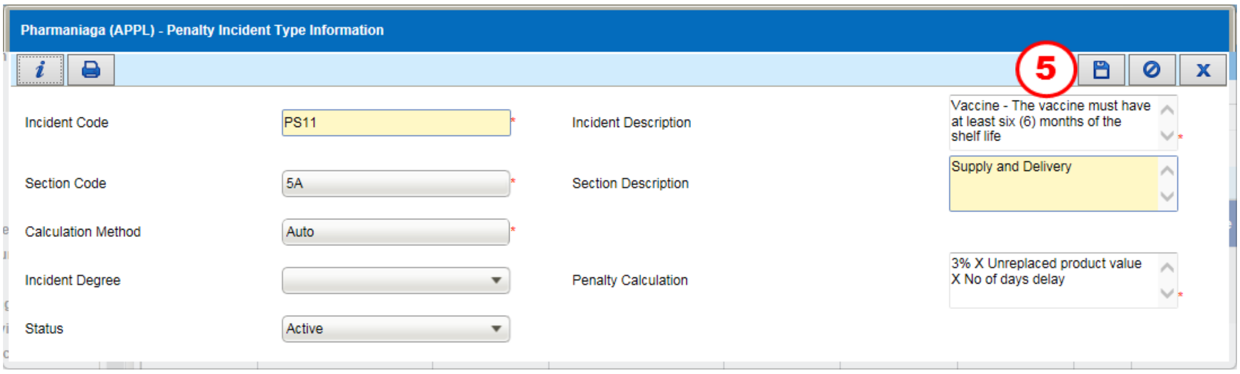


Figure 3.6.1-3 Pharmaniaga (APPL) – Penalty Incident Type Information

Note

User is allow to edit:

- ***Incident Description***
- ***Incident Degree***
- ***Penalty Calculation***
- ***Status***

STEP 5

Click on the button to save the edited record

Note

- *System will display a Confirmation Message as Figure 3.6.1-4*

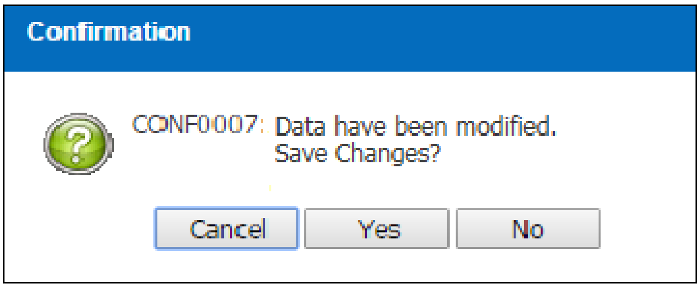


Figure 3.6.1-4 Confirmation Message

- *Click on the* Yes *button to save the edited record*
- *Information Message will display after click on the* Yes *buttom as Figure 3.6.1-5*

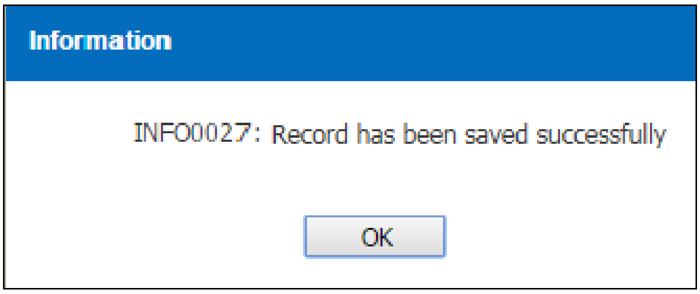


Figure 3.6.1-5 Information Message

- *Click on the* OK *button to confirmed the edited record*

3.7. Prepacking Item

3.7.1. Create New Prepacking Item

To create New Prepacking Item records, perform the steps below:

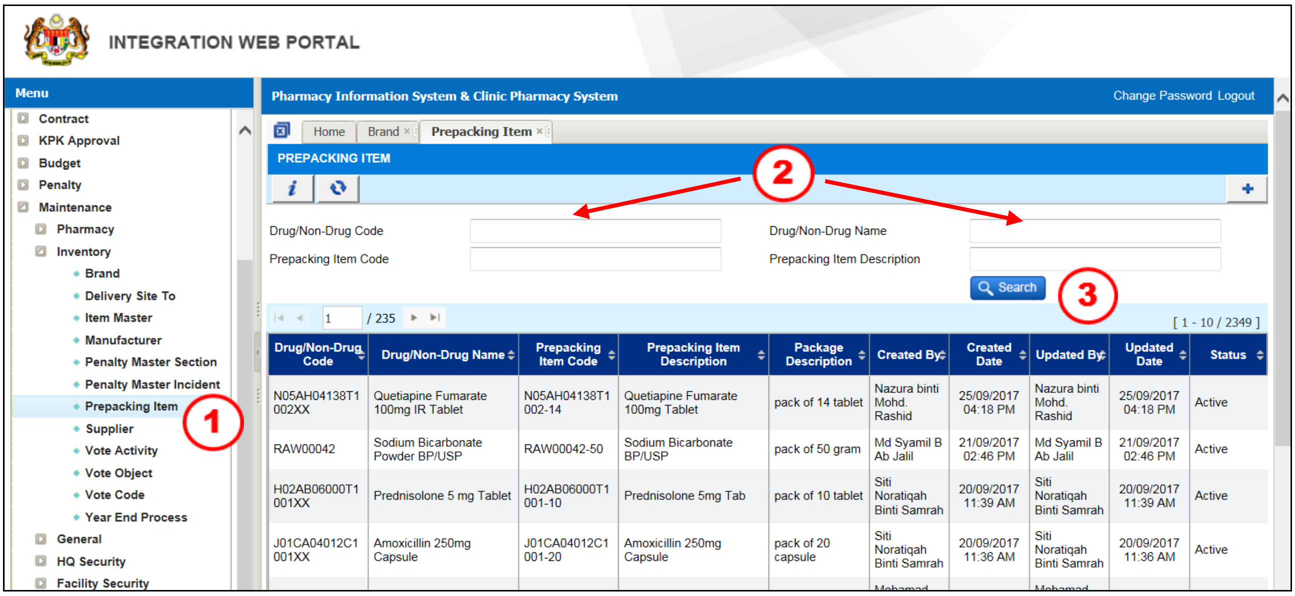


Figure 3.7.1-1 Prepacking Item Listing Page

STEP 1

Click on 'Maintenance' menu, followed by 'Inventory' and click on 'Prepacking Item'

STEP 2

Search existing record by entering:

a) ***Drug/Non-Drug Code***
b) ***Drug/Non-Drug Name***
c) ***Prepacking Item Code***
d) ***Prepacking Item Description***

STEP 3

Click on the Search button and system will display the related record

Note

User is allow to view the information by click on the related record and information will be displayed as Figure 3.7.1-2

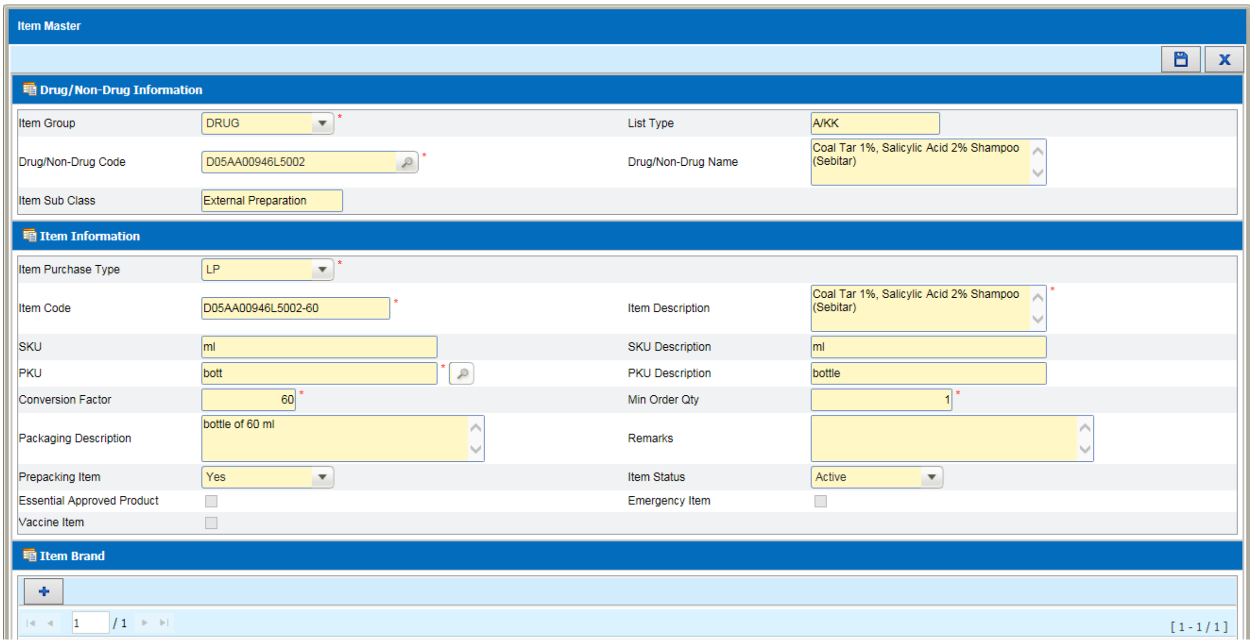


Figure 3.7.1-2 Item Master

Note

Click on the button to close the screen

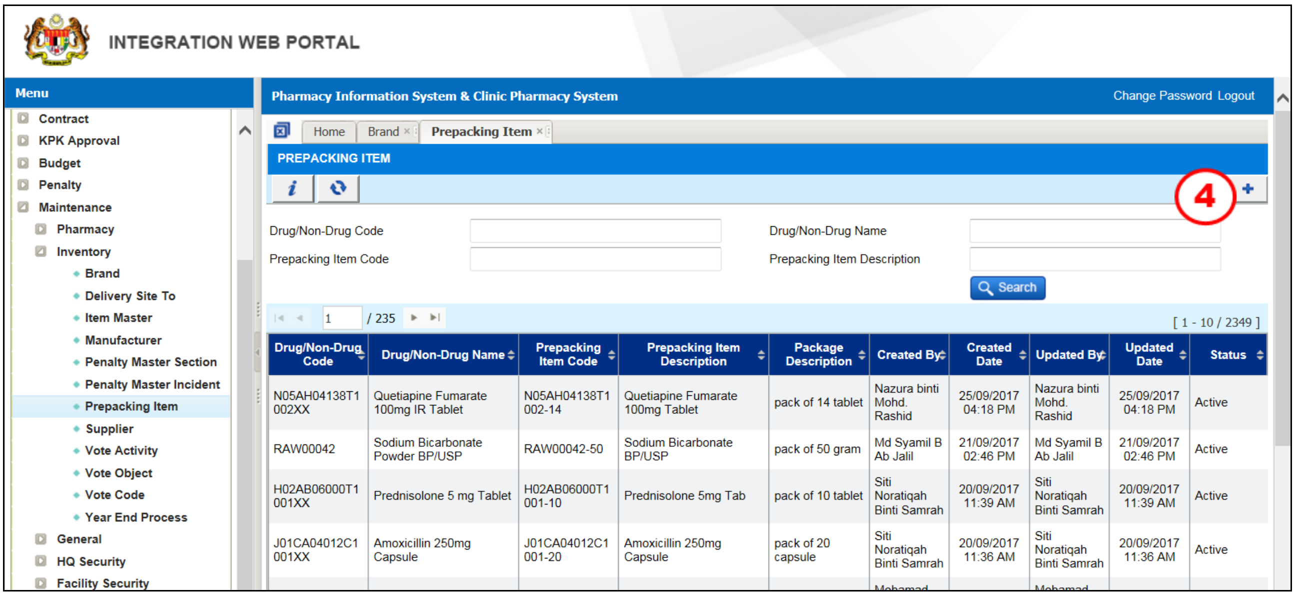


Figure 3.7.1-3 Prepacking Item Listing Page

STEP 4

Click on the button to create a new record and Create Prepacking Item screen will be displayed as Figure 3.7.1-4

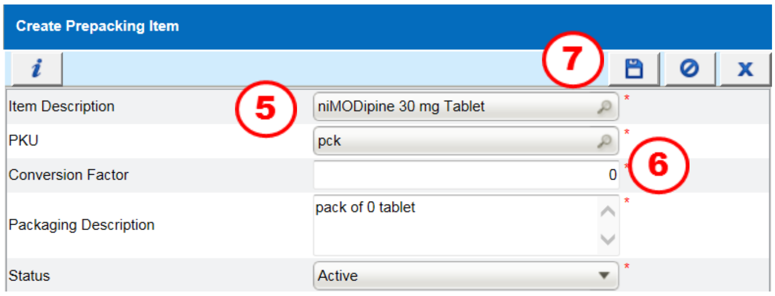


Figure 3.7.1-4 Create Prepacking Item

STEP 5

Click on the ***Item Description*** button and Item Search window will be displayed as Figure 3.7.1-5

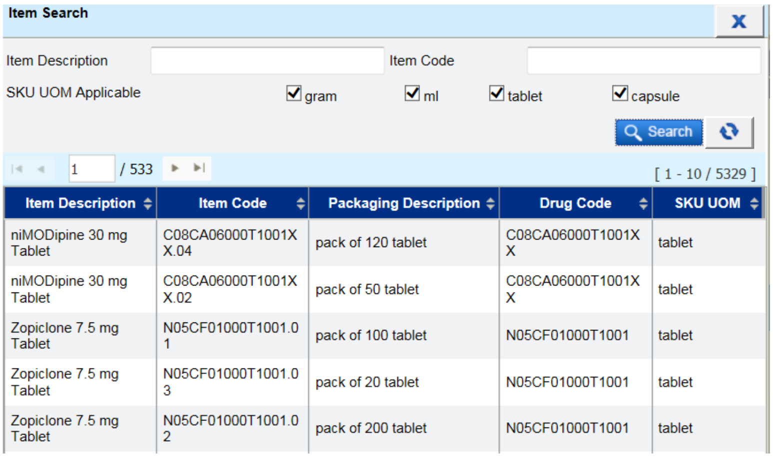


Figure 3.7.1-5 Item Search

Note

- *User is allowed to enter partially or fully criteria for **Item Description** and/or **Item Code.** Then click on the* Search *button*
- *Double click on the selected **Item Description***
- ***PKU** will automatically display a value based on the item packaging*

STEP 6

Enter ***Conversion Factor***

Note

Packaging Description** will automatically display a value based on **Conversion Factor** entered in **STEP 6

STEP 7

Click on the button to save the record

Note

- *System will display a Confirmation Message as Figure 3.7.1-6*

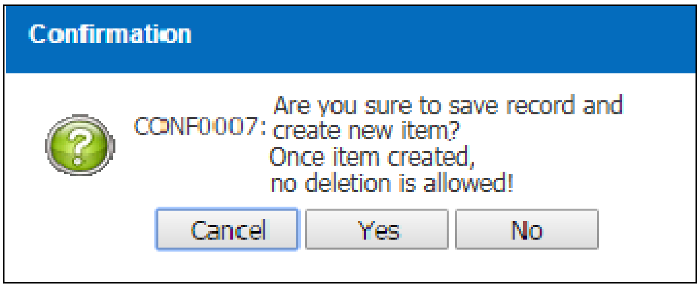


Figure 3.7.1-6 Confirmation Message

- *Click on the* Yes *button to save the record*
- *Information Message will display after click on the* Yes *buttom as Figure 3.7.1-7*

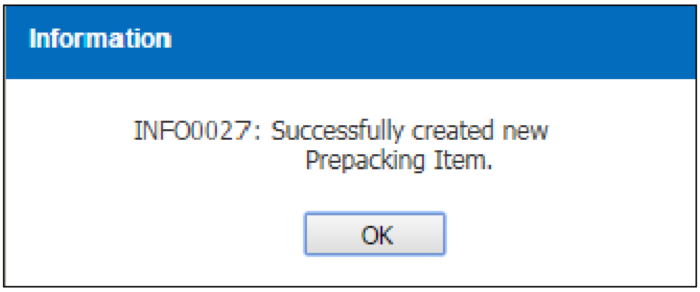


Figure 3.7.1-7 Information Message

- *Click on the* OK *button to confirmed the record*

3.8. Supplier

3.8.1. Create New Supplier

To create New Supplier records, perform the steps below:

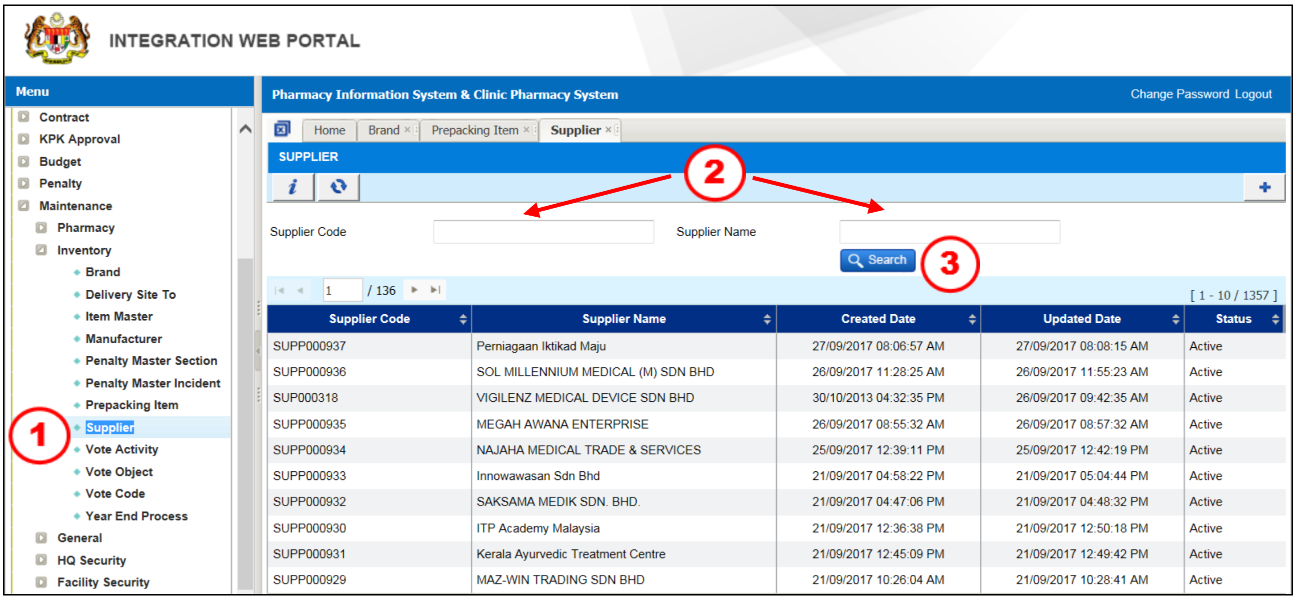


Figure 3.8.1-1 Supplier Listing Page

STEP 1
Click on 'Maintenance' menu, followed by 'Inventory' and click on 'Supplier'

STEP 2
Search existing record by entering ***Supplier Code*** and/or ***Supplier Name***

STEP 3
Click on the Search button and system will display the related record

Note
User is allow to view the information by click on the related record and information will be displayed as Figure 3.8.1-2

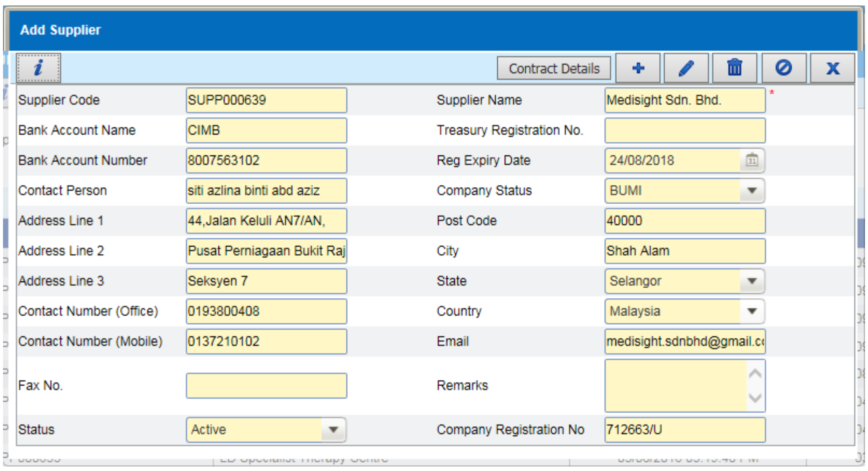


Figure 3.8.1-2 Add Supplier

Note
Click on the X *button to close the screen*

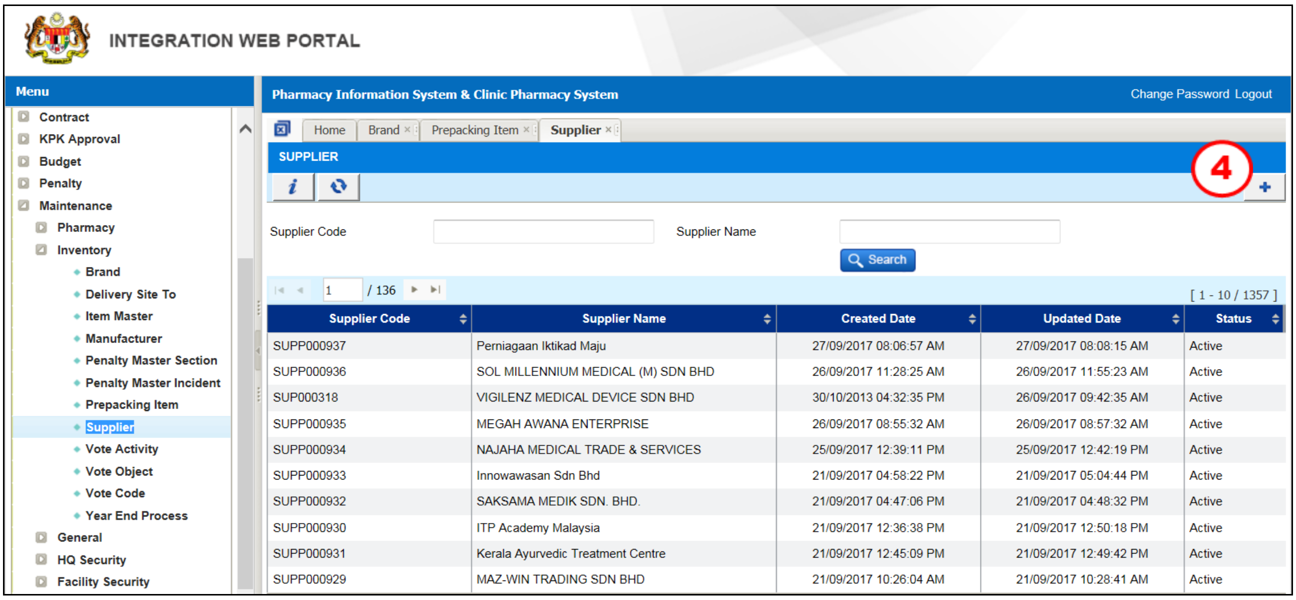


Figure 3.8.1-3 Supplier Listing Page

STEP 4

Click on the [+] button to create a new record and Add Supplier screen will be displayed as Figure 3.8.1-4

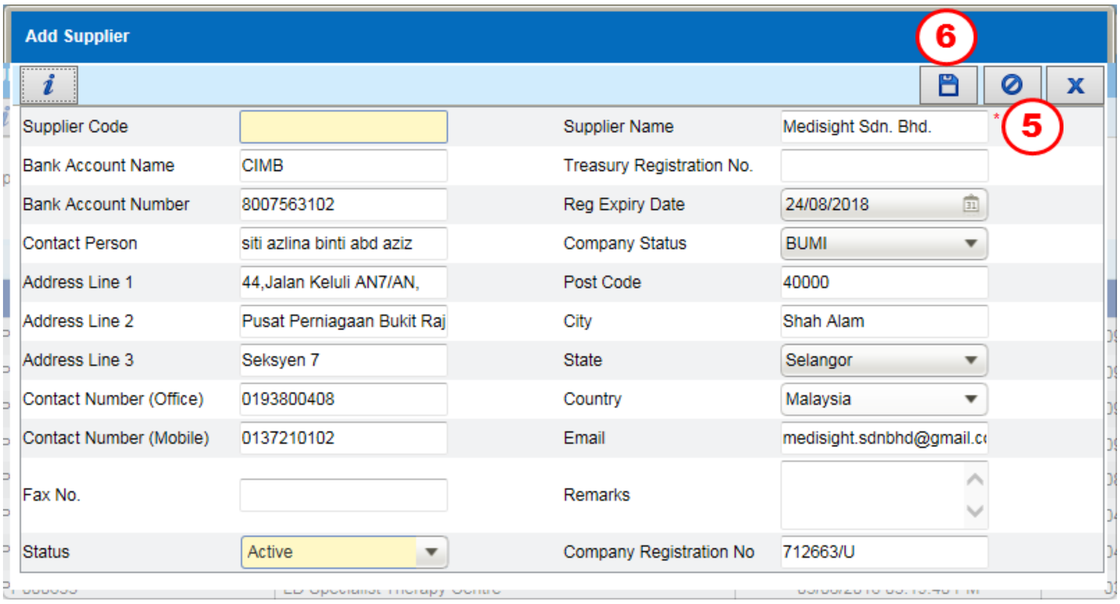


Figure 3.8.1-4 Add Supplier

STEP 5

Enter ***Supplier Name***

Note

Enter information into below field (optional):

- ***Bank Account Name***
- ***Bank Account Number***
- ***Treasury Registration No.***
- ***Reg Expiry Date***
- ***Contact Person***
- ***Company Status***
- ***Address Line 1***
- ***Address Line 2***
- ***Address Line 3***

- ***Postcode***
- ***City***
- ***State***
- ***Country***
- ***Contact Number (Office)***
- ***Contact Number (Mobile)***
- ***Fax No***
- ***Email***
- ***Remarks***
- ***Company Registration No***

STEP 6

Click on the button to save the record

Note

- *System will display a Confirmation Message as Figure 3.8.1-5*

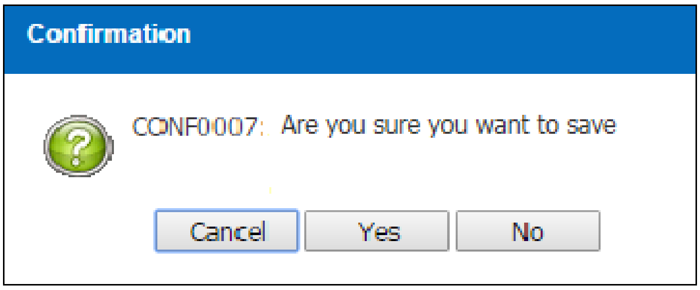


Figure 3.8.1-5 Confirmation Message

- *Click on the* Yes *button to save the record*
- *Information Message will display after click on the* Yes *buttom as Figure 3.8.1-6*

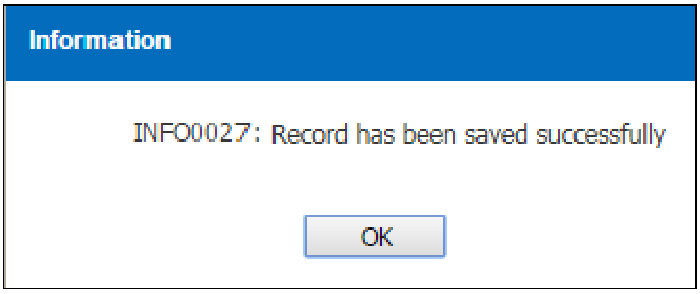


Figure 3.8.1-6 Information Message

- *Click on the* OK *button to confirmed the record and **Supplier Code** will be generated for futrure reference*

3.8.2. Modify Supplier

To Modify Supplier records, perform the steps below:

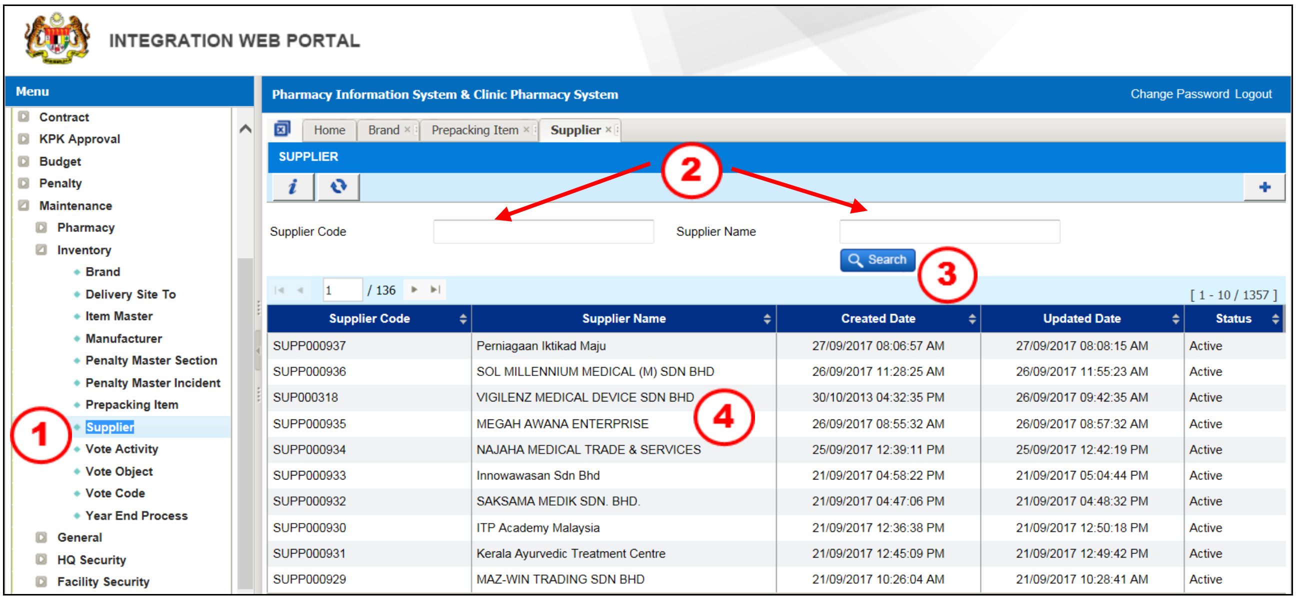


Figure 3.8.2-1 Supplier Listing Page

STEP 1
Click on 'Maintenance' menu, followed by 'Inventory' and click on 'Supplier'

STEP 2
Search existing record by entering ***Supplier Code*** and/or ***Supplier Name***

STEP 3
Click on the Search button and system will display the related record

STEP 4
Click on the selected record

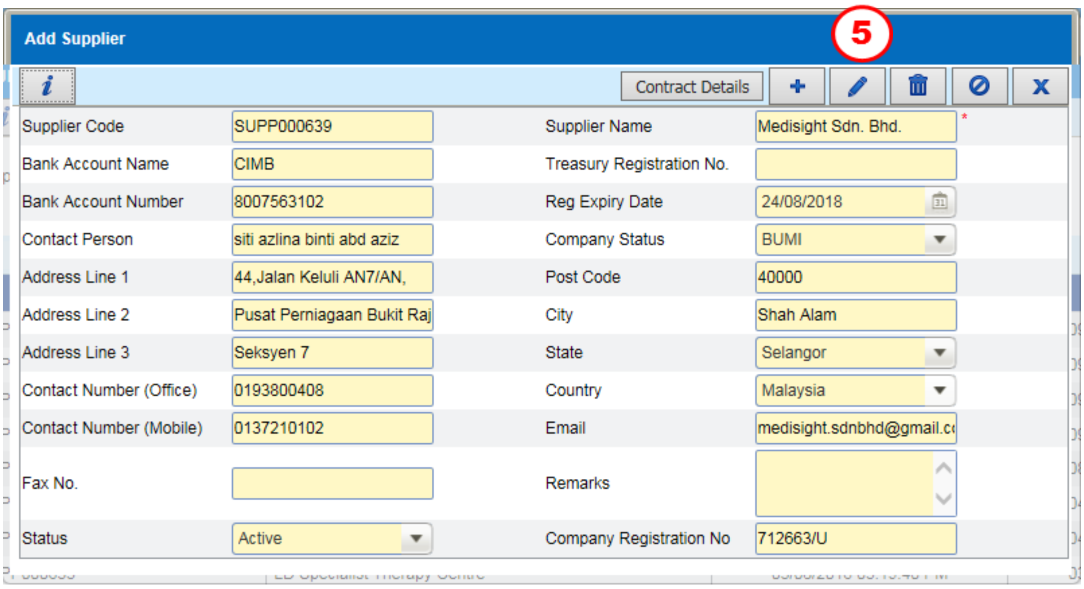


Figure 3.8.2-2 Add Supplier

STEP 5

Click on the button to edit the record

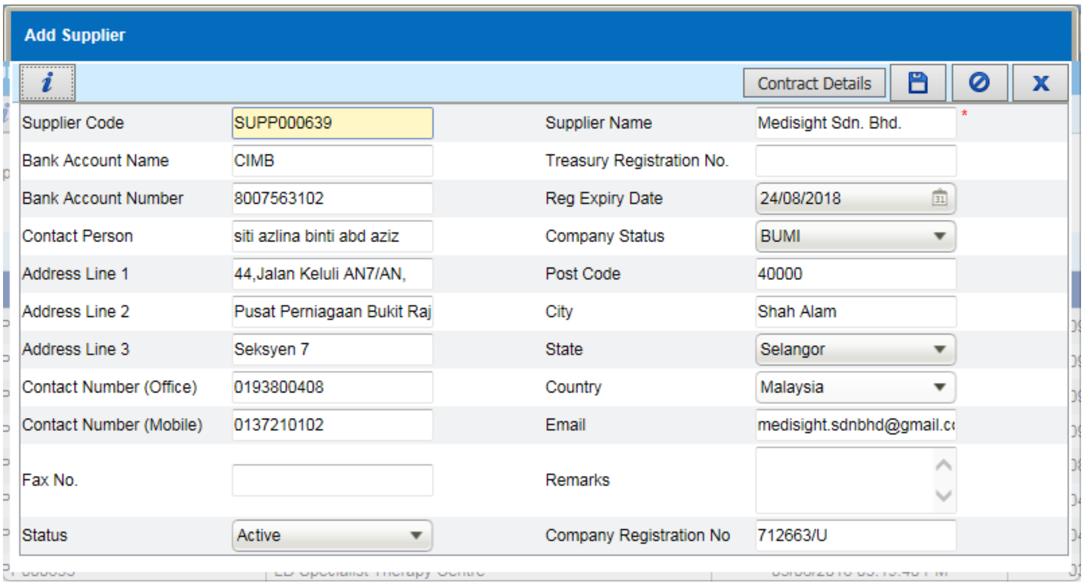


Figure 3.8.2-3 Add Supplier

Note

- *User is allow to edit:*
  - ***Supplier Code***
  - ***Bank Account Name***
  - ***Bank Account Number***
  - ***Treasury Registration No.***
  - ***Reg Expiry Date***
  - ***Contact Person***
  - ***Company Status***
  - ***Address Line 1***
  - ***Address Line 2***
  - ***Address Line 3***
  - ***Postcode***
  - ***City***
  - ***State***

- ***Country***
- ***Contact Number (Office)***
- ***Contact Number (Mobile)***
- ***Fax No***
- ***Email***
- ***Remarks***
- ***Company Registration No***

- *Click on the* Contract Details *button to view **Contract Details** as Figure 3.8.2-4*

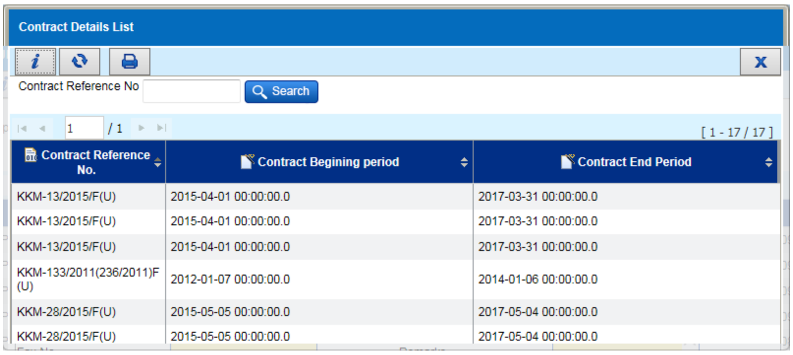


Figure 3.8.2-4 Contract Details List

- *Click on the* *button to close the screen*

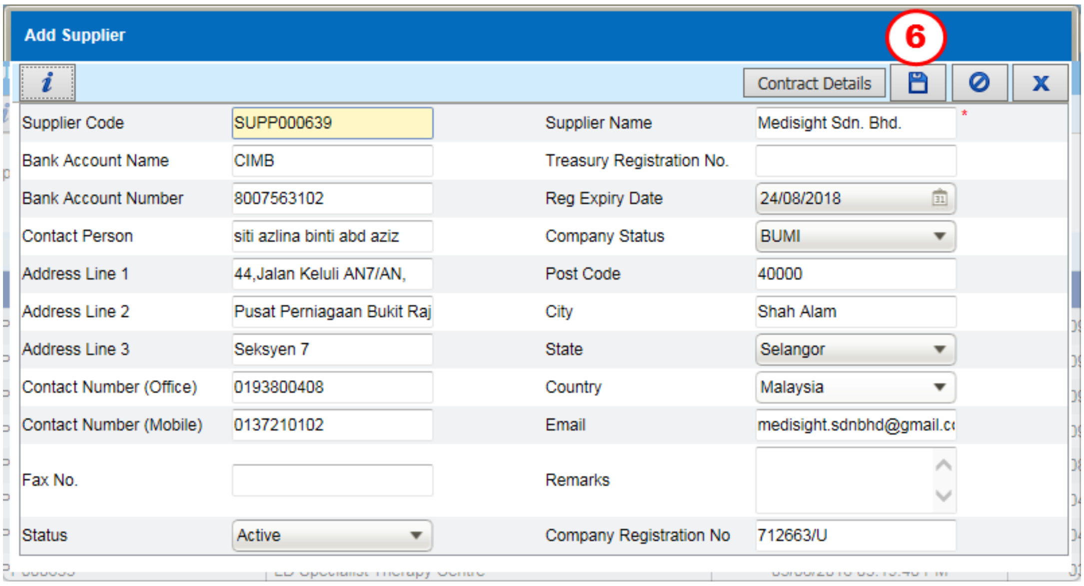


Figure 3.8.2-5 Add Supplier

STEP 6

Click on the button to save the edited record

Note

- *System will display a Confirmation Message as Figure 3.8.2-6*

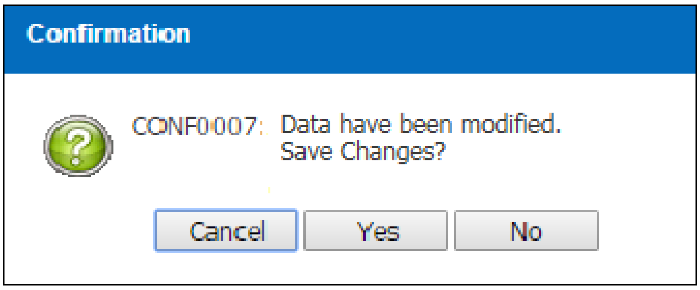


Figure 3.8.2-6 Confirmation Message

- *Click on the* Yes *button to save the edited record*
- *Information Message will display after click on the* Yes *buttom as Figure 3.8.2-7*

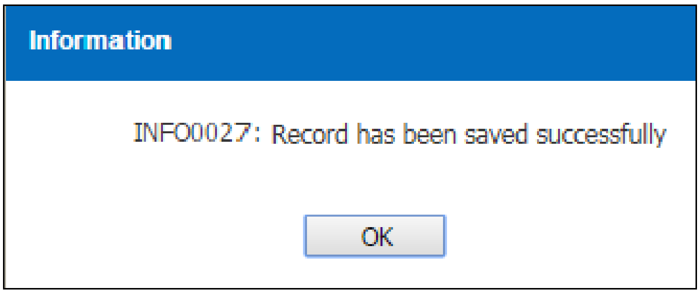


Figure 3.8.2-7 Information Message

- *Click on the* OK *button to confirmed the edited record*

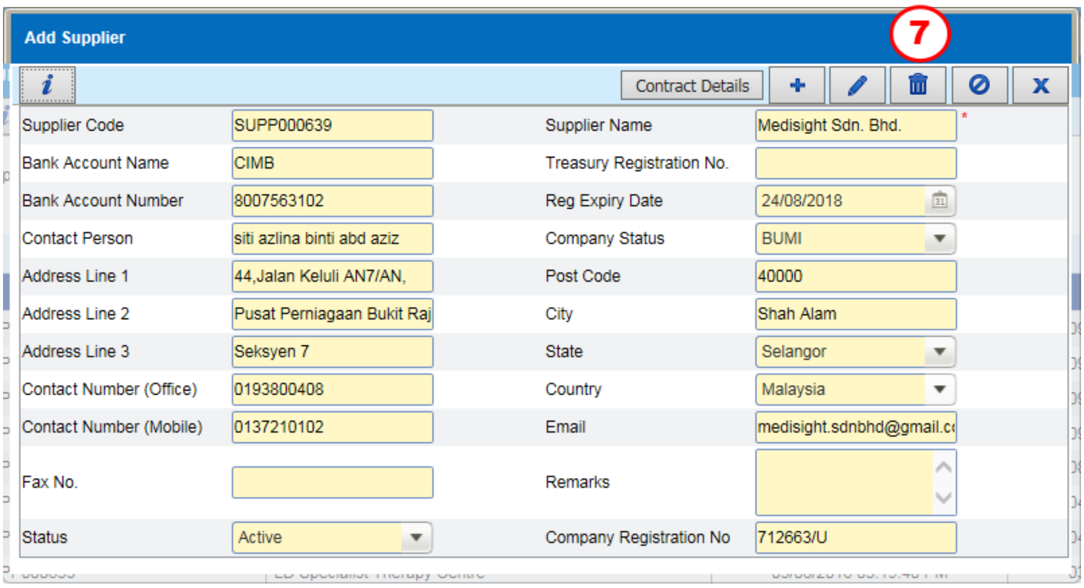


Figure 3.8.2-8 Add Supplier

STEP 7

Click on the [delete button] button to delete the record

Note

- *System will display a Confirmation Message as Figure 3.8.2-9*

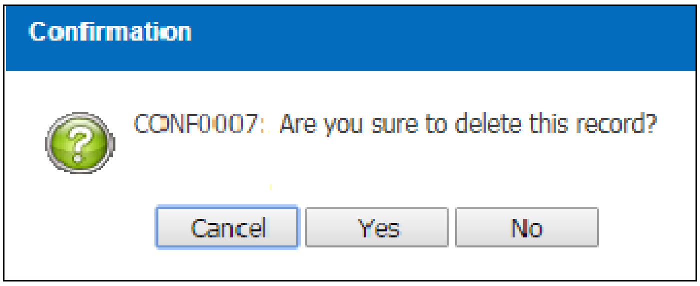
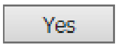


Figure 3.8.2-9 Confirmation Message

- *Click on the* 

button to delete the record

- *The status of the record will be **Inactive***

3.9. Vote Activity

3.9.1. Create New Vote Activity

To create New Vote Activity records, perform the steps below:

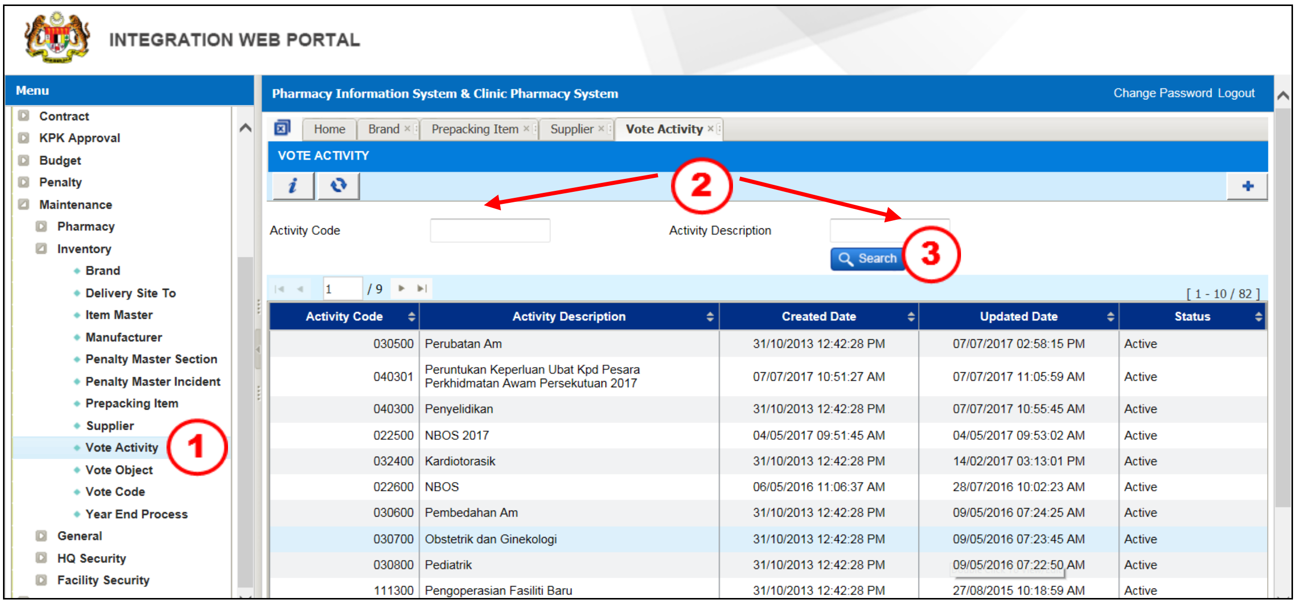


Figure 3.9.1-1 Vote Activity Listing Page

STEP 1
Click on 'Maintenance' menu, followed by 'Inventory' and click on 'Vote Activity'

STEP 2
Search existing record by entering ***Activity Code*** and/or ***Activity Description***

STEP 3
Click on the  button and system will display the related record

Note
User is allow to view the information by click on the related record and information will be displayed as Figure 3.9.1-2

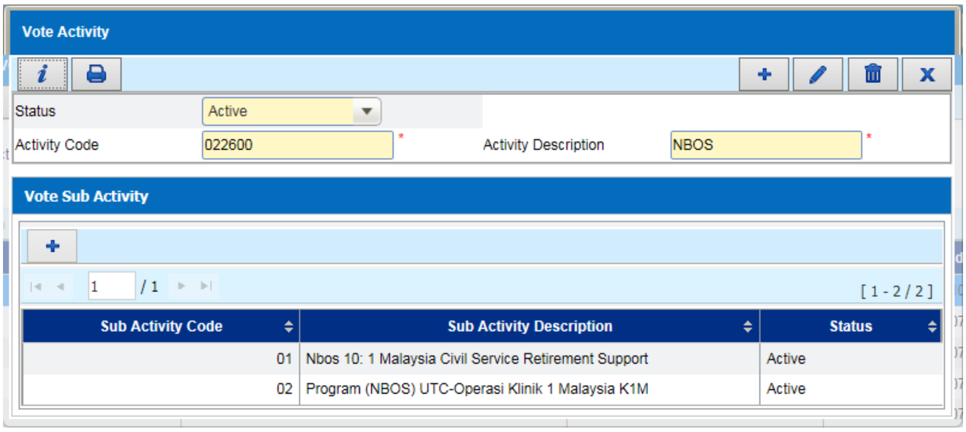


Figure 3.9.1-2 Vote Activity

Note

Click on the  *button to close the screen*

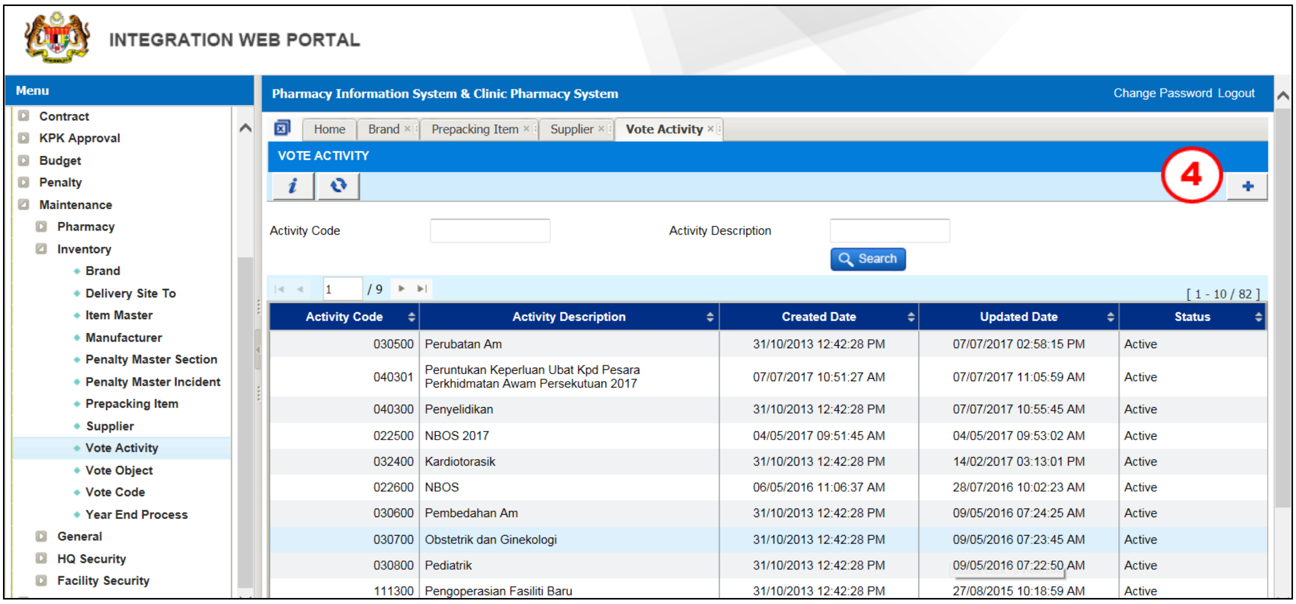


Figure 3.9.1-3 Vote Activity Listing Page

STEP 4

Click on the [+] button to create a new record and Vote Activity screen will be displayed as Figure 3.9.1-4

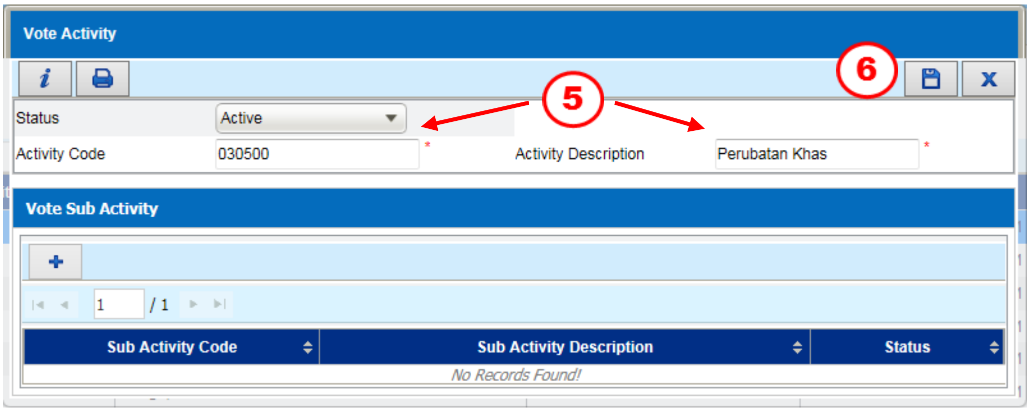


Figure 3.9.1-4 Vote Activity

STEP 5

Enter ***Activity Code*** and ***Activity Description***

STEP 6

Click on the [save] button to save the record

Note

- *System will display a Confirmation Message as Figure 3.9.1-5*

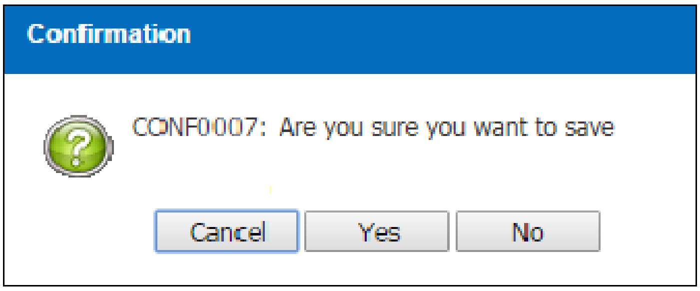


Figure 3.9.1-5 Confirmation Message

- *Click on the* Yes *button to save the record*
- *Information Message will display after click on the* Yes *buttom as Figure 3.9.1-6*

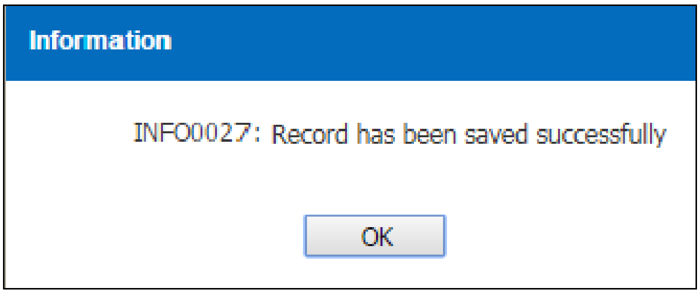


Figure 3.9.1-6 Information Message

- *Click on the* OK *button to confirmed the record*

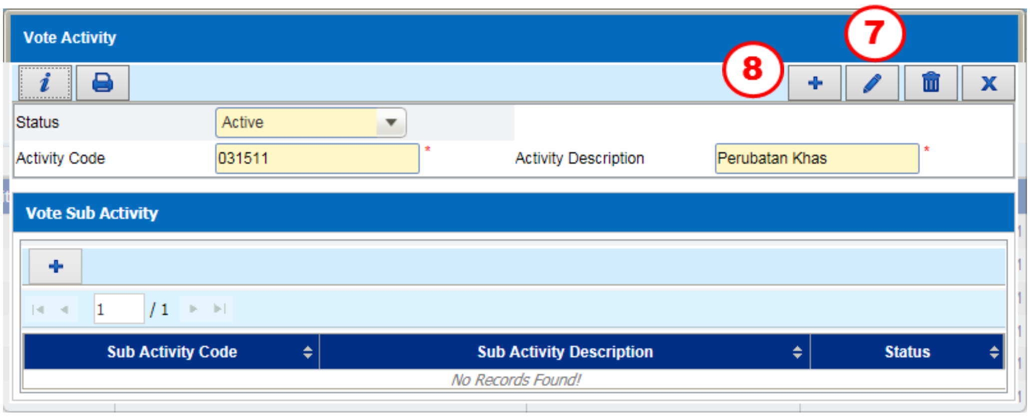


Figure 3.9.1-7 Vote Activity

STEP 7

Click on the button to edit the record

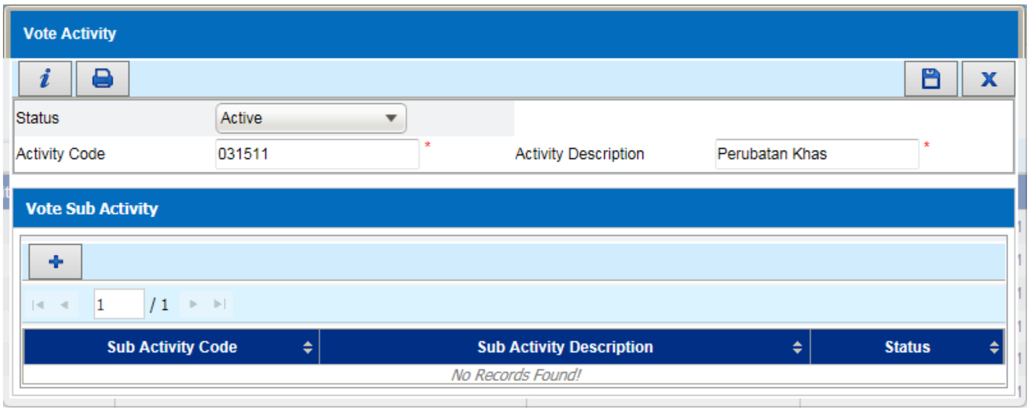


Figure 3.9.1-8 Vote Activity

STEP 8

Click on the  button to add Vote Sub Activity

Note
Vote Sub Activity will be displayed as Figure 3.9.1-9

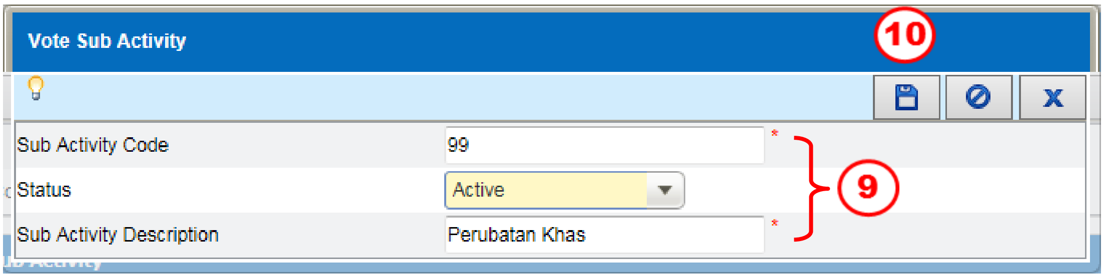


Figure 3.9.1-9 Vote Sub Activity

STEP 9
Enter ***Sub Activity Code*** and ***Sub Activity Description***

STEP 10

Click on the  button to save the record

Note
- *System will display a Confirmation Message as Figure 3.9.1-10*

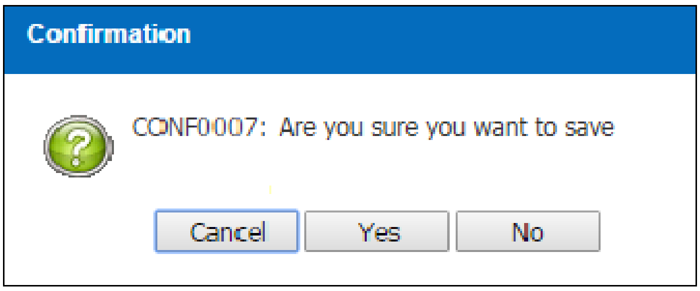
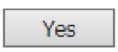


Figure 3.9.1-10 Confirmation Message

- *Click on the*  *button to save the record and the record will updated in the Vote Activity screen as Figure 3.9.1-11*

- *Click on the* X *button to close the screen*

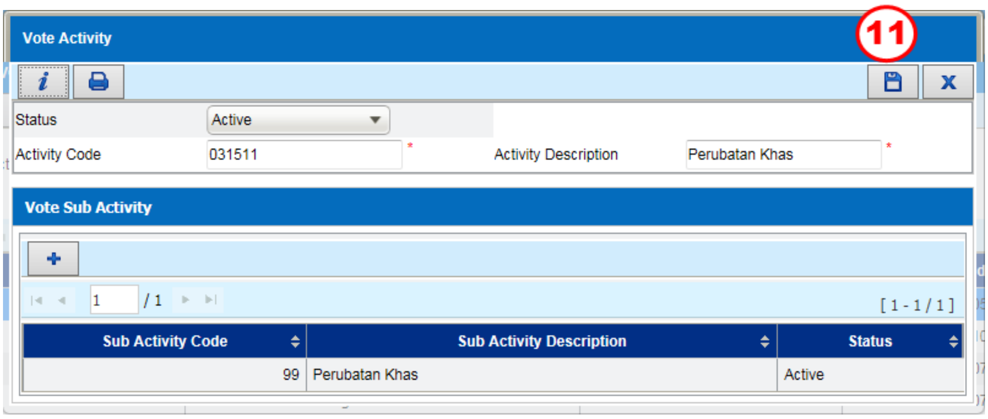


Figure 3.9.1-11 Vote Activity

STEP 11

Click on the button to save the record

Note

- *System will display a Confirmation Message as Figure 3.9.1-12*

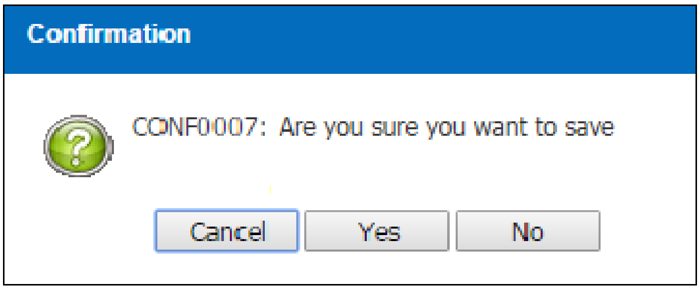


Figure 3.9.1-12 Confirmation Message

Click on the Yes *button to save the record*

3.9.2. Modify Vote Activity

To Modify Vote Activity records, perform the steps below:

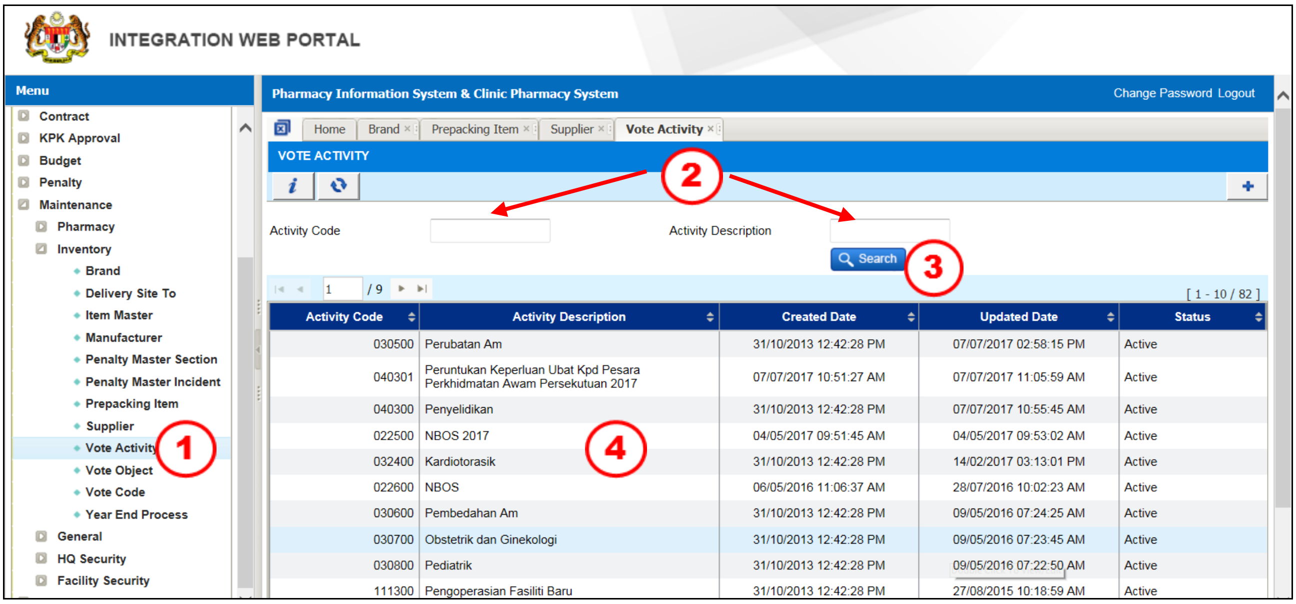


Figure 3.9.2-1 Vote Activity Listing Page

STEP 1
Click on 'Maintenance' menu, followed by 'Inventory' and click on 'Vote Activity'

STEP 2
Search existing record by entering ***Activity Code*** and/or ***Activity Description***

STEP 3
Click on the Search button and system will display the related record

STEP 4
Click on the selected record

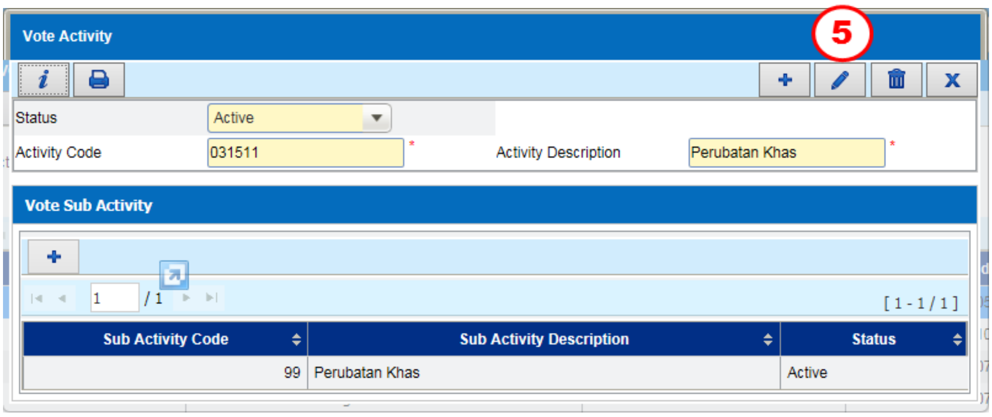


Figure 3.9.2-2 Vote Activity

STEP 5
Click on the button to edit the record

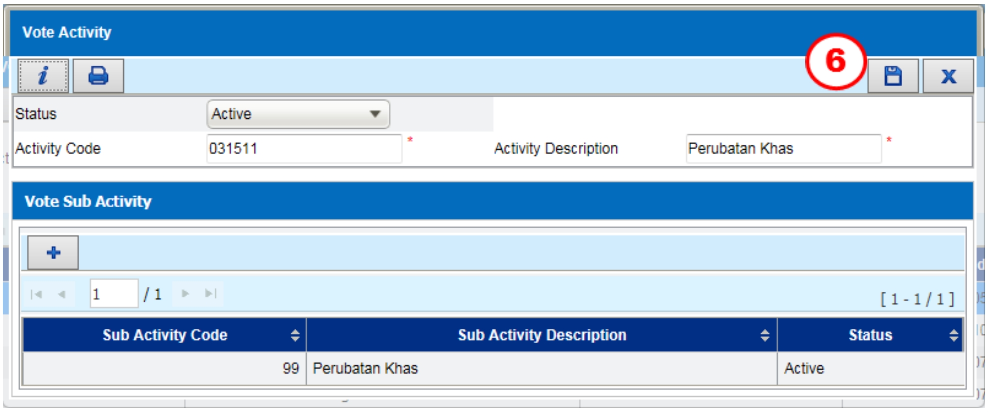


Figure 3.9.2-3 Vote Activity

Note
User is allow to edit:
- ***Activity Code***
- ***Activity Description***
- ***Status***
- ***Vote Sub Activity***

STEP 6

Click on the button to save the edited record

Note
- *System will display a Confirmation Message as Figure 3.9.2-4*

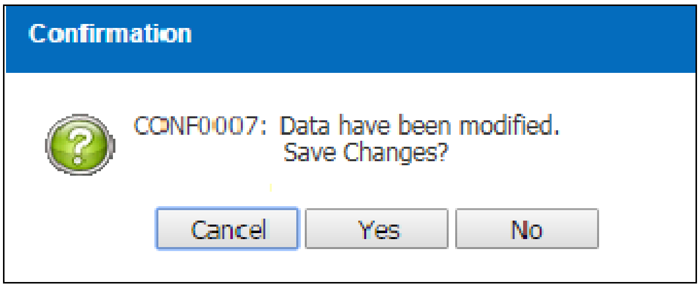


Figure 3.9.2-4 Confirmation Message

- *Click on the* Yes *button to save the edited record*
- *Information Message will display after click on the* Yes *buttom as Figure 3.9.2-5*

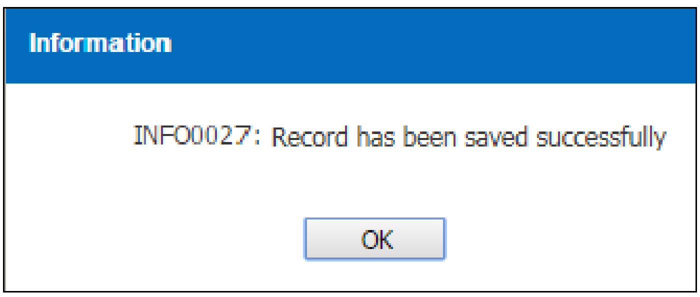


Figure 3.9.2-5 Information Message

- *Click on the* OK *button to confirmed the edited record*

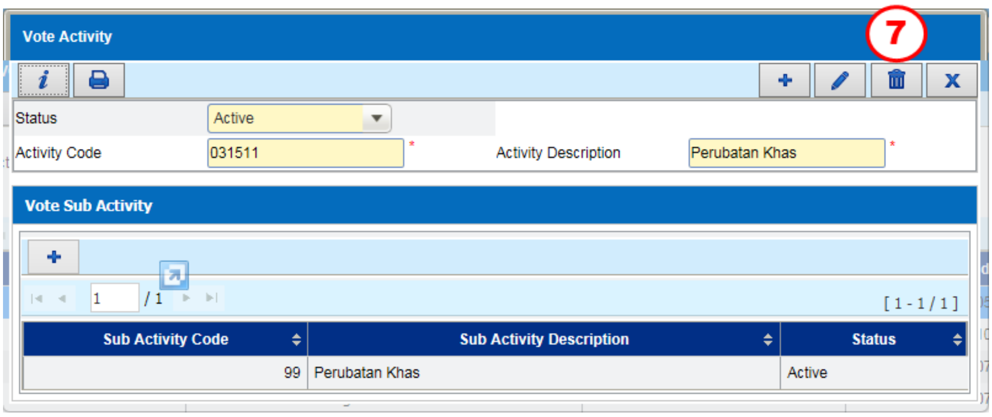
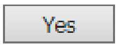


Figure 3.9.2-6 Vote Activity

STEP 7

Click on the  button to delete the record

Note

- *System will display a Confirmation Message as Figure 3.9.2-7*
- *Click on the*  *button to delete the record*

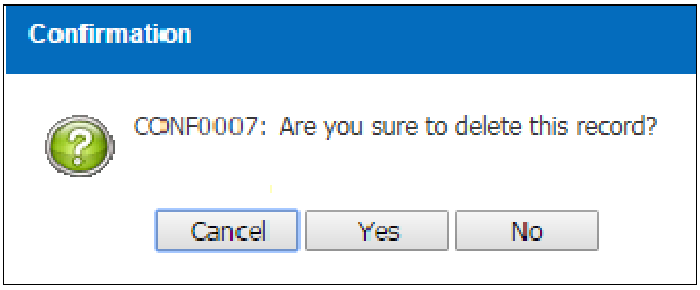


Figure 3.9.2-7 Confirmation Message

- *The status of the record will be* ***Inactive***

3.10. Vote Object

3.10.1. Create New Vote Object

To create New Vote Object records, perform the steps below:

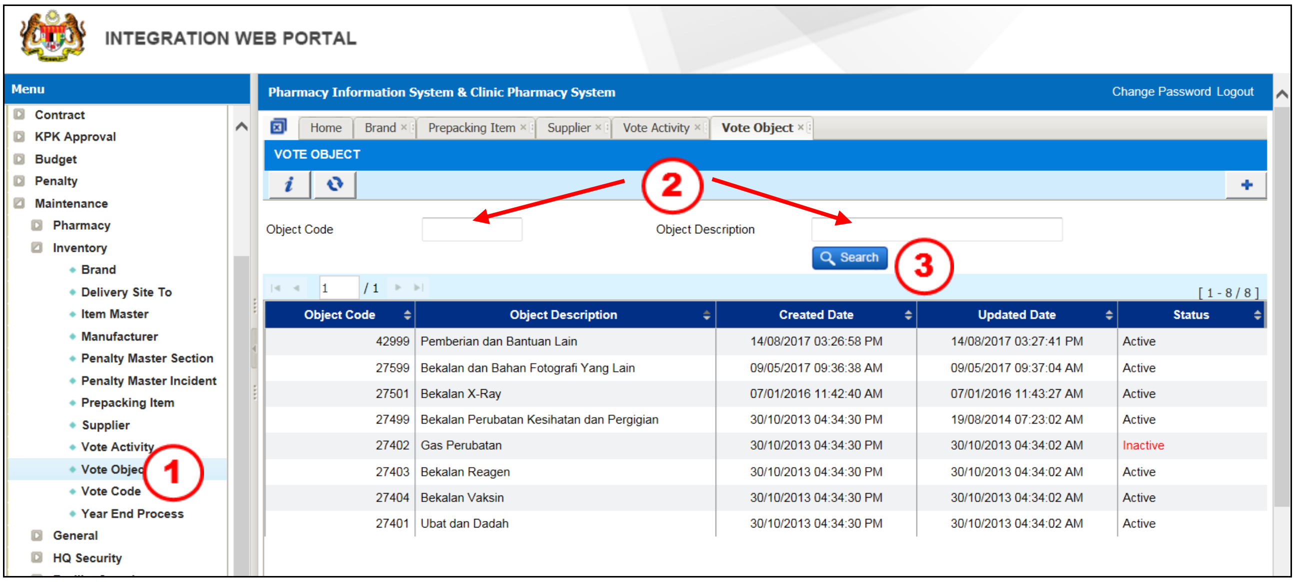


Figure 3.10.1-1 Vote Object Listing Page

STEP 1
Click on 'Maintenance' menu, followed by 'Inventory' and click on 'Vote Object'

STEP 2
Search existing record by entering ***Object Code*** and/or ***Object Description***

STEP 3
Click on the  button and system will display the related record

Note
User is allow to view the information by click on the related record and information will be displayed as Figure 3.10.1-2

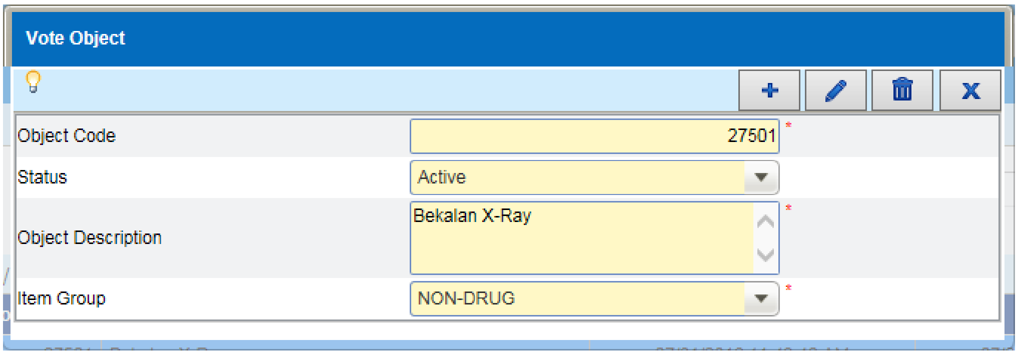


Figure 3.10.1-2 Vote Object

Note
Click on the  *button to close the screen*

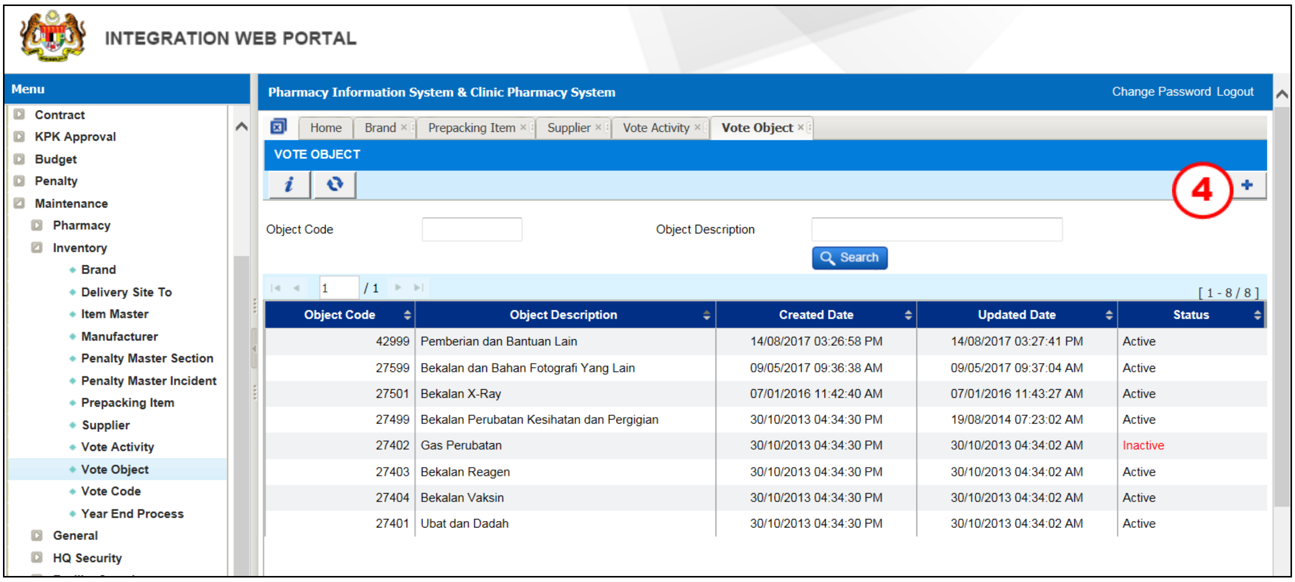


Figure 3.10.1-3 Vote Object Listing Page

STEP 4

Click on the  button to create a new record and Vote Object screen will be displayed as Figure 3.10.1-4

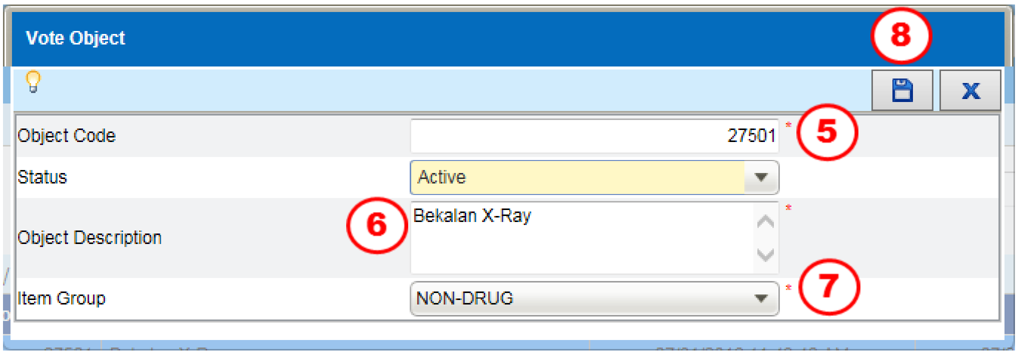


Figure 3.10.1-4 Vote Object

STEP 5
Enter ***Object Code***

STEP 6
Enter ***Object Description***

STEP 7
Select ***Item Group*** from drop down box:
- ***DRUG***
- ***NON-DRUG***

STEP 8

Click on the  button to save the record

Note
- *System will display a Confirmation Message as Figure 3.10.1-5*

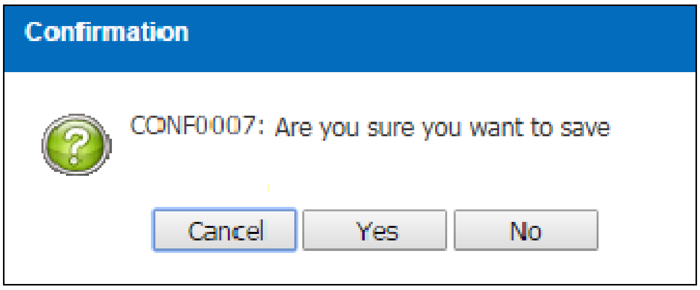


Figure 3.10.1-5 Confirmation Message

- *Click on the* Yes *button to save the record*
- *Information Message will display after click on the* Yes *buttom as Figure 3.6.1-6*

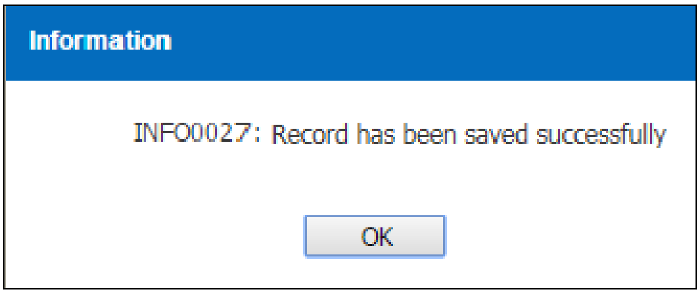


Figure 3.10.1-6 Information Message

- *Click on the* OK *button to confirmed the record*

3.10.2. Modify Vote Object

To Modify Vote Object records, perform the steps below:

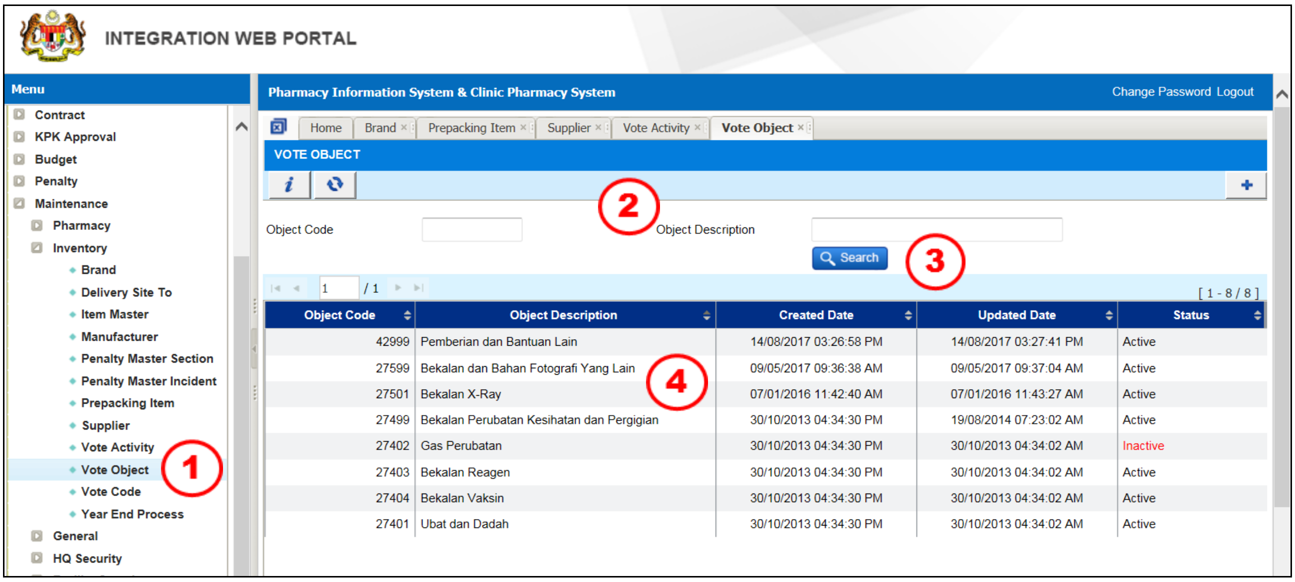


Figure 3.10.2-1 Vote Object Listing Page

STEP 1
Click on 'Maintenance' menu, followed by 'Inventory' and click on 'Vote Object'

STEP 2
Search existing record by entering ***Object Code*** and/or ***Object Description***

STEP 3
Click on the  button and system will display the related record

STEP 4
Click on the selected record

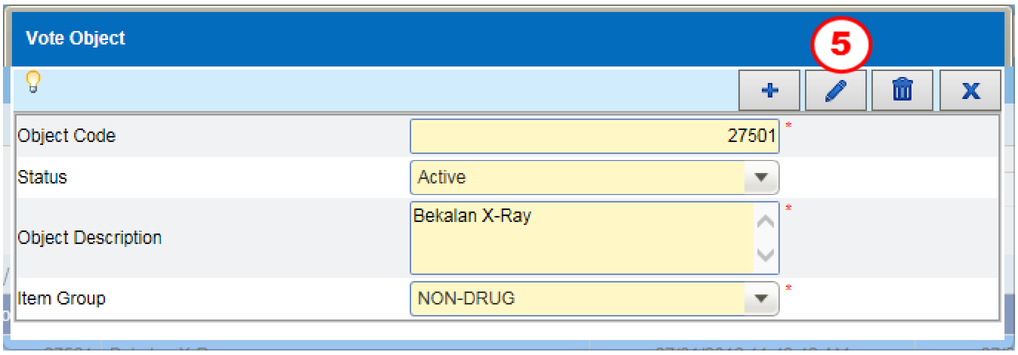


Figure 3.10.2-2 Vote Object

STEP 5
Click on the  button to edit the record

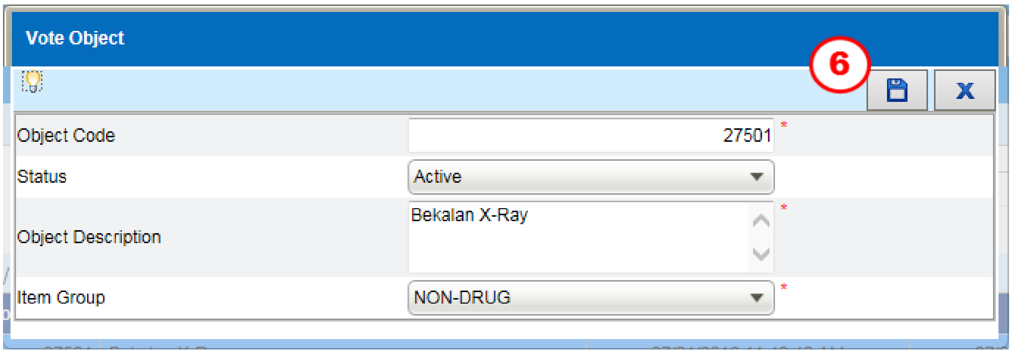


Figure 3.10.2-3 Vote Object

Note

User is allow to edit:

- ***Object Code***
- ***Status***
- ***Object Description***
- ***Item Group***

STEP 6

Click on the button to save the edited record

Note

- *System will display a Confirmation Message as Figure 3.10.2-4*

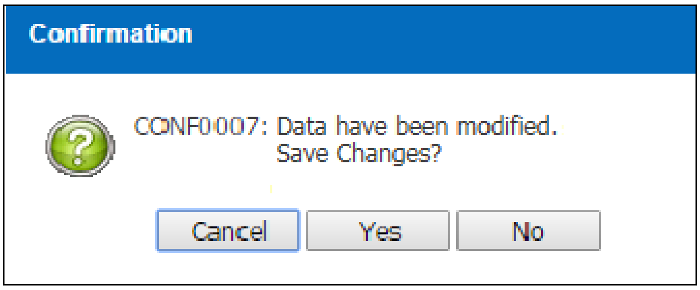


Figure 3.10.2-4 Confirmation Message

- *Click on the* Yes *button to save the edited record*
- *Information Message will display after click on the* Yes *buttom as Figure 3.10.2-5*

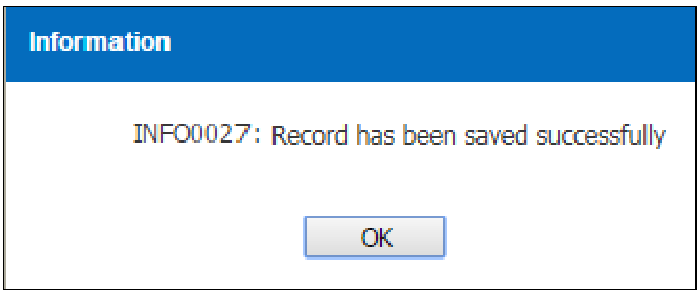


Figure 3.10.2-5 Information Message

Click on the OK *button to confirmed the edited record*

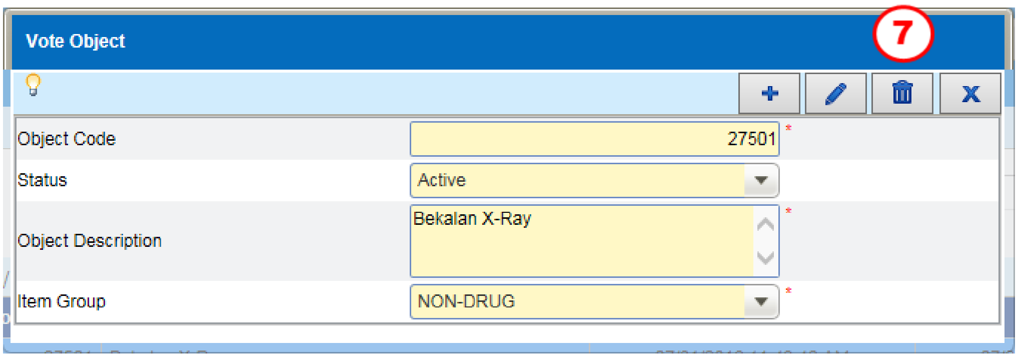


Figure 3.10.2-6 Vote Object

STEP 7

Click on the button to delete the record

Note

- *System will display a Confirmation Message as Figure 3.10.2-7*

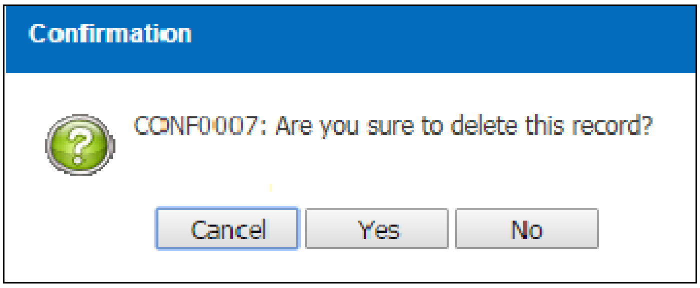


Figure 3.10.2-7 Confirmation Message

- *Click on the* Yes *button to delete the record*
- *The status of the record will be **Inactive***

3.11. Vote Code

3.11.1. View Vote Code

To view Vote Code records, perform the steps below:

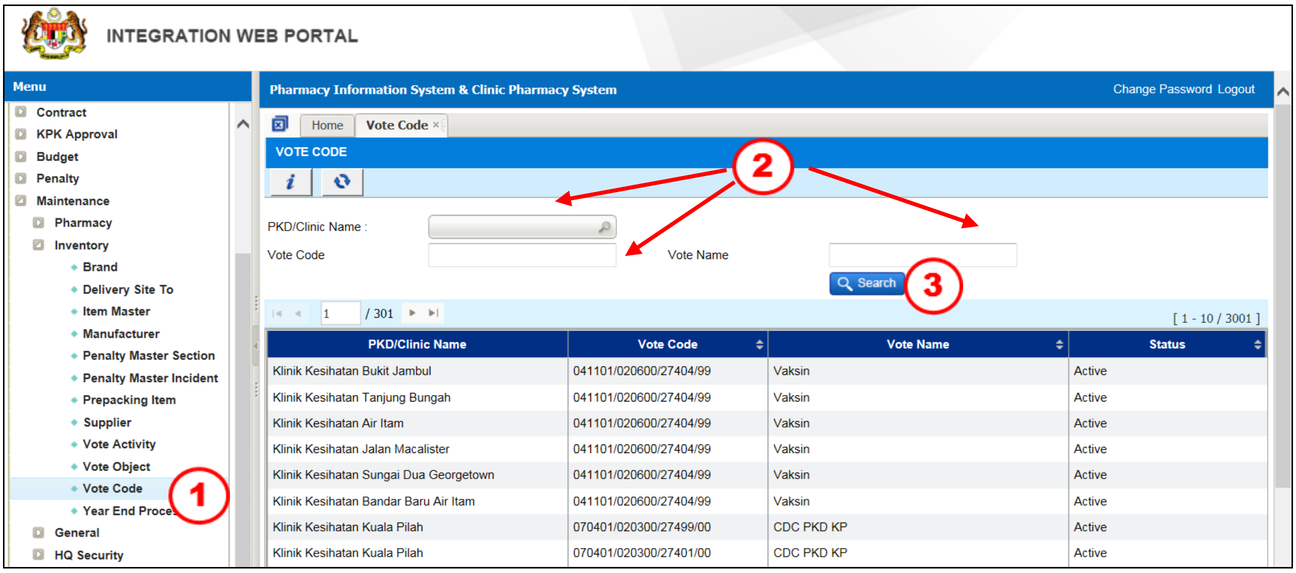


Figure 3.11.1-1 Vote Code Listing Page

STEP 1

Click on 'Maintenance' menu, followed by 'Inventory' and click on 'Vote Code'

STEP 2

Search existing record by entering:

- ***PKD/Clinic Name***
- ***Vote Code***
- ***Vote Name***

STEP 3

Click on the Search button and system will display the related record

Note

User is allow to view the information by click on the related record and information will be displayed as Figure 3.11.1-2

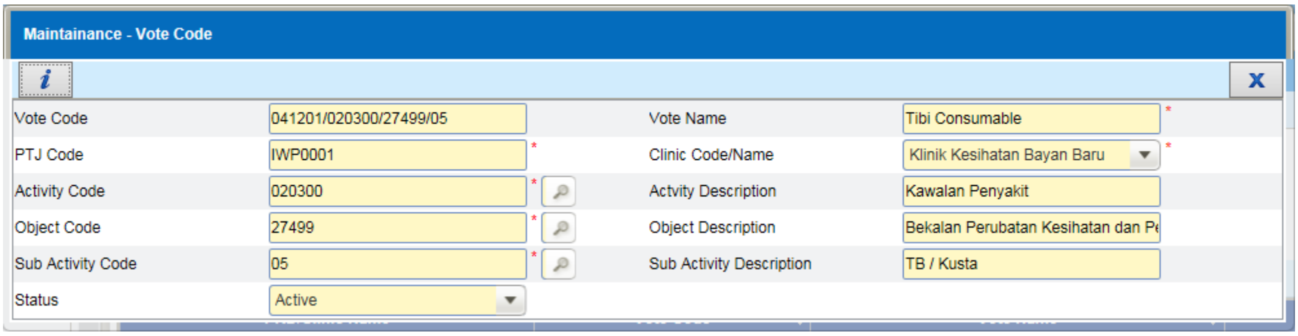


Figure 3.11.1-2 Maintenance – Vote Code

Note

Click on the X *button to close the screen*

3.12. Year End Process

3.12.1. Schedule Year End Process

To schedule Year End Process, perform the steps below:

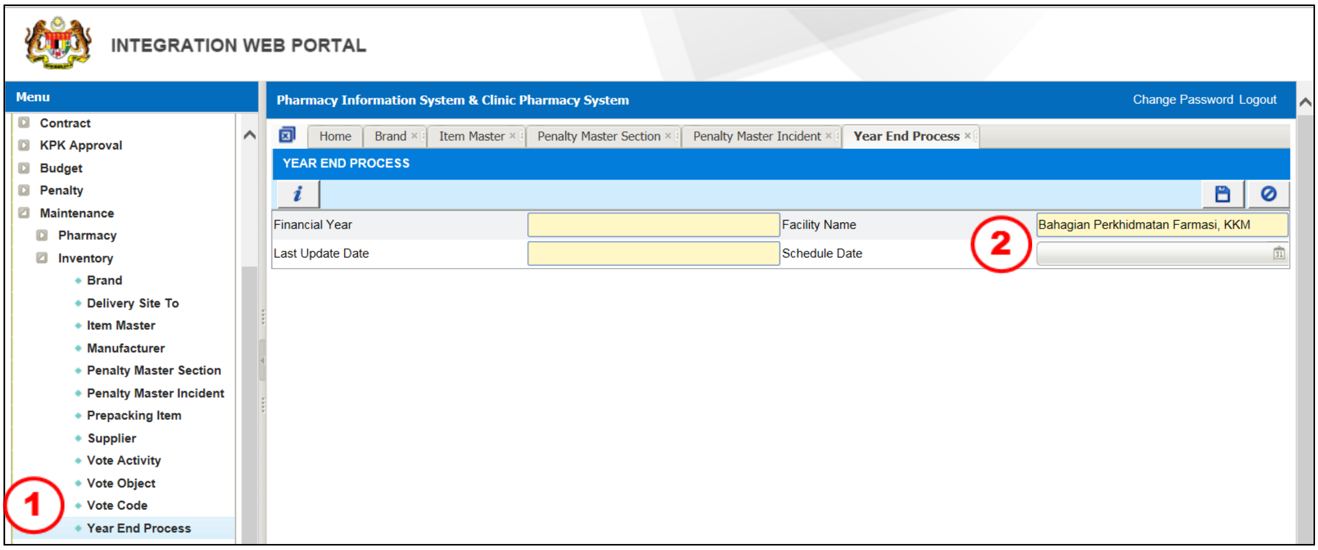


Figure 3.12.1-1 Year End Process

STEP 1
Click on 'Maintenance' menu, followed by 'Inventory' and click on 'Year End Process'

STEP 2

Click on the ***Schedule Date*** 

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	Bahagian Perkhidmatan Farmasi
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*