



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

User Manual Integrated Web Portal (IWP) Maintenance - Inventory

Version	: 8th EDITION
Document ID	: HQ_U.MANUAL_IWP_MAINTENANCE_INVENTORY



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Reference ID : HQ_U.MANUAL_IWP_MAINTENANCE_INVENTORY-8th EDITION

Application reference: PhIS & CPS v1.8.1



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1 Introduction

1.1. Overview of IWP

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

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

1.2. Purpose and Objectives

This user manual outlines the 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 inventory
- Edit a Maintenance Inventory

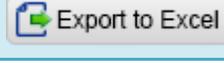
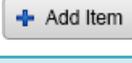
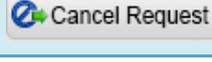
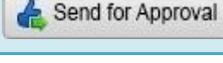
1.3. Organised Sections

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

Note

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

3 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

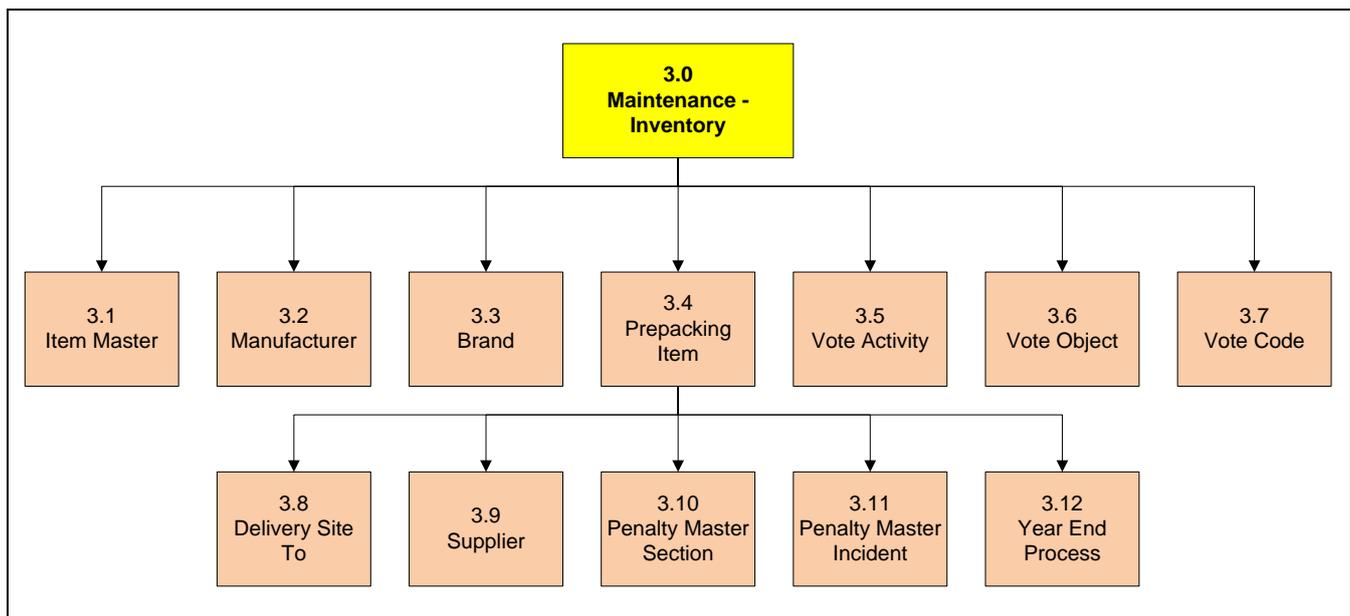


Figure 3.0

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 litem**
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:

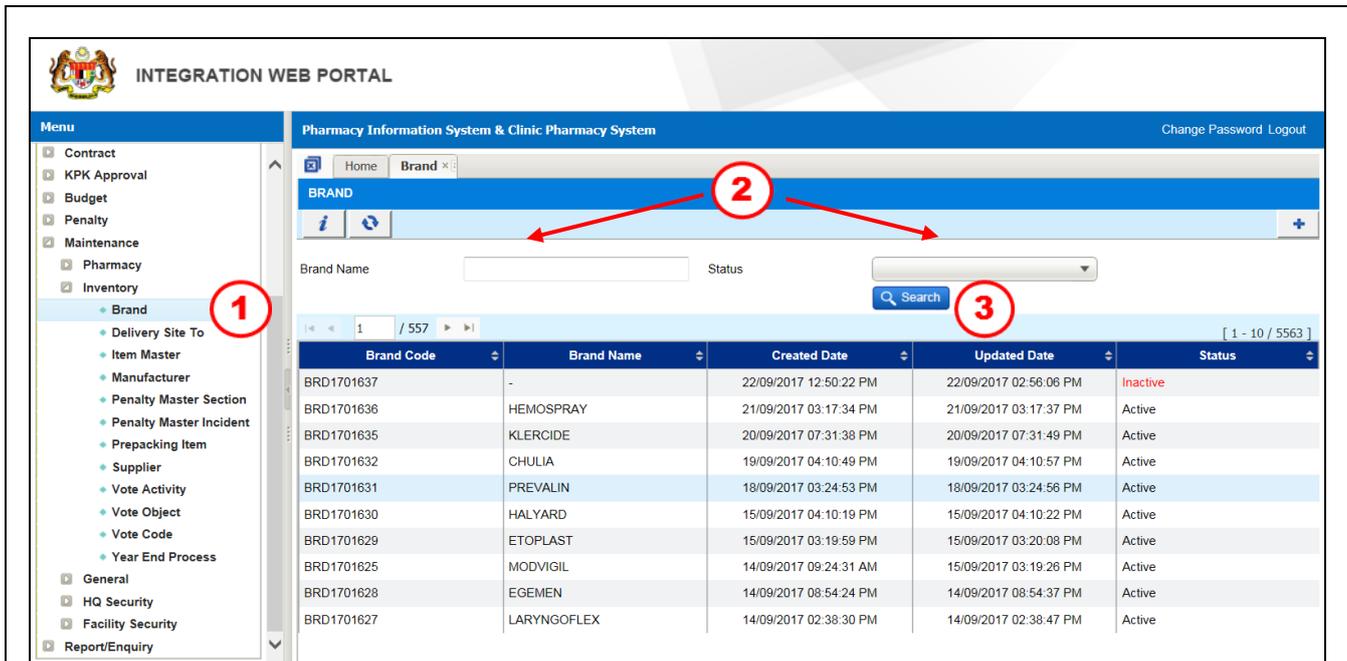


Figure 3.1.1-1 Brand Listing Page

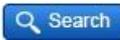
STEP 1

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  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

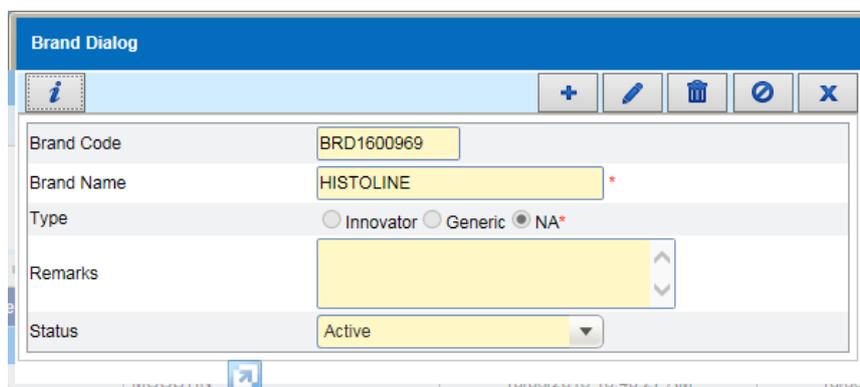


Figure 3.1.1-2 Brand Dialog

Note

Click on the  button to close the screen

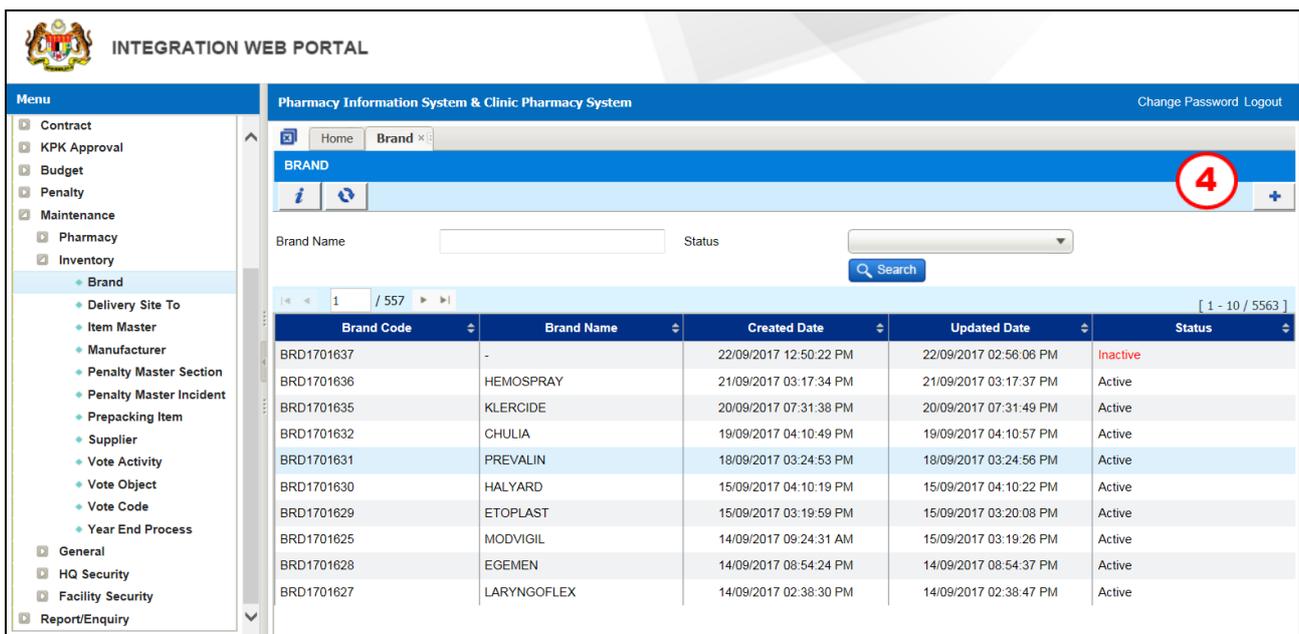


Figure 3.1.1-3 Brand Listing Page

STEP 4

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

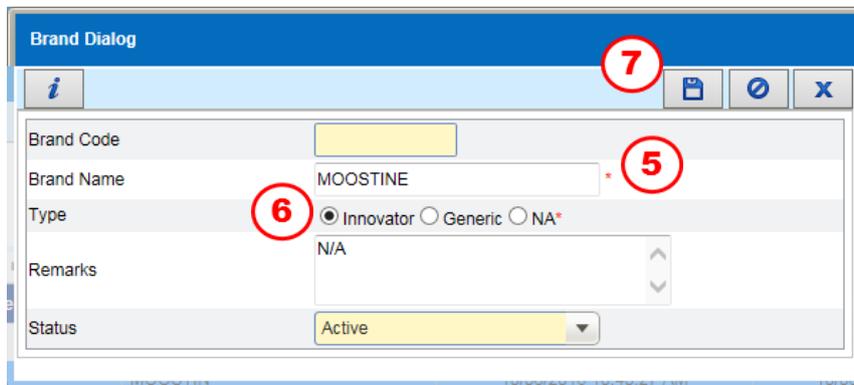


Figure 3.1.1-4 Brand Dialog

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

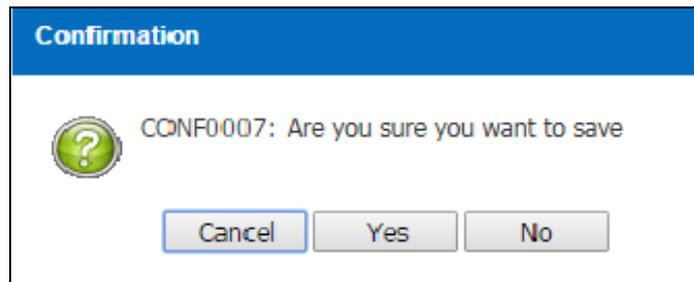
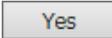


Figure 3.1.1-5 Confirmation Message

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

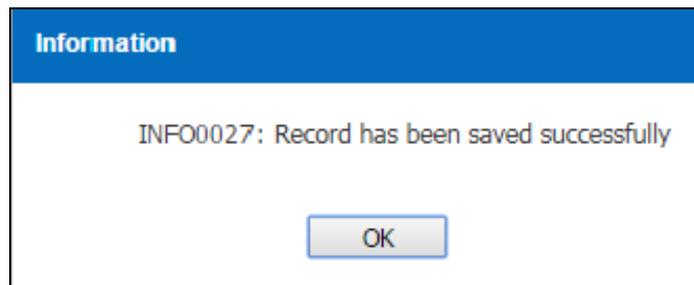


Figure 3.1.1-6 Information Message

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

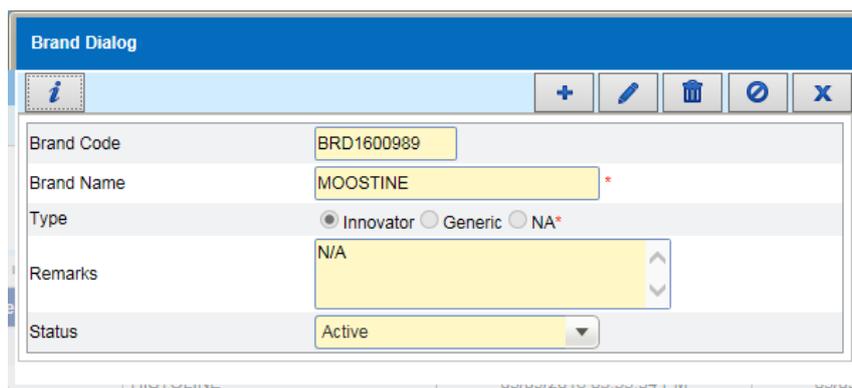


Figure 3.1.1-7 Brand Dialog

Note

Click on the  button to close the screen

3.1.2. Modify Brand

To Modify Brand records, perform the steps below:

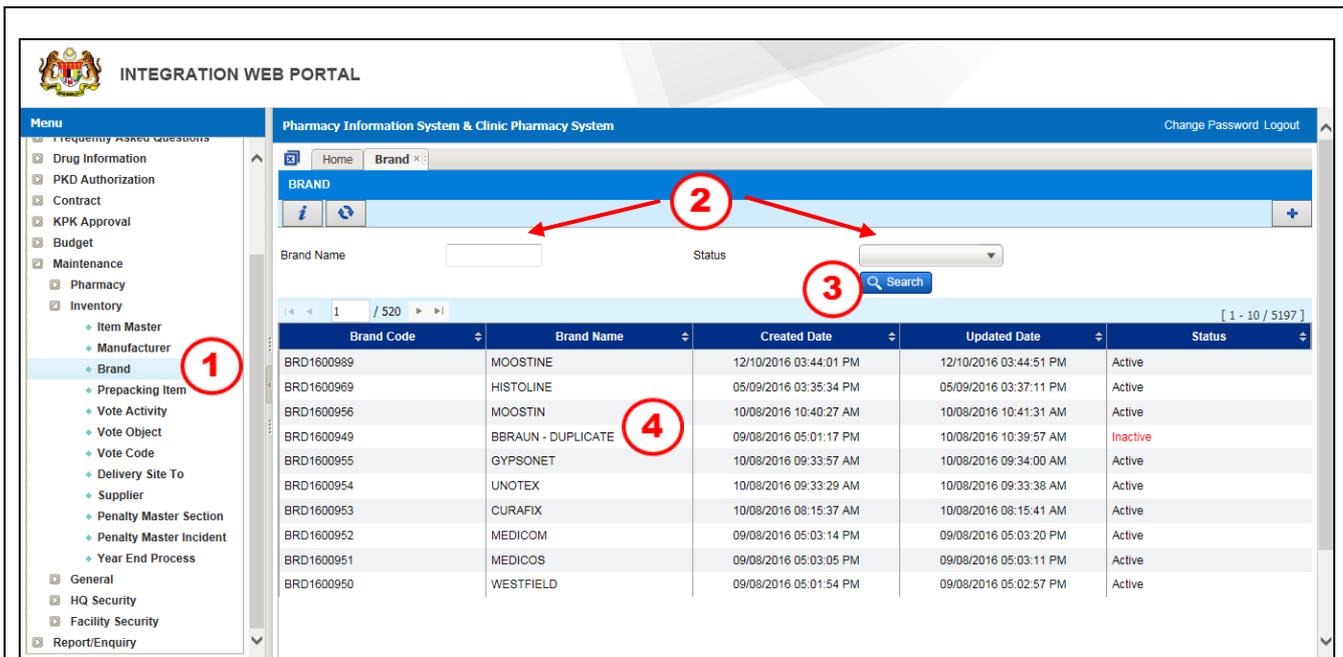


Figure 3.1.2-1 Brand Listing Page

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

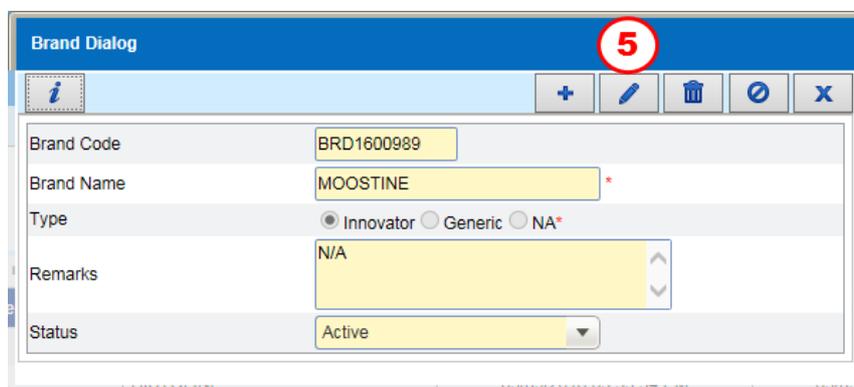


Figure 3.1.2-2 Brand Dialog

STEP 5

Click on the button to edit the record

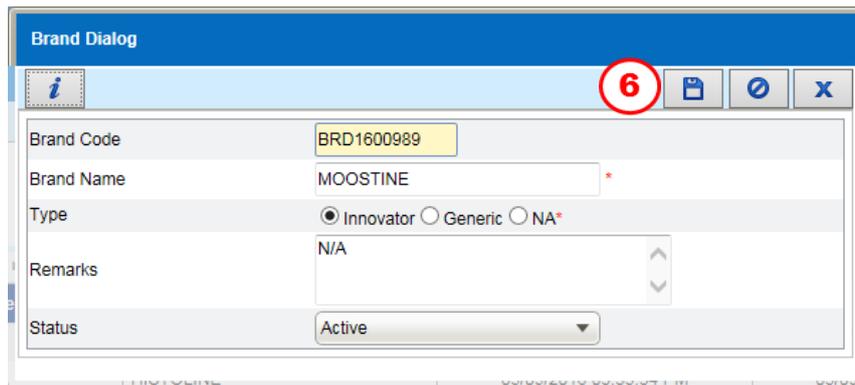


Figure 3.1.2-3 Brand Dialog

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

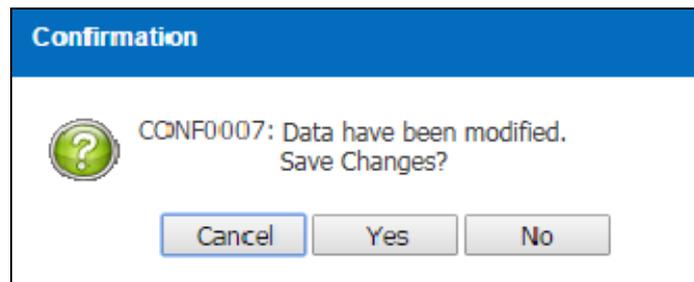
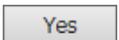
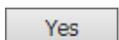


Figure 3.1.2-4 Confirmation Message

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

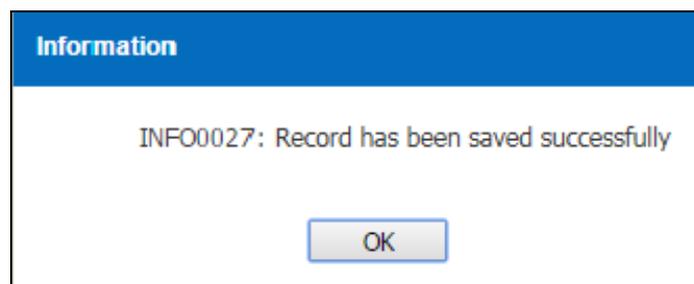


Figure 3.1.2-5 Information Message

- Click on the  button to confirmed the edited record

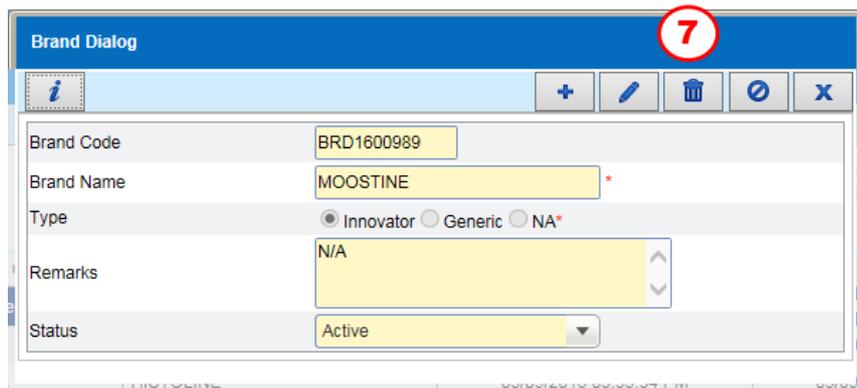
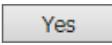


Figure 3.1.2-6 Brand Dialog

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

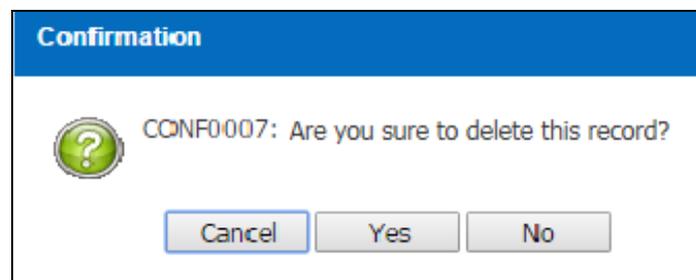


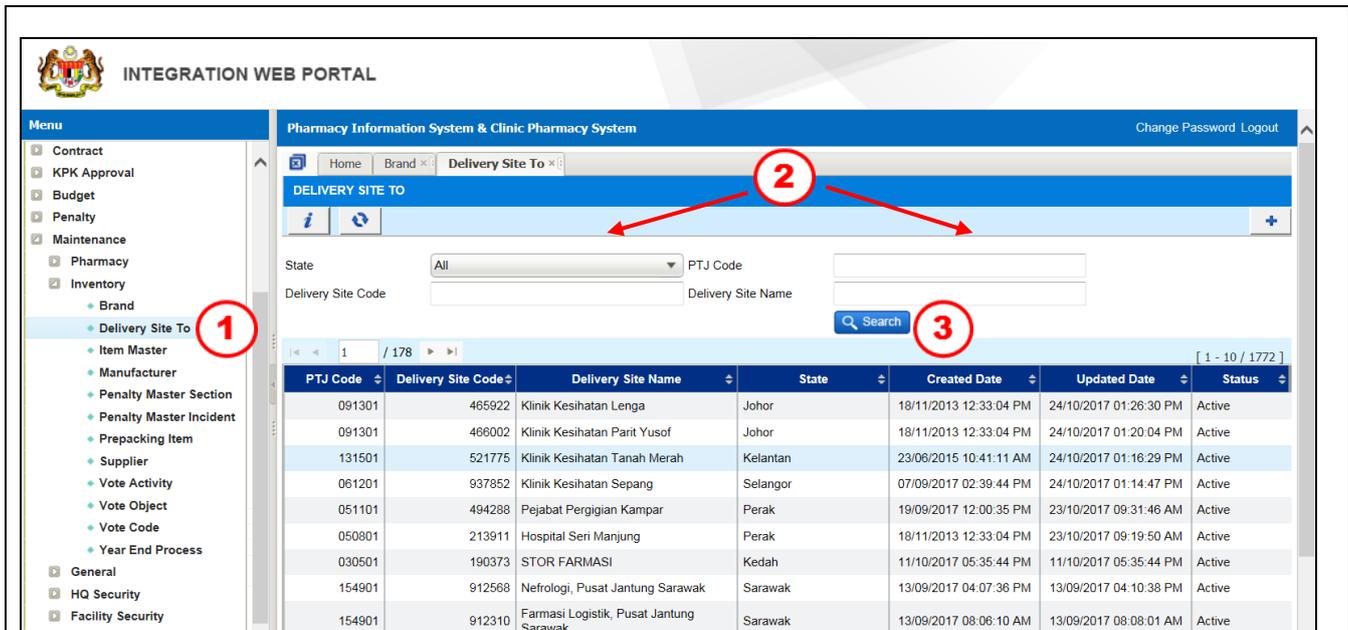
Figure 3.1.2-7 Confirmation Message

- 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:



The screenshot shows the 'INTEGRATION WEB PORTAL' interface. On the left is a 'Menu' sidebar with 'Inventory' expanded to 'Delivery Site To' (marked with a red circle 1). The main content area is titled 'Pharmacy Information System & Clinic Pharmacy System' and contains a 'DELIVERY SITE TO' section with search filters for State, PTJ Code, Delivery Site Code, and Delivery Site Name. A search button (marked with a red circle 3) is located below the filters. A table below the filters displays a list of records with columns for PTJ Code, Delivery Site Code, Delivery Site Name, State, Created Date, Updated Date, and Status. A red circle 2 highlights the search bar area.

PTJ Code	Delivery Site Code	Delivery Site Name	State	Created Date	Updated Date	Status
091301	465922	Klinik Kesihatan Lenga	Johor	18/11/2013 12:33:04 PM	24/10/2017 01:26:30 PM	Active
091301	466002	Klinik Kesihatan Parit Yusof	Johor	18/11/2013 12:33:04 PM	24/10/2017 01:20:04 PM	Active
131501	521775	Klinik Kesihatan Tanah Merah	Kelantan	23/06/2015 10:41:11 AM	24/10/2017 01:16:29 PM	Active
061201	937852	Klinik Kesihatan Sepang	Selangor	07/09/2017 02:39:44 PM	24/10/2017 01:14:47 PM	Active
051101	494288	Pejabat Pergigian Kampar	Perak	19/09/2017 12:00:35 PM	23/10/2017 09:31:46 AM	Active
050801	213911	Hospital Seri Manjung	Perak	18/11/2013 12:33:04 PM	23/10/2017 09:19:50 AM	Active
030501	190373	STOR FARMASI	Kedah	11/10/2017 05:35:44 PM	11/10/2017 05:35:44 PM	Active
154901	912568	Nefrologi, Pusat Jantung Sarawak	Sarawak	13/09/2017 04:07:36 PM	13/09/2017 04:10:38 PM	Active
154901	912310	Farmasi Logistik, Pusat Jantung Sarawak	Sarawak	13/09/2017 08:06:10 AM	13/09/2017 08:08:01 AM	Active

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  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

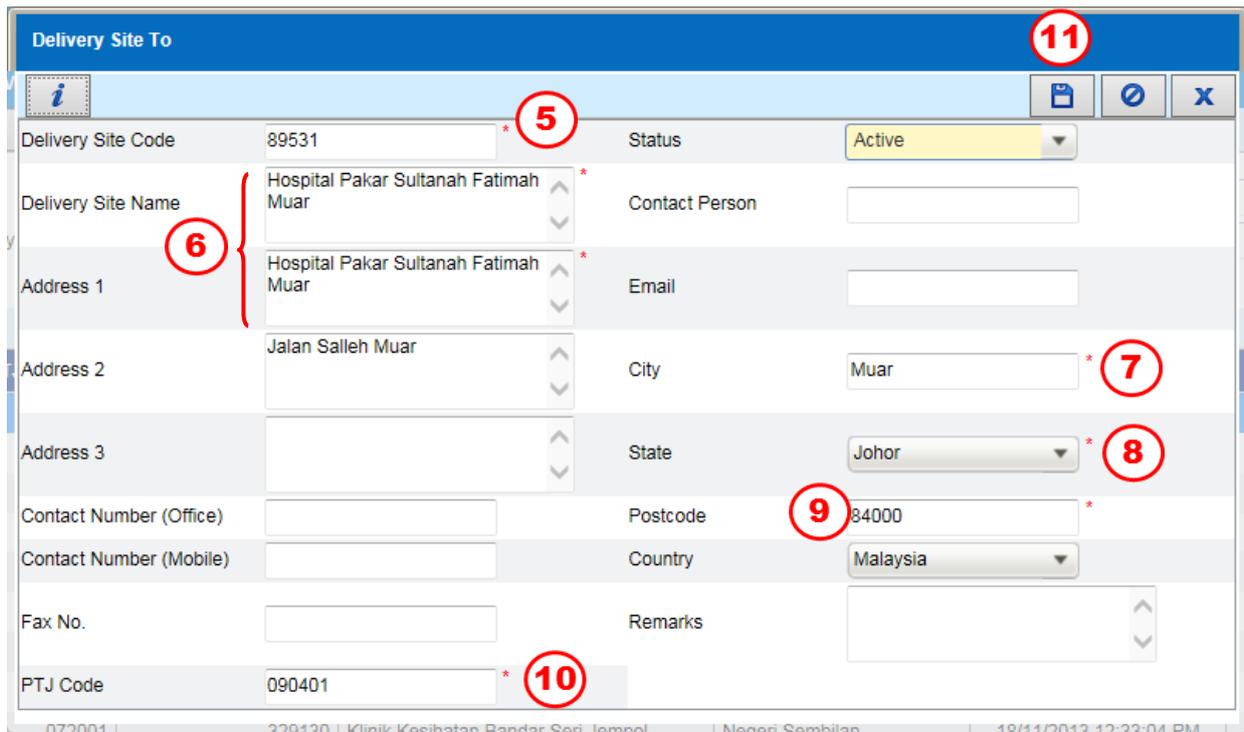
PTJ Code	Delivery Site Code	Delivery Site Name	State	Created Date	Updated Date	Status
091301	465922	Klinik Kesihatan Lenga	Johor	18/11/2013 12:33:04 PM	24/10/2017 01:26:30 PM	Active
091301	466002	Klinik Kesihatan Parit Yusof	Johor	18/11/2013 12:33:04 PM	24/10/2017 01:20:04 PM	Active
131501	521775	Klinik Kesihatan Tanah Merah	Kelantan	23/06/2015 10:41:11 AM	24/10/2017 01:16:29 PM	Active
061201	937852	Klinik Kesihatan Sepang	Selangor	07/09/2017 02:39:44 PM	24/10/2017 01:14:47 PM	Active
051101	494288	Pejabat Pergigian Kampar	Perak	19/09/2017 12:00:35 PM	23/10/2017 09:31:46 AM	Active
050801	213911	Hospital Seri Manjung	Perak	18/11/2013 12:33:04 PM	23/10/2017 09:19:50 AM	Active
030501	190373	STOR FARMASI	Kedah	11/10/2017 05:35:44 PM	11/10/2017 05:35:44 PM	Active
154901	912568	Nefrologi, Pusat Jantung Sarawak	Sarawak	13/09/2017 04:07:36 PM	13/09/2017 04:10:38 PM	Active
154901	912310	Farmasi Logistik, Pusat Jantung Sarawak	Sarawak	13/09/2017 08:06:10 AM	13/09/2017 08:08:01 AM	Active

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



Delivery Site Code		89531	Status	Active
Delivery Site Name	Hospital Pakar Sultanah Fatimah Muar	Contact Person		
Address 1	Hospital Pakar Sultanah Fatimah Muar	Email		
Address 2	Jalan Salleh Muar	City	Muar	
Address 3		State	Johor	
Contact Number (Office)		Postcode	84000	
Contact Number (Mobile)		Country	Malaysia	
Fax No.		Remarks		
PTJ Code	090401			

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**

Note

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

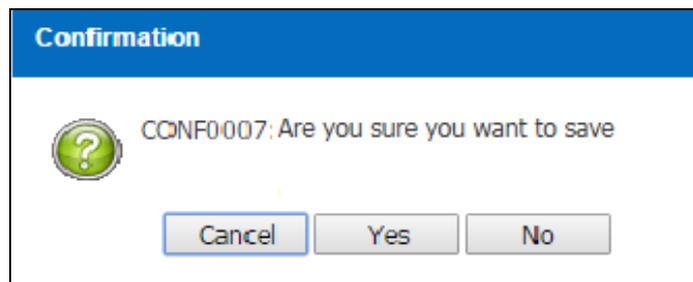


Figure 3.2.1-5 Confirmation Message

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

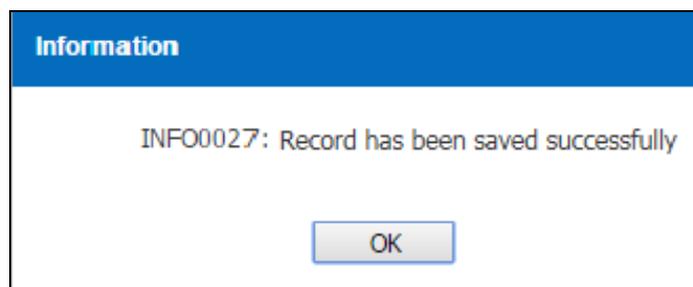
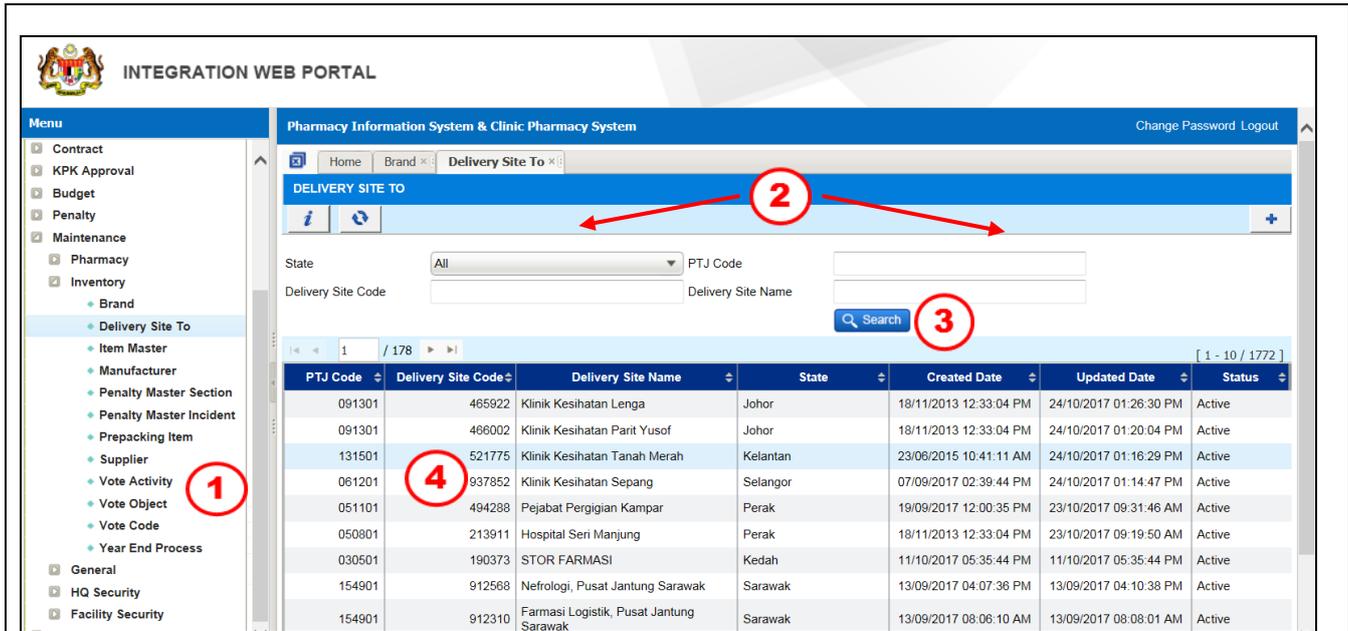


Figure 3.2.1-6 Information Message

- 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:



The screenshot shows the 'INTEGRATION WEB PORTAL' interface. The left menu has 'Maintenance' > 'Inventory' > 'Delivery Site To' highlighted with a red circle (1). The main content area has a search bar with 'Delivery Site To' entered, and a search button highlighted with a red circle (3). Below the search bar is a table of records. The second row is selected, with a red circle (4) around the 'Delivery Site Code' cell. A red circle (2) is around the search bar area, with arrows pointing to the search bar and the search button.

PTJ Code	Delivery Site Code	Delivery Site Name	State	Created Date	Updated Date	Status
091301	465922	Klinik Kesihatan Lenga	Johor	18/11/2013 12:33:04 PM	24/10/2017 01:26:30 PM	Active
091301	466002	Klinik Kesihatan Parit Yusof	Johor	18/11/2013 12:33:04 PM	24/10/2017 01:20:04 PM	Active
131501	521775	Klinik Kesihatan Tanah Merah	Kelantan	23/06/2015 10:41:11 AM	24/10/2017 01:16:29 PM	Active
061201	937852	Klinik Kesihatan Sepang	Selangor	07/09/2017 02:39:44 PM	24/10/2017 01:14:47 PM	Active
051101	494288	Pejabat Pergigian Kampar	Perak	19/09/2017 12:00:35 PM	23/10/2017 09:31:46 AM	Active
050801	213911	Hospital Seri Manjung	Perak	18/11/2013 12:33:04 PM	23/10/2017 09:19:50 AM	Active
030501	190373	STOR FARMASI	Kedah	11/10/2017 05:35:44 PM	11/10/2017 05:35:44 PM	Active
154901	912568	Nefrologi, Pusat Jantung Sarawak	Sarawak	13/09/2017 04:07:36 PM	13/09/2017 04:10:38 PM	Active
154901	912310	Farmasi Logistik, Pusat Jantung Sarawak	Sarawak	13/09/2017 08:06:10 AM	13/09/2017 08:08:01 AM	Active

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:

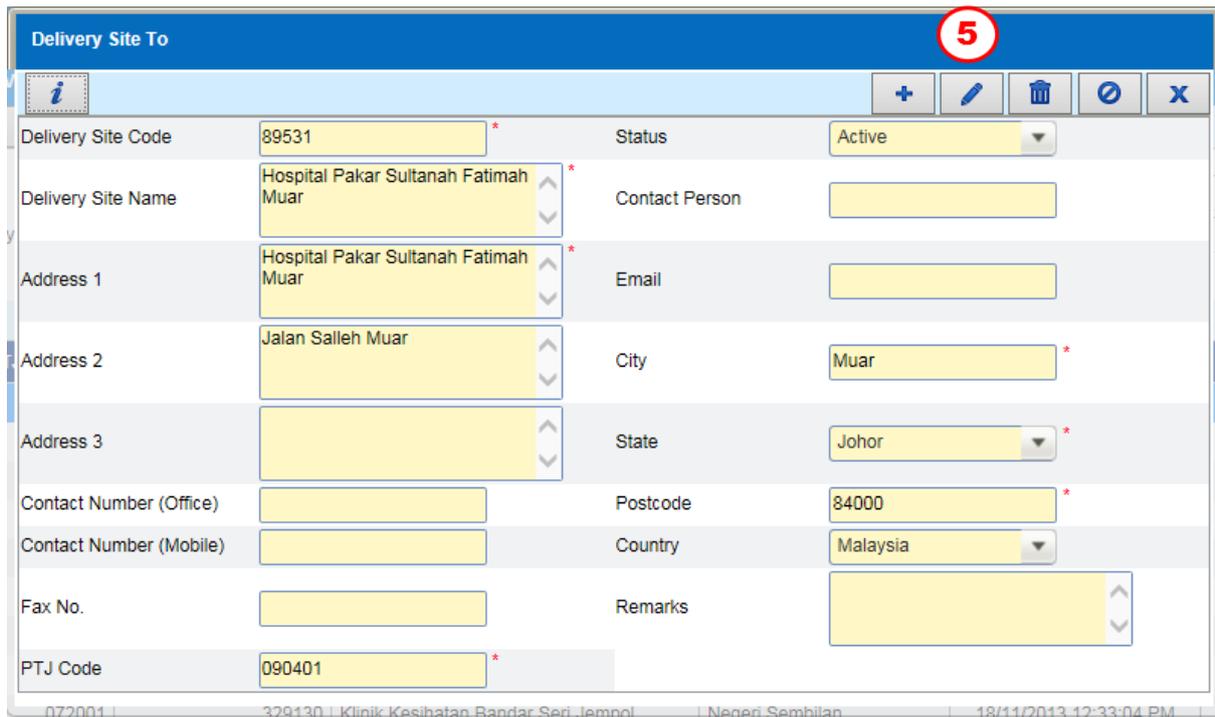
- **State**
- **PTJ Code**
- **Delivery Site Code**
- **Delivery Site Name**

STEP 3

Click on the  button and system will display the related record

STEP 4

Click on the selected record



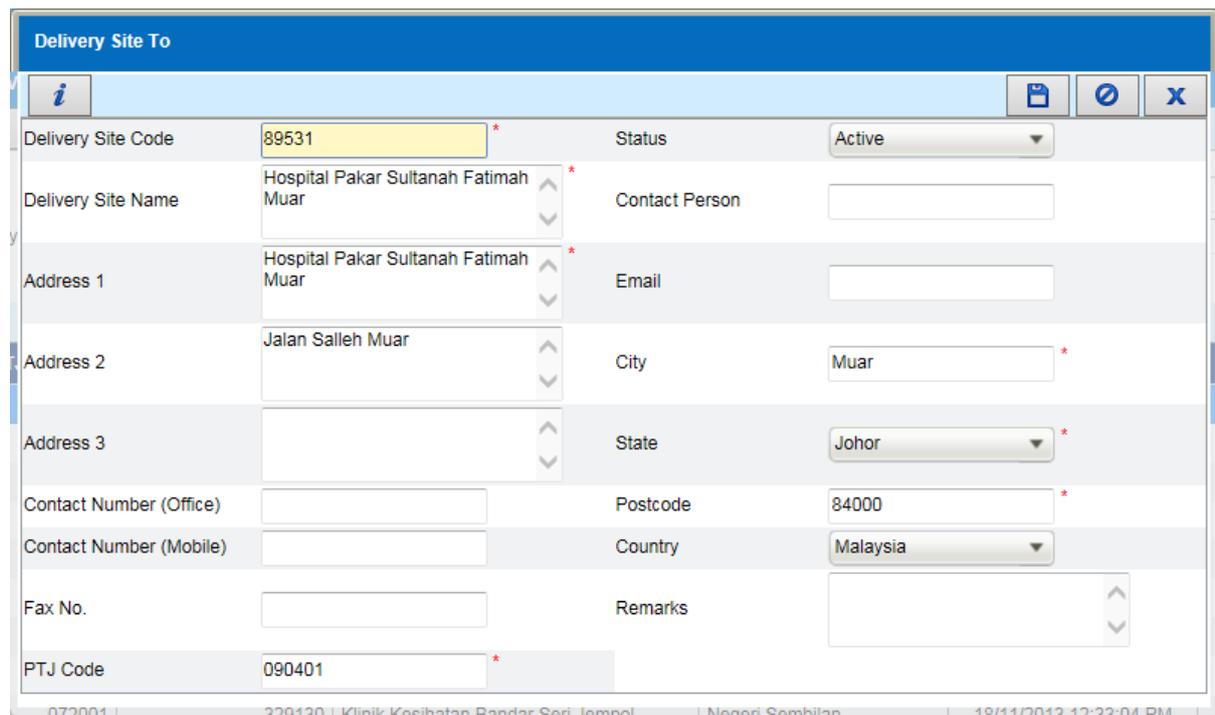
The screenshot shows the 'Delivery Site To' form with the following fields and values:

Delivery Site Code	89531 *	Status	Active
Delivery Site Name	Hospital Pakar Sultanah Fatimah Muar *	Contact Person	
Address 1	Hospital Pakar Sultanah Fatimah Muar *	Email	
Address 2	Jalan Salleh Muar	City	Muar *
Address 3		State	Johor *
Contact Number (Office)		Postcode	84000 *
Contact Number (Mobile)		Country	Malaysia
Fax No.		Remarks	
PTJ Code	090401 *		

Figure 3.2.2-2 Delivery Site To

STEP 5

Click on the  button to edit the record



The screenshot shows the 'Delivery Site To' form with the following fields and values:

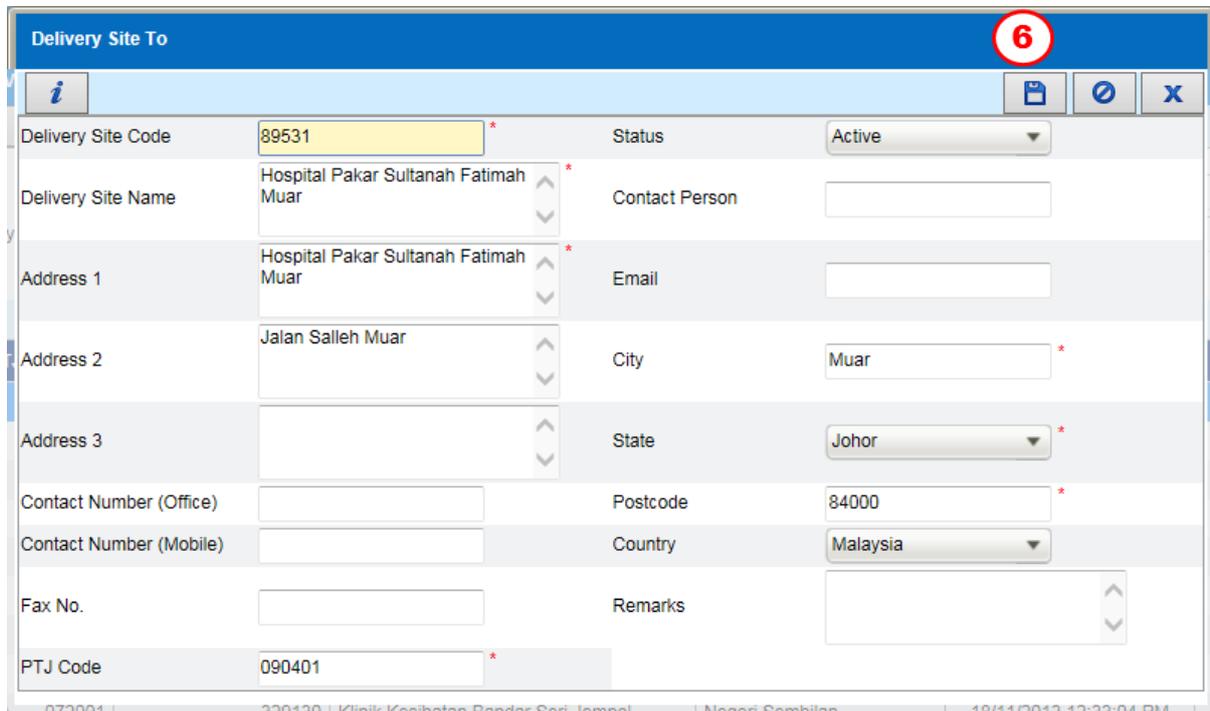
Delivery Site Code	89531 *	Status	Active
Delivery Site Name	Hospital Pakar Sultanah Fatimah Muar *	Contact Person	
Address 1	Hospital Pakar Sultanah Fatimah Muar *	Email	
Address 2	Jalan Salleh Muar	City	Muar *
Address 3		State	Johor *
Contact Number (Office)		Postcode	84000 *
Contact Number (Mobile)		Country	Malaysia
Fax No.		Remarks	
PTJ Code	090401 *		

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**



Delivery Site Code		89531 *	Status	Active
Delivery Site Name	Hospital Pakar Sultanah Fatimah Muar *	Contact Person		
Address 1	Hospital Pakar Sultanah Fatimah Muar *	Email		
Address 2	Jalan Salleh Muar	City	Muar *	
Address 3		State	Johor *	
Contact Number (Office)		Postcode	84000 *	
Contact Number (Mobile)		Country	Malaysia	
Fax No.		Remarks		
PTJ Code	090401 *			

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

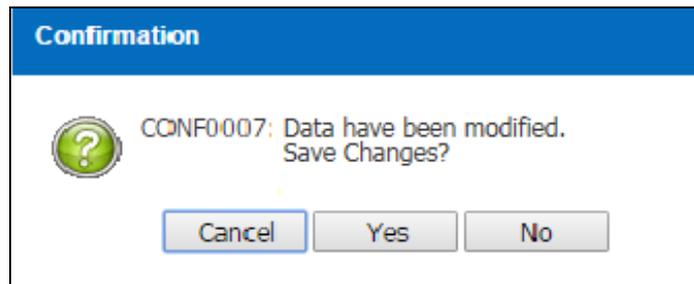
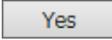
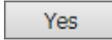


Figure 3.2.2-5 Confirmation Message

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

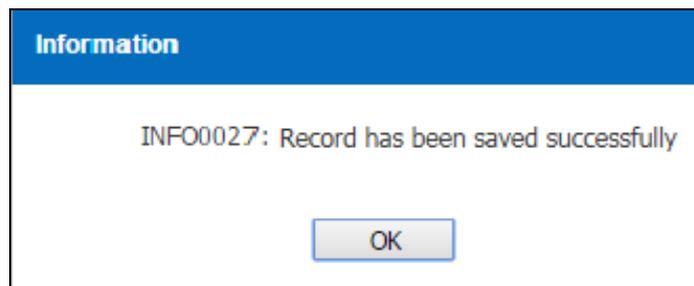
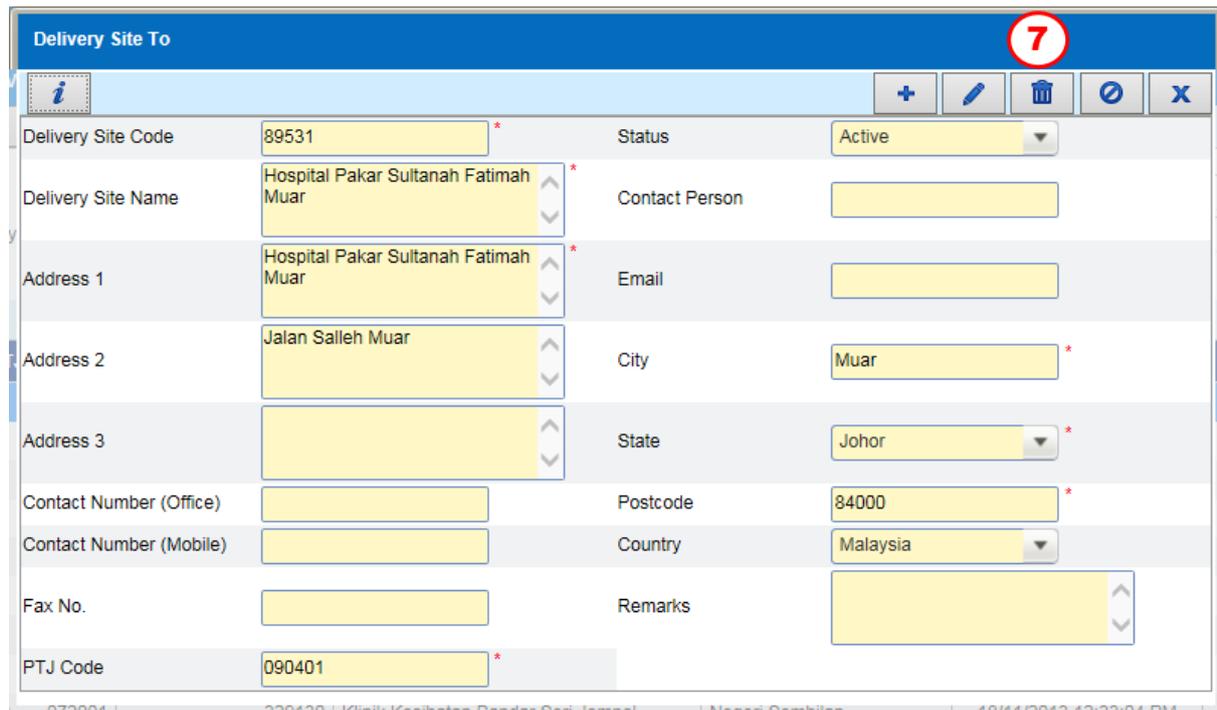


Figure 3.2.2-6 Information Message

- Click on the  button to confirmed the edited record



The "Delivery Site To" form is displayed in a window with a blue header and a toolbar containing icons for add, edit, delete, refresh, and close. A red circle with the number 7 is overlaid on the delete icon. The form fields are as follows:

Delivery Site Code	89531 *	Status	Active
Delivery Site Name	Hospital Pakar Sultanah Fatimah Muar *	Contact Person	
Address 1	Hospital Pakar Sultanah Fatimah Muar *	Email	
Address 2	Jalan Salleh Muar	City	Muar *
Address 3		State	Johor *
Contact Number (Office)		Postcode	84000 *
Contact Number (Mobile)		Country	Malaysia
Fax No.		Remarks	
PTJ Code	090401 *		

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

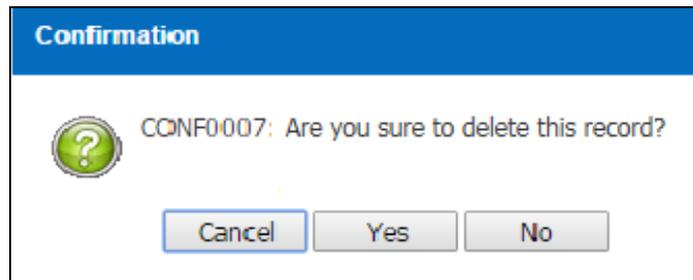
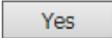


Figure 3.2.2-8 Confirmation Message

- 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:

The screenshot shows the 'ITEM MASTER' listing page. The table contains the following data:

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 3.3.1-1 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 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



Item Master

Drug/Non-Drug Information

Item Group: DRUG | List Type: Non-FUKGM
 Drug/Non-Drug Code: A01AA01340L8001 | Drug/Non-Drug Name: Sodium Fluoride 50 mg/ml Dental Suspension
 Item Sub Class: External Preparation

Item Information

Item Purchase Type: LP
 Item Code: A01AA01340L8001.01 | Item Description: Sodium Fluoride 50 mg/ml Dental Suspension
 SKU: EA | SKU Description: each
 PKU: EA | PKU Description: each
 Conversion Factor: 1 | Min Order Qty: 1
 Packaging Description: each | Remarks:
 Prepacking Item: No | Item Status: Active
 Essential Approved Product: | Emergency Item:
 Vaccine Item:

Item Brand

Brand Code	Brand Name	Manufacturer Name	Default
D305	DURAPHAT	Colgate-Palmolive	Yes

Figure 3.3.1-2 Item Master

Note



Click on the to close the Transaction Detail screen

INTEGRATION WEB PORTAL

Pharmacy Information System & Clinic Pharmacy System

Menu:

- Contract
- KPK Approval
- Budget
- Penalty
- Maintenance
 - Pharmacy
 - Inventory
 - Brand
 - Delivery Site To
 - Item Master **5**
 - Manufacturer
 - Penalty Master Section
 - Penalty Master Incident
 - Prepacking Item
 - Supplier
 - Vote Activity
 - Vote Object
 - Vote Code
 - Year End Process
 - General
 - HQ Security
 - Facility Security

ITEM MASTER

Item Code: | Item Description: |
 Item Purchase Type: All | Item Group: All
 Drug/Non-Drug Code: | Drug/Non-Drug Name: |
 Item Sub Class: All | Search

Drug/Non-Drug Code	Drug/Non-Drug Name	Item Purchase Type	Item Code	Item Description	Packaging Description	Created Date	Updated Date	Status
GLNXXX01	Sodium Acid Phosphate 16.1mmol (500mg)	LP	GLNXXX01.01	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 3.3.1-3 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

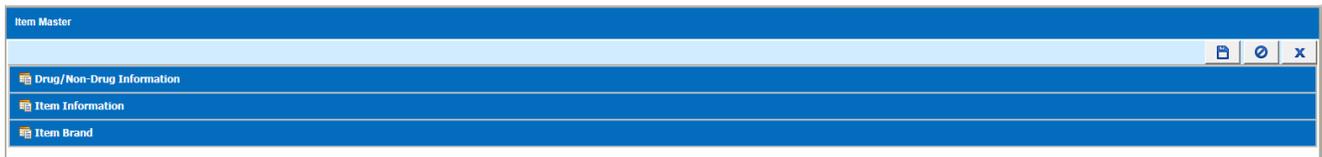


Figure 3.3.1-4 Item Master

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

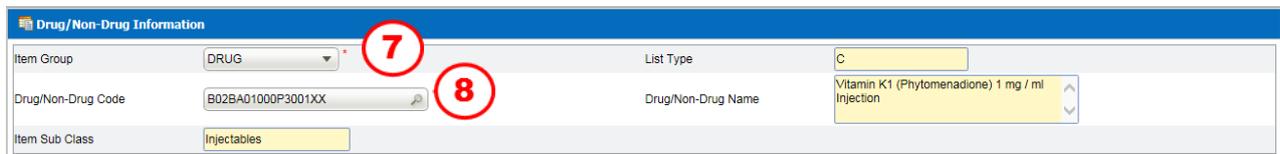


Figure 3.3.1-5 Drug/Non-Drug Information

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

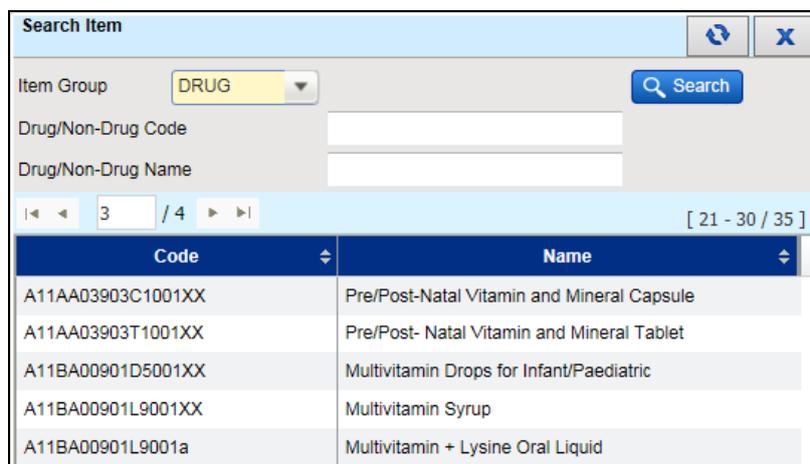
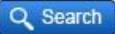


Figure 3.3.1-6 Search Item

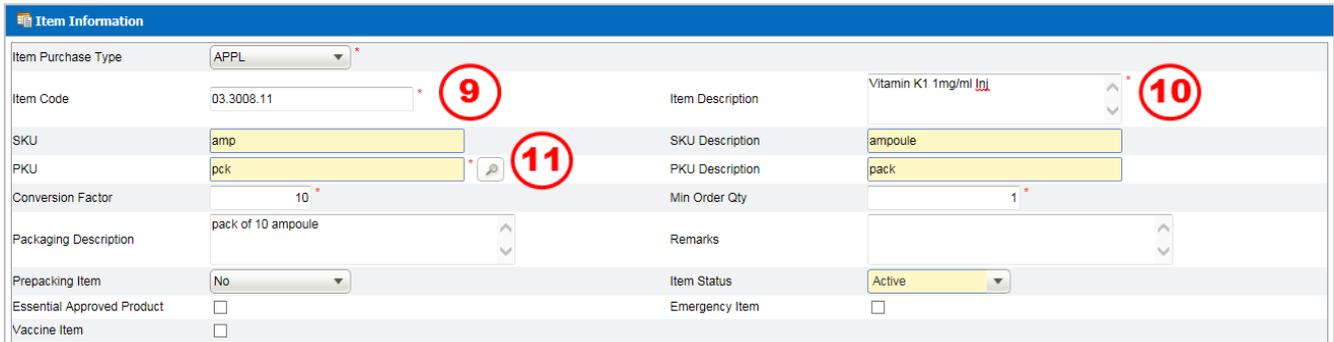
Note

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



The screenshot shows the 'Item Information' form with the following fields and values:

- Item Purchase Type: APPL
- Item Code: 03.3008.11 (Callout 9)
- Item Description: Vitamin K1 1mg/ml [Inj] (Callout 10)
- SKU: amp (Callout 11)
- SKU Description: ampoule
- PKU: pck
- PKU Description: pack
- Conversion Factor: 10
- Min Order Qty: 1
- Packaging Description: pack of 10 ampoule
- Remarks: (empty)
- Prepacking Item: No
- Item Status: Active
- Essential Approved Product:
- Emergency Item:
- Vaccine Item:

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

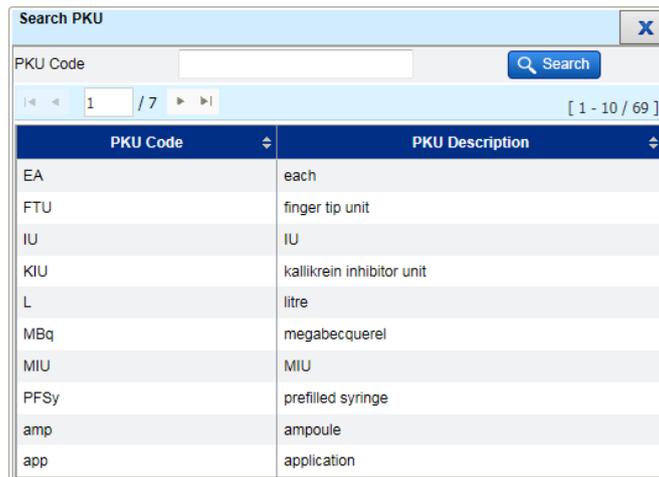
Enter **Item Code**

STEP 10

Enter **Item Description**

STEP 11

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

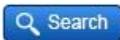


The 'Search PKU' window displays a search bar for 'PKU Code' and a 'Search' button. Below the search bar is a table with the following data:

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  button
- Double click on the selected **PKU Code**

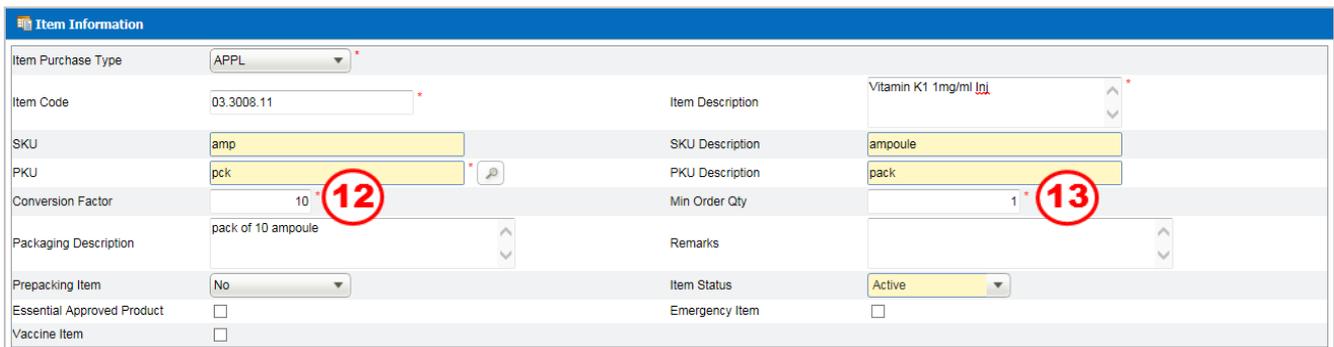


Figure 3.3.1-9 Item Information

STEP 12

Enter **Conversion Factor**

Note

Packaging Description will be filled based on entered **Conversion Factor**

STEP 13

Enter **Min Order Qty**

Note

Enter information into below field (optional):

- **Remarks**
- **Packaging Item**
- **Essential Approved Product**
- **Emergency Item**
- **Vaccine Item**

AP Item Price Section

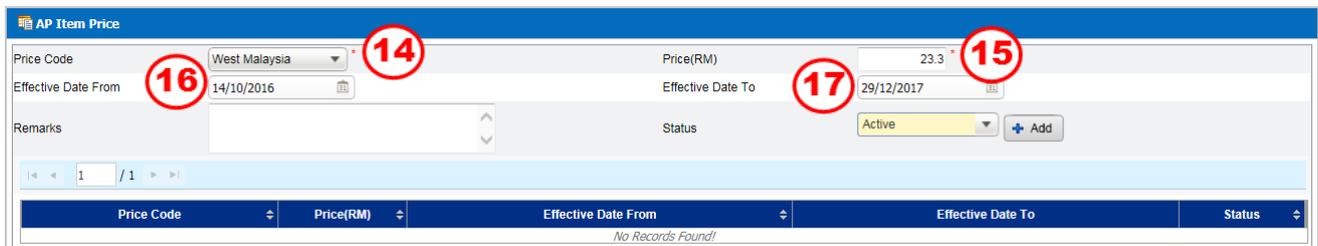


Figure 3.3.1-10 AP Item Price

Note

AP Item Price section only will appear 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**

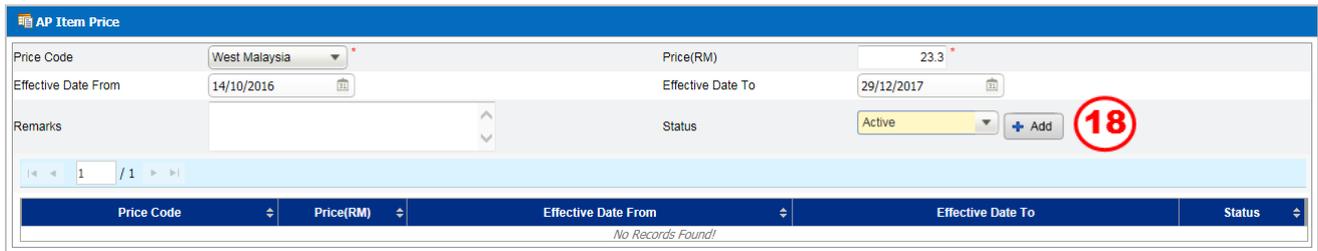


Figure 3.3.1-11 AP Item Price

Note

Enter **Remarks** (optional)

STEP 18

Click on the  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

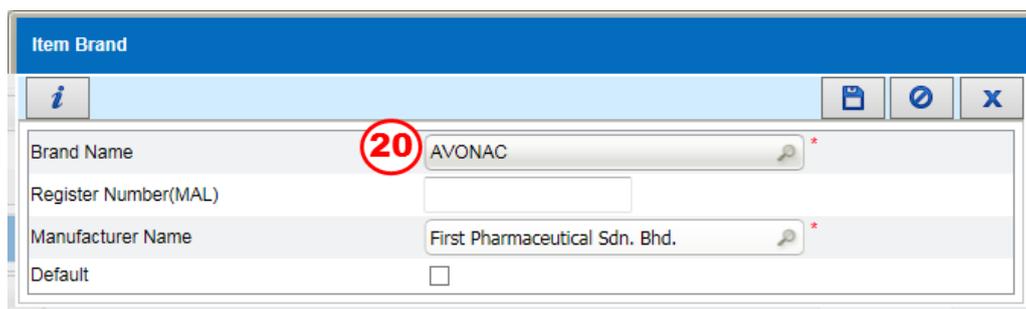
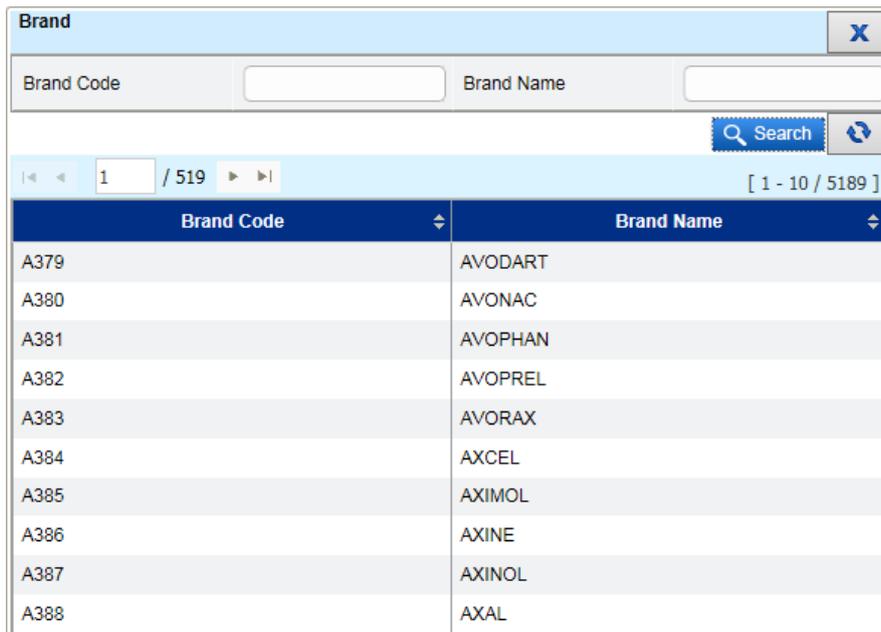


Figure 3.3.1-13 Item Brand

STEP 20

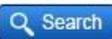
Click on the **Brand Name**  button and Brand window will be displayed as Figure 3.3.1-14

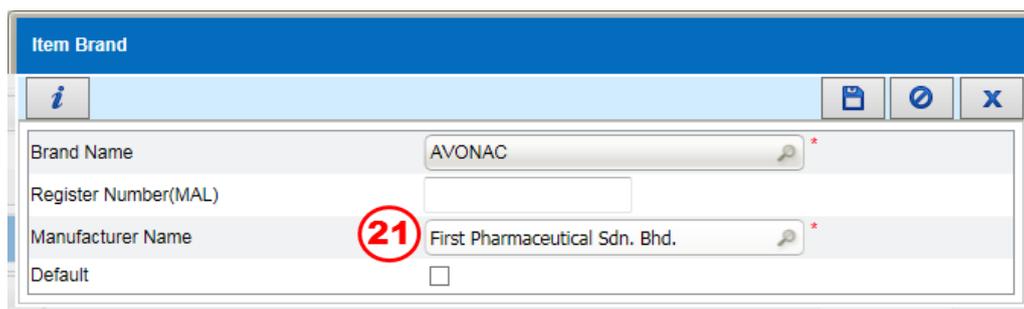


Brand Code	Brand Name
A379	AVODART
A380	AVONAC
A381	AVOPHAN
A382	AVOPREL
A383	AVORAX
A384	AXCEL
A385	AXIMOL
A386	AXINE
A387	AXINOL
A388	AXAL

Figure 3.3.1-14 Brand

Note

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



Brand Name	AVONAC
Register Number(MAL)	
Manufacturer Name	First Pharmaceutical Sdn. Bhd.
Default	<input type="checkbox"/>

Figure 3.3.1-15 Item Brand

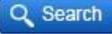
STEP 21

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

Manufacturer	
Code	Manufacturer Name
M0204	Ep Plus Group Sdn. Bhd.
M0219	First Pharmaceutical Sdn. Bhd.
M0220	Firstline Pharmaceuticals Sdn Bhd
M0234	Genesis Pharma Sdn.Bhd.
M0236	Genzyme Corporation
M0237	Germax Sdn. Bhd.
M0241	GlaxoSmithKline (GSK).
M0243	Glenmark Pharmaceuticals
M0244	Global Pharma
M0246	Golden Hope

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  button
- Double click on the selected **Manufacturer**

Item Brand	
Brand Name	AVONAC *
Register Number(MAL)	
Manufacturer Name	First Pharmaceutical Sdn. Bhd. *
Default	<input type="checkbox"/>

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

Brand Code	Brand Name	Manufacturer Name	Default
A380	AVONAC	First Pharmaceutical Sdn. Bhd.	No

Figure 3.3.1-18 Item Brand

Note

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

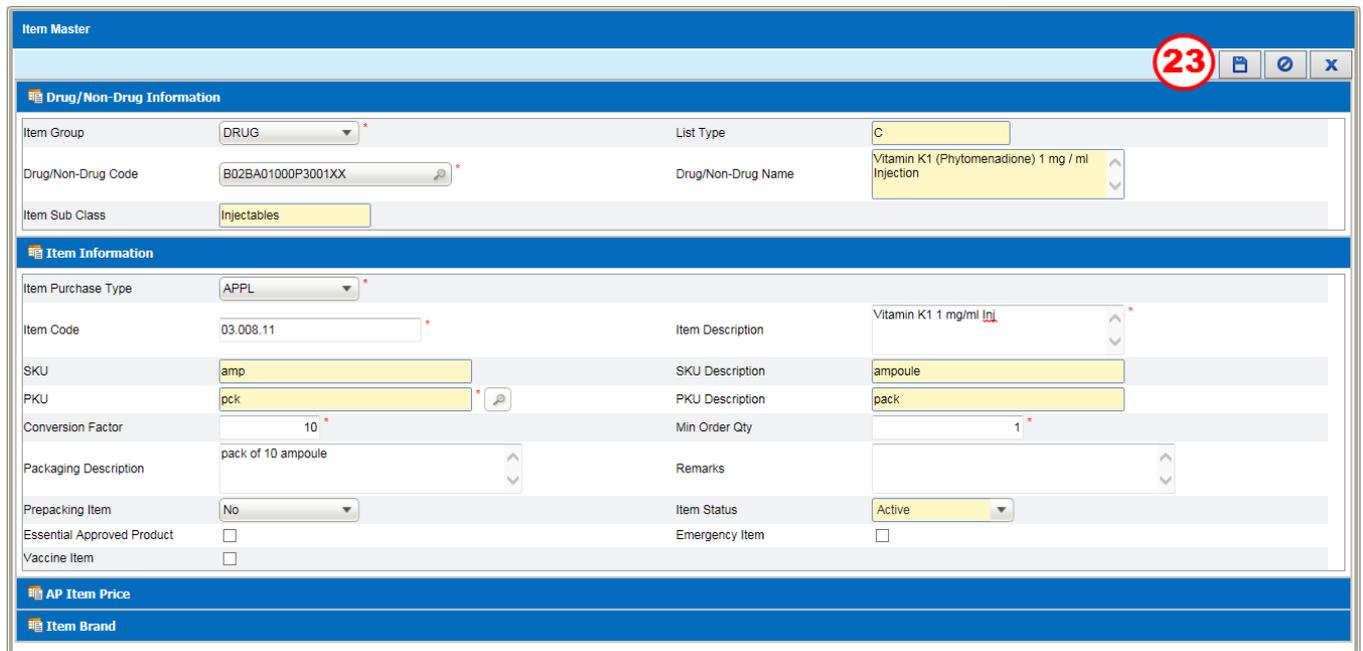


Figure 3.3.1-19 Item Master

STEP 23

Click on the  button to save the record

Note

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

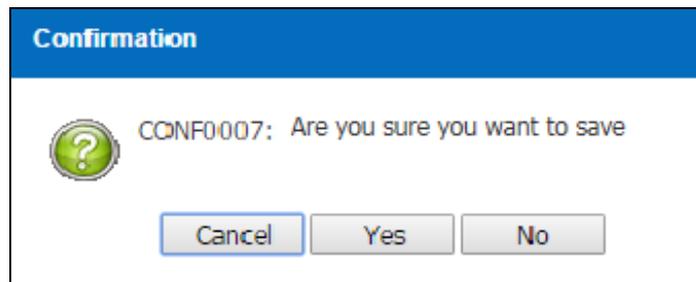
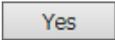
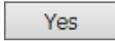


Figure 3.3.1-20 Confirmation Message

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

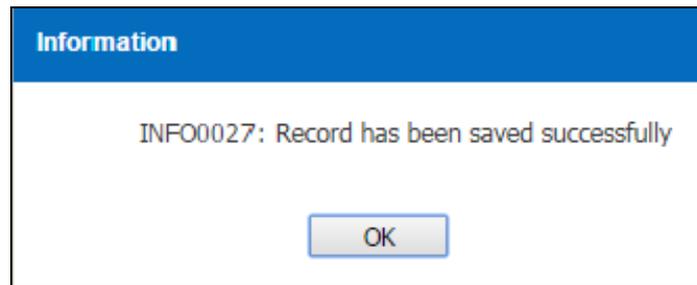
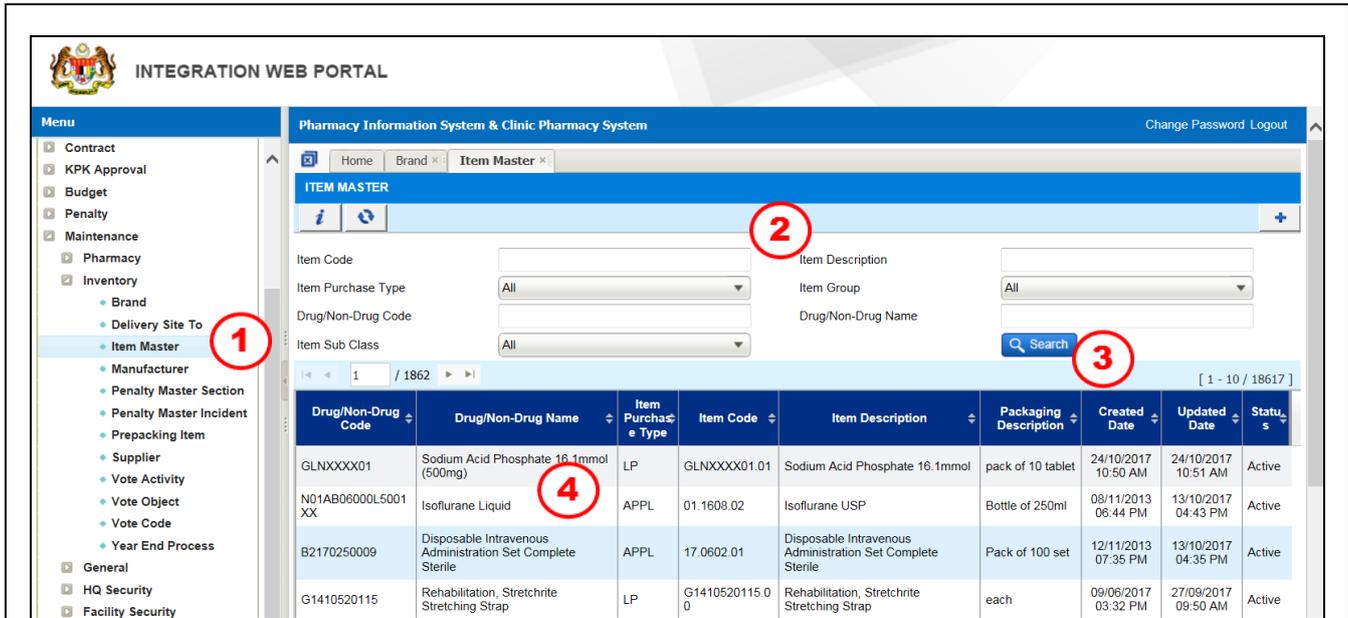


Figure 3.3.1-21 Information Message

- Click on the  button to confirmed the record

3.3.2. Modify Item Master

To Modify Item Master records, perform the steps below:



ITEM MASTER

Item Code: Item Description:
Item Purchase Type: All Item Group: All
Drug/Non-Drug Code: Drug/Non-Drug Name:
Item Sub Class: All

1 / 1862 [1 - 10 / 18617]

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

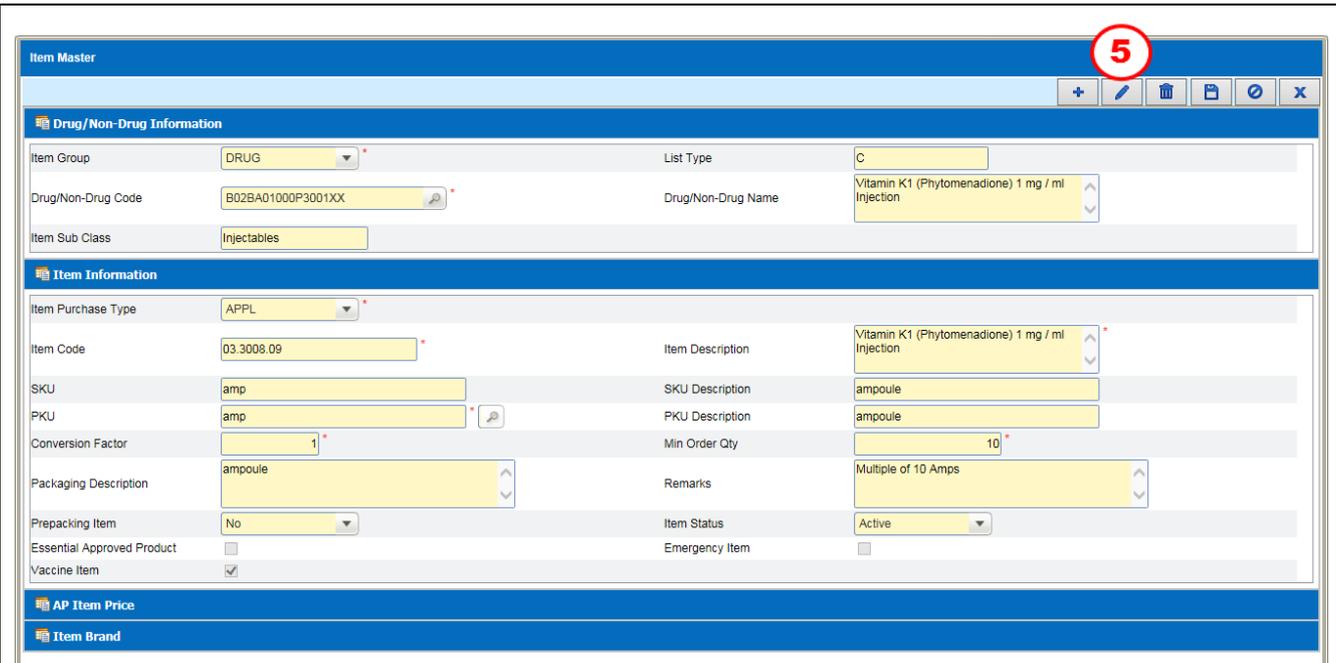
Search existing record by entering the necessary searching field

STEP 3

Click on the button and system will display the related record

STEP 4

Click on the selected record



Item Master

Drug/Non-Drug Information

Item Group: DRUG, List Type: C, Drug/Non-Drug Code: B02BA01000P3001XX, Drug/Non-Drug Name: Vitamin K1 (Phytomenadione) 1 mg / ml Injection, Item Sub Class: Injectables

Item Information

Item Purchase Type: APPL, Item Code: 03.3008.09, Item Description: Vitamin K1 (Phytomenadione) 1 mg / ml Injection, SKU: amp, SKU Description: ampoule, PKU: amp, PKU Description: ampoule, Conversion Factor: 1, Min Order Qty: 10, Packaging Description: ampoule, Remarks: Multiple of 10 Amps, Prepacking Item: No, Item Status: Active, Essential Approved Product: , Emergency Item: , Vaccine Item:

AP Item Price

Item Brand

Figure 3.3.2-2 Item Master

STEP 5

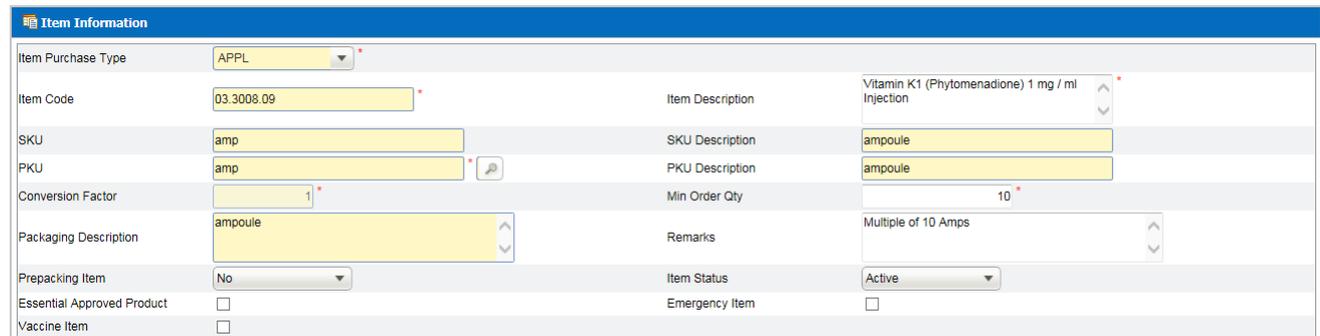


Click on the  button to edit the record

Note

User is allow to edit:

a) **Item Information Section**



Item Information

Item Purchase Type: APPL, Item Code: 03.3008.09, Item Description: Vitamin K1 (Phytomenadione) 1 mg / ml Injection, SKU: amp, SKU Description: ampoule, PKU: amp, PKU Description: ampoule, Conversion Factor: 1, Min Order Qty: 10, Packaging Description: ampoule, Remarks: Multiple of 10 Amps, Prepacking Item: No, Item Status: Active, Essential Approved Product: , Emergency Item: , Vaccine Item:

Figure 3.3.2-3 Item Information

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

b) **AP Item Price Section**

Price Code	Price(RM)	Effective Date From	Effective Date To	Status
05	1.75	01/03/2013	01/03/2015	Active
03	2.32	01/09/2015	31/08/2017	Active
03	1.74	01/03/2013	01/03/2015	Active
05	2.34	01/09/2015	31/08/2017	Active

Figure 3.3.2-4 AP Item Price

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

c) **Brand Section**

Brand Code	Brand Name	Manufacturer Name	Default
U075	NO BRAND	Manufacturer Unknown	No
K092	KISAN	Duopharma (M) Sdn. Bhd.	Yes

Figure 3.3.2-5 Item Brand

- User is allowed to edit and add new Brand

Item Master

6

Drug/Non-Drug Information

Item Group: DRUG | List Type: C

Drug/Non-Drug Code: B02BA01000P3001XX | Drug/Non-Drug Name: Vitamin K1 (Phytomenadione) 1 mg / ml Injection

Item Sub Class: Injectables

Item Information

Item Purchase Type: APPL

Item Code: 03.3008.09 | Item Description: Vitamin K1 (Phytomenadione) 1 mg / ml Injection

SKU: amp | SKU Description: ampoule

PKU: amp | PKU Description: ampoule

Conversion Factor: 1 | Min Order Qty: 10

Packaging Description: ampoule | Remarks: Multiple of 10 Amps

Prepacking Item: No | Item Status: Active

Essential Approved Product: | Emergency Item:

Vaccine Item:

AP Item Price

Item 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

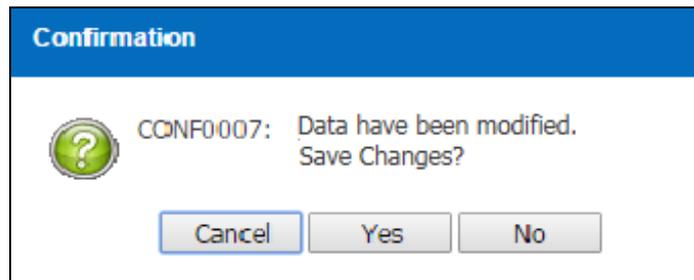
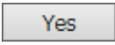
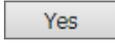


Figure 3.3.2-7 Confirmation Message

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

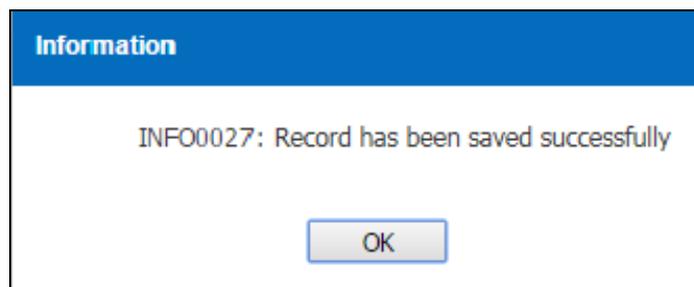


Figure 3.3.2-8 Information Message

- Click on the  button to confirmed the edited record

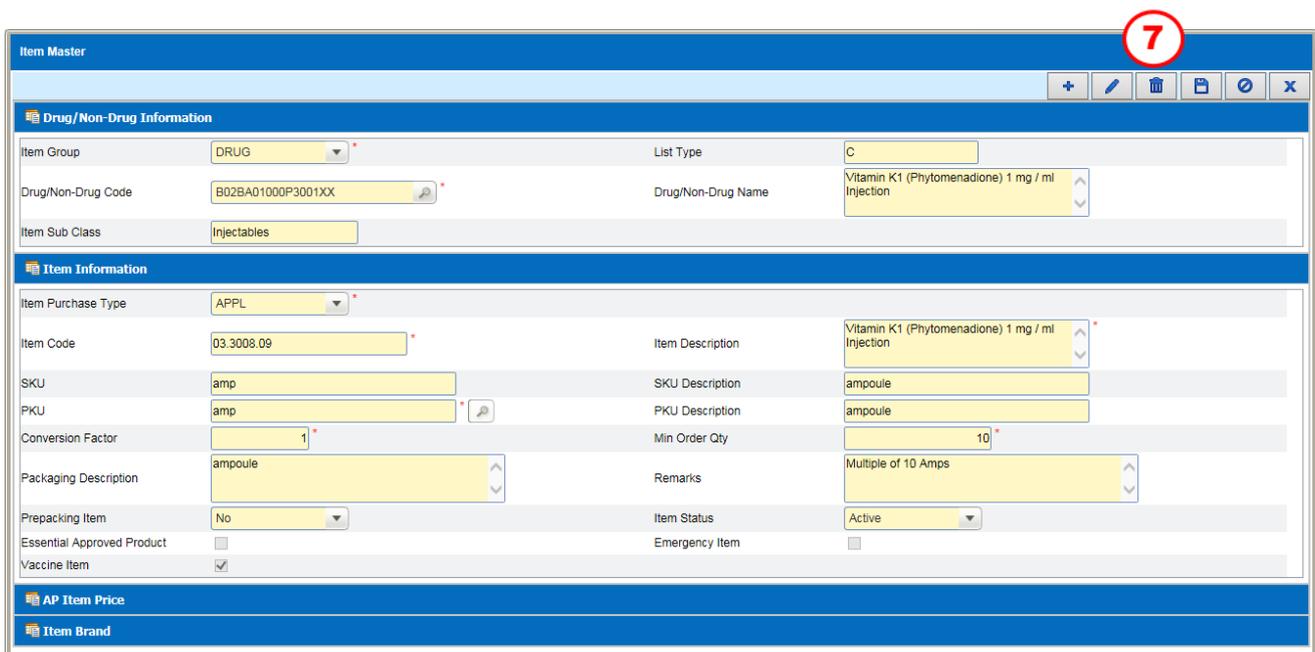


Figure 3.3.2-9 Item Master

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

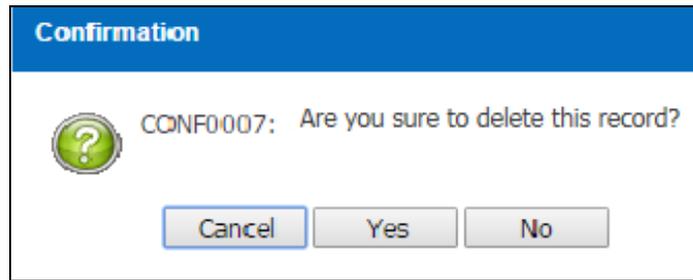


Figure 3.3.2-10 Confirmation Message

- 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:

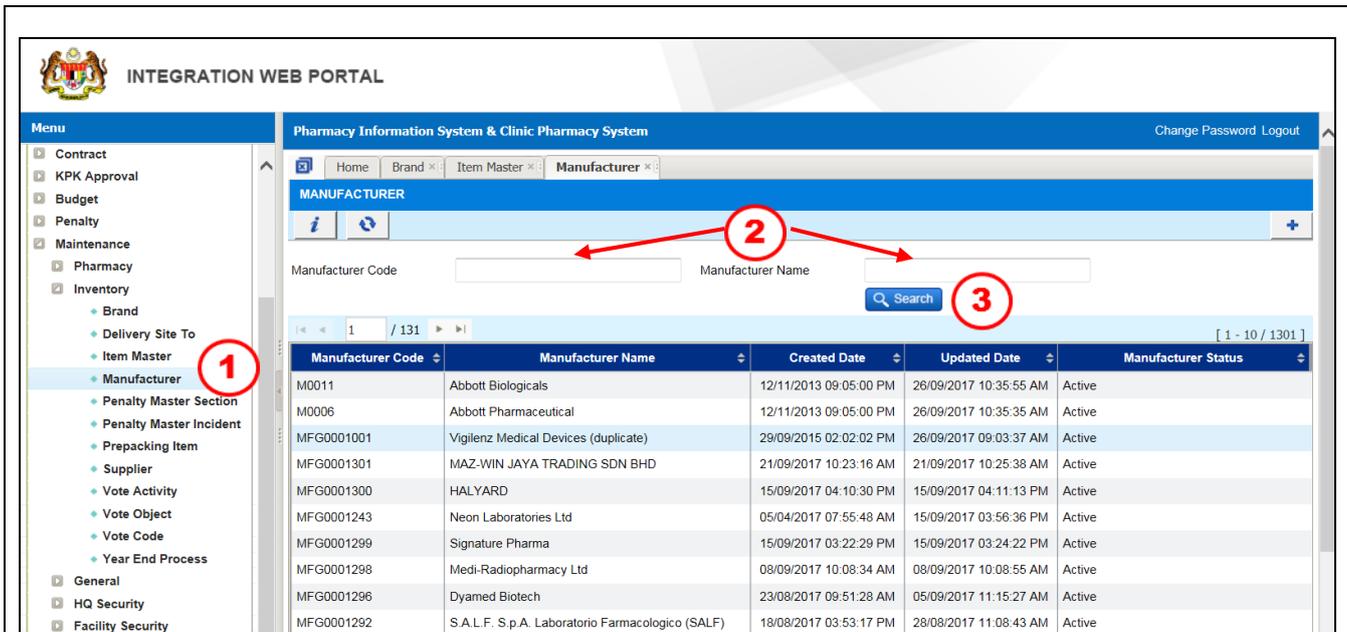


Figure 3.4.1-1 Manufacturer Listing Page

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

Note

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

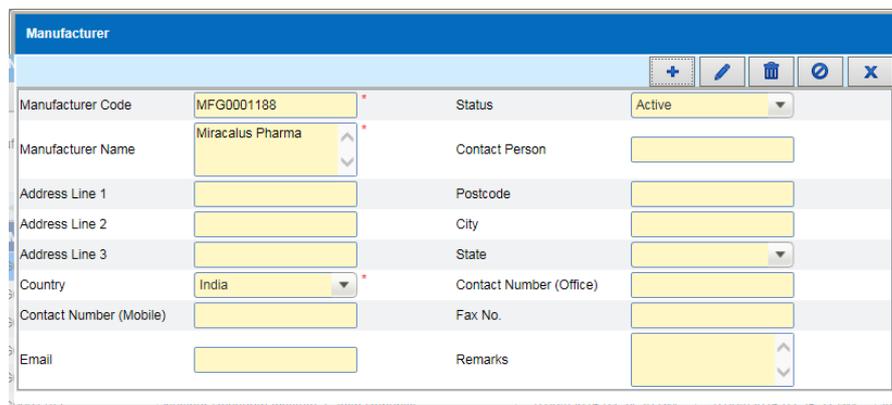


Figure 3.4.1-2 Manufacturer

Note

Click on the button to close the screen

Manufacturer Code	Manufacturer Name	Created Date	Updated Date	Manufacturer Status
M0011	Abbott Biologicals	12/11/2013 09:05:00 PM	28/09/2017 10:35:55 AM	Active
M0006	Abbott Pharmaceutical	12/11/2013 09:05:00 PM	26/09/2017 10:35:35 AM	Active
MFG0001001	Vigilenz Medical Devices (duplicate)	29/09/2015 02:02:02 PM	26/09/2017 09:03:37 AM	Active
MFG0001301	MAZ-WIN JAYA TRADING SDN BHD	21/09/2017 10:23:16 AM	21/09/2017 10:25:38 AM	Active
MFG0001300	HALYARD	15/09/2017 04:10:30 PM	15/09/2017 04:11:13 PM	Active
MFG0001243	Neon Laboratories Ltd	05/04/2017 07:55:48 AM	15/09/2017 03:56:36 PM	Active
MFG0001299	Signature Pharma	15/09/2017 03:22:29 PM	15/09/2017 03:24:22 PM	Active
MFG0001298	Medi-Radiopharmacy Ltd	08/09/2017 10:08:34 AM	08/09/2017 10:08:55 AM	Active
MFG0001296	Dyamed Biotech	23/08/2017 09:51:28 AM	05/09/2017 11:15:27 AM	Active
MFG0001292	S.A.L.F. S.p.A. Laboratorio Farmacologico (SALF)	18/08/2017 03:53:17 PM	28/08/2017 11:08:43 AM	Active

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**

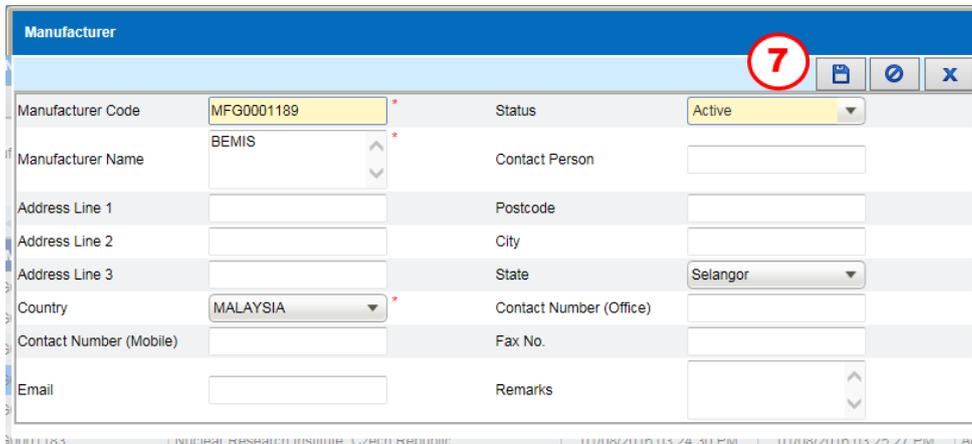


Figure 3.4.1-5 Manufacturer

STEP 7

Click on the  button to save the record

Note

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

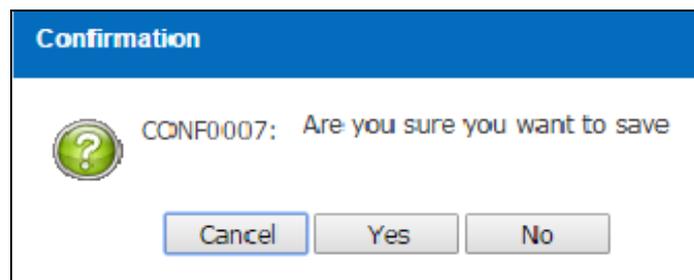
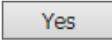
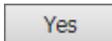


Figure 3.4.1-6 Confirmation Message

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

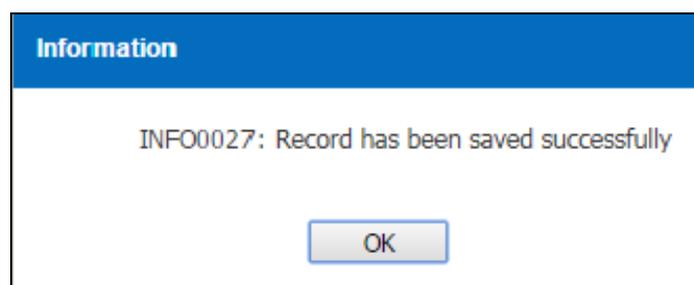
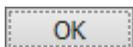
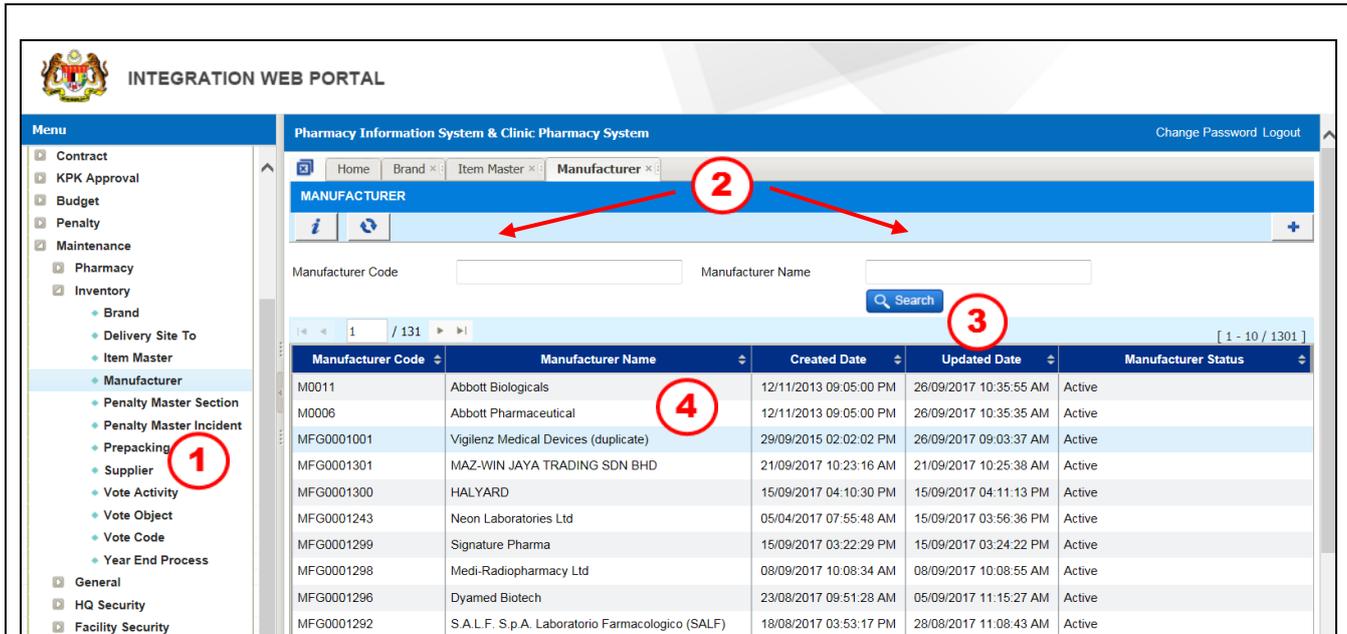


Figure 3.4.1-7 Information Message

- Click on the  button to confirmed the record

3.4.2. Modify Manufacturer

To Modify Manufacturer records, perform the steps below:



Manufacturer Code	Manufacturer Name	Created Date	Updated Date	Manufacturer Status
M0011	Abbott Biologicals	12/11/2013 09:05:00 PM	26/09/2017 10:35:55 AM	Active
M0006	Abbott Pharmaceutical	12/11/2013 09:05:00 PM	26/09/2017 10:35:35 AM	Active
MFG0001001	Viglenz Medical Devices (duplicate)	29/09/2015 02:02:02 PM	26/09/2017 09:03:37 AM	Active
MFG0001301	MAZ-WIN JAYA TRADING SDN BHD	21/09/2017 10:23:16 AM	21/09/2017 10:25:38 AM	Active
MFG0001300	HALYARD	15/09/2017 04:10:30 PM	15/09/2017 04:11:13 PM	Active
MFG0001243	Neon Laboratories Ltd	05/04/2017 07:55:48 AM	15/09/2017 03:56:36 PM	Active
MFG0001299	Signature Pharma	15/09/2017 03:22:29 PM	15/09/2017 03:24:22 PM	Active
MFG0001298	Medi-Radiopharmacy Ltd	08/09/2017 10:08:34 AM	08/09/2017 10:08:55 AM	Active
MFG0001296	Dyamed Biotech	23/08/2017 09:51:28 AM	05/09/2017 11:15:27 AM	Active
MFG0001292	S.A.L.F. S.p.A. Laboratorio Farmacologico (SALF)	18/08/2017 03:53:17 PM	28/08/2017 11:08:43 AM	Active

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  button and system will display the related record

STEP 4

Click on the selected record

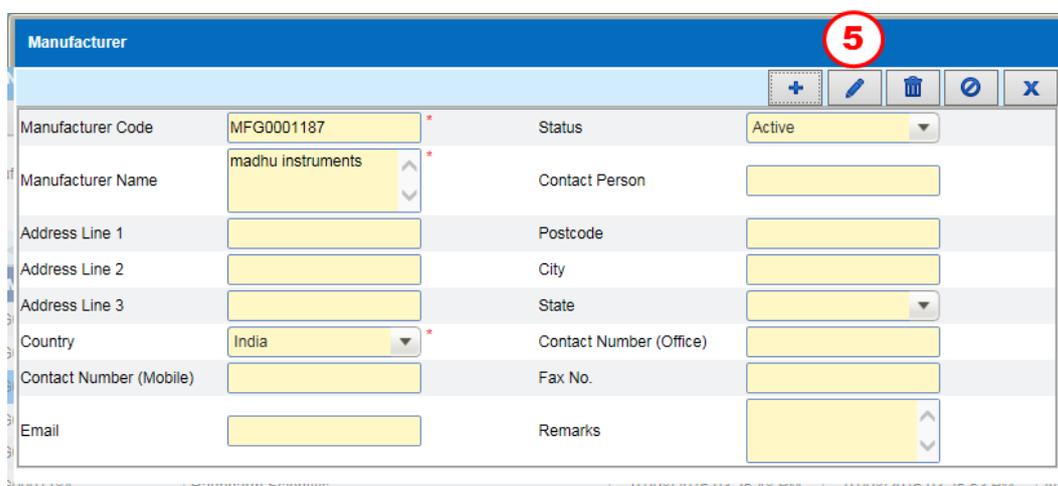


Figure 3.4.2-2 Manufacturer

STEP 5

Click on the  button to edit the record

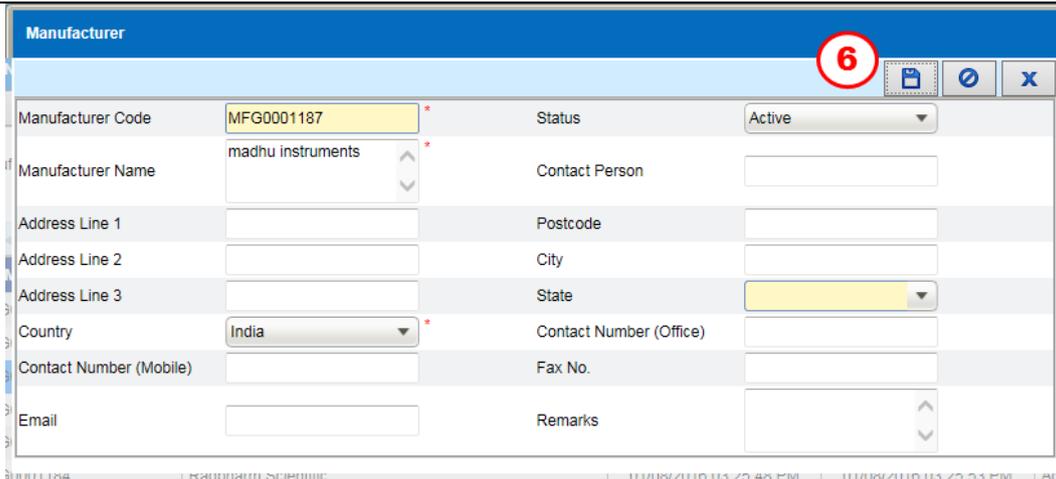


Figure 3.4.2-3 Manufacturer

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

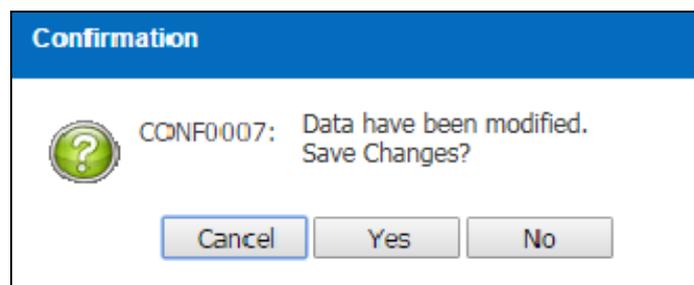
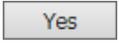
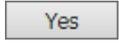


Figure 3.4.2-4 Confirmation Message

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

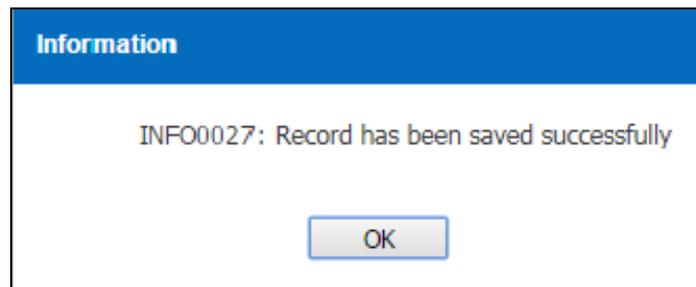


Figure 3.4.2-5 Information Message

- Click on the  button to confirmed the edited record

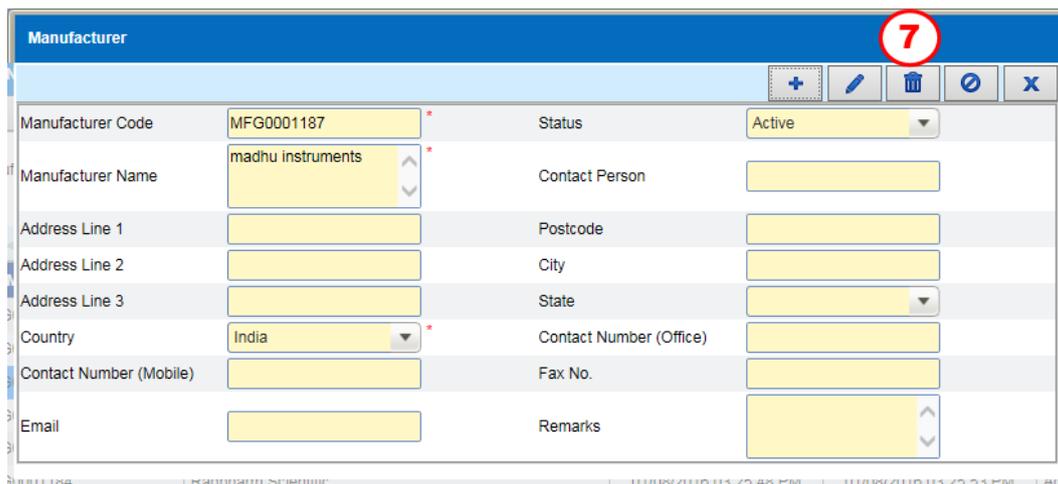


Figure 3.4.2-6 Manufacturer

STEP 7

Click on the  button to delete the record

Note

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

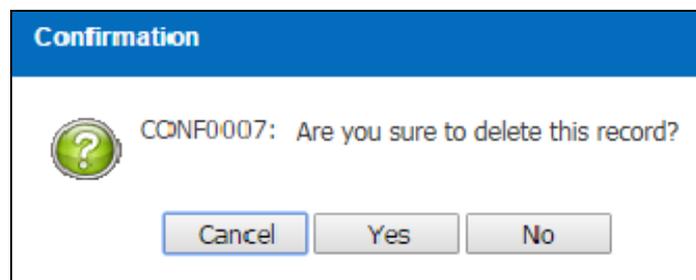
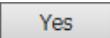


Figure 3.4.2-7 Confirmation Message

- Click on the  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:

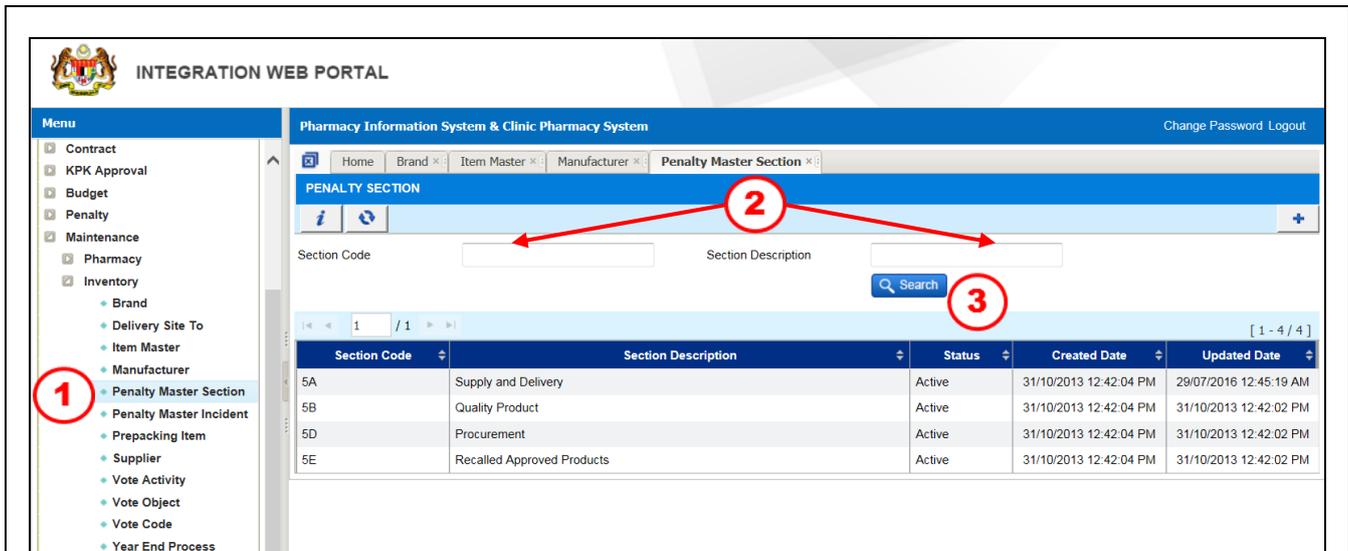


Figure 3.5.1-1 Penalty Master Section

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

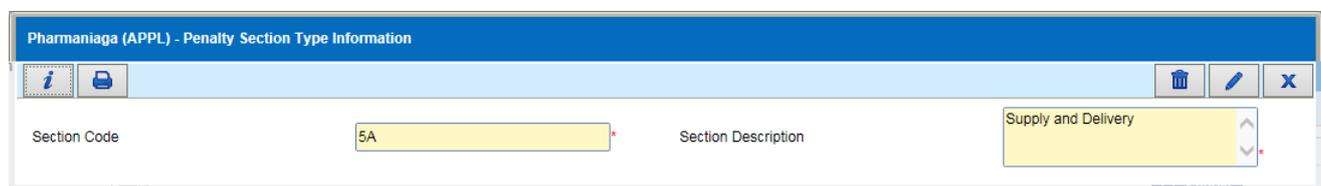


Figure 3.5.1-2 Pharmaniaga (APPL) – Penalty Section Type Information

Note

Click on the  button to close the screen

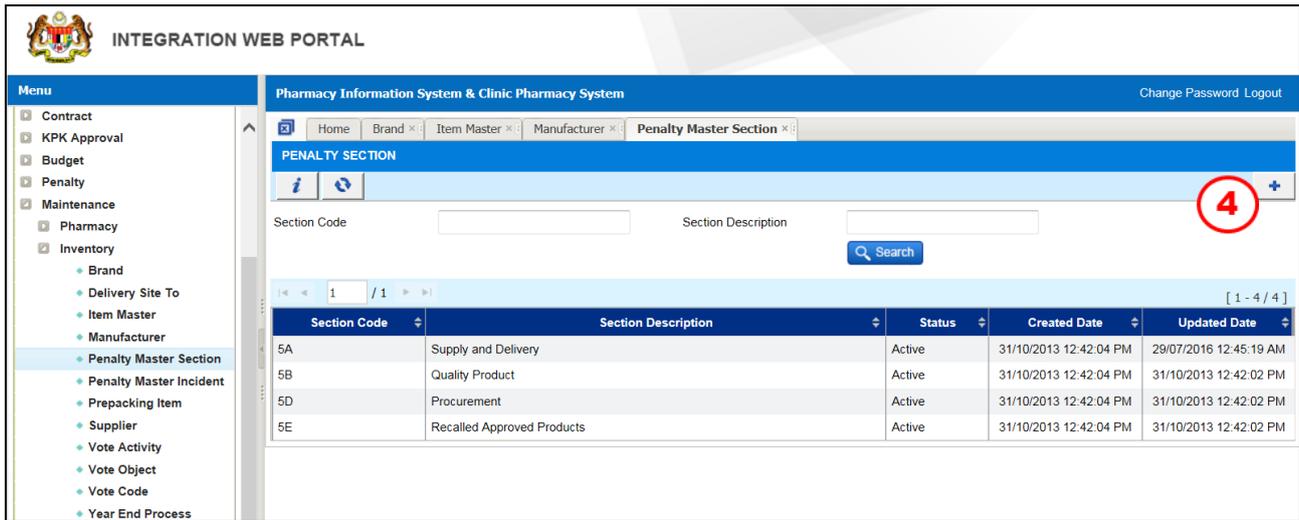


Figure 3.5.1-3 Penalty Master Section Listing Page

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

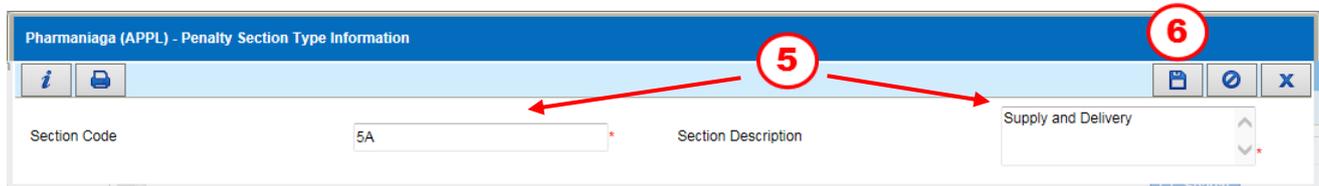


Figure 3.5.1-4 Pharmaniaga (APPL) – Penalty Section Type Information

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

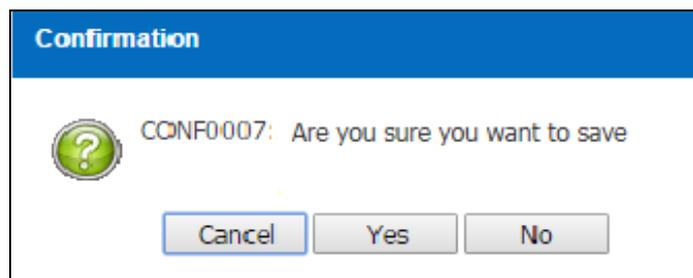
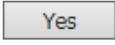
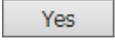


Figure 3.5.1-5 Confirmation Message

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

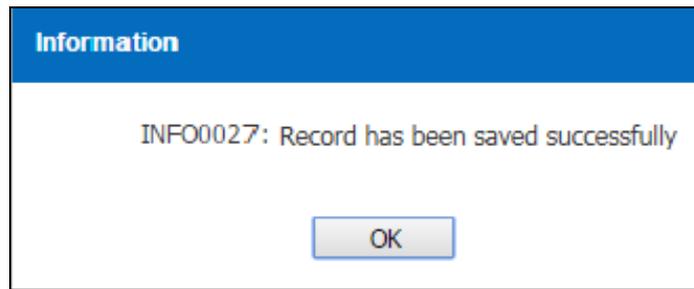


Figure 3.5.1-6 Information Message

- Click on the  button to confirmed the record

3.5.2. Modify Penalty Master Section

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

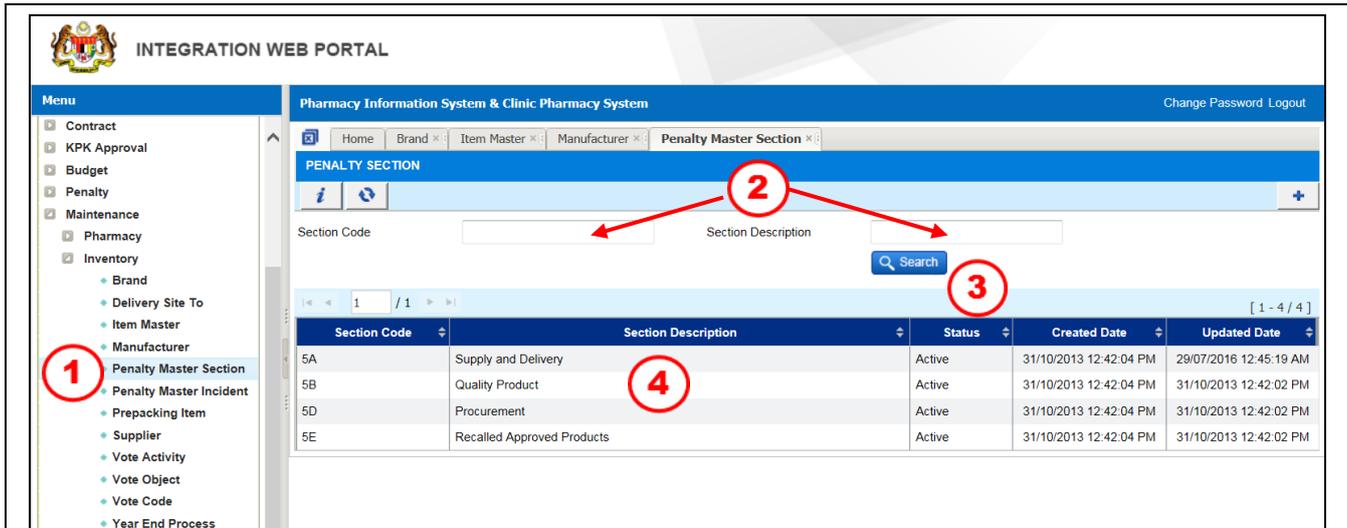


Figure 3.5.2-1 Penalty Master Section Listing Page

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  button and system will display the related record

STEP 4

Click on the selected record

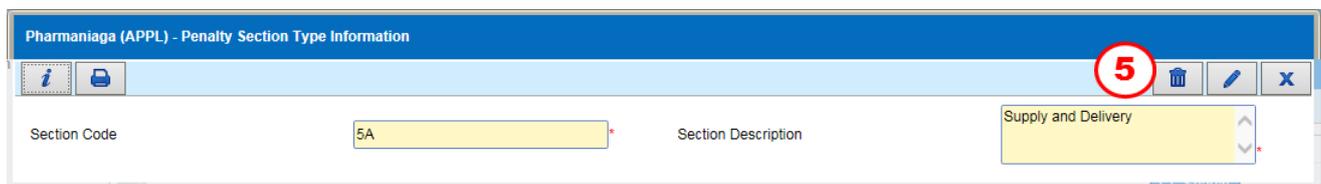


Figure 3.5.2-2 Pharmaniaga (APPL) – Penalty Section Type Information

STEP 5

Click on the  button to edit the record

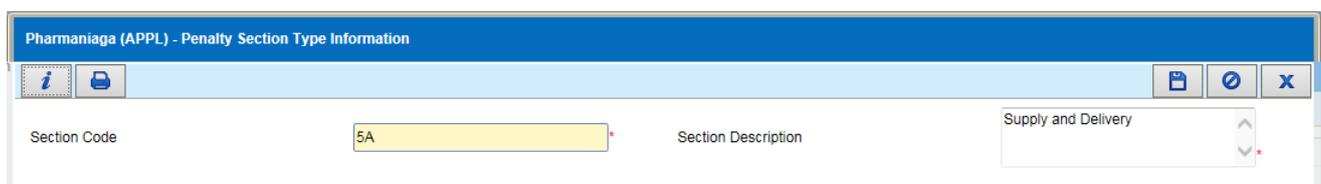


Figure 3.5.2-3 Pharmaniaga (APPL) – Penalty Section Type Information

Note

User is allow to edit **Section Description**

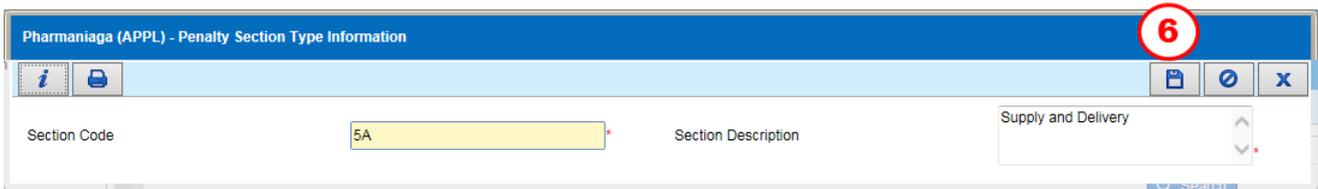


Figure 3.5.2-4 Pharmaniaga (APPL) – Penalty Section Type Information

STEP 6

Click on the  button to save the edited record

Note

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

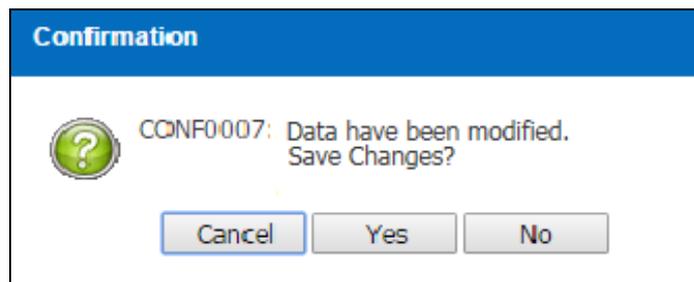
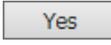
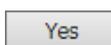


Figure 3.5.2-5 Confirmation Message

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

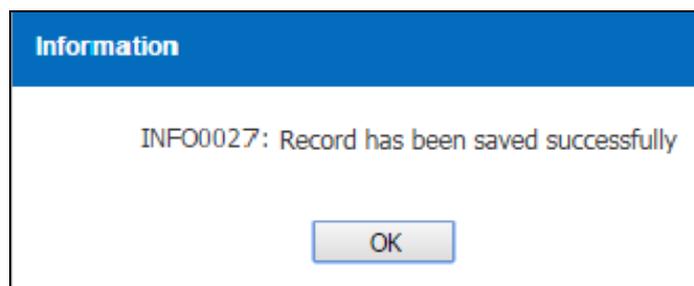
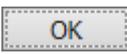


Figure 3.5.2-6 Information Message

Click on the  button to confirmed the edited record

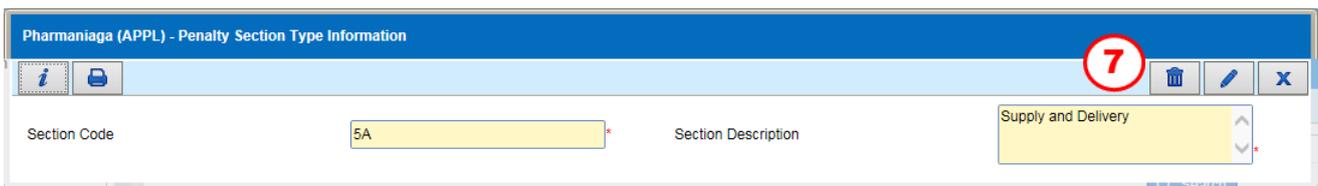


Figure 3.5.2-7 Pharmaniaga (APPL) – Penalty Section Type Information

STEP 7

Click on the  button to delete the record

Note

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

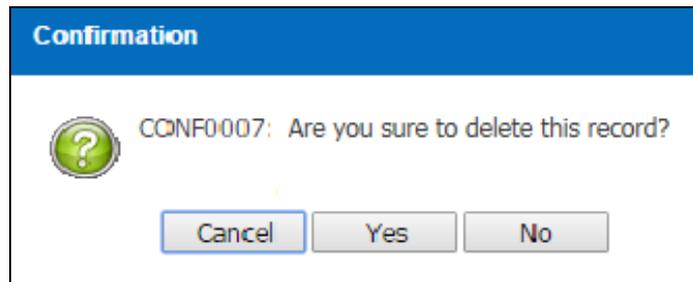
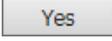


Figure 3.5.2-8 Confirmation Message

- 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:

INTEGRATION WEB PORTAL

Pharmacy Information System & Clinic Pharmacy System

Change Password Logout

Home Brand Item Master Penalty Master Section Penalty Master Incident

PENALTY INCIDENT

Section Code Incident Code Search

Section Code	Section Description	Incident Code	Incident Description	Penalty Amount(RM)	Calculation Method	Remarks	Status	Created Date	Updated Date
5A	Supply and Delivery	PS1	The Delivery of such order shall be deliver within 7 working days (West Malaysia) 10 days (East)	0.00	3 % X undelivered product value X No of days delay	-	Active	02/11/2013 10:11:34 AM	02/11/2013 10:11:02 AM
5A	Supply and Delivery	PS2	The delivery products shall be made and completed during office hour between 9am to 5pm excluding (lunch hour and Friday prayer)	500.00	-	-	Active	02/11/2013 10:11:34 AM	02/11/2013 10:11:02 AM
5A	Supply and Delivery	PS3	The delivery shall be door to door basis (different location from the LPO address)	500.00	-	-	Active	02/11/2013 10:11:34 AM	02/11/2013 10:11:02 AM

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 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 3.6.1-2

Pharmaniaga (APPL) - Penalty Incident Type Information

Incident Code: PS23 Incident Description: Item Contract – Product supply with low quality/damage/does not comply

Section Code: 5A Section Description: Supply and Delivery

Calculation Method: Auto Penalty Calculation:

Incident Degree:

Status: Active

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

STEP 4

Click on the button to edit the record

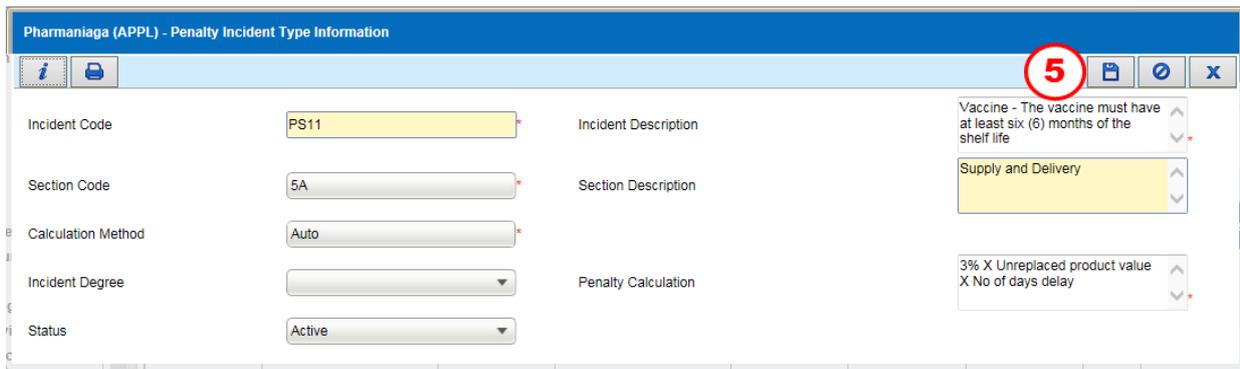


Figure 3.6.1-3 Pharmaniaga (APPL) – Penalty Incident Type Information

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

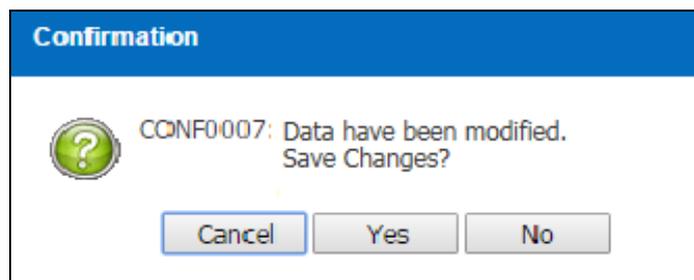
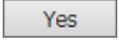
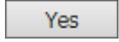


Figure 3.6.1-4 Confirmation Message

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

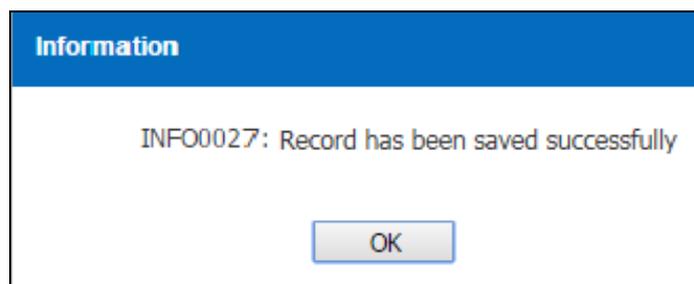


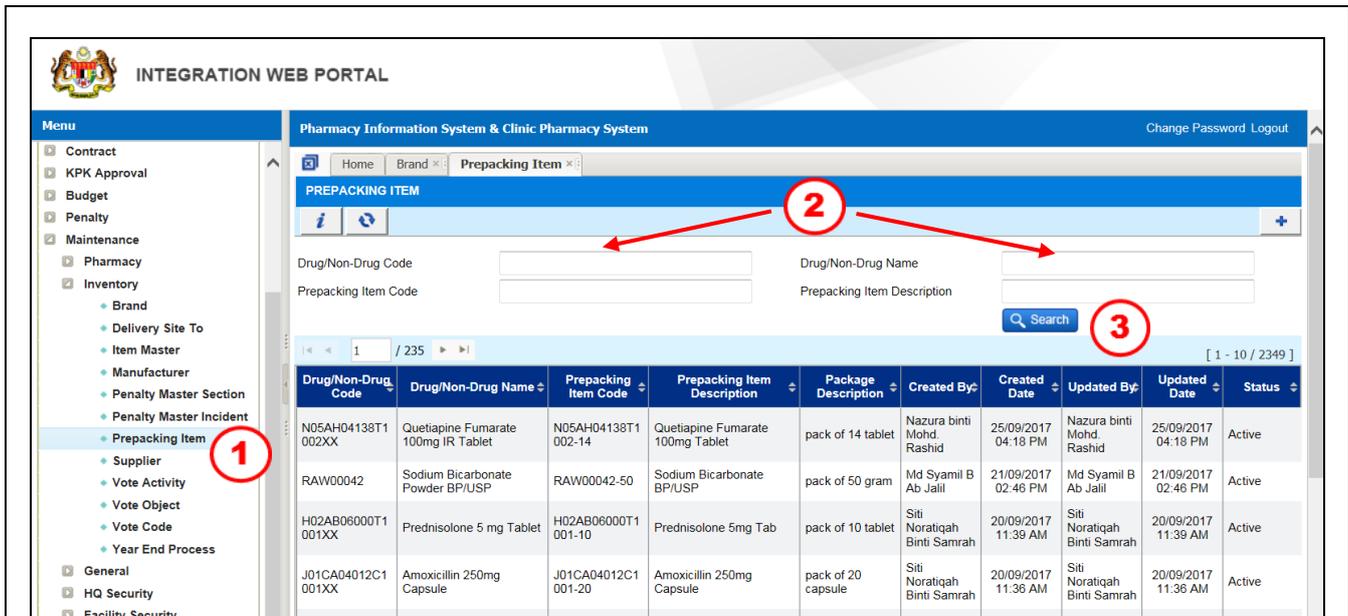
Figure 3.6.1-5 Information Message

- Click on the  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:



Drug/Non-Drug Code	Drug/Non-Drug Name	Prepacking Item Code	Prepacking Item Description	Package Description	Created By	Created Date	Updated By	Updated Date	Status
N05AH04138T1002XX	Quetiapine Fumarate 100mg IR Tablet	N05AH04138T1002-14	Quetiapine Fumarate 100mg Tablet	pack of 14 tablet	Nazura binti Mohd. Rashid	25/09/2017 04:18 PM	Nazura binti Mohd. Rashid	25/09/2017 04:18 PM	Active
RAW00042	Sodium Bicarbonate Powder BPI/USP	RAW00042-50	Sodium Bicarbonate BPI/USP	pack of 50 gram	Md Syamil B Ab Jalil	21/09/2017 02:46 PM	Md Syamil B Ab Jalil	21/09/2017 02:46 PM	Active
H02AB06000T1001XX	Prednisolone 5 mg Tablet	H02AB06000T1001-10	Prednisolone 5mg Tab	pack of 10 tablet	Siti Noratqah Binti Samrah	20/09/2017 11:39 AM	Siti Noratqah Binti Samrah	20/09/2017 11:39 AM	Active
J01CA04012C1001XX	Amoxicillin 250mg Capsule	J01CA04012C1001-20	Amoxicillin 250mg Capsule	pack of 20 capsule	Siti Noratqah Binti Samrah	20/09/2017 11:36 AM	Siti Noratqah Binti Samrah	20/09/2017 11:36 AM	Active

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:

- Drug/Non-Drug Code**
- Drug/Non-Drug Name**
- Prepacking Item Code**
- Prepacking Item 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 3.7.1-2



Figure 3.7.1-2 Item Master

Note



Click on the button to close the screen

Drug/Non-Drug Code	Drug/Non-Drug Name	Prepacking Item Code	Prepacking Item Description	Package Description	Created By	Created Date	Updated By	Updated Date	Status
N05AH04138T1002XX	Quetiapine Fumarate 100mg IR Tablet	N05AH04138T1002-14	Quetiapine Fumarate 100mg Tablet	pack of 14 tablet	Nazura binti Mohd. Rashid	25/09/2017 04:18 PM	Nazura binti Mohd. Rashid	25/09/2017 04:18 PM	Active
RAW00042	Sodium Bicarbonate Powder BP/USP	RAW00042-50	Sodium Bicarbonate BP/USP	pack of 50 gram	Md Syamil B Ab Jalil	21/09/2017 02:46 PM	Md Syamil B Ab Jalil	21/09/2017 02:46 PM	Active
H02AB06000T1001XX	Prednisolone 5 mg Tablet	H02AB06000T1001-10	Prednisolone 5mg Tab	pack of 10 tablet	Siti Noratqah Binti Samrah	20/09/2017 11:39 AM	Siti Noratqah Binti Samrah	20/09/2017 11:39 AM	Active
J01CA04012C1001XX	Amoxicillin 250mg Capsule	J01CA04012C1001-20	Amoxicillin 250mg Capsule	pack of 20 capsule	Siti Noratqah Binti Samrah	20/09/2017 11:36 AM	Siti Noratqah Binti Samrah	20/09/2017 11:36 AM	Active

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

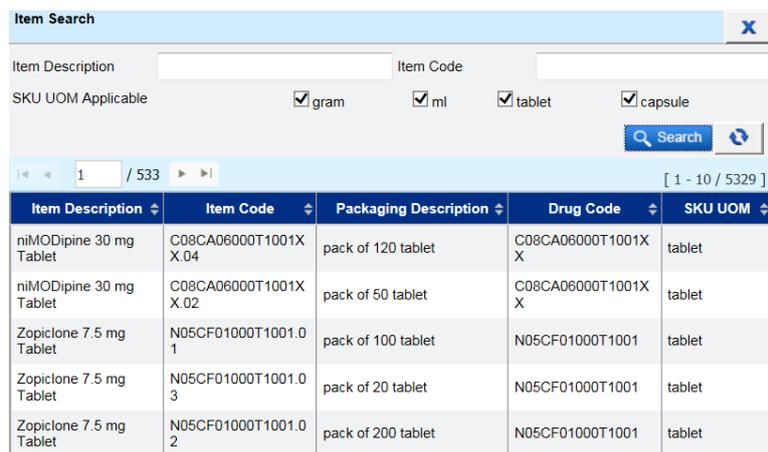


The screenshot shows the 'Create Prepacking Item' form. It has a blue header with the title and an information icon. Below the header are several input fields: 'Item Description' (containing 'niMODipine 30 mg Tablet'), 'PKU' (containing 'pck'), 'Conversion Factor' (containing '0'), 'Packaging Description' (containing 'pack of 0 tablet'), and 'Status' (containing 'Active'). There are also icons for save, refresh, and close. Red circles with numbers 5, 6, and 7 highlight the search icon in the Item Description field, the Conversion Factor field, and the save icon respectively.

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



The screenshot shows the 'Item Search' window. It has a search bar with 'Item Description' and 'Item Code' fields. Below the search bar are checkboxes for 'SKU UOM Applicable' with options 'gram', 'ml', 'tablet', and 'capsule'. A 'Search' button is present. Below the search bar is a table with 5 columns: 'Item Description', 'Item Code', 'Packaging Description', 'Drug Code', and 'SKU UOM'. The table contains 5 rows of search results.

Item Description	Item Code	Packaging Description	Drug Code	SKU UOM
niMODipine 30 mg Tablet	C08CA06000T1001X.04	pack of 120 tablet	C08CA06000T1001X	tablet
niMODipine 30 mg Tablet	C08CA06000T1001X.02	pack of 50 tablet	C08CA06000T1001X	tablet
Zopiclone 7.5 mg Tablet	N05CF01000T1001.01	pack of 100 tablet	N05CF01000T1001	tablet
Zopiclone 7.5 mg Tablet	N05CF01000T1001.03	pack of 20 tablet	N05CF01000T1001	tablet
Zopiclone 7.5 mg Tablet	N05CF01000T1001.02	pack of 200 tablet	N05CF01000T1001	tablet

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  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

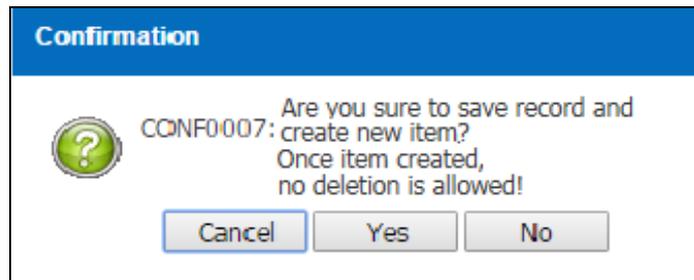


Figure 3.7.1-6 Confirmation Message

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

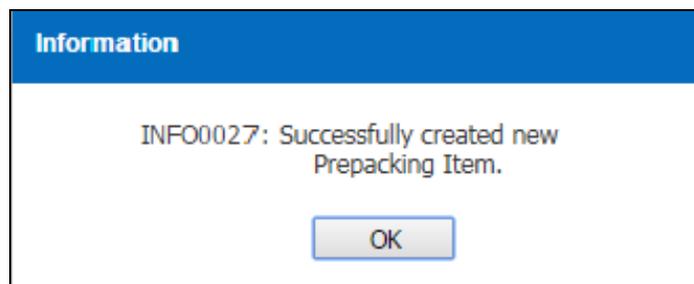


Figure 3.7.1-7 Information Message

- Click on the button to confirmed the record

3.8. Supplier

3.8.1. Create New Supplier

To create New Supplier records, perform the steps below:

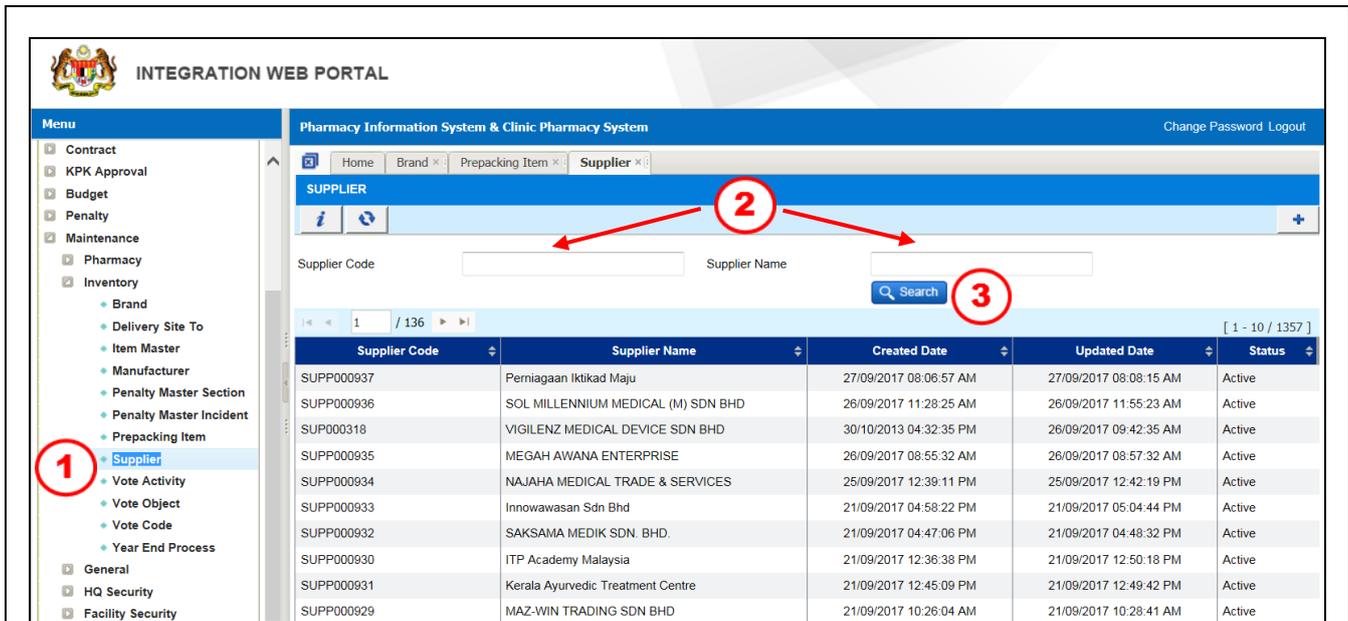


Figure 3.8.1-1 Supplier Listing Page

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  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

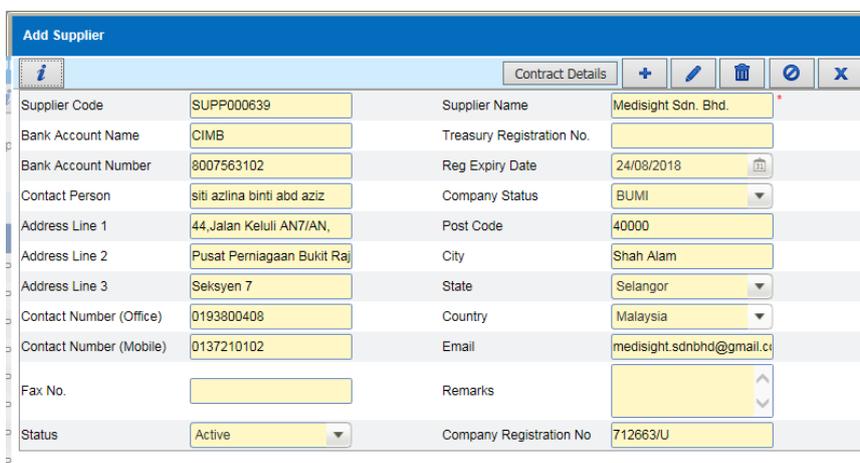


Figure 3.8.1-2 Add Supplier

Note

Click on the  button to close the screen

INTEGRATION WEB PORTAL

Pharmacy Information System & Clinic Pharmacy System

Change Password Logout

Home Brand Prepacking Item Supplier

SUPPLIER 4

Supplier Code Supplier Name

1 / 136 [1 - 10 / 1357]

Supplier Code	Supplier Name	Created Date	Updated Date	Status
SUPP000937	Perniagaan Iktikad Maju	27/09/2017 08:06:57 AM	27/09/2017 08:08:15 AM	Active
SUPP000936	SOL MILLENNIUM MEDICAL (M) SDN BHD	26/09/2017 11:28:25 AM	26/09/2017 11:55:23 AM	Active
SUP000318	VIGILENZ MEDICAL DEVICE SDN BHD	30/10/2013 04:32:35 PM	26/09/2017 09:42:35 AM	Active
SUPP000935	MEGAH AWANA ENTERPRISE	26/09/2017 08:55:32 AM	26/09/2017 08:57:32 AM	Active
SUPP000934	NAJAJA MEDICAL TRADE & SERVICES	25/09/2017 12:39:11 PM	25/09/2017 12:42:19 PM	Active
SUPP000933	Innowawasan Sdn Bhd	21/09/2017 04:58:22 PM	21/09/2017 05:04:44 PM	Active
SUPP000932	SAKSAMA MEDIK SDN. BHD.	21/09/2017 04:47:06 PM	21/09/2017 04:48:32 PM	Active
SUPP000930	ITP Academy Malaysia	21/09/2017 12:36:38 PM	21/09/2017 12:50:18 PM	Active
SUPP000931	Kerala Ayurvedic Treatment Centre	21/09/2017 12:45:09 PM	21/09/2017 12:49:42 PM	Active
SUPP000929	MAZ-WIN TRADING SDN BHD	21/09/2017 10:26:04 AM	21/09/2017 10:28:41 AM	Active

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

Add Supplier 6

Supplier Code Supplier Name 5

Bank Account Name Treasury Registration No.

Bank Account Number Reg Expiry Date

Contact Person Company Status

Address Line 1

Address Line 2 City

Address Line 3 State

Contact Number (Office) Country

Contact Number (Mobile) Email

Fax No. Remarks

Status Company Registration No

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

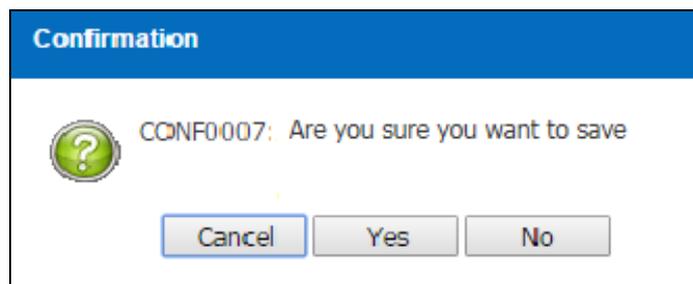
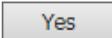
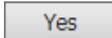


Figure 3.8.1-5 Confirmation Message

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

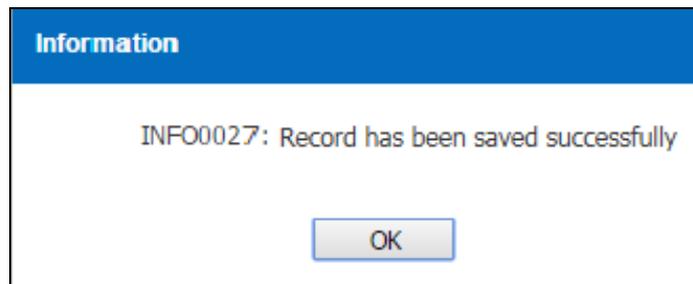
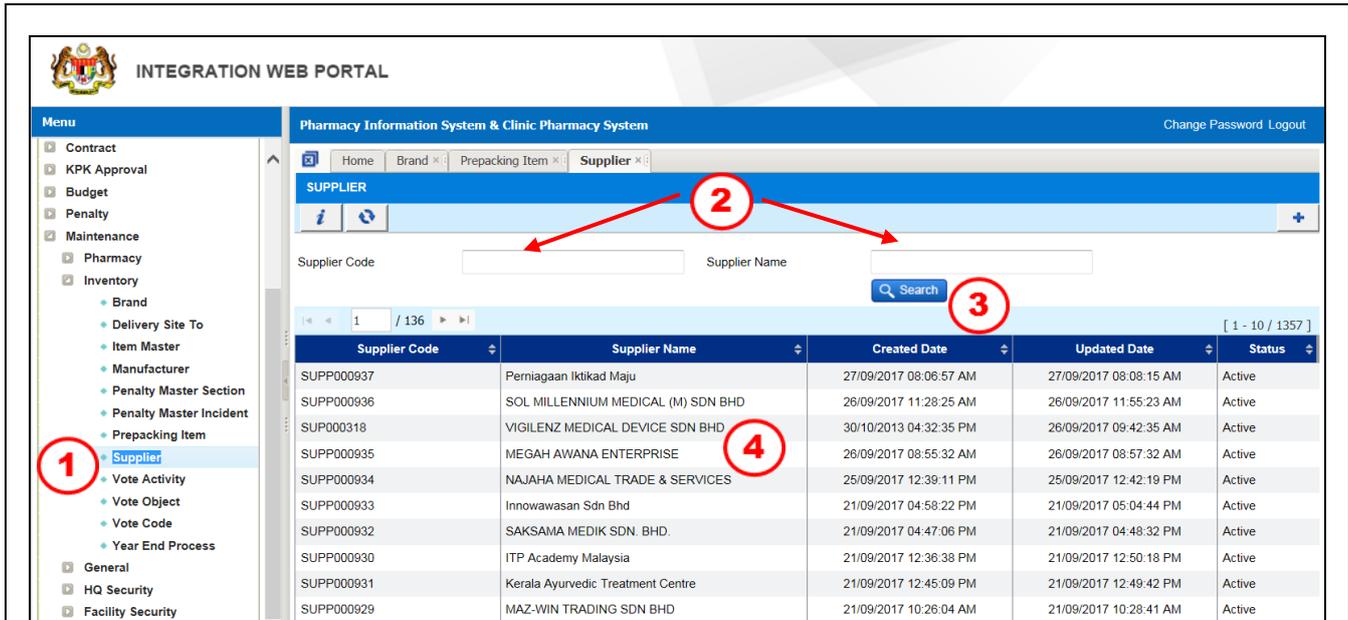


Figure 3.8.1-6 Information Message

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

3.8.2. Modify Supplier

To Modify Supplier records, perform the steps below:



The screenshot shows the 'INTEGRATION WEB PORTAL' interface. On the left is a 'Menu' sidebar with 'Supplier' highlighted under the 'Inventory' section (1). The main content area is titled 'Pharmacy Information System & Clinic Pharmacy System'. At the top, there are navigation tabs: 'Home', 'Brand', 'Prepacking Item', and 'Supplier' (2). Below this is a 'SUPPLIER' header with a search button (3). The search area contains input fields for 'Supplier Code' and 'Supplier Name'. Below the search area is a table with columns: 'Supplier Code', 'Supplier Name', 'Created Date', 'Updated Date', and 'Status'. The first row of the table is selected (4).

Supplier Code	Supplier Name	Created Date	Updated Date	Status
SUPP000937	Perniagaan Iktikad Maju	27/09/2017 08:06:57 AM	27/09/2017 08:08:15 AM	Active
SUPP000936	SOL MILLENNIUM MEDICAL (M) SDN BHD	26/09/2017 11:28:25 AM	26/09/2017 11:55:23 AM	Active
SUPP000318	VIGILENZ MEDICAL DEVICE SDN BHD	30/10/2013 04:32:35 PM	26/09/2017 09:42:35 AM	Active
SUPP000935	MEGAH AWANA ENTERPRISE	26/09/2017 08:55:32 AM	26/09/2017 08:57:32 AM	Active
SUPP000934	NAJAJA MEDICAL TRADE & SERVICES	25/09/2017 12:39:11 PM	25/09/2017 12:42:19 PM	Active
SUPP000933	Innowawasan Sdn Bhd	21/09/2017 04:58:22 PM	21/09/2017 05:04:44 PM	Active
SUPP000932	SAKSAMA MEDIK SDN. BHD.	21/09/2017 04:47:06 PM	21/09/2017 04:48:32 PM	Active
SUPP000930	ITP Academy Malaysia	21/09/2017 12:36:38 PM	21/09/2017 12:50:18 PM	Active
SUPP000931	Kerala Ayurvedic Treatment Centre	21/09/2017 12:45:09 PM	21/09/2017 12:49:42 PM	Active
SUPP000929	MAZ-WIN TRADING SDN BHD	21/09/2017 10:26:04 AM	21/09/2017 10:28:41 AM	Active

Figure 3.8.2-1 Supplier Listing Page

STEP 1

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

STEP 2

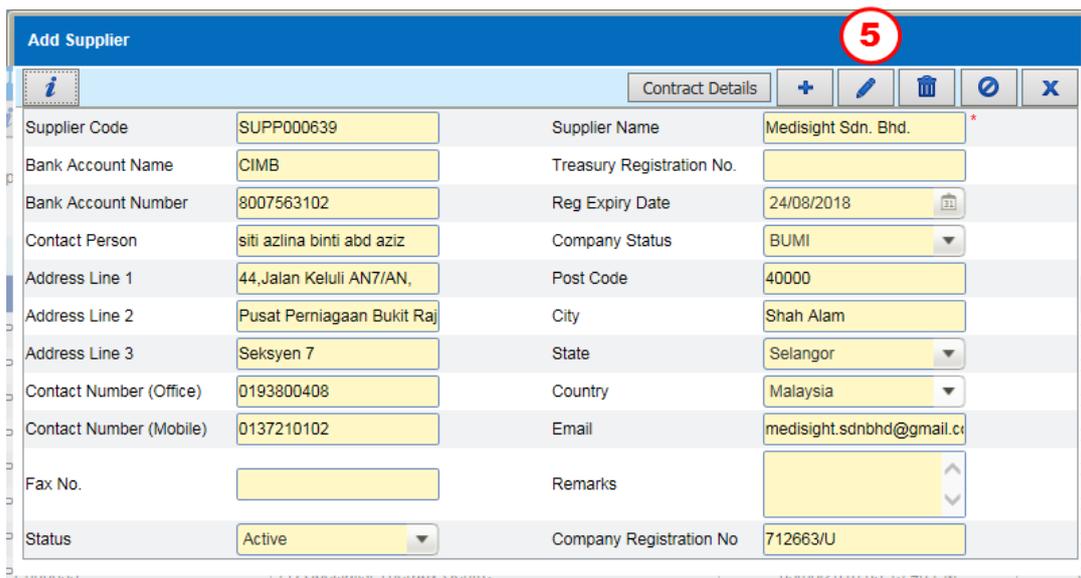
Search existing record by entering **Supplier Code** and/or **Supplier Name**

STEP 3

Click on the  button and system will display the related record

STEP 4

Click on the selected record

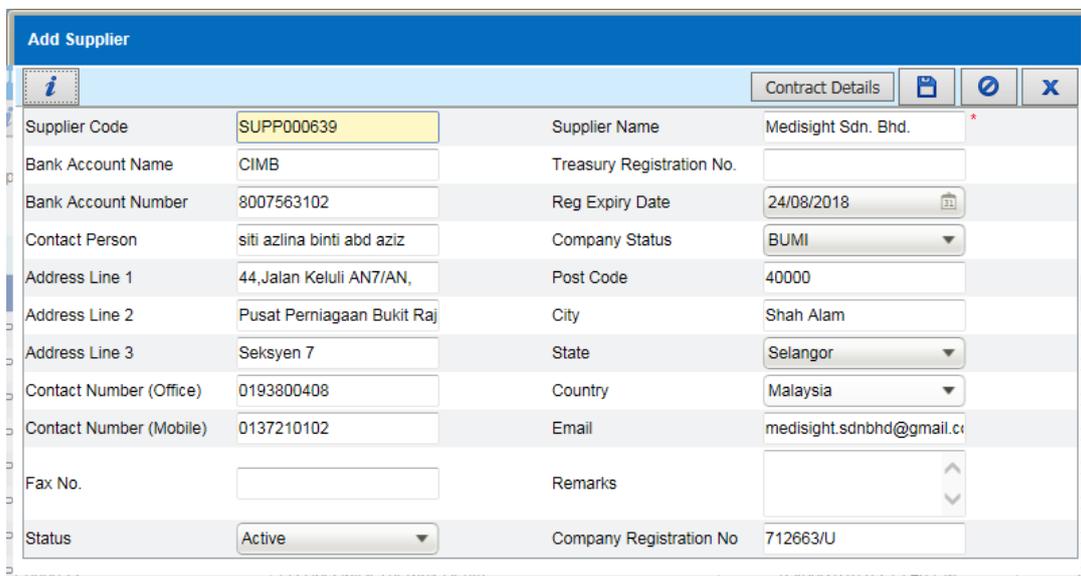


Add Supplier			
Supplier Code	SUPP000639	Supplier Name	Medisight Sdn. Bhd.
Bank Account Name	CIMB	Treasury Registration No.	
Bank Account Number	8007563102	Reg Expiry Date	24/08/2018
Contact Person	siti azlina binti abd aziz	Company Status	BUMI
Address Line 1	44,Jalan Keluli AN7/AN,	Post Code	40000
Address Line 2	Pusat Perniagaan Bukit Raj	City	Shah Alam
Address Line 3	Seksyen 7	State	Selangor
Contact Number (Office)	0193800408	Country	Malaysia
Contact Number (Mobile)	0137210102	Email	medisight.sdnbhd@gmail.co
Fax No.		Remarks	
Status	Active	Company Registration No	712663/U

Figure 3.8.2-2 Add Supplier

STEP 5

Click on the  button to edit the record



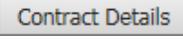
Add Supplier			
Supplier Code	SUPP000639	Supplier Name	Medisight Sdn. Bhd.
Bank Account Name	CIMB	Treasury Registration No.	
Bank Account Number	8007563102	Reg Expiry Date	24/08/2018
Contact Person	siti azlina binti abd aziz	Company Status	BUMI
Address Line 1	44,Jalan Keluli AN7/AN,	Post Code	40000
Address Line 2	Pusat Perniagaan Bukit Raj	City	Shah Alam
Address Line 3	Seksyen 7	State	Selangor
Contact Number (Office)	0193800408	Country	Malaysia
Contact Number (Mobile)	0137210102	Email	medisight.sdnbhd@gmail.co
Fax No.		Remarks	
Status	Active	Company Registration No	712663/U

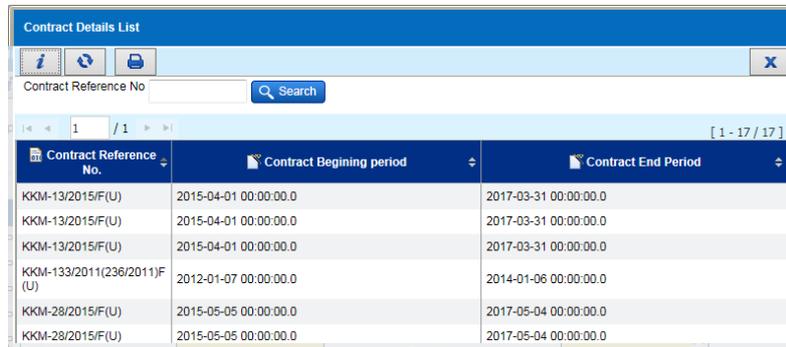
Figure 3.8.2-3 Add Supplier

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**

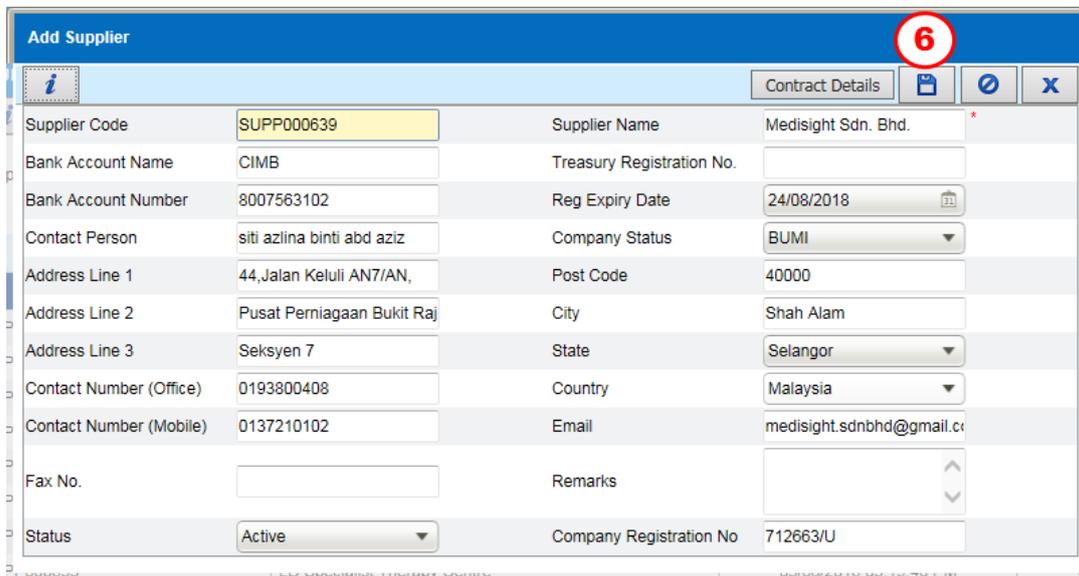
- Click on the  button to view **Contract Details** as Figure 3.8.2-4



Contract Reference No.	Contract Beginning period	Contract End Period
KKM-13/2015/F(U)	2015-04-01 00:00:00.0	2017-03-31 00:00:00.0
KKM-13/2015/F(U)	2015-04-01 00:00:00.0	2017-03-31 00:00:00.0
KKM-13/2015/F(U)	2015-04-01 00:00:00.0	2017-03-31 00:00:00.0
KKM-133/2011(236/2011)F(U)	2012-01-07 00:00:00.0	2014-01-06 00:00:00.0
KKM-28/2015/F(U)	2015-05-05 00:00:00.0	2017-05-04 00:00:00.0
KKM-28/2015/F(U)	2015-05-05 00:00:00.0	2017-05-04 00:00:00.0

Figure 3.8.2-4 Contract Details List

- Click on the  button to close the screen



Supplier Code	SUPP000639	Supplier Name	Medisight Sdn. Bhd.
Bank Account Name	CIMB	Treasury Registration No.	
Bank Account Number	8007563102	Reg Expiry Date	24/08/2018
Contact Person	siti azlina binti abd aziz	Company Status	BUMI
Address Line 1	44,Jalan Keluli AN7/AN,	Post Code	40000
Address Line 2	Pusat Perniagaan Bukit Raj	City	Shah Alam
Address Line 3	Seksyen 7	State	Selangor
Contact Number (Office)	0193800408	Country	Malaysia
Contact Number (Mobile)	0137210102	Email	medisight.sdnbhd@gmail.co
Fax No.		Remarks	
Status	Active	Company Registration No	712663/U

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

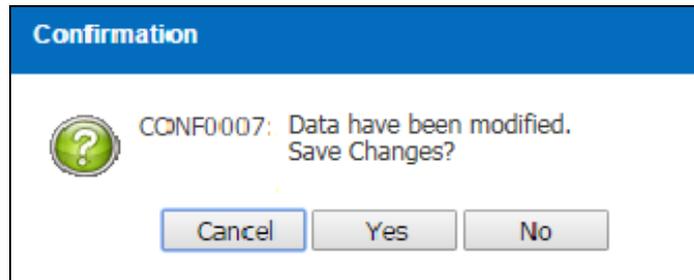
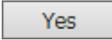
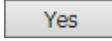


Figure 3.8.2-6 Confirmation Message

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

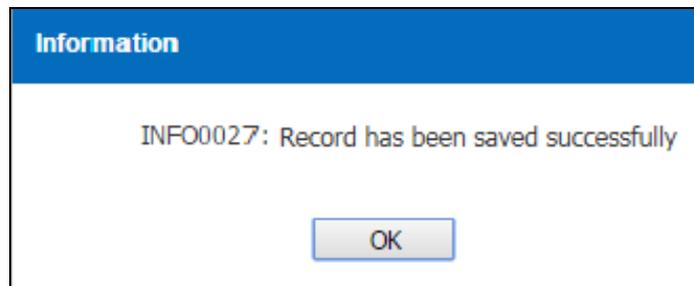


Figure 3.8.2-7 Information Message

- Click on the  button to confirmed the edited record

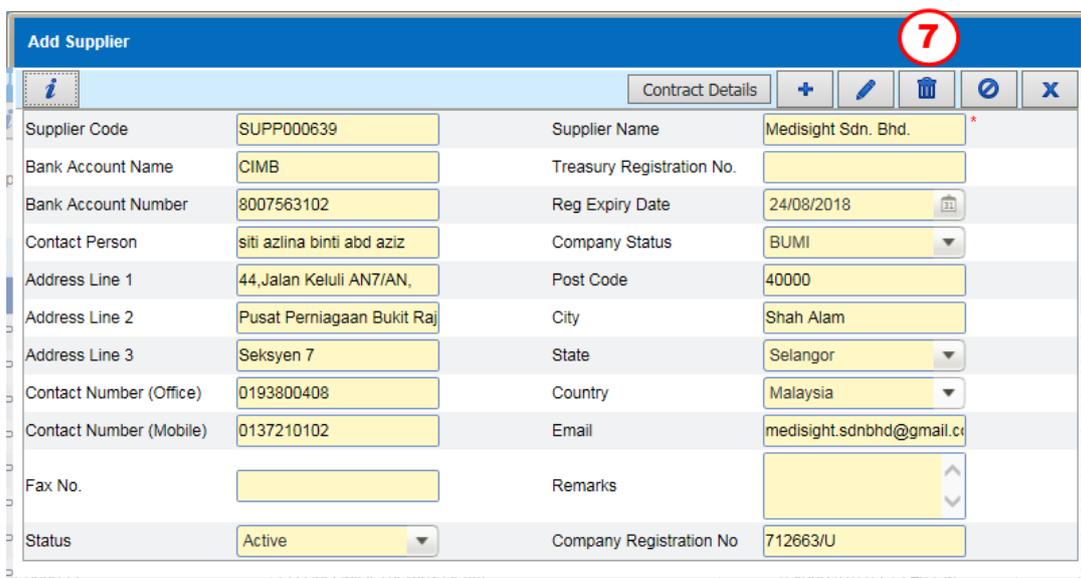


Figure 3.8.2-8 Add Supplier

STEP 7

Click on the  button to delete the record

Note

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

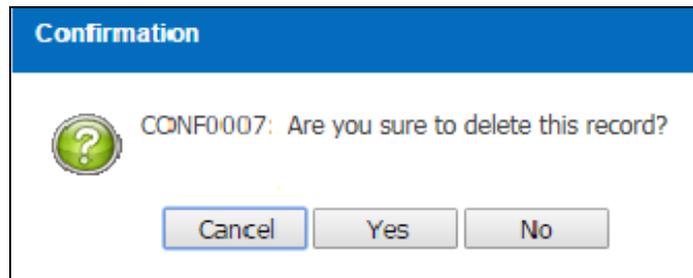


Figure 3.8.2-9 Confirmation Message

- 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:

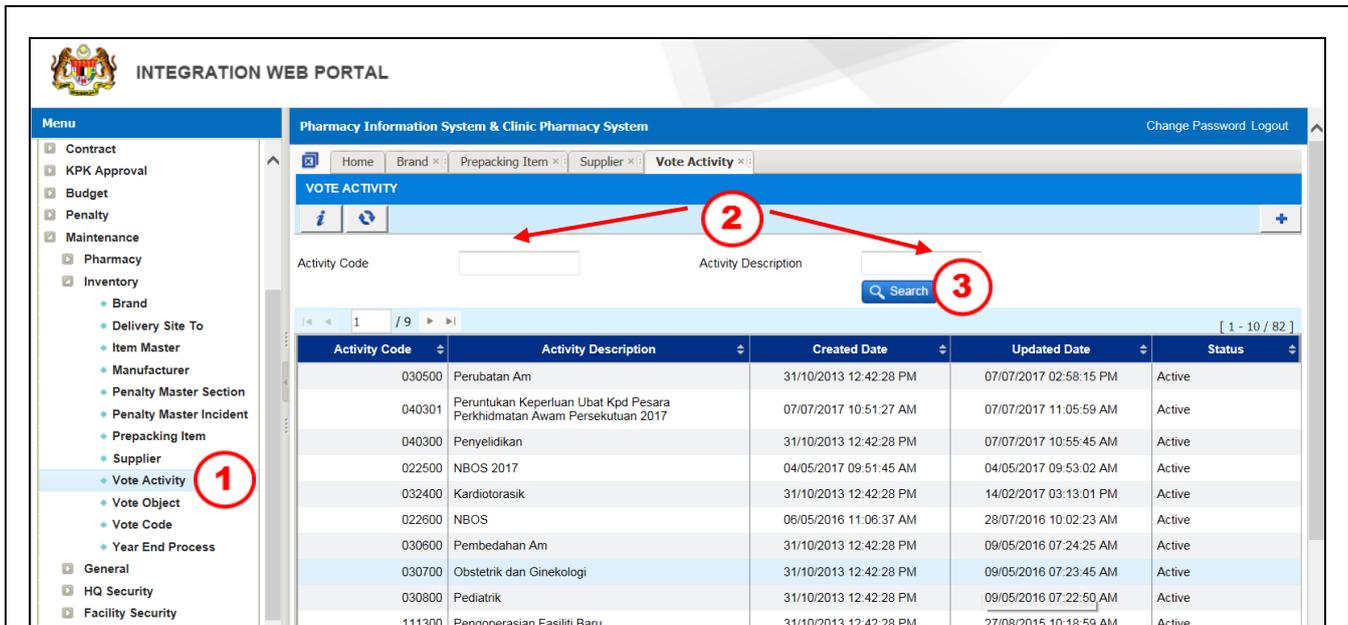


Figure 3.9.1-1 Vote Activity Listing Page

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 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 3.9.1-2

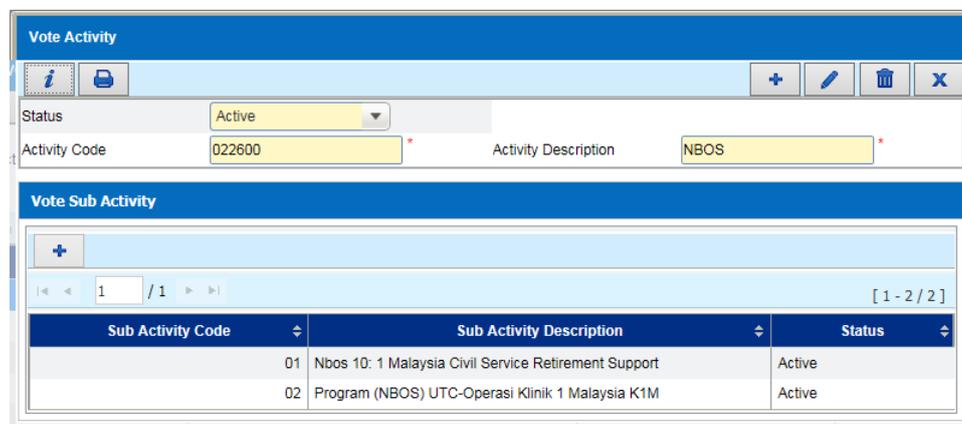


Figure 3.9.1-2 Vote Activity

Note

Click on the button to close the screen

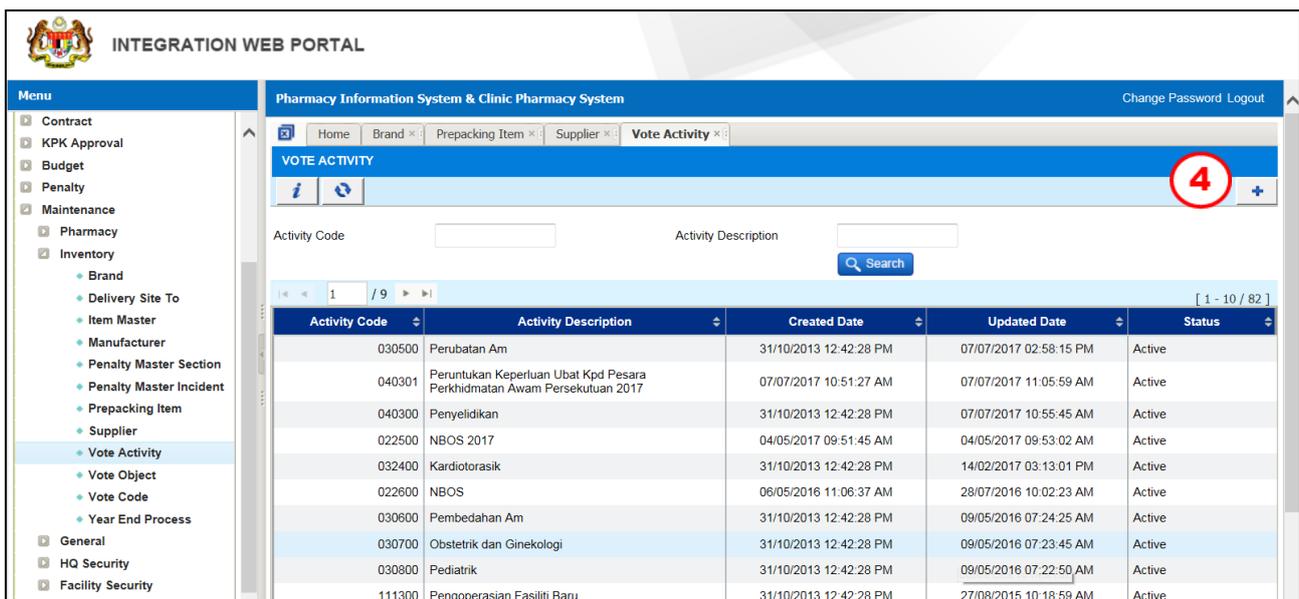


Figure 3.9.1-3 Vote Activity Listing Page

STEP 4

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

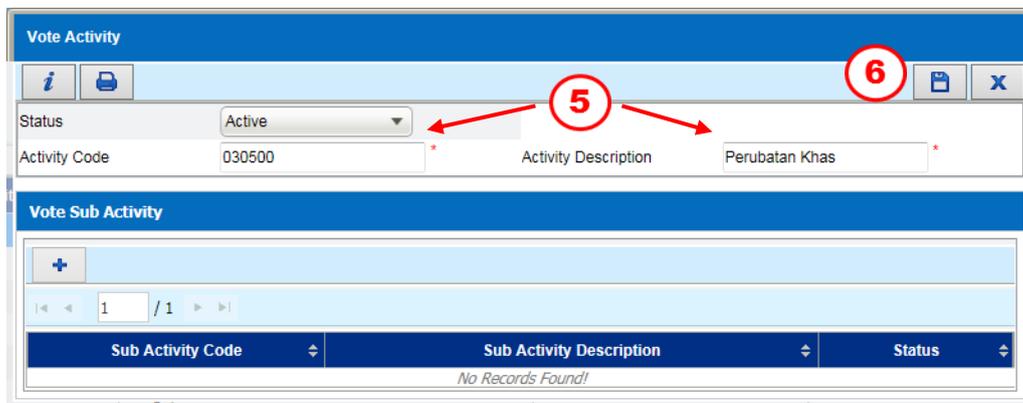


Figure 3.9.1-4 Vote Activity

STEP 5

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

STEP 6

Click on the  button to save the record

Note

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

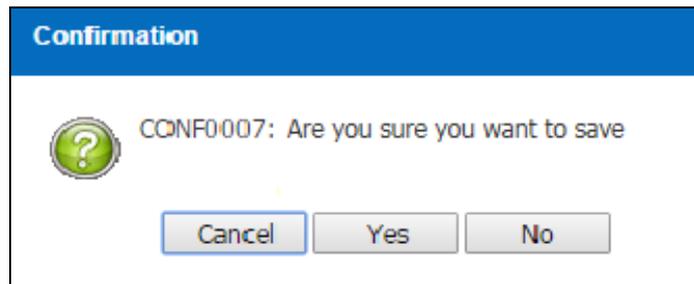
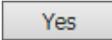
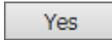


Figure 3.9.1-5 Confirmation Message

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

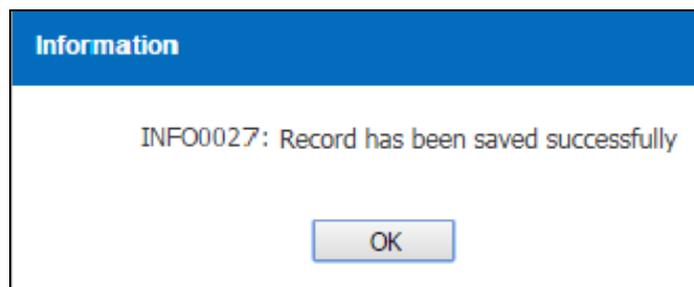


Figure 3.9.1-6 Information Message

- Click on the  button to confirmed the record

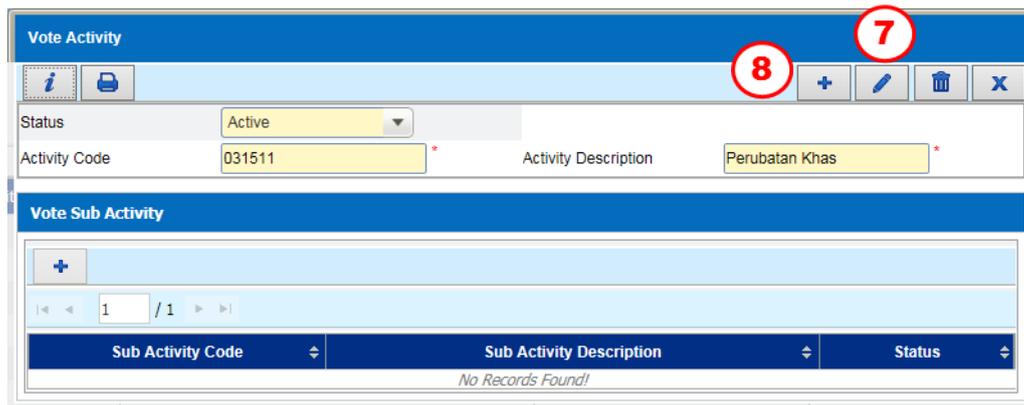


Figure 3.9.1-7 Vote Activity

STEP 7

Click on the  button to edit the record

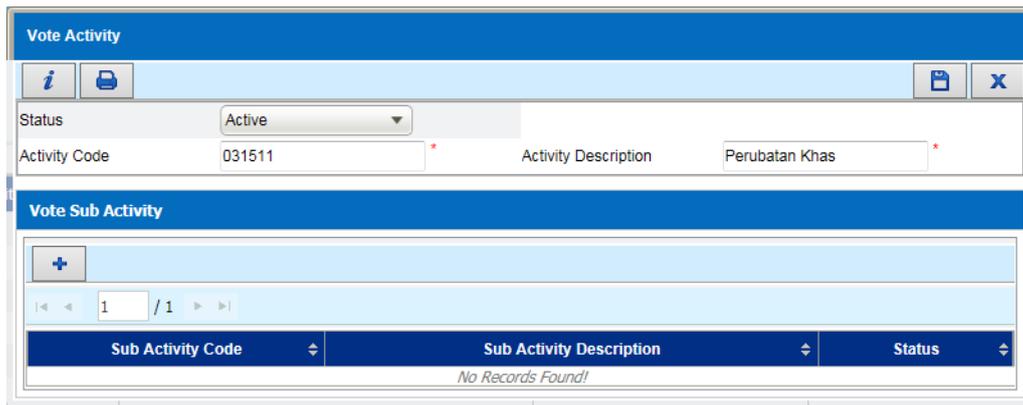


Figure 3.9.1-8 Vote Activity

STEP 8

Click on the  button to add Vote Sub Activity

Note

Vote Sub Activity will be displayed as Figure 3.9.1-9

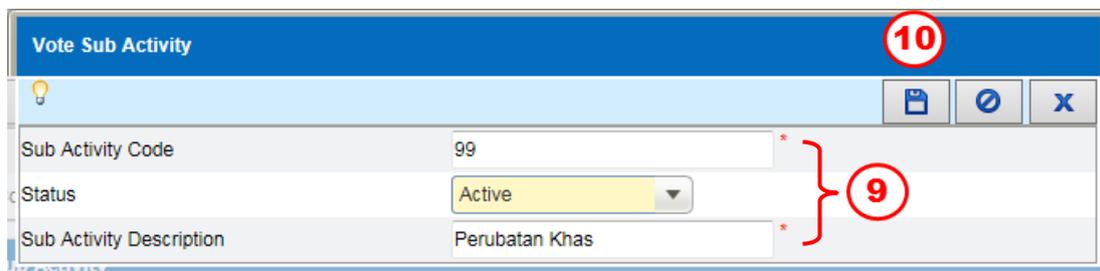


Figure 3.9.1-9 Vote Sub Activity

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

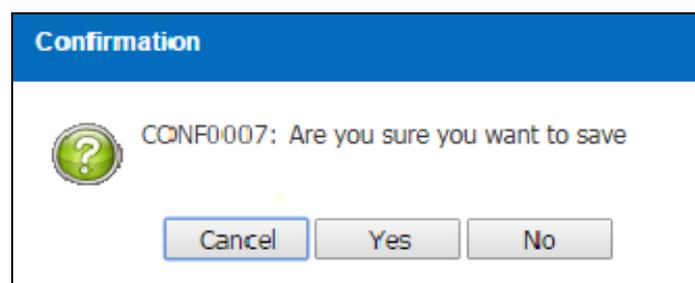
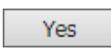


Figure 3.9.1-10 Confirmation Message

- 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  button to close the screen

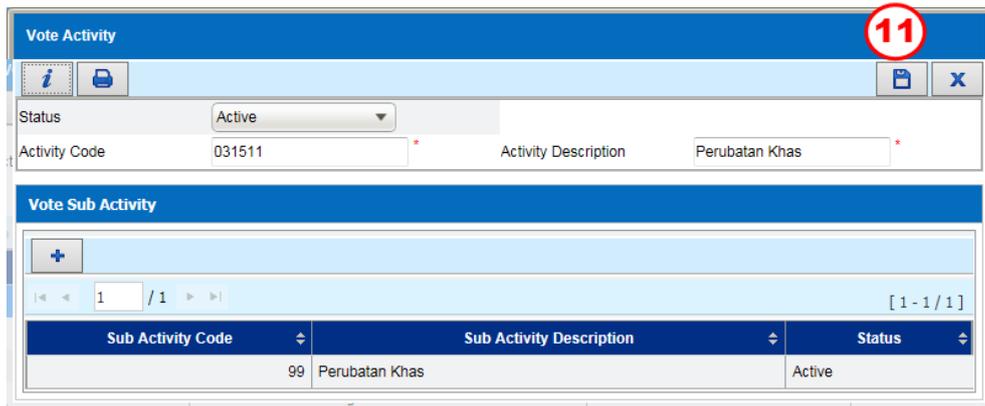


Figure 3.9.1-11 Vote Activity

STEP 11

Click on the  button to save the record

Note

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

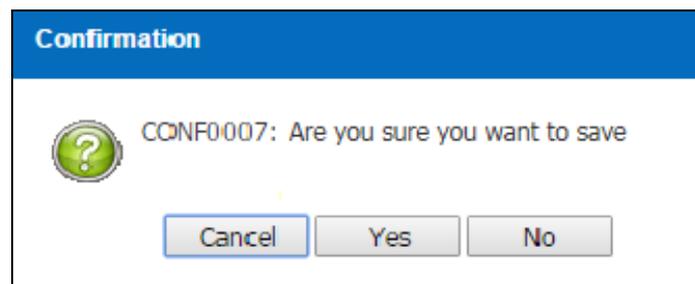
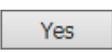


Figure 3.9.1-12 Confirmation Message

Click on the  button to save the record

3.9.2. Modify Vote Activity

To Modify Vote Activity records, perform the steps below:

Activity Code	Activity Description	Created Date	Updated Date	Status
030500	Perubahan Am	31/10/2013 12:42:28 PM	07/07/2017 02:58:15 PM	Active
040301	Peruntukan Keperluan Ubat Kpd Pesara Perkhidmatan Awam Persekutuan 2017	07/07/2017 10:51:27 AM	07/07/2017 11:05:59 AM	Active
040300	Penyelidikan	31/10/2013 12:42:28 PM	07/07/2017 10:55:45 AM	Active
022500	NBOS 2017	04/05/2017 09:51:45 AM	04/05/2017 09:53:02 AM	Active
032400	Kardiorasik	31/10/2013 12:42:28 PM	14/02/2017 03:13:01 PM	Active
022600	NBOS	06/05/2016 11:06:37 AM	28/07/2016 10:02:23 AM	Active
030600	Pembedahan Am	31/10/2013 12:42:28 PM	09/05/2016 07:24:25 AM	Active
030700	Obstetrik dan Ginekologi	31/10/2013 12:42:28 PM	09/05/2016 07:23:45 AM	Active
030800	Pediatrik	31/10/2013 12:42:28 PM	09/05/2016 07:22:50 AM	Active
111300	Pengoperasian Fasiliti Baru	31/10/2013 12:42:28 PM	27/08/2015 10:18:59 AM	Active

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 button and system will display the related record

STEP 4

Click on the selected record

Sub Activity Code	Sub Activity Description	Status
99	Perubahan Khas	Active

Figure 3.9.2-2 Vote Activity

STEP 5

Click on the button to edit the record

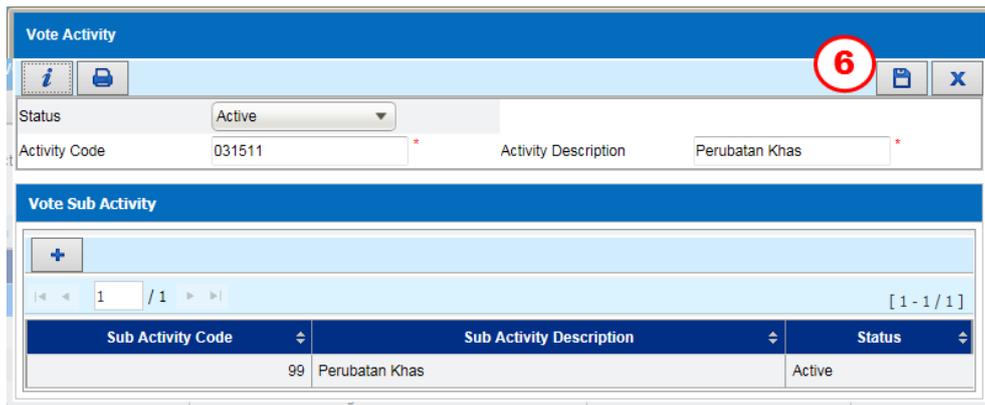


Figure 3.9.2-3 Vote Activity

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

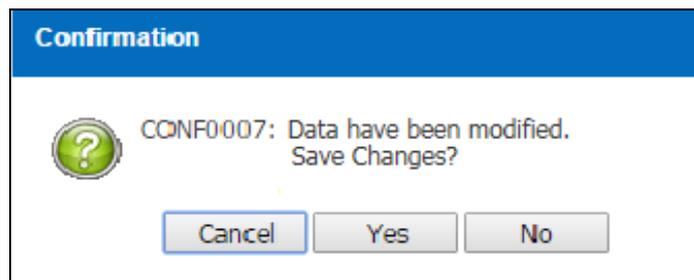
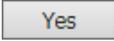
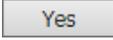


Figure 3.9.2-4 Confirmation Message

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

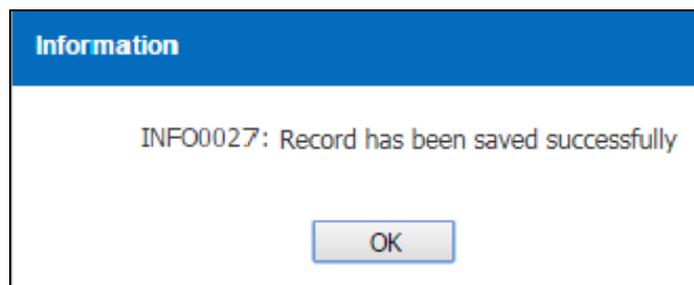


Figure 3.9.2-5 Information Message

- Click on the  button to confirmed the edited record

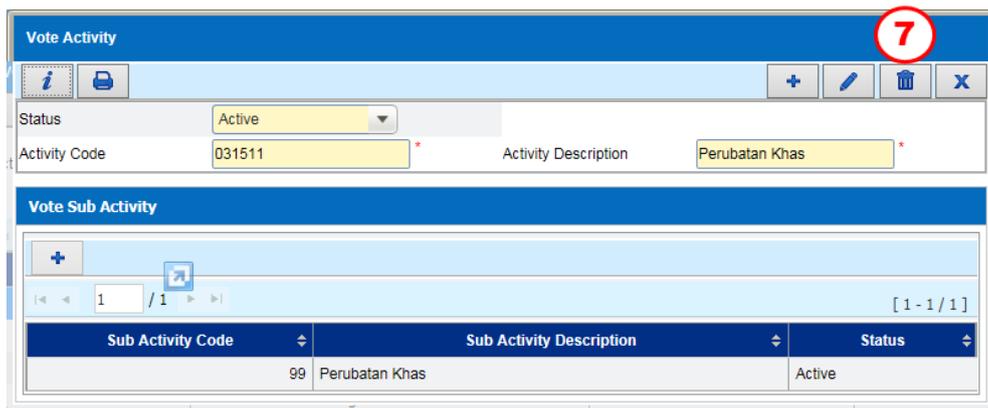
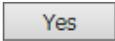


Figure 3.9.2-6 Vote Activity

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

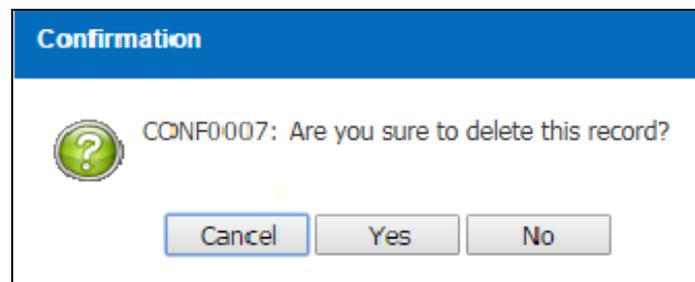


Figure 3.9.2-7 Confirmation Message

- 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:

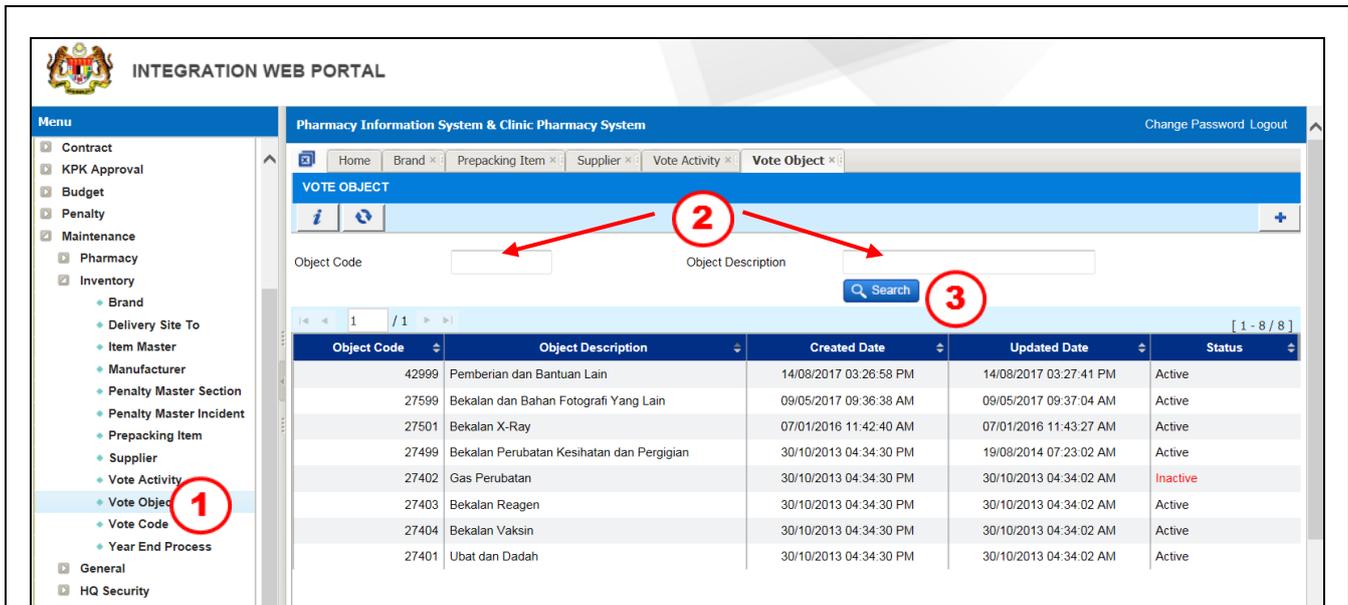


Figure 3.10.1-1 Vote Object Listing Page

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

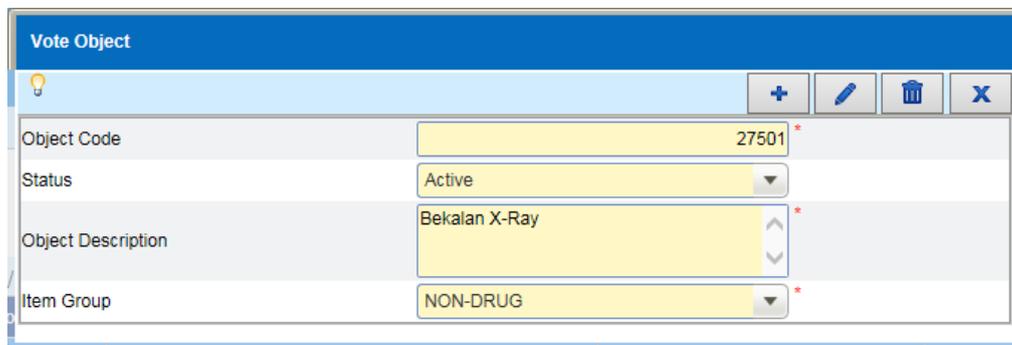


Figure 3.10.1-2 Vote Object

Note

Click on the button to close the screen

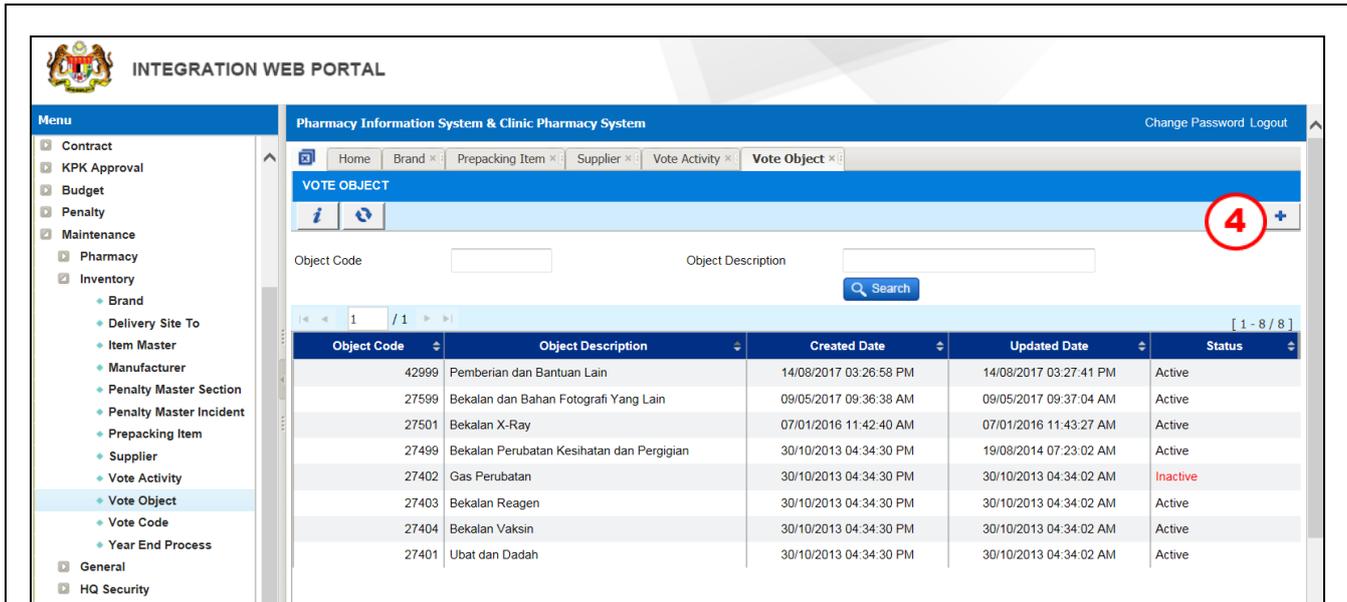


Figure 3.10.1-3 Vote Object Listing Page

STEP 4

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

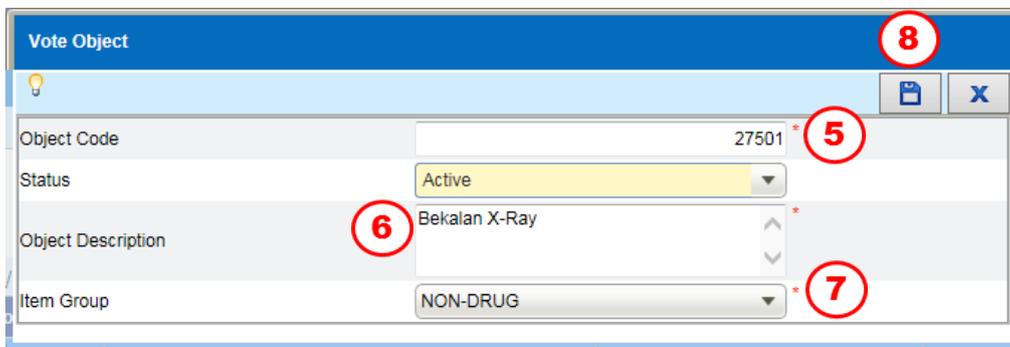


Figure 3.10.1-4 Vote Object

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

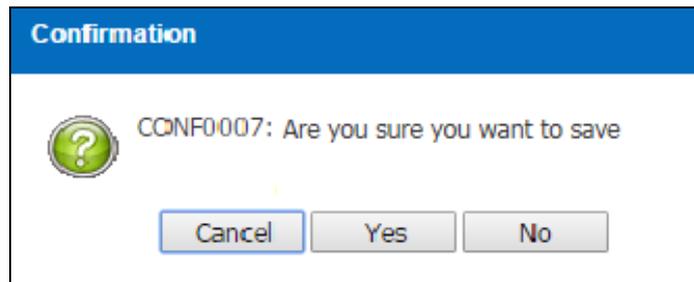
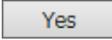
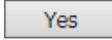


Figure 3.10.1-5 Confirmation Message

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

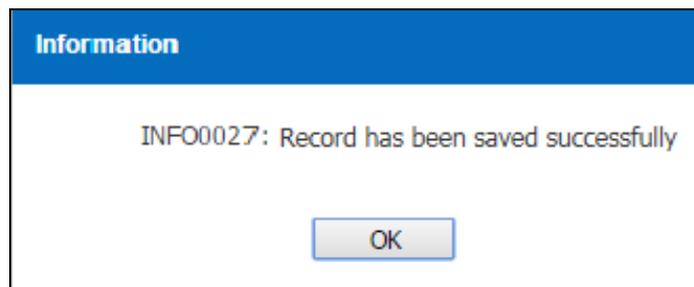
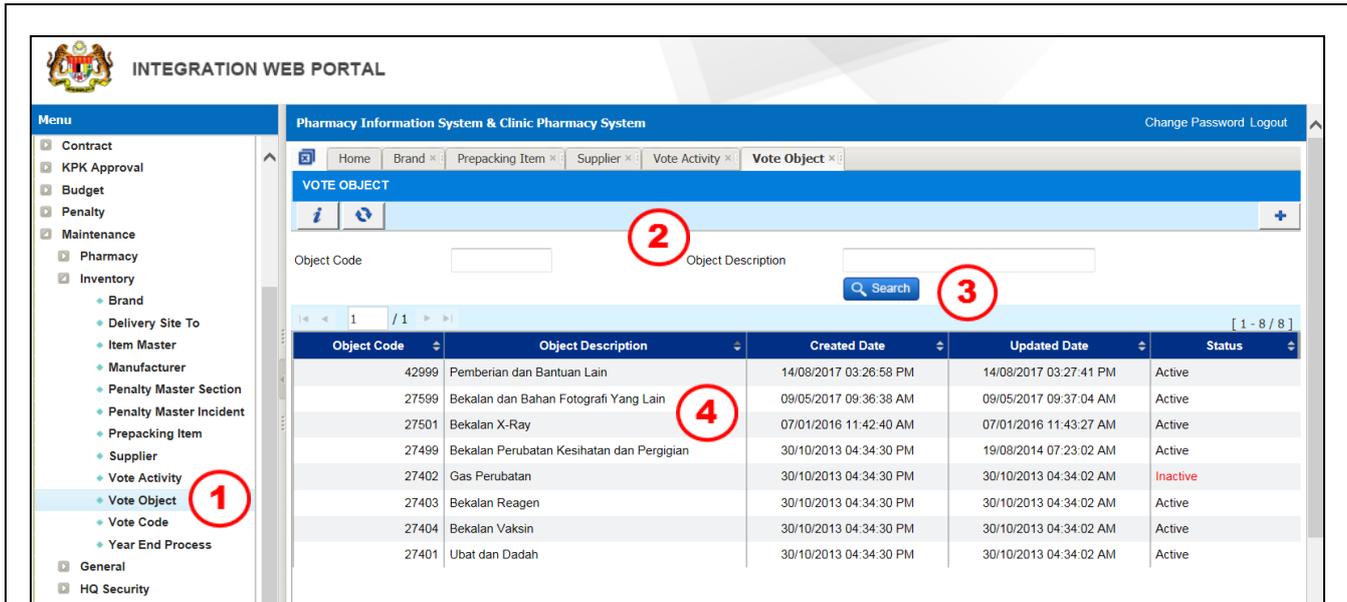


Figure 3.10.1-6 Information Message

- Click on the  button to confirmed the record

3.10.2. Modify Vote Object

To Modify Vote Object records, perform the steps below:



Object Code	Object Description	Created Date	Updated Date	Status
42999	Pemberian dan Bantuan Lain	14/08/2017 03:26:58 PM	14/08/2017 03:27:41 PM	Active
27599	Bekalan dan Bahan Fotografi Yang Lain	09/05/2017 09:36:38 AM	09/05/2017 09:37:04 AM	Active
27501	Bekalan X-Ray	07/01/2016 11:42:40 AM	07/01/2016 11:43:27 AM	Active
27499	Bekalan Perubatan Kesihatan dan Pergigian	30/10/2013 04:34:30 PM	19/08/2014 07:23:02 AM	Active
27402	Gas Perubatan	30/10/2013 04:34:30 PM	30/10/2013 04:34:02 AM	Inactive
27403	Bekalan Reagen	30/10/2013 04:34:30 PM	30/10/2013 04:34:02 AM	Active
27404	Bekalan Vaksin	30/10/2013 04:34:30 PM	30/10/2013 04:34:02 AM	Active
27401	Ubat dan Dadah	30/10/2013 04:34:30 PM	30/10/2013 04:34:02 AM	Active

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

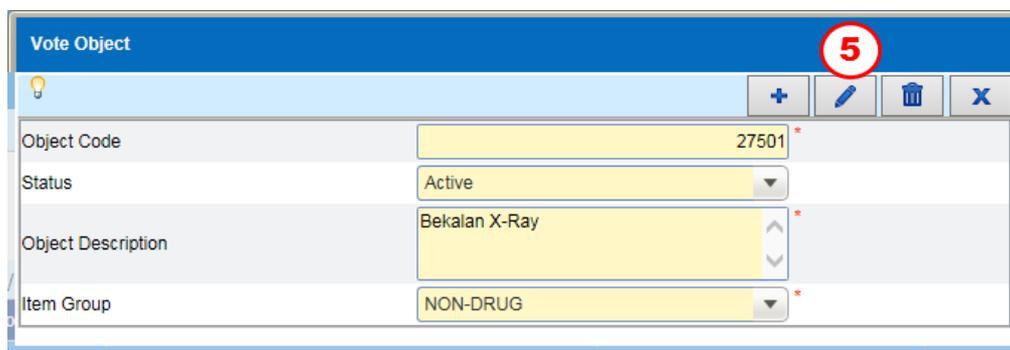


Figure 3.10.2-2 Vote Object

STEP 5

Click on the  button to edit the record

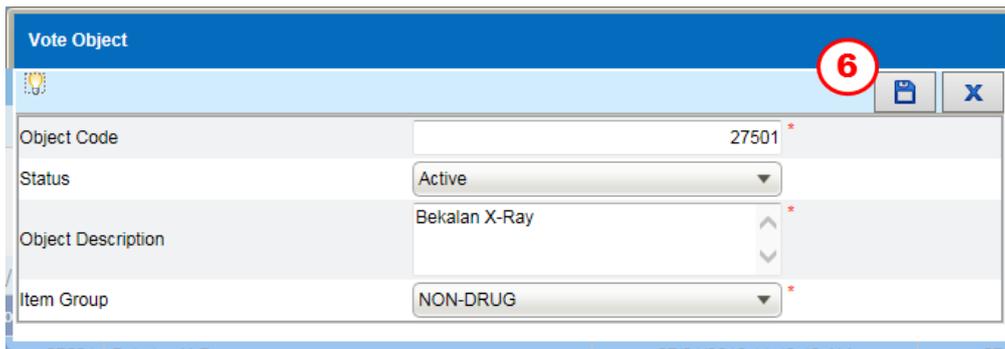


Figure 3.10.2-3 Vote Object

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

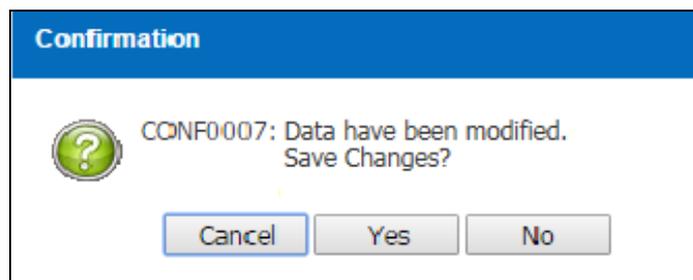
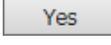
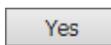


Figure 3.10.2-4 Confirmation Message

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

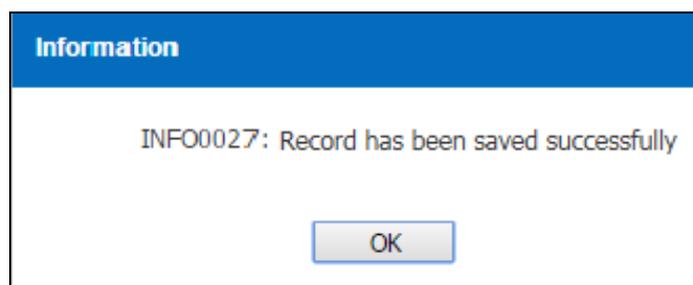
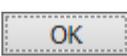


Figure 3.10.2-5 Information Message

Click on the  button to confirmed the edited record

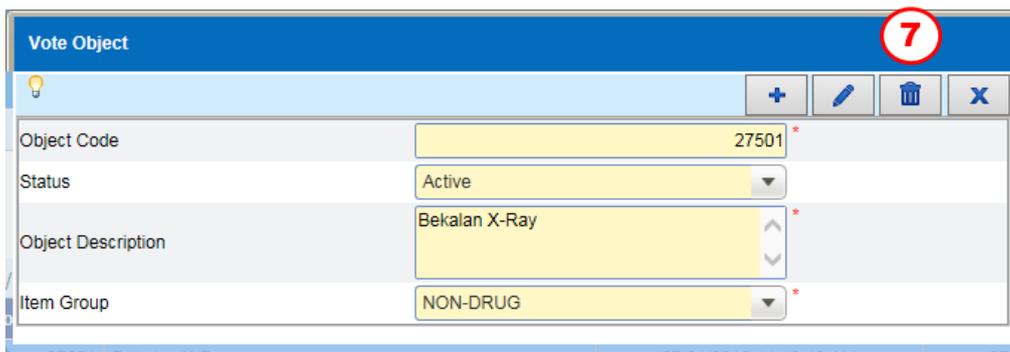


Figure 3.10.2-6 Vote Object

STEP 7

Click on the  button to delete the record

Note

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

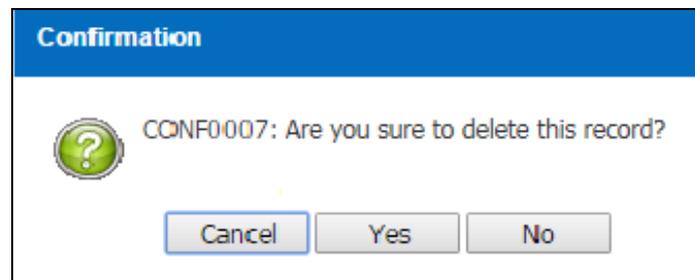
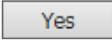


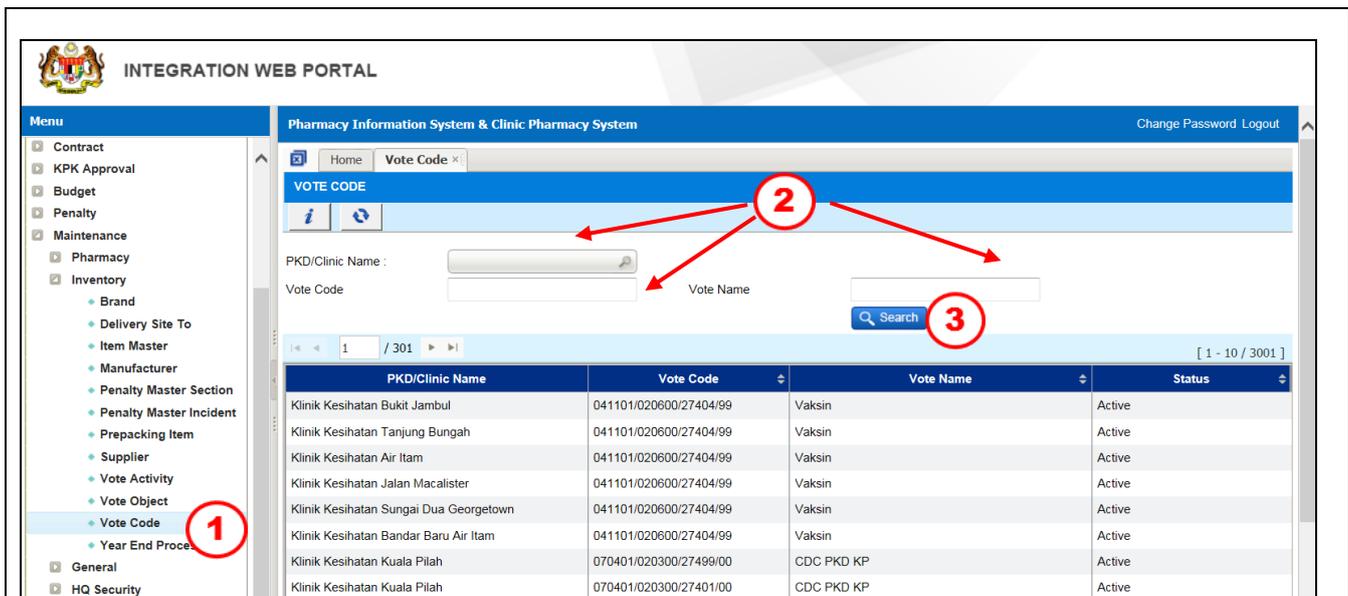
Figure 3.10.2-7 Confirmation Message

- Click on the  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:



PKD/Clinic Name	Vote Code	Vote Name	Status
Klinik Kesihatan Bukit Jambul	041101/020600/27404/99	Vaksin	Active
Klinik Kesihatan Tanjung Bungah	041101/020600/27404/99	Vaksin	Active
Klinik Kesihatan Air Itam	041101/020600/27404/99	Vaksin	Active
Klinik Kesihatan Jalan Macalister	041101/020600/27404/99	Vaksin	Active
Klinik Kesihatan Sungai Dua Georgetown	041101/020600/27404/99	Vaksin	Active
Klinik Kesihatan Bandar Baru Air Itam	041101/020600/27404/99	Vaksin	Active
Klinik Kesihatan Kuala Pilah	070401/020300/27499/00	CDC PKD KP	Active
Klinik Kesihatan Kuala Pilah	070401/020300/27401/00	CDC PKD KP	Active

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  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

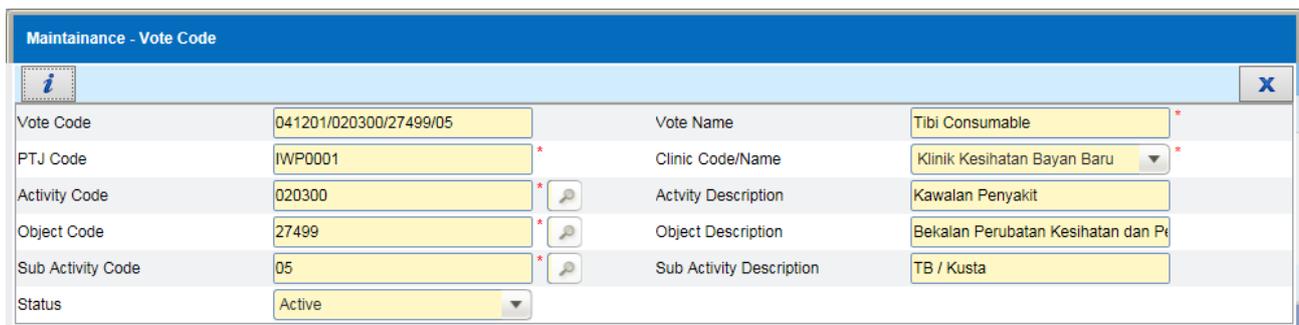


Figure 3.11.1-2 Maintenance – Vote Code

Note

Click on the  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:

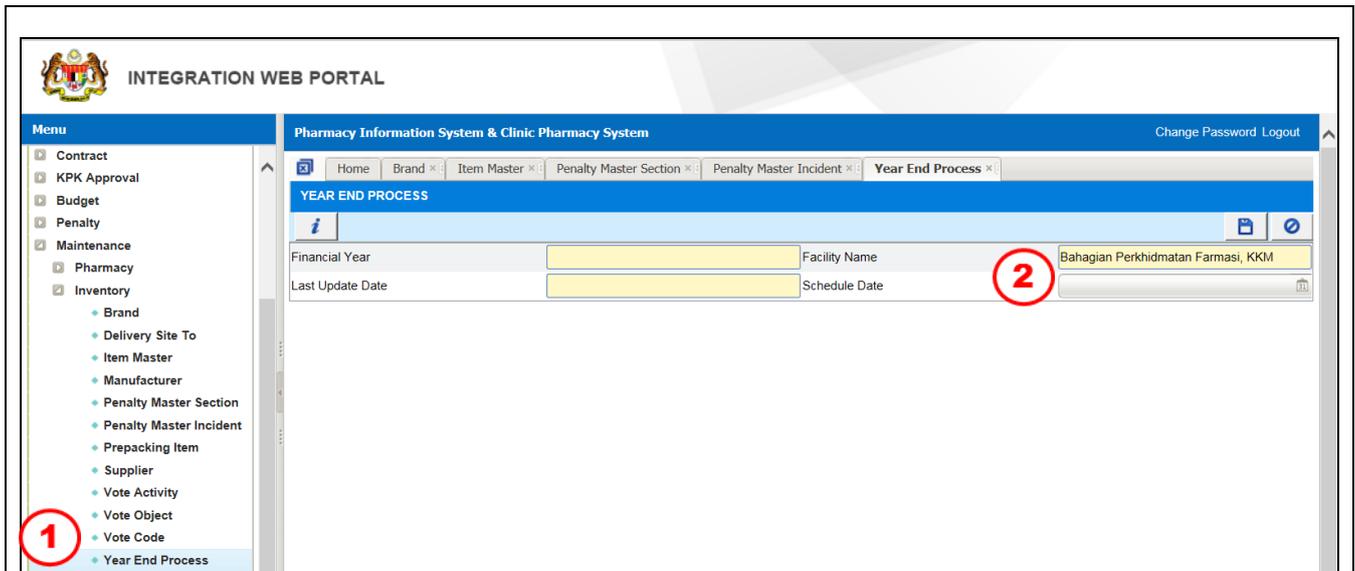


Figure 3.12.1-1 Year End Process

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	<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