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

User Manual
Integrated Web Portal (IWP)

Maintenance - General

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1.0 Introduction

1.1 Overview of PhIS

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

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

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

2.1 Purpose and Objectives

This user manual outlines the IWP (Maintenance – General) sub-module and its key features and functionalities. The primary objective is to help guide users through the process of completing PhIS application process.

User will understand the following activities in details:

- Create a new Maintenance for General
- Modify existing Maintenance for General

3.1 Organised Sections

These are the sections within this document:

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

2.0 Application Standard Features

2.1 PhIS Legend

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

Note

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

3.0 Maintenance (General)

Overview

Application maintenance describes the relationship, details of the data flow for each function, the details validation and data/information that required being setup for system purpose. The module will provide a portal for configuration guide for the user which describe the basic and advance featured available on the system. This featured allow user to view and modify existing record and also create new record for each module. This application enables the facility to perform any modification to existing setting.

User Group

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

Functional Diagram

Figure 3.1

Functional Description

Maintenance (General) module comprises of thirteen (13) main sub modules:

- **Town**

  Town screen allows user view existing Town record, create new record and modify the existing record. The screen shows list of town in Malaysia for patient demography recording purposes

- **Occupation**

  Occupation screen allows user view existing Occupation record, create new record and modify the existing record. Contains list of occupation for patient demography recording purposes.

- **External Facility**

  External Facility screen allows user view existing External Facility records, create new record and modify existing record. The screen shows Facility listing in KKM infrastructures which manage by HQ. The page indicates in details regarding a facility which used to cater integration between facilities.

- **Department**

  Department screen allows user view existing department records, create new record and modify existing record.

- **Requester Unit Group Master**

  Requester Unit Group Master Screen allows user view existing Requester Unit Group Master record, create new record and modify existing record.

- **IWP Config**

  IWP Config allows user view and modifies the existing record.

- **Non Drug**

  Non Drug screen allows user view existing Non Drug records, create new record and modify existing record. Non Drug is consumable items used in a hospital to deliver procedures and treatment to patients. The screen shows all non-drugs codes.

- **Item Sub Class**

  Item Sub Class screen allows user view existing Item Sub Class records, create new and modify existing record. The screen used to classify items in various other groups besides their origin on the basis of pharmacological properties like mode of action and their pharmacological action or activity such as Psychotropic/Narcotic, Virology, Tablet/Capsule and others.

- **Item Class**

  Item Class screen allows user view existing Item Class records, create new and modify existing record. The screen used to categories an item by its class such as internal preparation, external preparation, raw material, cytotoxic and others.

- **Reason Master**

  Reason Master Screen allows user view existing Reason Master records, create new and modify existing record. Reason Master screen is a list of all reasons that can be used in system such as reason for interventions, holding medications, stock adjustment and others.

- **Calendar**

  Calendar screen allows user to create or modify calendar records. The Calendar records will be used for all modules in PhIS system. User can add the information like public holiday and weekend inside the Calendar module

- **UOM**

  UOM screen allows user view existing UOM record, create new and modify the existing UOM records.

- **Reference Codes**

  Reference Codes allows user to view existing record, create new and modify existing record. Reference codes is listing page that support multiple system`s functionality. It contains fixed data variable that maintain by HQ to be used in pages so that any transaction and report are in line with system requirement.

3.1 Town

3.1.1 Create New Town Record

This function is used to create new town record

Figure 3.1.1-1 Town Listing Page

STEP 1

Click on 'Maintenance' followed by 'General'. Click on 'Town' sub menu.

STEP 2

Click on the button to create new record for Town and fill the transaction as shown on Figure 3.1.1-2

Figure 3.1.1-2 Town Master

STEP 3

Fill all the criteria with *

- Click on the Drop Down Button to choose the ***State***
- Fill the ***Town Code***
- Fill the ***Town Description***

STEP 4

Click on the button to save the record for Town.

Note

- *Confirmation message as shown in* Figure 3.1.1-3 will *be displayed after user save the record*

Figure 3.1.1-3 Confirmation Message

- *Record will save when user click on the* OK *button as shown in* Figure 3.1.1-4

Figure 3.1.1-4 Information Message

- *Click on the* X *button to close the Item Class screen.*

3.1.2 View and Modify Town Record

This function is used to view and modify Town record:

Figure 3.1.2-1 Town Listing Page

STEP 1

Click on 'Maintenance' followed by 'General'. Click on 'Town' sub menu.

STEP 2

These search criteria can be used to search for existing Town records:

a) ***Town Code***
b) ***Town Description***
c) ***Status***

STEP 3

Click on the

button. The result(s) display will be based on the entered criteria.

STEP 4

Double click on the selected record and the details of the Town will be displayed as Figure 3.1.2-2.

Figure 3.1.2-2 Town Master

Step 5

Click on the button to edit the Town screen and fill

Step 6

Fill all the criteria with *

- Click on the Drop Down Button to choose the ***State***
- Fill the ***Town Code***
- Fill the ***Town Description***

Figure 3.1.2-3 Town Master

Step 7

Click on the button to save the record for Town

Note

- *Record will save when user click on the* OK *button as shown in Figure 3.1.2-4*

Figure 3.1.2-4 Information Message

- *Click on the button to delete the record on the system and the status will be inactive*
- *Click on the button to close the Town screen.*

3.2 Occupation

This function is used to view and edit Occupation record:

3.2.1 Create New Occupation Record

This function is used to create new Occupation record

Figure 3.2.1-1 Occupation Listing Page

STEP 1

Click on 'Maintenance' followed by 'General'. Click on 'Occupation' sub menu

STEP 2

Click on the button to create new transaction for Occupation and fill the transaction as shown on Figure 3.2.1-2

Figure 3.2.1-2 Create New Occupation

Step 3

Fill all the criteria with

- Fill the ***Occupation Code***
- Fill the ***Occupation Description***
- Click on the Drop Down Box to choose ***Status*** for the occupation

STEP 4

Click on the button to save the record for Occupation

Note

- *Confirmation message as shown in Figure 3.2.1-3 will be displayed after user save the record*

Figure 3.2.1-3 Confirmation Message

- *Record will save when user click on the* OK *button as shown in Figure 3.2.1-4*

Figure 3.2.1-4 Information Message

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

3.2.2 View and Modify Occupation Record

This function is used to view and modify Occupation record

Figure 3.2.2-1 Occupation Listing Page

.

STEP 1

Click on 'Maintenance' followed by 'General'. Click on 'Occupation' sub menu

STEP 2

To search for existing Reason Master records, user may search by criteria as follow:

a) Occupation Code
b) Occupation Description

STEP 3

Click on the button. The result(s) display will be based on the entered criteria.

STEP 4

Double click on the selected record and the details of the Occupation record will be displayed as Figure 3.2.2-2

Figure 3.2.2-2 Occupation

Step 5

Click on the button to edit the Occupation screen and fill

Figure 3.2.2-3 Occupation

Step 6

Fill all the criteria with *

- Fill the ***Occupation Code***
- Fill the ***Occupation Description***
- Click on the Drop Down Box to choose ***Status*** for the occupation

Step 7

Click on the button to save the record for Occupation

Note

- *Information message as shown in Figure 3.2-4 will be displayed after user save the record*
- *Record will save when user click on the OK button as shown in Figure 3.2.2-4*

Figure 3.2.2-4 Information Message

- *Click on the button to delete the record on the system and the status will be inactive*
- *Click on the button to close the Occupation screen.*

3.3 External Facility

External Facility screen allows user to view existing External Facility records.

3.3.1 Create New Record External Facility

External Facility screen allows user to create new External Facility records

Figure 3.3.1-1 External Facility Listing Page

STEP 1

Click on 'Maintenance' followed by 'General'. Click on 'External Facility' sub menu

STEP 2

Click on the button to create new transaction for External Facility and fill the transaction as shown on Figure 3.3.1-2

Figure 3.3.1-2 External Facility

Step 3

Filling all criteria with *

- Choose ***Facility List*** from the Drop Down Box
  - HQ
  - Hospital
  - KB1M
  - KD
  - KK
  - KK1M
  - KKIA
  - KP
  - MUSN/PBFN
  - PKD

- Choose ***Facility Type*** from the Drop Down Box
  - General
  - Main
  - Specialist

- Filling the ***Facility Name***
- Choose ***Country*** from the Drop Down Box. System will set Malaysia as default Country

- Choose ***State*** from the Drop Down Box
  - Johor
  - Kedah

- Kelantan
- Luar negeri
- Melaka
- Negeri Sembilan
- Pahang
- Perak
- Perlis
- Pulau pinang
- Sabah
- Sarawak
- Selangor
- Terengganu
- WP Kuala Lumpur
- WP Labuan
- WP Putrajaya

- Fill the ***PTJ Code***
- Choose ***Status*** from the Drop Down Box
  - Active
  - Inactive

- Filling the ***PTJ Name***
- Choose ***JKN*** from the Drop Down Box
- Fill the ***Server IP, Server Port***
- Choose ***MOH Facility*** and ***Queue Active***

STEP 4

Click on the button to save the transaction as Figure 3.3.1-2

Note

- *Confirmation message as shown in Figure 3.3.1-3 will be displayed after user save the record*

Figure 3.3.1-3 Confirmation Message

- *Record will save when user click on the*

button as shown in Figure 3.3.1-4

Figure 3.3.1-4 Information Message

- *Click on the* *button to close the Item Class screen.*

3.3.2 View and Modify External Facility

External Facility screen allows user to view and modify External Facility records

Figure 3.3.2-1 External Facility Listing Page

STEP 1
Click on 'Maintenance' followed by 'General'. Click on 'External Facility' sub menu

STEP 2
To search for existing External Facility records, user may search by criteria as follow:

a) Code
b) Name
c) Facility List
- ***All***
- ***Hospital***
- ***PKD***
- ***KK***
- ***MUSN/PBFN***
- ***HQ***

d) State

STEP 3
Click on the

button. The result(s) display will be based on the entered criteria.

STEP 4
Double click on the selected record and the details of the External Facility record will be displayed as Figure 3.3.2-2

Figure 3.3.2-2 External Facility

Step 5

Click on the *button to edit the Item Class screen and fill*

Figure 3.3.2-3 External Facility

Step 6

Filling all criteria with *

- Choose ***Facility List*** from the Drop Down Box
  - HQ
  - Hospital
  - KB1M
  - KD
  - KK
  - KK1M
  - KKIA
  - KP
  - MUSN/PBFN
  - PKD

- Choose ***Facility Type*** from the Drop Down Box
  - General
  - Main
  - Specialist

- Filling the ***Facility Name***
- Choose ***Country*** from the Drop Down Box. System will set Malaysia as default Country

- Choose ***State*** from the Drop Down Box
  - Johor
  - Kedah
  - Kelantan

- Melaka
- Negeri Sembilan
- Pahang
- Perak
- Perlis
- Pulau pinang
- Sabah
- Sarawak
- Selangor
- Terengganu
- WP Kuala Lumpur
- WP Labuan
- WP Putrajaya

- Filling the ***PTJ Code***
- Choose ***Status*** from the Drop Down Box
  - Active
  - Inactive

- Filling the ***PTJ Name***
- Choose ***JKN*** from the Drop Down Box
- Fill the ***Server IP, Server Port***
- Choose ***MOH Facility*** and ***Queue Active***

STEP 7

Click on the button to save the record

Note

- *Confirmation message as shown in Figure 3.3.2-4 will be displayed after user save the record*

Figure 3.3.2-4 Confirmation Message

- *Record will save when user click on the*

button as shown in Figure 3.3.2-5

Figure 3.3.2-5 Information Message

- *Click on the* *button to delete the record on the system and the status will Inactive*
- *Click on the* *button to close the External Facility screen.*

3.4 Department

Department screen allows user to view existing department records.

3.4.1 Create New Record Department

Department screen allows user to create new department records.

Figure 3.4.1-1 Department Listing Page

STEP 1

Click on 'Maintenance' followed by 'General'. Click on 'Department' sub menu

STEP 2

Click on the button to create new record for Department and fill the record as shown on Figure 3.4.1-2

Figure 3.4.1-2 Department

STEP 3

Fill all the criteria with *

- ***Department Code***
- ***Department Name***
- ***SMRP Department Code***

- Choose **Status** from the Drop Down Box
  - Active or Inactive

STEP 4

Click + Add New button to add new ***Discipline List***

Figure 3.4.1-3 Discipline

STEP 5

Fill all the criteria with *

- Click on the button to search ***Discipline Code*** as per Figure 3.4.1-4

Figure 3.4.1-4 Discipline

Note

Double click on the Discipline Code, Discipline Name and Status automatically update by the system.

Figure 3.4.1-5 Discipline

STEP 6

Click on the button to save the record

Note

- *Confirmation message as shown in Figure 3.4.1-6 will be displayed after user save the transaction*

Figure 3.4.1-6 Confirmation Message

- *Record will save when user click on the*

button as shown in Figure 3.4.1-7

Figure 3.4.1-7 Information Message

- *Click on the*

button to close the Department screen.

3.4.2 View and Modify Record Department

Department screen allows user to view and modify existing department records

Figure 3.4.2-1 Department Listing Page

STEP 1

Click on 'Maintenance' followed by 'General'. Click on 'Department' sub menu

STEP 2

To search for existing department records, user may search by criteria as follow:

b) Department Code
c) Department Name

STEP 3

Click on the button. The result(s) display will be based on the entered criteria.

STEP 4

Double click on the selected record and the details of the Department record will be displayed as Figure 3.4.2-1

Figure 3.4.2-2 Department

STEP 5

Click on the button to edit the record as shown in Figure 3.4.2-2

STEP 6

Fill all the criteria with

- ***Department Code***
- ***Department Name***
- ***SMRP Department Code***

Choose ***Status*** from the Drop Down Box

- Active or Inactive

Click on the Add New button for ***Discipline List*** if necessary.

Figure 3.4.2-3 Department

STEP 7

Click on the button to save the transaction

Note

- *Confirmation message as shown in Figure 3.4.2-5 will be displayed after user save the record*

Figure 3.4.2-4 Confirmation Message

- *Record will save when user click on the* OK *button as shown in Figure 3.4.2-5*

Figure 3.4.2-5 Information Message

Note

- *Click on the button to create new transaction for Department and fill the transaction as shown on Figure 3.4.2-2*
- *Click on the button to delete the record on the system and status automatically will be Inactive*
- *Click on the button to close the Department screen.*

3.5 Request Unit Group Master

Requester Unit Group Master screen allows user to view existing Requester Unit Group Master records

3.5.1 Create New Record Request Unit Group Master

Requester Unit Group Master screen allows user to create new Requester Unit Group Master records

Figure 3.5.1-1 Request Unit Group Master Listing Page

STEP 1

Click on 'Maintenance' followed by 'General'. Click on 'Request Unit Group Master' sub menu

STEP 2

Click on the button to create new transaction for Requester Unit Group Master and fill the transaction as shown on Figure 3.5.1-2

Figure 3.5.1-2 Request Unit Group Master Listing Page

STEP 3

Fill all the criteria with

- Fill the ***Unit Group Name***
- Click on the Drop Down Box to choose ***Unit Group Level***
- Click on the Drop Down Box to choose ***Status*** for requester unit group
- Fill the Unit Group Level Name

STEP 4

Click on the button to save the transaction for Requester Unit Group Master as shown in Figure 3.5.1-2

Note

- *Confirmation message as shown in Figure 3.5.1-3 will be displayed after user save the record*

Figure 3.5.1-3 Confirmation Message

- *Record will save when user click on the* OK *button as shown in Figure 3.5.1-4*

Figure 3.5.1-4 Information Message

- *Click on the button to close the Requester Unit Group Master screen.*

3.5.2 View and Modify Record Request Unit Group Master

Requester Unit Group Master screen allows user to view existing and modify Requester Unit Group Master records.

Figure 3.5.2-1 Request Unit Group Master Listing Page

STEP 1

Click on 'Maintenance' followed by 'General'. Click on 'Request Unit Group Master' sub menu

STEP 2

These search criteria allows to search for existing Requester Unit Group Master records:

a) ***Unit Group Code***
b) ***Unit Group Name***
c) ***Unit Group Level***
   - ***All***
   - ***Level 1***
   - ***Level 2***
   - ***Level 3***

STEP 3

Click on the

button. The result(s) display will be based on the entered criteria.

STEP 4

Double click on the selected record and the details of the Requester Unit Group Master record will be displayed as Figure 3.5.2-2

Figure 3.5.2-2 Requester Unit Group Master

STEP 5

Click on the button to edit the Requester Unit Group screen and fill

Figure 3.5.2-3 Requester Unit Group Master

STEP 6

Fill all the criteria with

- Fill the **Unit Group Name**
- Click on the Drop Down Box to choose **Unit Group Level**
- Click on the Drop Down Box to choose **Status** for requester unit group
- Fill the **Unit Group Level Name**

STEP 7

Click on the button to save the transaction for Requester Unit Group Master as shown in Figure 3.5.2-3

Note

- *Confirmation message as shown in Figure 3.5.2-4 will be displayed after user save the record*

Figure 3.5.2-4 Confirmation Message

- *Record will save when user click on the* *button as shown in Figure 3.5.2-5*

Figure 3.5.2-5 Information Message

Note

- *Click on the* *button to create new transaction for Requester Unit Group Master and fill the record as shown on Figure 3.5.2-2*
- *Click on the* *button to delete the record on the system and status automatically will be Inactive*
- *Click on the* *button to close the Requester Unit Group Master screen.*

3.6 IWP Config

IWP Config screen allows user to view existing IWP Config records

3.6.1 Edit IWP Config

IWP Config screen allows user to view and modify existing IWP Config records

Figure 3.6.2-1 IWP Config Screen

STEP 1

Click on 'Maintenance' followed by 'General'. Click on 'IWP Config' sub menu.

STEP 2

Click on the button to edit IWP Config Information for any changes.

Figure 3.6.1-2 IWP Config Screen

STEP 3

Fill all the criteria with

- ***IWP Name***
- ***IWP Category***
- ***PTJ Code***
- Fill all the criteria in ***IWP Config Information*** section
- Fill all the criteria in ***Integration Interval*** section

STEP 4

User can click on the *button to save the transaction for IWP Config as shown in Figure 3.6.1-3*

Note

- *Alert message as shown in Figure 3.6.1-4will be displayed after user save the transaction*

Figure 3.6.1-3 Confirmation Message

- *Record will save when user click on the* OK *button as shown in Figure 3.6.1-5*

Figure 3.6.1-4 Information Message

3.7 Non Drug

Non Drug screen allows user to view existing Non Drug records

3.7.1 Create New Record Non Drug

Non Drug screen allows user to create new Non Drug records

Figure 3.7.1-1 Non Drug Listing Page

STEP 1

Click on 'Maintenance' followed by 'General'. Click on 'Non Drug' sub menu

STEP 2

Click on the button to create new record for Non Drug and fill the transaction as shown on Figure 3.7.1-2

Figure 3.7.1-2 Non Drug

STEP 3

Filling all criteria with *

- ***Non Drug Name***
- Click on the button to search ***Item Class*** for Non Drug
- Click on the Drop Down Box Button to choose ***Item Specific***
- Click on the button to search ***SKU*** for Non Drug
- Click on the button to search for ***Item Sub Class***
- Click on the Drop Down Box to choose ***Status*** Active or Inactive

STEP 4

Click on the button to save the transaction for Non Drug as shown in Figure 3.7.1-2

Note

- *Alert message as shown in Figure 3.7.1-3 will be displayed after user save the transaction*

Figure 3.7.1-3 Confirmation Message

- *Record will save when user click on the* OK *button as shown in Figure 3.7.1-4*

Figure 3.7.1-4 Information Message

Note

- *Click on the button to close the Item Class screen.*

3.7.2 View and Modify Record Non Drug

Non Drug screen allows user to view and modify existing Non Drug records

Figure 3.7.2-1 Non Drug Listing Page

STEP 1

Click on 'Maintenance' followed by 'General'. Click on 'Non Drug' sub menu

STEP 2

To search for existing Non Drug records, user may search by criteria as follow:

a) Non Drug Code
b) Non Drug Name
c) Item Sub Class

STEP 3

Click on the button. The result(s) display will be based on the entered criteria.

STEP 4

Double click on the selected record and the details of the Non Drug record will be displayed as Figure 3.7.2-2

Figure 3.7.2-2 Non Drug Screen

STEP 5

Click on the *button to edit the Non Drug screen and fill*

Figure 3.7.2-3 Non Drug Screen

STEP 6

Fill all the criteria with *

- **Non Drug Name**
- Click on the button to search **Item Class** for Non Drug
- Click on the Drop Down Box Button to choose **Item Specific**
- Click on the button to search **SKU** for Non Drug
- Click on the button to search for **Item Sub Class**
- Click on the Drop Down Box to choose **Status** Active or Inactive

STEP 7

Click on the button to save the record for Non Drug as shown in Figure 3.7.2-3

Note

- *Confirmation message as shown in Figure 3.7.2-4will be displayed after user save the record*

Figure 3.7-4 Confirmation Message

- *Record will save when user click on the* OK *button as shown in Figure 3.7.2-5*

Figure 3.7.2-5 Information Message

Note

- *Click on the* + *button to create new transaction for Non Drug and fill the record as shown on Figure 3.7.2-2*
- *Click on the* 🗑 *button to delete the record on the system and status automatically will be Inactive*
- *Click on the* X *button to close the Non Drug screen.*

3.8 Item Sub Class

Item Sub Class screen allows user to view existing Item Sub Class records.

3.8.1 Create New Record Item sub Class

Item Sub Class screen allows user create new Item Sub Class records.

Figure 3.8.1-1 Item Sub Class Listing Page

STEP 1

Click on 'Maintenance' followed by 'General'. Click on 'Item Sub Class' sub menu

STEP 2

Click on the button to create new transaction for Item Sub Class and fill the transaction as shown on Figure 3.8.1-2

Figure 3.8.1-2 Item Sub Class

STEP 3

Fill all the criteria with *

- ***Item Group***
- ***Item Sub Class***
- ***Description***
- ***Item Class***
- ***Status***

STEP 4

User can click on the button to save the transaction for Item Class as shown in Figure 3.8.1-2

Note

- *Confirmation message as shown in Figure 3.8.1-3will be displayed after user save the transaction*

Figure 3.8.1-3 Confirmation Message

- *Record will save when user click on the* OK *button as shown in Figure 3.8.1-4*

Figure 3.8.1-4 Information Message

Note

- *Click on the* X *button to close the Item Sub Class screen.*

3.8.2 View and Modify Record Item Sub Class

Item Sub Class screen allows user to view and modify existing Item Sub Class records

Figure 3.8.2-1 Item Sub Class Listing Page

STEP 1

Click on 'Maintenance' followed by 'General'. Click on 'Item Sub Class' sub menu

STEP 2

To search for existing Item Sub Class records, you may search by criteria as follow:

a) ***Item Sub Class***
b) ***Description***

STEP 3

Click on the

button. The result(s) display will be based on the entered criteria.

STEP 4

Double click on the selected record and the details of the Item Sub Class record will be displayed as Figure 3.8.2-2.

Figure 3.8.2-2 Item Sub Class Screen

STEP 5

Click on the button to edit the Item Class screen and fill

Figure 3.8.2-3 Item Sub Class Screen

STEP 6

Fill all the criteria with *

- **Item Group**
- **Item Sub Class**
- **Description**
- **Item Class**
- **Status**

STEP 7

User can click on the button to save the record for Item Sub Class as shown in Figure 3.5.2-3

Note

- *Confirmation message as shown in Figure 3.8.2-4will be displayed after user save the record*

Figure 3.8.2-4 Confirmation Message

- *Record will save when user click on the* OK *button as shown in Figure 3.8.2-5*

Figure 3.8.2-5 Information Message

Note

- *Click on the* + *button to create new transaction for Item Sub Class and fill the transaction as shown on Figure 3.8.2-3*
- *Click on the* 🗑 *button to delete the record on the system and status automatically will be Inactive*
- *Click on the* x *button to close the Item Sub Class screen.*

3.9 Item Class

Item Class screen allows user to view existing Item Class records.

3.9.1 Create New Record Item Class

Item Class screen allows user to create new Item Class records.

Figure 3.9.1-1 Item Class Listing Page

STEP 1

Click on 'Maintenance' followed by 'General'. Click on 'Item Class' sub menu

STEP 2

Click on the button to create new transaction for Item Class and fill the transaction as shown on Figure 3.9.1-2

Figure 3.9.1-2 Item Class Listing Page

STEP 3

Fill all the criteria with *

- **Item Class Code**
- **Description**
- Click on the Drop Down Box to choose **Status** Active or Inactive

STEP 4

Click on the button to save the record for Item Class as shown in Figure 3.9.1-2

Note

- *Confirmation message as shown in Figure 3.9.1-3 will be displayed after user save the record*

Figure 3.9.1-3 Confirmation Message

- *Record will save when user click on the* OK *button as shown in Figure 3.9.1-4*

Figure 3.9.1-4 Information Message

Note

- *Click on the* X *button to close the Item Sub Class screen.*

3.9.2 View and Modify Record Item Class

Item Class screen allows user to view and modify existing Item Class records.

Figure 3.9.2-1 Item Class Listing Page

STEP 1

Click on 'Maintenance' followed by 'General'. Click on 'Item Class' sub menu

STEP 2

To search for existing Item Class records, you may search by doing as follow:

a) ***Item Class Code***
b) ***Item Class Description***

STEP 3

Click on the Search button. The result(s) display will be based on the entered criteria.

STEP 4

Double click on the selected record and the details of the Item Class record will be displayed as Figure 3.9.2-1

Figure 3.9.2-2 Item Class Listing Page

STEP 5

Click on the button to edit the Item Class screen as shown in Figure 3.9.2-2

Figure 3.9.2-3 Item Class Listing Page

STEP 6

Fill all the criteria with

- ***Item Class Code***
- ***Description***
- Click on the Drop Down Box to choose ***Status*** Active or Inactive

STEP 7

Click on the button to save the transaction for Item Class as shown in Figure 3.9.2-3

Note

- *Confirmation message as shown in Figure 3.9.2-4 will be displayed after user save the record*

Figure 3.9.2-4 Confirmation Message

- *Record will save when user click on the*

button as shown in Figure 3.9.2-5

Figure 3.9.2-5 Information Message

Note

- *Click on the* *button to create new record for Item Class and fill the record as shown on Figure 3.9.2-2*
- *Click on the* *button to delete the record on the system and status automatically will be Inactive*
- *Click on the* *button to close the Item Class screen.*

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3.10 Reason Master

Reason Master screen allows user to view existing Reason Master records.

3.10.1 Create New Record for Reason Master

Reason Master screen allows user to create new Reason Master records.

Figure 3.10.1-1 Reason Master Listing List

STEP 1

Click on 'Maintenance' followed by 'General'. Click on 'Reason Master' sub menu

STEP 2

Click on the button to create new transaction for Reason Master and fill the transaction as shown on Figure 3.10.1-2

Figure 3.10.1-2 Reason Master

STEP 3

Fill all the criteria with

- Click on the Drop Down Box to choose ***Type*** of reason
- Fill the ***Description*** box
- Fill the Code for the reason
- Click on the Drop Down Box to choose ***Status*** Active or Inactive

STEP 4

Click on the button to save the record for Reason Master as shown in Figure 3.10.1-2

Note

- *Confirmation message as shown in Figure 3.10.1-3 will be displayed after user save the record*

Figure 3.10.1-3 Confirmation Message

- *Record will save when user click on the* OK *button as shown in Figure 3.10.1-4*

Figure 3.10.1-4 Information Message

Note

- *Click on the button to close the Reason Master screen.*

3.10.2 View and Modify Reason Master Record

Reason Master screen allows user to view and modify existing Reason Master records.

Figure 3.10.2-1 Reason Master Listing List

STEP 1

Click on 'Maintenance' followed by 'General'. Click on 'Reason Master' sub menu

STEP 2

To search for existing Reason Master records, user may search by criteria as follow:

a) Code
b) Description
c) Type

STEP 3

Click on the

button. The result(s) display will be based on the entered criteria.

STEP 4

Double click on the selected record and the details of the Reason record will be displayed as Figure 3.10.2-2

Figure 3.10.2-2 Reason Master Screen

STEP 5

Click on the button to edit the Reason Master screen and fill

Figure 3.10.2-3 Reason Master Screen

STEP 6

Fill all the criteria with *

- Click on the Drop Down Box to choose Type of reason
- Fill the Description box
- Fill the Code for the reason
- Click on the Drop Down Box to choose Status Active or Inactive

STEP 7

Click on the button to save the record for Reason Master as shown in Figure 3.10.2-3

Note

- *Confirmation message as shown in Figure 3.10.2-4 will be displayed after user save the record*

Figure 3.10.2-4 Confirmation Message

- *Record will save when user click on the* OK *button as shown in Figure 3.10.2-5*

Figure 3.10.2-5 Information Message

Note

- *Click on the* + *button to create new record for Reason Master and fill the record as shown on Figure 3.10.2-2*
- *Click on the* 🗑 *button to delete the record on the system and status automatically will be Inactive*
- *Click on the* X *button to close the Reason Master screen.*

3.11 Calendar

This function is used to view, edit and create a new Holiday record:

3.11.1 Create New Record

Calendar screen allows user create new Item Class records.

Figure 3.11.2-1 Add new Holiday Setup

STEP 1

Click on 'Maintenance' followed by 'General'. Click on 'Calendar' sub menu

STEP 2

Click on the Holiday Setup to view existing holiday and to add new holidays for the facility. Holiday Setup screen will be displayed as shown in Figure 3.11.2-2

Figure 3.11.2-2 Add new Holiday Setup

STEP 3

Click on the button and the ***Holiday Setup*** screen will be displayed as shown in Figure 3.11.2-2

Figure 3.11.2-3 Add new Holiday Setup

STEP 4

Filling all criteria with

Select ***Day*** from the drop down box:

- Friday
- Monday
- Tuesday
- Wednesday

- Thursday
- Friday
- Saturday
- Sunday

Select ***Year*** from the from the drop down box:

- 2014
- 2015
- 2016

Select Begin Date and End Date

Select Holiday Type from the drop down box:

- Ad Hoc
- National Day
- State Holiday

Enter the Description for the new Holiday Record

STEP 5
User choose the state

STEP 6
Click on the button to save the record

Note

- *Alert message as shown in Figure 3.11.2-4 will be displayed after user save the transaction*

Figure 3.11.2-4 Confirmation Message

- *Record will save when user click on the*

button as shown in Figure 3.11.2-5

Figure 3.11.2-5 Information Message

Note

- *Click on the*

button to close the Reason Master screen.

3.11.2 View and Modify Calendar Record

Reason Master screen allows user to view and modify existing Reason Master records:

Figure 3.11.1-1 Calendar

STEP 1

Click on 'Maintenance' followed by 'General'. Click on 'Calendar' sub menu

Note

- *Click on the* *button to refresh the page.*
- *Click on the* *button to resize the view to the full browser width.*
- *Click on the*

to search preferred state
- *System will display the state*
- *Calendar will be maintained by both HQ & facility level.*

STEP 2

Click on the

to view existing holiday and to add new holidays for the facility. Holiday Setup screen will be displayed as shown in Figure 3.11.1-2

Figure 3.11.1-2 Calendar

STEP 3

To search for the particular holiday record, the user may search by criteria as follow as shown in Figure 3.11.1-2:

- All
- State Holiday
- National Holiday
- Ad Hoc
- Weekend

To search for the particular state, the user may search by state as follow as below:

- Johor
- Kedah
- Kelantan
- Luar negeri
- Melaka
- Negeri Sembilan
- Pahang
- Perak
- Perlis
- Pulau pinang
- Sabah
- Sarawak
- Selangor
- Terengganu
- WP Kuala Lumpur
- WP Labuan
- WP Putrajaya

Key in the holiday description

STEP 4

Click on the Search button after input criteria. The result(s) display will be based on the entered criteria as shown in Figure 3.11.1-3

Holiday Type	Description	Date	Day	State
State Holiday	New Year	01/01/2013	Tuesday	WP Kuala Lumpur
Weekend	Weekend	05/01/2013	Saturday	WP Kuala Lumpur
Weekend	Weekend	06/01/2013	Sunday	WP Kuala Lumpur
Weekend	Weekend	12/01/2013	Saturday	WP Kuala Lumpur
Weekend	Weekend	13/01/2013	Sunday	WP Kuala Lumpur
Weekend	Weekend	19/01/2013	Saturday	WP Kuala Lumpur
Weekend	Weekend	20/01/2013	Sunday	WP Kuala Lumpur
National Holiday	Prophet Muhammad's Birthday	24/01/2013	Thursday	WP Kuala Lumpur
Weekend	Weekend	26/01/2013	Saturday	WP Kuala Lumpur
Weekend	Weekend	27/01/2013	Sunday	WP Kuala Lumpur

Figure 3.11.1-3 Calendar

STEP 5

Double click the transaction to view and edit the criteria as shown in Figure 3.11-4

Figure 3.11.1-4 Calendar

STEP 6

Click on the button and user can start edit all criteria with

Figure 3.11.1-5 Calendar

Note

Filling all criteria with

Select ***Day*** from the drop down box:

- Friday
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday

Select ***Year*** from the from the drop down box:

- 2014
- 2015
- 2016

Select Begin Date and End Date

Select Holiday Type from the drop down box:

- Ad Hoc
- National Day
- State Holiday

Enter the Description for the new Holiday Record

STEP 7

Click on the button to save the record

Note

- *Alert message as shown in Figure 3.11.1-6 will be displayed after user save the transaction*

Figure 3.11.1-6 Confirmation Message

- *Record will save when user click on the* OK *button as shown in Figure 3.11.1-7*

Figure 3.11.1-7 Information Message

Note

- *Click on the* + *button to create new record for Calendar and fill the record as shown on Figure 3.10.2-2*
- *Click on the* 🗑 *button to delete the record on the system and status automatically will be Inactive*
- *Click on the* X *button to close the Calendar screen.*

3.12 UOM

This function is used to view, edit and create a new UOM record:

3.12.1 Create New Record UOM

UOM screen allows user create new UOM records.

Figure 3.12.1-1 Unit of Measure (UOM) Listing Page

STEP 1

Click on 'Maintenance' followed by 'General'. Click on 'Unit of Measure (UOM)' sub menu.

STEP 2

Click on the button to create new transaction for UOM and fill the transaction as shown on Figure 3.12.1-2

Figure 3.12.1-2 Unit of Measure (UOM)

STEP 3

Fill all the criteria with *

- Fill the ***Abbreviation***
- Fill the ***Measurement Description***
- Fill the ***Description (Local Language)***
- Click on the Drop Down Button to choose the ***Status*** Active or Inactive

STEP 4

Click on the button to save the transaction for UOM as shown in Figure 3.12.1-2

Note

- *Confirmation message as shown in Figure 3.12.1-3 will be displayed after user save the record*

Figure 3.12.1-3 Confirmation Message

- *Record will save when user click on the* OK *button as shown in Figure 3.12.1-4*

Figure 3.12.1-4 Information Message

Note

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

3.12.2 View and Modify Existing Unit of Measure (UOM) Record

To view and modify existing UOM record.

Figure 3.12.2-1 Unit of Measure (UOM) Listing Page

STEP 1

Click on 'Maintenance' followed by 'General'. Click on 'Unit of Measure (UOM)' sub menu.

STEP 2

These search criteria can be used to search for existing Unit of Measure (UOM) records:

a) ***Abbreviation***
b) ***Measurement Description***

STEP 3

Click on the

button. The result(s) display will be based on the entered criteria.

STEP 4

Double click on the selected record and the details of the Unit of Measure (UOM) will be displayed as Figure 3.12.2-1

Figure 3.12.2-2 Unit of Measure (UOM)

STEP 5

Click on the button to edit the Unit of Measurement (UOM) screen and fill

Figure 3.12.2-3 Unit of Measure (UOM)

STEP 6

Fill all the criteria with *

- Filling the Abbreviation
- Filling the Measurement Description
- Filling the Description (Local Language)
- Click on the Drop Down Button to choose the Status Active or Inactive

STEP 7

User can click on the button to save the record for UOM as shown in Figure 3.12.2-3

Note

- *Confirmation message as shown in Figure 3.12.2-4 will be displayed after user save the record*

Figure 3.12.2-4 Confirmation Message

- *Record will save when user click on the* OK *button as shown in Figure 3.12.2-5*

Figure 3.12.2-5 Information Message

- *Click on the* + *button to create new transaction for UOM and fill the transaction as shown on Figure 3.12.2-2*
- *Click on the* 🗑 *button to delete the record on the system and status automatically will be Inactive*
- *Click on the* X *button to close the UOM screen.*

3.13 Reference Code

This function is used to view, edit and create a new Reference Code record:

3.13.1 Create New Reference Code

Allow user to create new Reference Code record.

Figure 3.13.1-1 Reference Code Listing Page

STEP 1

Click on 'Maintenance' followed by 'General'. Click on 'Reference Code' sub menu

STEP 2

Click on the button to create new transaction for Reference Code and fill the transaction as shown on Figure 3.13.1-2

Figure 3.13.1-2 Reference Code

STEP 3

Fill all the criteria with *

- Click on the button to search for Domain
- Fill the Description
- Fill the Value

STEP 4

Click on the button to save the record for Reference Code as shown in Figure 3.13.1-2

Note

- *Confirmation message as shown in Figure 3.13.1-3 will be displayed after user save the record*

Figure 3.13.1-3 Confirmation Message

- *Record will save when user click on the* OK *button as shown in Figure 3.13.1-4*

Figure 3.13.1-4 Information Message

- *Click on the button to close the Reference Code screen.*

3.13.2 View and Modify Existing Reference Code Record

To view and modify existing Reference Code Record

Figure 3.13.2-1 Reference Code Listing Page

STEP 1

Click on 'Maintenance' followed by 'General'. Click on 'Reference Code' sub menu

STEP 2

These search criteria allow to search for existing Reference Code records:

a) ***Domain***
b) ***Description***
c) ***Value***

STEP 3

Click on the

button. The result(s) display will be based on the entered criteria.

STEP 4

Double click on the selected record and the details of the Reference Code will be displayed as Figure 3.13.2-2

Figure 3.13.2-2 Reference Code Listing Page

STEP 5

Click on the button to edit Reference Code screen and fill

STEP 6

Fill all the criteria with *

- Click on the button to search for Domain
- Fill the Description
- Fill the Value

Figure 3.13.2-3 Reference Code Listing Page

STEP 7

User can click on the button to save the transaction for Item Class as shown in Figure 3.13.2-3

Note

- *Confirmation message as shown in Figure 3.13.2-4 will be displayed after user save the record*

Figure 3.13.2-4 Confirmation Message

- *Record will save when user click on the* OK *button as shown in Figure 3.13.2-5*

Figure 3.13.2-5 Information Message

- *Click on the* + *button to create new record for Reference Code and fill the record as shown on Figure 3.13.2-2*
- *Click on the* *button to delete the record on the system and status automatically will be Inactive*
- *Click on the* x *button to close the Reference Code screen.*

4.0 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

5.0 Links to IWP Modules

No	*Module*	*PDF Links*
1	*Notification*	*Click Here*
2	*Frequency Asked Question*	*Click Here*
3	*Drug Information*	*Click Here*
4	*Contract*	*Click Here*
5	*KPK Approval*	*Click Here*
6	*Maintenance – Pharmacy*	*Click Here*
7	*Maintenance – Inventory*	*Click Here*
8	*Maintenance – General*	*Click Here*
9	*Maintenance – HQ Security*	*Click Here*