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

User Manual
Integrated Web Portal (IWP)

Notification

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Application reference: PhIS & CPS v1.7.1

Table of Contents

1 Introduction

1.1. Overview of IWP

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

1. HQ Master Maintenance

2. HQ Master Distribution

3. HQ Transaction (Contract HQ, Special Request KPK)

4. HQ ePerolehan Enquiry

5. ePerolehan Integration (Procurement)

6. Synchronize between existing PIWP and New PIWP

7. PKD Approval (Budget, Payment, Year-End, Task List)

8. Integration Gateway (SPUB, Outsource, External, Notification)

9. Notification Distribution (Product Recall, Message)

10. Log Dashboard & Enquiry (for Administration)

1.2. Purpose and Objectives

This user manual outlines the Integrated Web Portal (IWP) Notification sub-module and its key features and functionalities. The primary objective is to guide users through the process of completing IWP application process.

User will understand the following activities in details:
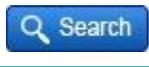
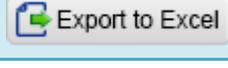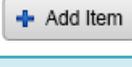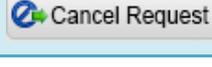- Message Notification

- Recall Product Notification

1.3. Organised Sections

These are the sections within this document:

- Section 1 : Introduction

- Section 2 : Application Standard Features

- Section 3 : Notification

- Section 4 : Acronyms

- Section 5 : Link to IWP Modules

2 Application Standard Features

2.1. IWP Legend

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

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

3   Notification

Overview

This function is used for HQ users to send a message to all the facility that using PhIS

User Group

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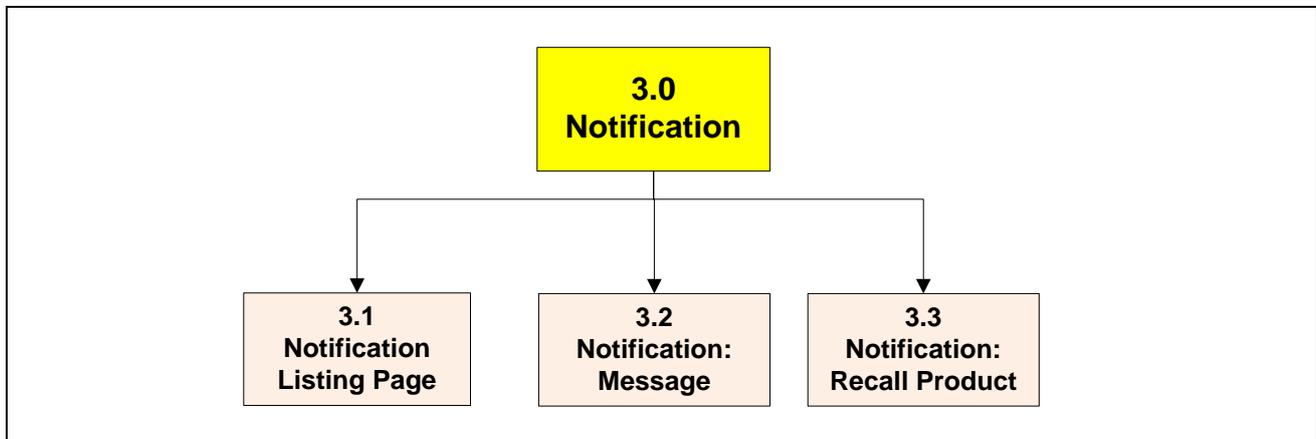
Functional Diagram
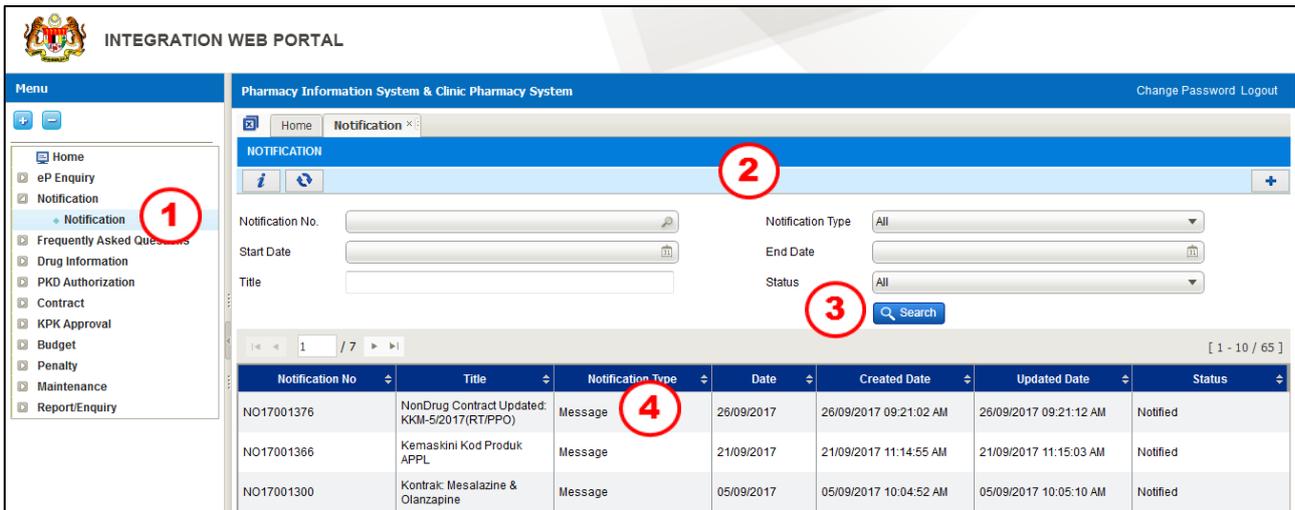

Figure 3.0-1 Functional Diagram

Functional Description

Notification comprises of two (2) main functions:

- **Notification: Message**

- **Notification: Recall Product**

3.1. Notification Listing Page

To view existing Notification records, perform the steps below:

3.1-1 Notification Listing Page

STEP 1
Go to 'Notification' Menu, and click on the Notification sub-menu

STEP 2
To search for existing Notification record(s), user may search by criteria as follows:

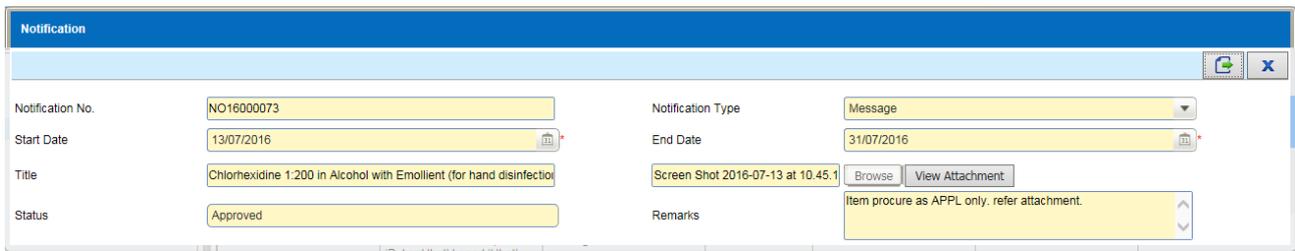| No	Field	Description	Remarks
a	Notification No	Search Notification No	Display existing notification record(s)
b	Notification Type	Search by: - Message - Recall Product - All	Able to filter and search record(s)
c	Start Date	Start Date for Notification	Format field (dd/mm/yy)
d	End Date	End Date for Notificaion	Format field (dd/mm/yy)
e	Title	Free text field	Able to filter and search record(s)
f	Status	Search by: - Approved - Notified - Open - Pending For Approval - Rejected - All	Able to filter and search record(s)

Table 3.1-1 Search Criteria

STEP 3
Click on the [Q Search] button after key in criteria

STEP 4
Double click on the selected record and the details will be displayed as Figure 3.1-2

Figure 3.1-2 Notification

Note

Click on the [X] *to close the Transaction Detail screen*

3.2. Notification: Message

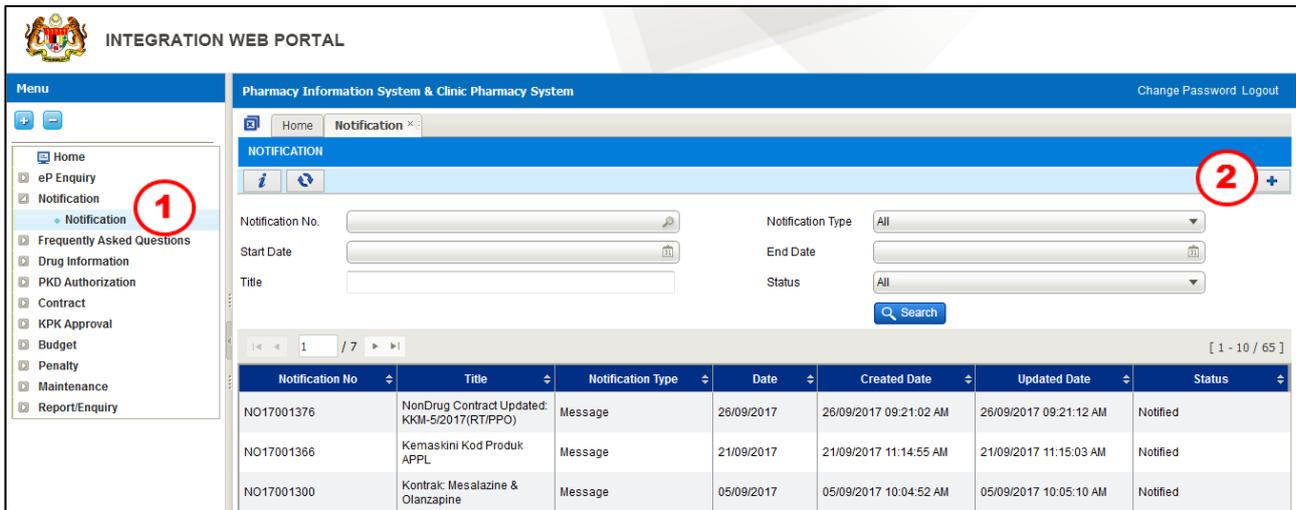To perform Notification:Message transaction, perform the steps below:

Figure 3.2-1 Notification Listing Page

STEP 1
Go to 'Notification' Menu, and click on the Notification sub-menu

STEP 2
Click on the [+] button and Notification screen will be displayed as Figure 3.2-2
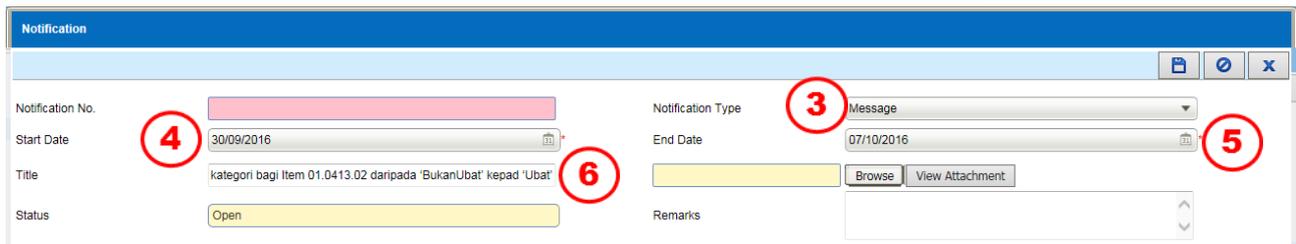

Figure 3.2-2 New Notification: Message

STEP 3
Select **Notification Type** as **Message**

STEP 4
Select **Start Date** from [31] icon

STEP 5
Select **End Date** from [31] icon

STEP 6
Enter **Title**

Note
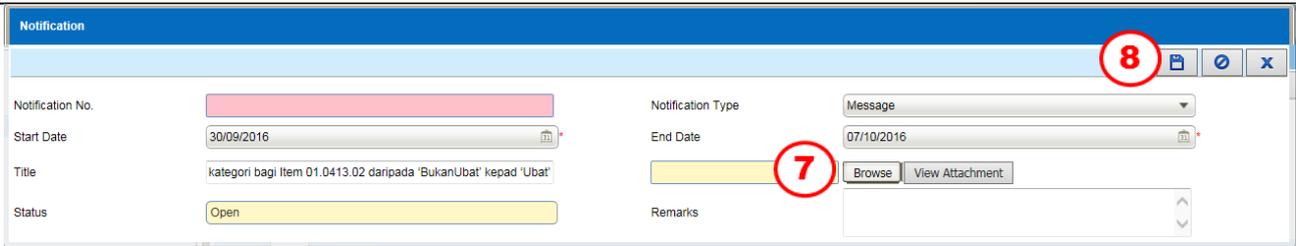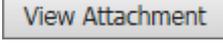- *User is allowed to enter Alphabet, Number and Symbol*

Figure 3.2-3 Notification: Message

STEP 7

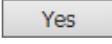Click on the Browse button to attach a document into the message

Note

User can view the attachment uploaded by clicking on the View Attachment *button*

STEP 8

Click on the button to save the transaction

Note

- *System will display a Confirmation Message as Figure 3.2-4*

- *Click on the* Yes *button to save the transaction*
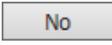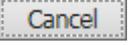
- *Click on the* No *or* Cancel *button to cancel the saved transaction*
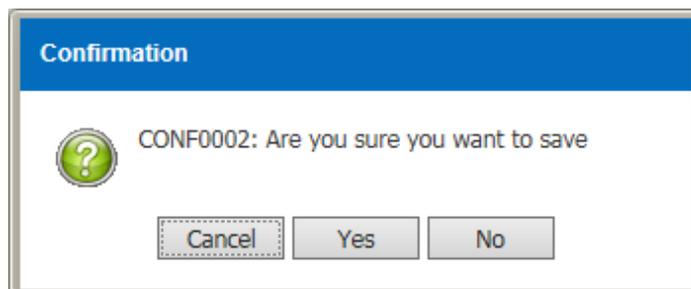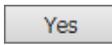

Figure 3.2-4 Confirmation Message

- *Information Message will display after click on the* Yes *buttom as Figure 3.2-5*

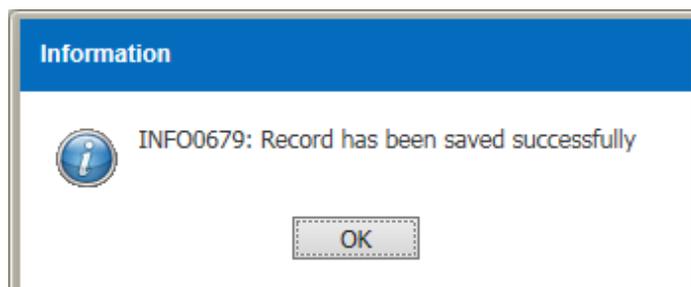- *Click on the* OK *button to confirmed the save transaction and Notification No will generated for future reference*
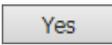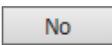

Figure 3.2-5 Information Message

- Send for Approval *button will enable as Figure 3.2-6*

Figure 3.2-6 Notification: Message

STEP 9

Click on the [Send for Approval] button to send the Notification record for approval

Note

- *System will display a Confirmation Message as Figure 3.2-7*

- *Click on the* [Yes] *button to send the record for approval*

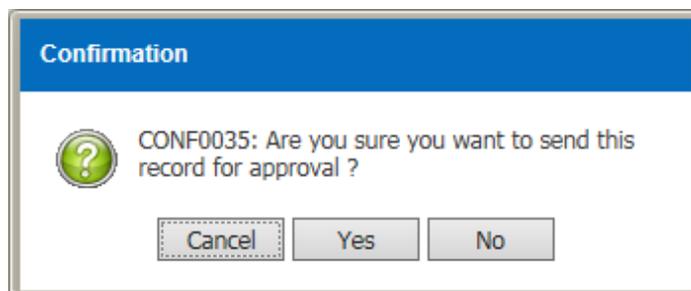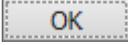- *Click on the* [No] *or* [Cancel] *button to cancel the saved transaction*

Figure 3.2-7 Confirmation Message

- *Information Message will display after click on the* [Yes] *buttom as Figure 3.2-8*

- *Click on the* [OK] *button to successfully send the record for approval and the **Status** change to Pending for Approval*
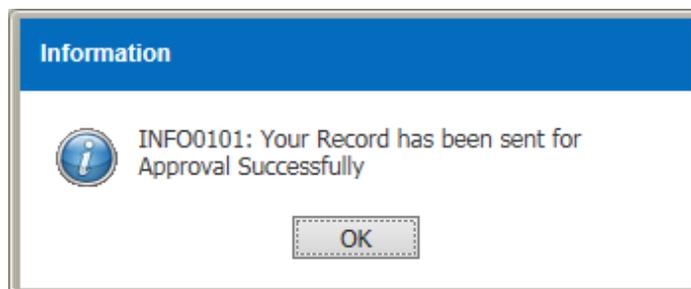

Figure 3.2-8 Information Message

- [Approve] *and* [Reject] *button will enable as Figure 3.2-9*
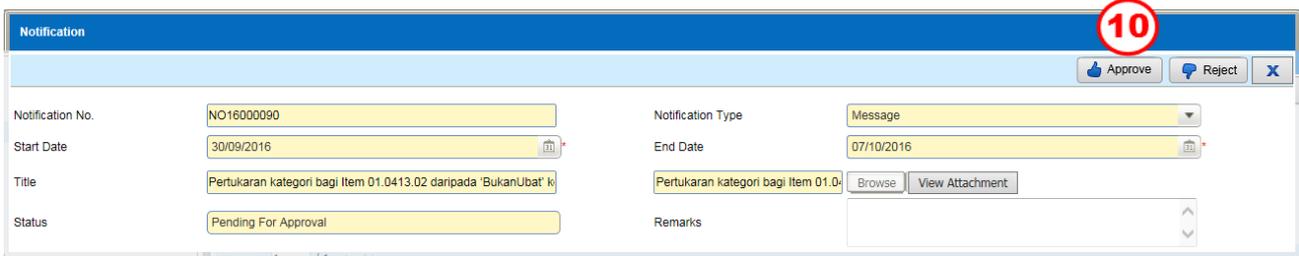
Figure 3.2-9 Notification: Message

STEP 10

a) Click on the **Approve** button to approve the record

Note

- _System will be display a Confirmation Message as Figure 3.2-10_

- _Click on the **Yes** button to approve the record_
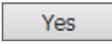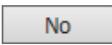
- _Click on the **No** or **Cancel** button to cancel for approve the record_

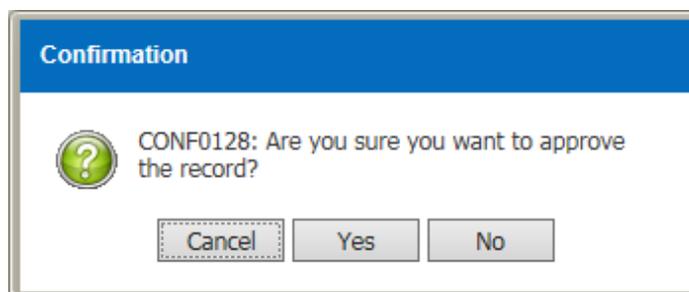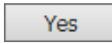**Figure 3.2-10 Confirmation Message**

- _Information Message will display after click on the **Yes** buttom as Figure 3.2-11_

- _Click on the **OK** button to successfully approved the record and the **Status** change to Approved_
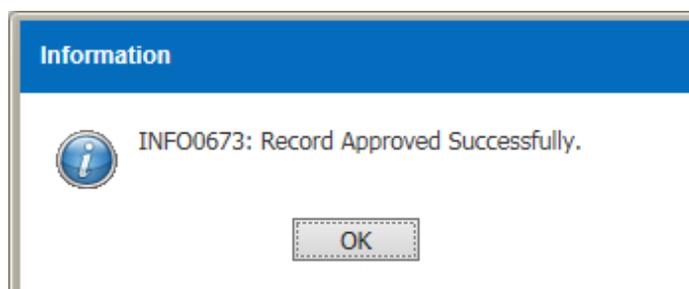

Figure 3.2-11 Information Message

b) Click on the **Reject** button to reject the order transaction

Note

- *System will be display a Confirmation Message as Figure 3.2-12*

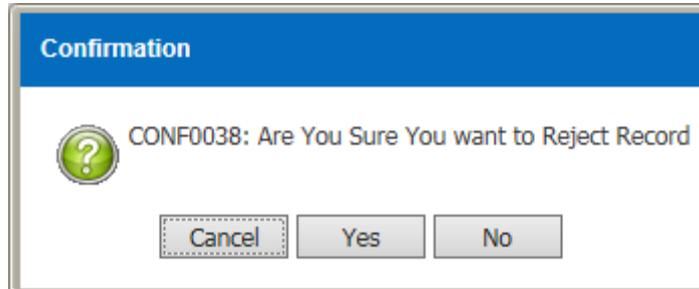- *Click on the* [Yes] *button to reject the record*

Confirmation

CONF0038: Are You Sure You want to Reject Record

[Cancel] [Yes] [No]

Figure 3.2-12 Confirmation Message

- ***Status*** *of the record will change to **Rejected***

Notification

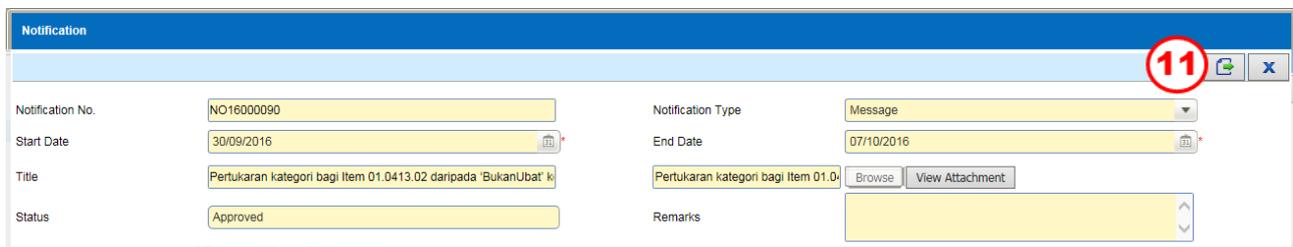|		
Notification No.	NO16000090	Notification Type	Message
Start Date	30/09/2016	End Date	07/10/2016
Title	Pertukaran kategori bagi Item 01.0413.02 daripada 'BukanUbat' ke	Pertukaran kategori bagi Item 01.0 [Browse] [View Attachment]
Status	Approved	Remarks	

Figure 3.2-13 Notification: Message

STEP 11

Click on the [icon] button to send the notification

Note

- *System will be display a Confirmation Message as Figure 3.2-14*
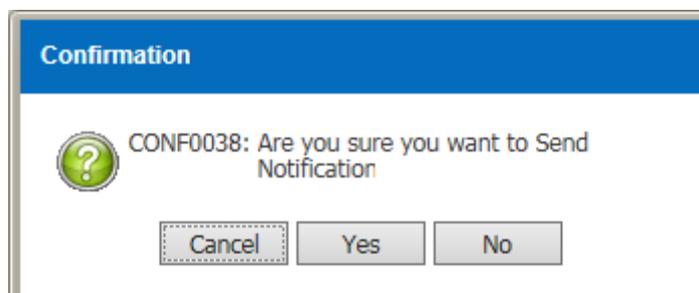
- *Click on the* [Yes] *button to send the notification*

Confirmation

CONF0038: Are you sure you want to Send Notification

[Cancel] [Yes] [No]

Figure 3.2-14 Confirmation Message

- *Information Message will display after click on the* [Yes] *buttom as Figure 3.2-15*

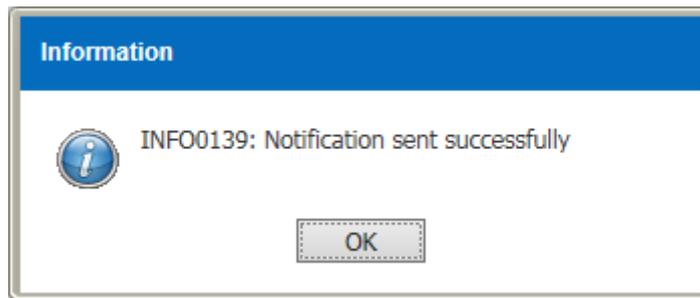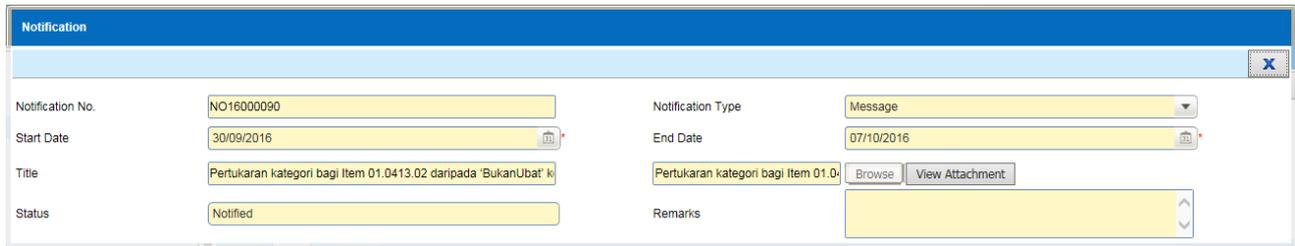- *Click on the* [OK] *button and the **Status** change to Notified*

Figure 3.2-15 Information Message

Figure 3.2-16 Notification: Message

Note

Click on the [X] to close the Notification screen

3.3. Notification: Recall Product

3.3.1. Recall Product: Directive

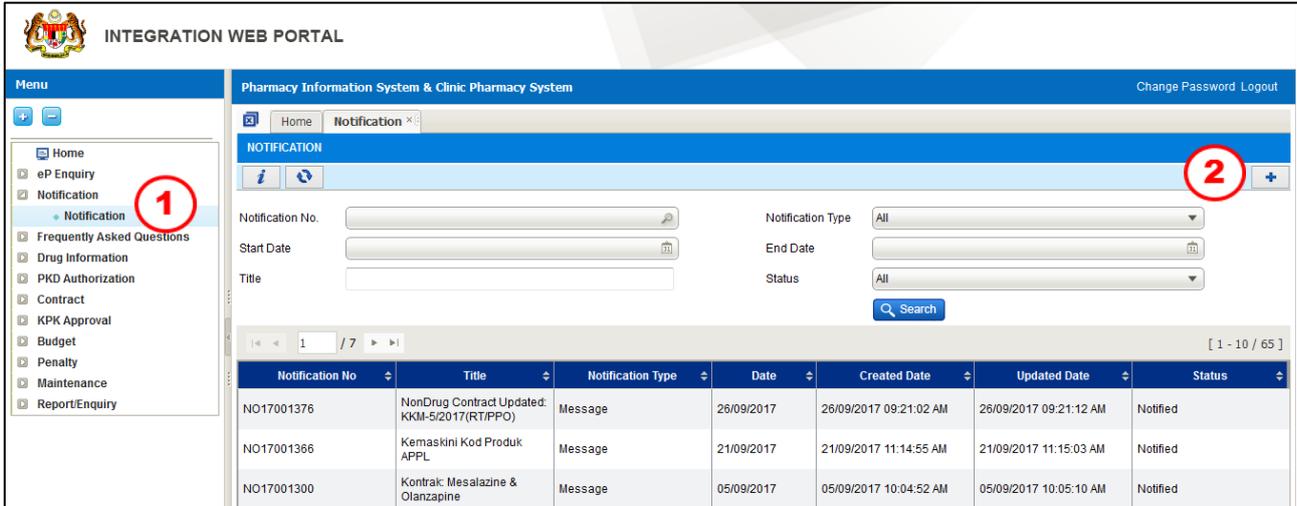To perform Notification:Recall Product (Directive) transaction, perform the steps below:

Figure 3.3.1-1 Notification Listing Page

STEP 1
Go to 'Notification' Menu, and click on the Notification sub-menu

STEP 2

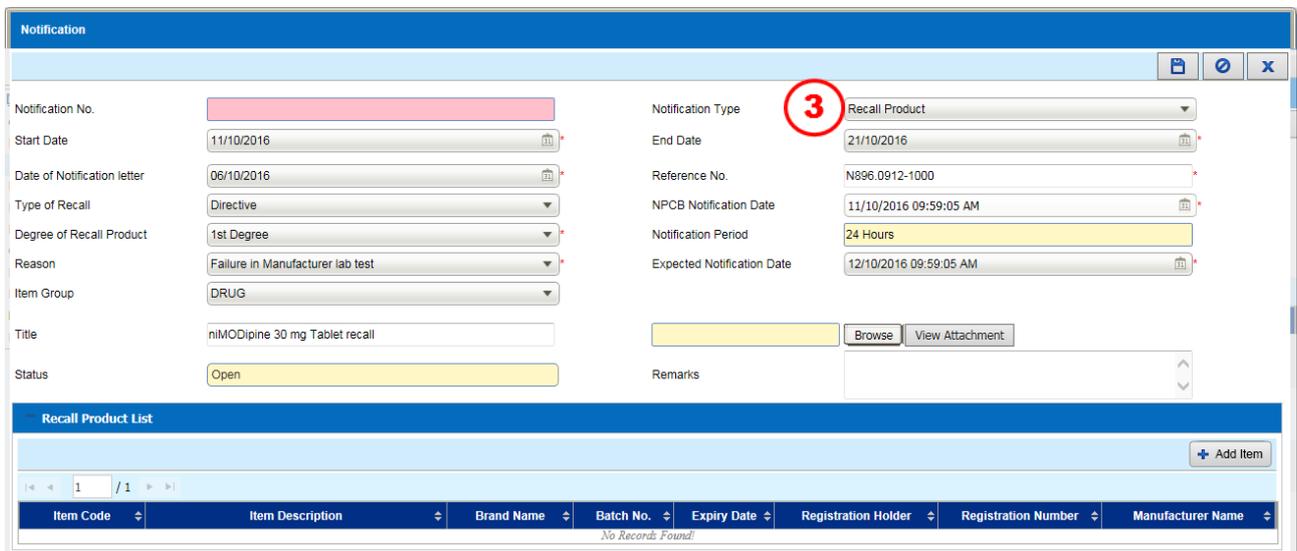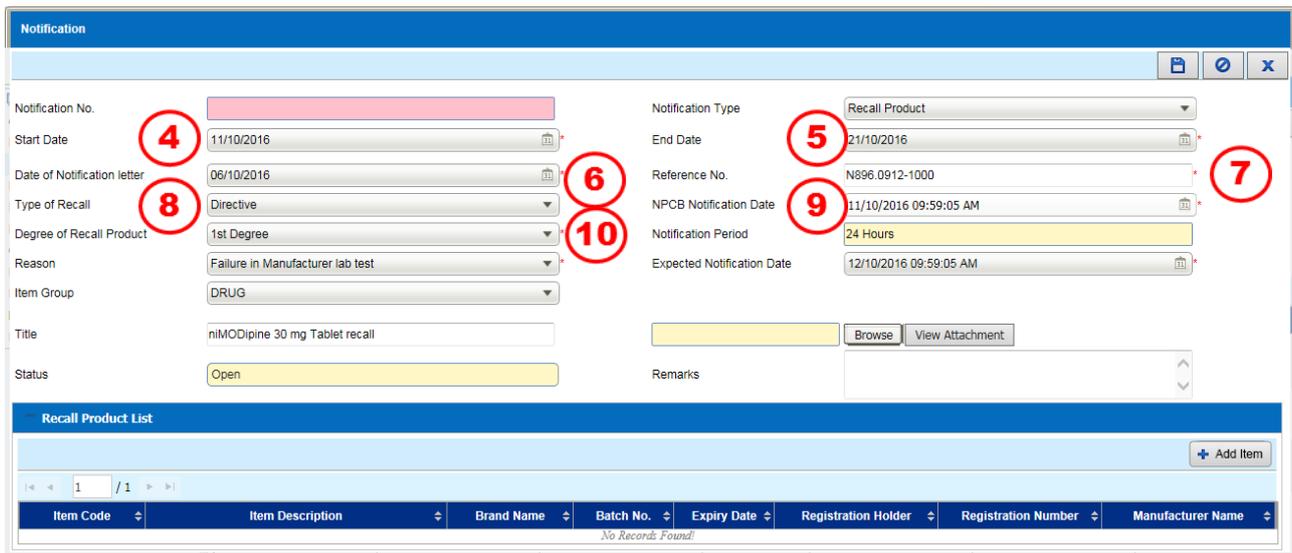Click on the [+] button and Notification screen will be displayed as Figure 3.3.1-2

Figure 3.3.1-2 Notification: Recall Product

STEP 3
Select *Notification Type* as *Recall Product*

Figure 3.3.1-3 Notification: Recall Product

STEP 4

Select **Start Date** from [icon] icon

STEP 5

Select **End Date** from [icon] icon

STEP 6

Select **Date of Notification Letter** from [icon] icon

STEP 7
Enter **Reference No.**

STEP 8
Select **Type of Recall** from drop down box as **Directive**

STEP 9

Select **NPCB Notification Date** from [icon] icon

STEP 10
Select **Degree of Recall Product** from drop down box:
- 1st Degree
- 2nd Degree
- 3rd Degree

Note
- **Notification Period** will be automatically display based on selected **Degree of Recall Product**
  - 1st Degree : 24 Hours
  - 2nd Degree : 72 Hours
  - 3rd Degree : 30 Days

- **Expected Notification Date** will be automatically display based on selected **Degree of Recall Product**
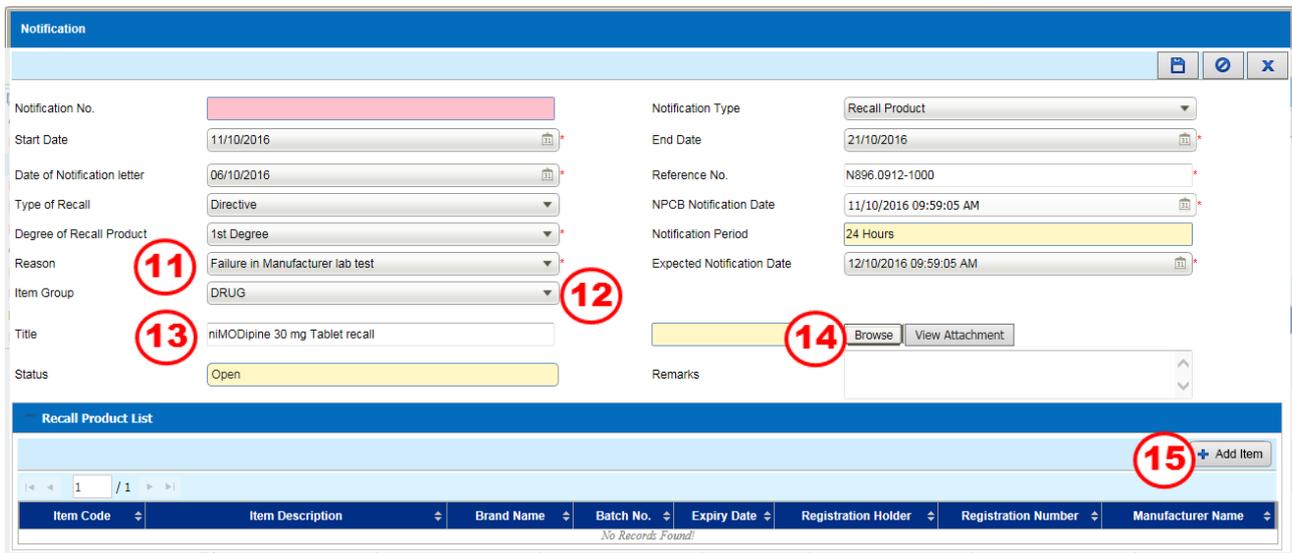
Figure 3.3.1-4 Notification: Recall Product

STEP 11

Select *Reason* from drop down box:
- Failure in Manufacturing lab test
- Caused by too many complaints by facilities
- Failure in NPCB lab test
- Changes in appearance of product
- Others

STEP 12

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

STEP 13

Enter *Title*

Note
***Remarks** is an optional field*

STEP 14

Click on the [Browse] button to attach a document into the notification
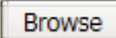
Note

User can view the attachment uploaded by click on the [View Attachment] button

STEP 15

Click on the [Add Item] button and Recall Product Item screen will be displayed as Figure 3.3.1-5

Recall product Item

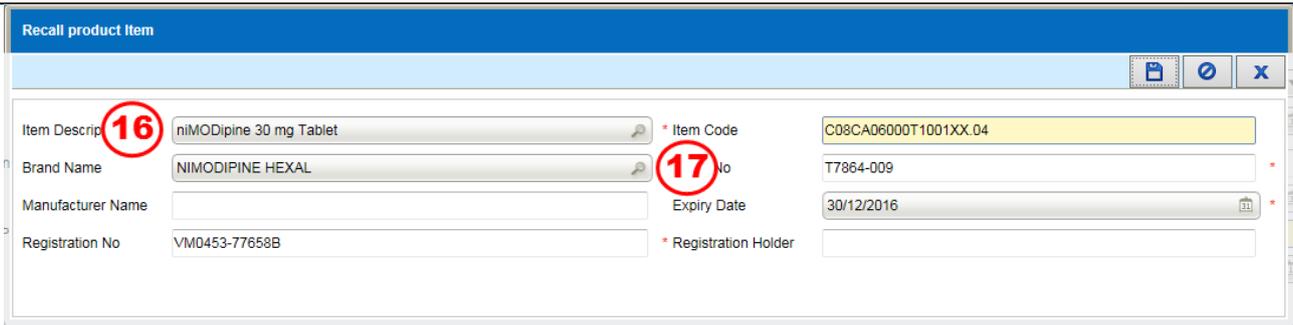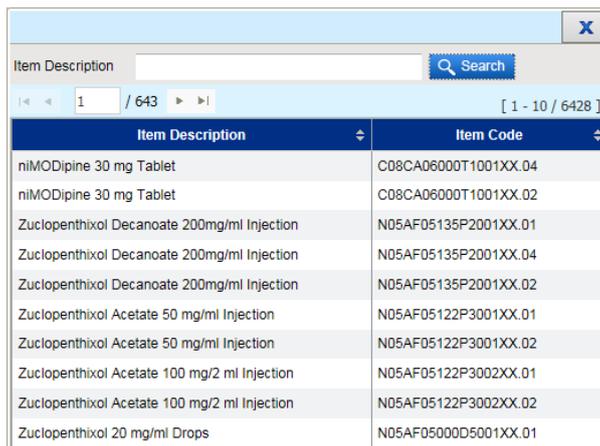|		
Item Descrip **16**	niMODipine 30 mg Tablet	* Item Code	C08CA06000T1001XX.04
Brand Name	NIMODIPINE HEXAL **17**	No	T7864-009
Manufacturer Name		Expiry Date	30/12/2016
Registration No	VM0453-77658B	* Registration Holder	

Figure 3.3.1-5 Recall Product Item

STEP 16

Click on the *Item Description* 🔍 and Item Description window will be displayed as Figure 3.3.1-6

| Item Description		
		Search
◄◄ ◄ 1 / 643 ► ►►		[1 - 10 / 6428]
Item Description		**Item Code**
niMODipine 30 mg Tablet		C08CA06000T1001XX.04
niMODipine 30 mg Tablet		C08CA06000T1001XX.02
Zuclopenthixol Decanoate 200mg/ml Injection		N05AF05135P2001XX.01
Zuclopenthixol Decanoate 200mg/ml Injection		N05AF05135P2001XX.04
Zuclopenthixol Decanoate 200mg/ml Injection		N05AF05135P2001XX.02
Zuclopenthixol Acetate 50 mg/ml Injection		N05AF05122P3001XX.01
Zuclopenthixol Acetate 50 mg/ml Injection		N05AF05122P3001XX.02
Zuclopenthixol Acetate 100 mg/2 ml Injection		N05AF05122P3002XX.01
Zuclopenthixol Acetate 100 mg/2 ml Injection		N05AF05122P3002XX.02
Zuclopenthixol 20 mg/ml Drops		N05AF05000D5001XX.01

Figure 3.3.1-6 Item Description

Note

- *User is allowed to enter partially or fully searching criteria for **Item Description**. Then click on the* 🔍 Search *button*

- *Double click on the selected **Item Description***

- ***Item Code** field will be automatically display after selecting **Item Description***
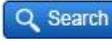
STEP 17

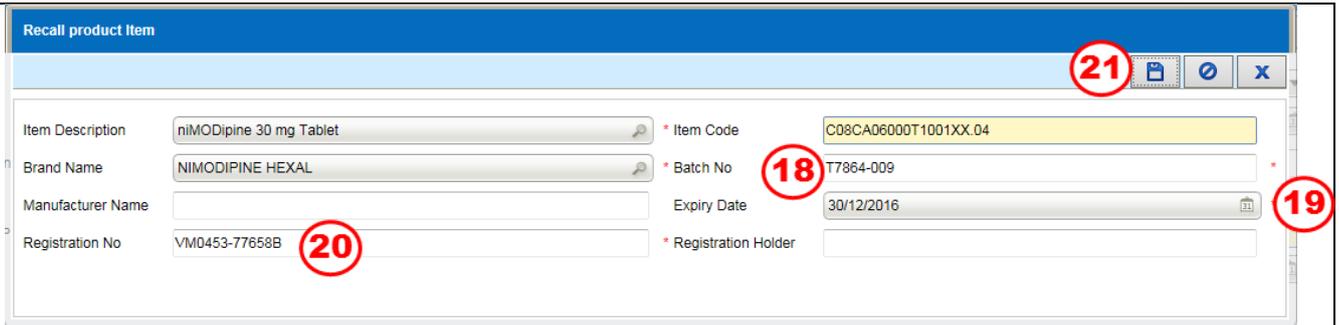Click on the *Brand Name* 🔍 and Item Brand window will be displayed as Figure 3.3.1-7
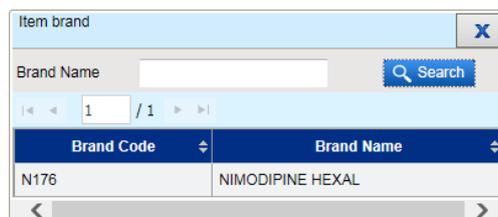
Item brand		
Brand Name		Search
◄◄ ◄ 1 / 1 ► ►►		
Brand Code		**Brand Name**
N176		NIMODIPINE HEXAL

Figure 3.3.1-7 Brand Name

Note

- *User is allowed to enter partially or fully searching criteria for **Brand Name**. Then click on the* 🔍 Search *button*

- *Double click on the selected **Brand Name***

Figure 3.3.1-8 Recall Product Item

STEP 18
Enter *Batch No*

STEP 19

Select *Expiry Date* from [icon] icon
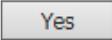
STEP 20
Enter *Registration No*

Note
Manufacturer Name and ***Registration Holder*** *is an optional field*

STEP 21

Click on the [save icon] button to save the transaction

Note
- *System will display a Confirmation Message as Figure 3.3.1-9*

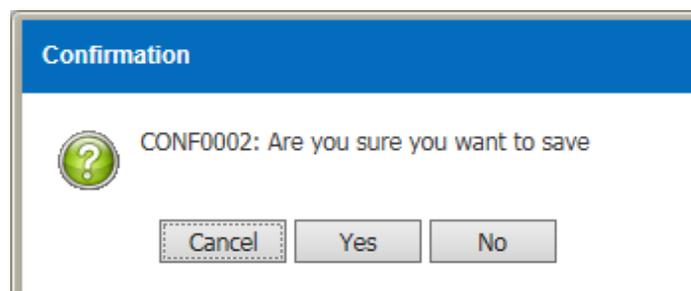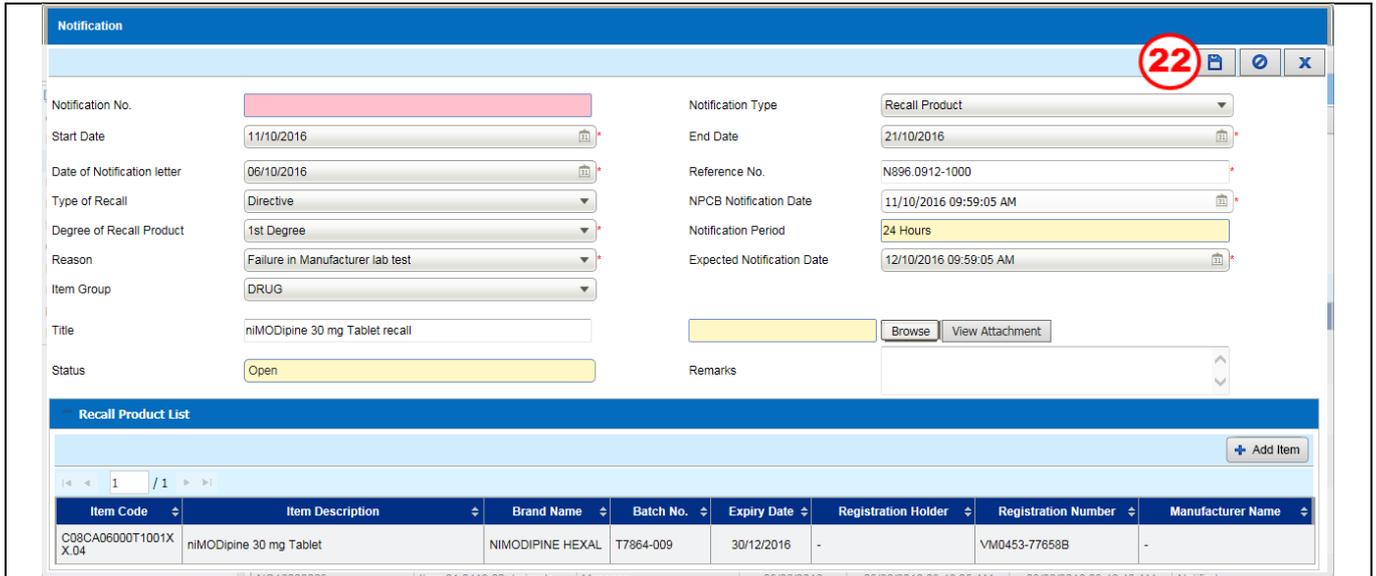- *Click on the* [Yes] *button to save the transaction*

Figure 3.3.1-9 Confirmation Message

- *After save the transaction, the information of the Recall Product Item will be displayed on the Notification main screen as Figure 3.3.1-10*

Figure 3.3.1-10 Notification: Recall Product

Note
User is allow to add more than 1 Recall Product List by repeating **STEP 15** to **STEP 21**

STEP 22

Click on the [💾] button to save the transaction

Note
- _System will display a Confirmation Message as Figure 3.3.1-11_

- _Click on the [Yes] button to save the transaction_

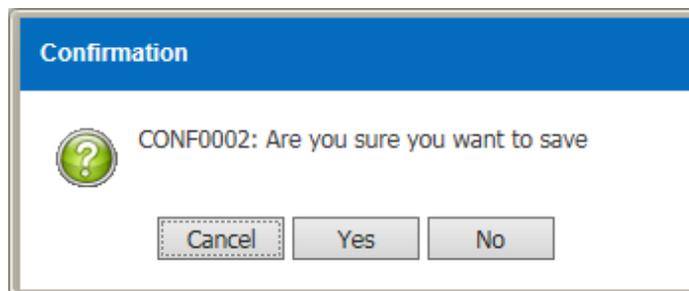- _Click on the [No] or [Cancel] button to cancel the saved transaction_

Figure 3.3.1-11 Confirmation Message

- _Information Message will display after click on the [Yes] buttom as Figure 3.3.1-12_

- _Click on the [OK] button to confirmed the transaction and Notification No will generated for future reference_
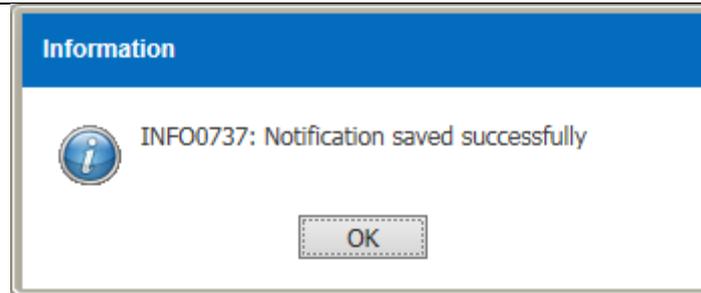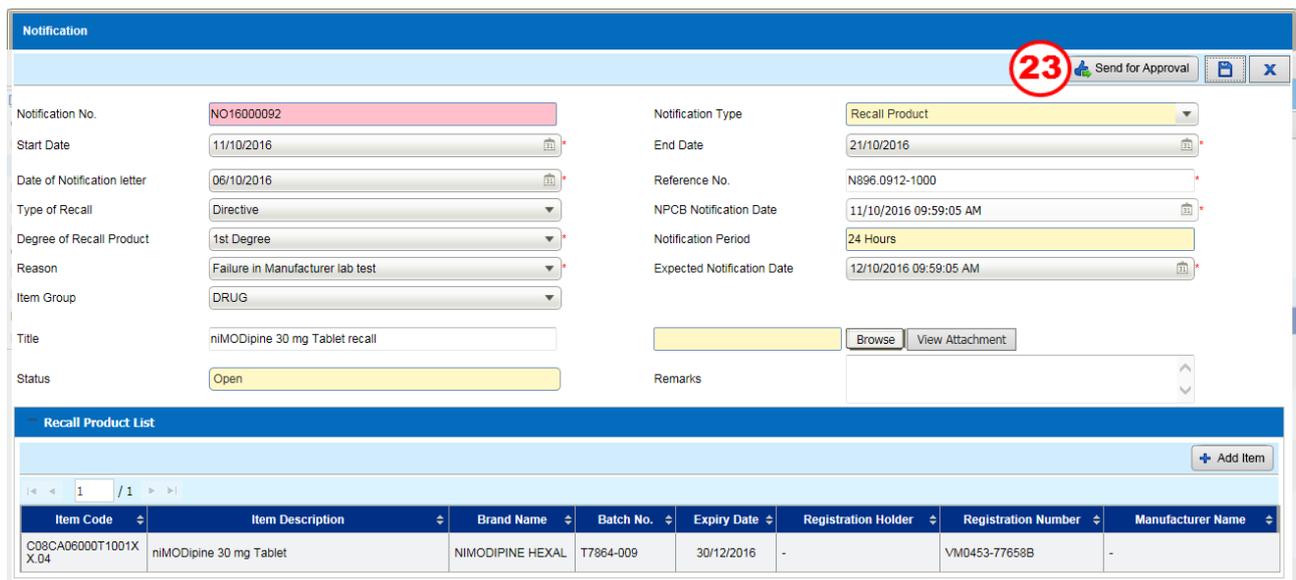
Figure 3.3.1-12 Information Message
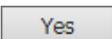
- *button will enable as Figure 3.3.1-13*

Figure 3.3.1-13 Notification: Recall Product

STEP 23

Click on the button to send the Notification record for approval

Note
- *System will display a Confirmation Message as Figure 3.3.1-14*

- *Click on the* [Yes] *button to send the record for approval*

- *Click on the* [No] *or* [Cancel] *button to cancel the saved transaction*

Figure 3.3.1-14 Confirmation Message

- *Information Message will display after click on the* [Yes] *buttom as Figure 3.3.1-15*

- *Click on the* OK *button to successfully send the record for approval and the* **Status** *change to Pending for Approval*

Figure 3.3.1-15 Information Message

- Approve *and* Reject *button will enable as Figure 3.3.1-16*

Figure 3.3.1-16 Notification: Recall Product

STEP 24

   a) Click on the Approve button to approve the record

Note

- *System will be display a Confirmation Message as Figure 3.3.1-17*

- *Click on the* Yes *button to approve the record*

- *Click on the* No *or* Cancel *button to cancel for approve the record*
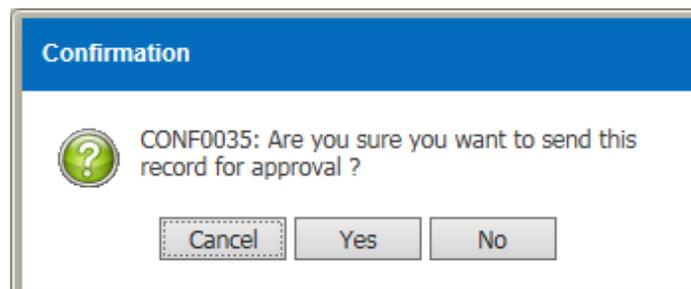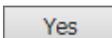

Figure 3.3.1-17 Confirmation Message

- *Information Message will display after click on the* [Yes] *buttom as Figure 3.3.1-18*

- *Click on the* [OK] *button to successfully approved the record and the **Status** change to **Approved***

Figure 3.3.1-18 Information Message

b) Click on the [Reject] button to reject the order transaction

Note
- *System will be display a Confirmation Message as Figure 3.3.1-19*

- *Click on the* [Yes] *button to reject the record*

Figure 3.3.1-19 Confirmation Message

- ***Status** of the record will change to **Rejected***

Figure 3.3.1-20 Notification: Recall Product

STEP 25

Click on the [icon] button to send the notification

Note
- *System will be display a Confirmation Message as Figure 3.3.1-21*

- *Click on the* Yes *button to send the notification*

Confirmation

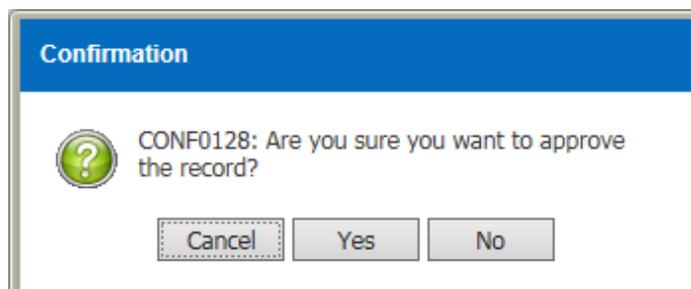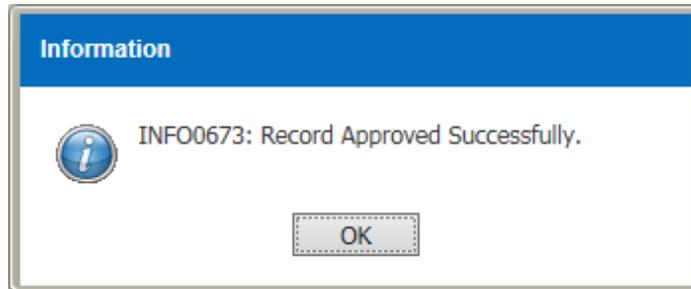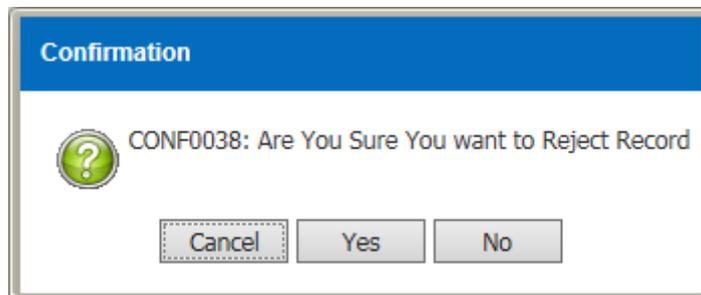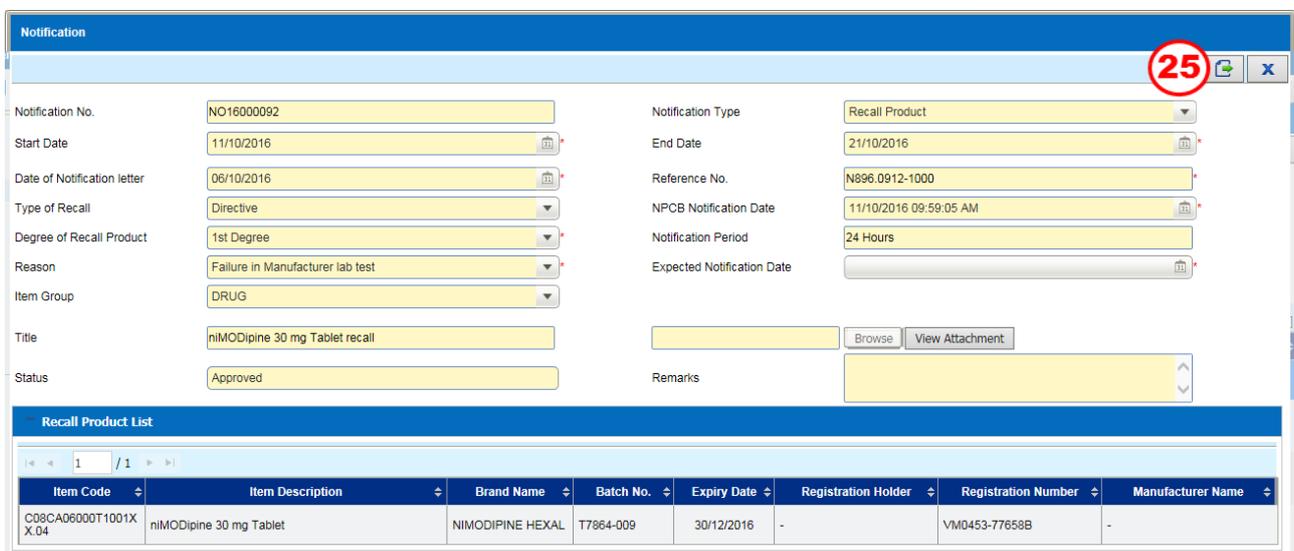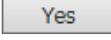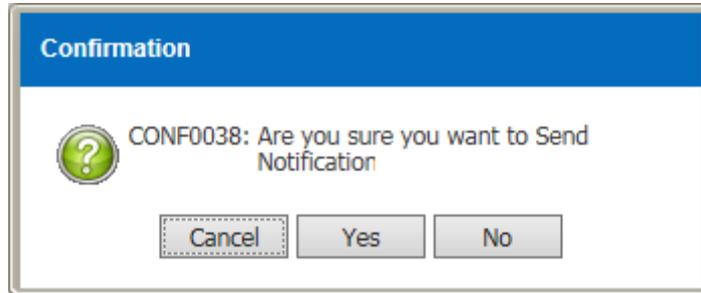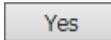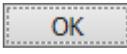CONF0038: Are you sure you want to Send Notification

| Cancel | Yes | No |

Figure 3.3.1-21 Confirmation Message

- *Information Message will display after click on the* Yes *button as Figure 3.3.1-22*

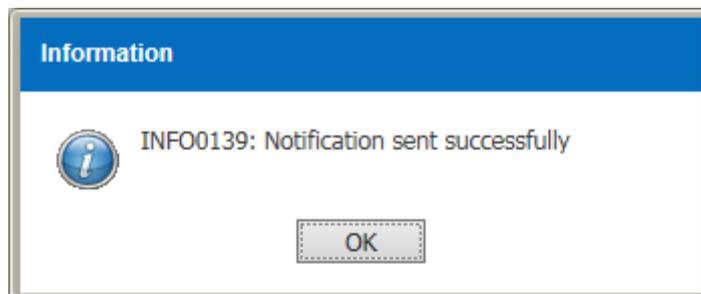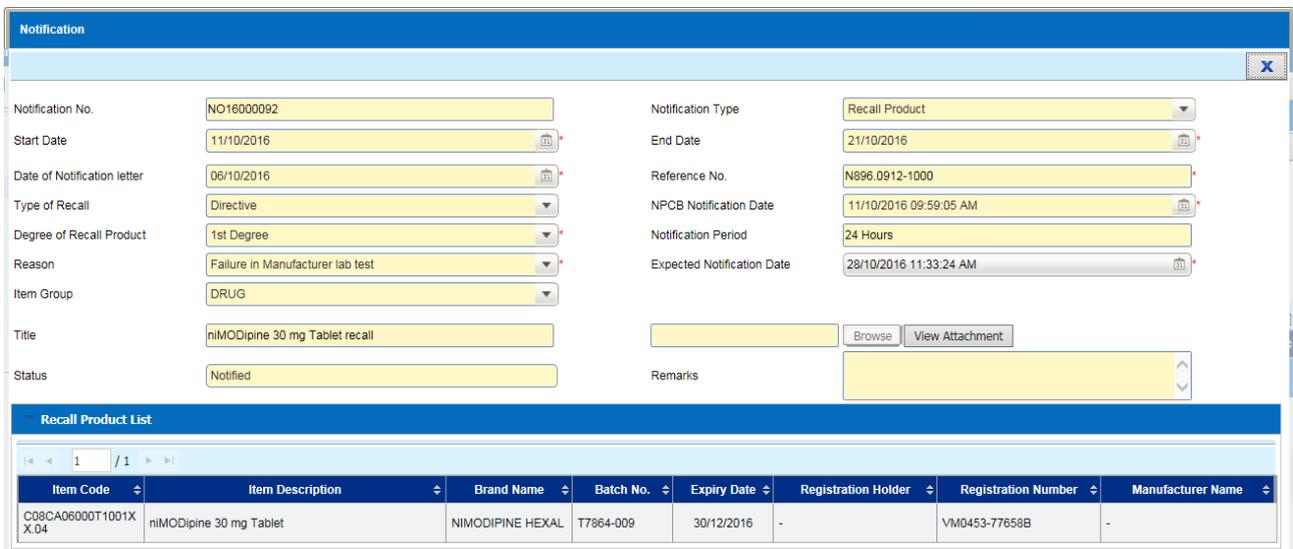- *Click on the* OK *button and the **Status** change to Notified*

Information

INFO0139: Notification sent successfully

OK

Figure 3.3.1-22 Information Message

Notification

Notification No.	NO16000092
Start Date	11/10/2016
Date of Notification letter	06/10/2016
Type of Recall	Directive
Degree of Recall Product	1st Degree
Reason	Failure in Manufacturer lab test
Item Group	DRUG
Title	niMODipine 30 mg Tablet recall
Status	Notified

Notification Type	Recall Product
End Date	21/10/2016
Reference No.	N896.0912-1000
NPCB Notification Date	11/10/2016 09:59:05 AM
Notification Period	24 Hours
Expected Notification Date	28/10/2016 11:33:24 AM
	Browse View Attachment
Remarks	

Recall Product List

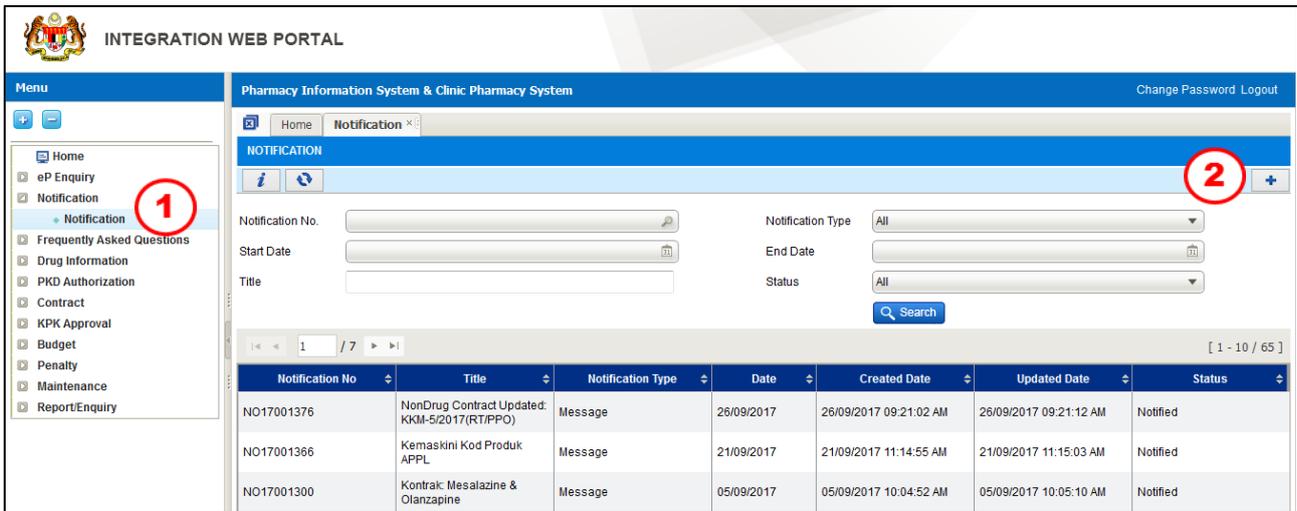| Item Code	Item Description	Brand Name	Batch No.	Expiry Date	Registration Holder	Registration Number	Manufacturer Name
C08CA06000T1001XX.04	niMODipine 30 mg Tablet	NIMODIPINE HEXAL	T7864-009	30/12/2016	-	VM0453-77658B	-

Figure 3.3.1-23 Notification: Recall Product

Note

Click on the [X] to close the Notification screen

3.3.2. Recall Product: Voluntary

To perform Notification:Recall Product (Directive) transaction, perform the steps below:
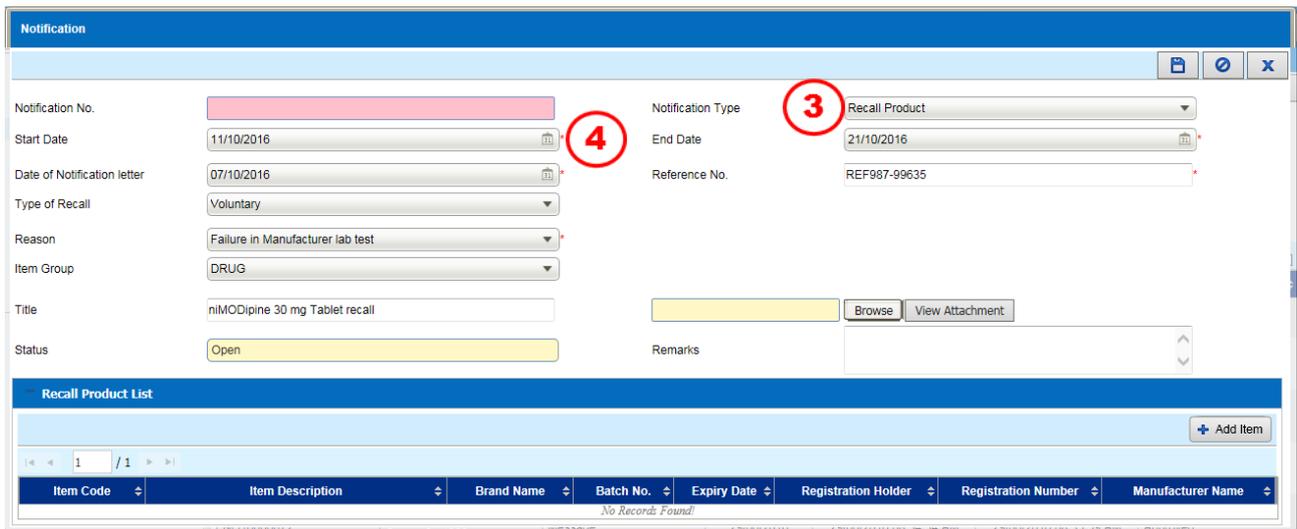

Figure 3.3.2-1 Notification Listing Page

STEP 1

Go to 'Notification' Menu, and click on the Notification sub-menu

STEP 2

Click on the ➕ button and Notification screen will be displayed as Figure 3.3.2-2

Figure 3.3.2-2 Notification: Recall Product

STEP 3

Select **Notification Type** as **Recall Product**

STEP 4

Select **Start Date** from 🗓 icon
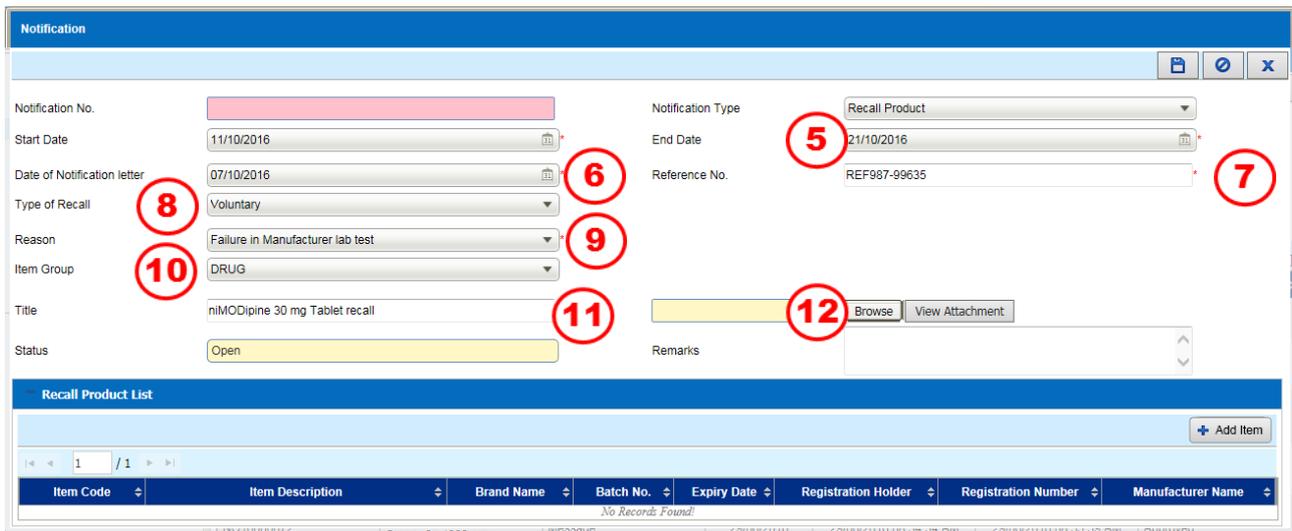
Figure 3.3.2-3 Notification: Recall Product

STEP 5

Select *End Date* from [icon] icon

STEP 6

Select *Date of Notification Letter* from [icon] icon

STEP 7
Enter *Reference No.*

STEP 8
Select *Type of Recall* from drop down box as *Voluntary*

STEP 9
Select *Reason* from drop down box:
- Failure in Manufacturing lab test
- Caused by too many complaints by facilities
- Failure in NPCB lab test
- Changes in appearance of product
- Others

STEP 10
Select *Item Group* from drop down box:
- DRUG
- NON-DRUG

STEP 11
Enter *Title*

Note
Remarks *is an optional field*

STEP 12

Click on the [Browse] button to attach a document into the notification

Note
User can view the attachment uploaded by click on the [View Attachment] *button*

Figure 3.3.2-4 Notification: Recall Product

STEP 13

Click on the ➕ Add Item button and Recall Product Item screen will be displayed as Figure 3.3.2-5

Figure 3.3.2-5 Recall Product Item

STEP 14

Click on the *Item Description* 🔍 and Item Description window will be displayed as Figure 3.3.2-6

Figure 3.3.2-6 Item Description

Note
- *User is allowed to enter partially or fully searching criteria for **Item Description**. Then click on the* 🔍 Search *button*

Note

- *Double click on the selected **Item Description***

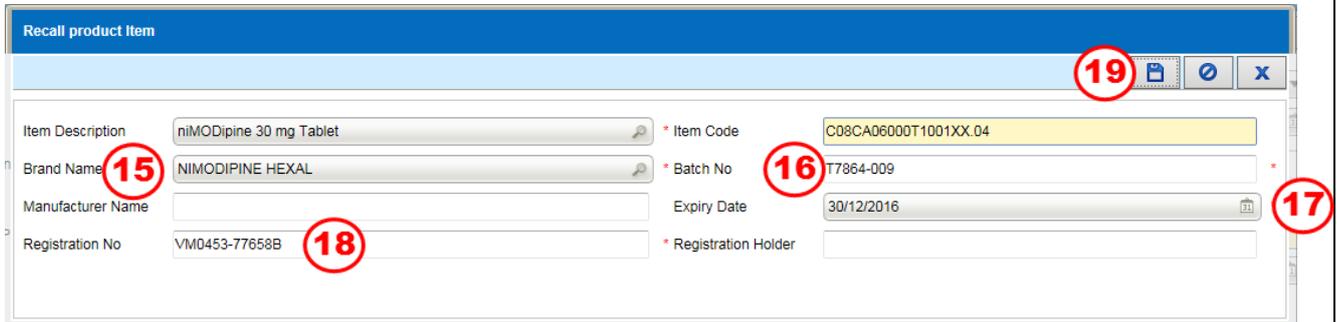- ***Item Code** field will be automatically display after selecting **Item Description***

Figure 3.3.2-7 Recall Product Item

STEP 15

Click on the ***Brand Name*** 🔍 and Item Brand window will be displayed as Figure 3.3.2-8
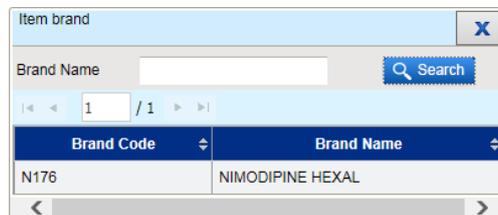
Figure 3.3.2-8 Brand Name

Note

- *User is allowed to enter partially or fully searching criteria for **Brand Name**. Then click on the* 🔍 Search *button*

- *Double click on the selected **Brand Name***

STEP 16
Enter ***Batch No***

STEP 17

Select ***Expiry Date*** from 📅 icon

STEP 18
Enter ***Registration No***

Note
Manufacturer Name and ***Registration Holder*** is an optional field

STEP 19

Click on the 💾 button to save the transaction

Note

- *System will display a Confirmation Message as Figure 3.3.2-9*

- *Click on the* Yes *button to save the transaction*
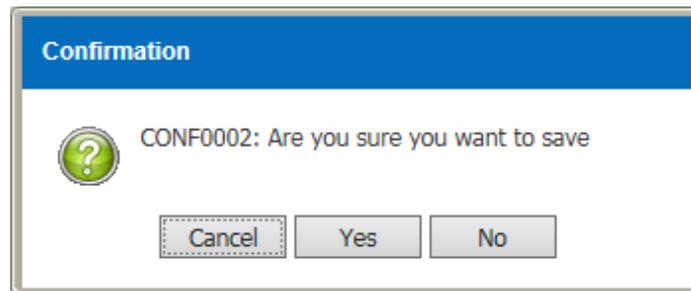
Figure 3.3.2-9 Confirmation Message

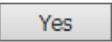- *After save the transaction, the information of the Recall Product Item will be displayed on the Notification main screen as Figure 3.3.2-10*

Figure 3.3.2-10 Notification: Recall Product

Note
User is allow to add more than 1 Recall Product List by repeating STEP 13 to STEP 19

STEP 20

Click on the [💾] button to save the transaction

Note
- *System will display a Confirmation Message as Figure 3.3.2-11*

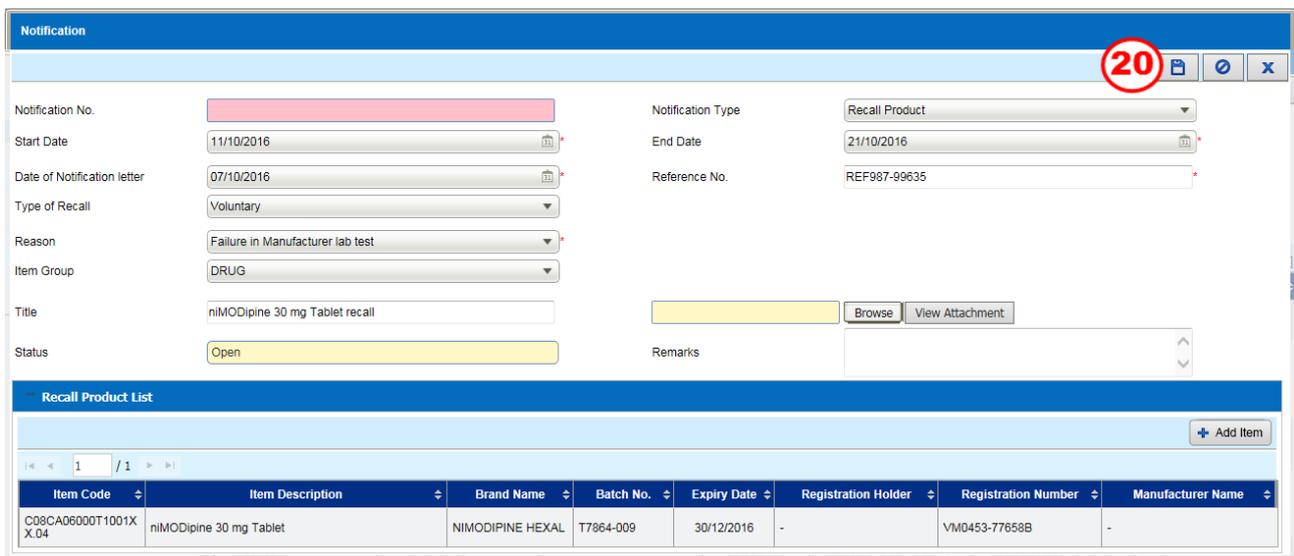- *Click on the [Yes] button to save the transaction*
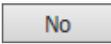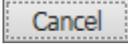
- *Click on the [No] or [Cancel] button to cancel the saved transaction*
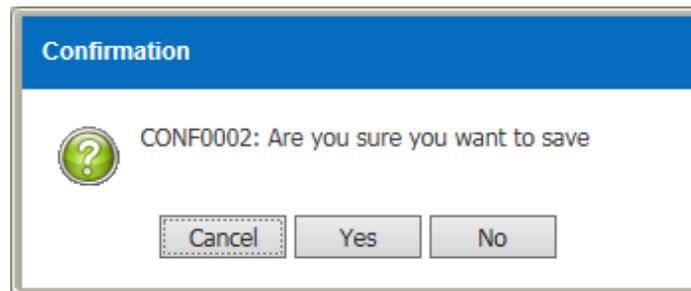
Figure 3.3.2-11 Confirmation Message

- *Information Message will display after click on the [Yes] buttom as Figure 3.3.2-12*

- *Click on the [OK] button to confirmed the transaction and Notification No will generated for future reference*
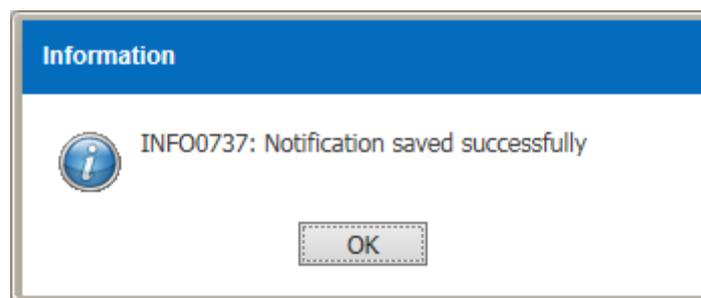
Figure 3.3.2-12 Information Message

- [Send for Approval] *button will enable as Figure 3.3.2-13*
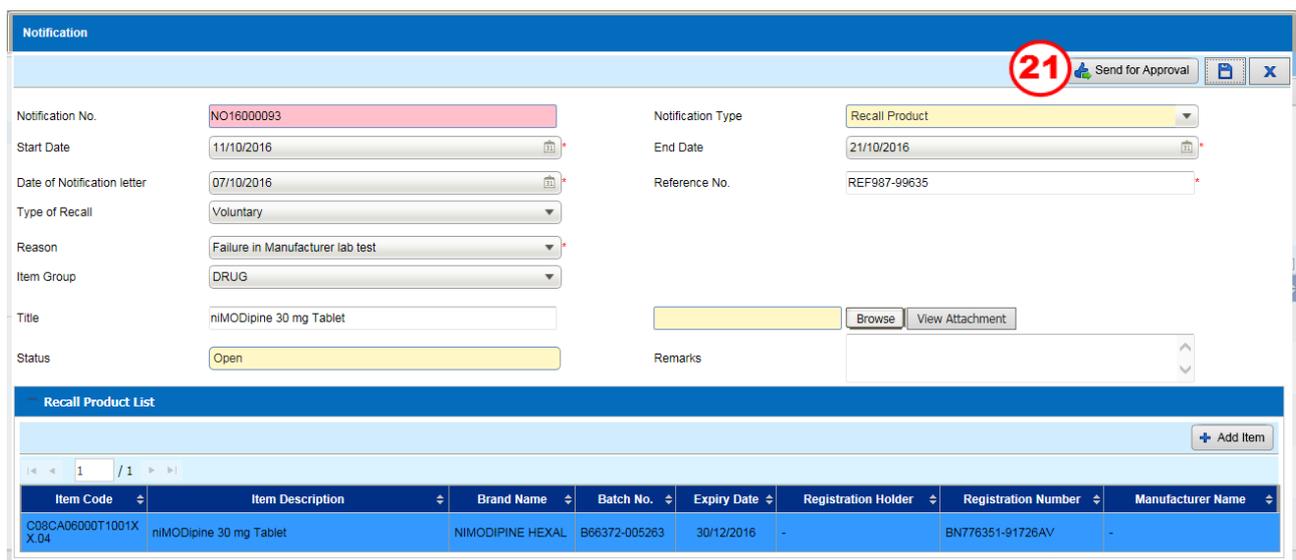
Figure 3.3.2-13 Notification: Recall Product

STEP 21

Click on the [Send for Approval] button to send the Notification record for approval

Note
- *System will display a Confirmation Message as Figure 3.3.2-14*

- *Click on the [Yes] button to send the record for approval*
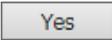
- *Click on the* `No` *or* `Cancel` *button to cancel the saved transaction*

Confirmation

CONF0035: Are you sure you want to send this record for approval ?

`Cancel` `Yes` `No`

Figure 3.3.2-14 Confirmation Message

- *Information Message will display after click on the* `Yes` *buttom as Figure 3.3.2-15*

- *Click on the* `OK` *button to successfully send the record for approval and the* **Status** *change to Pending for Approval*

Information

INFO0101: Your Record has been sent for Approval Successfully

`OK`
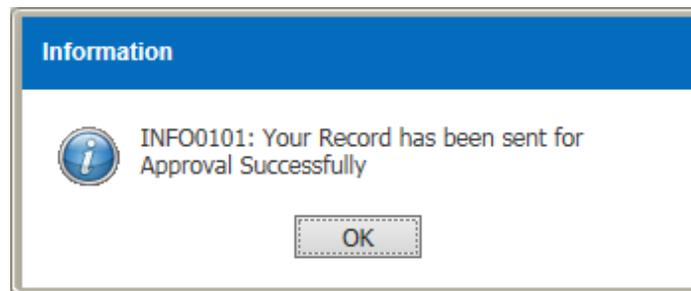
Figure 3.3.2-15 Information Message

- `Approve` *and* `Reject` *button will enable as Figure 3.3.2-16*

Notification ㉒

		`Approve` `Reject` `X`	
Notification No.	NO16000093	Notification Type	Recall Product
Start Date	11/10/2016	End Date	21/10/2016
Date of Notification letter	07/10/2016	Reference No.	REF987-99635
Type of Recall	Voluntary		
Reason	Failure in Manufacturer lab test		
Item Group	DRUG		
Title	niMODipine 30 mg Tablet		Browse View Attachment
Status	Pending For Approval	Remarks	

Recall Product List

|◄ ◄ 1 / 1 ► ►|

Item Code	Item Description	Brand Name	Batch No.	Expiry Date	Registration Holder	Registration Number	Manufacturer Name
C08CA06000T1001X X.04	niMODipine 30 mg Tablet	NIMODIPINE HEXAL	B66372-005263	30/12/2016	-	BN776351-91726AV	-

**Figure 3.3.2-16 Notification: Recall Product**

STEP 22

a) Click on the `Approve` button to approve the record

Note

- *System will be display a Confirmation Message as Figure 3.3.2-17*

- *Click on the* [Yes] *button to approve the record*

- *Click on the* [No] *or* [Cancel] *button to cancel for approve the record*

Confirmation

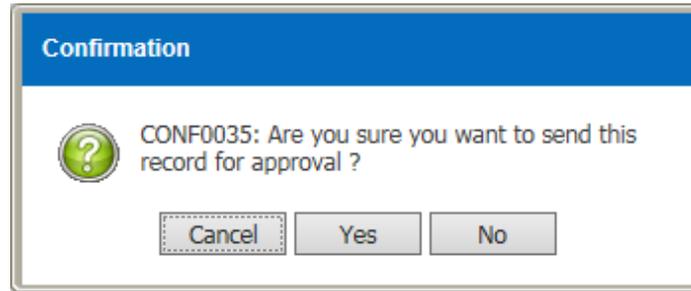CONF0128: Are you sure you want to approve the record?

[Cancel] [Yes] [No]

Figure 3.3.2-17 Confirmation Message

- *Information Message will display after click on the* [Yes] *buttom as Figure 3.3.2-18*

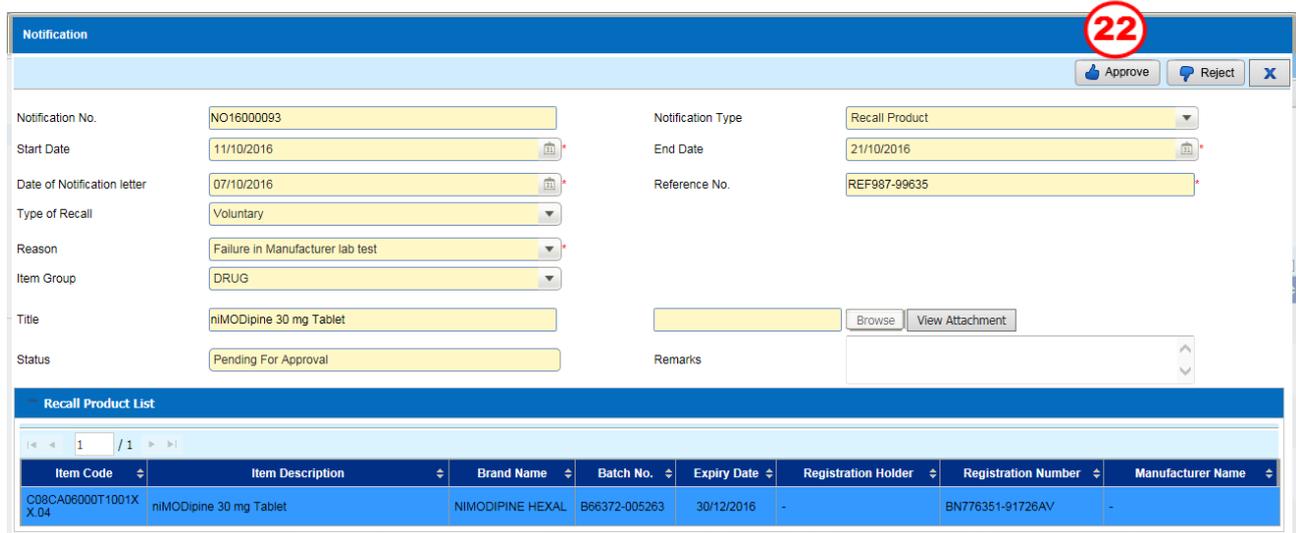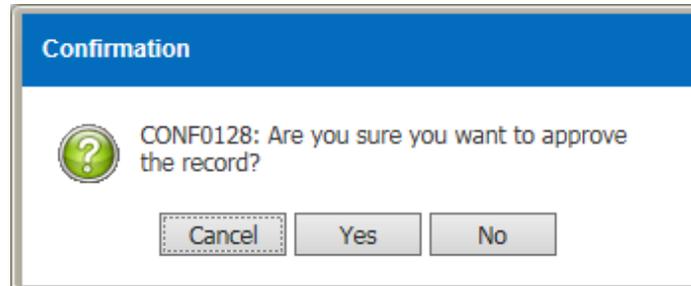- *Click on the* [OK] *button to successfully approved the record and the* **Status** *change to* **Approved**

Information

INFO0673: Record Approved Successfully.
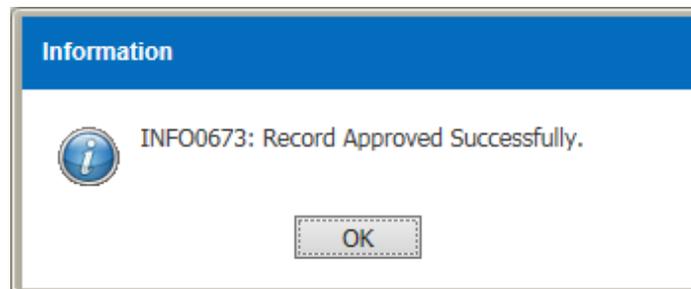
[OK]

Figure 3.3.2-18 Information Message

b) Click on the [Reject] button to reject the order transaction

Note

- *System will be display a Confirmation Message as Figure 3.3.2-19*
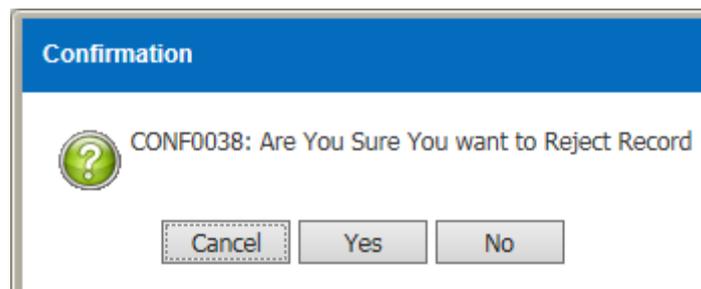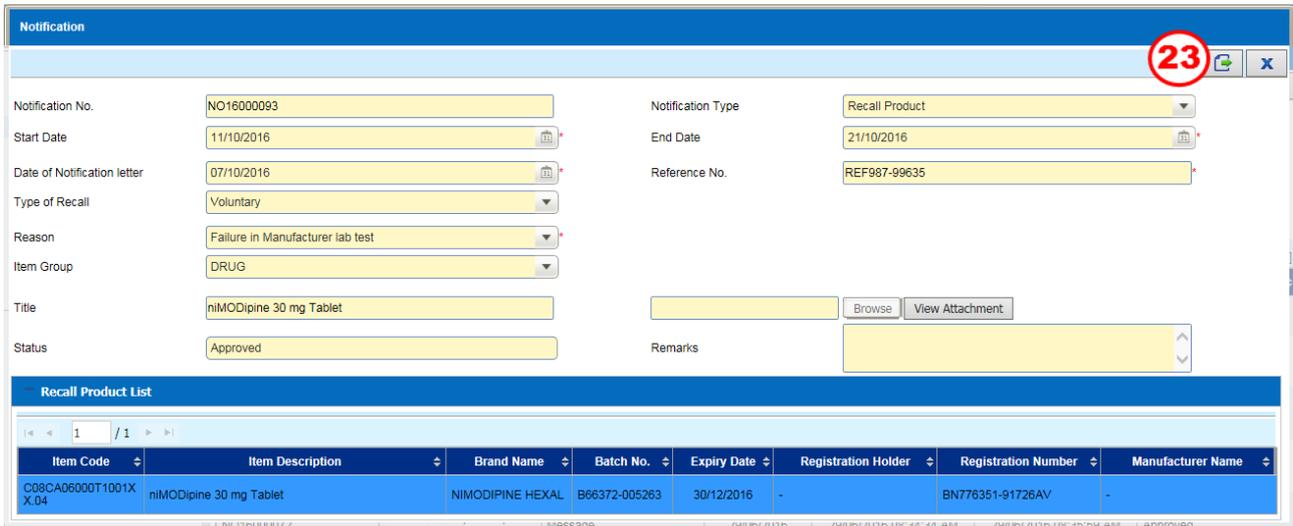
- *Click on the* [Yes] *button to reject the record*

Confirmation

CONF0038: Are You Sure You want to Reject Record

[Cancel] [Yes] [No]

Figure 3.3.2-19 Confirmation Message

- **Status** *of the record will change to* **Rejected**

Figure 3.3.2-20 Notification: Recall Product

STEP 23

Click on the [icon] button to send the notification

Note

- *System will be display a Confirmation Message as Figure 3.3.2-21*
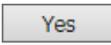
- *Click on the [Yes] button to send the notification*

Figure 3.3.2-21 Confirmation Message

- *Information Message will display after click on the [Yes] button as Figure 3.3.2-22*

- *Click on the [OK] button and the **Status** change to Notified*

Figure 3.3.2-22 Information Message

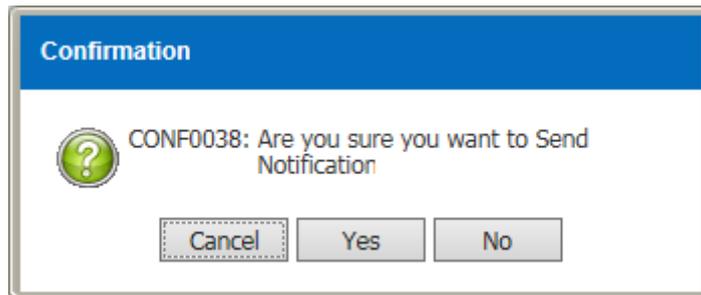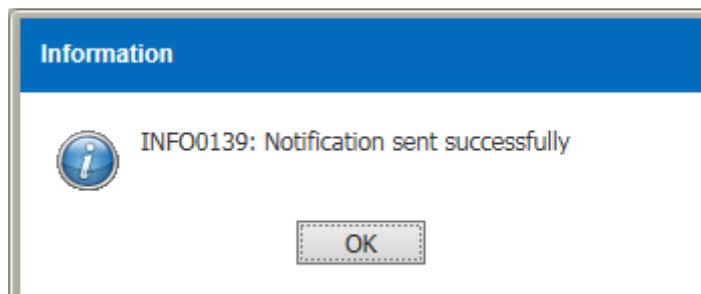| Notification			
			X
Notification No.	NO16000093	Notification Type	Recall Product
Start Date	11/10/2016	End Date	21/10/2016
Date of Notification letter	07/10/2016	Reference No.	REF987-99635
Type of Recall	Voluntary		
Reason	Failure in Manufacturer lab test		
Item Group	DRUG		
Title	niMODipine 30 mg Tablet		Browse View Attachment
Status	Notified	Remarks	

Recall Product List

Item Code	Item Description	Brand Name	Batch No.	Expiry Date	Registration Holder	Registration Number	Manufacturer Name
C08CA06000T1001XX.04	niMODipine 30 mg Tablet	NIMODIPINE HEXAL	B66372-005263	30/12/2016	-	BN776351-91726AV	-

Figure 3.3.2-23 Notification: Recall Product

Note

Click on the [X] *to close the Notification screen*

4. Acronyms

Abbreviation	Definition
MOH	Ministry of Health
KKM	Kementerian Kesihatan Malaysia
PhIS	Pharmacy Information System
CPS	Clinical Pharmacy System
PKU	Packaging Keeping Unit
SKU	Store Keeping Unit
BPF	Bahagian Perkhidmatan Farmasi
NPRA	National Pharmaceutical Regulatory Agency

5. Link to IWP Modules

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