



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

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## **User Manual Integrated Web Portal (IWP)**

### **Notification**

<b>Version</b>	<b>: 8<sup>th</sup> EDITION</b>
<b>Document ID</b>	<b>: HQ_U.MANUAL_IWP_NOTIFICATION</b>



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*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 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

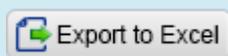
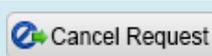
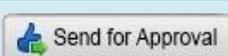
### 1.3. Organised Sections

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. IWPLegend

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 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

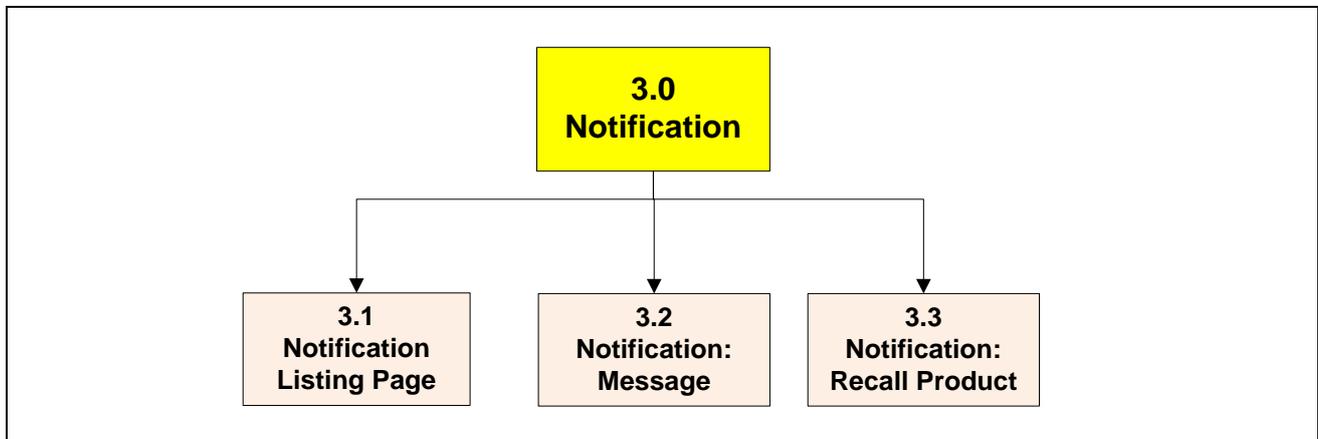


Figure 3.0-1 Functional Diagram

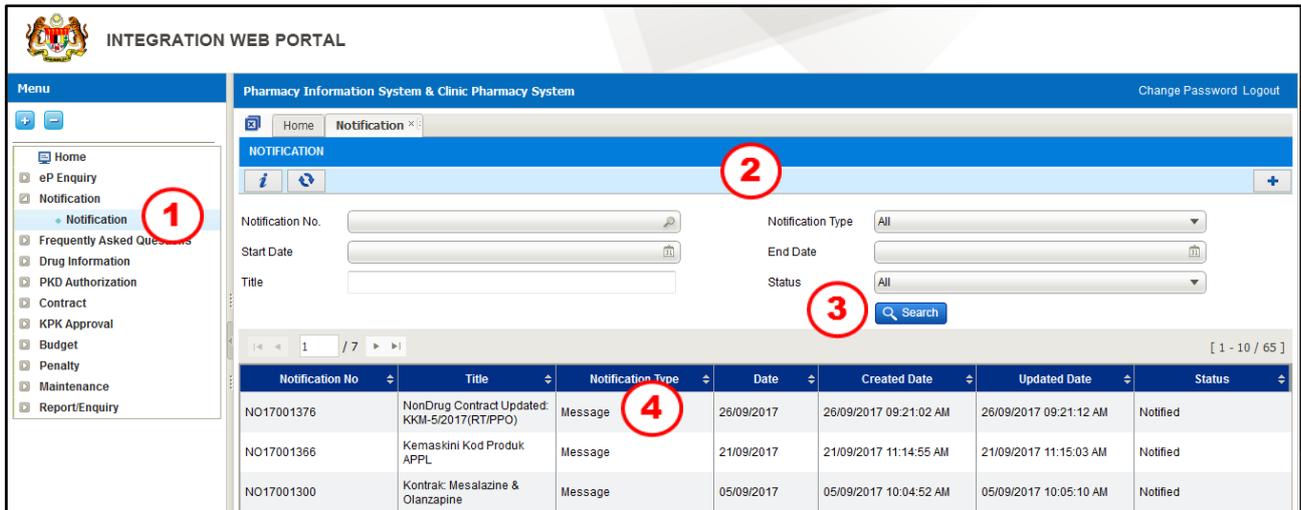
#### Functional Description

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 Notifications sub-menu

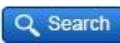
#### STEP 2

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 Notification	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)

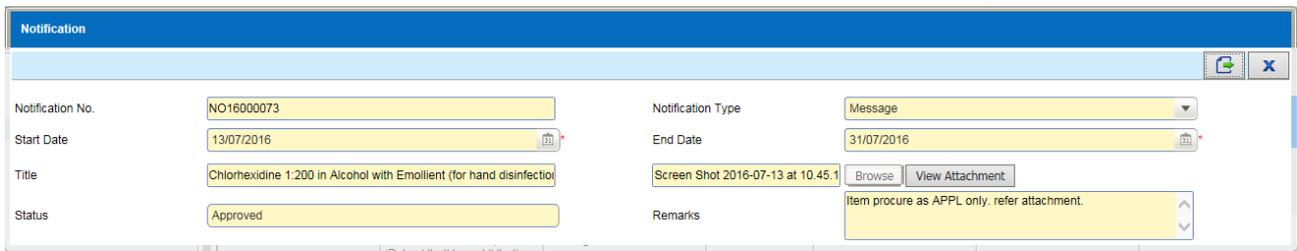
Table 3.1-1 Search Criteria

#### STEP 3

Click on the  button after key in criteria

#### STEP 4

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



Notification	
Notification No.	NO16000073
Start Date	13/07/2016
Title	Chlorhexidine 1:200 in Alcohol with Emollient (for hand disinfection)
Status	Approved
Notification Type	Message
End Date	31/07/2016
Remarks	Item procure as APPL only. refer attachment.

**Figure 3.1-2 Notification**

**Note**

Click on the  to close the Transaction Detail screen

### 3.2. Notification: Message

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

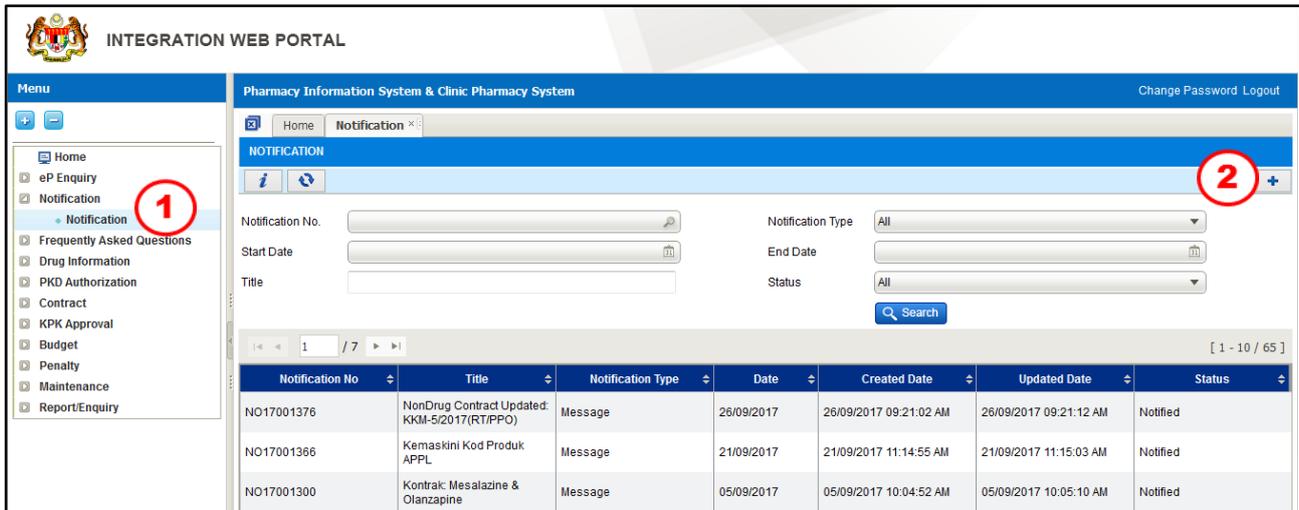


Figure 3.2-1 Notification Listing Page

#### 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

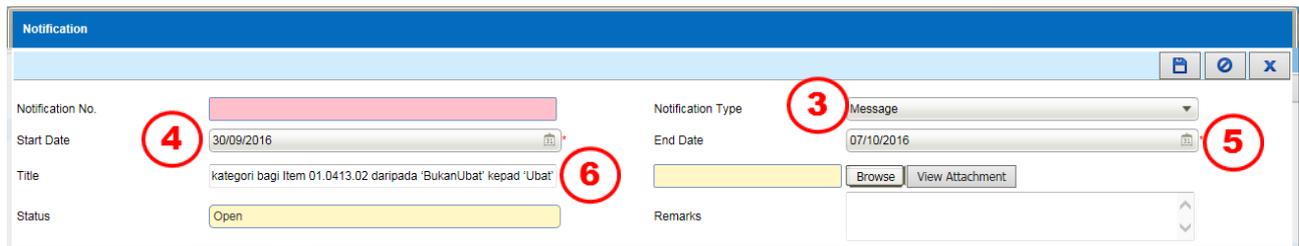


Figure 3.2-2 New Notification: Message

#### STEP 3

Select **Notification Type** as **Message**

#### STEP 4

Select **Start Date** from  icon

#### STEP 5

Select **End Date** from  icon

#### STEP 6

Enter **Title**

#### Note

- User is allowed to enter Alphabet, Number and Symbol

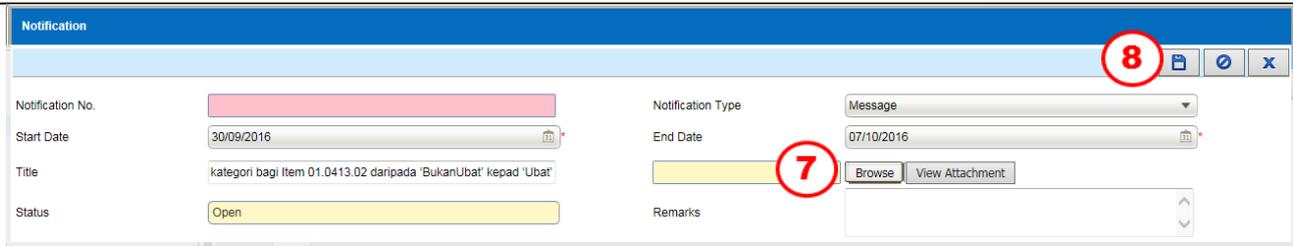
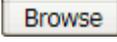
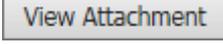


Figure 3.2-3 Notification: Message

**STEP 7**

Click on the  button to attach a document into the message

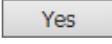
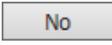
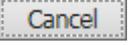
**Note**

User can view the attachment uploaded by clicking on the  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  button to save the transaction
- Click on the  or  button to cancel the saved transaction

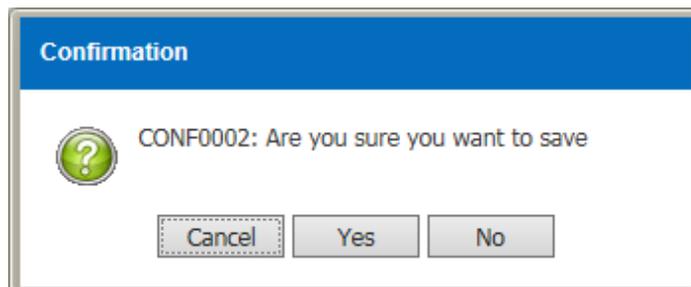
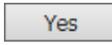


Figure 3.2-4 Confirmation Message

- Information Message will display after click on the  button as Figure 3.2-5
- Click on the  button to confirmed the save transaction and Notification No will generated for future reference

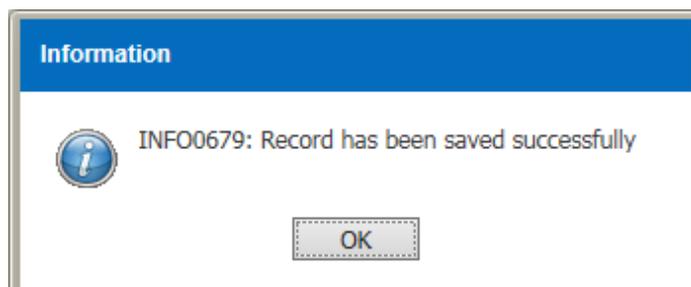


Figure 3.2-5 Information Message

-  button will enable as Figure 3.2-6

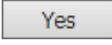
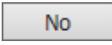


Figure 3.2-6 Notification: Message

**STEP 9**

Click on the  button to send the Notification record for approval

**Note**

- System will display a Confirmation Message as Figure 3.2-7
- Click on the  button to send the record for approval
- Click on the  or  button to cancel the saved transaction

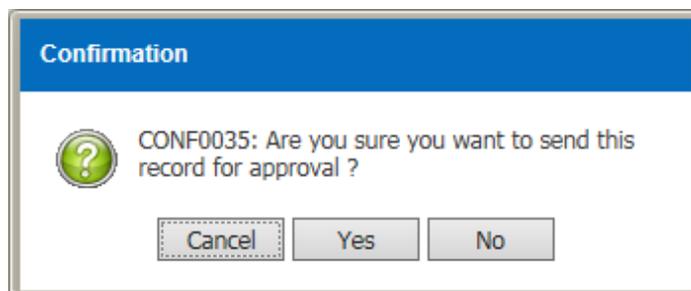
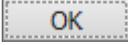


Figure 3.2-7 Confirmation Message

- Information Message will display after click on the  button as Figure 3.2-8
- Click on the  button to successfully send the record for approval and the **Status** change to Pending for Approval

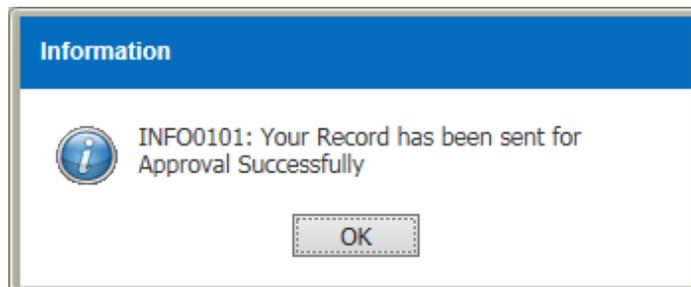


Figure 3.2-8 Information Message

-  and  button will enable as Figure 3.2-9

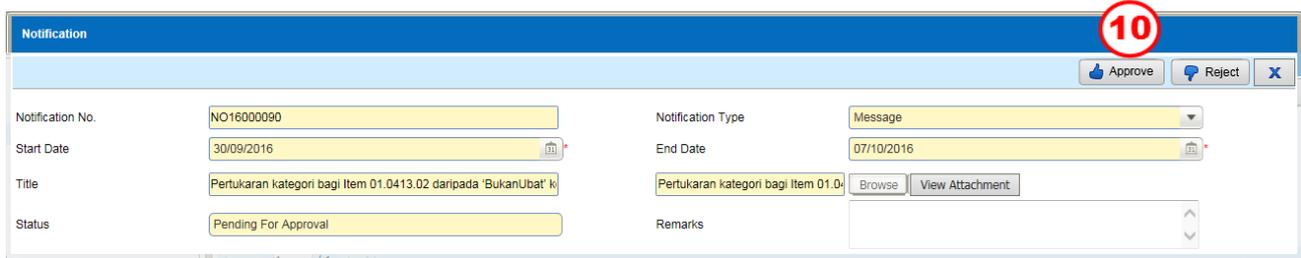
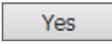
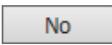


Figure 3.2-9 Notification: Message

**STEP 10**

- a) Click on the  button to approve the record

**Note**

- System will be display a Confirmation Message as Figure 3.2-10
- Click on the  button to approve the record
- Click on the  or  button to cancel for approve the record

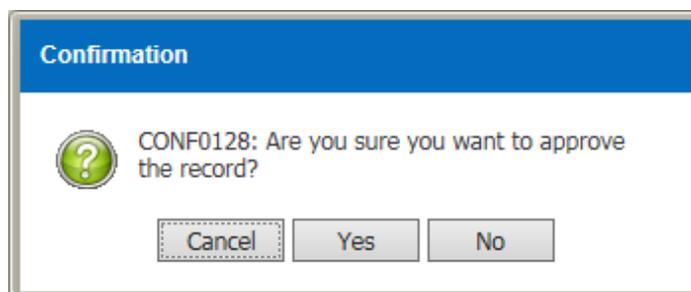
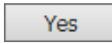


Figure 3.2-10 Confirmation Message

- Information Message will display after click on the  button as Figure 3.2-11
- Click on the  button to successfully approved the record and the **Status** change to Approved

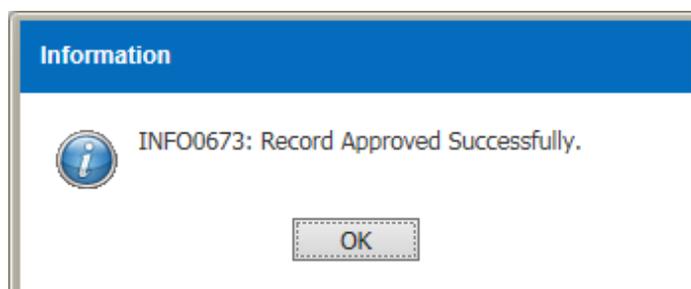
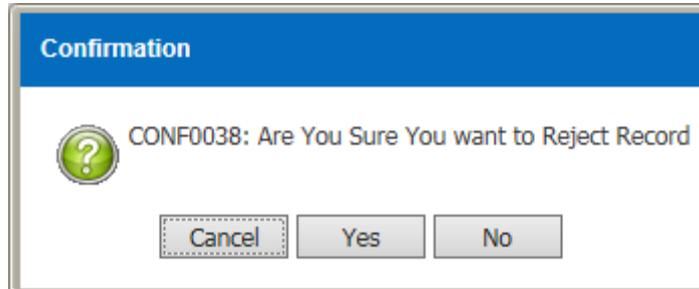


Figure 3.2-11 Information Message

- b) Click on the  button to reject the order transaction

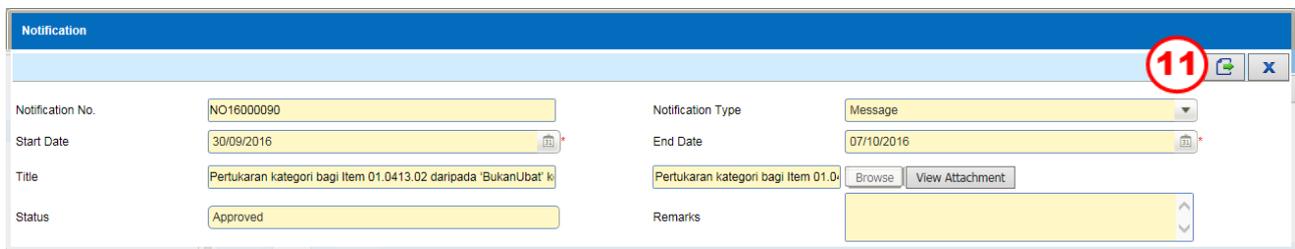
**Note**

- System will be display a Confirmation Message as Figure 3.2-12
- Click on the  button to reject the record



**Figure 3.2-12 Confirmation Message**

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



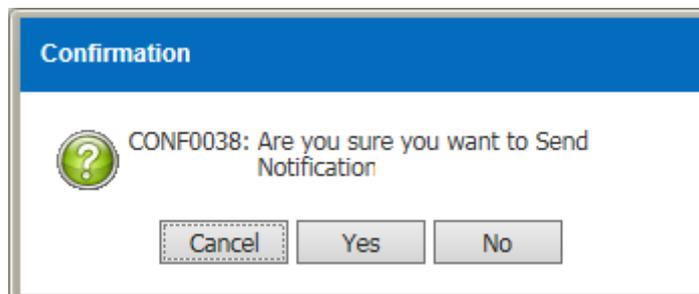
**Figure 3.2-13 Notification: Message**

**STEP 11**

Click on the  button to send the notification

**Note**

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



**Figure 3.2-14 Confirmation Message**

- Information Message will display after click on the  button as Figure 3.2-15
- Click on the  button and the **Status** change to **Notified**

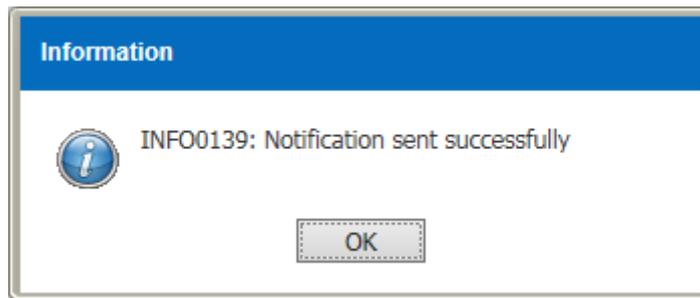
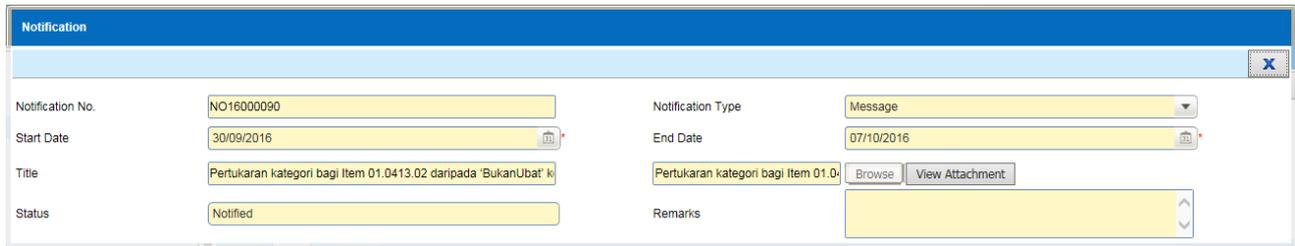


Figure 3.2-15 Information Message



The image shows a web-based form titled "Notification" with a blue header bar. The form contains several input fields and buttons. The fields are arranged in two columns. The first column includes "Notification No." (text input), "Start Date" (calendar icon), "Title" (text input), and "Status" (text input). The second column includes "Notification Type" (dropdown menu), "End Date" (calendar icon), and "Remarks" (text area). There are also "Browse" and "View Attachment" buttons next to the "Remarks" field. A small "X" button is located in the top right corner of the form's container.

Figure 3.2-16 Notification: Message

**Note**

Click on the  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:

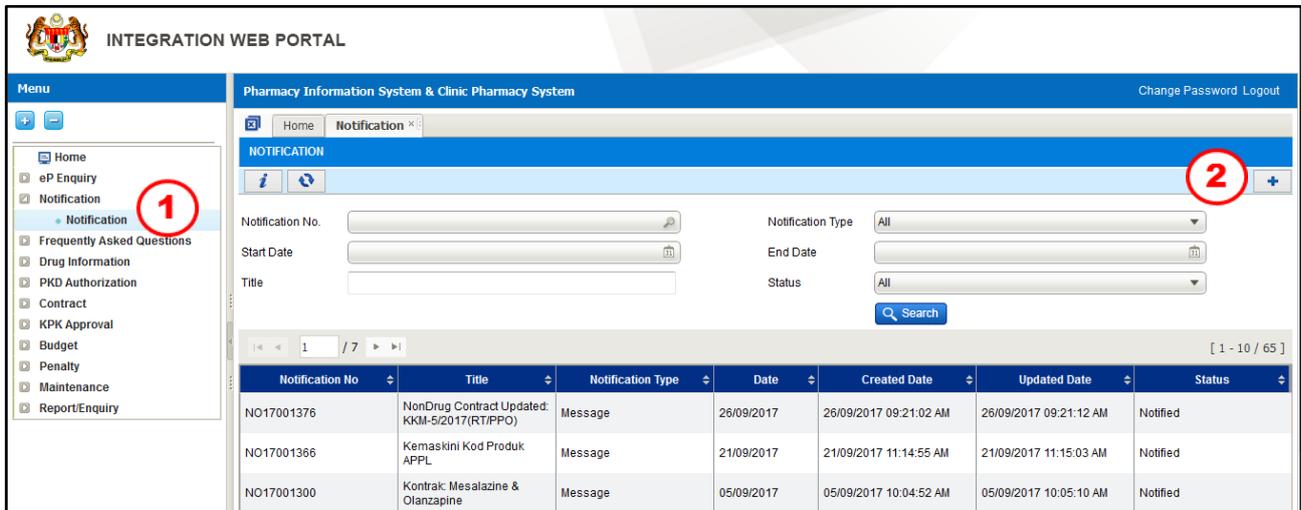


Figure 3.3.1-1 Notification Listing Page

#### STEP 1

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

#### STEP 2

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

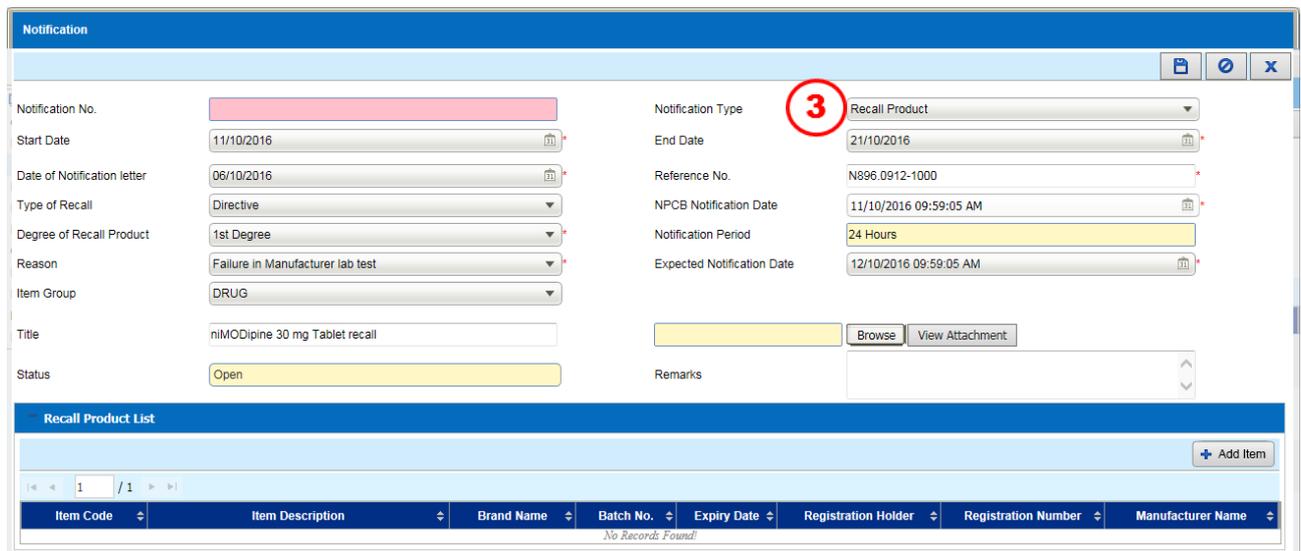
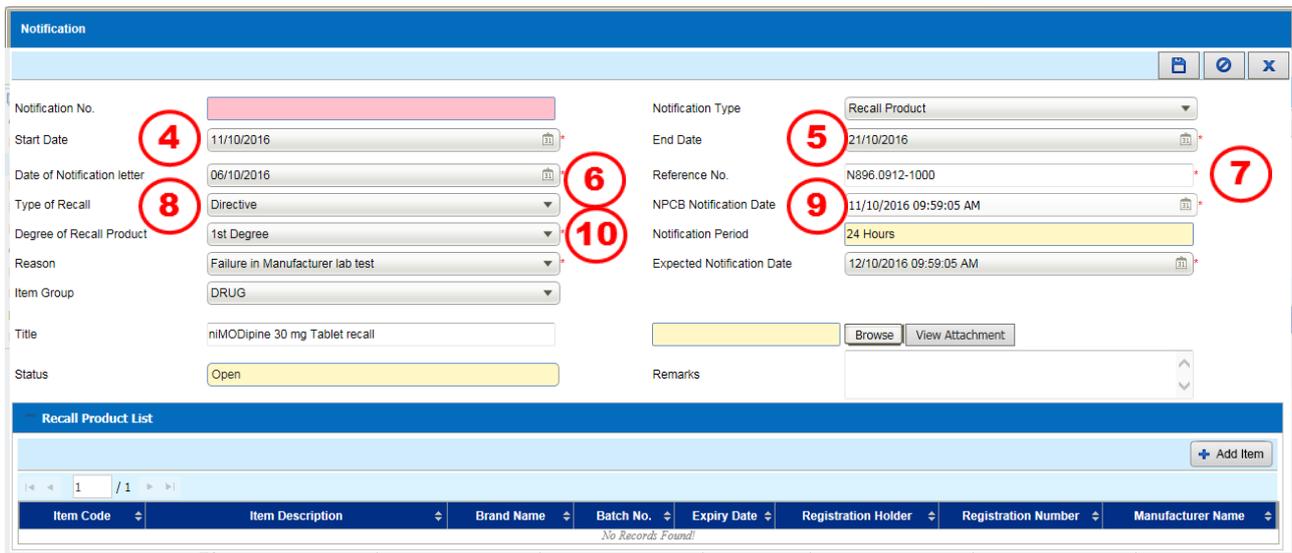


Figure 3.3.1-2 Notification: Recall Product

#### STEP 3

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



**Notification**

Notification No. [ ] Notification Type: Recall Product

Start Date: 11/10/2016 End Date: 21/10/2016

Date of Notification letter: 06/10/2016 Reference No.: N896.0912-1000

Type of Recall: Directive NPCB Notification Date: 11/10/2016 09:59:05 AM

Degree of Recall Product: 1st Degree Notification Period: 24 Hours

Reason: Failure in Manufacturer lab test Expected Notification Date: 12/10/2016 09:59:05 AM

Item Group: DRUG

Title: niMODipine 30 mg Tablet recall

Status: Open

Remarks: [ ]

**Recall Product List**

Item Code	Item Description	Brand Name	Batch No.	Expiry Date	Registration Holder	Registration Number	Manufacturer Name
No Records Found!							

Figure 3.3.1-3 Notification: Recall Product

**STEP 4**

Select **Start Date** from  icon

**STEP 5**

Select **End Date** from  icon

**STEP 6**

Select **Date of Notification Letter** from  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

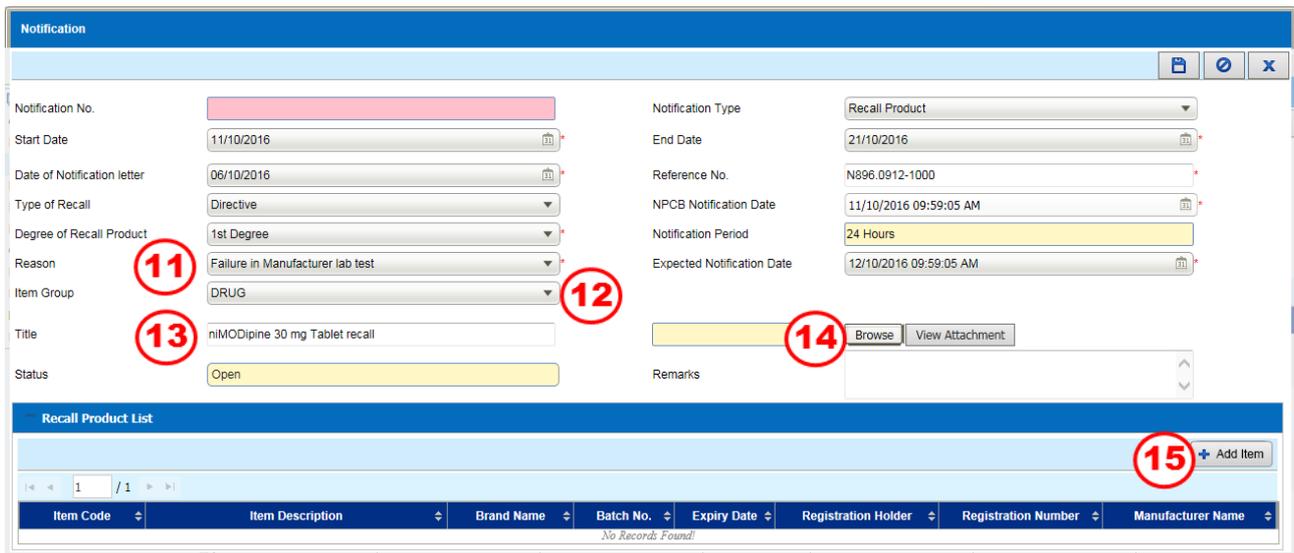
**STEP 10**

Select **Degree of Recall Product** from drop down box:

- 1<sup>st</sup> Degree
- 2<sup>nd</sup> Degree
- 3<sup>rd</sup> Degree

**Note**

- **Notification Period** will be automatically display based on selected **Degree of Recall Product**
  - 1<sup>st</sup> Degree : 24 Hours
  - 2<sup>nd</sup> Degree : 72 Hours
  - 3<sup>rd</sup> Degree : 30 Days
- **Expected Notification Date** will be automatically display based on selected **Degree of Recall Product**



Item Code	Item Description	Brand Name	Batch No.	Expiry Date	Registration Holder	Registration Number	Manufacturer Name
No Records Found!							

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

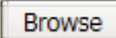
**STEP 13**

Enter **Title**

**Note**

**Remarks** is an optional field

**STEP 14**

Click on the  button to attach a document into the notification

**Note**

User can view the attachment uploaded by click on the  button

**STEP 15**

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

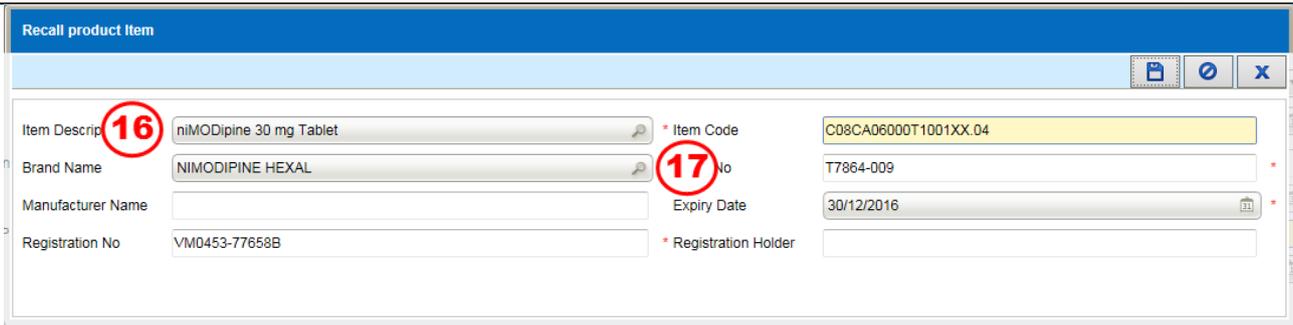
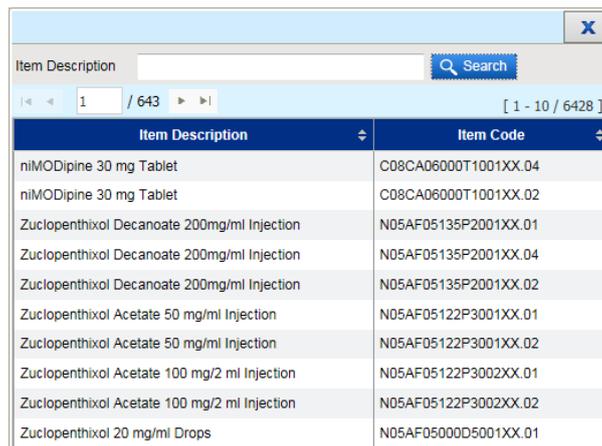


Figure 3.3.1-5 Recall Product Item

**STEP 16**

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



Item Description	Item Code
niMODipine 30 mg Tablet	C08CA06000T1001XX.04
niMODipine 30 mg Tablet	C08CA06000T1001XX.02
Zuclopendixol Decanoate 200mg/ml Injection	N05AF05135P2001XX.01
Zuclopendixol Decanoate 200mg/ml Injection	N05AF05135P2001XX.04
Zuclopendixol Decanoate 200mg/ml Injection	N05AF05135P2001XX.02
Zuclopendixol Acetate 50 mg/ml Injection	N05AF05122P3001XX.01
Zuclopendixol Acetate 50 mg/ml Injection	N05AF05122P3001XX.02
Zuclopendixol Acetate 100 mg/2 ml Injection	N05AF05122P3002XX.01
Zuclopendixol Acetate 100 mg/2 ml Injection	N05AF05122P3002XX.02
Zuclopendixol 20 mg/ml Drops	N05AF05000D5001XX.01

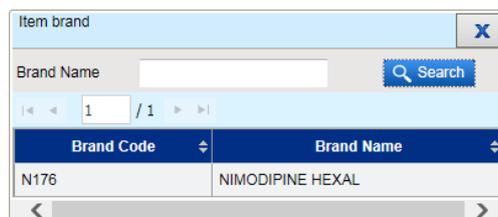
Figure 3.3.1-6 Item Description

**Note**

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



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

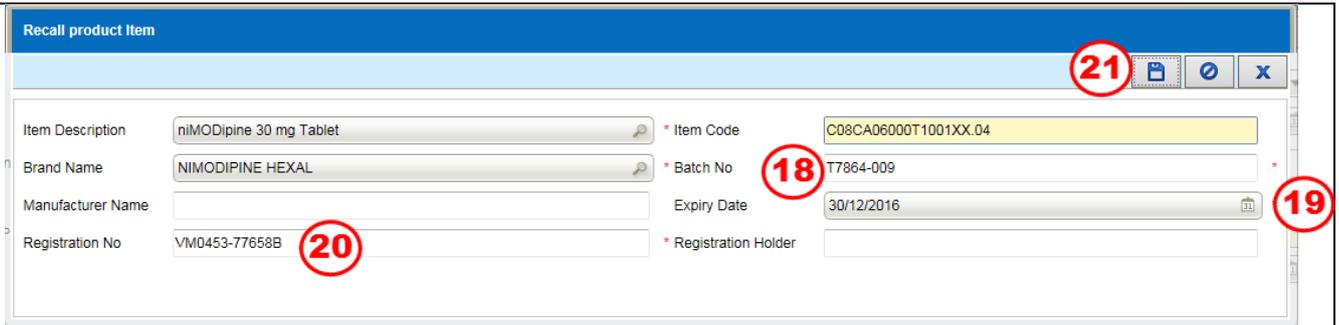


Figure 3.3.1-8 Recall Product Item

**STEP 18**

Enter **Batch No**

**STEP 19**

Select **Expiry Date** from  icon

**STEP 20**

Enter **Registration No**

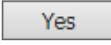
**Note**

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

**STEP 21**

Click on the  button to save the transaction

**Note**

- System will display a Confirmation Message as Figure 3.3.1-9
- Click on the  button to save the transaction

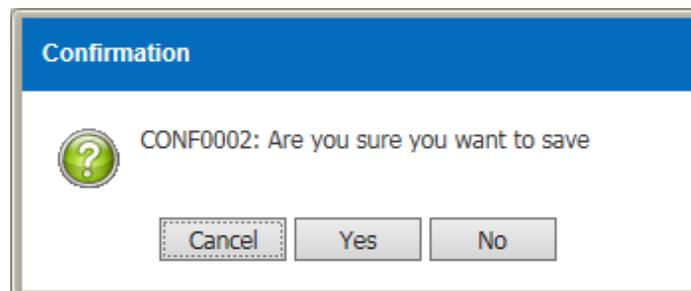
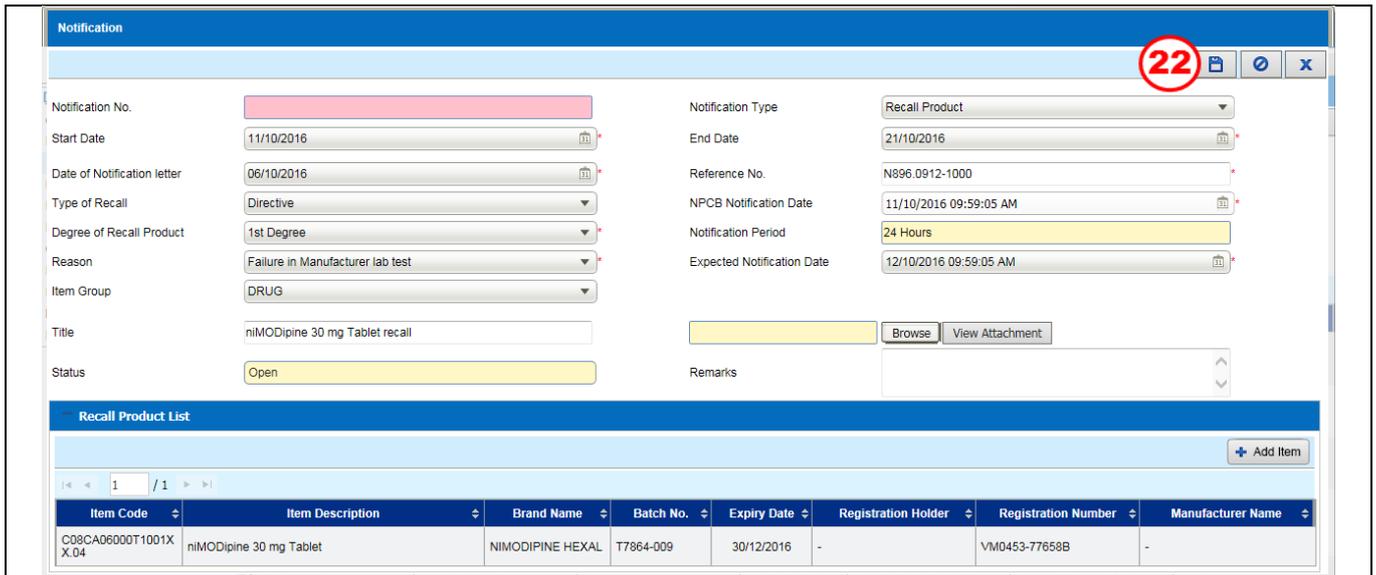


Figure 3.3.1-9 Confirmation Message

- 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



**Notification**

Notification No. [Redacted] Notification Type: Recall Product

Start Date: 11/10/2016 End Date: 21/10/2016

Date of Notification letter: 06/10/2016 Reference No.: N896.0912-1000

Type of Recall: Directive NPCB Notification Date: 11/10/2016 09:59:05 AM

Degree of Recall Product: 1st Degree Notification Period: 24 Hours

Reason: Failure in Manufacturer lab test Expected Notification Date: 12/10/2016 09:59:05 AM

Item Group: DRUG

Title: niMODipine 30 mg Tablet recall

Status: Open

Remarks: [Empty]

**Recall Product List**

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	T7864-009	30/12/2016	-	VM0453-77658B	-

**Figure 3.3.1-10 Notification: Recall Product**

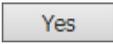
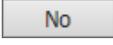
**Note**

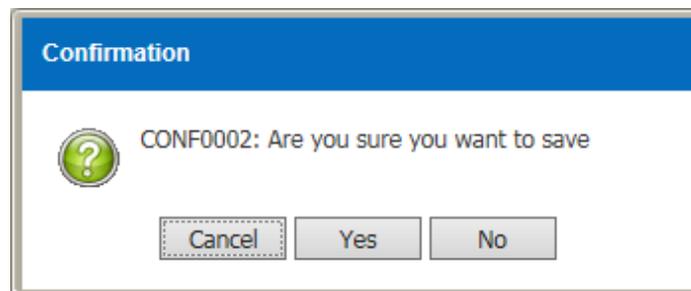
User is allow to add more than 1 Recall Product List by repeating **STEP 15** to **STEP 21**

**STEP 22**

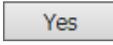
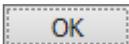
Click on the  button to save the transaction

**Note**

- System will display a Confirmation Message as Figure 3.3.1-11
- Click on the  button to save the transaction
- Click on the  or  button to cancel the saved transaction



**Figure 3.3.1-11 Confirmation Message**

- Information Message will display after click on the  button as Figure 3.3.1-12
- Click on the  button to confirmed the transaction and Notification No will generated for future reference

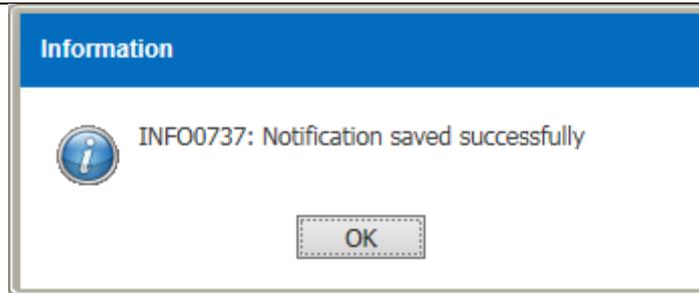


Figure 3.3.1-12 Information Message

-  button will enable as Figure 3.3.1-13

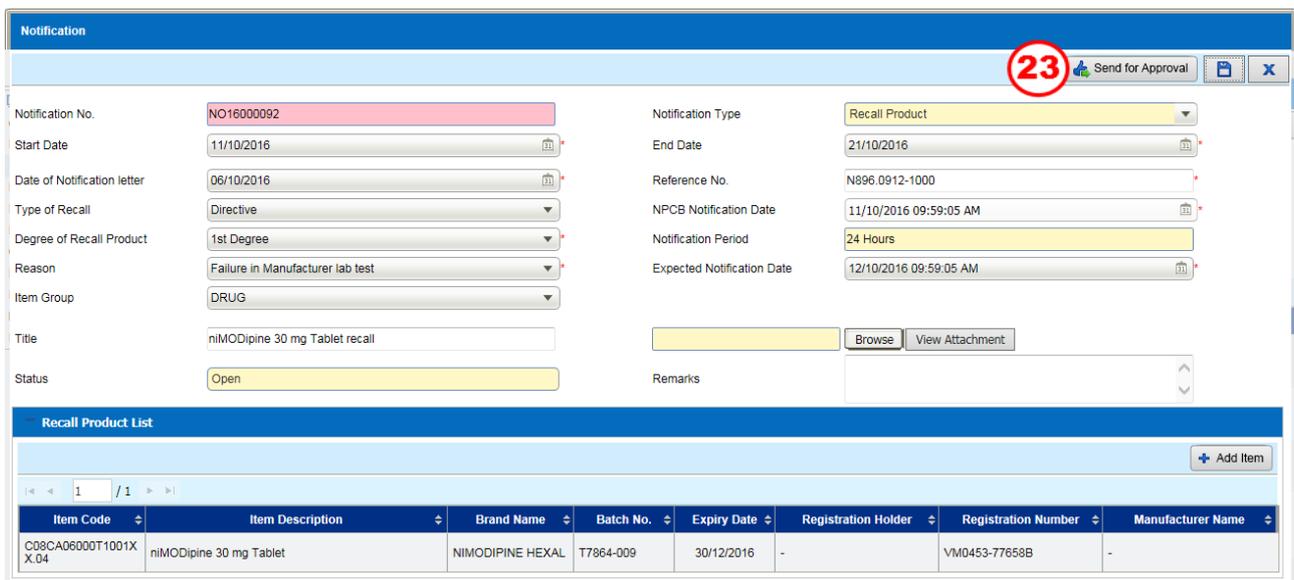
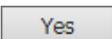
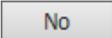


Figure 3.3.1-13 Notification: Recall Product

**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  button to send the record for approval
- Click on the  or  button to cancel the saved transaction

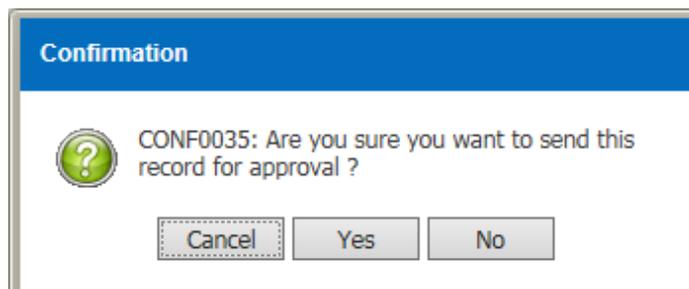
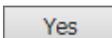


Figure 3.3.1-14 Confirmation Message

- Information Message will display after click on the  button as Figure 3.3.1-15

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

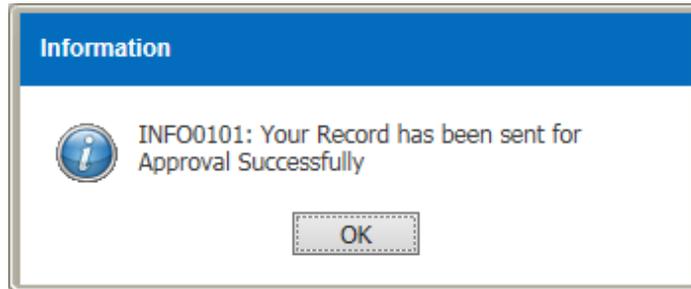


Figure 3.3.1-15 Information Message

- and  button will enable as Figure 3.3.1-16

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	T7864-009	30/12/2016	-	VM0453-77658B	-

Figure 3.3.1-16 Notification: Recall Product

**STEP 24**

- Click on the  button to approve the record

**Note**

- System will be display a Confirmation Message as Figure 3.3.1-17
- Click on the  button to approve the record
- Click on the  or  button to cancel for approve the record

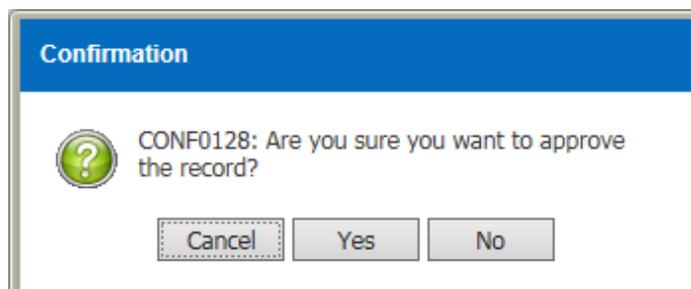


Figure 3.3.1-17 Confirmation Message

- Information Message will display after click on the  button as Figure 3.3.1-18
- Click on the  button to successfully approved the record and the **Status** change to **Approved**

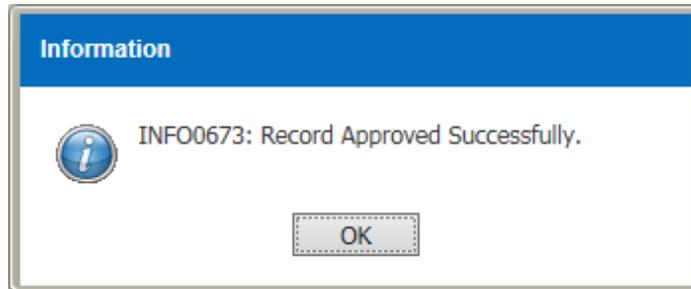


Figure 3.3.1-18 Information Message

- b) Click on the  button to reject the order transaction

**Note**

- System will be display a Confirmation Message as Figure 3.3.1-19
- Click on the  button to reject the record

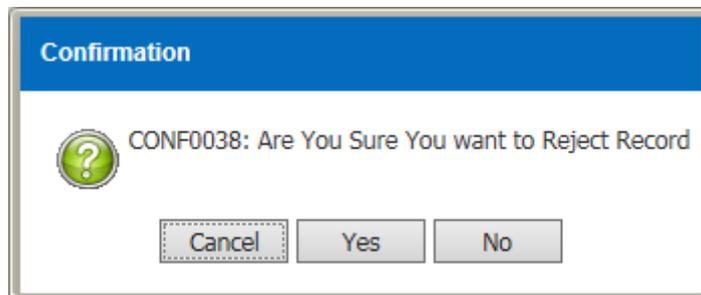
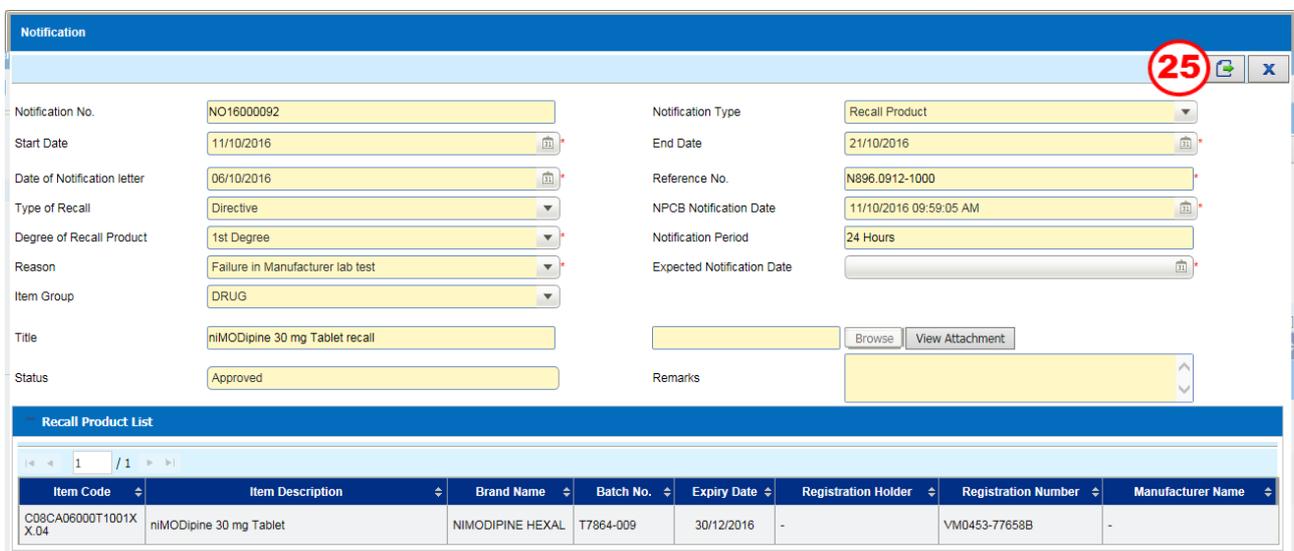


Figure 3.3.1-19 Confirmation Message

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



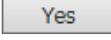
Item Code	Item Description	Brand Name	Batch No.	Expiry Date	Registration Holder	Registration Number	Manufacturer Name
C08CA06000T1001X X.04	niMODipine 30 mg Tablet	NIMODIPINE HEXAL	T7864-009	30/12/2016	-	VM0453-77658B	-

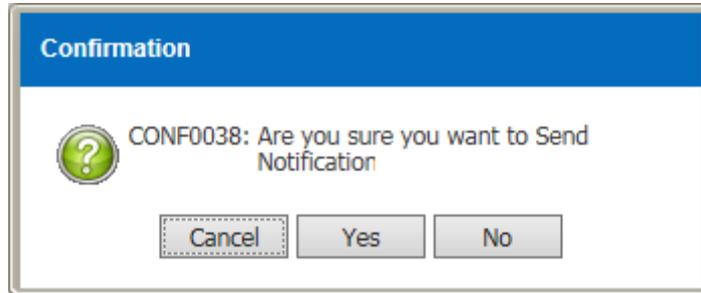
Figure 3.3.1-20 Notification: Recall Product

**STEP 25**

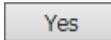
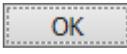
Click on the  button to send the notification

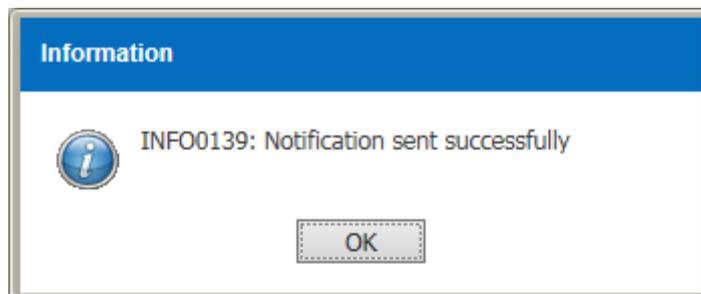
**Note**

- System will display a Confirmation Message as Figure 3.3.1-21
- Click on the  button to send the notification

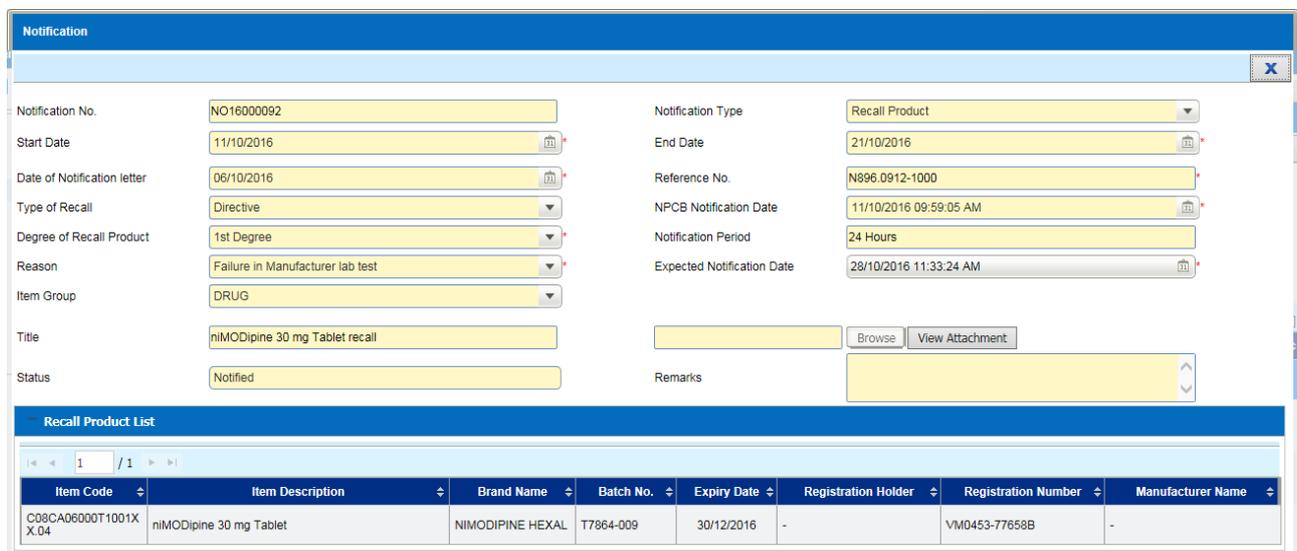


**Figure 3.3.1-21 Confirmation Message**

- Information Message will display after click on the  button as Figure 3.3.1-22
- Click on the  button and the **Status** change to Notified



**Figure 3.3.1-22 Information Message**



**Notification**

Notification No. NO16000092      Notification Type Recall Product

Start Date 11/10/2016      End Date 21/10/2016

Date of Notification letter 06/10/2016      Reference No. N896.0912-1000

Type of Recall Directive      NPCB Notification Date 11/10/2016 09:59:05 AM

Degree of Recall Product 1st Degree      Notification Period 24 Hours

Reason Failure in Manufacturer lab test      Expected Notification Date 28/10/2016 11:33:24 AM

Item Group DRUG

Title niMODipine 30 mg Tablet recall      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
C08CA06000T1001X X.04	niMODipine 30 mg Tablet	NIMODIPINE HEXAL	T7864-009	30/12/2016	-	VM0453-77658B	-

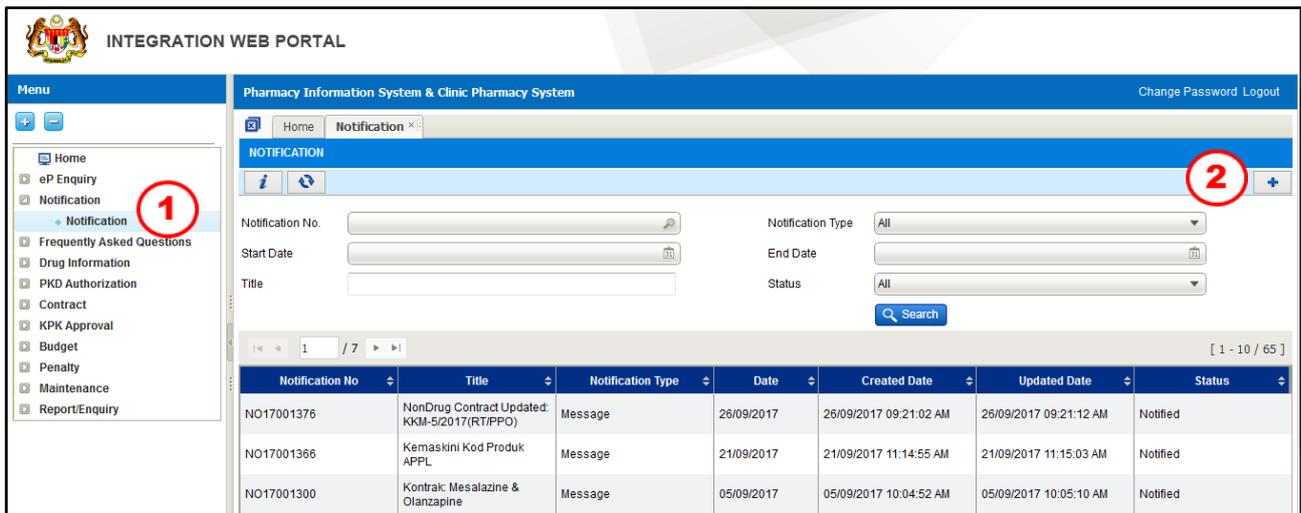
**Figure 3.3.1-23 Notification: Recall Product**

**Note**

Click on the  to close the Notification screen

### 3.3.2. Recall Product: Voluntary

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



Notification No.	Title	Notification Type	Date	Created Date	Updated Date	Status
NO17001376	NonDrug Contract Updated: KKM-5/2017(RT/PPD)	Message	26/09/2017	26/09/2017 09:21:02 AM	26/09/2017 09:21:12 AM	Notified
NO17001366	Kemaskini Kod Produk APPL	Message	21/09/2017	21/09/2017 11:14:55 AM	21/09/2017 11:15:03 AM	Notified
NO17001300	Kontrak: Mesalazine & Olanzapine	Message	05/09/2017	05/09/2017 10:04:52 AM	05/09/2017 10:05:10 AM	Notified

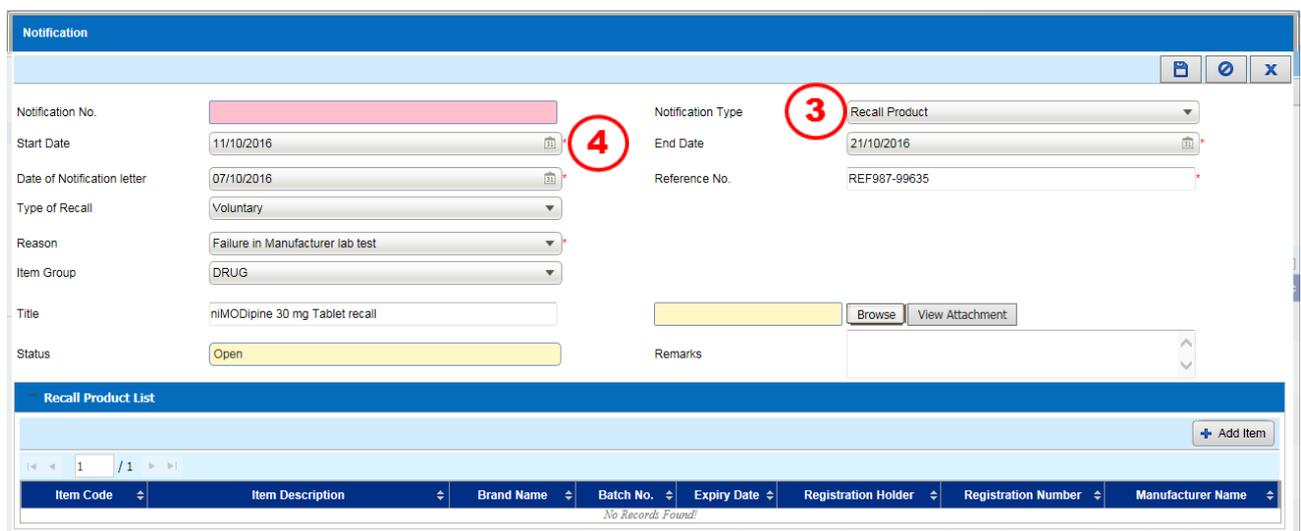
Figure 3.3.2-1 Notification Listing Page

#### STEP 1

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

#### STEP 2

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



Item Code	Item Description	Brand Name	Batch No.	Expiry Date	Registration Holder	Registration Number	Manufacturer Name
No Records Found!							

Figure 3.3.2-2 Notification: Recall Product

#### STEP 3

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

#### STEP 4

Select **Start Date** from  icon

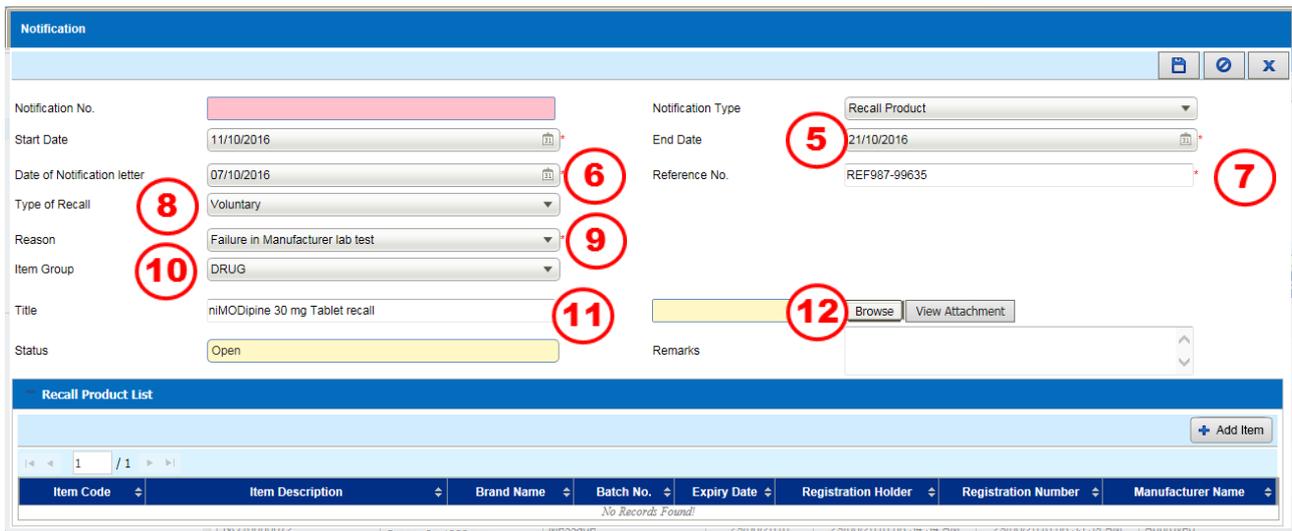


Figure 3.3.2-3 Notification: Recall Product

**STEP 5**

Select **End Date** from  icon

**STEP 6**

Select **Date of Notification Letter** from  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  button to attach a document into the notification

**Note**

User can view the attachment uploaded by click on the  button

Figure 3.3.2-4 Notification: Recall Product

**STEP 13**

Click on the 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

Item Description	Item Code
niMODipine 30 mg Tablet	C08CA06000T1001XX.04
niMODipine 30 mg Tablet	C08CA06000T1001XX.02
Zuclopendithiol Decanoate 200mg/ml Injection	N05AF05135P2001XX.01
Zuclopendithiol Decanoate 200mg/ml Injection	N05AF05135P2001XX.04
Zuclopendithiol Decanoate 200mg/ml Injection	N05AF05135P2001XX.02
Zuclopendithiol Acetate 50 mg/ml Injection	N05AF05122P3001XX.01
Zuclopendithiol Acetate 50 mg/ml Injection	N05AF05122P3001XX.02
Zuclopendithiol Acetate 100 mg/2 ml Injection	N05AF05122P3002XX.01
Zuclopendithiol Acetate 100 mg/2 ml Injection	N05AF05122P3002XX.02
Zuclopendithiol 20 mg/ml Drops	N05AF05000D5001XX.01

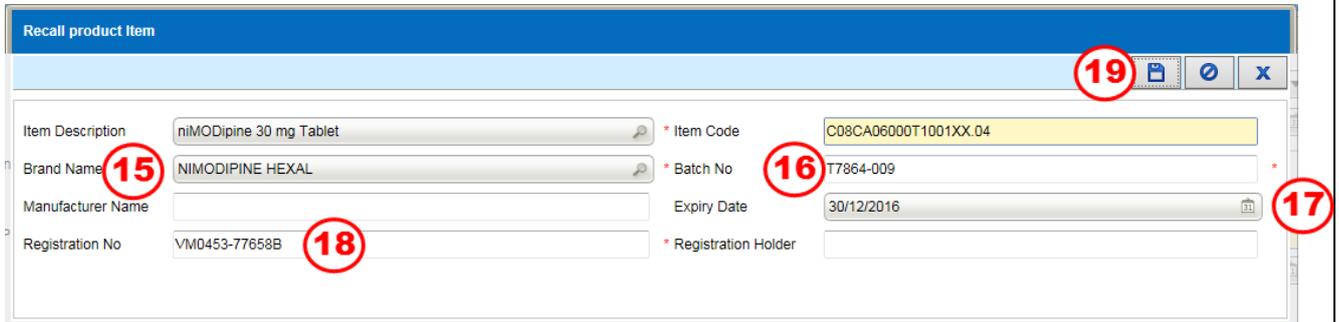
Figure 3.3.2-6 Item Description

**Note**

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

**Note**

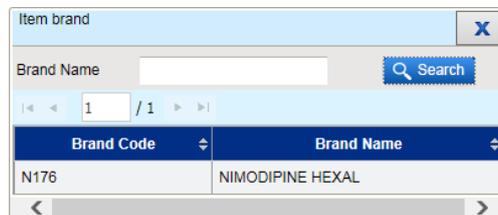
- Double click on the selected **Item Description**
- **Item Code** field will be automatically display after selecting **Item Description**



**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  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**

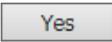
**Note**

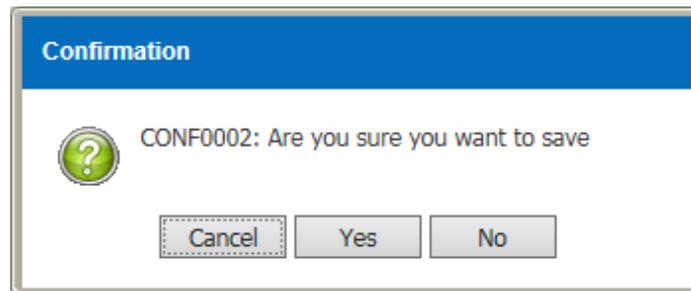
**Manufacturer Name** and **Registration Holder** is an optional field

**STEP 19**

Click on the  button to save the transaction

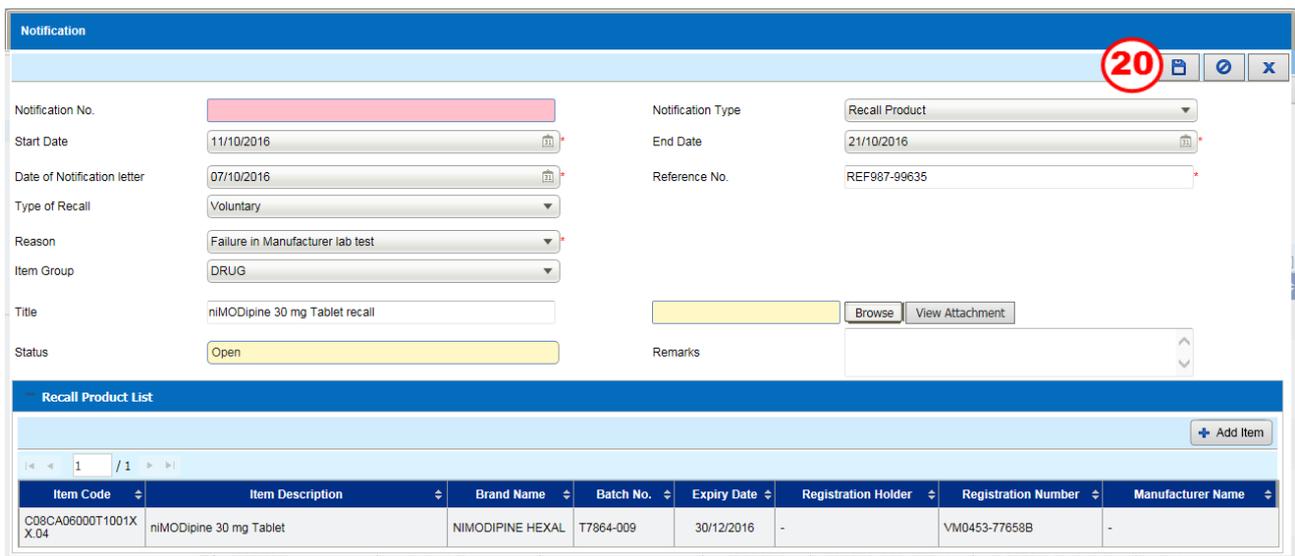
**Note**

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

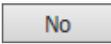
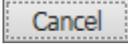
**Note**

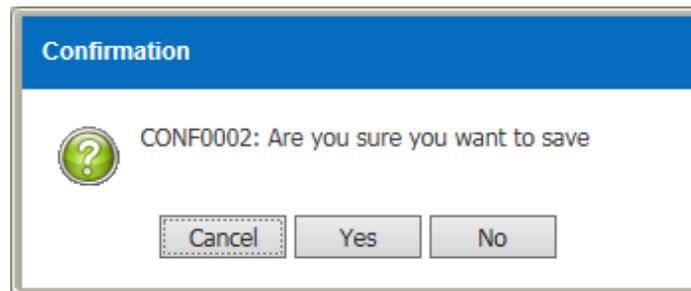
User is allow to add more than 1 Recall Product List by repeating **STEP 13** to **STEP 19**

**STEP 20**

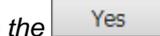
Click on the  button to save the transaction

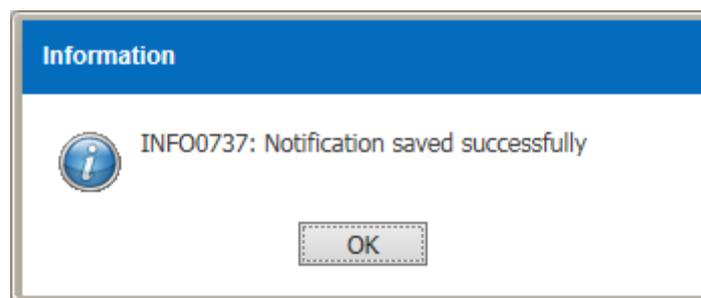
**Note**

- System will display a Confirmation Message as Figure 3.3.2-11
- Click on the  button to save the transaction
- Click on the  or  button to cancel the saved transaction



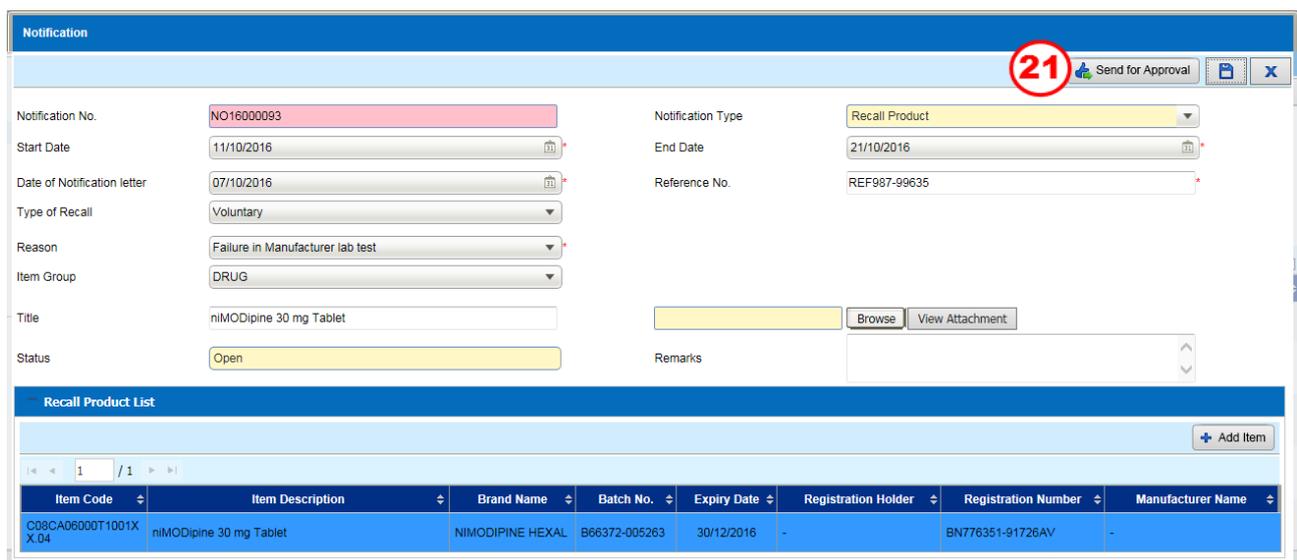
**Figure 3.3.2-11 Confirmation Message**

- Information Message will display after click on the  button as Figure 3.3.2-12
- Click on the  button to confirmed the transaction and Notification No will generated for future reference



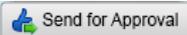
**Figure 3.3.2-12 Information Message**

-  button will enable as Figure 3.3.2-13

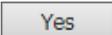


**Figure 3.3.2-13 Notification: Recall Product**

**STEP 21**

Click on the  button to send the Notification record for approval

**Note**

- System will display a Confirmation Message as Figure 3.3.2-14
- Click on the  button to send the record for approval

- Click on the  or  button to cancel the saved transaction

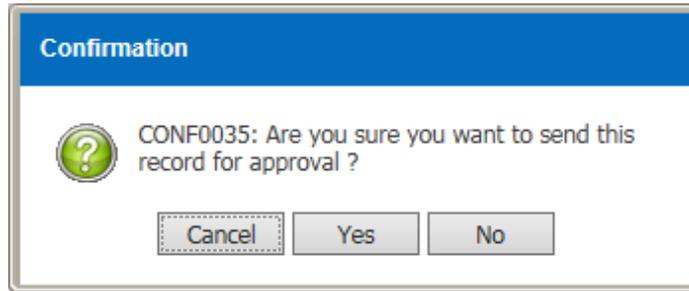


Figure 3.3.2-14 Confirmation Message

- Information Message will display after click on the  button as Figure 3.3.2-15
- Click on the  button to successfully send the record for approval and the **Status** change to Pending for Approval

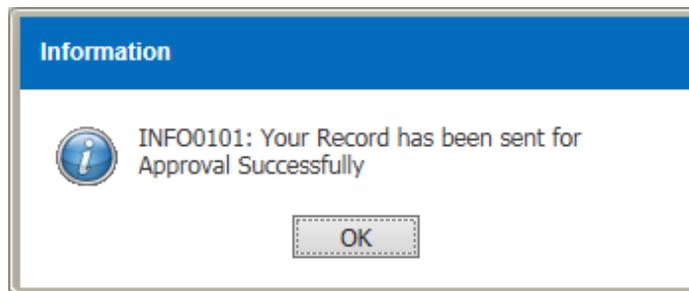


Figure 3.3.2-15 Information Message

- and  button will enable as Figure 3.3.2-16

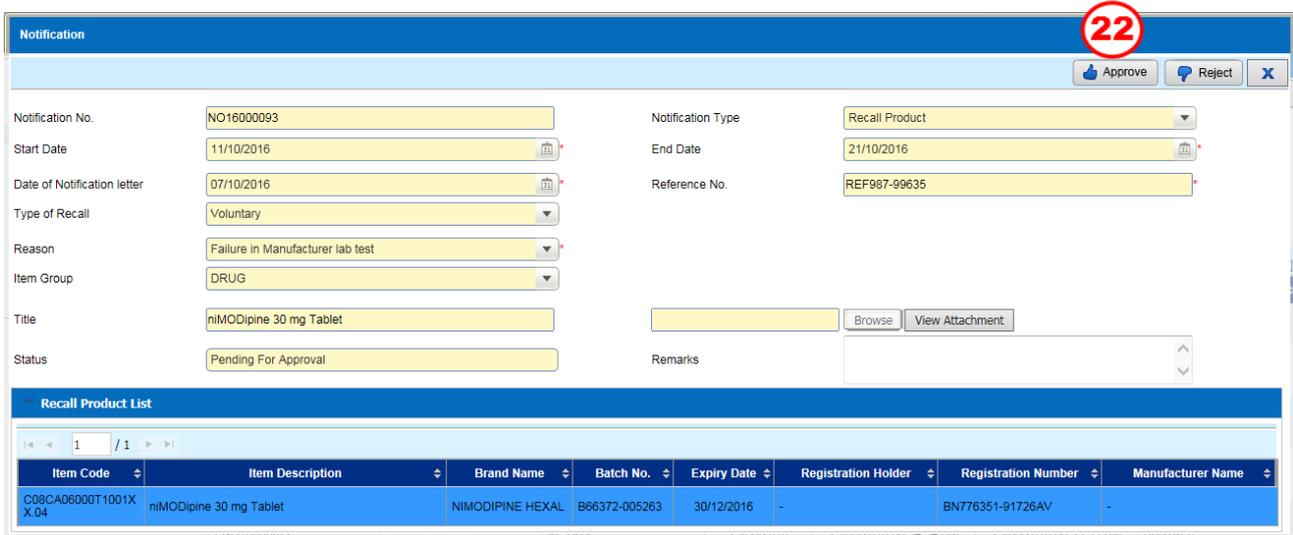


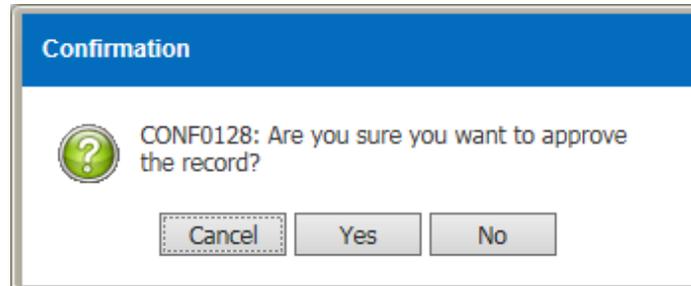
Figure 3.3.2-16 Notification: Recall Product

**STEP 22**

- Click on the  button to approve the record

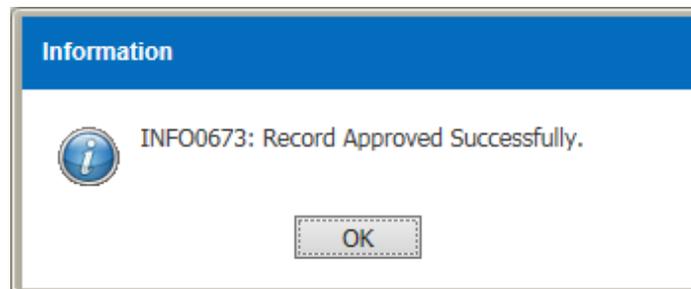
**Note**

- System will be display a Confirmation Message as Figure 3.3.2-17
- Click on the  button to approve the record
- Click on the  or  button to cancel for approve the record



**Figure 3.3.2-17 Confirmation Message**

- Information Message will display after click on the  button as Figure 3.3.2-18
- Click on the  button to successfully approved the record and the **Status** change to **Approved**

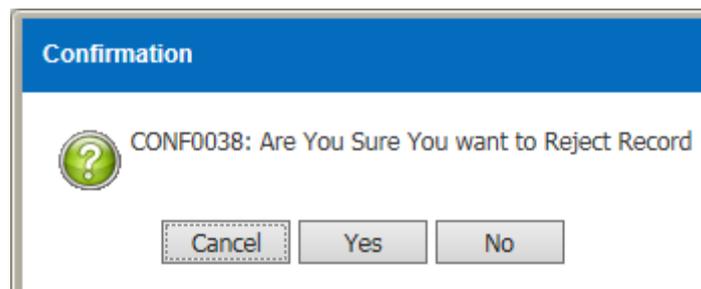


**Figure 3.3.2-18 Information Message**

- b) Click on the  button to reject the order transaction

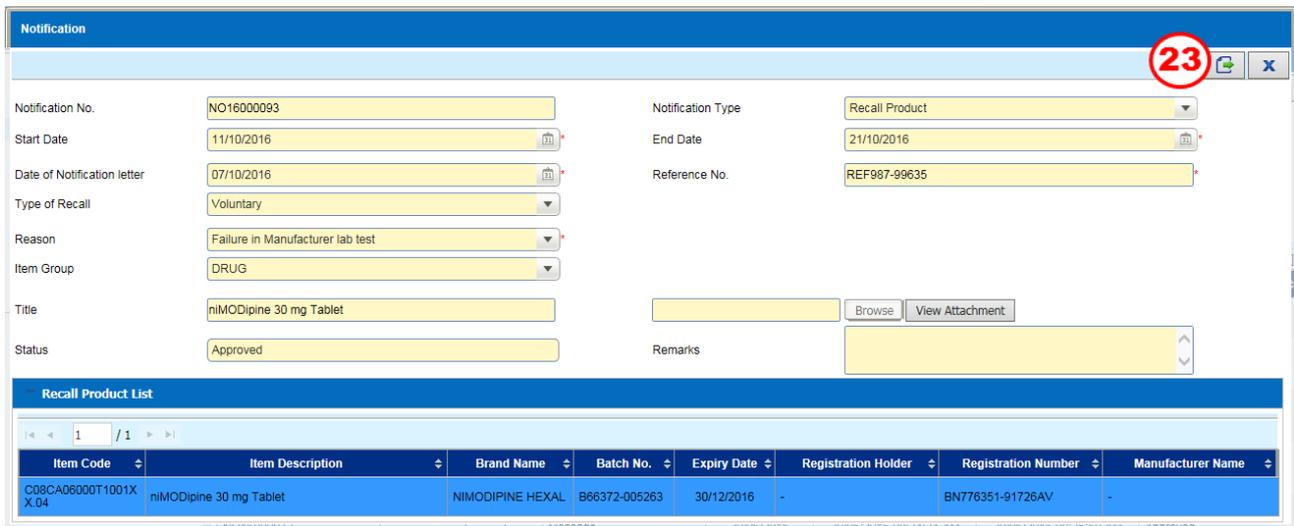
**Note**

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



**Figure 3.3.2-19 Confirmation Message**

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



**Notification**

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

Status Approved

Remarks

**Recall Product List**

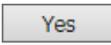
Item Code	Item Description	Brand Name	Batch No.	Expiry Date	Registration Holder	Registration Number	Manufacturer Name
C08CA06000T1001X X.04	niMODipine 30 mg Tablet	NIMODIPINE HEXAL	B66372-005263	30/12/2016	-	BN776351-91726AV	-

Figure 3.3.2-20 Notification: Recall Product

**STEP 23**

Click on the  button to send the notification

**Note**

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

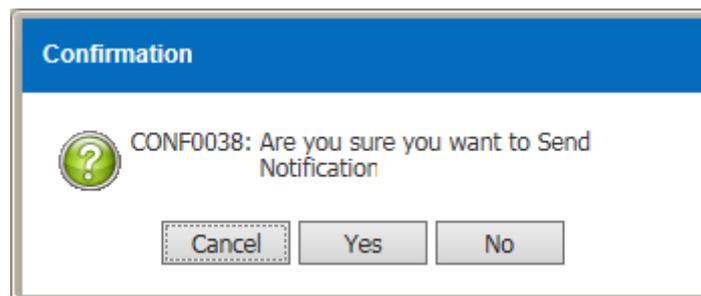


Figure 3.3.2-21 Confirmation Message

- Information Message will display after click on the  button as Figure 3.3.2-22
- Click on the  button and the **Status** change to Notified

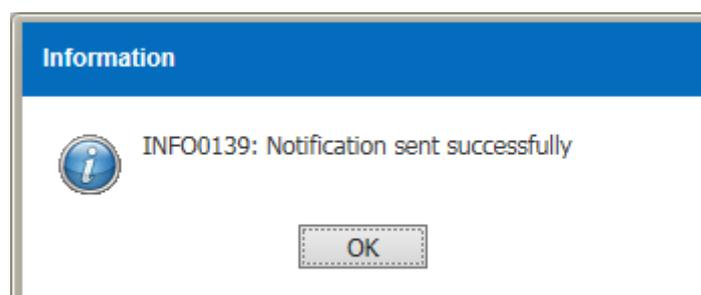


Figure 3.3.2-22 Information Message

**Notification**

X

Notification No.	<input type="text" value="NO16000093"/>	Notification Type	<input type="text" value="Recall Product"/>
Start Date	<input type="text" value="11/10/2016"/>	End Date	<input type="text" value="21/10/2016"/>
Date of Notification letter	<input type="text" value="07/10/2016"/>	Reference No.	<input type="text" value="REF987-99635"/>
Type of Recall	<input type="text" value="Voluntary"/>		
Reason	<input type="text" value="Failure in Manufacturer lab test"/>		
Item Group	<input type="text" value="DRUG"/>		
Title	<input type="text" value="niMODipine 30 mg Tablet"/>	<input type="text" value=""/> <input type="button" value="Browse"/> <input type="button" value="View Attachment"/>	
Status	<input type="text" value="Notified"/>	Remarks	<input style="height: 20px;" type="text"/>

**Recall Product List**

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 3.3.2-23 Notification: Recall Product**

**Note**

Click on the  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	BahagianPerkhidmatanFarmasi
NPRA	National Pharmaceutical Regulatory Agency

#### 5. Link to IWP Modules

No	Module	PDF Links
1	<i>Notification</i>	<a href="#">Click Here</a>
2	<i>Frequency Asked Question</i>	<a href="#">Click Here</a>
3	<i>Drug Information</i>	<a href="#">Click Here</a>
4	<i>Contract</i>	<a href="#">Click Here</a>
5	<i>KPK Approval</i>	<a href="#">Click Here</a>
6	<i>Maintenance – Pharmacy</i>	<a href="#">Click Here</a>
7	<i>Maintenance – Inventory</i>	<a href="#">Click Here</a>
8	<i>Maintenance – General</i>	<a href="#">Click Here</a>
9	<i>Maintenance – HQ Security</i>	<a href="#">Click Here</a>