



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

User Manual Integrated Web Portal (IWP)

Notification

Version	: 9th EDITION
Document ID	: HQ_U.MANUAL_IWP_NOTIFICATION



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Application reference: PhIS& CPS v2.0

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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

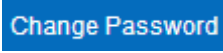
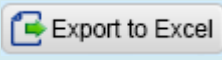
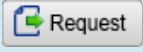
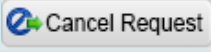
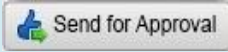
1.3. Organised Sections

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
	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

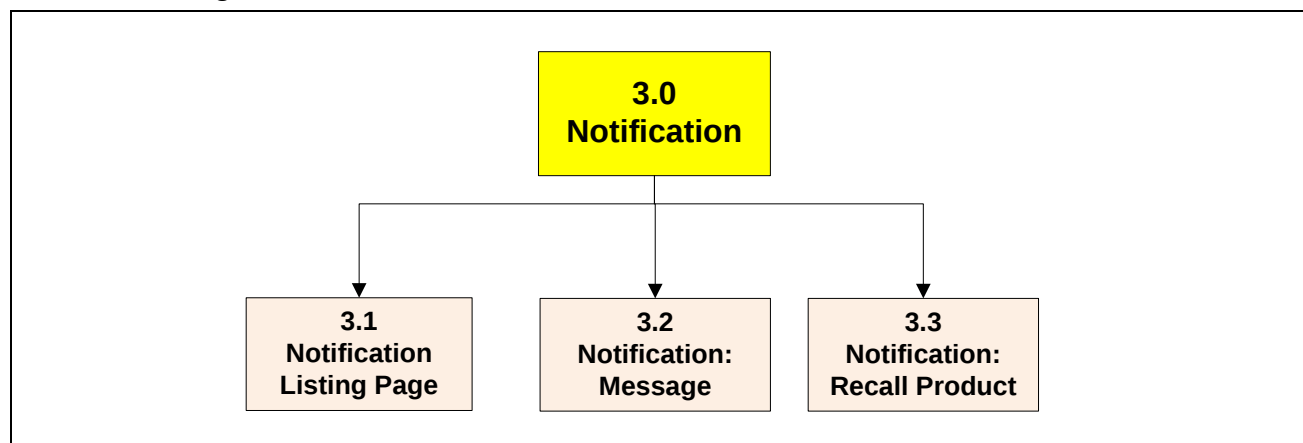


Figure 3.0-1 Functional Diagram

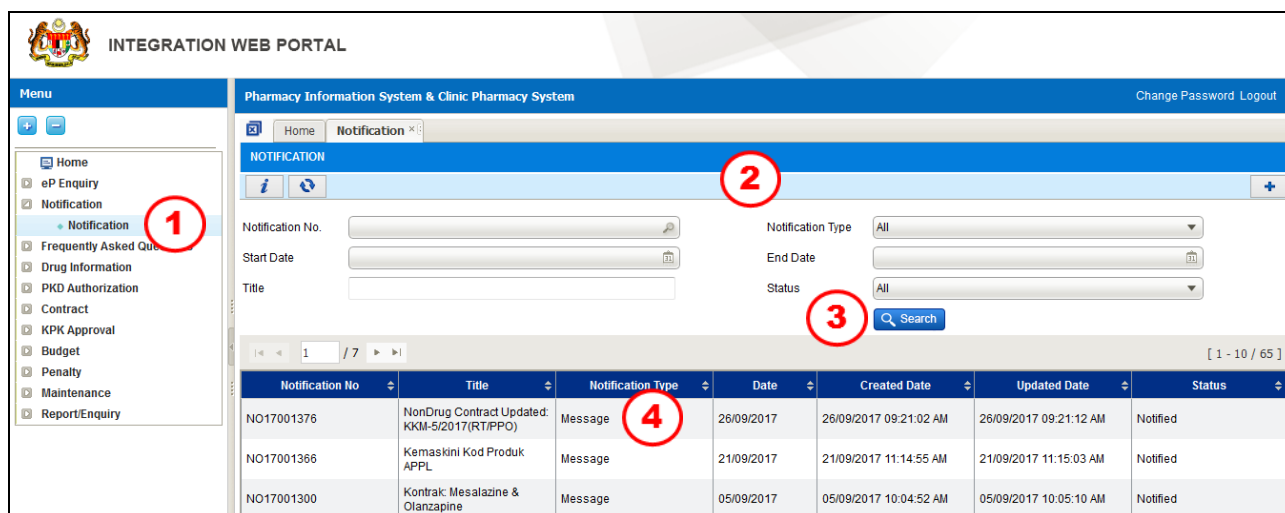
Functional Description

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:



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

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	Notification Type	Message
Start Date	13/07/2016	End Date	31/07/2016
Title	Chlorhexidine 1:200 in Alcohol with Emollient (for hand disinfection)	Screen Shot 2016-07-13 at 10.45.1	Browse View Attachment
Status	Approved	Remarks	Item procure as APPL only, refer attachment.

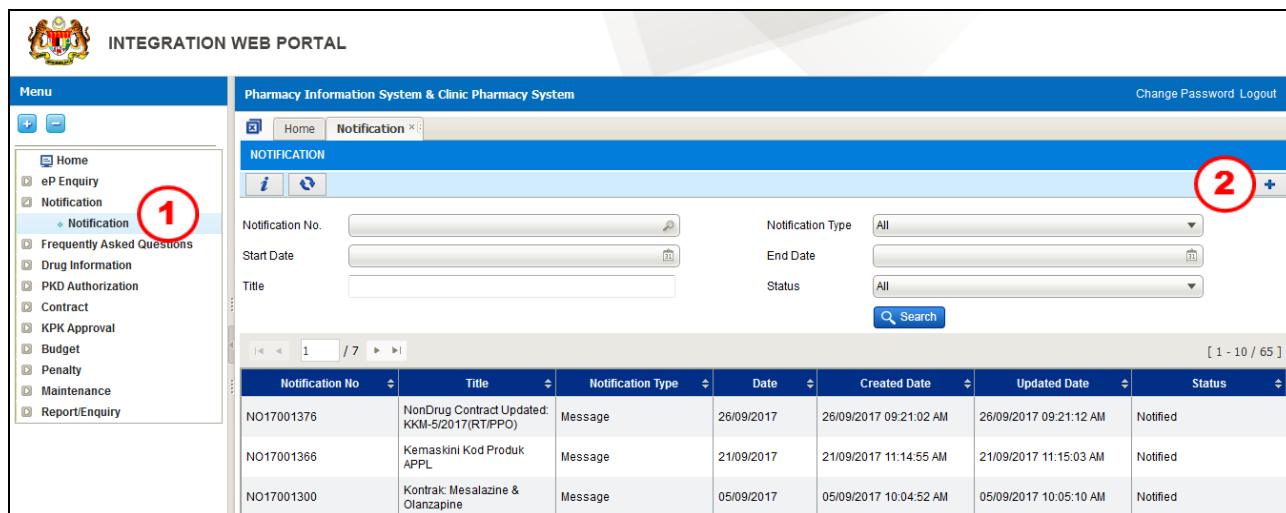
Figure 3.1-2 Notification

Note

Click on the  to close the Transaction Detail screen

3.2. Notification: Message

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



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 3.2-1 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 3.2-2

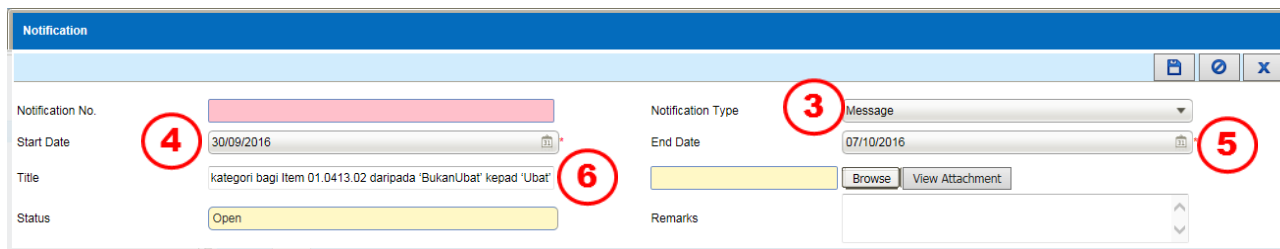


Figure 3.2-2 New Notification: Message

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

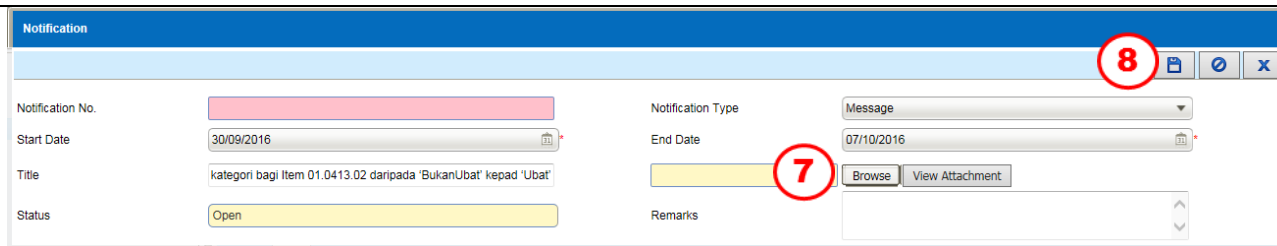


Figure 3.2-3 Notification: Message

STEP 7

Click on the **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

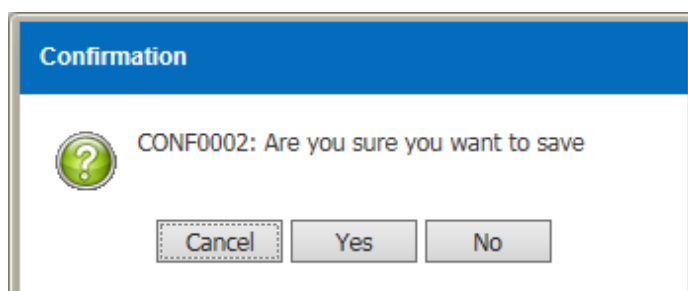


Figure 3.2-4 Confirmation Message

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

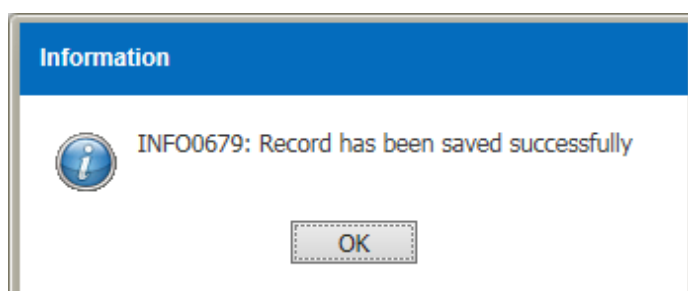


Figure 3.2-5 Information Message

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

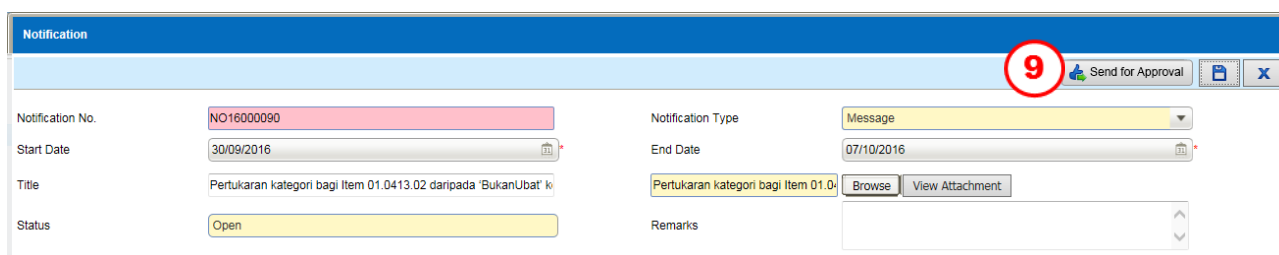
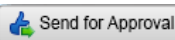
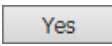
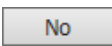
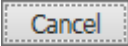


Figure 3.2-6 Notification: Message

STEP 9

Click on the  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

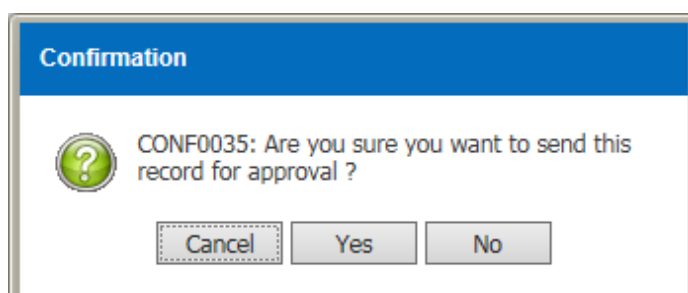
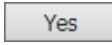
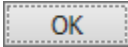


Figure 3.2-7 Confirmation Message

- 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

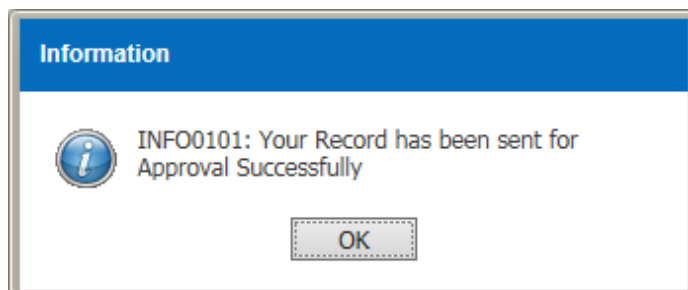
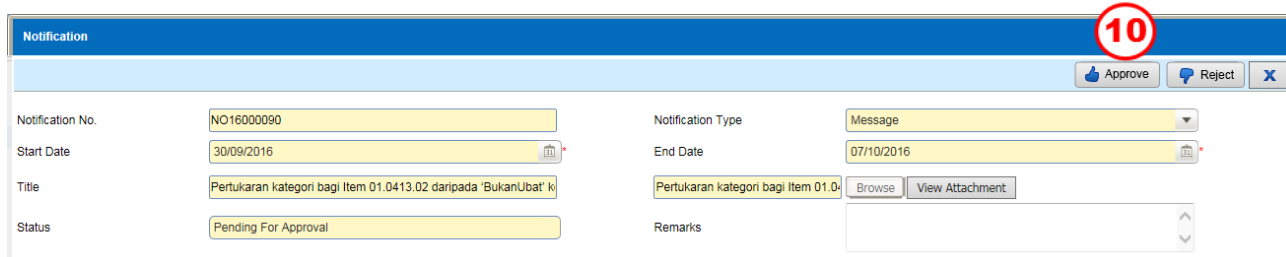


Figure 3.2-8 Information Message

-  and  button will enable as Figure 3.2-9



The form is titled "Notification" and has a red circle with the number "10" in the top right corner. It contains the following fields and buttons:

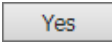
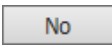
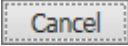
- Notification No.:** NO16000090
- Notification Type:** Message
- Start Date:** 30/09/2016
- End Date:** 07/10/2016
- Title:** Pertukaran kategori bagi Item 01.0413.02 daripada 'BukanUbat' k
- Status:** Pending For Approval
- Remarks:** Pertukaran kategori bagi Item 01.0
- Buttons:** Approve, Reject, X
- Attachments:** Browse, View Attachment

Figure 3.2-9 Notification: Message

STEP 10

- a) Click on the  button to approve the record

Note

- System will 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

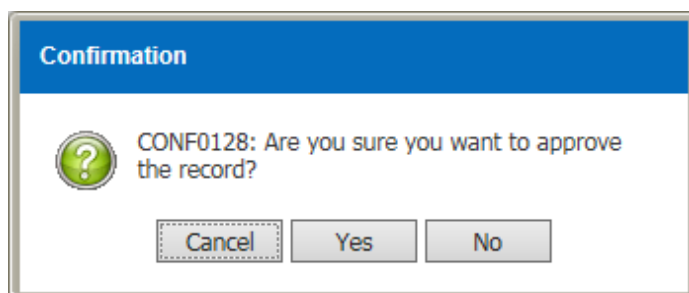
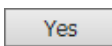
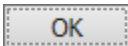


Figure 3.2-10 Confirmation Message

- 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

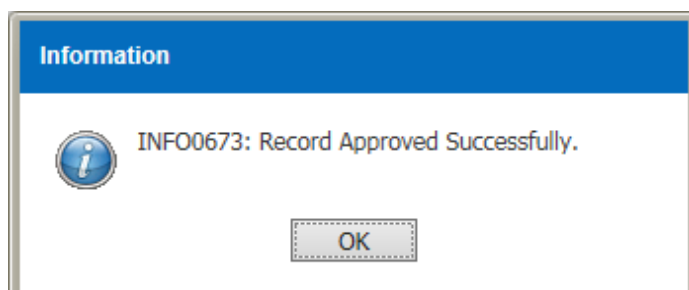


Figure 3.2-11 Information Message

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

Note

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

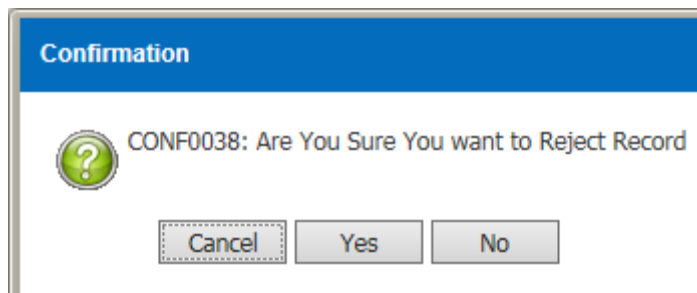


Figure 3.2-12 Confirmation Message

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

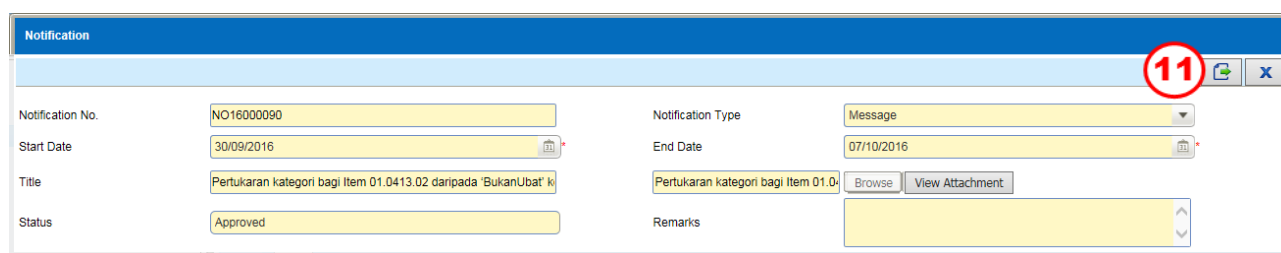


Figure 3.2-13 Notification: Message

STEP 11

Click on the  button to send the notification

Note

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

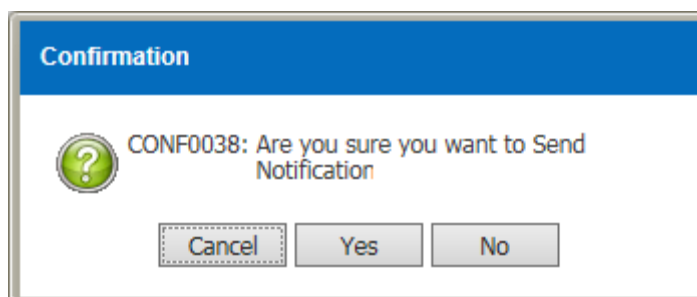


Figure 3.2-14 Confirmation Message

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

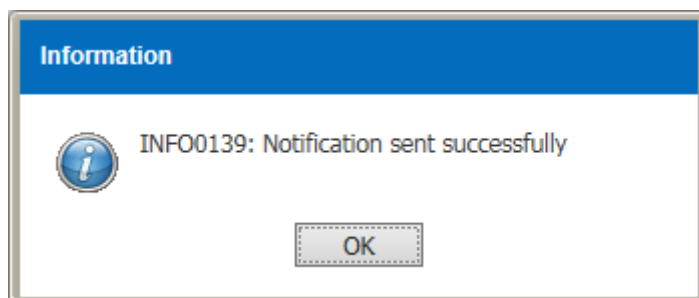
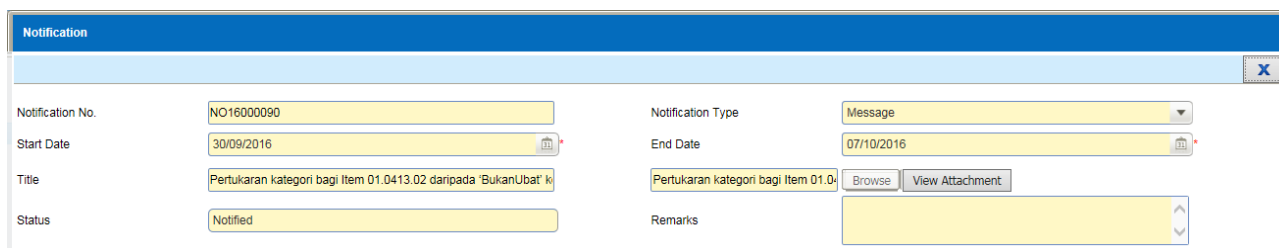


Figure 3.2-15 Information Message



The image shows a web-based form titled "Notification" in a blue header bar. The form contains several input fields and buttons. On the left side, there are fields for "Notification No." (containing "NO16000090"), "Start Date" (containing "30/09/2016"), "Title" (containing "Pertukaran kategori bagi Item 01.0413.02 daripada 'BukanUbat k"), and "Status" (containing "Notified"). On the right side, there are fields for "Notification Type" (containing "Message"), "End Date" (containing "07/10/2016"), and "Remarks" (which is empty). Between the "Title" and "Remarks" fields, there is a "Browse" button and a "View Attachment" button. A small "X" button is located in the top right corner of the form area.

Figure 3.2-16 Notification: Message

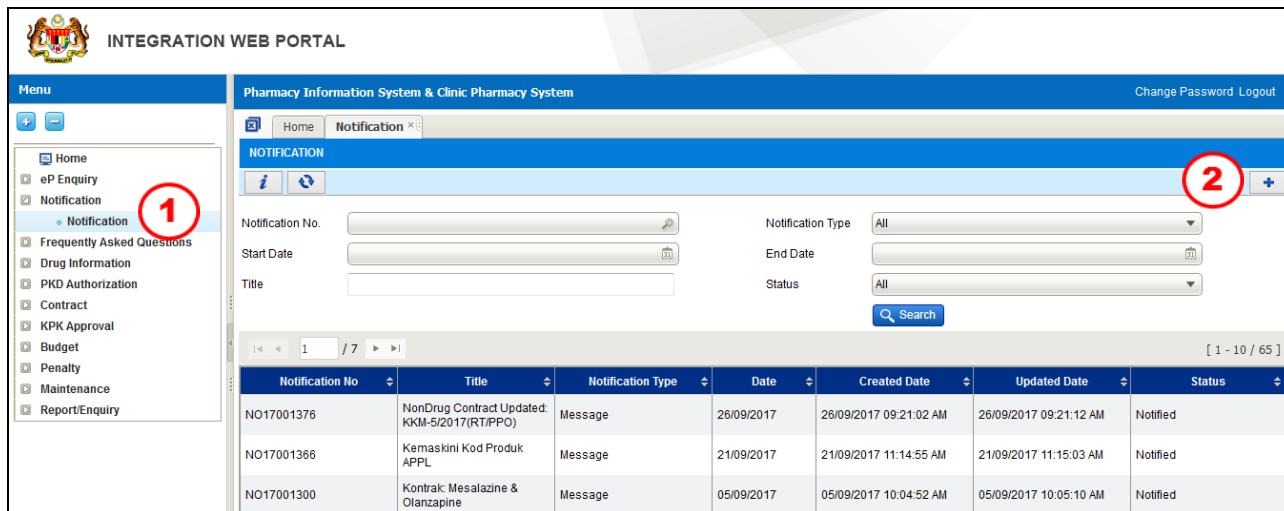
Note

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:



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 3.3.1-1 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

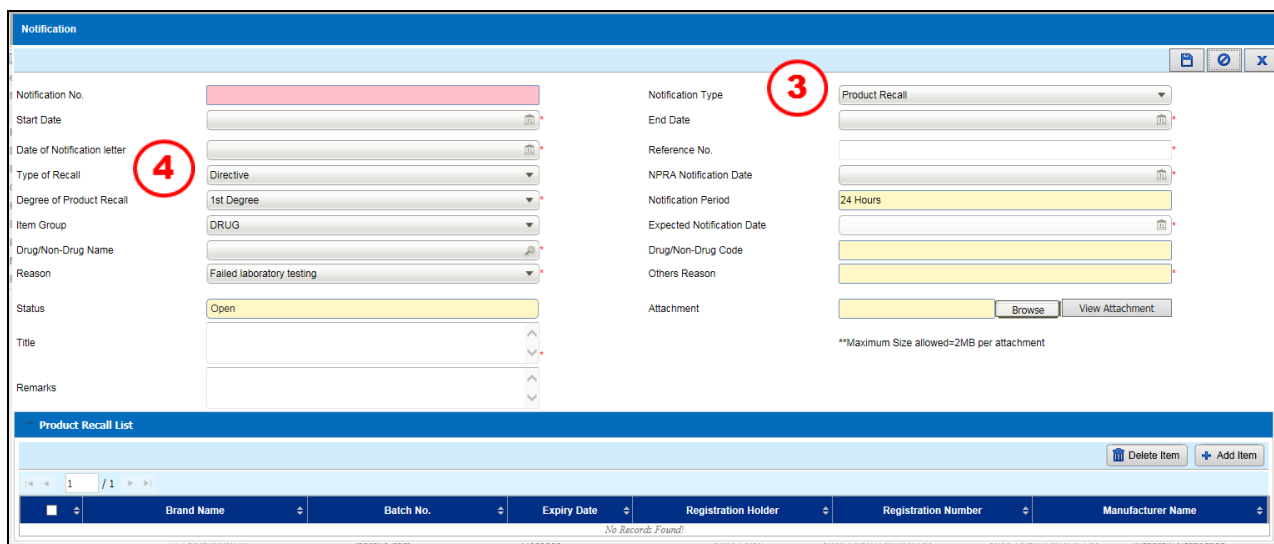


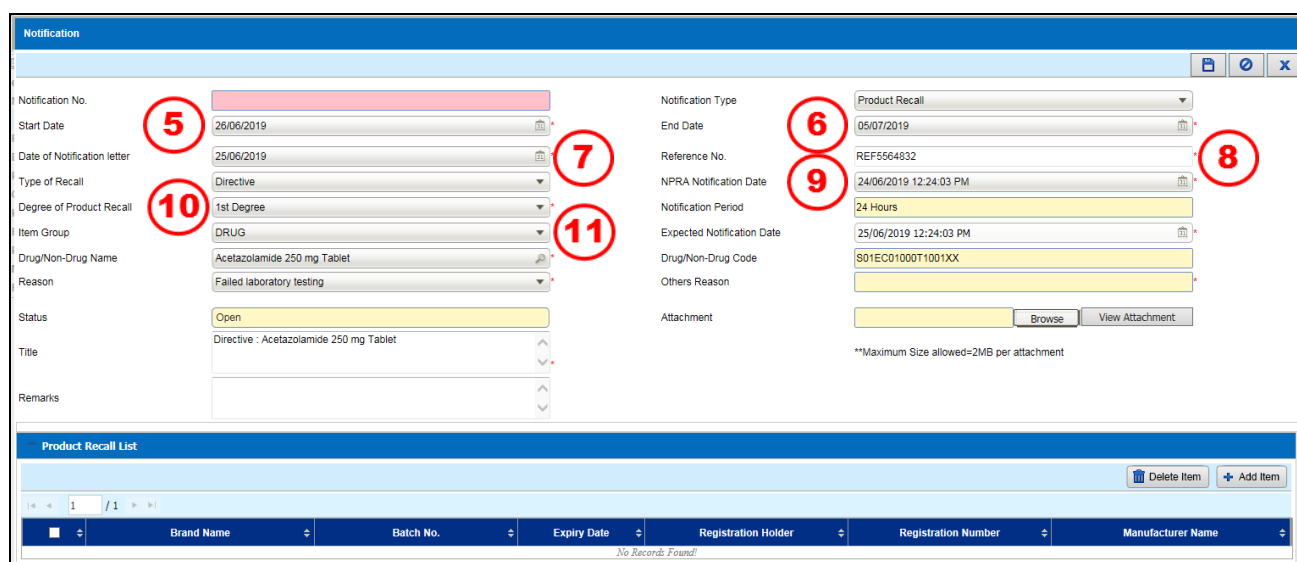
Figure 3.3.1-2 Notification: Recall Product

STEP 3

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

STEP 4

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



Notification

Notification No. [5] [Redacted]

Start Date [5] 26/06/2019

Date of Notification letter [7] 25/06/2019

Type of Recall [7] Directive

Degree of Product Recall [10] 1st Degree

Item Group [11] DRUG

Drug/Non-Drug Name Acetazolamide 250 mg Tablet

Reason Failed laboratory testing

Status Open

Title Directive : Acetazolamide 250 mg Tablet

Remarks

Notification Type Product Recall

End Date [6] 05/07/2019

Reference No. [8] REF5564832

NPRA Notification Date [9] 24/06/2019 12:24:03 PM

Notification Period 24 Hours

Expected Notification Date 25/06/2019 12:24:03 PM

Drug/Non-Drug Code S01EC01000T1001XX

Others Reason

Attachment [Browse] [View Attachment]

**Maximum Size allowed=2MB per attachment

Product Recall List

1 / 1

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

Figure 3.3.1-3 Notification: Recall Product

STEP 5

Select **Start Date** from  icon

STEP 6

Select **End Date** from  icon

STEP 7

Select **Date of Notification Letter** from  icon

STEP 8

Enter **Reference No.**

STEP 9

Select **NPRA Notification Date** from  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**

STEP 11

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

- DRUG
- NON-DRUG

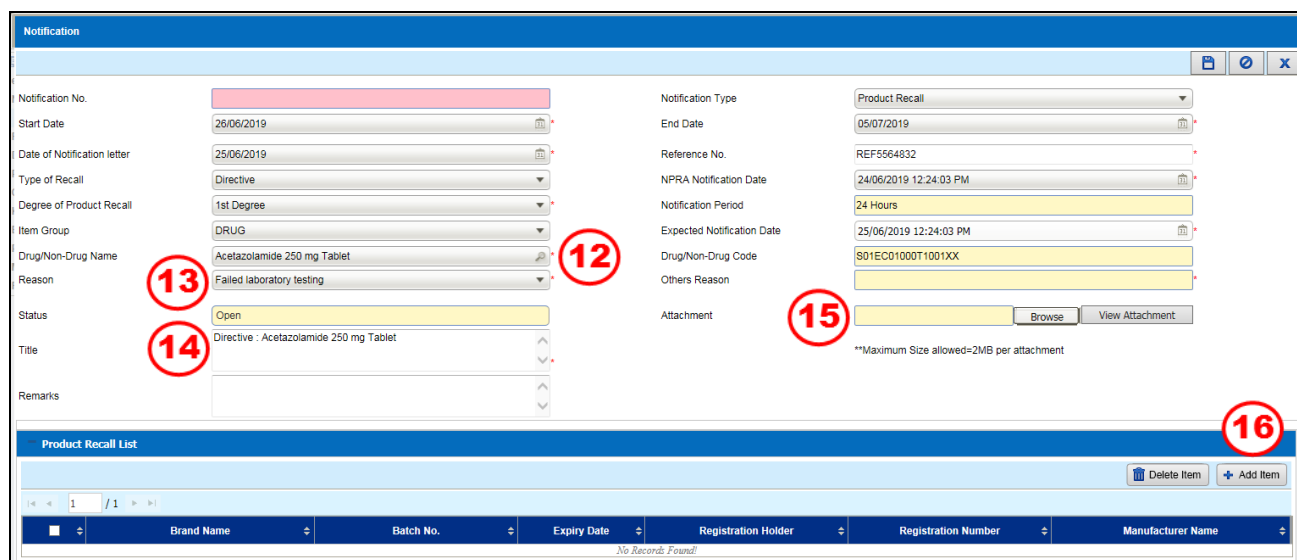


Figure 3.3.1-4 Notification: Recall Product

STEP12

Select Drug/Non-Drug Name from  icon

STEP 13

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

Note

Others Reason field will enable if selected Others in STEP 13

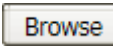
STEP 14

Enter **Title**

Note

Remarks is an optional field

STEP 15

Click on the  button to attach a document into the notification

Note

User can view the attachment uploaded by click on the  button

STEP 16

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

PRODUCT RECALL ITEM

Copy Batch [Icon] [Icon] [X]

Brand Name **18** AVORAX **17** Batch No **20** ☐ All Batch ☒ Specific Batch No. BTH77685

Manufacturer Name **18** Zylas Medical Co **19** Expiry Date 29/11/2019

Registration No REG976-90/GE6 Registration Holder

Figure 3.3.1-5 Recall Product Item

STEP 17

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

Item brand [X]

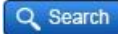
Brand Name [Search]

< 1 / 1 >

Brand Code	Brand Name
N176	NIMODIPINE HEXAL

Figure 3.3.1-6 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 18

Click on the **Manufacturer Name**  and Manufacturer Name window will be displayed as Figure 3.3.1-7

Manufacturer Name [X]

Manufacturer Name [Search]

Manufacturer Code

< 1 / 148 > [1 - 10 / 1472]

Manufacturer Code	Manufacturer Name
MFG0001408	upha
MFG0001251	meditex industries sdn bhd
MFG0001187	madhu instruments
MFG0001189	healthcon sdn bhd
M0824	Zyg Pharma
M0629	Zylas Medical Co
MFG0001264	Zydus Cadila
MFG0001047	Zydus
MFG0001115	Zuventus
M0628	Zulat

Figure 3.3.1-7 Manufacturer Name

STEP 19

Enter **Registration No**

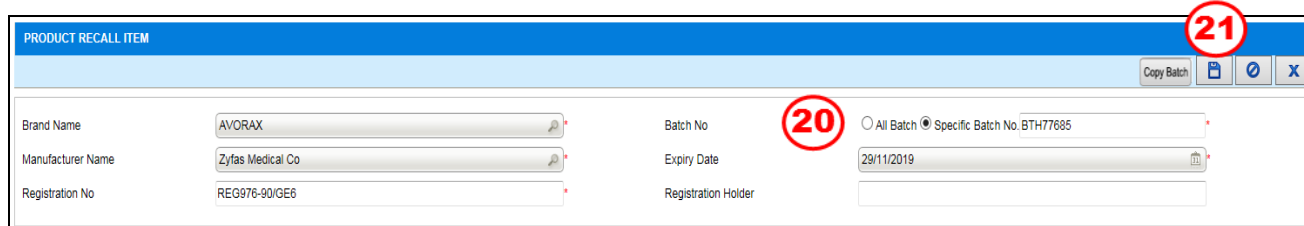


Figure 3.3.1-8 Recall Product Item

STEP 20

Select **Batch No** from ☐ button:

- All Batch
- Specific Batch No

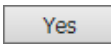
Note

- Selecting **All Batch** for **Batch No**, user is not required to enter **Expiry Date**
- Selecting **Specific Batch No** for **Batch no**, user is required to enter **Batch No** and required to select **Expiry Date** form  button
- **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

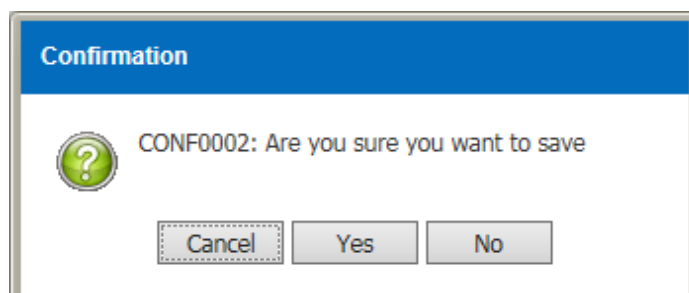
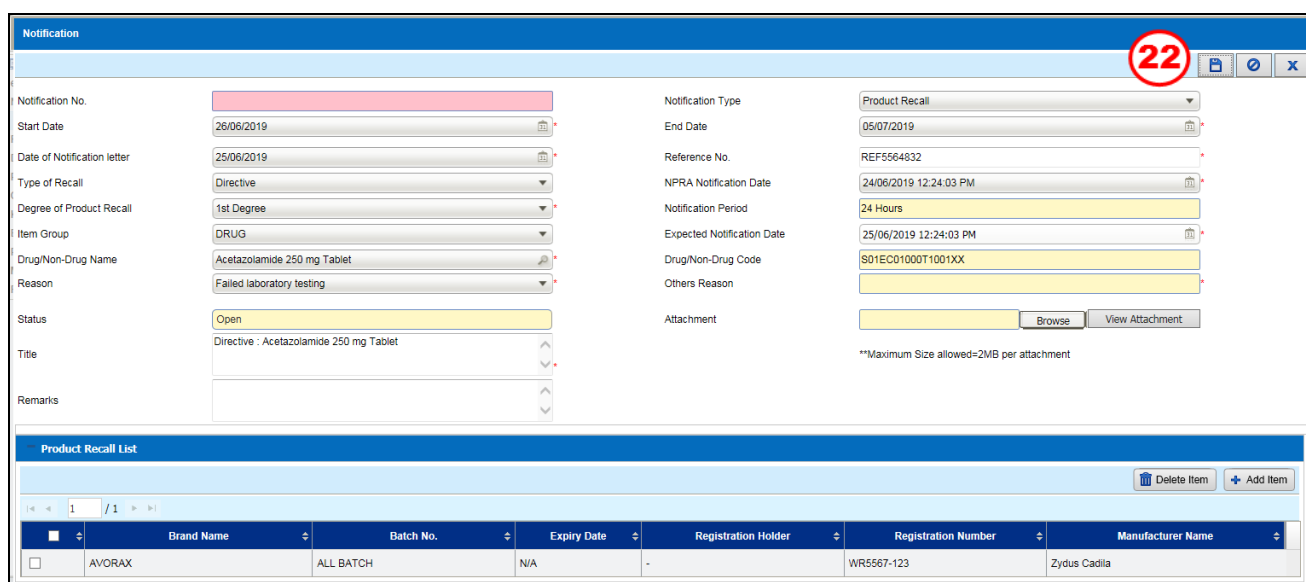


Figure 3.3.1-9 Confirmation Message

- 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



Brand Name	Batch No.	Expiry Date	Registration Holder	Registration Number	Manufacturer Name
AVORAX	ALL BATCH	N/A	-	WR5567-123	Zydus Cadila

Figure 3.3.1-10 Notification: Recall Product

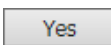
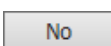
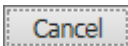
Note

User is allow to add more than 1 Recall Product List by repeating **STEP 16** 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

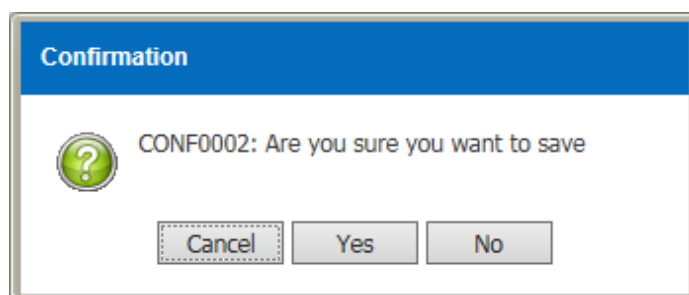
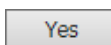
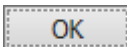


Figure 3.3.1-11 Confirmation Message

- 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

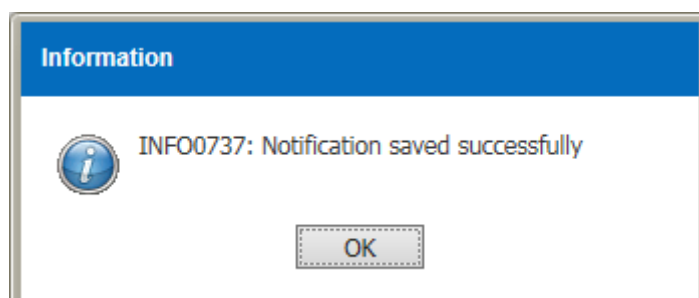


Figure 3.3.1-12 Information Message

-  button will enable as Figure 3.3.1-13

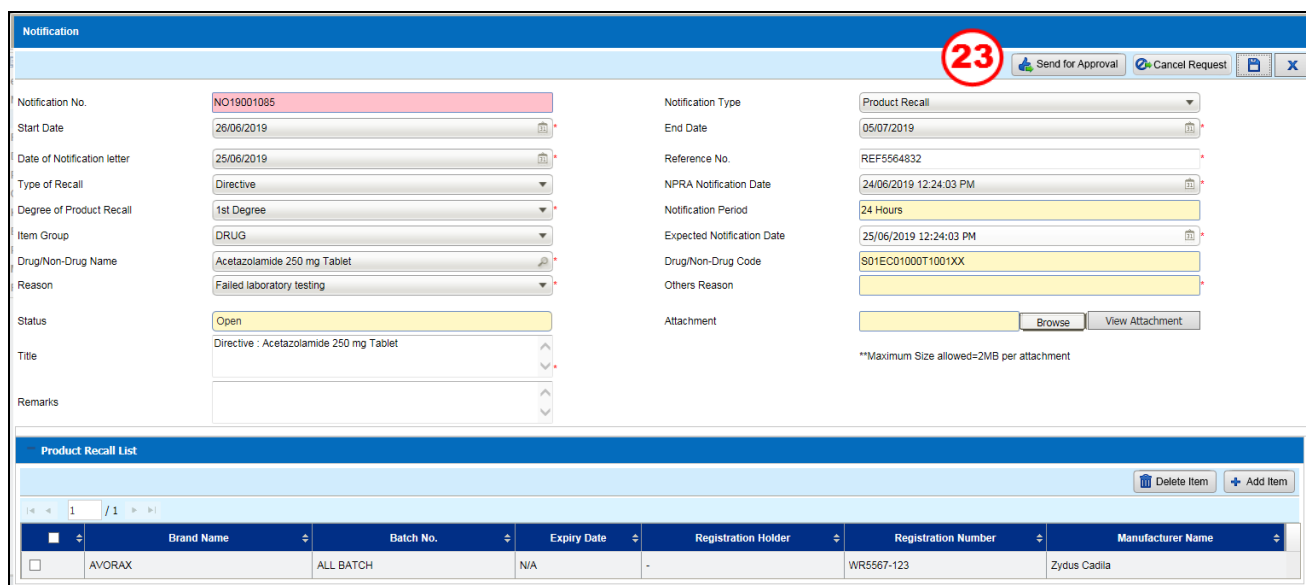
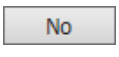
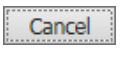


Figure 3.3.1-13 Notification: Recall Product

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

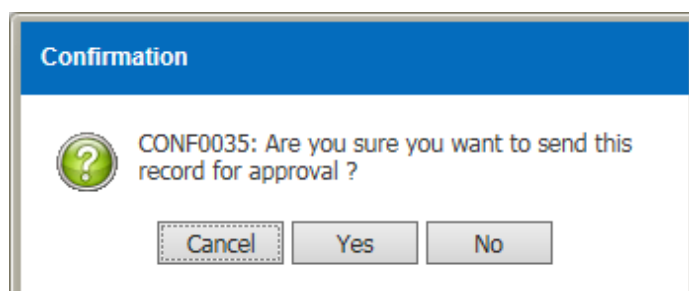
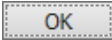


Figure 3.3.1-14 Confirmation Message

- 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

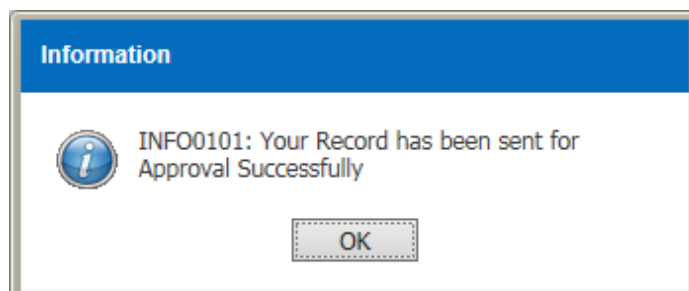
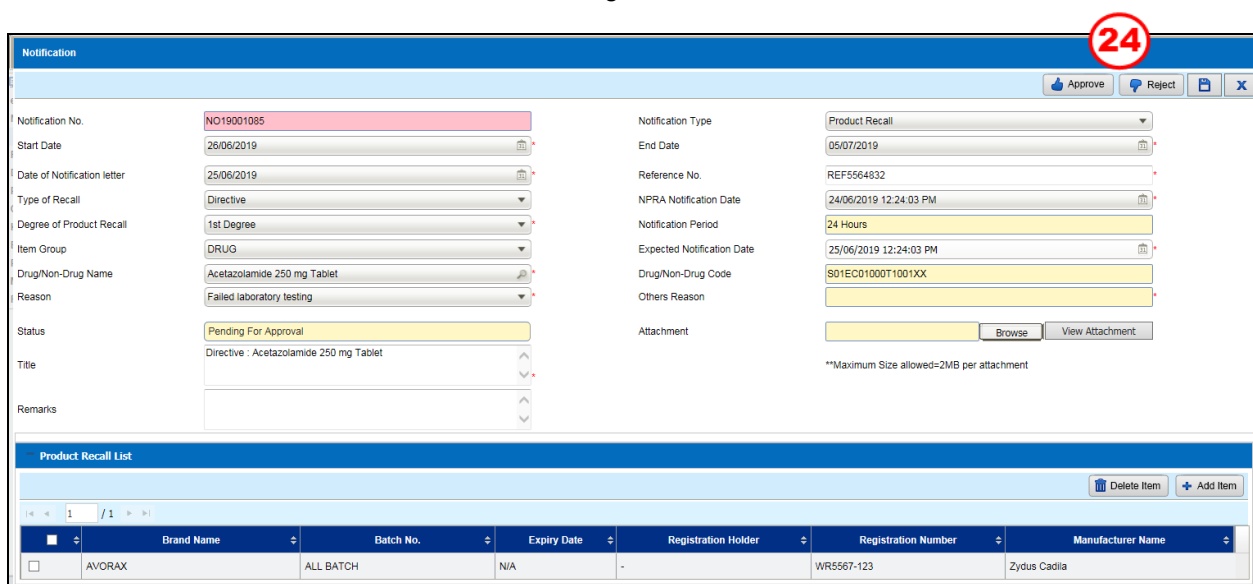


Figure 3.3.1-15 Information Message

-  and  button will enable as Figure 3.3.1-16



The form is titled "Notification" and has a red circle with the number "24" in the top right corner. It contains two main sections: a form for entering notification details and a table for the Product Recall List.

Notification Details:

- Notification No.: NO19001085
- Start Date: 26/06/2019
- Date of Notification letter: 25/06/2019
- Type of Recall: Directive
- Degree of Product Recall: 1st Degree
- Item Group: DRUG
- Drug/Non-Drug Name: Acetazolamide 250 mg Tablet
- Reason: Failed laboratory testing
- Status: Pending For Approval
- Title: Directive : Acetazolamide 250 mg Tablet
- Remarks:

Notification Details (continued):

- Notification Type: Product Recall
- End Date: 05/07/2019
- Reference No.: REF5564832
- NPRA Notification Date: 24/06/2019 12:24:03 PM
- Notification Period: 24 Hours
- Expected Notification Date: 25/06/2019 12:24:03 PM
- Drug/Non-Drug Code: S01EC01000T1001XX
- Others Reason:
- Attachment: Browse View Attachment

Product Recall List:

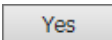
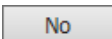
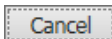
	Brand Name	Batch No.	Expiry Date	Registration Holder	Registration Number	Manufacturer Name
☐	AVORAX	ALL BATCH	N/A	-	WR5567-123	Zydus Cadila

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

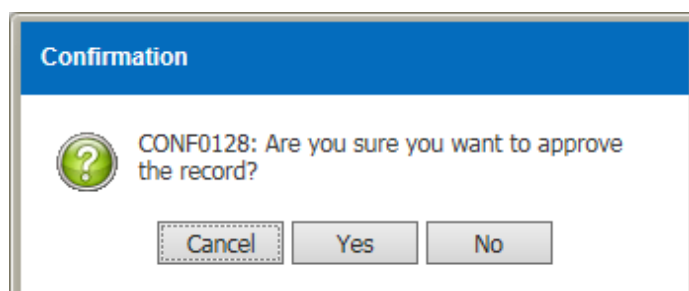
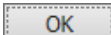


Figure 3.3.1-17 Confirmation Message

- 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**

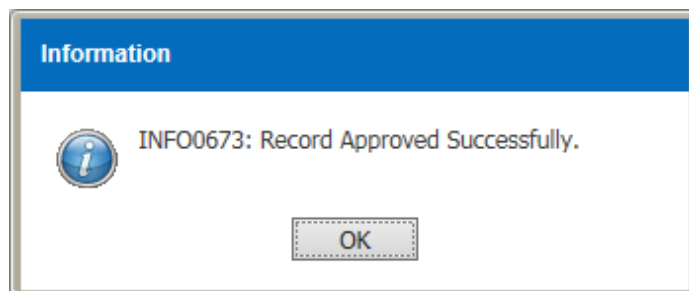
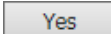


Figure 3.3.1-18 Information Message

- 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

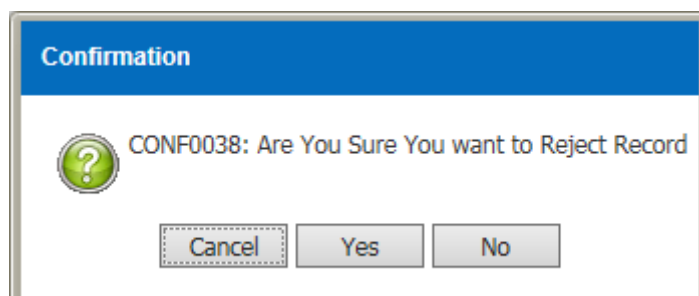
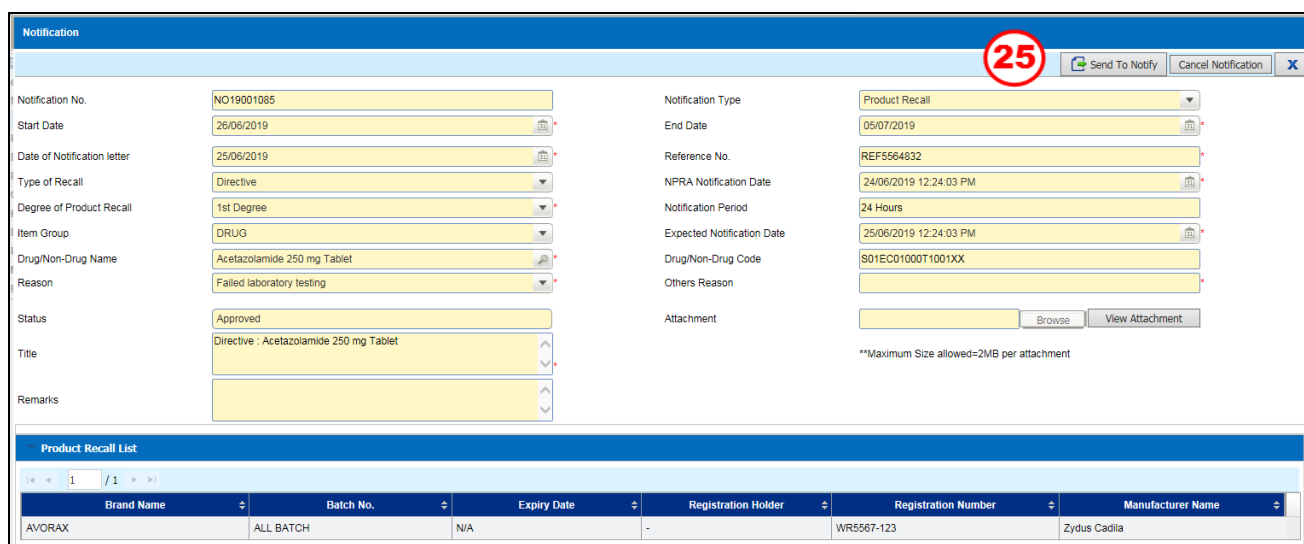


Figure 3.3.1-19 Confirmation Message

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



Notification

Notification No. NO19001085 Notification Type Product Recall

Start Date 26/06/2019 End Date 05/07/2019

Date of Notification letter 25/06/2019 Reference No. REF5564832

Type of Recall Directive NPRA Notification Date 24/06/2019 12:24:03 PM

Degree of Product Recall 1st Degree Notification Period 24 Hours

Item Group DRUG Expected Notification Date 25/06/2019 12:24:03 PM

Drug/Non-Drug Name Acetazolamide 250 mg Tablet Drug/Non-Drug Code S01EC01000T1001XX

Reason Failed laboratory testing Others Reason

Status Approved Attachment

Title Directive : Acetazolamide 250 mg Tablet

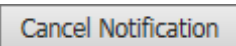
Remarks

Product Recall List

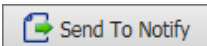
Brand Name	Batch No.	Expiry Date	Registration Holder	Registration Number	Manufacturer Name
AVORAX	ALL BATCH	N/A	-	WR5567-123	Zydus Cadila

Figure 3.3.1-20 Notification: Recall Product

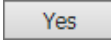
Note

User is allowed to cancel the notification by click on  button

STEP 25

Click on the  button to send the notification

Note

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

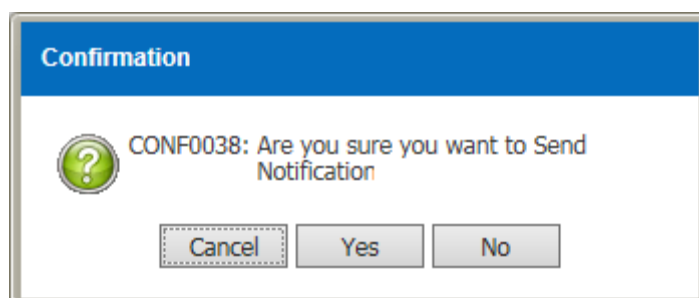
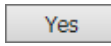
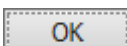


Figure 3.3.1-21 Confirmation Message

- 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

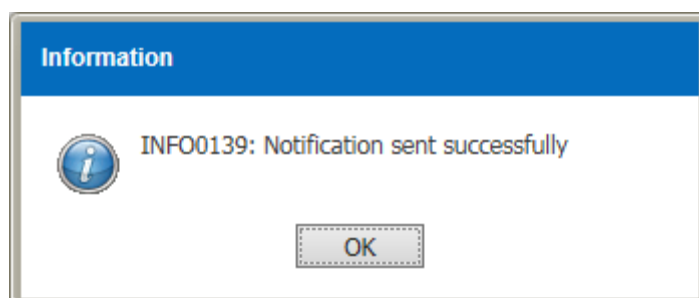
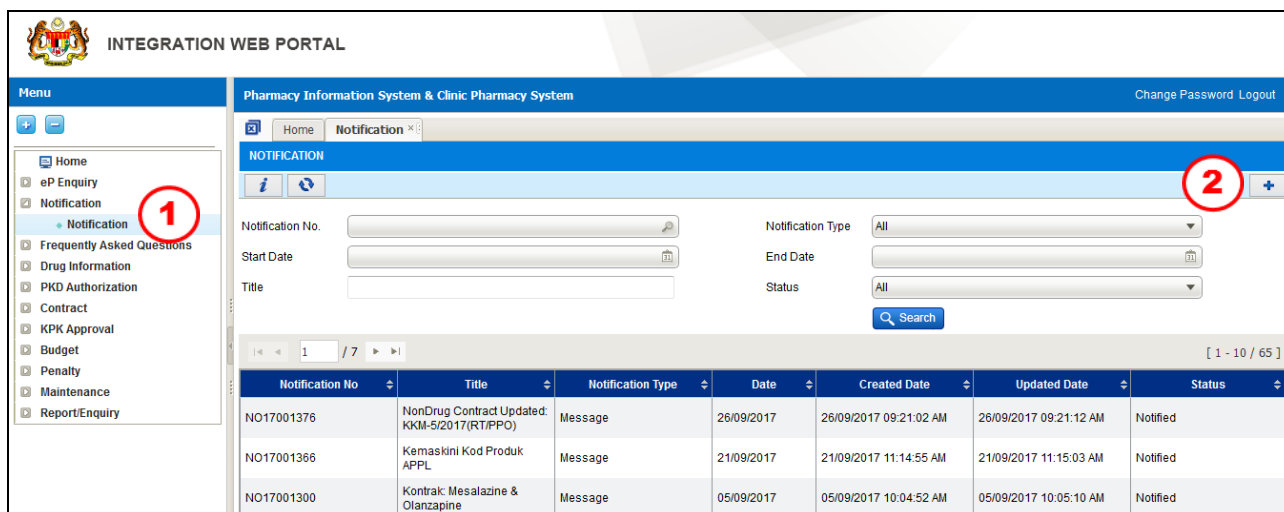


Figure 3.3.1-22 Information Message

3.3.2. Recall Product: Voluntary

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



Integration Web Portal

Pharmacy Information System & Clinic Pharmacy System

Change Password Logout

Home Notification

NOTIFICATION

Notification No. Start Date Title Notification Type All End Date Status All Search

1 / 7 [1 - 10 / 65]

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

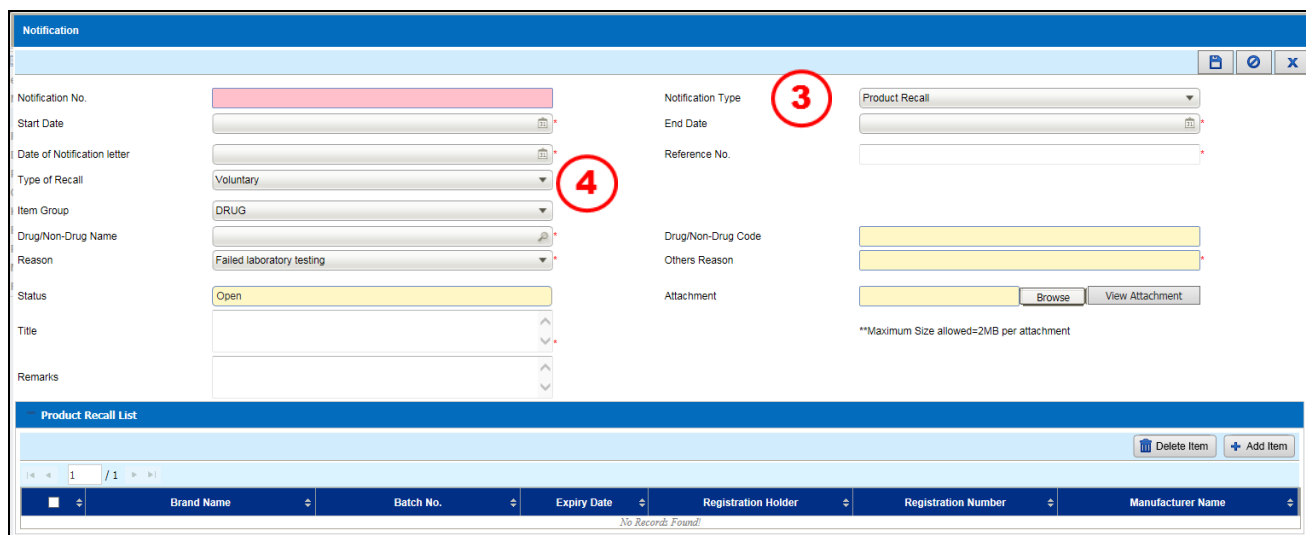
Figure 3.3.2-1 Notification Listing Page

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



Notification

Notification No. Start Date Date of Notification letter Type of Recall Voluntary Item Group DRUG Drug/Non-Drug Name Reason Failed laboratory testing Status Open Title Remarks

Notification Type Product Recall End Date Reference No. Drug/Non-Drug Code Others Reason Attachment Browse View Attachment

**Maximum Size allowed=2MB per attachment

Product Recall List

1 / 1

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 **Type of Recall** from drop down box as **Voluntary**

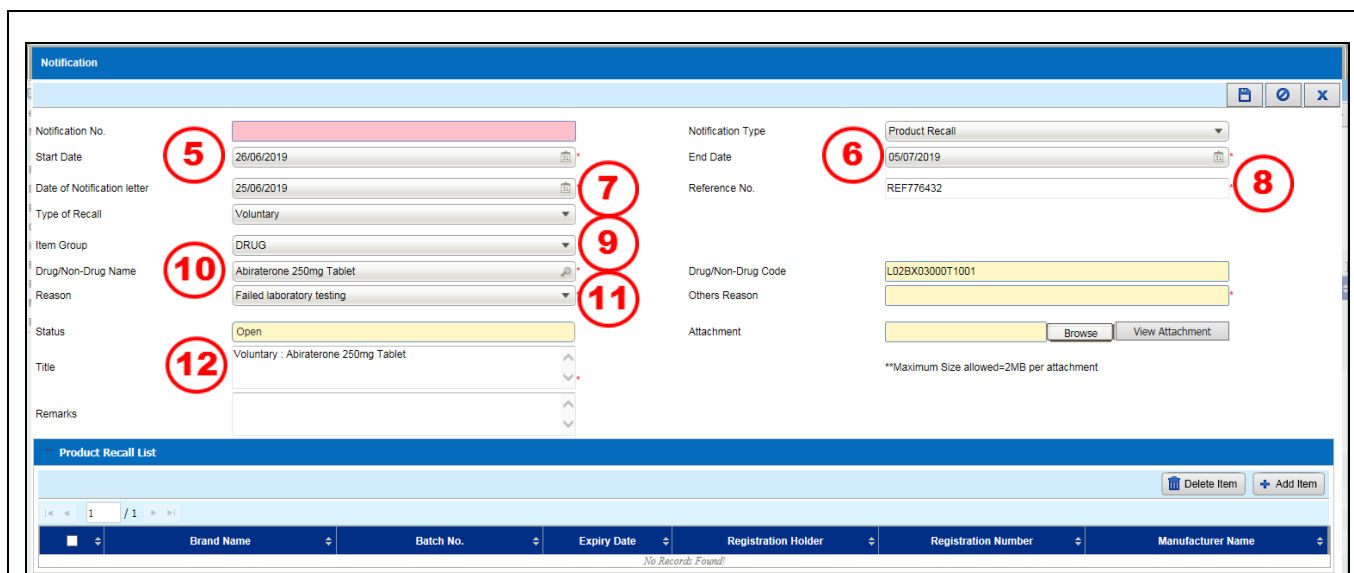


Figure 3.3.2-3 Notification: Recall Product

STEP 5

Select **Start Date** from  icon

STEP 6

Select **End Date** from  icon

STEP 7

Select **Date of Notification Letter** from  icon

STEP 8

Enter **Reference No.**

STEP 9

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

- DRUG
- NON-DRUG

STEP 10

Select Drug/Non-Drug Name from  icon

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

Note

Others Reason field will enable if selected Others in STEP 11

STEP 12

Enter **Title**

Note

Remarks is an optional field

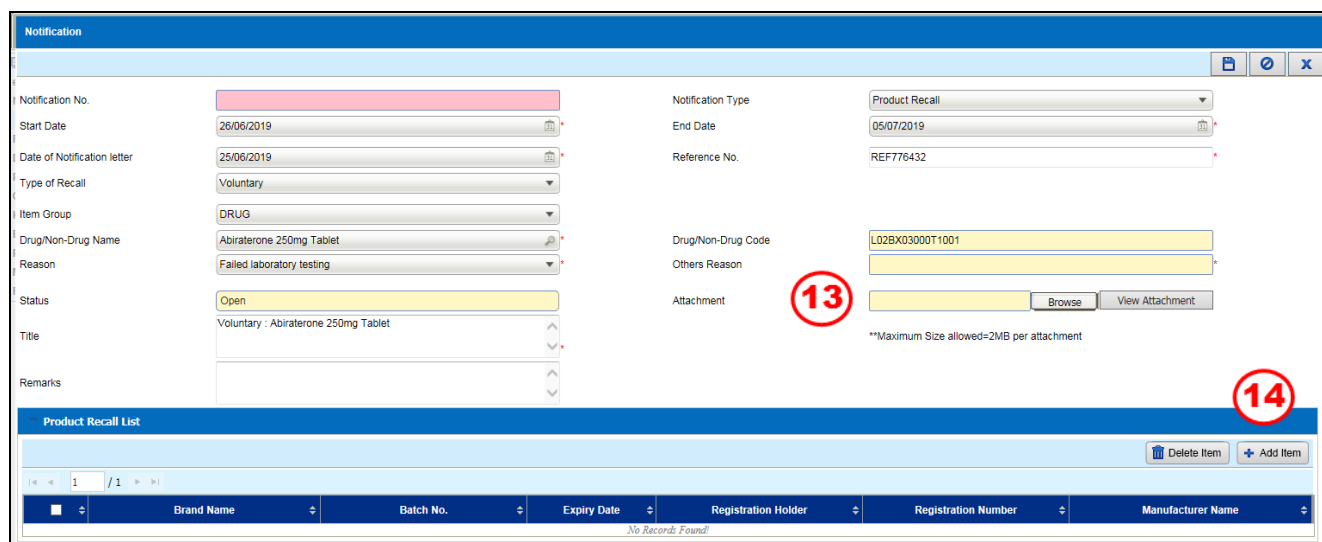


Figure 3.3.2-4 Notification: Recall Product

STEP 13

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 14

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

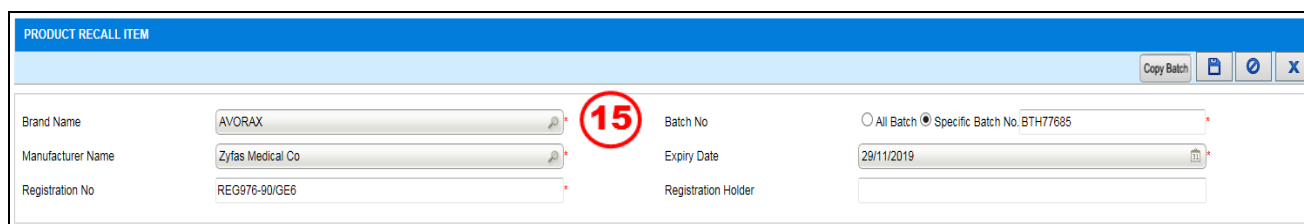


Figure 3.3.2-5 Recall Product Item

STEP 15

Click on the **Brand Name** and Item Brand window will be displayed as Figure 3.3.2-6

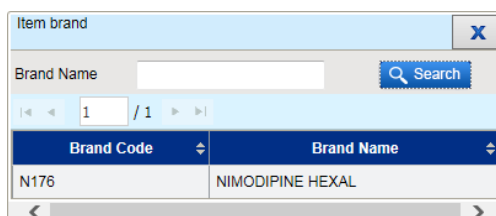


Figure 3.3.2-6 Brand Name

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**

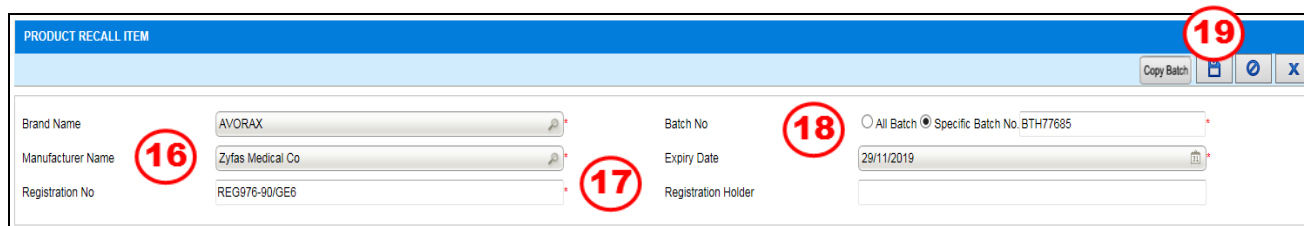
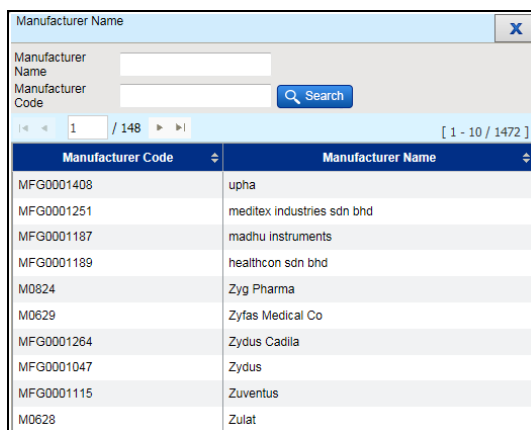


Figure 3.3.2-7 Recall Product Item

STEP 16

Click on the **Manufacturer Name**  and Manufacturer Name window will be displayed as Figure 3.3.2-8



Manufacturer Code	Manufacturer Name
MFG0001408	upha
MFG0001251	meditex industries sdn bhd
MFG0001187	madhu instruments
MFG0001189	healthcon sdn bhd
M0824	Zyg Pharma
M0629	Zyfas Medical Co
MFG0001264	Zydus Cadila
MFG0001047	Zydus
MFG0001115	Zuventus
M0628	Zulat

Figure 3.3.1-8 Manufacturer Name

STEP 17

Enter **Registration No**

STEP 18

Select **Batch No** from ☐ button:

- All Batch
- Specific Batch No

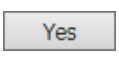
Note

- Selecting All Batch for **Batch No**, user is not required to enter **Expiry Date**
- Selecting Specific Batch No **for Batch no**, user is required to enter Batch No and required to select Expiry Date form  button
- **Registration Holder** is an optional field

STEP 29

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

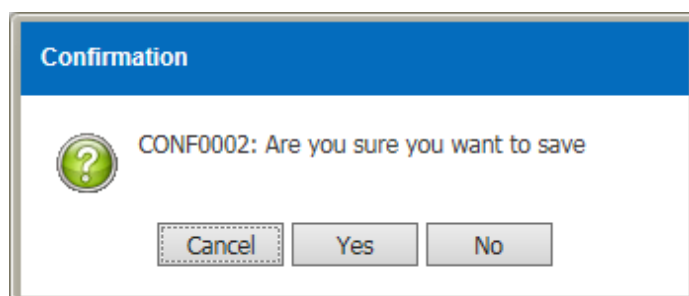


Figure 3.3.2-9 Confirmation Message

- 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

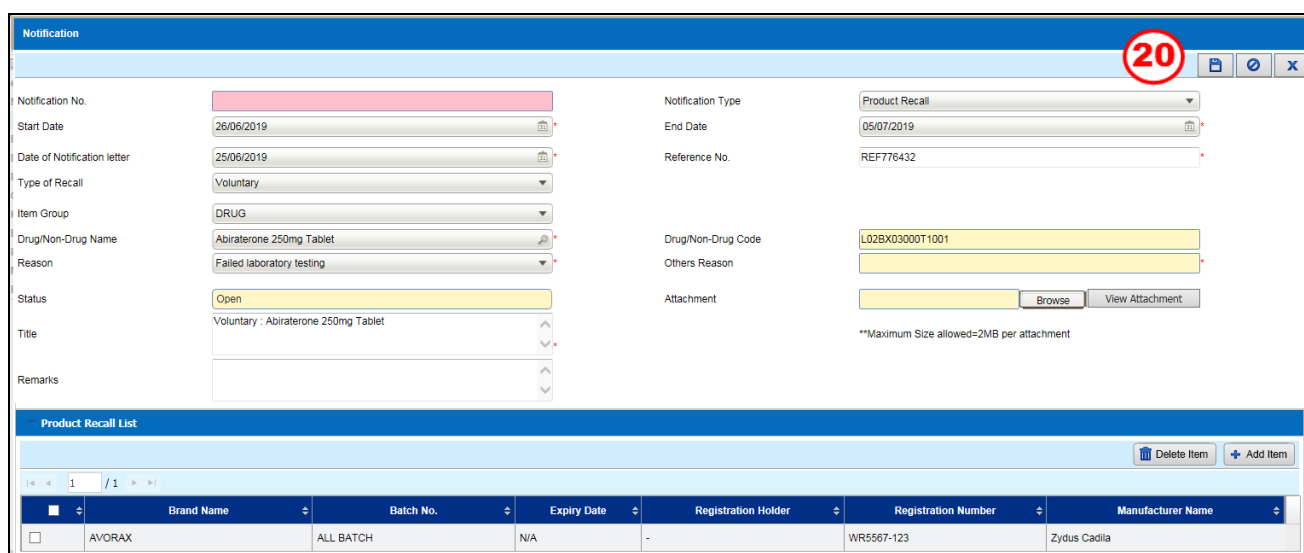


Figure 3.3.2-10 Notification: Recall Product

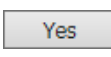
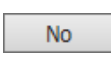
Note

User is allow to add more than 1 Recall Product List by repeating **STEP 14** to **STEP 29**

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

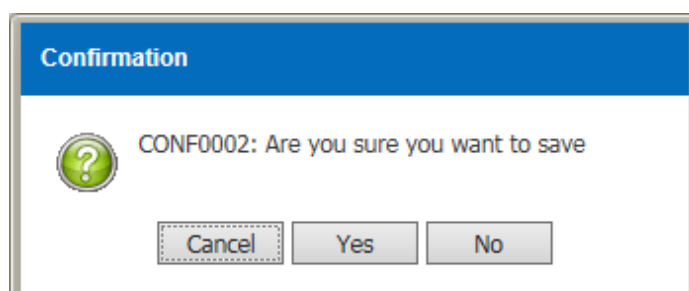
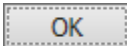


Figure 3.3.2-11 Confirmation Message

- 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

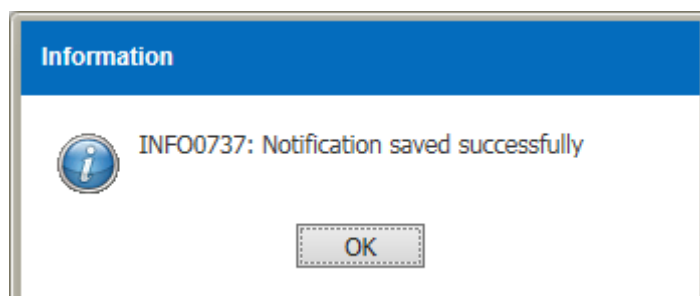
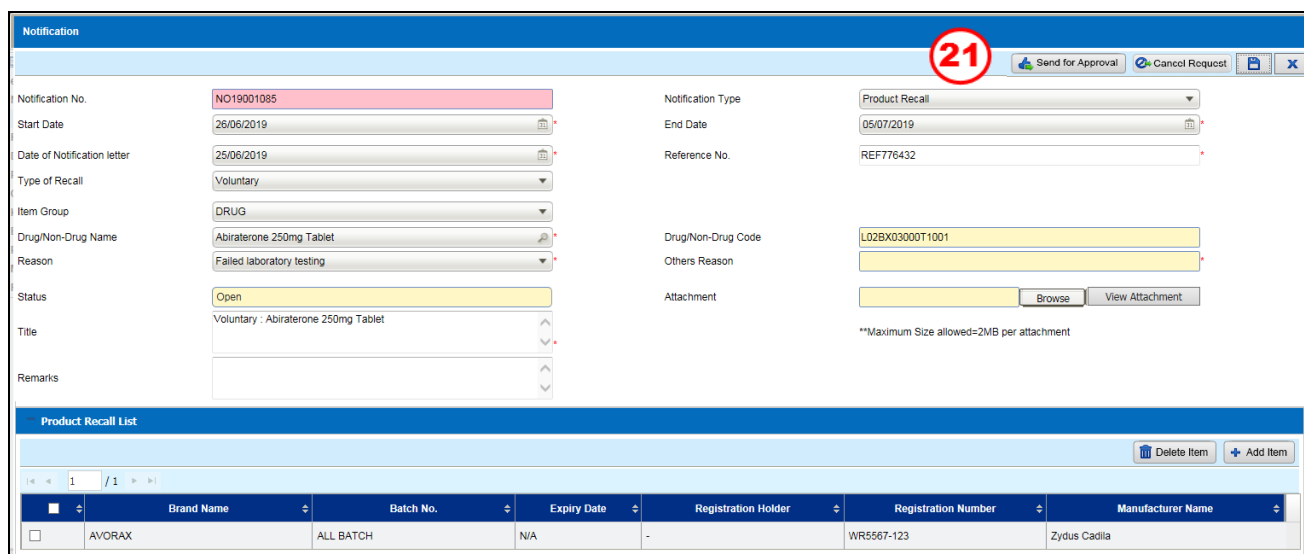


Figure 3.3.2-12 Information Message

-  button will enable as Figure 3.3.2-13



Notification

Notification No. Notification Type

Start Date End Date

Date of Notification letter Reference No.

Type of Recall

Item Group

Drug/Non-Drug Name Drug/Non-Drug Code

Reason Others Reason

Status Attachment

Title

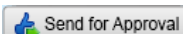
Remarks

Product Recall List

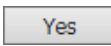
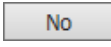
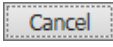
	Brand Name	Batch No.	Expiry Date	Registration Holder	Registration Number	Manufacturer Name
☐	AVORAX	ALL BATCH	N/A	-	WR5567-123	Zydus Cadila

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 3.3.2-15 Information Message**

- Figure 3.3.2-16 Notification: Recall Product**

- 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

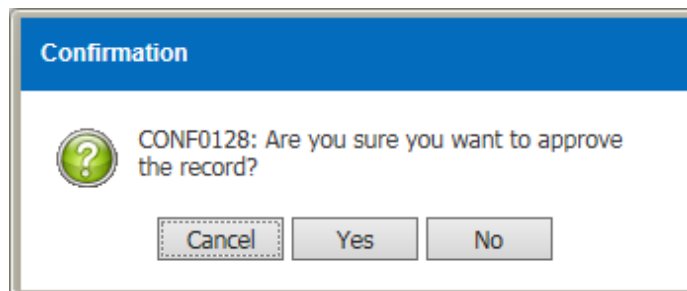


Figure 3.3.2-17 Confirmation Message

- 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**

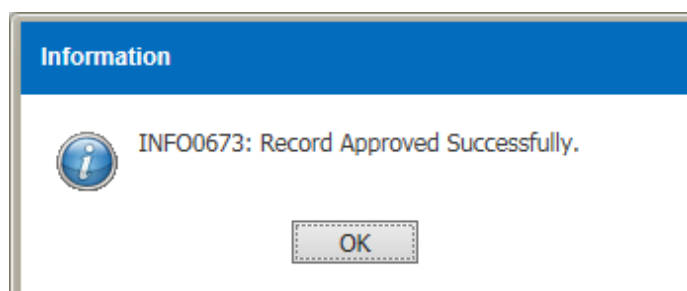


Figure 3.3.2-18 Information Message

- d) 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

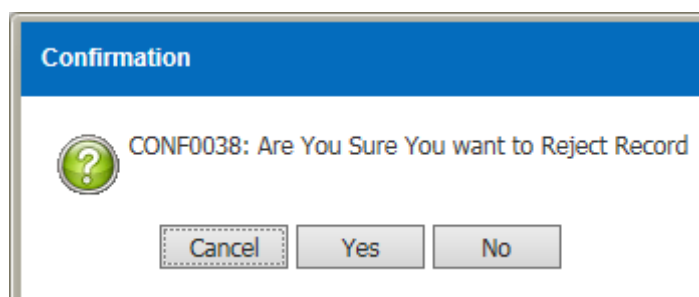
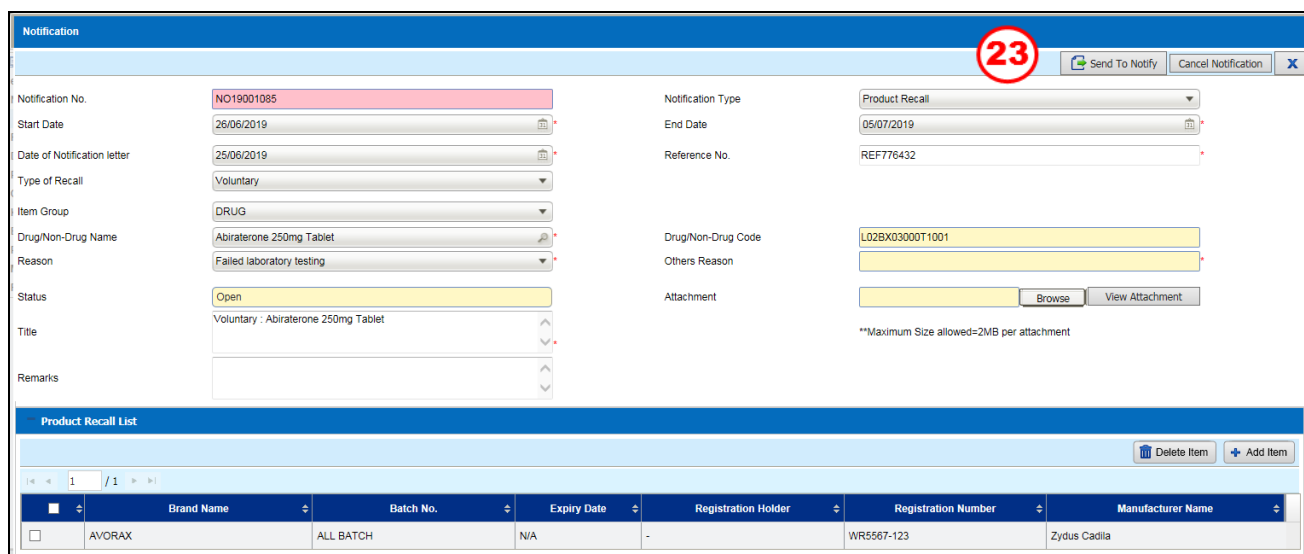


Figure 3.3.2-19 Confirmation Message

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



Notification

Notification No. NO19001085 Notification Type Product Recall

Start Date 26/06/2019 End Date 05/07/2019

Date of Notification letter 25/06/2019 Reference No. REF776432

Type of Recall Voluntary

Item Group DRUG

Drug/Non-Drug Name Abiraterone 250mg Tablet Drug/Non-Drug Code L02BX03000T1001

Reason Failed laboratory testing Others Reason

Status Open Attachment Browse View Attachment

Title Voluntary - Abiraterone 250mg Tablet

Remarks

Product Recall List

	Brand Name	Batch No.	Expiry Date	Registration Holder	Registration Number	Manufacturer Name
☐	AVORAX	ALL BATCH	N/A	-	WR5567-123	Zydus Cadila

Figure 3.3.2-20 Notification: Recall Product

Note

User is allowed to cancel the notification by click on **Cancel Notification** button

STEP 23

Click on the **Send To Notify** 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

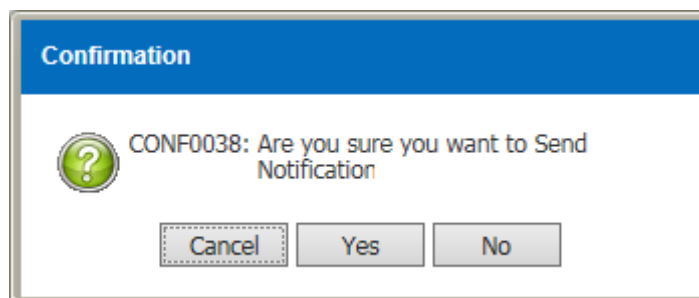


Figure 3.3.2-21 Confirmation Message

- 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

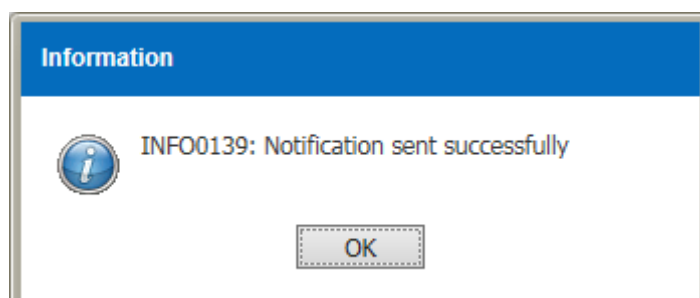


Figure 3.3.2-22 Information Message

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	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