



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

---

## **Pharmacy Based**

### **User Manual Manufacturing - Galenical (Work Order)**

|                    |                                            |
|--------------------|--------------------------------------------|
| <b>Version</b>     | <b>: 12<sup>th</sup> Edition</b>           |
| <b>Document ID</b> | <b>: PB_U. MANUAL_GALENICAL_WORK ORDER</b> |



PhIS & CPS Project  
User Manual – Manufacturing – Galenical  
(Work Order)



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PhIS & CPS Project  
User Manual – Manufacturing – Galenical  
(Work Order)



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## 1.0 Introduction

### 1.1 Overview of PhIS

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

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

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

### 1.2 Purpose and Objectives

This user manual outlines the Galenical Work Order sub-module and its key features and functionalities.

The primary objective is to guide user through the process of completing PhIS application process.

User will understand the following activities in detail:

- New Work Order
- Hold/Release Work Order
- Delete Work Order
- Quarantine Wok Order

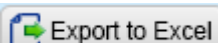
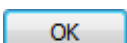
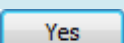
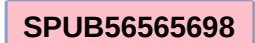
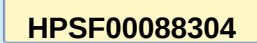
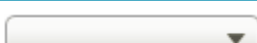
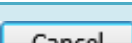
### 1.3 Organised Sections

These are the sections within this document:

- Section 1 : Introduction
- Section 2 : Application Standard Features
- Section 3 : Galenical Work Order
- Section 4 : Acronyms
- Section 5 : Links to Clinical Modules

## 2.0 Application Standard Features

### 2.1 PhIS Legend

| Standard Legend                                                                     |                                           |                                                                                      |                                    |
|-------------------------------------------------------------------------------------|-------------------------------------------|--------------------------------------------------------------------------------------|------------------------------------|
|    | Login to PhIS                             |     | Logout from PhIS                   |
|    | Close All Open Tabs                       |     | Refresh Screen                     |
|    | Expand Menu                               |     | Collapse Menu                      |
|    | Expand Module                             |     | Collapse Module                    |
|    | Add/Create New Record                     |     | Save                               |
|    | Close Window                              |     | Calendar Icon                      |
|    | Save Transaction                          |     | Delete Record                      |
|   | Export Report From PDF file to Excel file |    | OK Button                          |
|  | Yes Button                                |   | No Button                          |
|  | Radio Button                              |   | Checkbox                           |
|  | System Automatic Generate Record No.      |  | Automatically Display/Retrieve Box |
|  | Reset Login Screen                        |   | Show Help                          |
|  | Display Home Tab                          |   | Search Record                      |
|  | Cancel                                    |  | Dropdown Box                       |
|  | Search Icon                               |   | Mandatory Field                    |
|  | Edit Record                               |  | Empty Text Box                     |
|  | Cancel Button                             |                                                                                      |                                    |

| Galenical Work Order Module Legend                                                                    |                          |                                                                                                     |                                    |
|-------------------------------------------------------------------------------------------------------|--------------------------|-----------------------------------------------------------------------------------------------------|------------------------------------|
|  Worksheet           | View/print worksheet     |  Label             | View/print label                   |
|  Confirm             | To confirm the record    |                    | Hold the Work Order                |
|  Production Complete | Process complete         |  Record Completion | Record complete                    |
|                      | Release the Work Order   |  Release           | Release Work Order from quarantine |
|  Reject              | Reject Galenical process |                                                                                                     |                                    |
|                                                                                                       |                          |                                                                                                     |                                    |

### **Note**

To learn more about Login Information, kindly click [Login Information](#) module for descriptive steps.

## 3.0 Galenical Work Order

### Overview

This Galenical module will be used at the Facility level for the users to manage Galenical preparation based on the Galenical Formulation setup by the “Bahagian Perkhidmatan Farmasi”.

### User Group

This module is intended for inventory user at the Pharmacy Store, Sub Store and Unit/Ward.

### Functional Diagram

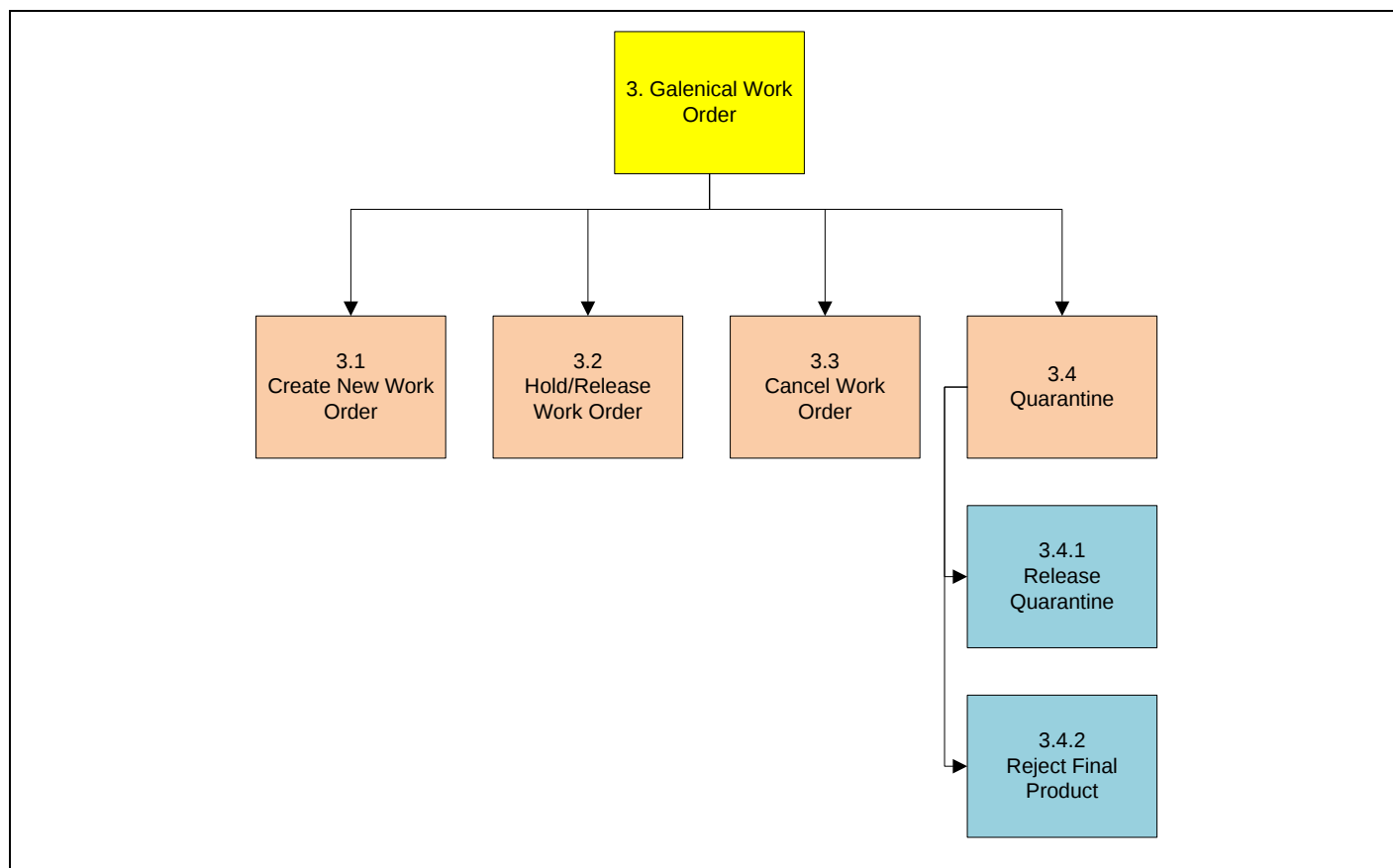


Figure 3.0 Functional Diagram

## Functional Description

Galenical Work Order comprises of four (4) main functions:

- **Work Order**

This function allows user to view all existing record and create a new record

- **Hold/Release Work Order**

This function is used to hold or release the work order record

- **Delete Work Order**

This function allows user to cancel any record with 'New' status

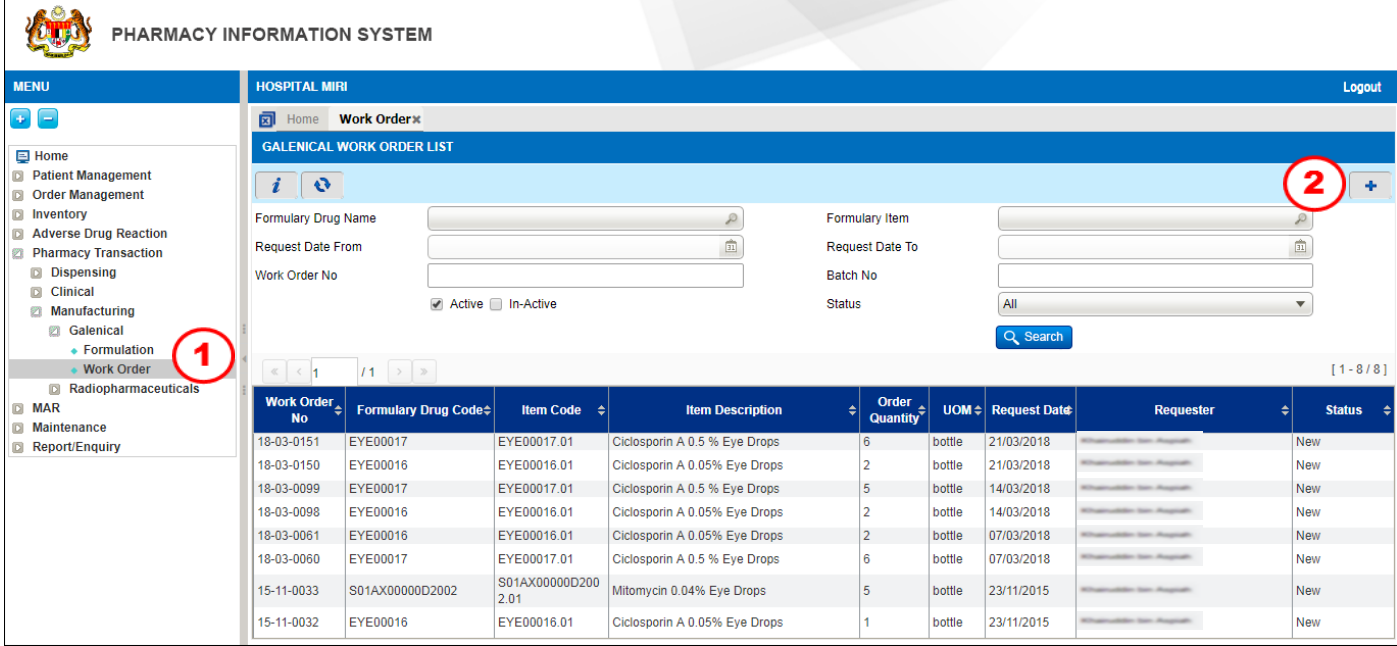
- **Quarantine**

This function is used to quarantine any product which is still in progress

### 3.1 Create New Galenical Work Order

Galenical work order is referring to the preparations of pharmaceutical products (sterile and non-sterile) that are prepared by pharmacist in batches (bulk). Work order transaction is created based on the standard formulation defined in IWP. The preparation includes:

- Intravenous preparations
- Standard Parenteral Nutrition (Paediatric/Neonate)
- Eye/ear Drops preparations
- Internal preparations
- External preparations



**PHARMACY INFORMATION SYSTEM**

**HOSPITAL MIRI** Logout

Home **Work Order**

**GALENICAL WORK ORDER LIST**

Formulary Drug Name  Formulary Item

Request Date From  Request Date To

Work Order No  Batch No

☒ Active ☐ In-Active Status

[ 1 - 8 / 8 ]

| Work Order No | Formulary Drug Code | Item Code          | Item Description              | Order Quantity | UOM    | Request Date | Requester      | Status |
|---------------|---------------------|--------------------|-------------------------------|----------------|--------|--------------|----------------|--------|
| 18-03-0151    | EYE00017            | EYE00017.01        | Ciclosporin A 0.5 % Eye Drops | 6              | bottle | 21/03/2018   | Requester Name | New    |
| 18-03-0150    | EYE00016            | EYE00016.01        | Ciclosporin A 0.05% Eye Drops | 2              | bottle | 21/03/2018   | Requester Name | New    |
| 18-03-0099    | EYE00017            | EYE00017.01        | Ciclosporin A 0.5 % Eye Drops | 5              | bottle | 14/03/2018   | Requester Name | New    |
| 18-03-0098    | EYE00016            | EYE00016.01        | Ciclosporin A 0.05% Eye Drops | 2              | bottle | 14/03/2018   | Requester Name | New    |
| 18-03-0061    | EYE00016            | EYE00016.01        | Ciclosporin A 0.05% Eye Drops | 2              | bottle | 07/03/2018   | Requester Name | New    |
| 18-03-0060    | EYE00017            | EYE00017.01        | Ciclosporin A 0.5 % Eye Drops | 6              | bottle | 07/03/2018   | Requester Name | New    |
| 15-11-0033    | S01AX00000D2002     | S01AX00000D2002.01 | Mitomycin 0.04% Eye Drops     | 5              | bottle | 23/11/2015   | Requester Name | New    |
| 15-11-0032    | EYE00016            | EYE00016.01        | Ciclosporin A 0.05% Eye Drops | 1              | bottle | 23/11/2015   | Requester Name | New    |

Figure 3.1-1 Create New Work Order

#### STEP 1

Click on 'Pharmacy Transaction' menu then 'Manufacturing' follows by 'Galenical' then 'Work Order'

#### STEP 2

Click on the  button

#### Note

- Work Order screen will be displayed as shown in the Figure 3.1-2.
- New created work order **Request Status** will be by default to 'New'.
- Request by** will be default to user's login ID
- Request Date** will be default to system date/time.

WORK ORDER

UnitCode

PS001

Type

Manufacturing

Formulary Drug Name

Ganciclovir 2% Eye Drop

Item Description

Ganciclovir 2% Eye Drop

Item Packaging Description

bottle

Request Quantity (SKU)

1

bottle

Pack Size

10

ml

Request Quantity (PKU)

1

bott

Preparation Type

Sterile - Others

Shelf Life

1

Months

Storage Condition

Refrigerate (2 - 8 °C)

Request Status

New

Work Order No

Formulation Version

1

Formulation Reference

Keorochana N, Choontanom R. Efficacy and safety of an extemporaneous preparation of 2% ganciclovir eye drops in CMV anterior uveitis. BMJ Open Ophth 2017; 2:e000061.

Worksheet Prepared By

Remarks

Methylcellulose:SyrupBP

Request Date

30/08/2019

Request Reference

Material

Procedure

| Sequence No | Item Code            | Description                      | Required Quantity | Required Quantity (SKU) | Available Quantity (SKU) |
|-------------|----------------------|----------------------------------|-------------------|-------------------------|--------------------------|
| 1           | J05AB06520P3001XX.01 | Ganciclovir 500mg/10ml Injection | 4 ml              | 1 vial                  | 0 vial                   |
| 2           | 03.4402.01           | Sterile Water for Injection 10mL | 10 ml             | 1 amp                   | 10600 amp                |

Figure 3.1-2 New Work Order screen

### STEP 3

Click on the  button to search for the Formulary Drug Name

### Note

- List of **Formulary Drug Name** will be displayed as shown in Figure 3.1-3.

Search Manufacturing Drug

Drug Code

Drug Name

Search

<<

<

1

/ 21

>

>>

[ 1 - 10 / 204 ]

| Drug Code         | Drug Name                              | Version | Remarks                     |
|-------------------|----------------------------------------|---------|-----------------------------|
| GLN0100058        | Caffeine Citrate 20mg/ml Oral Solution | 3.00    |                             |
| EYE00039          | Ganciclovir 2% Eye Drop                | 1.00    |                             |
| R01AA03110D6001XX | Ephedrine 0.5% w/v Nasal Drops         | 2.00    |                             |
| GLN0200034        | Sodium Bicarbonate Mouthwash           | 1.00    | 2%                          |
| GLN0100043        | Propranolol 1mg/ml Oral Suspension     | 3.00    |                             |
| GLN0100050        | Trimethoprim Syrup 10mg/mL             | 2.00    | Methylcellulose:SyrupBP     |
| GLN0100046        | Sildenafil Suspension 2.5mg/mL         | 4.00    | Use Sildenafil 20mg Tablet  |
| GLN0100046        | Sildenafil Suspension 2.5mg/mL         | 3.00    | Use Sildenafil 100mg Tablet |
| A03FA03000L8001XX | Domperidone 1 mg/ml Suspension         | 1.00    | X-Temp HDPE plastic bottle  |
| GLN0200011        | Formaldehyde 10% Solution              | 2.00    |                             |

Figure 3.1-3 List of Formulary Item

- Item Description, Preparation Type, Shelf Life, Formulation Version, UOM, Pack Size and Storage Condition** will be auto displayed based on the **Formulary Drug Name** selected.
- Formulary Drug Name** is displayed based on the available Formulation record and the drug should exists in user's unit catalog.
- Item Description** is displayed based on the item is set as active in Drug/Non Drug Catalogue and specified as manufactured item in item master

WORK ORDER
10

UnitCode: PS001  
Formulary Drug Name: Gentamicin 3% Fortified Eye Drops  
Item Description: Gentamicin 3% Fortified Eye Drops  
Item Packaging Description: Bottle  
Request Quantity (SKU): 1 bottle  
Pack Size: 4 ml  
Request Quantity (PKU): 1 bott  
Preparation Type: Sterile -EYE  
Shelf Life: 7 Days  
Storage Condition: Refrigerate(2-8 °C)

Type: Manufacturing  
Request Status: New  
Work Order No:  
Formulation Version: 1  
Formulation Reference:  
Worksheet Prepared By:  
Delete Reason :Revised: Extemporaneous  
Request Date: 08/12/2021  
Request Reference:

9
6
8
7

Material

Procedure

| Sequence No | Item Code  | Description                     | Required Quantity | Required Quantity (SKU) | Available Quantity (SKU) |
|-------------|------------|---------------------------------|-------------------|-------------------------|--------------------------|
| 1           | 07.1201.13 | Gentamicin Sulp 40mg/ml 2ml Inj | 3 ml              | 2 amp                   | 1000 amp                 |
| 2           | 43.4401.02 | Water for Injection 10 ml       | 1 ml              | 1 amp                   | 9000 amp                 |

Figure 3.1-4 New Work Order screen

#### STEP 4

Change the **Quantity/UOM** and **Pack Size** if required

#### Note

The **Quantity/UOM** and **Pack Size** are defaulted to the value set by HQ.

#### STEP 5

Change the **Shelf Life** if required

#### Note

Expiry Date's are updated with the shortest expiry date comparing between shelf life and raw material original expiry date

#### STEP 6

Change the **Remarks** if applicable

#### STEP 7

Click on the  to change the **Requested Date**

#### Note

The **Requested Date** is defaulted to current system's date.

#### STEP 8

Enter **Request Reference** if applicable

#### Note

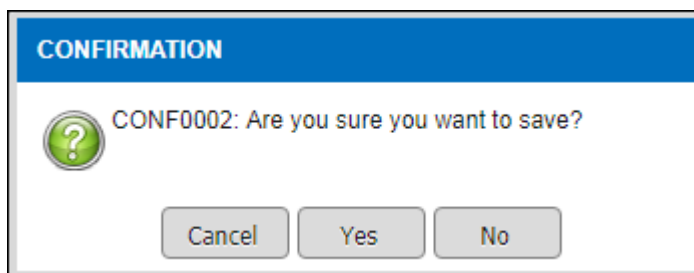
Click on the 'Procedure' tab to see the process instruction (if any).

#### STEP 9

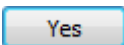
Click on the  button to save the record

**Note**

- Alert message will be displayed as per Figure 3.1-5 & Figure 3.1-6 after clicking on  button



**Figure 3.1-5 Save Record Alert Message**

- Click on the  button.
- Work Order No.** will be automatically generated for further reference and these button will be enabled:

- 
- 
- 
- 

| Character | Description                  | Value                                                                             |
|-----------|------------------------------|-----------------------------------------------------------------------------------|
| 1-2       | Current year in 'YY' format  | 14                                                                                |
| 3-4       | Current month in 'MM' format | 05                                                                                |
| 5-10      | Running number               | Starting from 0001. This running number will be restarted to 0001 of every month. |

**Table 3.1-1**

**STEP 10**

Click on the  button to exit

WORK ORDER

Hold

Confirm

Label

Worksheet

Cancel Order

UnitCode

PS001

Type

Manufacturing

Request Status

New

Formulary Drug Name

Gentamicin 3% Fortified Eye Drops

Work Order No

21-12-0001

Formulation Version

1

Item Description

Gentamicin 3% Fortified Eye Drops

Formulation Reference

Item Packaging Description

Bottle

Worksheet Prepared By

Request Quantity (SKU)

1

bottle

Remarks

Delete Reason :Revised: Extemporaneous

Pack Size

4

ml

Request Date

08/12/2021

Request Quantity (PKU)

1

bott

Request Reference

Preparation Type

Sterile -EYE

Storage Condition

Refrigerate(2-8 °C)

Material

Procedure

| Sequence No | Item Code  | Description                     | Required Quantity | Required Quantity (SKU) | Available Quantity (SKU) | Allocate Quantity (SKU) | Batch No.  | Expiry Date |
|-------------|------------|---------------------------------|-------------------|-------------------------|--------------------------|-------------------------|------------|-------------|
| 1           | 07.1201.13 | Gentamicin Sulp 40mg/ml 2ml Inj | 3 ml              | 2 amp                   | 998 amp                  | 2 amp                   | 11T        | 31/07/2023  |
| 2           | 43.4401.02 | Water for Injection 10 ml       | 1 ml              | 1 amp                   | 8999 amp                 | 1 amp                   | AR0C0296 1 | 21/09/2025  |

Figure 3.1-7 Work Order

ITEM BATCH DETAILS

12

Material Code

J01GB03183P3003XX

Required Quantity (SKU)

2

amp

Description

Gentamicin 80mg/2ml Injection

BATCH DETAIL

<<

<

1

>

>>

/ 1

[ 1 - 1 / 1 ]

| Item Code                      | Batch No. | Expiry Date | Available Quantity (SKU) | Allocate Quantity (SKU)          |
|--------------------------------|-----------|-------------|--------------------------|----------------------------------|
| 07.1201.15                     | 202111T   | 31/07/2023  | 998                      | 2                                |
| Total Available Quantity (SKU) |           |             | 998                      | Total Allocated Quantity (SKU) 2 |

Figure 3.1-8 Item Batch Details

#### STEP 11

Click on the **Allocate Quantity** hyperlink to allocate batch for the work order and Item Batch Details screen will be displayed as per Figure 3.1-8

#### STEP 12

Click on the  button to proceed with batch allocation

#### Note

- Work Order screen will be displayed as shown in the Figure 3.1-7.
- Initial **Allocate Quantity** is automatically generated by the system based on the 'First Expiry First Out' feature.
- **Total Location Quantity** is the quantity available of the item in stock.
- **Total Allocated Quantity** displays the material quantity which will be used for the work order.

WORK ORDER
13

UnitCode: PS001 Type: Manufacturing

Formulary Drug Name: Gentamicin 3% Fortified Eye Drops \*

Item Description: Gentamicin 3% Fortified Eye Drops \*

Item Packaging Description: Bottle

Request Quantity (SKU): 1 bottle \*

Pack Size: 4 ml \*

Request Quantity (PKU): 1 bott

Preparation Type: Sterile -EYE

Shelf Life: 7 Days

Storage Condition: Refrigerate(2-8 °C)

Request Status: New

Work Order No: 21-12-0001 Formulation Version: 1

Formulation Reference:

Worksheet Prepared By:

Remarks: Delete Reason :Revised: Extemporaneous

Request Date: 08/12/2021 \*

Request Reference:

**Material** Procedure

| Sequence No | Item Code  | Description                     | Required Quantity | Required Quantity (SKU) | Available Quantity (SKU) | Allocate Quantity (SKU) | Batch No.  | Expiry Date |
|-------------|------------|---------------------------------|-------------------|-------------------------|--------------------------|-------------------------|------------|-------------|
| 1           | 07.1201.13 | Gentamicin Sulp 40mg/ml 2ml Inj | 3 ml              | 2 amp                   | 998 amp                  | 2 amp                   | 202111T    | 31/07/2023  |
| 2           | 43.4401.02 | Water for Injection 10 ml       | 1 ml              | 1 amp                   | 8999 amp                 | 1 amp                   | HA0C0296 1 | 21/09/2025  |

Figure 3.1-9 View/Print Label

### STEP 13

Click on the  button and 'Print Label' window will be displayed as shown in the Figure 3.1-9

DRUG LABEL
14

☐ General Label: 90mm X 60mm

☐ General Label: 40mm X 40mm

☐ Label for External Preparation: 40mm X 40mm

☐ Label for External Preparation Cream 15g and 30g: 35mm X 35mm (Round)

☐ General Label: 40mm X 20mm

☐ Label Unit of Dose: 20mm X 13.3 mm


X

Figure 3.1-10 Non PN Drug Print Label

### STEP 14

Choose the size by selecting the radio button and click on the  button

### Note

- Printed Labels in PDF format is as shown in Figure 3.1-11 to Figure 3.1-16.

|                                          |                         |
|------------------------------------------|-------------------------|
| <b>HOSPITAL KUALA LUMPUR</b>             |                         |
| <b>Gentamicin 3% Fortified Eye Drops</b> |                         |
| Qty : 4 ml                               |                         |
| Batch No: PS00-21128-1                   | Worksheet ID:21-12-0001 |
| Date Prepared: 08/12/2021                | Date Exp: 15/12/2021    |
| Storage : Refrigerate(2-8 °C)            |                         |

Figure 3.1-11 General Label : 90mm x 60mm

|                                            |                                            |
|--------------------------------------------|--------------------------------------------|
| <b>Gentamicin 3% Fortified Eye Drops</b>   | <b>Gentamicin 3% Fortified Eye Drops</b>   |
| Qty : 4 ml                                 | Qty : 4 ml                                 |
| Batch No: PS00-21128-1                     | Batch No : PS00-21128-1                    |
| Prep Date :08/12/2021 Exp Date :15/12/2021 | Prep Date :08/12/2021 Exp Date :15/12/2021 |
| <b>HOSPITAL KUALA LUMPUR</b>               | <b>HOSPITAL KUALA LUMPUR</b>               |

Figure 3.1-12 General Label : 40mm x 40mm

|                                                                                                                           |                                                                                                                           |
|---------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| <b>TIDAK BOLEH DIMINUM<br/>NOT TO BE TAKEN</b><br>Jauhi ubat dari kanak-kanak<br><b>Gentamicin 3% Fortified Eye Drops</b> | <b>TIDAK BOLEH DIMINUM<br/>NOT TO BE TAKEN</b><br>Jauhi ubat dari kanak-kanak<br><b>Gentamicin 3% Fortified Eye Drops</b> |
| Qty : 4 ml                                                                                                                | Qty : 4 ml                                                                                                                |
| Batch No: PS00-21128-1                                                                                                    | Batch No : PS00-21128-1                                                                                                   |
| Prep Date :08/12/2021 Exp Date :15/12/2021                                                                                | Prep Date :08/12/2021 Exp Date :15/12/2021                                                                                |
| <b>HOSPITAL KUALA LUMPUR</b>                                                                                              | <b>HOSPITAL KUALA LUMPUR</b>                                                                                              |

Figure 3.1-13 Label for External Preparation : 40mm x 40mm

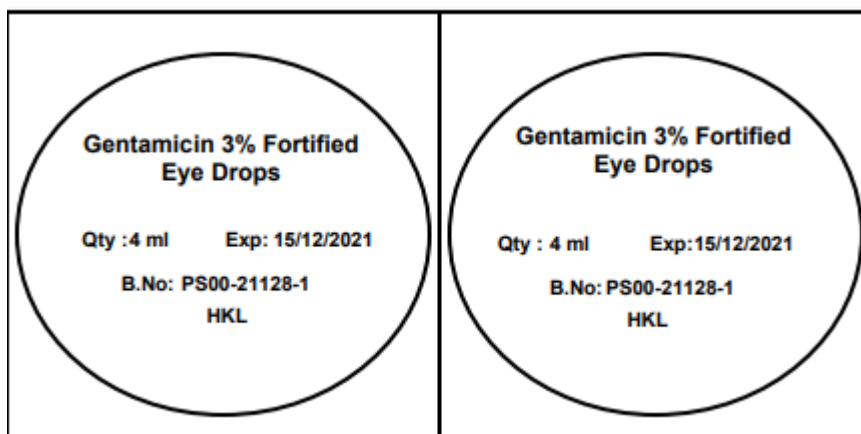


Figure 3.1-14 Label for External Preparation Cream 15g and 30g : 35mm x 35mm (Round)

| Gentamicin 3% Fortified Eye Drops                                                  | Gentamicin 3% Fortified Eye Drops                                                  |
|------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
| Qty : 4 ml<br>Batch : PS00-21128-1<br>Prep Date : 08/12/2021 Exp Date : 15/12/2021 | Qty : 4 ml<br>Batch : PS00-21128-1<br>Prep Date : 08/12/2021 Exp Date : 15/12/2021 |
| HOSPITAL KUALA LUMPUR                                                              | HOSPITAL KUALA LUMPUR                                                              |
| Gentamicin 3% Fortified Eye Drops                                                  | Gentamicin 3% Fortified Eye Drops                                                  |
| Qty : 4 ml<br>Batch : PS00-21128-1<br>Prep Date : 08/12/2021 Exp Date : 15/12/2021 | Qty : 4 ml<br>Batch : PS00-21128-1<br>Prep Date : 08/12/2021 Exp Date : 15/12/2021 |
| HOSPITAL KUALA LUMPUR                                                              | HOSPITAL KUALA LUMPUR                                                              |

Figure 3.1-15 General Label : 40mm x 20mm'

| Gentamicin 3% Fortified Eye Drops  | Gentamicin 3% Fortified Eye Drops  | Gentamicin 3% Fortified Eye Drops  | Gentamicin 3% Fortified Eye Drops  |
|------------------------------------|------------------------------------|------------------------------------|------------------------------------|
| BN:PS00-21128-1<br>Exp: 15/12/2021 | BN:PS00-21128-1<br>Exp: 15/12/2021 | BN:PS00-21128-1<br>Exp: 15/12/2021 | BN:PS00-21128-1<br>Exp: 15/12/2021 |
| Gentamicin 3% Fortified Eye Drops  | Gentamicin 3% Fortified Eye Drops  | Gentamicin 3% Fortified Eye Drops  | Gentamicin 3% Fortified Eye Drops  |
| BN:PS00-21128-1<br>Exp: 15/12/2021 | BN:PS00-21128-1<br>Exp: 15/12/2021 | BN:PS00-21128-1<br>Exp: 15/12/2021 | BN:PS00-21128-1<br>Exp: 15/12/2021 |
| Gentamicin 3% Fortified Eye Drops  | Gentamicin 3% Fortified Eye Drops  | Gentamicin 3% Fortified Eye Drops  | Gentamicin 3% Fortified Eye Drops  |
| BN:PS00-21128-1<br>Exp: 15/12/2021 | BN:PS00-21128-1<br>Exp: 15/12/2021 | BN:PS00-21128-1<br>Exp: 15/12/2021 | BN:PS00-21128-1<br>Exp: 15/12/2021 |

Figure 3.1-16 Label Unit of Dose : 20mm x 13.3mm

- If a Formulary is set up as Drug Type = PN in Drug Master, different types of Labels can be printed out as shown in Figure 3.1-17.

**PN LABEL**

 Label

X

☐ PN Paed Std Soln

☒ Lipid Standard

Figure 3.1-17 PN Drug Print Label

- Printed Labels in PDF format is as shown in Figure 3.1-18

|                                                                                                                                                    |                        |            |
|----------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|------------|
| <b>Hospital Pakar Sultanah Fatimah, Muar</b>                                                                                                       |                        |            |
| <b>PARENTERAL NUTRITION (PAEDIATRIC)</b>                                                                                                           |                        |            |
| <b>PN Soln 10, Starter without K+, 48.3kcal</b>                                                                                                    |                        |            |
| NAME :                                                                                                                                             | AGE :                  |            |
| MRN :                                                                                                                                              | WARD :                 |            |
| Total Volume : <u>100</u> ml/bag                                                                                                                   |                        |            |
| <b>Content per bag</b>                                                                                                                             |                        |            |
| Protein                                                                                                                                            | 2.8 g                  |            |
| Dextrose                                                                                                                                           | 10 g                   |            |
| Sodium                                                                                                                                             | 2 mmol                 |            |
| Potassium                                                                                                                                          | 0 mmol                 |            |
| Calcium                                                                                                                                            | 1.2 mmol               |            |
| Magnesium                                                                                                                                          | 0.14 mmol              |            |
| Phosphate                                                                                                                                          | 1 mmol                 |            |
| Chloride                                                                                                                                           | 0.02 mmol              |            |
| Acetate                                                                                                                                            | 0 mmol                 |            |
| Trace Element                                                                                                                                      | 0 mL                   |            |
| Calories                                                                                                                                           | 48.29 kcal             |            |
| Osmolarity                                                                                                                                         | 789.63 mosm/L          |            |
| <b>Date and Time of Administration :</b>                                                                                                           |                        |            |
| Infusion                                                                                                                                           | <u>        </u> mL/Hrs |            |
| Batch No<br>TPN-170116-4                                                                                                                           | Expiry<br>23/01/2017   | Price : RM |
| Do not use if any visible solid particles, growth precipitation appears                                                                            |                        |            |
| Store in refrigerator (2-8 °C). Protect from light<br>(Once open use within 48 hours)<br>Ensure PN Solution is at room temperature before infusion |                        |            |
| Name :                                                                                                                                             |                        |            |
| MRN :                                                                                                                                              | Ward :                 |            |
| Age :                                                                                                                                              | Gender:                |            |
| Birth/Current Body Weight:                                                                                                                         |                        |            |
| Date Administer :                                                                                                                                  |                        |            |
| Batch No :                                                                                                                                         |                        |            |
| Expiry Date :                                                                                                                                      |                        |            |
| Please fill up and send back this portion to PN                                                                                                    |                        |            |

Figure 3.1-18 (A) Label: PN Paed Soln Std.

|                                                 |                           |
|-------------------------------------------------|---------------------------|
| <b>Hospital Pakar Sultanah Fatimah, Muar</b>    |                           |
| <b>PN Soln 10, Starter without K+, 48.3kcal</b> |                           |
| LIPID : 0 mL                                    | Batch No: TPN-170116-4    |
|                                                 | Worksheet 17-01-0011      |
| VITALIPID: 0 mL                                 | Date Prepared: 16/01/2017 |
| SOLUVIT: 0 mL                                   | Exp date: 23/01/2017      |
| Total Vol: 0 mL                                 | Price (RM):               |
| Stable for 6 days at 2-8 °C & 1 day at 25 °C    |                           |
| <b>Hospital Pakar Sultanah Fatimah, Muar</b>    |                           |
| <b>PN Soln 10, Starter without K+, 48.3kcal</b> |                           |
| LIPID : 0 mL                                    | Batch No: TPN-170116-4    |
|                                                 | Worksheet 17-01-0011      |
| VITALIPID: 0 mL                                 | Date Prepared: 16/01/2017 |
| SOLUVIT: 0 mL                                   | Exp date: 23/01/2017      |
| Total Vol: 0 mL                                 | Price (RM):               |
| Stable for 6 days at 2-8 °C & 1 day at 25 °C    |                           |
| <b>Hospital Pakar Sultanah Fatimah, Muar</b>    |                           |
| <b>PN Soln 10, Starter without K+, 48.3kcal</b> |                           |
| LIPID : 0 mL                                    | Batch TPN-170116-4        |
|                                                 | Worksheet 17-01-0011      |
| VITALIPID: 0 mL                                 | Date Prepared: 16/01/2017 |
| SOLUVIT: 0 mL                                   | Exp date: 23/01/2017      |
| Total Vol: 0 mL                                 | Price (RM):               |
| Stable for 6 days at 2-8 °C & 1 day at 25 °C    |                           |

Figure 3.1-18 (B) Label: PN Lipid Soln Std

- Label will be printed out after selection is confirmed and  button is clicked.

WORK ORDER

Hold

Confirm

Label

Worksheet

Cancel Order

UnitCode

PS001

Type

Manufacturing

Request Status

New

Formulary Drug Name

Gentamicin 3% Fortified Eye Drops

Work Order No

21-12-0001

Formulation Version

1

Item Description

Gentamicin 3% Fortified Eye Drops

Formulation Reference

Item Packaging Description

Bottle

Worksheet Prepared By

Request Quantity (SKU)

1

bottle

Remarks

Delete Reason :Revised, Extemporaneous

Pack Size

4

ml

Request Date

08/12/2021

Request Quantity (FKU)

1

bott

Request Reference

Preparation Type

Sterile-EYE

Request Date

08/12/2021

Shelf Life

7

Days

Request Reference

Storage Condition

Refrigerate(2-8 °C)

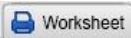
Material

Procedure

|  | Sequence No | Item Code  | Description                     | Required Quantity | Required Quantity (SKU) | Available Quantity (SKU) | Allocate Quantity (SKU) | Batch No.  | Expiry Date |
|--|-------------|------------|---------------------------------|-------------------|-------------------------|--------------------------|-------------------------|------------|-------------|
|  | 1           | 07.1201.13 | Gentamicin Sulp 40mg/ml 2ml Inj | 3 ml              | 2 amp                   | 998 amp                  | 2 amp                   | 202111T    | 31/07/2023  |
|  | 2           | 43.4401.02 | Water for Injection 10 ml       | 1 ml              | 1 amp                   | 8999 amp                 | 1 amp                   | HA0C0296 1 | 21/09/2025  |

Figure 3.1-19 View/Print Worksheet

#### STEP 15

Click on the  button to generate and print the Work Sheet as shown in Figure 3.1-19

### GALENICAL WORKSHEET (DRAFT)

MINISTRY OF HEALTH  
HOSPITAL KUALA LUMPUR

**Request Date** : 08/12/2021 **Worksheet ID** : 21-12-0001

**Item Description** : Gentamicin 3% Fortified Eye Drops  
**Request Qty** : 1 bott **Qty Prepared (SKU)** : 0 bott  
**Packaging Description** : Bottle **Qty Prepared (PKU)** : 0 bott  
**Shelf Life** : 7 Days **Batch No** : PS00-21128-1  
**Preparation Type** : Sterile - **Expiry Date** : 15/12/2021

| Ingredients                     | Vol. per Qty. | Total | Expiry Date | Batch ID   | Allocated Qty |
|---------------------------------|---------------|-------|-------------|------------|---------------|
| Gentamicin Sulp 40mg/ml 2ml Inj | 3 ml          | 3 ml  | 31/07/2023  | 202111T    | 2 amp         |
| Water for Injection 10 ml       | 1 ml          | 1 ml  | 21/09/2025  | HA0C0296 1 | 1 amp         |

**Procedure :**

|                                                          |                |
|----------------------------------------------------------|----------------|
| <b>Storage :</b><br>Refrigerate(2-8 °C)                  | <b>Label :</b> |
| <b>Remarks</b><br>Delete Reason :Revised: Extemporaneous |                |
| <b>Formulation Reference:</b>                            |                |

**Worksheet Prepared By :** **Prepared by :** **Approved by :**  
    
**Date:** 08/12/2021 **Date:** **Date:**

Figure 3.1-20 Manufacturing Draft Work Sheet

**WORK ORDER**

UnitCode: PS001 Type: Manufacturing Request Status: **16**

Formulary Drug Name: Gentamicin 3% Fortified Eye Drops Work Order No: 0001 Formulation Version: 1

Item Description: Gentamicin 3% Fortified Eye Drops Formulation Reference:

Item Packaging Description: Bottle Worksheet Prepared By:

Request Quantity (SKU): 1 bottle Remarks: Delete Reason :Revised: Extemporaneous

Pack Size: 4 ml Request Date: 08/12/2021

Request Quantity (PKU): 1 bott Request Reference:

Preparation Type: Sterile-EYE

Shelf Life: 7 Days

Storage Condition: Refrigerate(2-8 °C)

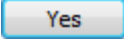
| Sequence No | Item Code  | Description                     | Required Quantity | Required Quantity (SKU) | Available Quantity (SKU) | Allocate Quantity (SKU) | Batch No.  | Expiry Date |
|-------------|------------|---------------------------------|-------------------|-------------------------|--------------------------|-------------------------|------------|-------------|
| 1           | 07.1201.13 | Gentamicin Sulp 40mg/ml 2ml Inj | 3 ml              | 2 amp                   | 998 amp                  | 2 amp                   | 202111T    | 31/07/2023  |
| 2           | 43.4401.02 | Water for Injection 10 ml       | 1 ml              | 1 amp                   | 8999 amp                 | 1 amp                   | HA0C0296 1 | 21/09/2025  |

Figure 3.1-21 Confirm Work Order

#### STEP 16

Click on the  button to confirm the work order

#### Note

- Alert message will be displayed as per Figure 3.1-22, click on the  button.

**CONFIRMATION**

 CONF0074: Are you sure to confirm record?

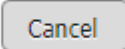
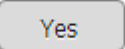
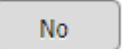
  

Figure 3.1-22 Save Record Alert Message

#### Note

The Status will change to Worksheet/Label Generated.

WORK ORDER

Hold

17

Record Completion

UnitCode

PS001

Type

Manufacturing

Request Status

Worksheet/Labels Generated

Formulary Drug Name

Ganciclovir 2% Eye Drop

Work Order No

19-08-0001

Formulation Version

1

Item Description

Ganciclovir 2% Eye Drop

Formulation Reference

Keorochana N, Choontanom R. Efficacy and safety of an extemporaneous preparation of 2% ganciclovir eye drops in CMV anterior uveitis. BMJ Open Ophth 2017; 2:e000061.

Item Packaging Description

bottle

Worksheet Prepared By

Request Quantity (SKU)

1

bottle

Remarks

Pack Size

10

ml

Request Date

30/08/2019

Request Quantity (PKU)

1

bott

Request Reference

Preparation Type

Sterile - Others

Shelf Life

1

Months

Storage Condition

"Refrigerate (2 - 8 °C)"

| Sequence No | Item Code            | Description                      | Required Quantity | Required Quantity (SKU) | Allocate Quantity (SKU) | Batch No.  | Expiry Date |
|-------------|----------------------|----------------------------------|-------------------|-------------------------|-------------------------|------------|-------------|
| 1           | J05AB06520P3001XX.01 | Ganciclovir 500mg/10ml Injection | 4 ml              | 1 vial                  | 1 vial                  | B4132B05   | 29/02/2020  |
| 2           | 03.4402.01           | Sterile Water for Injection 10mL | 10 ml             | 1 amp                   | 1 amp                   | HA070344 1 | 07/11/2022  |

Figure 3.1-23 Record Completion Work Order

## STEP 17

Click on the  button to complete the record

### Note

- Before clicking  user must allocate the quantity.
- Proceed with the product preparation.
- Alert message will be displayed as per Figure 3.1-24 after clicking on  button

CONFIRMATION



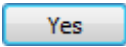
CONF7272: Are you sure to proceed with Record Completion?

Cancel

Yes

No

Figure 3.1-24 Save Record Alert Message

- Click on the  button.

WORK ORDER

Hold

Quarantine Required ☐ Production Complete ☒

UnitCode: P9001 Type: Manufacturing
Request Status: In Progress

Formulary Drug Name: Ganciclovir 2% Eye Drop
Work Order No: 19-08-0001 Formulation Version: 1

Item Description: Ganciclovir 2% Eye Drop
Formulation Reference: Keorochana N, Choontanom R. Efficacy and safety of an extemporaneous preparation of 2% ganciclovir eye drops in CMV anterior uveitis. BMJ Open Ophth 2017; 2:e000061.

Item Packaging Description: bottle
Worksheet Prepared By:

Request Quantity (SKU): 1 bottle
Remarks:

Pack Size: 10 ml
Request Date: 30/08/2019

Request Quantity (PKU): 1 bott
Request Reference:

Preparation Type: Sterile - Others

Shelf Life: 1 Months

Storage Condition: "Refrigerate (2 - 8 °C)"

Quantity Produced (SKU): 1 bottle
Yield %: 100 %

Quantity Produced (PKU): 1 bott
Remarks:

Batch No.: P900-190830-1
Prepared By:

Expiry Date: 29/09/2019
Approved By:

Material Procedure

| Sequence No | Item Code            | Description                      | Required Quantity | Required Quantity (SKU) | Allocate Quantity (SKU) | Batch No.  | Expiry Date |
|-------------|----------------------|----------------------------------|-------------------|-------------------------|-------------------------|------------|-------------|
| 1           | J05AB06520P3001XX.01 | Ganciclovir 500mg/10ml Injection | 4 ml              | 1 vial                  | 1 vial                  | B4132B05   | 29/02/2020  |
| 2           | 03.4402.01           | Sterile Water for Injection 10mL | 10 ml             | 1 amp                   | 1 amp                   | HA070344 1 | 07/11/2022  |

Figure 3.1-26 Production Complete

### STEP 18

Enter the actual **Quantity Produced**

#### Note

- This step is performed after the product has been made manually.
- Yield value in %, will be auto calculated by this formula:  

$$[(Quantity\ Produced / Request\ Quantity) \times 100]$$

### STEP 19

Enter the **Remarks if have**

### STEP 20

Click on the  button

#### Note

- Alert message will be displayed as per Figure 3.1-27 after clicking on  button.
- On click of Production Complete, stock for final product/item will be added into user's unit while stock for raw material is deducted.
- If user tick on radio button, request status will be change to Quarantine.  Button and  button will be disable.

**CONFIRMATION**



**CONF0075: Are you sure to proceed with Production Complete?**

Cancel
Yes
No

**Figure 3.1-27 Save Record Alert Message**

- Click on the Yes button.

**WORK ORDER**

 Hold
Quarantine Required ☐ Label Worksheet X

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <div style="display: flex; justify-content: space-between;"> <div> UnitCode <input type="text" value="PS001"/> Type <span style="border: 1px solid gray; padding: 2px 10px;">Manufacturing</span> </div> <div>Request Status <span style="border: 1px solid gray; padding: 2px 10px;">Completed</span></div> </div> <div> Formulary Drug Name <input type="text" value="Ganciclovir 2% Eye Drop"/> </div> <div> Item Description <input type="text" value="Ganciclovir 2% Eye Drop"/> </div> <div> Item Packaging Description <input type="text" value="bottle"/> </div> <div> Request Quantity (SKU) <input type="text" value="1"/> <span style="border: 1px solid gray; padding: 2px 10px;">bottle</span> </div> <div> Pack Size <input type="text" value="10"/> <span style="border: 1px solid gray; padding: 2px 10px;">ml</span> </div> <div> Request Quantity (PKU) <input type="text" value="1"/> <span style="border: 1px solid gray; padding: 2px 10px;">bott</span> </div> <div> Preparation Type <span style="border: 1px solid gray; padding: 2px 10px;">Sterile - Others</span> </div> <div> Shelf Life <input type="text" value="1"/> <span style="border: 1px solid gray; padding: 2px 10px;">Months</span> </div> <div> Storage Condition <input type="text" value="Refrigerate (2 - 8 °C)"/> </div> | <div> Work Order No <input type="text" value="19-08-0001"/> Formulation Version <input type="text" value="1"/> </div> <div> Formulation Reference <input type="text" value="Keorochana N, Choontanom R. Efficacy and safety of an extemporaneous preparation of 2% ganciclovir eye drops in CMV anterior uveitis. BMJ Open Ophth 2017; 2:e000061."/> </div> <div> Worksheet Prepared By <input type="text" value="Pharmaceutical Science Department"/> </div> <div> Remarks <input type="text"/> </div> <div> Request Date <input type="text" value="30/08/2019"/> </div> <div> Request Reference <input type="text"/> </div> |
| <div> Quantity Produced (SKU) <input type="text" value="1"/> <span style="border: 1px solid gray; padding: 2px 10px;">bottle</span> </div> <div> Quantity Produced (PKU) <input type="text" value="1"/> <span style="border: 1px solid gray; padding: 2px 10px;">bott</span> </div> <div> Batch No. <input type="text" value="PS00-190830-1"/> </div> <div> Expiry Date <input type="text" value="29/09/2019"/> </div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <div> Yield % <input type="text" value="100"/> % </div> <div> Remarks <input type="text"/> </div> <div> Prepared By <input type="text"/> </div> <div> Approved By <input type="text"/> </div>                                                                                                                                                                                                                                                                                                                                                                                                                                 |

**Material**
Procedure

| Sequence No | Item Code            | Description                      | Required Quantity | Required Quantity (SKU) | Allocate Quantity (SKU) | Batch No.  | Expiry Date |
|-------------|----------------------|----------------------------------|-------------------|-------------------------|-------------------------|------------|-------------|
| 1           | J05AB06520P3001XX.01 | Ganciclovir 500mg/10ml Injection | 4 ml              | 1 vial                  | 1 vial                  | B4132B05   | 29/02/2020  |
| 2           | 03.4402.01           | Sterile Water for Injection 10mL | 10 ml             | 1 amp                   | 1 amp                   | HA070344 1 | 07/11/2022  |

**Figure 3.1-28 Complete Work Order Galenical**

### 3.1.1 Alternate Drug

**WORK ORDER**

Hold
Confirm
Label
Worksheet
Cancel Order

UnitCode: PS001
Type: Manufacturing
Request Status: New

Formulary Drug Name: Gentamicin 3% Fortified Eye Drops
Item Description: Gentamicin 3% Fortified Eye Drops
Item Packaging Description: Bottle
Request Quantity (SKU): 1 bottle
Pack Size: 4 ml
Request Quantity (PKU): 1 bott
Preparation Type: Sterile -EYE
Shelf Life: 7 Days
Storage Condition: Refrigerate(2-8 °C)

Work Order No: 21-12-0001
Formulation Version: 1
Formulation Reference:
Worksheet Prepared By:
Remarks: Delete Reason :Revised: Extemporaneous
Request Date: 08/12/2021
Request Reference:

| Material                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Procedure   |                                 |                   |                         |                          |                          |                         |             |             |   |  |                                 |      |       |         |       |         |            |   |            |                           |      |       |          |       |            |            |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|---------------------------------|-------------------|-------------------------|--------------------------|--------------------------|-------------------------|-------------|-------------|---|--|---------------------------------|------|-------|---------|-------|---------|------------|---|------------|---------------------------|------|-------|----------|-------|------------|------------|--|
| <table border="1"> <thead> <tr> <th>Sequence No</th> <th>Item Code</th> <th>Description</th> <th>Required Quantity</th> <th>Required Quantity (SKU)</th> <th>Available Quantity (SKU)</th> <th>Allocate Quantity (SKU)</th> <th>Batch No.</th> <th>Expiry Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td>Gentamicin Sulp 40mg/ml 2ml Inj</td> <td>3 ml</td> <td>2 amp</td> <td>998 amp</td> <td>2 amp</td> <td>202111T</td> <td>31/07/2023</td> </tr> <tr> <td>2</td> <td>43.4401.02</td> <td>Water for Injection 10 ml</td> <td>1 ml</td> <td>1 amp</td> <td>8999 amp</td> <td>1 amp</td> <td>HA0C0296 1</td> <td>21/09/2025</td> </tr> </tbody> </table> | Sequence No | Item Code                       | Description       | Required Quantity       | Required Quantity (SKU)  | Available Quantity (SKU) | Allocate Quantity (SKU) | Batch No.   | Expiry Date | 1 |  | Gentamicin Sulp 40mg/ml 2ml Inj | 3 ml | 2 amp | 998 amp | 2 amp | 202111T | 31/07/2023 | 2 | 43.4401.02 | Water for Injection 10 ml | 1 ml | 1 amp | 8999 amp | 1 amp | HA0C0296 1 | 21/09/2025 |  |
| Sequence No                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Item Code   | Description                     | Required Quantity | Required Quantity (SKU) | Available Quantity (SKU) | Allocate Quantity (SKU)  | Batch No.               | Expiry Date |             |   |  |                                 |      |       |         |       |         |            |   |            |                           |      |       |          |       |            |            |  |
| 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |             | Gentamicin Sulp 40mg/ml 2ml Inj | 3 ml              | 2 amp                   | 998 amp                  | 2 amp                    | 202111T                 | 31/07/2023  |             |   |  |                                 |      |       |         |       |         |            |   |            |                           |      |       |          |       |            |            |  |
| 2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 43.4401.02  | Water for Injection 10 ml       | 1 ml              | 1 amp                   | 8999 amp                 | 1 amp                    | HA0C0296 1              | 21/09/2025  |             |   |  |                                 |      |       |         |       |         |            |   |            |                           |      |       |          |       |            |            |  |

Figure 3.1.1-1 Alternate (Work Order)

#### STEP 1

Click on the  and select the  option to alternate to another material and it will show as **Figure 3.1.1-2**

#### Note

Alternate Item list will display record based on:

- When Material Item has Strength and Strength UOM value in Drug Master; List will display Item where in Drug Master,
  - Same Active Ingredient
  - Same strength and strength UOM
- When Material Item Strength value is 0; List will display Item where in Drug Master,
  - Same Active ingredient
  - Same Quantity UOM (Not necessarily same Quantity value)

#### ALTERNATE ITEM DETAILS



Alternate Item For:  Description:   
Active Ingredient:  Required Quantity (SKU):

#### BATCH DETAIL

<< < 1 / 2 > >>

[ 1 - 10 / 11 ]

| No. | Item Name                           | Dosage Form          | Batch        | Expiry Date | Available Qty | UOM     | Allocation Qty (SKU)           | Select                              |
|-----|-------------------------------------|----------------------|--------------|-------------|---------------|---------|--------------------------------|-------------------------------------|
| 1   | Water For Injection (500 ml)        | Parenteral Solution  | BATCHAP1     | 12/04/2022  | 60            | bottle  | <input type="text" value="0"/> | <input checked="" type="checkbox"/> |
|     |                                     | Parenteral Solution  | BATCHLPO7014 | 18/04/2022  | 4420          | bottle  | <input type="text" value="0"/> | <input checked="" type="checkbox"/> |
| 2   | Sterile Water for Irrigation 1000mL | Parenteral Irrig Sol | A6AC0712     | 03/11/2023  | 1480          | bottle  | <input type="text" value="3"/> | <input checked="" type="checkbox"/> |
|     |                                     | Parenteral Irrig Sol | A6AC0838     | 26/12/2023  | 580           | bottle  | <input type="text" value=""/>  | <input type="checkbox"/>            |
|     |                                     | Parenteral Irrig Sol | A6AD0070     | 30/01/2024  | 200           | bottle  | <input type="text" value=""/>  | <input type="checkbox"/>            |
|     |                                     | Parenteral Irrig Sol | A6AD0072     | 30/01/2024  | 940           | bottle  | <input type="text" value=""/>  | <input type="checkbox"/>            |
| 3   | Sterile Water for Irrigation 500mL  | Parenteral Irrig Sol | A67D0166     | 06/03/2024  | 3400          | bottle  | <input type="text" value=""/>  | <input type="checkbox"/>            |
|     |                                     | Parenteral Irrig Sol | A67D0165     | 06/03/2024  | 3260          | bottle  | <input type="text" value=""/>  | <input type="checkbox"/>            |
| 4   | Sterile Water for Injection 10mL    | Parenteral Solution  | HA0C0296 1   | 21/09/2025  | 9000          | ampoule | <input type="text" value=""/>  | <input type="checkbox"/>            |

Figure 3.1.1-2 Alternate Drug Details

#### STEP 2

Tick on select radio button

#### STEP 3

Enter **Allocation Qty (SKU)**

#### Note

If the item has more than one item, choose **Alternate Item Name** to display it.

#### STEP 4

Click on the  button to save the record

ALTERNATE ITEM DETAILS
6

Alternate Item For:

Active Ingredient:

Description: 4

Required Quantity (SKU):

BATCH DETAIL

<< < 1 / 2 > >>

[ 1 - 10 / 11 ]

| No. | Item Name                           | Dosage Form          | Batch        | Expiry Date | Available Qty | UOM     | Allocation Qty (SKU)           | Select                              |
|-----|-------------------------------------|----------------------|--------------|-------------|---------------|---------|--------------------------------|-------------------------------------|
| 1   | Water For Injection (500 ml)        | Parenteral Solution  | BATCHAP1     | 12/04/2022  | 60            | bottle  | <input type="text" value="1"/> | <input checked="" type="checkbox"/> |
|     |                                     | Parenteral Solution  | BATCHLPO7014 | 18/04/2022  | 4420          | bottle  | <input type="text" value="0"/> | <input type="checkbox"/>            |
| 2   | Sterile Water for Irrigation 1000mL | Parenteral Irrig Sol | A6AC0712     | 03/11/2023  | 1480          | bottle  | <input type="text"/>           | <input type="checkbox"/>            |
|     |                                     | Parenteral Irrig Sol | A6AC0838     | 26/12/2023  | 580           | bottle  | <input type="text"/>           | <input type="checkbox"/>            |
|     |                                     | Parenteral Irrig Sol | A6AD0070     | 30/01/2024  | 200           | bottle  | <input type="text"/>           | <input type="checkbox"/>            |
|     |                                     | Parenteral Irrig Sol | A6AD0072     | 30/01/2024  | 940           | bottle  | <input type="text"/>           | <input type="checkbox"/>            |
| 3   | Sterile Water for Irrigation 500mL  | Parenteral Irrig Sol | A67D0166     | 06/03/2024  | 3400          | bottle  | <input type="text"/>           | <input type="checkbox"/>            |
|     |                                     | Parenteral Irrig Sol | A67D0165     | 06/03/2024  | 3260          | bottle  | <input type="text"/>           | <input type="checkbox"/>            |
| 4   | Sterile Water for Injection 10mL    | Parenteral Solution  | HA0C0296 1   | 21/09/2025  | 9000          | ampoule | <input type="text"/>           | <input type="checkbox"/>            |

Figure 3.1.1-3 Alternate Item Drug Details

CONFIRMATION

CONF0001: Data have been modified. Save Changes?

5

Figure 3.1.1-4 Information Alert Message

#### STEP 5

Click on the  button to save record

#### STEP 6

Click on the  button to close the screen and back to the work order as **Figure 3.1.1-5**

WORK ORDER

Hold

Confirm

Label

Worksheet

Cancel Order

UnitCode

PS001

Type

Manufacturing

Request Status

New

Formulary Drug Name

Gentamicin 3% Fortified Eye Drops

Work Order No

21-12-0001

Formulation Version

1

Item Description

Gentamicin 3% Fortified Eye Drops

Formulation Reference

Item Packaging Description

Bottle

Worksheet Prepared By

Request Quantity (SKU)

1

bottle

Remarks

Delete Reason :Revised: Extemporaneous

Pack Size

4

ml

Request Date

08/12/2021

Request Quantity (PKU)

1

bott

Request Reference

Preparation Type

Sterile -EYE

Shelf Life

7

Days

Storage Condition

Refrigerate(2-8 °C)

Material

Procedure

|   | Sequence No | Item Code                       | Description | Required Quantity | Required Quantity (SKU) | Available Quantity (SKU) | Allocate Quantity (SKU) | Batch No.  | Expiry Date |
|---|-------------|---------------------------------|-------------|-------------------|-------------------------|--------------------------|-------------------------|------------|-------------|
| 1 | 07.1201.13  | Gentamicin Sulp 40mg/ml 2ml Inj | 3 ml        | 2 amp             | 998 amp                 | 2 amp                    | 202111T                 | 31/07/2023 |             |
| 2 | 43.4401.02  | Water for Injection 10 ml       | 1 ml        | 1 bott            | 9918 bott               | 0 bott                   | -                       | -          |             |
|   | 03.4401.07  | Water For Injection (500 ml)    | 1 ml        |                   |                         | 1 bott                   | BATCHAP1                | 12/04/2022 |             |

Figure 3.1.1-5 Updated New Material

**Note**

Alternate drug field will change to green color as per **Figure 3.1.1-5**.

### 3.2 Hold/Release Work Order

This function allows to hold or release any record with the **Status** as 'New', 'In Progress', 'Quarantine' and 'Worksheet/Label Generated'.

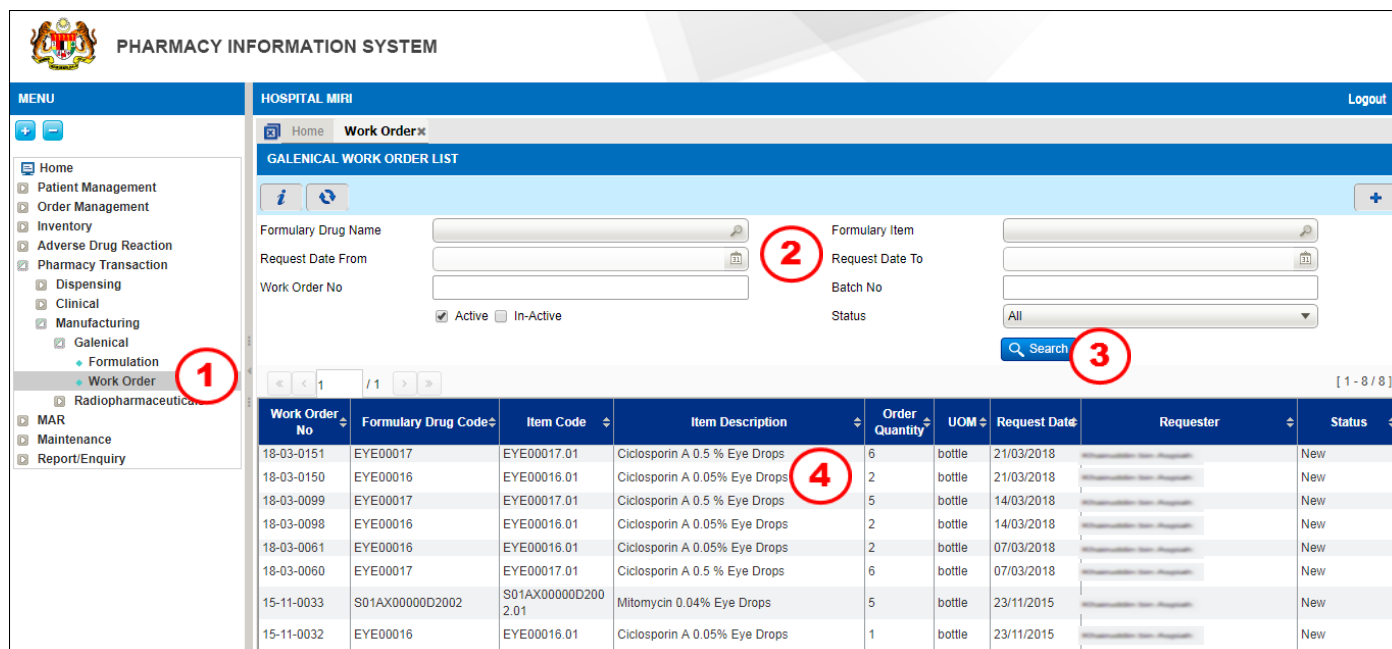


Figure 3.2-1 Galenical Work Order Listing Page

#### STEP 1

Click on 'Pharmacy Transaction' menu follow by 'Manufacturing' then 'Galenical' and last 'Work Order'

#### STEP 2

To search for existing Galenical Work Order record(s), you may search by criteria as follow:

| No | Field               | Description                                                                                                                                  | Remarks                              |
|----|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
| a. | Work Order No       | Work Order Number                                                                                                                            | Display all existing Work Order no   |
| b. | Formulary Drug Name | Search formulary item by:<br>- Drug Code<br>- Drug Name                                                                                      | Display all Drug Code and Drug Name  |
| c. | Request Date From   | Start date for the slow moving record                                                                                                        | Format field (dd/mm/yy)              |
| d. | Request Date To     | End date for the slow moving record                                                                                                          | Format field (dd/mm/yy)              |
| e. | Batch No            | Batch Number                                                                                                                                 | By entering the batch number         |
| f. | Status              | Search by:<br>- Completed<br>- In Progress<br>- New<br>- On Hold<br>- Quarantine<br>- Rejected<br>- Released<br>- Worksheet/Labels Generated | Allow to filter and search record(s) |

Table 3.2-1

### STEP 3

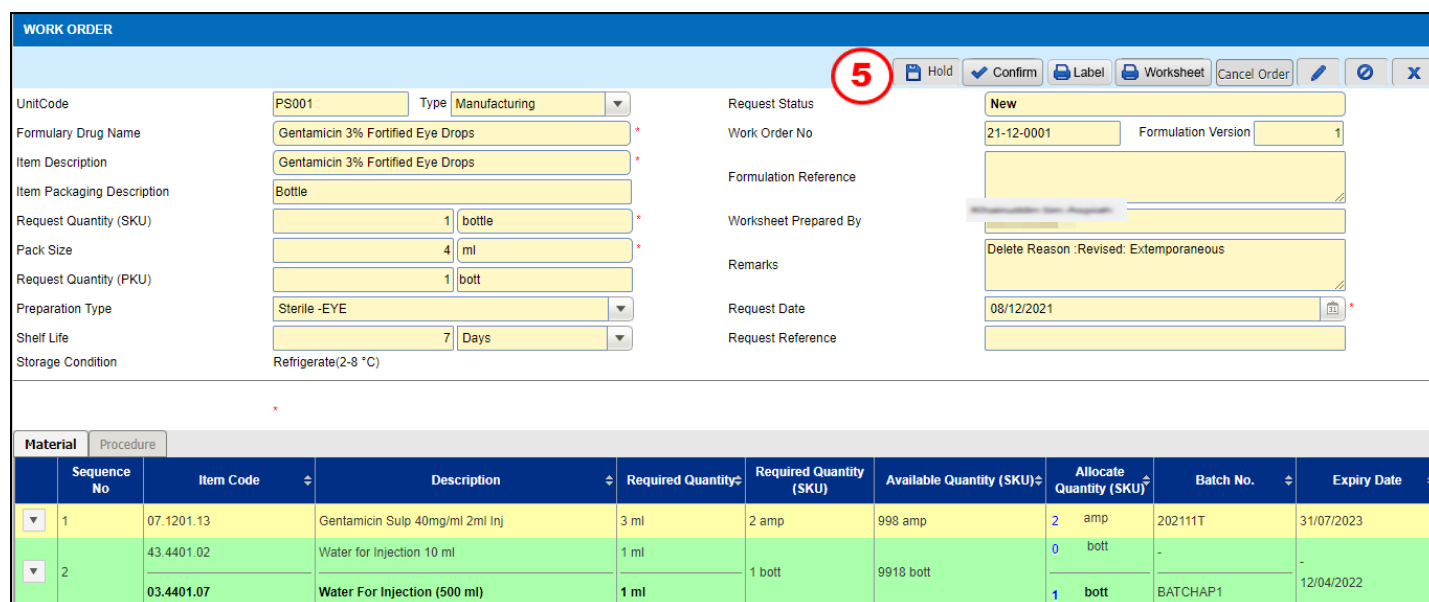
Click on the  button to search the existing record

#### Note

List of Record No. displayed will be based on the selected/entered criteria as shown in Figure 3.2-2.

### STEP 4

Double click on the selected record and the Work Order window will be displayed



| Material | Sequence No | Item Code  | Description                     | Required Quantity | Required Quantity (SKU) | Available Quantity (SKU) | Allocate Quantity (SKU) | Batch No. | Expiry Date |
|----------|-------------|------------|---------------------------------|-------------------|-------------------------|--------------------------|-------------------------|-----------|-------------|
|          | 1           | 07.1201.13 | Gentamicin Sulp 40mg/ml 2ml Inj | 3 ml              | 2 amp                   | 998 amp                  | 2 amp                   | 202111T   | 31/07/2023  |
|          | 2           | 43.4401.02 | Water for Injection 10 ml       | 1 ml              | 1 bott                  | 9918 bott                | 0 bott                  | -         | -           |
|          |             | 03.4401.07 | Water For Injection (500 ml)    | 1 ml              |                         |                          | 1 bott                  | BATCHAP1  | 12/04/2022  |

Figure 3.2-2 Hold Work Order

### STEP 5

Click on the  button to hold the work order process.

#### Note

- Alert message will be displayed as per Figure 3.2-3.

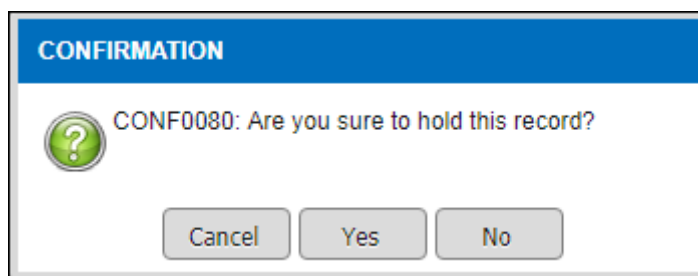
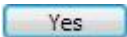


Figure 3.2-3 Alert Message Confirmation

- Click on the  button.
- The **Request Status** will be changed to **On Hold**

WORK ORDER

6
▶ Resume
✎
⌂
✕

|                            |                                     |        |               |                       |                                         |
|----------------------------|-------------------------------------|--------|---------------|-----------------------|-----------------------------------------|
| UnitCode                   | PS001                               | Type   | Manufacturing | Request Status        | On Hold                                 |
| Formulary Drug Name        | Gentamicin 3% Fortified Eye Drops * |        |               | Work Order No         | 21-12-0001                              |
| Item Description           | Gentamicin 3% Fortified Eye Drops * |        |               | Formulation Version   | 1                                       |
| Item Packaging Description | Bottle                              |        |               | Formulation Reference |                                         |
| Request Quantity (SKU)     | 1                                   | bottle | *             | Worksheet Prepared By |                                         |
| Pack Size                  | 4                                   | ml     | *             | Remarks               | Delete Reason : Revised: Extemporaneous |
| Request Quantity (PKU)     | 1                                   | bott   |               | Request Date          | 08/12/2021                              |
| Preparation Type           | Sterile -EYE                        |        |               | Request Reference     |                                         |
| Shelf Life                 | 7                                   | Days   |               |                       |                                         |
| Storage Condition          | Refrigerate(2-8 °C)                 |        |               |                       |                                         |

Material

Procedure

| Sequence No | Item Code  | Description                     | Required Quantity | Required Quantity (SKU) |
|-------------|------------|---------------------------------|-------------------|-------------------------|
| 1           | 07.1201.13 | Gentamicin Sulp 40mg/ml 2ml Inj | 3 ml              | 2 amp                   |
| 2           | 43.4401.02 | Water for Injection 10 ml       | 1 ml              | 1 bott                  |
|             | 03.4401.07 | Water For Injection (500 ml)    | 1 ml              |                         |

**Figure 3.2-4 Release Work Order**

## STEP 6

Click on the ▶ Resume button to release the Work Order from hold.

### Note

- Alert message will be displayed as shown in Figure 3.2-5.

CONFIRMATION


CONF0081: Are you sure to resume this record?

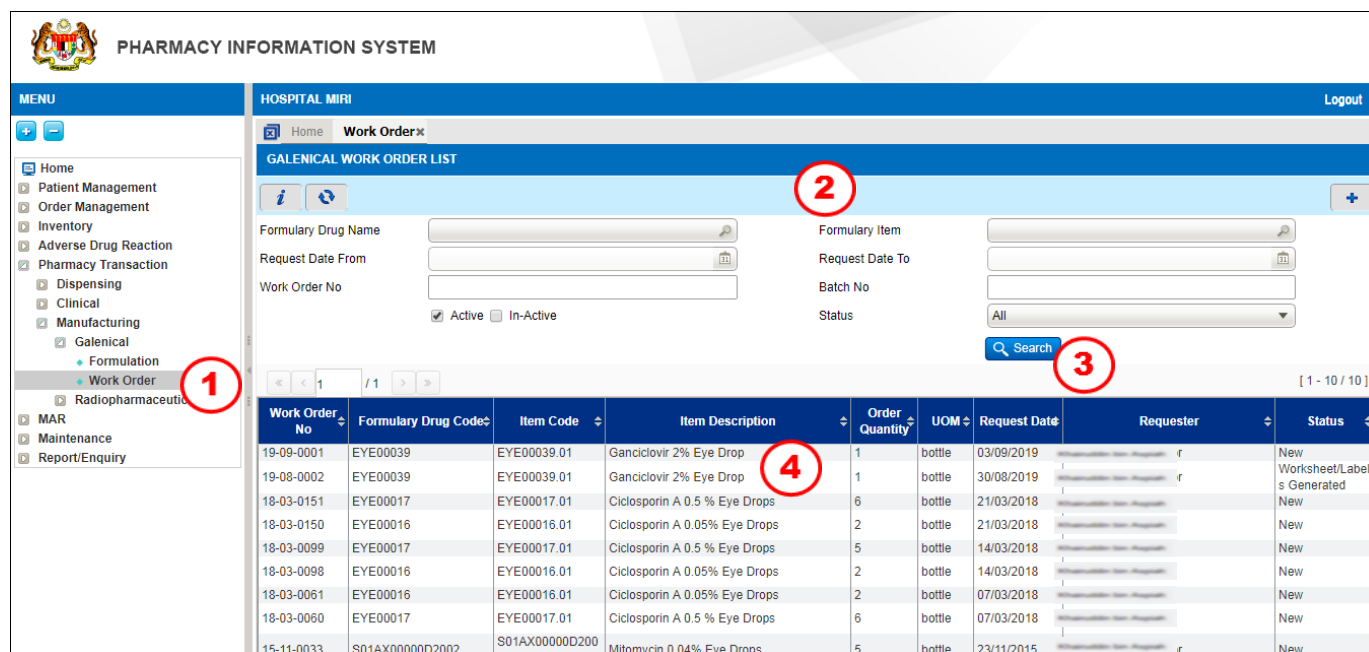
Cancel
Yes
No

**Figure 3.2-5 Alert Message Confirmation**

- The **Request Status** will be changed back to *In Progress*.

### 3.3 Cancel Work Order

This function is used to cancel work order record with 'New' status only.



| Work Order No | Formulary Drug Code | Item Code       | Item Description              | Order Quantity | UOM    | Request Date | Requester | Status |
|---------------|---------------------|-----------------|-------------------------------|----------------|--------|--------------|-----------|--------|
| 19-09-0001    | EYE00039            | EYE00039.01     | Ganciclovir 2% Eye Drop       | 1              | bottle | 03/09/2019   |           | New    |
| 19-08-0002    | EYE00039            | EYE00039.01     | Ganciclovir 2% Eye Drop       | 1              | bottle | 30/08/2019   |           | New    |
| 18-03-0151    | EYE00017            | EYE00017.01     | Ciclosporin A 0.5 % Eye Drops | 6              | bottle | 21/03/2018   |           | New    |
| 18-03-0150    | EYE00016            | EYE00016.01     | Ciclosporin A 0.05% Eye Drops | 2              | bottle | 21/03/2018   |           | New    |
| 18-03-0099    | EYE00017            | EYE00017.01     | Ciclosporin A 0.5 % Eye Drops | 5              | bottle | 14/03/2018   |           | New    |
| 18-03-0098    | EYE00016            | EYE00016.01     | Ciclosporin A 0.05% Eye Drops | 2              | bottle | 14/03/2018   |           | New    |
| 18-03-0061    | EYE00016            | EYE00016.01     | Ciclosporin A 0.05% Eye Drops | 2              | bottle | 07/03/2018   |           | New    |
| 18-03-0060    | EYE00017            | EYE00017.01     | Ciclosporin A 0.5 % Eye Drops | 6              | bottle | 07/03/2018   |           | New    |
| 15-11-0033    | S01AX00000D2002     | S01AX00000D2002 | Mitomycin 0.04% Eye Drops     | 5              | bottle | 23/11/2015   |           | New    |

Figure 3.3-1 Galenical Work Order Listing Page

#### STEP 1

Click on 'Pharmacy Transaction' menu follow by 'Manufacturing' then 'Galenical' and last by 'Work Order'

#### STEP 2

To search for existing Galenical Work Order record(s), these search criteria can be used.

| No | Field               | Description                                                                                                                                  | Remarks                              |
|----|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
| a. | Work Order No       | Work Order Number                                                                                                                            | Display all existing Work Order No.  |
| b. | Formulary Drug Name | Search formulary item by:<br>- Drug Code<br>- Drug Name                                                                                      | Display all Drug Code and Drug Name  |
| c. | Request Date From   | Start date for the slow moving record                                                                                                        | Format field (dd/mm/yy)              |
| d. | Request Date To     | End date for the slow moving record                                                                                                          | Format field (dd/mm/yy)              |
| e. | Batch No            | Batch Number                                                                                                                                 | By entering the batch number         |
| f. | Status              | Search by:<br>- Completed<br>- In Progress<br>- New<br>- On Hold<br>- Quarantine<br>- Rejected<br>- Released<br>- Worksheet/Labels Generated | Allow to filter and search record(s) |

Table 3.3-1

### STEP 3

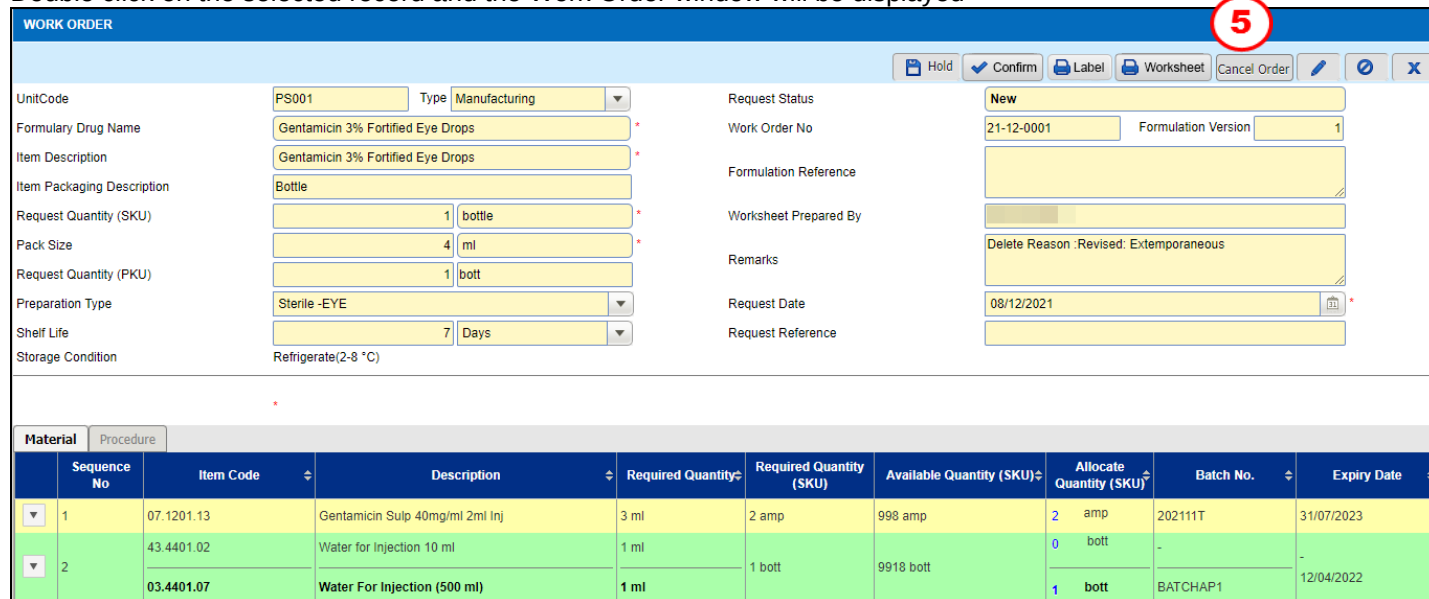
Click on the  button to search the existing record

#### Note

List of Record No. displayed will be based on the selected/entered criteria as shown in Figure 3.3-2.

### STEP 4

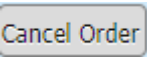
Double click on the selected record and the Work Order window will be displayed



| Material | Sequence No | Item Code  | Description                     | Required Quantity | Required Quantity (SKU) | Available Quantity (SKU) | Allocate Quantity (SKU) | Batch No. | Expiry Date |
|----------|-------------|------------|---------------------------------|-------------------|-------------------------|--------------------------|-------------------------|-----------|-------------|
|          | 1           | 07.1201.13 | Gentamicin Sulp 40mg/ml 2ml Inj | 3 ml              | 2 amp                   | 998 amp                  | 2 amp                   | 202111T   | 31/07/2023  |
|          | 2           | 43.4401.02 | Water for Injection 10 ml       | 1 ml              | 1 bott                  | 9918 bott                | 0 bott                  | -         | -           |
|          |             | 03.4401.07 | Water For Injection (500 ml)    | 1 ml              |                         |                          | 1 bott                  | BATCHAP1  | 12/04/2022  |

Figure 3.3-2 Cancel Work Order

### STEP 5

Click on the  button to cancel work order

#### Note

- Alert message will be displayed as per Figure 3.3-3.

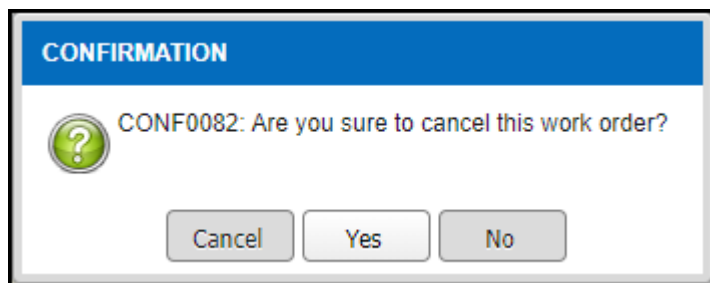
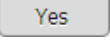


Figure 3.3-3 Alert Message to Delete Record

- Click on the  button.
- The Record will update as Inactive and will not be displayed in the work order listing.
- Stock will be discarded automatically if status=Quarantine, then user click on Reject button
- If user Cancel Order of the Work Order:
  - Status=New, user click on Cancel Order, stock will be included back to inventory automatically
  - Status=In Progress, user click on Cancel Order, stock will be discarded automatically

### 3.4 Quarantine Work Order

In this function, users are allowed to quarantine any record with the **Status** 'In Progress'  
This function is used to quarantine an existing work order record

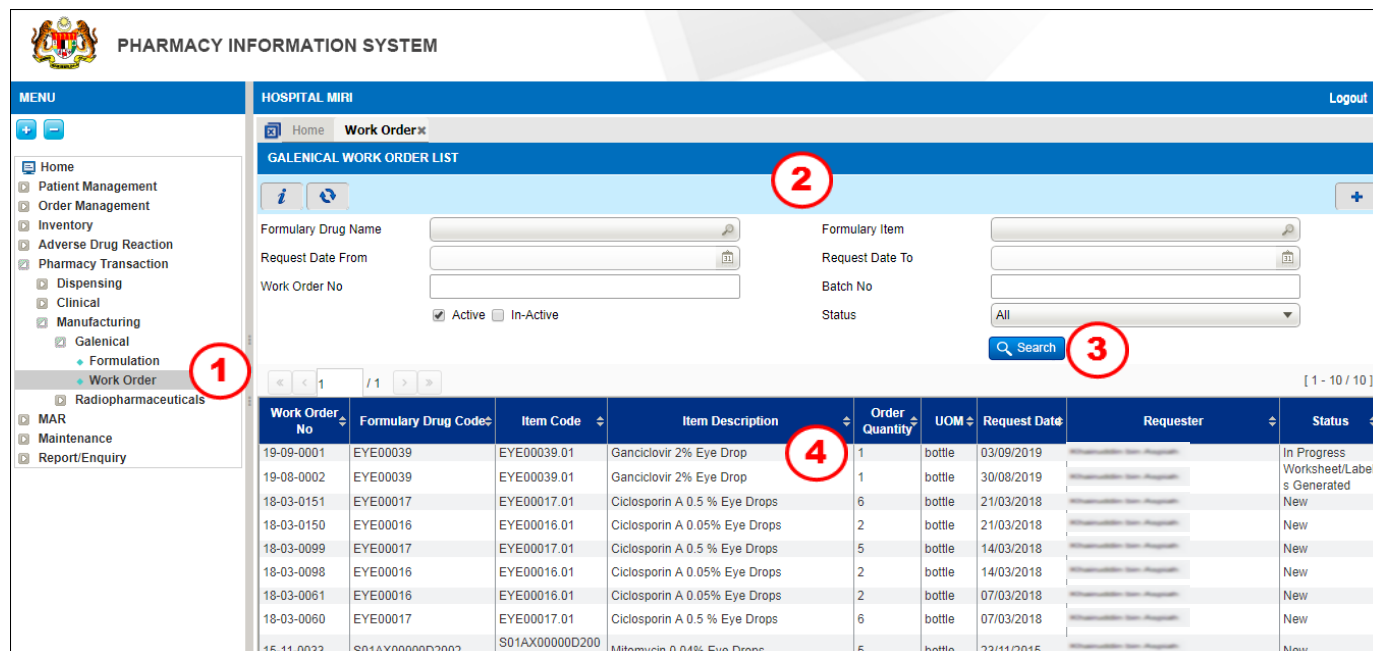


Figure 3.4-1 Galenical Work Order Listing Page

#### STEP 1

Click on 'Pharmacy Transaction' menu follow by 'Manufacturing' then 'Galenical' and last by 'Work Order'

#### STEP 2

To search for existing Galenical Work Order record(s), these search criteria can be used

| No | Field               | Description                                                                                                                                  | Remarks                              |
|----|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
| a  | Work Order No       | Work Order Number                                                                                                                            | Display all existing Work Order No.  |
| b  | Formulary Drug Name | Search formulary item by:<br>- Drug Code<br>- Drug Name                                                                                      | Display all Drug Code and Drug Name  |
| c  | Request Date From   | Start date for the slow-moving record                                                                                                        | Format field (dd/mm/yy)              |
| d  | Request Date To     | End date for the slow-moving record                                                                                                          | Format field (dd/mm/yy)              |
| e  | Batch No            | Batch Number                                                                                                                                 | By entering the batch number         |
| f  | Status              | Search by:<br>- Completed<br>- In Progress<br>- New<br>- On Hold<br>- Quarantine<br>- Rejected<br>- Released<br>- Worksheet/Labels Generated | Allow to filter and search record(s) |

Table 3.4-1

### STEP 3

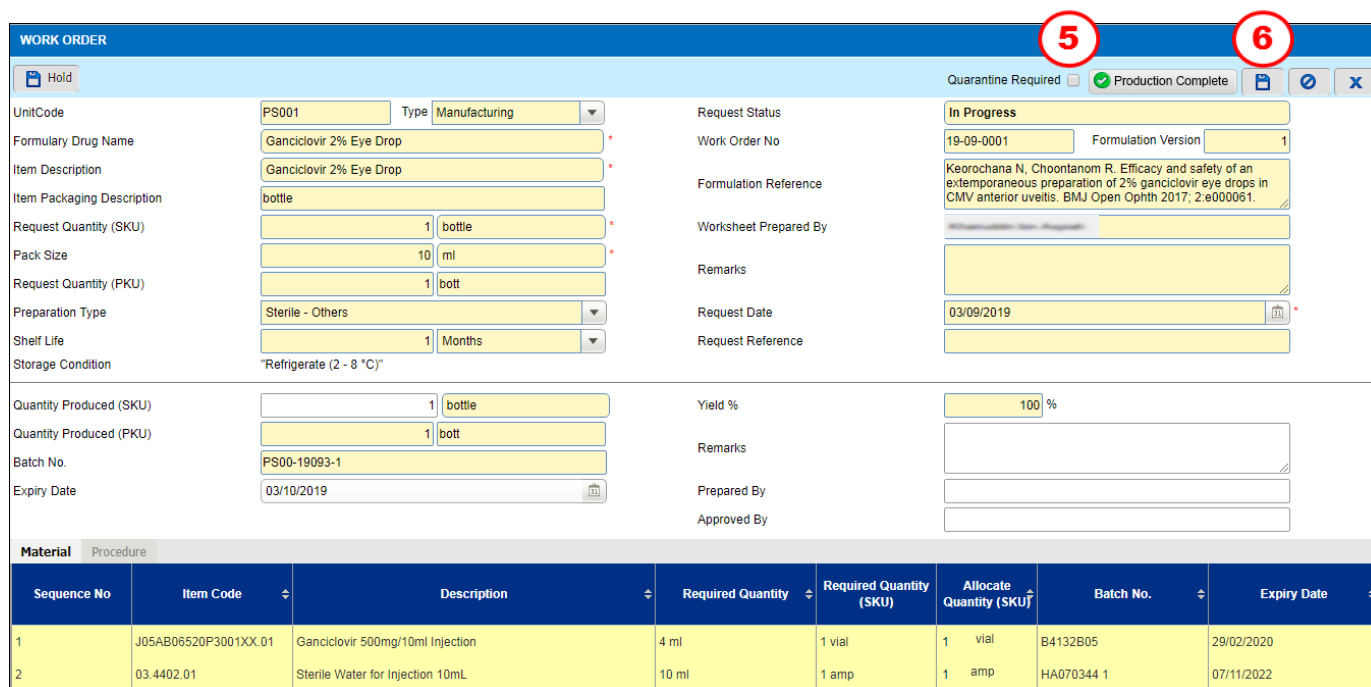
Click on the  button to search the existing record

### Note

List of Record No, displayed will be based on the selected/entered criteria as shown in Figure 3.4-2.

### STEP 4

Double click on the selected record and the Work Order window will be displayed



**WORK ORDER**

Hold Quarantine Required ☐ Production Complete ☒

UnitCode: PS001 Type: Manufacturing Request Status: In Progress

Formulary Drug Name: Ganciclovir 2% Eye Drop Work Order No: 19-09-0001 Formulation Version: 1

Item Description: Ganciclovir 2% Eye Drop Formulation Reference: Keorochana N, Choontanom R. Efficacy and safety of an extemporaneous preparation of 2% ganciclovir eye drops in CMV anterior uveitis. BMJ Open Ophth 2017; 2:e000061.

Item Packaging Description: bottle Worksheet Prepared By: [blank]

Request Quantity (SKU): 1 bottle Remarks: [blank]

Pack Size: 10 ml Request Date: 03/09/2019

Request Quantity (PKU): 1 bott Request Reference: [blank]

Preparation Type: Sterile - Others

Shelf Life: 1 Months

Storage Condition: "Refrigerate (2 - 8 °C)"

Quantity Produced (SKU): 1 bottle Yield %: 100 %

Quantity Produced (PKU): 1 bott

Batch No.: PS00-19093-1

Expiry Date: 03/10/2019

Remarks: [blank]

Prepared By: [blank]

Approved By: [blank]

| Sequence No | Item Code            | Description                      | Required Quantity | Required Quantity (SKU) | Allocate Quantity (SKU) | Batch No.  | Expiry Date |
|-------------|----------------------|----------------------------------|-------------------|-------------------------|-------------------------|------------|-------------|
| 1           | J05AB06520P3001XX.01 | Ganciclovir 500mg/10ml Injection | 4 ml              | 1 vial                  | 1 vial                  | B4132B05   | 29/02/2020  |
| 2           | 03.4402.01           | Sterile Water for Injection 10mL | 10 ml             | 1 amp                   | 1 amp                   | HA070344.1 | 07/11/2022  |

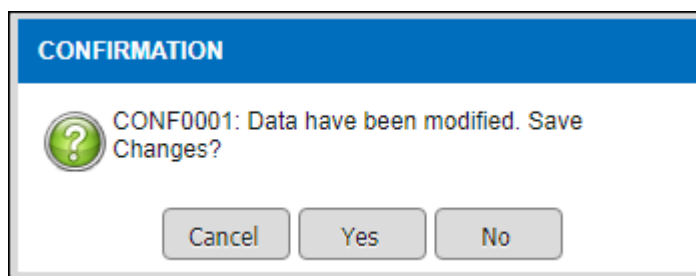
Figure 3.4-2 Galenical Work Order

### STEP 5

Select the **Quarantine Required** ☐ checkbox to quarantine the final product

### STEP 6

Click on the  button to save the record



**CONFIRMATION**

CONF0001: Data have been modified. Save Changes?

Cancel Yes No

Figure 3.4-3 Alert Message Record Data Have Been Modified

### Note

The Request Status will be changed to 'Quarantine'.

### 3.4.1 Release Work Order from Quarantine

To release the final product from quarantine, perform the steps below

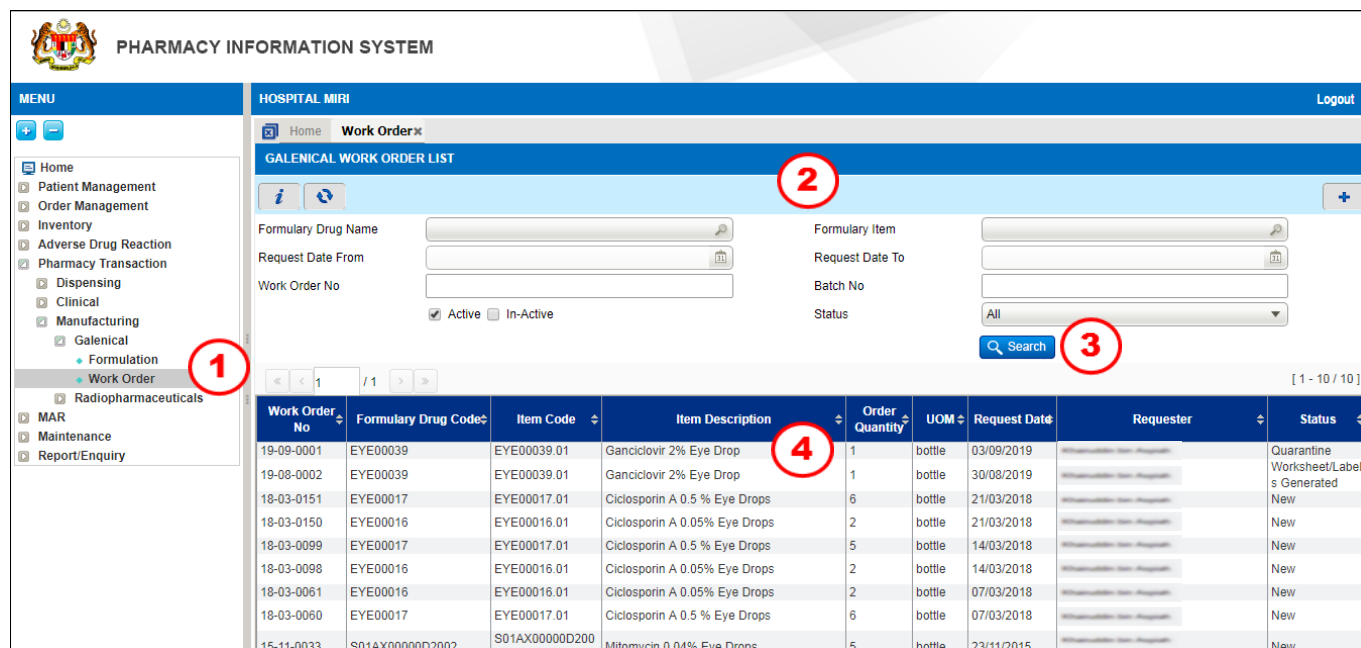


Figure 3.4.1-1 Galenical Work Order Listing Page

#### STEP 1

Click on 'Pharmacy Transaction' menu follow by 'Manufacturing' then 'Galenical' and last by 'Work Order'

#### STEP 2

To search for existing Galenical Work Order record(s), these search criteria can be used.

| No | Field               | Description                                                                                                                                  | Remarks                              |
|----|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
| a  | Work Order No       | Work Order Number                                                                                                                            | Display all existing Work Order No.  |
| b  | Formulary Drug Name | Search formulary item by:<br>- Drug Code<br>- Drug Name                                                                                      | Display all Drug Code and Drug Name  |
| c  | Request Date From   | Start date for the slow moving record                                                                                                        | Format field (dd/mm/yy)              |
| d  | Request Date To     | End date for the slow moving record                                                                                                          | Format field (dd/mm/yy)              |
| e  | Batch No            | Batch Number                                                                                                                                 | By entering the batch number         |
| f  | Status              | Search by:<br>- Completed<br>- In Progress<br>- New<br>- On Hold<br>- Quarantine<br>- Rejected<br>- Released<br>- Worksheet/Labels Generated | Allow to filter and search record(s) |

Table 3.4.1-1

### STEP 3

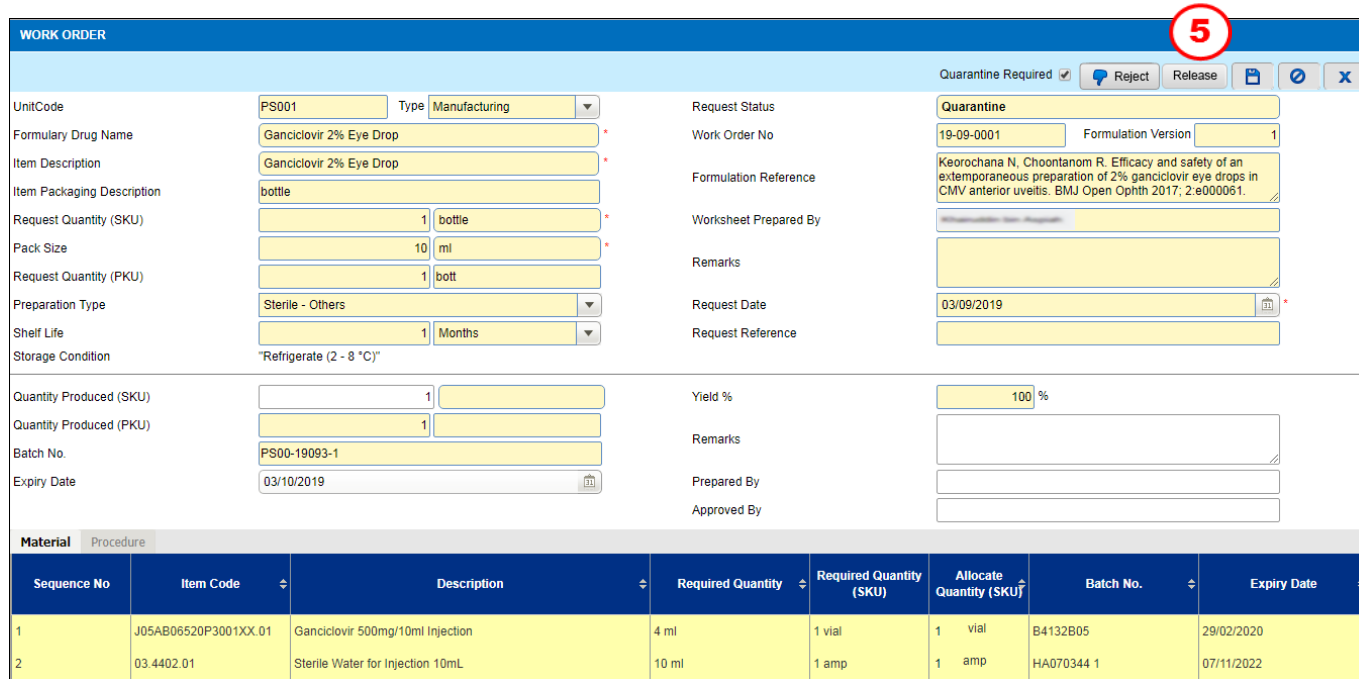
Click on the  button to search the existing record

#### Note

List of Record no. displayed will be based on the selected/entered criteria as shown in Figure 3.4.1-1.

### STEP 4

Double click on the selected record and the Work Order window will be displayed



The figure shows a 'WORK ORDER' window with a red circle '5' in the top right corner. The window is divided into several sections for data entry and review.

**Top Section:** Includes 'Quarantine Required' (checked), 'Reject', 'Release', and window control buttons.

**Form Fields:**

- UnitCode: PS001, Type: Manufacturing
- Formulary Drug Name: Ganciclovir 2% Eye Drop
- Item Description: Ganciclovir 2% Eye Drop
- Item Packaging Description: bottle
- Request Quantity (SKU): 1, bottle
- Pack Size: 10, ml
- Request Quantity (PKU): 1, bott
- Preparation Type: Sterile - Others
- Shelf Life: 1, Months
- Storage Condition: "Refrigerate (2 - 8 °C)"
- Request Status: Quarantine
- Work Order No: 19-09-0001, Formulation Version: 1
- Formulation Reference: Keorochana N. Choonatanom R. Efficacy and safety of an extemporaneous preparation of 2% ganciclovir eye drops in CMV anterior uveitis. BMJ Open Ophth 2017; 2:e000061.
- Worksheet Prepared By: [Name]
- Remarks: [Text Area]
- Request Date: 03/09/2019
- Request Reference: [Text Area]
- Quantity Produced (SKU): 1, [Text Area]
- Yield %: 100 %
- Quantity Produced (PKU): 1, [Text Area]
- Batch No.: PS00-19093-1
- Remarks: [Text Area]
- Expiry Date: 03/10/2019
- Prepared By: [Text Area]
- Approved By: [Text Area]

**Material Table:**

| Sequence No | Item Code            | Description                      | Required Quantity | Required Quantity (SKU) | Allocate Quantity (SKU) | Batch No.  | Expiry Date |
|-------------|----------------------|----------------------------------|-------------------|-------------------------|-------------------------|------------|-------------|
| 1           | J05AB06520P3001XX.01 | Ganciclovir 500mg/10ml Injection | 4 ml              | 1 vial                  | 1 vial                  | B4132B05   | 29/02/2020  |
| 2           | 03.4402.01           | Sterile Water for Injection 10mL | 10 ml             | 1 amp                   | 1 amp                   | HA070344 1 | 07/11/2022  |

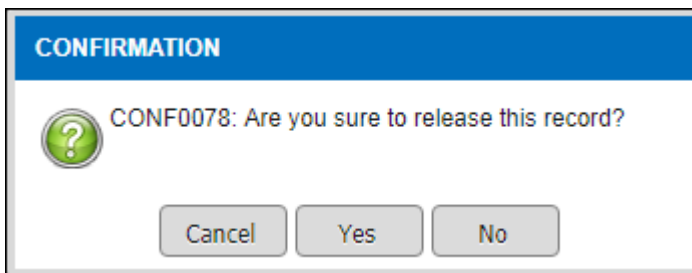
Figure 3.4.1-2 Work Order Release Quarantine

### STEP 5

Click on the  button

#### Note

- On click of release button, stock for the product/item will be added into user's unit while stock for raw material is deducted.
- Alert message will be displayed as per Figure 3.4.1-3.



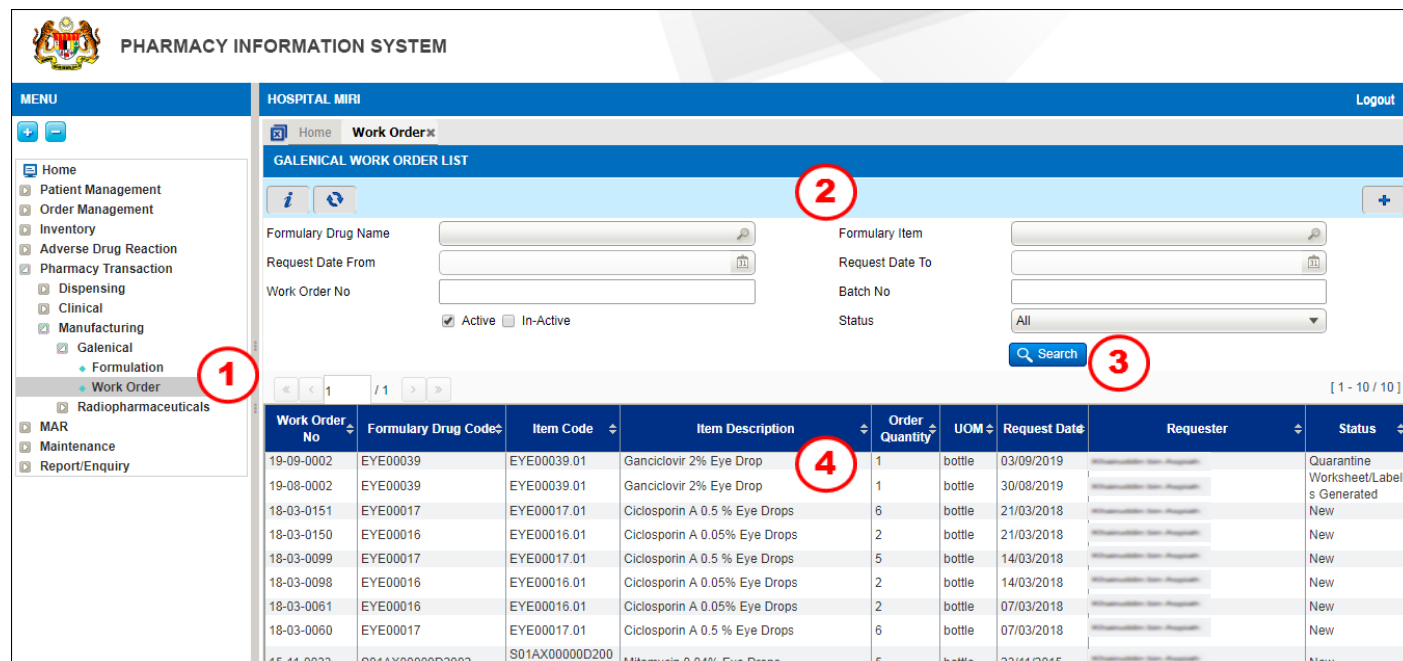
The figure shows a 'CONFIRMATION' dialog box with a question mark icon. The text inside reads: 'CONF0078: Are you sure to release this record?'. There are three buttons at the bottom: 'Cancel', 'Yes', and 'No'.

Figure 3.4.1-3 Alert Message Record for Release

- Click on the  button.

### 3.4.2 Reject Final Product

Any of the product listed under the quarantine stage, can be rejected by the authorized user.  
To reject the final product that is in the quarantine stage, perform the steps below



**PHARMACY INFORMATION SYSTEM**

**HOSPITAL MIFRI** Logout

Home Work Orderx

**GALENICAL WORK ORDER LIST**

Formulary Drug Name: [ ] Formulary Item: [ ]

Request Date From: [ ] Request Date To: [ ]

Work Order No: [ ] Batch No: [ ]

☒ Active ☐ In-Active Status: All

Search [ ]

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| Work Order No | Formulary Drug Code | Item Code      | Item Description              | Order Quantity | UOM    | Request Date | Requester | Status                                |
|---------------|---------------------|----------------|-------------------------------|----------------|--------|--------------|-----------|---------------------------------------|
| 19-09-0002    | EYE00039            | EYE00039.01    | Ganciclovir 2% Eye Drop       | 1              | bottle | 03/09/2019   | [ ]       | Quarantine Worksheet/Labels Generated |
| 19-08-0002    | EYE00039            | EYE00039.01    | Ganciclovir 2% Eye Drop       | 1              | bottle | 30/08/2019   | [ ]       | New                                   |
| 18-03-0151    | EYE00017            | EYE00017.01    | Ciclosporin A 0.5 % Eye Drops | 6              | bottle | 21/03/2018   | [ ]       | New                                   |
| 18-03-0150    | EYE00016            | EYE00016.01    | Ciclosporin A 0.05% Eye Drops | 2              | bottle | 21/03/2018   | [ ]       | New                                   |
| 18-03-0099    | EYE00017            | EYE00017.01    | Ciclosporin A 0.5 % Eye Drops | 5              | bottle | 14/03/2018   | [ ]       | New                                   |
| 18-03-0098    | EYE00016            | EYE00016.01    | Ciclosporin A 0.05% Eye Drops | 2              | bottle | 14/03/2018   | [ ]       | New                                   |
| 18-03-0061    | EYE00016            | EYE00016.01    | Ciclosporin A 0.05% Eye Drops | 2              | bottle | 07/03/2018   | [ ]       | New                                   |
| 18-03-0060    | EYE00017            | EYE00017.01    | Ciclosporin A 0.5 % Eye Drops | 6              | bottle | 07/03/2018   | [ ]       | New                                   |
| 15-11-0033    | S01AX00000D2002     | S01AX00000D200 | Mitomycin 0.04% Eye Drops     | 5              | bottle | 23/11/2015   | [ ]       | New                                   |

Figure 3.4.2-1 Galenical Work Order Listing Page

#### STEP 1

Click on 'Pharmacy Transaction' menu follow by 'Manufacturing' then 'Galenical' and last by 'Work Order'

#### STEP 2

To search for existing Galenical Work Order record(s), these search criteria can be used

| No | Field               | Description                                                                                                                                  | Remarks                              |
|----|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
| a  | Work Order No       | Work Order Number                                                                                                                            | Display all existing Work Order No   |
| b  | Formulary Drug Name | Search formulary item by:<br>- Drug Code<br>- Drug Name                                                                                      | Display all Drug Code and Drug Name  |
| c  | Request Date From   | Start date for the slow moving record                                                                                                        | Format field (dd/mm/yy)              |
| d  | Request Date To     | End date for the slow moving record                                                                                                          | Format field (dd/mm/yy)              |
| e  | Batch No            | Batch Number                                                                                                                                 | By entering the batch number         |
| f  | Status              | Search by:<br>- Completed<br>- In Progress<br>- New<br>- On Hold<br>- Quarantine<br>- Rejected<br>- Released<br>- Worksheet/Labels Generated | Allow to filter and search record(s) |

Table 3.4.2-1

### STEP 3

Click on the  button to search the existing record

#### Note

List of Record No. displayed will be based on the selected/entered criteria as shown in Figure 3.4.2-1.

### STEP 4

Double click on the selected record and the Work Order window will be displayed

WORK ORDER
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UnitCode:  Type:

Formulary Drug Name:

Item Description:

Item Packaging Description:

Request Quantity (SKU):

Pack Size:

Request Quantity (PKU):

Preparation Type:

Shelf Life:

Storage Condition:

Request Status:

Work Order No:  Formulation Version:

Formulation Reference:

Worksheet Prepared By:

Remarks:

Request Date:

Request Reference:

Quantity Produced (SKU):

Quantity Produced (PKU):

Batch No.:

Expiry Date:

Yield %:

Remarks:

Prepared By:

Approved By:

Material

Procedure

| Sequence No | Item Code            | Description                      | Required Quantity | Required Quantity (SKU) | Allocate Quantity (SKU) | Batch No.  | Expiry Date |
|-------------|----------------------|----------------------------------|-------------------|-------------------------|-------------------------|------------|-------------|
| 1           | J05AB06520P3001XX.01 | Ganciclovir 500mg/10ml Injection | 4 ml              | 1 vial                  | 1 vial                  | B4132B05   | 29/02/2020  |
| 2           | 03.4402.01           | Sterile Water for Injection 10mL | 10 ml             | 1 amp                   | 1 amp                   | HA070344 1 | 07/11/2022  |

Figure 3.4.2-2 Work Order Reject Final Product

### STEP 5

Click on the  button

#### Note

- On click on Reject button, stock for the product/item will not be added in to user's unit while stock for raw material is deducted.
- Alert message will be displayed as per Figure 3.4.2-3.

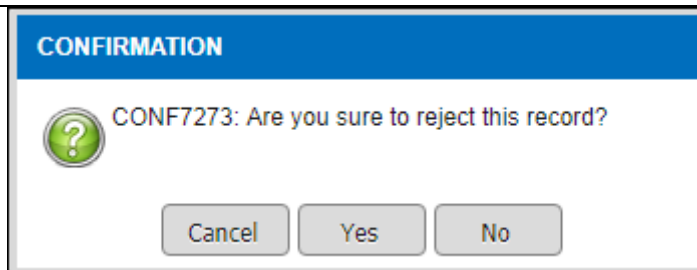
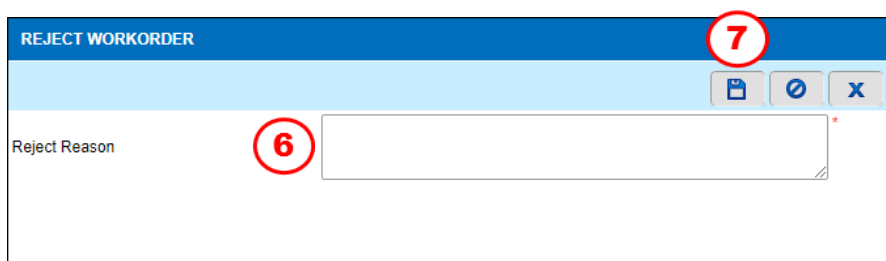


Figure 3.4.2-3 Alert Message to Reject record

- Click on the  button



A screenshot of the "REJECT WORKORDER" screen. The title bar is blue and contains the text "REJECT WORKORDER" and a red circle with the number "7" next to a close button. Below the title bar, there is a text input field labeled "Reject Reason" with a red circle and the number "6" next to it. To the right of the input field, there are three buttons: a save button (floppy disk icon), a refresh button (circular arrow icon), and a close button (X icon).

Figure 3.4.2-4 Reject Work Order

#### STEP 6

Enter **Reject Reason**

#### STEP 7

Click on the  to save the **Reject Reason**

#### Note

- Alert message will be displayed as per Figure 3.4.2-5.

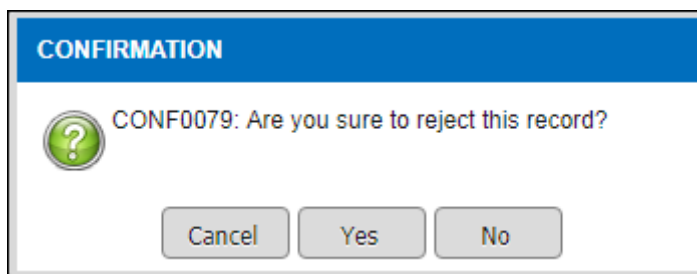
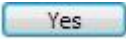


Figure 3.4.2-5 Save Record

- Click on the  button.
- Reject Work Order screen will be displayed as per Figure 3.4.2-6.

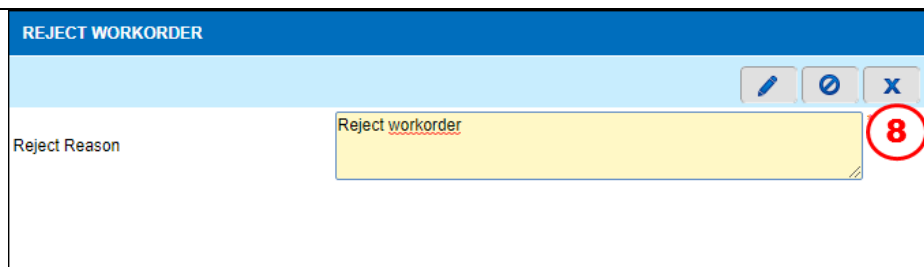


Figure 3.4.2-7 Reject Workorder

#### STEP 8

Click on the  button to return to the Work Order screen

#### Note

The **Request Status** will change to 'Rejected' and no more editing is allowed in rejected record.

## 4.0 Acronyms

| Abbreviation | Definition                     |
|--------------|--------------------------------|
| MOH          | Ministry of Health             |
| KKM          | Kementerian Kesihatan Malaysia |
| PhIS         | Pharmacy Information System    |
| CPS          | Clinical Pharmacy System       |
| PKU          | Packaging Keeping Unit         |
| SKU          | Store Keeping Unit             |

## 5.0 Links to Clinical Modules

| No | Module                 | PDF Links                  | No | Module               | PDF Links                  |
|----|------------------------|----------------------------|----|----------------------|----------------------------|
| 1  | Inpatient              | <a href="#">Click Here</a> | 12 | CDR Dispensing       | <a href="#">Click Here</a> |
| 2  | CDR Order              | <a href="#">Click Here</a> | 13 | Methadone Dispensing | <a href="#">Click Here</a> |
| 3  | TDM Order              | <a href="#">Click Here</a> | 14 | PN Dispensing        | <a href="#">Click Here</a> |
| 4  | PN Order               | <a href="#">Click Here</a> | 15 | Order Management     | <a href="#">Click Here</a> |
| 5  | IV Order               | <a href="#">Click Here</a> | 16 | Patient Management   | <a href="#">Click Here</a> |
| 6  | Prepacking             | <a href="#">Click Here</a> | 17 | Radiopharmaceutical  | <a href="#">Click Here</a> |
| 7  | Galenical              | <a href="#">Click Here</a> | 18 | Outpatient           | <a href="#">Click Here</a> |
| 8  | MTAC                   | <a href="#">Click Here</a> | 19 | Special Drug Request | <a href="#">Click Here</a> |
| 9  | ADR & DAC              | <a href="#">Click Here</a> | 20 | MAR                  | <a href="#">Click Here</a> |
| 10 | Medication Counselling | <a href="#">Click Here</a> | 21 | DICE                 | <a href="#">Click Here</a> |
| 11 | Ward Pharmacy          | <a href="#">Click Here</a> | 22 |                      |                            |