



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

User Manual Manufacturing - Galenical (Work Order)

Version	: 13th E
Document ID	: PB_U. MANUAL_GALENICAL_WORK ORDER



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



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Reference ID : PB_U. MANUAL_GALENICAL_WORK ORDER-13th E

Application reference: PhIS & CPS v2.6



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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 Work Order

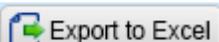
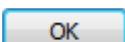
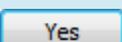
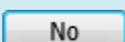
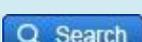
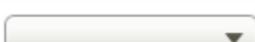
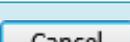
1.3 Organised Sections

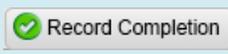
These are the sections within this document:

- 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	<input type="checkbox"/>	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	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

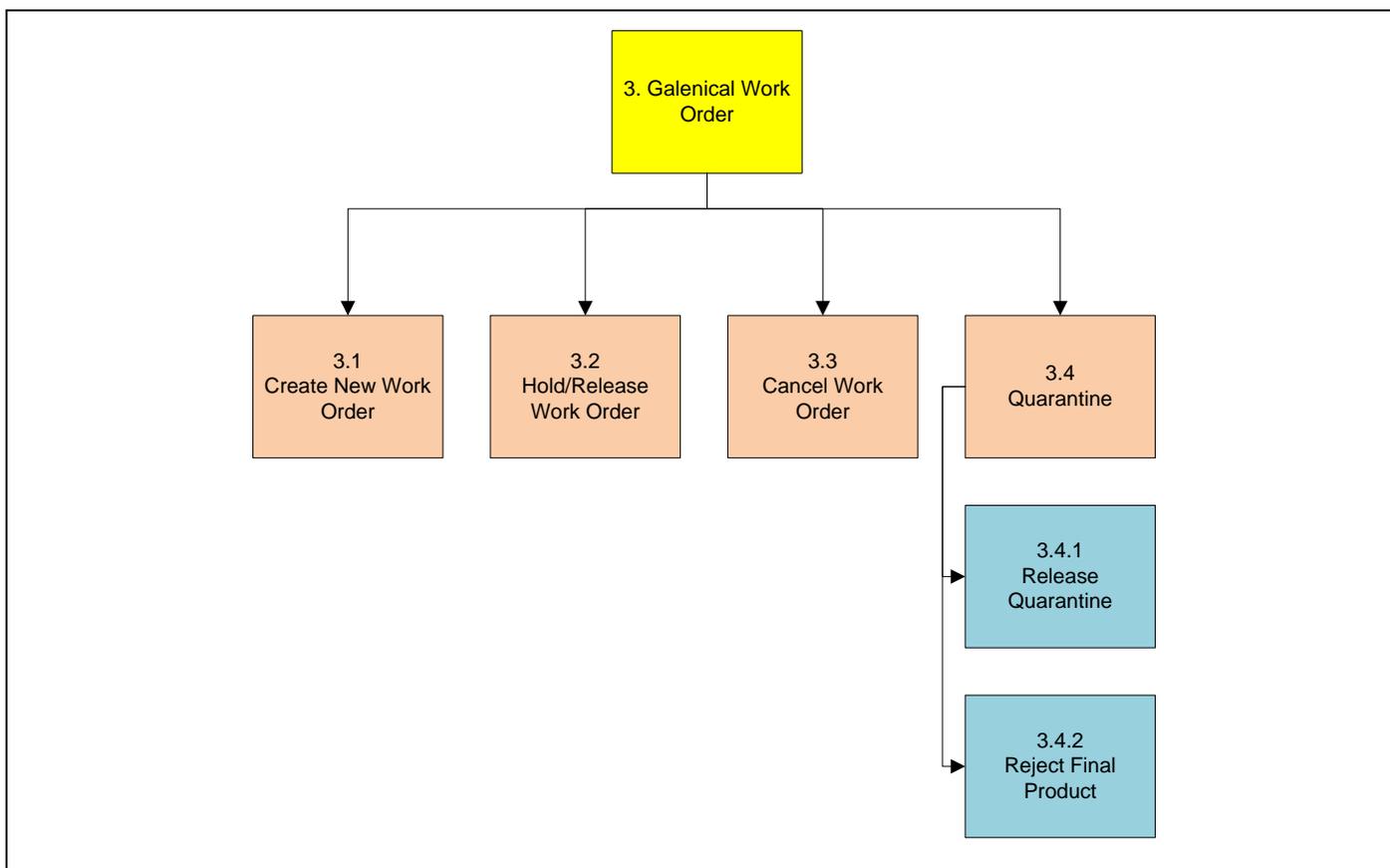


Figure 3.0 Functional Diagram



Functional Description

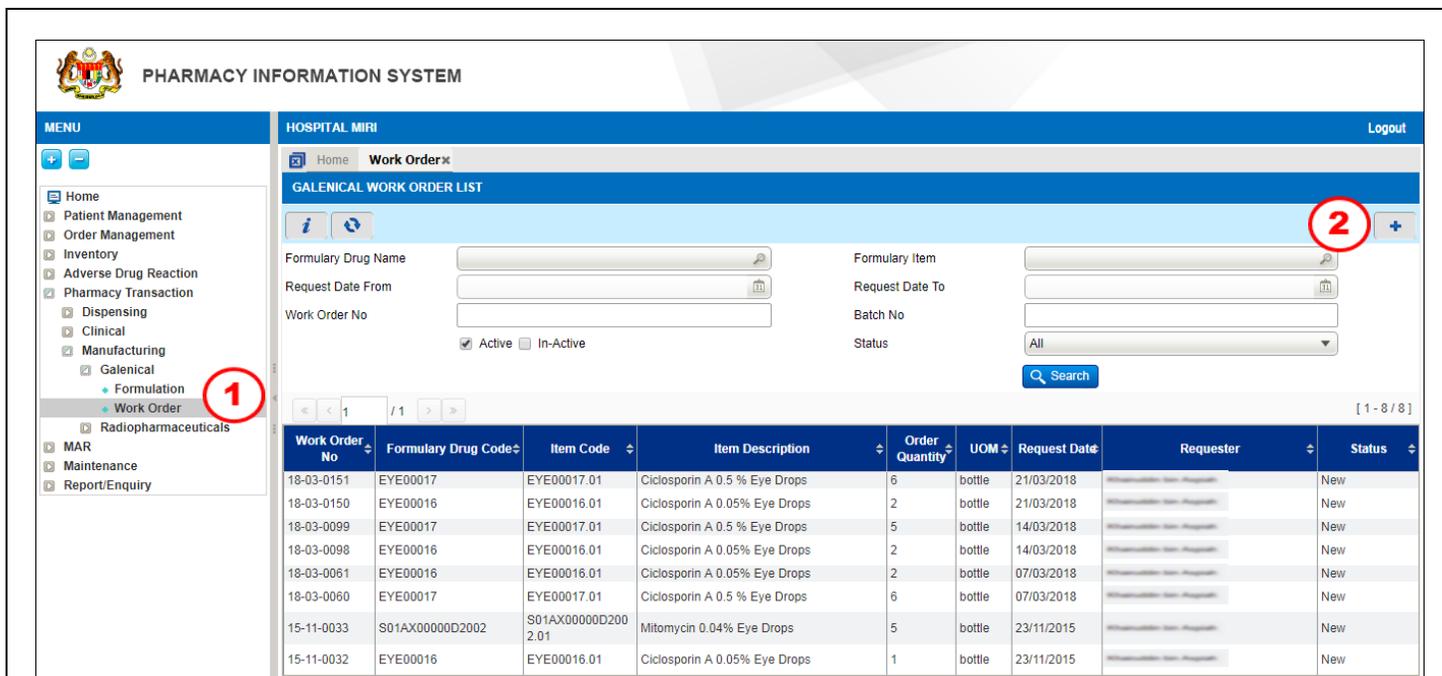
Galenical Work Order comprises of four (4) main functions:

- **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		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	S01AX00000D2002.01	Mitomycin 0.04% Eye Drops	5	bottle	23/11/2015		New
15-11-0032	EYE00016	EYE00016.01	Ciclosporin A 0.05% Eye Drops	1	bottle	23/11/2015		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'.
- Requester** will be default to user's login name
- Request Date** will be default to system date

WORK ORDER

UnitCode: PS001 Type: Manufacturing

Formulary Drug Name: Ganciclovir 2% Eye Drop 3

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 Opth 2017; 2:e000061.

Worksheet Prepared By: System Administrator

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 - 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, Request Quantity, Pack Size and Storage Condition, Formula Reference, Remarks, material and Procedur list 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 catalogue and need to have active status in formulation
- 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
- User able to change Request Quantity(SKU), Pack Size and Request Quantity
- User able to edit shelf life if active ingredient has a lesser shelf life then original formulation

WORK ORDER
10

9

UnitCode: Type:

Formulary Drug Name:

Item Description:

Item Packaging Description:

Request Quantity (SKU): 4

Pack Size:

Request Quantity (PKU):

Preparation Type:

Shelf Life: 5

Storage Condition: Refrigerate(2-8 °C)

Request Status:

Work Order No: Formulation Version:

Formulation Reference:

Worksheet Prepared By:

Remarks: 6

Request Date: 7

Request Reference: 8

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 **Request Quantity (SKU)** and **Pack Size** if required

Note

The **Request Quantity(SKU)** 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 after clicking on  button

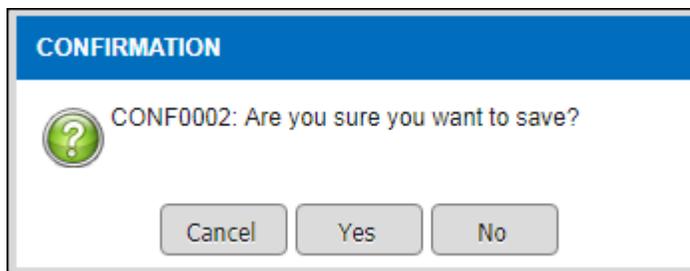
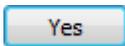
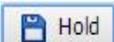
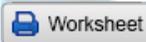


Figure 3.1-5 Save Record Alert Message

- 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
 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	11T	31/07/2023
2	43.4401.02	Water for Injection 10 ml	1 ml	1 amp	8999 amp	1 amp	0C0296 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

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 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
Label
X

<input type="radio"/> General Label: 90mm X 60mm <input type="radio"/> General Label: 40mm X 40mm <input type="radio"/> Label for External Preparation: 40mm X 40mm	<input type="radio"/> Label for External Preparation Cream 15g and 30g: 35mm X 35mm (Round) <input type="radio"/> General Label: 40mm X 20mm <input type="radio"/> Label Unit of Dose: 20mm X 13.3 mm
---	---

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.

HOSPITAL KUALA LUMPUR	
Gentamicin 3% Fortified Eye Drops	
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

Gentamicin 3% Fortified Eye Drops	Gentamicin 3% Fortified Eye Drops
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
HOSPITAL KUALA LUMPUR	HOSPITAL KUALA LUMPUR

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

TIDAK BOLEH DIMINUM NOT TO BE TAKEN Jauhi ubat dari kanak-kanak Gentamicin 3% Fortified Eye Drops	TIDAK BOLEH DIMINUM NOT TO BE TAKEN Jauhi ubat dari kanak-kanak Gentamicin 3% Fortified Eye Drops
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
HOSPITAL KUALA LUMPUR	HOSPITAL KUALA LUMPUR

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

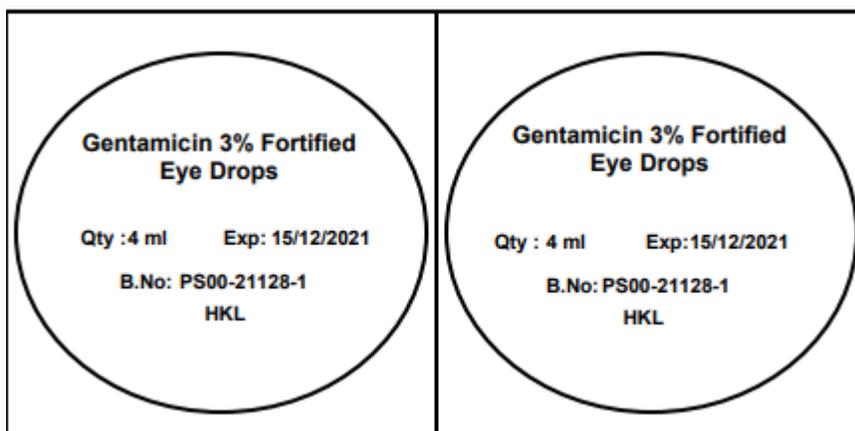


Figure 3.1-14 Label for External Preparation Cream 15g and 30g : 35mm x 35mm (Round)

Gentamicin 3% Fortified Eye Drops	Gentamicin 3% Fortified Eye Drops
Qty : 4 ml Batch : PS00-21128-1 Prep Date :08/12/2021 Exp Date :15/12/2021	Qty : 4 ml Batch : PS00-21128-1 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 Batch : PS00-21128-1 Prep Date :08/12/2021 Exp Date :15/12/2021	Qty : 4 ml Batch : PS00-21128-1 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 BN:PS00-21128-1 Exp: 15/12/2021			
Gentamicin 3% Fortified Eye Drops BN:PS00-21128-1 Exp: 15/12/2021			
Gentamicin 3% Fortified Eye Drops BN:PS00-21128-1 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.

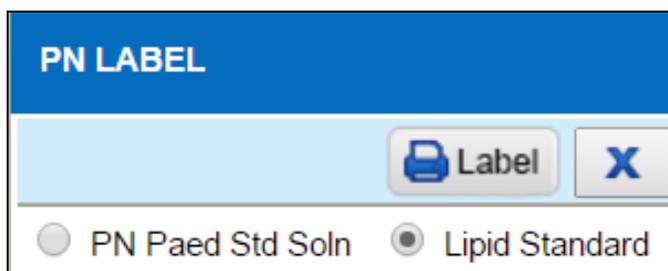


Figure 3.1-17 PN Drug Print Label

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

Hospital Pakar Sultanah Fatimah, Muar		
PARENTERAL NUTRITION (PAEDIATRIC)		
PN Soln 10, Starter without K+, 48.3kcal		
NAME :	AGE :	
MRN :	WARD :	
Total Volume :	100 ml/bag	
Content per bag		
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	
Date and Time of Administration :		
Infusion	mL/Hrs	
Batch No TPN-170116-4	Expiry 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 (Once open use within 48 hours) 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.

Hospital Pakar Sultanah Fatimah, Muar	
PN Soln 10, Starter without K+, 48.3kcal	
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	
Hospital Pakar Sultanah Fatimah, Muar	
PN Soln 10, Starter without K+, 48.3kcal	
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	
Hospital Pakar Sultanah Fatimah, Muar	
PN Soln 10, Starter without K+, 48.3kcal	
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.

15

WORK ORDER

Hold Confirm Label Worksheet Cancel Order

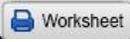
✎ 🔄 ✕

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				
Shelf Life	7 Days				
Storage Condition	Refrigerate(2-8 °C)				

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 amp	8999 amp	1 amp	HA0C0296 1	21/09/2025

Figure 3.1-19 View/Print Worksheet

STEP 15

Click on the  **Worksheet** 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 :

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

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

Figure 3.1-20 Manufacturing Draft Work Sheet

WORK ORDER

Hold Confirm Label Worksheet Cancel 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 (FKU)	1 bott	Request Reference			
Preparation Type	Sterile-EYE				
Shelf Life	7 Days				
Storage Condition	Refrigerate(2-8 °C)				

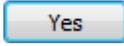
Material	Procedure	Sequence No	Item Code	Description	Required Quantity	Required Quantity (SKU)	Available Quantity (SKU)	Allocate Quantity (SKU)	Batch No.	Expiry Date
		1	07.1201.13	Gentamicin Sulp 40mg/ml 2ml Inj	3 ml	2 amp	990 amp	2 amp	202111T	31/07/2023
		2	43.4401.02	Water for Injection 10 ml	1 ml	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?

Cancel
Yes
No

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 (FKU): 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

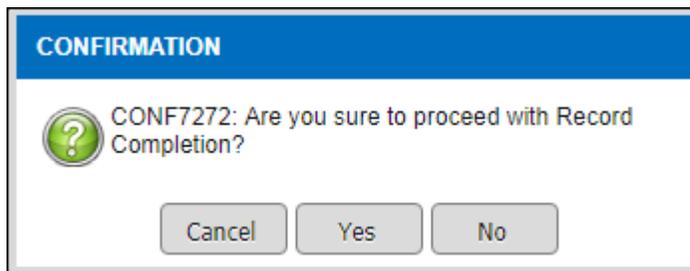


Figure 3.1-24 Save Record Alert Message

- Click on the button.

WORK ORDER

Hold
Quarantine Required Production Complete

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: In Progress 20 Work Order No: 19-08-0001 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: Request Date: 30/08/2019 Request Reference:
Quantity Produced (SKU) 18 : 1 bottle Quantity Produced (PKU): 1 bott Batch No.: PS00-190830-1 Expiry Date: 29/09/2019	Yield %: 100% Remarks: 19 Prepared By: Approved By:

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.
- Field 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.

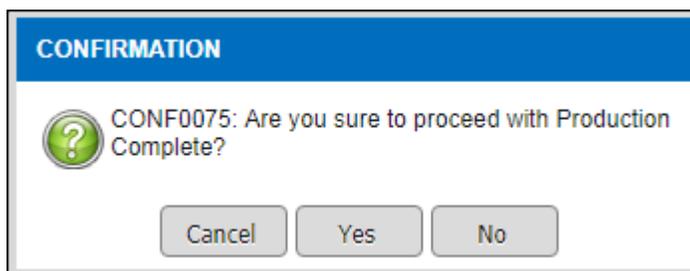
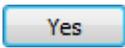


Figure 3.1-27 Save Record Alert Message

- Click on the  button.

WORK ORDER

Hold Quarantine Required Label Worksheet X

UnitCode	PS001	Type	Manufacturing	Request Status	Completed
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	Quantity Produced (SKU)	1 bottle	Yield %	100 %
Shelf Life	1 Months	Quantity Produced (PKU)	1 bott	Remarks	
Storage Condition	"Refrigerate (2 - 8 °C)"	Batch No.	PS00-190830-1		
		Expiry Date	29/09/2019		
		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 3.1-28 Complete Work Order Galenical

3.1.1 Alternate Drug

WORK ORDER

Hold Confirm Label Worksheet Cancel Order Refresh Close

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		Alternate Item						
		2	43.4401.02	Gentamicin Sulp 40mg/ml 2ml Inj	3 ml	2 amp	998 amp	2 amp	202111T	31/07/2023
				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

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Alternate Item For	43.4401.02	Description	Water for Injection 10 ml
Active Ingredient	Water	Required Quantity (SKU)	1 amp

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	0	<input checked="" type="checkbox"/>
		Parenteral Solution	BATCHLPO7014	18/04/2022	4420	bottle	0	<input type="checkbox"/>
2	Sterile Water for Irrigation 1000mL	Parenteral Irrig Sol	A6AC0712	03/11/2023	1480	bottle	3	<input checked="" type="checkbox"/>
		Parenteral Irrig Sol	A6AC0838	26/12/2023	580	bottle		<input type="checkbox"/>
		Parenteral Irrig Sol	A6AD0070	30/01/2024	200	bottle		<input type="checkbox"/>
		Parenteral Irrig Sol	A6AD0072	30/01/2024	940	bottle		<input type="checkbox"/>
3	Sterile Water for Irrigation 500mL	Parenteral Irrig Sol	A67D0166	06/03/2024	3400	bottle		<input type="checkbox"/>
		Parenteral Irrig Sol	A67D0165	06/03/2024	3260	bottle		<input type="checkbox"/>
4	Sterile Water for Injection 10mL	Parenteral Solution	HA0C0296 1	21/09/2025	9000	ampoule		<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:

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**



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



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				
Shelf Life	7 Days				
Storage Condition	Refrigerate(2-8 °C)				

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 3.1.1-5 Updated New Material

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

PB_U. MANUAL_GALENICAL_WORK ORDER-13th E

Page 25

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: - Drug Code - 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: - Completed - In Progress - New - On Hold - Quarantine - Rejected - Released - 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	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 3.2-2 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.

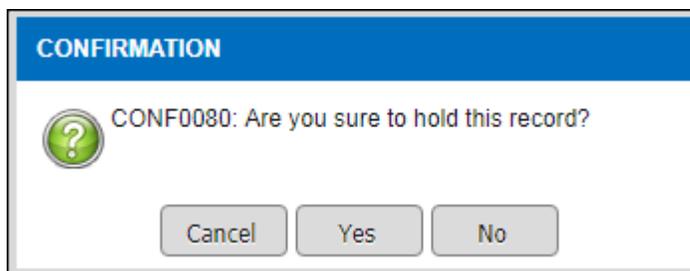


Figure 3.2-3 Alert Message Confirmation

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

WORK ORDER

6
▶ Resume
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✕

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.

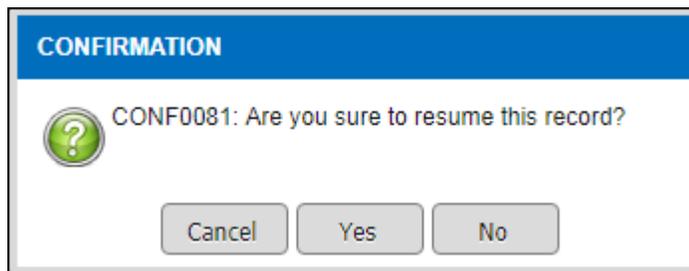


Figure 3.2-5 Alert Message Confirmation

- 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.

The screenshot shows the 'GALENICAL WORK ORDER LIST' page. On the left, a menu is visible with 'Work Order' highlighted (1). The main area contains search filters for 'Formulary Drug Name', 'Formulary Item', 'Request Date From', 'Request Date To', 'Batch No', and 'Status' (2). A 'Search' button is located below the filters (3). The table below lists work orders with columns for 'Work Order No', 'Formulary Drug Code', 'Item Code', 'Item Description', 'Order Quantity', 'UOM', 'Request Date', 'Requester', and 'Status'. The first row is highlighted (4).

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	r	New
19-08-0002	EYE00039	EYE00039.01	Ganciclovir 2% Eye Drop	1	bottle	30/08/2019	r	New Worksheet/Labels Generated
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	r	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: - Drug Code - 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: - Completed - In Progress - New - On Hold - Quarantine - Rejected - Released - 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	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 3.3-2 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.

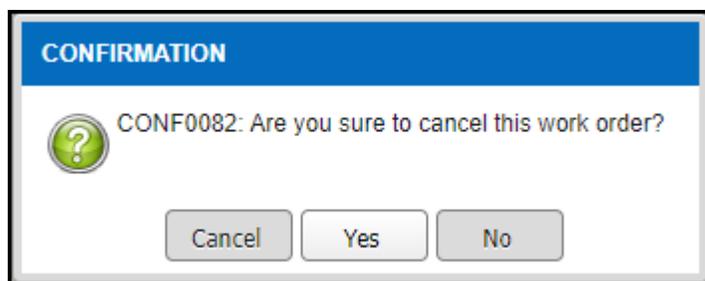


Figure 3.3-3 Alert Message to Delete Record

- 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

Work Order No	Formulary Drug Codes	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		In Progress
19-08-0002	EYE00039	EYE00039.01	Ganciclovir 2% Eye Drop	1	bottle	30/08/2019		Worksheet/Labels Generated
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 3.4-1 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: - Drug Code - 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: - Completed - In Progress - New - On Hold - Quarantine - Rejected - Released - 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

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

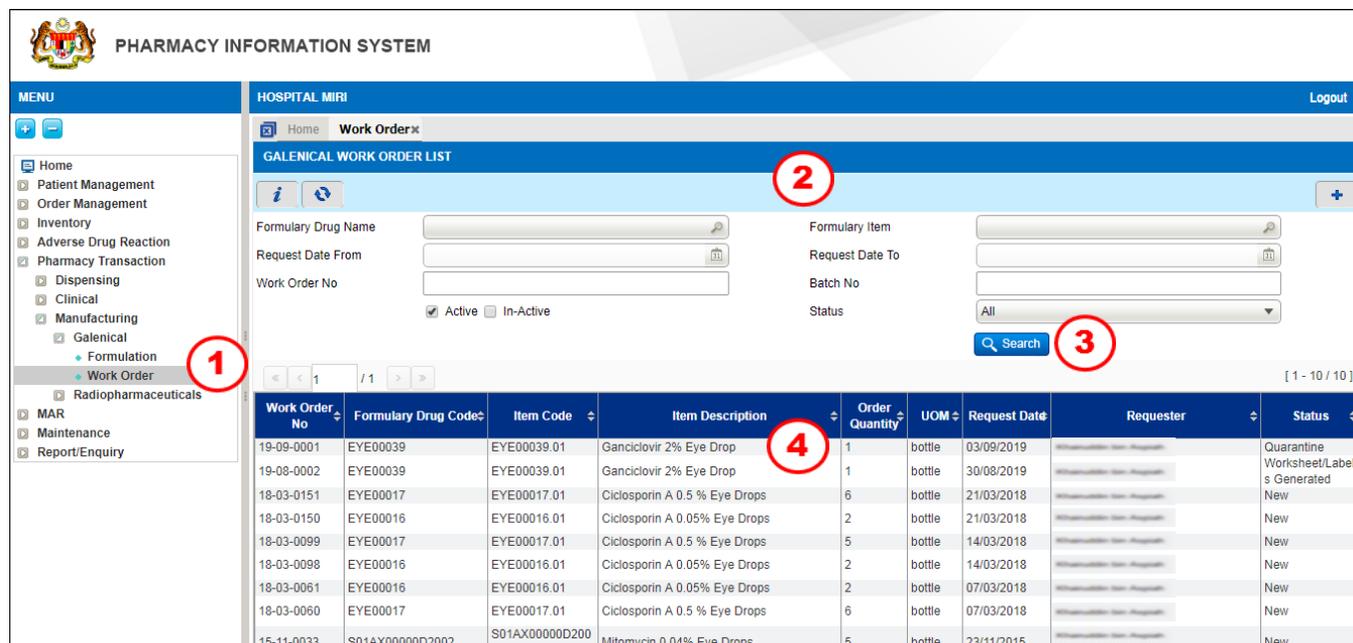
Figure 3.4-3 Alert Message Record Data Have Been Modified

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



PHARMACY INFORMATION SYSTEM

HOSPITAL MIRI

Home Work Orderx Logout

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 [v]
 Search []

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	[]	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 3.4.1-1 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: - Drug Code - 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: - Completed - In Progress - New - On Hold - Quarantine - Rejected - Released - 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

WORK ORDER

Quarantine Required Reject Release Print Refresh Close

UnitCode: PS001 Type: Manufacturing Request Status: Quarantine

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 Opth 2017; 2:e000061.

Item Packaging Description: bottle Worksheet Prepared By: [User Name]

Request Quantity (SKU): 1 bottle Request Quantity (PKU): 1 bott

Pack Size: 10 ml Remarks: [Empty]

Preparation Type: Sterile - Others Request Date: 03/09/2019

Shelf Life: 1 Months Request Reference: [Empty]

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

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

Quantity Produced (PKU): 1

Batch No.: PS00-19093-1

Expiry Date: 03/10/2019

Prepared By: [Empty]

Approved By: [Empty]

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.

CONFIRMATION

CONF0078: Are you sure to release this record?

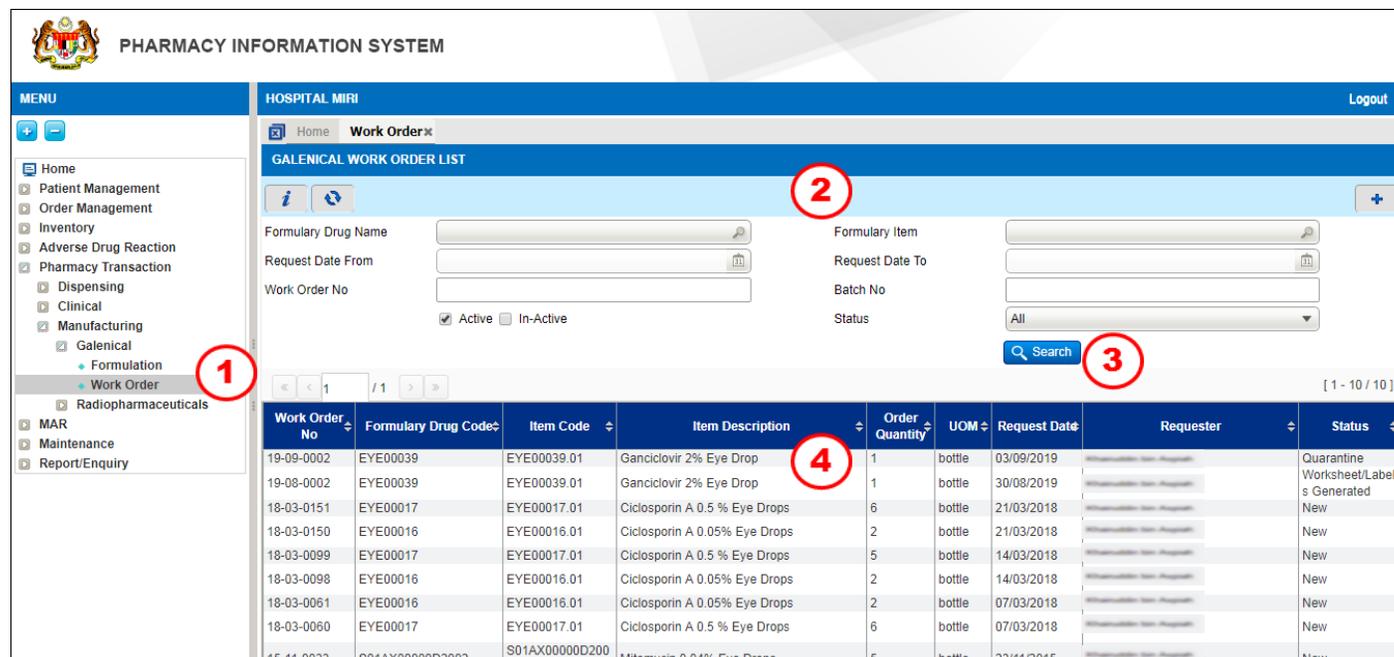
Cancel Yes No

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 MIRI 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 [] [1 - 10 / 10]

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
19-08-0002	EYE00039	EYE00039.01	Ganciclovir 2% Eye Drop	1	bottle	30/08/2019	[]	Worksheet/Labels Generated
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: - Drug Code - 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: - Completed - In Progress - New - On Hold - Quarantine - Rejected - Released - 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
5

UnitCode: Type:

Request Status:

Quarantine Required:

Reject Release

Formulary Drug Name:

Item Description:

Item Packaging Description:

Request Quantity (SKU):

Pack Size:

Request Quantity (PKU):

Preparation Type:

Shelf Life:

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

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.

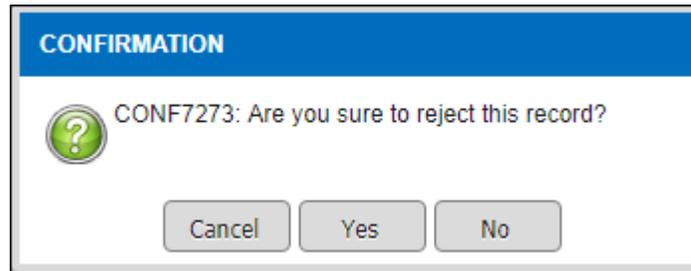


Figure 3.4.2-3 Alert Message to Reject record

- Click on the  button

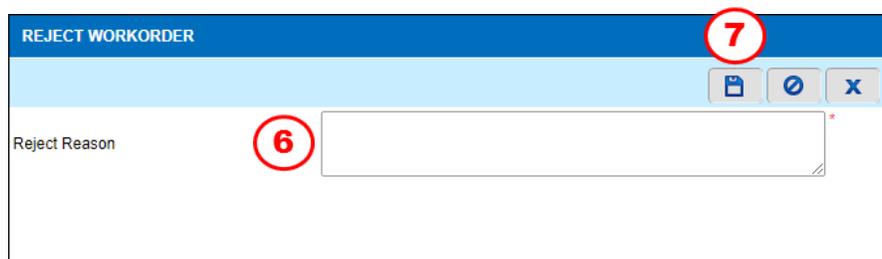


Figure 3.4.2-4 Reject Work Order

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.

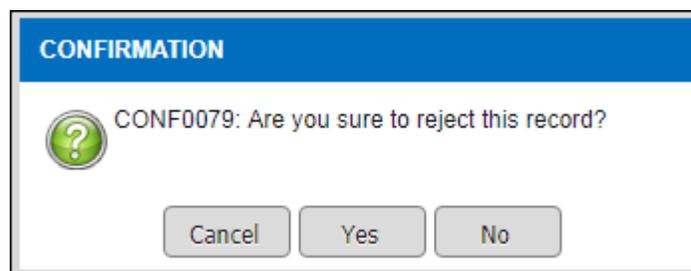


Figure 3.4.2-5 Save Record

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

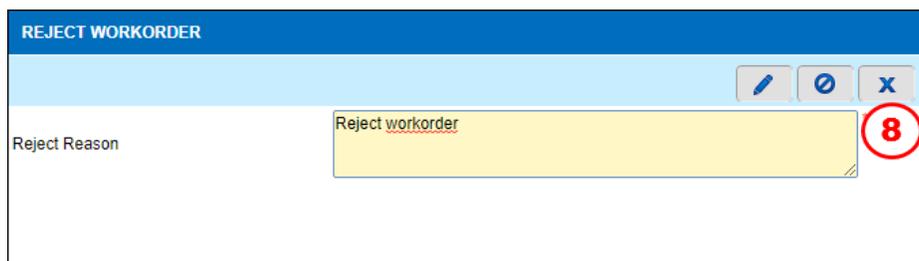


Figure 3.4.2-7 Reject Workorder

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	<i>Inpatient</i>	Click Here	12	<i>CDR Dispensing</i>	Click Here
2	<i>CDR Order</i>	Click Here	13	<i>Methadone Dispensing</i>	Click Here
3	<i>TDM Order</i>	Click Here	14	<i>PN Dispensing</i>	Click Here
4	<i>PN Order</i>	Click Here	15	<i>Order Management</i>	Click Here
5	<i>IV Order</i>	Click Here	16	<i>Patient Management</i>	Click Here
6	<i>Prepacking</i>	Click Here	17	<i>Radiopharmaceutical</i>	Click Here
7	<i>Galenical</i>	Click Here	18	<i>Outpatient</i>	Click Here
8	<i>MTAC</i>	Click Here	19	<i>Special Drug Request</i>	Click Here
9	<i>ADR & DAC</i>	Click Here	20	<i>MAR</i>	Click Here
10	<i>Medication Counselling</i>	Click Here	21	<i>DICE</i>	Click Here
11	<i>Ward Pharmacy</i>	Click Here	22		