



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

User Manual Integrated Web Portal (IWP)

Login

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PhIS & CPS Project
User Manual – Integrated Web Portal (IWP)
Login



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1.1	13/01/2017	Ahmad Anwar bin Jaafar	Atikah (SA)	Change to latest screenshot and functions for version 1.5

Verified and Acknowledged By:

Name	Role / Designation	Organization	Signature & Date
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		Bahagian Perkhidmatan Farmasi (BPF), KKM	

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1.0	Michele Foo Juridah Ayub	Overall reviews
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1 Introduction

1.1. Overview of IWP

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

1. HQ Master Maintenance
2. HQ Master Distribution
3. HQ Transaction (Contract HQ, Special Request KPK)
4. HQ ePerolehan Enquiry
5. ePerolehan Integration (Procurement)
6. Synchronize between existing PIWP and New PIWP
7. PKD Approval (Budget, Payment, Year-End, Task List)
8. Integration Gateway (SPUB, Outsource, External, Notification)
9. Notification Distribution (Product Recall, Message)
10. Log Dashboard & Enquiry (for Administration)

1.2. Purpose and Objectives

This user manual outlines the Integrated Web Portal key features and functionalities. The primary objective is to guide users through the process of completing IWP application process.

1.3. Organised Sections

These are the sections within this document:

- Section 1 : Introduction
- Section 2 : Application Standard Features
- Section 3 : Acronyms
- Section 4 : Link to IWP Modules

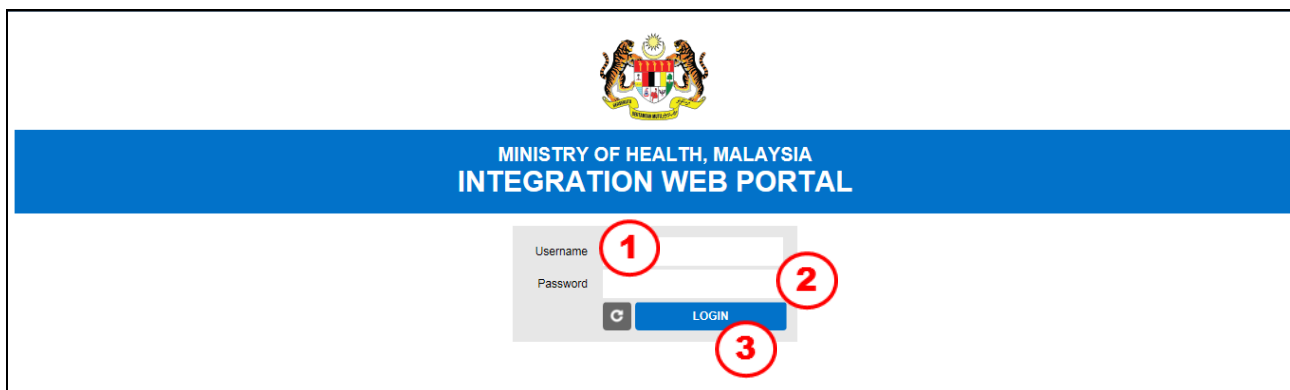
2 Application Standard Features

2.1. IWP Legend

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

2.2. Login to IWP

To login into the system, perform the steps below:



The screenshot shows the IWP Login Page. At the top is the Ministry of Health Malaysia logo. Below it is a blue banner with the text "MINISTRY OF HEALTH, MALAYSIA" and "INTEGRATION WEB PORTAL". The login form consists of two input fields: "Username" and "Password". The "Username" field is marked with a red circle containing the number 1. The "Password" field is marked with a red circle containing the number 2. Below the "Password" field is a blue "LOGIN" button, which is marked with a red circle containing the number 3. To the left of the "LOGIN" button is a small grey button with a circular arrow icon.

Figure 2.2-1 IWP Login Page

STEP 1

Key-in username in the **Username** field

STEP 2

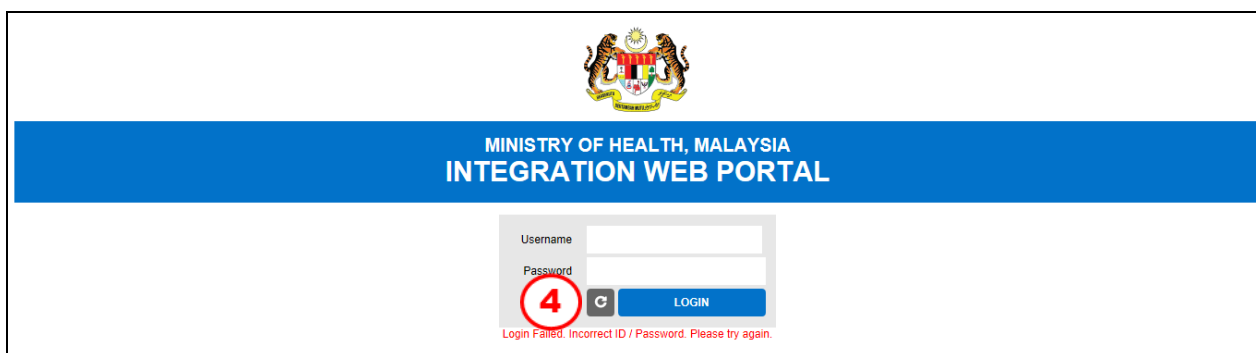
Key-in password in the **Password** field

STEP 3

Click on the  button to log-in to the application

Note


Alert message as shown in Figure 2.2-2 will be displayed if the password entered is incorrect.



The screenshot shows the IWP Login Page with an error message. The "Username" field is empty. The "Password" field is filled with a red circle containing the number 4. Below the "Password" field is a blue "LOGIN" button. To the left of the "LOGIN" button is a small grey button with a circular arrow icon. Below the "LOGIN" button, the text "Login Failed. Incorrect ID / Password. Please try again." is displayed in red.

Figure 2.2-2 Wrong Password Entered

STEP 4

Click on the  button to reset all the fields on the login screen

2.3. IWP Home Page Overview

User will be navigated to the IWP home page upon successful login.

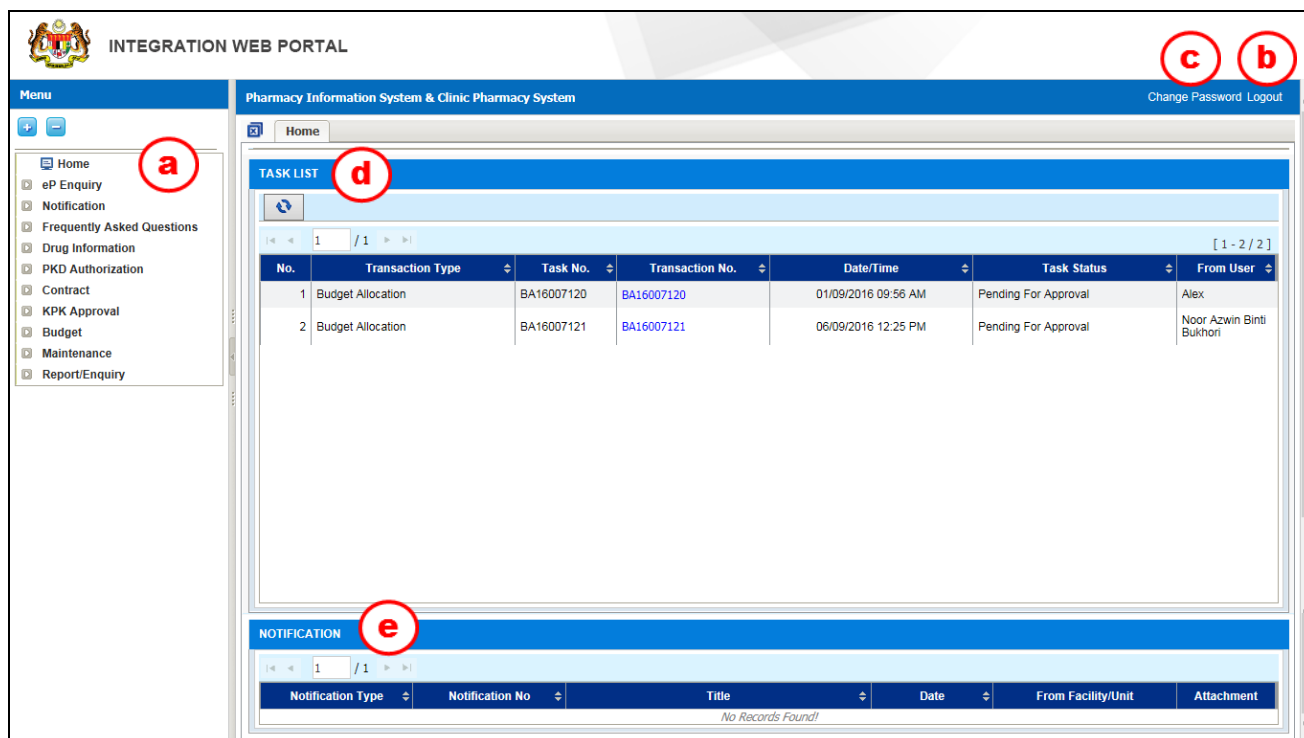


Figure 2.3-1 IWP Home Page

IWP Home Page screen will be displayed according to user's role and access right.

Left side panel contains:

- a) **Menu**
List of Menu displayed depends on the user's role. User needs to refer to the facility's System Administrator for any update needed.

Right side panel contains:

- b) **Logout**
To logout from PhIS application.
- c) **Change Password**
This hyperlink allows user to change the login password.
- d) **Task List**
Active 'Pending for Approval' task(s) that require action/ follow-up will be displayed.
- e) **Notification**
List of notification(s) from Bahagian Perkhidmatan Farmasi

2.4. Change Password

To change user's current password, perform steps below.

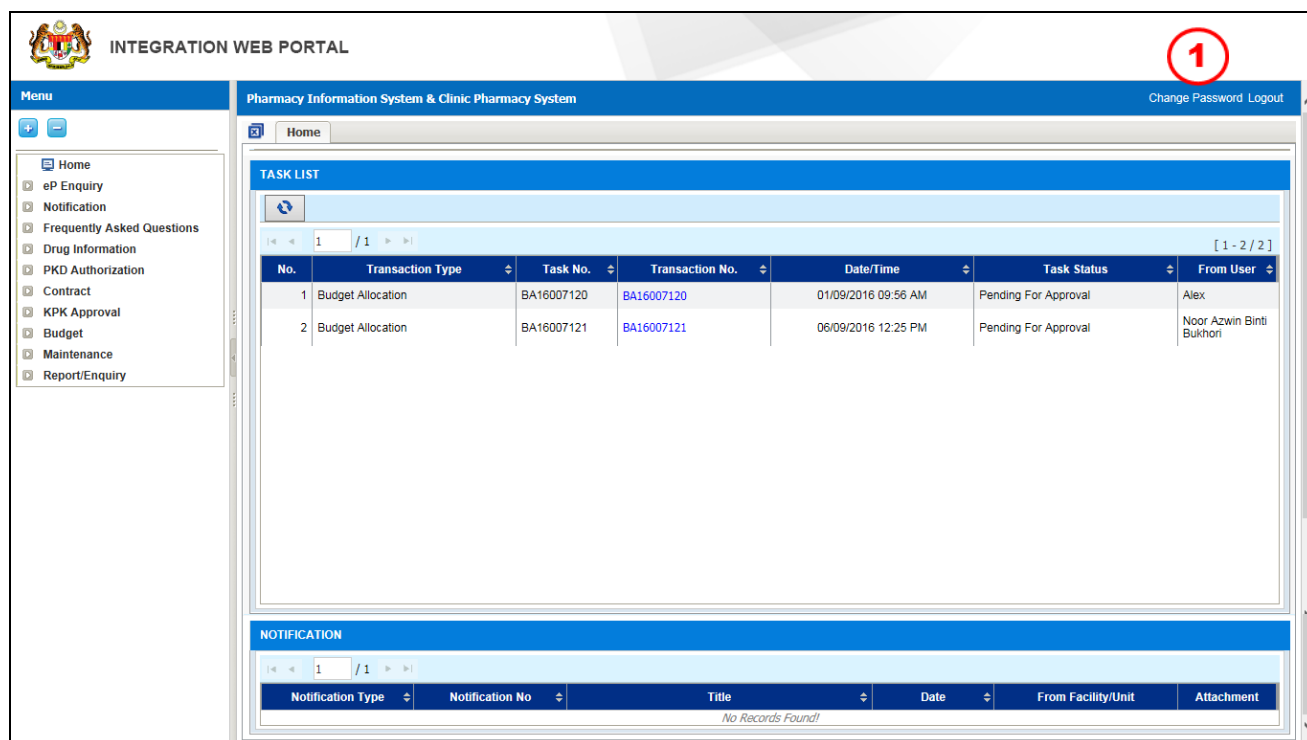


Figure 2.4-1 Change Password

STEP 1

Click **Change Password** hyperlink and window will be displayed as shown in Figure 2.4-2

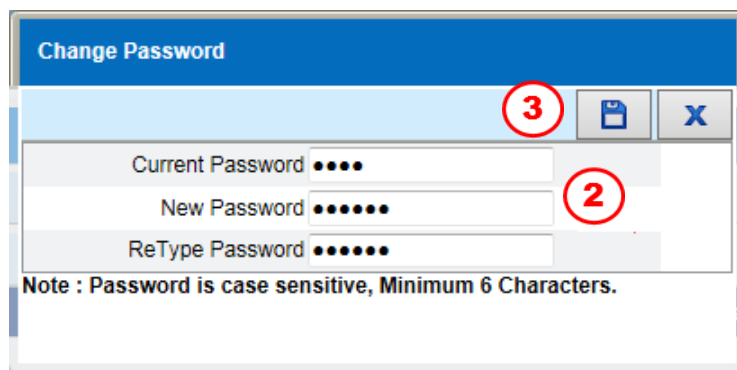


Figure 2.4-2 Change Password


STEP 2

Enter the **Current Password**, **New Password** and **ReType Password**

Note

Password is case sensitive and a minimum of 6 alphanumeric characters has to be entered.

STEP 3

Click on the  button to save the changes made

Note

- Alert message as shown in Figure 2.4-3 will be displayed for password length is below 6 characters.
- Alert message as shown in Figure 2.4-4 will be displayed for not match current password.
- Alert message as shown in Figure 2.4-5 will be displayed if new and current password is the same.
- Information message as shown in Figure 2.4-6 will be displayed if the password is successfully save.

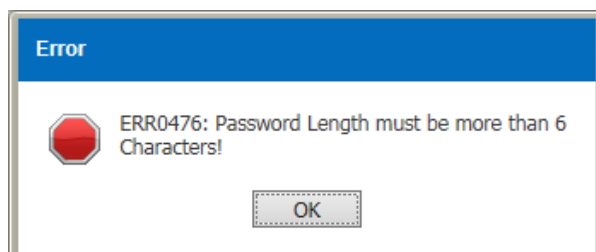


Figure 2.4-3 Error Message

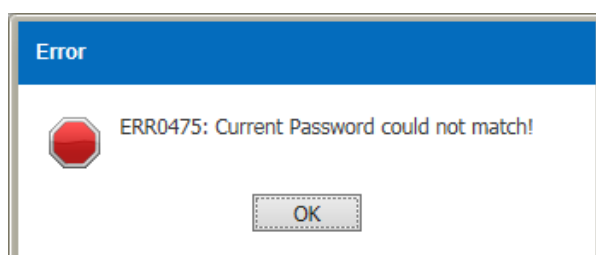


Figure 2.4-4 Error Message

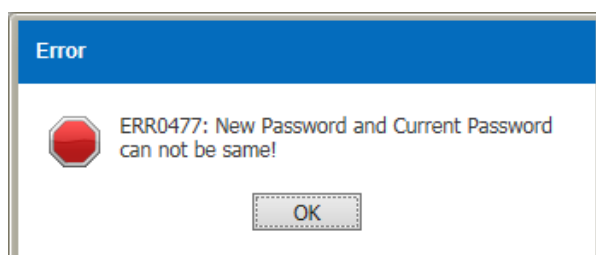


Figure 2.4-5 Error Message

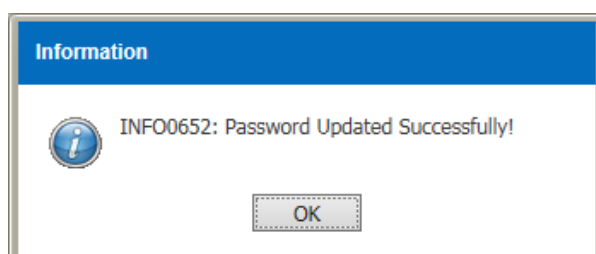


Figure 2.4-6 Information Message

3 Acronyms

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

4 Link to IWP Modules

No	Module	PDF Links
1	eP Enquiry	Click Here
2	Budget	Click Here
3	Order Authorization	Click Here