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

User Manual
Maintenance-General

Version	**: 8th EDITION**
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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 that geared toward pharmacy excellent care. This implementation would transform most of the current manual process to electronic system would benefit facility end user in the health care sector.

There are 12 modules to assist service 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 Card(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 Pharmacy Maintenance-General its key features and functionalities. The primary objective is to help guide users through the process of completing PhIS application process.

User will understand the following activities in details:

- Maintenance - General

1.3 Organized Sections

These are the sections within this document:

- Section 1: Introduction
- Section 2: Application Standard Features
- Section 3: Maintenance - General
- Section 4: Acronyms

2.0 Application Standard Features

2.1 PhIS Legend

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

3.0 Maintenance - General

Overview

Application Master Setup describes the relationship between preliminary setup for each component; the details validation and data/ information that required to be setup before system ready.
This application enables the facility to perform any modification to existing setting. Master setup generally controlled by respective personal from each site, some changes must undergo HQ approval.

User Group

This module is intended for appointed Data Admin, usually IT, Head of Pharmacist, Head of Unit Pharmacy Main Store and Sub-Store or only authorised personnel who are allowed to view, create or modify this record in accordance with MOH or Facility Policy. System will provide a screen for user to define access level for every PhIS user based on their user role.

Functional Diagram

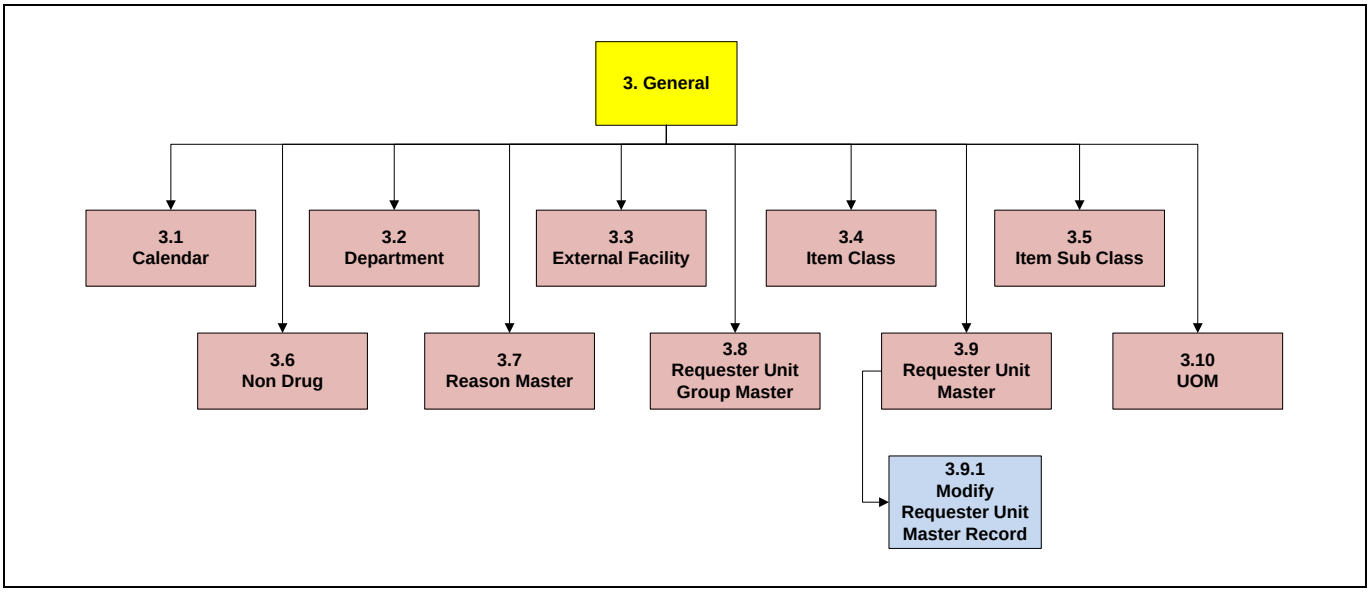


Figure 3.1

Functional Description

Maintenance - General module comprises of fifteen (15) main sub menu:

Menu	Description
Requester Unit Master	General setup of storerooms in a facility is manage in this screen. Storeroom is defining by facility which determine either the storeroom able t **Facility User able to add and edit a few information in the screen.**
Facility Info	Contains list of configuration that sets before a facility runs the system. Facility User able to add and edit a few information in the screen. **Facility User able to add and edit a few information in the screen.**
Calendar	Calendar screen allows user to create or modify calendar records. The Calendar records will be used for all modules in PhIS system. User can add the information like public holiday and weekend inside this menu. **Facility User able to add and edit a few information in the screen.**
Department	Department screen allows view existing department records. Used to determine the availability of a department in a facility. It's also used to determined either a department can receive patient for treatment during patient registration process. **Editable by Facility User.**

Town	The screen shows list of town in Malaysia for patient demography recording purposes. Please refer User Manual Patient Management for further details on recording patient demography. **Not editable by Facility User.**
Occupation	Contains list of Occupation for patient demography recording purposes. **Not editable by Facility User.**
External Facility	The screen shows Facility listing in KKM infrastructures which manage by HQ. The page indicates in details regarding a facility which used to cater integration between facilities. **Not editable by Facility User.**
Item Class	The screen used to categories an item by its class such as internal preparation, external preparation, raw material, cytotoxic and others. **Not editable by Facility User.**
Item Sub Class	The screen used to classify items in various other groups besides their origin on the basis of pharmacological properties like mode of action and their pharmacological action or activity such as Psychotropic/Narcotic, Virology, Tablet/Capsule and others. **Not editable by Facility User.**
Non Drug	Non Drug is consumable items used in a hospital to deliver procedures and treatment to patients. The screen shows all non-drugs codes. **Not editable by Facility User.**
Reason Master	Reason Master screen is a list of all reasons that can be used in system such as reason for interventions, hold the medications order, stock adjustment and others. **Not editable by Facility User.**
Requester Unit Group Master	Requester Unit Group Master screen shows existing Requester Unit Group Master records. **Not editable by Facility User.**
UOM	UOM is Unit of Measurement. UOM screen allows create new and edit the UOM records. **Not editable by Facility User.**
Reference Code	Reference codes is listing page that support multiple system`s functionality. It contains fixed data variable that maintain by HQ to be used in pages so that any transaction and report are in line with system requirement. **Not editable by Facility User.**
Mobile Information	Mobile access management is managed in this screen. User are able to set new connectivity with mobile device by giving a token. The system later will detect the new mobile device based on token given and will track the imei mobile device`s number. **Facility User able to add and edit a few information in the screen.**

3.1 Town

The screen shows list of town in Malaysia for patient demography recording purposes. Please refer User Manual Patient Management for further details on recording patient demography.

3.1.1 To View and edit town

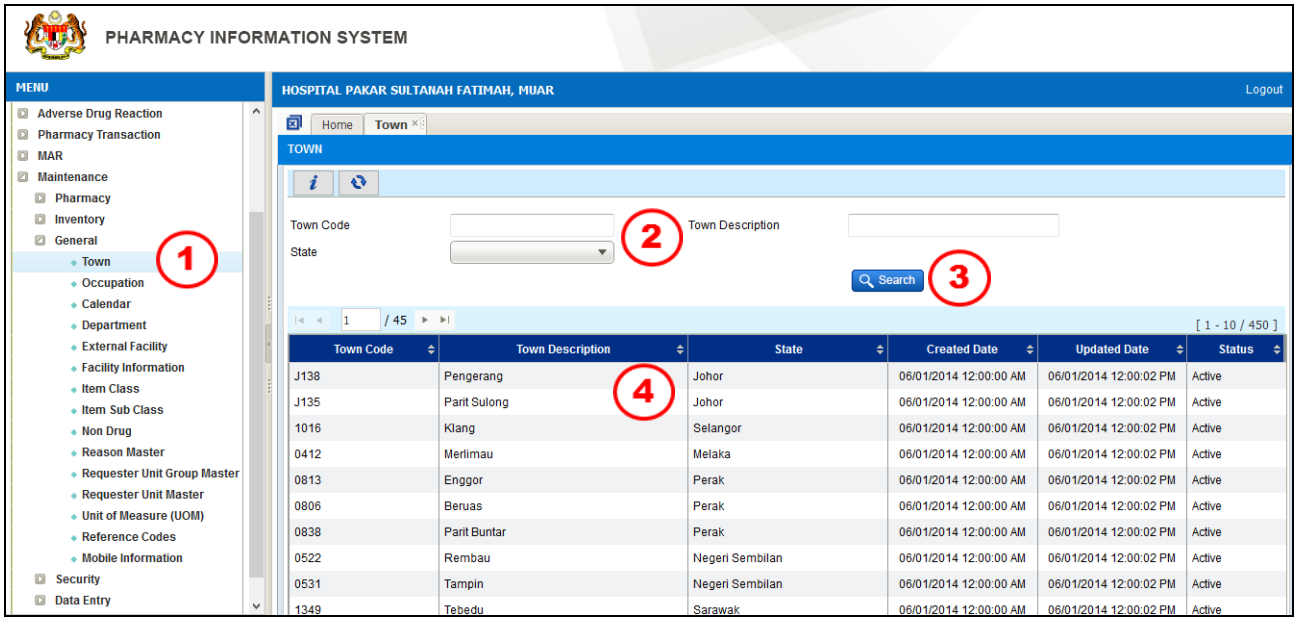


Figure 3.1.1-1 Town Listing Page

STEP 1
Click on 'Maintenance' menu follow by 'General' sub-menu and click on 'Town'

STEP 2
Search existing record based on below search criteria:
a) Town Code
b) State
c) Town Description

STEP 3
Click on the

button to search 'Town' Details records

STEP 4
Double click on selected 'Town Description' details to view the record

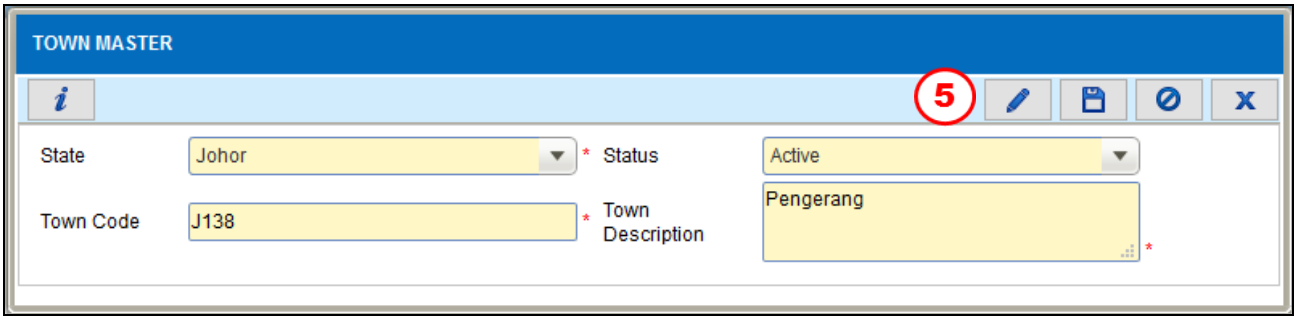


Figure 3.1.1-2 Town Master

STEP 5

Click on the button to proceed for editing

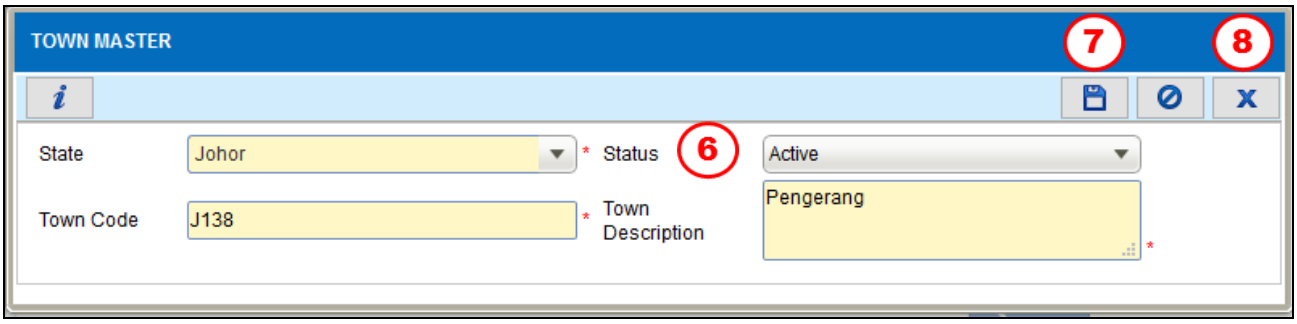


Figure 3.1.1-3 Town Master

STEP 6

Select on 'Status' to change either:

a) Active – town is available

b) Inactive – town is unavailable

STEP 7

Click on the button to save editing

STEP 8

Click on the button and to close record

3.2 Occupation

The screen shows list of town in Malaysia for patient demography recording purposes. Please refer User Manual Patient Management for further details on recording patient demography.

3.2.1 To view and edit occupation

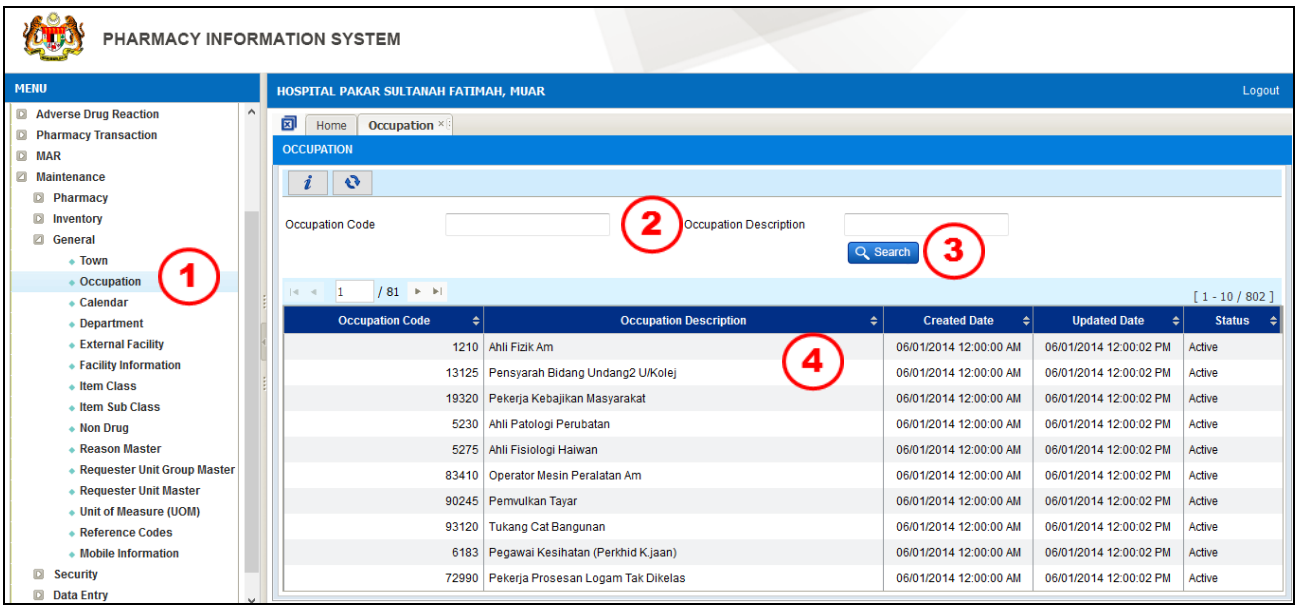


Figure 3.2.1-1 Occupation Listing Page

STEP 1
Click on 'Maintenance' menu follow by 'General' sub-menu and click on 'Occupation'

STEP 2
Search existing record based on below search criteria:
a) Occupation Code
b) Occupation Description

STEP 3
Click on the

button to search 'Occupation' details records

STEP 4
Double click on selected 'Occupation Description' details to view the record

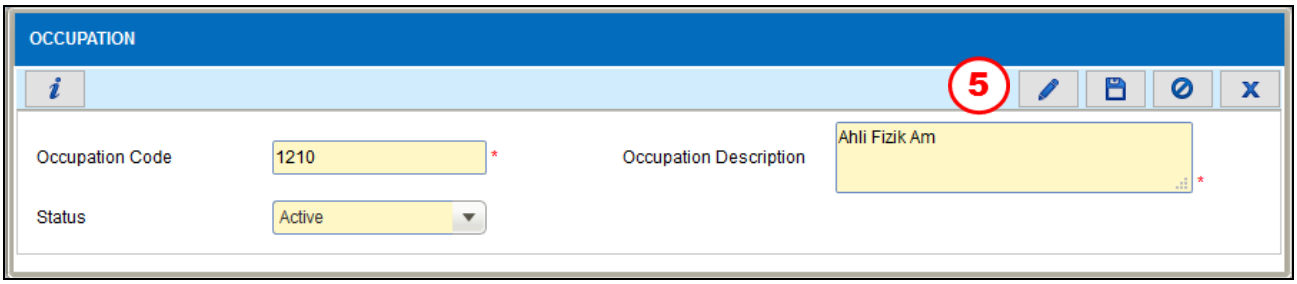


Figure 3.2.1-2 Occupation

STEP 5
Click on the button to proceed for editing

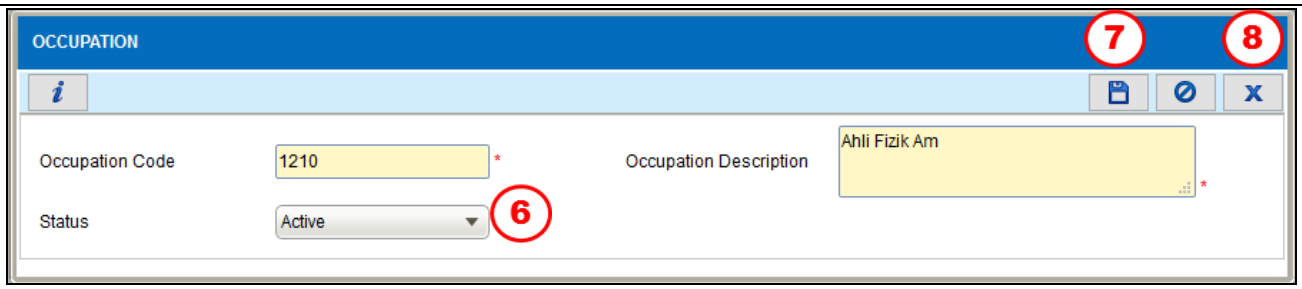


Figure 3.2.1-3 Occupation

STEP 6
Select the 'Status' to change either:
a) Active – occupation is available
b) Inactive – occupation is unavailable

STEP 7

Click on the button to save editing

STEP 8

Click on the button and to close record

3.3 Calendar

Calendar screen allows user to create or modify calendar records. User can add the information like public holiday and weekend inside this menu. It will affect on next collection date for dispensing purposes, delivery lapse period and other functions in system.

3.3.1 To view and edit Calendar

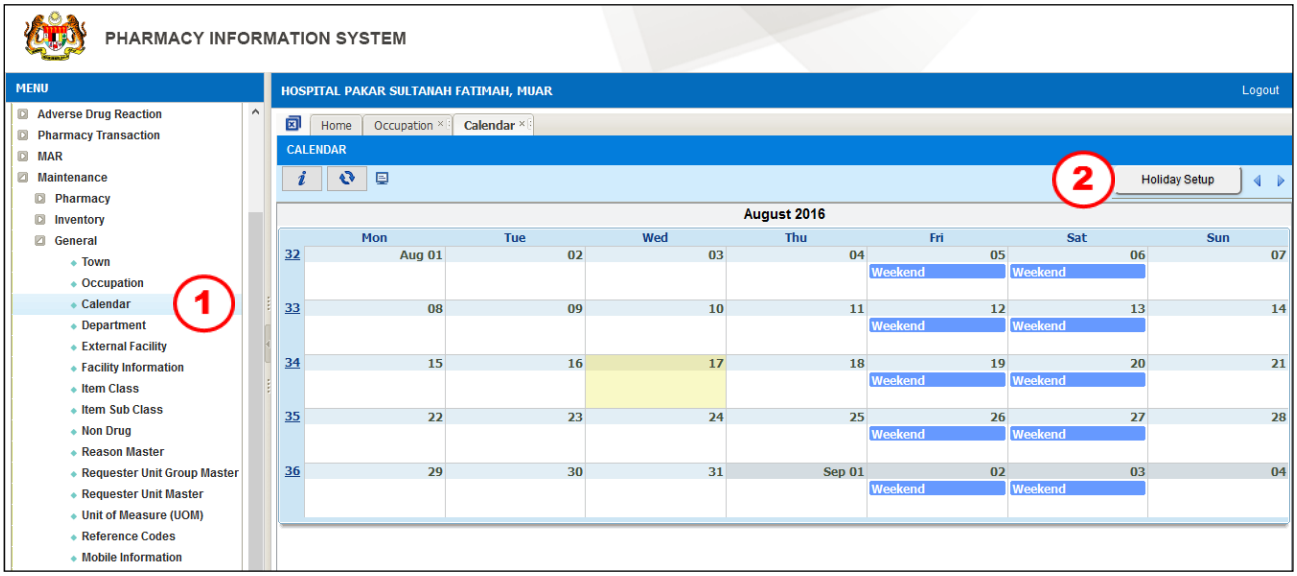
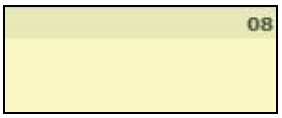
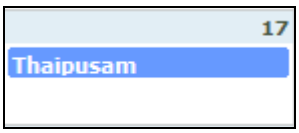


Figure 3.3.1-1 Calendar

STEP 1
Click on 'Maintenance' menu follow by 'General' sub-menu and click on 'Calendar'

Note

- *Click on the* *button to refresh the page.*
- *Click on the* *button to resize the view to the full browser width.*
- *System will display the current month of the year.*
- *Only authorized personnel are allowed to view, edit and modify this record in accordance with MOH/local policy.*
- *Calendar will be maintained by both HQ & facility level.*
- 

This field indicates today's date.
- 

This field indicates the weekends or Public Holiday for the state.
- Click on the button to view the previous month. Click on the button to view the calendar for next month

STEP 2

Click on the Holiday Setup button to view existing holiday and to add new holidays for the facility. Holiday Setup screen will be displayed as shown in Figure 3.3-2

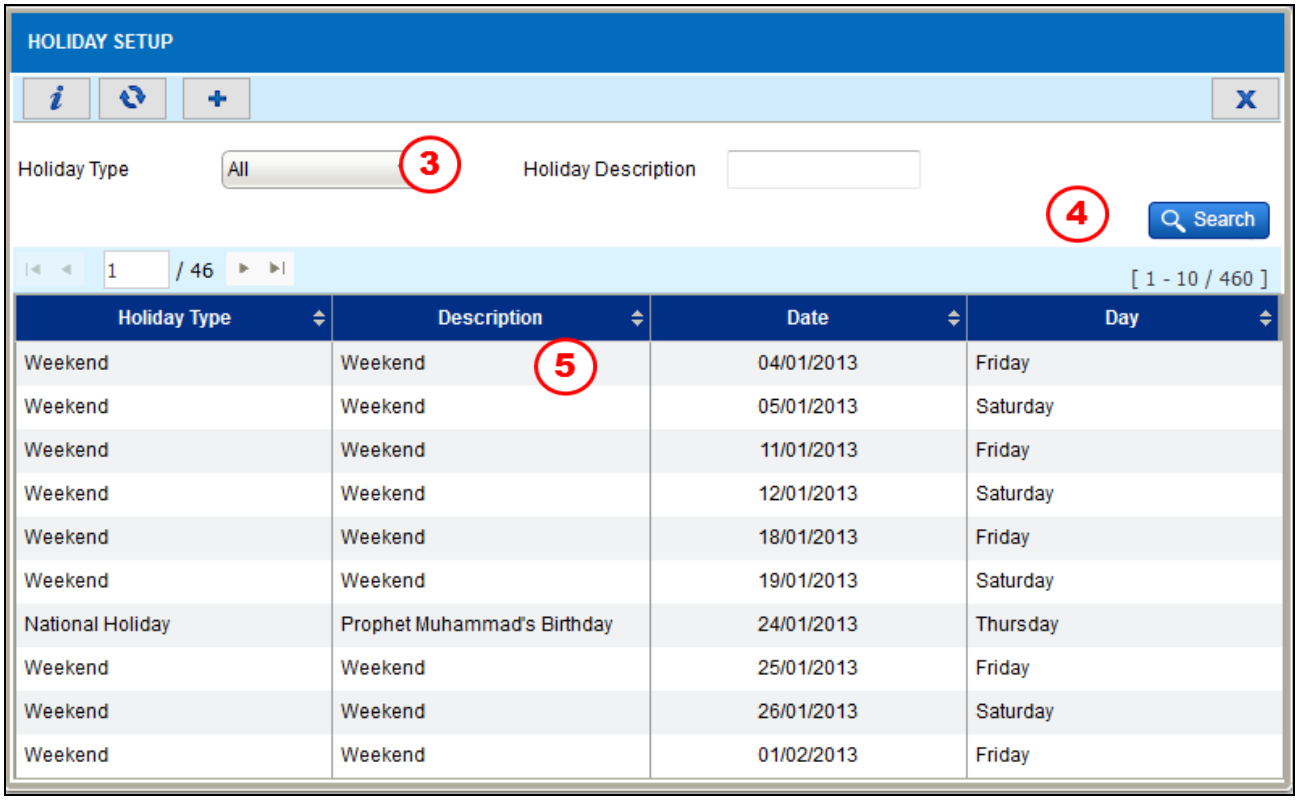


Figure 3.3.1-2 Holiday Setup

STEP 3

To search for the particular holiday record, the user may search by the following criteria as shown in Figure 3.3-2:

a) All
b) State Holiday
c) National Holiday
d) Ad Hoc
e) Weekend

STEP 4

Click on the Search button. The result(s) display will be based on the entered criteria

STEP 5

Double click on the existing record in the calendar to view

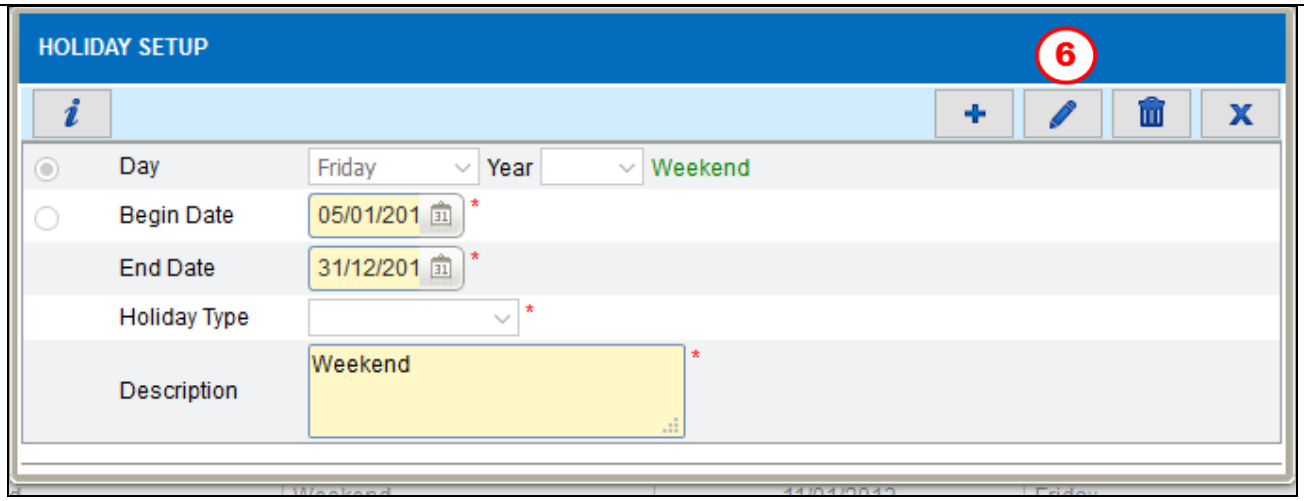


Figure 3.3.1-3 Holiday Setup

STEP 6

Click on the button to edit the existing record

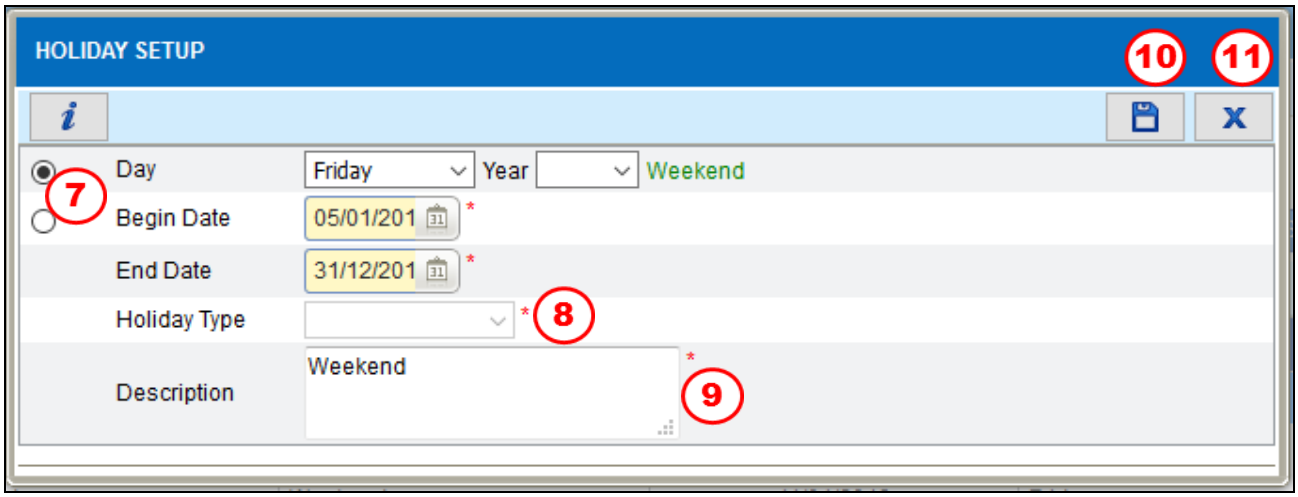


Figure 3.3.1-4 Holiday Setup

STEP 7

Click on the radio button to choose type of holiday setup

a) Day – Setup holiday by day basis for the particular year
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday

b) Begin date – Setup base on start and end date from calendar

STEP 8

Select holiday type as below:

a) Ad Hoc
b) National Day
c) State Holiday

STEP 9
Enter description for the holiday

STEP 10

Click on the button to save editing

STEP 11

Click on the button to close record

3.3.2 To add New Holiday in Calendar.

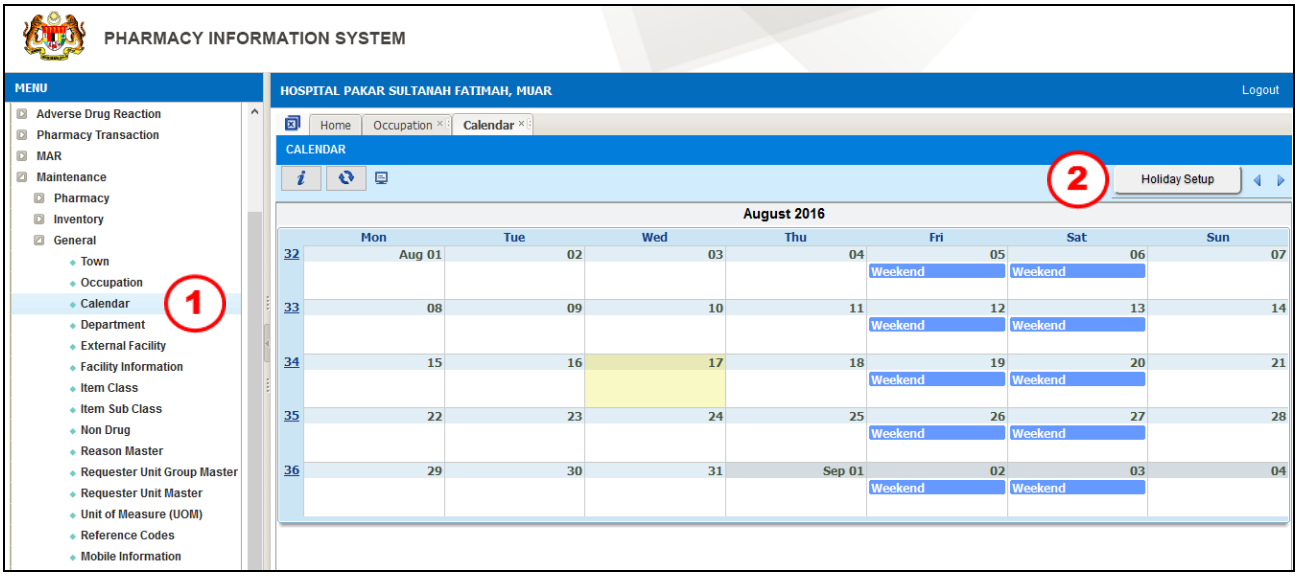


Figure 3.3.2-1 Calendar

STEP 1
Click on 'Maintenance' menu follow by 'General' sub-menu and click on 'Calendar'

STEP 2

Click on the Holiday Setup button to view existing holiday and to add new holidays for the facility. Holiday Setup screen will be displayed as shown in Figure 3.3-5

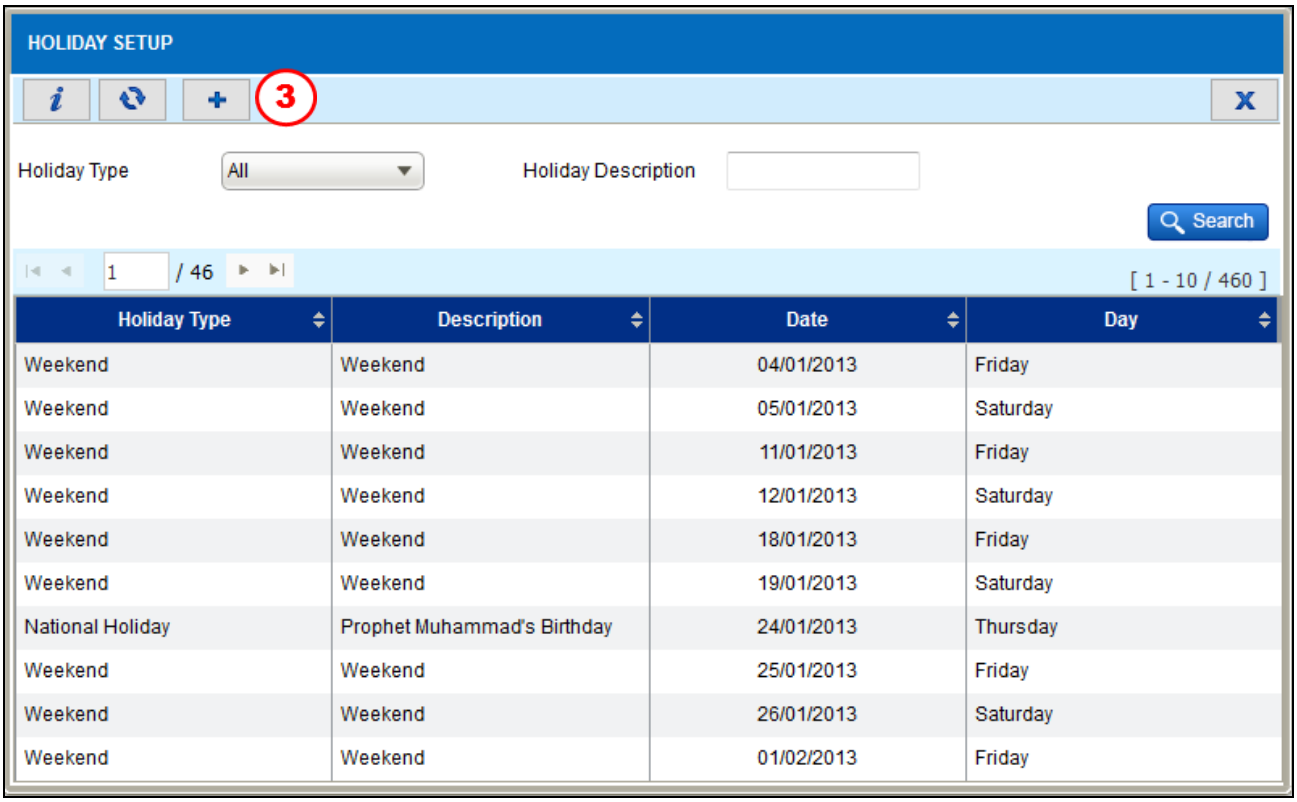


Figure 3.3.2-2 Holiday Setup

STEP 3

Click on button to add new record

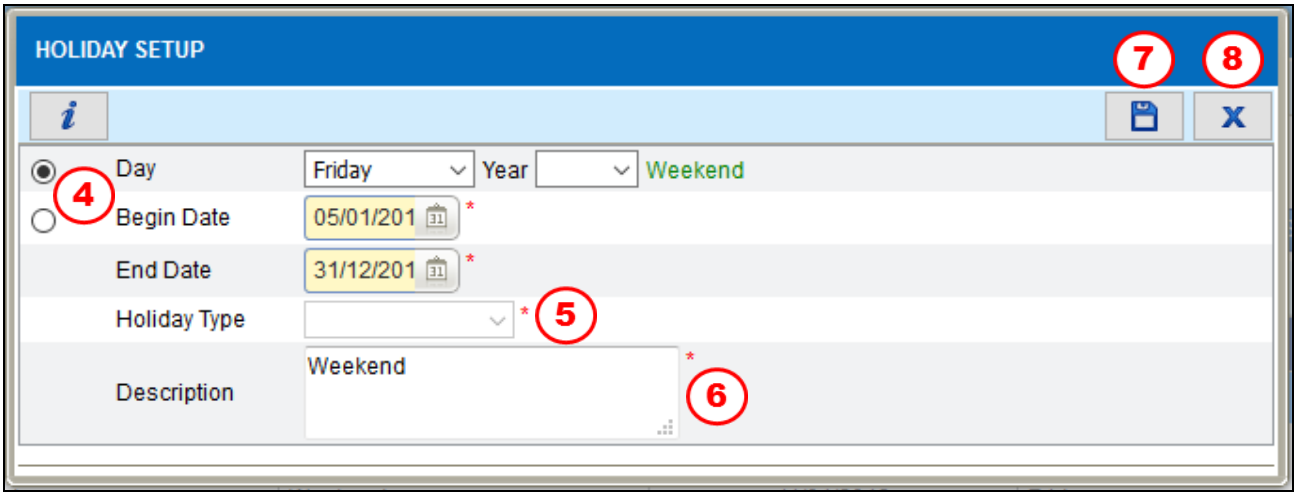


Figure 3.3.2-3 Holiday Setup

STEP 4
Click on the radio button to choose type of holiday setup
a) Day – Setup holiday by day basis for the particular year
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday

b) Begin date – Setup base on start and end date from calendar.

STEP 5
Choose holiday type
a) Ad Hoc
b) National Day
c) State Holiday

STEP 6
Enter description for the holiday

STEP 7

Click on button to save editing

STEP 8

Click on the button and to close record

3.4 Department

Department screen allows view existing department records. Used to determine the availability of a department in a facility. It's also used to determined either a department can receive patient for treatment during patient registration process.

3.4.1 To view and edit Department

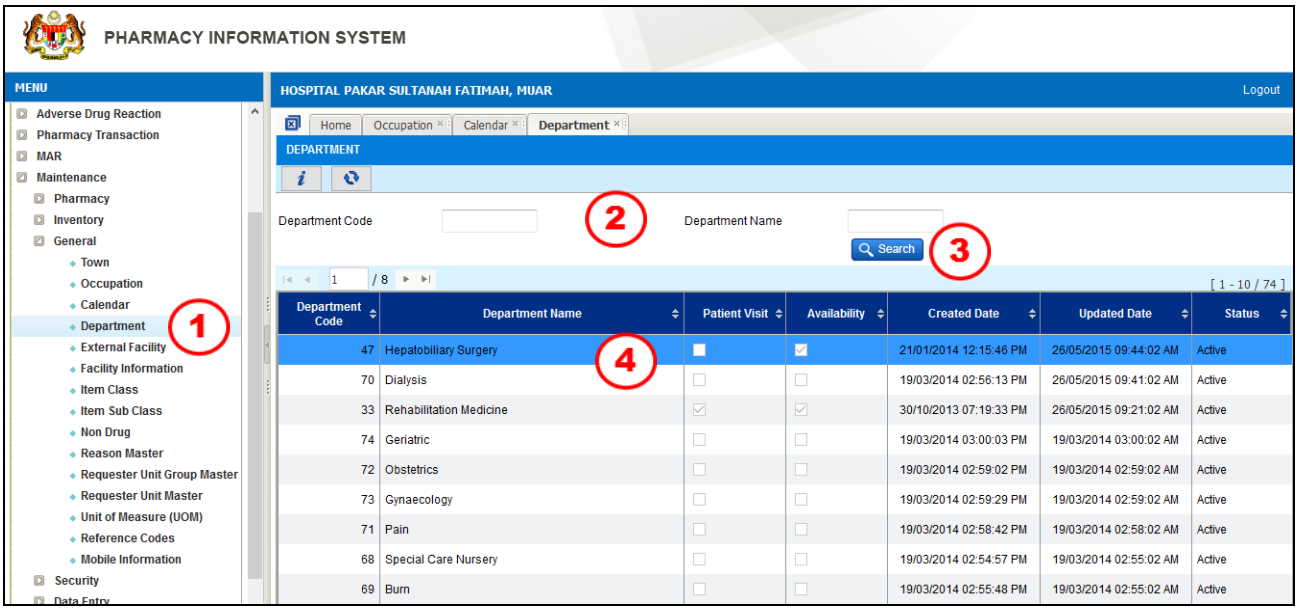


Figure 3.4.1-1 Department Listing Page

STEP 1
Click on 'Maintenance' menu follow by 'General' sub-menu and click on 'Department'

STEP 2
Search existing record based on below search criteria:
a) Department Code
b) Department Name

STEP 3
Click on the

button to search 'Department' details records

STEP 4
Double click on selected 'Department Name' details to view the record

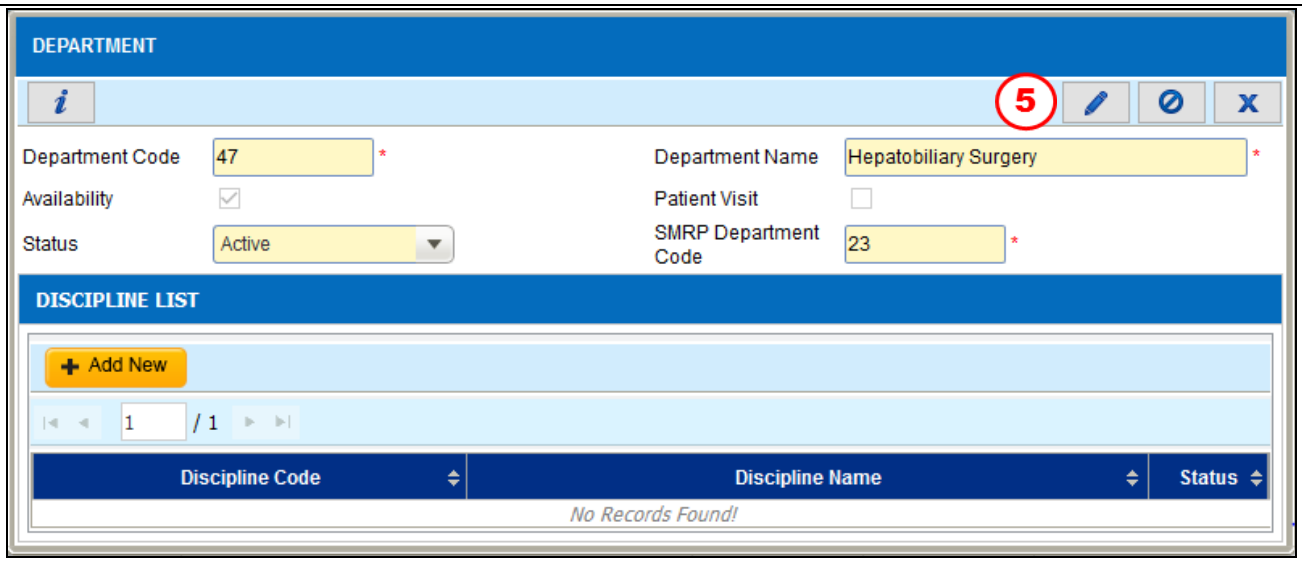


Figure 3.4.1-2 Department

STEP 5

Click on the button to proceed for editing

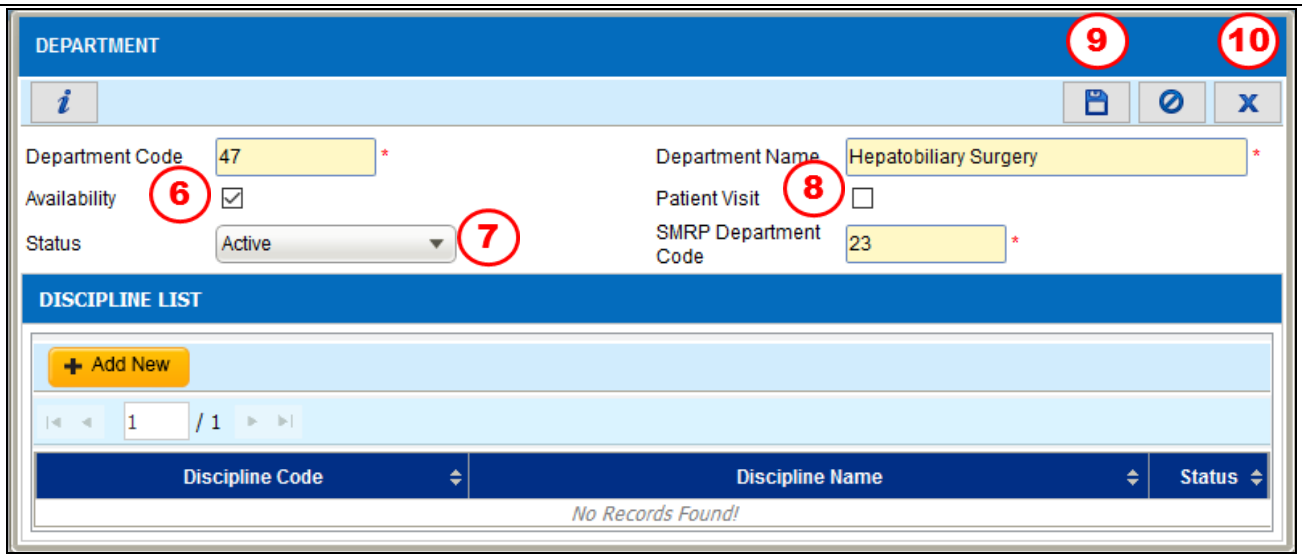


Figure 3.4.1-3 Department

STEP 6

Click on the Availability checkbox ☑ to make the department available

STEP 7

Select the Status either:

a) Active – Department available in facility

b) Inactive – Department not available in facility

STEP 8

Click on the Patient Visit checkbox ☑ to allow department to have visit from patient

STEP 9

Click on the button to save the editing

STEP 10

Click on the button to close the record

3.5 External Facility

The screen shows Facility listing in KKM infrastructure which manage by HQ. The page indicates in details regarding a facility which used to cater integration between facilities.

3.5.1 To view External Facility

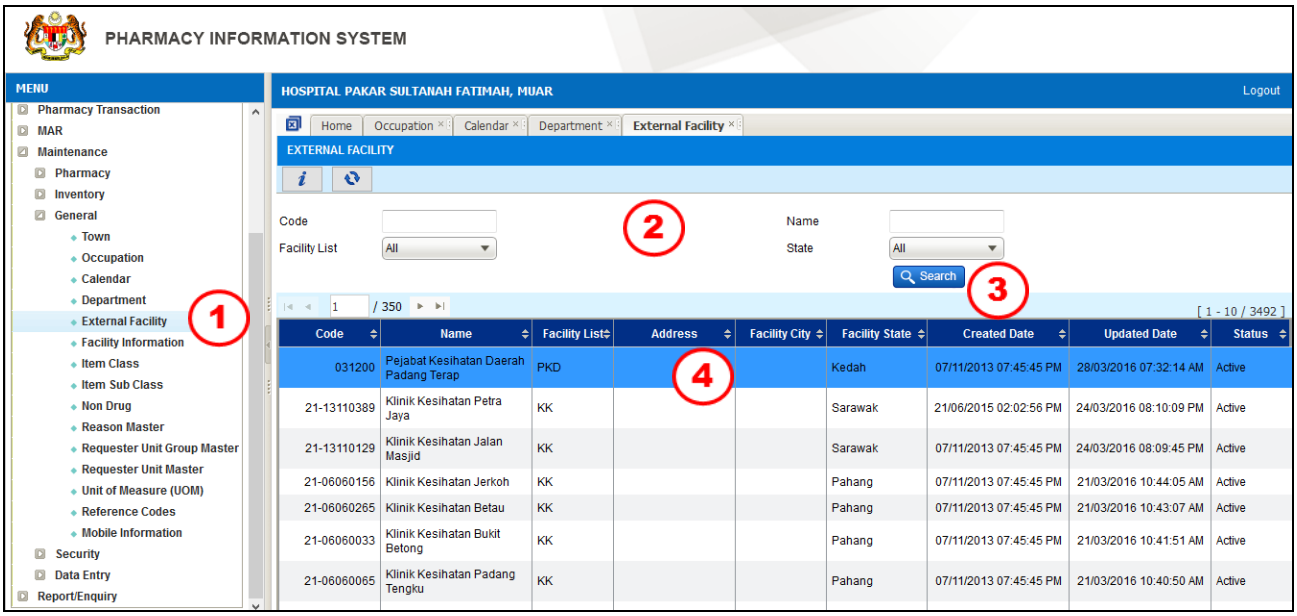


Figure 3.5.1-1 External Facility

STEP 1
Click on 'Maintenance' menu follow by 'General' sub-menu and click on 'External Facility'

STEP 2
Search existing record based on below search criteria:
a) Code
b) Name
c) Facility list
- All
- Hospital
- HQ
- KK
- MUSN/PBFN
- PKD
- KKIA
- KK1M
- KD
- KB1M
- KP

d) State

STEP 3

Click on the

button to search 'External Facility' details record

STEP 4
Double click on selected 'External Facility' details to view the record

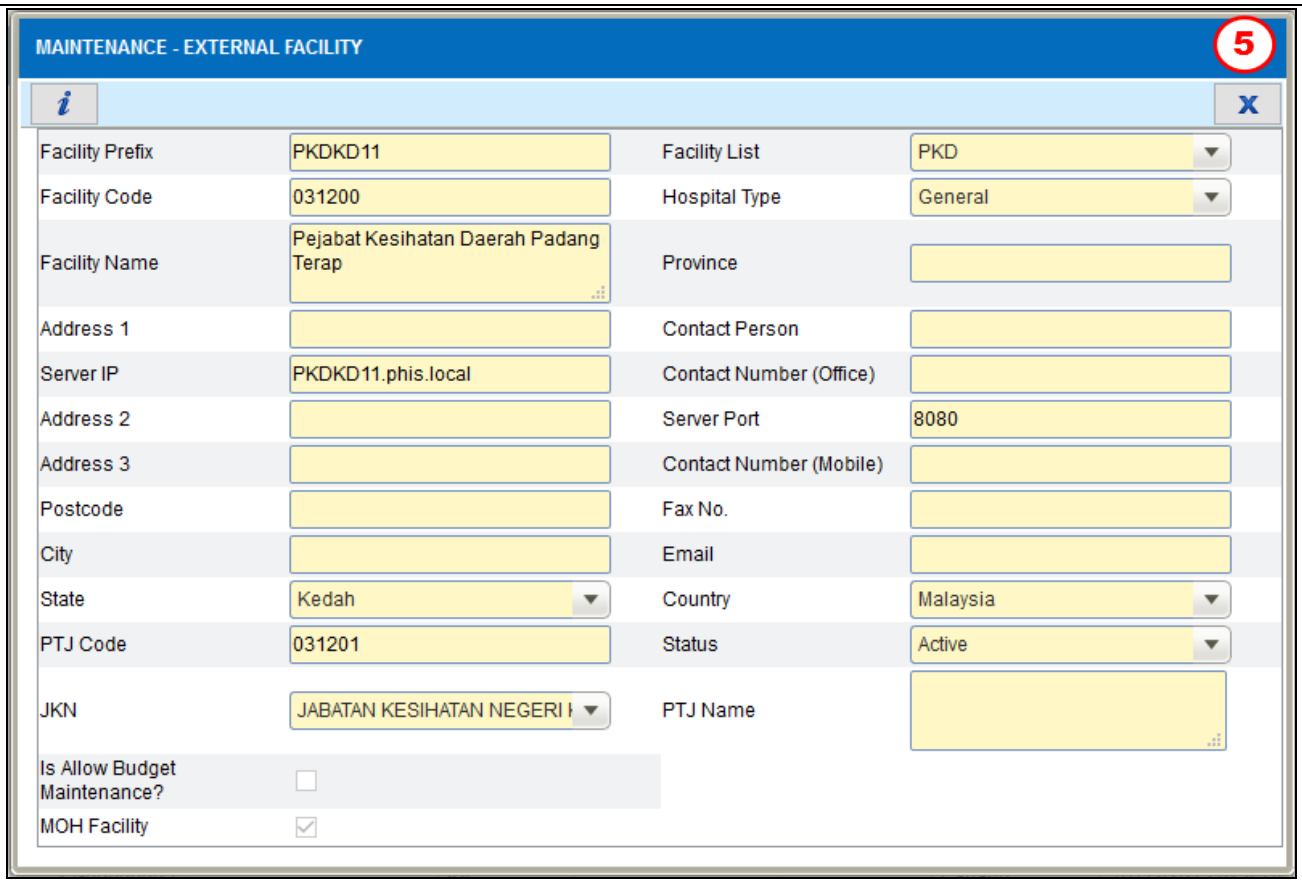


Figure 3.5.1-2 External Facility

STEP 5

Click on the button and to close record.

3.6 Facility Information

Contains list of configuration that sets before a facility runs the system. These setup is highly sensitive and only granted admin personnel can view this setup.

3.6.1 To view and edit Facility Information

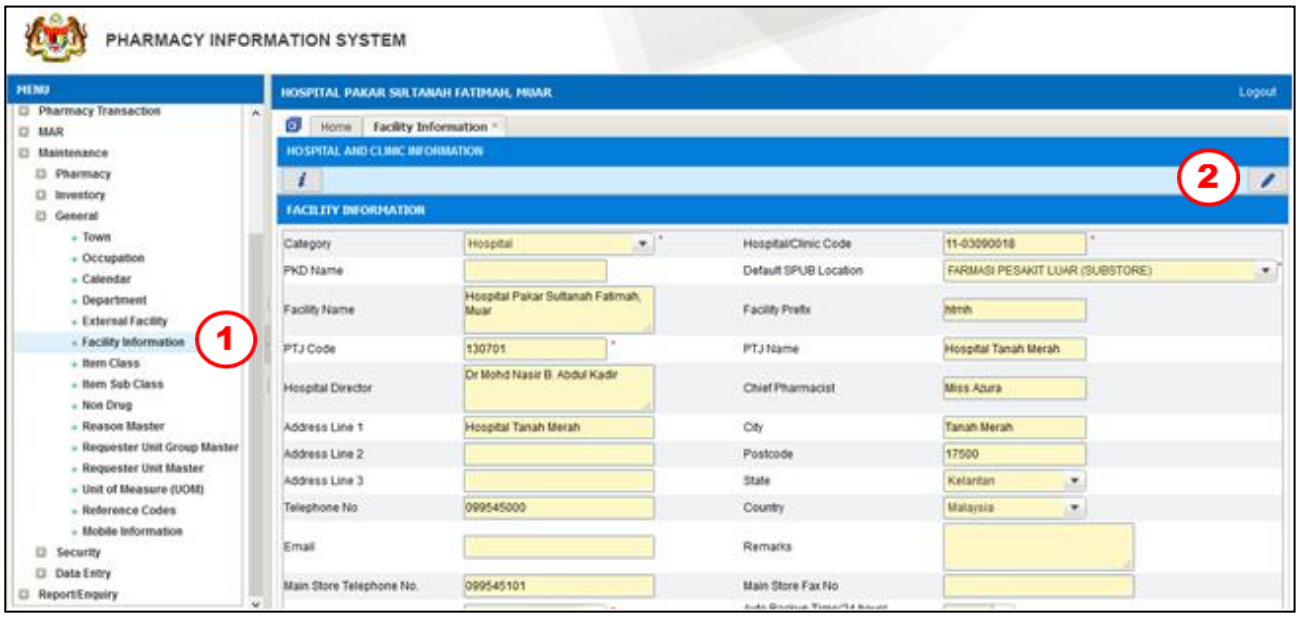


Figure 3.6.1-1 Facility Information

STEP 1
Click on 'Maintenance' menu follow by 'General' sub-menu and click on 'Facility Information'

STEP 2
Click on to edit Facility Information

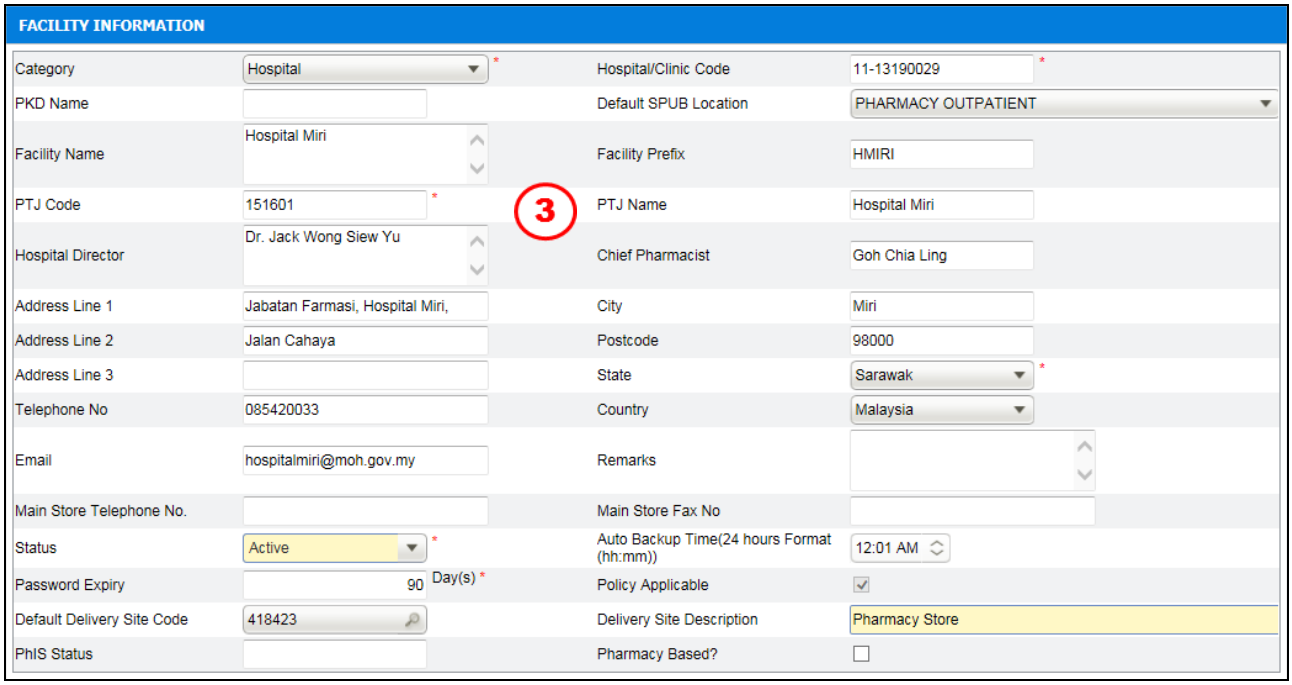


Figure 3.6.1-2 Facility Information

STEP 3
Fill the field for Facility Information.

Field	Description	Details
Category	Choose from the list of facility category • Hospital • KP • KKIA • KK1M • KB1M • KK • MUSN/PBFN • PKD	Drop down box
Hospital/Clinic code	Facility code given by KKM	Text box
PKD Name	Insert the name of PKD	Text box
Default SPUB Location	Default value for location that handle SPUB patient for the purpose of dispensing medication	Drop down box ***Note*** • *List of Location is based on location setup from facility* • *Location must be available with status active in order to be selected*
Facility Name	Insert the name of Facility	Text box
Facility Prefix	Number managed by HQ	Text box
PTJ code	Code managed by HQ	Text box
PTJ Name	Value managed by HQ	Text box
Hospital Director	Insert Name of the Hospital Director	Text box
Chief Pharmacy	Insert Name of the chief pharmacy	Text box
Address Line 1, Address Line 2, Address Line 3.	Address of the facility	Text box
City	City name	Text box
Postcode	Postcode number	Text box
State	State name in Malaysia • Johor • Kedah • Kelantan • Melaka • Negeri Sembilan • Pahang • Perak • Perlis • Pulau pinang • Sabah • Sarawak • Selangor • Terengganu • WP Kuala Lumpur • WP Labuan • WP Putrajaya	Drop down box
Telephone No	Telephone number for the facility	Text box
Email	Official email of the facility	Text box
Remarks	Insert remarks or details for the facility	Text box
Main Store Telephone No	Telephone number for the main store	Text box

Main Store Fax No	Fax number for the main store	Text box
Auto Backup Time (24 hours Format(hh:mm)	Backup timing for server	Text box
Password Expiry	Setting number of days before password expired and required to be update.	***Note*** System automatically defaults to 90 days upon change of password
Policy Applicable	To enable policy of password expiry.	Check box ***Note*** User must change password upon first login
Default Delivery Site Code	Delivery site to code is used upon confirming a purchase.	Drop down box
Delivery Site Description	Delivery site description will appear based on default delivery site code.	Searching function box ***Note*** • *List of Delivery site is based on "Delivery Site To" setup from HQ.* • *Availability of Data to be select is based on activation status.*
PhIS Status	Indicates activation of phis in a facility.	Text box
Pharmacy Based?	Sets to enable or disable pharmacy based functionality and workflow in system.	Check Box

Table 3.6.1-1 Table on Facility Information

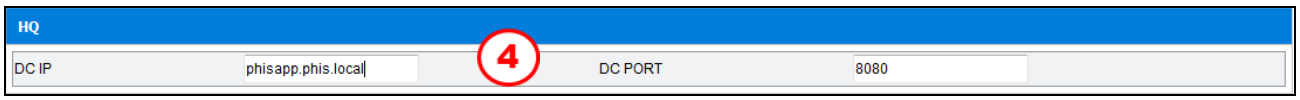


Figure 3.6.1-3 HQ

STEP 4

Setup by HQ for several function such as Outsource and SPUB.(Only for HQ).

Field	Description	Details
DC IP	IP address	Text box
DC PORT	Port address	Text box

Table 3.6.1-2 Table on HQ

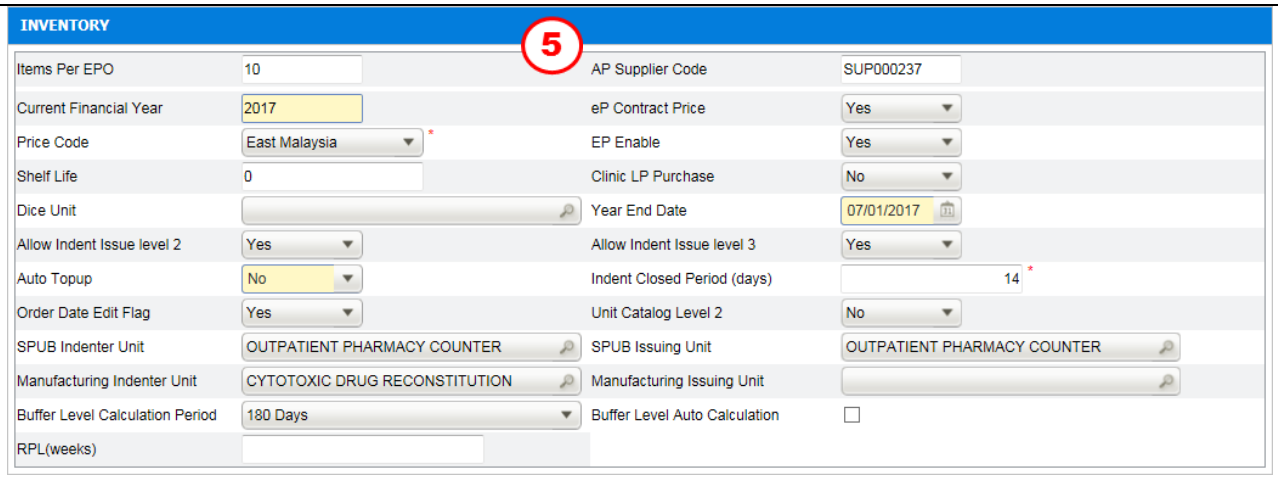


Figure 3.6.1-4 Inventory Details

STEP 5
Fill the field for Inventory

Field	Description	Details
Items Per EPO	Number of item to be in the list of EPO	Text box
AP Supplier Code	Approved product supplier code	Text box
Current Financial Year	Based on current year of system	Text box
eP Contract Price	Price is taken in eP Contract Price for contract purchase function	Drop down box
Price code	Price setup for item to use in system for APPL item • West Malaysia • East Malaysia	Drop down box
EP Enable	To enable integration with EP	Drop down box
Shelf life	To set shelf life in store	Text box
Clinic LP Purchase	To allow clinic to purchase LP purchase	Drop down box
Dice Unit	Set requester unit that handle Drug Information Consumer education	Searching function box
Year End Date	Date when user will close account	Text box
RPL (weeks)	Time length for a Recommend Purchase List to be available before expired and remove from listing	Text box
Allow indent Issue level 2	To allow system to proceed with indent and issue between level 2	Drop down box
Allow Indent Issue level 3	To allow system to proceed with indent and issue between level 3 • ***Note*** *User able to change supplying unit from substore to dispensing counter at RIQ screen.*	Drop down box
Auto Topup	To allow top up function (applicable to clinic only)	Drop down box
Indent Closed Period (days)	Time length for indent is available in the system to be entertain before closed and remove from system	Text box
Order Date Edit Flag	To allow user change edit change for Purchase Order	Check box
Unit Catalog Level 2	To allow user from other level 2 to manage unit catalogue	Check box
SPUB Indenter unit	Set the requester unit that handle SPUB stock indent	Drop down box

SPUB Issuing unit	Set the requester unit that handle SPUB stock issue	Drop down box
Manufacturing Indenter unit	Set the requester unit that handle Manufacturing stock indent	Drop down box
Manufacturing Issuing Unit	Set the requester unit that handle Manufacturing stock issue	Drop down box
Buffer Level Calculation Period	To set calculation period for buffer level	Drop down box
Buffer Level Auto Calculation	To enable auto calculation for buffer level	Check Box

Table 3.6.1-3 Inventory Table

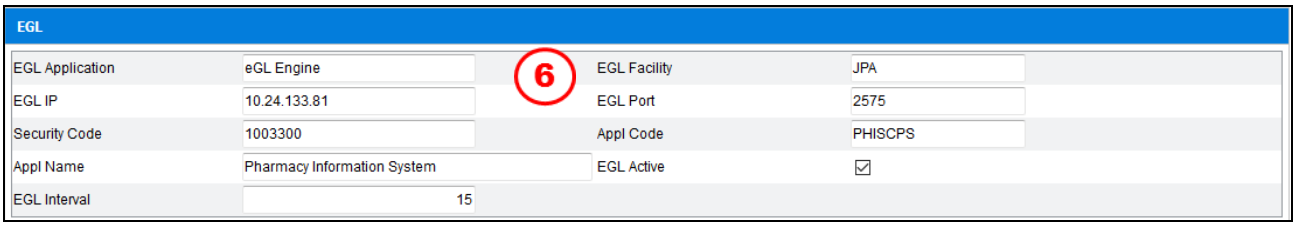


Figure 3.6.1-5 EGL Details

STEP 6
EGL setup by HQ.

Field	Description	Detail
EGL Application	-	Text box
EGL Facility	-	Text box
EGL IP	-	Text box
EGL Port	-	Text box
Security Code	-	Text box
Appl Code	-	Text box
Appl Name	-	Text box
EGL Active	-	Check box
EGL Interval	-	Check box

Table 3.6.1-4 EGL Table

Figure 3.6.1-6 MIMS Integration

STEP 7
MIMS setup by HQ for integration purposes.

Field	Description	Detail
MIMS	-	Check box
ICD 10	-	Check box
MIMS Jar Path	-	Text box
MIMS Jar Name	-	Text box

Table 3.6.1-5 MIMS table

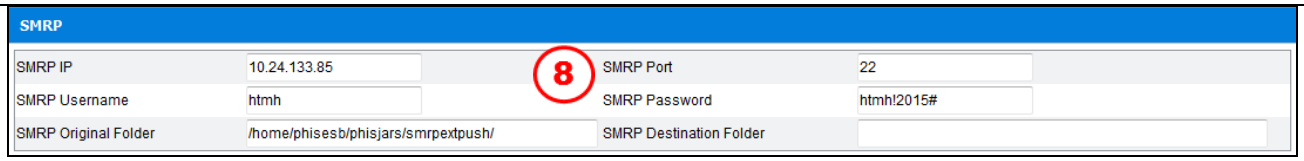


Figure 3.6.1-7 SMRP details

STEP 8
SMRP setup by HQ for integration purposes.

Field	Description	Detail
SMRP IP	SMRP IP is address prepared by KKM	Text box
SMRP Port	SMRP Port number prepared by KKM	Text box

Table 3.6.1-6 SMRP table

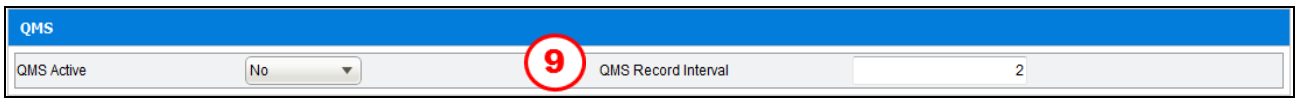


Figure 3.6.1-8 QMS details

STEP 9
QMS setup by HQ

Field	Description	Detail
QMS Active	-	Drop down box
QMS Record Interval	-	Text box

Table 3.6.1-7 QMS table

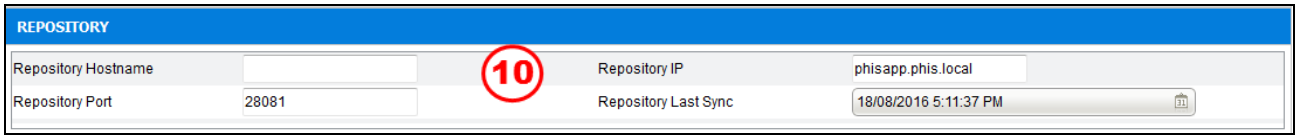


Figure 3.6.1-9 Repository details

STEP 10
Repository setup by HQ

Field	Description	Detail
Repository Hostname	-	Text box
Repository IP	-	Text box
Repository Port	-	Text box
Repository Last Sync	-	Calendar and time box

Table 3.6.1-8 Repository table

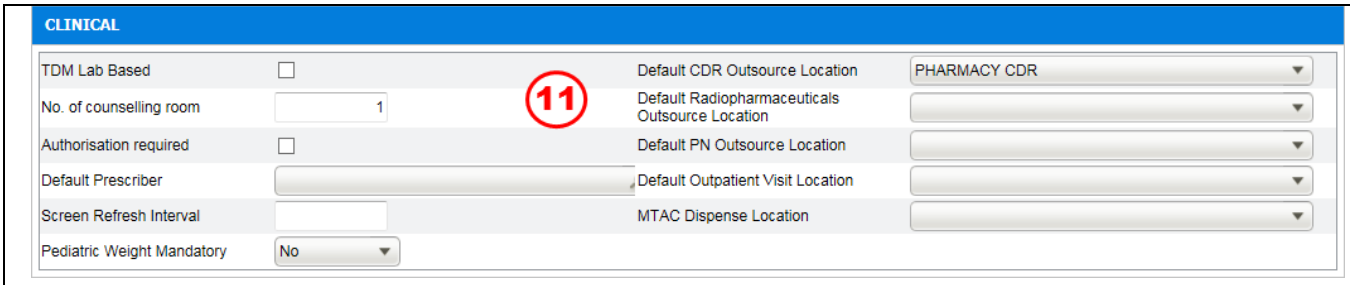


Figure 3.6.1-10 Clinical details

STEP 11
Fill the field for clinical details

Field	Description	Details
TDM Lab Based	Determine if facility have TDM lab.	Checkbox
No of Counseling room	Define number of counseling room available in facility.	Text box
Authorization required	Enabling specialist to authorize for controlled drug such as list A drugs.	Checkbox
Default prescriber	Set a default prescriber when order prescription.	Searching function box
Screen Refresh Interval	Set duration before screen refresh automatically if pc was left idle.	Text box
Default CDR Outsource Location	Select a location as a default for outsource patient for CDR.	Drop down box
Default Radiopharmaceuticals Outsource Location	Radiopharmaceuticals location is a location that dispense drug from other facility.	Drop down box
Default PN Outsource Location	Location that dispense PN from other facility.	Drop down box
Default Outpatient visit Location	Outpatient visit location is a location that dispense drug for outpatient`s patient.	Drop down box
MTAC Dispense Location	MTAC location is a location that dispense drug for MTAC service.	Drop down box
Pediatric Weight Mandatory	Yes : to mandatory weight in the Medication Order for pediatric patient	Yes No

Table 3.6.1-9 Clinical table

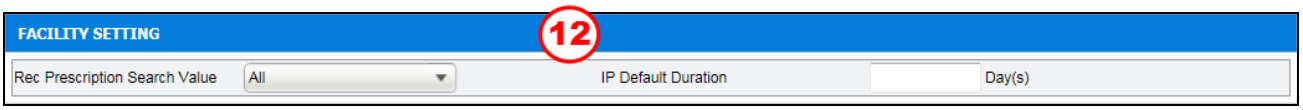


Figure 3.6.1-11 Facility Setting

STEP 12
Select ***Rec Prescription Search Value*** and enter ***IP Default Duration***

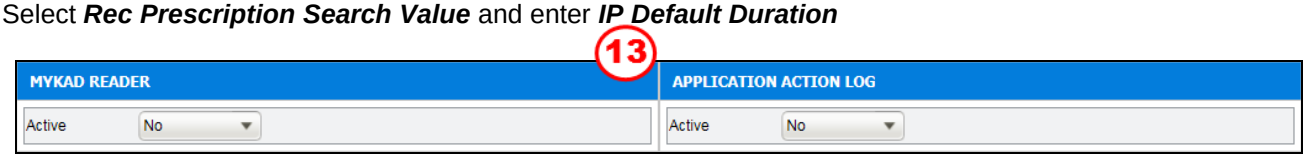


Figure 3.6.1-12 Mykad Reader & Application Action Log

STEP 13
Select ***Mykad Reader*** and ***Application Action Log***

Note
- *Mykad reader setup depends on the equipment setup at the facility*

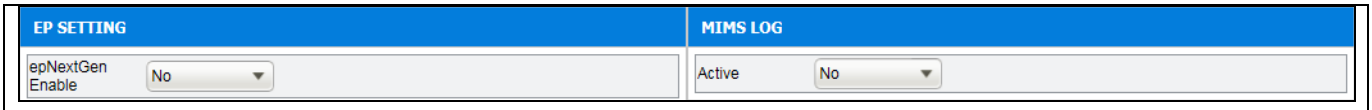


Figure 3.6.1-13 eP Setting and MIMS Log

STEP 14

Select to active ***ePNextGen Enable*** and ***MIMS Log***

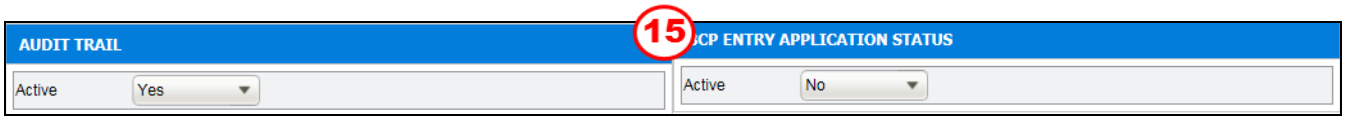


Figure 3.6.1-14 Audit Trail and BCP Entry Application Status

STEP 15

Select to active ***Audit Trail*** and ***BCP Entry Application Status***

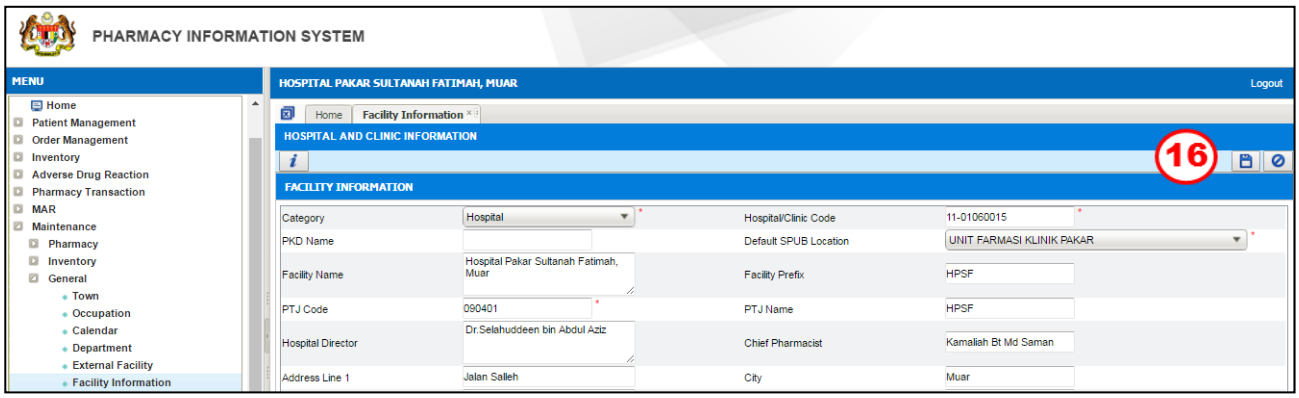


Figure 3.6.1-13 Facility Information

STEP 16

Click on button to save records.

3.7 Item Class

The screen used to categories an item by its class such as internal preparation, external preparation, raw material, cytotoxic and others.

3.7.1 To view item class

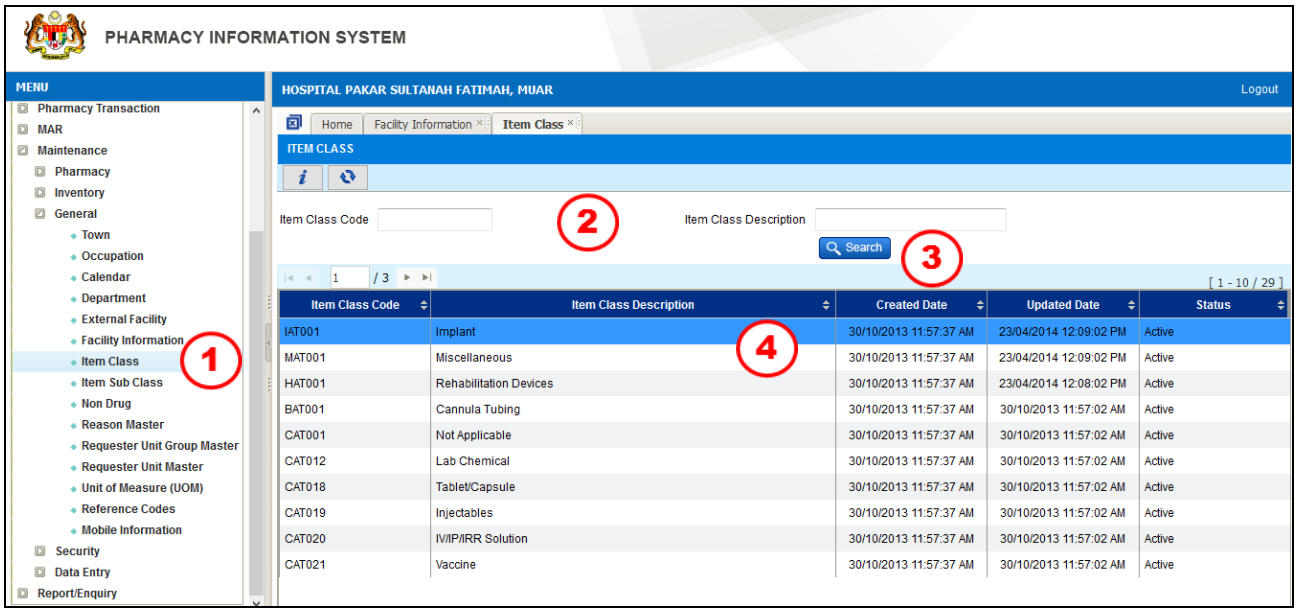


Figure 3.7.1-1 Item Class Listing Page

STEP 1
Click on 'Maintenance' menu follow by 'General' sub-menu and click on 'Item Class'

STEP 2
Search existing record based on below search criteria:
a) Item Class Code
b) Item Class Description
c) Town Description

STEP 3
Click on the button to search 'Item Class' details records

STEP 4
Double click on selected 'Item Class' details to view the record

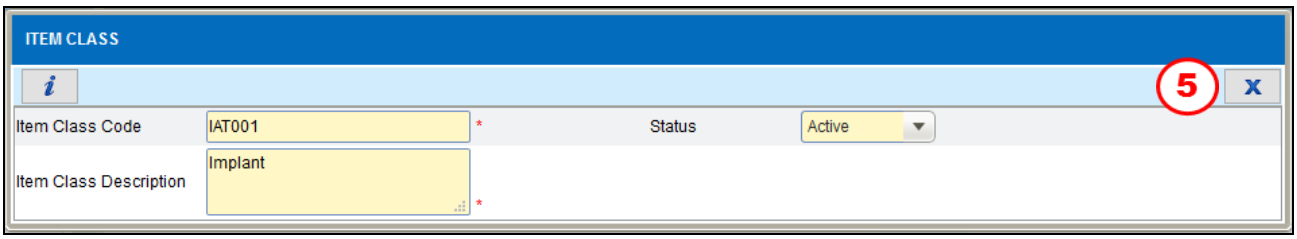


Figure 3.7.1-2 Item Class

STEP 5
Click on the button and to close record

3.8 Item Sub Class

The screen used to classify items in various other groups besides their origin on the basis of pharmacological properties like mode of action and their pharmacological action or activity such as Psychotropic/Narcotic, Virology, Tablet/Capsule and others.

3.8.1 To view Item Sub Class

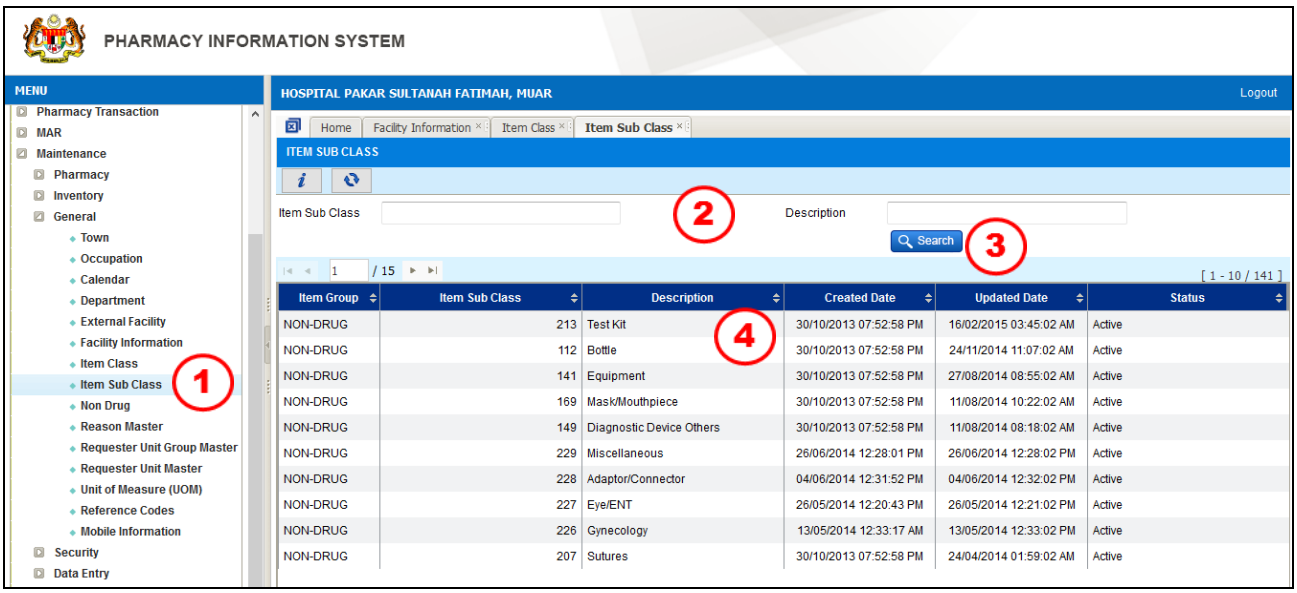
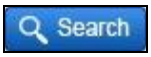


Figure 3.8.1-1 Item Subclass Listing Page

STEP 1
Click on 'Maintenance' menu follow by 'General' sub-menu and click on 'Item Sub Class'

STEP 2
Search existing record based on below search criteria:
a) Item Sub Class Code
b) Description

STEP 3
Click on the 

button to search 'Item Sub Class' details records

STEP 4
Double click on selected 'Item Sub Class' details to view the record

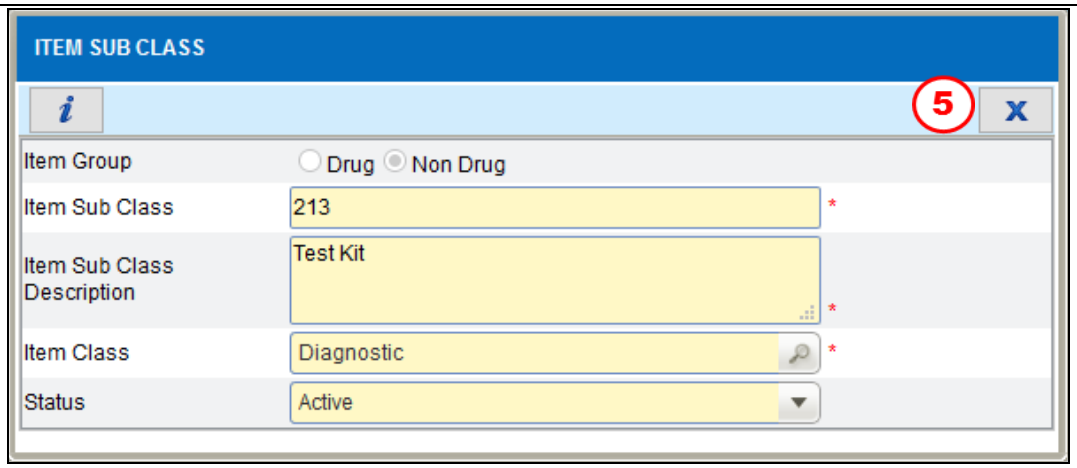


Figure 3.8.1-2 Item Sub Class

STEP 5

Click on the button and to close record

3.9 Non Drug

Non Drug is consumable items used in a hospital to deliver procedures and treatment to patients. The screen shows all non-drugs codes.

3.9.1 To view Non Drug

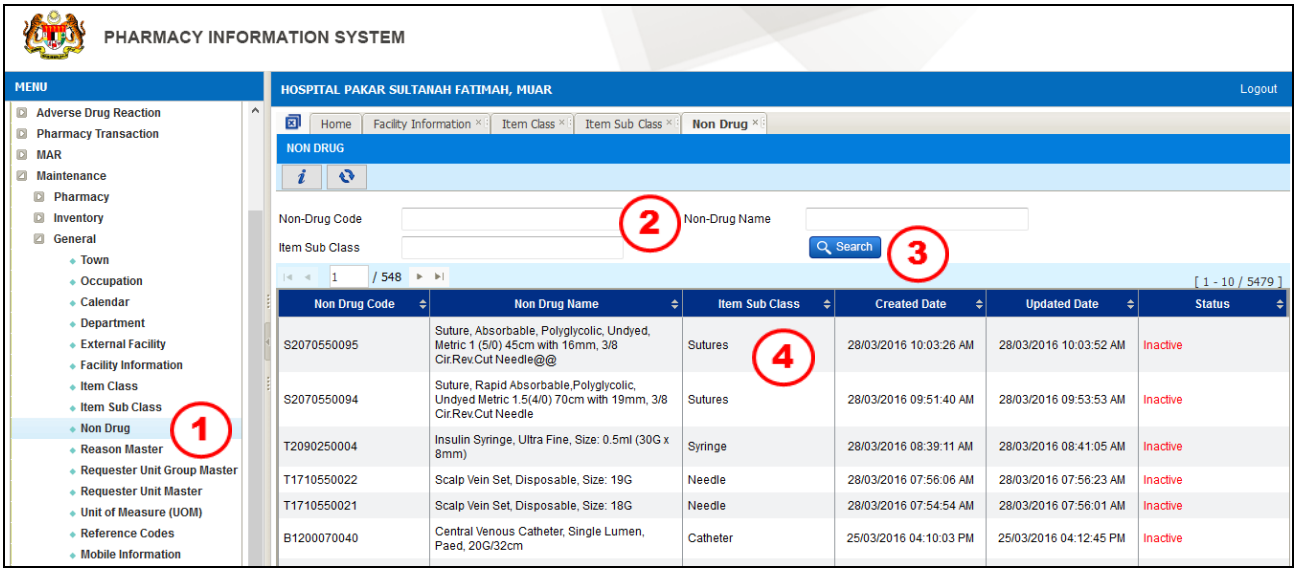


Figure 3.9.1-1 Non Drug Listing Page

STEP 1
Click on 'Maintenance' menu follow by 'General' sub-menu and click on 'Non Drug'

STEP 2
Search existing record based on below search criteria:
a) Non Drug Code
b) Item Sub Class
c) Non Drug Name

STEP 3
Click on the button to search 'Non Drug' details records

STEP 4
Double click on selected 'Non Drug' details to view the record

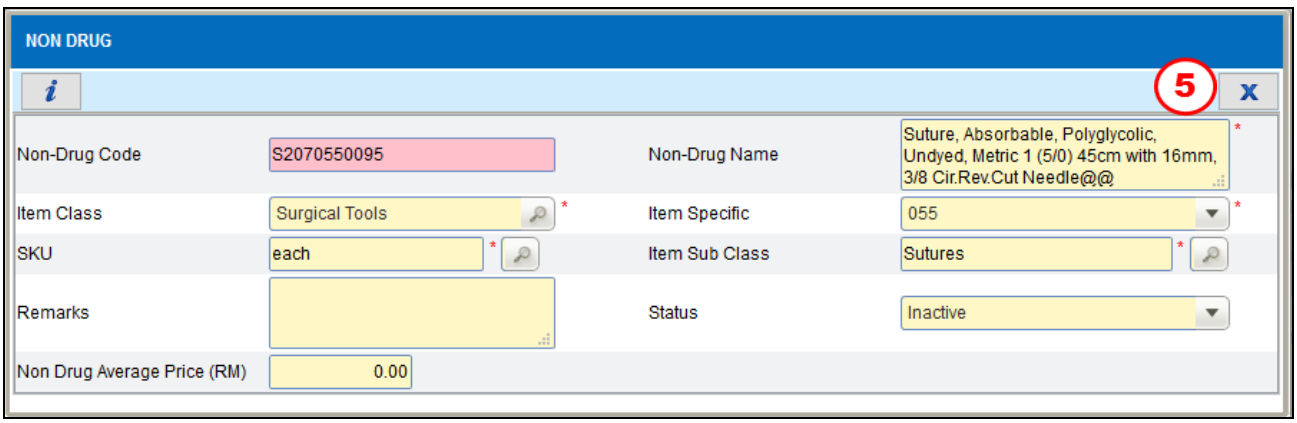


Figure 3.9.1-2 Non Drug

STEP 5
Click on the button and to close record

3.10 Reason Master

Reason Master screen is a list of all reasons that can be used in system such as reason for interventions, holding medications, stock adjustment and others.

3.10.1 To view Reason Master

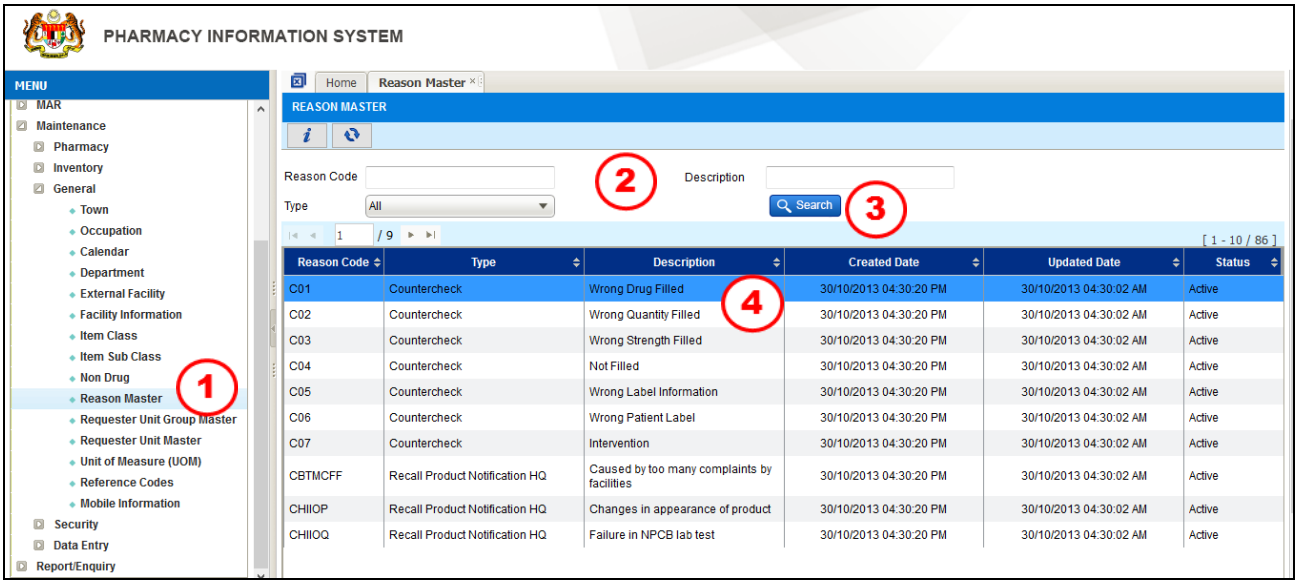


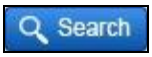
Figure 3.10.1-1 Reason Master Listing Page

STEP 1
Click on 'Maintenance' menu follow by 'General' sub-menu and click on 'Reason Master'

STEP 2

Search existing record based on below search criteria:
a) Reason Code
b) Description
c) Type

STEP 3

Click on the  button to search 'Reason Master' details records

STEP 4
Double click on selected 'Reason Master' details to view the record

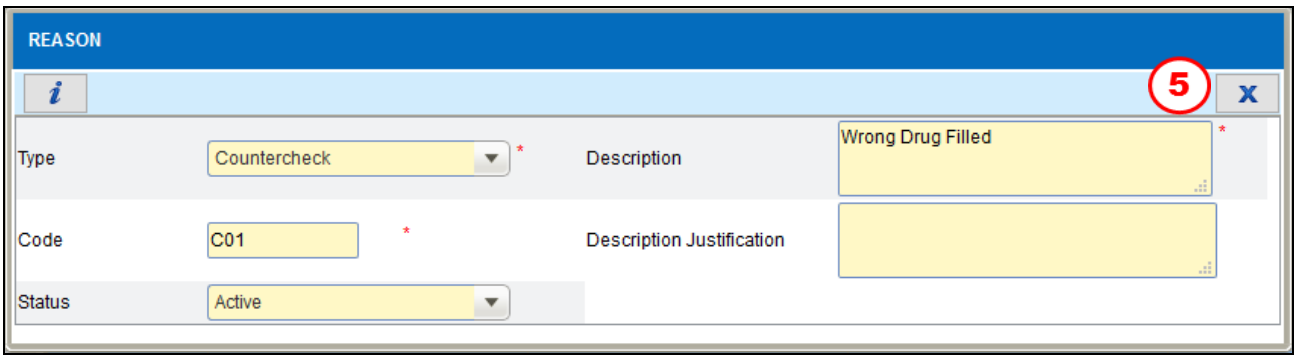


Figure 3.10.1-2 Reason

STEP 5

Click on the button and to close record

3.11 Requester Unit Group Master

Requester Unit Group Master screen allows view existing Requester Unit Group Master records that maintain only by HQ.

3.11.1 To view Requester Unit Group Master

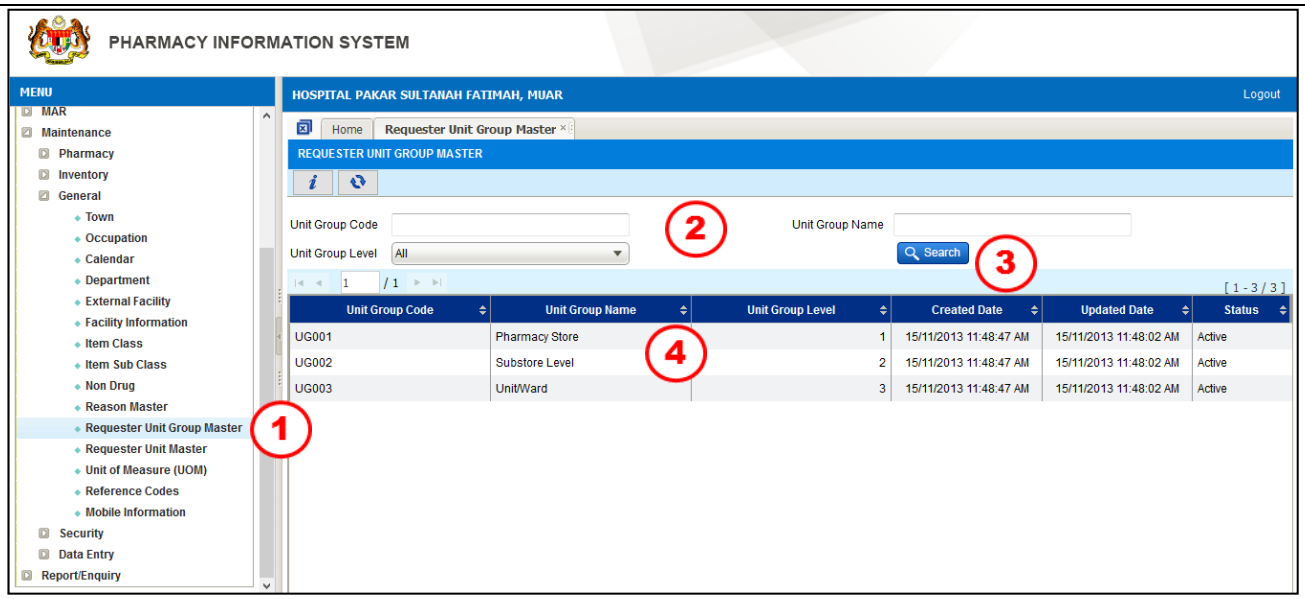
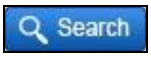


Figure 3.11.1-1 Requester Unit Group Master

STEP 1
Click on 'Maintenance' menu follow by 'General' sub-menu and click on 'Requester Unit Group Master'

STEP 2
Search existing record based on below search criteria:
a) Unit Group Code
b) Unit Group Name
c) Unit Group Level

STEP 3
Click on the  button to search 'Requester Unit Group Master' Details records

STEP 4
Double click on selected 'Requester Unit Group Master' Details to view the record

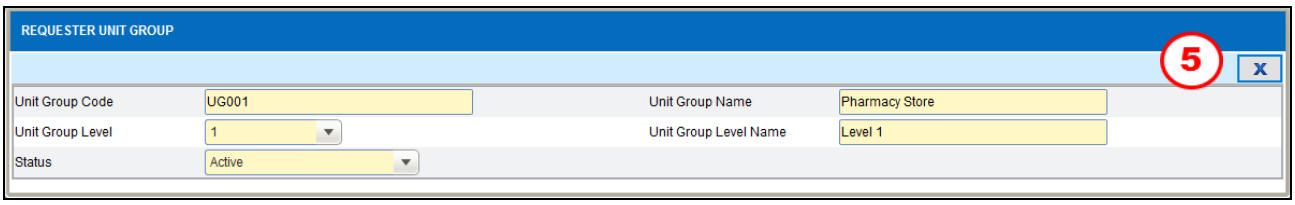


Figure 3.11.1-2 Requester Unit Group

STEP 5
Click on the button and to close the pop up box.

3.12 Requester Unit Master

Reason Master screen is a list of all reasons that can be used in system such as reason for interventions, holding medications, stock adjustment and others.

3.12.1 To view and edit Requester Unit Master

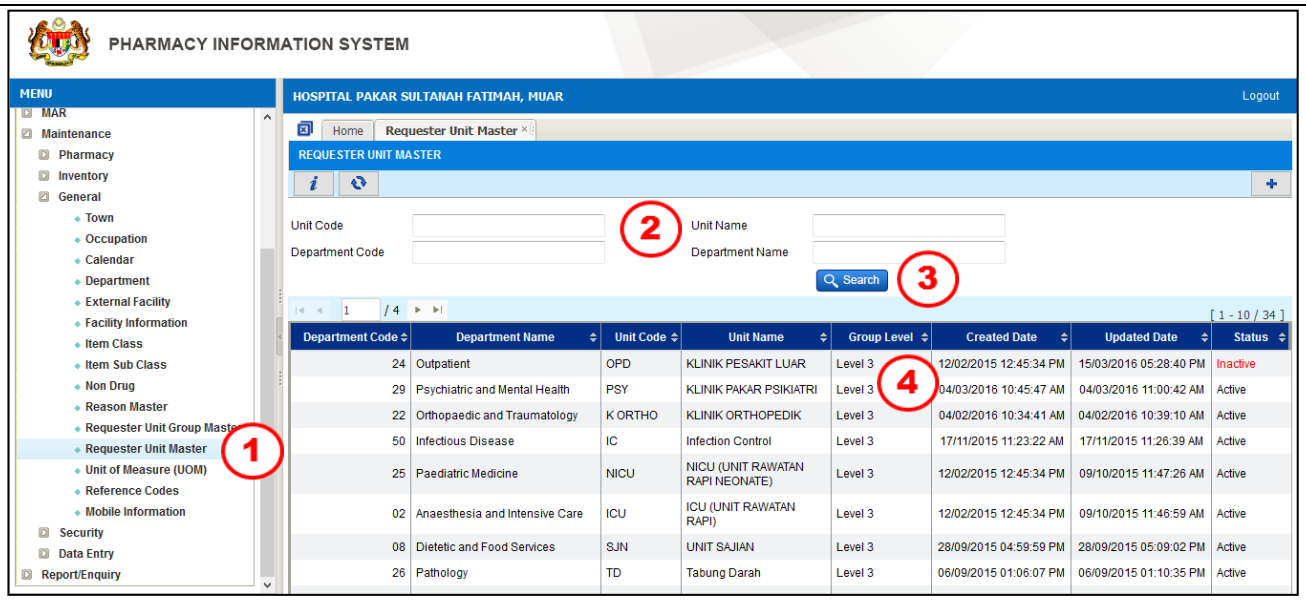


Figure 3.12.1-1 Requester Unit Master

STEP 1
Click on 'Maintenance' menu follow by 'General' sub-menu and click on 'Requester Unit Master'

STEP 2
Search existing record based on below search criteria:
a) Unit Group Code
b) Unit Group Name
c) Unit Group Level

STEP 3
Click on the

button to search 'Requester Unit Group Master' details records

STEP 4
Double click on selected 'Requester Unit Group Master' details to view the record

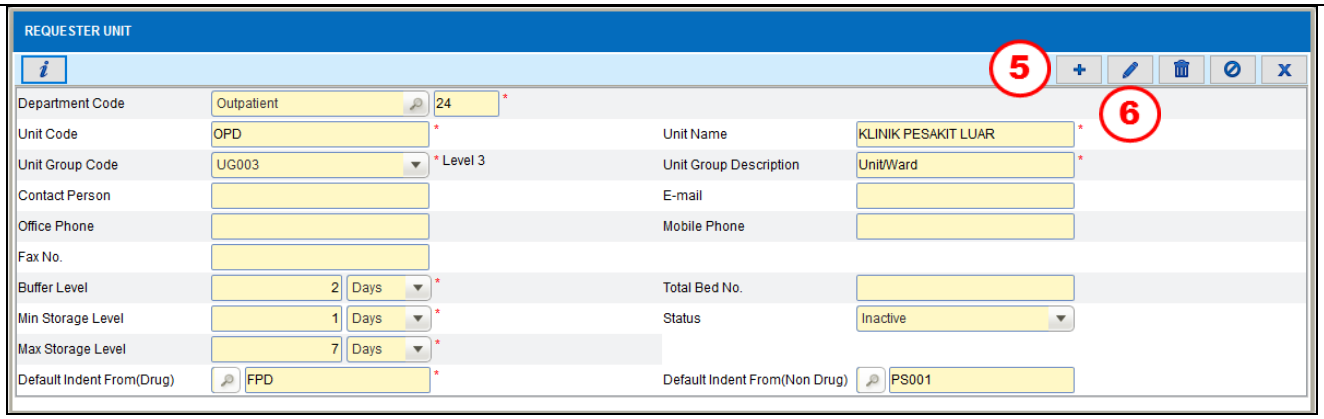


Figure 3.12.1-2 Requester Unit

STEP 5

Click on these button to do quick editing: -

a) to create new requester unit

b) to change the status of the requester unit to 'Inactive'

STEP 6

Click on to proceed for editing on the current requester unit

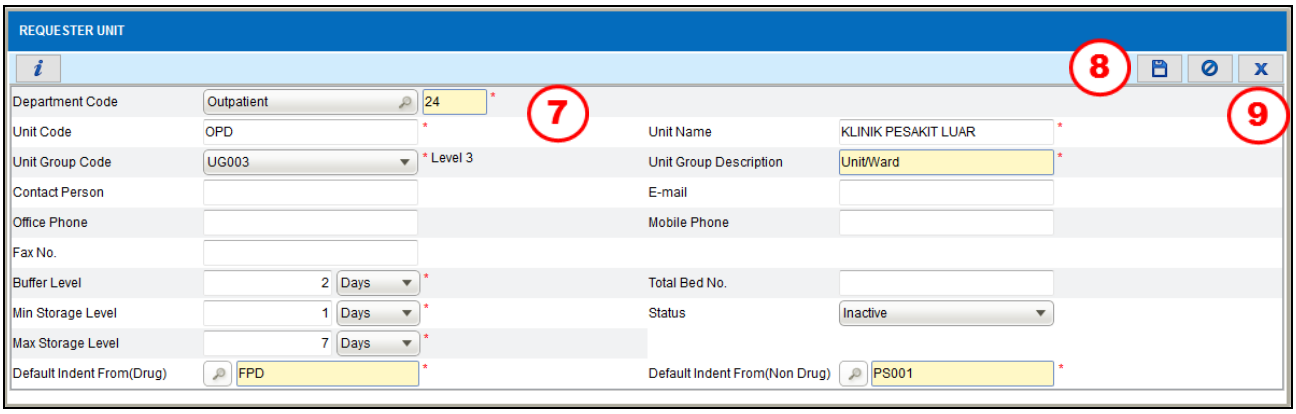


Figure 3.12.1-3 Requester Unit

STEP 7

Fill the field according to facility

Field	Description	Detail
Department Code	Choose department based on information provided by HQ	Searching function box
Unit Code	Create new unit code or edit existed code	Text box
Unit Name	Create new unit name or edit existed unit name	Text box
Unit Group Code	Set the group for the requester unit	Drop down box
Contact Person	Insert contact person for the related requester unit	Text box
E-mail	Email address for the particular person of the requester unit	Text box
Office Phone	Insert office number for the requester unit	Text box
Mobile Phone	Insert mobile phone number for the contact person for the	Text box

	requester unit	
Fax No	Fax number for the requester unit	Text box
Buffer level	Set the buffer level for storage for the requester unit in days or weeks	Text box and Drop down box
Min Storage Level	Set the min level for storage for the requester unit in days or weeks	Text box and Drop down box
Max Storage Level	Set the max level for storage for the requester unit in days or weeks	Text box and Drop down box
Total bed No	Set the total bed in the unit if available	Text box
Default Indent From (Drug)	Default requester unit indent is sent when created for Drug	Searching function box
Default Indent From (Non Drug)	Default requester unit indent is sent when created for Non Drug	Searching function box

Table 3.12.1-1 Requester unit

STEP 8

Click on to save editing

STEP 9

Click on the button and to close record

3.12.2 To add new requester unit

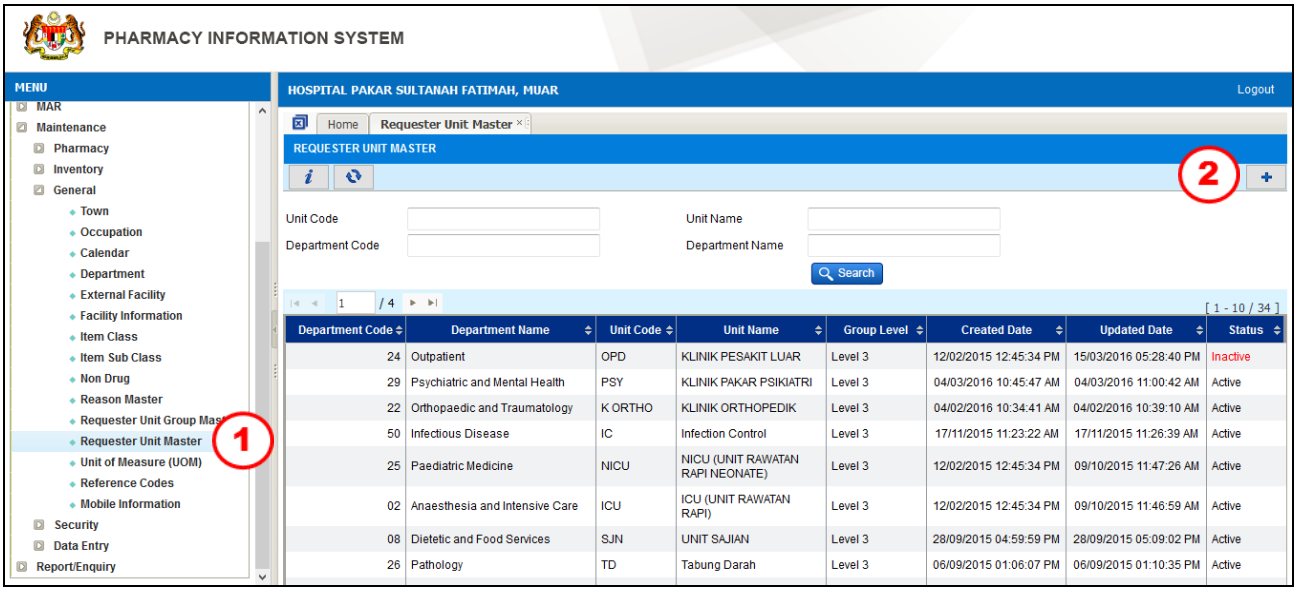


Figure 3.12.2-1 Requester Unit Master Listing Page

STEP 1
Click on 'Maintenance' menu follow by 'General' sub-menu and click on 'Requester Unit Group Master'

STEP 2

Click on button to add new requester unit to the record

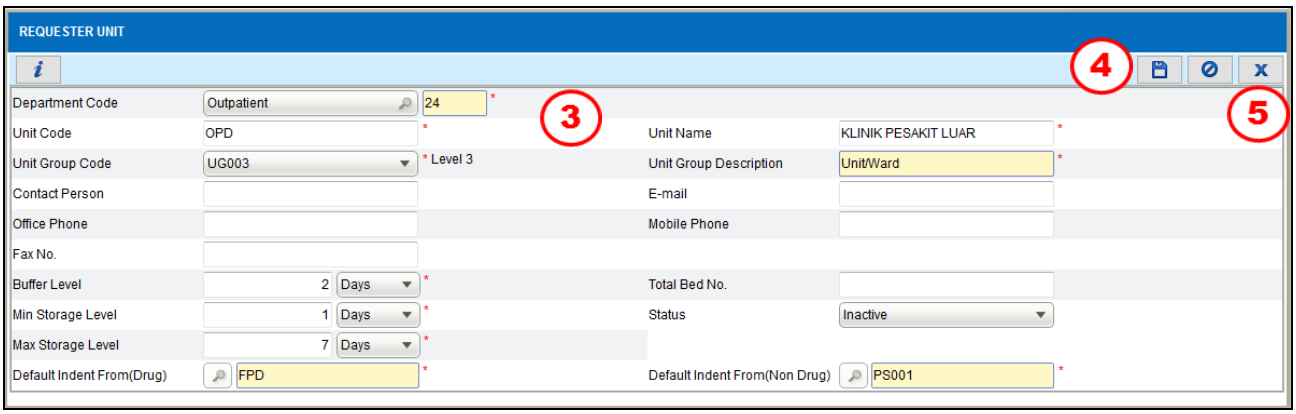


Figure 3.12.2-2 Requester Unit

STEP 3
Fill the field according to facility

Field	Description	Detail
Department Code	Choose department based on information provided by HQ	Searching function box
Unit Code	Create new unit code or edit existed code	Text box
Unit Name	Create new unit name or edit existed unit name	Text box
Unit Group Code	Set the group for the requester unit	Drop down box
Contact Person	Insert contact person for the related requester unit	Text box

E-mail	Email address for the particular person of the requester unit	Text box
Office Phone	Insert office number for the requester unit	Text box
Mobile Phone	Insert mobile phone number for the contact person for the requester unit	Text box
Fax No	Fax number for the requester unit	Text box
Buffer level	Set the buffer level for storage for the requester unit in days or weeks	Text box
Min Storage Level	Set the min level for storage for the requester unit in days or weeks	Text box and Drop down box
Max Storage Level	Set the max level for storage for the requester unit in days or weeks	Text box and Drop down box
Total bed No	Set the total bed in the unit if available	Text box
Default Indent From (Drug)	Default requester unit indent is sent when created for Drug	Searching function box
Default Indent From (Non Drug)	Default requester unit indent is sent when created for Non Drug	Searching function box

Table 3.12.2-1 Requester unit

STEP 4

Click on to save editing

STEP 5

Click on the button and to close record

3.13 Unit of Measure (UOM)

3.13.1 To view Unit of Measure

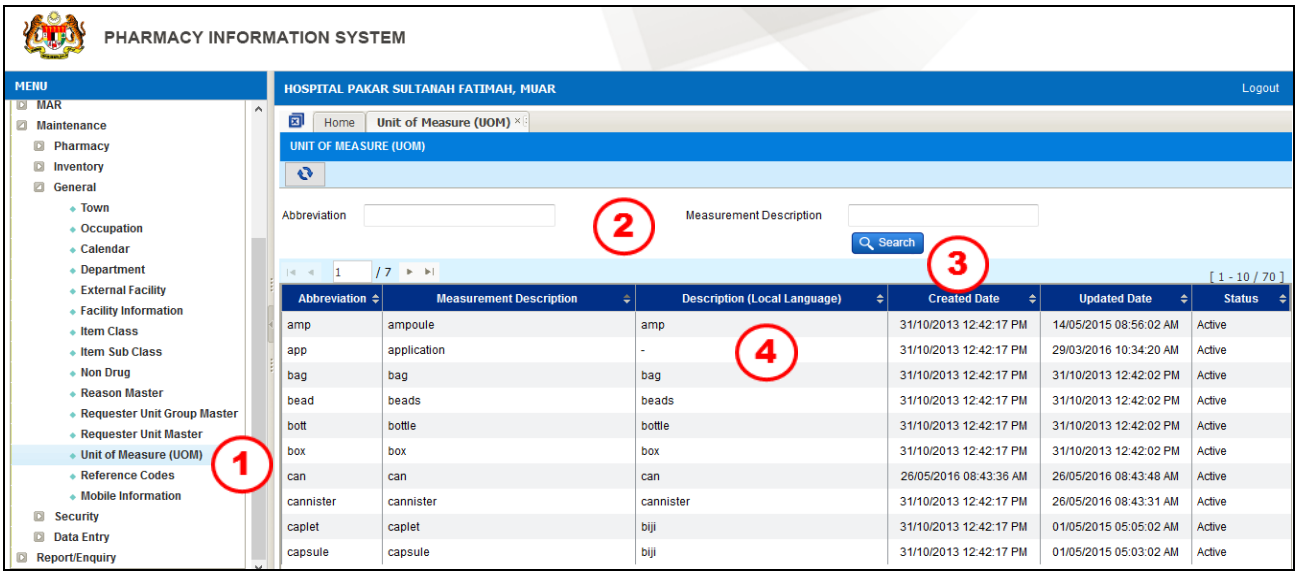
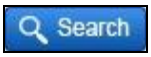


Figure 3.13.1-1 Unit of Measures (UOM)

STEP 1
Click on 'Maintenance' menu follow by 'General' sub-menu and click on 'Unit of Measure'

STEP 2
Search existing record based on below search criteria:
a) Abbreviation
b) Measuring Description

STEP 3
Click on the  button to search 'Unit of Measure' details records

STEP 4
Double click on selected 'Unit of Measure' details to view the record

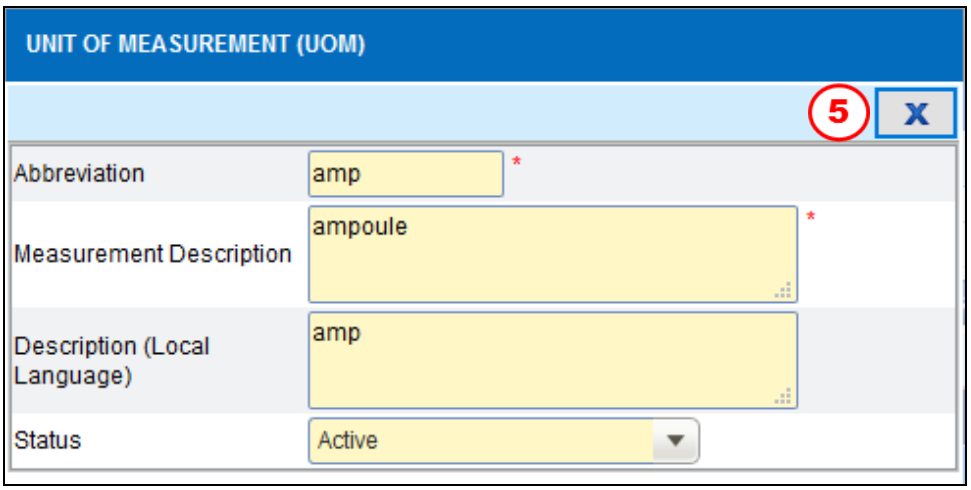


Figure 3.13.1-2 Unit of Measurement

STEP 5
Click on the button and to close record

3.14 Reference Codes

3.14.1 To view Reference Codes

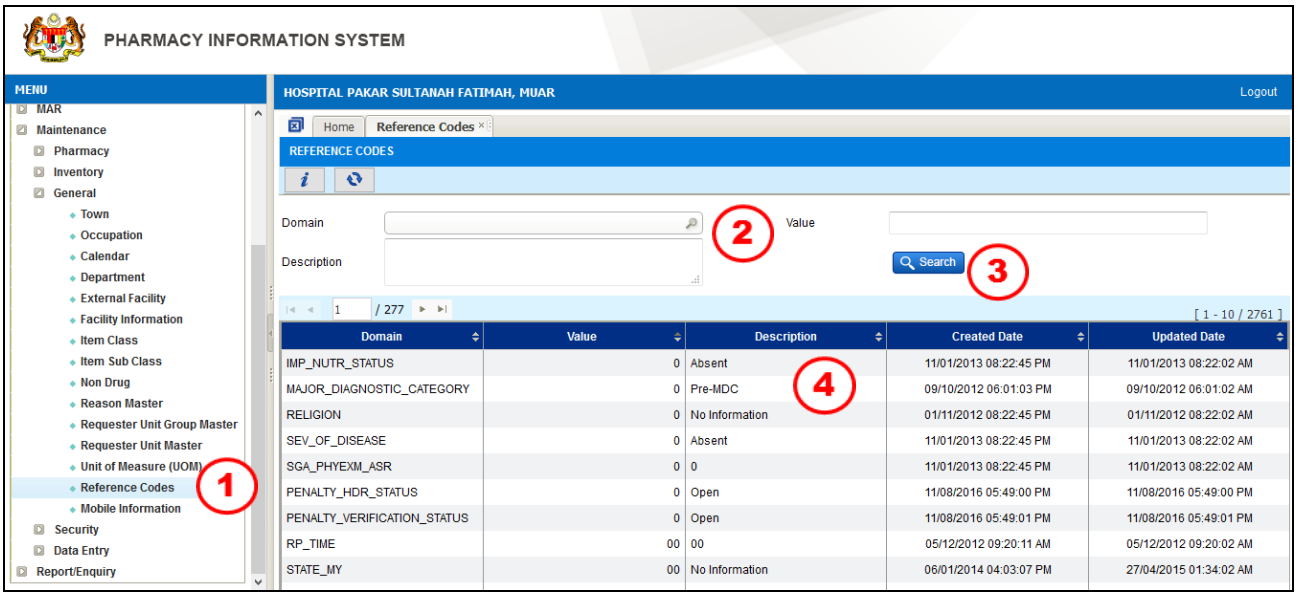


Figure 3.14.1-1 Reference Code Listing Page

STEP 1
Click on 'Maintenance' menu follow by 'General' sub-menu and click on 'Reference Code'

STEP 2
Search existing record based on below search criteria:
a) Domain
b) Description
c) Value

STEP 3
Click on the button to search 'Reference Code' details records

STEP 4
Double click on selected 'Reference Code' details to view the record

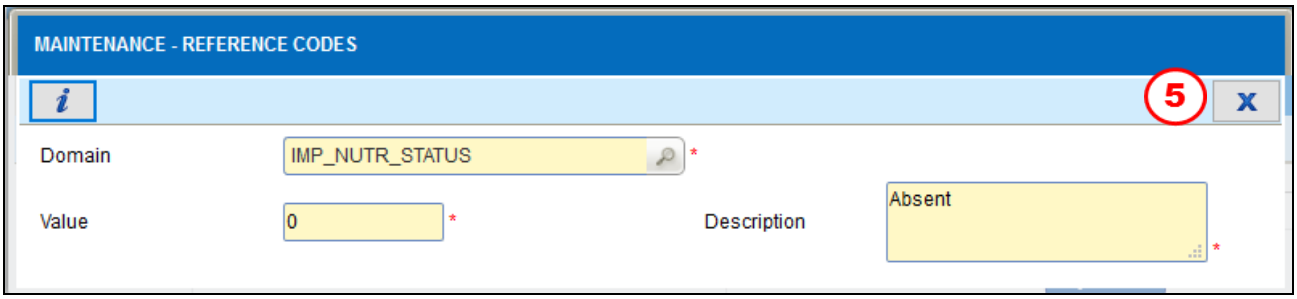


Figure3.14.1-2 Reference code

STEP 5
Click on the button and to close record

3.15 Mobile Information

The screen is where mobile access management is manage. User are able to set new connectivity with mobile device by giving a token. The system later will detect new mobile device based on token given and will track the imei mobile device`s number.

3.15.1 To view Mobile Information

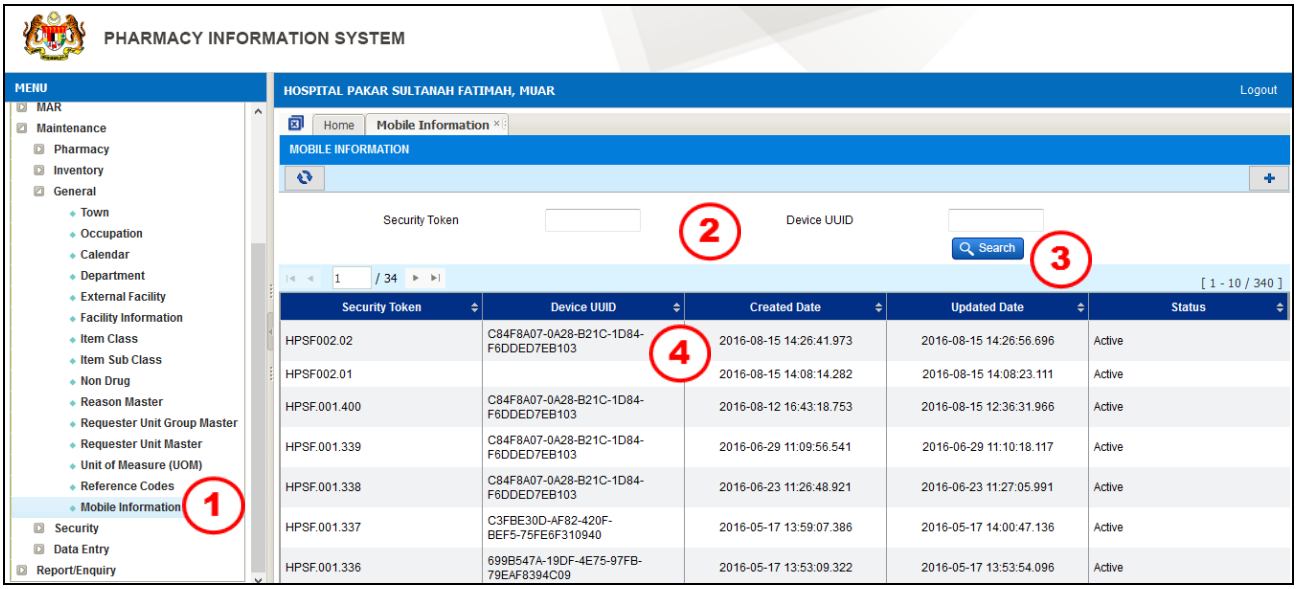


Figure 3.15.1-1 Mobile Information

STEP 1
Click on 'Maintenance' menu follow by 'General' sub-menu and click on 'Mobile Information'

STEP 2
Search existing record based on below search criteria:
a) Security Token
b) Device UUID

STEP 3
Button to search 'Unit of Measure' Details records

STEP 4
Double click on selected 'Reference Code Details to view the record

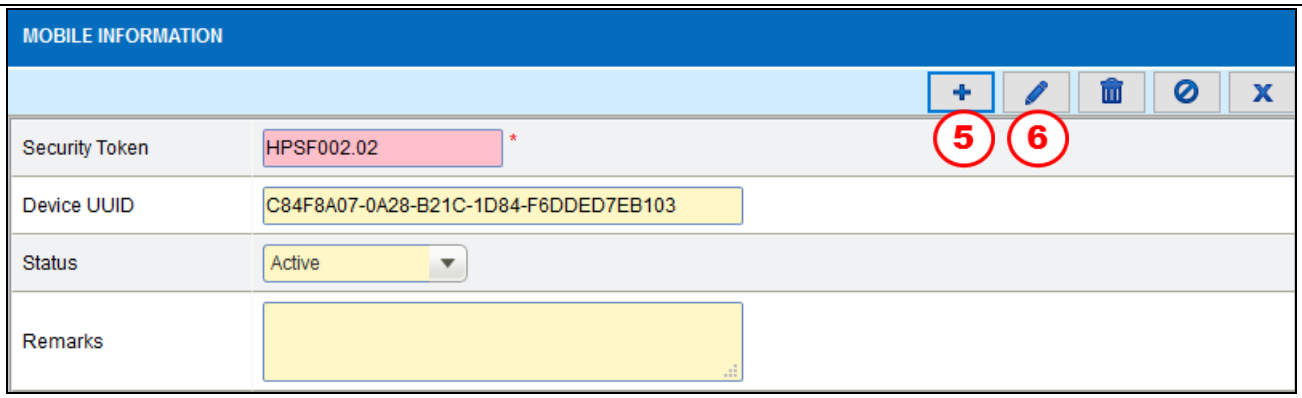


Figure 3.15.1-2 Mobile Information

STEP 5
Click on these button to do quick editing:-

a) to quick create new mobile information

b) to quick change the status to 'Inactive'

STEP 6
Click on to proceed for editing on the current requester unit

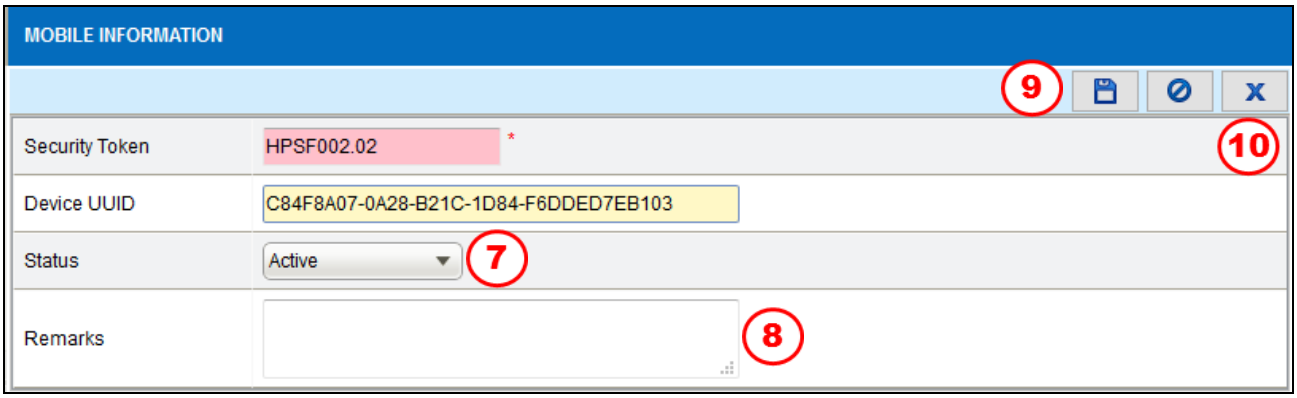


Figure 3.15.1-3 Mobile Information

STEP 7
Click on status to change
a) Active
b) Inactive

STEP 8
Enter remarks if required

STEP 9
Click on to save editing

STEP 10
Click on the button and to close record

3.15.2 To add new Mobile Information

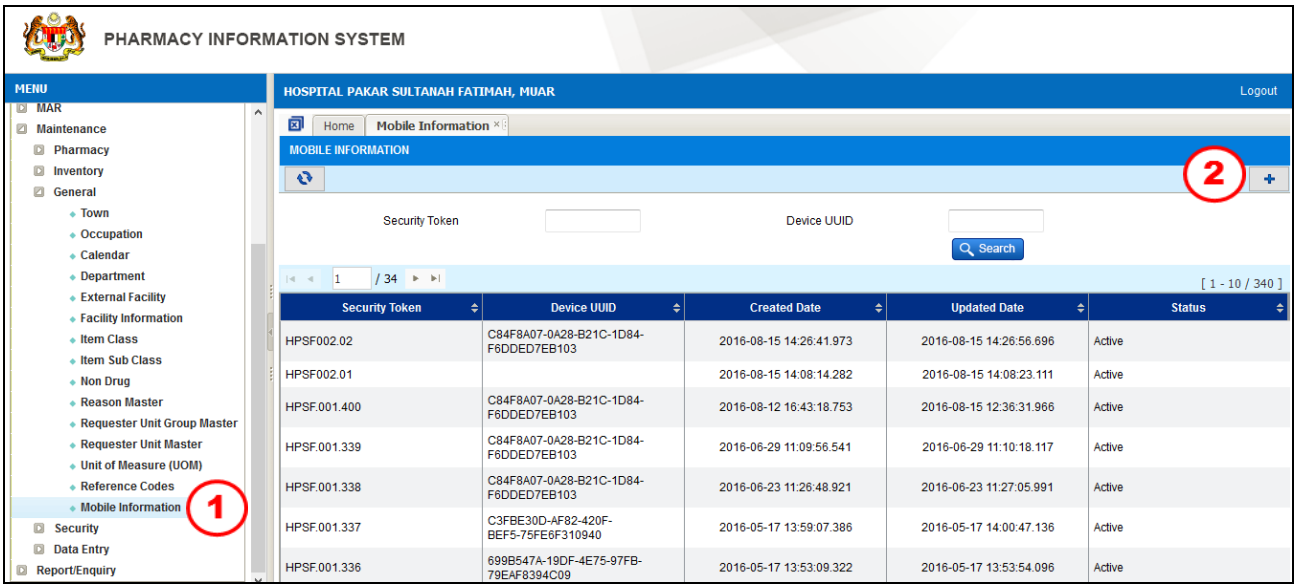


Figure 3.15.2-1 Mobile Information

STEP 1

Click on 'Maintenance' menu follow by 'General' sub-menu and click on 'Mobile Information'

STEP 2

Click on button to add new mobile information to the record

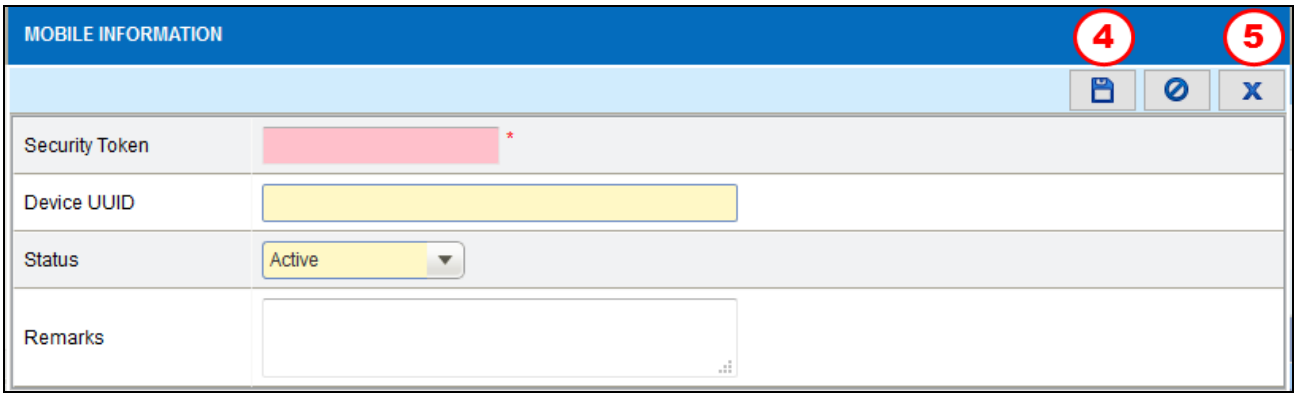


Figure 3.15.2-2 Mobile Information

Note

- *This is applicable to facility that is using mobile device.*
- ***Security token** will be created.*
- *Every iPad will have one **security token**.*
- *The **Device UUID** will be updated once connected to the iPad.*

STEP 4

Click on the button to save editing

STEP 5

Click on the button and to close record

4.0 Acronyms

Abbreviation	Definition
MOH	Ministry of Health
PhIS	Pharmacy Information System
CPS	Clinical Pharmacy System
eP	e-Perolehan
LPO	Local Purchase Order
DO	Delivery Order
CN	Credit Note