



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

Full Based User Manual Pharmacy Inventory (Pre-Packing)

Version	: 13th Edition
Document ID	: U. MANUAL_INV_PREPACKING



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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. 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 (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 Inventory (Pre-packing) sub-module and its key features and functionalities. The primary objective is to guide users through the process of completing PhIS application process.

User will understand the following activities in detail:

- View Pre-packing transaction
- Create New Prepacking transaction
- Drug Label options

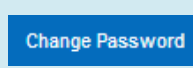
1.3 Organised Sections

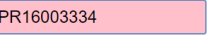
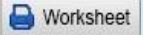
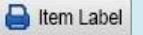
These are the sections within this document:

- Section 1 : Introduction
- Section 2 : Application Standard Features
- Section 3 : Pre-packing
- Section 4 : Acronyms
- Section 5 : Links To Clinical Modules

2.0 Application Standard Features

2.1 Legend

Standard Legend			
	Login		Change Login Password
	Logout		Reset Login screen
	Expand Menu		Checkbox
	Collapse Menu		Show Help
	Refresh Screen		Add/Create New Record
	Search Icon		Calendar Icon
	Search Record		Cancel Data Entry
	Close Window		Mandatory Field
	Close All Open Tabs		Edit Record
	Close Screen		Save Record
	Radio Button		Delete Record
	Context Menu		Print Document

Pre-packing Module Legend					
	Prepacking ID		Create Worksheet		Print Label

Note

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

3.0 Pre-packing

Overview

Pre-packing module will be used by the user at the Main Store level (Level 1) and Sub Store level (Level 2) to perform function to prepare prepacking, generate and print worksheet and also labels within the facility.

User Group

This module is intended for Pharmacist, and Assistant Pharmacist (subject to user assign by the facility).

Functional Diagram

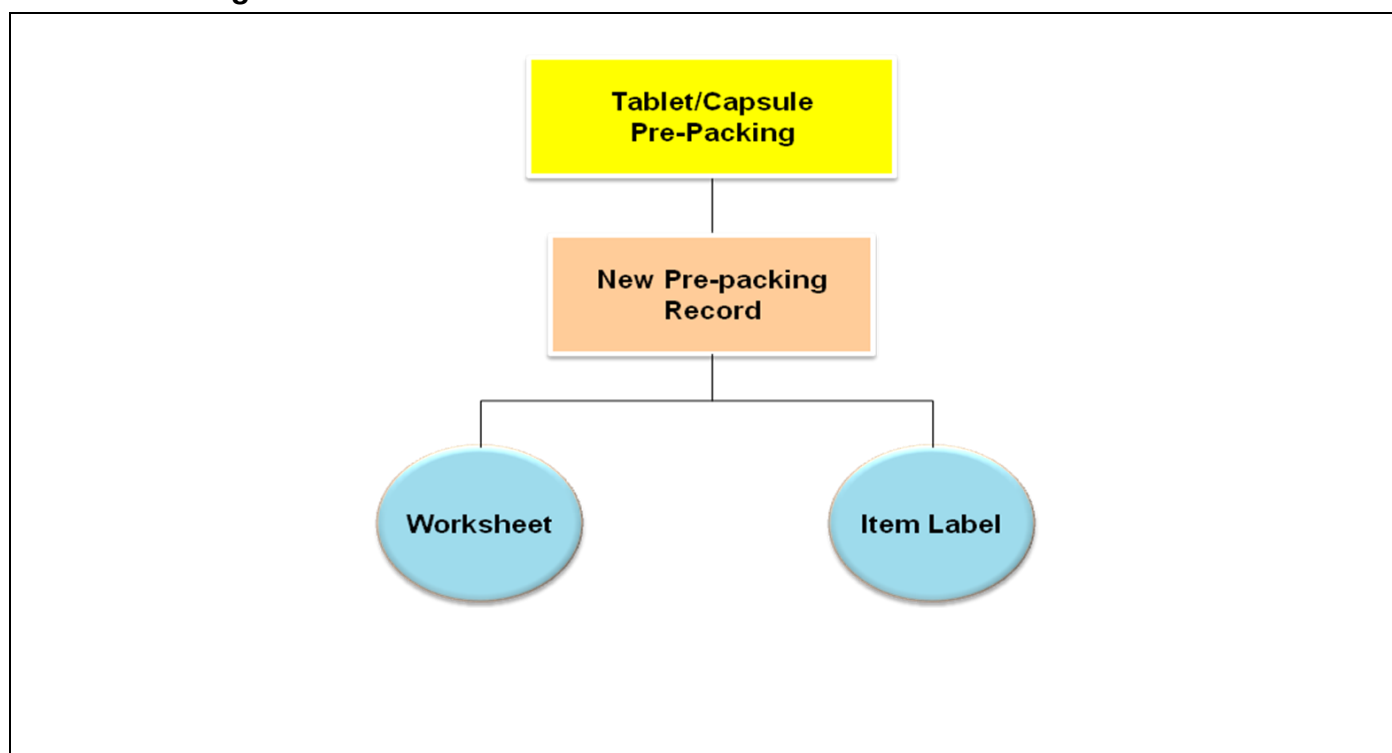


Figure 3.0-1

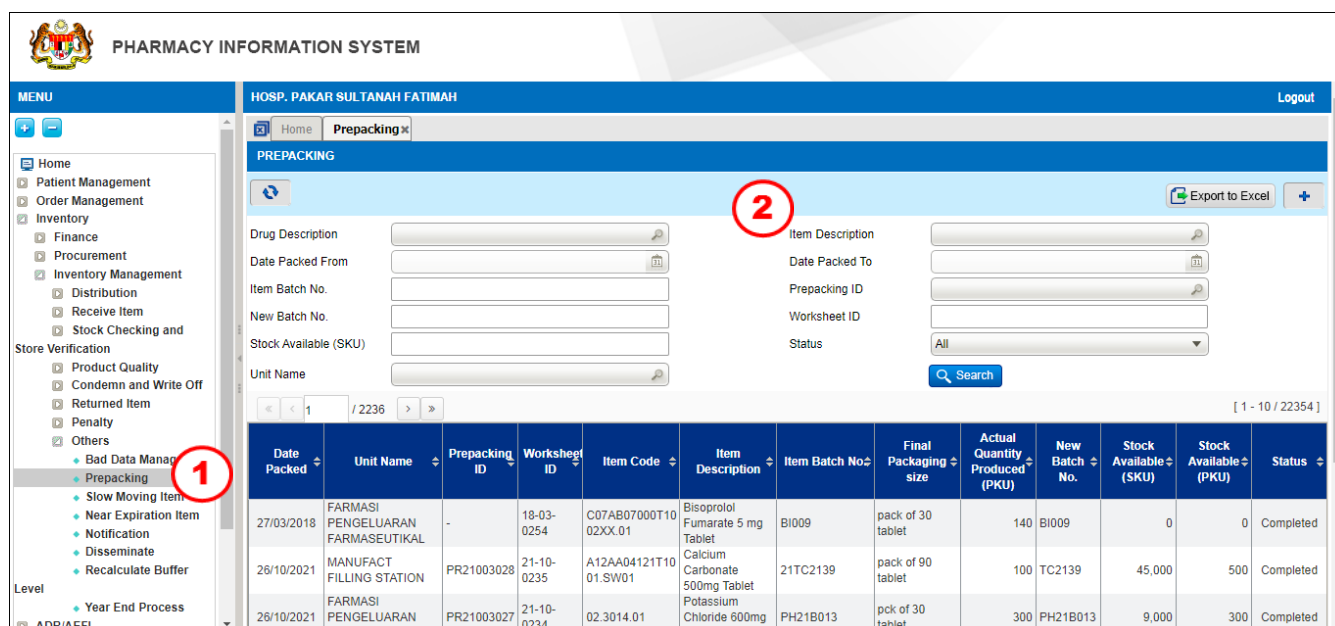
Functional Description

This module allows the pharmacy user to record activity of repacking item from bulk packing to smaller packing. The scope of the item need to pre-pack is only for item where packaging keeping unit is:

- Tablet or Capsule
- Liquid
- Cream
- SKU (refer to ml, tablet or vial)

3.1 View Prepacking Transactions

To view transaction history of Prepacking record, perform the steps below:



Date Packed	Unit Name	Prepacking ID	Worksheet ID	Item Code	Item Description	Item Batch No.	Final Packaging size	Actual Quantity Produced (PKU)	New Batch No.	Stock Available (SKU)	Stock Available (PKU)	Status
27/03/2018	FARMASI PENGELUARAN FARMASEUTIKAL	-	18-03-0254	C07AB07000T10 02XX.01	Bisoprolol Fumarate 5 mg Tablet	BI009	pack of 30 tablet	140	BI009	0	0	Completed
26/10/2021	MANUFACT FILLING STATION	PR21003028	21-10-0235	A12AA04121T10 01.SW01	Calcium Carbonate 500mg Tablet	21TC2139	pack of 90 tablet	100	TC2139	45,000	500	Completed
26/10/2021	FARMASI PENGELUARAN FARMASEUTIKAL	PR21003027	21-10-0234	02.3014.01	Potassium Chloride 600mg Tab.	PH21B013	pck of 30 tablet	300	PH21B013	9,000	300	Completed

Figure 3.1-1 Prepacking Listing Page

Note

Prepacking will be used in the Sub-Store level. It is a procedure in packing from a large package (PKU) to a small package (SKU)

STEP 1

Click on 'Inventory' menu followed by 'Inventory Management', 'Others' and select 'Prepacking'

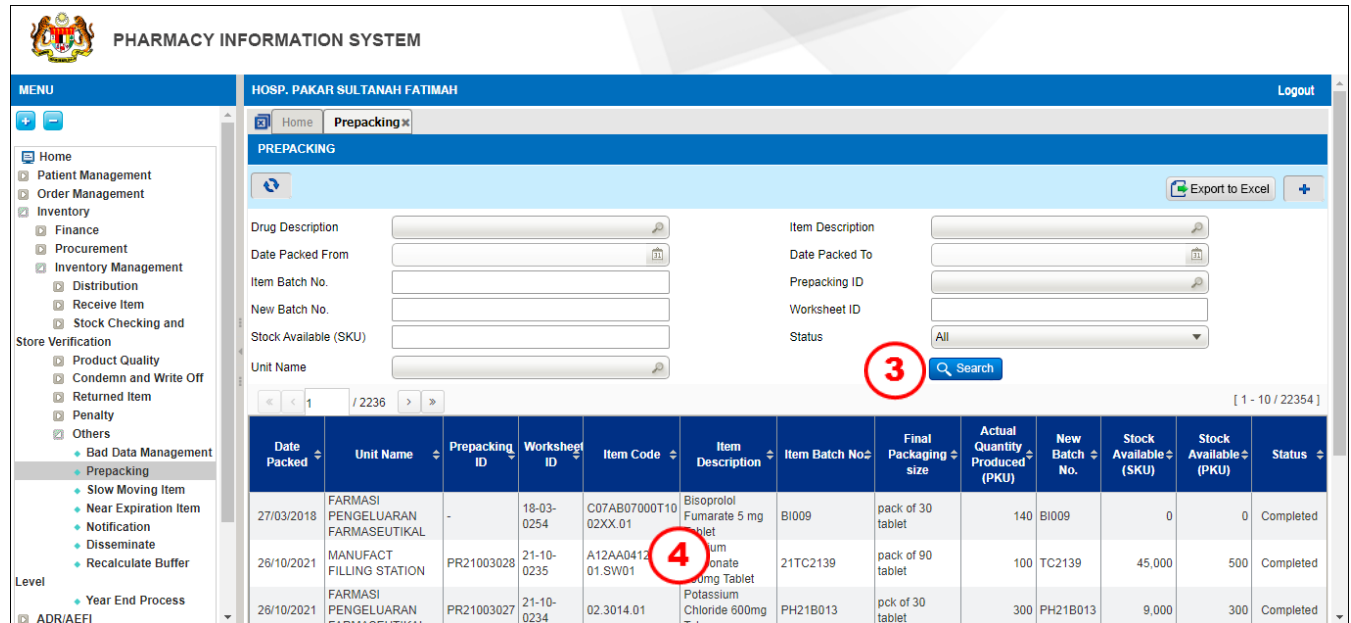
STEP 2

To search for existing records of transaction, user may search by criteria as below:

No	Field	Description	Remarks
a	Drug Description	Drug Description	Display all prepacking drugs
b	Item Description	Drug name and item code	Display all existing Prepacking record(s) for a specific item or drug
c	Date Packed From	Start date for the Prepacking transaction	Format field (dd/mm/yy)
d	Date Packed To	End date for the Prepacking transaction	Format field (dd/mm/yy)
e	Item Batch No	Item Batch No	Drug Item Batch No
f	Prepacking ID	Prepacking ID	System will generate Prepack ID
g	Stock Available (SKU)	Type of Unit of Measurement	Display all existing Prepacking record(s) according to the unit of measurement type
h	Worksheet ID	Worksheet Number	Display existing Prepacking record the specific worksheet
i	Unit Name	Unit Name	Requester unit for prepacking
j	Status	Search by: - All - Cancelled	Able to filter and search record(s)

		- Completed - Open	
--	--	-----------------------	--

Table 3.1-1



Date Packed	Unit Name	Prepacking ID	Worksheet ID	Item Code	Item Description	Item Batch No.	Final Packaging size	Actual Quantity Produced (PKU)	New Batch No.	Stock Available (SKU)	Stock Available (PKU)	Status
27/03/2018	FARMASI PENGELUARAN FARMASEUTIKAL	-	18-03-0254	C07AB07000T10 02XX.01	Bisoprolol Fumarate 5 mg Tablet	BI009	pack of 30 tablet	140	BI009	0	0	Completed
26/10/2021	MANUFACT FILLING STATION	PR21003028	21-10-0235	A12AA0412 01.SW01	um onate 50mg Tablet	21TC2139	pack of 90 tablet	100	TC2139	45,000	500	Completed
26/10/2021	FARMASI PENGELUARAN FARMASEUTIKAL	PR21003027	21-10-0234	02.3014.01	Potassium Chloride 600mg Tab	PH21B013	pck of 30 tablet	300	PH21B013	9,000	300	Completed

Figure 3.1-2 Prepacking Listing Page

STEP 3

Click on the  button to filter based on the searching criteria

STEP 4

Double click on the selected record to view Prepacking Information details as per **Figure 3.1-3**

Note

User able to view record in Excel sheet by click on  button

PREPACKING

[Label](#) [Worksheet](#) [X](#)

+ ITEM PREPACKING INFORMATION

Prepacking ID	PR21003028	Worksheet Prepared By	
Prepacking Status	Completed	Date Packed	26/10/2021 4:49:29 PM
Unit Name	MANUFACT FILLING STATION		

ORIGINAL ITEM DETAILS

Drug Name	Calcium Carbonate 500mg Tablet		Stock * Balance
Original Item Packaging	pack of 1000 tablet		*
Item Code	A12AA04121T1001.SW01		Details
Batch No.	21TC2139		
Expiry Date	31/03/2025		
Current Available Quantity (SKU)	9,000	tablet	SKU
Quantity To Prepack (SKU)	9,000	tablet	*
Final Packaging Description	pack of 90 tablet		*
Expected Prepack Quantity (PKU)	100	pck	
Remark			

ACTUAL PRODUCTION DETAILS

Actual Quantity Produced (PKU)	100	pck
Actual Quantity Produced (SKU)	9,000	tablet
Loose Quantity	0	tablet
Yield %	100	
New Batch No.	TC2139	
New Expiry Date	31/03/2025	
Final Item Code	A12AA04121T1001-90	
New Available Quantity (SKU)	45,000	tablet
New Available Quantity (PKU)	500	pck

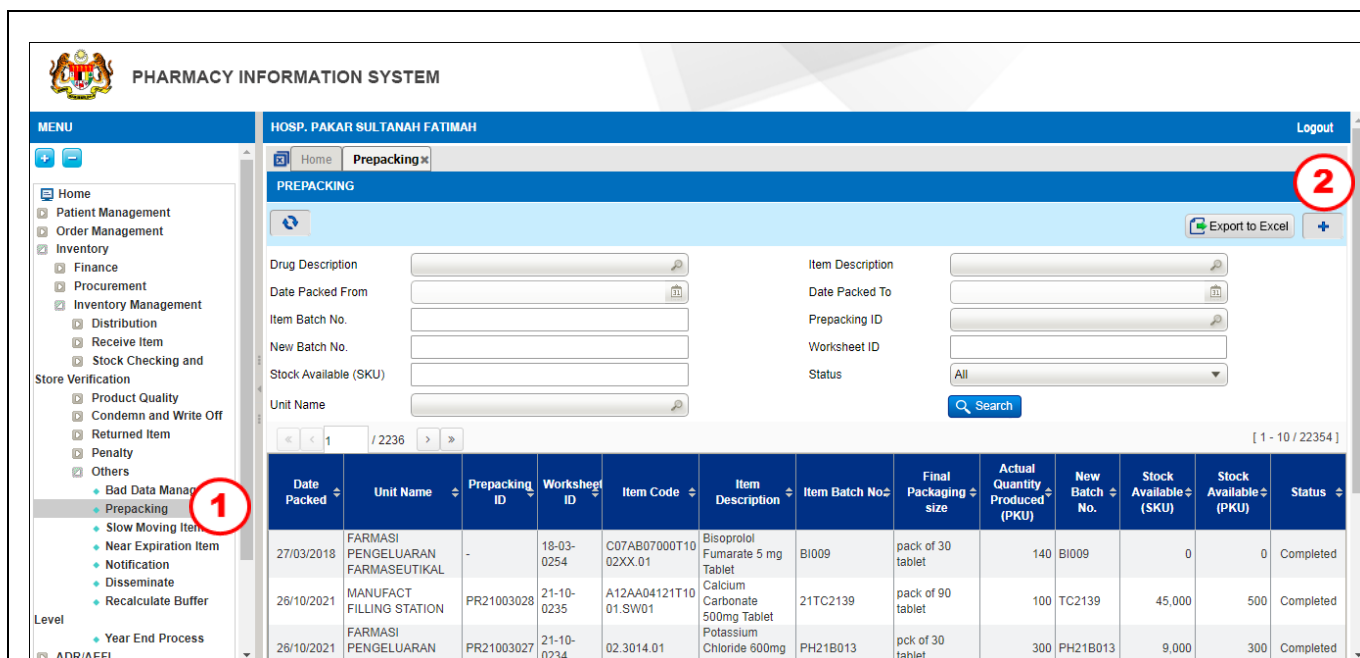
+ SOP (INSTRUCTION)

SOP	
	Prepacked By Final Product Checked By

Figure 3.1-3 Item Pre-Packing Information

3.2 Create New Prepacking Transaction

To create a new Prepacking transaction, perform the steps below:



Date Packed	Unit Name	Prepacking ID	Worksheet ID	Item Code	Item Description	Item Batch No.	Final Packaging size	Actual Quantity Produced (PKU)	New Batch No.	Stock Available (SKU)	Stock Available (PKU)	Status
27/03/2018	FARMASI PENGELUARAN FARMASEUTIKAL	-	18-03-0254	C07AB07000T10 02XX.01	Bisoprolol Fumarate 5 mg Tablet	BI009	pack of 30 tablet	140	BI009	0	0	Completed
26/10/2021	MANUFACT FILLING STATION	PR21003028	21-10-0235	A12AA04121T10 01.SW01	Calcium Carbonate 500mg Tablet	21TC2139	pack of 90 tablet	100	TC2139	45,000	500	Completed
26/10/2021	FARMASI PENGELUARAN FARMASEUTIKAL	PR21003027	21-10-0234	02.3014.01	Potassium Chloride 600mg Tab	PH21B013	pack of 30 tablet	300	PH21B013	9,000	300	Completed

Figure 3.2-1 Create New Prepacking

STEP 1

Click on 'Inventory' menu followed by 'Inventory Management', 'Others' and select 'Prepacking'

STEP 2

Click on the  button to create a new record

Note

- Prepacking screen includes 2 panels which are Item Prepacking Information and SOP (Instruction).
- This panel can be collapse and expand by clicking on the  icon.
- User are able to select the Unit Name to any unit from any levels as per Figure 3.2-2
- When the unit name changed, stock will deduct from that unit (original item) and will add into that unit (final prepacking item).

PREPACKING

ITEM PREPACKING INFORMATION

Prepacking ID

Prepacking Status

Unit Name

Worksheet Prepared By

Date Packed

ORIGINAL ITEM DETAILS

Drug Name

Original Item Packaging

Item Code

Batch No.

Expiry Date

Final Packaging Description

Expected Prepack Quantity (PKU)

Remark

Actual Production Details

Actual Quantity Produced (PKU)

Actual Quantity Produced (SKU)

Loose Quantity

Yield %

New Batch No.

New Expiry Date

Final Item Code

New Available Quantity (SKU)

New Available Quantity (PKU)

SOP (INSTRUCTION)

SOP

Prepacked By

Final Product Checked By

Figure 3.2-2 Prepacking Screen

STEP 3

Search the **Drug Name** by clicking on the  icon

Note

- Condition to display the drug name:
 - Drug is active in Drug/Non Drug Catalogue
 - Drug is available in selected unit's unit catalogue
- Information will be retrieved from Item Master as below
 - Original Item Packaging
 - Item Code
- User can select the Original Item Packaging with condition:
 - To display the original item:
 - Item for the selected drug is active
 - Item is selected as Repack item in Item Master
- Stock Balance** hyperlink is for reference to check the stock available in the unit as per Figure 3.2-3.

STOCK BALANCE							
Drug Code: C07AB03000T1002XX Drug Name: Atenolol 100 mg Tablet							
<< 1 / 1 >> [1 - 2 / 2]							
No	Item Code	Stock Balance(SKU)	Stock Balance(PKU)	Reserve Qty(SKU)	Packaging Description	Batch No	Expiry Date
1	02.0007.03	15,000 tablet	150 pck	0	Pack of 100 tabs (Blister)	5019832	30/08/2024
2	02.0007.03	2,400 tablet	24 pck	0	Pack of 100 tabs (Blister)	5018603	29/02/2024
Total Stock Balance:		17,400					

Figure 3.2-3 Stock Balance Screen

STEP 4

Search the **Original Item Packaging** by clicking on the  icon and the **Product Search** window will appear as per Figure 3.2-4.

Note

In **Product Search** window, key in the **Item Description & Item Code** then click on the  button and record will be display as shown in Figure 3.2-4

Product Search

X

Item Description

Item Code

Search

Refresh

<< 1 / 1 >>

[1 - 2 / 2]

Item Description	Item Code	Packaging Description	Brand Name	Batch No.	Expiry Date	Available Qty	SKU
Atenolol 100mg Tab	02.0007.03	Pack of 100 tabs (Blister)	ATEHEXAL	5018603	29/02/2024	2,400	tablet
Atenolol 100mg Tab	02.0007.03	Pack of 100 tabs (Blister)	ATEHEXAL	5019832	30/06/2024	15,000	tablet

Figure 3.2-4 Product Search

STEP 5

Double click on the selected batch

Note

Details hyperlink is for the batch details as per Figure 3.2-5

BATCH DETAILS
 Brand Name : ATEHEXAL Manufacturer Name : Salutas Pharma GMBH

Figure 3.2-5 Batch Details

PREPACKING

8

ITEM PREPACKING INFORMATION

Prepacking ID

Worksheet Prepared By

Prepacking Status

Open

Date Packed

01/11/2022 10:31:13 AM

Unit Name

STOR FARMASI

ORIGINAL ITEM DETAILS

Drug Name

Atenolol 100 mg Tablet

Stock

Balance

Original Item Packaging

Pack of 100 tabs (Blister)

Item Code

02.0007.03

Batch No.

5018603

Details

Expiry Date

29/02/2024

Current Available Quantity (SKU)

2,400

tablet

SKU

Quantity To Prepack (SKU)

800

tablet

Final Packaging Description

pck of 30 tablet

7

Expected Prepack Quantity (FKU)

26

pck

Remark

ACTUAL PRODUCTION DETAILS

Actual Quantity Produced (FKU)

26

pck

Actual Quantity Produced (SKU)

780

tablet

Loose Quantity

-20

tablet

Yield %

100

New Batch No.

5018603

New Expiry Date

29/02/2024

Final Item Code

C07AB03000T1002-30

New Available Quantity (SKU)

0

tablet

New Available Quantity (FKU)

0

pck

SOP (INSTRUCTION)

SOP

Prepacked By

Final Product Checked By

Figure 3.2-6 Prepacking Screen

STEP 6

Enter **Quantity To Prepack (SKU)**

STEP 7

Select **Final Packaging Description**

Note

- Enter the **SOP** details if there is any, in the **SOP (Instruction)** section as per Figure 3.2-7
- Condition to display the **Final Packaging Description**:
 - Prepacking Item is created in IWP and active in Drug/Non Drug Catalogue
 - Dispense UOM for the drug is added in Drug Master with same packaging as the Prepacking Item packaging

SOP (INSTRUCTION)

SOP

Prepacked By

Final Product Checked By

Figure 3.2-7 SOP (Instruction) section

STEP 8

Click on the  button to save the record as per Figure 3.2-6

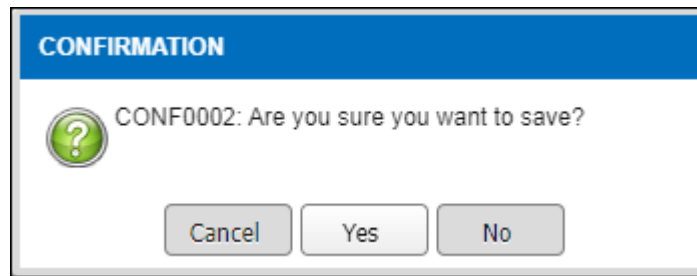
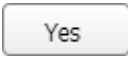


Figure 3.2-8 Confirmation to Prepack

Note

- Click the  button to save record and the **Pre-packing ID** will be generated as per Figure 3.2-8.
- If the  button is click, the record will not be saved, and **Pre-packing ID** will not be generated.

Character	Description	Value
1-2	Prepacking	'PR'
3-4	Current year in 'YY' format	16
5-10	Running Number	Starting from 000001. This running number will be restarted to 000001 of every new financial year

Table 3.2-1 Prepacking ID

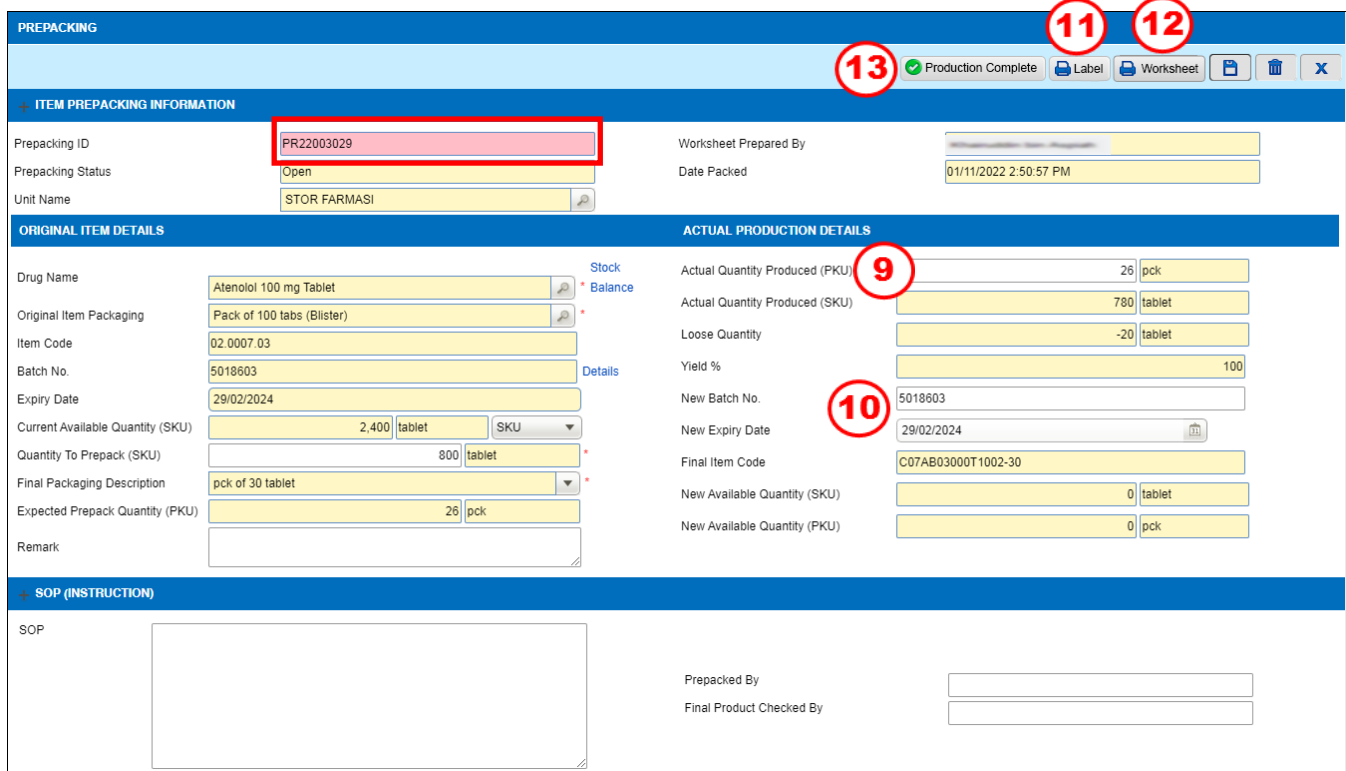


Figure 3.2-9 Worksheet & Label Button

STEP 9

Enter **Actual Quantity Produced (PKU)**

STEP 10

New Batch No. and **New Expiry Date** will default to the original item details

STEP 11

Click on the  button to generate different Drug Label as shown in Figure 3.3.1

STEP 12

Click on the  button to print the Prepacking Worksheet as shown in Figure 3.2.15

Note

- Click on  button to cancel the record
- The worksheet will be use as reference to perform the pre-packing procedure as shown in Figure 3.2.15



Figure 3.2-10 SOP (Instruction) section

- Enter **Prepacked By** and **Final Product Checked By** in the SOP (Instruction) section as per Figure 3.2-10.

STEP 13

Click the  button and the confirmation alert message will appear as per Figure 3.2-11

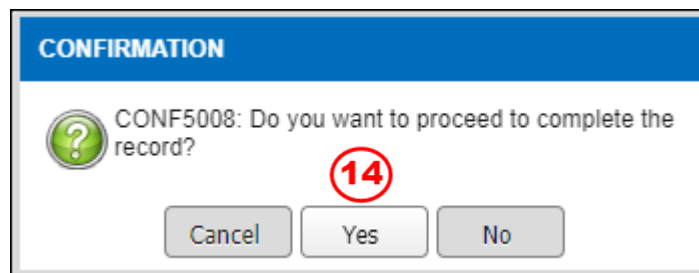


Figure 3.2-11 Confirmation Alert Message

Note

When loose quantity **not equal** to 0, alert message will pop up as below.

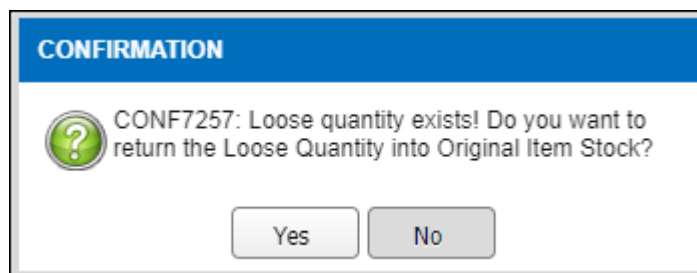
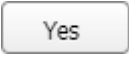


Figure 3.2-12 Confirmation Alert Message

Case A: User selects 'Yes'	Original Item stock quantity will minus based on Actual Qty Produced. Final Prepacking Item stock quantity will add also based on Actual Qty Produced.
Case B: User selects 'No'	Original Item stock quantity will minus based on Quantity to Prepack. Final Prepacking Item stock quantity will add based on Actual Qty Produced.

Table 3.2-2 Case Scenario

STEP 14

Click the  button to complete the record

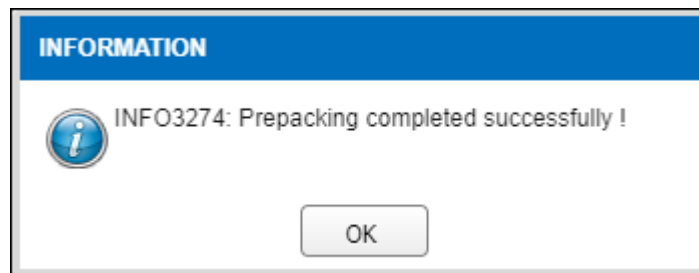
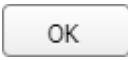


Figure 3.2-13 Information Alert Message

Note

- Click the  button as per Figure 3.2-13.
- The complete Prepacking transaction is shown as Figure 3.2-14.

PREPACKING

Label

Worksheet

X

ITEM PREPACKING INFORMATION

Prepacking ID

PR22003029

Worksheet Prepared By

Ministry of Health Malaysia

Prepacking Status

Completed

Date Packed

01/11/2022 2:50:57 PM

Unit Name

STOR FARMASI

ORIGINAL ITEM DETAILS

Drug Name

Atenolol 100 mg Tablet

Stock

Balance

Original Item Packaging

Pack of 100 tabs (Blister)

Item Code

02.0007.03

Batch No.

5018603

Details

Expiry Date

29/02/2024

Current Available Quantity (SKU)

2,400

tablet

SKU

Quantity To Prepack (SKU)

800

tablet

Final Packaging Description

pck of 30 tablet

Expected Prepack Quantity (PKU)

28

pck

Remark

ACTUAL PRODUCTION DETAILS

Actual Quantity Produced (PKU)

26

pck

Actual Quantity Produced (SKU)

780

tablet

Loose Quantity

-20

tablet

Yield %

100

New Batch No.

5018603

New Expiry Date

29/02/2024

Final Item Code

C07AB03000T1002-30

New Available Quantity (SKU)

780

tablet

New Available Quantity (PKU)

26

pck

SOP (INSTRUCTION)

SOP

Prepacked By

Final Product Checked By

Figure 3.2-14 Prepacking Complete

PREPACKING WORKSHEET
MINISTRY OF HEALTH
Hosp. Pakar Sultanah Fatimah

STOR FARMASI

Worksheet ID :	22-11-0001	Date Packed	: 01/11/2022 2:50:57 PM
Item Code :	02.0007.03	Packaging	: Pack of 100 tabs (Blister)
Item Description :	Atenolol 100mg Tab	Brand Name	: ATEHEXAL
Batch No :	5018603	Manufacturer Name	: Salutas Pharma GMBH
Expiry Date :	29/02/2024		

Final Packaging Desc	Qty to Prepack (PKU)	Qty to Prepack (SKU)	Expected Prepack Qty (PKU)	Actual Qty Produced (PKU)	Actual Qty Produced (SKU)
pck of 30 tablet	8 pck	800 tablet	26 pck	26 pck	780 tablet

Preparation Details

Label

Final Item Code : C07AB03000T1002-30
New Batch No : 5018603
New Expiry : 29/02/2024
Loose QTY : -20
Yield % : 100

Procedure :

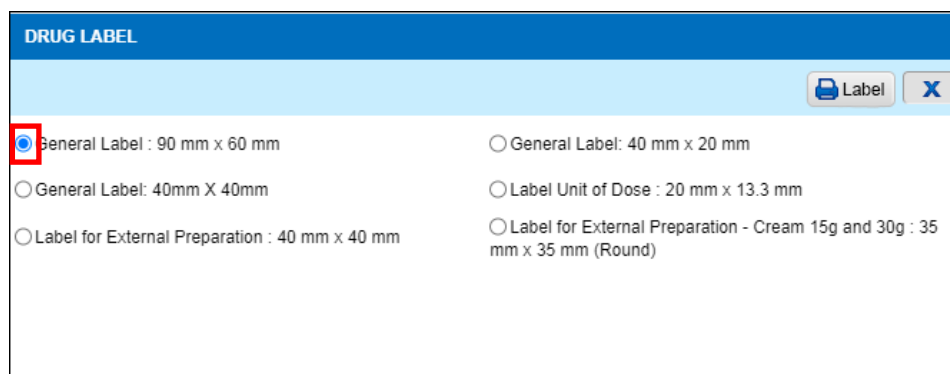
Worksheet Prepared By	Prepacked By	Final Product Checked By
		
Date : 01/11/2022 2:50:57 PM		

Figure 3.2-15 Prepacking Worksheet

3.3 Drug Label Options

STEP 11

The drug label can be print by selecting the radio button and click on the  button to generate different Drug Label as shown in Figure 3.3.1



DRUG LABEL

☒ General Label : 90 mm x 60 mm ☐ General Label: 40 mm x 20 mm

☐ General Label: 40mm X 40mm ☐ Label Unit of Dose : 20 mm x 13.3 mm

☐ Label for External Preparation : 40 mm x 40 mm ☐ Label for External Preparation - Cream 15g and 30g : 35 mm x 35 mm (Round)

Figure 3.3-1 Drug Label Options

Hosp. Pakar Sultanah Fatimah	
Atenolol 100 mg Tablet	
Qty:	30 tablet
Batch No:	5018603
Worksheet ID:	22-11-0001
Date Prepared:	01/11/2022
Date Exp:	29/02/2024

Figure 3.3-2 General Label: 90mm x 60mm

Atenolol 100 mg Tablet	Atenolol 100 mg Tablet
Qty : 30 tablet	Qty : 30 tablet
Batch No : 5018603	Batch No : 5018603
Prep Date : 01/11/2022 Exp Date : 29/02/2024	Prep Date : 01/11/2022 Exp Date : 29/02/2024
Hosp. Pakar Sultanah Fatimah	Hosp. Pakar Sultanah Fatimah

Figure 3.3-3 General Label: 40mm x 40mm

TIDAK BOLEH DIMINUM NOT TO BE TAKEN Jauhi ubat dari kanak-kanak Atenolol 100 mg Tablet	TIDAK BOLEH DIMINUM NOT TO BE TAKEN Jauhi ubat dari kanak-kanak Atenolol 100 mg Tablet
Qty : 30 tablet	Qty : 30 tablet
Batch No : 5018603	Batch No : 5018603
Prep Date : 01/11/2022 Exp Date : 29/02/2024	Prep Date : 01/11/2022 Exp Date : 29/02/2024
Hosp. Pakar Sultanah Fatimah	Hosp. Pakar Sultanah Fatimah

Figure 3.3-4 Label For External Preparation: 40mm x 40mm

Atenolol 100 mg Tablet	Atenolol 100 mg Tablet
Qty : 30 tablet	Qty : 30 tablet
Batch No: 5018603	Batch No: 5018603
Prep Date : 01/11/2022 Exp Date : 29/02/2024	Prep Date : 01/11/2022 Exp Date : 29/02/2024
Hosp. Pakar Sultanah Fatimah	Hosp. Pakar Sultanah Fatimah
Atenolol 100 mg Tablet	Atenolol 100 mg Tablet
Qty : 30 tablet	Qty : 30 tablet
Batch No: 5018603	Batch No: 5018603
Prep Date : 01/11/2022 Exp Date : 29/02/2024	Prep Date : 01/11/2022 Exp Date : 29/02/2024
Hosp. Pakar Sultanah Fatimah	Hosp. Pakar Sultanah Fatimah

Figure 3.3-5 General Label: 40mm x 20mm

Atenolol 100 mg Tablet	Atenolol 100 mg Tablet	Atenolol 100 mg Tablet	Atenolol 100 mg Tablet
BN : 5018603 Exp : 29/02/2024	BN : 5018603 Exp : 29/02/2024	BN : 5018603 Exp : 29/02/2024	BN : 5018603 Exp : 29/02/2024
Atenolol 100 mg Tablet	Atenolol 100 mg Tablet	Atenolol 100 mg Tablet	Atenolol 100 mg Tablet
BN : 5018603 Exp : 29/02/2024	BN : 5018603 Exp : 29/02/2024	BN : 5018603 Exp : 29/02/2024	BN : 5018603 Exp : 29/02/2024
Atenolol 100 mg Tablet	Atenolol 100 mg Tablet	Atenolol 100 mg Tablet	Atenolol 100 mg Tablet
BN : 5018603 Exp : 29/02/2024	BN : 5018603 Exp : 29/02/2024	BN : 5018603 Exp : 29/02/2024	BN : 5018603 Exp : 29/02/2024

Figure 3.3-6 Label Unit of Dose: 20mm x 13.3mm

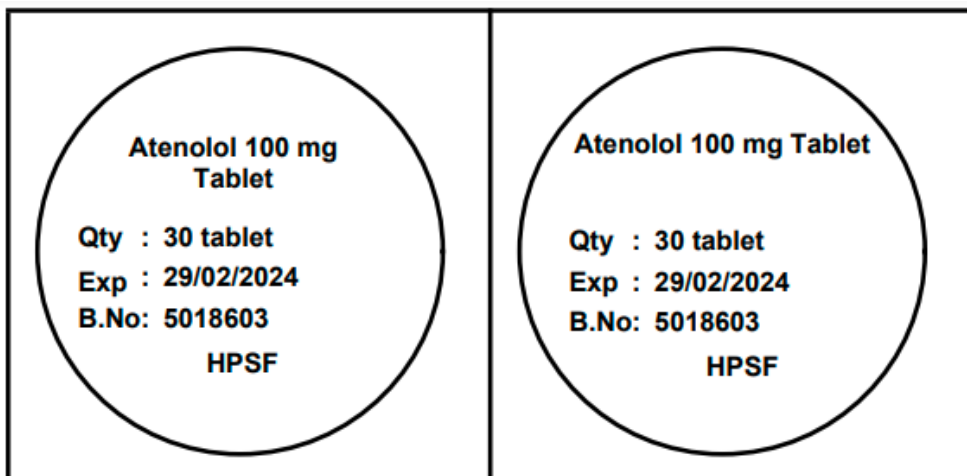


Figure 3.3-7 Label for External Preparation - Cream 15g and 30g: 35mm x 35mm (Round)

4.0 Acronyms

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

5.0 Links to Clinical Modules

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