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

User Manual

Login Information

Version	**: 10th EDITION**
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Reference ID : U. MANUAL_ LOGIN INFORMATION –10th 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 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 Login Information 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 details:

- Login Process
- Home page
- Change Password

1.3 Organized Sections

These are the sections within this document:

- Section 1: Introduction
- Section 2: Application Standard Features
- Section 3: Login Information
- Section 4: Acronyms
- Section 5 : Links to Clinical Modules

2.0 Application Standard Features

2.1 PhIS Legend

Standard Legend			
LOGIN	Login to PhIS	Logout	Logout from PhIS
Change Password	Change Login Password		Reset Login Screen
	Expand Menu		Collapse Menu
Home	Display Home Tab		Expand Module
	Collapse Module		Close All Open Tabs
	Refresh Screen	Search	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 to Excel	Export and Open Report in Excel Format

3.0 Login to PhIS

To login into the system, perform the steps below:

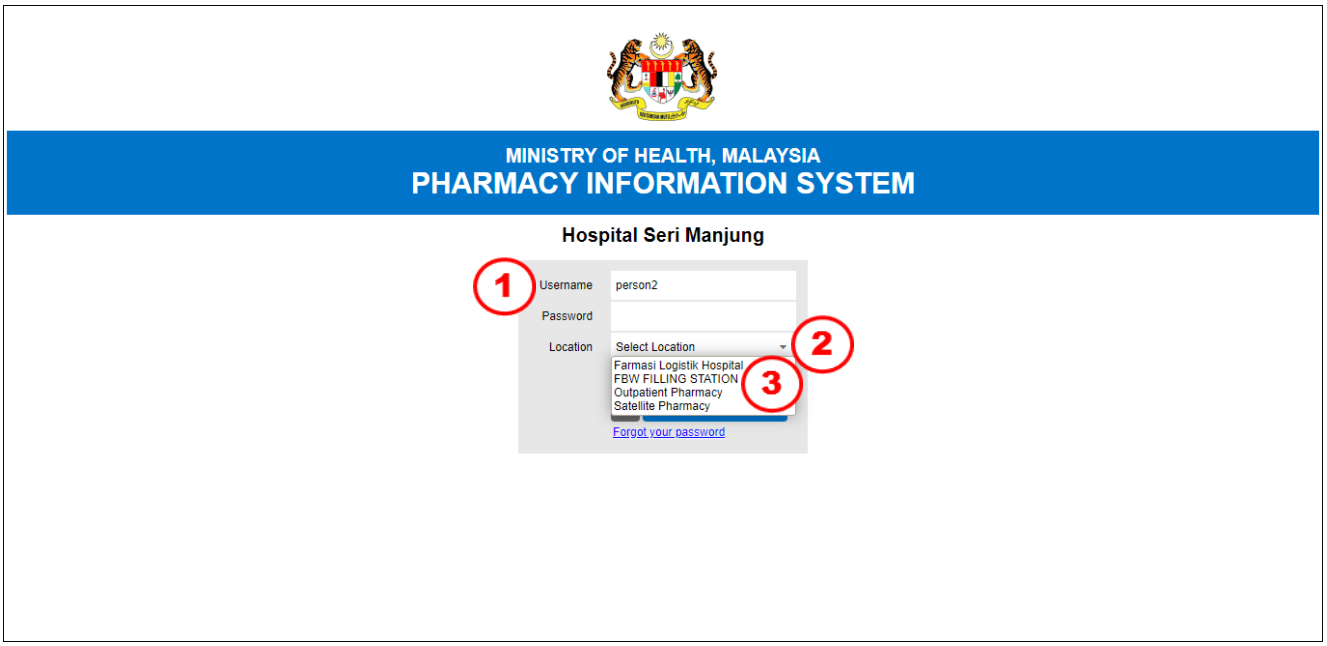


Figure 3.0-1 PhIS Login Page

The facility's name will be display on the front menu of PhIS

STEP 1
Key-in username in the ***Username*** field

Note
*Default location will be display automatically in the **Location** field*

STEP 2
Key-in password in the ***Password*** field

Note
If user does not exist, alert message will be displayed as shown in Figure 3.0-2.

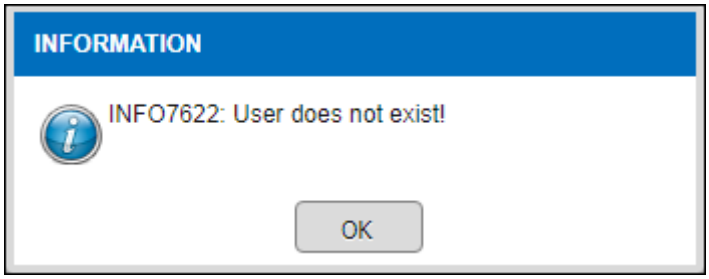


Figure 3.0-2 User does not exist

STEP 3
User with more than one (1) location(s) can select respective ***Location*** from the drop down

Note
*User will be tie to the **Location** based on the access right. User will need to refer to the facility's System Administrator for any update needed.*

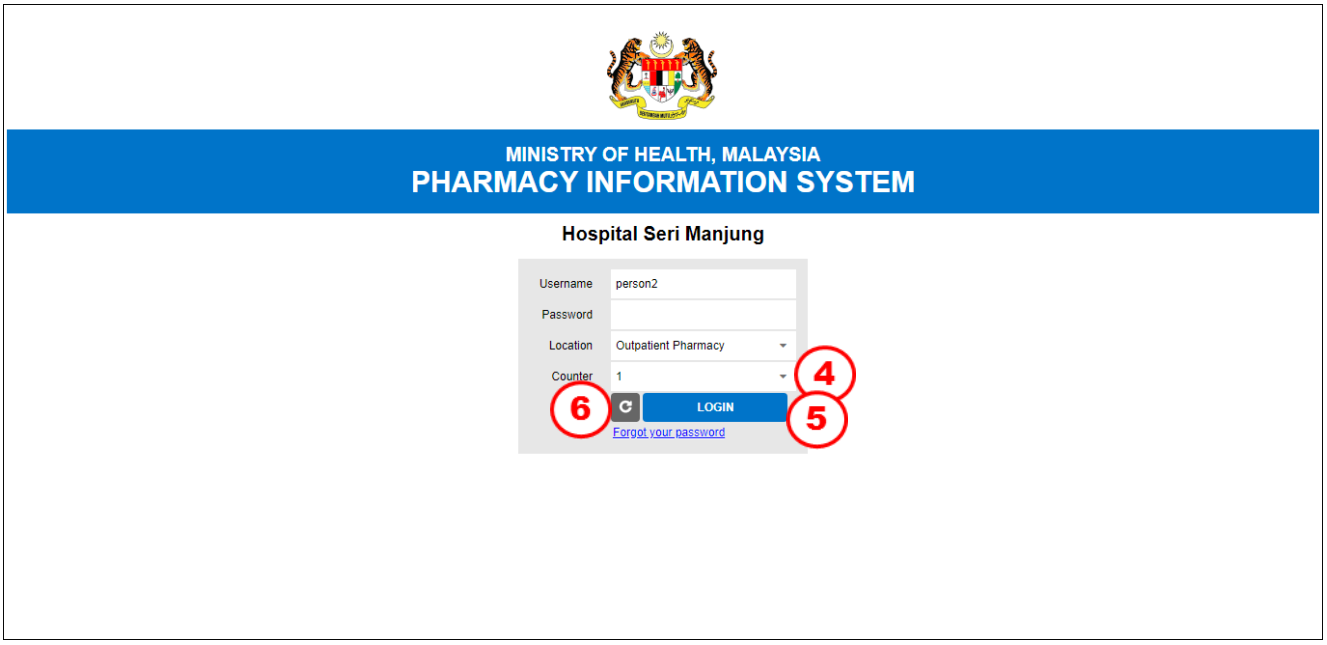


Figure 3.0-3 PhIS Login Page

STEP 4
Select counter from the ***Counter*** drop down

Note
*It is mandatory to select the **Counter** for pharmacy dispensing.*

STEP 5
Click on the LOGIN button to log into the application

STEP 6
Click on the button to reset all the fields in the login screen

Note
Alert message as shown in Figure 3.0-4 will be display if the password entered is incorrect.

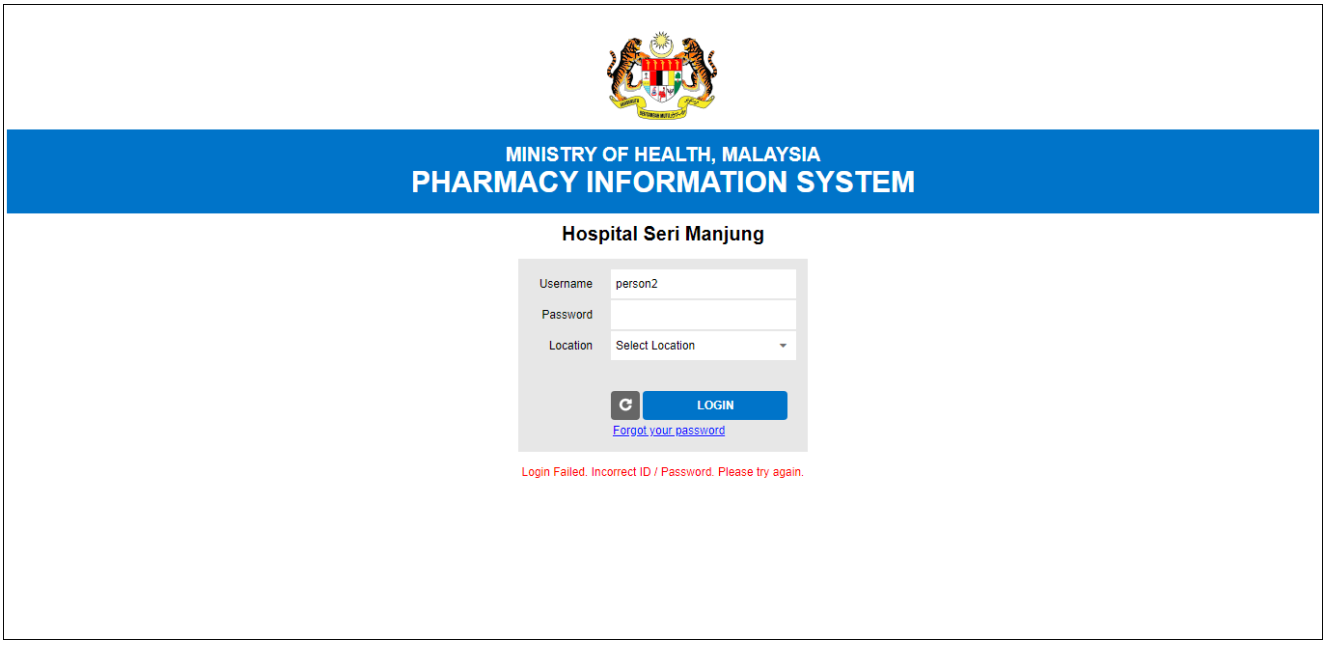


Figure 3.0-4 Wrong password entered

Note

*User able to use **Forgot Password** function as below:*

- *User must enter registered username and click on **Forgot Password** link.*
- *Alert message will display as shown in Figure 3.0-5*

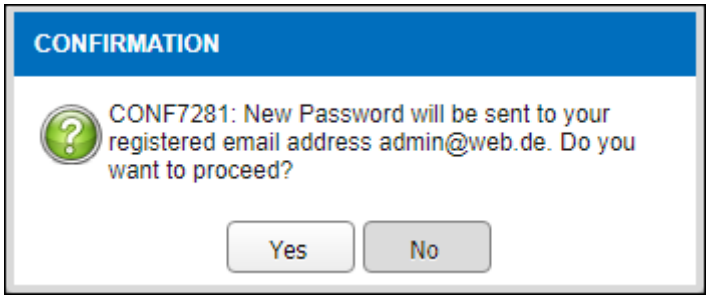


Figure 3.0-5 Alert Message

- *Click* Yes *button temporary password will be sent to your registered email address.*
- *User must change their temporary password before they can proceed with any transaction.*
- *In 24-hour time temporary password will expired. Another temporary new password will be sent to your registered email address.*

3.1 PhIS Home Page Overview

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

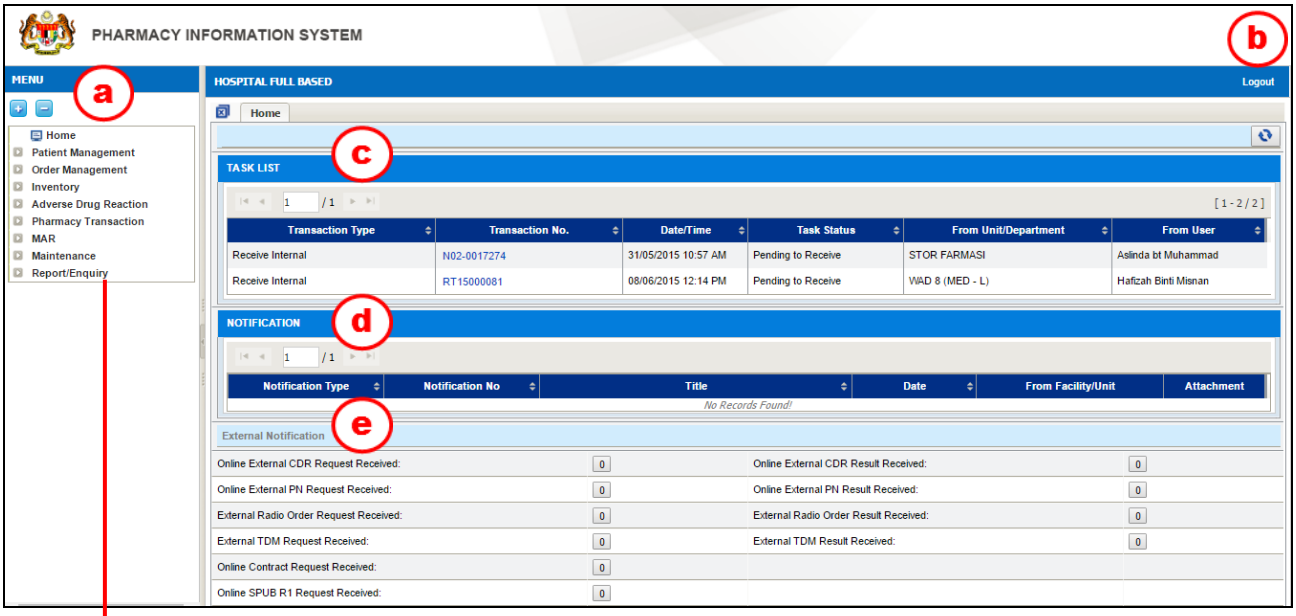
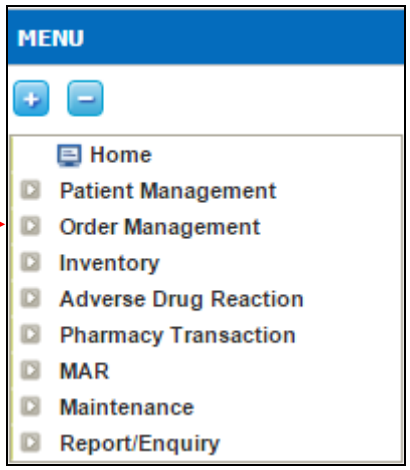


Figure 3.1-1 PhIS Home Page



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) Task List

Active task(s) that require action/ follow-up will be displayed.

e.g.: Pending for Approval, Pending for Verification, or any other task(s).

d) Notification

List of inventory notification(s) received from internal units, external facility and HQ will be displayed.

Note
Urgent notification will be highlighted in red.

e) External Notification
List of external notification(s) received will be displayed.

E.g.: Online Issue Request Received, Online Contract Request Received, Online External CDR Request Received, External TDM Request Received.

3.2 Change Password

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

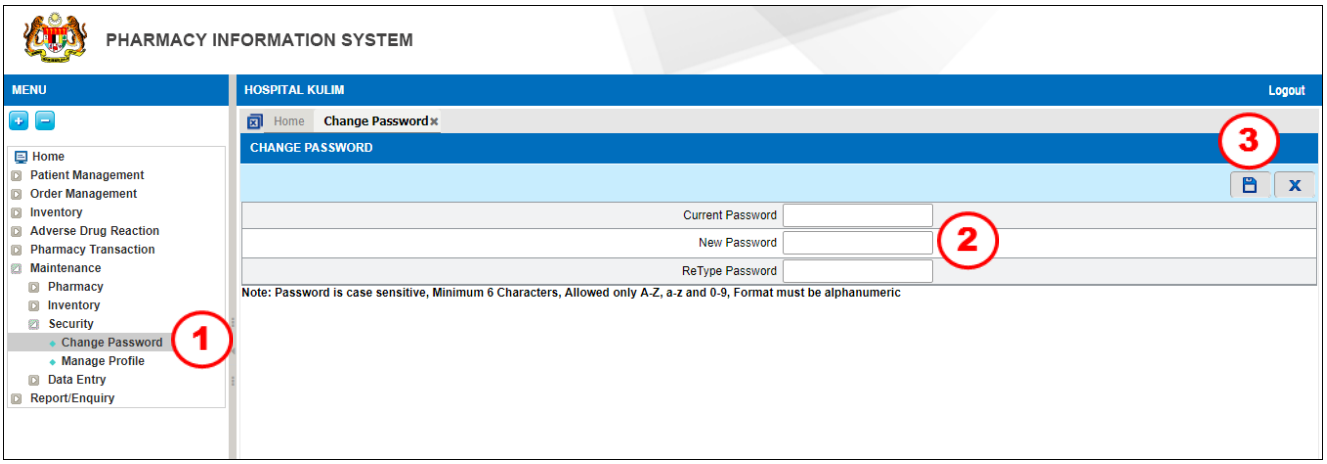


Figure 3.2-1 Change Password hyperlink

STEP 1
Click on 'Maintenance' menu follow by 'Security' and then click '**Change Password**' as shown in **Figure 3.2-1**

STEP 2
Enter the ***Current Password, New Password*** and ***ReType Password***

STEP 3
Click on the button to save record

Note

- *Password is case sensitive and minimum of six(6) characters has to be entered.*
- *Alert message as shown in Figure 3.2-2 will be display for not match current password.*
- *Alert message as shown in Figure 3.2-3 will be display if current and new password entered is the same.*
- *Alert message as shown in Figure 3.2-4 will be display if new password length is below 6 characters.*
- *Alert message as shown in Figure 3.2-5 will be display if new password and retype password is not the same.*
- *Information message as shown in Figure 3.2-6 will be display if the password is saved successfully.*

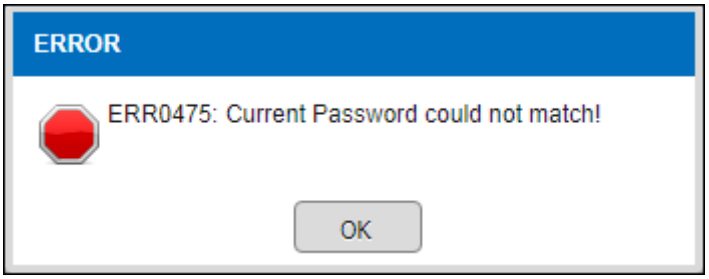


Figure 3.2-2 Error Message

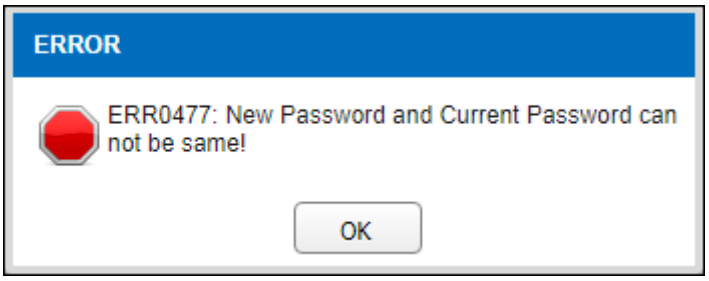


Figure 3.2-3 Error Message

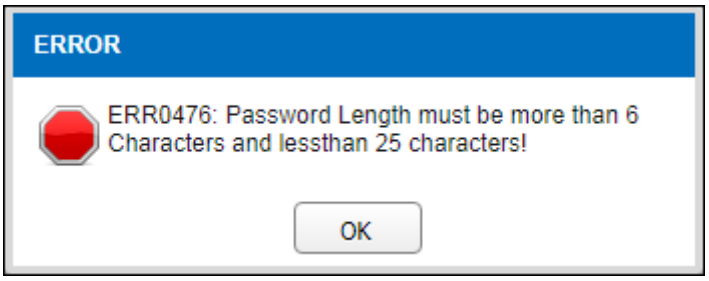


Figure 3.2-4 Error Message

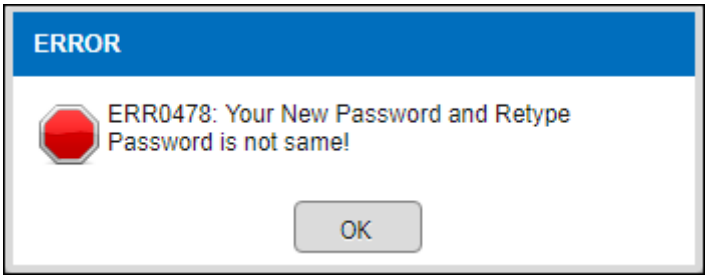


Figure 3.2-5 Error Message

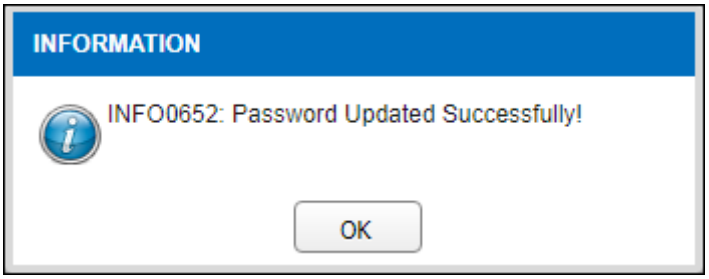


Figure 3.2-6 Information Alert Message

4.0 Acronyms

Abbreviation	Definition
PhIS	Pharmacy Information System
CPS	Clinical Pharmacy System
PM	Patient Management
eGL	Electronic Guarantee Letter
HRMIS	Human Resource Management System
MRN	Medical Record Number
MOH	Ministry Of Health

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*	*Radiopharma*	*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*		