



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

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## User Manual Maintenance-Inventory

<b>Version</b>	<b>: 11<sup>th</sup> Edition</b>
<b>Document ID</b>	<b>: U.MANUAL_MASTER_SETUP_INVENTORY</b>



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*Reference ID : U.MANUAL\_MASTER\_SETUP\_INVENTORY-11<sup>th</sup> E*

*Application reference: PhIS & CPS v2.3*



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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 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 (CDR), Parenteral Nutrition (PN), 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 Master Setup - Inventory 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 details:

- Master Setup - Inventory

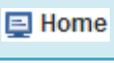
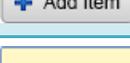
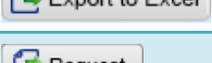
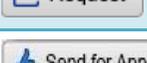
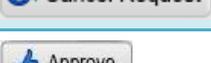
### 1.3 Organised Sections

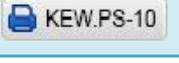
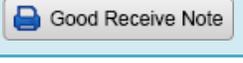
These are the sections within this document:

- Section 1 : Introduction
- Section 2 : Application Standard Features
- Section 3 : Master Setup - Inventory
- Section 4 : Acronyms

## 2.0 Application Standard Features

### 2.1 PhIS Legend

Standard Legend			
	Login to PhIS		Logout from PhIS
	Reset Login Screen		Expand Menu
	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 to the list
	Export and Open Report in Excel Format		Automatically Display/Retrieve Box
	Request for Approval		Cancel the Request
	Send for Approval		Approve Transaction
	Change Login Password		Collapse Menu
	Collapse Module		Search Record
	Print		Search Icon
<input type="checkbox"/>	Checkbox		Delete Record
	Delete Item from the list	<input type="text"/>	Empty Text Box
<input type="text"/>	Dropdown Box		Reject Transaction

Module Legend			
	View/Print KEW.PS-10		View/Print Goods Received Note

**Note**

- To learn more about Login Information, kindly click [Login Information](#) Modules for descriptive step.

### 3.0 Master Setup - Inventory

#### Overview

Application Master Setup describes the relationship, details of the data flow for each function; 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 Pharmacist and Assistant Pharmacist at Main Store (subject to user assign by the facility).

#### Functional Diagram

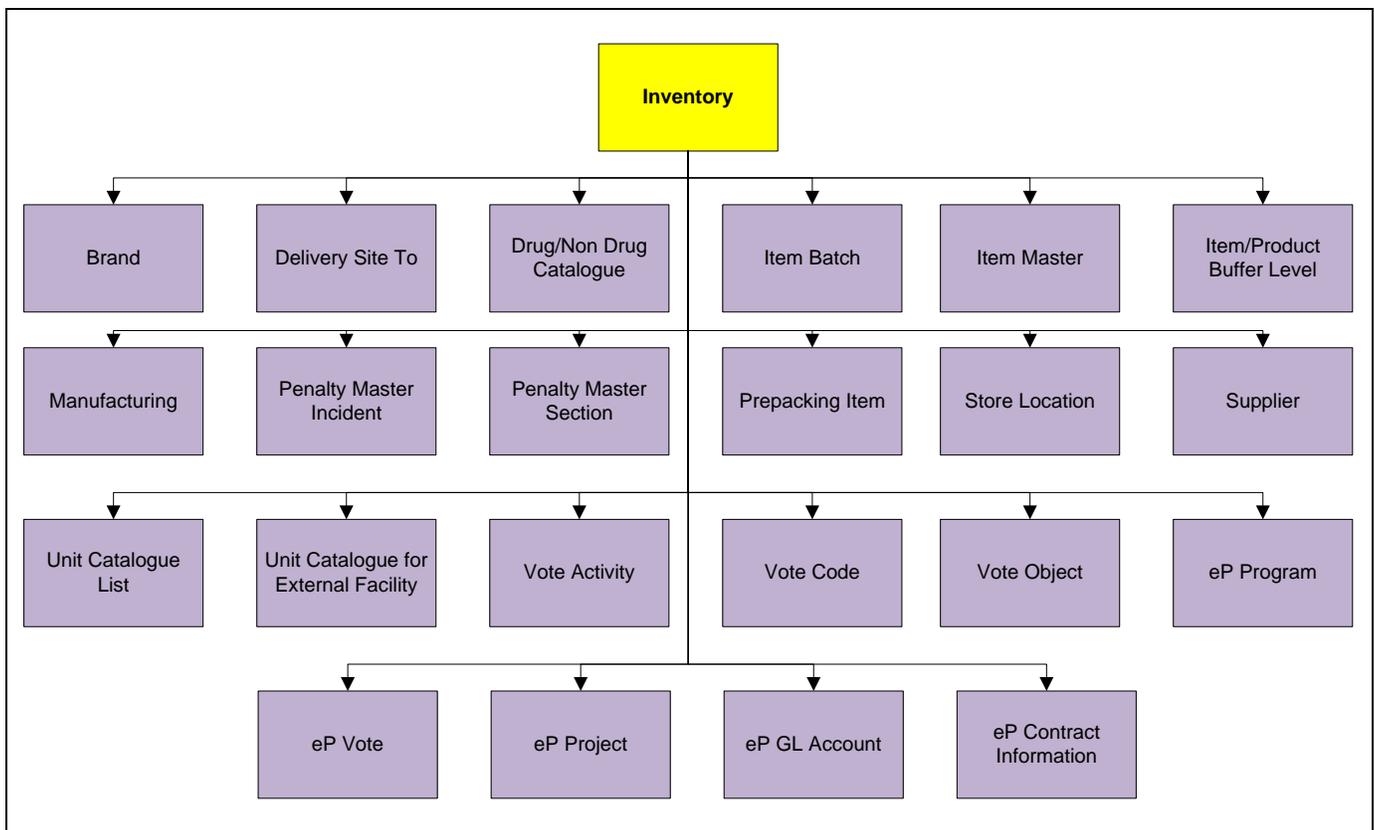
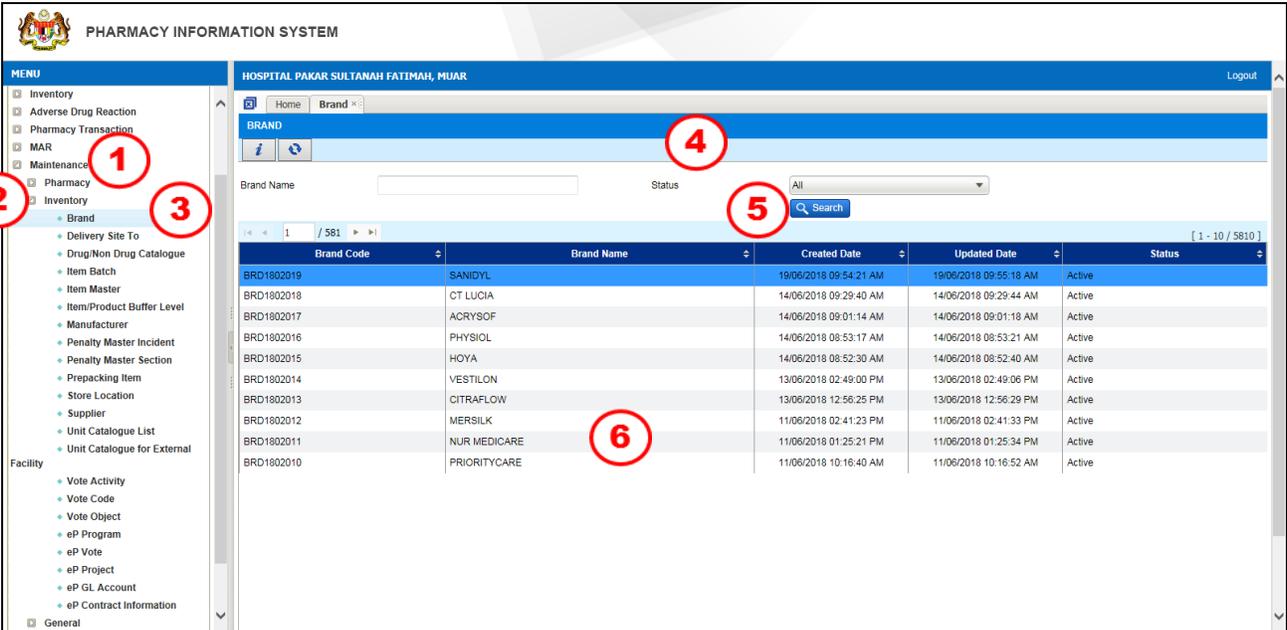


Figure 3.0-1

### 3.1 Brand

To view existing Brand record, perform the step below:



Brand Code	Brand Name	Created Date	Updated Date	Status
BRD1802019	SANDYL	19/06/2018 09:54:21 AM	19/06/2018 09:55:18 AM	Active
BRD1802018	CT LUCIA	14/06/2018 09:29:40 AM	14/06/2018 09:29:44 AM	Active
BRD1802017	ACRYSOF	14/06/2018 09:01:14 AM	14/06/2018 09:01:18 AM	Active
BRD1802016	PHYSIOL	14/06/2018 08:53:17 AM	14/06/2018 08:53:21 AM	Active
BRD1802015	HOYA	14/06/2018 08:52:30 AM	14/06/2018 08:52:40 AM	Active
BRD1802014	VESTILON	13/06/2018 02:49:00 PM	13/06/2018 02:49:06 PM	Active
BRD1802013	CITRAFLOW	13/06/2018 12:56:25 PM	13/06/2018 12:56:29 PM	Active
BRD1802012	MERSILK	11/06/2018 02:41:23 PM	11/06/2018 02:41:33 PM	Active
BRD1802011	NUR MEDICARE	11/06/2018 01:25:21 PM	11/06/2018 01:25:34 PM	Active
BRD1802010	PRIORITYCARE	11/06/2018 10:16:40 AM	11/06/2018 10:16:52 AM	Active

Figure 3.1-1 Brand Listing List

#### STEP 1

Go to 'Maintenance' menu

#### STEP 2

Click on 'Inventory'

#### STEP 3

Click on 'Brand'

#### STEP 4

To search for existing Brand entry, you may search by criteria as follow:

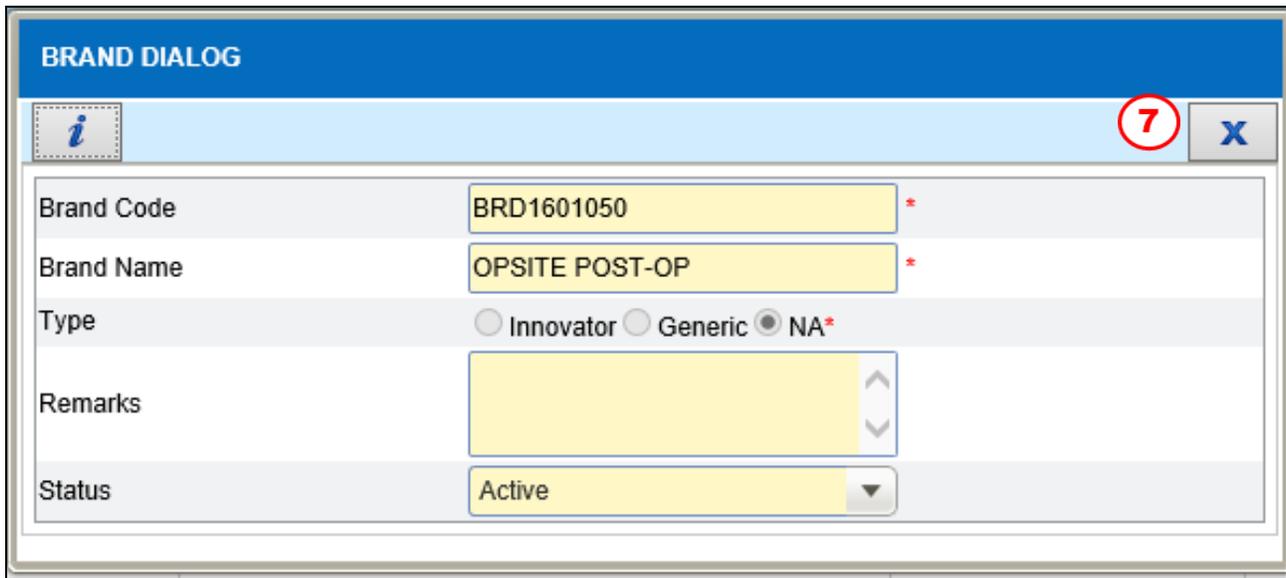
- a) Brand Name
- b) Status
  - Active
  - Inactive

#### STEP 5

Click on the  button after input criteria.

#### STEP 6

Double click on the selected record and the details will be displayed. The result display is based on the entered criteria as shown in Figure 3.1-2



BRAND DIALOG	
Brand Code	BRD1601050 *
Brand Name	OPSITE POST-OP *
Type	<input type="radio"/> Innovator <input type="radio"/> Generic <input checked="" type="radio"/> NA*
Remarks	
Status	Active

Figure 3.1-2 Brand Dialog

**Note**

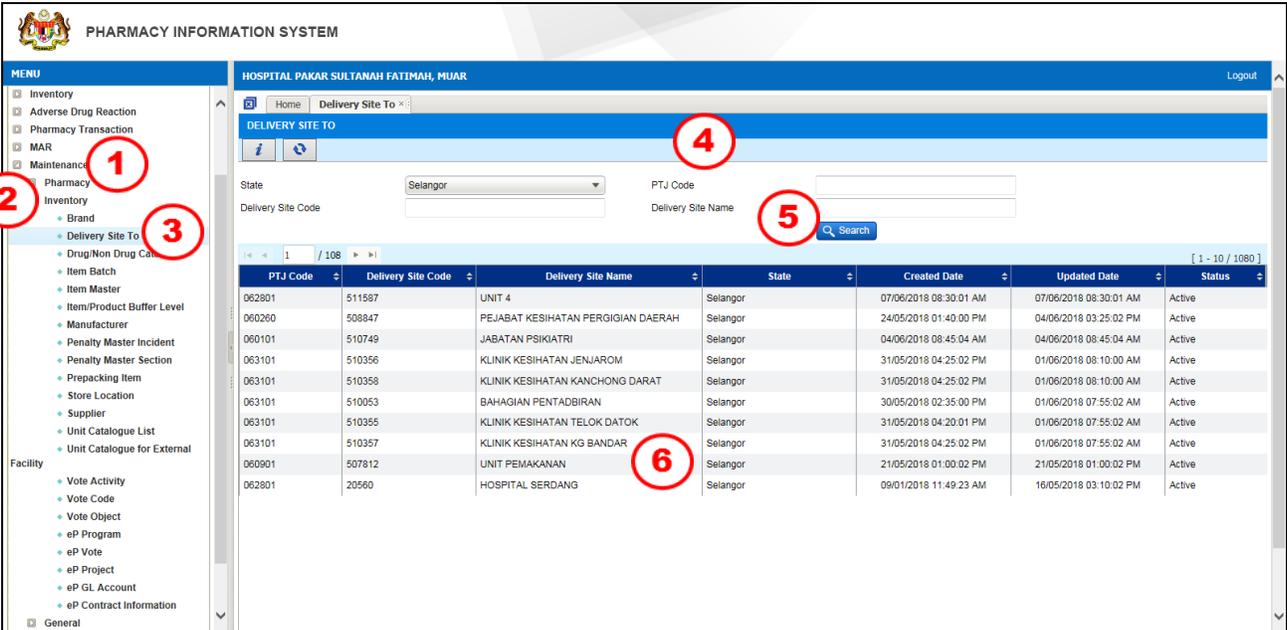
The Brand record is non-editable. Kindly contact HQ for any additional or modification of Brand data.

**STEP 7**

Click on the Close Window  button to return back to the Brand Listing Page

### 3.2 Delivery Site To

To view existing Delivery Site To record, perform the step below:



**PHARMACY INFORMATION SYSTEM**

**HOSPITAL PAKAR SULTANAH FATIMAH, MUAR** Logout

Home | Delivery Site To

**DELIVERY SITE TO**

State: Selangor PTJ Code:

Delivery Site Code:  Delivery Site Name:

PTJ Code	Delivery Site Code	Delivery Site Name	State	Created Date	Updated Date	Status
062801	511587	UNIT 4	Selangor	07/06/2018 08:30:01 AM	07/06/2018 08:30:01 AM	Active
060280	508847	PEJABAT KESIHATAN PERGIGIAN DAERAH	Selangor	24/05/2018 01:40:00 PM	04/06/2018 03:25:02 PM	Active
060101	510749	JABATAN PSIKIATRI	Selangor	04/06/2018 08:45:04 AM	04/06/2018 08:45:04 AM	Active
063101	510356	KLINIK KESIHATAN JENJAROM	Selangor	31/05/2018 04:25:02 PM	01/06/2018 08:10:00 AM	Active
063101	510358	KLINIK KESIHATAN KANCHONG DARAT	Selangor	31/05/2018 04:25:02 PM	01/06/2018 08:10:00 AM	Active
063101	510053	BAHAGIAN PENTADBIRAN	Selangor	30/05/2018 02:35:00 PM	01/06/2018 07:55:02 AM	Active
063101	510355	KLINIK KESIHATAN TELOK DATOK	Selangor	31/05/2018 04:20:01 PM	01/06/2018 07:55:02 AM	Active
063101	510357	KLINIK KESIHATAN KG BANDAR	Selangor	31/05/2018 04:25:02 PM	01/06/2018 07:55:02 AM	Active
060901	507812	UNIT PEMAKANAN	Selangor	21/05/2018 01:00:02 PM	21/05/2018 01:00:02 PM	Active
062801	20560	HOSPITAL SERDANG	Selangor	09/01/2018 11:49:23 AM	16/05/2018 03:10:02 PM	Active

Figure 3.2-1 Delivery Site To Listing Page

#### STEP 1

Go to 'Maintenance' menu

#### STEP 2

Click on 'Inventory'

#### STEP 3

Click on 'Delivery Site To'

#### STEP 4

To search for existing Delivery Site To entry, you may search by criteria as follow:

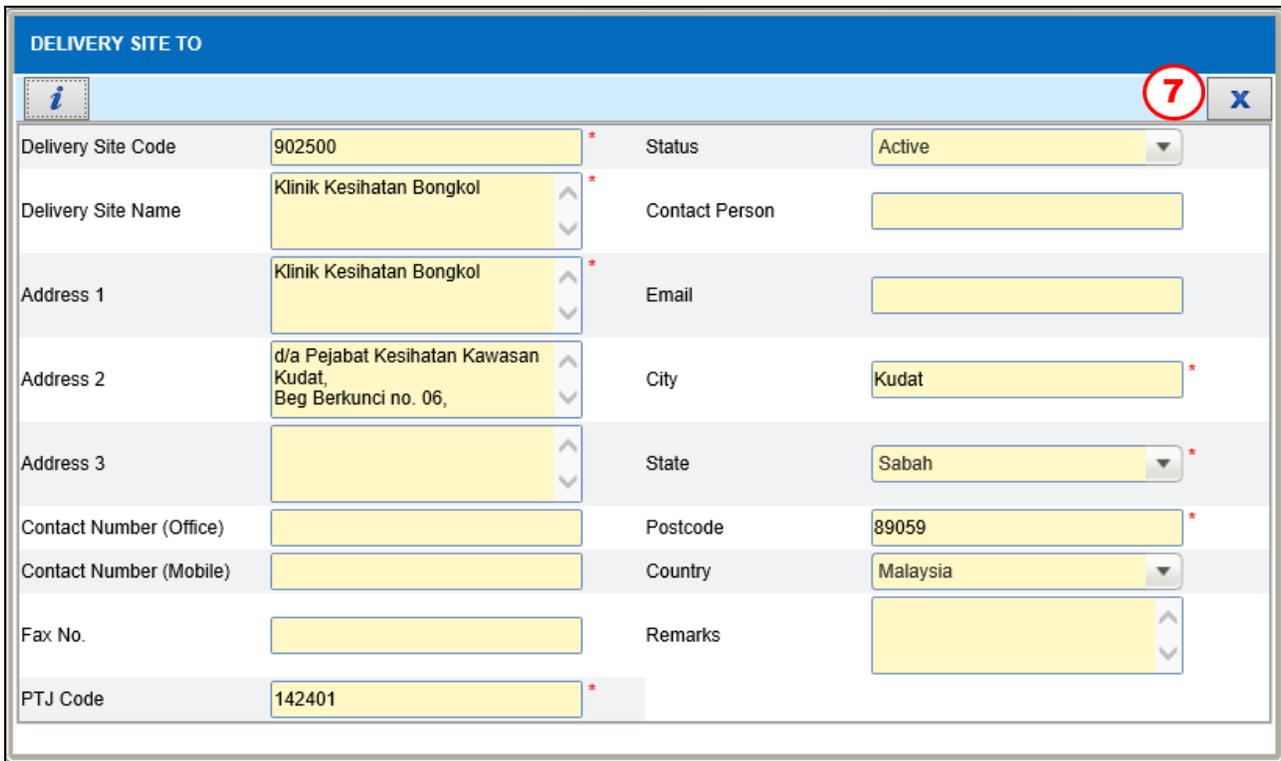
- State
- PTJ Code
- Delivery Site Code
- Delivery Site Name

#### STEP 5

Click on the  button after input criteria.

#### STEP 6

Double click on the selected record and the details will be displayed. The result display will be based on the entered criteria as shown in Figure 3.2-2



DELIVERY SITE TO	
Delivery Site Code	902500 *
Delivery Site Name	Klinik Kesihatan Bongkol *
Address 1	Klinik Kesihatan Bongkol *
Address 2	d/a Pejabat Kesihatan Kawasan Kudat, Beg Berkunci no. 06, *
Address 3	
Contact Number (Office)	
Contact Number (Mobile)	
Fax No.	
PTJ Code	142401 *
Status	Active
Contact Person	
Email	
City	Kudat *
State	Sabah *
Postcode	89059 *
Country	Malaysia
Remarks	

Figure 3.2-2 View Delivery Site To

**Note**

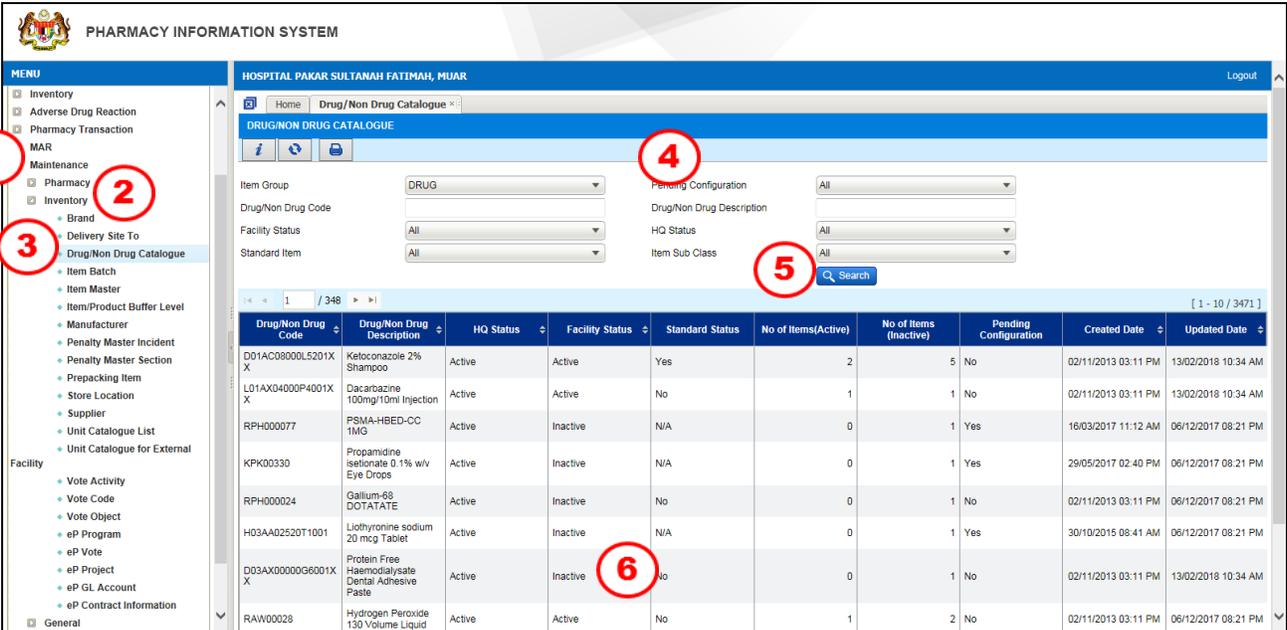
The Delivery Site To record is non-editable. Kindly contact HQ for any additional or modification of data.

**STEP 7**

Click on the Close Window  button to return back to the Delivery Site To Listing Page

### 3.3 Drug/Non Drug Catalogue

To view and edit existing Drug/Non Drug Catalogue record, perform the step below:



**PHARMACY INFORMATION SYSTEM**

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Home Drug/Non Drug Catalogue

**DRUG/NON DRUG CATALOGUE**

Item Group: DRUG Pending Configuration: All  
 Drug/Non Drug Code: Drug/Non Drug Description:  
 Facility Status: All HQ Status: All  
 Standard Item: All Item Sub Class: All

Search

Drug/Non Drug Code	Drug/Non Drug Description	HQ Status	Facility Status	Standard Status	No of Items(Active)	No of Items (Inactive)	Pending Configuration	Created Date	Updated Date
D01AC09000L5201X	Ketoconazole 2% Shampoo	Active	Active	Yes	2	5	No	02/11/2013 03:11 PM	13/02/2018 10:34 AM
L01AX04000P4001X	Dacarbazine 100mg/10ml Injection	Active	Active	No	1	1	No	02/11/2013 03:11 PM	13/02/2018 10:34 AM
RPH000077	PSMA-HBED-CC 1MG	Active	Inactive	N/A	0	1	Yes	16/03/2017 11:12 AM	06/12/2017 08:21 PM
KPK00330	Propamidine isetonate 0.1% w/v Eye Drops	Active	Inactive	N/A	0	1	Yes	29/05/2017 02:40 PM	06/12/2017 08:21 PM
RPH000024	Gallium-68 DOTATATE	Active	Inactive	No	0	1	No	02/11/2013 03:11 PM	06/12/2017 08:21 PM
H03AA02520T1001	Liothyronine sodium 20 mcg Tablet	Active	Inactive	N/A	0	1	Yes	30/10/2015 08:41 AM	06/12/2017 08:21 PM
D03AX00000G6001X	Protein Free Haemodialysate Dental Adhesive Paste	Active	Inactive	No	0	1	No	02/11/2013 03:11 PM	13/02/2018 10:34 AM
RAW00028	Hydrogen Peroxide 120 Volume Liquid	Active	Active	No	1	2	No	02/11/2013 03:11 PM	06/12/2017 08:21 PM

Figure 3.3-1 Drug/Non Drug Catalogue Listing Page

**STEP 1**

Go to 'Maintenance' menu

**STEP 2**

Click on 'Inventory'

**STEP 3**

Click on 'Drug/ Non Drug Catalogue'

**STEP 4**

To search for existing record(s), user may search by criteria as follows;

- a) Item Group
- b) Drug/Non Drug Code
- c) Facility Status
- d) Standard Item
- e) Pending Configuration
- f) Drug/Non Drug Description
- g) HQ Status.

**STEP 5**

Click on the  button after input criteria.

**STEP 6**

Double click on selected data. and the details will be displayed. The result display will be based on the entered criteria as shown in Figure 3.3-2

**DRUG/NON DRUG CATALOGUE**

Drug/Non Drug Code: GLN0100060 Drug/Non Drug Description: Simple Linctus Paed BP (Citric Acid 31.25mg/5ml Soln)

Facility Status: Active Standard Status: No

HQ Status: Active Item Default: GLN0100060.01

Average Price In SKU (RM): 0

**ITEMS LIST**

No	Item Type	Item Code	Item Description	SKU	PKU	Packaging Description	Purchase Flag	Facility Status	HQ Status
1	LP	GLN0100060-50	Simple Linctus Paed BP (Citric Acid 31.25mg/5ml Soln)	ml	bott	bottle of 50 ml	No	Inactive	Active
2	LP	GLN0100060-4000	Simple Linctus Paed BP (Citric Acid 31.25mg/5ml Soln)	ml	bott	bottle of 4000 ml	No	Inactive	Active
3	LP	GLN0100060-30	Simple Linctus Paed BP (Citric Acid 31.25mg/5ml Soln)	ml	ml	Bottle of 30 ml	No	Inactive	Active
4	LP	GLN0100060-3000	Simple Linctus Paed BP (Citric Acid 31.25mg/5ml Soln)	ml	bott	bottle of 3000 ml	No	Active	Active
5	LP	GLN0100060-45	Simple Linctus Paed BP (Citric Acid 31.25mg/5ml Soln)	ml	bott	bottle of 45 ml	No	Active	Active
6	LP	GLN0100060-60	Simple Linctus Paed BP (Citric Acid 31.25mg/5ml Soln)	ml	bott	bottle of 60 ml	No	Active	Active
7	LP	GLN0100060.02	Simple Linctus Paed BP (Citric Acid 31.25mg/5ml Soln)	ml	bott	bottle of 100 millilitre	Yes	Active	Active
8	LP	GLN0100060.01	Simple Linctus Paed BP (Citric Acid 31.25mg/5ml Soln)	ml	ml	millilitre	Yes	Active	Active

Figure 3.3-2 Drug/Non Drug Catalogue

**STEP 7**

Click on the  button to edit the record

**DRUG/NON DRUG CATALOGUE**

Drug/Non Drug Code: GLN0100060 Drug/Non Drug Description: Simple Linctus Paed BP (Citric Acid 31.25mg/5ml Soln)

Facility Status: Active Standard Status: No

HQ Status: Active Item Default: GLN0100060.01

Average Price In SKU (RM): 0

**ITEMS LIST**

No	Item Type	Item Code	Item Description	SKU	PKU	Packaging Description	Purchase Flag	Facility Status	HQ Status
1	LP	GLN0100060-50	Simple Linctus Paed BP (Citric Acid 31.25mg/5ml Soln)	ml	bott	bottle of 50 ml	No	Inactive	Active
2	LP	GLN0100060-4000	Simple Linctus Paed BP (Citric Acid 31.25mg/5ml Soln)	ml	bott	bottle of 4000 ml	No	Inactive	Active
3	LP	GLN0100060-30	Simple Linctus Paed BP (Citric Acid 31.25mg/5ml Soln)	ml	ml	Bottle of 30 ml	No	Inactive	Active
4	LP	GLN0100060-3000	Simple Linctus Paed BP (Citric Acid 31.25mg/5ml Soln)	ml	bott	bottle of 3000 ml	No	Active	Active
5	LP	GLN0100060-45	Simple Linctus Paed BP (Citric Acid 31.25mg/5ml Soln)	ml	bott	bottle of 45 ml	No	Active	Active
6	LP	GLN0100060-60	Simple Linctus Paed BP (Citric Acid 31.25mg/5ml Soln)	ml	bott	bottle of 60 ml	No	Active	Active
7	LP	GLN0100060.02	Simple Linctus Paed BP (Citric Acid 31.25mg/5ml Soln)	ml	bott	bottle of 100 millilitre	Yes	Active	Active
8	LP	GLN0100060.01	Simple Linctus Paed BP (Citric Acid 31.25mg/5ml Soln)	ml	ml	millilitre	Yes	Active	Active

Figure 3.3-3 Drug/Non Drug Catalogue

**STEP 8**

Select **Facility Status** from dropdown button

- Active
- Inactive

**STEP 9**

Select **Standard Status** from dropdown button

- Yes
- No

**STEP 10**

Select **Item Default** from  button

**STEP 11**

Select **Facility Status** under Item List Section from dropdown button

- Active
- Inactive

**STEP 12**

Select **Purchase Flag**

**Note**

- User is allowed to configure the flag as 'Yes' if the item active in Facility and HQ
- **Purchase Flag** status is for below function:
  - a) **Purchase Order** - During add item
  - b) **Recommended Purchase List (RPL)** - During 'Generate RPL' and 'Add Item' function
  - c) **Request for Quotation (RFQ)** - During add item
  - d) **Quotation** - During search for item
  - e) **Requisition Order** - In approval Stage

**STEP 13**

Click on the  button to save the edited record

**Note**

User is allowed to save/print the record by click on the  button as shown in Figure 3.3-4

 KEMENTERIAN KESIHATAN MALAYSIA HOSPITAL KUALA LUMPUR Drug/Non-Drug Catalogue Report Date : 14/10/2019													
Item Group DRUG													
Drug/Non Drug Code	Drug/Non Drug Description	Average Price In SKU (RM)	Facility Status (Drug/Non Drug)	HQ Status (Drug/Non Drug)	Standard Status	Item Code	Default Item(Y/N)	Item Type	SKU	PKU	Packaging Description	Facility Status (Item)	HQ Status (Item)
GLN0100060	Simple Linctus Paed BP (Citric Acid 31.25mg/5ml Soln)	0.0000	Active	Active	No	GLN0100060-50	GLN0100060.01	LP	ml	bott	bottle of 50 ml	Inactive	Active
GLN0100060	Simple Linctus Paed BP (Citric Acid 31.25mg/5ml Soln)	0.0000	Active	Active	No	GLN0100060-4000	GLN0100060.01	LP	ml	bott	bottle of 4000 ml	Inactive	Active
GLN0100060	Simple Linctus Paed BP (Citric Acid 31.25mg/5ml Soln)	0.0000	Active	Active	No	GLN0100060-30	GLN0100060.01	LP	ml	ml	Bottle of 30 ml	Inactive	Active
GLN0100060	Simple Linctus Paed BP (Citric Acid 31.25mg/5ml Soln)	0.0000	Active	Active	No	GLN0100060-3000	GLN0100060.01	LP	ml	bott	bottle of 3000 ml	Active	Active
GLN0100060	Simple Linctus Paed BP (Citric Acid 31.25mg/5ml Soln)	0.0000	Active	Active	No	GLN0100060-45	GLN0100060.01	LP	ml	bott	bottle of 45 ml	Active	Active
GLN0100060	Simple Linctus Paed BP (Citric Acid 31.25mg/5ml Soln)	0.0000	Active	Active	No	GLN0100060-60	GLN0100060.01	LP	ml	bott	bottle of 60 ml	Active	Active
GLN0100060	Simple Linctus Paed BP (Citric Acid 31.25mg/5ml Soln)	0.0000	Active	Active	No	GLN0100060.02	GLN0100060.01	LP	ml	bott	bottle of 100 millilitre	Active	Active
GLN0100060	Simple Linctus Paed BP (Citric Acid 31.25mg/5ml Soln)	0.0000	Active	Active	No	GLN0100060.01	GLN0100060.01	LP	ml	ml	millilitre	Active	Active

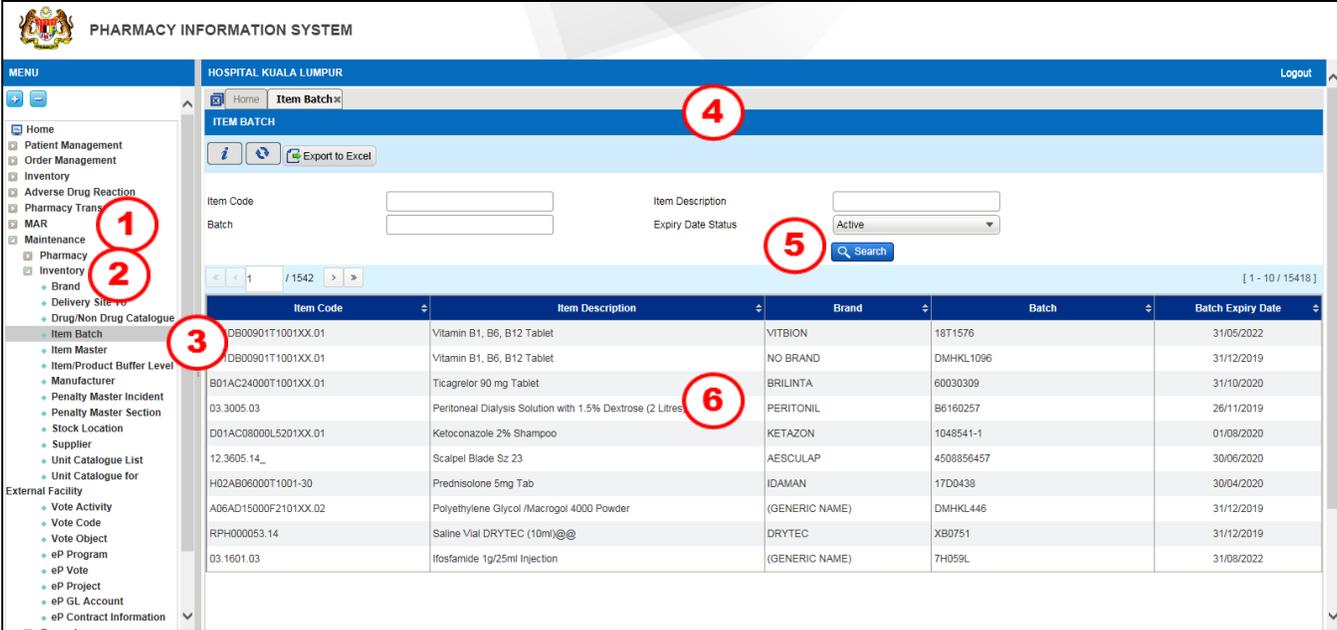
Printed Date : 14/10/2019      Printed By :       Unit Name : Farnasi Logistik      Source : PhIS

Page 1 of 1

**Figure 3.3-4 Drug/Non Drug Catalogue**

### 3.4 Item Batch

To view Item Batch record, perform the step below:



**PHARMACY INFORMATION SYSTEM**

HOSPITAL KUALA LUMPUR Logout

Home **Item Batch**

ITEM BATCH Export to Excel

Item Code:  Item Description:   
 Batch:  Expiry Date Status:  Search

1 / 1542 [ 1 - 10 / 15418 ]

Item Code	Item Description	Brand	Batch	Batch Expiry Date
DB00901T1001XX.01	Vitamin B1, B6, B12 Tablet	VITBION	18T1576	31/05/2022
DB00901T1001XX.01	Vitamin B1, B6, B12 Tablet	NO BRAND	DMHKL1096	31/12/2019
B01AC24000T1001XX.01	Ticagrelor 90 mg Tablet	BRILINTA	60030309	31/10/2020
03.3005.03	Peritoneal Dialysis Solution with 1.5% Dextrose (2 Litres)	PERITONIL	B6160257	26/11/2019
D01AC08000L5201XX.01	Ketoconazole 2% Shampoo	KETAZON	1048541-1	01/08/2020
12.3605.14_	Scalpel Blade Sz 23	AESFULAP	4508856457	30/06/2020
H02AB06000T1001-30	Prednisolone 5mg Tab	IDAMAN	17D0438	30/04/2020
A06AD15000F2101XX.02	Polyethylene Glycol /Macrogol 4000 Powder	(GENERIC NAME)	DMHKL446	31/12/2019
RPH000053.14	Saline Vial DRYTEC (10ml)@	DRYTEC	XB0751	31/12/2019
03.1601.03	Ifosfamide 1g/25ml Injection	(GENERIC NAME)	7H059L	31/08/2022

Figure 3.4-1 Item Batch Listing Page

**STEP 1**

Go to 'Maintenance' menu

**STEP 2**

Click on 'Inventory'

**STEP 3**

Click on 'Item Batch'

**STEP 4**

To search for existing Item Batch record, you may search by criteria as follow:

- a) Item Code
- b) Item Description
- c) Batch
- d) Expiry Date Status
  - All
  - Active
  - Expired

**STEP 5**

Click on the  button after input criteria.

**STEP 6**

Double click on the selected record and the details will be displayed. The result display will be based on the entered criteria as shown in Figure 3.4-2

**ITEM BATCH DETAILS**

7
X

**ITEM DETAILS**

Item Code	02.2409.06	Item Description	Methyldopa 250mg Tab
Batch	14E261	Brand	PHARMANIAGA
HQ Status	Active	Drug/Non-Drug Description	Methyldopa 250 mg Tablet
Facility Status	Active	Batch Expiry Date	31/03/2017
Drug/Non-Drug Code	C02AB0110T1001XX	UOM	<input checked="" type="radio"/> SKU <input type="radio"/> PKU

**ITEM BATCH LIST**

Unit Name

[ 1 - 4 / 4 ]

Unit Code	Unit Name	Good Stock Quantity	Bad Stock Quantity
FAE	FARMASI KECEMASAN	0	221
FKP	FARMASI KLINIK PAKAR	0	0
FKP Fill	FKP FILLING STATION	0	0
FS001	STOR FARMASI	0	0

**Figure 3.4-2 Item Batch Details**

**Note**

User can view Quantity based on 'SKU' or 'PKU' by click on the **UOM**  button

**STEP 7**

Click on the Close Window  button to return back to the Item Batch Listing Page

### 3.5 Item Master

To view and edit Item Master record, perform the step below:

**PHARMACY INFORMATION SYSTEM**

HOSPITAL KUALA LUMPUR

Logout

Home Item Master

ITEM MASTER

Item Code:  Item Description:

Item Purchase Type: All Item Group: All

Drug/Non-Drug Code:  Drug/Non-Drug Name:

Standard Item: All Item Sub Class: All

Facility Status: All Item Type:

Search

[ 1 - 10 / 21852 ]

Drug/Non-Drug Code	Drug/Non-Drug Name	Item Purchase Type	Item Code	Item Description	Packaging Description	Default Item	Standard Item	Created Date	Updated Date	Facility Status	HQ Status
A16AA04000C1002	Cysleamine Bitartrate 150mg Capsule	APPL	A16AA04000C1002.17	Cysleamine Bitartrate 150mg Capsule	finger tip unit of 30 capsule	No	No	26/09/2019 02:19 PM	26/09/2019 02:21 PM	Inactive	Active
J05AE12000C1001	Boceprevir 200mg Capsule	LP	J05AE12000C1001.01	Boceprevir 200mg Capsule	pack of 336 capsule	Yes	Yes	10/09/2015 09:56 PM	19/09/2019 11:54 AM	Active	Active
RAW00020	Ephedrine HCl Powder	APPL	01.0805.03	Ephedrine HCl Powder	bottle of 500 gram	No	Yes	22/07/2014 09:10 AM	17/09/2019 05:32 PM	Active	Inactive
KPK00285	5-Hydroxytryptophan (5-HTP) 50mg Capsule/tablet	LP	KPK00285	5-Hydroxytryptophan (5-HTP) 50mg Capsule/tablet	pack of 180 each	No	Yes	06/12/2017 03:25 PM	17/09/2019 04:21 PM	Active	Active
A01AC02000G6001	Dexamethasone 1 mg/g Oral Paste	Contract	A01AC02000G6001	Dexamethasone 1 mg/g Oral Paste	each of 9 tube	No	N/A	17/09/2019 09:48 AM	17/09/2019 09:50 AM	Inactive	Active
KPK00024	Lapatinib 250mg Tablet	LP	KPK00024.01	Lapatinib 250mg Tablet	Pack of 70 tab	Yes	Yes	09/11/2013 06:44 PM	11/09/2019 02:23 PM	Active	Active
KPK00285	5-Hydroxytryptophan (5-HTP) 50mg Capsule/tablet	LP	KPK00285.01	5-Hydroxytryptophan (5-HTP) 50mg Capsule/tablet	pack of 50 each	Yes	Yes	13/04/2016 11:39 AM	05/09/2019 10:26 AM	Active	Inactive
KPK00036	5-Aminolevulinic acid hydrochloride 30mg/ml Soln	Contract	KPK00036.KL1	5-Aminolevulinic acid hydrochloride 30mg/ml Soln	ampoule of 19 bottle	No	No	04/09/2019 09:27 AM	04/09/2019 09:29 AM	Inactive	Active

Figure 3.5-1 Item Master Listing Page

#### STEP 1

Go to 'Maintenance' menu follow by click 'Inventory' sub-menu and click on 'Item Master'

#### STEP 2

To search for existing Supplier entry, you may search by criteria as follow:

- Item Code
- Item Purchase Type
- Drug/ Non Drug Code
- Standard Item
- Facility Status
- Item Description
- Item Group
- Drug/ Non Drug Name
- Item Sub Class
- Item Type

#### STEP 3

Click on the  button after input criteria

#### STEP 4

Double click on the selected record and the details will be displayed. The result display will be based on the entered criteria as shown in Figure 3.5-2

ITEM MASTER			
5			
<b>DRUG/NON-DRUG INFORMATION</b>			
Item Group	DRUG	List Type	C
Drug/Non-Drug Code	R05CB02110T1001XX	Drug/Non-Drug Name	Bromhexine HCl 8mg Tablet
Item Sub Class	Tablet/Capsule		
<b>ITEM INFORMATION</b>			
Item Purchase Type	LP	Last Purchase Price(RM)	15.4000
Item Code	R05CB02110T1001XX.01	Item Average Price (SKU)(RM)	0.0194
Item Description	Bromhexine HCl 8mg Tablet	Item Average Price (FKU)(RM)	19.4000
		Image	 View Image
Item Status	Active	Drug Average Price (SKU)(RM)	0.0140
HQ Status	Active	<input checked="" type="radio"/> Default Item <input type="radio"/> Alternate Item <input checked="" type="radio"/> Standard <input type="radio"/> Non-Standard	
SKU	tablet	Purchase Flag	<input checked="" type="radio"/> Yes <input type="radio"/> No
SKU Description	tablet	Issue	<input type="radio"/> Yes <input checked="" type="radio"/> No
FKU	pack		
FKU Description	pack	Store Code	Stor Tablet
	<input checked="" type="checkbox"/> Repack <input type="checkbox"/> Manufactured Item <input type="checkbox"/> Ready to Dispense	Store Location	Stor Tablet
Conversion Factor	1,000	Min Order Qty	1
Packaging Description	pack of 1000 tablet	Remarks	
Vaccine Item	<input type="checkbox"/>	Emergency Item	<input type="checkbox"/>
UNSPSC Item Code		Alternate UOM	
		Without eP Integration	No

Figure 3.5-2 Item Master

**STEP 5**



Click on the  button to edit the record

**Note**

- Only certain criteria can be edited.
- For example, purchase flag and Issue can be edited.
- As for the item brand, we can set any of it as default.
- AP Item Price section will be enable only for APPL item as Figure 3.5-3

AP ITEM PRICE	
Price Code	Price(RM) 0.00

Figure 3.5-3 AP Item Price

ITEM MASTER			
<i>i</i> <span style="float: right;">6</span>			
<b>DRUG/NON-DRUG INFORMATION</b>			
Item Group	DRUG	List Type	C
Drug/Non-Drug Code	R05CB02110T1001XX	Drug/Non-Drug Name	Bromhexine HCl 8mg Tablet
Item Sub Class	Tablet/Capsule		
<b>ITEM INFORMATION</b>			
Item Purchase Type	LP	Last Purchase Price(RM)	15.4000
Item Code	R05CB02110T1001XX.01	Item Average Price (SKU)(RM)	0.0194
Item Description	Bromhexine HCl 8mg Tablet	Item Average Price (PKU)(RM)	19.4000
		Image	<input type="text"/> <input type="button" value="View Image"/>
Item Status	Active	Drug Average Price (SKU)(RM)	0.0140
HQ Status	Active	<input checked="" type="radio"/> Default Item <input type="radio"/> Alternate Item	<input checked="" type="radio"/> Standard <input type="radio"/> Non-Standard
SKU	tablet	Purchase Flag	<input checked="" type="radio"/> Yes <input type="radio"/> No
SKU Description	tablet	Issue	<input type="radio"/> Yes <input checked="" type="radio"/> No
PKU	pack		
PKU Description	pack	Store Code	Stor Tablet
	<input checked="" type="checkbox"/> Repack <input type="checkbox"/> Manufactured Item <input type="checkbox"/> Ready to Dispense	Store Location	Stor Tablet
Conversion Factor	1,000	Min Order Qty	1
Packaging Description	pack of 1000 tablet	Remarks	
Vaccine Item	<input type="checkbox"/>	Emergency Item	<input type="checkbox"/>
UNSPSC Item Code		Alternate UOM	
		Without eP Integration	No

Figure 3.5-4 Item Master

**STEP 6**

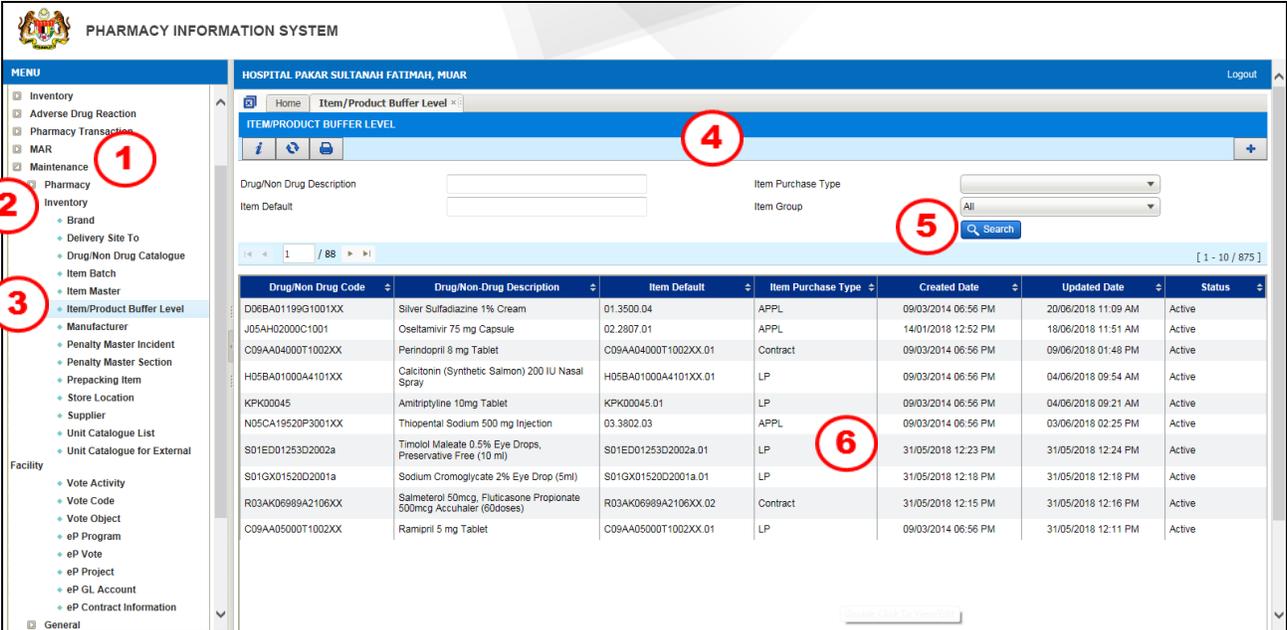


Click on the  button to save the edited record

### 3.6 Item/Product Buffer Level

#### 3.6.1 View/Edit Item/Product Buffer Level

To view and edit Item/Product Buffer Level record, perform the step below:



**PHARMACY INFORMATION SYSTEM**

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Home Item/Product Buffer Level

ITEM/PRODUCT BUFFER LEVEL

Drug/Non Drug Description:  Item Purchase Type:

Item Default:  Item Group:

Search

Drug/Non Drug Code	Drug/Non-Drug Description	Item Default	Item Purchase Type	Created Date	Updated Date	Status
D06BA01199G1001XX	Silver Sulfadiazine 1% Cream	D1.3500.04	APPL	09/03/2014 06:56 PM	20/06/2018 11:09 AM	Active
J05AH02000C1001	Osetamivir 75 mg Capsule	02.2807.01	APPL	14/01/2018 12:52 PM	18/06/2018 11:51 AM	Active
C09AA04000T1002XX	Perindopril 8 mg Tablet	C09AA04000T1002XX.01	Contract	09/03/2014 06:56 PM	09/06/2018 01:48 PM	Active
H05BA01000A4101XX	Calcitonin (Synthetic Salmon) 200 IU Nasal Spray	H05BA01000A4101XX.01	LP	09/03/2014 06:56 PM	04/06/2018 09:54 AM	Active
KPK00045	Amitriptyline 10mg Tablet	KPK00045.01	LP	09/03/2014 06:56 PM	04/06/2018 09:21 AM	Active
N05CA19520P3001XX	Thiopental Sodium 500 mg Injection	03.3802.03	APPL	09/03/2014 06:56 PM	03/06/2018 02:25 PM	Active
S01ED01253D2002a	Timolol Maleate 0.5% Eye Drops, Preservative Free (10 ml)	S01ED01253D2002a.01	LP	31/05/2018 12:23 PM	31/05/2018 12:24 PM	Active
S01GX01520D2001a	Sodium Cromoglycate 2% Eye Drop (5ml)	S01GX01520D2001a.01	LP	31/05/2018 12:18 PM	31/05/2018 12:18 PM	Active
R03AK06989A2106XX	Salmeterol 50mcg, Fluticasone Propionate 500mcg Accuhaler (60doses)	R03AK06989A2106XX.02	Contract	31/05/2018 12:15 PM	31/05/2018 12:16 PM	Active
C09AA05000T1002XX	Ramipril 5 mg Tablet	C09AA05000T1002XX.01	LP	09/03/2014 06:56 PM	31/05/2018 12:11 PM	Active

Figure 3.6.1-1 Item/Product Buffer Level

#### STEP 1

Go to 'Maintenance' menu

#### STEP 2

Click on 'Inventory'

#### STEP 3

Click on 'Item/Product Buffer Level'

#### STEP 4

To search for existing Supplier entry, you may search by criteria as follow:

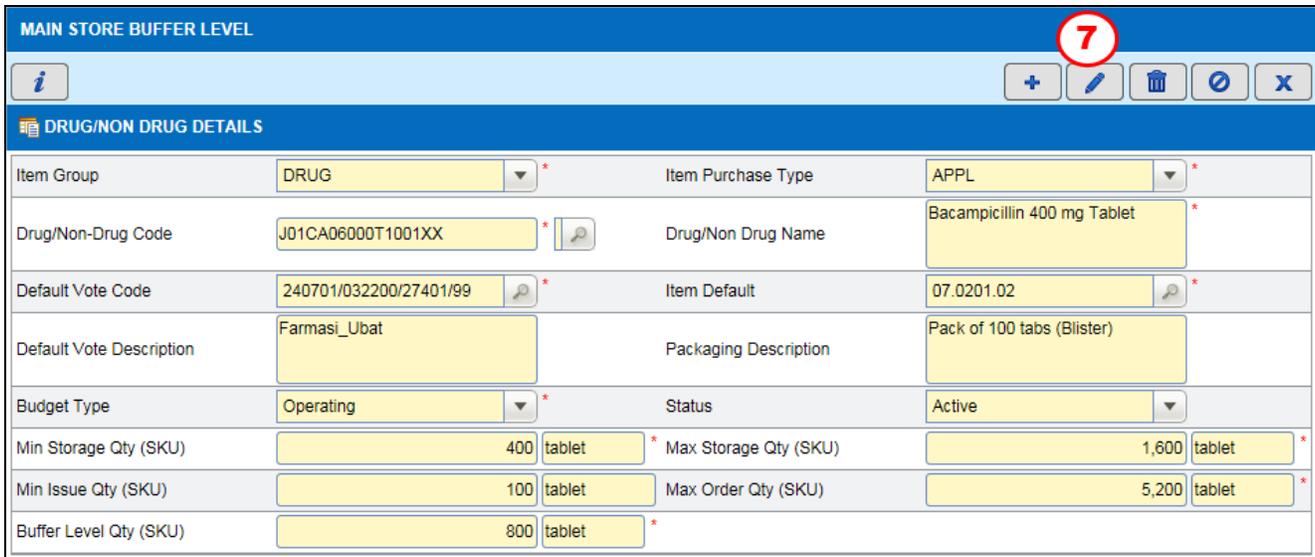
- a) Drug/ Non Drug Description
- b) Item Default
- c) Item Purchase Type
  - APPL
  - LP
  - Contract
- d) Item Group
  - All
  - DRUG
  - NON-DRUG

#### STEP 5

Click on the  button after input criteria

**STEP 6**

Double click on the selected record and the details will be displayed. The result display will be based on the entered criteria as shown in Figure 3.6.1-2



MAIN STORE BUFFER LEVEL			
<div style="display: flex; justify-content: space-between; align-items: center;"> <span><i>i</i></span> <span>      </span> </div>			
DRUG/NON DRUG DETAILS			
Item Group	DRUG	Item Purchase Type	APPL
Drug/Non-Drug Code	J01CA06000T1001XX	Drug/Non Drug Name	Bacampicillin 400 mg Tablet
Default Vote Code	240701/032200/27401/99	Item Default	07.0201.02
Default Vote Description	Farmasi_Ubat	Packaging Description	Pack of 100 tabs (Blister)
Budget Type	Operating	Status	Active
Min Storage Qty (SKU)	400 tablet	Max Storage Qty (SKU)	1,600 tablet
Min Issue Qty (SKU)	100 tablet	Max Order Qty (SKU)	5,200 tablet
Buffer Level Qty (SKU)	800 tablet		

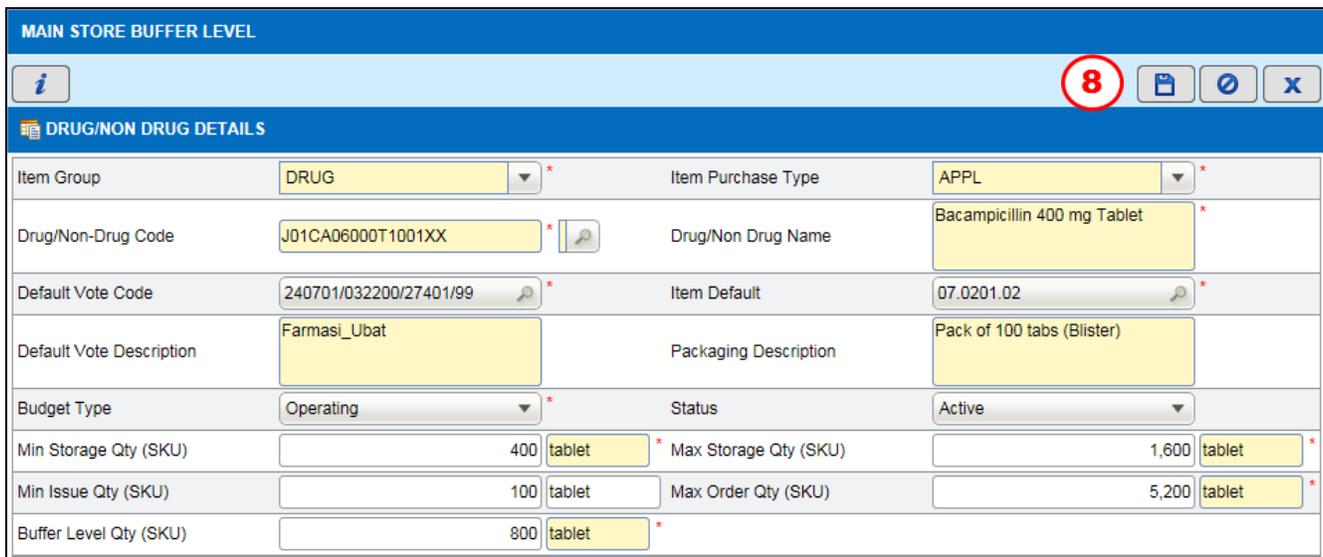
**Figure 3.6.1-2 Main Store Buffer Level**

**STEP 7**

Click on the  button to edit the record

**Note**

Only certain criteria can be edited (Refer to 3.6.1-3)



MAIN STORE BUFFER LEVEL			
<div style="display: flex; justify-content: space-between; align-items: center;"> <span><i>i</i></span> <span>    </span> </div>			
DRUG/NON DRUG DETAILS			
Item Group	DRUG	Item Purchase Type	APPL
Drug/Non-Drug Code	J01CA06000T1001XX	Drug/Non Drug Name	Bacampicillin 400 mg Tablet
Default Vote Code	240701/032200/27401/99	Item Default	07.0201.02
Default Vote Description	Farmasi_Ubat	Packaging Description	Pack of 100 tabs (Blister)
Budget Type	Operating	Status	Active
Min Storage Qty (SKU)	400 tablet	Max Storage Qty (SKU)	1,600 tablet
Min Issue Qty (SKU)	100 tablet	Max Order Qty (SKU)	5,200 tablet
Buffer Level Qty (SKU)	800 tablet		

**Figure 3.6.1-3 Main Store Buffer Level**

**Note**

Field allow to be edited:

- a) Default Vote Code
- b) Item Default

- c) *Budget Type*
- d) *Status*
- e) *Min Storage Qty (SKU)*
- f) *Max Storage Qty (SKU)*
- g) *Min Issue Qty (SKU)*
- h) *Max Order Qty (SKU)*
- i) *Buffer Level Qty (SKU)*

**STEP 8**

Click on the  button to save the edited record

### 3.6.2 Create New Item/Product Buffer Level

To create new Item/Product Buffer Level record, perform the step below:

PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Home Item/Product Buffer Level

ITEM/PRODUCT BUFFER LEVEL

Drug/Non Drug Description:  Item Purchase Type:

Item Default:  Item Group:

Search:

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Drug/Non Drug Code	Drug/Non-Drug Description	Item Default	Item Purchase Type	Created Date	Updated Date	Status
D06BA01199G1001XX	Silver Sulfadiazine 1% Cream	01.3500.04	APPL	09/03/2014 06:56 PM	20/06/2018 11:09 AM	Active
J05AH02000C1001	Osetlamivir 75 mg Capsule	02.2807.01	APPL	14/01/2018 12:52 PM	18/06/2018 11:51 AM	Active
C09AA04000T1002XX	Perindopril 8 mg Tablet	C09AA04000T1002XX.01	Contract	09/03/2014 06:56 PM	09/06/2018 01:48 PM	Active
H05BA01000A4101XX	Calcitonin (Synthetic Salmon) 200 IU Nasal Spray	H05BA01000A4101XX.01	LP	09/03/2014 06:56 PM	04/06/2018 09:54 AM	Active
KPK00045	Amiripryline 10mg Tablet	KPK00045.01	LP	09/03/2014 06:56 PM	04/06/2018 09:21 AM	Active
N05CA19520P3001XX	Thiopental Sodium 500 mg Injection	03.3802.03	APPL	09/03/2014 06:56 PM	03/06/2018 02:25 PM	Active
S01ED01253D2002a	Timolol Maleate 0.5% Eye Drops, Preservative Free (10 ml)	S01ED01253D2002a.01	LP	31/05/2018 12:23 PM	31/05/2018 12:24 PM	Active
S01GX01520D2001a	Sodium Cromoglycate 2% Eye Drop (5ml)	S01GX01520D2001a.01	LP	31/05/2018 12:18 PM	31/05/2018 12:18 PM	Active
R03AK06989A2106XX	Salmeterol 50mcg, Fluticasone Propionate 500mcg Accuhaler (60doses)	R03AK06989A2106XX.02	Contract	31/05/2018 12:15 PM	31/05/2018 12:16 PM	Active
C09AA05000T1002XX	Ramipril 5 mg Tablet	C09AA05000T1002XX.01	LP	09/03/2014 06:56 PM	31/05/2018 12:11 PM	Active

Figure 3.6.2-1 Item/Product Buffer Level

STEP 1



Click on the  button and the 'Main Store Buffer Level' screen will be displayed as Figure 3.6.2-2

MAIN STORE BUFFER LEVEL

DRUG/NON DRUG DETAILS

Item Group:  \* Item Purchase Type:  \*

Drug/Non-Drug Code:  \* Drug/Non Drug Name:  \*

Default Vote Code:  \* Item Default:  \*

Default Vote Description:  Packaging Description:

Budget Type:  Operating \* Status:  Active

Min Storage Qty (SKU):  \* Max Storage Qty (SKU):  \*

Min Issue Qty (SKU):  \* Max Order Qty (SKU):  \*

Buffer Level Qty (SKU):  \*

Figure 3.6.2-2 Main Store Buffer Level

**Note**

*Key in the details.*

- a) *Item Group*
- b) *Item Purchase Type*
- c) *Drug/ Non Drug Code*
- d) *Default Vote Code*
- e) *Budget Type*
- f) *Min Storage Qty (SKU)*
- g) *Max Storage Qty (SKU)*
- h) *Min Issue Qty (SKU)*
- i) *Max Order Qty (SKU)*
- j) *Buffer Level Qty (SKU)*

**STEP 2**

Click on the  button to save the record

### 3.7 Manufacturing

To view Manufacturing record, perform the step below:

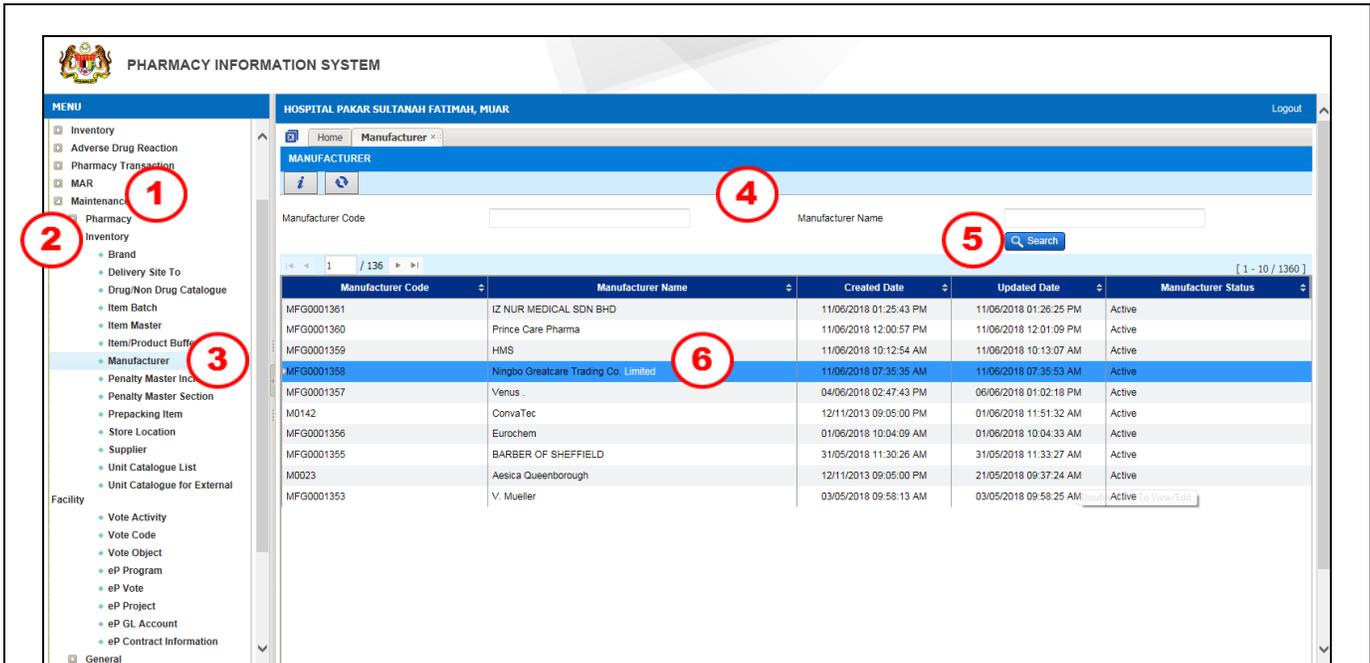


Figure 3.7-1 Manufacturing Listing Page

#### STEP 1

Go to 'Maintenance' menu

#### STEP 2

Click on 'Inventory'

#### STEP 3

Click on 'Manufacturer'

#### STEP 4

To search for existing Manufacturer entry, you may search by criteria as follow:

- Manufacturer Code
- Manufacturer Name

#### STEP 5

Click on the  button after input criteria.

#### STEP 6

Double click on the selected record and the details will be displayed. The result display will be based on the entered criteria as shown in Figure 3.7-2

MANUFACTURER			
Manufacturer Code	MFG0000940 *	Status	Active ▼
Manufacturer Name	Surgipath Medical Industries *	Contact Person	
Address Line 1		Postcode	
Address Line 2		City	
Address Line 3		State	▼
Country	United States ▼ *	Contact Number (Office)	
Contact Number (Mobile)		Fax No.	
Email		Remarks	

Figure 3.7-2 Manufacturer

**Note**

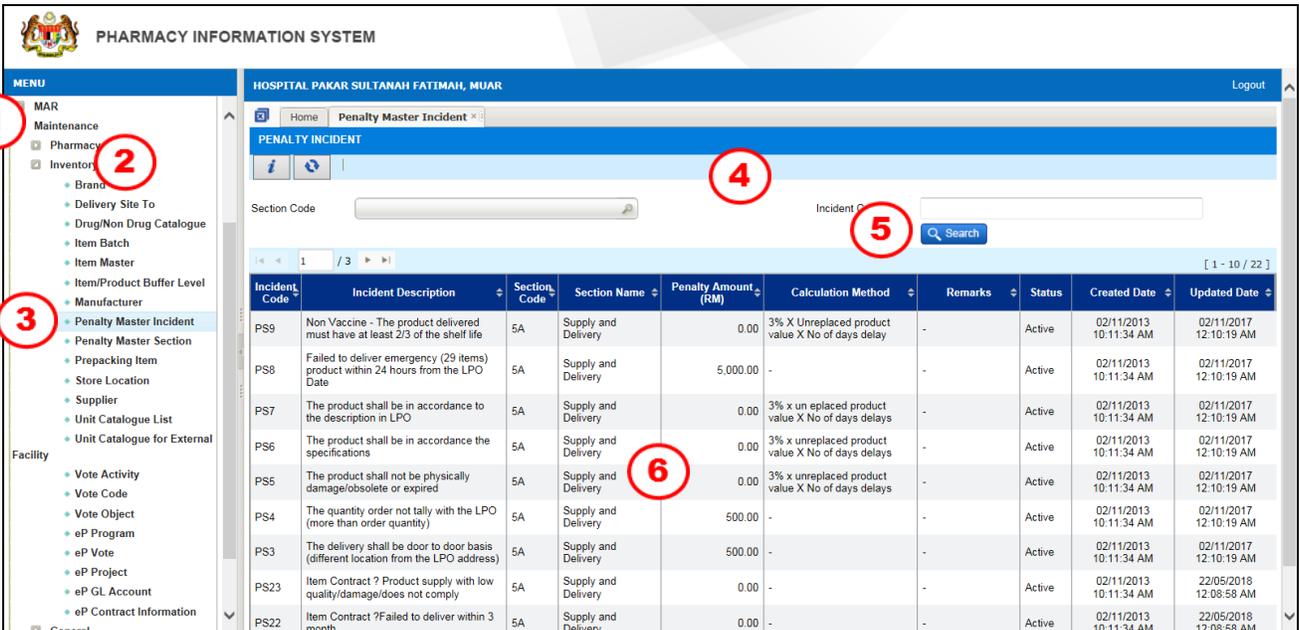
The Manufacturer record is non-editable. Kindly contact HQ for any additional or modification of Manufacturer data.

**STEP 7**

Click on the Close Window  button to return back to the Manufacturer Listing Page

### 3.8 Penalty Master Incident

To view Penalty Master Incident record, perform the step below:



**PHARMACY INFORMATION SYSTEM**  
HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

**MENU**

- MAR
- Maintenance
- Pharmacy
  - Inventory
    - Brand
    - Delivery Site To
    - Drug/Non Drug Catalogue
    - Item Batch
    - Item Master
    - Item/Product Buffer Level
    - Manufacturer
    - Penalty Master Incident
    - Penalty Master Section
    - Prepacking Item
    - Store Location
    - Supplier
    - Unit Catalogue List
    - Unit Catalogue for External
  - Facility
    - Vote Activity
    - Vote Code
    - Vote Object
    - eP Program
    - eP Vote
    - eP Project
    - eP GL Account
    - eP Contract Information
- General

**PENALTY INCIDENT**

Section Code:  Incident Code:

Incident Code	Incident Description	Section Code	Section Name	Penalty Amount (RM)	Calculation Method	Remarks	Status	Created Date	Updated Date
PS9	Non Vaccine - The product delivered must have at least 2/3 of the shelf life	5A	Supply and Delivery	0.00	3% X Unreplaced product value X No of days delay	-	Active	02/11/2013 10:11:34 AM	02/11/2017 12:10:19 AM
PS8	Failed to deliver emergency (29 items) product within 24 hours from the LPO Date	5A	Supply and Delivery	5,000.00	-	-	Active	02/11/2013 10:11:34 AM	02/11/2017 12:10:19 AM
PS7	The product shall be in accordance to the description in LPO	5A	Supply and Delivery	0.00	3% x un replaced product value X No of days delays	-	Active	02/11/2013 10:11:34 AM	02/11/2017 12:10:19 AM
PS6	The product shall be in accordance the specifications	5A	Supply and Delivery	0.00	3% x unreplaced product value X No of days delays	-	Active	02/11/2013 10:11:34 AM	02/11/2017 12:10:19 AM
PS5	The product shall not be physically damage/obsolete or expired	5A	Supply and Delivery	0.00	3% x unreplaced product value X No of days delays	-	Active	02/11/2013 10:11:34 AM	02/11/2017 12:10:19 AM
PS4	The quantity order not tally with the LPO (more than order quantity)	5A	Supply and Delivery	500.00	-	-	Active	02/11/2013 10:11:34 AM	02/11/2017 12:10:19 AM
PS3	The delivery shall be door to door basis (different location from the LPO address)	5A	Supply and Delivery	500.00	-	-	Active	02/11/2013 10:11:34 AM	02/11/2017 12:10:19 AM
PS23	Item Contract ? Product supply with low quality/damage/does not comply	5A	Supply and Delivery	0.00	-	-	Active	02/11/2013 10:11:34 AM	22/05/2018 12:08:58 AM
PS22	Item Contract ?Failed to deliver within 3 month	5A	Supply and Delivery	0.00	-	-	Active	02/11/2013 10:11:34 AM	22/05/2018 12:08:58 AM

Figure 3.8-1 Penalty Master Incident Listing Page

**STEP 1**

Go to 'Maintenance' menu

**STEP 2**

Click on 'Inventory'

**STEP 3**

Click on 'Penalty Master Incident'

**STEP 4**

To search for existing Penalty Master Incident record, you may search by criteria as follow:

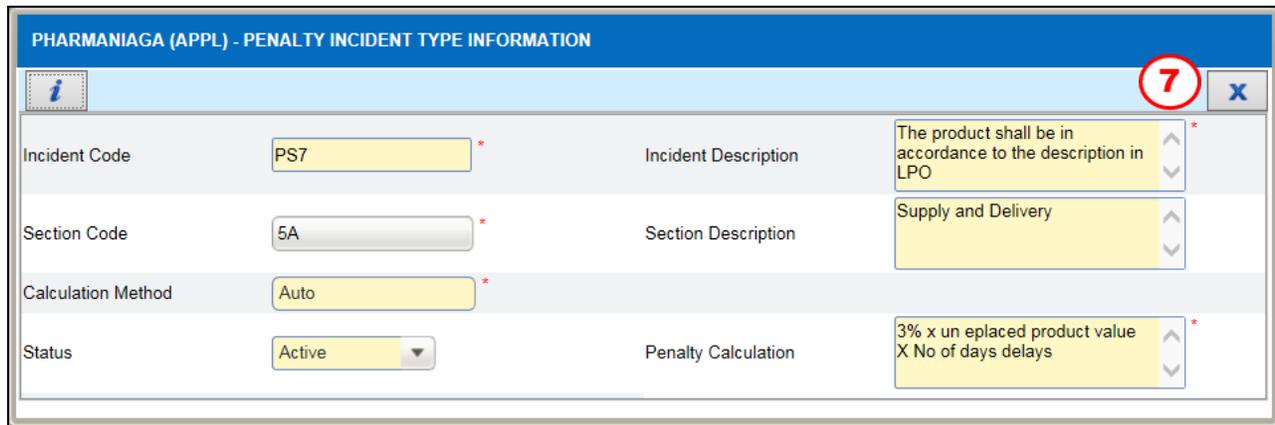
- a) Section Code
- b) Incident Code

**STEP 5**

Click on the  button after input criteria.

**STEP 6**

Double click on the selected record and the details will be displayed. The result display will be based on the entered criteria as shown in Figure 3.8-2



PHARMANIAGA (APPL) - PENALTY INCIDENT TYPE INFORMATION			
Incident Code	PS7	Incident Description	The product shall be in accordance to the description in LPO
Section Code	5A	Section Description	Supply and Delivery
Calculation Method	Auto		
Status	Active	Penalty Calculation	3% x un eplaced product value X No of days delays

**Figure 3.8-2 Penalty Master Incident**

**Note**

The Penalty Master Incident record is non-editable. Kindly contact HQ for any additional or modification of Penalty Master Incident data.

**STEP 7**

Click on the Close Window  button to return back to the Penalty Master Incident Listing Page

### 3.9 Penalty Master Section

To view Penalty Master Section record, perform the step below:

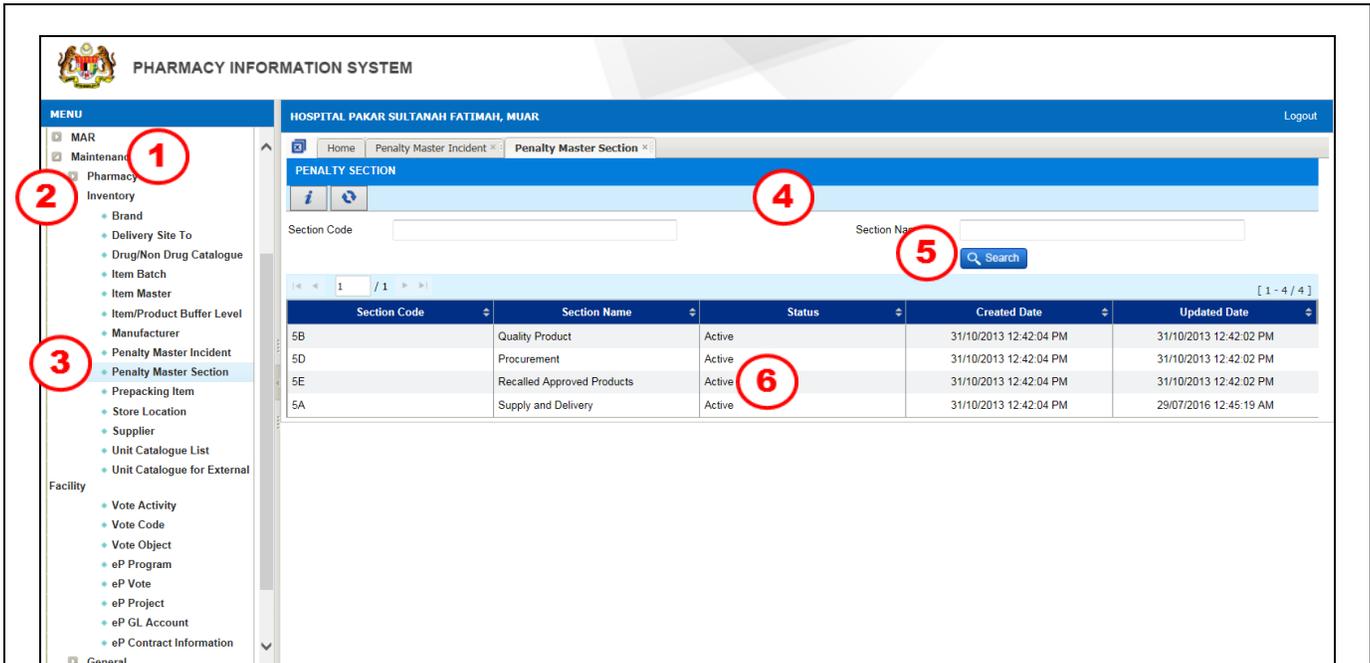


Figure 3.9 Penalty Master Section Listing Page

#### STEP 1

Go to 'Maintenance' menu

#### STEP 2

Click on 'Inventory'

#### STEP 3

Click on 'Penalty Master Section'

#### STEP 4

To search for existing Penalty Master Section record, you may search by criteria as follow:

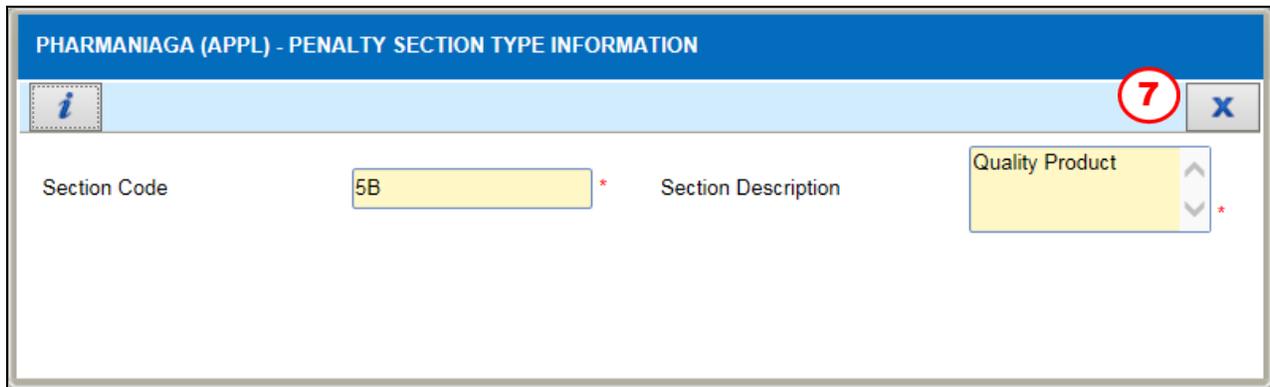
- Section Code
- Section Name

#### STEP 5

Click on the  button after input criteria.

#### STEP 6

Double click on the selected record and the details will be displayed. The result display will be based on the entered criteria as shown in Figure 3.9-2



PHARMANIAGA (APPL) - PENALTY SECTION TYPE INFORMATION

*i* **7** X

Section Code: 5B \*      Section Description: Quality Product \*

**Figure 3.9 Penalty Master Section**

**Note**

The Penalty Master Section record is non-editable. Kindly contact HQ for any additional or modification of Penalty Master Section data.

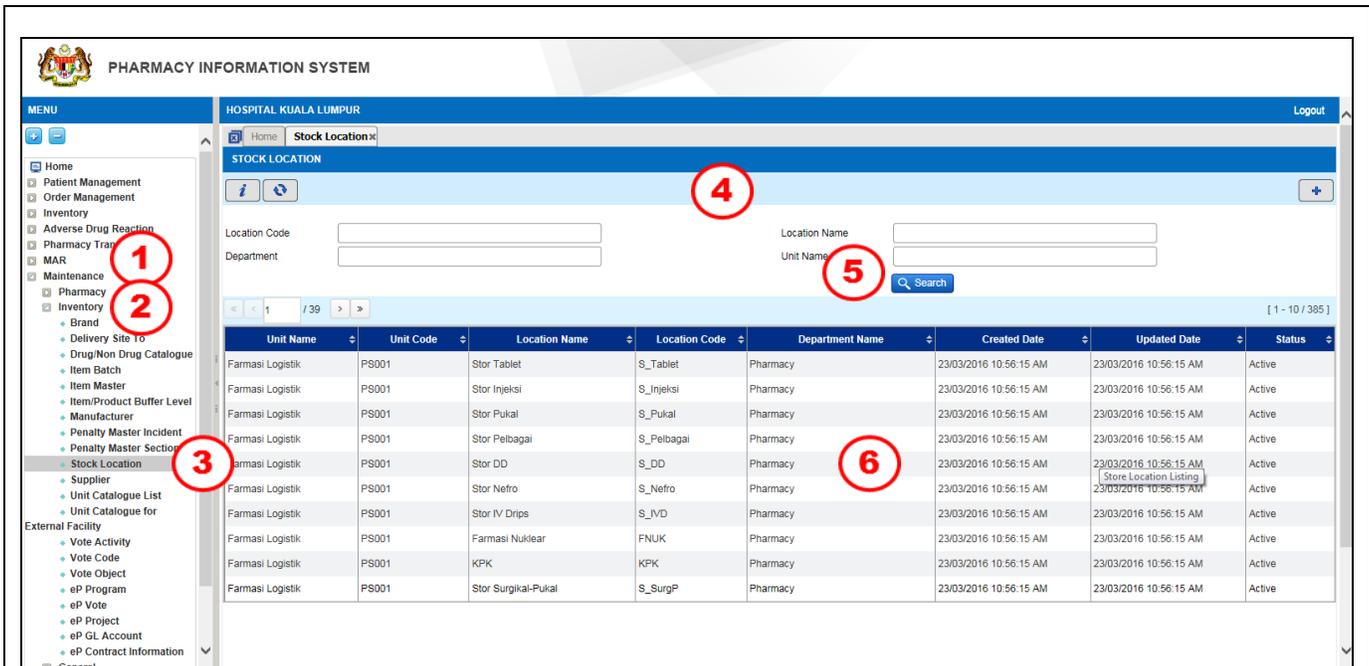
**STEP 7**

Click on the Close Window  button to return back to the Penalty Master Section Listing Page

### 3.10 Stock Location

#### 3.10.1 View/Edit Stock Location

To view and edit Stock Location record, perform the step below:



The screenshot displays the 'PHARMACY INFORMATION SYSTEM' interface for 'HOSPITAL KUALA LUMPUR'. The left-hand menu is expanded to 'Maintenance' > 'Inventory' > 'Stock Location'. The main area shows a search form with fields for 'Location Code', 'Location Name', 'Department', and 'Unit Name', and a 'Search' button. Below the search form is a table listing stock location records. The table has columns for Unit Name, Unit Code, Location Name, Location Code, Department Name, Created Date, Updated Date, and Status. The first row is highlighted, and a red circle '6' is placed over it. Other red circles '1' through '5' are placed over the menu path, search bar, and search button respectively.

Unit Name	Unit Code	Location Name	Location Code	Department Name	Created Date	Updated Date	Status
Farmasi Logistik	PS001	Stor Tablet	S_Tablet	Pharmacy	23/03/2016 10:56:15 AM	23/03/2016 10:56:15 AM	Active
Farmasi Logistik	PS001	Stor Injeksi	S_Injeksi	Pharmacy	23/03/2016 10:56:15 AM	23/03/2016 10:56:15 AM	Active
Farmasi Logistik	PS001	Stor Pukul	S_Pukul	Pharmacy	23/03/2016 10:56:15 AM	23/03/2016 10:56:15 AM	Active
Farmasi Logistik	PS001	Stor Pelbagai	S_Pelbagai	Pharmacy	23/03/2016 10:56:15 AM	23/03/2016 10:56:15 AM	Active
Farmasi Logistik	PS001	Stor DD	S_DD	Pharmacy	23/03/2016 10:56:15 AM	23/03/2016 10:56:15 AM	Active
Farmasi Logistik	PS001	Stor Nefro	S_Nefro	Pharmacy	23/03/2016 10:56:15 AM	23/03/2016 10:56:15 AM	Active
Farmasi Logistik	PS001	Stor IV Drips	S_IVD	Pharmacy	23/03/2016 10:56:15 AM	23/03/2016 10:56:15 AM	Active
Farmasi Logistik	PS001	Farmasi Nuklear	FNUK	Pharmacy	23/03/2016 10:56:15 AM	23/03/2016 10:56:15 AM	Active
Farmasi Logistik	PS001	KPK	KPK	Pharmacy	23/03/2016 10:56:15 AM	23/03/2016 10:56:15 AM	Active
Farmasi Logistik	PS001	Stor Surgikal-Pukul	S_SurgP	Pharmacy	23/03/2016 10:56:15 AM	23/03/2016 10:56:15 AM	Active

Figure 3.10.1-1 Stock Location Listing Page

#### STEP 1

Go to 'Maintenance' menu

#### STEP 2

Click on 'Inventory'

#### STEP 3

Click on 'Stock Location' sub menu

#### STEP 4

To search for existing Stock Location entry, you may search by criteria as follow:

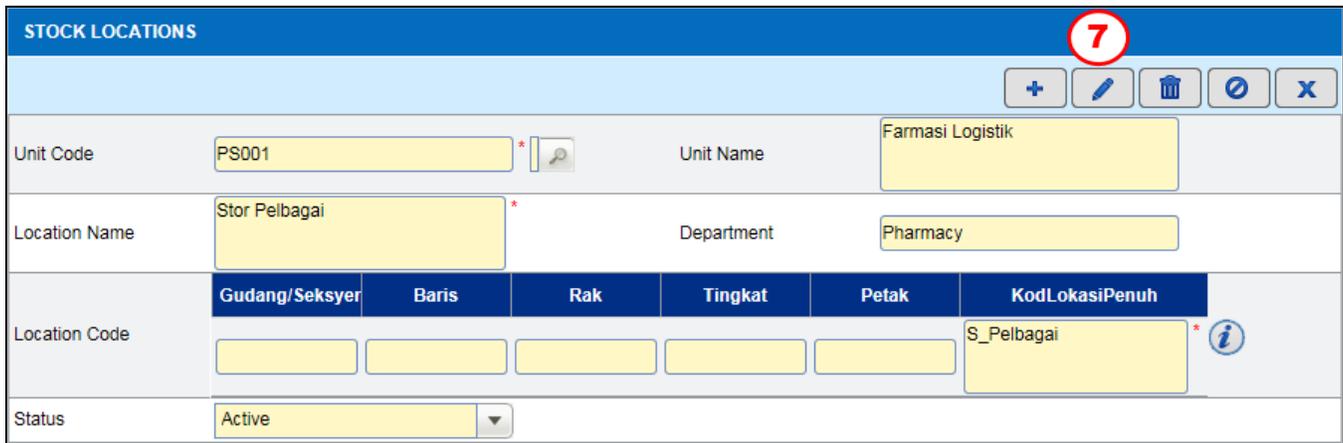
- Location Code
- Location Name
- Department
- Unit Name

#### STEP 5

Click on the  button after input criteria

#### STEP 6

Double click on the selected record and the details will be displayed. The result display will be based on the entered criteria as shown in Figure 3.10.1-2



The screenshot shows the 'STOCK LOCATIONS' form with the following fields and values:

Unit Code	PS001 *	Unit Name	Farmasi Logistik												
Location Name	Stor Pelbagai *	Department	Pharmacy												
Location Code	<table border="1"><tr><th>Gudang/Seksyer</th><th>Baris</th><th>Rak</th><th>Tingkat</th><th>Petak</th><th>KodLokasiPenuh</th></tr><tr><td></td><td></td><td></td><td></td><td></td><td>S_Pelbagai *</td></tr></table>	Gudang/Seksyer	Baris	Rak	Tingkat	Petak	KodLokasiPenuh						S_Pelbagai *		
Gudang/Seksyer	Baris	Rak	Tingkat	Petak	KodLokasiPenuh										
					S_Pelbagai *										
Status	Active														

The edit button (pencil icon) in the top right corner is circled in red with the number 7.

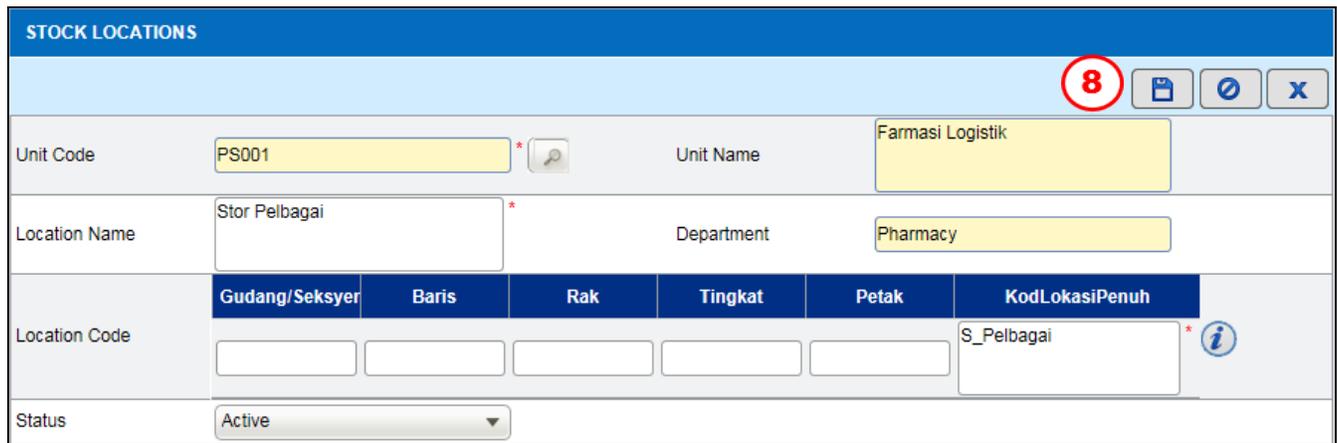
Figure 3.10.1-2 Stock Location

**STEP 7**

Click on the  button to edit the record

**Note**

List of details that can be edited are Location Name, Location Code and Status.  
(Refer to Figure 3.10.1-3)



The screenshot shows the 'STOCK LOCATIONS' form with the following fields and values:

Unit Code	PS001 *	Unit Name	Farmasi Logistik												
Location Name	Stor Pelbagai *	Department	Pharmacy												
Location Code	<table border="1"><tr><th>Gudang/Seksyer</th><th>Baris</th><th>Rak</th><th>Tingkat</th><th>Petak</th><th>KodLokasiPenuh</th></tr><tr><td></td><td></td><td></td><td></td><td></td><td>S_Pelbagai *</td></tr></table>	Gudang/Seksyer	Baris	Rak	Tingkat	Petak	KodLokasiPenuh						S_Pelbagai *		
Gudang/Seksyer	Baris	Rak	Tingkat	Petak	KodLokasiPenuh										
					S_Pelbagai *										
Status	Active														

The save button (floppy disk icon) in the top right corner is circled in red with the number 8.

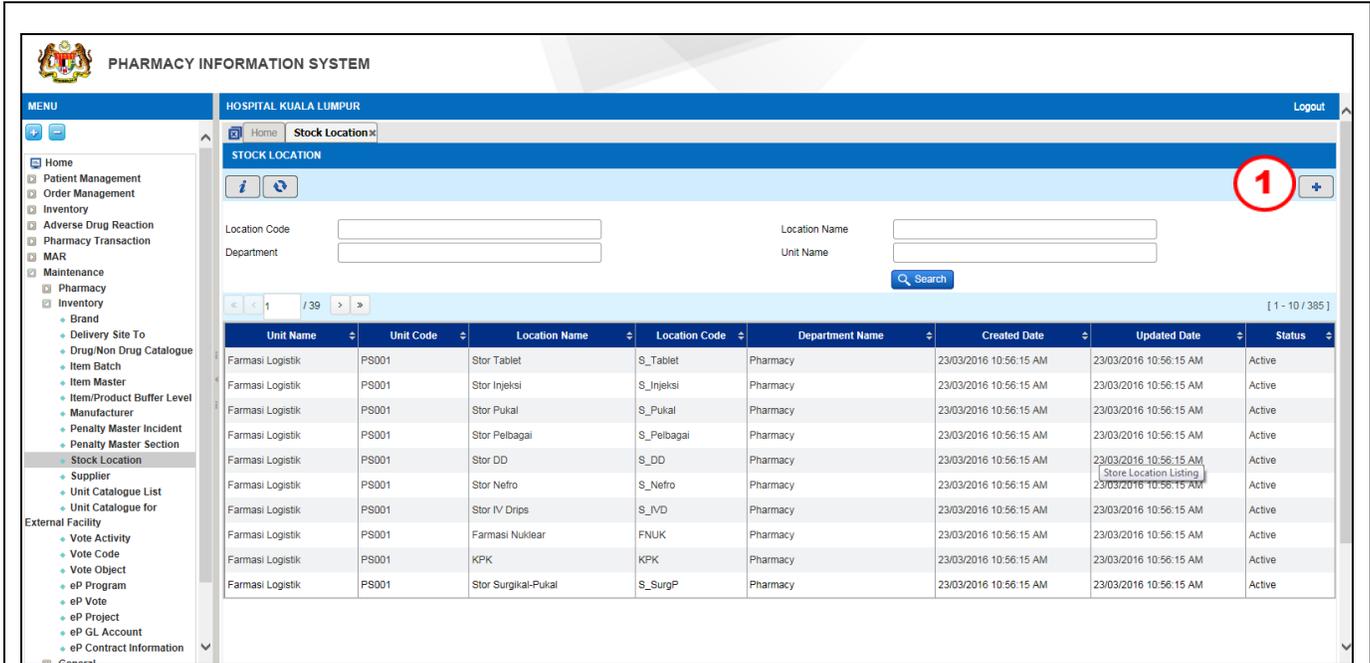
Figure 3.10.1-3 Stock Location

**STEP 8**

Click on the  button to save the record

### 3.10.2 Create New Stock Location

To create new Stock Location record, perform the step below:



PHARMACY INFORMATION SYSTEM

HOSPITAL KUALA LUMPUR

Home Stock Location

STOCK LOCATION

Location Code:  Location Name:   
 Department:  Unit Name:

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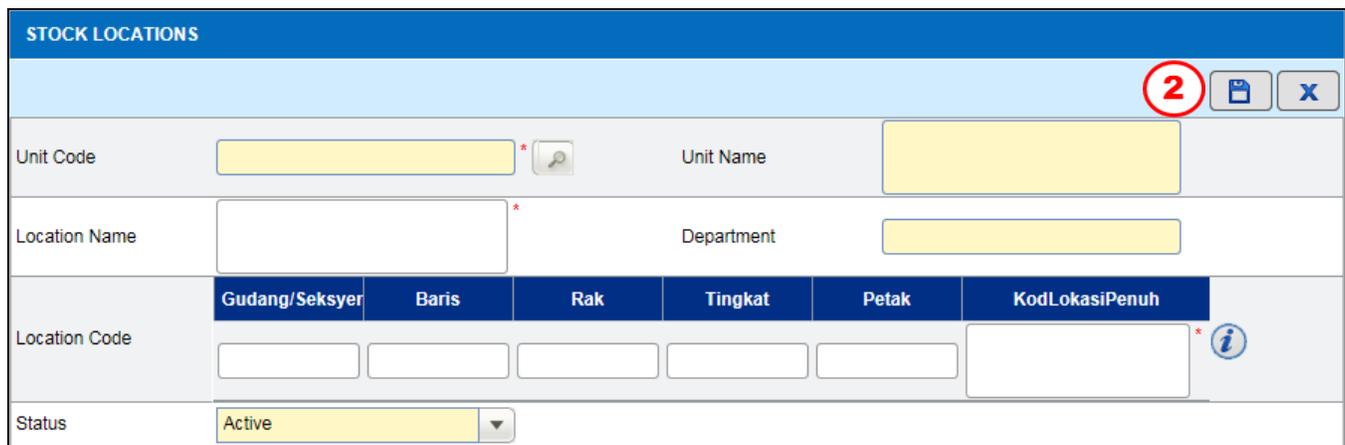
Unit Name	Unit Code	Location Name	Location Code	Department Name	Created Date	Updated Date	Status
Farmasi Logistik	PS001	Stor Tablet	S_Tablet	Pharmacy	23/03/2016 10:56:15 AM	23/03/2016 10:56:15 AM	Active
Farmasi Logistik	PS001	Stor Injeksi	S_Injeksi	Pharmacy	23/03/2016 10:56:15 AM	23/03/2016 10:56:15 AM	Active
Farmasi Logistik	PS001	Stor Pukal	S_Pukal	Pharmacy	23/03/2016 10:56:15 AM	23/03/2016 10:56:15 AM	Active
Farmasi Logistik	PS001	Stor Pelbagai	S_Pelbagai	Pharmacy	23/03/2016 10:56:15 AM	23/03/2016 10:56:15 AM	Active
Farmasi Logistik	PS001	Stor DD	S_DD	Pharmacy	23/03/2016 10:56:15 AM	23/03/2016 10:56:15 AM	Active
Farmasi Logistik	PS001	Stor Nefro	S_Nefro	Pharmacy	23/03/2016 10:56:15 AM	23/03/2016 10:56:15 AM	Active
Farmasi Logistik	PS001	Stor IV Drips	S_IVD	Pharmacy	23/03/2016 10:56:15 AM	23/03/2016 10:56:15 AM	Active
Farmasi Logistik	PS001	Farmasi Nuklear	FNUK	Pharmacy	23/03/2016 10:56:15 AM	23/03/2016 10:56:15 AM	Active
Farmasi Logistik	PS001	KPK	KPK	Pharmacy	23/03/2016 10:56:15 AM	23/03/2016 10:56:15 AM	Active
Farmasi Logistik	PS001	Stor Surgical-Pukal	S_SurgP	Pharmacy	23/03/2016 10:56:15 AM	23/03/2016 10:56:15 AM	Active

Figure 3.10.2-1 Stock Location Listing Page

#### STEP 1



Click on the  button and the 'Stock Locations' screen will be displayed as Figure 3.10.2-2



STOCK LOCATIONS

Unit Code:  \* Unit Name:

Location Name:  \* Department:

Location Code:        \* 

Status:

Figure 3.10.2-2 Stock Location

#### Note

- Key in the details.
  - a) Unit Code
  - b) Location Name
  - c) Location Code
    - Gudang/Seksyen
    - Baris

- Rak
- Tingkat
- Petak

- **Kod Lokasi Penuh** will be automatically display based on Location Code entered
- Click on the  button to view information for Kod Lokasi Penuh as shown in Figure 3.10.2-3

Gudang/Seksyen : Tempat atau lokasi penyimpanan stok. (Contoh:A)  
Baris: Tempat penyimpanan stok yang disusun berbaris. Kod baris bermula daripada no. 1 (Contoh:01)  
Rak: Jenis tempat penyimpanan stok seperti Rak Besi(RB),Rak Kayu(RK),Palet (P),Kabinet Besi (KB),Lokasi Sementara (LS),Kod rak bermula daripada no.1. (Contoh:RB01)  
Tingkat: Tingkat rak yang bermula daripada bawah ke atas dengan kod no.1. (Contoh:01)  
Petak: Lokasi stok yang ditempatkan di setiap tingkat. Kod petak bermula daripada no. 1. (Contoh:01)  
Kod Lokasi Penuh: Merupakan gabungan gudang/seksyen, Baris, Rak, Tingkat dan Petak. (Contoh:A-01-RB01-01-01)

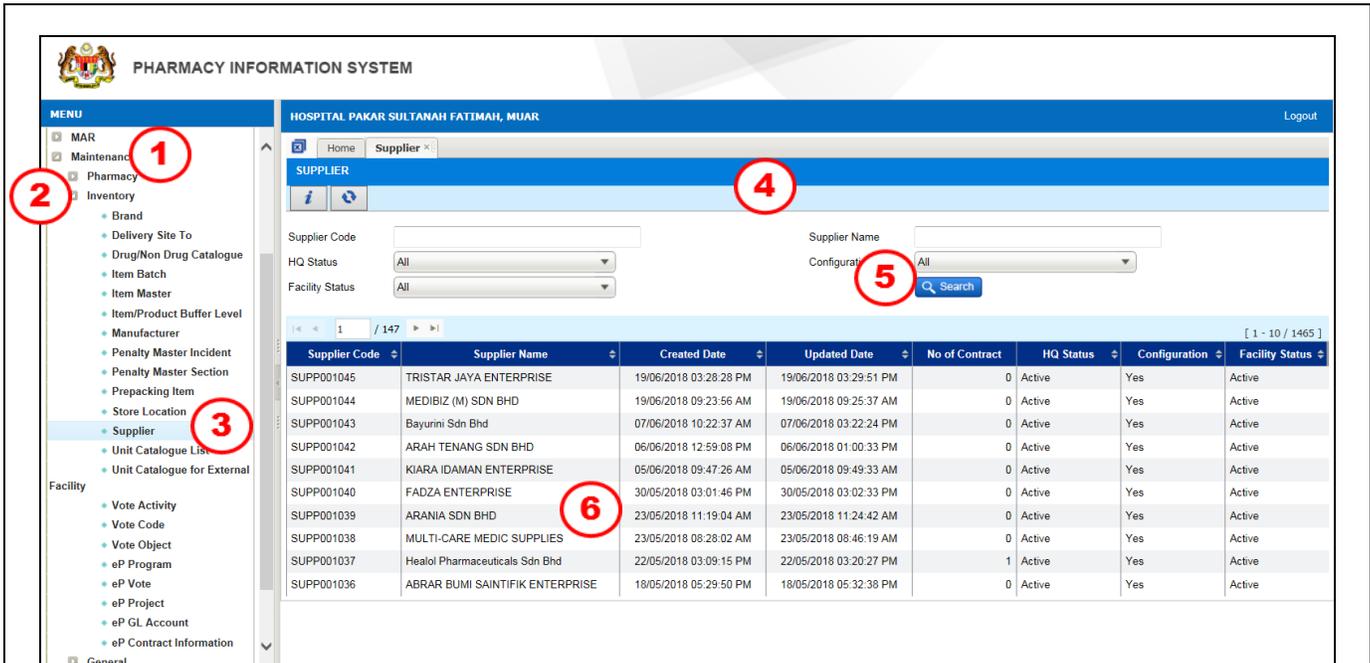
**Figure 3.10.2-3 Information**

## STEP 2

Click on the  button to save the transaction.

### 3.11 Supplier

To view and edit Supplier record, perform the step below:



**PHARMACY INFORMATION SYSTEM**

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Logout

**MENU**

- MAR
- Maintenance **1**
- Pharmacy
- Inventory **2**
  - Brand
  - Delivery Site To
  - Drug/Non Drug Catalogue
  - Item Batch
  - Item Master
  - Item/Product Buffer Level
  - Manufacturer
  - Penalty Master Incident
  - Penalty Master Section
  - Prepacking Item
  - Store Location
  - Supplier **3**
  - Unit Catalogue List
  - Unit Catalogue for External
- Facility
  - Vote Activity
  - Vote Code
  - Vote Object
  - eP Program
  - eP Vote
  - eP Project
  - eP GL Account
  - eP Contract Information

Home Supplier x

**SUPPLIER** **4**

Supplier Code:

Supplier Name:

HQ Status: All

Configuration: All **5**

Facility Status: All

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Supplier Code	Supplier Name	Created Date	Updated Date	No of Contract	HQ Status	Configuration	Facility Status
SUPP001045	TRISTAR JAYA ENTERPRISE	19/06/2018 03:28:28 PM	19/06/2018 03:29:51 PM	0	Active	Yes	Active
SUPP001044	MEDIBIZ (M) SDN BHD	19/06/2018 09:23:56 AM	19/06/2018 09:25:37 AM	0	Active	Yes	Active
SUPP001043	Bayurini Sdn Bhd	07/06/2018 10:22:37 AM	07/06/2018 03:22:24 PM	0	Active	Yes	Active
SUPP001042	ARAH TENANG SDN BHD	06/06/2018 12:59:08 PM	06/06/2018 01:00:33 PM	0	Active	Yes	Active
SUPP001041	KIARA IDAMAN ENTERPRISE	05/06/2018 09:47:26 AM	05/06/2018 09:49:33 AM	0	Active	Yes	Active
SUPP001040	FADZA ENTERPRISE	30/05/2018 03:01:46 PM	30/05/2018 03:02:33 PM	0	Active	Yes	Active
SUPP001039	ARANIA SDN BHD <b>6</b>	23/05/2018 11:19:04 AM	23/05/2018 11:24:42 AM	0	Active	Yes	Active
SUPP001038	MULTI-CARE MEDIC SUPPLIES	23/05/2018 08:28:02 AM	23/05/2018 08:46:19 AM	0	Active	Yes	Active
SUPP001037	Healol Pharmaceuticals Sdn Bhd	22/05/2018 03:09:15 PM	22/05/2018 03:20:27 PM	1	Active	Yes	Active
SUPP001036	ABRAR BUMI SAINTIFIK ENTERPRISE	18/05/2018 05:29:50 PM	18/05/2018 05:32:38 PM	0	Active	Yes	Active

Figure 3.11-1 Supplier Listing Page

#### STEP 1

Go to 'Maintenance' menu

#### STEP 2

Click on 'Inventory'

#### STEP 3

Click on 'Supplier'

#### STEP 4

To search for existing Supplier record, you may search by criteria as follow:

- Supplier Code
- Supplier Name
- HQ Status
- Configuration
- Facility Status

#### STEP 5

Click on the  button after input criteria.

#### STEP 6

Double click on the selected record and the details will be displayed. The result display will be based on the entered criteria as shown in Figure 3.11-2

**ADD SUPPLIER**
7

Contract Details
X

Supplier Code	<input type="text" value="SUPP001041"/>	Supplier Name	<input style="color: red; font-weight: bold;" type="text" value="KIARA IDAMAN ENTERPR"/>
Bank Account Name	<input type="text"/>	Treasury Registration No.	<input style="color: red; font-weight: bold;" type="text"/>
Bank Account Number	<input type="text"/>	Reg Expiry Date	<input style="border: 1px solid #ccc;" type="text"/>
Contact Person	<input type="text"/>	Company Status	<input style="border-bottom: 1px solid #ccc;" type="text" value="BUMI"/>
Address Line 1	<input type="text" value="NO 5, BANGUNAN UMNO"/>	Post Code	<input type="text" value="36200"/>
Address Line 2	<input type="text" value="KAMPUNG SELEKOH"/>	City	<input type="text" value="TELUK INTAN"/>
Address Line 3	<input type="text"/>	State	<input style="border-bottom: 1px solid #ccc;" type="text" value="Perak"/>
Contact Number (Office)	<input type="text"/>	Country	<input style="border-bottom: 1px solid #ccc;" type="text"/>
Contact Number (Mobile)	<input type="text"/>	Email	<input type="text"/>
Fax No.	<input type="text"/>	Remarks	<input style="border: 1px solid #ccc;" type="text"/>
HQ Status	<input style="border-bottom: 1px solid #ccc;" type="text" value="Active"/>	Company Registration No	<input type="text" value="001552182-W"/>
Facility Status	<input style="border-bottom: 1px solid #ccc;" type="text" value="Active"/>		

**Figure 3.11-2 Supplier**

**Note**

The Supplier record is non-editable (only facility status can be edited). Kindly contact HQ for any additional or modification of Supplier data.

**STEP 7**

Click on the Contract Details button view Contract details list for the supplier as shown in Figure 3.11-3

**CONTRACT DETAILS LIST**
X

Contract Reference No.

Search

1 / 1
[ 1 - 1 / 1 ]

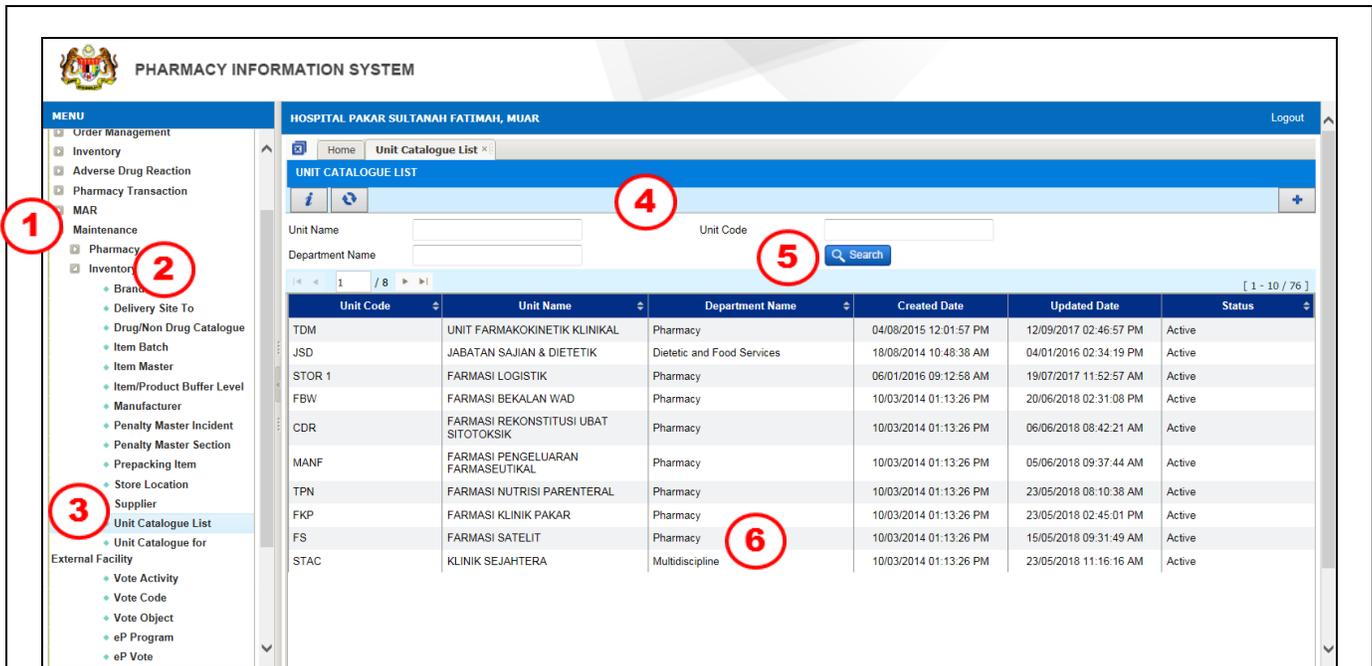
Contract Reference No.	Contract Beginning Period	Contract End Period
KKM-108/2017/F(U)-N	2018-05-07	2019-08-20

**Figure 3.11-3 Contract Details List**

### 3.12 Unit Catalogue List

#### 3.12.1 View/Edit Unit Catalogue List

To view and edit Unit Catalogue List record, perform the step below:



**PHARMACY INFORMATION SYSTEM**

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

UNIT CATALOGUE LIST

Unit Name:  Unit Code:  Department Name:

Unit Code	Unit Name	Department Name	Created Date	Updated Date	Status
TDM	UNIT FARMAKOKINETIK KLINIKAL	Pharmacy	04/06/2015 12:01:57 PM	12/09/2017 02:46:57 PM	Active
JSD	JABATAN SAJIAN & DIETETIK	Dietetic and Food Services	18/08/2014 10:48:38 AM	04/01/2016 02:34:19 PM	Active
STOR 1	FARMASI LOGISTIK	Pharmacy	06/01/2016 09:12:58 AM	19/07/2017 11:52:57 AM	Active
FBW	FARMASI BEKALAN WAD	Pharmacy	10/03/2014 01:13:26 PM	20/06/2018 02:31:08 PM	Active
CDR	FARMASI REKONSTITUSI UBAT SITOTOKSIK	Pharmacy	10/03/2014 01:13:26 PM	06/06/2018 08:42:21 AM	Active
MANF	FARMASI PENGELUARAN FARMASEUTIKAL	Pharmacy	10/03/2014 01:13:26 PM	05/06/2018 09:37:44 AM	Active
TPN	FARMASI NUTRISI PARENTERAL	Pharmacy	10/03/2014 01:13:26 PM	23/05/2018 08:10:38 AM	Active
FKP	FARMASI KLINIK PAKAR	Pharmacy	10/03/2014 01:13:26 PM	23/05/2018 02:45:01 PM	Active
FS	FARMASI SATELIT	Pharmacy	10/03/2014 01:13:26 PM	15/05/2018 09:31:49 AM	Active
STAC	KLINIK SEJAHTERA	Multidiscipline	10/03/2014 01:13:26 PM	23/05/2018 11:16:16 AM	Active

Figure 3.12.1-1 Unit Catalogue List Listing Page

#### STEP 1

Go to 'Maintenance' menu

#### STEP 2

Click on 'Inventory'

#### STEP 3

Click on 'Unit Catalogue List'

#### STEP 4

To search for existing Unit Catalogue List record, you may search by criteria as follow:

- Unit Name
- Unit Code
- Department Name

#### STEP 5

Click on the  button after input criteria.

#### STEP 6

Double click on the selected record and the details will be displayed. The result display will be based on the entered criteria as shown in Figure 3.12.1-2

**UNIT CATALOGUE**

Unit Code:  \*

Department Code:  \*

Unit Group Level:

Unit Name:

Department Name:

---

**UNIT CATALOGUE DETAILS**

Item Group:

Drug/Non Drug Code:

Ward/Unit Stock:

Below buffer level:

Status:

Drug/Non Drug Description:

Standard Item:

Stock Availability:

Item Class:

<input type="checkbox"/> Cannula Tubing	<input type="checkbox"/> Cytotoxic	<input type="checkbox"/> Diagnostic	<input type="checkbox"/> Disinfectant	<input type="checkbox"/> Dressing Plaster
<input type="checkbox"/> External Preparation	<input type="checkbox"/> General Item	<input type="checkbox"/> IV/PIRR Solution	<input type="checkbox"/> Implant	<input type="checkbox"/> Inhalers, Eye/Ear/Nose Preparations
<input type="checkbox"/> Injectables	<input type="checkbox"/> Instrument	<input type="checkbox"/> Internal Preparation	<input type="checkbox"/> Lab Apparatus	<input type="checkbox"/> Lab Chemical
<input type="checkbox"/> Miscellaneous	<input type="checkbox"/> Not Applicable	<input type="checkbox"/> Parenteral Nutrition	<input type="checkbox"/> Personal Protective Equipment	<input type="checkbox"/> Psychotropic/Narcotic
<input type="checkbox"/> Radiological Item	<input type="checkbox"/> Radiopharmaceuticals	<input type="checkbox"/> Raw Material	<input type="checkbox"/> Reagent	<input type="checkbox"/> Rehabilitation Devices
<input type="checkbox"/> Renal/Nephrology	<input type="checkbox"/> Respiratory Devices	<input type="checkbox"/> Surgical Tools	<input type="checkbox"/> Tablet/Capsule	<input type="checkbox"/> Vaccine

Item Sub Class(Drug):

< 1 / 94 >
[ 1 - 10 / 933 ]

Item Group	Item Sub Class	Drug/Non Drug Code	Stock Location	Drug/Non Drug Description	SKU	Stock Available	Reserve Qty(SKU)	Min Indent Qty	Min Issue Qty	Min Storage Qty	Buffer Level Qty	Max Storage Qty	Ward/Unit Stock	Standard Item	Unit Catalogue Status
Drug	Tablet/Capsule	M01AX05000C1002		Glucosamine Sulfate 500mg Capsule	capsul	0	0	1	1	270	450	720	No	No	<input checked="" type="checkbox"/> Active
Drug	Injectables	A10AD05000P3001XX		Insulin aspart 30%/aspart protamine 70%	EA	690	0	1	1	810	1350	2025	No	Yes	<input checked="" type="checkbox"/> Active

**Figure 3.12.1-2 Unit Catalogue**

**To edit Drug/Non Drug Information**

**STEP 7**

Double click on a list of Drug/Non Drug and Unit Catalogue screen will be displayed as Figure 3.12.1-3

**UNIT CATALOGUE**

Item Group:

Stock Location:

Drug/Non-Drug Code:  \*

Buffer Level Qty:  \*

Min Indent Qty:  \*

Min Storage Qty:  \*

Ward/Unit Stock:  Yes  No

Item Sub Class:

Store Name:

Drug/Non Drug Name:

SKU:

Min Issue Qty:  \*

Max Storage Qty:  \*

Status:

**Figure 3.12.1-3 Unit Catalogue**

**STEP 8**

Click on the button to edit the record

U.MANUAL\_MASTER\_SETUP\_INVENTORY-11<sup>th</sup> E

Page 34

UNIT CATALOGUE			
Item Group	Drug	Item Sub Class	Tablet/Capsule
Stock Location		Store Name	
Drug/Non-Drug Code	M01AX05000C1002	Drug/Non Drug Name	Glucosamine Sulfate 500mg Capsule
Buffer Level Qty	450	SKU	capsule
Min Indent Qty	1	Min Issue Qty	1
Min Storage Qty	270	Max Storage Qty	720
Ward/Unit Stock	<input type="radio"/> Yes <input checked="" type="radio"/> No	Status	Active

Figure 3.12.1-4 Unit Catalogue

**Note**

User is allowed to edit:

- a) Buffer Level Qty
- b) Min Indent Qty
- c) Min Issue Qty
- d) Min Storage Qty
- e) Max Storage Qty
- f) Ward/Unit Stock
- g) Status

**STEP 9**



Click on the button to save the edited record

**To add Drug/Non Drug**

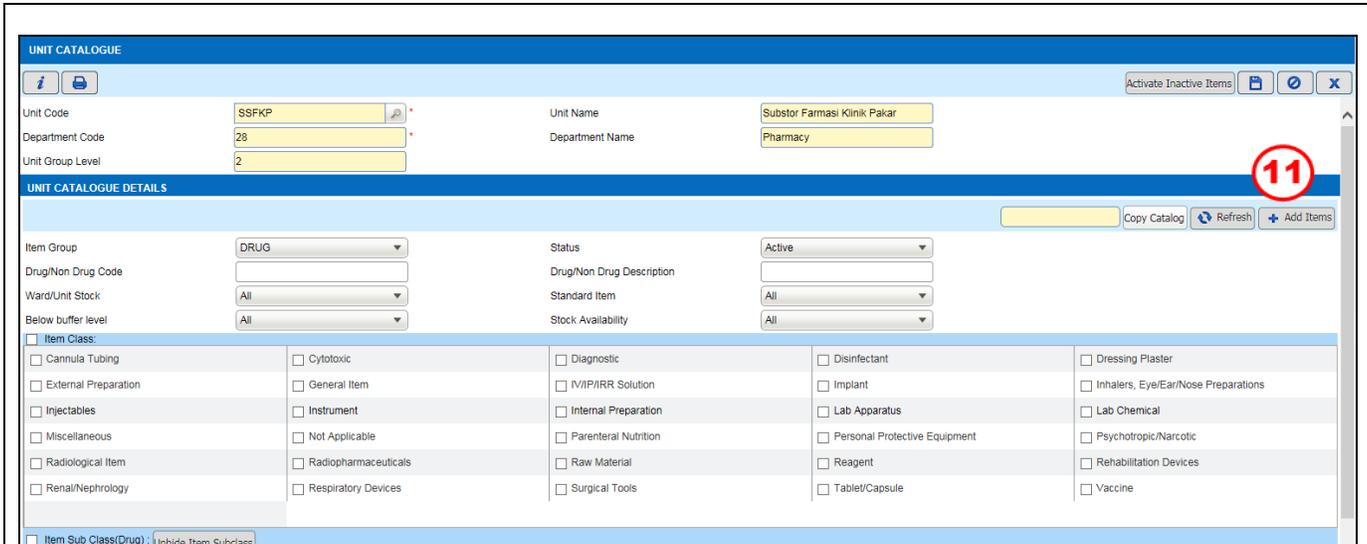
UNIT CATALOGUE																																	
Unit Code	SSFKP	Unit Name	Substor Farmasi Klinik Pakar																														
Department Code	28	Department Name	Pharmacy																														
Unit Group Level	2																																
UNIT CATALOGUE DETAILS																																	
Item Group	DRUG	Status	Active																														
Drug/Non Drug Code		Drug/Non Drug Description																															
Ward/Unit Stock	All	Standard Item	All																														
Below buffer level	All	Stock Availability	All																														
<input type="checkbox"/> Item Class: <table border="0" style="width: 100%;"> <tr> <td><input type="checkbox"/> Cannula Tubing</td> <td><input type="checkbox"/> Cytotoxic</td> <td><input type="checkbox"/> Diagnostic</td> <td><input type="checkbox"/> Disinfectant</td> <td><input type="checkbox"/> Dressing Plaster</td> </tr> <tr> <td><input type="checkbox"/> External Preparation</td> <td><input type="checkbox"/> General Item</td> <td><input type="checkbox"/> IV/PI/RR Solution</td> <td><input type="checkbox"/> Implant</td> <td><input type="checkbox"/> Inhalers, Eye/Ear/Nose Preparations</td> </tr> <tr> <td><input type="checkbox"/> Injectables</td> <td><input type="checkbox"/> Instrument</td> <td><input type="checkbox"/> Internal Preparation</td> <td><input type="checkbox"/> Lab Apparatus</td> <td><input type="checkbox"/> Lab Chemical</td> </tr> <tr> <td><input type="checkbox"/> Miscellaneous</td> <td><input type="checkbox"/> Not Applicable</td> <td><input type="checkbox"/> Parenteral Nutrition</td> <td><input type="checkbox"/> Personal Protective Equipment</td> <td><input type="checkbox"/> Psychotropic/Narcotic</td> </tr> <tr> <td><input type="checkbox"/> Radiological Item</td> <td><input type="checkbox"/> Radiopharmaceuticals</td> <td><input type="checkbox"/> Raw Material</td> <td><input type="checkbox"/> Reagent</td> <td><input type="checkbox"/> Rehabilitation Devices</td> </tr> <tr> <td><input type="checkbox"/> Renal/Nephrology</td> <td><input type="checkbox"/> Respiratory Devices</td> <td><input type="checkbox"/> Surgical Tools</td> <td><input type="checkbox"/> Tablet/Capsule</td> <td><input type="checkbox"/> Vaccine</td> </tr> </table>				<input type="checkbox"/> Cannula Tubing	<input type="checkbox"/> Cytotoxic	<input type="checkbox"/> Diagnostic	<input type="checkbox"/> Disinfectant	<input type="checkbox"/> Dressing Plaster	<input type="checkbox"/> External Preparation	<input type="checkbox"/> General Item	<input type="checkbox"/> IV/PI/RR Solution	<input type="checkbox"/> Implant	<input type="checkbox"/> Inhalers, Eye/Ear/Nose Preparations	<input type="checkbox"/> Injectables	<input type="checkbox"/> Instrument	<input type="checkbox"/> Internal Preparation	<input type="checkbox"/> Lab Apparatus	<input type="checkbox"/> Lab Chemical	<input type="checkbox"/> Miscellaneous	<input type="checkbox"/> Not Applicable	<input type="checkbox"/> Parenteral Nutrition	<input type="checkbox"/> Personal Protective Equipment	<input type="checkbox"/> Psychotropic/Narcotic	<input type="checkbox"/> Radiological Item	<input type="checkbox"/> Radiopharmaceuticals	<input type="checkbox"/> Raw Material	<input type="checkbox"/> Reagent	<input type="checkbox"/> Rehabilitation Devices	<input type="checkbox"/> Renal/Nephrology	<input type="checkbox"/> Respiratory Devices	<input type="checkbox"/> Surgical Tools	<input type="checkbox"/> Tablet/Capsule	<input type="checkbox"/> Vaccine
<input type="checkbox"/> Cannula Tubing	<input type="checkbox"/> Cytotoxic	<input type="checkbox"/> Diagnostic	<input type="checkbox"/> Disinfectant	<input type="checkbox"/> Dressing Plaster																													
<input type="checkbox"/> External Preparation	<input type="checkbox"/> General Item	<input type="checkbox"/> IV/PI/RR Solution	<input type="checkbox"/> Implant	<input type="checkbox"/> Inhalers, Eye/Ear/Nose Preparations																													
<input type="checkbox"/> Injectables	<input type="checkbox"/> Instrument	<input type="checkbox"/> Internal Preparation	<input type="checkbox"/> Lab Apparatus	<input type="checkbox"/> Lab Chemical																													
<input type="checkbox"/> Miscellaneous	<input type="checkbox"/> Not Applicable	<input type="checkbox"/> Parenteral Nutrition	<input type="checkbox"/> Personal Protective Equipment	<input type="checkbox"/> Psychotropic/Narcotic																													
<input type="checkbox"/> Radiological Item	<input type="checkbox"/> Radiopharmaceuticals	<input type="checkbox"/> Raw Material	<input type="checkbox"/> Reagent	<input type="checkbox"/> Rehabilitation Devices																													
<input type="checkbox"/> Renal/Nephrology	<input type="checkbox"/> Respiratory Devices	<input type="checkbox"/> Surgical Tools	<input type="checkbox"/> Tablet/Capsule	<input type="checkbox"/> Vaccine																													
<input type="checkbox"/> Item Sub Class(Drug) : Unhide Item Subclass																																	
<input type="button" value="Copy Catalog"/> <input type="button" value="Refresh"/> <input type="button" value="+ Add Items"/>																																	
<input type="button" value="Search"/>																																	
[ 1 - 10 / 933 ]																																	
Item Group	Item Sub Class	Drug/Non Drug Code	Stock Location	Drug/Non Drug Description	SKU's	Stock Available	Reserve Qty(SKU)	Min Indent Qty	Min Issue Qty	Min Storage Qty	Buffer Level Qty	Max Storage Qty	Ward/Unit Stock	Standard Item	Unit Catalogue Status																		
Drug	Tablet/Capsule	M01AX05000C1002		Glucosamine Sulfate 500mg Capsule	capsule	0	0	1	1	270	450	720	No	No	<input checked="" type="checkbox"/> Active																		
Drug	Injectables	A10AD05000P3001XX		Insulin aspart 30%/aspart protamine 70%	EA	690	0	1	1	810	1,350	2,025	No	Yes	<input checked="" type="checkbox"/> Active																		

Figure 3.12.1-5 Unit Catalogue

**STEP 10**



Click on the button to edit the record



**UNIT CATALOGUE**

Unit Code: SSFKP Unit Name: Substor Farmasi Klinik Pakar  
 Department Code: 28 Department Name: Pharmacy  
 Unit Group Level: 2

**UNIT CATALOGUE DETAILS**

Item Group: DRUG Status: Active  
 Drug/Non Drug Code: Drug/Non Drug Description:  
 Ward/Unit Stock: All Standard Item: All  
 Below buffer level: All Stock Availability: All

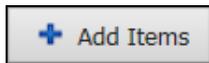
Item Class:

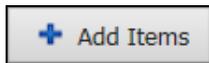
<input type="checkbox"/> Cannula Tubing	<input type="checkbox"/> Cytotoxic	<input type="checkbox"/> Diagnostic	<input type="checkbox"/> Disinfectant	<input type="checkbox"/> Dressing Plaster
<input type="checkbox"/> External Preparation	<input type="checkbox"/> General Item	<input type="checkbox"/> IV/PIRR Solution	<input type="checkbox"/> Implant	<input type="checkbox"/> Inhalers, Eye/Ear/Nose Preparations
<input type="checkbox"/> Injectables	<input type="checkbox"/> Instrument	<input type="checkbox"/> Internal Preparation	<input type="checkbox"/> Lab Apparatus	<input type="checkbox"/> Lab Chemical
<input type="checkbox"/> Miscellaneous	<input type="checkbox"/> Not Applicable	<input type="checkbox"/> Parenteral Nutrition	<input type="checkbox"/> Personal Protective Equipment	<input type="checkbox"/> Psychotropic/Narcotic
<input type="checkbox"/> Radiological Item	<input type="checkbox"/> Radiopharmaceuticals	<input type="checkbox"/> Raw Material	<input type="checkbox"/> Reagent	<input type="checkbox"/> Rehabilitation Devices
<input type="checkbox"/> Renal/Nephrology	<input type="checkbox"/> Respiratory Devices	<input type="checkbox"/> Surgical Tools	<input type="checkbox"/> Tablet/Capsule	<input type="checkbox"/> Vaccine

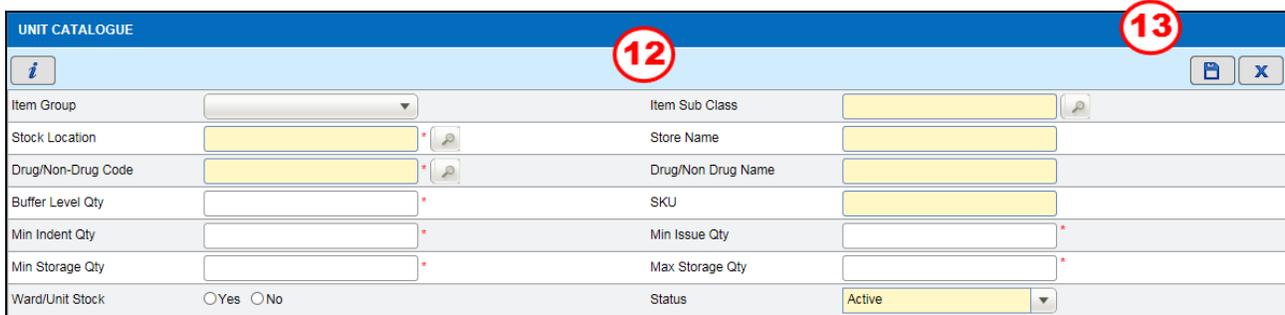
Item Sub Class(Drug): Unhide Item Subclass

Figure 3.12.1-6 Unit Catalogue

**STEP 11**



Click on the  button to add new Drug/Non Drug information



**UNIT CATALOGUE**

Item Group: Item Sub Class:  
 Stock Location: Store Name:  
 Drug/Non-Drug Code: Drug/Non Drug Name:  
 Buffer Level Qty: SKU:  
 Min Indent Qty: Min Issue Qty:  
 Min Storage Qty: Max Storage Qty:  
 Ward/Unit Stock:  Yes  No Status: Active

Figure 3.12.1-7 Unit Catalogue

**STEP 12**

Fill in all the information

- Item Group
- Item Sub Class (optional)
- Store Code (optional)
- Drug/Non-Drug Code
- Buffer Level Qty
- Min Indent Qty
- Min Issue Qty
- Min Storage Qty
- Max Storage Qty
- Ward/Unit Stock

**STEP 13**



Click on the  button to save the record

**To Active inactive Items**

14

The screenshot shows the 'UNIT CATALOGUE' interface. At the top right, a red circle contains the number '14'. Below the header, there are search filters for Unit Code (SSFKP), Department Code (28), Unit Group Level (2), Unit Name (Substor Farmasi Klinik Pakar), and Department Name (Pharmacy). The 'UNIT CATALOGUE DETAILS' section includes dropdowns for Item Group (DRUG), Status (Active), Drug/Non Drug Code, Drug/Non Drug Description, Ward/Unit Stock (All), Standard Item (All), and Below buffer level (All). There is a grid of checkboxes for 'Item Class' with categories like Cannula Tubing, External Preparation, etc. A table at the bottom lists items with columns: Item Group, Item Sub Class, Drug/Non Drug Code, Stock Location, Drug/Non Drug Description, SKU, Stock Available, Reserve Qty(SKU), Min Indent Qty, Min Issue Qty, Min Storage Qty, Buffer Level Qty, Max Storage Qty, Ward/Unit Stock, Standard Item, and Unit Catalogue Status. Two items are visible: 'Glucosamine Sulfate 500mg Capsule' and 'Insulin aspart 30%/aspart protamine 70%'.

**Figure 3.12.1-8 Unit Catalogue**

**STEP 14**



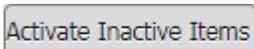
Click on the button to edit the record

15

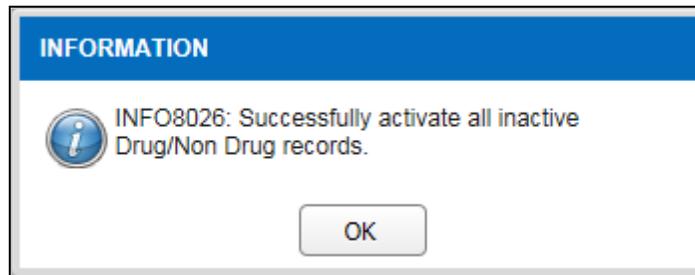
The screenshot shows the 'UNIT CATALOGUE' interface. At the top right, a red circle contains the number '15'. The 'Activate Inactive Items' button is highlighted with a grey border. The rest of the interface is identical to Figure 3.12.1-8.

**Figure 3.12.1-9 Unit Catalogue**

**STEP 15**



Click on the button and Information Message will displayed as Figure 3.12.1-20



**Figure 3.12.1-20 Information Message**

**Note**

- Click on the  button
- System will change item status from inactive to active

### 3.12.2 Create New Unit Catalogue List

To create new Unit Catalogue List record, perform the step below:

**PHARMACY INFORMATION SYSTEM**  
HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Home Unit Catalogue List

**UNIT CATALOGUE LIST** 1

Unit Name:  Unit Code:   
 Department Name:

Unit Code	Unit Name	Department Name	Created Date	Updated Date	Status
TDM	UNIT FARMAKOKINETIK KLINIKAL	Pharmacy	04/08/2015 12:01:57 PM	12/09/2017 02:46:57 PM	Active
JSD	JABATAN SAJIAN & DIETETIK	Dietetic and Food Services	18/08/2014 10:48:38 AM	04/01/2016 02:34:19 PM	Active
STOR 1	FARMASI LOGISTIK	Pharmacy	06/01/2016 09:12:58 AM	19/07/2017 11:52:57 AM	Active
FBW	FARMASI BEKALAN WAD	Pharmacy	10/03/2014 01:13:26 PM	20/06/2018 02:31:08 PM	Active
CDR	FARMASI REKONSTITUSI UBAT SITOTOKSIK	Pharmacy	10/03/2014 01:13:26 PM	06/06/2018 08:42:21 AM	Active
MANF	FARMASI PENGELUARAN FARMASEUTIKAL	Pharmacy	10/03/2014 01:13:26 PM	05/06/2018 09:37:44 AM	Active
TPN	FARMASI NUTRISI PARENTERAL	Pharmacy	10/03/2014 01:13:26 PM	23/05/2018 08:10:38 AM	Active
FKP	FARMASI KLINIK PAKAR	Pharmacy	10/03/2014 01:13:26 PM	23/05/2018 02:45:01 PM	Active
FS	FARMASI SATELIT	Pharmacy	10/03/2014 01:13:26 PM	15/05/2018 09:31:49 AM	Active
STAC	KLINIK SEJAHTERA	Multidiscipline	10/03/2014 01:13:26 PM	23/05/2018 11:16:16 AM	Active

Figure 3.12.2-1 Unit Catalogue List Listing Page

#### STEP 1



Click on the  button and the Unit Catalogues screen will be displayed as Figure 3.12.2-1

**UNIT CATALOGUE**

Unit Code: ANEC 2 Unit Name: KLINIK ANAESTHESIA  
 Department Code: 02 Department Name: Anaesthesia and Intensive Care  
 Unit Group Level: 3

**UNIT CATALOGUE DETAILS** 3

Item Group: DRUG Status: Active  
 Drug/Non Drug Code: Drug/Non Drug Description:  
 Ward/Unit Stock: All Standard Item: All  
 Below buffer level: All Stock Availability: All

Item Class:  
 Cannula Tubing  Cytotoxic  Diagnostic  Disinfectant  Dressing Plaster  
 External Preparation  General Item  IV/IP/IRR Solution  Implant  Inhalers, Eye/Ear/Nose Preparations  
 Injectables  Instrument  Internal Preparation  Lab Apparatus  Lab Chemical  
 Miscellaneous  Not Applicable  Parenteral Nutrition  Personal Protective Equipment  Psychotropic/Narcotic  
 Radiological Item  Radiopharmaceuticals  Raw Material  Reagent  Rehabilitation Devices  
 Renal/Nephrology  Respiratory Devices  Surgical Tools  Tablet/Capsule  Vaccine

Item Sub Class(Drug): Unhide Item Subclass

1 / 1

No record found

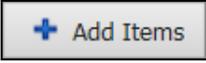
Item Group	Item Sub Class	Drug/Non Drug Code	Store Code	Drug/Non Drug Description	SKU	Stock Available	Reserve Qty(SKU)	Min Indent Qty	Min Issue Qty	Min Storage Qty	Buffer Level Qty	Max Storage Qty	Ward/Unit Stock	Standard Item	Unit Catalogue Status
------------	----------------	--------------------	------------	---------------------------	-----	-----------------	------------------	----------------	---------------	-----------------	------------------	-----------------	-----------------	---------------	-----------------------

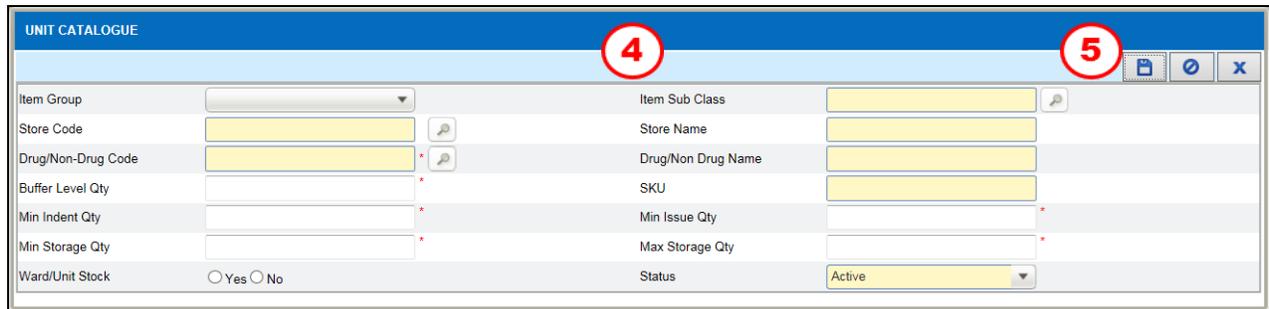
Figure 3.12.2-2 Unit Catalogue

**STEP 2**

Select **Unit Code** from  button

**STEP 3**

Click on the  button to add Drug/Non Drug and Unit Catalogue screen will displayed as Figure 3.12.2-3



**Figure 3.12.2-3 Unit Catalogue**

**STEP 4**

Fill in all the information

- a) Item Group
- b) Item Sub Class (optional)
- c) Store Code (optional)
- d) Drug/Non-Drug Code
- e) Buffer Level Qty
- f) Min Indent Qty
- g) Min Issue Qty
- h) Min Storage Qty
- i) Max Storage Qty
- j) Ward/Unit Stock

**STEP 5**

Click on the  button to save the record

**Note**

Repeat from **STEP 3** until **STEP 5** to add multiple Drug/Non Drug Information

UNIT CATALOGUE

6

Unit Code:

Department Code:

Unit Group Level:

Unit Name:

Department Name:

UNIT CATALOGUE DETAILS

Item Group:

Drug/Non Drug Code:

Ward/Unit Stock:

Below buffer level:

Status:

Drug/Non Drug Description:

Standard Item:

Stock Availability:

Item Class:

<input type="checkbox"/> Cannula Tubing	<input type="checkbox"/> Cytotoxic	<input type="checkbox"/> Diagnostic	<input type="checkbox"/> Disinfectant	<input type="checkbox"/> Dressing Plaster
<input type="checkbox"/> External Preparation	<input type="checkbox"/> General Item	<input type="checkbox"/> IV/IP/IRR Solution	<input type="checkbox"/> Implant	<input type="checkbox"/> Inhalers, Eye/Ear/Nose Preparations
<input type="checkbox"/> Injectables	<input type="checkbox"/> Instrument	<input type="checkbox"/> Internal Preparation	<input type="checkbox"/> Lab Apparatus	<input type="checkbox"/> Lab Chemical
<input type="checkbox"/> Miscellaneous	<input type="checkbox"/> Not Applicable	<input type="checkbox"/> Parenteral Nutrition	<input type="checkbox"/> Personal Protective Equipment	<input type="checkbox"/> Psychotropic/Narcotic
<input type="checkbox"/> Radiological Item	<input type="checkbox"/> Radiopharmaceuticals	<input type="checkbox"/> Raw Material	<input type="checkbox"/> Reagent	<input type="checkbox"/> Rehabilitation Devices
<input type="checkbox"/> Renal/Nephrology	<input type="checkbox"/> Respiratory Devices	<input type="checkbox"/> Surgical Tools	<input type="checkbox"/> Tablet/Capsule	<input type="checkbox"/> Vaccine

Item Sub Class(Drug):

1 / 1

Item Group	Item Sub Class	Drug/Non Drug Code	Store Code	Drug/Non Drug Description	SKU	Stock Available	Reserve Qty(SKU)	Min Indent Qty	Min Issue Qty	Min Storage Qty	Buffer Level Qty	Max Storage Qty	Ward/Unit Stock	Standard Item	Unit Catalogue Status
No record found															

Figure 3.12.2-4 Unit Catalogue

**Note**

User is allowed to use Copy Catalog function to copy catalogue from other unit by click on the



**STEP 6**

Click on the

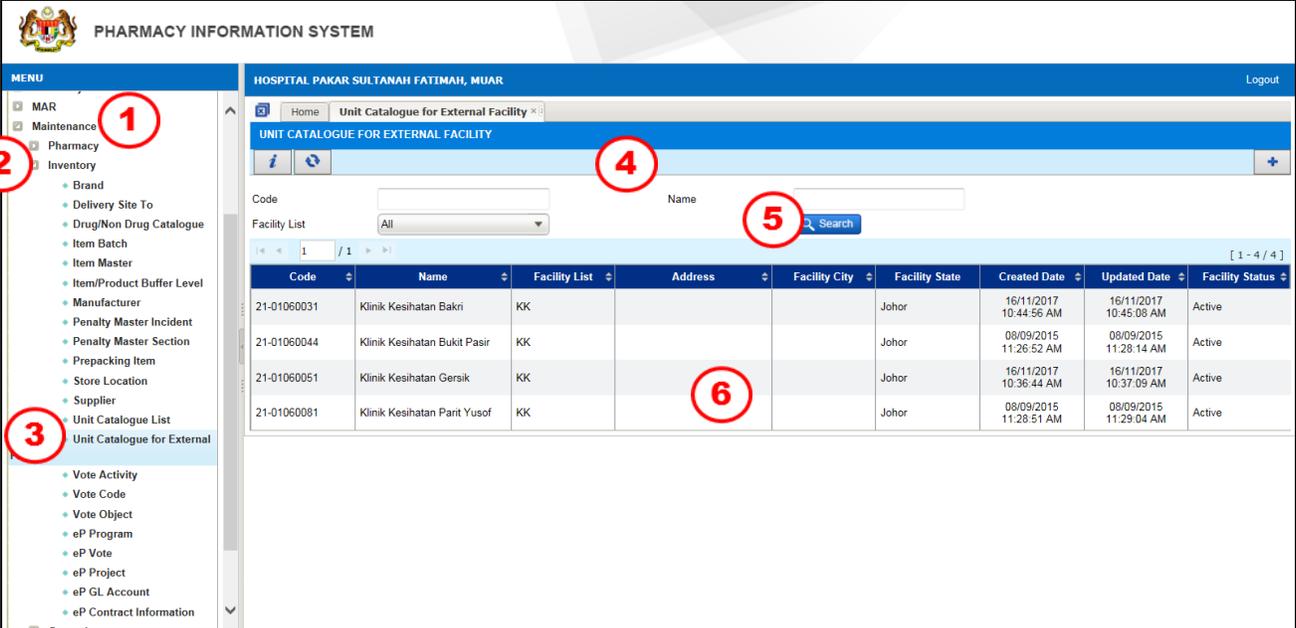


button to save the record

### 3.13 Unit Catalogue for External Facility

#### 3.13.1 View/Edit Unit Catalogue for External Facility

To view and edit Catalogue for External Facility record, perform the step below:



**PHARMACY INFORMATION SYSTEM**

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR Logout

Home Unit Catalogue for External Facility

UNIT CATALOGUE FOR EXTERNAL FACILITY

Code  Name

Facility List  Search

Code	Name	Facility List	Address	Facility City	Facility State	Created Date	Updated Date	Facility Status
21-01060031	Klinik Kesihatan Bakri	KK			Johor	16/11/2017 10:44:56 AM	16/11/2017 10:45:08 AM	Active
21-01060044	Klinik Kesihatan Bukit Pasir	KK			Johor	08/09/2015 11:26:52 AM	08/09/2015 11:28:14 AM	Active
21-01060051	Klinik Kesihatan Gersik	KK			Johor	16/11/2017 10:36:44 AM	16/11/2017 10:37:09 AM	Active
21-01060081	Klinik Kesihatan Parit Yusof	KK			Johor	08/09/2015 11:28:51 AM	08/09/2015 11:29:04 AM	Active

Figure 3.13.1-1 Unit Catalogue for External Facility Listing Page

#### STEP 1

Go to 'Maintenance' menu

#### STEP 2

Click on 'Inventory'

#### STEP 3

Click on 'Unit Catalogue for External Facility'

#### STEP 4

To search for existing Unit Catalogue for External Facility record, you may search by criteria as follow:

- Code
- Name
- Facility List

#### STEP 5

Click on the  button after input criteria.

#### STEP 6

Double click on the selected record and the details will be displayed. The result display will be based on the entered criteria as shown in Figure 3.13.1-2

**UNIT CATALOGUE FOR EXTERNAL FACILITY**

Facility Code: 21-01060031 PTJ Code: 091301  
Unit Name: STOR FARMASI

**UNIT CATALOGUE FOR EXTERNAL FACILITY DETAILS**

Item Group: All Item Sub Class: [ ]  
Drug/Non Drug Code: [ ] Drug/Non Drug Description: [ ]  
Catalogue Status: Active [ Search ]

Item Group	Item Sub Class	Drug/Non Drug Code	Drug/Non Drug Description	SKU	Default Package Description	Standard Item	Unit Catalogue Status
Drug	Injectables	A10AD01000P5001d	Insulin regular/isophane (Insugen-30/70) 100 IU/mL Penfill	penfill	pack of 5 penfill cartridge	Yes	Active
Drug	Injectables	A10AC01000P5001d	Insulin isophane (Insugen-N) 100 IU/mL Penfill	penfill	pack of 5 penfill cartridge	Yes	Active
Drug	Injectables	A10AB01000P5001d	Insulin regular (Insugen-R) 100 IU/mL Penfill	penfill	pack of 5 penfill cartridge	Yes	Active
Drug	Tablet/Capsule	A02BA02110T1001XX	Ranitidine 150 mg Tablet	tablet	pack of 100 tablet	Yes	Active

Figure 3.13.1-2 Unit Catalogue for External Facility

**STEP 7**

Double click on a list of Drug/Non Drug and Unit Catalogue for External Facility Details screen will be displayed as Figure 3.13.1-3

**UNIT CATALOGUE FOR EXTERNAL FACILITY DETAILS**

Item Group: Drug Item Sub Class: Injectables  
Drug/Non-Drug Code: A10AD01000P5001d Drug/Non Drug Name: Insulin regular/isophane (Insugen-30)  
Catalogue Status: Active SKU: penfill  
Default Package Description: pack of 5 penfill cartridge

Figure 3.13.1-3 Unit Catalogue for External Facility

**Note**

User is allowed to edit Catalogue Status by click on the  button

**To add Drug/Non Drug**

**UNIT CATALOGUE FOR EXTERNAL FACILITY**

Facility Code: 21-01060031 PTJ Code: 091301  
Unit Name: STOR FARMASI

**UNIT CATALOGUE FOR EXTERNAL FACILITY DETAILS**

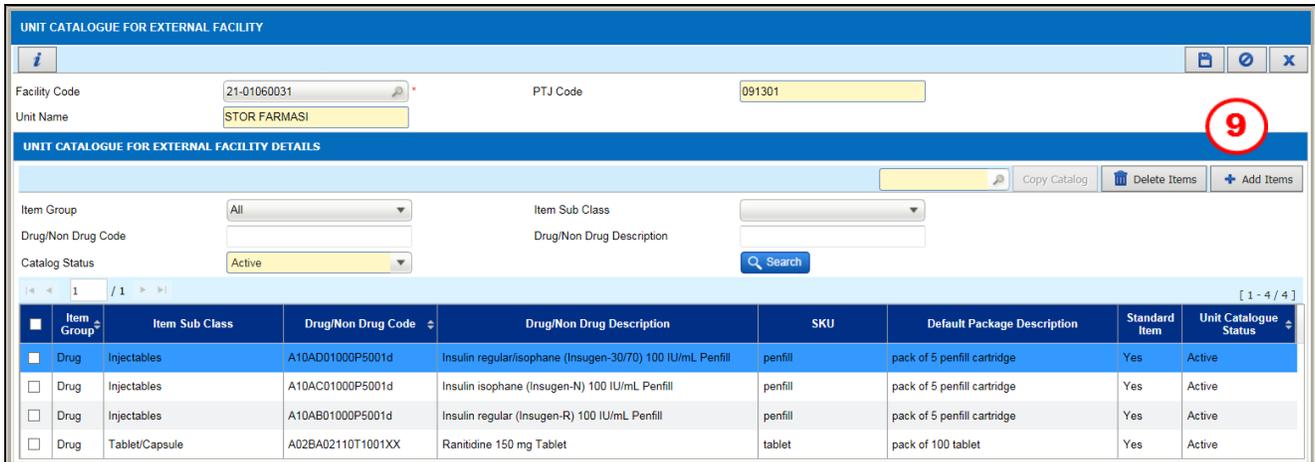
Item Group: All Item Sub Class: [ ]  
Drug/Non Drug Code: [ ] Drug/Non Drug Description: [ ]  
Catalogue Status: Active [ Search ]

Item Group	Item Sub Class	Drug/Non Drug Code	Drug/Non Drug Description	SKU	Default Package Description	Standard Item	Unit Catalogue Status
Drug	Injectables	A10AD01000P5001d	Insulin regular/isophane (Insugen-30/70) 100 IU/mL Penfill	penfill	pack of 5 penfill cartridge	Yes	Active
Drug	Injectables	A10AC01000P5001d	Insulin isophane (Insugen-N) 100 IU/mL Penfill	penfill	pack of 5 penfill cartridge	Yes	Active
Drug	Injectables	A10AB01000P5001d	Insulin regular (Insugen-R) 100 IU/mL Penfill	penfill	pack of 5 penfill cartridge	Yes	Active
Drug	Tablet/Capsule	A02BA02110T1001XX	Ranitidine 150 mg Tablet	tablet	pack of 100 tablet	Yes	Active

Figure 3.13.1-4 Unit Catalogue for External Facility

**STEP 8**

Click on the  button to edit the record



UNIT CATALOGUE FOR EXTERNAL FACILITY

Facility Code: 21-01060031 PTJ Code: 091301  
Unit Name: STOR FARMASI

UNIT CATALOGUE FOR EXTERNAL FACILITY DETAILS

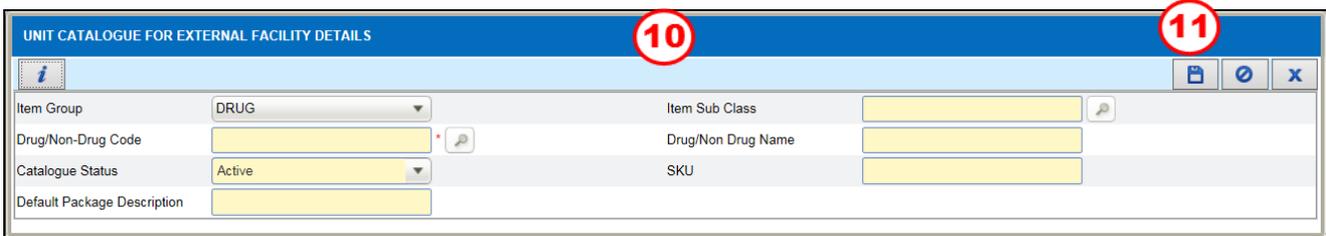
Item Group: All Item Sub Class: [ ]  
Drug/Non Drug Code: [ ] Drug/Non Drug Description: [ ]  
Catalogue Status: Active Search: [ ]

Item Group	Item Sub Class	Drug/Non Drug Code	Drug/Non Drug Description	SKU	Default Package Description	Standard Item	Unit Catalogue Status
Drug	Injectables	A10AD01000P5001d	Insulin regular/isophane (Insugen-30/70) 100 IU/mL Penfill	penfill	pack of 5 penfill cartridge	Yes	Active
Drug	Injectables	A10AC01000P5001d	Insulin isophane (Insugen-N) 100 IU/mL Penfill	penfill	pack of 5 penfill cartridge	Yes	Active
Drug	Injectables	A10AB01000P5001d	Insulin regular (Insugen-R) 100 IU/mL Penfill	penfill	pack of 5 penfill cartridge	Yes	Active
Drug	Tablet/Capsule	A02BA02110T1001XX	Ranitidine 150 mg Tablet	tablet	pack of 100 tablet	Yes	Active

**Figure 3.13.1-5 Unit Catalogue for External Facility**

**STEP 9**

Click on the  button to add new Drug/Non Drug information



UNIT CATALOGUE FOR EXTERNAL FACILITY DETAILS

Item Group: DRUG Item Sub Class: [ ]  
Drug/Non-Drug Code: [ ] Drug/Non Drug Name: [ ]  
Catalogue Status: Active SKU: [ ]  
Default Package Description: [ ]

**Figure 3.13.1-6 Unit Catalogue for External Facility**

**STEP 10**

Fill in all the information

- a) Item Group
- b) Item Sub Class (optional)
- c) Drug/Non-Drug Code

**STEP 11**

Click on the  button to save the record

### 3.13.2 Create New Unit Catalogue for External Facility

To create new Unit Catalogue for External Facility record, perform the step below:

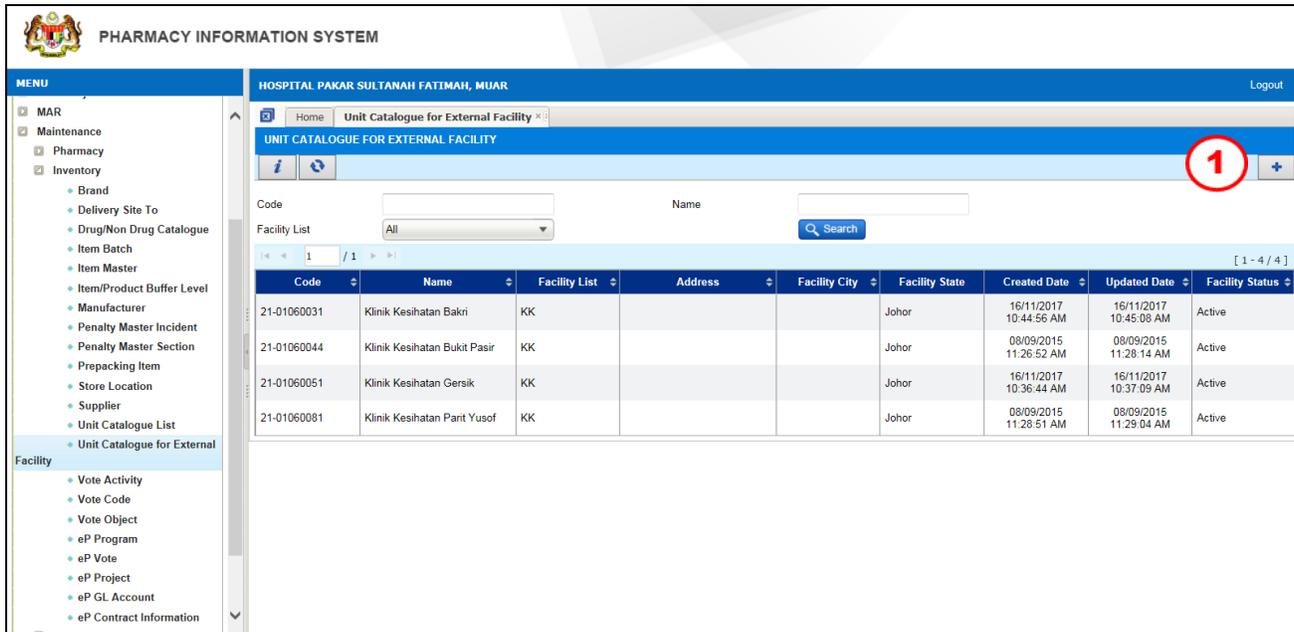


Figure 3.13.2-1 Unit Catalogue for External Facility Listing Page

#### STEP 1



Click on the  button and the Unit Catalogues for External Facility screen will be displayed as Figure 3.13.2-1

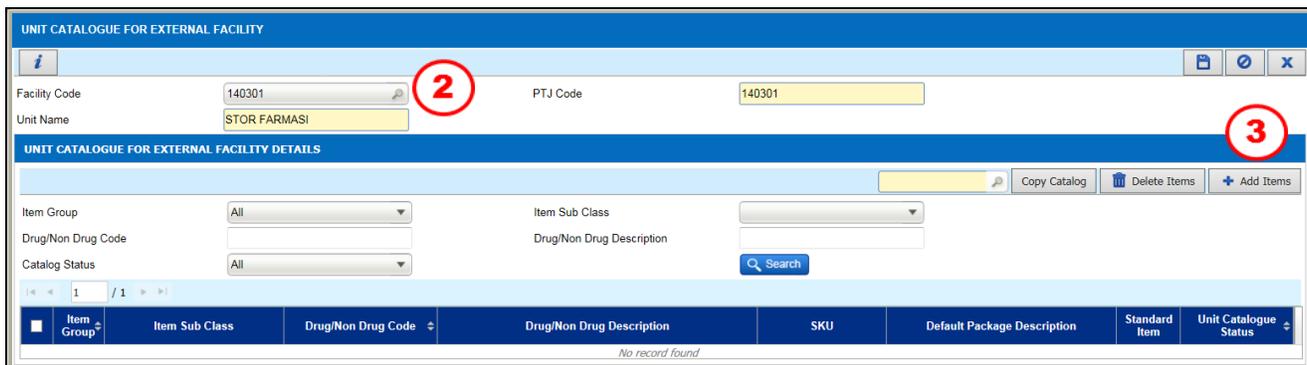


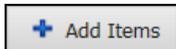
Figure 3.13.2-2 Unit Catalogue for External Facility

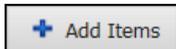
#### STEP 2



Select **Facility Code** from  button

#### STEP 3



Click on the  button to add Drug/Non Drug and Unit Catalogue for External Facility screen will be displayed as Figure 3.13.2-3

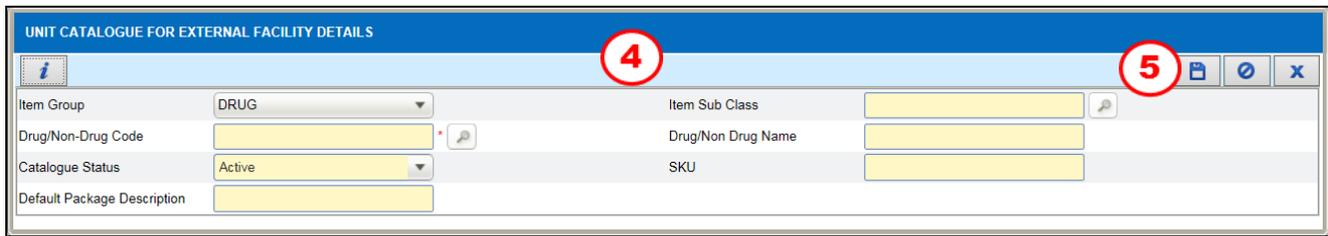


Figure 3.13.2-3 Unit Catalogue for External Facility

**STEP 4**

Fill in all the information

- a) Item Group
- b) Item Sub Class (optional)
- c) Drug/Non-Drug Code

**STEP 5**



Click on the  button to save the record

**Note**

Repeat from **STEP 3** until **STEP 5** to add multiple Drug/Non Drug Information

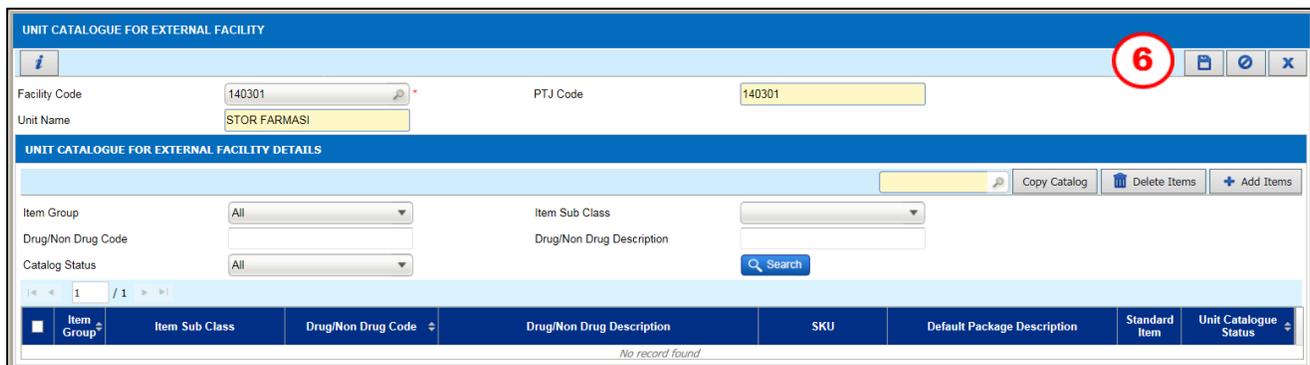


Figure 3.13.2-4 Unit Catalogue for External Facility

**Note**

User is allowed to use Copy Catalog function to copy catalogue from other facility by click on the  button

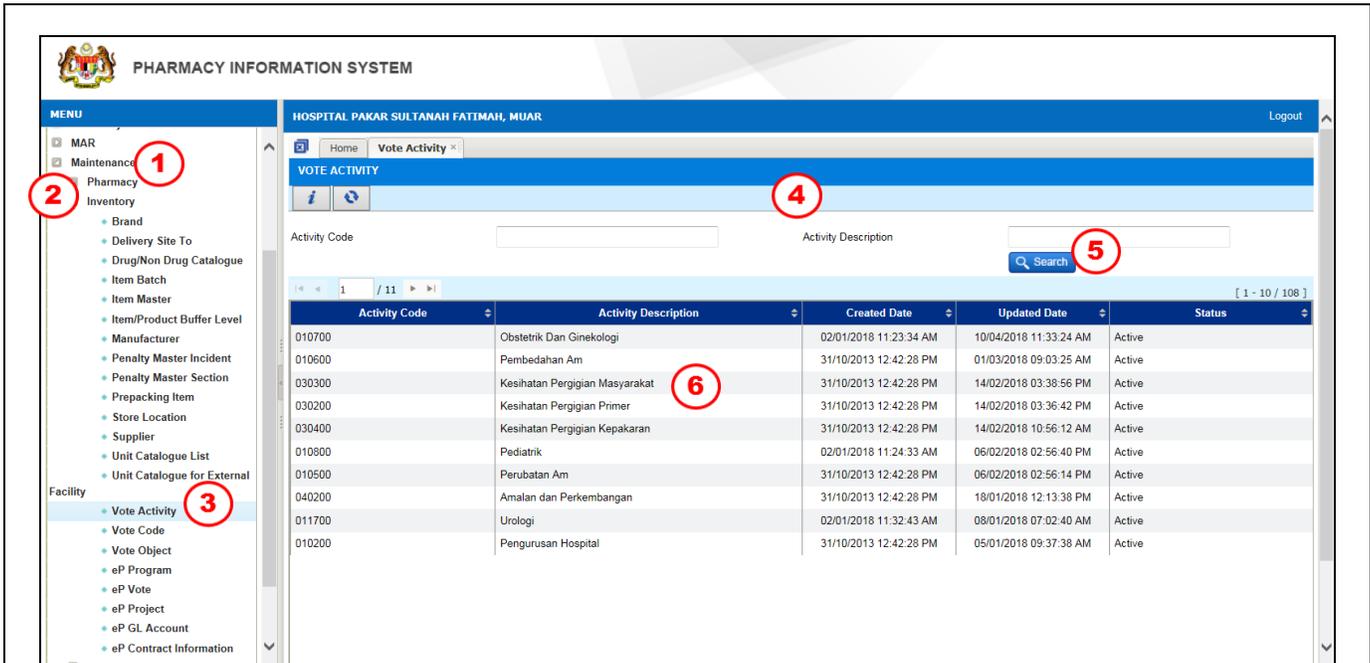
**STEP 6**



Click on the  button to save the record

### 3.14 Vote Activity

To view Vote Activity record, perform the step below:



**PHARMACY INFORMATION SYSTEM**

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Home | Vote Activity | Logout

**VOTE ACTIVITY**

Activity Code:  Activity Description:

Activity Code	Activity Description	Created Date	Updated Date	Status
010700	Obstetrik Dan Ginekologi	02/01/2018 11:23:34 AM	10/04/2018 11:33:24 AM	Active
010600	Pembedahan Am	31/10/2013 12:42:28 PM	01/03/2018 09:03:25 AM	Active
030300	Kesihatan Pergigian Masyarakat	31/10/2013 12:42:28 PM	14/02/2018 03:38:56 PM	Active
030200	Kesihatan Pergigian Primer	31/10/2013 12:42:28 PM	14/02/2018 03:36:42 PM	Active
030400	Kesihatan Pergigian Kependidikan	31/10/2013 12:42:28 PM	14/02/2018 10:56:12 AM	Active
010800	Pediatrik	02/01/2018 11:24:33 AM	06/02/2018 02:56:40 PM	Active
010500	Perubatan Am	31/10/2013 12:42:28 PM	06/02/2018 02:56:14 PM	Active
040200	Amalan dan Perkembangan	31/10/2013 12:42:28 PM	18/01/2018 12:13:38 PM	Active
011700	Urologi	02/01/2018 11:32:43 AM	08/01/2018 07:02:40 AM	Active
010200	Pengurusan Hospital	31/10/2013 12:42:28 PM	05/01/2018 09:37:38 AM	Active

Figure 3.14-1 Vote Activity Listing Page

#### STEP 1

Go to 'Maintenance' menu

#### STEP 2

Click on 'Inventory'

#### STEP 3

Click on 'Vote Activity'

#### STEP 4

To search for existing Vote Activity entry, you may search by criteria as follow:

- Activity Code
- Activity Description

#### STEP 5

Click on the  button after input criteria.

#### STEP 6

Double click on the selected record and the details will be displayed. The result display will be based on the entered criteria as shown in Figure 3.14-2

**VOTE ACTIVITY**

*i*
**X**

Status Active ▼

Activity Code  \*      Activity Description Obstetrik Dan Ginekologi ▼ \*

1 / 1
[ 1 - 6 / 6 ]

Sub Activity Code	Sub Activity Description	Status
94	A5	Active
95	A4	Active
96	A3	Active
97	A2	Active
98	A1	Active
99	Obstetrik Dan Ginekologi	Active

**Figure 3.14-2 Vote Activity**

**STEP 7**

Double click on the Sub Activity Code to view Vote Sub Activity information as shown in Figure 3.14-3

**VOTE SUB ACTIVITY**

**X**

Sub Activity Code  \*

Status Active ▼

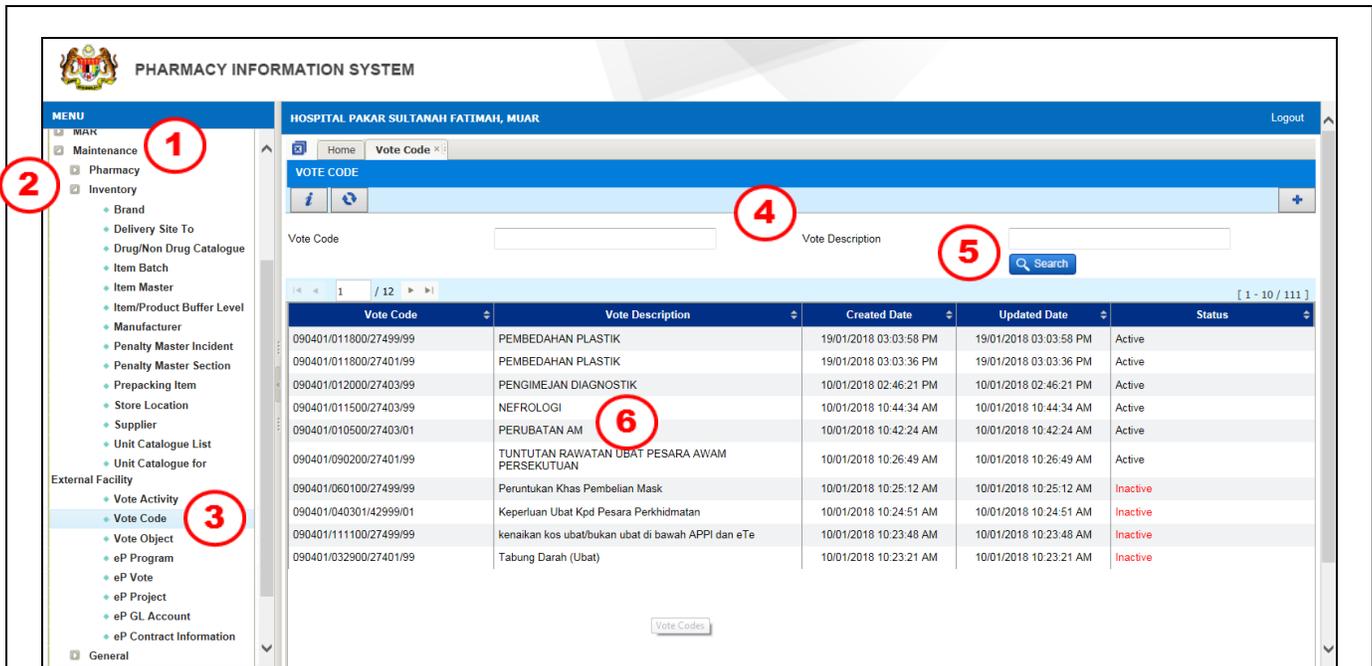
Sub Activity Description  \*

**Figure 3.14-2 Vote Sub Activity**

### 3.15 Vote Code

#### 3.15.1 View/Edit Vote Code

To view and edit Vote Code record, perform the steps below:



The screenshot shows the 'PHARMACY INFORMATION SYSTEM' interface for 'HOSPITAL PAKAR SULTANAH FATIMAH, MUAR'. The left sidebar contains a 'MENU' with 'Maintenance' (1) and 'Inventory' (2) expanded. Under 'Inventory', 'Vote Code' (3) is selected. The main area shows a 'VOTE CODE' search bar (4) and a search button (5). Below is a table of records with columns: Vote Code, Vote Description, Created Date, Updated Date, and Status. The 6th record is highlighted with a red circle (6).

Vote Code	Vote Description	Created Date	Updated Date	Status
090401/011800/27499/99	PEMBEDAHAN PLASTIK	19/01/2018 03:03:58 PM	19/01/2018 03:03:58 PM	Active
090401/011800/27401/99	PEMBEDAHAN PLASTIK	19/01/2018 03:03:36 PM	19/01/2018 03:03:36 PM	Active
090401/012000/27403/99	PENGIMEJAN DIAGNOSTIK	10/01/2018 02:46:21 PM	10/01/2018 02:46:21 PM	Active
090401/011500/27403/99	NEFROLOGI	10/01/2018 10:44:34 AM	10/01/2018 10:44:34 AM	Active
090401/010500/27403/01	PERUBATAN AM	10/01/2018 10:42:24 AM	10/01/2018 10:42:24 AM	Active
090401/090200/27401/99	TUNTUTAN RAWATAN UBAT PESARA AWAM PERSEKUTUAN	10/01/2018 10:26:49 AM	10/01/2018 10:26:49 AM	Active
090401/060100/27499/99	Peruntukan Khas Pembelian Mask	10/01/2018 10:25:12 AM	10/01/2018 10:25:12 AM	Inactive
090401/040301/42999/01	Keperluan Ubat Kpd Pesara Perkhidmatan	10/01/2018 10:24:51 AM	10/01/2018 10:24:51 AM	Inactive
090401/111100/27499/99	kenaikan kos ubat/bukan ubat di bawah APPI dan eTe	10/01/2018 10:23:48 AM	10/01/2018 10:23:48 AM	Inactive
090401/032900/27401/99	Tabung Darah (Ubat)	10/01/2018 10:23:21 AM	10/01/2018 10:23:21 AM	Inactive

Figure 3.15.1-1 Vote Code Listing Page

#### STEP 1

Go to 'Maintenance' menu

#### STEP 2

Click on 'Inventory'

#### STEP 3

Click on 'Vote Code'

#### STEP 4

To search for existing Vote Activity entry, you may search by criteria as follow:

- Vote Code
- Vote Description

#### STEP 5

Click on the  button after input criteria.

#### STEP 6

Double click on the selected record and the details will be displayed. The result display will be based on the entered criteria as shown in Figure 3.15.1-2

MAINTAINANCE - VOTE CODE <span style="float: right;">7</span>			
<div style="text-align: right;"> <span>+</span> <span></span> <span></span> <span></span> </div>			
Vote Code	090401/012000/27403/99	Vote Description	PENGIMEJAN DIAGNOSTIK *
PTJ Code	090401 *	PTJ Description	HPSF
Activity Code	012000 *	Activity Description	Pengimejan Diagnostik
Object Code	27403 *	Object Description	Bekalan Reagen
Sub Activity Code	99 *	Sub Activity Description	Pengimejan Diagnostik
Status	Active		

Figure 3.15.1-2 Maintenance - Vote Code

**STEP 7**

Click on the  button to edit the record

**Note**

List of details that can be edited are Vote Description and Status as per Figure 3.15.1-3

MAINTAINANCE - VOTE CODE <span style="float: right;">8</span>			
<div style="text-align: right;"> <span></span> <span></span> <span></span> </div>			
Vote Code	090401/011023/27401/99	Vote Description	BEKALAN UBAT LP *
Ministry/Department	P4242 - KEMENTERIAN KESIH *	PTJ Code	090401 / HPSF *
Activity Code	011023 *	Activity Description	OE KE DE (RECLASS 2021) - BEKA
Object Code	27401 *	Object Description	Ubat dan Dadah
Sub Activity Code	99 *	Sub Activity Description	OE KE DE (RECLASS 2021) - BEKA
Carry Forward Vote	<input type="radio"/> Yes <input checked="" type="radio"/> No	Status	Active

Figure 3.15.1-3 Maintenance - Vote Code

**STEP 8**

Click on the  button to save the record

### 3.15.2 Create New Vote Code

To create new Vote Code record, perform the steps below:

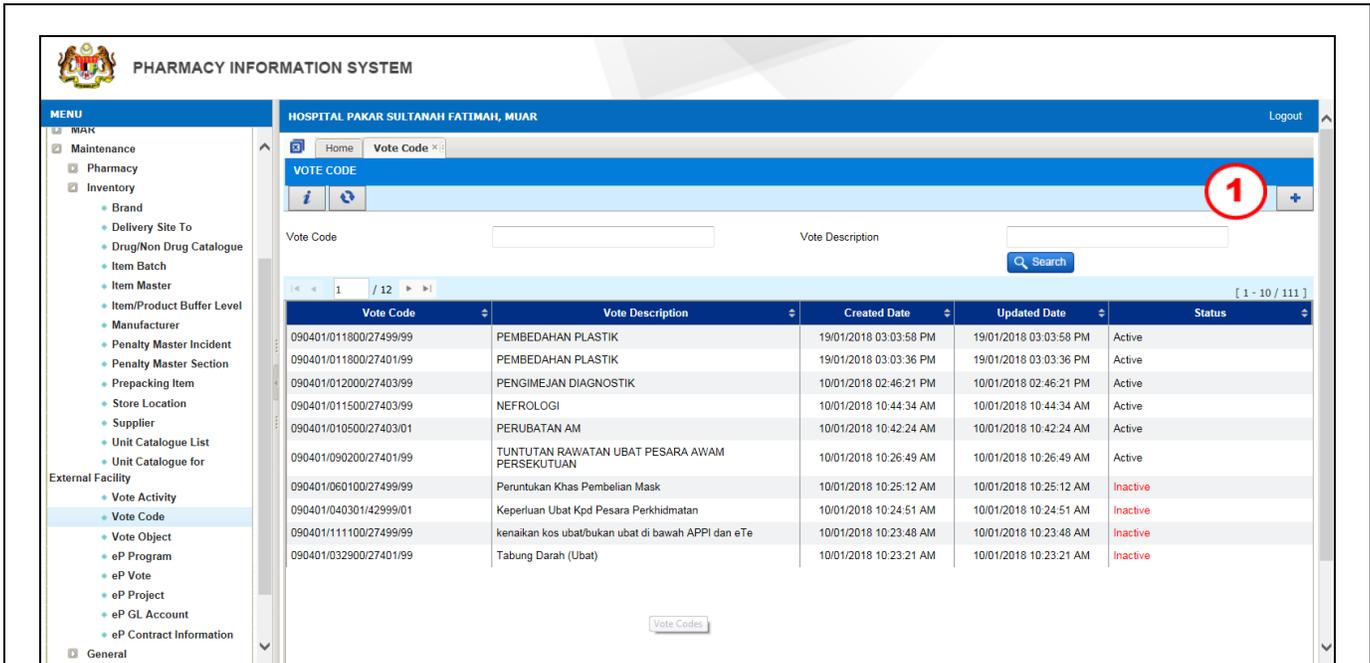


Figure 3.15.2-1 Vote Code Listing Page

#### STEP 1



Click on the  button and the Maintenance-Vote Code screen will be displayed as Figure 3.15.2-2

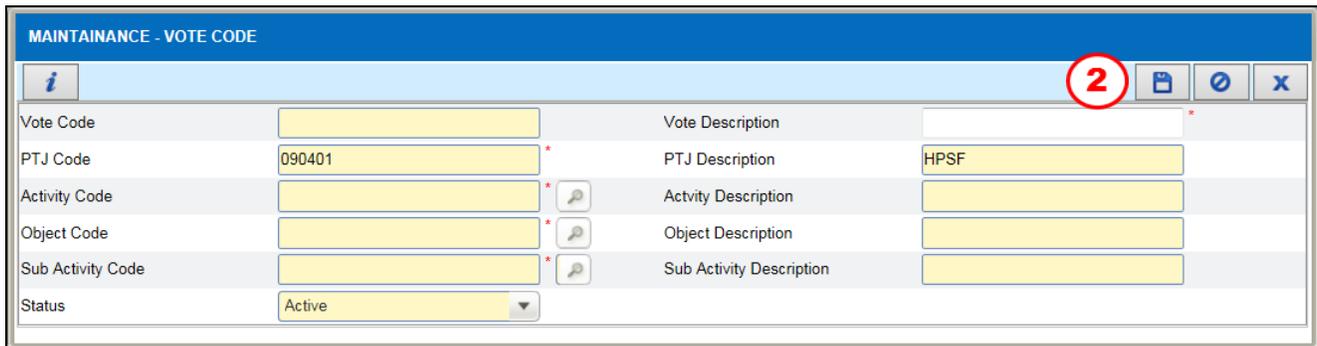


Figure 3.15.2-2 Maintenance - Vote Code

#### Note

Key in the details:

- Vote Description.
- Activity Code.
- Object Code.
- Sub Activity Code.

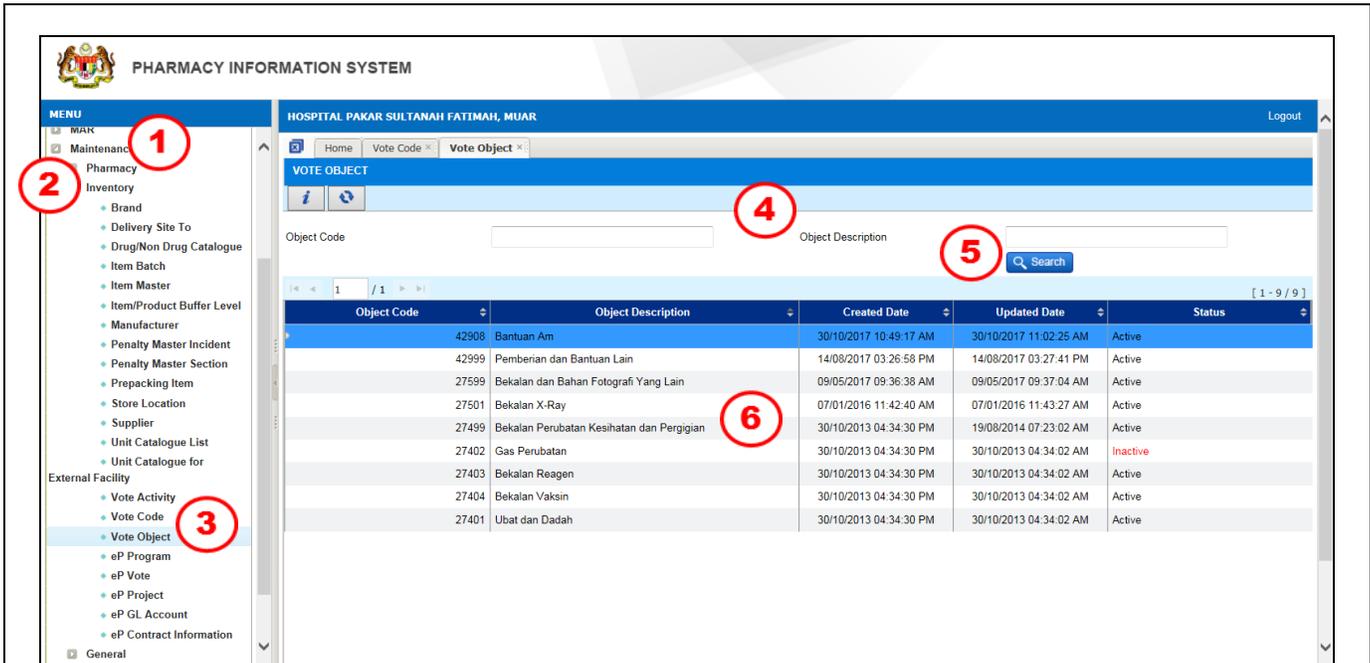
#### STEP 2



Click on the  button to save the transaction.

### 3.16 Vote Object

To view Vote Object record, perform the steps below:



**PHARMACY INFORMATION SYSTEM**  
HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

**MENU**

- MAK
- Maintenance **1**
- Pharmacy **2**
- Inventory
- Brand
- Delivery Site To
- Drug/Non Drug Catalogue
- Item Batch
- Item Master
- Item/Product Buffer Level
- Manufacturer
- Penalty Master Incident
- Penalty Master Section
- Prepacking Item
- Store Location
- Supplier
- Unit Catalogue List
- Unit Catalogue for
- External Facility
- Vote Activity
- Vote Code **3**
- Vote Object
- eP Program
- eP Vote
- eP Project
- eP GL Account
- eP Contract Information
- General

**VOTE OBJECT**

Object Code  Object Description  **4** **5** Search

Object Code	Object Description	Created Date	Updated Date	Status
42908	Bantuan Am	30/10/2017 10:49:17 AM	30/10/2017 11:02:25 AM	Active
42999	Pemberian dan Bantuan Lain	14/08/2017 03:26:58 PM	14/08/2017 03:27:41 PM	Active
27599	Bekalan dan Bahan Fotografi Yang Lain	09/05/2017 09:36:38 AM	09/05/2017 09:37:04 AM	Active
27501	Bekalan X-Ray	07/01/2016 11:42:40 AM	07/01/2016 11:43:27 AM	Active
27499	Bekalan Perubatan Kesihatan dan Pergiagian <b>6</b>	30/10/2013 04:34:30 PM	19/08/2014 07:23:02 AM	Active
27402	Gas Perubatan	30/10/2013 04:34:30 PM	30/10/2013 04:34:02 AM	Inactive
27403	Bekalan Reagen	30/10/2013 04:34:30 PM	30/10/2013 04:34:02 AM	Active
27404	Bekalan Vaksin	30/10/2013 04:34:30 PM	30/10/2013 04:34:02 AM	Active
27401	Ubat dan Dadah	30/10/2013 04:34:30 PM	30/10/2013 04:34:02 AM	Active

Figure 3.16-1 Vote Object Listing Page

#### STEP 1

Go to 'Maintenance' menu

#### STEP 2

Click on 'Inventory'

#### STEP 3

Click on 'Vote Object'

#### STEP 4

To search for existing Vote Object record, you may search by criteria as follow:

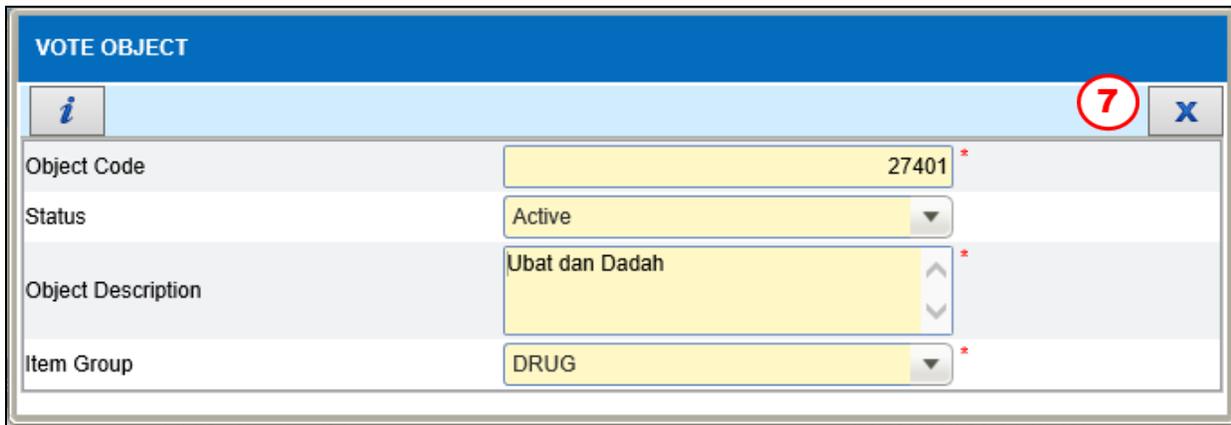
- Object Code
- Object Description

#### STEP 5

Click on the  button after input criteria.

#### STEP 6

Double click on the selected record and the details will be displayed. The result display will be based on the entered criteria as shown in Figure 3.16-2



VOTE OBJECT	
Object Code	27401 *
Status	Active
Object Description	Ubat dan Dadah *
Item Group	DRUG *

Figure 3.16-2 Vote Object

**Note**

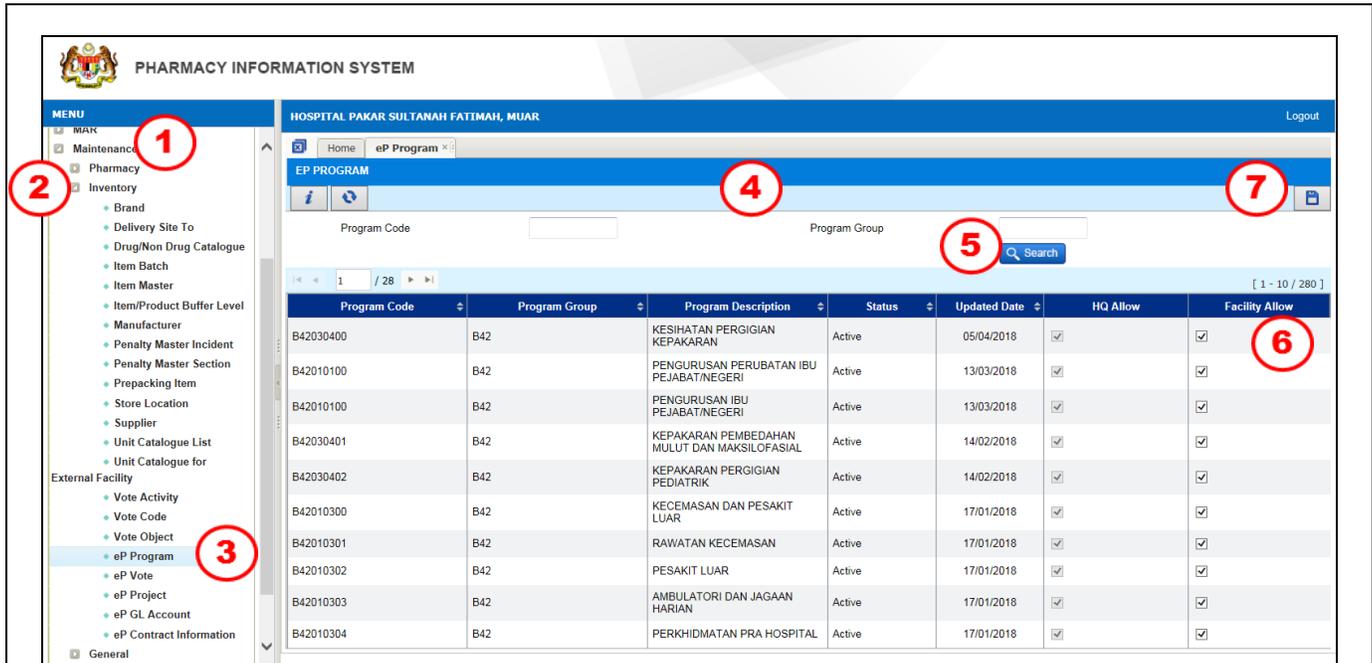
The Vote Object record is non-editable. Kindly contact HQ for any additional or modification of Vote Object data.

**STEP 7**

Click on the  button to return back to the Vote Object Listing Page

### 3.17 eP Program

To view and edit eP Program record, perform the steps below:



**PHARMACY INFORMATION SYSTEM**

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Logout

**MENU**

- MAK
- Maintenance **1**
- Pharmacy
- Inventory **2**
  - Brand
  - Delivery Site To
  - Drug/Non Drug Catalogue
  - Item Batch
  - Item Master
  - Item/Product Buffer Level
  - Manufacturer
  - Penalty Master Incident
  - Penalty Master Section
  - Prepacking Item
  - Store Location
  - Supplier
  - Unit Catalogue List
  - Unit Catalogue for
- External Facility
  - Vote Activity
  - Vote Code
  - Vote Object
  - eP Program **3**
  - eP Vote
  - eP Project
  - eP GL Account
  - eP Contract Information
- General

**EP PROGRAM** **4**

Program Code  Program Group  **5** Search

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Program Code	Program Group	Program Description	Status	Updated Date	HQ Allow	Facility Allow
B42030400	B42	KESIHATAN PERGIGIAN KEPAKARAN	Active	05/04/2018	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <b>6</b>
B42010100	B42	PENGURUSAN PERUBATAN IBU PEJABAT/NEGERI	Active	13/03/2018	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B42010100	B42	PENGURUSAN IBU PEJABAT/NEGERI	Active	13/03/2018	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B42030401	B42	KEPAKARAN PEMBEDAHAN MULUT DAN MAKSILOFASIAL	Active	14/02/2018	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B42030402	B42	KEPAKARAN PERGIGIAN PEDIATRIK	Active	14/02/2018	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B42010300	B42	KECEMASAN DAN PESAKIT LUAR	Active	17/01/2018	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B42010301	B42	RAWATAN KECEMASAN	Active	17/01/2018	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B42010302	B42	PESAKIT LUAR	Active	17/01/2018	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B42010303	B42	AMBULATORI DAN JAGAAN HARIAN	Active	17/01/2018	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B42010304	B42	PERKHIDMATAN PRA HOSPITAL	Active	17/01/2018	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Figure 3.17-1 eP Program

**STEP 1**

Go to 'Maintenance' menu

**STEP 2**

Click on 'Inventory'

**STEP 3**

Click on 'eP Program'

**STEP 4**

To search for existing eP Program record, you may search by criteria as follow:

- Program Code
- Program Group

**STEP 5**

Click on the  button after input criteria.

**STEP 6**

Select Facility Allow  checkbox

**Note**

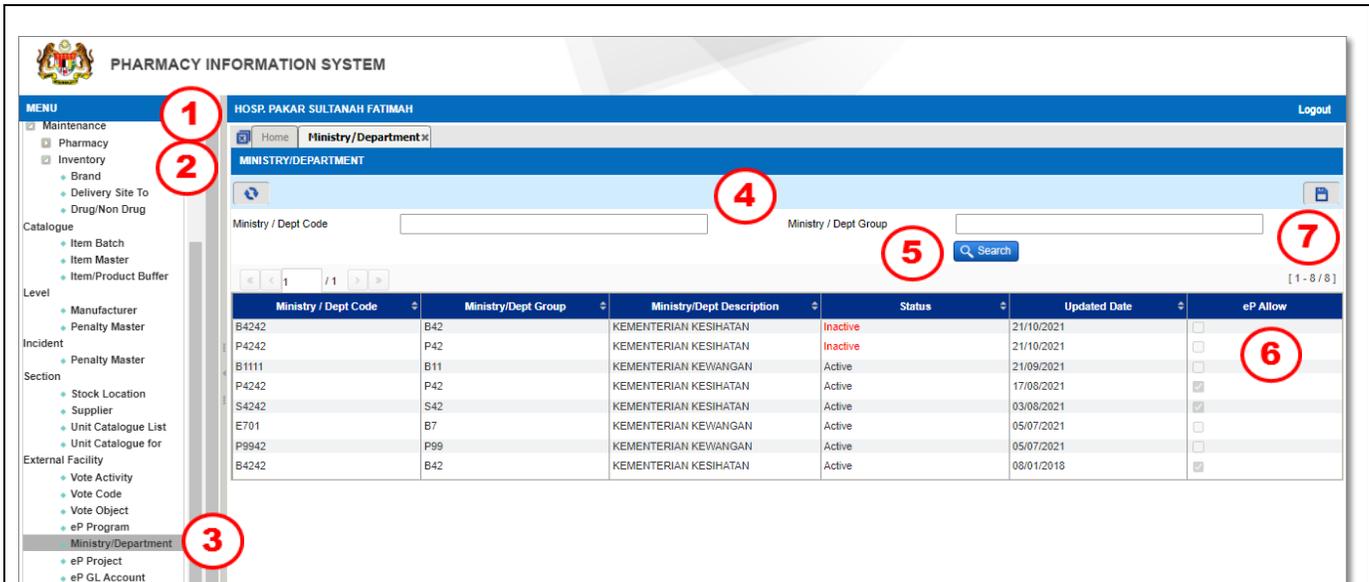
User is allowed to select multiple record

**STEP 7**

Click on the  button to save the record

### 3.18 Ministry/Department

To view and edit Ministry/Department record, perform the steps below:



Ministry / Dept Code	Ministry/Dept Group	Ministry/Dept Description	Status	Updated Date	eP Allow
B4242	B42	KEMENTERIAN KESIHATAN	Inactive	21/10/2021	<input type="checkbox"/>
P4242	P42	KEMENTERIAN KESIHATAN	Inactive	21/10/2021	<input type="checkbox"/>
B1111	B11	KEMENTERIAN KEWANGAN	Active	21/09/2021	<input type="checkbox"/>
P4242	P42	KEMENTERIAN KESIHATAN	Active	17/08/2021	<input checked="" type="checkbox"/>
S4242	S42	KEMENTERIAN KESIHATAN	Active	03/08/2021	<input checked="" type="checkbox"/>
E701	B7	KEMENTERIAN KEWANGAN	Active	05/07/2021	<input type="checkbox"/>
P9942	P99	KEMENTERIAN KEWANGAN	Active	05/07/2021	<input type="checkbox"/>
B4242	B42	KEMENTERIAN KESIHATAN	Active	08/01/2018	<input checked="" type="checkbox"/>

Figure 3.18-1 eP Vote Listing Page

#### STEP 1

Go to 'Maintenance' menu

#### STEP 2

Click on 'Inventory'

#### STEP 3

Click on 'Ministry/Department'

#### STEP 4

To search for existing record, you may search by criteria as follow:

- a) Minister/Dept Code
- b) Minister/Dept Group

#### STEP 5

Click on the  button after input criteria.

#### STEP 6

Select Facility Allow  checkbox

#### Note

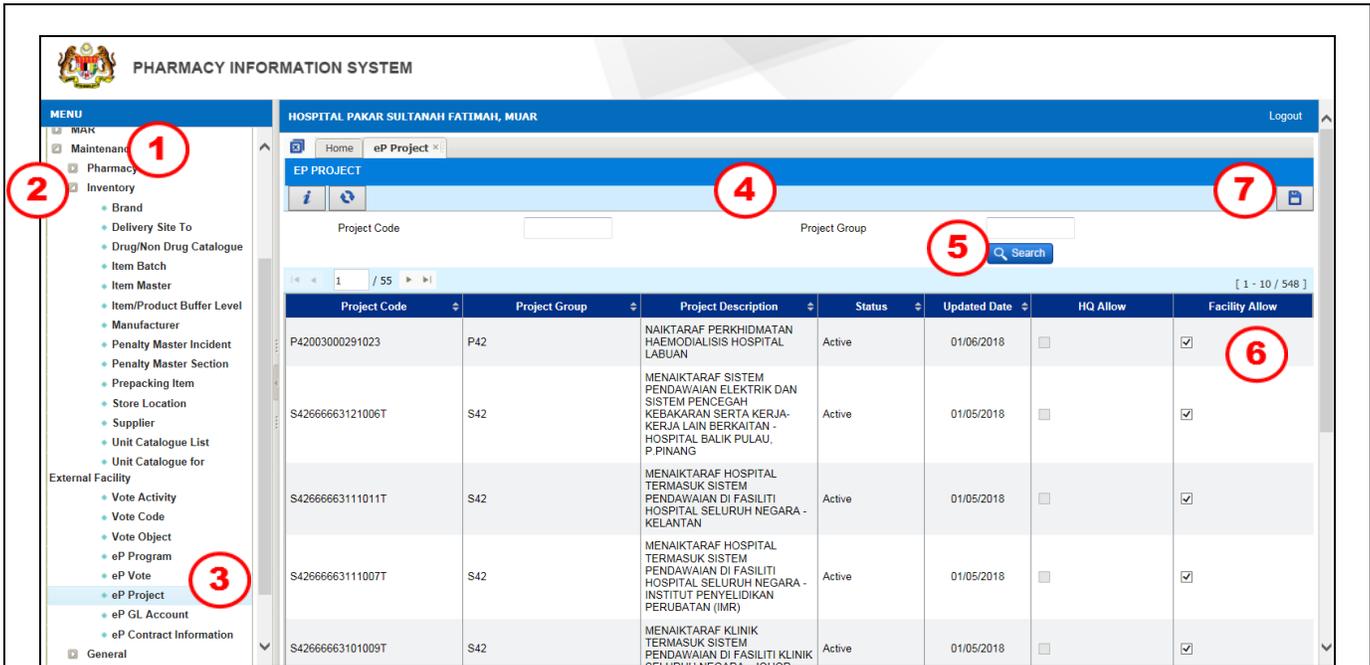
User is allowed to select multiple record

#### STEP 7

Click on the  button to save the record

### 3.19 eP Project

To view and edit eP Project record, perform the steps below:



**PHARMACY INFORMATION SYSTEM**

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Home eP Project

EP PROJECT

Project Code: [ ] Project Group: [ ] Search

Project Code	Project Group	Project Description	Status	Updated Date	HQ Allow	Facility Allow
P42003000291023	P42	NAIKTARAF PERKHIDMATAN HAEMODIALISIS HOSPITAL LABUAN	Active	01/06/2018	<input type="checkbox"/>	<input checked="" type="checkbox"/>
S42666663121006T	S42	MENAIKTARAF SISTEM PENDAWAIAAN ELEKTRIK DAN SISTEM PENCEGAH KEBAKARAN SERTA KERJA-KERJA LAIN BERKAITAN - HOSPITAL BALIK PULAU, P. PINANG	Active	01/05/2018	<input type="checkbox"/>	<input checked="" type="checkbox"/>
S42666663111011T	S42	MENAIKTARAF HOSPITAL TERMASUK SISTEM PENDAWAIAAN DI FASILITI HOSPITAL SELURUH NEGARA - KELANTAN	Active	01/05/2018	<input type="checkbox"/>	<input checked="" type="checkbox"/>
S42666663111007T	S42	MENAIKTARAF HOSPITAL TERMASUK SISTEM PENDAWAIAAN DI FASILITI HOSPITAL SELURUH NEGARA - INSTITUT PENYELIDIKAN PERUBATAN (IMR)	Active	01/05/2018	<input type="checkbox"/>	<input checked="" type="checkbox"/>
S42666663101009T	S42	MENAIKTARAF KLINIK TERMASUK SISTEM PENDAWAIAAN DI FASILITI KLINIK SELURUH NEGARA - JOHORE	Active	01/05/2018	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Figure 3.19-1 eP Project Listing Page

**STEP 1**

Go to 'Maintenance' menu

**STEP 2**

Click on 'Inventory'

**STEP 3**

Click on 'eP Project'

**STEP 4**

To search for existing eP Project record, you may search by criteria as follow:

- a) Project Code
- b) Project Group

**STEP 5**

Click on the  button after input criteria.

**STEP 6**

Select Facility Allow  checkbox

**Note**

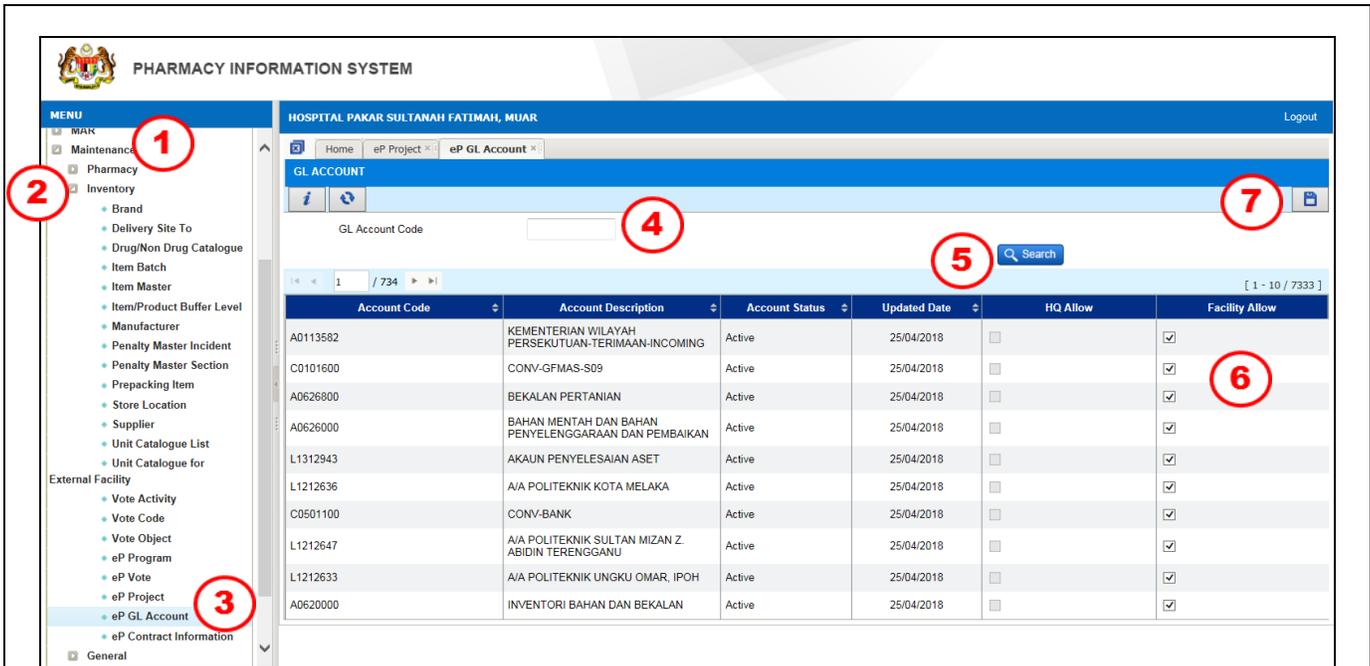
User is allowed to select multiple record

**STEP 7**

Click on the  button to save the record

### 3.20 eP GL Account

To view and edit eP GL Account record, perform the steps below:



**PHARMACY INFORMATION SYSTEM**

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Logout

Home eP Project eP GL Account

GL ACCOUNT

GL Account Code

Search

[ 1 - 10 / 7333 ]

Account Code	Account Description	Account Status	Updated Date	HQ Allow	Facility Allow
A0113582	KEMENTERIAN WILAYAH PERSEKUTUAN-TERIMAAN-INCOMING	Active	25/04/2018	<input type="checkbox"/>	<input checked="" type="checkbox"/>
C0101600	CONV-GFMAS-S09	Active	25/04/2018	<input type="checkbox"/>	<input checked="" type="checkbox"/>
A0626800	BEKALAN PERTANIAN	Active	25/04/2018	<input type="checkbox"/>	<input checked="" type="checkbox"/>
A0626000	BAHAN MENTAH DAN BAHAN PENYELENGGARAAN DAN PEMBAIKAN	Active	25/04/2018	<input type="checkbox"/>	<input checked="" type="checkbox"/>
L1312943	AKAUN PENYELESAIAN ASET	Active	25/04/2018	<input type="checkbox"/>	<input checked="" type="checkbox"/>
L1212636	A/A POLITEKNIK KOTA MELAKA	Active	25/04/2018	<input type="checkbox"/>	<input checked="" type="checkbox"/>
C0501100	CONV-BANK	Active	25/04/2018	<input type="checkbox"/>	<input checked="" type="checkbox"/>
L1212647	A/A POLITEKNIK SULTAN MIZAN Z. ABIDIN TERENGGANU	Active	25/04/2018	<input type="checkbox"/>	<input checked="" type="checkbox"/>
L1212633	A/A POLITEKNIK UNGKU OMAR, IPOH	Active	25/04/2018	<input type="checkbox"/>	<input checked="" type="checkbox"/>
A0620000	INVENTORI BAHAN DAN BEKALAN	Active	25/04/2018	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Figure 3.20-1 eP GL Account Listing Page

#### STEP 1

Go to 'Maintenance' menu

#### STEP 2

Click on 'Inventory'

#### STEP 3

Click on 'eP GL Account'

#### STEP 4

To search for existing eP GL Account record, you may search by GL Account Code

#### STEP 5

Click on the  button after input criteria.

#### STEP 6

Select Facility Allow  checkbox

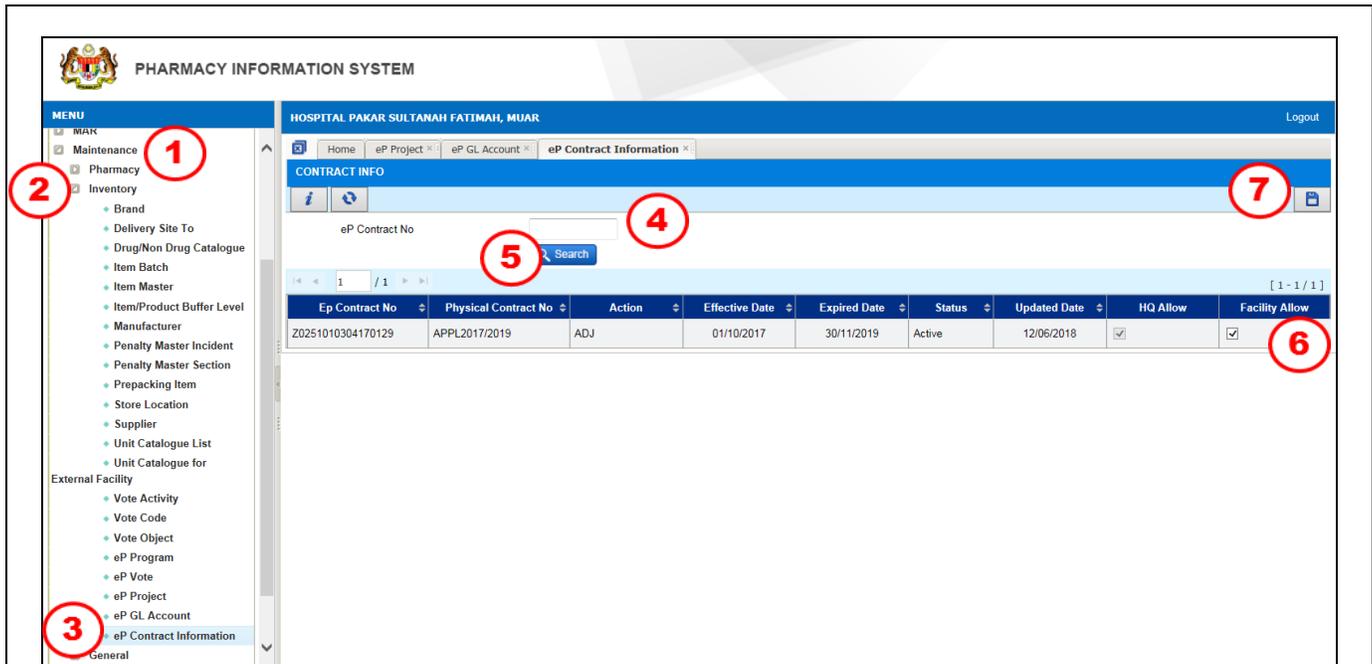
#### Note

User is allowed to select multiple record

#### STEP 7

Click on the  button to save the record

### 3.21 eP Contract Information



The screenshot shows the 'PHARMACY INFORMATION SYSTEM' interface for 'HOSPITAL PAKAR SULTANAH FATIMAH, MUAR'. The left menu is expanded to 'Inventory', and 'eP Contract Information' is selected. The main area displays a search bar for 'eP Contract No' and a table of contract records. The table has columns: Ep Contract No, Physical Contract No, Action, Effective Date, Expired Date, Status, Updated Date, HQ Allow, and Facility Allow. A single record is shown with values: Z0251010304170129, APPL2017/2019, ADJ, 01/10/2017, 30/11/2019, Active, 12/06/2018, and checked checkboxes for HQ Allow and Facility Allow.

Figure 3.21-1 eP Contract Information

#### STEP 1

Go to 'Maintenance' menu

#### STEP 2

Click on 'Inventory'

#### STEP 3

Click on 'eP Contract Information'

#### STEP 4

To search for existing eP Contract Information, you may search by eP Contract No

#### STEP 5

Click on the  button after input criteria.

#### STEP 6

Select Facility Allow  checkbox

#### Note

If there is more than 1 record, user allowed to select multiple record

#### STEP 7

Click on the  button to save the 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
TDM	Therapeutic Drug Monitoring
CDR	Cytotoxic Drug Reconstitution
APPL	Approved Product Purchase List
RPL	Recommended Purchase List
EPO	Electronic Purchase Order