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

User Manual
Maintenance-Security

Version	**: 10th EDITION**
Document ID	**: U. MANUAL_MAINTENANCE_SECURITY**

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1. Introduction

1.1 Overview of PhIS

Pharmacy Information System or better known as PhIS, is a complete and comprehensive system that integrates pharmacy related services that geared toward pharmacy excellent care. PhIS implementation would transform most of current manual process to electronic system would benefit facility end user in the health care sector.

There are 12 modules to assist services delivery by the health care sector which comprises of:

1. Order Management
2. Inpatient Pharmacy
3. Outpatient Pharmacy
4. Medication Counselling
5. Ward Pharmacy
6. Pharmacy Inventory
7. Manufacturing of Cytotoxic Drug Reconstitution (CDR), Parenteral Nutrition, IV Admixture & Eye Drop , Radiopharmaceuticals and Extemporaneous
8. Adverse Drug Reaction & Drug Allergic Card (ADR & DAC)
9. Clinical Pharmacokinetics Services (TDM)
10. Drug Information & Consumer Education (DICE)
11. Medication Therapy Adherence Clinic (MTAC)
12. Data Mining (PhARM)

1.2 Purpose and Objectives

This user manual outlines the maintenance security sub-module and its key features and functionalities. The primary objective is to help guide user through the process of completing PhIS application process.

User will understand the following activities in details:

- User Profile
- User Roles
- Prescriber

1.3 Organised Sections

These are the sections within this document:

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

2. Application Standard Features

2.1 PhIS Legend

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

3. Maintenance Security

Overview

The maintenance security module includes Implementing safe, organized, and efficient user creation in PhIS

User Group

This module is intended for facility IT Staff

Functional Diagram

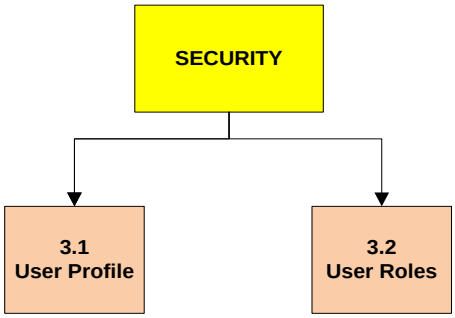

Figure 3.0

Functional Description

Maintenance Security comprises of several main functions:

- **User Profile**
  This process is use by IT staff to create new account for PhIS user

- **User Roles**
  This process is use by IT staff to assign roles for created user profile

3.1 User Profile

3.1.1 To view and edit user profile

The function of this menu is to create edit existing PhIS user account

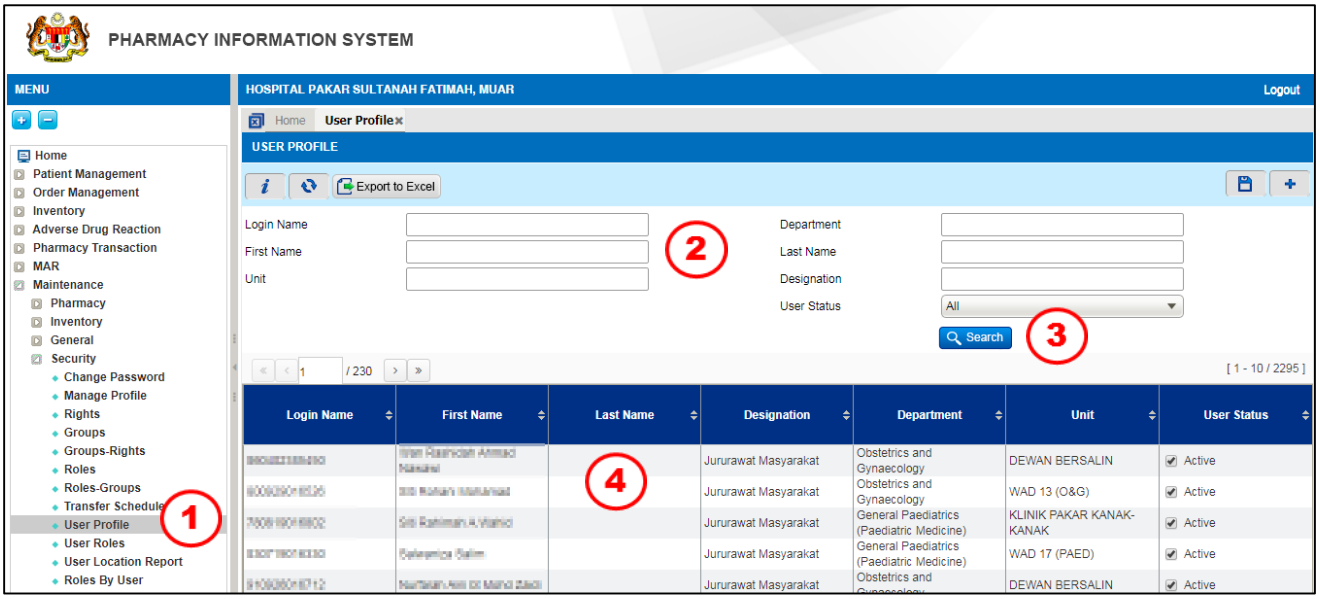

Figure 3.1.1-1 User Profile

STEP 1
Click on 'Maintenance' menu follow by 'Security' sub-menu and click on 'User Profile'

STEP 2
Search existing record based on below search criteria:
a) Login Name
b) First Name
c) Unit
d) Department
e) Last name
f) Designation
g) User Status

STEP 3
Click on button 'User Profile' for the detail records

STEP 4
Double click on selected 'User Profile' Details to view the record

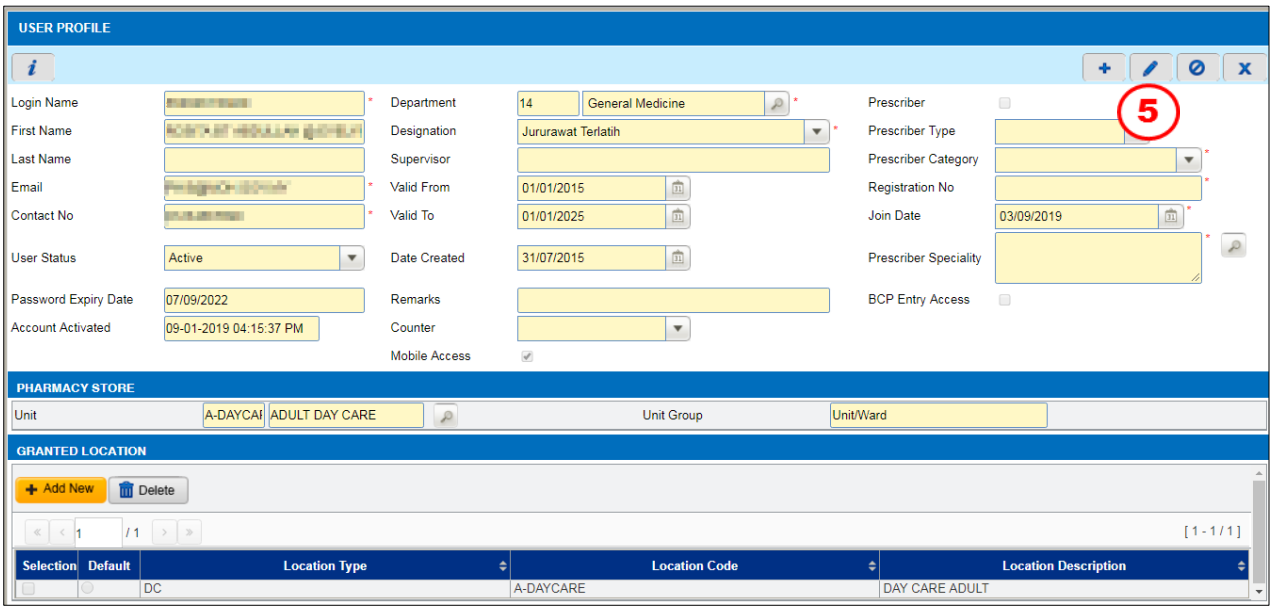

Figure 3.1.1-2 Editing User Profile

STEP 5

Click on button to edit the selected record

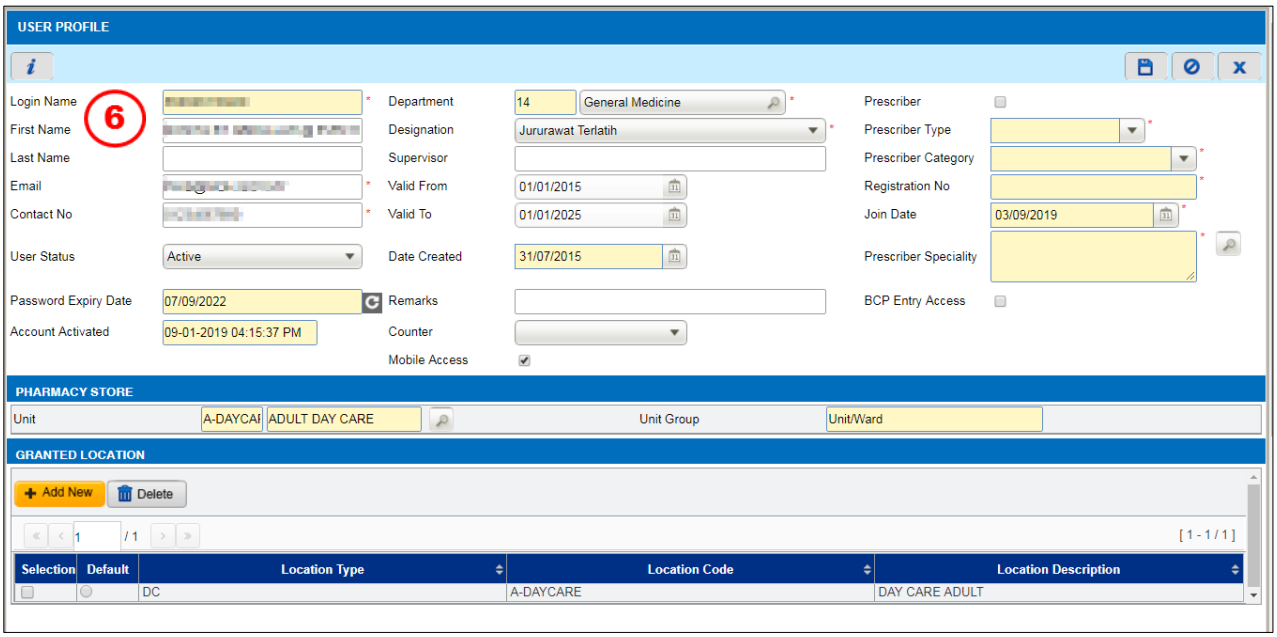

Figure 3.1.1-3 Updating User Profile

STEP 6
To edit the profile field according to user information: -

Field	Description	Details
Login Name	Only Identity Card or Passport Number can be used for login purpose to PhIS ***Note*** • *One (1) user can only have one (1) login ID to the system*	Cannot Edit
First Name	User first name according to identity card or passport	Editable
Last Name	User last name according to identity card or passport	Editable
Email	Email address for the user. Must use unique email.	Editable
Contact No	Phone number for the user for the purpose of contacting ***Note*** User can put personal number, hospital number or extension	Editable
User Status	• User account status	Changeable
Password Expiry Date	User need to change password after this date	Cannot Edit
Department	User registered department in facility	Changeable
Designation	User designation in the facility	Changeable
Supervisor	User supervisor in the facility	Editable
Valid from	User account validity from	Changeable
Valid to	User account validity to	Changeable
Date Created	User account date created on	Cannot Edit
Remarks	User account remarks, if any	Editable
Counter	User's counter, if applicable	Changeable
Mobile Access	User ability to access mobile app	Changeable
Prescriber	If user is a prescriber	Changeable
Prescriber Type	Type of prescriber of the user	Changeable
Prescriber Category	User's category of prescriber	Changeable
Registration No	User's prescriber registration number	Editable
Join Date	User's prescriber date of joining	Changeable
Prescriber Specialty	User's prescriber specialty	Changeable
BCP Entry Access	User's right to access BCP entry	Changeable
Account Activated	User account activated	Changeable

Table 3.1.1-1 Profile details

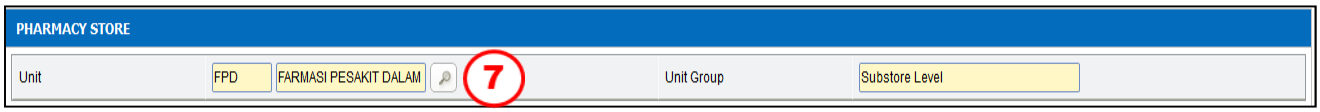

Figure 3.1.1-4 Pharmacy Store

STEP 7

To edit Pharmacy Store, click on to search for other requester unit

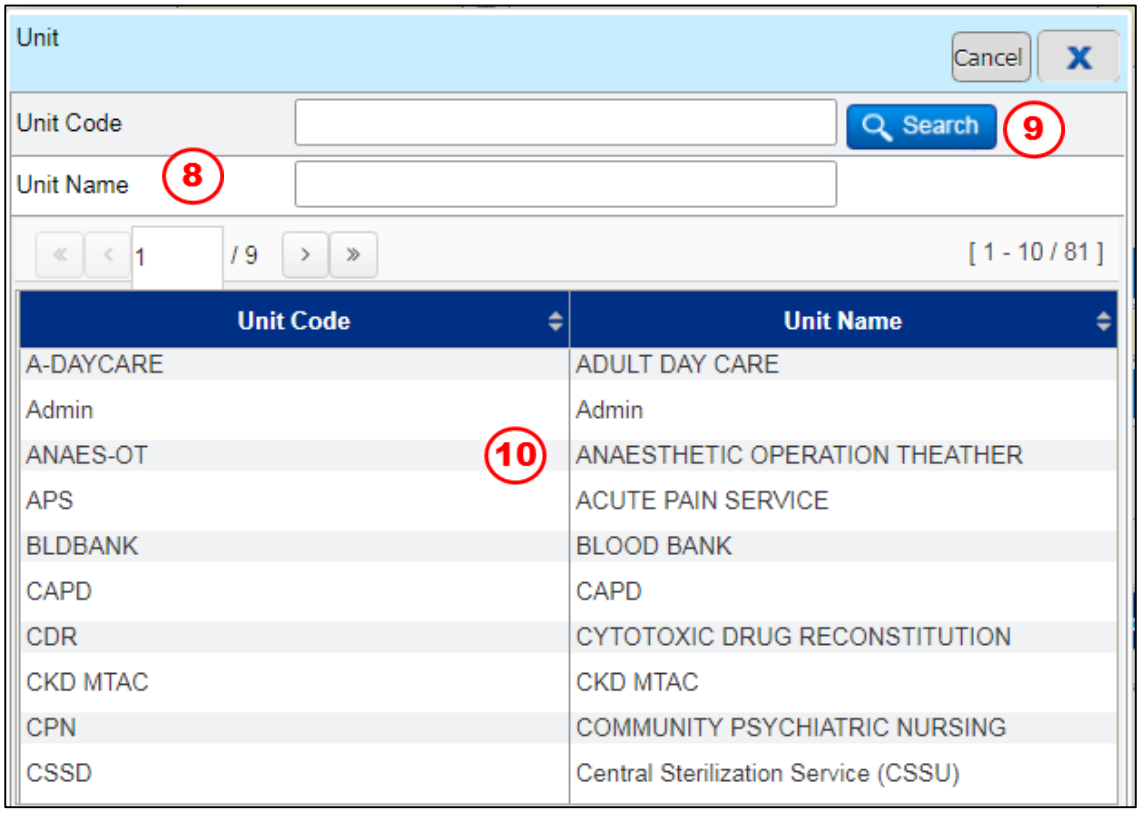

Figure 3.1.1-5 Select requester unit

STEP 8
Search for specific requester unit based on criteria
a) Unit Code
b) Unit Name

STEP 9
Click on Search button to search for related information

STEP 10
Select requester unit accordingly

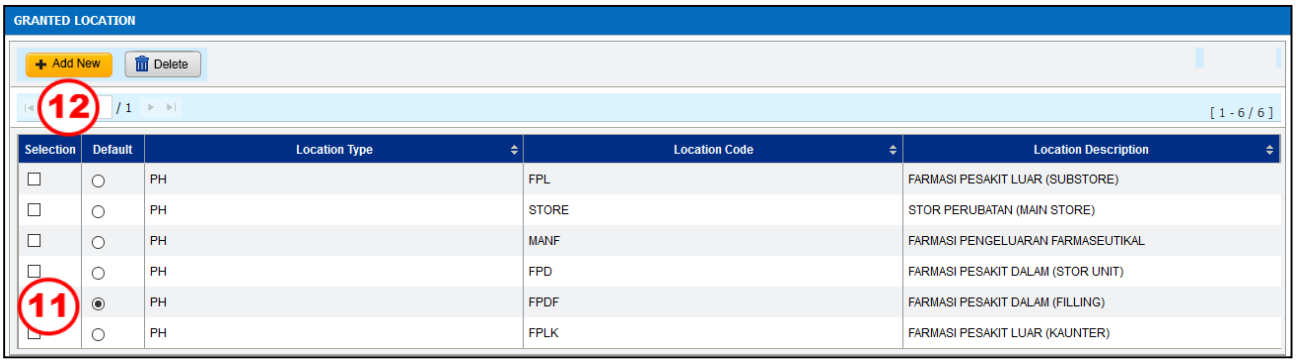

Figure 3.1.1-6 Granted Location

STEP 11
Click on default to select default location for user

STEP 12
Click on + Add New to add new location

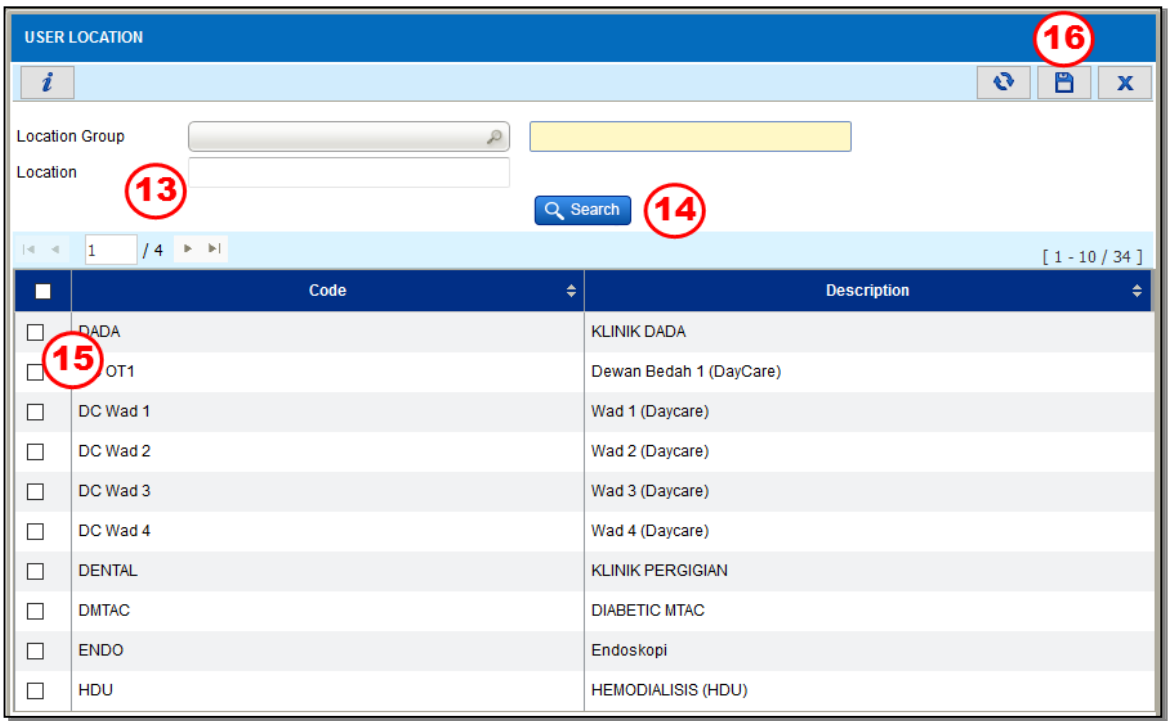

Figure 3.1.1-7 New user location

STEP 13
To select specific location
a) Choose location group
b) Insert location name

STEP 14
Click on Search button to search for related information

STEP 15
Select location by tick on the checkbox

STEP 16
Click on the button to save the changes made and Figure 3.1.1-7 will appear

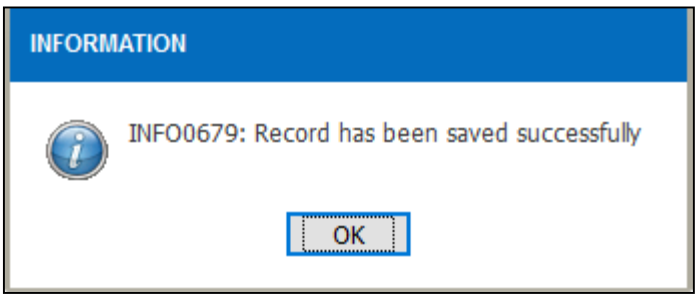

Figure 3.1.1-8 Information

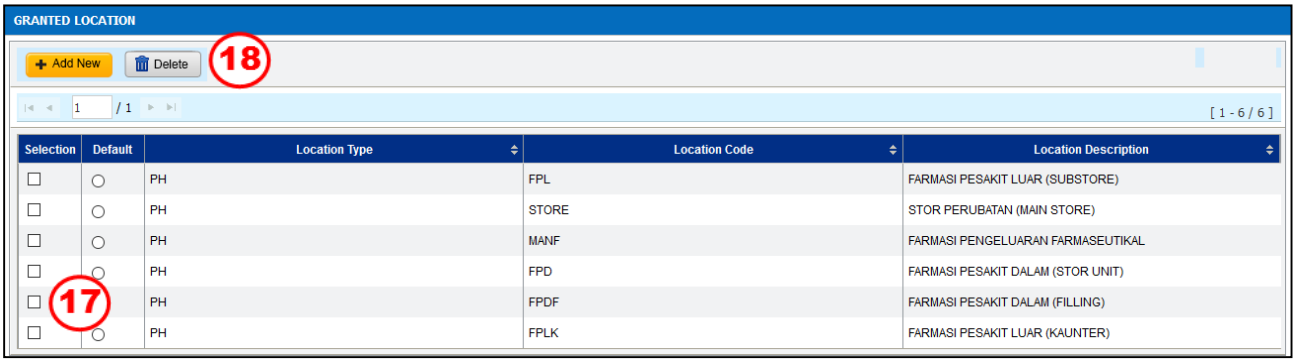

Figure 3.1.1-9 Delete granted location

STEP 17
To delete existing granted location, untick the checkbox

STEP 18
Click on

button to remove the selected granted location and

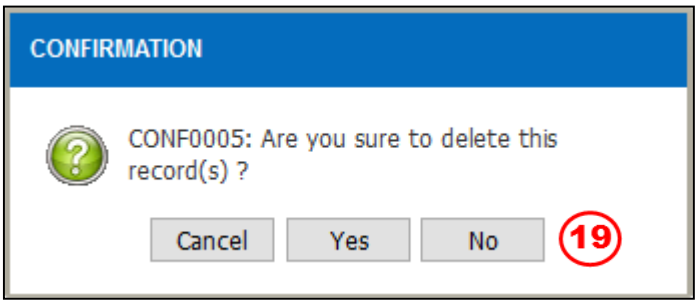

Figure 3.1.1-10

STEP 19
Click for confirmation for the editing process
a) Yes – system will proceed and save the record
b) No – no saving and changes will be done by the system
c) Cancel – system will return the user to the User Profile filling field screen

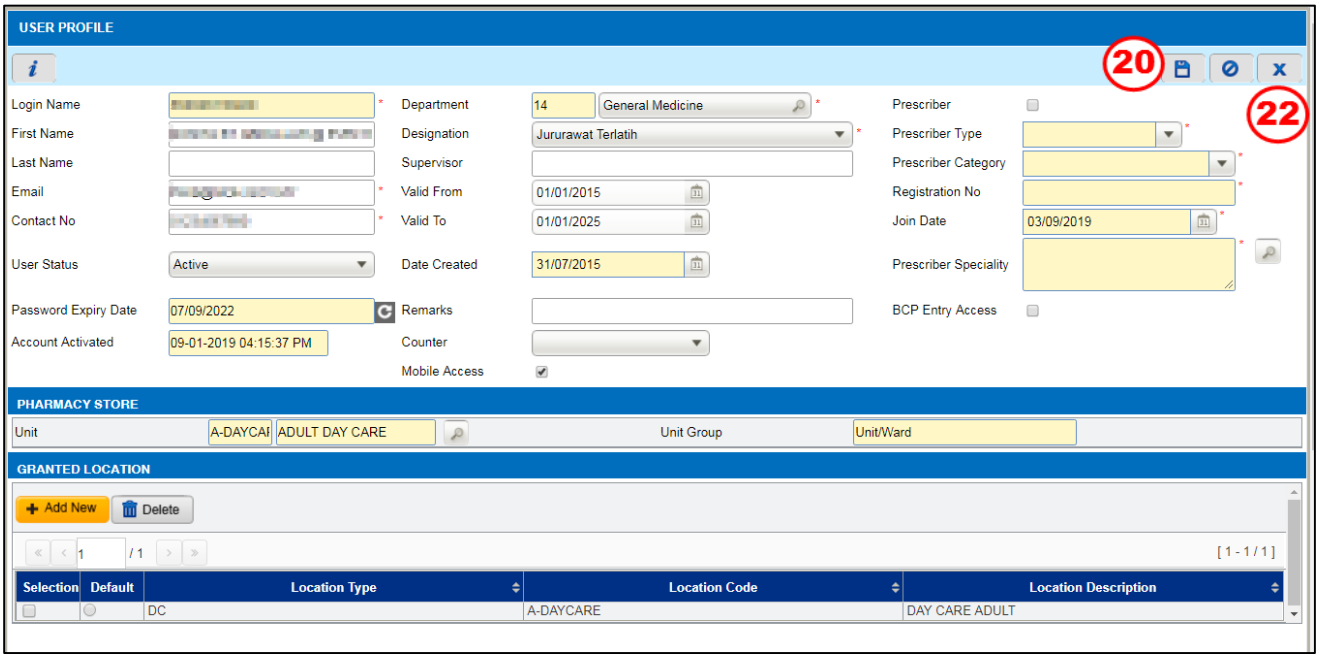

Figure 3.1.1-11 Saving user profile

STEP 20

Click on the button to save the changes made

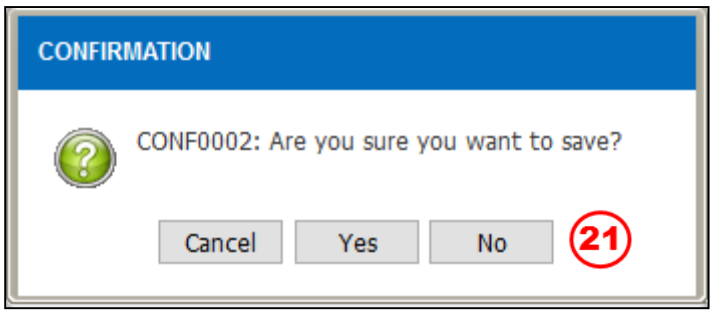

Figure 3.1.1-12 Confirmation

STEP 21

Click for confirmation for the editing process

a) Yes – system will proceed and save the record

b) No – no saving will be done by the system

c) Cancel – system will return the user to the User Profile filling field screen

STEP 22

Click on the button and to close record

3.1.2 To add new user profile

The function of this menu is to create new profile for PhIS user and add in into the system

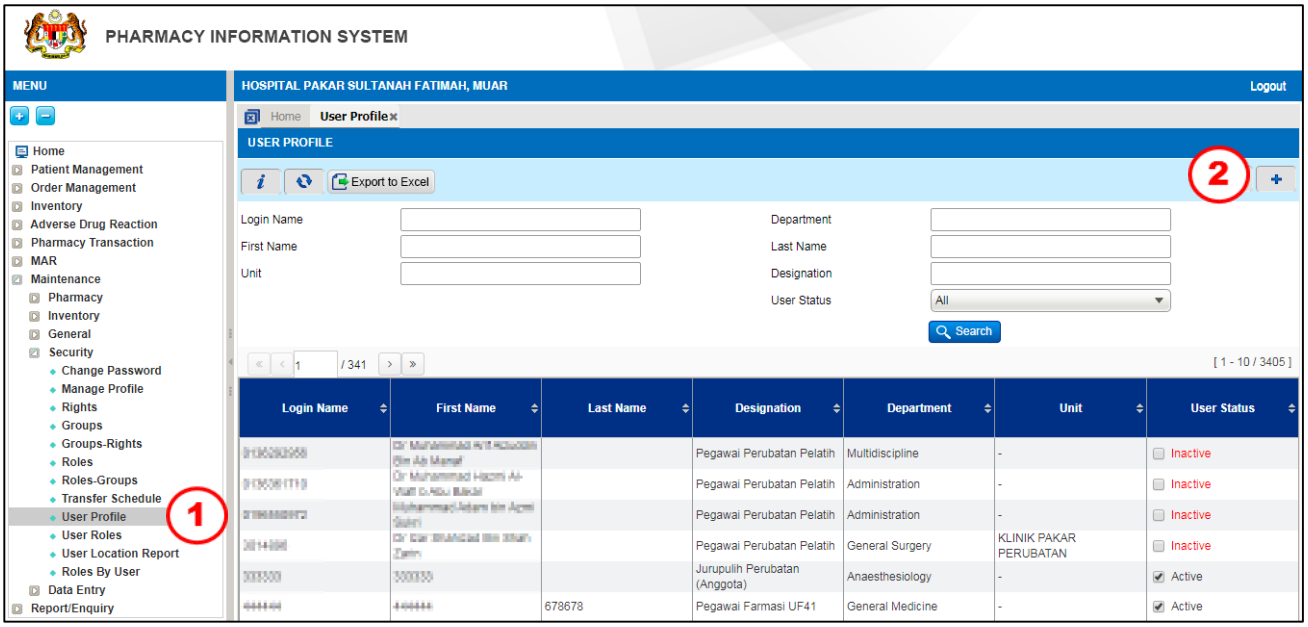

Figure 3.1.2-1 User Profile

STEP 1

Click on 'Maintenance' menu follow by 'Security' sub-menu and click on 'User Profile'

Note

Click on the Export to Excel *button to save/view/print report in Excel format.*

STEP 2

Click on button to add new user profile to the system

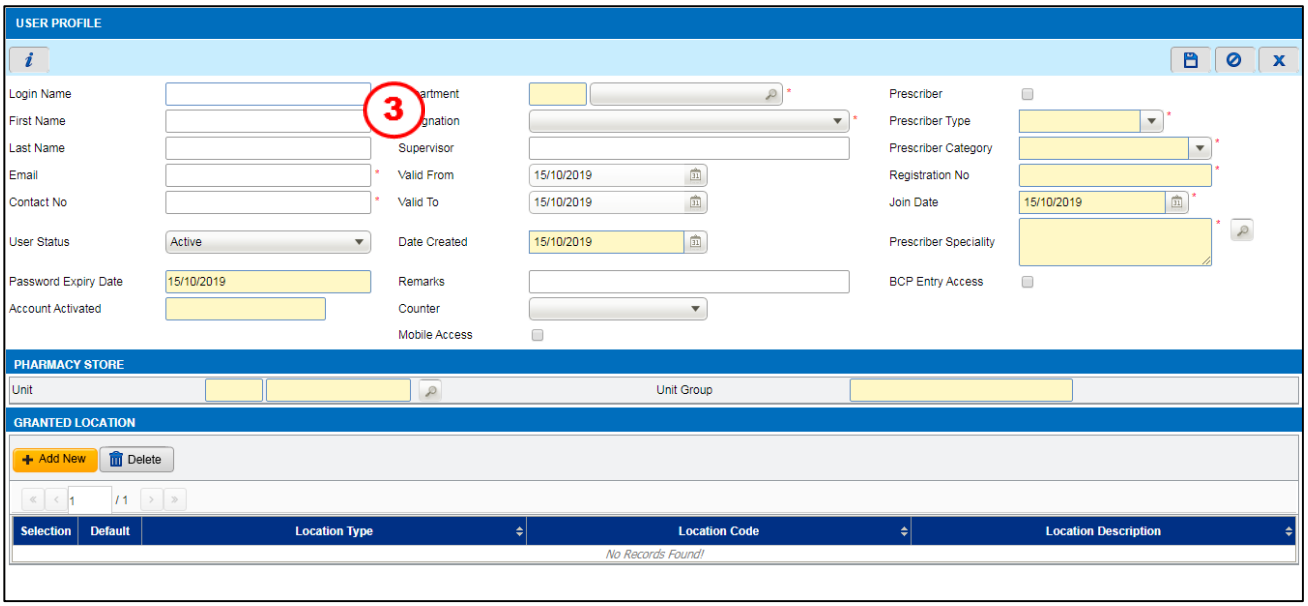

Figure 3.1.2-2 Add new user profile

STEP 3
Fill the user profile field accordingly :-

Field	Description	Remarks
Login Name	Only Identity Card or Passport Number can be used for login purpose to PhIS ***Note*** • *One (1) user can only have one (1) login ID to the system*	
Password	User password for login into the account ***Note*** • Default system password for first time user is phis123 • Password can be reset to default system password by clicking button	Cannot create new password as password is defaulted to phis123
Retype password	Secondary confirmation for the first password when enter for changes	Cannot Edit
First Name	User first name according to identity card or passport	
Last Name	User last name according to identity card or passport	
Email	Email address for the user. Must use unique email	
Contact No	Phone number for the user for the purpose of contacting ***Note*** • User can put personal number, hospital number or extension	
User Status	User account status	
Password Expiry Date	User need to change password after this date ***Note*** • User must change password upon their first login	
Department	User registered department in facility	
Designation	User designation in the facility	
Supervisor	User supervisor in the facility	
Valid from	User account validity from	Default to today's date
Valid to	User account validity to ***Note*** • Important to change or else the account by default has only 1 day validity	Default to today's date
Date Created	User account date created on	Default to today's date. Cannot be edited as this is system generated
Remarks	User account remarks, if any	
Counter	User's counter, if applicable	
Mobile Access	User ability to access mobile app	
Prescriber	If user is a prescriber	
Prescriber Type	Type of prescriber of the user	
Prescriber Category	User's category of prescriber	
Registration No	User's prescriber registration number	
Join Date	User's prescriber date of joining	Default to today's date

Prescriber Specialty	User's prescriber specialty	
BCP Entry Access	User's right to access BCP entry	

Table 3.1.2-1

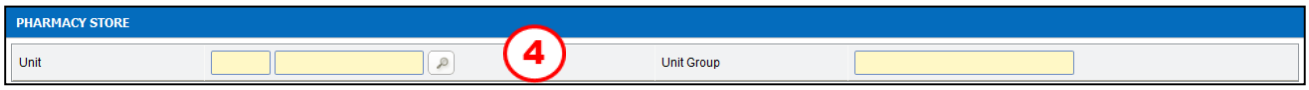

Figure 3.1.2-3 Search pharmacy store

STEP 4

Click on to search related requester unit for the user

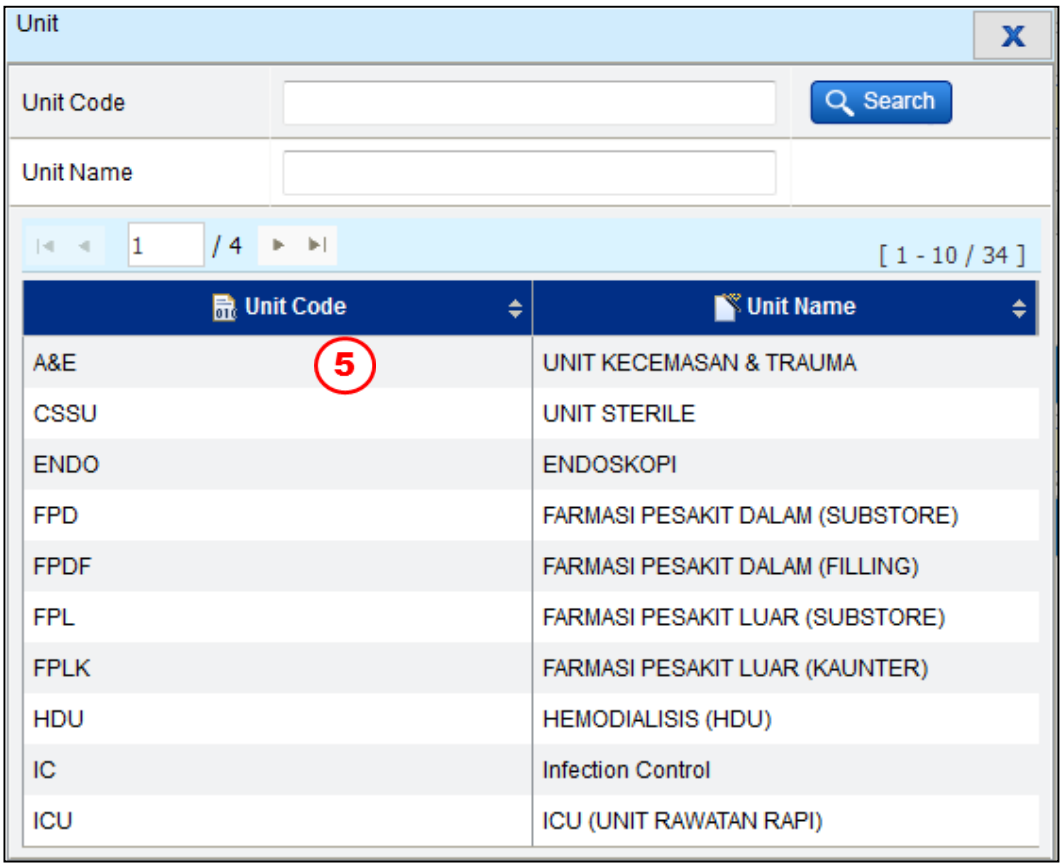

Figure 3.1.2-4 Unit Selection

STEP 5
Select requester unit for the user

Note

- *One (1) user or personal can only have one (1) requester unit*
- *The user on holds the responsibility for all the process involving inventory process in the selected unit*

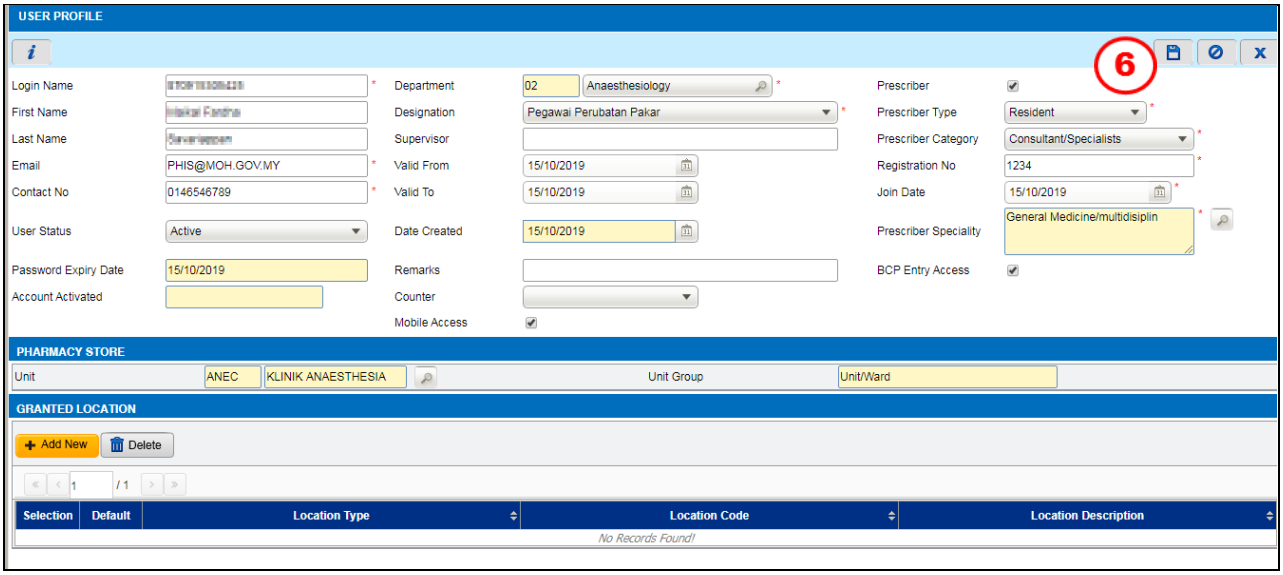

Figure 3.1.2-5 Saving user profile

STEP 6

Click on the button to save the changes made

Note

- *Profile need to be save in order to make selection for location.*
- *System will retrieve location data after saving.*
- *Use same email address to register for another user. Alert message will be displayed if same email use for another user registration as per Figure 3.1.2-6.*

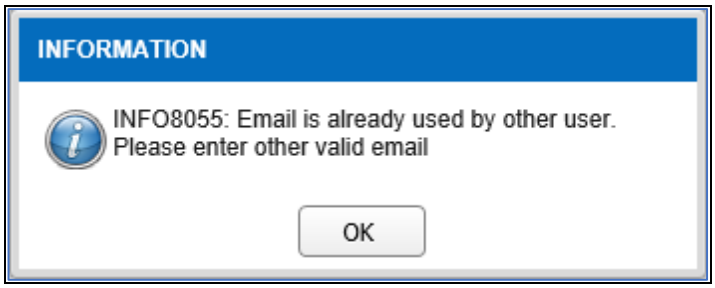

Figure 3.1.2-6 Alert Information

- *Once registration is successful and alert message will appear as per Figure 3.1.2-7*

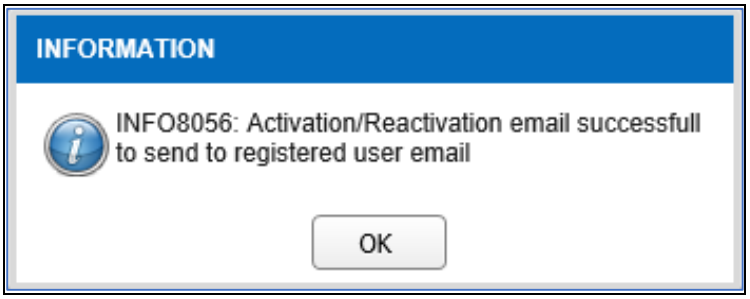

Figure 3.1.2-7 Alert Information

- *Activation email will be sent to registered email address with temporary password. User to activate their account by click on activation link.*
- *If user try to login without activate their account, alert will be displayed as per Figure 3.1.2-8 after user enter their user ID.*

Figure 3.1.2-8 Alert Information

- *Once user is activated (update activation info in user profile), login screen will be displayed. User to login using temporary password sent to their email as per Figure 3.1.2-9.*

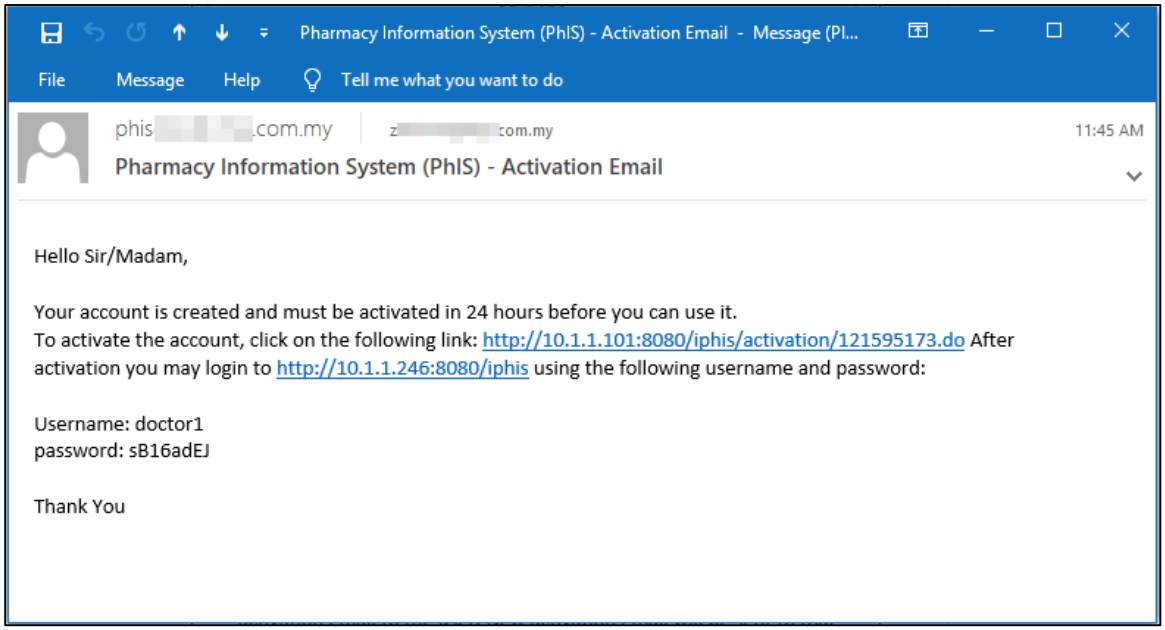

Figure 3.1.2-8 Password Activation Email Screen

- *After login using temporary password, alert will be displayed as per figure3.1.2-9. User must change their temporary password before they can proceed with any transaction. After changed, user must login with new password to proceed with transaction.*

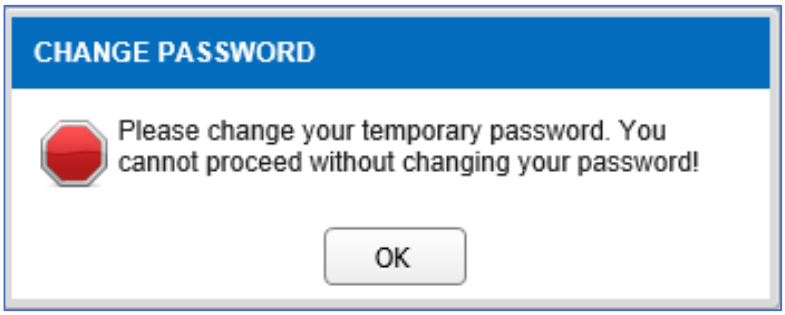

Figure 3.1.2-9 Alert Information

- *If 'Activated date and time' value is blank, administrator can re-send the activation email to the user. New activation email will be sent to that user with new activation link. User can activate their account using latest email only.*

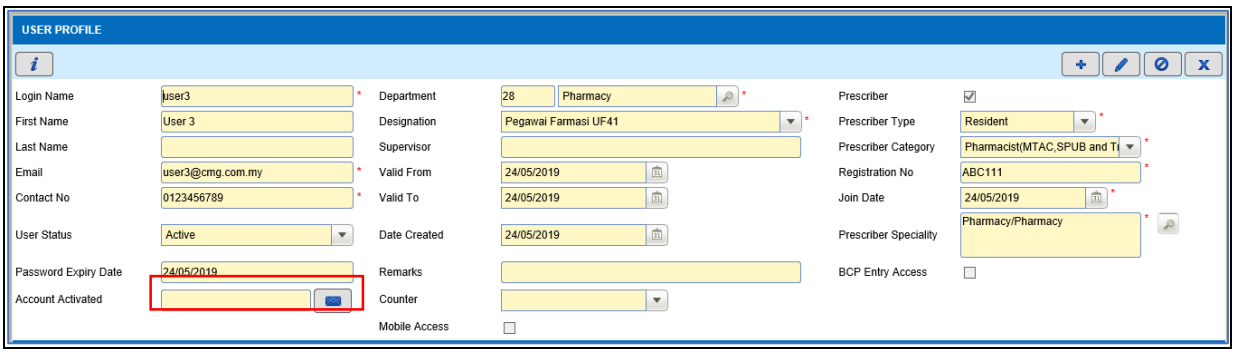

Figure 3.1.2-10 User profile screen

- *If user already activated, re-send email function will be hidden as per Figure 3.1.2-11*

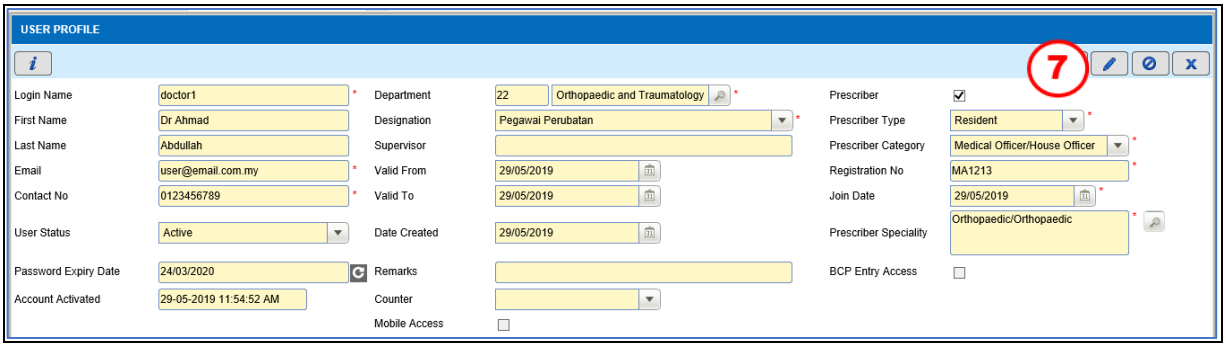

Figure 3.1.2-11 User profile screen

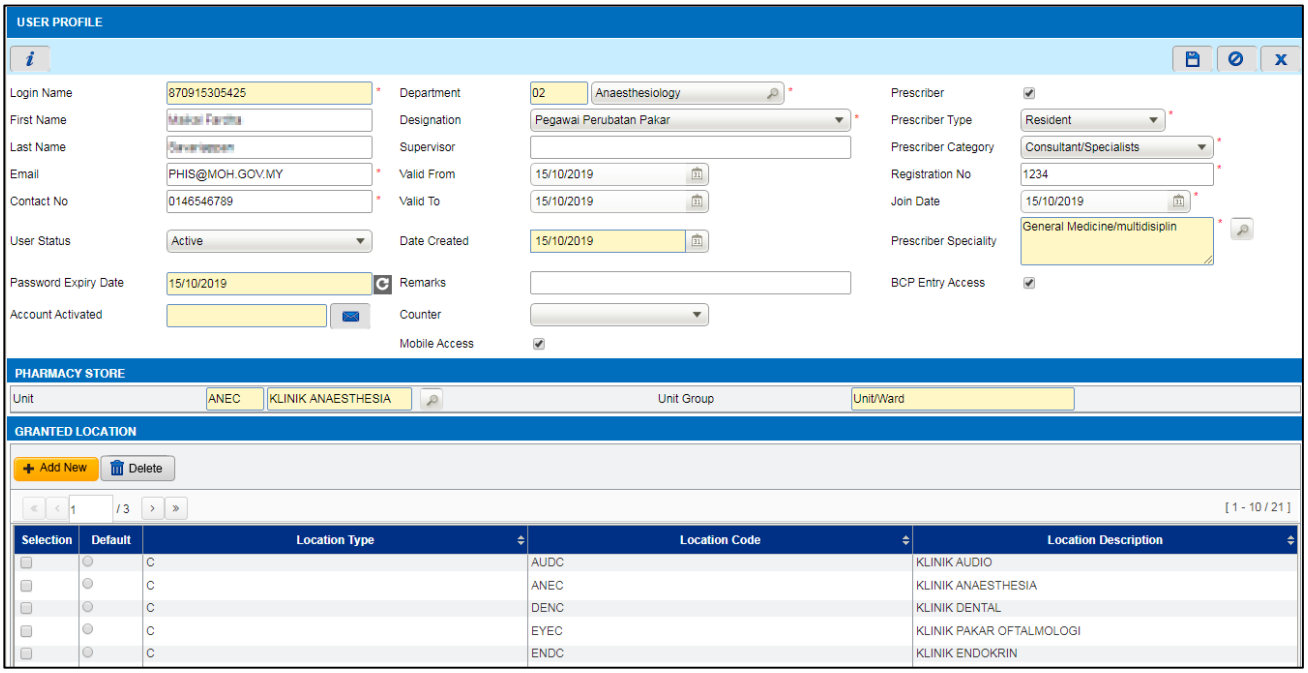

Figure 3.1.2-12 Editing user profile

STEP 7

Click on to edit the selected record as per Figure 3.1.2-11

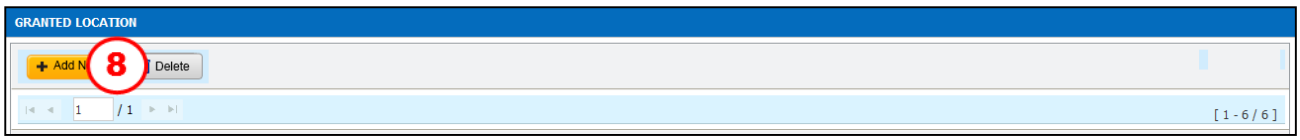

Figure 3.1.2.13 Add new granted location

STEP 8

Click on to add new location

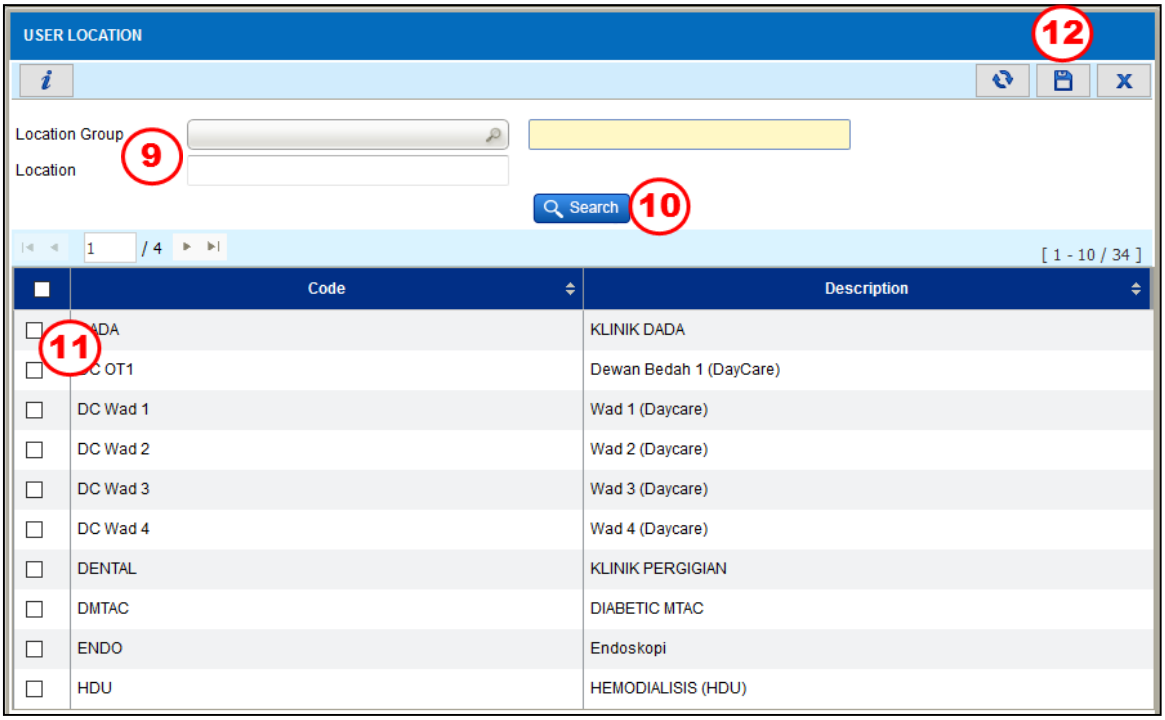

Figure 3.1.2-14 Selecting location

STEP 9
To select specific location
a) Choose location group
b) Insert location name

STEP 10
Click on Search button to search for related information

STEP 11
Select location by checking on the box

STEP 12
Click on the button to save the changes made and Figure 3.1.1-15 will appear

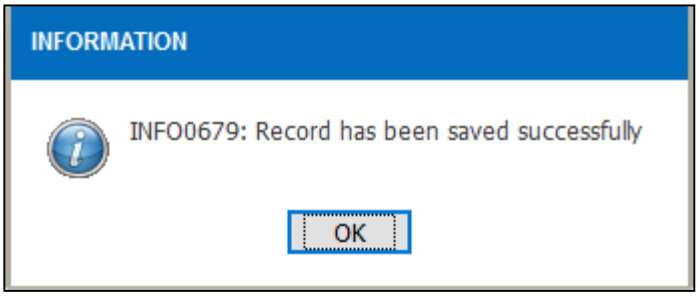

Figure 3.1.2-15 Information

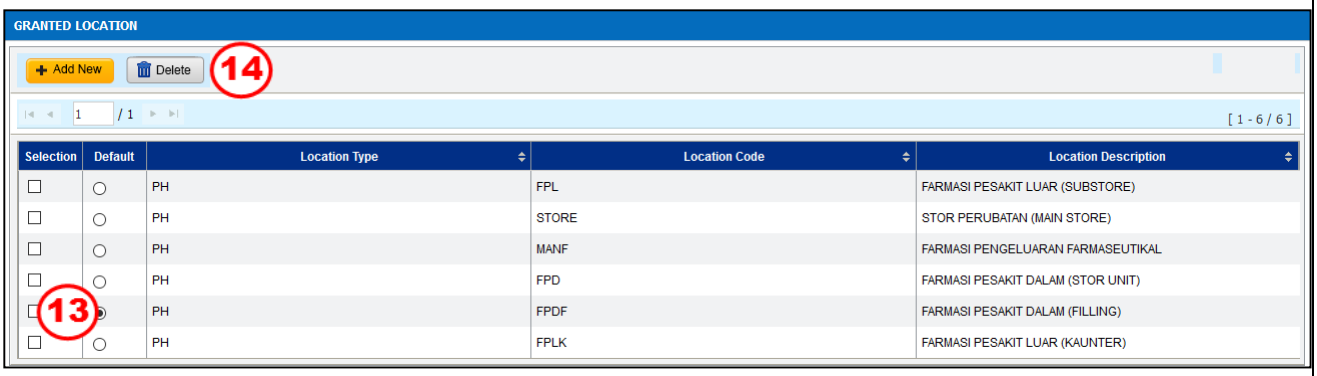

Figure 3.1.2-16 Delete granted location

STEP 13
To delete existing granted location, untick the checkbox

STEP 14
Click on button to remove the selected granted location and figure 3.1.2-17 will appear

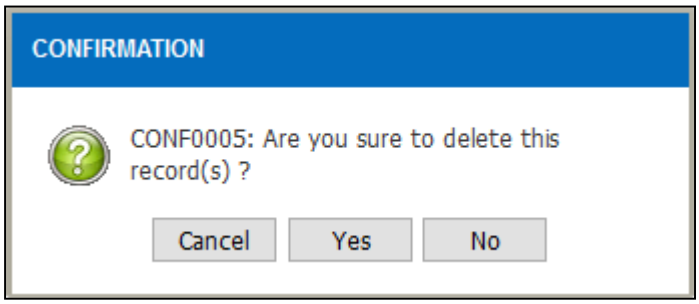

Figure 3.1.2-17 Confirmation

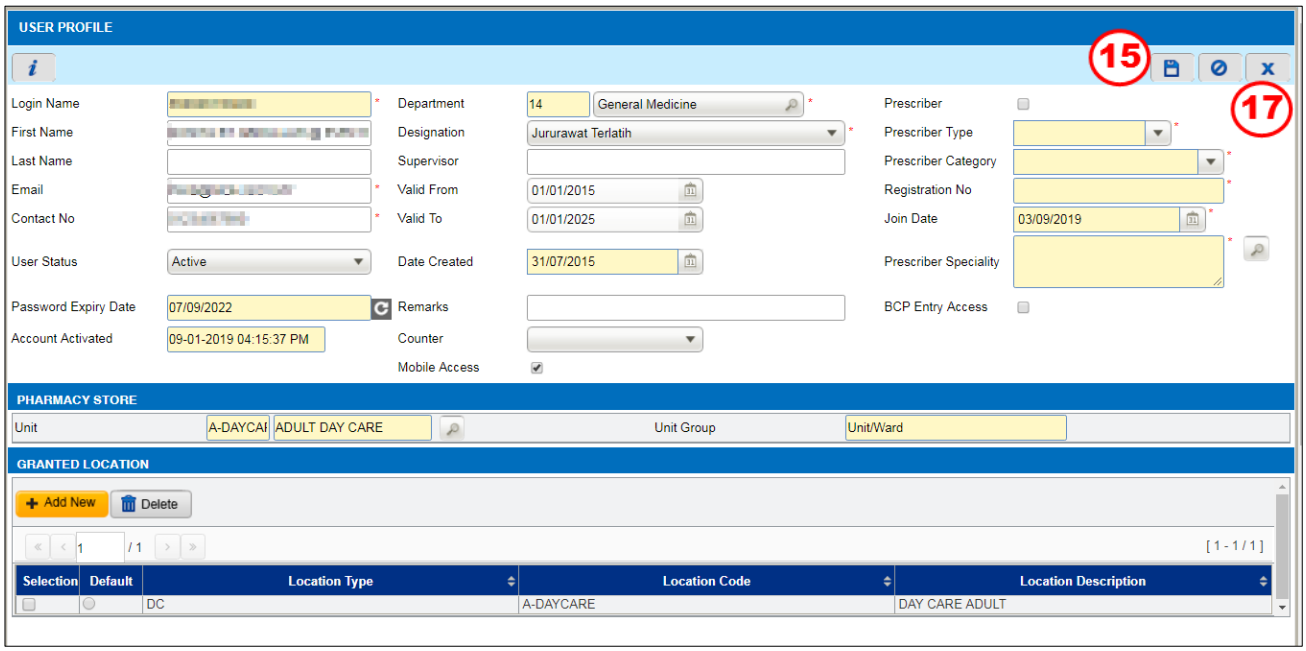

Figure 3.1.2-18 Saving changes

STEP 15

Click on the button to save the changes made

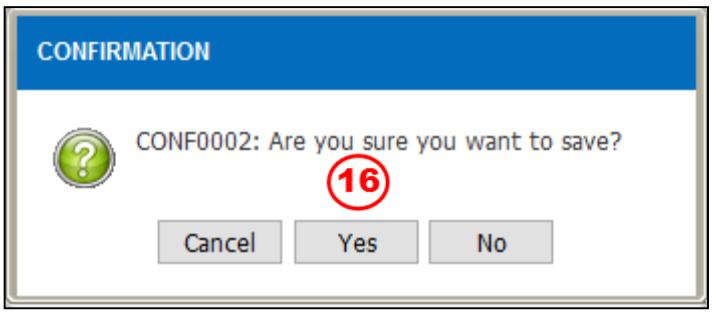

Figure 3.1.2-19 Confirmation

STEP 16

Click for confirmation for the editing process

a) Yes – system will proceed and save the record

b) No – no saving will be done by the system

c) Cancel – system will return the user to the User Profile filling field screen

STEP 17

Click on the button and to close record

3.1.3 Manage Profile

The function of this menu is to manage profile for PhIS user into the system

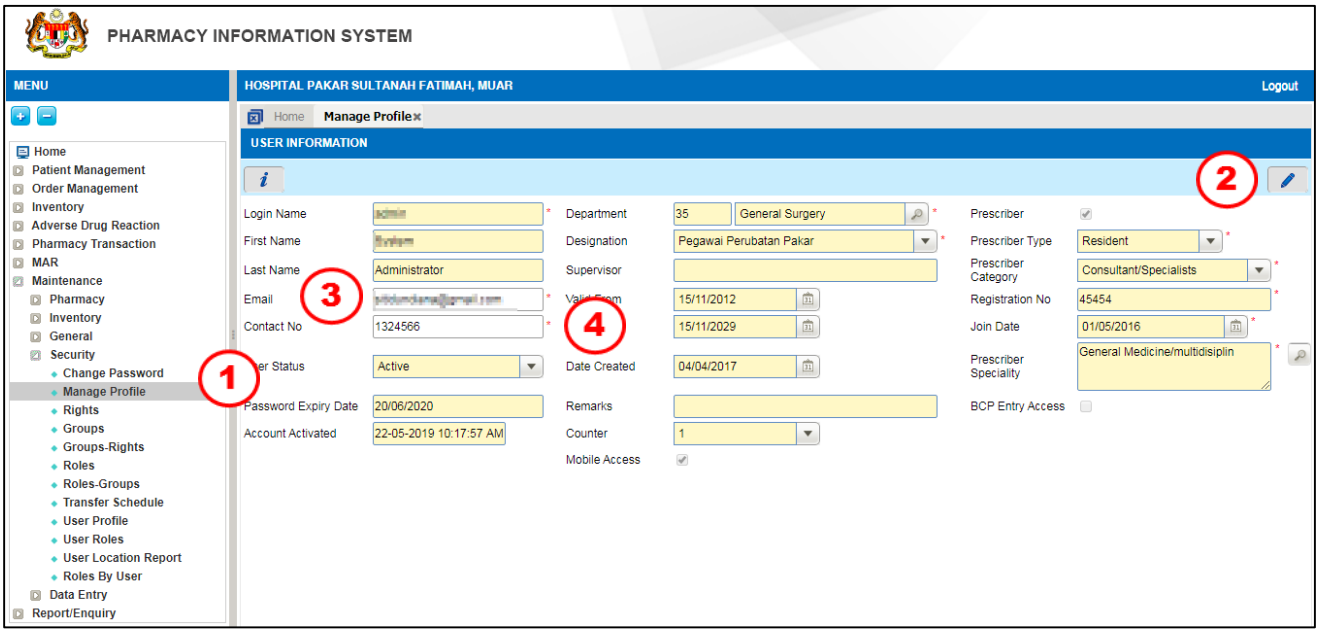

Figure 3.2.1-1 Manage Profile Screen

STEP 1
Click on 'Maintenance' menu follow by 'Security' sub-menu and click on 'Manage Profile'

STEP 2

Click on button to edit the profile.

STEP 4
On click of edit function, only the following fields will be enabled:

i. Email
ii. Contact no

Note

Other fields will be disabled and only can be changed by system administrator

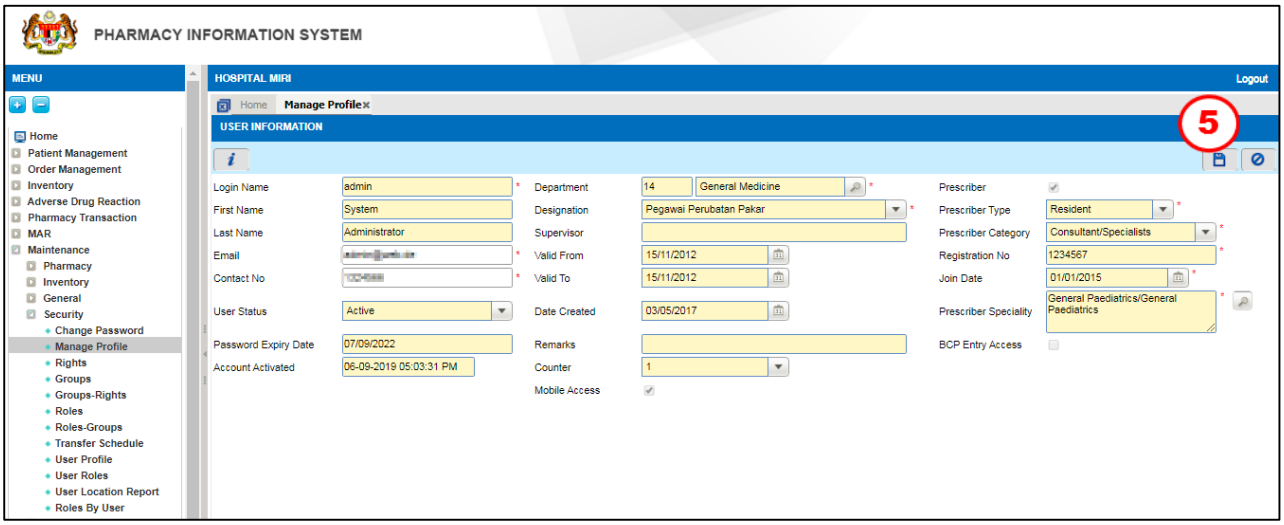

Figure 3.2.1-2 Manage Profile Screen

STEP 5

Click on the button to save the changes made

3.2 User Role

3.2.1 To edit and view User Role

User role is define as set of roles for a user in order to use functions in PhIS to fulfill their job scope in the facility

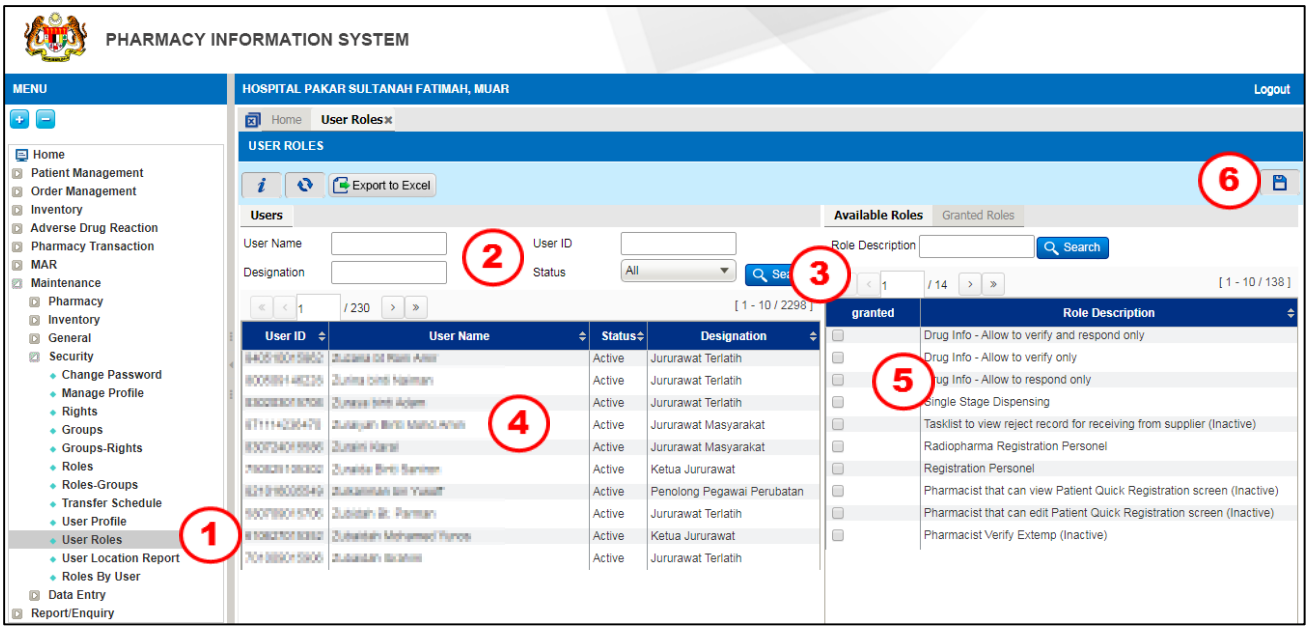

Figure 3.2.1-1 User Roles

STEP 1
Click on 'Maintenance' menu follow by 'Security' sub-menu and click on 'User Roles'

STEP 2
Search existing record based on below search criteria:
a) User Name
b) User ID
c) Designation
D) Status

STEP 3
Click on button to search 'User Name'

STEP 4
Click on the "User Name' of the user

STEP 5
Check on the available roles to give access

STEP 6 Click on the button to save the changes made

3.2.2 To add new user roles

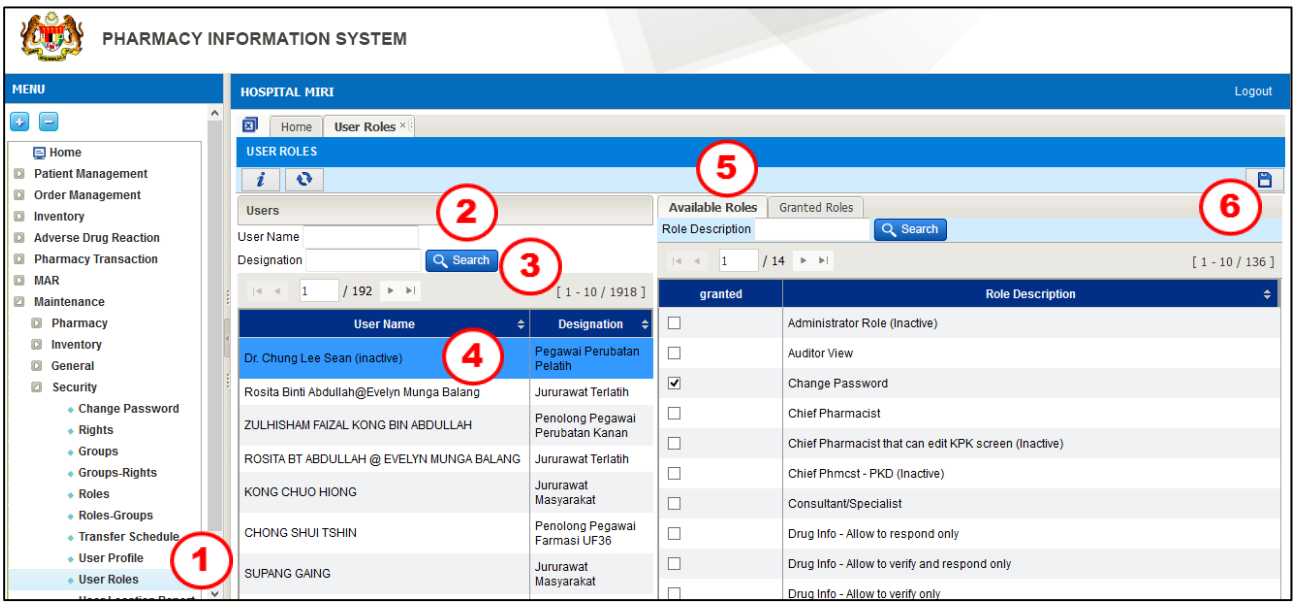

Figure 3.2.2-1 User role

STEP 1
Click on 'Maintenance' menu follow by 'Security' sub-menu and click on 'User Roles'
b) Designation

STEP 2
Search existing record based on below search criteria:
a) User Name

STEP 3
Click on button to search 'User Name'

STEP 4
Click on the "User Name' of the user

STEP 5
Check on the available roles to give access

STEP 6
Click on the button to save the changes made

3.3 Transfer Schedule

3.3.1 To edit and view transfer schedule

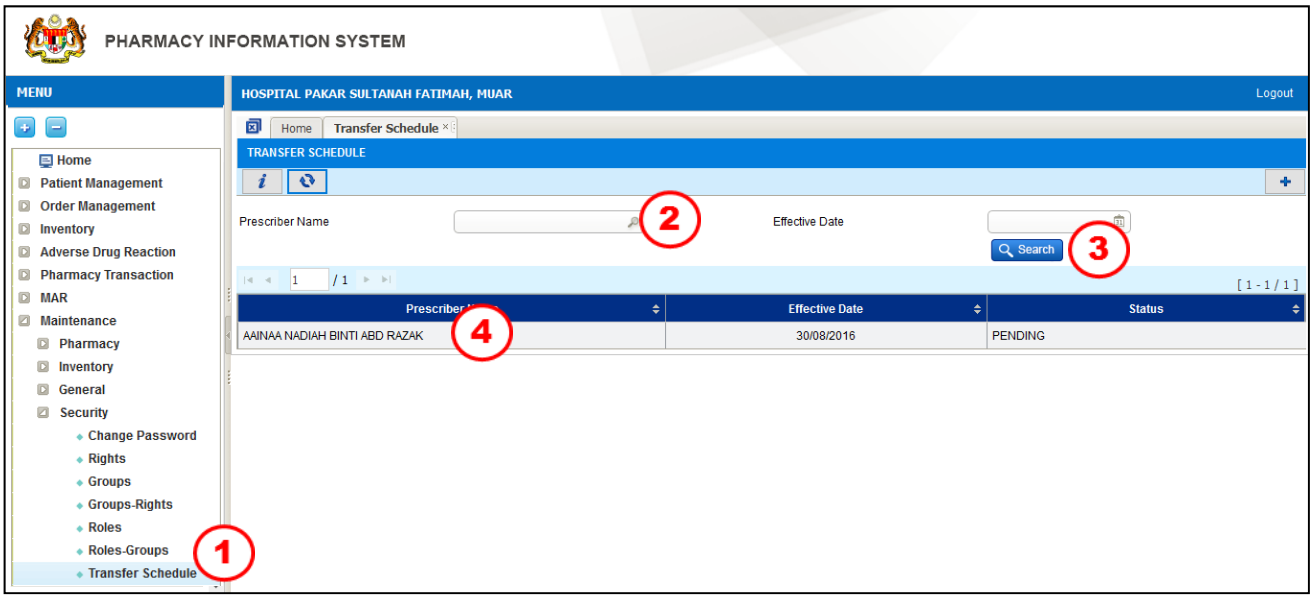

Figure 3.3.1-1 Transfer Schedule

STEP 1
Click on 'Maintenance' menu follow by 'Security' sub-menu and click on 'Transfer Schedule'

STEP 2
Search existing record based on below search criteria:
a) Prescriber Name
b) Effective Date

STEP 3
Click on Search button to search 'Transfer Schedule'

STEP 4
Double click on the "Prescriber Name' of the record

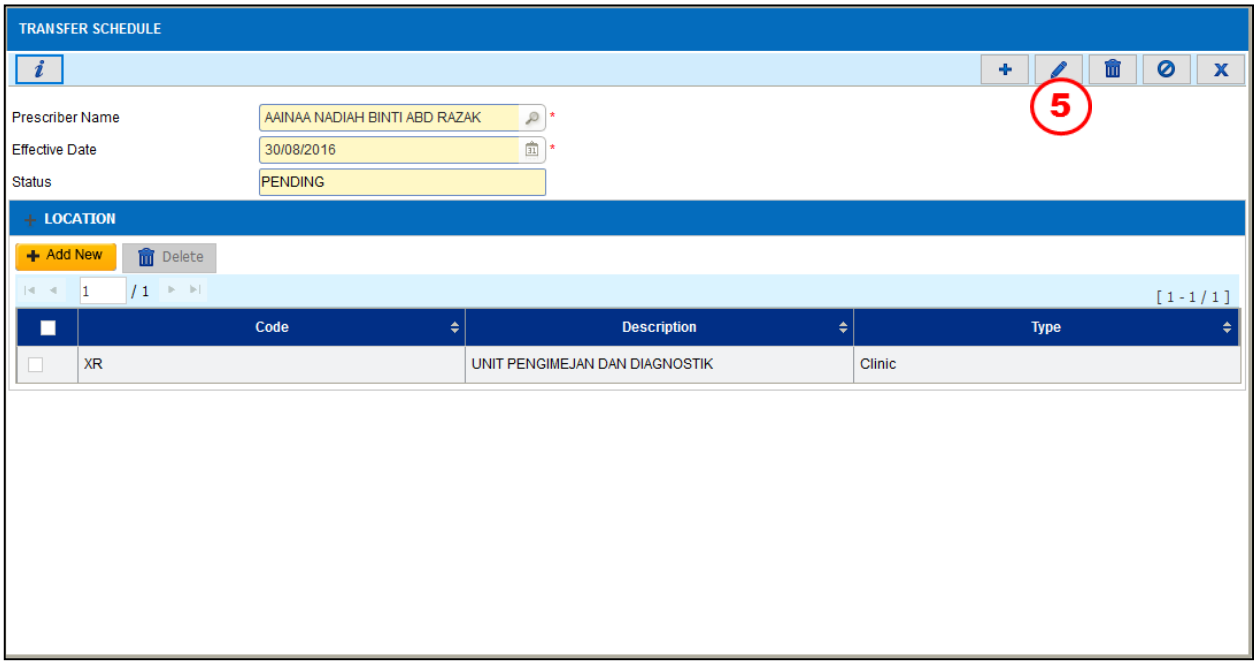

Figure 3.3.1-2 Editing transfer schedule

STEP 5

Click on to edit the selected record

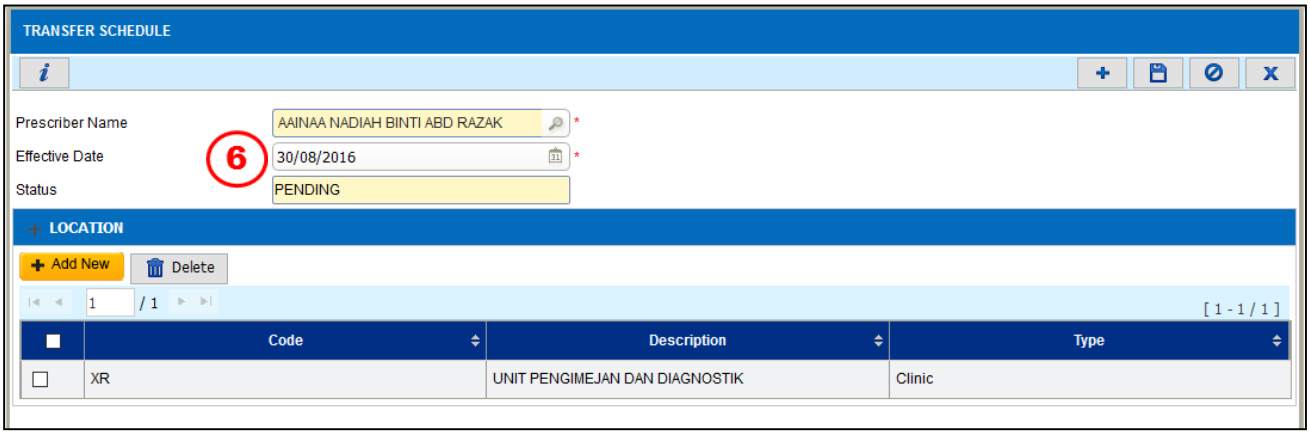

Figure 3.3.1-3 Updating transfer schedule

STEP 6

Click on the 'Effective Date' to change the date

Note

- *Effective date can only receive date before the current date in other terms, back dated is not available and will not be approve or captured by the system*
- *Error notification will appear if back dated is inserted*

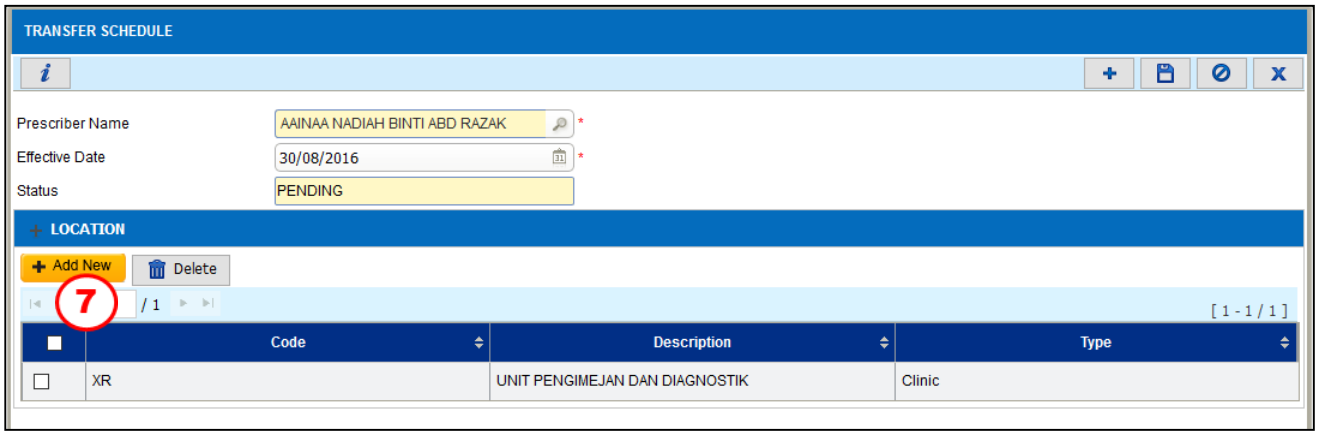

Figure 3.3.1-4 Selecting prescriber

STEP 7

Click Add New to add new location to the prescriber

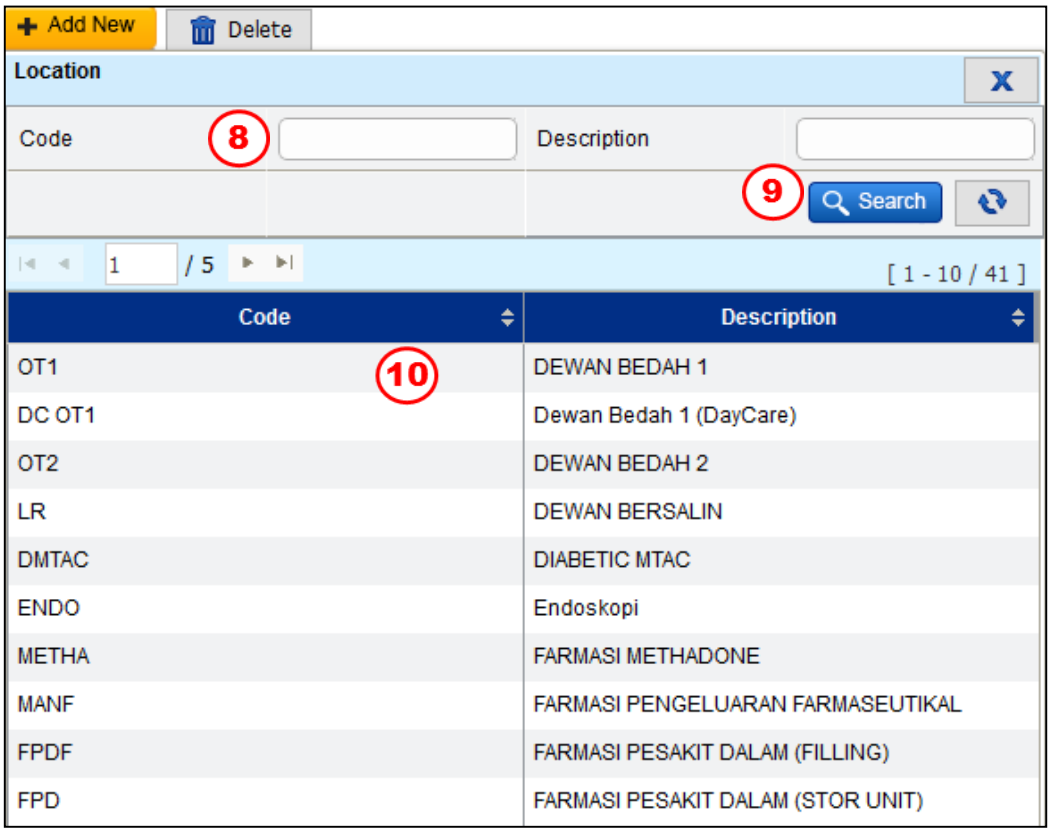

Figure 3.3.1-5 Selecting location

STEP 8

Search existing location record based on below search criteria:

a) Code

b) Description

STEP 9

Click on Search button to search record

STEP 10
Click on the selected location record

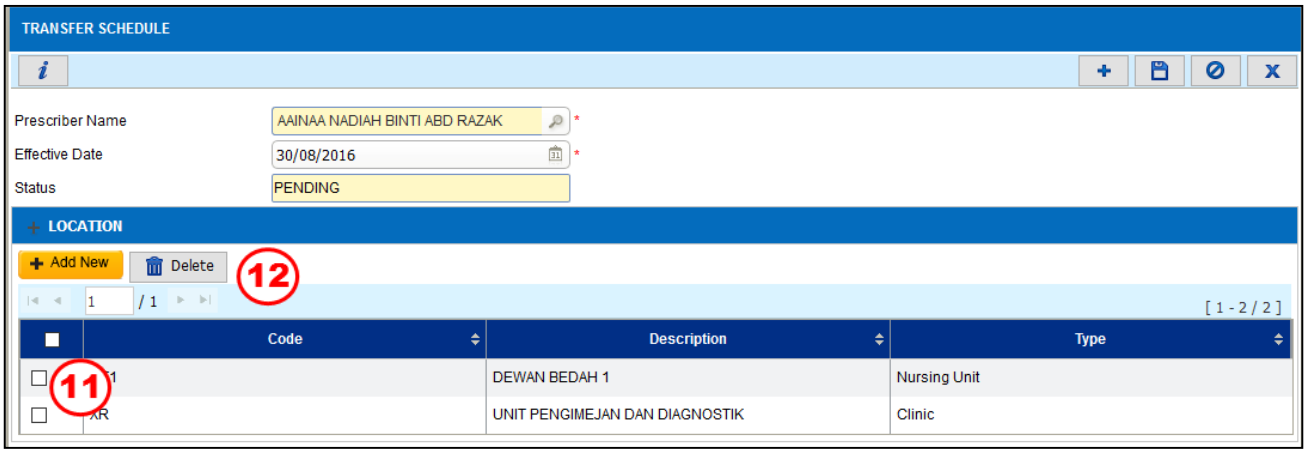

Figure 3.3.1-6 Deleting location

STEP 11
Untick the selected location to deleted

Step 12
Click on Delete to remove unwanted location

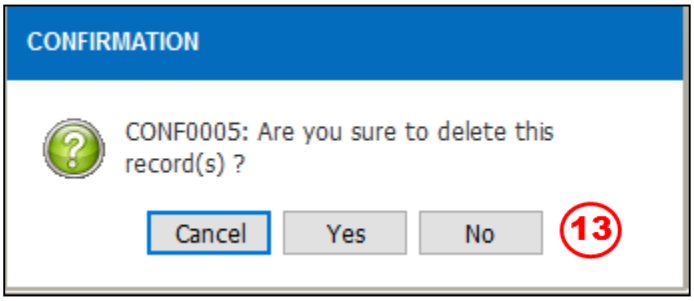

Figure 3.3.1-7 Confirmation

STEP 13
Select to proceed with process
a) Cancel – No Changes would be done and return to page in figure 3.3.1-4
b) Yes – Changes will be save and Figure 3.3.1-8 will appear on completed process notification
c) No – – No Changes would be done and return to page in figure 3.3.1-4

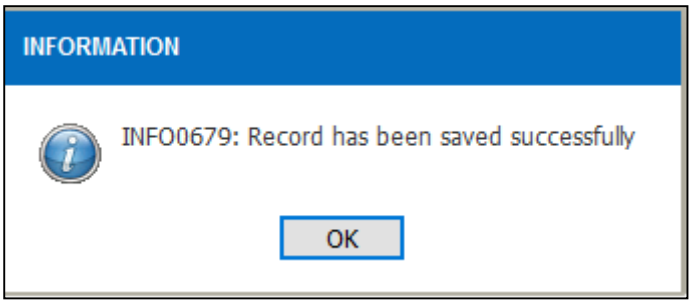

Figure 3.3.1-8 Information

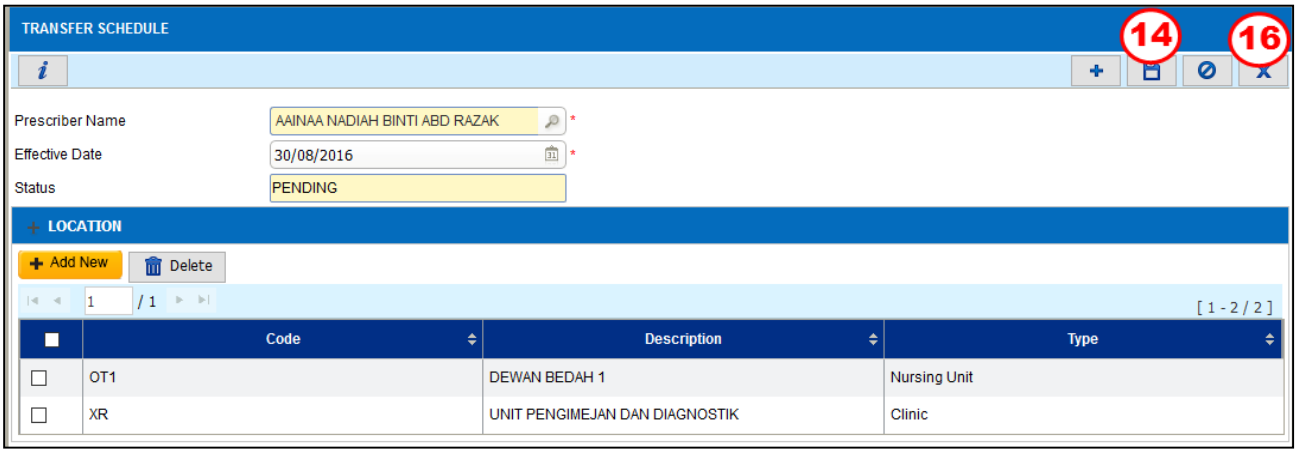

Figure 3.3.1-9 Saving record

STEP 14

Click on the button to save the changes made

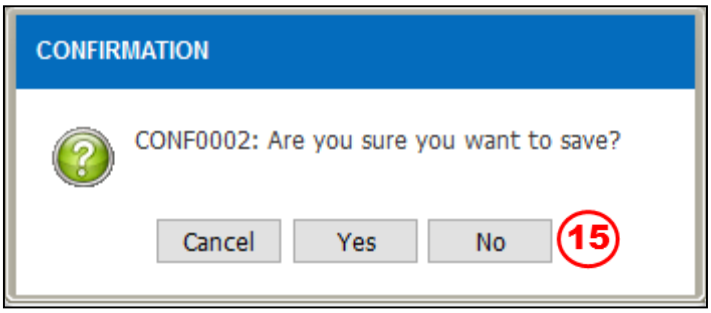

Figure 3.3.1-10 Confirmation

STEP 15

Select to proceed with process

a) Cancel – No Changes would be done and return to page in figure 3.3.1-6

b) Yes – Changes will be save and Figure 3.3.1-11 will appear on completed process notification

c) No – – No Changes would be done and return to page in figure 3.3.1-6

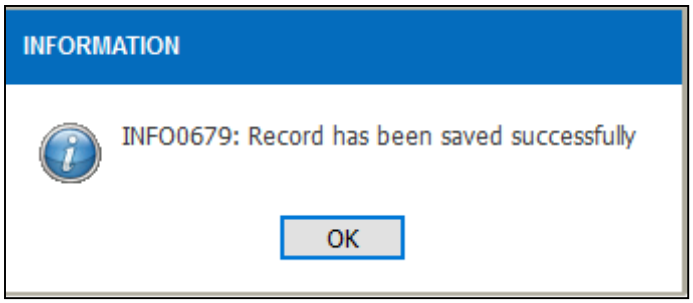

Figure 3.3.1-11 Information

STEP 16

Click on the button and to close record and finish

3.3.2 Add new Transfer Schedule

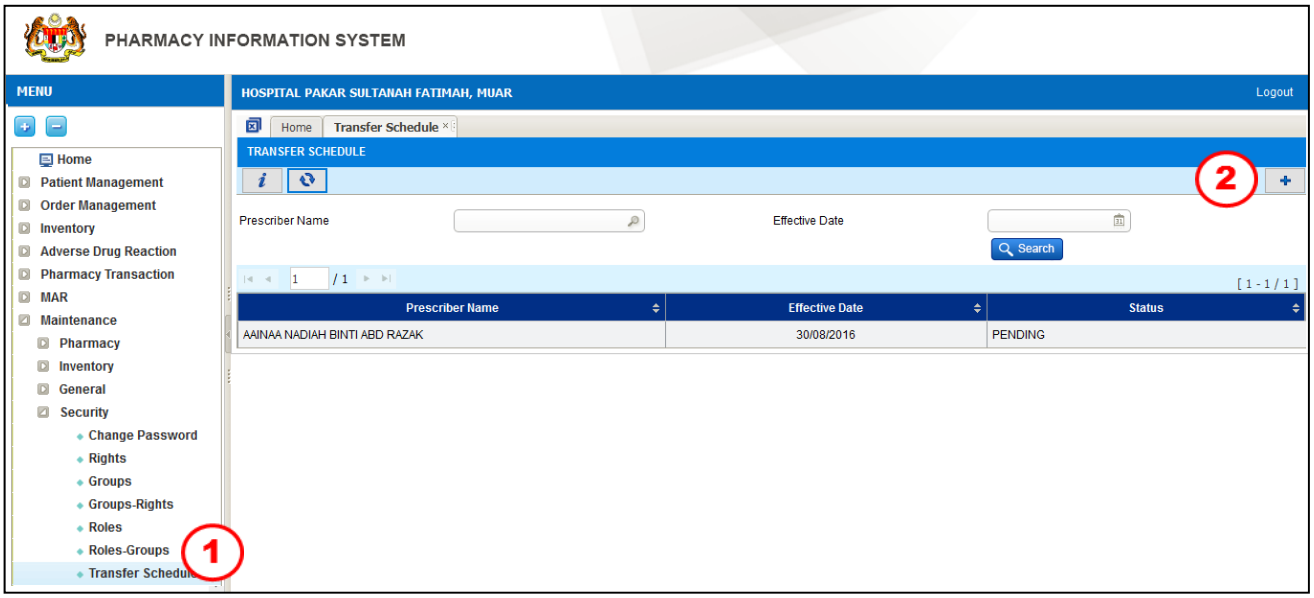

Figure 3.3.2-1 Transfer Schedule

STEP 1
Click on 'Maintenance' menu follow by 'Security' sub-menu and click on 'Transfer Schedule'

STEP 2
Click on button to add new Transfer Schedule

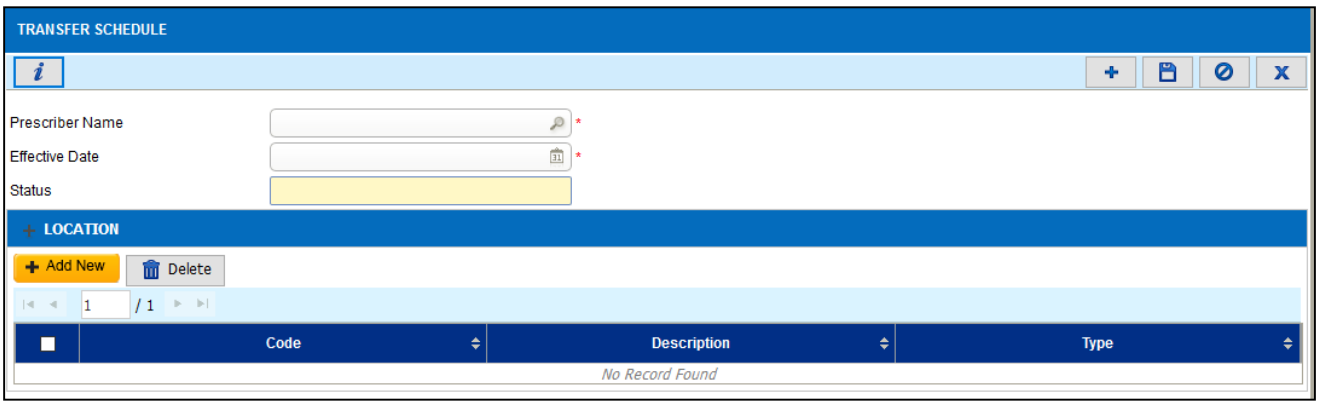

Figure 3.3.2-2 Add New

3.4 Change Password

3.4.1 To edit password

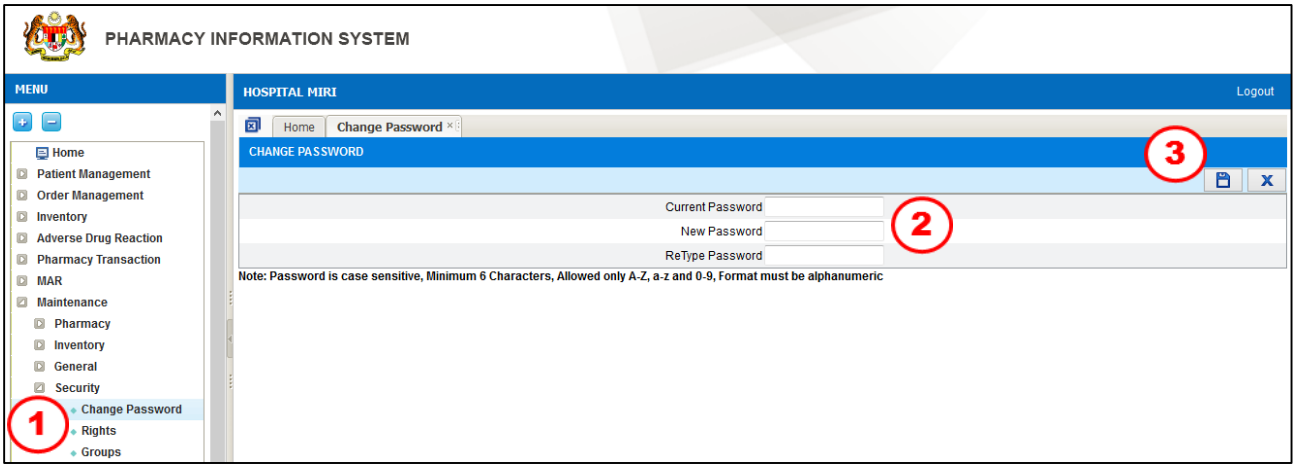

Figure 3.4.1-1 Change Password

STEP 1
Click on 'Maintenance' menu follow by 'Security' sub-menu and click on 'Change Password'

STEP 2
Insert details for password
a) Current password – the current used password
b) New password – new suggested password
c) Retype password – retype the new suggested password

STEP 3
Click on the button to save the changes made and figure 3.4.1-2 will appear

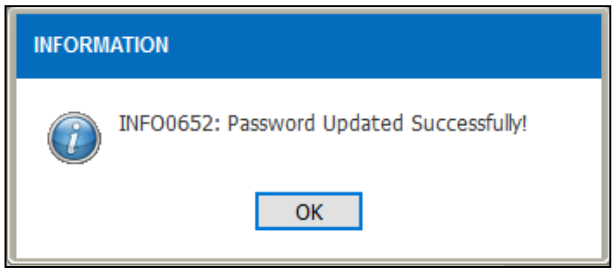

Figure 3.4.1-2 Information

3.5 Rights

3.5.1 To view rights

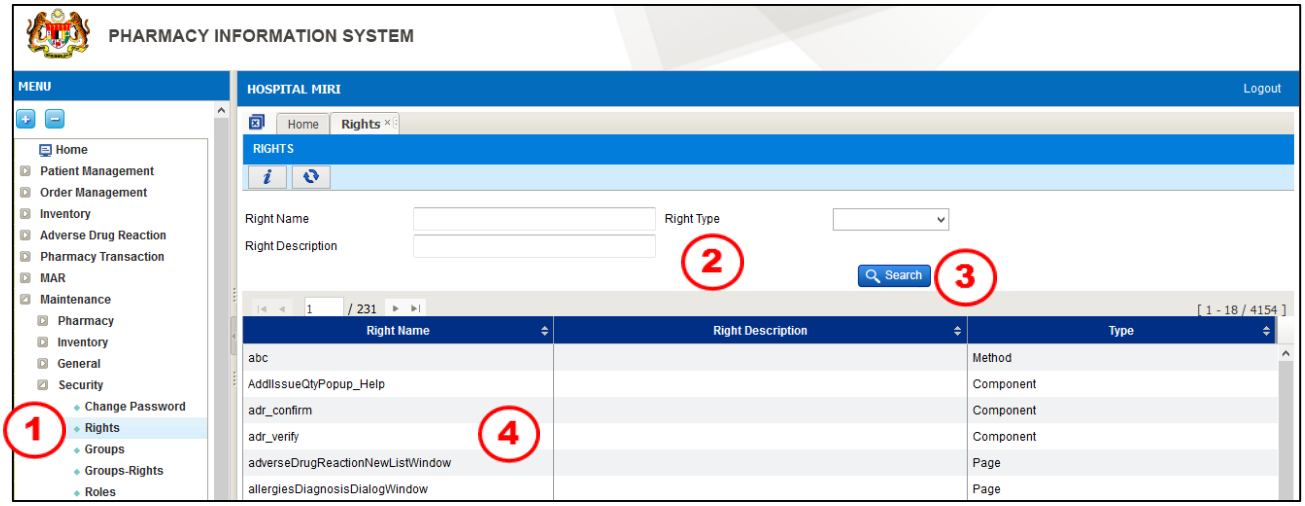

Figure 3.5.1-1 Rights

STEP 1
Click on 'Maintenance' menu follow by 'Security' sub-menu and click on 'Rights'

STEP 2
Search existing record based on below search criteria:
a) Right Name
b) Right Description
c) Right Type

STEP 3
Click on Search button to search 'Right'

STEP 4
Double click on the "Right Name' the of the existing record

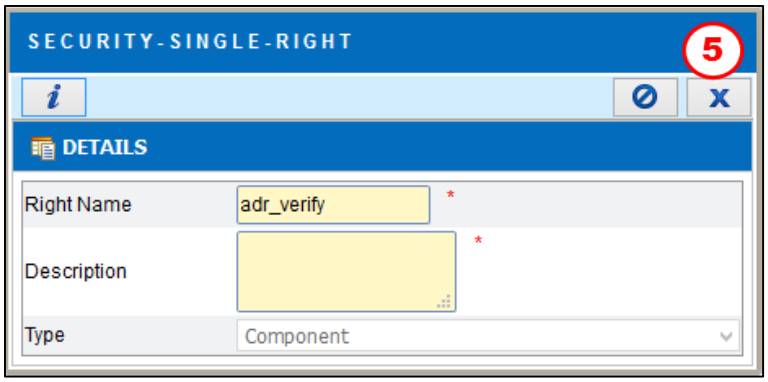

Figure 3.5.1-2 Rights Details

STEP 5
Click on the X button and to close record

3.6 Groups

3.6.1 To view groups

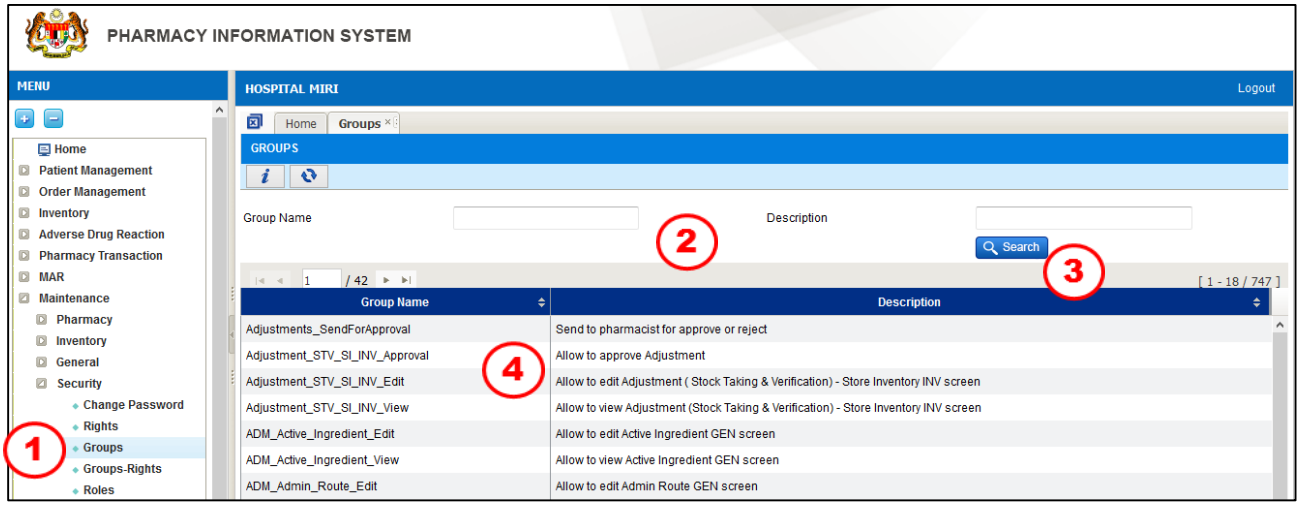

Figure 3.6.1-1 Group

STEP 1
Click on 'Maintenance' menu follow by 'Security' sub-menu and click on 'Groups'

STEP 2
Search existing record based on below search criteria:
a) Group Name
b) Description

STEP 3
Click on Search button to search 'Group'

STEP 4
Double click on the "Group' the of the existing record

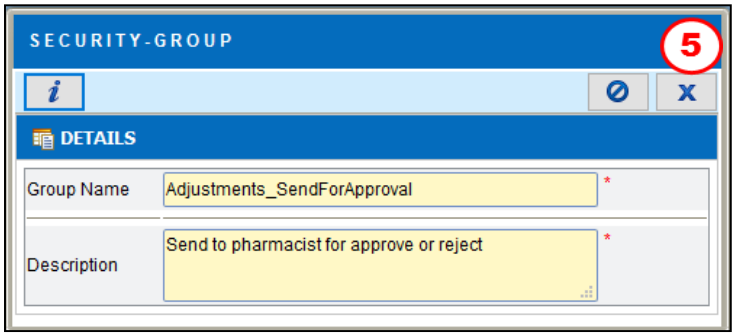

Figure 3.6.1-2 Group details

STEP 5
Click on the X button and to close record

3.7 Groups Rights

3.7.1 To view groups rights

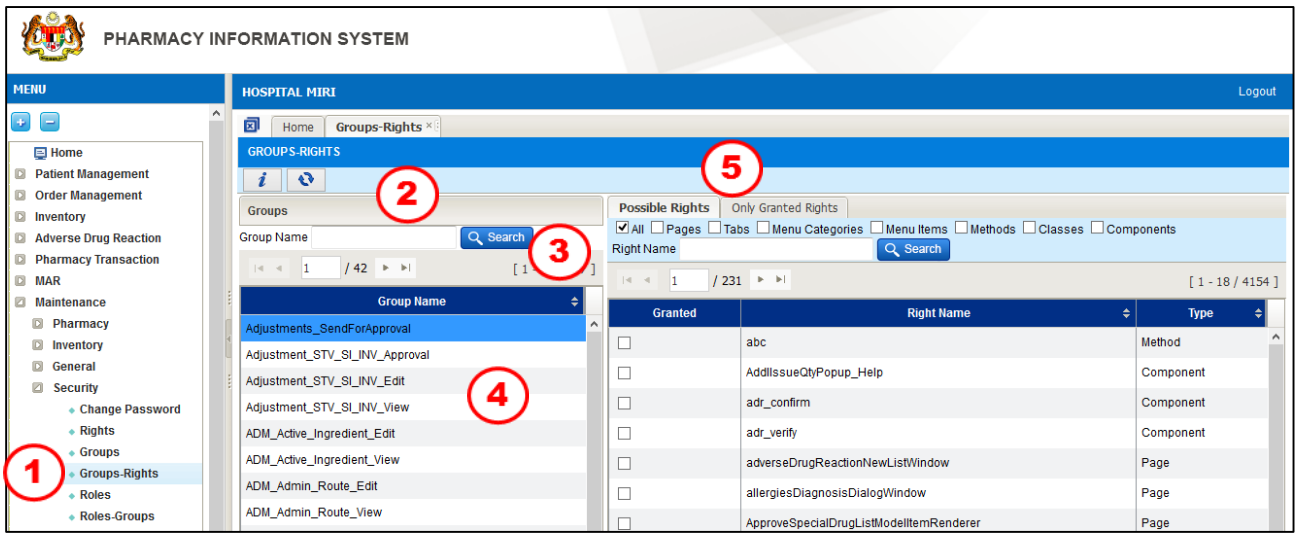

Figure 3.7.1-1 Groups Rights

STEP 1
Click on 'Maintenance' menu follow by 'Security' sub-menu and click on 'Groups Rights'

STEP 2
Search existing record based on below search criteria:
a) Group Name

STEP 3
Click on

button to search 'Groups Rights'

STEP 4
Click on Group Name

STEP 5
Click on tab to view related information
a) Possible Rights
b) Only Granted Rights

Note

- *The checkbox is available to check however system will not capture any changes done because the authority is for only HQ to do*

3.8 Roles

3.8.1 To view roles

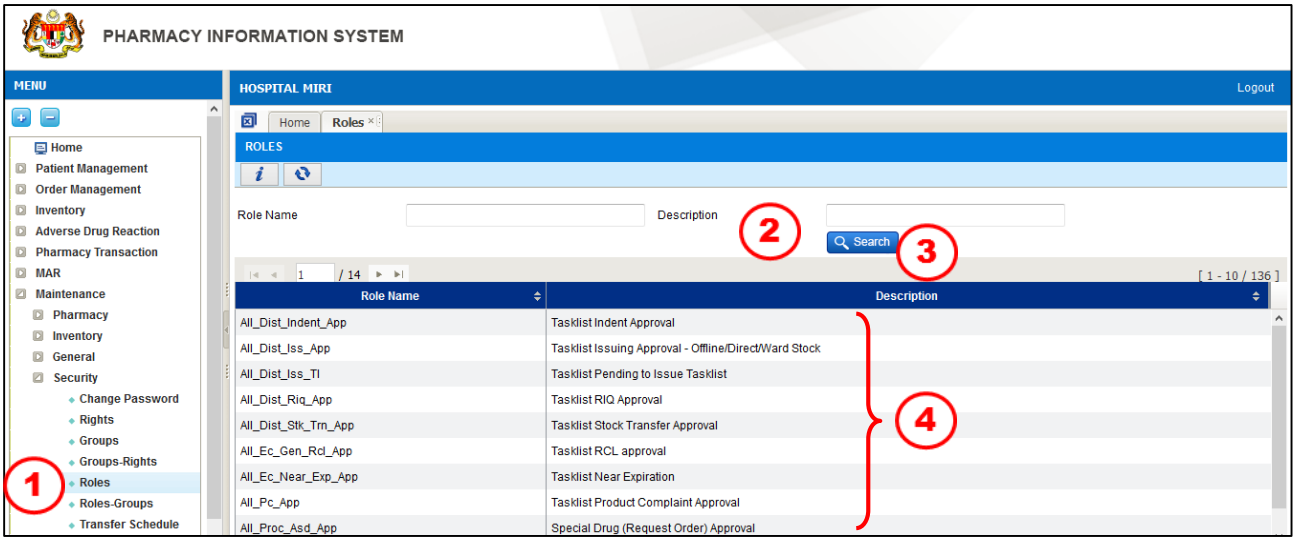

Figure 3.8.1-1 Roles

STEP 1
Click on 'Maintenance' menu follow by 'Security' sub-menu and click on 'Roles'

STEP 2
Search existing record based on below search criteria:
a) Role Name
b) Description

STEP 3
Click on Search button to search 'Roles'

STEP 4
Double click on the "Role Name' the of the existing record

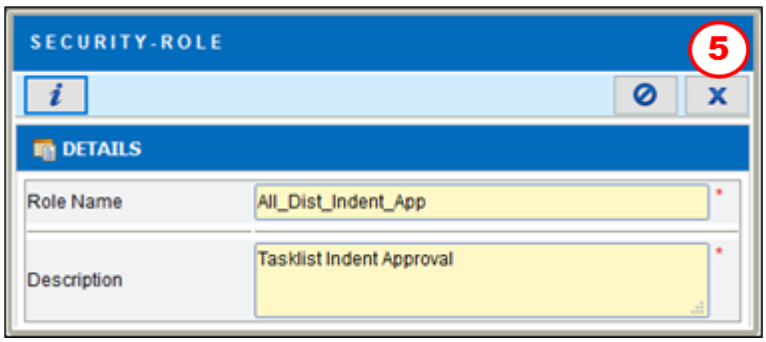

Figure 3.8.1-2 Roles Details

STEP 5
Click on the X button and to close record

3.8.2 Roles by user

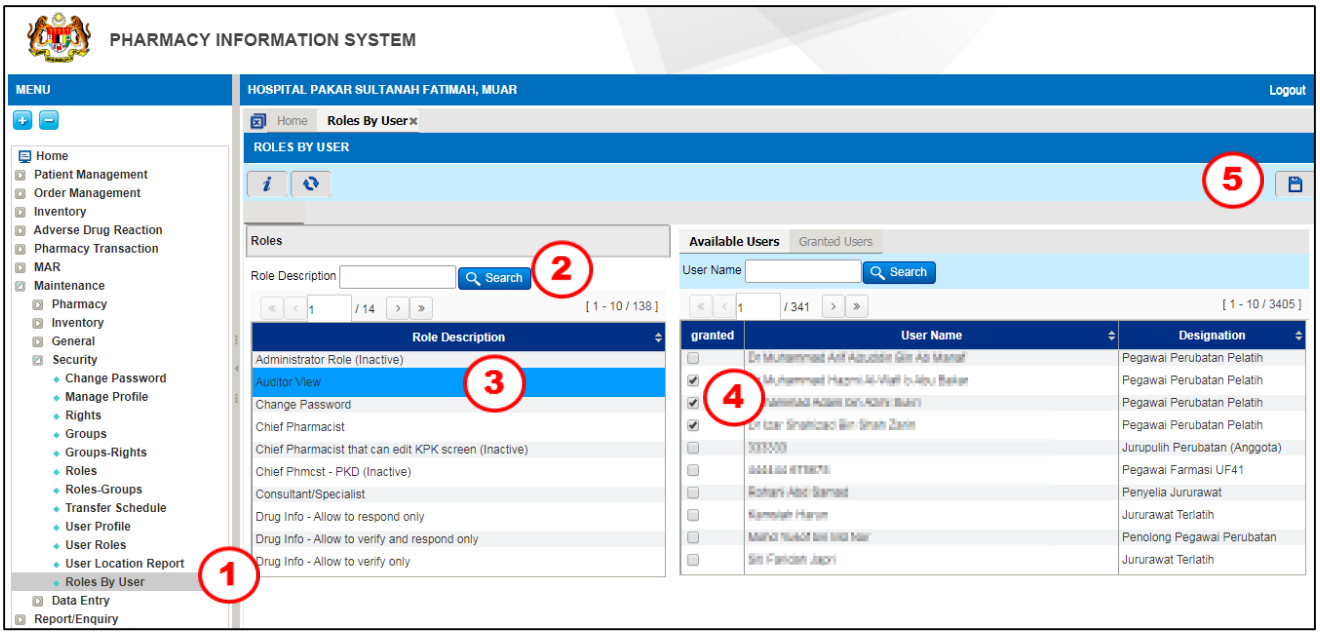

Figure 3.8.1-1 Roles

STEP 1
Click on 'Maintenance' menu follow by 'Security' sub-menu and click on 'Roles By User'

STEP 2
Search existing record based on Role Description and Click on button to search 'Role Description'

STEP 3
Double click on the "Role Name' the of the existing record

STEP 4
User able to add roles to the available users by clicking the check box as per show in Figure 3.8.1-1

STEP 5
Click on the button to save the record

Note

- *The granted user list is available to check however system will not capture any changes done based on the selection of roles and user.*

3.9 Prescriber

3.9.1 Add New Prescriber Record

The function of this menu is to add new prescriber function therefore user can use the order management module. This setup is mandatory for user that prescribe drug. Example, Doctor.

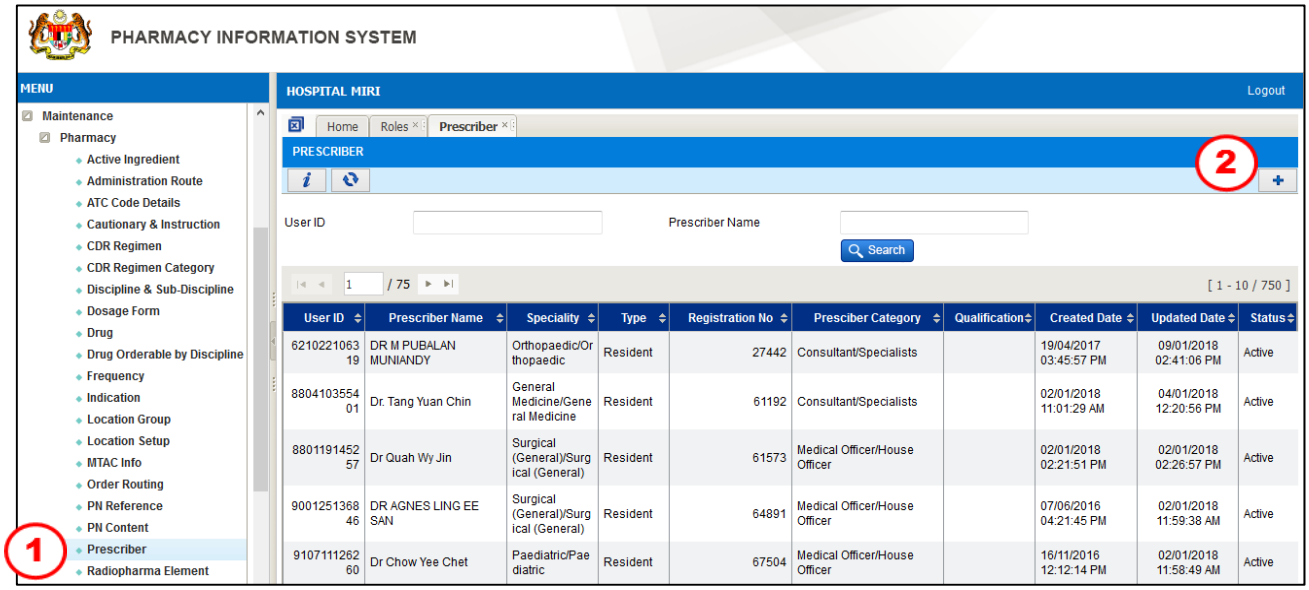

Figure 3.9.1-1 Prescriber Listing Page

Note

- Search prescriber record based: -

No	Field	Description	Remark
a	User ID	User ID created from User Profile function	Allow to search record by full or partial User ID
b	Prescriber Name	Prescriber Name created from User Profile function	Allow to search record by full or partial Prescriber Name

STEP 1

Select on Maintenance-Pharmacy menu then select Prescriber as sub menu

STEP 2

Click on the button to add new Prescriber

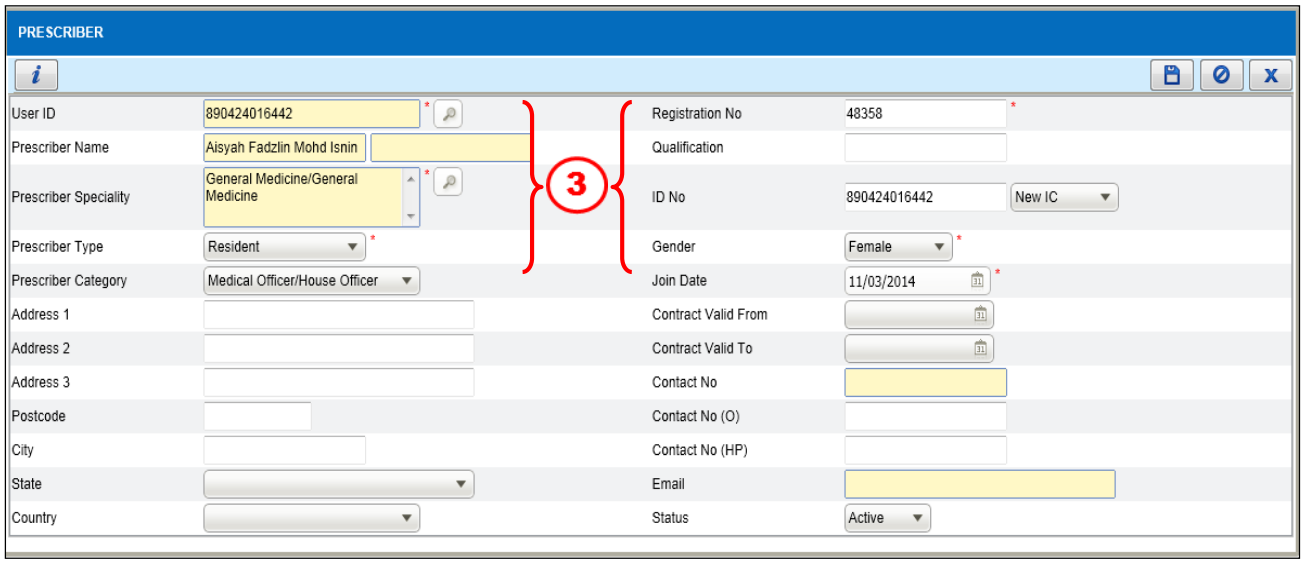

Figure 3.9.1-2 Prescriber

STEP 3

Enter the information in the mandatory field:

- ***a) User ID***
- ***b) Prescriber Specialty***
- ***c) Prescriber Type***
  - ***Resident***
  - ***Part Time***
  - ***Visit***
  - ***Registration No***
- ***d) Registration No***
- ***e) Gender***
  - ***Male***
  - ***Female***
  - ***Unknown***
- ***f) Join Date***

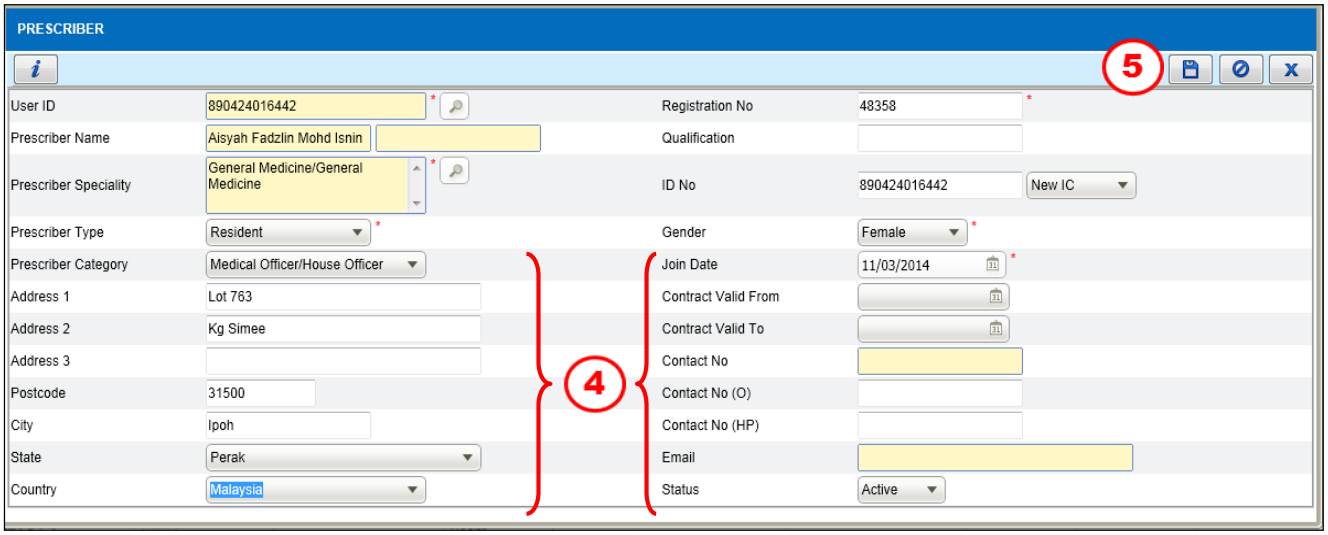

Figure 3.9.1-3 Save

STEP 4

Enter the information in optional field if applicable:

a) ***Prescriber Category***
b) ***Address 1***
c) ***Address 2***
d) ***Address 3***
e) ***Postcode***
f) ***City***
g) ***State***
h) ***Country***
i) ***Qualification***
j) ***ID No***
k) ***Contract Valid From***
l) ***Contract Valid To***
m) ***Contact No (O)***
n) ***Contact No (HP)***
o) ***Status***

STEP 5

Click on the button to save the record

3.9.2 Edit Prescriber Record

The function of this screen is to change the prescriber information in case of user transfer to another department or other facility.

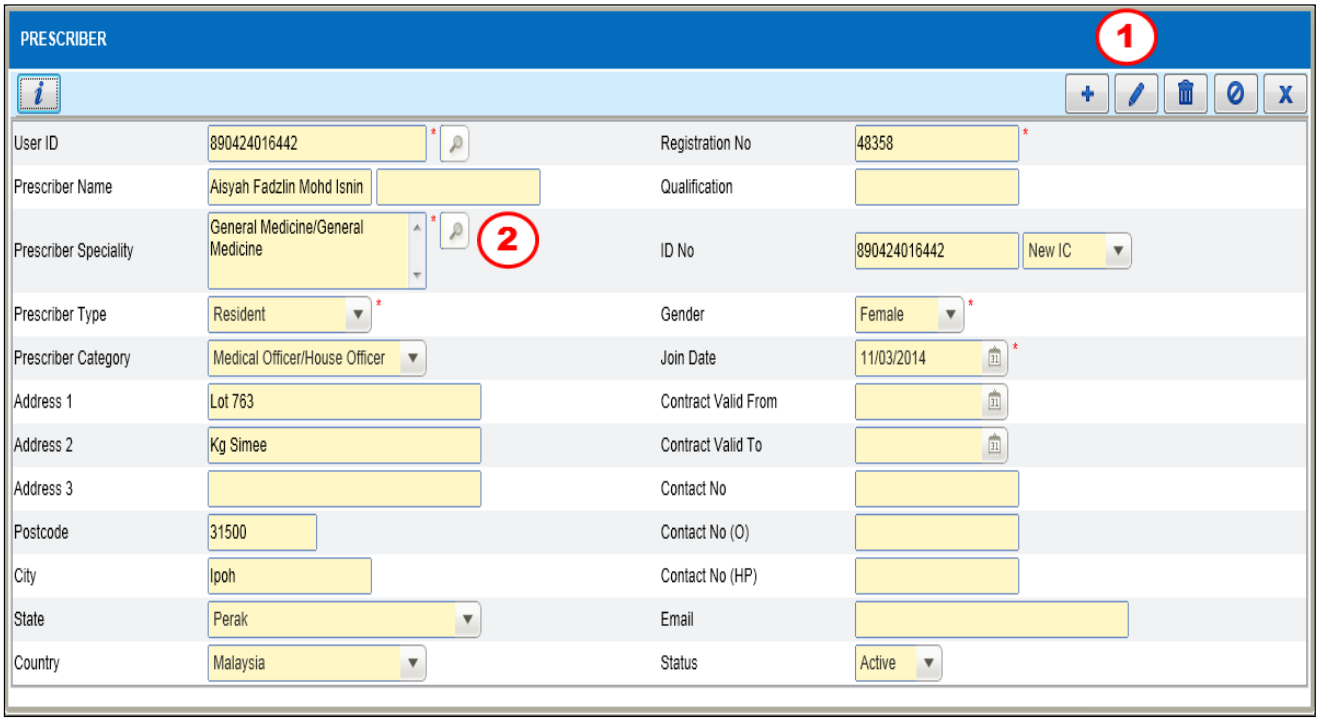

Figure 3.9.2-1 Prescriber

STEP 1

Click on the button to edit prescriber record

STEP 2

Select the field to edit the information

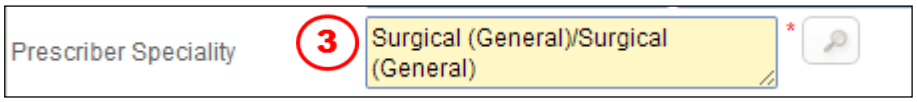

Figure 3.3.2-2 Selected Field

STEP 3

Change the information in the selected field

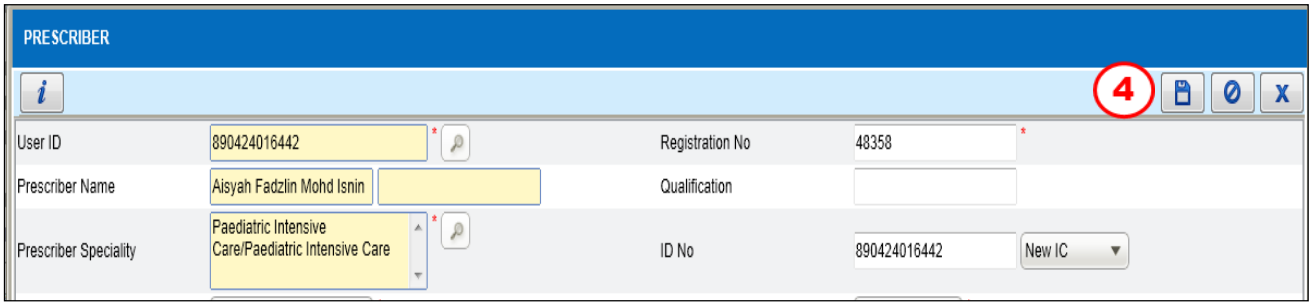

Figure 3.9.2-3 Save

STEP 4

Click on the button to save the record

3.9.3 Activate / Inactive Prescriber Record

This function is used to activate on inactive the Prescriber record because user not available due to transfer to other facility or user on long leave

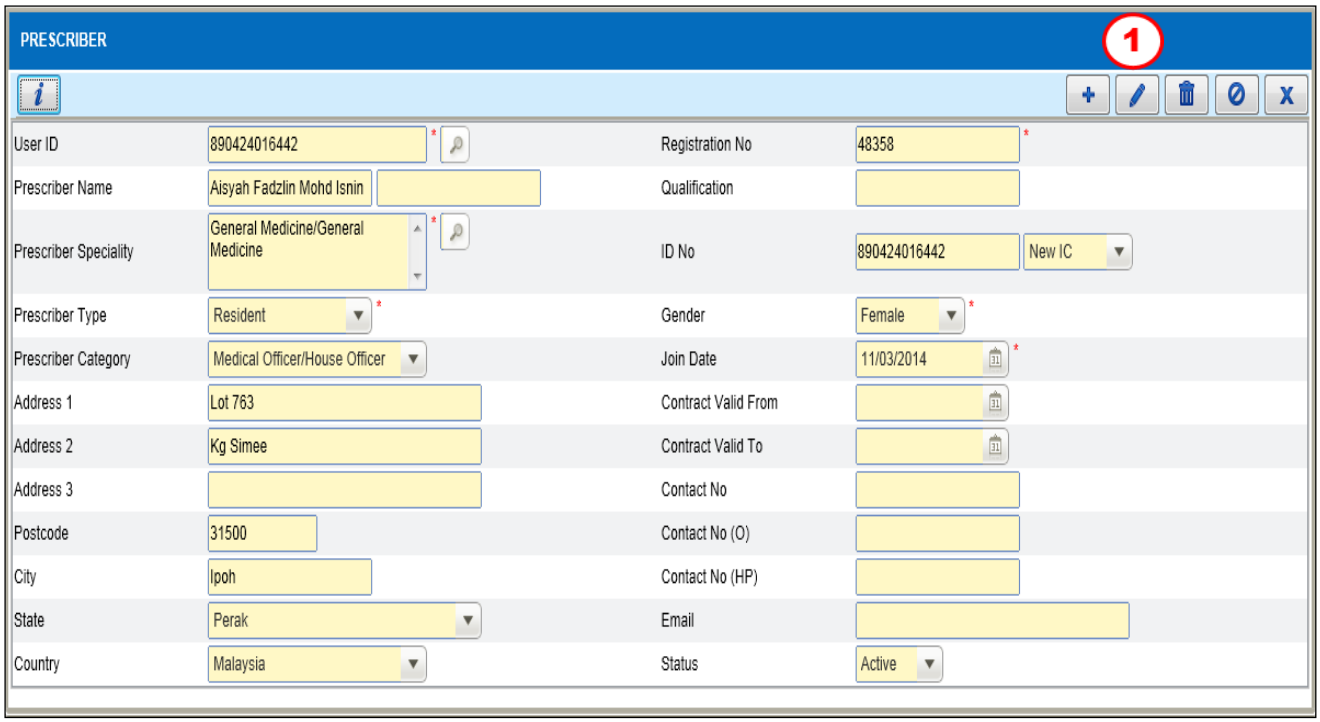

Figure 3.9.3-1 Prescriber

STEP 1

Click on the button to enable all the field

Figure 3.9.3-2 Status

STEP 2

Select **Status** as Inactive

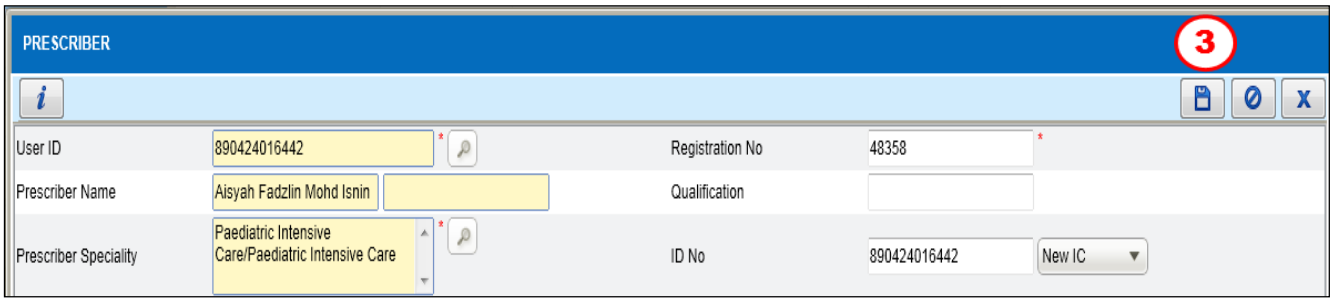

Figure 3.9.3-3 Save

STEP 3

Click on the button

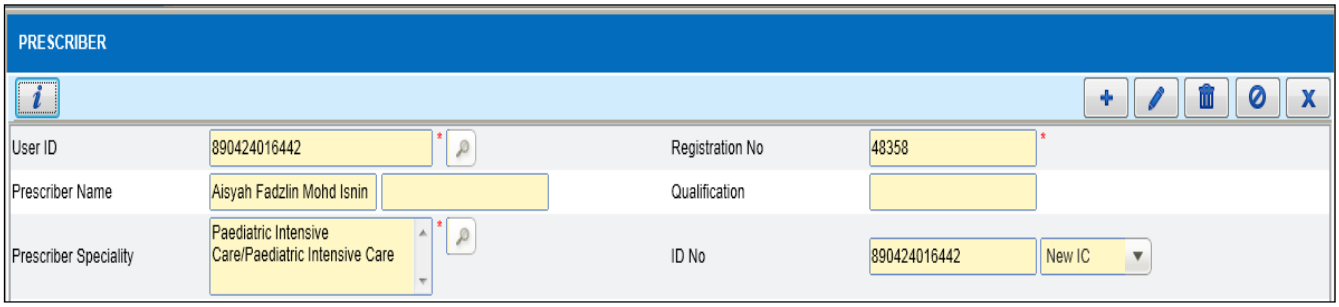

Figure 3.9.3-4 Inactive Button

Note

- *Other option to inactive the prescriber record is by click on the button as Figure 3.9.3-4*

4. Acronyms

Abbreviation	Definition
PhIS	Pharmacy Information System
CPS	Clinical Pharmacy System
PM	Patient Management
eGL	Electronic Guarantee Letter
HRMIS	Human Resource Management System
MRN	Medical Record Number
TDM	Clinical Pharmacokinetics Services
ADR & DAC	Adverse Drug Reaction and Drug Allergic Card
DICE	Drug Information and Consumer Education
MTAC	Medication Therapy Adherence Clinic
MOH	Ministry Of Health