



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

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## **User Manual Maintenance-Security**

|                    |                                        |
|--------------------|----------------------------------------|
| <b>Version</b>     | <b>: 13<sup>th</sup> Edition</b>       |
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*Application reference: PhIS & CPS v2.6.1*



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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

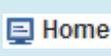
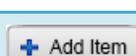
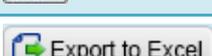
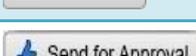
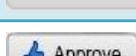
### 1.3 Organised Sections

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 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                 |

### 3. Maintenance Security

#### Overview

The maintenance security module include implementing safe, organized, and efficient user creation in PhIS

#### User Group

This module is intended for facility IT Staff

#### Functional Diagram

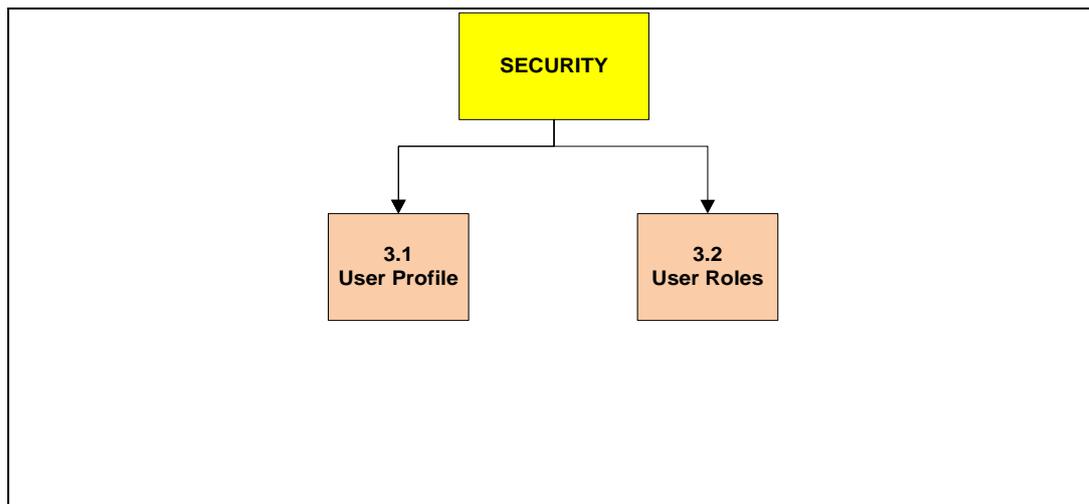


Figure 3.0

#### Functional Description

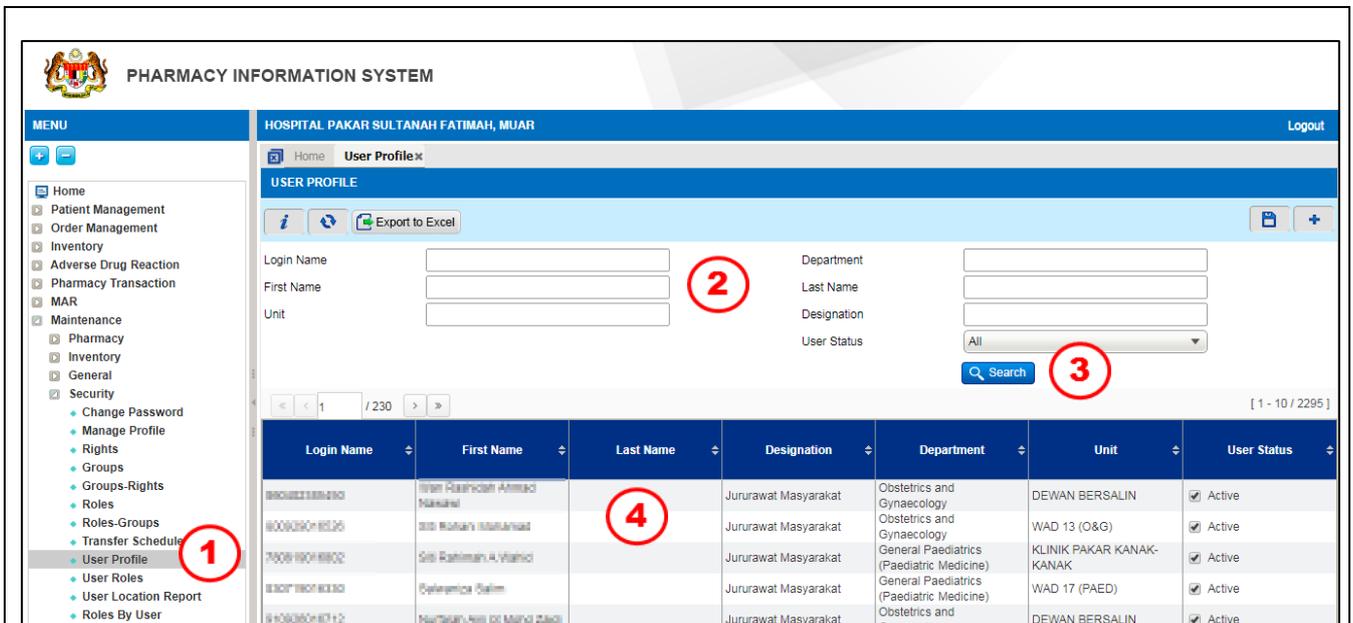
Maintenance Security comprises of several main functions:

- **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



**PHARMACY INFORMATION SYSTEM**

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

**MENU**

- Home
- Patient Management
- Order Management
- Inventory
- Adverse Drug Reaction
- Pharmacy Transaction
- MAR
- Maintenance
  - Pharmacy
  - Inventory
  - General
  - Security
    - Change Password
    - Manage Profile
    - Rights
    - Groups
    - Groups-Rights
    - Roles
    - Roles-Groups
    - Transfer Schedule
    - User Profile**
    - User Roles
    - User Location Report
    - Roles By User

**USER PROFILE**

Export to Excel

Login Name:  Department:   
 First Name:  Last Name:   
 Unit:  Designation:   
 User Status:

Search

| Login Name   | First Name                 | Last Name | Designation          | Department                                | Unit                     | User Status |
|--------------|----------------------------|-----------|----------------------|-------------------------------------------|--------------------------|-------------|
| 810021001490 | Enn Ruslinda Ahmad Naniati |           | Jururawat Masyarakat | Obstetrics and Gynaecology                | DEWAN BERSALIN           | Active      |
| 800625018236 | SB Roslan Mahamad          |           | Jururawat Masyarakat | Obstetrics and Gynaecology                | WAD 13 (O&G)             | Active      |
| 750819018902 | Siti Bahiman A. Viani      |           | Jururawat Masyarakat | General Paediatrics (Paediatric Medicine) | KLINIK PAKAR KANAK-KANAK | Active      |
| 810017018230 | Salweena Galim             |           | Jururawat Masyarakat | General Paediatrics (Paediatric Medicine) | WAD 17 (PAED)            | Active      |
| 810026018712 | Nurshahira Dk Mardhi Zaidi |           | Jururawat Masyarakat | Obstetrics and Gynaecology                | DEWAN BERSALIN           | Active      |

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:

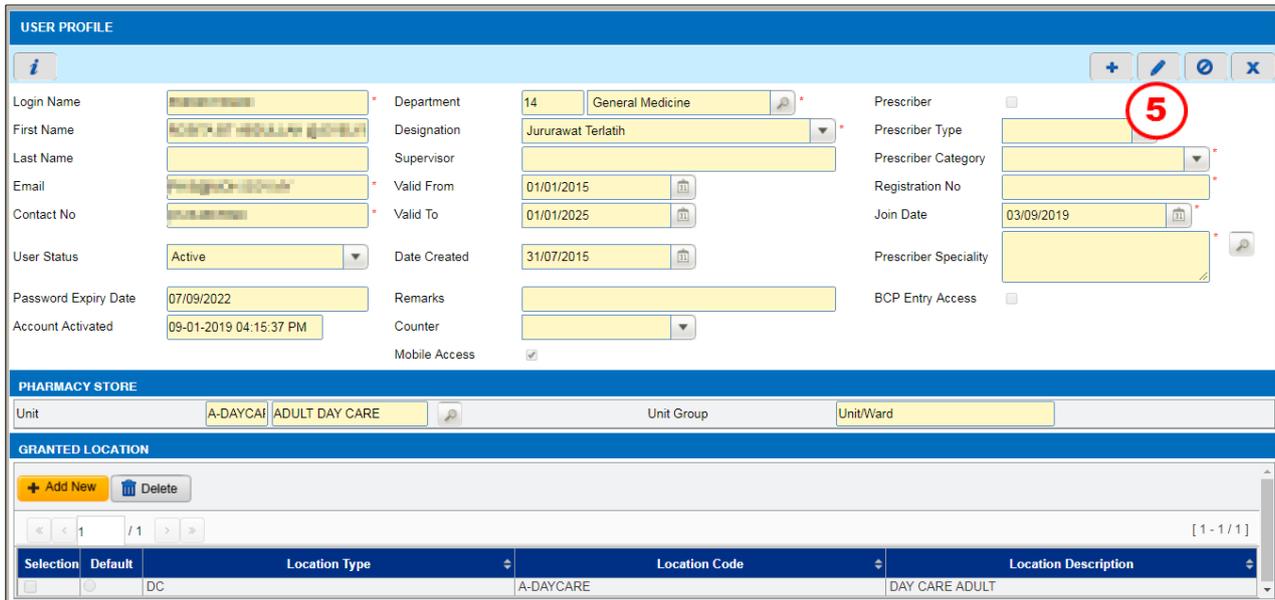
- Login Name
- First Name
- Unit
- Department
- Last name
- Designation
- User Status

#### STEP 3

Click on  button 'User Profile' for the detail records

#### STEP 4

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



**USER PROFILE**

Login Name: [Redacted] Department: 14 General Medicine  
 First Name: [Redacted] Designation: Jururawat Terlatih  
 Last Name: [Redacted] Supervisor: [Redacted]  
 Email: [Redacted] Valid From: 01/01/2015  
 Contact No: [Redacted] Valid To: 01/01/2025  
 User Status: Active Date Created: 31/07/2015  
 Password Expiry Date: 07/09/2022 Remarks: [Redacted]  
 Account Activated: 09-01-2019 04:15:37 PM Counter: [Redacted]  
 Mobile Access:

**PHARMACY STORE**

Unit: A-DAYCARI ADULT DAY CARE Unit Group: UnitWard

**GRANTED LOCATION**

+ Add New Delete

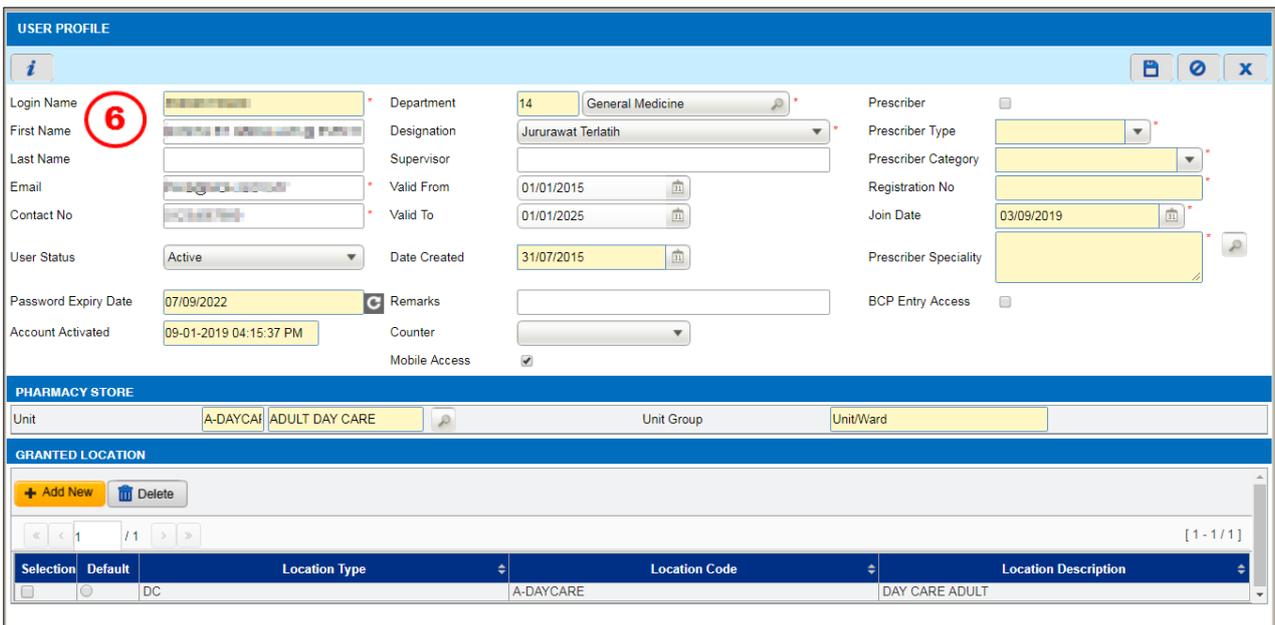
| Selection                | Default               | Location Type | Location Code | Location Description |
|--------------------------|-----------------------|---------------|---------------|----------------------|
| <input type="checkbox"/> | <input type="radio"/> | DC            | A-DAYCARE     | DAY CARE ADULT       |

**Figure 3.1.1-2 Editing User Profile**

**STEP 5**



Click on button to edit the selected record



**USER PROFILE**

Login Name: [Redacted] Department: 14 General Medicine  
 First Name: [Redacted] Designation: Jururawat Terlatih  
 Last Name: [Redacted] Supervisor: [Redacted]  
 Email: [Redacted] Valid From: 01/01/2015  
 Contact No: [Redacted] Valid To: 01/01/2025  
 User Status: Active Date Created: 31/07/2015  
 Password Expiry Date: 07/09/2022 Remarks: [Redacted]  
 Account Activated: 09-01-2019 04:15:37 PM Counter: [Redacted]  
 Mobile Access:

**PHARMACY STORE**

Unit: A-DAYCARI ADULT DAY CARE Unit Group: UnitWard

**GRANTED LOCATION**

+ Add New Delete

| Selection                | Default               | Location Type | Location Code | Location Description |
|--------------------------|-----------------------|---------------|---------------|----------------------|
| <input type="checkbox"/> | <input type="radio"/> | DC            | A-DAYCARE     | DAY CARE ADULT       |

**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<br><br><b>Note</b><br>• 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<br><br><b>Note</b><br>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  |

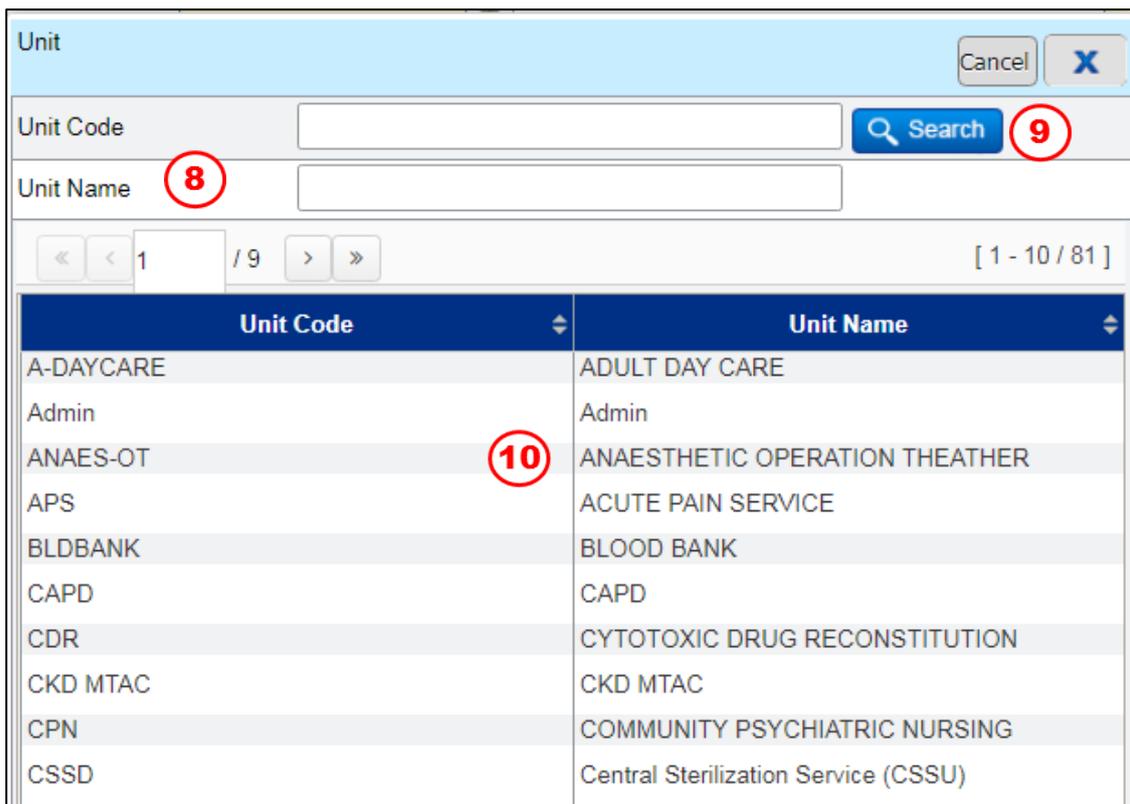
**Table 3.1.1-1 Profile details**



**Figure 3.1.1-4 Pharmacy Store**

**STEP 7**

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



| Unit Code | Unit Name                            |
|-----------|--------------------------------------|
| A-DAYCARE | ADULT DAY CARE                       |
| Admin     | Admin                                |
| ANAES-OT  | ANAESTHETIC OPERATION THEATHER       |
| APS       | ACUTE PAIN SERVICE                   |
| BLDBANK   | BLOOD BANK                           |
| CAPD      | CAPD                                 |
| CDR       | CYTOTOXIC DRUG RECONSTITUTION        |
| CKD MTAC  | CKD MTAC                             |
| CPN       | COMMUNITY PSYCHIATRIC NURSING        |
| CSSD      | Central Sterilization Service (CSSU) |

Figure 3.1.1-5 Select requester unit

**STEP 8**

Search for specific requester unit based on criteria

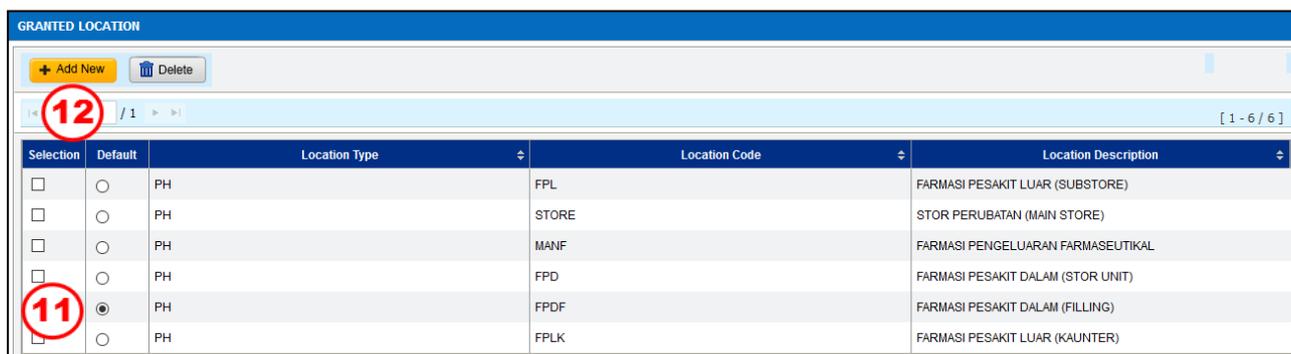
- a) Unit Code
- b) Unit Name

**STEP 9**

Click on  button to search for related information

**STEP 10**

Select requester unit accordingly



| Selection                           | Default                          | Location Type | Location Code | Location Description              |
|-------------------------------------|----------------------------------|---------------|---------------|-----------------------------------|
| <input type="checkbox"/>            | <input type="radio"/>            | PH            | FPL           | FARMASI PESAKIT LUAR (SUBSTORE)   |
| <input type="checkbox"/>            | <input type="radio"/>            | PH            | STORE         | STOR PERUBATAN (MAIN STORE)       |
| <input type="checkbox"/>            | <input type="radio"/>            | PH            | MANF          | FARMASI PENGELUARAN FARMASEUTIKAL |
| <input type="checkbox"/>            | <input type="radio"/>            | PH            | FPD           | FARMASI PESAKIT DALAM (STOR UNIT) |
| <input checked="" type="checkbox"/> | <input checked="" type="radio"/> | PH            | FPDF          | FARMASI PESAKIT DALAM (FILLING)   |
| <input type="checkbox"/>            | <input type="radio"/>            | PH            | FPLK          | FARMASI PESAKIT LUAR (KAUNTER)    |

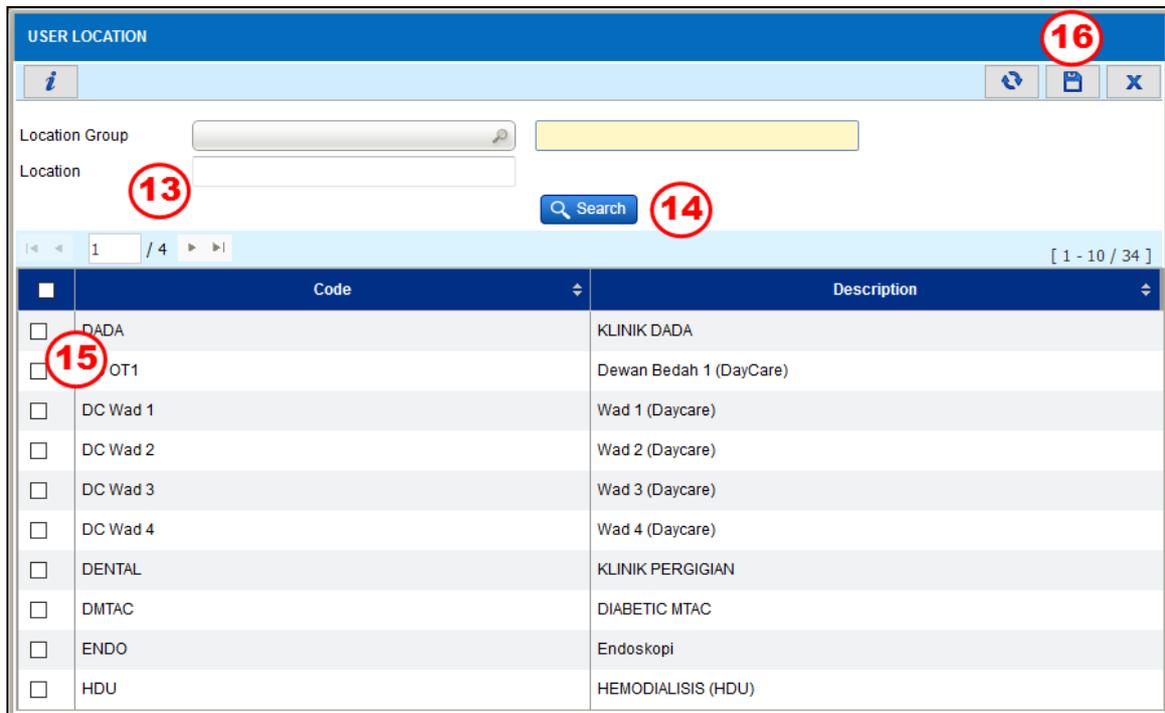
Figure 3.1.1-6 Granted Location

**STEP 11**

Click on default to select default location for user

**STEP 12**

Click on  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**

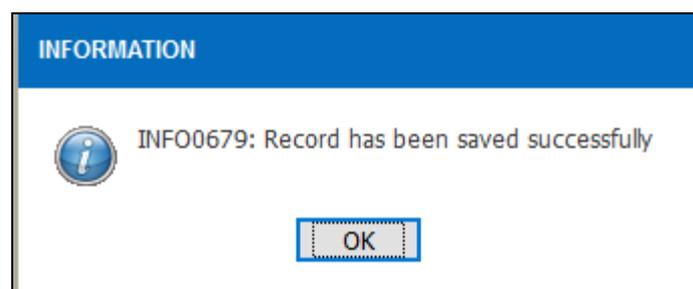
Click on  button to search for related information

**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**

| GRANTED LOCATION                                                                    |                       |               |               |                                   |
|-------------------------------------------------------------------------------------|-----------------------|---------------|---------------|-----------------------------------|
| <input type="button" value="+ Add New"/> <input type="button" value="Delete"/>      |                       |               |               |                                   |
| <input type="text" value="1"/> / 1 <span style="float: right;">[ 1 - 6 / 6 ]</span> |                       |               |               |                                   |
| Selection                                                                           | Default               | Location Type | Location Code | Location Description              |
| <input type="checkbox"/>                                                            | <input type="radio"/> | PH            | FPL           | FARMASI PESAKIT LUAR (SUBSTORE)   |
| <input type="checkbox"/>                                                            | <input type="radio"/> | PH            | STORE         | STOR PERUBATAN (MAIN STORE)       |
| <input type="checkbox"/>                                                            | <input type="radio"/> | PH            | MANF          | FARMASI PENGELUARAN FARMASEUTIKAL |
| <input type="checkbox"/>                                                            | <input type="radio"/> | PH            | FPD           | FARMASI PESAKIT DALAM (STOR UNIT) |
| <input checked="" type="checkbox"/>                                                 | <input type="radio"/> | PH            | FPDF          | FARMASI PESAKIT DALAM (FILLING)   |
| <input type="checkbox"/>                                                            | <input type="radio"/> | PH            | FPLK          | FARMASI PESAKIT LUAR (KAUNTER)    |

**Figure 3.1.1-9 Delete granted location**

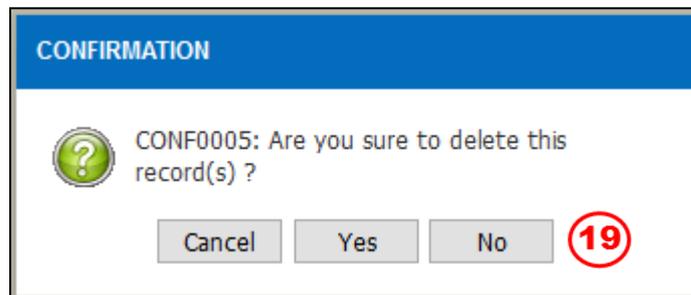
**STEP 17**

**18**

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

**USER PROFILE**

Login Name: [Field] \* Department: 14 General Medicine \* Prescriber: [Field] \*  
 First Name: [Field] \* Designation: Jururawat Terlatih \* Prescriber Type: [Field] \*  
 Last Name: [Field] \* Supervisor: [Field] \* Prescriber Category: [Field] \*  
 Email: [Field] \* Valid From: 01/01/2015 \* Registration No: [Field] \*  
 Contact No: [Field] \* Valid To: 01/01/2025 \* Join Date: 03/09/2019 \*  
 User Status: Active \* Date Created: 31/07/2015 \* Prescriber Speciality: [Field] \*  
 Password Expiry Date: 07/09/2022 \* Remarks: [Field] \* BCP Entry Access: [Field] \*  
 Account Activated: 09-01-2019 04:15:37 PM \* Counter: [Field] \*  
 Mobile Access:

**PHARMACY STORE**

Unit: A-DAYCARE ADULT DAY CARE \* Unit Group: [Field] \* Unit/Ward: [Field] \*

**GRANTED LOCATION**

+ Add New Delete

< < 1 / 1 > > [1 - 1 / 1]

| Selection                | Default               | Location Type | Location Code | Location Description |
|--------------------------|-----------------------|---------------|---------------|----------------------|
| <input type="checkbox"/> | <input type="radio"/> | DC            | A-DAYCARE     | DAY CARE ADULT       |

Figure 3.1.1-11 Saving user profile

**STEP 20**

Click on the  button to save the changes made

**CONFIRMATION**

CONF0002: Are you sure you want to save?

Cancel Yes No **21**

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 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



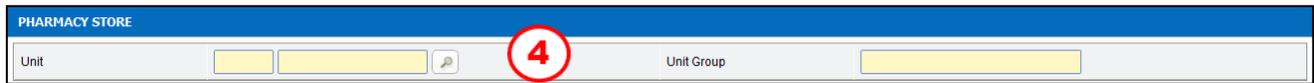
PhIS & CPS Project  
User Manual – Maintenance Security



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<br><br><b>Note</b><br><ul style="list-style-type: none"> <li>One (1) user can only have one (1) login ID to the system</li> </ul>                                                                                                                          |                                                                       |
| Password             | User password for login into the account<br><br><b>Note</b><br><ul style="list-style-type: none"> <li>Default system password for first time user is phis123</li> <li>Password can be reset to default system password by clicking  button</li> </ul> | 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<br><br><b>Note</b><br><ul style="list-style-type: none"> <li>User can put personal number, hospital number or extension</li> </ul>                                                                                                                                             |                                                                       |
| User Status          | User account status                                                                                                                                                                                                                                                                                                                    |                                                                       |
| Password Expiry Date | User need to change password after this date<br><br><b>Note</b><br><ul style="list-style-type: none"> <li>User must change password upon their first login</li> </ul>                                                                                                                                                                  |                                                                       |
| 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<br><br><b>Note</b><br><ul style="list-style-type: none"> <li>Important to change or else the account by default has only 1 day validity</li> </ul>                                                                                                                                                            | 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



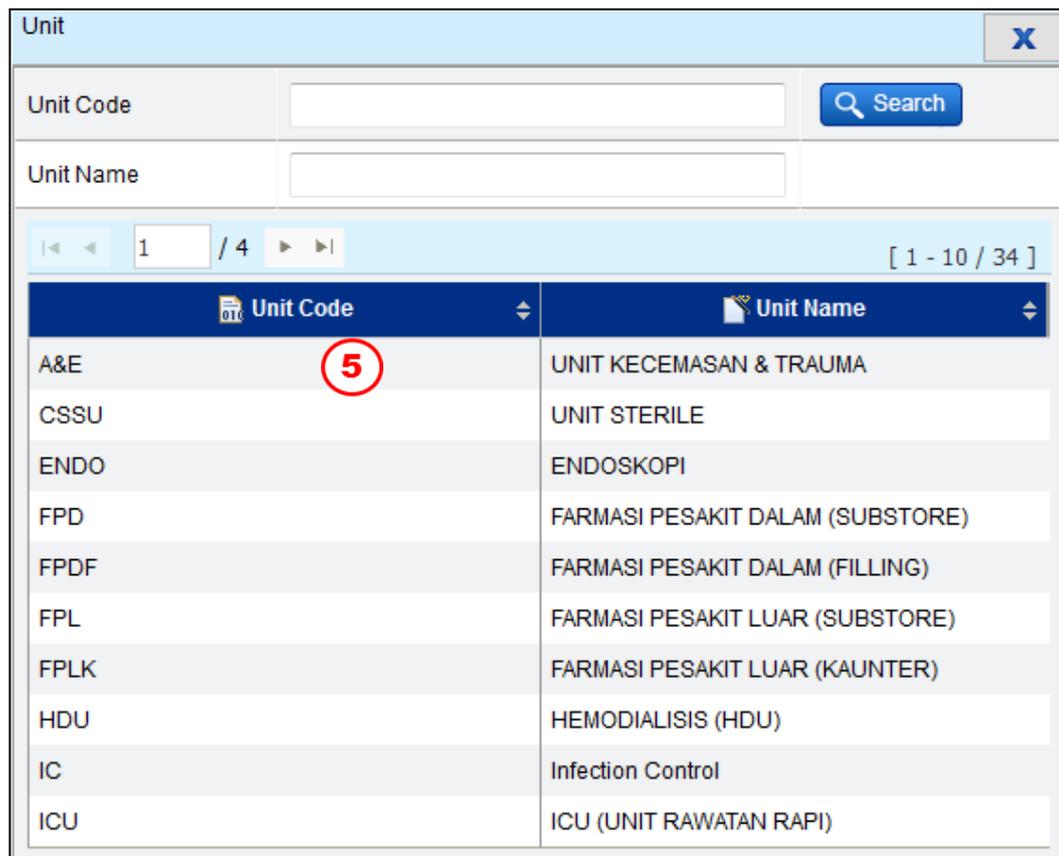
PHARMACY STORE

Unit   **4** Unit Group

Figure 3.1.2-3 Search pharmacy store

**STEP 4**

Click on  to search related requester unit for the user



| Unit      |                                  |
|-----------|----------------------------------|
| Unit Code | Unit Name                        |
| A&E       | UNIT KECEMASAN & TRAUMA          |
| CSSU      | UNIT STERILE                     |
| ENDO      | ENDOSKOPI                        |
| FPD       | FARMASI PESAKIT DALAM (SUBSTORE) |
| FPDF      | FARMASI PESAKIT DALAM (FILLING)  |
| FPL       | FARMASI PESAKIT LUAR (SUBSTORE)  |
| FPLK      | FARMASI PESAKIT LUAR (KAUNTER)   |
| HDU       | HEMODIALISIS (HDU)               |
| IC        | Infection Control                |
| ICU       | ICU (UNIT RAWATAN RAPI)          |

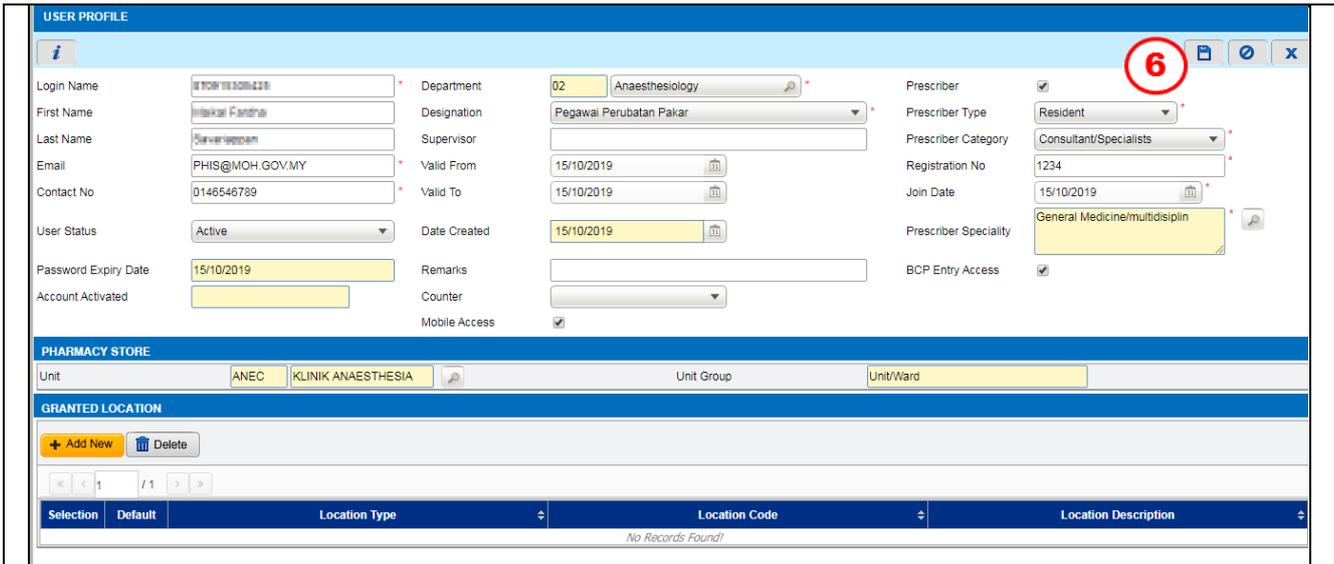
Figure 3.1.2-4 Unit Selection

**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



**USER PROFILE**

Login Name:  Department: 02 Anaesthesiology  
 First Name:  Designation: Pegawai Perubatan Pakar  
 Last Name:  Supervisor:   
 Email:  Valid From: 15/10/2019  
 Contact No:  Valid To: 15/10/2019  
 User Status: Active Date Created: 15/10/2019  
 Password Expiry Date: 15/10/2019 Remarks:   
 Account Activated:  Counter:   
 Mobile Access:

Prescriber:   
 Prescriber Type: Resident  
 Prescriber Category: Consultant/Specialists  
 Registration No: 1234  
 Join Date: 15/10/2019  
 Prescriber Speciality: General Medicine/multidisiplin  
 BCP Entry Access:

**PHARMACY STORE**

Unit: ANEC KLINIK ANAESTHESIA Unit Group: Unit/Ward

**GRANTED LOCATION**

+ Add New Delete

| Selection         | Default | Location Type | Location Code | Location Description |
|-------------------|---------|---------------|---------------|----------------------|
| No Records Found! |         |               |               |                      |

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.

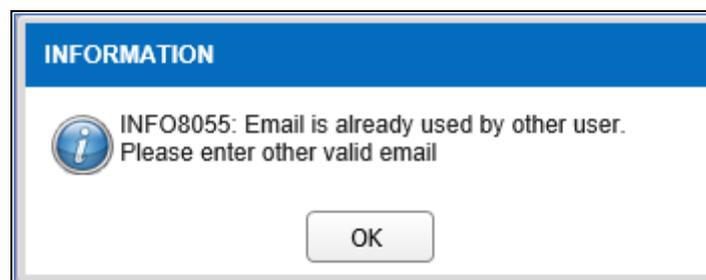
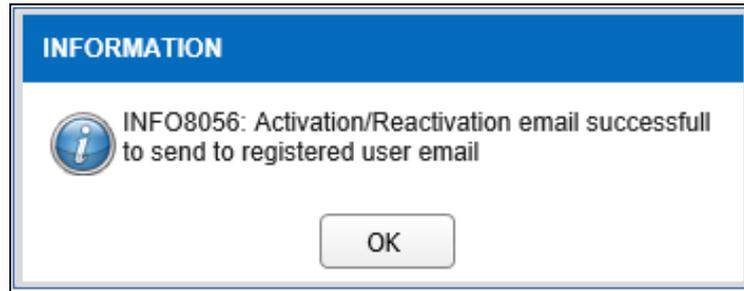


Figure 3.1.2-6 Alert Information

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



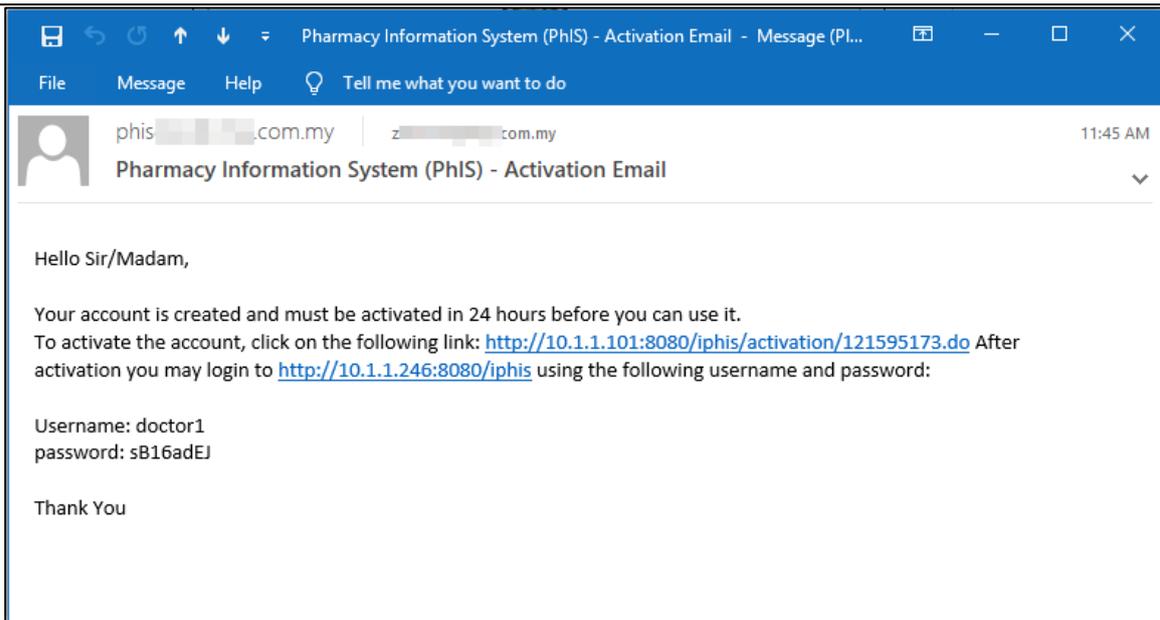
**Figure 3.1.2-7 Alert Information**

- 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.



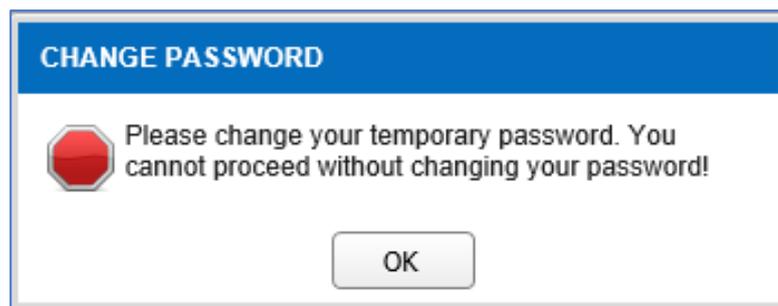
**Figure 3.1.2-8 Alert Information**

- 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.



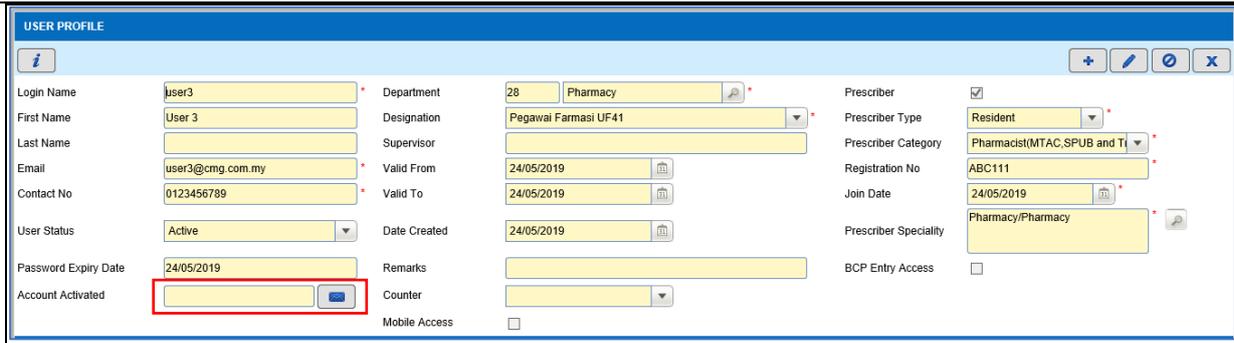
**Figure 3.1.2-8 Password Activation Email Screen**

- 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.

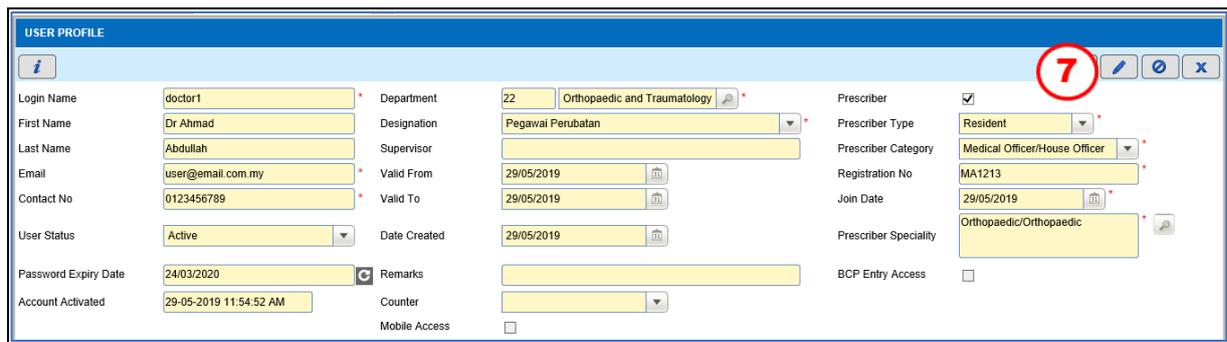


**USER PROFILE**

|                      |                                                                                                            |               |                          |                       |                                     |
|----------------------|------------------------------------------------------------------------------------------------------------|---------------|--------------------------|-----------------------|-------------------------------------|
| Login Name           | user3                                                                                                      | Department    | 28 Pharmacy              | Prescriber            | <input checked="" type="checkbox"/> |
| First Name           | User 3                                                                                                     | Designation   | Pegawai Farmasi UF41     | Prescriber Type       | Resident                            |
| Last Name            |                                                                                                            | Supervisor    |                          | Prescriber Category   | Pharmacist(MTAC,SPUB and T...       |
| Email                | user3@cmg.com.my                                                                                           | Valid From    | 24/05/2019               | Registration No       | ABC111                              |
| Contact No           | 0123456789                                                                                                 | Valid To      | 24/05/2019               | Join Date             | 24/05/2019                          |
| User Status          | Active                                                                                                     | Date Created  | 24/05/2019               | Prescriber Speciality | Pharmacy/Pharmacy                   |
| Password Expiry Date | 24/05/2019                                                                                                 | Remarks       |                          | BCP Entry Access      | <input type="checkbox"/>            |
| Account Activated    | <input type="checkbox"/>  | Counter       |                          |                       |                                     |
|                      |                                                                                                            | Mobile Access | <input type="checkbox"/> |                       |                                     |

**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



**USER PROFILE**

|                      |                        |               |                                 |                       |                                     |
|----------------------|------------------------|---------------|---------------------------------|-----------------------|-------------------------------------|
| Login Name           | doctor1                | Department    | 22 Orthopaedic and Traumatology | Prescriber            | <input checked="" type="checkbox"/> |
| First Name           | Dr Ahmad               | Designation   | Pegawai Perubatan               | Prescriber Type       | Resident                            |
| Last Name            | Abdullah               | Supervisor    |                                 | Prescriber Category   | Medical Officer/House Officer       |
| Email                | user@email.com.my      | Valid From    | 29/05/2019                      | Registration No       | MA1213                              |
| Contact No           | 0123456789             | Valid To      | 29/05/2019                      | Join Date             | 29/05/2019                          |
| User Status          | Active                 | Date Created  | 29/05/2019                      | Prescriber Speciality | Orthopaedic/Orthopaedic             |
| Password Expiry Date | 24/03/2020             | Remarks       |                                 | BCP Entry Access      | <input type="checkbox"/>            |
| Account Activated    | 29-05-2019 11:54:52 AM | Counter       |                                 |                       |                                     |
|                      |                        | Mobile Access | <input type="checkbox"/>        |                       |                                     |

**Figure 3.1.2-11 User profile screen**

**USER PROFILE**

*i*
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|                      |                                              |               |                                                                              |                       |                                                             |
|----------------------|----------------------------------------------|---------------|------------------------------------------------------------------------------|-----------------------|-------------------------------------------------------------|
| Login Name           | <input type="text" value="870915305425"/>    | Department    | <input type="text" value="02"/> <input type="text" value="Anaesthesiology"/> | Prescriber            | <input checked="" type="checkbox"/>                         |
| First Name           | <input type="text" value="Muzal Fariza"/>    | Designation   | <input type="text" value="Pegawai Perubatan Pakar"/>                         | Prescriber Type       | <input type="text" value="Resident"/>                       |
| Last Name            | <input type="text" value="Saverippan"/>      | Supervisor    | <input type="text"/>                                                         | Prescriber Category   | <input type="text" value="Consultant/Specialists"/>         |
| Email                | <input type="text" value="PHIS@MOH.GOV.MY"/> | Valid From    | <input type="text" value="15/10/2019"/>                                      | Registration No       | <input type="text" value="1234"/>                           |
| Contact No           | <input type="text" value="0146546789"/>      | Valid To      | <input type="text" value="15/10/2019"/>                                      | Join Date             | <input type="text" value="15/10/2019"/>                     |
| User Status          | <input type="text" value="Active"/>          | Date Created  | <input type="text" value="15/10/2019"/>                                      | Prescriber Speciality | <input type="text" value="General Medicine/multidisiplin"/> |
| Password Expiry Date | <input type="text" value="15/10/2019"/>      | Remarks       | <input type="text"/>                                                         | BCP Entry Access      | <input checked="" type="checkbox"/>                         |
| Account Activated    | <input type="text"/>                         | Counter       | <input type="text"/>                                                         |                       |                                                             |
|                      |                                              | Mobile Access | <input checked="" type="checkbox"/>                                          |                       |                                                             |

**PHARMACY STORE**

|      |                                   |                                                 |            |                                        |
|------|-----------------------------------|-------------------------------------------------|------------|----------------------------------------|
| Unit | <input type="text" value="ANEC"/> | <input type="text" value="KLINIK ANAESTHESIA"/> | Unit Group | <input type="text" value="Unit/Ward"/> |
|------|-----------------------------------|-------------------------------------------------|------------|----------------------------------------|

**GRANTED LOCATION**

[ 1 - 10 / 21 ]

| Selection                | Default               | Location Type | Location Code | Location Description     |
|--------------------------|-----------------------|---------------|---------------|--------------------------|
| <input type="checkbox"/> | <input type="radio"/> | C             | AUDC          | KLINIK AUDIO             |
| <input type="checkbox"/> | <input type="radio"/> | C             | ANEC          | KLINIK ANAESTHESIA       |
| <input type="checkbox"/> | <input type="radio"/> | C             | DENC          | KLINIK DENTAL            |
| <input type="checkbox"/> | <input type="radio"/> | C             | EYEC          | KLINIK PAKAR OFTALMOLOGI |
| <input type="checkbox"/> | <input type="radio"/> | C             | ENDC          | KLINIK ENDOKRIN          |

**Figure 3.1.2-12 Editing user profile**

**STEP 7**

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

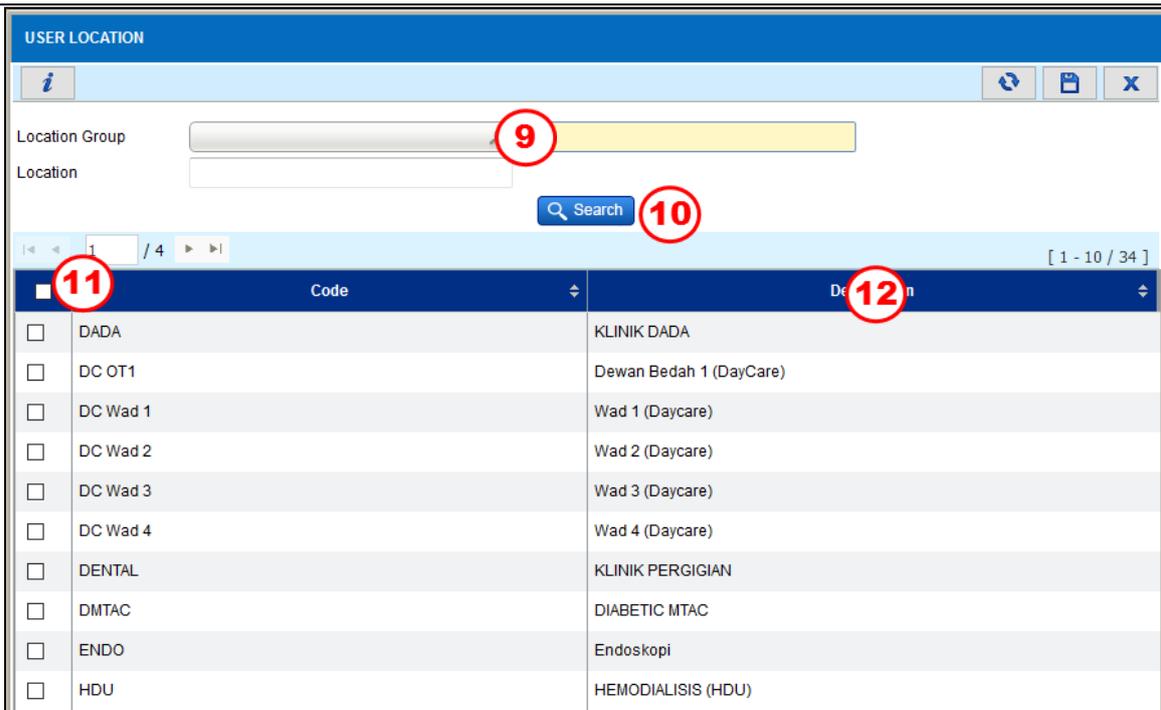
**GRANTED LOCATION**

[ 1 - 6 / 6 ]

**Figure 3.1.2.13 Add new granted location**

**STEP 8**

Click on  to add new location



The screenshot shows a web application window titled "USER LOCATION". It contains a form with the following elements:

- Location Group:** A dropdown menu with a red circle '9' next to it.
- Location:** A text input field.
- Search:** A blue button with a magnifying glass icon and the text "Search", with a red circle '10' next to it.
- Table:** A table with columns "Code" and "Description". A red circle '11' is next to the first checkbox in the first row. A red circle '12' is next to the "Description" header. The table lists the following data:

| <input type="checkbox"/> | Code     | Description             |
|--------------------------|----------|-------------------------|
| <input type="checkbox"/> | DADA     | KLINIK DADA             |
| <input type="checkbox"/> | DC OT1   | Dewan Bedah 1 (DayCare) |
| <input type="checkbox"/> | DC Wad 1 | Wad 1 (Daycare)         |
| <input type="checkbox"/> | DC Wad 2 | Wad 2 (Daycare)         |
| <input type="checkbox"/> | DC Wad 3 | Wad 3 (Daycare)         |
| <input type="checkbox"/> | DC Wad 4 | Wad 4 (Daycare)         |
| <input type="checkbox"/> | DENTAL   | KLINIK PERGIGIAN        |
| <input type="checkbox"/> | DMTAC    | DIABETIC MTAC           |
| <input type="checkbox"/> | ENDO     | Endoskopi               |
| <input type="checkbox"/> | HDU      | HEMODIALISIS (HDU)      |

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  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

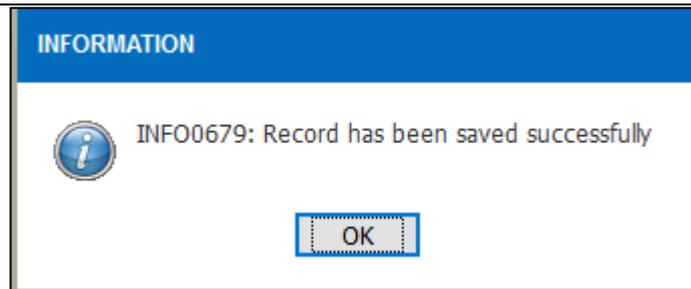


Figure 3.1.2-15 Information

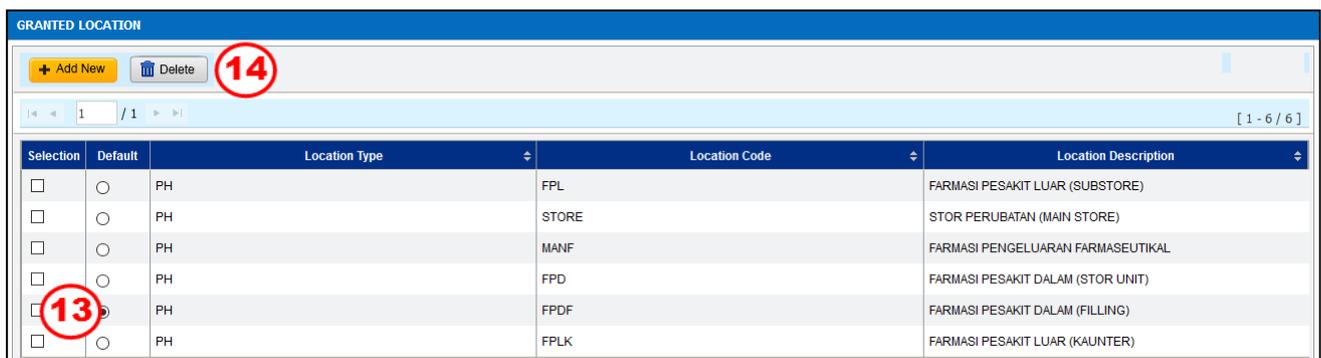


Figure 3.1.2-16 Delete granted location

**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

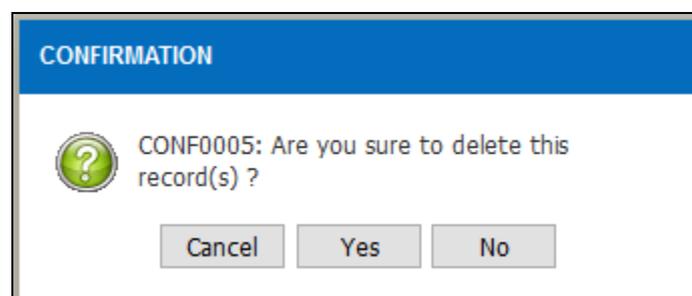
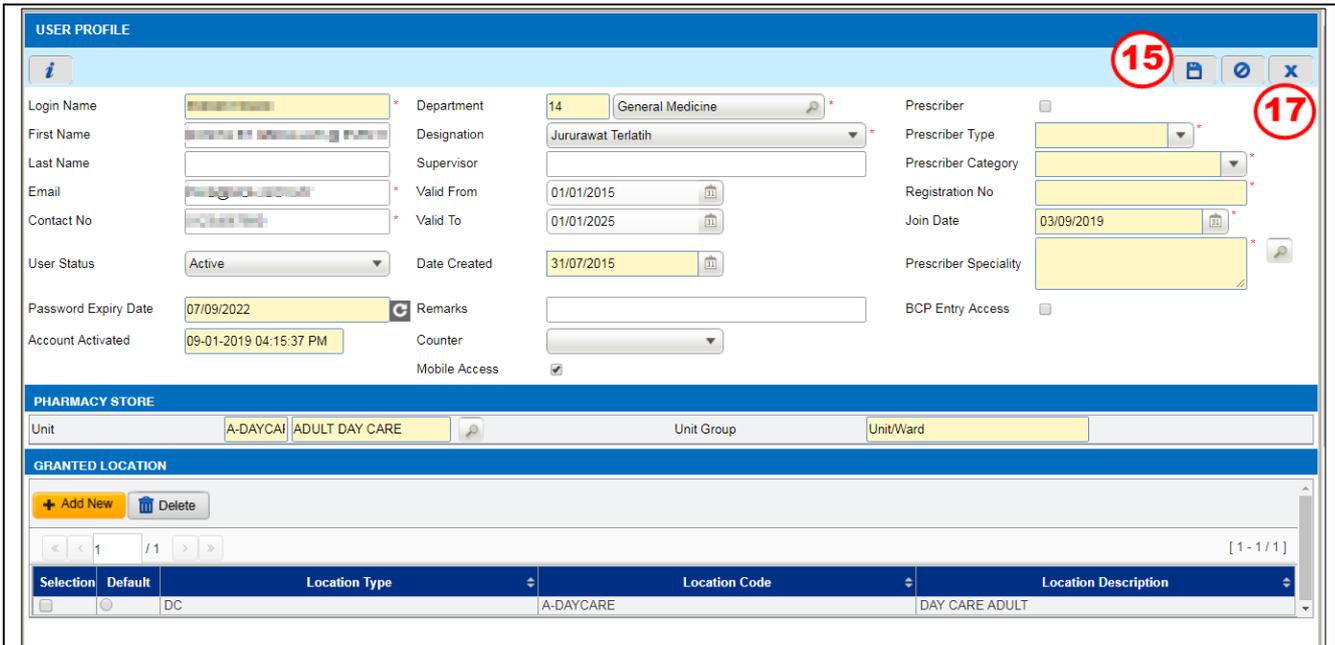


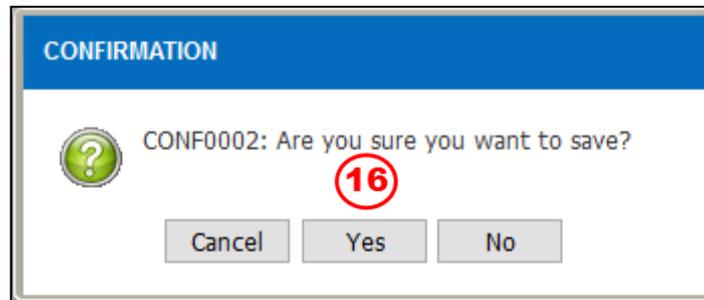
Figure 3.1.2-17 Confirmation



**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

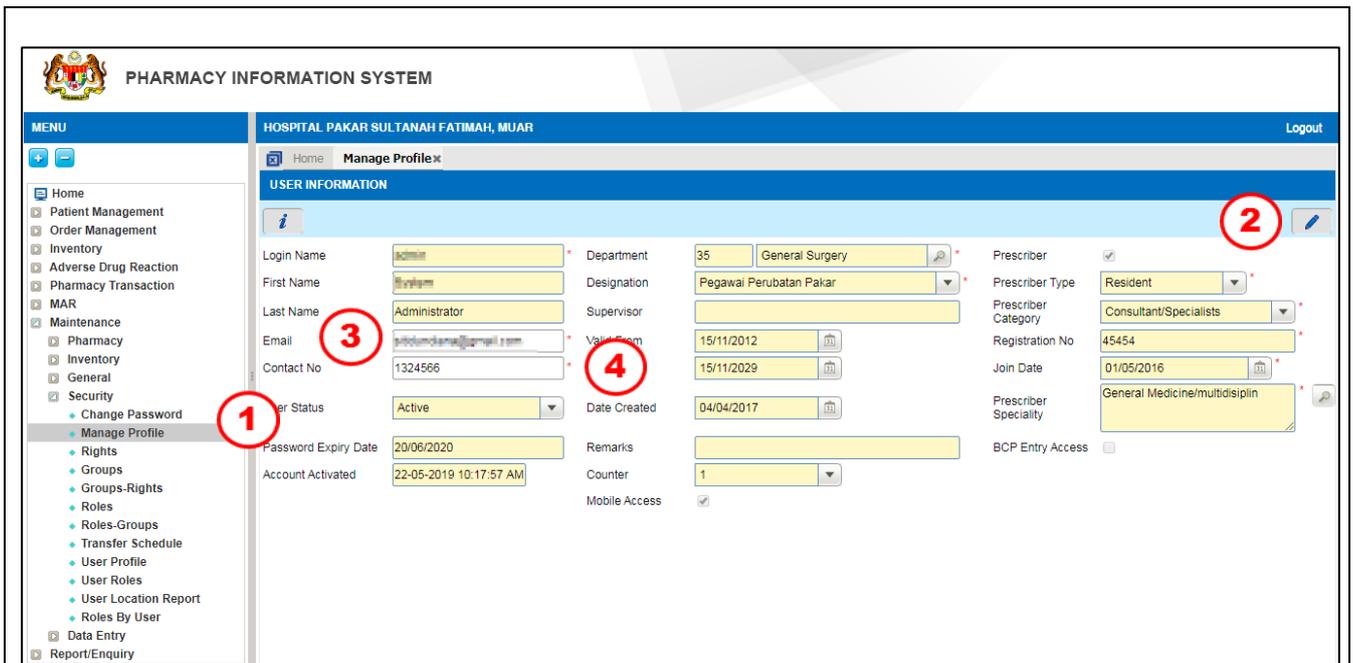


Figure 3.2.1-1 Manage Profile Screen

#### 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

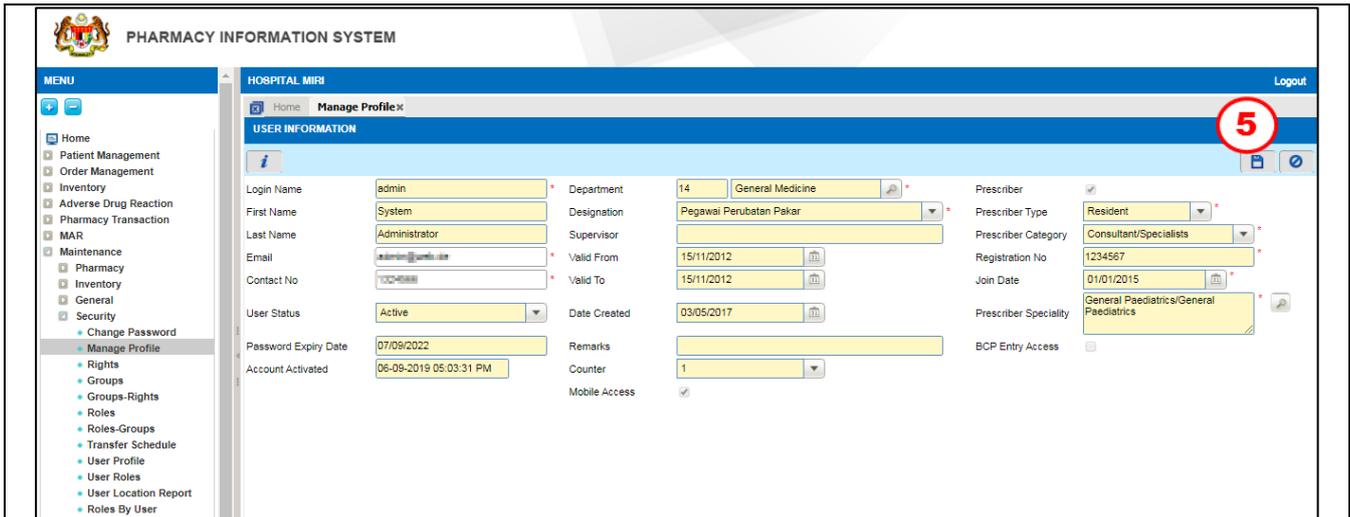


Figure 3.2.1-2 Manage Profile Screen

**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

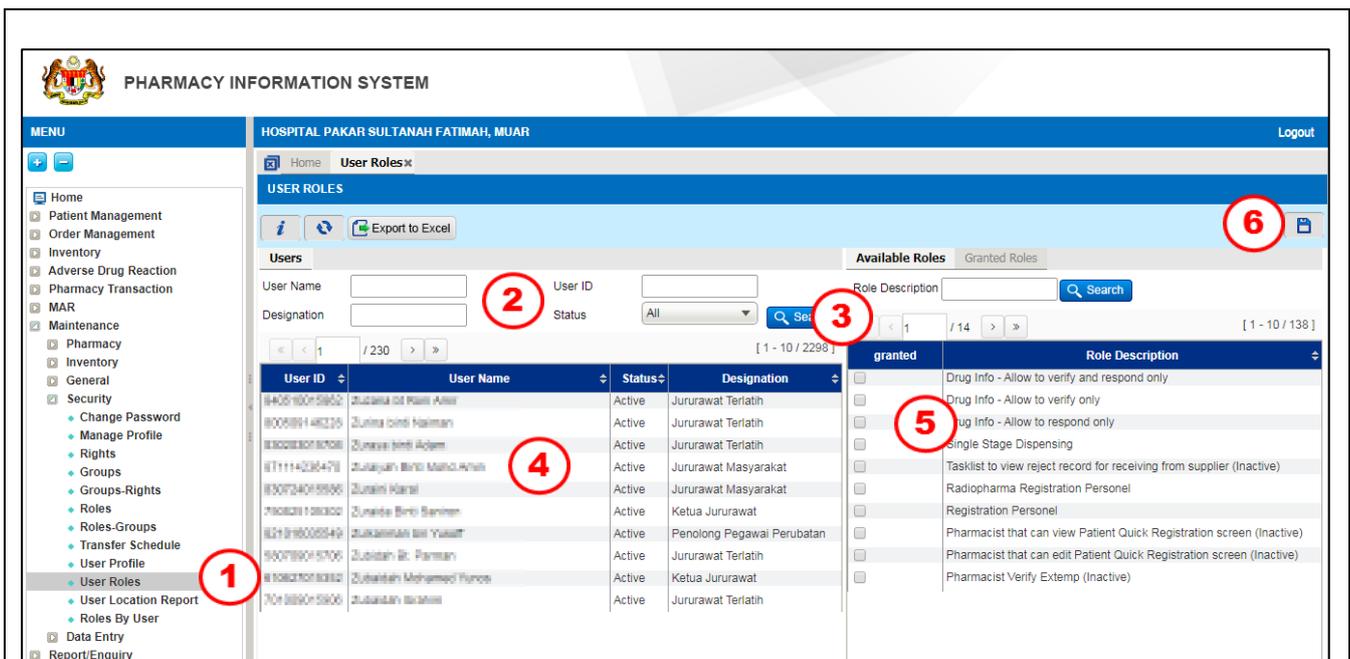


Figure 3.2.1-1 User Roles

**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**

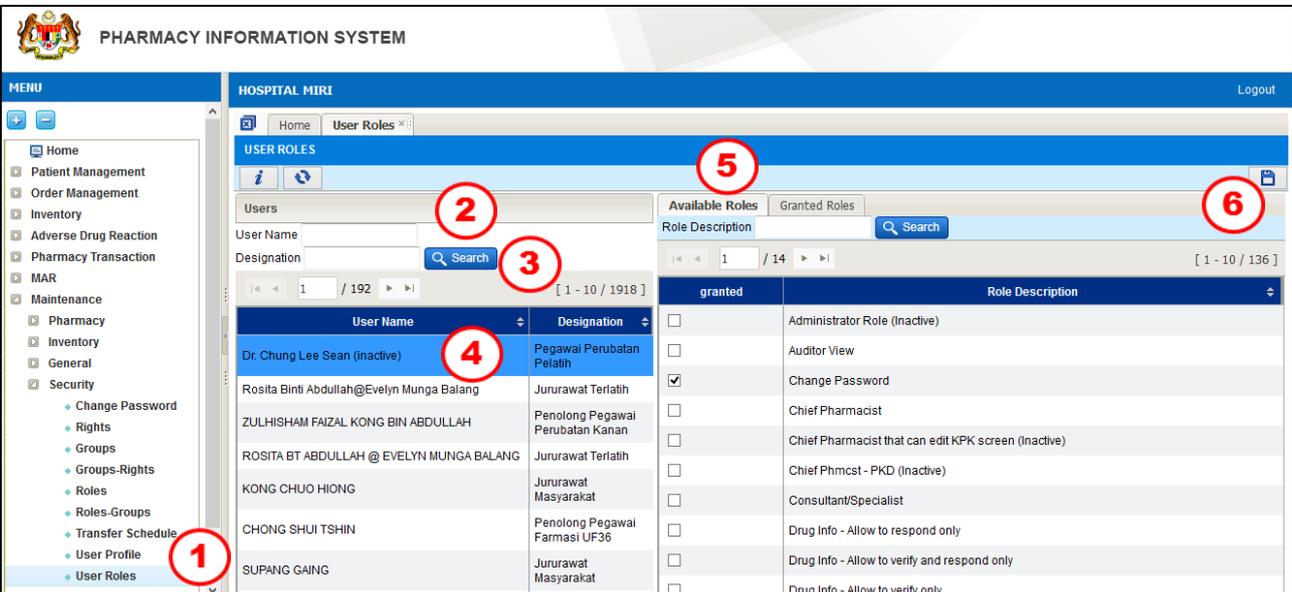
Click on the "User Name" of the user

**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**



**PHARMACY INFORMATION SYSTEM**

**HOSPITAL MIRI** Logout

Home User Roles ×

**USER ROLES**

Users Available Roles Granted Roles

User Name   Role Description

Designation   [ 1 - 10 / 136 ]

| User Name                                 | Designation                      | granted                             | Role Description                                     |
|-------------------------------------------|----------------------------------|-------------------------------------|------------------------------------------------------|
| Dr. Chung Lee Sean (inactive)             | Pegawai Perubatan Pelatih        | <input type="checkbox"/>            | Administrator Role (Inactive)                        |
| Rosita Binti Abdullah@Evelyn Munga Balang | Jururawat Terlatih               | <input type="checkbox"/>            | Auditor View                                         |
| ZULHISHAM FAIZAL KONG BIN ABDULLAH        | Penolong Pegawai Perubatan Kanan | <input checked="" type="checkbox"/> | Change Password                                      |
| ROSITA BT ABDULLAH @ EVELYN MUNGA BALANG  | Jururawat Terlatih               | <input type="checkbox"/>            | Chief Pharmacist                                     |
| KONG CHUO HIONG                           | Jururawat Masyarakat             | <input type="checkbox"/>            | Chief Pharmacist that can edit KPK screen (Inactive) |
| CHONG SHUI TSHIN                          | Penolong Pegawai Farmasi UF36    | <input type="checkbox"/>            | Chief Phmctst - PKD (Inactive)                       |
| SUPANG GAING                              | Jururawat Masyarakat             | <input type="checkbox"/>            | Consultant/Specialist                                |
|                                           |                                  | <input type="checkbox"/>            | Drug Info - Allow to respond only                    |
|                                           |                                  | <input type="checkbox"/>            | Drug Info - Allow to verify and respond only         |
|                                           |                                  | <input type="checkbox"/>            | Drug Info - Allow to verify only                     |

**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**

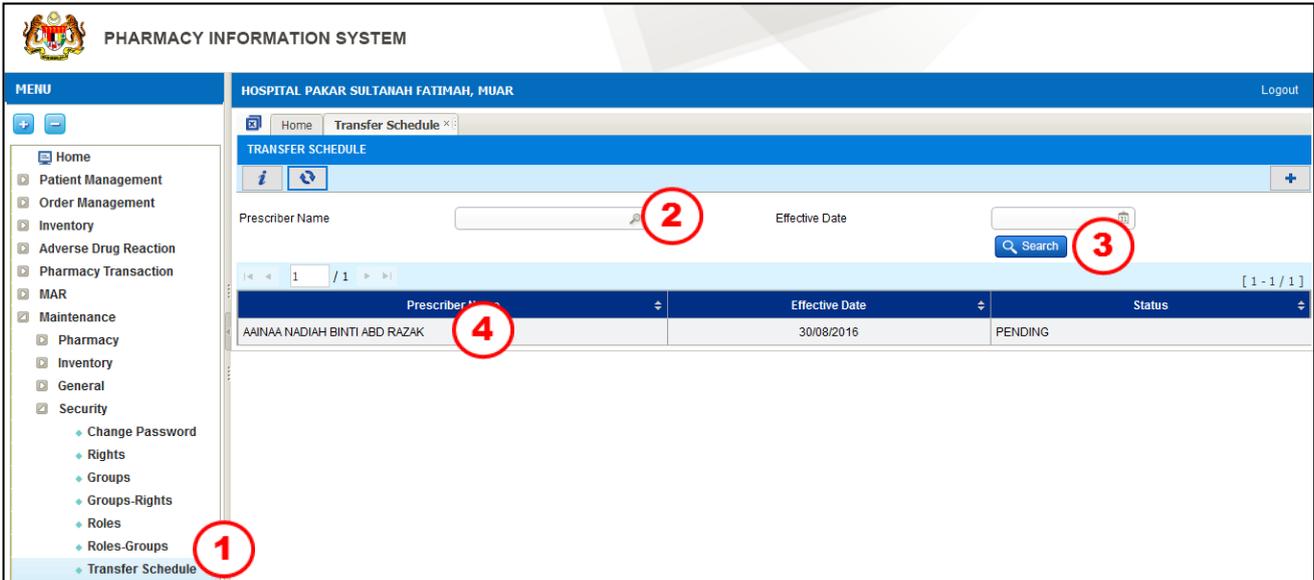
Check on the available roles to give access

**STEP 6**

Click on the  button to save the changes made

### 3.3 Transfer Schedule

#### 3.3.1 To edit and view transfer schedule



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Logout

Home Transfer Schedule

TRANSFER SCHEDULE

Prescriber Name  Effective Date  

1 / 1

| Prescriber Name               | Effective Date | Status  |
|-------------------------------|----------------|---------|
| AAINAA NADIAH BINTI ABD RAZAK | 30/08/2016     | PENDING |

**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:

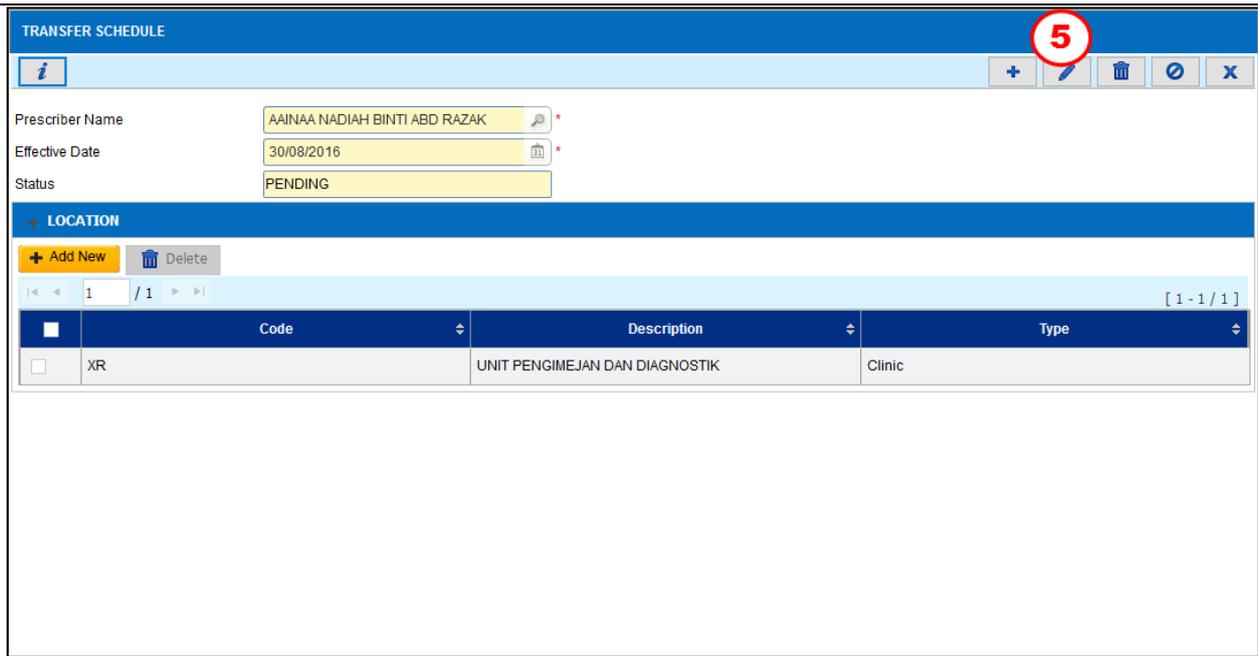
- a) Prescriber Name
- b) Effective Date

**STEP 3**

Click on  button to search 'Transfer Schedule'

**STEP 4**

Double click on the "Prescriber Name" of the record



**TRANSFER SCHEDULE**

Prescriber Name: AAINAA NADIAH BINTI ABD RAZAK  
 Effective Date: 30/08/2016  
 Status: PENDING

**LOCATION**

+ Add New    Delete

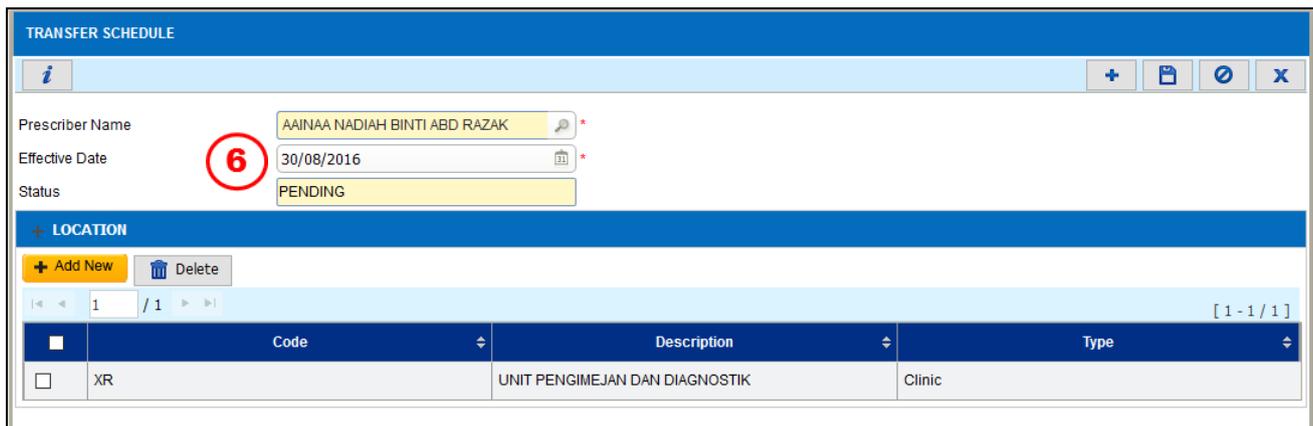
1 / 1 [ 1 - 1 / 1 ]

|                          | Code | Description                    | Type   |
|--------------------------|------|--------------------------------|--------|
| <input type="checkbox"/> | XR   | UNIT PENGIMEJAN DAN DIAGNOSTIK | Clinic |

Figure 3.3.1-2 Editing transfer schedule

**STEP 5**

Click on  to edit the selected record



**TRANSFER SCHEDULE**

Prescriber Name: AAINAA NADIAH BINTI ABD RAZAK  
 Effective Date: 30/08/2016  
 Status: PENDING

**LOCATION**

+ Add New    Delete

1 / 1 [ 1 - 1 / 1 ]

|                          | Code | Description                    | Type   |
|--------------------------|------|--------------------------------|--------|
| <input type="checkbox"/> | XR   | UNIT PENGIMEJAN DAN DIAGNOSTIK | Clinic |

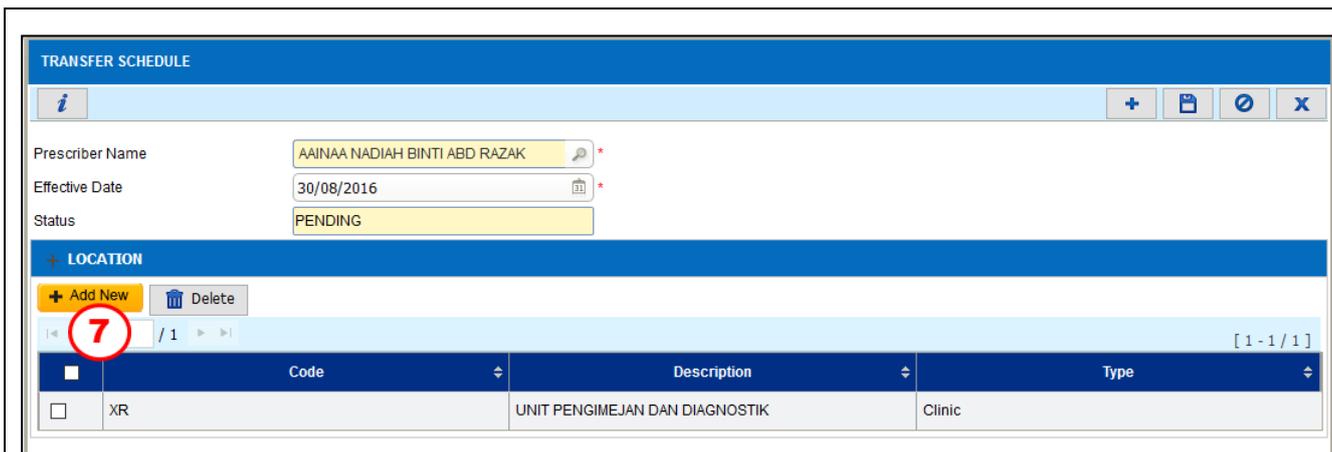
Figure 3.3.1-3 Updating transfer schedule

**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



**TRANSFER SCHEDULE**

Prescriber Name: AINAA NADIAH BINTI ABD RAZAK \*

Effective Date: 30/08/2016 \*

Status: PENDING

**LOCATION**

+ Add New Delete

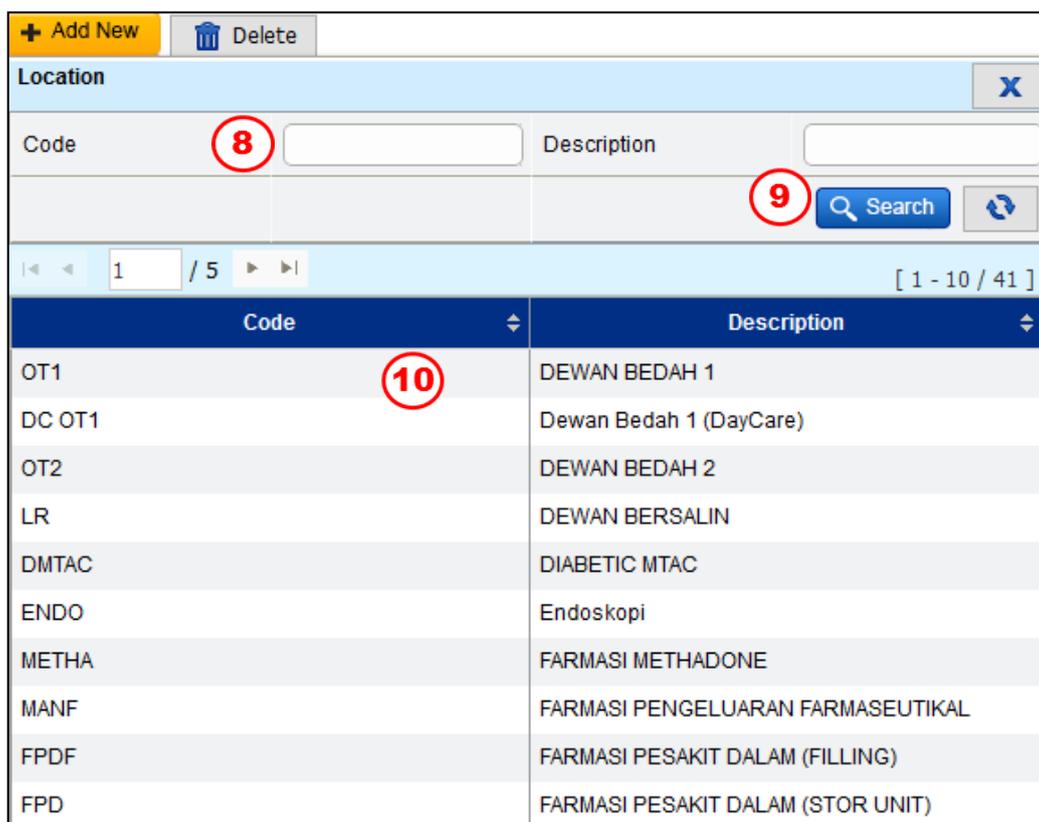
7 / 1 [ 1 - 1 / 1 ]

| Code | Description                    | Type   |
|------|--------------------------------|--------|
| XR   | UNIT PENGEMERAN DAN DIAGNOSTIK | Clinic |

**Figure 3.3.1-4 Selecting prescriber**

**STEP 7**

Click **+ Add New** to add new location to the prescriber



+ Add New Delete

**Location** X

Code 8 Description

9 Search

1 / 5 [ 1 - 10 / 41 ]

| Code   | Description                       |
|--------|-----------------------------------|
| OT1    | DEWAN BEDAH 1                     |
| DC OT1 | Dewan Bedah 1 (DayCare)           |
| OT2    | DEWAN BEDAH 2                     |
| LR     | DEWAN BERSALIN                    |
| DMTAC  | DIABETIC MTAC                     |
| ENDO   | Endoskopi                         |
| METHA  | FARMASI METHADONE                 |
| MANF   | FARMASI PENGELUARAN FARMASEUTIKAL |
| FPDF   | FARMASI PESAKIT DALAM (FILLING)   |
| FPD    | FARMASI PESAKIT DALAM (STOR UNIT) |

**Figure 3.3.1-5 Selecting location**

**STEP 8**

Search existing location record based on below search criteria:

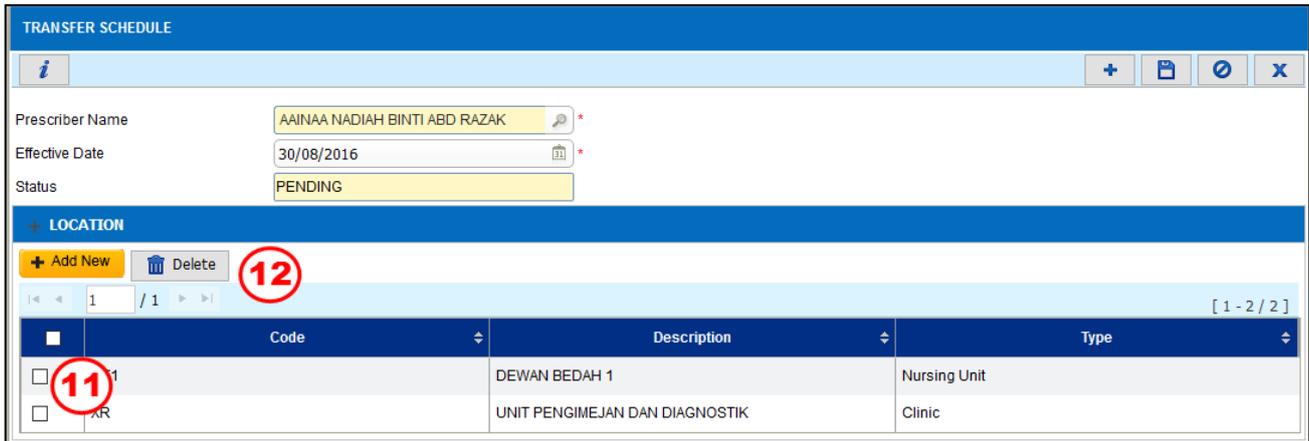
- a) Code
- b) Description

**STEP 9**

Click on **Search** button to search record

**STEP 10**

Click on the selected location record



**TRANSFER SCHEDULE**

Prescriber Name: AAINAA NADIAH BINTI ABD RAZAK  
 Effective Date: 30/08/2016  
 Status: PENDING

**LOCATION**

+ Add New Delete **12**

1 / 1 [ 1 - 2 / 2 ]

|                                               | Code | Description                    | Type         |
|-----------------------------------------------|------|--------------------------------|--------------|
| <input checked="" type="checkbox"/> <b>11</b> |      | DEWAN BEDAH 1                  | Nursing Unit |
| <input type="checkbox"/>                      |      | UNIT PENGIMEJAN DAN DIAGNOSTIK | Clinic       |

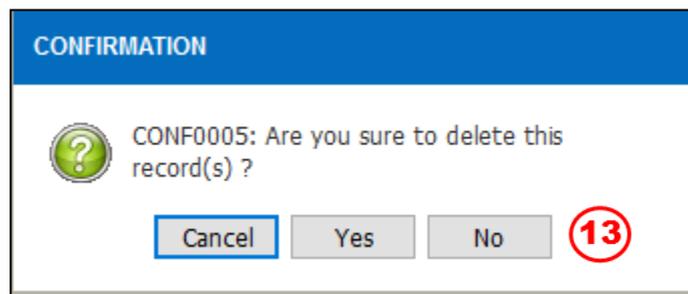
**Figure 3.3.1-6 Deleting location**

**STEP 11**

Untick the selected location to deleted

**Step 12**

Click on  to remove unwanted location



**CONFIRMATION**

CONF0005: Are you sure to delete this record(s) ?

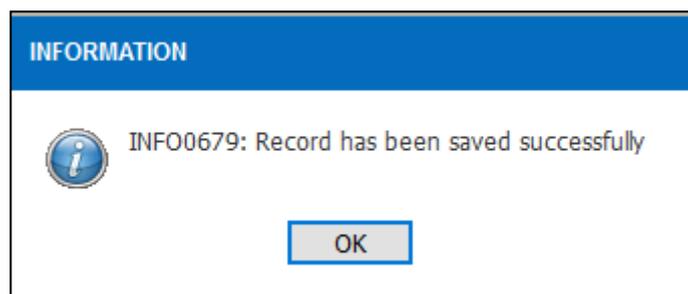
Cancel Yes No **13**

**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

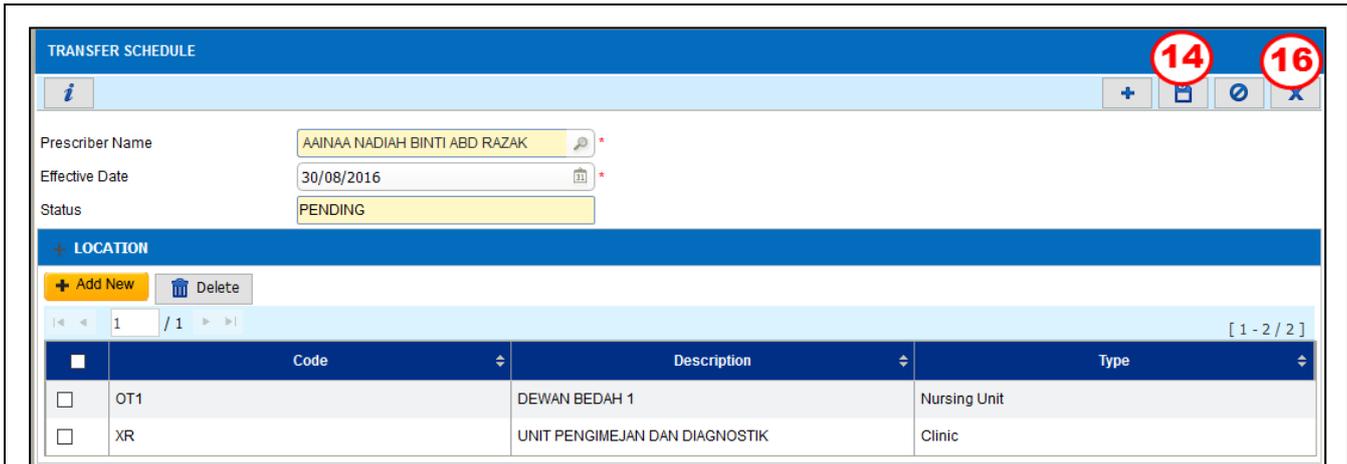


**INFORMATION**

INFO0679: Record has been saved successfully

OK

**Figure 3.3.1-8 Information**



| Code | Description                    | Type         |
|------|--------------------------------|--------------|
| OT1  | DEWAN BEDAH 1                  | Nursing Unit |
| XR   | UNIT PENGIMEJAN DAN DIAGNOSTIK | Clinic       |

Figure 3.3.1-9 Saving record

**STEP 14**

Click on the  button to save the changes made

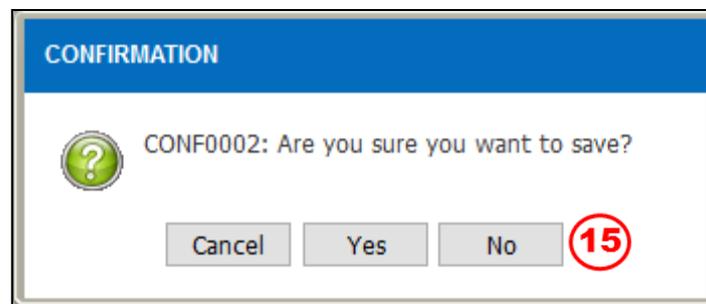


Figure 3.3.1-10 Confirmation

**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

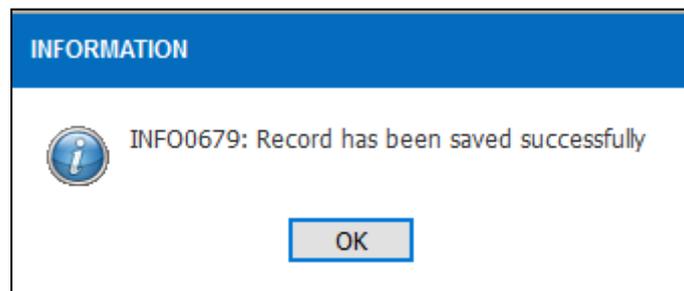


Figure 3.3.1-11 Information

**STEP 16**

Click on the  button and to close record and finish

### 3.3.2 Add new Transfer Schedule

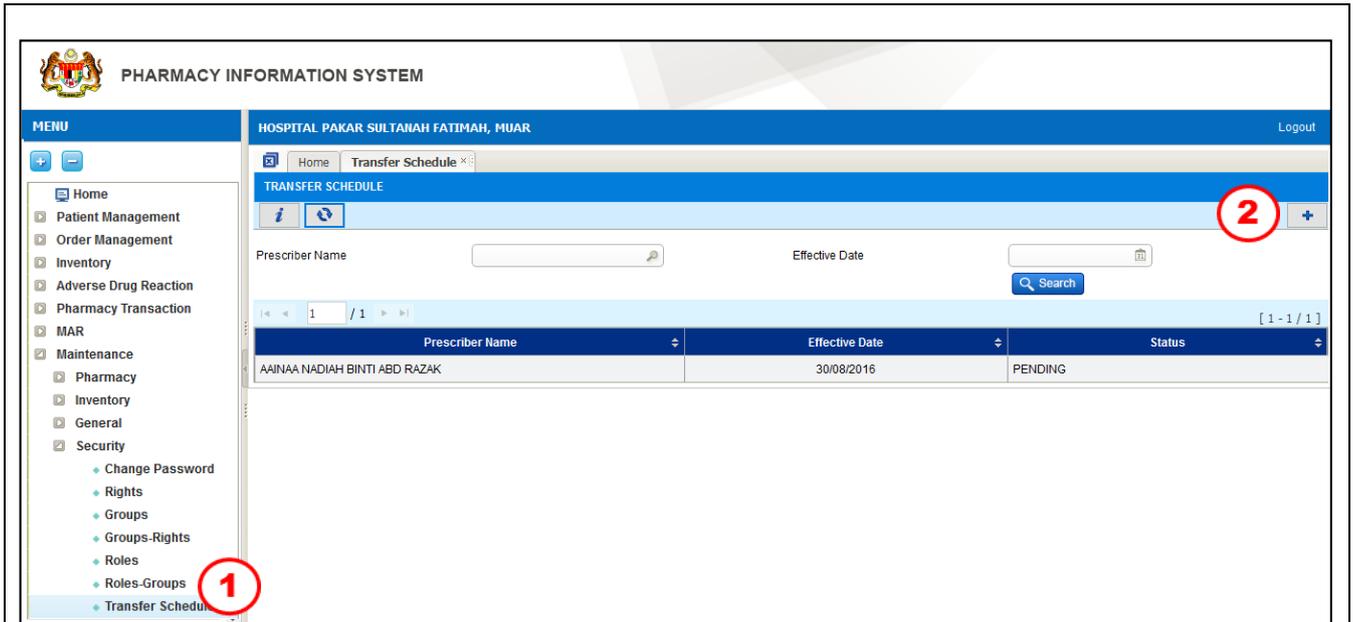


Figure 3.3.2-1 Transfer Schedule

#### 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

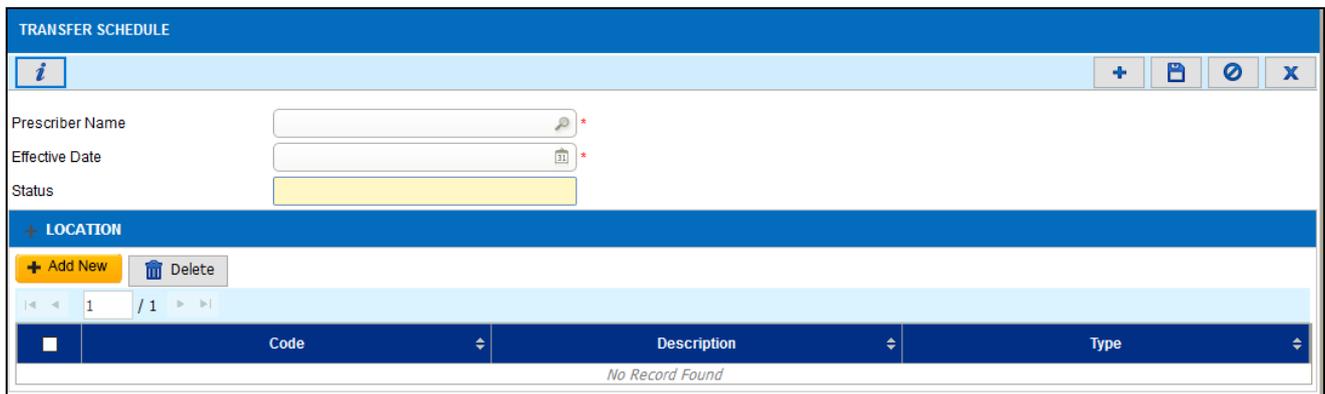


Figure 3.3.2-2 Add New

## 3.4 Change Password

### 3.4.1 To edit password

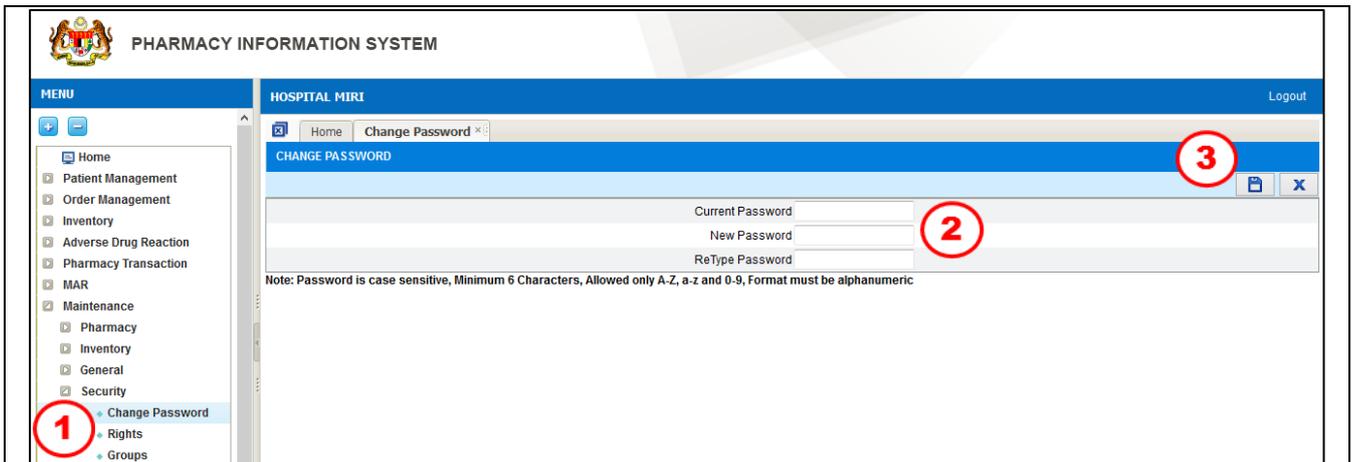


Figure 3.4.1-1 Change Password

#### STEP 1

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

#### STEP 2

Insert details for password

- Current password – the current used password
- New password – new suggested password
- 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

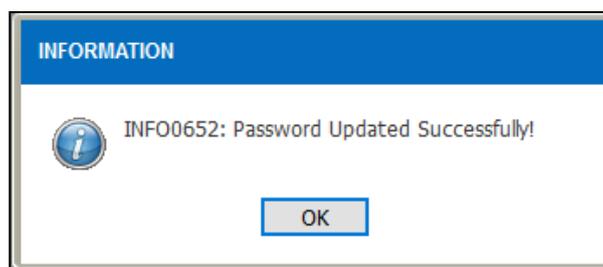


Figure 3.4.1-2 Information

### 3.5 Rights

#### 3.5.1 To view rights

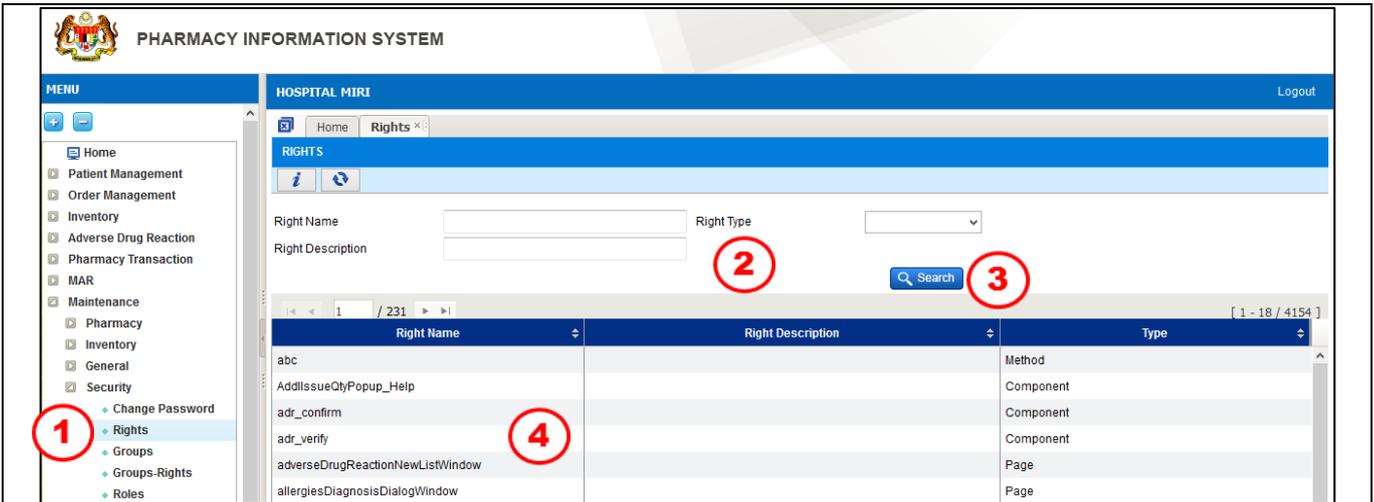


Figure 3.5.1-1 Rights

**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  button to search 'Right'

**STEP 4**

Double click on the "Right Name" of the existing record

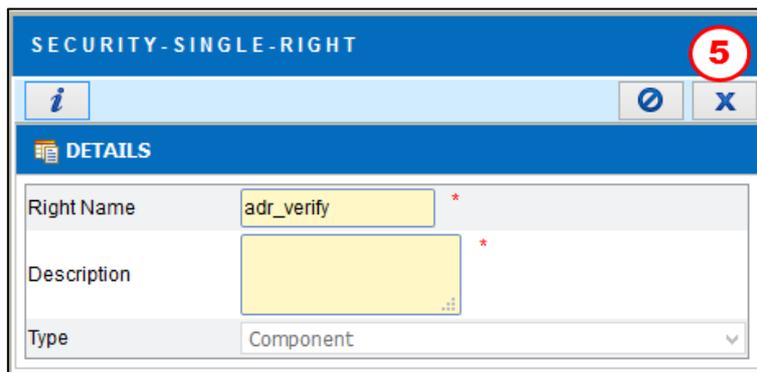


Figure 3.5.1-2 Rights Details

**STEP 5**

Click on the  button and to close record

## 3.6 Groups

### 3.6.1 To view groups

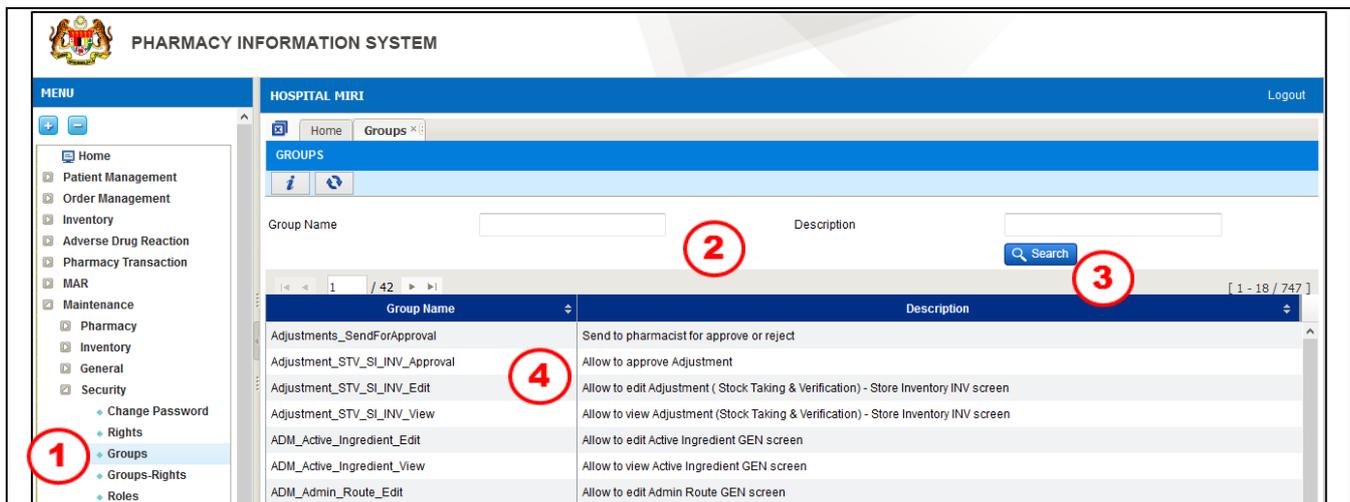


Figure 3.6.1-1 Group

#### 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:

- Group Name
- Description

#### STEP 3

Click on  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  button and to close record

### 3.7 Groups Rights

#### 3.7.1 To view groups rights

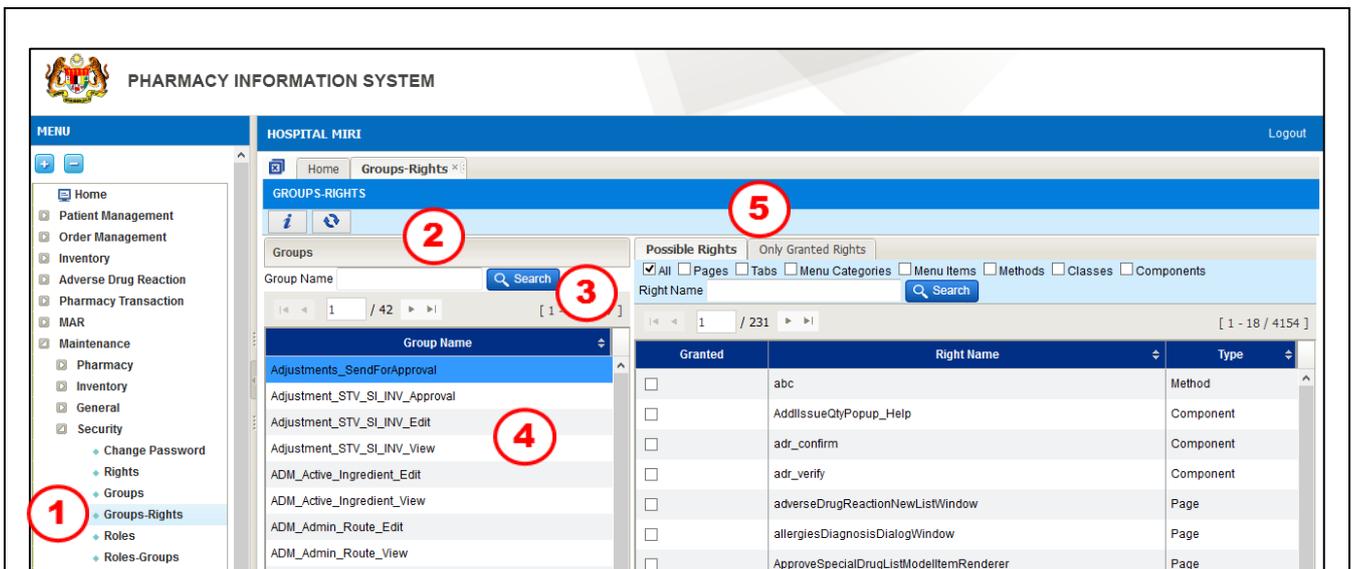


Figure 3.7.1-1 Groups Rights

#### 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

- Possible Rights
- 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

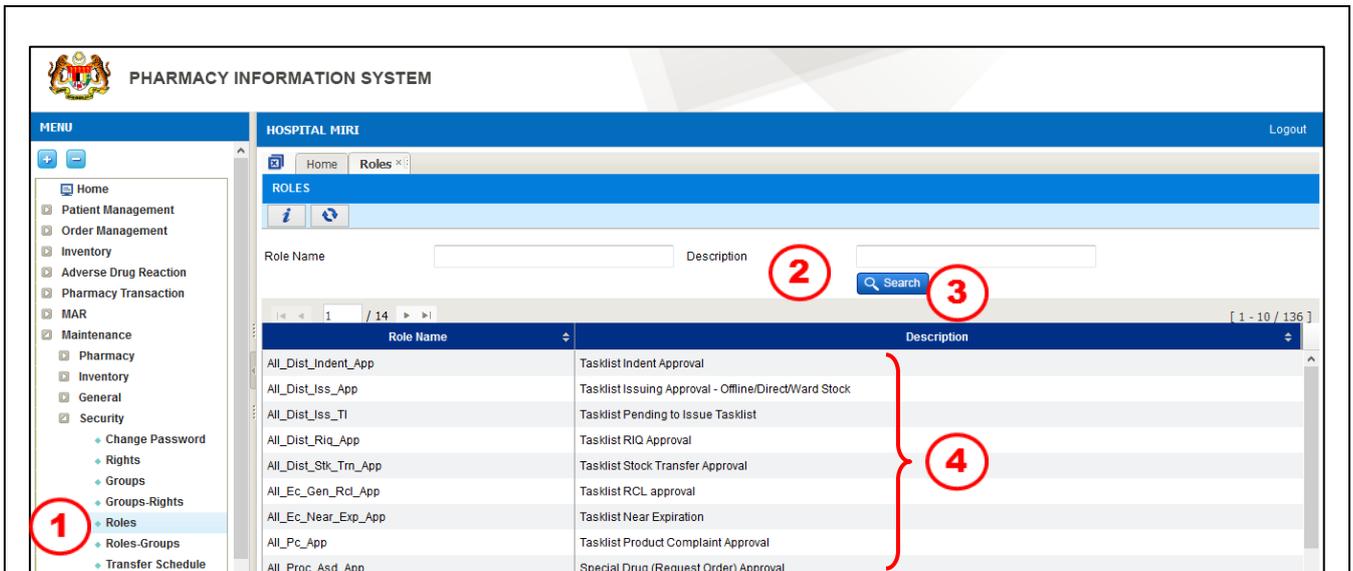


Figure 3.8.1-1 Roles

#### 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:

- Role Name
- Description

#### STEP 3

Click on  button to search 'Roles'

#### STEP 4

Double click on the "Role Name" of the existing record

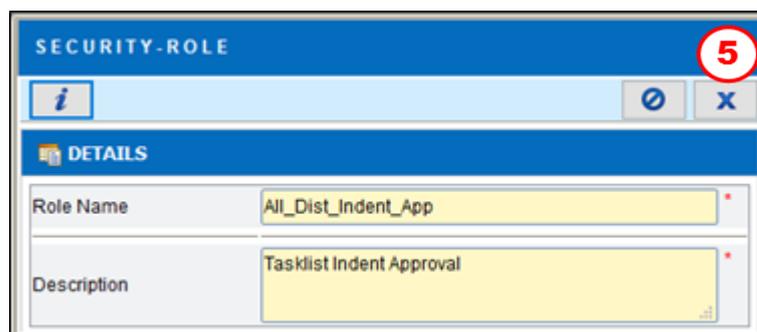


Figure 3.8.1-2 Roles Details

#### STEP 5

Click on the  button and to close record

### 3.8.2 Roles by user

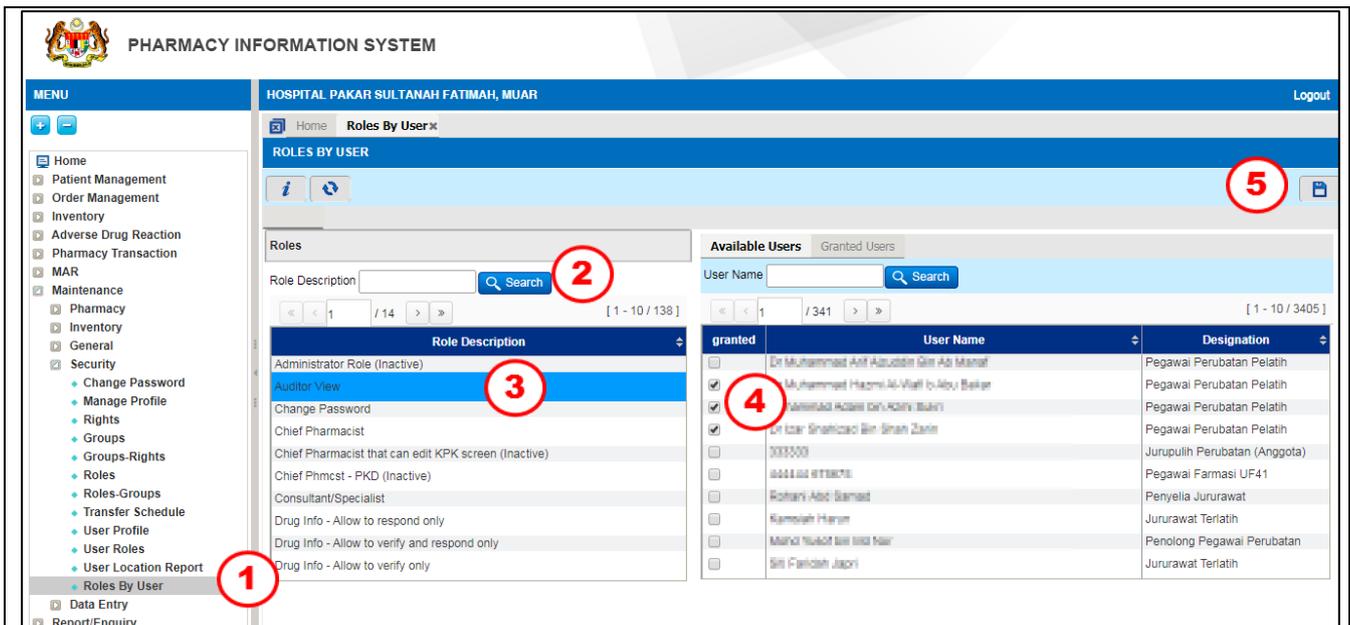


Figure 3.8.1-1 Roles

#### 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.



## 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                           |