



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

---

## User Manual Pharmacy Inventory (Quarantine)

<b>Version</b>	<b>: 6<sup>th</sup> Edition</b>
<b>Document ID</b>	<b>: U.MANUAL_INV_QUARANTINE</b>



© 2011-2017 *Pharmacy Information System & Clinic Pharmacy System (PhIS & CPS) Project*

**CONFIDENTIAL COPYRIGHTED MATERIAL** – *The information includes all concepts, comments, recommendations, and material, contained herein shall remain the property of Pharmacy Information System & Clinic Pharmacy System (PhIS & CPS) Project. No portion of this document shall be disclosed, duplicated or used in whole or in part of any purpose other than the purpose of the Pharmacy Information System & Clinic Pharmacy System (PhIS & CPS) Project execution only.*

*Reference ID : U.MANUAL\_INV\_QUARANTINE-6<sup>th</sup> Edition*

*Application reference: PhIS & CPS v1.6.1*



## Table of Contents

1.0	Introduction .....	1
1.1.	Overview of PhIS .....	1
1.2.	Purpose and Objectives .....	1
1.3.	Organised Sections.....	1
2.0	Application Standard Features .....	2
2.1.	PhIS Legend .....	2
3.0	Quarantine .....	4
	Overview.....	4
	User Group.....	4
	Functional Diagram.....	4
	Figure 3.1 .....	4
	Functional Description .....	5
3.1.	Quarantine .....	6
3.1.1	Create New Quarantine (Quarantine Reason: Manual) .....	8
3.1.2	Create New Quarantine (Quarantine Reason: Product Complaints) .....	14
3.1.3.	Create New Quarantine (Quarantine Reason: Recall Product) .....	18
3.2	Release from Quarantine .....	22
3.3	Quarantine Approval .....	24
4.	Acronyms.....	26
5.0	Inventory Modules.....	26

## 1.0 Introduction

### 1.1. Overview of PhIS

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

There are 12 modules to assist service delivery by the healthcare sector which comprises:

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

### 1.2. Purpose and Objectives

This user manual outlines the Pharmacy Inventory (Quarantine) sub-module and its key features and functionalities. The primary objective is to guide users through the process of completing the PhIS application process.

User will understand the following activities in details:

- Create New Quarantine Record
- Quarantine Approval
- Release from Quarantine

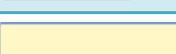
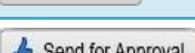
### 1.3. Organised Sections

These are the sections within this document:

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

## 2.0 Application Standard Features

### 2.1. PhIS Legend

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

**Note**

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



## 2.2 Latest Enhancement and Updates

Latest Functions	Page

### 3.0 Quarantine

#### Overview

The function of this sub module is to quarantine Drug or Non-Drug items. Quarantine items shall not be issued to any unit and will be blocked for dispensing.

#### User Group

This module is intended for inventory personnel at the Pharmacy Store, Sub Store and Unit/Ward level. (subject to user assign by the facility)

#### Functional Diagram

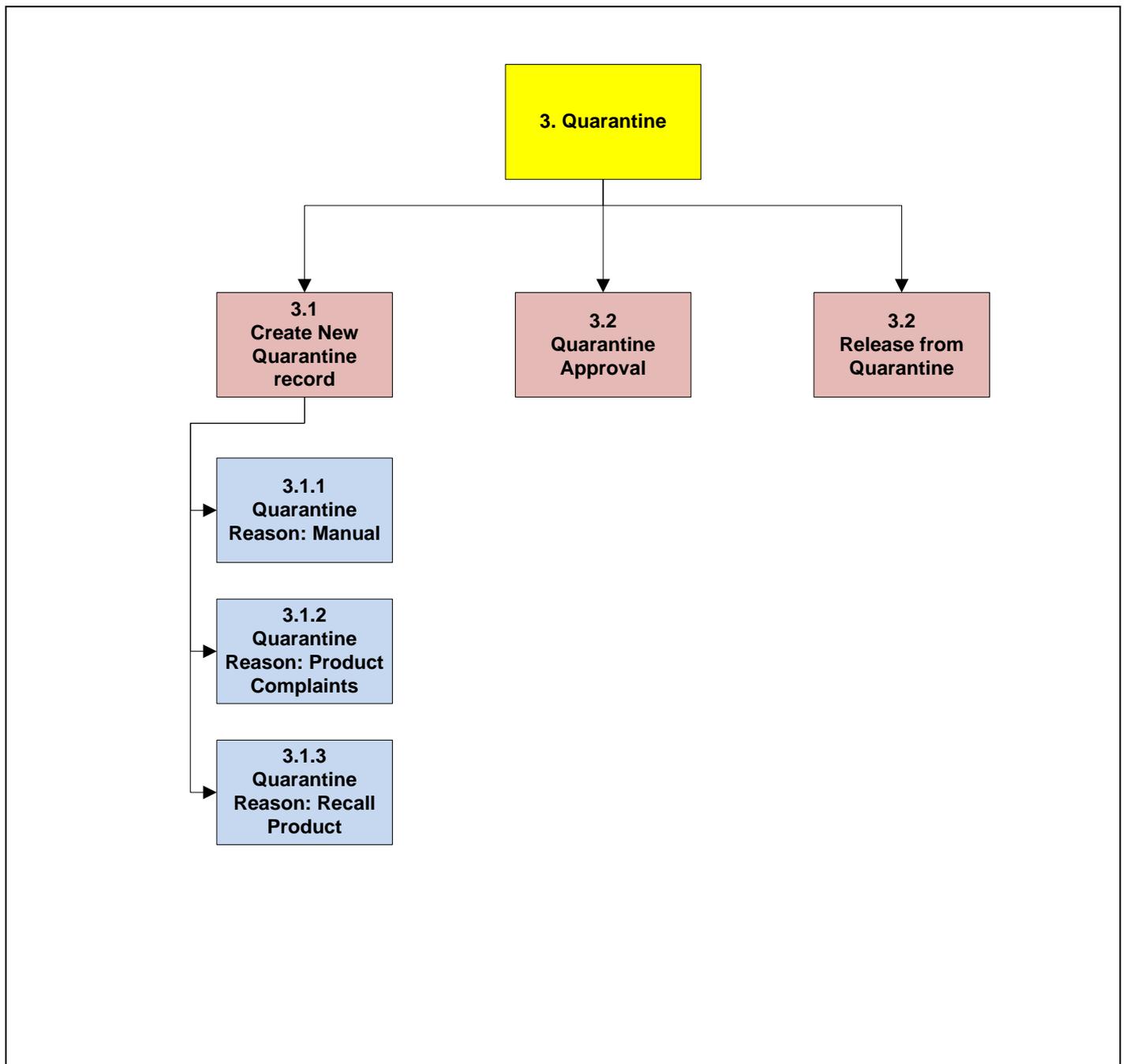


Figure 3.1



## Functional Description

Quarantine comprises three (3) main functions:

- **Create New Quarantine Record**

To create a new Quarantine record based on 'Quarantine Reason' provided in the system. Good Stock Quantity of affected batch will be decreased and the 'Quarantine Quantity' of the batch will be increased. Quarantined item will not be available to be issued out to other units and cannot be dispensed to patients

- **Quarantine Approval**

For the Pharmacist/Head of Unit/Department to approve the 'Pending for Approval' Quarantine record. The quarantine quantity will be affected in system once the transaction is approved

- **Release from Quarantine**

To unblock quarantined item so that the item can be issued to other units or be dispensed to patients

### 3.1. Quarantine

The function of this sub module is to block/quarantine Drug or Non-Drug items from being issued to any unit or to be dispensed to patients

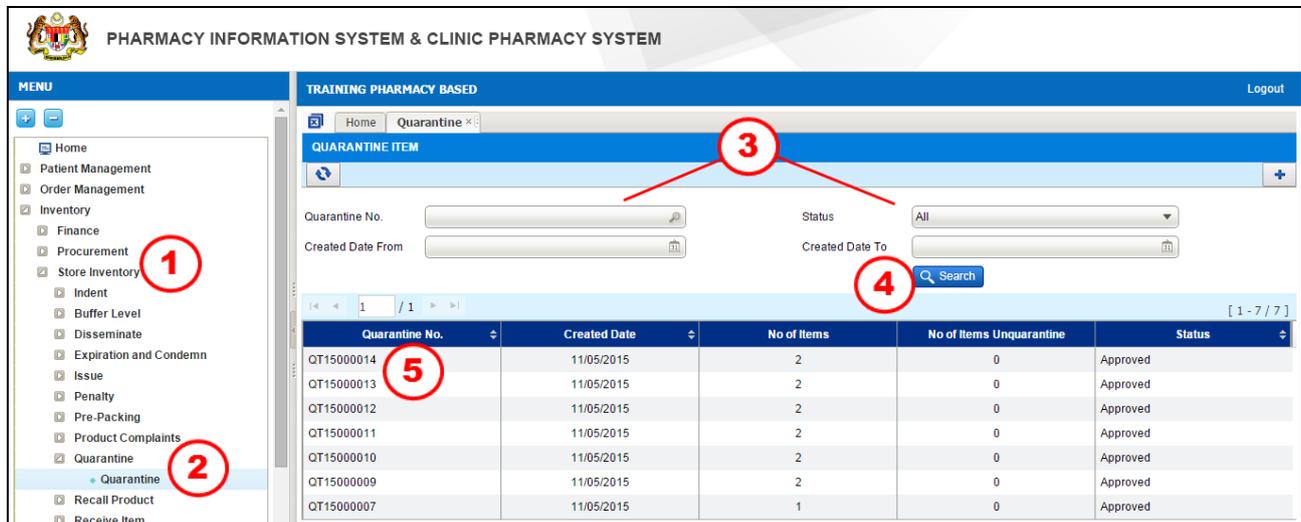


Figure 3.1-1 Quarantine Listing Page

**Note**

This page will display all the existing Quarantine transaction(s).

**STEP 1**

Click on 'Inventory' menu, followed by 'Store Inventory' and click on the 'Quarantine' sub menu

**STEP 2**

Click on 'Quarantine'

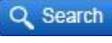
**STEP 3**

To search for existing Quarantine record(s), user may search by the following criteria:

No	Field	Description	Remark
a	Quarantine No.	Transaction No. generated after saving the transaction	Running number generated by the system once user saves the transaction
b	Status	Search transaction by: - All - Approved - Cancelled - Open - Pending for Approval - Rejected	Filter and search existing records based on the 'Status'
c	Create Date From	Select start date from the calendar	Filter and search existing records based on date. The date format will be 'DD/MM/YYYY' i.e. 01/01/2015
d	Create Date To	Select end date from the calendar	Filter and search existing records based on date. The date format will be 'DD/MM/YYYY' i.e. 31/12/2015

Table 3.1-1

**STEP 4**

Click on the  button after input of criteria

**STEP 5**

Double-click on the selected record and the details of the Quarantine transaction will be displayed as shown in Figure 3.1-2

**QUARANTINE ITEM**

i
x

+ QUARANTINE ITEM

Quarantine No.	<input type="text" value="QT15000014"/>	Created Date	<input type="text" value="11/05/2015 10:48:07 AM"/>
Unit Name	<input type="text" value="Farmasi Logistik"/>	Item Sub Class	<input type="text"/>
Item Group	<input type="text" value="DRUG"/>	Status	<input type="text" value="Approved"/>
Reason For Quarantine	<input type="text" value="Manual"/>	Remarks	<input type="text"/>
Reason	<input type="text" value="drug change color"/>	Reject Reason	<input type="text"/>
Created By	<input type="text"/>		

+ QUARANTINE ITEM DETAILS

1 / 1
[ 1 - 2 / 2 ]

Item Code	Item Description	Batch No	Expire Date	Quarantine /UnQuarantine SKU Quantity	Stock Available(SKU)	Conversion Factor	Quarantine /UnQuarantine PKU Quantity	Stock Available(PKU)	Packaging Description	Item Status	Remarks
02.2806.02	Omeprazole 20mg Cap	141102	01/12/2017	14,000 (capsule)	42,000 (capsule)	14	1,000.00 (pck)	3,000.00 (pck)	Pack of 14 caps	Quarantine	
02.3029.01	Pyrazinamide 0.5g Tab	14K052	01/09/2017	2,000 (tablet)	2,000 (tablet)	500	4.00 (pck)	4.00 (pck)	Pack of 500 tabs (Blister)	Quarantine	

**Figure 3.1-2 Quarantine Item**

### 3.1.1 Create New Quarantine (Quarantine Reason: Manual)

'Reason for Quarantine' available to be selected in the system are Manual, Product Complaints, and Recall Product. To create a new Quarantine record with Reason for Quarantine as 'Manual', perform the steps below:

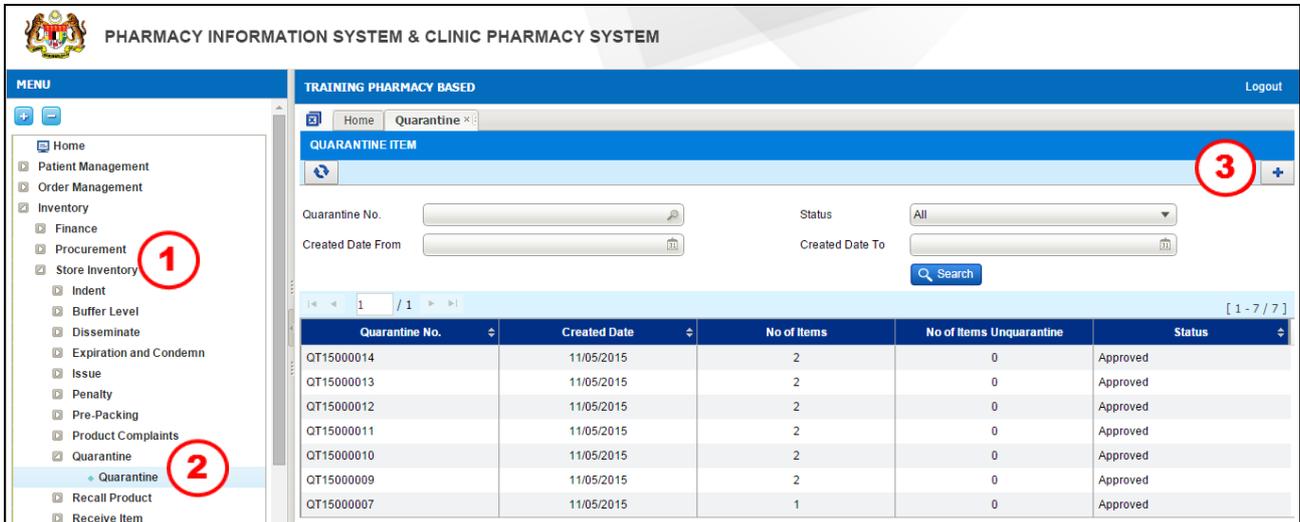


Figure 3.1.1-1 Create New Quarantine – Manual

**Note**

Quarantine transaction can be done at any level in the facility for any reason for quarantine.

For the **Reason for Quarantine** except Product Complaints and Recall Product, user can choose to Quarantine item as Reason for Quarantine: Manual.

**STEP 1**

Click on 'Inventory' menu, followed by 'Store Inventory' and click on the 'Quarantine' sub menu

**STEP 2**

Click on '**Quarantine**'

**STEP 3**

Click on the  button and the 'Quarantine Item' screen will be displayed as shown in Figure 3.1.1-2

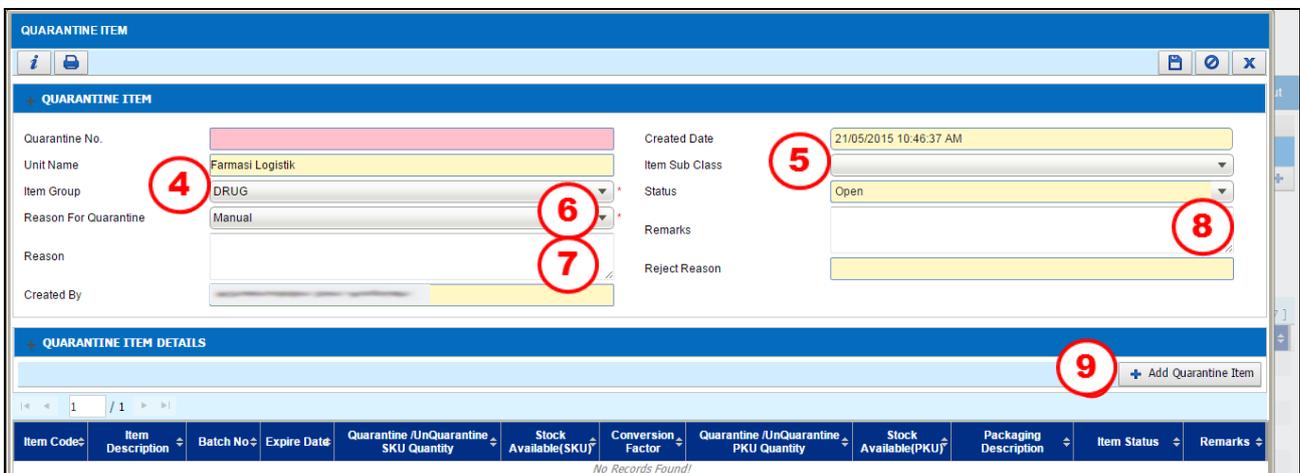


Figure 3.1.1-2 New Quarantine – Manual

**Note**

- A new Quarantine transaction **Status** will default to 'Open'.
- **Unit Name** will be based on the user's Login ID.

**STEP 4**

Select **Item Group** from the drop down box

- Drug
- Non Drug

**STEP 5**

Select **Item Sub Class** if applicable

**STEP 6**

Select **Reason for Quarantine** as Manual

**Note**

If the user selects the Reason for Quarantine as Manual, **Reason** field will be displayed.

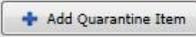
**STEP 7**

Enter the **Reason** field if applicable

**STEP 8**

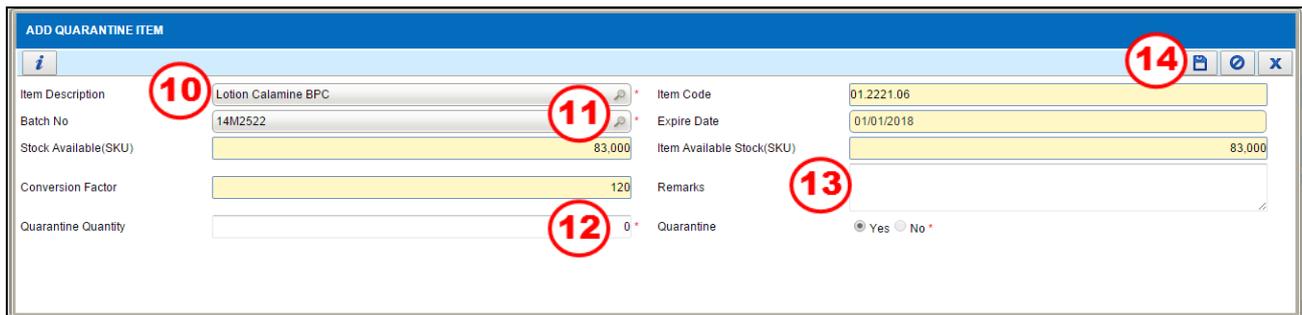
Enter **Remarks** if applicable

**STEP 9**

Click on the  button to add item to be quarantined

**Note**

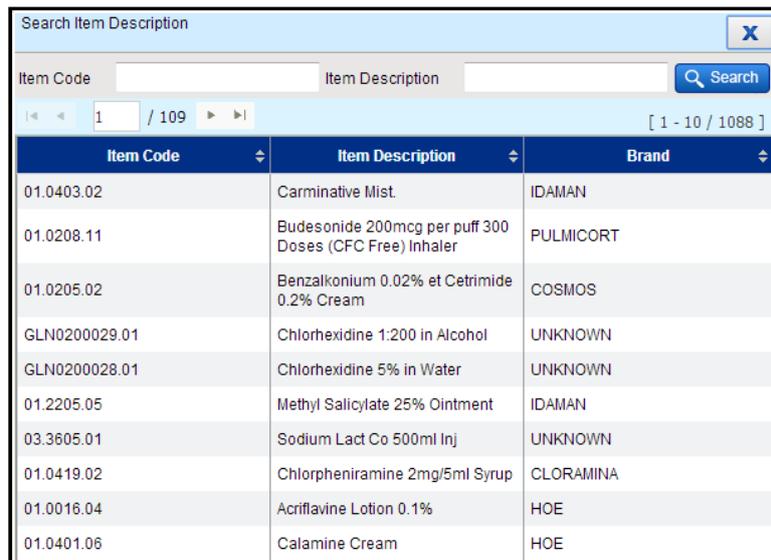
**Add Quarantine Item** window will be displayed as shown in Figure 3.1.1-3.



**Figure 3.1.1-3 Add Quarantine Item**

**STEP 10**

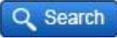
Select **Item Description** and the 'Search Item Description' window as shown in Figure 3.1.1-4 will be displayed



Item Code	Item Description	Brand
01.0403.02	Carminative Mist.	IDAMAN
01.0208.11	Budesonide 200mcg per puff 300 Doses (CFC Free) Inhaler	PULMICORT
01.0205.02	Benzalkonium 0.02% et Cetrimide 0.2% Cream	COSMOS
GLN0200029.01	Chlorhexidine 1:200 in Alcohol	UNKNOWN
GLN0200028.01	Chlorhexidine 5% in Water	UNKNOWN
01.2205.05	Methyl Salicylate 25% Ointment	IDAMAN
03.3605.01	Sodium Lact Co 500ml Inj	UNKNOWN
01.0419.02	Chlorpheniramine 2mg/5ml Syrup	CLORAMINA
01.0016.04	Acriflavine Lotion 0.1%	HOE
01.0401.06	Calamine Cream	HOE

Figure 3.1.1-4 Search Item Description

**Note**

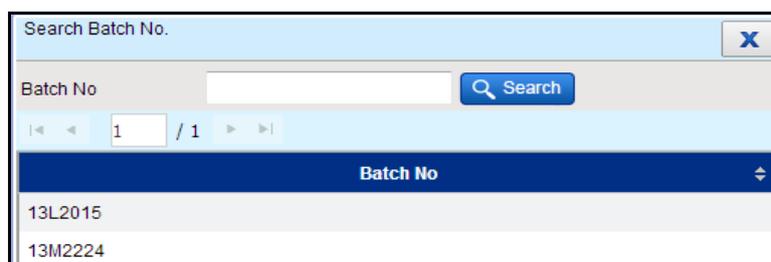
- The 'Search Item Description' text box allows the user to enter partial or full criteria for 'Item Description' and/or 'Item Code' and click the  button. Double-click to select an item.
- Item Code and Item Available Stock (SKU) will be displayed automatically once item is selected

**STEP 11**

Select for **Batch No.**

**Note**

- System will display the 'Search Batch No.' window as shown in Figure 3.1.1-5.



Batch No
13L2015
13M2224

Figure 3.1.1-5 Search Batch No

- System will display all available batches for the item in the user's unit.
- **Stock Available (SKU), Expire Date, and Conversion Factor** will be displayed in the 'Add Quarantine Item' window based on the Batch No selected.

**STEP 12**

Enter **Quarantine Quantity**

**Note**

The **Quarantine Quantity** is in SKU.

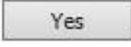
**STEP 13**

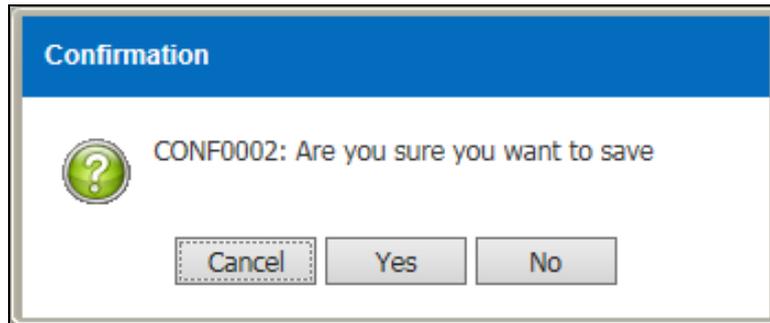
Enter **Remarks** if required

**STEP 14**

Click on the  button to add the item into the **Quarantine Item Data** section

**Note**

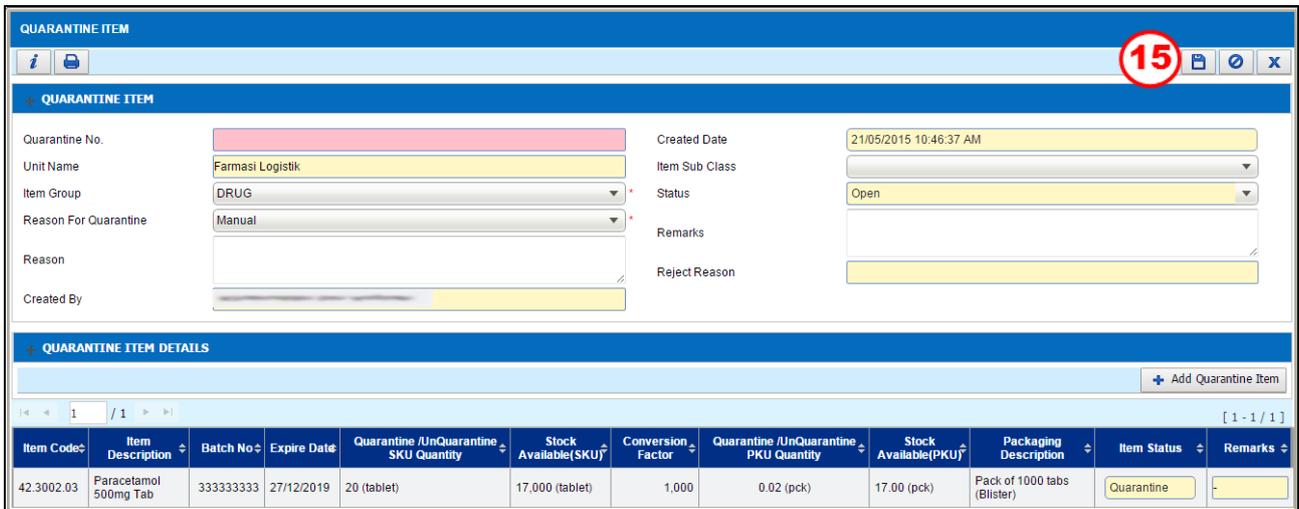
Click on the  button in Figure 3.1.1-6 to confirm save.



**Figure 3.1.1-6 Confirmation message**

**Note**

Repeat **STEP 9** to **STEP 14** to add in more items to be quarantined.



Item Code	Item Description	Batch No	Expire Date	Quarantine /UnQuarantine SKU Quantity	Stock Available(SKU)	Conversion Factor	Quarantine /UnQuarantine PKU Quantity	Stock Available(PKU)	Packaging Description	Item Status	Remarks
42.3002.03	Paracetamol 500mg Tab	33333333	27/12/2019	20 (tablet)	17.000 (tablet)	1.000	0.02 (pck)	17.00 (pck)	Pack of 1000 tabs (Blister)	Quarantine	

**Figure 3.1.1-7 Save Quarantine Item transaction**

**STEP 15**

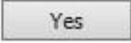
Click on the  button as shown in Figure 3.1.1-8 to save the Quarantine Item transaction

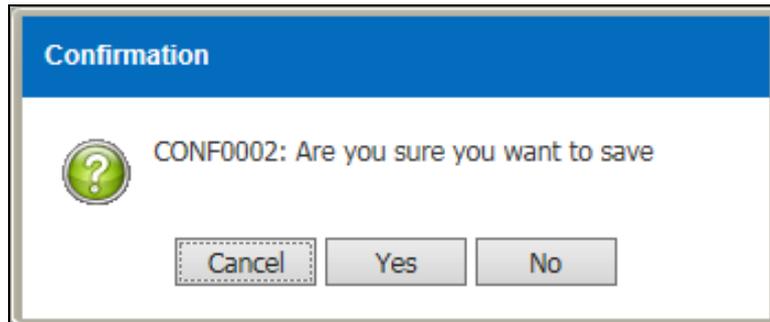
**Note**

- **Quarantine No.** will be generated for future reference. E.g. QT15000021

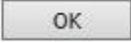
Character	Description	Value
1-2	Referring to Quarantine	Letter 'QT'
3-4	Current year in YY format	15 refers to 2015
5-10	Running No.	Starting from 0000001. This running number will be reset to 0000001 at the beginning of every calendar year.

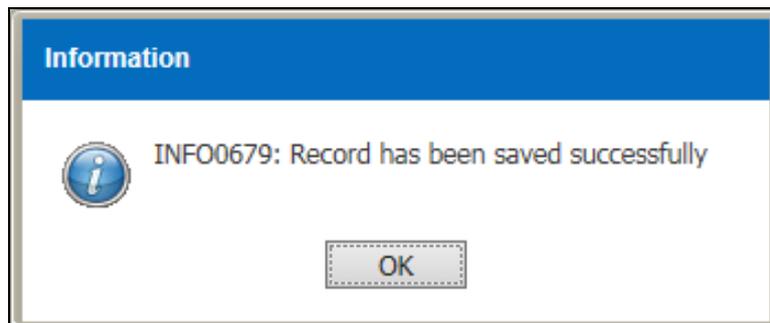
**Table 3.1.1-1**

- Click on the  button in Figure 3.1.1-8.

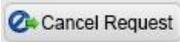


**Figure 3.1.1-8 Save record**

- Click on the  button in Figure 3.1.1-9.

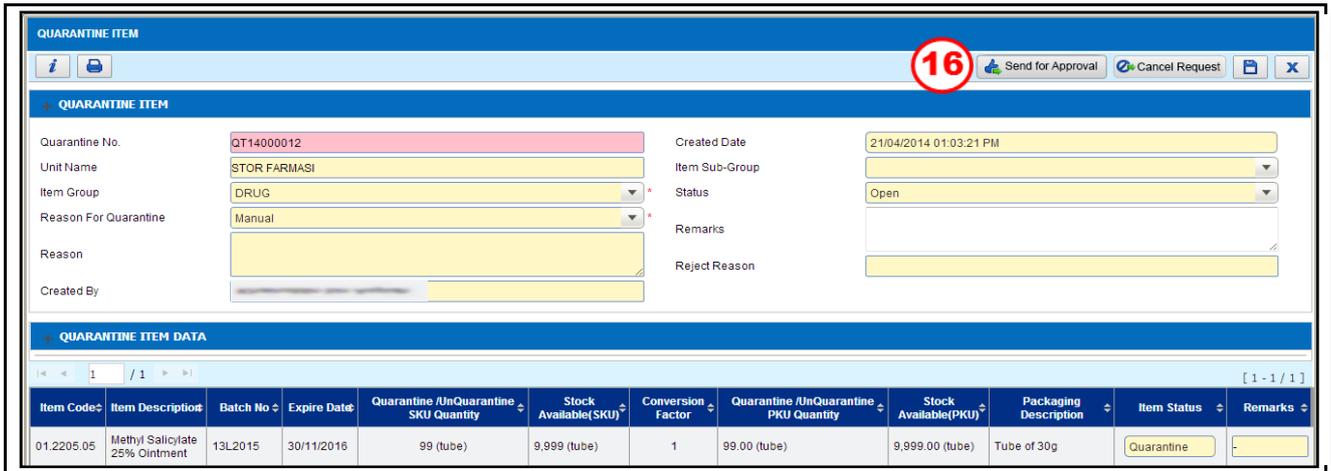


**Figure 3.1.1-9 Record successfully saved**

-  button will be enabled.
-  button will be enabled. Click on the button to cancel the transaction and the **Status** will change to 'Cancelled'.

#### STEP 16

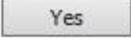
Click on the  button to send the Quarantine record to the Pharmacist/HOD for approval



Item Codes	Item Description	Batch No	Expire Date	Quarantine /UnQuarantine SKU Quantity	Stock Available(SKU)	Conversion Factor	Quarantine /UnQuarantine PKU Quantity	Stock Available(PKU)	Packaging Description	Item Status	Remarks
01.2205.05	Methyl Salicylate 25% Ointment	13L2015	30/11/2016	99 (tube)	9,999 (tube)	1	99.00 (tube)	9,999.00 (tube)	Tube of 30g	Quarantine	

Figure 3.1.1-10 Send for Approval

**Note**

- Click on the  button in Figure 3.1.1-11.

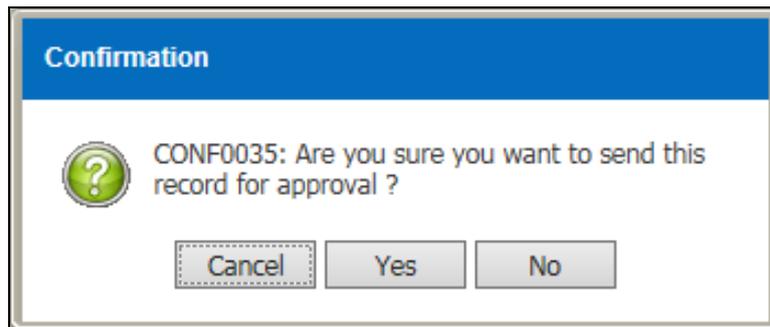


Figure 3.1.1-11 Alert Message Send for Approval

- Click on the  button in Figure 3.1.1-12.

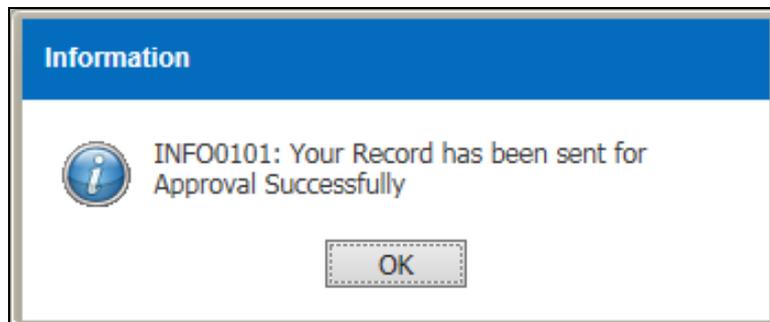


Figure 3.1.1-12 Successfully sent for Approval

- The **Status** will change automatically to 'Pending for Approval'.
- The Pharmacist/HOD will receive a 'Pending for Approval' Quarantine record in the Task List.

### 3.1.2 Create New Quarantine (Quarantine Reason: Product Complaints)

To create a new Quarantine record with Quarantine Reason as 'Product Complaints', perform the steps below:

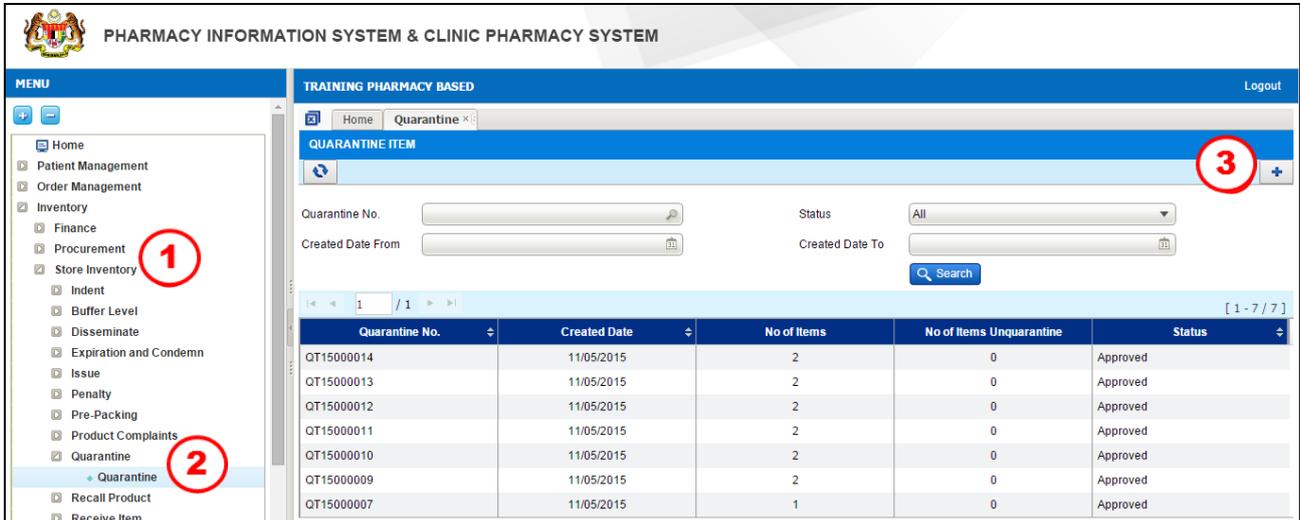


Figure 3.1.2-1 Create New Quarantine – Product Complaints

#### Note

Quarantine Reason: Product Complaints are available to users at the Pharmacy Store level and to the unit that submitted the 'Investigated – Valid' Product Complaints record.

#### STEP 1

Click on 'Inventory' menu, followed by 'Store Inventory' and click on the 'Quarantine' sub menu

#### STEP 2

Click on 'Quarantine'

#### STEP 3

Click on the  button and the 'Quarantine Item' screen will be displayed as shown in Figure 3.1.2-2

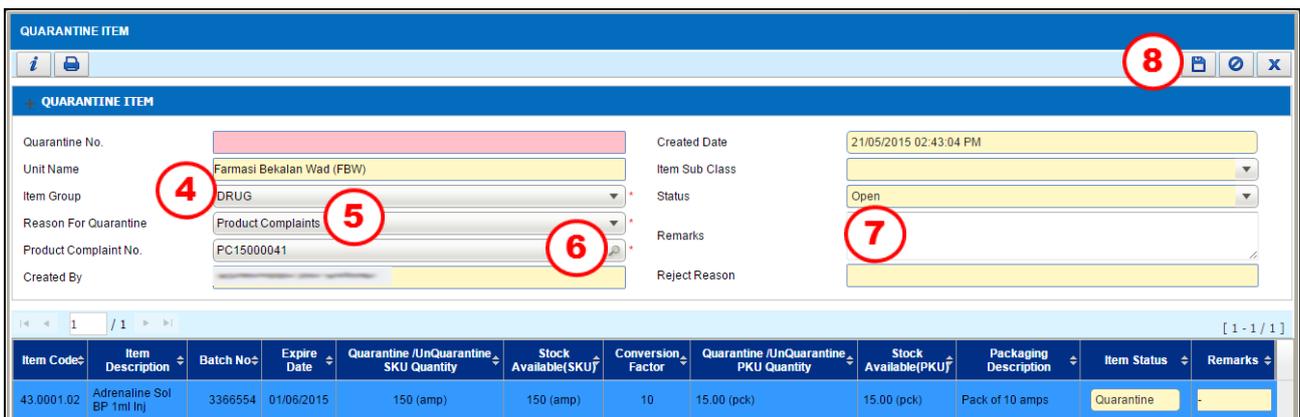


Figure 3.1.2-2 Quarantine Item

#### Note

- A new Quarantine transaction **Status** will be default to 'Open'.
- **Unit Name** is defaulted to the user's login ID.

**STEP 4**

Select **Item Group** from the drop down box

- Drug
- Non Drug

**STEP 5**

Select **Reason for Quarantine** as 'Product Complaints'

**Note**

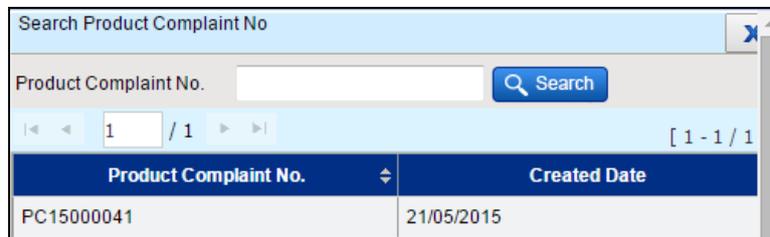
If the user selects the 'Reason for Quarantine' as 'Product Complaints', **Product Complaint No.** field will be displayed.

**STEP 6**

Search for **Product Complaint No.**

**Note**

- System will display the Search Product Complaint No. window as shown in Figure 3.1.2-3.



**Figure 3.1.2-3 Search Product Complaint No.**

- This field allows the user to enter partial or full criteria for Product Complaints No. and click on the  button. Double-click to select a Product Complaint No. and the details of the item(s) will be displayed as shown in Figure 3.1.2-2.

**STEP 7**

Enter **Remarks** if applicable

**STEP 8**

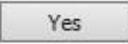
Click on the  button to save the Quarantine Item transaction

**Note**

- **Quarantine No.** will be generated for future reference. E.g. QT15000032

Character	Description	Value
1-2	Refers to 'Quarantine'	Letter 'QT'
3-4	Current year in YY format	15
5-10	Running No.	Starting from 0000001. This running number will be reset to 0000001 at the beginning of every calendar year.

**Table 3.1.2-1**

- Click on the  button in Figure 3.1.2-4.

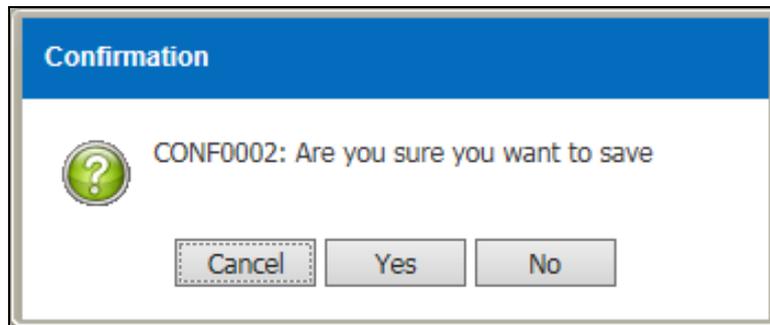


Figure 3.1.2-4 Save record

- Click on the  button in Figure 3.1.2-5.

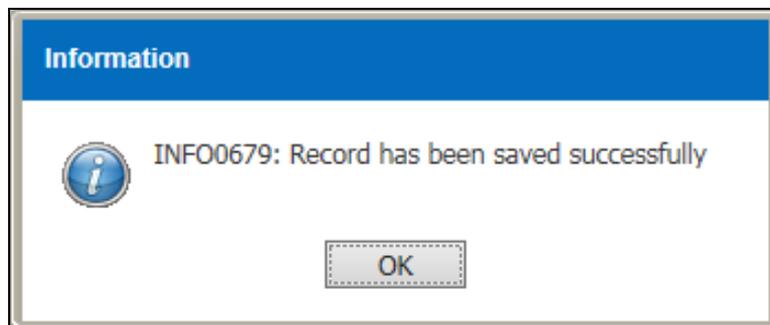
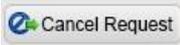


Figure 3.1.2-5 Record successfully saved

-  button will be enabled.
-  button will be enabled. Click on the button to cancel the transaction and the **Status** will change to 'Cancelled'.

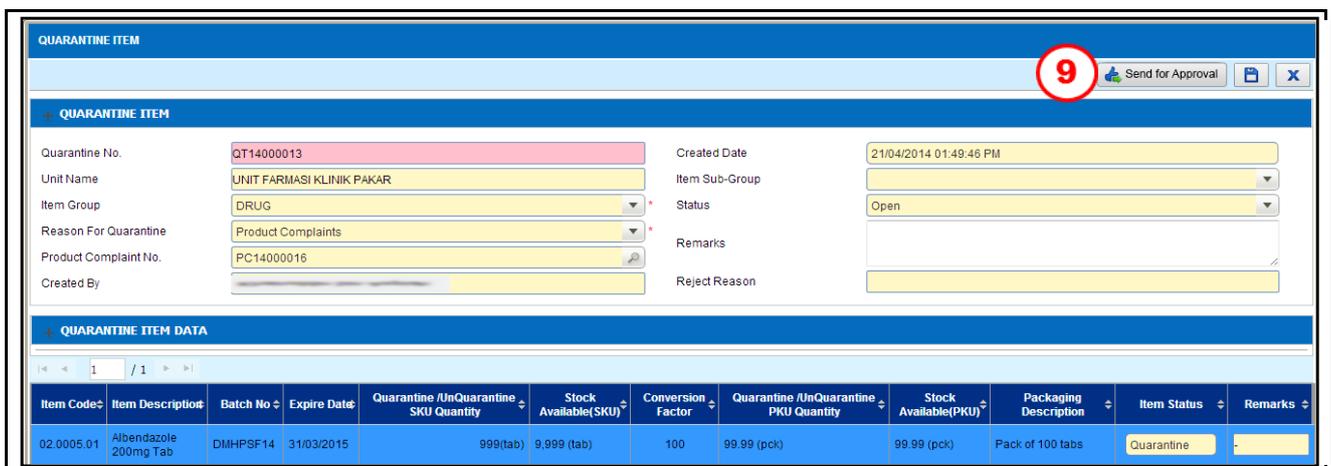
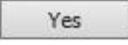


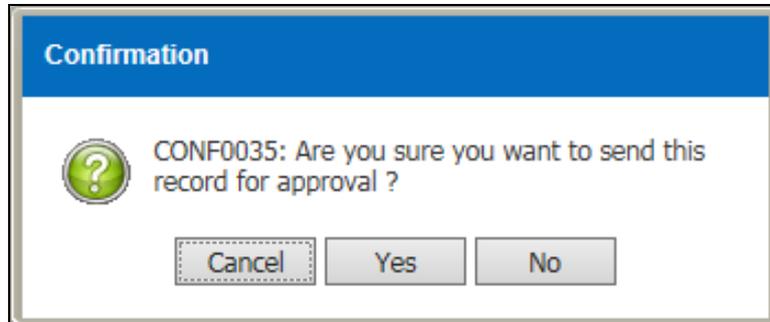
Figure 3.1.2-6 Send for Approval

**STEP 9**

Click on the  button to send the Quarantine record to the Pharmacist/HOD for approval

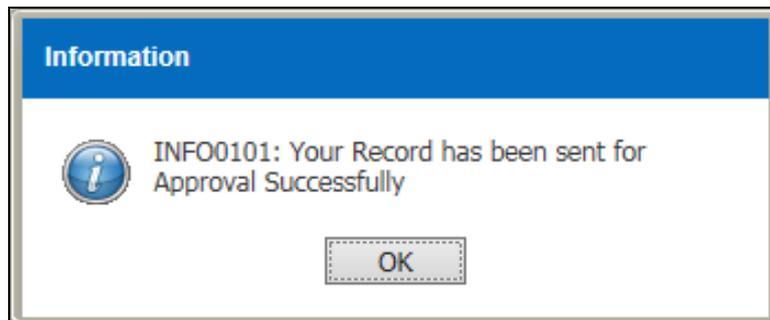
**Note**

- Click on the  button in Figure 3.1.2-7.



**Figure 3.1.2-7 Alert Message Send for Approval**

- Click on the  button in Figure 3.1.2-8.



**Figure 3.1.2-8 Confirmation message**

- The **Status** will change automatically to 'Pending for Approval'.
- The Pharmacist/HOD will receive a 'Pending for Approval' Quarantine record in the Task List.

### 3.1.3. Create New Quarantine (Quarantine Reason: Recall Product)

To create a new Quarantine record with Quarantine Reason as 'Recall Product', perform the steps below:

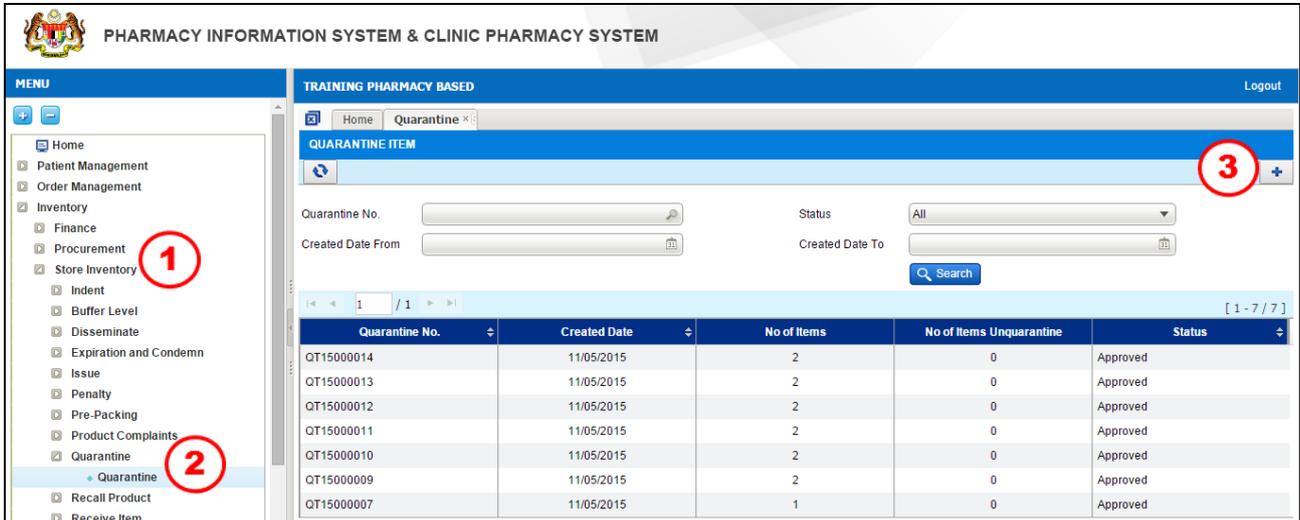


Figure 3.1.3-1 Quarantine Item

**Note**

Quarantine Reason: Recall Product is available at all levels in the facility for the user to Quarantine the affected Product Recall item as notified by the Pharmacy Store.

**STEP 1**

Click on 'Inventory' menu, followed by 'Store Inventory' and click on the 'Quarantine' sub menu

**STEP 2**

Click on 'Quarantine'

**STEP 3**

Click on the  button and the Quarantine Item screen will be displayed as shown in Figure 3.1.3-2

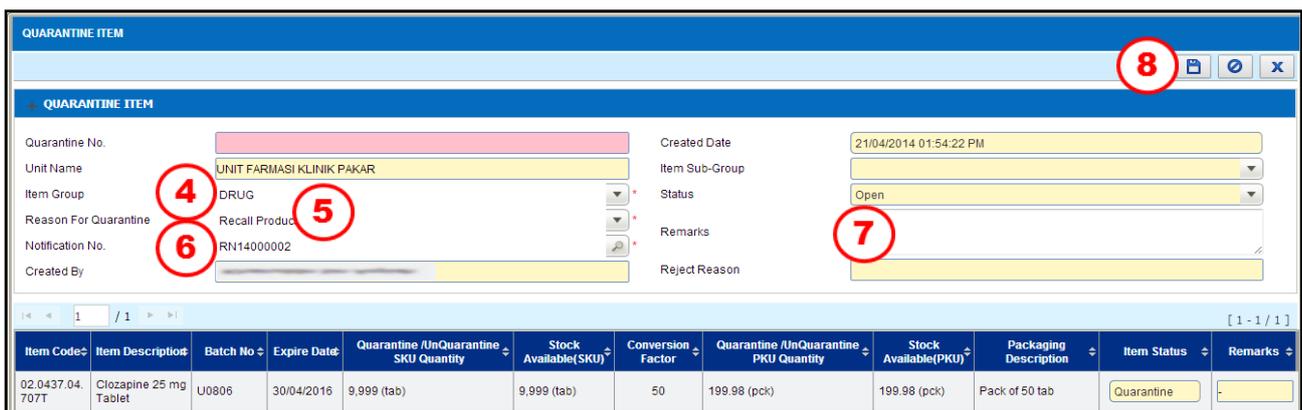


Figure 3.1.3-2 New Quarantine

**Note**

- A new Quarantine transaction **Status** will be default to 'Open'.
- **Unit Name** is defaulted to the user's Login ID.

**STEP 4**

Select **Item Group** from the drop down box

- Drug
- Non Drug

**STEP 5**

Select **Reason for Quarantine** as Recall Product

**Note**

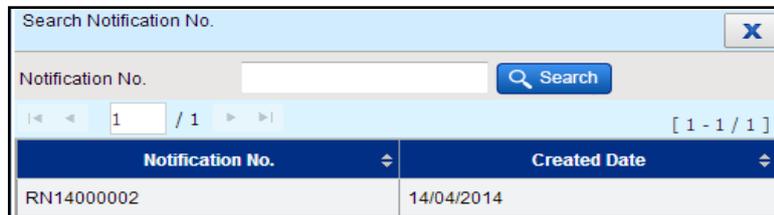
If the user selects the Reason for Quarantine as Recall Product, **Notification No.** field will be displayed.

**STEP 6**

Search for **Notification No.**

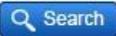
**Note**

- System will display the Search Notification No. window as shown in Figure 3.1.3-3



Notification No.	Created Date
RN14000002	14/04/2014

**Figure 3.1.3-3 Search Notification No**

- The Search Notification No. field allows the user to enter partial or full criteria for **Notification No.** and click on the  button. Double-click to select a Notification No. and the details of the item(s) will be displayed as shown in Figure 3.1.3-3.

**STEP 7**

Enter **Remarks** if applicable

**STEP 8**

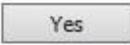
Click on the  button to save the transaction

**Note**

- **Quarantine No.** will be generated for future reference. E.g. QT15000021

Character	Description	Value
1-2	Refers to Quarantine	Letter 'QT'
3-4	Current year in YY format	13
5-10	Running No	Starting from 0000001. This running number will be reset to 0000001 at the beginning of every calendar year.

**Table 3.1.3-1**

- Click on the  button in Figure 3.1.3-4.

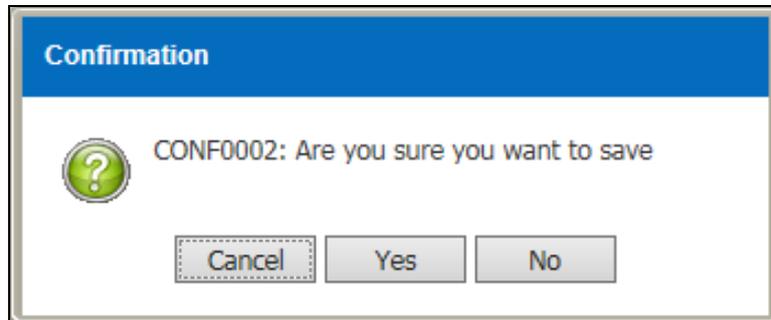
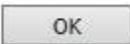


Figure 3.1.3-4 Save record

- Click on the  button in Figure 3.1.3-5.

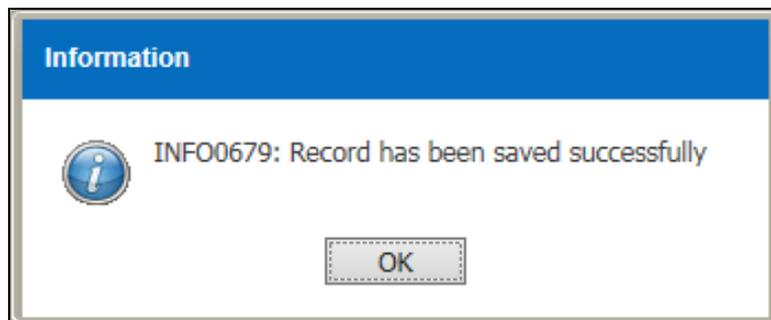
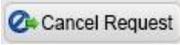
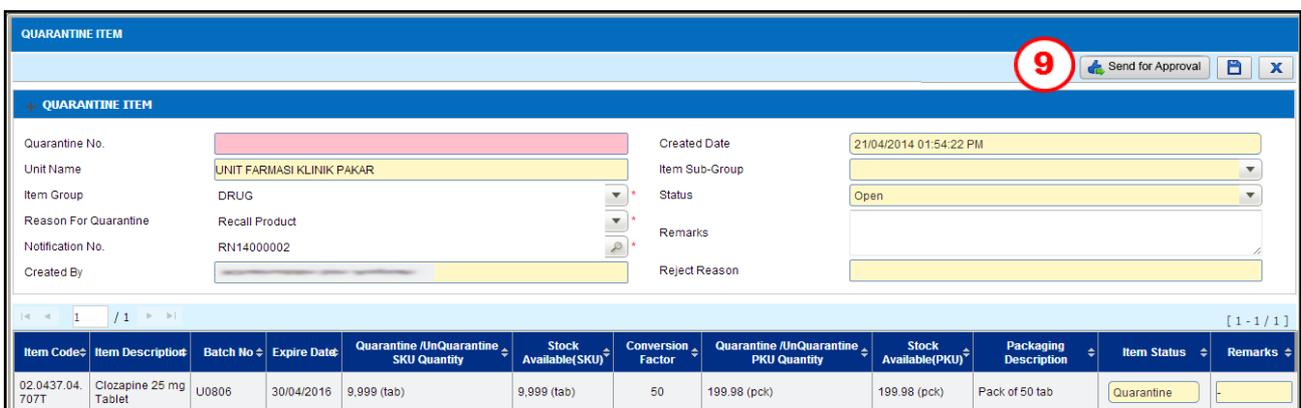


Figure 3.1.3-5 Message Information

-  button will be enabled.
-  button will be enabled. Click on the button to cancel the transaction and the **Status** will change to 'Cancelled'.



The Quarantine Item form is displayed with a blue header and a red circle around the number '9' in the top right corner. The form contains the following fields:

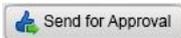
- Quarantine No. (text input)
- Unit Name: UNIT FARMASI KLINIK PAKAR
- Item Group: DRUG
- Reason For Quarantine: Recall Product
- Notification No.: RN14000002
- Created By (text input)
- Created Date: 21/04/2014 01:54:22 PM
- Item Sub-Group (dropdown)
- Status: Open
- Remarks (text area)
- Reject Reason (text input)

At the bottom, there is a table with the following data:

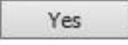
Item Code	Item Description	Batch No	Expire Date	Quarantine /UnQuarantine SKU Quantity	Stock Available(SKU)	Conversion Factor	Quarantine /UnQuarantine PKU Quantity	Stock Available(PKU)	Packaging Description	Item Status	Remarks
02.0437.04.707T	Clozapine 25 mg Tablet	U0806	30/04/2016	9,999 (tab)	9,999 (tab)	50	199.98 (pck)	199.98 (pck)	Pack of 50 tab	Quarantine	

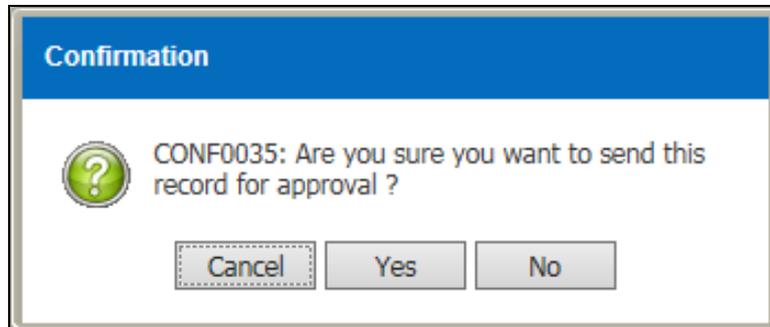
Figure 3.1.3-6 Quarantine Item

**STEP 9**

Click on the  button to send the Quarantine record to the Pharmacist/HOD for approval

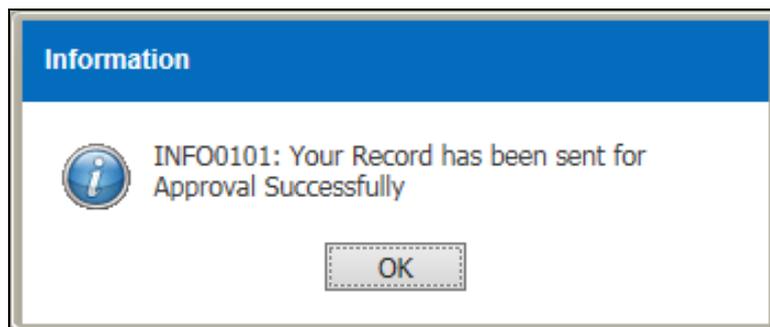
**Note**

- Click on the  button in Figure 3.1.3-7.



**Figure 3.1.3-7 Message Information**

- Click on the  button in Figure 3.1.3-8.

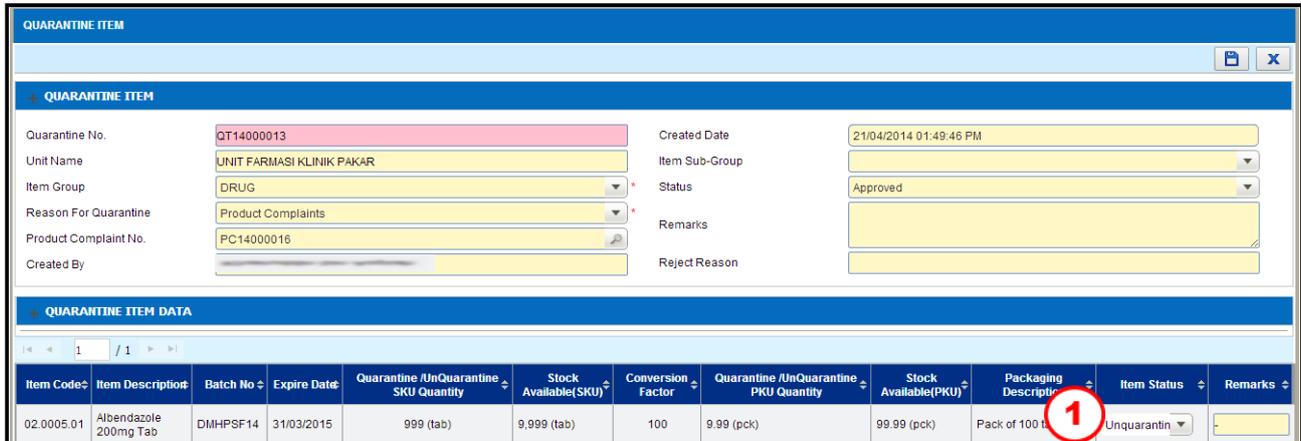


**Figure 3.1.3-8 Save Record**

- The **Status** will change automatically to 'Pending for Approval'.
- The Pharmacist/HOD will receive a Pending for Approval Quarantine record in the Task List

### 3.2 Release from Quarantine

To unquarantine item, perform the steps below:



**QUARANTINE ITEM**

Quarantine No. QT14000013 Created Date 21/04/2014 01:49:46 PM  
 Unit Name UNIT FARMASI KLINIK PAKAR Item Sub-Group  
 Item Group DRUG Status Approved  
 Reason For Quarantine Product Complaints  
 Product Complaint No. PC14000016 Remarks  
 Created By Reject Reason

**QUARANTINE ITEM DATA**

Item Code	Item Description	Batch No	Expire Date	Quarantine /UnQuarantine SKU Quantity	Stock Available(SKU)	Conversion Factor	Quarantine /UnQuarantine PKU Quantity	Stock Available(PKU)	Packaging Description	Item Status	Remarks
02.0005.01	Albendazole 200mg Tab	DMHPSF14	31/03/2015	999 (tab)	9,999 (tab)	100	9.99 (pck)	99.99 (pck)	Pack of 100	Unquarantin	

Figure 3.3-1 Release Quarantined Item

**Note**

Quarantined stock cannot be used/issued unless the product is released from quarantine.

If the quarantined item(s) is confirmed safe to be used, user can proceed to unblock the item from quarantine.

**STEP 1**

Change the **Item Status** from 'Quarantine' to 'Unquarantine' from the **Item Status** drop down menu

**Note**

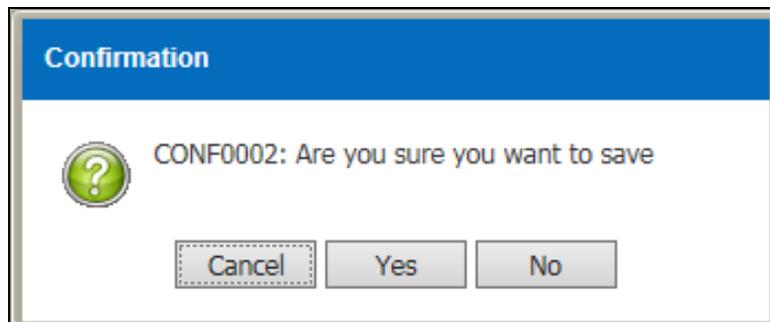
 button will be enabled.

**STEP 2**

Click on the  button to confirm unblock the item from quarantine

**Note**

- Click on the  button in Figure 3.3-2.

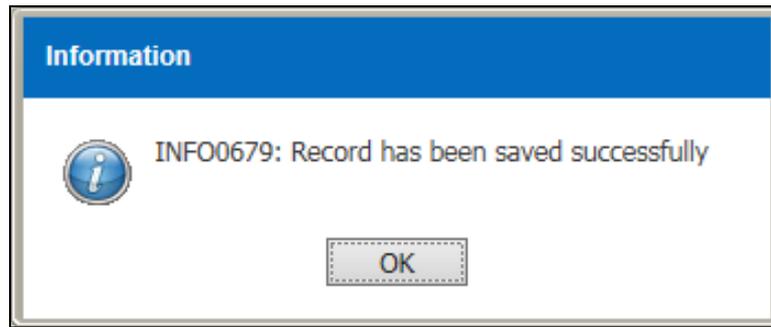


**Confirmation**

CONF0002: Are you sure you want to save

Cancel Yes No

Figure 3.3-2 Save Confirmation

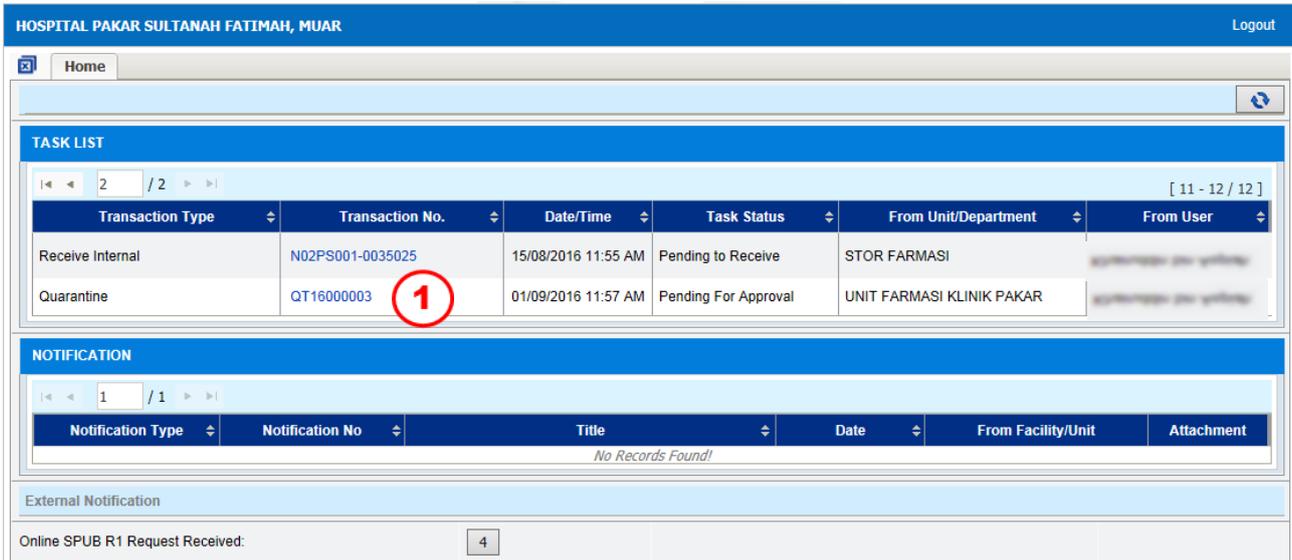


**Figure 3.3-3 Message Information**

- Click on the  button in Figure 3.3-3.
- No further editing can be done on the Quarantine transaction.
- The **Status** of the transaction will remain as 'Approved'

### 3.3 Quarantine Approval

The HOD/Pharmacist will receive notification for Pending for Approval Quarantine records for Manual, Product Complaint and Recall Product.



Transaction Type	Transaction No.	Date/Time	Task Status	From Unit/Department	From User
Receive Internal	N02PS001-0035025	15/08/2016 11:55 AM	Pending to Receive	STOR FARMASI	[redacted]
Quarantine	QT16000003	01/09/2016 11:57 AM	Pending For Approval	UNIT FARMASI KLINIK PAKAR	[redacted]

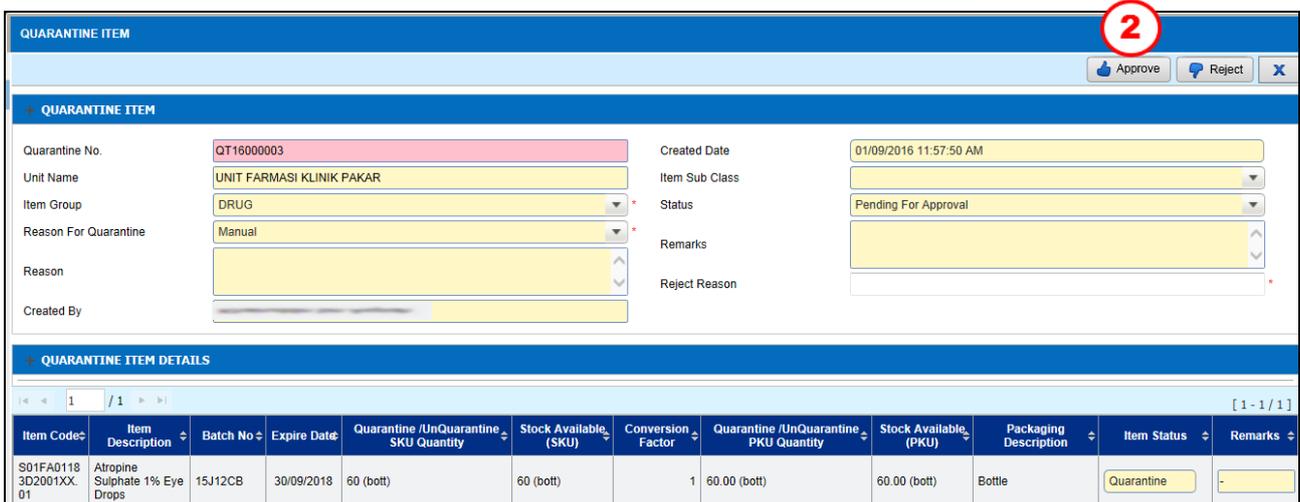
Figure 3.3-1 Task List Quarantine

#### STEP 1

Click on the Transaction No. hyperlink as per Figure 3.3-1.

#### Note

A new screen will be displayed as shown in Figure 3.3-2.



Item Code	Item Description	Batch No	Expire Date	Quarantine /UnQuarantine SKU Quantity	Stock Available (SKU)	Conversion Factor	Quarantine /UnQuarantine PKU Quantity	Stock Available (PKU)	Packaging Description	Item Status	Remarks
S01FA0118 3D2001XX. 01	Atropine Sulphate 1% Eye Drops	15J12CB	30/09/2018	60 (bott)	60 (bott)	1	60.00 (bott)	60.00 (bott)	Bottle	Quarantine	

Figure 3.3-2 Quarantine Approval

#### STEP 2

- Click on the  button to approve the Quarantine transaction and the **Status** will automatically change to Approved as shown in Figure 3.3-5.

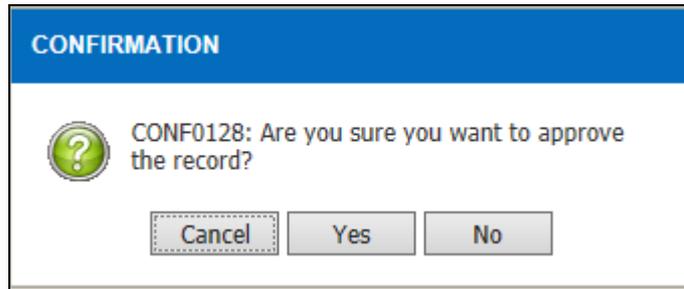


Figure 3.3-3 Confirmation Alert Message

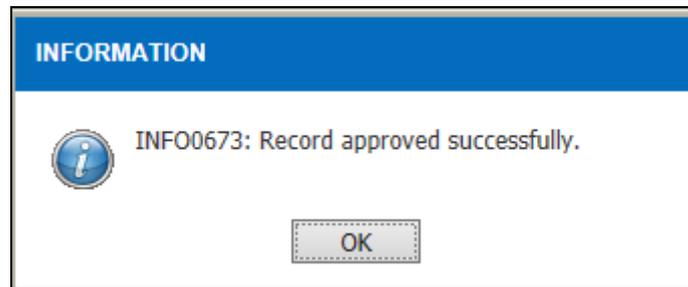
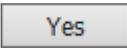


Figure 3.3-4 Information Alert Message

**Note**

- Click on the  button in Figure 3.3-3 and click  as shown in Figure 3.3-4.

QUARANTINE ITEM											
QUARANTINE ITEM											
Quarantine No.	QT16000003			Created Date	01/09/2016 11:57:50 AM						
Unit Name	UNIT FARMASI KLINIK PAKAR			Item Sub Class							
Item Group	DRUG			Status	Approved						
Reason For Quarantine	Manual			Remarks							
Reason				Reject Reason							
Created By											
QUARANTINE ITEM DETAILS											
[ 1 - 1 / 1 ]											
Item Code	Item Description	Batch No	Expire Date	Quarantine /UnQuarantine SKU Quantity	Stock Available (SKU)	Conversion Factor	Quarantine /UnQuarantine PKU Quantity	Stock Available (PKU)	Packaging Description	Item Status	Remarks
S01FA0118 3D2001XX 01	Atropine Sulphate 1% Eye Drops	15J12CB	30/09/2018	60 (bott)	60 (bott)	1	60.00 (bott)	60.00 (bott)	Bottle	Quarantine	

Figure 3.3-5 Approved Quarantine Transaction

#### 4.0 Acronyms

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

#### 5.0 Inventory Modules

No	Module	PDF Links	No	Module	PDF Links
1	<i>Finance</i>	<a href="#">Click Here</a>	15	<i>Internal Indent</i>	<a href="#">Click Here</a>
2	<i>Procurement Standard APPL</i>	<a href="#">Click Here</a>	16	<i>Issue</i>	<a href="#">Click Here</a>
3	<i>Procurement standard LP</i>	<a href="#">Click Here</a>	17	<i>Receive From Supplier</i>	<a href="#">Click Here</a>
4	<i>Procurement Standard Contract</i>	<a href="#">Click Here</a>	18	<i>Receive Inter Facility</i>	<a href="#">Click Here</a>
5	<i>Procurement Standard Quotation</i>	<a href="#">Click Here</a>	19	<i>Receive Intra Facility</i>	<a href="#">Click Here</a>
6	<i>Procurement Standard (RFQ)</i>	<a href="#">Click Here</a>	20	<i>Return to Supplier</i>	<a href="#">Click Here</a>
7	<i>Procurement Non Standard (Requisition Order)</i>	<a href="#">Click Here</a>	21	<i>Return to Supplying Unit</i>	<a href="#">Click Here</a>
8	<i>Quarantine</i>	<a href="#">Click Here</a>	22	<i>Slow Moving</i>	<a href="#">Click Here</a>
9	<i>Product Complaint</i>	<a href="#">Click Here</a>	23	<i>Stock Taking And Verification</i>	<a href="#">Click Here</a>
10	<i>Recalculate Buffer Level</i>	<a href="#">Click Here</a>	24	<i>Stock Transfer</i>	<a href="#">Click Here</a>
11	<i>Expiration And Condemn</i>	<a href="#">Click Here</a>	25	<i>Year End</i>	<a href="#">Click Here</a>
12	<i>Recall Product</i>	<a href="#">Click Here</a>	26	<i>Penalty</i>	<a href="#">Click Here</a>
13	<i>Payment</i>	<a href="#">Click Here</a>	27	<i>IWP Budget</i>	<a href="#">Click Here</a>
14	<i>External Indent</i>	<a href="#">Click Here</a>	28	<i>IWP Order Authorization</i>	<a href="#">Click Here</a>