



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

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## **User Manual Pharmacy Inventory - Slow Moving**

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



PhIS & CPS Project  
User Manual – Pharmacy Inventory  
Slow Moving



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

*Application reference: PhIS & CPS v1.6.1*



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## 1.0 Introduction

### 1.1 Overview of PhIS

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

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

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

### 1.2 Purpose and Objectives

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

User will understand the following activities in details:

- Slow Moving
- Disseminate

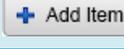
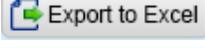
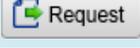
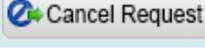
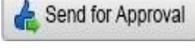
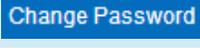
### 1.3 Organised Sections

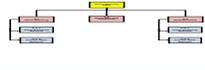
These are the sections within this document:

- Section 1 : Introduction
- Section 2 : Application Standard Features
- Section 3 : Slow Moving
- Section 4 : Acronyms
- Section 5 : Link to Inventory Modules

## 2.0 Application Standard Features

### 2.1 PhIS Legend

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

Module Legend			
	List of slow moving item		Disseminate item
	List of existing disseminate item		Send Notification
	Send for Approval		To cancel the request



PhIS & CPS Project  
User Manual – Pharmacy Inventory  
Slow Moving



**Note**

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

## 3.0 Slow Moving Item

### Overview

This module will be used by the user at the Pharmacy Store/Pharmacy Sub-Stores/Units to generate and distribute/disseminate slow moving item.

### User Group

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

### Functional Diagram

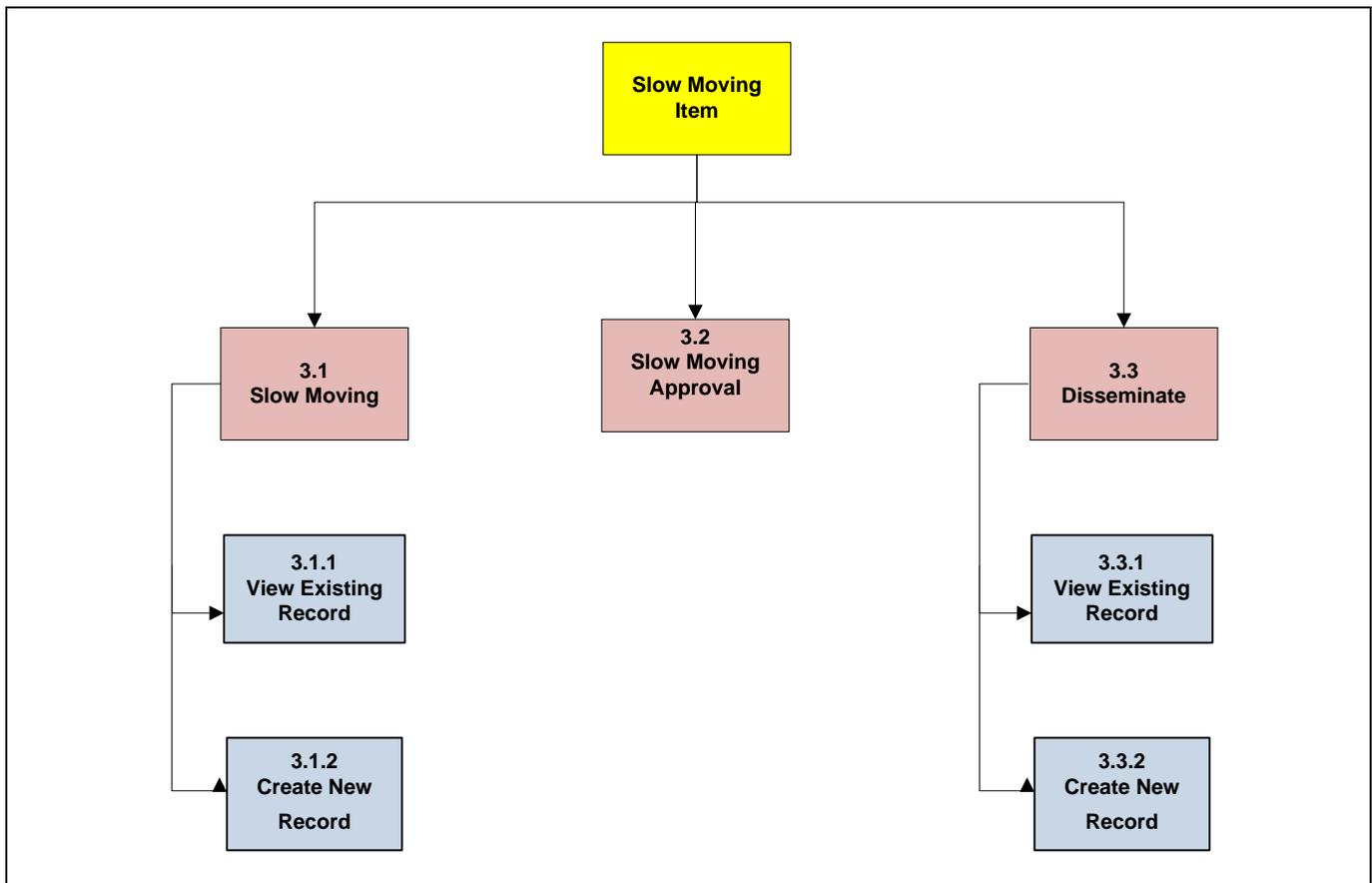


Figure 3.0-1

### Functional Description

Slow Moving comprises of three (3) main functions:

- **Slow Moving**  
This function allows user to view all existing transaction and create a new transaction
- **Slow Moving Approval**  
This function is used for HOD to either approve or reject any slow moving transaction
- **Disseminate**  
This function allows user to view all existing transaction and create a new transaction

### 3.1 Slow Moving

Slow Moving Item is referring to the items purchased or received from other unit that have no issuing activities for a certain period of time.

#### 3.1.1 View Existing Transaction

This page will display all the existing transaction of this sub-module based on the user's access right

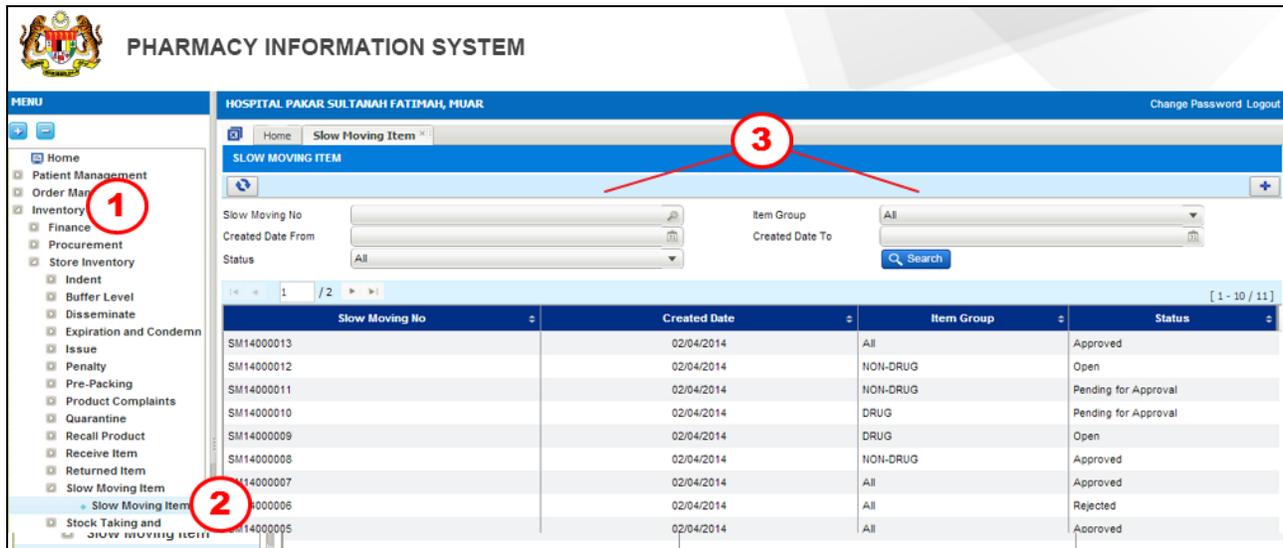


Figure 3.1.1-1 Slow Moving Item Listing Page

#### STEP 1

Click on 'Inventory' menu and click on 'Store Inventory' sub-menu.

#### STEP 2

Click on 'Slow Moving Item'

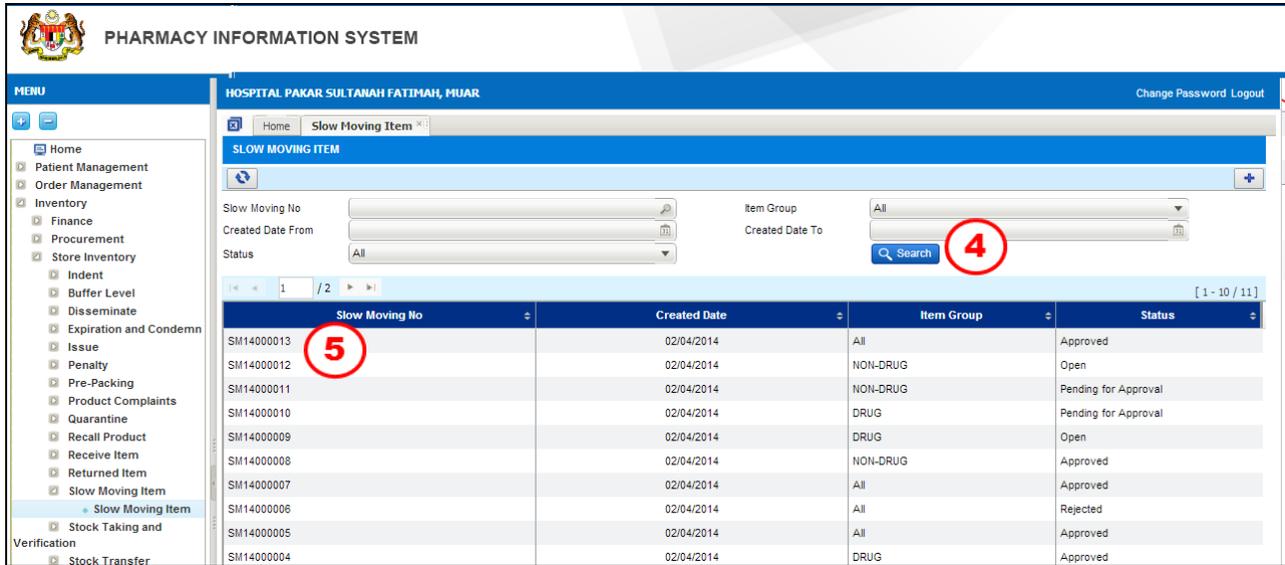
#### STEP 3

To search for existing Slow Moving Item record(s), user may search by criteria as follow:

No	Field	Description	Remarks
a	Slow Moving No	Slow Moving Number	Display all existing Slow Moving No. belongs to the ward/unit
b	Item Group	Search by : - All - Drug - Non drug	Able to filter and search record(s)
c	Created Date From	Start date for the slow moving transaction	Format field (dd/mm/yy)
d	Created Date To	End date for the slow moving transaction	Format field (dd/mm/yy)
e	Status	Search by: - All - Approved - Open - Pending For Approval	Able to filter and search record(s)

		- Cancelled - Rejected	
--	--	---------------------------	--

**Table 3.1.1-1 Slow Moving**



**PHARMACY INFORMATION SYSTEM**

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Change Password Logout

Home Slow Moving Item

**SLOW MOVING ITEM**

Slow Moving No:  Item Group: All

Created Date From:  Created Date To:

Status: All  **4**

Slow Moving No	Created Date	Item Group	Status
SM14000013 <b>5</b>	02/04/2014	All	Approved
SM14000012	02/04/2014	NON-DRUG	Open
SM14000011	02/04/2014	NON-DRUG	Pending for Approval
SM14000010	02/04/2014	DRUG	Pending for Approval
SM14000009	02/04/2014	DRUG	Open
SM14000008	02/04/2014	NON-DRUG	Approved
SM14000007	02/04/2014	All	Approved
SM14000006	02/04/2014	All	Rejected
SM14000005	02/04/2014	All	Approved
SM14000004	02/04/2014	DRUG	Approved

**Figure 3.1.1-2 Slow Moving Item Listing Page**

**STEP 4**

Click on the  button to search the existing transaction

**Note**

List of Transaction No. displayed will be based on the selected/entered criteria as shown in Figure 3.1.1-2.

**STEP 5**

Double click on the selected record and the Slow Moving Item window will be displayed

### 3.1.2 Create New Slow Moving Item Record(s)

For a new transaction, the system will generate a slow moving item list based on the period selected.

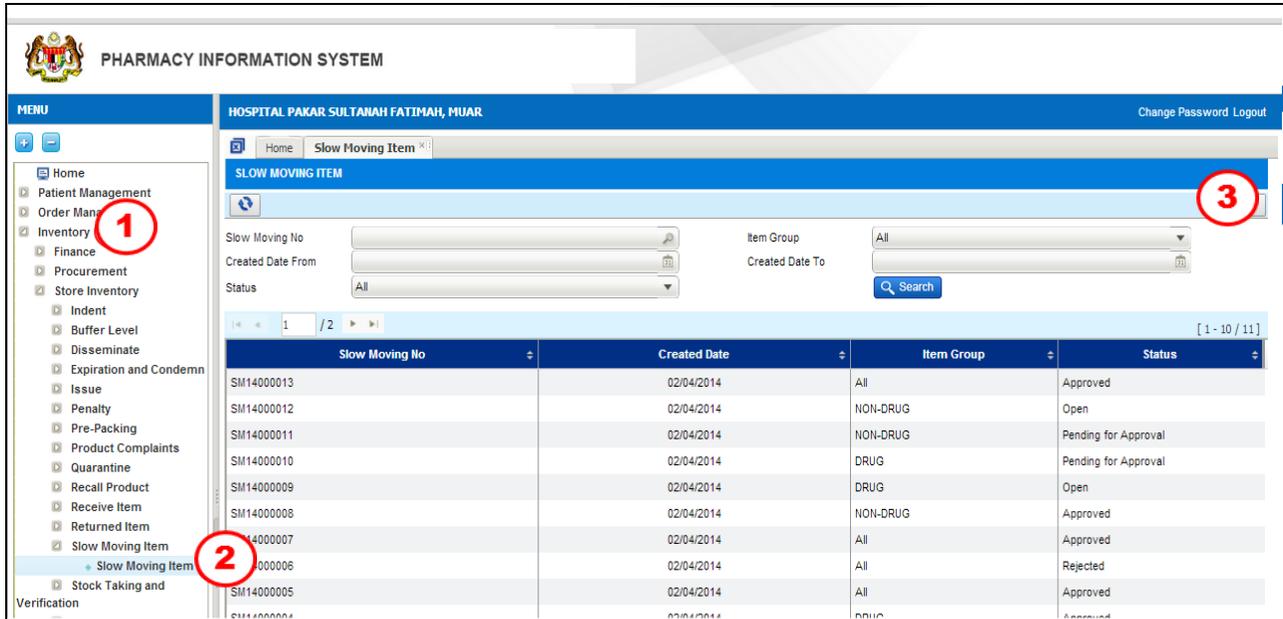


Figure 3.1.2-1 Slow Moving Item Listing Page

#### STEP 1

Click on 'Store Inventory' menu

#### STEP 2

Click on 'Slow Moving Item' sub menu

#### STEP 3

Click on the  button to create new transaction

#### Note

Slow Moving Item screen will be displayed as shown in the Figure 3.1.2-2.

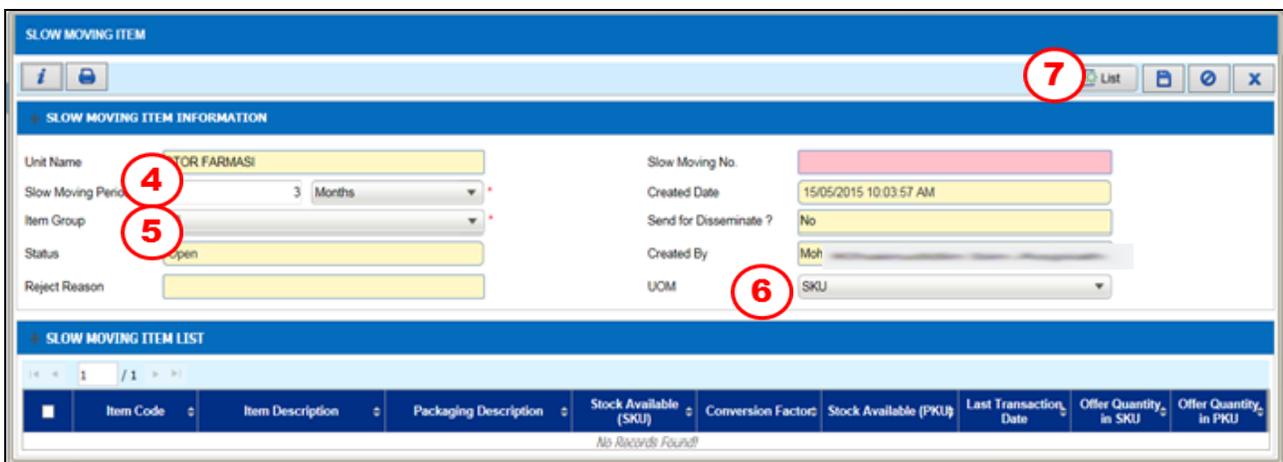


Figure 3.1.2-2 Create New Slow Moving Item Information

**Note**

- *New Slow Moving Item record **Status** will default to ‘Open’.*
- ***Unit Name** will be default based on user’s login ID.*
- ***Created Date** will be defaulted to system date/time.*
- ***Send for Disseminate** will be defaulted to ‘No’ as no dissemination is done yet. The value will change to ‘Yes’ after user clicked on the Disseminate button.*

**STEP 4**

Select **Day(s)/Week(s)/Month(s)** from the drop down box and enter the value in the **Slow Moving Period** field

**STEP 5**

Select **Item Group** from the dropdown box:

- All (Default)
- DRUG
- NON-DRUG

**STEP 6**

Select **UOM** from the dropdown box:

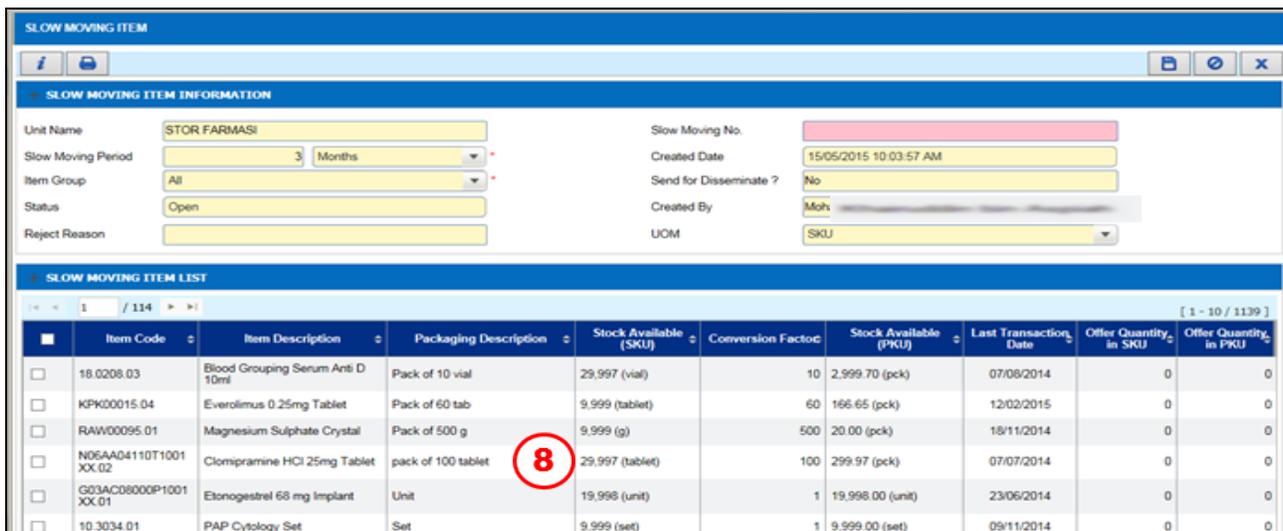
- SKU
- PKU

**STEP 7**

Click on the  button to generate a slow moving list based on the selection criteria

**Note**

System will display **Slow Moving Item List** as shown in Figure 3.1.2-3.

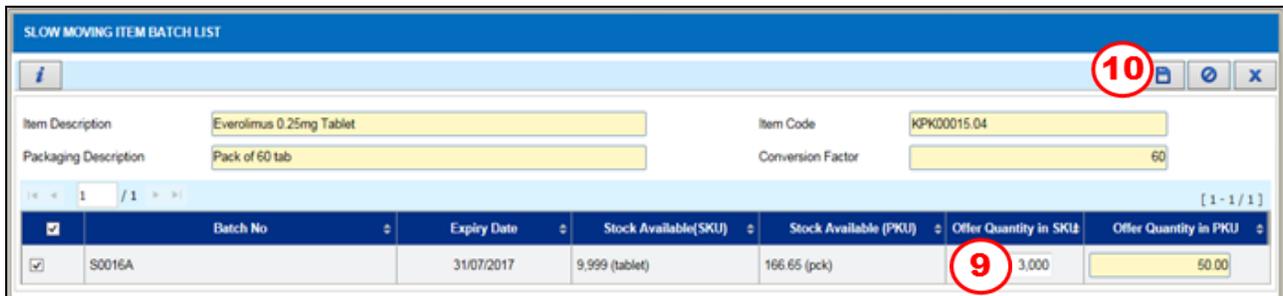


Item Code	Item Description	Packaging Description	Stock Available (SKU)	Conversion Factor	Stock Available (PKU)	Last Transaction Date	Offer Quantity in SKU	Offer Quantity in PKU
18.0208.03	Blood Grouping Serum Anti D 10ml	Pack of 10 vial	29,997 (vial)	10	2,999.70 (pck)	07/08/2014	0	0
KPK00015.04	Everolimus 0.25mg Tablet	Pack of 60 tab	9,999 (tablet)	60	166.65 (pck)	12/02/2015	0	0
RAW00095.01	Magnesium Sulphate Crystal	Pack of 500 g	9,999 (g)	500	20.00 (pck)	18/11/2014	0	0
N06AA04110T1001 XX.02	Clomipramine HCl 25mg Tablet	pack of 100 tablet	29,997 (tablet)	100	299.97 (pck)	07/07/2014	0	0
G03AC08000P1001 XX.01	Etonogestrel 68 mg Implant	Unit	19,998 (unit)	1	19,998.00 (unit)	23/06/2014	0	0
10.3034.01	PAP Cytology Set	Set	9,999 (set)	1	9,999.00 (set)	09/11/2014	0	0

Figure 3.1.2-3 Slow Moving Item List

**STEP 8**

Double click on the selected item to view the item details as shown in the Figure 3.1.2-4



Batch No	Expiry Date	Stock Available(SKU)	Stock Available (PKU)	Offer Quantity in SKU	Offer Quantity in PKU
S0016A	31/07/2017	9,999 (tablet)	166.65 (pck)	3,000	50.00

Figure 3.1.2-4 Slow Moving Item Batch List

**Note**

- **Offer Quantity in SKU** cannot be more than **Available Quantity in SKU**.
- **Offer Quantity in PKU** will be generated automatically based on the value insert in **Offer Quantity in SKU**.
- **Offer Quantity in PKU** will be calculated based on the Conversion Factor for that particular item.
- Calculation: **Offer Quantity in PKU = Offer Quantity in SKU/Conversion Factor**

EXAMPLE:

Offer Quantity in SKU = 200

Conversion Factor = 50

Offer Quantity in PKU = 200/50 = 4

**STEP 9**

Select the  check box and enter the **Offer Quantity in SKU**

**STEP 10**

Click on the  button to save the transaction

**Note**

- After save record, alert message will be displayed as per Figure 3.1.2-5 & Figure 3.1.2-6.

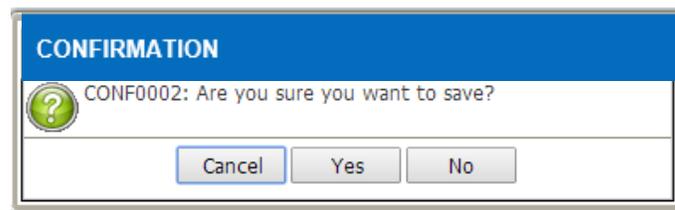
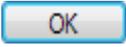


Figure 3.1.2-5 Save Record Alert Message

- Click on the  button in Figure 3.1.2-5

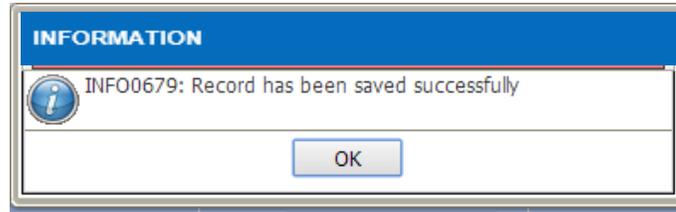
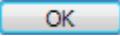


Figure 3.1.2-6 Save Record Alert Message

- Click on the  button in Figure 3.1.2-6
- Screen will return to the Slow Moving Item screen as shown in Figure 3.1.2-7.
- The quantity entered in the Slow Moving Item Batch List screen as shown in Figure 3.1.2-4 will be updated in the main screen.

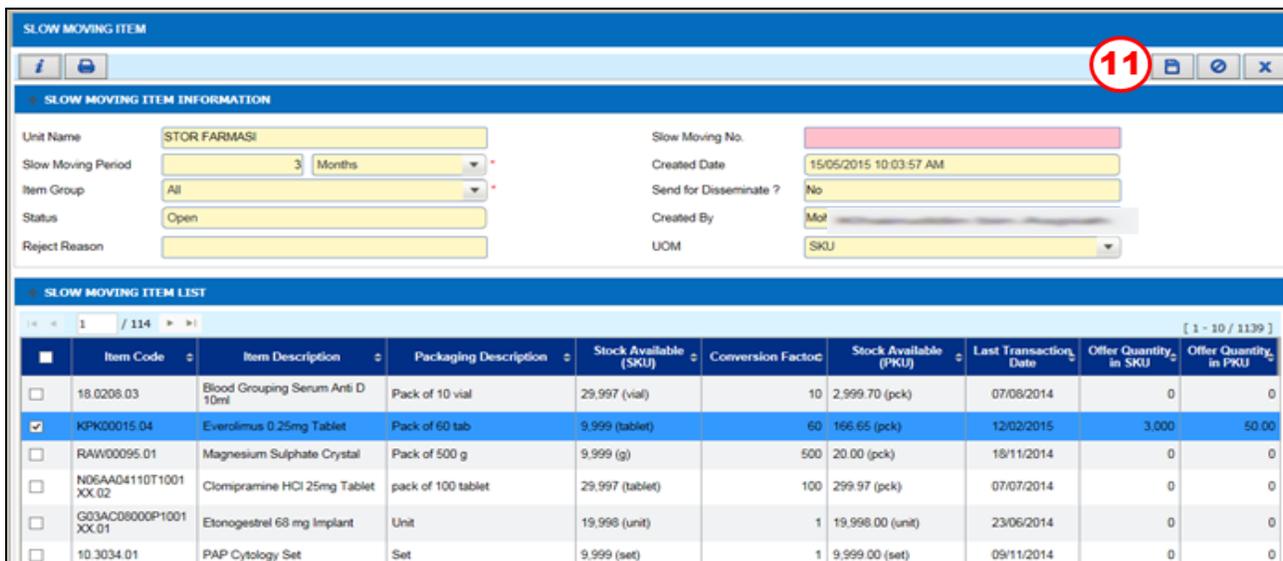
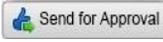


Figure 3.1.2-7 Slow Moving Item

**STEP 11**

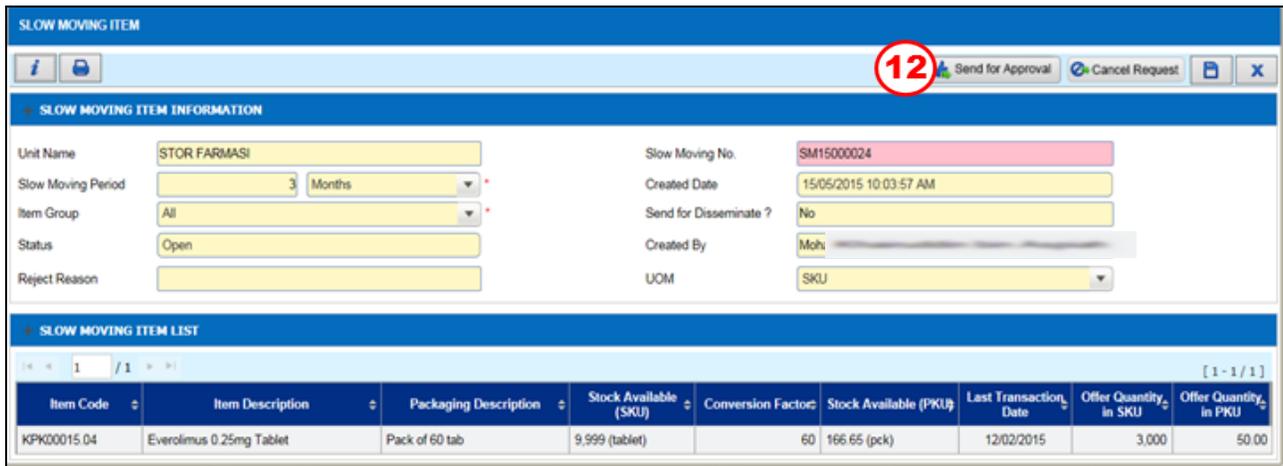
Click on the  button to save the Slow Moving Item record

**Note**

- Slow Moving Item will be automatically generated for further reference and the  button and  button will be enabled

Character	Description	Value
1-2	Slow Moving No	'SM'
3-4	Current year in 'YY' format	14
5-10	Running no	Starting from 000001. This running number will be restarted to 000001 of every new financial year

Table 3.1.2-1



Item Code	Item Description	Packaging Description	Stock Available (SKU)	Conversion Factor	Stock Available (PKU)	Last Transaction Date	Offer Quantity in SKU	Offer Quantity in PKU
KPK00015.04	Everolimus 0.25mg Tablet	Pack of 60 tab	9,999 (tablet)	60	166.65 (pck)	12/02/2015	3,000	50.00

Figure 3.1.2-8 Slow Moving Item - Send for Approval

**STEP 12**

Click on the  to send the transaction to HOD for approval or click on the  to cancel the request

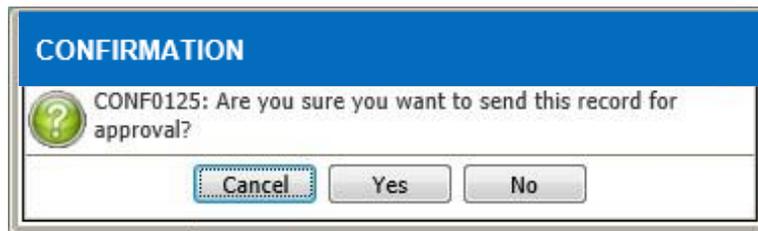


Figure 3.1.2-9 Send For Approval Record Alert Message

**Note**

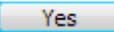
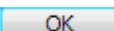
- Click on the  button to send the record for Approval. An alert message will be displayed and the Status will change to 'Pending for Approval'. This transaction will be available in the Approver's Task List for approval process.
- If user clicks on the  button or  button, there will be no changes applied and the screen will return to the Slow Moving Item screen.



Figure 3.1.2-10 Alert Message

- Click on the  button to confirm the request to be sent for approval.

### 3.2 Slow Moving Approval

The Head of Department (HOD)/ Head of Unit will receive the 'Pending for Approval' Slow Moving Item transaction in the Task List.

TASK LIST					
Transaction Type	Transaction No.	Date/Time	Task Status	From Unit/Department	From User
Product Complaint	PC15000022	22/04/2015 03:14 PM	Investigation - Pending	WAD 12	...
Product Complaint	PC15000023	23/04/2015 11:09 AM	Investigation - Pending	WAD 12	...
Product Complaint	PC15000024	27/04/2015 04:48 PM	Investigation - Pending	WAD 12	...
Product Complaint	PC15000025	27/04/2015 04:57 PM	Investigation - Pending	UNIT FARMASI KLINIK PAKAR	...
Product Complaint	PC15000026	30/04/2015 06:13 AM	Investigation - Pending	STOR FARMASI	...
Product Complaint	PC15000027	30/04/2015 09:51 PM	Investigation - Pending	STOR FARMASI	...
RCL Transaction type	RC15000016	11/05/2015 03:58 PM	Pending for Approval	STOR FARMASI	...
Slow Moving Item	SM15000001	15/05/2015 10:02 AM	Pending For Approval	STOR FARMASI	...
Slow Moving Item	SM15000024	15/05/2015 10:20 AM	Pending For Approval	STOR FARMASI	...

Figure 3.2-1 Task List

#### STEP 1

Click on the **Transaction No.** hyperlink and the Slow Moving Item screen will be displayed as shown in the Figure 3.2-2

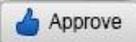
#### Note

- User is allowed to edit the Offer Quantity in SKU by double clicking on the Slow Moving Item List item before the transaction is approved.
- Offer Quantity in SKU changed cannot be more than Available Offer Quantity in SKU.

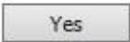
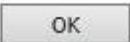
SLOW MOVING ITEM									
<div style="text-align: right;"> <span>2</span> <input type="button" value="Approve"/> <input type="button" value="Reject"/> <input type="button" value="X"/> </div>									
SLOW MOVING ITEM INFORMATION									
Unit Name	STOR FARMASI			Slow Moving No.	SM15000024				
Slow Moving Period	3 Months			Created Date	15/05/2015 10:15:48 AM				
Item Group	All			Send for Disseminate ?	No				
Status	Pending for Approval			Created By	Moham				
Reject Reason				UOM	SKU				
SLOW MOVING ITEM LIST									
<div style="text-align: right;">[ 1 - 1 / 1 ]</div>									
Item Code	Item Description	Packaging Description	Stock Available (SKU)	Conversion Factor	Stock Available (PKU)	Last Transaction Date	Offer Quantity in SKU	Offer Quantity in PKU	
KPK00015.04	Everolimus 0.25mg Tablet	Pack of 60 tab	9,999 (tablet)	60	166.65 (pck)	12/02/2015	3,000	50.00	

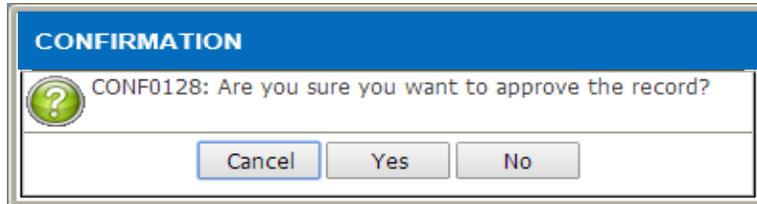
Figure 3.2-2 Slow Moving Item Approval

**STEP 2**

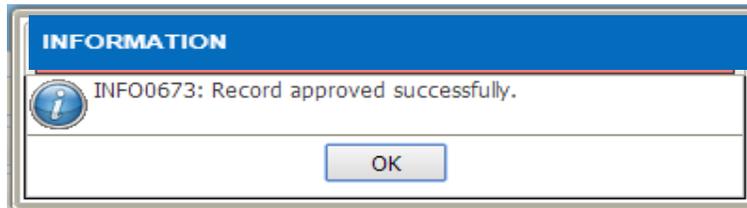
- a) Click on the  button to approve the Slow Moving Item record and the Status will be displayed as 'Approved'

*Note*

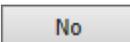
- Click on the  button in Figure 3.2-3 followed by the  button in Figure 3.2-4.  button will be enabled for the user to proceed with disseminate process.



**Figure 3.2-3 Approve Record Alert Message**

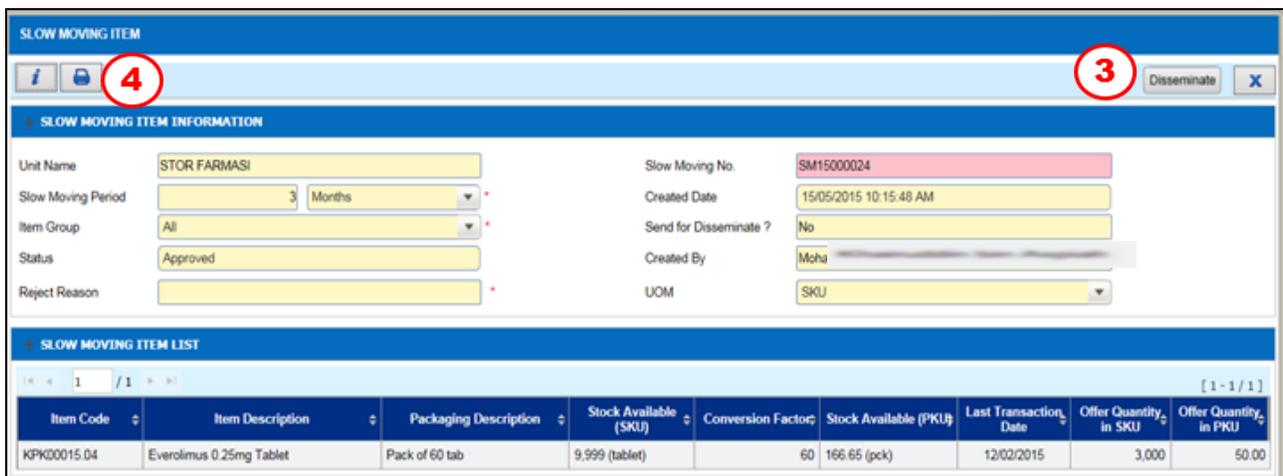


**Figure 3.2-4 Approve Record Alert Message**

- If user clicks on the  button, there will be no changes applied and the screen will return to the Slow Moving Item screen.

- b) Click on the  button to reject the Slow Moving Item record and the status will be 'Rejected'

- Reject Reason is mandatory to be entered to reject the Slow Moving Item transaction



**Figure 3.2-5 Slow moving Item Disseminate**

**STEP 3**

Click on the  button

**Note**

*The Slow Moving No. will be available in the Disseminate screen*

**STEP 4**

Click on the  button to generate report as shown in Figure 3.2-6



**KEMENTERIAN KESIHATAN MALAYSIA**  
Hospital Pakar Sultanah Fatimah, Muar  
**SLOW MOVING ITEM REPORT**

Slow Moving : SM15000024

Item Group : ALL

Status : Approved

Slow Moving Period : 3 Months

From : 14/02/2015 To: 15/05/2015

NO	ITEM CODE	ITEM DESCRIPTION	BATCH NO	SKU	PACKAGING DESCRIPTION	STOCK AVAILABLE (SKU)	OFFERED QUANTITY IN SKU	LAST TRANSACTION DATE	EXPIRY DATE
1	KPK00015.04	Everolimus 0.25mg Tablet	S0016A	tablet	Pack of 60 tab	9,999	3,000	12/02/2015	31/07/2017

**DISEDIAKAN OLEH**

Nama : Mohamad Azhar bin Bahauddin

Jawatan : Pegawai Farmasi U48

Unit : STOR FARMASI

Jabatan : Pharmacy

Tarikh : 15/05/2015

**(DILULUSKAN)**

Nama : Kamariah Md Saman

Jawatan : Ketua Pegawai Farmasi

Unit : STOR FARMASI

Jabatan : Pharmacy

Tarikh : 15/05/2015

Printed Date : 15/05/2015

Printed By : Kamariah Md Saman

Unit Name : STOR FARMASI

Source : PhIS

Page 1 of 1

**Figure 3.2-6 Slow Moving Item Report**

**Note**

*User can view / print slow moving item report either before or after they save.*

### 3.3 Disseminate

This page will display all existing transactions of the sub-module

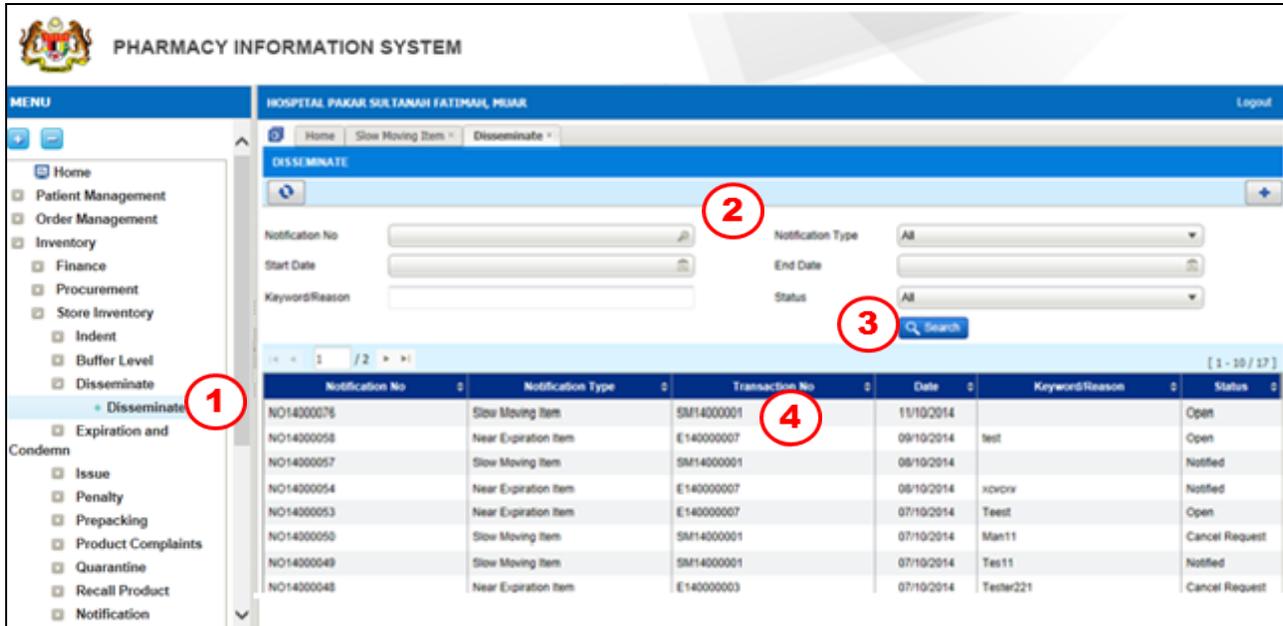


Figure 3.3-1 Disseminate

#### STEP 1

Click on 'Inventory' menu and click on 'Store Inventory' sub-menu, then click 'Disseminate'

#### STEP 2

To search for existing disseminate record(s), you may search by criteria as follows:

No	Field	Description	Remarks
A	Notification No	Notification Number	Display all existing Notification No
B	Notification Type	Search by : - All - Cancel Request - Notification - Slow moving	Able to filter and search record(s)
C	Start Date	Start date for the slow moving transaction	Format field (dd/mm/yy)
d	End Date	End date for the slow moving transaction	Format field (dd/mm/yy)
e	Keyword/Reason	Title for the notification	Display the information or title of the Disseminate item
F	Status	Search by: - All - Cancel Request - Notified - Open	Able to filter and search record(s)

Table 3.3-1



**STEP 3**

Click on the  button to search the existing transactions

**Note**

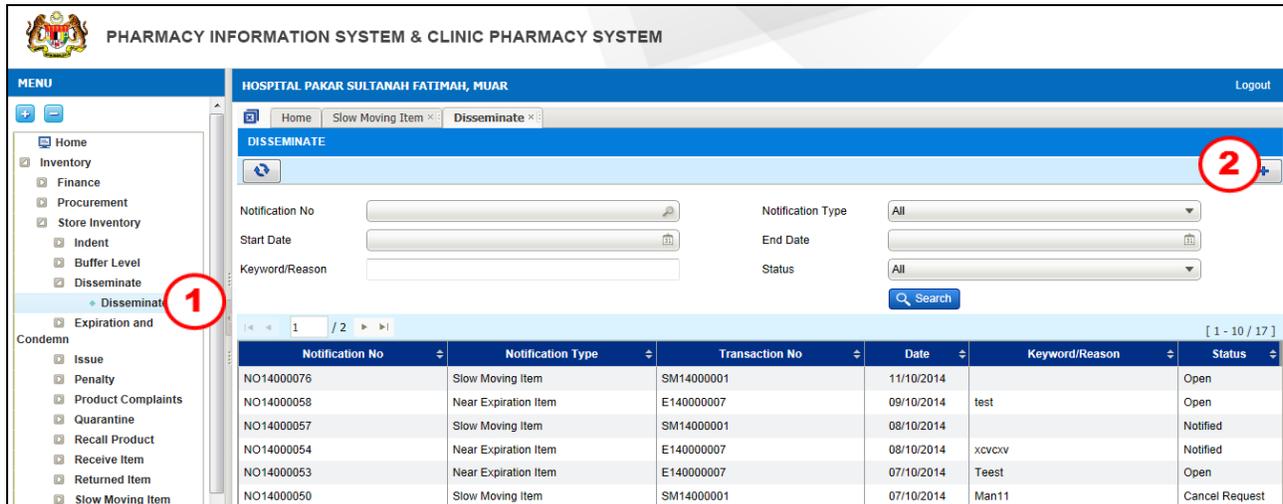
*The results displayed will be based on the entered criteria as shown in Figure 3.3-1.*

**STEP 4**

Double-click on the selected record and the details will be displayed

### 3.3.1 New Disseminate Record: Intra Facility

To create a new Disseminate record for Intra facility, perform the steps below



PHARMACY INFORMATION SYSTEM & CLINIC PHARMACY SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Logout

MENU

- Home
- Inventory
- Finance
- Procurement
- Store Inventory
- Indent
- Buffer Level
- Disseminate
- Expiry and Condemn
- Issue
- Penalty
- Product Complaints
- Quarantine
- Recall Product
- Receive Item
- Returned Item
- Slow Moving Item

DISSEMINATE

Notification No:

Notification Type:

Start Date:

End Date:

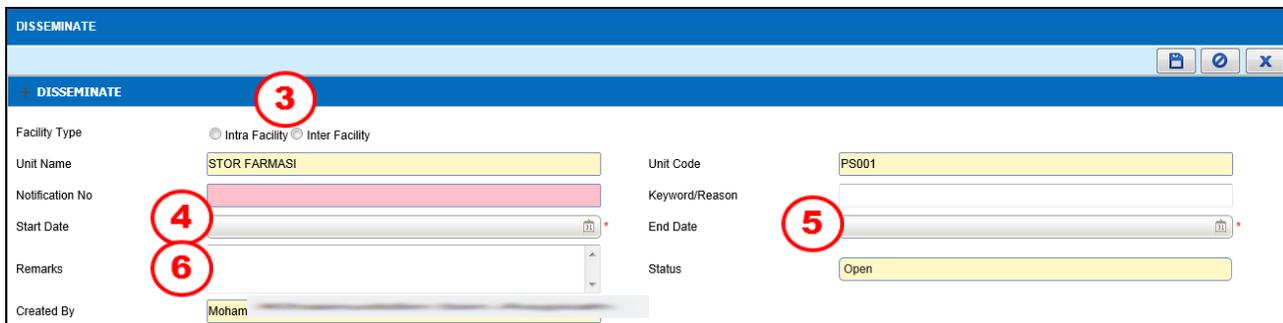
Keyword/Reason:

Status:

Search

Notification No	Notification Type	Transaction No	Date	Keyword/Reason	Status
NO14000076	Slow Moving Item	SM14000001	11/10/2014		Open
NO14000058	Near Expiration Item	E140000007	09/10/2014	test	Open
NO14000057	Slow Moving Item	SM14000001	08/10/2014		Notified
NO14000054	Near Expiration Item	E140000007	08/10/2014	xvcv	Notified
NO14000053	Near Expiration Item	E140000007	07/10/2014	Teest	Open
NO14000050	Slow Moving Item	SM14000001	07/10/2014	Man11	Cancel Request

Figure 3.3.1-1 Disseminate



DISSEMINATE

Facility Type:  Intra Facility  Inter Facility

Unit Name:

Unit Code:

Notification No:

Keyword/Reason:

Start Date:

End Date:

Remarks:

Status:

Created By:

Figure 3.3.1-2 Disseminate

#### STEP 1

Click on 'Inventory' menu and click on 'Store Inventory' sub-menu then click 'Disseminate'

#### STEP 2

Click on  button to create a new transaction

#### STEP 3

Select **Intra Facility** radio button

#### Note

- A new Disseminate record Status is defaulted as 'Open'.
- Unit Name and Unit Code are defaulted to the user's login ID.

#### STEP 4

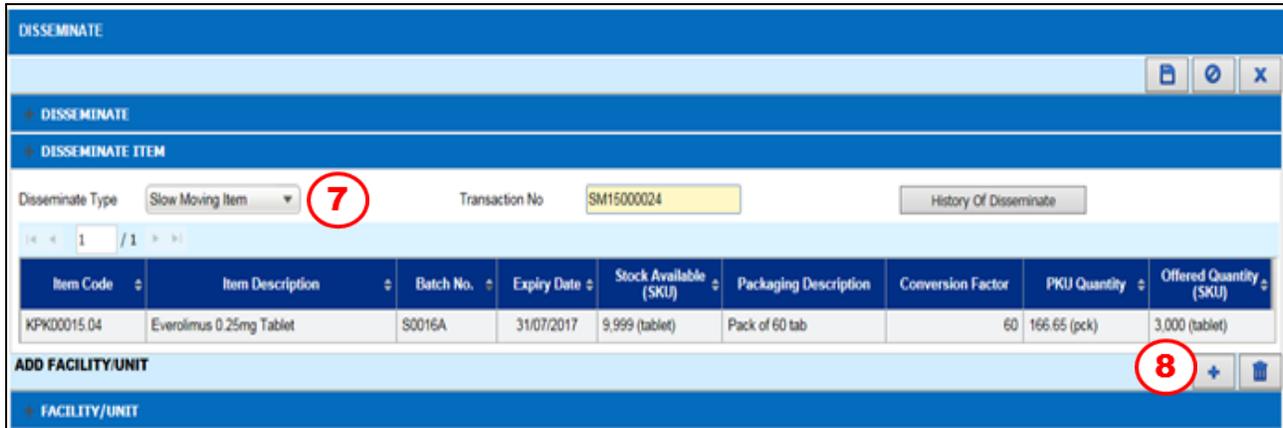
Select the **Start Date** for the item dissemination

#### STEP 5

Select the **End Date** for the item dissemination

**STEP 6**

Enter **Remarks** if applicable



Item Code	Item Description	Batch No.	Expiry Date	Stock Available (SKU)	Packaging Description	Conversion Factor	PKU Quantity	Offered Quantity (SKU)
KPK00015.04	Everolimus 0.25mg Tablet	S0016A	31/07/2017	9,999 (tablet)	Pack of 60 tab	60	166.65 (pck)	3,000 (tablet)

**Figure 3.3.1-3 Disseminate Item**

**STEP 7**

Select '**Slow Moving Item**' from the **Disseminate Type** dropdown box and system will automatically take the latest Slow Moving transaction record.

**Note**

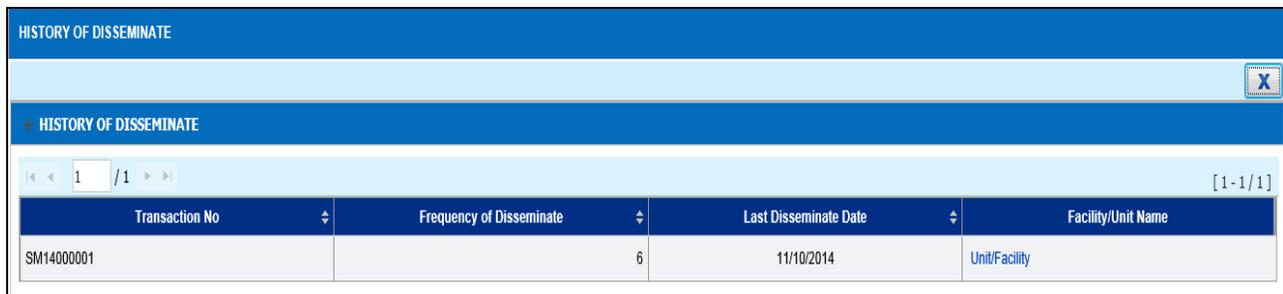
- Click on **History Of Disseminate** after selecting the Disseminate Type to view list of dissemination as per Figure 3.3.1-4 (If there is any)
- Alert message will be prompt as per Figure 3.3.1-5 if user click on the **History Of Disseminate** without selecting the disseminate type

**STEP 8**

Click on the  button to add the facility/unit

**Note**

The list of Facility/Unit Name will be displayed as per Figure 3.3.1-6.



Transaction No	Frequency of Disseminate	Last Disseminate Date	Facility/Unit Name
SM14000001	6	11/10/2014	Unit/Facility

**Figure 3.3.1-4 History of Disseminate**

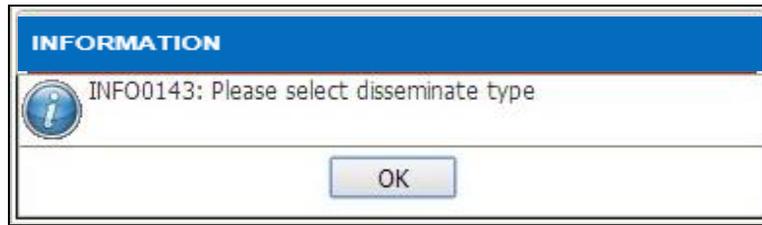
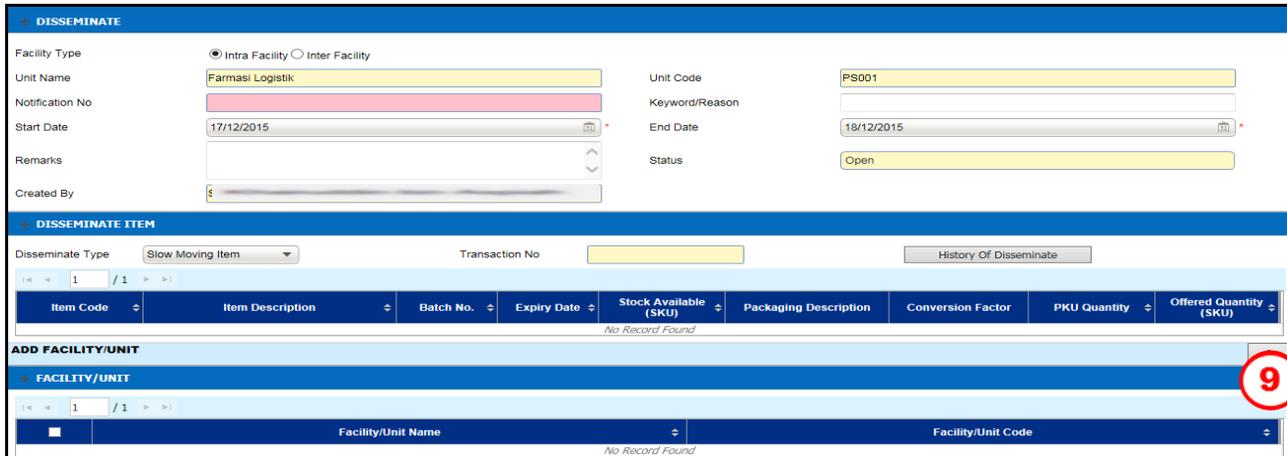


Figure 3.3.1-5 Alert Message



**DISSEMINATE**

Facility Type:  Intra Facility  Inter Facility

Unit Name: Farmasi Logistik Unit Code: PS001

Notification No: [Empty] Keyword/Reason: [Empty]

Start Date: 17/12/2015 End Date: 18/12/2015

Remarks: [Empty] Status: Open

Created By: [Empty]

---

**DISSEMINATE ITEM**

Disseminate Type: Slow Moving Item Transaction No: [Empty] History Of Disseminate: [Empty]

Item Code	Item Description	Batch No.	Expiry Date	Stock Available (SKU)	Packaging Description	Conversion Factor	PKU Quantity	Offered Quantity (SKU)
No Record Found								

---

**ADD FACILITY/UNIT**

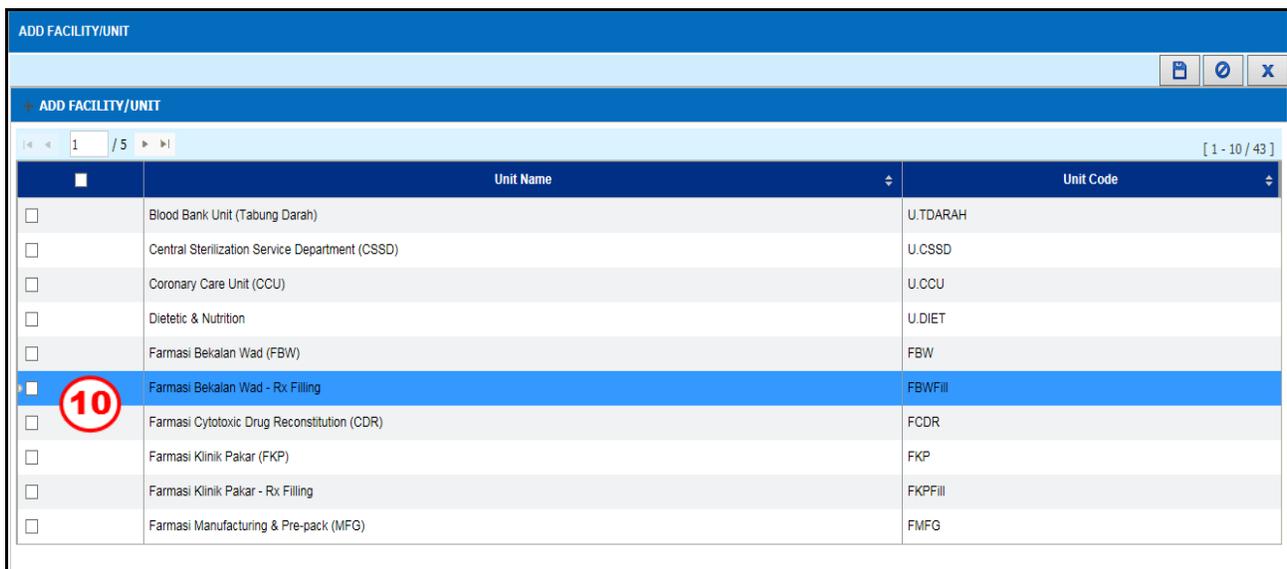
**FACILITY/UNIT**

Facility/Unit Name	Facility/Unit Code
No Record Found	

Figure 3.3.1-6 Disseminate Item

**STEP 9**

Click on the  button to add the selected **Facility/Unit Name** into the 'Add Facility/Unit Name' section.



**ADD FACILITY/UNIT**

ADD FACILITY/UNIT

	Unit Name	Unit Code
<input type="checkbox"/>	Blood Bank Unit (Tabung Darah)	U.TDARAH
<input type="checkbox"/>	Central Sterilization Service Department (CSSD)	U.CSSD
<input type="checkbox"/>	Coronary Care Unit (CCU)	U.CCU
<input type="checkbox"/>	Dietetic & Nutrition	U.DIET
<input type="checkbox"/>	Farmasi Bekalan Wad (FBW)	FBW
<input checked="" type="checkbox"/>	Farmasi Bekalan Wad - Rx Filling	FBWFIII
<input type="checkbox"/>	Farmasi Cytotoxic Drug Reconstitution (CDR)	FCDR
<input type="checkbox"/>	Farmasi Klinik Pakar (FKP)	FKP
<input type="checkbox"/>	Farmasi Klinik Pakar - Rx Filling	FKPFIII
<input type="checkbox"/>	Farmasi Manufacturing & Pre-pack (MFG)	FMFG

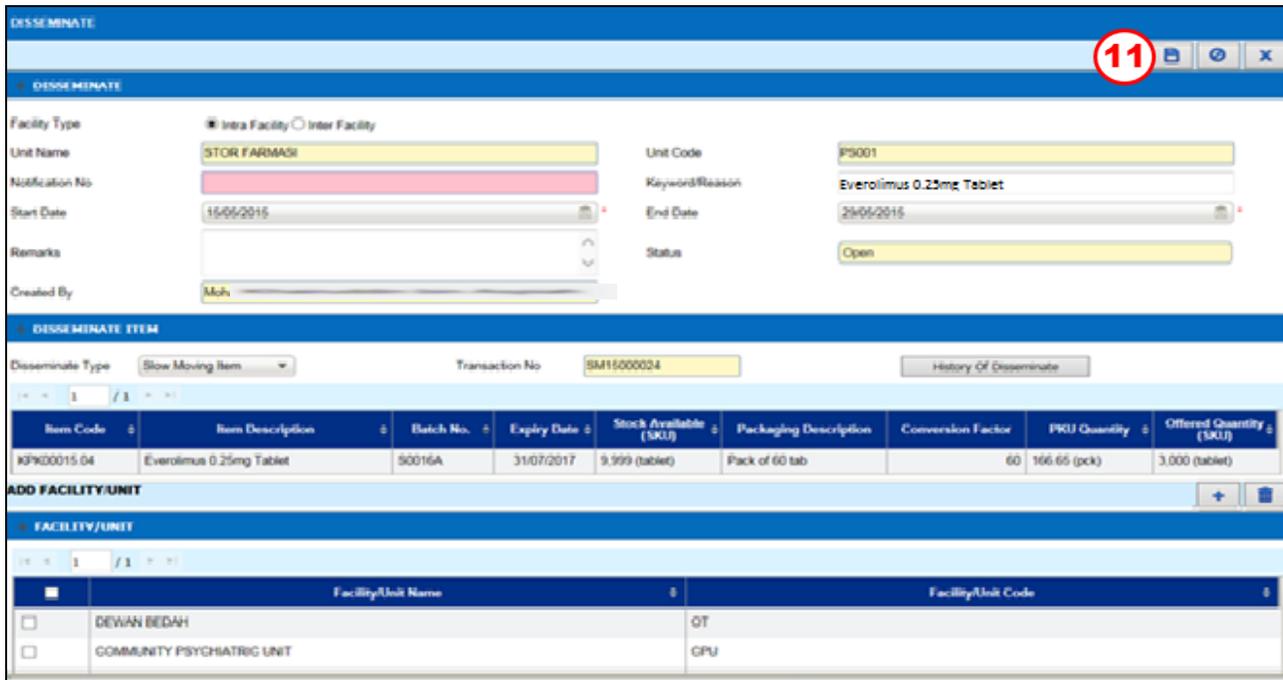
Figure 3.3.1-7 Add Facility/Unit

**STEP 10**

Select the  check box to add the Facility/Unit Name based on the selection for **Facility Type**

**Note**

User is allowed to select more than 1 check box.



Item Code	Item Description	Batch No.	Expiry Date	Stock Available (SKU)	Packaging Description	Conversion Factor	PKU Quantity	Offered Quantity (SKU)
KPK00015-04	Everolimus 0.25mg Tablet	S0016A	31/07/2017	9,999 (tablet)	Pack of 60 tab	60	166.65 (pck)	3,000 (tablet)

Facility/Unit Name	Facility/Unit Code
<input type="checkbox"/> DEWAN BEDAH	OT
<input type="checkbox"/> COMMUNITY PSYCHIATRIC UNIT	CPU

Figure 3.3.1-8 Disseminate

**STEP 11**

Click on the  button to save the disseminate record

**Note**

- After saving the record, alert messages will be displayed as per Figure 3.3.1-9 and Figure 3.3.1-10.

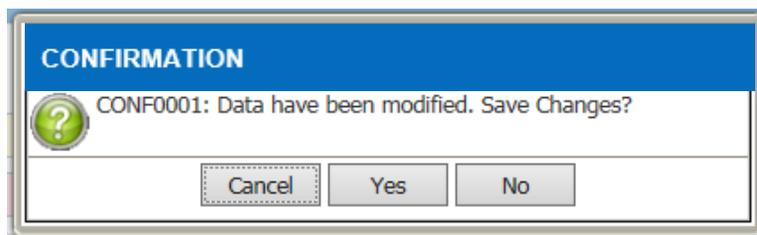


Figure 3.3.1-9 Save Record Alert Message

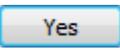
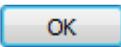
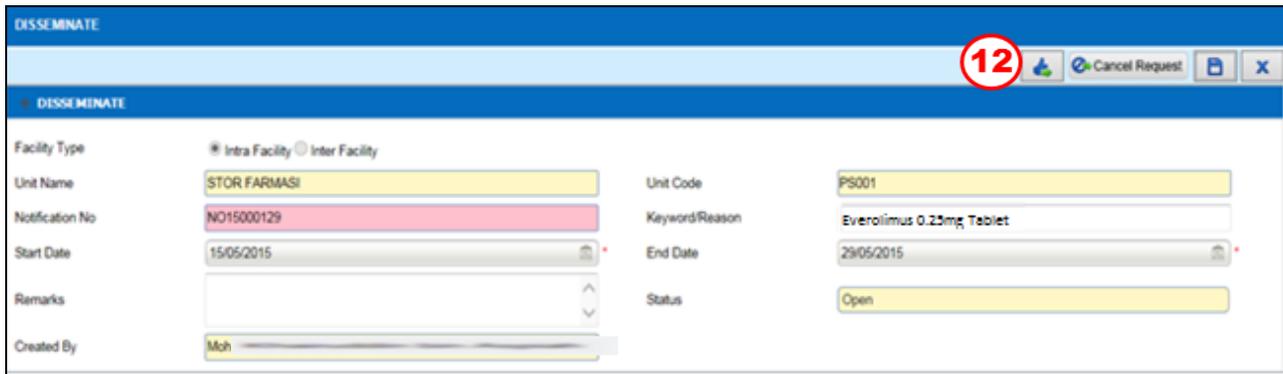
- Click on the  button.



Figure 3.3.1-10 Save Record Alert Message

- Click on the  button.



**DISSEMINATE**

Facility Type:  Intra Facility  Inter Facility

Unit Name: STOR FARMASI Unit Code: PS001

Notification No: NO15000129 Keyword/Reason: Everolimus 0.25mg Tablet

Start Date: 15/05/2015 End Date: 29/05/2015

Remarks: [Empty]

Created By: Moh Status: Open

**12**    

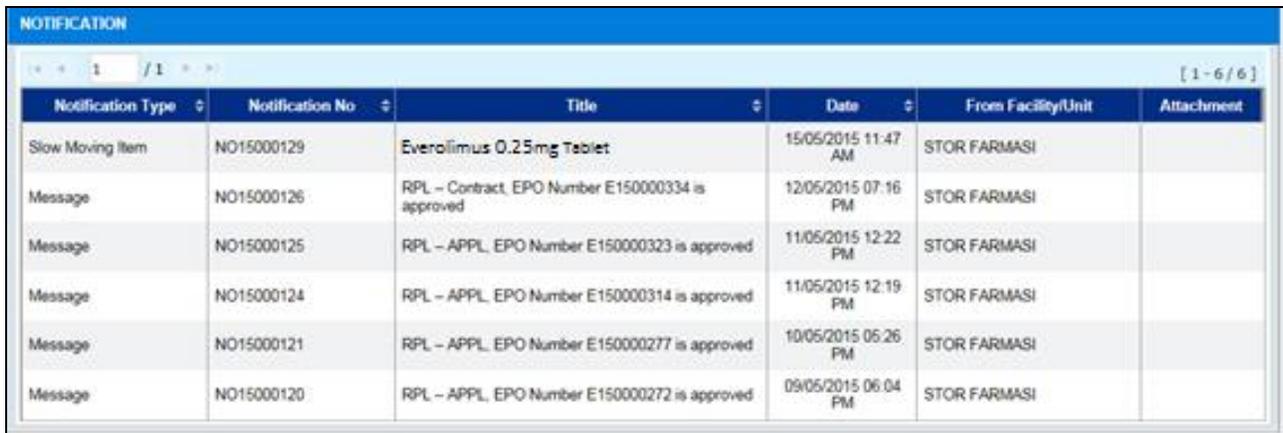
Figure 3.3.1-11 Disseminate Send Notification

**STEP 12**

Click on the  button to send the notification to the selected facility/unit

**Note**

After sending the notification, the system will automatically generate the Notification No. and it will be displayed on the home page of the selected facility/unit. For example: NO14000

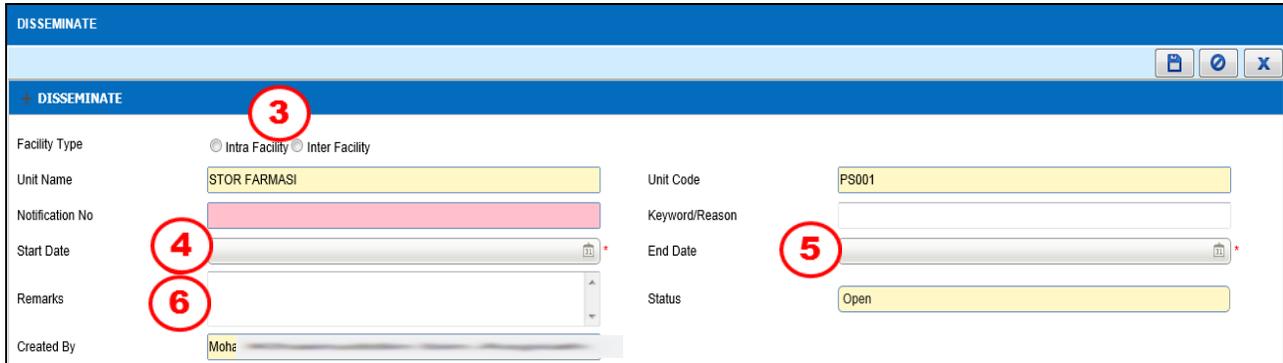


Notification Type	Notification No	Title	Date	From Facility/Unit	Attachment
Slow Moving Item	NO15000129	Everolimus 0.25mg Tablet	15/05/2015 11:47 AM	STOR FARMASI	
Message	NO15000126	RPL – Contract, EPO Number E150000334 is approved	12/05/2015 07:16 PM	STOR FARMASI	
Message	NO15000125	RPL – APPL, EPO Number E150000323 is approved	11/05/2015 12:22 PM	STOR FARMASI	
Message	NO15000124	RPL – APPL, EPO Number E150000314 is approved	11/05/2015 12:19 PM	STOR FARMASI	
Message	NO15000121	RPL – APPL, EPO Number E150000277 is approved	10/05/2015 05:26 PM	STOR FARMASI	
Message	NO15000120	RPL – APPL, EPO Number E150000272 is approved	09/05/2015 06:04 PM	STOR FARMASI	

Figure 3.3.1-12 Notification

### 3.3.2 New Disseminate Record: Inter Facility

To create a new disseminate record between facilities, perform the steps below:



The screenshot shows the 'DISSEMINATE' form with the following fields and annotations:

- Facility Type:** Radio buttons for 'Intra Facility' and 'Inter Facility'. The 'Inter Facility' option is selected and circled with a red circle containing the number 3.
- Unit Name:** Text field containing 'STOR FARMASI'.
- Unit Code:** Text field containing 'PS001'.
- Notification No:** Empty text field.
- Keyword/Reason:** Empty text field.
- Start Date:** Date picker field circled with a red circle containing the number 4.
- End Date:** Date picker field circled with a red circle containing the number 5.
- Remarks:** Text area circled with a red circle containing the number 6.
- Status:** Dropdown menu showing 'Open'.
- Created By:** Text field containing 'Mohs'.

Figure 3.3.2-1 Disseminate

This function allows users to notify of slow moving item that are offered between facilities.

#### Note

Repeat **STEP 1** and **STEP 2** from Section [3.3.1 New Disseminate Record: Intra Facility](#) to create a new transaction and the Disseminate screen will be displayed as per Figure 3.3.2-1.

#### STEP 3

Select **Inter Facility** radio button for *Facility Type*

#### Note

- A new Disseminate record Status is defaulted as 'Open'.
- **Unit Name** and **Unit Code** are defaulted to the user's login ID.

#### STEP 4

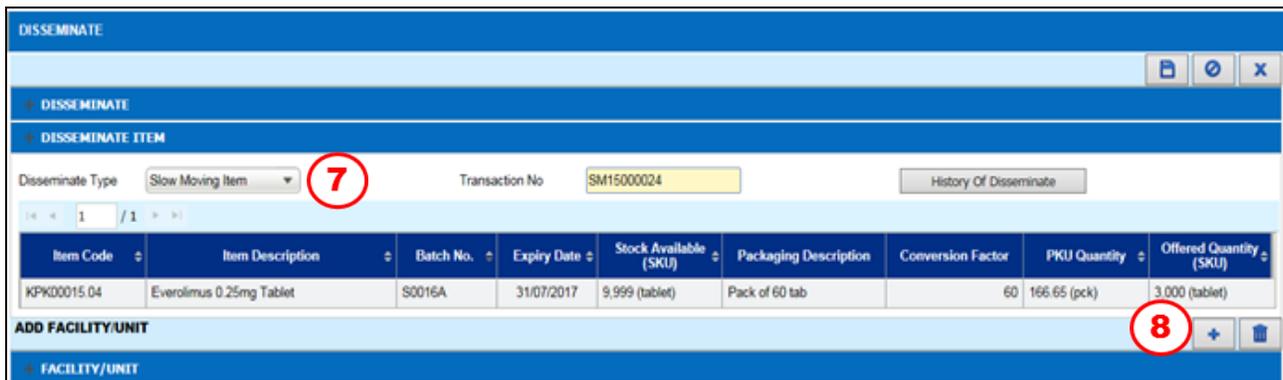
Select the **Start Date** for the item dissemination

#### STEP 5

Select the **End Date** for the item dissemination

#### STEP 6

Enter **Remarks** if applicable



The screenshot shows the 'DISSEMINATE ITEM' form with the following fields and annotations:

- Disseminate Type:** Dropdown menu showing 'Slow Moving Item' circled with a red circle containing the number 7.
- Transaction No:** Text field containing 'SM15000024'.
- History Of Disseminate:** Button.
- Table:** A table with columns: Item Code, Item Description, Batch No., Expiry Date, Stock Available (SKU), Packaging Description, Conversion Factor, PKU Quantity, and Offered Quantity (SKU). The table contains one row of data for 'Everolimus 0.25mg Tablet'.
- ADD FACILITY/UNIT:** Button circled with a red circle containing the number 8.

Figure 3.3.2-2 Disseminate Item

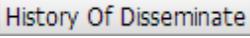
### STEP 7

Select Slow Moving Item from the **Disseminate Type** dropdown box

### STEP 8

Click on the  button and the 'Facility' screen will be displayed as shown in Figure 3.3.2-5

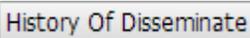
### Note

- Click on  after selecting the Disseminate Type to view list of dissemination as per Figure 3.3.2-3.



Transaction No	Frequency of Disseminate	Last Disseminate Date	Facility/Unit Name
SM15000014	9	13/04/2015	Unit/Facility
SM15000005	1	20/04/2015	Unit/Facility
SM15000024	1	15/05/2015	Unit/Facility

Figure 3.3.2-3 History of Disseminate

- Alert message will be prompt as per Figure 3.3.2-4 if user click on the  without selecting the disseminate type.

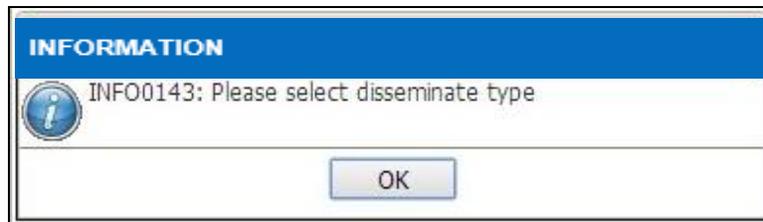


Figure 3.3.2-4 Alert Message



FACILITY

SEARCH FACILITY

Facility Name

State

Facility Code

Hospital Type

ADD FACILITY

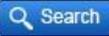
Facility Name	Facility Code	State	Hospital Type
No Record Found			

Figure 3.3.2-5 Add Facility

### STEP 9

Select **State** or **Hospital Type** from the drop down box

### STEP 10

Click on the  button

#### Note

- The list of Facility Name will be displayed based on the State or Hospital Type.
- Select the  button to add the facility name.

### STEP 11

Click on the  button to save the transaction

#### Note

Click on the  button to add the selected **Facility Name** into the Add Facility/Unit Name section.

Item Code	Item Description	Batch No.	Expiry Date	Stock Available (SKU)	Packaging Description	Conversion Factor	PKUJ Quantity	Offered Quantity (SKU)
KPK00015.04	Everolimus 0.25mg Tablet	S0016A	31/07/2017	9,999 (tablet)	Pack of 60 tab	60	166.65 (pck)	3,000 (tablet)

Facility/Unit Name	Facility/Unit Code
Hospital Raja Permaisuri Bainun, Ipoh	18-0005001.1

Figure 3.3.2-6 Disseminate

### STEP 12

Click on the  button to save the disseminate record

#### Note

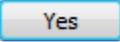
- An alert message will be displayed as per Figure 3.3.2-7 and Figure 3.3.2-8.

CONFIRMATION

CONF0002: Are you sure you want to save?

Cancel Yes No

Figure 3.3.2-7 Save Record Alert Message

- Click on the  button in Figure 3.3.2-7

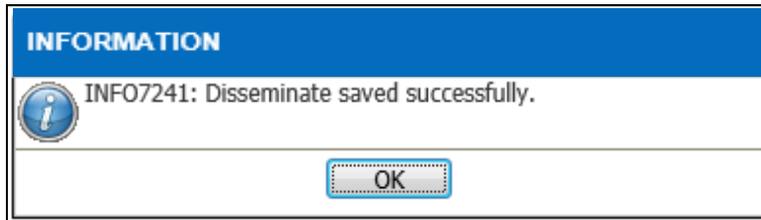
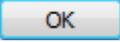
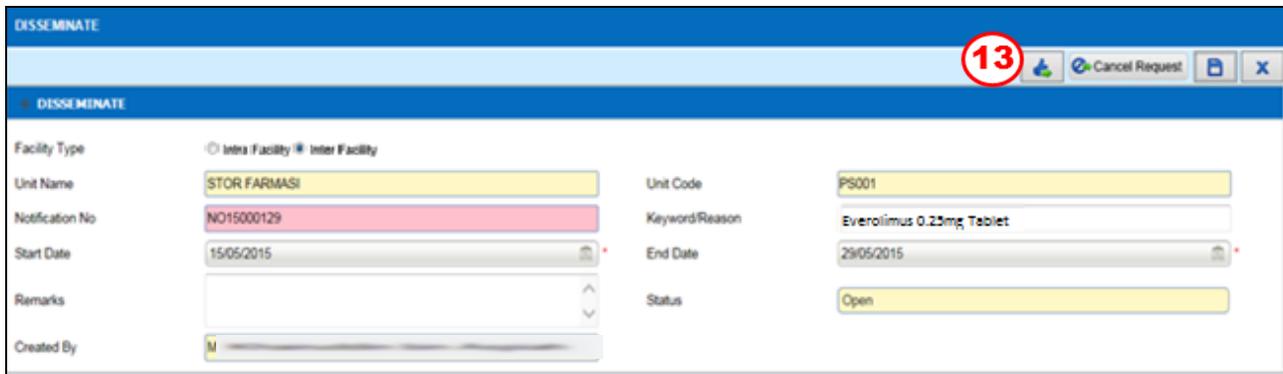


Figure 3.3.2-8 Save Record Alert Message

- Click on the  button in Figure 3.3.2-8



The screenshot shows the 'DISSEMINATE' form. The title bar includes a red circle with the number '13' next to a thumbs-up icon. The form fields are as follows:

Field	Value
Facility Type	<input type="radio"/> Intra Facility <input checked="" type="radio"/> Inter Facility
Unit Name	STOR FARMASI
Unit Code	PS001
Notification No	NO15000129
Keyword/Reason	Everolimus 0.25mg Tablet
Start Date	15/05/2015
End Date	29/05/2015
Remarks	
Status	Open
Created By	M

Figure 3.3.2-9 Disseminate Send Notification

### STEP 13

Click on the  button to send the notification to the selected facility/unit

### Note

After sending the notification, the system will automatically generate the Notification No. and it will be displayed on the home page of the selected facility/unit. For example: NO15000057 in Figure 3.3.2-10

NOTIFICATION					
1 / 2					[ 1 - 10 / 13 ]
Notification Type	Notification No	Title	Date	From Facility/Unit	Attachment
Slow Moving Item	NO15000057		18/12/2015 06:32 PM	Hospital Kulim	
Message	NO15000056	RPL – APPL, EPO Number E150000159 is approved	18/12/2015 10:05 AM	Farmasi Logistik	
Message	NO15000054	RPL – APPL, EPO Number E150000153 is approved	14/12/2015 06:13 PM	Farmasi Logistik	
Message	NO15000053	RPL – APPL, EPO Number E150000154 is approved	14/12/2015 06:13 PM	Farmasi Logistik	
Message	NO15000046	RPL – APPL, EPO Number E150000145 is approved	13/11/2015 09:34 AM	Farmasi Logistik	
Message	NO15000045	RPL – APPL, EPO Number E150000146 is approved	13/11/2015 09:34 AM	Farmasi Logistik	
Message	NO15000042	RPL – APPL, EPO Number E150000137 is approved	27/10/2015 11:17 PM	Farmasi Logistik	
Message	NO15000041	RPL – APPL, EPO Number E150000138 is approved	27/10/2015 11:17 PM	Farmasi Logistik	
Message	NO15000040	RPL – APPL, EPO Number E150000139 is approved	27/10/2015 11:17 PM	Farmasi Logistik	
Message	NO15000039	RPL – APPL, EPO Number E150000140 is approved	27/10/2015 11:17 PM	Farmasi Logistik	

Figure 3.3.2-10 Notification for Slow Moving Item

**STEP 14**

Click on the **Notification No** i.e. NO 5000057 to generate Slow Moving Item Report in Figure 3.3.2-10

 **KEMENTERIAN KESIHATAN MALAYSIA**  
Hospital Kulim  
[SLOW MOVING/ NEAR EXPIRATION] ITEMS TO OFFER

NOTIFICATION NO : NO1500057      CONTACT :   
DISSEMINATE TYPE : SLOW MOVING ITEM      CONTACT NO : 019 497 6639      EMAIL :   
FROM UNIT : STOR FARMASI      DATE START : 18/12/2015      DATE END : 24/12/2015  
UNIT CODE : PS001      ADDRESS :   
CREATED DATE : 18/12/2015      REMARKS :   
TO FACILITY : Jabatan Kesihatan Wilayah Persekutuan Kuala Lumpur, KK Bandar Maharani/Klinik Kesihatan Sungal Best

No	Item Code	Item Description	SKU	Expiry Date	Batch No	Packaging Description	Offered Quantity (SKU)
1	J01CR02961P4001XX.02	Amoxicillin 500mg + Clavulanate 100mg Inj	vial	01/11/2016	3402714	Vial	1,000

Printed Date : 18/12/2015      Printed By : FAULZA MOHD HUSSEIN      Unit Name : Farmasi Logistik      Source : PhIS  
Page 1 of 1

Figure 3.3.2-11 Slow Moving Item Report to Offer

**Note**

After click on the Notification No, the system will display automatically Slow Moving Item Report in Figure 3.3.2-11

## 4.0 Acronyms

Abbreviation	Definition
MOH	Ministry of Health
KKM	Kementerian Kesihatan Malaysia
PhIS	Pharmacy Information System
CPS	Clinical Pharmacy System
PKU	Packaging Keeping Unit
SKU	Store Keeping Unit
TDM	Therapeutic Drug Monitoring
CDR	Cytotoxic Drug Reconstitution
APPL	Approved Product Purchase List
RPL	Recommended Purchase List
EPO	Electronic Purchase Order

## 5.0 Links to 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>