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

User Manual
PhIS Plus

Centralized

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Version No	Reviewer	List of changes from Previous Version
1.0		Initial Document

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Table of Contents

1.0 Introduction 1
1.1 Overview of PhIS Plus 1
1.2 Purpose and Objectives 1
1.3 Organised Sections 1
2.0 Application Standard Features 2
2.1 PhIS Plus 2
3.0 Centralized 3
Overview 3
User Group 3
Functional Diagram 3
3.1 Login to PhIS Plus 4
3.2 PhIS Plus Home Page Overview 5
3.3 Centralized Purchase Order 6
3.3.1 Create New Centralized Purchase Order 6
3.3.2 Centralized Purchase Order Approval 13
3.4 Centralized Receiving 16
3.4.1 Create New Centralized Receiving 16
3.4.2 Centralized Receiving Approval 26
4.0 Acronyms 29

1.0 Introduction

1.1 Overview of PhIS Plus

Pharmacy Information System Plus or better known as PhIS Plus is a complete and comprehensive system for health care sector, which includes a centralized vaccine management platform that can manage mass vaccination by including Vaccine Centralized Procurement and Vaccine Distribution process

1.2 Purpose and Objectives

This user manual outlines the PhIS+ Admin Dashboard and its key features and functionalities. The primary objective is to help guide users through the process of completing the application process.

User will understand the following activities in details:

- Master Purchase Order
- Master Receiving

1.3 Organised Sections

These are the sections within this document:

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

2.0 Application Standard Features

2.1 PhIS Plus

Standard Legend			
LOGIN	Login to PhIS	Logout	Logout from PhIS
Change Password	Change Login Password		Reset Login Screen
	Expand Menu		Collapse Menu
Home	Display Home Tab		Expand Module
	Collapse Module		Close All Open Tabs
	Refresh Screen	Search	Search Record
	Add/Create New Record	Commission	Commission
Confirm	Confirm	*	Mandatory Field
	Calendar Icon		Cancel
	Close Window		Save
Reject	Reject Transaction	Reject All	Reject All
Release All	Release All	Clear	Clear
Release	Release	Serialize	Serialize

3.0 Centralized

Overview

Centralized modules consist of two (2) function which is Master Purchase Order and Master Receiving. This function that will be used at BPF (HQ) is a process to create a complete purchase order and receiving of vaccine product for all Pusat Simpanan Vaksin (PSV).

User Group

This module is intended for HQ (BPF) user that has access to PhIS Plus application

Functional Diagram

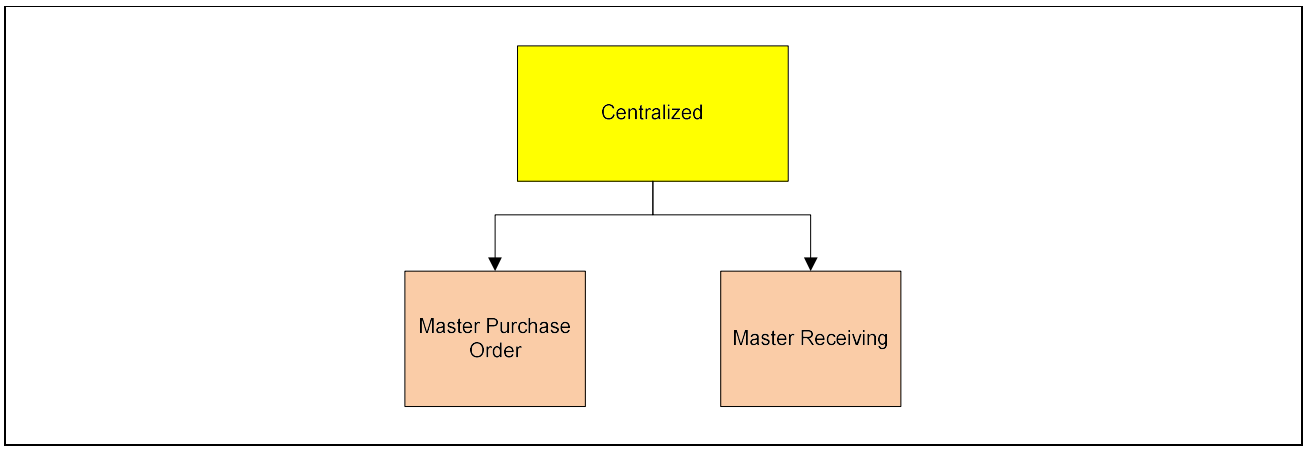


Figure 3.0-1

3.1 Login to PhIS Plus

To login into system, perform the steps below

Note

User at HQ(BPF) with the access right only is allowed to access into PhIS Plus application

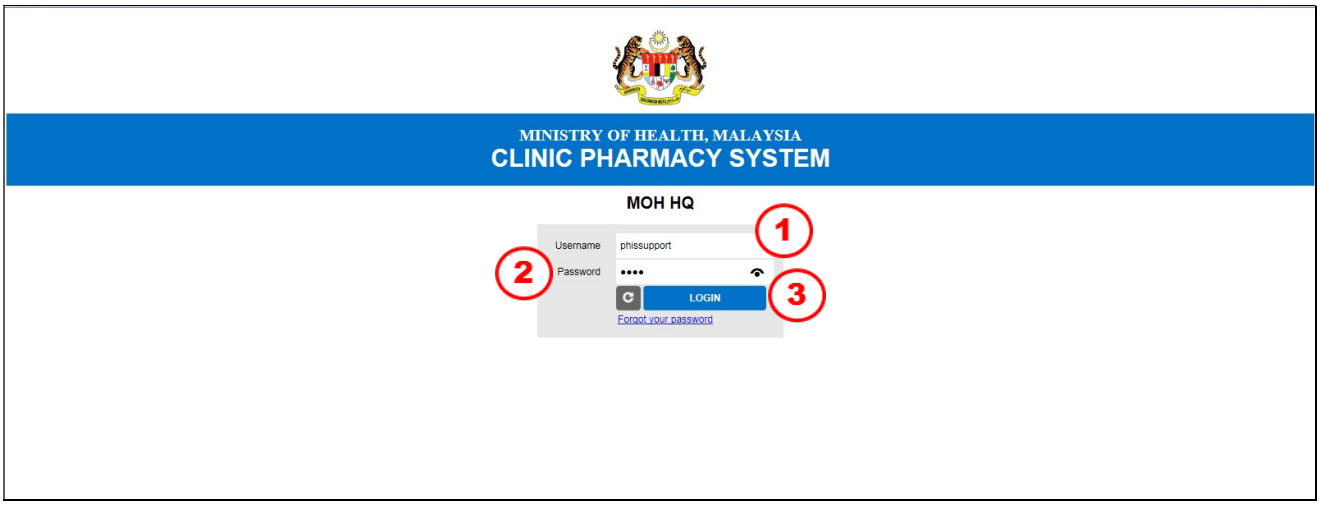


Figure 3.1-1 PhIS Plus Login Page

STEP 1

Enter username in ***Username*** field

STEP 2

Enter password in ***Password*** field

STEP 3

Click on the LOGIN button to log in to the application

Note

Alert message as shown in Figure 3.1-2 will be displayed if the username or password entered is invalid

Figure 3.1-2 Invalid username or password

3.2 PhIS Plus Home Page Overview

User will be navigated to the PhIS Plus home page upon successful login.

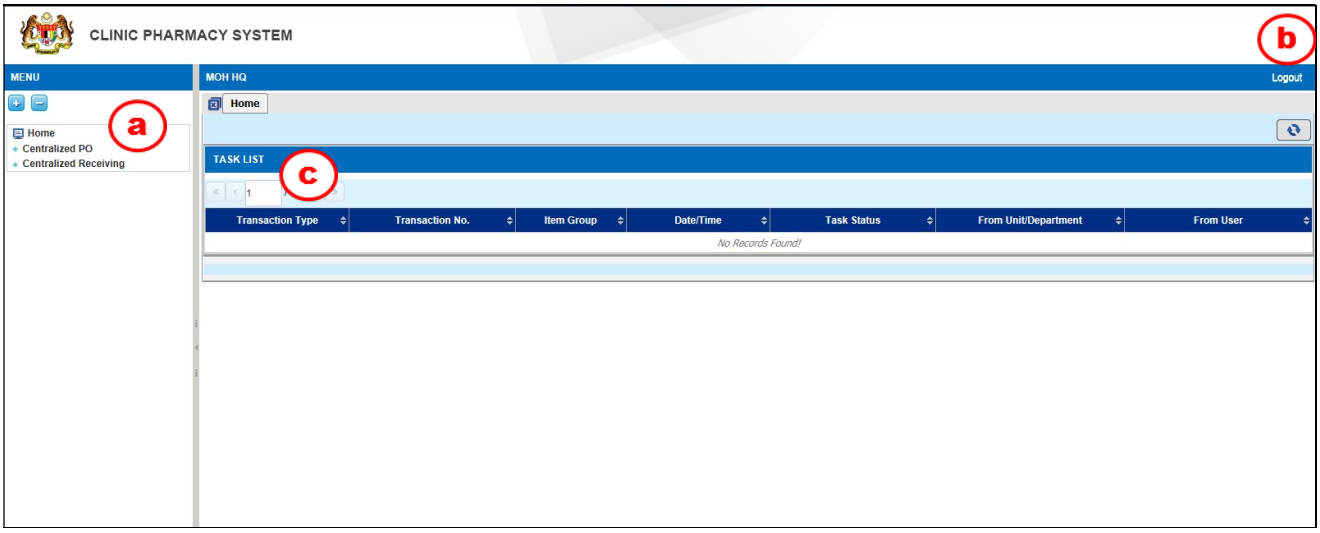


Figure 3.2-1 PhIS Plus Homepage

PhIS Plus Home Page screen will be displayed according to user's role and access right.

Left side panel contains:

a) ***Menu***
List of Menu displayed depends on the user's role. User needs to refer to the facility's System Administrator for any update needed.

Right side panel contains:

b) ***Logout***
To logout from PhIS application.

c) ***Task List***
Active 'Pending for Approval' task(s) that require action/ follow-up will be displayed.

3.3 Centralized Purchase Order

3.3.1 Create New Centralized Purchase Order

To create new CentralizedPurchase Order records, perform the step below

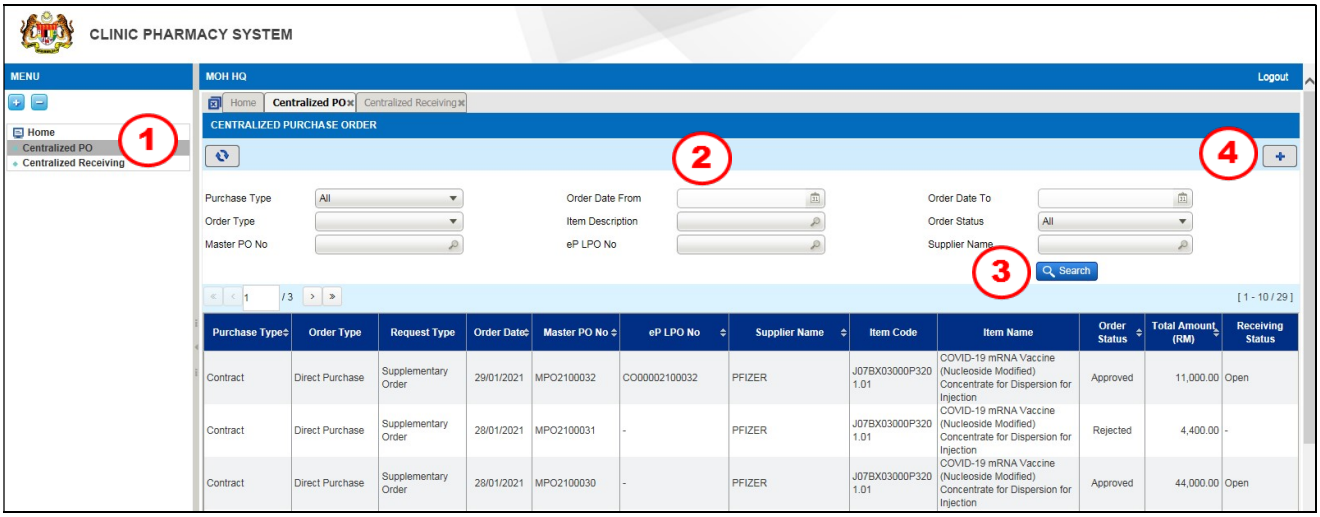


Figure 3.3.1-1 Centralized Purchase Order

STEP 1
Click on 'Centralized PO' menu

STEP 2
To search for existing records, user may search by criteria as follows:

No	Field	Description	Remark
a	Purchase Type	Select status from drop down menu:- - All - Contract - LP	Filter and search existing records based on Purchase Type
b	Order Type	Select status from drop down menu:- - All - Direct Purchase	Filter and search existing records based on Order Type
c	Master PO No	Search Master PO No	Allow to search and filter based on Item Master PO No selected
d	Order Date From	Search by selecting a date from the calendar	Filter and search existing records based on date. The date format will be 'DD/MM/YYYY'
e	Order Date To	Search by selecting a date from the calendar	Filter and search existing records based on date. The date format will be 'DD/MM/YYYY'
f	Item Description	Search Item Description	Allow to search and filter based on Item Description selected
g	Order Status	Select status from drop down menu:- - All - Approved - Cancelled - Closed - Open - Pending for Approval - Rejected	Filter and search existing records based on Order Status
h	eP LPO No	Search eP LPO No	Allow to search and filter based on eP LPO No selected

i	Supplier Name	Search Supplier Name	Allow to search and filter based on Supplier Name selected

Table 3.3.1

STEP 3

Click on the Search button to search and list of records will be displayed as per entered criteria

STEP 4

Click on the button to create new records and Centralized Purchase Order screen will be displayed as Figure 3.3.1-2

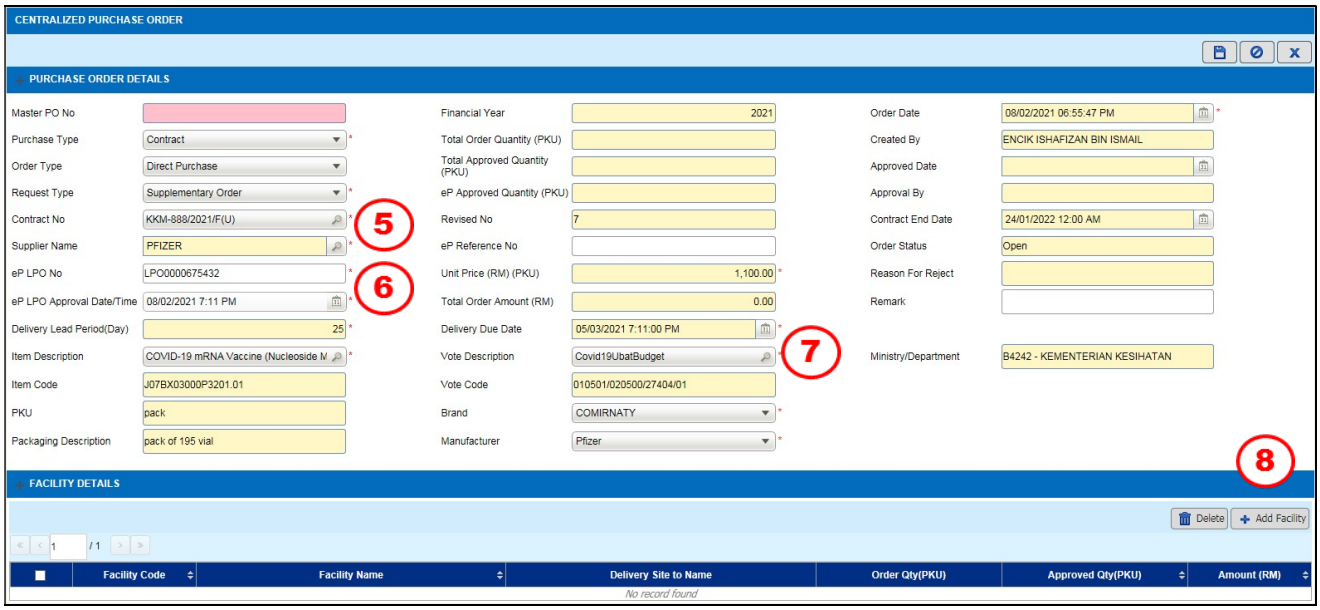


Figure 3.3.1-2 Centralized Purchase Order

Note

- ***Purchase Type*** *will defaulted to* ***Contract***
- ***Order Type*** *will defaulted to* ***Direct Purchase***
- ***Request Type*** *will defaulted to* ***Supplementary Order***

STEP 5

Click on ***Contract No*** button and select KKM Code Contract Ref No

Note

- ***Item Description*** *will be auto display if there are only one (1) contract item*
- *if got multiple Contract Item, user need to select* ***Item Description***
- ***Supplier Name***, ***Revised No***, ***Delivery Lead Period(Day)*** *and* ***Contract End Date*** *will be auto displayed based on selected* ***Contract No***
- ***Item Code***, ***Unit Price (RM) (PKU)***, ***Brand*** *and* ***Manufacturer*** *will auto displayed based on selected* ***Item Description***

STEP 6
Enter ***eP LPO No*** and select ***eP LPO Approved Date/Time***

STEP 7

Click on ***Vote Description*** button and select Vote Description

STEP 8

Click on the Add Facility button and Facility Order Details screen will be displayed as Figure 3.3.1-3

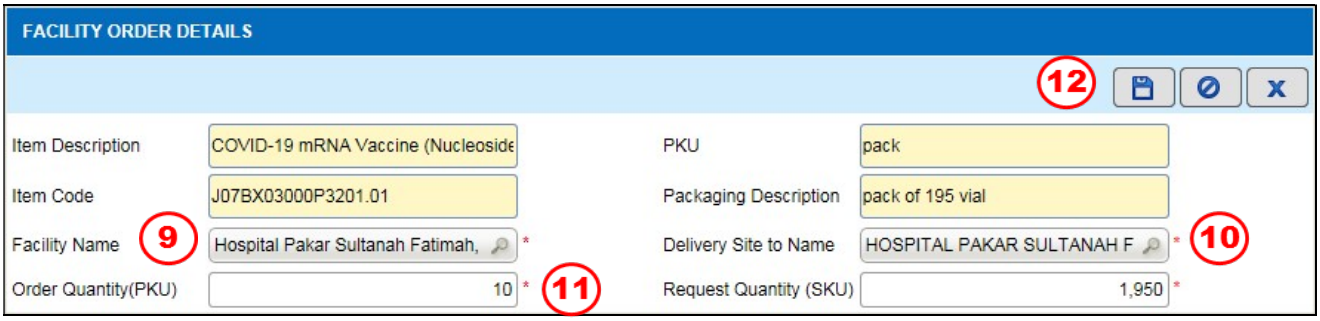


Figure 3.3.1-3 Facility Order Details

STEP 9

Click on ***Facility Name*** button and select Facility

Note
Facility Name *list will be displayed Pusat Simpanan Vaksin (PSV) facilities*

STEP 10

Click on ***Delivery Site To Name*** button and select Delivery Site To Name

Note
Delivery Site To Name *list will be displayed based BPF (MOH HQ) delivery site to*

STEP 11
Enter ***Order Quantity(PKU)***

Note
Request Quantity(SKU) *will be displayed based on Order Quantity x Conversion Factor*

STEP 12

Click on the button to save the record

Note
- *Confirmation message will be displayed as Figure 3.3.1-4*

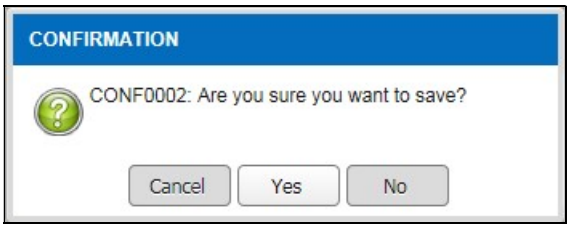


Figure 3.3.1-4 Confirmation Message

- *Click on the* Yes *button and information message will be displayed as Figure 3.3.1-5*

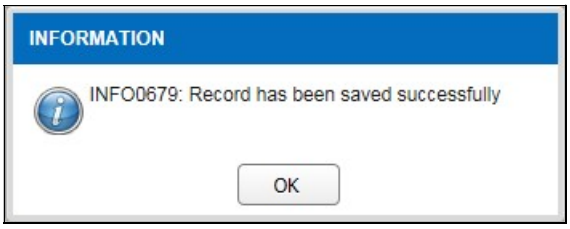


Figure 3.3.1-5 Information Message

- *Click on the* OK *button and information will be added in the Facility Details section as shown in Figure 3.3.1-6*

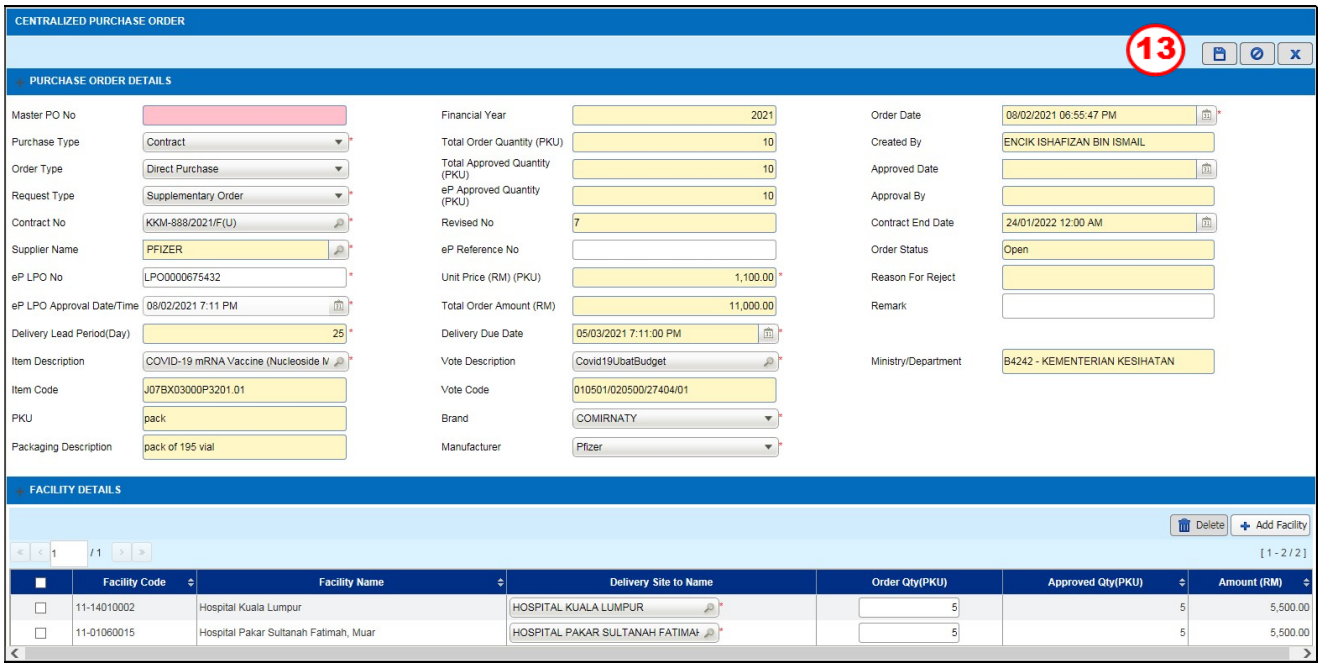


Figure 3.3.1-6 Centralized Purchase Order

Note

- *Repeat from Step 8 to Step 12 to add multiple Facility*
- *During adding facility, alert message will be displayed if user add same facility that already in list. Refer Figure 3.3.1-7*
- *User is allow to delete Facility Details information by click on the* ☐ *button and click on the* Delete *button*

Figure 3.3.1-7 Information Message

STEP 13

Click on the button to save the record

Note

- *Confirmation message will be displayed as Figure 3.3.1-8*

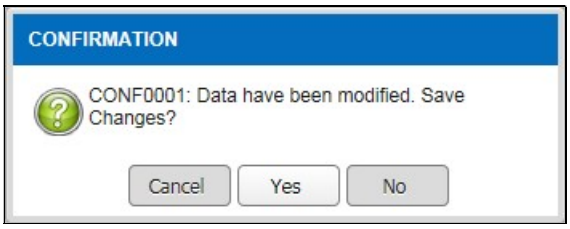


Figure 3.3.1-8 Confirmation Message

- *Click on the* Yes *button and information message will be displayed as Figure 3.3.1-9*

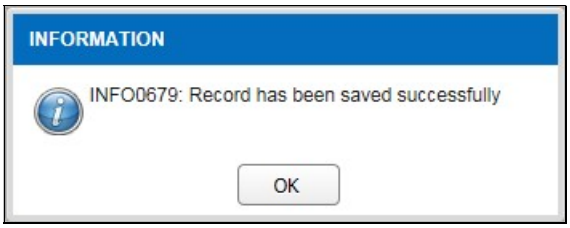


Figure 3.3.1-9 Information Message

- *Click on the* OK *button*
- *Master PO No will be generated automatically once the record is successfully saved and the Order Status will updated to Open*
- Send for Approval *button and* Cancel Order *button will be displayed as shown in Figure 3.3.1-10*

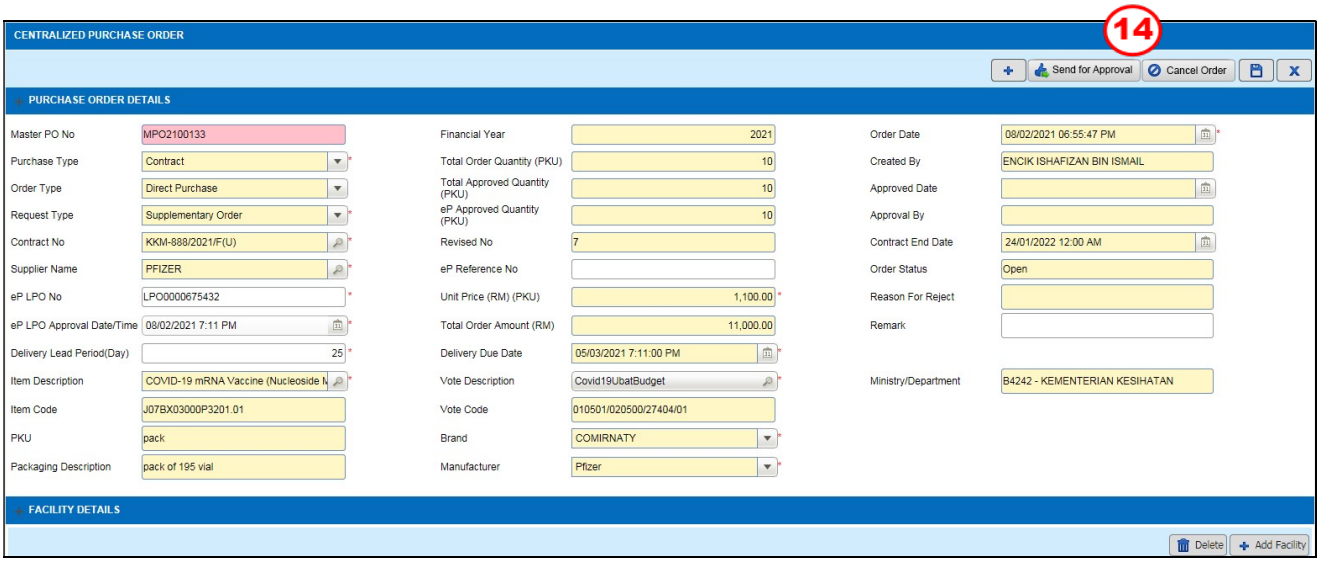


Figure 3.3.1-10 Centralized Purchase Order

STEP 14
Select either one of the available button

a) Click on the

button to send record for approval

Note

- *Confirmation message will be displayed as Figure 3.3.1-11*

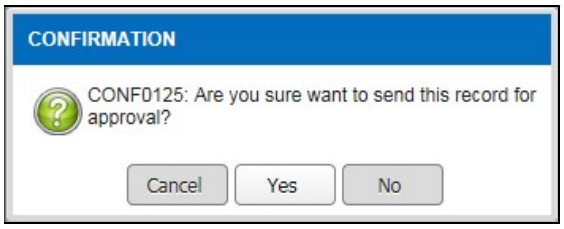


Figure 3.3.1-11 Confirmation Message

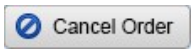
- *Click on the*

button and information message will be displayed as Figure 3.3.1-12

Figure 3.3.1-12 Information Message

- *Click on the*

button
- *Order Status will be updated to "Pending for Approval"*
- *all field will be read-only*

b) Click on the 

button to cancel the record

Note

- *Confirmation message will be displayed as Figure 3.3.1-13*

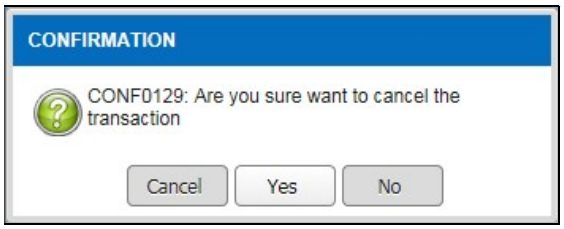


Figure 3.3.1-13 Confirmation Message

- *Click on the*

button
- *Order Status will be updated to "Cancelled"*
- *all field will be read-only*

3.3.2 Centralized Purchase Order Approval

To approve Cantralized Purchase Order records, perform the step below

Note

- *Approval process will only be done by user that assigned with approval roles*
- *Search for a record with Order Status 'Pending for Approval' at Centralized Purchase Order listing page*

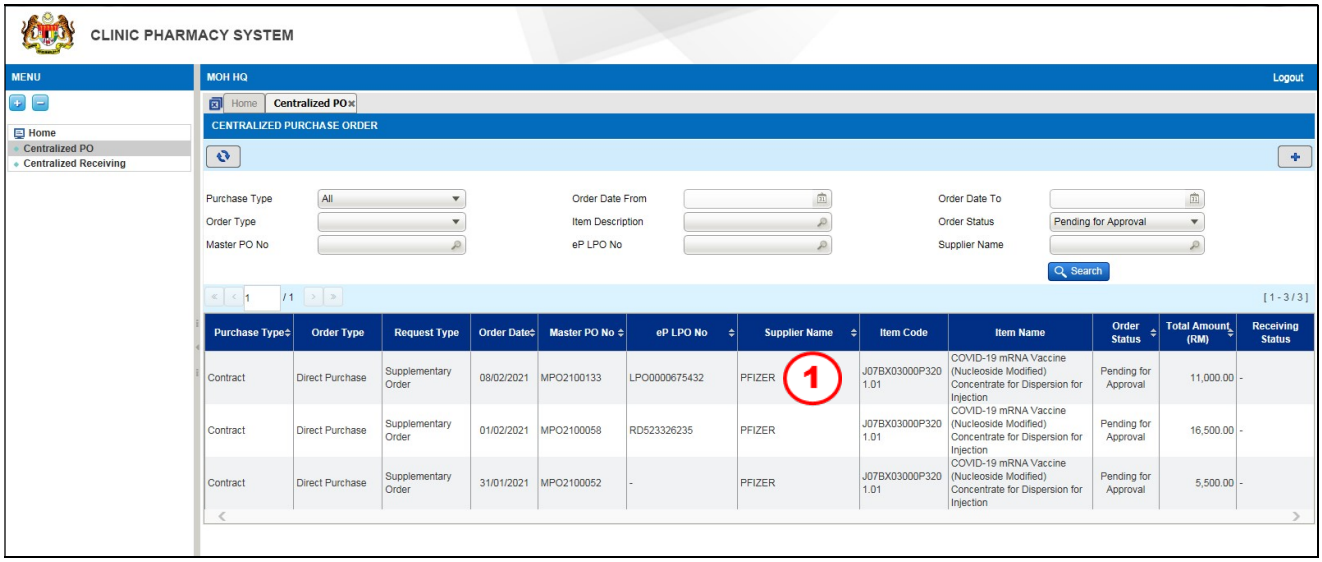


Figure 3.3.2-1 Centralized Purchase Order

STEP 1

Double click on the record and Centralized Purchase Order screen will be displayed as Figure 3.3.2-2

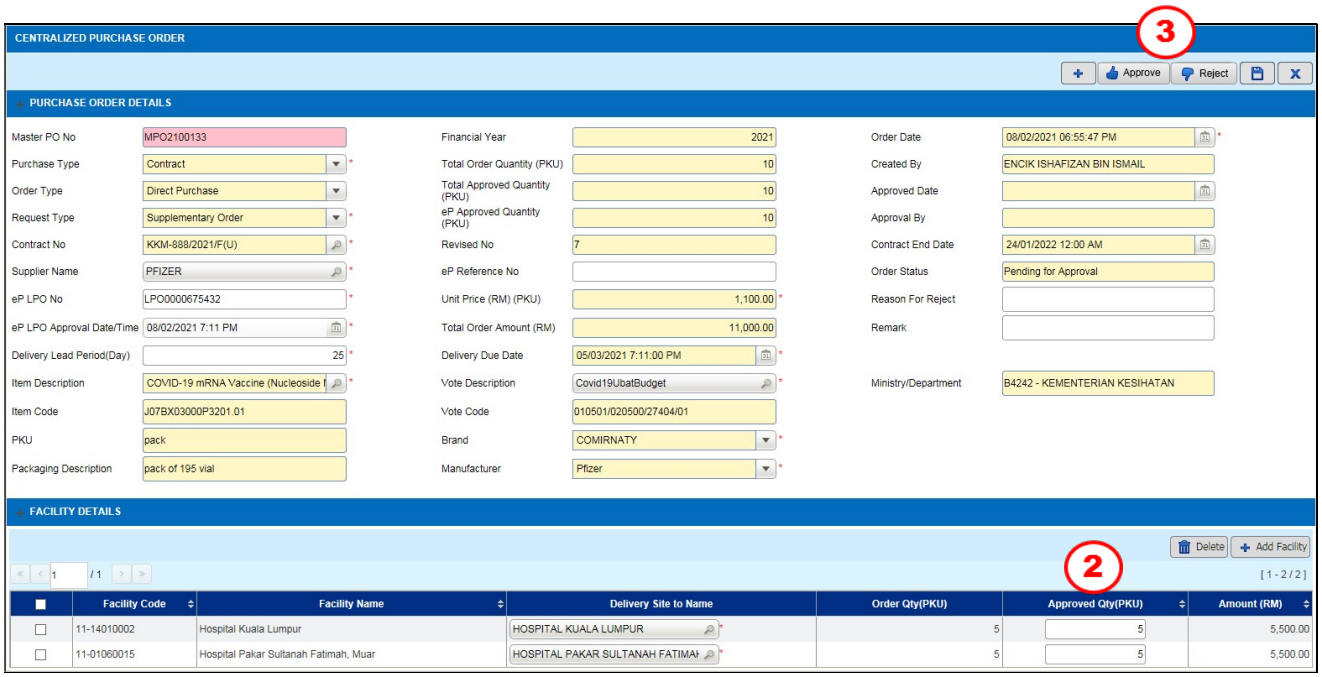


Figure 3.3.2-2 Centralized Purchase Order

Note
User is allow to:
*a) Modify **eP LPO No** and **eP LPO Approval Date/Time***
*b) Modify **Order Quantity(PKU)** by double click on the selected facility at Facility Details section*
c) Add new facility in the Facility Details section

STEP 2
Modify ***Approved Qty(PKU)***

Note
- *Approved Qty(PKU) will display based on **Order Quantity(PKU)** by default*
- *user is not allow to enter **Approved Qty(PKU)** more than **Order Quantity(PKU)***

STEP 3
Select either one of the available button

a) Click on the

button to approve the record

Note
- *Confirmation message will be displayed as Figure 3.3.2-3*

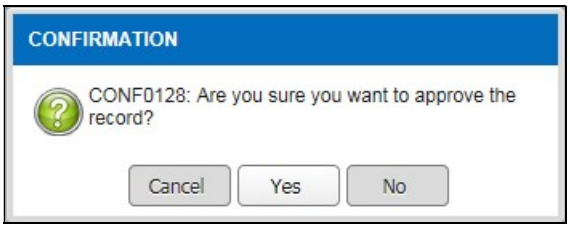
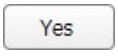


Figure 3.3.2-3 Confirmation Message

- *Click on the* 

button and information message will be displayed as Figure 3.3.2-4

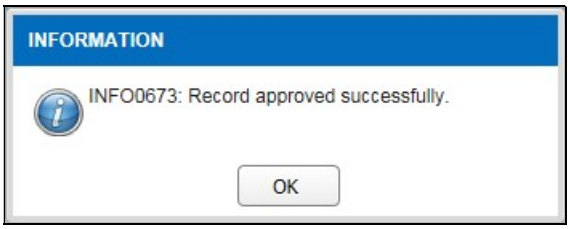


Figure 3.3.2-4 Information Message

- *Click on the*

button
- *Status will change to 'Approved' and record will be flow to Centralized Receiving Module*

b) Click on the

button to reject the record

Note

- *Reject reason is mandatory to be entered to reject the records*
- *Confirmation message will be displayed as Figure 3.3.2-5*

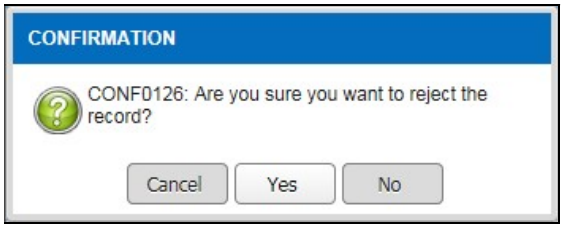


Figure 3.3.2-5 Confirmation Message

- *Click on the*

button and information message will be displayed as Figure 3.3.2-6

Figure 3.3.2-6 Information Message

- *Click on the*

button
- *Status will be updated to 'Rejected'*

3.4 Centralized Receiving

3.4.1 Create New Centralized Receiving

To create new Centralized Receiving records, perform the step below

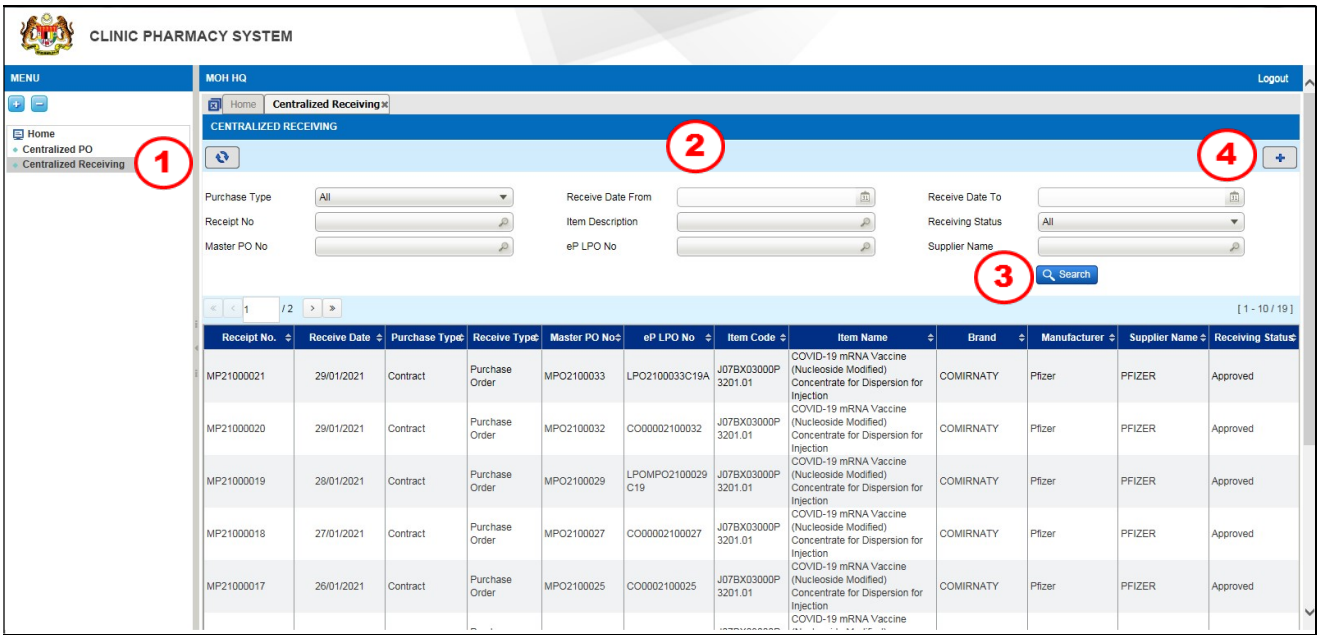


Figure 3.4.1-1 Centralized Receiving

STEP 1
Click on 'Centralized Receiving' menu

STEP 2
To search for existing records, user may search by criteria as follows:

No	Field	Description	Remark
a	Purchase Type	Select status from drop down menu:- - All - Contract - LP	Filter and search existing records based on Purchase Type
b	Receipt No	Search Receipt No	Allow to search and filter based on Receipt No selected
c	Master PO No	Search Master PO No	Allow to search and filter based on Item Master PO No selected
d	Receiving Date From	Search by selecting a date from the calendar	Filter and search existing records based on date. The date format will be 'DD/MM/YYYY'
e	Receiving Date To	Search by selecting a date from the calendar	Filter and search existing records based on date. The date format will be 'DD/MM/YYYY'
f	Item Description	Search Item Description	Allow to search and filter based on Item Description selected
g	Receiving Status	Select status from drop down menu:- - All - Approved - Cancelled - Open - Pending for Approval - Rejected	Filter and search existing records based on Receiving Status
h	eP LPO No	Search eP LPO No	Allow to search and filter based on eP LPO No

			selected
i	Supplier Name	Search Supplier Name	Allow to search and filter based on Supplier Name selected

Table 3.4.1

STEP 3

Click on the Search button to search and list of records will be displayed as per entered criteria

STEP 4

Click on the + button to create new records and Centralized Receiving screen will be displayed as Figure 3.4.1-2

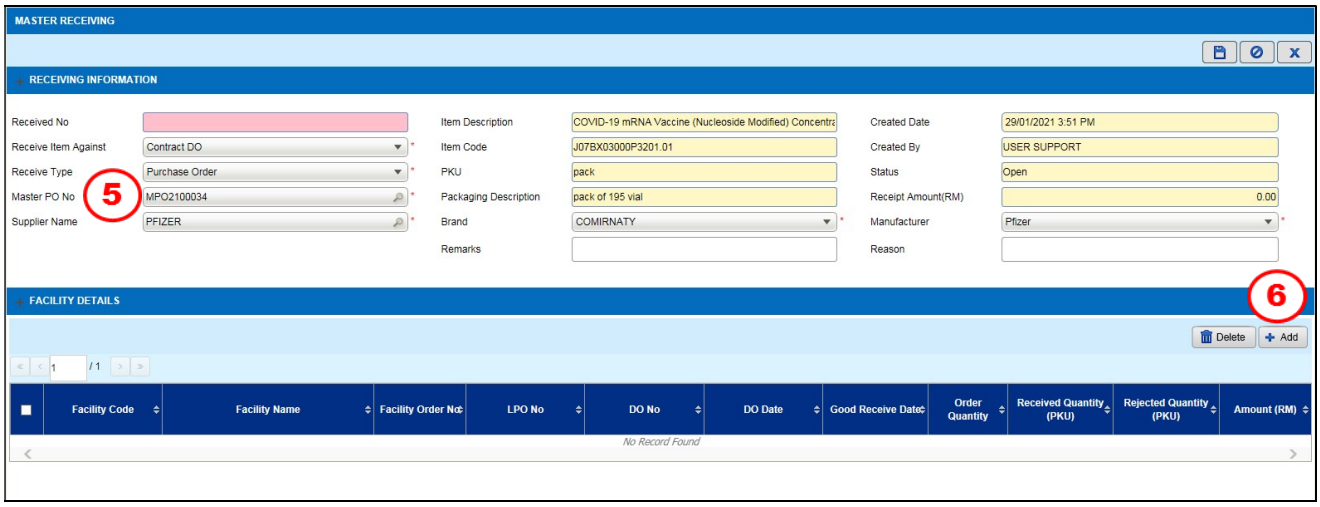


Figure 3.4.1-2 Centralized Receiving

Note

- ***Receive Item Against*** *will defaulted to* ***Contract DO***
- ***Receive Type*** *will defaulted to* ***Purchase Order***

STEP 5

Click ***Master PO No*** button and select Master PO No

Note

- *Master PO list will be displayed all records with status = Approved*
- ***Item Description***, ***Supplier Name***, ***Brand*** *and* ***Manufacturer*** *will be auto display based on the Master PO No selected*

STEP 6

Click on the + Add button to add Facility Details into Master Receiving record and Receive From Supplier screen will be displayed as Figure 3.4.1-3

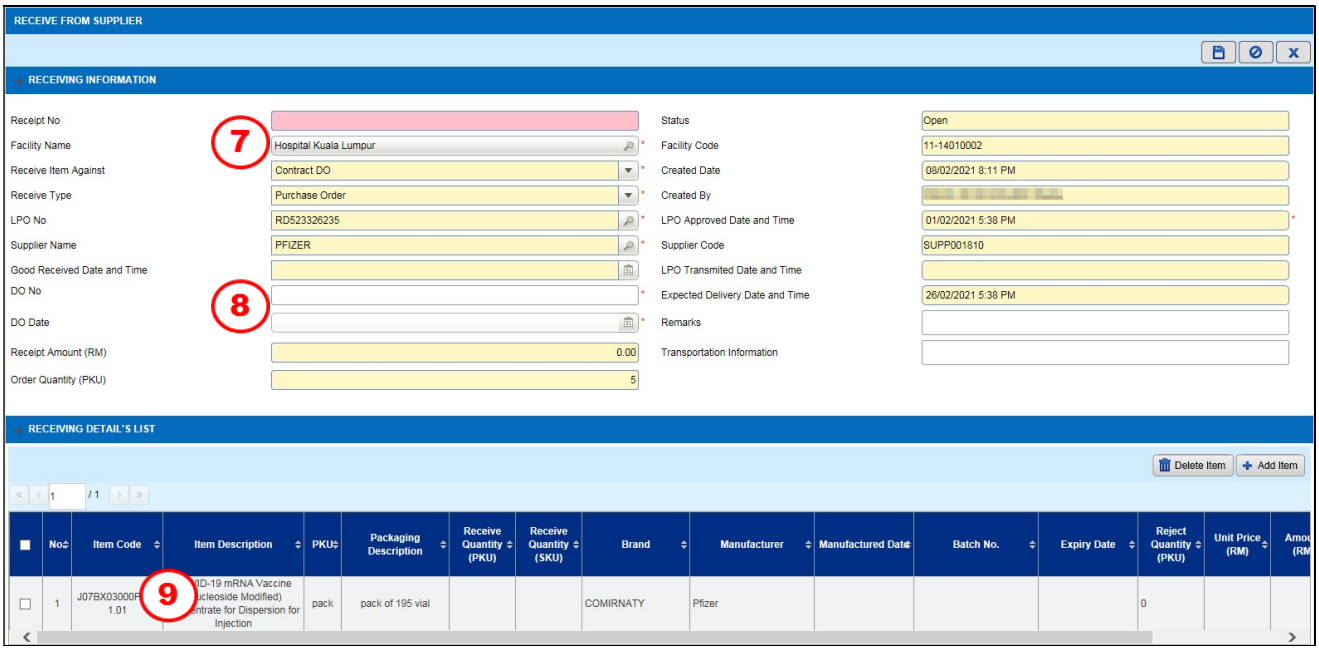


Figure 3.4.1-3 Receive From Supplier

STEP 7

Click on ***Facility Name*** button and select Facility Name

Note

- ***Facility Name*** will be display a list based on Facility added in Master Purchase Order record
- *Item information will be automatically display in Receiving Detail's List section after selecting* ***Facility Name***

STEP 8

Enter ***DO No*** and Select ***DO Date*** from calendar button

STEP 9

Double click on the item information in the Receiving Detail's List section and Add Batch Screen will be displayed as Figure 3.4.1-4

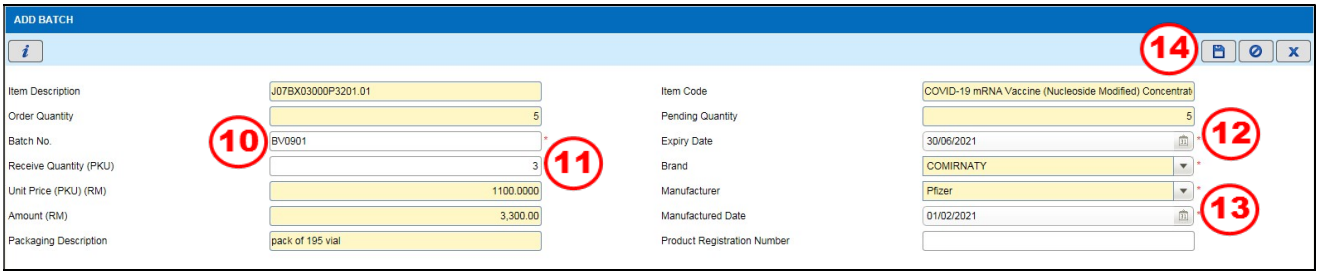


Figure 3.4.1-4 Add Batch

STEP 10

Enter ***Batch No***

STEP 11

Enter ***Receive Quantity (PKU)***

STEP 12

Select ***Expiry Date*** from calendar button

STEP 13

Select ***Manufacturer Date*** from calendar button

STEP 14

Click on the button to save the record

Note

- *Confirmation message will be displayed as Figure 3.4.1-5*

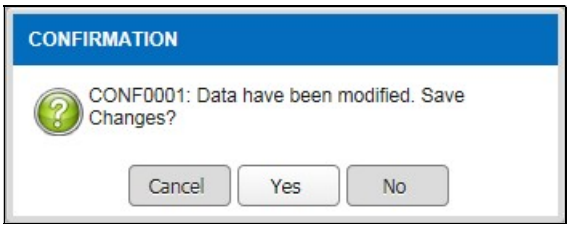


Figure 3.4.1-5 Confirmation Message

- *Click on the* Yes *button and information message will be displayed as Figure 3.4.1-6*

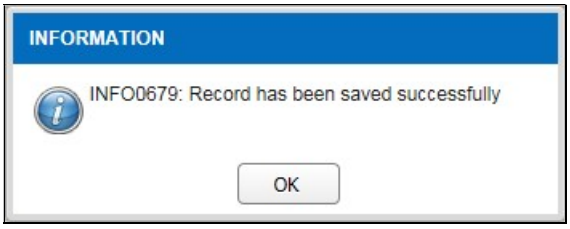


Figure 3.4.1-6 Information Message

- *Click on the* OK *button*
- *Receiving Detail's List will be updated after successfully saved the record as shown in Figure 3.4.1-7*

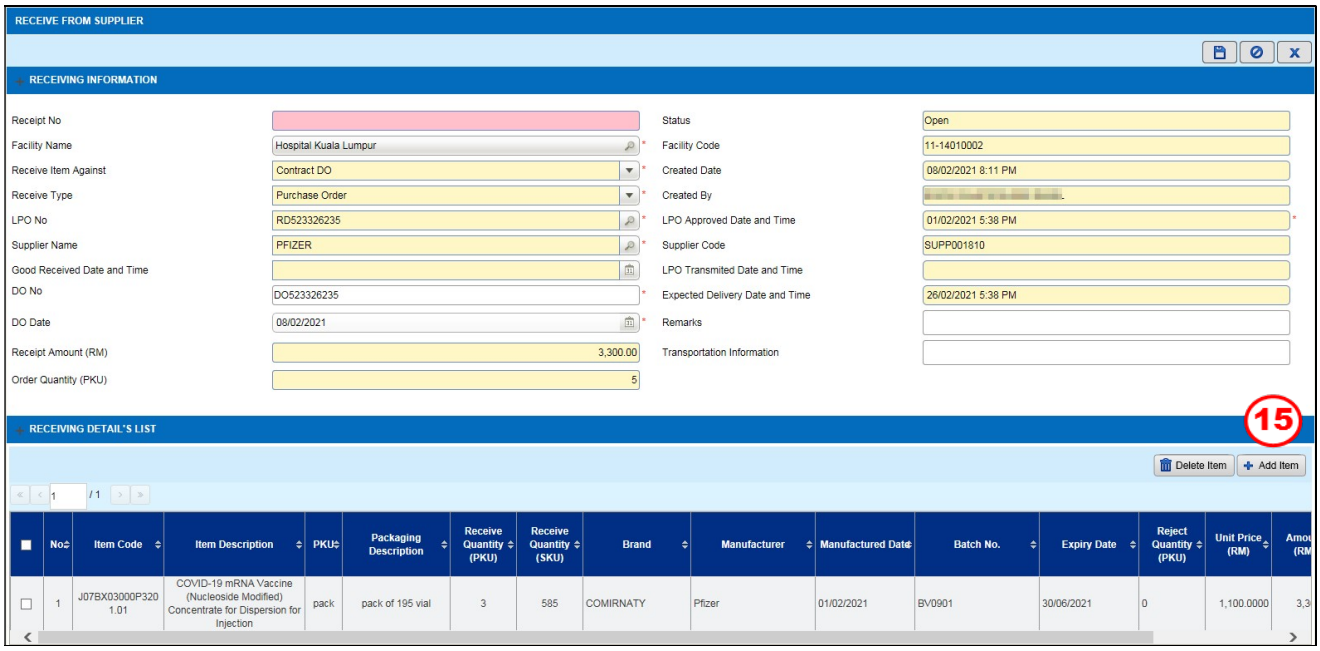
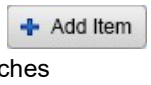


Figure 3.4.1-7 Receive From Supplier

STEP 15

Click on the  button and Add Batch screen will be displayed as shown in Figure 3.4.1-8 if user want to add multiple batches

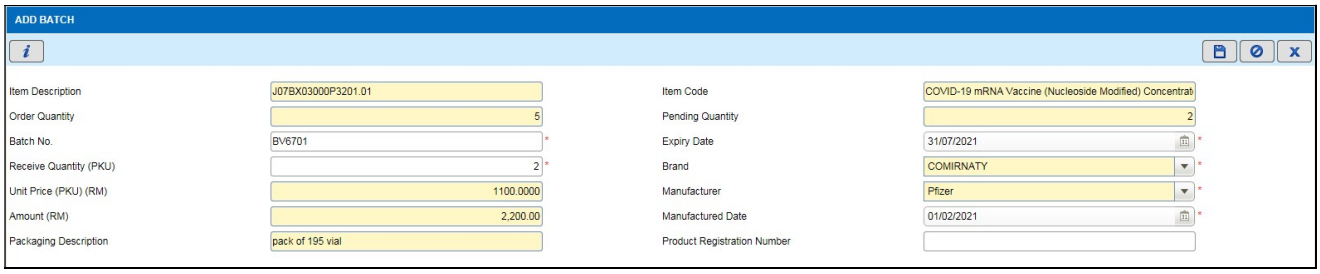


Figure 3.4.1-8 Add batch

Note

- *Repeat **STEP 10 to STEP 14** to add multiple batches*
- *for added batch, if user enter Receive Quantity(PKU) more than remaining Rending Quantity, information message will displayed as Figure 3.4.1-9*

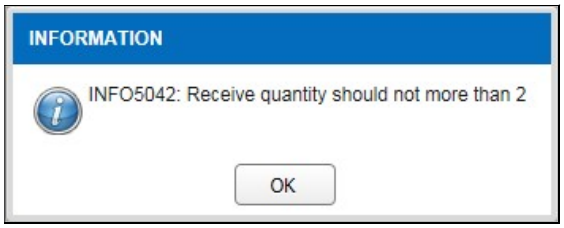


Figure 3.4.1-9 Information Message

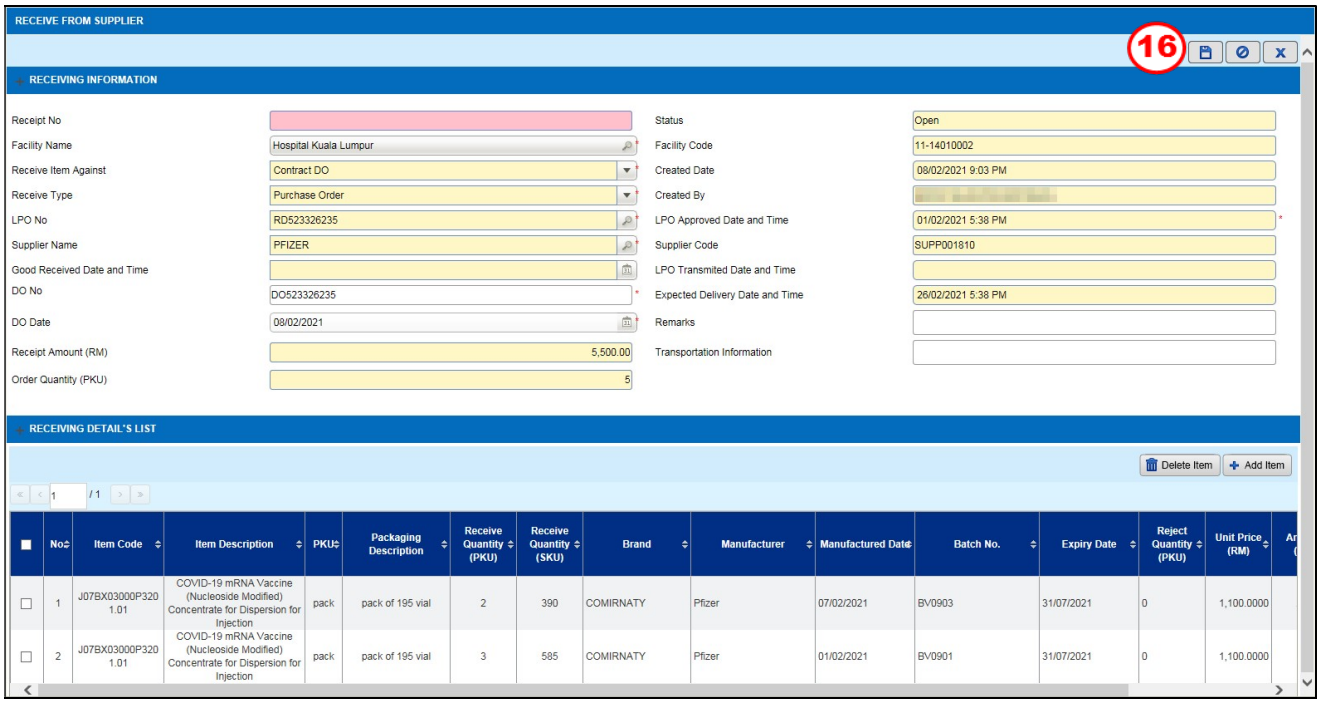


Figure 3.4.1-10 Receive From Supplier

STEP 16

Click on the button to save the record

Note

- *Confirmation message will be displayed as Figure 3.4.1-11*

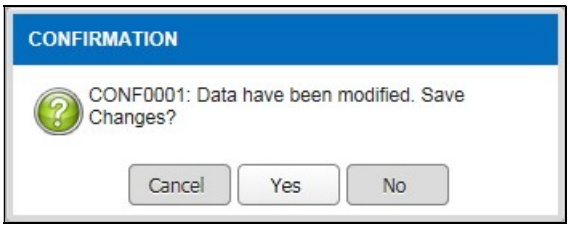


Figure 3.4.1-11 Confirmation Message

- *Click on the* Yes *button and information message will be displayed as Figure 3.4.1-12*

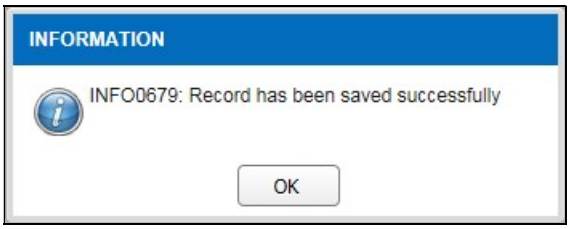


Figure 3.4.1-12 Information Message

- *Click on the* OK *button* and *record will be updated in the Facility Details section as shown in Figure 3.4.1-13*

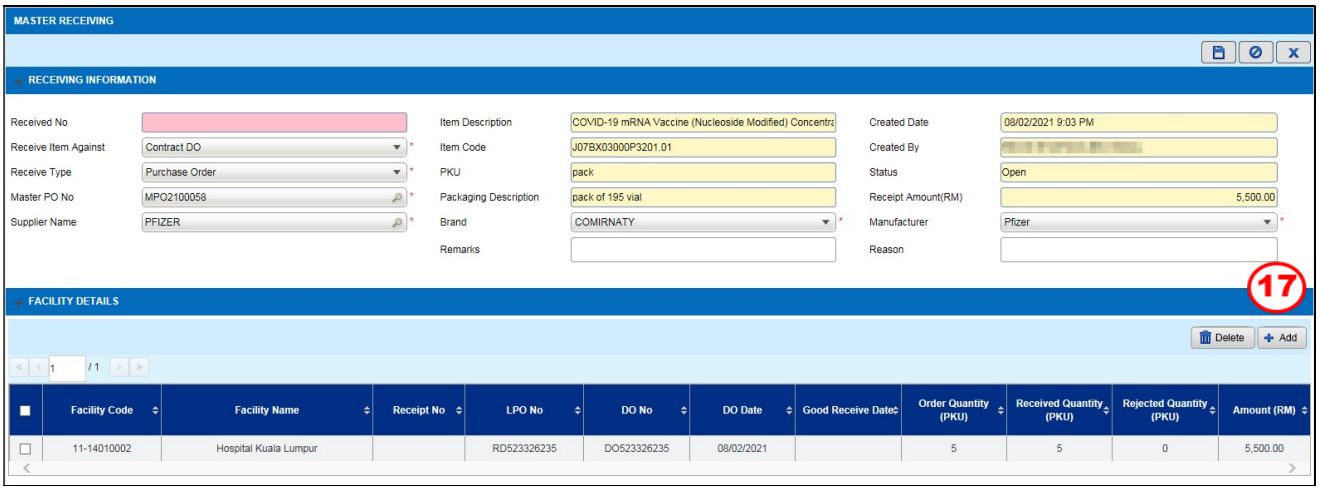


Figure 3.4.1-13 Master Receiving

STEP 17

Click on the button to add another facility and Receive From Supplier screen will be displayed as Figure 3.4.1-14

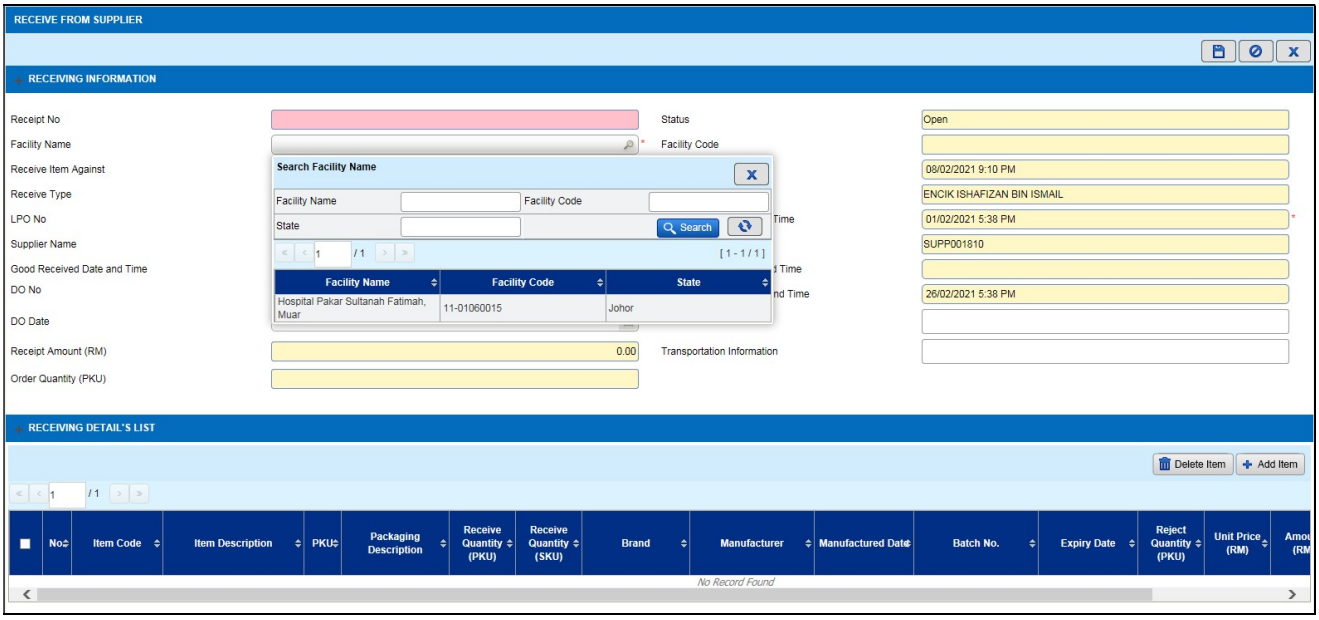


Figure 3.4.1-14 Receive From Supplier

Note

- *Repeat from **STEP 6 to STEP 16** to add another Facility receiving information*
- *Facility Name will be displayed remaining facility that not be added in the Master Receiving Facility Details*
- *Information message will displayed if user enter same DO No that has been used for other facility. Refer Figure 3.4.1-15*

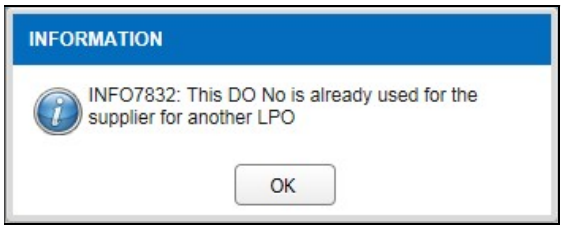


Figure 3.4.1-15 Information Message

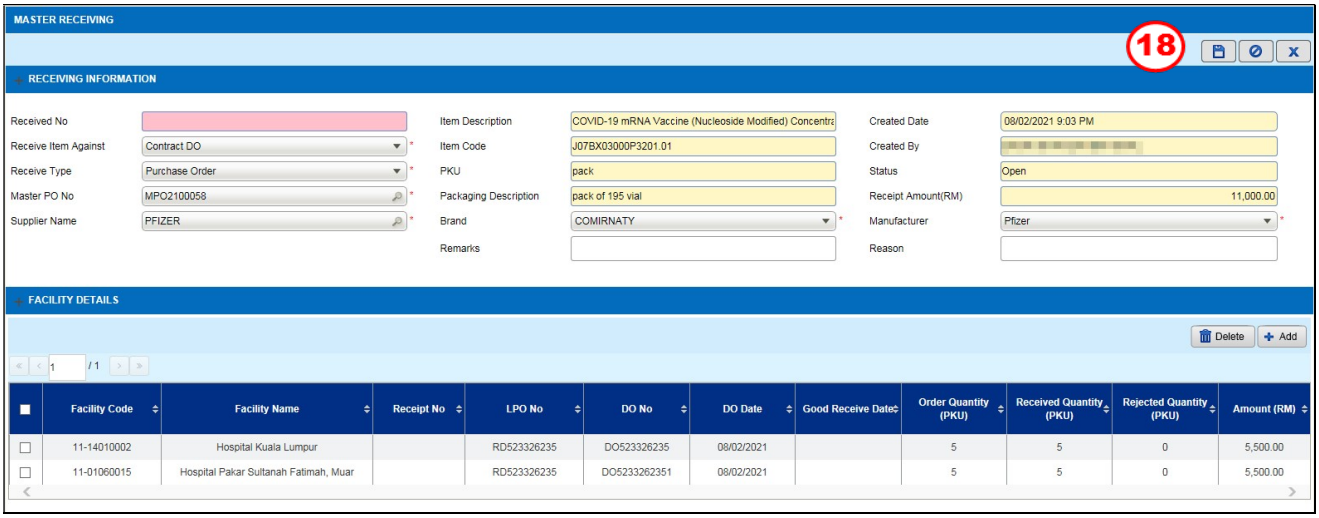


Figure 3.4.1-16 Master Receiving

STEP 18

Click on the button to save the record

Note

- *Confirmation message will be displayed as Figure 3.4.1-17*

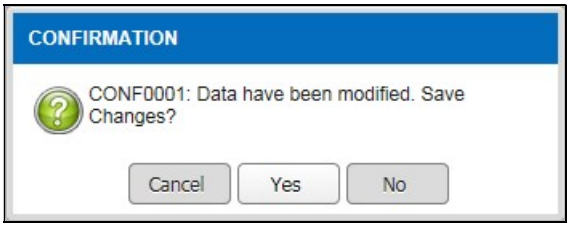


Figure 3.4.1-17 Confirmation Message

- *Click on the* Yes *button and information message will be displayed as Figure 3.4.1-18*

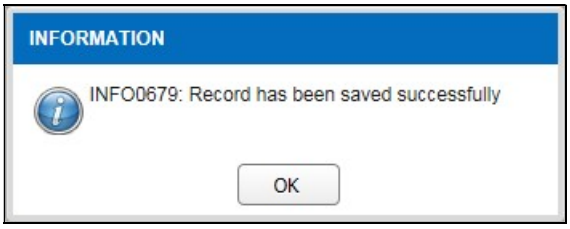


Figure 3.4.1-18 Information Message

- *Click on the* OK *button*
- *Receiving No and Facility Receipt No will be generated automatically once the record is successfully saved and Receiving Status will be updated to Open*
- Send for Approval *button and* Cancel Order *button will be displayed as shown in Figure 3.4.1-19*

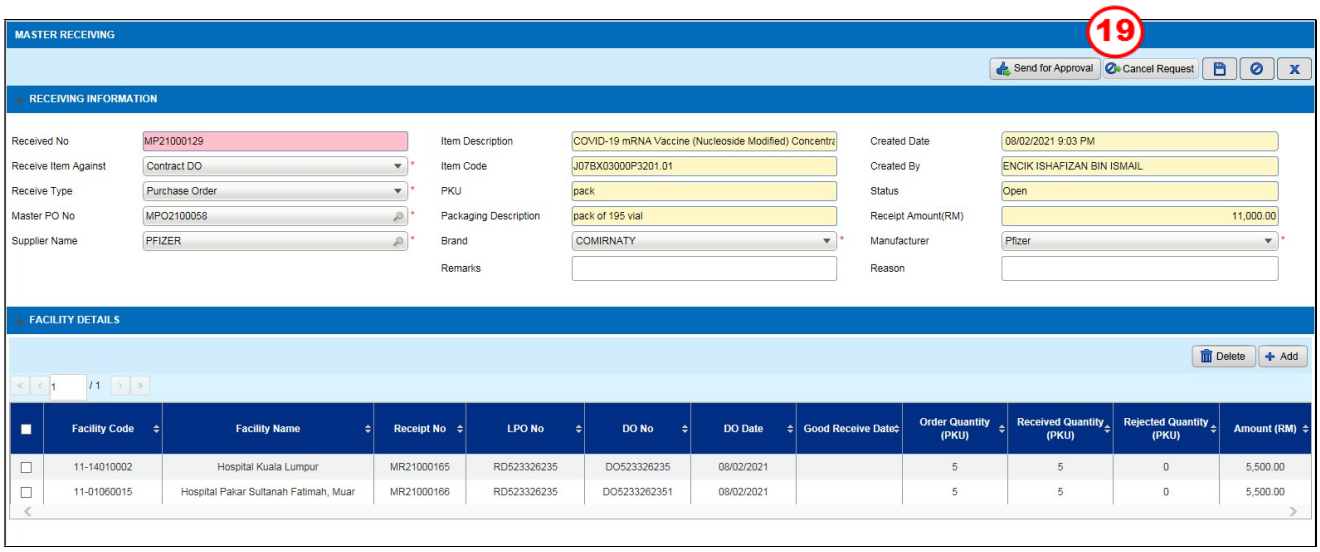


Figure 3.4.1-19 Master Receiving

STEP 19
Select either one of the available button

a) Click on the Send for Approval button to send record for approval

Note

- *Confirmation message will be displayed as Figure 3.4.1-20*

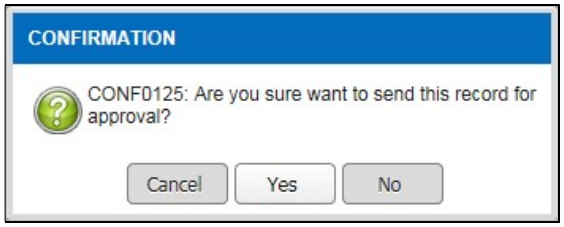


Figure 3.4.1-20 Confirmation Message

- *Click on the* Yes *button and information message will be displayed as Figure 3.4.1-21*

Figure 3.4.1-21 Information Message

- *Click on the* OK *button*
- *Receiving Status will be updated to "Pending for Approval"*
- *all field will be read-only*

b) Click on the Cancel Order button to cancel the record

Note

- *Confirmation message will be displayed as Figure 3.4.1-22*

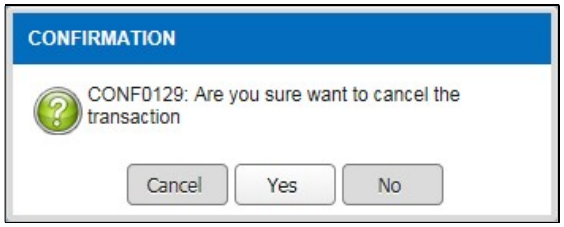


Figure 3.4.1-22 Confirmation Message

- *Click on the* Yes *button*
- *Receiving Status will be updated to "Cancelled"*
- *all field will be read-only*

3.4.2 Centralized Receiving Approval

To approve Master Receiving record, perform step as below

Note

- *Approval process will only be done by user that assigned with approval roles*
- *Search for a record with Receiving Status 'Pending for Approval' at Centralized Receiving listing page*

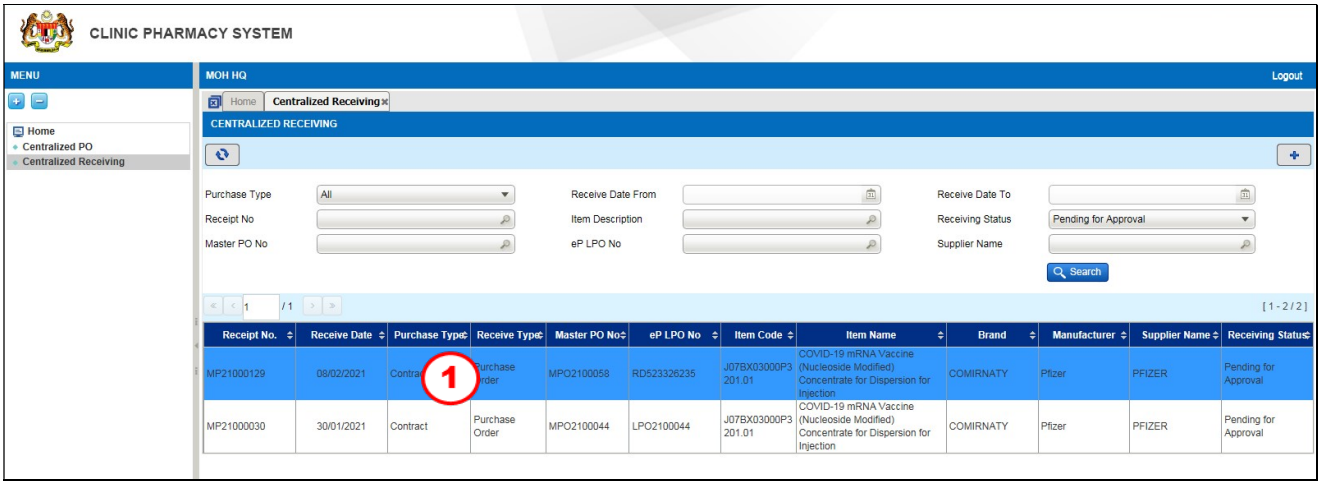


Figure 3.4.2-1 Centralized Receiving

STEP 1

Double click on the record and Master Receiving screen will be displayed as Figure 3.4.2-2

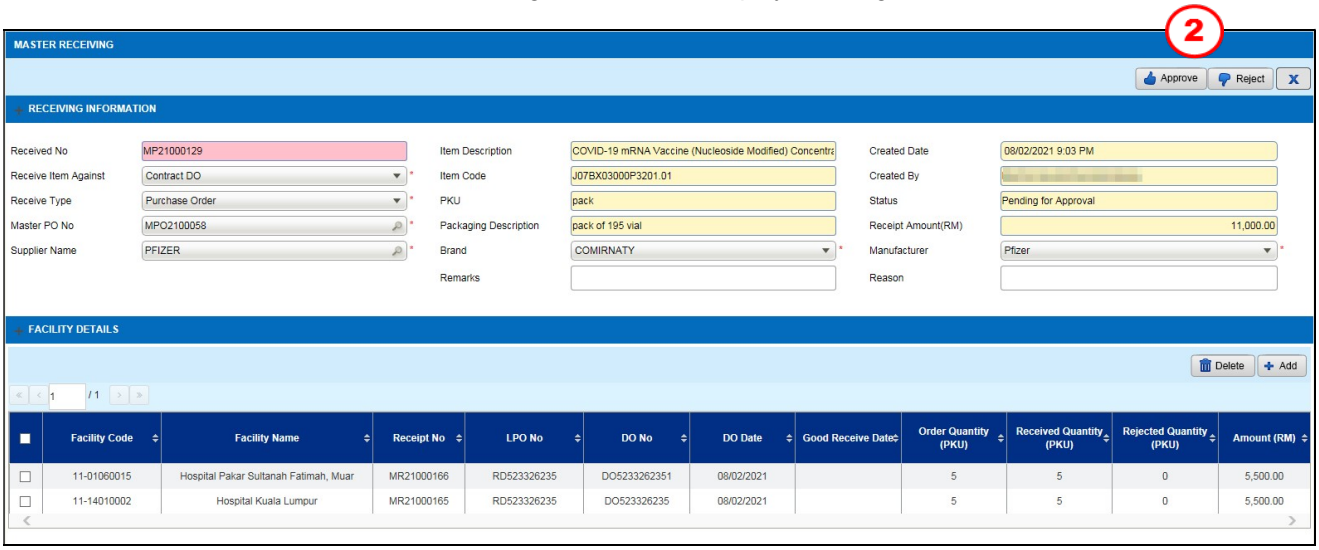


Figure 3.4.2-2 Master Receiving

Note

User is allow to:

a) *Modify **eP LPO No** and **eP LPO Approval Date/Time***
b) *Modify **Order Quantity(PKU)** by double click on the selected facility at Facility Details section*
c) *Add new facility in the Facility Details section*

STEP 2
Select either one of the available button

a) Click on the

button to approve the record

Note

- *Confirmation message will be displayed as Figure 3.4.2-3*

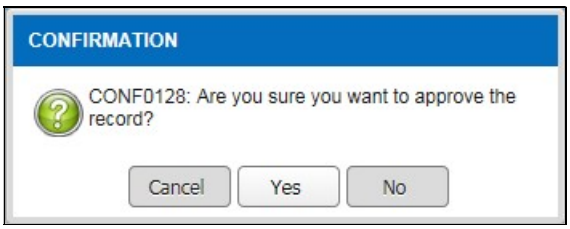
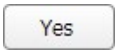


Figure 3.4.2-3 Confirmation Message

- *Click on the* 

button and information message will be displayed as Figure 3.4.2-4

Figure 3.4.2-4 Information Message

- *Click on the*

button

- *Receiving Status will be updated to 'Approved' and record will be flow to Receiving and Serialization module that will be used by user at Pusat Simpanan Vaksin (PSV) facility*

b) Click on the

button to reject the record

Note

- *Reject reason is mandatory to be entered to reject the records*

- *Confirmation message will be displayed as Figure 3.4.2-5*

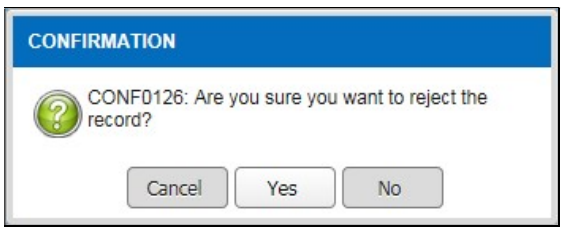


Figure 3.4.2-5 Confirmation Message

- *Click on the*

button and information message will be displayed as Figure 3.4.2-6

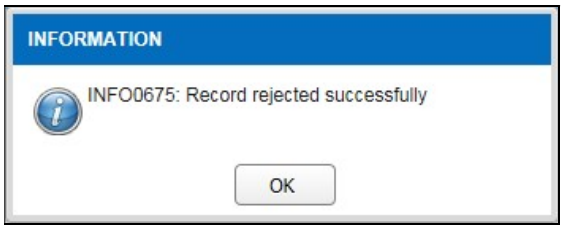


Figure 3.4.2-6 Information Message

- *Click on the* OK *button*
- *Receiving Status will be updated to 'Rejected'*

4.0 Acronyms

Abbreviation	Definition
MOH	Ministry of Health
KKM	Kementerian Kesihatan Malaysia
PhIS	Pharmacy Information System
CPS	Clinical Pharmacy System
BPF	Bahagian Perkhidmatan Farmasi
PSV	Pusat Simpanan Vaksin
PPV	Pusat Pemberian Vaksin
VMS	Vaccine Management System