



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

User Manual Integrated Web Portal (IWP) Maintenance - Inventory

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Application reference: PhIS & CPS v1.4.1



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1 Introduction

1.1. Overview of IWP

Integrated Web Portal or better known as IWP is the HQ Application where it served various of function which is :

1. HQ Master Maintenance
2. HQ Master Distribution
3. HQ Transaction (Contract HQ, Special Request KPK)
4. HQ ePerolehan Enquiry
5. ePerolehan Integration (Procurement)
6. Synchronize between existing PIWP and New PIWP
7. PKD Approval (Budget, Payment, Year-End, Task List)
8. Integration Gateway (SPUB, Outsource, External, Notification)
9. Notification Distribution (Product Recall, Message)
10. Log Dashboard & Enquiry (for Administration)

1.2. Purpose and Objectives

This user manual outlines the IWP (Maintenance Inventory) 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:

- Create a new maintenance inventory
- Edit a Maintenance Inventory

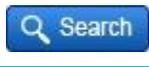
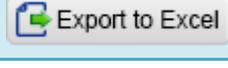
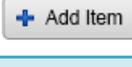
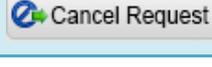
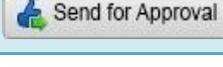
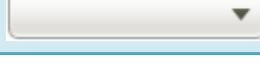
1.3. Organised Sections

These are the sections within this document:

- Section 1 : Introduction
- Section 2 : Application Standard Features
- Section 3 : Notification
- Section 4 : Acronyms
- Section 5 : Link to IWP Modules

2 Application Standard Features

2.1. IWP Legend

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

Note

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

3 Maintenance - Inventory

Overview

The Module will provided a portal for configuration guide for the user which describe the basic and advanced features available on the sytem. User manual,which described the basic and advanced features available on the system. User manual assist in the development of application

User Group

This module is intended for BPF users (subject to user assigned by the BPF)

Functional Diagram

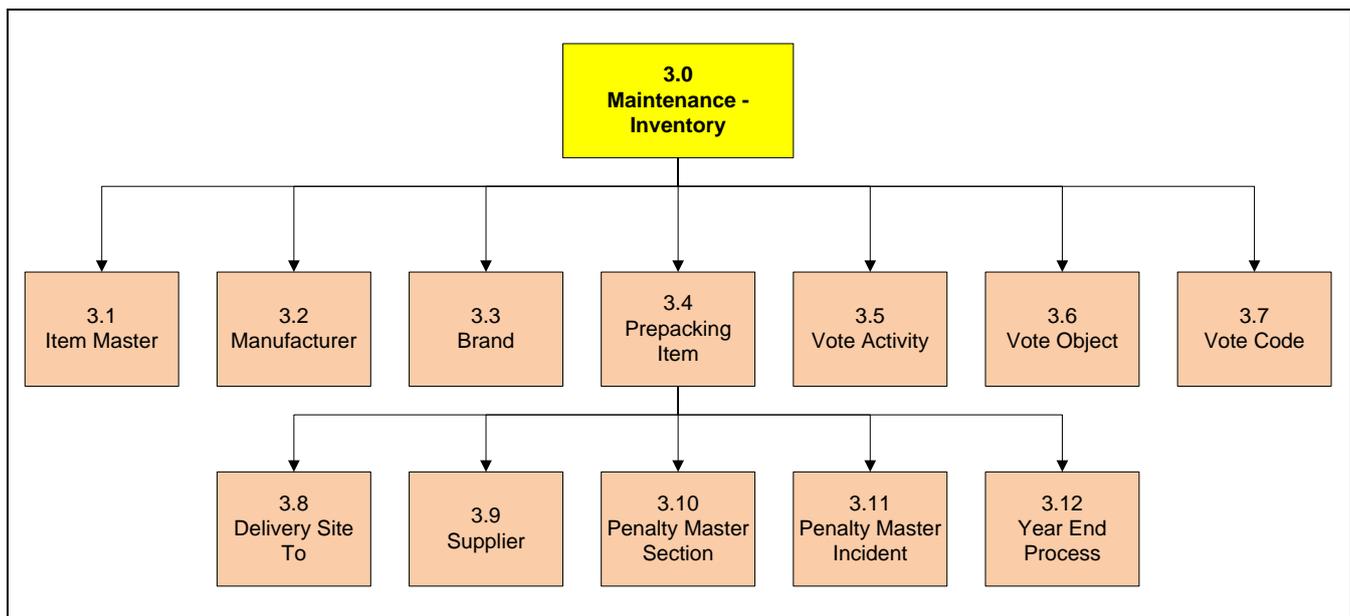


Figure 3.0

Functional Description

- **Item Master**
Item Master screen allow user to view existing item master record,Create new record and modify the existing record
- **Manufacturer**
Manufacturer screen allow user to view existing record,Create new record and modify the existing record.
- **Brand**
Brand screen allow user to view existing record,Create new record and modify the existing record
- **Prepacking litem**
Prepacking screen allow user to view existing record,Create new record and modify the existing record



- **Vote Activity**
Vote Activity screen allow user to view existing record,Create new record and modify the existing record
- **Vote Object**
Vote Activity screen allow user to view existing record,Create new record and modify the existing record
- **Vote Code**
Vote Code screen allow user to view existing record,Create new record and modify the existing record
- **Delivery Site To**
Delivery Site To screen allow user to view existing record,Create new record and modify the existing record
- **Supplier**
Supplier screen allow user to view existing record,Create new record and modify the existing record
- **Penalty Master Section**
Penalty Master Section screen allow user to view existing record,Create new record and modify the existing record
- **Penalty Master Incident**
Penalty Master Incident screen allow user to view existing record,Create new record and modify the existing record
- **Year End Process**
Year End Process screen allow user to view existing record,Modify the existing record

3.1. Item Master

3.1.1. Create New Item Master

To Create New Item Master records, perform the steps below:

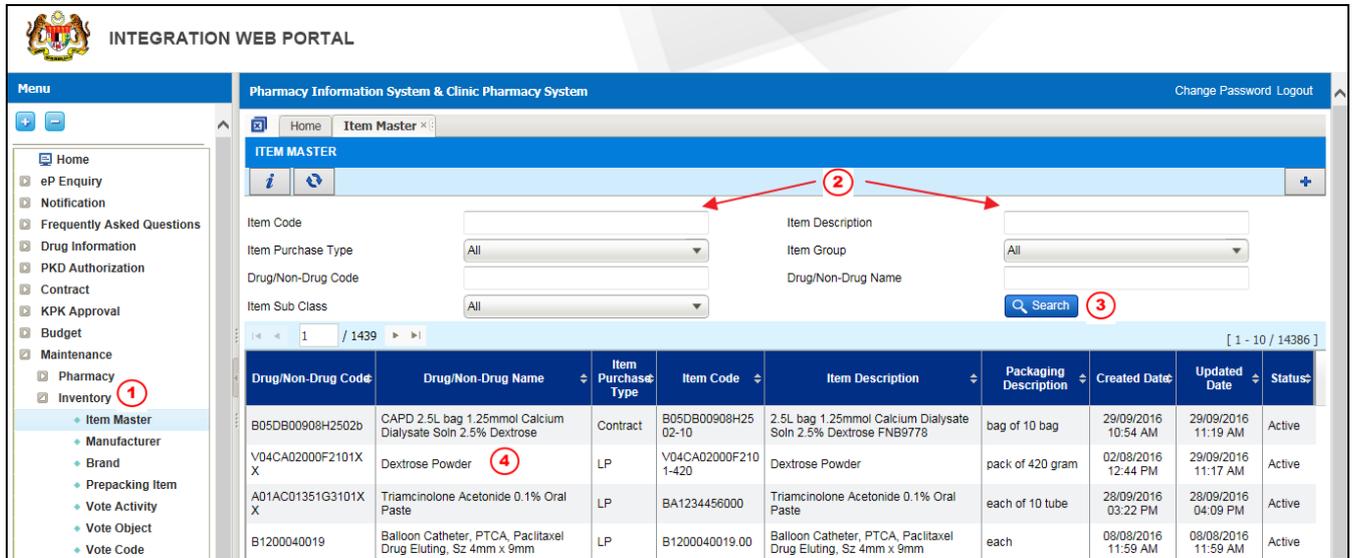


Figure 3.1.1-1 Item Master listing Page

STEP 1

Click on 'Maintenance' menu followed by 'Inventory' and then click 'Item Master'

STEP 2

To search for existing Item Master record(s), user may search by criteria as follows:

No	Field	Description	Remarks
a	Item Code	Enter Item Code	Free text field
b	Item Description	Enter Item Description	Free text field
c	Item Purchase Type	Search by: - All - APPL - LP - Contract	Able to filter and search record(s)
d	Item Group	Search by: - All - DRUG - NON-DRUG	Able to filter and search record(s)
e	Drug/Non-Drug Code	Enter Drug/Non-Drug Code	Free text field
f	Drug/Non-Drug Name	Enter Drug/Non-Drug Description	Free text field
g	Item Sub Class	Search Item Sub Class based on selected Item Group	Able to filter and search record(s)

Table 3.1.1-1

STEP 3

Click on the  button after key in the criteria

STEP 4

Double click on the selected record and the details will be displayed as Figure 3.1.1-2



Item Master

Drug/Non-Drug Information

Item Group: NON-DRUG
List Type: []
Drug/Non-Drug Code: G1820550027
Drug/Non-Drug Name: Sterilization Non-Woven Heavy Duty 60g Size: 1200mm x 1600mm
Item Sub Class: Paper

Item Information

Item Purchase Type: Contract
Item Code: G1820550027.99
Item Description: Sterilization Non-Woven Heavy Duty 60g Size: 1200mm x 1600mm
Item Class: GAT001
SKU: EA
SKU Description: each
PKU: KIU
PKU Description: kallikrein inhibitor unit
Conversion Factor: 10
Min Order Qty: 10
Packaging Description: kallikrein inhibitor unit of 10 each
Remarks: []
Prepacking Item: No
Item Status: Active
Essential Approved Product: []
Emergency Item: []
Vaccine Item: []

Item Brand

[+]

Figure 3.1.1-2 Item Master

Note



Click on the to close the Transaction Detail screen

INTEGRATION WEB PORTAL

Pharmacy Information System & Clinic Pharmacy System

Change Password Logout

Home Item Master X

ITEM MASTER

Item Code: [] Item Description: []
Item Purchase Type: All Item Group: All
Drug/Non-Drug Code: [] Drug/Non-Drug Name: []
Item Sub Class: All Search []

[1 - 10 / 14584]

Drug/Non-Drug Code	Drug/Non-Drug Name	Item Purchase Type	Item Code	Item Description	Packaging Description	Created Date	Updated Date	Status
A10BF01000T1001X	Acarbose 50 mg Tablet	Contract	A10BF01000T1001-50	Acarbose 50 mg Tablet	box of 50 tablet	12/10/2016 05:28 PM	12/10/2016 05:28 PM	Active
G1820550027	Sterilization Non-Woven Heavy Duty 60g Size: 1200mm x 1600mm	Contract	G1820550027.99	Sterilization Non-Woven Heavy Duty 60g Size: 1200mm x 1600mm	kallikrein inhibitor unit of 10 each	23/09/2016 09:21 AM	23/09/2016 09:24 AM	Active
GLN0200132	Formalin 10% Buffered Solution	LP	GLN0200132.05	Formalin 10% Buffered Solution	bottle of 3800 ml	19/07/2016 08:30 AM	05/09/2016 03:41 PM	Active
GLN0200132	Formalin 10% Buffered Solution	LP	GLN0200132.06	Formalin 10% Buffered Solution	bottle of 3800 ml	05/09/2016 03:37 PM	05/09/2016 03:38 PM	Active
B1200040278	Balloon Catheter, Paclitaxel Drug Eluting, Sz 2.75mm x 35mm	LP	B1200040278.00	Balloon Catheter, Paclitaxel Drug Eluting, Sz 2.75mm x 35mm	each	10/08/2016 12:45 PM	10/08/2016 12:46 PM	Active
B1200040279	Balloon Catheter, Paclitaxel Drug Eluting, Sz 2.75mm x 40mm	LP	B1200040279.00	Balloon Catheter, Paclitaxel Drug Eluting, Sz 2.75mm x 40mm	each	10/08/2016 12:44 PM	10/08/2016 12:45 PM	Active

Menu

- Home
- eP Enquiry
- Notification
- Frequently Asked Questions
- Drug Information
- PKD Authorization
- Contract
- KPK Approval
- Budget
- Maintenance
- Pharmacy
- Inventory **5**
 - Item Master
 - Manufacturer
 - Brand
 - Prepacking Item
 - Vote Activity
 - Vote Object
 - Vote Code
 - Delivery Site To
 - Supplier
 - Penalty Master Section
 - Penalty Master Incident

Figure 3.1.1-3 Item Master listing Page

STEP 5

Click on 'Maintenance' menu followed by 'Inventory' and then click 'Item Master'

STEP 6

Click on the button to create a new record and Item Master screen will be displayed as Figure 3.1.1-4



Figure 3.1.1-4 Item Master

Note

There are 4 sections in a new Item Master screen:

- i. Drug/Non-Drug Description
- ii. Item Information
- iii. AP Item Price : this section for item under APPL only
- iv. Item Brand

Drug/Non Drug Information Section

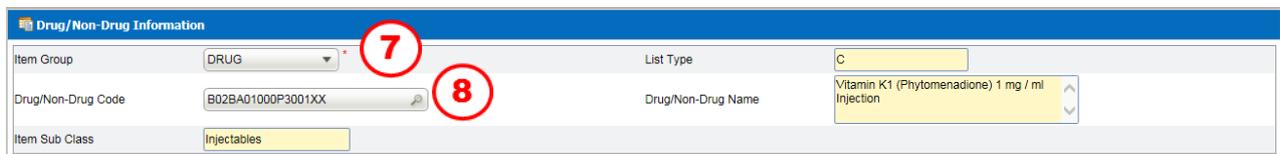


Figure 3.1.1-5 Drug/Non-Drug Information

STEP 7

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

- **Drug**
- **Non-Drug**

STEP 8

Click on the **Drug/Non-Drug Code**  button and Search Item window will be displayed as shown in Figure 3.1.1-6

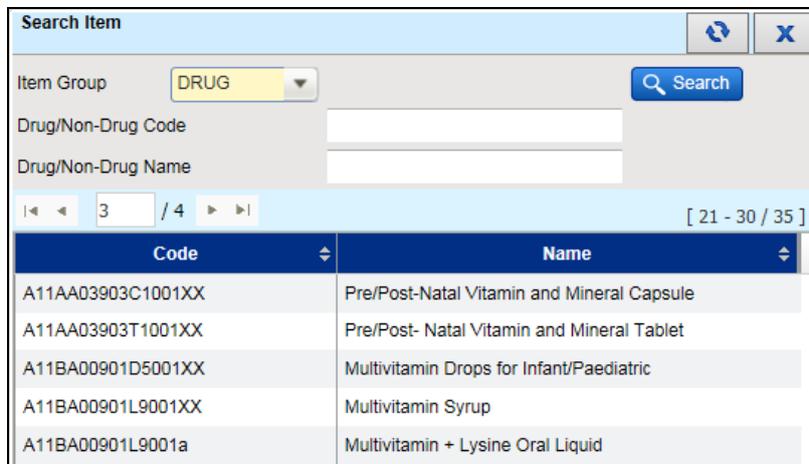
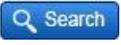


Figure 3.1.1-6 Search Item

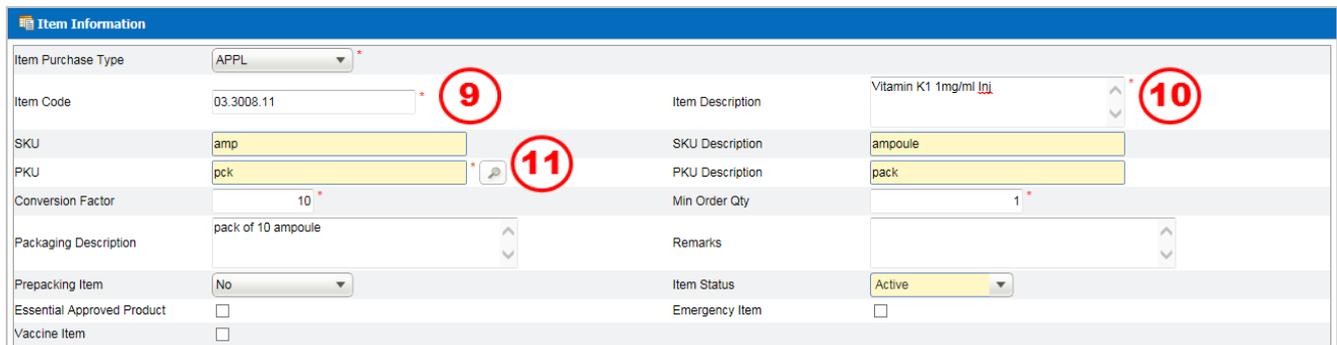
Note

- User is allowed to enter partially or fully criteria for **Drug/Non-Drug Code** and **Drug/Non-Drug Name**. Then click on the  button
- Double click on the selected **Code/Name**

Note

- **Item Sub Class, List Type and Drug/Non-Drug Name** will automatically displayed after selecting **Drug/Non-Drug Code**

Item Information Section



Item Purchase Type	APPL		
Item Code	03.3008.11	Item Description	Vitamin K1 1mg/ml Inj
SKU	amp	SKU Description	ampoule
PKU	pck	PKU Description	pack
Conversion Factor	10	Min Order Qty	1
Packaging Description	pack of 10 ampoule	Remarks	
Prepacking Item	No	Item Status	Active
Essential Approved Product	<input type="checkbox"/>	Emergency Item	<input type="checkbox"/>
Vaccine Item	<input type="checkbox"/>		

Figure 3.1.1-7 Item Information

Note

- **Item Purchase Type** is automatically display based on the selected **Drug/Non-Drug Name**
- **SKU and SKU Description** will be based on the selected **Drug/Non-Drug Name**

STEP 9

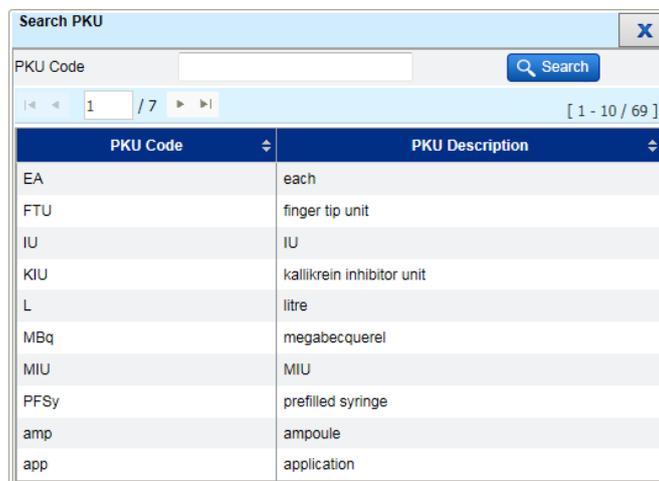
Enter **Item Code**

STEP 10

Enter **Item Description**

STEP 11

Click on the **PKU**  button and Search PKU window will be displayed as shown in Figure 3.1.1-8



PKU Code	PKU Description
EA	each
FTU	finger tip unit
IU	IU
KIU	kallikrein inhibitor unit
L	litre
MBq	megabecquerel
MIU	MIU
PFSy	prefilled syringe
amp	ampoule
app	application

Figure 3.1.1-8 Search PKU

Note

- User is allowed to enter partially or fully criteria for **PKU Code**. Then click on the  button
- Double click on the selected **PKU Code**

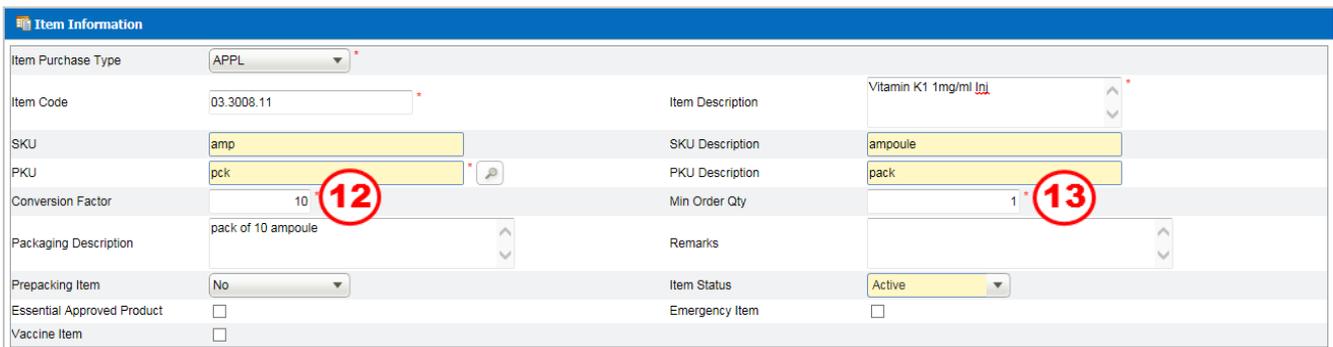


Figure 3.1.1-9 Item Information

STEP 12

Enter **Conversion Factor**

Note

Packaging Description will be filled based on entered **Conversion Factor**

STEP 13

Enter **Min Order Qty**

Note

Enter information into below field (optional):

- **Remarks**
- **Packaging Item**
- **Essential Approved Product**
- **Emergency Item**
- **Vaccine Item**

AP Item Price Section

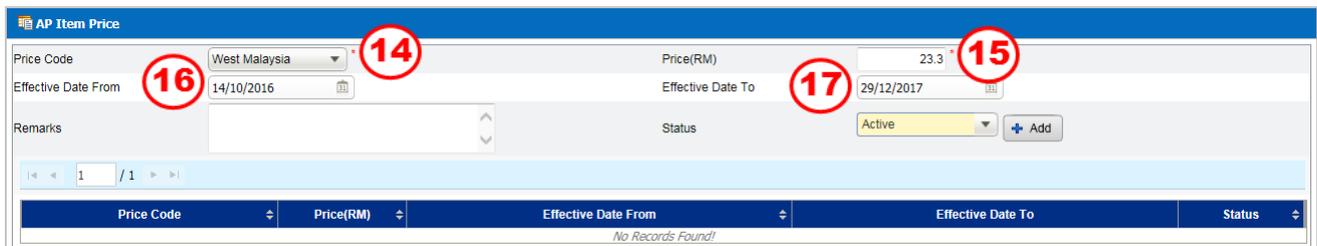


Figure 3.1.1-10 AP Item Price

Note

AP Item Price section only will appear if the item selected is under **APPL** item

STEP 14

Select **Price Code** from drop down box:

- East Malaysia
- West Malaysia

STEP 15

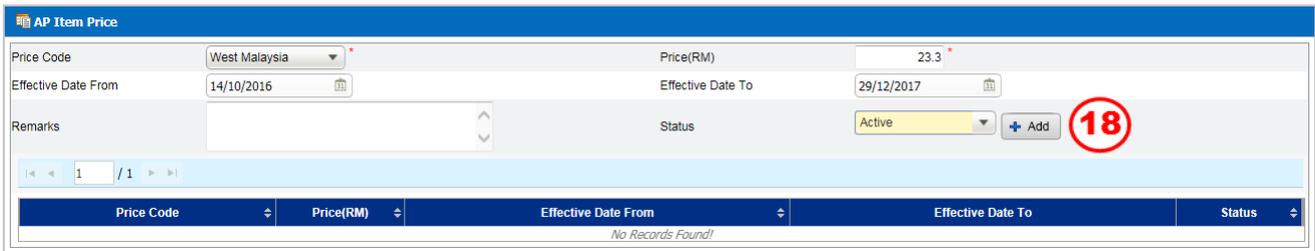
Enter **Price (RM)**

STEP 16

Select **Effective Date From**

STEP 17

Select **Effective Date To**



The screenshot shows the 'AP Item Price' form. It includes fields for Price Code (West Malaysia), Price(RM) (23.3), Effective Date From (14/10/2016), Effective Date To (29/12/2017), Remarks, and Status (Active). A red circle with the number 18 is placed over the '+ Add' button. Below the form is a table with columns: Price Code, Price(RM), Effective Date From, Effective Date To, and Status. The table is currently empty, showing 'No Records Found!'.

Figure 3.1.1-11 AP Item Price

Note

Enter **Remarks** (optional)

STEP 18

Click on the  button to add the AP Item Price into the Price List

Note

User can add more than 1 AP Item Price by repeating **STEP 14** to **STEP 18**

Item Brand Section

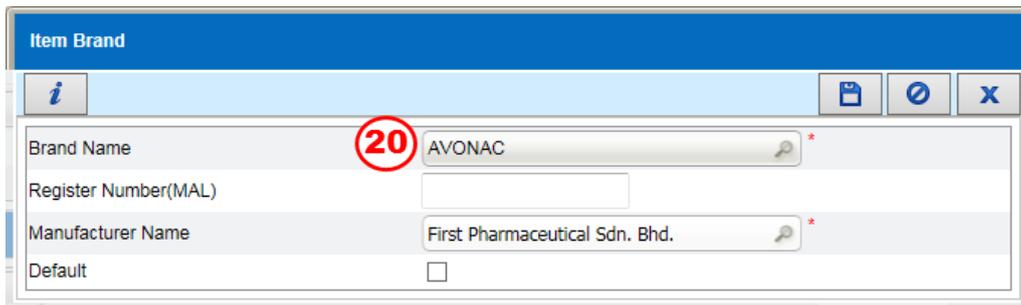


The screenshot shows the 'Item Brand' form. It includes a '+ Add' button (circled in red with the number 19) and a table with columns: Brand Code, Brand Name, Manufacturer Name, and Default. The table is currently empty, showing 'No Records Found!'.

Figure 3.1.1-12 Item Brand

STEP 19

Click on the  button and Item Brand screen will be displayed as Figure 3.1.1-13

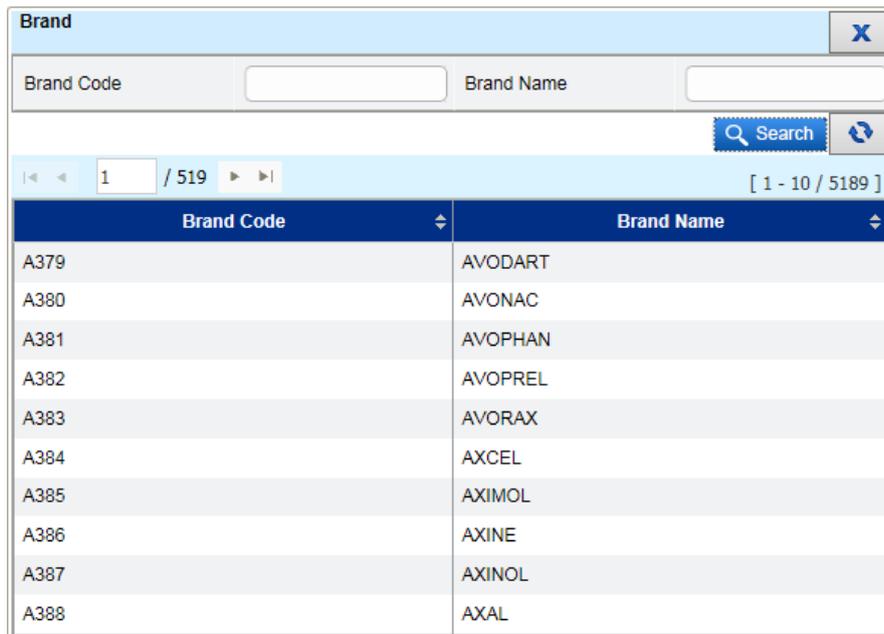


The screenshot shows the 'Item Brand' form with data entered. The 'Brand Name' field is 'AVONAC' (circled in red with the number 20). The 'Manufacturer Name' field is 'First Pharmaceutical Sdn. Bhd.'. The 'Default' checkbox is unchecked. The form has a search icon next to the 'Brand Name' field.

Figure 3.1.1-13 Item Brand

STEP 20

Click on the **Brand Name**  button and Brand window will be displayed as Figure 3.1.1-14

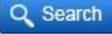


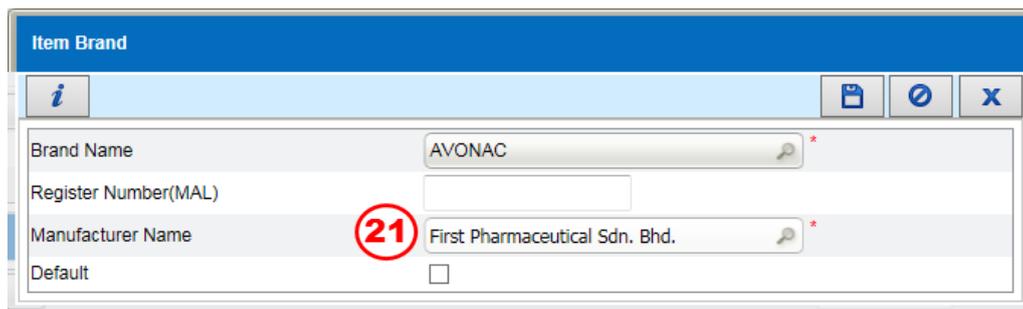
The screenshot shows a 'Brand' search window with a table of results. The table has two columns: 'Brand Code' and 'Brand Name'. The results are as follows:

Brand Code	Brand Name
A379	AVODART
A380	AVONAC
A381	AVOPHAN
A382	AVOPREL
A383	AVORAX
A384	AXCEL
A385	AXIMOL
A386	AXINE
A387	AXINOL
A388	AXAL

Figure 3.1.1-14 Brand

Note

- User is allowed to enter partially or fully criteria for **Brand Code** and/or **Brand Name**. Then click on the  button
- Double click on the selected **Brand Code**



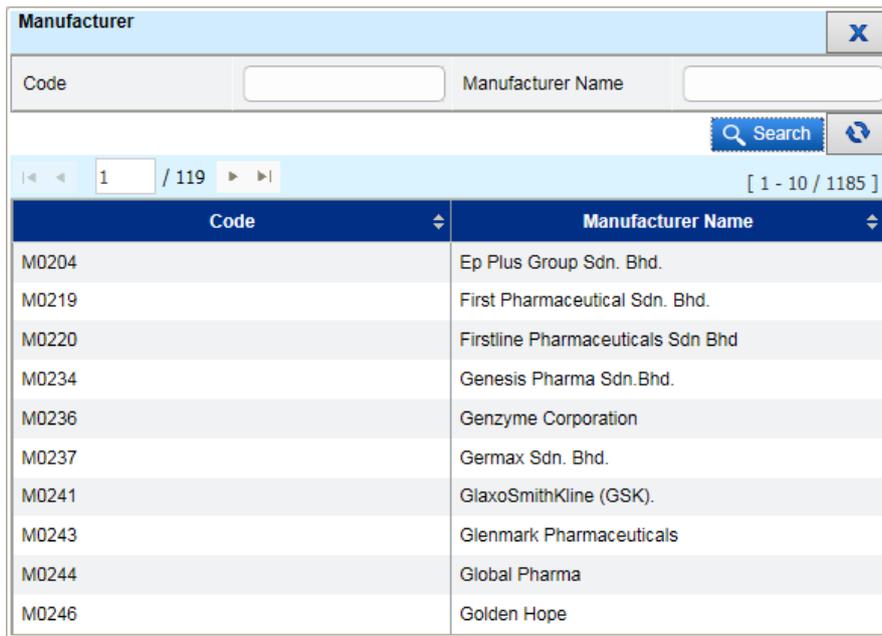
The screenshot shows the 'Item Brand' form with the following fields:

- Brand Name: AVONAC
- Register Number(MAL):
- Manufacturer Name: First Pharmaceutical Sdn. Bhd. (with a red circle and '21' next to the search icon)
- Default:

Figure 3.1.1-15 Item Brand

STEP 21

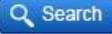
Click on the **Manufacturer Name**  button and Manufacturer window will be displayed as Figure 3.1.1-16



Code	Manufacturer Name
M0204	Ep Plus Group Sdn. Bhd.
M0219	First Pharmaceutical Sdn. Bhd.
M0220	Firstline Pharmaceuticals Sdn Bhd
M0234	Genesis Pharma Sdn.Bhd.
M0236	Genzyme Corporation
M0237	Germax Sdn. Bhd.
M0241	GlaxoSmithKline (GSK).
M0243	Glenmark Pharmaceuticals
M0244	Global Pharma
M0246	Golden Hope

Figure 3.1.1-16 Manufacturer

Note

- User is allowed to enter partially or fully criteria for **Code** and/or **Manufacturer Name**. Then click on the  button
- Double click on the selected **Manufacturer**

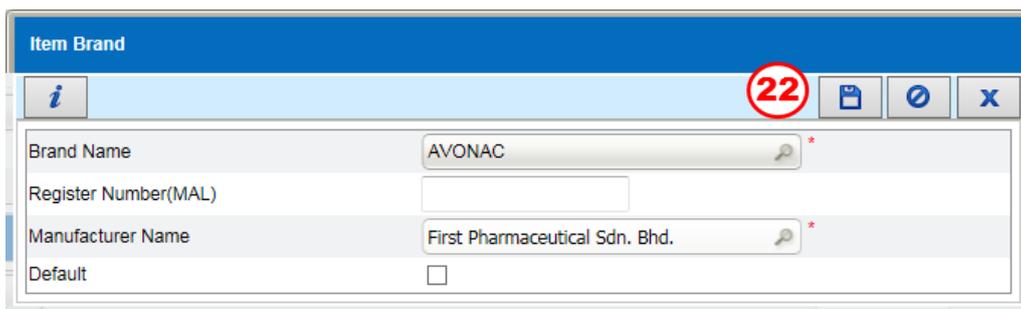


Figure 3.1.1-17 Item Brand

Note

- **Register Number(MAL)** is an optional field
- User can click on the **Default** checked box to make the Brand as a default Brand

STEP 22

Click on the  button to save the record

Note

Once save, the record will be updated on the **Brand Section** as Figure 3.1.1-18



Brand Code	Brand Name	Manufacturer Name	Default
A380	AVONAC	First Pharmaceutical Sdn. Bhd.	No

Figure 3.1.1-18 Item Brand

Note

User is allow to add more than 1 Brand by repeating **STEP 19** to **STEP 22**

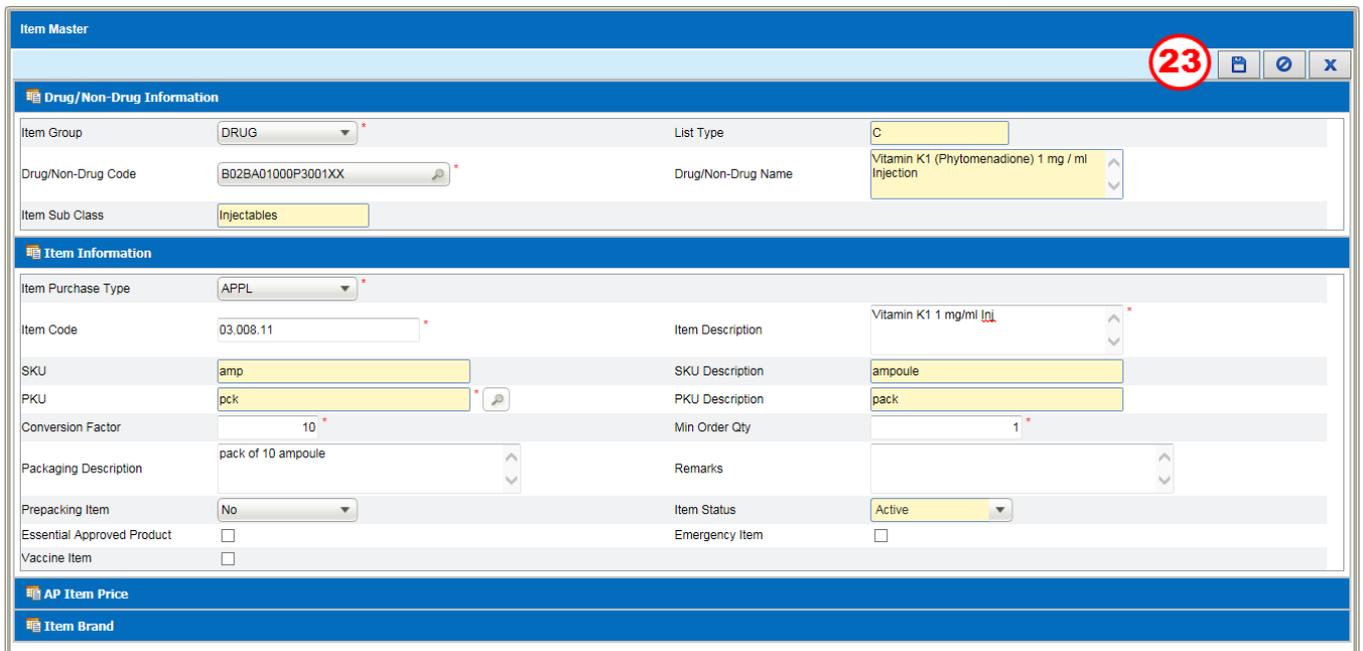


Figure 3.1.1-19 Item Master

STEP 23

Click on the  button to save the record

Note

- System will display a Confirmation Message as Figure 3.1.1-20

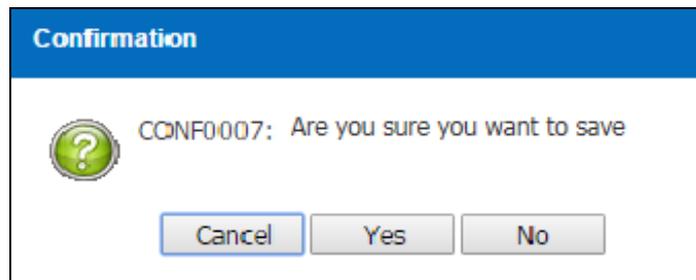
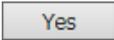
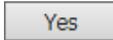


Figure 3.1.1-20 Confirmation Message

- Click on the  button to save the record
- Information Message will display after click on the  button as Figure 3.1.1-21

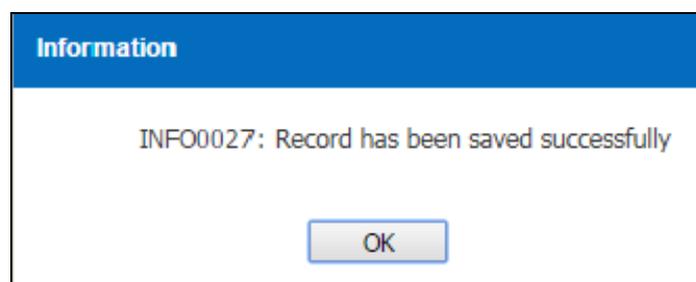


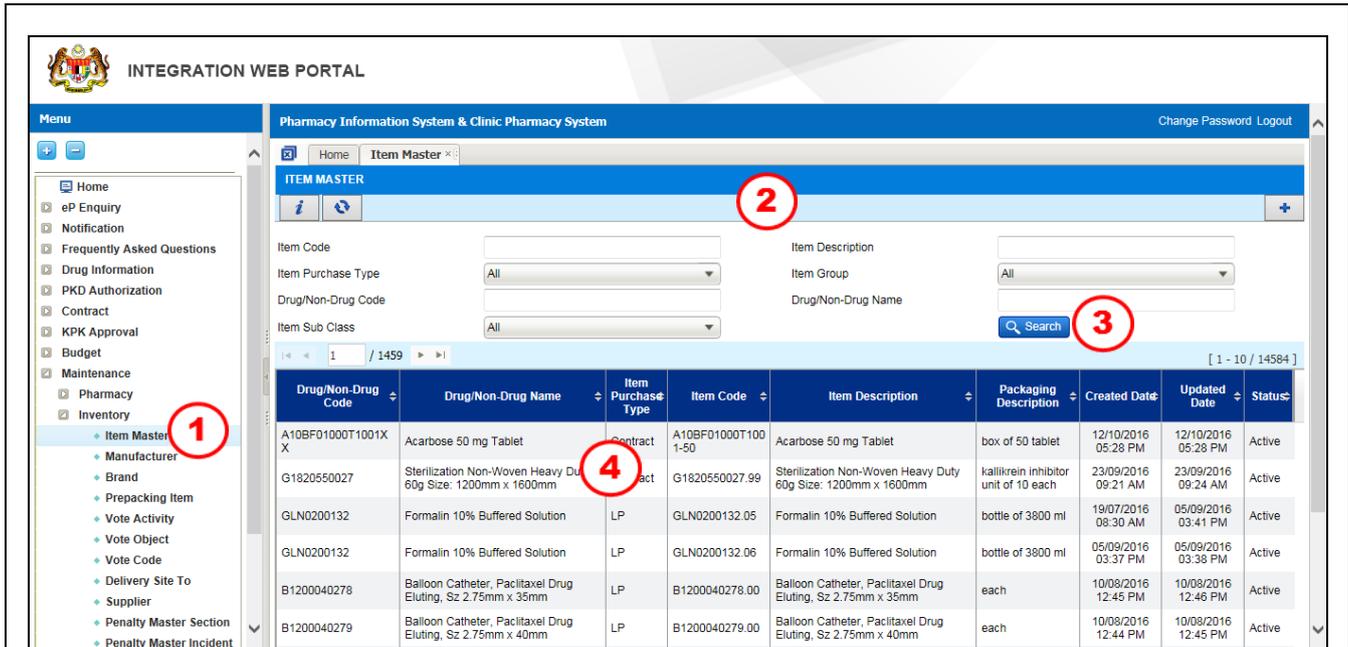
Figure 3.1.1-21 Information Message



- Click on the  button to confirmed the record

3.1.2. Modify Item Master

To Modify Item Master records, perform the steps below:



ITEM MASTER LISTING PAGE

Drug/Non-Drug Code	Drug/Non-Drug Name	Item Purchase Type	Item Code	Item Description	Packaging Description	Created Date	Updated Date	Status
A10BF01000T1001X X	Acarbose 50 mg Tablet	Contract	A10BF01000T1001-50	Acarbose 50 mg Tablet	box of 50 tablet	12/10/2016 05:28 PM	12/10/2016 05:28 PM	Active
G1820550027	Sterilization Non-Woven Heavy Duty 60g Size: 1200mm x 1600mm	Contract	G1820550027.99	Sterilization Non-Woven Heavy Duty 60g Size: 1200mm x 1600mm	kallikrein inhibitor unit of 10 each	23/09/2016 09:21 AM	23/09/2016 09:24 AM	Active
GLN0200132	Formalin 10% Buffered Solution	LP	GLN0200132.05	Formalin 10% Buffered Solution	bottle of 3800 ml	19/07/2016 08:30 AM	05/09/2016 03:41 PM	Active
GLN0200132	Formalin 10% Buffered Solution	LP	GLN0200132.06	Formalin 10% Buffered Solution	bottle of 3800 ml	05/09/2016 03:37 PM	05/09/2016 03:38 PM	Active
B1200040278	Balloon Catheter, Paclitaxel Drug Eluting, Sz 2.75mm x 35mm	LP	B1200040278.00	Balloon Catheter, Paclitaxel Drug Eluting, Sz 2.75mm x 35mm	each	10/08/2016 12:45 PM	10/08/2016 12:46 PM	Active
B1200040279	Balloon Catheter, Paclitaxel Drug Eluting, Sz 2.75mm x 40mm	LP	B1200040279.00	Balloon Catheter, Paclitaxel Drug Eluting, Sz 2.75mm x 40mm	each	10/08/2016 12:44 PM	10/08/2016 12:45 PM	Active

Figure 3.1.2-1 Item Master Listing Page

STEP 1

Click on 'Maintenance' menu followed by 'Inventory' and then click 'Item Master'

STEP 2

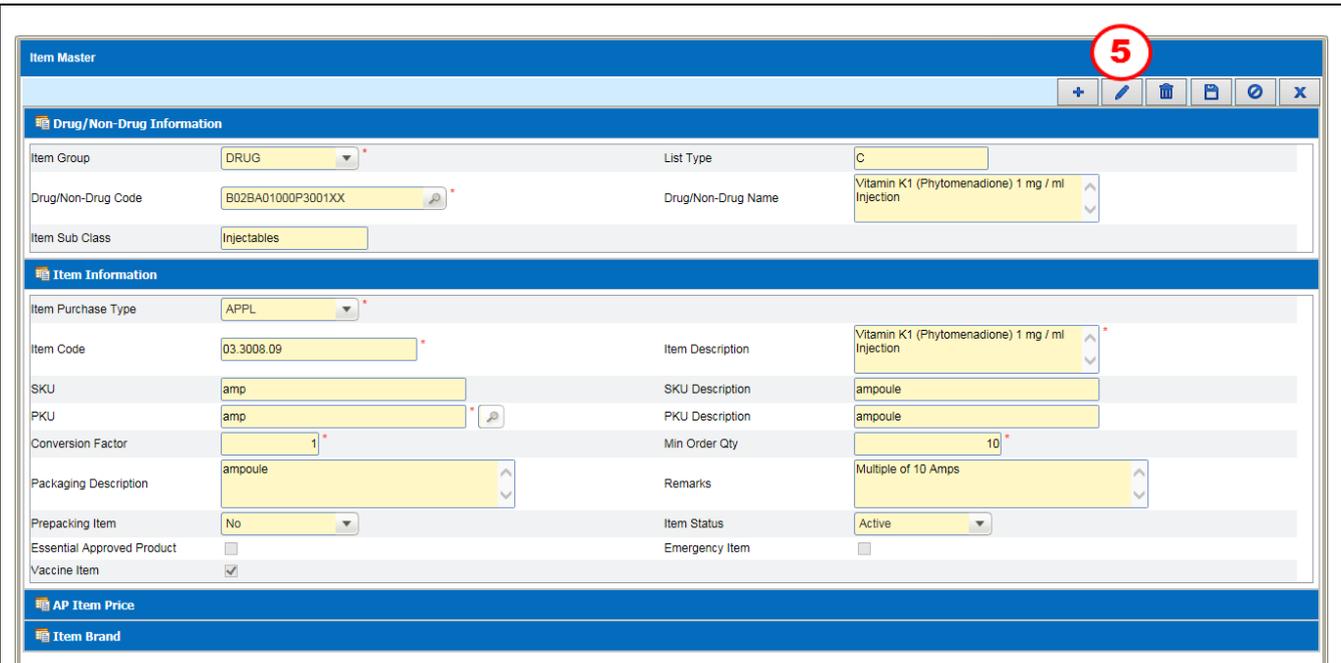
Search existing record by entering the necessary searching field

STEP 3

Click on the  button and system will display the related record

STEP 4

Click on the selected record



Item Master

Drug/Non-Drug Information

Item Group: DRUG | List Type: C
 Drug/Non-Drug Code: B02BA01000P3001XX | Drug/Non-Drug Name: Vitamin K1 (Phytomenadione) 1 mg / ml Injection
 Item Sub Class: Injectables

Item Information

Item Purchase Type: APPL
 Item Code: 03.3008.09 | Item Description: Vitamin K1 (Phytomenadione) 1 mg / ml Injection
 SKU: amp | SKU Description: ampoule
 PKU: amp | PKU Description: ampoule
 Conversion Factor: 1 | Min Order Qty: 10
 Packaging Description: ampoule | Remarks: Multiple of 10 Amps
 Prepacking Item: No | Item Status: Active
 Essential Approved Product: | Emergency Item:
 Vaccine Item:

AP Item Price

Item Brand

Figure 3.1.2-2 Item Master

STEP 5

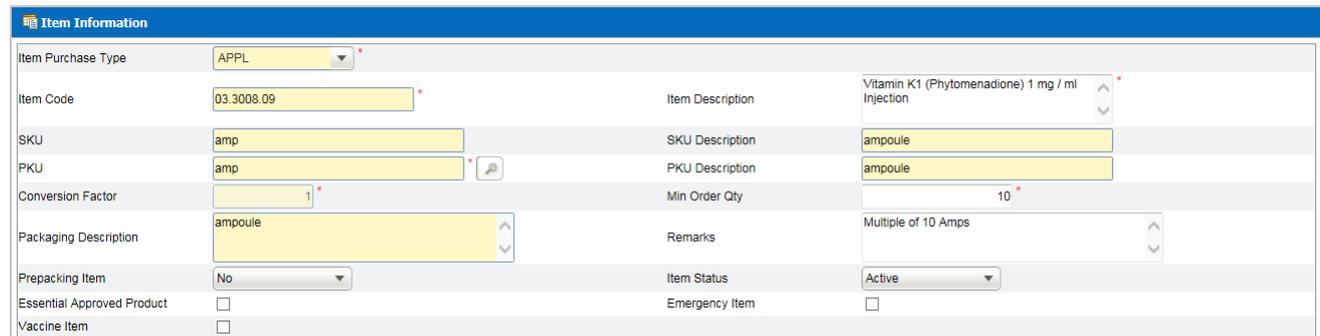


Click on the  button to edit the record

Note

User is allow to edit:

a) **Item Information Section**



Item Information

Item Purchase Type: APPL
 Item Code: 03.3008.09 | Item Description: Vitamin K1 (Phytomenadione) 1 mg / ml Injection
 SKU: amp | SKU Description: ampoule
 PKU: amp | PKU Description: ampoule
 Conversion Factor: 1 | Min Order Qty: 10
 Packaging Description: ampoule | Remarks: Multiple of 10 Amps
 Prepacking Item: No | Item Status: Active
 Essential Approved Product: | Emergency Item:
 Vaccine Item:

Figure 3.1.2-3 Item Information

- **Item Description**
- **Min Order Qty**
- **Remarks**
- **Prepacking Item**
- **Item Status**
- **Essential Approved Product, Emergency Item and Vaccine Item checkboxes**

b) **AP Item Price Section**

Price Code	Price(RM)	Effective Date From	Effective Date To	Status
05	1.75	01/03/2013	01/03/2015	Active
03	2.32	01/09/2015	31/08/2017	Active
03	1.74	01/03/2013	01/03/2015	Active
05	2.34	01/09/2015	31/08/2017	Active

Figure 3.1.2-4 AP Item Price

- User is allowed to edit **Price(RM)** and **Effective Date To**

c) **Brand Section**

Brand Code	Brand Name	Manufacturer Name	Default
U075	NO BRAND	Manufacturer Unknown	No
K092	KISAN	Duopharma (M) Sdn. Bhd.	Yes

Figure 3.1.2-5 Item Brand

- User is allowed to edit and add new Brand

Item Master

6

Drug/Non-Drug Information

Item Group	DRUG	List Type	C
Drug/Non-Drug Code	B02BA01000P3001XX	Drug/Non-Drug Name	Vitamin K1 (Phytomenadione) 1 mg / ml Injection
Item Sub Class	Injectables		

Item Information

Item Purchase Type	APPL	Item Description	Vitamin K1 (Phytomenadione) 1 mg / ml Injection
Item Code	03.3008.09	SKU Description	ampoule
SKU	amp	PKU Description	ampoule
PKU	amp	Min Order Qty	10
Conversion Factor	1	Remarks	Multiple of 10 Amps
Packaging Description	ampoule	Item Status	Active
Prepacking Item	No	Emergency Item	<input type="checkbox"/>
Essential Approved Product	<input type="checkbox"/>		
Vaccine Item	<input checked="" type="checkbox"/>		

AP Item Price

Item Brand

Figure 3.1.2-6 Item Master

STEP 6

Click on the button to save the record

Note

- System will display a Confirmation Message as Figure 3.1.2-7

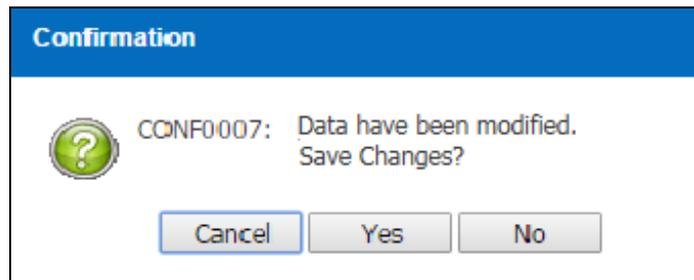
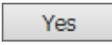
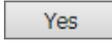


Figure 3.1.2-7 Confirmation Message

- Click on the  button to save the edited record
- Information Message will display after click on the  button as Figure 3.1.2-8

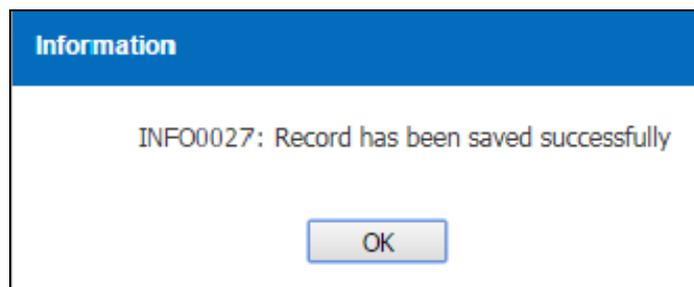


Figure 3.1.2-8 Information Message

- Click on the  button to confirmed the edited record

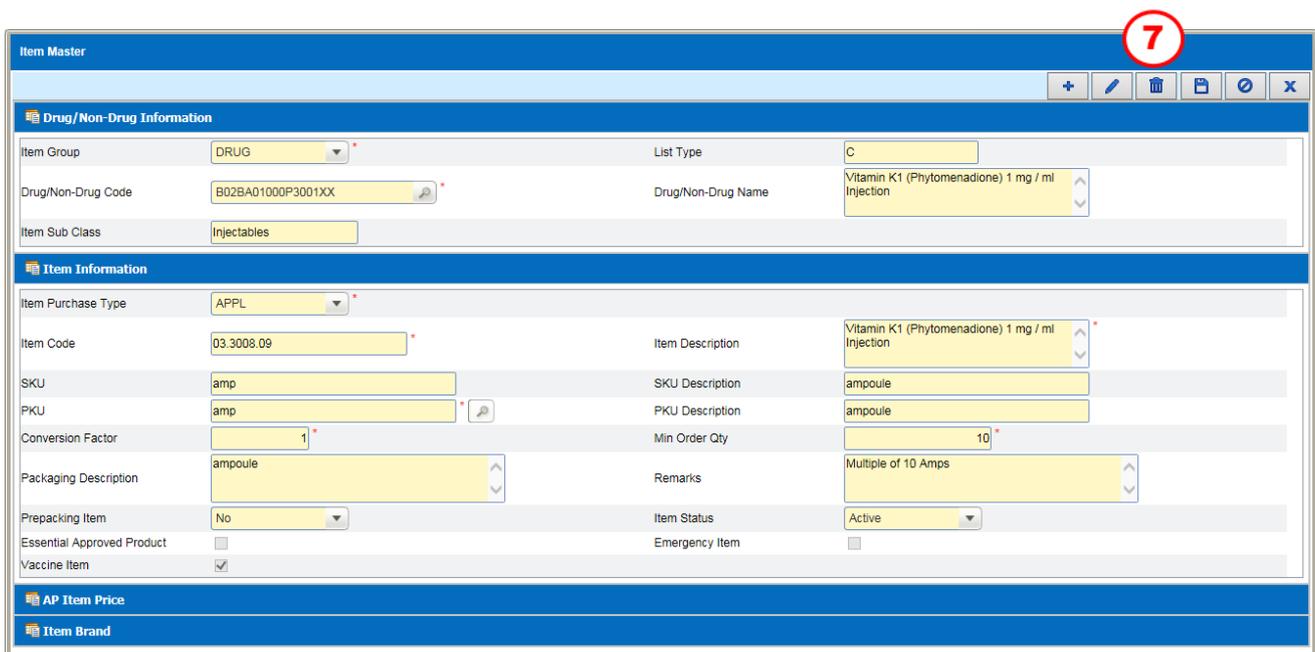


Figure 3.1.2-9 Item Master

STEP 7

Click on the  button to delete the record

Note

- System will display a Confirmation Message as Figure 3.1.2-10

- Click on the button to delete the record

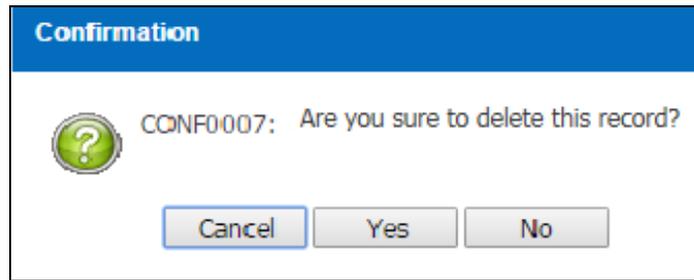


Figure 3.1.2-10 Confirmation Message

- The status of the record will be **Inactive**

3.2. Manufacturer

3.2.1. Create New Manufacturer

To create new Manufacturer records, perform the steps below:

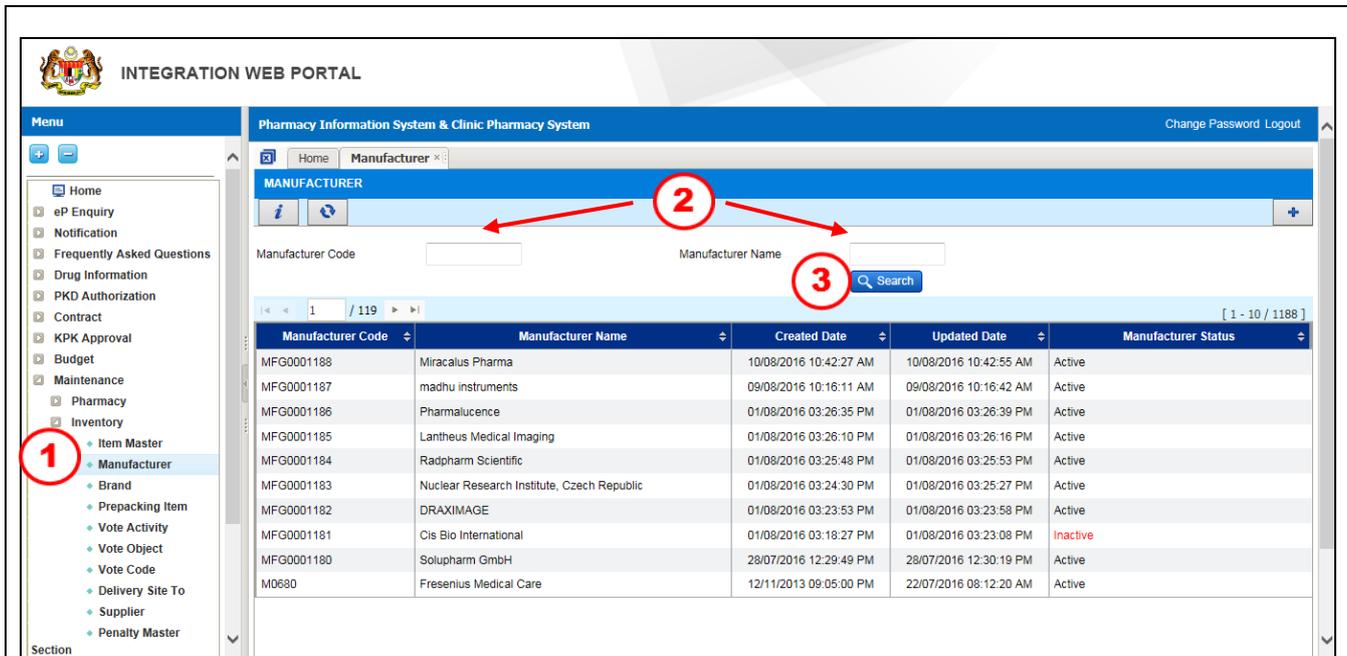


Figure 3.2.1-1 Manufacturer Listing Page

STEP 1

Click on 'Maintenance' menu, followed by 'Inventory' and click on 'Manufacturer'

STEP 2

Search existing record by entering **Manufacturer Code** and/or **Manufacturer Name**

STEP 3

Click on the button and system will display the related record

Note

User is allow to view the information by click on the related record and information will be displayed as Figure 3.2.1-2

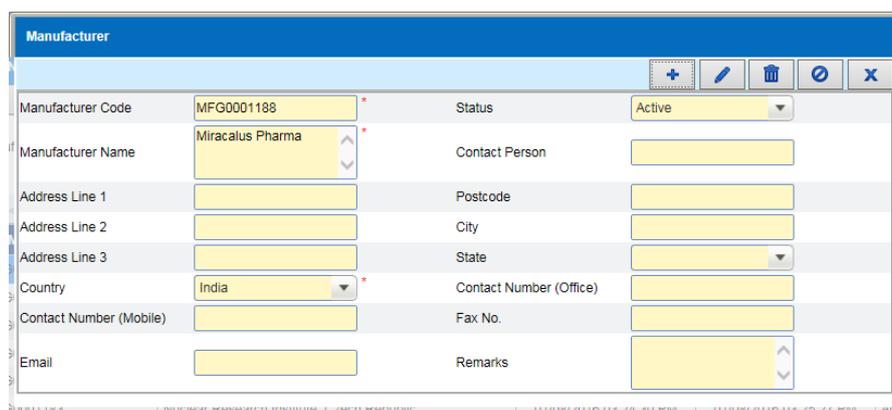


Figure 3.2.1-2 Manufacturer

Note

Click on the button to close the screen

Manufacturer Code	Manufacturer Name	Created Date	Updated Date	Manufacturer Status
MFG0001188	Miracalus Pharma	10/08/2016 10:42:27 AM	10/08/2016 10:42:55 AM	Active
MFG0001187	madhu instruments	09/08/2016 10:16:11 AM	09/08/2016 10:16:42 AM	Active
MFG0001186	Pharmalucence	01/08/2016 03:26:35 PM	01/08/2016 03:26:39 PM	Active
MFG0001185	Lantheus Medical Imaging	01/08/2016 03:26:10 PM	01/08/2016 03:26:16 PM	Active
MFG0001184	Radpharm Scientific	01/08/2016 03:25:48 PM	01/08/2016 03:25:53 PM	Active
MFG0001183	Nuclear Research Institute, Czech Republic	01/08/2016 03:24:30 PM	01/08/2016 03:25:27 PM	Active
MFG0001182	DRAXIMAGE	01/08/2016 03:23:53 PM	01/08/2016 03:23:58 PM	Active
MFG0001181	Cis Bio International	01/08/2016 03:18:27 PM	01/08/2016 03:23:08 PM	Inactive
MFG0001180	Solpharm GmbH	28/07/2016 12:29:49 PM	28/07/2016 12:30:19 PM	Active
M0680	Fresenius Medical Care	12/11/2013 09:05:00 PM	22/07/2016 08:12:20 AM	Active

Figure 3.2.1-3 Manufacturer Listing Page

STEP 4

Click on the  button to create a new record and Manufacturer screen will be displayed as Figure 3.2.1-4

Figure 3.2.1-4 Manufacturer

Note

Manufacturer Code will be automatically generate by the system

STEP 5

Enter **Manufacturer Name**

STEP 6

Select **Country** from the drop down box

Note

Enter information into below field (optional):

- **Contact Person**
- **Address Line 1**
- **Address Line 2**
- **Address Line 3**
- **Postcode**
- **City**

- State
- Contact Number (Office)
- Contact Number (Mobile)
- Fax No.
- Email
- Remarks

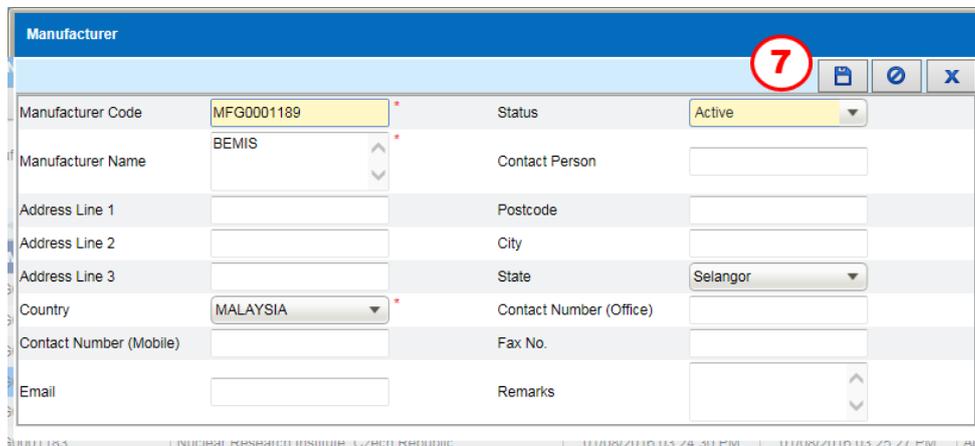


Figure 3.2.1-5 Manufacturer

STEP 7

Click on the  button to save the record

Note

- System will display a Confirmation Message as Figure 3.2.1-6

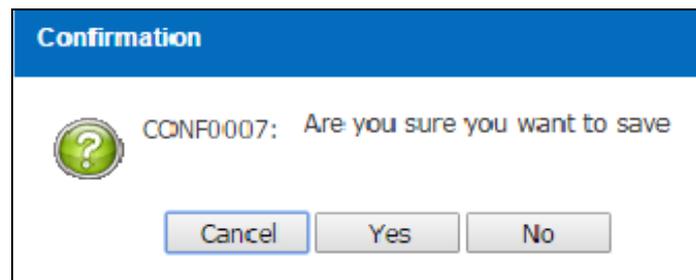
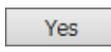


Figure 3.2.1-6 Confirmation Message

- Click on the  button to save the record
- Information Message will display after click on the  button as Figure 3.2.1-7

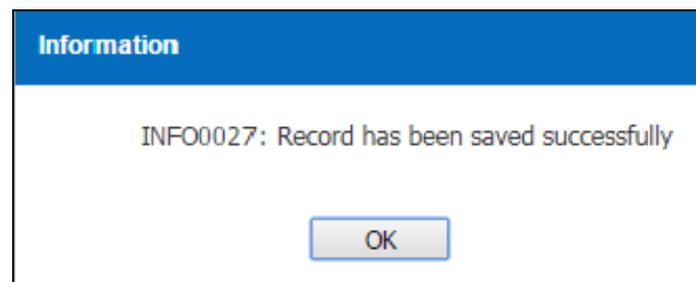


Figure 3.2.1-7 Information Message

- Click on the  button to confirmed the record

3.2.2. Modify Manufacturer

To Modify Manufacturer records, perform the steps below:

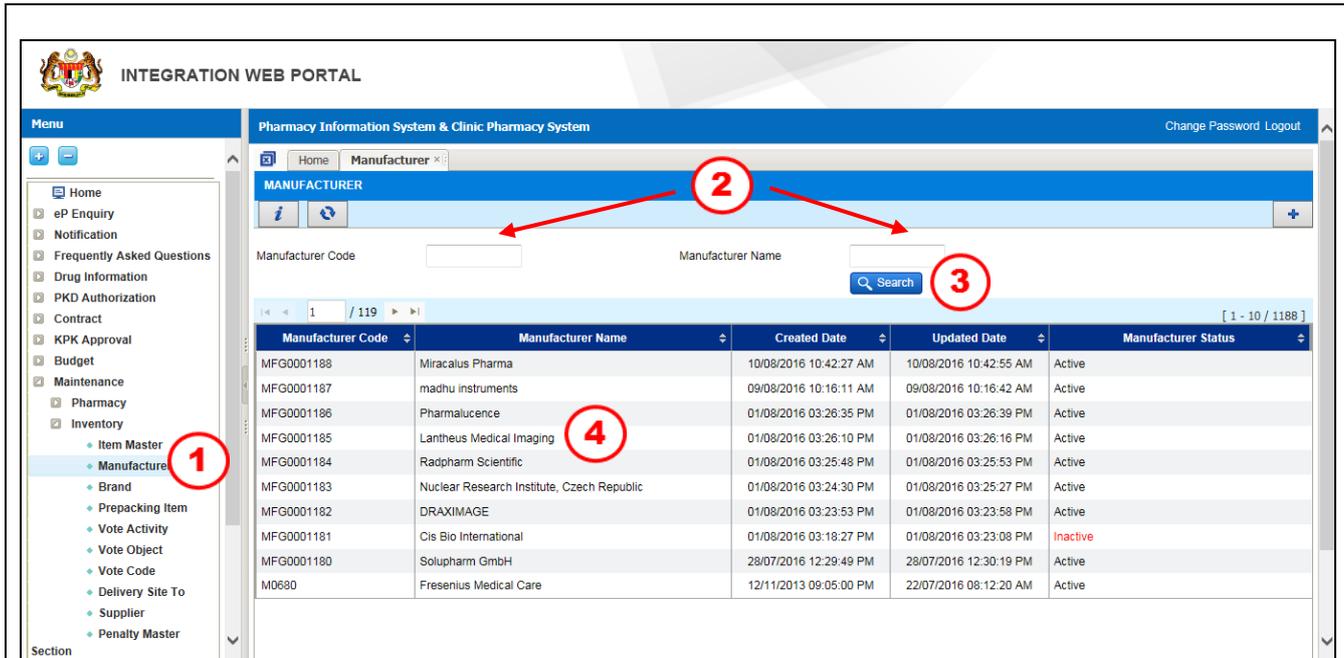


Figure 3.2.2-1 Manufacturer Listing Page

STEP 1

Click on 'Maintenance' menu, followed by 'Inventory' and click on 'Manufacturer'

STEP 2

Search existing record by entering **Manufacturer Code** and/or **Manufacturer Name**

STEP 3

Click on the  button and system will display the related record

STEP 4

Click on the selected record

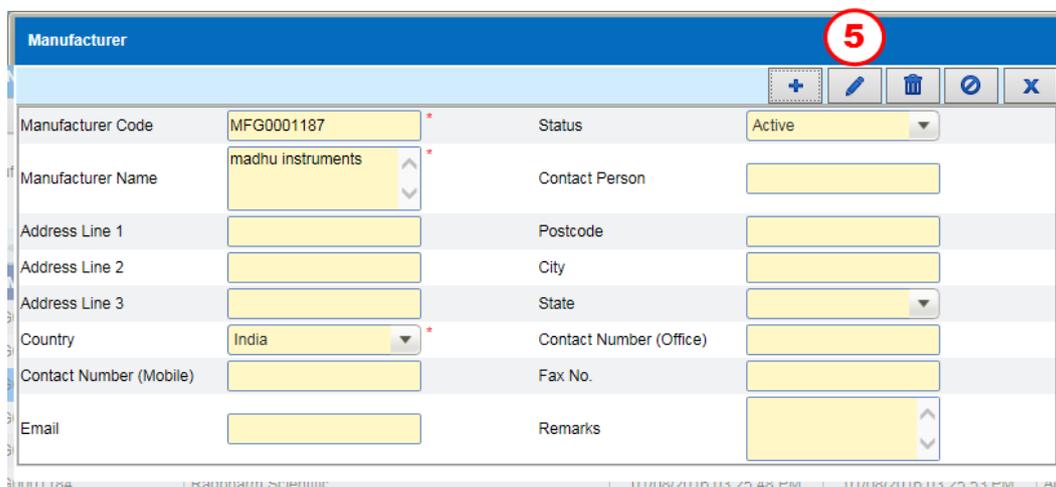


Figure 3.2.2-2 Manufacturer

STEP 5

Click on the  button to edit the record

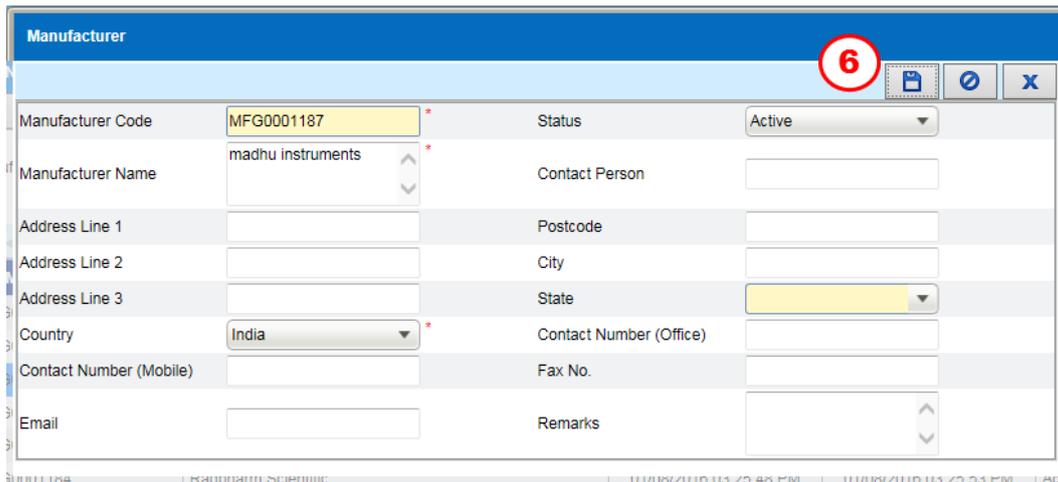


Figure 3.2.2-3 Manufacturer

Note

User is allow to edit:

- **Manufacturer Name**
- **Contact Person**
- **Address Line 1**
- **Address Line 2**
- **Address Line 3**
- **Postcode**
- **City**
- **Country**
- **State**
- **Contact Number (Office)**
- **Contact Number (Mobile)**
- **Fax No.**
- **Email**
- **Remarks**
- **Status**

STEP 6

Click on the  button to save the edited record

Note

- System will display a Confirmation Message as Figure 3.2.2-4

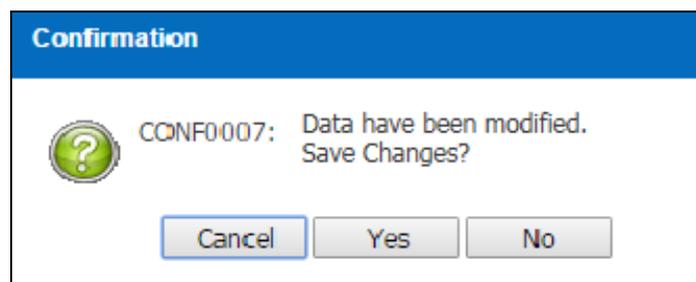
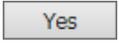
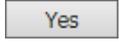


Figure 3.2.2-4 Confirmation Message

- Click on the  button to save the edited record
- Information Message will display after click on the  button as Figure 3.2.2-5

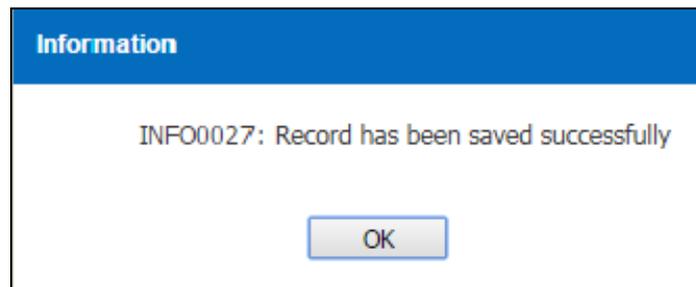
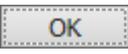


Figure 3.2.2-5 Information Message

- Click on the  button to confirmed the edited record

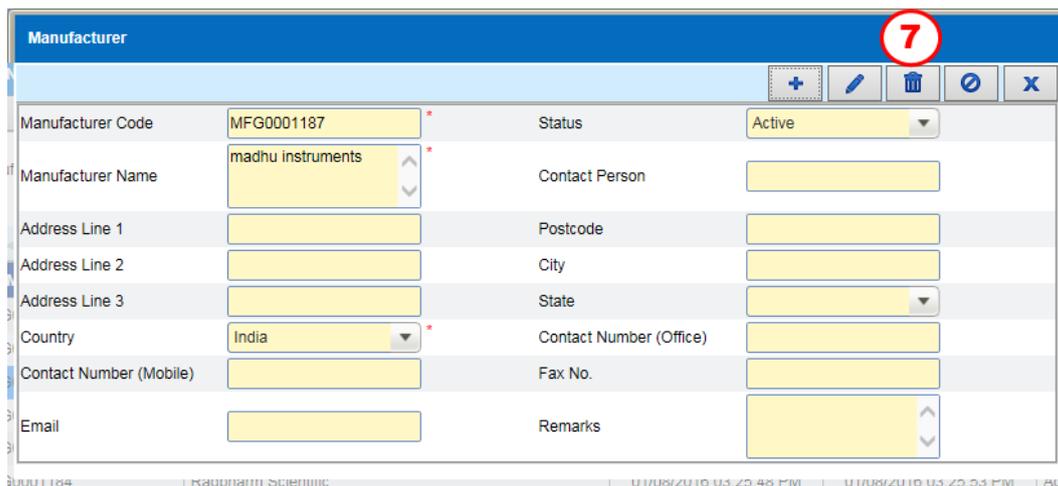


Figure 3.2.2-6 Manufacturer

STEP 7

Click on the  button to delete the record

Note

- System will display a Confirmation Message as Figure 3.2.2-7

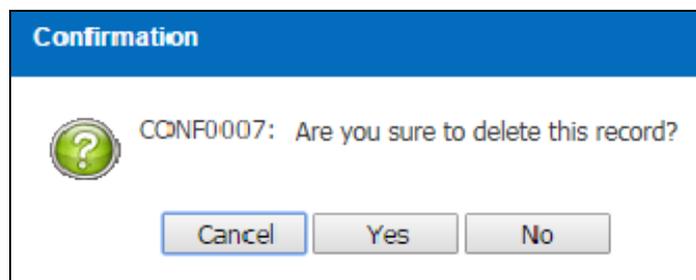
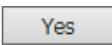


Figure 3.2.2-7 Confirmation Message

- Click on the  button to delete the record
- The status of the record will be **Inactive**

3.3. Brand

3.3.1. Create New Brand

To create New Brand records, perform the steps below:

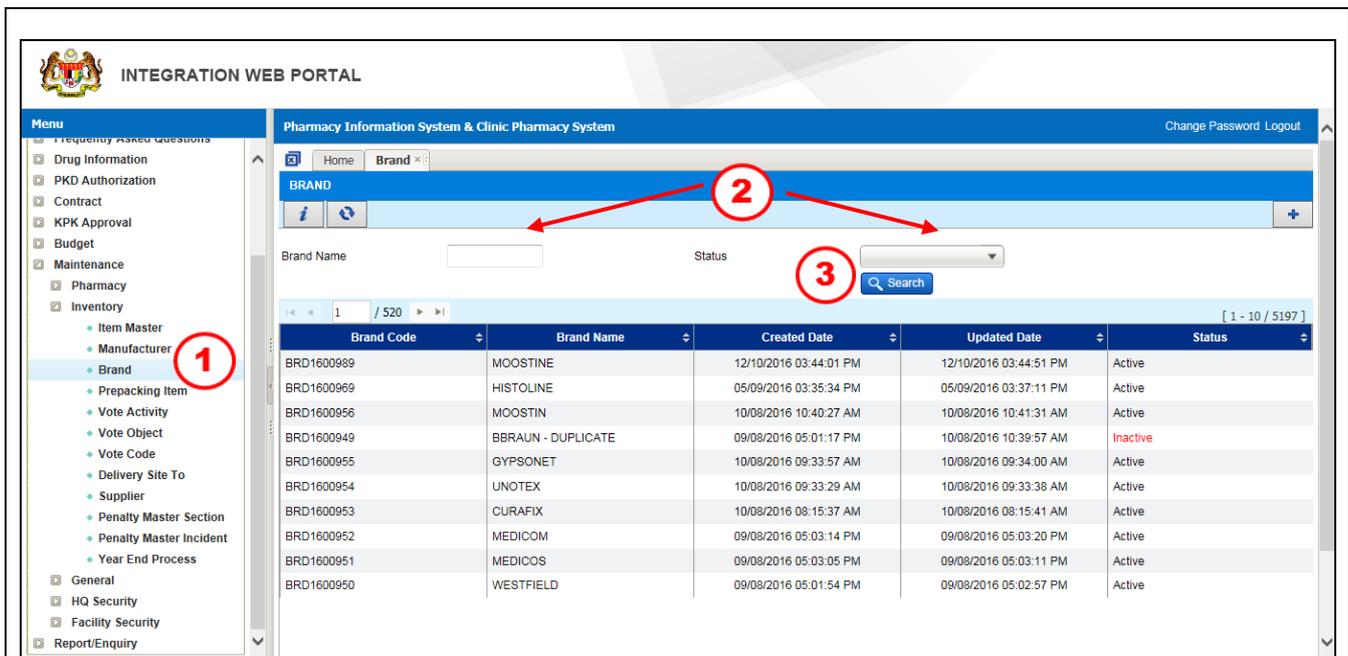


Figure 3.3.1-1 Brand Listing Page

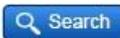
STEP 1

Click on 'Maintenance' menu, followed by 'Inventory' and click on 'Brand'

STEP 2

Search existing record by entering **Brand Name** and/or selecting **Status**

STEP 3

Click on the  button and system will display the related record

Note

User is allow to view the information by click on the related record and information will be displayed as Figure 3.3.1-2

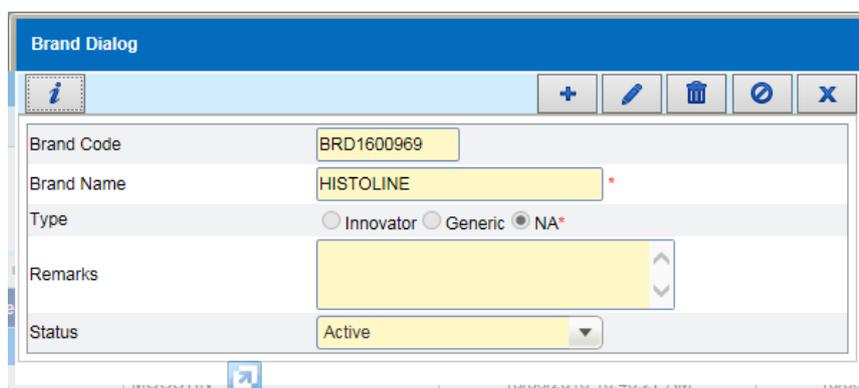


Figure 3.3.1-2 Brand Dialog

Note

Click on the  button to close the screen

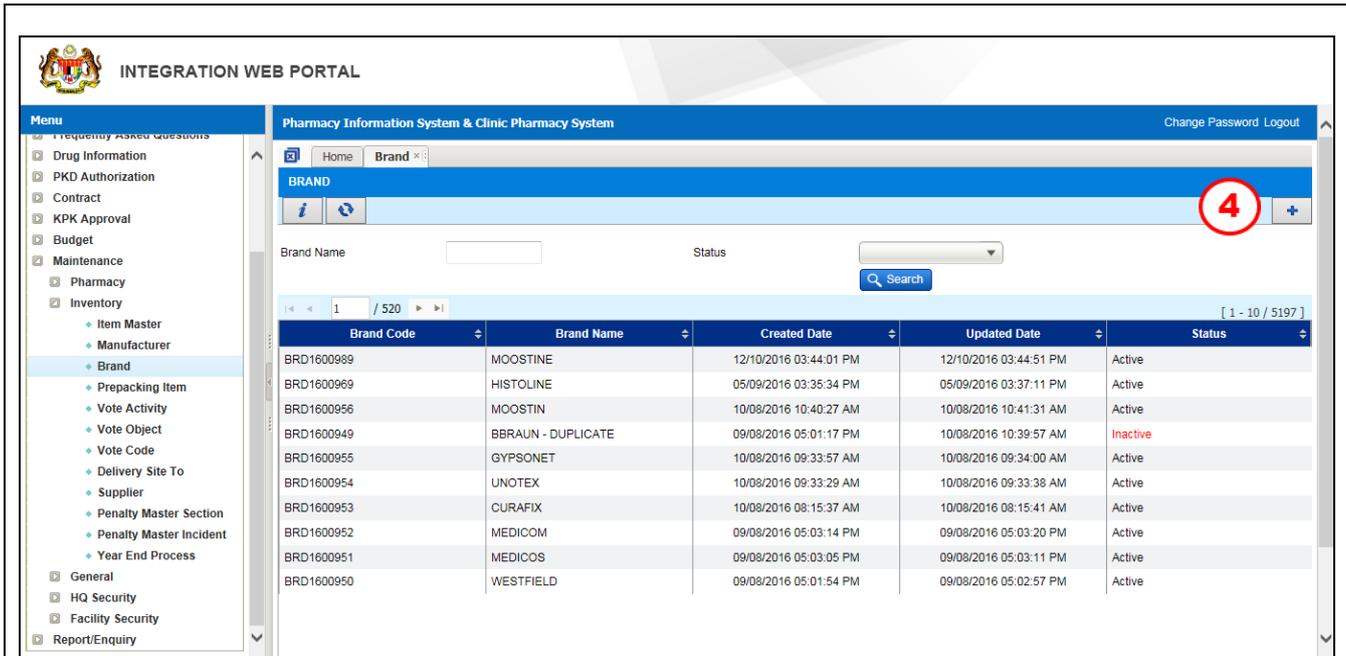


Figure 3.3.1-3 Brand Listing Page

STEP 4

Click on the  button to create a new record and Brand Dialog screen will be displayed as Figure 3.3.1-4

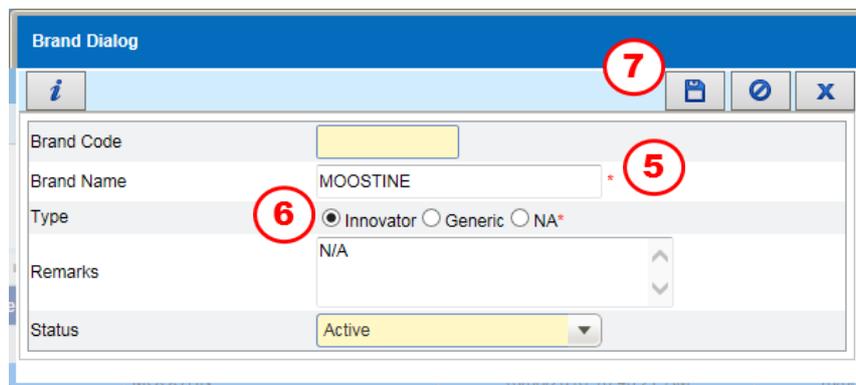


Figure 3.3.1-4 Brand Dialog

STEP 5

Enter **Brand Name**

STEP 6

Click on the **Innovator** or **Generic** or **NA** radio button

Note

Remarks is an optional field

STEP 7

Click on the  button to save the record

Note

- System will display a Confirmation Message as Figure 3.3.1-5

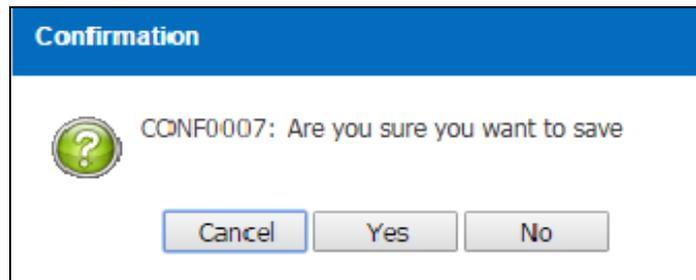
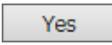
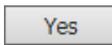


Figure 3.3.1-5 Confirmation Message

- Click on the  button to save the record
- Information Message will display after click on the  button as Figure 3.3.1-6

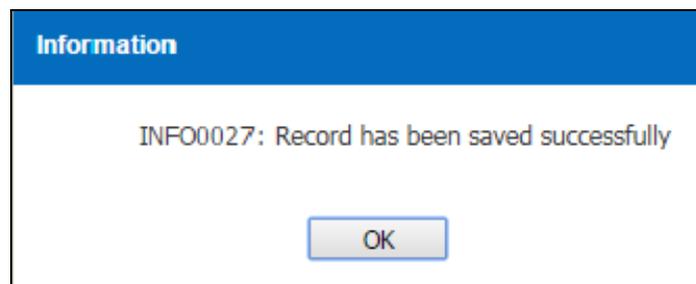


Figure 3.3.1-6 Information Message

- Click on the  button to confirmed the record and **Brand Code No** will generated for future reference

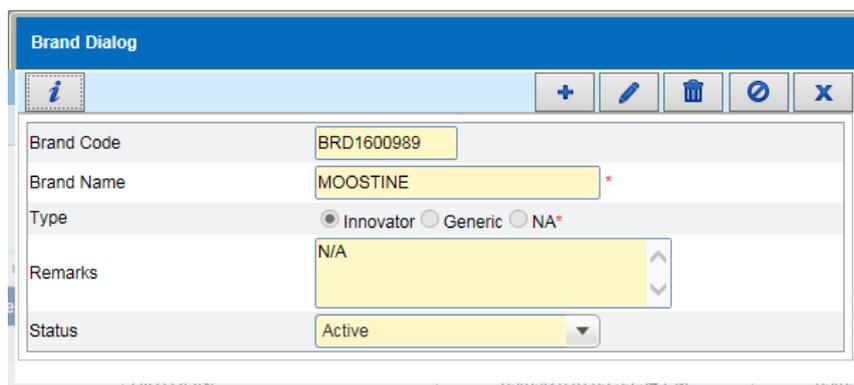


Figure 3.3.1-7 Brand Dialog

Note

Click on the  button to close the screen

3.3.2. Modify Brand

To Modify Brand records, perform the steps below:

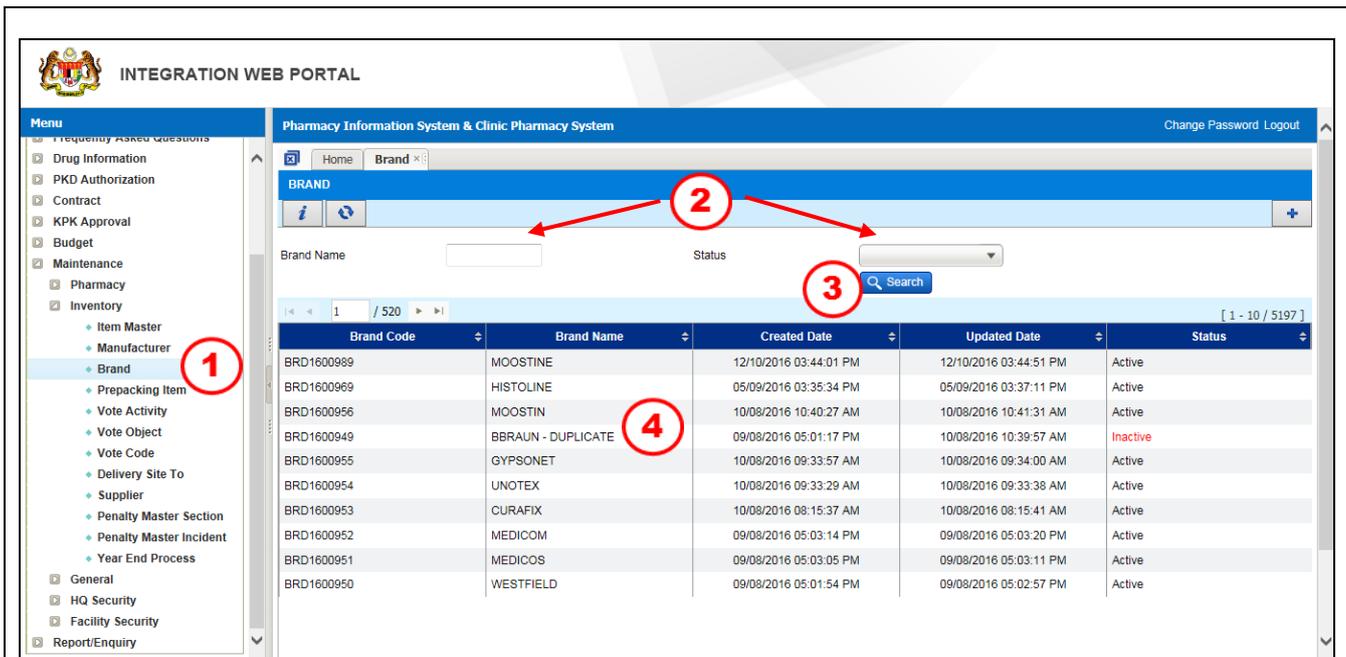


Figure 3.3.2-1 Brand Listing Page

STEP 1

Click on 'Maintenance' menu, followed by 'Inventory' and click on 'Brand'

STEP 2

Search existing record by entering **Brand Name** and/or selecting **Status**

STEP 3

Click on the Search button and system will display the related record

STEP 4

Click on the selected record

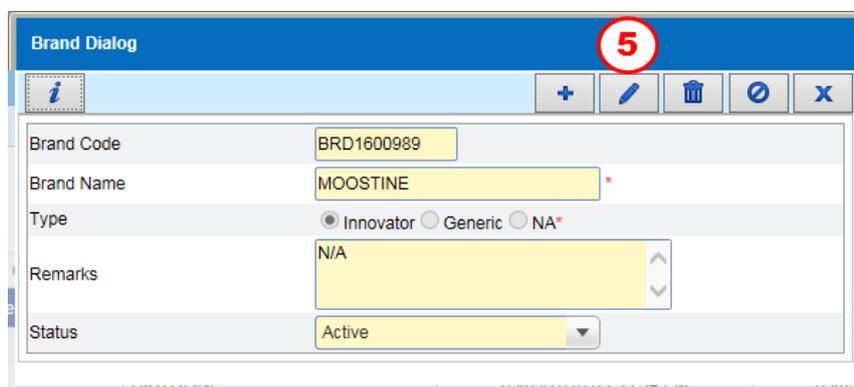


Figure 3.3.2-2 Brand Dialog

STEP 5

Click on the button to edit the record

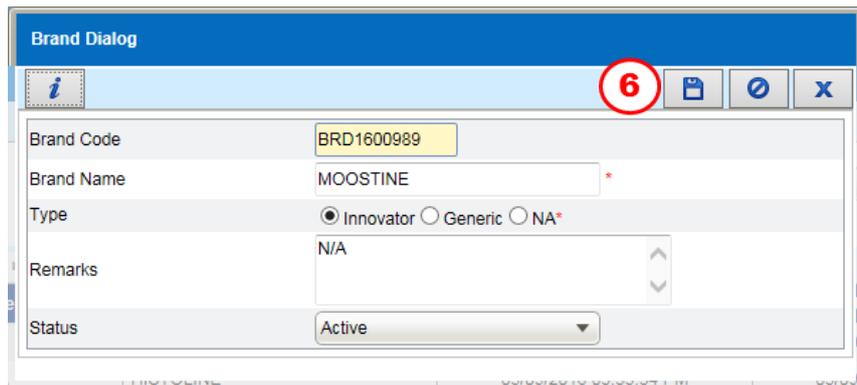


Figure 3.3.2-3 Brand Dialog

Note

User is allow to edit:

- **Brand Name**
- **Type**
- **Remarks**
- **Status**

STEP 6

Click on the  button to save the record

Note

- System will display a Confirmation Message as Figure 3.3.2-4

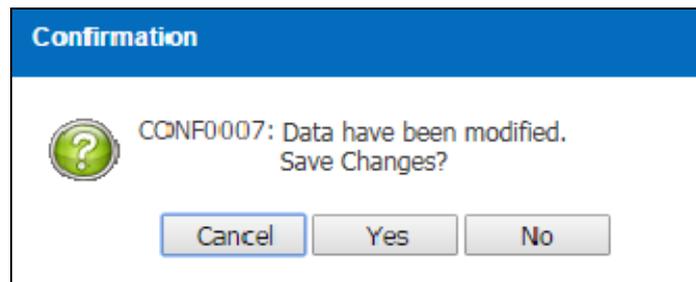
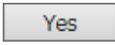
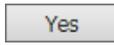


Figure 3.3.2-4 Confirmation Message

- Click on the  button to save the edited record
- Information Message will display after click on the  button as Figure 3.3.2-5

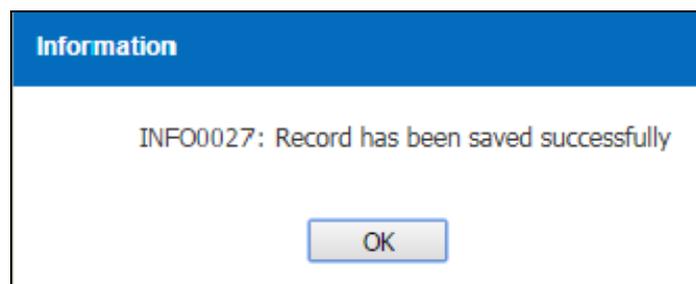
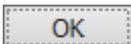


Figure 3.3.2-5 Information Message

- Click on the  button to confirmed the edited record

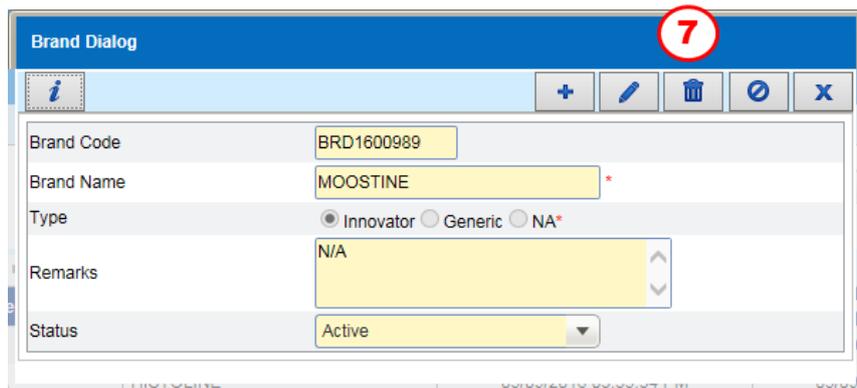
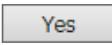


Figure 3.3.2-6 Brand Dialog

STEP 7

Click on the  button to delete the record

Note

- System will display a Confirmation Message as Figure 3.3.2-7
- Click on the  button to delete the record

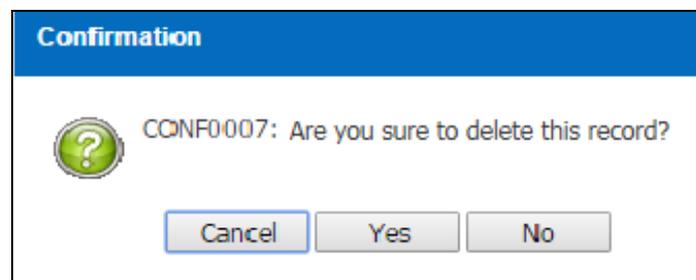


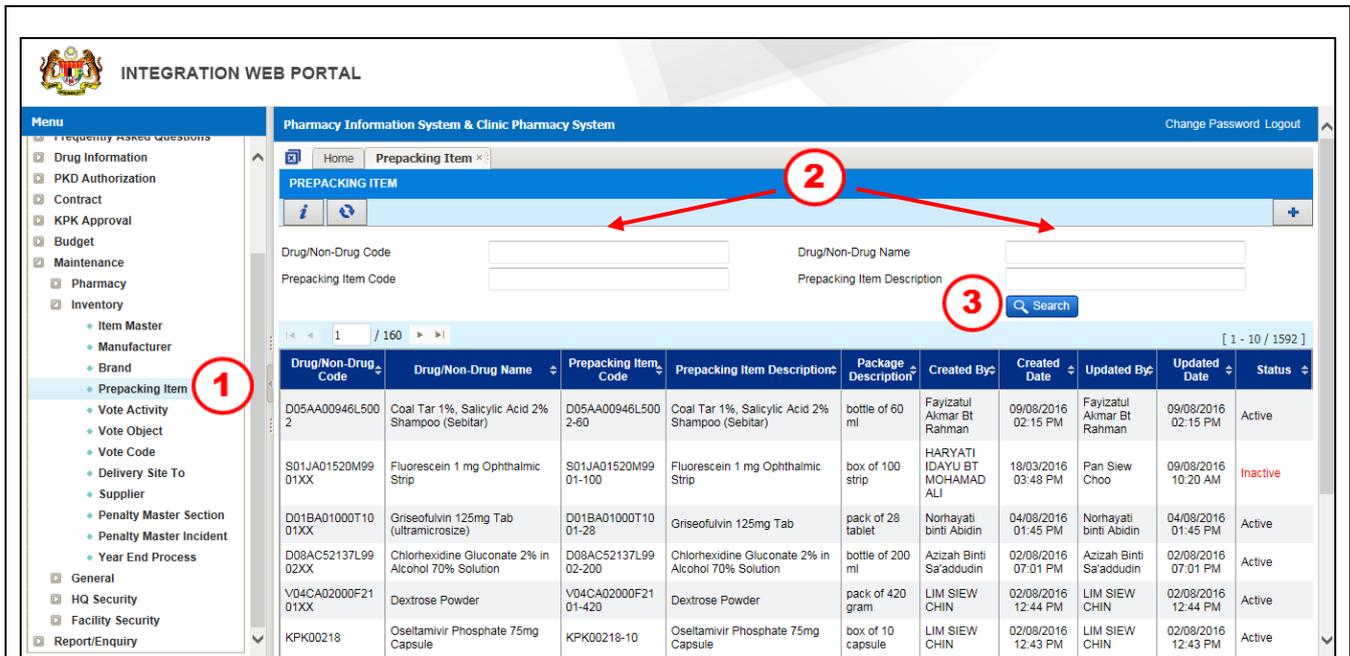
Figure 3.3.2-7 Confirmation Message

- The status of the record will be **Inactive**

3.4. Prepacking Item

3.4.1. Create New Prepacking Item

To create New Prepacking Item records, perform the steps below:



Drug/Non-Drug Code	Drug/Non-Drug Name	Prepacking Item Code	Prepacking Item Description	Package Description	Created By	Created Date	Updated By	Updated Date	Status
D05AA00946L5002	Coal Tar 1%, Salicylic Acid 2% Shampoo (Sebitar)	D05AA00946L5002-60	Coal Tar 1%, Salicylic Acid 2% Shampoo (Sebitar)	bottle of 60 ml	Fayizatul Akmar Bt Rahman	09/09/2016 02:15 PM	Fayizatul Akmar Bt Rahman	09/09/2016 02:15 PM	Active
S01JA01520M9901XX	Fluorescein 1 mg Ophthalmic Strip	S01JA01520M9901-100	Fluorescein 1 mg Ophthalmic Strip	box of 100 strip	HARYATI IDAYU BT MOHAMAD ALI	18/03/2016 03:48 PM	Pan Siew Choo	09/08/2016 10:20 AM	Inactive
D01BA01000T1001XX	Griseofulvin 125mg Tab (ultramicrosize)	D01BA01000T1001-28	Griseofulvin 125mg Tab	pack of 28 tablet	Norhayati binti Abidin	04/08/2016 01:45 PM	Norhayati binti Abidin	04/08/2016 01:45 PM	Active
D08AC52137L9902XX	Chlorhexidine Gluconate 2% in Alcohol 70% Solution	D08AC52137L9902-200	Chlorhexidine Gluconate 2% in Alcohol 70% Solution	bottle of 200 ml	Azizah Binti Sa'addudin	02/08/2016 07:01 PM	Azizah Binti Sa'addudin	02/08/2016 07:01 PM	Active
V04CA02000F2101XX	Dextrose Powder	V04CA02000F2101-420	Dextrose Powder	pack of 420 gram	LIM SIEW CHIN	02/08/2016 12:44 PM	LIM SIEW CHIN	02/08/2016 12:44 PM	Active
KPK00218	Oseltamivir Phosphate 75mg Capsule	KPK00218-10	Oseltamivir Phosphate 75mg Capsule	box of 10 capsule	LIM SIEW CHIN	02/08/2016 12:43 PM	LIM SIEW CHIN	02/08/2016 12:43 PM	Active

Figure 3.4.1-1 Prepacking Item Listing Page

STEP 1

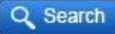
Click on 'Maintenance' menu, followed by 'Inventory' and click on 'Prepacking Item'

STEP 2

Search existing record by entering:

- Drug/Non-Drug Code**
- Drug/Non-Drug Name**
- Prepacking Item Code**
- Prepacking Item Description**

STEP 3

Click on the  button and system will display the related record

Note

User is allow to view the information by click on the related record and information will be displayed as Figure 3.4.1-2



Figure 3.4.1-2 Item Master

Note



Click on the button to close the screen

Drug/Non-Drug Code	Drug/Non-Drug Name	Prepacking Item Code	Prepacking Item Description	Package Description	Created By	Created Date	Updated By	Updated Date	Status
D05AA00946L5002	Coal Tar 1%, Salicylic Acid 2% Shampoo (Sebitar)	D05AA00946L5002-60	Coal Tar 1%, Salicylic Acid 2% Shampoo (Sebitar)	bottle of 60 ml	Fayizatul Akmar Bt Rahman	09/08/2016 02:15 PM	Fayizatul Akmar Bt Rahman	09/08/2016 02:15 PM	Active
S01JA01520M9901XX	Fluorescein 1 mg Ophthalmic Strip	S01JA01520M9901-100	Fluorescein 1 mg Ophthalmic Strip	box of 100 strip	HARYATI IDAYU BT MOHAMAD ALI	18/03/2016 03:48 PM	Pan Siew Choo	09/08/2016 10:20 AM	Inactive
D01BA01000T1001XX	Griseofulvin 125mg Tab (ultramicrosize)	D01BA01000T1001-28	Griseofulvin 125mg Tab	pack of 28 tablet	Norhayati binti Abidin	04/08/2016 01:45 PM	Norhayati binti Abidin	04/08/2016 01:45 PM	Active
D08AC52137L9902XX	Chlorhexidine Gluconate 2% in Alcohol 70% Solution	D08AC52137L9902-200	Chlorhexidine Gluconate 2% in Alcohol 70% Solution	bottle of 200 ml	Azizah Binti Sa'addudin	02/08/2016 07:01 PM	Azizah Binti Sa'addudin	02/08/2016 07:01 PM	Active
V04CA02000F2101XX	Dextrose Powder	V04CA02000F2101-420	Dextrose Powder	pack of 420 gram	LIM SIEW CHIN	02/08/2016 12:44 PM	LIM SIEW CHIN	02/08/2016 12:44 PM	Active
KPK00218	Oseltamivir Phosphate 75mg Capsule	KPK00218-10	Oseltamivir Phosphate 75mg Capsule	box of 10 capsule	LIM SIEW CHIN	02/08/2016 12:43 PM	LIM SIEW CHIN	02/08/2016 12:43 PM	Active

Figure 3.4.1-3 Prepacking Item Listing Page

STEP 4



Click on the button to create a new record and Create Prepacking Item screen will be displayed as Figure 3.4.1-4

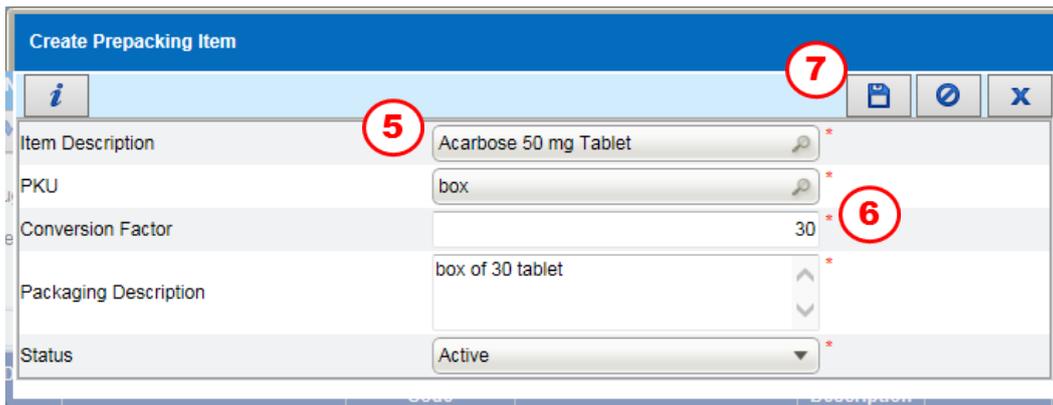
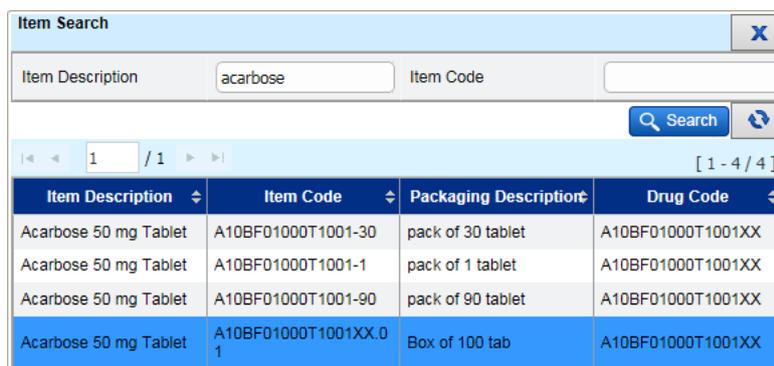


Figure 3.4.1-4 Create Prepacking Item

STEP 5

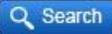
Click on the **Item Description**  button and Item Search window will be displayed as Figure 3.4.1-5



Item Description	Item Code	Packaging Description	Drug Code
Acarbose 50 mg Tablet	A10BF01000T1001-30	pack of 30 tablet	A10BF01000T1001XX
Acarbose 50 mg Tablet	A10BF01000T1001-1	pack of 1 tablet	A10BF01000T1001XX
Acarbose 50 mg Tablet	A10BF01000T1001-90	pack of 90 tablet	A10BF01000T1001XX
Acarbose 50 mg Tablet	A10BF01000T1001XX.01	Box of 100 tab	A10BF01000T1001XX

Figure 3.4.1-5 Item Search

Note

- User is allowed to enter partially or fully criteria for **Item Description** and/or **Item Code**. Then click on the  button
- Double click on the selected **Item Description**
- **PKU** will automatically display a value based on the item packaging

STEP 6

Enter **Conversion Factor**

Note

Packaging Description will automatically display a value based on **Conversion Factor** entered in **STEP 6**

STEP 7

Click on the  button to save the record

Note

- System will display a Confirmation Message as Figure 3.4.1-6

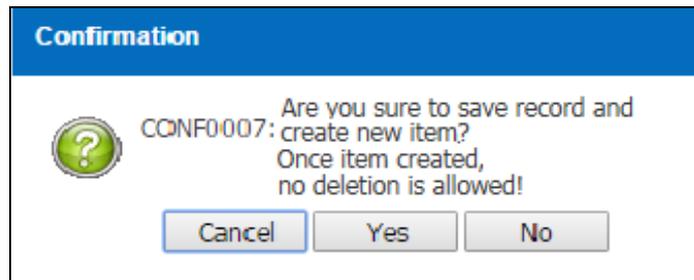
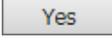
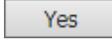


Figure 3.4.1-6 Confirmation Message

- Click on the  button to save the record
- Information Message will display after click on the  button as Figure 3.4.1-7

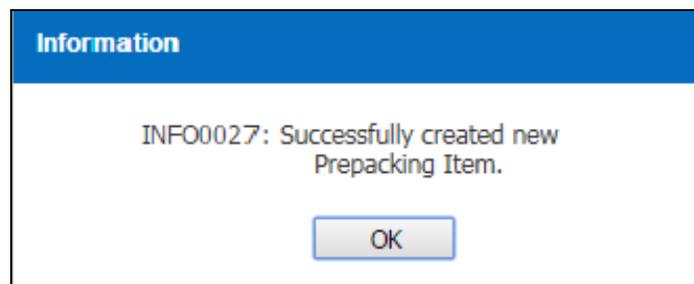


Figure 3.4.1-7 Information Message

- Click on the  button to confirmed the record

3.5. Vote Activity

3.5.1. Create New Vote Activity

To create New Vote Activity records, perform the steps below:

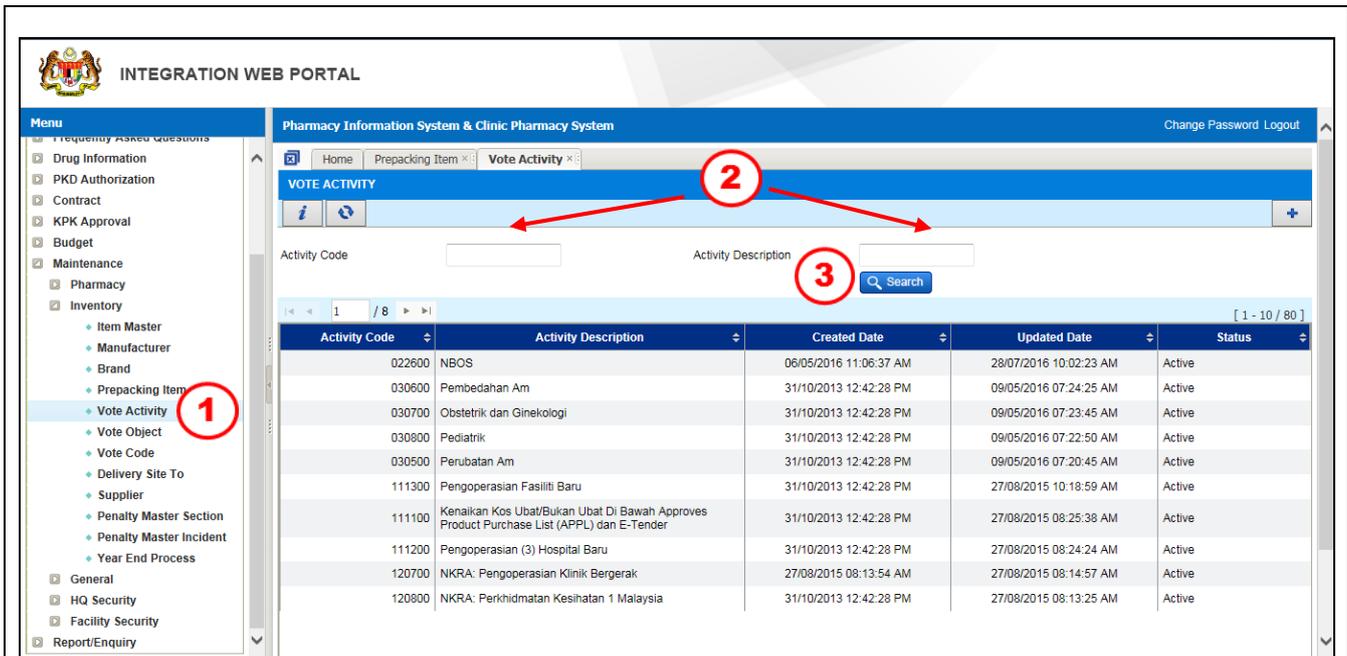


Figure 3.5.1-1 Vote Activity Listing Page

STEP 1

Click on 'Maintenance' menu, followed by 'Inventory' and click on 'Vote Activity'

STEP 2

Search existing record by entering **Activity Code** and/or **Activity Description**

STEP 3

Click on the button and system will display the related record

Note

User is allow to view the information by click on the related record and information will be displayed as Figure 3.5.1-2

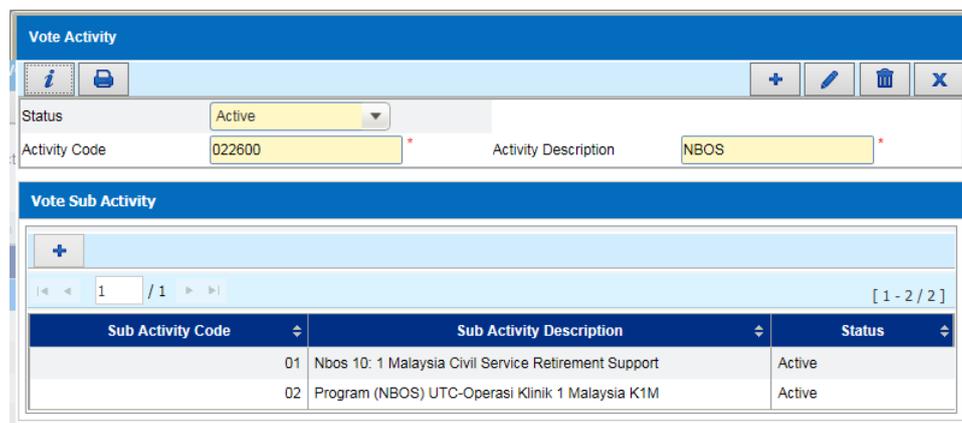


Figure 3.5.1-2 Vote Activity

Note

Click on the button to close the screen

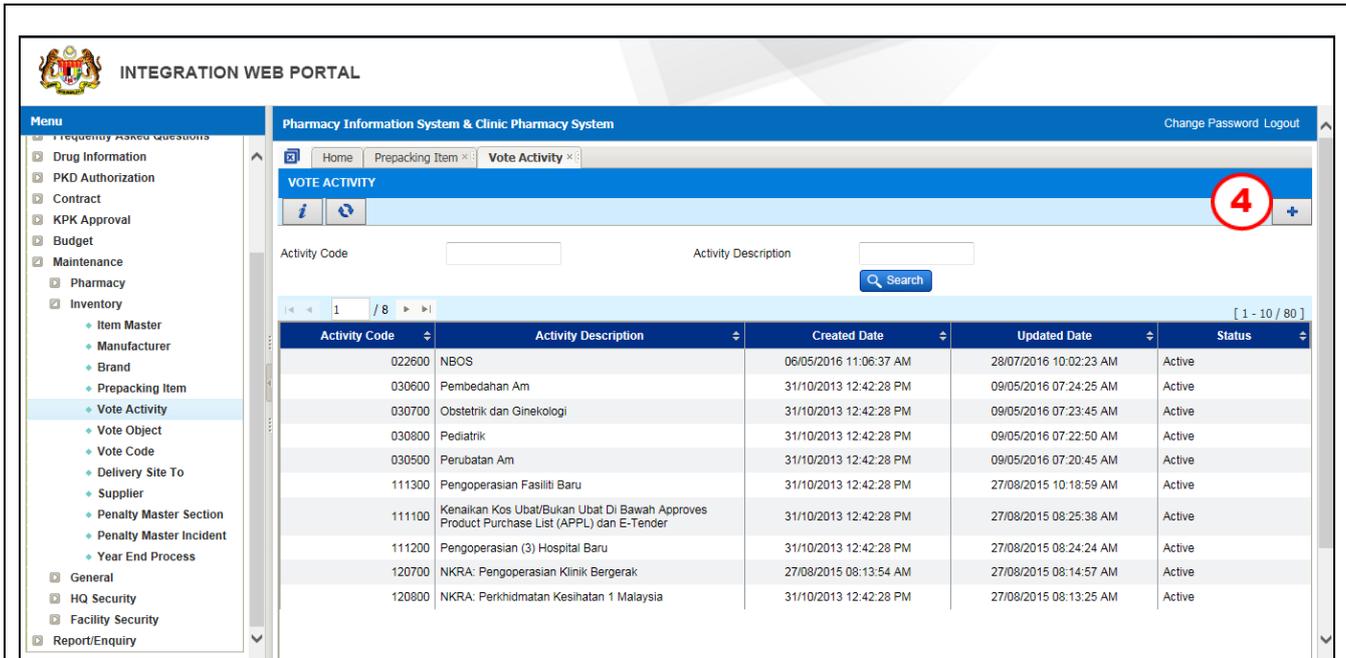


Figure 3.5.1-3 Vote Activity Listing Page

STEP 4

Click on the  button to create a new record and Vote Activity screen will be displayed as Figure 3.5.1-4

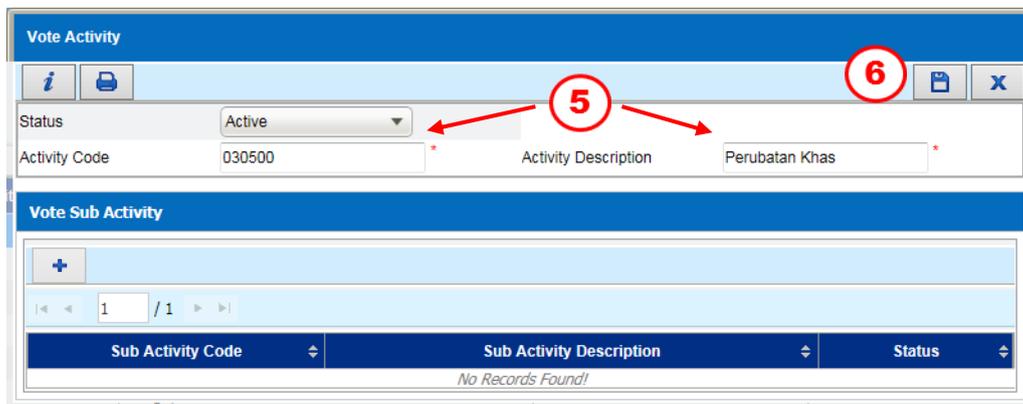


Figure 3.5.1-4 Vote Activity

STEP 5

Enter **Activity Code** and **Activity Description**

STEP 6

Click on the  button to save the record

Note

- System will display a Confirmation Message as Figure 3.5.1-5

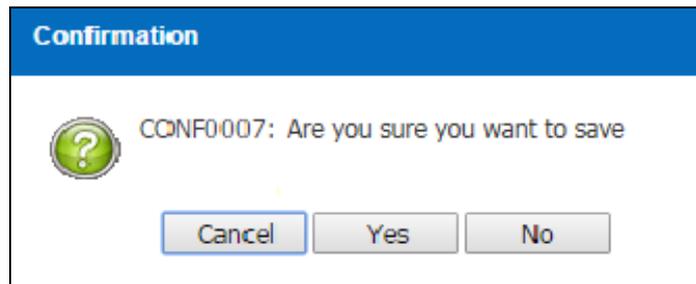
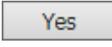
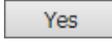


Figure 3.5.1-5 Confirmation Message

- Click on the  button to save the record
- Information Message will display after click on the  button as Figure 3.5.1-6

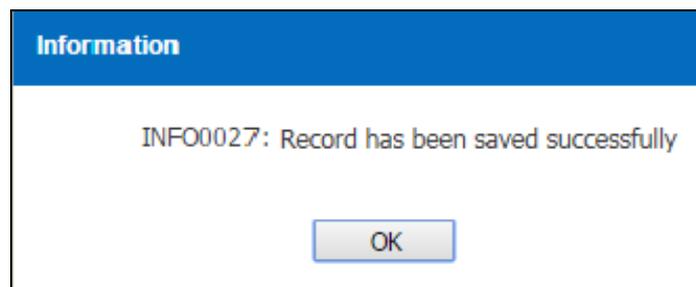


Figure 3.5.1-6 Information Message

- Click on the  button to confirmed the record

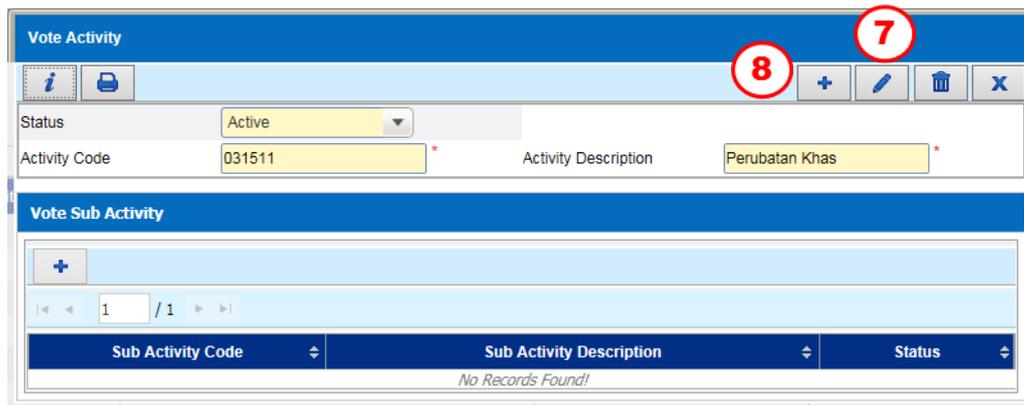


Figure 3.5.1-7 Vote Activity

STEP 7

Click on the  button to edit the record

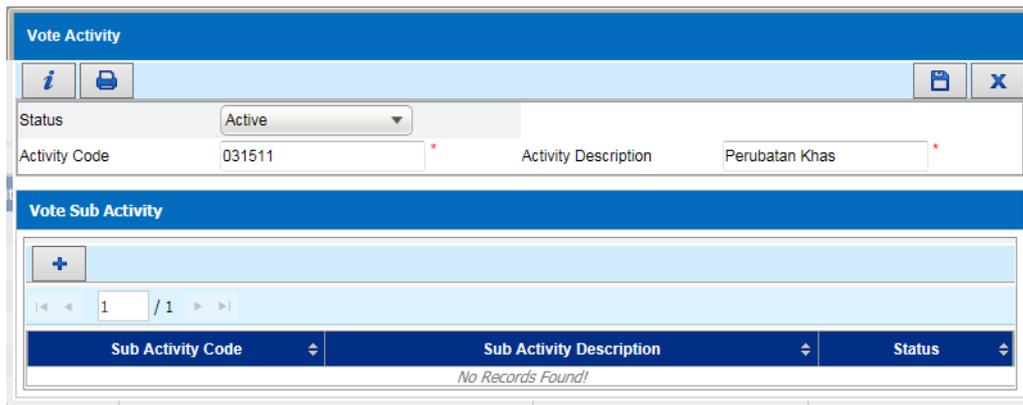


Figure 3.5.1-8 Vote Activity

STEP 8

Click on the  button to add Vote Sub Activity

Note

Vote Sub Activity will be displayed as Figure 3.5.1-9

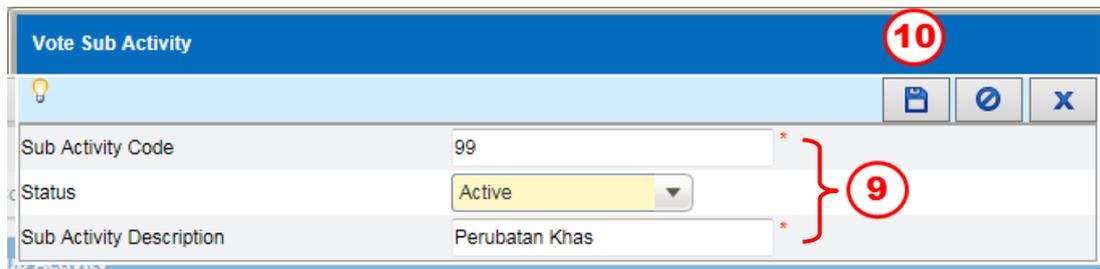


Figure 3.5.1-9 Vote Sub Activity

STEP 9

Enter **Sub Activity Code** and **Sub Activity Description**

STEP 10

Click on the  button to save the record

Note

- System will display a Confirmation Message as Figure 3.5.1-10

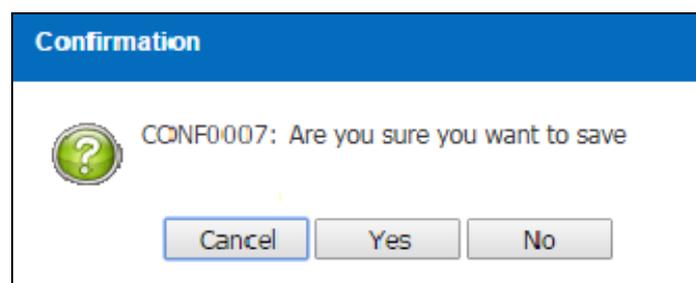


Figure 3.5.1-10 Confirmation Message

- Click on the  button to save the record and the record will updated in the Vote Activity screen as Figure 3.5.1-11

- Click on the  button to close the screen

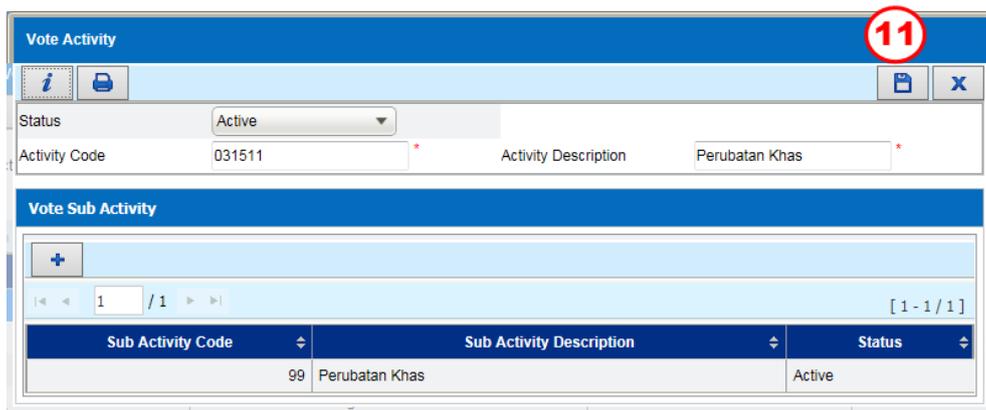


Figure 3.5.1-11 Vote Activity

STEP 11

Click on the  button to save the record

Note

- System will display a Confirmation Message as Figure 3.5.1-12

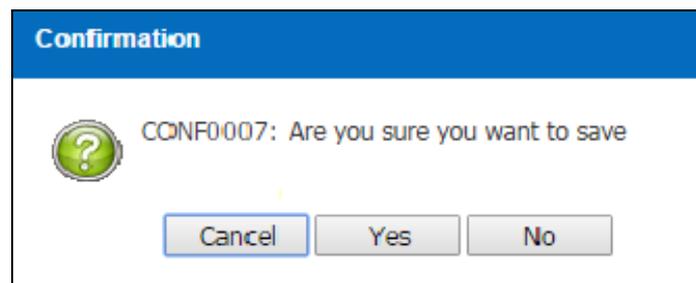
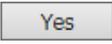


Figure 3.5.1-12 Confirmation Message

Click on the  button to save the record

3.5.2. Modify Vote Activity

To Modify Vote Activity records, perform the steps below:

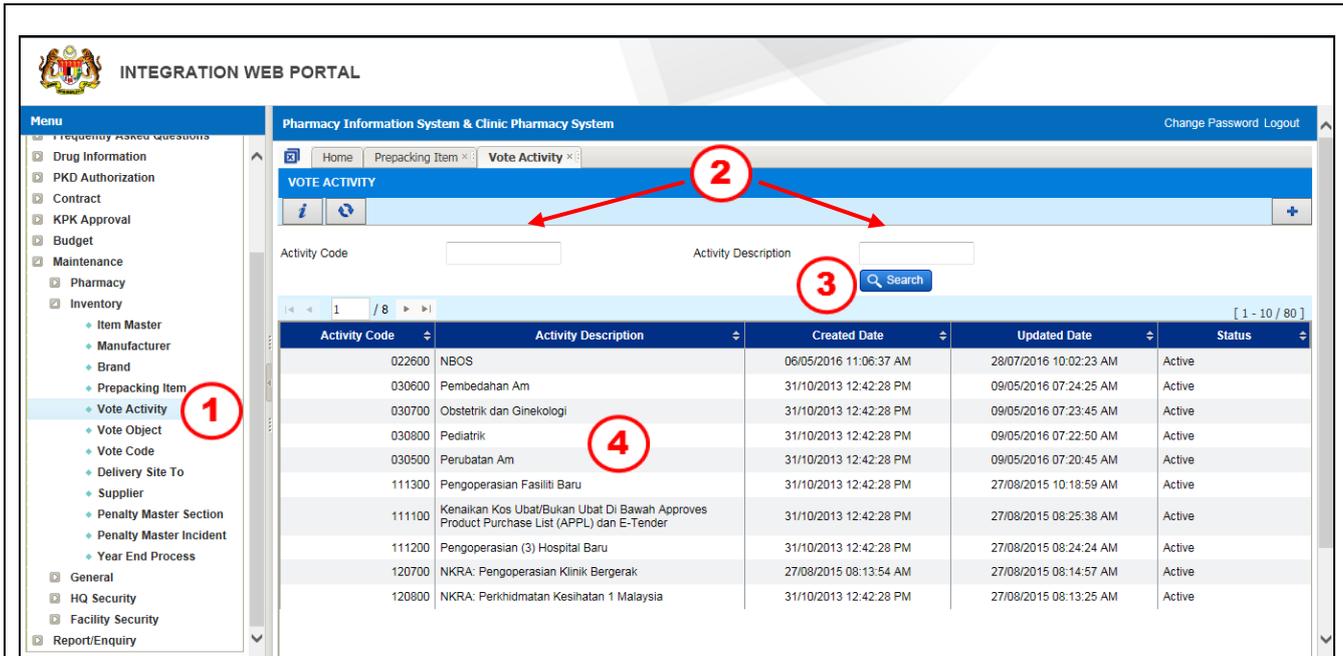


Figure 3.5.2-1 Vote Activity Listing Page

STEP 1

Click on 'Maintenance' menu, followed by 'Inventory' and click on 'Vote Activity'

STEP 2

Search existing record by entering **Activity Code** and/or **Activity Description**

STEP 3

Click on the  button and system will display the related record

STEP 4

Click on the selected record

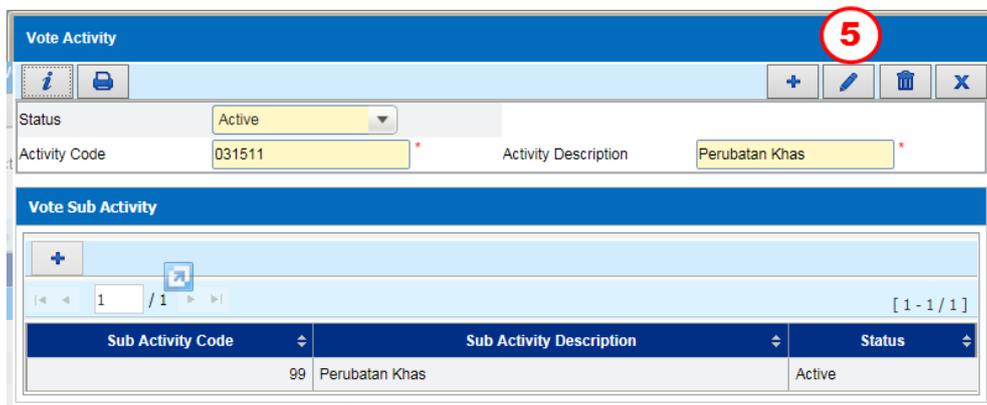
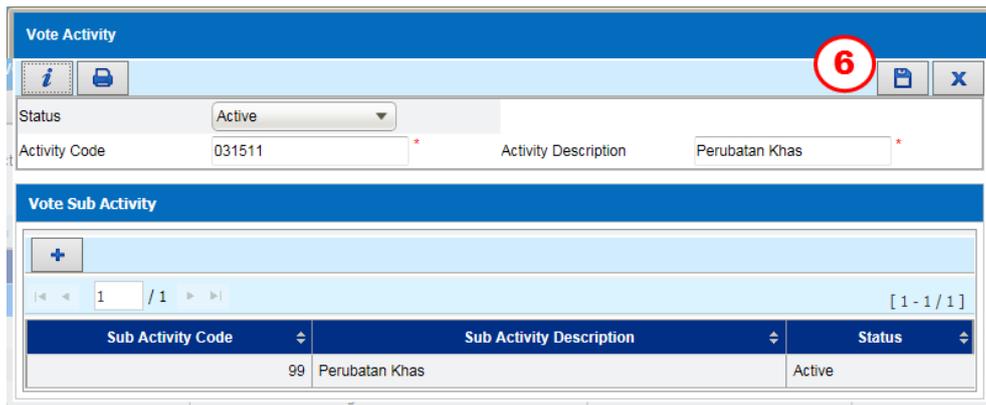


Figure 3.5.2-2 Vote Activity

STEP 5

Click on the  button to edit the record



Sub Activity Code	Sub Activity Description	Status
99	Perubatan Khas	Active

Figure 3.5.2-3 Vote Activity

Note

User is allow to edit:

- **Activity Code**
- **Activity Description**
- **Status**
- **Vote Sub Activity**

STEP 6

Click on the  button to save the edited record

Note

- System will display a Confirmation Message as Figure 3.5.2-4

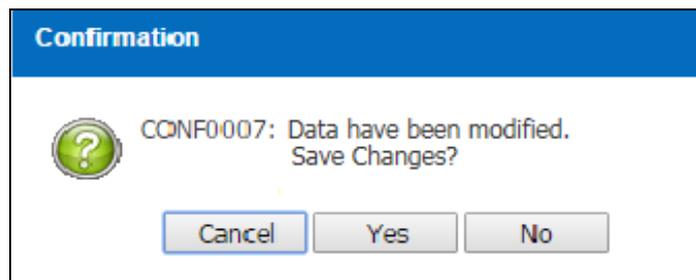
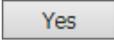
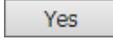


Figure 3.5.2-4 Confirmation Message

- Click on the  button to save the edited record
- Information Message will display after click on the  button as Figure 3.5.2-5

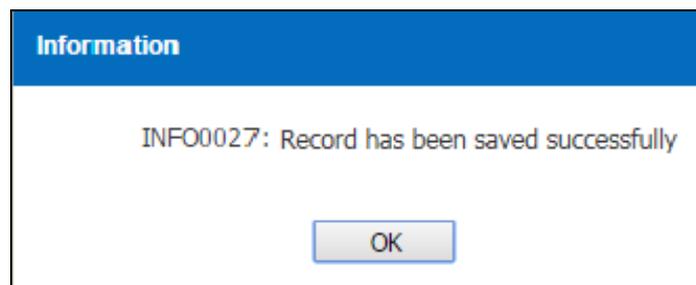


Figure 3.5.2-5 Information Message

- Click on the  button to confirmed the edited record

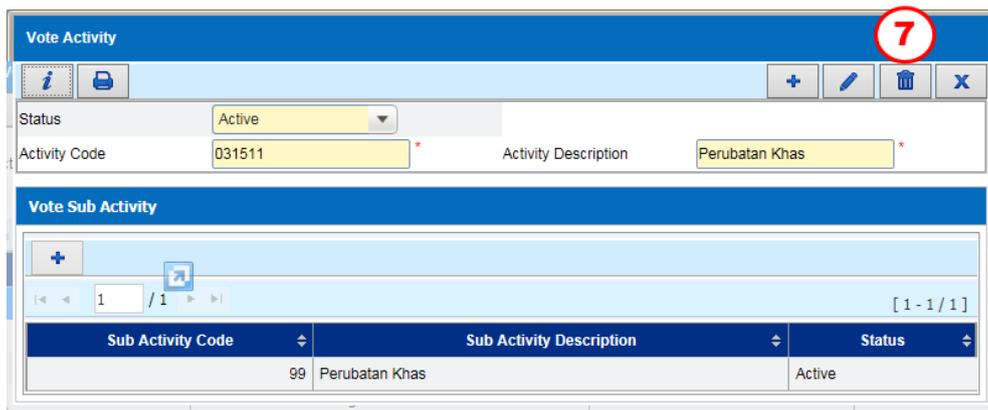
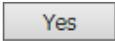


Figure 3.5.2-6 Vote Activity

STEP 7

Click on the  button to delete the record

Note

- System will display a Confirmation Message as Figure 3.5.2-7
- Click on the  button to delete the record

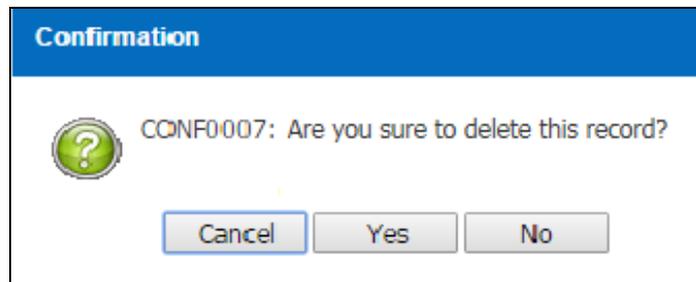


Figure 3.5.2-7 Confirmation Message

- The status of the record will be **Inactive**

3.6. Vote Object

3.6.1. Create New Vote Object

To create New Vote Object records, perform the steps below:

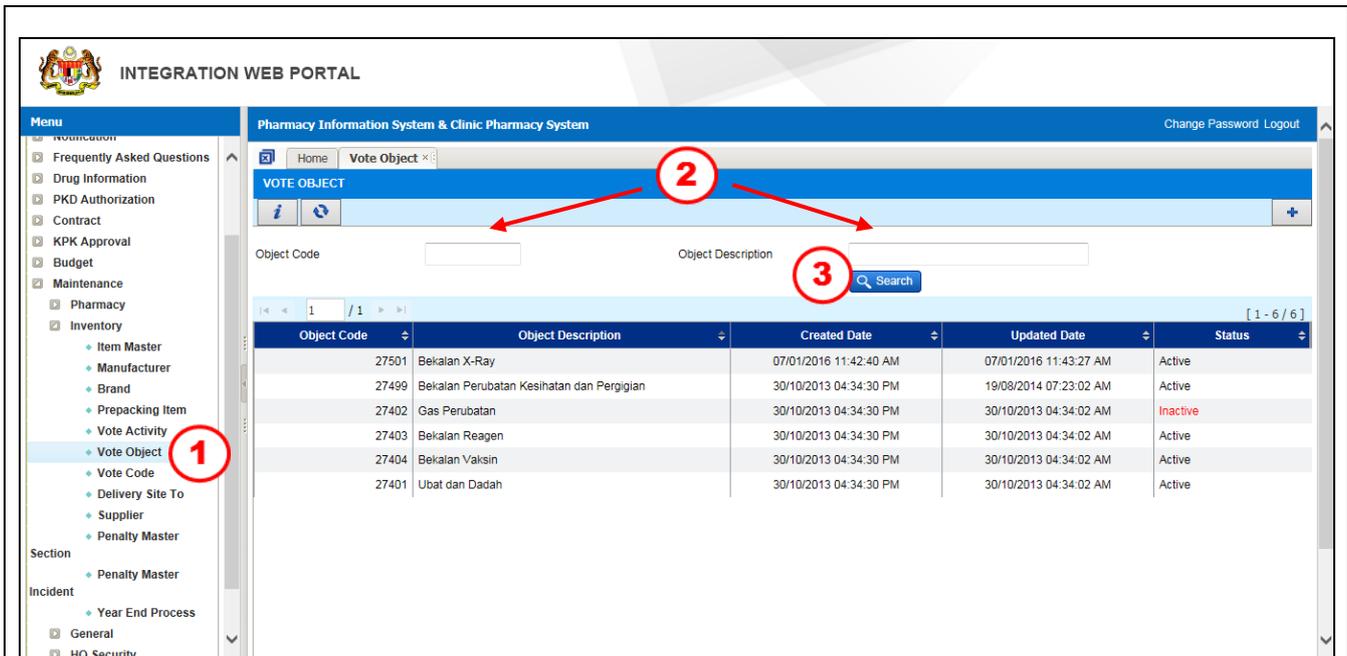


Figure 3.6.1-1 Vote Object Listing Page

STEP 1

Click on 'Maintenance' menu, followed by 'Inventory' and click on 'Vote Object'

STEP 2

Search existing record by entering **Object Code** and/or **Object Description**

STEP 3

Click on the  button and system will display the related record

Note

User is allow to view the information by click on the related record and information will be displayed as Figure 3.6.1-2

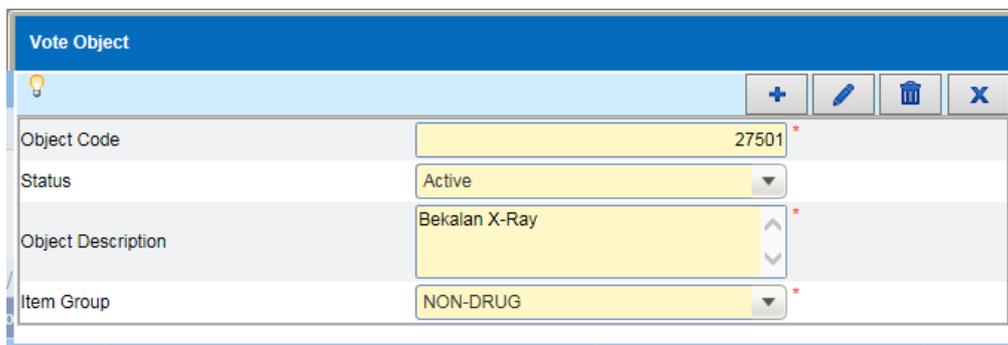


Figure 3.6.1-2 Vote Object

Note

Click on the  button to close the screen

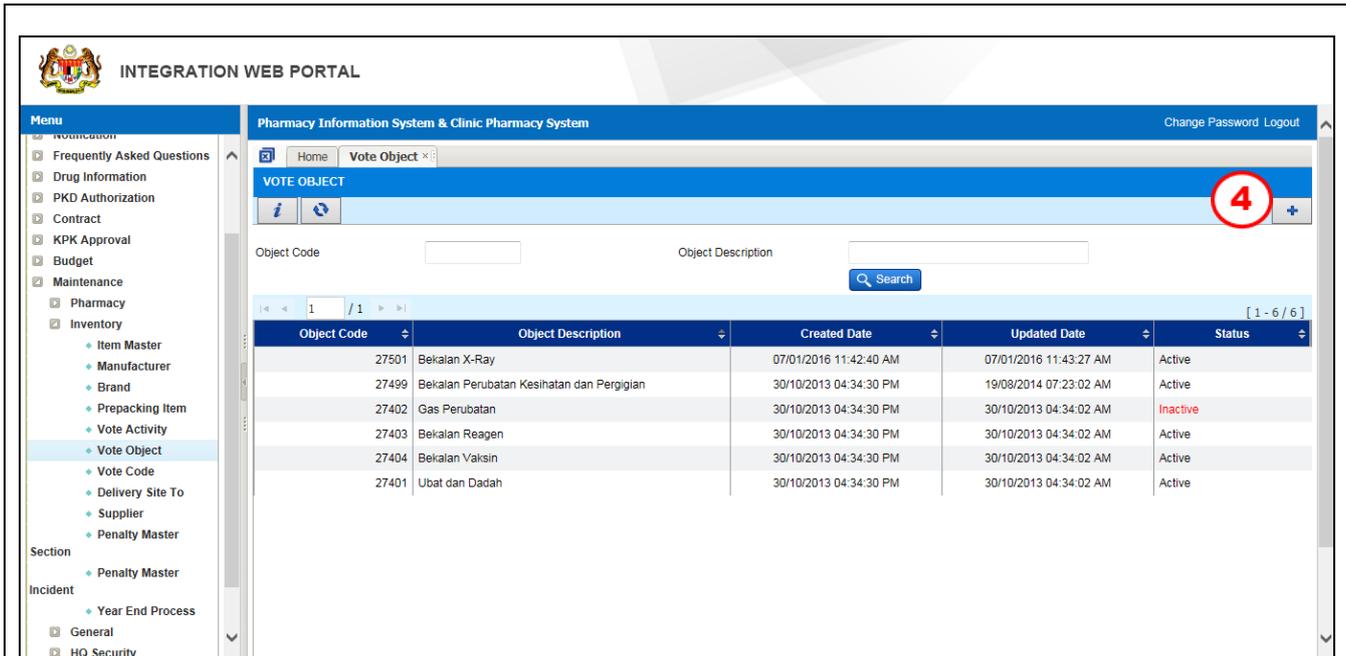


Figure 3.6.1-3 Vote Object Listing Page

STEP 4

Click on the  button to create a new record and Vote Object screen will be displayed as Figure 3.6.1-4

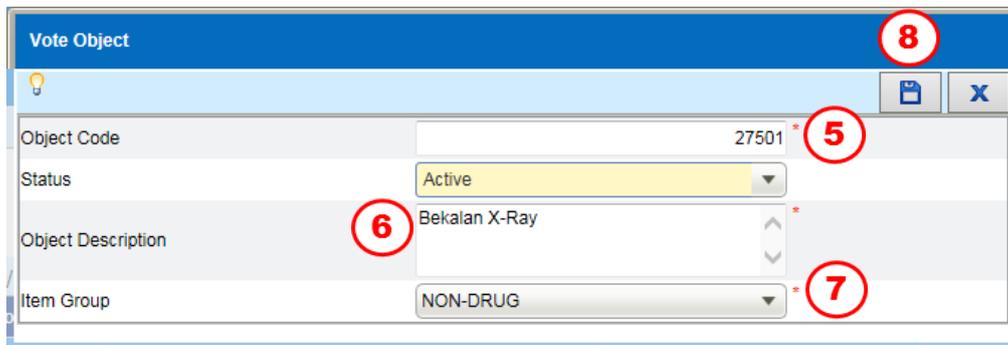


Figure 3.6.1-4 Vote Object

STEP 5

Enter **Object Code**

STEP 6

Enter **Object Description**

STEP 7

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

- **DRUG**
- **NON-DRUG**

STEP 8

Click on the  button to save the record

Note

- System will display a Confirmation Message as Figure 3.6.1-5

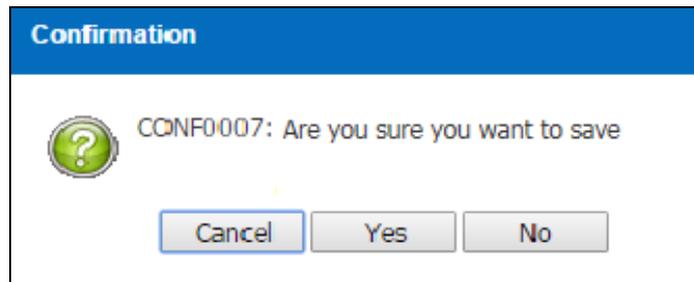


Figure 3.6.1-5 Confirmation Message

- Click on the button to save the record
- Information Message will display after click on the button as Figure 3.6.1-6

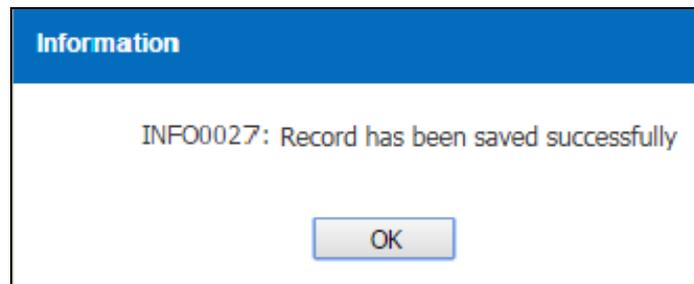


Figure 3.6.1-6 Information Message

- Click on the button to confirmed the record

3.6.2. Modify Vote Object

To Modify Vote Object records, perform the steps below:

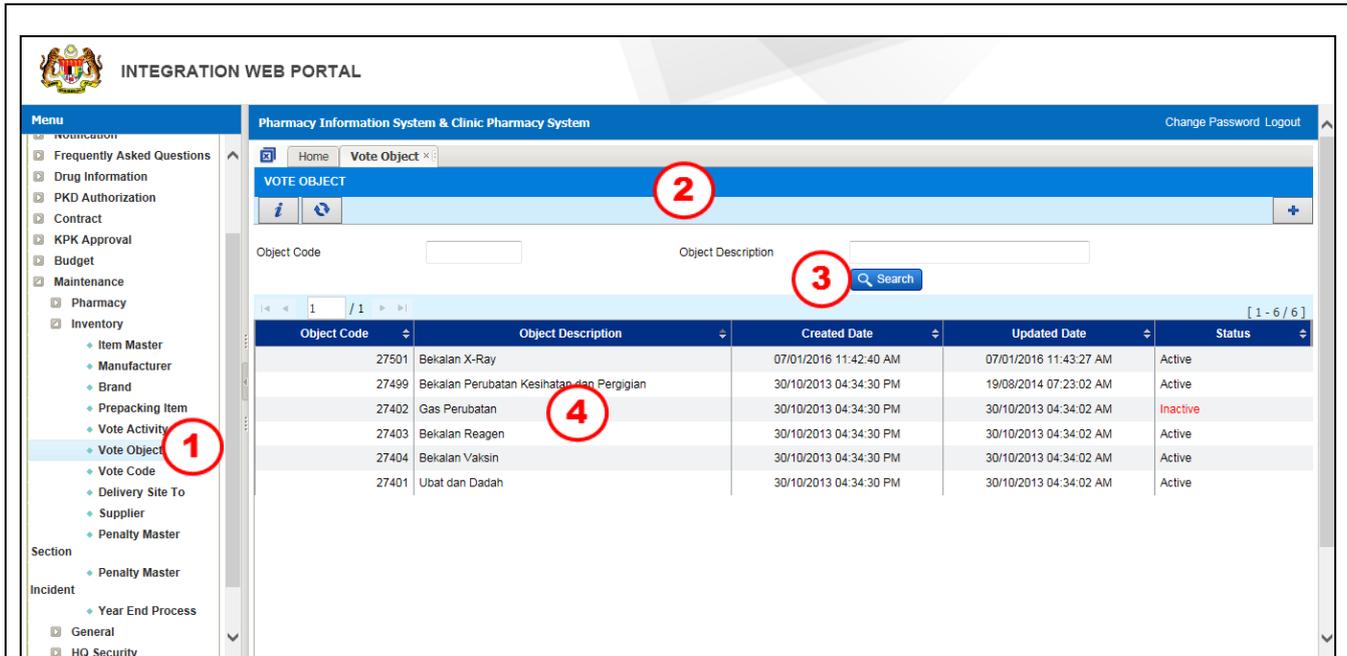


Figure 3.6.2-1 Vote Object Listing Page

STEP 1

Click on 'Maintenance' menu, followed by 'Inventory' and click on 'Vote Object'

STEP 2

Search existing record by entering **Object Code** and/or **Object Description**

STEP 3

Click on the  button and system will display the related record

STEP 4

Click on the selected record

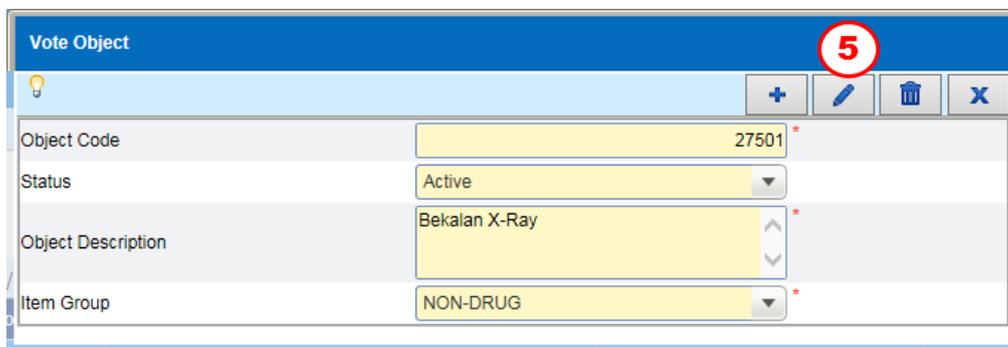


Figure 3.6.2-2 Vote Object

STEP 5

Click on the  button to edit the record

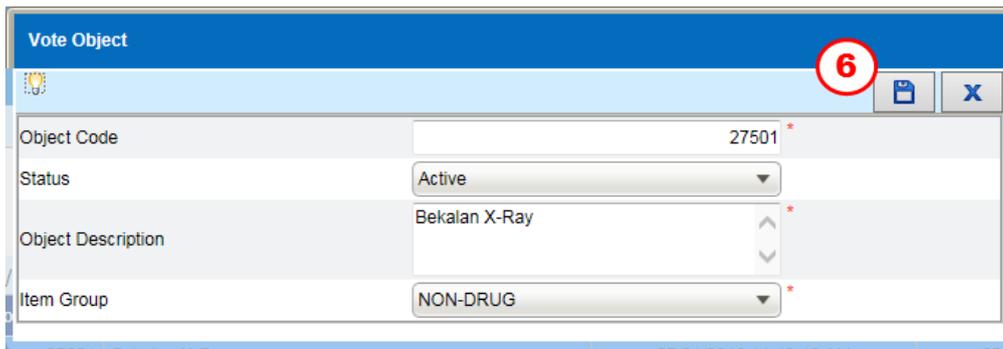


Figure 3.6.2-3 Vote Object

Note

User is allow to edit:

- **Object Code**
- **Status**
- **Object Description**
- **Item Group**

STEP 6

Click on the  button to save the edited record

Note

- System will display a Confirmation Message as Figure 3.6.2-4

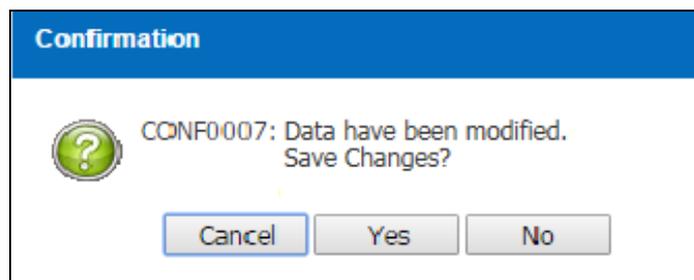
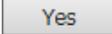
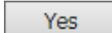


Figure 3.6.2-4 Confirmation Message

- Click on the  button to save the edited record
- Information Message will display after click on the  button as Figure 3.6.2-5

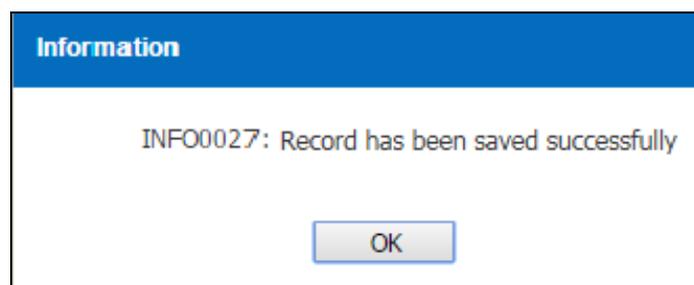
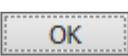


Figure 3.6.2-5 Information Message

Click on the  button to confirmed the edited record

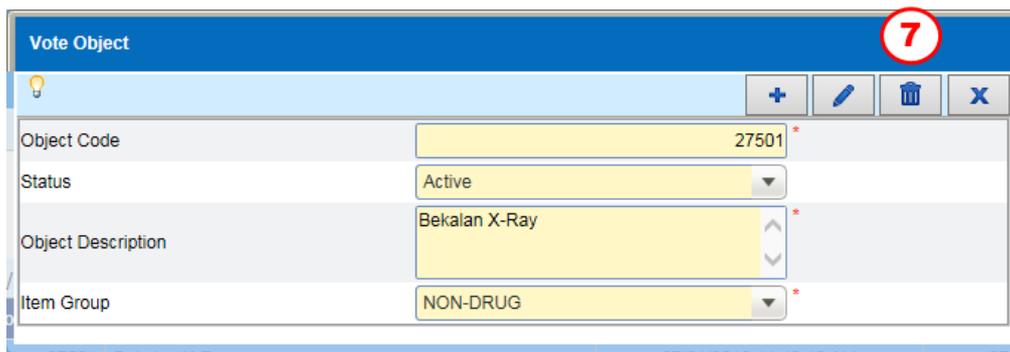


Figure 3.6.2-6 Vote Object

STEP 7

Click on the  button to delete the record

Note

- System will display a Confirmation Message as Figure 3.6.2-7

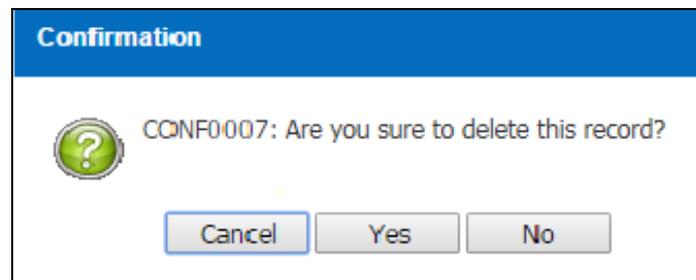
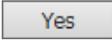


Figure 3.6.2-7 Confirmation Message

- Click on the  button to delete the record
- The status of the record will be **Inactive**

3.7. Vote Code

3.7.1. View Vote Code

To view Vote Code records, perform the steps below:

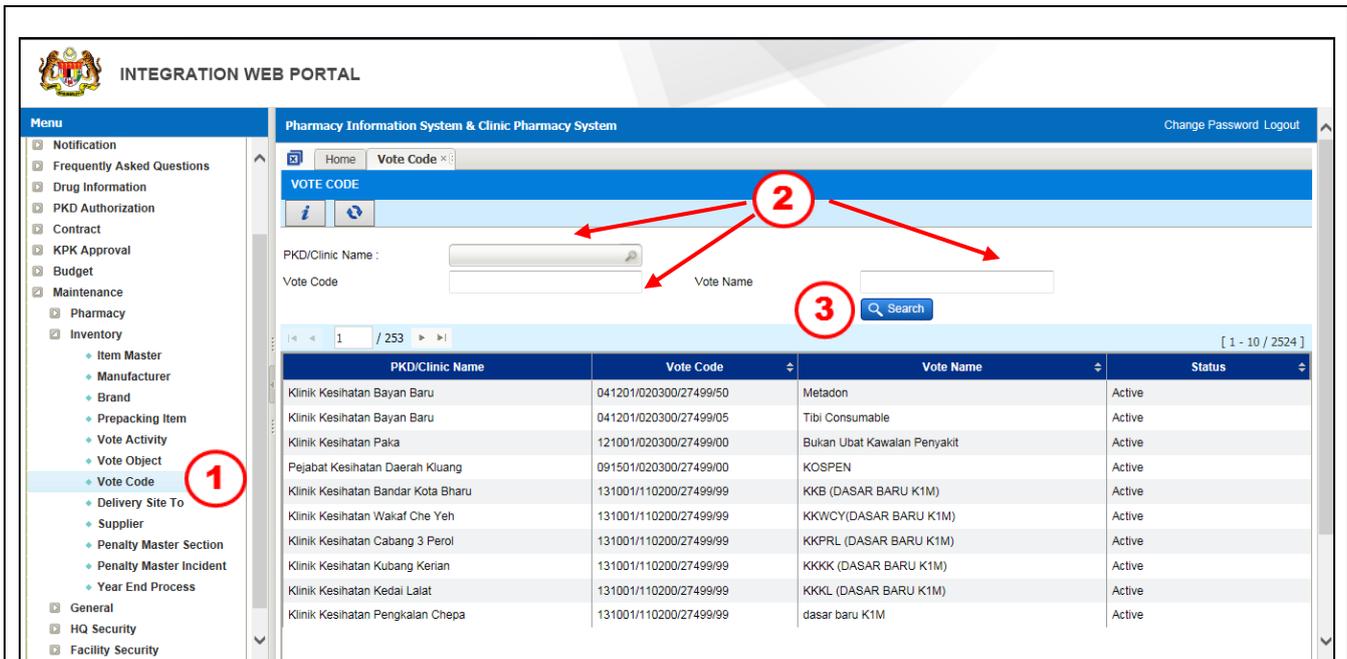


Figure 3.7.1-1 Vote Code Listing Page

STEP 1

Click on 'Maintenance' menu, followed by 'Inventory' and click on 'Vote Code'

STEP 2

Search existing record by entering:

- **PKD/Clinic Name**
- **Vote Code**
- **Vote Name**

STEP 3

Click on the Search button and system will display the related record

Note

User is allow to view the information by click on the related record and information will be displayed as Figure 3.7.1-2

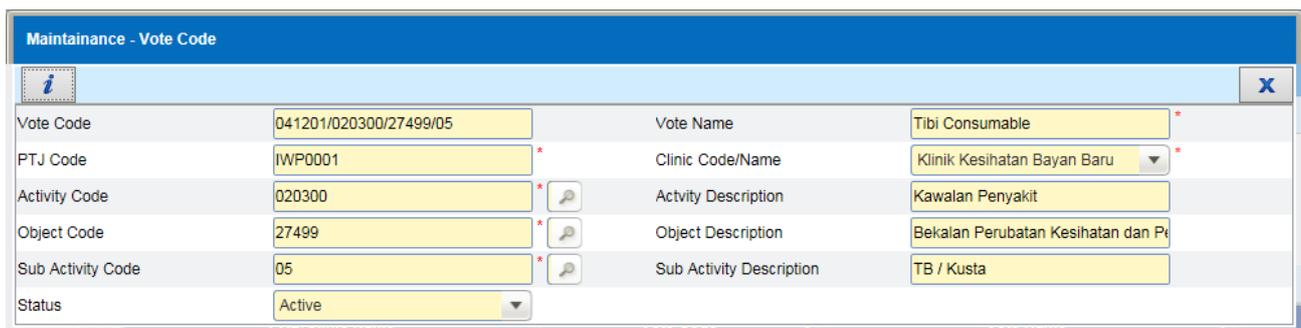


Figure 3.7.1-2 Maintenance – Vote Code

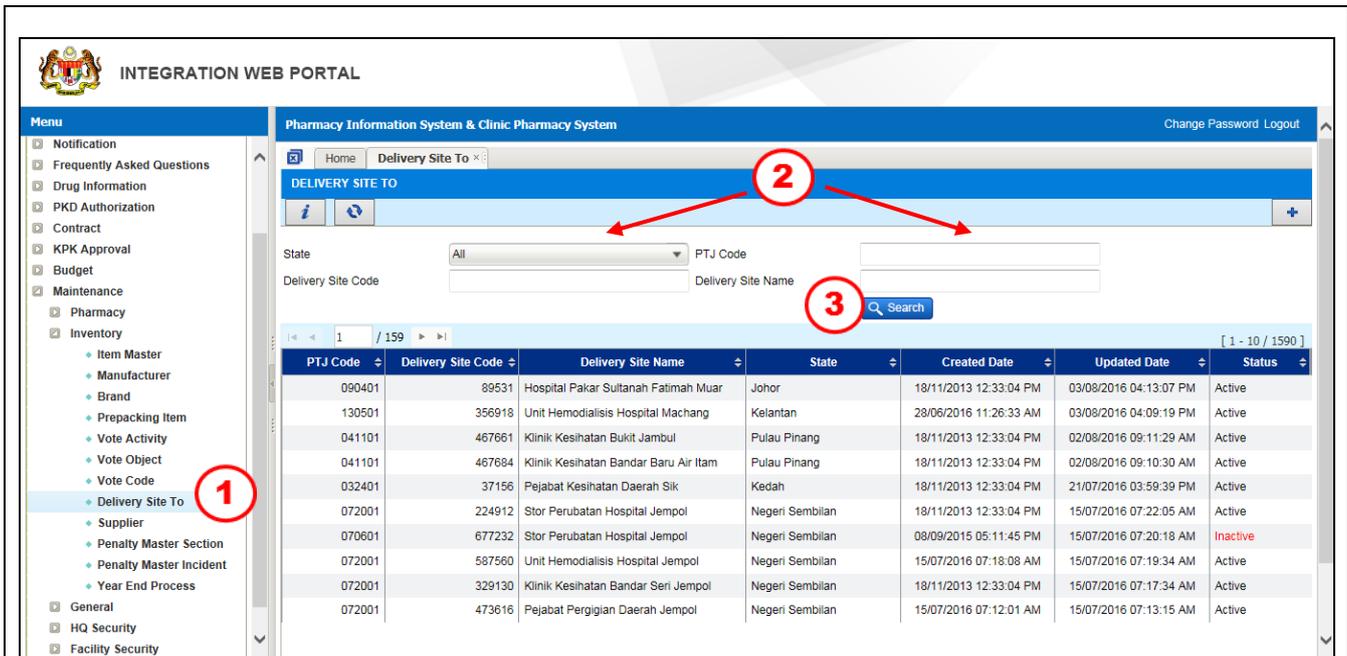
Note

Click on the button to close the screen

3.8. Delivery Site To

3.8.1. Create New Delivery Site To

To create New Delivery Site To records, perform the steps below:



INTEGRATION WEB PORTAL

Pharmacy Information System & Clinic Pharmacy System

Change Password Logout

Home Delivery Site To

DELIVERY SITE TO

State: All PTJ Code: Delivery Site Code: Delivery Site Name: Search

PTJ Code	Delivery Site Code	Delivery Site Name	State	Created Date	Updated Date	Status
090401	89531	Hospital Pakar Sultanah Fatimah Muar	Johor	18/11/2013 12:33:04 PM	03/08/2016 04:13:07 PM	Active
130501	356918	Unit Hemodialisis Hospital Machang	Kelantan	28/06/2016 11:26:33 AM	03/08/2016 04:09:19 PM	Active
041101	467661	Klinik Kesihatan Bukit Jambul	Pulau Pinang	18/11/2013 12:33:04 PM	02/08/2016 09:11:29 AM	Active
041101	467684	Klinik Kesihatan Bandar Baru Air Itam	Pulau Pinang	18/11/2013 12:33:04 PM	02/08/2016 09:10:30 AM	Active
032401	37156	Pejabat Kesihatan Daerah Sik	Kedah	18/11/2013 12:33:04 PM	21/07/2016 03:59:39 PM	Active
072001	224912	Stor Perubatan Hospital Jempol	Negeri Sembilan	18/11/2013 12:33:04 PM	15/07/2016 07:22:05 AM	Active
070601	677232	Stor Perubatan Hospital Jempol	Negeri Sembilan	08/09/2015 05:11:45 PM	15/07/2016 07:20:18 AM	Inactive
072001	587560	Unit Hemodialisis Hospital Jempol	Negeri Sembilan	15/07/2016 07:18:08 AM	15/07/2016 07:19:34 AM	Active
072001	329130	Klinik Kesihatan Bandar Seri Jempol	Negeri Sembilan	18/11/2013 12:33:04 PM	15/07/2016 07:17:34 AM	Active
072001	473616	Pejabat Pergigian Daerah Jempol	Negeri Sembilan	15/07/2016 07:12:01 AM	15/07/2016 07:13:15 AM	Active

Figure 3.8.1-1 Delivery Site To Listing Page

STEP 1

Click on 'Maintenance' menu, followed by 'Inventory' and click on 'Delivery Site To'

STEP 2

Search existing record by entering:

- **State**
- **PTJ Code**
- **Delivery Site Code**
- **Delivery Site Name**

STEP 3

Click on the  button and system will display the related record

Note

User is allow to view the information by click on the related record and information will be displayed as Figure 3.8.1-2

Delivery Site To

Delivery Site Code: 89531 * Status: Active

Delivery Site Name: Hospital Pakar Sultanah Fatimah Muar * Contact Person: [Empty]

Address 1: Hospital Pakar Sultanah Fatimah Muar * Email: [Empty]

Address 2: Jalan Salleh Muar City: Muar *

Address 3: [Empty] State: Johor *

Contact Number (Office): [Empty] Postcode: 84000 *

Contact Number (Mobile): [Empty] Country: Malaysia

Fax No.: [Empty] Remarks: [Empty]

PTJ Code: 090401 *

Figure 3.8.1-2 Delivery Site To

Note



Click on the button to close the screen

INTEGRATION WEB PORTAL

Pharmacy Information System & Clinic Pharmacy System

Menu: Notification, Frequently Asked Questions, Drug Information, PKD Authorization, Contract, KPK Approval, Budget, Maintenance, Pharmacy, Inventory (Item Master, Manufacturer, Brand, Prepacking Item, Vote Activity, Vote Object, Vote Site To, Supplier, Penalty Master Section, Penalty Master Incident, Year End Process), General, HQ Security, Facility Security

DELIVERY SITE TO

State: All PTJ Code: [Empty]

Delivery Site Code: [Empty] Delivery Site Name: [Empty]

Search: [Empty]

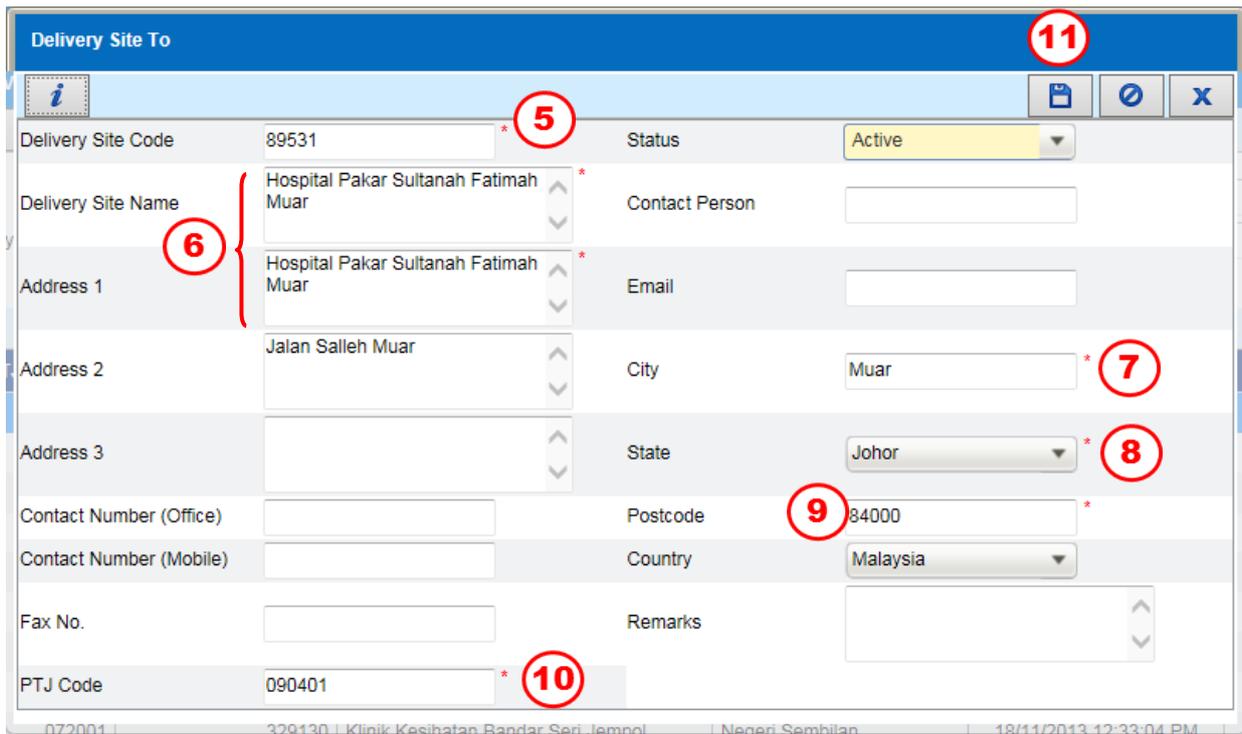
PTJ Code	Delivery Site Code	Delivery Site Name	State	Created Date	Updated Date	Status
090401	89531	Hospital Pakar Sultanah Fatimah Muar	Johor	18/11/2013 12:33:04 PM	03/08/2016 04:13:07 PM	Active
130501	356918	Unit Hemodialisis Hospital Machang	Kelantan	28/06/2016 11:26:33 AM	03/08/2016 04:09:19 PM	Active
041101	467661	Klinik Kesihatan Bukit Jambul	Pulau Pinang	18/11/2013 12:33:04 PM	02/08/2016 09:11:29 AM	Active
041101	467684	Klinik Kesihatan Bandar Baru Air Itam	Pulau Pinang	18/11/2013 12:33:04 PM	02/08/2016 09:10:30 AM	Active
032401	37156	Pejabat Kesihatan Daerah Sik	Kedah	18/11/2013 12:33:04 PM	21/07/2016 03:59:39 PM	Active
072001	224912	Stor Perubatan Hospital Jempol	Negeri Sembilan	18/11/2013 12:33:04 PM	15/07/2016 07:22:05 AM	Active
070601	677232	Stor Perubatan Hospital Jempol	Negeri Sembilan	08/09/2015 05:11:45 PM	15/07/2016 07:20:18 AM	Inactive
072001	587560	Unit Hemodialisis Hospital Jempol	Negeri Sembilan	15/07/2016 07:18:08 AM	15/07/2016 07:19:34 AM	Active
072001	329130	Klinik Kesihatan Bandar Seri Jempol	Negeri Sembilan	18/11/2013 12:33:04 PM	15/07/2016 07:17:34 AM	Active
072001	473616	Pejabat Pergigian Daerah Jempol	Negeri Sembilan	15/07/2016 07:12:01 AM	15/07/2016 07:13:15 AM	Active

Figure 3.8.1-3 Delivery Site To Listing Page

STEP 4



Click on the button to create a new record and Delivery Site To screen will be displayed as Figure 3.8.1-4



Delivery Site Code		89531	Status	Active
Delivery Site Name	Hospital Pakar Sultanah Fatimah Muar	Contact Person		
Address 1	Hospital Pakar Sultanah Fatimah Muar	Email		
Address 2	Jalan Salleh Muar	City	Muar	
Address 3		State	Johor	
Contact Number (Office)		Postcode	84000	
Contact Number (Mobile)		Country	Malaysia	
Fax No.		Remarks		
PTJ Code	090401			

Figure 3.8.1-4 Delivery Site To

STEP 5

Enter **Delivery Site Code**

STEP 6

Enter **Delivery Site Name** and **Address 1**

STEP 7

Enter **City**

STEP 8

Select **State** from drop down box

STEP 9

Enter **Postcode**

STEP 10

Enter **PTJ Code**

Note

Enter information into below field (optional):

- **Contact Person**
- **Email**
- **Address 2**
- **Address 3**
- **Contact Number (Office)**
- **Contact Number (Mobile)**
- **Fax No**
- **Country**
- **Remarks**

STEP 11

Click on the  button to save the record

Note

- System will display a Confirmation Message as Figure 3.8.1-5

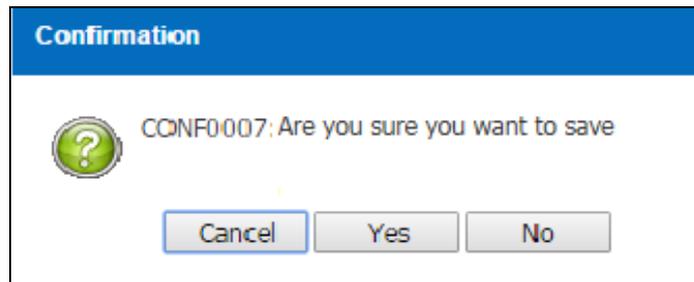


Figure 3.8.1-5 Confirmation Message

- Click on the button to save the record
- Information Message will display after click on the button as Figure 3.8.1-6

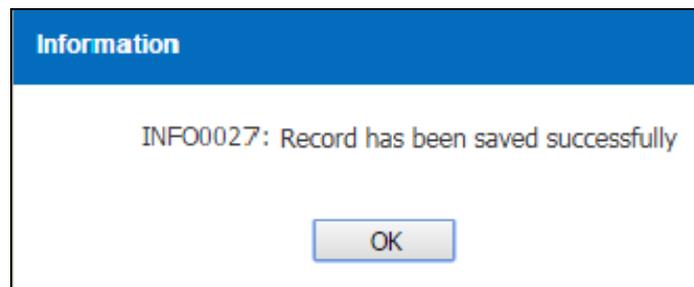
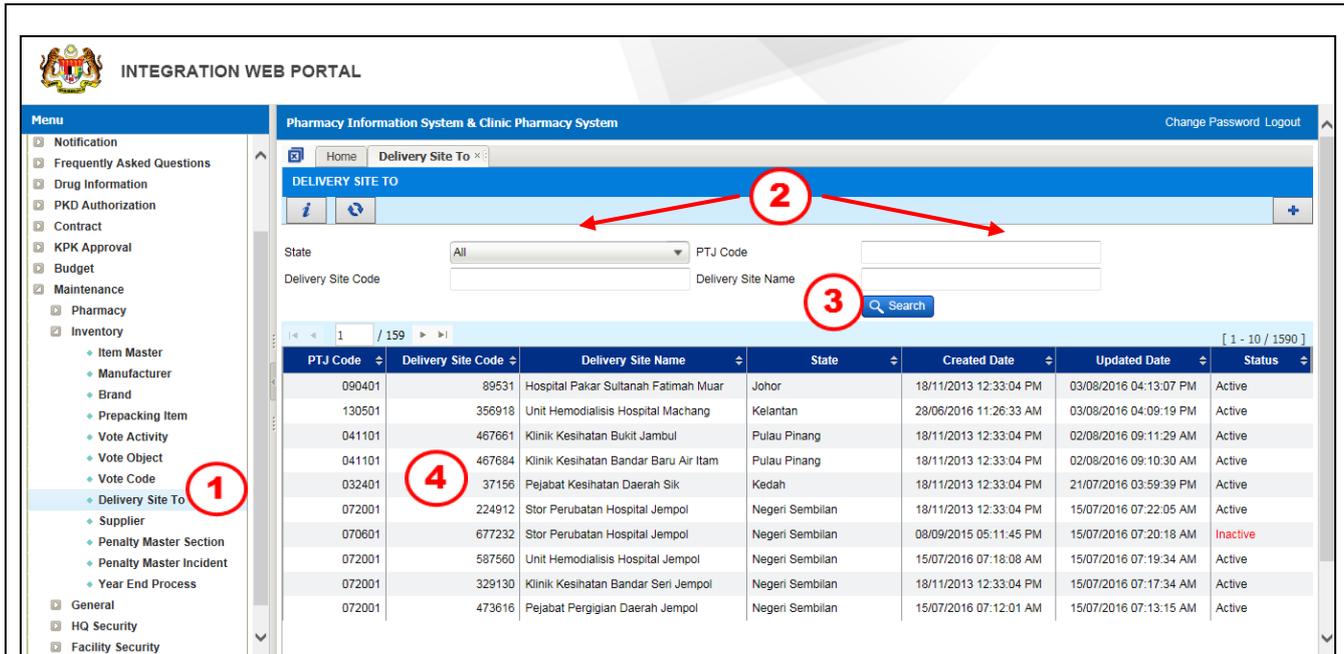


Figure 3.8.1-6 Information Message

- Click on the button to confirmed the record

3.8.2. Modify Delivery Site To

To Modify Delivery Site To records, perform the steps below:



The screenshot displays the 'DELIVERY SITE TO' listing page. The left-hand menu has 'Delivery Site To' highlighted with a red circle (1). The main content area shows a search bar with 'DELIVERY SITE TO' and a search button (3). Below the search bar is a table of records. The first record in the table is highlighted with a red circle (4). The table columns are: PTJ Code, Delivery Site Code, Delivery Site Name, State, Created Date, Updated Date, and Status.

PTJ Code	Delivery Site Code	Delivery Site Name	State	Created Date	Updated Date	Status
090401	89531	Hospital Pakar Sultanah Fatimah Muar	Johor	18/11/2013 12:33:04 PM	03/08/2016 04:13:07 PM	Active
130501	356918	Unit Hemodialisis Hospital Machang	Kelantan	28/06/2016 11:26:33 AM	03/08/2016 04:09:19 PM	Active
041101	467661	Klinik Kesihatan Bukit Jambul	Pulau Pinang	18/11/2013 12:33:04 PM	02/08/2016 09:11:29 AM	Active
041101	467684	Klinik Kesihatan Bandar Baru Air Itam	Pulau Pinang	18/11/2013 12:33:04 PM	02/08/2016 09:10:30 AM	Active
032401	37156	Pejabat Kesihatan Daerah Sik	Kedah	18/11/2013 12:33:04 PM	21/07/2016 03:59:39 PM	Active
072001	224912	Stor Perubatan Hospital Jempol	Negeri Sembilan	18/11/2013 12:33:04 PM	15/07/2016 07:22:05 AM	Active
070601	677232	Stor Perubatan Hospital Jempol	Negeri Sembilan	08/09/2015 05:11:45 PM	15/07/2016 07:20:18 AM	Inactive
072001	587560	Unit Hemodialisis Hospital Jempol	Negeri Sembilan	15/07/2016 07:18:08 AM	15/07/2016 07:19:34 AM	Active
072001	329130	Klinik Kesihatan Bandar Seri Jempol	Negeri Sembilan	18/11/2013 12:33:04 PM	15/07/2016 07:17:34 AM	Active
072001	473616	Pejabat Pergigian Daerah Jempol	Negeri Sembilan	15/07/2016 07:12:01 AM	15/07/2016 07:13:15 AM	Active

Figure 3.8.2-1 Delivery Site To Listing Page

STEP 1

Click on 'Maintenance' menu, followed by 'Inventory' and click on 'Delivery Site To'

STEP 2

Search existing record by entering:

- **State**
- **PTJ Code**
- **Delivery Site Code**
- **Delivery Site Name**

STEP 3

Click on the  button and system will display the related record

STEP 4

Click on the selected record

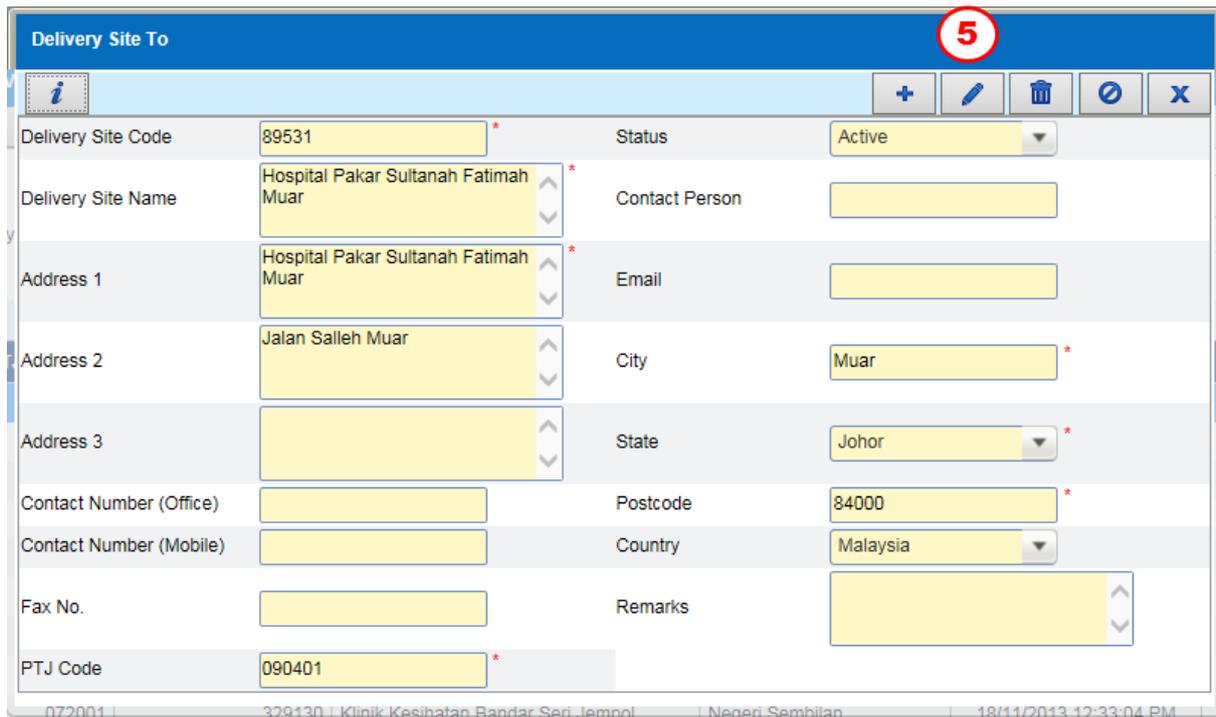


Figure 3.8.2-2 Delivery Site To

STEP 5

Click on the  button to edit the record

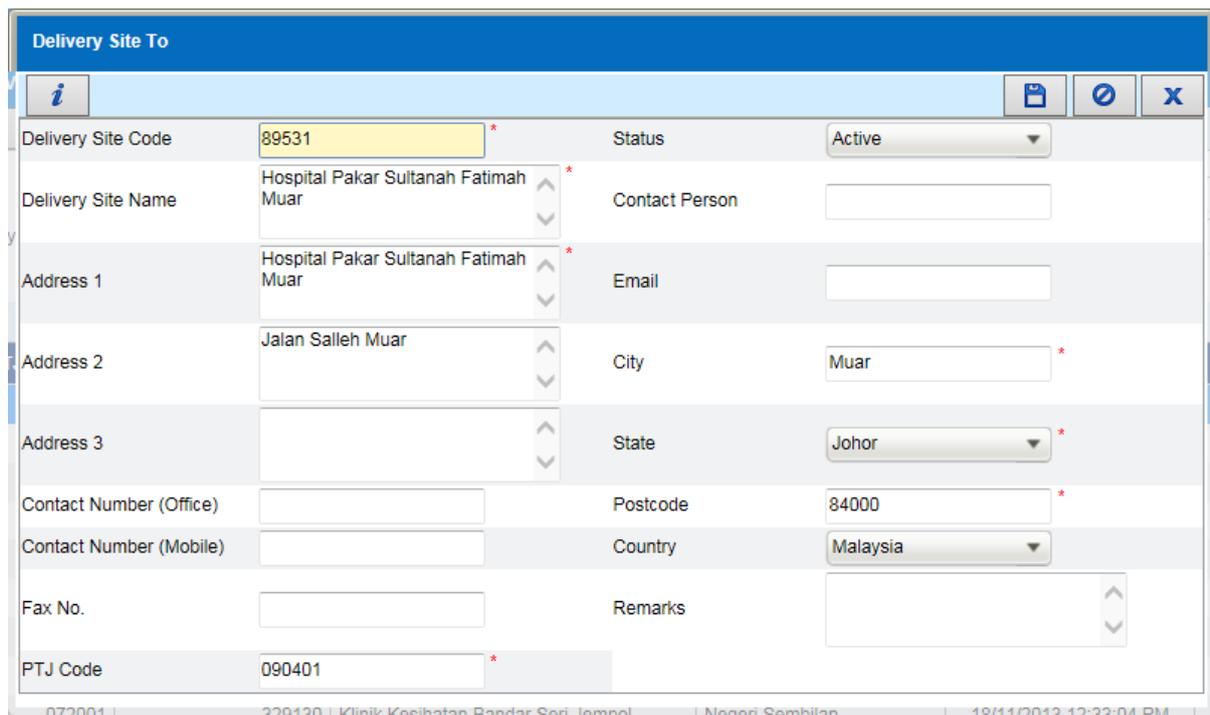


Figure 3.8.2-3 Delivery Site To

Note

User is allow to edit:

- **Delivery Site Code**
- **Delivery Site Name**
- **Status**
- **Contact Person**
- **Email**
- **Address 1**
- **Address 2**
- **Address 3**
- **City**
- **State**
- **Postcode**
- **Contact Number (Office)**
- **Contact Number (Mobile)**
- **Fax No**
- **Country**
- **PTJ Code**
- **Remarks**

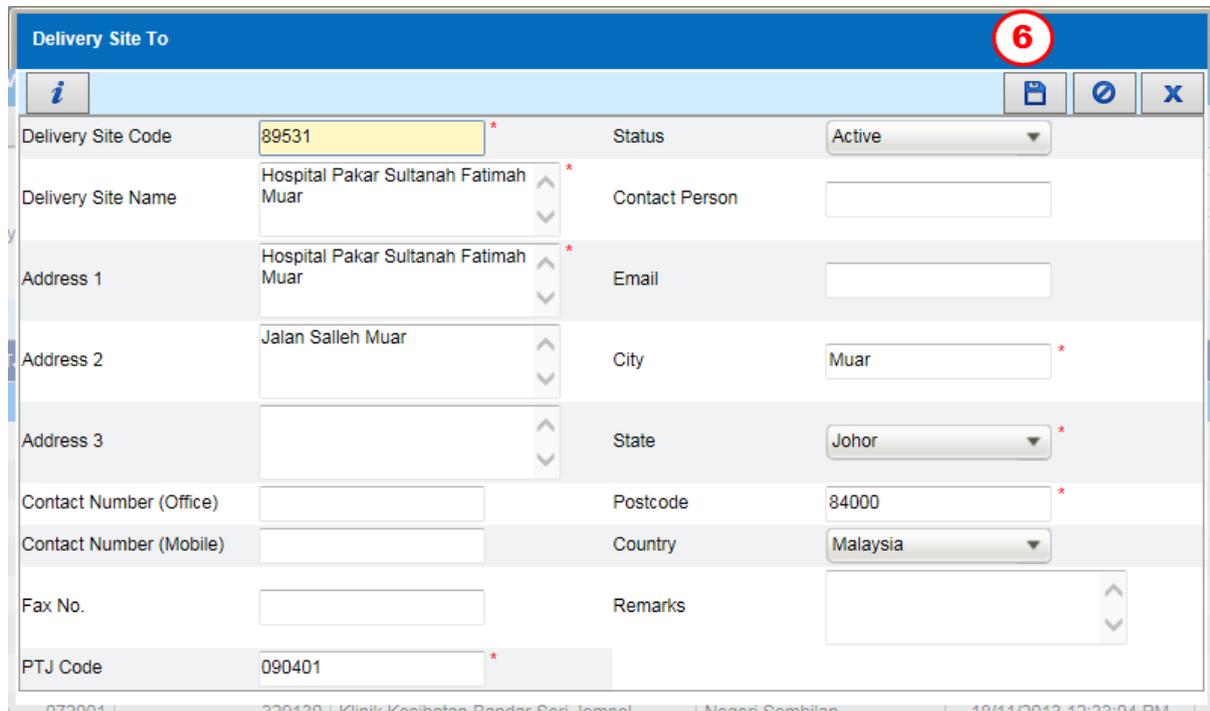


Figure 3.8.2-4 Delivery Site To

STEP 6

Click on the  button to save the edited record

Note

- System will display a Confirmation Message as Figure 3.8.2-5

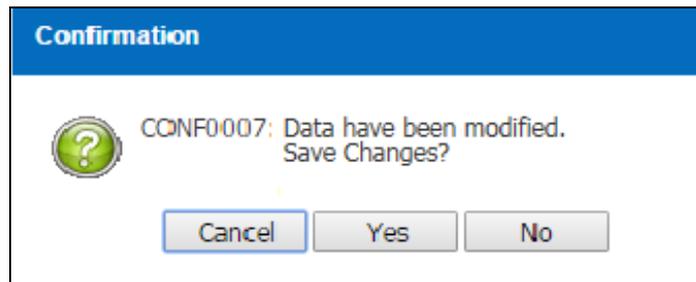


Figure 3.8.2-5 Confirmation Message

- Click on the button to save the edited record
- Information Message will display after click on the button as Figure 3.8.2-6

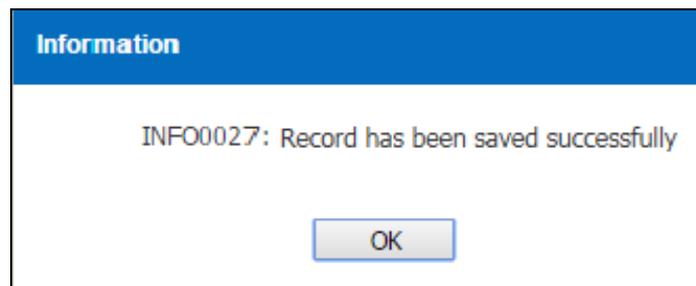


Figure 3.8.2-6 Information Message

- Click on the button to confirmed the edited record

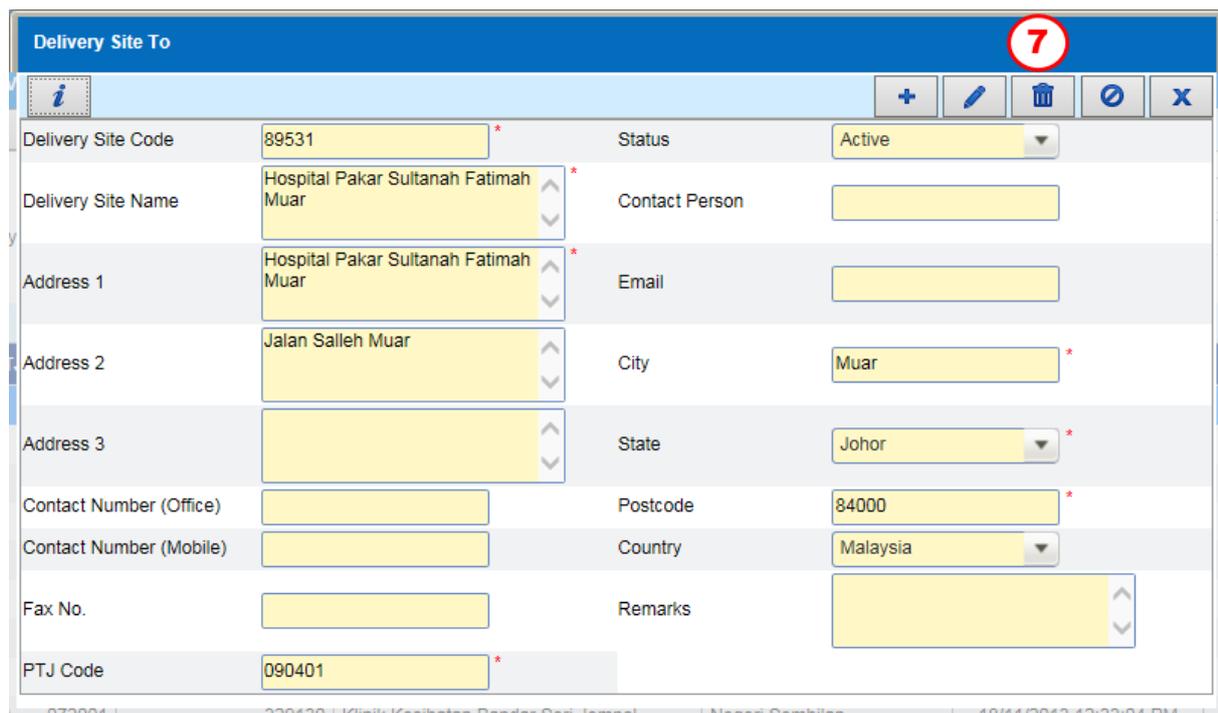


Figure 3.8.2-7 Delivery Site To

STEP 7

Click on the  button to delete the record

Note

- System will display a Confirmation Message as Figure 3.8.2-8

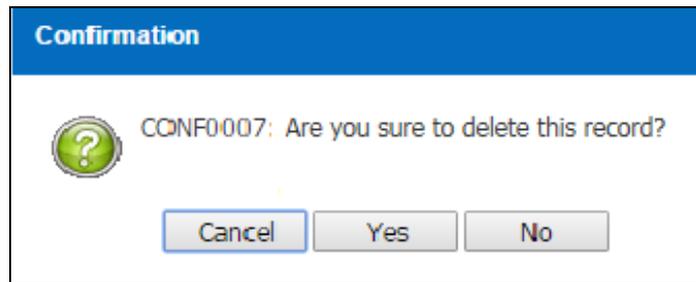
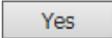


Figure 3.8.2-8 Confirmation Message

- Click on the  button to delete the record
- The status of the record will be **Inactive**

3.9. Supplier

3.9.1. Create New Supplier

To create New Supplier records, perform the steps below:

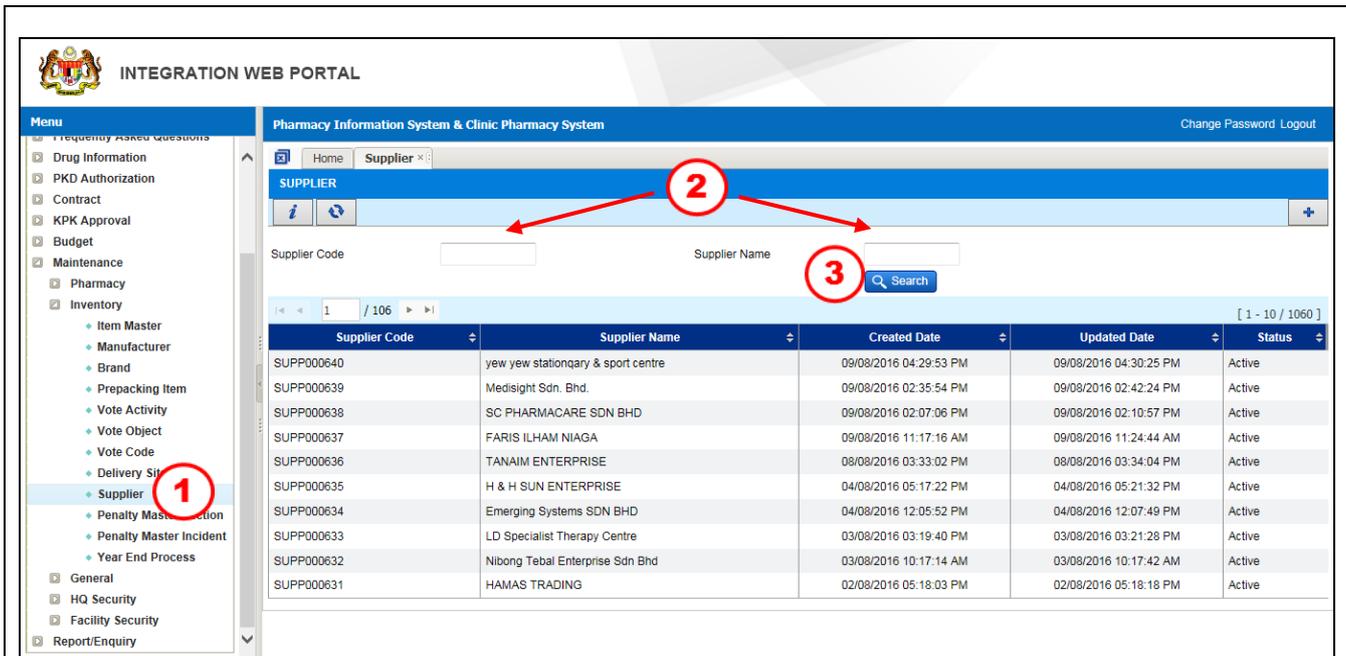


Figure 3.9.1-1 Supplier Listing Page

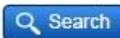
STEP 1

Click on 'Maintenance' menu, followed by 'Inventory' and click on 'Supplier'

STEP 2

Search existing record by entering **Supplier Code** and/or **Supplier Name**

STEP 3

Click on the  button and system will display the related record

Note

User is allow to view the information by click on the related record and information will be displayed as Figure 3.9.1-2

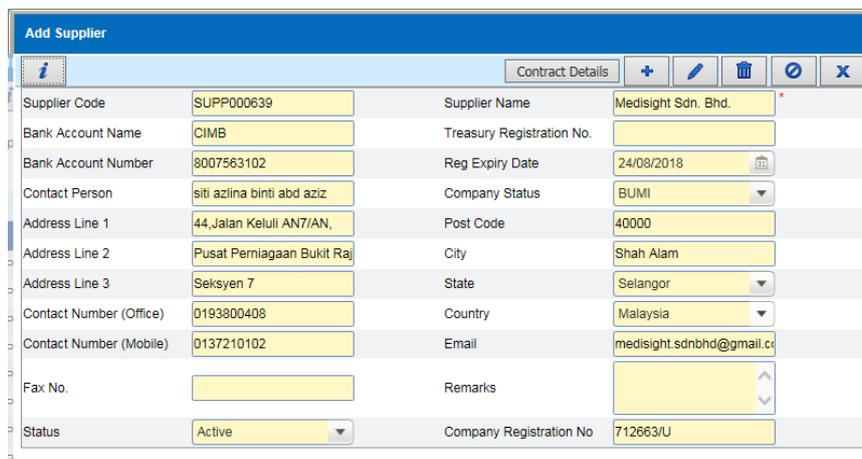


Figure 3.9.1-2 Add Supplier

Note

Click on the  button to close the screen



INTEGRATION WEB PORTAL

Pharmacy Information System & Clinic Pharmacy System

Supplier Code: Supplier Name:

Supplier Code	Supplier Name	Created Date	Updated Date	Status
SUPP000640	yew yew stationqary & sport centre	09/08/2016 04:29:53 PM	09/08/2016 04:30:25 PM	Active
SUPP000639	Medisight Sdn. Bhd.	09/08/2016 02:35:54 PM	09/08/2016 02:42:24 PM	Active
SUPP000638	SC PHARMACARE SDN BHD	09/08/2016 02:07:06 PM	09/08/2016 02:10:57 PM	Active
SUPP000637	FARIS ILHAM NIAGA	09/08/2016 11:17:16 AM	09/08/2016 11:24:44 AM	Active
SUPP000636	TANAIM ENTERPRISE	08/08/2016 03:33:02 PM	08/08/2016 03:34:04 PM	Active
SUPP000635	H & H SUN ENTERPRISE	04/08/2016 05:17:22 PM	04/08/2016 05:21:32 PM	Active
SUPP000634	Emerging Systems SDN BHD	04/08/2016 12:05:52 PM	04/08/2016 12:07:49 PM	Active
SUPP000633	LD Specialist Therapy Centre	03/08/2016 03:19:40 PM	03/08/2016 03:21:28 PM	Active
SUPP000632	Nibong Tebal Enterprise Sdn Bhd	03/08/2016 10:17:14 AM	03/08/2016 10:17:42 AM	Active
SUPP000631	HAMAS TRADING	02/08/2016 05:18:03 PM	02/08/2016 05:18:18 PM	Active

Figure 3.9.1-3 Supplier Listing Page

STEP 4

Click on the  button to create a new record and Add Supplier screen will be displayed as Figure 3.9.1-4

Add Supplier

Supplier Code: Supplier Name: Medisight Sdn. Bhd.

Bank Account Name: CIMB Treasury Registration No.:

Bank Account Number: 8007563102 Reg Expiry Date: 24/08/2018

Contact Person: siti azlina binti abd aziz Company Status: BUMI

Address Line 1: 44, Jalan Keluli AN7/AN, Post Code: 40000

Address Line 2: Pusat Perniagaan Bukit Raj City: Shah Alam

Address Line 3: Seksyen 7 State: Selangor

Contact Number (Office): 0193800408 Country: Malaysia

Contact Number (Mobile): 0137210102 Email: medisight.sdnbhd@gmail.com

Fax No.: Remarks:

Status: Active Company Registration No: 712663/U

Figure 3.9.1-4 Add Supplier

STEP 5

Enter **Supplier Name**

Note

Enter information into below field (optional):

- **Bank Account Name**
- **Bank Account Number**
- **Treasury Registration No.**
- **Reg Expiry Date**
- **Contact Person**
- **Company Status**
- **Address Line 1**

- **Address Line 2**
- **Address Line 3**
- **Postcode**
- **City**
- **State**
- **Country**
- **Contact Number (Office)**
- **Contact Number (Mobile)**
- **Fax No**
- **Email**
- **Remarks**
- **Company Registration No**

STEP 6

Click on the  button to save the record

Note

- System will display a Confirmation Message as Figure 3.9.1-5

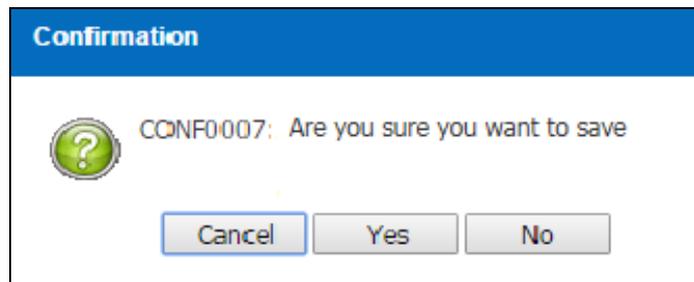
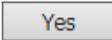
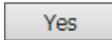


Figure 3.9.1-5 Confirmation Message

- Click on the  button to save the record
- Information Message will display after click on the  button as Figure 3.9.1-6

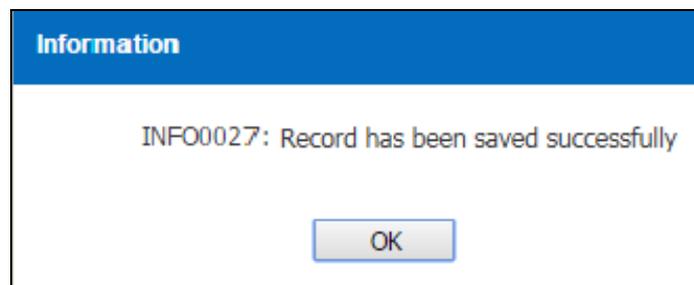
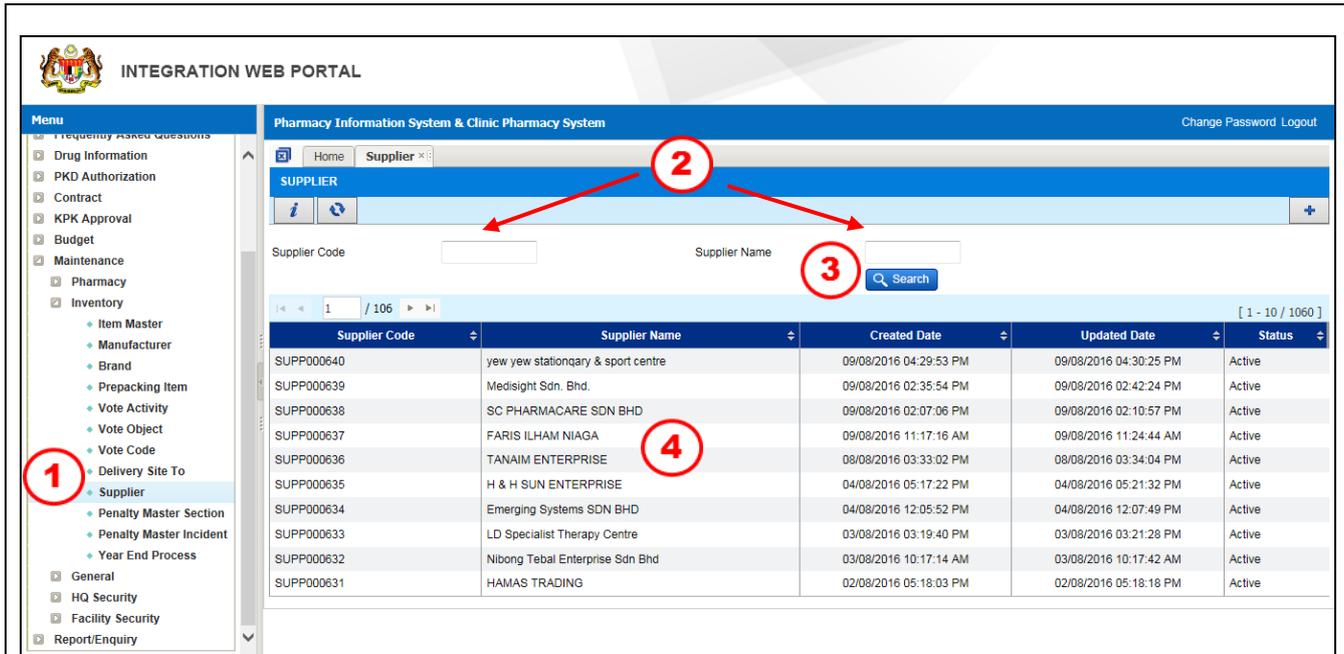


Figure 3.9.1-6 Information Message

- Click on the  button to confirmed the record and **Supplier Code** will be generated for future reference

3.9.2. Modify Supplier

To Modify Supplier records, perform the steps below:



INTEGRATION WEB PORTAL

Pharmacy Information System & Clinic Pharmacy System

Change Password Logout

Home Supplier

SUPPLIER

Supplier Code Supplier Name Search

Supplier Code	Supplier Name	Created Date	Updated Date	Status
SUPP000640	yew yew stationqary & sport centre	09/08/2016 04:29:53 PM	09/08/2016 04:30:25 PM	Active
SUPP000639	Medisight Sdn. Bhd.	09/08/2016 02:35:54 PM	09/08/2016 02:42:24 PM	Active
SUPP000638	SC PHARMACARE SDN BHD	09/08/2016 02:07:06 PM	09/08/2016 02:10:57 PM	Active
SUPP000637	FARIS ILHAM NIAGA	09/08/2016 11:17:16 AM	09/08/2016 11:24:44 AM	Active
SUPP000636	TANAIM ENTERPRISE	08/08/2016 03:33:02 PM	08/08/2016 03:34:04 PM	Active
SUPP000635	H & H SUN ENTERPRISE	04/08/2016 05:17:22 PM	04/08/2016 05:21:32 PM	Active
SUPP000634	Emerging Systems SDN BHD	04/08/2016 12:05:52 PM	04/08/2016 12:07:49 PM	Active
SUPP000633	LD Specialist Therapy Centre	03/08/2016 03:19:40 PM	03/08/2016 03:21:28 PM	Active
SUPP000632	Nibong Tebal Enterprise Sdn Bhd	03/08/2016 10:17:14 AM	03/08/2016 10:17:42 AM	Active
SUPP000631	HAMAS TRADING	02/08/2016 05:18:03 PM	02/08/2016 05:18:18 PM	Active

Figure 3.9.2-1 Supplier Listing Page

STEP 1

Click on 'Maintenance' menu, followed by 'Inventory' and click on 'Supplier'

STEP 2

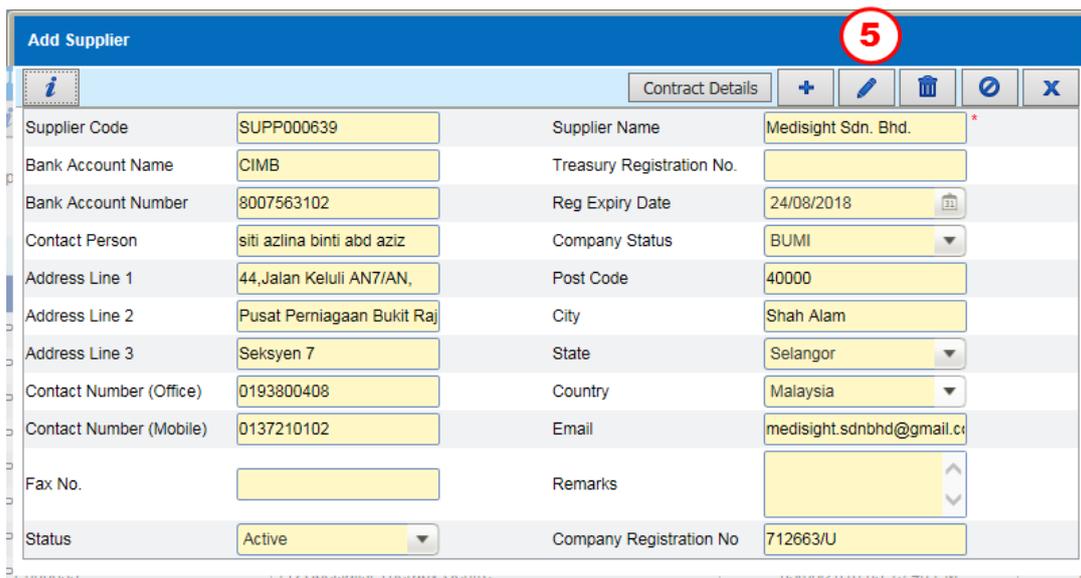
Search existing record by entering **Supplier Code** and/or **Supplier Name**

STEP 3

Click on the  button and system will display the related record

STEP 4

Click on the selected record

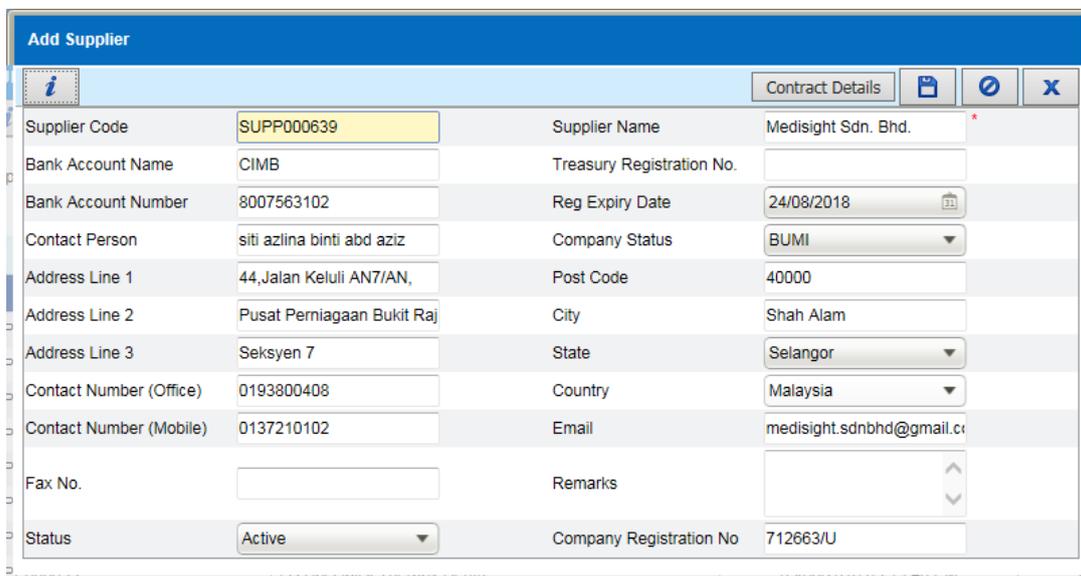


Add Supplier			
Supplier Code	SUPP000639	Supplier Name	Medisight Sdn. Bhd.
Bank Account Name	CIMB	Treasury Registration No.	
Bank Account Number	8007563102	Reg Expiry Date	24/08/2018
Contact Person	siti azlina binti abd aziz	Company Status	BUMI
Address Line 1	44,Jalan Keluli AN7/AN,	Post Code	40000
Address Line 2	Pusat Perniagaan Bukit Raj	City	Shah Alam
Address Line 3	Seksyen 7	State	Selangor
Contact Number (Office)	0193800408	Country	Malaysia
Contact Number (Mobile)	0137210102	Email	medisight.sdnbhd@gmail.co
Fax No.		Remarks	
Status	Active	Company Registration No	712663/U

Figure 3.9.2-2 Add Supplier

STEP 5

Click on the  button to edit the record



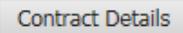
Add Supplier			
Supplier Code	SUPP000639	Supplier Name	Medisight Sdn. Bhd.
Bank Account Name	CIMB	Treasury Registration No.	
Bank Account Number	8007563102	Reg Expiry Date	24/08/2018
Contact Person	siti azlina binti abd aziz	Company Status	BUMI
Address Line 1	44,Jalan Keluli AN7/AN,	Post Code	40000
Address Line 2	Pusat Perniagaan Bukit Raj	City	Shah Alam
Address Line 3	Seksyen 7	State	Selangor
Contact Number (Office)	0193800408	Country	Malaysia
Contact Number (Mobile)	0137210102	Email	medisight.sdnbhd@gmail.co
Fax No.		Remarks	
Status	Active	Company Registration No	712663/U

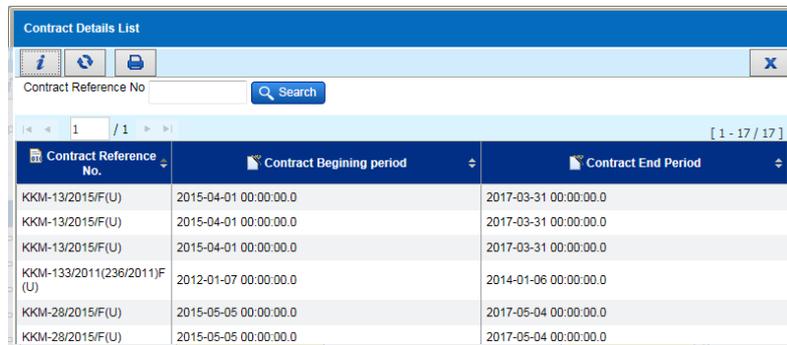
Figure 3.9.2-3 Add Supplier

Note

- User is allow to edit:
 - **Supplier Code**
 - **Bank Account Name**
 - **Bank Account Number**
 - **Treasury Registration No.**
 - **Reg Expiry Date**
 - **Contact Person**
 - **Company Status**
 - **Address Line 1**
 - **Address Line 2**
 - **Address Line 3**
 - **Postcode**
 - **City**

- **State**
- **Country**
- **Contact Number (Office)**
- **Contact Number (Mobile)**
- **Fax No**
- **Email**
- **Remarks**
- **Company Registration No**

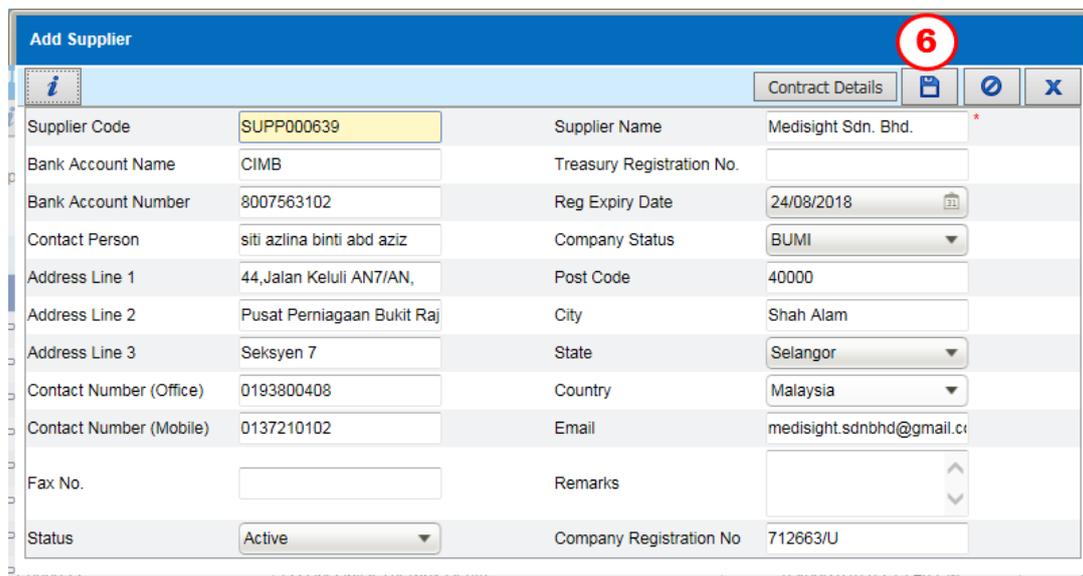
- Click on the  button to view **Contract Details** as Figure 3.9.2-4



Contract Reference No.	Contract Beginning period	Contract End Period
KKM-13/2015/F(U)	2015-04-01 00:00:00.0	2017-03-31 00:00:00.0
KKM-13/2015/F(U)	2015-04-01 00:00:00.0	2017-03-31 00:00:00.0
KKM-13/2015/F(U)	2015-04-01 00:00:00.0	2017-03-31 00:00:00.0
KKM-133/2011(236/2011)F(U)	2012-01-07 00:00:00.0	2014-01-06 00:00:00.0
KKM-28/2015/F(U)	2015-05-05 00:00:00.0	2017-05-04 00:00:00.0
KKM-28/2015/F(U)	2015-05-05 00:00:00.0	2017-05-04 00:00:00.0

Figure 3.9.2-4 Contract Details List

- Click on the  button to close the screen



Add Supplier

Supplier Code: SUPP000639 Supplier Name: Medisight Sdn. Bhd.

Bank Account Name: CIMB Treasury Registration No.:

Bank Account Number: 8007563102 Reg Expiry Date: 24/08/2018

Contact Person: siti azlina binti abd aziz Company Status: BUMI

Address Line 1: 44,Jalan Keluli AN7/AN, Post Code: 40000

Address Line 2: Pusat Perniagaan Bukit Raj City: Shah Alam

Address Line 3: Seksyen 7 State: Selangor

Contact Number (Office): 0193800408 Country: Malaysia

Contact Number (Mobile): 0137210102 Email: medisight.sdnbhd@gmail.co

Fax No.:

Status: Active Remarks:

Company Registration No: 712663/U

Figure 3.9.2-5 Add Supplier

STEP 6

- Click on the  button to save the edited record

Note

- System will display a Confirmation Message as Figure 3.9.2-6

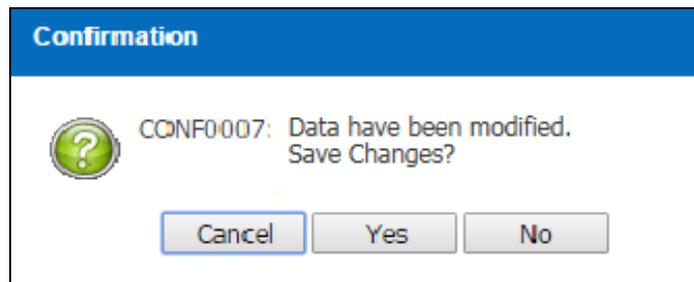
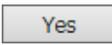
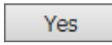


Figure 3.9.2-6 Confirmation Message

- Click on the  button to save the edited record
- Information Message will display after click on the  button as Figure 3.9.2-7

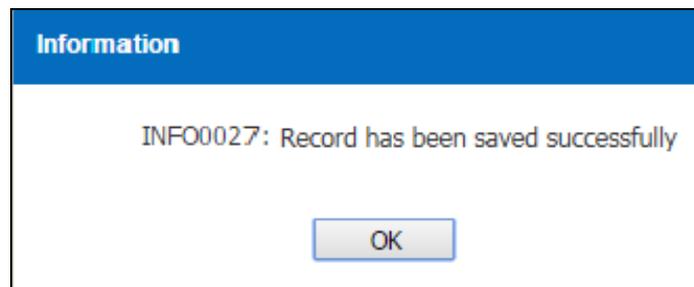
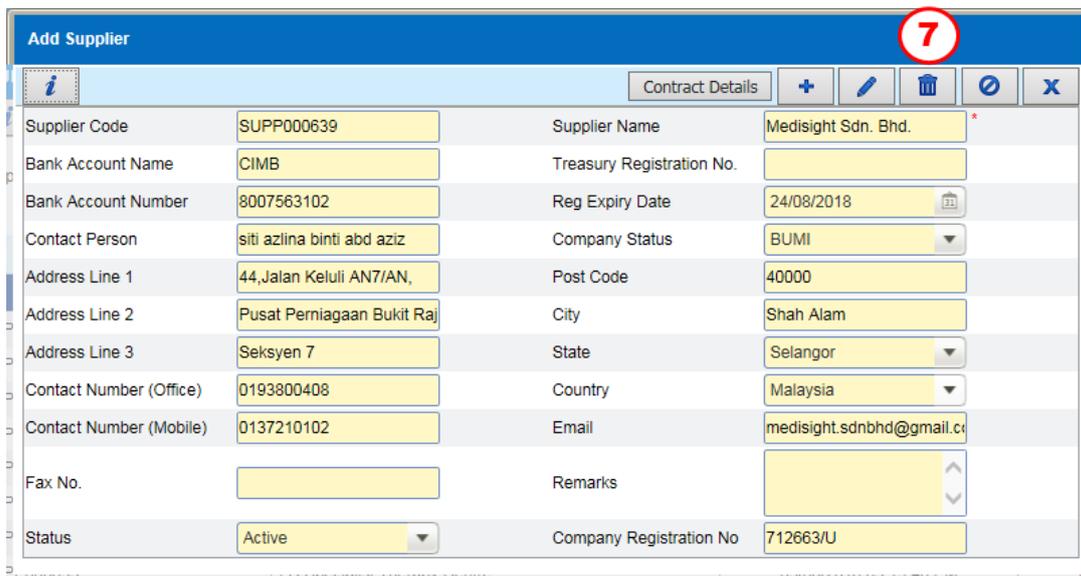


Figure 3.9.2-7 Information Message

- Click on the  button to confirmed the edited record



Add Supplier			
Supplier Code	SUPP000639	Supplier Name	Medisight Sdn. Bhd.
Bank Account Name	CIMB	Treasury Registration No.	
Bank Account Number	8007563102	Reg Expiry Date	24/08/2018
Contact Person	siti azlina binti abd aziz	Company Status	BUMI
Address Line 1	44,Jalan Keluli AN7/AN,	Post Code	40000
Address Line 2	Pusat Perniagaan Bukit Raj	City	Shah Alam
Address Line 3	Seksyen 7	State	Selangor
Contact Number (Office)	0193800408	Country	Malaysia
Contact Number (Mobile)	0137210102	Email	medisight.sdnbhd@gmail.co
Fax No.		Remarks	
Status	Active	Company Registration No	712663/U

Figure 3.9.2-8 Add Supplier

STEP 7

Click on the  button to delete the record

Note

- System will display a Confirmation Message as Figure 3.9.2-9

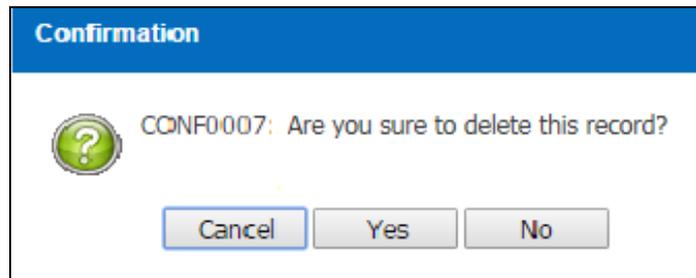


Figure 3.9.2-9 Confirmation Message

- Click on the button to delete the record
- The status of the record will be **Inactive**

3.10. Penalty Master Section

3.10.1. Create New Penalty Master Section

To Create New Penalty Master Section records, perform the steps below:

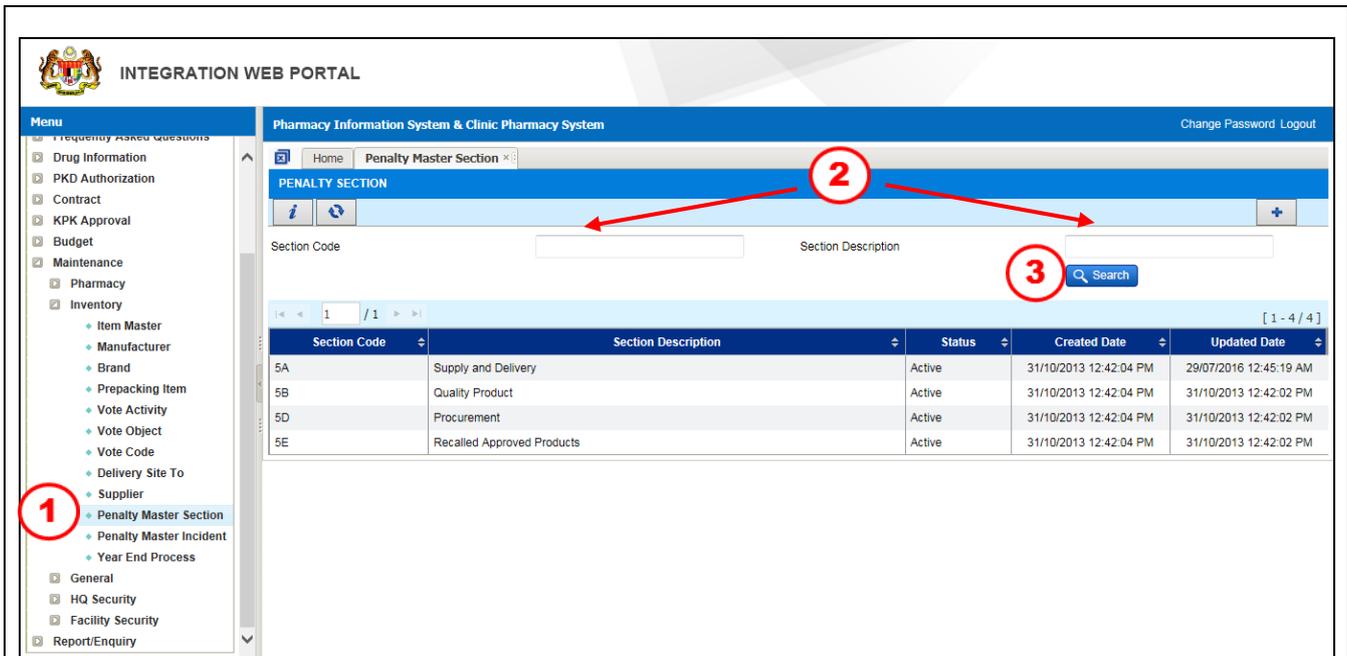


Figure 3.10.1-1 Penalty Master Section

STEP 1

Click on 'Maintenance' menu, followed by 'Inventory' and click on 'Penalty Master Section'

STEP 2

Search existing record by entering **Section Code** and/or **Section Description**

STEP 3

Click on the  button and system will display the related record

Note

User is allow to view the information by click on the related record and information will be displayed as Figure 3.10.1-2

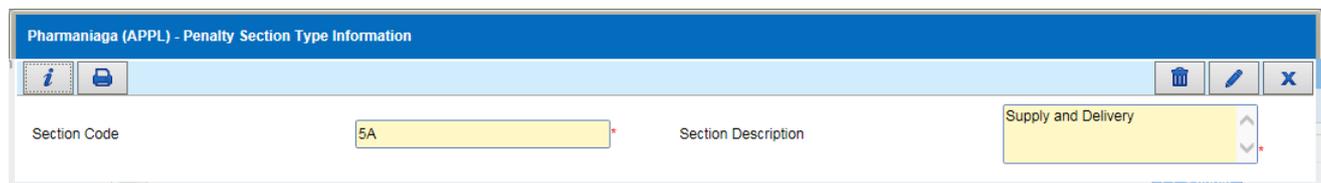


Figure 3.10.1-2 Pharmaniaga (APPL) – Penalty Section Type Information

Note

Click on the  button to close the screen

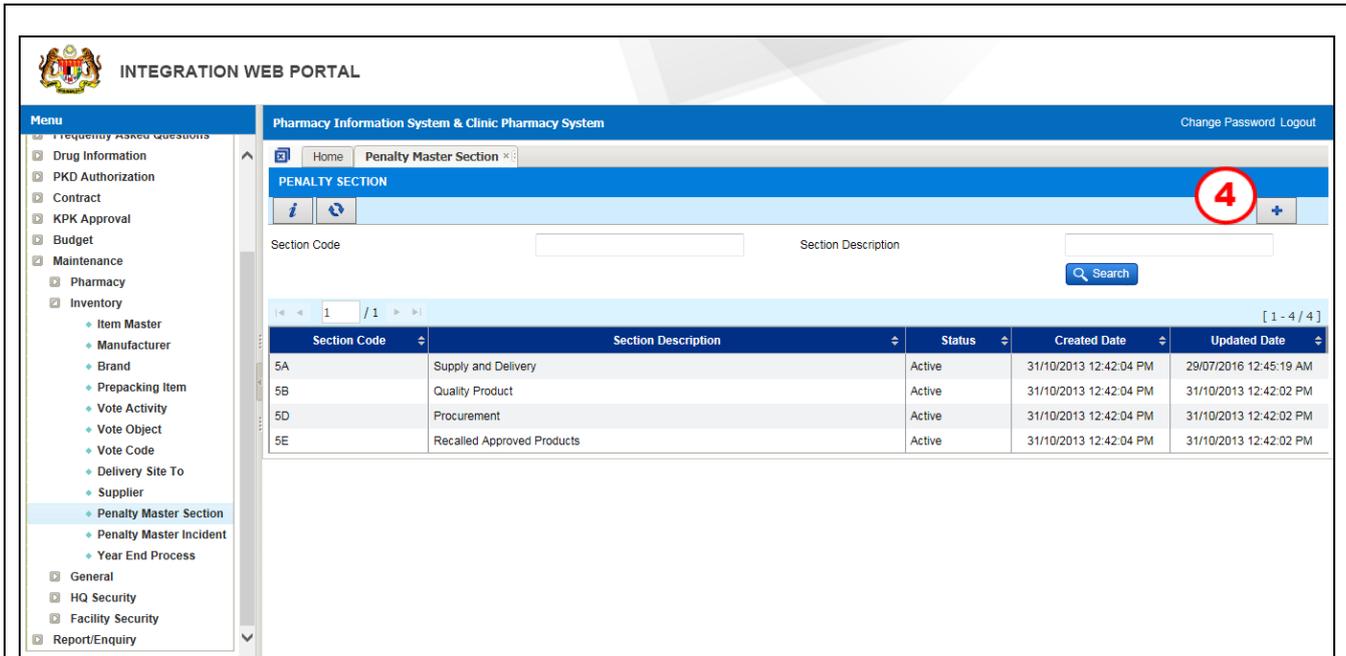


Figure 3.10.1-3 Penalty Master Section Listing Page

STEP 4



Click on the  button to create a new record and Pharmaniaga (APPL) – Penalty Section Type Information screen will be displayed as Figure 3.10.1-4

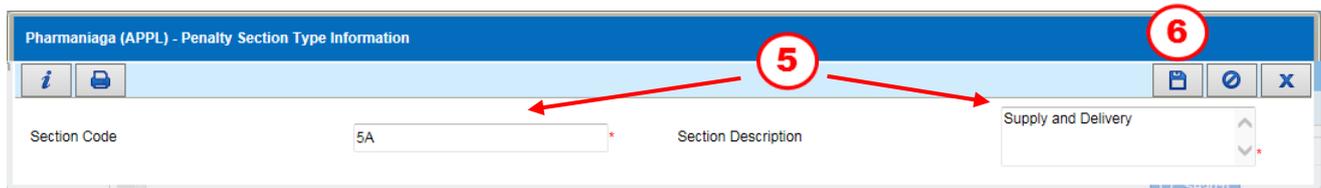


Figure 3.10.1-4 Pharmaniaga (APPL) – Penalty Section Type Information

STEP 5

Enter **Section Code** and **Section Description**

STEP 6



Click on the  button to save the record

Note

- System will display a Confirmation Message as Figure 3.10.1-5

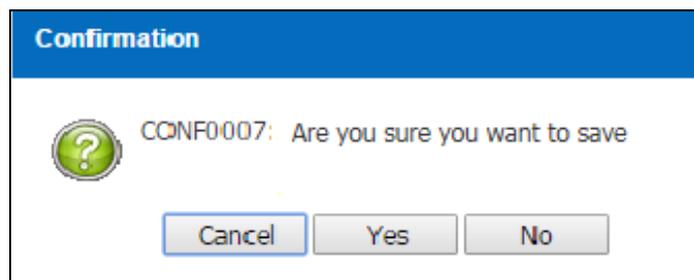
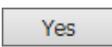


Figure 3.10.1-5 Confirmation Message

- Click on the  button to save the record

- Information Message will display after click on the button as Figure 3.10.1-6

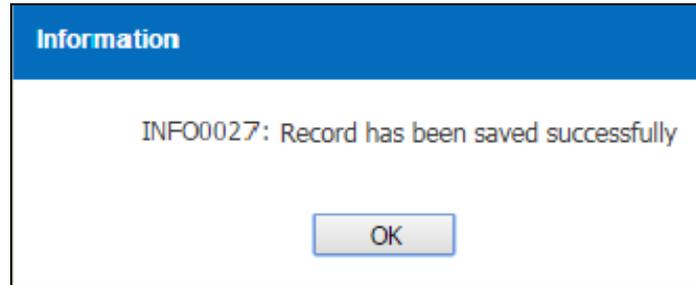


Figure 3.10.1-6 Information Message

- Click on the button to confirmed the record

3.10.2. Modify Penalty Master Section

To Modify Penalty Master Section records, perform the steps below:

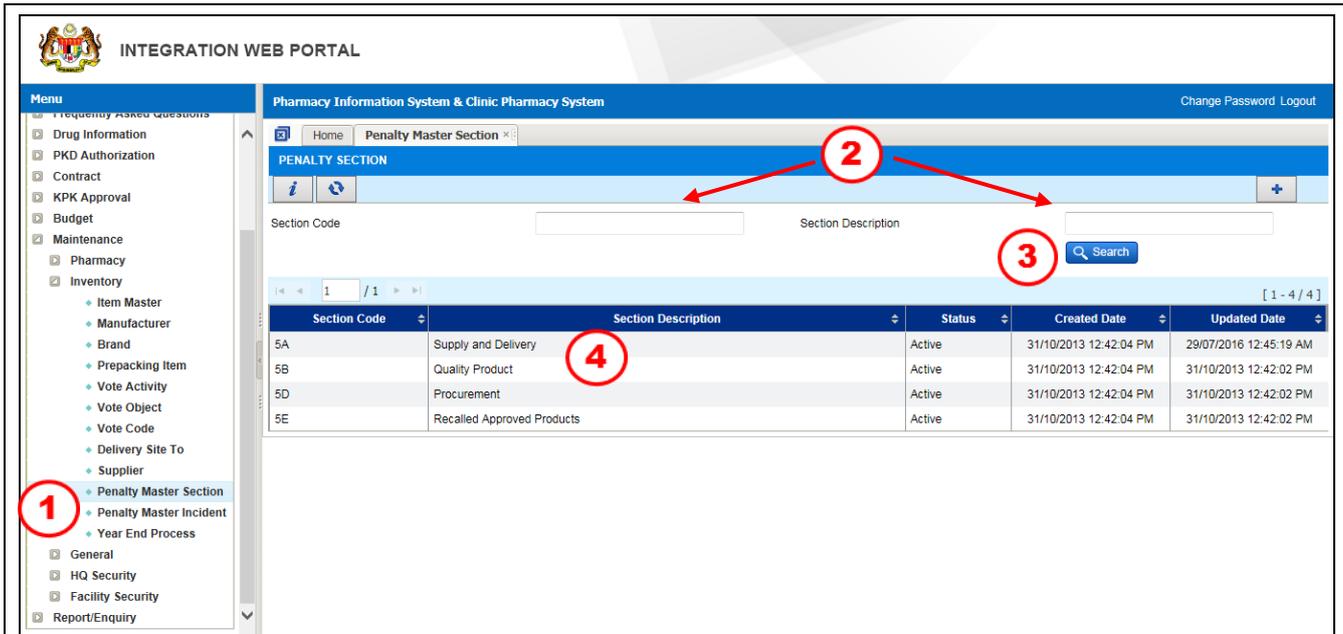


Figure 3.10.2-1 Penalty Master Section Listing Page

STEP 1

Click on 'Maintenance' menu, followed by 'Inventory' and click on 'Penalty Master Section'

STEP 2

Search existing record by entering **Section Code** and/or **Section Description**

STEP 3

Click on the  button and system will display the related record

STEP 4

Click on the selected record



Figure 3.10.2-2 Pharmaniaga (APPL) – Penalty Section Type Information

STEP 5

Click on the  button to edit the record

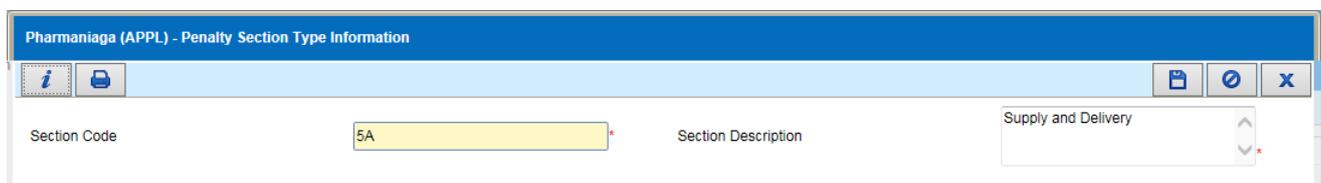


Figure 3.10.2-3 Pharmaniaga (APPL) – Penalty Section Type Information

Note

User is allow to edit **Section Description**

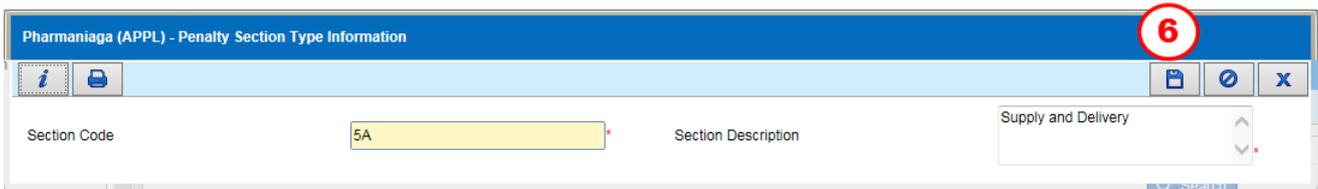


Figure 3.10.2-4 Pharmaniaga (APPL) – Penalty Section Type Information

STEP 6

Click on the  button to save the edited record

Note

- System will display a Confirmation Message as Figure 3.10.2-5

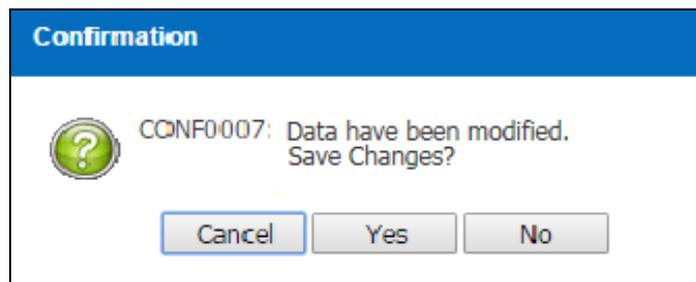
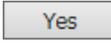
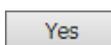


Figure 3.10.2-5 Confirmation Message

- Click on the  button to save the edited record
- Information Message will display after click on the  button as Figure 3.10.2-6

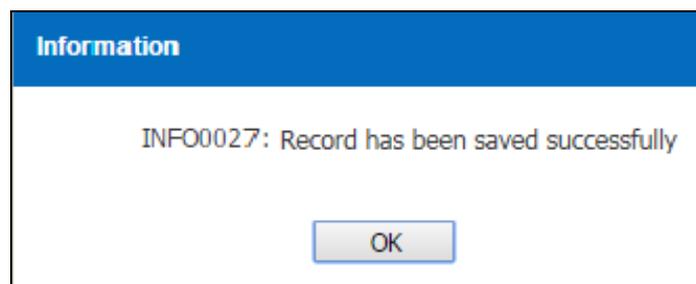
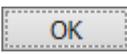


Figure 3.10.2-6 Information Message

Click on the  button to confirmed the edited record

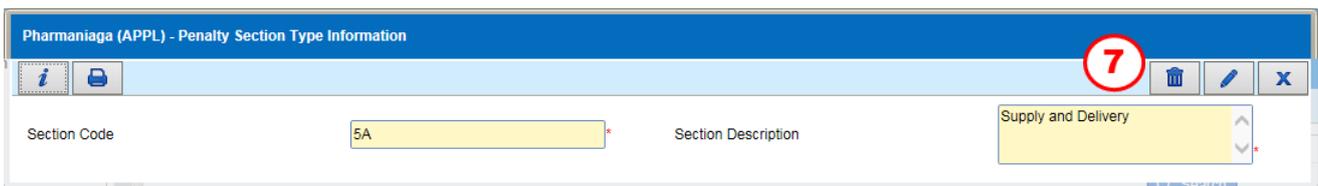


Figure 3.10.2-7 Pharmaniaga (APPL) – Penalty Section Type Information

STEP 7

Click on the  button to delete the record

Note

- System will display a Confirmation Message as Figure 3.10.2-8

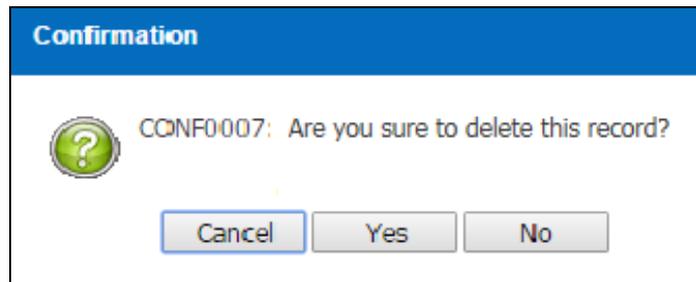
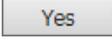


Figure 3.10.2-8 Confirmation Message

- Click on the  button to delete the record
- The status of the record will be **Inactive**

3.11. Penalty Master Incident

3.11.1. View and Modify Penalty Master Incident

To view and modify Penalty Master Incident records, perform the steps below:

The screenshot shows the 'INTEGRATION WEB PORTAL' interface. On the left is a 'Menu' tree with 'Penalty Master Incident' highlighted under 'Inventory'. The main area is titled 'Pharmacy Information System & Clinic Pharmacy System' and contains a search bar for 'Section Code' and 'Incident Code'. A table below displays incident records with columns for Section Code, Section Description, Incident Code, Incident Description, Penalty Amount (RM), Calculation Method, Remarks, Status, Created Date, and Updated Date. Red annotations include: (1) a circle around the 'Penalty Master Incident' menu item; (2) a circle around the search bar; and (3) a circle around the search button.

Section Code	Section Description	Incident Code	Incident Description	Penalty Amount (RM)	Calculation Method	Remarks	Status	Created Date	Updated Date
5A	Supply and Delivery	PS23	Item Contract – Product supply with low quality/damage/does not comply	0.00	-	-	Active	02/11/2013 10:11:34 AM	29/07/2016 12:45:19 AM
5A	Supply and Delivery	PS22	Item Contract –Failed to deliver within 3 month	0.00	-	-	Active	02/11/2013 10:11:34 AM	29/07/2016 12:45:19 AM
5A	Supply and Delivery	PS21	Item Contract – Supplier failed to deliver within the contract period (late delivery)	0.00	-	-	Active	02/11/2013 10:11:34 AM	29/07/2016 12:45:19 AM
5A	Supply and Delivery	PS11	Vaccine - The vaccine must have at least six (6) months of the shelf life	0.00	3% X Unreplaced product value X No of days delay	-	Active	02/11/2013 10:11:34 AM	02/11/2013 10:11:02 AM
5A	Supply and Delivery	PS9	Non Vaccine - The product delivered must have at least 2/3 of the shelf life	0.00	3% X Unreplaced product value X No of days delay	-	Active	02/11/2013 10:11:34 AM	02/11/2013 10:11:02 AM

Figure 3.11.1-1 Penalty Master Incident

STEP 1

Click on 'Maintenance' menu, followed by 'Inventory' and click on 'Penalty Master Incident'

STEP 2

Search existing record by entering **Section Code** and/or **Incident Code**

STEP 3

Click on the button and system will display the related record

Note

User is allow to view the information by click on the related record and information will be displayed as Figure 3.11.1-2

The screenshot shows a window titled 'Pharmaniaga (APPL) - Penalty Incident Type Information'. It contains a form with the following fields: Incident Code (PS23), Section Code (5A), Calculation Method (Auto), Incident Degree (dropdown), and Status (Active). The Incident Description and Section Description are shown in dropdown menus. A red circle highlights the edit button in the top right corner.

Figure 3.11.1-2 Pharmaniaga (APPL) – Penalty Incident Type Information

STEP 4

Click on the button to edit the record

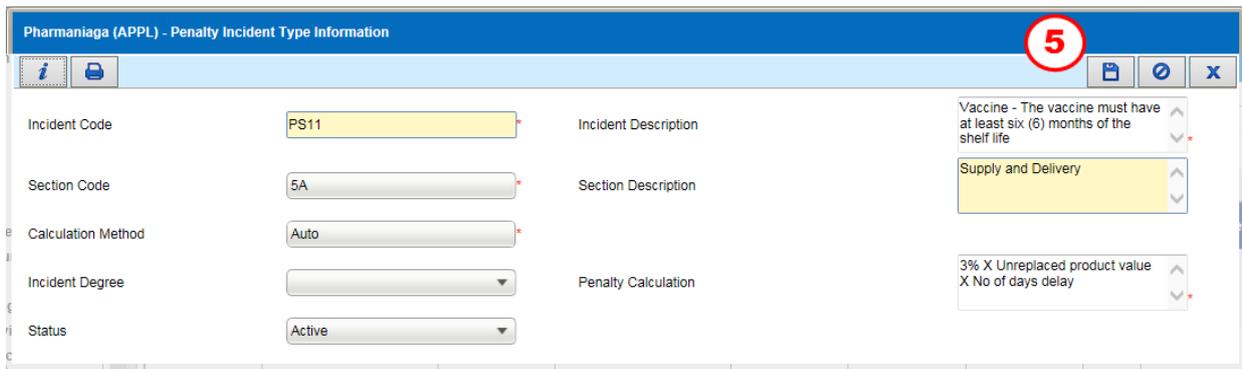


Figure 3.11.1-3 Pharmaniaga (APPL) – Penalty Incident Type Information

Note

User is allow to edit:

- **Incident Description**
- **Incident Degree**
- **Penalty Calculation**
- **Status**

STEP 5

Click on the  button to save the edited record

Note

- System will display a Confirmation Message as Figure 3.11.1-4

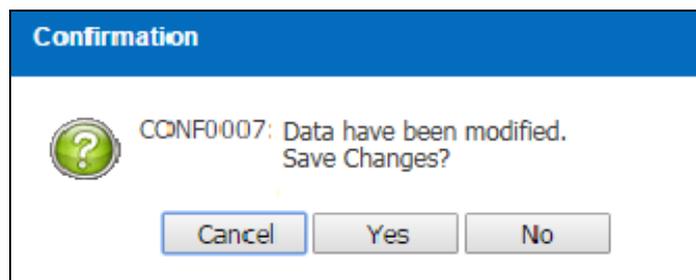
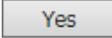
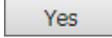


Figure 3.11.1-4 Confirmation Message

- Click on the  button to save the edited record
- Information Message will display after click on the  button as Figure 3.11.1-5

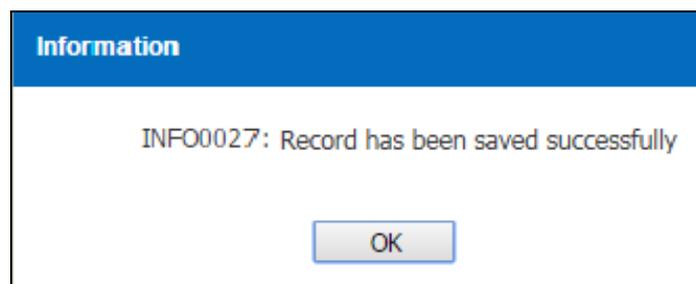


Figure 3.11.1-5 Information Message

- Click on the  button to confirmed the edited record

3.12. Year End Process

3.12.1. Schedule Year End Process

To schedule Year End Process, perform the steps below:

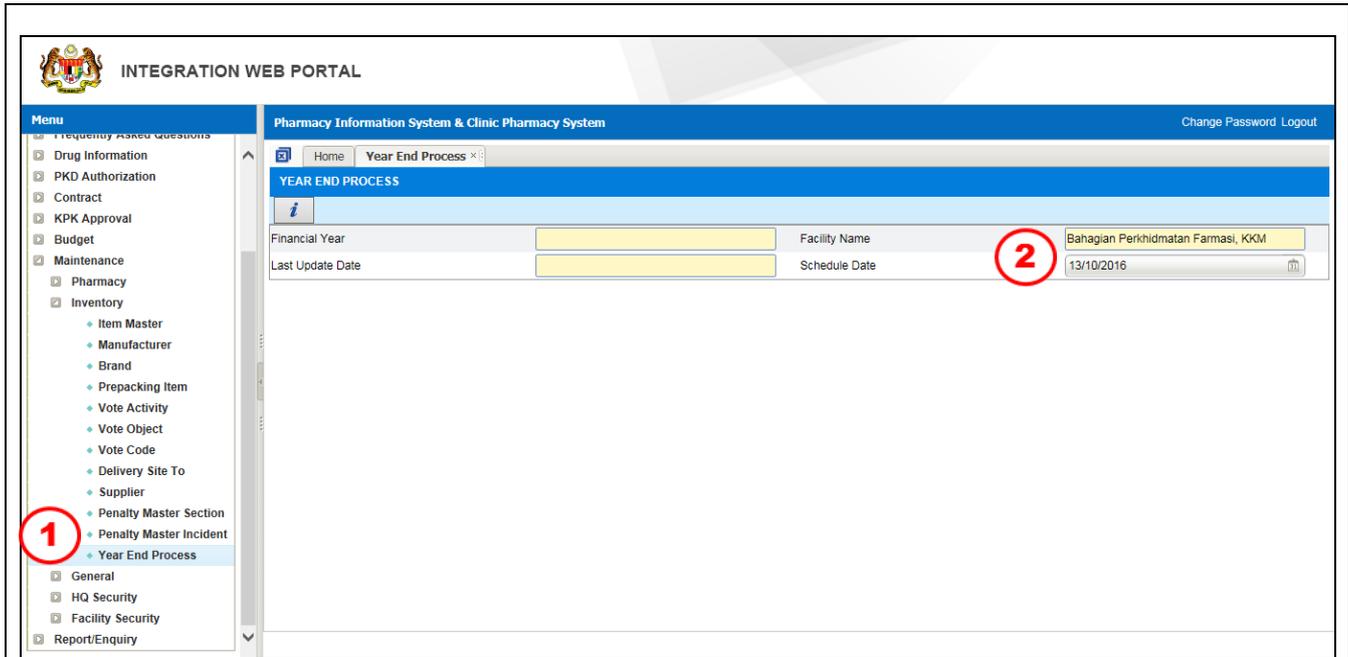


Figure 3.12.1-1 Year End Process

STEP 1

Click on 'Maintenance' menu, followed by 'Inventory' and click on 'Year End Process'

STEP 2

Click on the **Schedule Date** 



4. 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
BPF	Bahagian Perkhidmatan Farmasi
NPRA	National Pharmaceutical Regulatory Agency

5. Link to IWP Modules

No	Module	PDF Links
1	<i>Notification</i>	Click Here
2	<i>Frequency Asked Question</i>	Click Here
3	<i>Drug Information</i>	Click Here
4	<i>Contract</i>	Click Here
5	<i>KPK Approval</i>	Click Here
6	<i>Maintenance – Pharmacy</i>	Click Here
7	<i>Maintenance – Inventory</i>	Click Here
8	<i>Maintenance – General</i>	Click Here
9	<i>Maintenance – HQ Security</i>	Click Here