



الـمـنـصّـة الـوطـنـيـة للأدويـة الـمُـراقـبـة The National Platform For Controlled Medications

National Platform

for Controlled Medication

Inventory Module

User Guide Document









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About Tahaluf Al Emarat Technical Solution

The United Arab Emirates has been called the land of opportunities for a reason. It is where dreams and achieving the impossible are the foundations of every success and continuity of business and where millions of companies aim to achieve their goals and strategies.

The hands and minds of our experts have drawn the path for a bright future as we take pride in being at the forefront of the major players in information technology, and we plan to intensify our efforts to become pioneers in local and regional markets in this field, through the innovation and creativity that we have led from the beginning.

Tahaluf was founded in 2015 and has taken from Abu Dhabi, the capital of the United Arab Emirates a home. From the beginning, we have always strived to provide the latest high-tech trends and solutions to help our customers stay up to date with the constantly evolving requirements of the market as well as maintain the flow of their business undisrupted and ensuring its efficiency and effectiveness.

What Tahaluf has exceptionally achieved in a short period of time lead to successfully securing a prominent and prestigious position in the technological world as a leading company in information technology in general and cyber security in specific. This could not have been achieved without the dedication, team effort, and passion of our innovative experts who have a wide range of experience in the region and overseas in their field and who are always on the hunt for new ideas and ways to make the life of our customers easier and to add a sustainable value to their business.





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Icons Definition in This Guide



Feedback and Suggestion

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Information Development Unit

E-mail Address: projectdocuments@tahaluf.ai

Technical Support Team

E-mail Address: NPCM.Support@tahaluf.ai







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Inventory Module

9.2 Quick Setup
9.3 Inventories
9.4 Stores
9.5 User Role Management
9.6 Groups
9.6.1 Manage Groups
9.6.2 Assign Business Unit
10 Reports
10.1 Item Balance Report
10.2 Item Registry Report
10.2.1 Print Reports
10.2.2 Export to Excel





1 Consolidated Action Icons

No.	lcons	Technical Name	Description
01		View	Display the information within the module's screens.
02	ľ	Edit	Modify the information provided in the module.
03	↓	Download	Download specific data from the module.
04	F	Print	Print specific data from the module.
05	Ŵ	Delete	Delete specific data from the module.
06	\bigcirc	Deactivate	Disable certain function within the module.
07		Actions	Display the list of actions that can be taken on specific data from the module.

2 Abbreviation Index

This section is designed to assist the users in understanding key terms and abbreviations used throughout the documentation, the reference guide provides concise explanations to ensure clarity and enhance the user experience.

NO.	Term	Description
01	NPCM	National Platform for Controlled Medication.





3 About The National Platform for Controlled Medication

NPCM is a healthcare support portal developed collaboratively by federal and local health entities. Their primary goal is to revolutionize the processes related to Narcotic Medications and Controlled Substances, from their entry into the country to their utilization. They emphasize adaptability and innovation in response to the rapidly evolving healthcare and technology landscape. NPCM aims to lead this transformation by utilizing advanced solutions to improve healthcare standards throughout the United Arab Emirates. NPCM's mission is driven by a commitment to societal well-being, with a focus on continually enhancing healthcare services and pioneering progress for a brighter and healthier future.

4 About The Inventory Module

The Inventory module from the National Platform for Controlled Medication has been developed as a fundamental tool to manage and track controlled drugs within healthcare facilities. This module provides meticulous, comprehensive, and full control over the inventory levels to productively fulfill the patients' needs. The module enables users to monitor inventory levels and facilitate inventory management transactions to ensure stock availability.





5 The Inventory Module Features

The Inventory Module stands out with a range of features and functions designed to enhance the user

experience and elevate the level of services, aligning seamlessly with the desired strategic objectives.



Inventory Management



Setup









6 Log In

ſ

• To start logging in to the Inventory Module and start benefiting from the features provided, there are

two methods as listed below: -

6.1 Login Using UAE PASS

- 1. Open the NPCM portal.
- 2. The "Login" screen will appear to the user, press on "Login with UAE PASS".

K		<u> </u>	2
	National	Platform For C	Controlled Medications
Username			
Username			
Password			
Password		ø	
Forgot password?			🕼 Login with UAE PASS
	Login		A single trusted digital identity for all citizens, residents and visitors
Don'	have an account? Register!		
	Or		
	Ô		

Figure 1: Login Screen - Login with UAE Pass.





3. The user will be redirected to the "Login to UAE PASS" screen, and enter the "Emirates ID".

	<u> </u>
	Login to UAE PASS
	78.4*****
	Remember me Login
	Don't have UAEPASS account? Create new account Recover your account
М	
Home	About Support FAQ Kiosk Locations Service Provider Copyright © 2024 UAE PASS All rights reserved.

Figure 2: Login to UAE PASS Screen.

4. Press on **"Login"** to access the account.





Inventory Module



6.2 Login Using User Credential

- 1. Open the NPCM portal.
- 2. The "Login" screen will appear to the user, enter the "Username", and "Password".

	Nationa	al Platform For C	Controlled Medications	
Username				
TestUser				
Password				
•••••		ø		
Forgot password?			💮 Login with UAE PASS	
	Login		A single trusted digital identity for all citizens, residents and visi	tors
Don	't have an account? Register!			
	Or			
	Ŵ			

Figure 3: Login Screen - Login Using User Credential.

3. Press on **"Login"** to access the account.



Inventory Module



4. The user will be redirected to the "NPCM Modules" associated with their account, select the

"Inventory Module" to proceed.

÷		English •
	الــمـنــصّـة الــوطـنـيـة للأدويـة الـمُـراقـبــة The National Platform For Controlled Medications	
	Inpatients Open	
	Inventory Open	

Figure 4: Facility Modules Screen.





7 Homepage

A variety of interface elements are available on the homepage screen of the Inventory Module, allowing

access to the main features and functions of the module.

Sempresa (Search
Overview	Inventory Setup > Quick Setup
Empresa Modules	1 Inventory 2 Store 3 Manage Group
Inventory Management	Inventory O Existing Inventory New Inventory
Reports	Add New Inventory
	BusinessUnits Code Inventory Name (EN)
	Next >

Figure 5: Homepage Screen.



Inventory Module

7.1 Definition of Menu Bar

The menu bar is located on the top of the inventory module, providing quick access to the module's basic

features.











8 Inventory Management

This component from the Inventory Module of the NPCM allows the user to manage the inventory through

different features to facilitate efficient handling of inventory transactions.

• The illustration below displays the features of the inventory management: -







8.1 Access to Inventory Management

- To start accessing the inventory management, follow the steps below: -
- 1. From the main menu, press on "Inventory Management".

ت المراقب الموليدية للأدونية المراقب المراقب المراقب الم	Search	~	🌐 En	✓ ↓ testuser@test.com Test User
Overview	Inventory Setup > Quick Setup			
Empresa Modules	0	Inventory 2 Sto	nre — 3 Manage Grou	qı
Inventory Management	Inventory C Existing Inventory New Inventory			
Reports	Add New Inventory			
	BusinessUnits C	Code	Inventory Name (EN)	Inventory Name (AR)
$\sum \sum x$				
				Next →

Figure 6: Homepage Screen - Access to Inventory Management.





• A drop-down list will appear to the user, allowing access to a list of the inventory management features

تعديدة الوطنية الفرافية الفرافية (Search		~	⊕ En ∨ G (International States of the student of t
Overview	Inventory Setup > Quick Setup			
< 🛃 Inventory Management		1 Inventory —	2 Store 3	Manage Group
Misc. Transactions				
Transactions Inquiry	Inventory	vinventory		
Misc. Transactions		,		
Opening Balance				
Miscellaneous issue	Add New Inventory			
	BusinessUnits	Code	Inventory Name (EN)	Inventory Name (AR)
Miscellaneous Receipt		✓		
Damage				
Expiry				
Adjustment Loss				
uispense				
Cancel Dispense				
Aajustment Excess				
Stock Transfers				
External Transfer				
Direct Steel Transfer				
Direct Stock Transfer				
Stock Receipt Transfer				N

Figure 7: Inventory Management Features List.

in the module.



User Guide Inventory Module



8.2 Opening Balance

This feature from the Inventory Module of the NPCM allows the user to set and manage the initial stock

levels for inventory items to ensure that accurate starting points are established for inventory tracking.

- To start adding the opening balance for inventory items, follow the steps below: -
- 1. From the "Inventory Management" features list, select "Opening Balance".

المعناد الم	Search ~	⊕ En ∨ ♫ í testuser@test.com v Test User
Overview	Inventory Setup > Quick Setup	
 Inventory Management Misc. Transactions 	1 Inventory 2 Store 3	Manage Group
Misc. Transactions	Inventory Existing Inventory New Inventory 	
Miscellaneous issue	Add New Inventory	
Miscellaneous Receipt Damage Expiry Adjustment Loss Dispense	BusinessUnits Code Inventory Name (EN)	Inventory Name (AR)
Cancel Dispense Adjustment Excess Stock Transfers		
External Transfer Direct Stock Transfer		
Stock Receipt Transfer		Next →

Figure 8: Homepage Screen - Access to Opening Balance Feature.





• The user will be redirected to the "Manage Transaction" screen, which contains two methods to add

the opening balance as displayed in the illustration below: -



Details Entry Method: -

- To start adding opening balance using the details entry method, follow the steps below: -
- 1. From the "Manage Transaction" screen, enter the transaction information in the required fields

then press "Details Entry".

2. The details entry part will appear to the user, press on "Add New Line".

The National Platform For Controlled Medications	Search	~	🕀 E	n 🗸 🕼 restuser@test.com Test User
	Inventory Management > Search	Transactions > ManageTransaction		
Overview	Transaction No	Business Unit	Transaction Date	Period
Empresa Modules		Test Facility x 🗸	28/05/2024	May 2024 × ~
	Reference No	Inventory	Store	
Inventory Setup		Test Inventory X V	Test Store × V	
	Comments			
	Test Comment			
Reports				
	I Details Entry	etails Upload		
	Add New Line			
\times				
\rightarrow				🖺 Save As Draft 👻

Figure 9: Manage Transaction Screen – Access to Add New Line Action.





3. Enter the details entry in the required fields then press one of the following actions: -

No.	Action	Description
01	Save and Confirm	The recording process will be completed and there is a direct impact on inventory balance.
02	Save as Draft	The recording process will be prepared but is not yet finalized and executed.

	Transaction No	E	3usiness Unit		Transaction Date		Period	
esa Modules			Test Facility	× ~	28/05/2024		May 2024	× ~
₿ •	Reference No	h	nventory		Store			
agement Setup			Test Inventory	× ~	Test Store	×		
	Comments							
eports	Test Comment							
				li li				
	🖽 Details Entry	1 Details Upload	i					
	Details Entry	🏦 Details Uploac	ł					
	E Details Entry	2 Details Upload	1				Location	
	E Details Entry	Details Upload Item Y06-A140- Injection 2	1 00178-02 - Alfentanil[/ 100 Liquids Ampoule ()	ALFENTANIL HYDR X10) CDN Y06-A	OCHLORIDE[500mcg/1ml] \$ 140-00178-02	olution For	Location × v	~
	E Details Entry	Details Uploac Item Y06-A140- Injection1 2	00178-02 - Alfentanil[/ .00 Liquids Ampoule ()	ALFENTANIL HYDR X10) CDN Y06-A	OCHLORIDE 500mcg/1ml S 140-00178-02	Diution For	Location x v	~
	E Details Entry	Details Uploac Item Y06-A140- InjectionI 2 UOM	d 00178-02 - Alfentanil / !.00 Liquids Ampoule () Base Qu	alfentanil Hydra kio) CDN Y06-a uantity (MI	OCHLORIDE 500mcg/1ml S 140-00178-02 Available Quantity (olution For	Location x v	~
	E Details Entry Store Test Store Quantity 18	Details Upload Item Y06-A140- Injection 2 UOM Ampoule	d 00178-02 - Alfentanill / 1.00 Liquids Ampoule () Base Qu X V 36	alfentanil Hydra x10) CDN Y06-A xantity (MI	OCHLORIDEJ 500mcg/1mll S 140-00178-02 Available Quantity (Dution For	Location x v	~
	E Details Entry Store Test Store Quantity 18 Comments	Details Upload Item Y06-A140- Injection1 2 UOM Ampoule	d 00178-02 - Alfentanil , 2.00 Liquids Ampoule (; Base Qu X Y 36	ALFENTANIL HYDR XIO)I CDNI Y06-A Jantity (MI	OCHLORIDE 500mcg/1ml S 140-00178-02 Available Quantity (Dlution For	Location x v	~
	E Details Entry	Details Uploac Item Y06-A140 Injection 2 UOM Ampoule	d 00178-02 - Alfentanil / 2.00 Liquids Ampoule (; Base Qu X Y 36	ALFENTANIL HYDR X10) CDN Y06-A Jantity (MI	OCHLORIDE 500mcg/1ml S 140-00178-02 Available Quantity (Dlution For	Location x v	~

Figure 10: Manage Transaction Screen – Add Details Entry.







Congrats! You've followed the steps correctly, and the opening balance has been added successfully.

نامنية الوطنية للأدوية المُرافية المرافية (The National Platform For Controlled Medications	Search		~		🌐 En 🗸 🎜	testuser@test.com Test User
Overview	Inventory Management > Search T	ransaction				
	Business Unit	Transaction Type	9	Inventory	Store	
impresa Modules		✓	~		×)	~
₿ 0	From Transaction Number	To Transaction N	lumber	From Transaction Date	To Transo	action Date
Inventory Management	OBB-2024-19					
	Transaction Status	Item				
		✓ …	~			Q Search
reports	Transactions List					7 Columns Selected
	Business Î↓ Transaction Unit No	↑↓ Transaction ↑↓ Date	Transaction 1 Status	↓ Transaction ↑↓ Type	Stock Action ↑↓	Created ↑↓ Actions Date
	Test Facility OBB-2024-19	28/05/2024	Confirmed	Opening Balance	Receipt Into Stores	28/05/2024
		Showing 1 To 10 Of 1 Entr	ies (1)	10 / Page 🗸 G	o To Page : 1	

Figure 11: Search Transaction Screen – Added Opening Balance Successfully.

• The following table displays the actions that the user can take on the added record based on the status.

No.	Transaction Status	Action	Description
01	Confirmed	View Display the information of the transaction.	
		Edit	Modify the information of the transaction.
02	Draft	Delete	Delete the information of the transaction.
		View	Display the information of the transaction.





8.3 Miscellaneous Receipt

This feature from the Inventory Module of the NPCM allows the user to record and add a transaction when receiving quantity to the inventory. This feature was developed to increase the available stock balance from each item of the drug.

- To start adding a record for the miscellaneous receipt transaction, follow the steps below: -
- 1. From the "Inventory Management" features list, select "Miscellaneous Receipt".

The National Platform For Controlled Medications	Search	Ţ.	⊕ En ∨ ♫
Overview	Inventory Setup > Quick Setup		
Inventory Management	1 Inventory	2 Store 3 Mc	anage Group
Misc. Transactions Misc. Transactions	Inventory C Existing Inventory New Inventory		
Opening Balance Miscellaneous issue	Add New Inventory		
Miscellaneous Receipt Damage	BusinessUnits Code	Inventory Name (EN)	Inventory Name (AR)
Expiry Adjustment Loss			
Dispense			
Adjustment Excess			
Stock Transfers External Transfer			
Direct Stock Transfer Stock Receipt Transfer			Nevt
			Next 7

Figure 12: Homepage Screen - Access to Miscellaneous Receipt Feature.





2. The user will be redirected to the "Manage Transaction" screen, enter the transaction information in

the required fields then press on "Add New Line".

منه المراجع	Search		<u>^</u>	🌐 En 🗸	testuser@test.com v
Overview	Inventory Management > SearchTransact	tions > ManageTransaction			
	Facility	Transaction Date	Period	Tro	ansaction Type
Empresa Modules	Test Facility x V	23/05/2024	May 2024	× ~	MIR - Miscellaneous Receipt 🛛 🗸
₿ ☆	Transaction No	Transaction Status	Inventory	Re	ference No
Inventory Management			Test Inventory	× ~	0000
	Comments				
Reports	Test Comment				▲ Show Less
	Professional License ID *	Professional Name *		Receiver Facility	License No *
	Test	Test		1234	
	Issuing Facility License No *	Receiver License ID		Receiver Name	
	4567	Test		Test	
	Source Document No *				
	0000				
	Transaction Details	tachments			
	+ Add New Line				
				(🖒 Reset 🗎 Save As Draft 👻

Figure 13: Manage Transaction Screen – Access to Add New Line Action.





3. Enter the transaction details in the required fields then press "Attachments" to upload the received

invoice as a supporting document.

المنضة الوطنية للأدوية الفراقية 🔇	Search		~		🌐 En	r →	n ~
	nventory Management 🗲 Sea	rchTransactions > Manag	eTransaction				
	Facility	Transaction	Date	Period		Transaction Type	
Empresa Modules	Test Facility	× ~ 23/05/20	024	May 2024	× ~	MIR - Miscellaneous Receipt 🛛 🗸	
₽	Transaction No	Transaction	Status	Inventory		Reference No	
Inventory Management				Test Inventory	× ~	0000)
	Comments						
Reports	Test Comment					Show More	l
	Transaction Details	Attachments					
			N				
\times \times \times –	Store	Item				Location	
	Test Store X V	Y06-A140-00178-02 - Injection 2.00 Liquids	Alfentanil ALFENTANIL HYDR Ampoule (X10) CDN Y06-A	20CHLORIDE 500mcg/1ml Sc 1140-00178-02	lution For	× •	
	Quantity	UOM	Base Quantity (MI	Available Quantity (
	3	Ampoule x V	6	94			
	Comments						
	Test Comment						
$X \to X$			4				
	+ Add New Line						
						C Reset 🗎 Save As Draft	*

Figure 14: Manage Transaction Screen – Access to Attachments Section.







4. Upload the received invoice as a supporting document then press one of the following actions: -

No.	Action	Description
01	Save and Confirm	The recording process will be completed and there is a direct impact on inventory balance.
02	Save as Draft	The recording process will be prepared but is not yet finalized and executed.

م م م م م م م م م م م م م م م م م م م	Search	×	🌐 Er	n ~ 🕼 🧑 testuser@test.com ~ Test User
Overview	inventory Management > SearchTransact	tions > ManageTransaction		
	Facility	Transaction Date	Period	Transaction Type
Empresa Modules	Test Facility × ×	23/05/2024	May 2024 × ~	MIR - Miscellaneous Receipt 🛛 💙
	Transaction No	Transaction Status	Inventory	Reference No
Inventory Management			Test Inventory x v	0000
	Comments			
Reports	Test Comment			Y Show More
	ITransaction Details	tachments		
	File Upload Allowed File Format (JPG,JPEG,PNG,GIF,BMP;	tiff, tif, xls, xls, xlm, xlsM,CSV, DOC, DOCX, PDF, TXT,	ррт,рртх)	
	1 Drag and drop files here or Brow	se For Files	Show 1 Attachments 🗸	
				🖹 Save and Confirm
				C Reset 🖺 Save As Draft 🔽

Figure 15: Manage Transaction Screen – Access to Actions.





Congrats! You've followed the steps correctly, and the miscellaneous receipt transaction has been recorded successfully.

المعادية المراجع المعادية ال	Search ~	⊕ En ↓
Overview	Inventory Management > Search Transaction	
	Facility Transaction Type Inventory	Store
Empresa Modules		×) (
E 📩	From Transaction Number To Transaction Number From Transaction Date	To Transaction Date
Inventory Setup Management	MIR-2024-11	
	Transaction Status Item	
	······································	Q Search
Reports		
\times	Transactions List	7 Columns Selected 🗸 🗸
\searrow	Facility 1↓ Transaction No 1↓ Transaction Date 1↓ Transaction Status 1↓ Transaction Type 1↓ Stock	Action 1↓ Created Date 1↓ Actions
$\mid \times \times$	Test Faciility MIR-2024-11 22/05/2024 Confirmed Miscellaneous Receipt Rece	ipt Into Stores 22/05/2024
$\left \right\rangle$	Showing 1 To 10 Of 1 Entries < 1 → 10 / Page ∨ Go To Page :	1

Figure 16: Search Transaction Screen – Added Miscellaneous Receipt Transaction Record Successfully.

• The following table displays the actions that the user can take on the added record based on the status.

No.	Transaction Status	Action	Description
01	Confirmed	View	Display the information of the transaction.
		Edit	Modify the information of the transaction.
02	Draft	Delete	Delete the information of the transaction.
		View	Display the information of the transaction.



User Guide Inventory Module



8.4 Damage

This feature from the Inventory Module of the NPCM allows the user to record transactions once any stock

has been damaged to manage and document instances of damaged drugs.

- To start adding record transactions for damaged stock, follow the steps below: -
- 1. From the "Inventory Management" features list, select "Damage".

ن المعادي ا معادي المعادي المع معادي المعادي معادي م	Search	⊕ En ∽
Ir Overview	ventory Setup > Quick Setup	
Inventory Management Misc. Transactions	1 Inventory 2 Store 3 Mo	anage Group
Transactions Inquiry Misc. Transactions	Inventory C Existing Inventory New Inventory	
Opening Balance	Add New Inventory	
Miscellaneous Receipt	BusinessUnits Code Inventory Name (EN)	Inventory Name (AR)
Damage Expiry		
Adjustment Loss Dispense		
Cancel Dispense Adjustment Excess		
Stock Transfers		
External Transfer Direct Stock Transfer		
Stock Receipt Transfer		Next >

Figure 17: Homepage Screen - Access to Damage Feature.



Inventory Module

2. The user will be redirected to the "Manage Transaction" screen, enter the transaction information in

the required fields then press on "Add New Line".

المعادمة المراجع المعادمة معادمة المعادمة	Search	~	۲	En 🗸 🕼 nestuser@test.com . Test User
Overview	Facility	Transaction Date	Period	Transaction Type
Empresa Modules	Test Facility × ×	23/05/2024	May 2024 x ~	DMG - Damage
	Transaction No	Transaction Status	Inventory	Reference No
Inventory Setup Management			Test Inventory x 🗸	0000
	Comments			
Reports	Test Comment	te te		▲ Show Less
	Professional License ID *	Professional Name *	Source [Document No
	Test	Test	0000	
	Transaction Details Att	tachments		C Reset 📓 Save As Draft 🗸

Figure 18: Manage Transaction Screen – Access to Add New Line Action.





3. Enter the transaction details in the required fields then press "Attachments" to upload any supporting

documents.

OLAIOTA.	Emplified.		Transaction Date		Devied		Transaction Trans	
Modulos	Facility				Period		Transaction Type	
Modules	Test recircy	× •	23/05/2024		Mdy 2024	× •	DMG - Durnuge	
•	Transaction No		Transaction Status		Inventory		Reference No	
ement Setup					Test Inventory	×	0000	
	Comments							
i 🔪 🔨	Test Comment							
orts								➤ Show Mo
	Transaction Details	s 🕕 Attac			OCHI ORIDEI 500mca/1mil Sc	lution For	Location	'n
	E Transaction Details	s () Attac Item Y06-A14C Injection	chments	FENTANIL HYDRO	OCHLORIDE 500mcg/1ml Sc 140-00178-02	lution For	Location	
	E Transaction Details	s () Attac Item Y06-A14C Injection	chments	FENTANIL HYDRO 0) CDN Y06-A1 ntity (MI	OCHLORIDE 500mcg/1ml Sc 140-00178-02 Available Quantity (lution For	Location	n ~
	Transaction Details	s () Attac Item Y06-A140 Injection UOM Ampoule	chments D-00178-02 - Alfentanil AL I 2.00 Liquids Ampoule (XII Base Qua	FENTANIL HYDRO O) CDN Y06-AI ntity (MI	OCHLORIDE 500mcg/1ml Sc 140-00178-02 Available Quantity (104	lution For	Location × v	n V
	E Transaction Details	s () Attac Item Y06-A14C Injection UOM Ampoule	chments D-00178-02 - Alfentaniil AL I 2.00 Liquids Ampoule (X1 Base Qua	FENTANIL HYDRO 0) CDN Y06-A1 ntity (MI	OCHLORIDE 500mcg/1ml Sc 140-00178-02 Available Quantity (104	lution For	Location	1
		s () Attac Item Y06-A140 Injection UOM Ampoule	chments D-00178-02 - Alfentanil AL 12.00 Liquids Ampoule (XII Base Qua	FENTANIL HYDRO 0) CDN Y06-AI ntity (MI	OCHLORIDE 500mcg/1ml Sc 140-00178-02 Available Quantity (104	lution For	Location	n v
	E Transaction Details	s () Attac Item Y06-A14C Injection UOM Ampoule	chments D-00178-02 - Alfentaniil AL 2.00 Liquids Ampoule (X1 Base Qua Base X V 4	FENTANIL HYDRO D) CDN Y06-A1 ntity (MI	OCHLORIDE 500mcg/1ml Sc 140-00178-02 Available Quantity (104	lution For	Location	1

Figure 19: Manage Transaction Screen – Access to Attachments Section.







4. Upload the supporting documents then press one of the following actions: -

No.	Action	Description
01	Save and Submit	The recording process will be submitted and will be waiting for approval.
02	Save as Draft	The recording process will be prepared but is not yet finalized and executed.

م الم الم الم الم الم الم الم الم الم ال	Search		~	🌐 Er	n v 🕼 💿 testuser@test.com Test User
Overview	Inventory Management > Search	Transactions > ManageTransaction			
	Facility	Transaction Date	Period		Transaction Type
mpresa Modules	Test Facility	× ~ 23/05/2024	1 May 20	24 × ~	DMG - Damage 🗸 🗸 🗸
	Transaction No	Transaction Status	Inventory		Reference No
Inventory Management			Test Inv	entory × v	0000
	Comments				
Reports	Test Comment				✓ Show More
	Transaction Details	Attachments			
	File Upload Allowed File Format (JPG,JPEG,PN	G,GIF,BMP,TIFF,TIF,XLS,XLSX,XLM,XLSM,CSV,DOC,	DOCX,PDF,TXT,PPT,PPTX)		
	1 Drag and drop files her	e or Browse For Files	🗍 Show 1 Attac	hments 🗸	
					😫 SaveAndSubmit
					🖒 Reset 🖹 Save As Draft 🗸

Figure 20: Manage Transaction Screen – Access to Actions.





Congrats! You've followed the steps correctly, and the damage transaction has been recorded successfully.

منته الوطنية للأدوية المُرامَية The National Platform For Controlled Medications	Search		×		() E	in v 🖨	testuser@ Test User	test.com
Overview	Inventory Management > Searc	h Transaction						
	Facility	Transaction Type		Inventory	5	Store		
inesa modules		✓	~)		``) (~
B	From Transaction Number	To Transaction No	mber	From Transaction Date	1	To Transaction [Date	
nventory Setup nagement	DMG-2024-12							
	Transaction Status	Item						
		✓	~				Q se	earch
	Transactions List						7 Columns Selec	ted:
	Facility 1 Transactio	n No 1↓ Transaction Date 1↓	Transaction Status ↑↓	Transaction Type 1	Stock Action 1	↓ Cred	ated Date ↑↓	Action
	Test Facility DMG-2024	1-12 23/05/2024	Waiting Approval	Damage	Issue From Sto	ores 23/0	05/2024	:
		Showing I To 10 Of	Entries (1)	10 / Page 🗸 Go To Pa	age: 1			

Figure 21: Search Transaction Screen – Added Damaged Transaction Record Successfully.

• The following table displays the actions that the user can take on the added record based on the status.

No.	Transaction Status	Action	Description
01	Waiting for Approval	View	Display the information of the transaction.
		Edit	Modify the information of the transaction.
02	Draft	Delete	Delete the information of the transaction.
		View	Display the information of the transaction.



User Guide Inventory Module



8.5 Expiry

This feature from the Inventory Module of the NPCM allows the user to record transactions once any stock

has reached its expiry date to ensure that expired drugs are accurately accounted for.

- To start adding record transactions for the expired stock, follow the steps below: -
- 1. From the "Inventory Management" features list, select "Expiry".

ن الدين المحمد المحم المحمد المحمد المحم المحمد المحمد المحمد المحمد المحمد المحمد المحمد المحمد المحمد المحم المحمد المحمد المحمد المحمد المحمد المحمد المحمد ال	Search v	⊕ En ∨ Ø I I testuser@test.com ∨ Test User
Uverview	wentory Setup > Quick Setup	
< 🏭 Inventory Management Misc. Transactions	1 Inventory 2 Store 3	Manage Group
Transactions Inquiry Misc. Transactions	Inventory C Existing Inventory New Inventory	
Opening Balance Miscellaneous issue	Add New Inventory	
Miscellaneous Receipt Damage	BusinessUnits Code Inventory Name (EN)	Inventory Name (AR)
Expiry Adjustment Loss		
Dispense Cancel Dispense		
Adjustment Excess Stock Transfers		
External Transfer Direct Stock Transfer		
Stock Receipt Transfer		Next >

Figure 22: Homepage Screen - Access to Expiry Feature.



Inventory Module

2. The user will be redirected to the "Manage Transaction" screen, enter the transaction information in

the required fields then press on "Add New Line".

نهد منه المعاشية الموالية المراجعية المراجعية 🔿	Search	~		🌐 En 🗸 🛱	testuser@test.com Test User
Overview	Inventory Management > SearchTransact	ions > ManageTransaction			
	Facility	Transaction Date	Period	Transaction	Туре
Empresa Modules	Test Facility X V	23/05/2024	May 2024	x v EXP - Exp	piry 🗸
	Transaction No	Transaction Status	Inventory	Reference	ю
Inventory Management			Test Inventory	× •	
	Comments				
Reports	Test Comment	, a			↑ Show Less
	Professional License ID *	Professional Name *		Source Document No	
	Test	Test		0000	
	Transaction Details I Att	achments		C Rese	t 📓 Save As Draft 🔹

Figure 23: Manage Transaction Screen – Access to Add New Line Action.





3. Enter the transaction details in the required fields then press "Attachments" to upload any supporting

documents.

	Facility			±	Period		Transaction Type	
asa Modules	Test Facility	× ~	23/05/2024		May 2024	× •	EXF - EXDITY	
e	Transaction No		Transaction Status		Inventory		Reference No	
agement Setup					Test Inventory	×	0000	
	Comments							
	Test Comment						_	
eports				11				✓ Show Mo
	Transaction Details	s 🖟 Attac	hments				Location	
	Transaction Details	s 🕕 Attac	-00178-02 - Alfentaniil ALFE	NTANIL HYDRC	0CHLORIDE 500mcg/1ml So	lution For	Location x v	~
	Transaction Details	s i Attac Item Y06-A140 Injection	-00178-02 - Alfentanii ALFE 2.00 Liquids Ampoule (X10)	NTANIL HYDRC I CDNI Y06-A1	CHLORIDE[500mcg/1ml] So 40-00178-02	lution For	Location × v	~
	Transaction Details	s () Attac	hments	NTANIL HYDRC CDN Y06-A1 ity (MI	DCHLORIDE 500mcg/1ml So 40-00178-02 Available Quantity (lution For	Location x v	~
	Transaction Details	s () Attac Item Y06-A140 Injection UOM Ampoule	hments -00178-02 - Alfentanil ALFE 2.00 Liquids Ampoule (X10) Base Quant X V 4	NTANIL HYDRC CDN Y06-A1 ity (MI	PCHLORIDE[500mcg/1ml] So 40-00178-02 Available Quantity (104	lution For	Location × ~	~
	Transaction Details	s () Attac Item Y06-A140 Injection] UOM Ampoule	-00178-02 - Alfentanil ALFE 2.00 Liquids Ampoule (X10) Base Quant X V 4	NTANIL HYDRC CDN Y06-A1 ity (MI	DCHLORIDE 500mcg/1ml So 40-00178-02 Available Quantity (104	lution For	Location × v	~
	ETT Transaction Details	s () Attac Item Y06-A140 Injection UOM Ampoule	hments	NTANIL HYDRC CDN Y06-A1 ity (MI	PCHLORIDE[500mcg/1ml] So 40-00178-02 Available Quantity (104	lution For	Location	~
	Transaction Details	s Attac	hments	NTANIL HYDRC I CDNI Y06-A1 ity (MI	DCHLORIDE[500mcg/1ml] So 40-00178-02 Available Quantity (104	lution For	x v	~

Figure 24: Manage Transaction Screen – Access to Attachments Section.






4. Upload the supporting documents then press one of the following actions: -

No.	Action	Description
01	Save and Confirm	The recording process will be completed and there is a direct impact on inventory balance.
02	Save as Draft	The recording process will be prepared but is not yet finalized and executed.

المنصّة الوطنية الولاية المُرافية (Search	v		⊕ En ∨ ♫ testuser@test.c Test User	~
Overview	Inventory Management > SearchTrans	actions > ManageTransaction			
	Facility	Transaction Date	Period	Transaction Type	
Empresa Modules	Test Facility X V	23/05/2024	May 2024	× × EXP - Expiry ×	~
	Transaction No	Transaction Status	Inventory	Reference No	
Inventory Management			Test Inventory	x v 0000	
	Comments				
Reports	Test Comment			Show More	e
	Transaction Details	Attachments			
	File Upload Allowed File Format (JPG,JPEG,PNG,GIF,B	MP,TIFF,TIF,XLS,XLS,XLM,XLSM,CSV,DOC,DOCX,PDF,T)	XT,PPT,PPTX)		
	1 Drag and drop files here or Br	owse For Files	🗍 Show 1 Attachments 🗸		
				💾 Save and Confi	irm
				Ċ Reset 📄 Save As Draft	-

Figure 25: Manage Transaction Screen – Access to Actions.





Congrats! You've followed the steps correctly, and the expiry transaction has been recorded successfully.

تعنفة الوطنية للأدوية الفراقية The National Platform For Controlled Medications	Search					~	 / 			🌐 En 💉	~ <i>L</i>	testuse Test Us	er@test.com er) ~
Overview	Inventory Manage	ment > Search	Transactic	n										
	Facility			Transactio	n Type			Inventory			Store			
Empresa Modules			~			~				~			~	
	From Transact	tion Number		To Transac	tion Num	iber		From Transactio	on Date		To Transo	action Date		
Inventory Management	EXP-2024-1	3												
	Transaction St	atus		Item										
Reports			~			~						٩	Search	
	Transactions Lis	st										7 Columns Se	lected	~
	Facility 1↓	Transaction No	î↓ τι D	ransaction ate	ţţ	Transaction Status	ţ,	L Transactior Type	n †↓	Stock Action	ţţ	Created ↑↓ Date	Action	IS
	Test Facility	EXP-2024-13	2	3/05/2024		Confirmed		Expiry		Issue From S	tores	23/05/2024	:]
			Show	ing 1 To 10 Of	1 Entries	< 1	>	10 / Page	✔ Go	To Page : 1				

Figure 26: Search Transaction Screen – Added Expired Transaction Record Successfully.

• The following table displays the actions that the user can take on the added record based on the status.

No.	Transaction Status	Action	Description			
01	Confirmed	View	Display the information of the transaction.			
		Edit	Modify the information of the transaction.			
02	Draft	Delete	Delete the information of the transaction.			
	View	Display the information of the transaction.				





8.6 Miscellaneous Issue

This feature from the Inventory Module of the NPCM allows the user to record transactions once a new stock has been issued out of the facility inventories and stores to decrease the available stock balance from each drug.

- To start adding record transactions when inventory items are issued out of the facility, follow the steps below: -
- 1. From the "Inventory Management" features list, select "Miscellaneous Issue".

م منه الم	Search V Itestuser@test.com
Overview	Inventory Setup > Quick Setup
Inventory Management	1 Inventory 2 Store 3 Manage Group
Transactions Inquiry Misc. Transactions	Inventory O Existing Inventory New Inventory
Opening Balance Miscellaneous issue	Add New Inventory
Miscellaneous Receipt Damage	Businessonits Code inventory name (EN) inventory name (AR)
Adjustment Loss	
Cancel Dispense	
Stock Transfers	
External Transfer Direct Stock Transfer	
Stock Receipt Transfer	Next

Figure 27: Homepage Screen - Access to Miscellaneous Issue Feature.





2. The user will be redirected to the "Manage Transaction" screen, enter the transaction information in

the required fields then press on "Add New Line".

The National Platform For Controlled Medications	Search		×		🌐 En	↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓
Overview	Inventory Management > SearchTransact	ions > ManageT	Transaction			
	Facility	Transaction [Date	Period		Transaction Type
Empresa Modules	Test Facility 🗙 🗸	23/05/2024	4	May 2024	× ~	MII - Miscellaneous issue 🗸 🗸
₫ ά	Transaction No	Transaction §	Status	Inventory		Reference No
Inventory Management				Test Inventory	×	0000
	Comments					
Reports	Test Comment					
			la la			▲ Show Less
	Professional License ID *		Professional Name *		Receiver Fo	acility License No *
	Test		Test		1234	
$\langle \times \rangle > \times \rangle$	Issuing Facility License No *		Receiver License ID		Receiver No	ame
$\langle \rangle \land \langle \rangle$	4567		Test		Test	
	Source Document No *					
	0000					
$X \to X^{\perp}$						
	ITT Transaction Details	achments				
	Add New Line					
						🖒 Reset 📓 Save As Draft 🕞

Figure 28: Manage Transaction Screen – Access to Add New Line Action.





3. Enter the transaction details in the required fields then press "Attachments" to upload any invoice

supporting documents.

د المراجع المروم المراجع المروم المراجع م	Search		~		🌐 Er		estuser@test.com est User
Overview	Inventory Management > Sec	rchTransactions > Manag a	Transaction				
	Facility	Transaction	Date	Period		Transaction Type	
Empresa Modules	Test Facility	× ~ 23/05/20	24	May 2024	×	MII - Miscellaneous	issue 🗸
₩ 🗘	Transaction No	Transaction	Status	Inventory		Reference No	
Inventory Setup Management				Test Inventory	×	0000	
	Comments						
Reports	Test Comment						 Show More
	Store Test Store X V	Item Y06-A140-00178-02 - Injection 2.00 Liquids	Alfentanii ALFENTANIL HYDI Ampoule (X10) CDN Y06-	ROCHLORIDE 500mcg/1ml Sc A140-00178-02	plution For	Location × •	~
	Quantity	UOM	Base Quantity (MI	Available Quantity (
	3	Ampoule x v	6	94			
	Comments						
	Test Comment		Î				
	+ Add New Line						
						C Reset	Save As Draft 🛛 👻

Figure 29: Manage Transaction Screen – Access to Attachments Section.

The user can add multiple lines by pressing on "Add New Line".







4. Upload the supporting documents then press one of the following actions: -

No.	Action	Description
01	Save and Confirm	The recording process will be completed and there is a direct impact on inventory balance.
02	Save as Draft	The recording process will be prepared but is not yet finalized and executed.

ميافية المرافية المرافية المرافية المرافية الم	Search	~	•	En ~ 🕼 🧖 testuser@test.com ~ Test User
Overview	Inventory Management 🕽 SearchTransa	ctions > ManageTransaction		
	Facility	Transaction Date	Period	Transaction Type
mpresa Modules	Test Facility X V	23/05/2024	May 2024 × ~	MII - Miscellaneous issue 🗸 🗸 🗸 🗸 🗸 🗸
	Transaction No	Transaction Status	Inventory	Reference No
Inventory Management			Test Inventory 🗙 🗸	0000
	Comments			
Reports	Test Comment			Show More
	Iransaction Details	//		
	File Upload Allowed File Format (JPG,JPEG,PNG,GIF,BM	P,TIFF,TIF,XLS,XLSX,XLM,XLSM,CSV,DOC,DOCX,PDF,TXT	рет,еетх)	
	1 Drag and drop files here or Bro	wse For Files	Show 1 Attachments 🗸	
				Save and Confirm
				🖒 Reset 💾 Save As Draft 🖵

Figure 30: Manage Transaction Screen – Access to Actions.





Congrats! You've followed the steps correctly, and the miscellaneous issue transaction has been recorded successfully.

م المنفة الوطنية للروية الفراهية The National Platform For Centrolled Medications	Search	v	🌐 En	∽
Overview	nventory Management > Search Transa	ction		
Empresa Modules	Facility	Transaction Type	Inventory	Store
Inventory Management	From Transaction Number MII-2024-14	To Transaction Number	From Transaction Date	To Transaction Date
	Transaction Status	Item 🗸		Q Search
Reports	Transactions List			7 Columns Selected V
	Facility Î↓ Transaction Î↓ No	Transaction ↑↓ Transaction ↑↓ Date Status	Transaction Type 1 Stock Action	n î↓ Created î↓ Actions Date
$X \setminus X$	Test Facility MII-2024-14	23/05/2024 Confirmed	Miscellaneous issue Issue From	Stores 23/05/2024
	Sh	owing 1 To 10 Of 1 Entries	10 / Page 🗸 Go To Page : 1	

Figure 31: Search Transaction Screen – Added Miscellaneous Issue Transaction Record Successfully.

• The following table displays the actions that the user can take on the added record based on the status.

No.	Transaction Status	Action	Description
01	Confirmed	View	Display the information of the transaction.
		Edit	Modify the information of the transaction.
02	Draft	Delete	Delete the information of the transaction.
		View	Display the information of the transaction.





8.7 Adjustment Loss

This feature from the Inventory Module of the NPCM allows the user to record transactions when inventory items are lost due to different reasons such as wrong packing to ensure that these losses are accurately reflected in the inventory records.

- To start adding record transactions due to adjustment loss, follow the steps below: -
- 1. From the "Inventory Management" features list, select "Adjustment Loss".

المنصة الوطنية للأدوية المُرافية المنافية المنافية 🔇	Search V	⊕ En ∽
Overview	Inventory Setup > Quick Setup	
Inventory Management	1 Inventory 2 Stor	e —— 3 Manage Group
Transactions Inquiry	Inventory Existing Inventory New Inventory	
Opening Balance	Add New Inventory	
Miscellaneous issue Miscellaneous Receipt Damage	BusinessUnits Code	Inventory Name (EN) Inventory Name (AR)
Expiry Adjustment Loss		
Dispense Cancel Dispense		
Adjustment Excess		
External Transfer Direct Stock Transfer		
Stock Receipt Transfer		Next >

Figure 32: Homepage Screen – Access to Adjustment Loss.





2. The user will be redirected to the "Manage Transaction" screen, enter the transaction information in

the required fields then press on "Add New Line".

تهديمة الوطنية الفراغية الفراغية المراغية 🔇	Search	~		🌐 En	✓
Overview	Inventory Management > SearchTransact	ions > ManageTransaction			
	Facility	Transaction Date	Period		Transaction Type
Empresa Modules	Test Facility × ×	23/05/2024	May 2024	× ~	ADL - Adjustment Loss 🗸 🗸
a	Transaction No	Transaction Status	Inventory		Reference No
Inventory Management			Test Inventory	× ~]	0000
	Comments				
Reports	Test Comment	ß			▲ ShowLess
	Professional License ID *	Professional Name *		Adjustment	Reason
	Test	Test		Wrong Tre	ansaction × 🔻
	Transaction Details At	tachments			C Reset 🗎 Save As Draft 🔹

Figure 33: Manage Transaction Screen – Access to Add New Line Action.





3. Enter the transaction details in the required fields then press "Attachments" to upload any supporting

documents.

							_	
	Facility			<u>طع</u>	Period	~ ~	ADI - Adjust	ype
wesd Modules	Test recirty	× •	23/05/2024		Mdy 2024	× •		
B 🗘	Transaction No		Transaction Status		Inventory		Reference No	
nventory Setup inagement					Test Inventory	× ~	0000	
	Comments							
	Test Comment							
Reports								✓ Show Mo
	Transaction Details	s 🕕 Attac	hments	li li				
	Transaction Details	s 🕕 Attac	hments					
	Transaction Details	s 🕕 Attac	hments					
	Transaction Details	s 🕕 Attac				ution For	L	ocation
	E Transaction Details	s () Attac	hments	NTANIL HYDRC	DCHLORIDE 500mcg/1ml So 40-00178-02	ution For	x v	ocation
	Transaction Details	s () Attac Item Y06-A140 Injection	hments	NTANIL HYDRC CDN Y06-A1 ity (MI	DCHLORIDE 500mcg/1ml So 40-00178-02 Available Quantity (ution For	x v	ocation
	E Transaction Details	s () Attac Item Y06-A140 Injection] UOM Ampoule	-00178-02 - Alfentanil ALFE 2.00 Liquids Ampoule (X10) Base Quant	NTANIL HYDRC I CDNI Y06-A1 ity (MI	DCHLORIDE[500mcg/1ml] So 40-00178-02 Available Quantity (104	ution For	x v	ocation
	Transaction Details	s () Attac Item Y06-A140 Injection UOM Ampoule	hments	NTANIL HYDRC CDN Y06-A1 ity (MI	DCHLORIDE 500mcg/1ml So 40-00178-02 Available Quantity (104	ution For	x v	ocation
	Transaction Details	s () Attac Item Y06-A140 Injection] UOM Ampoule	hments	NTANIL HYDRC I CDNI Y06-A1 ity (MI	DCHLORIDE[500mcg/1ml] So 40-00178-02 Available Quantity (104	ution For	x v	ocation
	Transaction Details	s () Attac Item Y06-A140 Injection UOM Ampoule	hments	I CDNI Y06-A1	DCHLORIDE 500mcg/1ml So 40-00178-02 Available Quantity (104	ution For	× ~	ocation

Figure 34: Manage Transaction Screen – Access to Attachments Section.







4. Upload the supporting document then press one of the following actions: -

No.	Action	Description
01	Save and Confirm	The recording process will be completed and there is a direct impact on inventory balance.
02	Save as Draft	The recording process will be prepared but is not yet finalized and executed.

م المراهية الموادية للأدوية المراهية الم	Search		~		⊕ En ∨	estuser@test.com est User
Overview	Inventory Management > SearchTro	insactions > ManageTransaction				
	Facility	Transaction Date		Period	Transaction Type	
npresa Modules	Test Facility ×	✓ 23/05/2024		May 2024 ×	MII - Miscellaneous	issue 🗸
	Transaction No	Transaction Status		Inventory	Reference No	
Inventory Management				Test Inventory ×	• • 0000	
	Comments					
	Test Comment					
Reports			4			 Show More
	III Transaction Details) Attachments				
	File Upload			2T DDTV)		
	Allowed The Format (JF 0,01 E0,1 NO,01	1,0001,1111,111,AC3,AC3A,AC04,AC304,C34,D00C,D	000,001,101,101			
	Drag and drop files here or	Browse For Files	U	Show I Attachments V		
					💾 Sa	ve and Confirm
					C Reset	Save As Draft 💂

Figure 35: Manage Transaction Screen – Access to Actions.





Congrats! You've followed the steps correctly, and the adjustment loss transaction has been recorded successfully.

م المرافع المرافع الم المرافع الم المرافع الم المرافع الم المرافع الم المرافع المرافع المرافع المرافع المرافع ا	Search	~	🌐 En	∽
Overview	Inventory Management > Search Transa	ction		
	Business Unit	Transaction Type	Inventory	Store
Empresa Modules				
	From Transaction Number	To Transaction Number	From Transaction Date	To Transaction Date
Inventory Management	ADL-2024-14			
	Transaction Status	Item		
Reports				Q Search
	Transactions List			7 Columns Selected 🗸 🗸
	Business ↑↓ Transaction ↑↓ Unit No	Transaction 1↓ Transaction Date Status	1↓ Transaction 1↓ Stock Action Type	n ↑↓ Created ↑↓ Actions Date
	Test Facility ADL-2024-14	23/05/2024 Confirmed	Adjustment Loss Issue From	Stores 23/05/2024
	Sh	owing 1 To 10 Of 1 Entries	10 / Page 🗸 Go To Page : 1	

Figure 36: Search Transaction Screen – Added Adjustment Loss Transaction Record Successfully.

• The following table displays the actions that the user can take on the added record based on the status.

No.	Transaction Status	Action	Description
01	Confirmed	View	Display the information of the transaction.
		Edit	Modify the information of the transaction.
02	Draft	Delete	Delete the information of the transaction.
		View	Display the information of the transaction.





8.8 Adjustment Excess

This feature from the Inventory Module of the NPCM allows the user to record transactions when inventory items are found to be in excess due to different reasons such as wrong packing to ensure that these excesses are accurately reflected in the inventory records.

- To start adding record transactions due to adjustment excess, follow the steps below: -
- 1. From the "Inventory Management" features list, select "Adjustment Excess".

The National Platform For Controlled Medications	Search 🗸	⊕ En ∨
Overview	Inventory Setup > Quick Setup	
< 🛃 Inventory Management	1 Inventory 2 Store	3 Manage Group
Misc. Transactions		
Misc. Transactions Opening Balance		
Miscellaneous issue Miscellaneous Receipt	Add New Inventory BusinessUnits Code Inventory Nam	e (EN) Inventory Name (AR)
Damage		
Adjustment Loss		
Dispense Cancel Dispense		
Adjustment Excess		
Stock Transfers		
Direct Stock Transfer		
Stock Receipt Transfer		Next >

Figure 37: Homepage Screen – Access to Adjustment Excess Feature.





2. The user will be redirected to the "Manage Transaction" screen, enter the transaction information in

the required fields then press on "Add New Line".

نامند الوطنية المواتية المراجعية حمد المراجعية المراجعية حمد المواتية المراجعية المراجعية حمد المراجع المراجع	Search	~		🌐 En 🚿	、 testuser@test.com
Overview	Inventory Management > SearchTransact	ions > ManageTransaction			
	Facility	Transaction Date	Period		Transaction Type
Empresa Modules	Test Facility × ~	23/05/2024	May 2024	× ~	ADE - Adjustment Excess
a	Transaction No	Transaction Status	Inventory		Reference No
Inventory Management			Test Inventory	× ~)	0000
	Comments				
Beports	Test Comment	ŀ			▲ Show Less
	Professional License ID *	Professional Name *		Adjustment F	Reason
	Test	Test		Wrong Trai	nsaction × 🗸
	Transaction Details At	tachments			C Reset Save As Draft -

Figure 38: Manage Transaction Screen – Access to Add New Line Action.





3. Enter the transaction details in the required fields then press "Attachments" to upload any supporting

documents.

Jverview	Facility		Transaction Data		Period		Transaction Typ	0
esa Modules	Test Facility	× ~	23/05/2024	Ħ	May 2024	× ~	ADE - Adjustm	ent Excess
	Transaction No		Transaction Status		Inventory		Reference No	
rentory Setup					Test Inventory	× ~	0000	
agement	Comments							
	Test Comment							
aports								✓ Show Mo
	Transaction Details	s 🕕 Attac	chments				Loca	ation
	E Transaction Details	Item Y06-A140 Injection	chments 0-00178-02 - Alfentanil 2.00 Liquids Ampoule (ALFENTANIL HYDR X10) CDN Y06-A	OCHLORIDE 500mcg/1ml Sa 140-00178-02	lution For	x v	ation
	E Transaction Details	Item V06-A140 Injection	chments	ALFENTANIL HYDR X10) CDN Y06-A Jantity (MI	OCHLORIDE 500mcg/1ml Sa 140-00178-02 Available Quantity (lution For	Loc: x v	ation
	Transaction Details	Item Y06-A14(Injection UOM Ampoule	chments	ALFENTANIL HYDR X10) I CDNI Y06-A uantity (MI	OCHLORIDE 500mcg/1mi Sa 140-00178-02 Available Quantity (104	lution For	x ~	ation
	Transaction Details	Item Y06-A14 Injection UOM Ampoule	chments 0-00178-02 - Alfentanii 2.00 Liquids Ampoule (Base Q a X V 4	ALFENTANIL HYDR ALFENTANIL HYDR Jantity (MI	OCHLORIDE 500mcg/1ml So 140-00178-02 Available Quantity (104	lution For	x v	ation
	Transaction Details	Item Y06-A14(Injection UOM Ampoule	chments	ALFENTANIL HYDR X10) I CDNI Y06-A Jantity (MI	OCHLORIDE 500mcg/1mil Sa 140-00178-02 Available Quantity (104	lution For	x v	ation

Figure 39: Manage Transaction Screen – Access to Attachments Section.







4. Upload the supporting document then press one of the following actions: -

No.	Action	Description
01	Save and Confirm	The recording process will be completed and there is a direct impact on inventory balance.
02	Save as Draft	The recording process will be prepared but is not yet finalized and executed.

ت المرافعية الموافعية المرافعية 🔇	Search		~	٢	En v 🕼 💿 testuser@test.com v
Overview	Inventory Management > SearchTro	ansactions > ManageTransaction			
	Facility	Transaction Date	P	Period	Transaction Type
Empresa Modules	Test Facility ×	✓ 23/05/2024		May 2024 × ~	ADE - Adjustment Excess 🗸 🗸
	Transaction No	Transaction Status	Ir	nventory	Reference No
Inventory Management				Test Inventory X V	0000
	Comments				
Reports	Test Comment				Show More
	III Transaction Details	Attachments			
	File Upload Allowed File Format (JPG,JPEG,PNG,G	sif,BMP,TiFF,TiF,XLS,XLSX,XLM,XLSM,CSV,DOC,D	DCX,PDF,TXT,PPT,PF	PTX)	
	1 Drag and drop files here o	r Browse For Files	🕅 Sho	ow 1 Attachments 🗸	
					💾 Save and Confirm
					Reset

Figure 40: Manage Transaction Screen – Access to Actions.





Congrats! You've followed the steps correctly, and the adjustment excess transaction has been recorded successfully.

The National Platform For Controlled Medications	Search	~	🌐 Er	n 🗸 🛱 🧑 testuser@test.com 🗸 Test User
Overview	Inventory Management > Search Transac	tion		
	Business Unit	Transaction Type	Inventory	Store
Empresa Modules				···· · · · · · · · · · · · · · · · · ·
🖶 🕁	From Transaction Number	To Transaction Number	From Transaction Date	To Transaction Date
Inventory Management	ADE-2024-14			
	Transaction Status	Item		
Reports	*			Q Search
	Transactions List			7 Columns Selected V
	Business ↑↓ Transaction ↑↓ Unit No	Transaction î↓ Transaction î Date Status	↓ Transaction ↑↓ Stock Act Type	tion ↑↓ Created ↑↓ Actions Date
$X \setminus X$	Test Facility ADE-2024-14	27/05/2024 Confirmed	Adjustment Excess Issue Fro	om Stores 27/05/2024
	Sho	owing 1 To 10 Of 1 Entries	10 / Page 🗸 Go To Page :	1

Figure 41: Search Transaction Screen – Added Adjustment Excess Transaction Record Successfully.

• The following table displays the actions that the user can take on the added record based on the status.

No.	Transaction Status	Action	Description
01	Confirmed	View	Display the information of the transaction.
		Edit	Modify the information of the transaction.
02	Draft	Delete	Delete the information of the transaction.
		View	Display the information of the transaction.





8.9 Dispense

This feature from the Inventory Module of the NPCM allows the user to record transactions when inventory items are dispensed to ensure that every item dispensed is tracked, documented and reflected on the inventory balance directly.

- To start adding record transactions when inventory items are dispensed, follow the steps below: -
- 1. From the "Inventory Management" features list, select "Dispense".

المنصّة الوطنية للأدوية المُرافية المُ	Search	~	⊕ En ∨ ♫
Overview	Inventory Setup > Quick Setup		
 Inventory Management 	1 Inventor	y 2 Store 3	Manage Group
Misc. Transactions Misc. Transactions	Inventory C Existing Inventory New Inventory		
Opening Balance Miscellaneous issue	Add New Inventory		
Miscellaneous Receipt Damage	BusinessUnits Code	Inventory Name (EN)	Inventory Name (AR)
Expiry Adjustment Loss			
Cancel Dispense Adjustment Excess			
Stock Transfers			
External Transfer Direct Stock Transfer			
Stock Receipt Transfer			Next >

Figure 42: Homepage Screen – Access to Dispense Feature.





2. The user will be redirected to the "Manage Transaction" screen, enter the transaction information in

the required fields then press on "Add New Line".

ت الفادية الواجية القروبية القراب المناهمة المراجع المناهمة المعامة المعامة المعامة المعامة المعامة المعامة الم	Search	~		⊕ En ∨ Ĺ	testuser@test.com Test User
Overview	Inventory Management > SearchTransact	ions > ManageTransaction			
	Facility	Transaction Date	Period	Transc	action Type
Empresa Modules	Test Facility × V	2024-05-27	May 2024	x v Dis	- Dispense 🗸 🗸
	Transaction No	Transaction Status	Inventory	Refere	nce No
inventory Management			Test Inventory	× ~ 000	0
	Comments				
Reports	Test Comment				A Show Less
	Practitioner License *	Practitioner Name		Pharmacist License *	
	Test	Test Practitioner		Test	
	Pharmacist Name	Prescription Date		Patient Identifier	
	Test Pharmacist	2024-05-27		Test	
	Patient Name	Prescription Number *			
	Test Patient	Test			
	Transaction Details	tachments			
$ \land A$	Add New Line				
\times	V ·				
				c	Reset 🛛 😫 Save As Draft 🕞

Figure 43: Manage Transaction Screen – Access to Add New Line Action.





3. Enter the transaction details in the required fields then press "Attachments" to upload any supporting

documents.

الم	Search		×		🌐 Er	n v 🖨 🧖	testuser@test.com Test User
Overview	Inventory Management > Sea	rchTransactions > Manage	Transaction				
	Facility	Transaction	Date	Period		Transaction Type	
Empresa Modules	Test Facility	× ~ 2024-05-	-27	May 2024	× ~	DIS - Dispense	• •
B 💠	Transaction No	Transaction	Status	Inventory		Reference No	
Inventory Setup Management				Test Inventory	× ~)	0000	
	Comments						
Reports	Test Comment						Show More
	Store	Item	Alfentanil ALFENTANIL HYDR	ROCHLORIDE] 500mca/1mil S	olution For	Locat	ion
	Test Store X V	Y06-A140-00178-02 - Injection 2.00 Liquids	Alfentanil ALFENTANIL HYDF Ampoule (X10) CDN Y06-/	ROCHLORIDE 500mcg/1ml S A140-00178-02	olution For	× •	~
	Quantity	UOM	Base Quantity (MI	Available Quantity (
	3	Ampoule x v	6	94			
	Comments						
	Test Comment						
	+ Add New Line						
						C Reset	🖹 Save As Draft 🗖

Figure 44: Manage Transaction Screen – Access to Attachments Section.

The user can add multiple lines by pressing on "Add New Line".





4. Upload the supporting document then press one of the following actions: -

No.	Action	Description
01	Save and Confirm	The recording process will be completed and there is a direct impact on inventory balance.
02	Save as Draft	The recording process will be prepared but is not yet finalized and executed.

تهديمة الوطنية المواقية المواقية الم	Search	~)	⊕ En ∨ ♫
Overview	Inventory Management 🗲 SearchTrans	actions > ManageTransaction		
	Facility	Transaction Date	Period	Transaction Type
Empresa Modules	Test Facility × ×	2024-05-27	May 2024 ×	V DIS - Dispense V
	Transaction No	Transaction Status	Inventory	Reference No
Inventory Management			Test Inventory ×	♥ 0000
	Comments			
Reports	Test Comment			Show More
	Transaction Details	Attachments		
	File Upload Allowed File Format (JPG,JPEG,PNG,GIF,B	MP,TIFF,TIF,XLS,XLSX,XLM,XLSM,CSV,DOC,DOCX,PDF,TX	т,ррт,рртх)	
	1 Drag and drop files here or Br	owse For Files	Show 1 Attachments 🗸	
				🖹 Save and Confirm
				😋 Reset 📲 Save As Draft 👻

Figure 45: Manage Transaction Screen – Access to Actions.





Congrats! You've followed the steps correctly, and the dispense transaction has been recorded successfully.

المراقبة ال	Search	~		🌐 En 🗸 🎜	testuser@test.com Test User
Overview	Inventory Management > Search Transac	tion			
	Business Unit	Transaction Type	Inventory	Store	
sa Modules				✓ …	~
≞	From Transaction Number	To Transaction Number	From Transaction Date	To Transa	ction Date
entory Setup igement	DIS-2024-16				
	Transaction Status	Item			
ports					Q Search
	Transactions List				7 Columns Selected 🗸 🗸
	Business ↑↓ Transaction ↑↓ Unit No	Transaction 1↓ Transaction Date Status	1↓ Transaction 1↓ Sto Type	ock Action ↑↓	Created ↑↓ Actions Date

Figure 46: Search Transaction Screen – Added Dispense Transaction Record Successfully.

• The following table displays the actions that the user can take on the added record based on the status.

No.	Transaction Status	Action	Description
01	Confirmed	View	Display the information of the transaction.
		Edit	Modify the information of the transaction.
02	Draft	Delete	Delete the information of the transaction.
		View	Display the information of the transaction.



User Guide

Inventory Module



8.10 Cancel Dispense

This feature from the Inventory Module of the NPCM allows the user to reverse and cancel previously

recorded dispensed transactions to ensure that inventory records are accurate.

- To start cancelling dispense record transactions, follow the steps below: -
- 1. From the "Inventory Management" features list, select "Cancel Dispense".

د المراجع م مراجع المراجع ال	Search	~ •	En ~ 🕼 💿 testuserøtest.com ~ Test User
Overview	nventory Setup 👌 Quick Setup		
<	1 Inventory —	— 2 Store — 3 Manage C	Ĵroup
Transactions Inquiry Misc. Transactions	Inventory C Existing Inventory New Inventory		
Opening Balance Miscellaneous issue	Add New Inventory		
Miscellaneous Receipt Damage	BusinessUnits Code	Inventory Name (EN)	Inventory Name (AR)
Expiry Adjustment Loss			
Dispense Cancel Dispense			
Adjustment Excess Stock Transfers			
External Transfer Direct Stock Transfer			
Stock Receipt Transfer			Next >

Figure 47: Homepage Screen – Access to Cancel Dispense Feature.





2. The user will be redirected to the "Manage Transaction" screen, enter the transaction information in

the required fields then press on "Add New Line".

resa Modules Test Far Transaction Setup Reference	cility × ×	2024-(Transactio	n Status	May 2024 Inventory	× ~	CND - Cancel Dispense
entory germent Setup Reference	on No	Transactio	n Status	Inventory		LinkedTransaction
entory agement Setup Reference						
Reference				Test Inventory	× ~	DIS-2024-7 ×
	No	Comments	\$			
0000		Test Cor	nment			
aports					14	▲ Show Let
Practition	or Liconso *		Practitioner Name		Pharmanist	license *
Test			Test Practitioner		Test	
)		
Pharmaci	st Name		Prescription Date		Patient Ident	tifier
Test Ph	armacist		2024-05-27		Test	
Patient No	ame		Prescription Number *			
Test Pc	itient		Test			

Figure 48: Manage Transaction Screen – Access to Add New Line Action.





3. Enter the transaction details in the required fields then press "Attachments" to upload any supporting

documents.

الم	Search	~	()	En 🗸 🕼 💽 testuser@test.com 🗸 Test User
Overview	Inventory Management > Search	Transactions > ManageTransaction		
	Facility	Transaction Date	Period	Transaction Type
Empresa Modules	Test Facility	× ~ 2024-05-27	May 2024 × ~	CND - Cancel Dispense 🗸 🗸
₿ 💠	Transaction No	Transaction Status	Inventory	LinkedTransaction
Inventory Setup Management			Test Inventory x 🗸	DIS-2024-7 × ~
	Reference No	Comments		
Reserves	0000	Test Comment		
Reports			a a	✓ Show More
	Store I Test Store × V Quantity I	Item Y06-A140-00178-02 - Alfentanii ALFENTANIL HY Injection 2.00 Liquids Ampoule (X10) CDN Y06 UOM Base Quantity (MI	DROCHLORIDE 500mcg/1ml Solution For A140-00178-02 Available Quantity (Location x v
	3	Ampoule x V 6	94	
	Comments			
	Test Comment			
	Add New Line			
				🕻 Reset 🖁 Save As Draft 🔹

Figure 49: Manage Transaction Screen – Access to Attachments Section.







4. Upload the supporting document then press one of the following actions: -

No.	Action	Description
01	Save and Confirm	The recording process will be completed and there is a direct impact on inventory balance.
02	Save as Draft	The recording process will be prepared but is not yet finalized and executed.

المنصّة الوطنية للأدوية المُرافية (The National Platform For Controlled Medications	Search		~	🌐 En	V Contraction Test User
Overview	Inventory Management > SearchT	ransactions > ManageTransaction			
	Facility	Transaction Date	Period		Transaction Type
presa Modules	Test Facility >	≪ ∽ 2024-05-27	May 2024	× ~	CND - Cancel Dispense 🗸 🗸
	Transaction No	Transaction Status	Inventory		LinkedTransaction
Inventory Setup			Test Inventory	× ~	DIS-2024-7 x v
	Reference No	Comments			
	0000	Test Comment			
Reports				h	Show More
	Transaction Details	0 Attachments			
	File Upload Allowed File Format (JPG,JPEG,PNG,	GIF,BMP,TIFF,TIF,XLS,XLSX,XLM,XLSM,CSV,DOC,DOCX,F	df,txt,ppt,pptx)		
	1 Drag and drop files here	or Browse For Files	🗍 Show 1 Attachments 🗸		
					🖹 Save and Confirm
					C Reset

Figure 50: Manage Transaction Screen – Access to Actions.





Congrats! You've followed the steps correctly, and the dispense transaction has been canelled successfully.

المـــَضَة الـوطــَيـة للأدويـة ال Referm For Controlled Medications	Search	~		🌐 En 🗸 🎜	testuser@test.com Test User
ew	Inventory Management > Search Trans	action			
	Business Unit	Transaction Type	Inventory	Store	
dules	🗸) (🗸)		×)	~
±	From Transaction Number	To Transaction Number	From Transaction Date	To Transa	action Date
Setup	CND-2024-17				
	Transaction Status	Item			
					Q Search
	Transactions List				7 Columns Selected V
	Business ↑↓ Transaction ↑↓ Unit No	Transaction 1↓ Transaction Date Status	1↓ Transaction 1↓ s Type	Stock Action ↑↓	Created ↑↓ Actions Date

Figure 51: Search Transaction Screen – Cancelled Dispense Transaction Record Successfully.

• The following table displays the actions that the user can take on the added record based on the status.

No.	Transaction Status	Action	Description
01	Confirmed	View	Display the information of the transaction.
		Edit	Modify the information of the transaction.
02	Draft	Delete	Delete the information of the transaction.
		View	Display the information of the transaction.





8.11 Transactions Inquiry

This feature from the Inventory Module of the NPCM allows the user to track and view the inventory

transaction records.

- To start tracking inventory record transactions, follow the steps below: -
- 1. From the "Inventory Management" features list, select "Transactions Inquiry".

د الم	Search	⊕ En ∨ ↓
Overview	Inventory Setup > Quick Setup	
< 🛃 Inventory Management	1 Inventory 2	Store 3 Manage Group
Transactions Inquiry Misc. Transactions	Inventory C Existing Inventory New Inventory	
Opening Balance Miscellaneous issue	Add New Inventory	
Miscellaneous Receipt Damage	BusinessUnits Code	Inventory Name (EN) Inventory Name (AR)
Expiry Adjustment Loss		
Dispense Cancel Dispense		
Adjustment Excess Stock Transfers		
External Transfer Direct Stock Transfer		
Stock Receipt Transfer		Next >

Figure 52: Homepage Screen – Access to Transactions Inquiry Feature.





2. The user will be redirected to the "Search Transaction" screen, which contains a history list of the

inventory transactions, enter the search criteria for the required transaction then press "Search".

- 3. The data will be retrieved according to the entered search criteria, press on "Actions".
- 4. The "Actions" drop-down list will appear to the user, select the required action, for example, the

"View"	action.
--------	---------

تم المراجبة الوطنية الأدوية المراجع المراجع الم	Search	⊕ En ∽ ♫
Overview	Inventory Management > Search Transaction	
Empresa Modules	Business Unit Transaction Type Inventory	Store
Inventory Management	From Transaction Number To Transaction Number From Transaction D EXP-2024-18 01/05/2024	Date To Transaction Date
	Transaction Status Item	Q Search
Reports	Transactions List	C Edit
	Business 11 Transaction 11 Transaction 11 Transaction 11 Transaction 11 Transaction 11 Transaction Type	1↓ Stock Action 1↓ Delete ctions
	Test Facility EXP-2024-18 28/05/2024 Draft Expiry	Issue From Stores 28/05/2024
	Showing 1 To 10 Of 1 Entries 🦷 🚺 🕠 10 / Page 🗸	Go To Page: 1

Figure 53: Search Transaction Screen.





• The user will be redirected to the "View Transaction" screen, which displays the information for the

selected transaction.

م الم الم الم الم الم الم الم الم الم ال	Search		~	⊕ En ∨ ♫ 💿 testuser@test.cor Test User	‴ ~
Overview	Inventory Management 🗲 Sear	ch Transaction > View Transaction			
	Business Unit	Transaction Date	Period	Transaction Type	
Empresa Modules	Test Facility	28/05/2024	May 2024	EXP – Expiry	
	Transaction No	Transaction Status	Inventory	Reference No	
₽	EXP-2024-18	Draft	Test Inventory	1234	
Inventory Setup Management	Comments				
	Test Comment			Show Less]
Reports	Professional License ID *	Professional Name	*	Source Document No	
	Test	Test		0000	
	Created By	Creation Date	Updated By	Updating Date	
	Transaction Details	History Attachments			
	Store			Location	
	Test Store	Y06-A140-00178-02 - Alfentanii ALFENTANIL Liquids Ampoule (X10) CDN Y06-A140-0017	HYDROCHLORIDE 500mcg/ImI Solut 8-02	ion For Injection 2.00	
	Quantity	UOM Base Quantity (M	I Available Quantity (
	1	Ampoule 2	88		
	Comments				
	Test Comment				

Figure 54: View Transaction Screen.





• The actions that are displayed to the user depend on the status of the selected transaction as follows: -

No.	Transaction Status	Action	Description		
01	Confirmed	View	Display the information of the transaction.		
	Edit		Modify the information of the transaction.		
02	Draft	Delete	Delete the information of the transaction.		
		View	Display the information of the transaction.		
03	InProgress	View	Display the information of the transaction.		
04	Completed	View	Display the information of the transaction.		
05	Waiting for Approval	View	Display the information of the transaction.		
06	Rejected	View	Display the information of the transaction.		



User Guide Inventory Module



9 Setup

This component from the Inventory Module of the NPCM allows the user to manage and customize the

settings and connect it with other features to perform a high level of services.

• The illustration below displays the features of the Setup: -







9.1 Access to Setup

- To start accessing the setup component, follow the steps below: -
- 1. From the main menu, press on "Setup".

ن المراجعية المراجعية المراجعية المراجعية المراجعية The National Platform For Controlled Medications	Search	~	()) En → 🛱 (testuser@test.com Test User
Overview	Inventory Setup > Quick Setup				
Empresa Modules		1 Inventory 2	Store 3 Manage Gro	up	
Inventory Monagement	Inventory C Existing Inventory New Inventory	,			
Reports	Add New Inventory				
	BusinessUnits	Code	Inventory Name (EN)	Inventory Name	(AR)
$\sum \sum x$					
					Next >

Figure 55: Homepage Screen - Access to Setup.





2. A drop-down list will appear to the user, allowing access to a list of the setup features in the module.

م الم الم الم الم الم الم الم الم الم ال	Search	~	() E	in v 🛱 🦉	testuser@test.com Test User
Overview	Inventory Setup > Quick Setup				
< 🗱 Setup		1 Inventory 2 Sto	ore 3 Manage Group		
Quick Setup Inventories Stores	Inventory C Existing Inventory New Inventory				
Locations	Add New Inventory				
User Role Management	BusinessUnits	Code	Inventory Name (EN)	Inventory Name (A	AR)
Groups					
File Operations					
					Next >

Figure 56: Setup Features List.



Inventory Module



9.2 Quick Setup

This feature from the Inventory Module of the NPCM serves as a shortcut that helps the user define new inventories.

9.3 Inventories

This feature from the Inventory Module of the NPCM allows the user to intuitively define new inventories

that represent the physical warehouses where the facility items are stocked.

- To start adding a new inventory, follow the steps below: -
- 1. From the "Setup" features list, select "Inventories".

المنفة الوطنية للأولية المُرامية المُرامية المُرامية المُرامية المُرامية المُرامية المُرامية عنها الم	Search	~	() F	n ~ 🛱	testuser@test.com Test User
Overview	Inventory Setup > Quick Setup				
< 🗱 Setup	0	Inventory 2 Sto	re 3 Manage Group		
Quick Setup					
Inventories	Inventory O Existing Inventory New Inventory				
Stores					
Locations	Add New Inventory				
User Role Management	BusinessUnits Co	de	Inventory Name (EN)	Inventory Nar	ne (AR)
Groups	···· · · · · · ·				
File Operations					
$ \swarrow \rangle \langle \rangle$					
					Next >

Figure 57: Homepage Screen - Access to Inventories Feature.





2. The user will be directed to the "Inventories" screen, which displays all created inventories, press on

"Add New Inventory".

المنف، الوطنية الرولية المُرافية المُرافية المُ	Search		~	🌐 En	~ 4 ~ (testuser@test.com Test User
Overview	Inventory Setup >	Search Inventories				
Empresa Modules	BusinessUnits	туре	Code			Name
Inventory Management	Status	× ~				Q Search
Reports	Inventories List			5 Colun	nns Selected 🗸 🗸	Add New Inventory
	Code 1↓	InventoryName (EN) 1	туре ↑↓	City 1↓	Status ↑↓	Actions
	123	Inventory 1	Regular	Kabul	Active	:
	1234	Inventory2	Regular	Algiers	Active	:
		Showing 1 To 10 Of 4 Entries	< 1 → 10 /	Page 🗸 Go	To Page : 1	

Figure 58: Inventories Screen – Access to Add New Inventory Function.


Inventory Module



3. The user will be redirected to the "Add New Inventory" screen, and enter the inventory's main

information as detailed in the table below: -

No.	Field Name	Field Type	Description		
01	Business Unit	Drop-Down List	Select the required business unit.		
02	Code	Field Accepts Alpha Numeric	Enter the code that represents the inventory.		
03	Inventory Name (EN)	Field Accepts Alpha Numeric	Enter the name of the inventory.		
04	Туре	Drop-Down List	Always select as "Regular".		
05	Country	Drop-Down List	Select the country where the inventory is located.		
06	City	Drop-Down List	Select the city where the inventory is located.		
07	Location Address	Field Accepts Alpha Numeric	Enter the specific location address of the inventory.		
08	Phone Number	Filed accepts numbers only	Enter the phone number of the inventory.		
09	Status	Drop-Down List	Activate/deactivate the inventory.		
10	Allow Item Negative Balance	Toggle button	The negative inventory functionality allows users to record transactions with negative item amounts. These transactions affect the reporting of inventory values.		



Inventory Module

4. Press on **"Save"** to complete the process.

د ماریخان میروند از میروند از میروند می	Search		✓ ⊕ En ∨	↓ ✓ I testuser@test.com Test User ✓
Overview	Nventory Setup > Search Inventories	Add New Inventory to Control Exercise Control		
Empresa Modules	Test Inventory			
Inventory Setup Monagement	BusinessUnits Test Facility X	Code INV.123	Inventory Name (EN) Test Inventory	Type Regular × V
Reports	Country Kuwait x V	City Kuwait City × ✓	Location Address Test Location	Phone No 96543
X > 1	Status Active x V	Allow Item Negative Balance		
$\langle \rangle \langle \rangle$	Created By	Creation Date	Updated By	Updating Date
				C Reset 🖁 Save

Figure 59: Add New Inventory Screen – Access to Save Action.





Congrats! You have followed the steps correctly, and the inventory has been added successfully.

تعلقه الوطنية الزوية المُوافعة المنافعة 🕑	Search		~	🌐 En 🗸	• · @	testuser@test.com Test User
Overview	Inventory Setup > Sea	rch Inventories				
Empresa Modules	BusinessUnits	туре ~	Code		Inventory Nam	ne
Inventory Monogement	Status	x v				Q Search
Reports	Inventories List			5 Columns	Selected V	Add New Inventory
	Code 1↓	Inventory Name (EN) ↑↓	туре ↑↓	City Î↓	Status ↑↓	Actions
	INV.123	Test Inventory	Regular	Kuwait City	Active	:
	123inventory	Test Inventory2	Regular	Kabul	Active	:
	123	Test Inventory]	Regular	Abu Dhabi	Active	:
		Showing I To 10 Of 5 Entries	< 1 > 10 /	🖌 Page 🗸 Go To P	age: 1	

Figure 60: Inventory Added Successfully.





9.4 Stores

This feature from the Inventory Module of the NPCM allows the user to intuitively define new stores for

the inventories that represent the physical warehouses where the facility items are stocked.

- To start adding a new store, follow the steps below: -
- 1. From the **"Setup"** features list, select **"Stores"**.

د منه	Search	~		🌐 En 🗸 🎝	testuser@test.com Test User ~
Overview	Inventory Setup > Quick Setup				
< 🎝 Setup		1 Inventory 2	Store 3 Manage Gr	oup	
Quick Setup Inventories Stores	Inventory C Existing Inventory New Inventory				
Locations	Add New Inventory				
User Role Management	BusinessUnits	Code	Inventory Name (EN)	Inventory Na	me (AR)
Groups					
File Operations					
$\sum \sum x$					
					Next >

Figure 61: Access to Stores.



Inventory Module



2. The user will be redirected to the "Stores" screen, which displays several stores added previously. Press

المدينة الوطنية الإولانية المرافعية المعنية الم	Search				~ (🕽 En 🗸	۵	~ 🙆	testuser@test.com Test User
Overview	Inventory Setup 🕻	Search Stores							
< 🗘 Setup	Business Unit	In V	wentory	~	Store	~		Status Active	× ~
Quick Setup									Q Search
Stores	Stores List					5 Colum	ins Sele	cted 🗸	🕂 Add New Store
Locations User Role Management	Code 1	Primary Name (EN) 1	L Busi	ness Unit 1↓	Inventory N	ame î↓		Status ↑↓	Actions
Groups	storel	Test Storl	Test	Unit	test			Active	:
File Operations	Store2	Test Store2	Test	Unit	123			Active	:
$\langle \langle \rangle \langle \rangle$		Showing 1 To 1	10 Of 5 Entries		10 / Page 💉	Go To P	age :	1	

Figure 62: Stores Screen – Access to Add New Store Function.





3. The user will be redirected to the "Add Store" screen, enter the required information in the fields

provided, and press "Save".

م الم الم الم الم الم الم الم الم الم ال	< Search		← 🕀 En	V 🜲 V 🧖 testuser@test.com Test User
Overview	Inventory Setup > Search Sto Test Store3	res > Add Store		
Setup	Business Unit	Inventory	Code	Store Name (EN)
Quick Setup	Test Unit	x v INV.123 - Test x v	✓ 123	Test Store3
Inventories	Parent Store	Store Type	Status	Activate Locations
Stores		✓ Disposals × ✓	Active	x v Yes x v
Jser Role Management	Created By	Creation Date	Updated By	Updating Date
Groups				
File Operations				C Reset 📔 Save

Figure 63: Add Store Screen – Access to Save Action.

• The following illustration displays four types of stores, and the user can select more than one type for

the store being added: -







Congrats! You have followed the steps correctly, and the store has been added successfully.

	Inventory Setup	> Search Stores						
Overview	Business Unit		Inventory		Store		Status	
mpresa Modules		~		~		~	Active	× ~
L D								Q Search
Inventory Setup								
Inventory Management Setup	Stores List					5 Columns	Selected 🗸	Add New St
Inventory Management Setup Reports	Stores List	Primary Name (EN	v) †↓	Business Unit 1↓	Inventor	5 Columns	Selected 🗸	Add New Sto Actions
Inventory Management Setup Reports	Stores List Code 1↓ 123	Primary Name (EN Test Store3	v) †1	Business Unit 1↓ Test Unit	Inventor Test Inv	5 Columns ry Name 1↓ rentory1	Selected ✓ Status 1↓ Active	Add New St Actions
Inventory Management Setup Reports	Stores List Code 1↓ 123 Storel	Primary Name (EN Test Store3 Test Store1	4) []	Business Unit 1J Test Unit Test Unit	Inventor Test Inv test	5 Columns ry Name †↓ rentory1	Selected Status 1 Active Active	Add New St Actions :

Figure 64: Store Added Successfully.





9.5 User Role Management

This feature from the Inventory Module of the NPCM allows the user to add groups of users and manage their authorization by defining user roles with specific access permissions to inventories, stores, and transactions.

- To start adding a new group, follow the steps below: -
- 1. From the "Setup" features list, select "User Role Management".

الدين المعالم المعالية المعالم المعالية المعالم المعالم المعالية المعالمة المعالمة معالمة المعالمة المعالم	Search	×	🌐 En 🗸 🌲 🗸	testuser@test.com Test User ✓
Overview	Inventory Setup > Quick Setup			
< 🗘 Setup	1 Inventory	2 Store	3 Manage Group	
Quick Setup Inventories Stores	Inventory O Existing Inventory New Inventory			
Locations User Role Management	Add New Inventory BusinessUnits Code	Inventory Nan	ne (EN)	
Groups File Operations				

Figure 65: Access to User Role Management.





2. The user will be redirected to the "User Role Management" screen, which displays all added groups,

press on "Add Group".

د منه	Search		~	🌐 En 🗸	↓ ~ (testuser@test.com Test User ~
Overview	Inventory Setup > Search User Ro	le Management				
	Business Unit	Group Name	User I	Name	Inventory	
< 🏟 Setup				~		~
Quick Setup	Store	Effective Date From	Effect	ive Date To		
Inventories		26/04/2024		ŧ)	Q Search
Stores						
Locations	Group List			4 Col	umns Selected	✓ → Add Group
User Role Management	Primary Name (EN) 1	Description ↑↓	Effective Date Fron	n î↓ Effective	Date To ↑↓	Actions
File Operations	DefaultGroup	N/А	N/A	N/A		
$\langle \langle \rangle \langle \rangle$	Sho	owing 1 To 10 Of 1 Entries		10 / Page 🗸 Go To Pag	je: 1	

Figure 66: User Role Management Screen.

• The user will be redirected to the "User Role Management" screen, which displays four steps that the

user should follow to add a new group.





Group Inventories & Stores





Group Users





Step One – Group: -

In this step, the user will add the basic information for the group.



3. Enter the group details in the required fields.

المنفة الوطنية للمرافية المرافية المرافية The National Platform For Controlled Medications	Search	v)		⊕ En ∨ ♫ testuser@test.com ∨ Test User
Overview	Inventory Setup > Search User Role Manage	ment > User Role Management		
< 🔅 Setup	Group	2 Group Inventories & Stores —	3 Transaction Type	Group Users
Quick Setup Inventories	Business Unit	group Name (EN)	group Name (AR)	Effective Date From
Stores	Test Unit × v	Test Group	مجموعة كجريبية	28/05/2024
Locations	Effective Date To	Description		
User Role Management	28/05/2025	Test Group		
Groups				
File Operations	Created By	Creation Date	Updated By	Updating Date
$X \to X$				
				Next >

Figure 67: User Role Management Screen - Group Step.

4. Press on "Next" to proceed to the next step.





Step Two – Group Inventories & Stores: -

In this step, the user will select the group of inventories and stores that the assigned users of the group

will have access to.



5. Select the required inventory from the list, then press on the "Assign" icon to move the selection to the

💭 المعارف المراجع مراجع المراجع المراجع المراجع المراجع المراجع المراجع المراجع المراجع ملياح المراجع ملياح مراجع ملياحم مراجع المراجع ال	Search	~	🌐 En 🗸 🎜	testuser@test.com Test User
Overview	Inventory Setup > Search User Role Management > Edit User Role Managemen	nt		
< 🗱 Setup	Group — 2 Group Inventories & S	tores	3 Transaction Type — 4	Group Users
Quick Setup	Inventory and non-granted stories		List of granted inventories and stories	
Stores	□ Test Unit ↓ □ Sub Unit 1		□ Test Unit ↓ □ Sub Unit 2	
Locations User Role Management			☐ Test Unit 2 >	
Groups		<		
rie operations				
$ \langle \cdot \rangle \rangle \langle \cdot \rangle$	C. Bravious			
	< PIEVIOUS			

granted inventories list.

Figure 68: Edit User Role Management Screen - Group Inventories & Stores Step.

6. Press on "**Next**" to proceed to the next step.





Step Three – Transaction Type: -

In this step, the user will select the required transaction type and assign it to the selected group.



7. Select the required transaction from the list, then press on the "Assign" icon to move the selection to

the assigned list.

د المعالم المراجع م المراجع المراجع ا	Search ~	⊕ En ∨ <i>G</i> i	testuser@test.com Test User ~
Overview	Inventory Setup > Search User Role Management > User Role Management		
< 🗱 Setup	Group 2 Group Inventories & Stores	3 Transaction Type 4	Group Users
Quick Setup Inventories	Unassigned Transaction Types	Assigned Transaction Types	
Stores	Dispense Cancel Dispense	Opening Balance Miscellaneous issue	
Locations			
User Role Management Groups	Adjustment Excess		
File Operations	Adjustment Loss Miscellaneous Receipt		
	Direct Transfer Stock Transfer Issuance		
	Stock Transfer Receipt		

Figure 69: User Role Management Screen - Assign Transaction Type Step.

8. Press on "Next" to proceed to the next step.





Step Four - Group Users: -

In this step, the user will assign the users to the required group based on their role.



9. Select the required user from the list, then press on the "Assign" icon to move the selection to the

ن الم	Search v		🌐 En 🗸 🎜	testuser@test.com Test User ~
Overview	Inventory Setup > Search User Role Management > User Role Management			
Empresa Modules	Group Group Inventories & Stores	3 Transaction Type	4	Group Users
Inventory Setup	Unassigned Users	Assigned Users		
Reports	 Test User 2 Test User 3 Test User 4 Test User 5 	Test User		
	< Previous			Close Save

assigned users list.

Figure 70: User Role Management Screen - Assign Group Users Step.

10. Press on **"Save"** to complete the process.



Inventory Module

Congrats! You have followed the steps correctly, and the user role has been added successfully.

مـــام الله المراجع المالية المراجع الم	Search		~		🌐 En 🗸 🕼	testuser@test.com Test User
Overview	Inventory Setup > Search User	Role Management				
Setup	Business Unit	Group Name		User Name	Inventory	~
Quick Setup	Store	Effective Date From		Effective Date To		
Stores		✓ 28/05/2024				Q Search
Locations	Group List				5 Columns Selected 🗸 🗸	🕘 Add Group
Groups	Primary Name (EN) 1	Secondary Name (AR) 🔱	Description ↑↓	Effective Date From 1	Effective Date To ↑↓	Actions
File Operations	Test Group	N/A	Test Group	28/05/2024	28/05/2025	6
		Showing 1 To 10 Of 1 Entries	C 1 2	10 / Page 🗸 Go To Page	: 1	

Figure 71: User Role Management Screen - User Role Added Successfully.





9.6 Groups

This feature from the Inventory Module of the NPCM allows the user to manage the users' groups of the

selected business unit.

- To start managing the groups, follow the steps below: -
- 1. From the **"Setup"** features list, select **"Groups"**.

عبدان المنف الولندية المرافعية المنفر المرافعية 🔇	Search	~	🌐 En 🗸 🌲 🗸	testuser@test.com Test User ~
Overview	Inventory Setup > Quick Setup			
< 🗘 Setup	Inventory	2 Store	3 Manage Group	
Quick Setup	-			
Inventories	Existing Inventory New Inventory			
Stores				
Locations	Add New Inventory			
User Role Management	BusinessUnits Code	Inventory Nan	ne (EN)	
Groups	···· · · · · · · · · · · · · · · · · ·			
File Operations				

Figure 72: Homepage Screen - Access to Groups Feature.





2. The user will be redirected to the "Groups" screen, and select the required business unit from the drop-

down list.

الماحة الوطنية للأدوية المُرافية 🕻 الماحة المرافية The National Platform For Controlled Medications	Search	Ý	⊕ En ∨
Overview	Inventory Setup > Groups		
< 🗱 Setup Quick Setup	Business Unit User Nar	me	Q Search
Inventories Stores	Users		5 Columns Selected 🗸 🗸
Locations User Role Management			
Groups File Operations			
		No Data Found	

Figure 73: Groups Screen - Select a Business Unit.

3. Press on **"Search"** to retrieve the required result.





9.6.1 Manage Groups

This service of the Groups feature allows the user to manage the group users' access to the inventory portal

and business unit.

- To start managing and assigning the groups, follow the steps below: -
- 1. From the retrieved list, select the required group then press on the list of actions.
- 2. Select the **"Manage Groups"** service.

مدغابة المنابة المنابة المنابع المرابع المرابع الم	Search		~		🌐 En 🗸 🛱	testuser@test.com Test User
Overview	Inventory Setup > Groups					
< 🗱 Setup	Business Unit	User Name				Q Search
Inventories Stores	Users					5 Columns Selected V
Locations	User Name ↑↓	Email 1↓	LicenseID ↑↓	LicenseName ↑↓	MajorCategory ↑↓	Actions
User Role Management	Test User 1	testuserl@test.com	N/A	N/A	N/A	÷
Groups	Test User 2	testuser2@test.com	N/A	N/A	N/A	
File Operations		Showing 1 To 10 Of 5 Entr	ies () >	10 / Page 🗸 Go To Page	: 1 + Assig	age Groups gn Business Unit

Figure 74: Groups Screen - Manage Groups Service.





3. The "Groups" pop-up screen will appear to the user, select the required group from the then press on

the "Assign" icon to grant access to the needed group permission.

المندغة الولادية المراجعة المراجعة المراجعة الم	Search	×		🌐 En 🧹 🦨	testuser@test.com Test User ~
Overview	Groups		×		
< 🗱 Setup	Code	Group Name			Q Search
Quick Setup			Q Search		
Inventories Stores	e		2 Columna Salastad		5 Columns Selected V
Locations	Group List			Category ↑↓	Actions
User Role Management	Group Name ↑↓	Code 1↓	Actions		:
Groups	Professionals	PROFESSIONALS			:
File Operations	Inventory Admin	FACILITY_ADMINS			
	Showing 1 To 10 Of 2 En	tries (1 \rightarrow 10 / Page (Go To Page: 1		

Figure 75: Groups Pop-Up Screen - Assign Group.





9.6.2 Assign Business Unit

This service of the Groups feature allows the user to assign the business unit to the selected group.

- To start assigning the groups, follow the steps below: -
- 1. From the retrieved list, select the required group then press on the list of actions.
- 2. Select the "Assign Business Unit" service.

تعنفة الوطنية للأدوبة المُرافية المُرافية المُرافية المُرافية المُرافية المُرافية المُرافية المُرافية المُرافية	Search		~		🌐 En 🗸 🎜	testuser@test.com Test User
Overview	Inventory Setup > Groups					
< 🔯 Setup	Business Unit Test Facility	User Name				Q Search
Quick Setup Inventories Stores	Users					5 Columns Selected V
Locations	User Name 1	Email ↑↓	LicenselD ↑↓	LicenseName †↓	MajorCategory ↑↓	Actions
User Role Management	Test User 1	testuserl@test.com	N/A	N/A	N/A	÷
Groups	Test User 2	testuser2@test.com	N/A	N/A	N/A	
File Operations		Showing 1 To 10 Of 5 Entr	ies (1)	10 / Page \vee Go To Page	: 1 + Assig	age Groups

Figure 76: Groups Screen - Assign a Business Unit.



User Guide Inventory Module



10 Reports

This feature from the Inventory Module of the NPCM allows the user to generate various types of reports to make informed decisions, improve efficiency, and understand different aspects of the inventory management process.

• The illustration below displays the different types of reports that the user can access: -







10.1 Item Balance Report

This type of report from the Inventory Module allows the user to issue and print a detailed report of the

current inventory levels.

- To access and print the item balance report, follow the steps below: -
- 1. From the main menu, press on "Reports".

A_A_ANJAAT A_A_YNEJ A_A_ANJAA_A The National Platform For Controlled Medications	Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Search Control Searc
Overview	Inventory Setup > Quick Setup
Empresa Modules	1 Inventory — 2 Store — 3 Manage Group
Inventory Management	Inventory O Existing Inventory New Inventory
Reports	Add New Inventory
	BusinessUnits Code Inventory Name (EN)
	Next >

Figure 77: Homepage Screen - Access to Reports.



Inventory Module



2. A drop-down list will appear to the user, press on "Item Balance Report".

من من المراجع المراجع مراجع المراجع المراج	Search	~	🌐 En 🗸	♦ ✓ I testuser@test.com Test User
Overview	Inventory Setup > Quick Setup			
< 🖪 Reports		Inventory 2 Stor	e —— 3 Manage Grou	q
Item Registry Report	Inventory	pry		
$\sim \sim \sim$	Add New Inventory			
	BusinessUnits	Code	Inventory Name (EN)	
X X				
\times				
				Next >

Figure 78: Homepage Screen - Access to Item Balance Report.





• The user will be redirected to the "Search Balance" screen, which contains a list of available items for

each category, enter the search criteria for the required items, then press on "Search" to retrieve the

data.

د منهایشا هرویال هینای ا مشنعا ا د منابعا ا مشنعا ا د مانده ا منابعا ا منابعا ا د مانده ا	Search			~		🌐 En	~ ^ ~	tes Tes	tuser@test.com vt User
Cverview R	eport 🗲 Search Balar	nces							
< 🖹 Reports	Business Unit	~	Inventory	~	Store	~	Categor	4	~
Item Balance Report	Item		Lot Number		SerialNumberFrom		SerialNu	mberTo	
Item Registry Report	 As of Date	~		~					
	13/05/2024		Base UOM	× ~					Q Search
\bigcirc								Export To Exc	el 🔒 Print
	Category ↑↓	itemCode 1↓	itemName 1↓	Unit Of Measureme	î↓ ent Total	In Transit	Allocated	Available	Actions
	Semi Controlled Drug	R93-6988- 00112-01	Acitretin ACITRETIN 10mg Capsule 60.00 Capsules Box (X1) SCD R93-6988-00112- 01	Capsule	1	0	0	1	٠
	Semi Controlled Drug	A40-3594- 00112-01	Neotigason ACITRETIN 10mg Capsule 30.00 Capsules Blister Pack (x1) SCD A40-3594- 00112-01	Capsule	5	0	0	5	0
		Sho	wing 1 To 10 Of 2 Entries	c 1 >	10 / Page 🗸	Go To Page :	1		

Figure 79: Search Balance Screen.

• The following table displays the actions that the user can take on the listed items: -

No.	Action	Action Name	Description
01		Item Registry	Display the transactions log for a selected item.





10.2 Item Registry Report

This type of report from the Inventory Module allows the user to issue and print a detailed of the item's

transactions registered in the inventory.

- To access and print the item registry report, follow the steps below: -
- 1. From the main menu, press on "Reports".

د المعاونية المرومة ال المرومة المرومة الم المرومة المرومة ال	Search	✓ ⊕ En √	♠ ∽ (
Overview	Inventory Setup > Quick Setup		
Empresa Modules	1 Inventory —	- 2 Store 3 Mar	nage Group
Inventory Management	Inventory O Existing Inventory New Inventory		
Reports	Add New Inventory BusinessUnits Code	Inventory Name (EN)	
			Next >

Figure 80: Homepage Screen - Access to Reports.



Inventory Module

2. A drop-down list will appear to the user, press on "Item Registry Report".

الدين المحمد المحمد لمحمد المحمد المحم المحمد المحمد ا	Search		~	🌐 En 🗸 🌲 🗸	testuser@test.com Test User
Overview	Inventory Setup > Quick Setup				
< 🖪 Reports		Inventory	2 Store 3	Manage Group	
Item Balance Report	Inventory C Existing Inventory New Inven	tory			
	Add New Inventory BusinessUnits	Code	Inventory Name (EN)		
$\langle \rangle \langle \rangle$					Next >

Figure 81: Homepage Screen - Access to Item Registry Report.





3. The user will be redirected to the "Search Item Registry" screen, enter the search criteria for the item

in the required fields, and then press **"Search"** to retrieve the required data.

Business Unit		Item			Inventory		Stor	re		
			Ropifen ALFENTANIL HYDROCHLORIDE 500mcg/Iml Solution For × × Injection 10.00 Liquids Ampoule (X1) CDN 0481- 256601-0512		-		~			
Reporting Peri	od	From Repor	ting Date		To Reporting	g Date				
CustomDat	es ×	✓ 01/01/20:	24		01/05/20	24			Q Sec	arcl
Transaction	Transaction	Transaction	Inventory	Store	Location	Comments	Transaction	Quantity	Balance	€
Transaction Date Before :	Transaction No N/A	Transaction Type N/A	Inventory N/A	Store N/A	Location N/A	Comments	Transaction UOM N/A	Quantity	Balance	9
Transaction Date Before : 01/01/2024	Transaction No N/A	Transaction Type N/A	Inventory N/A	Store N/A	Location N/A	Comments Opening Balances	Transaction UOM N/A	Quantity	Balance	
Transaction Date Before : 01/01/2024 20/03/2024	Transaction No N/A MIR-2024-	Transaction Type N/A Miscellaneous Receipt	N/A Nventory One	Store N/A Store One	Location N/A	Comments Opening Balances	Transaction UOM N/A Capsule	Quantity N/A	Balance 0	₽.
Transaction Date Before : 01/01/2024 20/03/2024 20/03/2024	Transaction No N/A MIR-2024- EXP-2024-	Transaction Type N/A Miscellaneous Receipt Expiry	Inventory N/A Inventory One Inventory One	Store N/A Store One Store One	Location N/A	Comments Opening Balances	Transaction UOM N/A Capsule Capsule	Export To Quantity N/A 10 4	Balance 0 10 6	
Transaction Date Before : 01/01/2024 20/03/2024 20/03/2024 20/03/2024	Transaction No N/A MIR-2024- EXP-2024- EXP-2024-	Transaction Type N/A Miscellaneous Receipt Expiry Expiry	Inventory N/A Inventory One Inventory One Inventory One	Store N/A Store One Store One	Location N/A	Comments Opening Balances	Transaction UOM N/A Capsule Capsule Capsule	Export To Quantity N/A 10 4 2	Balance 0 10 6 4	Ð

Figure 82: Search Item Registry Screen.

• The following table displays the actions that the user can take on the listed transactions: -

No.	Action	Action Action Name Description				
01	=	Transactions	Display the information for a selected transaction.			

The user will notice a list of transactions within the specified searched criteria will be presented in addition to the starting balance before "From Reporting Period".





10.2.1 Print Reports

This function of the Inventory Module allows the user to print selected reports.

- To print a report, follow the steps below: -
- 1. From the selected "Report" screen enter the search criteria for the required information of the report in

the required fields then press on "Search".

2. The report's data will be retrieved, press "Print".

الم	Search			~		🌐 En	~ 🌲 ~	te Te	estuser@test.com est User
Overview	Report > Search Balo	INCES							
	Business Unit		Inventory		Store		Catego	ry	
Reports		~		~		~			~
Item Balance Report	Item		Lot Number		SerialNumberFrom		SerialN	umberTo	
Item Registry Report		~		~					
	As of Date		Unit Of Measurement						
	13/05/2024		Base UOM	× ~					Q Search
				Unit Of	11	In		Export To Ex	cel Pri
	Category 1	itemCode 1	itemName ⊺↓	Measureme	ent Total	Transit	Allocated	Available	Actions
	Semi Controlled Drug	R93-6988- 00112-01	Acitretin ACITRETIN 10mg Capsule 60.00 Capsules Box (X1) SCD R93-6988-00112- 01	Capsule	1	0	0	1	+
	Semi Controlled Drug	A40-3594- 00112-01	Neotigason ACITRETIN 10mg Capsule 30.00 Capsules Blister Pack (X1) SCD A40-3594- 00112-01	Capsule	5	0	0	5	÷
		Sho	owing 1 To 10 Of 2 Entries	< 1 >	10 / Page 🗸	Go To Page :	1		

Figure 83: Search Balance Screen – Access to Print Action.





3. The "Report Options" pop-up screen will appear to the user, select the report format and output then

	Item	Lot Number	SerialNumberFrom	SerialNumberTo
الـمـنصة الـوطـنـية للأدويـة المرافـية The National Platform For Controlled Medications (
Overview	🖶 Report Options			X Q Search
< 🛅 Reports	Boport Format			
Item Balance Report	Report Format			🖶 Export To Excel 🔒 Print
Item Registry Report	Pdf	Excel	Word	
				Available Actions
	Report Output			
	Preview On Screen	Download File	Share Via Email	
				1
		Cancel		
	\land \land \land \land			5
	$\langle \!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!$			
	Show	wing 1 To 10 Of 2 Entries		1
			00101090.	

press "Confirm".

Figure 84: Report Options Pop-up Screen.





Congrats! You have followed the steps correctly, and the report has been printed successfully.

Balance Report												
Category	Item Code	ltem Name	Base UOM	Base In Transit	Base Allocated	Base Available	Base Total	Reporting UOM	Reporting In Transit	Reporting Allocated	Reporting Available	Reporting Total
Semi Controlled Drug	R93-8988-00112-01	Acitretin ACITRETIN 10mg Capsule 60.00 Capsules Box	Capsule	0	D	ممتن	1	~	0	D	0	0
Semi Controlled Drug	A40-3594-00112-01	Neotigason ACITRETIN 10mg Capsule 30.00 Capsules Blister	Capsule	0	2,5	5	5	en	0)	0	0
				مي	fficia	al Do	cur					
				Une	7 *							

Figure 85: Report Screen.







10.2.2 Export to Excel

This function of the Inventory Module allows the user to transfer report data from the module into a Microsoft Excel spreadsheet.

- To export the data report, follow the steps below: -
- 1. From the selected "Report" screen enter the search criteria for the required information of the report in

the required fields then press on "Search".

2. The report's data will be retrieved, press "Export To Excel".

C ALL PLATE A 1972 JALLAR F A A LAND	Search			~		🌐 En	~ 4 ~	Te Contraction	stuser@test.com vst User
Overview R	eport > Search Bala	nces							
	Business Unit		Inventory		Store		Catego	ry	
< Reports		~		~		~			~
Item Balance Report	Item		Lot Number		SerialNumberFrom		SerialNu	ImberTo	
Item Registry Report		~		~					
	As of Date		Unit Of Measurement						
	13/05/2024	t	Base UOM	× ~					Q Search
SY SI.								Export To Ex	cel 🔒 Print
	Category ↑↓	itemCode 1↓	itemName 1↓	Unit Of Measureme	1↓ ent Total	In Transit	Allocated	Available	Actions
	Semi Controlled Drug	R93-6988- 00112-01	Acitretin ACITRETIN 10mg Capsule 60.00 Capsules Box (X1) SCD R93-6988-00112- 01	Capsule	1	0	0	1	٠
	Semi Controlled Drug	A40-3594- 00112-01	Neotigason ACITRETIN 10mg Capsule 30.00 Capsules Blister Pack (X1) SCD A40-3594- 00112-01	Capsule	5	0	0	5	•
		Sho	wing 1 To 10 Of 2 Entries	< 1 >	10 / Page 🗸	Go To Page :	1		

Figure 86: Search Balance Screen – Access to Export to Excel Function.





Congrats! You have followed the steps correctly, and the report has been exported successfully.

Category	Item Code	Item Name	Unit Of Measurement	Total	Available	In Transit
Semi Controlled Drug	R93-6988-00112-01	Acitretin ACITRETIN 1	LOmg C Capsule	1.000000	1.000000	0.0
Semi Controlled Drug	A40-3594-00112-01	Neotigason ACITRETIN	N 10mg Capsule	5.000000	5.000000	0.0
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Figure 87: Data After Exporting to Excel.

