Tahaluf

المنصّة الوطنية للأدوية المُراقبة
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.

Tips for Better Browsing

❖ To enhance the user guide browsing experience, consider increasing the **Word** document size to **120**%.

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Icons Definition in This Guide

Completion

Note

Important Note

Feedback and Suggestion

This document does not provide confirmation of being entirely free from errors in the information it presents. Therefore, we recommend that users who encounter difficulties in utilizing the document or identifying linguistic or instructional errors should consider reaching out directly to the Information Development Unit at Tahaluf Al Emarat.

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1 Consolidated Action Icons

No.	Icons	Technical Name	Description
01		View	Display the information within the module's screens.
02		Edit	Modify the information provided in the module.
03		Download	Download specific data from the module.
04		Print	Print specific data from the module.
05		Delete	Delete specific data from the module.
06		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

Reports

6 Log In

- 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"**.

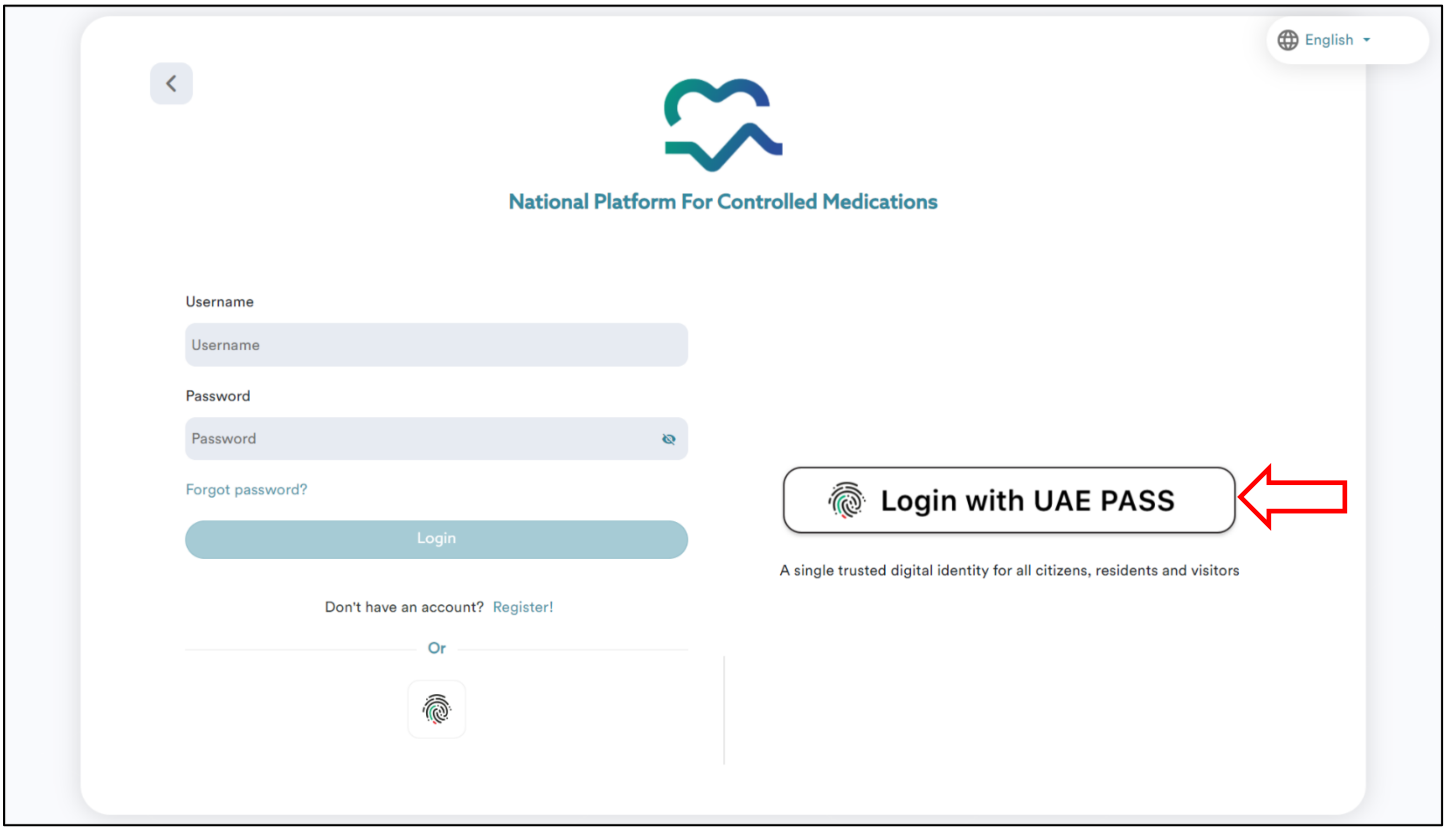


Figure 1: Login Screen - Login with UAE Pass.

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

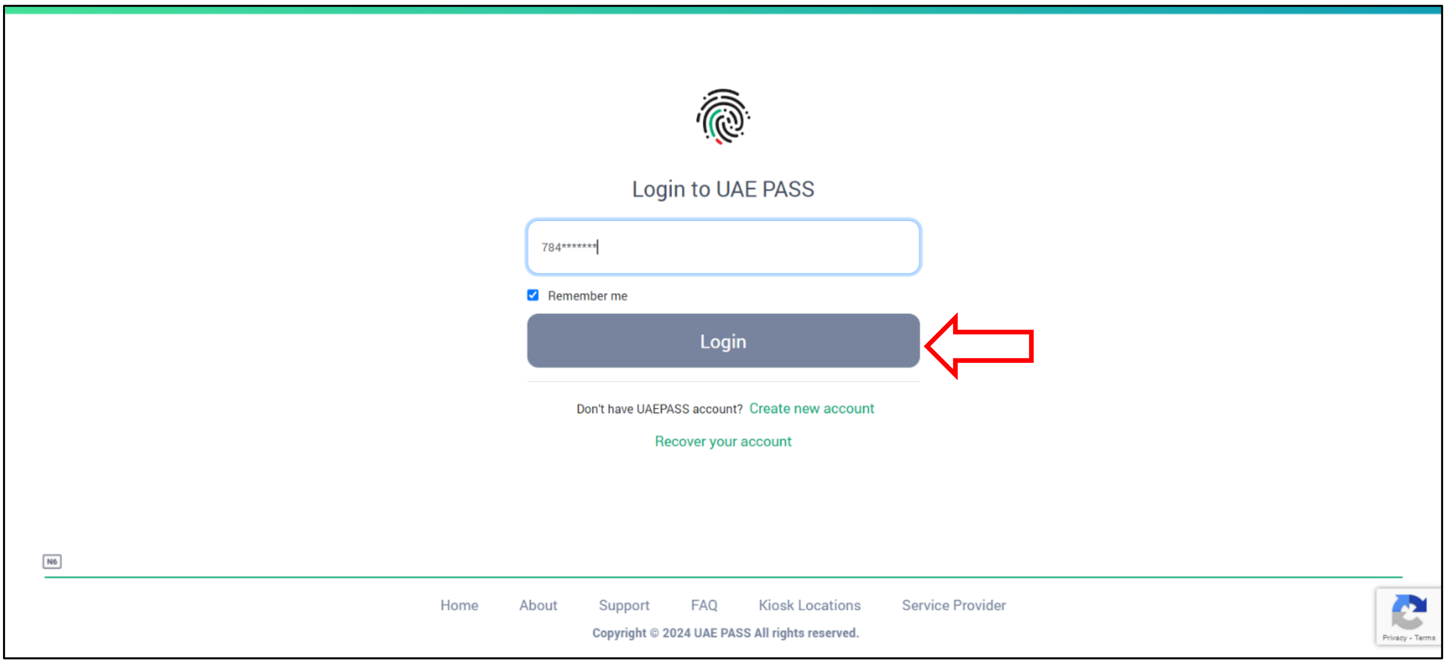


Figure 2: Login to UAE PASS Screen.

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

To complete the account login process, press "Allow Login" through the UAE PASS application on your mobile phone.

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"**.

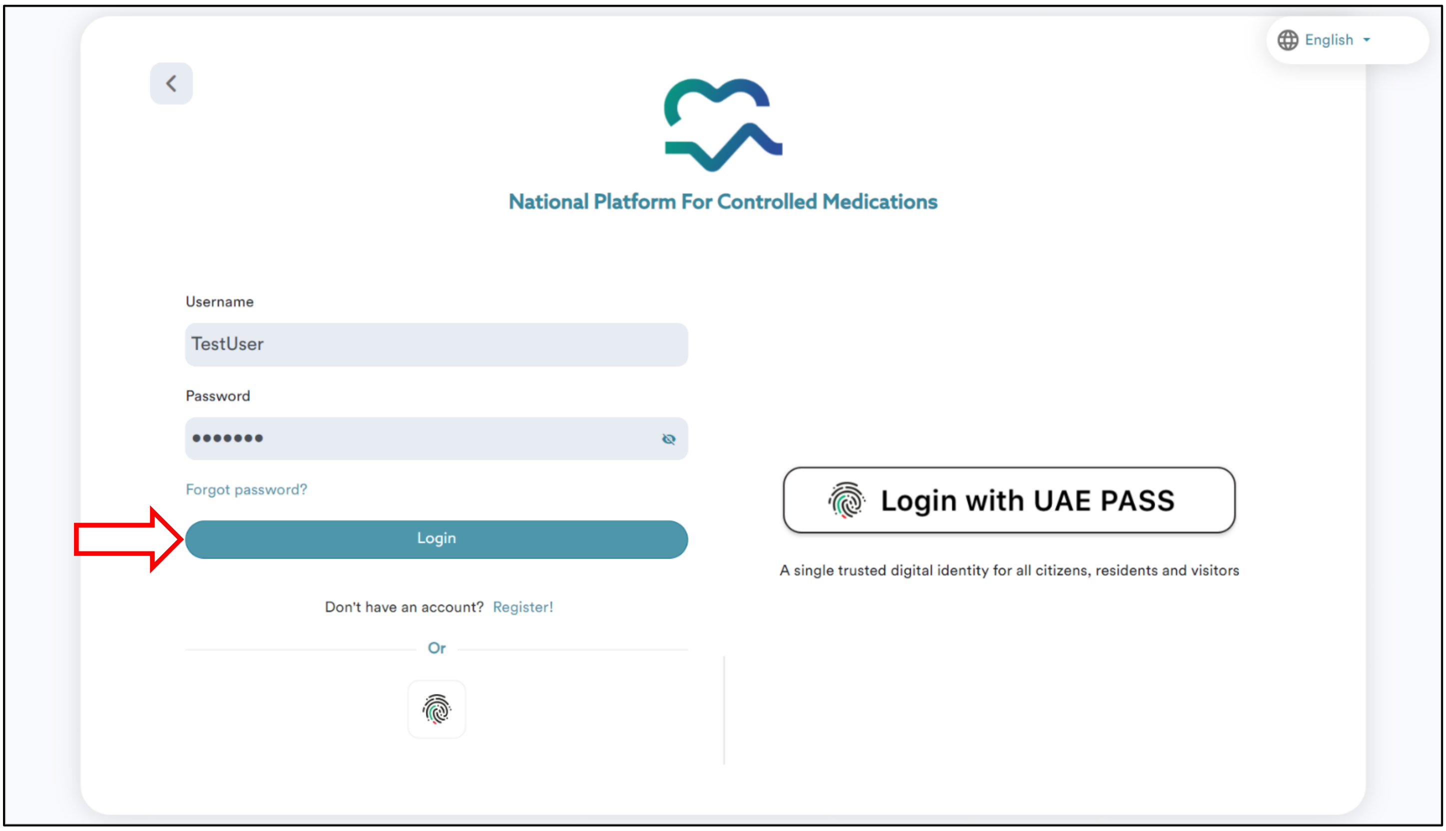


Figure 3: Login Screen - Login Using User Credential.

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

4. The user will be redirected to the **“NPCM Modules”** associated with their account, select the **"Inventory Module”** to proceed.

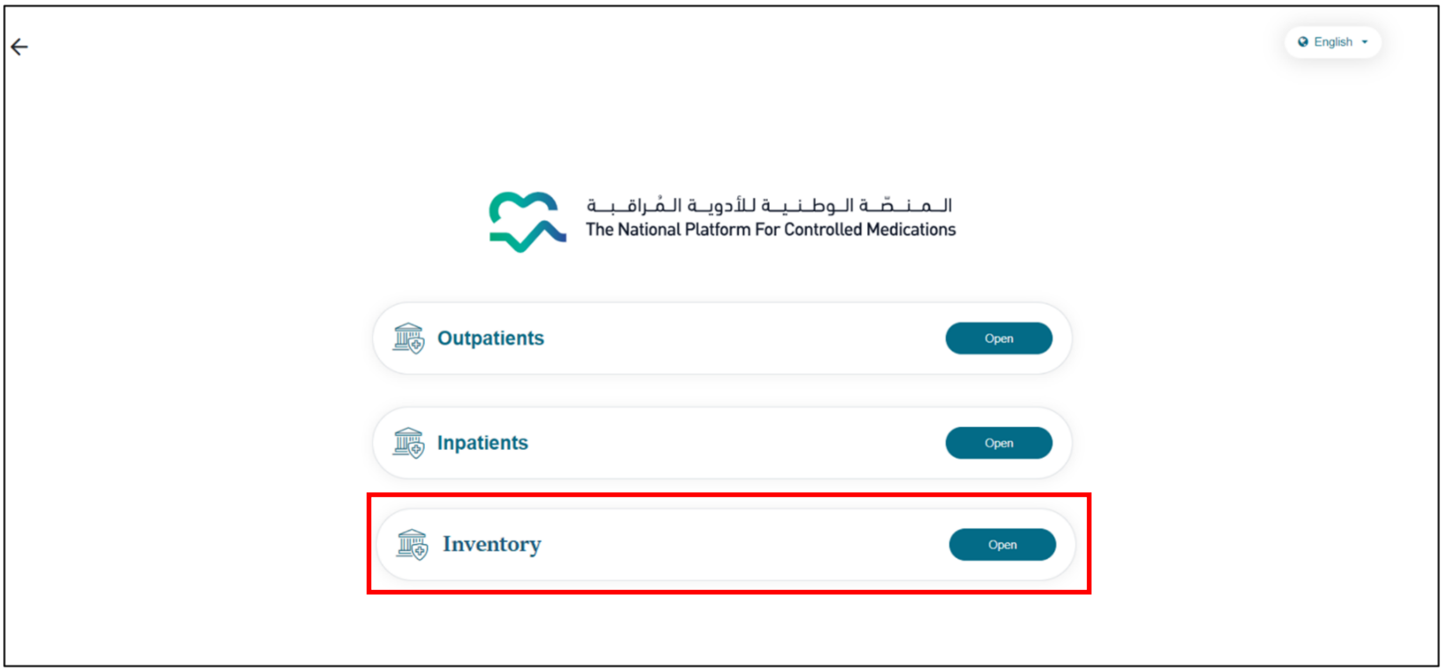


Figure 4: Facility Modules Screen.

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.

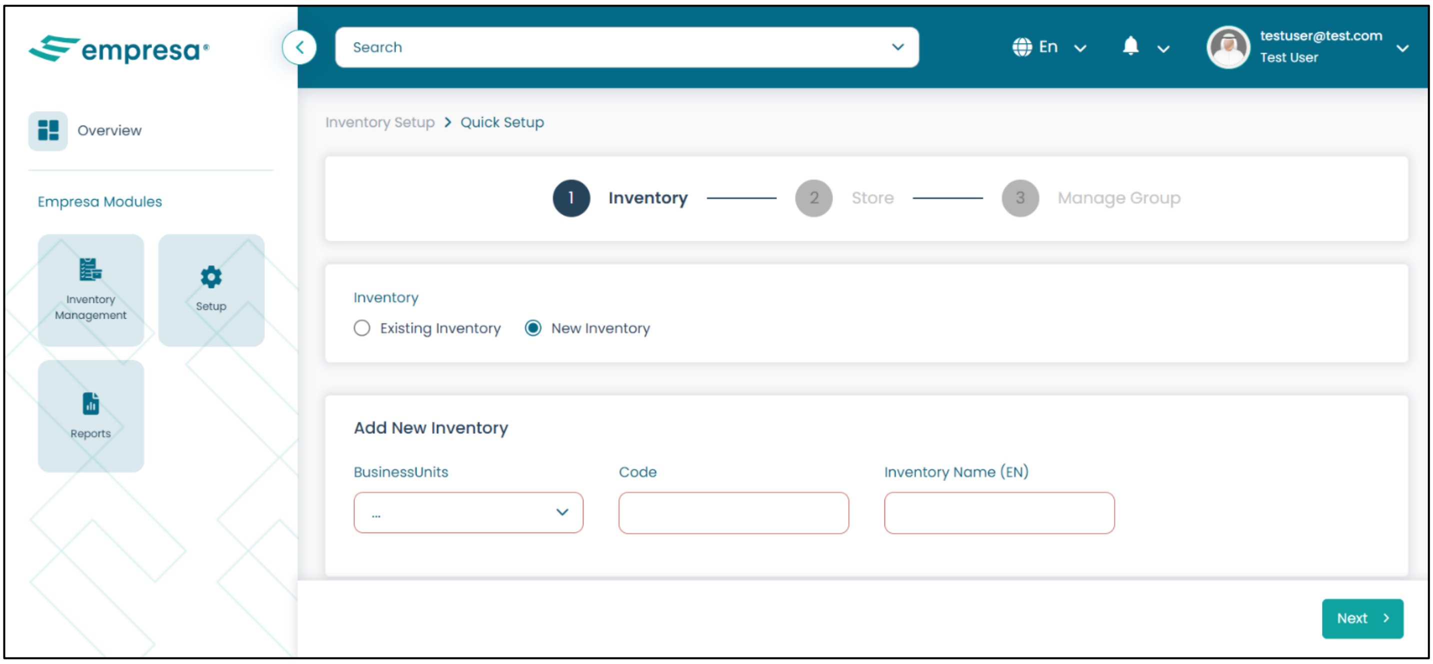


Figure 5: Homepage Screen.

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.

01

User Profile

Manage and view personalized account information.

02

Notifications

Keep the user informed about all account related events.

03

Language

Enable users to change module language.

04

Search

Enable users to access modules features directly.

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"**.

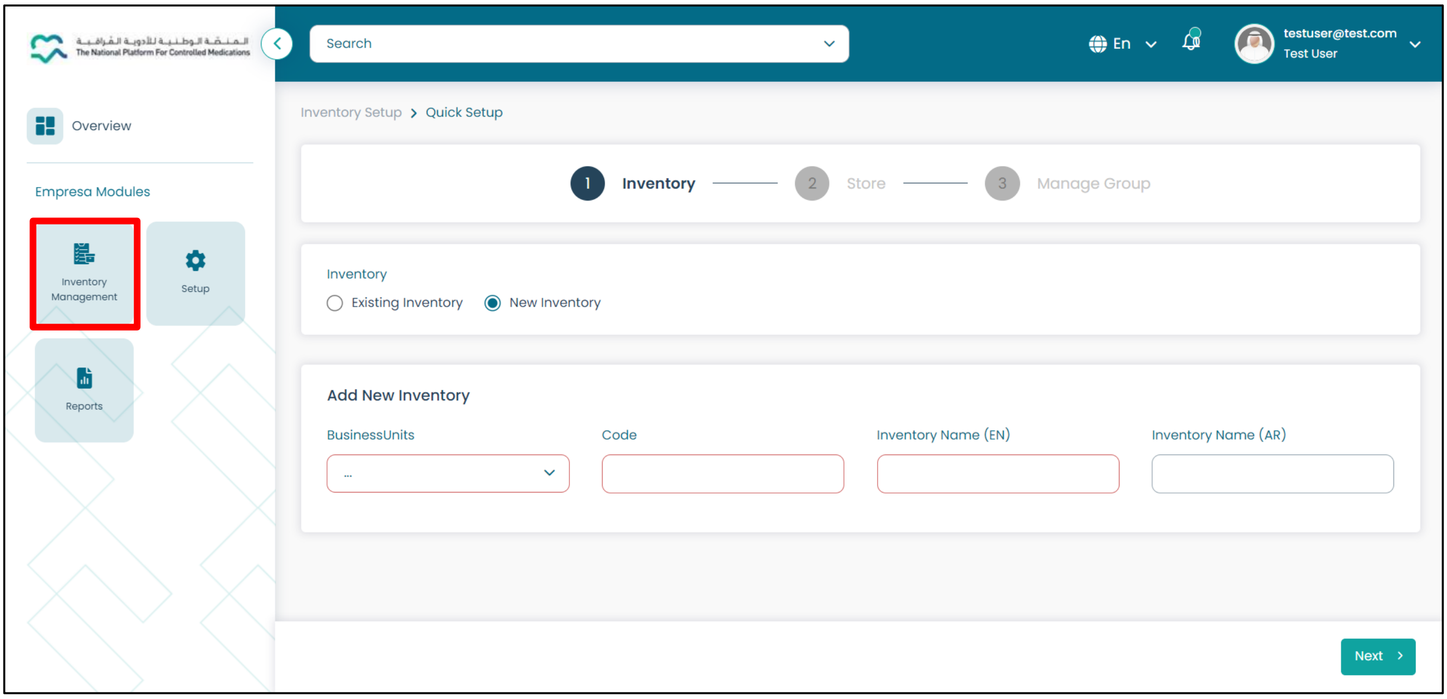


Figure 6: Homepage Screen - Access to Inventory Management.

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

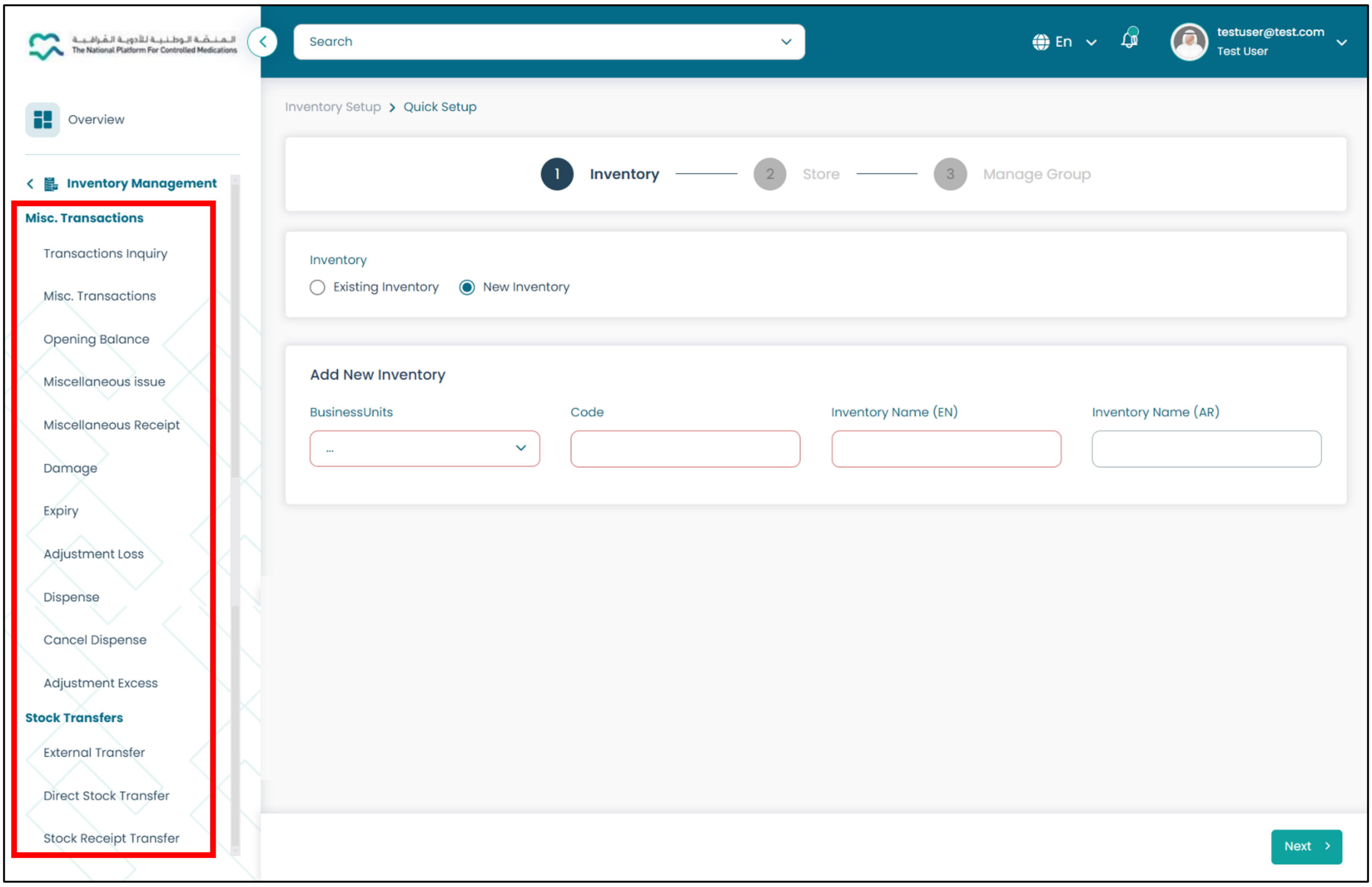


Figure 7: Inventory Management Features List.

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"**.

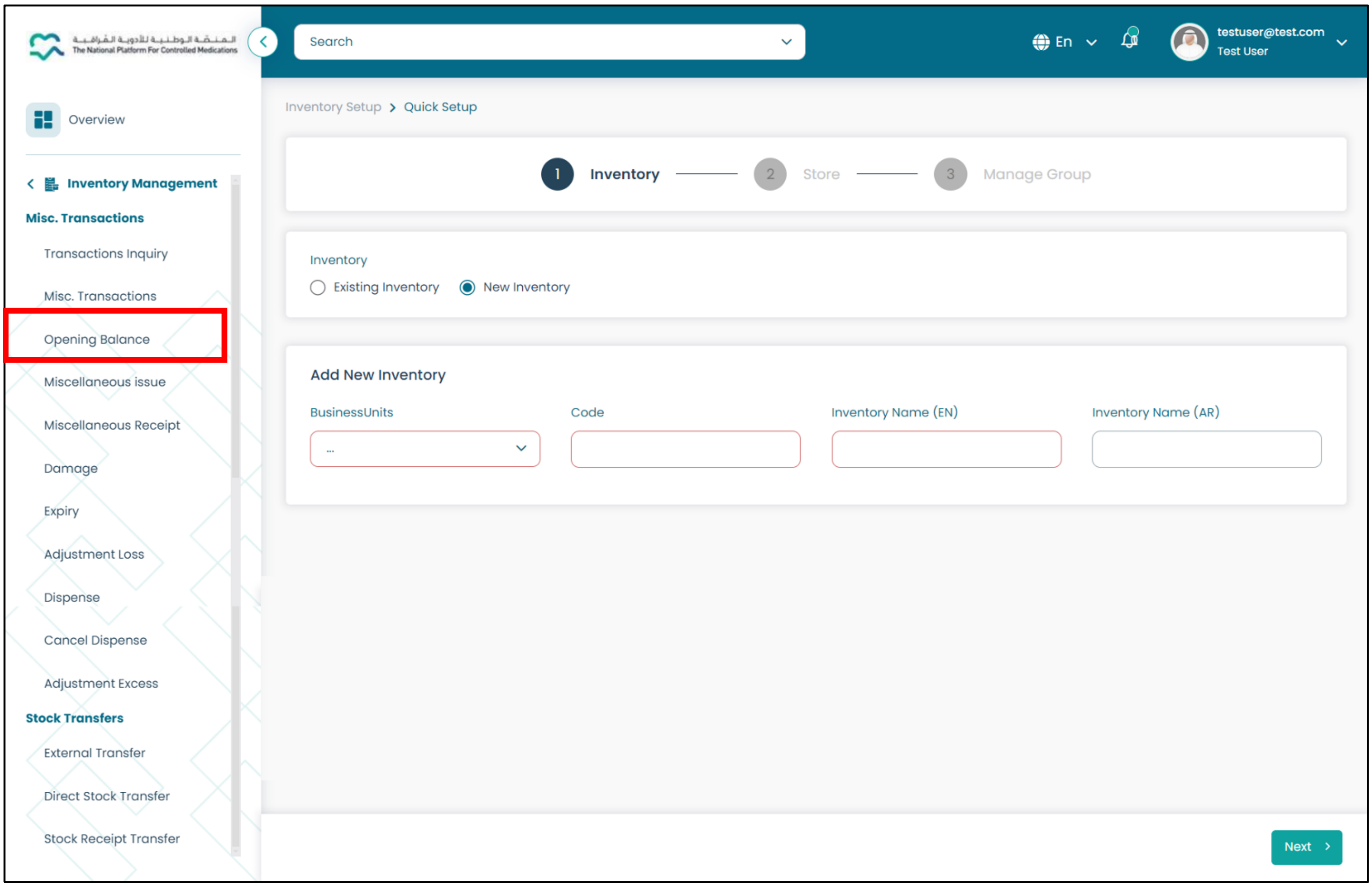
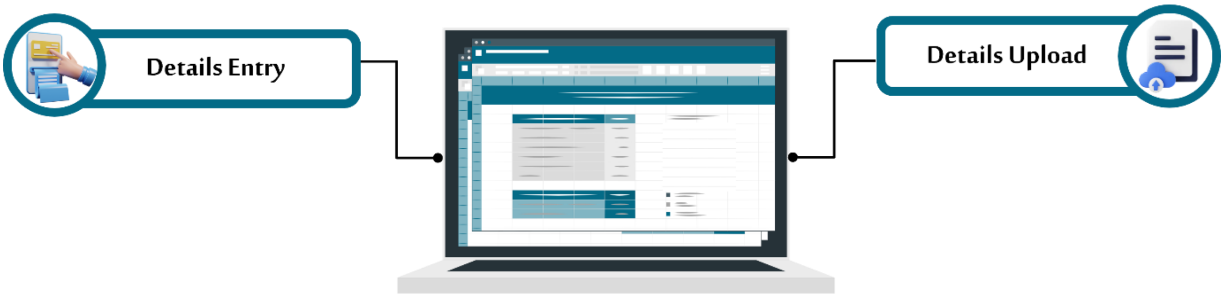


Figure 8: Homepage Screen - Access to Opening Balance Feature.

- 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"**.

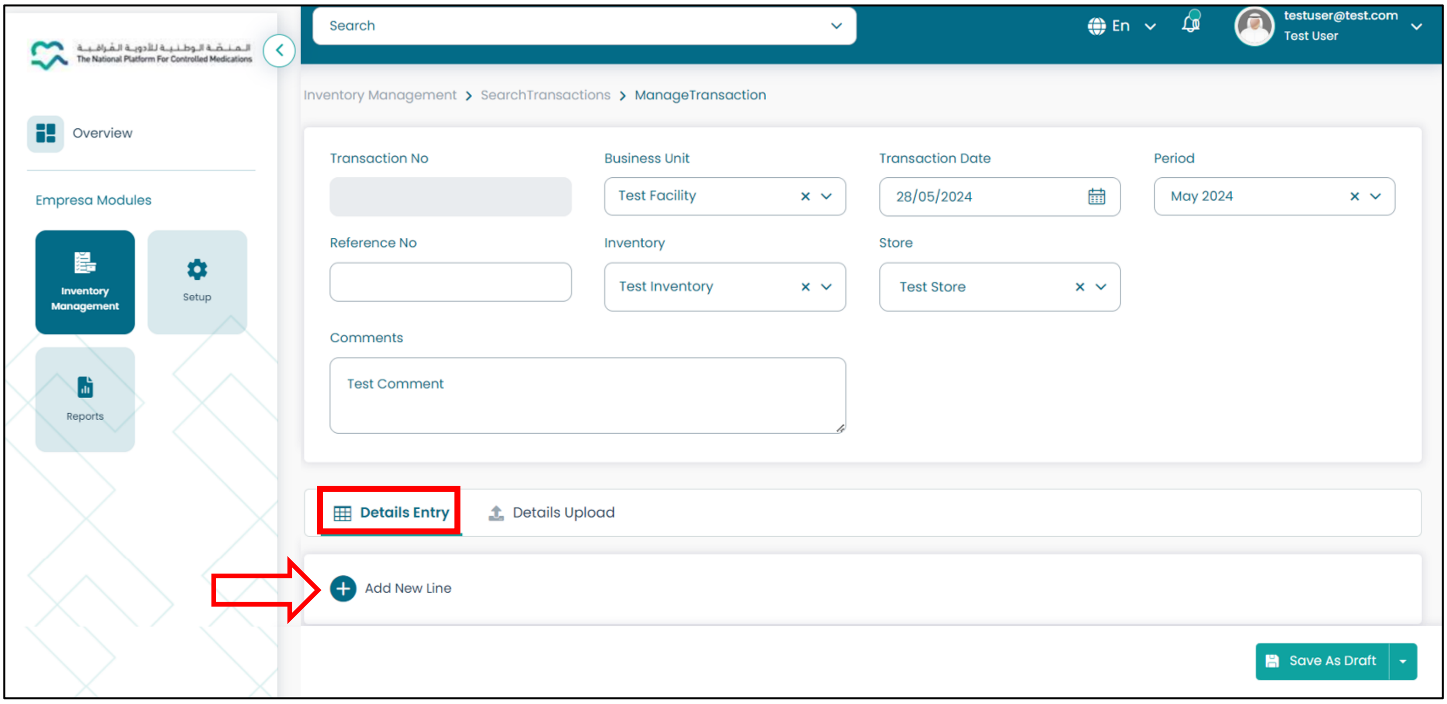


Figure 9: Manage Transaction Screen – Access to Add New Line Action.

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.

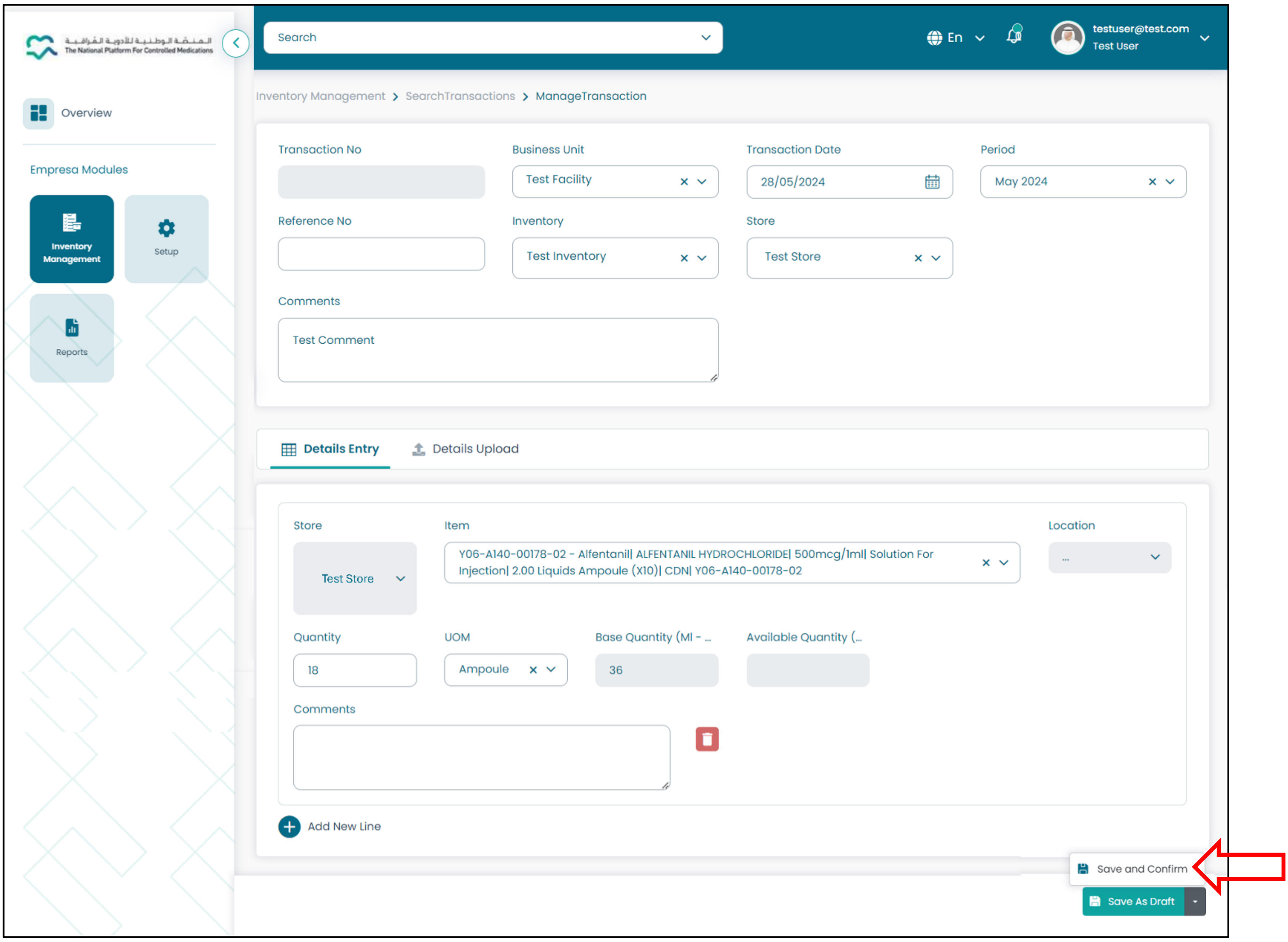


Figure 10: Manage Transaction Screen – Add Details Entry.

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

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

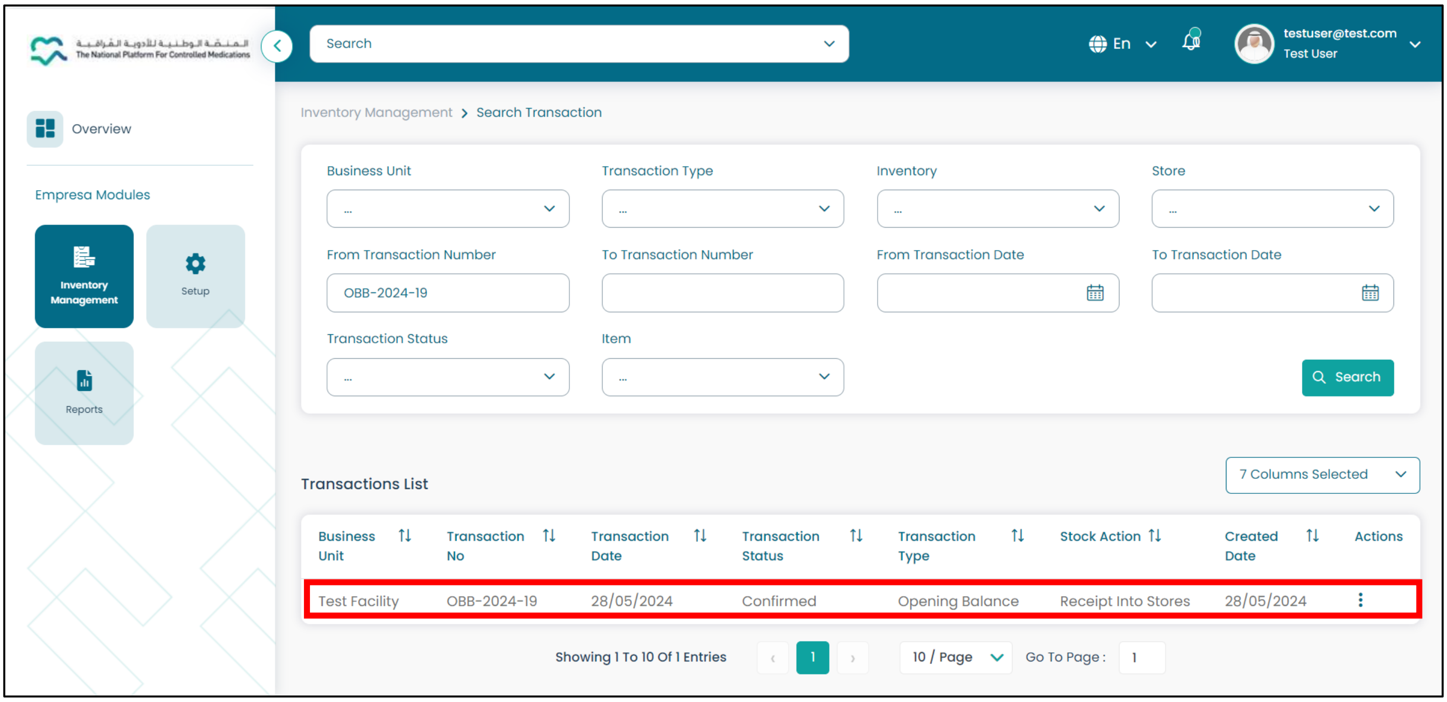


Figure 11: Search Transaction Screen – Added Opening Balance Successfully.

- 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.
02	Draft	Edit	Modify the information of the transaction.
		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"**.

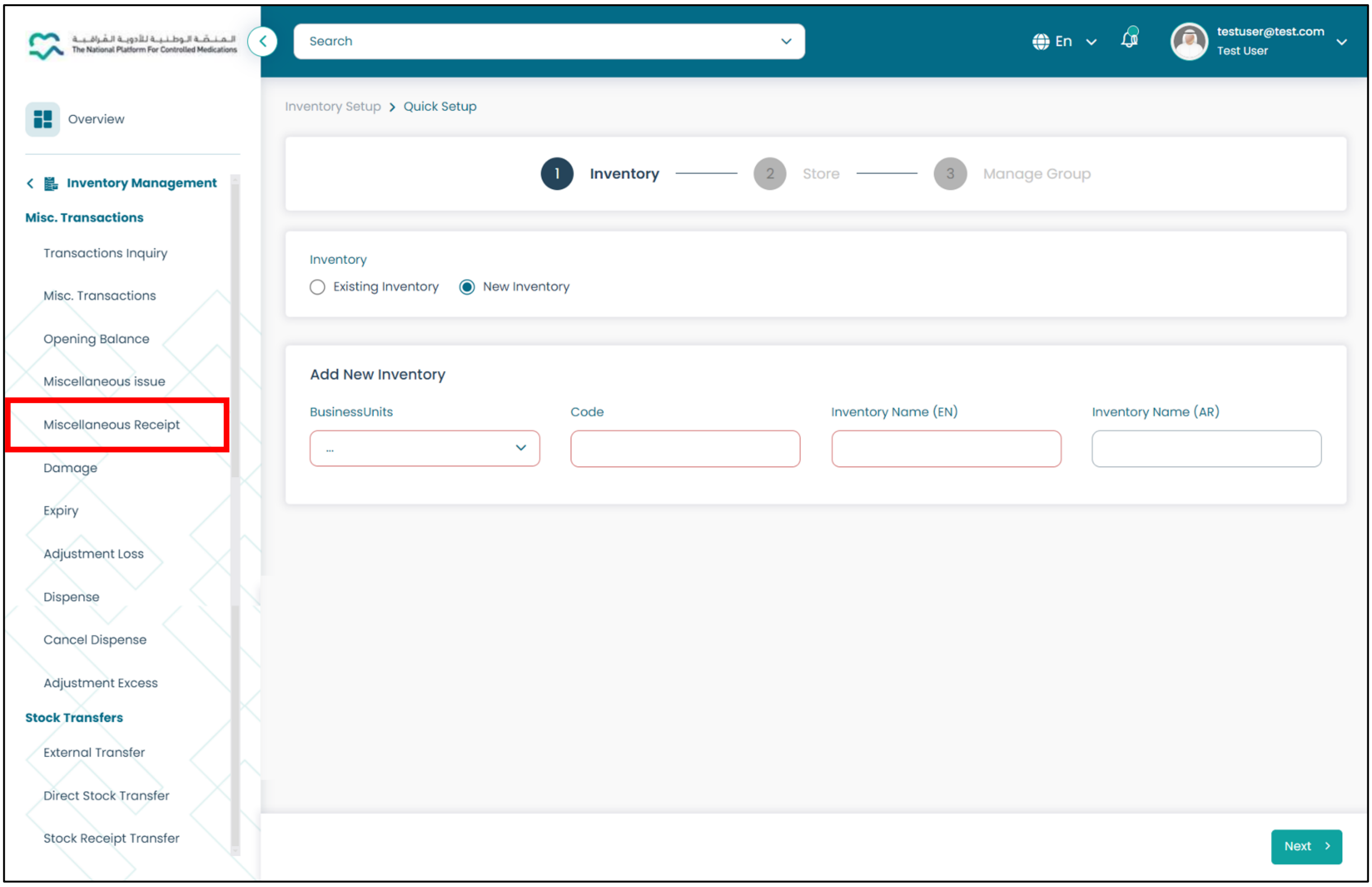


Figure 12: Homepage Screen - Access to Miscellaneous Receipt Feature.

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"**.

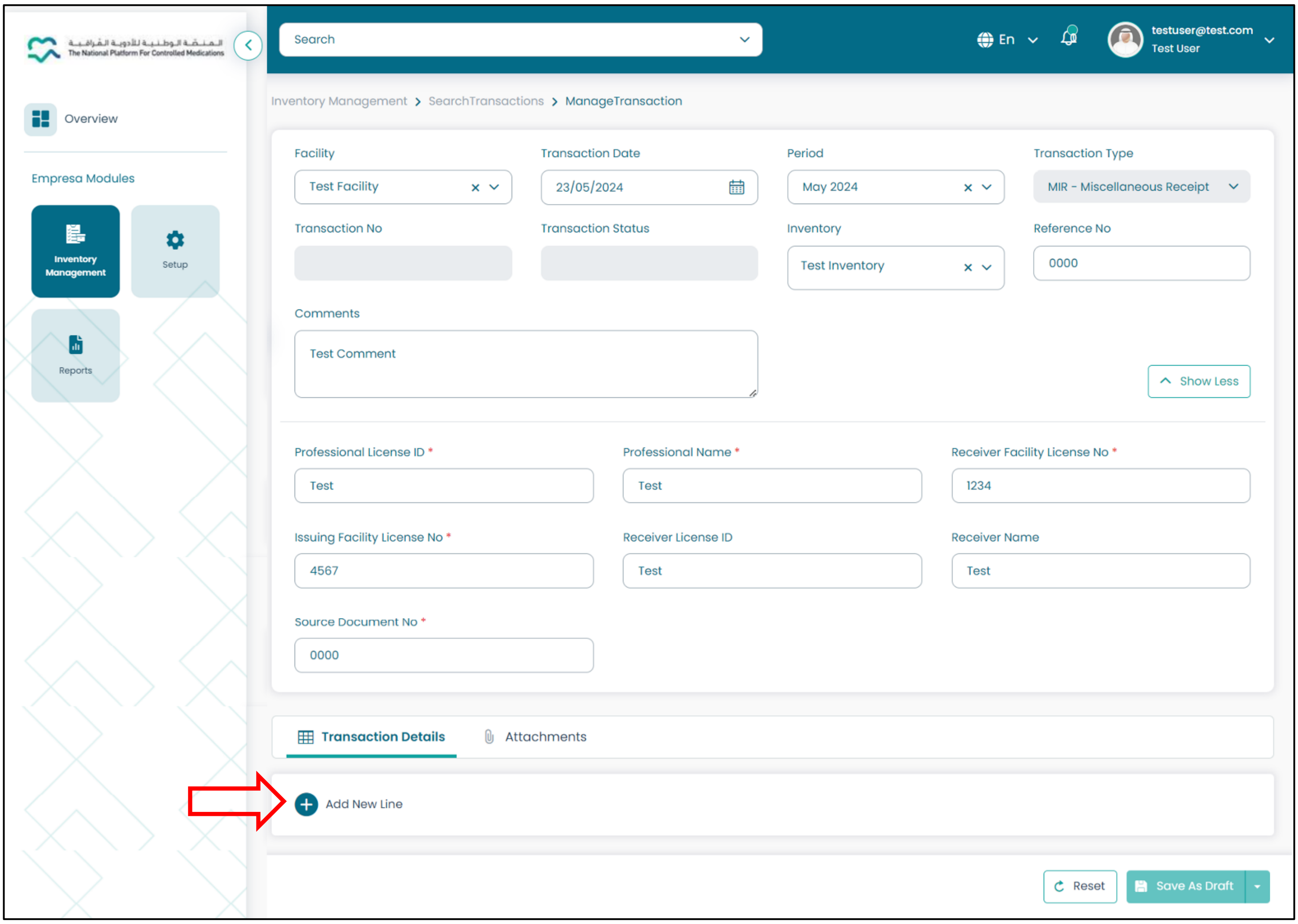


Figure 13: Manage Transaction Screen – Access to Add New Line Action.

3. Enter the transaction details in the required fields then press **"Attachments"** to upload the received invoice as a supporting document.

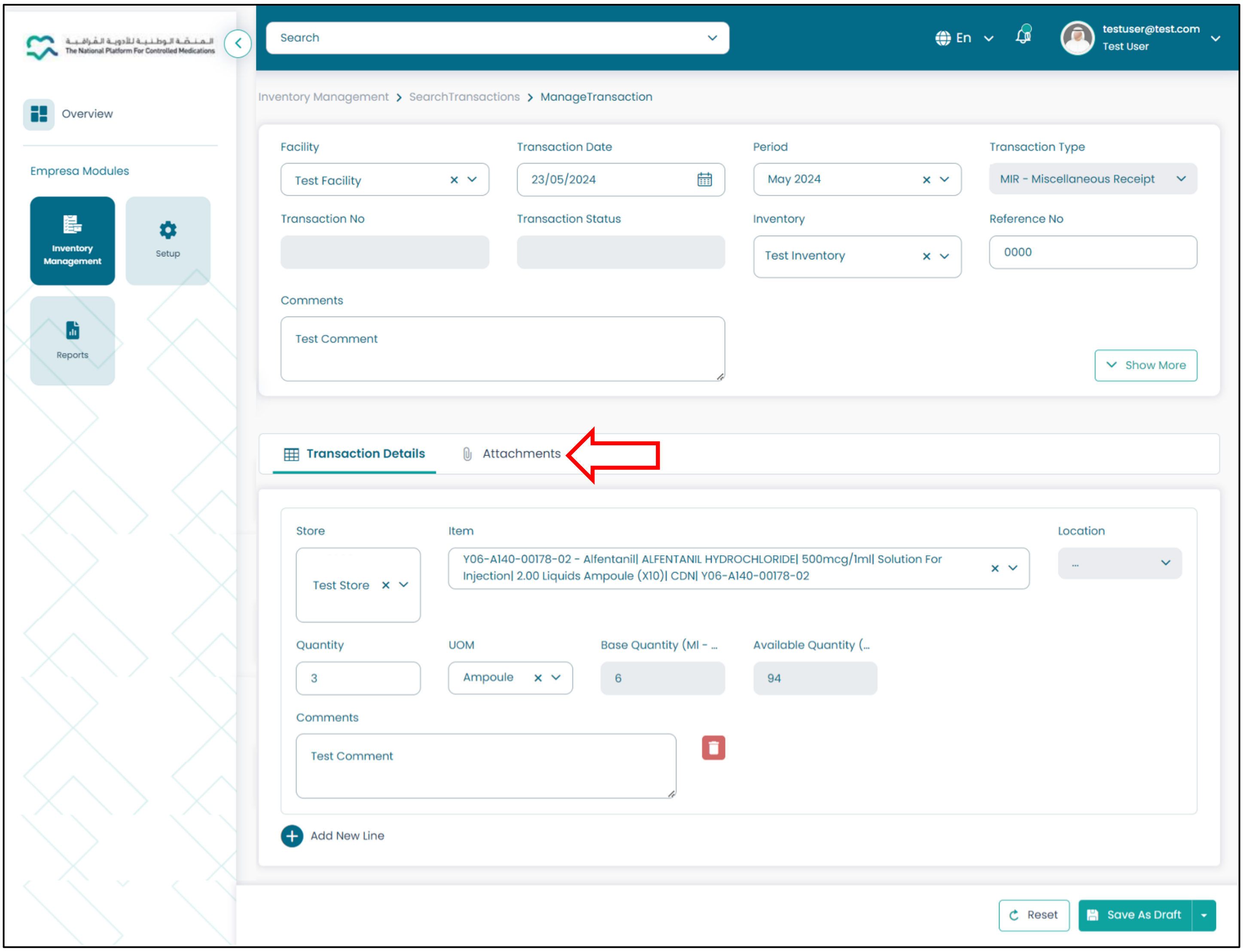


Figure 14: Manage Transaction Screen – Access to Attachments Section.

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

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.

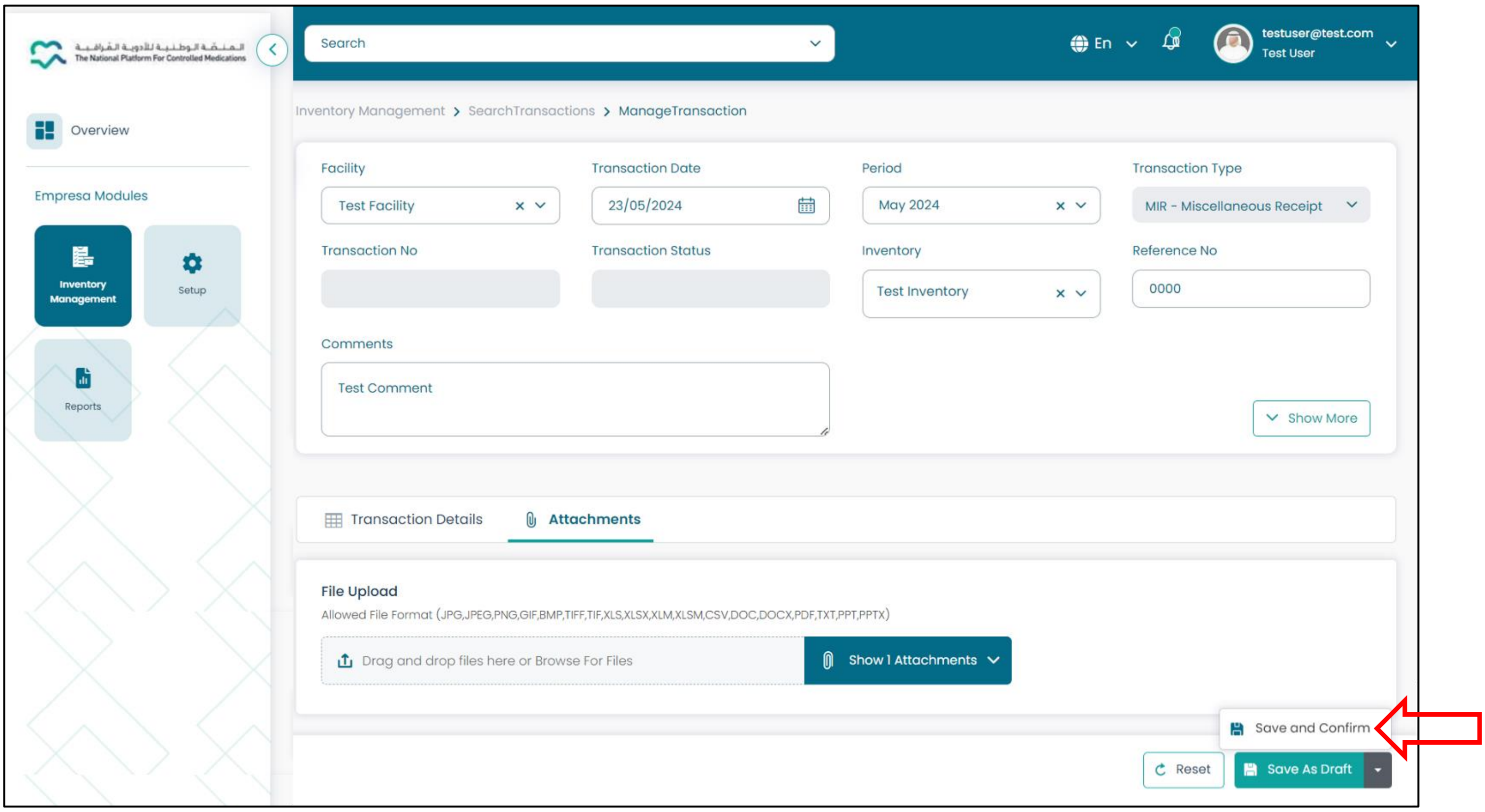


Figure 15: Manage Transaction Screen – Access to Actions.

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

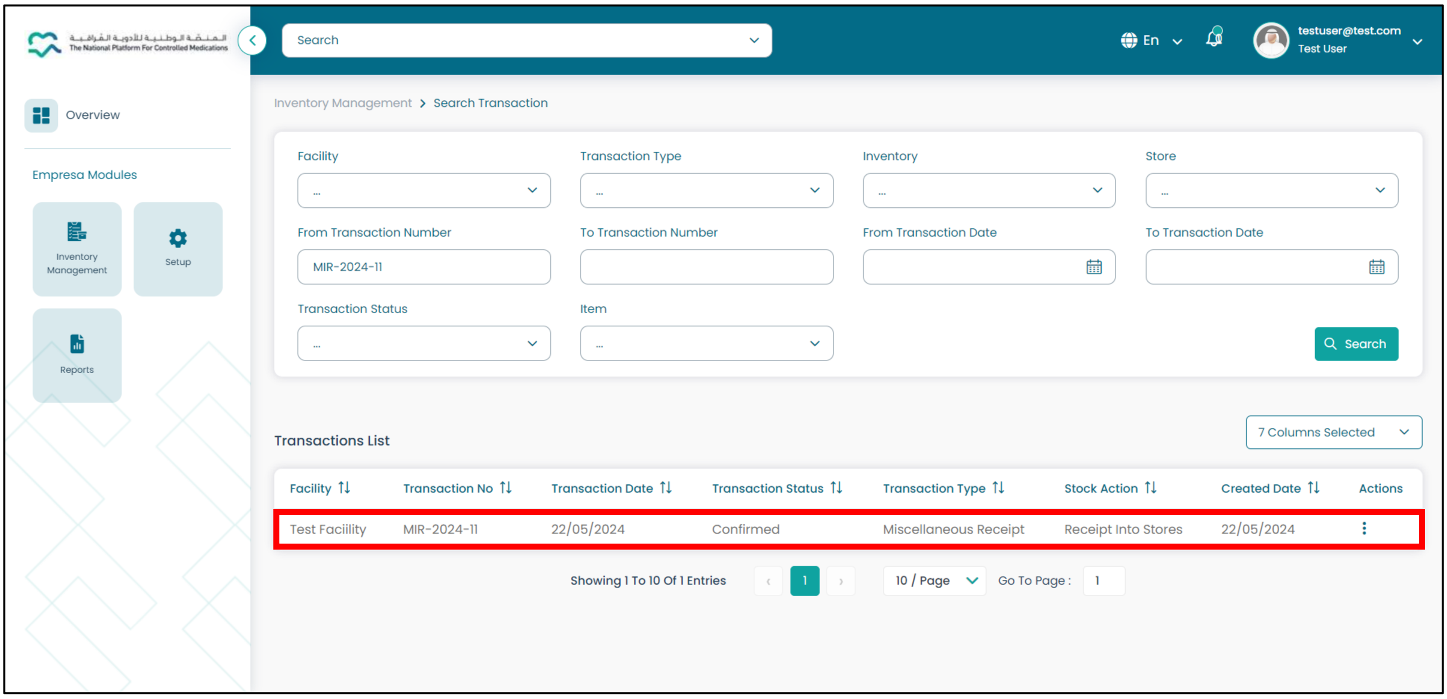


Figure 16: Search Transaction Screen – Added Miscellaneous Receipt Transaction Record Successfully.

- 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.
02	Draft	Edit	Modify the information of the transaction.
		Delete	Delete the information of the transaction.
		View	Display the information of the transaction.

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"**.

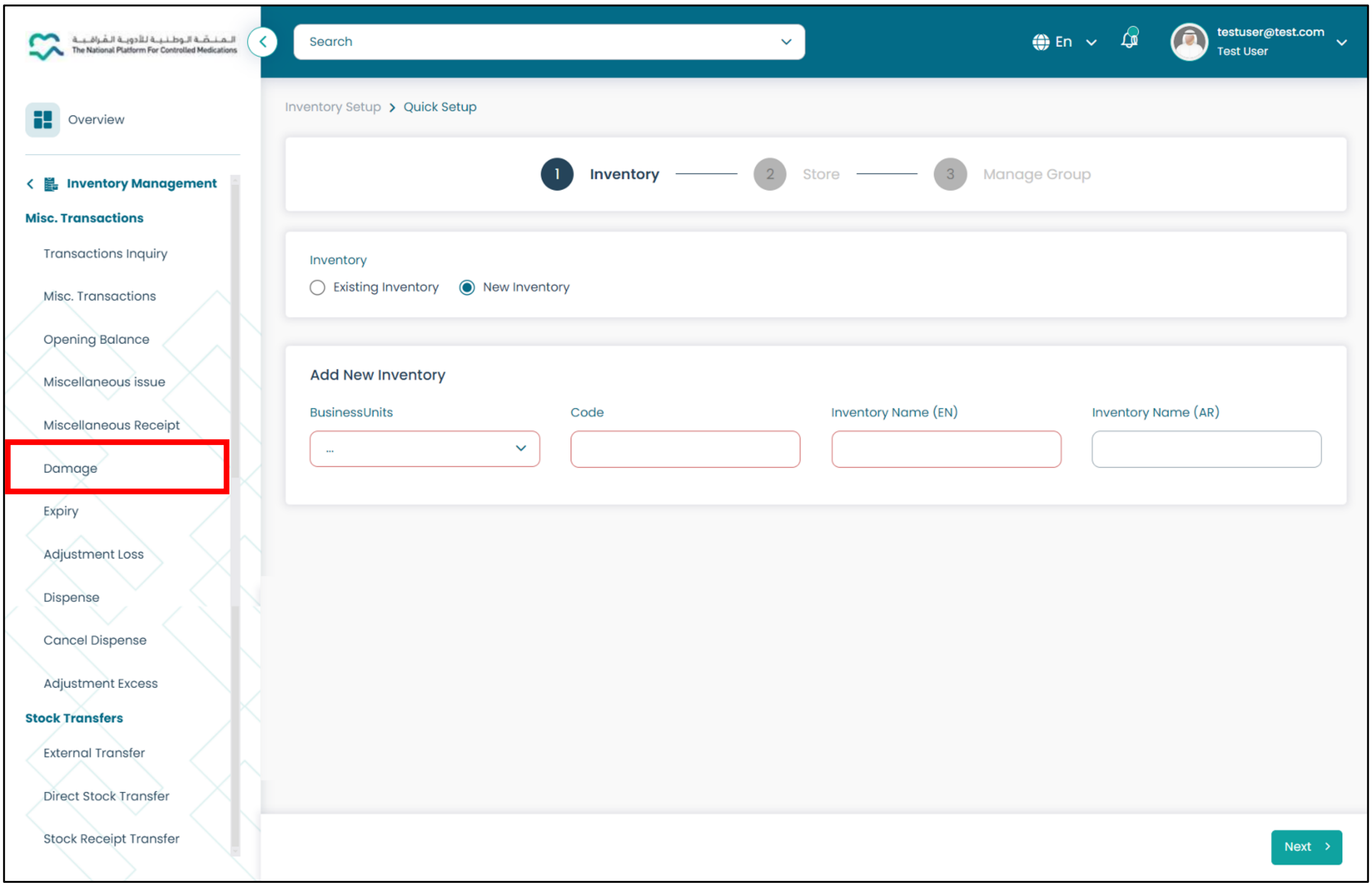


Figure 17: Homepage Screen - Access to Damage Feature.

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”**.

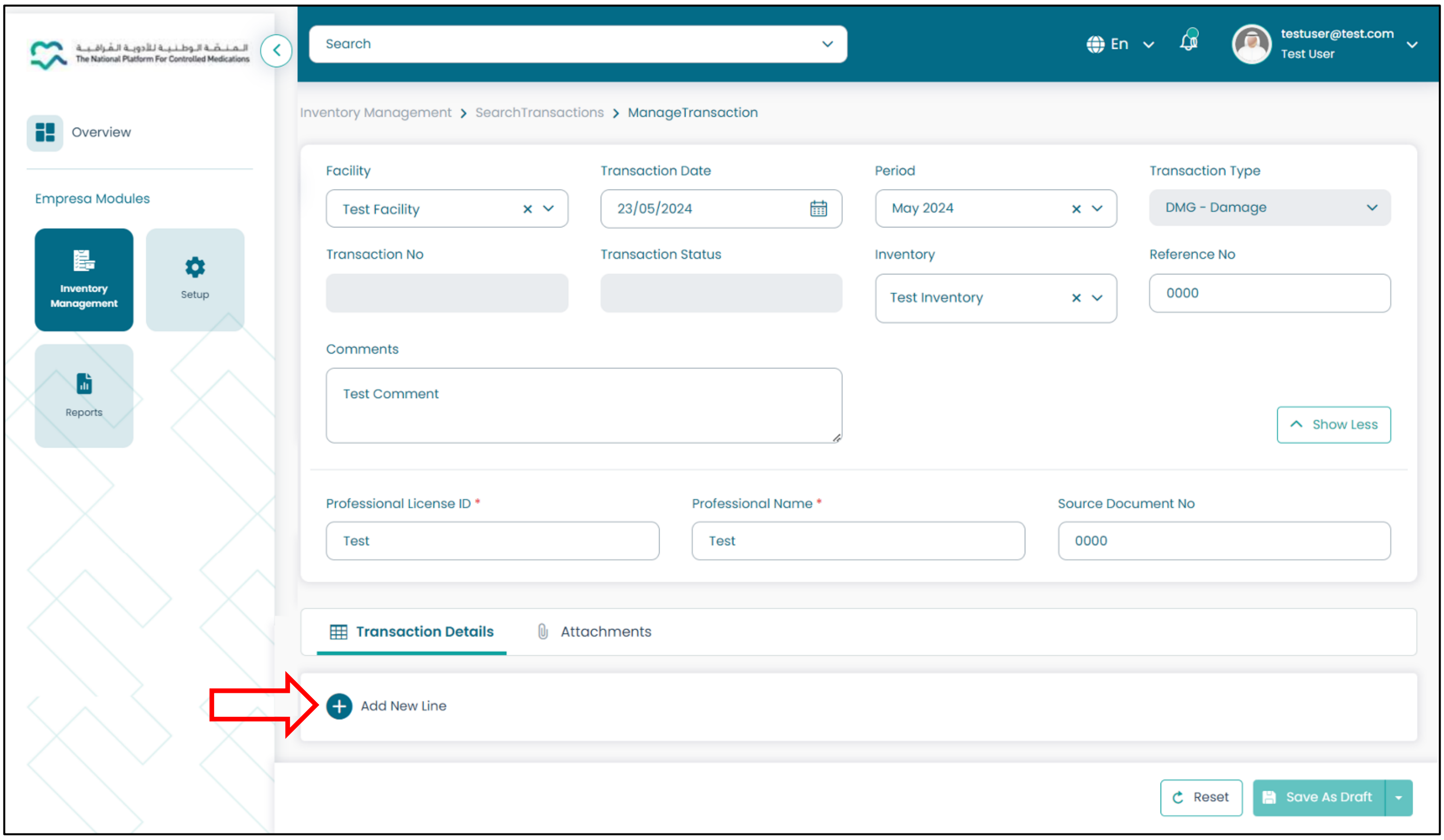


Figure 18: Manage Transaction Screen – Access to Add New Line Action.

3. Enter the transaction details in the required fields then press **“Attachments”** to upload any supporting documents.

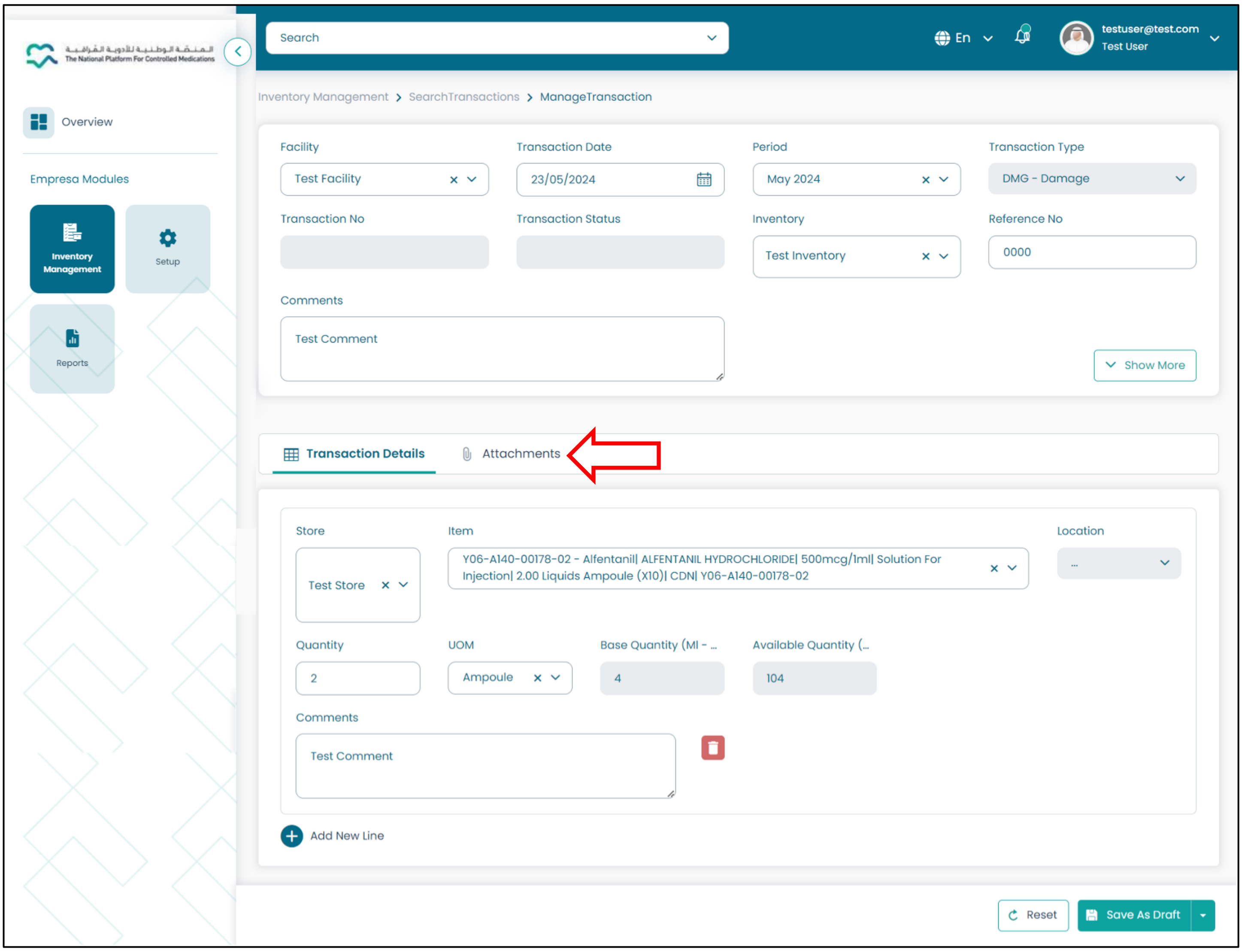


Figure 19: Manage Transaction Screen – Access to Attachments Section.

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 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.

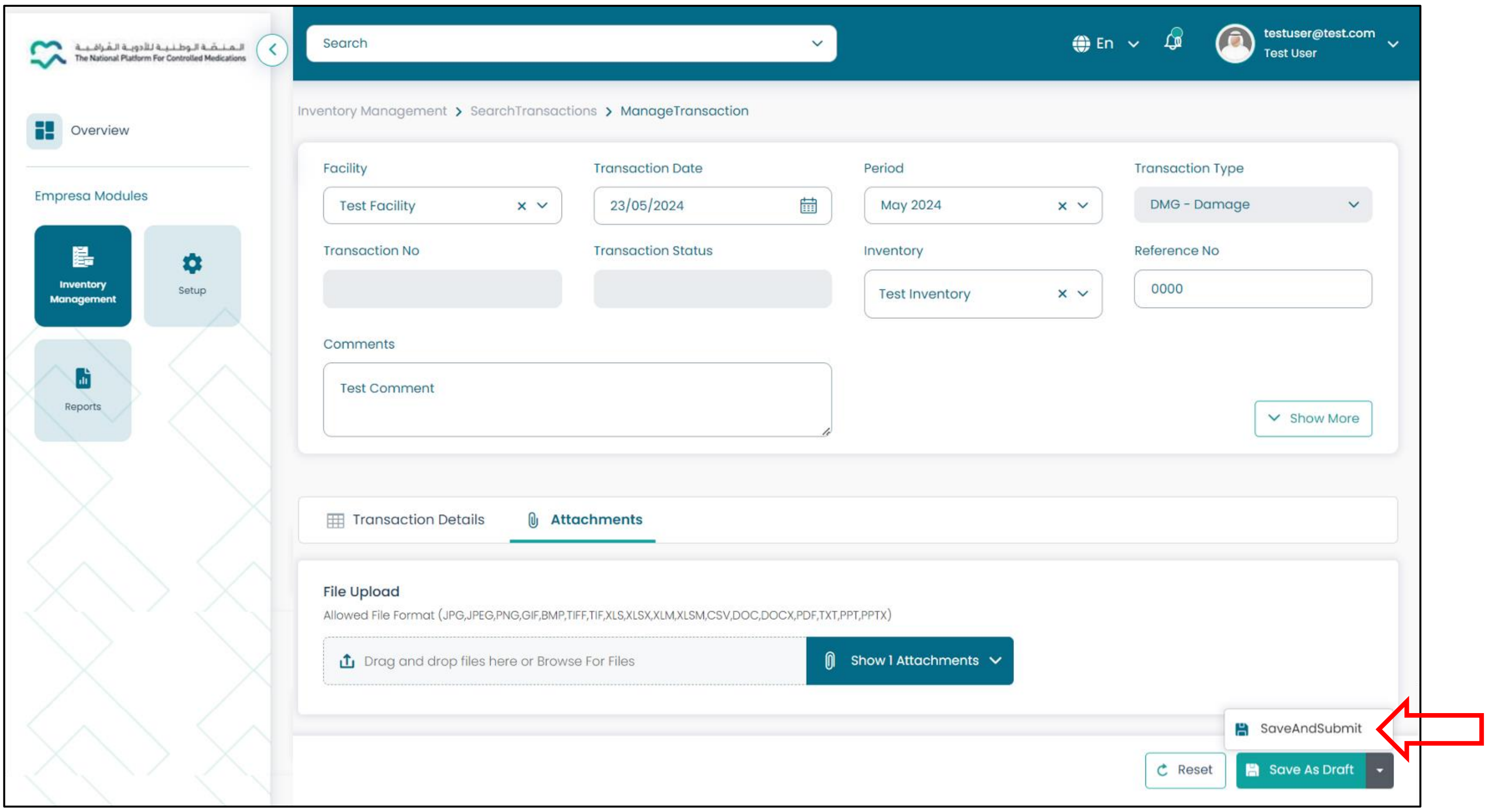


Figure 20: Manage Transaction Screen – Access to Actions.

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

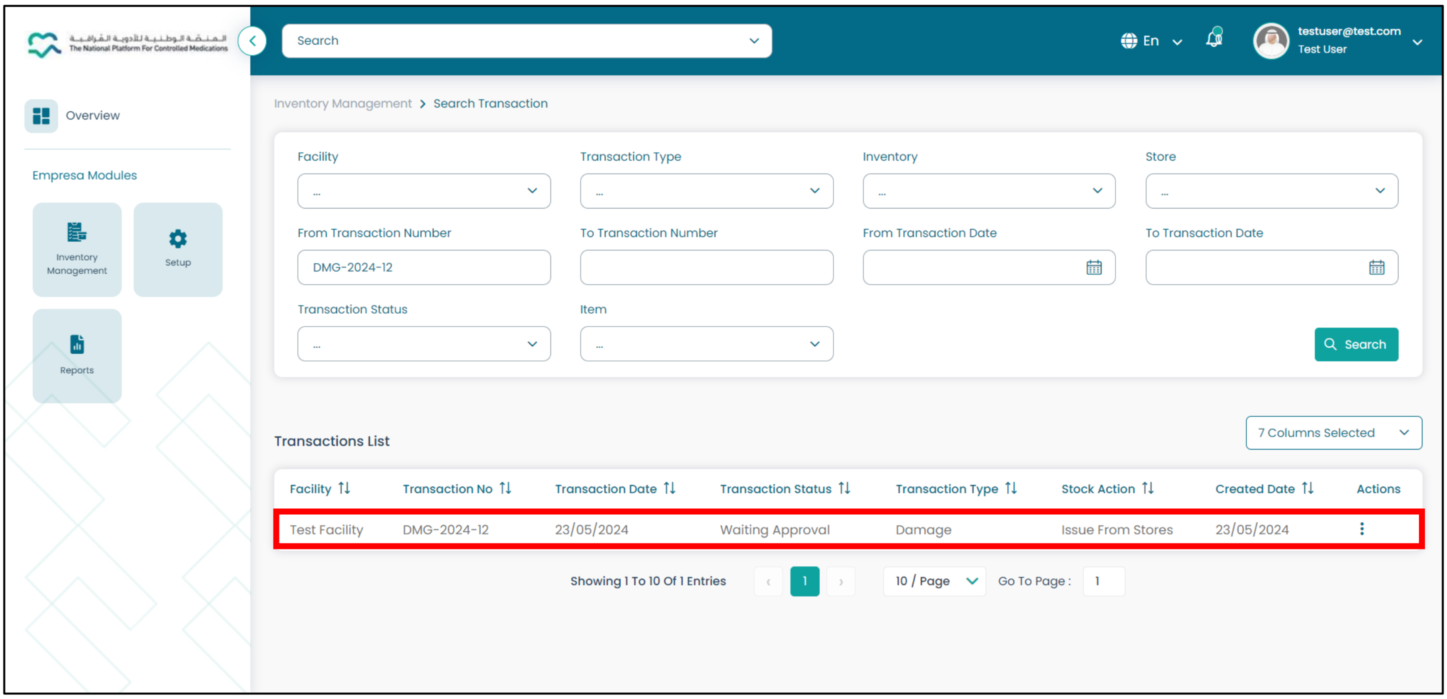


Figure 21: Search Transaction Screen – Added Damaged Transaction Record Successfully.

- 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.
02	Draft	Edit	Modify the information of the transaction.
		Delete	Delete the information of the transaction.
		View	Display the information of the transaction.

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"**.

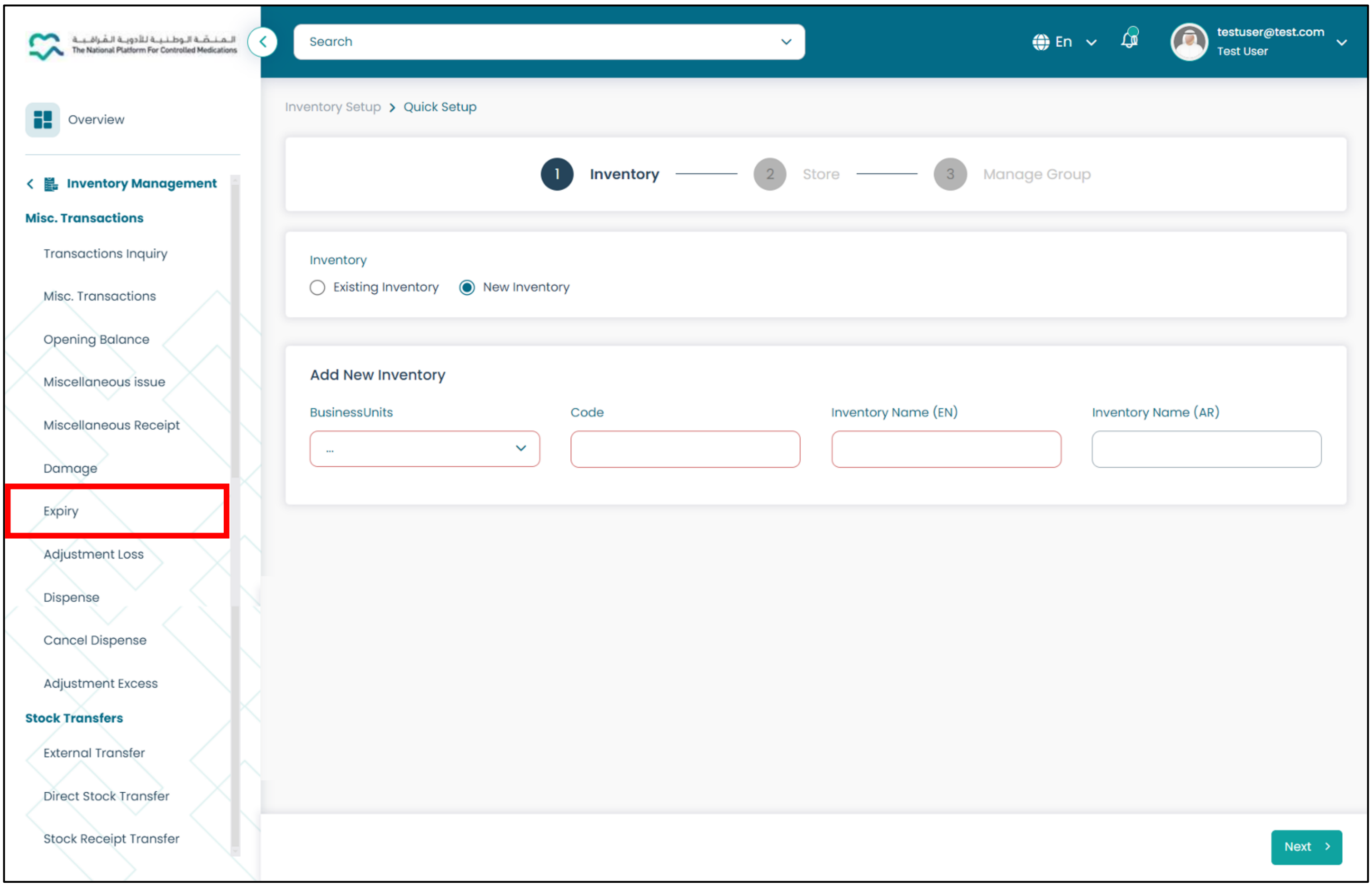


Figure 22: Homepage Screen - Access to Expiry Feature.

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"**.

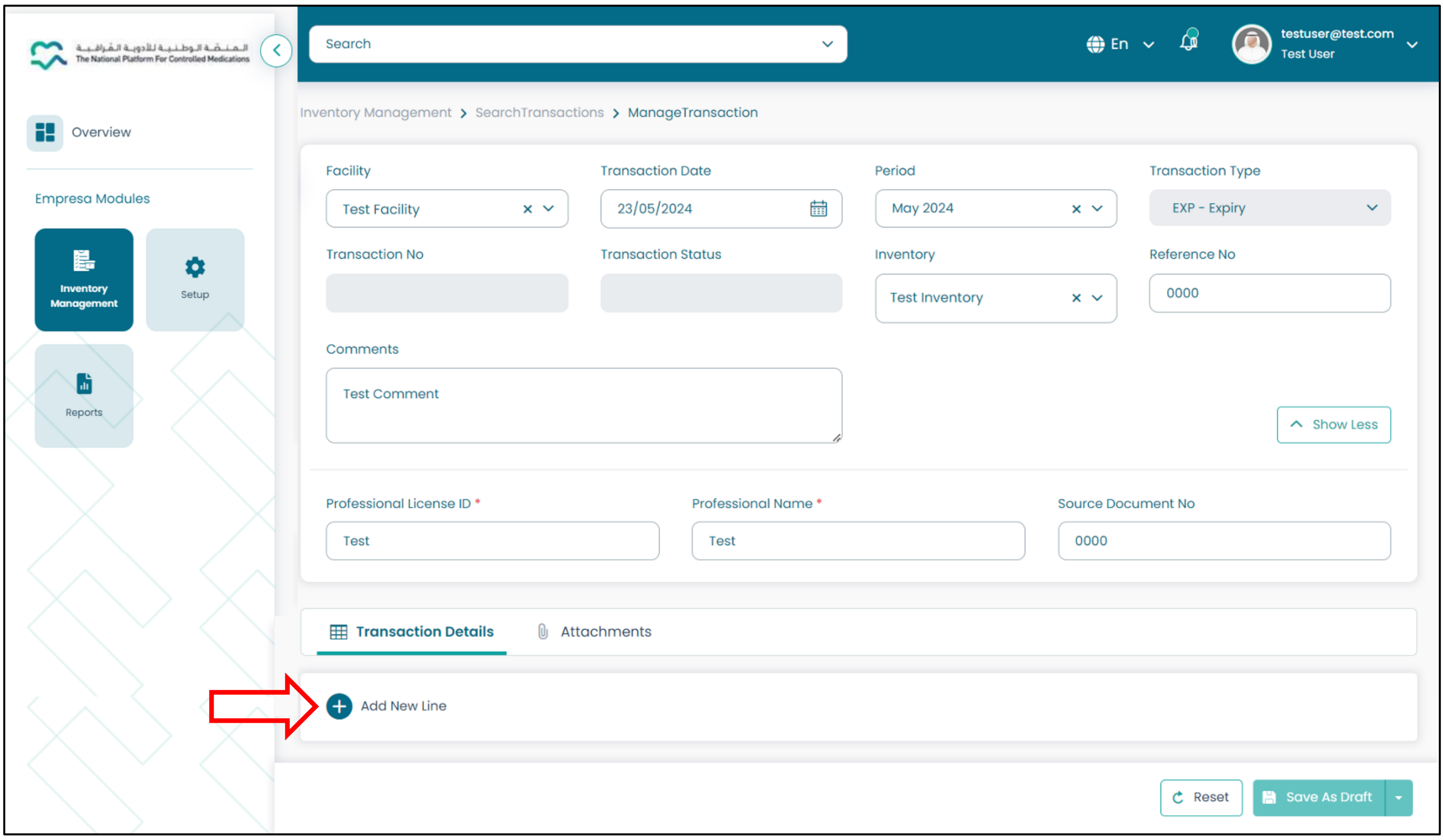


Figure 23: Manage Transaction Screen – Access to Add New Line Action.

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

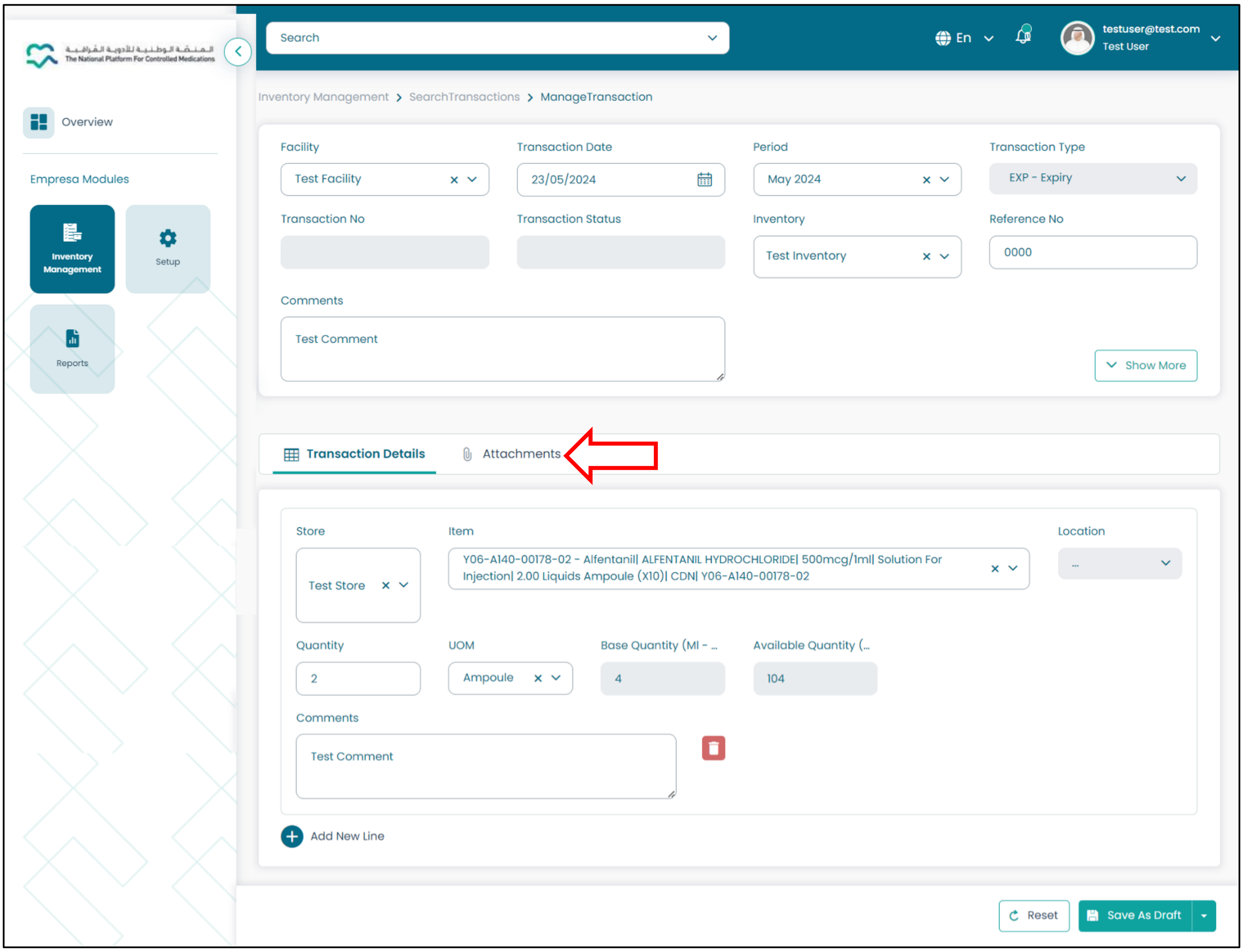


Figure 24: Manage Transaction Screen – Access to Attachments Section.

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.

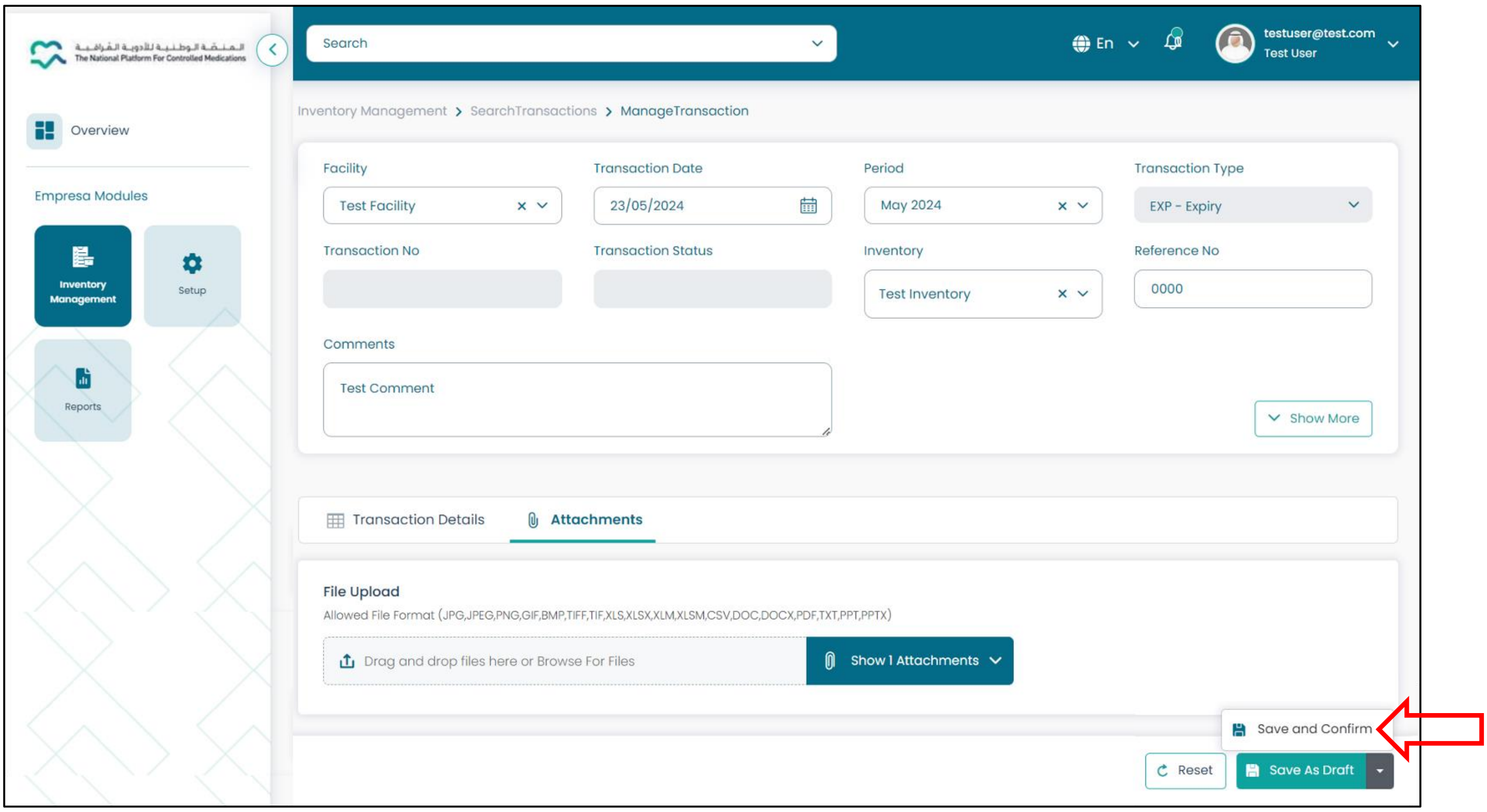


Figure 25: Manage Transaction Screen – Access to Actions.

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

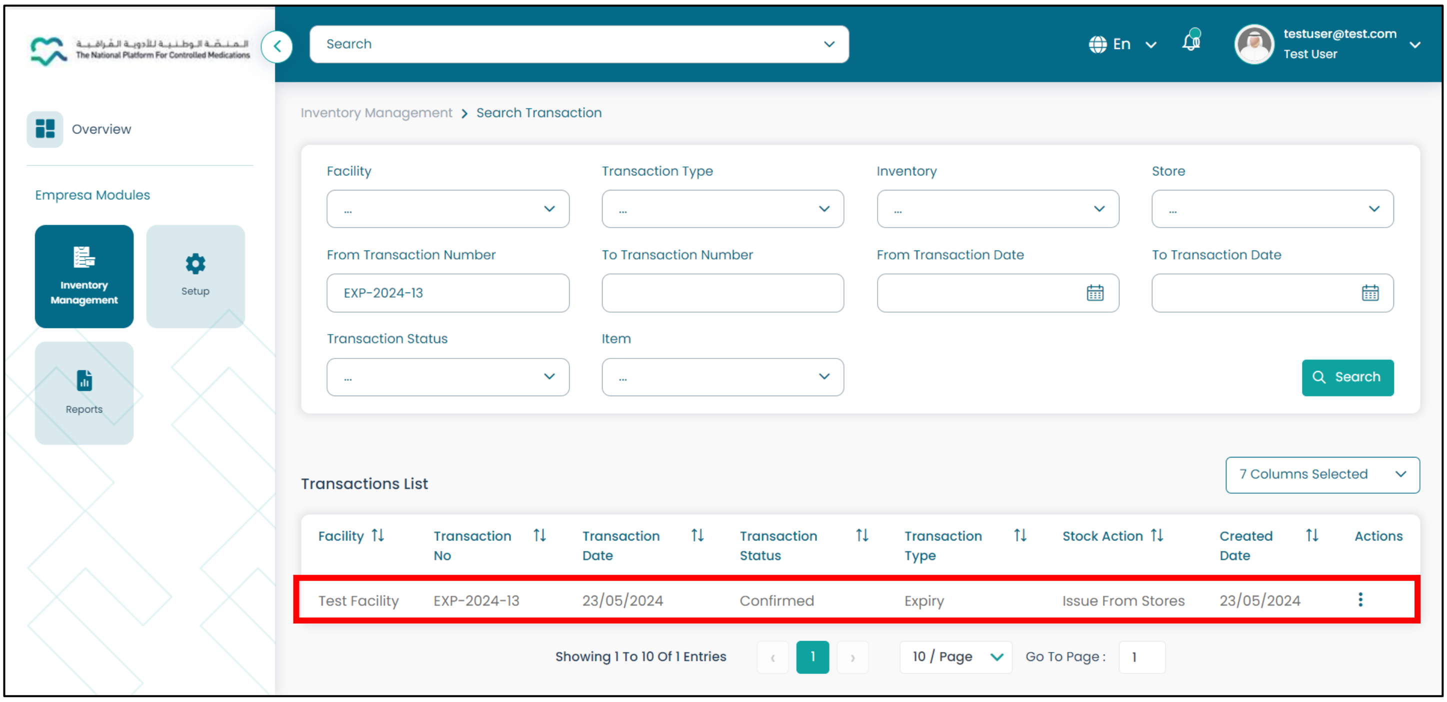


Figure 26: Search Transaction Screen – Added Expired Transaction Record Successfully.

- 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.
02	Draft	Edit	Modify the information of the transaction.
		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"**.

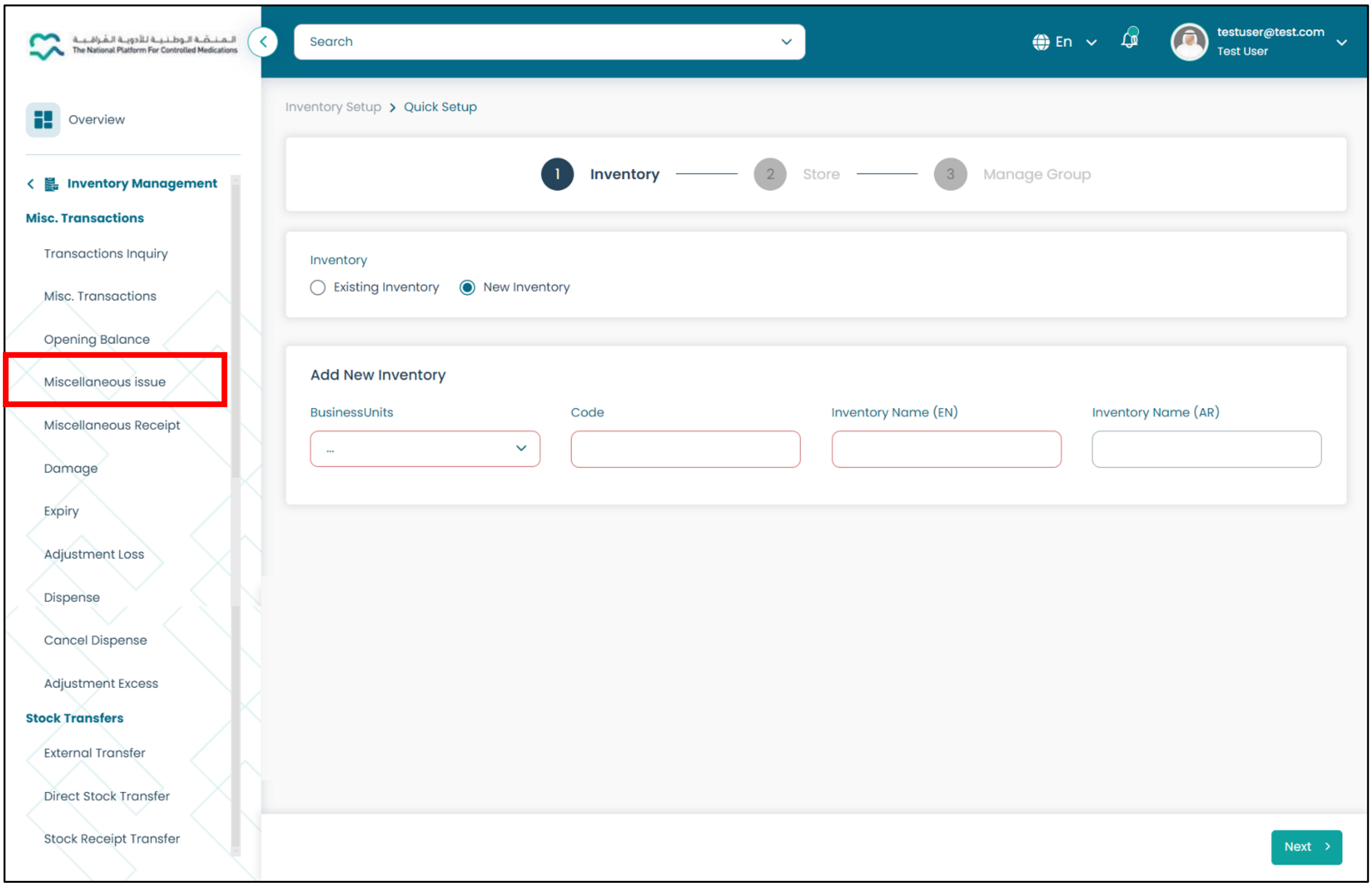


Figure 27: Homepage Screen - Access to Miscellaneous Issue Feature.

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"**.

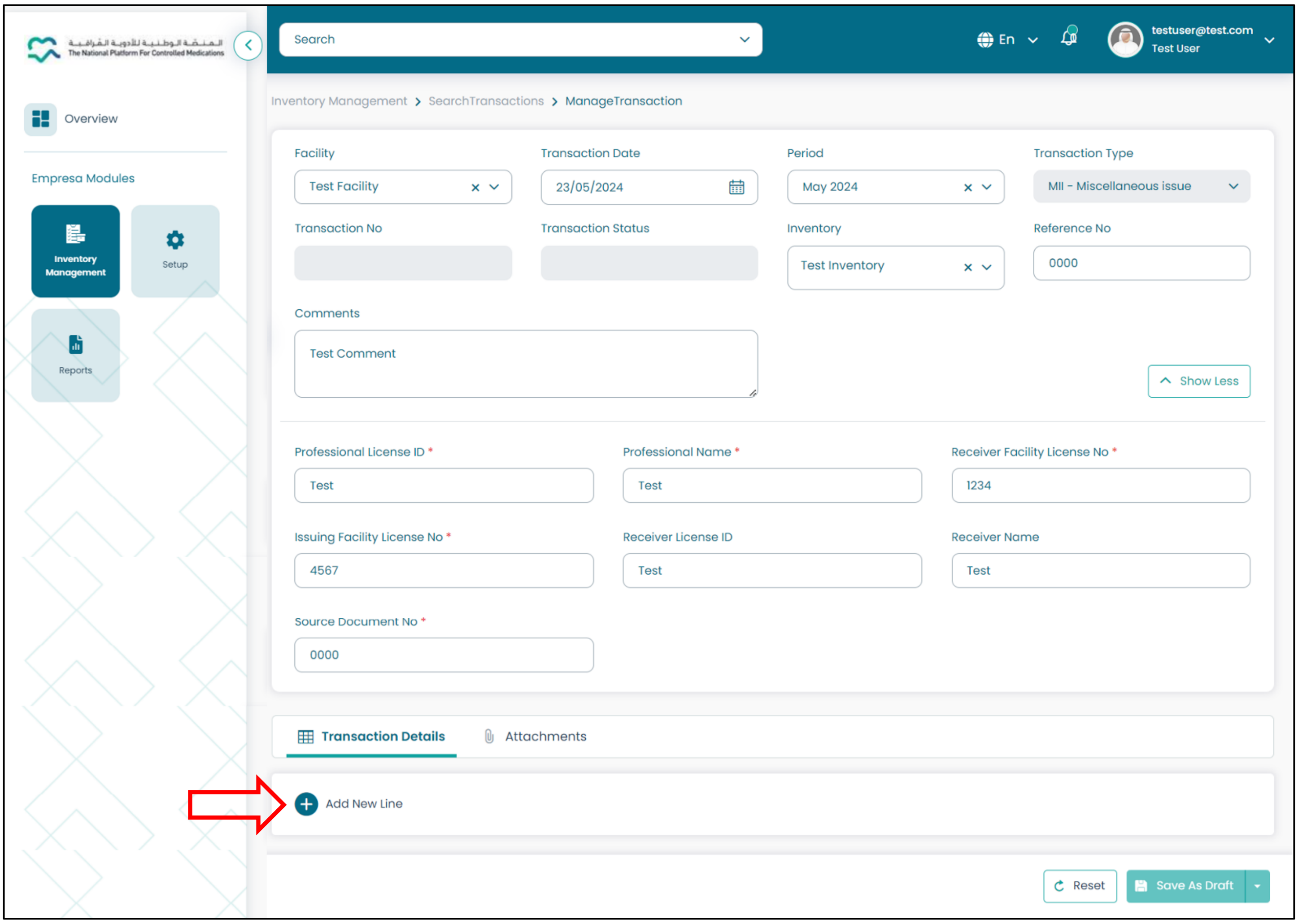


Figure 28: Manage Transaction Screen – Access to Add New Line Action.

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

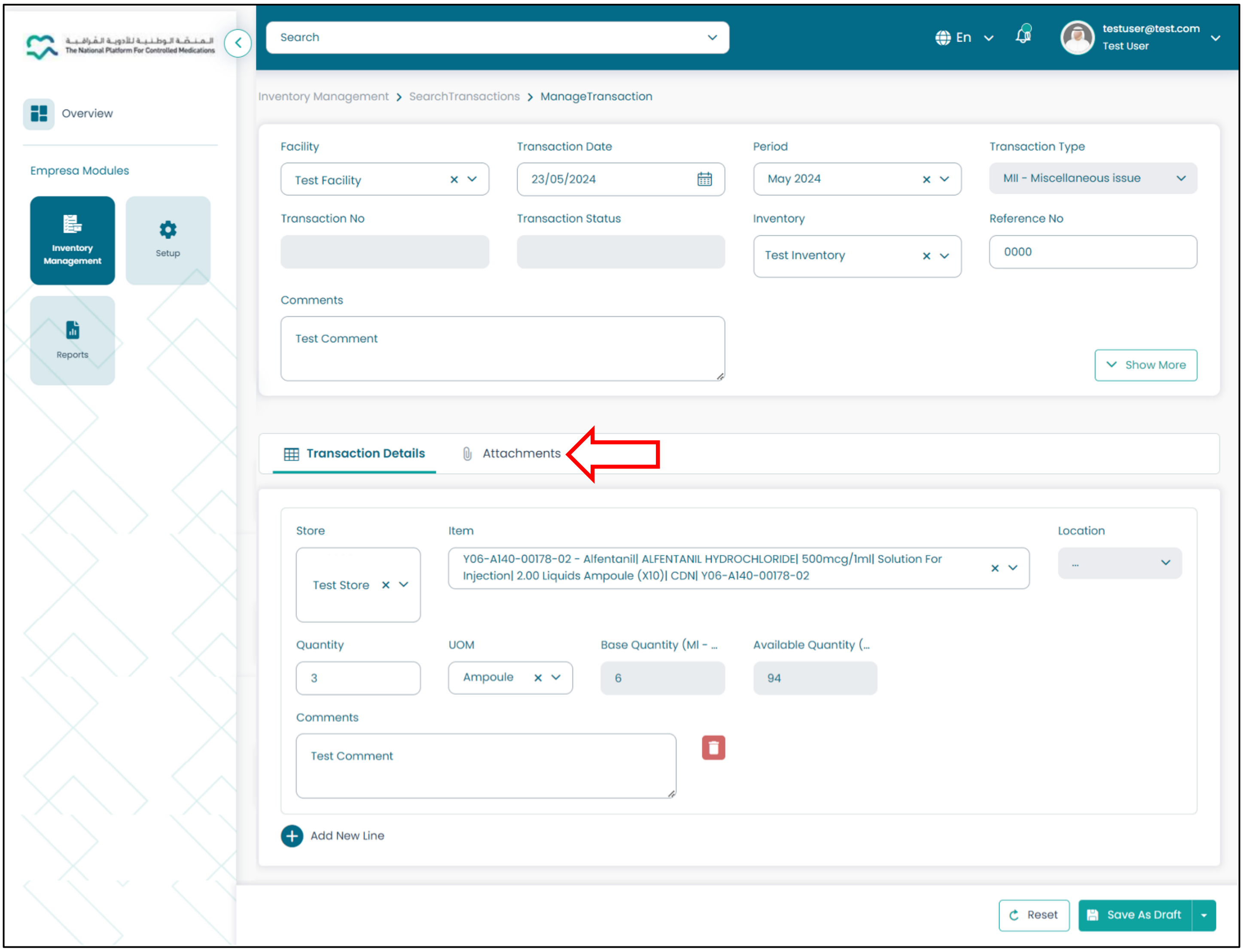


Figure 29: Manage Transaction Screen – Access to Attachments Section.

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.

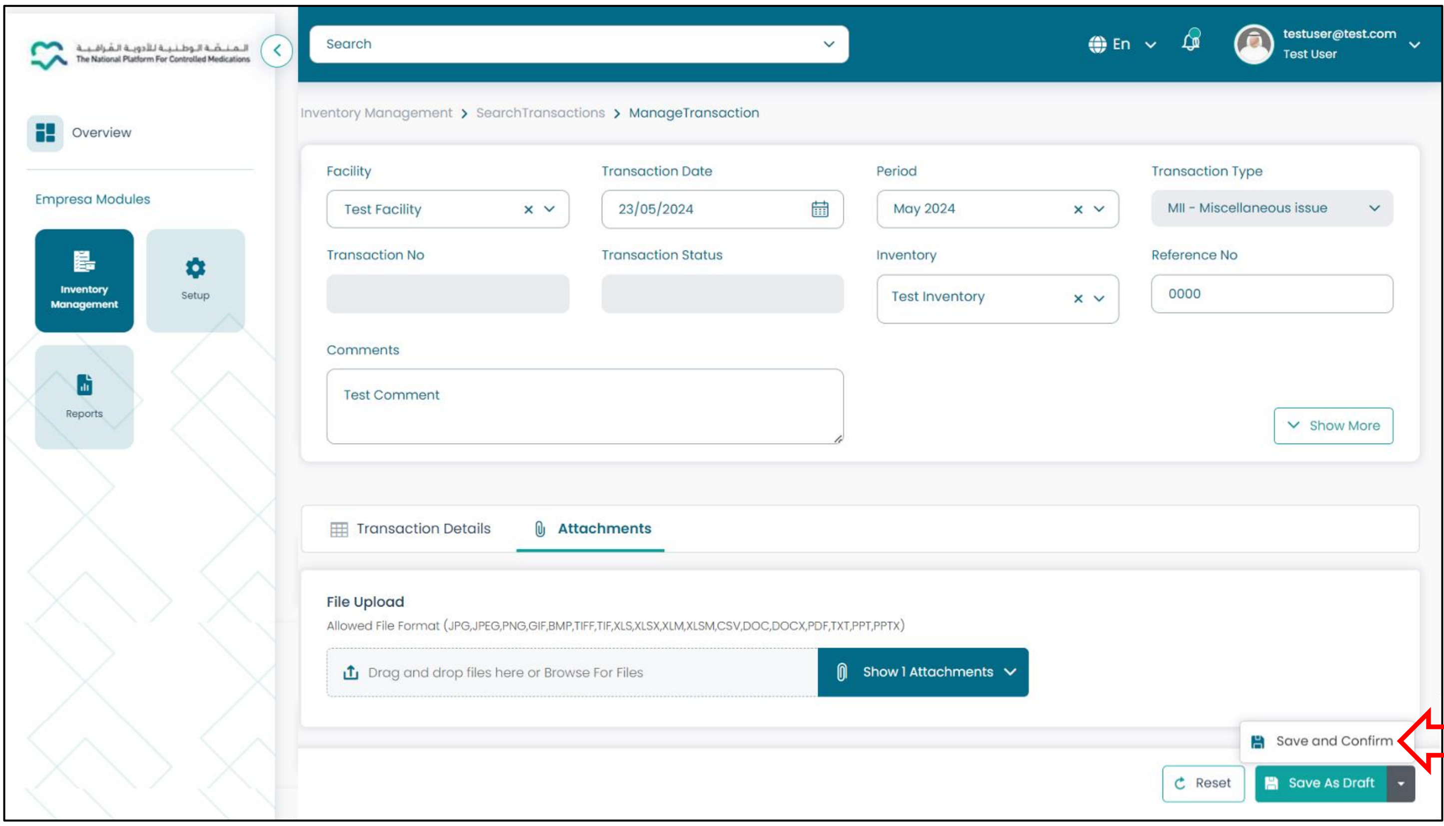


Figure 30: Manage Transaction Screen – Access to Actions.

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

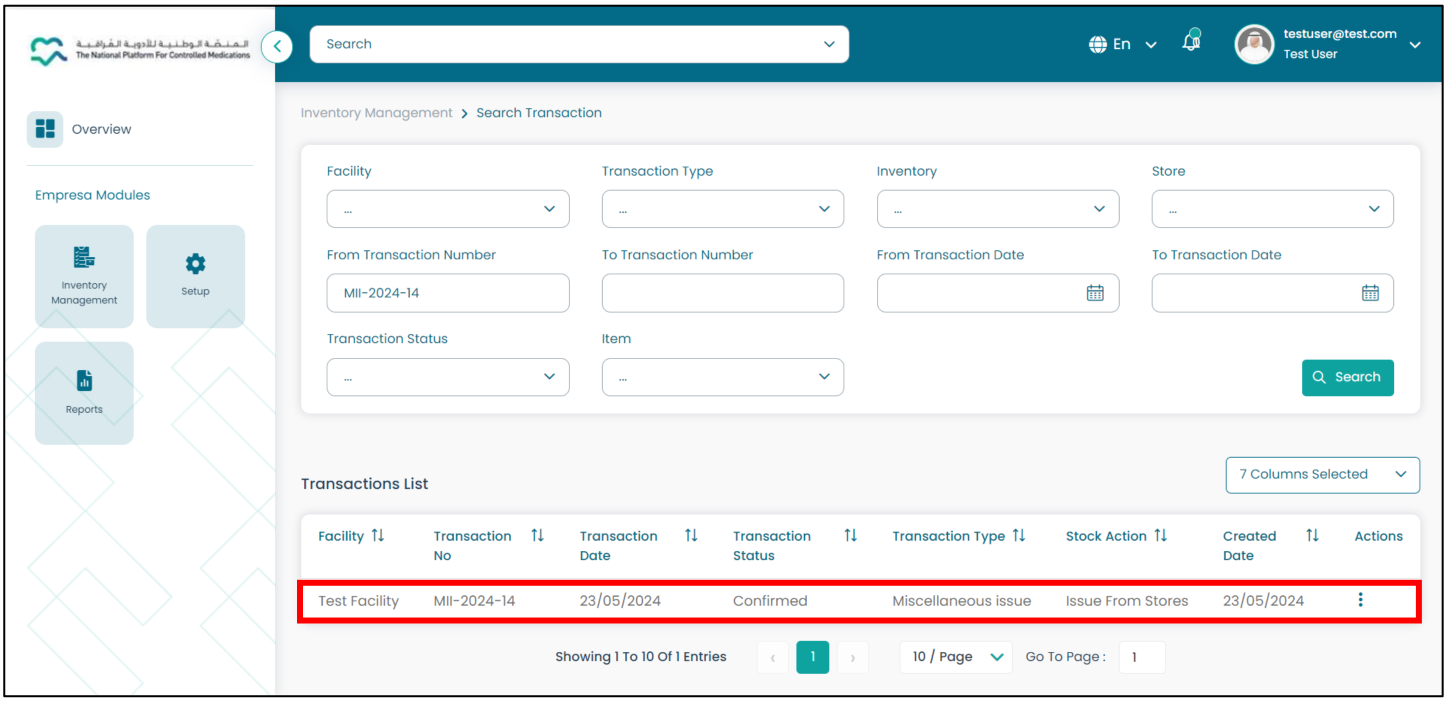


Figure 31: Search Transaction Screen – Added Miscellaneous Issue Transaction Record Successfully.

- 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.
02	Draft	Edit	Modify the information of the transaction.
		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"**.

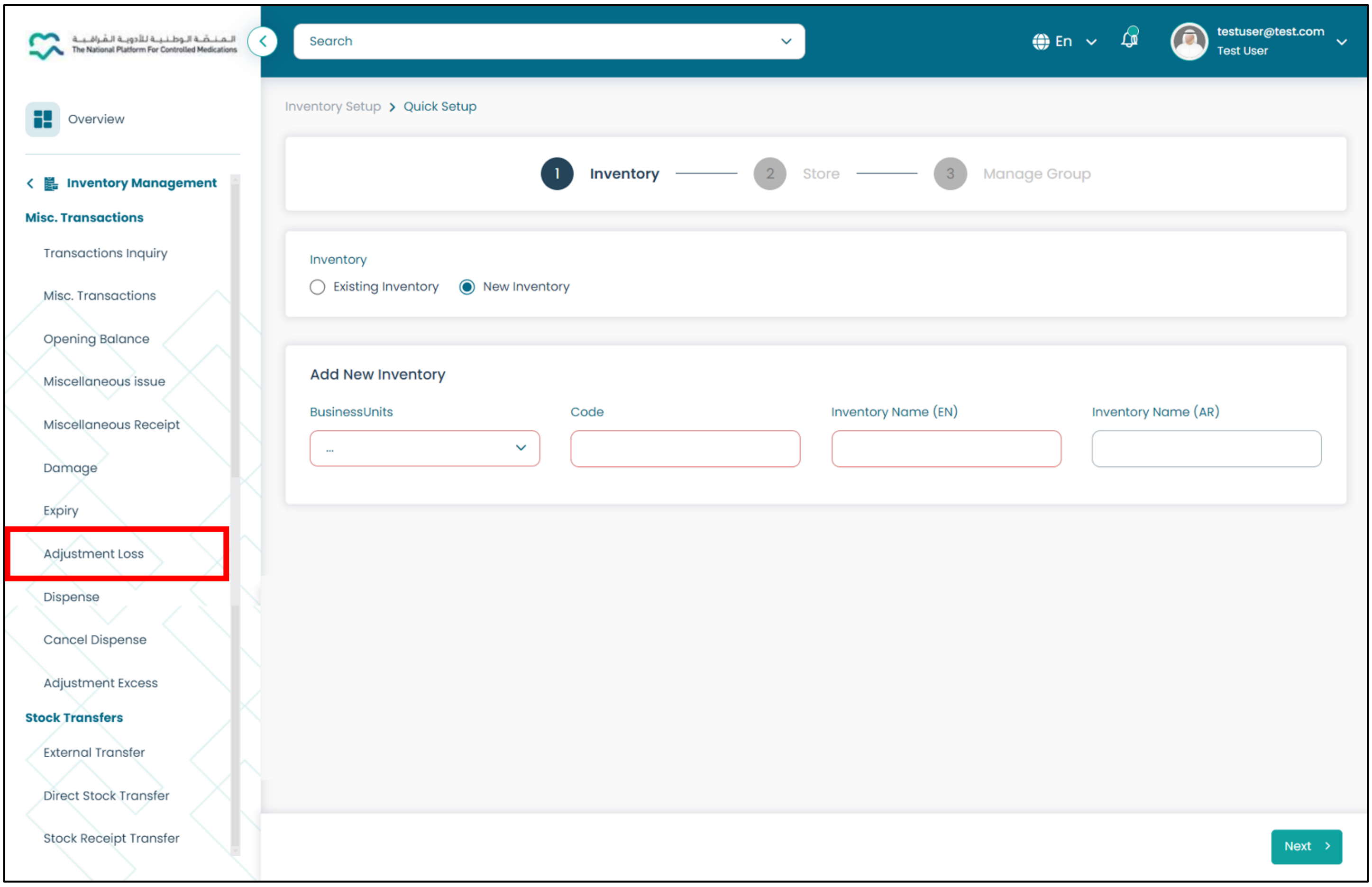


Figure 32: Homepage Screen – Access to Adjustment Loss.

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"**.

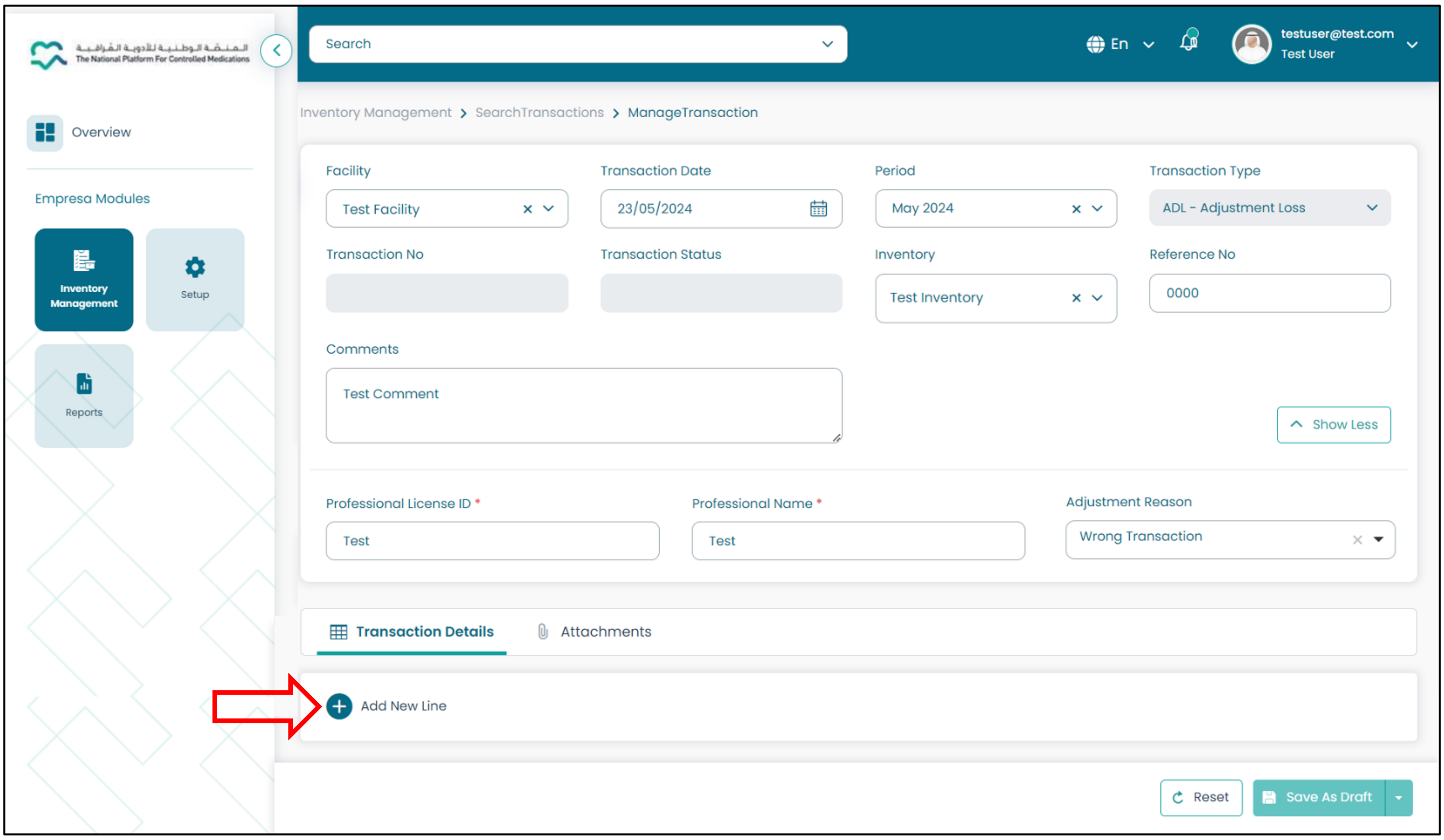


Figure 33: Manage Transaction Screen – Access to Add New Line Action.

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

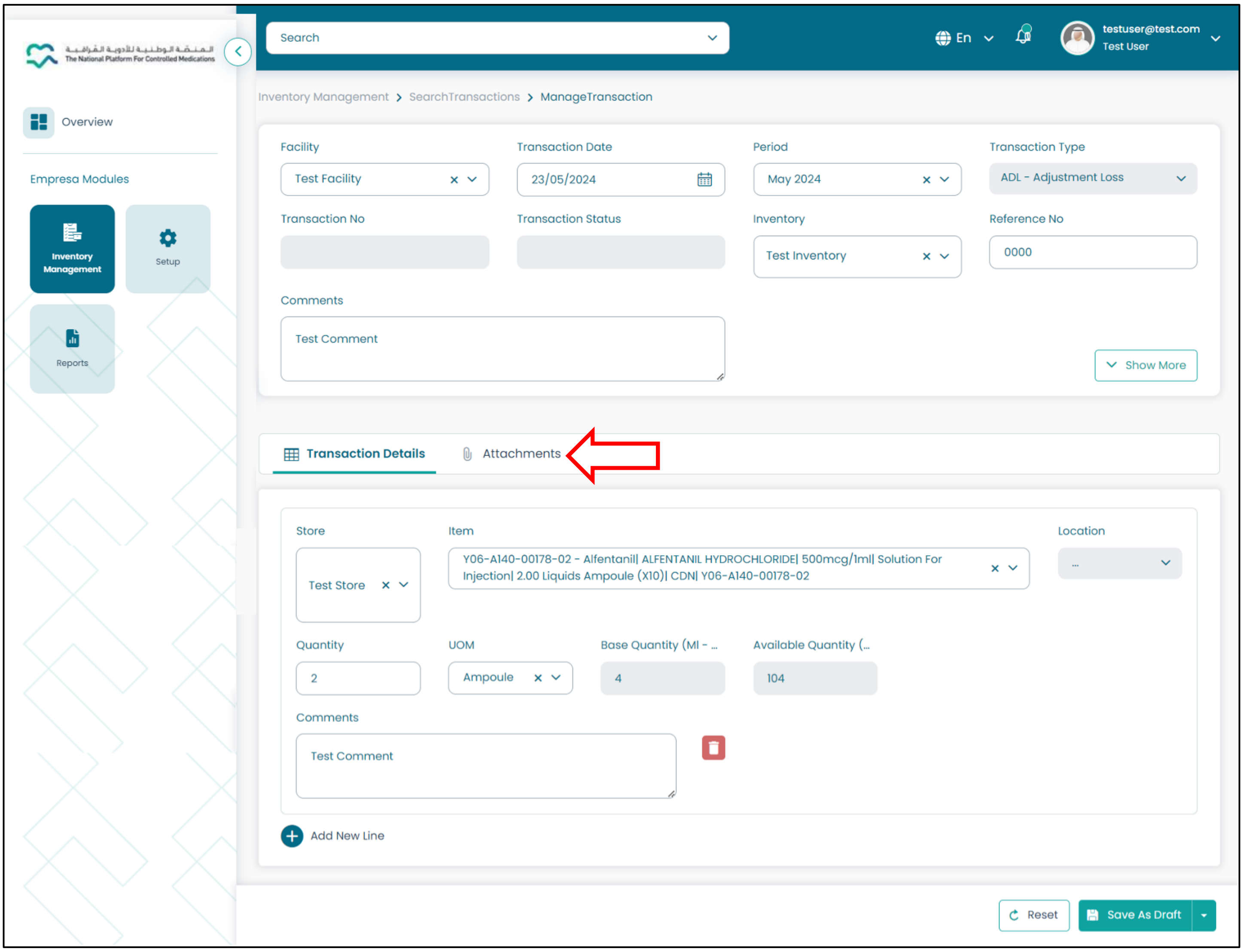


Figure 34: Manage Transaction Screen – Access to Attachments Section.

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.

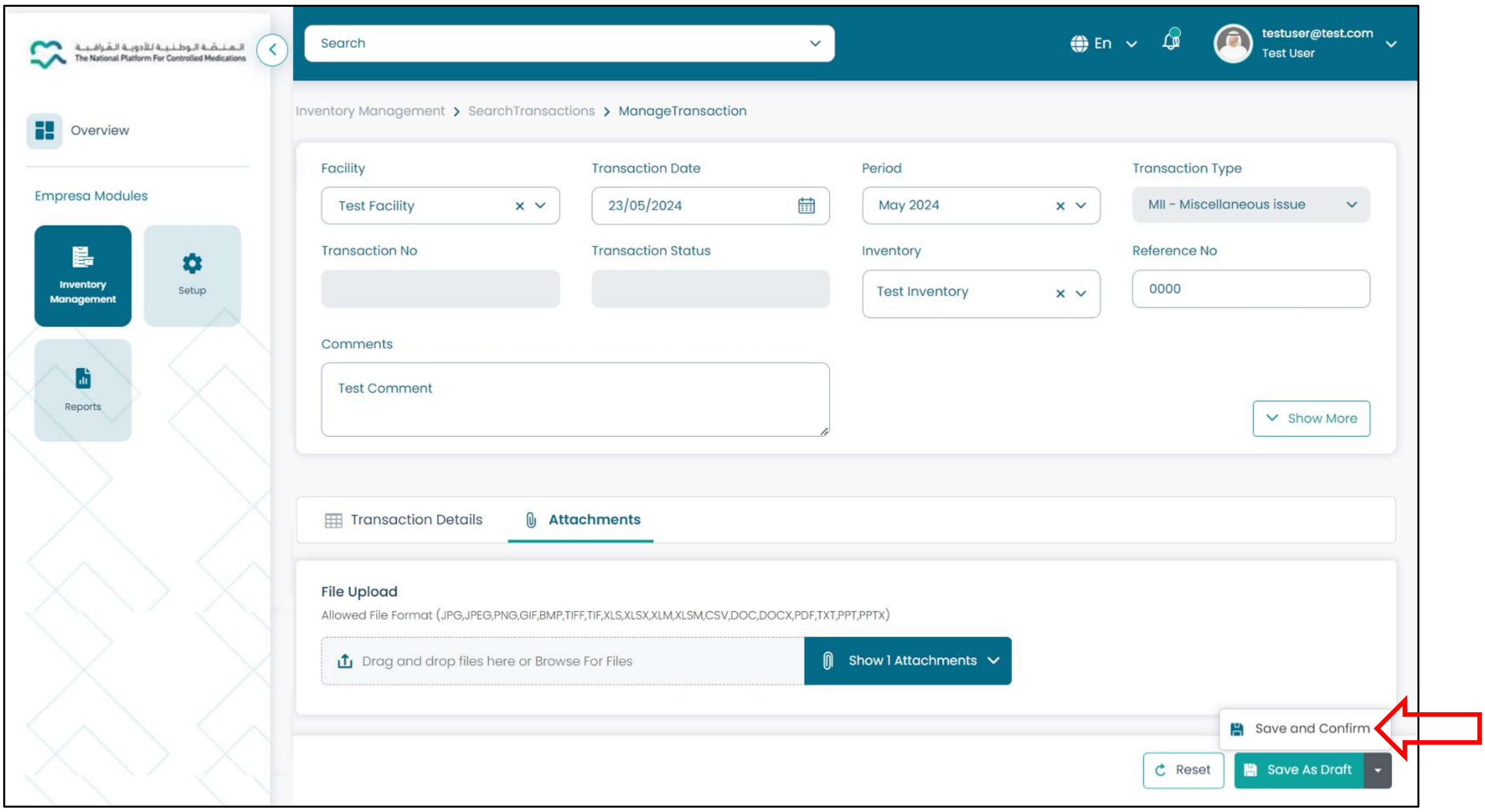


Figure 35: Manage Transaction Screen – Access to Actions.

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

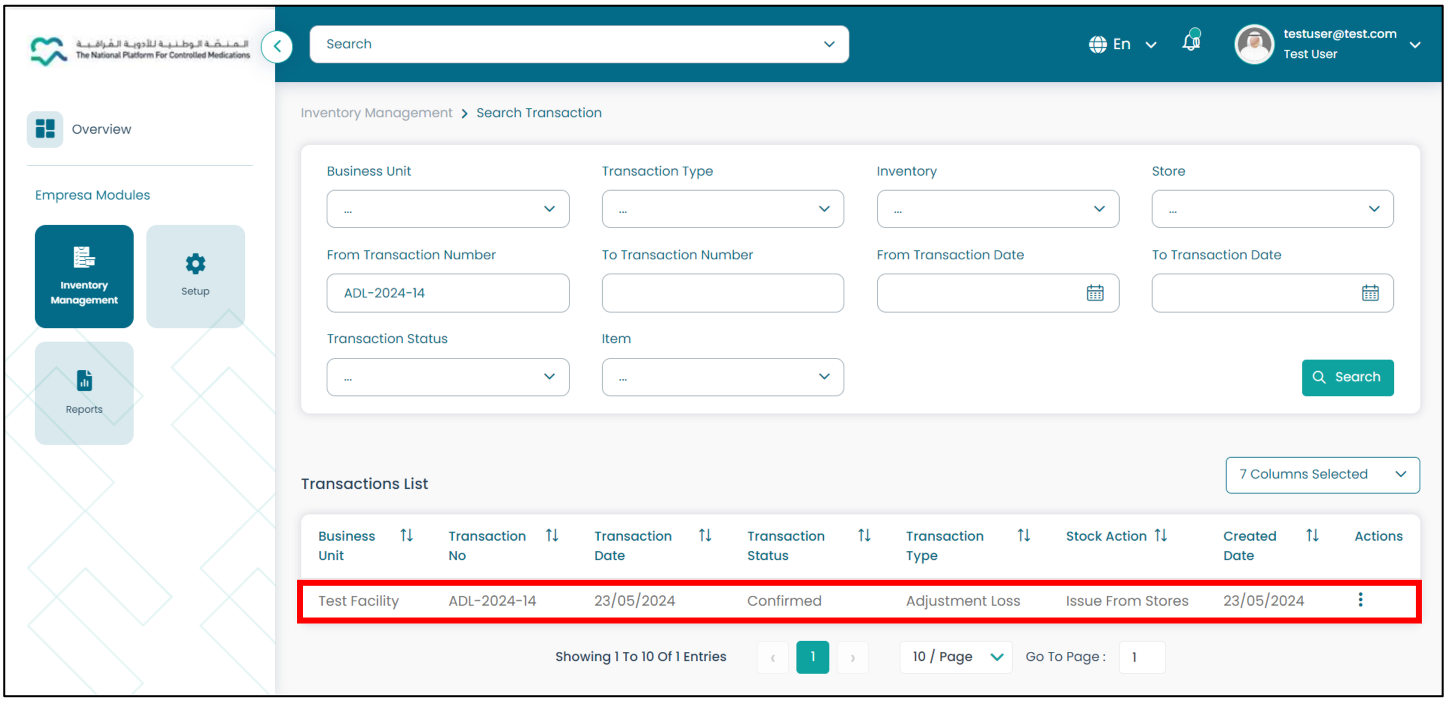


Figure 36: Search Transaction Screen – Added Adjustment Loss Transaction Record Successfully.

- 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.
02	Draft	Edit	Modify the information of the transaction.
		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"**.

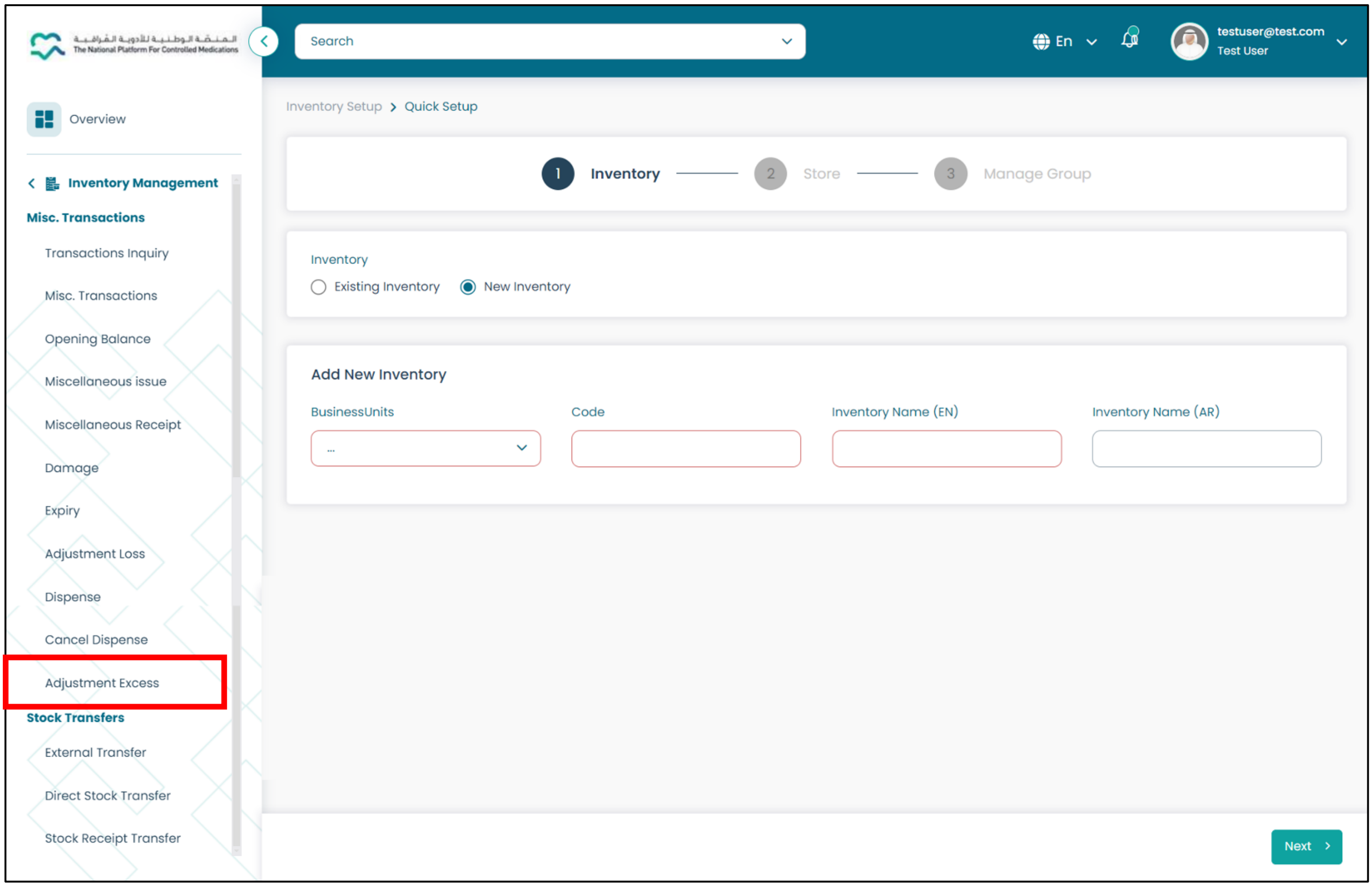


Figure 37: Homepage Screen – Access to Adjustment Excess Feature.

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"**.

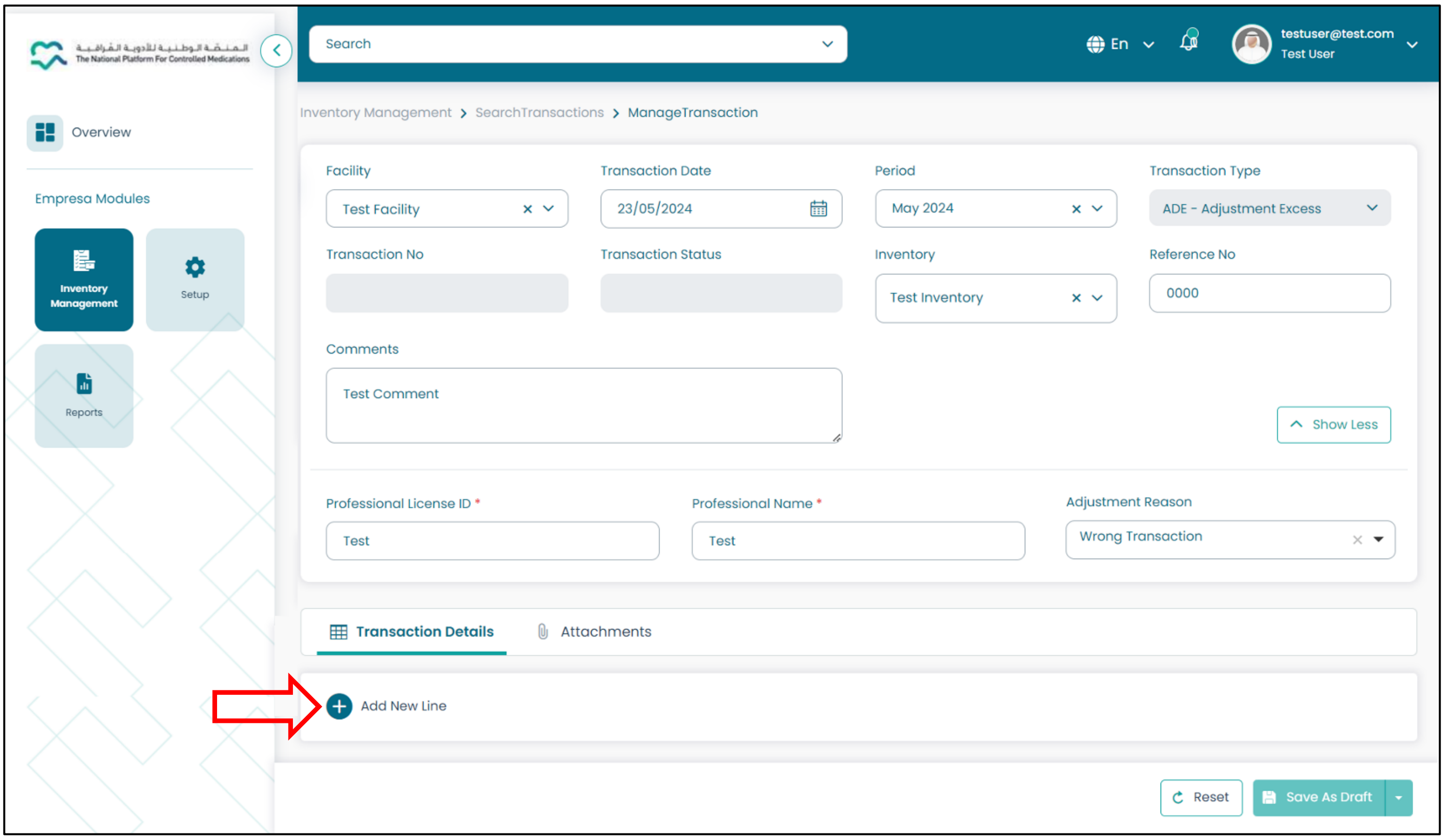


Figure 38: Manage Transaction Screen – Access to Add New Line Action.

3. Enter the transaction details in the required fields then press **“Attachments”** to upload any supporting documents.

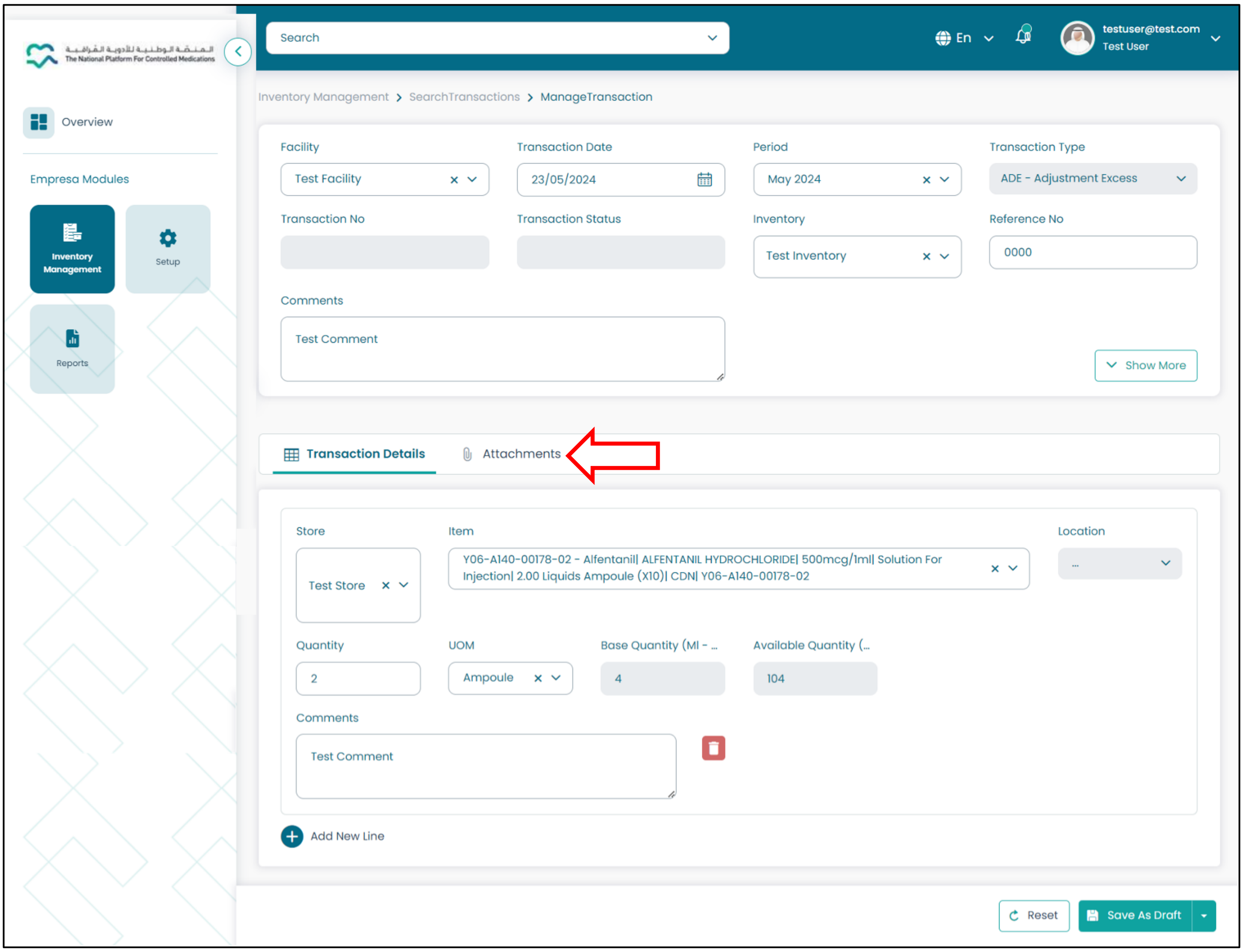


Figure 39: Manage Transaction Screen – Access to Attachments Section.

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.

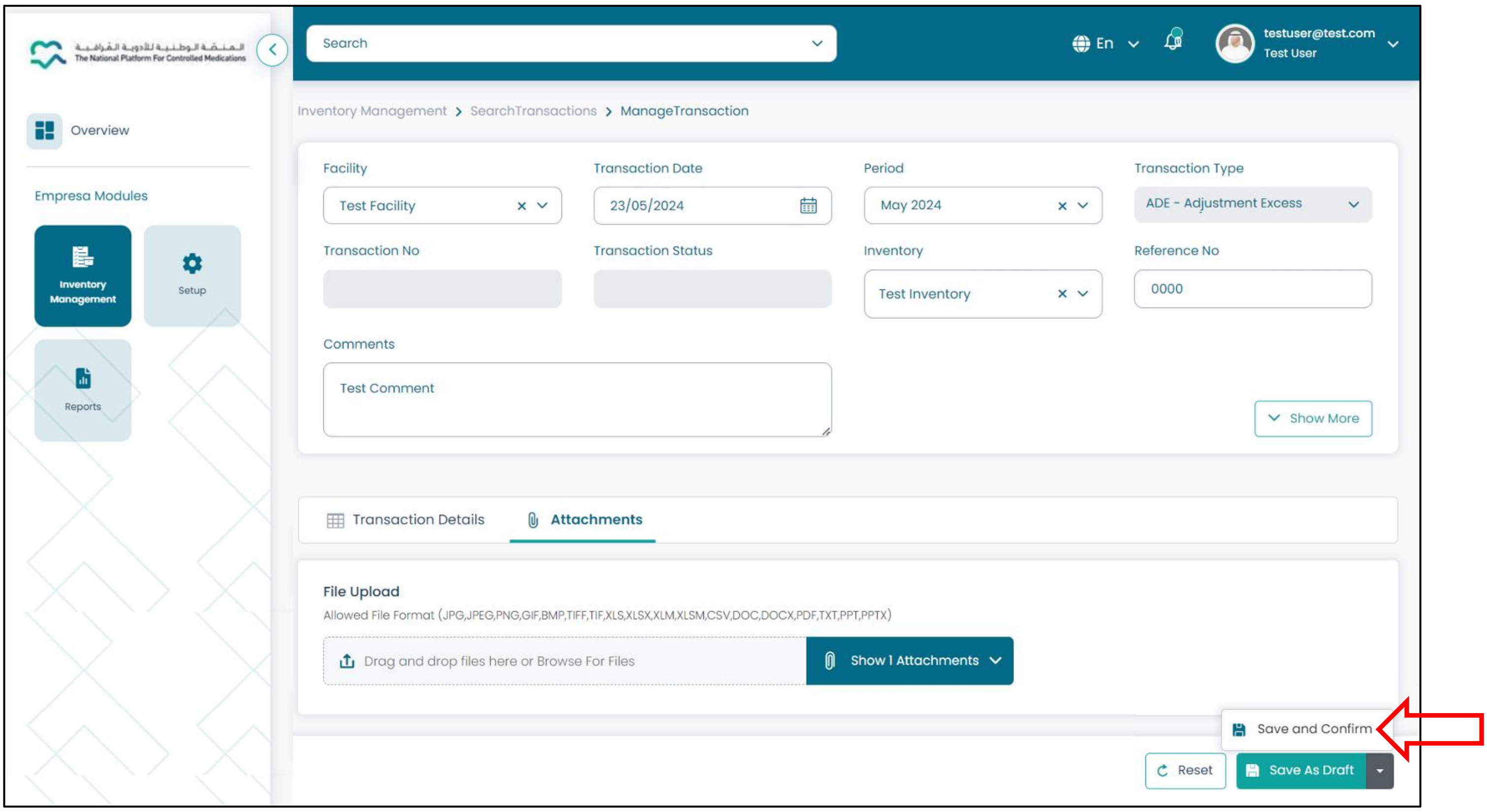


Figure 40: Manage Transaction Screen – Access to Actions.

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

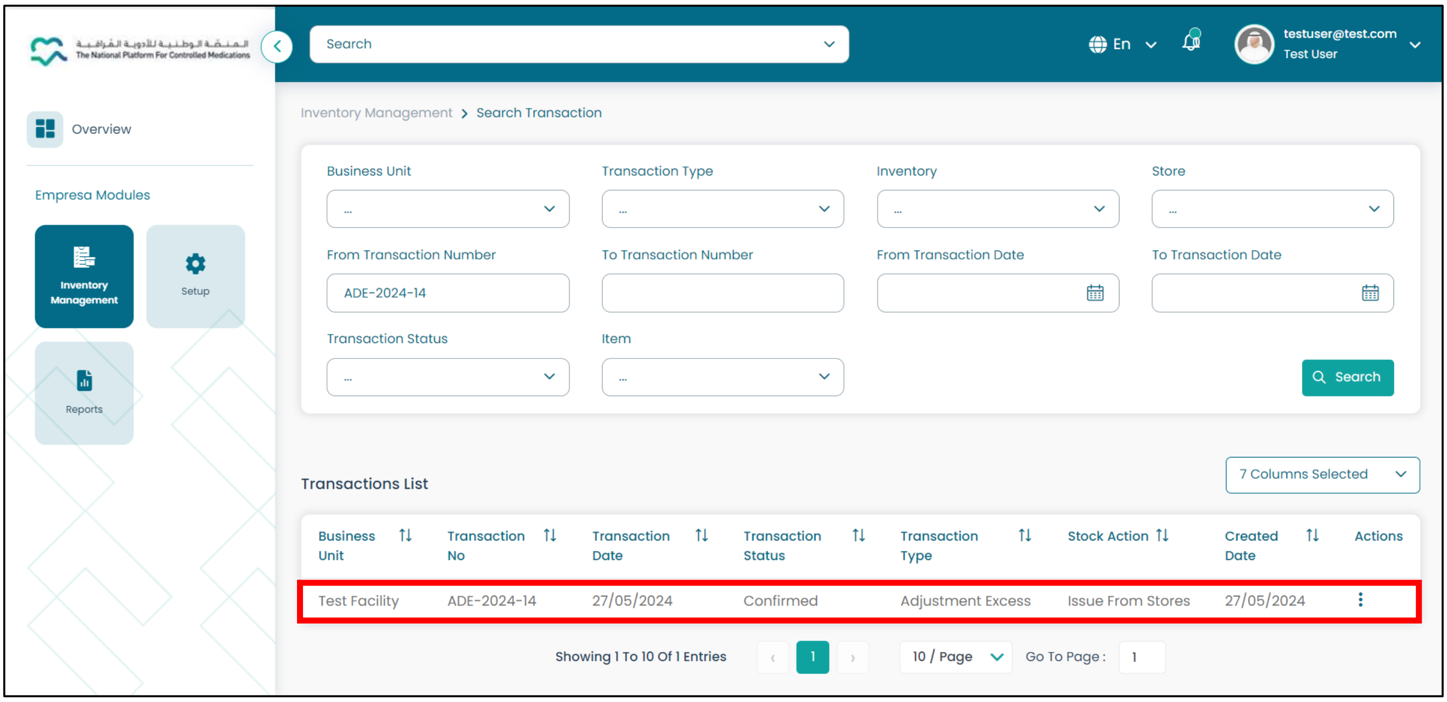


Figure 41: Search Transaction Screen – Added Adjustment Excess Transaction Record Successfully.

- 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.
02	Draft	Edit	Modify the information of the transaction.
		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"**.

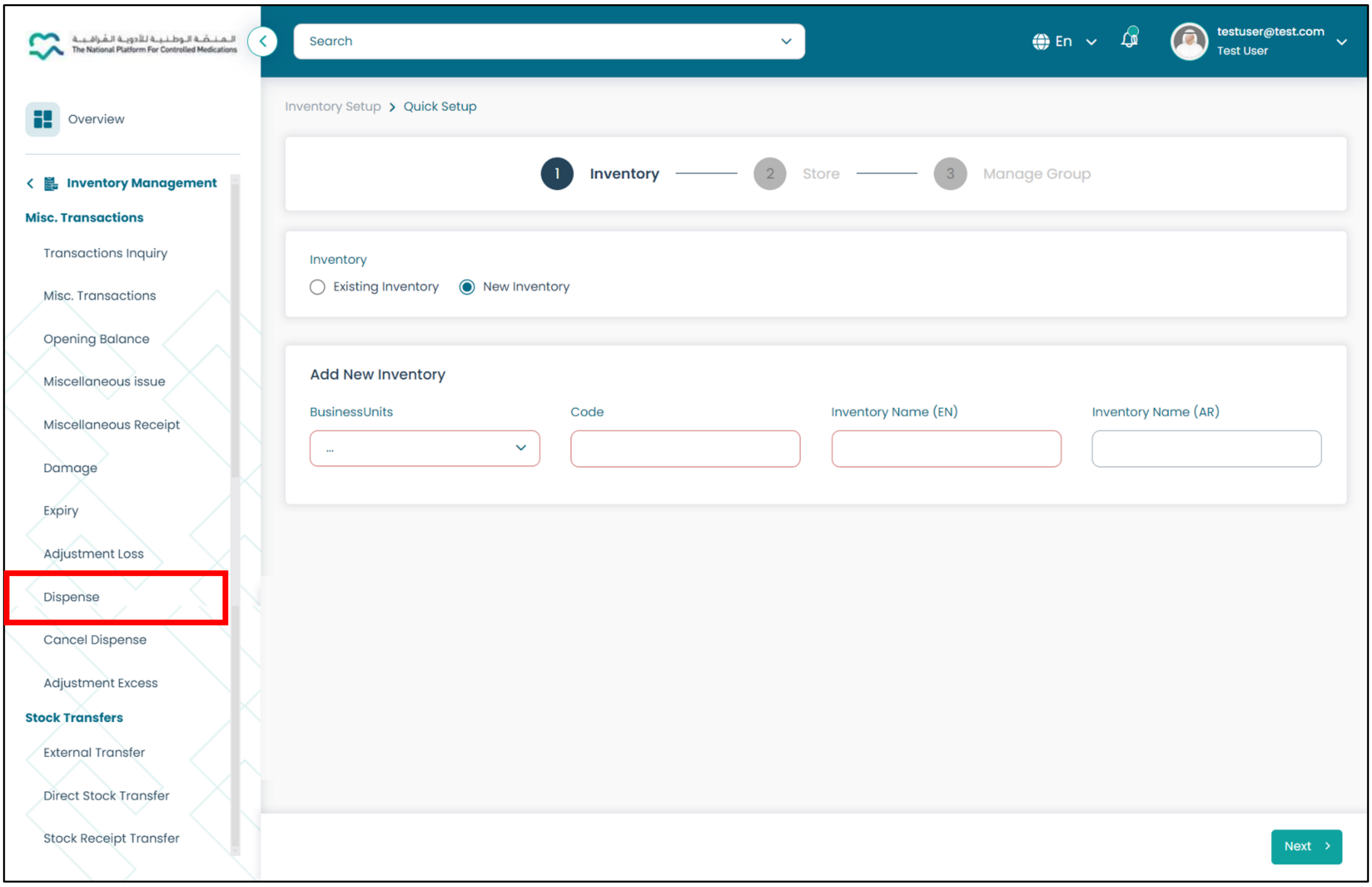


Figure 42: Homepage Screen – Access to Dispense Feature.

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"**.

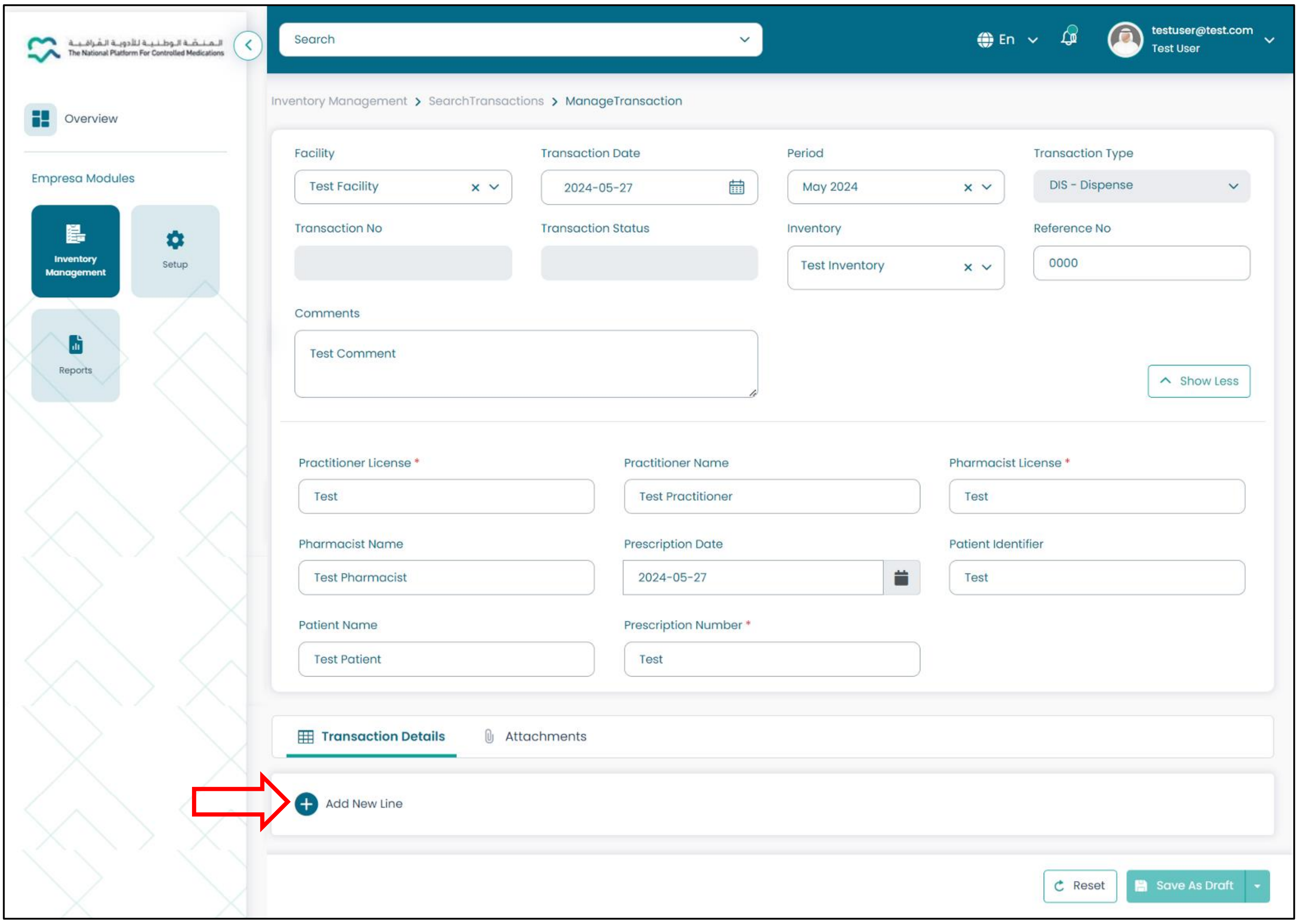


Figure 43: Manage Transaction Screen – Access to Add New Line Action.

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

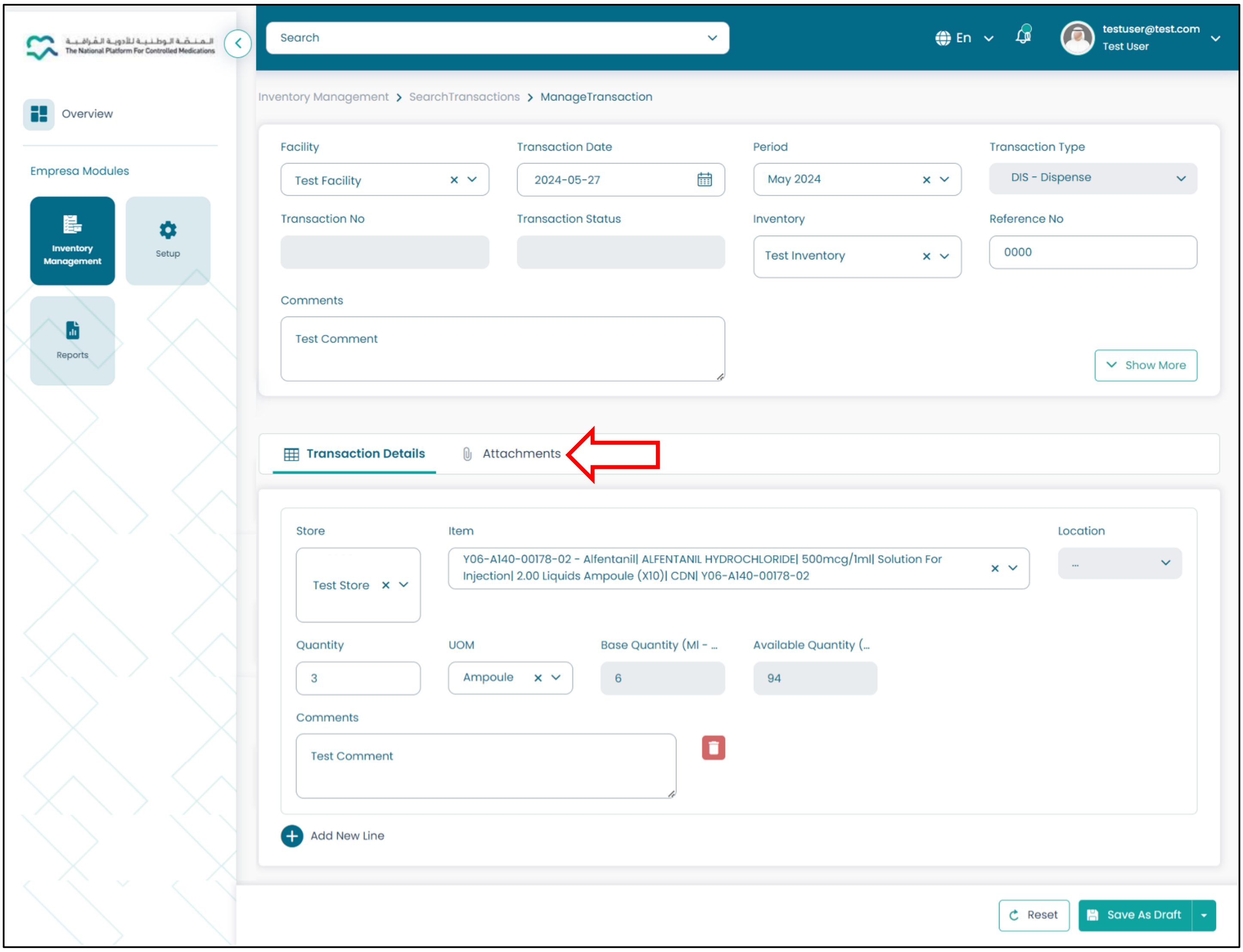


Figure 44: Manage Transaction Screen – Access to Attachments Section.

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.

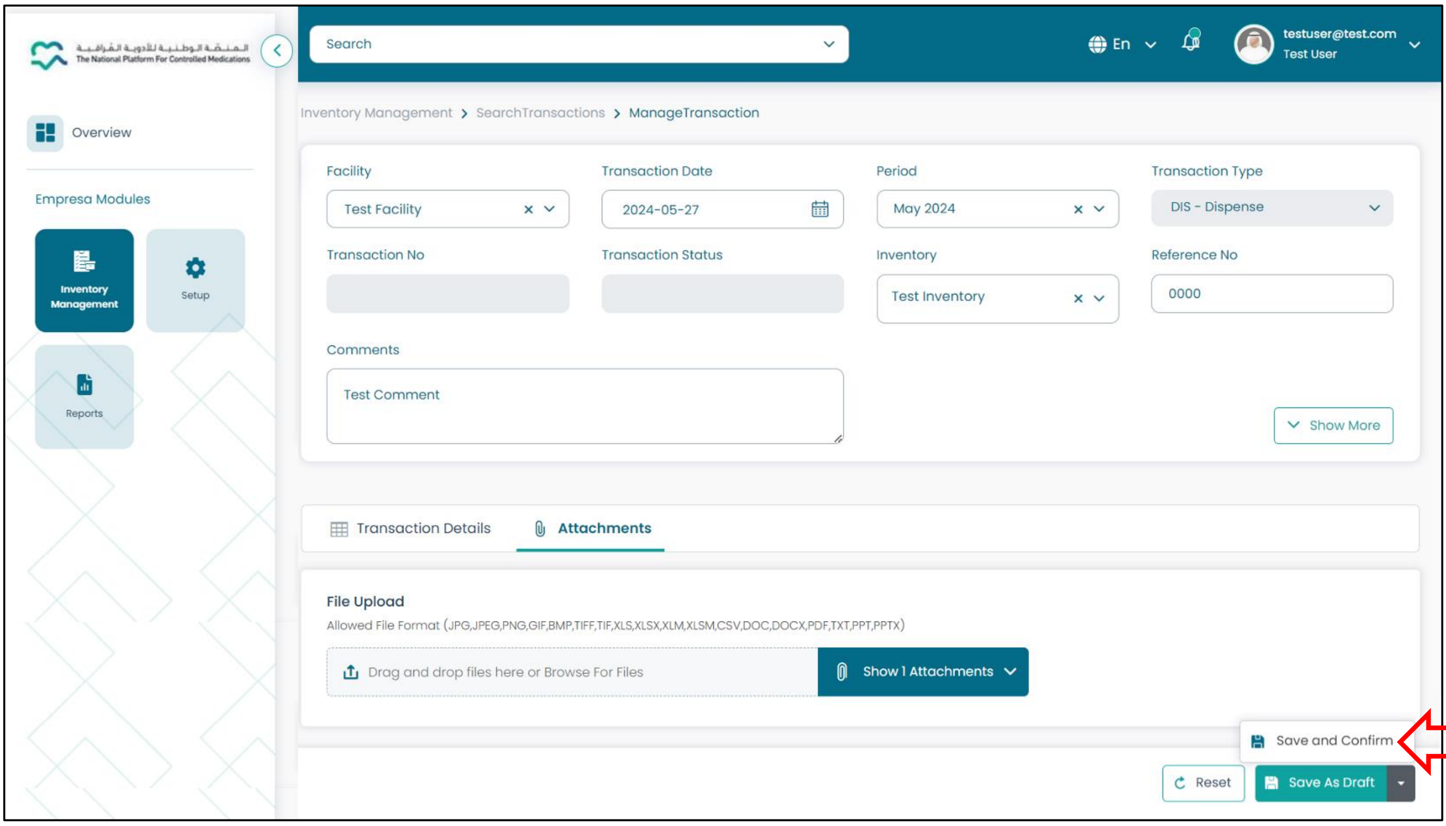


Figure 45: Manage Transaction Screen – Access to Actions.

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

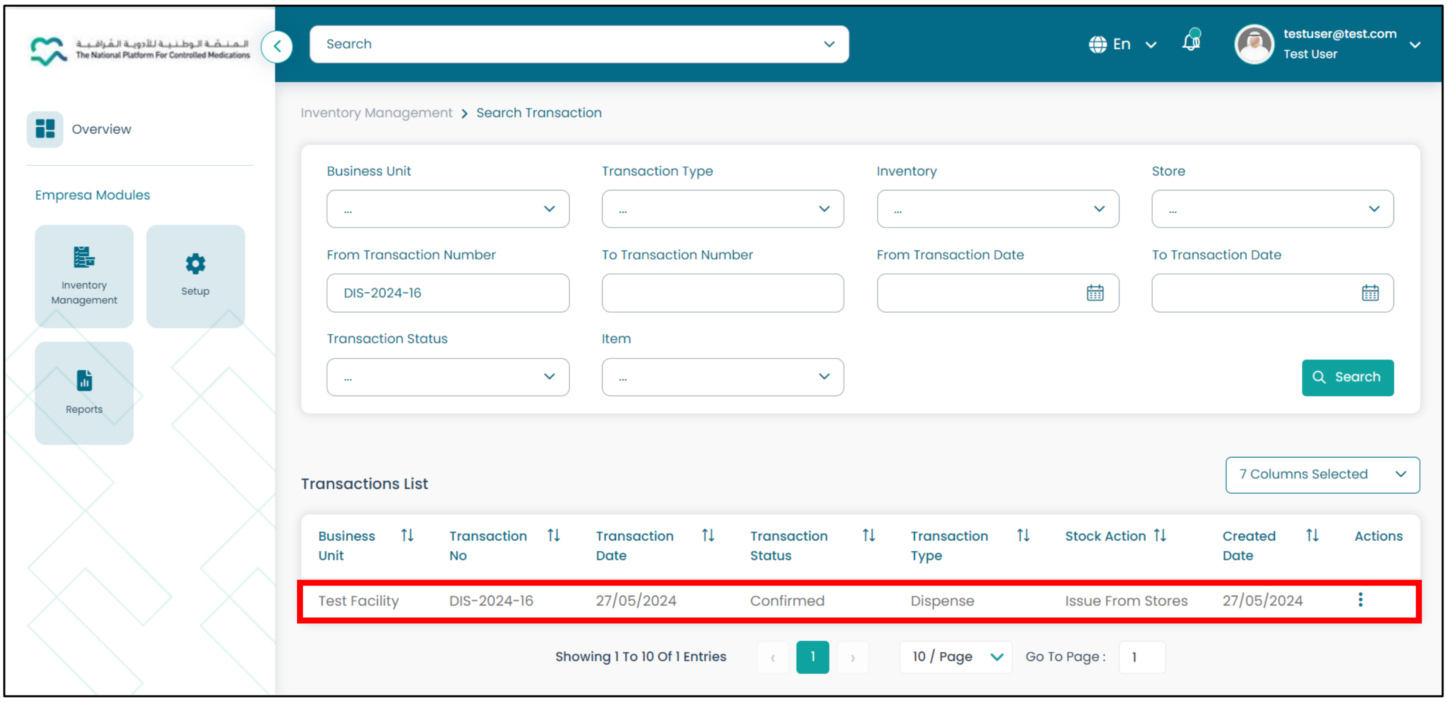


Figure 46: Search Transaction Screen – Added Dispense Transaction Record Successfully.

- 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.
02	Draft	Edit	Modify the information of the transaction.
		Delete	Delete the information of the transaction.
		View	Display the information of the transaction.

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"**.

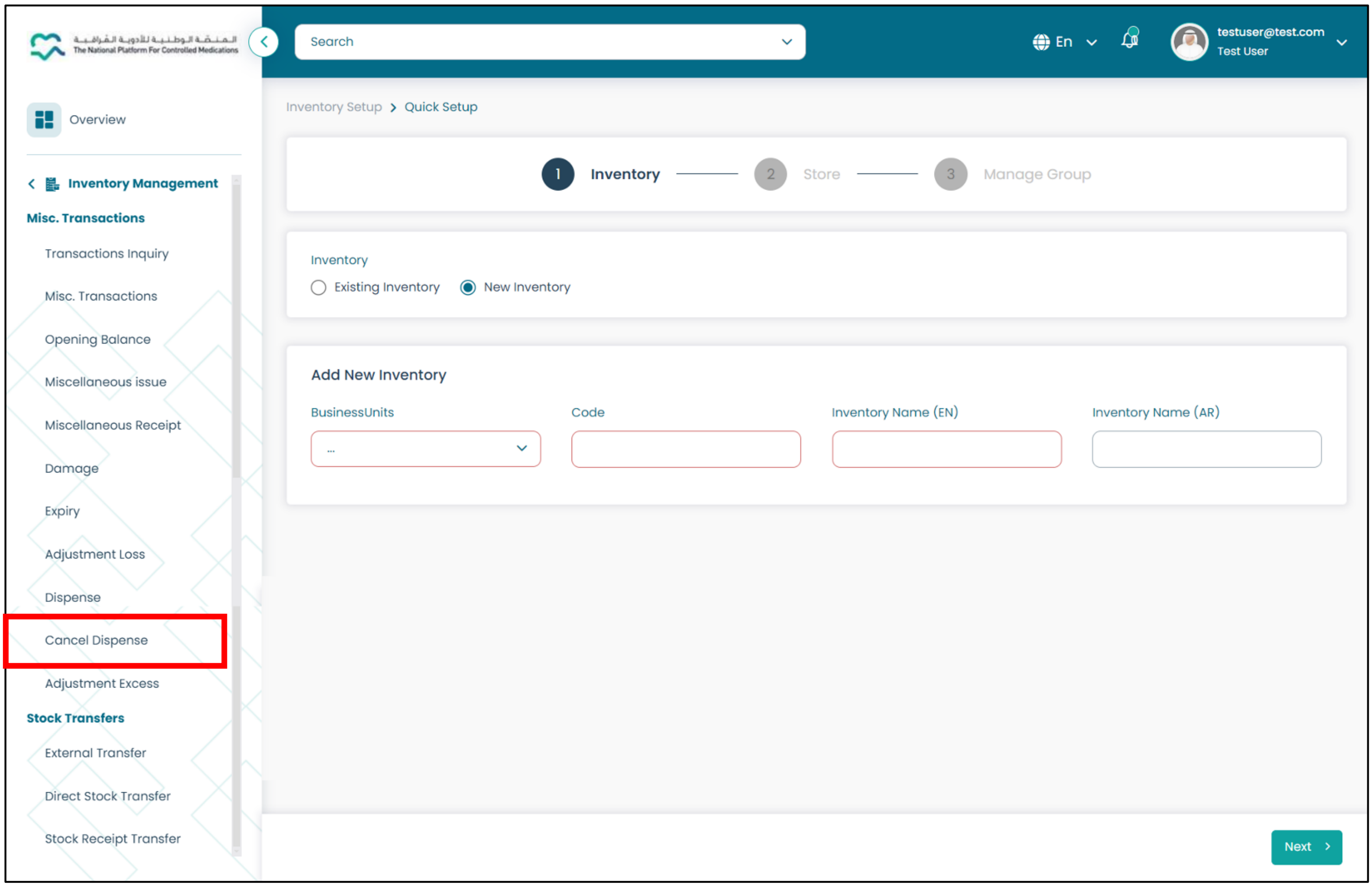


Figure 47: Homepage Screen – Access to Cancel Dispense Feature.

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"**.

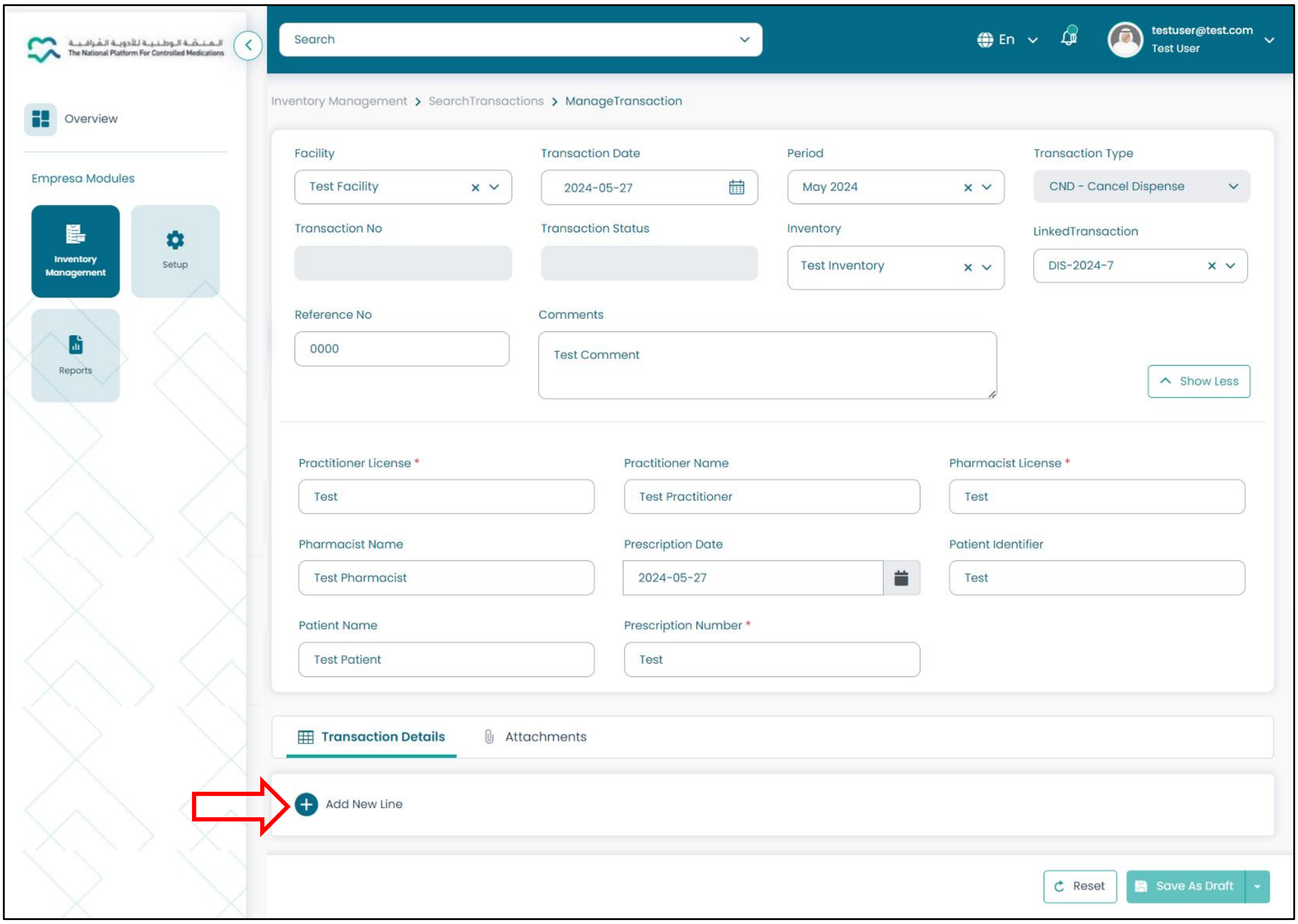


Figure 48: Manage Transaction Screen – Access to Add New Line Action.

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

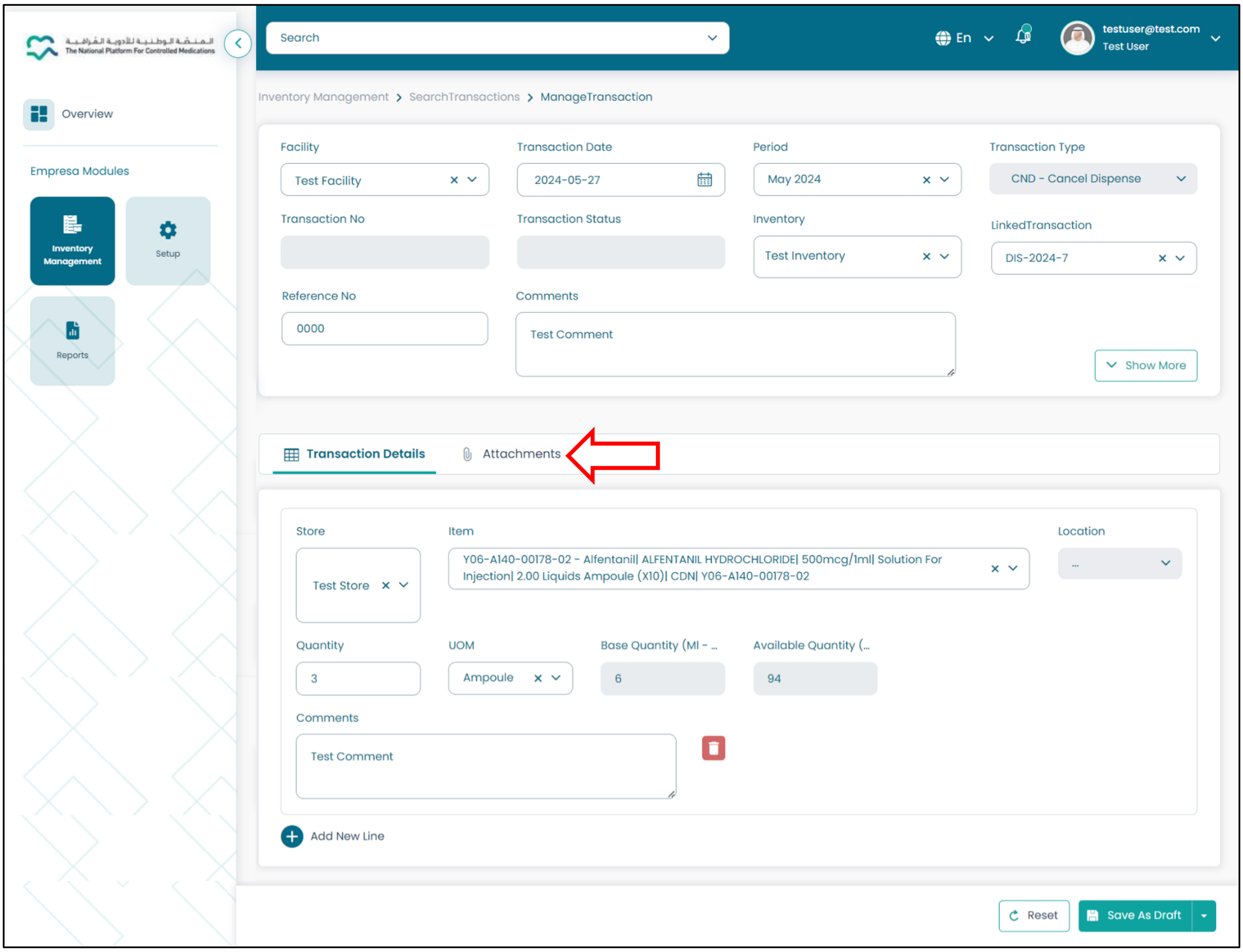


Figure 49: Manage Transaction Screen – Access to Attachments Section.

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.

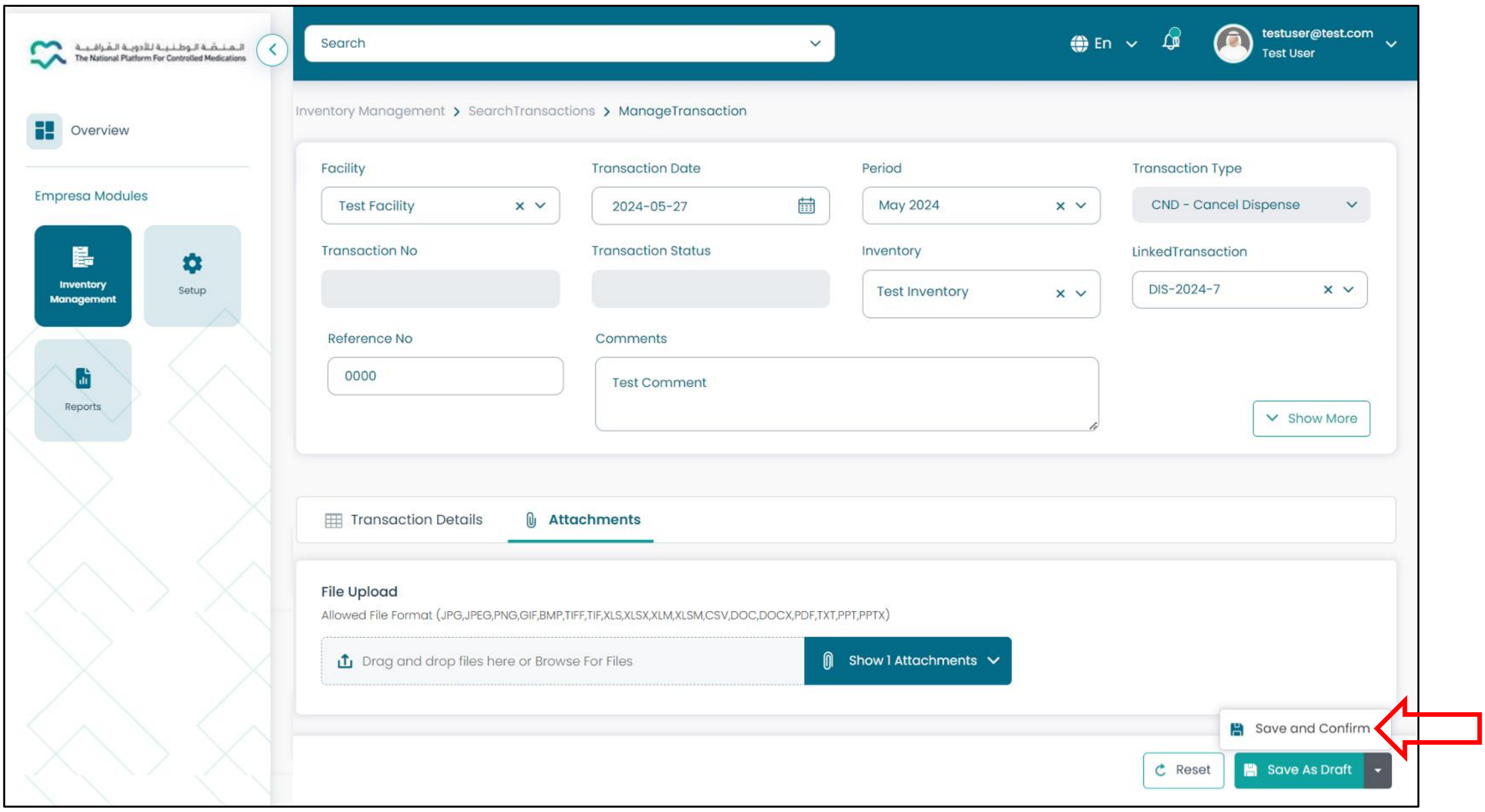


Figure 50: Manage Transaction Screen – Access to Actions.

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

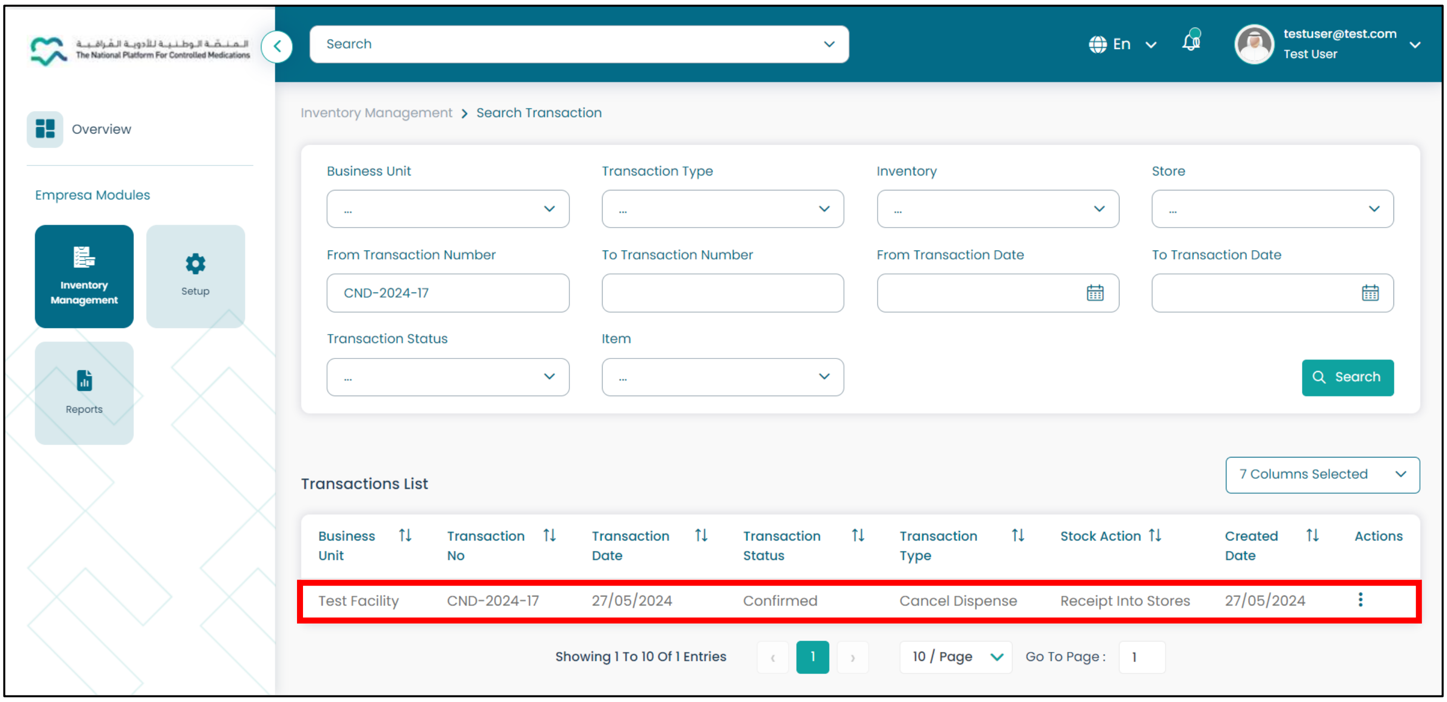


Figure 51: Search Transaction Screen – Cancelled Dispense Transaction Record Successfully.

- 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.
02	Draft	Edit	Modify the information of the transaction.
		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"**.

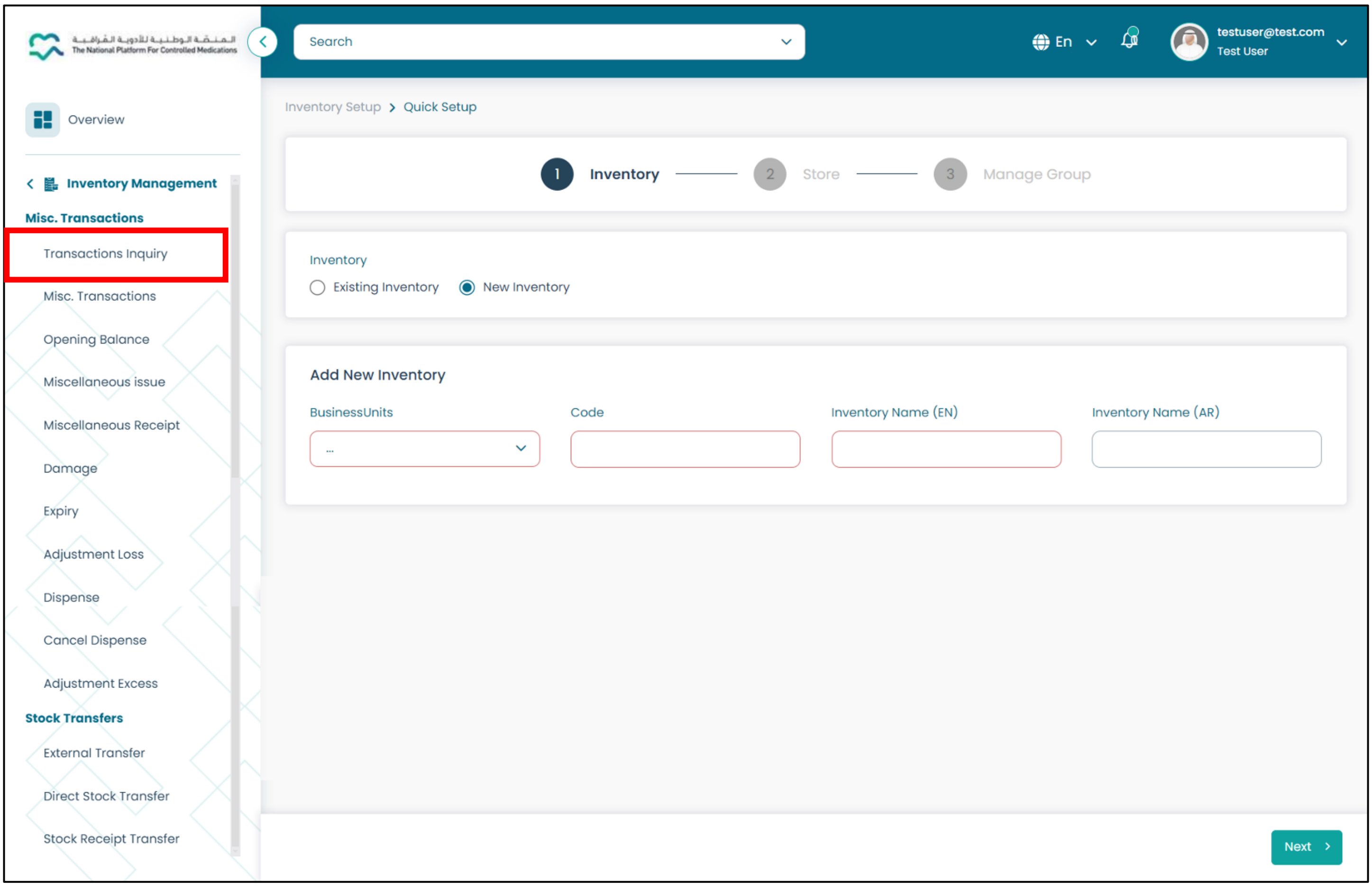


Figure 52: Homepage Screen – Access to Transactions Inquiry Feature.

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.

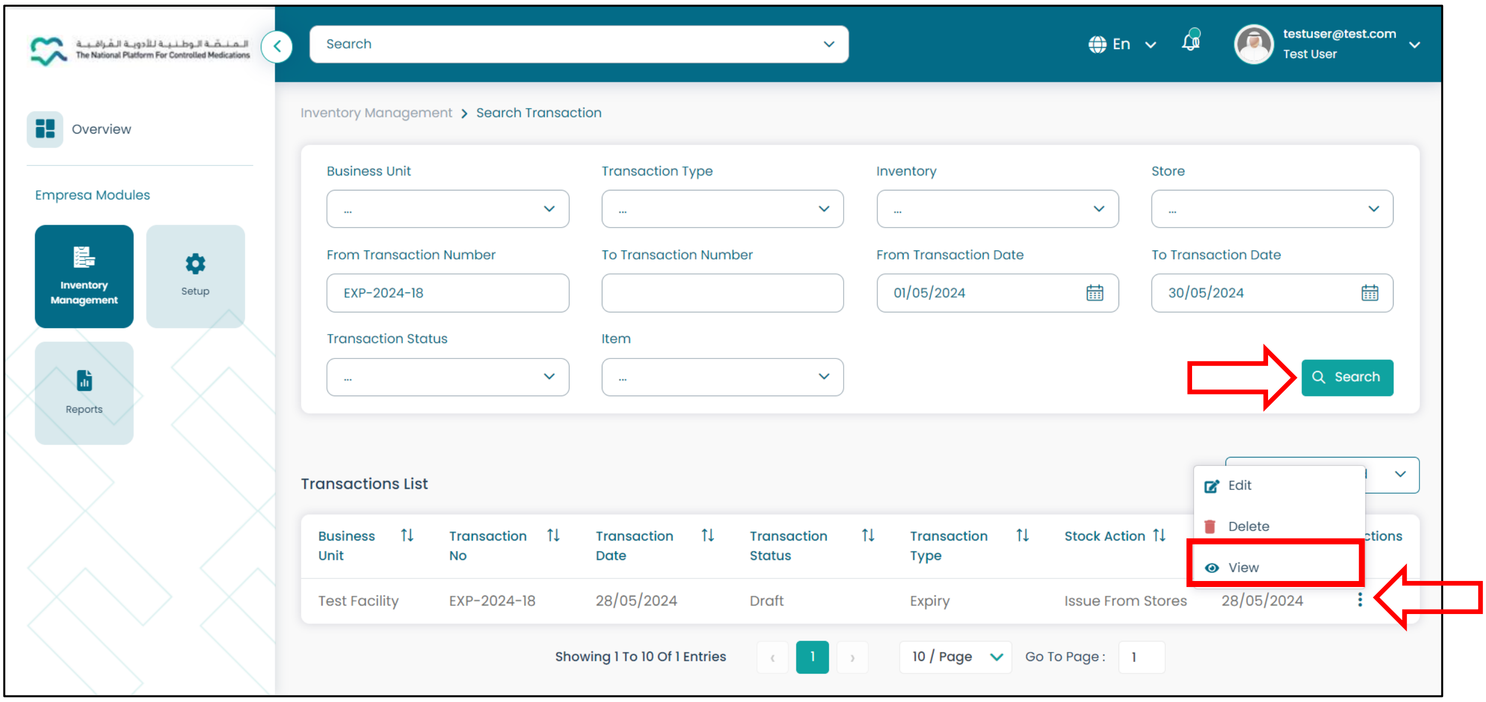


Figure 53: Search Transaction Screen.

- The user will be redirected to the **"View Transaction"** screen, which displays the information for the selected transaction.

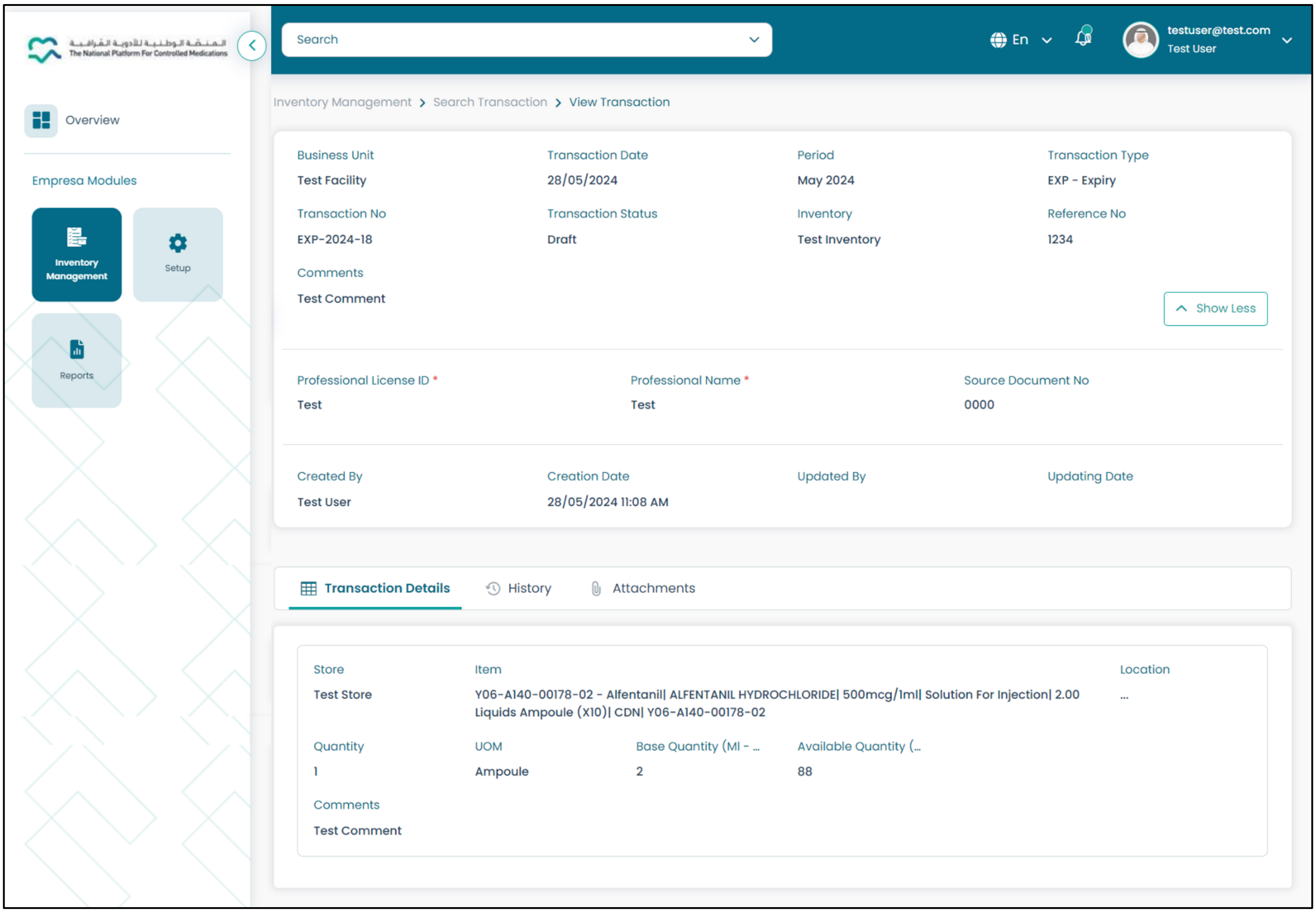


Figure 54: View Transaction Screen.

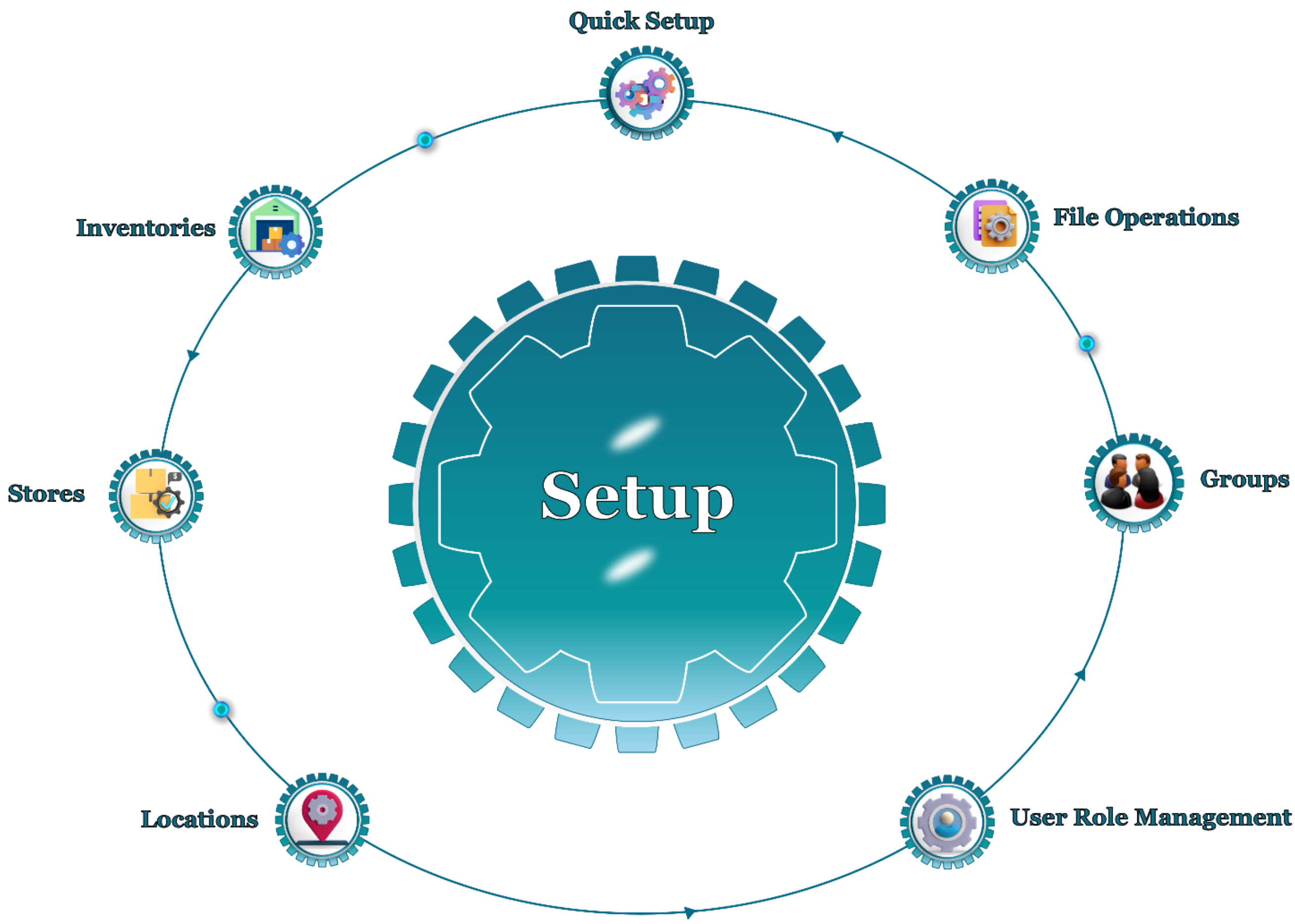
- The actions that are displayed to the user depend on the status of the selected transaction as follows: -

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

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"**.

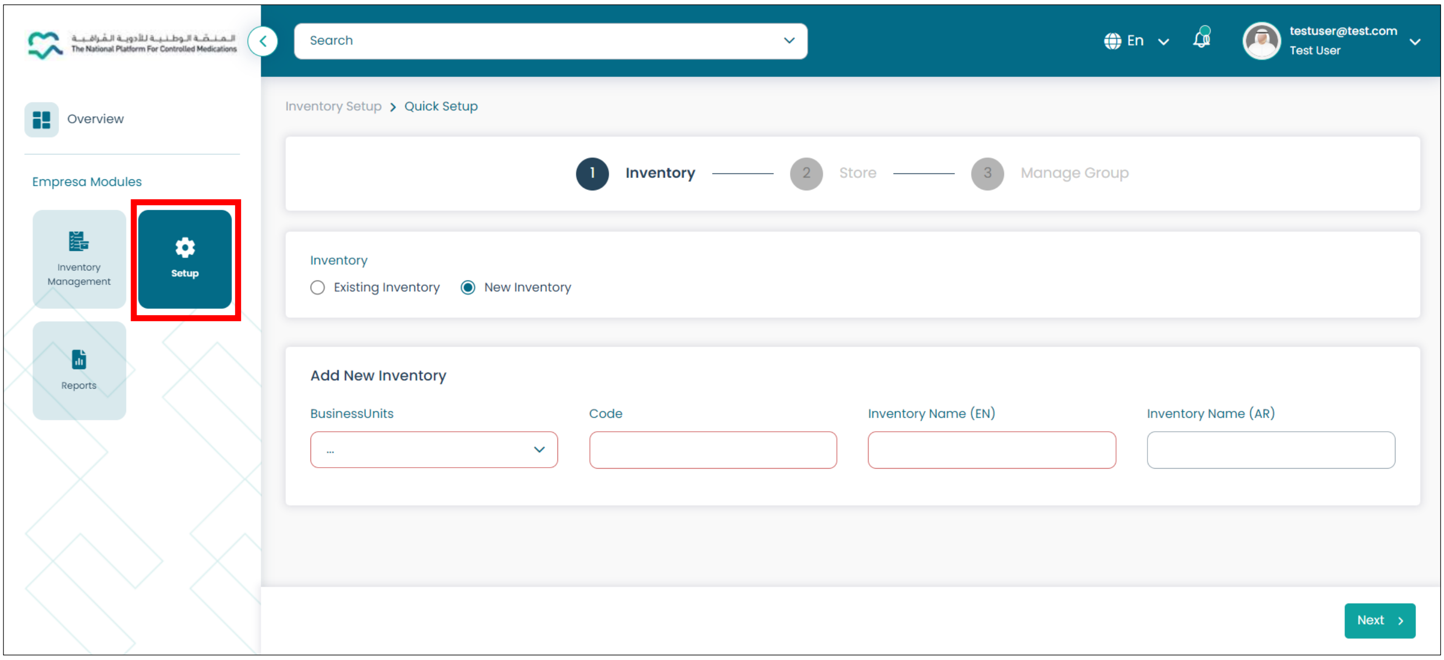


Figure 55: Homepage Screen - Access to Setup.

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

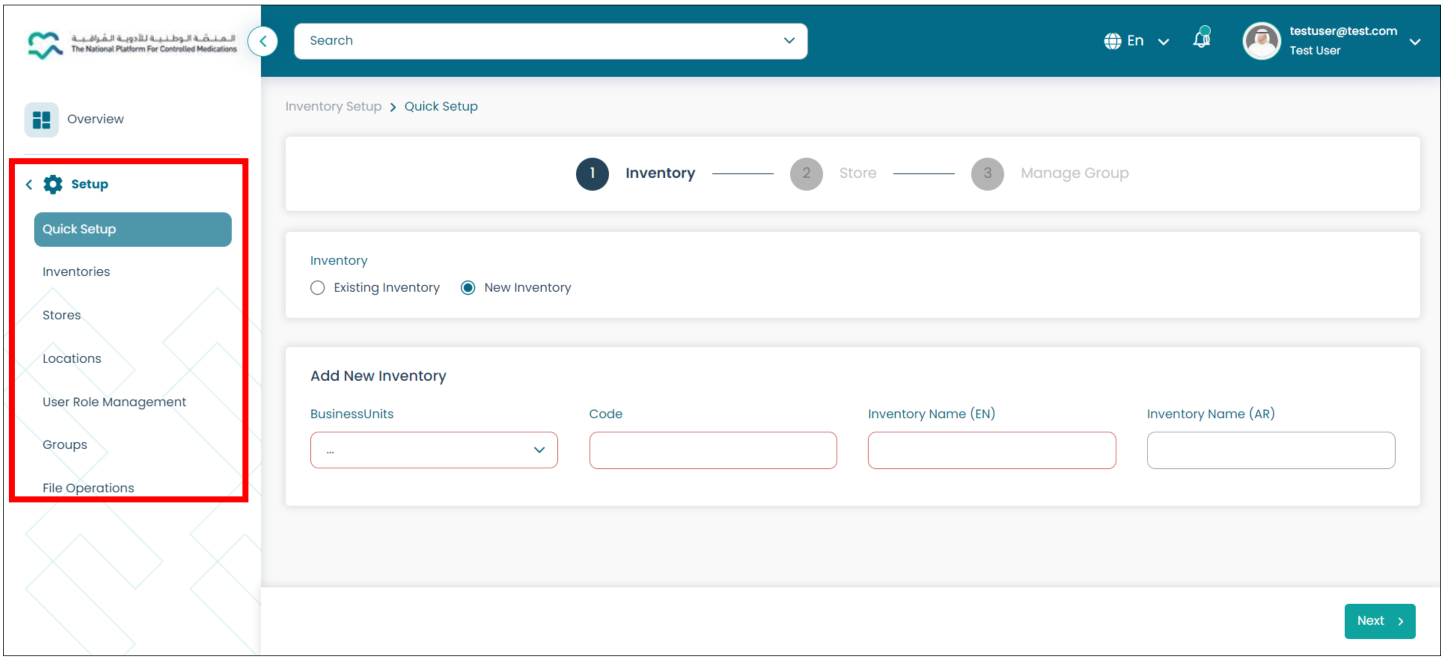


Figure 56: Setup Features List.

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"**.

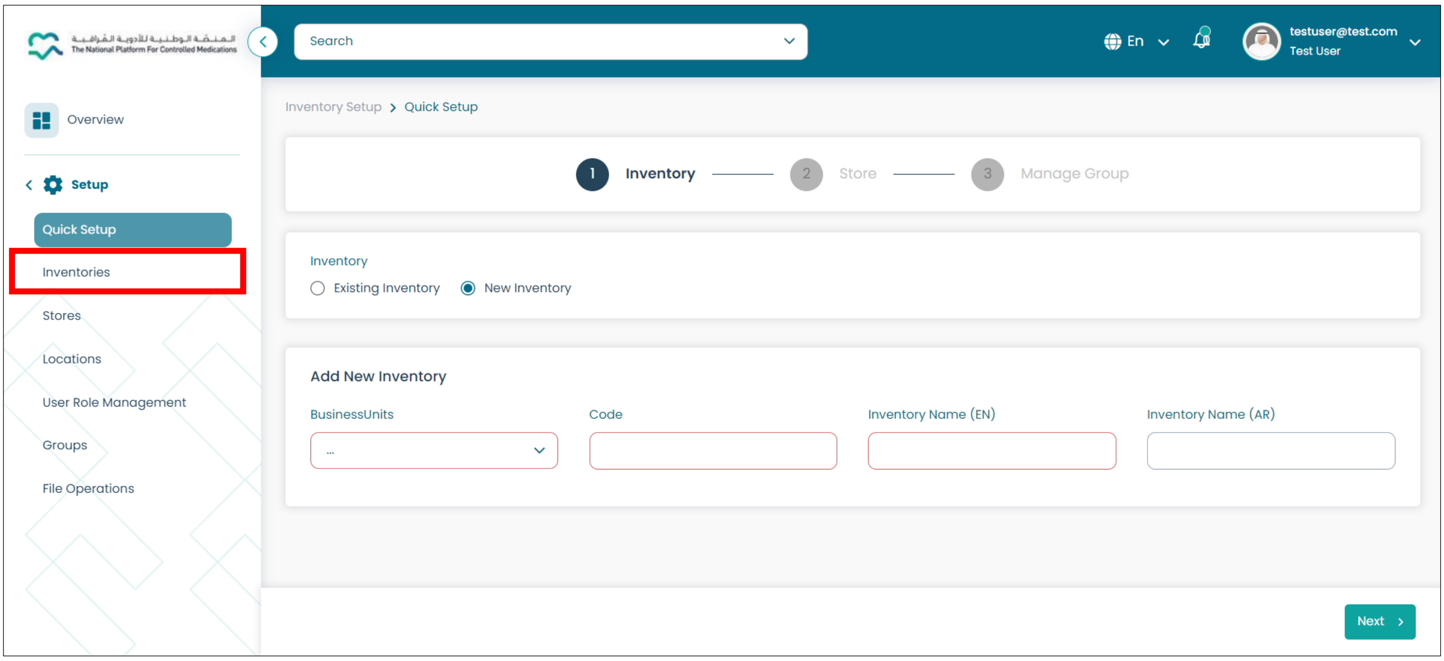


Figure 57: Homepage Screen - Access to Inventories Feature.

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

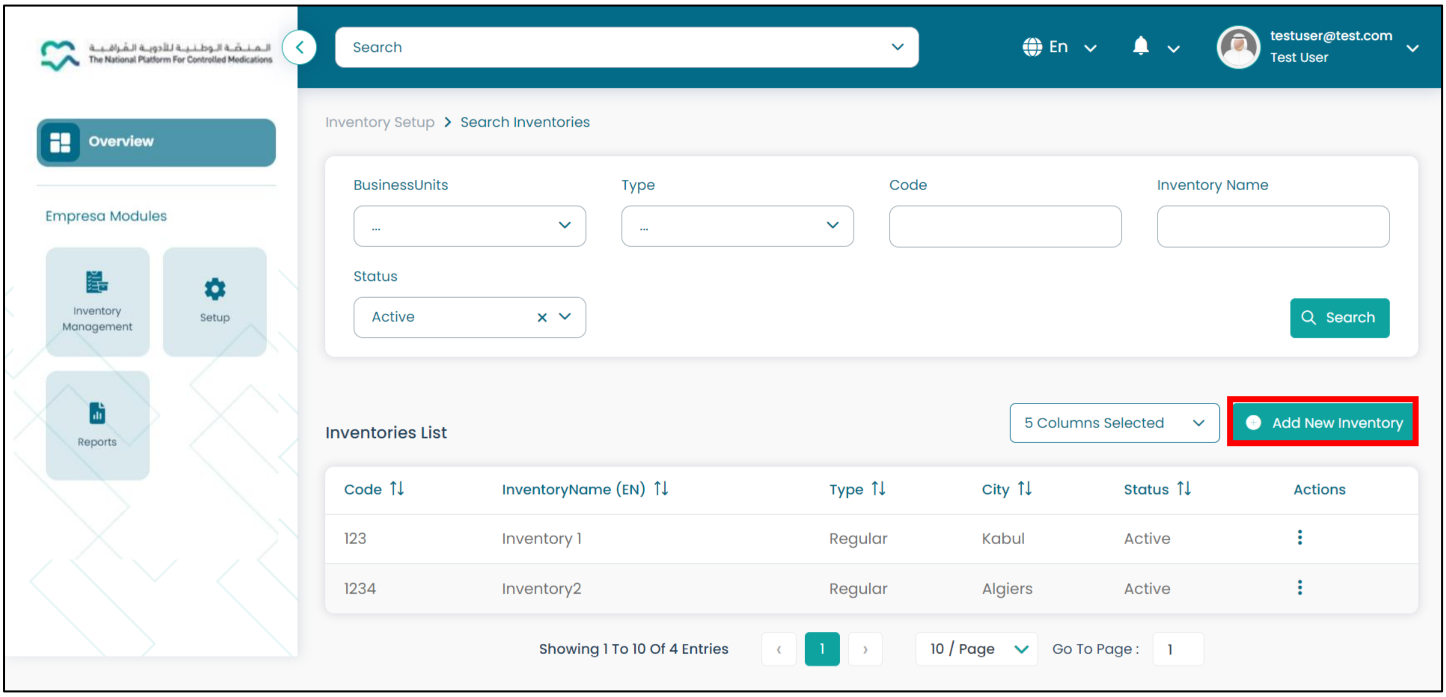


Figure 58: Inventories Screen – Access to Add New Inventory Function.

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	Type	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.

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

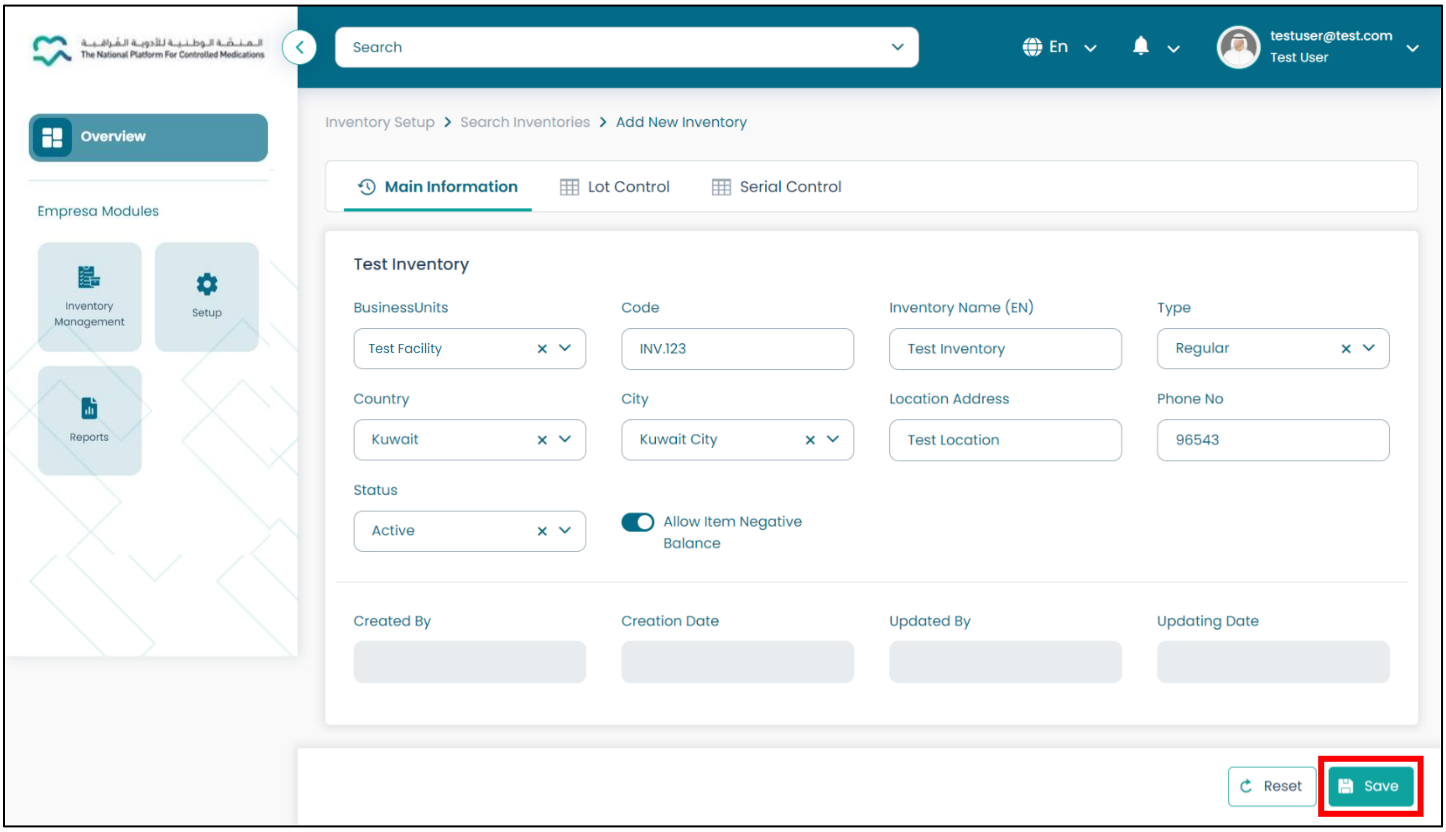


Figure 59: Add New Inventory Screen – Access to Save Action.

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

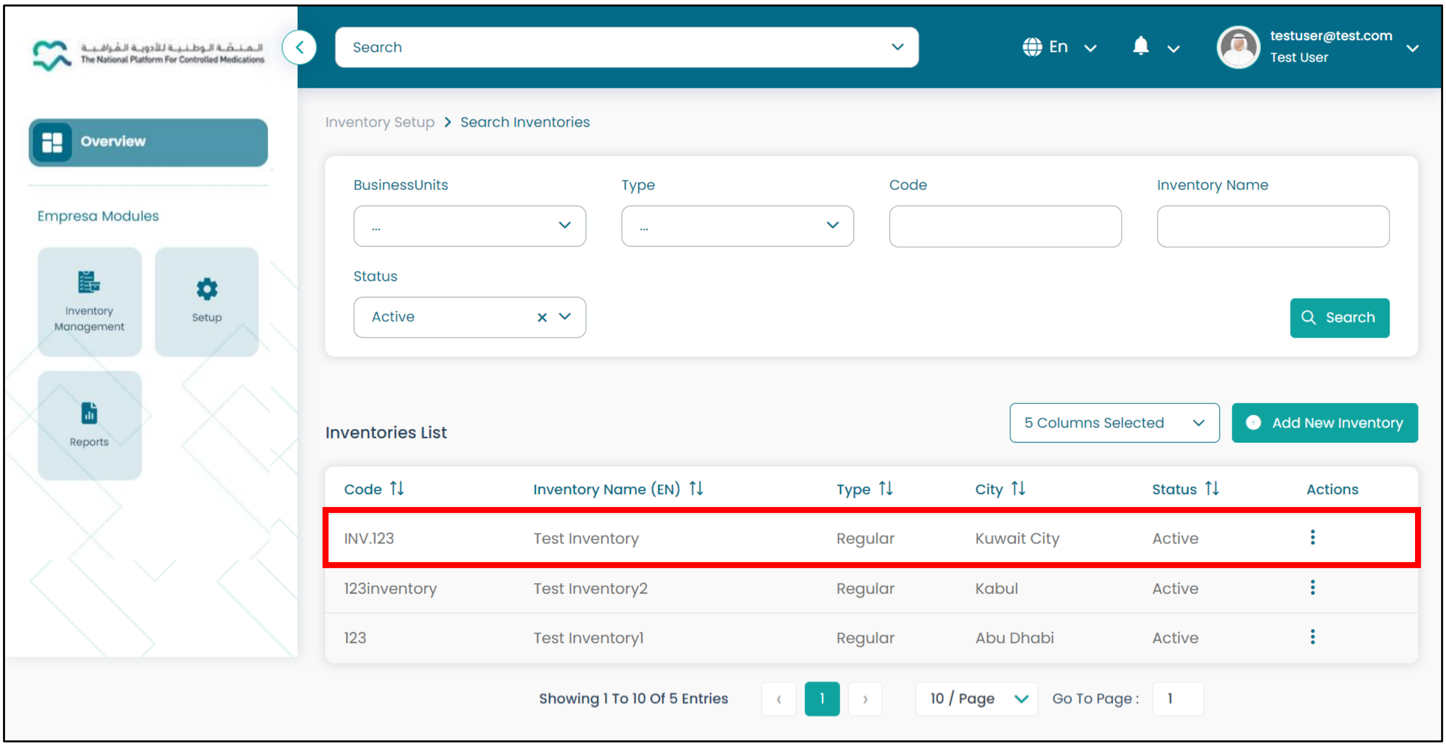


Figure 60: Inventory Added Successfully.

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"**.

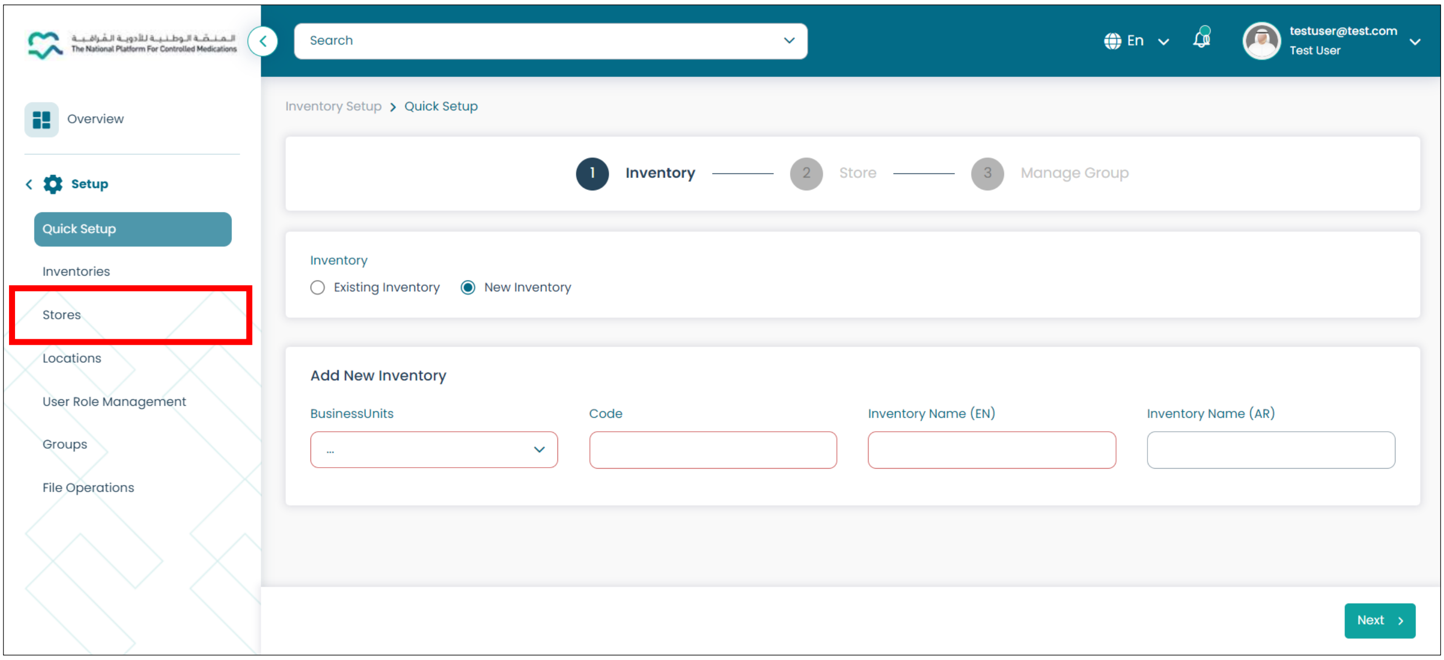


Figure 61: Access to Stores.

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

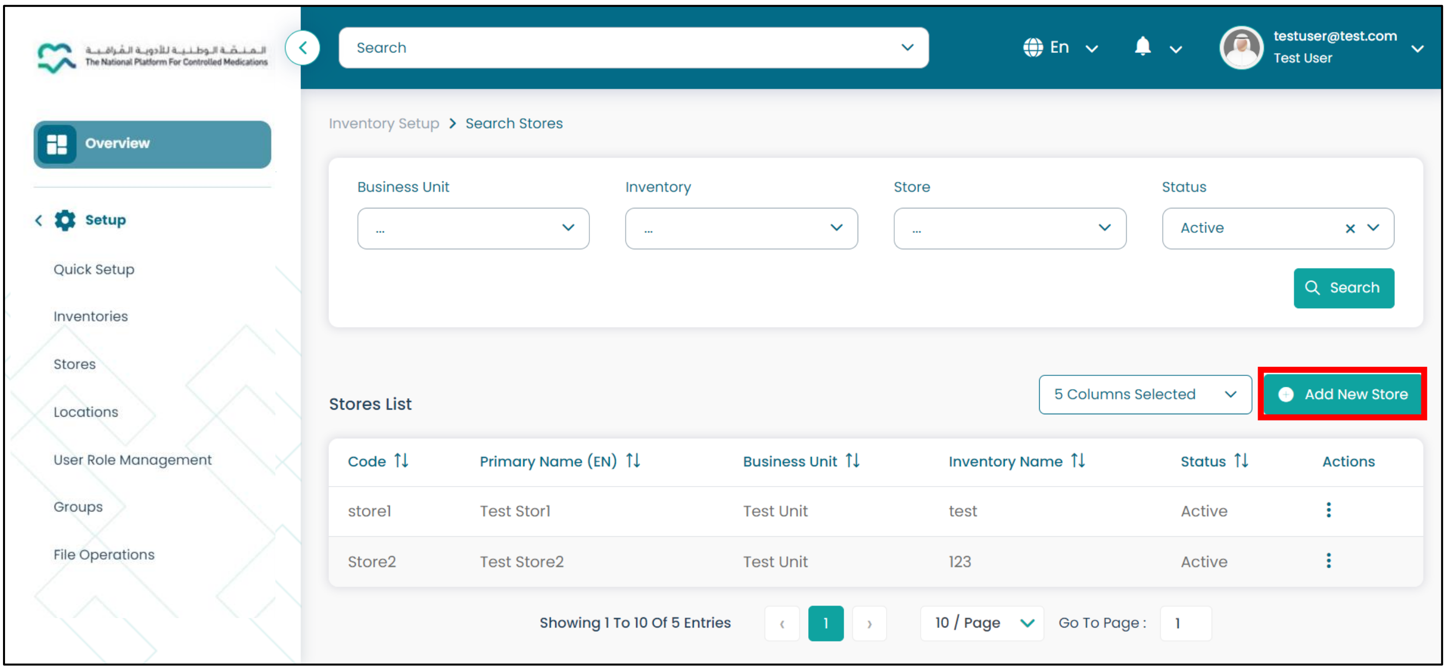


Figure 62: Stores Screen – Access to Add New Store Function.

3. The user will be redirected to the **"Add Store"** screen, enter the required information in the fields provided, and press **"Save"**.

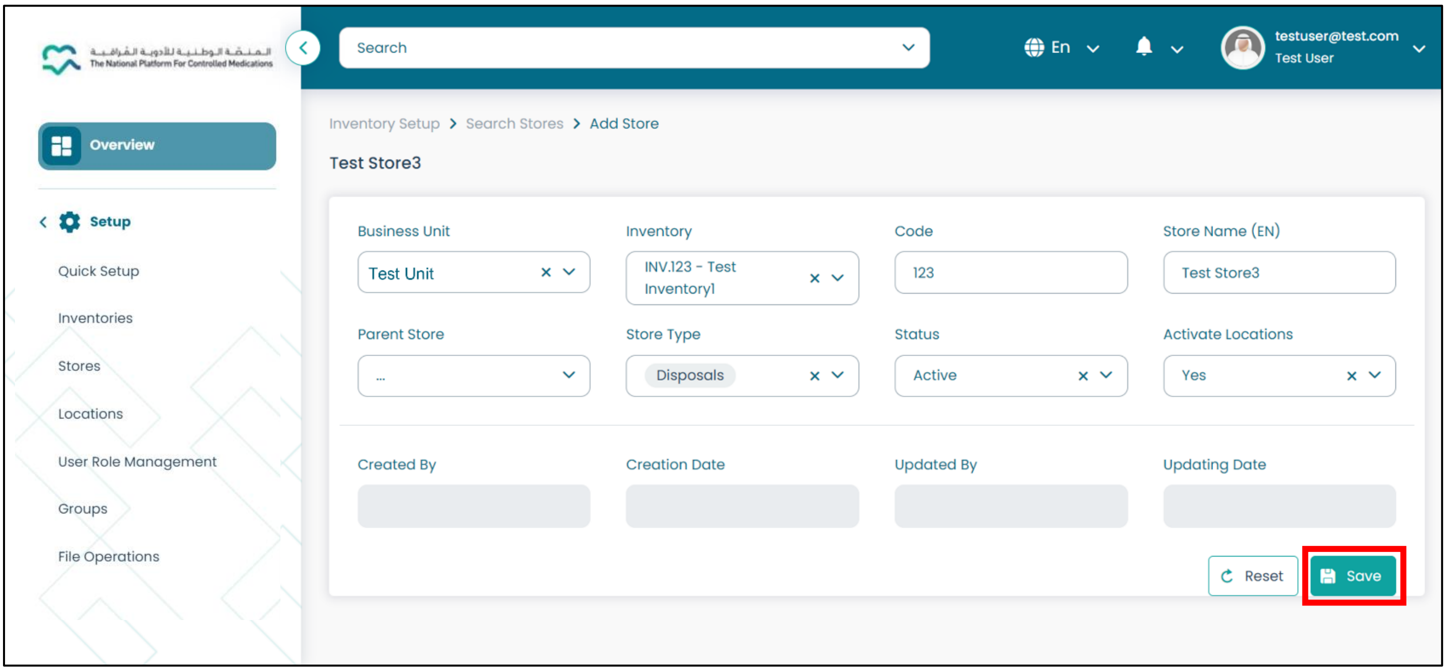


Figure 63: Add Store Screen – Access to Save Action.

- 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.

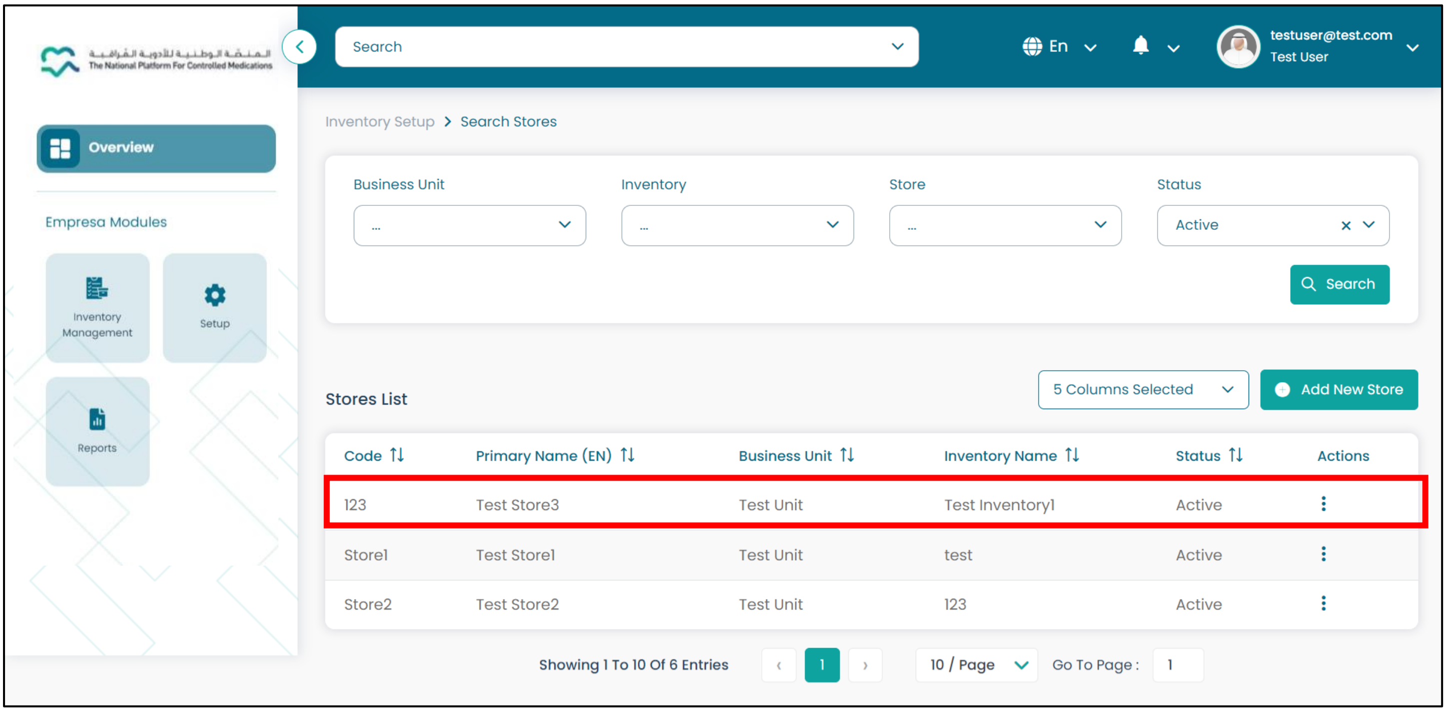


Figure 64: Store Added Successfully.

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"**.

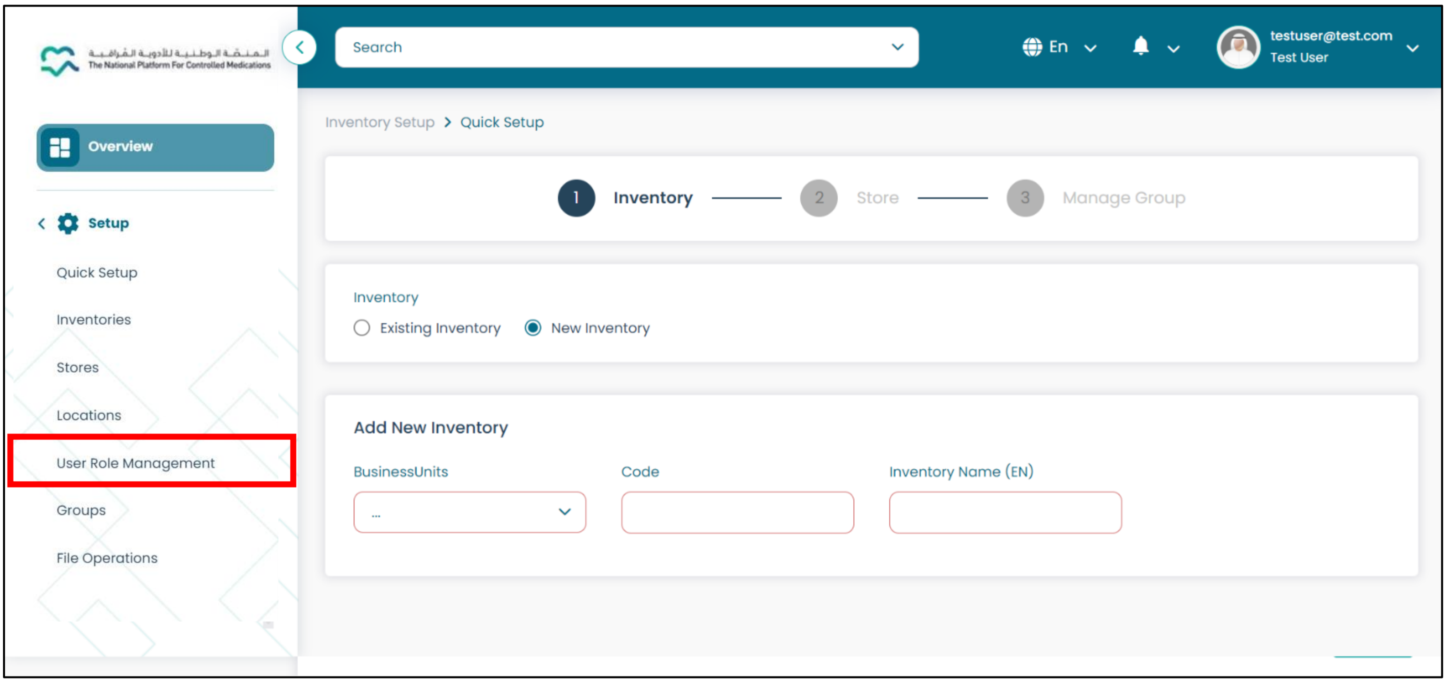


Figure 65: Access to User Role Management.

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

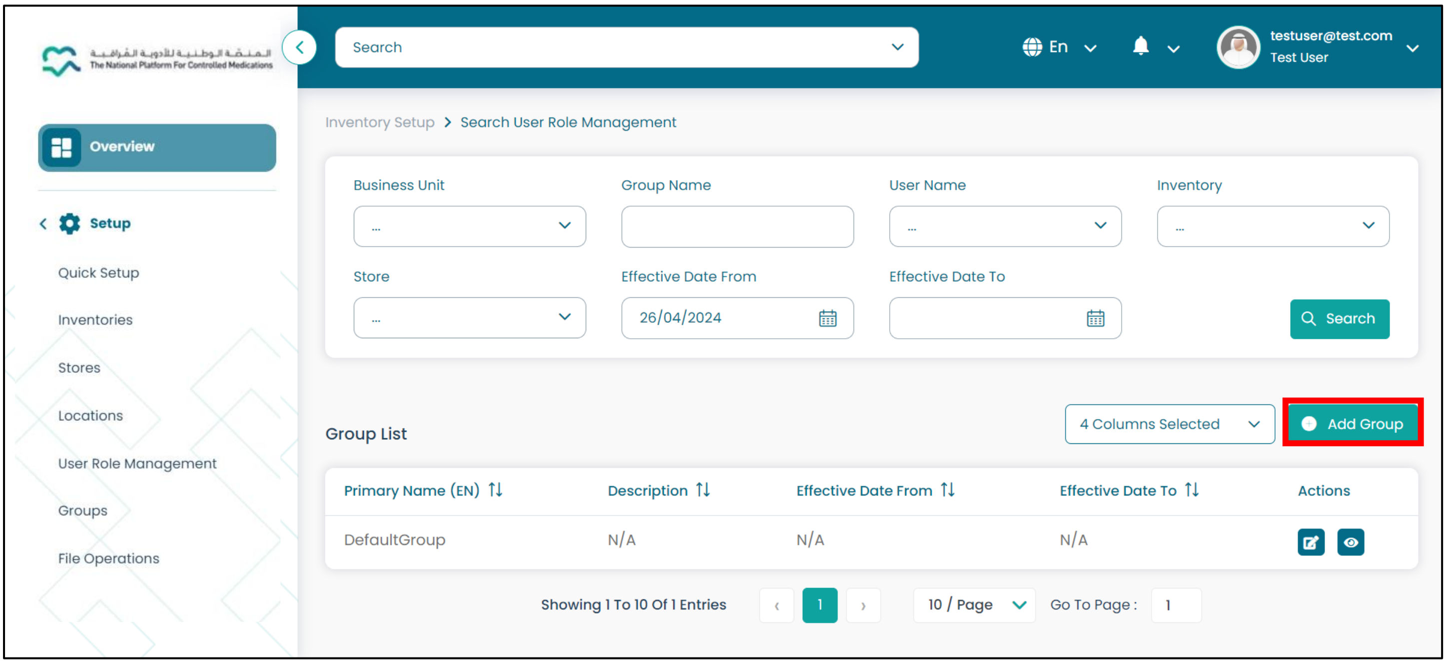
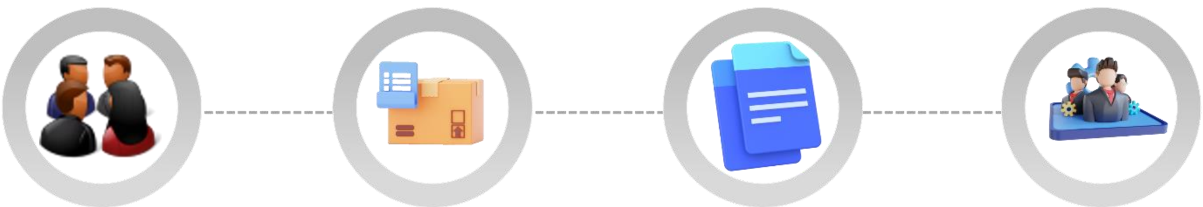


Figure 66: User Role Management Screen.

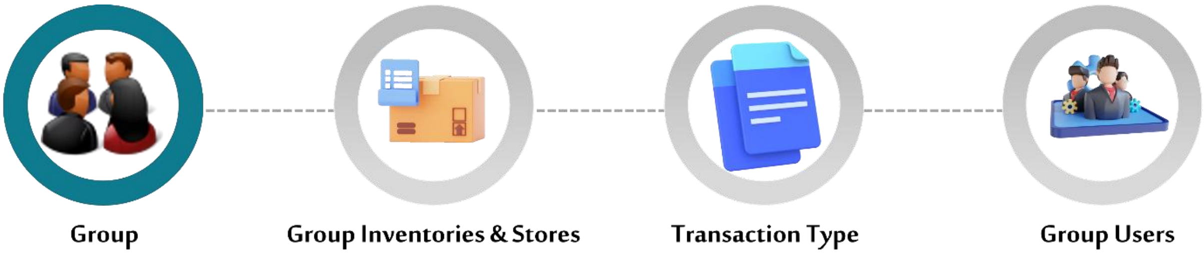
- The user will be redirected to the "**User Role Management**" screen, which displays four steps that the user should follow to add a new group.



Group **Group Inventories & Stores** **Transaction Type** **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.

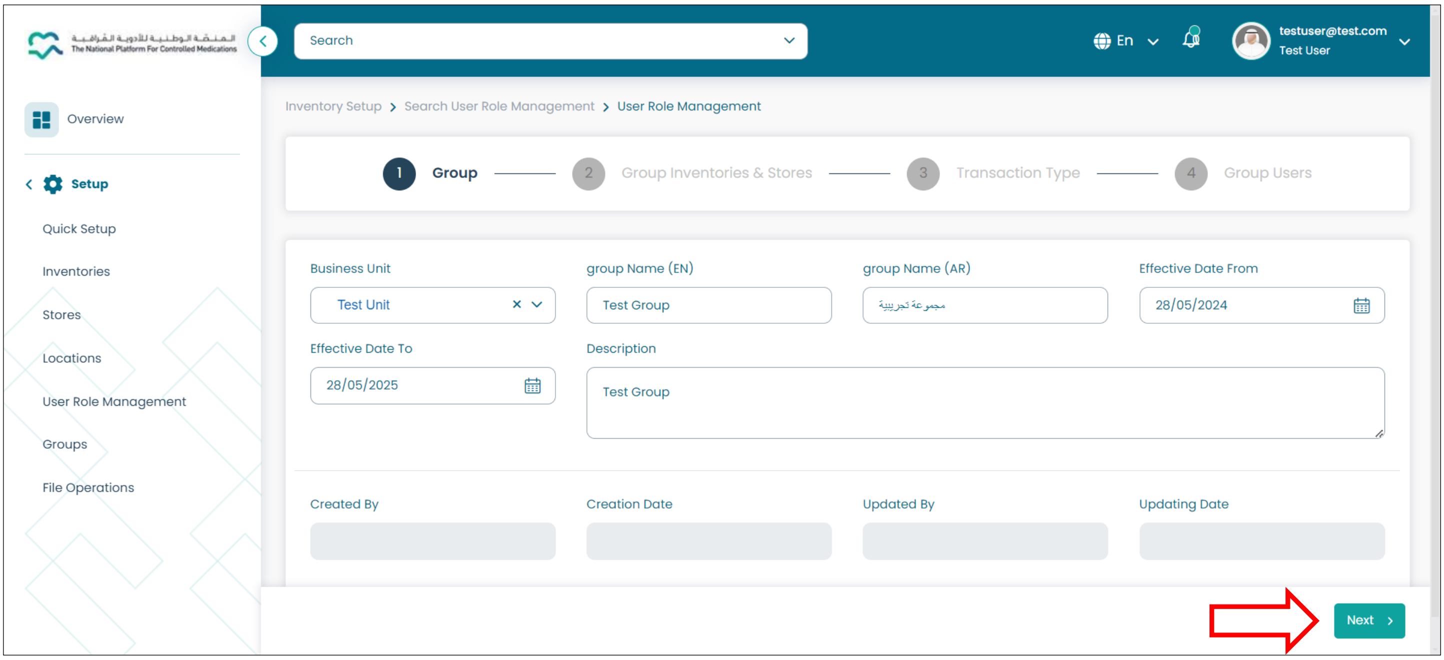
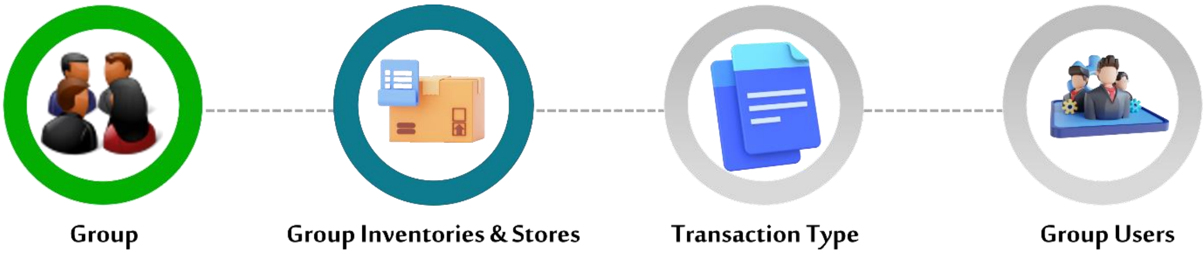


Figure 67: User Role Management Screen - Group Step.

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

<u>**Step Two – Group Inventories & Stores: -**</u>

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 granted inventories list.

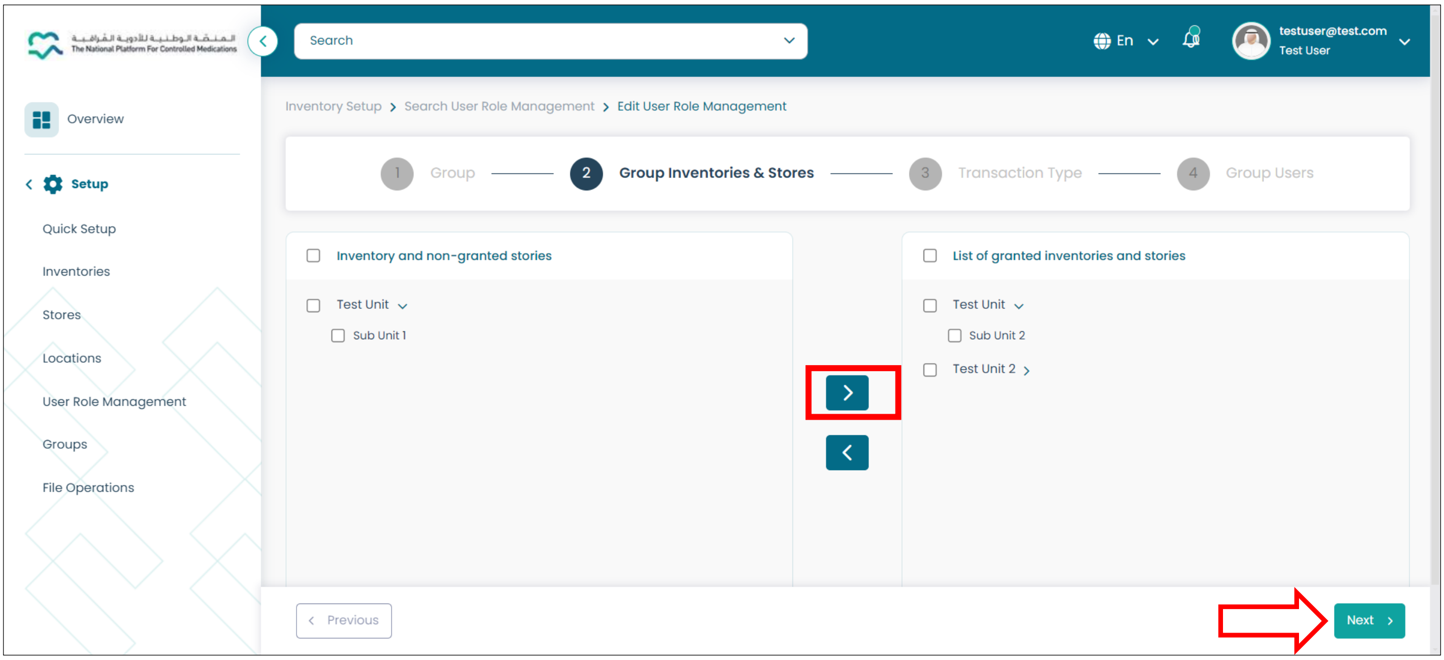
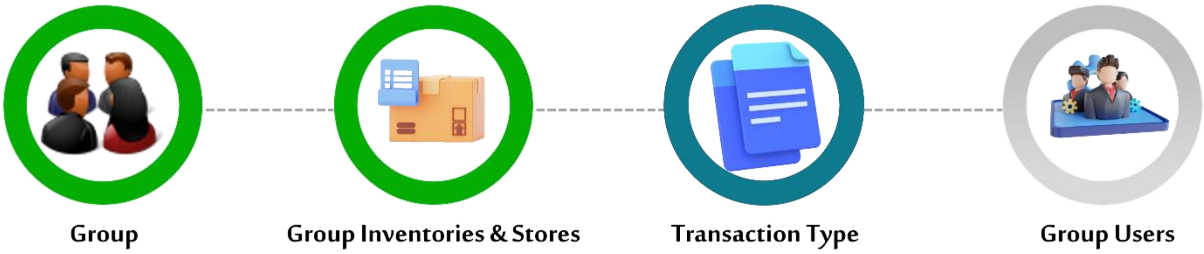


Figure 68: Edit User Role Management Screen - Group Inventories & Stores Step.

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.

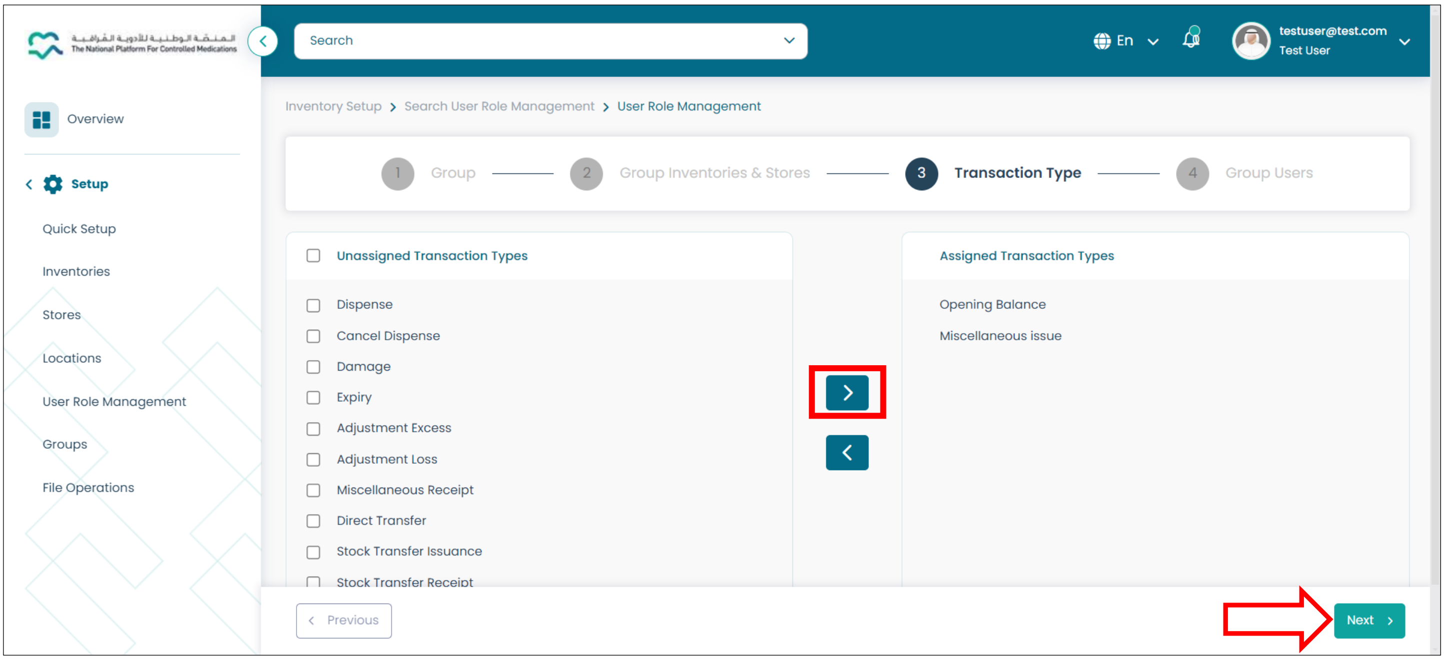
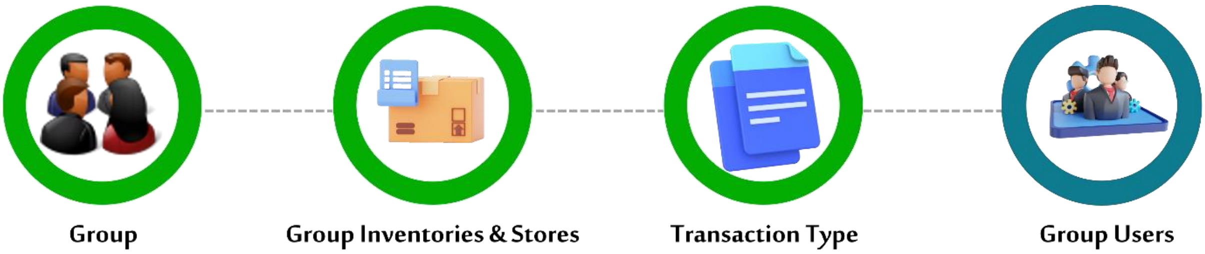


Figure 69: User Role Management Screen - Assign Transaction Type Step.

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 assigned users list.

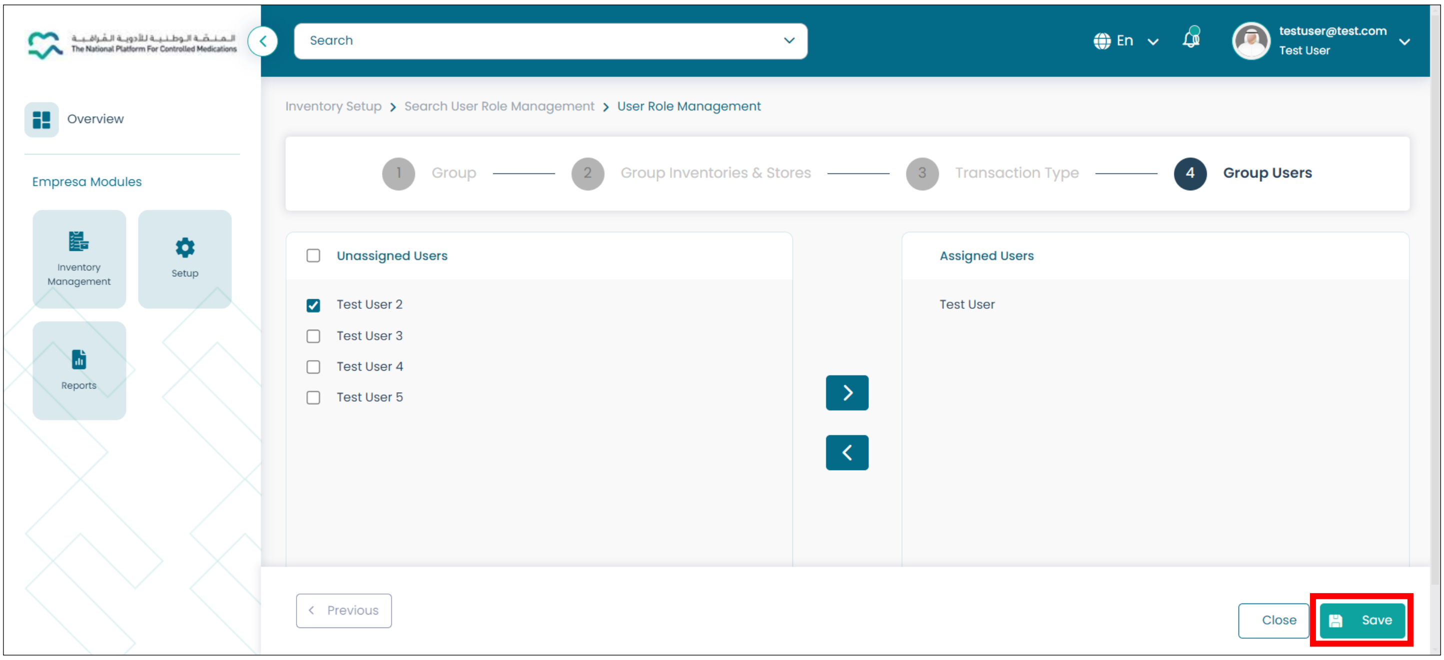


Figure 70: User Role Management Screen - Assign Group Users Step.

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

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

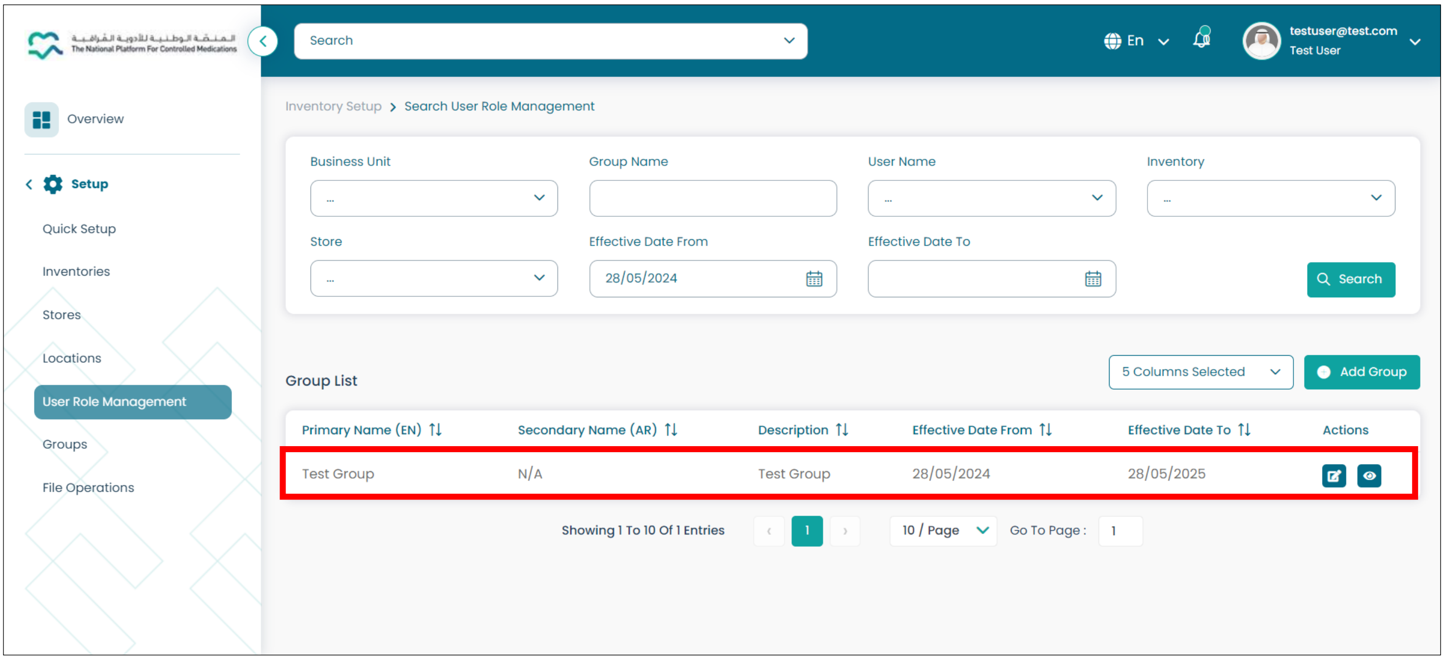


Figure 71: User Role Management Screen - User Role Added Successfully.

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"**.

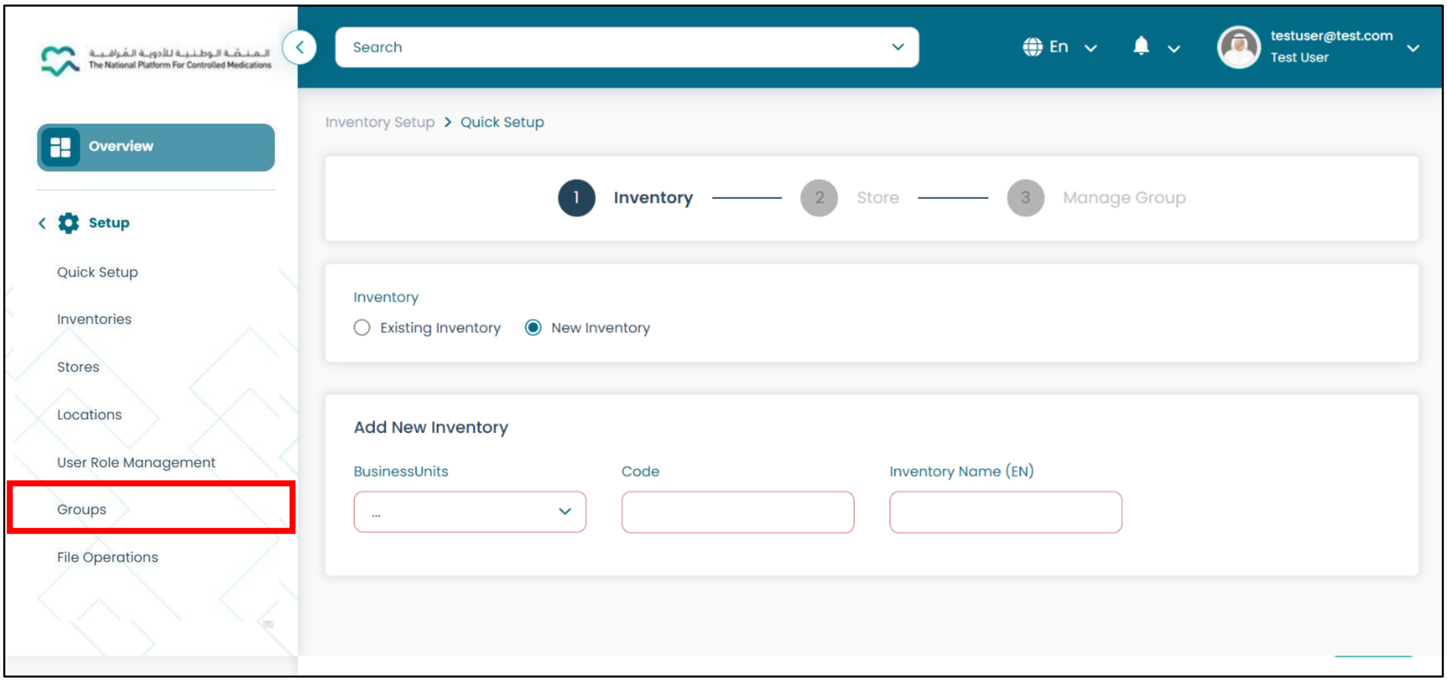


Figure 72: Homepage Screen - Access to Groups Feature.

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

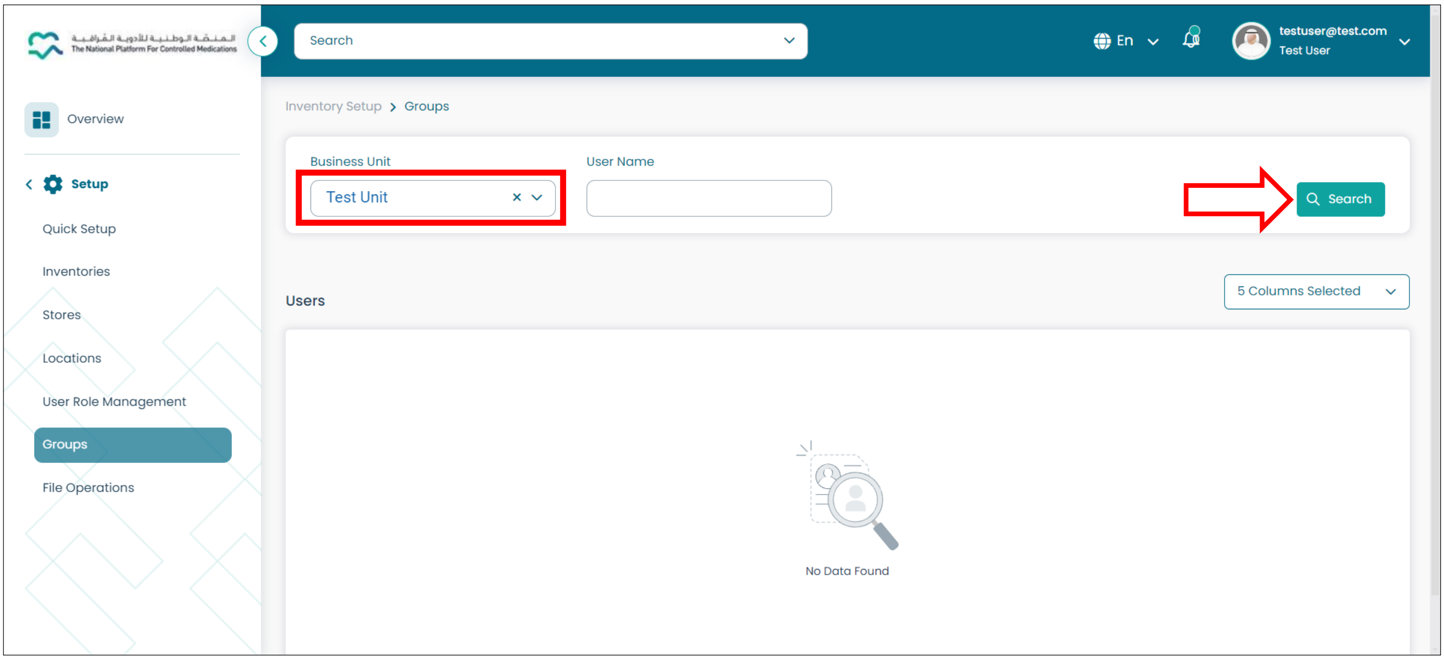


Figure 73: Groups Screen - Select a Business Unit.

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.

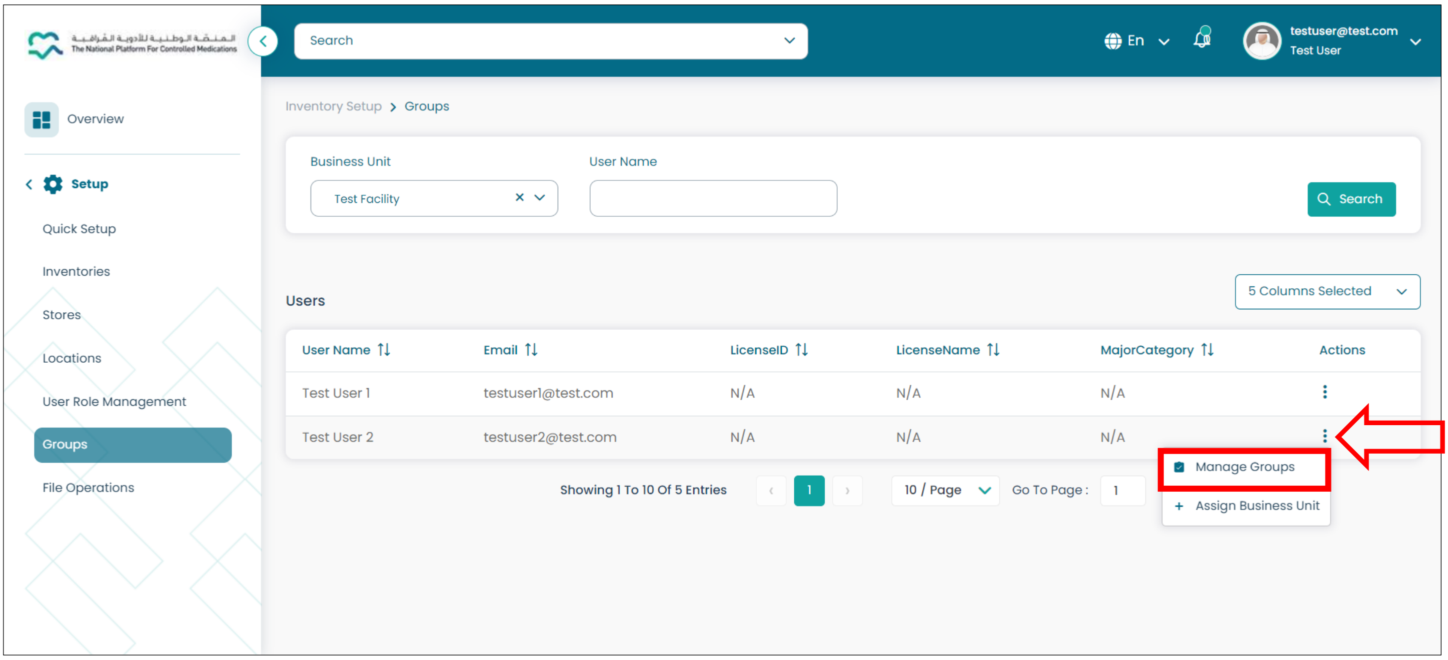


Figure 74: Groups Screen - Manage Groups Service.

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.

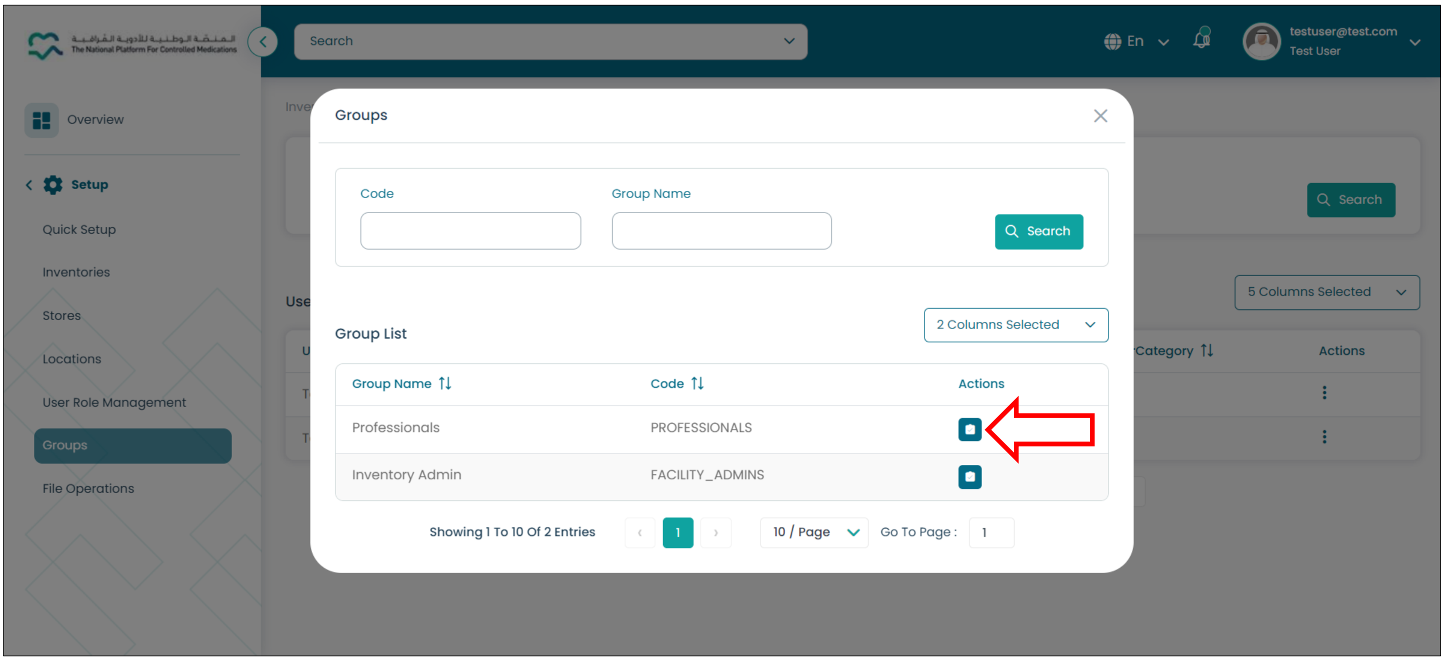


Figure 75: Groups Pop-Up Screen - Assign Group.

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.

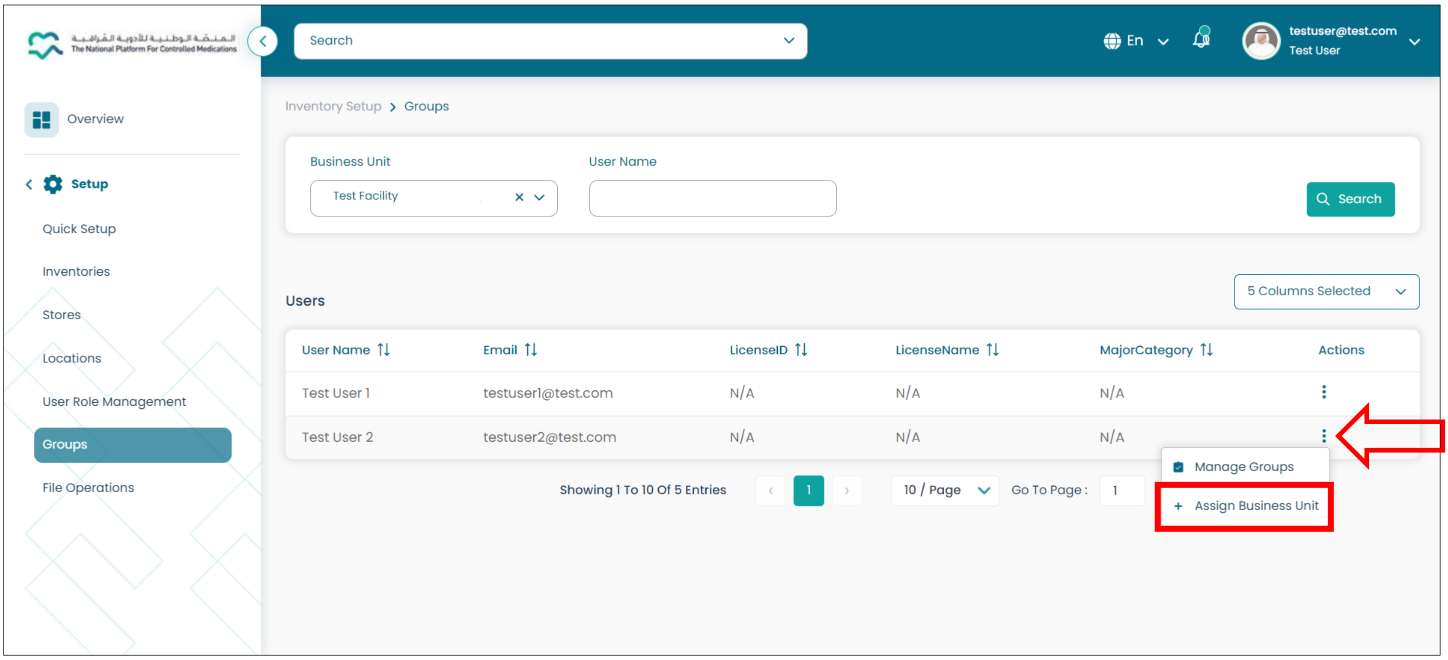


Figure 76: Groups Screen - Assign a Business Unit.

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"**.

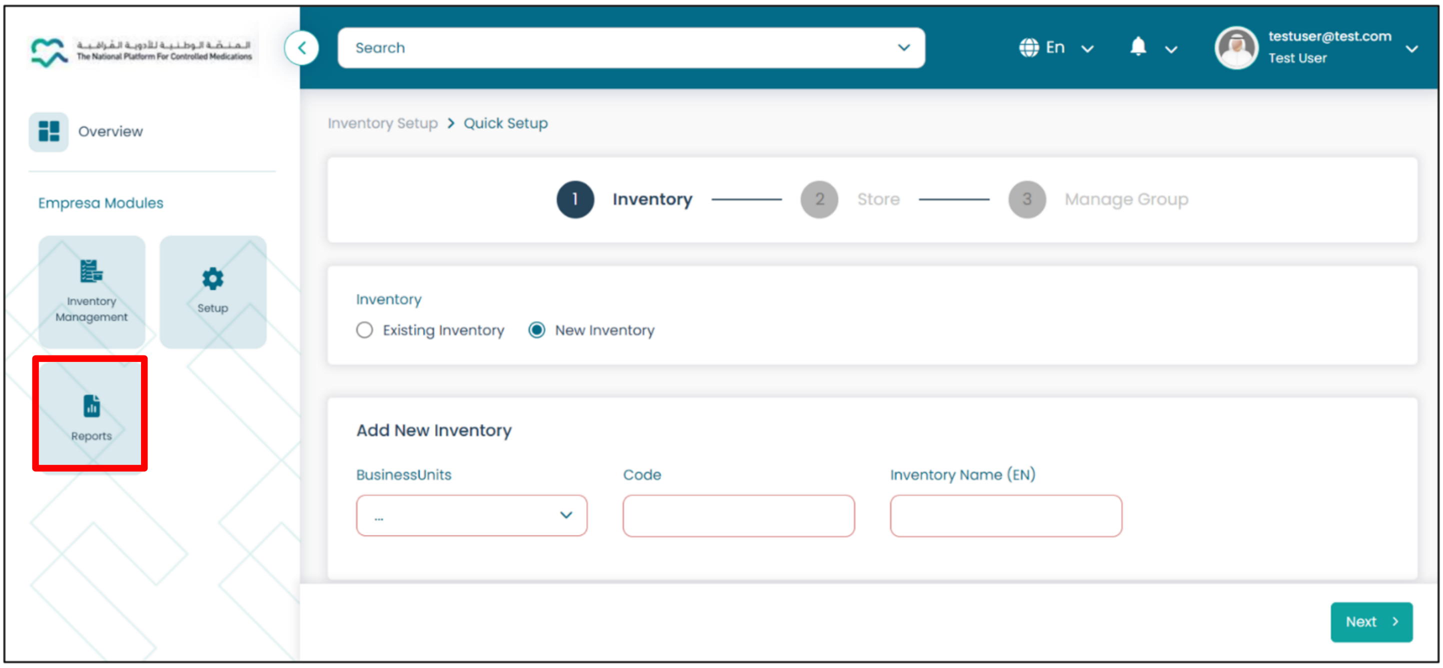


Figure 77: Homepage Screen - Access to Reports.

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

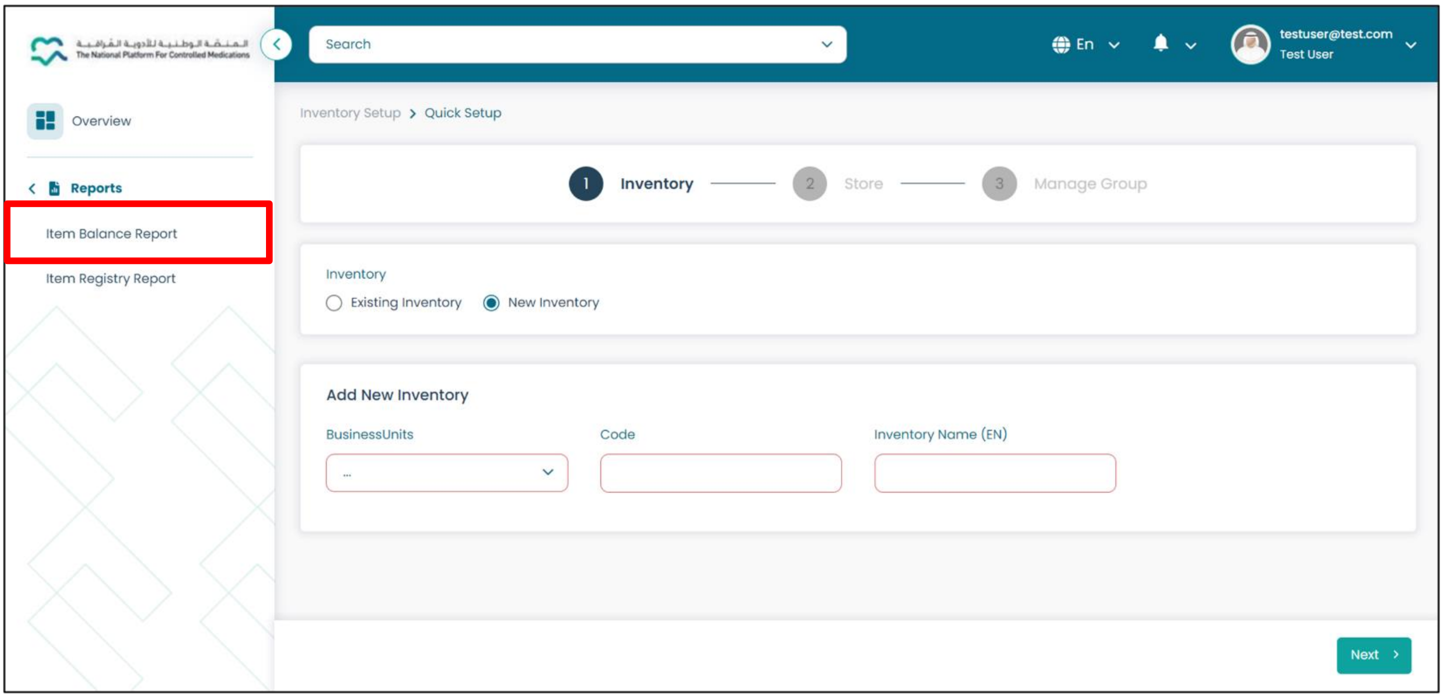


Figure 78: Homepage Screen - Access to Item Balance Report.

- 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.

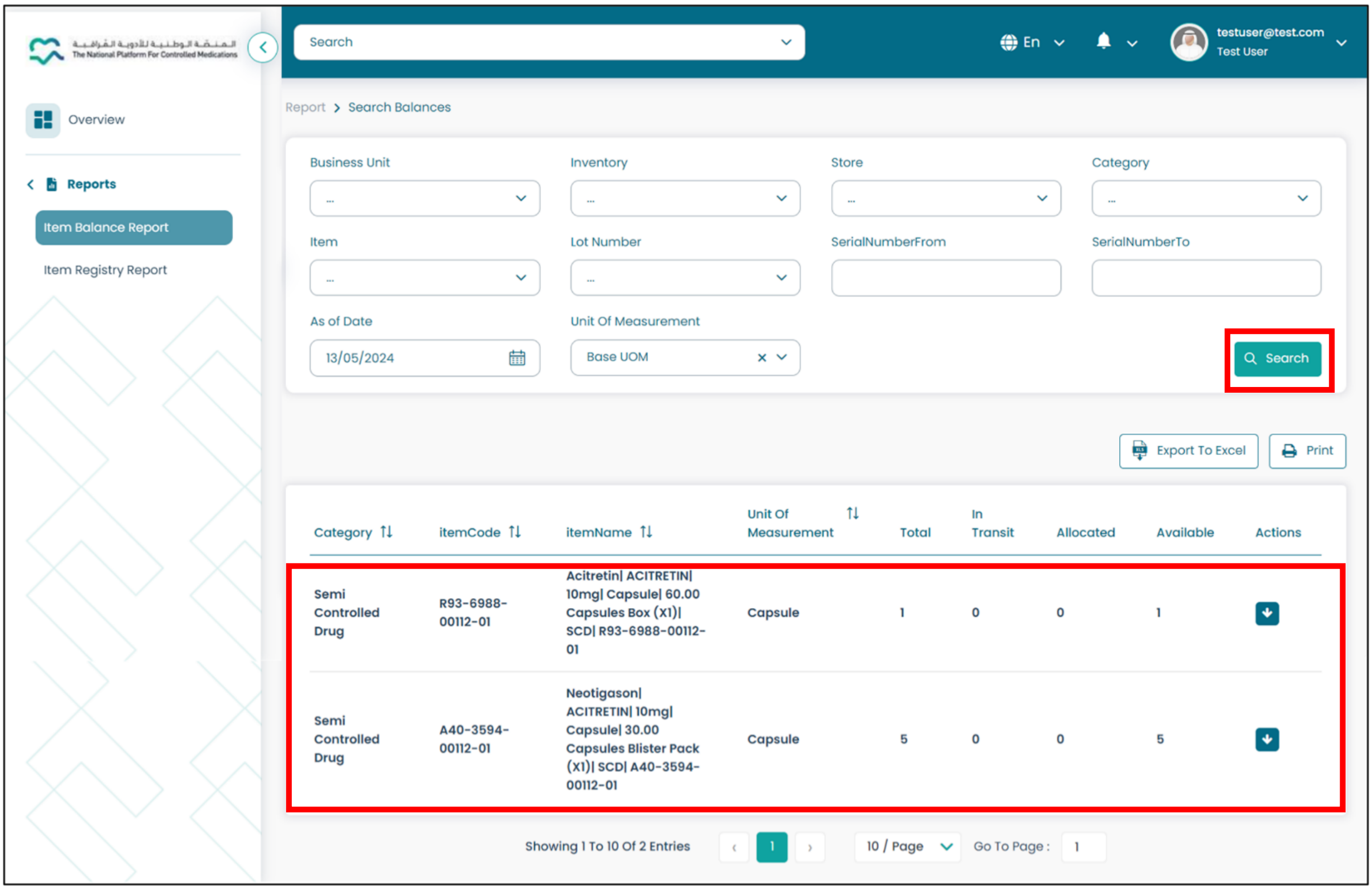


Figure 79: Search Balance Screen.

- 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"**.

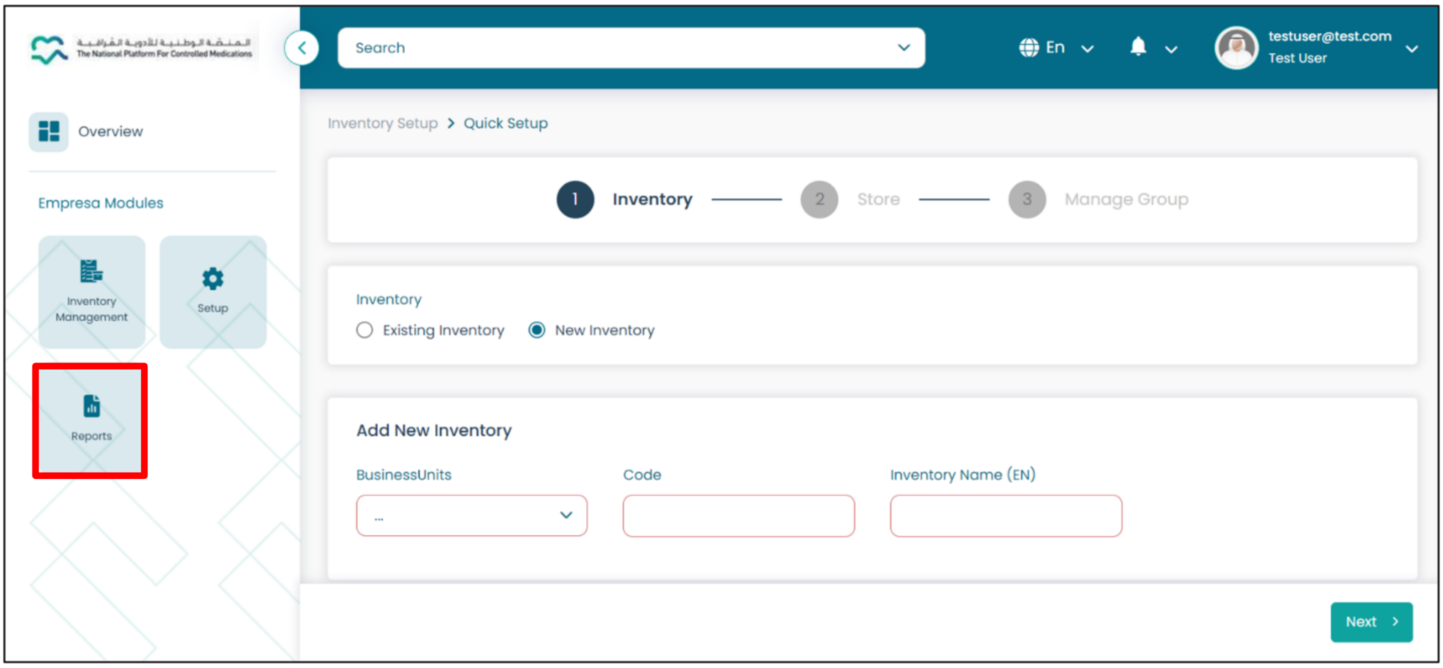


Figure 80: Homepage Screen - Access to Reports.

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

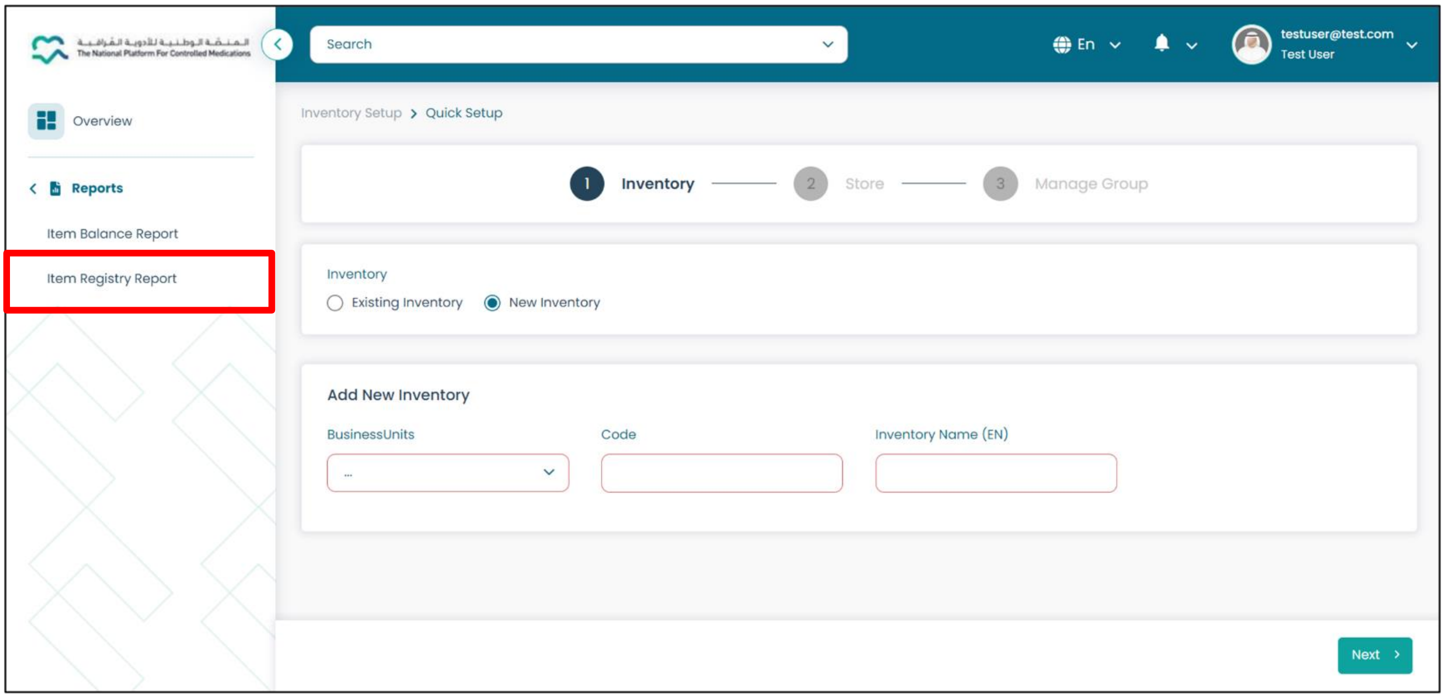


Figure 81: Homepage Screen - Access to Item Registry Report.

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.

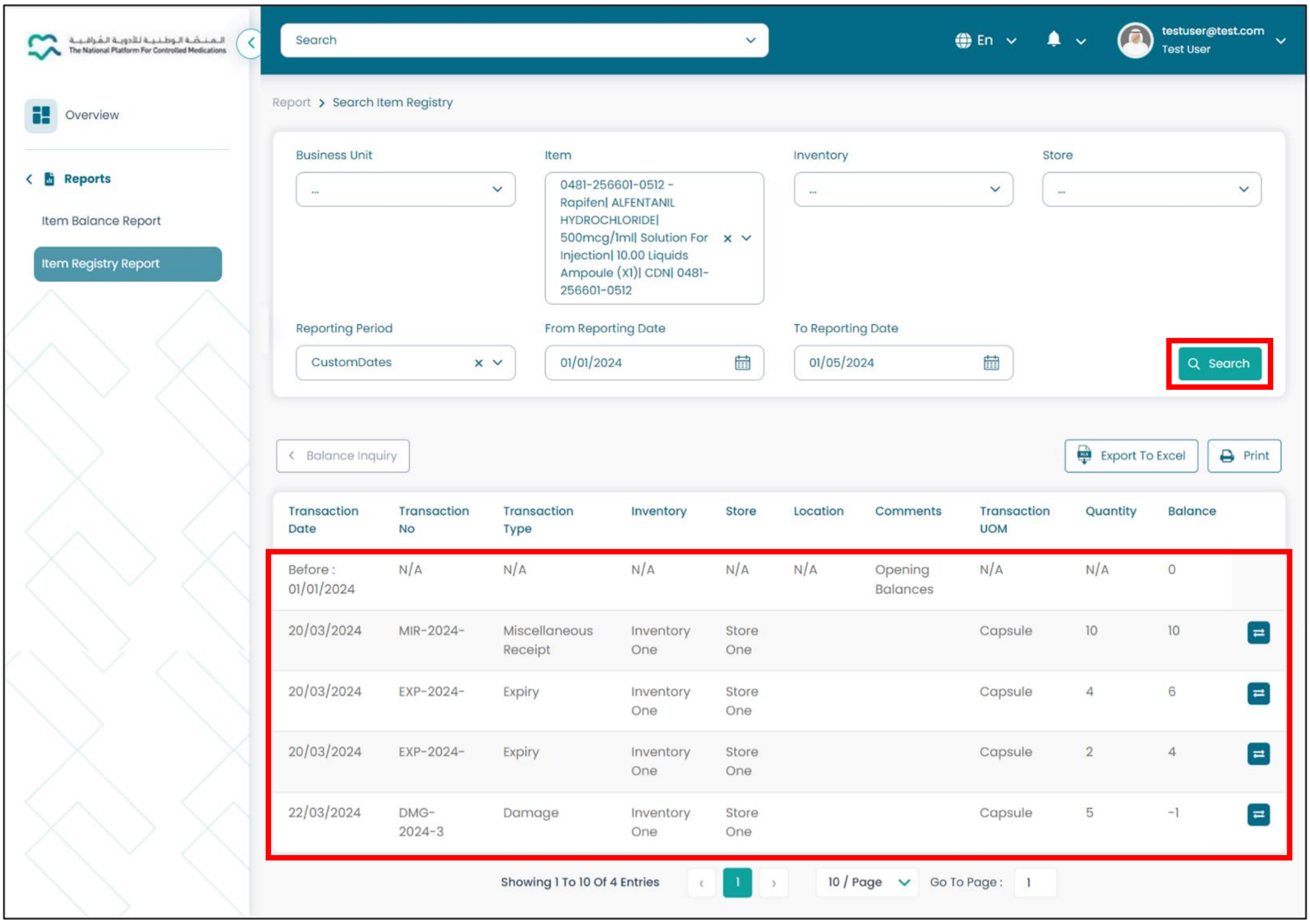


Figure 82: Search Item Registry Screen.

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

No.	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"**.

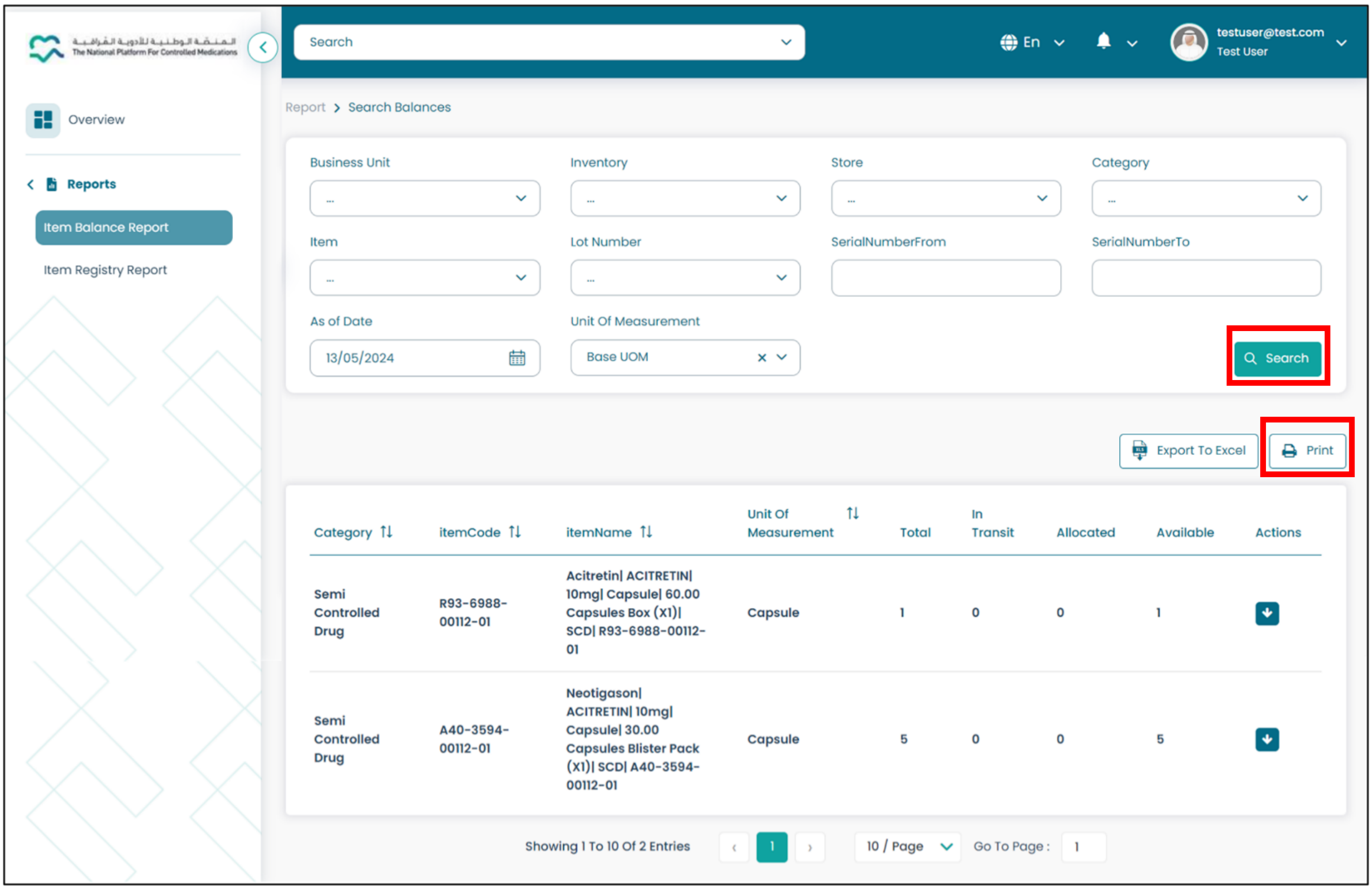


Figure 83: Search Balance Screen – Access to Print Action.

3. The **“Report Options”** pop-up screen will appear to the user, select the report format and output then press **“Confirm”**.

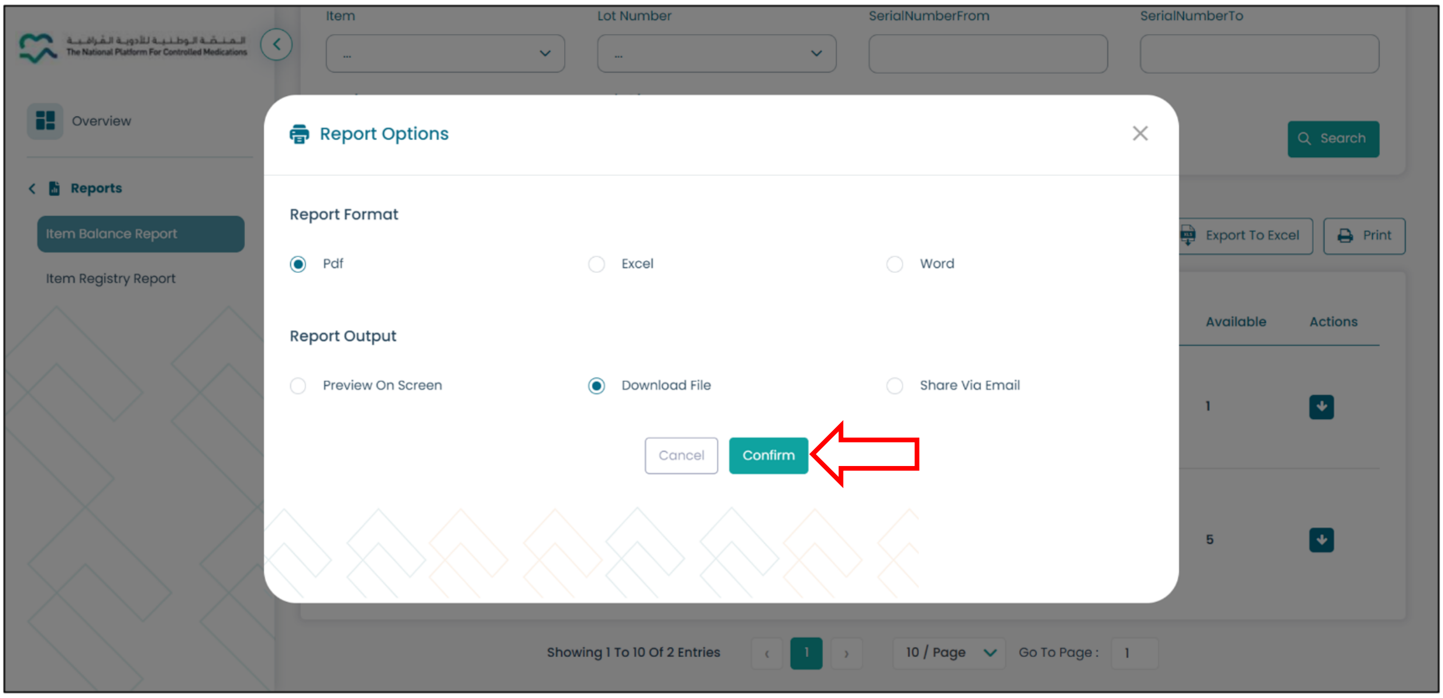


Figure 84: Report Options Pop-up Screen.

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

Balance Report

Category	Item Code	Item 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	R93-6988-00112-01	Acitretin| ACITRETIN| 10mg| Capsule| 60.00 Capsules Box	Capsule	0	0	1	1		0	0	0	0
Semi Controlled Drug	A40-3594-00112-01	Neotigason| ACITRETIN| 10mg| Capsule| 30.00 Capsules Blister	Capsule	0	0	5	5		0	0	0	0

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"**.

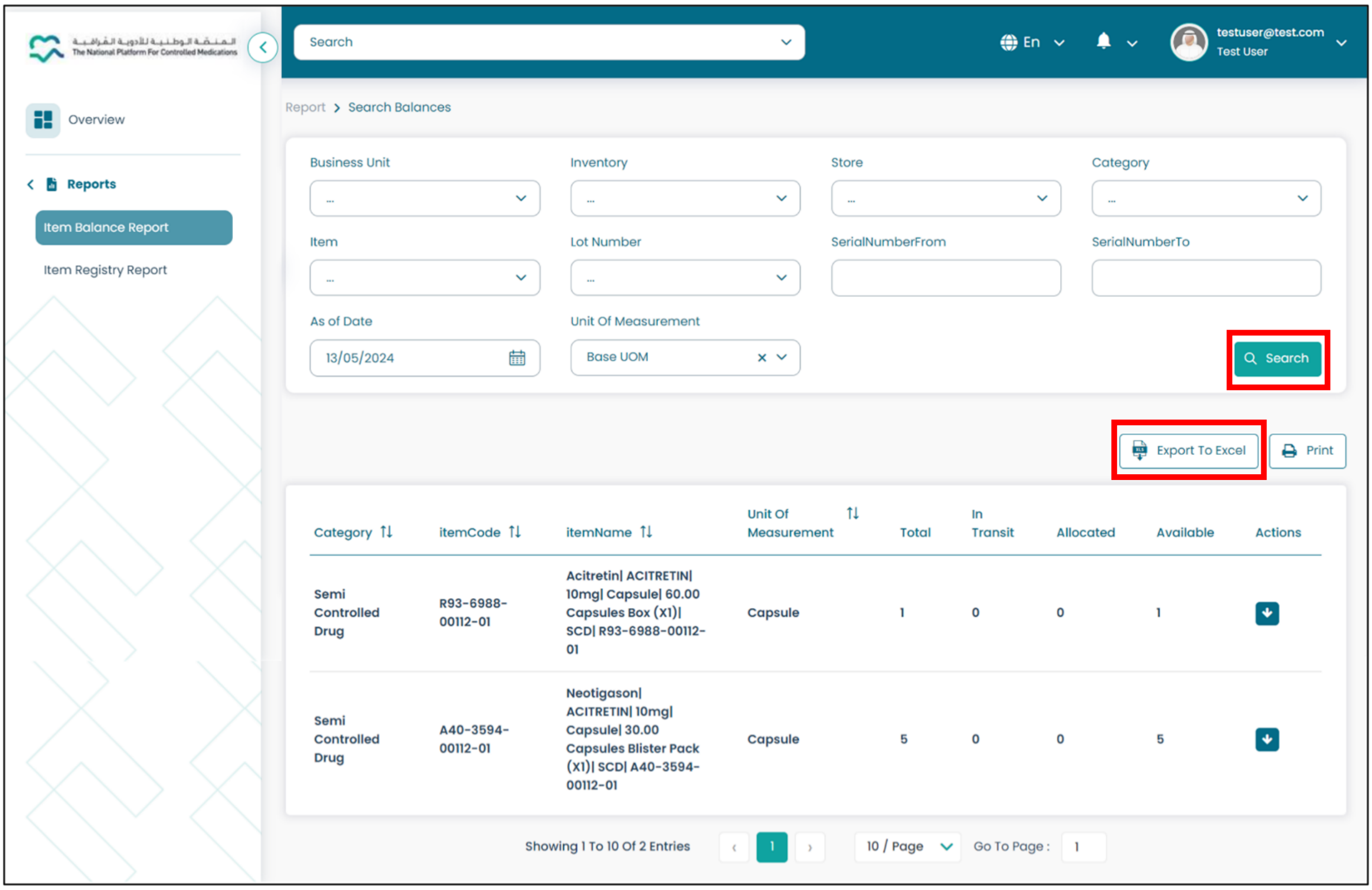


Figure 86: Search Balance Screen – Access to Export to Excel Function.

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| 10mg| C	Capsule	1.000000	1.000000	0.0
Semi Controlled Drug	A40-3594-00112-01	Neotigason| ACITRETIN| 10mg	Capsule	5.000000	5.000000	0.0

Figure 87: Data After Exporting to Excel.