

National Platform for Controlled Medication

Inventory Module

-

User Guide Document





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About Tahaluf AI 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 uninterrupted 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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- ❖ 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 AI 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”**.

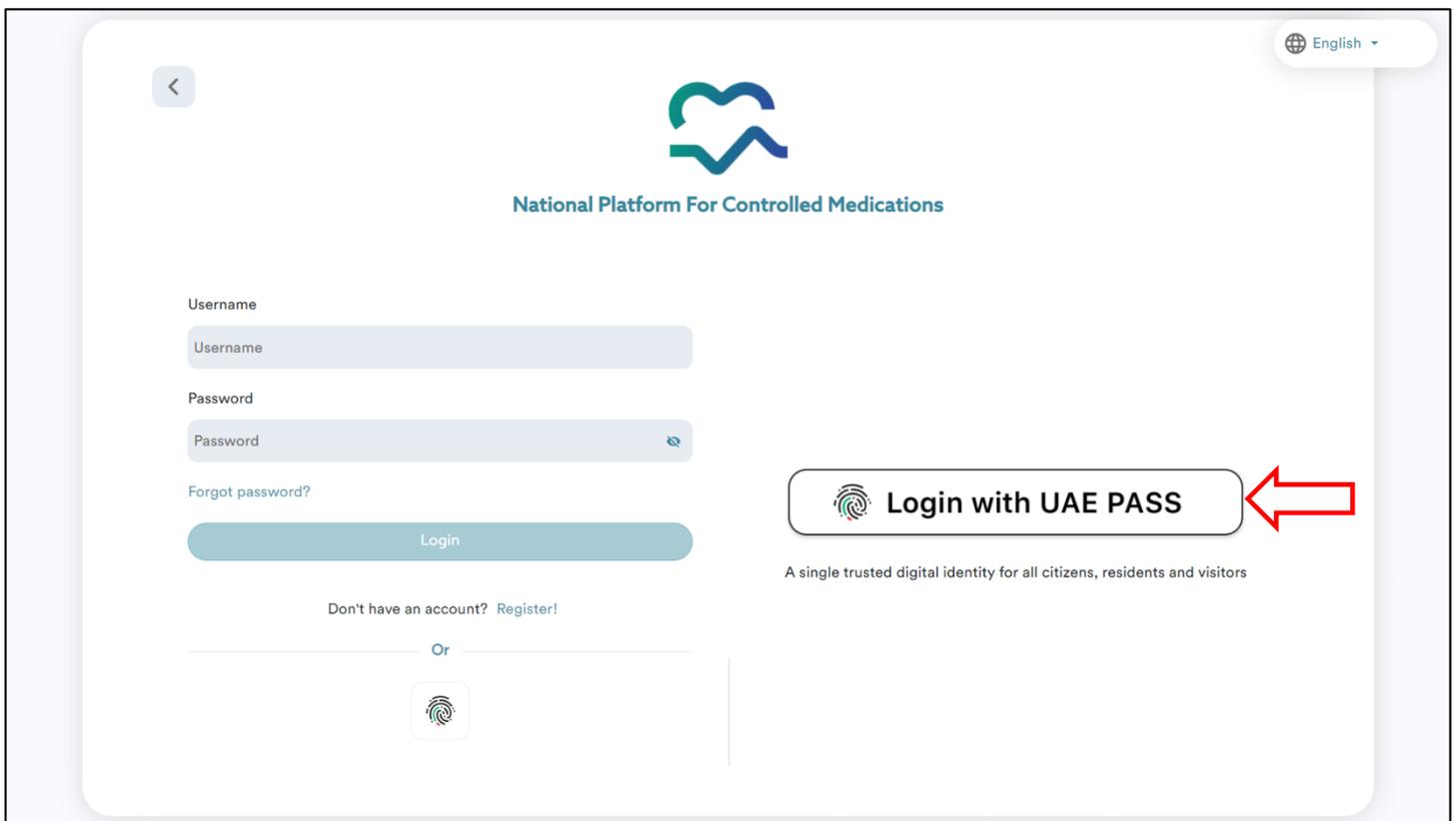


Figure 1: Login Screen - Login with UAE Pass.



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

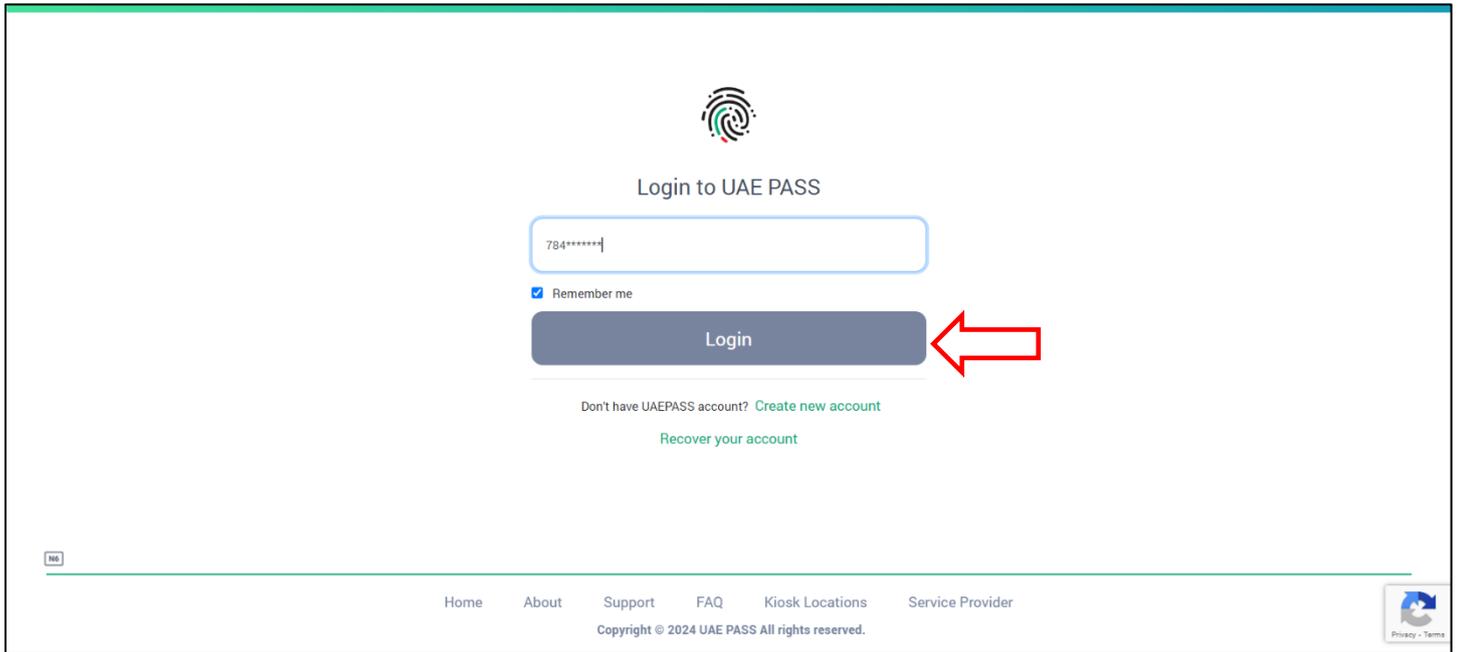


Figure 2: Login to UAE PASS Screen.

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”.

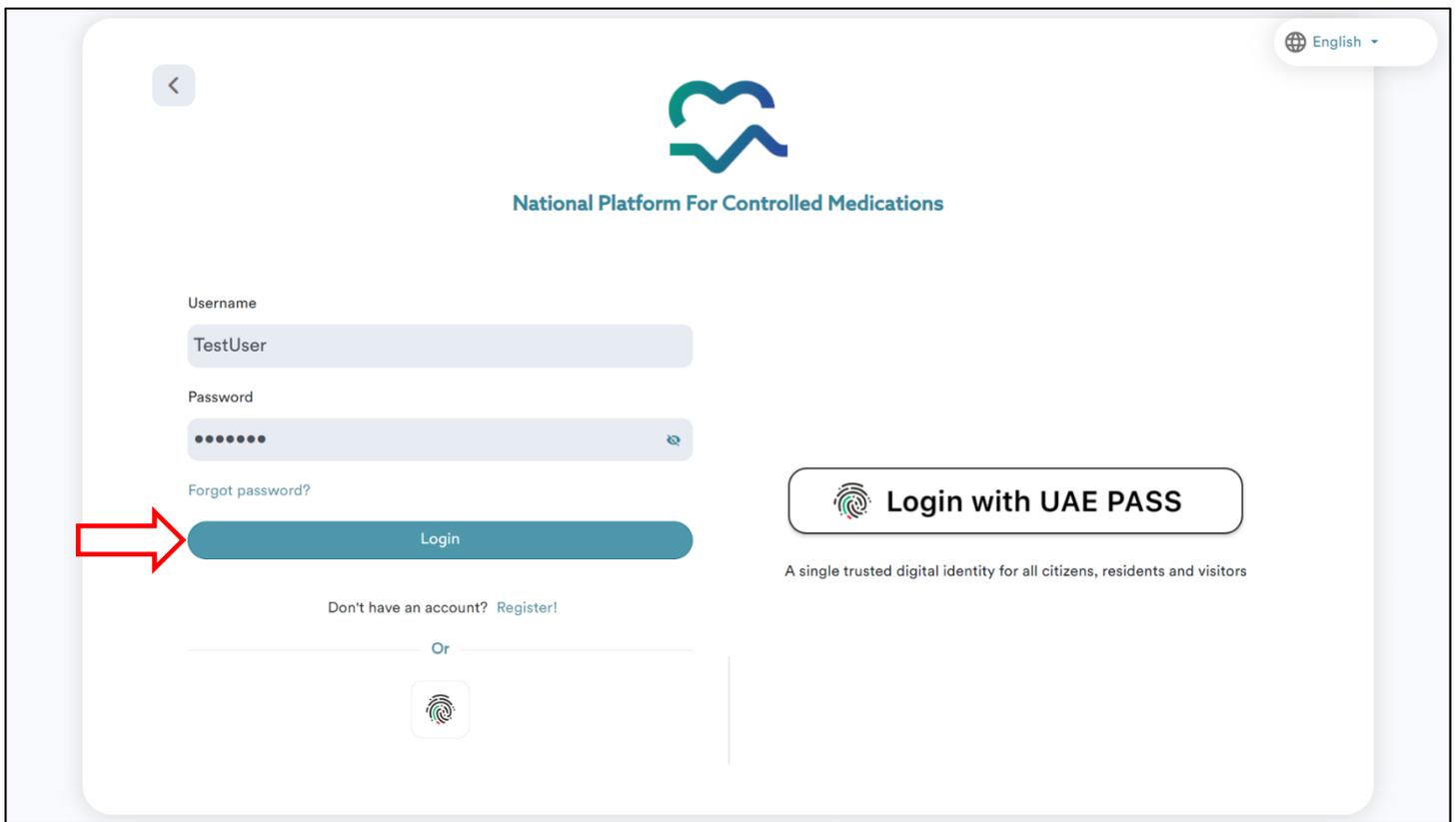


Figure 3: Login Screen - Login Using User Credential.

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.

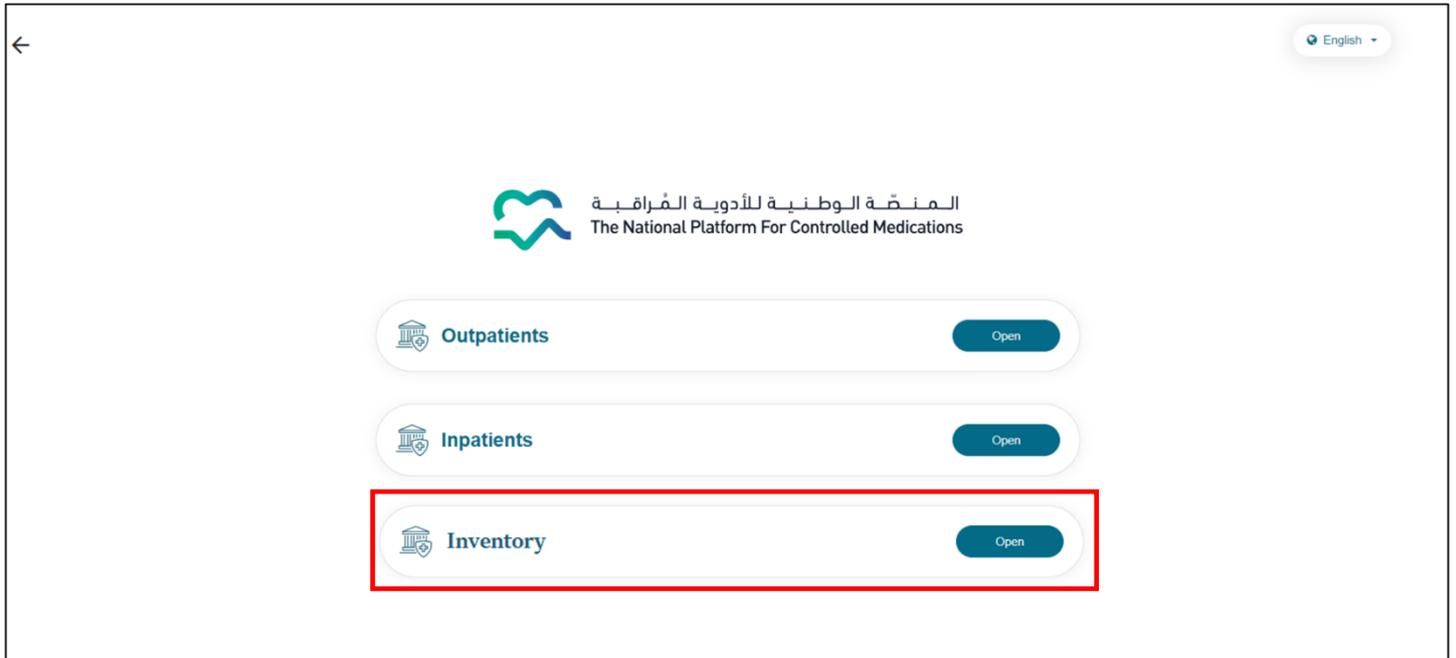


Figure 4: Facility Modules Screen.



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.

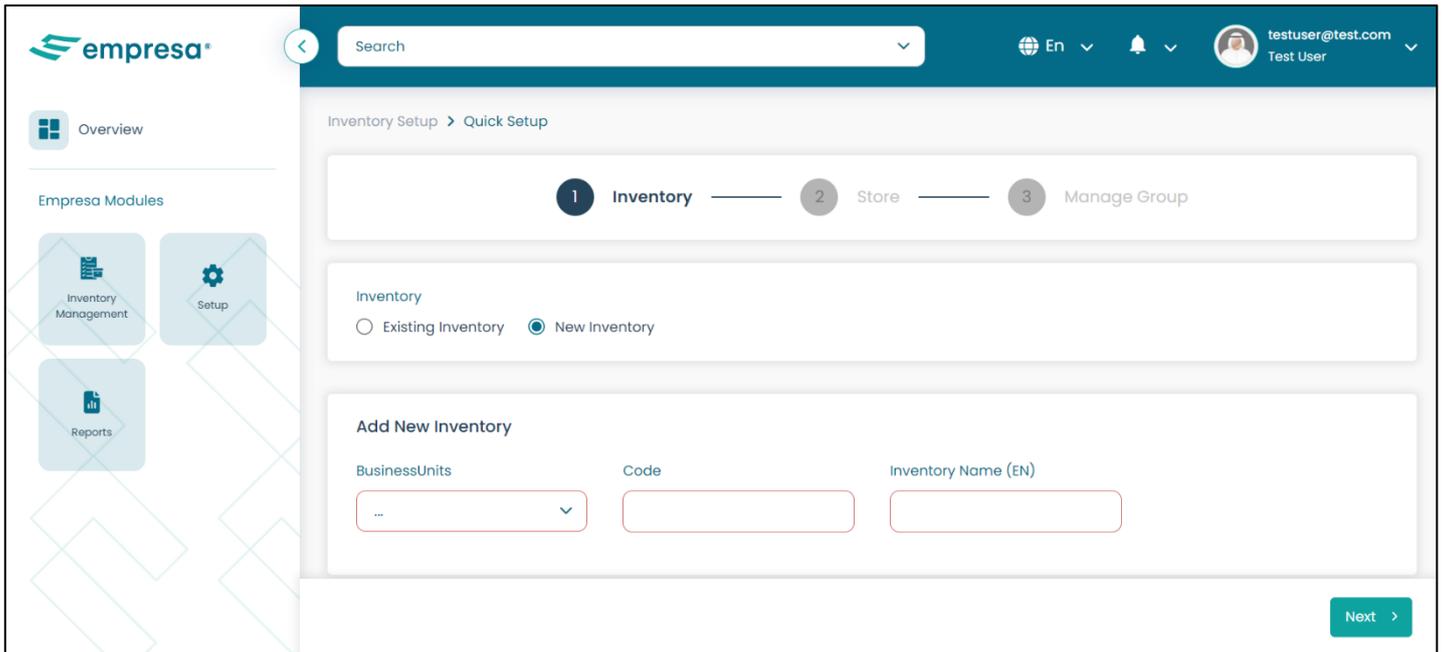


Figure 5: Homepage Screen.



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.



03

Language

Enable users to change module language.



02

Notifications

Keep the user informed about all account related events.



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”**.

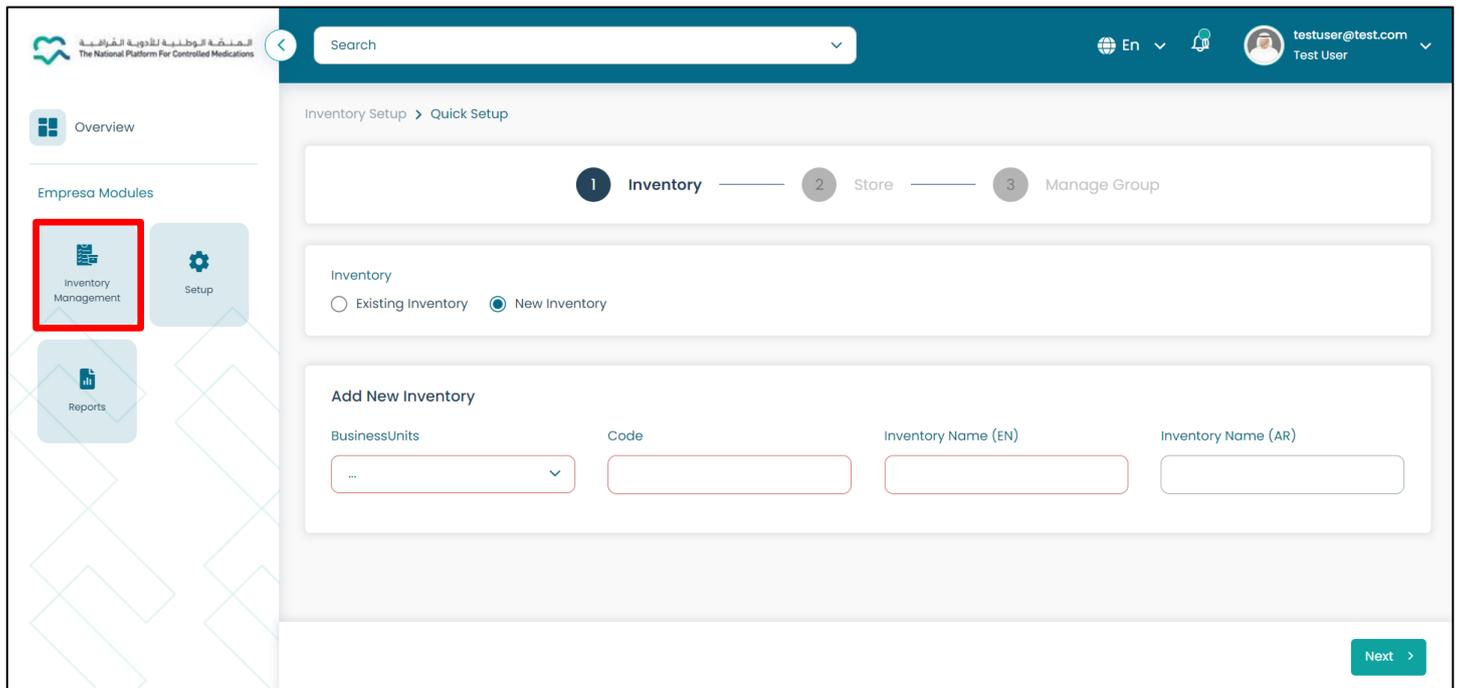
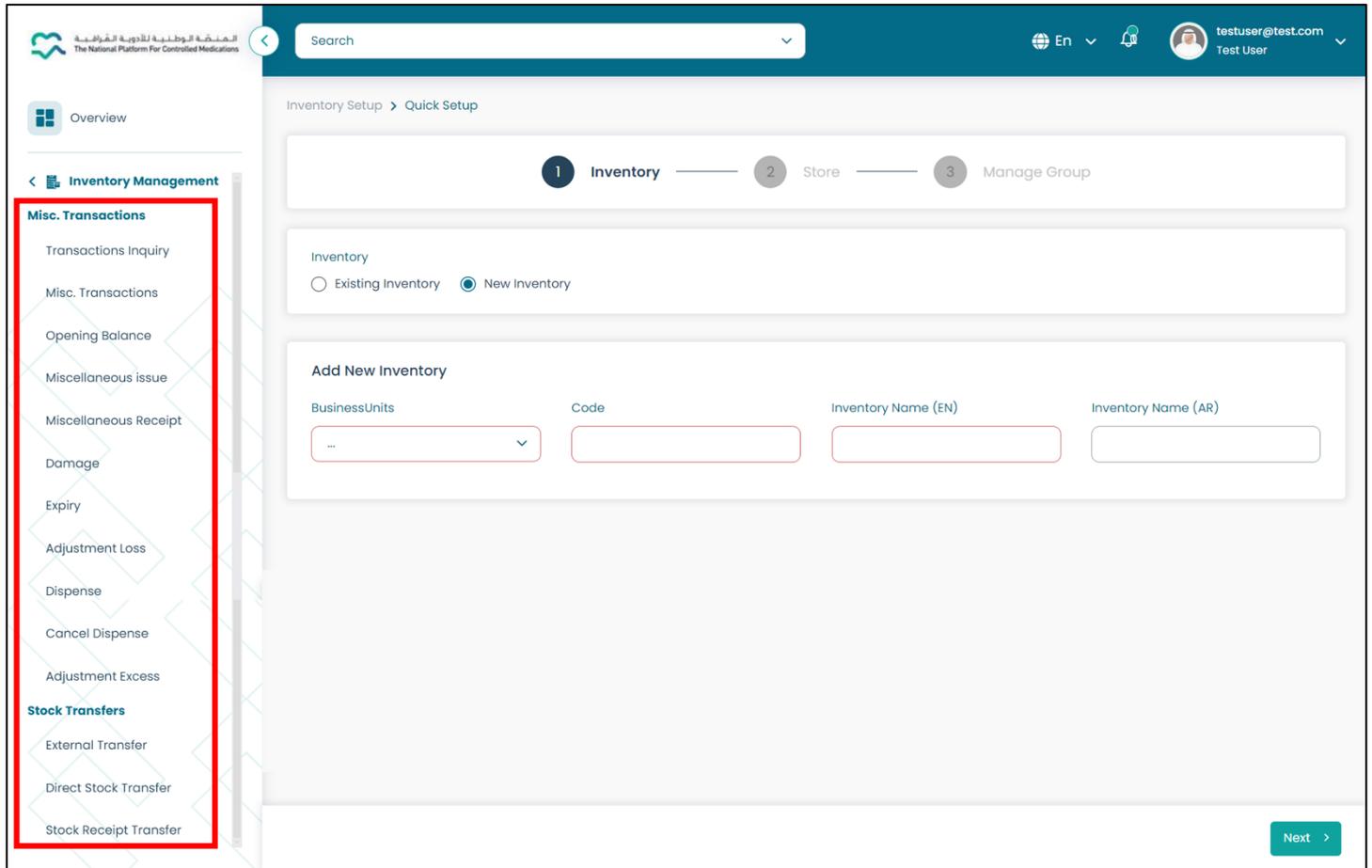


Figure 6: Homepage Screen - Access to Inventory Management.



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



The screenshot displays the 'Inventory Management' section of the Tahaluf application. The left sidebar lists various features, with 'Misc. Transactions' and 'Stock Transfers' highlighted by a red box. The main content area shows the 'Add New Inventory' form, which includes a search bar, a progress indicator (1 Inventory, 2 Store, 3 Manage Group), and a form with fields for BusinessUnits, Code, Inventory Name (EN), and Inventory Name (AR). A 'Next' button is located at the bottom right of the form.

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”**.

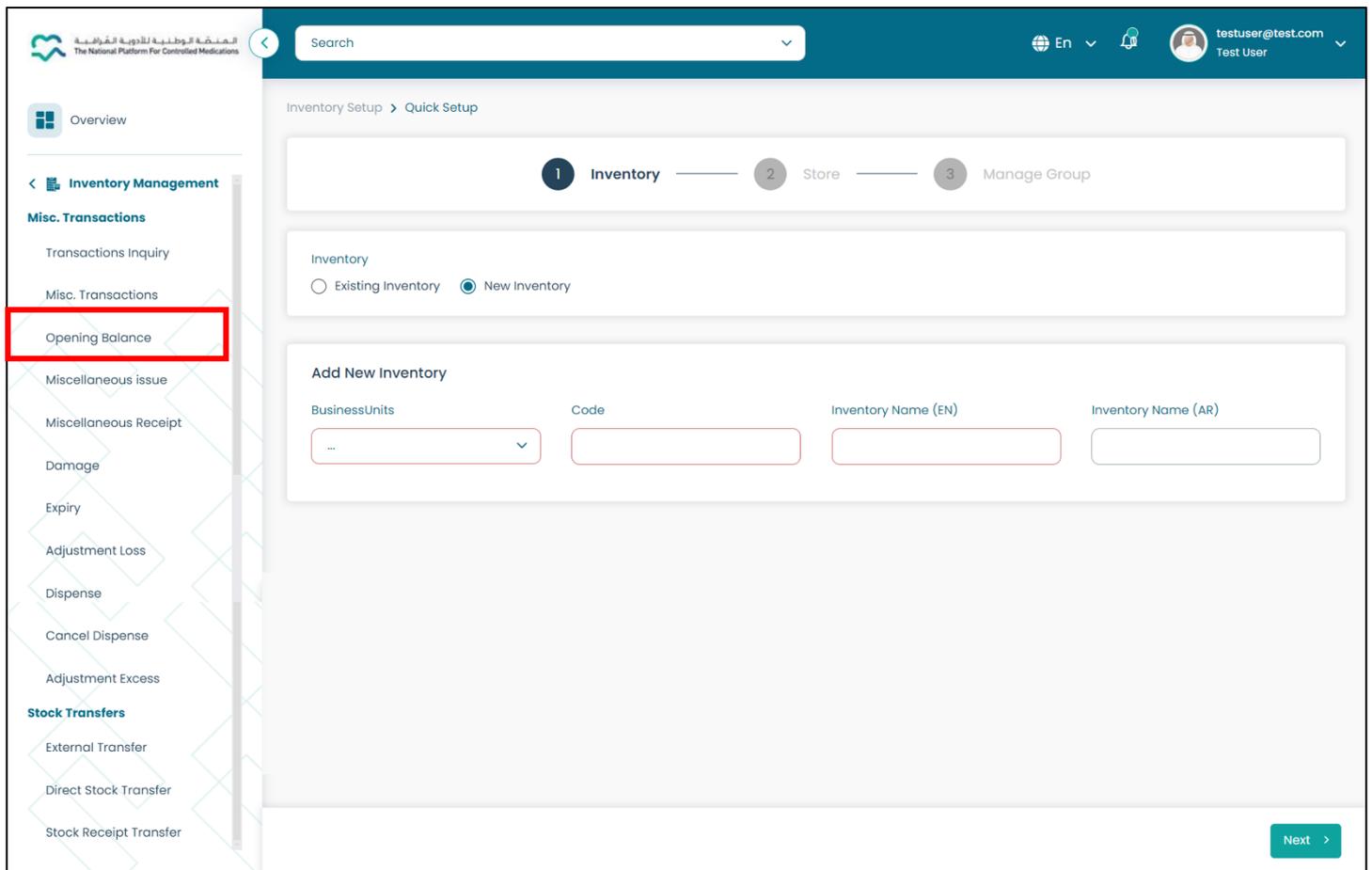
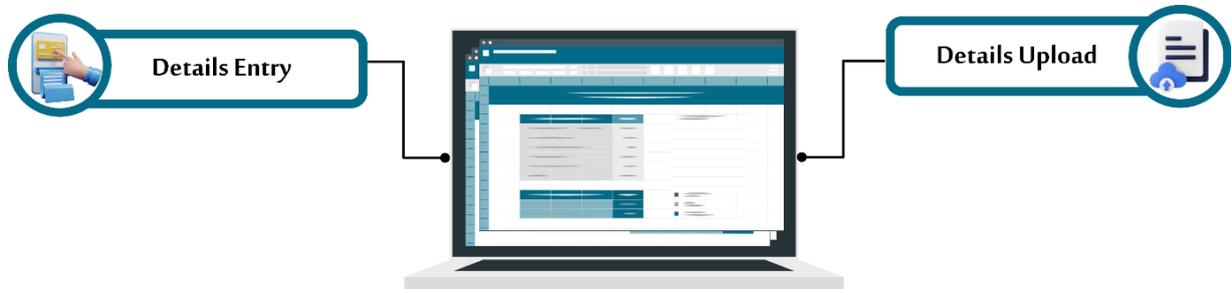


Figure 8: Homepage Screen - Access to Opening Balance Feature.



- 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**”.

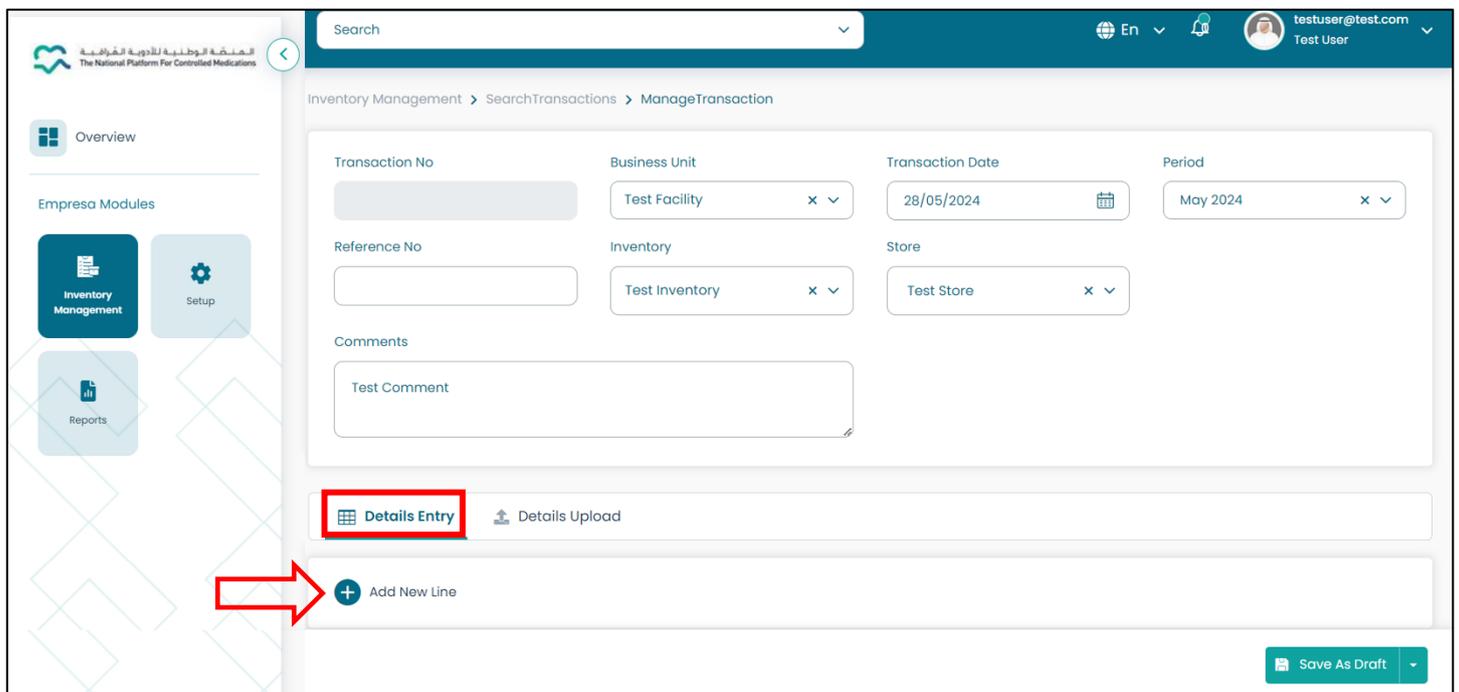
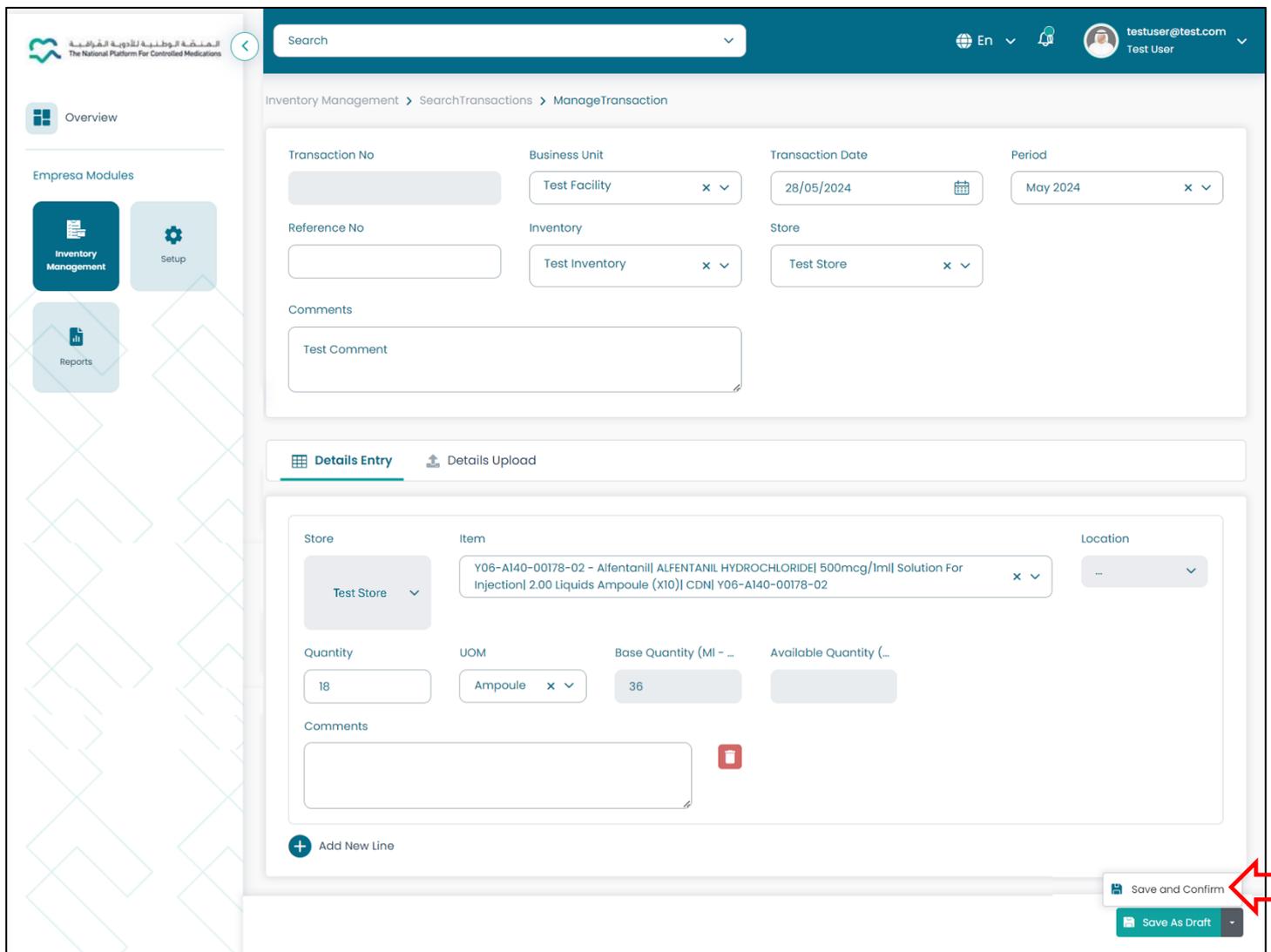


Figure 9: Manage Transaction Screen – Access to Add New Line Action.



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.



The screenshot displays the 'Manage Transaction' interface. The top navigation bar includes a search field, language settings (En), and a user profile (testuser@test.com). The main content area is divided into sections for transaction details and a table for adding details. The 'Details Entry' section is active, showing a form with the following fields:

- Transaction No:** (Empty)
- Business Unit:** Test Facility
- Transaction Date:** 28/05/2024
- Period:** May 2024
- Reference No:** (Empty)
- Inventory:** Test Inventory
- Store:** Test Store
- Comments:** Test Comment

Below this, the 'Details Entry' table is visible with the following data:

Store	Item	Location	Quantity	UOM	Base Quantity (MI - ...)	Available Quantity (...)
Test Store	Y06-A140-00178-02 - Alfentanil ALFENTANIL HYDROCHLORIDE 500mcg/1ml Solution For Injection 2.00 Liquids Ampoule (x10) CDN Y06-A140-00178-02	..	18	Ampoule	36	

At the bottom right, there are two buttons: 'Save and Confirm' (highlighted with a red arrow) and 'Save As Draft'.

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”.

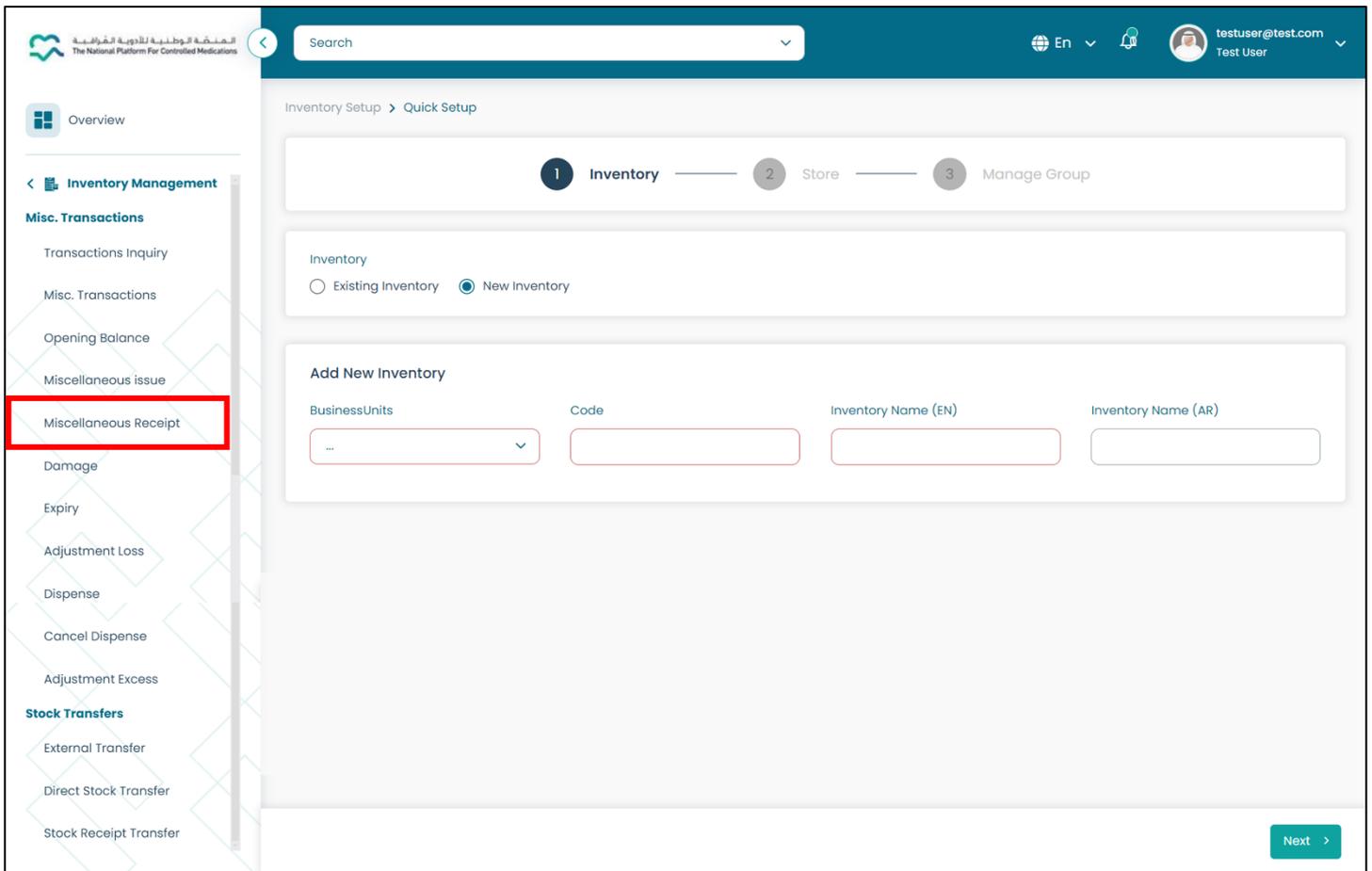
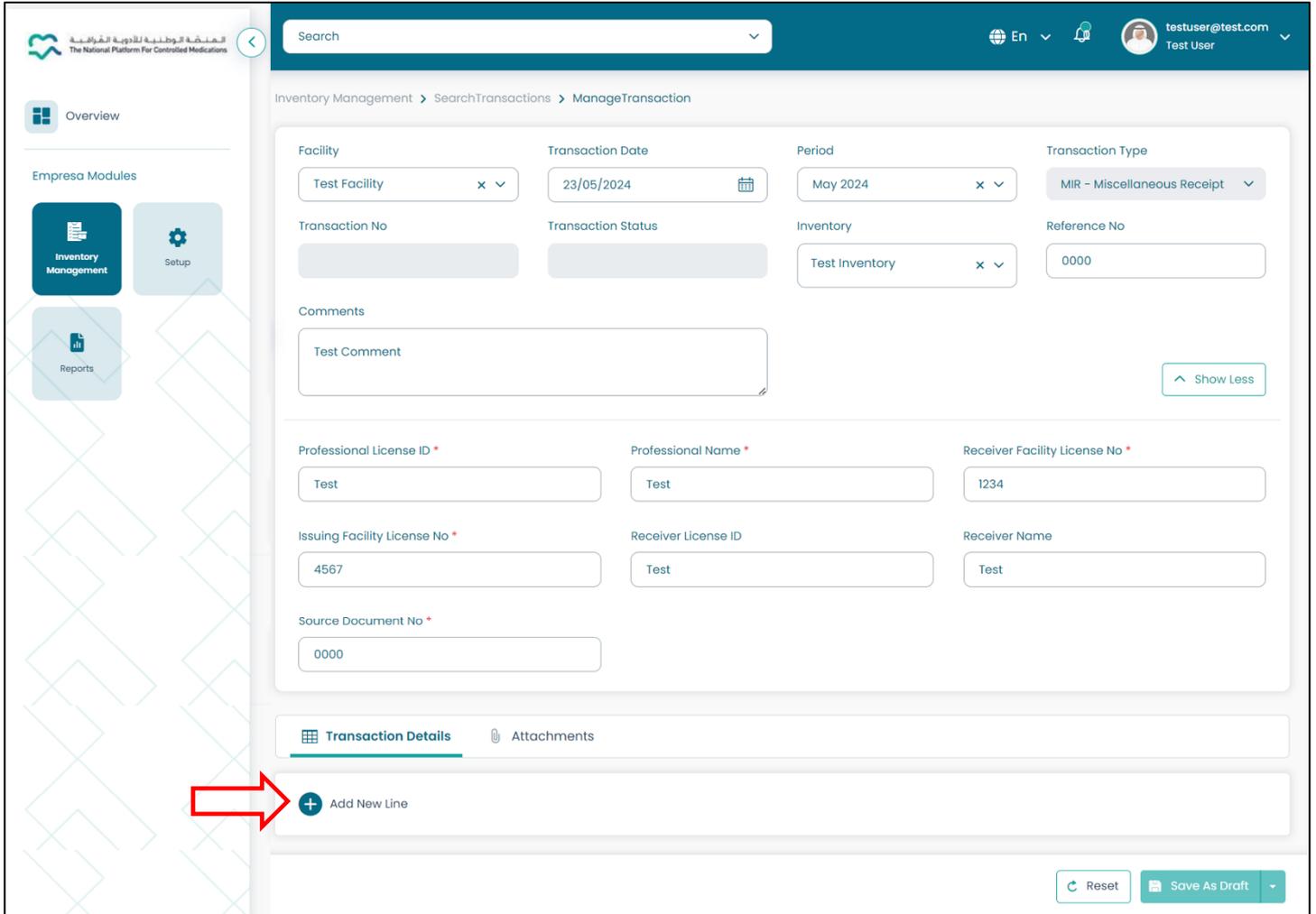


Figure 12: Homepage Screen - Access to Miscellaneous Receipt Feature.



- The user will be redirected to the “**Manage Transaction**” screen, enter the transaction information in the required fields then press on “**Add New Line**”.

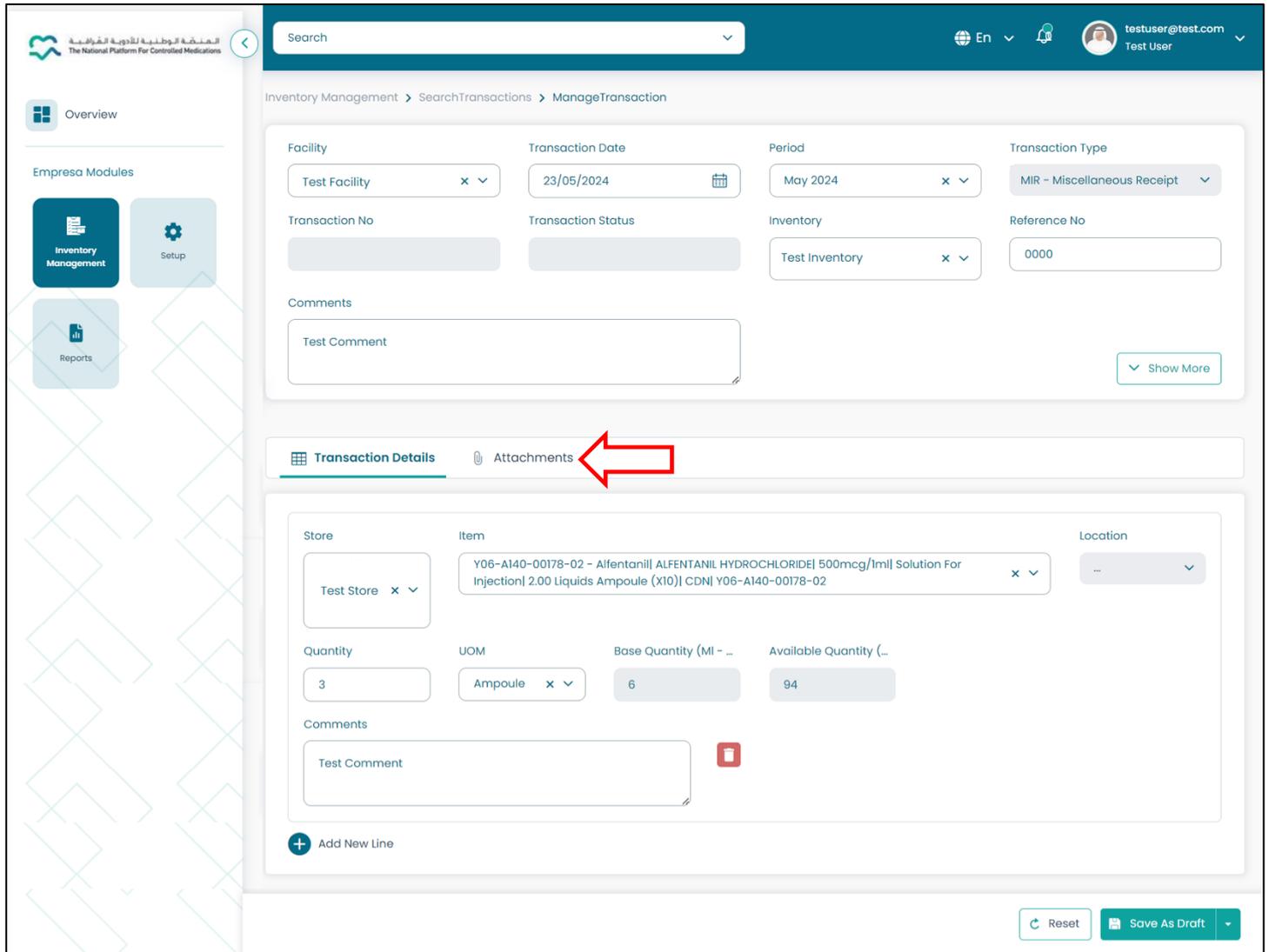


The screenshot displays the 'Manage Transaction' interface. At the top, there is a search bar and user information for 'testuser@test.com'. The main form contains several sections: 'Facility' (Test Facility), 'Transaction Date' (23/05/2024), 'Period' (May 2024), and 'Transaction Type' (MIR - Miscellaneous Receipt). Below these are 'Transaction No', 'Transaction Status', 'Inventory' (Test Inventory), and 'Reference No' (0000). A 'Comments' section contains 'Test Comment'. Further down are fields for 'Professional License ID', 'Professional Name', 'Receiver Facility License No', 'Issuing Facility License No', 'Receiver License ID', 'Receiver Name', and 'Source Document No'. At the bottom, there are tabs for 'Transaction Details' and 'Attachments', and a prominent '+ Add New Line' button highlighted with a red arrow. The bottom right corner features 'Reset' and 'Save As Draft' buttons.

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.



The screenshot displays the 'Manage Transaction' interface. At the top, there is a search bar and user information. The main area contains several input fields: Facility (Test Facility), Transaction Date (23/05/2024), Period (May 2024), Transaction Type (MIR - Miscellaneous Receipt), Transaction No, Transaction Status, Inventory (Test Inventory), and Reference No (0000). A 'Comments' field contains 'Test Comment'. Below this, there are two tabs: 'Transaction Details' and 'Attachments'. A red arrow points to the 'Attachments' tab. The 'Transaction Details' section includes fields for Store (Test Store), Item (Y06-A140-00178-02 - Alfentanil| ALFENTANIL HYDROCHLORIDE| 500mcg/1ml| Solution For Injection| 2.00 Liquids Ampoule (X10)| CDN| Y06-A140-00178-02), Location, Quantity (3), UOM (Ampoule), Base Quantity (6), and Available Quantity (94). A 'Comments' field with a red square icon is also present. At the bottom, there is an 'Add New Line' button and 'Reset' and 'Save As Draft' buttons.

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

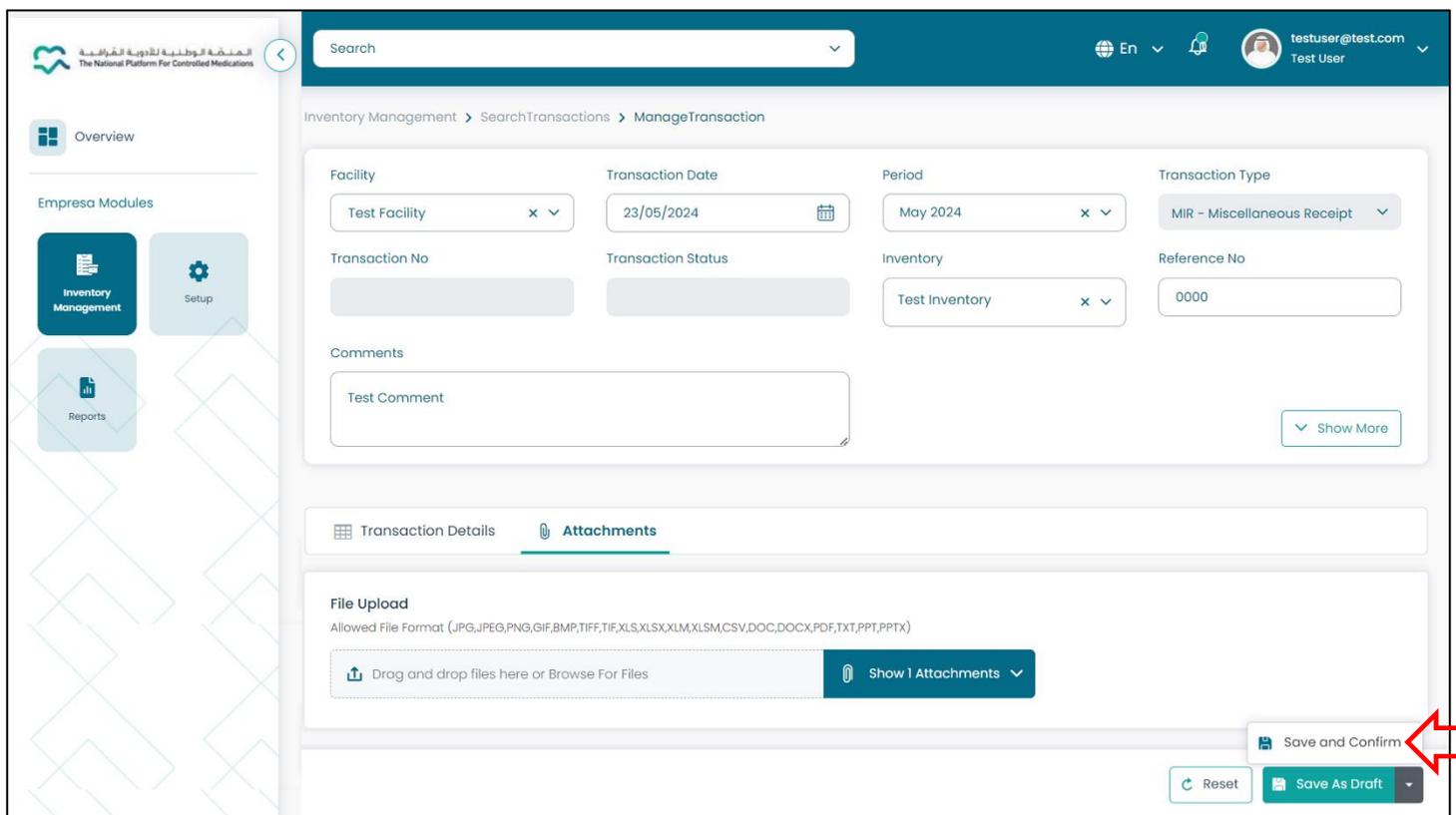


The user can add multiple lines by pressing on **“Add New Line”**.



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.



The screenshot displays the 'Manage Transaction' interface. It includes a search bar at the top, a breadcrumb trail 'Inventory Management > SearchTransactions > ManageTransaction', and a user profile 'testuser@test.com Test User'. The main form contains several fields: Facility (Test Facility), Transaction Date (23/05/2024), Period (May 2024), Transaction Type (MIR - Miscellaneous Receipt), Transaction No, Transaction Status, Inventory (Test Inventory), and Reference No (0000). A 'Comments' field contains 'Test Comment'. Below the form are tabs for 'Transaction Details' and 'Attachments'. The 'File Upload' section lists allowed file formats and provides a 'Drag and drop files here or Browse For Files' button and a 'Show 1 Attachments' dropdown. At the bottom right, the 'Save and Confirm' button is highlighted with a red arrow.

Figure 15: Manage Transaction Screen – Access to Actions.



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

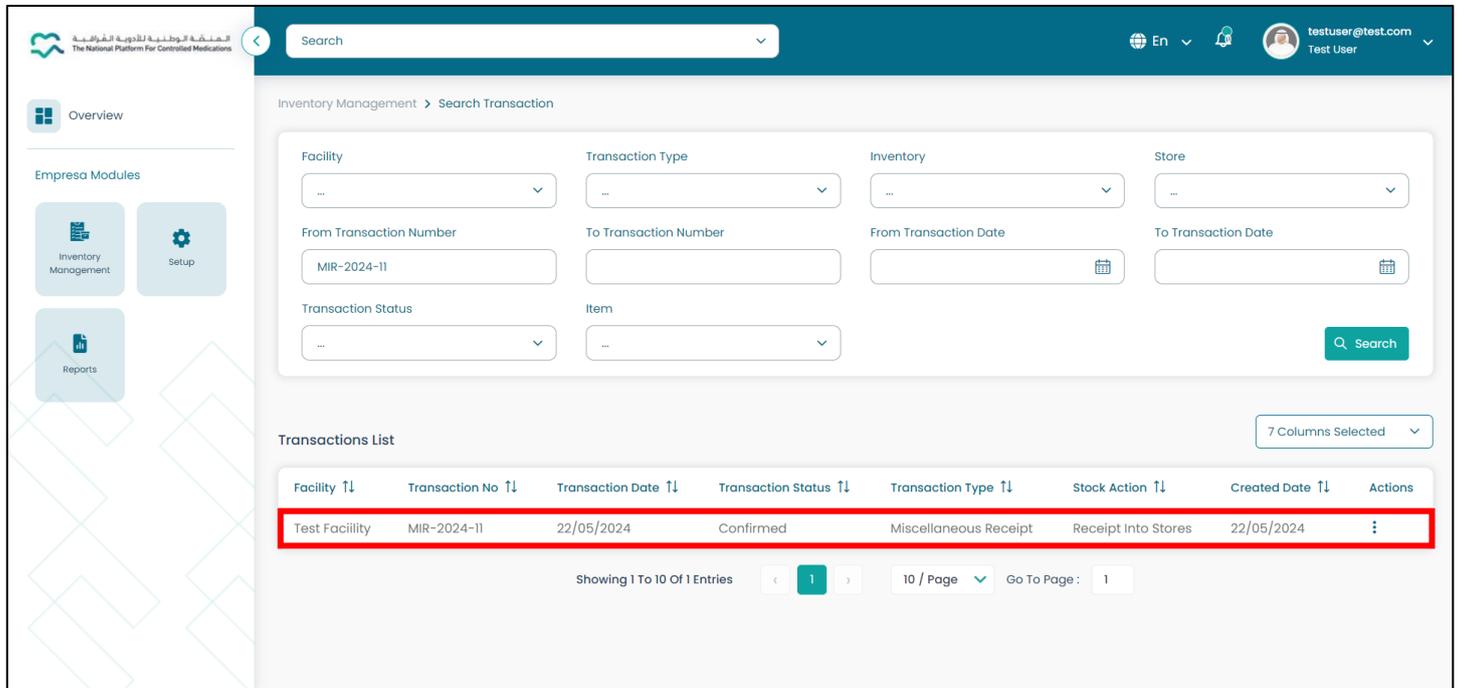


Figure 16: Search Transaction Screen – Added Miscellaneous Receipt Transaction Record Successfully.

- 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**”.

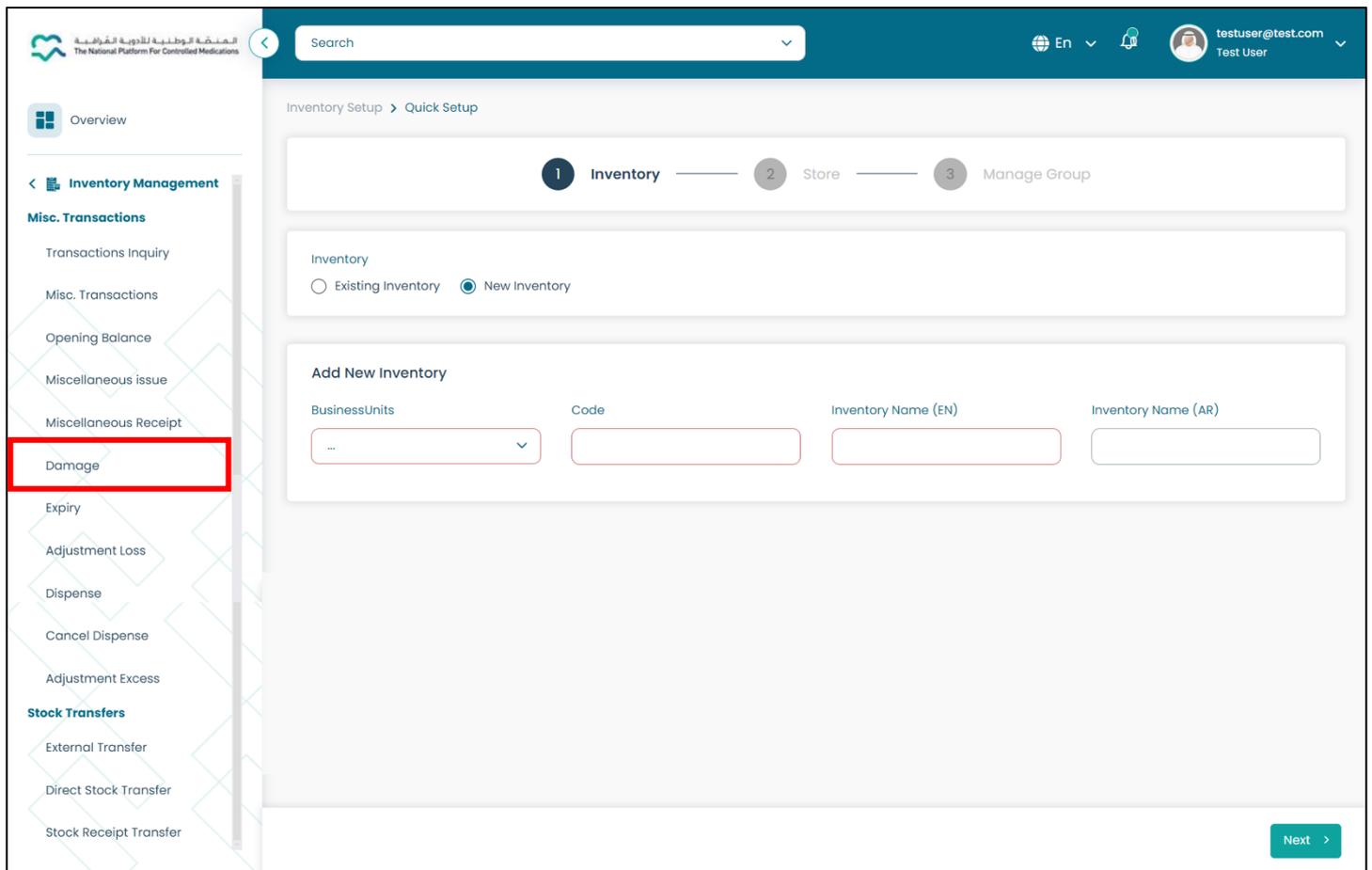
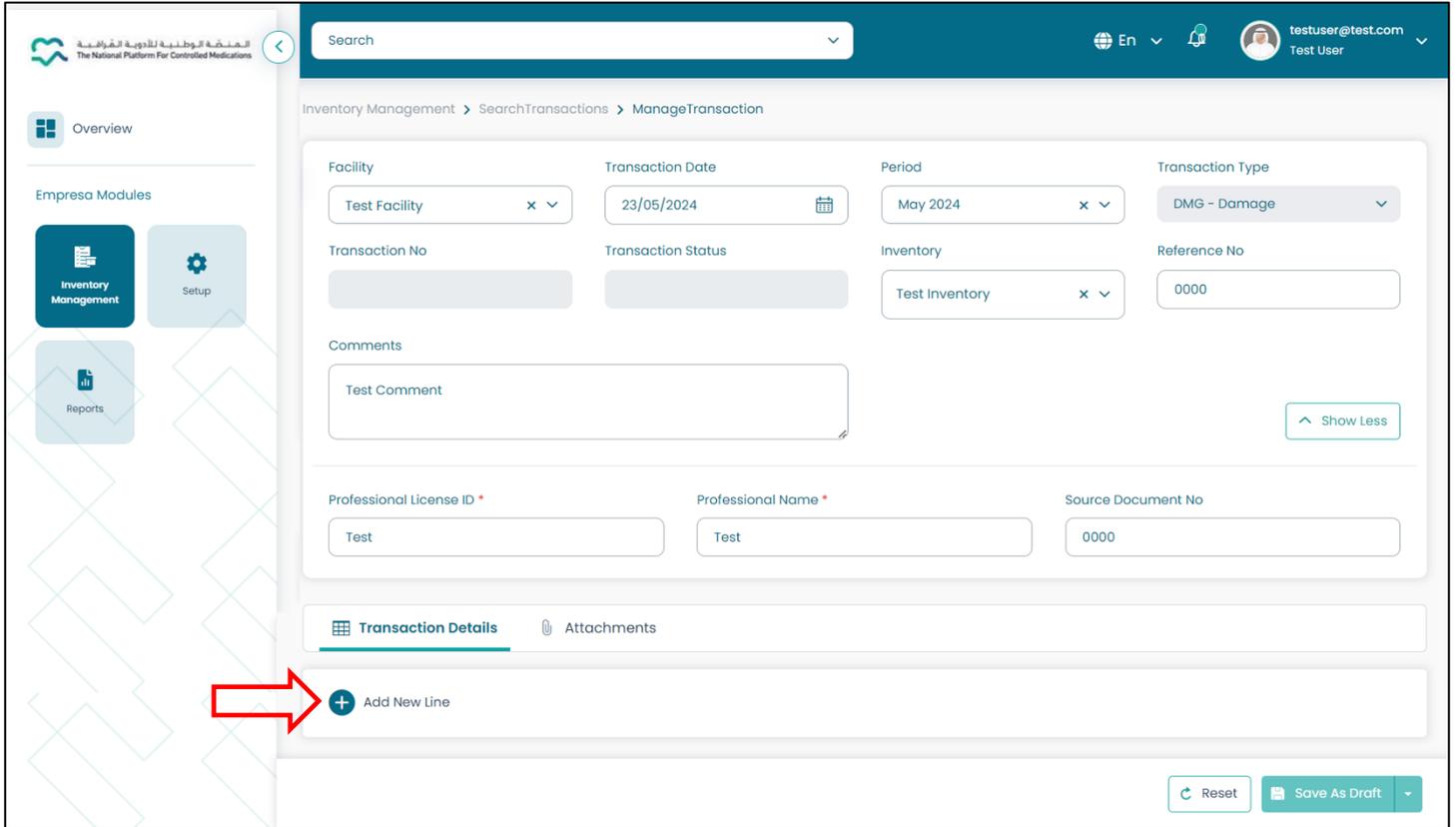


Figure 17: Homepage Screen - Access to Damage Feature.



- 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 screenshot displays the 'Manage Transaction' interface. The top navigation bar includes a search field, language settings (En), and user information (testuser@test.com). The breadcrumb trail is 'Inventory Management > SearchTransactions > ManageTransaction'. The main form contains several sections:

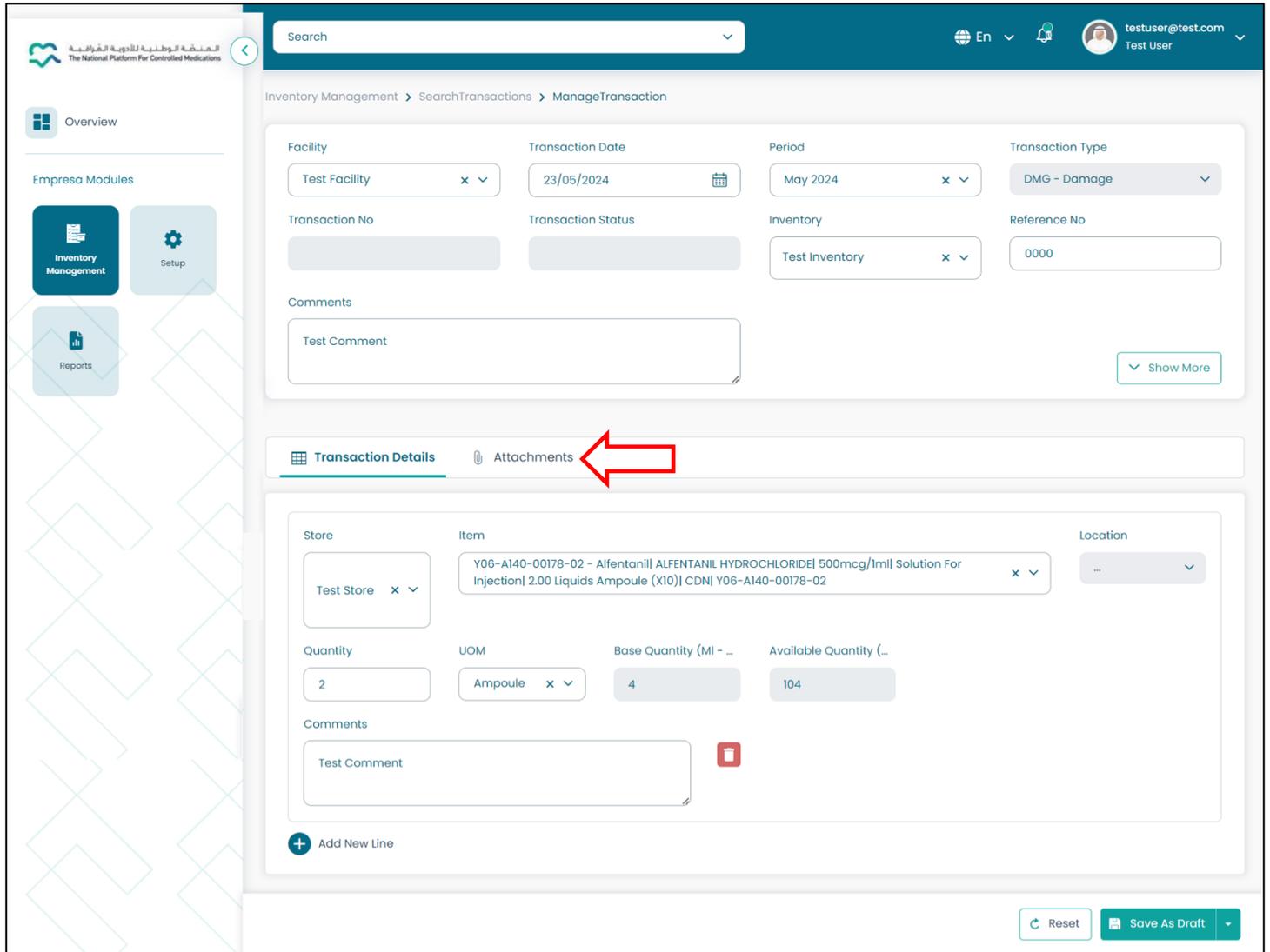
- Facility:** Test Facility
- Transaction Date:** 23/05/2024
- Period:** May 2024
- Transaction Type:** DMG - Damage
- Transaction No:** (empty)
- Transaction Status:** (empty)
- Inventory:** Test Inventory
- Reference No:** 0000
- Comments:** Test Comment
- Professional License ID:** Test
- Professional Name:** Test
- Source Document No:** 0000

At the bottom of the form, there are two tabs: 'Transaction Details' (active) and 'Attachments'. Below the tabs is a '+ Add New Line' button, which is highlighted by a red arrow. At the bottom right, there are 'Reset' and 'Save As Draft' buttons.

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.



The screenshot displays the 'Manage Transaction' interface. At the top, there's a search bar and user information. The main area is divided into sections for transaction details. A red arrow points to the 'Attachments' tab, which is highlighted. Below this, the 'Transaction Details' section includes fields for Store, Item, Location, Quantity, UOM, Base Quantity, and Available Quantity. A red square icon is visible next to the 'Add New Line' button.

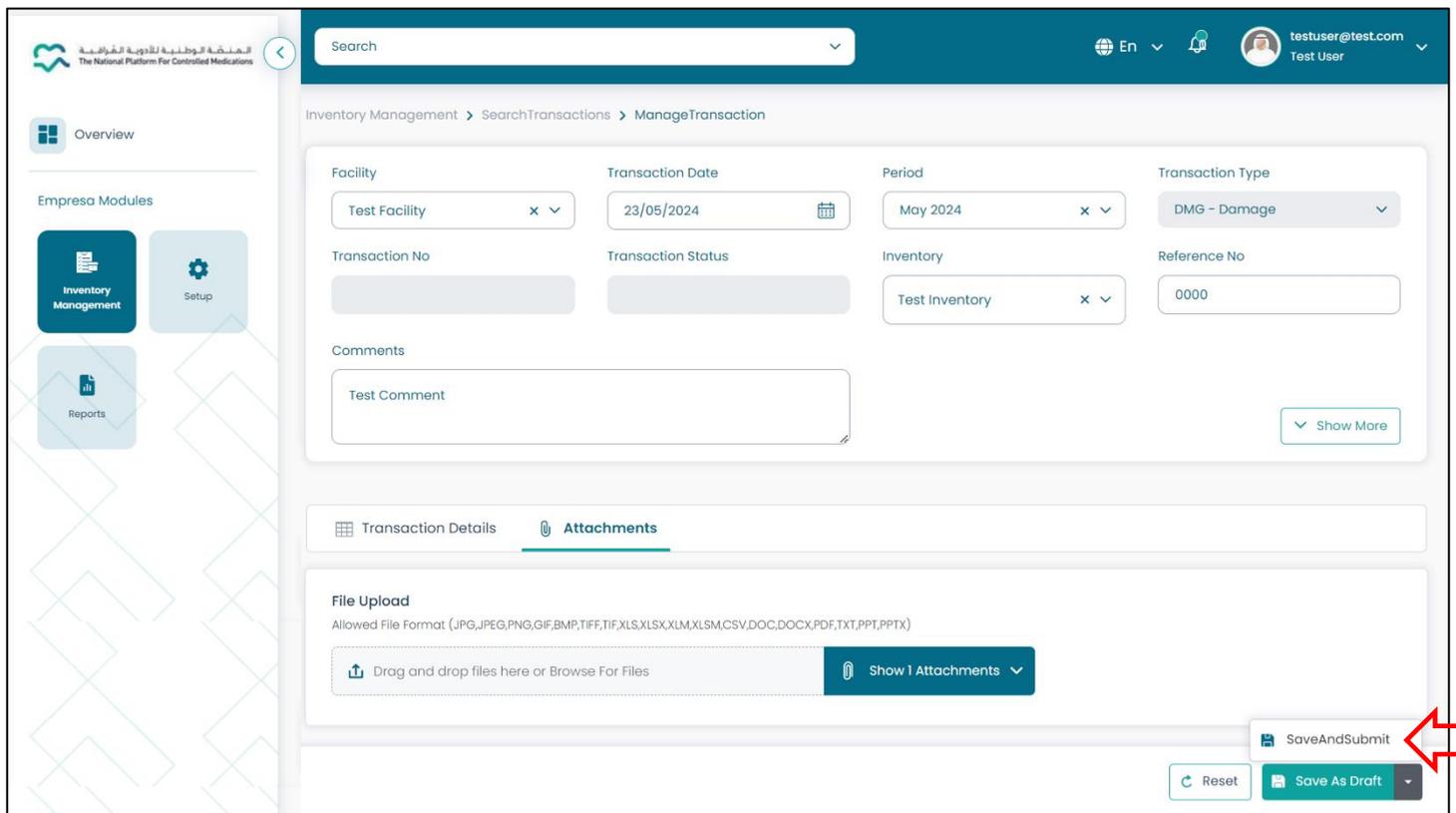
Figure 19: Manage Transaction Screen – Access to Attachments Section.

 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.



The screenshot displays the 'Manage Transaction' interface. It includes a search bar at the top, a breadcrumb trail 'Inventory Management > SearchTransactions > ManageTransaction', and a user profile 'testuser@test.com Test User'. The main form contains several sections: 'Facility' (Test Facility), 'Transaction Date' (23/05/2024), 'Period' (May 2024), 'Transaction Type' (DMG - Damage), 'Transaction No', 'Transaction Status', 'Inventory' (Test Inventory), and 'Reference No' (0000). A 'Comments' field contains 'Test Comment'. Below the form, there are tabs for 'Transaction Details' and 'Attachments'. The 'File Upload' section lists allowed file formats and provides a 'Show 1 Attachments' button. At the bottom right, a dropdown menu is open, showing 'SaveAndSubmit' (highlighted with a red arrow) and '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.

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”**.

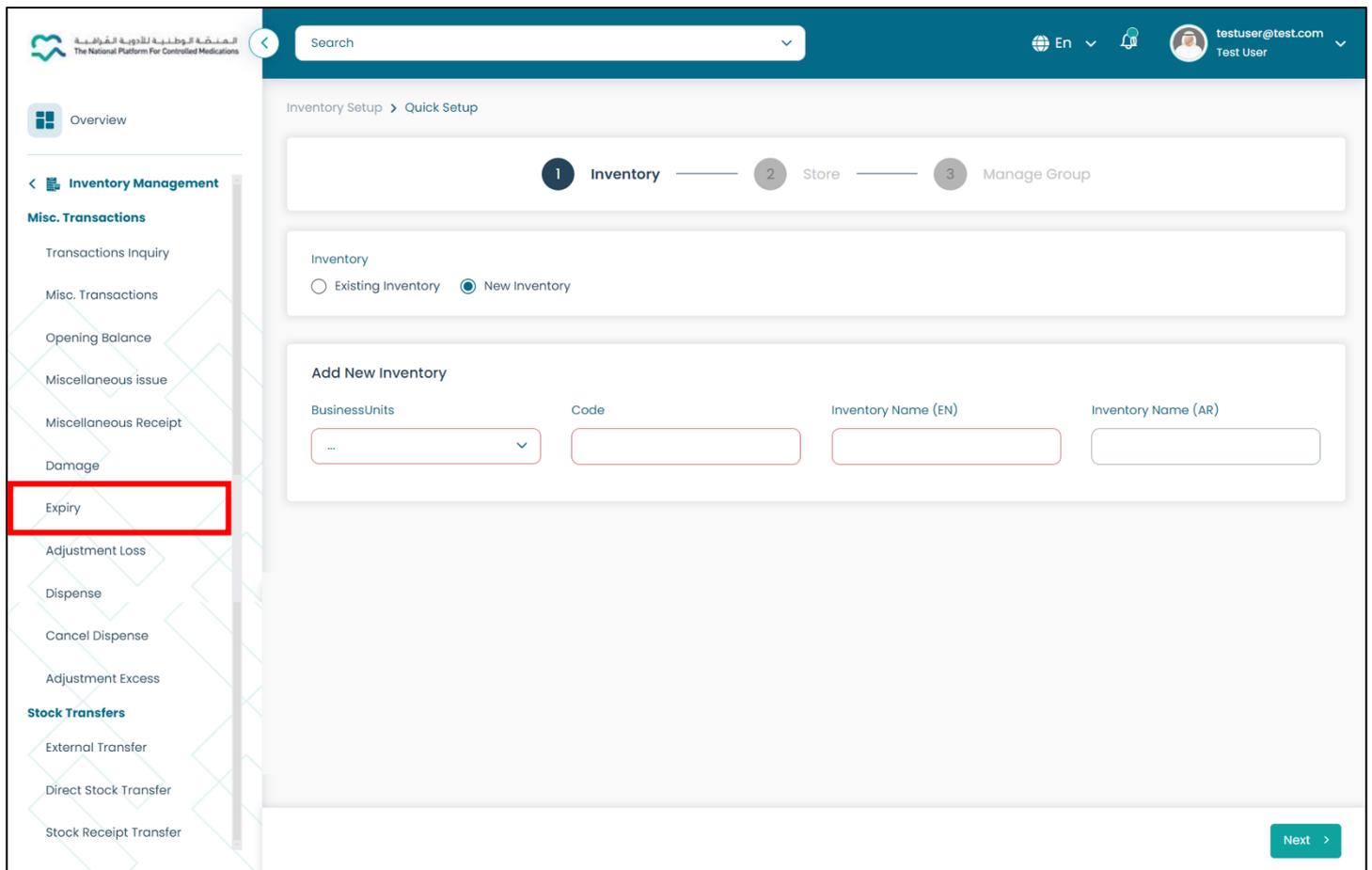
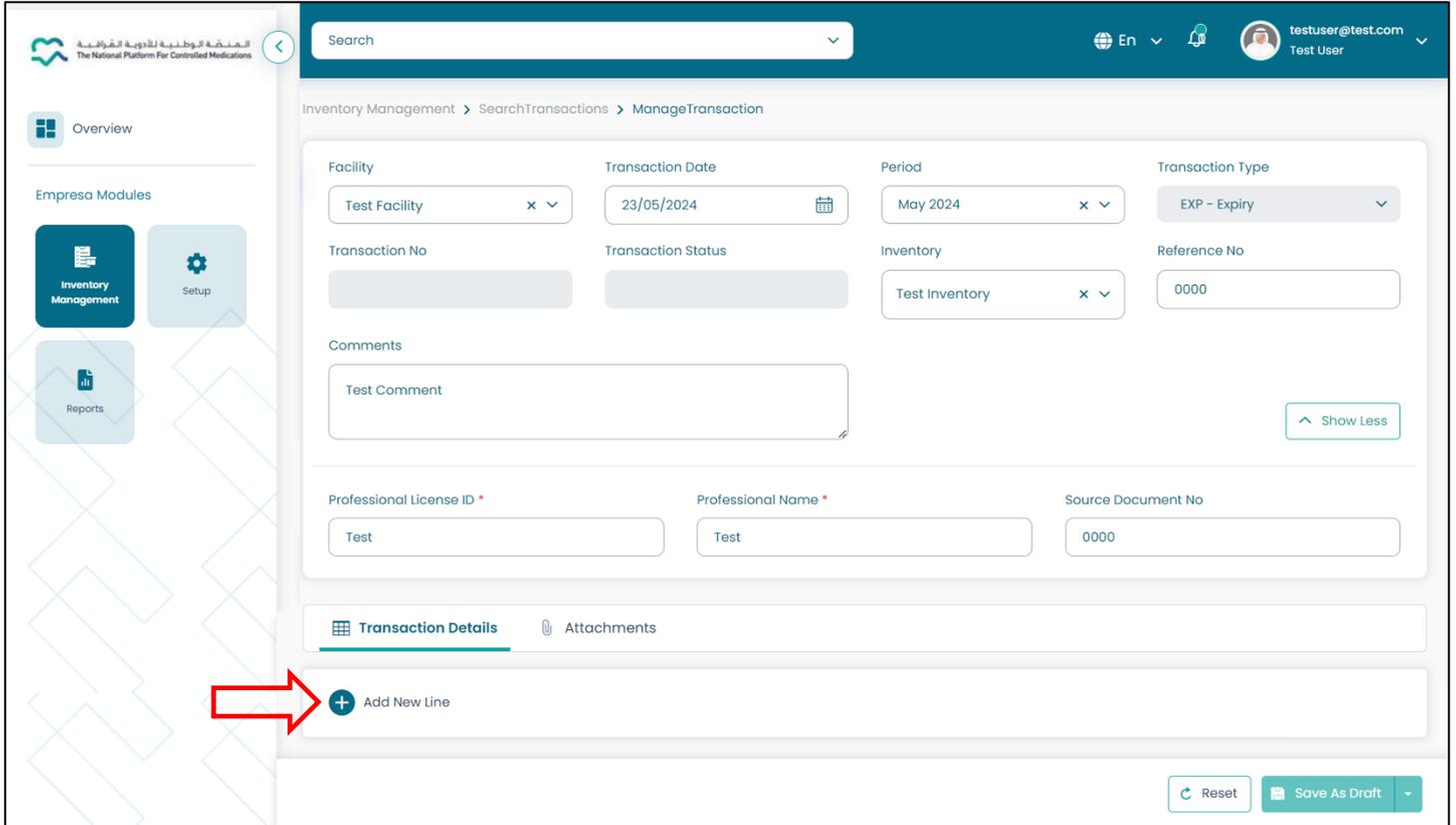


Figure 22: Homepage Screen - Access to Expiry Feature.



- 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 screenshot displays the 'Manage Transaction' interface. The top navigation bar includes a search field, language settings (En), and user information (testuser@test.com). The breadcrumb trail is 'Inventory Management > SearchTransactions > ManageTransaction'. The main form contains several sections:

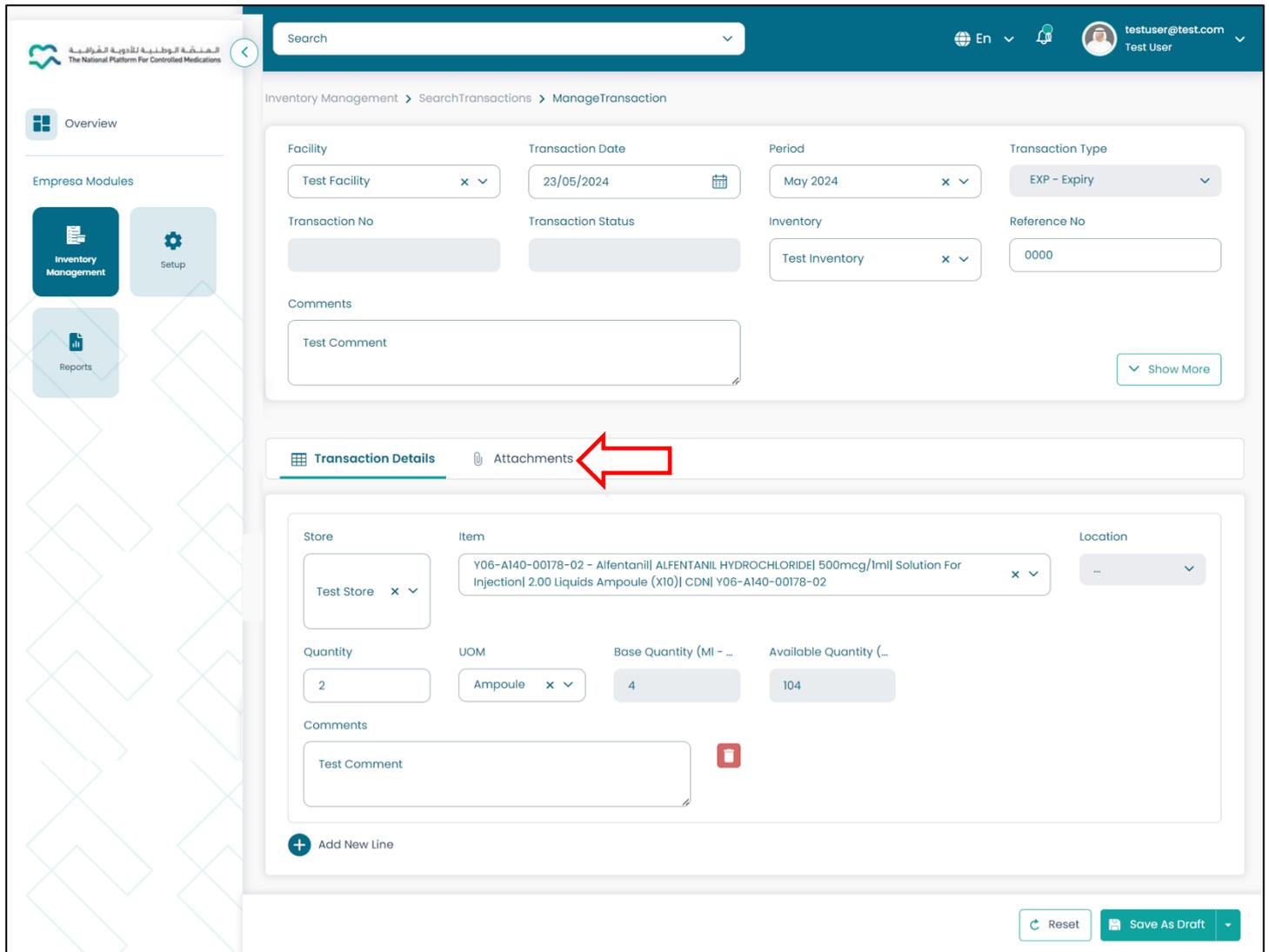
- Facility:** Test Facility
- Transaction Date:** 23/05/2024
- Period:** May 2024
- Transaction Type:** EXP - Expiry
- Transaction No:** (empty)
- Transaction Status:** (empty)
- Inventory:** Test Inventory
- Reference No:** 0000
- Comments:** Test Comment
- Professional License ID:** Test
- Professional Name:** Test
- Source Document No:** 0000

At the bottom of the form, there are two tabs: 'Transaction Details' (active) and 'Attachments'. Below the tabs is a '+ Add New Line' button, which is highlighted by a red arrow. At the bottom right, there are 'Reset' and 'Save As Draft' buttons.

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.



The screenshot displays the 'Manage Transaction' interface. At the top, there is a search bar and user information. The main area is divided into sections for transaction details. A red arrow points to the 'Attachments' tab, which is highlighted. Below this, the 'Transaction Details' section includes fields for Store, Item, Location, Quantity, UOM, Base Quantity, and Available Quantity. A red square icon is visible next to the comments field.

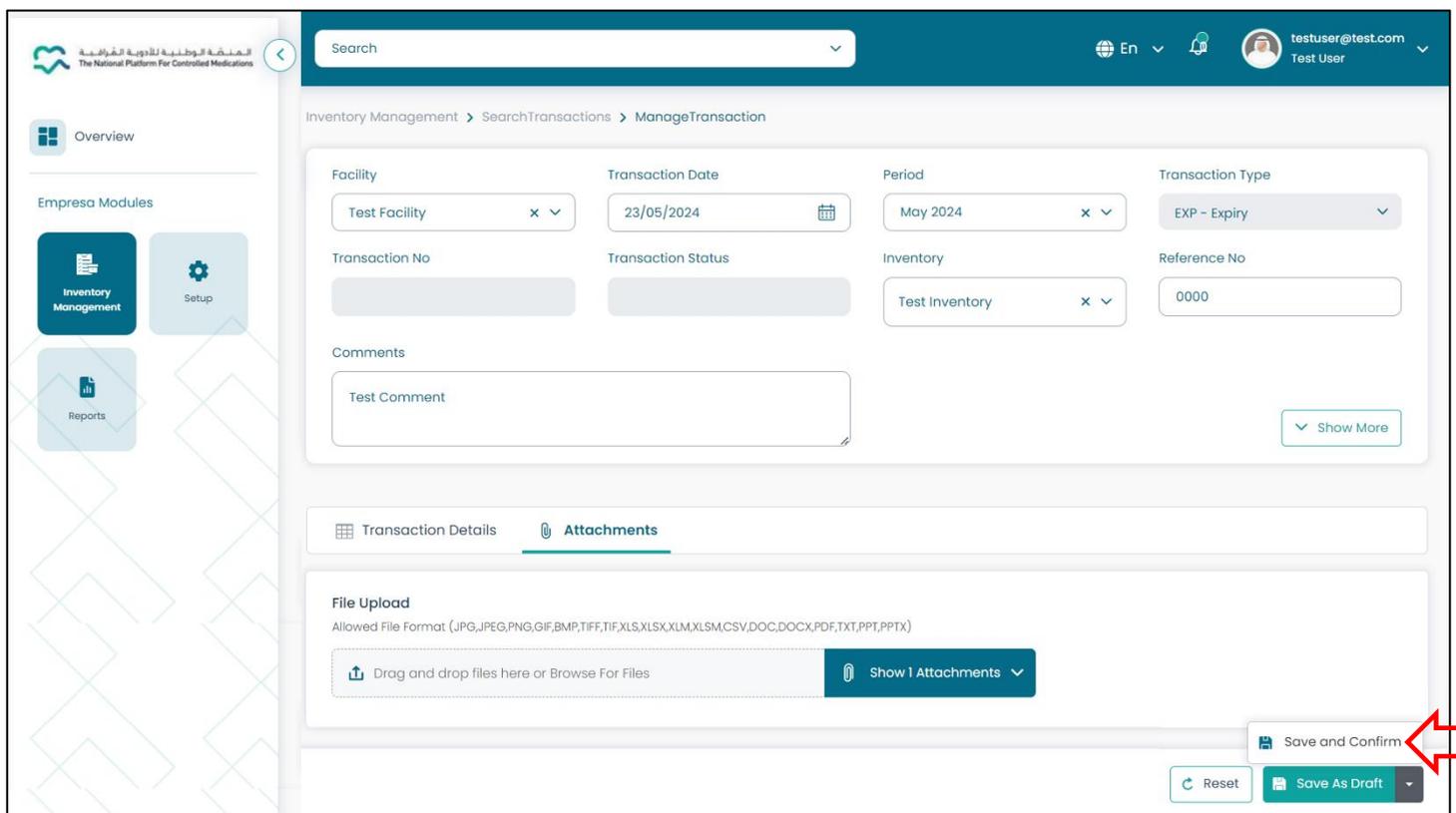
Figure 24: Manage Transaction Screen – Access to Attachments Section.

 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.



The screenshot displays the 'Manage Transaction' interface. It includes a search bar at the top, a breadcrumb trail (Inventory Management > SearchTransactions > ManageTransaction), and a sidebar with 'Overview', 'Empresa Modules' (Inventory Management, Setup, Reports), and user information (testuser@test.com). The main area contains filters for Facility (Test Facility), Transaction Date (23/05/2024), Period (May 2024), Transaction Type (EXP - Expiry), Transaction No, Transaction Status, Inventory (Test Inventory), and Reference No (0000). A 'Comments' field contains 'Test Comment'. Below this is a 'File Upload' section with a 'Show 1 Attachments' button. At the bottom right, a dropdown menu is open, showing 'Save and Confirm' (highlighted with a red arrow), 'Reset', and '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.

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”**.

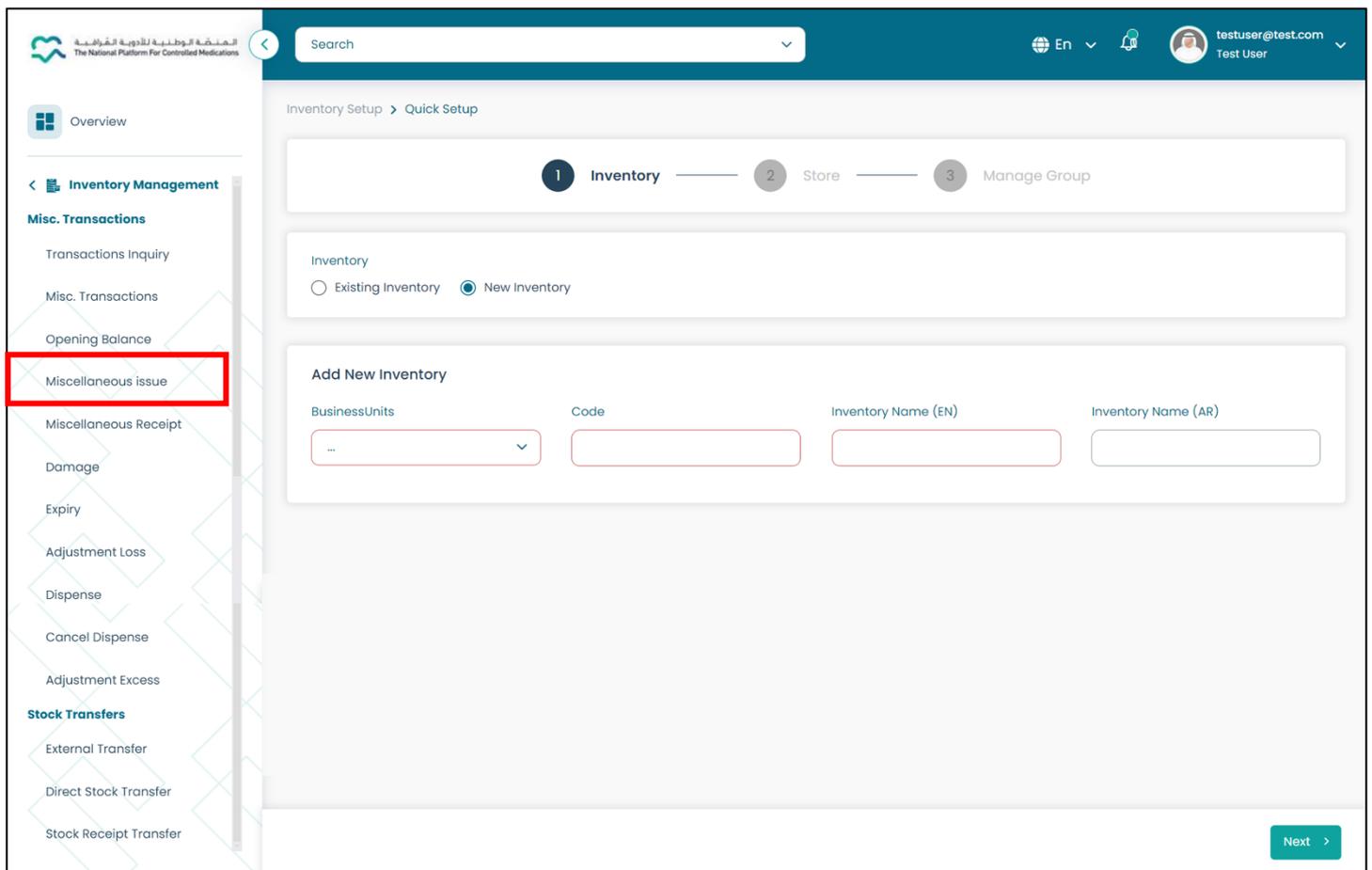
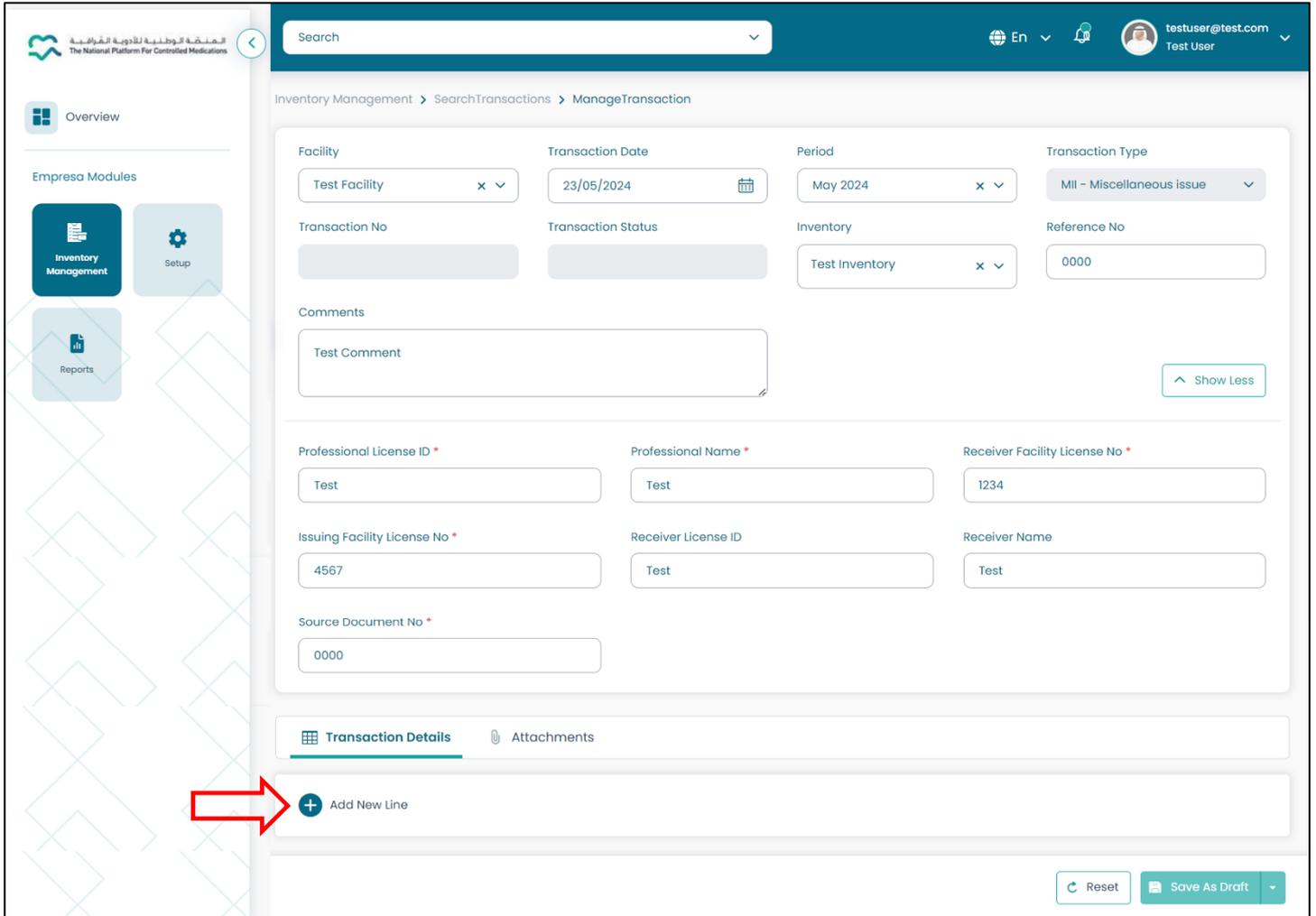


Figure 27: Homepage Screen - Access to Miscellaneous Issue Feature.



- 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 screenshot displays the 'Manage Transaction' interface. At the top, there is a search bar and user information for 'testuser@test.com'. The main form is divided into several sections:

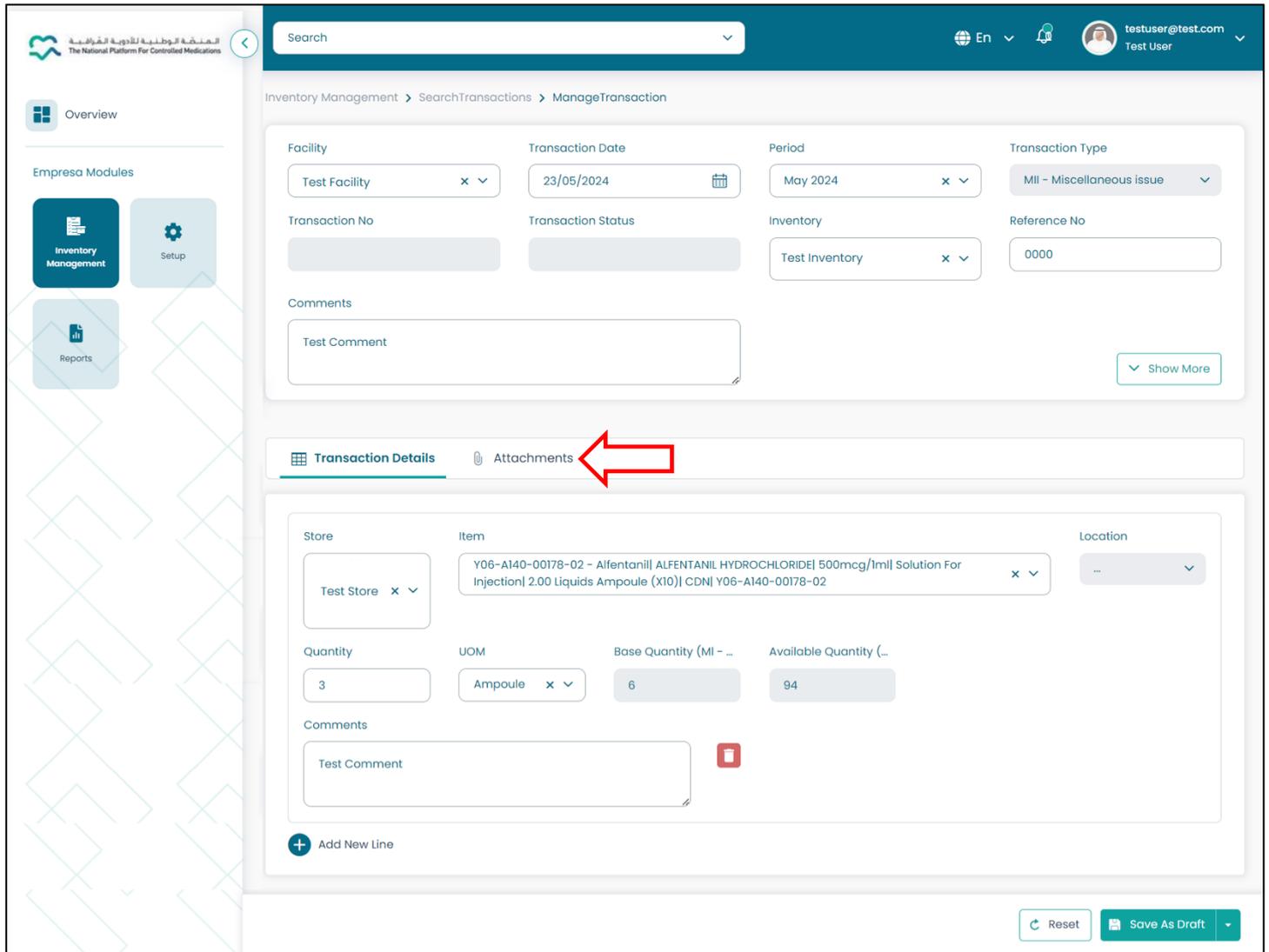
- Facility:** Test Facility
- Transaction Date:** 23/05/2024
- Period:** May 2024
- Transaction Type:** MII - Miscellaneous issue
- Transaction No:** (empty)
- Transaction Status:** (empty)
- Inventory:** Test Inventory
- Reference No:** 0000
- Comments:** Test Comment
- Professional License ID:** Test
- Professional Name:** Test
- Receiver Facility License No:** 1234
- Issuing Facility License No:** 4567
- Receiver License ID:** Test
- Receiver Name:** Test
- Source Document No:** 0000

At the bottom of the form, there is a section for 'Transaction Details' and 'Attachments'. A red arrow points to the '+ Add New Line' button in the 'Transaction Details' section. At the bottom right, there are 'Reset' and 'Save As Draft' buttons.

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.



The screenshot displays the 'Manage Transaction' interface. At the top, there's a search bar and user information. The main area contains several input fields: Facility (Test Facility), Transaction Date (23/05/2024), Period (May 2024), Transaction Type (MII - Miscellaneous issue), Transaction No, Transaction Status, Inventory (Test Inventory), and Reference No (0000). A 'Comments' field contains 'Test Comment'. Below this, there are two tabs: 'Transaction Details' and 'Attachments', with a red arrow pointing to the 'Attachments' tab. The 'Transaction Details' section includes fields for Store (Test Store), Item (Y06-A140-00178-02 - Alfentanil| ALFENTANIL HYDROCHLORIDE| 500mcg/Im| Solution For Injection| 2.00 Liquids Ampoule (X10)| CDN| Y06-A140-00178-02), Location, Quantity (3), UOM (Ampoule), Base Quantity (6), and Available Quantity (94). A 'Comments' field is also present here. At the bottom left, there is a '+ Add New Line' button. At the bottom right, there are 'Reset' and 'Save As Draft' buttons.

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

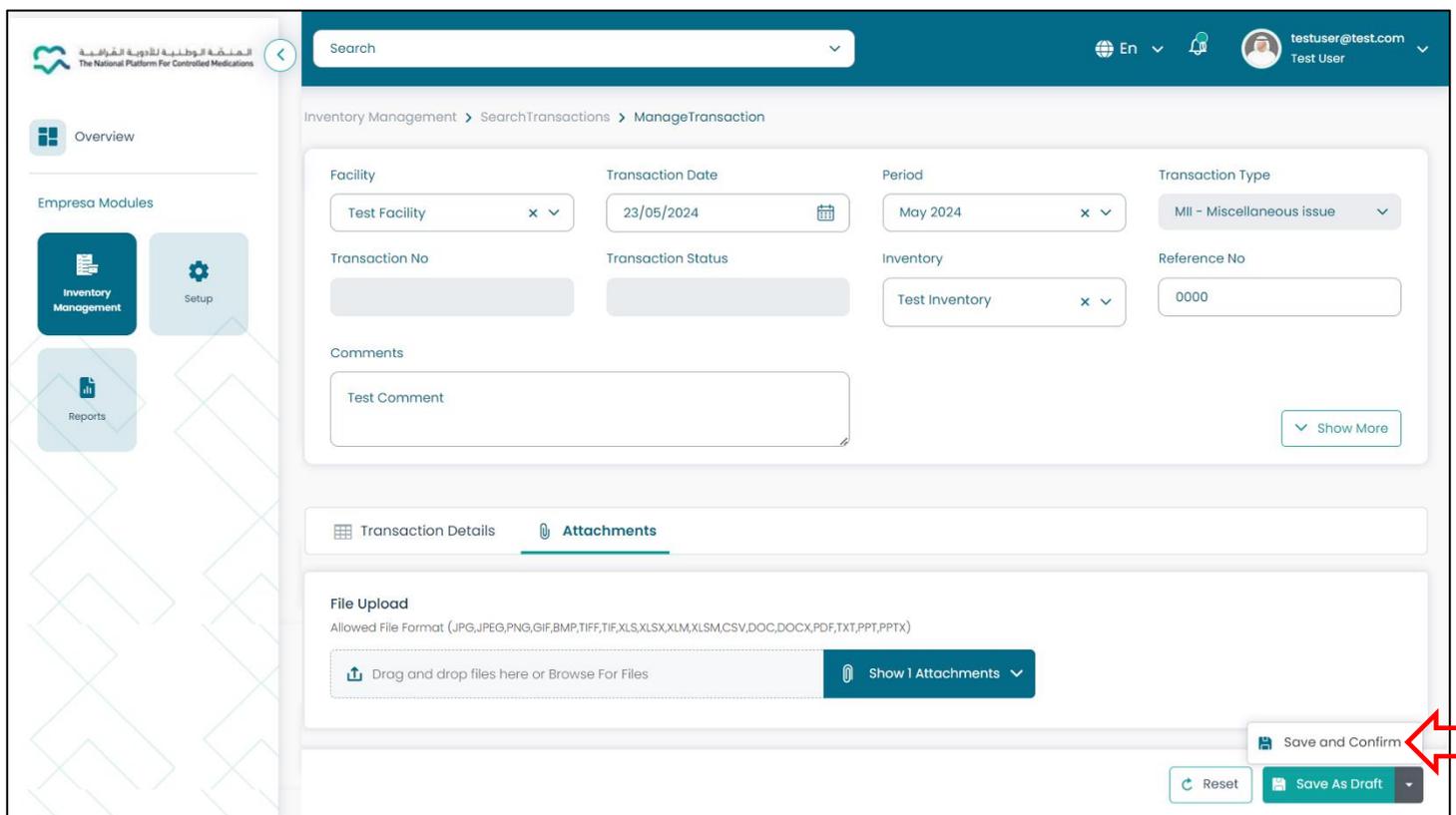


The user can add multiple lines by pressing on **“Add New Line”**.



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.



The screenshot displays the 'Manage Transaction' interface. It includes a search bar at the top, a breadcrumb trail 'Inventory Management > SearchTransactions > ManageTransaction', and a user profile 'testuser@test.com Test User'. The main form contains several sections: 'Facility' (Test Facility), 'Transaction Date' (23/05/2024), 'Period' (May 2024), 'Transaction Type' (MII - Miscellaneous issue), 'Transaction No', 'Transaction Status', 'Inventory' (Test Inventory), and 'Reference No' (0000). A 'Comments' field contains 'Test Comment'. Below the form are tabs for 'Transaction Details' and 'Attachments'. The 'File Upload' section lists allowed file formats (JPG, JPEG, PNG, GIF, BMP, TIFF, TIF, XLS, XLSX, XLM, XLSM, CSV, DOC, DOCX, PDF, TXT, PPT, PPTX) and features a 'Drag and drop files here or Browse For Files' button and a 'Show 1 Attachments' dropdown. At the bottom right, there are three buttons: 'Reset', 'Save As Draft', and 'Save and Confirm'. A red arrow points to the 'Save and Confirm' button.

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”**.

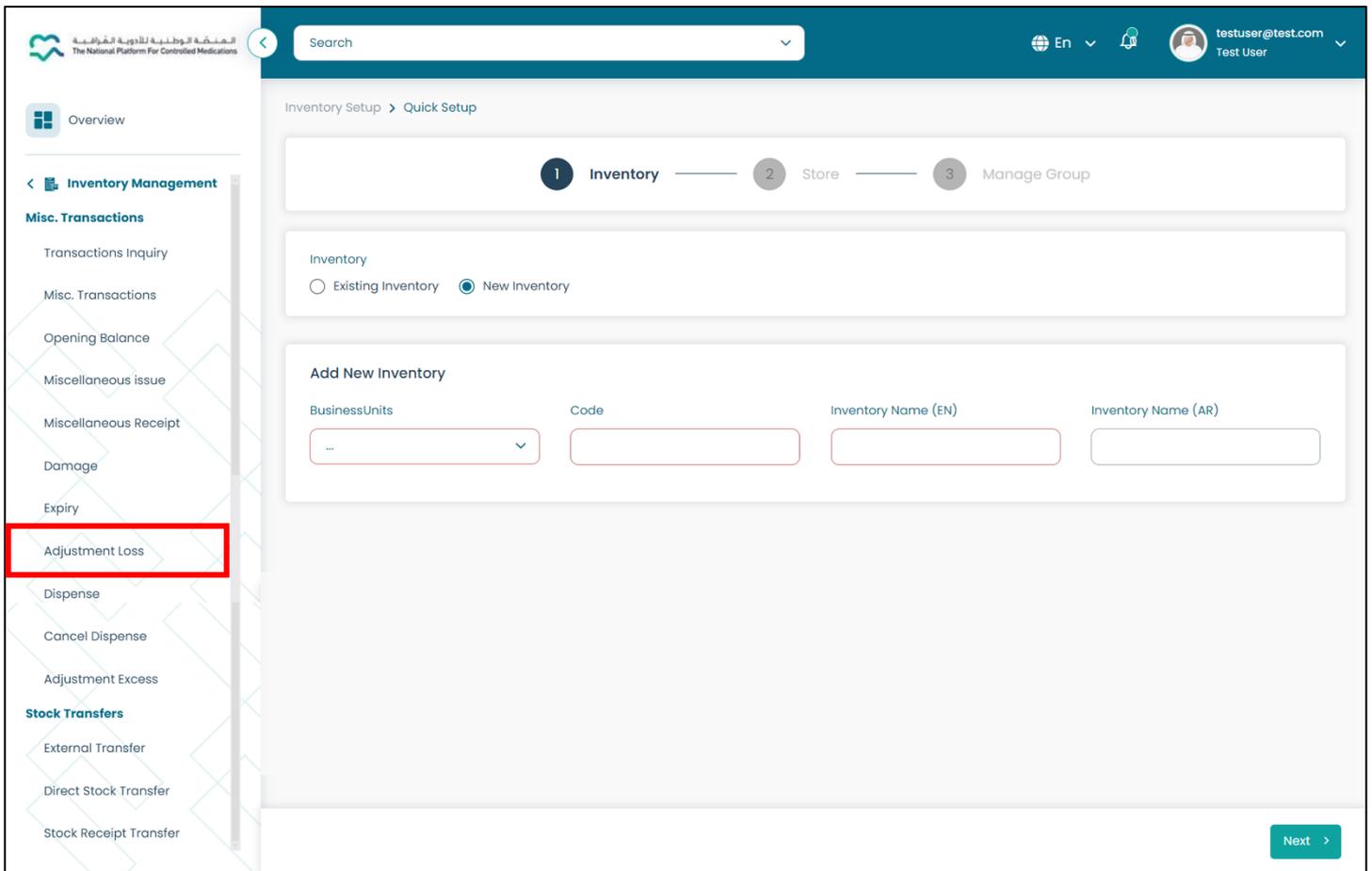
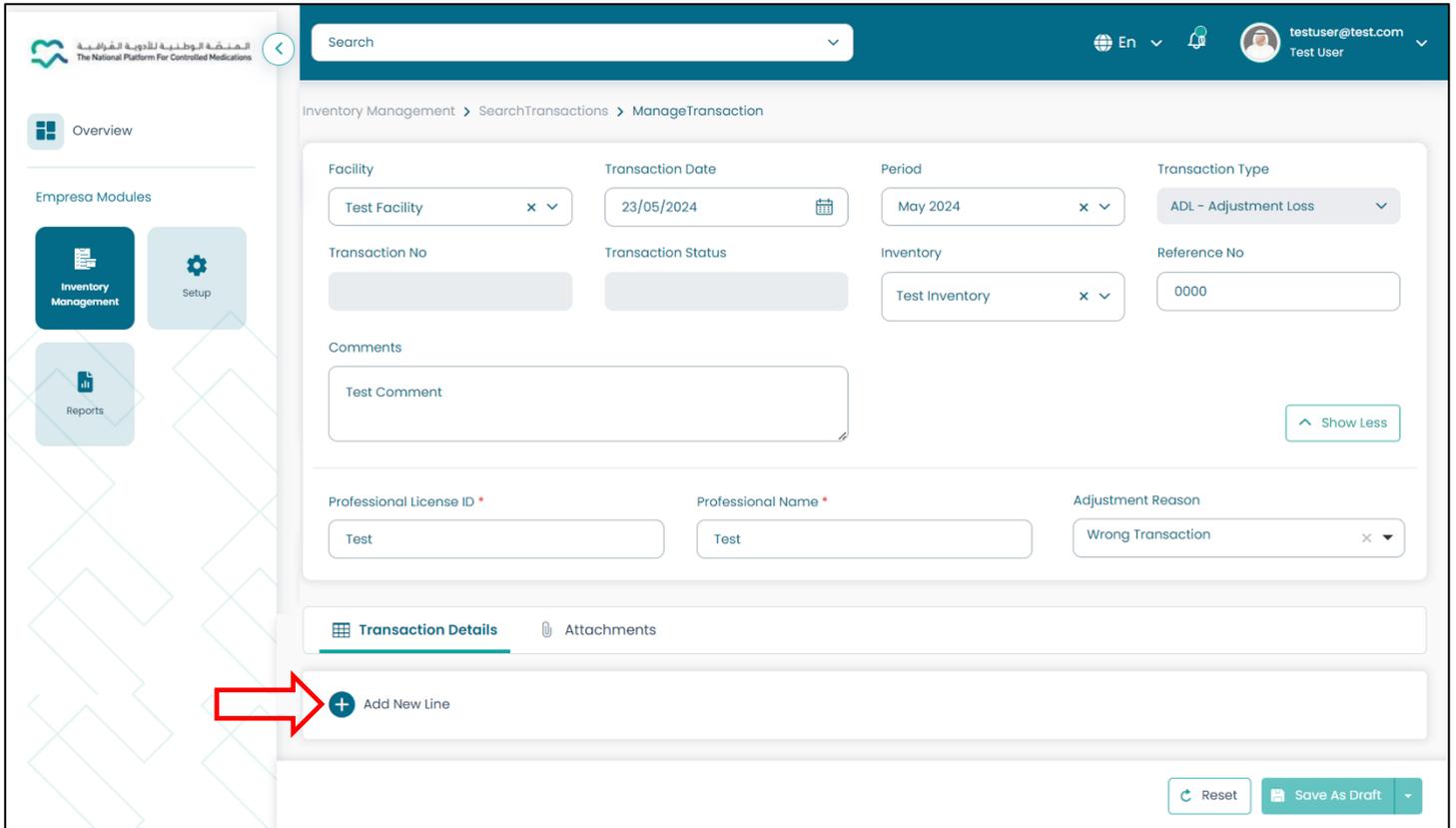


Figure 32: Homepage Screen – Access to Adjustment Loss.



- The user will be redirected to the “**Manage Transaction**” screen, enter the transaction information in the required fields then press on “**Add New Line**”.

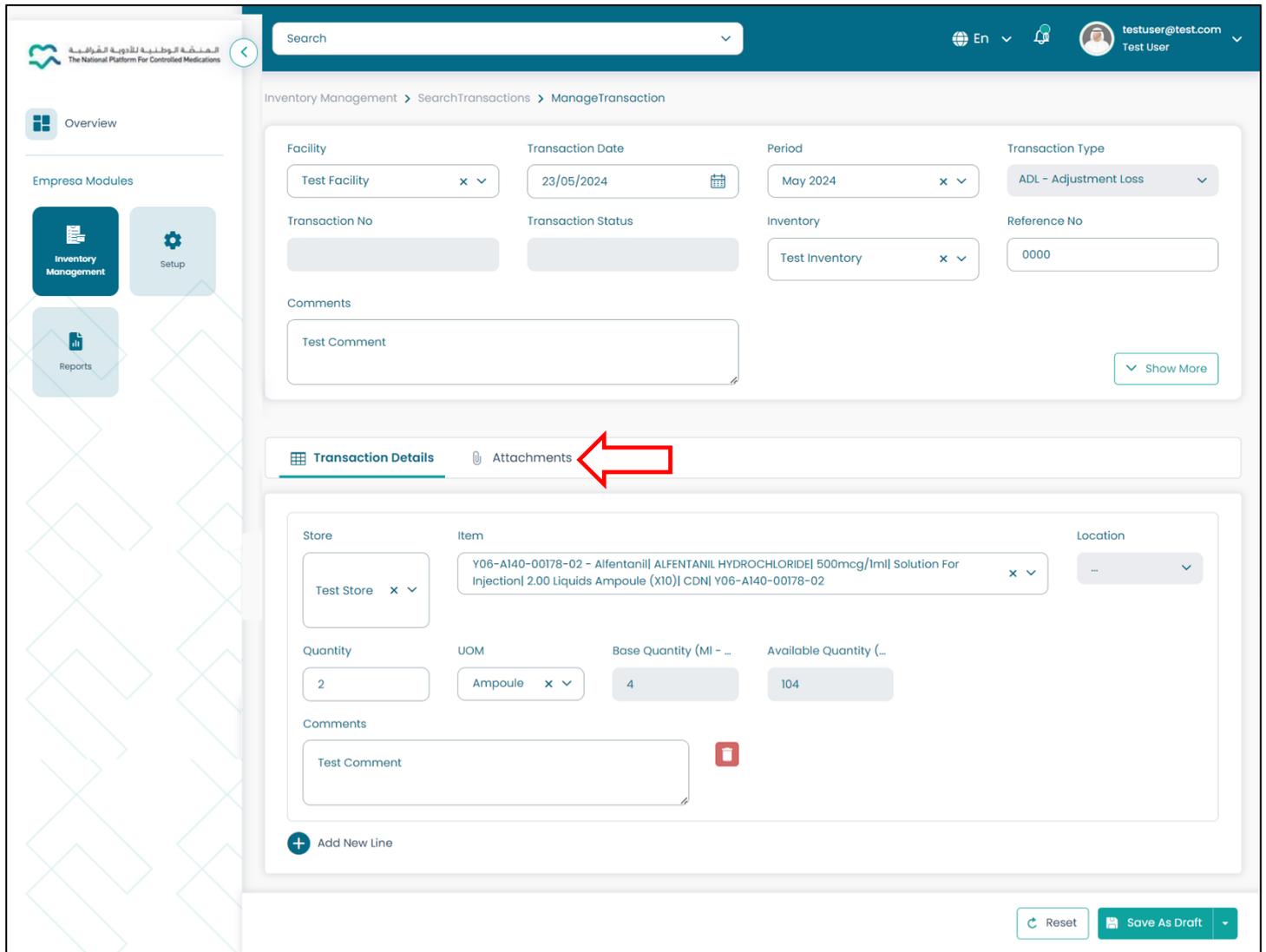


The screenshot displays the 'Manage Transaction' interface. The top navigation bar includes a search bar, language settings (En), and a user profile (testuser@test.com). The main content area is titled 'Inventory Management > SearchTransactions > ManageTransaction'. It contains several input fields: Facility (Test Facility), Transaction Date (23/05/2024), Period (May 2024), Transaction Type (ADL - Adjustment Loss), Transaction No, Transaction Status, Inventory (Test Inventory), and Reference No (0000). There is also a Comments field with 'Test Comment' and a 'Show Less' button. Below these are fields for Professional License ID (Test), Professional Name (Test), and Adjustment Reason (Wrong Transaction). At the bottom, there are tabs for 'Transaction Details' and 'Attachments', and a red arrow points to the '+ Add New Line' button. The bottom right corner has 'Reset' and 'Save As Draft' buttons.

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.



The screenshot displays the 'Manage Transaction' screen. At the top, there is a search bar and user information. The main area contains a form with the following fields:

- Facility:** Test Facility
- Transaction Date:** 23/05/2024
- Period:** May 2024
- Transaction Type:** ADL - Adjustment Loss
- Transaction No:** (empty)
- Transaction Status:** (empty)
- Inventory:** Test Inventory
- Reference No:** 0000
- Comments:** Test Comment

Below the form, there are two tabs: 'Transaction Details' and 'Attachments'. A red arrow points to the 'Attachments' tab, indicating the next step in the process. At the bottom of the screen, there are 'Reset' and 'Save As Draft' buttons.

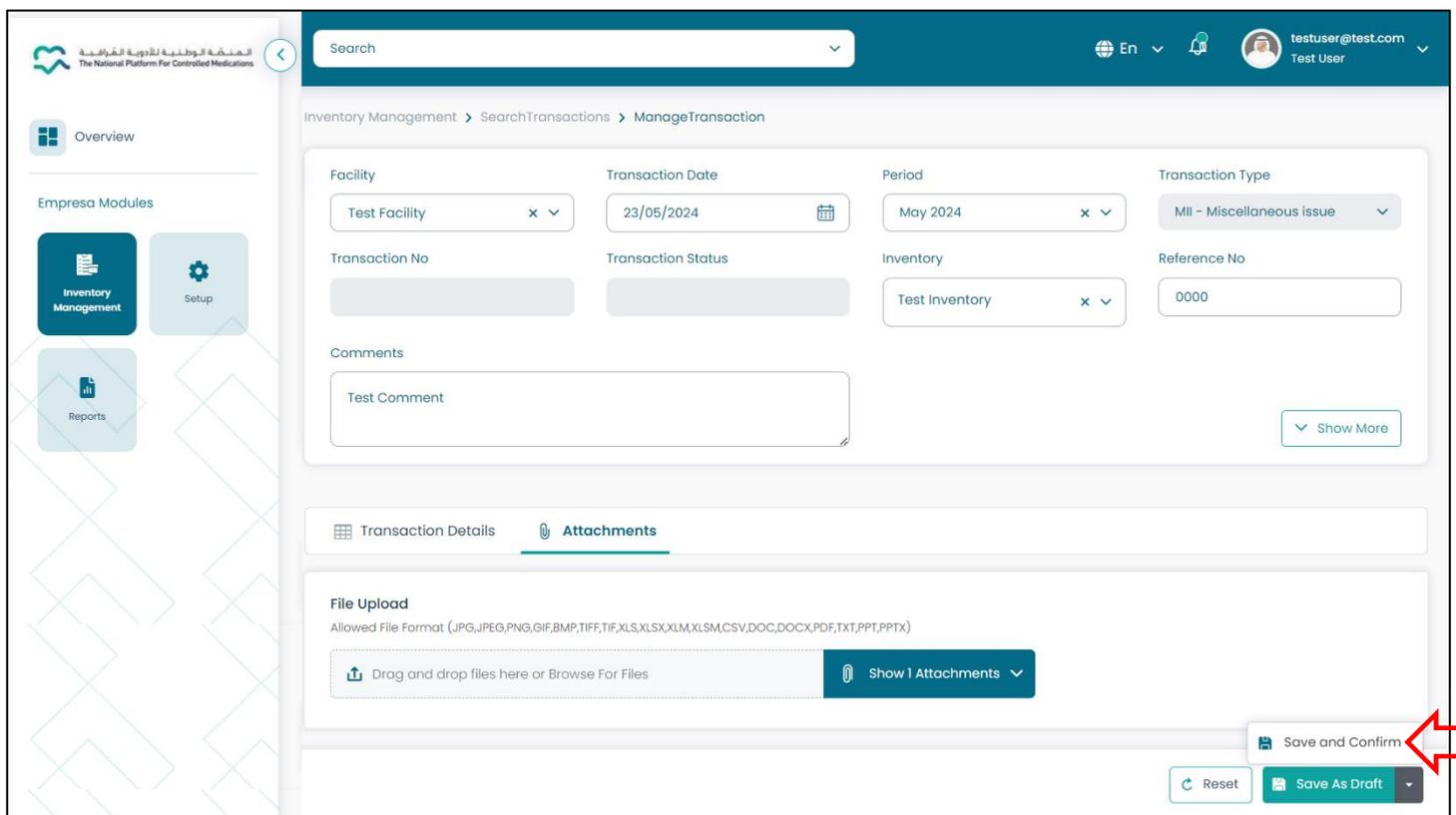
Figure 34: Manage Transaction Screen – Access to Attachments Section.

 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.

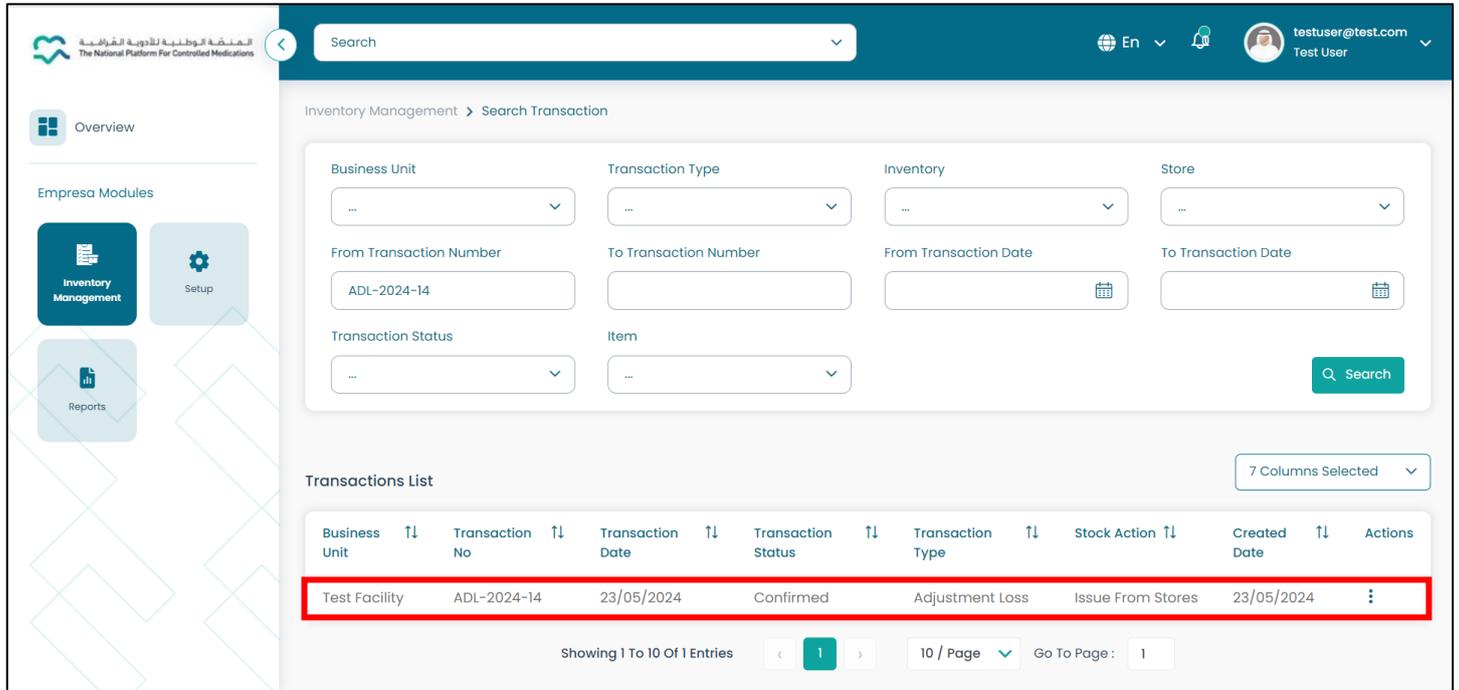


The screenshot displays the 'Manage Transaction' interface. The top navigation bar includes a search bar, language selector (En), and user profile (testuser@test.com). The breadcrumb trail is 'Inventory Management > SearchTransactions > ManageTransaction'. The main form contains several sections: 'Facility' (Test Facility), 'Transaction Date' (23/05/2024), 'Period' (May 2024), and 'Transaction Type' (MII - Miscellaneous issue). Below these are 'Transaction No', 'Transaction Status', 'Inventory' (Test Inventory), and 'Reference No' (0000). A 'Comments' field contains 'Test Comment'. The 'File Upload' section lists allowed file formats (JPG, JPEG, PNG, GIF, BMP, TIFF, TIF, XLS, XLSX, XLM, XLSM, CSV, DOC, DOCX, PDF, TXT, PPT, PPTX) and features a 'Drag and drop files here or Browse For Files' button and a 'Show 1 Attachments' dropdown. At the bottom right, the 'Save and Confirm' button is highlighted with a red arrow, along with 'Reset' and 'Save As Draft' buttons.

Figure 35: Manage Transaction Screen – Access to Actions.



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



Inventory Management > Search Transaction

Business Unit: ... Transaction Type: ... Inventory: ... Store: ...

From Transaction Number: ADL-2024-14 To Transaction Number: ... From Transaction Date: ... To Transaction Date: ...

Transaction Status: ... Item: ... Search

Transactions List (7 Columns Selected)

Business Unit	Transaction No	Transaction Date	Transaction Status	Transaction Type	Stock Action	Created Date	Actions
Test Facility	ADL-2024-14	23/05/2024	Confirmed	Adjustment Loss	Issue From Stores	23/05/2024	⋮

Showing 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.
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”.

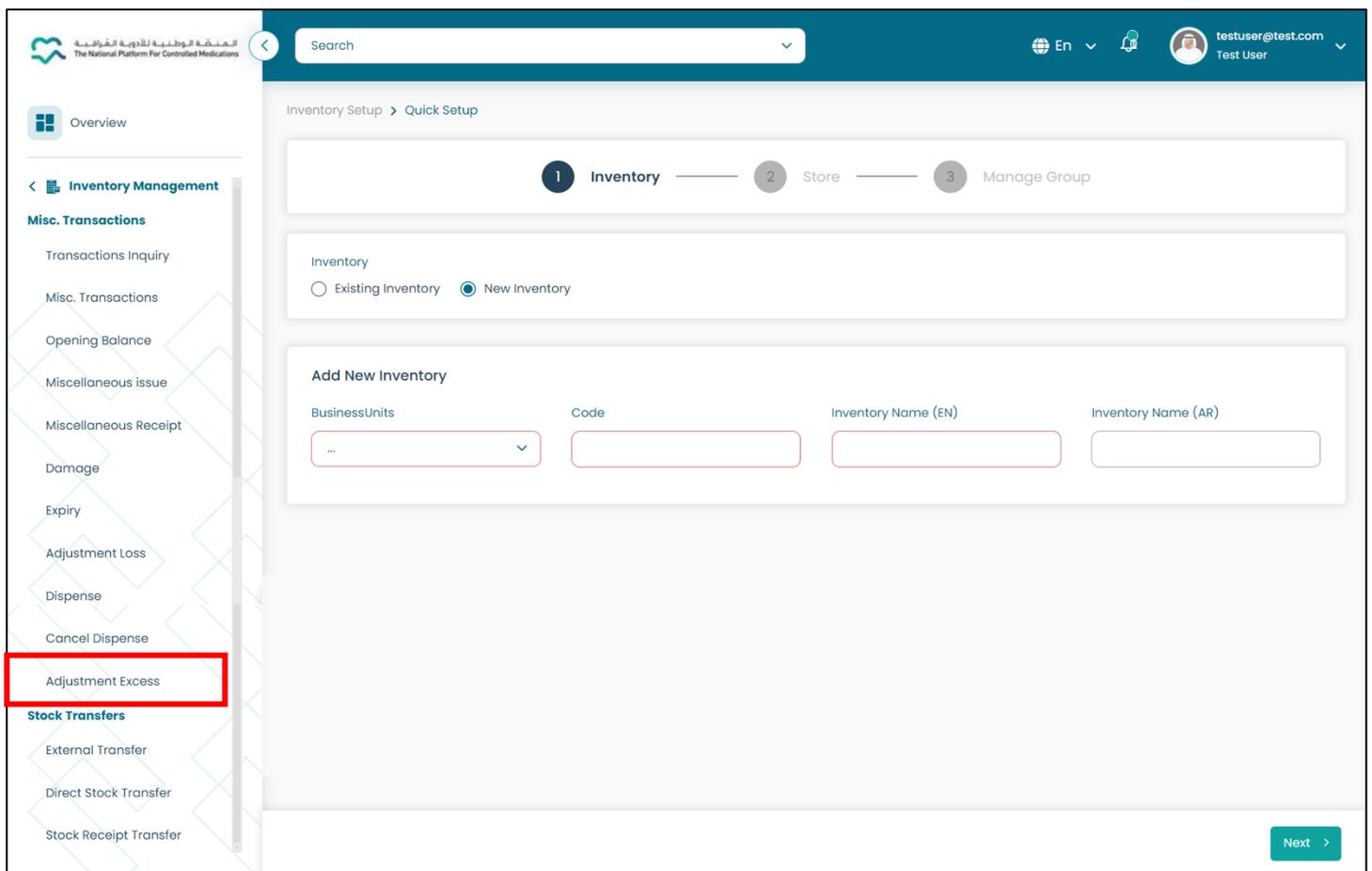
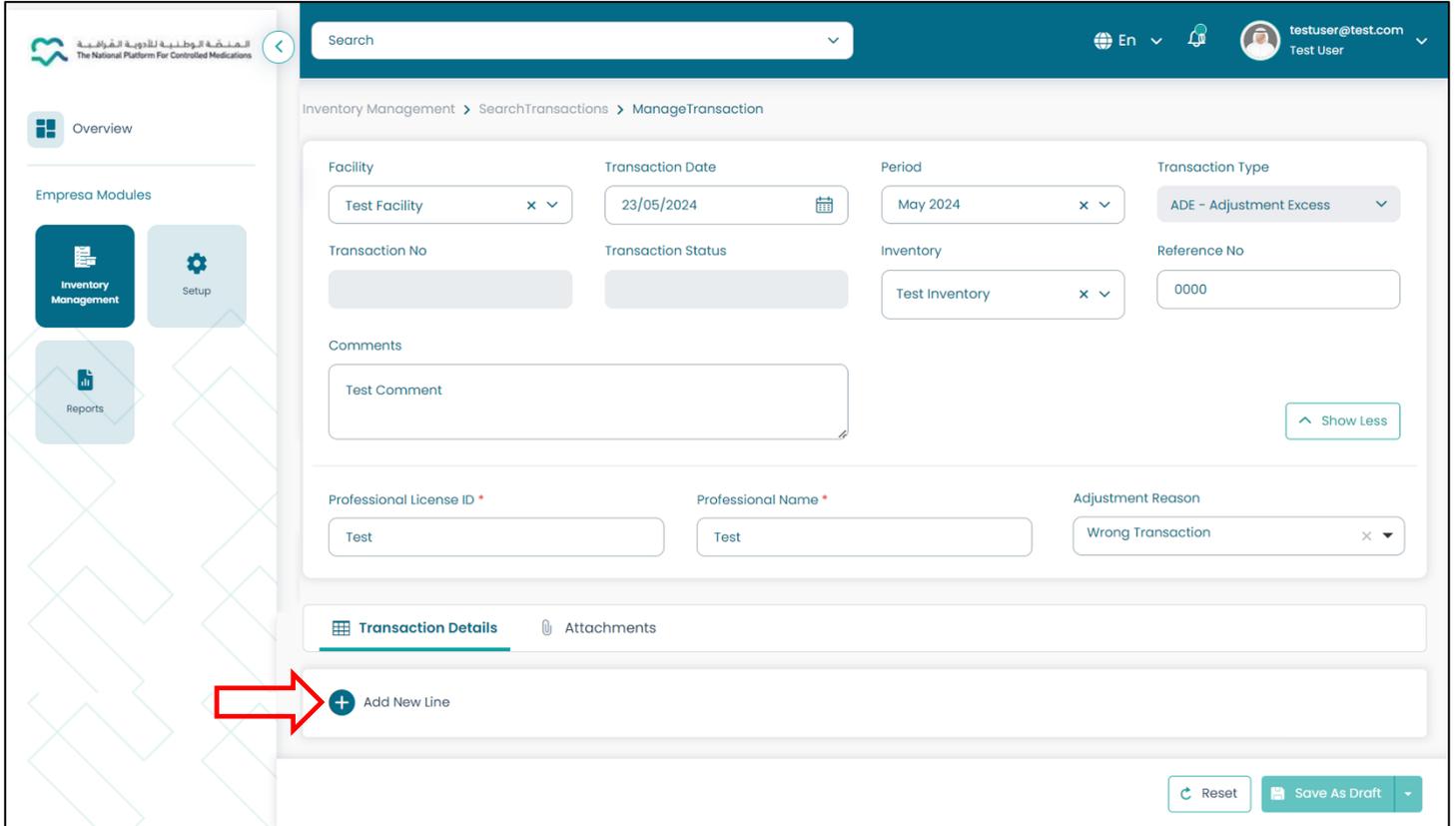


Figure 37: Homepage Screen – Access to Adjustment Excess Feature.



- 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 screenshot displays the 'Manage Transaction' interface. The top navigation bar includes a search bar, language settings (En), and a user profile (testuser@test.com). The main content area is divided into several sections:

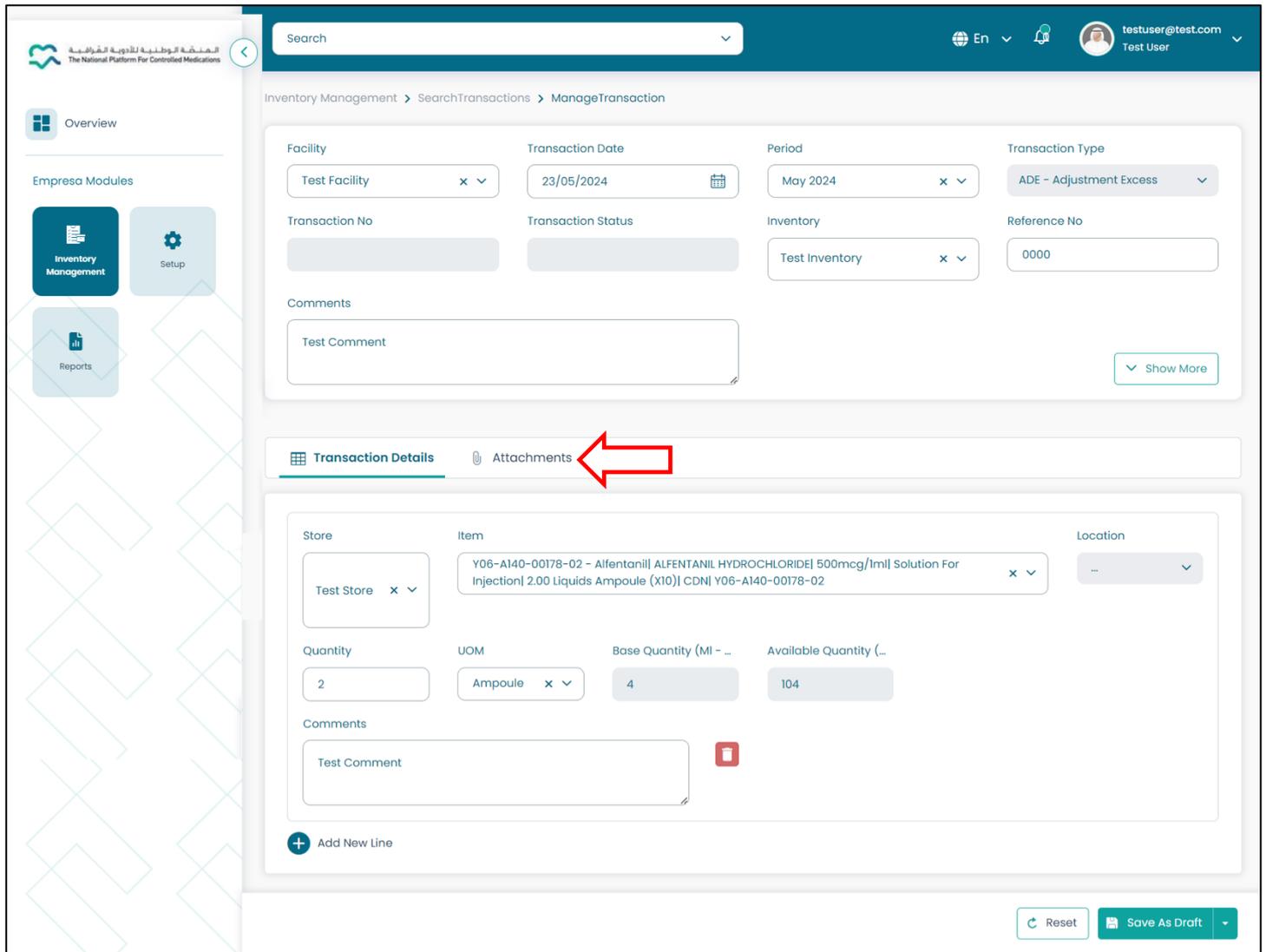
- Facility:** Test Facility
- Transaction Date:** 23/05/2024
- Period:** May 2024
- Transaction Type:** ADE - Adjustment Excess
- Transaction No:** (Empty field)
- Transaction Status:** (Empty field)
- Inventory:** Test Inventory
- Reference No:** 0000
- Comments:** Test Comment
- Professional License ID:** Test
- Professional Name:** Test
- Adjustment Reason:** Wrong Transaction

At the bottom of the form, there is a section for 'Transaction Details' and 'Attachments'. A red arrow points to the '+ Add New Line' button located in the 'Transaction Details' section. At the bottom right, there are 'Reset' and 'Save As Draft' buttons.

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.



The screenshot displays the 'Manage Transaction' interface. At the top, there's a search bar and user information. The main area is divided into sections for transaction details. A red arrow points to the 'Attachments' tab, which is highlighted. Below this, the 'Transaction Details' section shows a table with columns for Store, Item, Location, Quantity, UOM, Base Quantity, and Available Quantity. A red square icon is visible next to the 'Add New Line' button.

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

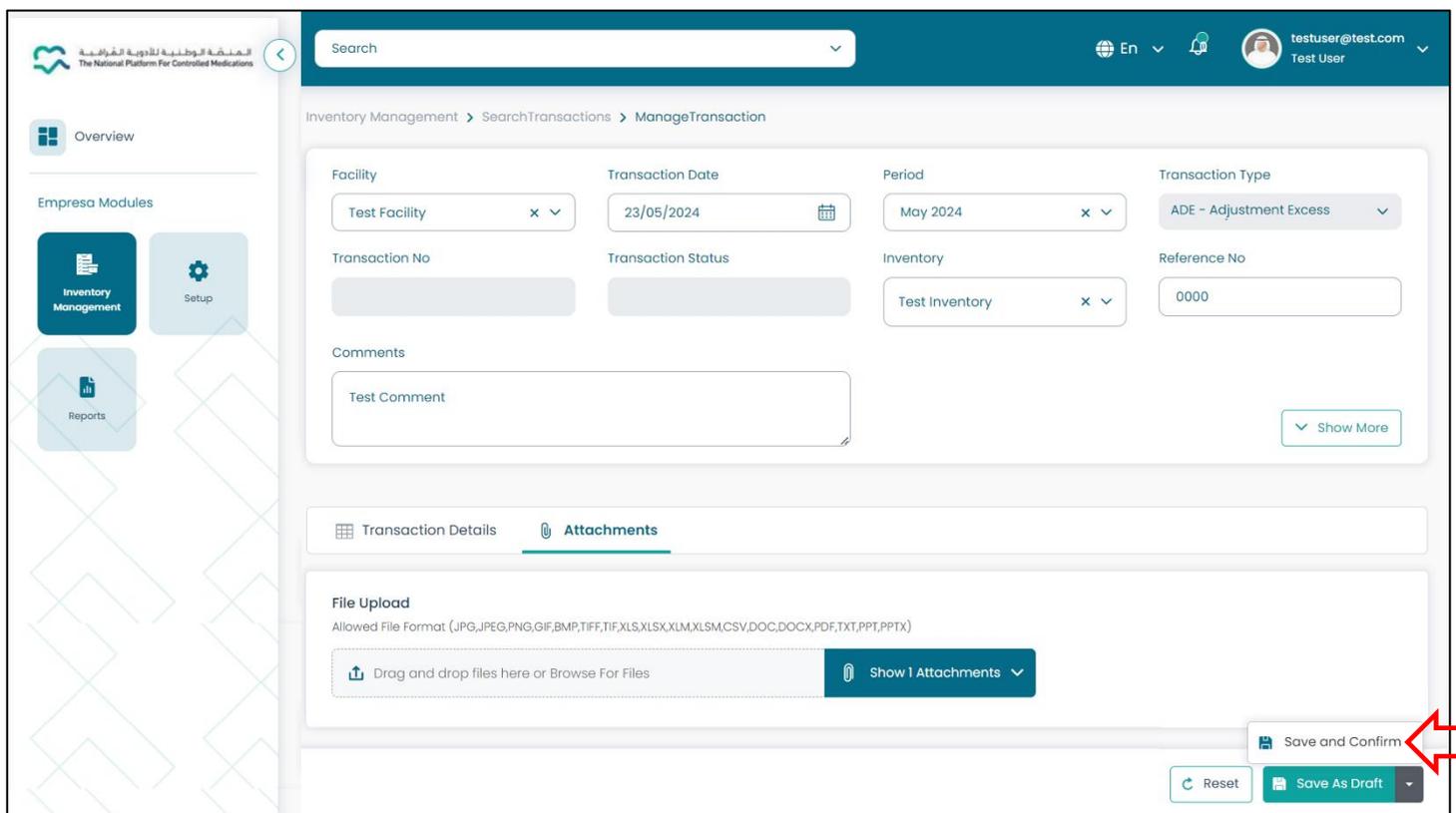


The user can add multiple lines by pressing on **“Add New Line”**.



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.



The screenshot displays the 'Manage Transaction' interface. The top navigation bar includes a search bar, language selector (En), and user profile (testuser@test.com). The breadcrumb trail is 'Inventory Management > SearchTransactions > ManageTransaction'. The main form contains several sections: 'Facility' (Test Facility), 'Transaction Date' (23/05/2024), 'Period' (May 2024), and 'Transaction Type' (ADE - Adjustment Excess). Below these are 'Transaction No', 'Transaction Status', 'Inventory' (Test Inventory), and 'Reference No' (0000). A 'Comments' field contains 'Test Comment'. The 'File Upload' section lists allowed formats (JPG, PEG, PNG, GIF, BMP, TIFF, TIF, XLS, XLSX, XLM, XLSM, CSV, DOC, DOCX, PDF, TXT, PPT, PPTX) and has a 'Show 1 Attachments' button. At the bottom right, a dropdown menu is open, showing 'Save and Confirm' (highlighted with a red arrow), 'Reset', and 'Save As Draft'.

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”**.

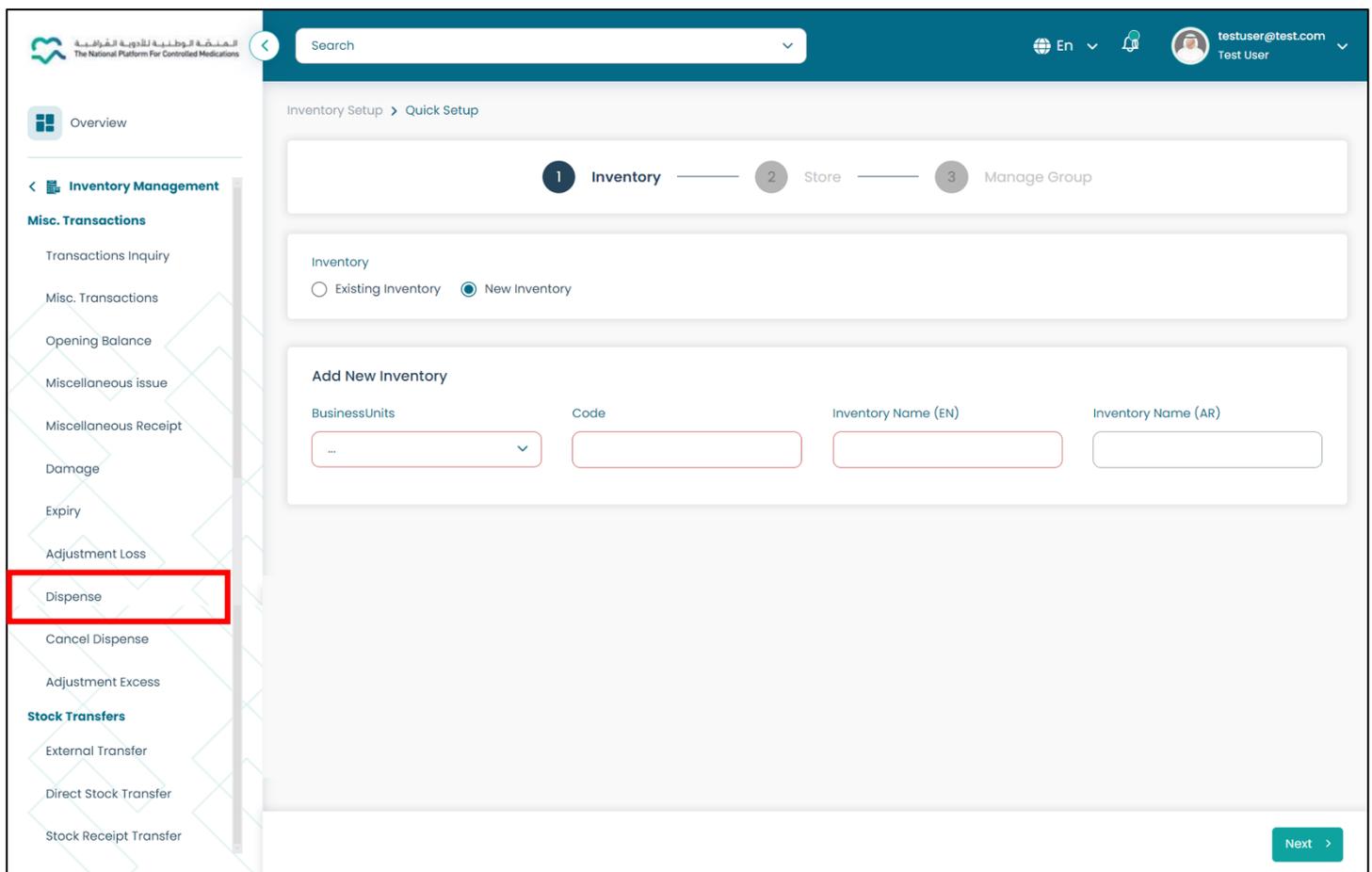
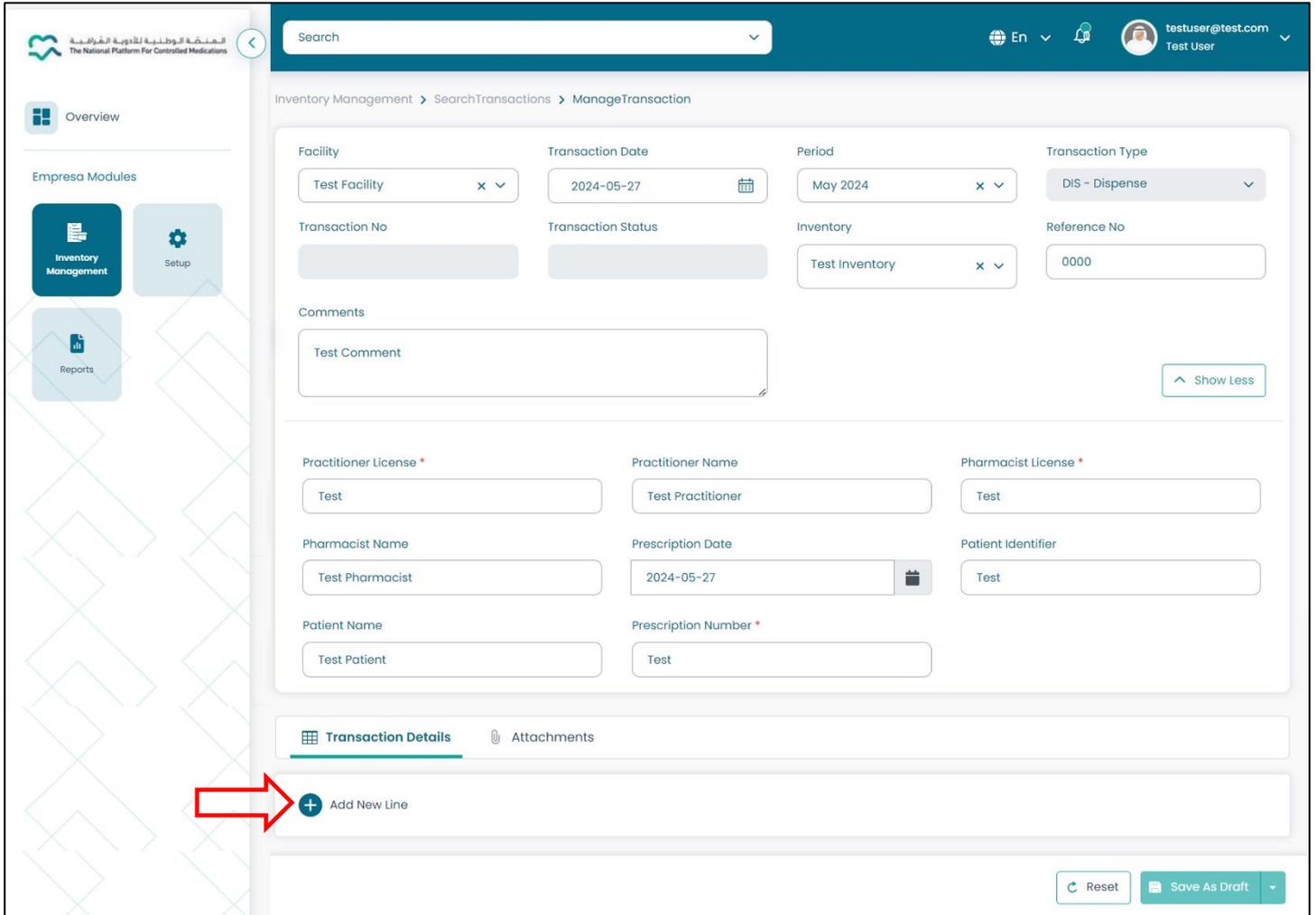


Figure 42: Homepage Screen – Access to Dispense Feature.



- 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 screenshot displays the 'Manage Transaction' interface. The top navigation bar includes a search field, language settings (En), and user information (testuser@test.com). The breadcrumb trail is 'Inventory Management > SearchTransactions > ManageTransaction'. The main form contains several sections of input fields:

- Facility:** Test Facility
- Transaction Date:** 2024-05-27
- Period:** May 2024
- Transaction Type:** DIS - Dispense
- Transaction No:** (empty)
- Transaction Status:** (empty)
- Inventory:** Test Inventory
- Reference No:** 0000
- Comments:** Test Comment
- Practitioner License:** Test
- Practitioner Name:** Test Practitioner
- Pharmacist License:** Test
- Pharmacist Name:** Test Pharmacist
- Prescription Date:** 2024-05-27
- Patient Identifier:** Test
- Patient Name:** Test Patient
- Prescription Number:** Test

At the bottom of the form, there are two tabs: 'Transaction Details' (active) and 'Attachments'. Below the tabs is a button labeled '+ Add New Line', which is highlighted by a red arrow. At the bottom right, there are 'Reset' and 'Save As Draft' buttons.

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.

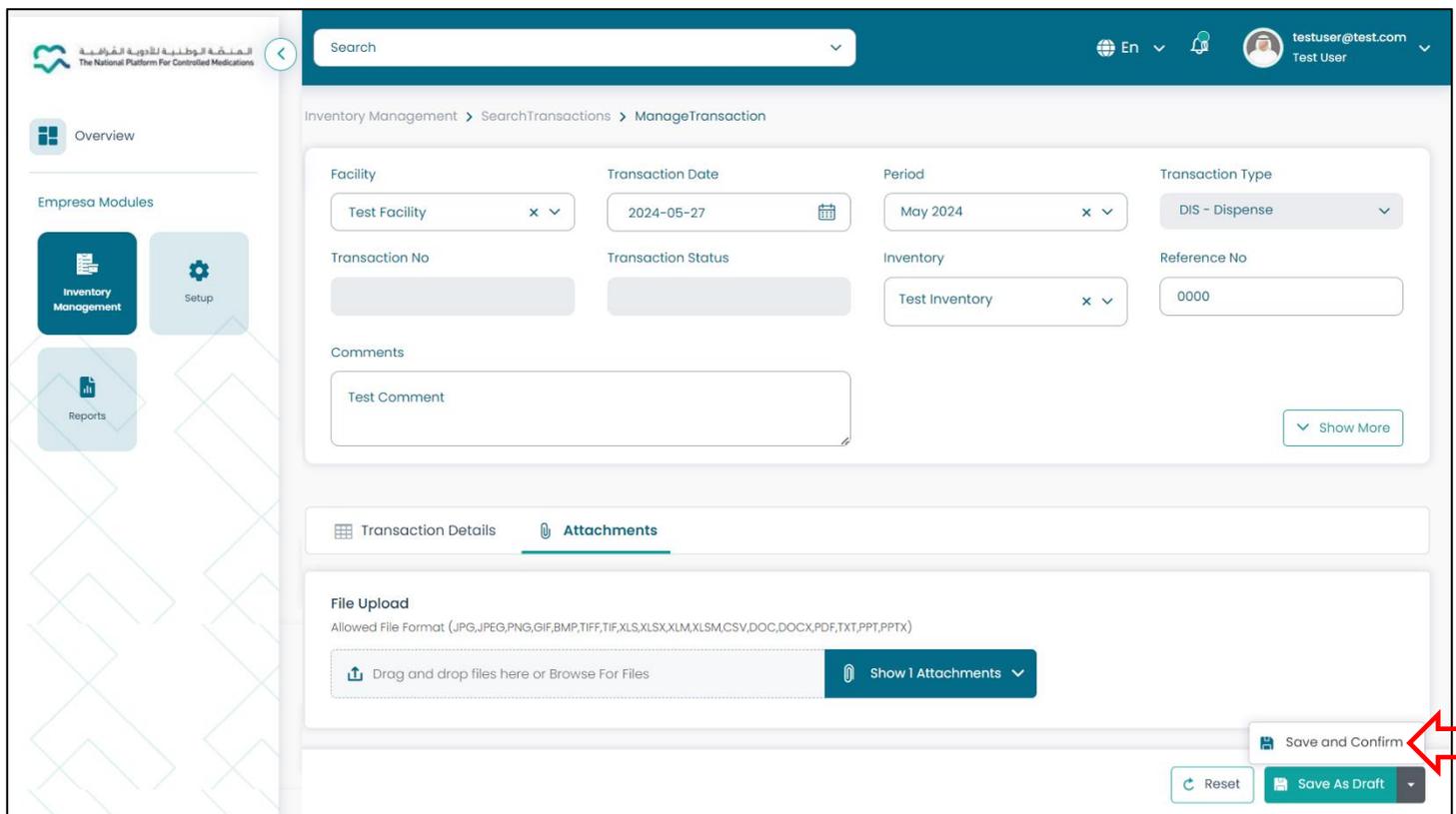
Figure 44: Manage Transaction Screen – Access to Attachments Section.

 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.



The screenshot displays the 'Manage Transaction' interface. The top navigation bar includes a search bar, language selector (En), and user profile (testuser@test.com). The main content area is divided into sections for data entry and file management. The 'File Upload' section lists allowed file formats (JPG, JPEG, PNG, GIF, BMP, TIFF, TIF, XLS, XLSX, XLM, XLSM, CSV, DOC, DOCX, PDF, TXT, PPT, PPTX) and provides a 'Drag and drop files here or Browse For Files' button. The bottom right corner features three action buttons: 'Reset', 'Save As Draft', and 'Save and Confirm'. A red arrow highlights the 'Save and Confirm' button.

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”**.

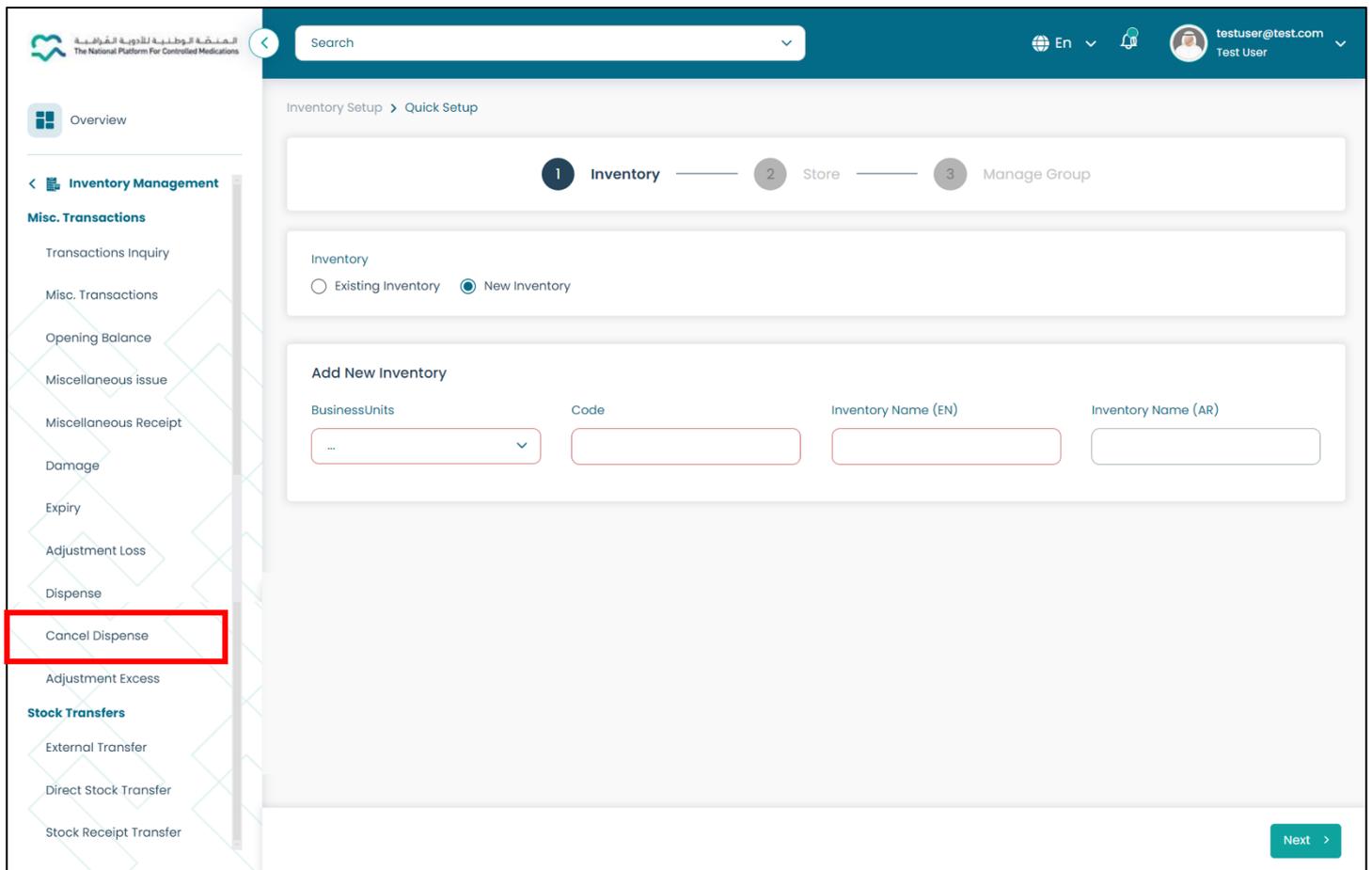
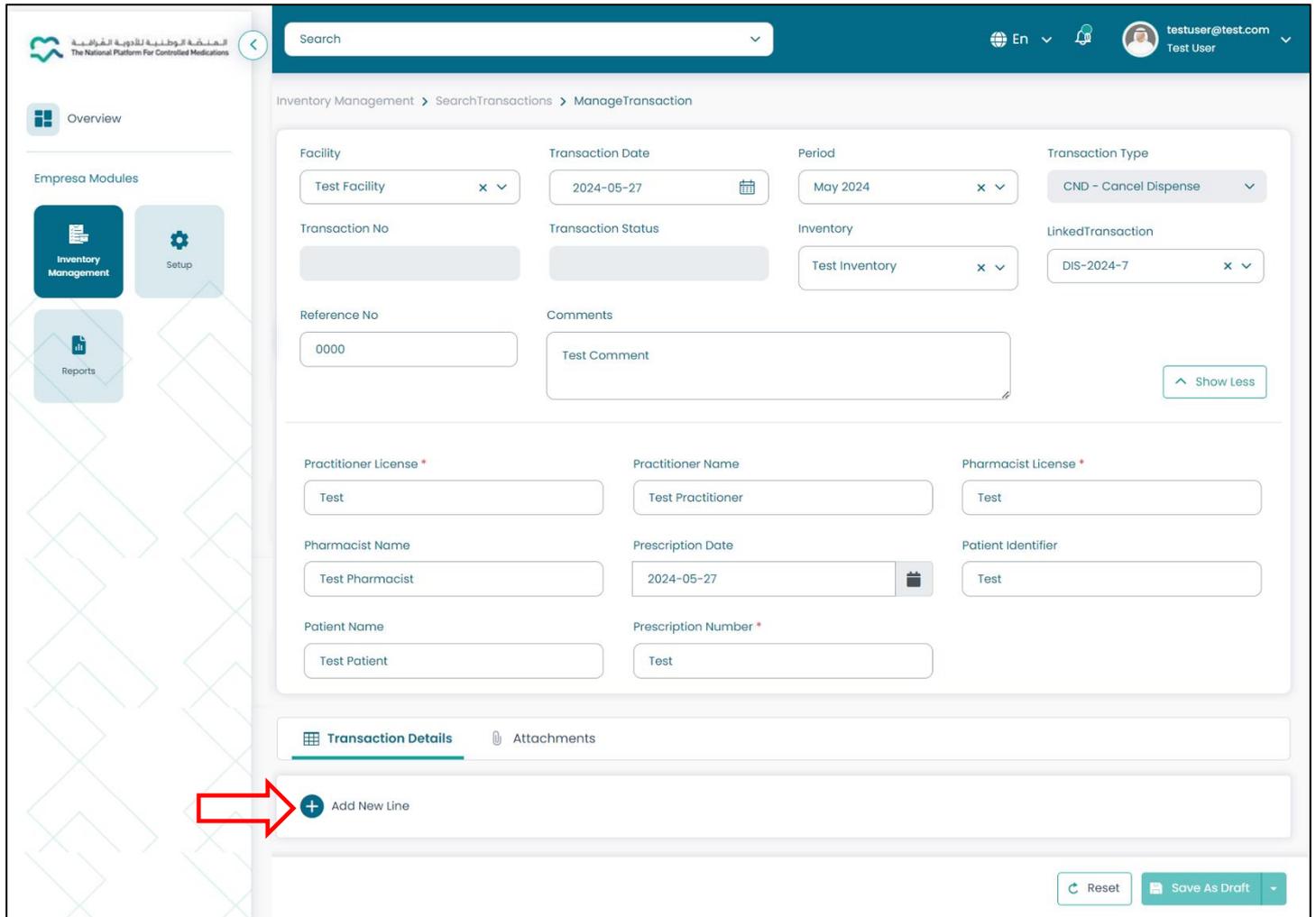


Figure 47: Homepage Screen – Access to Cancel Dispense Feature.



- The user will be redirected to the **“Manage Transaction”** screen, enter the transaction information in the required fields then press on **“Add New Line”**.



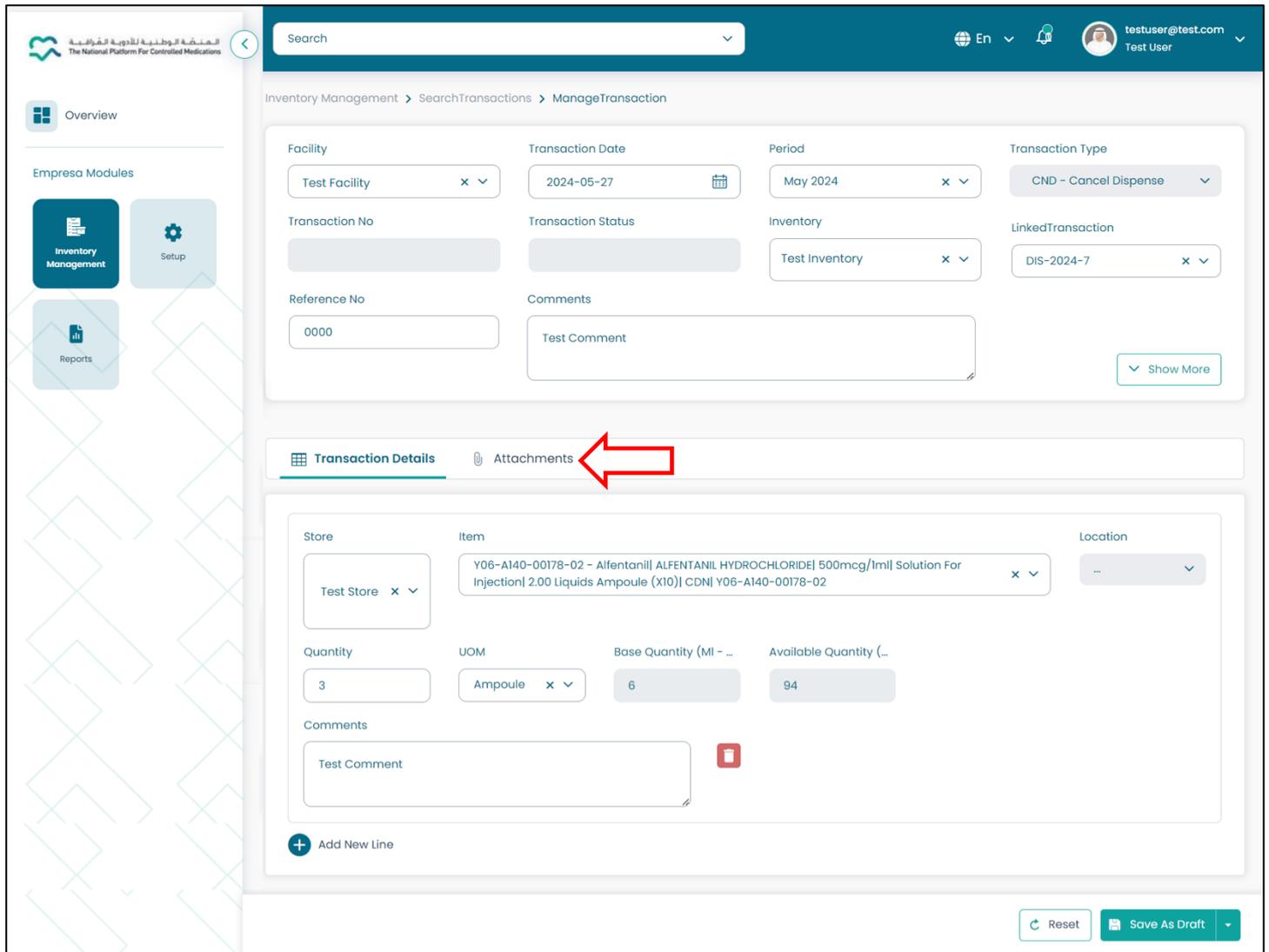
The screenshot displays the 'Manage Transaction' screen within the 'Inventory Management' module. The interface includes a search bar at the top, a navigation menu on the left, and a main form area. The form contains several input fields and dropdown menus for transaction details. A red arrow points to the 'Add New Line' button, which is located at the bottom left of the form area.

Field	Value
Facility	Test Facility
Transaction Date	2024-05-27
Period	May 2024
Transaction Type	CND - Cancel Dispense
Transaction No	
Transaction Status	
Inventory	Test Inventory
LinkedTransaction	DIS-2024-7
Reference No	0000
Comments	Test Comment
Practitioner License *	Test
Practitioner Name	Test Practitioner
Pharmacist License *	Test
Pharmacist Name	Test Pharmacist
Prescription Date	2024-05-27
Patient Identifier	Test
Patient Name	Test Patient
Prescription Number *	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.



The screenshot displays the 'Manage Transaction' interface. At the top, there is a search bar and user information. The main area contains several input fields for transaction details: Facility (Test Facility), Transaction Date (2024-05-27), Period (May 2024), Transaction Type (CND - Cancel Dispense), Transaction No, Transaction Status, Inventory (Test Inventory), and LinkedTransaction (DIS-2024-7). There are also fields for Reference No (0000) and Comments (Test Comment). A 'Show More' button is located at the bottom right of this section.

Below the main form, there are two tabs: 'Transaction Details' and 'Attachments'. A red arrow points to the 'Attachments' tab, indicating the next step in the process. The 'Transaction Details' section below shows a table with columns for Store (Test Store), Item (Y06-A140-00178-02 - Alfentanil| ALFENTANIL HYDROCHLORIDE| 500mcg/1ml| Solution For Injection| 2.00 Liquids Ampoule (X10)| CDNI Y06-A140-00178-02), Location, Quantity (3), UOM (Ampoule), Base Quantity (6), and Available Quantity (94). A comments field with a red square icon is also present.

At the bottom of the screen, there are buttons for 'Reset' and 'Save As Draft'.

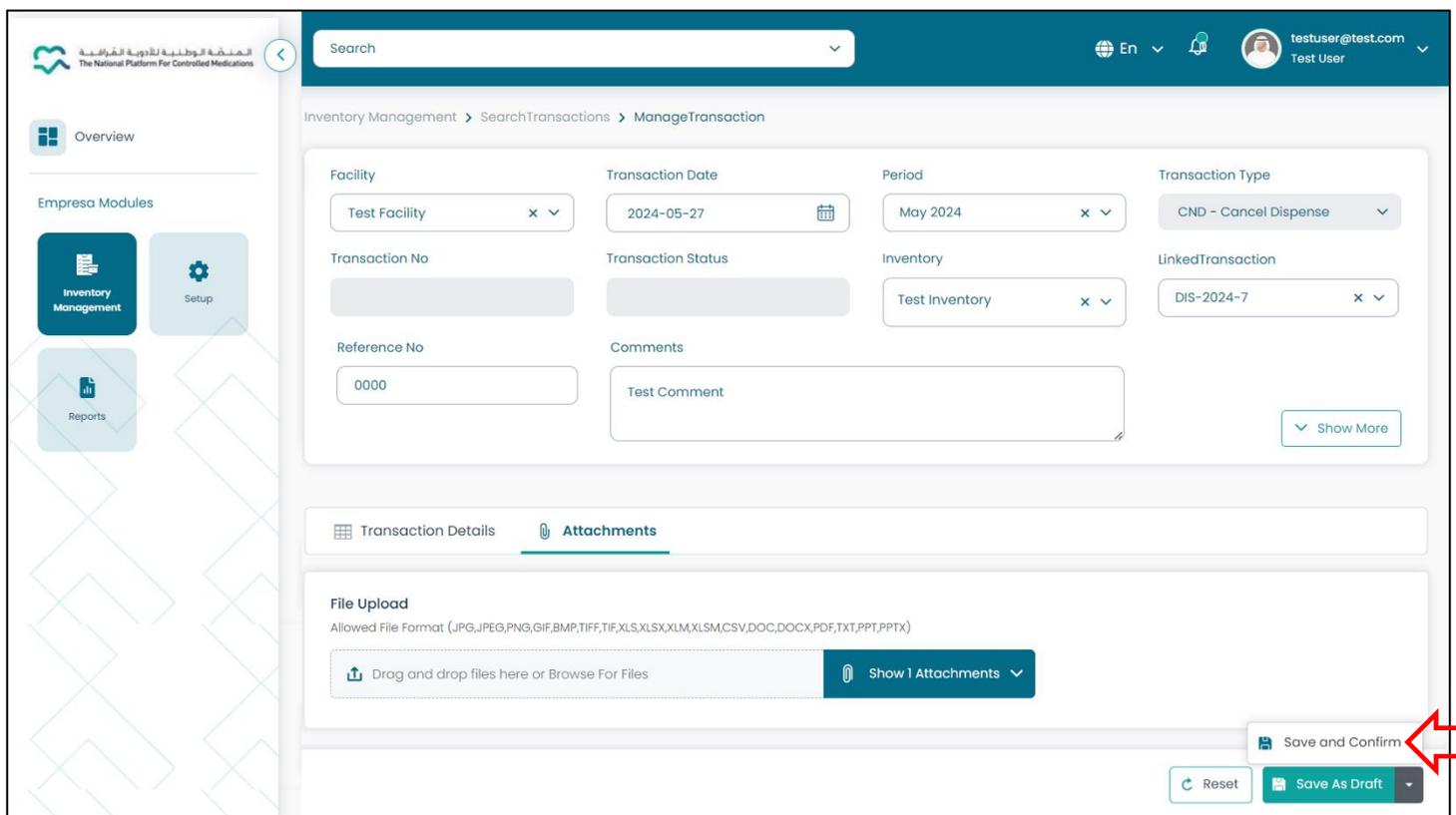
Figure 49: Manage Transaction Screen – Access to Attachments Section.

 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.



The screenshot displays the 'Manage Transaction' interface. The top navigation bar includes a search field, language settings (En), and user information (testuser@test.com). The main content area is divided into sections for 'Transaction Details' and 'Attachments'. The 'Transaction Details' section contains several input fields: Facility (Test Facility), Transaction Date (2024-05-27), Period (May 2024), Transaction Type (CND - Cancel Dispense), Transaction No, Transaction Status, Inventory (Test Inventory), Linked Transaction (DIS-2024-7), Reference No (0000), and Comments (Test Comment). A 'Show More' button is located at the bottom right of this section. Below the 'Attachments' section, there is a 'File Upload' area with a list of allowed file formats (JPG, JPEG, PNG, GIF, BMP, TIFF, TIF, XLS, XLSX, XLM, XLSM, CSV, DOC, DOCX, PDF, TXT, PPT, PPTX) and a 'Drag and drop files here or Browse For Files' button. At the bottom right of the screen, there are three buttons: 'Reset', 'Save As Draft', and 'Save and Confirm'. A red arrow points to the 'Save and Confirm' button.

Figure 50: Manage Transaction Screen – Access to Actions.



Congrats! You've followed the steps correctly, and the dispense transaction has been cancelled 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**”.

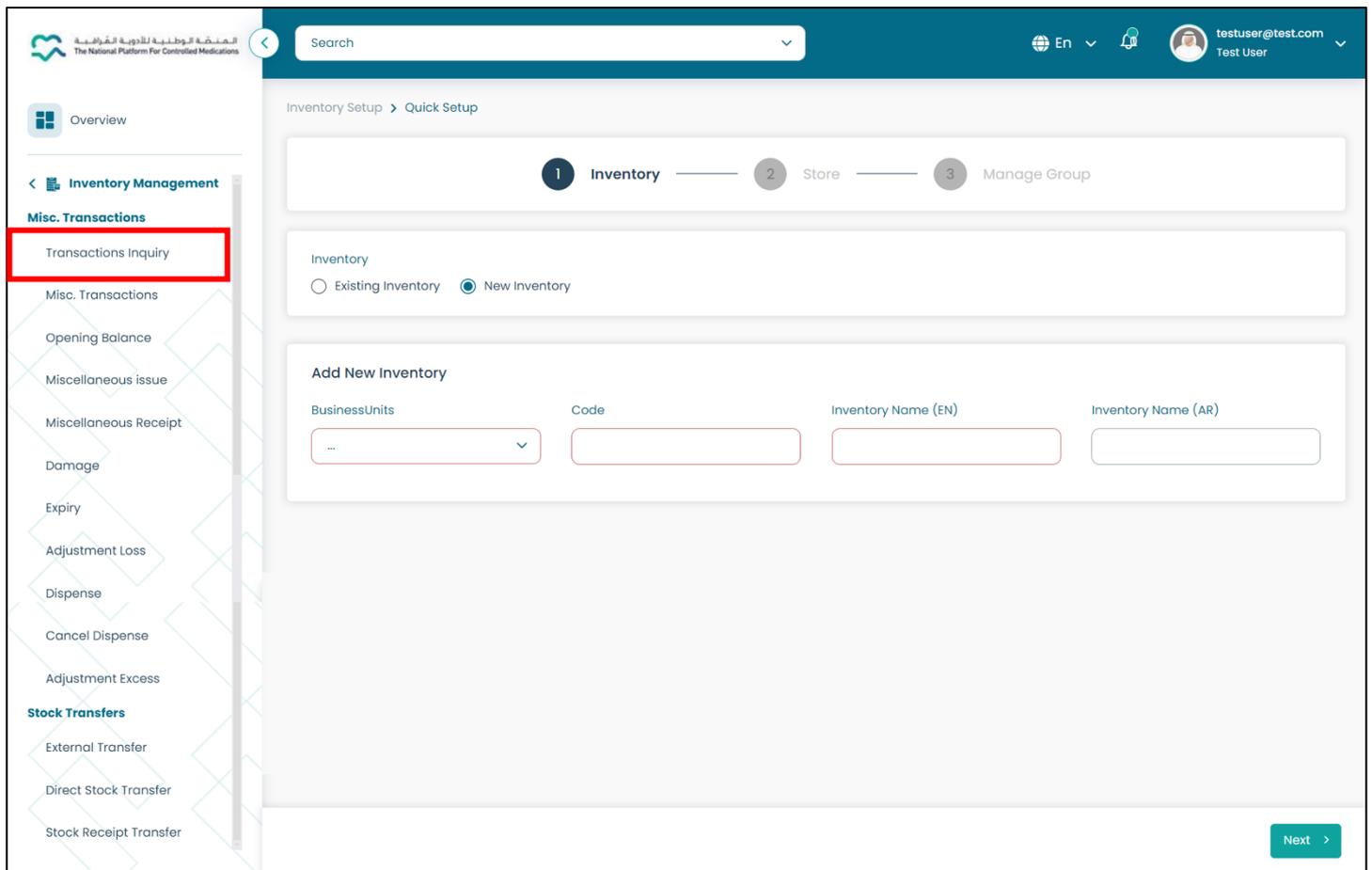
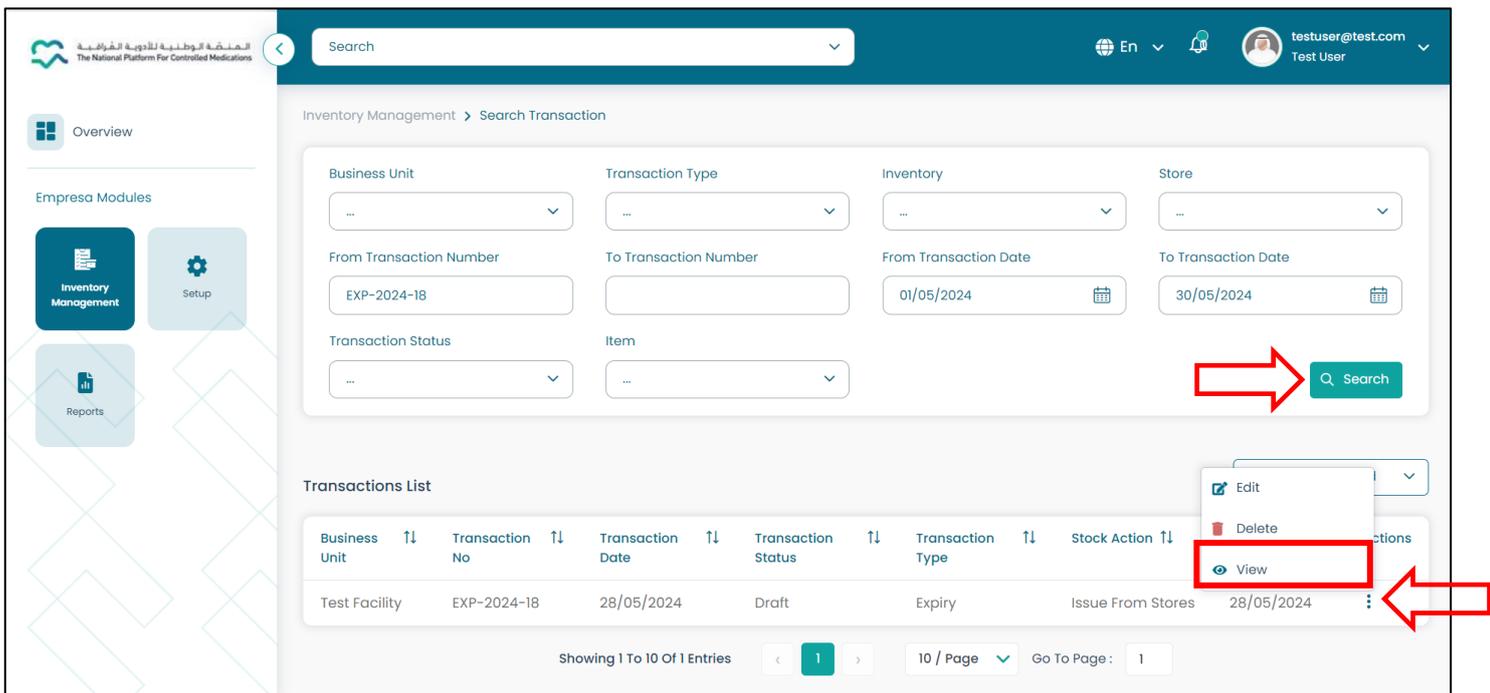


Figure 52: Homepage Screen – Access to Transactions Inquiry Feature.



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.



The screenshot displays the 'Search Transaction' interface. At the top, there is a search bar and user information. The main area contains several filter fields: Business Unit, Transaction Type, Inventory, Store, From Transaction Number (EXP-2024-18), To Transaction Number, From Transaction Date (01/05/2024), To Transaction Date (30/05/2024), Transaction Status, and Item. A red arrow points to the 'Search' button. Below the filters is a 'Transactions List' table with the following data:

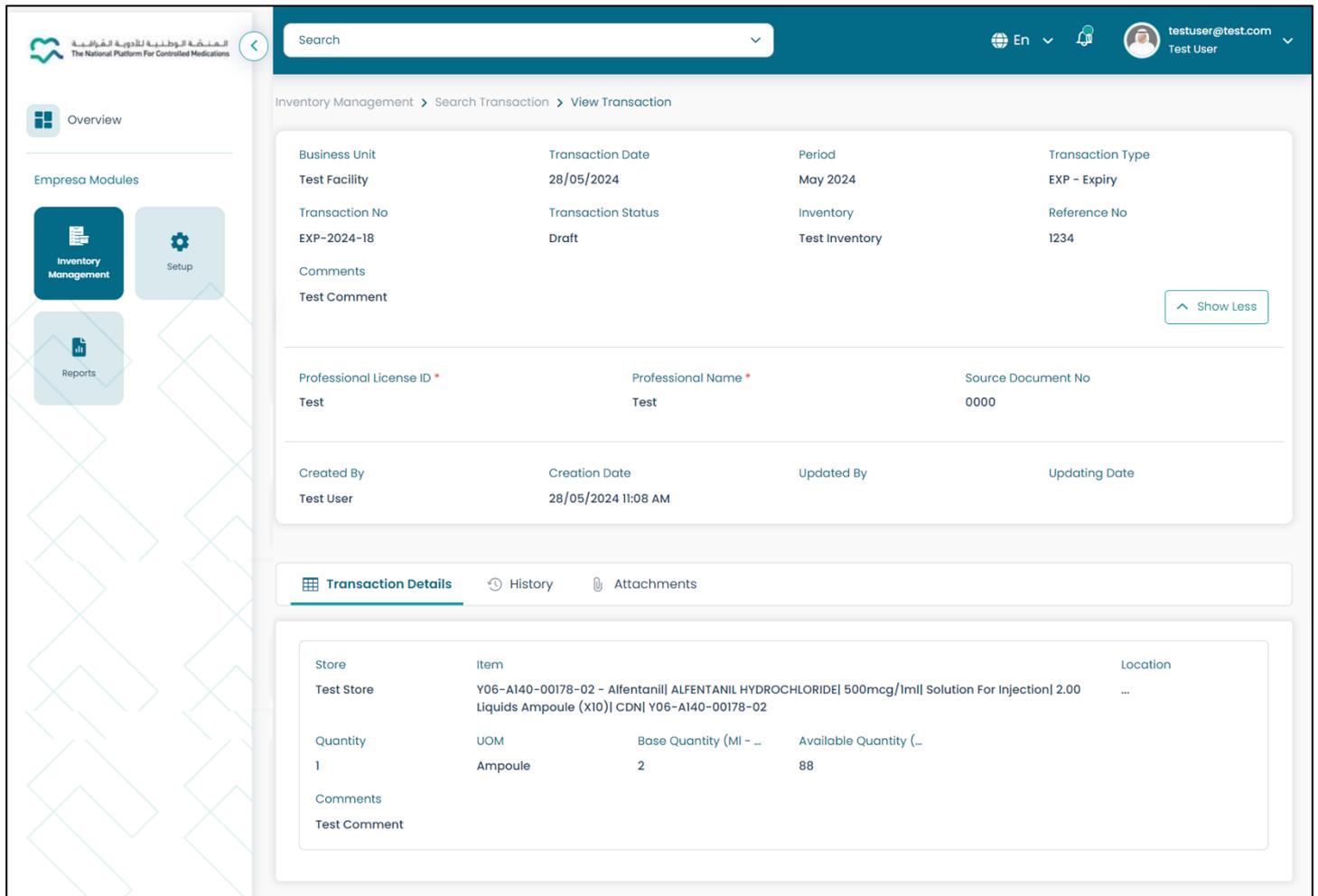
Business Unit	Transaction No	Transaction Date	Transaction Status	Transaction Type	Stock Action	Actions
Test Facility	EXP-2024-18	28/05/2024	Draft	Expiry	Issue From Stores	28/05/2024

A red box highlights the 'View' action in the 'Actions' column, with a red arrow pointing to it. The bottom of the screen shows pagination: 'Showing 1 To 10 Of 1 Entries', page 1, 10 / Page, and 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.



المملكة الوطنية للأدوية الخاضعة للرقابة
The National Platform For Controlled Medications

Search

En

testuser@test.com
Test User

Inventory Management > Search Transaction > View Transaction

Business Unit	Transaction Date	Period	Transaction Type
Test Facility	28/05/2024	May 2024	EXP - Expiry
Transaction No	Transaction Status	Inventory	Reference No
EXP-2024-18	Draft	Test Inventory	1234
Comments			Show Less
Test Comment			
Professional License ID *	Professional Name *	Source Document No	
Test	Test	0000	
Created By	Creation Date	Updated By	Updating Date
Test User	28/05/2024 11:08 AM		

Transaction Details | History | Attachments

Store	Item	Location	
Test Store	Y06-A140-00178-02 - Alfentanil ALFENTANIL HYDROCHLORIDE 500mcg/1ml Solution For Injection 2.00 Liquids Ampoule (X10) CDN Y06-A140-00178-02	...	
Quantity	UOM	Base Quantity (MI - ...)	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.
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”**.

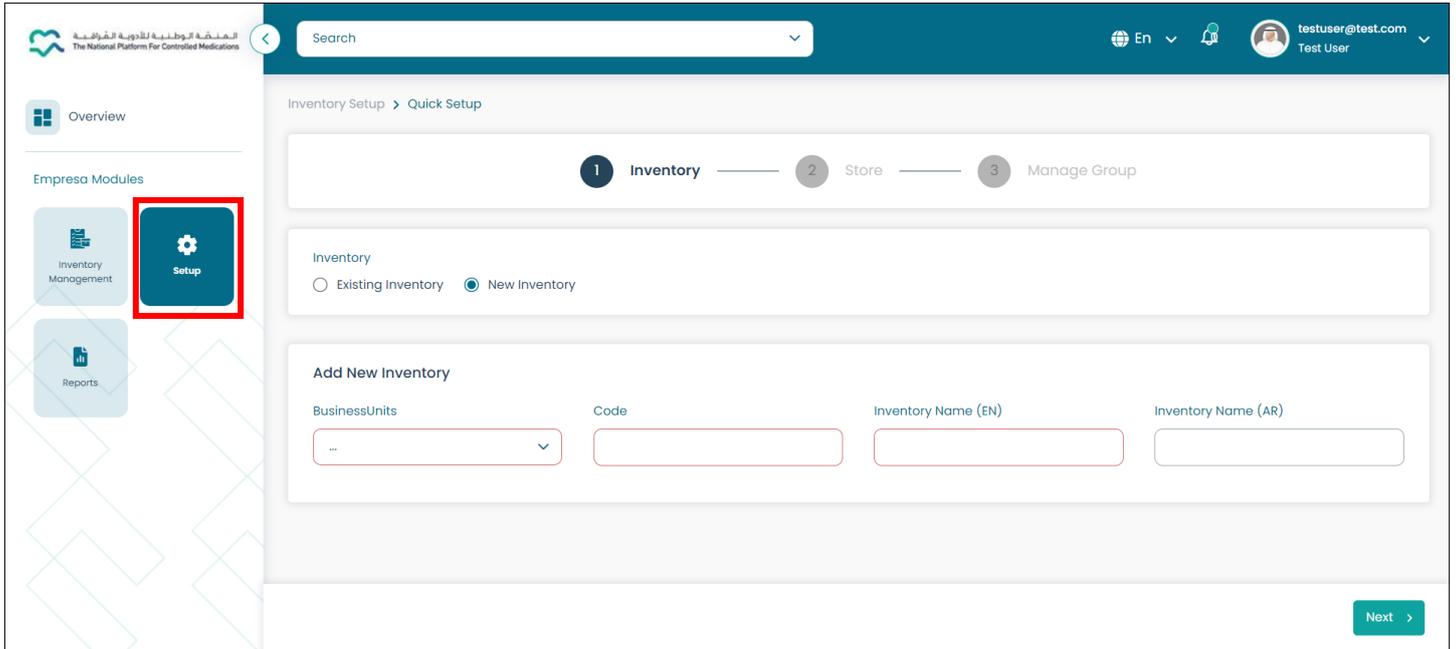


Figure 55: Homepage Screen - Access to Setup.



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

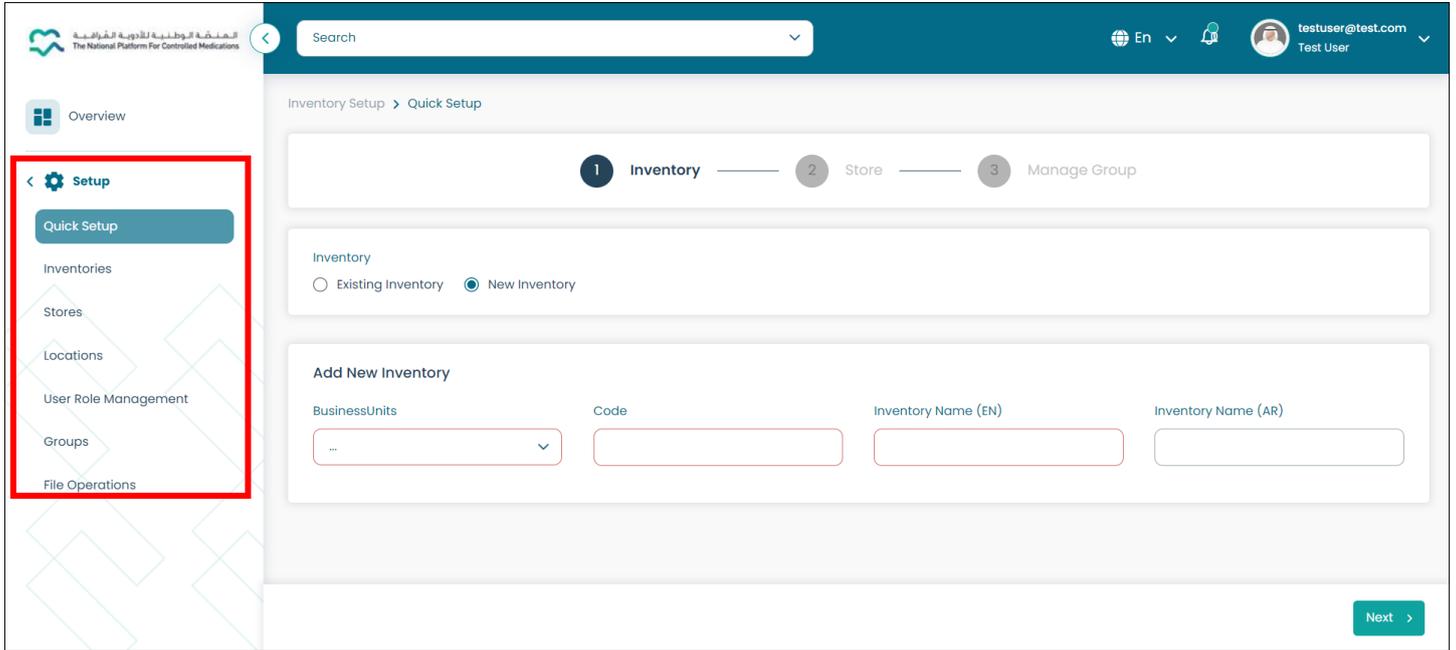


Figure 56: Setup Features List.



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”**.

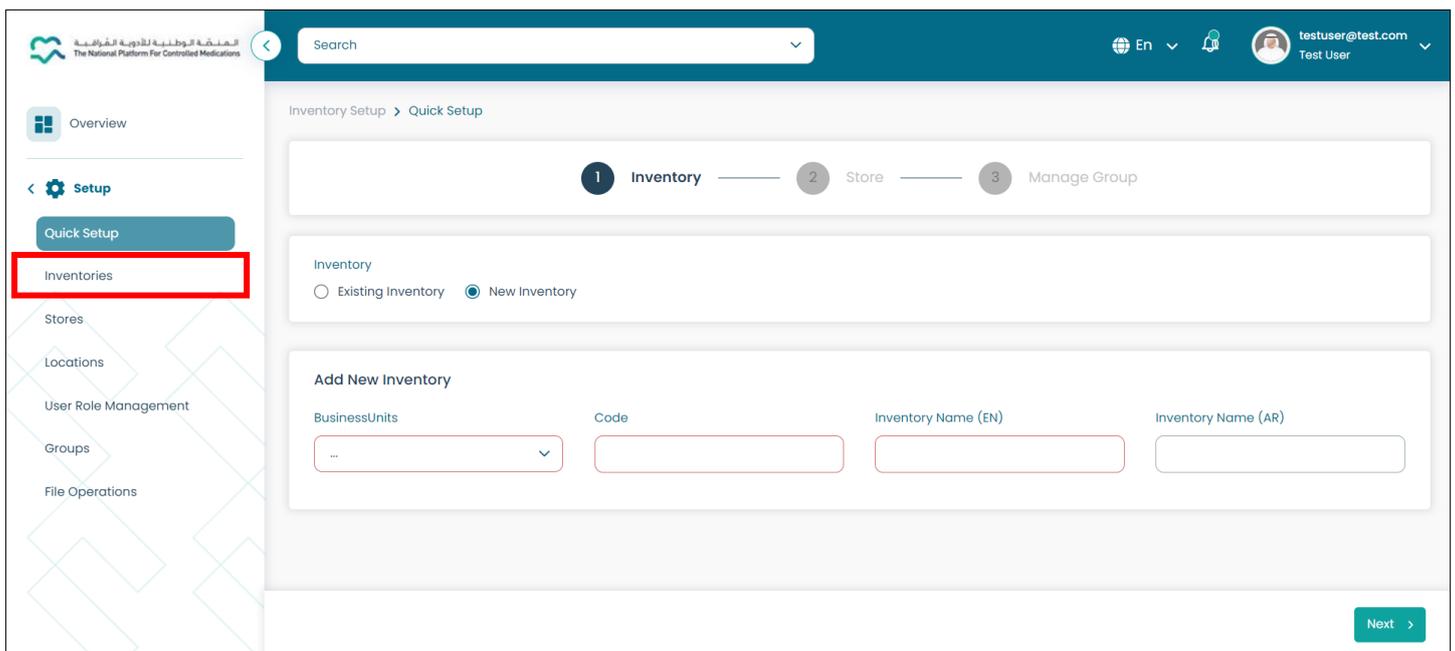
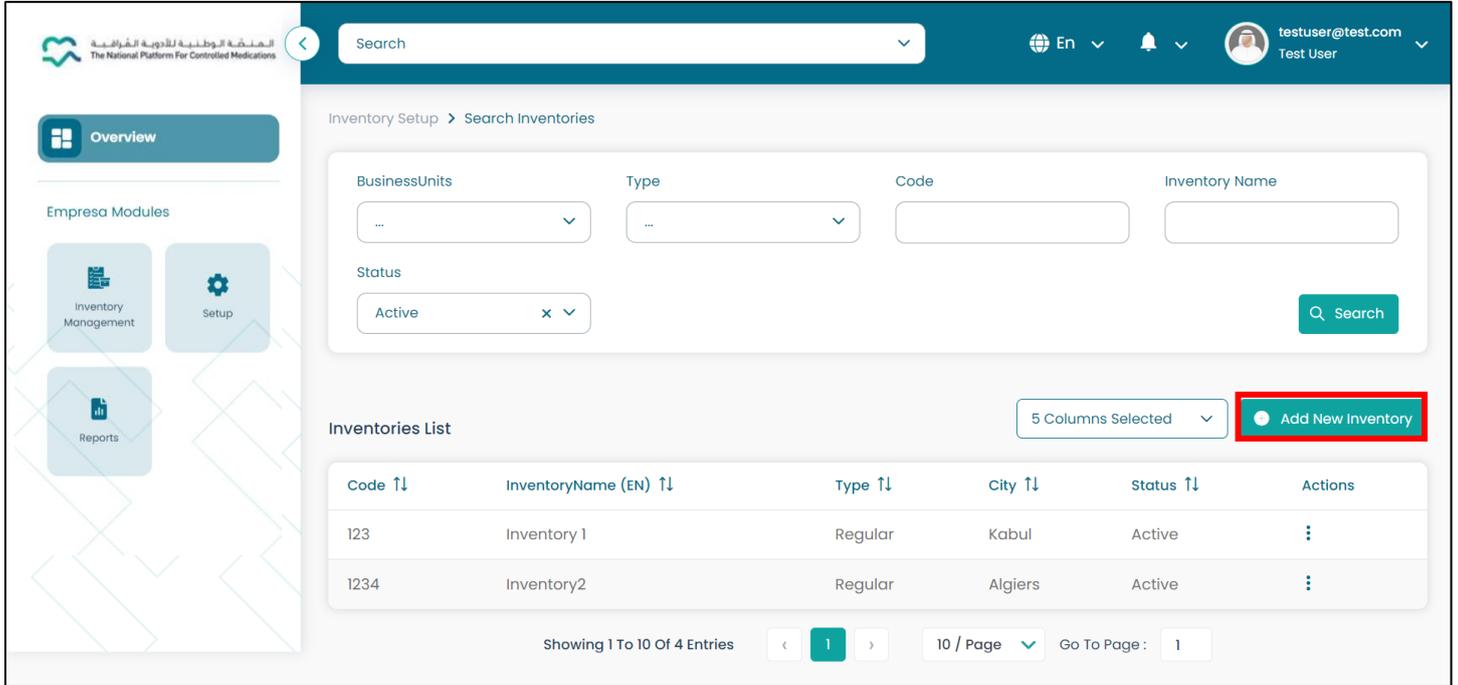


Figure 57: Homepage Screen - Access to Inventories Feature.



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



The screenshot displays the 'Inventories' screen. At the top, there is a search bar and user information (testuser@test.com, Test User). The main area is titled 'Inventory Setup > Search Inventories'. It features several filter fields: BusinessUnits, Type, Code, Inventory Name, and Status (set to Active). A 'Search' button is located to the right of these filters. Below the filters is an 'Inventories List' table with columns for Code, InventoryName (EN), Type, City, Status, and Actions. The table contains two entries: Inventory 1 (Code 123, Type Regular, City Kabul) and Inventory 2 (Code 1234, Type Regular, City Algiers). A red box highlights the 'Add New Inventory' button in the top right corner of the table area. The page also shows pagination information: 'Showing 1 To 10 Of 4 Entries', '1' page selected, '10 / Page', and 'Go To Page: 1'.

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

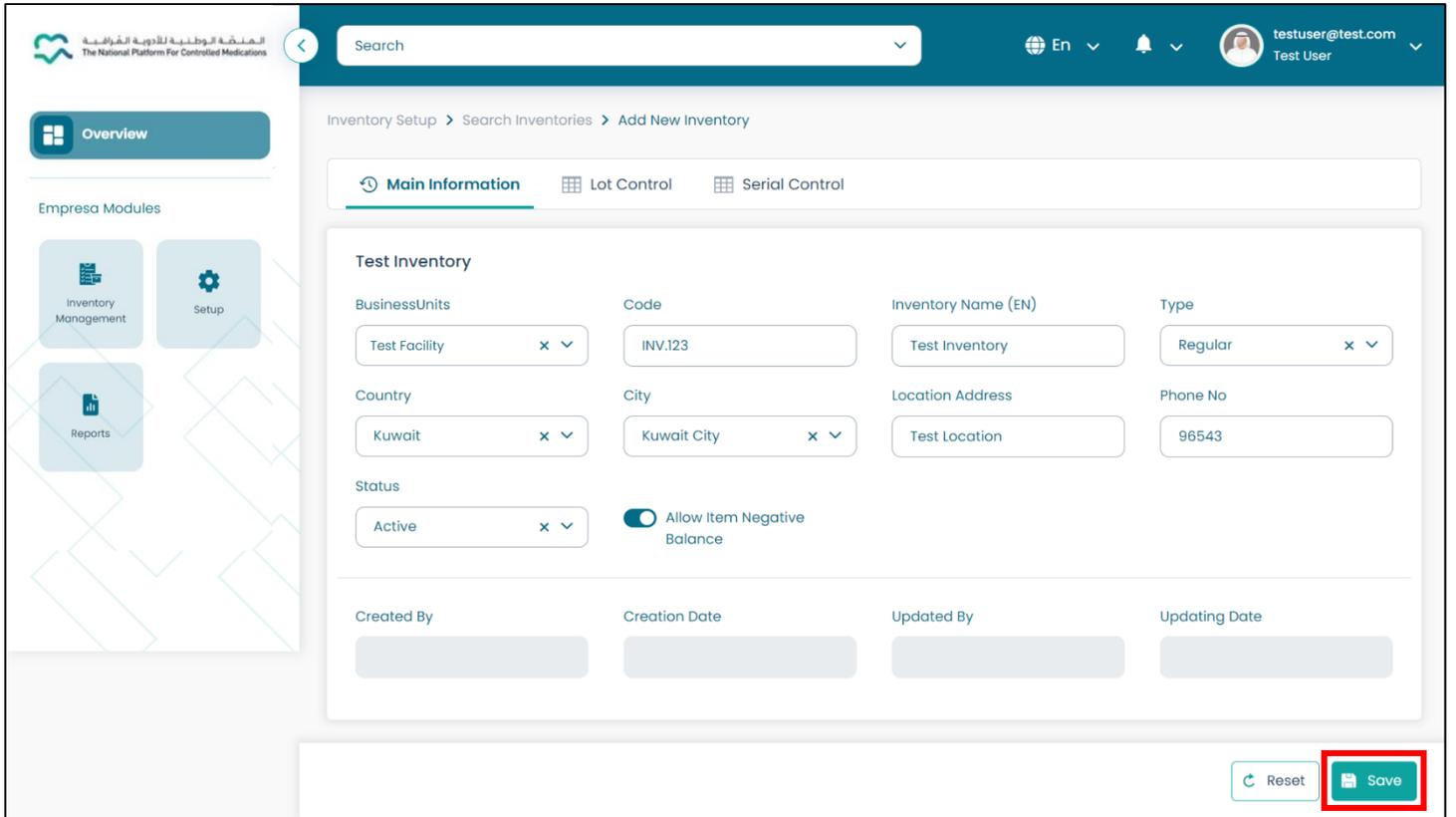


3. The user will be redirected to the **“Add New Inventory”** screen, and enter the inventory’s main information as detailed in the table below: -

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.

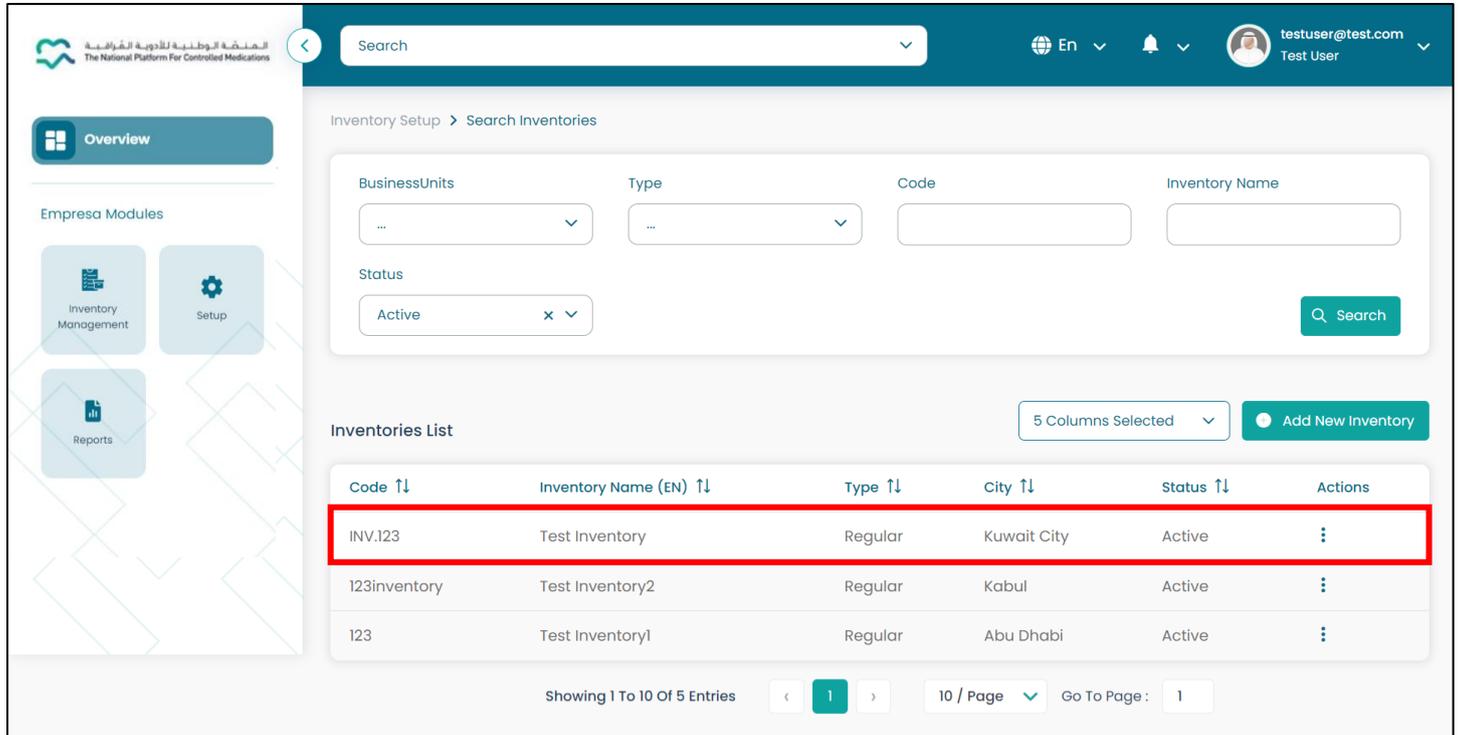


The screenshot displays the 'Add New Inventory' interface. The top navigation bar includes a search field, language settings (En), a notification bell, and a user profile for 'testuser@test.com'. The breadcrumb trail reads 'Inventory Setup > Search Inventories > Add New Inventory'. Below this, there are tabs for 'Main Information', 'Lot Control', and 'Serial Control'. The 'Main Information' tab is active, showing a form for 'Test Inventory'. The form fields are: BusinessUnits (Test Facility), Code (INV.123), Inventory Name (EN) (Test Inventory), Type (Regular), Country (Kuwait), City (Kuwait City), Location Address (Test Location), and Phone No (96543). There is also a Status dropdown set to 'Active' and a toggle for 'Allow Item Negative Balance' which is turned on. At the bottom of the form, there are fields for 'Created By', 'Creation Date', 'Updated By', and 'Updating Date'. In the bottom right corner, there are two buttons: 'Reset' and 'Save'. The 'Save' button is highlighted with a red rectangular box.

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



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



The screenshot shows the 'Inventory Setup > Search Inventories' page. The search filters include BusinessUnits, Type, Code, Inventory Name, and Status (Active). The 'Inventories List' table displays the following data:

Code	Inventory Name (EN)	Type	City	Status	Actions
INV.123	Test Inventory	Regular	Kuwait City	Active	⋮
123inventory	Test Inventory2	Regular	Kabul	Active	⋮
123	Test Inventory1	Regular	Abu Dhabi	Active	⋮

At the bottom, it shows 'Showing 1 To 10 Of 5 Entries' and '10 / Page'.

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**”.

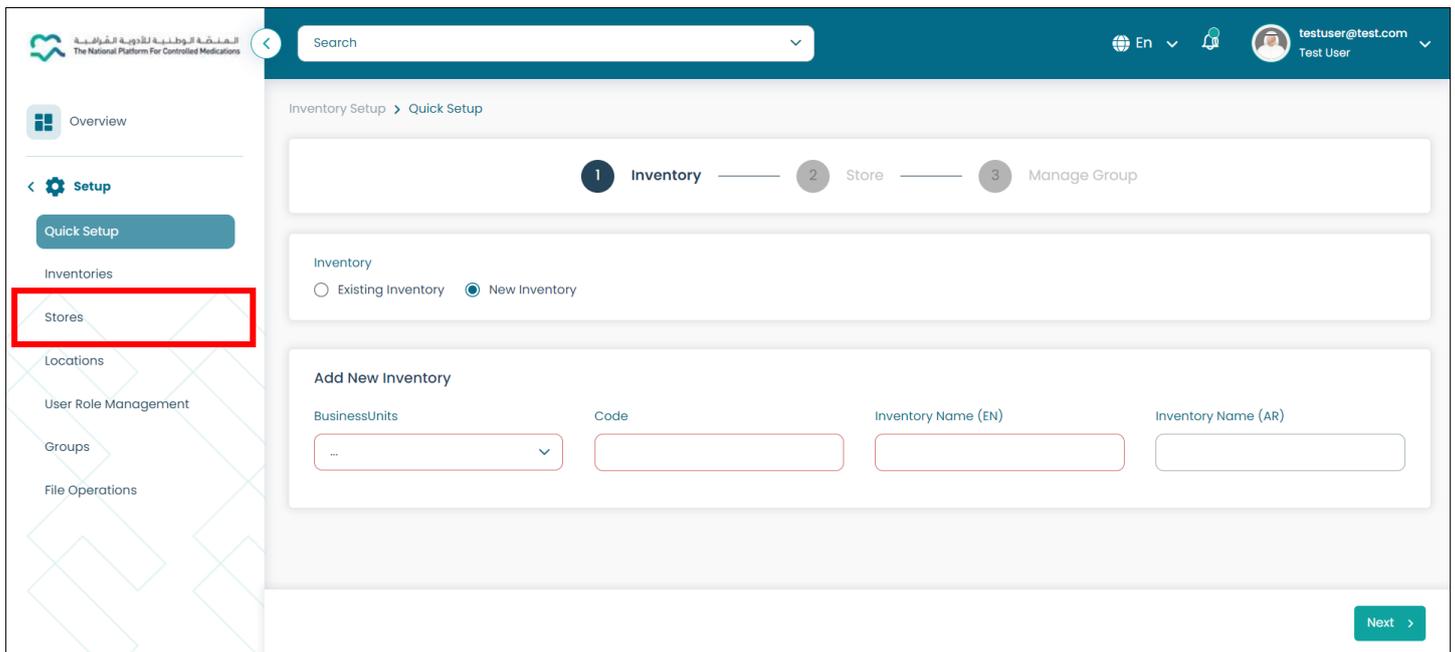
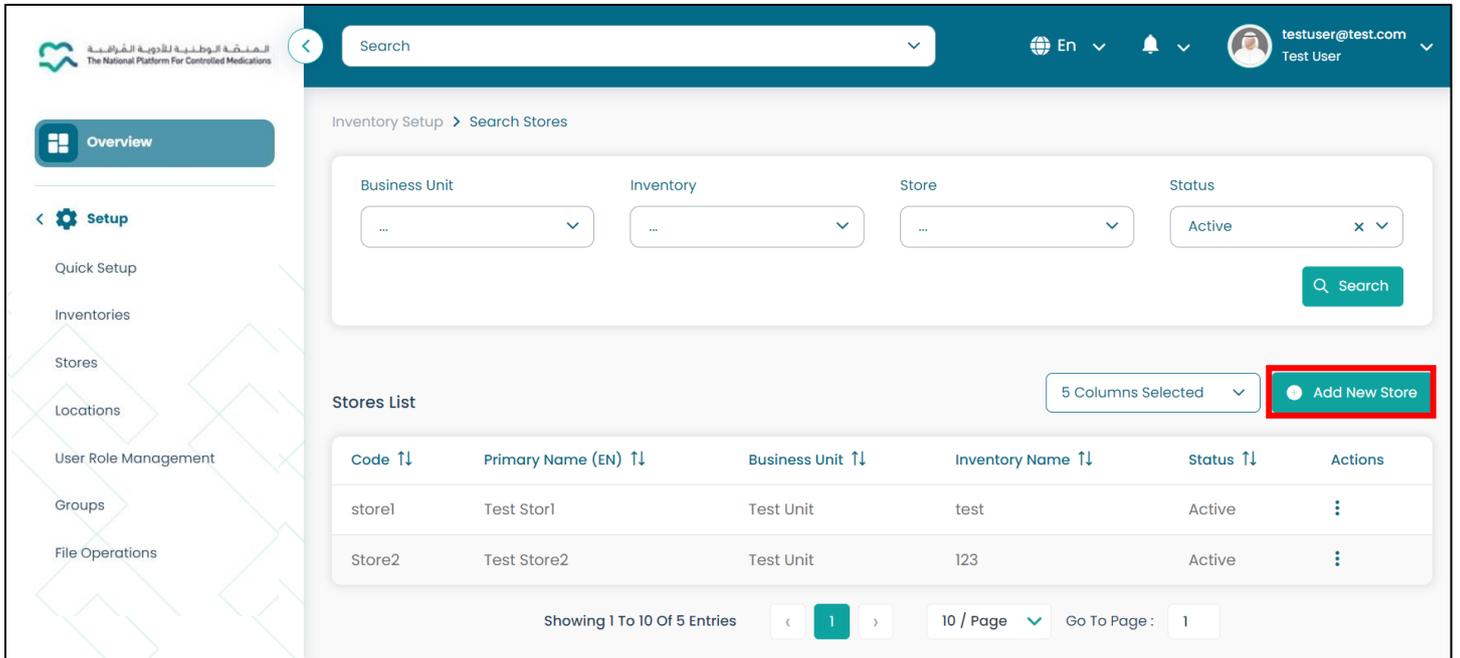


Figure 61: Access to Stores.



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



Inventory Setup > Search Stores

Business Unit: ... | Inventory: ... | Store: ... | Status: Active

Search

Stores List

5 Columns Selected | **Add New Store**

Code	Primary Name (EN)	Business Unit	Inventory Name	Status	Actions
store1	Test Stor1	Test Unit	test	Active	⋮
Store2	Test Store2	Test Unit	123	Active	⋮

Showing 1 To 10 Of 5 Entries | 1 | 10 / Page | Go To Page: 1

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



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

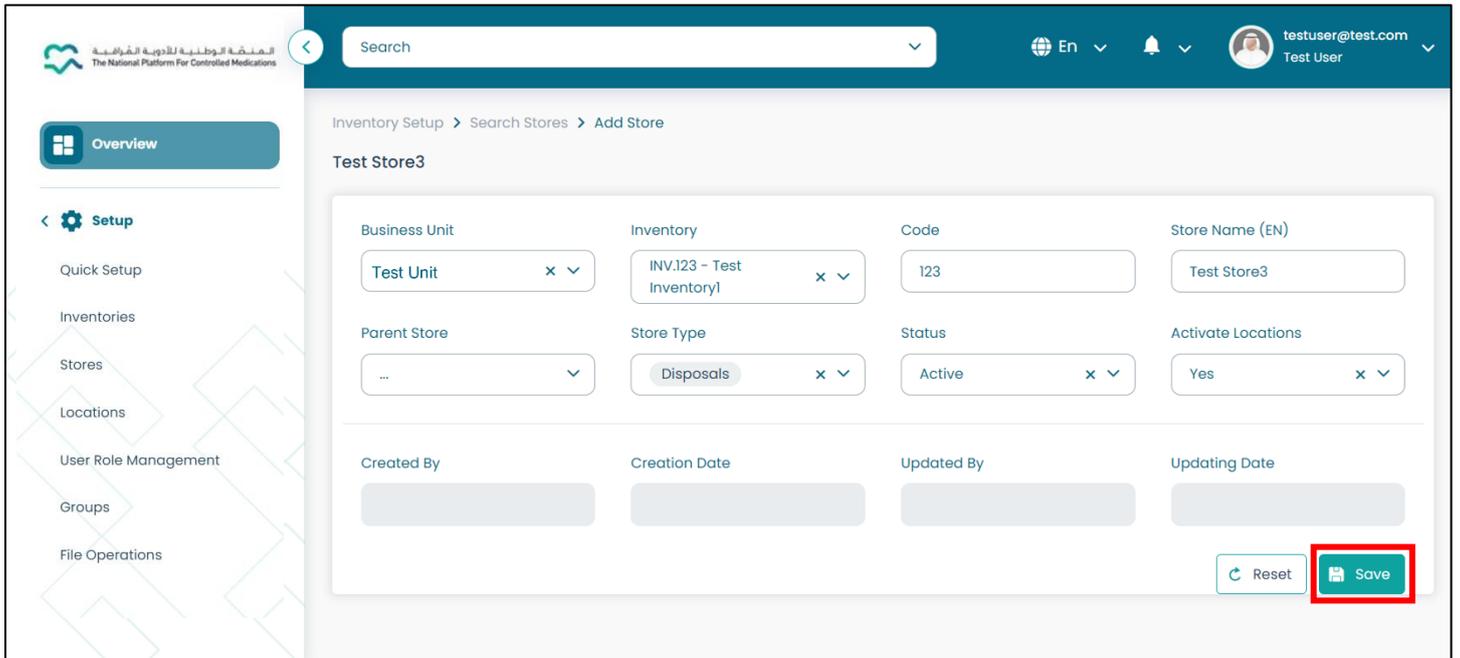


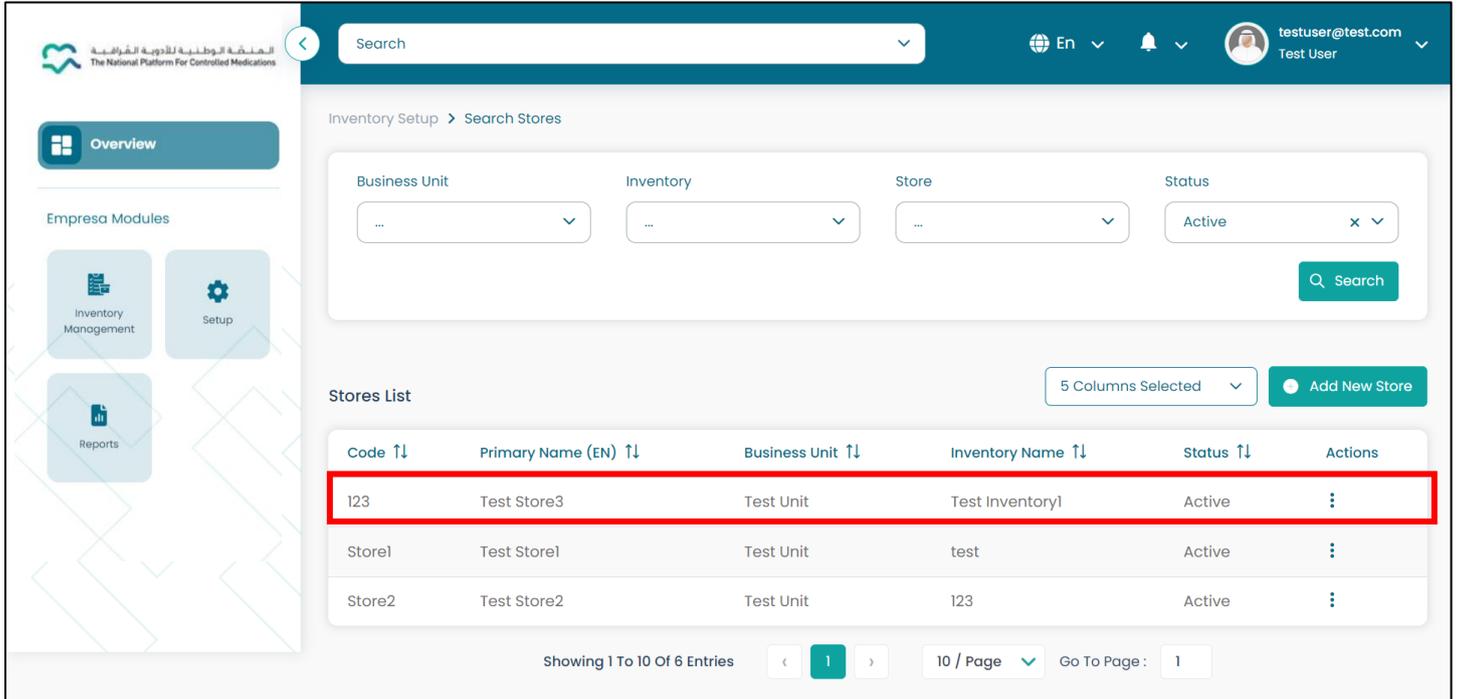
Figure 63: Add Store Screen – Access to Save Action.

- 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.



Inventory Setup > Search Stores

Business Unit: ... Inventory: ... Store: ... Status: Active

Search

Stores List

5 Columns Selected Add New Store

Code ↑↓	Primary Name (EN) ↑↓	Business Unit ↑↓	Inventory Name ↑↓	Status ↑↓	Actions
123	Test Store3	Test Unit	Test Inventory1	Active	⋮
Store1	Test Store1	Test Unit	test	Active	⋮
Store2	Test Store2	Test Unit	123	Active	⋮

Showing 1 To 10 Of 6 Entries 1 10 / Page Go To Page: 1

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**”.

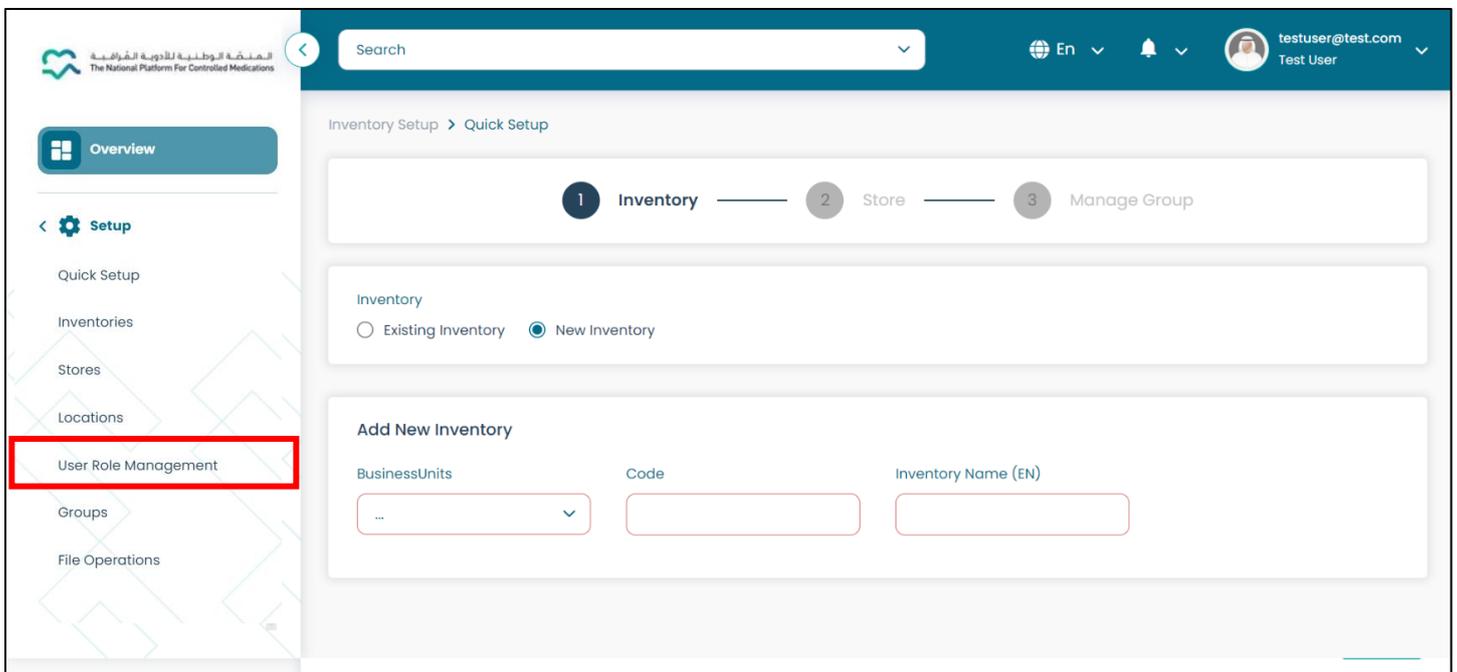


Figure 65: Access to User Role Management.



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

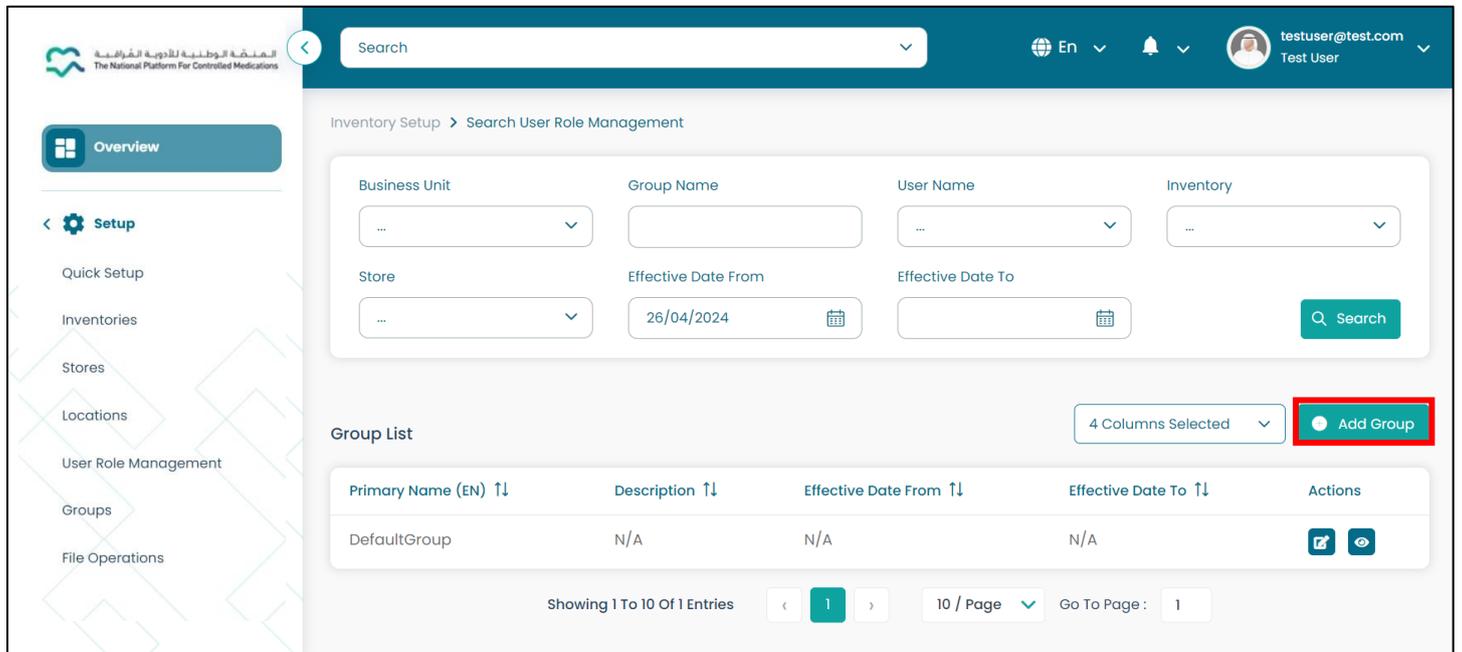
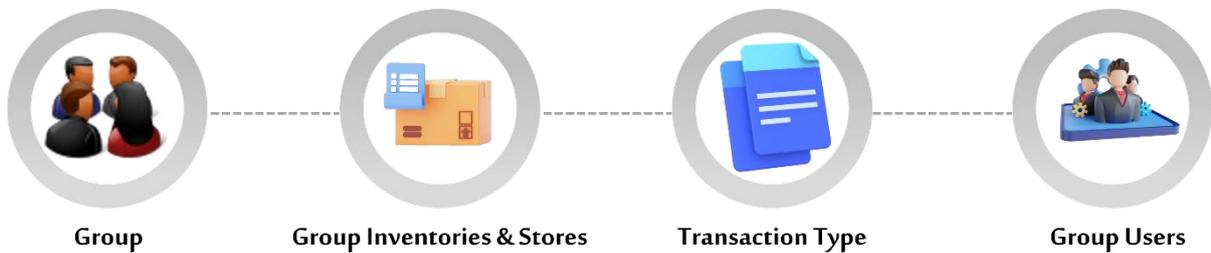


Figure 66: User Role Management Screen.

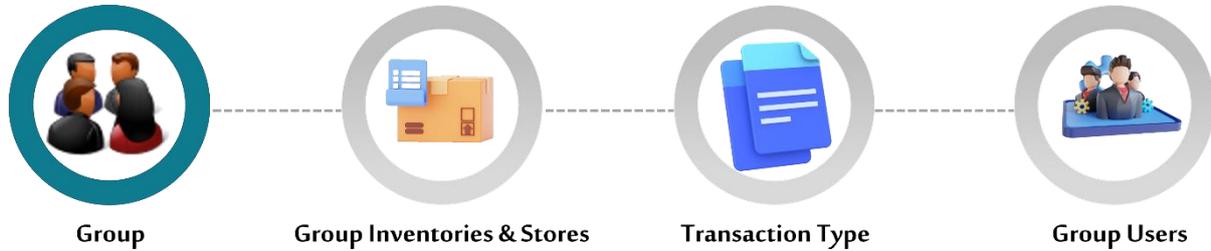
- The user will be redirected to the “**User Role Management**” screen, which displays four steps that the user should follow to add a new group.





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.

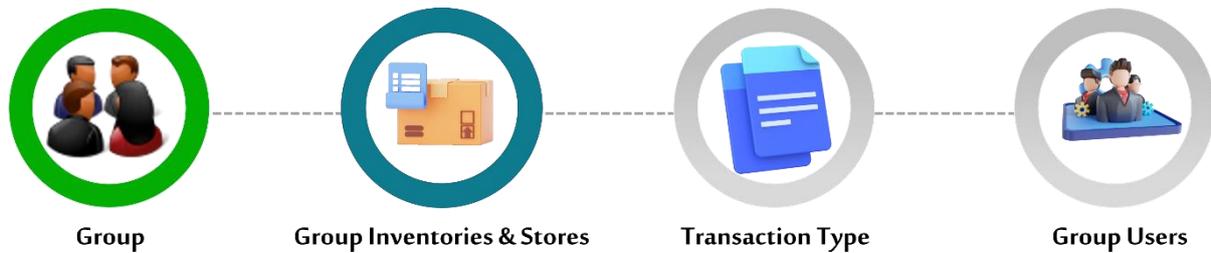
Figure 67: User Role Management Screen - Group Step.

4. Press on “Next” to proceed to the next step.



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 granted inventories list.

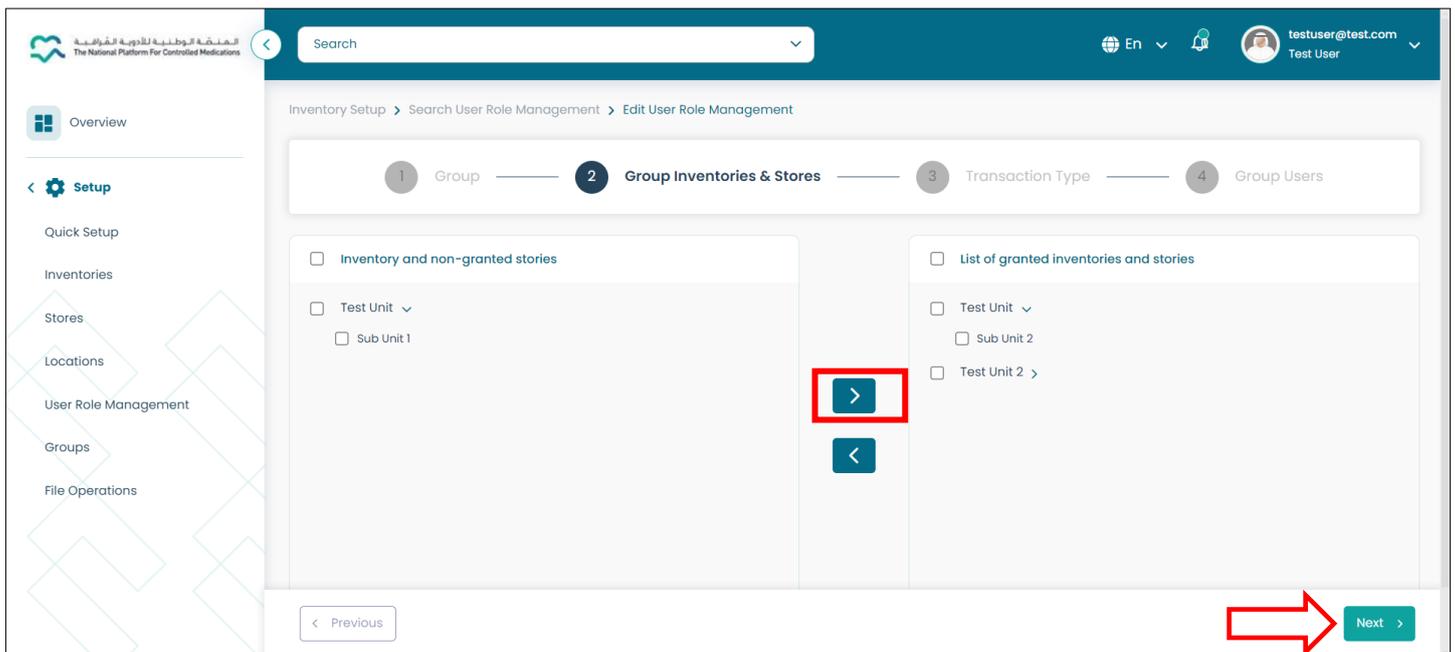


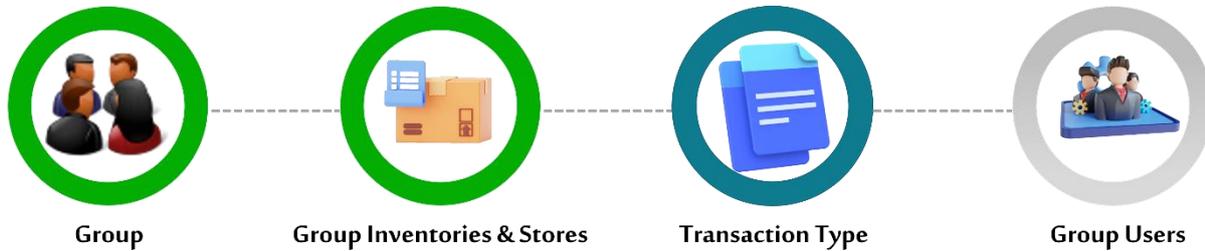
Figure 68: Edit User Role Management Screen - Group Inventories & Stores Step.

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.

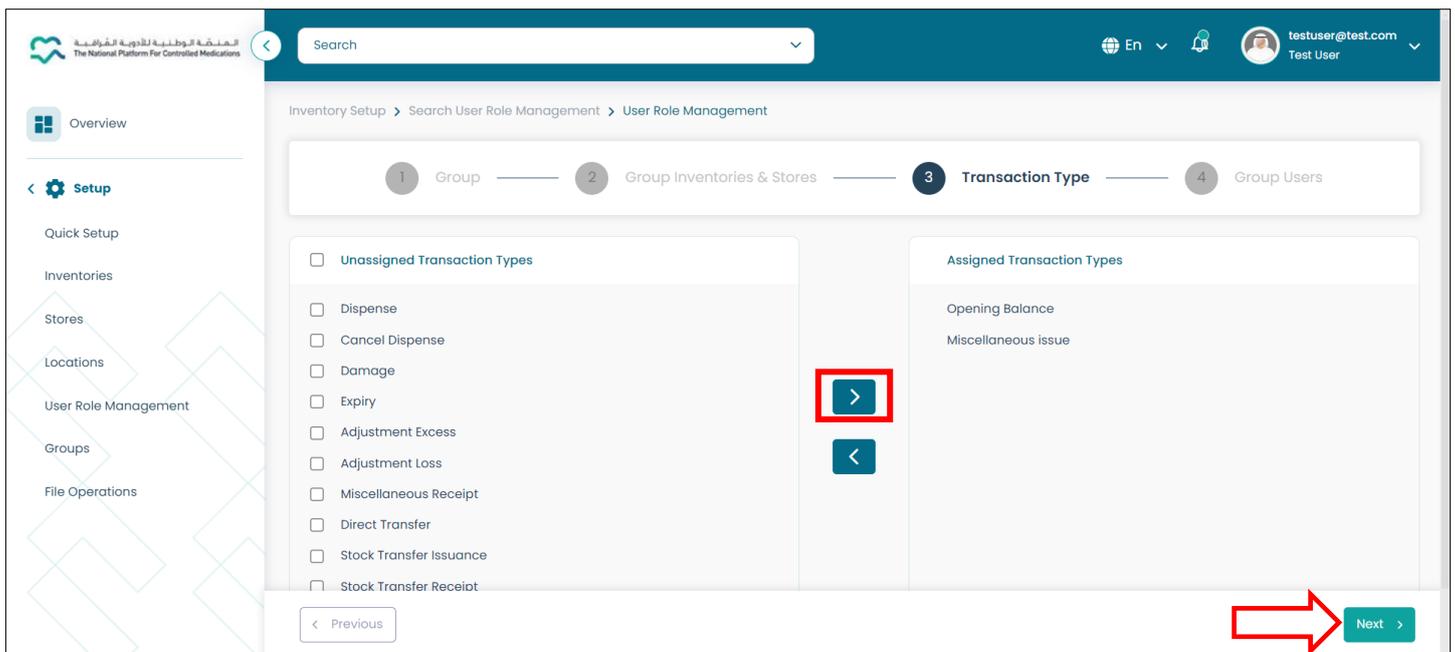


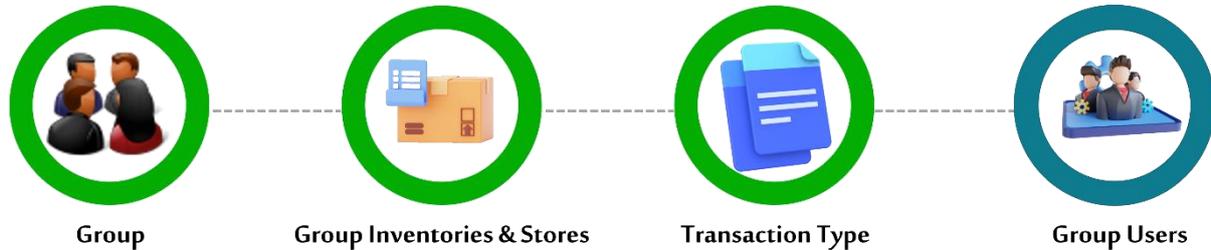
Figure 69: User Role Management Screen - Assign Transaction Type Step.

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.

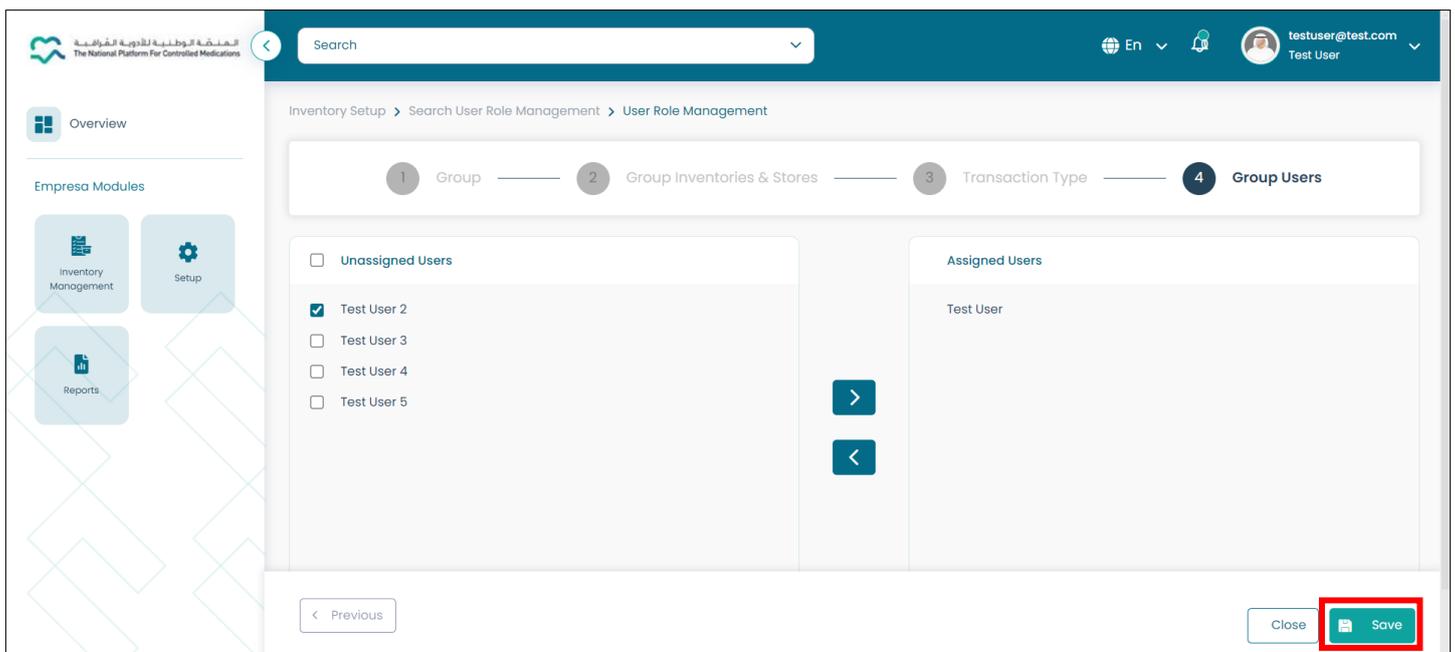
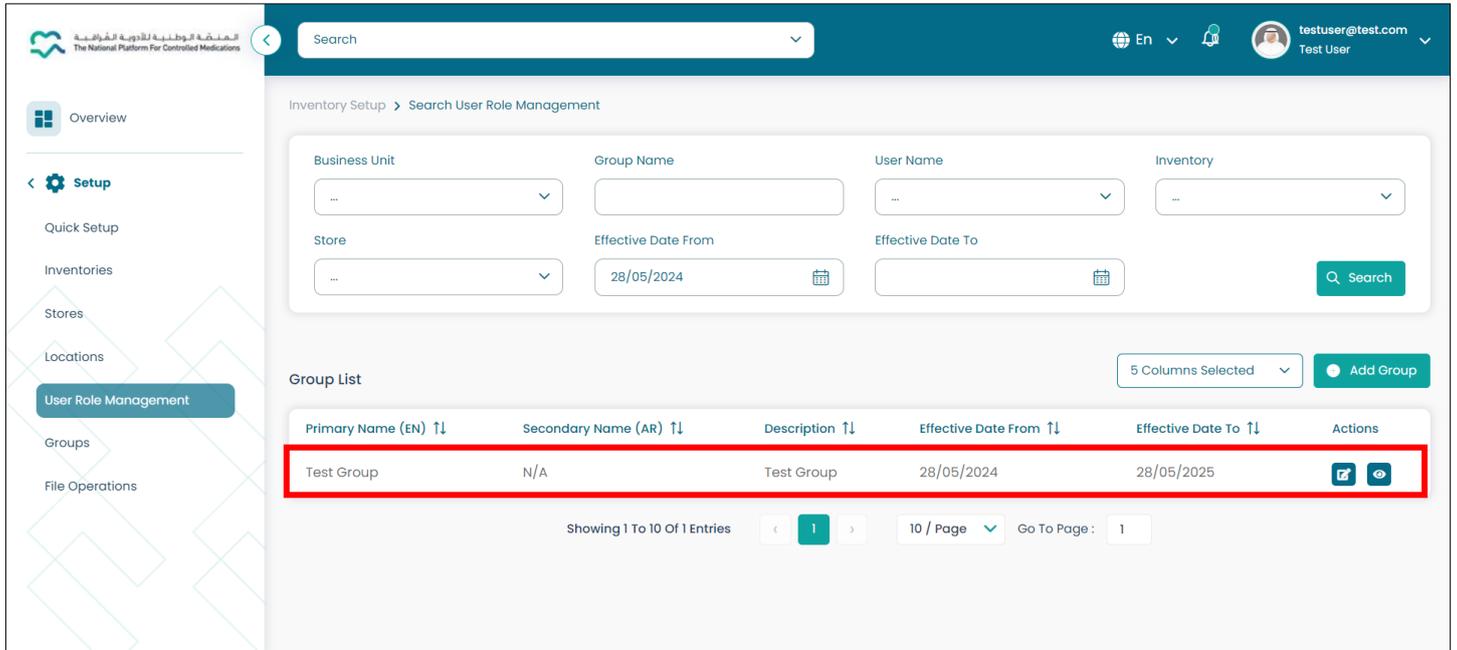


Figure 70: User Role Management Screen - Assign Group Users Step.

10. Press on **“Save”** to complete the process.



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



The screenshot displays the 'User Role Management' interface. At the top, there is a search bar and user information for 'testuser@test.com'. The main area is titled 'Inventory Setup > Search User Role Management'. It features several search filters: Business Unit, Group Name, User Name, Inventory, Store, Effective Date From (28/05/2024), and Effective Date To. A 'Search' button is located to the right of these filters. Below the filters is a 'Group List' section with a table. The table has columns for Primary Name (EN), Secondary Name (AR), Description, Effective Date From, Effective Date To, and Actions. One row, 'Test Group', is highlighted with a red border. The table also includes a pagination bar at the bottom showing 'Showing 1 To 10 Of 1 Entries' and '10 / Page'.

Primary Name (EN) ↑↓	Secondary Name (AR) ↑↓	Description ↑↓	Effective Date From ↑↓	Effective Date To ↑↓	Actions
Test Group	N/A	Test Group	28/05/2024	28/05/2025	 

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”**.

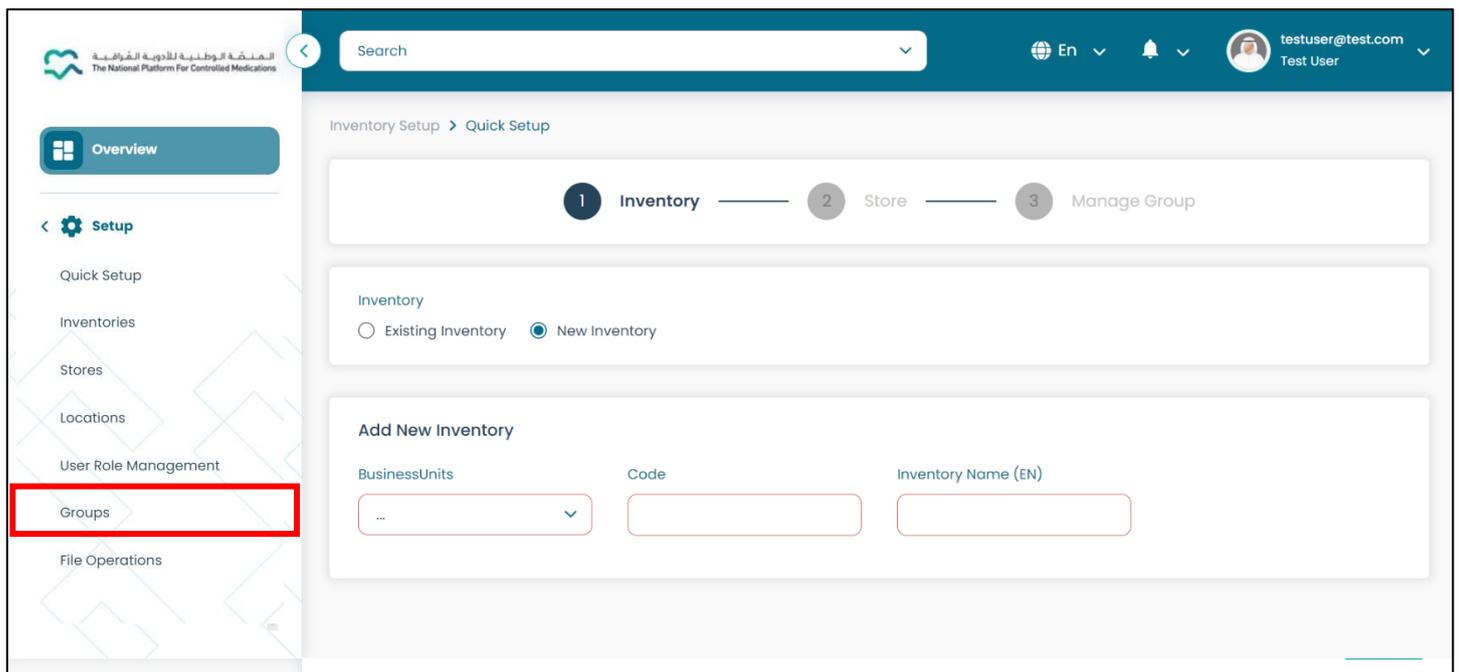


Figure 72: Homepage Screen - Access to Groups Feature.



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

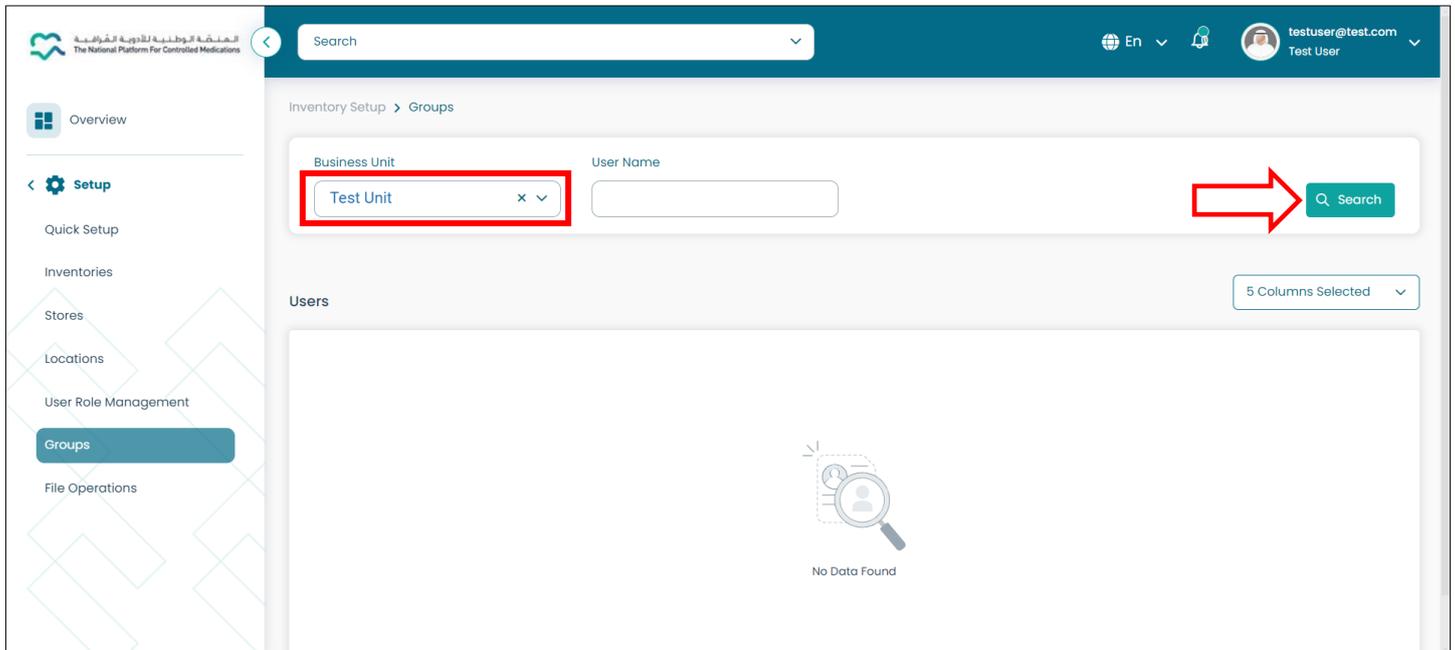


Figure 73: Groups Screen - Select a Business Unit.

- Press on “Search” to retrieve the required result.

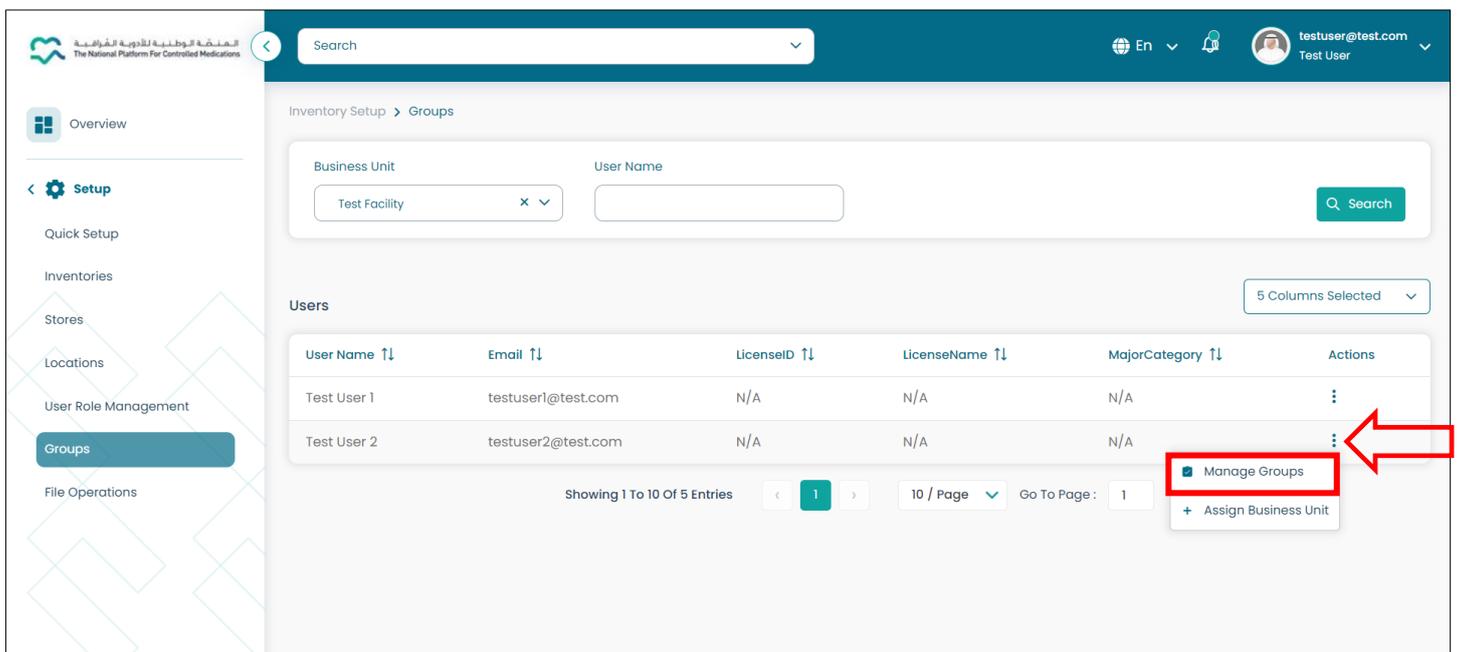


9.6.1 Manage Groups

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.



The screenshot displays the 'Inventory Setup > Groups' page. At the top, there is a search bar and a user profile for 'testuser@test.com'. Below the search bar, there are filters for 'Business Unit' (set to 'Test Facility') and 'User Name'. A table titled 'Users' contains the following data:

User Name	Email	LicenseID	LicenseName	MajorCategory	Actions
Test User 1	testuser1@test.com	N/A	N/A	N/A	⋮
Test User 2	testuser2@test.com	N/A	N/A	N/A	⋮

The 'Actions' column for 'Test User 2' is expanded, showing two options: 'Manage Groups' (highlighted with a red box) and '+ Assign Business Unit'. A red arrow points to the 'Manage Groups' option.

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.

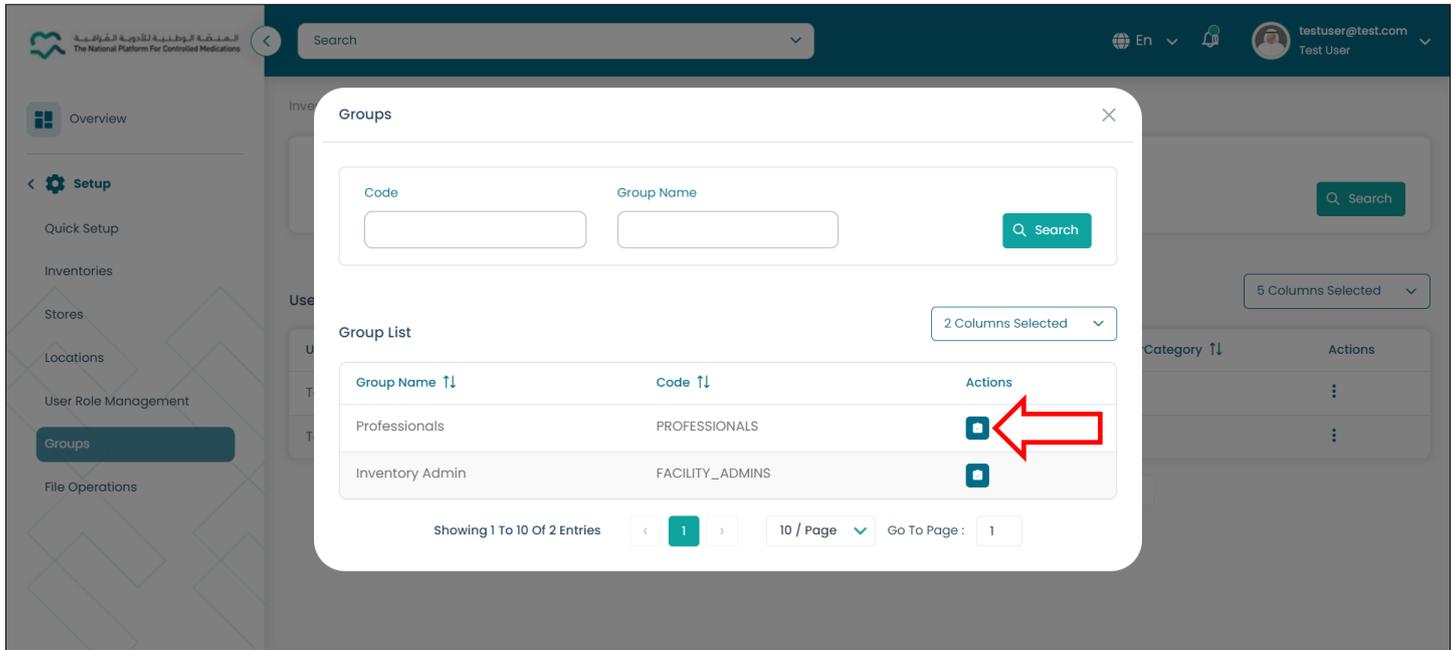


Figure 75: Groups Pop-Up Screen - Assign Group.

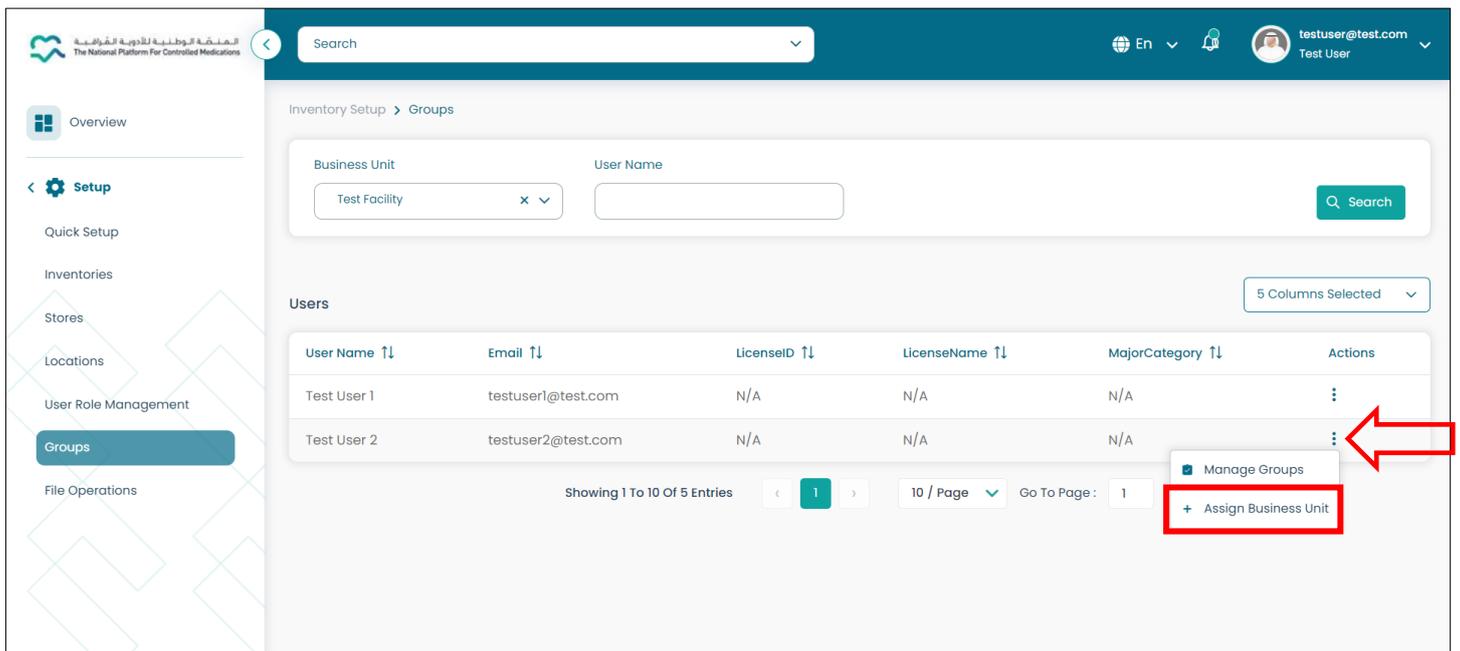


9.6.2 Assign Business Unit

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.



The screenshot displays the 'Groups' screen in the 'Inventory Setup' module. At the top, there is a search bar and a user profile for 'testuser@test.com'. The main content area is titled 'Inventory Setup > Groups'. It features a 'Business Unit' dropdown menu currently set to 'Test Facility' and a 'User Name' input field. Below this is a table of users with the following columns: User Name, Email, LicenseID, LicenseName, MajorCategory, and Actions. The table contains two entries: 'Test User 1' and 'Test User 2'. A red arrow points to the Actions menu for 'Test User 2', which is open, showing options for 'Manage Groups' and '+ Assign Business Unit'.

User Name	Email	LicenseID	LicenseName	MajorCategory	Actions
Test User 1	testuser1@test.com	N/A	N/A	N/A	⋮
Test User 2	testuser2@test.com	N/A	N/A	N/A	⋮

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”**.

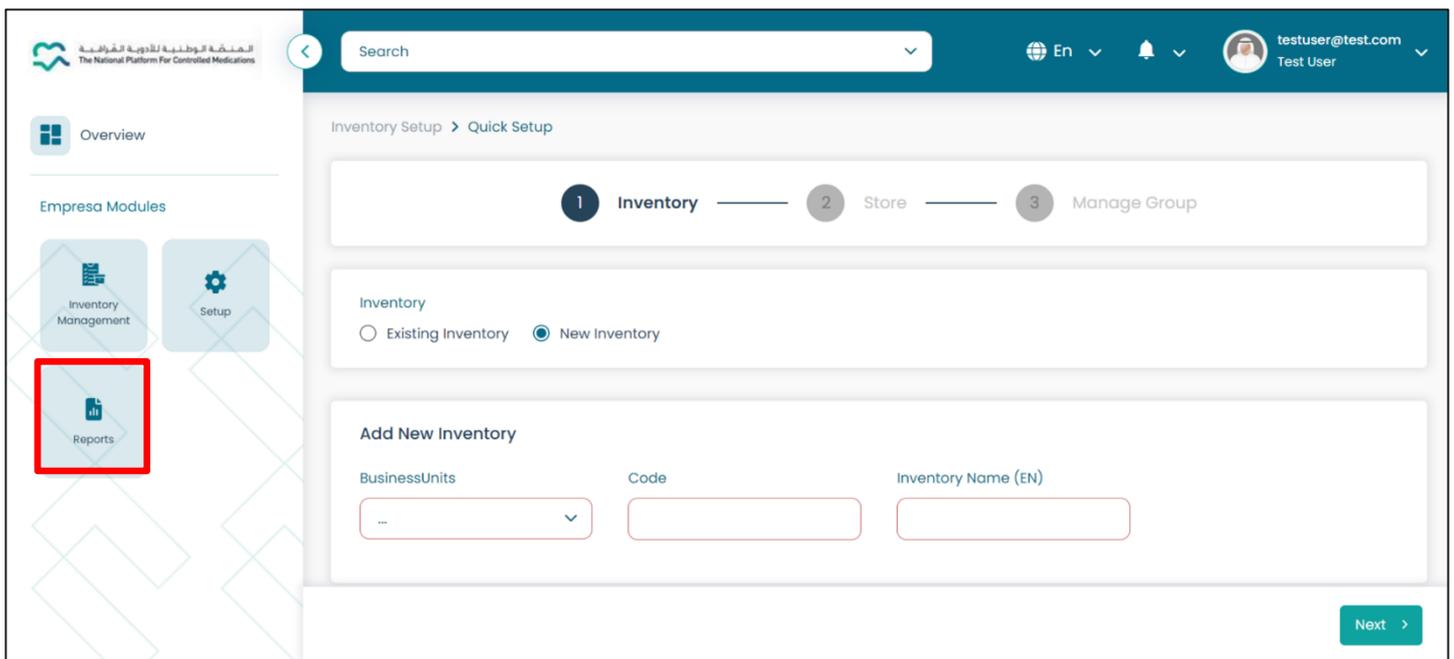


Figure 77: Homepage Screen - Access to Reports.



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

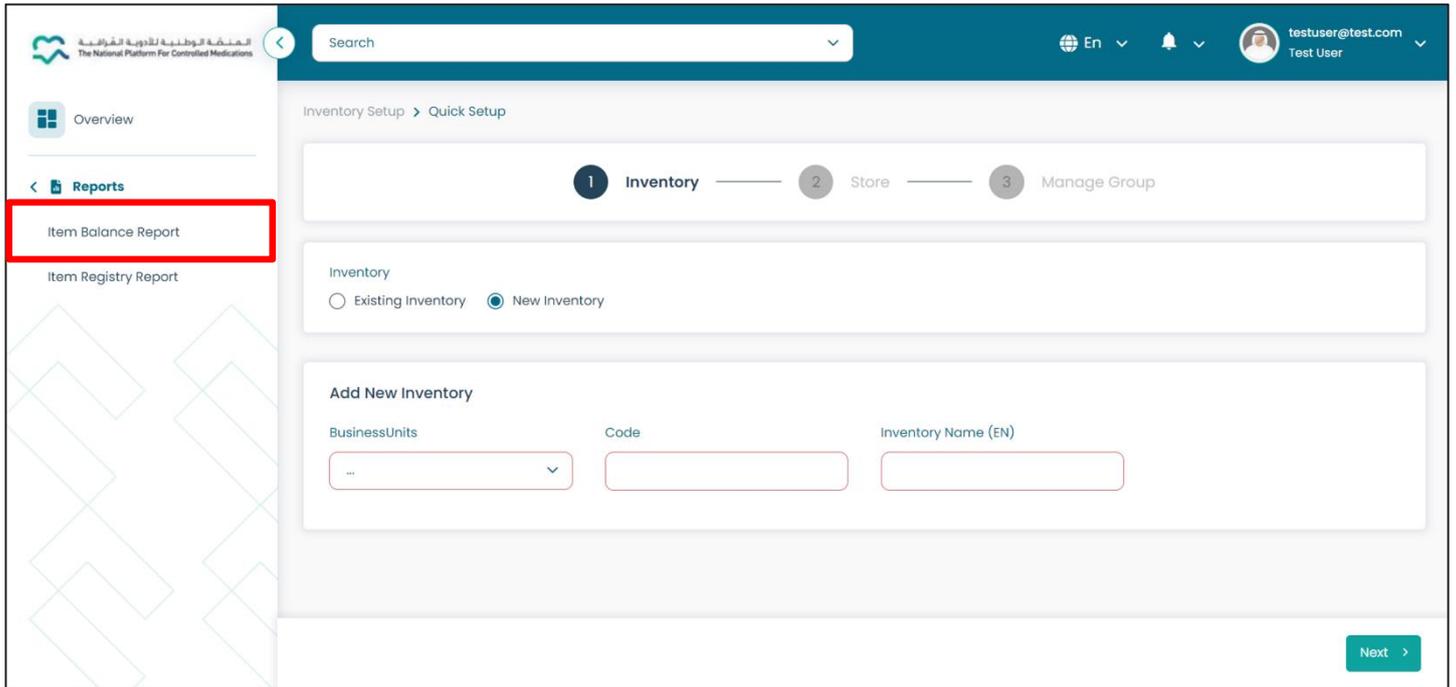
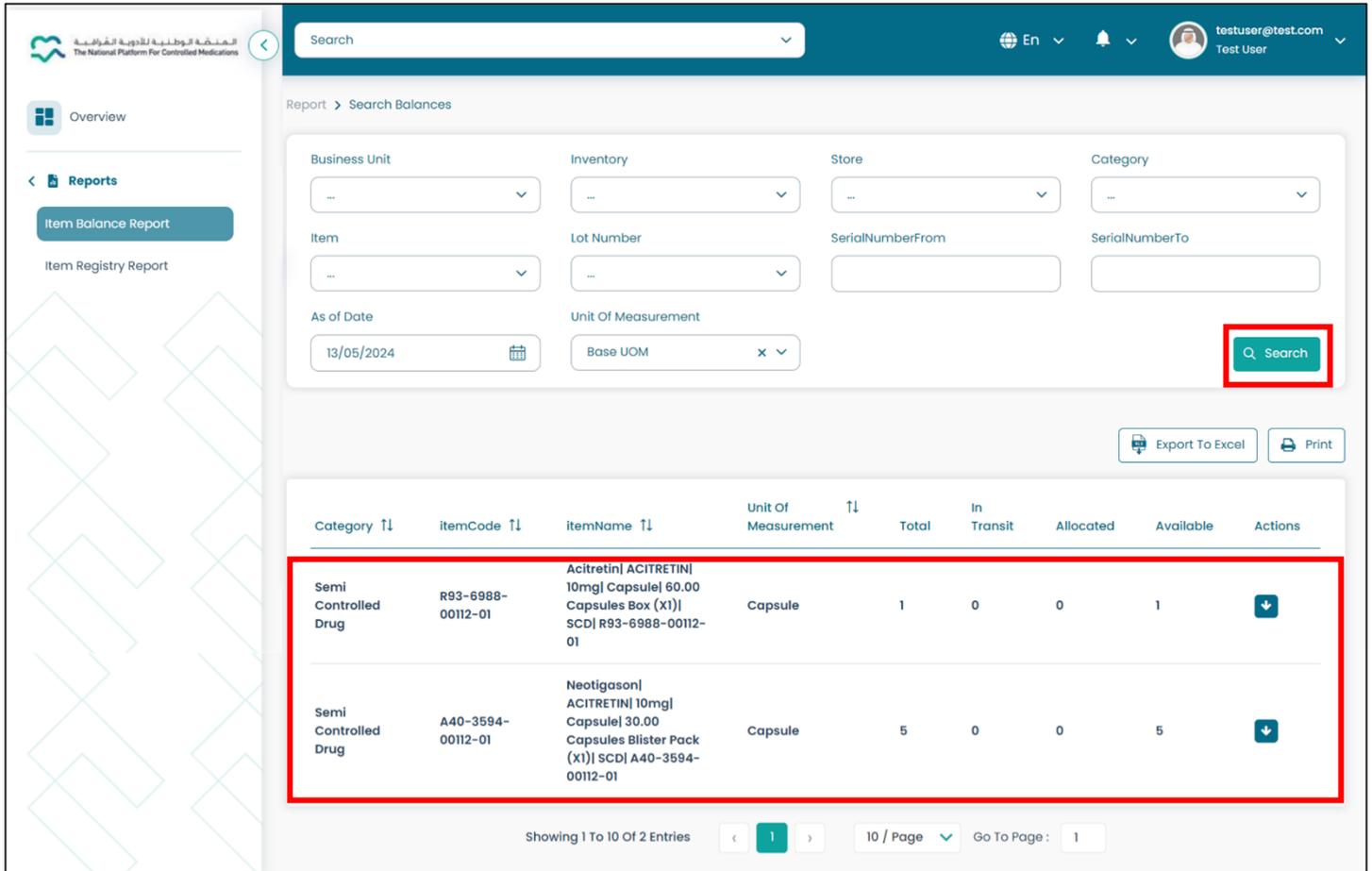


Figure 78: Homepage Screen - Access to Item Balance Report.



- 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.



Report > Search Balances

Business Unit: ... Inventory: ... Store: ... Category: ...

Item: ... Lot Number: ... Serial Number From: ... Serial Number To: ...

As of Date: 13/05/2024 Unit Of Measurement: Base UOM

Search

Export To Excel Print

Category	itemCode	itemName	Unit Of Measurement	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	↓
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	↓

Showing 1 To 10 Of 2 Entries | 1 / 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”**.

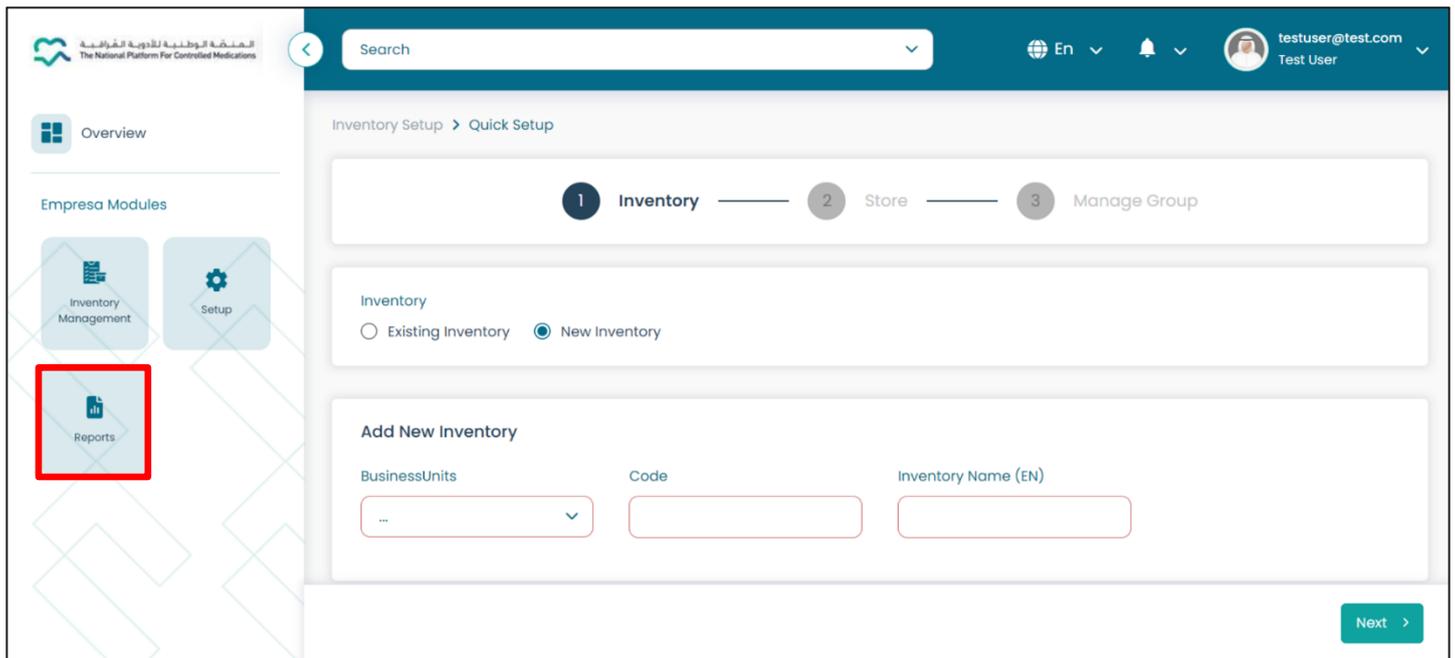


Figure 80: Homepage Screen - Access to Reports.



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

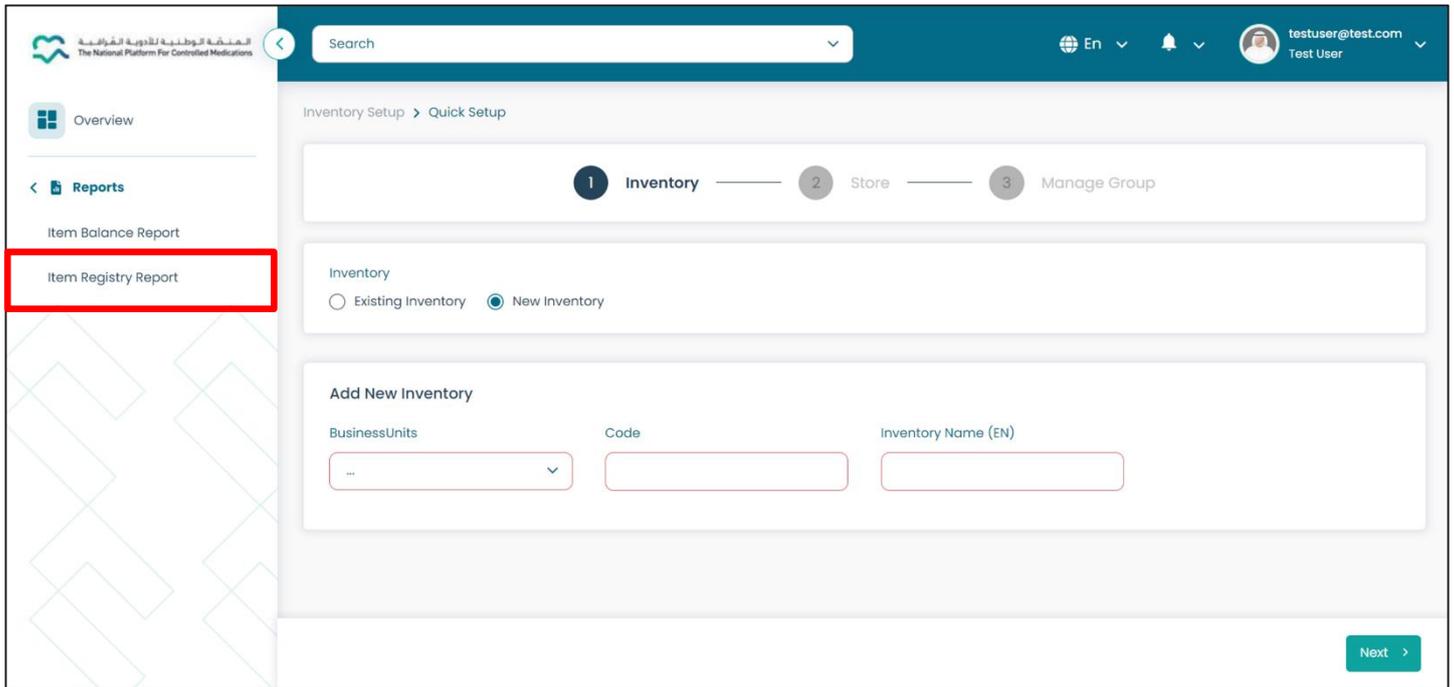
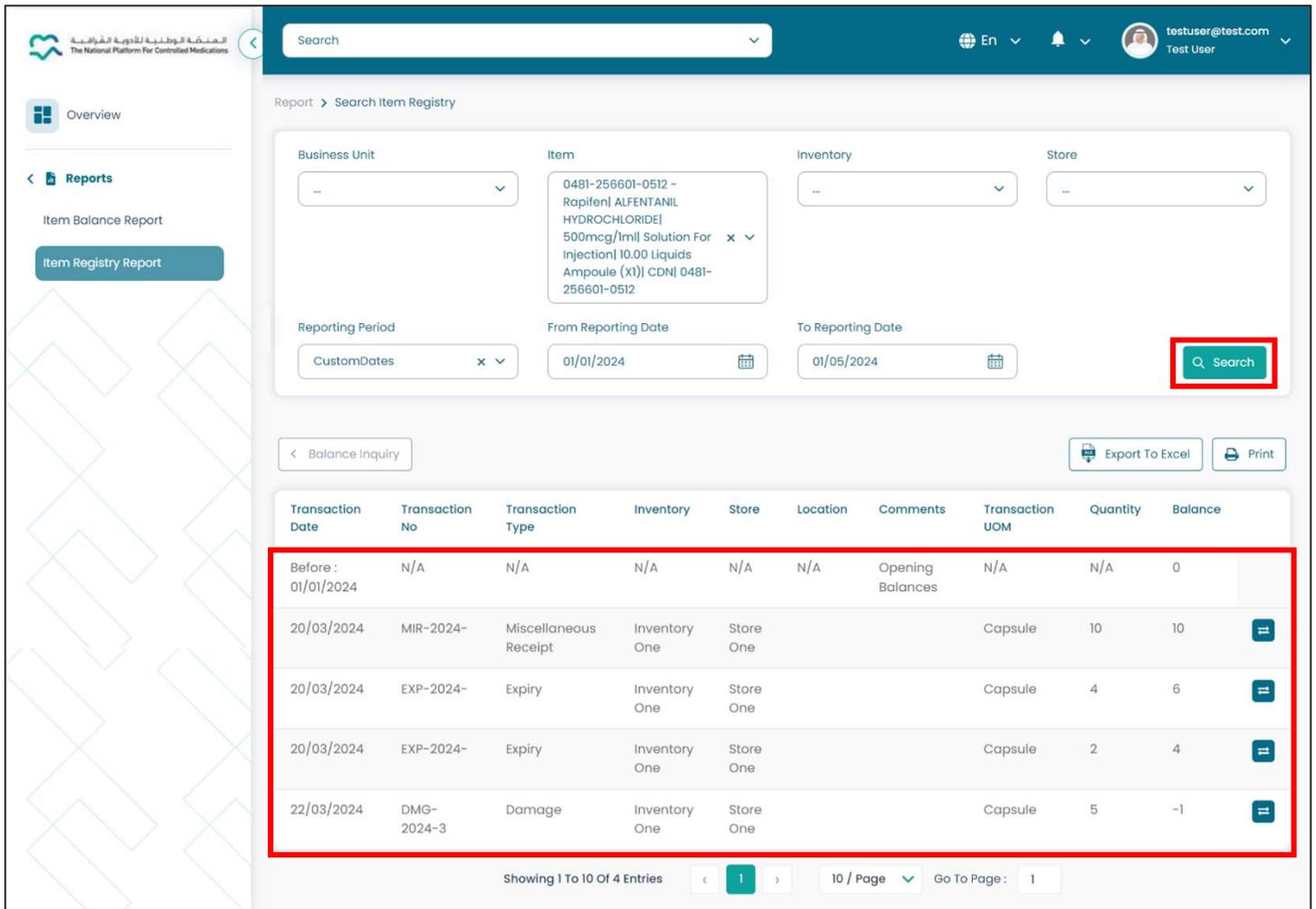


Figure 81: Homepage Screen - Access to Item Registry Report.



- 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.



Transaction Date	Transaction No	Transaction Type	Inventory	Store	Location	Comments	Transaction UOM	Quantity	Balance
Before : 01/01/2024	N/A	N/A	N/A	N/A	N/A	Opening Balances	N/A	N/A	0
20/03/2024	MIR-2024-	Miscellaneous Receipt	Inventory One	Store One			Capsule	10	10
20/03/2024	EXP-2024-	Expiry	Inventory One	Store One			Capsule	4	6
20/03/2024	EXP-2024-	Expiry	Inventory One	Store One			Capsule	2	4
22/03/2024	DMG-2024-3	Damage	Inventory One	Store One			Capsule	5	-1

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”.

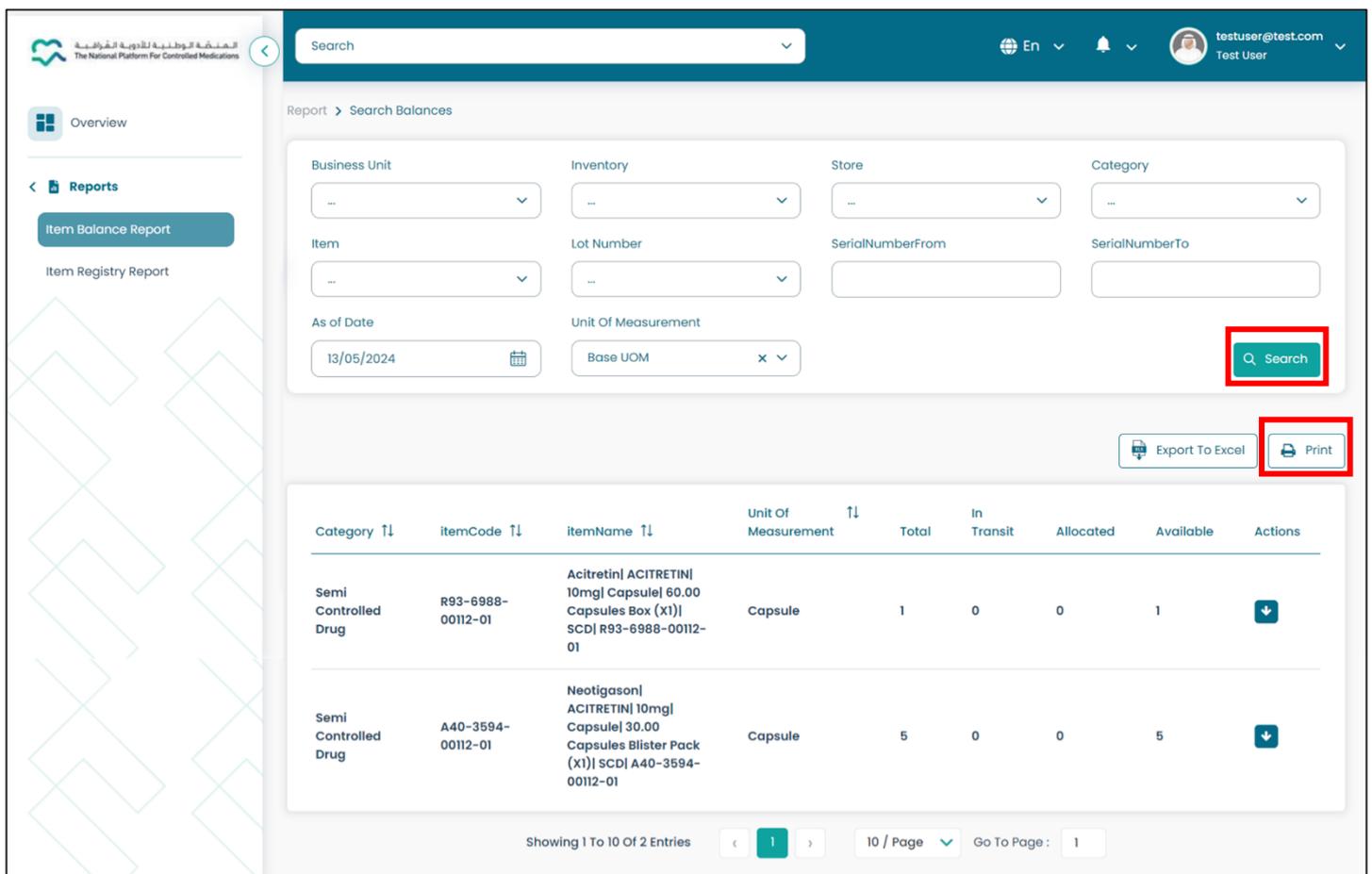


10.2.1 Print Reports

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

- To print a report, follow the steps below: -

- From the selected **“Report”** screen enter the search criteria for the required information of the report in the required fields then press on **“Search”**.
- The report's data will be retrieved, press **“Print”**.



Category	itemCode	itemName	Unit Of Measurement	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	
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	

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



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

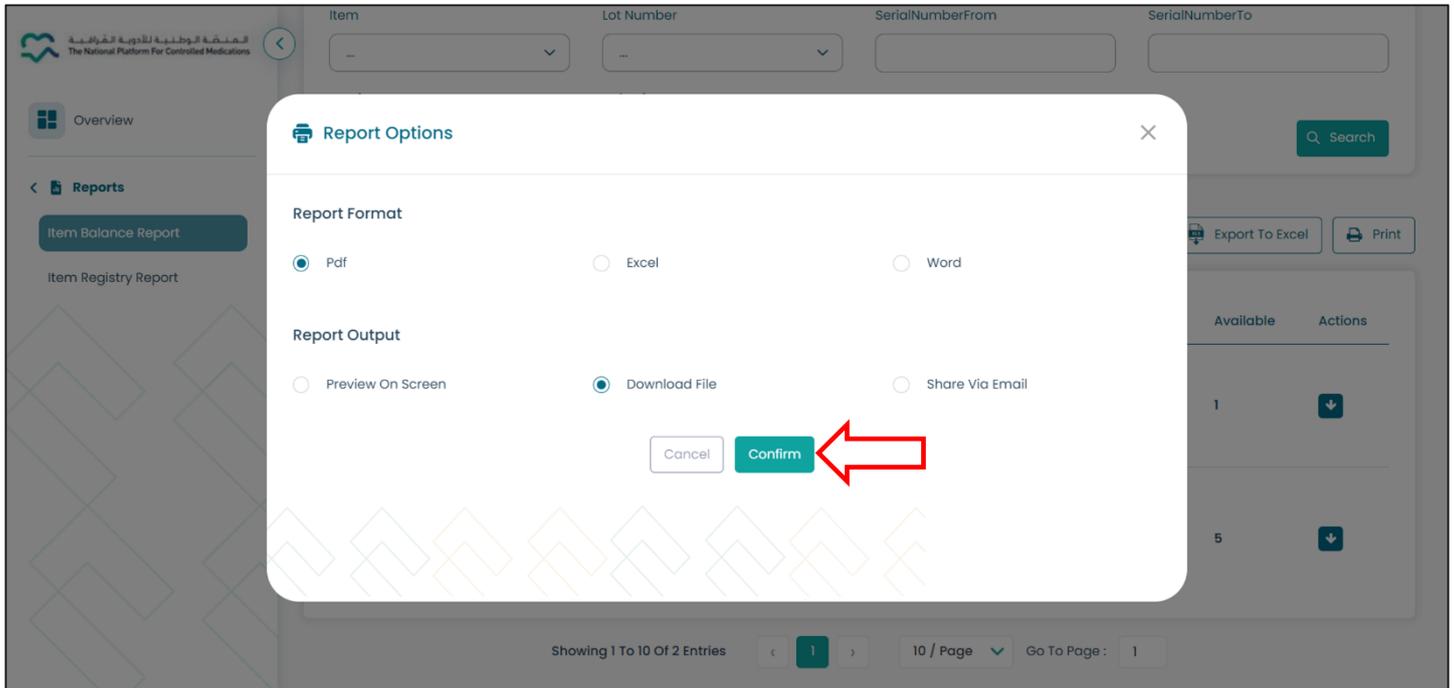


Figure 84: Report Options Pop-up Screen.



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	R93-9988-00112-01	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

Unofficial Document

Figure 85: Report Screen.

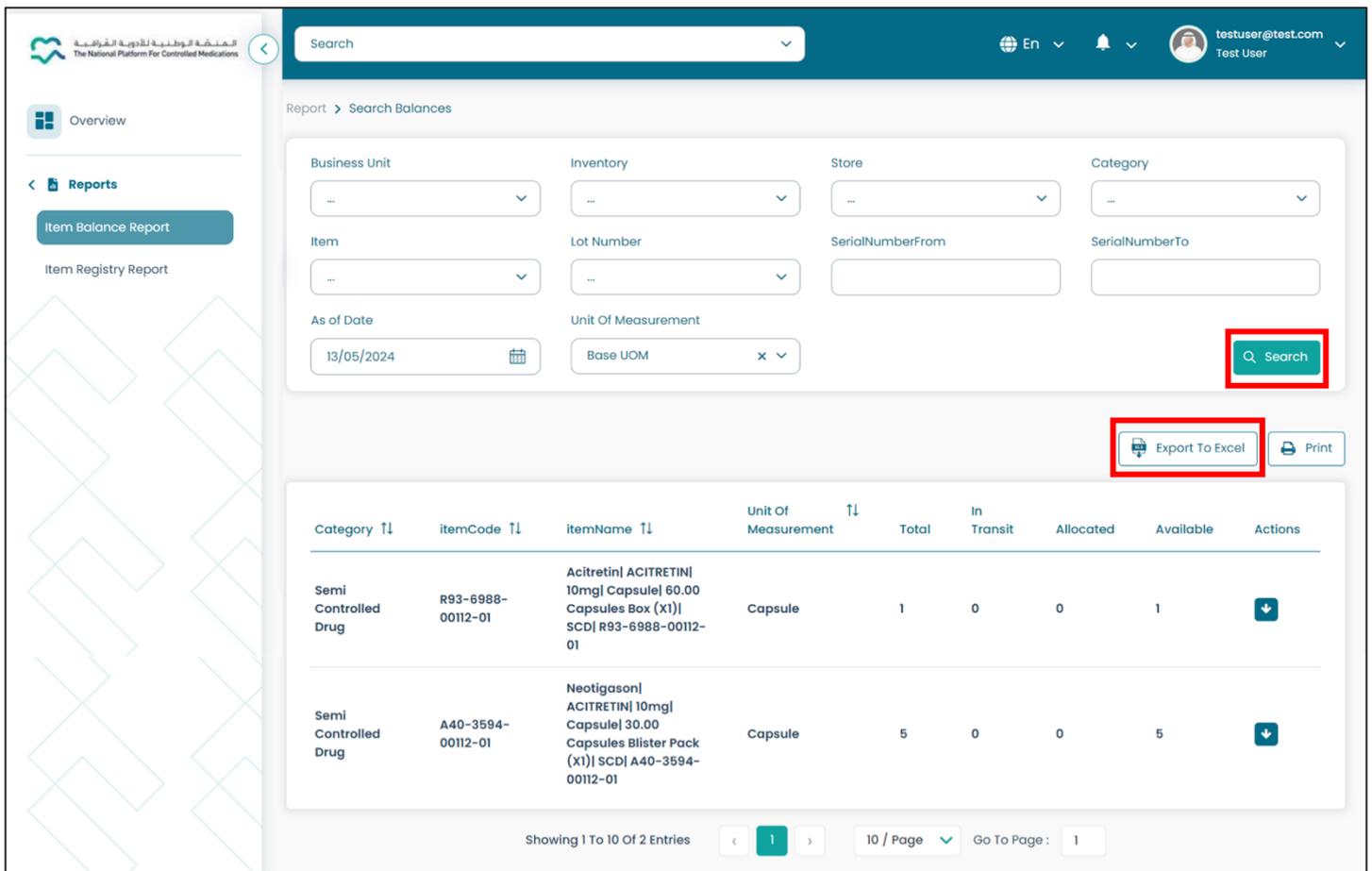


10.2.2 Export to Excel

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”**.



Category	itemCode	itemName	Unit Of Measurement	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	⌵
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	⌵

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

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Figure 87: Data After Exporting to Excel.