# 23.14. Product (drug) registration

# Introduction

The process by which a governing authority controls which products can be supplied in a country is called registration. The process involves keeping a register of the products that are allowed to be supplied by particular suppliers. Each supplier must:

- Obtain a supplier registration number and
- Obtain a registration for each product they wish to supply. This registration will be per brand and dose form, and will usually be time-bound and need renewal.

A critical part of the process is supplying documents to verify product quality. The functionality in mSupply is all about recording and tracking the status of suppliers' registrations and storing the documentation for easy retrieval.

# Getting started with the Registration module

# Activate the Registration module

Before using the Registration module you will need to activate it in the Drug registration tab of the General Preferences.

# Making the Registration module visible

mSupply treats the Registration module like a store (see Virtual stores). A user won't be able to log in to a virtual store on the login window unless they have permission to do so (see Managing users. You will need to allow the users who are going to do the registration work to see the Registration Module 'store'.

# Making things visible in the Registration module 'store'

When a new store is created, no existing items or names (suppliers, manufacturers, customers, etc.) are visible in it. This clearly needs to be fixed if you are going to register existing items, suppliers, or manufacturers!



Any items, suppliers and manufacturers created after the Registration module 'store' has been created will be automatically made visible in the Registration module 'store'.

#### Make existing suppliers and manufacturers visible

To make existing suppliers and manufacturers visible, you need to make them visible in the Registration module 'store' - refer Names: Using, adding and editing, the Store tab.

#### Make existing items visible

To make existing suppliers and manufacturers visible, you need to make them visible in the Registration module 'store' - refer Items, the Stores tab. This must be done while logged in to another store.

# Using the Registration module

The Registration module has its own Navigator. If mSupply doesn't start in Registration mode when you log in you may switch to it by choosing *File > Switch...* and selecting Registration:

<b>1</b> 0	Log-in – 🗆 🗙
Search users	2. Enter your password 3. Choose store if available General 4. Che Hospital Info System Orug Registration Connecting to data file on server: test data.4dd
~	5. Click the OK button to proceed Quit OK

You will then be presented with the Navigator for Registration:



# Show (list) registrations

To see a list of registrations click on the List button:



This will open the filter window to allow you to refine your search. The filters all work in the normal way so, if you want to list all registrations, do not enter anything in the filters:

Expiry date	٢	is on or b ᅌ	
and			
Supplier Name	٢	starts with ᅌ	
and			
Item code	٢	starts with ᅌ	
and	٢	VEN Category	Don't Care
and	0	category 1 is	Don't Care
and	0	category 2 is	Don't Care
and	٢	category 3 is	
and	٢	category 4 is	
and	0	Status is	Don't Care

Clicking the Find button will display a list of all the registrations that match your search criteria:

Item Name  Item Name Item N	Find Supplier est Drug Reg cademy Chemic	Filter list as: Iter Status	Application	Item name	٩		25/25
New Delete Item Name Est_item Test Co-trimoxazole [Septrin] 40mg/ Acc BC 300mg, tablet Acc endona 10kg evofloxacin, 1g Ale biclofenac sodium 50mg, tablet FIN tritesunate injection 60 mg Na	Find Supplier est Drug Reg cademy Chemic	Status	Application	Registration .			25/25
Item Name Tes co-trimoxazole [Septrin] 40mg/ Acc BC 300mg, tablet Acc lendona 10kg He evofloxacin, 1g Ale Diclofenac sodium 50mg, tablet FIN ritesumate injection 60 mg Na	Supplier est Drug Reg cademy Chemic	Status	Application	Registration .			
est_item Tes io-trimoxazole [Septrin] 40mg/ Acc 8C 300mg, tablet Acc endona 10kg He evofloxacin, 1g Ale biolofenac sodium 50mg, tablet FIN artesunate injection 60 mg Na	est Drug Reg cademy Chemic		traina et	number	Trade name regi	ls istered	Registration expiry
o-trimoxazole (Septrin) 40mg/ Acc BC 300mg, tablet Acc endona 10kg He evofloxacin, 1g Ale inclofenac sodium 50mg, tablet FIN rtesunate injection 60 mg Na	cademy Chemic		1	1 guard	lian		
BC 300mg, tablet Acc endona 10kg He evofloxacin, 1g Ale iclofenac sodium 50mg, tablet FIN rtesunate injection 60 mg Na			6	6 Test tr	rimoxazole		3/5
endona 10kg He evofloxacin, 1 g Ale iclofenac sodium 50mg, tablet FIN rtesunate injection 60 mg Na	ccess Spectrum		3	3 Natur	al ABC		12/1
evofloxacin, 1g Ale iclofenac sodium 50mg, tablet FIN rtesunate injection 60 mg Na	etero Labs Limi		4	4 Heter	o Fendona		
iclofenac sodium 50mg, tablet FIN rtesunate injection 60 mg Na	lere Medical Co		5	5 Alere	Levofloxacin		
tesunate injection 60 mg Na	IND		7	7 DH Di	clofenac		
	anova Co.Ltd		8	8 Artes	unate		
all bearing for plug fan motor Dri	rug Registration		9	9 Ball A	HE		4/.
MCP Future item 2 Wa	aimaw Townsh		10	10 Manu	facturer		12/2
efixime 100mg, tablet Ind	ndaw township	Refused	11	11 fireg			
ack with lid for 1-2ml Cryo vial Dru	rug Registration		12	12			
b regusition form Lar	anmadaw Town		13	13 labrer	1		
BBOTT EID m2000 Reagent Kit Htti	tilin Township		14	14			7/5
and Compression Sprayer Ca Ba	ago MMA	Waiting for docume	15	15 higy			4/3
ater for injection 5ml, bottle Ind	ndaw Township		16	16 jubile	e		
Iprenium Zeg	egong Township		17	17 asd			
Iprenium Zat	abbuthiri Town		18	18 jsd			
uinine DHCL, Inj 300mg/ml,2ml Wa	/aw Township		19	19 gdfdg	1		
boratory Coat, Medium Tat	abayin Township		20	20 ddfgf	d		
ater for injection 5ml, bottle Wa	/aibargi Towns		21	21			
ene Xpert Machine (4 modules) JIC	CA		22	22			
BC 300mg, tablet Ale	lere Medical Co		23	23			
lectronic Pipette Boy Acc	ccess Spectrum		24	24			

#### New

This will allow you to enter new registrations. See the section New Registration.

#### Delete

You may remove registrations by highlighting an item on this list and clicking the delete button.

Le Drug registration details		×
Supplier KERIPIA SC	plication number	8
Item Name 🛛 Acetylcysteine Injection, 200mg/ml, 10ml	Application date	2017-02-05
100400 Reg	istration number	8
Manufacturer KERIPIA SC	Reg. expiry date	00-00-00
Trade name AcetySuper	Category 1	None 🗸
Pack Size	Category 2	None 🗸
Comment test	Category 3	
Currently registered Approval date 00-00-00	Category 4	
Description	Status	Refused $\checkmark$
Document Log		
• •		
Add Remove		
Document name	Da	ate uploaded
		^
		~
OK & Next	Cancel	ОК 🛛 🗳

## **New registration**



To enter a new drug registration record, click on

This will open the following window where data can be entered in fields as described below:

View / edit registration

where you can view and edit the details:

Find

This allows you to refine your search without having to go back to the previous window.

To view and edit the details of a registration, double click it in the list and it will bring up a window

se New drug registration		<b>×</b>
Supplier	pplication number	0
Item Name	Application date	00-00-00
Ri Ri	egistration number	
Manufacturer 📃 🕹	Reg. expiry date	00-00-00
Trade name	Category 1	None ~
Pack Size	Category 2	None ~
Comment 📃 📕	Category 3	
Currently registered Approval date 00-00-00	Category 4	
	Status	None 🖂
Document Log		
• <b>–</b>		
Add Remove		
Document name	Di	ate uploaded
		~
		<b>~</b>
OK & Next	Cancel	ок 🏾 🗳

#### Supplier

- To get a list of suppliers starting with a particular letter, enter the letter and press **Tab**. This will let you select the supplier from a list.
- If you enter a letter and there is only one supplier beginning with that letter it will automatically be entered into the Supplier field.
- If the supplier is not listed you may need to create a new supplier record by clicking on the New Supplier button.
- If you want to list all suppliers you can enter @ and click Find.
- For more details see the New Suppler section below.
- Once you have chosen a supplier you will be able to edit the supplier details by clicking on the Edit Supplier button.

#### Item name

Enter the first letter of the item, press **Tab**, and select the item from the list that displays.

#### Manufacturer

As above enter the first letter of the manufacturer, press Tab, and select from the displayed list. If the manufacturer is not displayed a new record for the manufacturer will need to be created by clicking on the New Manufacturer button.

#### Trade name

As trade names for drugs vary widely this is a field to fill out manually.

#### **Currently registered**

If this item has been approved for registration then tick this box. The approval date will change to today's date once the window has been closed.

#### Status

You can assign a drug registration a status you have previously defined in the Drug Registration status window

#### Documents

You may attach documents to the registration record by clicking the plus button. This will open a window to allow you to navigate to and choose a locally stored document. To view documents stored in this way simply double click the document listed below.

#### Logs

The log tab allows you to see a list of events such as when this item was approved.

### Show (list) suppliers

#### See Show Suppliers



#### **New supplier**

#### See Names: using, adding and editing

: <b>=</b>	Ş	$\oplus$
	Suppliers	

### Show / new manufacturers

The process for viewing or adding a new manufacturer is the same as the process for viewing/adding a supplier - refer to the instructions above.

### Reports

Reports
Drug registrations

Clicking on Registrations will open a report listing all of your registration records.

# **Registration categories**

Item categories are a great way of grouping your items. This enables you, for example, to report on specific groups of products by filtering by category. This can be extremely helpful.



To create a new category click on the Cat. This will open this window:

🏚 🔹 Drug re	gistration category – 🗖	×
Show Categ	ory 1 🗸 🗸	
New	Delete	
	Drug registration category	
Anti-analgesic		^
Hair Growths		
		v

#### View registrations in category

• To view a list of registrations assigned to each category **double click** on the category in the list.

#### New

• Click the **New** button to add a new category.

#### Delete

• Click the **Delete** button to remove a category.



If there are registrations assigned to a category, then mSupply will not let you delete the category until you have removed the category from the *drug registration records*. mSupply will open the category so that you can see the Registration records that are assigned to this category.

عا	Drug registration cate	gory	- <b>-</b> ×
Drug registration categ	ory Subsidised Pharmacy Only		-
Registrations which below Supplier	Item Name	Trade name	Expiry date
Oxydan	Abacavir 300mg tabs	Fergitol	A
Oxydan	Abacavir 300mg tabs	mal de genou	
Test Supplier	Abacavir 300mg tabs		
Oxydan	Wax Embedding Pack/10kg	mal de pied	
Test Supplier	Zinc Phosphate Cement ( Elite Cement) P	mal de dos	
			~
<			>

# Drug registration status window

In this window you can define for yourself the different states or phases of a Drug Registration (for example, In Process, Refused, Waiting for documents, etc). This means that the status of a registration can be seen at a glance.



To show, create or delete a status click on the above button in the Navigator.

🖢 Drug registration status —	×
New Delete	
Status	
Refused	^
Waiting for documents	
	_
	<u></u>

### Edit a status

To edit a status, double-click on it. You can change its name or identifying color. The drug registrations that have been assigned this status will be affected by the change.

🌆 Drug registratio	on status			$\times$
Description Colour	Waiting for d	locuments n		
OK	& Next	Cancel	ОК	_

#### Add a new status

\* Click the **New** button to add a new status.

#### Delete a status

\* Click the **Delete** button to remove a status.



If this status has been assigned to registrations, then mSupply will not let you delete the status until you have removed the status from the *drug registration records*. mSupply will tell you how many drug registrations have been assigned this status.

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client

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