



Request for price list for controlled or semi-control medicines Service

End User Manual

Version: 2.0

Date: 18 Aug 2020

1. Table of contents

1.	Table of contents.....	2
2.	Executive Summary	3
3.	Copyright and Confidentiality.....	4
4.	Document management & Version Control	5
4.1	Document Version Control	5
4.2	Definitions & Abbreviations	6
5.	Business & System Overview.....	7
5.1	Document Purpose & Objective	7
5.2	Business Entities and Attributes.....	7
5.3	User Roles and Definitions.....	7
6.	Using the system.....	8
7.	Create new account	9
8.	Login page	11
9.	Request Price List of Registered Medications Service.....	12
9.1	Dashboard	12
9.2	Create New Request.....	13
10.	Payment:.....	15
11.	Price List File:.....	16

2. Executive Summary

This Document is developed by MOHAP IT Department, Dubai.

MOHAP IT Department Located in Dubai intends to automate and document the business requirements, processes and activities done by MOHAP departments.

Request for price list for controlled or semi-control medicines Service has been developed by IT Department in order to enhance the performance and facilitate its usage with the added new features.

3. Copyright and Confidentiality

This Document is created by MOHAP with the understanding that the technical design and Information contained herein in this document shall not be disclosed to any unrelated person or authority that is not eligible for MOHAP online services.

4. Document management & Version Control

4.1 Document Version Control

Document Title:	Request for price list for controlled or semi-control medicines Service – English End User Manual – Version 2.0
Document File Name:	Request for price list for controlled or semi-control medicines Service – English End User Manual – Version 2.0
Issued By:	Business Analysis team
Issue Date:	18/08/2020
Status:	Final

Version	Date	Author	
2.0	18/08/2020	Business Analysis team	IT Department

4.2 Definitions & Abbreviations

Item	Description
MOHAP	Ministry of Health and Prevention, United Arab Emirates, MOHAP is the Service Provider
Service	Request for price list for controlled or semi-control medicines Service provided by MOHAP
Applicant	The Applicant who is eligible to initiate, request or apply for the service
Coordinator	The officer who has permissions to view the application to Approve, Reject and Return to the Applicant for correction.

5. Business & System Overview

5.1 Document Purpose & Objective

The purpose of this document is to show the end user how to “**Request for price list for controlled or semi-control medicines**” Service.

5.2 Business Entities and Attributes

No.	Name	Brief Description	Responsibility
1	User Sign Up Form	Sign up a new user and register user information	Applicant
2	User Login Form	User Login	Applicant
3	Required Details	Enter the required details for the application	Applicant
4	Required Attachments	Upload the required attachments for the application	Applicant

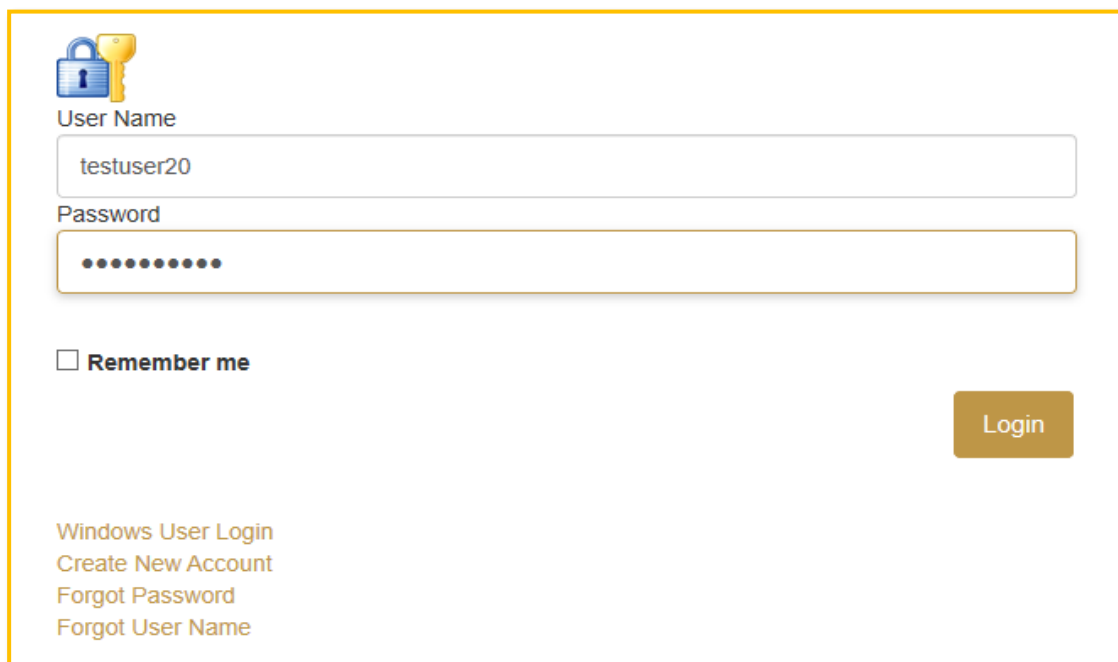
5.3 User Roles and Definitions

In this manual, we will focus on the role of the end user who is the applicant:

#	Functions
1	Create user account
2	Login to the service
3	Start the application by filling required information
4	Attach the required documents
5	Submit the application
6	Update and Re-submit the application when it is required

6. Using the system

1. Go to the following link: <https://smartforms.moh.gov.ae/DSS/>
2. System will show you the following form:



The screenshot shows a login form with the following elements:

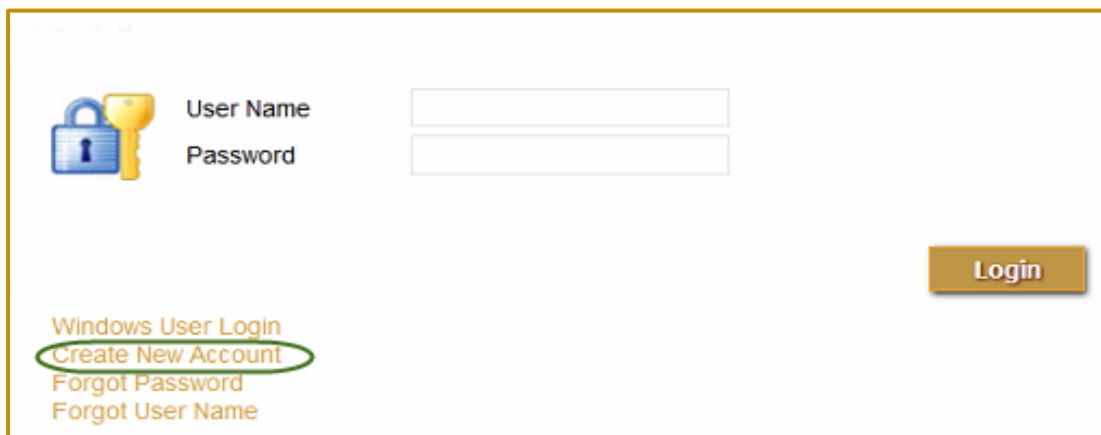
- Icon of a lock and a key.
- Label: "User Name"
- Input field containing "testuser20"
- Label: "Password"
- Input field with masked characters (dots)
- Checkbox labeled "Remember me"
- Button labeled "Login"
- Links: "Windows User Login", "Create New Account", "Forgot Password", "Forgot User Name"

3. If you have an account: Enter User Name and Password and click "**Login**"
4. If you don't have an existing account in MOHAP E-Services platform please click on "**Create New Account**" and activate it.

7. Create new account

The new user has to create a new account to be able to use MOHAP services.

On the other hand, user who has an account can escape this step and go directly to login page:



The screenshot shows a login interface with the following elements:

- Icons of a blue padlock and a yellow key on the left.
- Input fields for "User Name" and "Password".
- A brown "Login" button on the right.
- A list of links at the bottom: "Windows User Login", "Create New Account" (circled in green), "Forgot Password", and "Forgot User Name".

By clicking on the link “Create New Account”, system shows the following form:

The screenshot shows a 'Sign Up' form with the following sections and fields:

- Sign Up** (Section Header)
- Login Information** (Section Header)
 - User Name * (Text input)
 - User Group * (Dropdown menu, currently showing 'Select')
 - Email * (Text input)
 - Password * (Text input)
 - Verify Password * (Text input)
- User Information** (Section Header)
 - First Name * (Text input)
 - Middle Name (Text input)
 - Last Name * (Text input)
 - Cell Number (Text input)
 - Address * (Text input)
 - Country * (Dropdown menu, currently showing 'Select')
 - City (Dropdown menu, currently showing 'Select')
 - Area (Dropdown menu, currently showing 'Select')
 - Identity * (Dropdown menu, currently showing 'Select')
 - Attachment (Browse... button, No file selected.)
- Two Factor Authentication** (Section Header)
 - If you need to have additional security at login, than enable this option
- Word Verification: *** (Image-based CAPTCHA showing the word 'WMEHY' with a refresh button and a checkmark button)

At the bottom of the form, there are two buttons: **Create New Account** and **Cancel**.

Applicant has to fill in all required fields and click on “**Create New Account**” button. The system creates a new account and shows confirmation message to user.

Once the account is created, Applicant has to activate his account by clicking on the link which system sent to the registered email address.

8. Login page

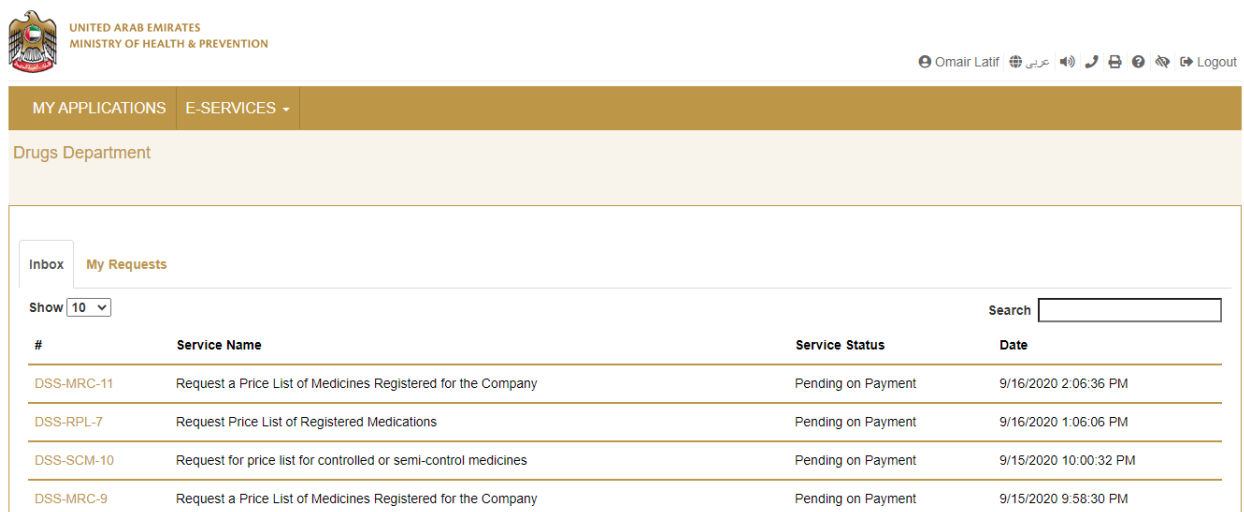
Refer to "[Using the System](#)" up.

9. Request Price List of Registered Medications Service

By using this service, the applicant can create a new request for “**Request for price list for controlled or semi-control medicines Service**”. And after login the system will redirect the user to his / her dashboard.

9.1 Dashboard

Inbox tab on the applicant dashboard list all the ongoing requests with details such as Service Number, Service Name, Service Status and Request Date. From the inbox the user has the flexibility to open the saved requests and proceed with the requests to make the corresponding payment as shown in the image below:



The screenshot shows the user dashboard for the Ministry of Health & Prevention in the United Arab Emirates. The user is logged in as Omar Latif. The dashboard displays the 'Inbox' tab with a table of pending requests. The table has columns for ID, Service Name, Service Status, and Date. There are four requests listed, all with a status of 'Pending on Payment'.

#	Service Name	Service Status	Date
DSS-MRC-11	Request a Price List of Medicines Registered for the Company	Pending on Payment	9/16/2020 2:06:36 PM
DSS-RPL-7	Request Price List of Registered Medications	Pending on Payment	9/16/2020 1:06:06 PM
DSS-SCM-10	Request for price list for controlled or semi-control medicines	Pending on Payment	9/15/2020 10:00:32 PM
DSS-MRC-9	Request a Price List of Medicines Registered for the Company	Pending on Payment	9/15/2020 9:58:30 PM

Picture: User Dashboard - Inbox

Dashboard has **My Requests** tab listing all the Previous Requests with the Service Number, Service Name, Service Status and Request Date as shown below:

#	Service Name	Service Status	Date
DSS-MRC-11	Request a Price List of Medicines Registered for the Company	Pending on Payment	9/16/2020 2:06:36 PM
DSS-RPL-7	Request Price List of Registered Medications	Pending on Payment	9/16/2020 1:06:06 PM
DSS-SCM-10	Request for price list for controlled or semi-control medicines	Pending on Payment	9/15/2020 10:00:32 PM
DSS-MRC-9	Request a Price List of Medicines Registered for the Company	Pending on Payment	9/15/2020 9:58:30 PM

Picture: User Dashboard – My Requests

9.2 Create New Request

To create a new request, applicant has to click on the “**E-Services**” Tab and choose “**Request for price list for controlled or semi-control medicines Service**” as shown below:

Picture: User Dashboard – Create Request

Once the applicant clicks on the button above, system shows “Application Form”:

UNITED ARAB EMIRATES
MINISTRY OF HEALTH & PREVENTION

Omar Latif عربي

MY APPLICATIONS E-SERVICES

Drugs Department

Request for price list for controlled or semi-control medicines

General Information

Applicant Name * Email * Mobile Number *

Applicant Name Email Mobile Number

Attachments

- Official letter of request for the list of medicines addressed to the Director of the Pharmaceutical Department on the company's letterhead

Select Attachment Type

Select

Choose File

Upload

Activate Windows
Go to Settings to activate Windows.

Save as Draft Submit Cancel Back

- All the Mandatory Fields (with Red Star) has to be filled by the applicant.
- Attach the required documents.
- Click on **Submit**.

After successful Submit of the request, applicant will receive the below email:

“Dear Applicant, Thank you for your interest in Request for price list for controlled or semi-control medicines Service. Kindly be informed that your application was submitted successfully. With the reference number << xxxxxxxxxxxx >> Please go to the following link to make the payment: <https://smartforms.moh.gov.ae/DSS/AppPages/TaskList> “

10. Payment:

Applicant can open the submitted application from the dashboard to make the payment. To proceed with the payment, Click on “**Proceed to Payment**” as shown below:

UNITED ARAB EMIRATES
MINISTRY OF HEALTH & PREVENTION

Omar Latif عربي

MY APPLICATIONS E-SERVICES

Drugs Department

Request for price list for controlled or semi-control medicines

General Information

Applicant Name * Fahmi 4

Email * fahmi176@gmail.com

Mobile Number * 0554605454

Attachments

- Official letter of request for the list of medicines addressed to the Director of the Pharmaceutical Department on the company's letterhead

Attachment Type	File Name	Date
105 - Official letter of request for the list of medicines addressed to the Director of the Pharmaceutical Department on the company's letterhead	escort let 1.docx	9/15/2020 9:28:09 PM

Download

Proceed to Payment

Applicant will be redirected to the payment page to complete the payment as shown below:

Card eD-Wallet Bank Account

We Accept VISA

Card Number

For proper completion of your transaction, please do not refresh this page or click the browser's back button.

Cancel Pay Now

Payment Details

- List medications quoted price of the com AED 300.00
- Fees & Charges AED 3.00

Total Payment Amount AED 303.00

Verified by VISA Mastercard SecureCode PCI DSS

Powered by e-dirham

After the successful Payment, applicant will be receiving the following email:

“Dear Applicant, your payment has been completed successfully for the request with the reference number << xxxxxxxxxxxx >>.”

- After payment the request will be sent to concerned employee to review it.

11. Price List File:

After approval of the request by the MOHAP Coordinator, the applicant will be able to download the price list from his/her dashboard.

Applicant has to navigate to **“My Requests”** tab in the dashboard. Click on the respective request and the price list file can be downloaded by clicking on **“Download”** button as shown below:

UNITED ARAB EMIRATES
MINISTRY OF HEALTH & PREVENTION

Omar Latif

MY APPLICATIONS E-SERVICES

Drugs Department

Request for price list for controlled or semi-control medicines

General Information

Applicant Name * Email * Mobile Number *

Applicant Name email@gamil.com 0512345678

Attachments

- Official letter of request for the list of medicines addressed to the Director of the Pharmaceutical Department on the company's letterhead

Attachment Type	File Name	Date	
104 - Official letter of request for the list of medicines addressed to the Director of the Pharmaceutical Department on the company's letterhead	mohap logo.jpg	9/16/2020 2:06:32 PM	Download

MOHAP Coordinator

Comments

Date	Comments
9/14/2020 11:08:23 AM	completed

File Name	Date	
54092269fa55ca:2150a9427a863df1d - Copy (2).jpg	9/14/2020 12:08:18 PM	Download

Picture: Dashboard – Download File

Thank You