

# NOOL ALERT MANAGEMENT SYSTEM WEB INTERFACE

User manual for end users – version 2.2

#### INTRODUCTION

#### Audience

This manual is intended mainly for end users, but it can provide information also to the other users of NOOL's alert management system via web interface, i.e. don't use own alert management system integrated with NOOL alert management system via API.

Examples showed in the manual can be specific for end users. Set of functions for end users is different from the functions available for MAH's.

#### Prerequisites for using the system

- ✓ MAH has signed contract with NOOL
- ✓ Valid access credentials to NOOL alert management were issued to MAH/OBP by NOOL organization.

Notice: One MAH can have more the one user account if desired.



## **Terminology**

Národní organizace pro ověřování pravosti léčiv, z.s. (NOOL)

Non-profit organization to ensure developing and managing National medicines verification system (CZMVS) in the Czech Republic.

#### **NOOL** alert management system

Supporting system to the national medicines verification system operated by NOOL.

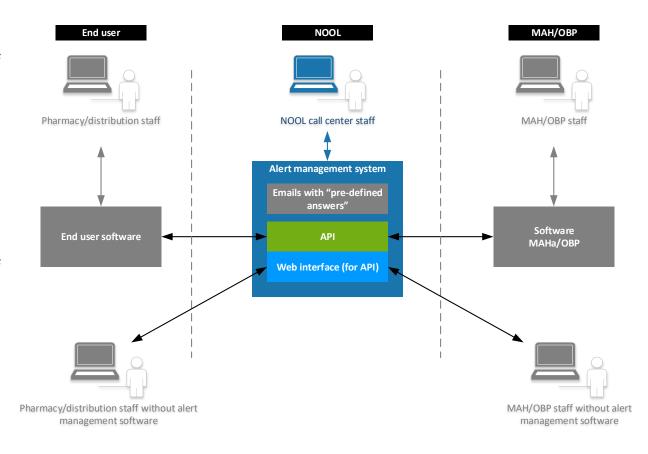
#### **ALERT MANAGEMENT SYSTEM**

**Alert management system** operated by NOOL is supplementary system to the Czech national medicines verification system (CZMVS). Purpose of the system is to make alert investigation easier and support automation of the investigation process.

#### Alert management in Czech Republic can be done by different ways:

- One way is to integrate MAH(OBP)'s software with NOOL alert management system via **API** and manage alerts in own system.
- ✓ Users without own alert management system or users where corporate policies do not allow integration can use web interface of NOOL alert management system. Usage of the web interface is subject of this manual.
- ✓ Existing e-mails with pre-defined answers "on click" can still be used.

Note: The **API for IT development** is described in detail in "Alerts Management API-Technical documentation.docx"



https://www.czmvo.cz/file.php?id=451



#### **ALERT MANAGEMENT VIA API OR WEB INTERFACE**

#### End user authentication

#### Standard authentication:

✓ **Login name and password**, generated by the **system upon** request at registrace@czmvo.cz

#### Simplified authentication:

- ✓ **Alert ID** (UPRC) as login a **Location ID** (premise) as password for the **alert state check** and work with attached messages.
- ✓ Location ID (premise) as login a the same location ID (premise) as password to check if product number or batch fall under exception Ministry of health.

#### Functions available after standard authentication

- ✓ Check state one or more alerts according given criteria (period, alert state, location ID etc.).
- Export list of alerts csv/xls file.
- Fetching/sending messages attached to an alert.
- ✓ Verification if alert or batch falls under exception Ministry of health.

#### Functions available after simplified authentication

- ✓ Check alert state and presence of attached messages.
- ✓ Fetching/sending messages attached to an alert.
- ✓ Verification if alert or batch falls under exception Ministry of health.



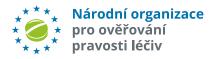
## **ALERT MANAGEMENT VIA API OR WEB INTERFACE**

## Advantages of alert management system:

- ✓ Simplified work with alerts, filters
- ✓ Support for automation of alert management process
- ✓ Support for anonymous communication between MAH and end user during alert investigation.

End user has to contact NOOL to get access credentials for using web interface of alert management system.

Note: Access credentials allow access to the both **test** and **production** environments. Test environment contains copy of production data, data are copied nightly.



#### **PROCESSING TIME & ESCALATION**

#### New alert notification (MAH's only)

NOOL alert management system sends notification about new alerts once a day. **Notification doesn't contain any details**; it is just notice that new alerts have been delivered to the MAH.

#### Investigation time

Alert should be investigated and closed within **14**\* days, which is set period during which the product generating alert will be kept in the pharmacy. After this period the product will be returned back to the distributor (except the alerts caused by an error of end-user).

\*14 days is under the Czech Law: No. 44/2019 Sb., § 89, subsection 4,

## "Not acting" notification (MAH's only)

System sends notification in case that MAH is not acting, i.e. status of the alert has not changed in the past **10 days**. Notification is sent to the FMD contact provided during registration process.

Note: This function will not be activated before Q2/2020.

## **Archiving**

**Closed alert** is marked as "for archiving" after 90 days. Since that status of the alert cannot be changed. After another 365 days is alert archived and it is no longer visible in the system for alerts management..



#### **REGISTRATION FOR ACCESS CREDENTIALS**

#### Contact

For all requests related to the registration email registrace@czmvo.cz should be used.

Once NOOL registers MAH in the alert management system MAH will obtain registration e-mail.

**Example of registration e-mail** 



#### Example of Registration e-mail

From: NOOL <no-reply@czmvo.cz>

Date: Wednesday 12th February 2020 12:27

To whom: <info@czmvo.cz>

Subject: < CZMVS - registrace - sprava Alertu/CZMVS - registration - Alert administration >

Vazeny pane/pani, zasilame Vam pristupy do NSOL systemu Spravy alertu.

Dear Sir/ Madam, We send you access to the CZMVS Alert Management System.

Prístupove udaje /Access credentials:

Login: nooltest

Heslo/Password: XXX

Testovací prostredi/Sandbox:

Webove rozhrani/Web interface: https://sandbox.czmvo.cz/

Rozhrani API/API interface: https://api.czmvo.cz/t/

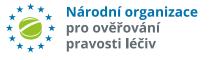
Produkcní prostredí/Production enviroment:

Webove rozhrani/Web interface: https://portal.czmvo.cz/

Rozhrani API/API interface: https://api.czmvo.cz/

Dulezite upozorneni: Produkcní prostredi bude zprístupneno az na vyzadani MAHem! Important notice: Production environment will be activated after MAH confirmation!

NOOL team



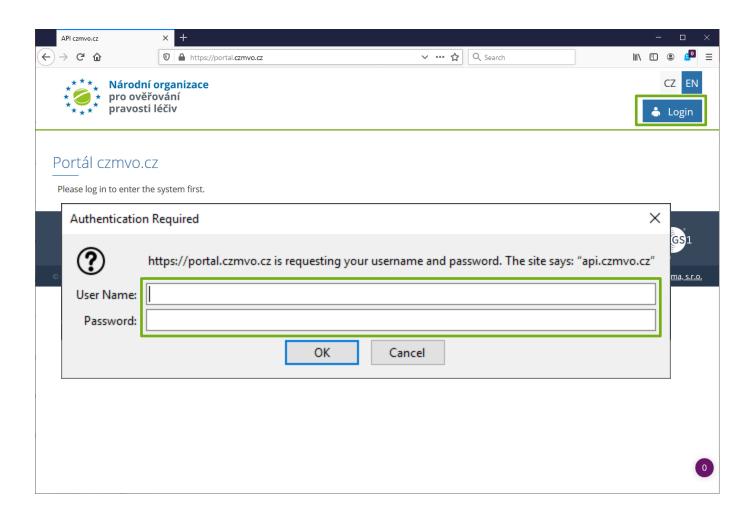
## **LOGIN TO NOOL ALERT MANAGEMENT SYSTEM**

Web interface of NOOL **TEST** alert management system is available on the link: https://sandbox.czmvo.cz/

Web interface of NOOL **PRODUCTION** alert management system is available on the link: <a href="https://portal.czmvo.cz/">https://portal.czmvo.cz/</a>

- 1. Click "Login". Authentication dialog will appear.
- 2. Enter *Login name* and *Password* provided by the NOOL into login page.

**Note:** If you don't have credentials or you forget your password please contact NOOL.

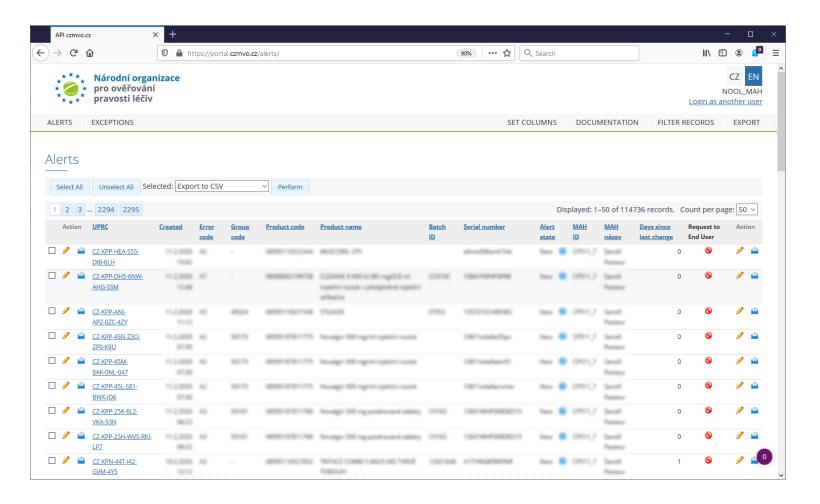




## **MAIN PAGE**

Once MAH/OBP successfully logs in, main page is showed.

List contains all alerts belonging to the end user.



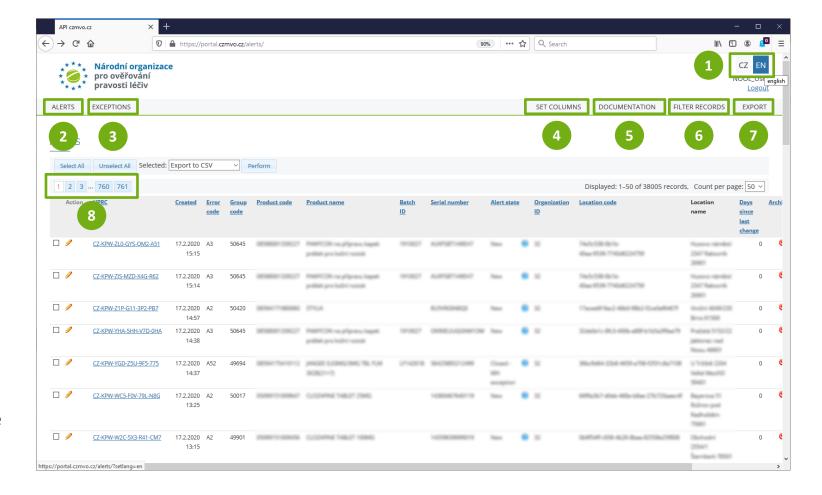


# **MAIN PAGE - CONTROLS**

- 1. Language selector
- 2. Switch to the alert list
- 3. Switch to the **exception** list
- 4. Customization of showed columns
- 5. Link to the **documentation** on the NOOL website
- 6. Show/hide filter
- **7. Export** data (all displayed items in the list)
- 8. Page selector

#### Note:

Clicking on column's name sort items according the selected column.

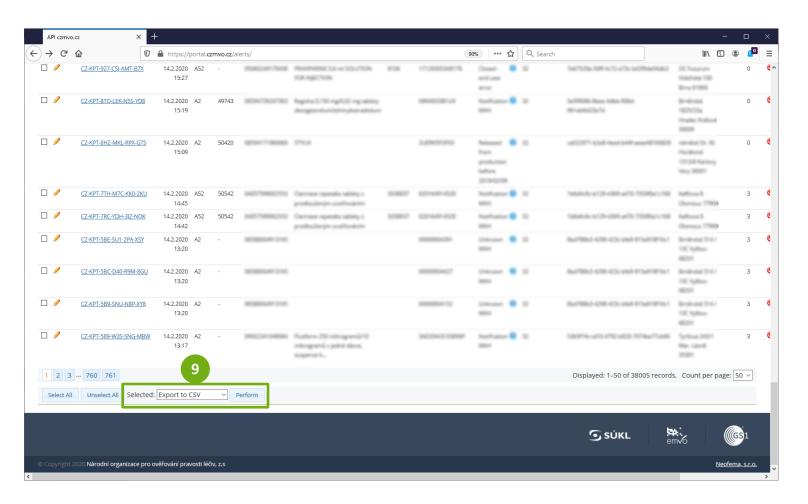




# **MAIN PAGE - CONTROLS**

9. Export selected (marked) items only.

**Tip:** Some controls are doubled. Placed at the top and bottom of the page.





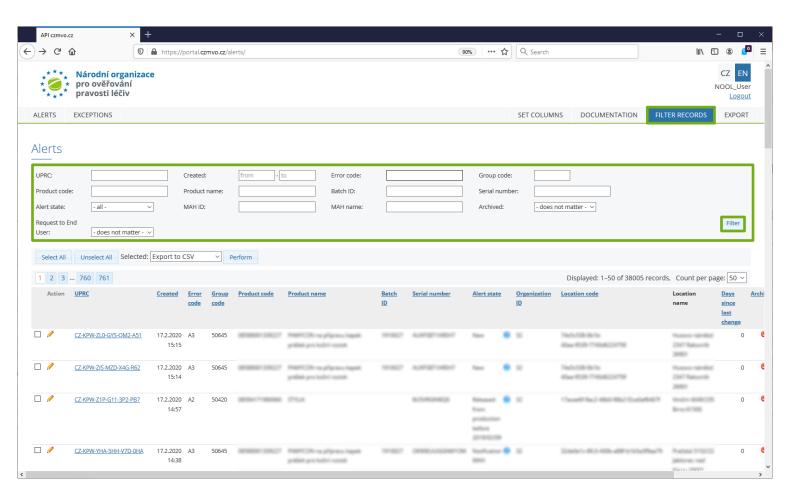
#### **ALERTS FILTERS**

Button "Alerts" shows all alerts assigned to the end user. In case of pharmacy or distributor list of all alerts generated by the organization is showed.

Alerts can be filtered by various criteria or conditions: UPRC, period, Error code, Group code, Product code, Product name, Batch ID, Serial number, Alert state, MAH ID, MAH name, Archiving attribute, Request for additional information.

Filter will show once you click the button "Filter records". Select criteria and confirm selection by clicking button "Filter".

Removing the filter settings – click on button "Cancel Filter".

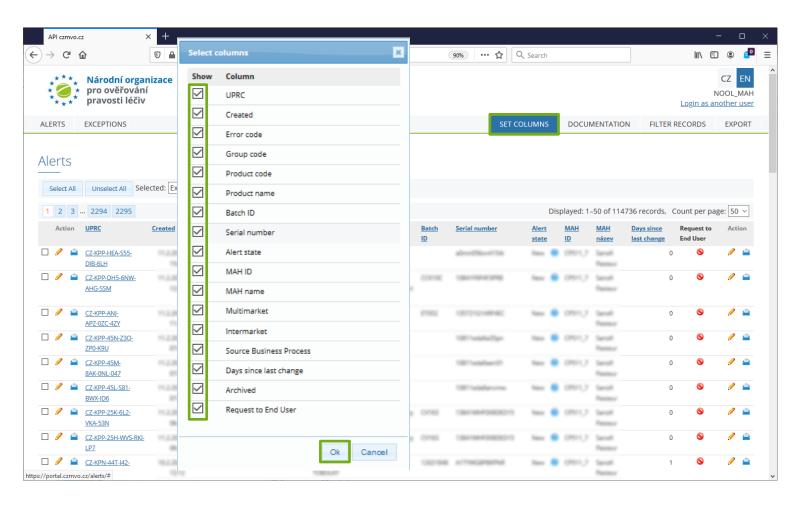




#### **VIEW CHANGE**

All columns are viewed by default.

**User can change the view** by clicking button "Set columns". Window with list of all available columns will appear. User can select which columns be showed and selection confirm clicking "Ok".

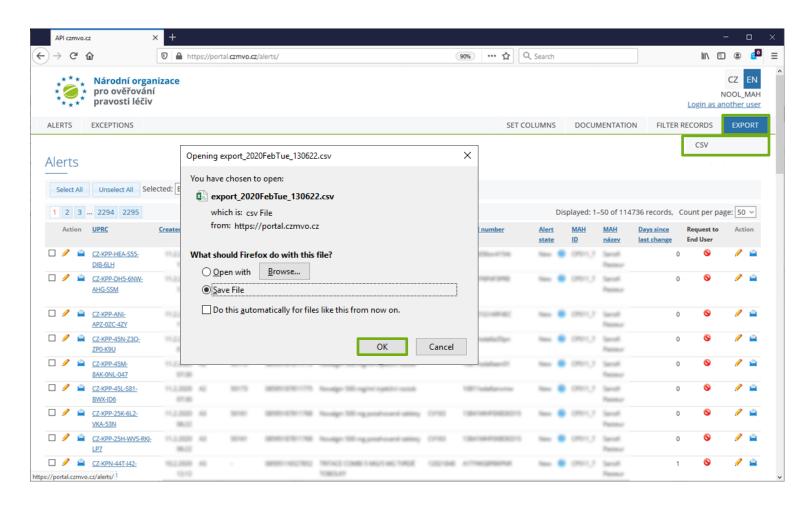




## **EXPORT ALL ALERTS ACCORDING FILTER**

All alerts in the list (according filter set) can be exported to file.

Click button "Export" on the right side and click to the select format, csv or excel. Save dialog will appear. Select "Save file" and Click "Ok".

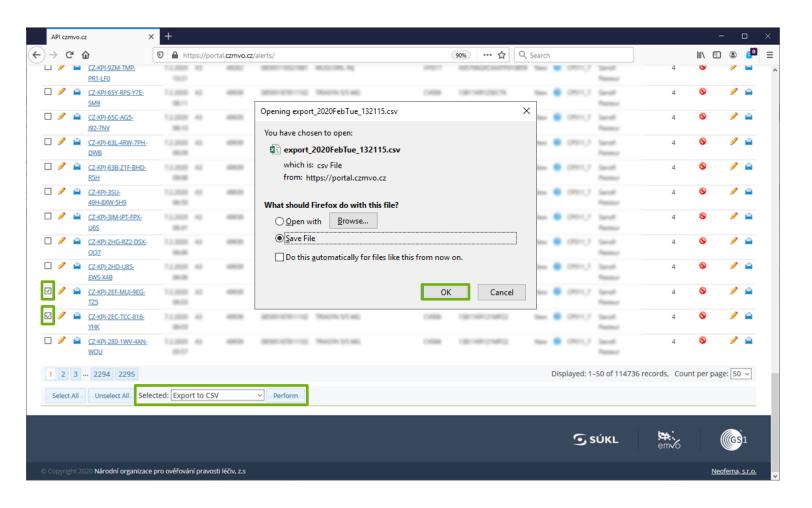




#### **EXPORT SELECTED ALERTS**

If **only selected alerts need to be exported**, it is possible to use **export button** at the top or at the bottom of the page.

First select alerts you want to export, by filter or clicking checkboxes beside UPRC. Next step is to select operation "Export to CSV" in the drop-box and click button "Perform". Save dialog will appear. Select "Save file" and Click "Ok".





#### **VIEW GROUP OF ALERTS**

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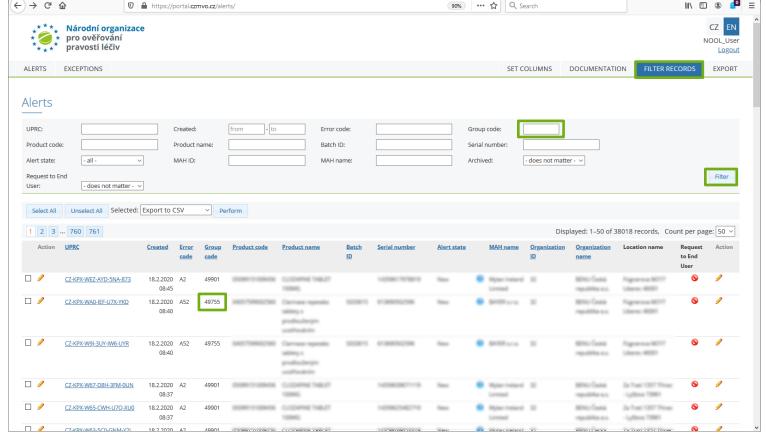
Use filter function. Put the group ID to the filter and click "Filter". List of all alerts belonging to the group be listed.

If you don't know the group ID, you can get it by searching for the alert belonging to the group. Group ID than can be showed in the alert detail.

If there is no Group ID showed in the alert detail, the alert doesn't belong to any group.

#### Alert grouping

- It is built-in function of alert management system to group alerts with **probably** the same characteristic during the time period.
- Grouping is based on Product code, Error code, Batch ID, etc.
- Group is always created by the packs with the same MAH and Product code, it never mixes different products in one group.
- The grouping allows change of the status in bulk which speed up the process.



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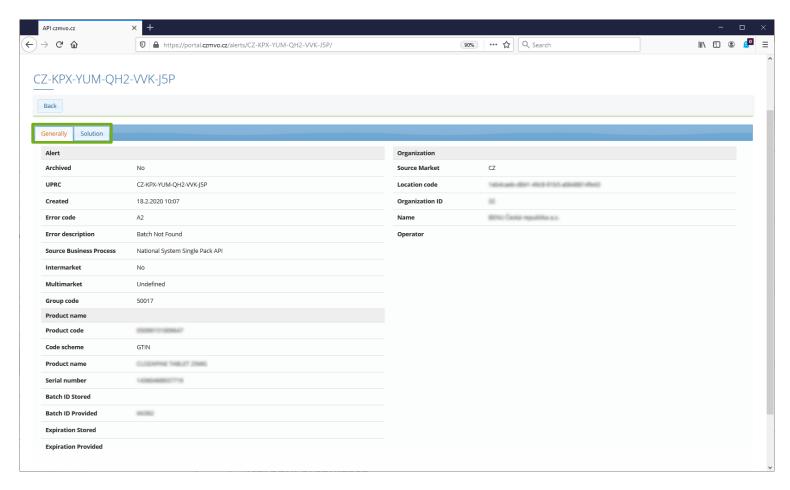
#### **VIEW ALERT DETAIL**

Click on the UPRC code of alert and page with alert detail appear. There are several lists in the alert detail.

List "General" shows details about alert like date of creation, error code, by user provided or in EU-HUB stored information, etc.

List "Solution" shows alert State, history od Status changes, communication log among end-user and MAH (text, files), date of the last update etc.

Click button "Back" to return to the list of alerts.



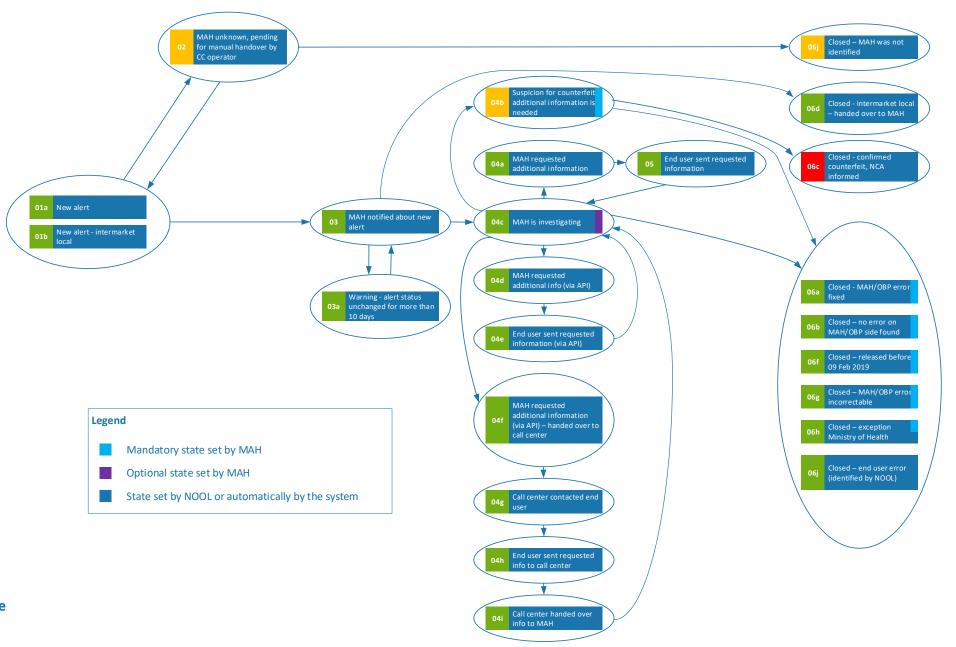


## **ALERT FLOW**

Alert flow is on the picture.

Some states are intended for internal use.

Alerts relevant for MAH's are marked by light blue and purple colors at the end. Please see the legend.





#### **ALERT STATES**

Alert state is changing through the whole lifecycle from the opening to final close. Some states are set by the system, another have to be set by MAH.

Closed alert states are most interesting for end users, to decide whether repeat verify operation (in case of correctable error) or return pack back to distributor. (incorrectable error).

Important are also states when MAH is asking for additional information.

#### Note:

In case of **potential counterfeit state 04b** has to be set by MAH. **NOOL sets final state 06c when investigation is completed and NCA informed**.



State	Description	Set by	Detail
06a	Closed - MAH/OBP error fixed	MAH	Verify pack again
06b	Closed – no error on MAH/OBP side found	MAH	Verify pack again
06c	Closed – suspicion for counterfeit, NCA informed	NOOL	
06d	Closed – Intermarket Local Handed over to MAH	NOOL	
06f	Closed – released before 09 Feb 2019	MAH/system	
06g	Closed – MAH/OBP error incorrectable	MAH	Return pack to distributor
06h	Closed – exception Ministry of Health	MAH/system	
06j	Closed – end user error (identified by NOOL)		Verify pack again
04d	MAH requested additional information (via API)	System	Provide requested information

#### **ANONYMOUS COMMUNICATION BETWEEN MAH AND END USER**

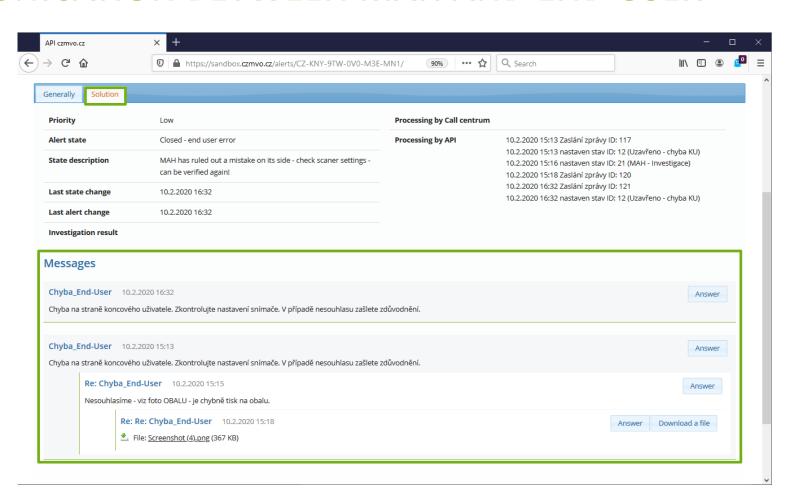
Alert management system supports **anonymous exchange** of "predefined" messages between MAH and end user.

The communication is intended to support MAH investigation for example in case MAH needs a pack photo.

Communication is showed in alert detail in sheet "Solution" in section Messages at the bottom of the page.

#### Note:

Communication requires that both MAH and end user use either Alert management API or web interface which is not mandatory. If answer to the request does not arrive in reasonable time (24 hours) "standard" communication via NOOL call center need to be used.

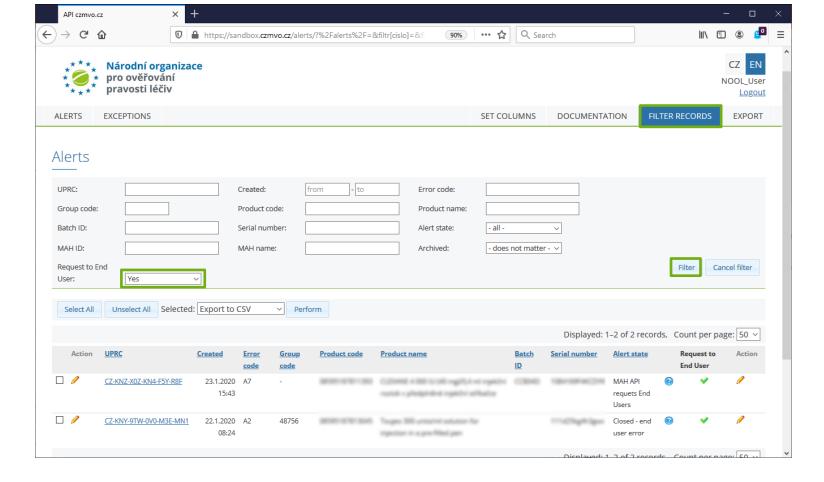




# **COMMUNICATION – SHOW LIST OF REQUESTS TO END USER**

**List of alert witch request for additional information** can be displayed via filter.

Turn on filter followed by setting the field "Request to end user" to "Yes".

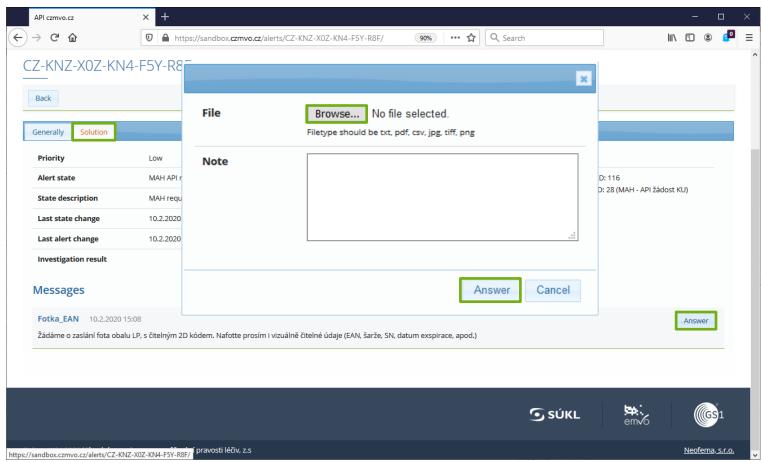




## **COMMUNICATION – SEND ANSWER TO MAH**

List of alerts with answers to requests for additional information can be displayed via filter.

In alert detail click switch to sheet "Solution". You can see request in the section Messages. Click on button "Answer". New dialog will appear. Attachment can be added via button "Browse" and optionally message or text can be inserted in array "Note". Message will be sent by clicking button "Answer".





# **COMMUNICATION – PREDEFINED MESSAGES**

**List of available requests for additional information** is in the table.

#### Note:

List of messages **may change based on feedback** from the users of the system.

Requirement	Description	
Photo	We ask you to send a photo of the pack cover with a legible 2D code.	
Photo, more info	We ask you to send a photo of the pack cover with a legible 2D code. Please take visually readable data (EAN, batch, SN, expiration date, etc.).	
Distributor	We ask for the supplier name of the pack.	
Error End-user	End-user error. Check the sensor settings. In case of disagreement please provide a justification.	

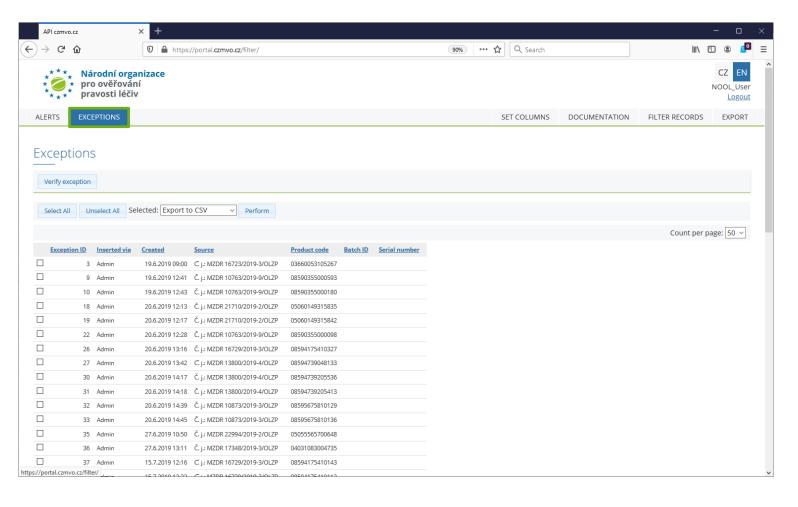


#### **EXCEPTIONS**

Exceptions granted by Ministry of Health allow dispense defined products even if the verification process fails.

List of exceptions are primarily maintained and checked by NOOL, however MAH may also modify exception list.

Click button "Exception" to view list of exception.





#### VERIFY PRODUCT FOR THE EXCEPTION

Products can be verified if there is an exception applicable.

Click the button "Verify exception". Dialog will appear. Fill in Product code and batch and click "Verify".

