

Pharmacy Product System – National (PPS-N) User Guide



Version 1.3

July 2017

**Department of Veterans Affairs
Office of Information and Technology (OIT)
Product Development**

Revision History

Each time this manual is updated, the Title Page lists the new revised date and this page describes the changes. No Change Pages document is created for this manual. Replace any previous copy with this updated version.

Date	Revised Pages	Patch Number	Description
July 2017	2, 3, 9, 11, 76	PREN*1.3*1	Made updates for PPS-N v1.3 which addresses 2FA Compliance and IAM SSOi intergration for PIV authentication. Pavani Mukthipudi/Anitha Alluri
November 2016	14 , 15 , 17 , 20 , 22 , 23 , 35 , 39 , 47 , 48 , 55 , 56 , 67 , 68	PREN*1.1*4	Updated version number to 1.2 and added Fixed Medication Copay Tiers (FMCT) functionality. W Cobb
May 2015	All	PREN*1.1*3	Updated date and version number to 1.1.02. Enterprise Application Maintenance
September 2014	All	PREN*1.1*2	Updated version number to 1.1.01 and made formatting changes per Lyn Teague's suggestions. Enterprise Application Maintenance
July 2014	All	PREN*1.1*1	Changed date to reflect real release date. M Colyvas
June 2014	1, 3, 6, 9, 10	PREN*1.1*1	Added required paragraphs between major headings and repaginated. Edited description under PPS-N Button descriptions. Fixed table heading to cross pages. Re-did TOC. M Colyvas
June 2014	9, 34, 51, TOC	PREN*1.1*1	Updated items from CPS review. M Colyvas
May 2014	All	PREN*1.1*1	Updated items for Section 508 compliance; pagination for headings and continuity with graphics; changed revision history table M Colyvas
April 2014	All	PREN*1.1*1	Updated to match VDL version; updated footer; updated graphics for 508 compliance; minor text and formatting changes. B Holihan
November 2013	All	PREN*1*2	Updated version number to 1.0.01 Enterprise Application Maintenance
January 2013	All	PREN*1*1	Updated URL of the National Site in Login Section SwRI

January 2013	All	PREN*1*1	Added the URL to the Login page Section SwRI
January 2013	All	PREN*1*1	Minor formatting changes SwRI
September 2012	All	PREN*1*1	Added significant information and included extracts from the PPS-N help pages so this document is more consistent with the application help files. SwRI
July 2012	All	PREN*1*1	Updated for National Release SwRI
March 2012	All	PREN*1*1	Baseline document SwRI

Table of Contents

Pharmacy Product System – National (PPS-N) Overview.....	1
Purpose	1
Overview	1
Background.....	1
PPS-N Advantage	2
Security Roles.....	2
Identity Management	3
Application Interaction Flow	3
PPS-N Button List	6
PPS-N Application Pages.....	9
Login Page	9
Instructions.....	9
Authentication Explanation	9
Header and Main Navigation Bar	10
Login / Logout	10
Main Navigation Bar.....	11
Information Bar.....	11
Home Tab	11
Manage PPS Tab	13
Enter / Edit Items Tab.....	13
Requests Tab.....	32
Saved Work in Progress Tab.....	37
PPS Data Elements Tab	38
PPS Data Requests Tab.....	42
Reports Tab	45
How to Use the Buttons	46
Types of Displayable Reports	49
COTS Services Tab.....	54
FDB Search Tab.....	54

FDB Add Tab.....	59
FDB Update Tab	59
(FDB) Added Report Tab	60
(FDB) Updated Report Tab	61
User Preferences Tab	61
User Preferences Tab	62
Search Preferences Tab.....	63
Help Tab	66
Manage Application Tab – for Supervisor Roles Only	69
Domain Mapping Tab – for Supervisor Roles Only	69
System Data Tab – for Supervisor Roles Only	72
User Roles Tab – for Supervisor Roles Only.....	75
Edit Home Page Tab – for Supervisor Roles Only	76

LIST OF TABLES

Table 2: Roles and Descriptions	3
Table 3: Interaction Flow Descriptions.....	5
Table 4: Entity Types and Respective Search Fields.....	14
Table 5: Request Type Filters	32
Table 6: Domain Request Type Filters	43
Table 7: Available Reports	46
Table 8: FDB Search Option Types.....	55
Table 9: FDB Control Process Jobs	72
Table 10: Jobs Table - National Settings	74
Table 11: PPS-N User Roles.....	75

LIST OF FIGURES

Figure 1: PPS-N Interaction Flow.....	4
Figure 2: IAM Single Sign On Login Screen	10
Figure 3: Header and Navigation	10
Figure 4: Home Page	12
Figure 5: Manage PPS Tab	13
Figure 6: Simple Search.....	13
Figure 7: Simple Search Select Item Type.....	14
Figure 8: Simple Search Select Search Field	14
Figure 9: Simple Search Results	16
Figure 10: Export Bar	16
Figure 11: Edit Item	17
Figure 12: Access Other Drug Item Tabs	17
Figure 13: Create New [Item Type] from Existing Link	18
Figure 14: Create New [Item Type] from Blank Link	19
Figure 15: Create New Product Template.....	20
Figure 16: Enter New Product Fields.....	22
Figure 17: Create New Product Confirmation	23
Figure 18: Advanced Search Link	24
Figure 19: Advanced Search Page	24
Figure 20: Search Templates	25
Figure 21: Advanced Search Dropdown List.....	26
Figure 22: Advanced Search Parameter.....	26
Figure 23: Advanced Search Multiple Parameters.....	27
Figure 24: Advanced Search And/Or Logic	27
Figure 25: Advanced Search Results	28
Figure 26: Advanced Search Export Bar	28
Figure 27: Save Advanced Search Template	29
Figure 28: Change Advanced Search Template.....	29
Figure 29: Processes on the Products Tab	30
Figure 30: "Search For" Text Box	31
Figure 31: Processes on the NDCs Tab	31
Figure 32: Requests Tab	32
Figure 33: Requests Search Results	33

Figure 34: Approve Addition Request	34
Figure 35: Approve Request Confirmation.....	36
Figure 36: Rejection Details	36
Figure 37: Pending Modification	37
Figure 38: Saved Work in Progress	37
Figure 39: PPS Domain Search.....	38
Figure 40: PPS Domain Search Fields.....	38
Figure 41: PPS Domain Search Results.....	39
Figure 42: PPS Domain Edit.....	40
Figure 43: PPS Domain Edit Summary	41
Figure 44: Error Messages	41
Figure 45: Open Blank Template Link	42
Figure 46: Dosage Form Template	42
Figure 47: PPS Data (Domain) Requests.....	43
Figure 48: PPS Domains Requests Results.....	44
Figure 49: PPS Domain Request Approval.....	44
Figure 50: PPS Domain Request Confirmation	45
Figure 51: Reports Tab	45
Figure 52: Select Report	46
Figure 53: Report Status	47
Figure 54: Report Generate New	47
Figure 55: Report Download	48
Figure 56: Run Reports with Date-Time Range	48
Figure 57: VA Drug Classifications Report.....	49
Figure 58: Exclude from DDI Report	50
Figure 59: No Active NDCs Report.....	51
Figure 60: Proposed Inactivation Date Report.....	51
Figure 61: VUID Approvals Report.....	52
Figure 62: FDB Copay Change Report.....	53
Figure 63: COTS Services Tab	54
Figure 64: FDB Search Tab	54
Figure 65: FDB Search Options Type.....	55
Figure 66: FDB Search Results.....	56
Figure 67: FDB Item Details.....	57
Figure 68: FDB Match Results	58
Figure 69: FDB Add	59
Figure 70: FDB Update.....	60
Figure 71: FDB Added Report.....	60
Figure 72: User Preferences Tab.....	61
Figure 73: User Preferences	62
Figure 74: Search Preferences.....	63
Figure 75: Search Templates	63
Figure 76: Edit Search Template	64
Figure 77: Selected Fields for Product Search Template.....	65
Figure 78: Simple 'All Fields' Product Search	66
Figure 79: Help Tab	66
Figure 80: Main Help Page	66
Figure 81: Help Options.....	67
Figure 82: Page Help	68
Figure 83: Context-Sensitive Page Help.....	68
Figure 84: Manage Application Tab	69

Figure 85: Domain Mapping Tab..... 69

Figure 86: Domains for Domain Mapping..... 70

Figure 87: Domain Mapping Tables 70

Figure 88: Domain Mapping Assignments 71

Figure 89: System Data Tab 72

Figure 90: User Roles Tab 75

Figure 91: Edit Home Tab Content..... 77

(This page included for two-sided copying.)

Pharmacy Product System – National (PPS-N) Overview

This section describes the purpose of PPS-N, gives a general overview of the system and its goals, explains the background of the system's development, and delves into the advantages the system has to offer the users.

Next, the overview touches technical aspects of the system: security roles, identity management, the flow of the application's interactions, and a list of its buttons and links.

Purpose

The Pharmacy Product System – National (PPS-N) is a Web-based application that allows select members of the Department of Veterans Affairs (VA) Pharmacy Benefits Management (PBM) Services to create and revise pharmacy drug information.

The purpose of this user guide is to provide a general overview of the PPS-N application as well as more detailed working information. It also provides reference material and task-based instructions for performing the various capabilities resident within PPS-N.

Overview

The Veteran's Health Administration (VHA) is undertaking a Pharmacy Re-Engineering (PRE) initiative. The objective of the PRE project is to facilitate the improvement of pharmacy operations, customer service, and patient safety for the VHA. The PRE project will help address the identified goals and vision for the VHA Pharmacy System.

The goal for the overall PRE project is a seamless and integrated nationally supported system that is an integral part of the new VA service-oriented architecture (SOA) environment. To meet this goal, the PRE project will enhance pharmacy data exchange, as well as clinical documentation capabilities, in a truly integrated fashion to improve operating efficiency and patient safety. Additionally, it will provide a flexible technical environment to adjust to future business conditions and to meet patient needs in the clinical environment. Achieving this goal will enable resolution of current pharmacy issues, improve patient safety, and facilitate long-term process stability.

The PRE project has been broken down in multiple projects. Previous phases of PRE have concentrated on order checks (Medication Order Check Service - MOCHA), automated updates (Data Update - DATUP), and customizing the drug interactions (Pharmacy Enterprise Customization System - PECS). The PPS-N and the PPS-N Migration projects provide two distinct capabilities that are included in the same application. However, the focus of this User Guide is on the PPS-N application.

Background

The Pharmacy Product System (PPS) is intended to improve the VA's current formulary processes. The current VA National Formulary consists of items such as medications and supplies that have been identified by VA organizations for inclusion. There is a process in place that governs the status change of all items with regard to the VA National Formulary. Upon approval, the item status is changed in the VA National Formulary, and updates are issued to the local drug files via software patches.

PPS is envisioned as two distinct processes. The first process covers PPS at the national level (called PPS-N). The PPS-N environment provides for the ability to manage pharmacy-specific data across the enterprise, ensuring that all facilities are using the same base data for their operations. The second process encompasses PPS processes at the local level (called PPS-L). The PPS-L application environment will provide services that enact business logic for the daily operations of pharmacy users at the VA's medical centers and clinics.

The focus of the current PPS software development efforts and this User Guide is on developing the PPS-N system. This application includes two distinct capabilities: PPS-N Migration and PPS-N. The PPS-N Migration application will be used to migrate data from the legacy National Veterans Health Information Systems and Technology Architecture (VistA) National Drug File Management System (NDFMS) into the PPS-N database. Once the data migration process is completed, the PPS-N Migration application will be retired, and the PPS-N application will be used to manage the VA National Formulary thereafter.

PPS-N Advantage

The PPS-N application allows national VA personnel to more easily, quickly and safely manage the VA National Formulary which directs which products, such as medications and supplies, are to be purchased and used by the VA hospital system. The key capabilities are:

- Provide a means for users to manage the National VA Formulary items. This includes being able to request the addition and update of items, and then approve these requests.
- Provide a means to synchronize PPS-N data with NDFMS.
- Provide a means to interface with a third-party commercial-off-the-shelf (COTS) drug data source. Via this interface PPS-N:
 - Provides a means for users to manage additions and changes made in the COTS drug data source, including synchronization of this data with the PPS-N Enterprise Product List (EPL).
 - Provides a means for users to search for data within the COTS drug data source.
 - Provides a means for users to manage the mapping of VA concepts to COTS concepts.
 - Provides a means for users to perform reports on items added by the COTS drug data source.
- Provide a means for users to perform various simple and advanced searches for item data contained within PPS-N.
- Provide a means for users to perform reports on the item data contained within PPS-N.
- Provide a means to retrieve pricing information from the Federal Supply Schedule (FSS) system, and then to display this information to the PPS-N users.
- Provide a means to retrieve Standard Medication Route information from the VA Enterprise Terminology System (VETS), and then to manage this data within PPS-N.
- Provide a process executed on the legacy NDFMS system to support data synchronization with the PPS-N database.

Security Roles

The PPS-N application is accessible only by users signed directly into the VA network, or by users signed into the VA network via the remote client. User authentication into the VA network is a precondition of PPS-N application access. User authentication is handled by IAM SSOi.

In order to log in to the application, each user must have a valid PIV Card. At the application's login screen, users are prompted to select their windows security certificate and enter their PIN.

Identity Management

Authentication is handled through the IAM SSOi service and user roles management is handled within PPS-N application. Depending on the permissions needed by a user, the appropriate role is determined and the corresponding role is assigned to the user through the PPS-N application User Roles page by the [PBM NDF Managers](#).

The following is a list of roles available within the application, and a description of what each role can do.

Table 1: Roles and Descriptions

Role	Description
PPS National Viewer	This role is designed for a user who needs access to PPS-N to view drugs and their attributes. This user can search for and view drug details but cannot modify drugs nor add new drugs to the system. The user can use advanced search and create personal search templates. They can also search the COTS drug information database, presently First Databank (FDB). This user does have the ability to submit a change request for a drug. This user will be able to view all the data screens in PPS-N (not migration). This user has the ability to view and create reports.
PPS National Second Approver	This role contains all the functionality of a PPS National Viewer. This role also allows a user to provide a second approval on items that are in the Pending second approval state. The user can search for all requests, select and view any request, but they can only approve or disapprove those that the National Managers marked as available for second approval.
PPS National Manager	This role controls the normal processing of drug items. This role contains all the functionality of the PPS National Second Approver plus the ability to add, edit and approve all items such as products and national drug codes (NDCs) and new domains such as generic names, ingredients, etc. This role also allows the user to search for new items in FDB and add them to PPS-N.
PPS National Supervisor	This role contains all of the permissions of a PPS National Manager. In addition, the role provides the ability to configure the auto-update processes from Standards and Terminology Service (STS) and FSS or to manually start the processes. This user can also control the sending of synch messages to VistA. Further, this role allows the user to create system level advanced search templates, and to delete templates and partially saved items that other users have created.

Application Interaction Flow

The figure below provides a high level interaction flow diagram for the PPS-N system. The circles within the PPS-N oval represent the major capabilities provided by the application. The squares with inclusive circles represent the main external applications with which PPS-N interacts. Additional details on the process flows for each of the PPS-N capabilities can be found in the System Design Document.

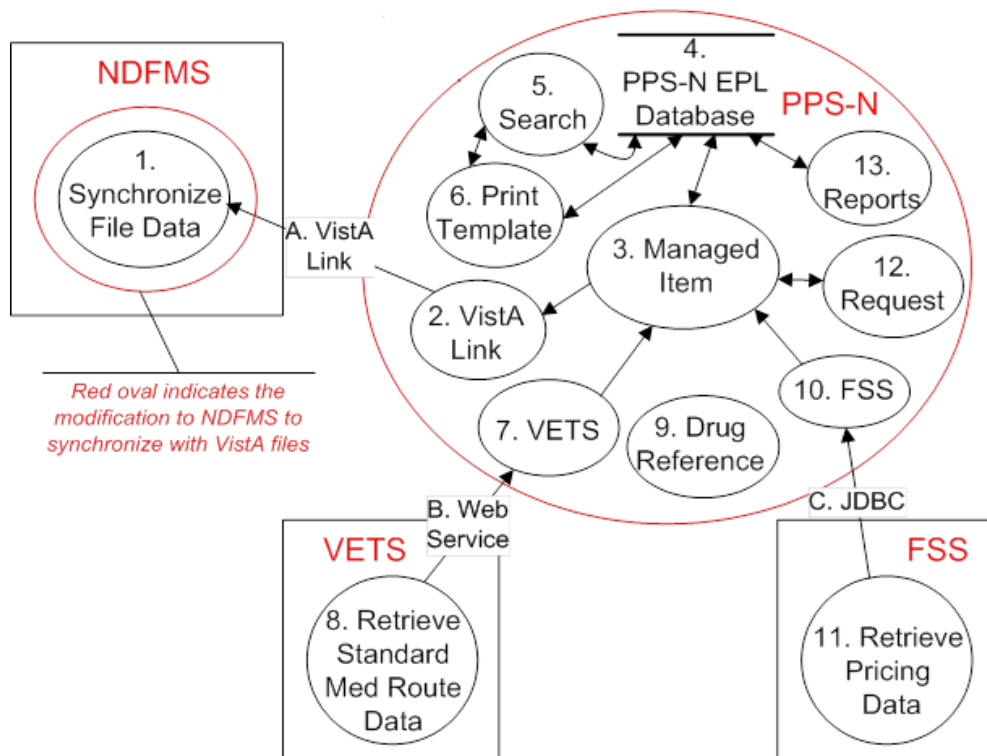


Figure 1: PPS-N Interaction Flow

The table below provides amplifying information for the interaction flow presented above.

Table 2: Interaction Flow Descriptions

Name	ID	Description	External Interface Name
Synchronize File Data	1	This process is invoked by the PPS-N application's VistA Link service to synchronize item updates from PPS-N into NDFMS' VistA files	VistA Link, which allows external systems (such as PPS-N) to invoke MUMPS procedures on the NDFMS side
VistA Link	2	The service is used to send RPC messages from PPS-N to NDFMS	VistA Link, the interface mechanism between NDFMS and PPS-N
Managed Item	3	This service handles validation and create, read, update and delete (CRUD) operations with the PPS-N data entities	N/A
PPS-N Database	4	This database is used to persist all entities and information needed by the PPS-N application	N/A
Search	5	This service handles all simple and advanced search functionality for the PPS-N application	N/A
Print Template	6	This service handles CRUD operations for the 'print template' entity, used to persist advanced search criteria and result columns	N/A
VETS	7	This service is used to send web service requests to the VETS system, for the Standard Med Route data that it contains	Web services, the interface mechanism between VETS and PPS-N
Retrieve Standard Med Route Data	8	This process (not developed as part of PPS-N) is invoked by the PPS-N application's VETS service to request Standard Med Route data	Web services, which allows external systems (such as PPS-N) to request data contained in the VETS data store
Drug Reference	9	This service interfaces with the COTS drug information database (also located within PPS-N)	N/A
FSS	10	This service is used to send Java Database Connectivity (JDBC) queries to the FSS system, for the pricing data contained in its database tables	JDBC, the interface mechanism between FSS and PPS-N
Retrieve Pricing Data	11	This process (not developed as part of PPS-N) is invoked by the PPS-N application's FSS service to request pricing data	JDBC, which allows external systems (such as PPS-N) to query for data contained in the FSS database
Request	12	This service implements the item request management functionality for the PPS-N application	N/A
Reports	13	This service is used to manage reports	N/A

PPS-N Button List

The PPS-N application contains a large number of buttons and links. Below is a list of the buttons in PPS-N and their meanings. This list is alphabetical, not by window or function, as the buttons can display on many different windows and it depends upon user role whether a button is visible.

- **Accept Changes** – When a user makes changes to an item, those changes are displayed in a modification summary table so they can review and confirm the changes. This button provides that confirmation
- **Accept Changes to Product & Create Blank NDC** – Once the user has created a new product, and viewed the changes on the confirmation page, then can choose to accept those changes and also launch a blank NDC template form for creating a new NDC to be associated with the product they just created
- **Activate** – Activate an item that was previously inactive
- **Add** – Add a new search filter in Advanced Search
- **Add More Details** – Once the user creates a new item using a template (which only contains the primary information fields), they have an option to proceed to the edit table which provides access to all available data fields for that type item
- **Add New Row** – Add a new row in one of the multiple select boxes
- **Apply Changes to All Items** – When editing multiple items at the same time, as part of a single process, the user can apply changes to all items in the process
- **Apply Changes to Just This Item** – When editing multiple items at the same time, as part of a single process, the user can apply changes to a single item
- **Approve** – Approve any or all changes made to an item
- **Cancel** – Cancels the current action or process and returns to the previous page
- **Change OI** – Each product has an associated OI. When the OI for a product already exists, the user can search for and select a different OI
- **Change Product** – Each NDC has an associated Product. When the Product for an NDC already exists, the user can search for and select a different Product
- **Change Search Results Template** – Select the current advanced search template for editing or to create a new template
- **Create New NDC (from existing)** – Use an existing NDC and its details as a template for creating a new NDC
- **Create New NDC (from blank)** – Create a new NDC from scratch by using a blank NDC template form
- **Create New OI (from blank)** – Create a new OI from scratch by using a blank OI template form
- **Create New OI (from existing)** – Use an existing OI and its details as a template for creating a new OI
- **Create New Product (from blank)** – Create a new product from scratch by using a blank product template form
- **Create New Product (from existing)** – Use an existing product and its details as a template for creating a new product
- **Delete** – Delete an item, typically by removing it from a list
- **Delete Change Request** – Delete a change request
- **Down** – Move an item down in the list
- **Download** – Download a file, typically in a CSV format
- **Edit Items** – Select to edit multiple items as part of a single process

- **Generate Name Fields Below** – When creating a new product, the user can automatically generate the VA Product Name, VA Print Name, and National Formulary Name
- **Generate New** – When viewing some report types, the user can create a new CSV file which can then be downloaded for viewing and/or saving
- **Generate OI Names** – When creating a new OI, this permits the user to automatically generate the PPS OI Name and VistA Orderable Item Name
- **Get Status** – Permits the user to view the status of a report generation process
- **Ignore** – In certain instances, the user will receive a warning about the item they have just submitted. This is just for information purposes
- **Inactivate** – Choose to inactivate an item that is currently active
- **Load Print Template** – Search preferences permits a user to personalize All Fields search templates for each item type. This action loads the appropriate fields for selection, based on the item type, and also loads an existing template when there is one
- **Login** – Login to PPS-N
- **Match Results** – After performing an FDB search, try and match the NDCs with an existing PPS-N product
- **Next Item** – Advance to the next item in the process, typically when performing edits on more than one item at a time
- **OK** – Final confirmation that an item has been saved to the database
- **Open Blank Template** – Create a new domain item using a blank form template
- **Overwrite** – Replace an existing item with a new item
- **Perform FDB Search** – Send a search query to FDB
- **Previous Item** – Back up to the previous item in the process, typically when performing edits on more than one item at a time
- **Reject** – Reject any or all changes made to an item
- **Remove** – Remove an item
- **Remove As Default** – Unmark the existing default advanced search template
- **Remove Row** – Certain data fields can have multiple entries and these are displayed as rows within a table. This action allows the user to remove an item (row) from the table
- **Retrieve Search Templates** – Change the current advanced search template by selecting another one from the list of available saved templates
- **Return** – Return to the previous page, typically so the user can make some other changes
- **Run Report** – When viewing some report types, the user can create a new report
- **Save Changes** – Save all changes
- **Save Template** – Once the user has created a new advanced search template or changed an existing template, they will assign a name for that template and then use this button to save it to the database
- **Save Work in Progress** – When the user is not done editing, they have the option to save their work and return to it later
- **Search** – Perform a search using the defined search criteria
- **Select OI** – When creating a new product using a blank product template form, this is used to search for and select an OI
- **Select Product** – When creating a new NDC using a blank NDC template form, this is used to search for and select a Product
- **Set As Default** – Define one advanced search template as the default template
- **Set Preferences** – Once the user has set or changed their user preferences, this action will save those preferences to the database
- **Submit** – Start the confirmation process for a new item or revisions to an existing item. In some cases, this also saves the item to the database
- **Under Review** – Place an item under review

- **Undo Changes** – Undo all changes made since the last time this item was saved
- **Up** – Move an item up in a list
- **View PMI** – View the Patient Medication Instructions for a specific drug
- **<** – Move an item from the right-side list to the left-side list
- **>** – Move an item from the left-side list to the right-side list

PPS-N Application Pages

This section describes the Login Page, the Header and Main Navigation Bar, the Home Tab, the Manage PPS Tab, the Reports Tab, the Help Tab, and the Manage Application Tab (for Supervisor Roles only).

Login Page

This section explains the Authentication Method used to authenticate users to the system.

Instructions

The purpose of this screen is to provide an authenticated user access to the system. Note that authentication is handled through the IAM SSOi service. PPS-N application doesn't assign individual permissions to users. Instead, PPS-N defines a number of roles for its users and associates a set of permissions with each of them.

Authentication Explanation

Application authentication is handled by IAM SSOi.

If the authentication is successful, IAM SSOi returns the user information, which is used by the application to determine the user's roles. On successful login, the system transfers the user to the Home page of the application.

The login page is shown below.



Figure 2: IAM Single Sign On Login Screen

Header and Main Navigation Bar

All PPS-N pages share a common header, main navigation bar, and information bar.

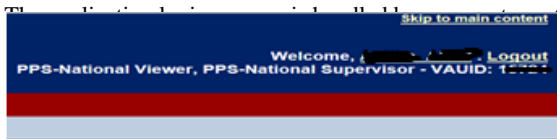


Figure 3: Header and Navigation

The left part of the header includes the standard VA logo, application acronym and name. The right part shows the user name, the Logout link, and the user's assigned role and location below the name.

Login / Logout

the Home tab of the application screen (VA Single Sign-On).



In the upper right corner of the application screen are two lines of text:

The first line has “Welcome, *user’s-name* . Logout .” The user’s first name will be displayed. Both the first name and Logout will be links.

The second line has the user’s assigned roles, e.g. “PPS-National Manager ” and the VAUID

The first name link can be clicked to view detailed information on the user account. This page will detail the following information:

- First name – The first name of the user, sent by IAM SSOi.
- Last name – The last name of the user, sent by IAM SSOi
- VAUID – The Active Directory VAUID of the user, sent by IAM SSOi
- Roles – The user’s assigned roles, as assigned by the application administrator(s). All VA users are assigned the default Viewer role.

The Logout link on the first line will allow a user to manually logout of the application.

Main Navigation Bar

The main navigation bar includes seven main tabs: Home, Manage PPS, Reports, COTS Services, Manage Application, User Preferences, and Help.

Information Bar

The information bar includes a locational breadcrumb (on the left side) and a link to context sensitive help (Page Help) for the respective web page you are on. The application currently includes a Provide Feedback link which generates an e-mail that you can use to contact PBM staff. This link may or may not exist in the production version of PPS-N.

Home Tab

The Home tab is the first page the user sees after logging in to PPS-N. Note that there is a User Preference to change the default login page to the Search page if the user prefers.



Figure 4: Home Page

The home page displays the following content:

- An optional image and message from the PBM office
- The user's "Saved Work in Progress"
- Helpful links (at the bottom of the page)
- Application version information (below the helpful links)
- A link to the Simple Search page (Perform Simple Search)
- The application's messaging status when appropriate

Saved Work in Progress

The system may automatically save work in progress upon system time-out or a user may elect to save during various processes by clicking the "Save Work in Progress" button when it is available. Saved sessions will be displayed in the Saved Work in Progress table on the home page.

- The Comment field includes the name the user assigned to the saved work or "AUTO-LOGOUT AUTO-SAVE" which designates the work was saved upon a user's session time-out.
- The Date Modified field presents a date-time stamp indicating when the item was saved.

The user can click the link in the "Comment" column to open this saved session from the Home page. The user can also click the link "Saved Work in Progress" and PPS-N will display the Saved Work in Progress tab.

Messaging Status

To perform maintenance tasks, a system administrator may turn off communication with the NDFMS server. When this occurs, users will be notified on the Home page as shown in the previous figure. New

items and modifications to existing items will be saved to a queue to be processed once the connection is re-established.

Manage PPS Tab

The Manage PPS tab is where most of the drug management functions are accomplished. This includes searching for and editing/adding new drugs and their attributes and domains, performing the approval process for those drug and attribute additions or revisions, and continuing work that was previously saved.

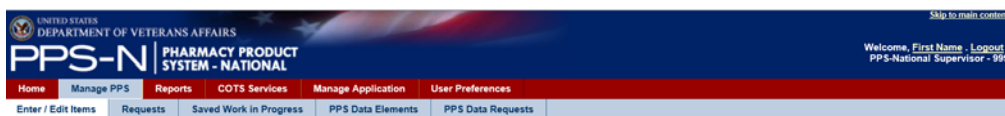


Figure 5: Manage PPS Tab

The five tabs found under the Manage PPS tab include:

- Enter/Edit Items – search for, edit and create new items.
- Requests – review and approve item additions or revisions requiring approval.
- Saved Work in Progress – review work that was saved for later completion.
- PPS Data Elements – search for, edit and create new domains.
- PPS Data Requests – review and approve domain additions or revisions requiring approval.

Enter / Edit Items Tab

The Enter / Edit Items tab provides the means for searching the system for drug information. From this page, search result items can then be selected for review or edit, and the user can choose to create new items.

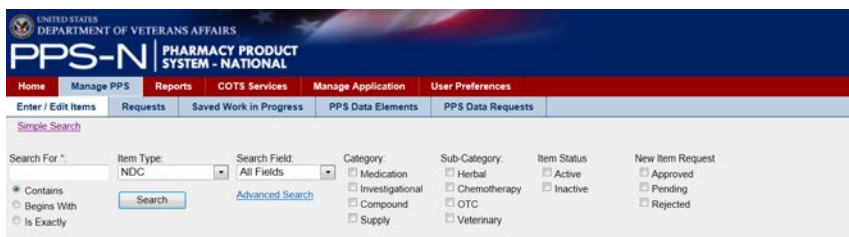


Figure 6: Simple Search

The search process includes the following steps:

- Enter text in the “Search For” field
- Select the “Item Type”
- Select the “Search Field”

- Select any applicable filters and options
 - Category
 - Sub-Category
 - Item Status
 - New Item Request
- Click the “Search” button

These steps are further explained below.

1. Select an Item Type

The Item type consists of three entries relating to the three main types of drugs in the system: NDC, Product, or Orderable Item.

Figure 7: Simple Search Select Item Type

2. Select a Search Field

The Search field dropdown list is dependent upon the chosen item type. If the user chooses NDC as the item type then the Search Field dropdown will populate with searchable NDC fields. If Product is chosen as the item type, then the Search field dropdown will populate with searchable Product Fields. Likewise, if Orderable Item is the selected item type, then the Search Field dropdown list will contain searchable OI fields. The actual searchable fields for each item type are shown in the table below the next figure.

Figure 8: Simple Search Select Search Field

Table 3: Entity Types and Respective Search Fields

Available Entity Types	Search Fields
14	Pharmacy Product System - National (PPS-N) v1.3 User Guide
	July 2017

Available Entity Types	Search Fields
Product Selection will expose the “Strength” criteria field.	All Fields VA Product Name VA Print Name Generic Name VA Product ID VA Drug Class Active Ingredient Synonym Name Copay Tier
Orderable Item Selection will expose the “Dosage Form” criteria field.	All Fields PPS OI Name OI Synonym
NDC	All Fields NDC UPC/UPN Trade Name

3. Select Other Filters

Following the Search Field, there are a number of other selectable search filters. First, if the user chose Product as the item type, then a text field will appear for entering a specific Strength to search for. Similarly, if the user selected Orderable Item as the item type, then a Dosage Form text field will become available. After that, the user can choose to search the drug database based on the specified Category, Sub-Category, Item Status, and New Item Request (status). For all four of these filter types, the user can choose any combination of items, including multiple choices in each filter type.

There is one other set of filters that can be used with the search. Just below the Search For text field are three radio buttons: Contains, Begins With, and Is Exactly. These indicate where the search string can appear in the result.

- Contains – return search results where the search string appears anywhere in the searchable fields
- Begins With – return search results where the search string appears at the beginning of the searchable fields
- Is Exactly – return search results where the search string matches exactly the searchable field

4. Enter Text in the Search For Field and Perform a Search

To perform a search, the user enters a string in the “Search For” text field which is a required field. After selecting any other filters, the user then clicks the “Search” button to perform the search. For the Search For text field, the user may use two wildcards, _ (underscore - any single character) and % (percent - any number of characters).

[Home](#)
[Manage PPS](#)
[Reports](#)
[COTS Services](#)
[User Preferences](#)
[Help](#)

[Enter / Edit Items](#)
[Requests](#)
[Saved Work In Progress](#)
[PPS Data Elements](#)
[PPS Data Requests](#)

[Simple Search](#)
[Page Help](#)
[Provide Feedback](#)

Search For *

AC_T%500

Item Type:

Product

Search Field:

VA Product Name

Strength:

Category

☐ Medication
 ☐ Investigational
 ☐ Compound
 ☐ Supply

Sub-Category

☐ Herbal
 ☐ Chemotherapy
 ☐ OTC
 ☐ Veterinary

Item Status

☐ Active
 ☐ Inactive

New Item Request

☒ Approved
 ☒ Pending
 ☐ Rejected

Contains

Begins With

Is Exactly

Search

Advanced Search

SEARCH RESULTS

2 items found, displaying all items.

Select	VA Product Name	Generic Name	Str	Unit	Dosage Form	CMOP ID	PPS OI Name	Primary Class	CMOP (National)	F/NF	Cat	New Item Request	Item Status	NDCs
<input type="checkbox"/>	ACETAMINOPHEN 500MG TAB	ACETAMINOPHEN	500	MG	TAB		ACETAMINOPHEN-H TAB	CN103	Yes	F	Medication	Pending	Active	?
<input type="checkbox"/>	BACITRACIN 500UNT/GM OINT, OPH	BACITRACIN	500	UNT/GM	OINT,OPH		BACITRACIN OINT,OPH	AN900	Yes		Medication	Pending	Active	?

Export

[CSV](#)
[Excel](#)

Select All

Edit Items

Create New Product (from blank)

Figure 9: Simple Search Results

In the example above, the user entered AC_T%500 in the Search For text field. It returned two matching VA Product Names (note the Search Field is VA Product Name), ACETAMINOPHEN 500MG TAB and BACITRACIN 500UNT/GM OINT, OPH. Both of these contain AC(any single character wildcard)T followed by 500 somewhere in the name (based on % wildcard). Note that if the user had selected the “Begins With” radio button below the “Search For” text field, the search would have only returned ACETAMINOPHEN.

5. View Search Results

The search results are shown below the search filters and include those items that matched the specific Search For text field entry and the other filters. The results are presented in a table with various columns depending on the selected item type and search field. For example, in the figure above, the items presented in the table are specific to Product searches based on VA Product Name. Selecting a different Search Field or Item Type will result in potentially different drug information being displayed in the table. Likewise, selecting a different Search Field can result in different columns of information being displayed.

Export Search Results

Below the search results table, there is an option to export the search results in either CSV or Excel format. The user should click the desired format link in the export panel, shown below, and then use the buttons in the resulting dialog box to Open or Save the results.

Export

[CSV](#)
[Excel](#)

Figure 10: Export Bar

Review and Possibly Edit Drug Information

Also note that the rows within the search results table contain one or more hyperlinked items. This provides a means for the user to access and review and/or edit that specific item by clicking the link. The page shown below is the edit product page that displays attributes about the product, and allows the user to make any necessary changes to that item.

Product: ACETAMINOPHEN 325MG TAB
Primary Class: CN103 - NON-OPIOID ANALGESICS
Category: Medication

PPS OI Name: ACETAMINOPHEN TAB
Application Package Use: X
Item Status: Active
New Item Request: Approved

National Data [Show All Tabs](#) * = required fields

VA Product Name: ACETAMINOPHEN 325MG TAB **GCNSEQNO:** 004489

Generic Name: ACETAMINOPHEN
Product Strength: 325
Product Unit: MG
VA Dispense Unit: TAB
VA Print Name: ACETAMINOPHEN 325MG TAB
VA Product ID: A0022

CMOP Dispense (National): ☒
Exclude DOI Check: ☐
Override DF Check Exclusion: ☐
Auto-Create Possible Dosage: ☒
Possible Dosages To Create:
Product Package:
FDA Med Guide:
Sub-Category:
 Chemotherapy ☐
 Herbal ☐
 OTC ☐
 Veterinary ☐

VA Drug Classes

VA Drug Class	Primary	Remove
CN103 - NON-OPIOID ANALGESICS	<input checked="" type="checkbox"/>	Remove

Active Ingredient

Ingredient Name	Strength	Drug Unit	Remove
ACETAMINOPHEN	325	MG	Remove

Synonyms

Synonym Name	Use	NDC Code	VSN	Order Unit	PPOU	DUOU	PPDU	Vendor	Remove
--------------	-----	----------	-----	------------	------	------	------	--------	--------

[Create New Product \(from existing\)](#) [Cancel](#) [Save Work in Progress](#) [Change OI](#) [Submit](#)

Figure 11: Edit Item

The drug information is arranged in a series of tabs. For a product, the major data items are displayed on the National Data tab as shown above. There are also seven other tabs which contain information that might occasionally need to be reviewed or changed. In this case, the user will select the Show All Tabs link that is located to the right of the National Data tab. Selecting that link will display the other remaining tabs as shown below.

National Data **Drug Data** **Quick Actions** **Application Data** **Dispense Data** **Administration Data** **NDCs** **History** **A - Z** [Hide All Tabs](#) * = required fields

Figure 12: Access Other Drug Item Tabs

The user can maneuver through these tabs by clicking the name on any of the tabs. Additionally, the user may click the Hide All Tabs link to return to viewing just the National Data tab information.

While viewing the information, the user can select and change almost all of the data except for those items that are displayed as text only. If changes are made, the user then clicks the “Submit” button at the bottom right side of the page and this will continue through a process to validate the changes, allow the user to view and if necessary revise the changes, and then finally submit the changes to the database.

There are other processes that can be performed while viewing drug information. Each of these is summarized here and described in detail later in this section.

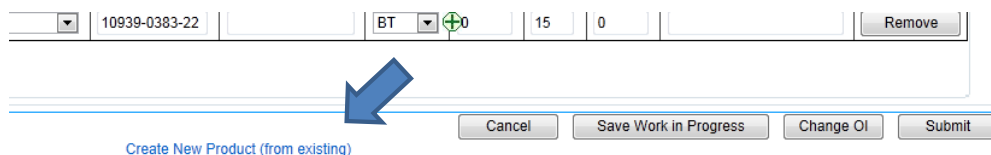
1. While viewing an Orderable Item, it will have a Products tab that displays a table with those products associated with that Orderable Item. This tab provides a “Move Products” button that starts a process for assigning any selected (checked) products to a new Orderable Item.
2. While viewing a Product, it will have an NDCs tab that displays a table with the associated NDCs. This tab provides a “Move NDCs” button that starts a process for assigning any selected (checked) NDCs to a new Product.
3. While viewing the Product’s NDCs tab, there is also a “Copy NDCs to New Product” button that starts a process for making a copy of the selected (checked) NDCs, assigning them to a new Product, and then requiring the user to make some changes to the NDCs.

Add New Items

After performing the search for an item type, such as products, the user may determine that the appropriate drug does not exist in PPS-N and needs to be created. The user can then choose to create a new item, either from scratch using a blank template or by using an existing item as a template. Each of these is described below:

1. Create New [Item Type] from Existing

While the user is reviewing an existing item, there is a link at the bottom of the page to create a new item using this current selected item as a template. To use this existing item, click the “Create New [item type] (from existing)” link.



The screenshot shows a table with one row containing the following data: a dropdown menu, the text '10939-0383-22', a dropdown menu with 'BT' selected, a green plus icon, the number '15', the number '0', and a 'Remove' button. Below the table, there is a blue arrow pointing to a link labeled 'Create New Product (from existing)'. To the right of the link are four buttons: 'Cancel', 'Save Work in Progress', 'Change OI', and 'Submit'.

Figure 13: Create New [Item Type] from Existing Link

2. Create New [Item Type] (from blank)

If the user performed a search and did not find any items closely related to the new item, then the user could choose to create a new item using a blank template (almost no fields are pre-populated). Below the search results table, click the “Create New [item type] (from blank)” link as shown below.

	SUPP.RTL					
<input type="checkbox"/>	ACETAMINOPHEN 325MG TAB	ACETAMINOPHEN	325	MG	TAB	A002
<input type="checkbox"/>	ACETAMINOPHEN 325MG TAB,UD	ACETAMINOPHEN	325	MG	TAB	A096

143 items found, displaying 1 to 44.
 [First/Prev] 1, 2, 3, 4 [Next/Last]
 Export: ☒ CSV | ☒ Excel

Select All Edit Items

[Create New Product \(from blank\)](#)

Figure 14: Create New [Item Type] from Blank Link

Clicking this link will present a new item template for the user to complete. As an example, the Add New National Product template is shown below.

Home

Manage PPS

Reports

COTS Services

Manage Application

User Preferences

Help

Enter / Edit Items

Requests

Saved Work In Progress

PPS Data Elements

PPS Data Requests

[Simple Search](#) > [Add Product](#)

Page Help

Provide Feedback

Add New National Product

Product :

Category :

PPS OI Name :

Select OI

Fields marked with * are required

Define the VA Product

Active Ingredient

Ingredient Name	Strength	Drug Unit	Remove
Add New Row			

Generic Name :

Generate Name Fields Below

VA Product Name :

VA Print Name :

National Formulary Name :

Product Strength :

Product Unit :

VA Dispense Unit :

Define the VA Drug Classes

VA Drug Classes :

VA Drug Class	Primary	Remove
	<input checked="" type="checkbox"/>	Remove
Add New Row		

Define the Schedule and Handling

CS Federal Schedule :

Single/Multi Source :

GCNSEQNO :

Sub-Category

Chemotherapy

Herbal

OTC

Veterinary

IDEA Schedule :

NCOPDP Dispense Unit :

NCOPDP Quantity Multiplier :

Special Handling

Special Handling

Remove

Add New Row

Copy Tier

Copy Tier

Copy Tier	Effective Date	End Date	Remove
Add New Row			

Miscellaneous

National Formulary Indicator :

CIMOP Dispense (National) :

Override OF Check Exclusion :

Exclude DDI Check :

FDA Med Guide :

Auto-Create Possible Dosage :

Possible Dosages To Create :

Product Package :

Cancel

Submit

Figure 15: Create New Product Template

Just below the title Add New National Product, the user will note some field labels without subsequent content. This is considered the template header. In the template above, the labels in the header include “Product:” (name), “Category:”, and “PPS OI Name:” (appropriate parent name). These items will be filled in by PPS-N while working on the remainder of the template.

Just below the template header, the user will note a button to select the appropriate parent. In the template above, this button is named “Select OI”. At some point in the process of completing this template, the user will need to click this button which will spawn a new process so the user can search for and select the parent for this new item. That process will return the user to this template and fill in

the text following the label PPS OI Name. It's recommended that this process of selecting an appropriate parent be performed first.

Next on the page is text stating that Fields marked with * are required. The user will then note that certain fields on the template have field labels that are followed by the * (red) asterisk. This is how PPS-N denotes those fields that the user must complete before saving the item, or else PPS-N will produce an error message.

The first field on the product template is Active Ingredient and this is a multiple. The user can click the "Add New Row" button to produce a row with the necessary fields in it. The user will then complete each field, and also has the option to add more ingredients by again clicking the "Add New Row" button. Note that this field does not have a red asterisk so it is not required. However, to use the "Generate Name Fields Below" button, which will automatically populate the text for up to five fields below the button, the user must enter an Ingredient with its "Name", "Strength" and "Drug Unit".

Similarly, to use the "Generate Name Fields Below" button, the user must first select a "Generic Name" from its dropdown list. This field is marked with a red asterisk, so the user must perform this selection anyway. The user can then select the "Generate Name Fields Below" button to populate the "VA Product Name", "VA Print Name", "National Formulary Name", "Product Strength", and "Product Unit", if appropriate. These items can also be entered by typing text in those fields, and they can also be changed after using the button to fill in the fields.

The user will then proceed through the rest of the fields on the template making the appropriate entries, and paying special attention to those marked with the red asterisk which must be completed. After filling in the required and any other desired fields the template, in this case a product, will look something like the one shown below.

Home

Manage PPS

Reports

COTS Services

Manage Application

User Preferences

Help

Enter / Edit Items

Requests

Saved Work In Progress

PPS Data Elements

PPS Data Requests

Simple Search

Add Product

Page Help

Provide Feedback

Add New National Product

Product :

ACETAMINOPHEN 500MG TAB

PPS Ol Name :

ACETAMINOPHEN TAB

Category :

Medication

Change Ol

Fields marked with * are required

Define the VA Product

Active Ingredient

Ingredient Name	Strength	Drug Unit	Remove
ACETAMINOPHEN	500	MG	Remove

Add New Row

Generic Name *

ACETAMINOPHEN

Generate Name Fields Below

VA Product Name *

ACETAMINOPHEN 500MG TAB

VA Print Name *

ACETAMINOPHEN 500MG TAB

National Formulary Name *

ACETAMINOPHEN TAB

Product Strength :

500

Product Unit :

MG

VA Dispense Unit *

0.8ML EACH

Define the VA Drug Classes

VA Drug Classes *

VA Drug Class	Primary	Remove
CN103 - NON-OPPIOID ANALGESICS	<input checked="" type="checkbox"/>	Remove

Add New Row

Define the Schedule and Handling

CS Federal Schedule *

0 - UNSCHEDULED

Single/Multi Source :

GCNBEQNO :

Sub-Category

Chemotherapy

Herbal

OTC

Veterinary

DEA Schedule *

0-Unscheduled

NCPOP Dispense Unit *

EA-EACH

NCPOP Quantity Multiplier *

1

Special Handling

Special Handling	Remove
	Remove

Add New Row

Copy Tier

Copy Tier

Copy Tier	Effective Date	End Date	Remove
2	01-Mar-2017	01-Mar-2017	Remove

Add New Row

Miscellaneous

National Formulary Indicator :

☒

CIMOP Dispense (National) :

☒

Override DF Check Exclusion :

☐

Exclude DDI Check :

☐

FDA Med Guide :

Auto-Create Possible Dosage :

☒

Possible Dosages To Create :

Product Package :

Cancel

Submit

Figure 16: Enter New Product Fields

When the user has completed all required and desired information on this template, the user then clicks on the “Submit” button at the bottom right side of the page. This will display the confirmation screen shown below.

Home	Manage PPS	Reports	COTS Services	Manage Application	User Preferences	Help
Enter / Edit Items	Requests	Saved Work in Progress	PPS Data Elements	PPS Data Requests		
Simple Search > Add Product > Review Product Details					Page Help Provide Feedback	

Confirming New Product Information

VA Product Name :	ACETAMINOPHEN 500MG TAB
VA Print Name :	ACETAMINOPHEN 500MG TAB
VA Dispense Unit :	0.6ML EACH
Dosage Form :	TAB
Generic Name :	ACETAMINOPHEN
Product Strength :	500
Product Unit :	MG
PPS OI Name :	ACETAMINOPHEN TAB
Active Ingredient :	ACETAMINOPHEN 500 MG
VA Drug Classes :	CN103 - NON-OPIOID ANALGESICS
CS Federal Schedule :	0 - UNSCHEDULED
Single/Multi Source :	
GCNSEQNO :	
DEA Schedule :	0-Unscheduled
NCPDP Dispense Unit :	EA-EACH
NCPDP Quantity Multiplier :	1
Category :	Medication
Special Handling :	
National Formulary Indicator :	Yes
National Formulary Name :	ACETAMINOPHEN TAB
VA Product ID :	
CMOP Dispense (National) :	Yes
FDA Med Guide :	
Auto-Create Possible Dosage :	Yes
Possible Dosages To Create :	
Product Package :	
Exclude Drug-Drug Interaction Check :	No
Override Dose Form Dose Check Exclusion :	No
Copy Tier :	Copy Tier: 2; Effective Date: 2017-03-01
PSR Name :	<input type="text"/>

Figure 17: Create New Product Confirmation

After reviewing the information to make sure it’s correct, the user will note four buttons at the bottom of the page:

- “Return” (to the previous page) – allows the user to go back and make a needed change.
- “Accept Changes” – accepts the changes, saves the item to the database, and returns to the search results page.
- “Add More Details” – saves the item to the database, and then proceeds to the Edit page where the user can add additional information about this item.
- “Accept Changes to Product & Create Blank NDC” – saves the item to the database, and directs the user to a blank child template so that the user can create a child using this item as its parent.

Perform an Advanced Search

As illustrated in the following, to the right of the “Search” button is a link to the Advanced Search page which provides options for searching on multiple fields, and other fields that are not available in simple search.

Figure 18: Advanced Search Link

Selecting the “Advanced Search” link will display the Advanced Search page as shown below.

Figure 19: Advanced Search Page

1. Retrieve Search Templates

If the user has saved previous advanced searches, they may select one of these templates by clicking on the “Retrieve Search Templates” button which will display the Search Templates page.

Select	Template Name	Access Level	Notes
<input type="checkbox"/>	VA Product Name	Personal Template	

[Back to Advanced Search](#)

Figure 20: Search Templates

The available search templates will be displayed in the table shown above by Template Name, Access Level, and Notes.

- Template Name – Text describing the search results template – the user should be specific so that they can distinguish multiple templates
- Access Level – Personal Template or National System Template – the user can create Personal Templates – the Supervisor can create National System Templates which become available to all users but these users cannot modify or delete them
- Notes – Textual notes that further describe the template

This page provides three options for the user:

- 1) Personal Templates can be removed by checking the Select checkbox and then clicking the “Remove” button.
- 2) A default template can be defined, and this template will automatically be displayed every time the user accesses the Advanced Search page. The user can still change all of the display items.
- 3) A default template can be deselected by checking the Select checkbox and then clicking the “Remove as Default” button. This will not delete the template.

2. Set the Filters

The user will select the Item Type from the dropdown list, and then select the appropriate Category, Sub-Category, Item Status and New Item Request (status) filters.

3. Set the Search Parameters

The user will then set the search parameters for specific fields based on the Item Type. In the figure below, the user selected NDC as the Item Type, so the first parameter field becomes a dropdown list of all available NDC fields.

The screenshot shows the 'Advanced Search' section of the Pharmacy Product System. The 'Item Type' is set to 'NDC'. A dropdown menu is open, showing a list of NDC fields. The 'where' dropdown is set to 'Contains'. The 'Search' button is visible.

Figure 21: Advanced Search Dropdown List

The user will select the appropriate NDC field in the dropdown list and the search field constraint (Contains, Begins With, Is Exactly) in the second dropdown list. Depending on the NDC field selected, the last field of the three shown could become a dropdown list (e.g., Manufacturer), a text field as shown, or a checkbox. The user will then select the appropriate response or enter the text string. The result would appear similar to the following:

The screenshot shows the search parameters set in the 'Advanced Search' section. The 'where' dropdown is set to 'Protect from Light' and the 'Contains' dropdown is set to 'Contains'. The 'Add' and 'Search' buttons are visible.

Figure 22: Advanced Search Parameter

The user can perform the search on this one field by clicking the “Search” button, or the user can decide to add another search parameter. Typically, the user would perform the search and if too many results were returned, the user would add another parameter by clicking on the “Add” button which will present the following:

where Protect from Light Contains AND

Package Type Contains PACKAGE

Add Search

Figure 23: Advanced Search Multiple Parameters

As in the example above, when the user clicks the “Add” button, the logical operator (AND/OR) dropdown list is placed at the end of the first selection, and then a second row is added so that the user can select other parameters.

How the Logical Operators Work

The advanced search capability allows for the use of two logical operators:

- AND – display search results that match the first item AND the second item
- OR – display search results that match all parameters before the operator (OR) or after the operator

In the example below, PPS-N will match all database items that have Protect from Light unchecked AND Package Type of Box as well as (OR) all items that have a Package Size of 100.

where Protect from Light Contains AND

Package Type Contains PACKAGE OR

Package Size Contains 100

Add Search

Figure 24: Advanced Search And/Or Logic

4. Execute the Search

Once the user is satisfied with the parameters, then the user will click the “Search” button which will display the search results in a table below the parameters as shown below:

The screenshot shows the Advanced Search interface. At the top, there are three search criteria: 'where' with a dropdown set to 'Protect from Light', 'Contains' with a dropdown set to 'Contains', and a radio button for 'AND'. Below this, there are two more criteria: 'Package Type' with a dropdown set to 'Contains', 'PACKAGE' with a dropdown set to 'PACKAGE', and a radio button for 'OR'. The third criterion is 'Package Size' with a dropdown set to 'Contains' and a text input field set to '100'. There are 'Add' and 'Search' buttons. Below the search criteria, there is a link 'Back to Simple Search' and a section titled 'Search Results'. It says '7 items found, displaying all items.' and shows a table with 7 items.

Select	NDC	Package Size	Package Type	Manufacturer
<input type="checkbox"/>	33045-0387-04	28.0	PACKAGE	JANSSEN PHARM
<input type="checkbox"/>	00182-0141-01	100.0	BOTTLE	IVAX
<input type="checkbox"/>	62794-0146-01	100.0	BOTTLE	BERTEK
<input type="checkbox"/>	00310-0131-10	100.0	BOTTLE	ASTRA ZENECA
<input type="checkbox"/>	00006-0237-58	100.0	BOTTLE	MSD
<input type="checkbox"/>	00054-4744-25	100.0	BOTTLE	ROXANE LABS
<input type="checkbox"/>	33045-0387-05	100.0	BOTTLE	ENDO LABS

Figure 25: Advanced Search Results

5. Export Search Results

If the user wants to export the search results, the user will click the appropriate button shown in the export panel: 1) CSV or 2) Excel

The screenshot shows the Export Search Results bar. It has a label 'Export:' followed by two buttons: 'CSV' and 'Excel'. The 'Excel' button is highlighted with a green border.

Figure 26: Advanced Search Export Bar

This will launch a dialog that allows the user to view or save the results.

6. Save the Search Results Template

As described earlier, the user may save the search parameters as a search template. Below the search results table, the user will note the following:

- Save As – enter the name of the search template
- Notes – optional text to describe the template
- Save At – dropdown list for defining the access level of search template. Personal Template is just for the user while National System Template is provided for those users with PPS-N supervisor role to save templates that are made available to all users

Figure 27: Save Advanced Search Template

Once the user enters the name, optional description, and the template access level, the user will then click the “Save Template” button.

7. Change Search Results Template

The advanced search capability also allows the user to define the data fields that should be displayed in the search results table, and also saved in the search results template. To accomplish this the user will click the “Change Search Results Template” button. This will launch a page similar to the following (for NDC).

Figure 28: Change Advanced Search Template

The Available Fields panel on the left lists those fields that are available for selection. The Selected Fields panel displays those data fields that have already been selected and the order in which they should be display in the table. To make changes, the user will highlight the items in the Available Fields panel that they want to include in their search results and use the right “>” button to move the item(s) to the Selected Fields panel. If needed, the user may move an item back to the Available Fields panel using the left “<” button.

The user may also reposition the items in the Selected Fields panel by selecting an item and then using the “Up” and “Down” buttons.

Once the user is satisfied with the items in the Selected Fields panel, the user will click the “Submit” button to save the changes.

Move Products or NDCs

While viewing drug information, the user will have an option to move the children of that item to a different parent (Product or Orderable Item). .

- While viewing an Orderable Item, it will have a Products tab that displays a table with those products associated with that Orderable Item.

Home
Manage PPS
Reports
COTS Services
User Preferences
Help

Enter / Edit Items
Requests
Saved Work in Progress
PPS Data Elements
PPS Data Requests

[Simple Search](#) > [Edit Orderable Item](#)
[Page Help](#)
[Provide Feedback](#)

PPS OI Name :
ACETAMINOPHEN-N TAB

Item Status :
Active
Dosage Form :
TAB

OI Safety Indicator :
NO

Details
Safety
Labs & Vitals
Products
History
A - Z

* = required fields

2 items found, displaying all items.

Select	VA Product Name	Print Name	Generic Name	Primary Class	CMOP (National)	New Item Request	F/NF	Application PKG	NDCs	Inactivation Date
<input type="checkbox"/>	ACETAMINOPHEN 325MG TAB	ACETAMINOPHEN 325MG TAB	ACETAMINOPHEN	CN103 #	Yes	Approved	F X		1	
<input type="checkbox"/>	ACETAMINOPHEN 500MG TAB	ACETAMINOPHEN 500MG TAB	ACETAMINOPHEN	CN103 #	Yes	Pending	F X		0	

Select All
Move Products

[Create New Product \(from blank\)](#)

[Create New OI \(from existing\)](#)

Cancel
Save Work in Progress
Submit

Figure 29: Processes on the Products Tab

This tab provides a “Move Products” button that starts a process for assigning any selected (checked) products to a new Orderable Item. The process is as follows:

- Select one or more of the Products (check the checkbox in the Select column).
- Click the “Move Products” button.
- Fill in the “Search For” text box, select the appropriate parameters and filters, and click the “Search” button.

Figure 30: "Search For" Text Box

- d. Select the link of the desired Orderable Item in the PPS OI Name column.
 - e. When returned to the Products tab, verify that the Products have been removed from the table.
2. While viewing a Product, it will have an NDCs tab that displays a table with the associated NDCs. This tab provides a "Move NDCs" button that starts a process for assigning any selected (checked) NDCs to a new Product.

Figure 31: Processes on the NDCs Tab

This process is similar to that described above for Moving Products.

3. While viewing the Product's NDCs tab (shown above), there is also a "Copy NDCs to New Product" button that starts a process for making a copy of the selected (checked) NDCs, assigning them to a new Product, and then requiring the user to make some changes to the NDCs. The process is as follows:

- a. Select one or more of the NDCs (check the checkbox in the Select column).
- b. Click the “Copy NDCs to New Product” button.
- c. On the Add New National Product page, make the appropriate changes since you are creating a new product.
- d. Click the “Submit” button.
- e. Review the information shown on the Confirmation page and then click the “Accept Changes to Product & Edit NDCs” button.
- f. On the Add New NDC page, make the appropriate changes since you are creating a new NDC and click the “Submit” button.
- g. Review the information shown on the Confirmation page and then click the “Save NDC” button.
- h. If more than one NDC was selected in step a above, continue steps f and g until you reach the final confirmation page which will have the “Save Final NDC” button for selection.
- i. Click the “Ignore” or “OK” button on the Committed Changes page.

Requests Tab

Once a new item, such as a Product, has been created and saved to the database, its approval state is marked as “Pending”, indicating that it needs to be reviewed and approved. This is also the case for some item modifications where the user makes a change to an existing item and that change also requires review and approval. These items are now considered approval requests, and are made available to users with appropriate permissions to approve such requests. To view these “Pending” requests, the user selects the Requests tab. As shown below, the items in the ‘Pending’ state are organized in various sub-states so that the user can use these as filters when they perform a search for the pending requests.

Figure 32: Requests Tab

1. Select the Appropriate Filter Checkbox(es)

To view the requests, the user will select the appropriate checkbox(es) and then click the “Search” button. Descriptions of the various request type filters (sub-states) are below:

Table 4: Request Type Filters

Request Type Filters	
All Requests	This is the default check box selection, and it will display all requests that are pending action.
Pending Addition	Choose this filter to display those pending requests with a Request Type of Addition and a Request Status of Pending Approval.
Pending 2nd Approval Addition	Choose this filter to display those pending requests with a

Request Type Filters	
	Request Type of Addition and a Request Status of Pending Second Approval.
Pending Modification	Choose this filter to display those pending requests with a Request Type of Modification and a Request Status of Pending Approval.
Pending 2nd Approval Modification	Choose this filter to display those pending requests with a Request Type of Modification (an existing item was changed) and a Request Status of Pending Second Approval
Under Review	Choose this filter to display those requests that were placed Under Review
Marked for PSR	Choose this filter to display those requests that were Marked for PSR (Peps Second Reviewer).
Change Request	Choose this filter to display those requests that were marked as a Change Request
Not Last Reviewer	Choose this filter to display those requests for which you were not the last reviewer, meaning you can approve any of those that are displayed.

2. Review Requests

When the user clicks the “Search” button on the requests page, PPS-N will display those requests that matched the filters. In the example shown below, the user searched for “All Requests” and there was only one in the database. If the search had returned no matches to the filter settings, then PPS-N would have displayed “Nothing found to display” below the table. In that instance, the user should select different filter settings and click the “Search” button again.

Home

Manage PPS

Reports

COTS Services

User Preferences

Help

Enter / Edit Items

Requests

Saved Work in Progress

PPS Data Elements

PPS Data Requests

Search Requests

☐ Pending Addition

☐ Pending 2nd Approval Addition

☐ Pending Modification

☐ Pending 2nd Approval Modification

☒ All Requests

☐ Under Review

☐ Marked for PSR

☐ Change Request

☐ Not Last Reviewer

Search

Pending Requests

Name/NDC	Generic Name	Str	Unit	Dosage Form	Dispense Unit	Type	Cat	Request Type	Request Status	Date Submitted	Reviewed By	Under Review	PSR Name
ACETAMINOPHEN 500MG TAB	ACETAMINOPHEN	500	MG	TAB	TAB	Product	Medication	Addition	Pending Second Approval	29-Aug-2012 14:46	999-PNM1N1	No	
DIGOXIN 0.25MG TAB	DIGOXIN	0.25	MG	TAB	TAB	Product	Medication	Modification	Pending Second Approval	29-Aug-2012 15:04	999-PNM2N2	No	

Page Help

Provide Feedback

Figure 33: Requests Search Results

3. Approve Requests

The search results table provides basic information on each request as shown above. As a request, the user will note three relevant columns, “Request Type”, “Request Status”, and “Reviewed By”.

- “Request Type” – Modification (existing item changed) or Addition (new item created)
- “Request Status” – Pending Second Approval
- “Reviewed By” – the name and id of the user that created the item or made the change. This is important to note because a user cannot provide a second approval of an item they changed or created.

The user clicks on the appropriate item link in the first column labeled “Name/NDC” When selected, PPS-N will display the addition or modification page for the item chosen, and it is displayed similar to the previously described edit or view pages except that it contains one or more new tabs and some different buttons.

Product Addition Request

In the Product Addition Request shown below, the user is presented with the typical edit page except that a new tab has been added, “Change Request”. This new tab includes the first and last name of the user that created the new item along with a block where they might have entered comments relevant to this new item request.

Home

Manage PPS

Reports

COTS Services

User Preferences

Help

Enter / Edit Items

Requests

Saved Work in Progress

PPS Data Elements

PPS Data Requests

Search Requests > Edit Product Request

Page Help

Provide Feedback

Product :

Primary Class :

Category :

ACETAMINOPHEN 500MG TAB

CN103 - NON-OPIOD ANALGESICS

Medication

PPS OI Name :

Application Package Use :

Item Status :

New Item Request :

ACETAMINOPHEN TAB

X

Active

Pending

Product Addition Request

National Data

Change Request

Show All Tabs

* = required fields

VA Product Name :

Generic Name * :

Product Strength :

Product Unit :

VA Dispense Unit * :

VA Print Name * :

VA Product ID :

CMOP Dispense (National) :

Exclude DDI Check :

Override DF Check Exclusion :

Auto-Create Possible Dosage :

Possible Dosages To Create :

Product Package :

ACETAMINOPHEN 500MG TAB

ACETAMINOPHEN

500

MG

0.5ML EACH

ACETAMINOPHEN 500MG TAB

☒

☐

☐

☒

GCNSEQNO :

VUID :

CS Federal Schedule * :

National Formulary Indicator :

National Formulary Name :

Item Status * :

Proposed Inactivation Date :

0 - UNSCHEDULED

☒

ACETAMINOPHEN TAB

Active

Copy Tier

Copy Tier	Effective Date	End Date	Remove
2	01-Mar-2017	01-Mar-2017	Remove

Add New Row

FDA Med Guide :

Sub-Category

Chemotherapy

Herbal

OTC

Veterinary

VA Drug Classes *

VA Drug Class	Primary	Remove
CN103 - NON-OPIOD ANALGESICS	<input checked="" type="checkbox"/>	Remove

Add New Row

Active Ingredient

Ingredient Name	Strength	Drug Unit	Remove
ACETAMINOPHEN	500	MG	Remove

Add New Row

Synonyms

Synonym Name	Use	NDC Code	VSN	Order Unit	PPOU	DUOU	PPDU	Vendor	Remove
--------------	-----	----------	-----	------------	------	------	------	--------	--------

Add New Row

Cancel

Save Work in Progress

Change OI

Accept Product

Reject Product

Under Review

Create New Product (from existing)

Figure 34: Approve Addition Request

The bottom of the page contains the typical three buttons: “Cancel”, “Save Work in Progress”, and “Change OI”. However, they are also presented with some new buttons. Typically, the user will review the information presented on the National Data tab (and others if they so choose) and then click the “Accept Product” button (for a product request). They may also make changes before they

accept the product request. In this case, if they select a second review field, this item with the new changes (after approval in the next step) will again be placed in the “Pending” state and be submitted for review by another second reviewer.

1. Confirm Request Approval

This screen is used to allow the user to confirm the changes that they made on the previous screen and to add comments as well.

Figure 35: Approve Request Confirmation

2. Reject the Approval Request or Place Under Review

Additionally, the reviewer has two other buttons available:

- “Under Review” – take no action at this time other than place this item in the “Under Review” state which allows the user to return to the Requests tab at a later time and use the “Under Review” filter to locate this item.
- “Reject Product” (for a product) – reject the new addition request. This will present a new page so the user can provide details concerning this rejection. A sample of this page is below.

Figure 36: Rejection Details

The user will select one of the three choices in the “Request Rejection Reason” dropdown list, enter a “Rejection Reason Comment”, and potentially enter optional comments in the block on

the right. The user will then select the “Submit” button to save this rejection update to the database.

Modification Request

In the Product Modification Request shown below, the user is presented with the typical edit page except that there are two new tabs added, “Change Request” and “Pending Modification”. This latter tab presents a table of the modifications.

The screenshot displays the 'Product Modification Request' page for 'DIGOXIN 0.25MG TAB'. The 'Pending Modification' tab is active, showing a table of modifications. The table has columns for Action, Field Name, Current Value, Requested Value, Reason, Request to Modify Field Values, Request to Make Field Editable, Requested By, Reviewed By, and Comments. A single modification is listed: 'VA Drug Classes' changed from 'CV050 - DIGITALIS GLYCOSIDES' to 'CV000 - ACE INHIBITORS'. The 'Action' column has a dropdown menu with 'Approved' selected. Below the table are buttons for 'Cancel', 'Save Work in Progress', 'Change OI', 'Under Review', and 'Accept Actions'. A link 'Create New Product (from existing)' is also present.

Action	Field Name	Current Value	Requested Value	Reason	Request to Modify Field Values	Request to Make Field Editable	Requested By	Reviewed By	Comments
Approved	VA Drug Classes	CV050 - DIGITALIS GLYCOSIDES	CV000 - ACE INHIBITORS		<input type="checkbox"/>	<input type="checkbox"/>	999 PHM2N2	999 PHM2N2	

Figure 37: Pending Modification

Note that the table identifies the field that was changed, the current and requested values, which user requested the change, and the reviewer/approver information. It also includes an “Action” column where the user can mark each individual proposed modification as “Approved” (approve the change), “Pending” (leave it in the pending state), or “Rejected” (reject the change). The user will review the item(s) in this table, make any appropriate changes in the Action column, added comments if they choose, and then either click the “Accept Actions” button or place this item “Under Review”.

Saved Work in Progress Tab

Occasionally, the user will be in the middle of modifying an item when they need to do something else. Therefore, on the item edit page, they selected the “Save Work in Progress” button and gave it a name or provided a comment. When they return to PPS-N, they can choose the Saved Work in Progress tab and retrieve previously saved items listed in the table as shown below. It should be noted that item modifications will be saved automatically if a system time-out occurs, and an entry will be placed in the Saved Work In Progress table.

The screenshot displays the 'Saved Work in Progress' tab. It shows a table with columns: Select, Saved Work in Progress Category, Comment, Created By, and Date Modified. One item is listed: 'PRODUCT MODIFICATION' with the comment 'Revising Acetaminophen 325MG', created by 'PHM1N1' on '05-Mar-2012 14:00'. Below the table are buttons for 'Select All' and 'Delete'.

Select	Saved Work in Progress Category	Comment	Created By	Date Modified
<input type="checkbox"/>	PRODUCT MODIFICATION	Revising Acetaminophen 325MG	PHM1N1	05-Mar-2012 14:00

Figure 38: Saved Work in Progress

Selecting the link in the “Comment” column will return the user to the appropriate edit page and the user can continue with more changes and finally submit the item.

There is one cautionary note. Presently, once the user selects the item in the “Comment” column, it will be removed from the table. Therefore, the user must then complete the edit process for that item or once again use the “Save Work in Progress” button to place it back in this table.

PPS Data Elements Tab

Rather than enter text for every data field in PPS-N, it includes a number of drop down lists that make it easier for users to select the appropriate entry while ensuring consistency from user to user and drug to drug. These drop down lists involve what PPS-N terms drug “domains” but they are just lists of related data elements. These drug domains are available in the PPS Data Elements tab.

Figure 39: PPS Domain Search

1. Search Domains in PPS Data Elements

There are multiple domain lists that can be managed within PPS-N. The “Search Field” dropdown list shown below lists the types of domain that can be viewed or edited. It should be noted that the Standard Med Route Name items can only be viewed, not edited.

Figure 40: PPS Domain Search Fields

2. Review Search Results in PPS Data Elements

After the user has selected the appropriate domain in the “Search Field” dropdown list, the user will then enter the search criteria text in the “For” textbox and click the “Search” button. The results will be displayed in the search results table as shown below. Note that the text entered in the “For” textbox can include two wildcards, “_” (for any character) and “%” (for any string of characters).

Home Manage PPS Reports COTS Services User Preferences

Enter / Edit Items Requests Saved Work in Progress PPS Data Elements PPS Data Requests

[Search Domains](#) [Help](#) [Provide Feedback](#)

Search Field: Dosage Form Name For: ad_p%

Item Status: ☒ Active ☐ Inactive

New Item Request: ☒ Approved ☐ Pending ☐ Rejected

SEARCH RESULTS

One item found.

Name	New Item Request	Item Status	Inactivation Date
ADAPTER	Approved	Active	

[Open Blank Template](#)

Figure 41: PPS Domain Search Results

3. Select and Review/Edit Domain Item Details

From the search results table, the user will click on the appropriate item link in the “Name” column. This will display the details of the domain item that was chosen. To modify an item, the user then clicks the hyperlink in the “Field Name” column which displays the current value in a pop-up window and allows the user to edit the value if that field is editable.

Note that below the A-Z tab itself, there is a legend which describes three possible attributes that may be displayed in brackets [] following the name in the “Field Name” column.

- * – red asterisk indicates a required field which must have a Current Value
- L – local-only field that is not editable by a national manager
- R – read-only field that cannot be edited

In the example shown below, the user performed a Dosage Form search and selected the ADAPTER in the search results table. This displayed the edit page for that domain item, and showed the “A-Z” tab which lists all the related data fields and their current values. Once the user makes any changes in the pop-up window, the user will click the “Save Changes” button which will update the Current Value shown on the page for that domain item. Once the user is done making all changes; then the user will click the “Submit” button to save the changes to the database.

Home Manage PPS Reports COTS Services User Preferences

Enter / Edit Items Requests Saved Work in Progress PPS Data Elements PPS Data Requests

Search Domains > Edit Dosage Form [Help](#) [Provide Feedback](#)

Dosage Form

History A - Z * = required fields

Field Name	Current Value
Conjunction (L)	
Dispense Units Per Dose	Click link for details
Dosage Form Name	ADAPTER
Dosage Form Name (L)	Click link for details
Dosage Form Units	Click link for details
Exclude from Dosage Checks	
Inactivation Date	
Item Status	Active
Med Route for Dosage Form (L)	
NDF Dosage Form IEN	999210
Other Language Preposition (L)	
Other Language Verb (L)	
Preposition (L)	
Verb (L)	

Cancel Inactivate Submit

PPS-N - Edit Dosage Form - Windows Internet Explorer

Dispense Units Per Dose

Dispense Unit per Dose	Possible Dosages Package	Remove
1	Inpatient O-Outpatient	Remove

Add New Row

Cancel Save Changes

Figure 42: PPS Domain Edit

4. Accept Changes for the Domain Item

When the user clicks the “Submit” button on the domain item page, PPS-N will display a confirmation page that contains a table showing a summary of the changes the user made. If the changes are correct, the user will click the “Accept Changes” button and the changes will be saved to the database. If the user needs to undo or modify the change, the user will click the “Cancel” button and PPS-N will return to the previous page.

Field Name	Current Value	Requested Value	Reason	Accept Change	Requires Second Approval
Item Status	ACTIVE	INACTIVE	TESTING	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Figure 43: PPS Domain Edit Summary

Error During Domain Item Modification

There will be occasions when PPS-N will display an error message that prevents the modification. As shown below, the user attempted to inactivate a Dosage Form and PPS-N displayed an error message indicating that this change cannot be made because the dosage form is part of active items. In this case, the user will need to cancel the modification and revise the affected items before the domain item can be inactivated.

Error Messages:

- The system is unable to inactivate this Dosage Form because 13 OrderableItems (s) including ACETAMINOPHEN-N TAB depend on it being active.

Field Name	Current Value	Requested Value	Reason	Accept Change	Requires Second Approval
Item Status	ACTIVE	INACTIVE		<input type="checkbox"/>	<input type="checkbox"/>

Figure 44: Error Messages

5. Create New Domain Item

If the user searched for a domain item and an appropriate entry was not found, the user could create one using the Open Blank Template link that is found below the search results table, as shown below.

The screenshot shows the 'PPS-N National' interface. The top navigation bar includes 'Home', 'Manage PPS', 'Reports', 'COTS Services', and 'User Preferences'. Below this, there are tabs for 'Enter / Edit Items', 'Requests', 'Saved Work in Progress', 'PPS Data Elements', and 'PPS Data Requests'. The 'Enter / Edit Items' tab is active, showing a search form with 'Search Field' set to 'Dosage Form Name' and 'For:' set to 'ad_p%'. The 'Item Status' section has checkboxes for 'Active' (checked), 'Inactive', 'New Item Request' (checked), 'Approved' (checked), 'Pending', and 'Rejected'. A 'Search' button is present. Below the search form, the 'SEARCH RESULTS' section shows 'One item found.' and a table with columns: Name, New Item Request, Item Status, and Inactivation Date. The table contains one row: 'ADAPTER', 'Approved', 'Active', and an empty 'Inactivation Date' field. A link 'Open Blank Template' is at the bottom right of the results section.

Figure 45: Open Blank Template Link

Each of the domain templates is different. Some of very short, while others, like the Dosage Form Name template shown below, have lots of fields that could be completed. When the page appears, the user will complete the relevant fields, and as a minimum all of the required fields (indicated by a red asterisk *).

The screenshot shows the 'Add Dosage Form' template in the 'PPS-N National' interface. The top navigation bar is the same as in Figure 45. The 'Enter / Edit Items' tab is active, showing the 'Add Dosage Form' form. The form has a title 'Add Dosage Form' and a subtitle 'Fields marked with * are required'. The form includes the following fields: 'Dosage Form Name *' (text input), 'Exclude from Dosage Checks' (dropdown menu with 'No' selected), 'Verb' (text input), 'Other Language Verb' (text input), 'Preposition' (text input), 'Other Language Preposition' (text input), 'Conjunction' (text input), 'Med Route for Dosage Form' (text input), 'Dosage Form Nouns' (text input), 'Dosage Form Units' (table with columns 'Drug Unit', 'Possible Dosages Package', and 'Remove'), 'Dispense Units Per Dose' (table with columns 'Dispense Unit per Dose', 'Possible Dosages Package', and 'Remove'), and 'PSR Name' (text input). There are 'Add New Row' buttons for both the 'Dosage Form Units' and 'Dispense Units Per Dose' tables. At the bottom, there are 'Cancel' and 'Submit' buttons.

Figure 46: Dosage Form Template

When the user is finished entering the appropriate information for the new domain item, the user will click the “Submit” button and the domain item will be saved to the database.

PPS Data Requests Tab

Once a new domain item has been created and saved to the database, its approval state is marked as “Pending”, indicating that it needs to be reviewed and approved. This is also the case for some item modifications where the user makes a change to an existing item and that change also requires review and approval. These items are now considered approval requests, and are made available to users with

appropriate permissions to approve such requests. To view these “Pending” domain item requests, the user selects the PPS Data Requests tab. As shown below, the items in the ‘Pending’ state are organized in various sub-states so that the user can use these as filters when they perform a search for the pending domain requests.

The screenshot shows the 'PPS Data Requests' tab selected in a navigation bar. Below the navigation bar, there is a section titled 'Search Domain Requests'. This section contains several checkboxes for filtering requests: 'Pending Addition', 'Pending 2nd Approval Modification', 'All Requests' (which is checked), 'Marked for PSR', 'Not Last Reviewer', 'Under Review', and 'Change Request'. A 'Search' button is located at the bottom left of this section. There are also links for 'Help' and 'Provide Feedback' on the right side.

Figure 47: PPS Data (Domain) Requests

1. Select the Appropriate Filter Checkbox(es)

To view the requests, the user will select the appropriate checkbox(es) and then click the “Search” button. Descriptions of the various request type filters (sub-states) are below:

Table 5: Domain Request Type Filters

Request Type Filters	
All Requests	This is the default check box selection, and it will display all requests that are pending action.
Pending Addition	Choose this filter to display those pending requests with a Request Type of Addition and a Request Status of Pending Approval.
Pending 2nd Approval Addition	Choose this filter to display those pending requests with a Request Type of Addition and a Request Status of Pending Second Approval.
Pending 2nd Approval Modification	Choose this filter to display those pending requests with a Request Type of Modification (an existing item was changed) and a Request Status of Pending Second Approval
Under Review	Choose this filter to display those requests that were placed Under Review
Marked for PSR	Choose this filter to display those requests that were Marked for PSR (Peps Second Reviewer).
Change Request	Choose this filter to display those requests that were marked as a Change Request
Not Last Reviewer	Choose this filter to display those requests for which you were not the last reviewer, meaning you can approve any of those that are displayed.

2. Review Domain Requests

When the user clicks the “Search” button on the requests page, PPS-N will display those domain requests that matched the filters. In the example shown below, the user searched for “All Requests” and there was only one in the database. If the search had returned no matches to the filter settings, then PPS-N would have displayed “Nothing found to display” below the table. In that instance, the user should select different filter settings and click the “Search” button again.

Home Manage PPS Reports COTS Services User Preferences									
Enter / Edit Items Requests Saved Work in Progress PPS Data Elements PPS Data Requests									
Search Domain Requests <input type="checkbox"/> Pending Addition <input type="checkbox"/> Pending 2nd Approval Addition <input type="checkbox"/> Pending 2nd Approval Modification <input checked="" type="checkbox"/> All Requests <input type="checkbox"/> Under Review <input type="checkbox"/> Marked for PSR <input type="checkbox"/> Change Request <input type="checkbox"/> Not Last Reviewer Help Provide Feedback									
<input type="button" value="Search"/>									
Pending Requests COTS Update									
Name	Request Type	Type	Request Status	Date Submitted	Reviewed By	Under Review	PSR Name		
ADAPTER	Modification	Dosage Form	Pending Second Approval	05-Mar-2012 14:16	999-PNM1N1	No			

Figure 48: PPS Domains Requests Results

3. Approve Requests

The search results table provides basic information on each request as shown above. As a request, the user will note three relevant columns, “Request Type”, “Request Status”, and “Reviewed By”.

- “Request Type” – Modification (existing item changed) or Addition (new item created)
- “Request Status” – Pending Second Approval
- “Reviewed By” – the name and id of the user that created the item or made the change. This is important to note because a user cannot provide a second approval of an item they changed or created.

The user clicks on the appropriate item link in the first column labeled “Name” When selected, PPS-N will display the addition or modification page for the item chosen, and it is displayed similar to the previously described edit or view pages except that it contains one or more new tabs and some different buttons.

4. Review the Pending Changes

As shown in the figure below, the user will note one or two new tabs added to the domain item view/edit page. For an Addition request, the user will see the “Change Request” tab and it will identify the requester by first name and last name along with any comments they entered. The user will view the item details and then use the new buttons to Approve or Reject the request, or place it Under Review. For a modification request, PPS-N also displays the “Pending Modification” tab which shows the field that was changed, the current and requested values, the requester, and any reasoning provided for the modification. The user will review the changes and then indicate the appropriate response using the dropdown list in the Action column which can be used to mark the proposed change as Approved, Rejected, or Pending. The user will then place the item “Under Review” or click the “Accept Actions” button.

Home Manage PPS Reports COTS Services User Preferences Help									
Enter / Edit Items Requests Saved Work in Progress PPS Data Elements PPS Data Requests									
Search Domain Requests > Edit Dosage Form Request Page Help Provide Feedback									
Dosage Form									
History Pending Modification Change Request A - Z * = required fields									
Action	Field Name	Current Value	Requested Value	Reason	Request to Modify Field Values	Request to Make Field Editable	Requested By	Reviewed By	Comments
Approved	Item Status	ACTIVE	INACTIVE	eeee	<input type="checkbox"/>	<input type="checkbox"/>	999-PNM1N1	999-PNM1N1	
<input type="button" value="Cancel"/> <input type="button" value="Activate"/> <input type="button" value="Delete"/> <input type="button" value="Under Review"/> <input type="button" value="Accept Actions"/>									

Figure 49: PPS Domain Request Approval

5. Confirm and Approve the Data Request

When the user clicked the “Accept Actions” button, PPS-N presents a confirmation page. After confirming the changes, the user will once again select the “Accept Actions” button as shown below.

The screenshot shows the 'Request Summary' page for a Dosage Form named 'ACCESS PIN'. The page includes a navigation bar with tabs: Home, Manage PPS, Reports, COTS Services, User Preferences, and Help. Below the navigation bar, there are links for 'Enter / Edit Items', 'Requests', 'Saved Work in Progress', 'PPS Data Elements', and 'PPS Data Requests'. The main content area displays the 'Summary for Dosage Form : ACCESS PIN' and a 'Request Summary' table. The table has columns for Action, Field Name, Current Value, Requested Value, Reason, Request to Modify Field Values, Request to Make Field Editable, Requested By, Requires Second Approval, Reviewed By, and Comments. The 'Action' column shows 'Approved' with a dropdown arrow. The 'Field Name' column shows 'Item Status'. The 'Current Value' column shows 'ACTIVE'. The 'Requested Value' column shows 'INACTIVE'. The 'Reason' column shows 'eeee'. The 'Request to Modify Field Values' and 'Request to Make Field Editable' columns show checkboxes. The 'Requested By' column shows '999 PNM1N1'. The 'Requires Second Approval' column shows a checkbox. The 'Reviewed By' column shows '999 PNM1N1'. The 'Comments' column is empty. Below the table, there is a message: 'The request will remain in its current state after you save the changes because you also did the previous review.' and two buttons: 'Cancel' and 'Accept Actions'.

Action	Field Name	Current Value	Requested Value	Reason	Request to Modify Field Values	Request to Make Field Editable	Requested By	Requires Second Approval	Reviewed By	Comments
Approved	Item Status	ACTIVE	INACTIVE	eeee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	999 PNM1N1	<input type="checkbox"/>	999 PNM1N1	

Figure 50: PPS Domain Request Confirmation

PPS-N will now save the modification to the database and return the user to the PPS Data Requests tab.

Reports Tab

When the user wants to generate reports, the user will select the Reports tab as depicted below.

The screenshot shows the 'Reports' tab in the PPS-N application. The navigation bar includes tabs: Home, Manage PPS, Reports, COTS Services, User Preferences, and Help. The 'Reports' tab is selected. Below the navigation bar, there is a 'Select a Report' dropdown menu with the option 'Capture NDF Data (download only)'. Below the dropdown menu, there are three buttons: 'Get Status', 'Generate New', and 'Download Current'. There are also links for 'Help' and 'Provide Feedback'.

Figure 51: Reports Tab

The user may select a report by clicking the “Select a Report” dropdown list and choosing one of the eight reports listed. Three of these reports include “(download only)” after their name and this indicates that they are generally too large to be viewed on the page and must be downloaded to a file to be viewed.

The screenshot shows the 'Reports' tab in the PPS-N application with the 'Select a Report' dropdown menu open. The dropdown menu lists the following reports: 'Capture NDF Data (download only)', 'Ingredients List (download only)', 'Products and Warnings Labels (download only)', 'VA Drug Classifications', 'Products with Exclusion from Drug-Drug Interactions', 'Active Products with No Active NDCs', 'Active Products with Proposed Inactivation Date', 'VUID Approvals', 'Products with Copay Tier Level Changes (download only)', and 'FDB Copay Change'. There are also links for 'Page Help' and 'Provide Feedback'.

Figure 52: Select Report

The types of reports and their description are shown in the table below. Those that are viewable are further described later.

Table 6: Available Reports

Report Type	Description
Capture NDF Data*	A complete listing of the Active NDCs in PPS-N as well as a large number of their attributes.
Ingredients List*	A complete list of the Active products in PPS-N with each of their ingredients.
Products and Warnings Labels*	A complete list of the Active products in PPS-N with the warning labels for each product that is retrieved from the FDB Drug Information Framework (DIF).
VA Drug Classifications	A complete list of the VA Drug Classes displayed in a hierarchical format with the option of including the Description field by choosing the “with Description” Checkbox.
Products with Exclusion from Drug-Drug Interactions	A list of the products in PPS-N that have had the Drug-Drug Interaction field changes within the time frame chosen.
Active Products with No Active NDCs	A list of all Active Products in PPS-N that do not have Active NDCs.
Active Products with Proposed Inactivation Date	A list of all Active Products in PPS-N that have a proposed Inactivation Date.
VOID Approvals	A list of all the Products, Ingredients, Drug Classes and VA Generics that have been entered into PPS-N, inactivated or reactivated since the start date.
Products with Copay Tier Level Changes*	A list of Products, active, inactive, or both, in the PPS-N EPL whose Copay Tier Level was modified since the start date.
FDB Copay Change Report	A list of the Products in the PPS-N EPL that have a current Copay Tier Level of 3 but FDB data indicates they should be changed to Copay Tier Level 2; products with a current Copay Tier Level of 3 whose PPS-N GCNSEQNO does not find a match in FDB; and products with a current Copay Tier Level of 3 whose PPS-N GCNSEQNO does find a match in FDB, but all associated FDB NDCs are obsolete. Optionally, products that are inactive or have no GCNSEQNO can be selected to display on the report.

Note: Report types marked with an asterisk (*) are downloadable only. These reports will not be displayed on the screen due to its length.

How to Use the Buttons

Reports – “Get Status” Button

The download-only reports include a “Get Status” button which will retrieve the current report statistics from the database when selected. This information will indicate the last time a report was generated, and when the process Started and Completed. If a report is currently being generated, and the user clicks the “Get Status” button, then the Process Status will indicate that it is Running, the “Generate New” and “Download Current” buttons will be grayed out, and the Completed date will not be filled in.

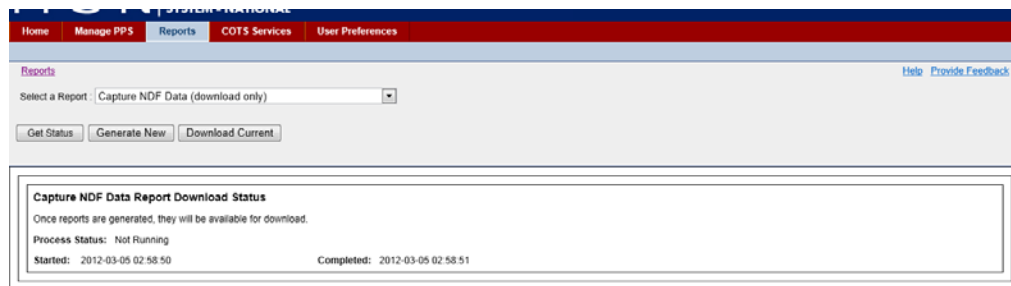


Figure 53: Report Status

Reports – “Generate New” Button

The download-only reports also include a “Generate New” button which can be selected to create a new report. After selecting the previously described “Get Status” button, PPS-N will activate this button so it can be selected. When the user clicks the “Generate New” button, a pop-up window will be displayed with a message indicating how long the process will take (see below). Once the user clicks the “OK” button, the process will begin.

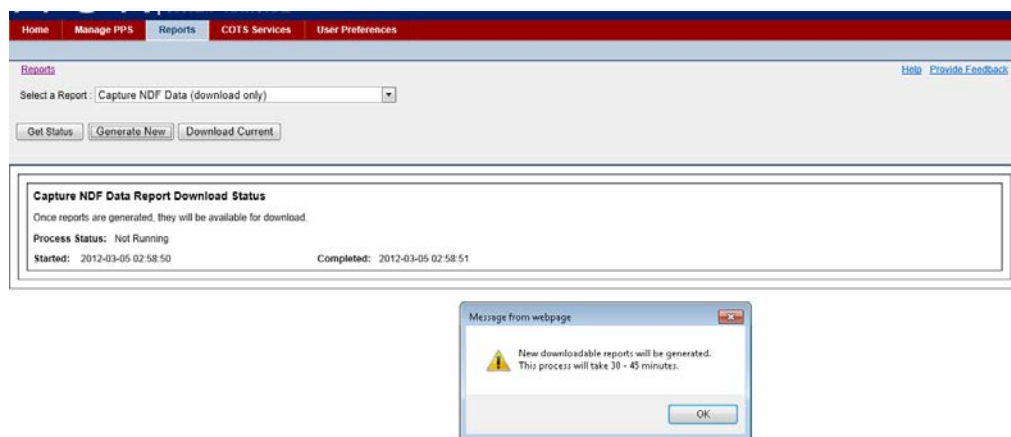


Figure 54: Report Generate New

Reports – “Download Current” Button

All of the report pages include a “Download Current” button. When selected, a dialog will be displayed as shown below allowing the user to Open or Save the report, or Cancel the request. The report uses the comma-separated value(CSV) format and the user can view them via a third party tool such as Microsoft Excel.

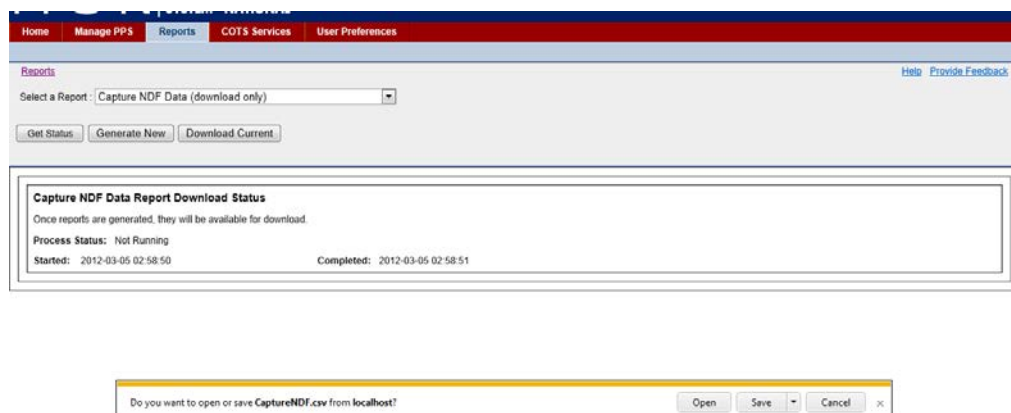


Figure 55: Report Download

Reports – “Run Report” Button

For all the reports that are not download only, the user will have a choice to save or view the most recent generated report or to run a new report. For the latter, the user will select the “Run Report” button, and the results will be displayed on the same page. With this option, the user can also select a date range using the “Start Date” and “Stop Date” fields as shown below.

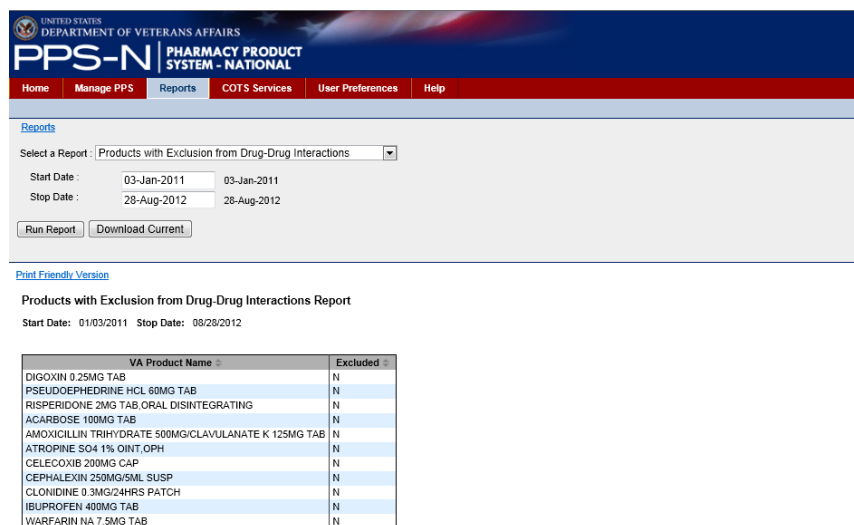


Figure 56: Run Reports with Date-Time Range

Types of Displayable Reports

The user will select the appropriate displayable report using the dropdown list.

1. Report – VA Drug Classifications

The VA Drug Classifications Report shown below is a listing of all the VA Drug Classes in the system. The user can optionally display the descriptions if desired by clicking the “with Description” checkbox.

Home Manage PPS Reports COTS Services User Preferences

Reports

Select a Report: VA Drug Classifications

Run Report Download Current with Description

[Print Friendly Version](#)

VA Drug Classifications Report

AA000	INTRODUCTION
AD000	ANTIDOTES, DETERRENTS AND POISON CONTROL
AD100	ALCOHOL DETERRENTS
AD200	CYANIDE ANTIDOTES
AD400	ANTIDOTES, DETERRENTS, AND POISON CONTROL EXCHANGE RESINS
AD900	ANTIDOTES/DETERRENTS, OTHER
AD300	HEAVY METAL ANTAGONISTS
AH000	ANTIHISTAMINES
AH100	ANTIHISTAMINES, PHENOTHIAZINE
AH109	ANTIHISTAMINES, OTHER
AH102	ANTIHISTAMINES, ETHANOLAMINE
AH103	ANTIHISTAMINES, ETHYLENEDIAMINE
AH104	ANTIHISTAMINES, ALKYLAMINE
AH105	ANTIHISTAMINES, PIPERAZINE
AH106	ANTIHISTAMINES, BUTYROPHENONE
AH107	ANTIHISTAMINES, PIPERIDINE
AM000	ANTIMICROBIALS
AM150	CHLORAMPHENICOL
AM200	ERYTHROMYCINS/MACROLIDES
AM250	TETRACYCLINES
AM300	AMINOGLYCOSIDES
AM500	ANTITUBERCULARS
AM550	METHENAMINE SALTS ANTIMICROBIALS
AM600	NITROFURANS ANTIMICROBIALS
AM650	SULFONAMIDE-RELATED ANTIMICROBIALS
AM700	ANTIFUNGALS
AM800	ANTIVIRALS
AM900	ANTI-INFECTIONS, OTHER
AM350	LINCOMYCINS
AM119	BETA-LACTAMS ANTIMICROBIALS, OTHER
AM114	(INACTIVE) BETA-LACTAM ANTIMICROBIALS
AM111	(INACTIVE) PENICILLIN G-RELATED PENICILLINS
AM112	(INACTIVE) PENICILLINS, AMINO DERIVATIVES
AM114	(INACTIVE) PENICILLINS
AN000	ANTINEOPLASTICS
AN100	ANTINEOPLASTIC/SALICYLATING AGENTS
AN200	ANTINEOPLASTIC ANTIBIOTICS
AN300	ANTINEOPLASTIC ANTIMETABOLITES

Figure 57: VA Drug Classifications Report

2. Report – Products with Exclusion from Drug-Drug Interactions

The Products with Exclusion from Drug-Drug Interactions Report shows all the products that have been created in PPS-N (during the start and stop dates time period) and shows the VA Product Name and a letter indicating whether or not the product is marked for exclusion – N for No and Y for Yes.

The screenshot shows the PPS-N (Pharmacy Product System - National) interface. The top navigation bar includes links for Home, Manage PPS, Reports, COTS Services, and User Preferences. The 'Reports' section is active, displaying a dropdown menu for 'Select a Report' with 'Products with Exclusion from Drug-Drug Interactions' selected. Below this are input fields for 'Start Date' and 'Stop Date', and buttons for 'Run Report' and 'Download Current'. A 'Print Friendly Version' link is also present.

Products with Exclusion from Drug-Drug Interactions Report
Start Date: Stop Date:

VA Product Name	Excluded
ACETAMINOPHEN 325MG TAB	N
DIGOXIN 0.25MG TAB	N
LISINAPRIL 10MG TAB	N
LISINAPRIL 40MG TAB	N
PSEUDOEPHEDRINE HCL 60MG TAB	N
SIMVASTATIN 40MG TAB	N
ATOMOXETINE 60MG CAP	N
TEM/ZEAPAM 15MG CAP ORAL	N
OXYMORPHONE HCL 10MG TAB	N
RISPERIDONE 2MG TAB ORAL DISINTEGRATING	N
ACARBOSE 100MG TAB	N
AMOXICILLIN TRIHYDRATE 500MG/CLAVULANATE K 125MG TAB	N
ATROPINE 504 1% OINT,OPH	N
CELECOXIB 200MG CAP	N
CEPHALEXIN 250MG/5ML SUSP	N
CLONIDINE 0.3MG/24HRS PATCH	N
IBUPROFEN 400MG TAB	N
LITHIUM CARBONATE 300MG TAB,SA	N
LINDANE 1% SHAMPOO	N
LORAZEPAM 1MG TAB	N
WARFARIN NA 7.5MG TAB	N
ACETAMINOPHEN 500MG TAB	N

Figure 58: Exclude from DDI Report

3. Report – Active Products with No Active NDCs

As shown below, the Active Products with No Active NDCs Report list all the Active Products in PPS-N that do not have any active NDCs. The user may elect to view the products by selecting the hyperlinked VA Product Name.

UNITED STATES DEPARTMENT OF VETERANS AFFAIRS
PPS-N PHARMACY PRODUCT SYSTEM - NATIONAL

Home Manage PPS Reports COTS Services User Preferences

Reports

Select a Report: Active Products with No Active NDCs

Run Report Download Current

[Print Friendly Version](#)

Active Products with No Active NDCs Report

VA Product Name
ACARBOSE 100MG TAB
AMOXICILLIN TRIHYDRATE 500MG/CLAVULANATE K 125MG TAB
ATROPINE 0.04 1% OINT OPH
CELLULOSE 200MG CAP
CEPHALEXIN 250MG/5ML SUSP
CLONIDINE 0.3MG/24HRS PATCH
IBUPROFEN 400MG TAB
LITHIUM CARBONATE 300MG TAB SA
LINDANE 1% SHAMPOO
LORAZEPAM 1MG TAB
WARFARIN NA 7.5MG TAB
ACETAMINOPHEN 500MG TAB

Figure 59: No Active NDCs Report

4. Report – Active Products with Proposed Inactivation Date

The Active Products with Proposed Inactivation Date Report shown below is a listing of all the active products in PPS-N that have a “Proposed Inactivation Date”. Optionally, the user may select a Start Date to filter the results from the start date to the current date.

UNITED STATES DEPARTMENT OF VETERANS AFFAIRS
PPS-N PHARMACY PRODUCT SYSTEM - NATIONAL

Home Manage PPS Reports COTS Services User Preferences

Reports

Select a Report: Active Products with Proposed Inactivation Date

Start Date:

Run Report Download Current

[Print Friendly Version](#)

Active Products with Proposed Inactivation Date Report

Start Date:

VA Product Name	Proposed Inactivation Date
USINOPRIL 10MG TAB	10-Nov-2011 07:30
USINOPRIL 40MG TAB	16-Nov-2011 02:31
PSEUDOEPHEDRINE HCL 60MG TAB	21-Nov-2011 21:30
SIMVASTATIN 40MG TAB	25-Nov-2011 08:45
ATOMOXETINE 60MG CAP	29-Nov-2011 23:51

Figure 60: Proposed Inactivation Date Report

5. Report – VUID Approvals

The VUID Approvals Report shows all products, ingredients, generic names, and drug classes that have been approved, inactivated or reactivated in PPS-N. Before running this report, the user must enter a Start Date or else no results will be displayed.

The screenshot shows the PPS-N (Pharmacy Product System - National) interface. At the top, there's a header with the Department of Veterans Affairs logo and the PPS-N title. Below the header is a navigation bar with links: Home, Manage PPS, Reports, COTS Services, and User Preferences. The 'Reports' link is active. Under the 'Reports' section, there's a dropdown menu for 'Select a Report' with 'VUID Approvals' selected. Below this is a 'Start Date' input field. A message states 'Synchronization messaging was turned off on default date.' There are two buttons: 'Run Report' and 'Download Current'. Below the report controls, there's a 'Print Friendly Version' link. The main content area is titled 'VUID Approvals Report' and shows a 'Start Date:' label. It then lists several categories: 'New Products', 'Inactivated/Reactivated Products', 'New Ingredients', 'Inactivated/Reactivated Ingredients', 'New Generic Names', 'Inactivated/Reactivated Generic Items', and 'New Drug Classes'. Each category has a table header with columns for IEN, Name, VUID, and Inactivation Date. All tables currently display 'Nothing found to display.'

Figure 61: VUID Approvals Report

6. Report – FDB Copay Change Report

The VUID Approvals Report shows all products in PPS-N defined with a current Copay Tier Level of 2, but the FDB product with the same GCNSEQNO indicates that the Copay Tier Level should be 3. The user may elect to edit the product's Copay Tier Level by selecting the hyperlinked VA Product Name. Optionally, the user may select to display inactive products,

products with no GCNSEQNO, and products whose corresponding FDB product has a federallegendcode value that is neither O nor F.

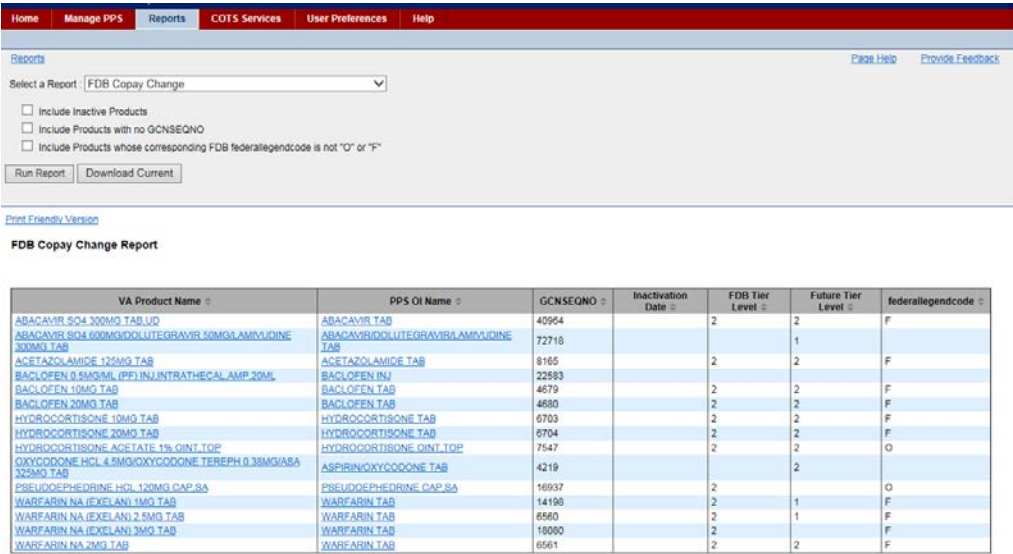


Figure 62: FDB Copay Change Report

COTS Services Tab

The user may perform a number of operations dealing with the FDB Drug Information Network through the COTS Services tab.



Figure 63: COTS Services Tab

As shown above, these services include:

- FDB Search – search the FDB database for drug information
- FDB Add – FDB packaged drugs that were added to FDB but not automatically added to PPS-N during the last scheduled FDB Add process
- FDB Update – FDB items that were updated in FDB but not updated in PPS-N during the last scheduled FDB Update process
- Added Report – FDB items that were automatically added to PPS-N during the last scheduled FDB Add process
- Updated Report – FDB items that were automatically updated in PPS-N during the last scheduled FDB Update process

Each of these COTS services is further explained on subsequent pages.

FDB Search Tab

The user can search the FDB database using the query capability on the FDB Search tab as shown below.

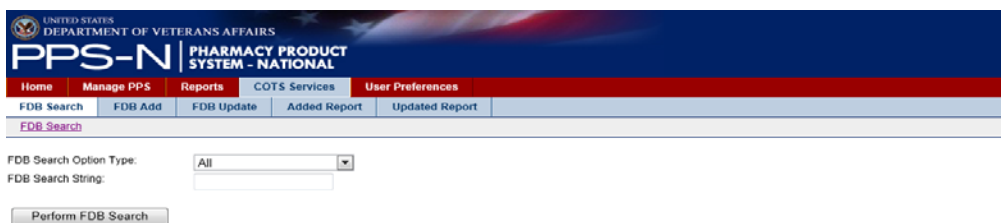


Figure 64: FDB Search Tab

1. FDB Search Parameters

The user will first select the type of search using the “FDB Search Option Type” dropdown list which contains All, NDC, Label, Generic, GCNSEQNO, and Drug Class. These are explained in the table below.

Figure 65: FDB Search Options Type

Table 7: FDB Search Option Types

Search Option Type	Description
NDC	The user will need to enter at least 5 digits and the system will search the first five digits of the 11-digit NDC number of the FDB Packaged Drug.
Label	The text entered will be used to search the FDB Label Name Field.
Generic	The text entered will be used to search the FDB Generic Drug Name Field.
GcnSeqNo	The GCN Sequence Number must be a numeric value that corresponds to the GCN Sequence Number of an FDB Generic Drug.
Drug Classifications	The text entered will be used to search the FDB Drug Class fields for both the FDB Generic and the FDB Dispensable Drug.
All	The All search will search each of the above searches and aggregate the results.

The user will then enter the appropriate text in the “FDB Search String” textbox and click the “Perform FDB Search” button. Note that the normal PPS-N data entry validation rules apply for NDC (numeric and correct format) and GCNSEQNO (numeric only) and PPS-N will display an Error Message if the textbox entry does not comply with the rules.

2. FDB Search Results

The FDB search results table shows the FDB Packaged Drugs that match the search criteria in the search that was performed. In the example shown below, 477 items matched the search results for the NDC string '00067' and the first ten results were displayed. Note that the results are limited to the first 501 items that match the query.

[Home](#)
[Manage PPS](#)
[Reports](#)
[COTS Services](#)
[User Preferences](#)

[FDB Search](#)
[FDB Add](#)
[FDB Update](#)
[Added Report](#)
[Updated Report](#)

[FDB Search](#)
[Help](#)
[Provide Feedback](#)

FDB Search Option Type:
FDB Search String:

RESULTS

[Print](#)
[Export to CSV](#)

477 items found, displaying 1 to 10.
[\[First\]](#)
[Prev](#)
[1](#)
[2](#)
[3](#)
[4](#)
[5](#)
[6](#)
[7](#)
[8](#)
[Next](#)
[Last](#)

Select	NDC	GCNSEQNO	Package Size	Package Type	Manufacturer	Fdb Generic Name	Label Name	Additional Description	Obsolete Date
<input type="checkbox"/>	00067207016	33	16	BOTTLE	NOVARTIS CONSUM	CAFFEINE	NO DOZ 200 MG CAPLET	MAX STR, COATED CPLT	
<input type="checkbox"/>	00067207036	33	36	BOTTLE	NOVARTIS CONSUM	CAFFEINE	NO DOZ 200 MG CAPLET	MAX STR, COATED CPLT	
<input type="checkbox"/>	00067207060	33	60	BOTTLE	NOVARTIS CONSUM	CAFFEINE	NO DOZ 200 MG CAPLET	MAX STR, COATED CPLT	
<input type="checkbox"/>	00067022804	910	118	BOTTLE	NOVARTIS CONSUM	CHLORPHENIRAMINE-PSEUDOEPH -DM	TRIAMINIC COUGH & COLD LIQUID	NIGHT TIME	
<input type="checkbox"/>	00067022808	910	240	BOTTLE	NOVARTIS CONSUM	CHLORPHENIRAMINE-PSEUDOEPH -DM	TRIAMINIC NIGHT TIME LIQUID		
<input type="checkbox"/>	00067022809	910	240	BOTTLE	NOVARTIS CONSUM	CHLORPHENIRAMINE-PSEUDOEPH -DM	TRIAMINIC NIGHT TIME LIQUID		
<input type="checkbox"/>	00067038104	910	118	BOTTLE	NOVARTIS CONSUM	CHLORPHENIRAMINE-PSEUDOEPH -DM	CHILD TRIAMINIC-D M-S COLD SYR	AVF, GRAPE	
<input type="checkbox"/>	00067021104	911	118	BOTTLE	NOVARTIS CONSUM	CHLORPHENIRAMINE-PSEUDOEPH -DM	TRIAMINIC COLD & COUGH LIQUID		
<input type="checkbox"/>	00067021108	911	236	BOTTLE	NOVARTIS CONSUM	CHLORPHENIRAMINE-PSEUDOEPH -DM	TRIAMINIC COLD & COUGH LIQUID		
<input type="checkbox"/>	00067021118	911	236	BOTTLE	NOVARTIS CONSUM	CHLORPHENIRAMINE-PSEUDOEPH -DM	TRIAMINIC COLD & COUGH LIQUID		

Figure 66: FDB Search Results

Also note that there are links on the left and right hand side above the search results table that permit the user to Print or Export to CSV, respectively, all of the items in the search results table.

3. FDB Search – Review NDC Details

The user may click on the hyperlink in the NDC column of the search results to view the Details page for a particular FDB Packaged Drug. This information is displayed directly from the FDB database.

Home	Manage PPS	Reports	COTS Services	User Preferences
FDB Search	FDB Add	FDB Update	Added Report	Updated Report

[FDB Search](#)

FDB Search Option Type:
FDB Search String:

RESULTS
[Print](#)

477 items found, displaying 1 to 10
[First]Prev 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, Next [Last]

Select	NDC	Generic Name	Drug Strength	Description	Dose Form Description	Unit Dose Indicator	GCM Sequence Number	Drug Form Code	Package Size	Package Description	Additional Description
<input type="checkbox"/>	00067207016	CHLORPHENIRAMINE-PSEUDOEPH-DM	1-15.7 5mg/5 mL	Liquid	false	910	1	118	BOTTLE	NIGHT TIME	
<input type="checkbox"/>	00067207036	NOVARTIS CONSUM									
<input type="checkbox"/>	00067207050	TRIAMINIC COUGH & COLD LIQUID									
<input type="checkbox"/>	00067022504	TRIAMINIC7.5-15/LIQUINVC									
<input type="checkbox"/>	00067022998	CHLORPHENIRAMINE-PSEUDOEPH-DM									
<input type="checkbox"/>	00067510208	PROPYLAMINE DERIVATIVES, ALPHA- AND BETA-ADRENERGIC AGONISTS, FIRST GENERATION ANTIHIST.(RESPIR TRACT), ANTITUSSIVES, ALPHA AND BETA ADRENERGIC AGONIST(RESPR)									
<input type="checkbox"/>	00067538104	Duplicate Therapy Classes:	Antitussives (Narcotics Antitussives and DM)								
<input type="checkbox"/>	00067021104	Color:									
<input type="checkbox"/>	00067021108	Shape:									
<input type="checkbox"/>	00067021118	Flavor:	grape								
<input type="checkbox"/>	00067021118	Top 200 Rank:									
<input type="checkbox"/>	00067021118	Top 50 Gen Rank:									
<input type="checkbox"/>	00067021118	Replacement NDC:									
<input type="checkbox"/>	00067021118	Previous NDC:									
<input type="checkbox"/>	00067021118	Obsolete Date:									

4. FDB Search – “Match Results”

There are also two other buttons the user may use. The “Select All” button will mark (check) all of the checkboxes in the Select column of the table. The “Hide Existing PPS” button will compare all of the NDCs in the search results table and remove those that match NDCs that are already present in PPS-N.

- “Blank Template” button –There are no products suitable as a parent for the selected NDCs so access a blank product template. When the user completes the form and submits the product, associate the NDCs with the product and then save the NDCs to the PPS-N database.

- “Add to Product” button – The user will first select the appropriate product from the VA Products list in the table. Once the button is selected, associate the selected NDCs to the product and save them to the PPS-N database.
- “Use Existing” button – The user will first select a product from the VA Products list in the table. This product will be used as a template to create a new product that will serve as the parent for the selected NDCs. Once the button is selected, create a template using the selected product. When the user makes the desired changes, save the product to the database, associate the NDCs to the new product, and save the NDCs to the database.
- “Product Search” button – No products matched the selected NDCs. When the user selects this button, PPS-N displays the product (parent) search page. The user searches for an appropriate product and selects it from the search results. The previous matching page is displayed again, and the VA Products table now shows the selected product. The user can now select the radio button for that product, and then use one of the other buttons to continue the NDC assignment process.
- “Cancel” button - Return to the FDB search page.

Home	Manage PPS	Reports	COTS Services	User Preferences
FDB Search	FDB Add	FDB Update	Added Report	Updated Report
FDB Add > Match Results				Help Provide Feedback

FDB NDCs						
Select All	NDC	Label Name	Package Size	Package Type	GCN Seq No	Fdb Generic Name
<input checked="" type="checkbox"/>	0536-3086-41	1116	1113	1114	005090	PSEUDOEPHEDRINE HCL 60MG TAB
<input checked="" type="checkbox"/>	0045-0463-29	1124	1121	1122	005090	MCNEIL CONSUMER

VA PRODUCTS			
Product	Item Status	GCN Sequence No	Use
PSEUDOEPHEDRINE HCL 60MG TAB	APPROVED	005090	<input type="radio"/>

Figure 68: FDB Match Results

FDB Add Tab

The FDB DIF is updated on a periodic basis. A background task runs periodically within PPS-N to query the FDB database, identify new products that have been added to FDB since the last scheduled run, and then add the new products to PPS-N.

The FDB Add tab displays FDB Packaged Drugs that were not automatically added during the most recent scheduled FDB Add process. They are displayed in a results table.

The user has two options from this tab. The user can select items and click the “Match Results” button which will redirect PPS-N to the matching process page, add the selected NDCs to the FDB NDCs page, and show any potentially associated products. The rest of the process will be performed using the instructions in the previous section. A second option allows the user to use the “Delete” button to remove selected NDCs from the FDB Add results table..

Home Manage PPS Reports COTS Services User Preferences Help									
FDB Search FDB Add FDB Update Added Report Updated Report									
FDB Add Page Help Provide Feedback									
RESULTS									
Print Export to CSV									
20 items found, displaying 1 to 10.									
[First/Prev] 1 2 [Next/Last]									
Select	NDC	GCNSEQNO	Package Size	Package Type	Manufacturer	Fdb Generic Name	Label Name	Additional Description	Creation Date
<input type="checkbox"/>	60951-652-70	1887	1128	1129	1130	ENDO GEN PROD	1132		18-Nov-2011 00:00
<input type="checkbox"/>	0045-0463-08	3689	1123	1124	1125	MCNEIL CONSUMER	1126		18-Nov-2011 00:00
<input type="checkbox"/>	0182-1061-10	4004	1120	1121	1122	LITHIUM CARBONATE	1123		18-Nov-2011 00:00
<input type="checkbox"/>	10019-178-37	4063	1119	1120	1121	WEST-WARD, INC.	1122		18-Nov-2011 00:00
<input type="checkbox"/>	0574-7118-12	4086	1126	1127	1128	PADDOCK LABS	1129		18-Nov-2011 00:00
<input type="checkbox"/>	0054-0235-24	4091	1125	1126	1127	ROXANE LABS	1128		18-Nov-2011 00:00
<input type="checkbox"/>	0406-8330-01	4096	1117	1118	1119	MALLINCKRODT PH	1120		18-Nov-2011 00:00
<input type="checkbox"/>	0536-3086-41	5090	1113	1114	1115	PSEUDOEPHEDRINE HCL 60MG TAB	1116		18-Nov-2011 00:00
<input type="checkbox"/>	0045-0463-29	5090	1121	1122	1123	MCNEIL CONSUMER	1124		18-Nov-2011 00:00
<input type="checkbox"/>	0009-3481-11	8346	1122	1123	1124	MCNEIL CONSUMER	1125		18-Nov-2011 00:00
Select All Match Results Delete									

Figure 69: FDB Add

FDB Update Tab

The FDB DIF is updated on a periodic basis. A background task runs periodically within PPS-N to query the FDB database and identify products that have been updated in FDB since the last scheduled run, and then add certain product updates to PPS-N.

The FDB Update Tab contains a results table showing the FDB items that were updated (modified) in FDB but not automatically updated in PPS-N because they did not match specifically-defined update criteria.

The user can select an NDC link and view an item, and they can also check the checkbox for one or more items and delete them from the list. If the user does not delete them, they remain on the list for 90 days.

Figure 70: FDB Update

(FDB) Added Report Tab

The FDB Added Report presents a list of FDB items that were automatically added to PPS-N during the last scheduled process.

The user can select an NDC link and view an item, and they can also check the checkbox for one or more items and delete them from the list. If the user does not delete them, they remain on the list for 90 days.

Select	NDC	Package Size	Package Type	Additional Description	GCNSEQNO	VA Product Name	Label Name	Fdb Generic Name	Date Submitted
<input type="checkbox"/>	00037024523	23.0	SQUEEZ BTL		69144	AZELASTINE HCL 137MG/FLUTICASONE 50MG/SPRAY SOLN NASAL 120D	DYMISTA NASAL SPRAY	AZELASTINE-FLUTICASONE	04-Sep-2012 16:25
<input type="checkbox"/>	00187079247	100.0	BOTTLE		573	DILTIAZEM HCL 120MG TAB	CARDIZEM 120 MG TABLET	DILTIAZEM HCL	04-Sep-2012 16:25
<input type="checkbox"/>	00450027350	2.0	PACKET	2X50 COOL BURST CPLT	47013	APAP 325MG/CTM 2MG/P-EPHRINE 5MG TAB	TYLENOL ALLERGY MULTI-SYMP TOM	CPM-PHENYLEPH-ACETAMINOPHEN	04-Sep-2012 16:25
<input type="checkbox"/>	00450048210	100.0	BOTTLE	CAPLET	3699	ACETAMINOPHEN 500MG/DIPHENHYDRAMINE HCL 25MG TAB	TYLENOL PM EX-STRENGTH CAPLET	DIPHENHYDRAMINE-ACETAMINOPHEN	04-Sep-2012 16:25
<input type="checkbox"/>	00450048215	150.0	BOTTLE	CAPLET	3699	ACETAMINOPHEN 500MG/DIPHENHYDRAMINE HCL 25MG TAB	TYLENOL PM EX-STRENGTH CAPLET	DIPHENHYDRAMINE-ACETAMINOPHEN	04-Sep-2012 16:25
<input type="checkbox"/>	00450048224	24.0	BOTTLE	CAPLET	3699	ACETAMINOPHEN 500MG/DIPHENHYDRAMINE HCL 25MG TAB	TYLENOL PM EX-STRENGTH CAPLET	DIPHENHYDRAMINE-ACETAMINOPHEN	04-Sep-2012 16:25
<input type="checkbox"/>	00450048235	225.0	BOTTLE	CAPLET	3699	ACETAMINOPHEN 500MG/DIPHENHYDRAMINE HCL 25MG TAB	TYLENOL PM EX-STRENGTH CAPLET	DIPHENHYDRAMINE-ACETAMINOPHEN	04-Sep-2012 16:25
<input type="checkbox"/>	00450048250	50.0	BOTTLE	CAPLET	3699	ACETAMINOPHEN 500MG/DIPHENHYDRAMINE HCL 25MG TAB	TYLENOL PM EX-STRENGTH CAPLET	DIPHENHYDRAMINE-ACETAMINOPHEN	04-Sep-2012 16:25
<input type="checkbox"/>	00450081308	240.0	BOTTLE	EX-STR. COOL BURST	4485	ACETAMINOPHEN 500MG/15ML LIQUID	TYLENOL SORE THROAT 500 MG/15	ACETAMINOPHEN	04-Sep-2012 16:25
<input type="checkbox"/>	00450083815	150.0	BOTTLE	CAPLET	22123	ACETAMINOPHEN 650MG TAB,SA	TYLENOL ARTHRITIS ER 650 MG TB	ACETAMINOPHEN	04-Sep-2012 16:25

Figure 71: FDB Added Report

(FDB) Updated Report Tab

The FDB Updated Report presents a list of FDB items that were automatically updated (modified) in PPS-N during the last scheduled process. The results table looks the same as that previously shown for FDB Update.

The user can select an NDC link and view an item, and they can also check the checkbox for one or more items and delete them from the list. If the user does not delete them, they remain on the list for 90 days.

User Preferences Tab

The user may set a number of display and formatting preferences to personalize their PPS-N experience through the User Preferences tab.



Figure 72: User Preferences Tab

This tab provides two sets of preferences:

- User Preferences – set the default login page, date-time format, number of table rows to display, and a variety of FDB search filter settings.
- Search Preferences – define the layout of the search results tables when performing an “All Fields” search on NDCs, products and orderable items.

User Preferences Tab

The User Preferences tab contains a variety of preferences that the user can set to personalize their PPS-N displays. These include settings for Date and Time formats, the default login page, the number of rows to display in the tables, and FDB filters and search formats. Each of these is shown in the figure below.

The screenshot displays the 'User Preferences' tab in the PPS-N system. The header includes the United States Department of Veterans Affairs logo and the PPS-N Pharmacy Product System - National title. The navigation bar shows 'Home', 'Manage PPS', 'Reports', 'COTS Services', 'User Preferences', and 'Help'. The 'User Preferences' sub-tab is active, showing 'Search Preferences'.

Date/Time Format

Date Format:

- ☐ 1/9/12
- ☐ 1/9/2012
- ☐ 1/09/2012
- ☐ 1/09/12
- ☐ 01/09/12
- ☐ 01/09/2012
- ☒ 09-JAN-2012
- ☐ Mon, Jan 9, 2012

Time Format:

- ☐ 1:00 PM
- ☒ 13:00

Default Login Page

- ☒ Home Page
- ☐ Search Page

Table Display Format

The number of rows displayed by default in a results table:

10 (10-100)

FDB Filter Settings

FDB Status Code Format:

- Active: ☒
- Retired: ☒
- Replaced: ☒
- Inactive: ☒
- Unassociated: ☒

Other Settings:

- Devices: ☒
- Single Ingredient: ☐
- Obsolete Drugs: ☒
- Private Labelers: ☒
- Repackagers: ☒

FDB RX OTC Format

- ☒ BOTH
- ☐ OTC
- ☐ RX

FDB Name Type Format

- ☒ BOTH
- ☐ BRAND ONLY
- ☐ GENERIC ONLY

FDB Packaged Drug Format

- ☒ BOTH
- ☐ EQUIVALENT PACKAGE DRUG ONLY
- ☐ PACKAGE DRUG ONLY

FDB Phonetic Search Format

- ☒ LITERAL
- ☐ LITERAL AND PHONETIC
- ☐ PHONETIC

FDB Search Methods Format

- ☐ BEGINS WITH EACH STRING
- ☒ BEGINS WITH LITERAL
- ☐ CONTAINS EACH STRING
- ☐ CONTAINS LITERAL

Buttons:

Figure 73: User Preferences

The user will select the various preferences and filter settings and then click the “Set Preferences” button to save the preferences to the PPS-N database. If the user starts making selections and doesn’t want to save them, the user will click the “Undo Changes” button.

Search Preferences Tab

The Search Preferences tab allows the users to create the results templates for the “All Fields” search in the simple search page (under Manage PPS).

The screenshot shows the PPS-N (Pharmacy Product System - National) interface. The header includes the United States Department of Veterans Affairs logo and the PPS-N title. The navigation bar has links for Home, Manage PPS, Reports, COTS Services, User Preferences, and Help. The User Preferences tab is active, and the Search Preferences sub-tab is selected. Below the navigation bar, there is a dropdown menu labeled "Select Appropriate Search Template:". The main content area is titled "Personalize the Search Results Table Template". It features two columns: "Available Fields:" and "Selected Fields:". Between these columns are arrows for moving items back and forth. To the right of the "Selected Fields:" column are "Up" and "Down" buttons for reordering. A note at the bottom states: "Note! If your changes don't show up, you can click F5 on your keyboard to refresh the list". A "Submit" button is located at the bottom left of the form.

Figure 74: Search Preferences

1. Search Preferences – Search Templates

There are three types of personal search templates: Product, Orderable Item and NDC. This corresponds to the Item Types that can be selected when performing searches.

This screenshot shows the same PPS-N interface as Figure 74, but with the "Select Appropriate Search Template:" dropdown menu open. The dropdown list displays three options: "Personal Product Search", "Personal Orderable Item Search", and "Personal NDC Search". The "Personal Product Search" option is currently selected and highlighted in blue.

Figure 75: Search Templates

The user will select the type of search template that they want to personalize from the Select Appropriate Search Template dropdown list as shown above.

2. Search Preferences – Available Fields

When the user selects a personal search template type, the Search Results Table Template will be automatically loaded.

If this is the first time that the user is creating the template, the Available Fields panel on the left side will contain all of the fields available for selection and display, and the Selected Fields panel will be empty, as shown below.

The screenshot shows the 'PPS-N PHARMACY PRODUCT SYSTEM - NATIONAL' interface. At the top is a navigation bar with links: Home, Manage PPS, Reports, COTS Services, User Preferences, and Help. Below this is a sub-navigation bar with 'User Preferences' and 'Search Preferences' (the latter is highlighted). The main content area is titled 'Search Preferences'. It features a dropdown menu 'Select Appropriate Search Template' with 'Personal Product Search' selected. Below this is a section 'Personalize the Search Results Table Template'. It contains two panels: 'Available Fields' on the left and 'Selected Fields' on the right. The 'Available Fields' panel lists various fields such as 'VA Product Name', 'VA Print Name', 'Generic Name', 'Product Strength', 'Copay Tier', 'Product Unit', 'Dosage Form', 'VA Product ID', 'PPS OI Name', 'VA Drug Class', 'CMOP Dispense (National)', 'New Item Request', 'Item Status', 'National Formulary Indicator', 'VA Dispense Unit', 'Category', and '# of NDCs'. Between the panels are buttons for '>' and '<'. To the right of the 'Selected Fields' panel are 'Up' and 'Down' buttons. At the bottom, there is a 'Submit' button and a note: 'Note! If your changes don't show up, you can click F5 on your keyboard to refresh the list.'

Figure 76: Edit Search Template

The user will highlight the items in the Available Fields panel that they want to include in their search results and use the right “>” button to move the item(s) to the Selected Fields panel. If needed, the user may move an item back to the Available Fields panel using the left “<” button.

The user may also define the order of the items in the Selected Fields panel by selecting an item and then using the “Up” and “Down” buttons. This order, top to bottom, is how the search results will be displayed in the All Fields search results table (left to right).

Once the user is satisfied with the items in the Selected Fields panel, the user will click the “Submit” button to save the changes.

An example of a Personal Product Search template with four selected fields is shown below.

UNITED STATES DEPARTMENT OF VETERANS AFFAIRS
PPS-N | PHARMACY PRODUCT SYSTEM - NATIONAL

Home Manage PPS Reports COTS Services User Preferences Help

User Preferences Search Preferences

Select Appropriate Search Template: Personal Product Search

Personalize the Search Results Table Template

Available Fields:

- Copay Tier
- Product Unit
- Dosage Form
- VA Product ID
- PPS OI Name
- VA Drug Class
- CMOP Dispense (National)
- New Item Request
- Item Status
- National Formulary Indicator
- VA Dispense Unit
- Category
- # of NDCs

Selected Fields:

- VA Product Name
- VA Print Name
- Generic Name
- Product Strength

Up Down

Submit

Note! If your changes don't show up, you can click F5 on your keyboard to refresh the list

Figure 77: Selected Fields for Product Search Template

3. All Fields Search Results Using Personalized Product Search Template

The image below shows an example of the “All Fields” product search based on the template that was created during the last step above.

Home Manage PPS Reports COTS Services User Preferences Help

Enter / Edit Items Requests Saved Work in Progress PPS Data Elements PPS Data Requests

Simple Search

Search For: AC_T% Item Type: Product Search Field: All Fields Strength: Category: Medication Sub-Category: Herbal Item Status: Active New Item Request: Approved

Contains Begins With Is Exactly Search Advanced Search

SEARCH RESULTS

1,000 items found, displaying 1 to 10. [FirstPrev] 1, 2, 3, 4, 5, 6, 7, 8 [NextLast]

Select	VA Product Name	Print Name	Generic Name	Str
<input type="checkbox"/>	FMCT SQA SUP CREATE PRODUCT	FMCT SQA SUP CREATE PRODUCT	ACETAMINOPHEN/ASPIRIN/CODEINE	
<input type="checkbox"/>	SQA-VALIDATION-MESSAGE	SQA-VALIDATION-MESSAGE	ACETAMINOPHEN/ASPIRIN/CODEINE	
<input type="checkbox"/>	ACETAMINOPHEN 5MG/ASA 5MG BUFFERED TAB	ACETAMINOPHEN 5MG/ASA 5MG BUFF TAB	ACETAMINOPHEN/ASPIRIN/CALCIUM CARBONATE	
<input type="checkbox"/>	ACETAMINOPHEN 4MG/ASPIRIN 4MG BUFFERED TAB	ACETAMINOPHEN 4MG/ASA 4MG BUFF TAB	ACETAMINOPHEN/ASPIRIN/CALCIUM CARBONATE	
<input type="checkbox"/>	ACETAMINOPHEN 1MG/ASA 1MG BUFFERED TAB	ACETAMINOPHEN 1MG/ASA 1MG BUFF TAB	ACETAMINOPHEN/ASPIRIN/CALCIUM CARBONATE	
<input type="checkbox"/>	ACETAMINOPHEN 2MG/ASPIRIN 2MG BUFFERED TAB	ACETAMINOPHEN 2MG/ASA 2MG BUFF TAB	ACETAMINOPHEN/ASPIRIN/CALCIUM CARBONATE	
<input type="checkbox"/>	EXCEDRIN TEST 1	EXCEDRIN TEST 1	ACETAMINOPHEN/ASPIRIN/CAFFEINE	
<input type="checkbox"/>	EXCEDRIN TEST 2	EXCEDRIN TEST 2	ACETAMINOPHEN/ASPIRIN/CAFFEINE	
<input type="checkbox"/>	EXCEDRIN TEST 3	EXCEDRIN TEST 3	ACETAMINOPHEN/ASPIRIN/CAFFEINE	
<input type="checkbox"/>	EXCEDRIN TEST 4	EXCEDRIN TEST 4 AMG	ACETAMINOPHEN/ASPIRIN/CAFFEINE	

1,000 items found, displaying 1 to 10. [FirstPrev] 1, 2, 3, 4, 5, 6, 7, 8 [NextLast]

Export: CSV Excel

Select All Edit Items

Create New Product (from blank)

Figure 78: Simple 'All Fields' Product Search

Help Tab

The user may access the Help files one of two ways. For general help in learning about PPS-N, the user will select the Help Tab.

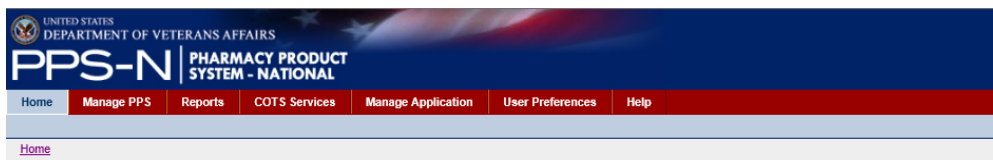


Figure 79: Help Tab

Selecting the Help tab launches the PPS-N Help application which is built using RoboHelp. The main help page is shown below.

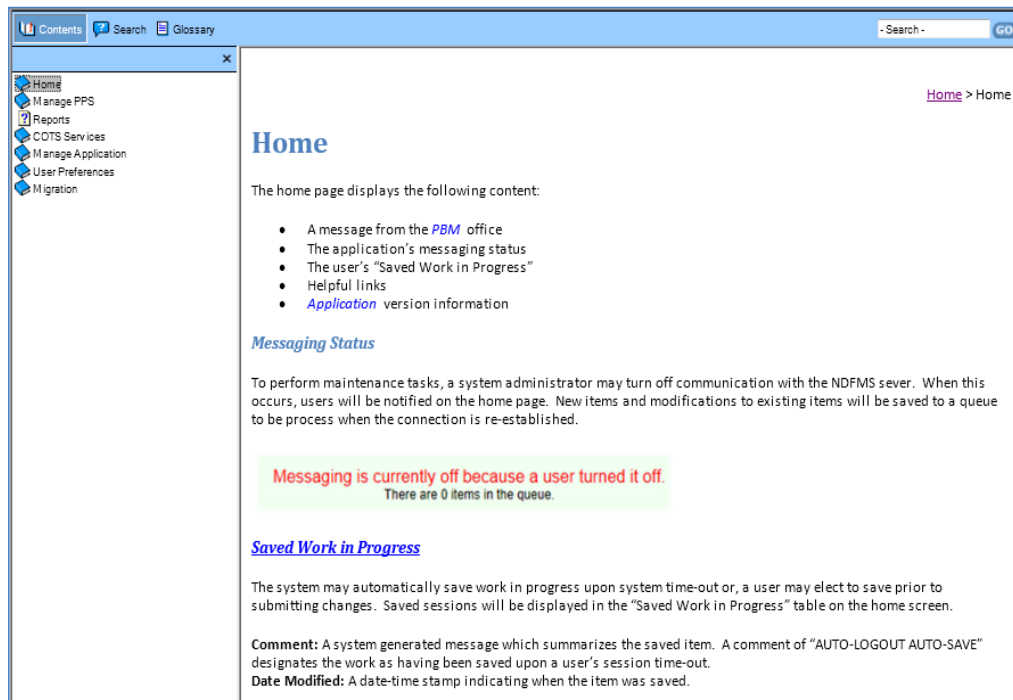


Figure 80: Main Help Page

The top menu bar has three selectable options on the left and then a search box on the right. The three left options include the following:

- Contents – organized in folders based on the main menu items within PPS-N
- Search – enter text to search for, along with options for highlighting search results and defining how many results to display per page
- Glossary – a list of terms and acronyms along with their definitions.

Images of these three options, Contents, Search, and Glossary, are shown below.

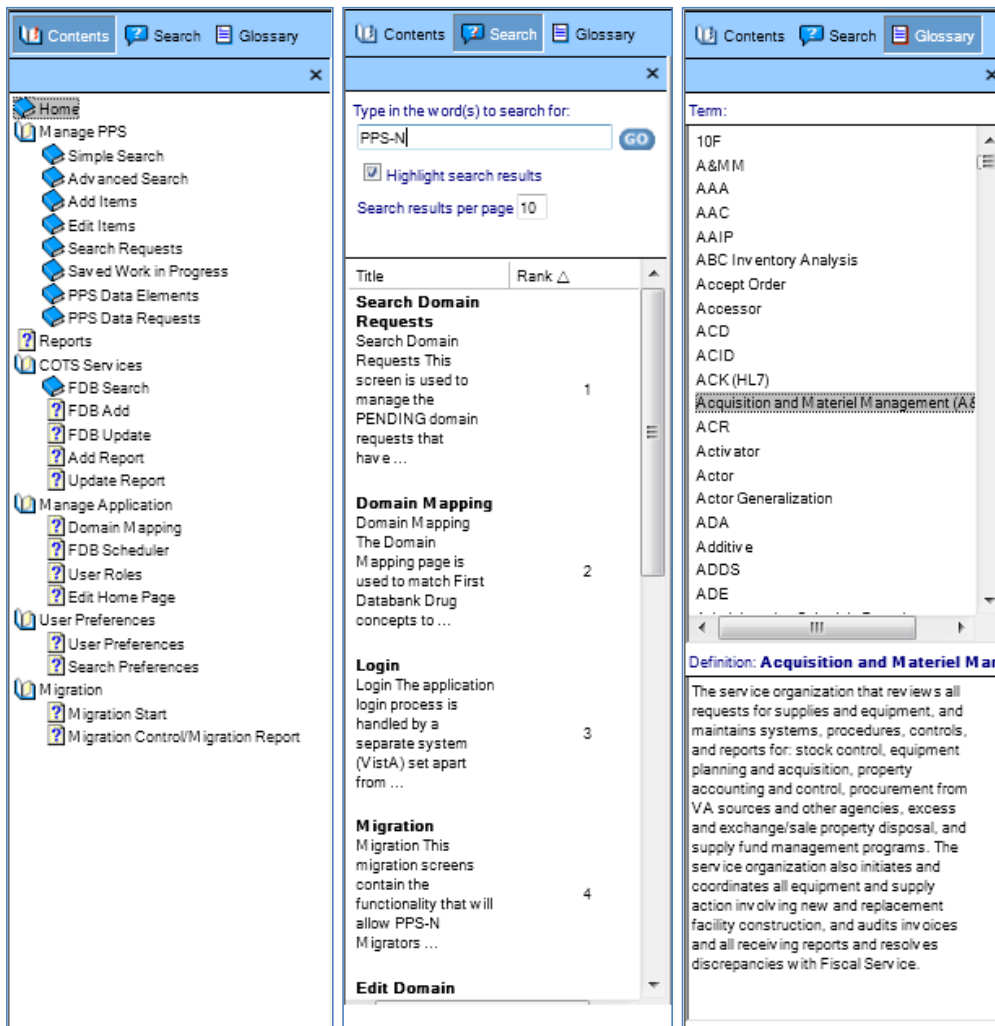


Figure 81: Help Options

Additionally, PPS-N provides page-level, context-sensitive help. When the user has a question about using a specific page within PPS-N, the user can select the Page Help link as shown below.

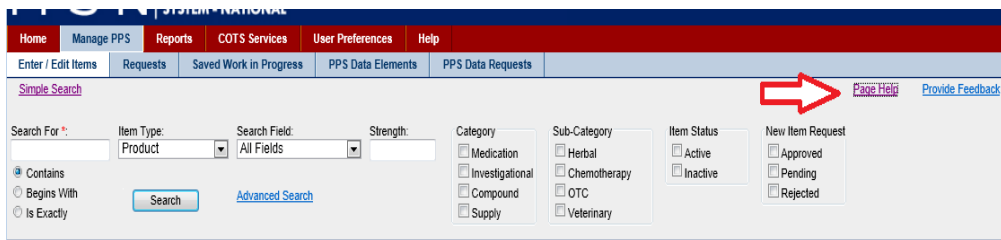


Figure 82: Page Help

When the user clicks the Page Help link, the RoboHelp application will launch and display the appropriate content based on the page. As an example, when the user selected the Page Help link shown above, the following Simple Search window will appear.

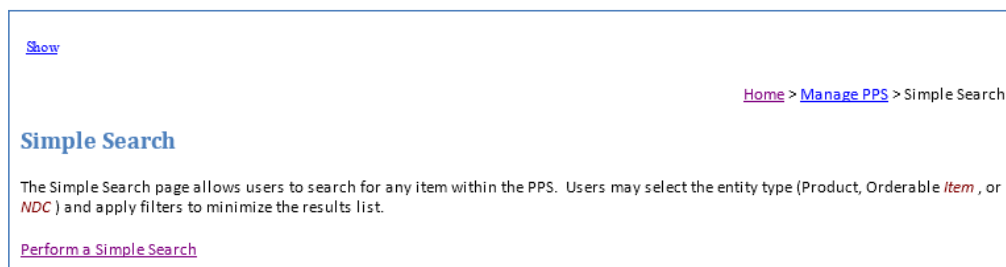


Figure 83: Context-Sensitive Page Help

If the user clicks the Show link in the upper left of the window, the panel with the three options described above will appear.

The user may use the breadcrumb navigational path shown in the upper right to visit the Home or Manage PPS Tab pages.

The user may also use links within the text to navigate to related pages, such as Perform a Simple Search which is shown in the lower portion of the figure above.

Manage Application Tab – for Supervisor Roles Only

Users who have a Supervisor Role will also have access to one other tab, Manage Application, as shown below.

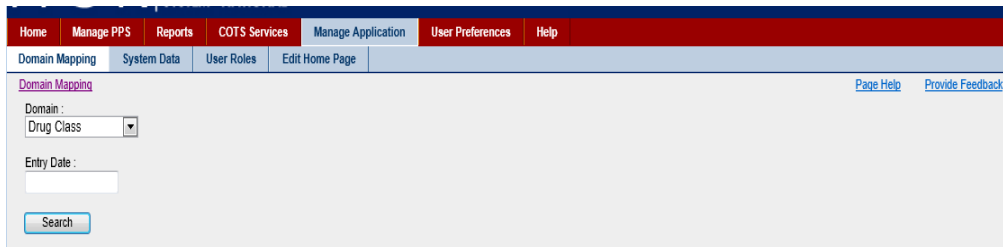


Figure 84: Manage Application Tab

This tab provides access to four other tabs:

- Domain Mapping – associate PPS-N terms with FDB terms
- System Data – the FDB Control Process panel which allows for scheduling of various PPS-N tasks
- User Roles – define roles and respective access permissions to various PPS-N users
- Edit Home Page – use a form to edit the Home page content

Each of these is described on subsequent pages.

Domain Mapping Tab – for Supervisor Roles Only

The user may select the Domain Mapping tab to associate (map) PPS-N terms to FDB terms.

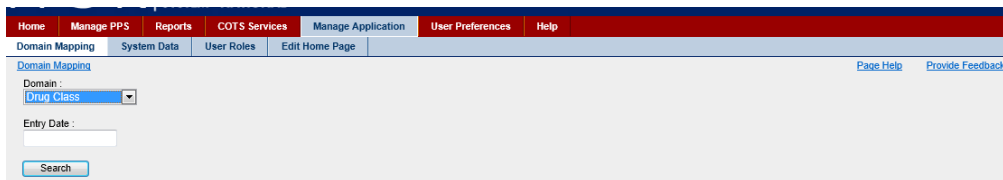


Figure 85: Domain Mapping Tab

The user will first select one of the options in the Domain dropdown list as shown below. The user also has the option to enter an Entry Date which will filter the results beginning with that date to the present.

Figure 86: Domains for Domain Mapping

Regardless of the Domain selected, the results tables all use the same presentation format as shown below:

FDB Term List	Entry Date	Associated PPS-N Term
0.225 % SODIUM CHLORIDE	08/14/2012	
0.9 % SODIUM CHLORIDE	08/14/2012	
ABACAVIR SULFATE	08/14/2012	
ABACEPT	08/14/2012	
ABICIMAB	08/14/2012	
ABIRATERONE ACETATE	08/14/2012	
ABOBOTULINUMTOXINA	08/14/2012	
ACACIA	08/14/2012	
ACAI BERRY EXTRACT	08/14/2012	
ACAMPROSATE CALCIUM	08/14/2012	
ACARBOSE	08/14/2012	
ACEBUTOLOL HCL	08/14/2012	
ACEMANNAN	08/14/2012	
ACETAMINOPHEN	08/14/2012	
ACETANILIDE	08/14/2012	
ACETATE SALT	08/14/2012	
ACETAZOLAMIDE	08/14/2012	
ACETAZOLAMIDE SODIUM	08/14/2012	
ACETIC ACID	08/14/2012	
ACETOHYDROXAMIC ACID	08/14/2012	
ACETONE	08/14/2012	
ACETYLCARNITINE	08/14/2012	
ACETYLCOLINE CHLORIDE	08/14/2012	
ACETYLCYSTEINE	08/14/2012	
ACITRETIN	08/14/2012	
ACRIFLAVINE	08/14/2012	
ACRIVASTINE	08/14/2012	
ACTIVATED CHARCOAL	08/14/2012	
ACYCLOVIR	08/14/2012	
ACYCLOVIR SODIUM	08/14/2012	
ADALIMUMAB	08/14/2012	
ADAPALENE	08/14/2012	
ADEFOVIR DIPIVOXIL	08/14/2012	
ADENOSINE	08/14/2012	
ADENOSINE PHOSPHATE	08/14/2012	
ADHESIVE BANDAGE	08/14/2012	

PPS-N Term List
1.1.1 TRICHLOROETHANE
2-AMINO-2-METHYL-1-PROPANOL
2-BUTOXYETHANOL
2-OCTYL CYANOCRYLATE
2-PHENYLBENZIMIDAZOLE-5-SULFONIC ACID
3.4 DIAMINOPYRIDINE
4-AMINOQUINOLINE
4-DILAURATE
7-METHOXYFLAVONE
8-AMINOQUINOLINE
ABACAVIR
ABACAVIR SULFATE
ABARELIX
ABACEPT
ABICIMAB
ABIRATERONE
ABIRATERONE ACETATE
ABOBOTULINUMTOXINA
ABSORPTION BASE
ACACIA
ACACIA POWDER
ACAI
ACAI BERRY EXTRACT
ACAMPROSATE
ACARBOSE
ACEBUTOLOL
ACEBUTOLOL HYDROCHLORIDE
ACEMANNAN
ACETAMIDE MEA
ACETAMINOPHEN
ACETANILIDE
ACETATE
ACETAZOLAMIDE
ACETAZOLAMIDE SODIUM
ACETIC ACID
ACETIC ACID GLACIAL

Figure 87: Domain Mapping Tables

The table on the left shows the FDB terms, their entry date, and any associated PPS-N term from the table on the right. To make an association, the user will click the appropriate FDB term in the list on the left and then click the associated PPS-N term in the table on the right.

The item selected in the right-hand table will then appear in the Associated PPS-N Term column in the left-hand table as shown below.

[Home](#)
[Manage PPS](#)
[Reports](#)
[COTS Services](#)
[Manage Application](#)
[User Preferences](#)
[Help](#)

[Domain Mapping](#)
[System Data](#)
[User Roles](#)
[Edit Home Page](#)

[Page Help](#)
[Provide Feedback](#)

Domain :
Drug Class :
Entry Date :

FDB Term List	Entry Date	Associated PPS-N Term	PPS-N Term List
5-ALPHA-REDUCTASE INHIBITORS	08/14/2012	AH105 - ANTIHISTAMINES PIPERAZINE	AA000 - INTRODUCTION
5-HT3 RECEPTOR ANTAGONISTS	08/14/2012		AD000 - ANTIDOTES DETERRENTS AND POISON CONTROL
ACIDIFYING AGENTS	08/14/2012		AD100 - ALCOHOL DETERRENTS
ADAMANTANES	08/14/2012		AD200 - CYANIDE ANTIDOTES
ADAMANTANES (CHS)	08/14/2012		AD300 - HEAVY METAL ANTAGONISTS
ADRENALS	08/14/2012		AD400 - ANTIDOTES DETERRENTS AND POISON CONTROL EXCHANGE RESINS
ADRENOCORTICAL INSUFFICIENCY	08/14/2012		AD900 - ANTIDOTES DETERRENTS, OTHER
ALCOHOL DETERRENTS	08/14/2012		AH000 - ANTIHISTAMINES
ALKALINIZING AGENTS	08/14/2012		AH100 - ANTIHISTAMINES PHENOTHIAZINE
ALLYLAMINES	08/14/2012		AH102 - ANTIHISTAMINES ETHANOLAMINE
ALLYLAMINES (SKIN & MUCOUS M	08/14/2012		AH103 - ANTIHISTAMINES ETHYLENEDIAMINE
ALPHA AND BETA ADRENERGIC A	08/14/2012		AH104 - ANTIHISTAMINES ALKYLAMINE
ALPHA- AND BETA-ADRENERGIC A	08/14/2012		AH105 - ANTIHISTAMINES PIPERAZINE
ALPHA-ADRENERGIC AGONISTS	08/14/2012		AH106 - ANTIHISTAMINES BUTYROPHENONE
ALPHA-ADRENERGIC AGONISTS (E	08/14/2012		AH107 - ANTIHISTAMINES PIPERIDINE
ALPHA-ADRENERGIC BLOCKING A	08/14/2012		AH109 - ANTIHISTAMINES, OTHER
ALPHA-ADRENERGIC BLOCKING A	08/14/2012		AM000 - ANTIMICROBIALS
ALPHA-ADRENERGIC BLOCKING A	08/14/2012		AM110 - PENICILLIN-G RELATED PENICILLINS
ALPHA-GLUCOSIDASE INHIBITORS	08/14/2012		AM111 - (INACTIVE) PENICILLIN G-RELATED PENICILLINS
AMEBICIDES	08/14/2012		AM111 - PENICILLINS AMINO DERIVATIVES
AMINOGLYCOSIDES	08/14/2012		AM112 - (INACTIVE) PENICILLINS, AMINO DERIVATIVES
AMINOPENICILLINS	08/14/2012		AM112 - PENICILLINASE-RESISTANT PENICILLINS
AMMONIA DETOXICANTS	08/14/2012		AM113 - EXTENDED SPECTRUM PENICILLINS
AMPHETAMINES	08/14/2012		AM114 - (INACTIVE) BETA-LACTAM ANTIMICROBIALS
AMYLINOMIMETICS	08/14/2012		AM114 - PENICILLINS AND BETA-LACTAM ANTIMICROBIALS
ANALGESICS AND ANTIPYRETICS	08/14/2012		AM114 - (INACTIVE) PENICILLINS
ANDROGENS	08/14/2012		AM115 - CEPHALOSPORIN 1ST GENERATION
ANGIOTENSIN II RECEPTOR ANTA	08/14/2012		AM116 - CEPHALOSPORIN 2ND GENERATION
ANGIOTENSIN II RECEPTOR ANTA	08/14/2012		AM117 - CEPHALOSPORIN 3RD GENERATION
ANGIOTENSIN-CONVERTING ENZYME	08/14/2012		AM118 - CEPHALOSPORIN 4TH GENERATION
ANGIOTENSIN-CONVERTING ENZYME	08/14/2012		AM119 - BETA-LACTAMS ANTIMICROBIALS, OTHER
ANOREX, RESPIR, CEREBRAL STIM	08/14/2012		AM150 - CHLORAMPHENICOL
ANTACIDS AND ADSORBENTS	08/14/2012		AM200 - ERYTHROMYCINS/MACROLIDES
ANTHELMINTICS	08/14/2012		AM250 - TETRACYCLINES
ANTI-INFLAMMATORY AGENTS (GI)	08/14/2012		AM300 - AMINOGLYCOSIDES
ANTI-INFLAMMATORY AGENTS (SK	08/14/2012		AM350 - LINCOMYCINS

Figure 88: Domain Mapping Assignments

If the user decides that an association is wrong, while the left-hand item is selected, the user may either select a new item in the right-hand table, or the user may click the “Clear” button. When the user is finished making the associations, the user will click the “Submit” button.

System Data Tab – for Supervisor Roles Only

The user may select the System Data tab to manage the FDB control processes. This is also referred to as the FDB Scheduler.

Jobs	Controls	Hrs	Mins	Job Status	Next Fire Time	Last Success Run	Process Status
Inactivation Job	Resume Pause Schedule	1	0	RUNNING	Nov-18-2013 02:20:00	Feb-26-2013 01:00:24	COMPLETED
Fdb Update	Resume Pause Schedule	5	0	RUNNING	Nov-18-2013 02:50:00	Jan-31-2013 00:00:00	COMPLETED
Fdb Add	Resume Pause Schedule	6	0	RUNNING	Nov-18-2013 03:00:00	Jan-31-2013 00:00:00	COMPLETED
FSS	Resume Pause Schedule	2	0	RUNNING	Nov-18-2013 02:30:00	Feb-26-2013 04:00:00	COMPLETED
STS	Resume Pause Schedule	3	0	RUNNING	Nov-18-2013 02:40:00	Feb-26-2013 05:00:00	COMPLETED

Messaging Status	FDB Host Name	Messages on Queue	Messaging Running	Error Messages
On Off	https://www.cmpnaton.com Update	0	true	

Figure 89: System Data Tab

The FDB Control Process panel manages the FDB Scheduler process which is used to schedule when the five PPS-N background tasks will be executed. Each of these tasks executes independently. For performance reasons the tasks should be scheduled to run at night when PPS-N is not being used, and the tasks should be spaced out so they do not run at the same time. Generally each task will run in less than five minutes so they don't need to be scheduled hours apart..

Information on the five tasks is presented in the following table..

Table 8: FDB Control Process Jobs

Jobs	Description
Inactivation Job	This job looks at the Product and <i>NDC</i> proposed inactivation dates. If there are any NDCs that are Active and have a proposed Inactivation Date earlier than the current date then the NDC will be inactivated. If there are any Products that are Active and have a proposed Inactivation date earlier than the current date then a Request to Inactivate the product will be put on the request list.
FDB Update	This job will search the FDB Packaged Drugs Update Date field for all entries greater that the Last Successful Run date. When a match is found, the system will check the FDB Drug against its VA equivalent to see if any fields that are currently monitored by the VA were updated. If so, then the job will put an entry on either the FDB Update list (if the system could not automatically process the update) or the Update Report (if the system automatically processed the update).
FDB Add	This job will search the FDB Packaged Drugs Add Date field for all entries greater that the Last Successful Run date. When a match is found, the system will either add the Packaged Drug to PPS-N (if certain criteria for automatic add are met) or will place the Packaged Drug on the FDB Add list for NDF Managers to process.
FSS	This job will search the Federal Supply Schedule (FSS) database for any updates that have occurred since the Last Success Run time. Any PPS-N NDCs that have corresponding updates in FSS will be automatically updated.

Jobs	Description
STS	This job will call the Standard Terminology Service Web service to retrieve the u-to-date list of Standard Medication Routes. Any newly added routes will be added to PPS-N.

FDB Control Process Header Information

The control panel header includes one button and two fields:

- “Refresh” button: This button refreshes the System Time field and the information in the table.
- System Time: This is the current date time of the *Application* Server that will be processing the request. It may very well be in a different time zone that the client machine where the user is located.
- Scheduler Status: This should always be RUNNING. If this field is set to anything other than running then a serious error has occurred and the System Administrators should be notified.

FDB Control Process Table

The following explains the table columns:

- Jobs: The name of the job.
- Controls: Provides three user control buttons.
 - Resume: This button allows for the control process to be restarted if it was paused for some reason.
 - Pause: This button will stop the job from executing at the specified time and put the job in a hold mode.
 - Schedule: This button will allow the user to schedule the job to run once they have set the Hours and Minutes.
- Hrs: This is the scheduled server time in hours for the job to run. For example, selecting 1 would have the job run in the 1 a.m. hour. Used in conjunction with the Mins column.
- Mins: This is the scheduled server time in minutes for the job to run. For example, selecting 30 would have the job run at 30 minutes past the hour. Used in conjunction with the Hrs column.
- Job Status:
 - PAUSED: indicates that the job is not current scheduled to run.
 - RUNNING: indicates the job will run at the Next Fire Time.
- Next Fire Time: This is the next scheduled time for the job to execute.
- Last Success Run:
 - For the Inactivation Job, FSS and STS jobs, this indicates the date-time the job finished on its last run.
 - For the Fdb Add and Fdb Update jobs, this indicates the latest value in the AddDate or UpdateDate field in the FDB Packaged Drug table.
- Process Status:
 - STOPPED: indicates the job has not been executed since the code was deployed.
 - COMPLETED: indicates that the job has executed and the Last Success Run will hold the time the job last completed.
 - RUNNING: indicates the job is currently executing.

National Settings

Under the jobs table is a row of National setting variables that are used in the execution of these jobs.

Table 9: Jobs Table - National Settings

Jobs Types	Description
Messaging Status	On indicates Messages are being sent to NDF as they are generated. Off indicates Messages are being queued as they are generated. When the user changes the status from Off to On all queued messages will be sent.
FDA Host Name	This is the host name for the FDA Server which holds the FDB Med Guides. This becomes the base of the URL that is used to display FDB Med Guides for specific products.
Messages on Queue	This is a count of the number of messages in the message queue.
Messaging Running	This is used in conjunction with the Messaging Status button. When the messaging is On, this is set to true, when the messaging is Off, this is set to false.
Error Messages	If an error occurs when processing the messages from the queue, the error will be displayed here and the messaging will automatically be turned off.

User Roles Tab – for Supervisor Roles Only

The user can assign specific PPS-N roles which determine what functions within PPS-N that user can perform.

Username	DUZ	Location	PPS-National Migration User	PPS-National Second Approver	PPS-National Manager	PPS-National Supervisor
User Pmmone	10000000205	500	<input type="checkbox"/>			
National Pmmone	10000000188	500			<input type="checkbox"/>	
national Pmaone	10000000164	500				<input checked="" type="checkbox"/>
National Pmcone	10000000206	500	<input type="checkbox"/>			<input checked="" type="checkbox"/>

Figure 90: User Roles Tab

There are five user roles in PPS-N that are managed in the application by the administrators..

Table 10: PPS-N User Roles

Role	Security Key	Description
PPS National Viewer	PSS_PPSN_VIEWER	This role is designed for a user who needs access to PPS-N to view drugs and their attributes. This user can use the search features and view drugs, but cannot modify or add new drugs to the system. The user can use advanced search and create their own personal search templates and can use the FDB Search features. This user does have the ability to submit a change request for a drug. This user has the ability to view and create reports.
PPS National Second Approver	PSS_PPSN_SECOND_APPROVER	This role contains all the functionality of a PPS National Viewer and allows a user to conduct a second approval on items that are in the Pending second approval state. The user can search for and view all requests, but they can only approve or disapprove the ones that are available for second approval.
PPS National Manager	PSS_PPSN_MANAGER	The PPS National Manager is the role that controls the normal processing of drug items. This role contains all the functionality of the PPS National Second Approver plus the ability to add and approve all items including new domains such as generic names, ingredients, drug classes, etc. This role also allows the user to look up new items in FDB and add them to PPS-N . This role allows the user to save and retrieve partially modified items.

Role	Security Key	Description
PPS National Supervisor	PSS_PPSN_SUPERVISOR	This role contains all of the permissions of a PPS National Manager. In addition, the role provides access to the Manage Application tab for domain mapping, system data control, assigning user roles, and editing the home page content. In addition this role allows the user to create system level advanced search templates and delete templates that other users have created. This role can also delete partially saved items that other users have saved.
PPS National Migrator	PSS_PPSN_MIGRATOR	This role contains all the permissions of the PPS National Viewer and provides access to the Migration tab to perform those functions.

Each user of PPS-N will need at least one of these roles, and can be assigned multiple roles. When the user first logs into PPS-N, they will only get the permissions of PPS National Viewer. Before they can access the functionality of those additional roles, a PPS-N Supervisor must access this page and check the checkbox giving them the appropriate role(s).

User Role Table Columns

The user roles table contains a number of columns:

- First name – The first name of the user, sent by IAM SSOi.
- Last name – The last name of the user, sent by IAM SSOi
- User Name: First Name_Last Name – set by PPS-N.
- VAUID – The Active Directory VAUID of the user, sent by IAM SSOi
- Roles – The user’s assigned roles, as assigned by PBM NDF Managers.

Granting Permissions

The user will access this tab and check the appropriate checkboxes for each user. The user will then click the “Submit” button to save the changes to the database.

Edit Home Page Tab – for Supervisor Roles Only

The user will access the Edit Home Page tab to change the content for the Home tab.

Home Manage PPS Reports COTS Services Manage Application User Preferences Help

Domain Mapping System Data User Roles Edit Home Page

Edit Home Page Page Help Provide Feedback

Home Page Image

Select image: Default System Image

Announcement Information

Title: Don't Return Controlled Substance

Body: (2000 character limit) No provisions in Controlled Substances Act or Code of Federal Regulations for pharmacy take back of controlled substances from patients. Pharmacists should be aware that no provisions exist in the Controlled Substances Act or Code of Federal Regulations (CFR) for a DEA registrant, such as a community pharmacy, to take back controlled substances from a non-registrant (i.e., individual patient). However, patients may return an unused controlled substance medication

Link Title: Full Story...

Link: #

Undo Changes Save Changes

Figure 91: Edit Home Tab Content

There are two primary features of the home page. The first is an optional image, as shown in the left panel above. The second feature is the text that is aligned to the right of the image on the Home tab. The user can use the form shown in the right panel above to enter a title, a certain amount of body text, a link title, and then the URL for the link to the full story or article.

When the user has made the desired changes, the user will click the “Save Changes” button. The user may also undo the changes by clicking the “Undo Changes” button.