

Request For Waste Disposal of Controlled Drugs

User Manual

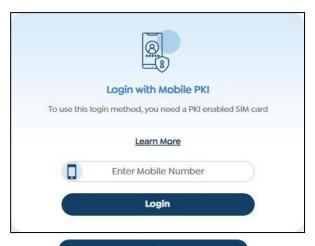


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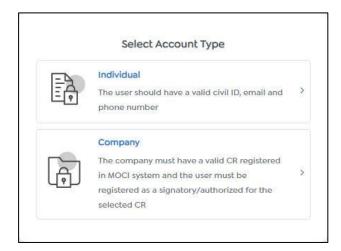
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1. Registration

You can create or a register a new account to use in the system using two different types: Individual and Company. You start from the Login page as shown below:



Click your mobile number and click hat it is not registered in the system, it will navigate you to the following page:



You can select an account type by simply clicking on any of them.

1.1 Register an Individual Account

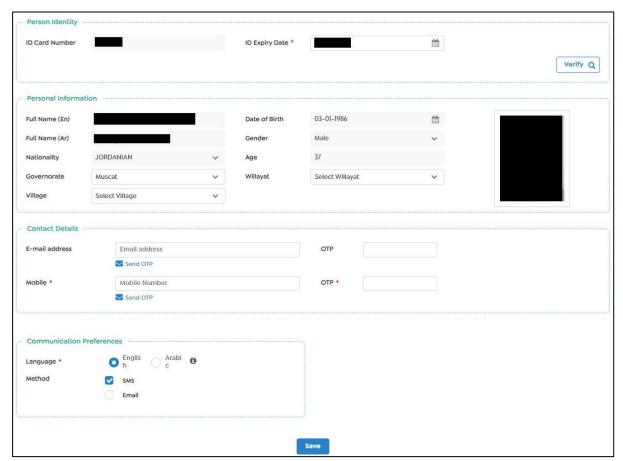
To register an individual account, follow the steps below:



1. Click on _____, and following page appears:



- 2. Enter your resident card number and expiry date.
- 3. Click verify , and the system will retrieve your information automatically as shown below:



- 4. Enter the location which consists of Governorate, Wilaya, and village.
- 5. Enter email address and mobile number, then click Send OTP for both platforms, and then enter the OTP which you have received on both platforms.



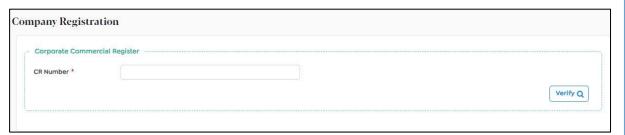
- 6. Select the communication language if it's in Arabic or English.
- 7. Select the communication method if it's by SMS or Email or both.
- 8. Click save, and a message appears indicating that the account has been successfully registered.

1.2 Register a Company Account

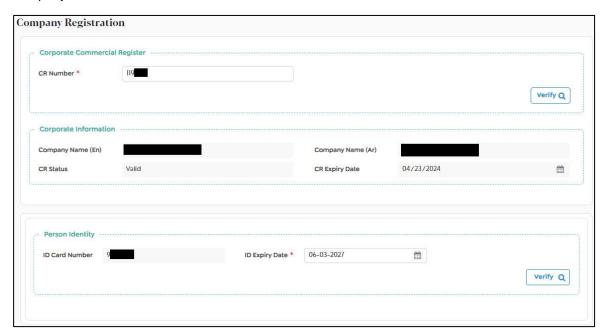
To register a company account, follow the steps below:



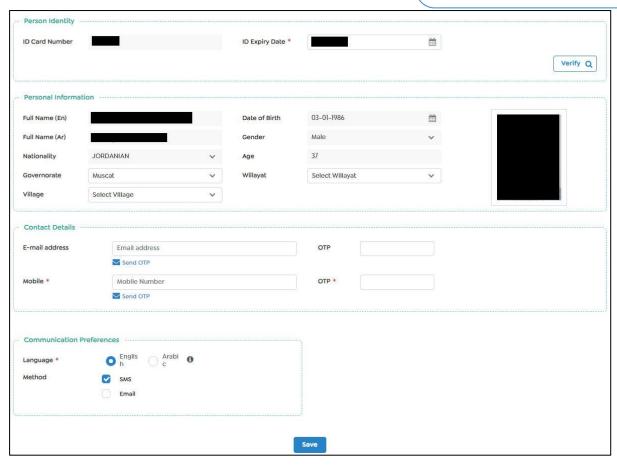
l. Click on ______, and the following page appears:



2. Enter the CR number and then click the button, and the system will retrieve your company's information as shown below:



3. Then you need to enter the person's information by entering the resident card number and expiry date, then click verify and the system will retrieve the person's information automatically as shown below:

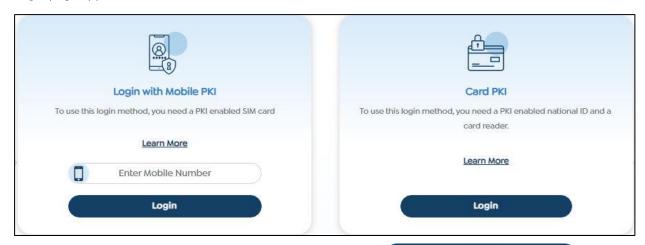


- 4. Enter the location which consists of Governorate, Wilaya, and village.
- 5. Enter email address and mobile number, then click Send OTP for both platforms, and then enter the OTP which you have received on both platforms.
- 6. Select the communication language if it's in Arabic or English.
- 7. Select the communication method if it's by SMS or Email or both.
- 8. Click save, and a message appears indicating that the account has been successfully registered.



2. Login

You can login to the system with your account using two different methods: Mobile PKI and Card PKI. The Login page appears as shown below:



- For Mobile PKI, you enter your mobile number then you click on the left side, and it you enter your password on your phone.
- For Card PKI, you click on the right side, then you use the ID card reader to read your card, and then you enter your password on the computer screen.

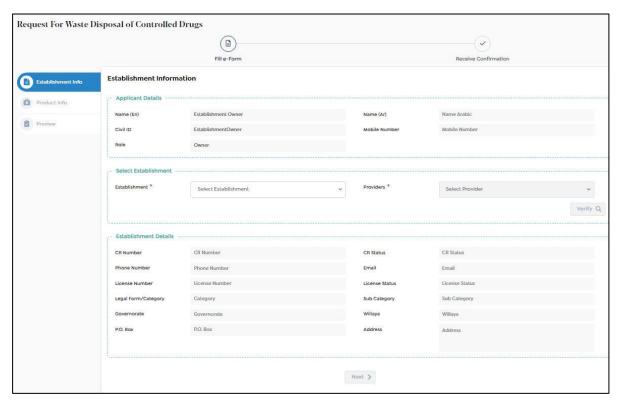


3. Request For Waste Disposal of Controlled Drugs Service

Through this page you request for waste disposal of controlled drugs. The process is as follows:

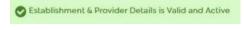


The Request For Waste Disposal Of Controlled Drugs page appears as shown below:

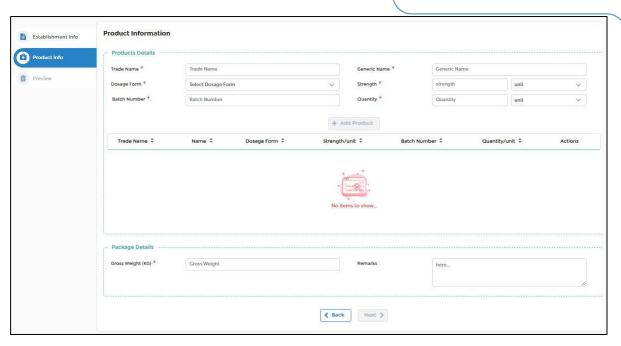


To apply for the service, follow the steps below:

- 1. Select the establishment from the dropdown list.
- 2. Select the provider from the establishment you have selected.
- 3. Click verify Q button, and you get a notification in green on top of the page if the establishment is valid and you can continue with the process. The notification appears as shown below:



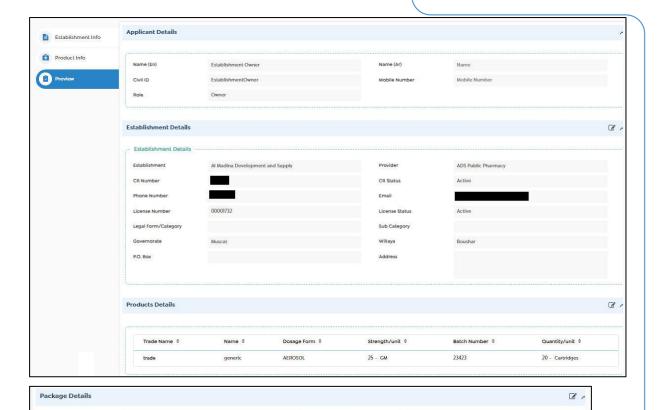
4. Click and the following page appears:



- 5. Enter product details which consists of trade name, generic name, dosage form, strength, batch number, and quantity.
- 6. Click + Add Product and the details are added as shown below:



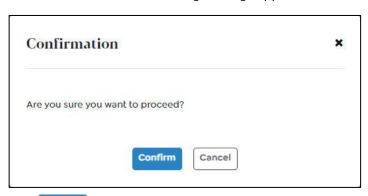
- 7. Enter gross weight in KG.
- 8. Enter remarks, if any.
- 9. Click and the following page appears:



- | hereby declare that all the information provided in this application form is true and accurate. I understand that providing incorrect or misleading information will result in the rejection of my application, and the Drug Safety Center will take the necessary actions.

 | Submit | Submit | Neview all the details. Once done, add a tick to the checkbox to declare that you abide by the narcotic
- 11. Click and the following message appears:

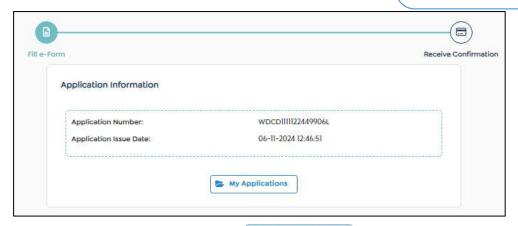
combat law and regulations.



12. Click confirm button, and the following page appears:

Gross Weight (KG) *

Declaration



You can view your applications using the button.



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