

Wasfaty Community Portal

User Guide V1.0

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1. Purpose

The purpose of this document is to illustrate the overview, system modules, and main functionalities of the Community Portal from a Wasfaty admin (organizational admin) perspective.

2. About

The Community portal is a comprehensive portal that enables healthcare companies such as Payers, Provider and, Regulators to access the portal's functionalities including:

- Single Sign-on and launchpad for users to login and access integrated applications
- Registration of users and facilities
- Access user dashboards, notifications

The Community Portal has **embedded** data dictionary, data schema, user management. Its primary use is to centrally manage the users and map them with the required roles to access the integrated solutions.



2.1 What is Wasfaty?

Wasfaty is an e-Prescribing solution intended to enable physicians at the government primary healthcare centers and hospitals to e-prescribe and allow patients to pick-up their prescriptions at private and public pharmacies in the Kingdom of Saudi Arabia. This solution provides an additional access channel that links hospitals and primary health care centers to private pharmacies so that patients can receive the drug form their nearest pharmacy in the neighborhood.

2.2 Getting Started

Accessing the Wasfaty community portal system requires the user to be equipped with a computer and an internet connection.

To get started, open the internet browser, and navigate to the following URL:

<https://cp.wasfaty.sa/>

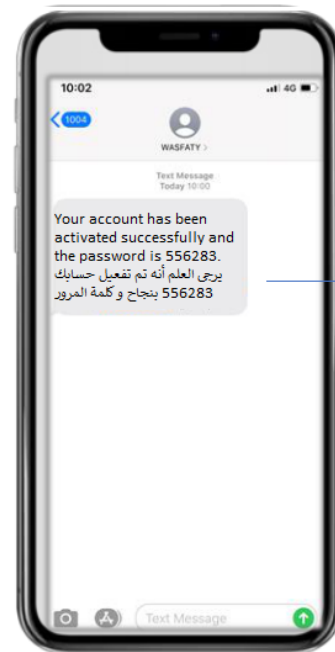
You will then be redirected to the **Wasfaty CP Login page**.



Note: For an optimal experience with Wasfaty service, we highly recommend using the latest versions of Microsoft Edge, Google Chrome or Firefox browsers and take in consideration that the internet explorer browser is not fully supported by Microsoft anymore.

2.2.1 How can I login to the Wasfaty CP?

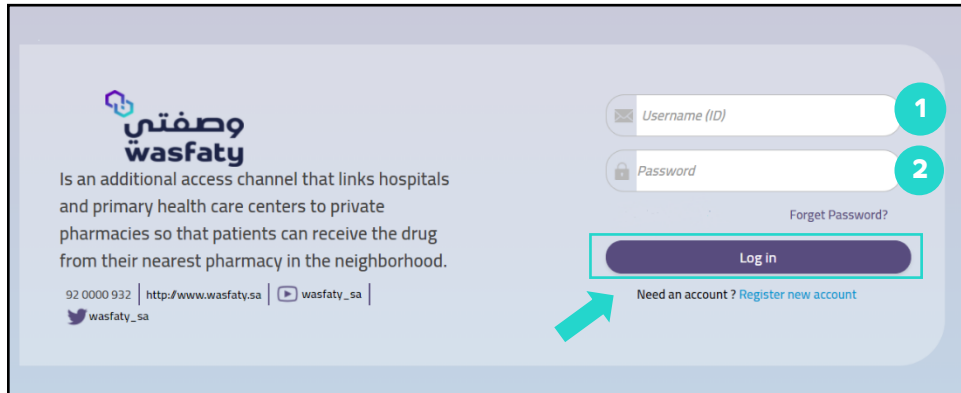
If you are logging in for the first time, you will receive an SMS on your registered mobile number which contains the password for login. The system will send an auto-generated activation code based on the user's preferred contact method. Once the facility admin account is activated, he/she can begin adding and assigning users to their resected facility.



The password received in the SMS

If you have already registered your account, enter your **username** and **password** then click on 'log in'.

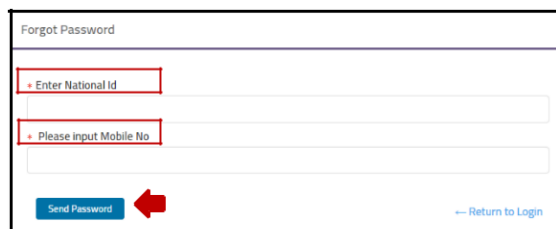
1. **Username:** The "National ID/ Iqama ID"
2. **Password:** The number received via SMS



In case you forgot your password, click on "**forgot password**" to reset your password. A code will be sent to your registered mobile number in addition to a link to reset your password via email notification.

The user should enter the below fields for authentication:

- National ID/ Iqama ID
- Mobile Number



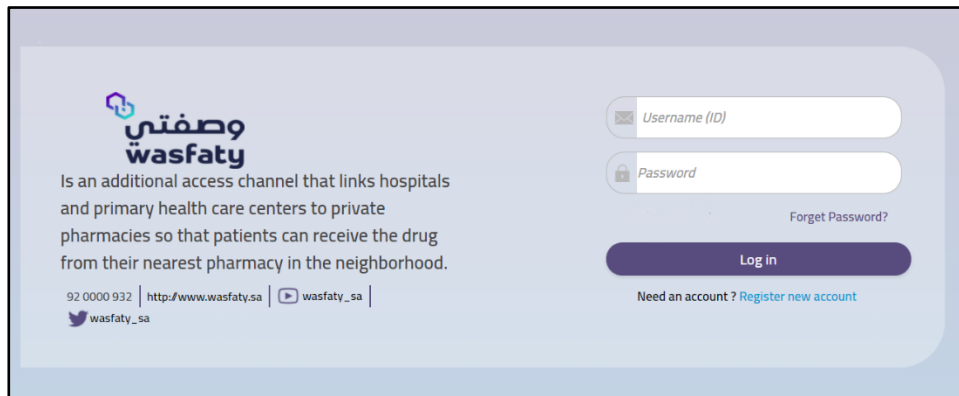
The system will validate the two fields value with the registered user information in the database, prior to sending the OTP SMS to enable the user to reset his/her system password.

After receiving the SMS successfully, the user must enter the following:

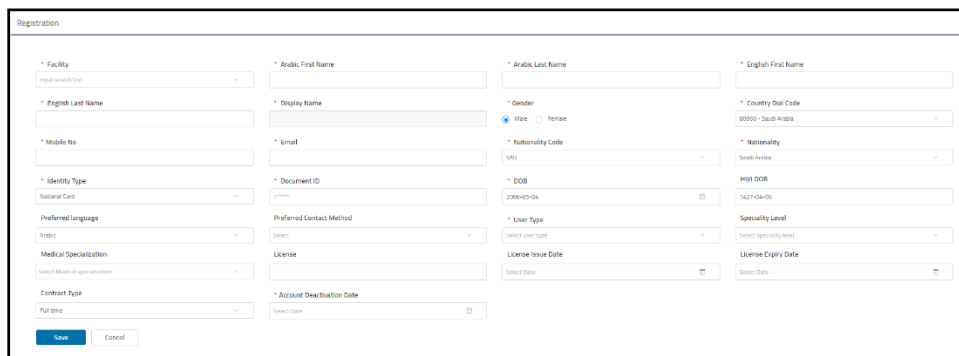
- OTP Code
- New Password
- Confirm New password

2.2.2 How can I register a new account?

If you do not have an account, click on **“Register a new account”** to register your new user account



Step 1: Fill in the following details to register your user account then click on **“Submit”**.



The image shows a registration form with the following fields:

- Facility (dropdown)
- English Last Name (text)
- Mobile No (text)
- Identity Type (dropdown)
- Preferred Language (dropdown)
- Medical Specialization (dropdown)
- Contract Type (dropdown)
- Arabic First Name (text)
- Display Name (text)
- Email (text)
- Document ID (text)
- Preferred Contact Method (dropdown)
- License (text)
- Account Deactivation Date (date)
- Arabic Last Name (text)
- Gender (radio buttons: Male, Female)
- Nationality Code (dropdown)
- DOB (date)
- User Type (dropdown)
- License Issue Date (date)
- English First Name (text)
- Country Dial Code (dropdown)
- Nationality (dropdown)
- Height DOB (text)
- Specialty Level (dropdown)
- License Expiry Date (date)

Buttons: Submit, Cancel

The Support/organization admin will need to activate the account for the facility admin by accessing the **“users”** tab and validating all the details of the user’s information.

Step 2: Upon logging in, you will then view the Wasfaty Community Portal homepage.



Step 3: The homepage gives you access to:

- Shortcuts
- **“Click here”** will redirect you to the Wasfaty provider portal system

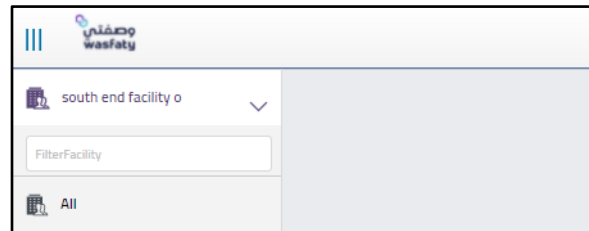
Shortcuts:

Notifications Center

Solutions (Provider applications)



If you are an admin with access to a group of facilities, you can filter the results for each facility by selecting it from the dropdown list:



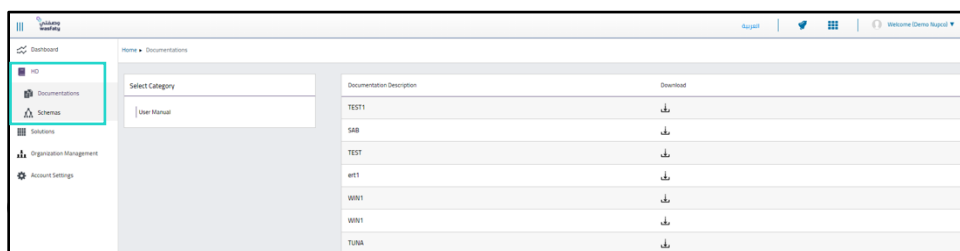
3. Modules

3.1 Health Data Dictionary (HD)

The health data dictionary includes all the Wasfaty user manuals, drug lists, circulars, events and more.

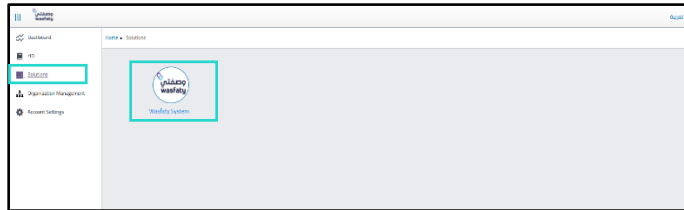
To view the menu of the Health Data Dictionary:

1. Click on **“HD”**
2. Select the menu you would like to view (documentation, schemas)
3. Notice that each menu may contain several categories
4. Select the Category that you would like to view or download: each category will contain a set of items to choose from
5. Click on the download icon to download the item



3.2 Solutions

The "Solutions" module directs the user to any integrated Wasfaty Application



Click on the 'Wasfaty applications' icon and you will be directed to a new page containing the suite of Provider Applications available for the Wasfaty Users.

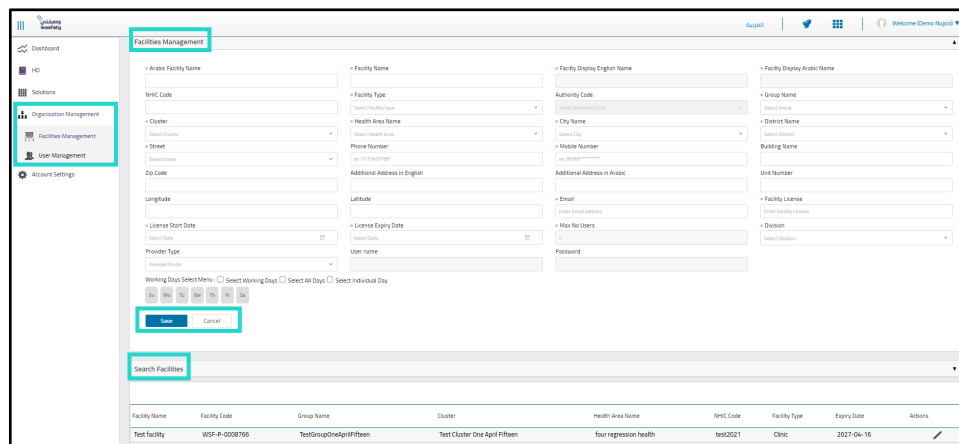


3.3 Organization Management

Organization management enables you to manage facilities under your organization, and you can also manage user accounts available in all facilities of the organization.

3.3.1 Facilities Management

In the Facilities Management section, you can modify the data of the facilities under your organization as a facility admin by clicking on the "edit" icon under the "Actions" column. Also, you can request to add new facilities to the organization if necessary.



To add a new facility, you must enter the new facility data, then click "Save".

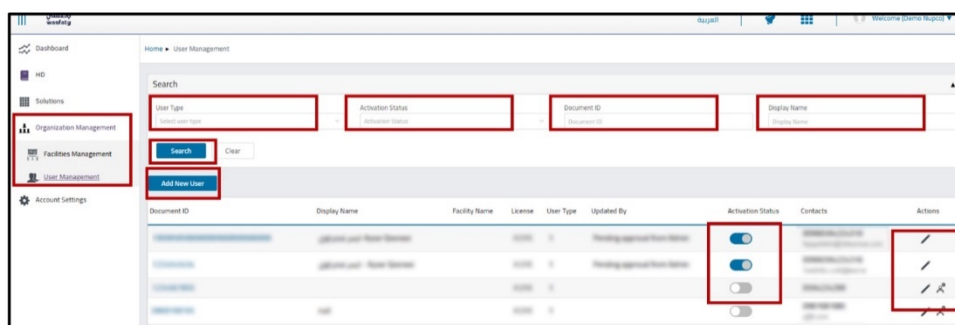
After completing the registration process, the facility will be added to the organization's facility.

Note: Saving the facility and adding it does not mean that it has been activated or that the facility admin can add users to that facility.

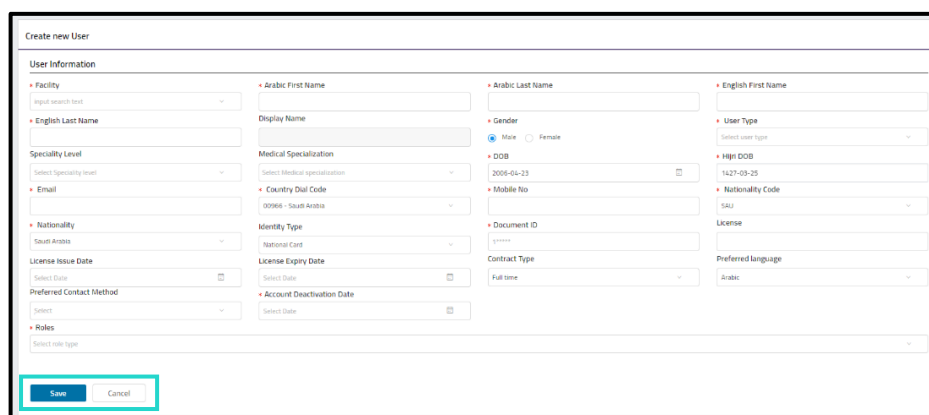
It is not possible to add users to a new facility before the facility has been approved by the support admin.

3.3.2 User Management

The User Management module allows you to view all users listed in the facility. You can filter the search results by (user type, activation status, document number, display name ...) to search for specific users



You can "Add a New User" by clicking on the "Add a New User" icon, then fill in the user's data, the facility assigned to that user and the account privileges, then click "Save".



Note: Saving the new user's account and adding it does not mean that it has been activated or that the user can log in to his account.

Once the account is created by the admin user, it is added with a no stating "Pending approval from Admin" where a request is sent to the support admin to verify the data entered and approve or reject the activation request.

You can activate / deactivate a specific user by sliding the "Activation Status" toggle bar to the right or left to activate/deactivate a certain user, in addition to the following actions:

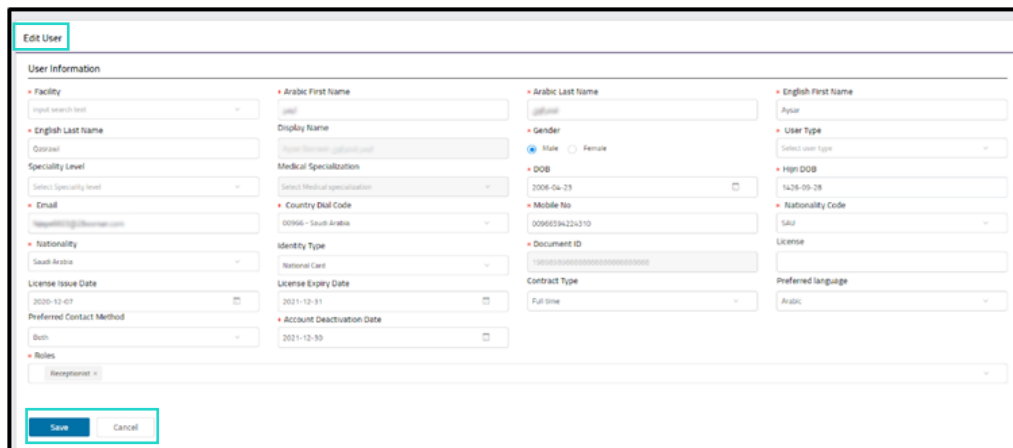
Actions

Edit/Reject user



- **Edit**

Click on the "Edit" icon to amend / update the user's details as follows:

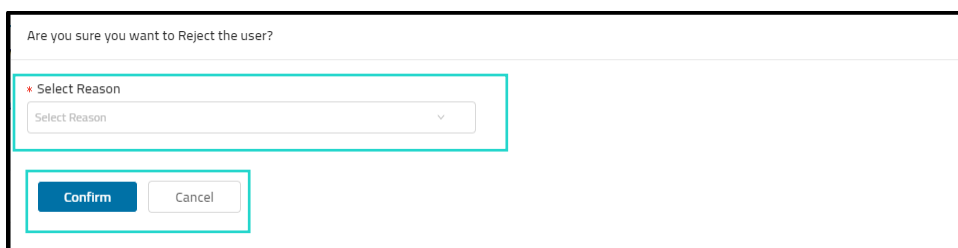


Once you have completed all the changes, make sure to click on the "Save" button.

- **Reject**

The "reject" option will allow the admin to reject any requests made to join his/her facility. This option will only be available in case the user has not been activated yet.

If you choose to reject a user, select the reason of rejection (not verified, profile requirements not met, or others...etc) and click on "confirm" to proceed.

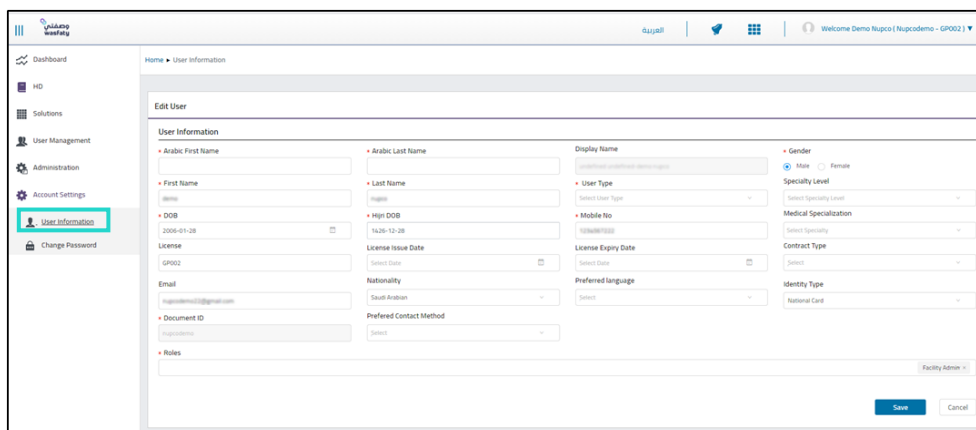


3.4 Account Settings

Account settings allows to edit the logged in account information and changing the login password if necessary.

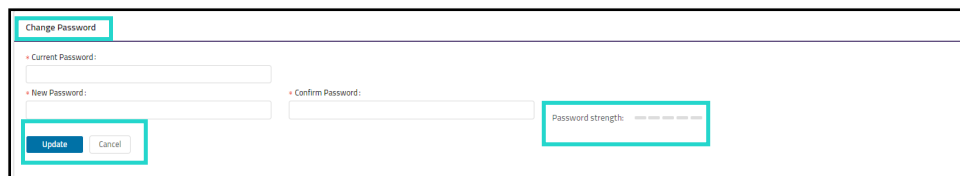
3.4.1 User Information:

The “User information” module allows you to manage your personal account by editing your user details (name, phone, Specialty, username (ID), roles...) as shown below.



3.4.2 Change password:

You may also change your user password by clicking on “Change password” and enter your current and new password then click on “Update” to update your changes.



4. Support

If you have any questions or inquiries, we would love to hear from you on the below platforms:

 92 0000 932

 www.wasfaty.sa

Working hours:

- Saturday – Thursday 8am-11pm
- Friday 2pm-10pm

Help and Support
92 0000 932
www.wasfaty.sa
📺 🐦 wasfaty_sa



Best Browsers to use the platform: Firefox  Google Chrome  Microsoft Edge 