

Use the following steps to pull the reports needed to complete the snapshot daily.

DISPENSE SIDE

1. RX tab
2. Binoculars
3. Filled between date range (left column towards the bottom)
4. Begin & End date: previous days date
(on Monday run Friday and Saturdays date – do this separate for each day!)
5. Reports (top right corner)
6. Hit end on keyboard to go to bottom of list
7. Click RX Total Summary report
8. Print
9. CLEAR (bottom left corner)

POS SIDE

Stay in the RX Tab

1. Completed between date range (middle column towards the bottom)
2. Begin & End date: previous days date
(on Monday run Friday and Saturdays date – do this separate for each day!)
3. Reports (top right corner)
4. Click RX Total Summary
5. Print

****STORE SPECIFIC REPORT****

VALDOSTA

1. Filled between date range
2. Begin date: previous day date
3. End date: previous day date
4. @ top – 4.Prescribed Item
5. Click drug type drop down and select specific Drug
6. Go to Reports (top right corner)
7. Click RX Total Summary
8. Print
9. Go back to tab 4 at the top of the screen
10. Click Drug type drop down and select Compound
11. Go to Reports (top right corner)
12. Click RX Total Summary
13. Print