Downloading Fillware Dispensing Reports – Cliff Notes.

- Open Fillware > Menu F10

- Reporting > Reports

- Select Date Range (Day of your last count/day of your most recent count)

- Select 'Drug Usage (Details) Report'

- Filter by Flags 'Targeted, Narcotic, Controlled'

Do not check off 'Filter By' at the top, leave this unchecked

-Preview > Check off 'Plain Excel' > Export

- Click 'Desktop' and 'Save'

-Open iApotheca > 'Upload File' > 'Choose File' > Go to Desktop > Select File > Click 'Upload File'