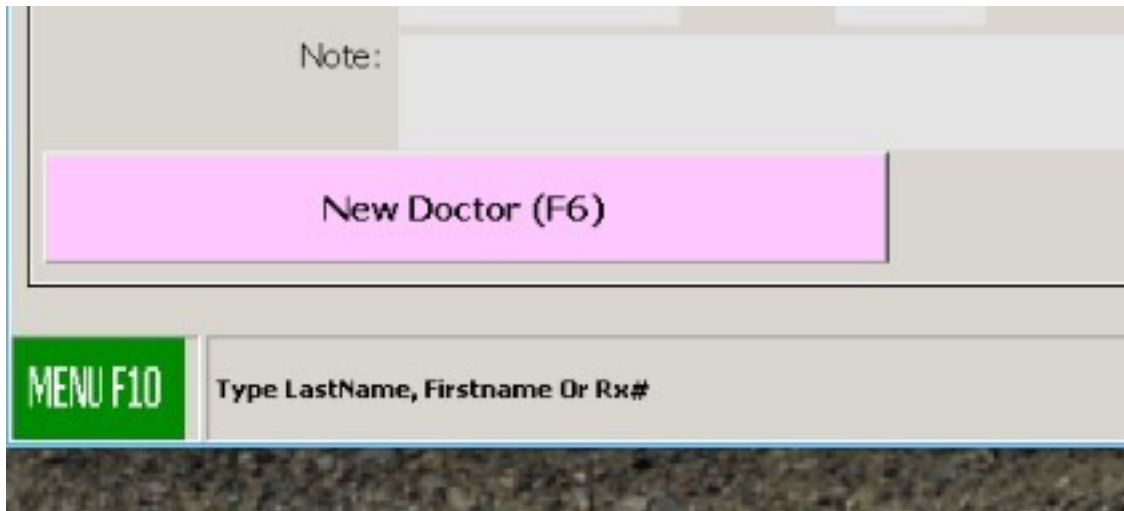




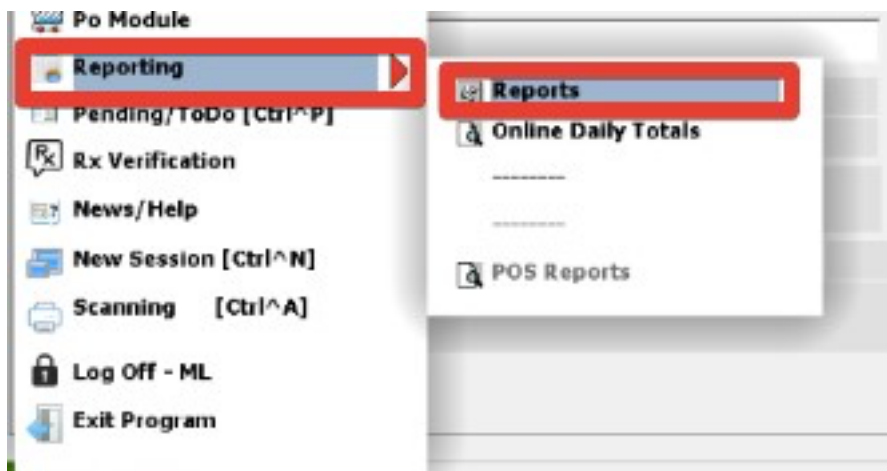
Downloading Fillware Dispensing Reports

In order to add dispensing data to the Narcotics Reconciliation Module you are required to download a CSV report from the Fillware platform– this can be accomplished by using the Drug Usage (Details) Report.

To access the Drug Usage (Details) Report, click 'Menu F10'.



Go to Reporting > Reports.



Next, click the Drug Usage (Details) Report.

Completed MedsChecks	MedsCheck
MedsCheck Visits	MedsCheck
Meds Check Eligibility	MedsCheck
Sales Totals (Summary)	Financial
Sales Totals (Details)	Financial
Sales By Plans (Summary)	Financial
Sales By Plans (Details)	Financial
Gross Profit (Summary)	Financial
Gross Profit (Details)	Financial
NET Loss (Details)	Financial
Rx Reconciliation (Local)	Financial
ODB Fee Eligibility	Financial
Drug Usage (Details)	Drug
Drug Usage (Summary)	Drug
Drug Usage (Grouped By ...)	Drug
Drug Usage (ODB vs Other...)	Drug
Drug Movement	Drug
Drug Inventory	Drug
Narcotic Drug Report	Drug
Enterprise Report	Drug

Select the appropriate date range.

The image shows a software interface with a calendar and a list of reports. The calendar at the top is for June 2016, with the 9th highlighted. Below the calendar is a toolbar with buttons like 'Preview', 'Print', 'Schedule', 'SetPswd', 'L. Panel', 'U. Panel', 'Logo OFF', 'Date Range ON', 'Print Date ON', 'Header', 'Footer', 'Export', and 'Plain List'. The main area contains a list of reports on the left, a central table with columns 'DN I No. #', 'Brand Name / Mixture Name', and 'Strength', and a right-hand panel with filter options. The 'Filter by' section includes checkboxes for 'Targeted', 'Written', 'Repeatable', 'Narcotic', and 'Controlled'. The 'Narcotic' and 'Controlled' checkboxes are checked. The right-hand panel also has a 'Filter by' section with a dropdown menu and a 'Print Financial Info at the bottom' checkbox.

From
Jun / 09 / 2016

June, 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

Today: 06/09/2016

Exit Preview Print Schedule SetPswd L. Panel U. Panel Logo OFF Date Range ON Print Date ON Header Footer Export Plain List

Oct / 20 / 2021 To Jan / 20 / 2022

Name	Category
Deleted RXs (Details)	RX
On Hold RXs (Details)	RX
Rx Sales By Time Of Day	RX
Audit Report	RX
Rx Counseling List	RX
Transferred In/Out RXs	RX
Rx Sales By Intervention C...	RX
Expanded Services	RX
List Of Narcotic RXs	RX
Active Patient(s) List	Patient
Inactive Patient(s) List	Patient
Dispell Patient(s) List	Patient
Discontinue Patient(s) List	Patient
Nursing Home Patient(s) L...	Patient
Patient(s) List By Group	Patient
LU Patient(s) List	Patient
OTC List (By FollowUp Date)	Patient
OTC List (By Completed D...	Patient
Refill Reminder List	Patient
HC Invoices	Patient
Section B	Patient
Chronic Med Exemption	Patient
Allergy/MedCondition	Patient
Mixture Usage (Summary)	Mixture
Mixture Usage (Details)	Mixture
Methadone Log	Mixture
Completed Meds Checks	MedisChe
MedisCheck Visits	MedisChe
Medis Check Eligibility	MedisChe
Sales Totals (Summary)	Financial
Sales Totals (Details)	Financial
Sales By Plans (Summary)	Financial
Sales By Plans (Details)	Financial
Sales By Doctors (Summe...	Financial
Sales By Doctors (Details)	Financial
Gross Profit (Summary)	Financial
Gross Profit (Details)	Financial
NET Loss (Details)	Financial
Rx Reconciliation (Local)	Financial
ODB Fee Eligibility	Financial
Drug Usage (Details)	Drug
Drug Usage (Summary)	Drug

Filter by...
DN I No. # Brand Name / Mixture Name Strength

Check All Uncheck All Check Inverse Delete Checked

Include Merged Data Show Merged Data Only

Filter by Generic/Brand
Brand Only Generic Only Both (Brand and Generic)

Filter by Drug Group
Select a Drug Group to filter by: Do Not Filter

Targeted Written Repeatable Narcotic Controlled

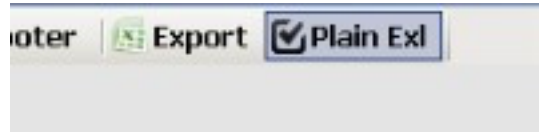
Print Financial Info at the bottom

After you have entered the correct dates (day of the first count/day of the most recent count)

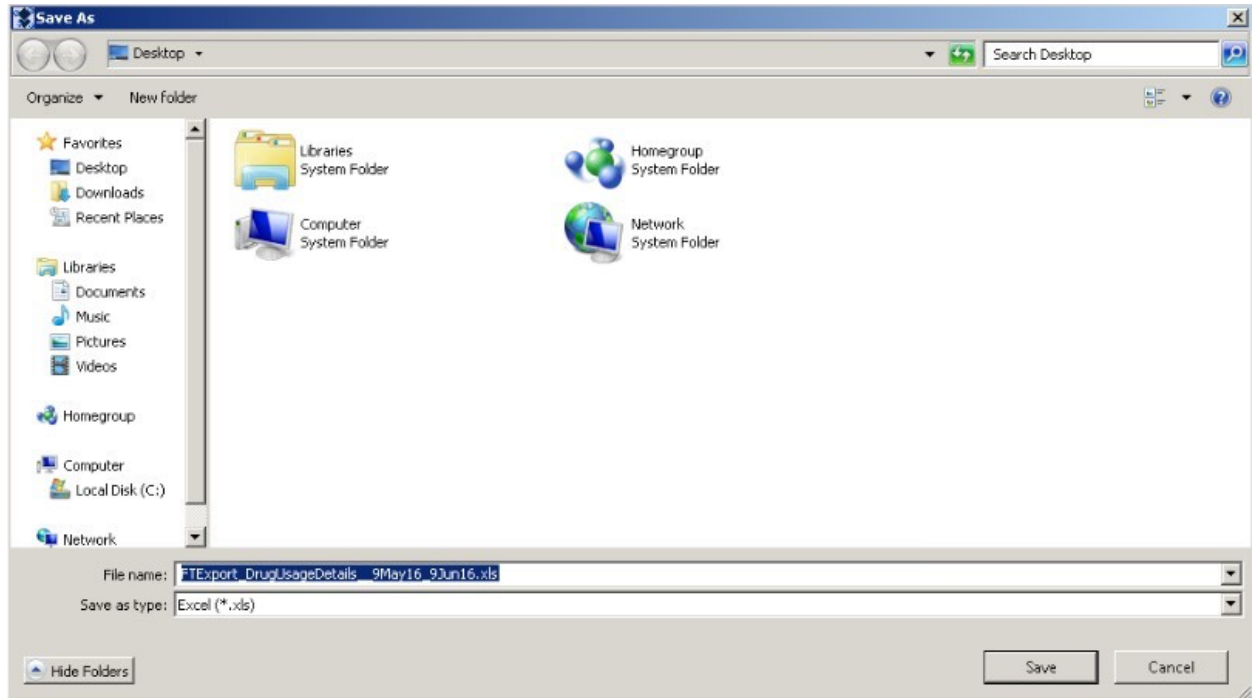
Click the 'Filter by Flags' checkboxes, 'Targeted' > 'Narcotic' > 'Controlled'



Click on the 'Preview' button in the top left.

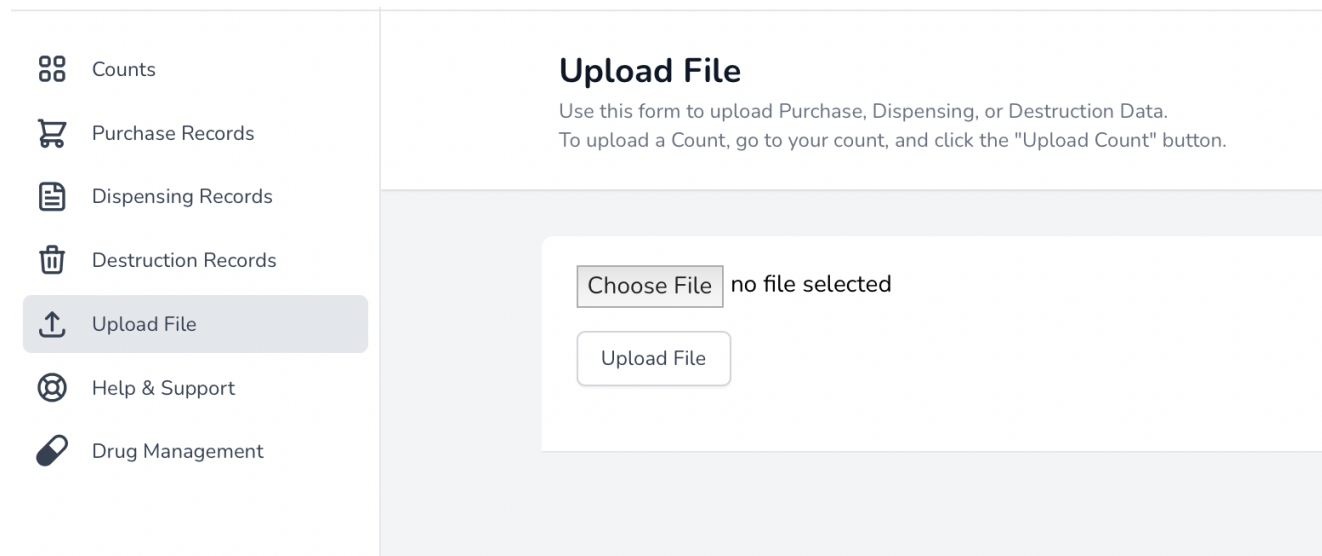


Verify that the 'Plain Exl' checkbox is checked and click the 'Export' button.



Save the file to a place where it's easy to access - example desktop or documents.

Open the iApotheca platform, Upload File, 'Choose File' and 'Upload File'



If you have any trouble with this guide, feel free to call 1 (800) 209-6052 or email support@iapothea.com.