Downloading Kroll Dispensing Reports – Cliff Notes

Downloading the Kroll CSV Report

- Open Kroll
- Rx > Rx for Drug/Doctor Groups
- Click 'Restore Defaults'
- Select 'To' and 'From' date (the day of your last count/the day of your recent count)
- Check Patient and Doctor tab, ensure they are cleared and say 'All'
- Go to 'Drug' tab, ensure all drug are cleared, 'Drug Schedule – Select Narcotic, Controlled and Targeted'
- Go to 'Options' > click 'Inactive Rxs' > 'Group by Rx Number'
- 'Save CSV' > Click 'Desktop' > Title > Save.
- Open iApotheca, 'Upload File' > Choose File > Select File > 'Upload File'