

## **Downloading Kroll Dispensing Reports**

## Downloading the Kroll CSV Report

In order to begin pulling off your dispensing report from Kroll, you will go to 'Rx' > 'Rx for Drug/Doctor Groups'



Filter by Date, (day of your last count/day of your most recent count)

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Use filters '	(All)' ir	n Patient'	and	'Doctor'	tabs.

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In the 'Drug' tab, filter Drug Schedule by 'N (Narcotic)', 'G (Controlled)', and 'T (Targeted)'.

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In the Options tab, 'Group by Rx and Print Inactive Rxs' checked off.

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Click the 'Save CSV' button and save the file to an easy access location (e.g. your desktop).

Open iApotheca, go to 'Upload File' > 'Choose File' > Select File from Desktop > 'Open' > 'Upload File'



If you experience any troubles with this guide, feel free to call 1 (800) 209-6052 or email <a href="mailto:support@iapotheca.com">support@iapotheca.com</a> for assistance.