



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'

The screenshot shows the Kroll software interface. On the left, the 'Reports' menu is open, listing various report types. The 'Rx for Drug/Doctor Groups' option is highlighted in blue. The main window displays a dashboard with a table of metrics and a 'Details' button.

4+ hrs	Tomorrow	Trouble	Total
0	0	0	1
0	0	0	0

Rx Counts

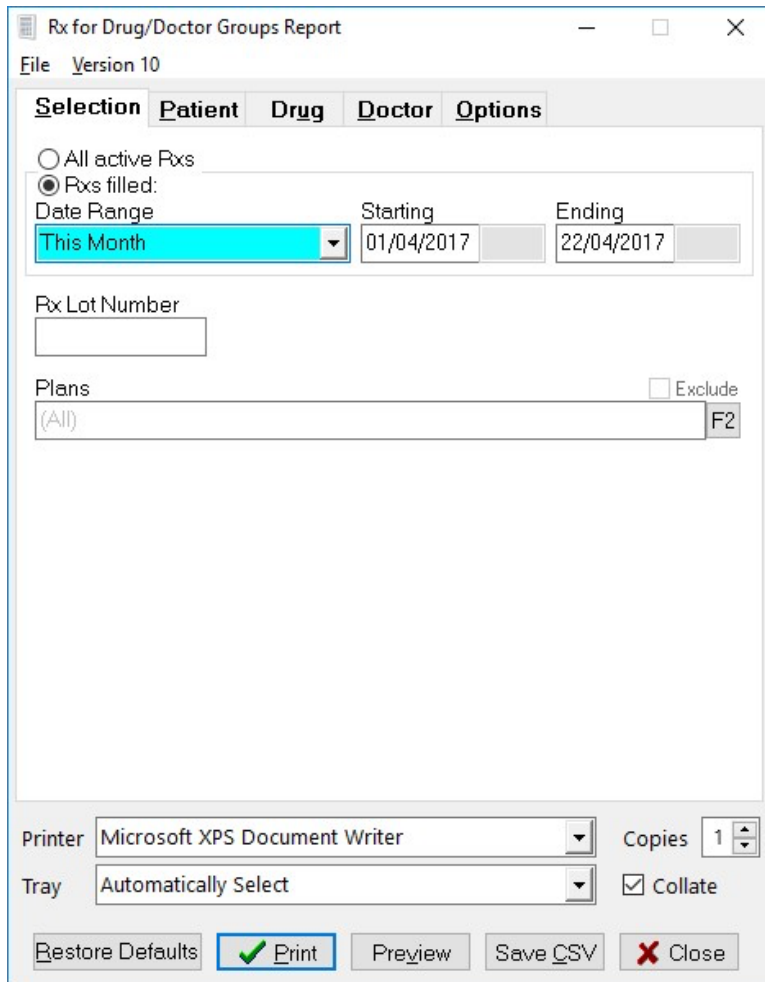
New Rxs	0
Repeat Rxs	0
Total Rxs	0

Details

FOR QA/TESTING USE ONLY ...PHARMACY FOCUSED

NUM 22/04/17 12:10:54

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



Rx for Drug/Doctor Groups Report

File Version 10

Selection Patient Drug Doctor Options

All active Pxs
 Pxs filled:

Date Range Starting Ending
This Month 01/04/2017 22/04/2017

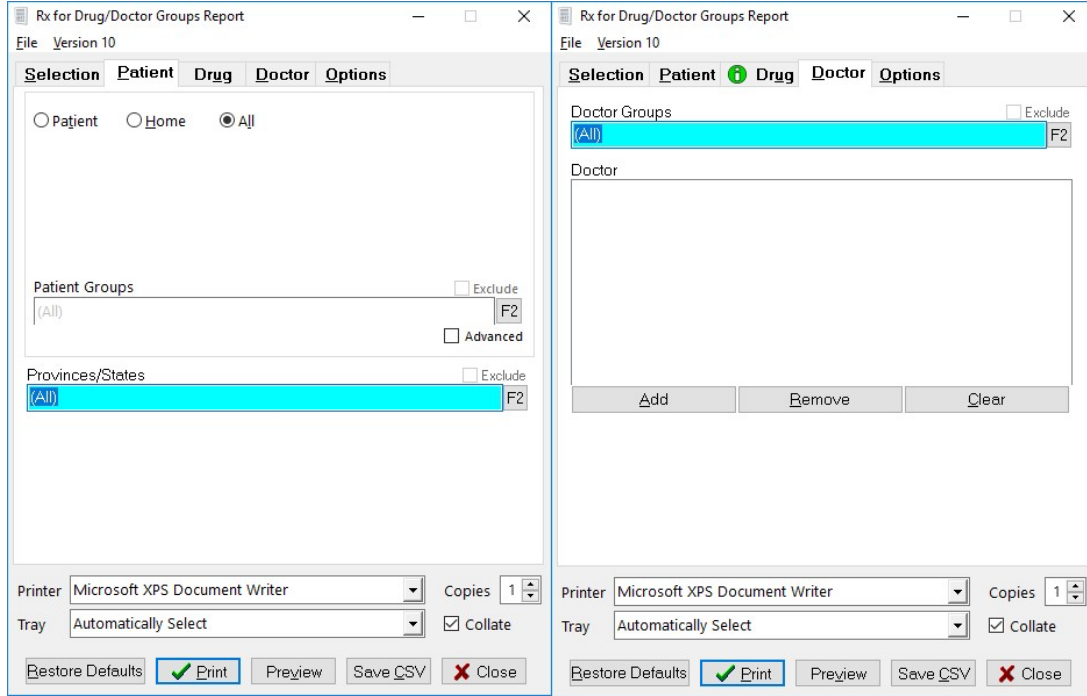
Rx Lot Number

Plans Exclude
(All) F2

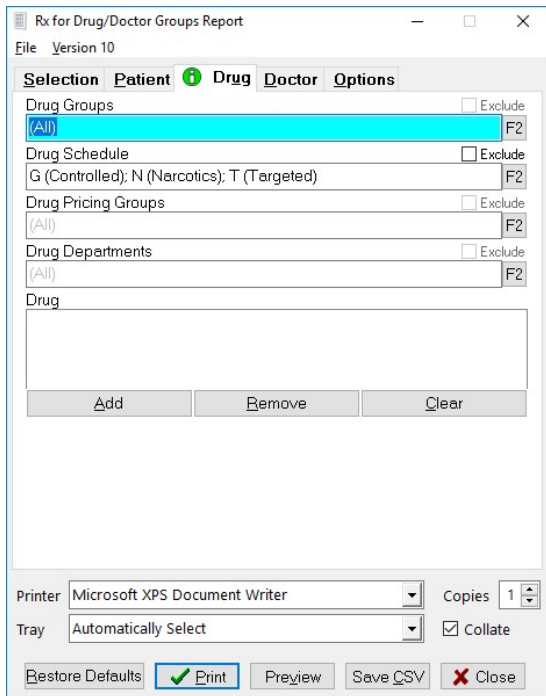
Printer: Microsoft XPS Document Writer Copies: 1
Tray: Automatically Select Collate

Restore Defaults Preview Save CSV

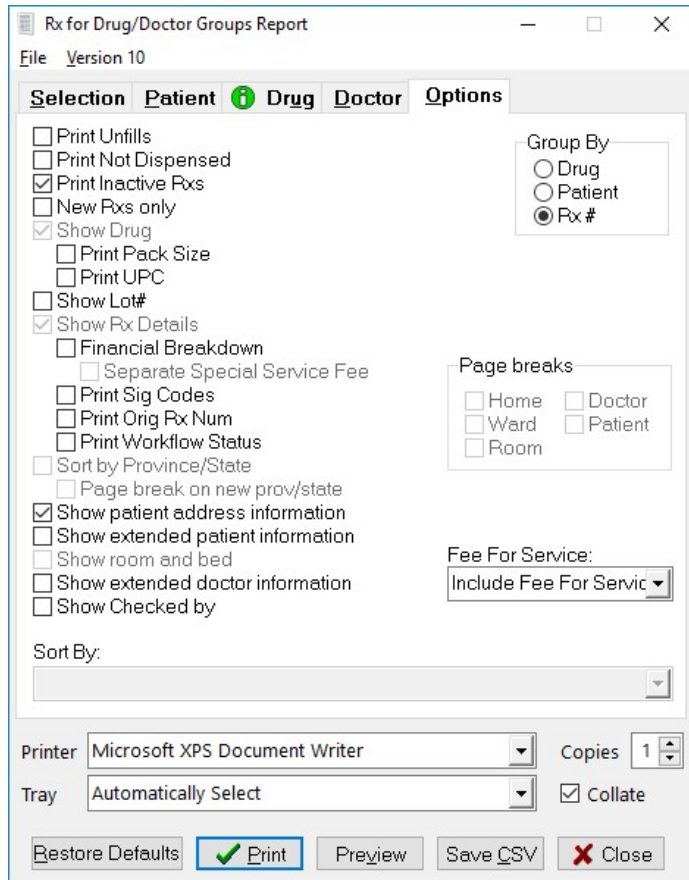
Use filters '(All)' in Patient' and 'Doctor' tabs.



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



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



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'

- Counts
- Purchase Records
- Dispensing Records
- Destruction Records
- Upload File**
- Help & Support
- Drug Management

Upload File

Use this form to upload Purchase, Dispensing, or Destruction Data.
To upload a Count, go to your count, and click the "Upload Count" button.

no file selected

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

