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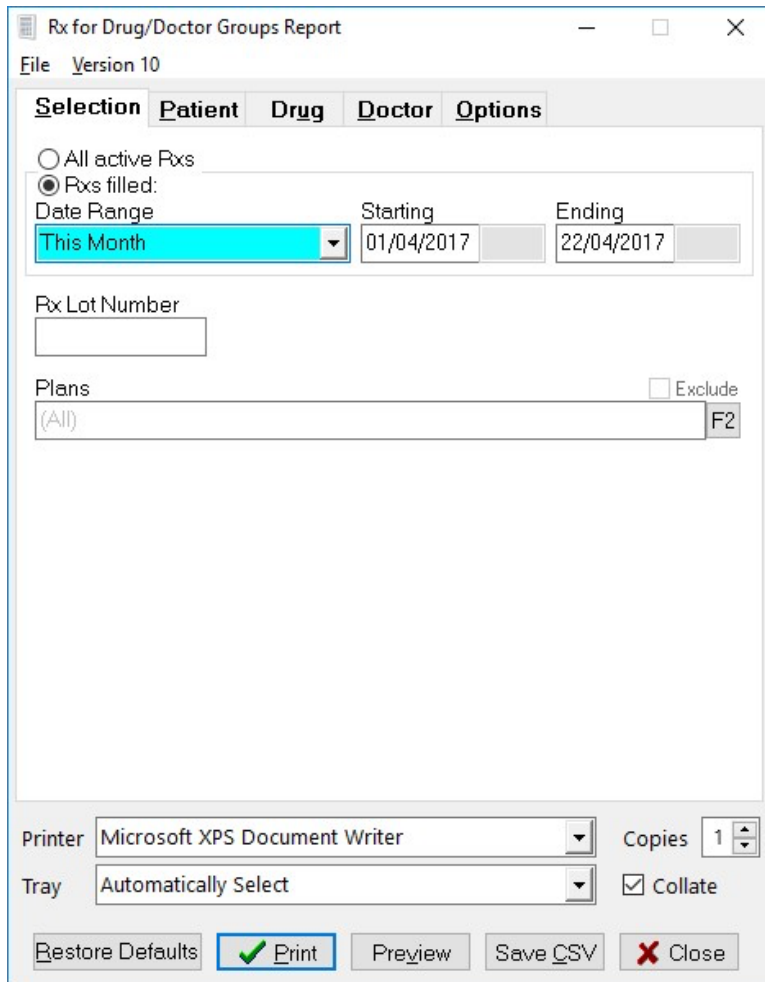
Filter by Date, (day of your last count/day of your most recent count)

Rx for Drug/Doctor Groups Report

File   Version 10

Selection   Patient   Drug   Doctor   Options

○ All active Rxs
◉ Rxs filled:
Date Range   Starting   Ending
This Month   01/04/2017   22/04/2017

Rx Lot Number

Plans   ☐ Exclude
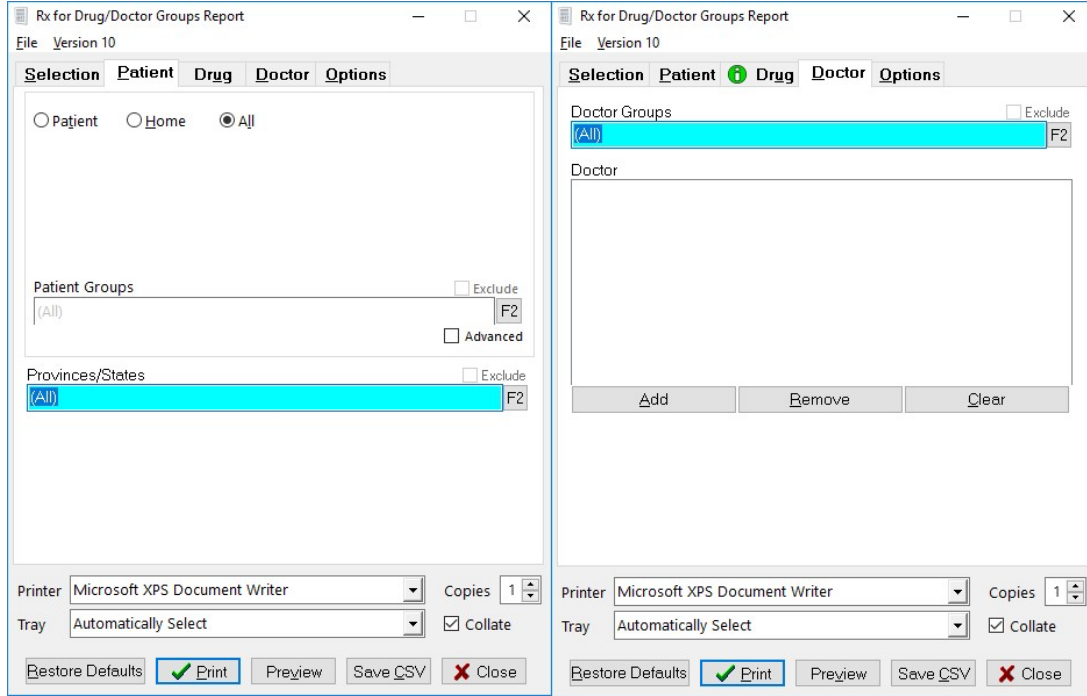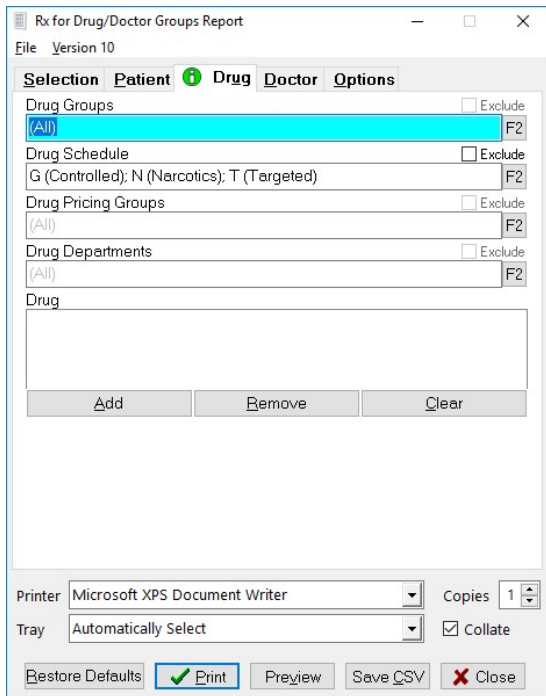(All)   F2

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

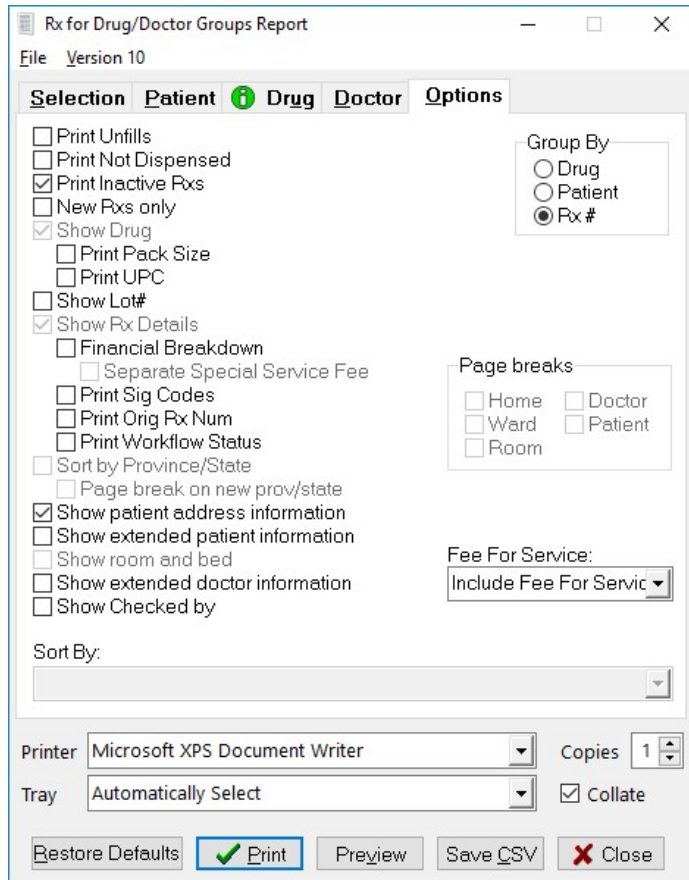Restore Defaults   ✔ Print   Preview   Save CSV   ✗ Close

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.

Choose File no file selected

Upload File

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