Win Rx Dispensing Guide – Cliff Notes

- Open WinRx in supervisor functions
- Reports > Rx Listing
- Enter your beginning and end date (day of your last count/day of your most recent count)
- Enter Drug Type 'N' or 'C'
- Click 'F10' and then 'F12'
- Close the report once it has generated > open iA_Converter tool.
- Go to 'Window (C:) drive' > WinRx > Search for the RxListing.Txt report > Copy this report.
- Go back to iA_Converter tool, paste the report and open WinRx-parser-amd64.exe'
- This will ask you if you want to run this report, click 'Enter'
- The 'Report-to-upload.csv' will be generated.
- Go to iApotheca > Upload File > Choose File > Drag and Drop report or select from Desktop > Click 'Upload File'
- Repeat the process for Drug Type 'C' or any other applicable drug types.