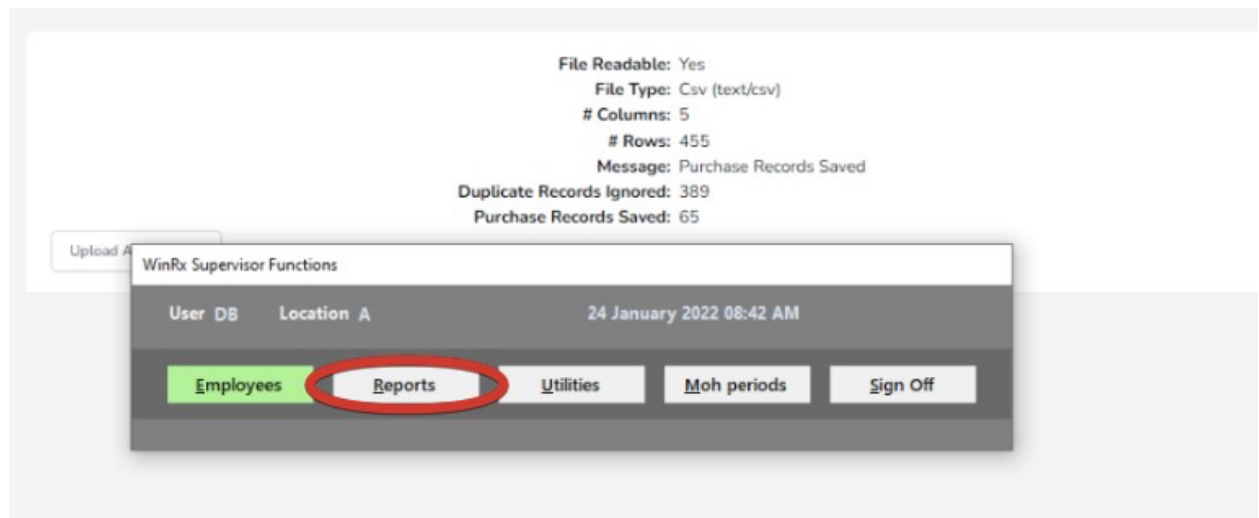


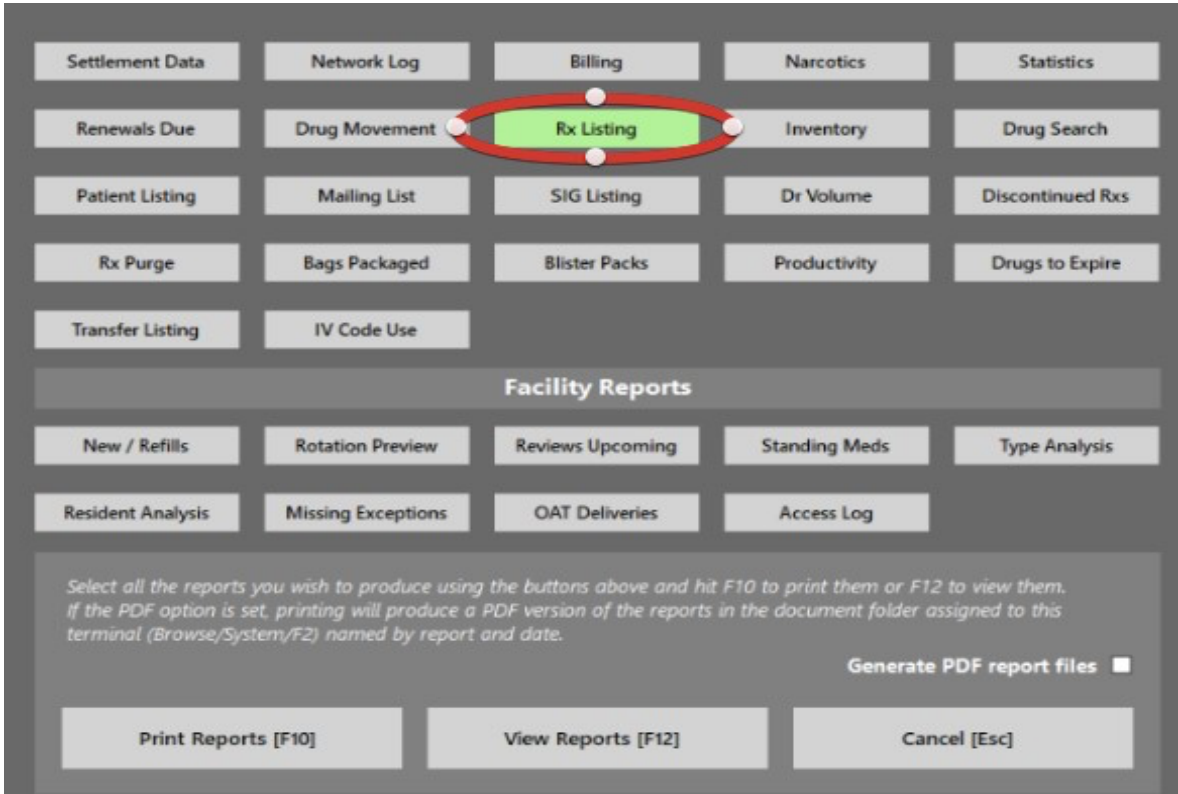


Win Rx Dispensing Guide

In order to begin pulling off your WinRx dispensing report, you will open up the supervisor functions in WinRx and you will go to “Reports”



Once you have gone to the ‘Reports’ you will go to the ‘Rx Listing’ Report.



****Please note**** You will need to pull off 2 separate reports from WinRx. Drug Type 'N' and drug type 'C'

Prescription Listing Report Parameters

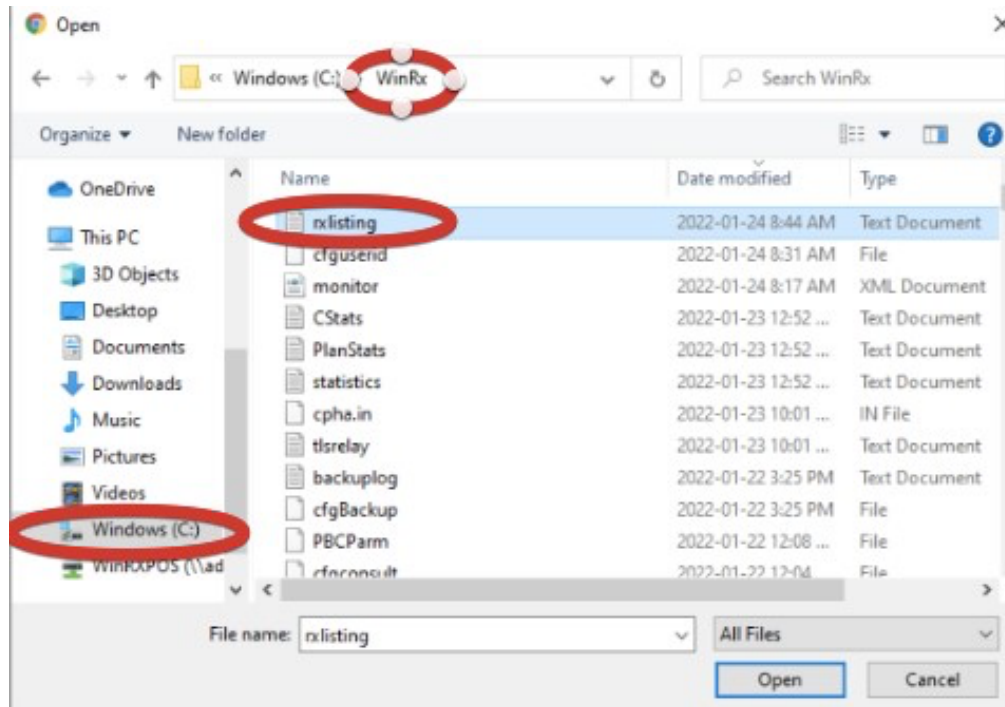
A screenshot of the 'Prescription Listing Report Parameters' dialog box. The 'From' date is '12 Nov 2021' and the 'To' date is '09 Jan 2022', both circled in red. The 'Drug type' is set to 'N', also circled in red. Other fields include 'Type', 'Location', 'Dr #/College', 'Include 0 cost items only?' (set to N), 'PRN value *', 'Include reversed items' (set to N), 'Include prior reversed items' (set to Y), 'Price > than' (set to 0), and 'Local DIN filter'. A message at the bottom states: 'A tab delimited file named rxlisting.txt containing the data will be generated in the WinRx folder on this computer.' Key Commands: F10 = update, Esc = cancel.

Begin by selecting your date range (day of your last count/day of your most recent count)

Select Drug Type as 'N' or 'C'

Click 'F10' to update and 'F12' to view.

The screen will disappear, open the iA_Converter folder, go to 'Windows C:' drive, in this drive you will find the folder 'WinRx' in this folder and you will find the 'rxlisting.txt'.



You will 'Copy' the 'rxlisting.txt' report and 'Paste' in to the iA_Converter folder.

You will open the "WinRx-parser-amd64.exe"

When asked if you would like to process select 'Y' and the tool will generate the 'Report to Upload'

From here, you will go to iApotheca > Upload File > Choose File > Upload File.

The screenshot shows a sidebar menu on the left with the following items: Counts, Purchase Records, Dispensing Records, Destruction Records, Upload File (circled in red), Help & Support, and Drug Management. The main content area is titled 'Upload File' and contains the following text: 'Use this form to upload Purchase, Dispensing, or Destruction Data. To upload a Count, go to your count, and click the "Upload Count" button.' Below the text is a file upload area with a 'Choose File' button (circled in red) and the text 'no file selected'. Below that is an 'Upload File' button (circled in red).

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