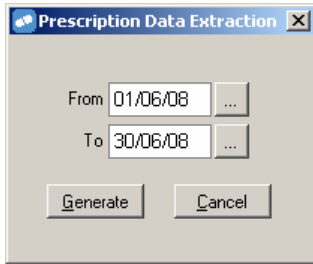


## POISONS CONTROL INFORMATION SHEET

No. 300.7

### *FRED AND WINIFRED GUIDE TO GENERATING A SCHEDULE 8 REPORT*

1. From the Main screen, select Reports
2. Select Script
3. Select S8 Script Data to Disk



4. Enter the From and To date range
5. Select Generate
6. When the report is generated the system displays the number of prescription items in the report.  
To print this report exit out of Report Viewer and select Yes
7. To save the report to disk, insert a blank floppy disk and click Ok
8. When the file has completely being copied to the floppy disk a message displays File successfully copied
9. To print a detailed report of S8 items dispensed select Script
10. Select Narcotic Scripts
11. Enter the From and To date range
12. Select Generate
13. To print this report exit out of Report Viewer and select Yes

