

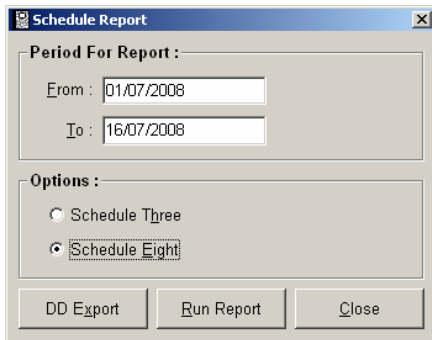
# POISONS CONTROL INFORMATION SHEET


## LOTS GUIDE TO GENERATING A SCHEDULE 8 REPORT

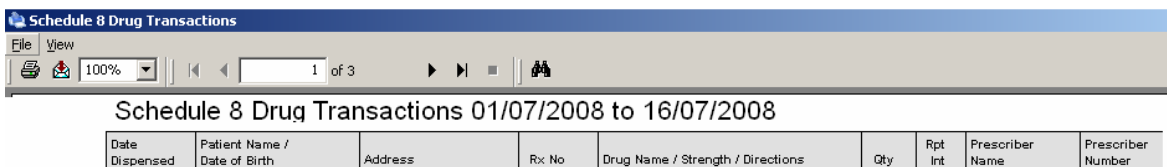
No. 300.5

information sheet

1. Insert a blank floppy disk into the computer
2. From the Dispense menu, select LOTS  
You can also access reports from the LOTS Start menu
3. Select Reports
4. Select Script Reports
5. Select S3/DD Report
6. The Schedule Report window opens



7. Enter the From and To date range
8. Select the Schedule Eight option
9. Select Run Report then click on  to print the report



Date Dispensed	Patient Name / Date of Birth	Address	Rx No	Drug Name / Strength / Directions	Qty	Rpt Int	Prescriber Name	Prescriber Number
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10. Once the report has been printed you will be returned to the Schedule Report window
11. Select the DD Export option
12. The report is copied to the floppy disk
13. When completed a message window indicates that the export has finished
14. Click OK