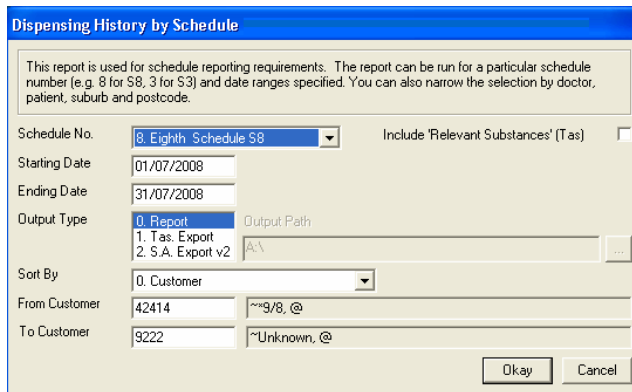


POISONS CONTROL INFORMATION SHEET

MINFOS GUIDE TO GENERATING A SCHEDULE 8 REPORT

No. 300.6

1. Insert a blank floppy disk into the computer
2. From the Dispense Pro main menu, select Reports
3. Select option 5 Schedule
4. The Dispensing History by Schedule window opens



Dispensing History by Schedule

This report is used for schedule reporting requirements. The report can be run for a particular schedule number (e.g. 8 for S8, 3 for S3) and date ranges specified. You can also narrow the selection by doctor, patient, suburb and postcode.

Schedule No. Include 'Relevant Substances' (Tas)

Starting Date

Ending Date

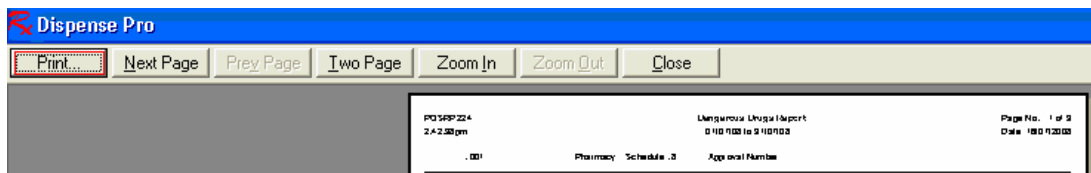
Output Type Output Path

Sort By

From Customer

To Customer

5. Enter the Starting and Ending Dates
6. To print a report select Okay and once the report has been generated select Print



Dispense Pro

PO 58P 224 Dispensing History Report Page No. 1 of 3
24/2/2009 0:10:00 to 0:10:00 Date: 18/07/2008

Pharmacy Schedule Approval Number

7. After the report is printed you are automatically returned to the Dispense Pro main menu. To export the report to floppy disk repeat steps 2 to 5
8. Then select 2. S.A. Export v2 as the Output Type
9. Click Okay
10. Ensure that there is a floppy disk in the drive and click Okay
11. When the report has generated and been saved to the floppy disk, the Export Finished window opens
12. Click OK