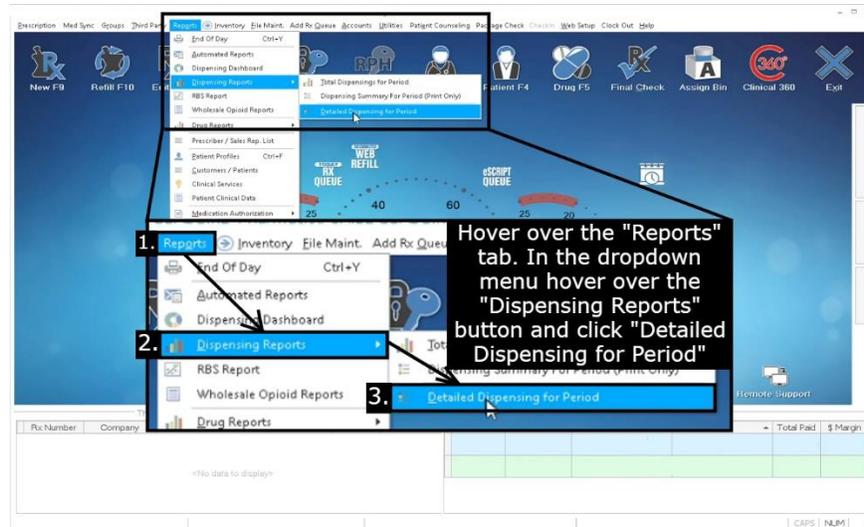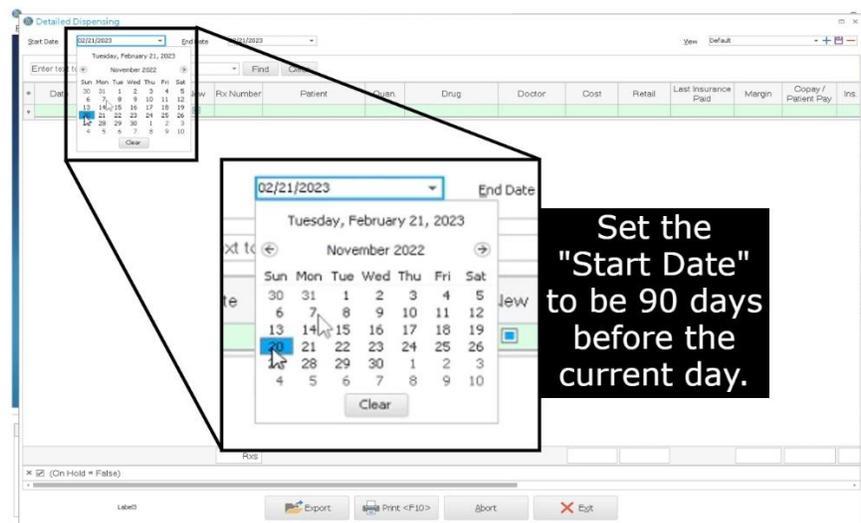# ComputerRX/WinRX Usage Report Guide

Pulling A Usage Report

1. From the main screen on ComputerRX hover over the tab named "Reports". A dropdown menu will appear with several options. Hover over the second dropdown menu named "Dispensing Reports". You should see 3 different options, click "Detailed Dispensing for Period".


2. A pop up window will appear and there will be two dates at the top right of that window. Click on the down arrow next to "Start Date" and it will open a calendar. Set the "Start Date" to be 90 days before the current date. The "End Date" should already be set to the current date.

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3. At the top right of the window you will see a dropdown named "View". There will be 3 icons to the right of this dropdown, click on the "+" icon.
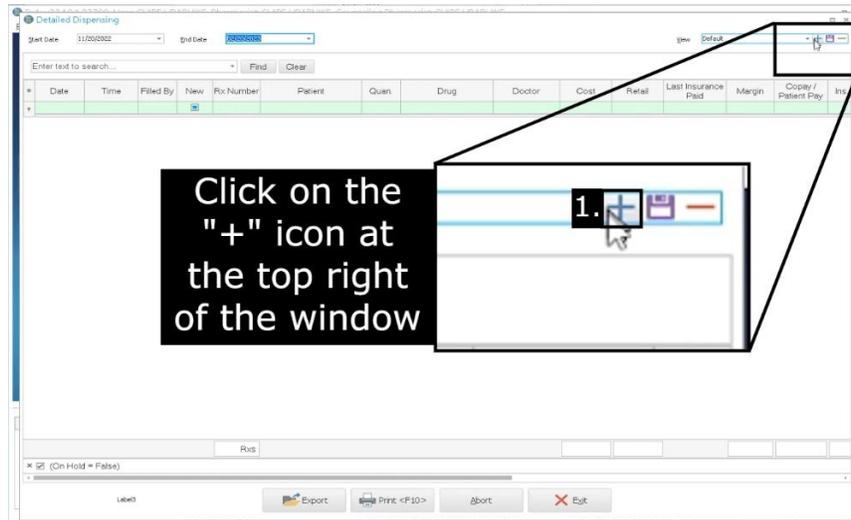

Click on the "+" icon at the top right of the window

How To Use The Report Designer

TIP: Clicking the "+" icon will open 2 smaller windows, the window at the bottom right named "Customization" is filled with the columns you will need to look through and add. To remove columns from the table you need to click and drag any column and drag it over the section above the table. Release the column to delete it. To add any column, you need to click and drag any column from the "Customization" window and drag it to wherever you want to place it in the table.
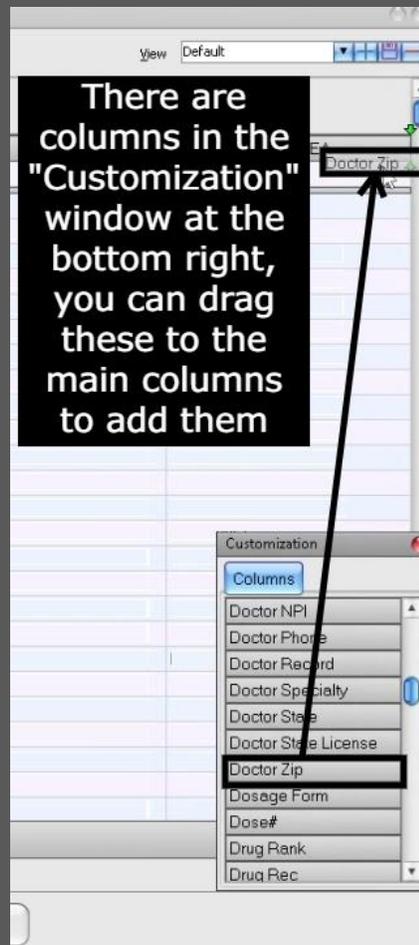

There are columns in the "Customization" window at the bottom right, you can drag these to the main columns to add them
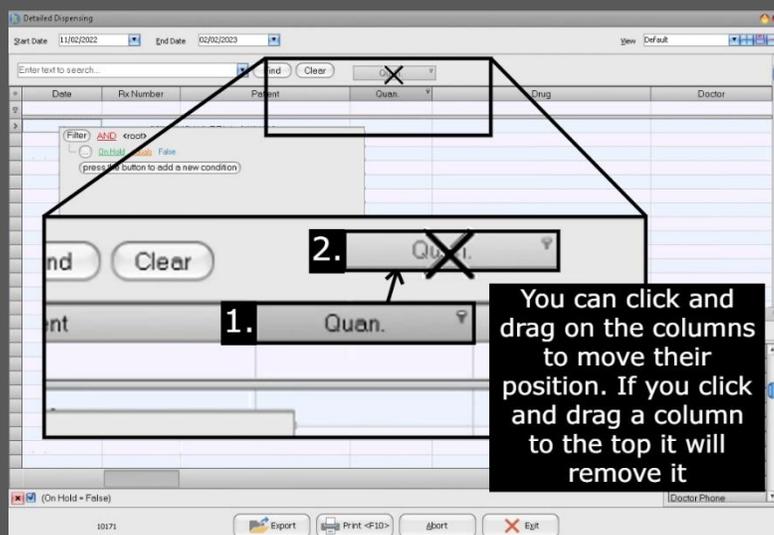
You can click and drag on the columns to move their position. If you click and drag a column to the top it will remove it

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4. Make sure that the table includes all the following columns: Date, Doctor DEA, Doctor Zip, Drug, NDC, Patient Address, Patient DOB, Patient Zip, Plan Type, Quantity, and Rx Number. See the tip above to see how to add and remove columns.
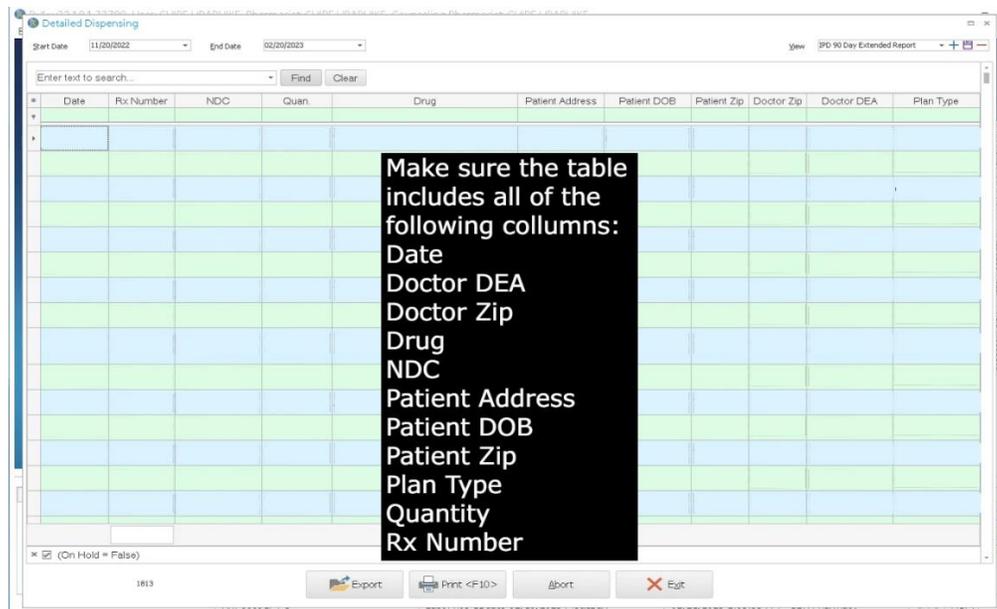

5. Once you have all the columns needed you need to click on the save icon at the top right located to the right of the dropdown named "View". This will open a window titled "Save Custom Report", in the text field named "Report Name" type "IPD 90 Day Extended Report". Click "OK".
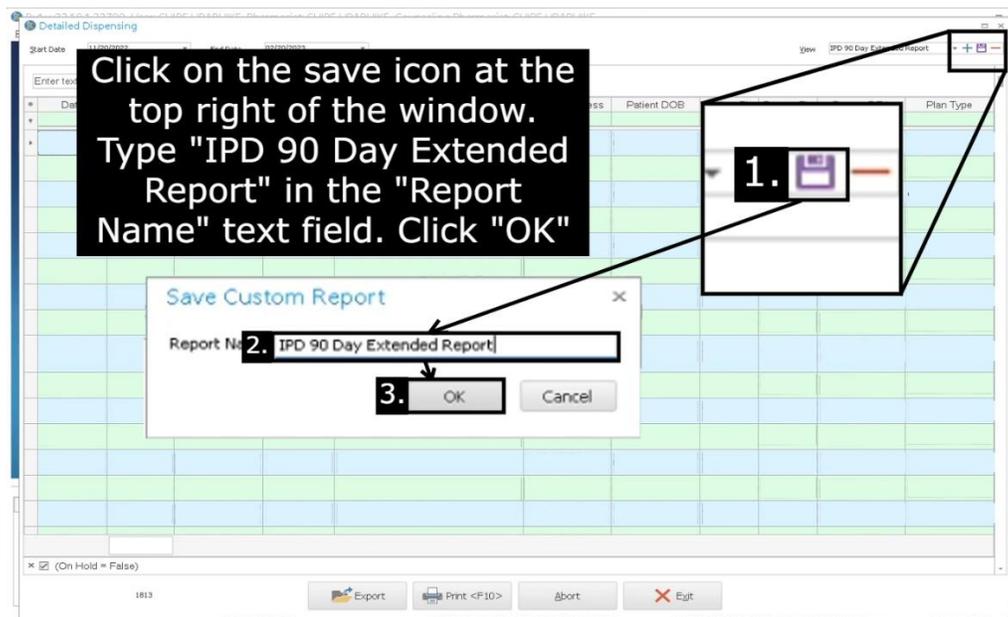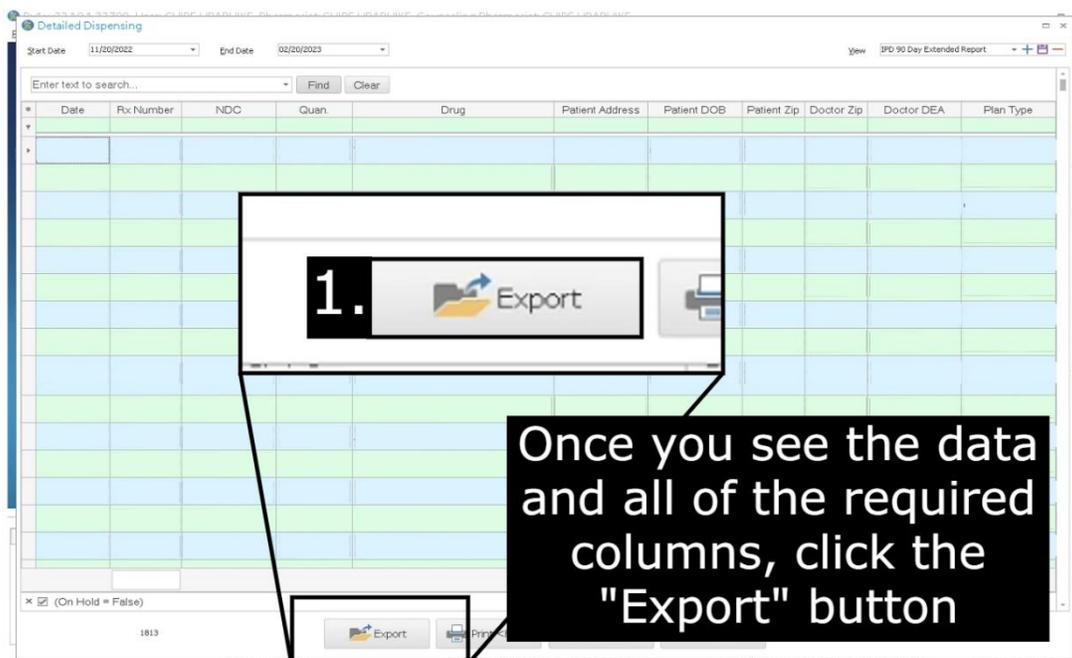
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6. In case that there's no data appearing make sure you click the "Find" button at the top left of the window.
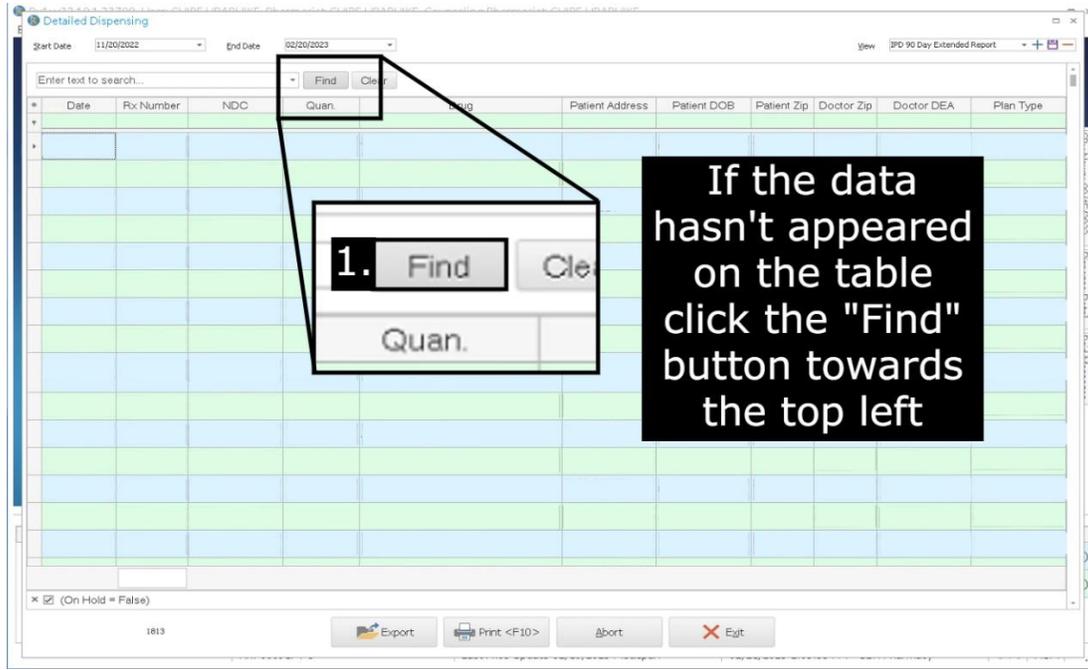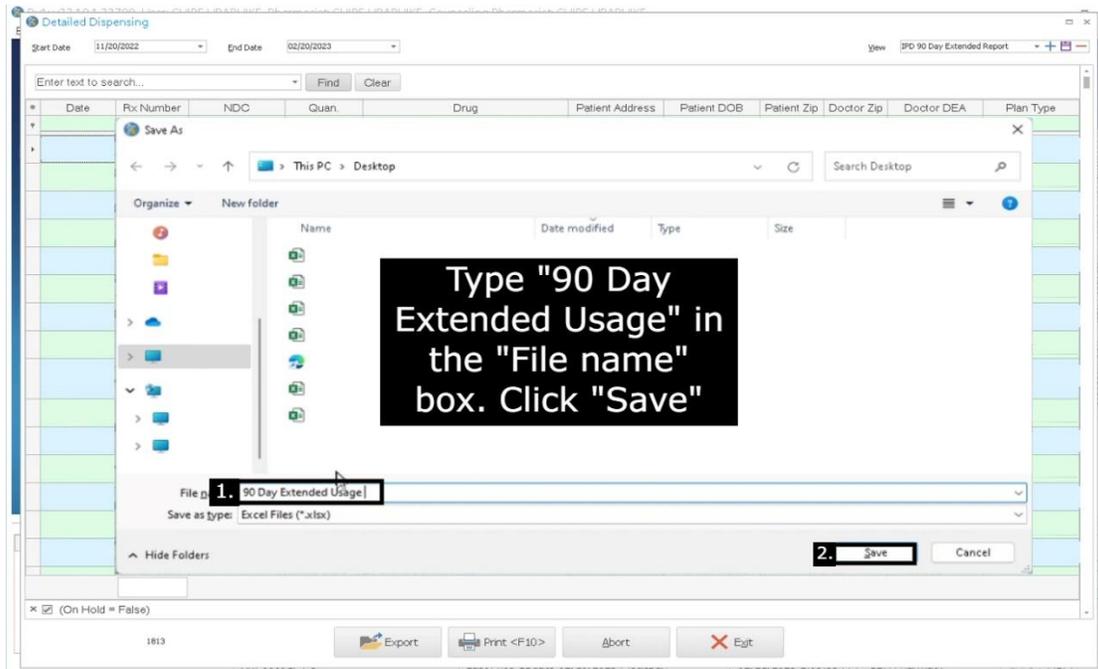

7. Make sure you see all the data with all the required columns. Once you have confirmed this click the "Export" button at the very bottom of the window. This will open your file explorer.

8. Find a location to save this file, make sure you put it somewhere you can find it. Type "90 Day Extended Usage" in the "File name" text field. Click the "Save" button.

How to Send the Report

All you have to do is fill out the form on our website here. Once you fill this form out hit the "Submit" button and that's it! Thank you for reading.