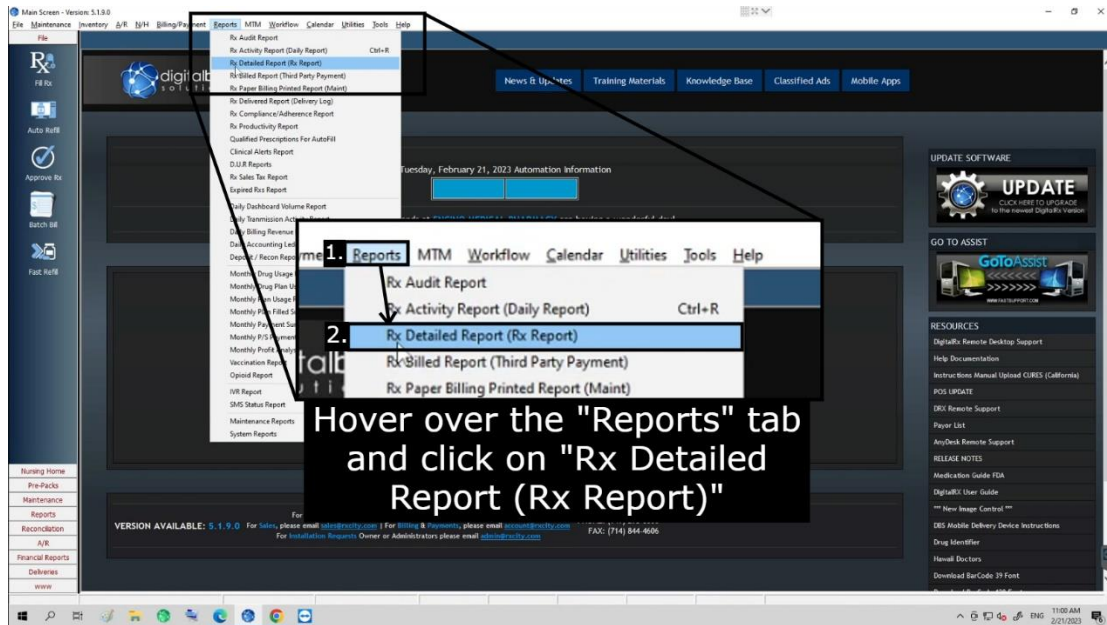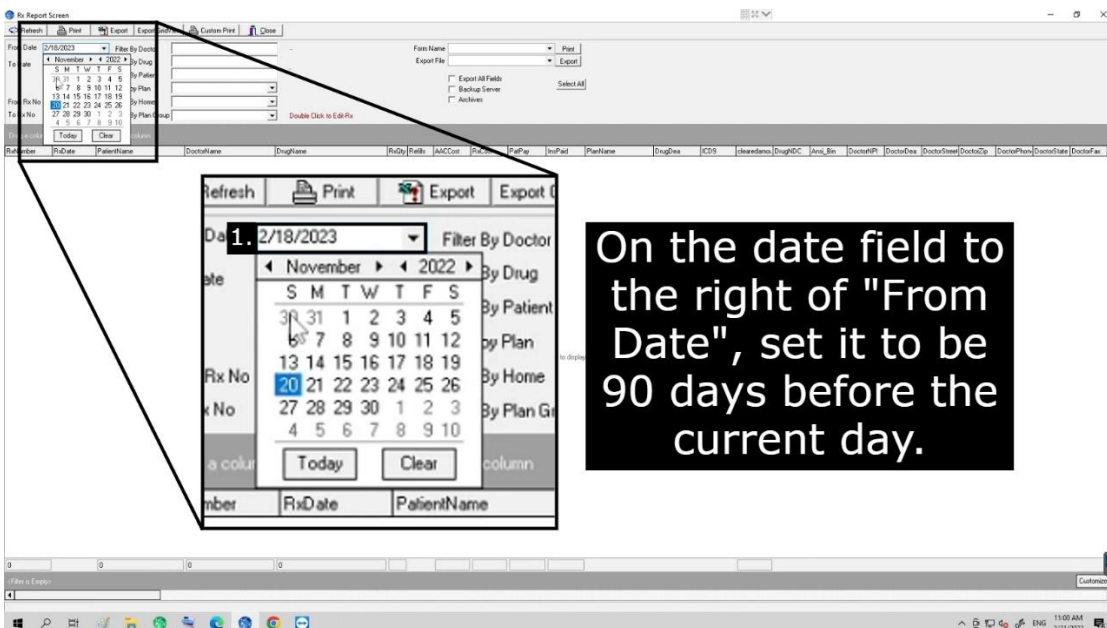# DigitalRX Usage Report Guide

Pulling A Usage Report

1. From the main screen of DigitalRX you should see several tabs at the top of the window. Hover over the tab that reads "Reports" and a dropdown will appear. In this dropdown select "Rx Detailed Report (Rx Report)". This will open the report screen.
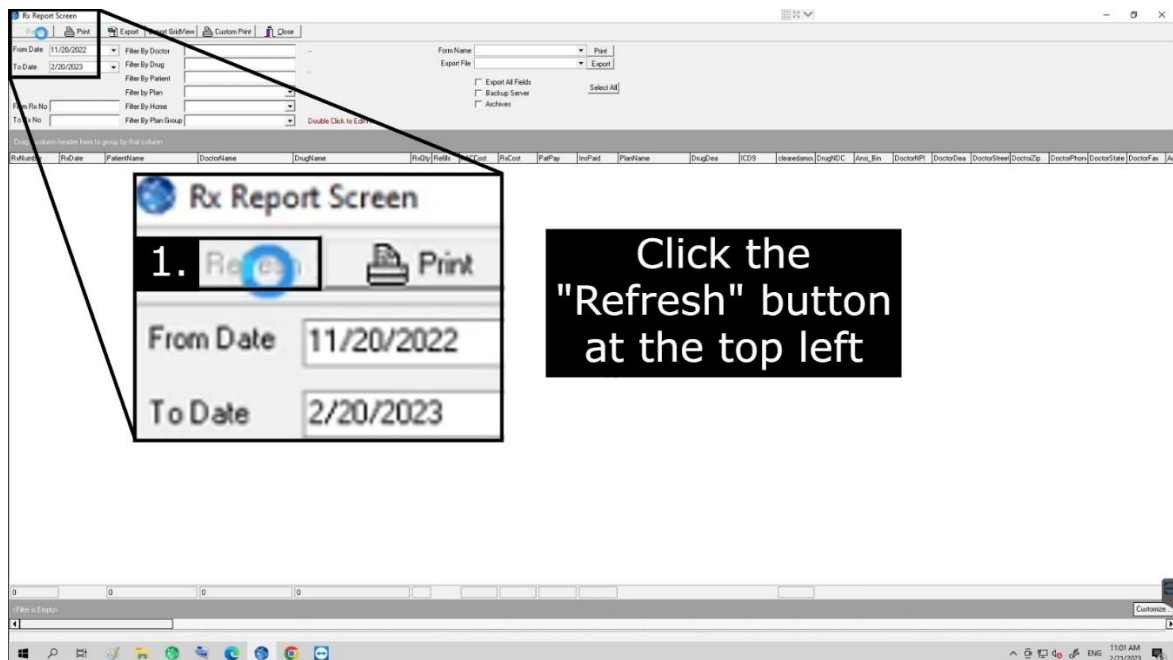

2. On the report screen you will see two dates at the top left, change the first date named "From Date" to be 90 days before the current day.
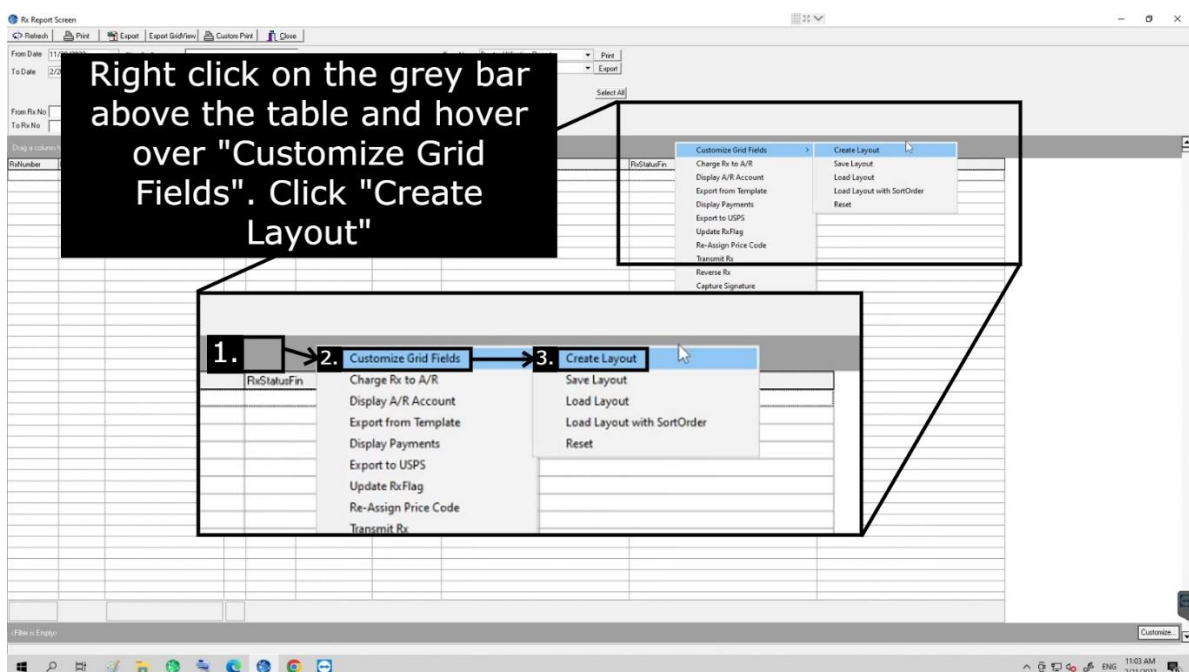
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3. At the very top left of the report screen there will be a "Refresh" button. Click this button to load all of the data within the date range you set.

4. Once you see all of the data, right click the grey bar above the table. This will open a menu, hover over "Customize Grid Fields". Hover over this should open a dropdown and click "Create Layout". Clicking this will open a pop-up window.

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5. This pop-up window will have a box on the left and a box on the right. The box on the left will contain several fields you can include in the table for certain data. The box on the right will contain the fields that are currently included in the table. You need to make sure the box on the right includes all of the following fields: DocterDea, DoctorZip, DrugName, DrugNDC, PatientDOB, PatientStreet, PatientZip, RxDate, RxNumber, RxQty, and RxStatusFin.
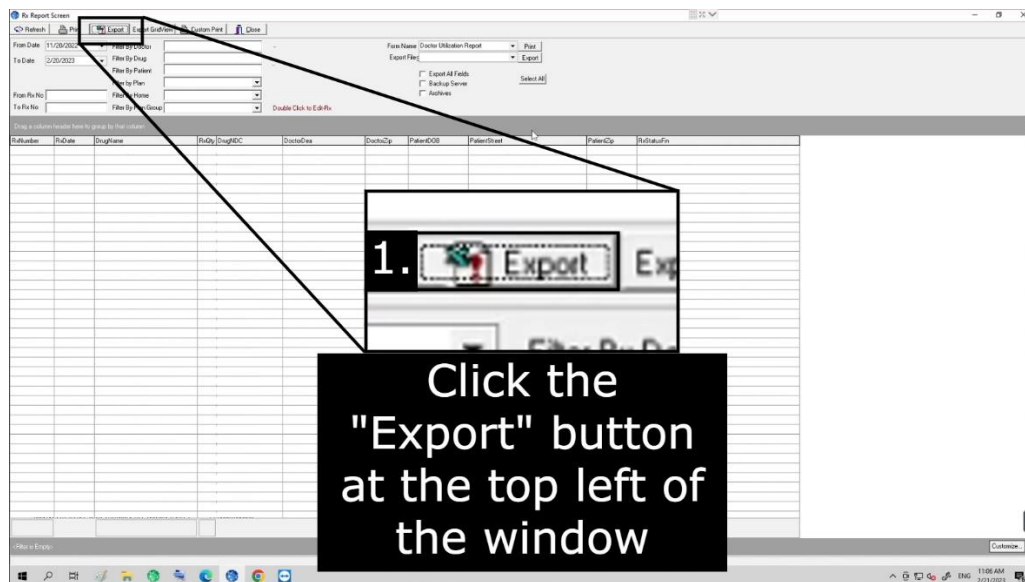

6. Once you've confirmed that all of the fields above are included in the table, click the "Save" button at the top left of the pop-up window.
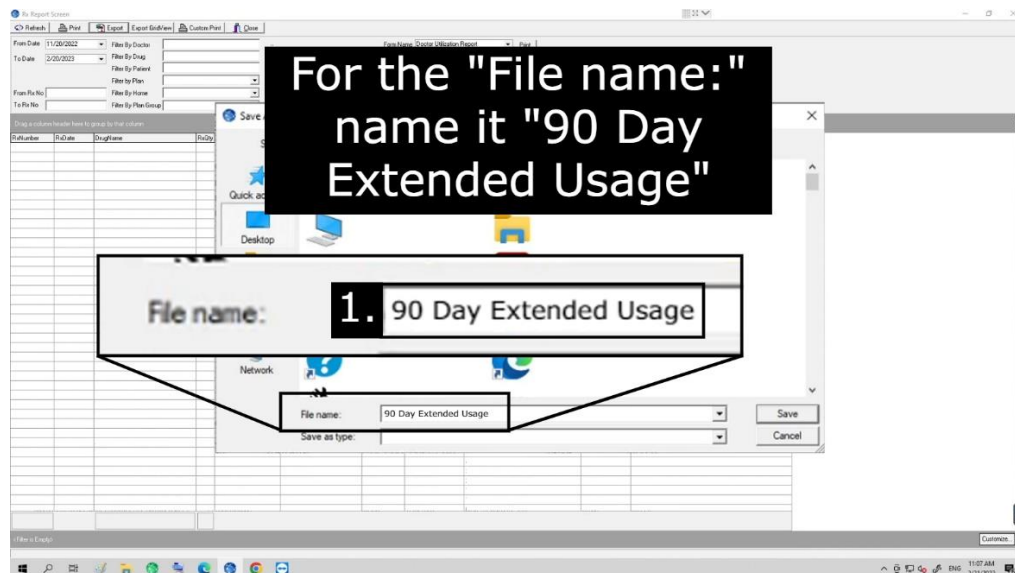
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7. You'll see the table with the fields that you've selected. At the top left of the report screen window you will see a button that reads "Export". Click the "Export" button. This will open the file explorer.

8. Navigate to a folder you would like to save this file to and then enter in the name of the file. The "File Name:" will be "90 Day Extended Usage".

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.