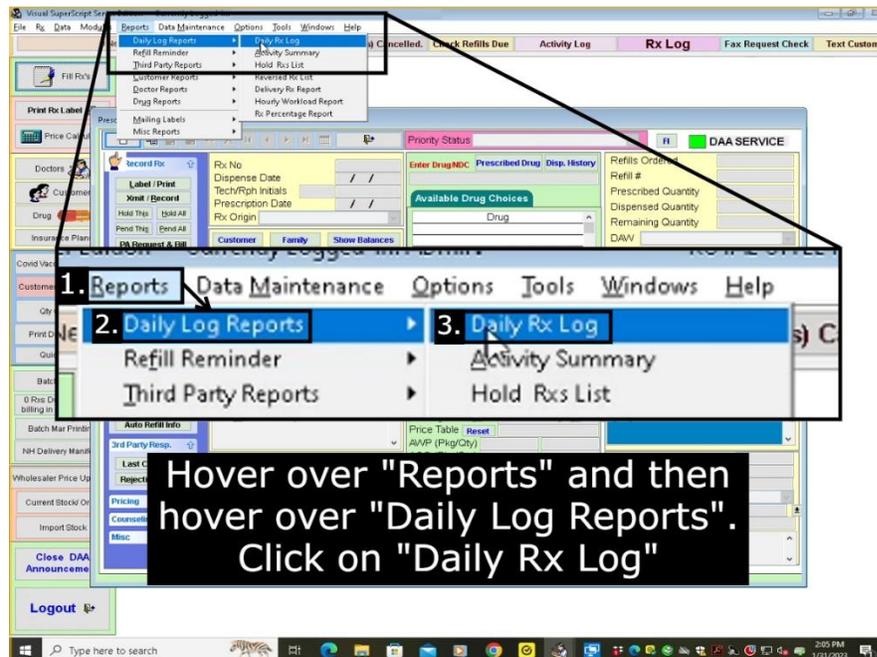


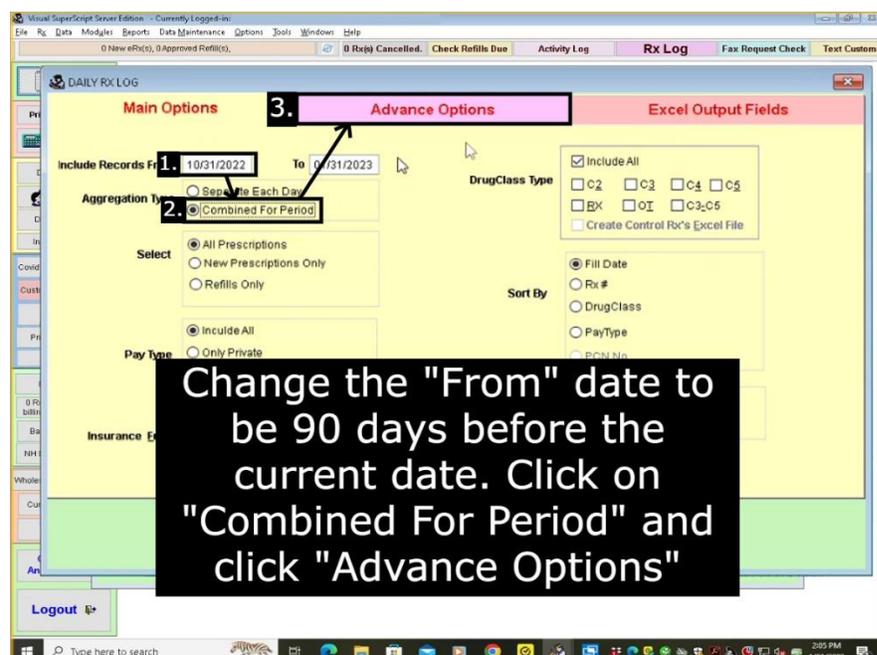
# Visual SuperScript Usage Report Guide

## Pulling A Usage Report

1. On the main screen you will see several tabs at the top of the window. Hover over the tab "Reports" and it will open a drop-down menu. Inside the drop-down you will see an option called "Daily Log Reports", hover over "Daily Log Reports" and click on "Daily Rx Log".

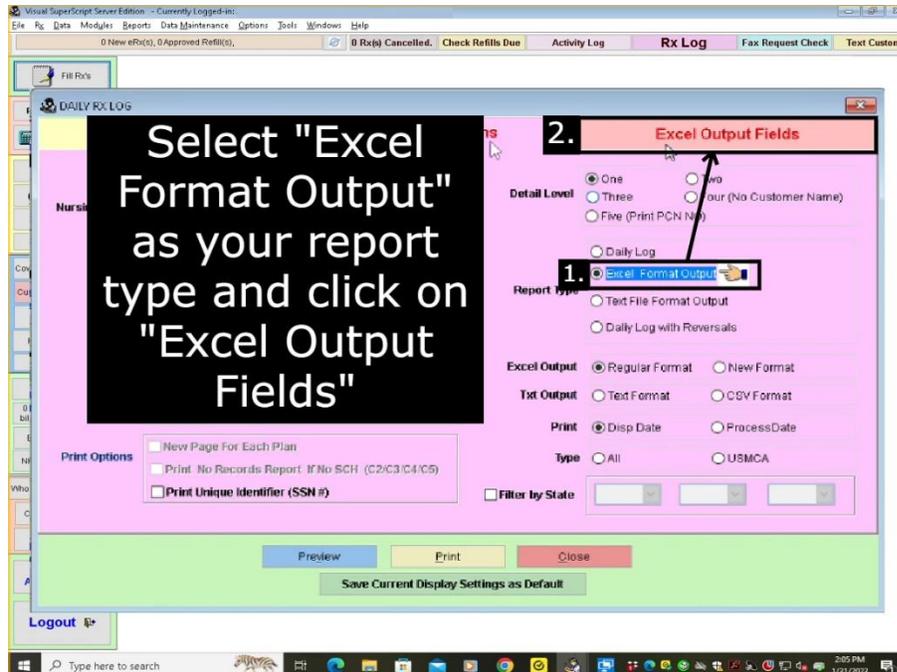


2. This will open a pop-up window called "DAILY RX LOG". Change the first date next to "Include Records From" to be 90 days before the current date. For "Aggregation Type" select "Combined For Period" and then click the "Advance Options" tab.

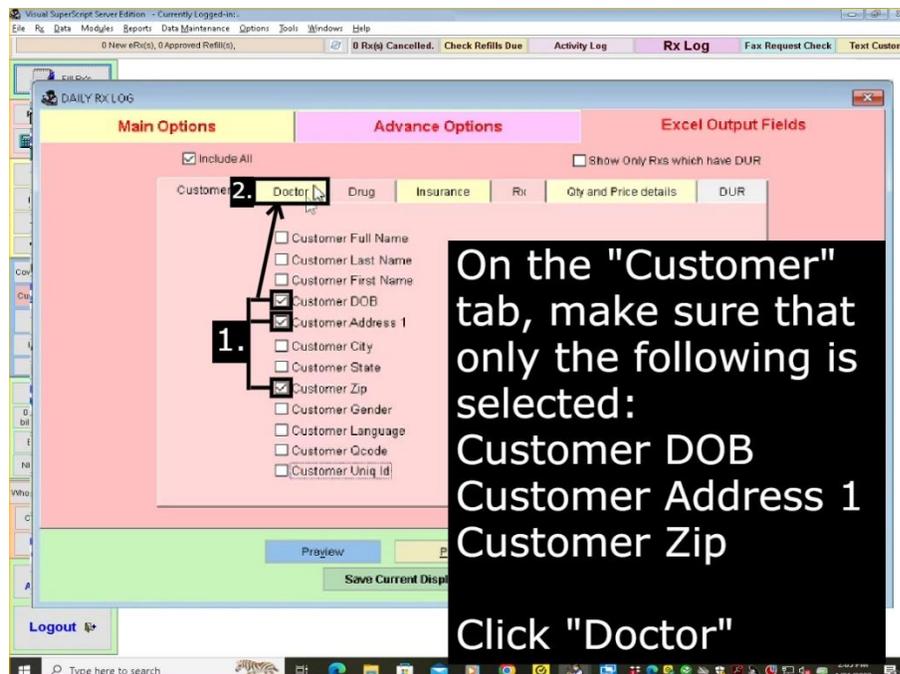


# Visual SuperScript Usage Report Guide

- On this tab you will see "Report Type" on the right side of the pop-up. Next to "Report Type" click "Excel Format Output" and then click the tab named "Excel Output Fields".

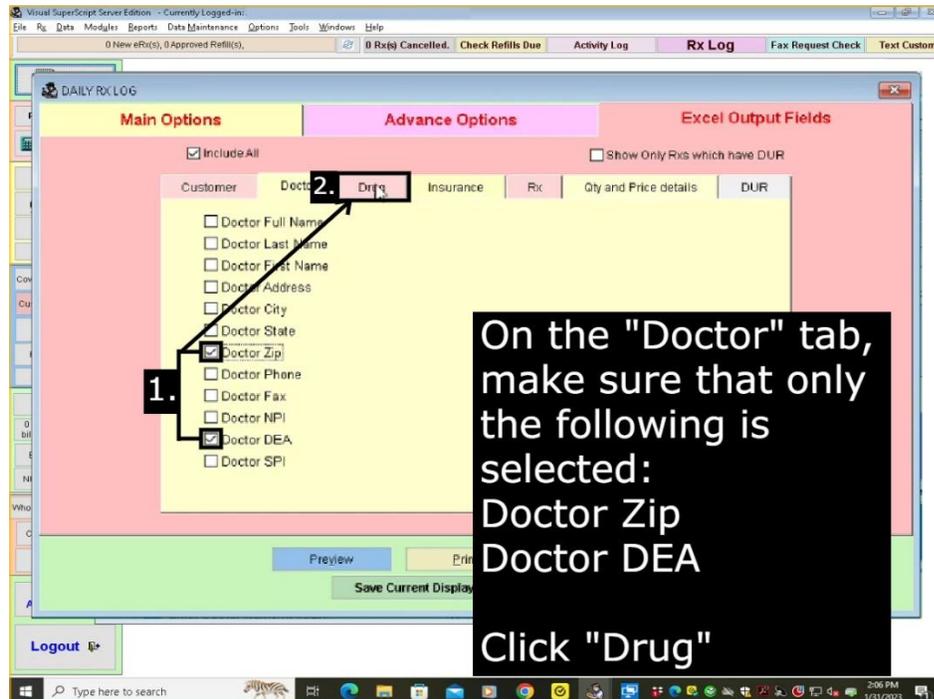


- This will show several different tabs that you will need to go through. On the first tab "Customer" make sure you check only the following: Customer DOB, Customer Address 1, Customer Zip. When you confirm these are all selected, click the "Doctor" tab.

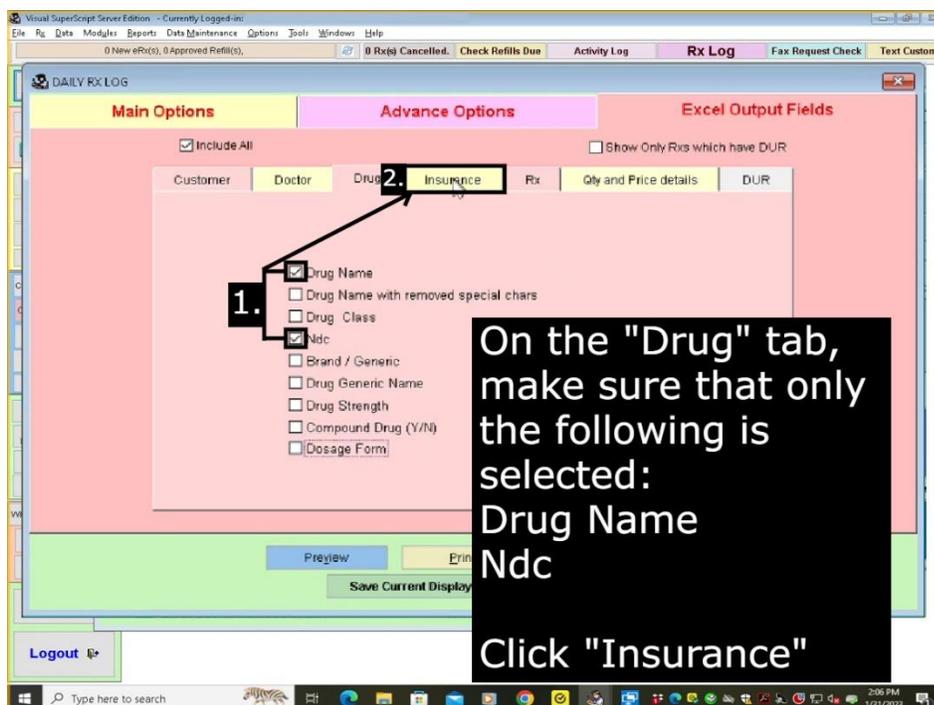


# Visual SuperScript Usage Report Guide

- On the second tab "Doctor" make sure you check only the following: Doctor Zip, Doctor DEA. When you confirm these are all selected, click the "Drug" tab.

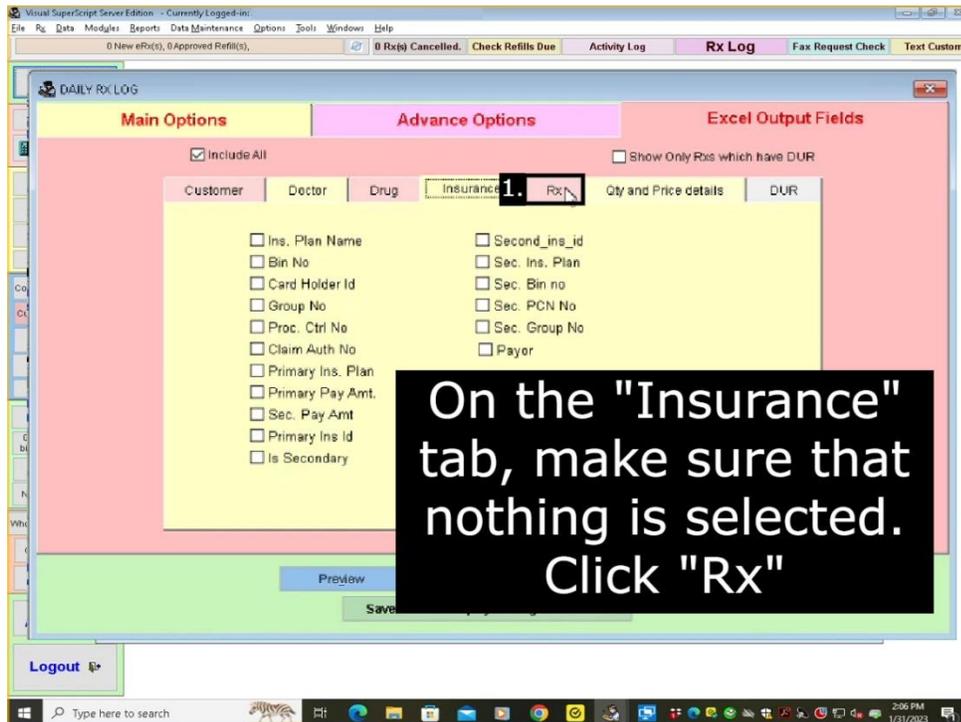


- On the third tab "Drug" make sure you check only the following: Drug Name, Ndc. When you confirm these are all selected, click the "Insurance" tab.

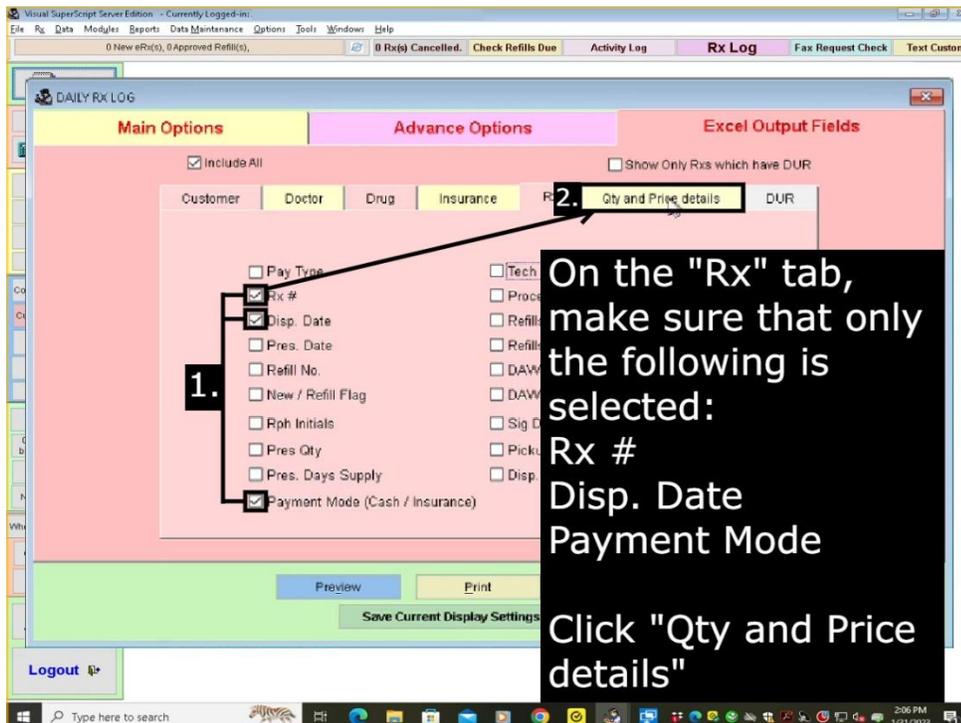


# Visual SuperScript Usage Report Guide

7. On the fourth tab "Insurance" make sure none of the checkboxes are selected. Click on the "Rx" tab.

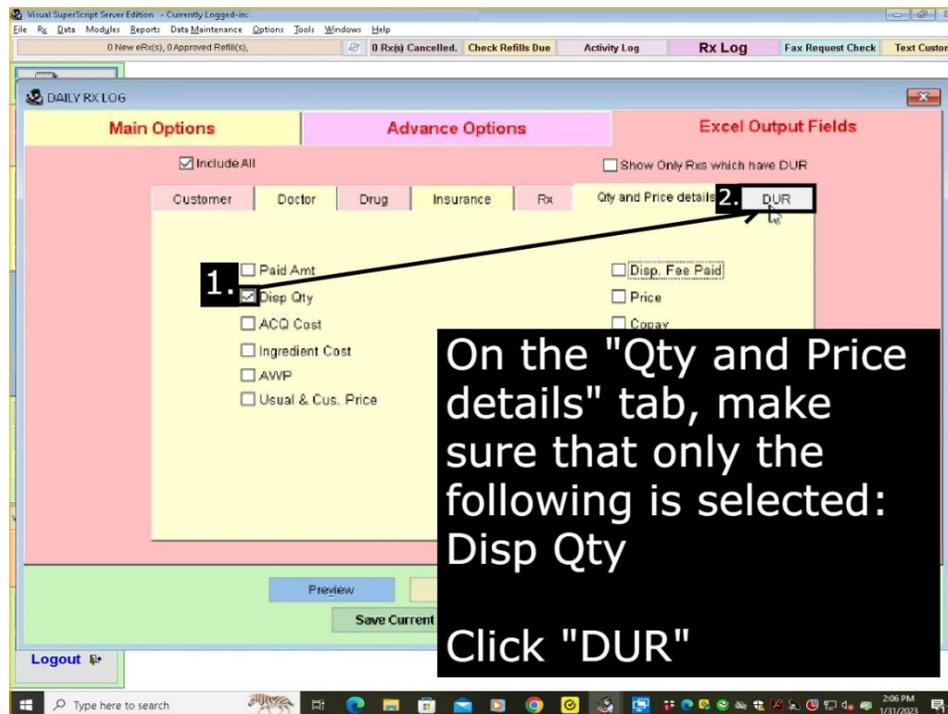


8. On the fifth tab "Rx" make sure you check only the following: Rx #, Disp. Date, Payment Mode. When you confirm these are all selected, click the "Qty and Price details" tab.

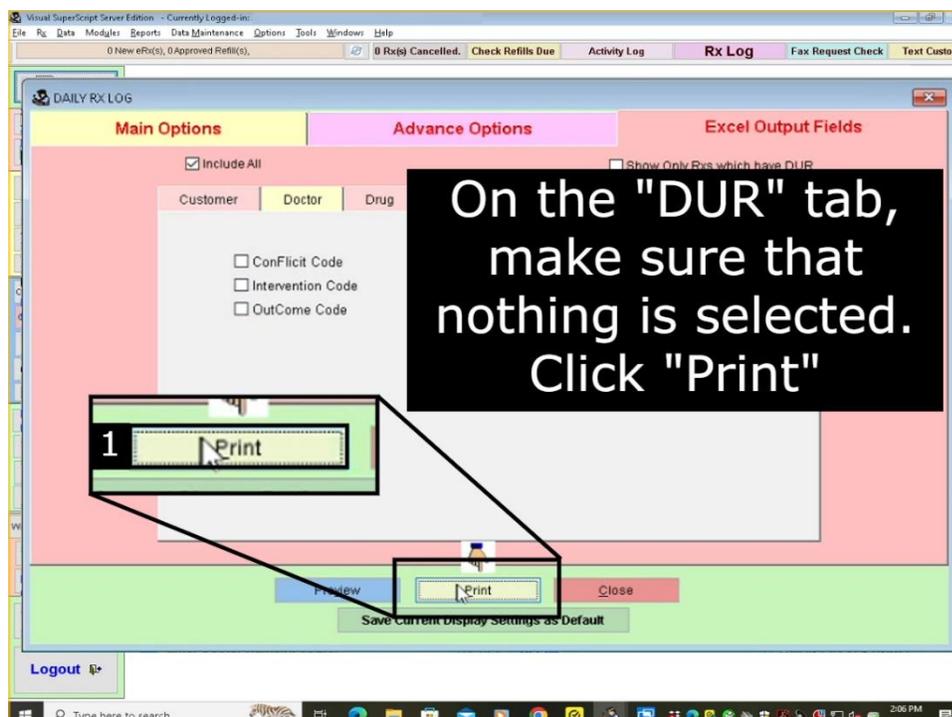


# Visual SuperScript Usage Report Guide

9. On the sixth tab "Qty and Price details" make sure you have only the following: Disp Qty. Click on the "DUR" tab.

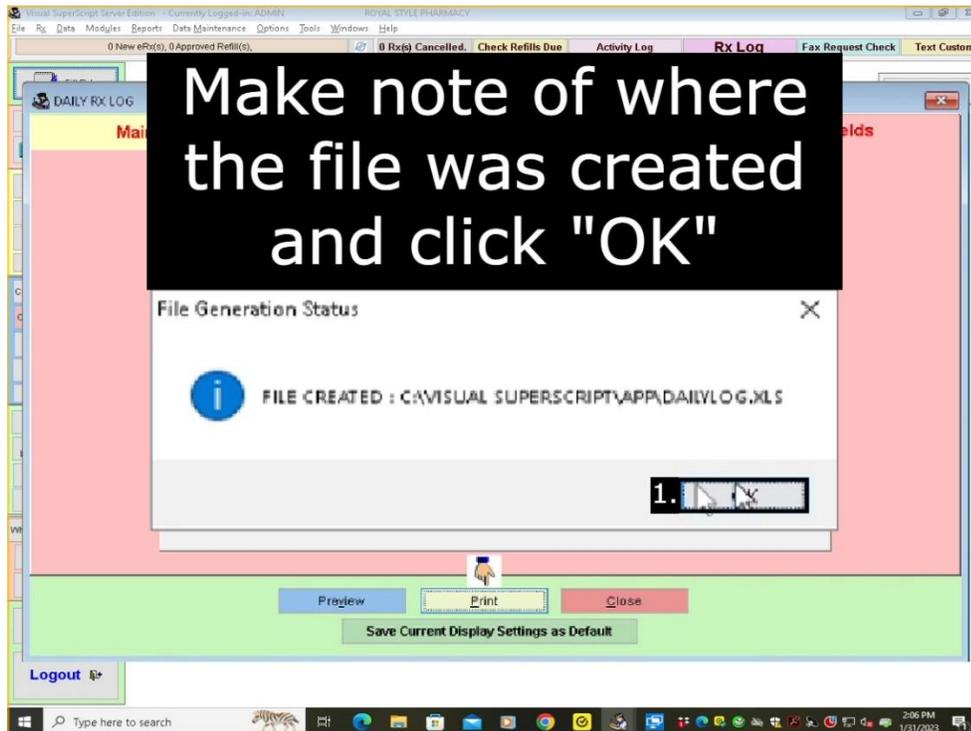


10. On the seventh tab "DUR" make sure none of the checkboxes are selected. Click on the button at the bottom of the window saying "Print".

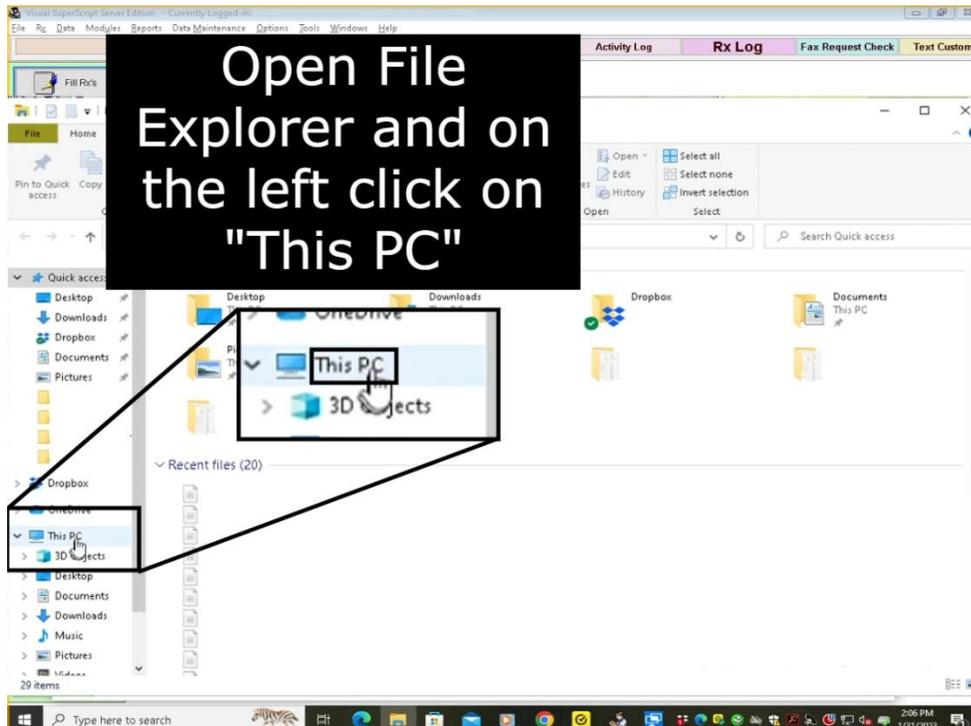


# Visual SuperScript Usage Report Guide

11. A small window will appear showing where the file was created to. Make note of this file path.

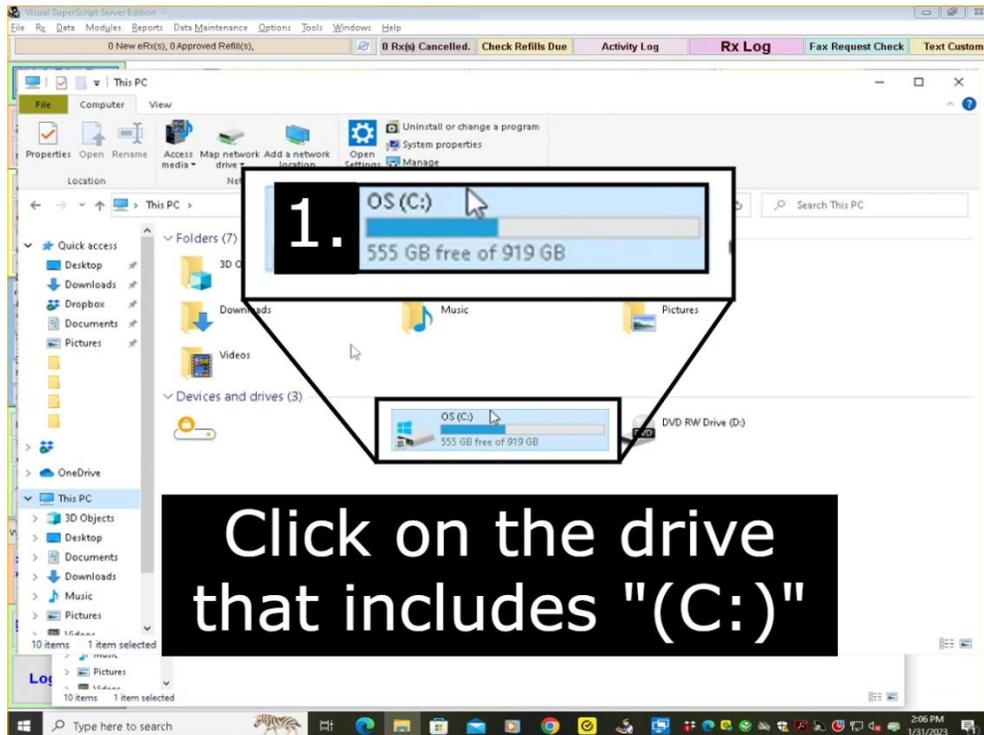


12. Open your file explorer and you will see a navigation pane on the left side of the window. Somewhere on this navigation pane there will be "This PC". Click on "This PC".

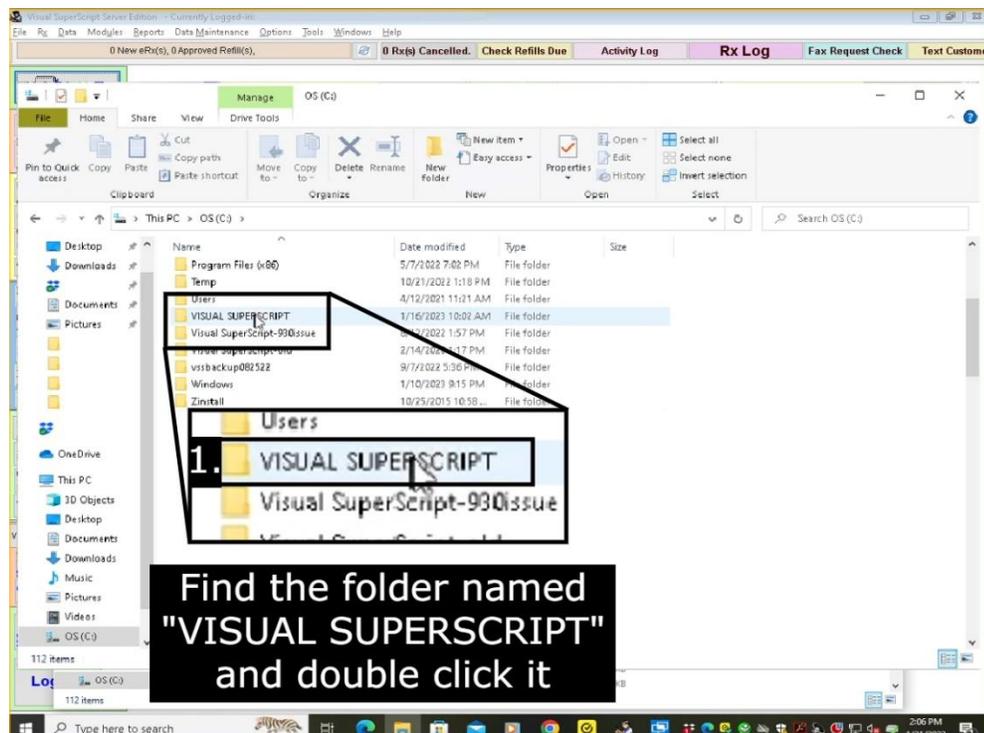


# Visual SuperScript Usage Report Guide

13. When you open "This PC" you will see your folders and drives. Double click on the drive that has "(C:)".

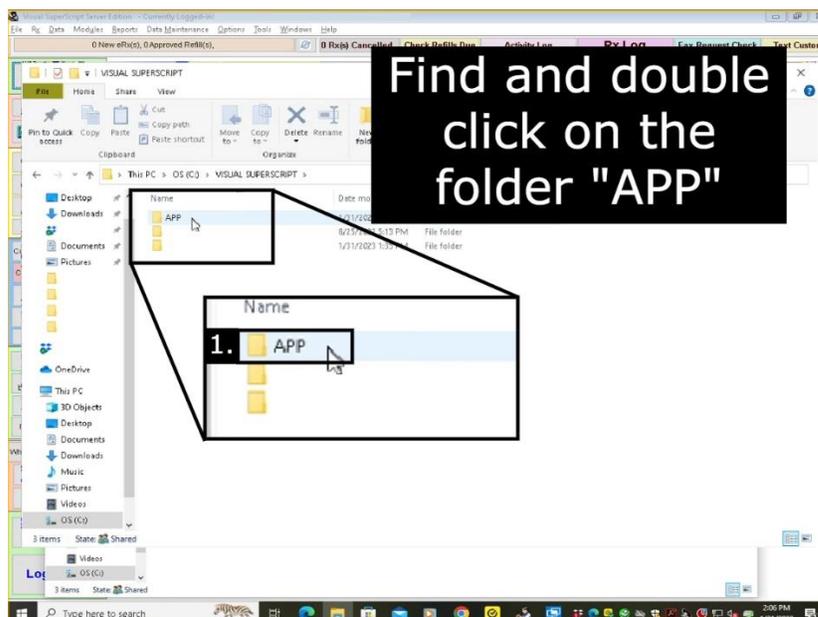


14. This will open the drive and show you several folders. Find and double click on the folder named "VISUAL SUPERSSCRIPT".

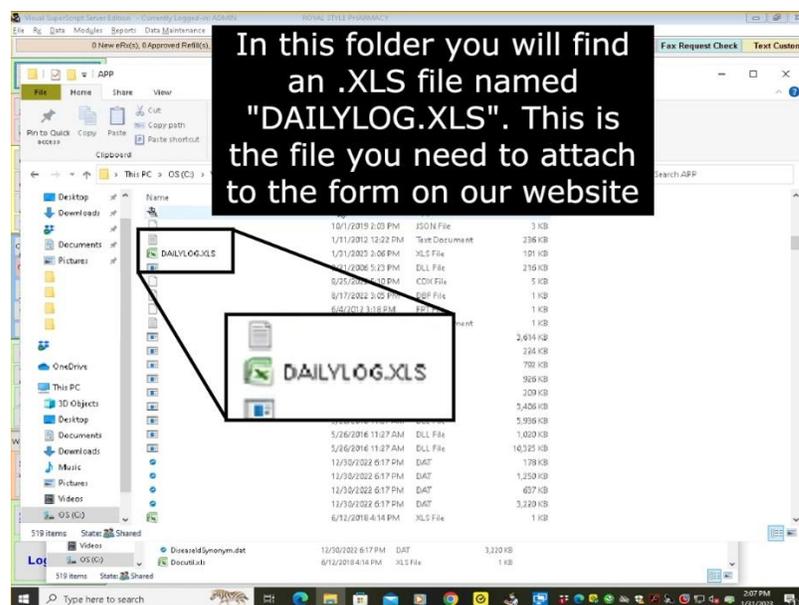


# Visual SuperScript Usage Report Guide

15. Going into this folder will show a few folders. Double click on the folder named "APP".



16. In this folder you will see folders and different kinds of files. Somewhere in this file you can locate an .XLS file named "DAILYLOG.XLS". This file is what you'll be uploading to the [ipdpharma.com](http://ipdpharma.com) website.



## 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.