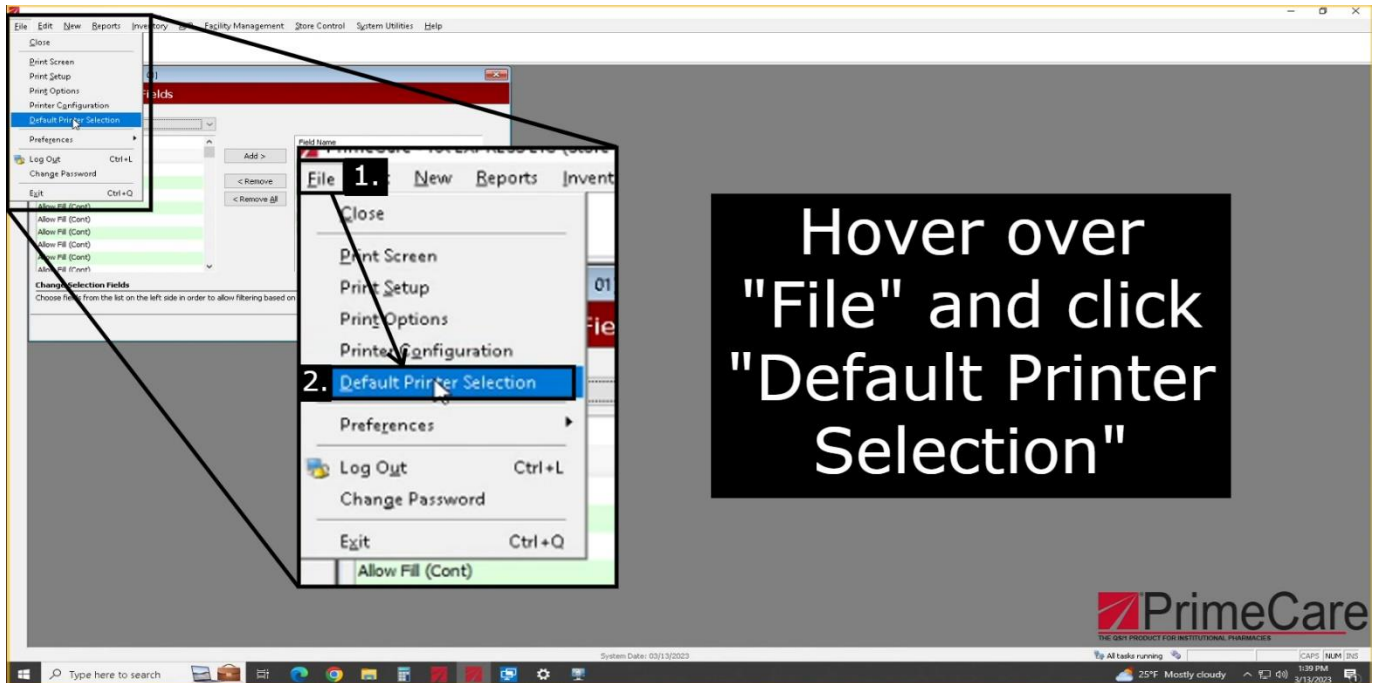


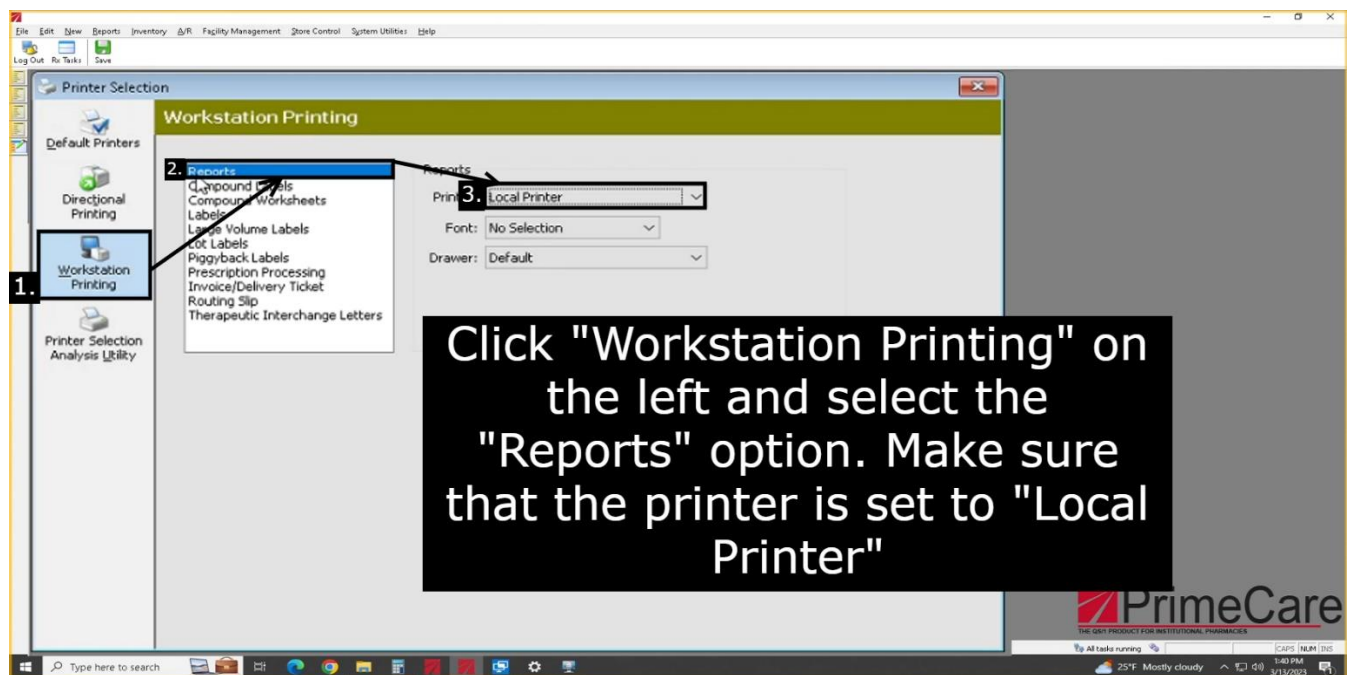
QS1 Usage Report Guide

Pulling A Usage Report

1. On the main screen you will see several tabs at the top of the window. Hover over the tab "File" and it will open a drop-down menu. Inside the drop-down, click on "Default Printer Selection". This will open another window.

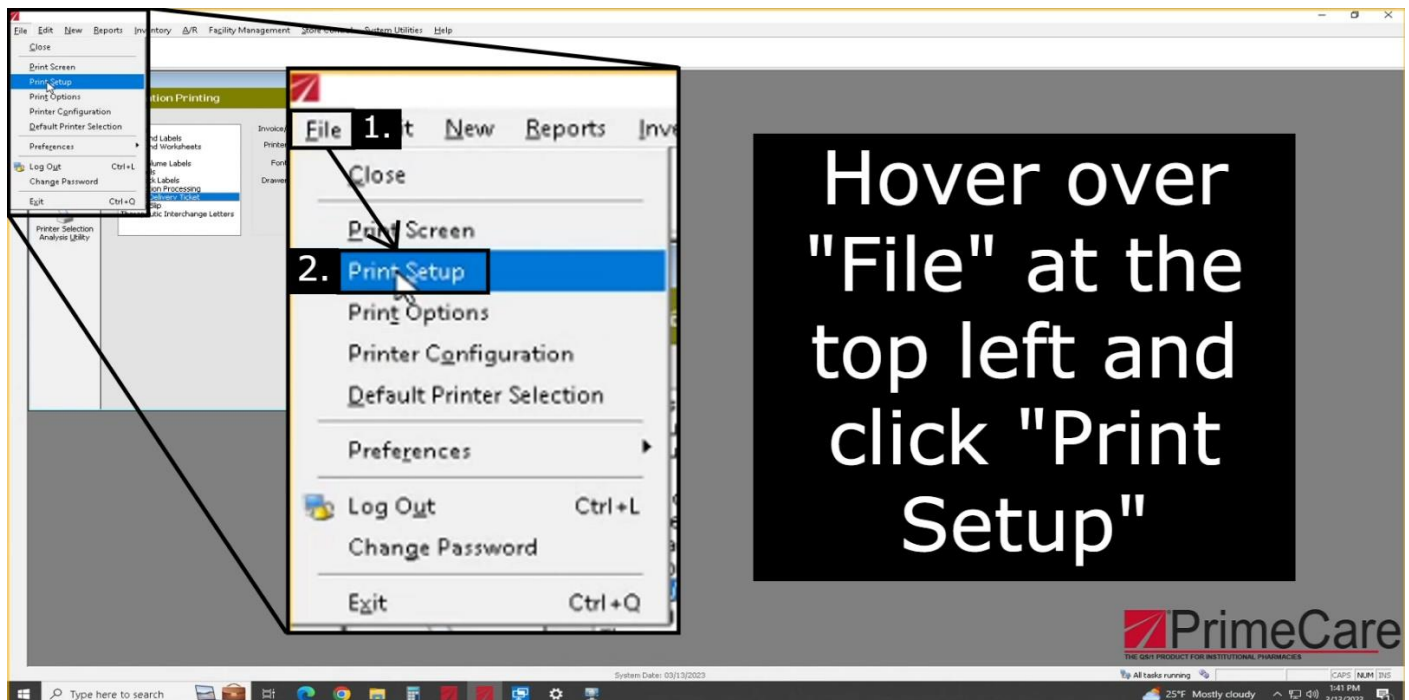


2. On the new window you will see a few icons on the left. On the left pane, click on the "Workstation Printing" option. On this screen make sure "Reports" is selected and the printer is set to "Local Printer".

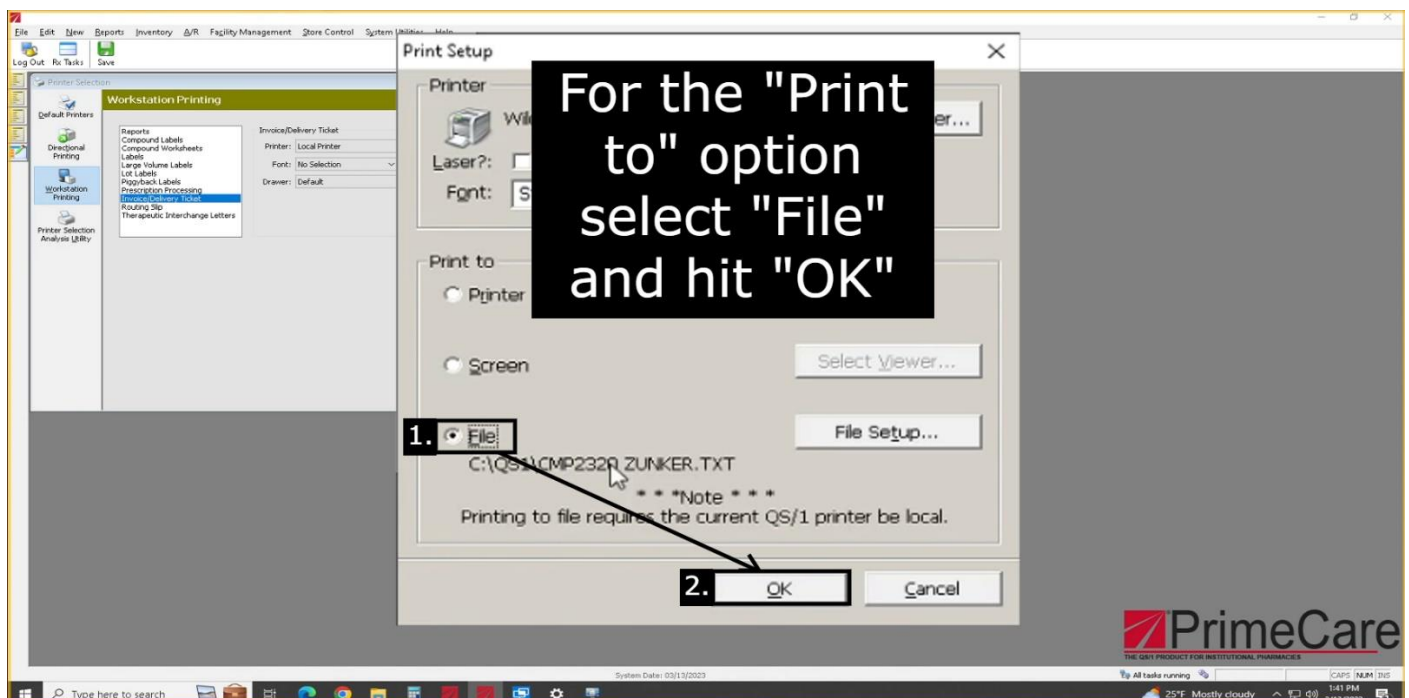


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- Once you confirmed it's set to "Local Printer", hover over the "File" tab and click on "Print Setup" in the drop-down. This will open another window.

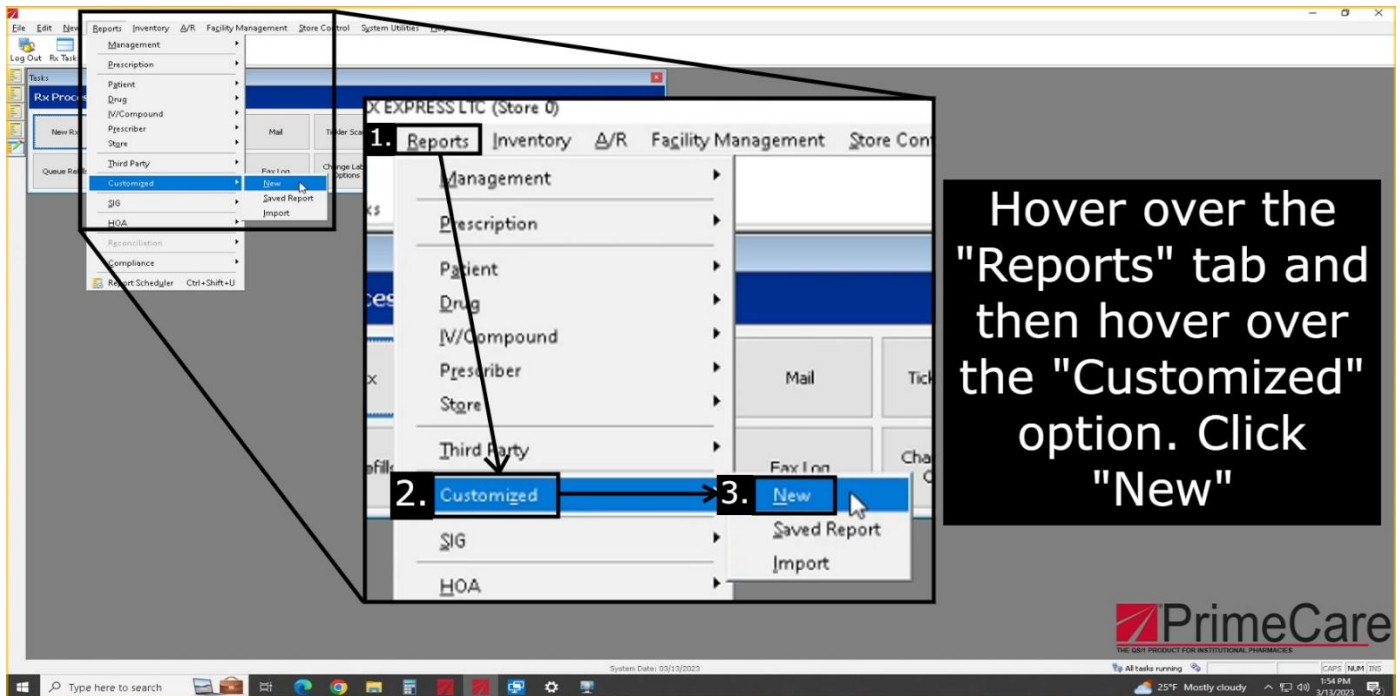


- In this window, you will see a "Printer" and a "Print to" section. In the "Print to" section, select "File" and click "OK".

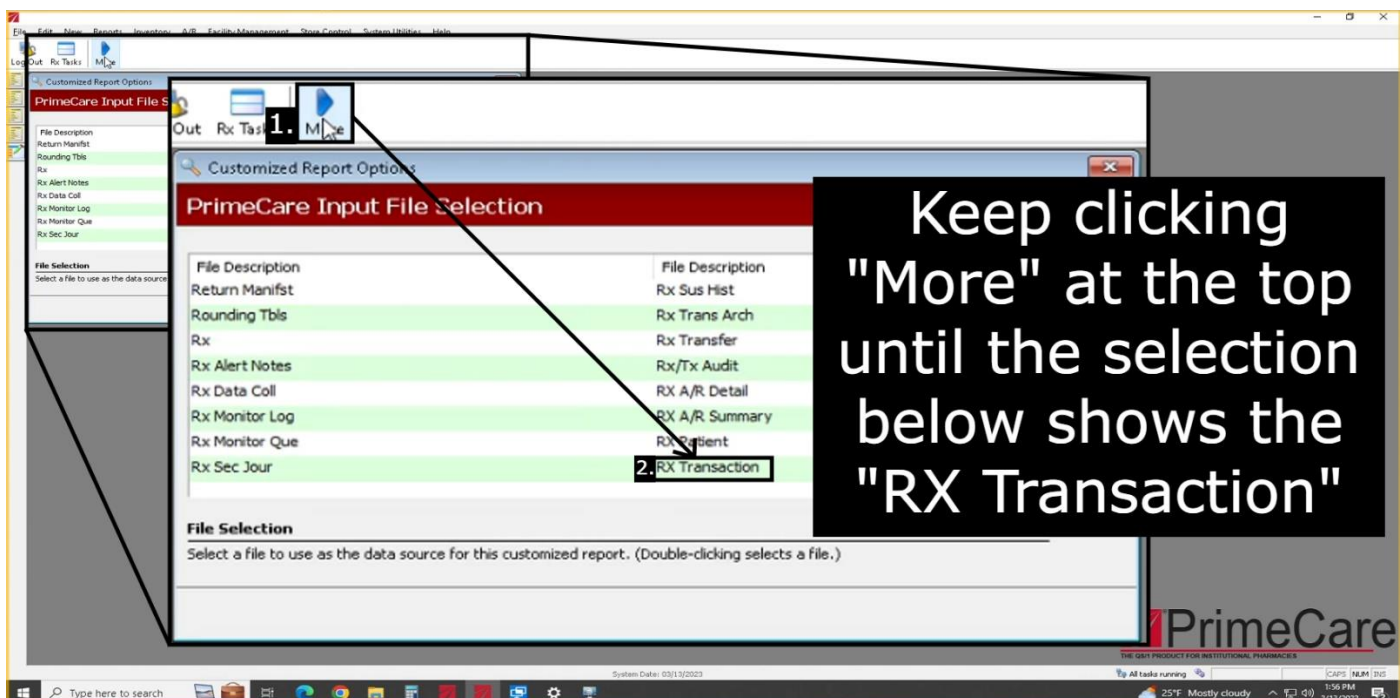


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5. Hover over the "Reports" tab and it will open another drop-down menu. Inside this drop-down menu you will see an option called "Customized", hover over "Customized" and click on "New".



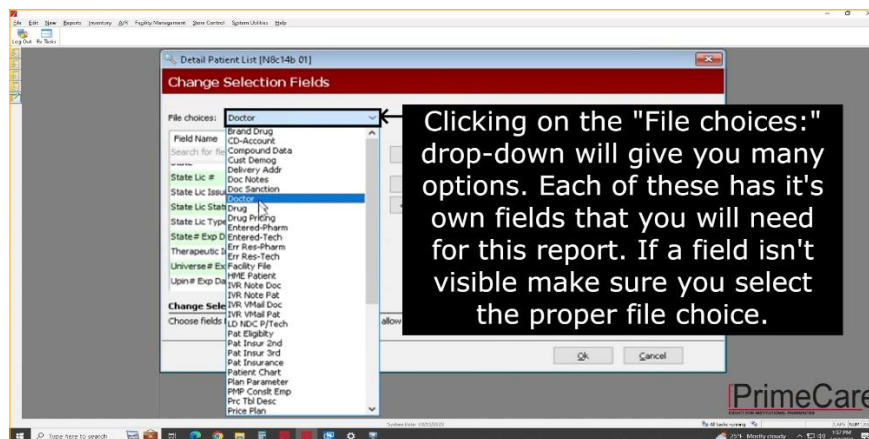
6. This window will have a long list of different files. Clicking on the "More" icon above the window will give you another page of files. Click this "More" icon until you see a file named "RX Transaction". Click on this file.



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TIP

This screen will show several fields to choose from, currently selected fields, and different groups of fields. Clicking on the "File choices:" drop-down menu will show you the many groups of fields that you will need to select to add the necessary fields to the report. If you need to add a field and you can't find it, make sure you're in the correct "File choice" group.

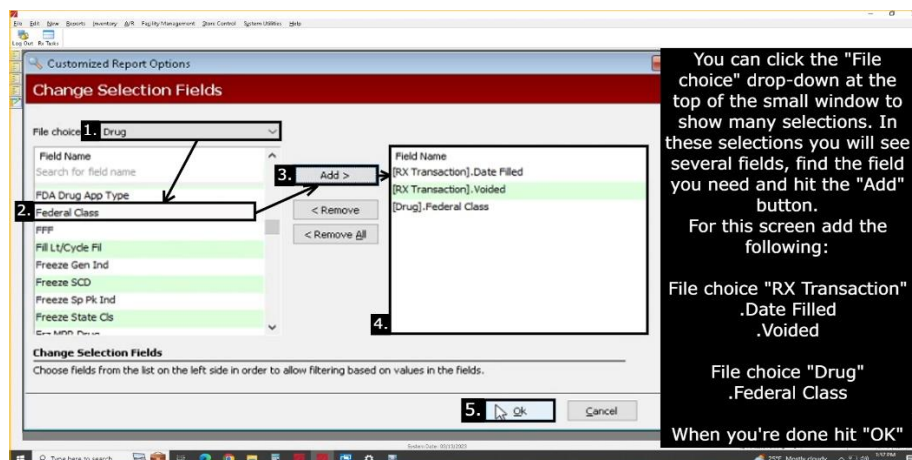


7. When you click on "File choice:" at the top it will show several groups. Use the groups instructed when adding the fields. For example, for this screen you will choose the "RX Transaction" file choice and select "Date Filled" and hit the add button in the center. For this screen add the following:

File choice: RX Transaction
Fields: Date Filled, Voided

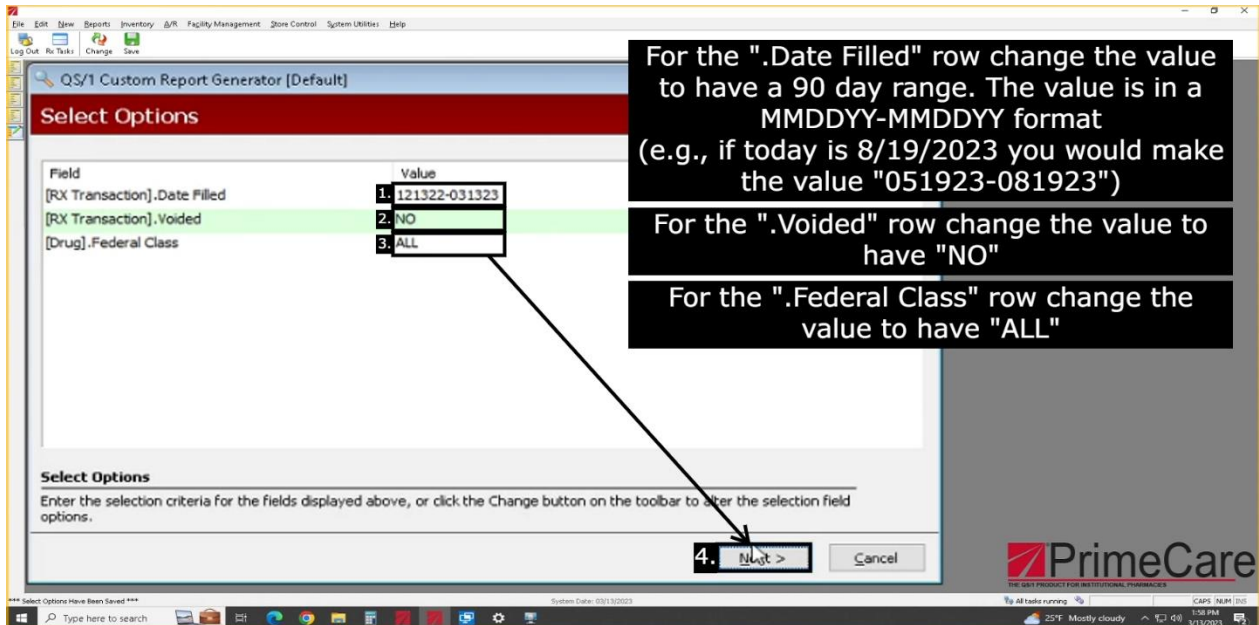
File choice: Drug
Fields: Federal Class

When you're done adding these fields, hit "OK".

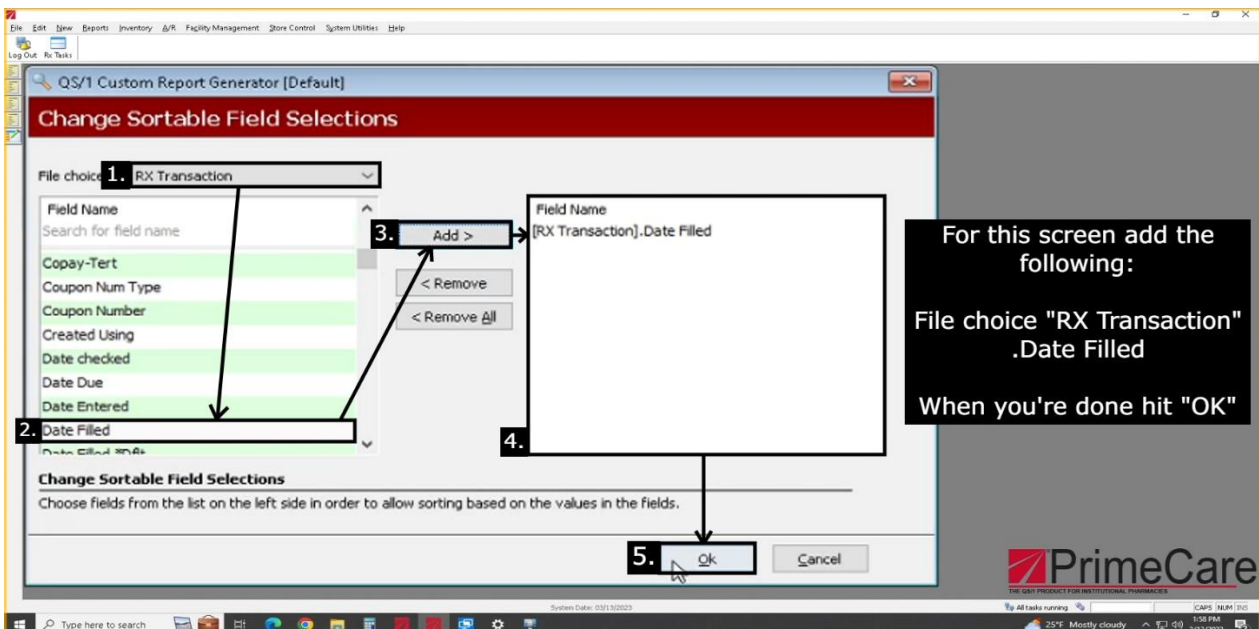


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8. This screen will show the fields you added along with their "Value". For the ".Date Filled" row, change the value to have a 90 day range. The value is in a MMDDYY-MMDDYY format. For example, if today is 8/19/2023 you would make the value "051923-081923". For the ".Voided" row change the value to be "NO". For the ".Federal Class" row change the value to be "ALL".

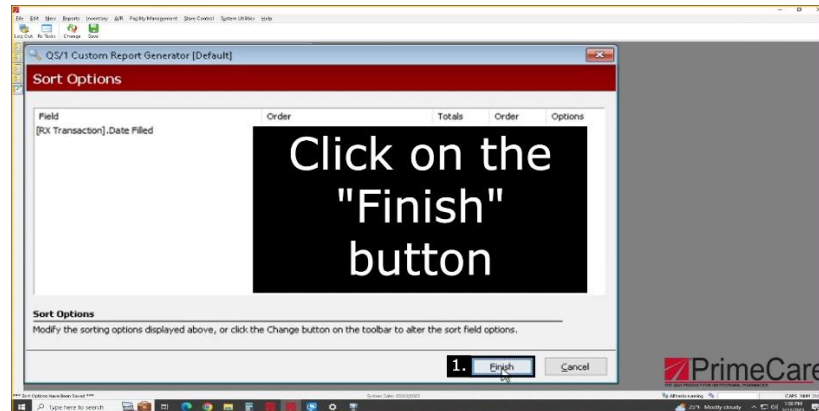


9. For this screen add the following:
 File choice: RX Transaction
 Fields: Date Filled



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10. Click the button that says "Finish" at the bottom of the window.



11. For this screen add the following:

File choice: RX Transaction

Fields: Date Filled, Rx Number, Quantity Disp

File choice: Drug

Fields: NDC Nbr, Drug Name 30

File choice: Price Plan

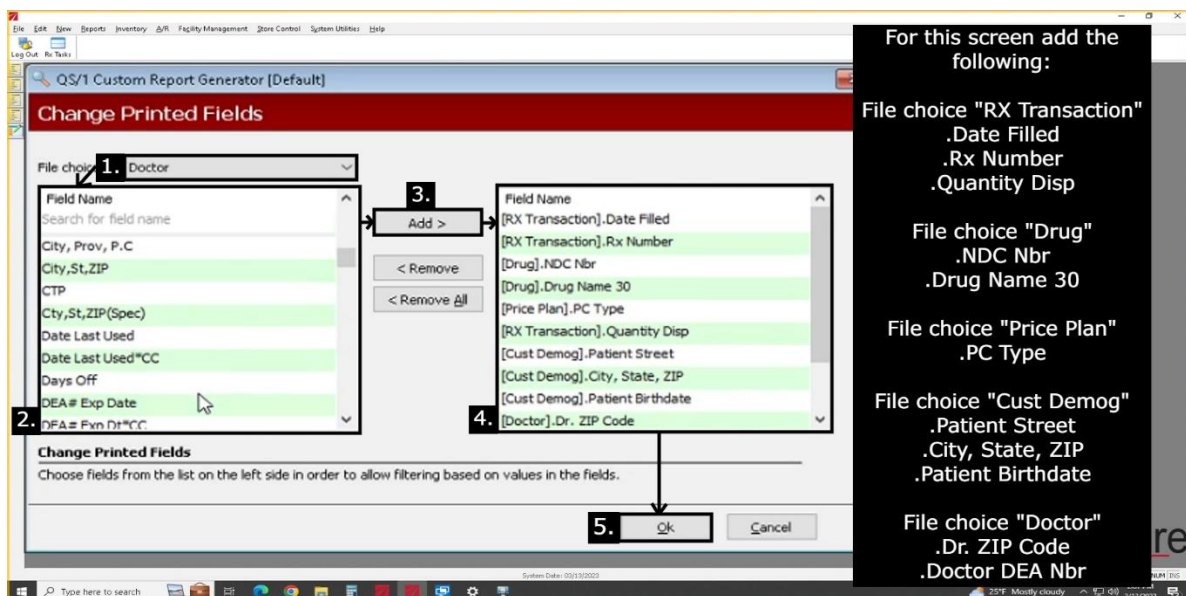
Fields: PC Type

File choice: Cust Demog

Fields: Patient Street, City, State, ZIP, Patient Birthdate

File choice: Doctor

Fields: Dr. ZIP Code, Doctor DEA Nbr



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12. For the "Enter Title" row change the value to be "IPD 90-DAY EXTENDED REPORT". For the "CRT OR PRT" row change the value to be "PRT". For the "RPT,VIEW,FILE" row change the value to have "FILE". When you have confirmed that all rows are correct, click the "Save" icon on the very top of the screen. Click "Finish".

Print Option	Value	Error Message
Enter Title	1. IPD 90-DAY EXTENDED REPORT	
Totals Only	NO	
Spacing Opt		
CRT OR PRT	2. PRT	
RPT,VIEW,FILE	3. FILE	
Count Records	NO	

For the "Enter Title" row change the value to have "IPD 90-DAY EXTENDED REPORT"

For the "CRT OR PRT" row change the value to have "PRT"

For the "RPT,VIEW,FILE" row change the value to have "FILE"

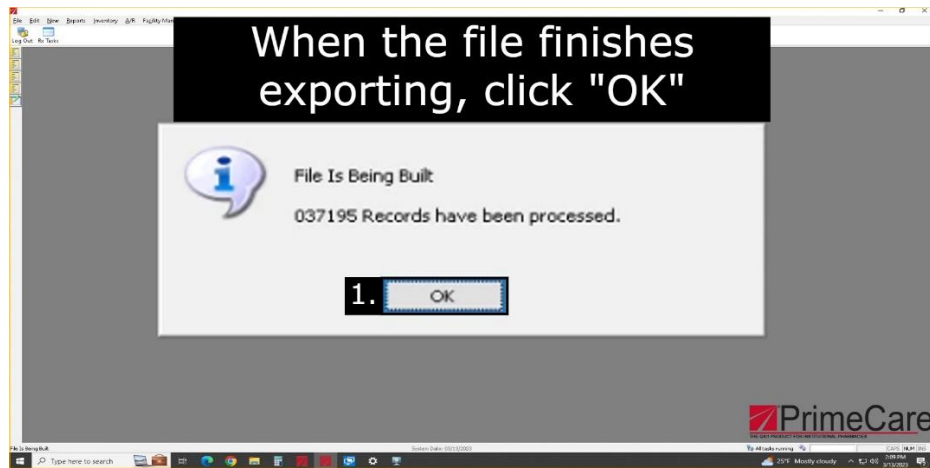
When you changed all the values click the "Save" button at the top left and click "Finish"

13. On this window you will see the exporting options. On the "Output File Type:" you're going to want to select the option "Comma Delimited File (CSV)". Once you changed that, hit "Finish". The file will begin exporting, it may take a moment.

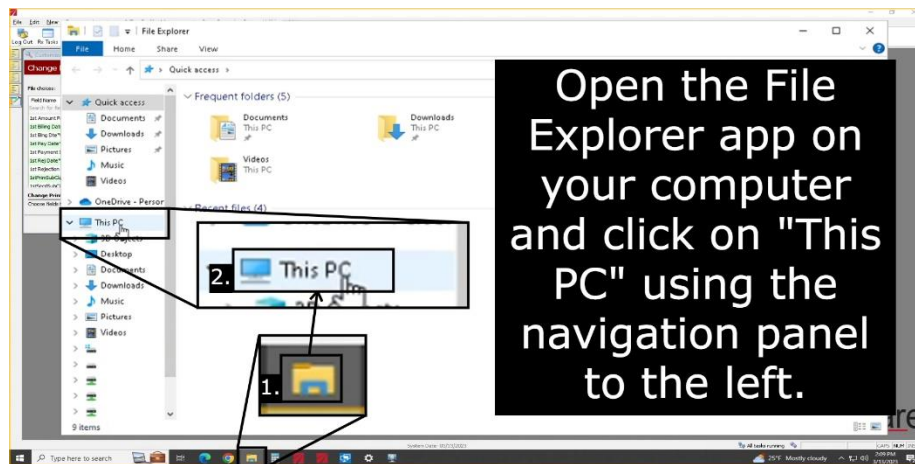
Click on the drop-down for the "Output File Type:" and select "Comma Delimited File (CSV)". When done click "Finish"

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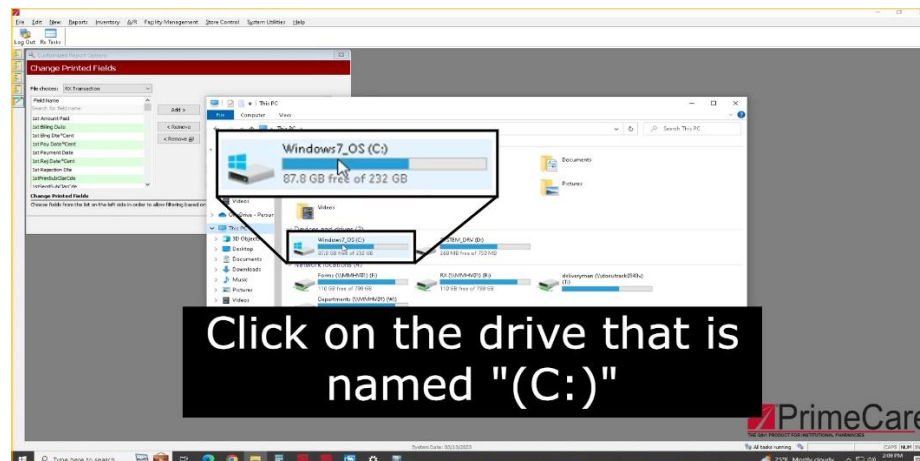
14. Once it's finished exporting click "OK".



15. Open File Explorer on your computer and click on "This PC" using the navigation panel on the left.

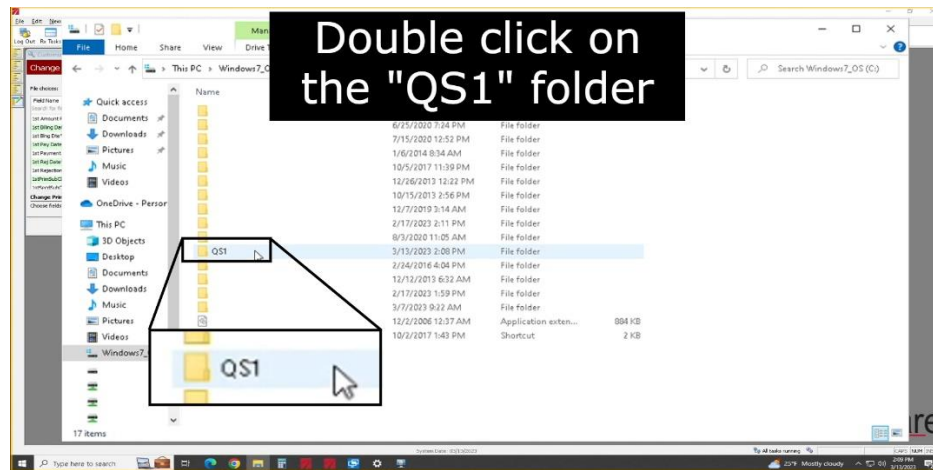


16. Under the "Devices and drives section" you will see your hard drives. Open the hard drive that has "(C:)" somewhere in the name.

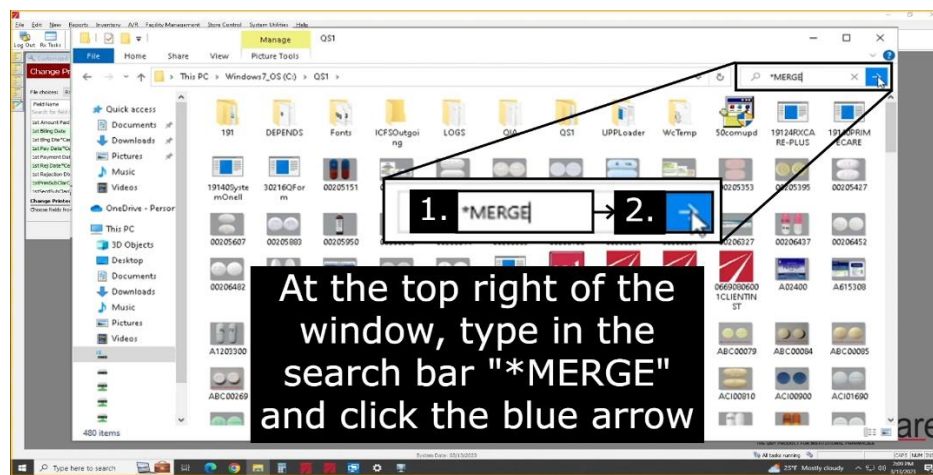


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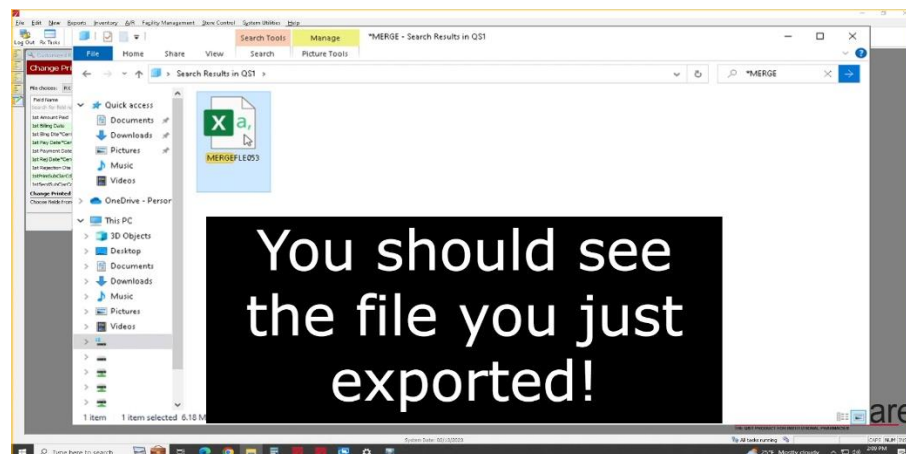
17. Somewhere in this drive you will see a folder named "QS1". Open this folder.



18. Inside the QS1 folder, click on the search bar at the top right of the file explorer and type "*MERGE". This is something that all exports from QS1 are given in the name.

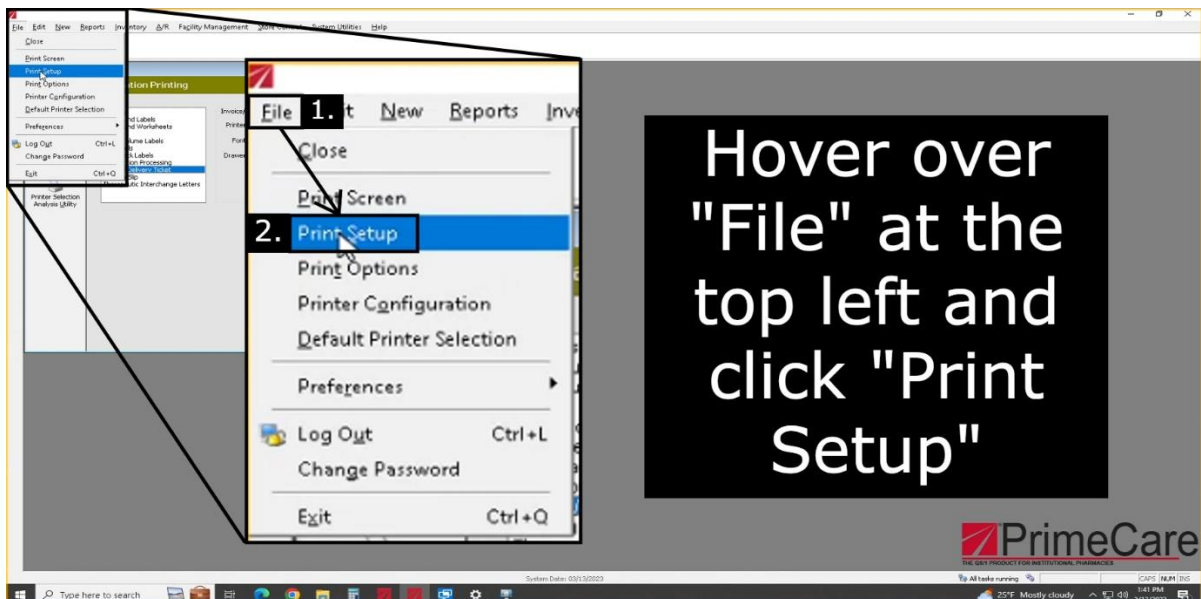


19. You should see the file you just exported. You will be attaching this to the Dispensing Report Upload form.

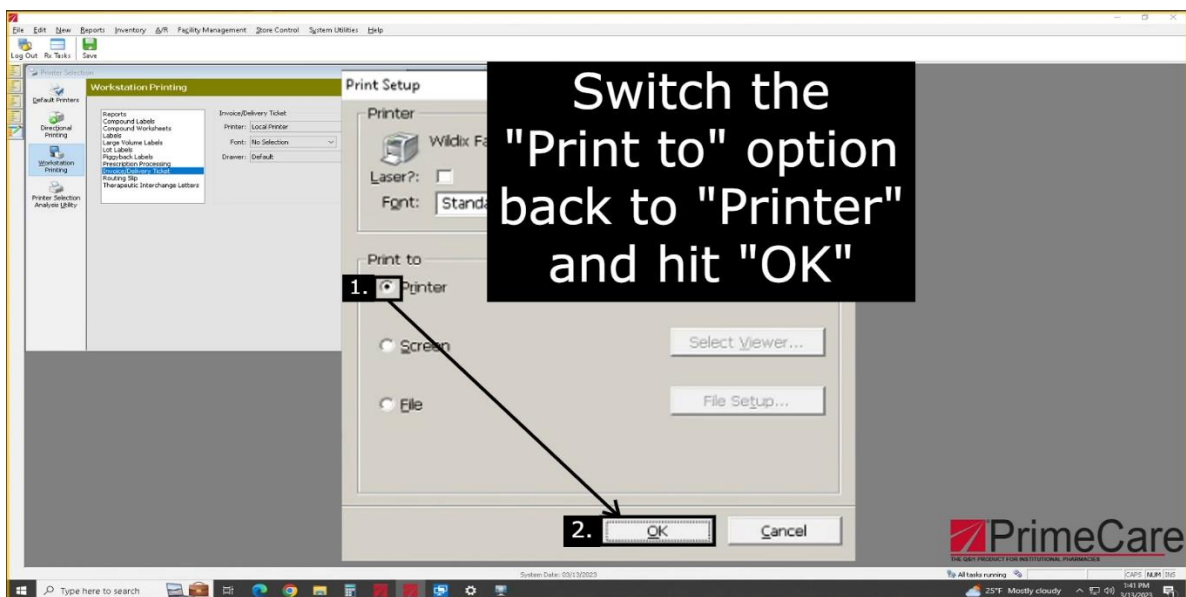


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20. Now you need to switch your QS1 settings so you can print like normal again. Hover over the “File” tab and click on “Print Setup”.



21. Switch the “Print to” option back to “Printer”. Once you’ve done this you can hit “OK”.



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.