

PDS: Amfac – Health Links

Generating the Schedule 8 (S8) Electronic Lodgement File

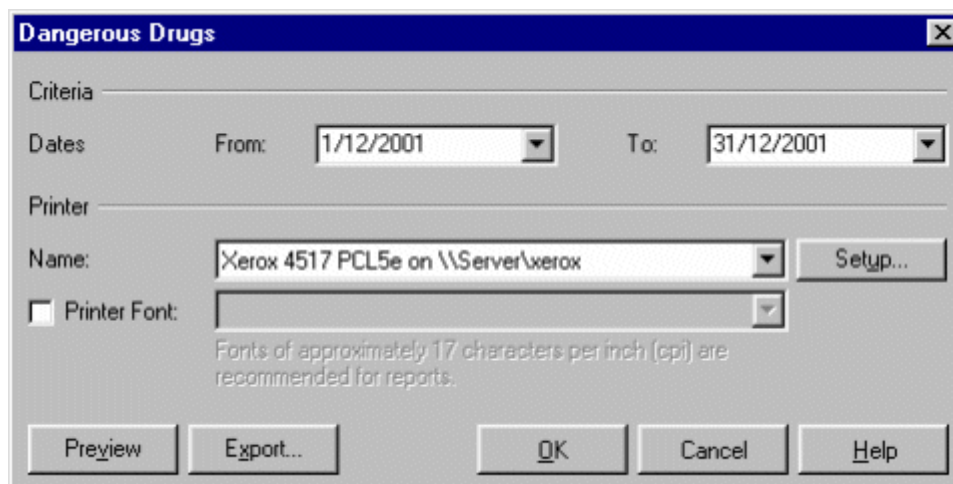
To setup for generating the S8 file:

1. Dispensing for Windows needs to be configured so that the Dangerous Drug Report can be saved to disk.
2. From the **Options** menu, select **Module Setup**.
3. From the **Module Setup** window, select the **Defaults** tab and in the **Address** area, ensure that your State and Postcode fields are set correctly.
4. Select the **External Files** tab and click on the **Data Export**, Browse button.
5. Select **3½ Floppy [A:]** and click on **OK**.
6. To save the settings and close the **Module Setup** window, click on the **OK** button.

You can now generate the Dangerous Drug Report and export it to a floppy disk.

To generate the S8 file:

1. Insert a blank floppy disk into the computer.
2. From the **Reports** Menu, select **Dangerous Drugs**.



3. Select the **From** and **To** dates for the Report and check that the selected Printer is correct.
4. To generate the report and save it to the floppy disk, click on the **Export** button.
5. When the process is complete, click on **OK**.
6. From the **Criteria** window, click on **OK** to print the report (if required), or **Cancel** to exit the report.

You can send the floppy disk to the DDU or access the S8 Online web site and upload the S8 File from the floppy to the DDU.