

Generating the Schedule 8 (S8) Electronic Lodgement File

To generate the S8 file:

1. From the Main Menu of the KDAR Dispense system, select **9 NHS Claim / S8 Drug Report**.
2. Select **Q State Health S8 Report**.
3. You are prompted to insert a blank floppy disk into the computer and press any key.
4. The floppy disk is tested and if OK the program continues to process.

***Note:** The program defaults to the last script processed in the last electronic report, plus 1, and continues to the last script dispensed. This script number is then recorded for the next electronic process run.*

5. The number of scripts being processed is displayed.
6. Two disk labels are printed.
7. You are prompted to insert a second (Backup) floppy disk and press any key.
8. When the backup is completed, you are returned to the KDAR Main Menu.

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.

To view the S8 script numbers:

After the electronic process has been run (or at any time later) you are able to view the script numbers.

1. From the NHS Menu of the KDAR Dispense system, select **9 View State Health Script Numbers**.
2. You are prompted to enter the Filename extension, i.e. 001, 003 etc.

The prescription numbers are displayed to the screen in four columns, (approx 12 rows). If the display exceeds the screen size, press any key to view the next page. This program is not able to Print a hard copy at this stage.