

PDS: Minfos - MINFOS

Generating the Schedule 8 (S8) Electronic Lodgement File

To generate the S8 file:

1. Insert a blank floppy disk into the computer.
2. From the Dispense Pro main menu, select **Reports**.
3. Select option **5 Schedule**.
4. The Dispensing History by Schedule window opens.

Dispensing History by Schedule - 001

This report is used for schedule reporting requirements. The report can be run for a particular schedule number (e.g. 8 for S8, 3 for S3) and date ranges specified. You can also narrow the selection by doctor, patient, suburb and postcode.

Schedule No.

Starting Date

Ending Date

Output Type
1. Tas. Export
2. S.A. Export v1
3. S.A. Export v2

Sort By

From Customer +, @

To Customer ~Unknown, @

5. From the Schedule No. drop down list, select **Schedule S8**.
6. Select Option 8, **S8 Prescription Data to Disk**.
7. Enter the Starting and Ending Dates.
8. Select **3. S.A. Export v2** as the Output Type.
9. Click on the **Okay** button.
10. You are prompted to insert a blank floppy disk. Ensure the floppy disk is in the drive and click OK.
11. A processing window displays..
12. When the report has generated and been saved to the floppy disk, the **Export Finished** window opens.
13. Click on **OK**.

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