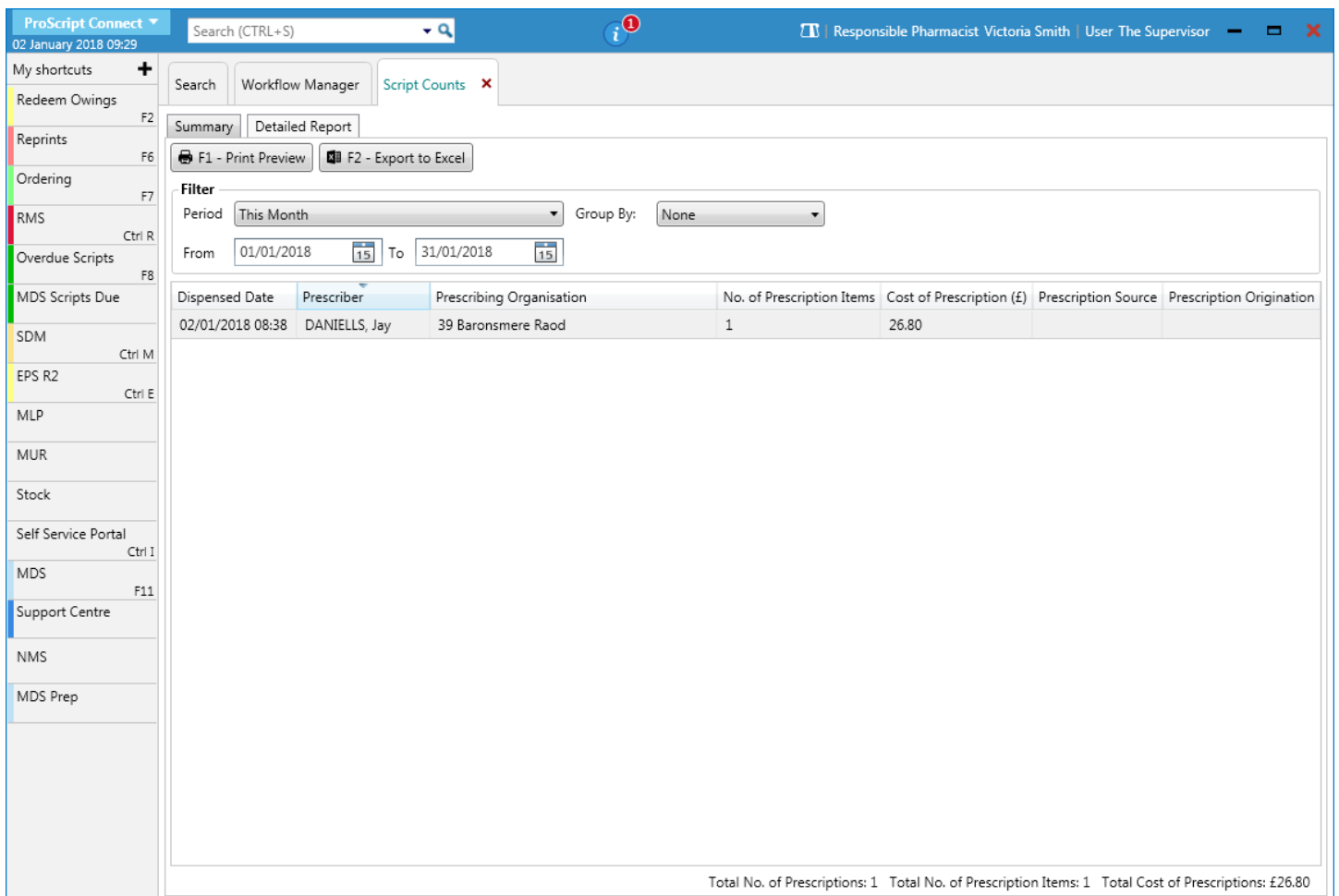# Printing and/or Exporting a Script Counts Detailed Report

Fees and charges for locally added drugs are not included in the final figures displayed in the report output. You will need to add these in manually.

Printing a Script Counts Detailed Report

1. From the Scripts Counts window, click the *Detailed Report* tab.
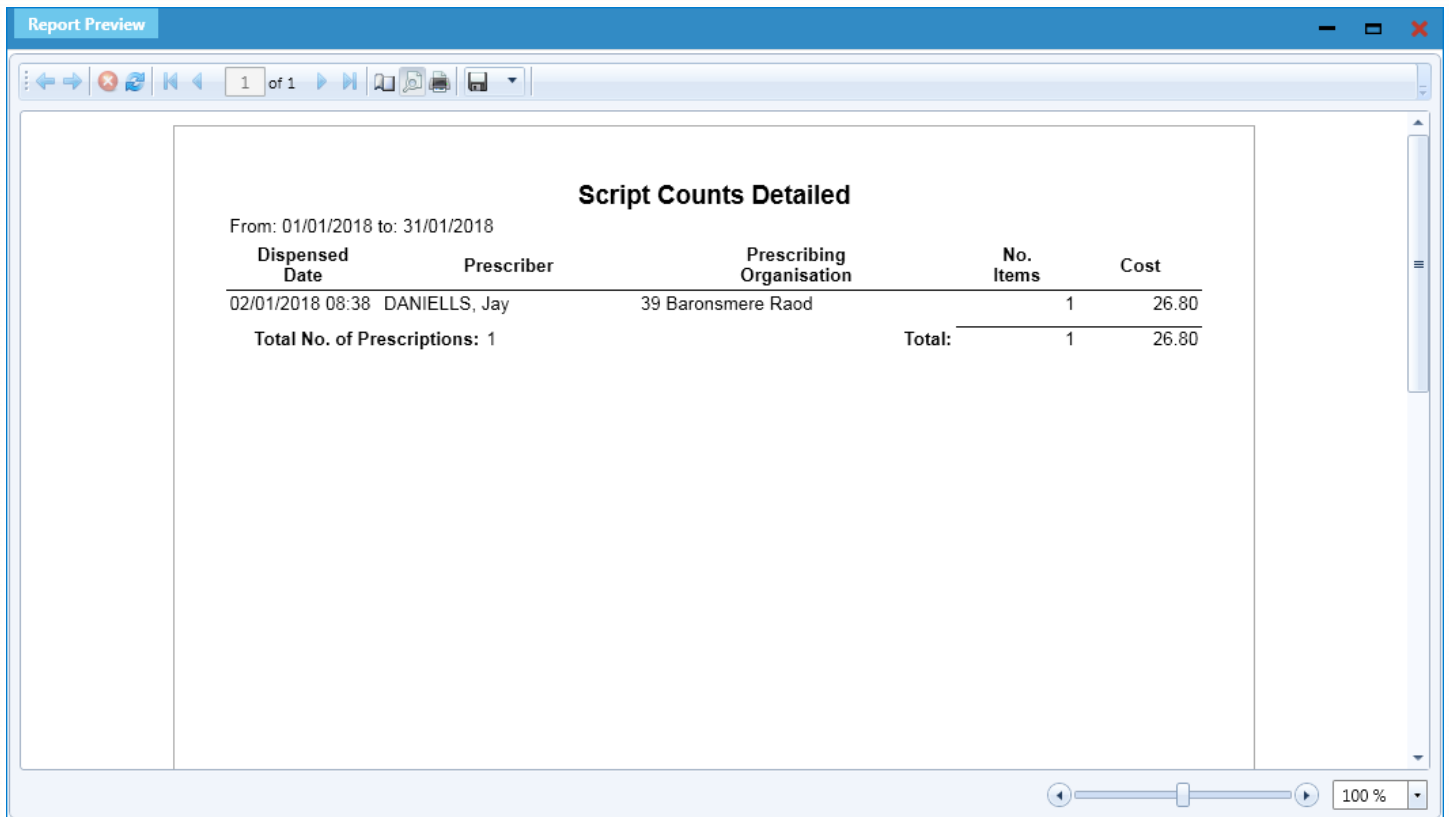2. The *Detailed Report* tab contents display.

3. Use the filters to select the *Period* across which you want your report to apply and whether you want to group data by prescriber.
4. Press **[F1 – Print Preview]**.

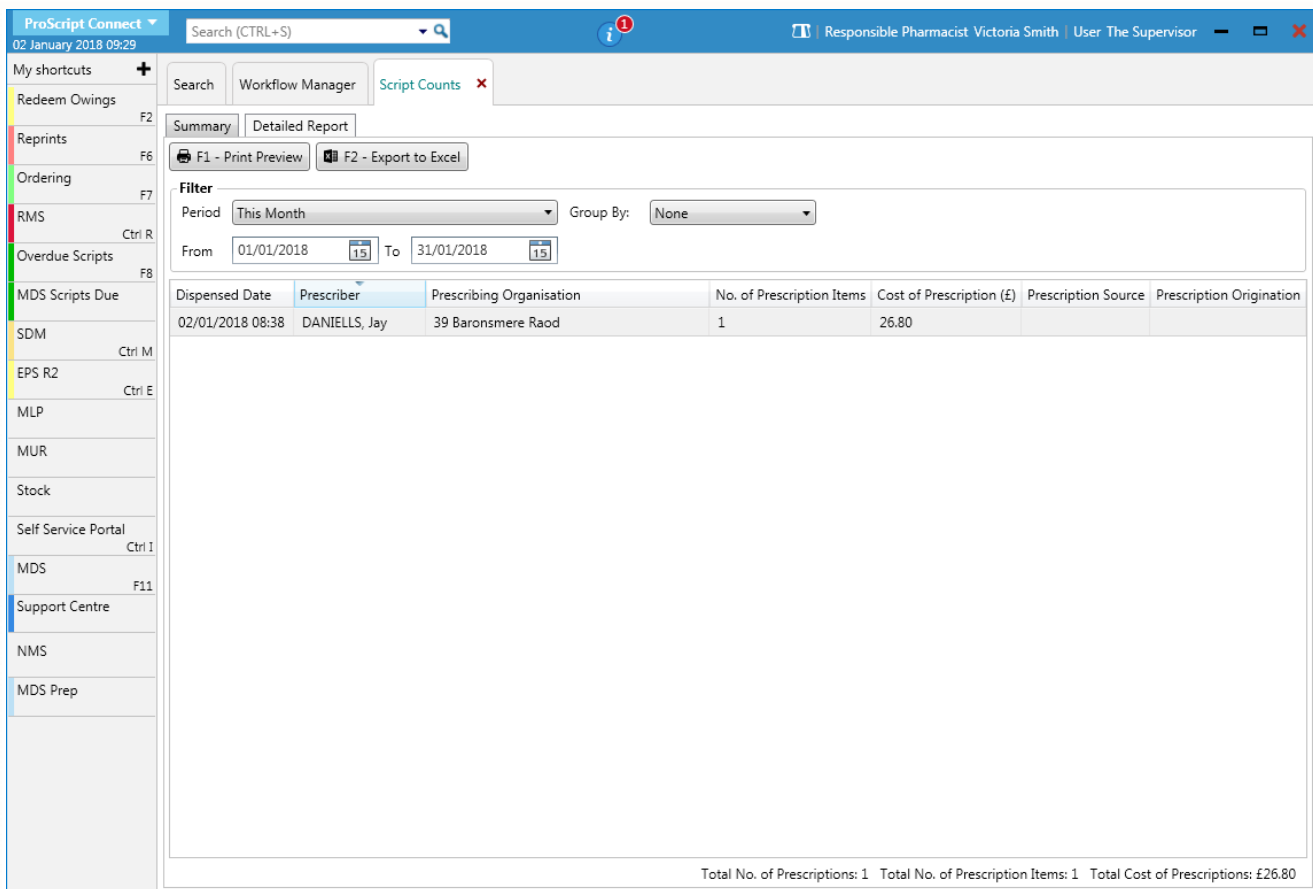5. The Script Counts Detailed report print preview displays.

6. From there, you can either:
   o Click the floppy disk 💾 icon to export and save the report on your computer.
   o Click the printer 🖨 icon to print the report.

Exporting a Script Counts Detailed Report

1. From the Scripts Counts window, click the *Detailed Report* tab.
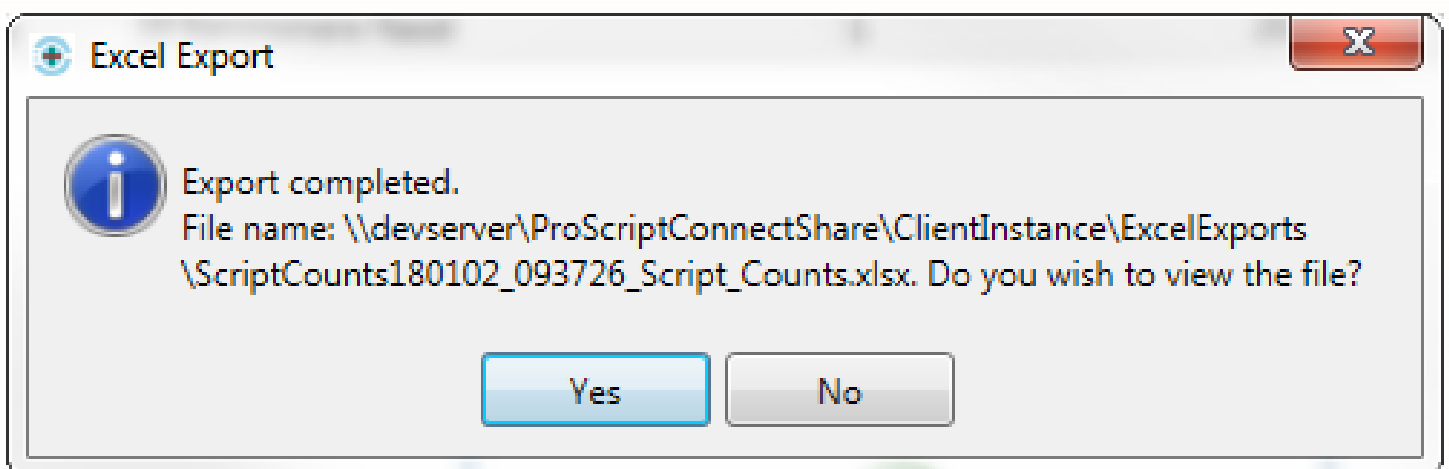2. The *Detailed Report* tab contents display.

3. Use the filters to select the *Period* across which your report to apply and whether you want to group data by prescriber.
4. Press **[F2 – Export to Excel]**.
5. A pop-up window displays, advising you that the export was successfully completed and saved to the specified location, and asking whether you want to view the file.

6. Click **[Yes]**.

7. The file opens in Excel.
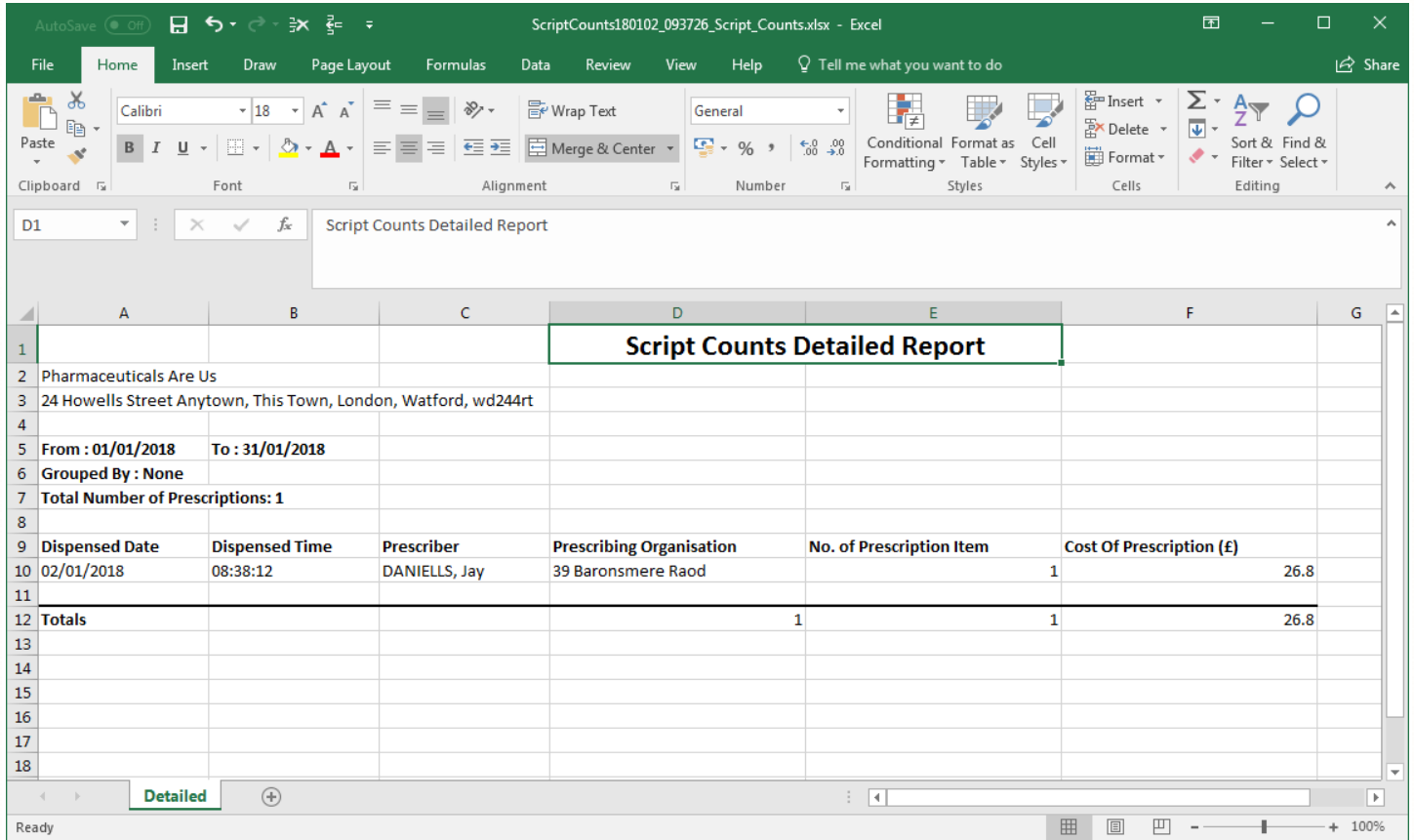
8. From there, you can:
   o Click **File > Save As** to save the report to an alternative location on your computer.
   o Click **File > Print** to print the report.

Revision History

Version Number	Date	Revision Details	Author(s)
1.0	03 April 2023		Joanne Hibbert-Gorst

Contact us

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