

13.07. Dispensary/prescription reports

Patient prescription notes report

Choose *Report > Dispensary > Patient prescription notes report* from the menus and the options window will open:



In the date range section select the confirmed date range of prescriptions you want to include in the report. The drop down list to the right of the date fields is a great way of quickly selecting them.

Check the **Open in Excel checkbox** if you want to open the report in Excel rather than as a pdf or to print it then click on the **OK** button to run the report. This is what the report looks like:



Prescriptions by patient type report

Choose *Report > Dispensary > Prescriptions by patient type report* from the menus and the options window, which is exactly the same as for the report above, will open. Make you selections then click on the **OK** button to run the report. It looks like this:



Others

There are other transaction reports that specifically deal with prescriptions and prescribers. Please see the transaction reports page ([13.03. Transaction reports](#)) for details on how to run these. They are selected in the *Type of report* drop down list on the transaction reports options window, these are the types available:

- Prescription and general issues over time
- Prescriber report
- Dispensing with patient name and prescriber
- Prescription report based on transaction categories
- Prescriptions by patient type report

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