StrongPro Guide: Exporting Reports from EMIS

This guide walks you through how to export files from EMIS and upload them to StrongPro.
Tip: Use a computer with Excel installed for this process.

Part 1: Exporting the Prescriptions Report

Step 1: Go to your ProScript EMIS

- Click the **'ProScript Connect'** button and navigate to the reports section.
- Locate the **'patient/drug use'** and **'prescriptions'** reports.

Step 2: Click on the Prescriptions Report

- A new tab will open displaying the report.

Step 3: Select the Desired Date for Your Report

- For the initial upload, we recommend selecting a two-year period.
- Choose the time frame you'd like to upload.

Step 4: Export to Excel

- Click the **Export to Excel** button.
- The report will be generated in Excel format.

Step 5: Open the Report in Excel

- Once the report is generated, open it as an Excel file.

Step 6: Export the File to CSV Format

- In Excel, click **File** > **Export,** then select CSV.
- Your prescriptions report is now ready

Part 2: Exporting the Patient Drug Use Report

Step 1: Access the Reports Section

- Under **ProScript Connect,** click **Patient Drug Use.**
- A new tab will open with additional features and details.

Step 2: Select the Desired Dates for Your Report

- Choose the desired time period for your report.

Step 3: Select All Boxes on the Right-Hand Side

- Ensure all boxes are checked, including 'Output to Excel File'.

Step 4: Run the Report

- Click **Run Report** to generate the report.

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Step 5: Open the Report in Excel

- Once the report is generated, open it in Excel.

Step 6: Export the File to CSV Format

- Click **File** > **Export,** then select **CSV.**
- Your patient drug use report is now complete.

Part 3: Uploading the Reports to StrongPro

Step 1: Open StrongIntegration

- Access StrongIntegration via this link: integrations.strongroom.ai
- This link will be provided to you by the support team.

Step 2: Log In

- Enter your login credentials (provided by the support team) and click **Save**.
- The uploader interface will appear.

Step 3: Upload the Reports

- Open your folder and select **Quick Access**.
- Locate the two CSV reports you exported.
- Drag and drop both **Patient Drug Use** and **Prescriptions** CSV files into the designated green area.

Step 4: Select the Desired Variable

- Under the selected file, choose the correct variable from the dropdown menu:
  - **Prescriptions** should be labelled **'scripts'**
  - **Patient Drug Use** should be labelled **'PDU'**
- If this is your first upload, tick the **"Initial Upload"** box.
- For regular uploads, tick the **"Raw Data"** box to refresh the data.

Step 5: Click Upload

- After clicking **Upload**, you'll see the progress bar for each file.
- The progress bar will turn from green to black once the upload is complete.

Step 6: Complete the Process

- Once all files are uploaded, you can close the window.
- StrongPro will automatically update once the data is processed.

Final Note: Always upload both reports before sending StrongPro campaigns to ensure your data remains current. Feel free to revisit this guide whenever needed!

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