

LOGIN PAGE: [Prescription Monitoring Program Login](#) or you may visit www.inspect.in.gov and click on the link "Logon to the WebCenter" under Online Services to be taken to the Login page.

Have your username (ex: 1512236) and password ready.

Contents:

1. Uploading to INSPECT
2. Test Run Function
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LOGIN:

Login to the PMP with your username and password.

If you do not know your password, you may reset it by clicking **Forgot Password?** You will be asked to provide your username and the answers to your security questions. If you do not know your username, please email: inspect@pla.in.gov.

FILE UPLOADING:

Click the **Data Collection** tab in the upper left corner, and then click **File Upload**. Hit **Browse**, and navigate to where the controlled substance data file is located on your computer. Select the file and click **Open**.

INDIANA PRESCRIPTION MONITORING PROGRAM

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User Guide for Practitioners
A step-by-step guide for Practitioner users is available at www.in.gov/inspect. Please consult this guide if you are having trouble making

Upload & View File

Upload File | View Uploaded Files

Select File To Upload:
C:\Documents and Settings\lfernandes\Desktop\fixed r Browse...

Upload

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When the filename appears in the field, click the **Upload** button.

You should then receive a message that your file has successfully been uploaded.

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Upload & View File

- The prescription file "fixed roadrunner.txt" has been successfully uploaded on the server and will be processed by Batch Processor. Please review your upload the following day for any errors that need to be corrected.

Upload File | View Uploaded Files

Select File To Upload:
Browse...

Upload

VIEWING UPLOADED FILES:

You can view all files uploaded by this account by clicking on **Data Collection**, selecting **File Upload**, then clicking the **View Uploaded Files** tab.

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Upload & View File

Upload File | View Uploaded Files

Search Criteria

File Type: Prescription

File Name: Upload Start Date: Upload End Date:

Upload Type: Select Upload Type Login:

Search

Uploaded Files List

Showing 1-0 of 2

File Name	File Type	Uploaded By	Errors	Uploaded On	Status	# of Rec	Upload Type	P/T
BH_123456789_133319.DAT	Prescription	Pharmacy Test	5	5/20/2011	Rejected	5	WebPortal	P
demo.file.dat	Prescription	Pharmacy Test	5	5/13/2010	Processed	5	WebPortal	P

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P - Production, T - Test

ERROR CORRECTION:

Click the name of an uploaded file or on the number in the error column to view the **File Upload Details**.

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File Upload Details

File Name: BH_123456789.133319.DAT
 Uploaded By: Pharmacy Test
 Total Records: 5
 Uploaded On: 5/20/2011

Records Processed: 5
 Records Rejected: 5 [Print](#)

Error Details

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Error Message	Data
5 rows have been rejected, which is more than the ...	
Error while processing DSP segment. Error in Fiel...	DSP*00*3000000313*20110324
Error while processing DSP segment. Error in Fiel...	DSP*00*0000008498*20110324*00*20110324*00*01*55289...
Error while processing DSP segment. Error in Fiel...	DSP*00*0000008497*20110324*01*20110324*00*01*55289...
Error while processing DSP segment. Error in Fiel...	DSP*00*0000008497*20110324*01*20110325*01*01*55289...
Error while processing DSP segment. Error in Fiel...	DSP*00*3000000314*20110324*00*20110324*00*01*54868...

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INSPECT's ASAP 2007 v. 4.0 requirements, along with a sample file, can be found at www.inspect.in.gov or you may email us at inspect@pla.in.gov.

Click on an individual error to see the details for that error, which will appear below the Error Messages box.

You can hit the **Print** key to get a full printout of error messages in Adobe .PDF format.

Most errors you should be able to correct by providing the missing information. Errors can be corrected either manually or through resubmission of pharmacy data.

To manually correct an error, click on the pencil & paper icon to the right of the error. Provide the piece of information requested, (Customer ID number, Fill Date, etc.) and hit **Save** to correct the prescription.

Make sure to correct the patient's record in the pharmacy software as well so that future reporting to INSPECT does not contain this error. This step can be done first, then the data can be resubmitted to the INSPECT database to correct records as well.

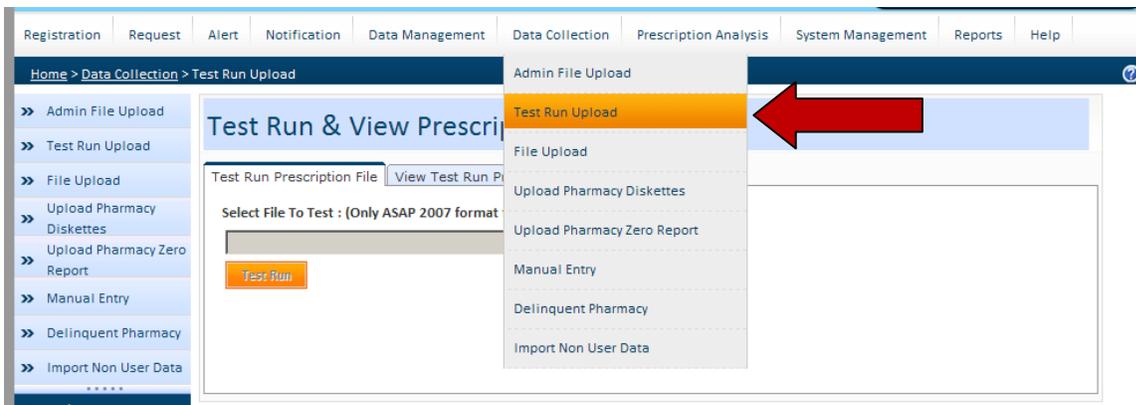
Remember that leaving errors uncorrected constitutes noncompliance with IC 35-48-7.

Please contact INSPECT at inspect@pla.in.gov if you receive any errors you do not understand or if errors are related to the format of the file.

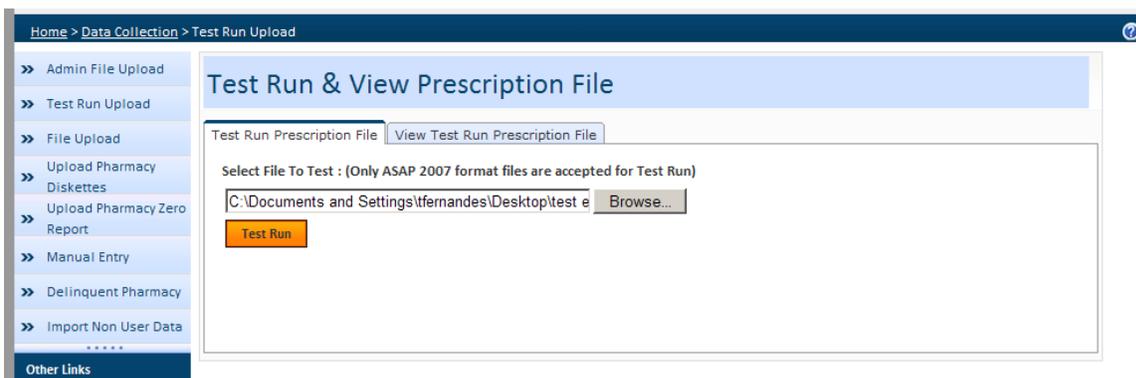
TEST RUN FUNCTION

LOGIN PAGE: [Prescription Monitoring Program Login](http://www.inspect.in.gov) or you may visit www.inspect.in.gov and click on the link "Logon to the WebCenter" under Online Services to be taken to the Login page.

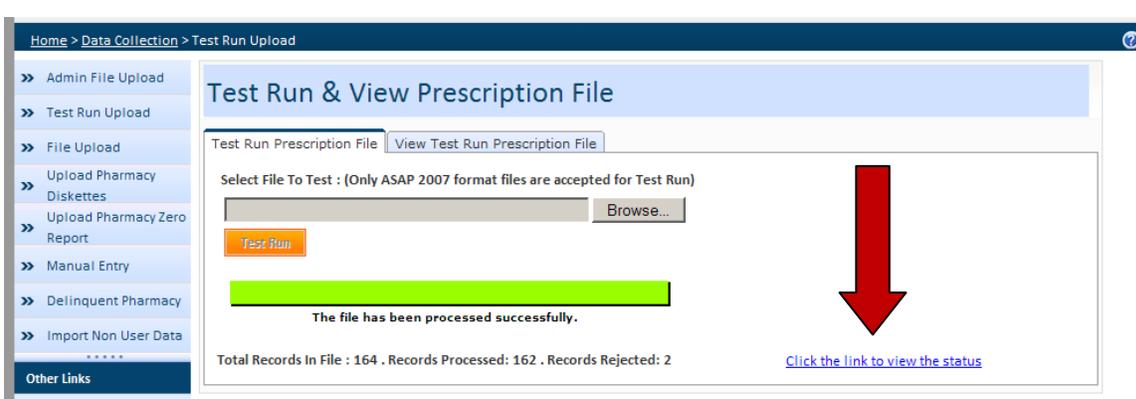
Have your username (ex: 1512236) and password ready



Once you have logged into the PMP WebCenter, select "Test Run Upload" under the Data Collection tab.



Click "Browse" then select your pharmacy data file to be uploaded.



As the file test runs the green bar will fill up and give a message about the file processing successfully. It then takes a few seconds for the file information (Total Records, Records Processed, Records Rejected) and the link to view the status to appear after the Test Run has completed.

Clicking the link to view the status brings up the next screen with the error details.

Test Run Details

File Name: test error count.dat_20120621110310
 Uploaded By: Taya Fernandes
 Uploaded On: 6/21/2012
 Status: Processed

Records In File: 164
 Records Uploaded: 162
 Records Rejected: 2

Print Download File

Error Details

Showing 1-2 of 2

Error Message	Data
„Error, '6667125 exp10/27/2014', value exceeds the...	PAT**99*6667125 exp10/27/2014****CLARA*LEONEL****6...
„Error, 'dl #9860404 exp 03/03/13', value exceeds ...	PAT**99*dl #9860404 exp 03/03/13****ROJAS HERNANDE...

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Clicking on the individual errors under the “Error Message” heading will provide the error details indicating what must be corrected. In this case the customer ID number exceeds the allowed length.

Test Run Details

File Name: test error count.dat_20120621110310
 Uploaded By: Taya Fernandes
 Uploaded On: 6/21/2012
 Status: Processed

Records In File: 164
 Records Uploaded: 162
 Records Rejected: 2

Print Download File

Error Details

Showing 1-0 of 2

Error Message	Data
„Error, '6667125 exp10/27/2014', value exceeds the...	PAT**99*6667125 exp10/27/2014****CLARA*LEONEL****6...
„Error, 'dl #9860404 exp 03/03/13', value exceeds ...	PAT**99*dl #9860404 exp 03/03/13****ROJAS HERNANDE...

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Errors

Description: „Error, '6667125 exp10/27/2014', value exceeds the length allowed; The allowed length for the field is 20

Data: PAT**99*6667125 exp10/27/2014****CLARA*LEONEL****6561 PIPING ROCK LN
 APT**INDIANAPOLIS*IN*46254**20030414*M*01

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The error details identify what must be corrected within the record in order to process successfully and be accepted by the system.

At this point the uploader should go back into the pharmacy’s software system to make the required correction to the record before re-exporting the pharmacy’s data file.

Home > Data Collection > Test Run Upload

Test Run & View Prescription File

Test Run Prescription File View Test Run Prescription File

Select File To Test : (Only ASAP 2007 format files are accepted for Test Run)

Browse... Test Run

The file has been processed successfully.

Total Records In File : 164 . Records Processed: 164 . Records Rejected: 0

Click the link to view the status

Once the pharmacy data file has been corrected and re-exported, the uploader can run the new file through the Test Run function again to ensure the errors have indeed been corrected. This time around ideally the Test Run function would indicate that 0 records rejected.

Home > Data Collection > File Upload

Upload & View File

- The prescription file "test error count.dat" has been successfully uploaded on the server and will be processed by Batch Processor. Please review your upload the following day for any errors that need to be corrected.

Upload File View Uploaded Files

Select File To Upload:

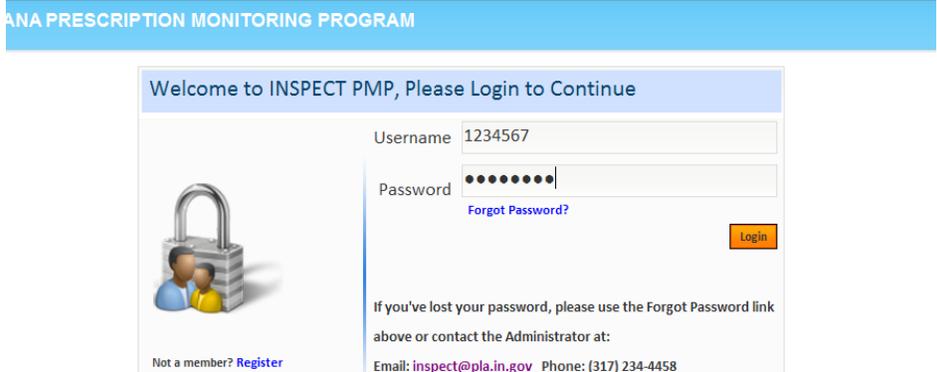
Browse... Upload

At this point the uploader can now upload their error-free file to the database using the “File Upload” function under the Data Collection tab.

ZERO REPORTING

LOGIN PAGE: [Prescription Monitoring Program Login](http://www.inspect.in.gov) or you may visit www.inspect.in.gov and click on the link "Logon to the WebCenter" under Online Services to be taken to the Login page.

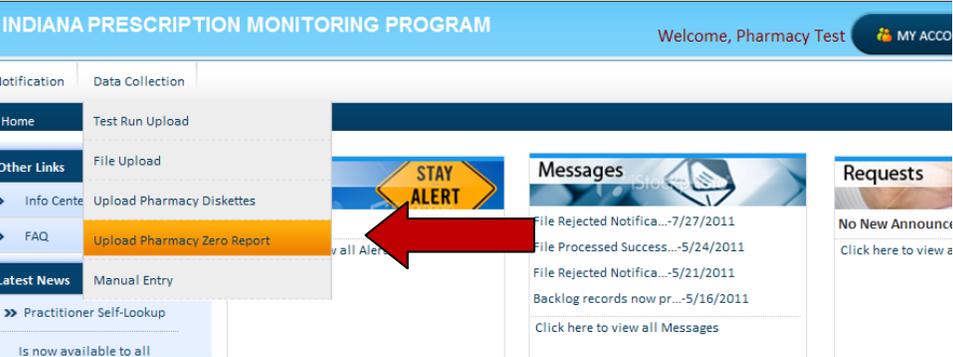
Have your username (ex: 1512236) and password ready.



LOGIN: Login to the PMP with your username and password.

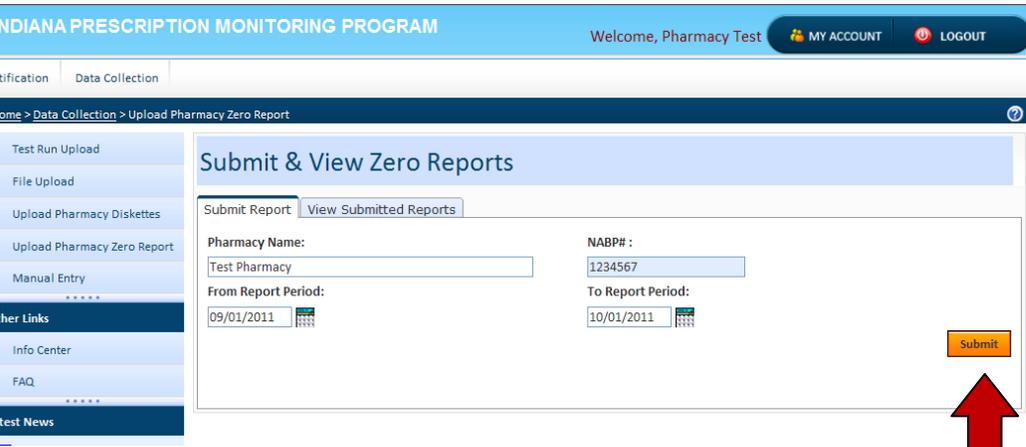
If you do not know your password, you may reset it by clicking [Forgot Password?](#)

You will be asked to provide your username and the answers to your security questions. If you do not know your username, please email: inspect@pla.in.gov.



ZERO REPORTING:

Click the **Data Collection** tab in the upper left corner, and then click **Upload Pharmacy Zero Report**.



Please email inspect@pla.in.gov if you have any questions.

Enter the facility name and NABP number that you wish to report zero controlled substance dispensations on behalf of.

Enter in the date range that you would like to report zero for.

Click "**Submit**" when you are finished to upload your zero report. You will see a message that says the Zero Report has been submitted successfully.

You may view previously submitted zero reports by clicking the **View Submitted Reports** tab to the right of the **Submit Report** tab on that same screen.