



## Log In to the PDMP Data Access Site

Once you have established your account, perform the following steps to log in to the PDMP database access site:

- 1 Open an Internet browser window and type the following URL in the address bar: <http://dsps.wi.gov/pdmp/access>
- 2 Click on the appropriate user type:
  - Prescriber and Pharmacist**
  - Law Enforcement**
  - Government Agency and Healthcare Administration**
- 3 Click **Query Site**.
- 4 Click **Access System**.
- 5 Click **Login**. A login window is displayed.
- 6 Type your user name in the **User Name** field.
- 7 Type your password in the **Password** field.
- 8 Click **OK**. The home page for your user type is displayed.

## Retrieve Username

If you have forgotten your username, perform the following steps to retrieve it:

- 1 From the **Access System** tab, click **Retrieve User Name**.
- 2 Type the e-mail address associated with your account in the **Enter Email Address for Account** field.
- 3 Type your date of birth in the **Enter Date of Birth for Account** field.
- 4 Click **Submit**. A message providing your username is displayed.

## Retrieve Password

If you have forgotten your password, perform the following steps to retrieve it:

- 1 From the **Access System** tab, click **Retrieve Password**.
- 2 Type your username in the **Enter Your User Name for Account** field.
- 3 Type your date of birth in the **Enter Date of Birth for Account** field.
- 4 Click **Submit**. You will receive an e-mail from **WI-PDMP Info** containing your temporary password.
- 5 Click **Login**. Enter your username and temporary password.
- 6 Immediately click **Log Out**.
- 7 Type your temporary password in the **Current Password** field.
- 8 Type your new password in the **New Password** field, using the information displayed in the window as a password selection guide.
- 9 Type your new password again in the **Confirm New Password** field.
- 10 Click **Submit**. A message displays indicating that your password was accepted and that you are required to log in using your new password.
- 11 Click **Log Out**, and then log in using your new password.

# Creating Queries

This card summarizes how to create PDMP database queries. More information about creating queries can be found in the training guides online at [www.dsps.wi.gov/pdmp/access](http://www.dsps.wi.gov/pdmp/access).



## Recipient Query

- 1 Log in to the PDMP Data Access Site.
- 2 Click **Recipient Query**. Note: Before you can view the query results, you must authenticate the query by indicating that it is for a valid reason.
- 3 Select the check box indicating you accept the terms and conditions. Note: Without selecting this box, you will not be able to access the **Recipient Query** screen.
- 4 Complete the information on the **Recipient Query** window. Required fields are indicated with an asterisk (\*). You may use partial text, for example the first three letters of the first or last name.
- 5 Once all required fields have been entered, click **Next**.
- 6 From the **Search Results** section, click the desired recipient's name.
- 7 Select **Sort by Recipient by Date** or **Sort by Date Only**. Then click **Submit**. If desired, you may sort the results by clicking the blue hyperlinked column headers.
- 8 Select the type of report:
  - To print your report, click **Generate PDF**.
  - For a spreadsheet-compatible report **Generate CSV**.
  - To view a graphical depiction of the results, click **Map Results**. The resulting map indicates the recipient's address with a red pushpin, the prescriber's address with a doctor bag, and the dispenser's address with a mortar and pestle.
  - To create an alert about the recipient, click **Create Alert**. An alert will be sent to those practitioners and pharmacists identified by the query. Note: All alerts must be reviewed and approved by WI PDMP staff before they are delivered.
- 9 To view a printable report, click **Report Queue**. The **Report Queue** allows you to check the status of a submitted query and view your reports. The **Query Status/Job Status** column displays **Approved/Queued** for approved queries that are still processing and **Approved/Done** for queries that have been approved and are available for viewing.

## Prescriber History Query

- 1 Log in to the PDMP Data Access Site.
- 2 Click **Prescriber History Query**.
- 3 Select the check box indicating you accept the terms and conditions. Note: Without selecting this box, you will not be able to access the **Prescriber History Query** screen.
- 4 Select **Dispensed Start Date** and **Dispensed End Date**.
- 5 Click **Submit**. If desired, you may sort the results by clicking the blue hyperlinked column headers.
- 6 Select the type of report: **Generate PDF**, **Generate CSV**, or **Map Results**.
- 7 To view a printable report, click **Report Queue**.