

# Injunctive Relief Reporting Site Guidelines

This document is designed to provide state users with instructions for accessing and using the Injunctive Relief Suspicious Order Reporting Site, including the initial login set-up process, password reset, and state reports downloading process. We ask that you follow these instructions to help ensure that users are able to navigate the site effectively and make the most of its features. Whether you are a new user or a returning one, please take the time to review these instructions carefully before using the Injunctive Relief Suspicious Order Reporting Site.

## Initial Login Set-Up

1. An initial email will be sent to you from McKesson containing site URL and login information
  - a. **Note:** please check junk mail folder if email is not appearing in your inbox.
2. Click on the Site URL.

Site URL: <https://irreporting.mckesson.com>  
User Login: [john.doe@state.com](mailto:john.doe@state.com)  
Temporary Password to be reset at first logon: safdSDEdc261654833115dfWs

3. Utilizing the information from the email referenced above, enter the User Login (this will be the email address provided by the state user) and Temporary Password to login (see image of the sign-on page below).
  - a. **Note:** When logging in, make sure your email address is in lowercase format.

The screenshot shows the login page for the McKesson Injunctive Relief Reporting Site. At the top, the McKesson logo is displayed in blue, followed by the text "Injunctive Relief Reporting Site" in a smaller blue font. Below this, there are two input fields: "User Name" and "Password". A blue "LOGIN" button is positioned below the password field. Underneath the button, a "DISCLAIMER" section is visible, containing text about the site's confidentiality and FOIA status. At the bottom of the page, it says "Powered by GoAnywhere".

4. After your initial login, you will be prompted to enter your Current (Temporary) Password and create a New Password.

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**✘ Your password has expired**

Current Password

New Password

Confirm New Password

**CHANGE PASSWORD**    **CANCEL**

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5. Login using your User Login and newly created password.
  - a. **Note:** When logging in, make sure your email address is in lowercase format.

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**i Password was changed successfully**

[Redacted Email]

.....| I

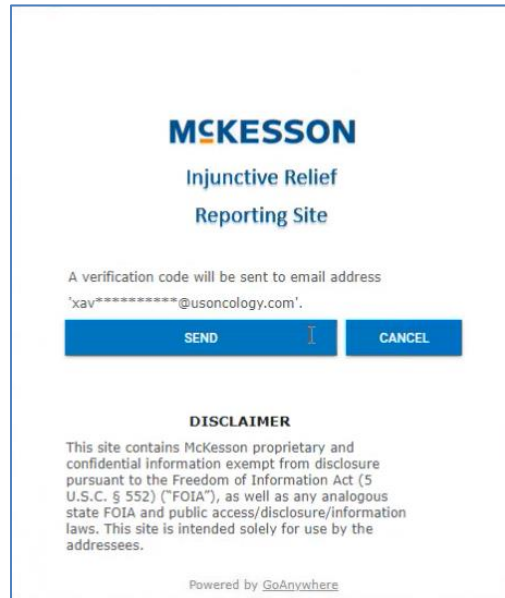
**LOGIN**

[Forgot Password?](#)

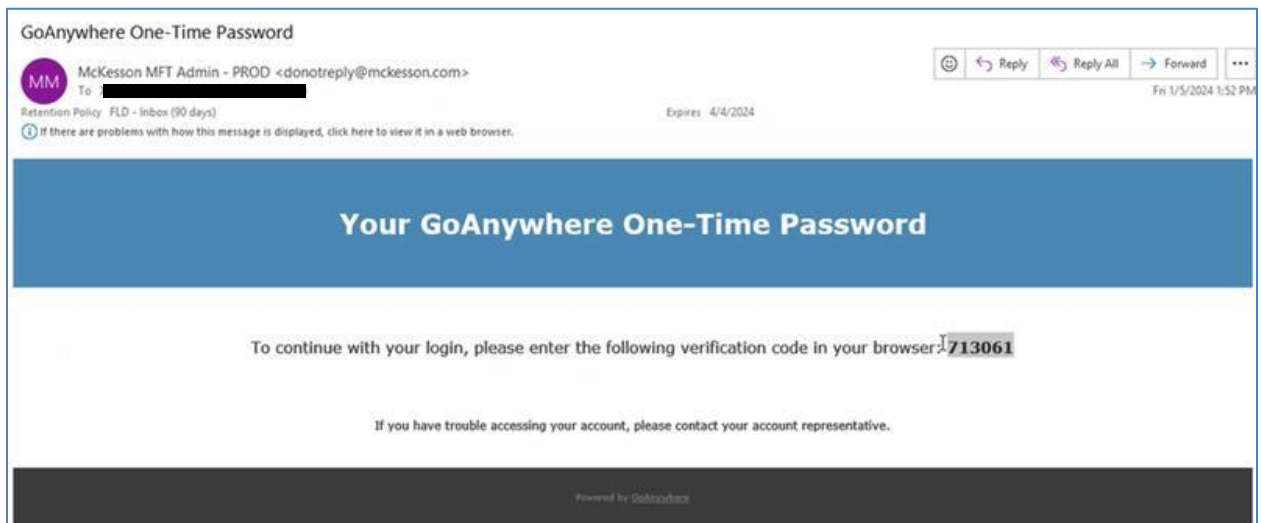
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- 6. Once logged in, click "Send" and a one-time verification code will be sent to your email.

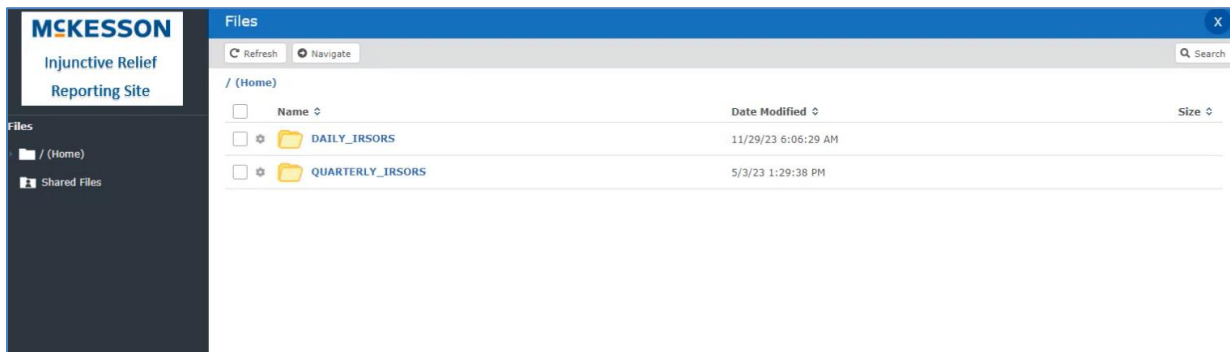


- 7. Copy the 6-digit verification code from the email you receive.

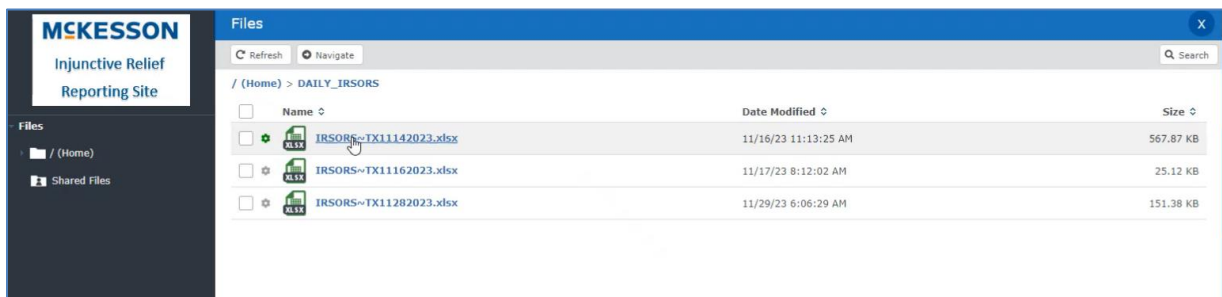


- Paste the password in the site (see site image below) and click "Submit".

- Once the verification code has been successfully submitted, you will be able to access your state folder and reports.



- Click the appropriate folder to download your IR SORS reports (Excel).



## Password Reset

1. On the Login screen, click on “Forgot Password?” to initiate the password reset (see site image below).

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User Name

Password

LOGIN

[Forgot Password?](#)

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2. Type your User Login and Characters and click “Submit”
  - a. **Note:** When logging in, make sure your email address is in lowercase format.

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Reporting Site

Specify your user name and the characters shown in the image, then click Submit. A message will be sent to the email address associated with your account which will contain a link to reset your password. Please contact your account representative if you do not remember your user name.

[Redacted User Name]

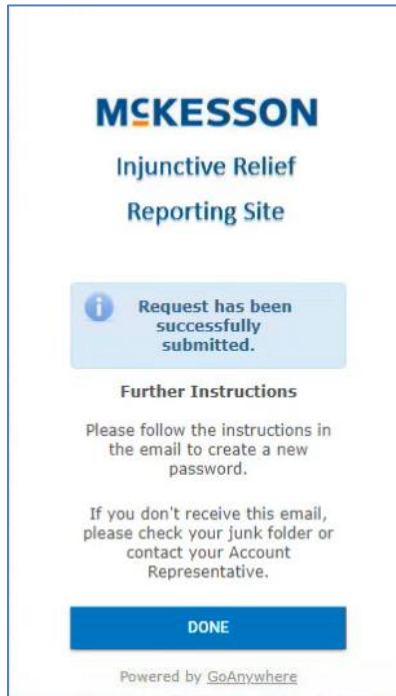
AoIKa7c

Characters From Image

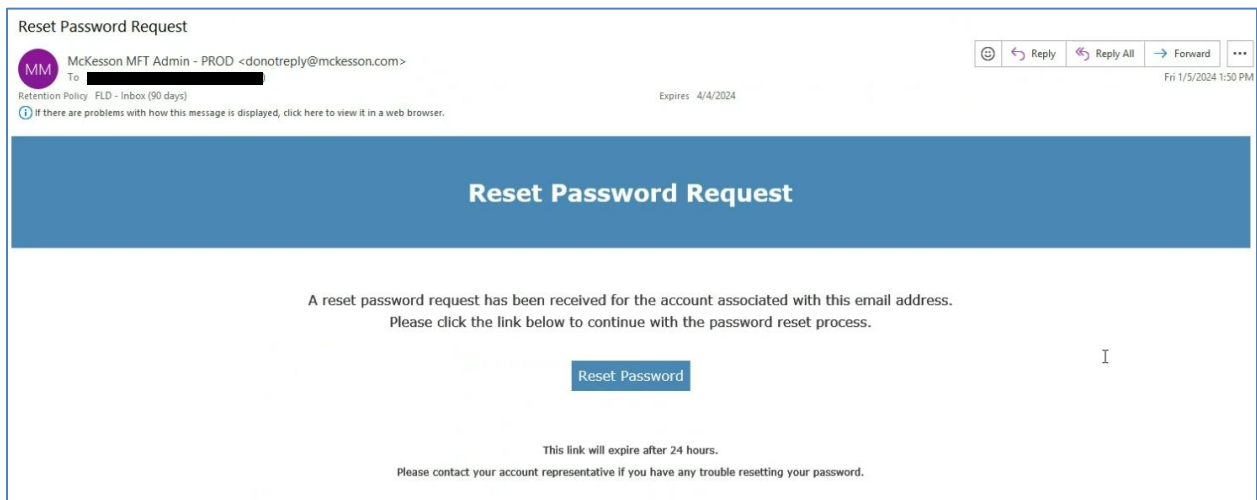
SUBMIT CANCEL

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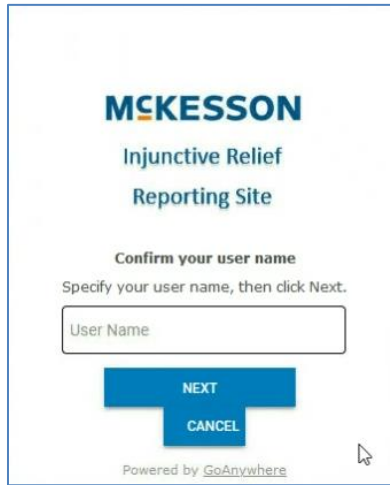
3. Click "Done".



4. A Reset Password Request will be sent to your email.
5. Open the email you receive and click "Reset Password".



- 6. Provide your User Name and New Password.
  - a. **Note:** When logging in, make sure your email address is in lowercase format.



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**Confirm your user name**  
Specify your user name, then click Next.

User Name

NEXT  
CANCEL

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**Create your new password**  
Specify and confirm your new password, then click Save.

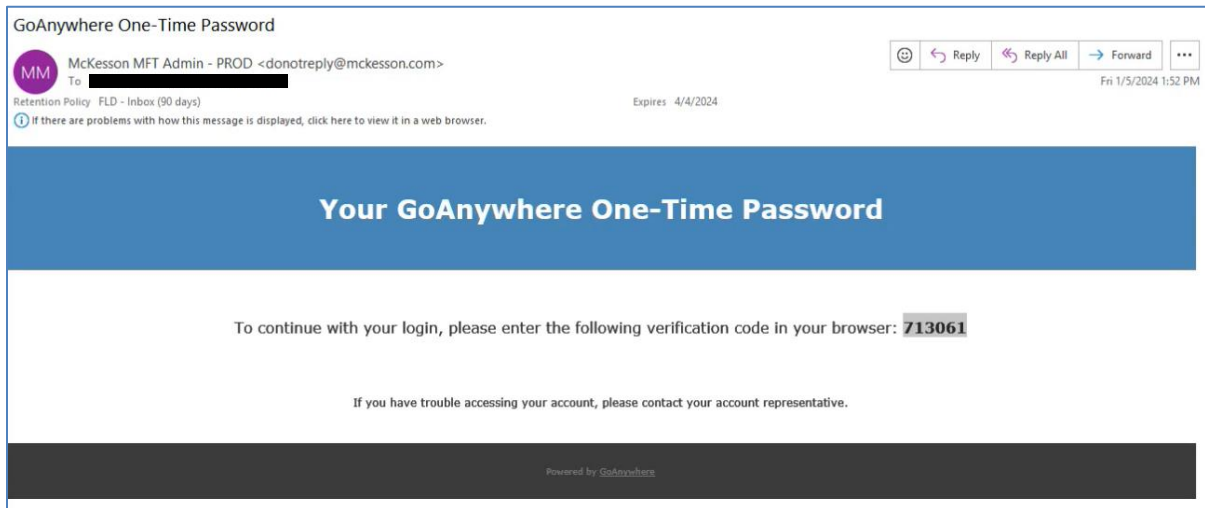
SAVE  
CANCEL

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- 7. Once you save your new password, click "Send" and a verification code will be sent to your email address.



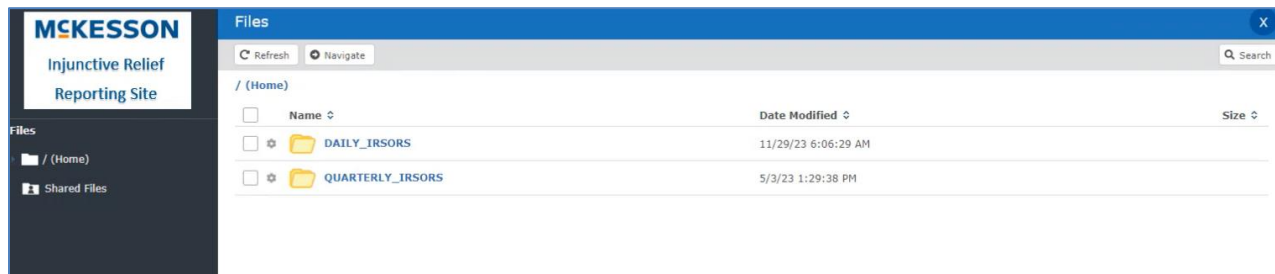
- 8. Copy the 6-digit verification code from the email you receive.



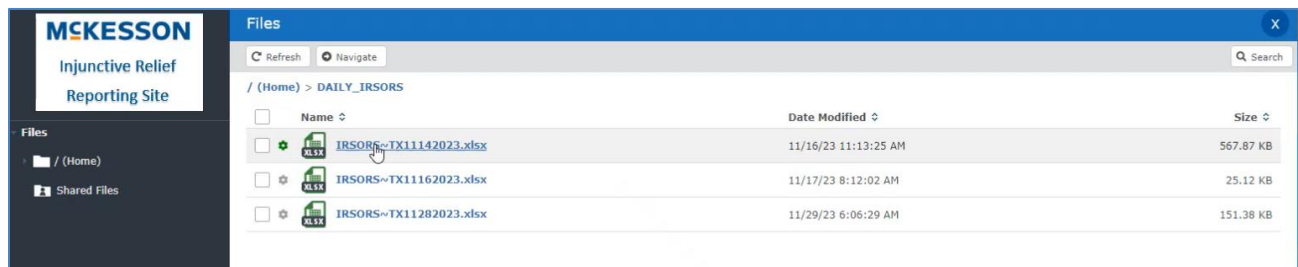


- Paste the copied password into the site and click "Submit".

- Once verification code is submitted, you will be able to access your state folder and reports.



- Click the appropriate folder to download your IR SORS reports (Excel).



## IR Quarterly SORS Email Alert

1. An email alert will be sent to each state user when the IR Quarterly SORS report is available.
  - a. **Note:** to opt-out of this alert please email [RegulatoryAffairs-Thresholds&Analytics@McKesson.com](mailto:RegulatoryAffairs-Thresholds&Analytics@McKesson.com)
2. Open email alert and click on the "Access the report here" button.



3. Login to GoAnywhere using your established User Name and Password (see page 1 for login instructions).
  - a. **Note:** When logging in, make sure your email address is in lowercase format.

**MCKESSON**

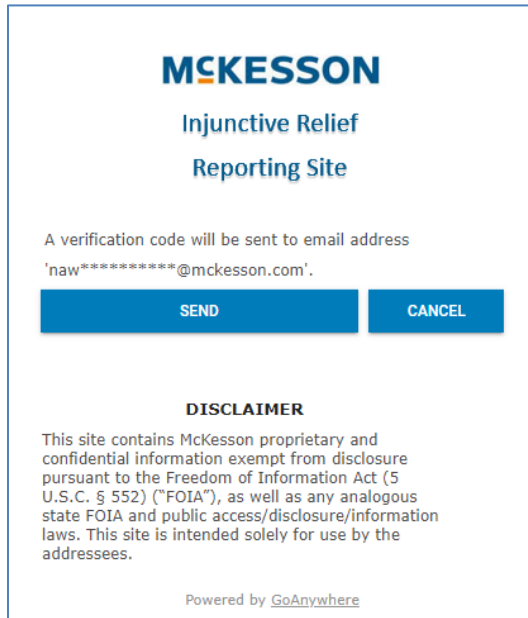
**Injunctive Relief Reporting Site**

**DISCLAIMER**

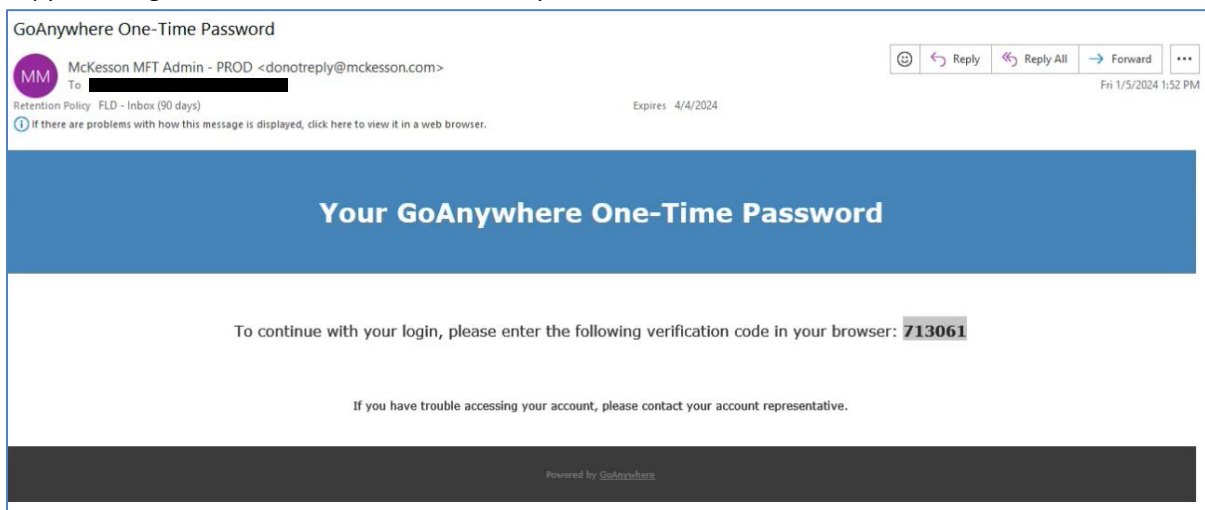
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- 4. Click "Send" and a verification code will be sent to your email address.



- 5. Copy the 6-digit verification code from the email you receive.



6. Paste the copied password into the site and click "Submit".

**MCKESSON**

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Enter verification code

.....|

SUBMIT
CANCEL

[Click here to resend the verification code](#)

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7. Report will automatically save in "Downloads" folder (link in top right corner for Chrome web browser users).
  - a. **Note:** if report does not automatically download, click "direct link" in blue font.

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Files > Download

File Name	IRSORSQTR~TX01112024.xlsx
Size	20.41 KB
Last Modified	1/11/24 5:40:23 PM

Your download will begin in a moment. If you are having problems with the download, please use this [direct link](#).

# Additional Features

## Change Password

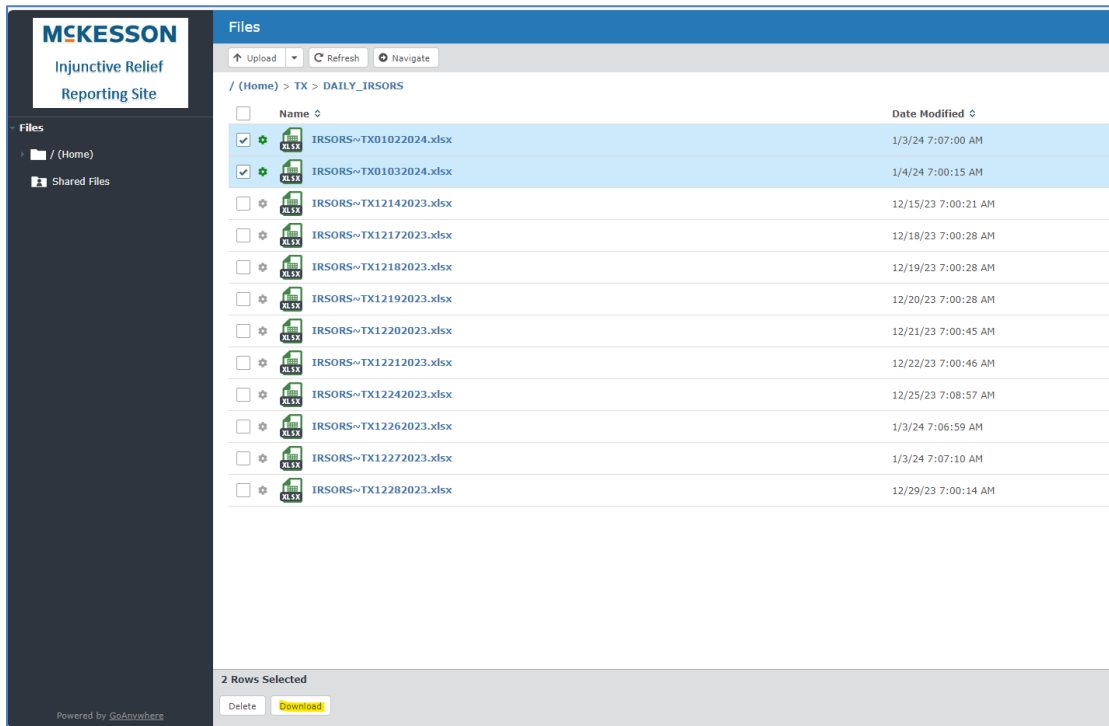
Passwords can be changed by selecting the “X” on the upper right corner and then selecting “Change Password” from the drop-down window:

- b. **Note:** First initial of User Name will appear in top right corner (“X” appeared for Xavier in this case).



## Downloading Files

Clicking on the file name will download the file locally. Multiple files can also be downloaded by selecting the checkbox next to the file name and selecting the “Download” button in bottom left corner:



## Activity Report

All activity in the account users account can be viewed by selecting “Activity Report” from the same drop-down window:

The screenshot displays the 'Activity Report' page. At the top, there are filters for 'Date Range' (12/30/23 00:00 to 1/6/24 00:00), 'Protocol' (HTTPS), and 'Status' (Successful, Warning, Error). A search button is located below these filters. The main content is a table with the following data:

Time	Event	File or Folder	File Size	IP	Logout	Help
1/5/24 12:44:07 PM	Login Successful		0	10.16.120.2		✓
1/5/24 12:42:34 PM	MFA Initiated Successfully		0	10.16.120.2		✓
1/5/24 12:42:11 PM	Change Password Successful		0	10.16.120.2		✓
1/5/24 12:40:46 PM	Login Failed		0	10.16.120.2		✗
1/3/24 7:25:02 PM	Logout		0	10.16.120.2		✓
1/3/24 7:24:28 PM	Login Successful		0	10.16.120.2		✓
1/3/24 7:24:09 PM	MFA Initiated Successfully		0	10.16.120.2		✓
1/3/24 7:24:00 PM	Change Password Successful		0	10.16.120.2		✓
1/3/24 7:22:31 PM	Forgot Password Email Sent		0	10.16.120.2		✓
1/3/24 7:16:19 PM	Logout		0	10.16.120.2		✓

At the bottom of the table, it says 'Showing 1 - 10 of 14' and 'Rows: 10'.

## Advanced Search

Double clicking on the “Search” button at the upper right corner will open up an “Advanced Search” feature:

The screenshot shows the 'Files > Search Results' window. It includes a 'Done' button at the top left. The search criteria are as follows:

- Location:** /
- Name:** [Empty text input field]
- Last Modified:** [Empty date input field with a dropdown arrow]
- File Size:** [Empty size input field with a dropdown arrow]
- Include Subfolders:**
- Number of Rows:** 10 [Dropdown arrow]

A 'Search' button is located at the bottom left of the search criteria area.