



DrugPak Software Suite Newsletter

Premier Drug and Alcohol Testing Software

August 2006

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We're Here to Help You!

We appreciate that you have chosen DrugPak to manage your substance abuse testing data. This newsletter is an opportunity for us to pass on news, helpful hints, and suggestions. If you ever have any questions or problems, don't hesitate to contact us.

Be sure to regularly check for DrugPak module updates at [http:// www.drugpak.com/update](http://www.drugpak.com/update) and remember to read the release notes to learn more about the changes.

The following modules have recently been updated:

[Document Manager \(6/15/2006\)](#)

[Facts-On-Demand \(6/15/2006\)](#)

Go Paperless With Document Manager

One of the newest modules of DrugPak is Document Manager. Document Manager is an electronic document library that gives you the potential to save time and provide better service to your clients.

Scan Documents

Document Manager uses any TWAIN-compliant scanner to create document images. With a multi-sheet scanner you can store a stack of COC forms in seconds and have immediate, easy access whenever you need the images in the future.

• Power Tools: Periodic Maintenance

Databases need to be maintained. The process in DrugPak is automated through the tool called "Pack and Index Files." Like an oil change for your car, pack and index is a periodic maintenance function that will help your DrugPak achieve the highest level of performance possible.

To prepare for a pack and index on your DrugPak, first make sure that you have a recent backup of DrugPak. Before any database modification, prudent data processing practice dictates the creation of a complete backup. Second, make sure that you are the only person using DrugPak. If you are on a network, then all other users must have all DrugPak software applications closed. All DrugPak modules on your computer other than the main module should be closed. If you use DP Informer, the DP Transmission Center should be closed. If you use DP Live, through the DP Live Administrator go to the Tools menu and select "Suspend" or "Stop". The DP Transmission Center and DP Live should be restarted after the pack and index process has been completed.

Store Any File

Document Manager can be used to store any kind of computer file and link it to data in DrugPak. Archive documents like Word, Excel and Acrobat. Store images such as JPG, BMP, TIF, and multi-media files like WAV, AVI, WMV. Any file on your computer that you want to store and link to a DrugPak result, participant, company, collection site, or laboratory record can be put into Document Manager!

Find It In a Flash

Once an item has been brought into Document Manager you can create key references that allow you to manage and search your documents in a variety of customizable ways. Access documents linked to DrugPak records using the camera button in the DrugPak Tool Bar or search Document Manager using customizable keywords and filters.

You Will Wonder How You Functioned Without It

One of the primary uses of Document Manager is to scan chain of custody forms.

When used in conjunction with MRO Management it can be used to insert information such as COC Received Date, Participant Name, and other essential information.

Document Manager lightens your workload in other ways as well. For example, your customers can have access to documents at any time--even after normal business hours--through the Internet using DP Live. The latest v5.5 release of DP Live supports this feature.

Document Manager can be

To perform the pack & index files process open DrugPak (main module) and go to the Tools menu at the top of the screen. Select **Pack and Index Files**. The checkbox labeled "Reindex only" enables a fast, partial maintenance process. Leave this check box turned on if you are trying to quickly locate a missing record in DrugPak, but if you have a few minutes, turn the check box OFF so that it will perform the entire maintenance process. Click the OK button to begin the process. Once it has completed packing and reindexing the status window will either display any error that occurred during the process or it will close and return to the main screen of DrugPak.

If you encounter an error 7008 it is an indication that another DrugPak software application is open somewhere on your network. Either another module of DrugPak is open on your computer (DP Billing, DP Informer, etc.) or another computer on your network, or the DP Live web site was not stopped or the DP Informer Transmission Center was still running. Locate and close the problem instance of DrugPak and re-run the pack & index.

If you encounter any other error, or you cannot resolve the 7008 error as described above please contact DrugPak Technical Support for assistance.

With regular maintenance your DrugPak will perform faster and more reliably. Scanlon Associates recommends performing a pack and index once a quarter (every 3 months), more often for high volume organizations (hundreds of results a week) and less for light volume (a dozen results a week), but a minimum of once every 6 months.

Please contact DrugPak Technical Support at (800) 321-7826 x220 or email if you have questions or problems

- **Scanlon Associates will be closed for Labor Day**

The Offices of Scanlon Associates will be closed on Monday, September 4th in observance of the U.S. Labor Day holiday. We will re-open as usual at 8:30 AM EDT on Tuesday, September 5.

- **August Webinars**

Basic Filter Building

In this short summary of Symbolic Logic 101, learn the basic concepts for building and using filters in a variety of



used for much more than just COC forms. You can store any document that you might want to access in the future such as invoices, MRO notes, telephone recordings, notices, correspondence, maps--anything!

Contact our sales team today to learn more. Take advantage of our 30-day no obligation trial. Like all DrugPak modules, you can "try before you buy" to be sure Document Manager will meet your needs. Call (800) 321-7826 x203 today and harness the productivity of Document Manager!

[Visit DrugPak.com to learn more about Document Manager](http://www.drugpak.com)

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(800) 321-7826

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situations. Filters can be used to handle the special situations for viewing and retrieving data in the unique ways your clients demand. After learning about filters, people have made comments like "The doors of DrugPak have really opened for me after I learned how to do this." The Basic Filters class is a prerequisite for additional advanced webinars that will be offered in the future (Using Custom Billing Features and Advanced Data Export). However, anyone can take it now and learn how to implement filters in DrugPak right away even if you don't intend to participate in the advanced webinars.

Basic Filter Building - 90 minutes - \$69
Friday, August 11th 1:00 PM Eastern Time*

Random Selection Webinar

Learn how to use DrugPak's Random Selection Expert to quickly and easily perform random selections. In-depth coverage of random selection profiles, the random selection expert and random selection program statistical analysis.

DrugPak Random Selection - 90 minutes - \$69
Tuesday, August 22nd 2:00 PM Eastern Time*

Support Plan members receive an automatic \$10 discount on all webinars!

Contact Scanlon Associates today to make your advance reservations. Call (800) 321-7826 x202.

Attendees are welcome to have one computer connected to the on-line portion and one phone connection to the conference call, but have as many people view and listen in your office as you wish. Advance payment is necessary to reserve your place and includes the cost of the web connection and the toll-free conference call.

***Please note: all times for webinars are Eastern.**

Adjust for your location accordingly and please be prompt!

There is a limited number of "seats" available for each webinar. Please be considerate of others who may wish to attend. In the event you cannot attend a webinar for which you have registered, kindly give at least one day notice that you will not attend. We will be unable to give refunds or reschedule webinars unless we receive your cancellation at least one day before the scheduled webinar start time.

[Click Here for the complete webinar schedule](#)

• **Think About It**

"Good ideas and innovations must be driven into existence by courageous patience."

--Admiral Hyman G. Rickover 1900-1986, U.S. Navy, "Father of the Nuclear Navy"

