



Software that works
Support that really helpsSM
1-800-321-7826

DrugPak Software Suite Newsletter

Premier Drug and Alcohol Testing Software

July 2007

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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.

Using Version 6: New User's Manual

The new update to DrugPak includes a complete revision of the DrugPak User's Manual. The new edition of the User's Manual is included in the installation of DrugPak version 6 and can be printed (Help menu | Print User's Manual) and used in DrugPak (Help menu | Contents or Search).

Quick Links

Be sure to regularly check for DrugPak updates at www.drugpak.com/update and remember to read the release notes to learn more about the changes.

The following modules have recently been updated:
[DrugPak Main Module](#)
[\(3/22/2007\)](#)

[Document Manager](#)
[\(02/07/20\)](#)

[DrugPak.com](#)
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Make Invoicing Easier with DP Billing

DP Billing has always been the most popular add-on module for DrugPak and it is easy to see why: every business needs to invoice their clients and DP Billing makes it easy!

DP Billing was the first add-on module for DrugPak and as we said, it

DrugPak's Help features can also be accessed in a few other ways. In nearly every DrugPak window, pressing the F1 key on your keyboard will open a Help window describing the features of the window you were viewing. Many screens in DrugPak also display a question mark button (?) which, when clicked, will display a context-sensitive Help window.

Another Help function is "pop-up hints" or "hover hints." Many fields in DrugPak have a short description that will display when you position the cursor over the field for a moment. A text-box will display providing the hint for that field. These hints are also displayed at the bottom of the main DrugPak window (to the left of your user name).

Since the use of the DrugPak User Manual is always encouraged as a primary resource for understanding and trouble-shooting your DrugPak, with the release of DrugPak Version 6 the manual has become even more useful and user friendly. Many topics have helpful "How-to" tutorials and advice about best practices. Updated screen-shots and in-depth explanations make this a helpful tool for advanced and beginner users alike.

Make sure that reviewing the new DrugPak User's Manual is part of your Version 6 upgrade procedures.

continues to be the most popular add-on. The simple idea is that you setup your prices in DP Billing and enter your results into DrugPak. With a few easy steps, DP Billing combines your prices together with your result records and creates accurate, easy-to-read invoices.

Various Prices

It is normal for organizations in the substance abuse testing industry to have a wide variety of prices depending on result volume, types of services, and special arrangements. DP Billing can address all kinds of price variations from the simple to the complex. If you charge different prices for pre-employment testing or random selections, DOT or non-mandated testing, and/or many other factors, DP Billing makes it easy to setup your price schedule and calculate your invoices. If your prices depend on which laboratory or collection site is used, all charges can be computed automatically. If one client gets a different price than others you can easily customize their price. Advanced features make it possible to compute prices on other variables including what time the collection was performed, which MRO verified the result, and even customizable values!

Special Layouts

Look for more news about DrugPak Version 6 in future newsletters.

DrugPak Classroom Training October 2007

Scanlon Associates is pleased to announce the next DrugPak Classroom Training session. This three day training class will be held on October 17, 18,, and 19, 2007 at Scanlon Associates' offices in State College, Pennsylvania.

The DrugPak Training Class is a comprehensive course that includes instruction on the entire DrugPak Software Suite. This classroom session will focus on DrugPak version 6. Receive instruction on topics including:

Main Module

- Basic DrugPak concepts
- Daily data entry best practices
- Working with filters
- Setting up and running random selections
- Basic and advanced reporting
- Using preferences and options

MRO Management

- How is data transferred into DrugPak
- Resolve common translation exceptions
- Using preferences to control automation
- Custom exceptions *NEW*

Document Manager

- Organizing documents
- Best practices for scanning and linking
- Documents via MRO Management, Main Module and DP Live

DP Billing

- Setting up and using billing profiles
- Advanced price setup
- Billing rules
- Calculating and processing invoices

DP Informer

- Automate email and fax reporting
- Customize fax email cover messages
- Understanding hardware setup
- Facts-on-Demand options

DP Live

- Visitor rights and restrictions

DP Billing allows various formats for the invoice such as grouping, subtotaling, and custom layouts. The detail text can be customized to your (or your clients') requirements (i.e. display SSN, CCF# and name, just CCF#, or a combination of several variables).

Export to Accounts Receivable

Once your invoices are ready to send to your clients you can also send the invoice data to your accounting software. DP Billing is equipped with export functions compatible with Peachtree Accounting and QuickBooks and custom solutions can be created for other accounting packages. When you receive payment on your invoices, your A/R software will already be waiting for them!

Contact [John Wasson](#), DrugPak Sales Manager, at (800) 321-7826 x203 for more information about DP Billing and to set up your free 30-day trial!

[Visit DrugPak.com to learn more about DP Billing](#)

phone : 800-321-7826
fax : 814-237-4193
support@drugpak.com

- User features in DP Live
- Skin options and settings

Service Manager *NEW*

- Daily data entry best practices
- Basic and advanced reporting

Registration is on a first-come first-served basis. Class size is limited so that we can provide every student with individual attention. Click on the link below to learn more and then call (800)321-7826 x202 to register.

[Visit the DrugPak Training web page at DrugPak.com](#)

July Webinars

Introduction to Version 6 - Main Module

**** 2 sessions ****

DrugPak version 6 is being released this summer. Learn about the core changes to the Main Module of DrugPak in version 6, steps for upgrading, and ways you can plan to take advantage of new features.

Introduction to Version 6 - 60 minutes - \$59

Friday, July 6th 1:00 PM Eastern Time*

Monday, July 23rd 2:00 PM Eastern Time*

Random Selection Webinar (version 5)

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

Wednesday, July 18th 1:00 PM Eastern Time*

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

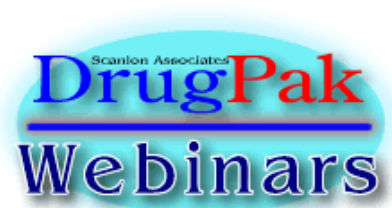
Contact Scanlon Associates today to make your advance reservations. Call (800) 321-7826 x202.

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.

Think About It

"I'm a great believer in luck, and I find the harder I work the more I have of it."

-- *Thomas Jefferson (1743 - 1826)*
Third President of the United States of America

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