

From: Scanlon Associates <support@drugpak.com>

Subject: News from the DrugPak Software Suite

Reply: support@drugpak.com



DrugPak Software Suite Newsletter

Premier Drug and Alcohol Testing Software

October 2007

Current Articles

[Using Version 6:](#)

[Contacts](#)

[Making Data Entry Easier](#)

[October Webinars](#)

[Think About It](#)

[Program Updates](#)

You can check for updates any time in DrugPak. Open the Help menu and select Program Updates.

[Updates to version 6 have been posted as recently as 9/26/07.](#)

[Updates to version 5 have been posted as recently as 7/3/07.](#)

2007/2008 DrugPak Classroom Training

Scanlon Associates is pleased to announce three DrugPak Classroom Training sessions. The dates of these three day classes are:

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: Take Advantage of Contacts



One of the new features of DrugPak in version 6 is the Contact record. Back version 5 the "Contacts" included labs, collection sites and home bases, but now Contacts are quite different.

The most common type of Contact, in v6, is a person who is associated with a company. It represents the person with whom you speak when you call that company, the person who gets email from DP Informer, and/or the person who has on-line access through DP Live. One Contact record can have all of these attributes and more.

The DrugPak Contact record is a consolidated place to manage a person's DrugPak reporting. Your contacts can be very basic, including a name and a phone number, or very elaborate where contacts have filtered, automated reports and on-line access.

Contacts are linked to anything in DrugPak that is a "Location." That includes companies, home bases, collection sites, labs, MRO Names and even DrugPak users. When you create a new "Location," a contact can be automatically created.

A Contact is the center of information in version 6 that makes it easier and more profitable to take advantage of the potential for automation through DrugPak add-on

- October 17, 18, and 19, 2007 at Scanlon Associates' offices in **State College, PA.**
- December 10, 11 and 12, 2007 in **Albuquerque, NM.**
- February 11, 12 and 13, 2008 in **Greenville, SC.**

The DrugPak Training Class is a comprehensive course that includes instruction on the entire DrugPak Software Suite.

These classroom sessions 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

modules. This is done using:

- DP Informer to email or fax reports such as random selection audit trails, result letters, DP Billing invoices, DOT MIS forms, and others.
- DP Live, which has a new look with more features, including the ability to view DP Billing invoices on-line.
- DP Billing, which makes it easier to assign multiple standardized prices and includes enhanced tools for billing rules features.

Come visit Scanlon Associates' collection of on-line resources for DrugPak users updating to version 6, the [DrugPak v6 Learning Center](#).

The Version 6 Learning Center

- [Read Me First](#)
Basic installation instructions. Included in the CD packet.
- [Multi-Module Conversion Guide](#)
Suggestions for successful updates to complex installations of DrugPak.
- [What's New in DrugPak 6?](#)
The essential guide to new features.
- [DrugPak 6 Upgrade Guide](#)
Technical installation steps included in the CD packet.
- [Important Notice to Legacy Users](#)
Special information for users upgrading from version older than 5.5
- [DrugPak User Guide](#)
The complete DrugPak Help document in PDF.
- [Creating a Test Environment](#)
Steps for testing the update on test platform.
- [6.0 Training Videos](#)
Short videos designed for new and experienced users focusing on specific topics.
- [Training Schedules](#)
Up-to-date classroom and webinar schedules.

Making Data Entry Easier

DrugPak has been designed to minimize your efforts where possible. There are a variety of features to keep in mind that might help you work more efficiently. Take a look in the DrugPak Help document for more details.

- Quick Find - "Binocular button", Ctrl-Q, Quick Find in Find menu. Searches for the closest match based on the selected sort order.
- Calendar - Date fields offer a pop-up calendar through an arrow to the right or by right-clicking the field. Click on the name of the month to select a different month. Some

- 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
- User features in DP Live
- Skin options and settings

Service Manager *NEW*

- Daily data entry best practices
- Basic and advanced reporting

Registration for the State College, PA class is very limited and available on a first-come first-served basis. (Only two seats remain at time of publication. -Ed.)

calendars display "today" at the bottom, which will insert today's date when clicked.

- Quick Entry - Double-click a field to insert the same value used in prior data entry. This feature works with various items in the result record including collection site, MRO name, date verified and others. Double clicking the field inserts the value you last entered.
- Result Defaults - By using default values in the Global Settings and Company and home base records, significant portions of result data entry tasks can be simplified or eliminated.
- Import - Importing data is usually the best way to reduce mistakes and establish large amounts of information in DrugPak with little effort. Lists of participants can be imported directly into the main module of DrugPak in a variety of formats including XLS, CSV and dBase. Result data is imported using the MRO Management module, where it can be validated and optionally reviewed before final reporting.

If you have questions about any of these features or anything else in DrugPak please contact our [support department](#).

September Webinars

Introduction to Version 6 - Main Module

3 sessions!

DrugPak version 6 has now been sent to all customers with a support agreement. Now is the time to 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. *This webinar is a great introduction for anyone who uses the DrugPak Main Module. It also contains essential information for any customer who has more than one DrugPak module.*

Introduction to Ver. 6 - 90 minutes - \$69

Thursday, October 4th 1:00 PM Eastern Time*

Thursday, October 11th 2:00 PM Eastern Time*

Tuesday, October 23rd 12 noon Eastern Time*

Introduction to Version 6 - DP Billing

Flexible, versatile, and powerful ... If you loved DP Billing in version 5, then you will be crazy about the new features in version 6. If you were frustrated by limitations in version 5, then you might find that DP Billing in version 6 has the features you need to create invoices exactly the way you need them. This class will address the new price structure, using the new interface, and billing rules. *The changes to DP Billing in Version 6 are quite extensive.*



Computers will not be made available to attendees at the Albuquerque, NM and Greenville, SC classes, but because every aspect of the lecture will be displayed on a large screen, a computer is not necessary. However, if you want to bring your own portable computer, assistance is available to make a temporary DrugPak copy to utilize in class.

A classroom environment offers "full immersion" into the DrugPak experience. It gives your key team members a chance to interact with other DrugPak users and learn how they use DrugPak in their businesses. It is a totally different training experience--away from the distractions of the office. It's an opportunity every DrugPak user should take advantage of.

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](http://drugpak.com)

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

This webinar is highly recommended for anyone who will use or configure DP Billing in the new Version 6.

**Intro. to Ver. 6 - DP Billing - 90 minutes - \$69
Friday, October 12th 1:00 PM Eastern Time ***

Introduction to Version 6 - DP Informer

Email and/or fax more reports with more options through DP Informer in version 6. In the new version you can use Informer to send result letters, random selection reports, DP Billing invoices, DOT MIS reports--nearly every report that DrugPak can produce. You can also specify more options for individual reports. This class will address the expanded "Contacts" database, report scheduling, and what to expect after you update to version 6. *DP Informer is one of the most significantly enhanced aspects of DrugPak version 6. If you use DP Informer (or plan to start using it soon), this is a webinar that you should attend.*

**Intro. to Ver. 6 - DP Informer - 90 minutes - \$69
Thursday, October 25th 12:00 noon Eastern Time ***

Participant Import Webinar

Basic and advanced techniques for importing lists of participants into DrugPak. Importing is one of the most in-demand topics for our support Help Desk. This session will cover all aspects of taking client-prepared files and getting the data correctly into your DrugPak system. *This class will feature Version 6.*

**Participant Import - 60 minutes - \$59
Tuesday, October 30th 1:00 PM Eastern Time***

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

Seats are limited and DrugPak webinars fill up quickly.

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

"If you are patient in one moment of anger, you will

escape a hundred days of sorrow."
--Chinese Proverb

[Forward email](#)

✉ **SafeUnsubscribe®**

This email was sent to melissa@scanlonassociates.com, by support@drugpak.com
[Update Profile/Email Address](#) | Instant removal with [SafeUnsubscribe™](#) | [Privacy Policy](#).

Email Marketing by



DrugPak Software Suite | Scanlon Associates | 123 Hoy St. | State College | PA | 16801