



# DrugPak Software Suite Newsletter

Premier Drug and Alcohol Testing Software

July 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 \(6/15/2006\)](#)

[DrugPak Main Module \(5/02/2006\)](#)

[MRO Management \(5/05/2006\)](#)

[DP Live \(5/09/2006\)](#)

## 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: Using Filters**

Filtering is one of the most versatile tools available to DrugPak users. Using a filter allows you to specify the behavior of various aspects of DrugPak. Filters can be used to limit the scope of a process such as calculating invoices, generating result documents, or printing reports. Filters can also be used to isolate items in various places such as the main screen of DrugPak, DP Informer Company Preferences, "find" windows, and the MRO Management work area. Learning to work with filters can benefit any DrugPak user in many situations.

To illustrate the benefits of filters, here is one example of using filters in DrugPak.

A common task is identifying a count of items. For example, how many active DOT participants are currently in your DrugPak system? To best answer this question go to the Find menu and select Global Participant Search.

### 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. Images such as JPG, BMP, TIF, and multi-media 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!

### 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 used for much more than

This convenient find window happens to be the easiest way to view a list of all of the participants in all of the companies in DrugPak. In the Find window open the File menu at the top right and select View/Hide Filter List. Clicking that will display a filter at the top of the Find window.

To apply a filter to this list click the button to the right with the green plus. The Add Filter Condition window will be displayed. Choose DOT as the field name, IS EQUAL TO as the operator and TRUE as the value. Click OK to apply the filter. Now the Find window is displaying only the DOT participants, but these include all active and terminated DOT participants. To get the real answer and learn how many active DOT participants there are, a second filter condition is necessary. Click on the green plus again and this time select TERMINATED as the field name, IS EQUAL TO as the operator and FALSE as the value. Click OK to apply this filter.

The completed two-part filter will show **DOT=TRUE and TERMINATED=FALSE**. You can count the current items by selecting Record Count from the File menu (in the Find window).

To clear any filter condition and reset the list, click the button with the red "X" in the filter area.

More information on filters can be found in the DrugPak On-Line manual under the heading **Add Filter Condition Dialog**. If you have questions please contact the DrugPak Help Desk.

### [Become a Power-DP-User with DrugPak Training](#)

- **MRO Management users Importing From Medtox Laboratory**

A minor issue was recently identified in the MRO Management result data translation for Medtox Laboratories. This causes laboratory comments to be omitted from the result comments once the result is saved in MRO Management. A utility has been developed to fix the script problem and is available to any MRO Management user with a current DrugPak support agreement. However, it is recommended that MRO Management clients using the Medtox Lab Layout run this patch program as soon as possible.

This utility will modify your MRO Management Medtox translation. Any result imported after running this utility will include the lab comments that might otherwise have been omitted. This utility cannot insert comments from previously imported results.

If you have questions or problems with this utility please

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](#)

contact [Eric Beers](#) in the DrugPak Support Department.

[Download the MRO Management Medtox translation update utility](#)

- **July 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 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 July 14th 10:30 AM 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 July 25th 11:00 AM Eastern Time\***

**Advanced Data Export**

Basic and advanced techniques for creating export files from DrugPak. Learn how to export data such as participant lists, mail-merge data, and other common export tasks. This Webinar requires that you have attended a session of the Basic Filter Building webinar.

**Advanced Data Export - 60 minutes - \$59 Thursday  
July 27th 11:00 AM 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](#)

[support@drugpak.com](mailto:support@drugpak.com)  
<http://www.drugpak.com>

(800) 321-7826

- **Think About It**

"It is tough to make predictions, especially about the future."

--Yogi Berra

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