



Software that works  
Support that really helps<sup>SM</sup>  
1-800-321-7826

## DrugPak Software Suite Newsletter

Premier Drug and Alcohol Testing Software

January 2008

### Current Articles

#### DrugPak Classroom training

Using Version 6:  
DP Informer Report  
Automation

January Webinars

Think About It

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DrugPak Program  
Updates

[Updates to version 6 have  
been posted as recently as  
12/17/07.](#)

### On-Site DrugPak Training

You can arrange to have a DrugPak training session at your office. Custom solutions can be tailored to address your unique training needs.

**On-Site DrugPak  
Training is focused on  
increasing your  
productivity through  
DrugPak.**

We can help develop office procedures and plan implementation of automation. The range of services included in on-site training include (but are not limited to) lectures to small and large groups, working sessions with individuals or teams of

### 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.

### Don't Miss the Next DrugPak Classroom Training!



Before coming to a training class, it is necessary to weigh the cost of time away from your office, travel, and the class itself in contrast to the benefit of improved efficiency. You must decide for yourself if you will profit from attending this class. It is rather easy to figure out the cost in time and dollars, but you might be underestimating the value of the benefits of training.

#### *Consider the users who ...*

- ... said they will save many man-hours every month.
- ... learned things that will save several minutes on routine tasks they perform often each day.
- ... will reduce postage and other office expenses.
- ... found ways that will save time for their clients!
- ... learned things that will save time for their bosses!

Long time users, new users and even people who were considering purchasing DrugPak have attended DrugPak training classes and left satisfied with the experience. Recent attendees have included users who have already upgraded to version 6 and those who are preparing to do so in the near future. Everyone expressed excitement over the knowledge they were taking back to their office.

**Efficient and effective use of DrugPak can give your organization a significant edge.** Users who have recently attended DrugPak Classroom Training sessions already know this. Isn't it time that you found out what your software can really do for you?

users, consultations with management and marketing education for sales staff. We can be anywhere in your office where the advice of an experienced DrugPak "guru" can help.

**The extensive changes in version 6 make NOW a great time to schedule your on-site training.**

While the technical aspect of the database upgrade will safely re-organize your DrugPak v5 information into the new version, getting used to the new layout, new ways to use familiar tools and the how to use new features can be difficult at first. Having a DrugPak expert on-hand can save lots of time getting started and help get you quickly up to speed.

**Start today to make arrangements for your On-Site DrugPak Training.**

Demand is very high this time of year and reservations and travel arrangements require a few weeks of preparation. We anticipate a high demand to continue for this service throughout 2008, so make your plans soon.

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

phone : 800-321-7826  
fax : 814-237-4193  
[support@drugpak.com](mailto:support@drugpak.com)

The many changes to DrugPak in the update to version 6 make training more valuable than ever. The October and December DrugPak Classroom Training sessions have received high marks for being useful and informative from experienced users and new users alike. Don't miss out on this opportunity to expand and update your understanding of DrugPak!

*The only scheduled training class for 2008 will be February 11, 12, and 13 in Greenville, SC. Many companies send two or three representatives and several get so much from the class that they attend the class a second time.*

*Everyone who uses DrugPak or is considering the purchase of additional modules can and will benefit. Plan now to be there!*

Visit [www.drugpak.com/training.shtml](http://www.drugpak.com/training.shtml) to learn more.

### Using Version 6: Report Cutoff Date



New automation features of DrugPak version 6 can make reporting easier than ever before. The basic idea is based on cutoff dates.

There are two dates that are important to DrugPak's report generation. First, every report that is assigned to a contact remembers the date and time on which it was last created, called the Generation Cutoff. Next, every result holds a date that reflects when that result was entered, called the Reporting Cutoff. These two dates are compared when gathering records for reporting and are used to figure out which results should be included in the next report.

In a Contact's window, in the Reports tab, the list of reports configured for that contact is displayed. Each report has a Generation Cutoff (to the right) that reflects the last date and time this report was executed.

In a Result window, in the Processing tab, the Reporting Cutoff is displayed. This date/time reflects when the result was created in DrugPak (either when it was manually entered or when the result was exported into DrugPak from MRO Management).

When the Generate Reports function is run, DrugPak compares the Reporting Cutoff with the Generation Cutoff. If the result has been added to DrugPak since the last time the report has been run, then the result is "new" and will be included. Once a report has been created then the Generation Cutoff of that report, in the contact window, is set to the date and time when it was generated. The next time the report is generated DrugPak will not include

those results that were previously reported because the Reporting Cutoff of the result would not be newer than the Generation Cutoff of the report.

When making changes to a result record such as updating the comments or adding information, DrugPak asks, "Should this record be reported again?" Clicking "Yes" for this question causes the Reporting Cutoff to be updated to *right-now* (date and time), thus the result will be included in the next generation process.

Backdating the Generation Cutoff of a report can easily re-report results. In the Contact Window in the Reports tab, select the report and click "Change Cutoff" to set the date and time you want to include in the next generation.

For more information about DrugPak please visit the [Version 6 Learning Center](#).

## January Webinars

### **DOT MIS Form**

Learn how to best prepare and generate the DOT MIS Form directly from DrugPak.

Understand how

participant records, random selections, and result records combine to produce the MIS report. This helps ensure accurate numbers and printing. Grouping options can get your reports generated quickly. Now is the easiest time to get ready for the MIS reporting season. By entering your actual test data correctly, you can avoid a lot of headaches at year end. *Expect seats in this webinar to go quickly at this time of year. If demand warrants, we will try to schedule a second session of this webinar.*

**DOT MIS Form - 60 minutes - \$59**

**Thursday, January 10th 1:00 PM Eastern Time\***

### **Introduction to Version 6 - Main Module**

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, January 17th 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 session will address the new price structure, using the new interface, and billing rules. *The changes to DP Billing in Version 6 are quite extensive. 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, January 18th 1 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 session 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, January 24th 11 AM 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**

"The road to excess leads to the palace of wisdom."  
--William Blake, English poet, painter 1757-1827

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