



a 2129 via madonna
lomita, ca 90717
tf 888.404.0008
t 310.517.9171
f 310.517.9105

LabWorks™ Management System

Version 4.0 Upgrade



June '04



Installation

Upgrading the Server

Important: **Before upgrading your system, it is always a good practice to run a backup of your database and save it in a safe folder.**

Using PcAnywhere connection, Lablogics will transfer a setup file to the server. The setup file is usually found in C:\LabWorks\Install Files.

1. Double Click **Setup.exe**.
2. The installer may take a few moments while it scans the system for previously installed components and other settings.
3. View the 'Welcome Page' and click on the **NEXT** button.
4. Choose the destination location (Default: **C:\LabWorks**).
5. For Setup Type choose "**SERVER**" and click on the **NEXT** button.
6. Click **NEXT** on all the following screens.
7. Once the files are copied and updated, click on the **FINISH** button.
8. Launch LabWorks... The program may take a few minutes before bringing up the login screen as it is updating the database.

Upgrading Client Stations

The number of client stations which can be installed is determined by the number of user licenses specified on the License agreement with Lablogics. A Lablogics' sales rep may be contacted for further clarifications.

1. Open Windows Explorer and go to Drive **L:** (LabWorks on Server)
2. Open **Install Files** folder and go to the proper version (**Version 4.0**)
3. Double-click on **Setup.exe** application.
4. The installer may take a few moments while it scans the system for previously installed components and other settings.
5. View the 'Welcome Page' and click on the **NEXT** button.
6. Choose the destination location (Default: **C:\LabWorks**).

7. For Setup Type choose “**CLIENT**”.
8. In the Database Path section click on the **BROWSE** button.
9. In the top field, type: **L:\Data** and click **OK**.
10. Click **NEXT** on all the following screens.
11. Once the files are copied and updated, click **FINISH**.
12. Find the LabWorks icon on the desktop and double-click on it.
13. LabWorks should come up with a Login and Password page. LabWorks has been successfully installed on the Client Station. Repeat the same procedure for all stations.

A -101 error, while trying to run LabWorks on the client station, is indicative that LabWorks is not currently running on the server.

What's New ?

In Customer Service Screen

[Searching a Work Order or an Invoice by PO Number](#)

There is a new, faster and more efficient way for finding a Work Order (or an Invoice if the order is already Picked).

- Click on the 'New Order' button to clear the screen.
- Simply enter the PO number in the PO Number field and hit Enter
- LabWorks will find the corresponding Work Order (or the Invoice if the Work Order is already Picked). If there are more than one order with the same PO number, user will be prompted with a list to choose from.

[Editing a Work Order and Picking it up](#)

Once you are editing a Work Order in Customer Service Screen, if you hit the 'Pick Up' button, the previously edited Work Order will appear at the top of the list.

If the status of the edited Work Order is Ready, the 'Pay' check box will be checked and ready to be picked up.

[New Sales Tax Field](#)

A new 'Sales Tax' field has been added to the Customer Service Screen which by default reflects customer's assigned sales tax. This field allows for an easy change of the sales tax for a specific order. It will not modify the Customer's default settings.

For changing the sales tax on a specific order:

- Simply click on the Sales Tax drop down list and choose the desired sales tax. Totals will be updated automatically.

The screenshot shows a software interface for a Customer Service Screen. At the top, there is a tab labeled 'Schedule Shipping/Delivery'. Below this, a 'Totals' section is visible. It contains the following items:

Sub Total:	292.00
Discount:	29.20
Tax:	19.82
Grand Total:	282.62
Deposit:	0.00

The 'Tax' field is a dropdown menu currently showing 'Local'. A blue circle highlights this dropdown. Below the 'Grand Total' line, the word 'NEW' is written in large blue letters. At the bottom of the screen, there is a table with columns: 'sch', 'Unit Price', 'Total', 'Split Num.', and 'Tax'.

Less Pop-Up Notes

Pop Up notes will now appear only when a customer is first being called. In other cases such as editing an existing Work Order and Invoice, Pop-Up notes have been shut off.

In Sales Quotation Screen

Move Line Item Arrow

New Up Arrow (similar to the one in Customer Service screen), has been added to allow for changing the order of line items, while entering sales quotes.



In Customer New/Edit Screen

New 'Previous' and 'Next' Button

New 'Previous' and 'Next' buttons have been placed at the bottom of the New/Edit Customer screen.

This will allow for fast scrolling through the customer list in an alphabetical order.



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In Setup Pricing

More Versatile 'Per-Square-Foot' Pricing

Up to Version 3.5, LabWorks calculated the area of print by rounding it to the next full square foot (Except for the UK and Mexico versions where it is calculated by square meters).

Now more details can be specified about square foot pricing;

- While setting up prices by square foot (or square meter), click on the new 'Settings' button to clarify whether you need the prices to be rounded up to the next square foot or the next full dollar amount.



Dynamic Instruction Tree – Instruction Setup

The 'Instruction Setup' screen has been completely re-designed. It has a user friendly interface with the following advantages:

- The additional pricing for different options can now be assigned to Originals only (before this, it would apply to the total quantity ... originals x each)
- The additional pricing can be in form of percentages.

These features may allow you to reduce the number of service codes drastically, by setting up efficient Instruction Sets.

Instruction Set: DrumScan

Instruction 1 of 2

Question: Color Mode

Apply instruction prices only to original

Instruction prices as percentage

Del	Instructions	Additional
<input checked="" type="checkbox"/>	RGB	0
<input checked="" type="checkbox"/>	Gray Scale	0
<input checked="" type="checkbox"/>	CMYK	5
<input checked="" type="checkbox"/>		0

OK Cancel Clear All Help

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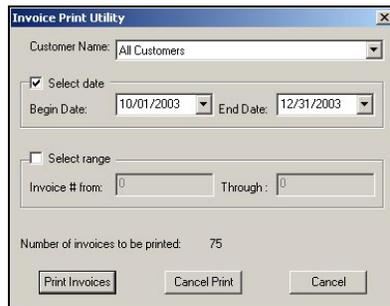
Reports

[Invoice Print Utility](#)

This utility can be used for batch printing of Invoices. Just go to:

Reports ► Invoice ► Invoice Print Utility

- Select the desired criteria and click on 'Print Invoices'



[Open Orders by Customer Service Representatives](#)

This report helps customer service representatives to look after the orders that they have entered into LabWorks. Simply go to:

Reports ► Orders ► Open ► By CSR

Email Advertising and Promotions

[Count of Records](#)

- Before sending the promotional emails, LabWorks will prompt you on how many emails are to be sent out before you confirm the job.

Security

[Detail Tab in New/Edit Customer Screen](#)

This information is viewable and editable, only by users with High Level A/R permissions.

Credit Card Processing

Automatic Processing through LabWorks

Credit Card Processing Module is now offered with LabWorks 4.0. Processing is done through YourPay.com and First Data Bank.

LabWorks Credit Card Processing Module has:

- No external credit card machines
- No double entry
- Low Interchange discount rates for swiped and keyed-in entries
- No monthly fees
- No statement fees

LabWorks™ Credit Card Module:

With Active Service Contract \$250

Without Service Contract \$475

Hardware Needed

The only hardware needed, is an input device such as a Keyboard Wedge Credit Card Reader or a Cherry or Unitech Keyboard which comes with an embedded Credit Card swipe slot.

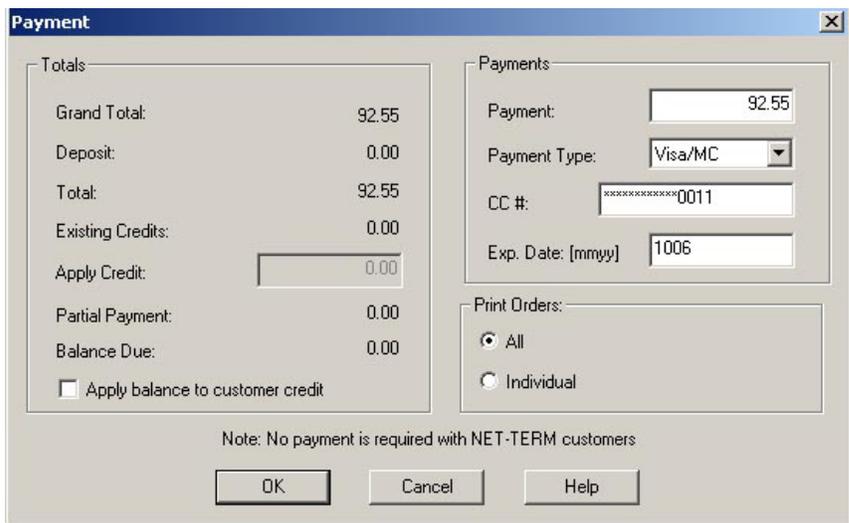
Cherry G81-8000 Colors: Beige, Dark Gray Price: \$190.00	
Unitech KP3700 Colors: Beige, Dark Gray Price: \$190.00	



How does it Work?

Very simple; with the module in place, once you get to the payment screen:

- Choose 'Credit Card' for payment type, swipe the card and hit OK.
- If the credit card is already on file, just hit OK.



- LabWorks uses internet connection for processing the credit card transactions.