LabWorks™ Management System

Version 5.0 Upgrade

april '05

Installation

Upgrading the Server

Improtant: **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**. ("L" being the mapped network drive to the LabWorks folder on the Server)

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

Automatic Calculation of Due Date and Time for Each Line Item

While entering a work order, LabWorks will perform an automatic due time calculation for each line item. This calculation is done based on the turn around time set for each sub-department in "Setup Pricing" screen.

You can view the line-item status and due date on the top portion of the line-item instruction box.
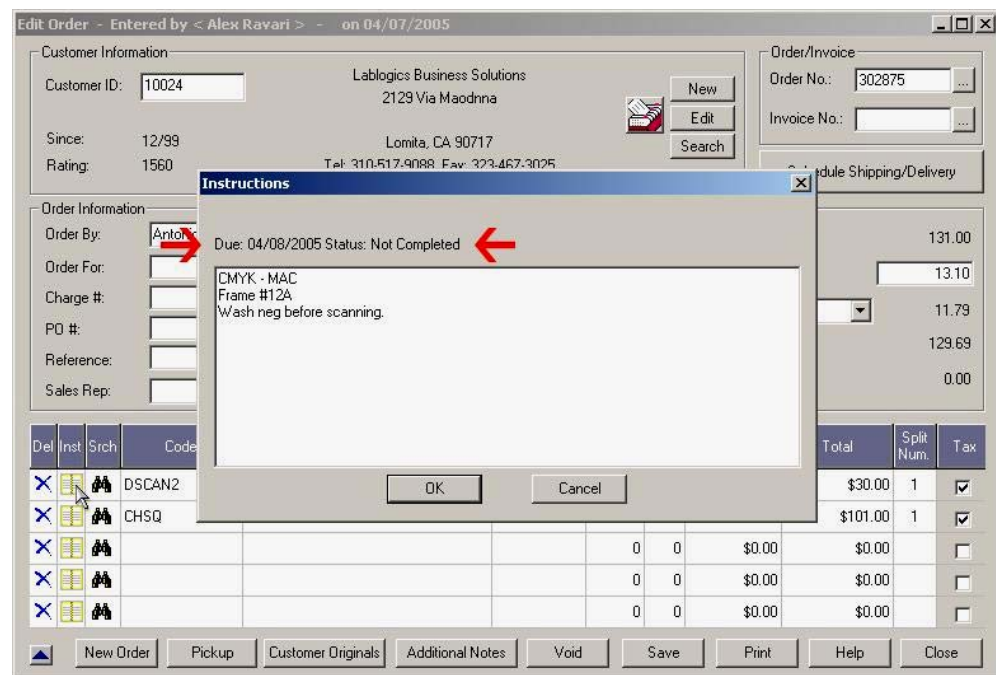
Duplicating an old Work Order

Now LabWorks allows duplicating of an old order, whether the order is "Open", "Ready", "Picked", and even "Void".

- Simply look up the order that you'd like to duplicate

- Press <Alt> + "D"

- LabWorks will prompt whether you'd like to duplicate the order

Monitoring Open Orders

This new feature allows, both management and production employees, to monitor the open orders that are in the lab and/or specific departments and sub-departments.

Further more line items can be made ready directly off this screen:

Actions ► Order Monitor   or –

- Open Orders are listed based on a Due Date Range for one or all production departments.

- Once the parameters are fixed, click on the 'Refresh' button.

- Initially orders are sorted by Due Date and Time in ascending order. By clicking on the proper header, the list can be resorted based on Order Number, Description, and Customer Name.

- If the line item's due date is already passed, the line will be displayed in Red, other wise Green.

To make a line item 'Ready' in this screen:

- Enter the technician name in the "Technician" field

- Click on the Checkered Flag icon next to the line item that you want to make ready

Notes: This screen will update itself every 10 seconds. Line items made ready will be taken off the list.

Invoicing Orders in Batch

This screen provides fast invoicing for customers who have many active jobs at one time.

"Batch Invoice" screen can be accessed from:

Actions ► Batch Invoice

- Enter Work Order Number or scan the barcode, one after the other

- Click on "Pay" button once done, and the pay screen will appear

In Sales Quotation Screen

Duplicating an existing Sales Quote

Duplicating an old Sales Quote is as follows:

- Simply look up the Sales Quote that you'd like to duplicate.

- Press <Alt> + "D"

- LabWorks will prompt whether you'd like to duplicate the Sales Quote

- Press 'Yes' and continue

Reports

Employee :: Sales by Department

New report added to:

Reports ► Employee ► Sales by Department

This report gives a sales break down, according to departments for one or multiple sales representatives.

Management :: Sales Comparative Reports

Six new reports that allow sales comparison in two specified periods based on different criteria.

Management ► Sales ► Comparative

[Management :: Sales by Service Type](#)

With this report, you can view sales based on different Service Types.

Standard Service Types are: Normal, Rush, or Re-Make

Management ► Sales ► By Service Type