LabWorks™ Management System

Version 6.0 Upgrade

september '06

Installation

Upgrading the Server

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

Using a remote connection, Lablogics will transfer the setup file to your server. The setup file can usually be 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 Installations

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 clarification.

1. Copy **Setup.exe** to the workstation. This can usually be found on the server in C:\LabWorks\Install Files. Be sure to copy the proper version (**Version 6.0**)

2. Double-click the **Setup.exe** application.

3. The installer may take a few moments while it scans the system for previously installed components and other settings.

4. View the 'Welcome Page' and click on the **NEXT** button.

5. Choose the destination location (Default: **C:\LabWorks**).

6. For Setup Type choose "**CLIENT**".

7. Click **NEXT** on all the following screens.

8. Once the files are copied and updated, click **FINISH**

9. Find the LabWorks icon on the desktop and double-click on it.

10. 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.

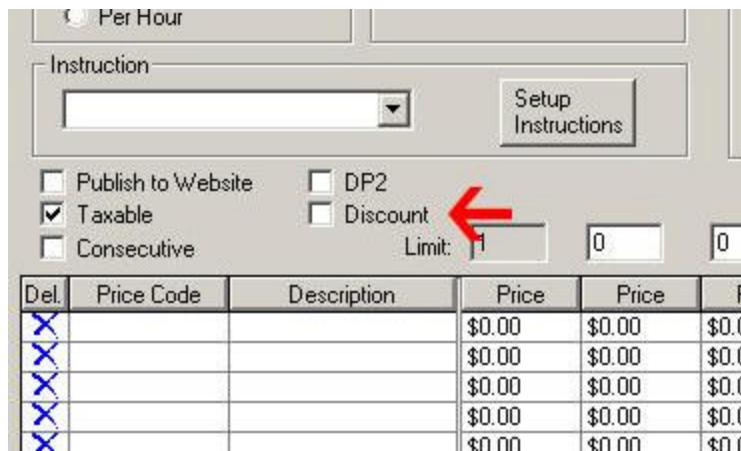> *A -101 error, while trying to run LabWorks on the client station, is indicative that LabWorks is not currently running on the server.*

What's New ?

New Discount Function

By clicking on the 'Discount' check box, you can determine whether a sub-department is discountable or not. This refers to the customers' across the board discount, while taking a new order. For example if a customer receives a total discount of 10% across the board, his discount will not apply to codes that belong to a specific sub-department where the discount check is off (for example shipping charges).

Maintain ? Pricing ? Setup Pricing

New 'Consecutive' Price Calculation Algorithm

This algorithm is for calculation of additional tiered prices, for all of the existing tiers. For example, see the price setup below for CP057, 5x7 Custom Prints.

Maintain ? Pricing ? Setup Pricing

In this case, when the 'Consecutive' box is checked, 15 prints of the same image will be charged as follows:

1 print @ $5.00; 8 prints @ $4.50; and 16 prints @ $4.00.

If, however, the 'Consecutive' box is not checked, the pricing for the same 15 5x7 prints would be:

1 Print @ $5.00; Additional 14 prints @4.00.

In Inventory Setup Screen

New Discount Function

By clicking on the 'Discount' check box, you can determine whether an inventory category is discountable or not. This refers to the customers' across the board discount, while taking a new order.
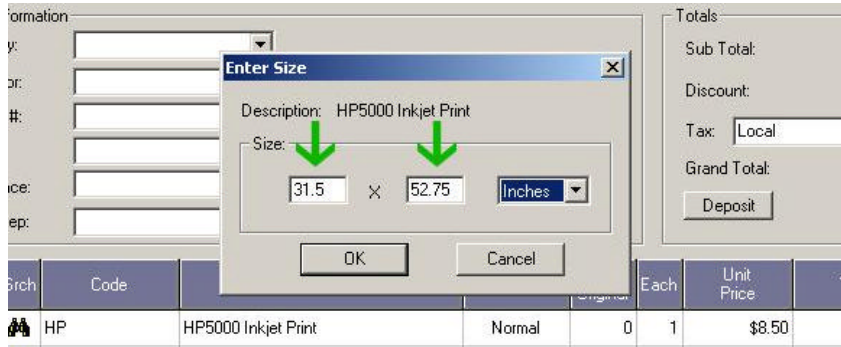
Maintain ?   Inventory ?   Setup

- Click on New/Edit button

In Customer Service Screen

<u>Enhancement in Square Foot pricing</u>

While entering per-square-foot pricing, you have now the flexibility of entering your sizes in fractions of an inch up to two decimal points. This will facilitate a more precise line item description for production purposes.

Also, you can use other units of measurement such as feet or centimeters:
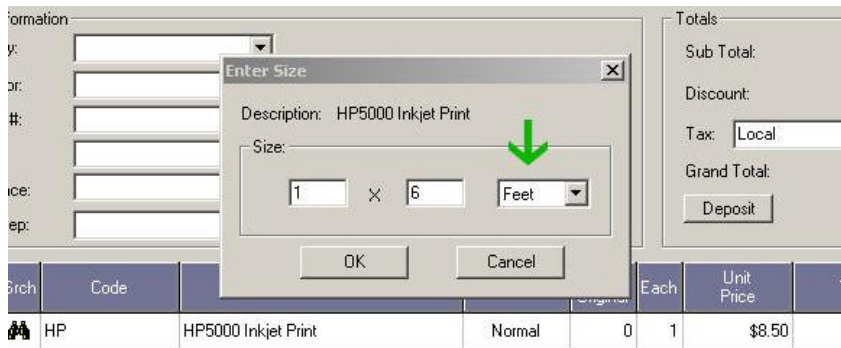
New Screen! System Options

System ?   System Options

This screen contains several options that will add to the dynamic nature of LabWorks. You can activate or inactivate these options to fine tune your work flow. In future releases, more and more of these options will be seen for increasing flexibility.

System Options can be displayed by one or all categories:

1) **Notify when customer has invoices passed these many days:**

- You can activate this option by entering a number greater than 0 in the 'Value' field (number of days) and clicking on the 'Active' check box. Once Active, every time a customer is called in the Customer Service screen, a note will popup, notifying the customer service rep that the customer is passed due.

2) **Create an automatic shipping record for a customer who has a default Shipping Method**

- If a customer has a default shipping method in its default shipping address, every time an order is generated, an automatic shipping record will be created. In this case, the CSR does not have to do the extra step of scheduling shipping for this customer's orders.

3) Only users with Manager Permissions can run Invoice Queries

- Activate this security option, if you do not wish the Invoice Queries to be viewed by non-managerial staff.

4) Only Users with Manager Permissions can run Order Queries

- Activate this security option, if you do not wish the Order Queries to be viewed by non-managerial staff.

5) While saving an order notify if a Line Item has a 0 Qty

- Once activated, you will be notified if you're trying to save an order that has at least one line item with a 0 quantity.

6) While saving an order notify if Total is 0.00

- Once activated, you will be notified if you're trying to save an order that has a 0 total.

7) Activate Reference Field Listing in Customer Service Screen

- If activated, every 'Reference' added in the customer service screen will be saved in a database, so it can be recalled for future usage. This option can be mostly used for labs that use a lot of repeat references (i.e. movie titles).

8) When a new line item is added to a Ready order, Do NOT change the status to OPEN

- This option is self explanatory.

9) Activate School Lab denominations

- This option should be activated mostly for Underclass labs that have a DP2 integration module. The filed titles will be altered in customer screen for their purposes.

10) Make ALL orders READY when the Order is Created

- If you activate this option, every order created, including all its line items, will assume the status READY from very beginning. This option is only useful if you do not care about the job tracking features and you want to bypass the job preparation step.

11) Activate Pop-Up Order Additional Notes

- By activating this field, every time an order is edited in the customer service screen, the Additional Notes of that order will pop-up so the user can view them at once.

This item is useful if you normally place crucial information regarding the order in that filed.

12) In the Prepare Order Screen, Make the pricing information invisible

- This item should be activated, if the staff is not allowed to view the line item pricing of orders.

Reports

Management :: Orders by Price Code Report

This report is designed to allow monitoring of received orders based on a specific, a range or all product codes in a period of time:

Management ?   Sales ?   Orders by Price Code

Orders :: Print Order Utility

This allows for batch printing of multiple orders based on several criteria. It is especially useful for Labs that have an automatic on-line order entry module such as LWWA,

ROES, or LabPrints, in which cases they can prints all of the orders that have come through for a period of time, for one or all customers.

Reports ?   Order ?   Print Order Utility

Shipping/Delivery :: Shipped Orders by Customer

With this report, you can list all of the shipments, for one or all customers, in a specific period of time.

Reports ?   Shipping/Delivery ?   Shipped Orders by Customer

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