

LSG Hours for the Holidays

Be sure to check your forms stock and order before the 15th if you think you will need them in early January.



We will be closed for the **Thanksgiving Day Holiday** November 28th and 29th, 2002.

We will be closed for the **Christmas & New Year Holiday** from Noon on December 24th, and will reopen at 8 A.M., January 2nd, 2003.

Because the office will be closed during that time, paper and other products will not be shipped and only "emergency support" will be offered. **Please remember that "emergency support" is not covered under any pre-paid phone plans and is available by credit card only.**

Important Year-End Procedures

The end of the year is nearly upon us and that means it will soon be time to reset year to date totals to zero. **The time to perform this function is in January (after you have closed December, but before closing January).** The following describes how;

DOS Users: Start at the Main Menu and select 3 for Maintenance Menu. Next, select 3 to "Reset YTD totals to 0." Finally, answer "Y" to set the totals to zero.

Lab Manager for Windows Users: Start at the Main Menu and click on "Utility Menu." At the Utility Menu, click on "Year End." Finally, click on "Reset Year to Date Totals."

Coming Next Issue 2003 Conference Info



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Connections

Happy Holidays from all of us at LSG!

The Newsletter for Lab Manager Users



Letter from the President

Let me start by saying all of us at Laboratory Systems Group, Inc wish you the most wonderful holiday season and a prosperous new year. Like most of the country, we will be closed during the holidays so please make a note of our holiday hours shown on the back page. If you think you will need paper or envelopes during that time, please order them before December 15th.

This **Connections** newsletter has several timely articles, starting with how to print those all important mailing labels. If you are like me, you will be getting your holiday letters and cards ready to mail to your clients and will need to print labels for them. It is very easy to do in Lab Manager.

A higher than normal percentage of labs are calling with issues of lost data due to computer crashes or theft. I would like to remind everyone how important it is to back up your data on a daily basis and to rotate Zip disks when doing so. There is no reason anyone should lose their precious data; all it takes is a simple backup. Check out **Backing Up Your Data** on page 3.

We also get a lot of calls about the speed of Windows XP when in Lab Manager so I have repeated the steps to solve that simple problem. Check out **How to Speed Up Windows XP** on page 3.

Finally, it is time to remind **ALL** Lab Manager users that January will be the time to reset Year-to-date totals to zero if your fiscal year starts in January. Check out the article **Important Year-End Procedures** on page 4.

What about Version 6?

Lab Manager Version 6 continues to come along slowly but surely. By the time you read this, all of the database work will be finished and we will be at a point where we can actually start playing with the program. I estimate that we have finished about 90% of the work and hope to announce soon the start of beta testing.

Version 6 is truly a revolutionary product and there will be nothing on the market that can compete with it. This product will knock your socks off. Look for more information about Version 6 early next year.

Time to Print Holiday Mailing Labels

The holiday season is upon us and it is time to print mailing labels to address those greeting cards. This article explains just how to do that using Lab Manager.

Printing mailing labels is easy. You can print labels for everyone in your account list or you can print labels for a selected group.

Choosing the Label Size

Start by making sure that you have the correct label style and size selected. To do that, start at the Lab Manager **Main Menu** and click on **Maintenance Menu**. Next,

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click on **Company and System Information** and look for the field **Account Mailing Label**. It is the 8th field down. Click on the drop down list button beside the field and select the label you want. The most common label in use today is the **Avery 5160**. You will find it in the drop down list. Click on the label style you want and then exit back to the **Main Menu**.

Printing Labels for All Accounts

To print labels for all of your accounts, click on **Maintenance Menu** and then click on **Accounts, Payments and Preferences**. Next, click on the **Search** button in the lower right. Then, click on the **Search** button at the far right. That will cause Lab Manager to look for and find ALL of your accounts and display them in a list at the bottom of the screen.

Next, click on the **Label** button and after a brief delay, Lab Manager will display a preview of your mailing labels. To print the labels, move the mouse to the top of the screen and click on **Print Operations** and then click on **Print**. Choose the printer you want to print the labels with and click on **OK**.

Printing Labels for Selected Accounts

Lab Manager has several ways to print labels for selected accounts when you don't want them for everyone. This is where the **Mark** and **Code** fields come in handy. The **Mark** field can be used to mark just the accounts you want labels for. To use the **Mark** field, start by **Un-marking** all of the accounts so that you don't accidentally get accounts marked that you don't want.

Un-Marking Accounts

To unmark all of the accounts, move the mouse to the top of the screen and click on **UnMark** and then on **UnMark** below that. Lab Manager will ask if this is what you want to do. Click on **Yes** and Lab Manager will remove the check marks in the **Mark** field for all of the accounts.

Marking Selected Accounts

To mark the accounts you want labels for, simply

look at each account and place a check in the **Mark** check box.

After you have marked each account, it is time to print labels for them. Start by clicking on the **Search** button at the bottom of the screen. In the search screen, locate the **Mark** field and place a check in the box next to it. This tells Lab Manager that you want to search for Marked accounts. Next, click on the **Search** button to the right and Lab Manager will display all of the Marked accounts in the table at the bottom.

To print labels for these accounts, click on the **Label** button. Lab Manager will display the label preview screen. Move the mouse to the upper left corner of the screen and click on **Print Operations** and then on **Print**. Choose the printer you want to print the labels with and click **OK**.

Printing Labels by Code

You can also print mailing labels for selected accounts by using the **Code** field located below the zip code field on the **Account Screen**. Enter any letter or word in the **Code** field, however, I suggest a single letter such as "X" for "Xmas Letter." That way you can add other letters to the Code field which represent other groups of doctors.

After you have assigned the "X" code to selected accounts then you are ready to print labels for those accounts.

To print labels for a given code, click on the **Search** button at the bottom of the screen. At the **Search Screen**, type the code you want to search for into the **Code** field. If you follow my recommendation, you will type the letter "X" into the code field. Next, click on the **Search** button to the right and Lab Manager will display all of the accounts with the code "X" in the table below. Now, click on the **Label** button to see a preview of the labels. In the **Preview Screen**, click on **Print Operations** at the top of the screen and then click on **Print**. Choose the printer you want to print the labels with and then click **OK**.

Backing Up Your Data

I feel it is important to revisit the subject of backing up data because our support department has had a rash of support calls from clients that have lost all of their data due to a computer failure or theft. A simple daily backup would have prevented the loss of this precious data.

We recommend backing up to a **Zip drive** because they are inexpensive, fast, and dependable. Backing up to a **Zip drive** is not the only way you can backup your data. Some people backup to **CD-R's** and others backup to **tape**, however, from experience, we have found that these methods are not nearly as reliable or easy as backing up to a **Zip disk**.

When you consider the fact that this data represents your business, your livelihood, your income, it makes sense to guard and protect this data even if it means spending \$150.00 to \$200.00 to do so.

Use at least 5 different **Zip disks** and label them Monday, Tuesday, Wednesday, Thursday, and Friday. Then, backup to the disk labeled Monday each Monday. Use the Tuesday disk on Tuesday and so on. It is also a good idea to use a 6th disk and back up to it each Friday evening and then take it home so that if there is a fire in the lab or a break-in, you don't lose your backups also.

Backing Up to Zip in Lab Manager

To backup to a **Zip disk** using Lab Manager's backup utility program, you will need to know what drive letter has been assigned to your **Zip drive**. It will usually be drive E:, however, it can be any letter D: or above. If you don't know what drive letter your **Zip drive** is, double click on the **My Computer** icon at the **Desktop**. Place a Zip disk into the Zip drive. Look at the drives in **My Computer** for a Zip drive or a Removable drive. Once you have found it, verify that it is the correct drive by double clicking on it with a Zip disk in the drive. If the drive lights up and it's contents are shown on the screen, then you have verified the drive letter.

Next, click on the **Start** button, move the mouse to **Programs** or **All Programs** and then to the **Lab Manager group** and then to **Lab Manager Utili-**

ties. At the Lab Manager **Utilities Screen**, click on **Format, Backup, and Restore**. At the next screen, you can modify the backup command. It is the one in the **white field** next to the word **Backup**. This line usually contains:

```
xcopy c:\LMWin32\LMData.mdb a:
```

Change the letter "a:" at the end of that line to "e:" or whatever drive letter represents your Zip drive. Make sure the letter is followed with the colon ":" and there should be a single space before the "e:".

The new Backup line should look like this;

```
xcopy c:\LMWin32\LMData.mdb e:
```

While you are here, it would be a good idea to modify the **Restore** command as well. If your Zip drive is drive "e:" then the restore command line should look like:

```
xcopy e:\LMData.mdb c:\LMWin32\*.*
```

Now that the backup and restore commands have been defined, making a backup is as easy as inserting a Zip disk into the Zip drive and clicking on the **Backup Data** button in the **Lab Manager Utilities** program.

How to Speed Up Windows XP

The following describes how to make Lab Manager run faster in Windows XP. This does not apply to any other version of Windows.

1. Click on the **Start** button and then click on **Control Panel**.
2. Click on **Performance and Maintenance**. **NOTE:** If you can't see this selection, your computer might be set to **Classic View**. To change to **Category View**, click on **Switch to Category View** on the left.
3. Click on **Adjust Visual Effects**.
4. Click on the **Advanced** Tab.
5. Click on **Background services**, moving the dot next to it.
6. Click on **Apply** and close all of the windows you opened.
7. **Restart** your computer and it will operate Lab Manager many times faster.

Merry
Christmas

