



WinVoice Junior Plus![™]

Documentation Addendum

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Introduction

This addendum to your users manual identifies the new features of **WinVoice Junior Plus![™]** and informs you of their most common uses. Before installing this module, you should *read this printing in it's entirety!*

By purchasing the **WinVoice Junior Plus Module**, you are adding many new and exciting features to your existing copy of **WinVoiceJR v1.0**. Features such as: automatic interest charges, multiple departments, work calendar, new and enhanced reports, pie chart printing, non-taxable charge types, keyboard hot keys, and a new faster print engine. These features and enhancements were suggested by our users and evaluated by our development team as the ones most needed to assist you in managing your time and your laboratory more efficiently.

WinVoiceJR Plus![™] will only install over an existing licensed copy of **WinVoiceJR v1.0**. Please insure that your original copy of **WinVoiceJR v1.0** is installed and running before installing **WinVoiceJR Plus![™]** .

Installation

Insert disk into drive, click the *start* button(Windows95/97/NT), or the *File* menu from Program manager(Windows v3.1), and select the option named *Run*. Type in “**a:\setup**” or “**b:\setup**”(do not include quotation marks) depending if your 3 1/2 floppy drive is A: or B:. Click the *Ok* button. Follow on screen instructions.

Be sure that the destination path is the same as WinVoiceJR v1.0.

Doctors

Interest charges

Each doctor can now have an interest charge percentage assigned to their account in doctor edit. When you end a month, **WinVoice Junior Plus!™** will provide you with a list of all doctors that have an interest charge percentage greater than zero. You are allowed to mark all doctors, or selected doctors in the list for which to calculate interest. When you continue, the program will research each selected doctor's account and create an interest charge for each doctor that is over 30 days past due. The interest charges will be printed on each doctor's statement.

Group billing

You may now assign a doctor to be placed on a different doctor's billing account. This allows multiple doctors to receive one single statement listing several doctor's cases. Note: Printed statements are NOT sub-totaled by doctors. The statement contains a complete listing of all finished cases for all doctors billed to it in order of date.

Cases

Case List

Now displays totals in the title bar of the dialog. Using the "Invoice" button on the doctor list will allow you to quickly see totals for different doctors.

You may now print the case list. See Reports, or click the small icon in the upper left hand corner of the case list dialog.

Create/Edit

Added new field "Department". This field is used to categorize each charge. It is also used to separate how charges are listed on the Charge report. Examples of departments are; "C&B", "Denture". By using this feature, when you end a month you can easily determine the value of work performed by each department. In company configuration you can select to make *department* a required field for data entry on every case.

To set a charge to be non-taxable, include an "*" at the end of the fee/quantity field. Note: (no spaces, or quotation marks, just an asterisk after the fee).

In company configure, you can select to use the new "work calendar". This calendar displays the number of cases that are due on each day of the month. If you right click on a day, a list of cases due on that day will be displayed.

Reports

New reports

Case list

This report will print your list of cases, the options are similar to the case list view options.

Charge

Allows you to see what charges were made during the month, and the total dollar amount. Report is divided by department.

YTD Doctor Productivity

A YTD equivalent of the Doctor Productivity Report. Note: Sales amounts are not stored.

Enhancements

Case Due Reports

You now have the ability to set date ranges for these reports thereby increasing the potential management information.

Statement

When ending month, interest charges can be automatically applied to selected doctors. Uses Group billing.

Pie Charts

You now have a print button which allows you to print color pie charts as related to a given report. Note: Based upon the speed of your processor, this could take several minutes to print due to the heavy graphical nature of pie charts. This feature may NOT work on all printers due to older print drivers that could be installed upon your machine.

Configuration

Company

Make Department Mandatory switch; allows you to force a department to be selected on cases.

Use new due calendar switch allows you to change which calendar you wish to use to make your due date selection.

General

Password

Click the button to enable/disable password protection. Type new password and press enter to enable, or press enter while leaving the field blank, to disable password protection.

Utilities

Brainwash

Added Department selection.

History

Displays totals in the title bar, minor speed improvements.

Backup

New options

Test Disk After Backup; will test the file integrity of the backup it creates.

Note: This is NOT a substitute for regularly using *Scandisk* on your floppies.

Do Not Compress Data can greatly reduce the amount of time it takes for your system to preform a backup. It will however, require many disks to contain the uncompressed information.

Example: With compression, a typical Junior backup takes just one disk.

Without backup, it may take up to 8 disks if all Junior directories and sub-directories are to be backed up.

Hints & Tips

- ! Remember that ending the month finishes the billing cycle for *ALL* doctors.
 - ! Click on the small icon in the upper left hand corner of dialog boxes to display sometimes overlooked features. For instance, if you click the one on the case dialog box, you are given the option to print the case list report. Clicking the icon from the main desktop gives you access to all of **WinVoice Junior Plus!**[™] functions.
 - ! Only ONE backup fits on a disk at a time. If you have previously backed up to a floppy, and attempt to backup on that same floppy again all of your previously saved information will be **OVERWRITTEN** with the most current information. Be sure to frequently use Scandisk on your floppies, as dental labs are often very dusty making your floppy disks and drives prone to damage.
 - ! Backups are **NOT** designed to be used to generate old reports. However, it is possible to do so in an emergency. There are two ways of doing this.
 - 1) You can make a backup of your current information on a new disk (call it *dummy #1*), then run Restore with the backup disk you wish to view. Generate the necessary reports, then run restore using *dummy #1*.
 - 2) Create a temporary directory on your hard drive named C:\temp\ and restore your current information into it. Run the JUNIOR.EXE file from the C:\temp\ directory and generate the necessary reports then immediately delete the C:\temp\ directory.
- These procedures must be performed flawlessly, there is no room for error! Should your attempt to perform these procedures end in file corruption, you will have to restore from your original disk and most likely will **LOOSE** valuable information, requiring that you re-enter cases etc. **NOTE: Tech support is NOT authorized to assist you with these procedures, or fix any problems that may occur through the use/misuse of these procedures! Sorry, no exceptions.**
- ! Experiment with your print driver, and/or find another compatible print driver for your printer. Try different settings for graphics, resolution and print quality to find the best combination of speed vs compatibility. If you are not using a graphical .TPF, set the resolution to the minimum, this can **GREATLY** speed print time. *Remember to write down the original settings so you can get back to them if necessary.*
 - ! If you use a password write it down and store it in a safe place. **DO NOT LOOSE OR FORGET IT** technical support does **NOT** have the ability to remember your forgotten passwords.
 - ! Create cases, finish cases, and create credits as soon as often as possible. Spreading out the effort over 30 days is a lot easier than a mad rush at the end of the month, your doctors will appreciate prompter statements.
 - ! The scroll bar to the far right hand side of the charge list allows you to have up to 20 charges on a case.
 - ! For those wishing to modify your .TPF files, the new online help includes a list of all .TPF command options. **It is highly recommended that you possess extensive computer skills before attempting to modify these files.** Remember, we provide custom modification services at a very nominal fee.. **IMPORTANT! Tech support is not authorized to assist you in editing .TPF files! Sorry no exceptions.**

Keyboard Hot-Key Reference

General

| | |
|----------------------|-------|
| Exit WinVoice Junior | Alt-X |
| About | Alt-A |
| Help | F1 |

Lists

| | |
|-------------|--------|
| Case list | Ctrl-C |
| Report list | Ctrl-R |
| Credit list | Ctrl-E |
| Doctor list | Ctrl-D |

New

| | |
|--------|--------|
| Case | Ctrl-N |
| Credit | Ctrl-I |
| Doctor | Ctrl-L |

Reports

| | |
|-------------------------|--------|
| Activities | Ctrl-A |
| Ageing | Ctrl-G |
| Accounts due | Ctrl-U |
| MTD Doctor productivity | Ctrl-P |
| YTD Doctor productivity | Ctrl-Y |
| Doctor cases due | Ctrl-O |
| In-lab cases due | Ctrl-B |
| Case List | Ctrl-T |
| Charges | Ctrl-H |
| Statements | Ctrl-S |
| Calendar | Alt-N |

Utilities

| | |
|------------|-------|
| WinPECOS | Alt-P |
| Backup | Alt-B |
| Brainwash | Alt-W |
| History | Alt-H |
| Calculator | Alt-L |
| Paint | Alt-M |
| Edit file | Alt-F |
| YTD Clear | Alt-Y |

Configure

| | |
|------------------|-------|
| Configure | Alt-C |
| Change theme | Alt-T |
| Edit company | Alt-E |
| Cue cards on/off | Alt-U |
| Sound on/off | Alt-S |