



WinVoice Junior Plus II[™] Documentation Addendum Copyright 1997 WinVoice Development

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Congratulations! By purchasing the **WinVoice Junior Plus Module II**, you are adding many new and exciting features to your existing copy of **WinVoiceJR v1.0 with Plus Module I**. A few new features are: Advanced History Reporting, Image Storage, Auto-Scheduling and Case Units. These were the enhancements most suggested by our users and evaluated by our development team as the ones most needed to assist you in efficiently managing your laboratory.

Notice!

Before installing the enclosed disk, you should ***read this printing in it's entirety!*** **WinVoiceJR Plus II[™]** will only install over an existing licensed copy of **WinVoiceJR v1.0 with Plus I**. Please insure that your original copy of **WinVoiceJR v1.0** is first installed. Secondly, insure that your copy of **WinVoice Junior Plus I[™]** is installed before installing **WinVoiceJR Plus II[™]**.

Installation

Insert the enclosed disk into your computer's disk drive. Click the *Start* button (Windows95/97/NT), or the *File* menu from Program manager (Windows v3.1), select the option named *Run*. At the curser type "**a:\setup**" or "**b:\setup**" depending upon which drive you inserted the 3 1/2 floppy into, (do not include the quotation marks when typing). Click the *Ok* button and then follow the on screen instructions until installation is complete.

Note! Be certain that the destination directory is the same as your existing **WinVoice software**.

Cases

Create/Edit

Added new field “Units”. This is automatically updated each time you select a charge or select a tooth/teeth on the tooth chart.

New auto-scheduling calendar. The system now takes the number of units selected and multiplies this figure by the “units” count that you record in brainwash for that particular charge. To configure the calendar, right click on any given day, or on the column headers listed for the days of the week, at the top of the calendar.

Image button on case screen allows you to attach a bitmap image to a case when you save it. The imaging module is very easy to use. It allows you to either “Open File” to store an already existing bitmap on your computer, or “Select Source” to select what type of scanner or digital camera you will be using to digitize your image. “Acquire” will retrieve the image from the source you have selected. Please note that the imaging module supports only 100% *Twain* compliant scanning sources. The "Options" menu will allow you to fine tune the scanning procedure depending on the type of equipment you are using.

Reports

New reports

Sales Tax

New report giving a breakdown of tax charged. Allows you to select specific period/s for which to report.

Enhancements

MTD/YTD Doctor Productivity

Has been replaced with a single report called Doctor Productivity. The Doctor Productivity report now displays a box that allows you to select specific period/s for which to report. This allows you to compile reports based upon a very specific time frame.

Charge Report

This has been enhanced to allow you to select periods, much the same way as the improved doctor productivity report.

Case List

Ability to select periods

Collections

Ability to select periods

Statement

The familiar “This Month” “Last Month” buttons have been replaced by a single pull down box that contains “this month”, “last month”, and any previous periods. This is a very powerful reporting tool, allowing you to

easily reprint past doctor statements.

Configuration

Company

Use new due calendar switch allows you to toggle between the new improved calendar or the old familiar one.

No theme background allows you to select between different background gradient colors to be used in the No Theme mode.

Utilities

Brainwash

When editing a charge, there is now a new field allowing you to record the number of days, or fraction of days it takes to complete a unit associated with a particular charge. For instance, if your lab comfortably completes one porcelain fused to non precious crown in five and one half working days, enter 5.5 into this field. The auto-scheduler will use this information to calculate when to schedule the case for completion.

History

Many, many behind the scenes enhancements, including units field, imaging module, and a faster print engine.

Backup

New option

Only important files; will greatly reduce the amount of time needed to backup. This selection will limit your backup to your executable file, this months information, last months information, your history file, and all .tpf files.

The following is a comparison chart that you should use to decide which backup option you feel most comfortable with.

182 sec	Typical full backup with compression	898K
59 sec	Full backup w/o compression	7.6Meg
28 sec	Only important backup w/compression	161K
13 sec	Only important backup w/o compression	376K

Hints & Tips

- ! Remember that *ending the month* tells the system that it is time to end the billing cycle for *ALL* doctors (moving the invoice information to each doctor's statement account). This needs to be done *before* printing your doctor's statements. This simple procedure is the one most overlooked by users with limited accounting and computer skills.
- ! 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 II[™]** functions. You may also get this list by right clicking on the desktop.
- ! 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 resolution to the minimum, this can GREATLY increase the speed of your printer. *Remember to write down the original settings in the back of your manual for later reference 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.
- ! The scroll bar to the far right hand side of the charge list allows you to manipulate up to 20 charges for each case.
- ! See the readme.txt in the \junior directory as well as the online help for additional information, hints and tips
- ! Remember, it's not mandatory to use any of the new features. It's possible to continue using Junior as always, moving to the new features at will or as needed. Note: The auto-scheduling option is a complex mechanism which is best suited to a single sitting configuration. Configuring the *days per unit* will require an investment in your time, but in the in the long run it will more than make up for the additional effort with increased case management.

Keyboard Hot-Key Reference

General

Exit WinVoice Junior	Alt-X
About	Alt-A
Barcode lookup	Alt-O
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
Doctor productivity	Ctrl-P
Sales tax	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
