

## Steps for a Smooth and Successful Multi-Module DrugPak v6 Conversion

Scanlon Associates  
**Drug Pak**<sup>®</sup>  
*Software Suite*

Premier Drug and Alcohol Testing Management

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DrugPak v6 has been enhanced in many ways with new features and a new look which will require some orientation for many DrugPak v5 users. “Power users,” those who use many DrugPak features and multiple add-on modules, will be the ones who need to learn the most about v6. The goal of this document is to outline the steps that will make the conversion as smooth as possible for those “power users.”

Version 6 will offer many new possibilities for efficiency and ease-of-use. We have developed a number of services, training tools, documents, and classes to help you make this transition. Some of these are offered at an additional fee, but many are available at no charge. Not all of these tools are appropriate for every DrugPak installation, but in general we recommend users self-manage as much of the process as they can by following these steps:

- 1) Read the document “What’s new in v6.0?”
- 2) View the video *Overview of DrugPak’s Data Structure*.
- 3) Attend the *Introduction to v6* webinar, offered regularly.
- 4) View the videos on *Contacts, Reports, and Contact Specific Reports*.
- 5) Print and review the “General Users Manual” document.
- 6) Read “DrugPak 6.0 Upgrade Guide” and “Important Notice for Legacy Users” documents
- 7) Follow the directions in the document “Creating a Test Environment” to perform a test data transfer and upgrade.
- 8) Attend the *Introduction to Version 6 DP Billing* webinar and the *Introduction to Version 6 DP Informer* webinar.
- 9) Run results through your test system parallel to your live system.
- 10) Watch the videos on Random Selections, Random Selection Profiles, and *Alternates for Randoms*.
- 11) Attend classroom training.
- 12) Set a date to go live and arrange for on-site assistance during go-live.
- 13) Arrange for any last-minute remote training for issues that need clarification.

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- 14) Make a final data backup, install v6, and make the switch over.
- 15) Call or e-mail the DrugPak Support Help Desk with any questions or issues.

All documents are available FREE at [www.drugpak.com/update](http://www.drugpak.com/update)

All videos are available FREE at [www.drugpak.com/training](http://www.drugpak.com/training)

Information on webinar schedules, registration, and fees are available at [www.drugpak.com/webinar.shtml](http://www.drugpak.com/webinar.shtml)

Information on training classes and fees can be found at [www.drugpak.com/training.shtml](http://www.drugpak.com/training.shtml)

Individual training and on-site assistance can be arranged through Eric Beers, our Implementation Specialist. E-mail: [eric@drugpak.com](mailto:eric@drugpak.com)

For more information about conversion issues or any DrugPak issue, contact our Support Help Desk. E-mail [support@drugpak.com](mailto:support@drugpak.com) or phone 814-238-5103.

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