

NOBLE*LABELS



NOBLE HOUSE
The Comprehensive RemedySM

NOBLE*LABELS

Noble House

**828 S.E. 8th Avenue
Deerfield Beach, FL 33441
Sales (561) 392-6700**

**Technical Support (954) 418-0829
Fax (954) 418-9631**

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1 Quick Start

This quick start section introduces you to the main window of Noble*Labels and helps you get the software up and running quickly.

Because Noble*Labels requires Noble*Direct for Windows, you must set up Noble*Direct before using Noble*Labels. Please refer to the documentation for Noble*Direct for Windows for assistance.

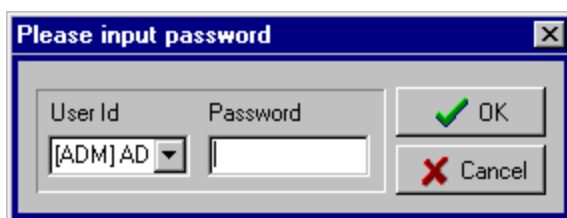
This quick start section covers the following topics:

- Starting Noble*Labels
- The Noble*Labels Main Window
- Setting Up

Starting Noble*Labels

To start Noble*Labels:

1. From the Windows Start menu, select the Programs group, then the Noble House group.
2. Click on the Noble Labels icon; the system presents the logon dialog.



3. Select your user ID from the drop-down menu, enter your password, and click OK.

After a few moments and some informational windows, the Noble*Labels main window appears. See The Noble*Labels Main Window for more details.

NOTE: The very first time you launch Noble*Labels, the system will display the screen below. Please enter the registration code and click Register. For help, call or email Technical Support (954-418-0829, support@nobledirect.com).



The image shows a Windows-style dialog box titled "Noble*Labels License Registration". The dialog has a blue title bar with a key icon on the left and standard window controls (minimize, maximize, close) on the right. The main content area is light gray and contains the following text:

Please contact Technical Support.
(954) 418-0829
support@nobledirect.com

Below this text are two input fields:

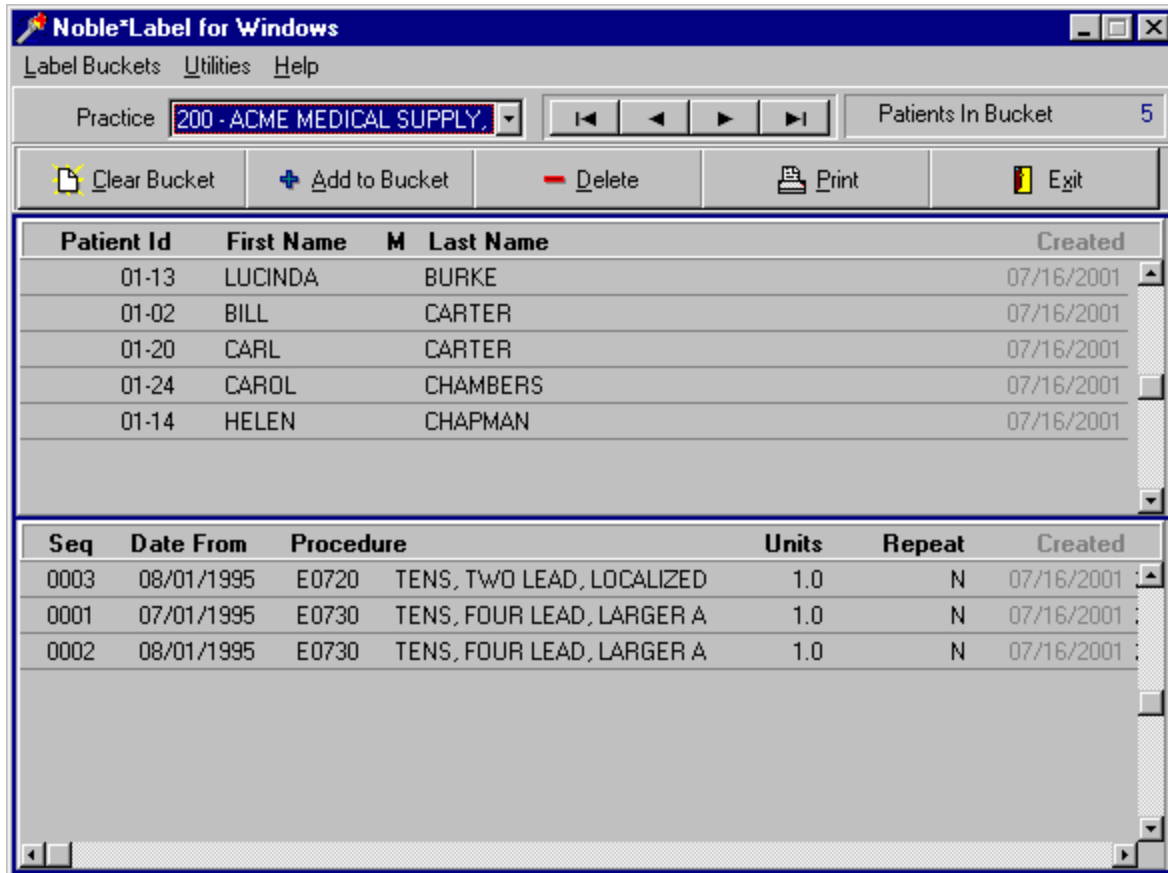
- "Serial Number:" followed by a text box containing the alphanumeric string "1D7A 7660 6615 6B04".
- "Registration Code:" followed by a text box that is currently empty and has a blue background.

At the bottom of the dialog are two buttons:

- A button labeled "Register" with a yellow key icon to its left.
- A button labeled "Cancel" with a red 'X' icon to its left.

The Noble*Labels Main Window

The main window appears when you start Noble*Labels. By selecting from the options on this screen, you can access all of the functionality in the software.



Noble*Labels is divided into two categories of functionality:

Label Buckets - Label buckets are used to manage the printing of print mailing labels, work orders, packing slips and related summary reports.

Utilities - provides support utilities for setup, import and extract.

These two categories appear as menus across the top of the main window. The main window also contains a toolbar that provides quick access to the most commonly used functions.

Note the following:

- You may select the practice from which to print Patient labels by using the Practice drop-down.
- The top list on the screen are the patients you have selected for whom you will print labels. The bottom part of the screen lists the transactions for each patient. To see the transactions for a patient, click on that patient.
- You may scroll through the list of patients by using the VCR Buttons.

For details about the commands on each menu in the main window, see the following:

Label Buckets Menu

Utilities Menu

Help Menu

Label Buckets

The set of patients you create using the Label Buckets functions. The system copies patient and transaction information from Noble*Direct each time you create a new set; however, this information is temporary and is separate from the Noble Direct Patient and Transaction Files. You can Clear and create a new set to insure that all information for printing is up to date. You can also Add to and Delete from the set of patients you create.

VCR Buttons



Press the First button to move to the first item in the list.



Press the Previous button to move to the previous item in the list.



Press the Next button to move to the next item in the list.



Press the Last button to move to the last item in the list.

Label Buckets Menu

The Label Buckets menu provides commands that allow you to manage Label Buckets and print mailing labels, work orders, packing slips and related summary reports. A list of the commands on the Label Buckets menu and a description of each command follows. Details on these commands are explained in the Label Buckets section of this documentation.

Menu Command	Description
Clear	Allows you to clear the Label Buckets
Add Patients	Allows you to add patients to the Label Buckets
Delete	Allows you to add patients to the Label Buckets
Print	Prints mailing labels, work orders, packing slips and related summary reports.
Exit	Exits the software.

Utilities Menu

The Utilities menu provides support utilities for setup and data import and extract. A list of the commands on the Utilities menu and a description of each command follows. Details on these commands are explained in the Utilities section of this documentation.

Menu Command	Description
Setup Options	Allows you to set event and general options
Clear Extract File	Allows you to clear the extract file
View Extract File	Allows you to view the extract file
Load Import File	Allows you to load the import file
Language	Allows you to choose English or Spanish

Setting Up

Before you use Noble*Labels, you should review the system settings. To do this, select Setup Options from the Utility Menu.

2 Label Buckets

Label Buckets functionality automates the creation of print mailing labels, work orders, packing slips and related summary reports.

You can access Label Buckets functionality in one of two ways:

- (1) From the Label Buckets menu in the Noble*Labels Main Window.
- (2) Using the buttons on the Main Window.

All of the functions are listed below.

Menu Command

Clear

Add Patients

Delete

Print

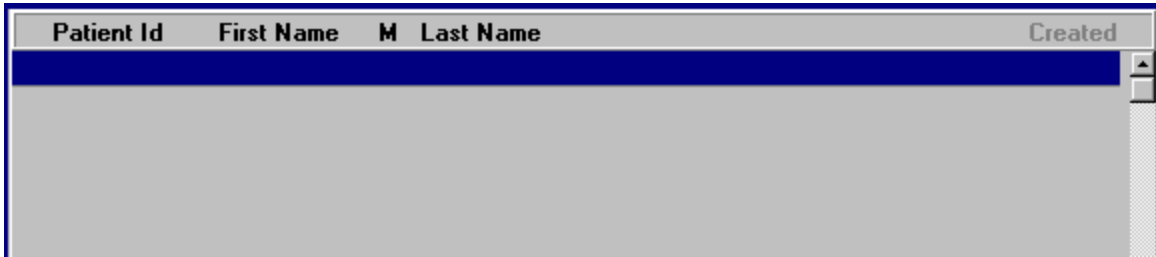
Exit

Label Buckets: Clear

You can clear the Label Buckets prior to creating a new set of patients for label printing. Clearing and creating a new set of patients insures that all patient and transaction information is up to date. You can also delete individual patients from the Labels Buckets.

To clear the Label Buckets:

1. From the Label Buckets menu in the Noble*Labels main window, select the Clear command or press the Clear Bucket button on the toolbar. The system removes all patients and their transactions from the Label Buckets.

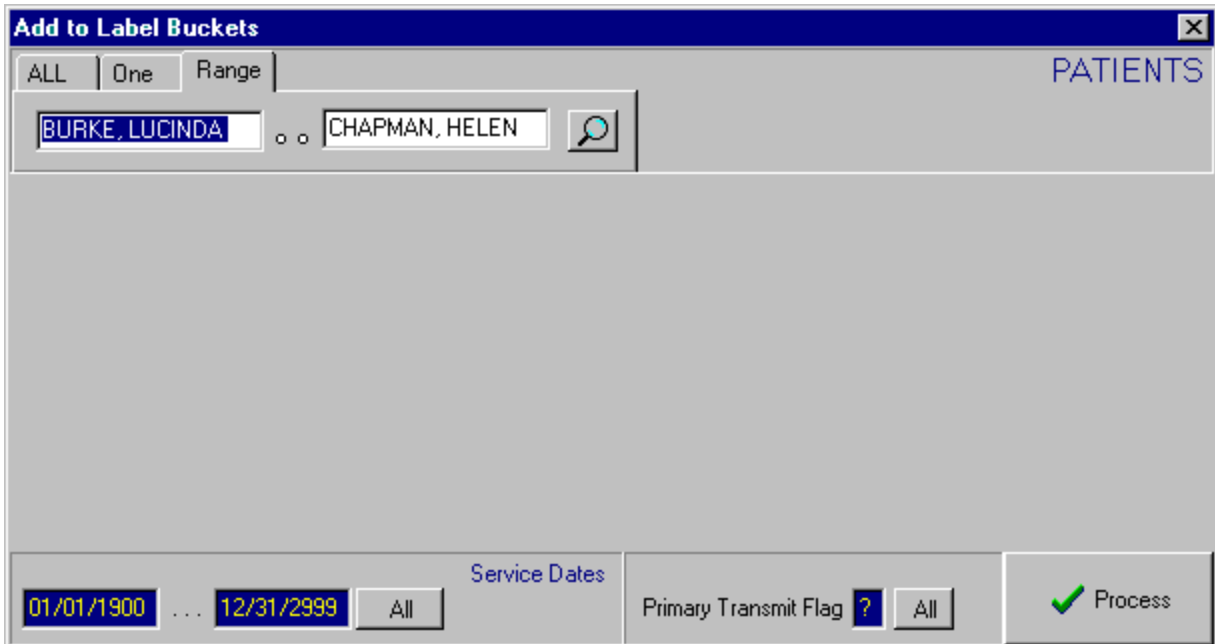


Label Buckets: Add Patients

You can add patients to your Label Buckets for label printing.

To add a patient to the Label Buckets:

1. From the Label Buckets menu in the Noble*Labels main window, select the Add Patients command or press the Add To Bucket button on the toolbar. The system displays the Add to Label Buckets window.



- Narrow down the information by selecting the patients to be included. You can select all, one, or a range of patients for each of these criterion.

To select all of the patients: Click on the All tab for the criterion.

To select one patient: Click on the One tab and then select your patient by pressing the Magnifying Glass button.

To select a range of patients: Click on the Range tab. Enter the beginning patient and the ending patient for the range. Click in the field for which you want to make a choice, press the Magnifying Glass button, click on your choice in the window that appears, and then press the Select button.

- Select the service dates for the patients to be included in the Label Buckets. You can enter the dates in two ways: (1) by typing the dates directly into the fields or (2) by pressing the button in the Service Date area of the tab. Pressing the button toggles between entering today's date and entering All dates (01/01/1900 to 12/31/2999).
- Enter the primary transmit flag to select the patients to be included in the Label Buckets. The value you select to determine what patients are included depends on the values you have previously selected for the primary transmit flag in Noble*Direct. Typically, the default value of the Primary Transmit Flag is "N," indicating that a transmission has not occurred; a value of "Y" indicates that it has. Click All to include all.
- Press the Process button; the system selects the patients and their transactions from the Noble*Direct databases and places them in the Label Buckets.

Label Buckets: Delete

Besides completely clearing the Label Buckets, you can delete an individual patient and the related transactions from the Label Buckets.

To delete an individual patient from the Label Buckets:

Patient Id	First Name	M	Last Name	Created
01-13	LUCINDA		BURKE	07/16/2001
01-02	BILL		CARTER	07/16/2001
01-20	CARL		CARTER	07/16/2001
01-24	CAROL		CHAMBERS	07/16/2001
01-14	HELEN		CHAPMAN	07/16/2001

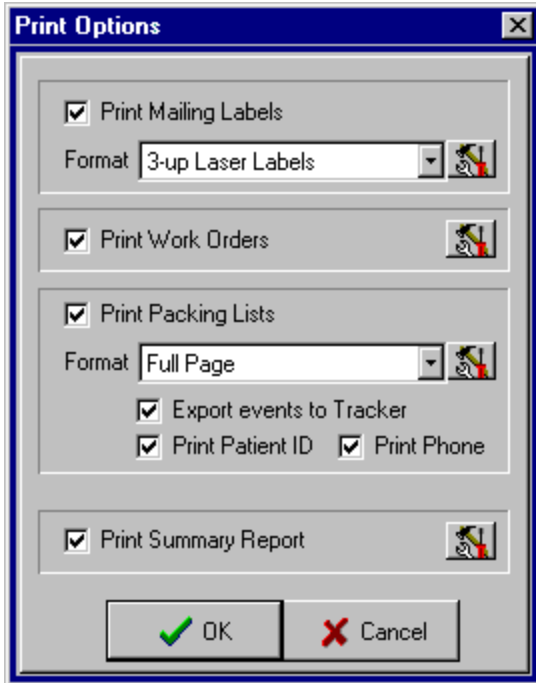
- In the Noble*Labels main window, select the patient you would like to delete from the Label Buckets by clicking on it.
- From the Label Buckets menu in the Noble*Labels main window, select the Delete command or press the Delete button on the toolbar. The system deletes the selected patients and their transactions from the Label Buckets.

Label Buckets: Print

You can print mailing labels, work orders, packing lists and related summary reports from the Label Buckets.

To print from the Label Buckets:

1. From the Label Buckets menu in the Noble*Labels main window, select the Print command or press the Print button on the toolbar. The system asks you to make sure that the information in the Label Buckets is current.
2. Click OK. The system displays the Print Options window.



3. From this dialog box, you may print mailing labels, work orders, packing lists, or the summary report. Each option has its own set of Print Options which you may change by clicking its Edit button:



See Label Buckets: Print Options for more information.

4. To print mailing labels :

Click the Print Mailing Labels checkbox.

Select the type of label you would like to print from the drop-down.

When you print mailing labels, the system also generates a comma-delimited text file of the labels in a format usable by a mail merge program. The system asks you to enter the export file name in a Save dialog box; enter the name and click Save; the system saves the file.

5. To print Work Orders:

Click the Print Work Orders checkbox.

6. To print Packing Lists :

Click the Print Packing Lists checkbox.

Select the format of the packing list from the drop-down menu.

They are as follows:

Full Page - prints a full-size packing list, one list per page

Quarter Page Postcard - prints one packing list/Medicare proof of delivery and one billing ticket per patient, each on a quarter page postcard form.

Half Page Postcard - prints one packing list/Medicare proof of delivery and one billing ticket per patient, each on a half page postcard form.

Word Mail Merge - prints packing list using the mail merge feature of Microsoft Word.

These are the formats you have previously set up in General Setup Options / Packing Lists Tab.

Click the checkbox to export an event to Noble*Tracker for each patient in the Label Buckets. This is the event you previously defined in Event Setup Options.

Click the checkbox if you'd like to print the patient's ID on the packing list.

Click the checkbox if you'd like to print the patient's phone number on the packing list.

When you print packing lists, the system also adds tracking information to an Extract File, which you can later View or Clear.

7. To print the Summary Report:

Click the Print Summary Report checkbox.

8. Click OK; the system prints the selected reports. Depending on the options you have chosen, the system may ask you to put the appropriate paper in the printer. It also will send the output directly to the printer or ask you to select the output destination (e.g., screen or printer) by displaying the Report Destination Window.

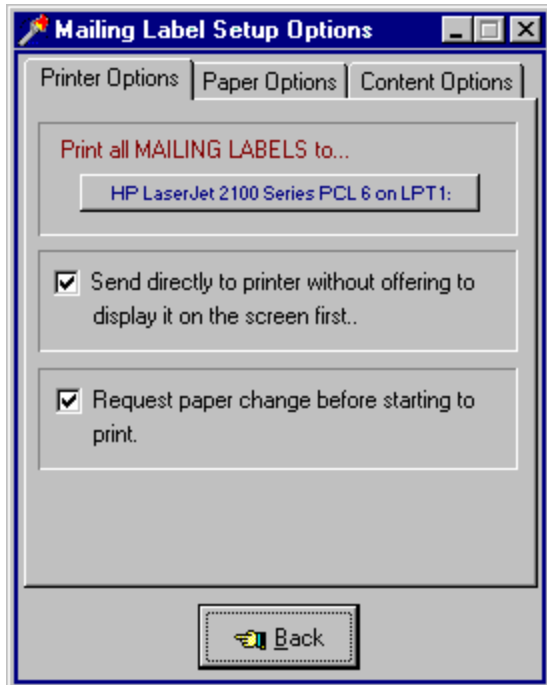
Label Buckets: Print Options

You can set print options to control the printing of mailing labels, work orders, packing slips and related summary reports from the Print Options window.

From the Print Options window, click the Edit button  next to the output whose print options you wish to change. The system displays the appropriate Edit Options dialog. When you are done, click the Back button to return to the Print Options window.

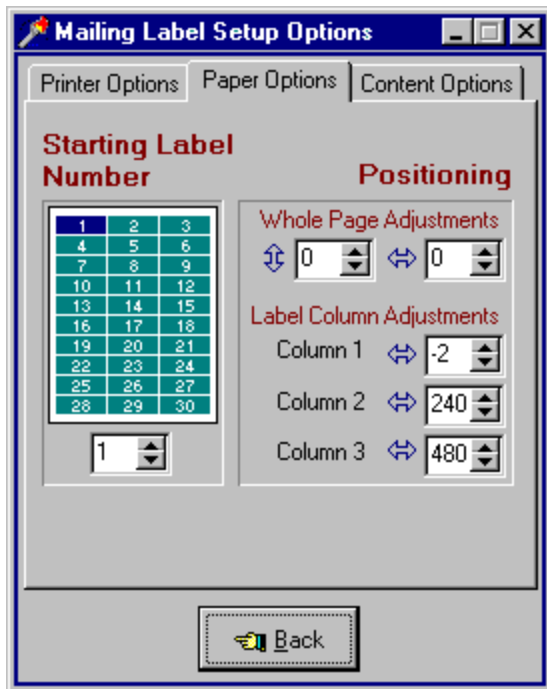
To change mailing labels print options:

Printer Options Tab



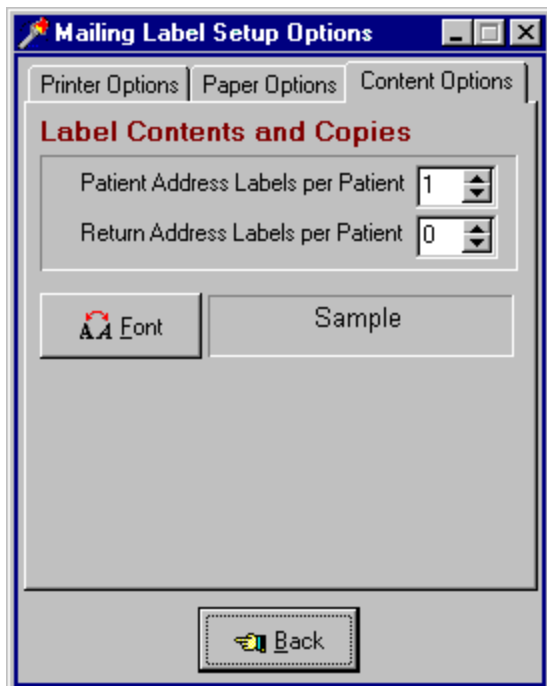
1. Verify the printer or select an alternate printer by clicking on the button and selecting a new printer from the list displayed.
2. Choose whether to send the output directly to the printer or ask the user to select the output destination (e.g., screen or printer) by displaying the Report Destination Window.
3. Choose whether to ask the user to put the appropriate paper in the printer before sending the output to the printer.

Paper Options Tab



4. Identify the position of the label on the page where you would like printing to begin by clicking on a location or selecting the label number.
5. If necessary, adjust the vertical or horizontal positioning of the labels by selecting an adjustment number. Numbers represent 1/300th of an inch. You may also adjust the horizontal alignment of each column of labels.

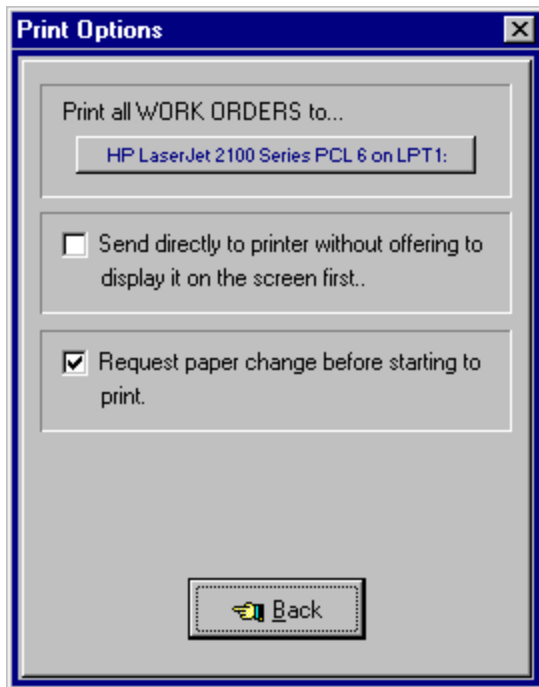
Content Options Tab



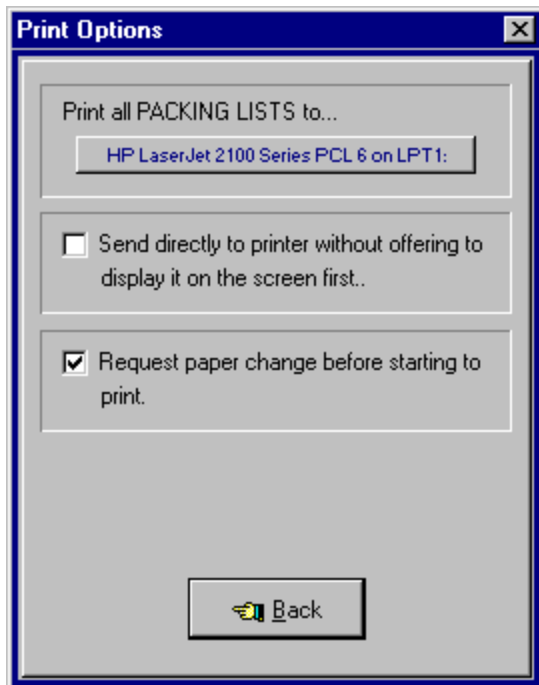
6. Select the number of copies of the patient labels you would like to print.
7. Select the number of copies of return address labels you would like to print, if any.

8. To change the font, click the Font button and select the new font you would like to use for the printing of your labels.

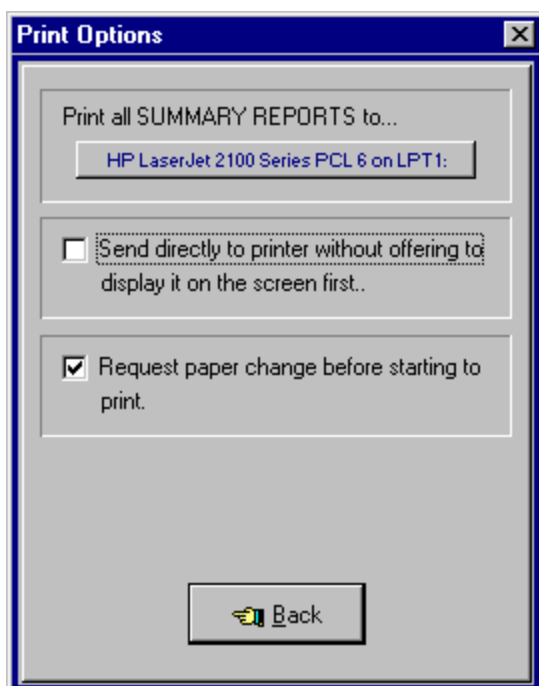
To change work orders print options:



1. Verify the printer or select an alternate printer by clicking on the button and selecting a new printer from the list displayed.
2. Choose whether to send the output directly to the printer or ask the user to select the output destination (e.g., screen or printer) by displaying the Report Destination Window.
3. Choose whether to ask the user to put the appropriate paper in the printer before sending the output to the printer.

To change packing lists print options:

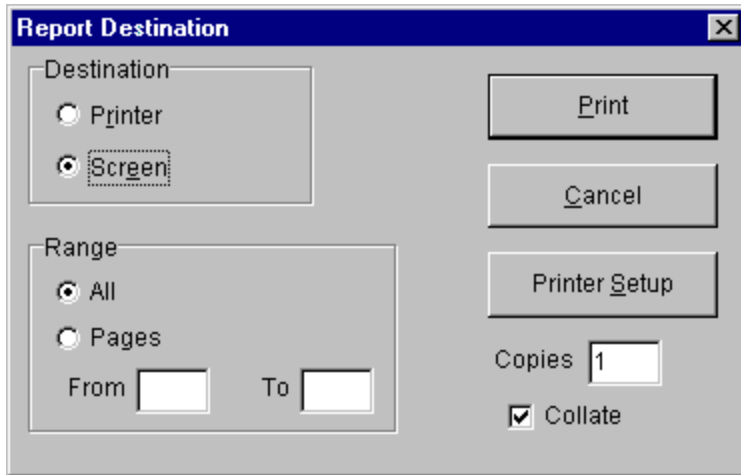
1. Verify the printer or select an alternate printer by clicking on the button and selecting a new printer from the list displayed.
2. Choose whether to send the output directly to the printer or ask the user to select the output destination (e.g., screen or printer) by displaying the Report Destination Window.
3. Choose whether to ask the user to put the appropriate paper in the printer before sending the output to the printer.

To change summary reports print options:

1. Verify the printer or select an alternate printer by clicking on the button and selecting a new printer from the list displayed.
2. Choose whether to send the output directly to the printer or ask the user to select the output destination (e.g., screen or printer) by displaying the Report Destination Window.
3. Choose whether to ask the user to put the appropriate paper in the printer before sending the output to the printer.

Report Destination Window

This window appears when you are generating a report. Each field is explained below.



Destination - Select "Printer" or "Screen" depending on where you'd like to see the report. If you select the "Printer" option, the report prints on the printer that you have set up. If you select the "Screen" option, the report is shown in the Viewer window. From the Viewer window, you can print one or more of the pages of the report on your printer.

Range - Click the option button to indicate the pages of the report that you want to print to your chosen destination. If you choose the "Pages" option, enter the range of pages that you want to print in the From and To fields.

Print Button - Prints the report to your chosen destination.

Cancel Button - Cancels the report printing.

Printer Setup Button - Displays the Print Setup window, which you can use to select the printer to use and other printing options.

Copies - Specifies the number of copies that you want to print.

Collate - Organizes the numbered pages when you print multiple copies of a report. Checking this checkbox prints a complete copy of the report before the next copy is printed.

Label Buckets: Exit

To exit the software:

From the Label Buckets menu in the Noble*Labels main window, choose the Exit command or press the Exit button on the toolbar in the main window.

3 Utilities

Utilities provide support for Noble*Labels setup, import and extract.

You can access Utilities functionality from the Utilities menu in the Noble*Labels Main Window.

All of the functions are listed below.

Menu Command

Setup Options

Clear Extract File

View Extract File

Load Import File

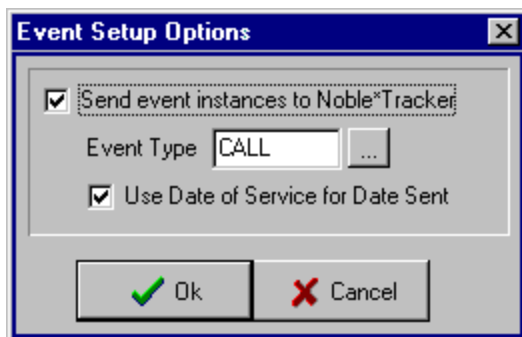
Language - Select either English or Spanish.

Utilities: Setup Options


Noble*Labels allows you to control and change both events options and general options.

From the Utilities menu in the Noble*Labels main window, choose the Setup Options command, and then choose either Events or General. The system displays the appropriate Setup Options dialog box.

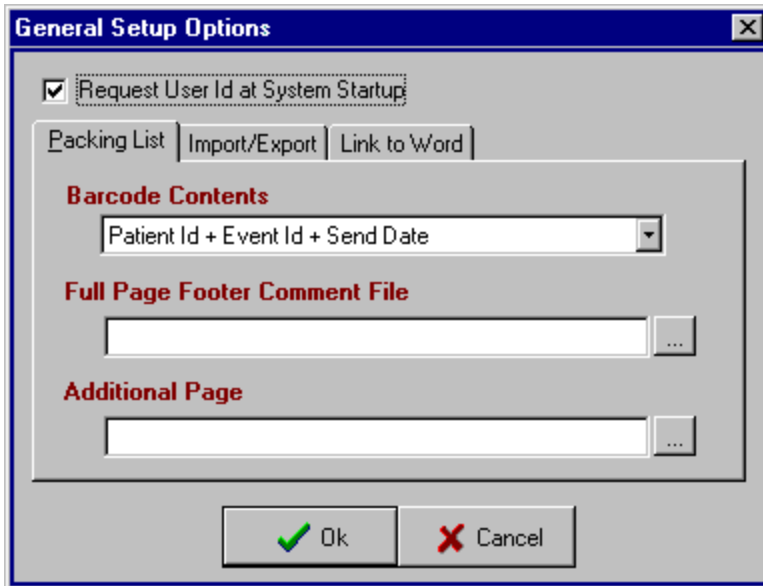
To change Events Setup Options:



1. Click the checkbox to create an event to be sent to Noble*Tracker each time a Packing List is printed. The system fills in the dialog box with additional options.

2. Select the event type to be sent by clicking on the browse button . The system displays a list of events.
3. Select an event from the list by clicking on it and then click OK; the system selects the event.
4. Click the checkbox to use the Date of Service as the Date Sent. If checkbox is not clicked, the system will use today's date.
5. Click OK; the system sets itself up to send an event to Noble*Tracker for each Patient in the Label Buckets every time a Packing List is printed with the Export Events To Tracker checkbox checked.



To change General Setup Options:



1. Click the checkbox to tell the system to ask for a User ID each time you launch Noble*Labels.

Packing List Tab

These options control the manner in which the packing list generated via the Label Buckets Print option.

2. Select the contents of the barcode from the drop-down menu.
3. If you would like to add a comment to the footer of the full page packing slip, select the file containing the comment by clicking on the browse button . The system will append this comment when it prints a full page packing slip. This file must be an RTF (Rich Text File), which can be created in Word. Be mindful of the size of the comment, so it doesn't inadvertently cause the printing of a second page.
4. If you would like to print an additional page when printing a full page packing slip, select the file containing the additional page by clicking on the browse button . The system will print this additional page when it prints a full page packing slip. This file must be an RTF (Rich Text File) or a plain text file.

Import/Export Tab

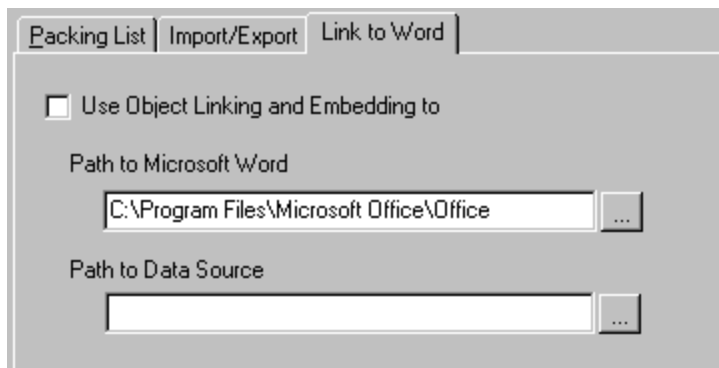
These options control the manner in which files are imported and exported.



5. When you print mailing labels, the system generates a text file of the labels in a format usable by a mail merge program. Click the checkbox to allow the user to change the export file name.
6. Noble*Labels allows you to import a file from your shipping software which typically holds information such as a tracking number. Click the checkbox to allow the user to change the import file name.
7. When you print mailing labels, the system generates a text file of the labels in a format usable by a mail merge program. Click the checkbox if you want the system to combine the first, middle, and last names into a single full name field in this text file.
8. For this same file, click the checkbox if you want the system to include the field names as the first line of the export file.

Link to Word Tab

These options control the manner in which you launch Word.



9. If Word does not automatically launch, this tab allows you to get around the problem. Clear the checkbox and then click the browse button to locate Word. The location of the datasource directory should always be C:\My Documents. This is where the datasource is created to do the mail merge with Word.
10. Click OK.

Utilities: Clear Extract File

Noble*Labels allows you to Clear the contents of the Extract File. This file holds information on the details of items that have been shipped, based upon Noble*Labels' generation of Packing Lists, which may then be imported into your shipping program. Each time Packing Lists are printed, the system appends new information to the end of the file. Therefore, you may at some point wish to clear it. You may also View this file.

To clear the extract file:

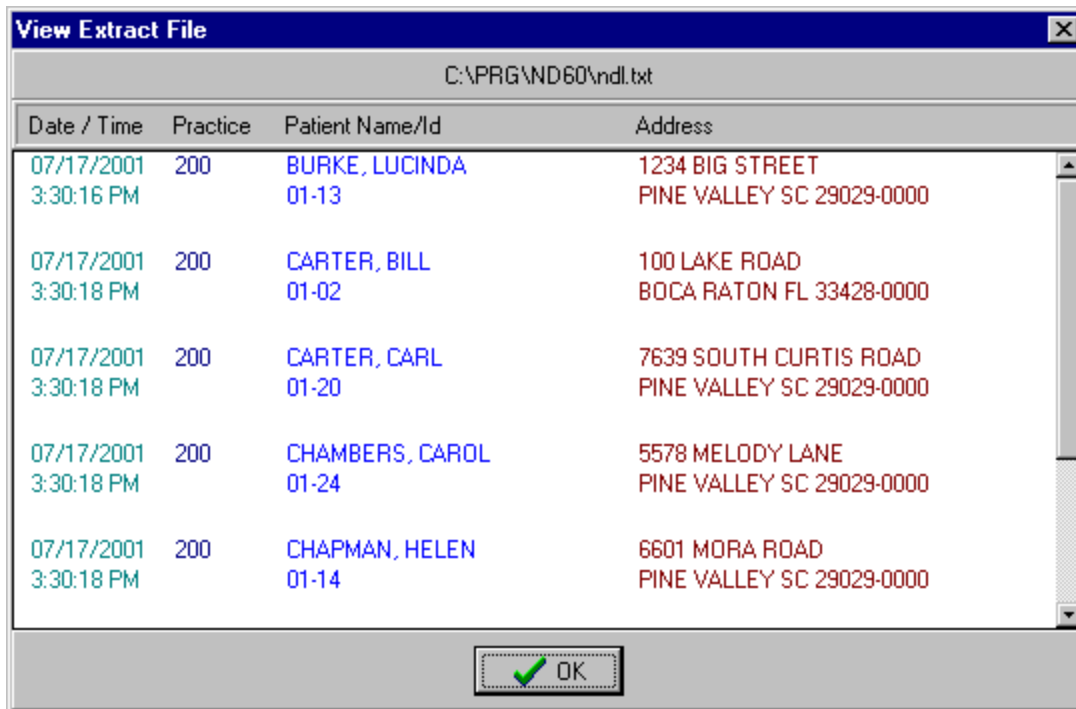
1. From the Utilities menu in the Noble*Labels main window, choose the Clear Extract File command. The system asks you to confirm the clearing of the file.
2. Click Yes; the system clears the contents of the Extract File.

Utilities: View Extract File

Noble*Labels allows you to view the contents of the Extract File, which holds information on the details of items that have been shipped, based upon Noble*Labels' generation of Packing Lists. This file may then be imported into your shipping program. Each time Packing Lists are printed, the system appends new information to the end of the file. You may also Clear this file as necessary.

To view the extract file:

1. From the Utilities menu in the Noble*Labels main window, choose the View Extract File command. The system displays the contents of the Extract File.



Utilities: Load Import File

Noble*Labels allows you to import a file from your shipping software which typically holds information such as a tracking number. This information can then be loaded into the Patient's Comments field in Noble*Direct's Patient File Maintenance.

To load the import file:

1. From the Utilities menu in the Noble*Labels main window, choose the Load Input File command. The system displays a Windows Open dialog and asks you to locate the file.
2. Locate the Import file and click Open; the system imports the information.

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