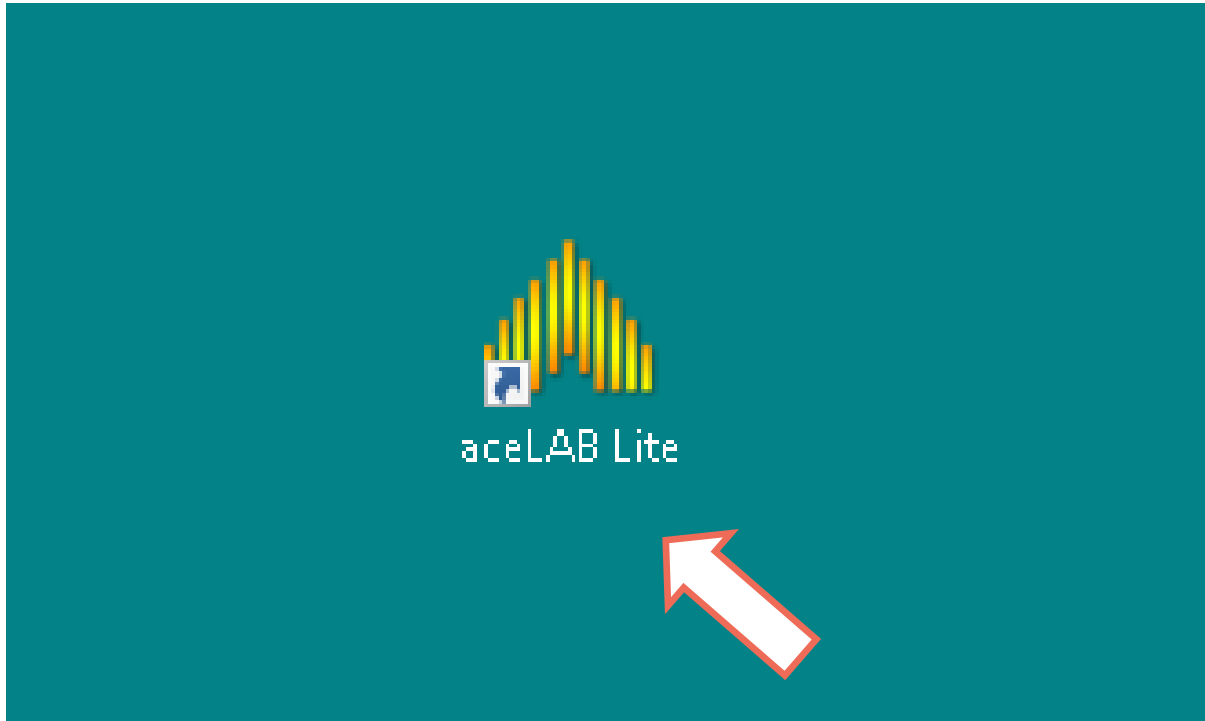# aceLAB
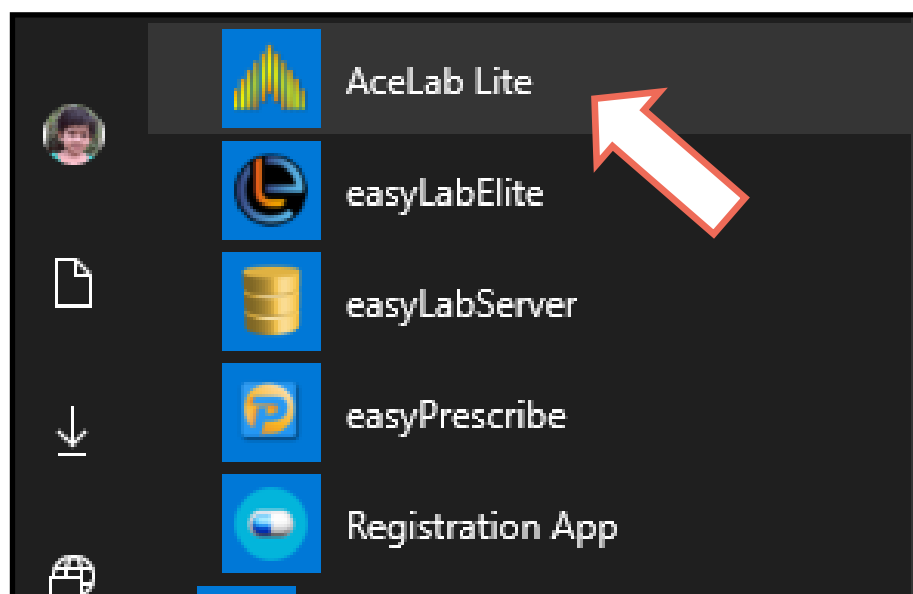
Login and Patient Entry

[End User License Agreement](#)

Opening ace**LAB** *Lite*
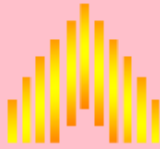

Double Click On the ace**LAB** *Lite* **Icon on Desktop**
(You can Click from the Start Menu also)

Log-in to ace**LAB** *Lite*

Please Login

User Name:

Password:

Change Password

LOG-IN
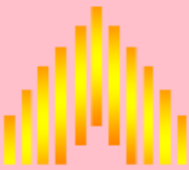
Type Your User Name and Password then Click **LOG - IN** Button

Default user Name are:

User Name	Password	User Mode
admin	admin	Administrator
super	super	Administrator
lab	lab	Lab In charge
tech	tech	Lab Technician

Changing Password

Type Your User Name and Password then Click on Change Password.
It will ask for the new password. You have to enter the same password twice. You have to log in with your new password.

THE MAIN SCREEN

The Main Screen contains

1. MENU Bar
2. Status Bar
3. Calendar
4. List of Bills

THE MENU BAR

aceLAB Lite [Logged in as -ADMIN]

Patient Entry (F3)   Statements (F6)   Tools   Lock Screen (F10)   View Report

The Menu bar contains

1. Patient Entry (F3)

The Patient Entry Screen Contains the option to Enter Patient Details, Referred Doctor Details and the Tests to be Processed

2. Statements (F6)

This menu will have options to see statements like Daily Collection, Pending, Doctor wise Collection, Total Tests Processed and Cancelled Bills.

3. Tools - This menu have the Below Sub Menu

Tools   Lock Screen (F10)   Extend Su

- Create / Edit Tests
- Create / Edit Groups
- Add / Edit DefaultValues
- Manage Users
- Doctors List
- Locations
- Export Price List
- Application Settings
- LAB Settings
- Backup Data
- Compact Database
- About
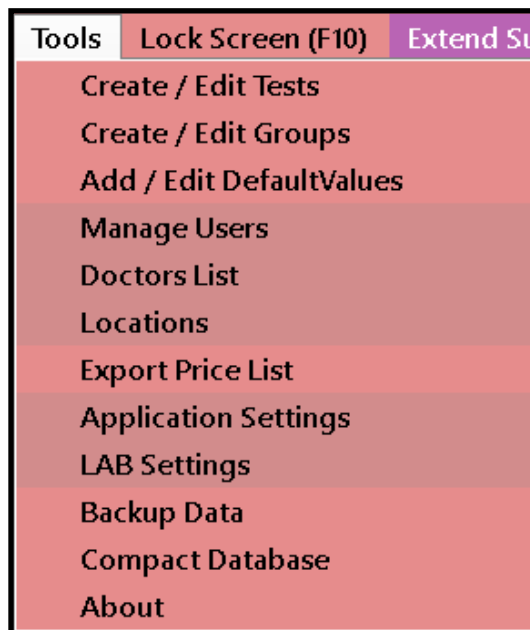
4. Lock Screen (F10) - To Lock the Software Screen.

5. View Report - You can type the bill number in the View Report Column to quickly open the test report

THE TOOLS MENU

The Tools Menu contains

1. Create / Edit Tests
This is for creating new tests and changing the Test Parameters like Test Name, Section, Test Short Code, Test Rate, Unit, Reference Range, Method, Comments Etc.

2. Create / Edit Groups
This is for creating new Test Group / Test Profile / Package and to change the Group Parameters like Group Name, Section/Department, Group Short Code, Group Rate Etc.

3. Add / Edit Default Values
This is for creating the Default Result Values for tests like Blood Group, Urine Color, Urine Sugar Values etc. This will help you to select the result values from a menu as shown below.

Test Name	Value	Action
Blood Group & Rh	" O " POSITIVE " O " NEGATIVE " B " POSITIVE " B " NEGATIVE " AB " POSITIVE " AB " NEGATIVE " A " POSITIVE " A " NEGATIVE	

4. Manage Users
This is for creating and Editing Users and their usage Rights or Restrictions.

5. Doctors List
This is for Adding and Editing Doctors list. The Software Will automatically save the new Doctor Name entered in the new Bill. You can add their contact details if needed

6. Locations
This is for Adding and Editing Locations list. The Software Will automatically save the new Location Name entered in the patient Location.

Go To Contents

THE TOOLS MENU

The Tools Menu contains

7. Export Price List
To export the Lab Test Price list to PDF

8. Application Settings
This is for Managing the Application Settings like selecting Bill Printer and Report Printer. More details of available setting options will be described later.

9. LAB Settings
This is for Setting Lab Details - Name, Address, Phone Number, Lab Working Time and header and Footer for PDF reports.

10. Backup Data
This is to backup your Software Data to the selected folder. There will be a complete backup for every day and the last backup file will include the entire data until the backup time. You can remove the old backup files manually if there is no space in the Hard Disk or USB Stick.
The Backup will Run automatically while the Software is Closing.

11. Compact Database
This is to compact the database to improve performance. It is suggested to click on Compact Database on monthly basis
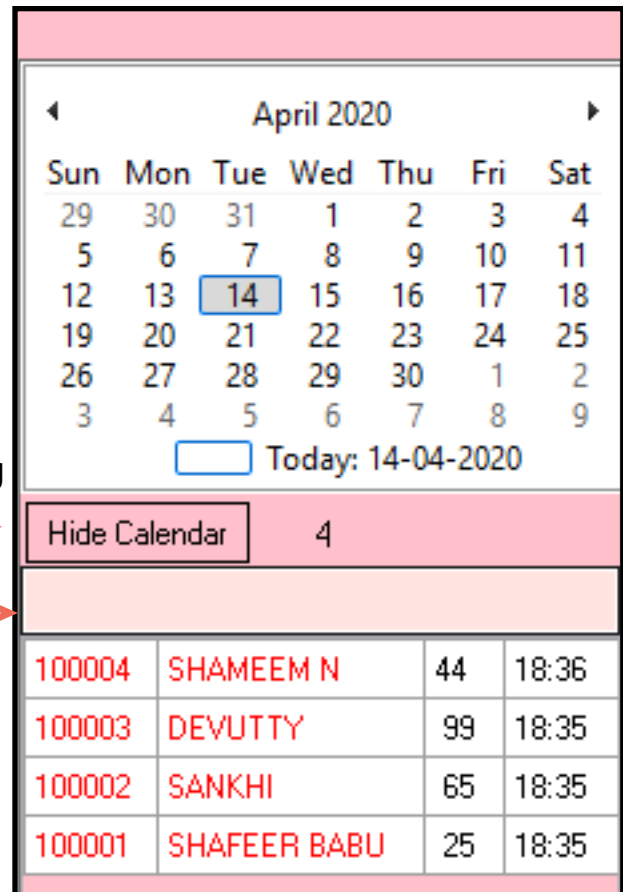
12. About
This will show you our Contact Details for Support and other enquiries

THE CALENDAR

The Calendar will help you to navigate easily to the reports of any selected date. You can click on the date to see the list of the Bills on the Specific date.

			April 2020			
Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

Today: 14-04-2020

You Can Hide The Calendar by pressing the Hide Calendar button

Hide Calendar   4

You can filter the bills by Patient Name By entering the first letters here

100004	SHAMEEM N	44	18:36
100003	DEVUTTY	99	18:35
100002	SANKHI	65	18:35
100001	SHAFEER BABU	25	18:35

You can see the total Bill Count of the day near the Hide Calendar button

Go To Contents

THE LIST OF BILLS

100004	SHAMEEM N	44	18:36
100003	DEVUTTY	99	18:35
100002	SANKHI	65	18:35
100001	SHAFEER BABU	25	18:35

The List of Bills of the selected date will be shown in this area.

It will show the Bill Number, Customer Name, Age of the Customer and The Time of the Bill Generated.

If the list is color coded. The bill number in RED means there is a pending amount in this bill.

If the Patient Name in Red means the result is pending. It will become green if the results are Approved.

You can open the bill by Clicking the Bill Number.

You can open the Report Entry Screen by clicking the Customer Name.

PATIENT ENTRY AND BILLING

These are the items in this screen :

1. Title
2. Customer ID
3. Name
4. Age
5. Month
6. Male / Female
7. Mobile
8. Location
9. Ref. By Dr.
11. Test Selection

12. History (Patient History)
13. Save Customer
14. Total
15. Discount
16. Grand Total
17. Advance
18. Balance
19. Print While Saving
20. Save Bill

Patient Entry Screen Explains

Title
This is the Patient Title (Mr., Master., Miss., Baby., Master.)
The Male and Female options will change automatically if you select the Title (Mr. / Mrs.)

Customer ID
Each Customer will get a Unique Customer ID while registering for the first time in the software. (This is 6 Digit number starting from 500001)

Name
The old Customers detail will show automatically when you start typing a name.
You can search old customers by entering their Name, Customer ID, Phone Number, Location. The details will fill automatically when you select a customer name from the list. Then you just want to select the Ref. By. Doctor and then select the Test Names prescribed.

Mobile
Mobile number is optional

Location
Location is also optional

Ref. By Dr.
Doctor Name is mandatory and the software will show error message if you did not enter doctor name. The Doctor name will be automatically saved and will show next time typing the Doctor Name. You can press the dot '.' and press the enter key on the keyboard then the software will automatically add SELF in the Ref. By Dr. Column

Patient Entry Screen Explains

Test Selection

The test entry column is just below the **Ref. By. Dr.** Column. The tests will list when you type any name in the test entry column. You can type the test name or test code **(like fbs, rbs ect)** in the test entry column. The you can simply select the test needed from the list shown and press the Enter Key or double click on the test name.

Ref. By. Dr:			
	Test Name		**Rate**
	s		
5	LIPID PROFILE (FASTING)	350.00	Group
6	LIVER FUNCTION TEST	400.00	Group
7	ELECTROLYTES	350.00	Group
8	RENAL FUNCTION TEST	330.00	Group
9	GCT (GLUCOSE CHALLENGE TEST)	50.00	Group
12	SEMEN ANALYSIS	250.00	Group
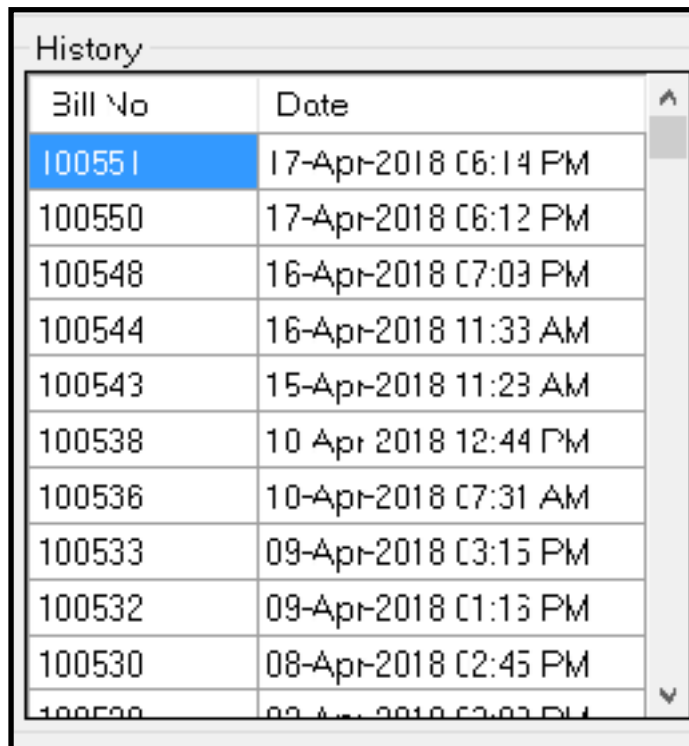
Ref. By. Dr:		
	Test Name	**Rate**
1	LIPID PROFILE (FASTING)	350.00
2	THYROID FUNCTION TEST	300.00
3	RENAL FUNCTION TEST	330.00

Patient Entry Screen Explains

History

This area will show the List of previous bills of the selected customer like below.
The latest bill will be on the top of the list. You can Click the Bill Number to See the Old Bill Details and Click on the Date Column to see the old Test Reports.

History	
Bill No	**Date**
100551	17-Apr-2018 [6:14 PM
100550	17-Apr-2018 [6:12 PM
100548	16-Apr-2018 [7:03 PM
100544	16-Apr-2018 11:33 AM
100543	15-Apr-2018 11:23 AM
100538	10 Apr 2018 12:44 PM
100536	10-Apr-2018 [7:31 AM
100533	09-Apr-2018 [3:15 PM
100532	09-Apr-2018 [1:13 PM
100530	08-Apr-2018 [2:45 PM

Save Customer / Edit Customer

You can see a button below the History Box (The Name will be "**Save Customer**" if the customer details is not Saved. Other wise it will be as "**Edit Customer**". You can click the Edit Customer Button if you need to change any details of the customer like Title, Name, Age, Gender, Phone Number, Location

Patient Entry Screen Explains

Total
The Total column will show the total amount of the selected test before discount

Discount
You can enter the amount of discount in this column. If you press a 'P' after entering the amount then the software will calculate the percentage of the total amount and then re-placed in the discount column. So you don't need to calculate the discount percentage. It will be rounding of to the lease zero value. ie., if the percentage amount is 93 or 96 or 99 then the discount amount will be 90 only.

Grand Total
This is the total Amount payable by the Patient after the Discount

Advance
This is the amount actually paid by the Patient during the billing. If this is lower than the Grand total the balance will show in the balance column

Balance
This is the amount payable by the Patient. If the balance is not Zero then the Bill Number on the Bill List below the Calendar will show in **RED color**

Print While Saving
This is Ticked if you selected the Auto Print Bill option in the Application Settings. Then a Bill will be printed on saving every new bill. You can remove the tick mark if you do not want the bill to be printed

Save Bill
As you know this is the button to save the bill. The customer details also Saved while sav-ing the bill. So you do not need to click on the Save Customer button separately.

Getting More Help

You will get more help from our website link below

http://www.acelab.in

If you want options like One Click Email, SMS Sending, Report Customizations, Culture Reports, Access from Multiple computers, please contact us on info@elsolutions.in or Whatsapp on +91 8848551553

We are giving different software for CBC reporting from Cell counters of different models. Please contact us with your Cell counter model.

We are also experts in Analyzer automations of various Analyzers with Sample barcoding etc. Please contact us for the detailed information and proposals.

Thank you for reading this users manual.

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