Getting Started with LabOffice Pro

Set up your check-in kiosk and Google Sheet in about 20 minutes.

labofficepro.com · info@labofficepro.com

What you'll set up

1. Your Google Sheet

Your own private copy holds your collection log, prices, accounts, supplies, and monthly billing.

2. Your kiosk

A check-in screen for your tablet or computer. Donors check themselves in.

3. Automatic records

Every check-in lands in your Sheet, picks the right cup, and counts down your supplies.

Your donor information stays in your own Google account. LabOffice Pro never sees it.

Before you start

A Google account

For your business. A free Gmail account works. Your records live here.

Google Chrome

On the computer or tablet at your front desk. Safari also works on iPad.

Your welcome email

It has your Sheet template link and your setup video.

Your business details

Prices, labs, payment options, client accounts, and supply counts.

Watch the setup video first

About 6 minutes. Pause anytime and follow along on your own screen.

▶ The video is attached to this class post.

STEP 1

Make your copy

1. Open Chrome and sign in to your business Google account.
2. Open **LabOffice Pro Master Template** from this class post.
3. Click **File → Make a copy**. Your own Sheet opens with all the tabs.

The template is attached to this class post. Open it and choose **File → Make a copy**. Always work in your copy.

STEP 2

Fill in your details

Tab	What to enter
Kiosk Settings	Business name, phone, labs, eCCF system, Yes/No for each button
Walk-In Prices	Each walk-in test and its price
Payment Options	Card link, Zelle, Cash App, card reader, or pay at desk
Kiosk Accounts	Employers, schools, TPAs: category and rate per test
Supplies	Starting count for each cup and kit

STEP 2 · CONTINUED

Connect your eCCF login

Where	What to enter
Kiosk Settings, cell B6 **eCCF system**	Choose **eScreen123**, **FormFox**, or **Other**. Choose **none** to turn the login handoff off.
Kiosk Settings, cell B7 **eCCF login link**	Paste your login page address. For eScreen123 you can leave this blank.
Test it	Run one drug check-in on the kiosk. Confirm the eCCF login page opens.
Clean up	Delete the test row from the Collection Log.

STEP 3

Turn on your kiosk link

1. **Extensions** → **Apps Script** → **Deploy** → **New deployment**.
2. Gear next to Select type → **Web app**.
3. Execute as: **Me** · Who has access: **Anyone**.
4. **Deploy** → **Authorize access** → choose your account.
5. Copy the **Web app URL**. That's your kiosk link.

Find it again anytime: **LabOffice Pro** → **Show my kiosk link** in your Sheet.

"Google hasn't verified this app" is normal

The code runs only in your own private copy. Click **Advanced**, then **Go to (unsafe)**, then **Allow**. You'll only see this once.

STEP 4

Set up your front-desk device

Tablet

- Open your kiosk link
- Add to Home Screen
- Turn on App pinning (Android) or Guided Access (iPad)
- Screen stays on, plugged in

Computer

- Open your kiosk link in Chrome
- Bookmark it (☆)
- Full screen: F11 on Windows, Control+Command+F on Mac
- Turn off saved cards in Chrome

STEP 5

Run a test

1. On the kiosk, check in **TEST DONOR** with Drug Test.
2. Open your Sheet's **Collection Log**. A new row appears with the date, test, and cup.
3. Check **Supplies** (Used goes up) and **Monthly Billing**.
4. Try each button you turned on, then delete the test rows.

Rows appear? You're ready for real donors.

Troubleshooting

Problem	Fix
No row after a test check-in	Deploy → Manage deployments: Who has access must be Anyone. After changes, choose New version.
eCCF page "isn't working" after check-in	Log in to your eCCF system on that device, or set eCCF system to None.
A button is missing	Set it to Yes on Kiosk Settings, then reload the kiosk.
New account or price not showing	Reload the kiosk after editing your tabs.
Tablet leaves the kiosk	Turn on App pinning (Android) or Guided Access (iPad).



You're all set

Stuck? Rewatch that step in the video, then email **info@labofficepro.com** with your site name and a screenshot.