



Labcheck Next Generation

Quick Start Guide

Advanced Filters



What are Filters?

- Filters are a set of specific saved search criteria (called “Properties”) that allow users to narrow down what information displays throughout the different tabs of the Labcheck System. Based on which filter conditions are applied, data will display accordingly.
- Filters are designed to save time when searching for Sample Reports and Equipment or when creating Labels or Management Reports.
- Filters also are applicable to the new “Distribution” feature, see the *“Labcheck Quick Start Guide: Distribution Basics”* for more information.
- Filters are applicable to the Samples, Equipment, Labels, and Reports tabs.

Filter Properties

Filter “Properties” are the data fields in which you choose to apply your filter to (le Unit ID, Unit Make, Unit Model, etc.) Depending on which tab you are in, the applicable filter properties are applied.

The table below explains which properties are applicable on each tab:

Samples	Equipment	Labels	Reports
<ul style="list-style-type: none">• Customer Name• Customer Worksite• City / State / Zip• Unit ID• Unit Worksite• Unit Make• Unit Model• Component Type• Component Make• Component Model• Component Reference Number• Sample Condition• Oil Manufacturer• Oil Brand• Oil Grade	<ul style="list-style-type: none">• Customer Worksite• Unit ID• Unit Manufacturer• Unit Model• Component	<ul style="list-style-type: none">• Component• Unit ID• Customer Worksite• Tracking Number• Status	<ul style="list-style-type: none">• Customer Worksite• Date Range

Accessing Filters through the Samples tab

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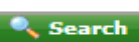
[Admin](#)

Samples

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[Search](#)

Quick Search



Advanced Search

Note: The default Date Range values displayed in the selectors below are Analysts Online database.

- ☒ All Samples
☐ Only Samples in Reviewed Date Range



Filters

-- Select Filter --



Step 1: To save a filter through advanced searching, fill out one or more of the property options below

Step 2: Once properties are filled out click on the “**Submit Search Criteria**” button below

Severity

A ☒ B ☒ C ☒ D ☒

Unit

ID: 12g

Unit Worksite:

Make:

Model:

Component

Component Type:

Make:

Model:

Reference No.:

Sample

Condition:

Oil Manufacturer:


Oil Brand:


Oil Grade:

[Submit Search Criteria](#)

[Reset Form](#)

Accessing Filters through the Equipment tab





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Equipment

Explore **Find**



 Clear

 New Samples

 Download Equipment

 Find Equipment

Filters

-- Select Filter --  

	Worksite	Unit ID	Unit Manufacturer	Unit Model	Component
<input type="checkbox"/>	Mobile Shop 2 [Abel Construction Co. Ind]	D8R-1	Caterpillar	D8R	ENGINE
<input type="checkbox"/>	Mobile Shop 2 [Abel Construction Co. Ind]	D8R-2	Caterpillar	D8R	ENGINE
<input type="checkbox"/>	Mobile Shop 2 [Abel Construction Co. Ind]	T-8	Not Specified	Unknown/Unspecified	ENGINE
<input type="checkbox"/>	Mobile Shop 2 [Abel Construction Co. Ind]	-64	Dodge	2500	ENG
<input type="checkbox"/>	Mobile Shop 2 [Abel Construction Co. Ind]	28	Caterpillar	12G	E
<input type="checkbox"/>	Mobile Shop 2 [Abel Construction Co. Ind]	10 #9	Deere & Co.		
<input type="checkbox"/>	Mobile Shop 2 [Abel Construction Co. Ind]	V-3	International Harvester		
<input type="checkbox"/>	Mobile Shop 2 [Abel Construction Co. Ind]	T-3	Ford		
<input type="checkbox"/>	Mobile Shop 2 [Abel Construction Co. Ind]	V-2	International		
<input type="checkbox"/>	Mobile Shop 2 [Abel Construction Co. Ind]	TS14G-7	Terex Corp.		
<input type="checkbox"/>	Mobile Shop 2 [Abel Construction Co. Ind]	DUSTIN	Does Not Apply		
<input type="checkbox"/>	Mobile Shop 2 [Abel Construction Co. Ind]	TS14G-1	Terex		

Step 1:

To save a filter through the equipment tab, click on the “**Find**” subtab. From here you can do searches through the 5 properties located in the green boxes

Once you have filled out your search criteria the “**Save Filter**” button has become active

Accessing Filters through the Equipment tab

Equipment

Explore Find



Clear



New
Samples



Download
Equipment



Find Equipment

Filters

-- Select Filter --



Save current search as a new filter

Demo Equipment Filter

Save

Cancel

Step 3:

To save your search as a new filter, simply enter a name and click “Save”

	Worksite	Unit ID	Unit Manufacturer	Unit Model
<input type="checkbox"/>	abel			
<input type="checkbox"/>	Mobile Shop 2 [Abel Construction Co. Ind]	D8R-1	Caterpillar	D8R
<input type="checkbox"/>	Mobile Shop 2 [Abel Construction Co. Ind]	D8R-2	Caterpillar	D8R
<input type="checkbox"/>	Mobile Shop 2 [Abel Construction Co. Ind]		Not Specified	Unknown/Unspecified
<input type="checkbox"/>	Mobile Shop 2 [Abel Construction Co. Ind]			2500
<input type="checkbox"/>	Mobile Shop 2 [Abel Construction Co. Ind]		Caterpillar	12G
<input type="checkbox"/>	Mobile Shop 2 [Abel Construction Co. Ind]		Deere & Co.	310SG
<input type="checkbox"/>	Mobile Shop 2 [Abel Construction Co. Ind]		International Harvester	4300
<input type="checkbox"/>	Mobile Shop 2 [Abel Construction Co. Ind]	FT-3	Ford	LOUISVILLE
<input type="checkbox"/>	Mobile Shop 2 [Abel Construction Co. Ind]	SV-2	International	4300
<input type="checkbox"/>	Mobile Shop 2 [Abel Construction Co. Ind]	TS14G-7	Terex Corp.	TS14G
<input type="checkbox"/>	Mobile Shop 2 [Abel Construction Co. Ind]	DUSTIN	Does Not Apply	Unknown/Unspecified
<input type="checkbox"/>	Mobile Shop 2 [Abel Construction Co. Ind]	TS14G-1	Terex	TS14G

Accessing Filters through the Labels tab

Home

Samples

Equipment

Labels

Reports

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Admin

Labels

New Samples

History/Status



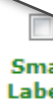
Status
Report



Print
Labels

1

Label Sheet
Start Position



Small
Labels

Step 1: To access Filters through the Labels tab first click on the “History/Status” sub tab

Filters

-- Select Filter --

+ Filter History

	Unit ID/Component	Sampled Date	Unit Age	Lube Age	Age Units	Lube	Lube Added

Step 2: Click on the “Filter History” link to expand the Filter History search table

Accessing Filters through Labels tab

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Labels

[New Samples](#)

[History/Status](#)

Step 3: Fill out one or more of the property options below

Submitted Sample History

Filters

-- Select Filter --

Step 2: Once properties are filled out click on the “**Submit Search Criteria**” button below

Select Date

Component:

Unit ID: 12g

Worksite:

Add Filters

ing Number:

Status:

Submit Search Criteria

Reset Form

	Unit ID/Component	Sampled Date	Unit Age	Lube Age	Age Units	Lube	Lube Added

Accessing Filters through Labels tab

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Labels

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Status
Report



Print
Labels

1

Label Sheet
Start Position



Small
Labels

[Filter History](#)

<input type="checkbox"/>	Unit ID/Component	Sampled Date	Unit Age	Lube Age	Age Units	
<input type="checkbox"/>	12G ENGINE	Jul 2, 2013	7000	891	Hours	CASTROL AC
	Last Sample 02/25/2011 Unit Age 6109 Lube Age		Tracking Number: E201307020001		Filter Changed Yes Lube Service Changed	Comment:
<div>Demo Labels Filter</div> <div><div>Save</div><div>Cancel</div></div>						
	Modify : bptrainer Status: Not Received Worksite: Mobile Shop 2					
<input type="checkbox"/>	12G ENGINE				Hours	CASTROL ACTEVO X-TRA OR 10W40 0
	Last Sample 02/25/2011 Unit Age 6109 Lube Age		Tracking Number: E201306100001		Filter Changed Yes Lube Service Sampled	Comment:
	Modify : bptrainer Status: Not Received Worksite: Mobile Shop 2					
<input type="checkbox"/>	12G ENGINE			891	Hours	CASTROL AERIAL LIFT FLUID 22 0
	Last Sample 02/25/2011 Unit Age 6109 Lube Age		Tracking Number: E201306100001		Filter Changed Yes Lube Service Sampled	Comment:
	Modify Delete Submitted Date: 06/10/2013 Submitted By: bptrainer Status: Not Received Worksite: Mobile Shop 2					
<input type="checkbox"/>	12G HYDRAULIC	Jun 10, 2013	7000	891	Hours	CASTROL AERIAL LIFT FLUID 22 0
	Last Sample 02/25/2011 Unit Age 6109 Lube Age		Tracking Number: E201306100002		Filter Changed Yes Lube Service Sampled	Comment:

Step 3: Click on the “Add Filter” button, a pop-up will display

Filters

Save current search as a new filter

Demo Labels Filter

Save

Cancel

Step 4:
To save your search as a new filter, simply enter a name and click “Save”

Modifying/Deleting Filters

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Labels

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Status Report



Print Labels

1

Label Sheet
Start Position



Submitted Sample History

[Filter History](#)

<input type="checkbox"/>	Unit ID/Component	Sample	Units	Lube	Time Added
<input type="checkbox"/>	12G ENGINE	Jul 10, 2013			
	Last Sample 02/25/2011 Unit Age 6109 Lube Age		Tracking Number: E201306250005	CASTROL ACTEVO X-TRA 4T 20W40	0
	Modify Delete Submitted Date: 07/02/2013 Submitted By: bptrainer Status: Not Received		Comment:		
<input type="checkbox"/>	12G ENGINE	Jun 25, 2013	7000	891	Hours
	Last Sample 02/25/2011 Unit Age 6109 Lube Age		Tracking Number: E201306250005	Filter Changed Yes Lube Service Sampled	0
	Modify Delete Submitted Date: 06/25/2013 Submitted By: bptrainer Status: Not Received				
<input type="checkbox"/>	12G ENGINE	Jun 10, 2013	7000	891	Hours
	Last Sample 02/25/2011 Unit Age 6109 Lube Age		Tracking Number: E201306100001	Filter Changed Yes Lube Service Sampled	0
	Modify Delete Submitted Date: 06/10/2013 Submitted By: bptrainer Status: Not Received Worksite: Mobile Shop 2				
<input type="checkbox"/>	12G HYDRAULIC	Jun 10, 2013	7000	891	Hours
	Last Sample Unit Age 6109 Lube Age		Tracking Number: E201306100002	Filter Changed Yes Lube Service Sampled	Comment:

Step 1:

To modify or delete a filter under Samples, Equipment or Labels tabs, select filter from the drop down list

Filters

Demo Labels Filter
-- Select Filter --
Demo Equipment Filter
Demo Labels Filter
Demo Samples Filter



Step 2:

Click on the “**Modify Filter**” button (gear icon). This will bring you to the preferences tab

Modifying/Deleting Filters

User Preferences

[Filters](#)

[Communications](#)

[My Tests](#)

[General](#)

You can add, modify or delete filters through your Preferences tab under the Filters sub tab. For more detailed instructions please view Filters Quick Start Guide

My Filters

Demo Equipment Filter
Demo Labels Filter
Demo Samples Filter

[New Filter](#)

[Delete Filter](#)

[Copy Filter](#)

All saved filters will display on the left side under **"My Filters"**

Manage Filters

Filter Name

Combine conditions with

	Property	Type	Value
<input type="checkbox"/>	Sample Date Range		365
<input type="checkbox"/>	Unit ID	Contains	12g

[Delete Condition](#)

[New Condition](#)

[Save](#)

[Clear](#)

Depending on which filter you have selected on the left side the right side will display the conditions for the filter on the right

Modifying/Deleting Filters

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Manage Filters

My Filters

Filter Name

Combine conditions with

	Property	Type	Value
<input type="checkbox"/>	Sample Date Range		365
<input type="checkbox"/>	City	Contains	12g
<input type="checkbox"/>	Component		
<input type="checkbox"/>	Component Make		
<input type="checkbox"/>	Component Model		
<input type="checkbox"/>	Component Reference No.		
<input type="checkbox"/>	Condition		
<input type="checkbox"/>	Customer		
<input type="checkbox"/>	Customer List		
<input type="checkbox"/>	Equipment Type		
<input type="checkbox"/>	Oil Brand		
<input type="checkbox"/>	Oil Grade		
<input type="checkbox"/>	Oil Manufacturer		
<input type="checkbox"/>	Sample Date Range		
<input type="checkbox"/>	Sample Number		
<input type="checkbox"/>	Severity		
<input type="checkbox"/>	State		
<input type="checkbox"/>	Submitted Status		
<input type="checkbox"/>	Submitted Tracking Number		
<input type="checkbox"/>	Unit ID		
<input type="checkbox"/>	Unit Make		

[New Filter](#)

[Delete Filter](#)

[Copy Filter](#)

[Add Condition](#)

[Save](#)

[Clear](#)

The conditions that were originally selected will display under “**Property**”, To Change property, select the drop down list and choose from the options below

Note: When changing the Property, the Type and Value fields must be updated to reflect which property was chosen

Modifying/Deleting Filters

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Manage Filters

My Filters

Demo Equipment Filter
Demo Labels Filter
Demo Samples Filter

Filter Name

Demo Labels Filter

Combine conditions with

AND

	Property	Type	Value
<input checked="" type="checkbox"/>	Submitted Tracking ↑	Equals	e12345789
<input type="checkbox"/>	Unit ID	Contains	12g

New Filter

Delete Filter

Copy Filter

Delete Condition

New Condition

Save

Clear

To delete a condition from a filter, select the check box next to the condition, then click the **“Delete Condition”** button

To delete a filter select filter from My Filters list. Click on **“Delete Filter”** button