Castrol LABCHECK NEXTGENERATION

Labcheck Next Generation

Quick Start Guide

Management Reports

Management Reports

Depending on your role, Labcheck offers management reports shown in the table below:

Sample Frequency	Details the sample frequency established for all components
Samples Due	Details all samples due within a given date range
Condition Analysis	Details summary of severities (A,B,C & D codes) over a given time period (up to 12 months), and the details or common issues regarding what caused the abnormal and critical severities
Sample Turnaround	Summarizes sample transit times and lab turnaround times for a given time period (up to 12 months)
Sample Summary	Details the total number of samples run each month for all units/components over a given time period (up to 12 months) for a given customer/worksite
Summary of Conditions	Details the severity of each report run for all units/components over a 30-week period
Critical Condition	Details all critical samples over a given time period (up to 12 months)

Creating Management Reports

Castrol LABCHECK NEXTGENERATION

To access your management reports click on the **"Reports"** tab

Home | Samples | Equipment | Labels | Reports

Reporting Options

Management | Distributions

Sample Frequency

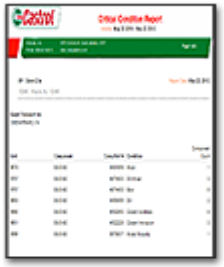
Samples Due

Condition Analysis

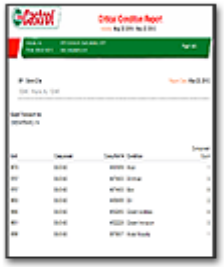
Sample Turnaround

Step 1: Click on the report you would like to generate

Sample Summary

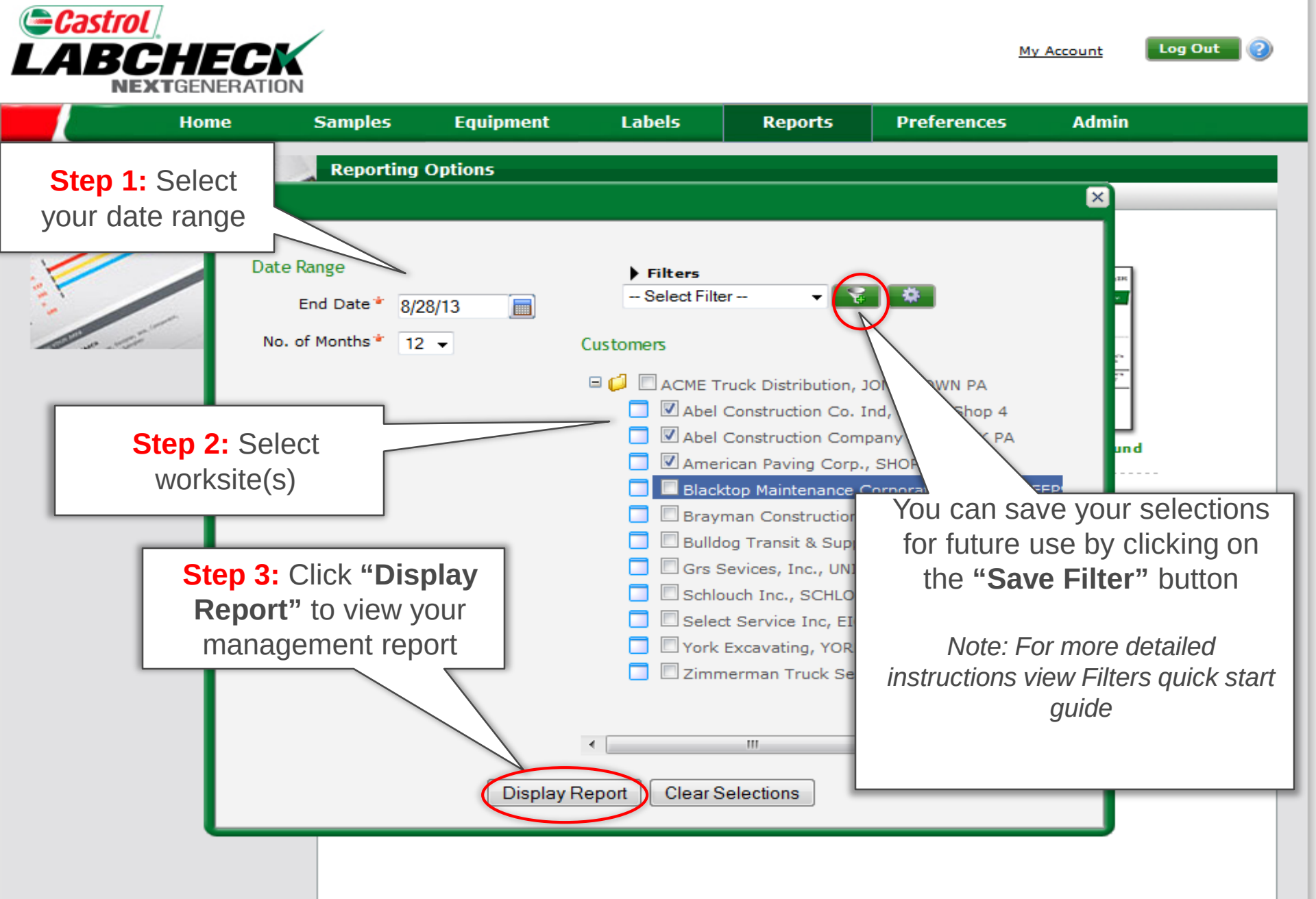


Summary of Conditions



Critical Condition

Creating Management Reports



Step 1: Select your date range

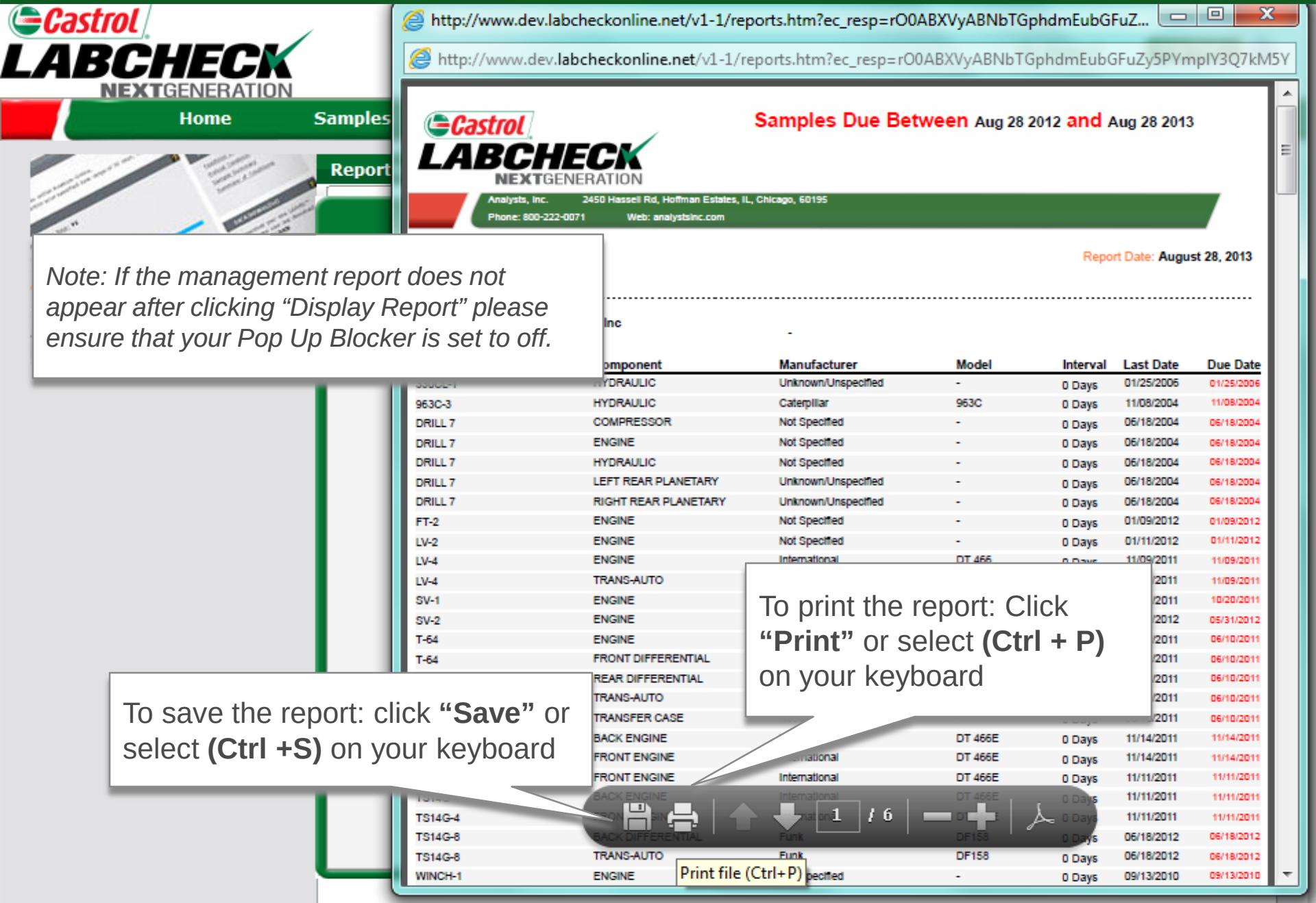
Step 2: Select worksite(s)

Step 3: Click **"Display Report"** to view your management report

You can save your selections for future use by clicking on the **"Save Filter"** button

Note: For more detailed instructions view Filters quick start guide

Saving & Printing Management Reports



Note: If the management report does not appear after clicking "Display Report" please ensure that your Pop Up Blocker is set to off.

To save the report: click **"Save"** or select **(Ctrl +S)** on your keyboard

To print the report: Click **"Print"** or select **(Ctrl + P)** on your keyboard