



Labcheck Next Generation

Quick Start Guide

Advanced Report Distributions

Distribution Lists



Reporting Options

Management

Distributions

Report Distributions

Report

Filter

Expiration Date

Frequency

Email Addresses

[Address Book](#)

Save

Clear

This screen shows all of the distribution lists you have set up in the table below

Report	Filter	Frequency	Expiration Date	Recipients
Sample Summary	Houston - Engines	Monday of Every Week		labchecksupport@analystsinc.co
Submitted Sample History	Mack Engines	15th of the Month		labchecksupport@analystsinc.co mgeraci@analystsinc.com
Critical Condition	Truck #4	1st of Each Quarter		labchecksupport@analystsinc.co bcato@analystsinc.com, mgeraci@analystsinc.com
Submitted Sample History	TX Transmission - D codes	Monday of Every Week		bcato@analystsinc.com

New

Copy

Delete

Modifying Distribution lists



Reporting Options

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Distributions

Report Distributions

Report Submitted Sample History

Filter TX Transmission - D codes

Expiration Date m/d/yy

Frequency 15th of the Month

Email Addresses labchecksupport@analystsinc.com,
mgeraci@analystsinc.com

[Address Book](#)

Save

Clear

To modify an existing list click on a saved lists below. Once selected you can make changes by updating any information above

Report	Filter	Frequency	Expiration Date	Recipients
Sample Summary	Houston - Engines	Monday of Every Week		labchecksupport@analystsinc.com
Submitted Sample History	Mack Engines	15th of the Month		
Critical Condition	Truck #4	15th of the Month		
Submitted Sample History	TX Transmission - D codes	Monday of Every Week		

The "Save" button will not become highlighted until a modification has been made for you to save

New

Copy

Delete

Recipients

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Report Distributions

Report Email Addresses Filter Expiration Date Frequency [Address Book](#)

In the email address table you manually type emails to be added or you can use your **“address book”** to add/remove people from the recipient list

All email addresses entered above are automatically entered into your address book for future reference

Frequency	Expiration Date	Recipient
Monday of Every Week		labchecksupport@a
15th of the Month		
1st of Each Quarter		
Submitted Sample History	TX Transmission - D codes	Monday of Every Week

[New](#)[Copy](#)[Delete](#)

Adding emails to a saved distribution list



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Report Distributions

Report Submitted Sample History

Filter TX Transmission - D codes

Expiration Date m/d/yy

Frequency 15th of the Month

Email Addresses
labchecksupport@analystsinc.com,
mgeraci@analystsinc.com

[Address Book](#)

[Save](#)

[Clear](#)

Step 1: To add/remove emails from a current saved list first you must select which distribution list to update

Report	Filter	Expiration
Sample Summary	Houston - Engines	
Submitted Sample History	Mack Engines	
Critical Condition	Truck #4	
Submitted Sample History	TX Transmission - D codes	Monday of Every Week bcato@analystsinc.com

Step 2: Click on “Address Book”. This will open up a new window

[New](#)

[Copy](#)

[Delete](#)

Adding a new contact

Address Book

My Email Addresses

Labchecksupport@analystsinc.com
mgeraci@analystsinc.com

This Distribution

Labchecksupport@analystsinc.com
mgeraci@analystsinc.com

Add >>

<< Remove

New

Delete

Enter New Email:

DemoUser@email.com

Save

Cancel

To add new users to your address book select **"New"** and enter the email address and click **"Save"**

New

Copy

Delete

Adding emails to a saved distribution list

The screenshot shows the Castrol LabCHECK Next Generation web interface. At the top, there is a navigation bar with links for Home, Samples, Equipment, Labels, and Reports. Below this is the 'Address Book' section, which is divided into two main areas: 'My Email Addresses' and 'This Distribution'. The 'My Email Addresses' list contains three entries: DemoUser@email.com, Labchecksupport@analystsinc.com, and mgeraci@analystsinc.com. The 'This Distribution' list contains two entries: Labchecksupport@analystsinc.com and mgeraci@analystsinc.com. Between the two lists are two buttons: 'Add >>' and '<< Remove'. Below the 'My Email Addresses' list are 'New' and 'Delete' buttons. Below the 'This Distribution' list is a 'Close' button. A 'Note' box at the bottom states: 'Note: Your changes are not saved until you click "save" on the next screen'. There are also 'New', 'Copy', and 'Delete' buttons at the very bottom of the page.

Castrol
LABCHECK
NEXTGENERATION

Home Samples Equipment Labels Reports

Address Book

My Email Addresses

DemoUser@email.com
Labchecksupport@analystsinc.com
mgeraci@analystsinc.com

This Distribution

Labchecksupport@analystsinc.com
mgeraci@analystsinc.com

Add >>

<< Remove

New Delete

Close

Note: Your changes are not saved until you click "save" on the next screen

New Copy Delete

“This Distribution” shows contacts set up to receive this report

Under “my email addresses” will show you all contacts you have saved on your profile that are not currently set to receive this report

To update the report distribution you can use the “Add / Remove” buttons. Once completed click “close”

Saving your changes

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Report Distributions

Report Submitted Sample History

Filter TX Transmission - D codes

Expiration Date m/d/yy

Frequency 15th of the Month

Email Addresses labchecksupport@analystsinc.com,
labcheckuser@hotmail.com,
mgeraci@analystsinc.com[Address Book](#)[Save](#) [Clear](#)

Once all of your changes have been made you must click **“Save”** for the changes to take effect

Report	Filter	Frequency	Expiration Date	Recipients
Sample Summary	Houston - Engines	Monday of Every Week		labchecksupport@analystsinc.com
Submitted Sample History	Mack Engines	15th of the Month		labchecksupport@analystsinc.com mgeraci@analystsinc.com
Critical Condition	Truck #4	1st of Each Quarter		labchecksupport@analystsinc.com bcato@analystsinc.com, mgeraci@analystsinc.com
Submitted Sample History	TX Transmission - D codes	Monday of Every Week		bcato@analystsinc.com

[New](#) [Copy](#) [Delete](#)