



Labcheck Next Generation

Quick Start Guide

Distributions

Management Reports

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

Routine Analysis Report

Details sample report of single sample

Submitted Sample History

Details all sample labels submitted

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 and/or 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)

Accessing Distributions



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Samples

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Management

Distributions

Step 2:
Click the
“Distributions” tab



Sample Frequency



Samples Due



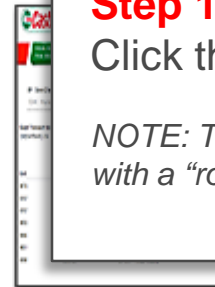
Analysis



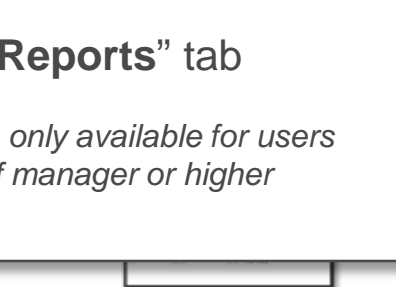
Sample Turnaround



Sample Summary



Summary of Conditions



Critical Condition

Step 1:
Click the “Reports” tab

NOTE: This is only available for users with a “role” of manager or higher

How to set up a report distribution

Reporting Options

[Management](#)

[Distributions](#)

Report Distributions

Report

- Routine Analysis Report
- Routine Analysis Report
- Sample Frequency
- Samples Due**
- Condition Analysis
- Sample Turnaround
- Sample Summary
- Summary of Conditions
- Critical Condition
- Submitted Sample History

Filter

Expiration Date

Frequency

Email Addresses

[Address Book](#)

[Save](#)

[Clear](#)

Step 1: Select which report you would like to send out by clicking on the drop down menu next to Report

Report	Filter	Frequency	Expiration Date	Recipients

[New](#)

[Copy](#)

[Delete](#)

How to set up a report distribution



My Account

Log Out



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Reporting Options

Management Distributions

Report Distributions

Report Samples Due

Email Addresses

Filter Demo Search Filter

Expiration Date m/d/yy

Frequency
Monday of Every Week
Monday of Every Week
Tuesday of Every Week
Wednesday of Every Week
Thursday of Every Week
Friday of Every Week
1st of the Month
15th of the Month
1st of Each Quarter

Add Book

Save Clear

Report

Freq

Step 5: Input the email addresses you would like this report to be emailed to. Separate multiple emails with a comma

Step 2: Select your filters, using the drop down box.

NOTE: For detailed instructions, please see Filters Quick Start Guide

Step 3: Select your expiration date if applicable

Step 4: Select how often you would like these reports to be emailed from the drop-down box

New

Copy

Delete

Saving your criteria

Reporting Options

[Management](#)[Distributions](#)

Report Distributions

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

Report	Filter	Frequency	Expiration Date	Recipients

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

Once you have completed which recipients you want to include on the distribution click **“Save”**. This distribution will now appear in the table below

Completed Distributions



Reporting Options

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Report Distributions

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

Report	Filter	Frequency	Expiration Date	Recipients
Routine Analysis Report	Demo Search Filter	When Available		labchecksupport@analystsinc.com, bcato@analystsinc.com

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

Once you have completed a distribution it will appear in the list below. To modify an existing distribution list you must click from the table below, make your changes above or enter additional emails and click save. You can also copy and delete as seen below