



Labcheck Next Generation

# Quick Start Guide

**Label Printing – Pre-Printed  
Barcodes Label**

# What are P-labels?

 YES /  NO', and 'Oil Changed:  YES /  NO'. Below these are 'Time on Unit:' followed by a line and 'Sample Date:' followed by a line. At the bottom left, there are three vertical lines for 'Unit ID:', 'Cpnt:', and 'Worksite:'. In the center is the Castrol Labcheck logo with 'NEXT GENERATION' underneath. At the bottom right is another barcode with the number P201303010001 below it. On the far left, there are three upward-pointing arrows and the text '(Top of the Bottle) Peel and affix this label to your sample bottle'."/>

↑  
↑  
↑  
(Top of the Bottle)  
Peel and affix this label to  
your sample bottle

Unit ID: \_\_\_\_\_  
Cpnt: \_\_\_\_\_  
Worksite: \_\_\_\_\_

Unit ID: \_\_\_\_\_  
Component: \_\_\_\_\_  
Filter Changed:  YES /  NO      Oil Changed:  YES /  NO  
Time on Unit: \_\_\_\_\_      Sample Date: \_\_\_\_\_

**Castrol**  
**LABCHECK**  
NEXT GENERATION

P201303010001

P-labels are pre-printed bar code labels and are used with a scanner when completing the label process. The P-label must be filled out by hand and registered online to complete the process.

**If you are interested in using P-labels contact your Castrol representative**

# Labels Tab

Home

Samples

Equipment

**Labels**

Reports

Preferences

Admin

Labels

New Samples

History/Status



No units selected for sampling. Go to the Equipment Page:

Use checkboxes in Equipment Tree

or

## Step 2:

If no equipment was previously selected, click on “**Equipment**” tab to select which units/components you want to print labels for

- 696436 Mack RD688S
- 696437 Mack RD688S
- 701065 Mack MR688S
  - ENGINE
  - HYDRAULIC
  - TRANS-AUTO
- 701074 Mack MR688S
- 701339 Mack MR688S
- 701340 Mack MR688S
- 706201 Mack MR688S
- 708544 Mack MR688S



## Step 1:

To print sample labels, click on “**Labels**” tab



Home

Samples

Equipment

Equipment

Explore

Find



Clear



New Samples



	Worksite	Unit ID
<input type="checkbox"/>	fair	
<input type="checkbox"/>	FAIR HAVEN VT [Lloyd Whipple Inc]	52
<input checked="" type="checkbox"/>	FAIRFIELD AL [Tube City Inc]	1009
<input checked="" type="checkbox"/>	FAIRFIELD AL [Tube City Inc]	1302
<input checked="" type="checkbox"/>	FAIRFIELD AL [Tube City Inc]	2014
<input type="checkbox"/>	Cincinnati, OH [Truckway Leasing]	CDC 16
<input type="checkbox"/>	Cincinnati, OH [Truckway Leasing]	90307
<input type="checkbox"/>	Cincinnati, OH [Truckway Leasing]	3493
<input type="checkbox"/>	Chattanooga, TN [Air Liquide America Corporation]	90294



# Selecting Labels to Print: Option #1 Equipment Tree

Home

Samples

Equipment

Labels

Reports

Preferences

Admin

Equipment

Explore Find



Compare Graph



New Samples

- ACME Truck Distribution JONESTOWN
- Abel Construction Co. Mobile
- 12G Caterpillar 12G
- ENGINE
- HYDRAULIC
- TRANS-AUTO
- 35D-2 Deere & Co.
- HYDRAULIC
- 5 Chevrolet 3500HD

## Step 2:

The “**Explore**” tab allows you to use the equipment tree for unit / component selection

## Step 1:

To print sample labels, click on “**Equipment**” tab

## Step 3:

Check the components you want labels for. If you click on the unit, all components will be checked

## Step 4:

Click the “**New Samples**” button once completed

*NOTE: When printing labels, you can select multiple unit/components across multiple worksites*

## Actions Required

### ▶ Sample Actions

- [Unviewed Critical \(89\)](#)
- [Unviewed Abnormal \(89\)](#)

### ▶ Equipment Actions

- Units overdue for sampling (0)
- Units due for sampling (0)

- 730J Deere & Co. 730J
- 973C Caterpillar 973C
- ATLAS COPCO #6 Atlas Copco XAS
- ATLAS COPCO #7 Atlas Copco XAS

# Selecting Labels to Print: Option #2 Equipment Search



Home

Samples

**Equipment**

Labels

Reports

Preferences

Admin

Equipment

Explore **Find**



### Step 2:

The “**Find**” tab allows you to use key fields to quickly search for equipment

### Step 1:

To print sample labels, click on “**Equipment**” tab

Filters

-- Select Filter --



**Worksite**

**Unit ID**

**Unit Manufacturer**

**Unit Model**

**Component**

Mobile Shop 2 [Abel Construction Co. Ind]

2-1

Caterpillar

D8R

ENGINE

Mobile Shop 2 [Abel Construction Co. Ind]

D8R-2

Caterpillar

D8R

Mobile Shop 2 [Abel Construction Co. Ind]

ST-8

Not Specified

Unknown

Mobile Shop 2 [Abel Construction Co. Ind]

T-64

Deere & Co.

2500

Mobile Shop 2 [Abel Construction Co. Ind]

Deere & Co.

12G

Mobile Shop 2 [Abel Construction Co. Ind]

Deere & Co.

310SG

ENGINE

Mobile Shop 2 [Abel Construction Co. Ind]

Inter

ENGINE

Mobile Shop 2 [Abel Construction Co. Ind]

Ford

ENGINE

Mobile Shop 2 [Abel Construction Co. Ind]

Inter

ENGINE

Mobile Shop 2 [Abel Construction Co. Ind]

TS14G-7

Terex Corp.

TS14G

ENGINE

### Step 4:

Check the components you want to print labels for

*NOTE: When printing labels, you can select multiple unit/components across multiple worksites.*

### Step 3:

Input key field search criteria and the list of available units and components will populate in the list

### Step 5:

Click the “**New Samples**” button once completed

# Label Wizard

Home

Samples

Equipment

Labels

Reports

Preferences

Admin

## Labels

New Samples

History/Status



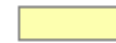
Remove All



Submit Samples



Enter Sample Details



required fields

+ Fast Fill

	Component	Sampled Date	Unit Age	Lube Age	Age Units	Lube	Lube Added
	D8R-1 ENGINE	Mar 26 2013	<input type="text"/>	<input type="text"/>	Hrs <input type="text"/>	<input type="text"/>	<input type="text"/>
	Last Sample 11/05/2010 Unit Age 8302 Lube Age 481	Tracking Number: <input type="text"/>		Filter Changed <input type="text"/>	Lube Service <input type="text"/>	Comment: <input type="text"/>	
	D8R-1 ENGINE	Mar 26 2013	<input type="text"/>	<input type="text"/>	Hrs <input type="text"/>	CASTROL HYPURON 15W40	<input type="text"/>
	Last Sample Unit Age 17500 Lube Age 7500	Tracking Number: <input type="text"/>		Filter Changed <input type="text"/>	Lube Service <input type="text"/>	Comment: <input type="text"/>	

Previous sample data information provided

System will pre-populate fields with unit and component data. In cases where no data is on file, fields are left blank

**NOTE: All Highlighted fields must be completed.**

# Unit / Lube Age & Service Selection

**Labels**

New Samples | History/Status

Remove All | Submit Samples | Enter Sample Details

Fast Fill

required fields

Component	Sampled Date	Unit Age	Lube Age	Age Units	Lube	Lube Added
D8R-1 ENGINE	Mar 28 2013	9000	698	Hrs	CASTROL HYPURON 15W40	
Last Sample 02/11/2011 Unit Age 16782 Lube Age 460		Tracking Number:		Filter Changed No Lube Service Sampled	CASTROL HYPURON 15W40	
ST-8 ENGINE				Filter Changed No Lube Service	CASTROL HYPURON 15W40	
Last Sample Unit Age 17500 Lube Age 7500				Changed Filtered	Comment	

Input unit age, and the lube age will auto-calculate

Lube age auto calculation is impacted by the lubricant "Service Type" selected on the previous sample

Select service type to be performed

# Inputting Oil Type

**Labels**

New Samples | History/Status

Remove All | Submit Samples | Enter Sample Details

Fast Fill

required fields

Component	Sampled Date	Unit Age	Lube Age	Age Units	Lube	Lube Added
D8R-1 ENGINE	Mar 28 2013			Hrs	CASTROL HYPURON 15W40	
Last Sample 11/05/2010 Unit Age 8302 Lube Age 481		Tracking Number:			Comment:	
D8R-2 ENGINE				Hrs	CASTROL HYPURON	
Last Sample 02/11/2011 Unit Age 16782 Lube Age 460		Lube Service			Manufacturer Brand Viscosity Grade	
ST-8 ENGINE	Mar 28 2013			Hrs	CASTROL HYPURON 15W40	
Last Sample Unit Age 17500 Lube Age 7500		Tracking Number:			CASTROL HYPURON 10W30	
					CASTROL HYPURON 10W30	
					CASTROL HYPURON 10W40	
					CASTROL HYPURON 15W30	
					CASTROL HYPURON 15W40	
					CASTROL HYPURON 15W50	
					CASTROL HYPURON 5W30	
					CASTROL HYPURON 75W90	
					CASTROL HYPURON ISO 68	
					CASTROL HYPURON SAE 10	
					CASTROL HYPURON SAE 30	
					CASTROL HYPURON SAE 40	
					CASTROL HYPURON SAE 50	
					CASTROL HYPURON S 10W30	
					CASTROL HYPURON S 10W40	
					CASTROL HYPURON S 15W40	
					CASTROL HYPURON S 5W40	
					CASTROL HYPURON S 80W140	
					CASTROL HYPURON S 85W140	

Update the existing oil type from here, if no oil type is on file, one must be added

Input oil type and Label Wizard will auto populate suggested products as you type. You must select the appropriate oil from the drop down list



# Additional Sample Information

If available, identify how much make-up oil was added to the system. Unit of measure is determine by what is on the component details record

Provide additional information about the sample in the "Comments" box

Select if filter was changed or not at the time the sample was taken

+ Enter Sample Details

required fields

Unit Age	Lube Age	Age Units	Lube	Lube Added
8302	481	Hrs	CASTROL HYPURON 15W40	2.5
			Filter Changed	No
			Lube Service	Sampled
			Comment:	Smell of diesel fuel in oil.
D8R-2 ENGINE	1218	Hrs	CASTROL HYPURON 15W40	2.5
			Filter Changed	No
			Lube Service	Sampled
			Comment:	
ST-8 EN	750	Hrs	CASTROL HYPURON 15W40	2.5
			Filter Changed	No
			Lube Service	Sampled
			Comment:	



# Inputting Barcode Tracking Number

**Labels**

New Samples | History/Status

Remove All | **Submit Samples** | Fast Fill

Unit ID: \_\_\_\_\_  
Component: \_\_\_\_\_  
Filter Changed:  YES /  NO    Oil Changed:  YES /  NO  
Time on Unit: \_\_\_\_\_    Sample Date: \_\_\_\_\_

required fields

Compon	Sampled Date	Unit Age				Lube Added
<input checked="" type="checkbox"/> D8R-1 ENGIN	Mar 28 2013	9000	698	Hrs	CASTROL HYPURON 15W40	2.5
Last Sample 1 Unit Age 8 Lube Age	010			Filter Changed No Lube Service Sampled	Comment:	
<input checked="" type="checkbox"/> D8R-2 ENG	Mar 28 2013	18000	1218	Hrs	CASTROL HYPURON 15W40	2.5
Last Sampl Unit Ag Lube A	11			Tracking Number: P20130205044		
<input checked="" type="checkbox"/> ST-8 EN	Mar 28 2013	18250			ON 15W40	2.5



When using the Labcheck Barcode Labels, scan or input the "P-number" into the Tracking Number field

Review information inputted and make any changes necessary. Once completed, click Submit Samples

*NOTE: You cannot submit samples until all required fields are completed.*

# E-Label Confirmation

## Labels

New Samples

History/Status



Remove All



Submit Samples

+ Fast Fill

Confirmation message that an e-number will automatically be assigned to the sample where no tracking number was scanned or inputted.

Click **“Cancel”** to go back and verify all barcodes have been inputted

### Confirmation

These samples do not have tracking numbers.  
Tracking numbers will be automatically generated.

OK

Cancel

	Lube Service	Sampled	Comment:	oil.
1218	Filter Changed	No	CASTROL HYPURON 15W40	2.5
	Lube Service	Sampled	Comment:	
750	Filter Changed	No	CASTROL HYPURON 15W40	2.5
	Lube Service	Sampled	Comment:	

# Submission Confirmation

## Labels

New Samples History/Status



Status Report



Print Labels

1

Label Sheet Start Position



Submitted Sample History

Filters

-- Select Filter --

+ Filter History

<input type="checkbox"/>	Unit ID/Component	Sample Date	Unit Age	Lube Age	Age Units	Lube	Lube Added
<input checked="" type="checkbox"/>	D8R-1 ENGINE	Mar 26, 2013	18000	698	Hrs	CASTROL HYPURON 15W40	3
	Last Sample 11/05/2010 Unit Age 8302 Lube Age 481		Tracking Number: P20130205044		Filter Changed Lube Service		
	<a href="#">Modify</a> <a href="#">Delete</a> Submitted Date: 03/26/2013 Submitted By: bptrainer						
<input checked="" type="checkbox"/>	D8R-2 ENGINE	Mar 26, 2013	18000	1218			3
	Last Sample 02/11/2011 Unit Age 16782 Lube Age 460		Tracking Number: P20130205044		Filter Changed Lube Service		
	<a href="#">Modify</a> <a href="#">Delete</a> Submitted Date: 03/26/2013 Submitted By: bptrainer Status: Not Received						
<input checked="" type="checkbox"/>	ST-8 ENGINE	Mar 26, 2013	18250	750	Hrs	CASTROL HYPURON 15W40	3
	Last Sample Unit Age 17500 Lube Age 7500		Tracking Number: P20130205044		Filter Changed No Lube Service Sampled	Comment:	
	<a href="#">Modify</a> <a href="#">Delete</a> Submitted Date: 03/26/2013 Submitted By: bptrainer Status: Not Received						

Samples submitted using the Labcheck Barcode Labels, cannot be printed.

Affix the tear-off barcode label to the bottle

# Submission Confirmation

Once you have submitted your samples, **please do not delete your label**, otherwise the lab will not be able to process your samples until a new label has been submitted.

## Labels

[New Samples](#) [History/Status](#)

 **Status Report**
 **Print Labels**
 **Label Sheet Start Position**

[+ Filter History](#)

<input type="checkbox"/>	Unit ID/Component	Sampled Date		Lube Age	Age Units	Lube	Lube Added
<input checked="" type="checkbox"/>	D8R-1 ENGINE	Mar 26, 2013	9000	698	Hrs	CASTROL HYPURON 15W40	3
	Last Sample 11/05/2010 Unit Age 8302 Lube Age 481		Tracking Number: P20130205044 Filter Changed No Lube Service Sampled				
	<a href="#">Modify</a> <a href="#">Delete</a> Submitted Date: 03/26/2013 Submitted By: bptrainer Status: Not Received						
<input checked="" type="checkbox"/>	D8R-2 ENGINE	Mar 26, 2013	18000	1218	Hrs		
	Last Sample 02/11/2011 Unit Age 16782 Lube Age 460		Tracking Number: P20130205044 Filter Changed No Lube Service Sampled				
	<a href="#">Modify</a> <a href="#">Delete</a> Submitted Date: 03/26/2013 Submitted By: bptrainer Status: Not Received						
<input checked="" type="checkbox"/>	ST-8 ENGINE	Mar 26, 2013	18250	750	Hrs	CASTROL HYPURON 15W40	3
	Last Sample Unit Age 17500 Lube Age 7500		Tracking Number: P20130205044 Filter Changed No Lube Service Sampled		Comment:		
	<a href="#">Modify</a> <a href="#">Delete</a> Submitted Date: 03/26/2013 Submitted By: bptrainer Status: Not Received						

Once received at the lab the status will be updated to **“Received”** and then once completed will change to **“Complete”** with a link to view your report.

# Affix Label to Bottle and Ship to the Lab

Retain stub to input sample label information and/or to affix to work-order

Unit ID: \_\_\_\_\_

Component: \_\_\_\_\_

Filter Changed:  YES /  NO      Oil Changed:  YES /  NO

Time on Unit: \_\_\_\_\_      Sample Date: \_\_\_\_\_

**Castrol**  
**LABCHECK**  
NEXT GENERATION

P201303010001

P201303010001

Unit ID: \_\_\_\_\_  
Cpnt: \_\_\_\_\_  
Website: \_\_\_\_\_

(Top of the Bottle)  
Peel and affix this label to  
your sample bottle



Tear off and affix label to bottle ensuring the barcode is vertical



**Questions? Contact us!**

**866-522-2432**

**[LabcheckSupport@AnalystsInc.com](mailto:LabcheckSupport@AnalystsInc.com)**

IT'S MORE THAN JUST OIL. IT'S LIQUID ENGINEERING.®

