



Labcheck Next Generation

Quick Start Guide

Filters

Learn How To:

1. What Filters Are & Their Functionality
2. How to Create A Filter

Filters Explanation

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 LOAMS 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 are applicable to the Samples, Equipment, Labels, & Reports tabs

Filters also are applicable to the new “Distribution” feature, see the *“Quick Start Guide: Report Distributions”* for more information

Accessing Filters



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HOME SAMPLES EQUIPMENT LABELS REPORTS **SETTINGS**

Quick Search



FILTERS

MY TESTS

COMMUNICATIONS

DOWNLOAD OPTIONS

Manage Filters

My Tests

Communications

Download

Engines

New Filter

Delete Filter

Copy Filter

Combine conditions with :

Share in Hierarchy

AND

Type

Value

New Condition

Save

Clear

Online Help

Quick Links

➔ Home

➔ Samples

➔ Equipment

➔ Labels

➔ Castrol Lab

➔ Castrol PDS & MSDS Sheets

➔ Other Castrol Internet Links

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To access Filters, click on the **Settings** tab and then select **Filters**

Accessing Filters

Manage Filters My Tests Communications Download Options


Engines

New Filter
Delete Filter
Copy Filter

Filter Name : Engines

Combine conditions with : AND

Share in Hierarchy

Property	Type	Value	
City	Equals		

New Condition Save Clear

Click on the **New Filter** button to start creating your new filter. Next enter a **name** for your Filter and click **on New Condition**. Multiple Conditions can be created for each filter

Online Help

- Home
- Samples
- Equipment
- Labels
- Analysis

Quick Links

- Castrol
- Castrol
- Other

Creating Filters

Manage Filters

My Tests

Communications

Download Options

Engines

New Filter

Delete Filter

Copy Filter


Filter Name :

Engines

Combine conditions with :

AND

Share in Hierarchy

Property	Type	Value	
Component	Equals		
City			
Component			
Component Make			
Component Model			
Component Reference No			
Condition			
Customer			
Customer List			
Equipment Type			
Oil Brand			
Oil Grade			
Oil Manufacturer			
Result Name			
Sample Date Range			
Sample Number			

on

Save

Clear

Online Help

Quick I

Home

Samples

Equipment

Labels

Analysis

Castro

Castro

Other

Select your Property value from the drop down list. Properties are the item that you which to search for. (Ex: Unit ID, Unit Make, Unit Model)

Creating Filters

Manage Filters

My Tests

Communications

Download Options

Engines

New Filter

Delete Filter

Copy Filter


Filter Name :

Engines

Combine conditions with :

AND

Share in Hierarchy

Property	Type	Value	
Component	Equals		
	<div><div>New</div><div>Equals Not Equals Equals Comma Separated Not Equals Comma Separated Starts With Contains Starts With Comma Separated Contains Comma Separated</div></div>		

Online Help

- ➔ Home
- ➔ Samples
- ➔ Equipment
- ➔ Labels
- ➔ Analysis

Quick

- ➔ Cast
- ➔ Cast
- ➔ Othe

Select your **Type** from the drop down list. Type means how you want the filter search to display (ex. "Equals" will match the characters entered in the value field verbatim)

Creating Filters

Manage Filters

My Tests

Communications

Download Options

Engines

New Filter

Delete Filter

Copy Filter


Filter Name :

Engines

Combine conditions with :

AND

Share in Hierarchy

Property	Type	Value	
Component	Equals	Engine	

New Condition

Save

Clear

Online Help

- ➔ Home
- ➔ Samples
- ➔ Equipment
- ➔ Labels
- ➔ Analysis

Quick

- ➔ Cast
- ➔ Cast
- ➔ Othe

Insert a **Value**. The value field should be filled out based on what property you selected. In this example, because Component is the property and the type is Equals this filter will pull up all engine components.

Creating Filters



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HOME SAMPLES EQUIPMENT LABELS REPORTS SETTINGS

Quick Search



Manage Filters

My Tests

Communications

Download Options

Engines

New Filter

Delete Filter

Copy Filter

Filter Name :

Engines

Combine conditions with :

AND

Share in Hierarchy

Property	Type	Value	
Component ▾	Equals ▾	Engine	
Severity ▾		<input type="checkbox"/> A	
		<input type="checkbox"/> B	
		<input checked="" type="checkbox"/> C	
		<input checked="" type="checkbox"/> D	

New Condition

Save

Clear

Online Help

➔ Home

➔ Samples

➔ Equipment

➔ Labels

Quick

➔ Cast

➔ Cast

➔ Other

For more refined results, you can add new conditions to filters. To do this click on the **New Condition** button and follow the previous step provided

Saving Filters

Manage Filters

My Tests

Communications

Download Options

Engines

New Filter

Delete Filter

Copy Filter

Filter was saved successfully

Filter Name :

Engines

Combine conditions with :

AND

Share in Hierarchy



Property	Type	Value	
Component ▾	Equals ▾	Engine	
Severity ▾		<input type="checkbox"/> A <input type="checkbox"/> B <input checked="" type="checkbox"/> C <input checked="" type="checkbox"/> D	

New Condition

Save

Clear

Online Help

 Home

Once all of your conditions are filled out click on the **Save** button to save your filter. Once saved you will see a confirmation message at the top and your filter will appear on the list on the left

Filters Properties

Filter “Properties” are the data fields in which you choose to apply your filter to (Ex: 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

Filters Types

Filter “Type” determines how the property selected is filtered. Explanations of each filter type are shown in the table below:

Contains

- Will only display results that contain the value input for the given property

Equals

- Will only display results that match the exact value input for the given property

Not Equals

- Will only display results that do not match the exact value input for the given property

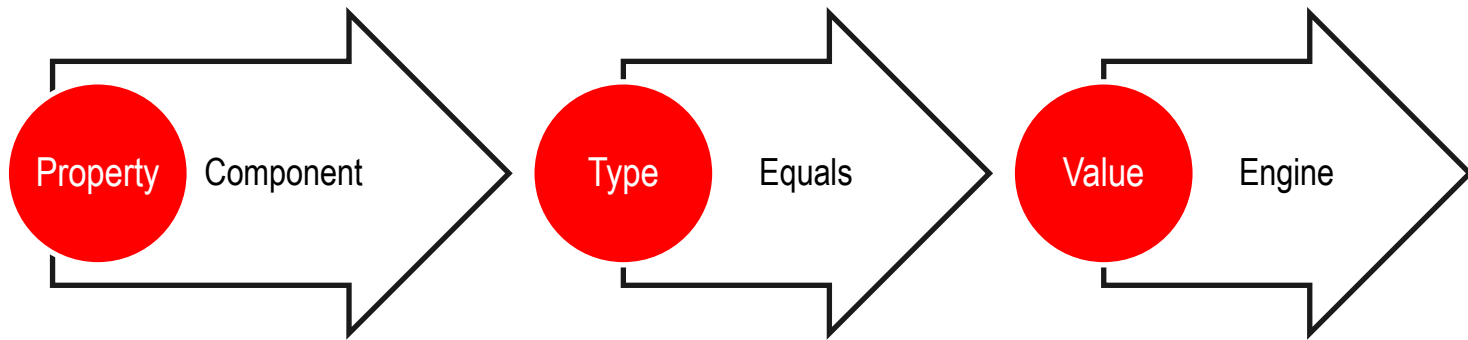
Starts With

- Will only display results that begin with the value input for the given property

Note: Filter types that end with “Comma Separated” allows users to input multiple values for a given property by using a comma to separate each value.

Filters Values

The Value field should be filled out based on what Property and Type are selected. For example if you are searching for specific reports but only want to view reports for engines you would select “Component” as the property. In the type field you would choose “Equals” because you know the exact component you are looking for. Last in the value field you would enter “Engine”. So for this example it would pull up all engines. Screenshots of this example are included in previous slides.





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