



Labcheck Next Generation

# Quick Start Guide

## Management Reports

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Learn How To:

1. Use Management Reports
2. Generate a Management Report

# Management Reports Explanation

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

<b>Sample Frequency</b>	<ul style="list-style-type: none"><li>• Details the sample frequency established for all components</li></ul>
<b>Samples Due</b>	<ul style="list-style-type: none"><li>• Details all samples due within a given date range</li></ul>
<b>Condition Analysis</b>	<ul style="list-style-type: none"><li>• Details summary of severities over a given time period (up to 12 months) and the details of common issues regarding what caused the abnormal or critical severities</li></ul>
<b>Sample Turnaround</b>	<ul style="list-style-type: none"><li>• Summarizes sample transit time and lab turnaround time for a given time period (up to 12 months)</li></ul>

# Management Reports Explanation Continued

## 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 or worksite

## Summary of Conditions

- Details the severity of each report run for all units/components up to a 6 month time period

## Critical Condition

- Details all critical samples over a given time period (up to 12 months)

# Accessing Management Reports

Management

Distributions

## Reporting Options



Sample Frequency



Samples Due



Condition Analysis



Sample Turnaround



Sample Summary



Summary of Conditions



Critical Conditions

To access your management reports click on the **Reports** tab, then select **Management Reports**. Next click on the report you'd like to generate

# Generating Management Reports

**Samples Due** [X]

**Filters**

[Dropdown] [+] [Save]

**End Date\*** 12/09/2014

**No. of Months\*** 12

- Acme Industrial
  - Acme Industrial - ATHENS AL, ATHENS AL
  - Acme Industrial - LOC33, LOC33
  - Acme Industrial - READING AC, READING AC
  - Acme Industrial, AUTO
  - Acme Industrial, HAMMER RESTORATION
  - Acme Industrial, LOC2
  - Acme Industrial, LOC6
  - Acme Industrial, LOC7
  - Acme Industrial, LOC8

[Display Report] [Clear Selections] [Close]

First select the date range by selecting the **End Date** & **No. of Months**. Next select the **check box** next to the worksite(s) or locations you want included. Once your selections are made click **Display Report**. You can save selections for future use by clicking on the Add Filter button.

*Note: For more detailed instructions view Filters quick start guide*



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