



Labcheck Next Generation

# Quick Start Guide

## Report Distributions

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Learn How To:

1. Create a Report Distribution
2. Save and Modify Report Distributions

# Report Distributions

LOAMS Report Distributions feature allows users to send standard reports, management reports or send user customized reports to be automatically emailed out to users in their address book. Depending on your role and data access there are 8 different reports available:

## Routine Sample Report

- Standard Analysis Report

## 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 over a given time period. Also details common issues regarding what caused the abnormal and critical severities

## Sample Turnaround

- Summarizes sample transit times and lab turnaround times

## Sample Summary

- Details the total number of samples ran each month for all units/components for a specified customer or worksite

## Summary of Conditions

- Details the severity of each report ran for all unit/components

## Critical Conditions

- Displays all critical samples over a specified time period

# Accessing Distributions

HOME

SAMPLES

EQUIPMENT

LABELS

REPORTS

PREFERENCES

ADMIN



MANAGEMENT REPORTS

REPORT DISTRIBUTIONS

Management

Distributions

## Report Distributions

Report \*:

Filter \*:

Expiration Date:

Frequency \*:

Recipients \*:

*\* put each email on a new line*

Address Book

Save

Clear

Report \*

Filter \*

Frequency \*

Expiration Date

Recipients \*

To access Report Distributions click on the **Reports** tab then select on **Report Distributions**

New

Copy

Delete

# Setting up Distributions

Management

Distributions

## Report Distributions

Report \*:

Filter \*:

Expiration Date:

Frequency \*:

- Routine Analysis
- Sample Frequency
- Samples Due
- Condition Analysis
- Sample Turnaround
- Sample Summary
- Summary of Conditions
- Critical Conditions

Save

Clear

Recipients \*:

*\*put each email on a new line*

Address Book

Report *	Filter *	Frequency *	Expiration Date	Recipients *
----------	----------	-------------	-----------------	--------------

First select on which report you want to send out by clicking on the drop down menu next to **Report**

New

Copy

Delete

# Setting up Distributions

Management

Distributions

## Report Distributions

Report \*: Routine Analysis

Filter \*: Engines - C & D codes

Expiration Date:

Frequency \*:

Recipients \*:

Text area for recipients

\*put each email on a new line

Address Book

Save

Clear

Report *	Filter *	Frequency *	Expiration Date	Recipients *
----------	----------	-------------	-----------------	--------------

Select the Filter you'd like to apply to this report. A filter must be created first before creating a report distribution so that the system knows what content to include on your report.

*For more detailed instructions, please see Filters quick start guide*

# Setting up Distributions

Management

Distributions

## Report Distributions

Report \*: Routine Analysis ▾

Filter \*: Engines - C & D codes ▾

Expiration Date:

Frequency \*:

- When Available
- Daily Digest
- Weekly Digest
- Monthly Digest
- 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
- Day of Month

Recipients \*:

*\* put each email on a new line*

Address Book

Clear

Report *	Filter *	Expiration Date	Recipients *

If you want this distribution to expire select the day you want it to end next to **Expiration Date**, otherwise leave this field blank. Under **Frequency** select how often you want these report to be emailed

# Setting up Distributions

Management

Distributions

## Report Distributions

Report \*: Routine Analysis

Filter \*: Engines - C & D codes

Expiration Date:

Frequency \*: When Available

Recipients \*:

Labchecksupport@analystsinc.com  
LOAMS@analystsinc.com

*\*put each email on a new line*

Save

Clear

Address Book

Report *	Filter *	Frequency *	Expiration Date	Recipients *
----------	----------	-------------	-----------------	--------------

Type in the recipients of this distribution in the box next to Email Addresses. Click on the Address Book button to add these emails for future use

New

Copy

Delete

# Address Book

**Address Book** [X]

**My Email Addresses**

Demo@email.com

**Add**

**New** **Delete**

**This distribution**

Labchecksupport@analystsinc.co  
LOAMS@analystsinc.co

**Remove**

**Update** **Cancel**

Under ***My Email Addresses*** you can view all emails in your address book ***This Distribution*** shows the specific recipients for this distribution. To add users to your address book click on the ***New*** button

# Address Book



Management

Distributions

New Email



labchecksupport@analystsinc.com

Save

Close

Report Distribution

report.distributions.report.la

report.distributions.filter.la

report.distributions.expiratic

report.distributions.frequenc

New

Delete

Remove

Update

Cancel

report@analystsinc.com,  
analystsinc.com

report.distributions.recipients.hint

distributions.recipients.error

distributions.addressBook.label

report.distributions.email...

report.distributions.repor

report.distributions.new.label

report.distributions.copy.label

report.distributions.delete.label

A new window will open, enter in the new email address and click **Save**

# Address Book

**Address Book** [X]

**My Email Addresses**

- Demo@email.com
- Labchecksupport@analystsinc.co

**This distribution**

- Labchecksupport@analystsinc.co
- LOAMS@Analystsinc.com

[Add]

[New] [Delete] [Remove]

[Update] [Cancel]

To add a recipient from your address book to the distribution click on the **Add** button. To remove an email from the distribution click **Remove**. Remove recipients in your address book by selecting on the email and then clicking delete in the My Email Addresses box. Once complete click the **Update** button

# Saving your Distribution

Management

Distributions

## Report Distributions

Report \*: Routine Analysis

Filter \*: Engines - C & D codes

Expiration Date:

Frequency \*: When Available

Recipients \*:

Labchecksupport@analystsinc.com  
LOAMS@Analystsinc.com

*\*put each email on a new line*

Address Book

Save

Clear

Report *	Filter *	Frequency *	Expiration Date	Recipients *
Routine Analysis	Engines - C & D co...	When Available		Labchecksupport@a...

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

New

Copy

Delete



**LABCHECK SUPPORT DESK:**

Phone: **1.866.522.2432**

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

**[www.LabcheckResources.com](http://www.LabcheckResources.com)**