



Quick Start Guide

Management & Diagnostic Reports

Learn about:

1. Locating new management and diagnostic reports that are available on the Reports tab
2. Report descriptions
3. Generating a PDF version of a report

Locating Management & Diagnostic Reports

HOME SAMPLES EQUIPMENT LABELS REPORTS PREFERENCES ADMIN

Quick Search

MANAGEMENT REPORTS

REPORT DISTRIBUTIONS

Management

Distributions

Management Reports



Transit Time Summary



Sample Volume by Worksite



Sample Volume by Worksite by Component



Unregistered Units and Components



Components With No Product In Use



Samples With No Sampled Date



Samples With No Lube Age

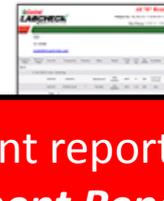


Sample Labels

Diagnostic Reports



Acceptable vs. Unacceptable - All Components



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

Management Report Descriptions (1 of 2)

Depending on your access level, Labcheck now offers management reports shown in the table below:

Transit Time Summary

- Summarizes sample transit time -- for a given time period

Sample Volume by Worksite

- Details the number of samples completed for worksites -- for a given time period

Sample Volume by Worksite by Component

- Details the number of samples completed for worksites -- at the component level -- for a given time period

Unregistered Units and Components

- List of units and components with missing registration information by worksite -- for a given time period

Management Report Descriptions (2 of 2)

Components With No Products In Use

- Lists worksites, unit ID, component and last sample date for samples submitted with incorrect or no oil information submitted

Samples With No Sample Date

- Lists worksites, unit ID, component and sample-received date for samples received without a sample-taken date -- for a given time period

Samples With No Lube Age

- Lists worksites and samples (unit ID, component, sample date) for samples received without a lube age -- for a given time period

Sample Labels

- Displays the number of hand-written labels received vs. labels generated online by worksite -- for a given time period

Diagnostic Report Descriptions (1 of 2)

Depending on your access level, Labcheck now offers diagnostic reports shown in the table below:

Acceptable vs. Unacceptable – All Components

- Lists worksites and acceptable vs. unacceptable samples -- for a given time period

“A,B,C,D” Results by Component

- Displays all severity results by worksite by component -- for a given time period

All “D” Results

- Displays all “D” code results by worksite by component -- for a given time period

Samples Flagged for Coolant

- Displays samples flagged for coolant including sodium, potassium and glycol levels -- for a given time period

Diagnostic Report Descriptions (2 of 2)

Engines, Hydraulics, and Transmissions with Dirt

- Displays samples flagged for dirt including Silicon (Si) levels -- for a given time period

Critical Oxidation & Nitration Levels

- Displays samples with "D" code levels of oxidation and nitration -- for a given time period

Critical Fuel Contamination

- Displays samples with fuel contamination levels exceeding 4% with a decrease in oil viscosity -- for a given time period

Generating Reports (1 of 2)

Castrol
LABCHECK
NEXTGENERATION

HOME SAMPLES EQUIPMENT LABELS

Management

Distributions

Select Language

Frank Gilboy Last login on

Quick Search

ABCD Results by Component

Filters

-- Select Filter -- + 📄

Start Date* **End Date***

Acme Waste, Potsdam, NY

→

Management Reports



Transit Time Summary



Components With No Product In Use



Unregistered Units and Component



Sample Labels

Diagnostic Reports



First select the date range by selecting the **Start & End Date** Next select the **check box** next to the worksite(s) or locations you want to include. Once your selections are made, click **Display Report**. You can save selections for future use by clicking on the green “+” Add Filter button. *Note: For more detailed instructions, view the Filters quick start guide*



To PDF

ABCD Results by Component Report

Printed On: 01/14/16

Date Range: 01/14/15 - 01/14/16



ENGINE



■ Normal
■ Monitor
■ Abnormal

HYDRAULIC



■ Normal
■ Monitor
■ Abnormal

TRANS-AUTO



■ Normal
■ Monitor
■ Abnormal

Company Name	Component
Acme Waste	

A new window will open with your management report. *Note: If the report does not appear after clicking **Display Report**, please make sure that your pop-up blocker is turned off.* To print or save your report, click on the "To PDF" button in the upper right corner of this page. Your report will then open in a PDF format.



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