

Guía de inicio rápido Etiquetas E

Aprenda cómo:

- 1. Crear etiquetas
- 2. Modificar y rastrear etiquetas
- 3. Revisar el historial de muestras enviadas

Etiquetas: Pestaña Explorar o Pestaña Buscar

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HOME SAMPLES EQUIPMENT LABELS REPORTS PREFERENCES ADMIN W Samples History/Status Filters Image: Provide a filter above or select from the Equipment Page: Use Checkboxes in Equipment Tree Or Find Equipment and Check Image: Provide a filter above or select from the Equipment Page: Use Checkboxes in Equipment Tree Or Find Equipment and Check Image: Provide a filter above or select from the Equipment Page: Image: Provide a filter above or select from the Equipment Page: Image: Provide a filter above or select from the Equipment Page: Image: Provide a filter above or select from the Equipment Page: Image: Provide a filter above or select from the Equipment Page: Image: Provide a filter above or select from the Equipment and Check Image: Provide a filter above or select from the Equipment and Check Image: Provide a filter above or select from the Equipment and Check Image: Provide a filter above or select from the Equipment and Check Image: Provide a filter above or select from the Equipment and Check Image: Provide a filter above or select from the Equipment and Check Image: Provide a filter above or select from the Equipment and Check Image: Provide a filter above or select from the Equipment and Check Image: Provide a filter above or sample filter above above or sample filter above abov	HOME SAMPLES EQUIPMENT LABELS REPORTS PREFERENCES ADMIN Quick Search Need Help? w Samples History/Status Filters Image: Compare	BCHECK NEXTGENERATION		Frank Gilbo	Select Language Eng	glish - 6/2015
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Jerarquía de equipos

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Buscar unidades

Castrol	<u>ck</u>						2	Select Language 🔤 English -
NEXTGENE	RATION						Frank Gilbo	y Last login on 06/26/2015
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☑ Acme Wast	e	Potsdam, NY	3	9423		Caterpillar	D300E	ENGINE

Para seleccionar sus equipos a través de la pestaña *Find Units (Buscar unidades)*, busque la unidad y los componentes para los cuales desea registrar etiquetas. Luego, seleccione la casilla de verificación que se encuentra al lado y haga clic en el botón *New Samples (Muestras nuevas)*.

Llenar la etiqueta



Llene los campos obligatorios resaltados en amarillo. También puede agregar cualquier comentario adicional que el laboratorio deba saber en el campo de comentarios. Una vez que complete todos los campos haga clic en el botón **Submit Samples** (Enviar muestras).

Llenar la etiqueta

Castrol LABCHECK				Select Langua	ge English √
HOME SAMPLES EQUIPMENT L	ABELS REPORTS PREF	ERENCES ADMIN		Quick Search	Need Help?
New Samples History/Status					
The Remove All Submit Samples	Filters		• + Ø	required	fields
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Copy to All Samples	Filter Changed:	•	Comment:		
	Lube Service:	•			4

	Unit ID/Component	Sampled Date	Unit Age	Lube Age
Ē	3423 ENGINE	Jun 26, 2015	25000	5239
	Last Sample: Unit Age:20096 Lube Age:335	Tracking Number:		Filter Chan Lube Serv

Para registrar varias muestras al mismo tiempo puede hacer clic en el enlace + *Fast Fill (Llenado rápido)* que le permitirá ahorrar tiempo. Llene los campos que serán iguales y luego haga clic en *Copy to All Samples (Copiar a todas las muestras)*.

Número de rastreo

Castrol	/	Select Languag	e English
	Information	× or	in on 06/26/2015
HOME	These comples de net have tracking numbers. Tracking numbers will be automatically concrated		Need Help ?
New Samples	These samples do not have tracking numbers. Tracking numbers will be automatically generated.		
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💼 Remove		d f	fields

+ Fast Fill

	Unit ID/Component	Sampled Date	Unit Age	Lube Age	Age Units	L	ube	Lube Added
Ô	3423 ENGINE	Jun 26, 2015	25000	5239	Hrs	CASTROL HYPURON	15W40 Q	
	Last Sample: Unit Age:20096	Tracking Number:		Filter Changed:	Yes 💌	Comment:	Demo Comment	
	Lube Age:335			Lube Service:	Sampl 💌			11

Al hacer clic en *Submit Samples (Enviar muestras)*, aparecerá una ventana emergente. Esto es para comunicarle que se asignarán números de rastreo a sus muestras. Haga clic en *OK (Aceptar)*.

Historial/Estado



+ Filter History

V	Unit ID/Component	Sampled Date	Unit Age	Lube Age	Age Units	Lube		Lube Added			
V	3423 ENGINE	06/26/2015	25000	5239	Hours	CASTROL HYPURC	ON 15W40				
	Last Sample: Unit Age:20096 Lube Age:335	Tracking Number:	E201506261223	Filter Changed: Lube Service:	Yes Sampled	Comment:	Demo Comn	nent			
	Modify Delete Submitted Date:06/26/2015 Submitted By:quickstart Status: Not Received Worksite:Potsdam, NY										

Esto lo llevará a la pestaña *History/Samples (Historial/Muestras)*. Aquí es donde puede ver toda la información que se llenó en la etiqueta; también incluye la fecha de envío, qué usuario envió la muestra, el estado de la muestra y el lugar de trabajo.



Haga clic en el botón *Print Labels (Imprimir etiquetas)* para imprimir su etiqueta. Recomendamos utilizar Etiquetas Avery 5263 o papel de etiquetas compatible de 2" x 4".



También puede elegir en qué etiqueta le gustaría comenzar a imprimir seleccionándola del menú desplegable que se encuentra al lado de *Label Sheet Start Position (Posición de inicio de la hoja de etiquetas)*.

Castrol								Select Frank Gilboy v	Language English-
но	ИE	SAMPLES	Equipment	LABELS	REPORTS	PREFERENCES	ADMIN	Quick Search	Need Help?
New Samples	s Re	History/Statu port	us Print Labels	1 🗸	2 Label Start	Sheet Sm: Position	all Labels	Filters	▼ + Ø
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Unit ID/Component	Sampled Date	Unit Age	Lube Age	Age Units	Lube		Lube Added
3423 ENGINE	06/26/2015	25000	5239	Hours	CASTROL HYPURO	N 15W40	
Last Sample: Unit Age:20096 Lube Age:335	Tracking Number:	E201506261223	Filter Changed: Lube Service:	Yes Sampled	Comment:	Demo Comn	ient

Modify Delete Submitted Date:06/26/2015 Submitted By:quickstart Status: Not Received Worksite:Potsdam, NY

Una vez que hace clic en **Print Labels** (Imprimir etiquetas), se abrirá una ventana con la versión en PDF de sus etiquetas. Si el siguiente mensaje aparece en su navegador haga clic en "Abrir".

Save

Cancel

×

 \checkmark

Open



Lo que DEBE y NO DEBE hacer con las





Lo que debe hacer

- Llene las etiquetas de forma correcta y completa: La falta de información reduce la precisión de los informes de análisis del petróleo utilizado
- Pegue la etiqueta a la botella correctamente
- El código de barras debería estar vertical
- Asegúrese de que la tapa esté bien cerrada

Lo que no debe hacer

- No utilice una etiqueta para más de una muestra
- No escriba sobre las etiquetas: Si necesita hacer cambios puede hacerlo siempre y cuando el laboratorio no haya recibido las muestras.

Filtrar el historial

Castrol ABCHECK NEXTGENERATION	~					S Frank Gilbo	elect Language English▼ y ▼ Last login on 06/26/201
HOME SAMP	PLES Equipn	MENT LABELS REF	PORTS PREFERENCE	S ADM	IN	Quick Searc	ch Need Help
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Last Samp Unit A <u>c</u> Lube A <u>c</u>	le: ge: ₂₀₀₉₆ ge: ₃₃₅	Tracking Number:	E201506261223	Filter (Lube	permite buso la casilla y llo Cuando terr	car muestras ya env ene sus parámetros pine, baga clic en el	iadas. Expanda de búsqueda. botón Submit
Modify Delete	Submitted Da	ate:06/26/2015 Subr	mitted By:quickstart §	Status: N	Search Crit	eria (Enviar criterio	de húsqueda)

Rastrear una muestra



+ Filter History

	Unit ID/Component	Sampled Date	Unit Age	Lube Age	Age Units	Lube	•	Lube Added
V	3423 ENGINE	06/26/2015	25000	5239	Hours	CASTROL HYPUR	ON 15W40	
	Last Sample: Unit Age:20096 Lube Age:335	Tracking Number:	E201506261223	Filter Changed: Lube Service:	Yes Sampled	Comment:	Demo Comn	nent

Modify Delete Submitted Date:06/26/2015 Submitted By:quickstart Status: Not Received Worksite:Potsdam, NY

Puede rastrear una muestra mediante el **Status (Estado).** Se mostrarán tres opciones diferentes del estado: **No recibida:** El laboratorio todavía no recibió esta muestra. **Recibida:** El laboratorio recibió esta muestra y está siendo procesada. **Completa:** Esta muestra está completa; haga clic en el enlace para ver el informe.

Modificar o eliminar una etiqueta

Select Language English-										
	HOME	SAMPLES	Equipment	LABELS	REPORTS	PREFERENCES	ADMIN		Quick Search	Need Help?
Ne	w Samples	History/State	us							
Status Report Print Labels 1 2 Label Sheet Start Position								• + Ø		

+ Filter History

V	Unit ID/Component	Sampled Date	Unit Age	Lube Age	Age Units	Lube		Lube Added
V	3423 ENGINE	06/26/2015	25000	5239	Hours	CASTROL HYPURON 15W40		
	Last Sample: Unit Age:20096 Lube Age:335	Tracking Number:	E201506261223	Filter Changed: Lube Service:	Yes Sampled	Comment: Demo Co		nent

Modify Delete Submitted Date: 06/26/2015 Submitted By: quickstart Status: Not Received Worksite: Potsdam, NY

Usted puede Modify (Modificar) información o Delete (Eliminar) una etiqueta siempre que el estado de la muestra sea <u>No recibida</u>. Para hacer esto, haga clic en los enlaces Modify (Modificar) o Delete (Eliminar). (Nota: No elimine una etiqueta si ha enviado esta muestra al laboratorio; las etiquetas eliminadas no pueden recuperarse, y es posible que tenga que registrarla nuevamente.

Informe del estado



El botón **Status Report (Informe del estado)** le permite generar un informe en PDF imprimible de muestras recientes que fueron enviadas. Para imprimir un informe seleccione las casillas de verificación que se encuentran al lado de las etiquetas que desea imprimir y haga clic en **Status Report (Informe del estado)**. Se abrirá una nueva ventana con su informe.

Informe del estado





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