



# Quick Start Guide

## Adding Mobile Equipment

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Learn How To:

1. Add Equipment
2. Modify Equipment
3. Delete Equipment (Cannot be Retrieved)

# Adding New Equipment

BROWSE TREE

FIND UNITS

Explore Find Units

Quick filter here...

Compare Graph

Print Labels

- Acme Lubricants, Top Master
  - Acme Lubricants Inc, JONESTOWN PA
    - Abel Construction Co. Ind, MOUNT
    - Abel Construction Company Inc, Y
    - Adcock'S Systems, Llc, ADOCK'S SY
    - Adell Plastics, Balti, MD
    - AFOLINO, AFOLINO OAKMONT, PA
    - Aleris Recycling Inc, Friendly, WV
    - Ameresco, AMERESCO GOSHEN NY
    - American Contractors Equipment C
    - American Paving Corp., SHOP
    - American Tennis Courts, Inc
    - 115 Not Specified Unknown/Uns
    - 126 Peterbilt Unknown/Unspecif
    - 14-0595 Freightliner -
    - 145 Peterbilt 330
    - 150 Not Specified Unknown/Uns
    - 158 Mack CV713
    - 159 Mack CV713
    - 164 Not Specified Unknown/Uns
    - 186 Mack GU713
    - 197 Mack GU713
    - 2006 CHEVROLET MALIBU Chev
    - 206 Sterling LT8500
    - 207 Hino Unknown/Unspecified
    - 210 Freightliner Unknown/Unsp

Customer Details Unit List Summary

Add Unit

Modify Unit

Copy Unit

Delete Unit

Download XLS

Upload Units

Unit ID	Equipment Type	Manufacturer	Model
1222	Refuse Truck	Mack	Mack MR690S
1225	Refuse Truck	Mack	Mack MR688S
1226	Refuse Truck	Autocar	Autocar ACX64
1227	Refuse Truck	Mack	Mack MR688S
1228	Refuse Truck	Mack	Mack MR688S
1230	Refuse Truck	Mack	Mack MR688S
1232	Refuse Truck	Mack	Mack MR688S
1234	Refuse Truck	Mack	Mack MR688S
1235	Refuse Truck	Autocar	Autocar ACX64
1236	Refuse Truck	Autocar	Autocar ACX64

To add new equipment, click on the **Equipment** tab. On the left side open up the hierarchy and select the **worksite** you want to add equipment to. On the right, select on the **Unit List** tab and click on the **Add Unit** button.

# Adding New Equipment

## Add Unit



Industrial  Mobile

### 1. Select Make/Model\*

Caterpillar 740B

Lookup Models

Off-Highway Trucks Caterpillar 740B

Unit ID\*

Serial Number

Age Units

Hrs

### 3. Components

Please select a valid Unit Make/Model and a Unit ID in order to be able to modify components.

*\*required fields*

A new window will open up, first type in the make and model that you are looking to add. The field will begin to auto-populate. **Select** the model you wish to add from the list that appears below the field. If you do not see your model, click the **Lookup Models** button.

# Lookup Models

Castrol  
LABCHE  
NEXTGEN

Add Unit

Industrial Mobile

1. Select Make/Model

Caterpillar 740B

2. Unit Info

Unit ID\*

3. Components

Component

Note: All components are required.

\*required fields

207 Hino Unknown  
210 Freightliner Unknown  
217 Not Specified

Select Language English

login on 12/24/2014

Need Help ?

ad Units

Lookup Models

Equipment Type	Manufacturer	Model
Filter...	Caterpillar	740B
	Caterpillar	740B
Off-Highway Trucks	Caterpillar	740B

Can't find your model? [Request New Make and Model](#)

Continue Cancel



The **Lookup Models** window allows you search by Equipment Type, Manufacturer and Model. Once you've found the Manufacturer and Model you are looking for, select the model by clicking on it and then click the **Continue** button. If you do not see your model listed click on the **Request New Manufacturer and Model** link.

# Requesting a New Manufacturer and Model

**Request New Make and Model** X

**Equipment Type\*** Dozers

**Make\*** Caterpillar

**Model\*** D3K2

*\*required fields*

*A request will be sent to the administrator to add this information to the master list.*

**Send Request** Cancel

To request a new make and model you must first select a **type** from the **Equipment Type** drop down list. Next type in the new make & model and click **Send Request**. This model will be available for you to use right away. An email will be sent to the Labcheck admin to add to the database for all users to use in the future.

# Enter Unit Information

## Add Unit

Industrial  Mobile

**1. Select Make/Model\***

Off-Highway Trucks Caterpillar 740B

**2. Unit Info**

Unit ID\*  Serial Number  Age Units  

**3. Components - Select component to add and click the component hyperlink to modify details**

	Component	Manufacturer	Model	Serial
<input checked="" type="checkbox"/>	<a href="#">ENGINE</a>	Caterpillar	740B	12345
<input type="checkbox"/>	FINAL DRIVE RIGHT REAR			
<input type="checkbox"/>	FINAL DRIVE RIGHT FRONT			
<input type="checkbox"/>	FINAL DRIVE LEFT CENTER			
<input type="checkbox"/>	FINAL DRIVE LEFT FRONT			
<input type="checkbox"/>	FINAL DRIVE RIGHT CENTER			
<input type="checkbox"/>	FINAL DRIVE LEFT REAR			
<input checked="" type="checkbox"/>	<a href="#">HYDRAULIC</a>	Caterpillar	740B	12345
<input type="checkbox"/>	PLANETARY RIGHT REAR			

\*required fields

Next enter in the unique **Unit ID** and **Serial Number** (if applicable). Below this is the Components table – Select the checkbox next to the components you'd like to add. To modify a component click on the component name hyperlink.

# Modifying a Component

### Add Unit

Industrial  Mobile

**1. Select Make/Model\***

Off-Highway Trucks Caterpillar 740B

**2. Unit Info**

**Unit ID\*** Demo Unit **Serial Number** 12345 **Age Units** Hrs

**3. Components**

**Component\*** ENGINE **Component Manufacturer /Model\*** Caterpillar 740B **Serial Number** 12345

**Oil Type** CASTROL "TECTION EXTRA" 15W4C **Oil Capacity** **Oil Units** **Sample Frequency (days)**

**Fuel Type** Diesel **Cooling System Type**

When modifying a component, all fields with an asterisk (\*) must be filled in before going to the next step. The system will auto populate on the component, make/model, and oil type fields. Make your selections from the drop down list. Once complete click **Done**. If you do not see your oil type or make/model populate click on the magnifying glass to open the **Lookup Window**.

# Looking up Oil Types

Castrol

Select Language English

2015

Need Help ? X

## Lookup Window

Manufacturer	Brand	Viscosity Grade
Castrol x	Tection Extra x	15w40 x
CASTROL	TECTION EXTRA	15W40

Can't find your oil type? [Request New Oil Type](#)

OK Cancel

The **Lookup Window** allows you search by Oil, Brand and Viscosity Grade. Once you've found the Oil type you are looking for select on it and click **OK**. If you do not see your oil type listed click on the **Request New Oil Type** link.

# Requesting a New Oil Type

**Request New Oil Type** X

**Manufacturer\***

**Brand\***

**Viscosity Grade\***



To request a new oil type you must fill out all fields: Manufacturer, Brand & Viscosity Grade. Then click **Send Request**. *This oil type will be available for you to use right away.* An email will be sent to the Labcheck admin to add this oil to the database for all users to use in the future.

# Save & Close

Castrol  
LABOR  
NEXT

Select Language English

login on 02/11/2015

Need Help ?

## Add Unit ✕

Industrial  Mobile

**1. Select Make/Model\***

Off-Highway Trucks Caterpillar 740B Lookup Models

**2. Unit Info**

**Unit ID\*** Demo Unit **Serial Number** 12345 **Age Units** Hrs

**3. Components - Select component to add and click the component hyperlink to modify details**

	Component	Manufacturer	Model	Serial
<input checked="" type="checkbox"/>	ENGINE	Caterpillar	740B	12345
<input type="checkbox"/>	FINAL DRIVE RIGHT REAR			
<input type="checkbox"/>	FINAL DRIVE RIGHT FRONT			
<input type="checkbox"/>	FINAL DRIVE LEFT CENTER			
<input type="checkbox"/>	FINAL DRIVE LEFT FRONT			
<input type="checkbox"/>	FINAL DRIVE RIGHT CENTER			
<input type="checkbox"/>	FINAL DRIVE LEFT REAR			
<input checked="" type="checkbox"/>	HYDRAULIC	Caterpillar	740B	12345
<input type="checkbox"/>	PLANETARY RIGHT REAR			

*\*required fields*

Save & Close Cancel

Once complete click on the **Save & Close** button.

# Save & Close

Explore Find Units

Quick filter here...

Compare Graph

Print Labels

American Contractors Equipment C

- 1222 Mack MR690S
- 1225 Mack MR688S
- 1226 Autocar ACX64
- 1227 Mack MR688S
- 1228 Mack MR688S
- 1230 Mack MR688S
- 1232 Mack MR688S
- 1234 Mack MR688S
- 1235 Autocar ACX64
- 1236 Autocar ACX64
- 1237 Autocar ACX64
- 1238 Autocar ACX64
- 1239 Autocar ACX64
- 1240 Autocar ACX64
- 1241 Autocar ACX64
- 1242 Autocar ACX64
- 1243 Autocar ACX64
- 1245 Autocar ACX64
- 1246 Autocar WXLL64
- 1247 Autocar WXLL64
- 1248 Autocar ACX64
- 1249 Autocar ACX64
- 1250 Autocar ACX64
- 1251 Autocar ACX64
- 1252 Autocar XPEDITER

Customer Details

Unit List

Summary

Add Unit

Modify Unit

Copy Unit

Delete Unit

Download XLS

Upload Units

Unit ID	Equipment Type	Manufacturer	Model
<input checked="" type="checkbox"/> Demo Unit	Off-Highway Trucks	Caterpillar	Caterpillar 740B
<input type="checkbox"/> 3059	Refuse Truck	Peterbilt	Peterbilt 365
<input type="checkbox"/> 3058	Refuse Truck	Mack	Mack GU813
<input type="checkbox"/> 3057	Refuse Truck	Mack	Mack GU813
<input type="checkbox"/> 3056	Refuse Truck	Peterbilt	Peterbilt 365
<input type="checkbox"/> 3055	Refuse Truck	Peterbilt	Peterbilt 365
<input type="checkbox"/> 3054	Refuse Truck	Peterbilt	Peterbilt 365
<input type="checkbox"/> 3053	Refuse Truck	Peterbilt	Peterbilt 365
<input type="checkbox"/> 3052	Refuse Truck	Peterbilt	Peterbilt 365
<input type="checkbox"/> 3051	Refuse Truck	Peterbilt	Peterbilt 365
<input type="checkbox"/> 3050	Refuse Truck	Peterbilt	Peterbilt 365
<input type="checkbox"/> 3049	Refuse Truck	Mack	Mack RD688S
<input type="checkbox"/> 3048	Refuse Truck	Peterbilt	Peterbilt 365
<input type="checkbox"/> 3047			
<input type="checkbox"/> 3046			

The new unit will now appear under your Unit List and in the Equipment Hierarchy.

# Copy Units

Explore Find Units

Quick filter here...

Compare Graph

Print Labels

American Contractors Equipment C

- 1222 Mack MR690S
- 1225 Mack MR688S
- 1226 Autocar ACX64
- 1227 Mack MR688S
- 1228 Mack MR688S
- 1230 Mack MR688S
- 1232 Mack MR688S
- 1234 Mack MR688S
- 1235 Autocar ACX64
- 1236 Autocar ACX64
- 1237 Autocar ACX64
- 1238 Autocar ACX64
- 1239 Autocar ACX64
- 1240 Autocar ACX64
- 1241 Autocar ACX64
- 1242 Autocar ACX64
- 1243 Autocar ACX64
- 1245 Autocar ACX64
- 1246 Autocar WXLL64
- 1247 Autocar WXLL64
- 1248 Autocar ACX64
- 1249 Autocar ACX64
- 1250 Autocar ACX64
- 1251 Autocar ACX64
- 1252 Autocar XPEDITER

Customer Details

Unit List

Summary

Add Unit

Modify Unit

Copy Unit

Delete Unit

Download XLS

Upload Units

Unit ID	Equipment Type	Manufacturer	Model
<input checked="" type="checkbox"/> 17	Refuse Truck	International	International 4300
<input type="checkbox"/> 1222	Refuse Truck	Mack	Mack MR690S
<input type="checkbox"/> 1225	Refuse Truck	Mack	Mack MR688S
<input type="checkbox"/> 1226	Refuse Truck	Autocar	Autocar ACX64
<input type="checkbox"/> 1227	Refuse Truck	Mack	Mack MR688S
<input type="checkbox"/> 1228	Refuse Truck	Mack	Mack MR688S
<input type="checkbox"/> 1230	Refuse Truck	Mack	Mack MR688S
<input type="checkbox"/> 1232	Refuse Truck	Mack	Mack MR688S
<input type="checkbox"/> 1234	Refuse Truck	Mack	Mack MR688S
<input type="checkbox"/> 1235			
<input type="checkbox"/> 1236			
<input type="checkbox"/> 1237			
<input type="checkbox"/> 1238			
<input type="checkbox"/> 1239			
<input type="checkbox"/> 1240			

You can save time when creating units with the same make & model by clicking on the **Copy Unit** button. This will open up the Add Unit screen with the same make and model listed.

# Delete Units

Explore Find Units

Quick filter here... 

 Compare Graph

 Print Labels

American Contractors Equipment C

- ▶   1222 Mack MR690S
- ▶   1225 Mack MR688S
- ▶   1226 Autocar ACX64
- ▶   1227 Mack MR688S
- ▶   1228 Mack MR688S
- ▶   1230 Mack MR688S
- ▶   1232 Mack MR688S
- ▶   1234 Mack MR688S
- ▶   1235 Autocar ACX64
- ▶   1236 Autocar ACX64
- ▶   1237 Autocar ACX64
- ▶   1238 Autocar ACX64
- ▶   1239 Autocar ACX64
- ▶   1240 Autocar ACX64
- ▶   1241 Autocar ACX64
- ▶   1242 Autocar ACX64
- ▶   1243 Autocar ACX64
- ▶   1245 Autocar ACX64
- ▶   1246 Autocar WXLL64
- ▶   1247 Autocar WXLL64
- ▶   1248 Autocar ACX64
- ▶   1249 Autocar ACX64
- ▶   1250 Autocar ACX64
- ▶   1251 Autocar ACX64
- ▶   1252 Autocar XPEDITER
- ▶   17 International 4300

Customer Details Unit List Summary

Add Unit

Modify Unit

Copy Unit

Delete Unit

Download XLS

Upload Units

Unit ID	Equipment Type	Manufacturer	Model
<input checked="" type="checkbox"/> 17	Refuse Truck	International	International 4300
<input type="checkbox"/> 1222	Refuse Truck	Mack	Mack MR690S
<input type="checkbox"/> 1225	Refuse Truck	Mack	Mack MR688S
<input type="checkbox"/> 1226	Refuse Truck	Autocar	Autocar ACX64
<input type="checkbox"/> 1227	Refuse Truck	Mack	Mack MR688S
<input type="checkbox"/> 1228	Refuse Truck	Mack	Mack MR688S
<input type="checkbox"/> 1230	Refuse Truck	Mack	Mack MR688S
<input type="checkbox"/> 1232	Refuse Truck	Mack	Mack MR688S
<input type="checkbox"/> 1234	Refuse Truck	Mack	Mack MR688S
<input type="checkbox"/> 1235	Refuse Truck	Autocar	Autocar ACX64

To delete a unit select the checkbox next to the unit and click the *Delete Unit* button. Please note deleting units permanently removes information from the database and cannot be restored.

# Modifying Components

Explore Find Units

Quick filter here... 

 Compare Graph

 Print Labels

- ▶   3056 Peterbilt 365
- ▶   3057 Mack GU813
- ▶   3058 Mack GU813
- ▶   3059 Peterbilt 365
- ▶   Demo Unit Caterpillar 740B
  -  DIFFERENTIAL FRONT
  -  ENGINE
  -  HYDRAULIC
  -  TRANS-AUTO

Unit Details **Component List** 

**Modify Unit**

**Delete Component**

<input type="checkbox"/>	Component	Model	Manufacturer	Serial
<input type="checkbox"/>	DIFFERENTIAL FRONT	740B	Caterpillar	12345
<input type="checkbox"/>	ENGINE			12345
<input type="checkbox"/>	HYDRAULIC			12345
<input type="checkbox"/>	TRANS-AUTO			12345

You can also add/modify/delete components when selected at the **Unit level** on the left and clicking on the **Component List** on the right. Select the **Modify Unit** button to make revisions.



**LABCHECK SUPPORT DESK:**

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