



# Quick Start Guide

## Email Settings & Customization

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Learn How To:

1. Choose Email Notification Settings
2. Customize Sample Inbox

# Preferences Tab

Manage Filters

My Tests

Communications



## Notification and Alerts

Email



Fax

Email Address:



Fax Number:

Format:  Links to Sample Details  
 PDF Attachments

Severity Threshold:

Severity Threshold:

Frequency:

Frequency:

Samples Email Format:

Save

## Regional Settings

Language:

Date Format:

To update your email settings, click on the **Preferences** tab and select on **Communications**. To receive email notifications once samples are complete make sure the box next to email is checked and that your email address is listed correctly.

# Links to Sample Details



Select Language English

Frank Gilboy Last login on 06/23/2015

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## Notification and Alerts

Email

Fax

Email Address: frank.gilboy@bp.com

Fax Number: 1231223656

Format:  Links to Sample Details

Severity Threshold: D

PDF Attachments

Frequency: When Available

Severity Threshold: A

Frequency: Daily Digest

Samples Email Format: STANDARD

STANDARD  
INBOX

Save

## Regional Settings

Language:

Date Format:

Select the bubble next to which format of email notifications you'd like to receive. By default all users are set to receive Links to Sample Details. This means that LOAMS will email you links back to the website to log in and view your reports. Under the Samples Email Format, select to receive these links in Standard (Non-HTML) or Inbox (HTML, Matches your Sample Inbox) format.

# PDF Attachments



Select Language English

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## Notification and Alerts

Email

Fax

Email Address: frank.gilboy@bp.com

Fax Number: 1231223656

Format:  Links to Sample Details

Severity Threshold: D

PDF Attachments

Frequency: When Available

Severity Threshold: A

Frequency: Daily Digest

Samples Email Format: STANDARD

Save

## Regional Settings

Language: English

Date Format: mm/dd/yyyy

Selecting PDF Attachments ensures that LOAMS will send the reports straight to your email so you do not need to log in each time a sample has completed. Please note that these are in a .zip format.

# Severity Threshold

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## Notification and Alerts

Email

Fax

Email Address: frank.gilboy@bp.com

Fax Number: 1231223656

Format:  Links to Sample Details

Severity Threshold: D

PDF Attachments

Frequency: When Available

Severity Threshold:

A

D

C

B

A

Frequency:

Samples Email Format:

STANDARD



## Regional Settings

Language:

Date Format:

Next to **Severity Threshold**, select which reports you want to be notified on.

- A** Receive email notifications on all samples.
- B** Receive email notifications on B, C and D codes.
- C** Receive email notifications on C and D codes.
- D** Receive email notifications on D codes only.

# Frequency

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## Notification and Alerts

Email

Fax

Email Address: frank.gilboy@bp.com

Fax Number: 1231223656

Format:  Links to Sample Details

Severity Threshold: D

PDF Attachments

Frequency: When Available

Severity Threshold: A

Frequency: Daily Digest

Samples Email Format:

- 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



Save

## Regional Settings

Language:

Date Format: mm/dd/yyyy

Next to **Frequency** select how often you'd like to receive emails from Labcheck. To receive one email a day select Daily Digest.

# Save Email Settings



Select Language English

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## Notification and Alerts

Notification and alerts saved successfully.

Email

Fax

Email Address:

Fax Number:

Format:  Links to Sample Details  
 PDF Attachments

Severity Threshold:

Severity Threshold:

Frequency:

Frequency:

Samples Email Format:



## Regional Settings

Language:

Once you've updated your preferences click the **Save** button.

# Regional Settings

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## Notification and Alerts

Email

Email Address:

Format:  Links to Sample Details  
 PDF Attachments

Severity Threshold:

Frequency:

Samples Email Format:

Fax

Fax Number:

Severity Threshold:

Frequency:

Save

## Regional Settings

Regional settings saved successfully.

Language:

Date Format:

Save

Update your Regional settings if necessary.  
Once complete click the **Save** button.



# Sample Inbox Customization

Inbox

Search

Date Range: Last Year

Show: All

Clear from Inbox

Export XLS

Print Report(s)

Show/hide columns

<input type="checkbox"/>	Severity	Sampled Date	Unit ID	Component	Condition	Worksite	Customer
<input type="checkbox"/>	D	Apr 01, 2014	ENGINE	PT30	Fuel/Low Viscosity	UNIONTOWN PA	B & L Trucking I
<input type="checkbox"/>	A	Apr 02, 2014	ENGINE	30	Acceptable	FLYWAY EXCAVATING	Flyway Excavati
<input type="checkbox"/>	A	Apr 03, 2014	ENGINE	SLS30	Acceptable	UNIONTOWN PA	B & L Trucking I
<input type="checkbox"/>	A	Apr 07, 2014	ENGINE	BST5	Acceptable	UNIONTOWN PA	B & L Trucking I
<input type="checkbox"/>	A	Apr 08, 2014	ENGINE	BOA3	Acceptable	UNIONTOWN PA	B & L Trucking I
<input type="checkbox"/>	A	Apr 08, 2014	ENGINE	15-177	Acceptable	BELT CRANES	Belt Cranes
<input type="checkbox"/>	A	Apr 09, 2014	ENGINE	96-1369	Acceptable	BELT CRANES	Belt Cranes
<input type="checkbox"/>	C	Apr 12, 2014	ENGINE	626	Oxidation	CHESWICK, PA	Tesone Transpor
<input type="checkbox"/>	A	Apr 15, 2014	ENGINE	39	Acceptable	FLYWAY EXCAVATING	Flyway Excavati
<input type="checkbox"/>	A	Apr 15, 2014	ENGINE				
<input type="checkbox"/>	A	Apr 15, 2014	ENGINE				
<input type="checkbox"/>	A	Apr 15, 2014	ENGINE				
<input type="checkbox"/>	A	Apr 15, 2014	ENGINE				
<input type="checkbox"/>	A	Apr 16, 2014	ENGINE				
<input type="checkbox"/>	C	Apr 17, 2014	ENGINE				
<input type="checkbox"/>	C	Apr 19, 2014	ENGINE				


There are several ways to customize your **Sample Inbox**. Left click to drag and drop column headers in the order that fits your needs. You can also choose which column headers to display by clicking on the **Show/Hide Columns** button.

# Show/Hide Columns

<input type="checkbox"/>	Severity	Sample Date	Unit ID
<input type="checkbox"/>	D	Apr 01, 2014	55-560
<input type="checkbox"/>	A	Apr 02, 2014	15-155
<input type="checkbox"/>	A	Apr 03, 2014	70-17
<input type="checkbox"/>	A	Apr 04, 2014	15-185
<input type="checkbox"/>	A	Apr 05, 2014	15-185
<input type="checkbox"/>	A	Apr 06, 2014	15-185
<input type="checkbox"/>	A	Apr 07, 2014	15-185
<input type="checkbox"/>	A	Apr 08, 2014	15-185
<input type="checkbox"/>	A	Apr 09, 2014	15-185
<input type="checkbox"/>	A	Apr 10, 2014	15-185
<input type="checkbox"/>	A	Apr 11, 2014	15-185
<input type="checkbox"/>	A	Apr 12, 2014	15-185
<input type="checkbox"/>	A	Apr 13, 2014	15-185
<input type="checkbox"/>	A	Apr 14, 2014	15-185
<input type="checkbox"/>	A	Apr 15, 2014	55-560
<input type="checkbox"/>	A	Apr 16, 2014	15-155
<input type="checkbox"/>	C	Apr 17, 2014	70-17
<input type="checkbox"/>	C	Apr 19, 2014	15-185

### Show/hide columns

- Severity
- Sampled Date
- Unit ID
- Component
- Condition
- Worksite
- Customer
- Make / Model
- Serial
- Sample Number
- Oil Age
- Unit Age
- Unit Make / Model
- Unit Worksite
- Action
- Unit Serial No.



Select the check boxes next to the column headers you'd like to display. Once you've made your selections click the **Save** button, and your inbox will update.

# Sample Inbox Customization



Select Language English

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History

Date Range: Last Year

Show:

- All
- All
- Viewed**
- Unviewed

Clear from Inbox

Export XLS

Print Report(s)

Show/hide columns

<input type="checkbox"/>	Severity	Sampled	Unit ID	Component	Condition	Worksite	Customer
<input type="checkbox"/>	<b>D</b>	Apr 01, 2014	PT30	ENGINE	Fuel/Low Viscosity	UNIONTOWN PA	B & L Trucking In
<input type="checkbox"/>	A	Apr 02, 2014	30	ENGINE	Acceptable	FLYWAY EXCAVATING	Flyway Excavati
<input type="checkbox"/>	A	Apr 03, 2014	SLS30	ENGINE	Acceptable	UNIONTOWN PA	B & L Trucking In
<input type="checkbox"/>	A	Apr 07, 2014	BST5	ENGINE	Acceptable	UNIONTOWN PA	B & L Trucking In
<input type="checkbox"/>	A	Apr 08, 2014	BOA3	ENGINE	Acceptable	UNIONTOWN PA	B & L Trucking In
<input type="checkbox"/>	A	Apr 08, 2014	15-177	ENGINE	Acceptable	BELT CRANES	Belt Cranes
<input type="checkbox"/>	A	Apr 09, 2014	96-1369	ENGINE	Acceptable	BELT CRANES	Belt Cranes
<input type="checkbox"/>	C	Apr 12, 2014	626	ENGINE	Oxidation	CHESWICK, PA	Tesone Transpor
<input type="checkbox"/>	A	Apr 15, 2014	39	ENGINE	Acceptable	FLYWAY EXCAVATING	Flyway Excavati
<input type="checkbox"/>	A	Apr 15, 2014	15-180	ENGINE	Acceptable	BELT CRANES	Belt Cranes
<input type="checkbox"/>	A	Apr 15, 2014	3				
<input type="checkbox"/>	A	Apr 15, 2014	5				
<input type="checkbox"/>	A	Apr 16, 2014	15				
<input type="checkbox"/>	C	Apr 17, 2014	7				
<input type="checkbox"/>	C	Apr 19, 2014	15				

Click on a column header to sort between ascending and descending order. You can also sort between Viewed and Unviewed samples. Samples that have not been viewed will be **bold**.



**LABCHECK SUPPORT DESK:**

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