# Quick Start Guide
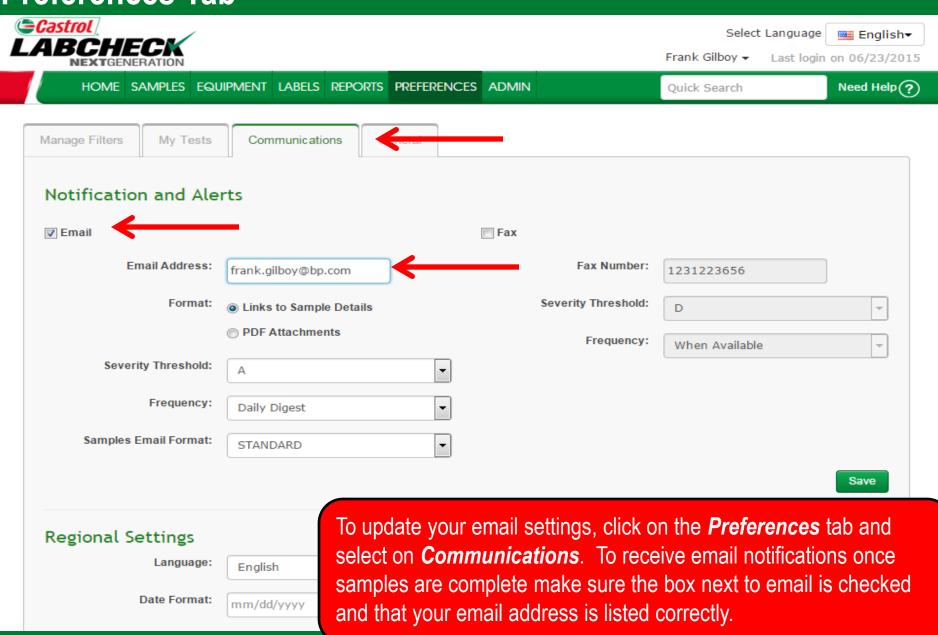
## Email Settings & Customization
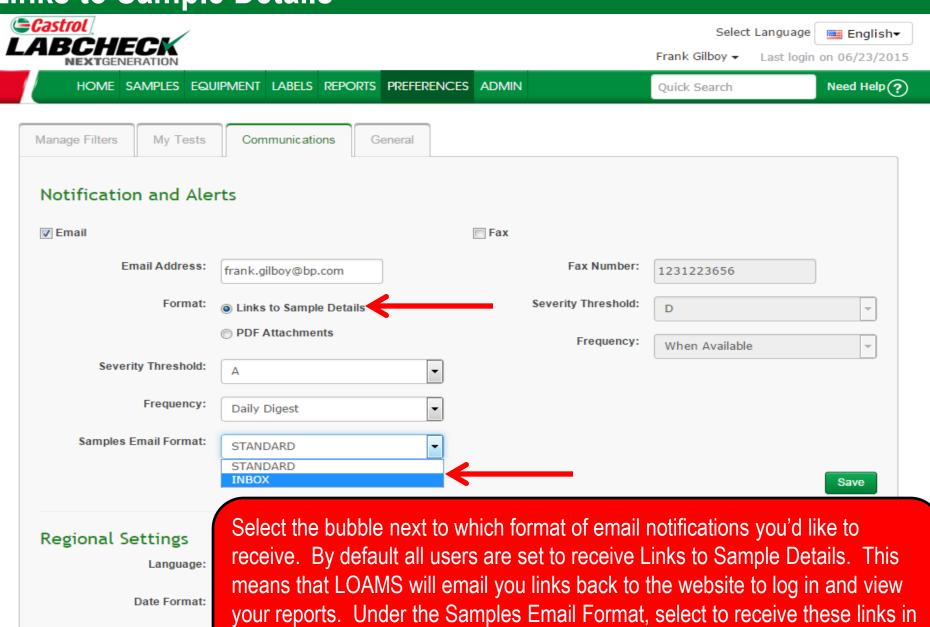
Learn How To:
1. Choose Email Notification Settings
2. Customize Sample Inbox

# Preferences Tab

**Castrol LABCHECK NEXTGENERATION**

HOME   SAMPLES   EQUIPMENT   LABELS   REPORTS   PREFERENCES   ADMIN      Quick Search      Need Help ?

Manage Filters | My Tests | Communications | General

## 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

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

## Castrol LABCHECK NEXTGENERATION

Select Language  🇺🇸 English▾

Frank Gilboy ▾   Last login on 06/23/2015

HOME   SAMPLES   EQUIPMENT   LABELS   REPORTS   **PREFERENCES**   ADMIN

Quick Search          Need Help ?

| Manage Filters | My Tests | Communications | General |

## 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 lo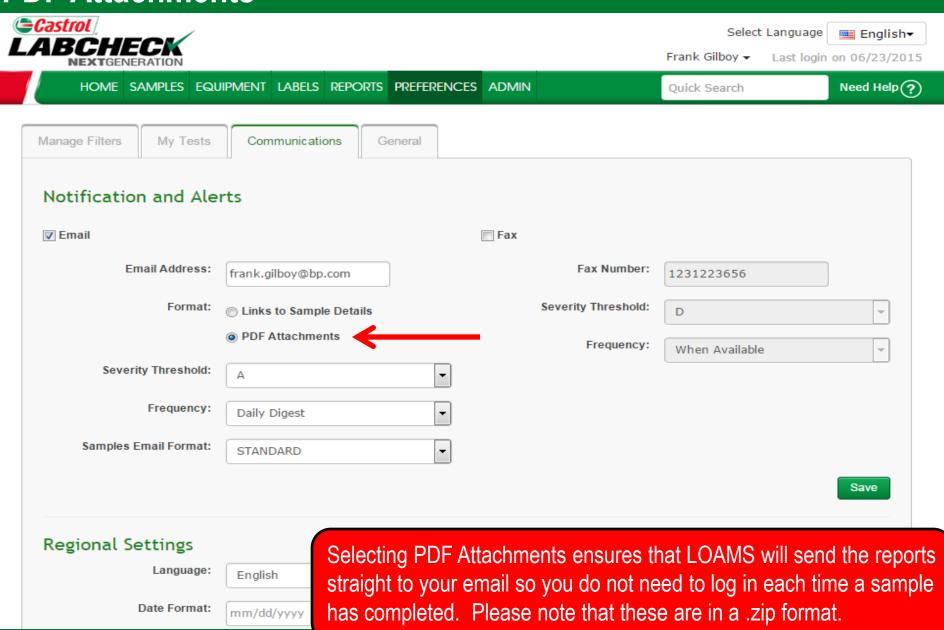g in and view your reports. Under the Samples Email Format, select to receive these links in Standard (Non-HTML) or Inbox (HTML, Matches your Sample Inbox) format.

# PDF Attachments



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

**Castrol LABCHECK NEXTGENERATION**

HOME   SAMPLES   EQUIPMENT   LABELS   REPORTS   PREFERENCES   ADMIN        Quick Search        Need Help ?

| Manage Filters | My Tests | Communications | General |

## 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

Castrol
**LABCHECK**
NEXTGENERATION

Select Language    🇺🇸 English▾

Frank Gilboy ▾    Last login on 06/23/2015

HOME  SAMPLES  EQUIPMENT  LABELS  REPORTS  **PREFERENCES**  ADMIN    Quick Search    Need Help ❓

| Manage Filters | My Tests | Communications | General |

## 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

|  |
|---|
| 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 |

**Samples Email Format:**

⬅

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

Manage Filters | My Tests | **Communications** | General

## Notification and Alerts

Notification and alerts saved successfully.

☑ **Email**                                    ☐ **Fax**

**Email Address:** frank.gilboy@bp.com          **Fax Number:** [                    ]

**Format:**  ◉ Links to Sample Details          **Severity Threshold:** [ D          ▾]
             ◉ PDF Attachments
                                                **Frequency:** [ Daily Digest     ▾]

**Severity Threshold:** [ A          ▾]

**Frequency:** [ Daily Digest     ▾]

**Samples Email Format:** [ STANDARD     ▾]

[ **Save** ]

## Regional Settings

Language:

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

# Regional Settings

**Castrol**
**LABCHECK**
NEXTGENERATION

HOME   SAMPLES   EQUIPMENT   LABELS   REPORTS   **PREFERENCES**   ADMIN

Quick Search          Need Help ❓

| Manage Filters | My Tests | Communications | General |

## 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

Regional settings saved successfully.

**Language:**   English ▾

**Date Format:**   mm/dd/yyyy

                                  ➡          Save

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

# Sample Inbox Customization



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

**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.

**Save** | Cancel

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



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:**

Phone:     **1.866.522.2432**

Email: **LabcheckSupport@AnalystsInc.com**

# www. LabcheckResources.com