



# Quick Start Guide

## E-Labels

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Learn How To:

1. Create Labels
2. Modify & Track Labels
3. Review Sample Submitted History

# Labels: Explore Tab or Find Tab



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HOME SAMPLES EQUIPMENT LABELS REPORTS PREFERENCES ADMIN

Quick Search

Need Help?

New Samples

History/Status

Filters

**! No units selected for sampling. Use a filter above or select from the Equipment Page:**

Use Checkboxes in Equipment Tree

or

Find Equipment and Check



HOME SAMPLES EQUIPMENT LABELS REPORTS SETTINGS ADMIN

Explore Find Units

Quick filter here...

Compare Graph

New Sample

- ☐ A-24 White Gmc Trucks Unknown/Unspecified
- ☒ A-26 International 7400 ENGINE
- ☒ A-27 International 7400 ENGINE
- ☐ A-28 International 4900
- ☐ A-29 International 2554
- ☐ A-30 International 7400
- ☐ A-31 International 4900
- ☐ A-32 International 7400
- ☐ A-33 Caterpillar 938G
- ☐ A-35 John Deere 650J
- ☐ A-37 Not Specified Unknown/Unspecified
- ☐ A-76 Freightliner FL70
- ☐ A-80 Not Specified Unknown/Unspecified
- ☐ A-94 Freightliner FLD



HOME SAMPLES EQUIPMENT LABELS REPORTS SETTINGS ADMIN

Explore Find Units

Clear

New Samples

Download Equipment

Customer	Worksite	Un
alabama	Filter...	Fi
<input checked="" type="checkbox"/> Alabama River Cellulose Lc	PERDUE HILL	01
<input checked="" type="checkbox"/> Alabama River Cellulose Lc	PERDUE HILL	01
<input checked="" type="checkbox"/> Alabama River Cellulose Lc	PERDUE HILL	01

There are two ways to find equipment to register your labels. The first is through the **Explore** tab and the second is through the **Find Units** tab. To begin click on the **Equipment** tab.

# Equipment Hierarchy



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Quick Search

Need Help?

Browse Tree

Quick filter here...

Compare Graph

New Samples

- Acme Waste, Potsdam, NY
  - ☒ 3423 Caterpillar D300E
    - ☒ ENGINE
  - ☐ 3699 Caterpillar 242D
    - ☐ ENGINE

Customer Details

Unit List

Summary

Acme Waste, Potsdam, NY

Add Unit

Modify Unit

Copy Unit

Delete Unit

Download XLS

<input type="checkbox"/>	Unit ID	Equipment Type	Manufacturer	Model
<input type="checkbox"/>	3423	Off-Highway Trucks	Caterpillar	D300E
<input type="checkbox"/>	3699	Skid Steer Loaders	Caterpillar	242D

To select your equipment through the **Browse Tree**, expand the hierarchy to the Unit(s) and Component(s) you are looking to print labels for. Then, select the checkbox next to them and click on the **New Samples** button.

# Find Units



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Quick Search

Need Help?

Browse Tree

Find Units



Clear



New Samples



Download Equipment

Filters



<input type="checkbox"/>	Customer	Worksite	Unit ID	Unit Manufacturer	Unit Model	Component
	<input type="text"/> x	<input type="text"/> x	3 <input type="text"/> x	Caterpillar <input type="text"/> x	<input type="text"/> x	<input type="text"/> x
<input checked="" type="checkbox"/>	Acme Waste	Potsdam, NY	3423	Caterpillar	D300E	ENGINE

To select your equipment through the **Find Units** tab, search for the unit and components you want to register labels for. Then, select the checkbox next to them and click on the **New Samples** button.

# Filling Out the Label



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HOME SAMPLES EQUIPMENT LABELS REPORTS PREFERENCES ADMIN

Quick Search

Need Help?

New Samples

History/Status

Remove All

Submit Samples

Filters

required fields



+ Fast Fill

	Unit ID/Component	Sampled Date	Unit Age	Lube Age	Age Units	Lube	Lube Added	
	3423 ENGINE	<input type="text" value="Jun 26, 2015"/>	<input type="text" value="25000"/>	<input type="text" value="5239"/>	Hrs	<input type="text" value="CASTROL HYPURON 15W40"/>	<input type="text"/>	
Last Sample: Unit Age:20096 Lube Age:335		Tracking Number: <input type="text"/>	Filter Changed: Yes		Lube Service: Sampl			Comment: <input type="text" value="Demo Comment"/>

Fill out the required fields highlighted in yellow. You can also add any additional comments you'd like the lab to know in the comment field. Once all fields are filled out click the **Submit Samples** button.

# Filling Out the Label



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Quick Search

Need Help?

New Samples

History/Status

Filters

Remove All

Submit Samples

required fields

+ Fast Fill

Copy to All Samples

Sampled Date	Unit Age	Age Units	Lube
MMM dd, yyyy	0		
Filter Changed:		Comment:	
Lube Service:			

	Unit ID/Component	Sampled Date	Unit Age	Lube Age	Age Units	Lube	Lube Added
	3423 ENGINE	Jun 26, 2015	25000	5239		CASTROL LUBROLON 15W40	
	Last Sample: Unit Age:20096 Lube Age:335	Tracking Number:		Filter Chan		Lube Serv	

Clicking on the + **Fast Fill** link allows you to save time when registering several samples at the same time. Fill out the fields that will be the same and then click **Copy to All Samples**.

# Tracking Number

## Information

These samples do not have tracking numbers. Tracking numbers will be automatically generated.

Ok

+ Fast Fill

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

Once you click **Submit Samples**, a pop-up window will come up. This is letting you know that tracking numbers will be assigned to your samples. Click **OK**.

# History/Status



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Quick Search

Need Help?

New Samples

History/Status



Status Report



Print Labels

1



Label Sheet  
Start Position



Small Labels

Filters



+ Filter History

<input checked="" type="checkbox"/>	Unit ID/Component	Sampled Date	Unit Age	Lube Age	Age Units	Lube	Lube Added
<input checked="" type="checkbox"/>	3423 ENGINE	06/26/2015	25000	5239	Hours	CASTROL HYPURON 15W40	
	<b>Last Sample:</b> Unit Age:20096 Lube Age:335	<b>Tracking Number:</b> E201506261223		<b>Filter Changed:</b> Yes <b>Lube Service:</b> Sampled		<b>Comment:</b> Demo Comment	
	Modify Delete Submitted Date:06/26/2015 Submitted By:quickstart Status: Not Received Worksite:Potsdam, NY						

This will bring you to the **History/Samples** tab. Here is where you can see all the information that was filled out on the label; also including the submitted date, which user submitted the sample, sample status and the worksite.



# Printing Labels



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HOME SAMPLES EQUIPMENT LABELS REPORTS PREFERENCES ADMIN

Quick Search

Need Help ?

New Samples

History/Status

Status Report

Print Labels

1

La  
St

Avery 5263 or Compatible  
2" x 4" 10 per sheet

1	2
3	4
5	6
7	8
9	10

Filters

+ Filter History

<input checked="" type="checkbox"/>	Unit ID/Component	Sampled Date		3	4	Age Units	Lube	Lube Added
<input checked="" type="checkbox"/>	3423 ENGINE	06/26/2015		5	6	Hours	CASTROL HYPURON 15W40	
	Last Sample: Unit Age:20096 Lube Age:335	Tracking Number:	ES	7	8	ed: Yes	Comment:	Demo Comment
				9	10	re: Sampled		
	Modify Delete	Submitted Date:06/26/2015 Submitted			Received Worksite:Potsdam, NY			

Click on the **Print Labels** button to print your label. We recommend using Avery Labels 5263 or compatible 2" x 4" label paper.

# Printing Labels



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HOME SAMPLES EQUIPMENT LABELS REPORTS PREFERENCES ADMIN

Quick Search

Need Help?

New Samples

History/Status

Status Report

Print Labels

1

Label Sheet Start Position

☐ Small Labels

Filters

+ Filter History

<input checked="" type="checkbox"/>	Unit ID/Component	Sample	Unit Age	Lube Age	Age Units	Lube	Lube Added
<input checked="" type="checkbox"/>	3423 ENGINE	06/2	25000	5239	Hours	CASTROL HYPURON 15W40	
	<b>Last Sample:</b> Unit Age:20096 Lube Age:335	Tracking	er: E201506261223	<b>Filter Changed:</b> Lube Service:	Yes Sampled	<b>Comment:</b>	Demo Comment
Modify Delete Submitted Date:06/26/2015 Submitted By:quickstart Status: Not Received Worksite:Potsdam, NY							

You can also select which label you'd like to start printing on by select the drop down next to **Label Sheet Start Position**.

# Printing Labels



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HOME SAMPLES EQUIPMENT LABELS REPORTS PREFERENCES ADMIN

Quick Search

Need Help ?

New Samples

History/Status



Status Report



Print Labels

1



Label Sheet  
Start Position



Small Labels

Filters



+ Filter History

<input type="checkbox"/>	Unit ID/Component	Sampled Date	Unit Age	Lube Age	Age Units	Lube	Lube Added
<input type="checkbox"/>	3423 ENGINE	06/26/2015	25000	5239	Hours	CASTROL HYPURON 15W40	
	<b>Last Sample:</b> Unit Age:20096 Lube Age:335	<b>Tracking Number:</b>	E201506261223	<b>Filter Changed:</b>	Yes	<b>Comment:</b>	Demo Comment
				<b>Lube Service:</b>	Sampled		
	Modify Delete Submitted Date:06/26/2015 Submitted By:quickstart Status: Not Received Worksite:Potsdam, NY						

Once you click **Print Labels** a new window will open up with the PDF version of your labels. If you see the message below pop up on your browser click **Open**.

Do you want to open or save ReportLabels.pdf from labcheckonline.net?



Open

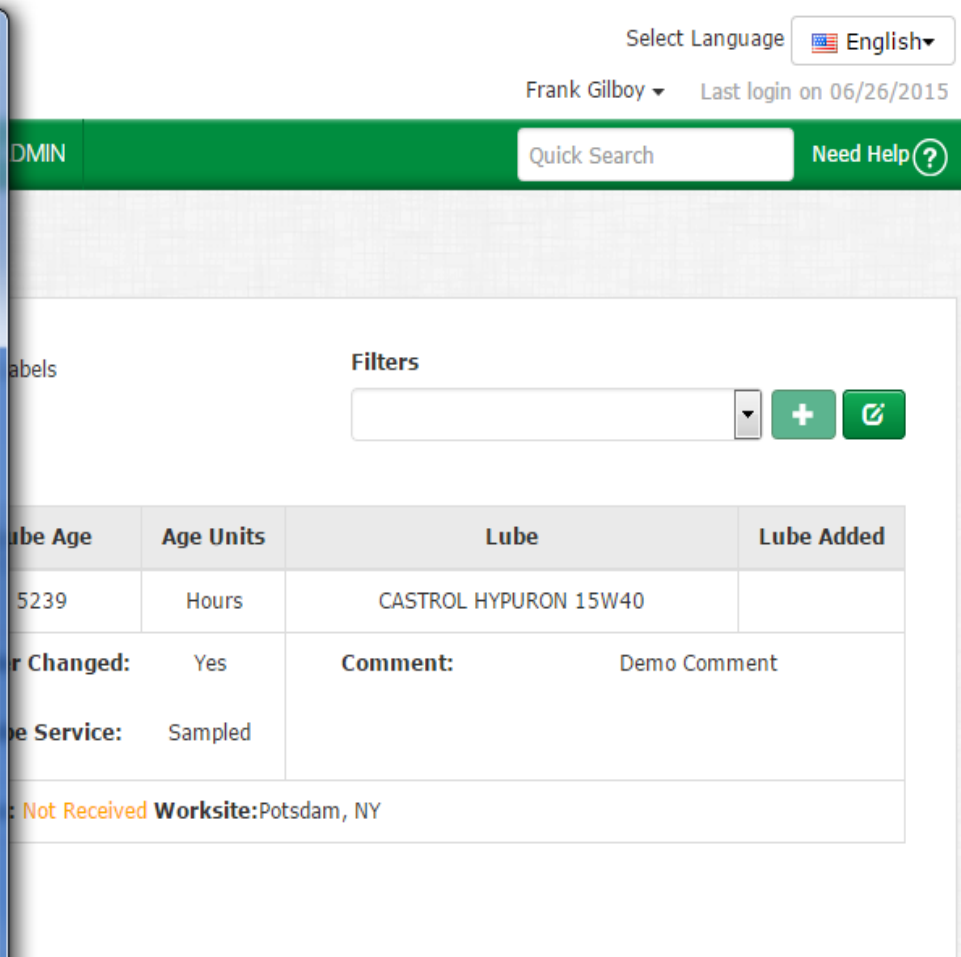
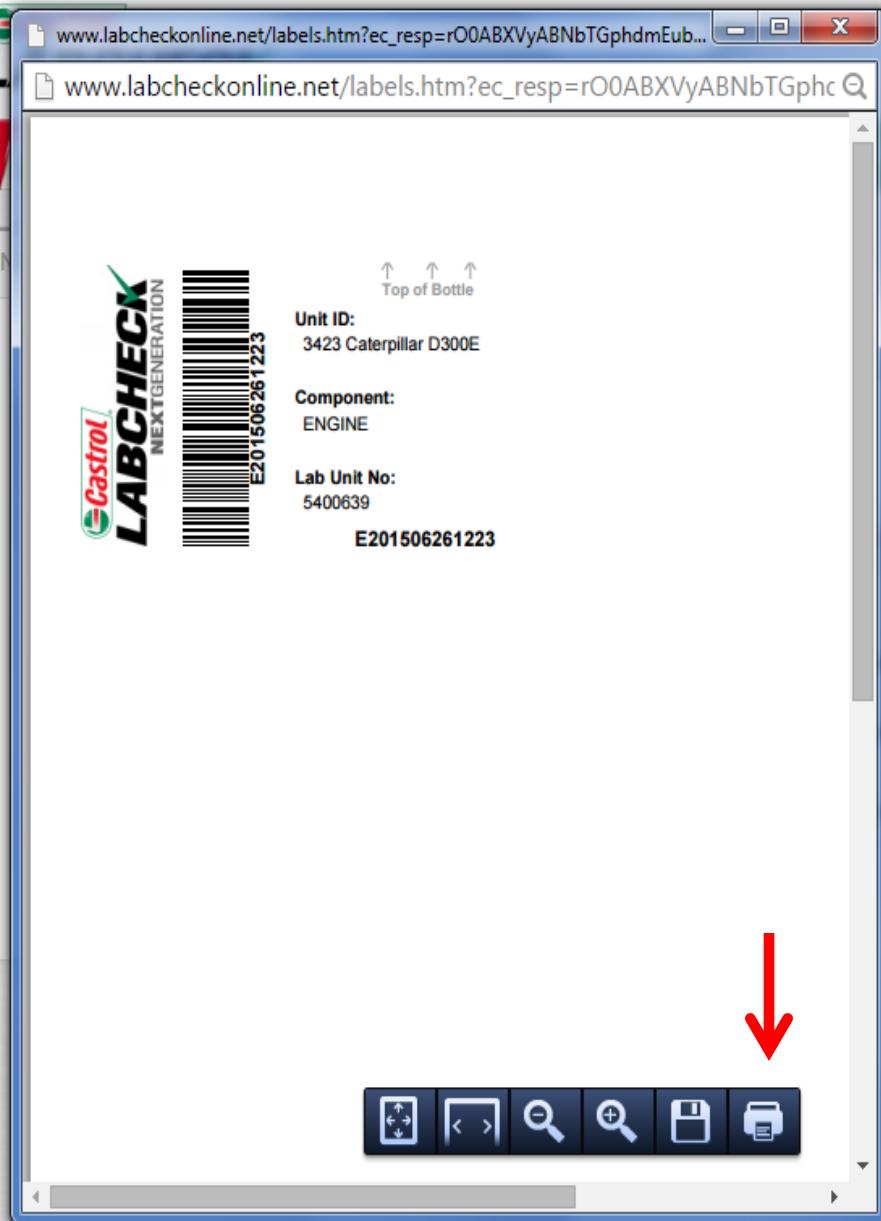
Save



Cancel



# Printing Labels



From here select **Print** from your PDF screen. You can also hold down 'CTRL' and the letter 'P' at the same time. Once printed, affix the label to your sample and send to the laboratory.

# Label Do's and Don'ts



## Label Do's

- **Fill out labels completely and correctly** - Missing information reduces the accuracy of used oil analysis reporting
- **Affix label to the bottle correctly**
- **The barcode should be vertical**
- **Make sure the lid is on securely.**



## Label Don'ts

- **Do not use a label for more than one sample**
- **Do not write on labels** – If you need to make changes you can do so as long as it has not been received by the lab.

# Filter History



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HOME SAMPLES EQUIPMENT LABELS REPORTS PREFERENCES ADMIN

Quick Search

Need Help ?

New Samples

History/Status

Status Report

Print Labels

1

Label Sheet  
Start Position

☐ Small Labels

Filters

+ Filter History



Select Date Range

☒ Today ☐ Last 30 Days ☐ Last 60 Days ☐ Only Samples in Date Range

Earliest:

Latest:

Add Filters

Component

Unit ID

Worksite

Tracking Number

Status

E201506261223

Submit Search Criteria

Reset Form

<input checked="" type="checkbox"/>	Unit ID/Component	Sampled Date	Unit Age	Lube Age	Age Units	Lube	Lube Added
<input checked="" type="checkbox"/>	3423 ENGINE	06/26/2015	25000	522			
	Last Sample: Unit Age:20096 Lube Age:335	Tracking Number: E201506261223	Filter	Lube			
	Modify Delete	Submitted Date:06/26/2015	Submitted By:quickstart	Status:			

The **Filter History** link lets you search for previously submitted samples. Expand the box and fill out your search parameters. Once complete click the **Submit Search Criteria** button.

# Tracking a Sample



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Quick Search

Need Help?

New Samples

History/Status



Status Report



Print Labels

1



Label Sheet  
Start Position



Small Labels

Filters



+ Filter History

<input checked="" type="checkbox"/>	Unit ID/Component	Sampled Date	Unit Age	Lube Age	Age Units	Lube	Lube Added
<input checked="" type="checkbox"/>	3423 ENGINE	06/26/2015	25000	5239	Hours	CASTROL HYPURON 15W40	
	<b>Last Sample:</b> Unit Age:20096 Lube Age:335	<b>Tracking Number:</b> E201506261223		<b>Filter Changed:</b> Yes <b>Lube Service:</b> Sampled		<b>Comment:</b> Demo Comment	
	<a href="#">Modify</a> <a href="#">Delete</a> Submitted Date:06/26/2015 Submitted By:quickstart <b>Status:</b> Not Received Worksite:Potsdam, NY						



You can track a sample by viewing the **Status**.

There are three different status options that will display:

**Not Received** – This sample has not been received by the lab.

**Received** – This sample has been received by the lab and is in processing.

**Completed** – This sample is complete – click the link to view the report.



# Modify or Delete a Label



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Quick Search

Need Help?

New Samples

History/Status



Status Report



Print Labels

1



Label Sheet  
Start Position



Small Labels

Filters



+ Filter History

<input checked="" type="checkbox"/>	Unit ID/Component	Sampled Date	Unit Age	Lube Age	Age Units	Lube	Lube Added
<input checked="" type="checkbox"/>	3423 ENGINE	06/26/2015	25000	5239	Hours	CASTROL HYPURON 15W40	
	<b>Last Sample:</b> Unit Age:20096 Lube Age:335	<b>Tracking Number:</b> E201506261223		<b>Filter Changed:</b> Yes <b>Lube Service:</b> Sampled		<b>Comment:</b> Demo Comment	
	<a href="#">Modify</a> <a href="#">Delete</a> Submitted Date:06/26/2015 Submitted By:quickstart Status: <span>Not Received</span> Worksite:Potsdam, NY						



You can **Modify** information or **Delete** a label as long as the sample status says Not Received. To do this, click on the **Modify** or **Delete** links.  
*(Note: Please do not delete a label if you have sent this sample to the lab - deleted labels cannot be retrieved, and you may be asked to re-register.)*



# Status Report



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Quick Search

Need Help?

New Samples

History/Status

Status Report

Print Labels


1

Label Sheet  
Start Position

☐ Small Labels

Filters

+ Filter History

<input checked="" type="checkbox"/>	Unit ID/Component	Sampled Date	Unit Age	Lube Age	Age Units	Lube	Lube Added
<input checked="" type="checkbox"/>	3423 ENGINE	06/26/2015	25000	5239	Hours	CASTROL HYPURON 15W40	
	<b>Last Sample:</b>	<b>Tracking Number:</b>	E201506261223	<b>Filter Changed:</b>	Yes	<b>Comment:</b>	Demo Comment
	<b>Unit Age:</b> 20096 <b>Lube Age:</b> 335			<b>Lube Service:</b>	Sampled		
	<a href="#">Modify</a> <a href="#">Delete</a> <b>Submitted Date:</b> 06/26/2015 <b>Submitted By:</b> quickstart <b>Status:</b> Not Received <b>Worksite:</b> Potsdam, NY						

The **Status Report** button lets you generate a PDF printable report of recent samples that were submitted. To print a report select the checkboxes next to the labels you'd like to print and click **Status Report**. A new window will open up with your report.

# Status Report

SampleSubmittedHistory (2).pdf - Adobe Reader

File Edit View Window Help

Open [Icons] 1 / 1 58.7% [Icons] Tools Fill & Sign Comment

Castrol  
**LABCHECK**  
NEXTGENERATION

**Sample Submitted History**


Report Date: 06/26/2015      Start Date: 06/26/2015  
Report User: quickstart      End Date: 06/26/2015

Sample Date	Status	User Submitted	Tracking Number	Unit ID/Component	Unit Age	Lube Age	Lube	Lube Added	Filter Change	Lube Service	Comments
06/26/2015	Not Received	quickstart	E201506261223	3423 ENGINE	25000 Hours	5239	CASTROL HYPURON 15W40		Yes	0	Demo Comment

Sign In


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Language:  English

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Lube Added

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To **Print**, select Print from your PDF window. You can also print by using your keyboard – hold down “**CTRL**” & the letter “**P**” at the same time.



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