Quick Start Guide

E-Labels

Learn How To:
1. Create Labels
2. Modify & Track Labels
3. Review Sample Submitted History

Labels: Explore Tab or Find Tab

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

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

☐	Customer	Worksite	Unit ID	Unit Manufacturer	Unit Model	Component
		x		x	3	x	Caterpillar	x		x		x
☑	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

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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| New Samples | History/Status |

🗑 Remove All   🖴 Submit Samples

Filters

required fields

+ Fast Fill

Sampled Date	Unit Age	Age Units	Lube
MMM dd, yyyy	0		🔍

🗐 Copy to All Samples

Filter Changed:

Lube Service:

Comment:

	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 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**.

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Information ✕

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

Ok

New Samples

🗑 Remove   d fields

+ 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:	Tracking Number:		Filter Changed:	Yes ▾	Comment:	Demo Comment
Unit Age:20096			Lube Service:	Sampl ▾		
Lube Age:335						

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***.

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📄 Status Report   🖨 Print Labels   1 ▾   ❓ Label Sheet Start Position   ☐ Small Labels

Filters

[▾] ➕ ☑

+ Filter History

☑	Unit ID/Component	Sampled Date	Unit Age	Lube Age	Age Units	Lube	Lube Added
☑	3423 ENGINE	06/26/2015	25000	5239	Hours	CASTROL HYPURON 15W40	

| **Last Sample:**
Unit Age: 20096
Lube Age: 335 | **Tracking Number:** E201506261223 | **Filter Changed:** Yes

Lube Service: Sampled | **Comment:** 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

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

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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Filters

[dropdown] ➕ ✎

+ Filter History

☐	Unit ID/Component	Sampled Date	Unit Age	Lube Age	Age Units	Lube	Lube Added
☐	3423 ENGINE	06/26/2015	25000	5239	Hours	CASTROL HYPURON 15W40	

	Last Sample:	**Tracking Number:**	E201506261223	**Filter Changed:**	Yes	**Comment:**	Demo Comment
	Unit Age: 20096						
	Lube Age: 335			**Lube Service:**	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**".

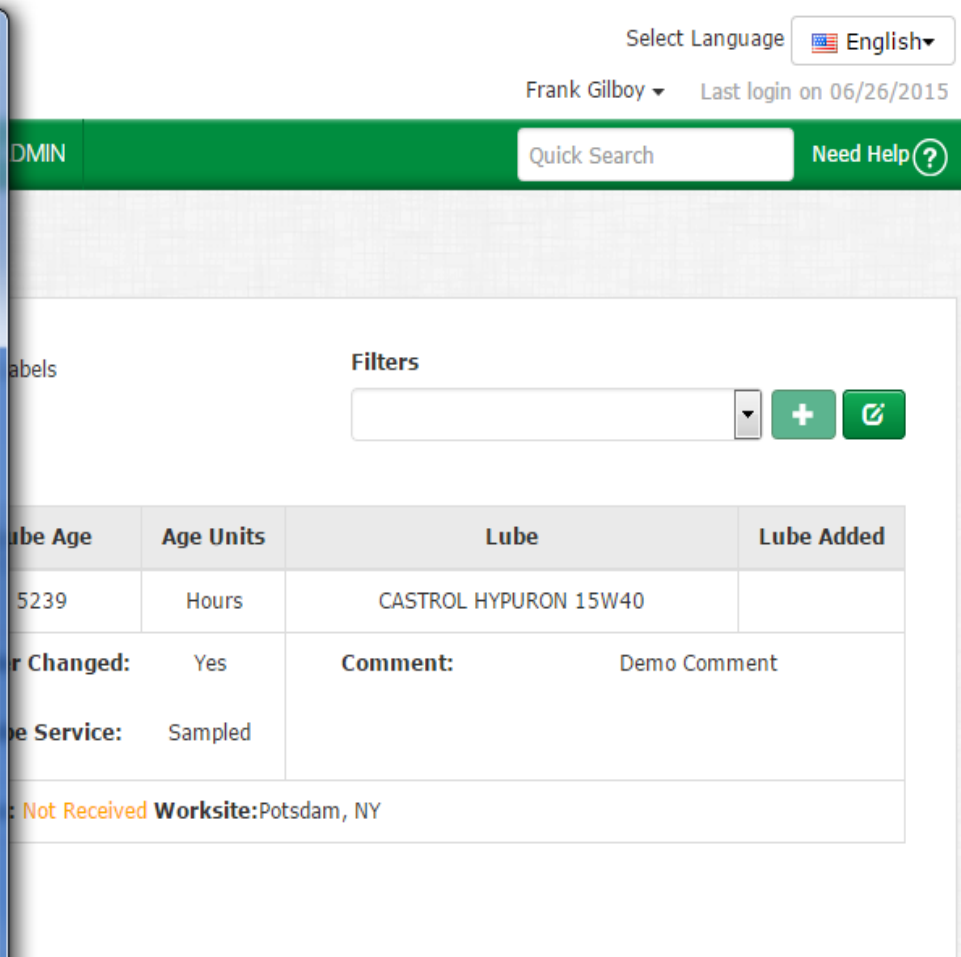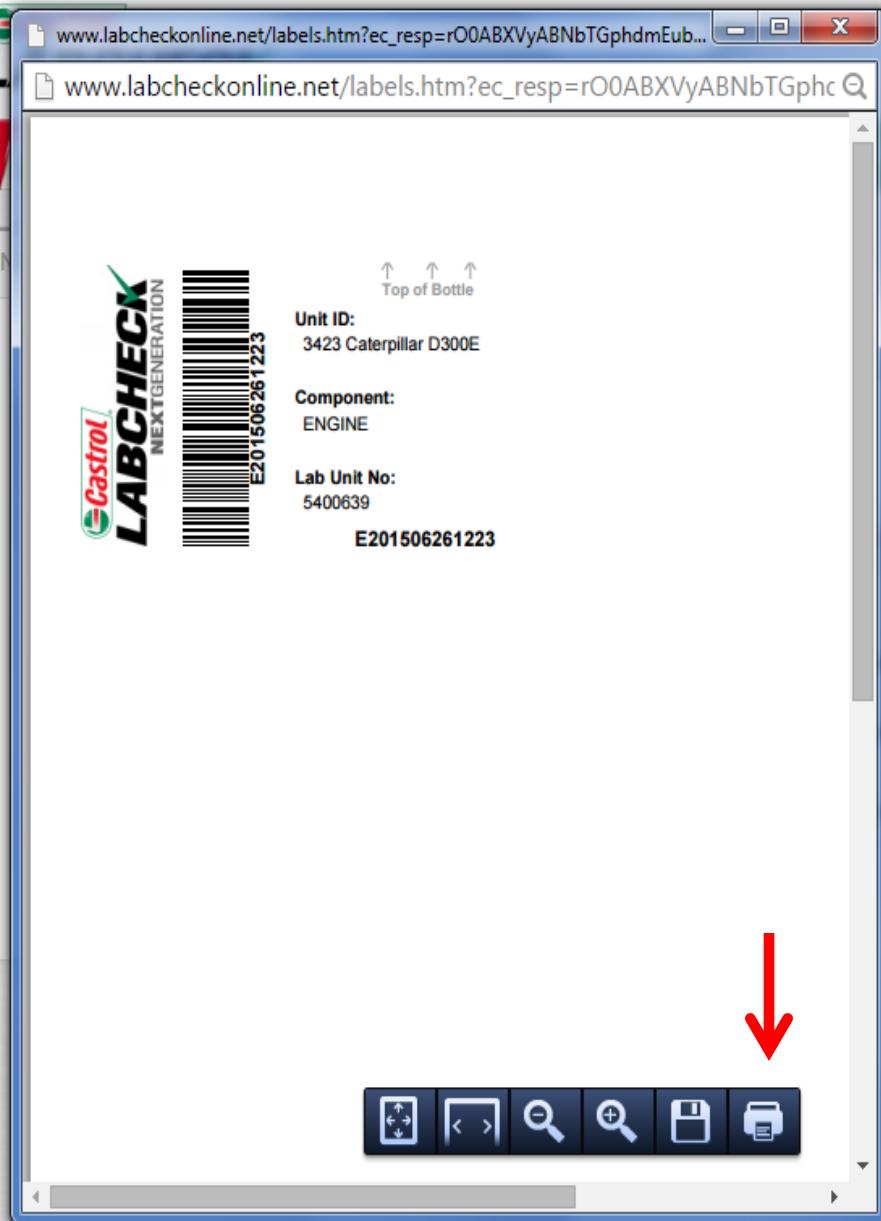Do you want to open or save **ReportLabels.pdf** from **labcheckonline.net**?   ➡   Open   Save ▾   Cancel   ✕

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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New Samples | **History/Status**

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Filters

[▾] ➕ ☑

+ Filter History

Select Date Range

◉ Today   ○ Last 30 Days   ○ Last 60 Days   ○ Only Samples in Date Range

Earliest: [MMM dd, y]   Latest: [MMM dd, yy]

Add Filters

Component	Unit ID	Worksite	Tracking Number	Status
[ ]	[ ]	[ ]	E201506261223	[▾]

Submit Search Criteria   **Reset Form**

☑	Unit ID/Component	Sampled Date	Unit Age	Lube Age	Age Units	Lube	Lube Added
☑	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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New Samples   History/Status

📄 Status Report   🖨 Print Labels   1 ▾   ❓ Label Sheet Start Position   ☐ Small Labels   **Filters**   ➕ ✏️

+ Filter History

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

Modify Delete   **Submitted Date:**06/26/2015 **Submitted By:**quickstart **Status:** 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

You can **Modify** information or **Delete** a label as long as the sample status says <u>Not Received</u>. 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

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.

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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