






Quick Start Guide

P-Labels

Learn How To:

1. Register Samples Online
2. Modify & Track Labels
3. Review Sample Submitted History

P-Labels

 P201303010001	Unit ID: _____
	Component: _____
	Filter Changed: <input type="checkbox"/> YES / <input type="checkbox"/> NO Oil Changed: <input type="checkbox"/> YES / <input type="checkbox"/> NO
↑ (Top of the Bottle) Peel and affix this label to your sample bottle	Time on Unit: _____ Sample Date: _____
↑ Unit ID: _____	 P201303010001
↑ Cpnt: _____	
↑ Worksite: _____	
	

P-labels are pre-printed bar code labels used for submitting samples. P-labels are used with a scanner when completing the label process. The P-label must be filled out by hand and registered online to complete the process. If you are interested in starting the P-label program please contact your Castrol Representative.

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



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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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Browse Tree

Find Units



Clear



New Samples



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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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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="25387"/>	<input type="text" value="5626"/>	Hrs ▾	<input type="text" value="CASTROL HYPURON 15W40"/>	<input type="text"/>
Last Sample: Unit Age:20096 Lube Age:335		Tracking Number: <input type="text" value="P201312128437"/>		Filter Changed: Yes ▾ Lube Service: Sample ▾		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.

Please scan or type in the P-tracking number exactly as it is listed on your label.
Once all fields are filled out click the **Submit Samples** button.

Filling Out the Label



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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					
	Last Sample: Unit Age:20096 Lube Age:335	Tracking Number					

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**.

Filling Out the Label



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Status Report



Print Labels

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Label Sheet
Start Position



Small Labels

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+ 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	25387	5626	Hours	CASTROL HYPURON 15W40	
	Last Sample: Unit Age: 20096 Lube Age: 335	Tracking Number: P201312128437	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/Status** tab where you will see your registered sample label. You can now affix the label to the bottle and ship to the lab for processing.

Affix Label to Sample

Keep this larger portion for your records.

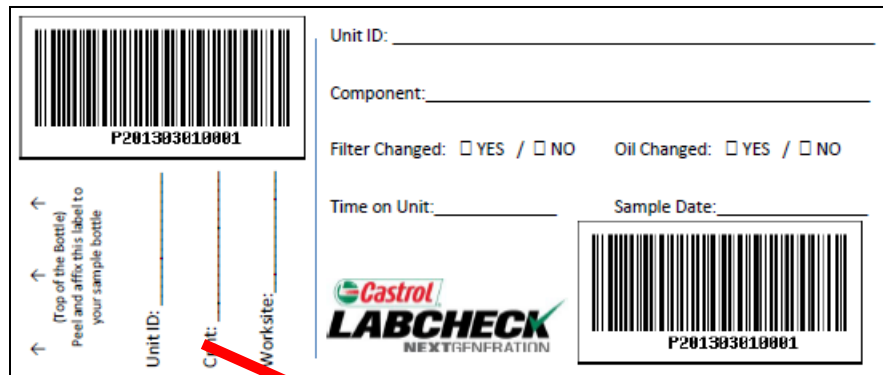


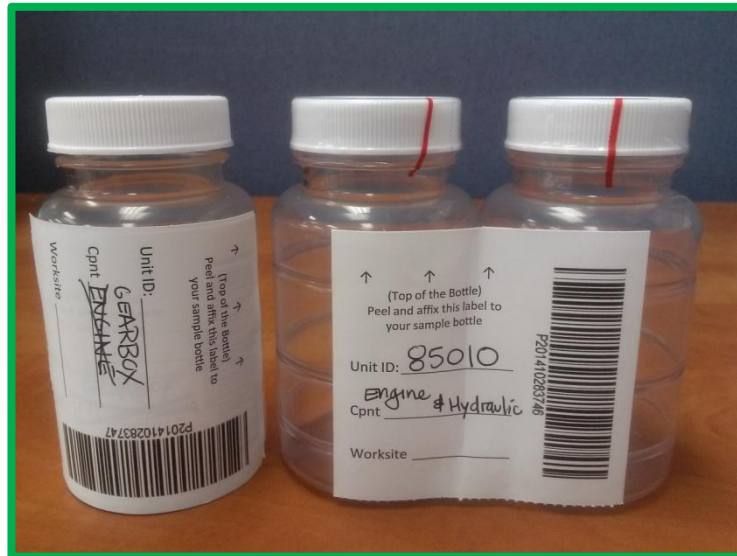
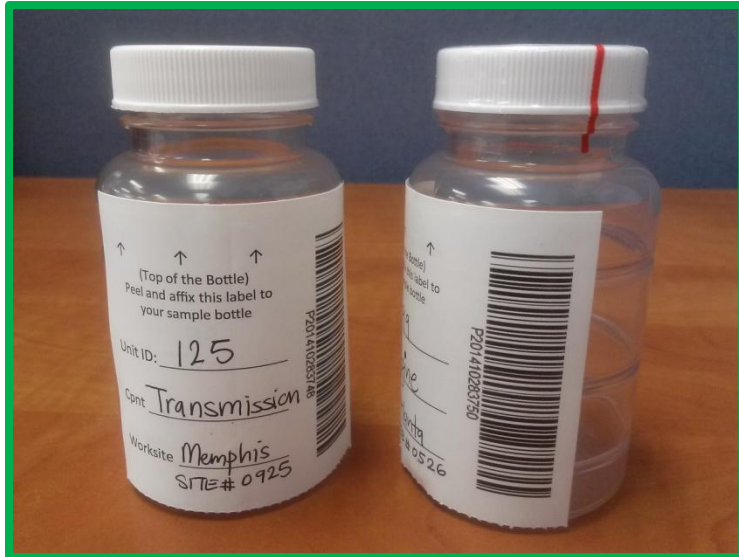
Diagram illustrating the label structure and instructions:

- Top Section:** A large barcode with the ID **P201303010001** below it.
- Form Fields:**
 - Unit ID: _____
 - Component: _____
 - Filter Changed: ☐ YES / ☐ NO Oil Changed: ☐ YES / ☐ NO
 - Time on Unit: _____ Sample Date: _____
- Castrol LABCHECK** logo with "NEXT GENERATION" text below it.
- Bottom Section:** A smaller barcode with the ID **P201303010001** below it.
- Instructions:** On the left, three upward arrows point to the top of the label with the text: "(Top of the Bottle) Peel and affix this label to your sample bottle".
- Labels:** Below the instructions, there are three vertical labels: "Unit ID:", "Oil:", and "Worksite:", each followed by a horizontal line.

Tear off this smaller portion and affix it to the sample bottle.



Label Do's and Don'ts



Label Do's

- Register your sample before sending to the lab
- 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.

History/Status Tab



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+ 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	25387	5626	Hours	CASTROL HYPURON 15W40	
	Last Sample: Unit Age: 20096 Lube Age: 335	Tracking Number: P201312128437	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						

The **History/Samples** tab 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.

Filter History



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+ Filter History

Select Date Range

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

Earliest:

MMM dd, yy

Latest:

MMM dd, yyy

Add Filters

Component

Unit ID

Worksite

Tracking Number

Status

3423



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	5239	Hours	CASTROL HYPURON 15W40	
	Last Sample: Unit Age:20096 Lube Age:335	Tracking Number					
	Modify Delete	Submitted Date:06/26/2015	Su				

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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+ 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	25387	5626	Hours	CASTROL HYPURON 15W40	
	Last Sample: Unit Age:20096 Lube Age:335	Tracking Number: P201312128437		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



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<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	25387	5626	Hours	CASTROL HYPURON 15W40	
	Last Sample: Unit Age: 20096 Lube Age: 335	Tracking Number: P201312128437	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 **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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<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	25387	5626	Hours	CASTROL HYPURON 15W40	
	Last Sample: Unit Age: 20096 Lube Age: 335	Tracking Number: P201312128437	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						

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

Sign In


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Need Help?

Lube Added

ment

 **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

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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