

Quick Start Guide Report Distributions

Learn How To:

- 1. Create a Report Distribution
- 2. Save and Modify Report Distributions

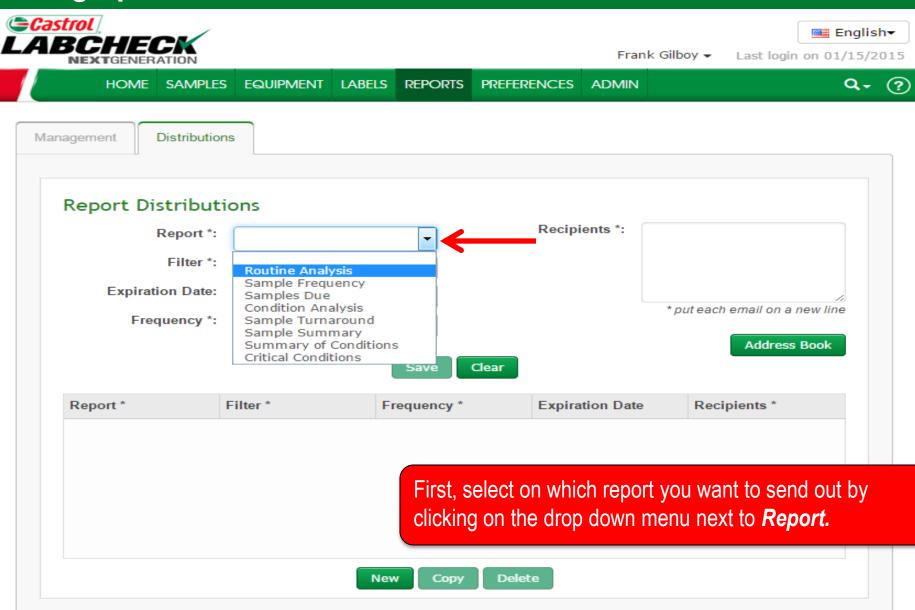
Report Distributions

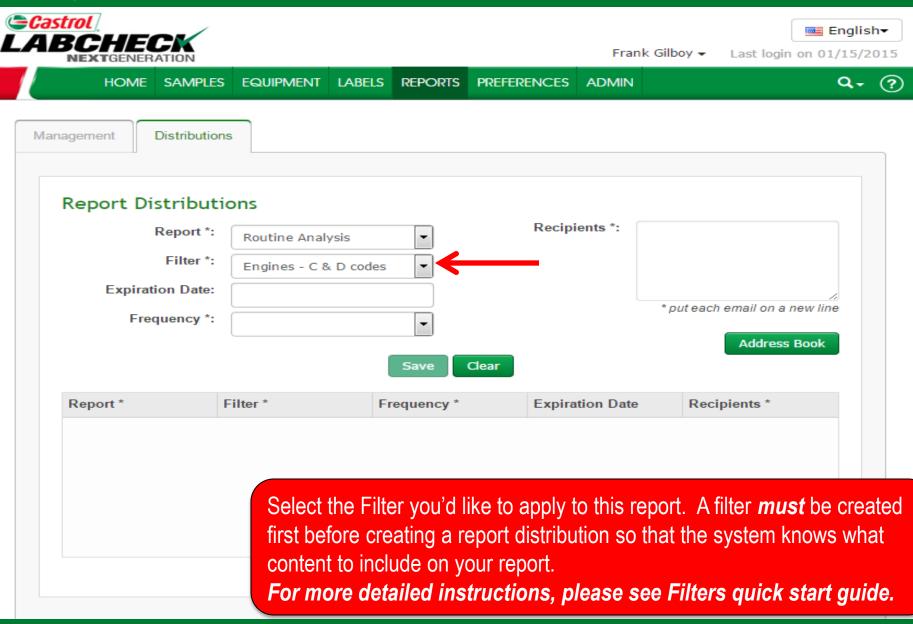
Labcheck Report Distributions feature allows users to send standard reports, management reports or send user customized reports to be automatically emailed out to users in their address book. Depending on your role and data access there are 8 different reports available:

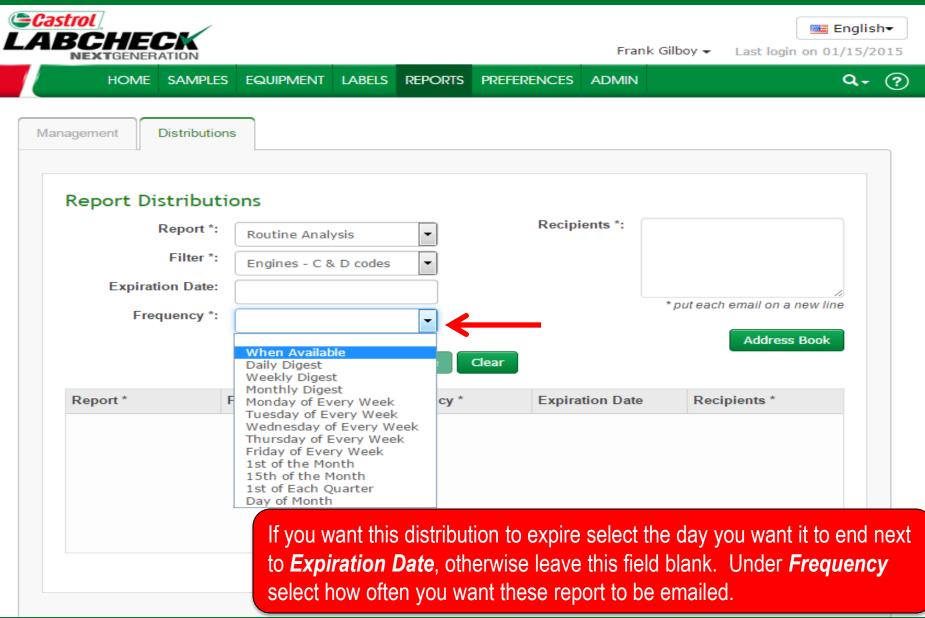
Routine Sample Report	Standard Analysis Report				
Sample Frequency	Details the sample frequency established for all components				
Samples Due	Details all Samples due within a given date range				
Condition Analysis	• Details summary of severities over a given time period. Also details common issues regarding what caused the abnormal and critical severities				
Sample Turnaround	Summarizes sample transit times and lab turnaround times				
Sample Summary	Details the total number of samples ran each month for all units/components for a specified customer or worksite				
Summary of Conditions	Details the severity of each report ran for all unit/components				
Critical Conditions	Displays all critical samples over a specified time period				

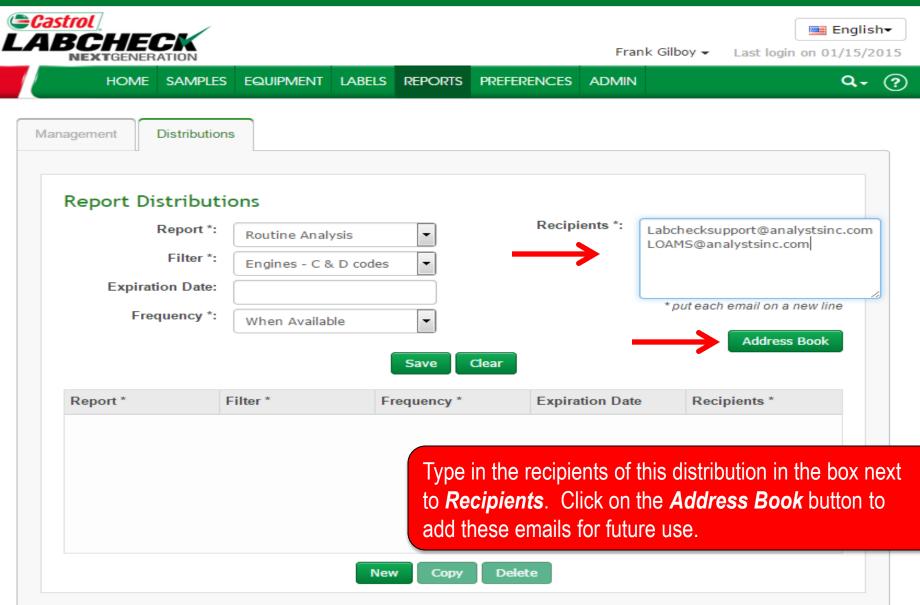
Accessing Distributions

HOME SAMPL	ES EQUIPMENT	LABELS	REPORTS	PREFERENCES	ADMIN	
agement Distributions	iono		MANAGE	MENT REPORTS		
			REPORT D	DISTRIBUTIONS	←	
Report Distribu	itions					
Report '	*:		-	Recipi	ents *:	
Filter '	*:		•			
Expiration Date	*					**************************************
Frequency '	*:		-			* put each email on a new lin
			Save	Clear		Address Book
Report *	Filter *	F	requency *	Expirat	tion Date	Recipients *
			To acc	ess Report D)istributio	ns click on the Repo
				elect on Rep		a de la companya de l

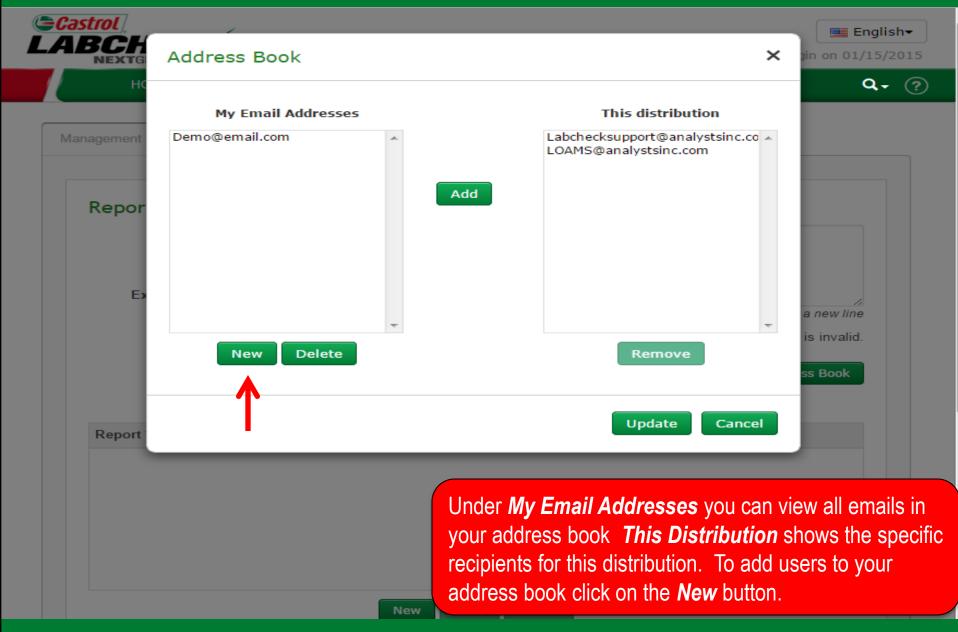








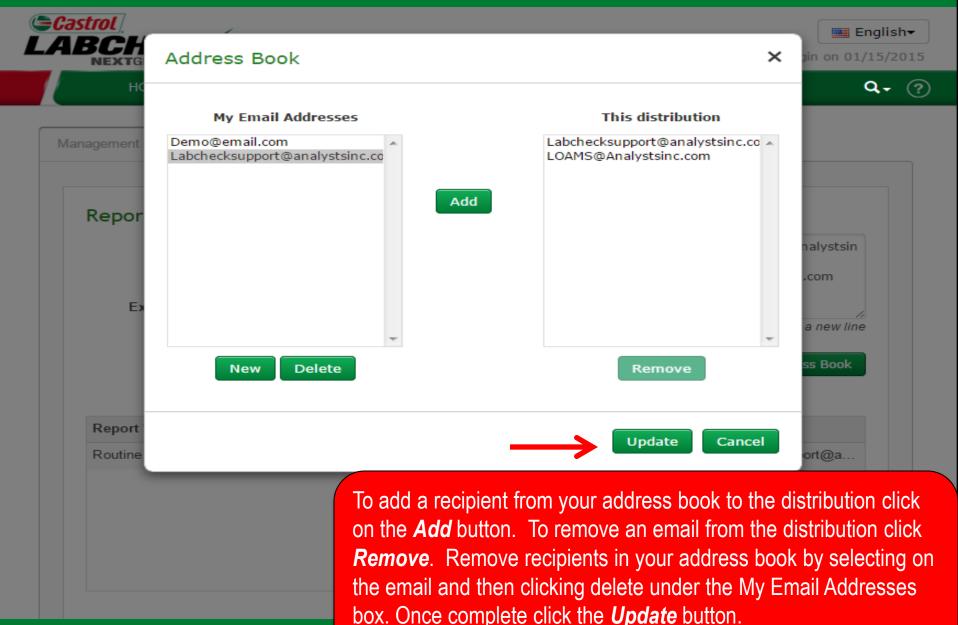
Address Book



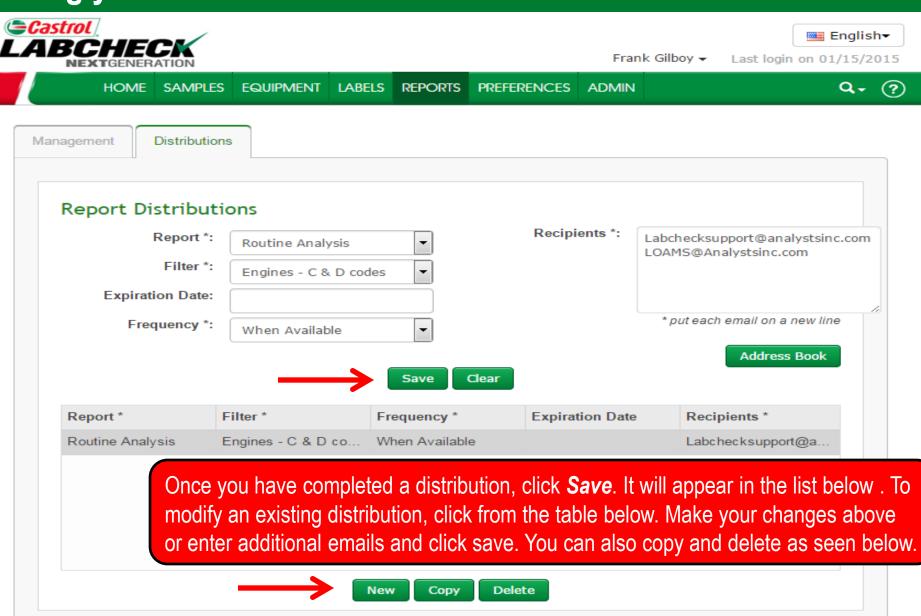
Address Book

HOME SAMPLES E	Labchecksupport@analystsinc.com		Quick Search
anagement Distributions			
		Save Close	
Report Distribution			
report.distributions.report.la			port@analystsinc.com, stsinc.com
report.distributions.filter.la			
report.distributions.expiratic			port.distributions.recipients.hint
report.distributions.frequenc	There - Dalata	Remove	distributions.recipients.error
	New Delete	Remove	ibutions.addressBook.label
report.distributions.repor		Update Cancel	port.distributions.email
		A new window will ope	n enter in the new e
		address and click Sav	

Address Book



Saving your Distribution





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