



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



English

Frank Gilboy

Last login on 01/15/2015

HOME

SAMPLES

EQUIPMENT

LABELS

REPORTS

PREFERENCES

ADMIN



MANAGEMENT REPORTS

REPORT DISTRIBUTIONS

Management

Distributions

Report Distributions

Report *:

Filter *:

Expiration Date:

Frequency *:

Recipients *:

** put each email on a new line*

Address Book

Save

Clear

Report *	Filter *	Frequency *	Expiration Date	Recipients *
----------	----------	-------------	-----------------	--------------

To access Report Distributions click on the **Reports** tab then select on **Report Distributions**.

New

Copy

Delete

Setting up Distributions

Management

Distributions

Report Distributions

Report *:

Filter *:

Expiration Date:

Frequency *:

- Routine Analysis
- Sample Frequency
- Samples Due
- Condition Analysis
- Sample Turnaround
- Sample Summary
- Summary of Conditions
- Critical Conditions

Save

Clear

Recipients *:

**put each email on a new line*

Address Book

Report *

Filter *

Frequency *

Expiration Date

Recipients *

First, select on which report you want to send out by clicking on the drop down menu next to **Report**.

New

Copy

Delete

Setting up Distributions

Management

Distributions

Report Distributions

Report *:

Routine Analysis ▾

Filter *:

Engines - C & D codes ▾

Expiration Date:

Frequency *:

Recipients *:

**put each email on a new line*

Address Book

Save

Clear

Report *

Filter *

Frequency *

Expiration Date

Recipients *

Select the Filter you'd like to apply to this report. A filter **must** be created first before creating a report distribution so that the system knows what content to include on your report.

For more detailed instructions, please see Filters quick start guide.

Setting up Distributions

Management

Distributions

Report Distributions

Report *: Routine Analysis ▾

Filter *: Engines - C & D codes ▾

Expiration Date:

Frequency *:

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

Day of Month

Recipients *:

** put each email on a new line*

Address Book

Clear

Report *

F

cy *

Expiration Date

Recipients *

If you want this distribution to expire select the day you want it to end next to **Expiration Date**, otherwise leave this field blank. Under **Frequency** select how often you want these report to be emailed.

Setting up Distributions

Management

Distributions

Report Distributions

Report *: Routine Analysis ▼

Filter *: Engines - C & D codes ▼

Expiration Date:

Frequency *: When Available ▼

Recipients *: 

Labchecksupport@analystsinc.com
LOAMS@analystsinc.com

**put each email on a new line*

Save

Clear

 Address Book

Report *	Filter *	Frequency *	Expiration Date	Recipients *
----------	----------	-------------	-----------------	--------------

Type in the recipients of this distribution in the box next to **Recipients**. Click on the **Address Book** button to add these emails for future use.

New

Copy

Delete

Address Book

The screenshot shows a web application interface with a modal dialog titled "Address Book". The dialog has a close button (X) in the top right corner. It is divided into two main sections: "My Email Addresses" on the left and "This distribution" on the right. The "My Email Addresses" section contains a list box with the email "Demo@email.com" and two buttons below it: "New" and "Delete". A red arrow points to the "New" button. The "This distribution" section contains a list box with two email addresses: "Labchecksupport@analystsinc.co" and "LOAMS@analystsinc.com", and a "Remove" button below it. At the bottom right of the dialog are "Update" and "Cancel" buttons. The background shows a blurred view of the main application with the "Castrol LABCH" logo and some navigation elements.

Address Book

My Email Addresses

Demo@email.com

Add

New **Delete**

This distribution

Labchecksupport@analystsinc.co
LOAMS@analystsinc.com

Remove

Update **Cancel**

Under ***My Email Addresses*** you can view all emails in your address book ***This Distribution*** shows the specific recipients for this distribution. To add users to your address book click on the ***New*** button.

Address Book

The screenshot shows the LabCHECK Next Generation web application. At the top, there is a green header with the 'Castrol LABCHECK NEXT GENERATION' logo. Below the logo, there are navigation tabs: 'HOME', 'SAMPLES', and 'E'. On the right side of the header, there is a 'Select Language' dropdown set to 'English', a user profile for 'Gilboy', and a 'Last login on 12/23/2014' timestamp. A 'Quick Search' bar is also present. The main content area is divided into 'Management' and 'Distributions' sections. A modal window titled 'New Email' is open in the center, featuring a text input field containing 'Labchecksupport@analystsinc.com'. A red arrow points from the right side of the modal to the 'Save' button. The modal also has a 'Close' button. In the background, there are various buttons like 'New', 'Delete', 'Remove', 'Update', and 'Cancel', along with some text labels like 'report.distributions.report.la', 'report.distributions.filter.la', 'report.distributions.expiratic', 'report.distributions.frequenc', 'report.distributions.recipients.hint', 'distributions.recipients.error', 'distributions.addressBook.label', 'report.distributions.email...', 'report.distributions.new.label', 'report.distributions.copy.label', and 'report.distributions.delete.label'.

Castrol
LABCHECK
NEXT GENERATION

HOME SAMPLES E

Management Distributions

Report Distribution

report.distributions.report.la
report.distributions.filter.la
report.distributions.expiratic
report.distributions.frequenc

report.distributions.recipients.hint
distributions.recipients.error
distributions.addressBook.label
report.distributions.email...

report.distributions.new.label
report.distributions.copy.label
report.distributions.delete.label

Select Language English
Gilboy Last login on 12/23/2014
Quick Search ?

New Email

Labchecksupport@analystsinc.com

Save Close

New Delete Remove Update Cancel

A new window will open, enter in the new email address and click **Save**.

Address Book

Address Book [X]

My Email Addresses

- Demo@email.com
- Labchecksupport@analystsinc.co

This distribution

- Labchecksupport@analystsinc.co
- LOAMS@Analystsinc.com

Add

New **Delete** **Remove**

Update **Cancel**

To add a recipient from your address book to the distribution click on the **Add** button. To remove an email from the distribution click **Remove**. Remove recipients in your address book by selecting on the email and then clicking delete under the My Email Addresses box. Once complete click the **Update** button.

Saving your Distribution

Management

Distributions

Report Distributions

Report *: Routine Analysis ▼

Filter *: Engines - C & D codes ▼

Expiration Date:

Frequency *: When Available ▼

Recipients *:

Labchecksupport@analystsinc.com
LOAMS@Analystsinc.com

**put each email on a new line*

Address Book



Save

Clear

Report *	Filter *	Frequency *	Expiration Date	Recipients *
Routine Analysis	Engines - C & D co...	When Available		Labchecksupport@a...

Once you have completed a distribution, click **Save**. It will appear in the list below . To modify an existing distribution, click from the table below. Make your changes above or enter additional emails and click save. You can also copy and delete as seen below.



New

Copy

Delete



LABCHECK SUPPORT DESK:

Phone: **1.866.522.2432**

Email: **LabcheckSupport@AnalystsInc.com**

www.LabcheckResources.com