



Quick Start Guide

Widgets

Learn How To:

1. What widgets are and their functionality.
2. How to customize widgets.

Widgets Explanation

Widgets are graphical representations of your data that give you a higher level account overview. Below is a list of explanations for each widget:

Messages

- Displays your welcome message and other important notices

Alerts

- Sample Actions: Unviewed Critical & Abnormal reports
- Equipment Actions: Units overdue for sampling & units coming due for sampling

Recent Samples by Severity

- Displays a graphical view of recent samples by severity

Samples Status

- Ensures you always know the status of your samples, whether in transit, in progress or complete.

Widgets Explanation – Continued

Track Samples

- Type in your tracking number to see if recently sent samples were received or completed.

Sample Turnaround

- Displays the average amount of time for samples in transit to arrive at our facilities and the average time our lab took to complete the samples.

Critical Condition

- Displays a list of current units and components that have critical conditions

News

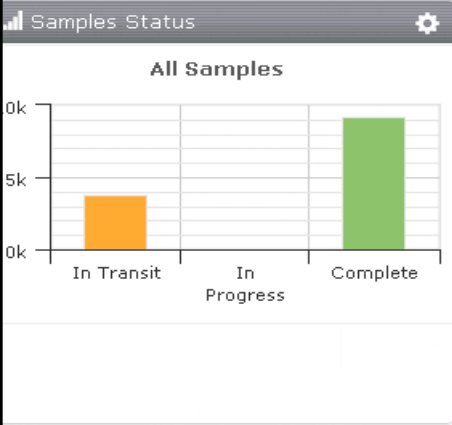
- Displays recent updates made in the Labcheck system.

Setting Up Widgets

Messages

Welcome Castrol Users to Labcheck 2.0!

Visit the [Labcheck Resource Page](#) to view training guides and videos on using Labcheck.



Alerts

SAMPLE ACTIONS

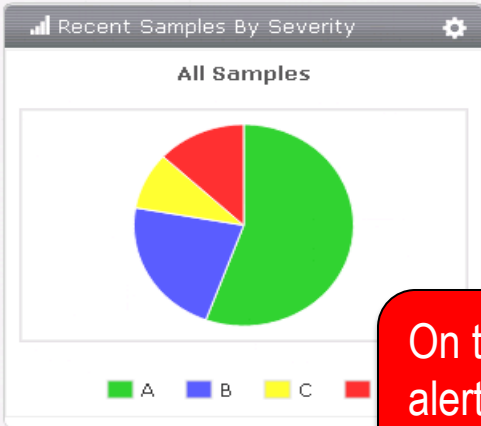
- Unviewed Critical (831)
- Unviewed Abnormal (779)

EQUIPMENT ACTIONS

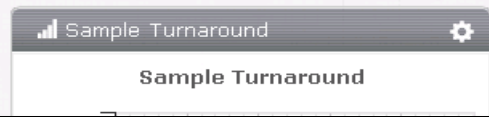
- Units overdue for sampling (2)
- Units due for sampling (0)

Critical Condition


Unit	Component	Condition
75	ENGINE	Fuel
55	ENGINE	Coolant Additives
382	ENGINE	Wear
358	ENGINE	Fuel
34	LEFT REAR FINAL DRIVE	Wear
34	RIGHT REAR FINAL DRIVE	Wear
75	ENGINE	Fuel
03	ENGINE	Fuel/Low Viscosity
378	ENGINE	Soot
D0-02	FINAL DRIVE RIGHT	Dirt
E10025	RIGHT REAR FINAL DRIVE	Wear



Track Samples



News

- Components Merged** 29-Jun-2015
 Frank Gilboy merged component DIESEL ENGINE of unit 12G Caterpillar 12G into component ENGINE of unit 12G Caterpillar 12G
- Units Merged** 29-Jun-2015
 Frank Gilboy merged unit 112G Caterpillar 12G on site MOUNTVILLE, PA [Acme Construction Co. Ind] into unit 12G Caterpillar 12G on site MOUNTVILLE, PA [Acme Construction Co. Ind]
- Unit Moved** 29-Jun-2015
 Frank Gilboy moved unit 963C-3 Caterpillar 963C from site YORK PA [Abel Construction Company Inc] to site MOUNTVILLE, PA [Acme Construction Co. Ind]
- Sample Submitted** 26-Jun-2015
 Frank Gilboy sampled unit 1235 Caterpillar 826C

On the home tab you'll see your messages widget and alerts widget. To display all of your widgets click on the **Gear Icon** in the upper right hand corner.

Setting Up Widgets

Dashboard Settings [X]

Show/Hide Widgets

- Recent Samples by Severity
- Samples Status
- Track Samples
- Sample Turnaround
- Critical Condition
- News

Save **Cancel**

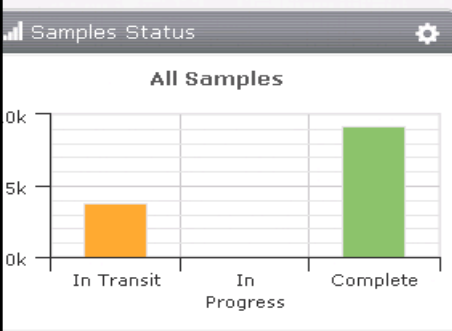
Select the checkboxes of each Widget you'd like to display on your Home tab. Once your selections have been made click on **Save**.

Customizing Widgets

Messages

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Alerts

SAMPLE ACTIONS

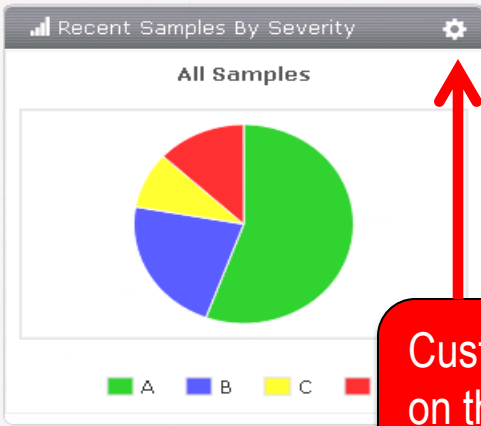
- Unviewed Critical (831)
- Unviewed Abnormal (779)

EQUIPMENT ACTIONS

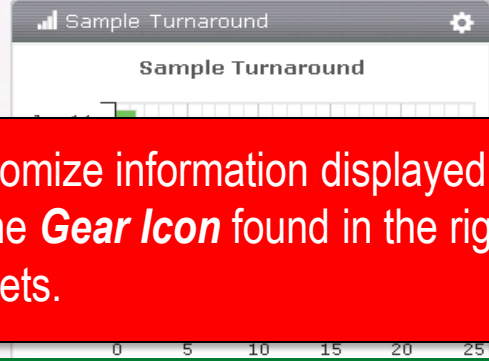
- Units overdue for sampling (2)
- Units due for sampling (0)

Critical Condition

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378	ENGINE	Soot
D0-02	FINAL DRIVE RIGHT	Dirt
E10005	RIGHT REAR FINAL DRIVE	Wear



Track Samples



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Customize information displayed in Widgets by clicking on the **Gear Icon** found in the right corner of most widgets.

Sample Status & Track Samples

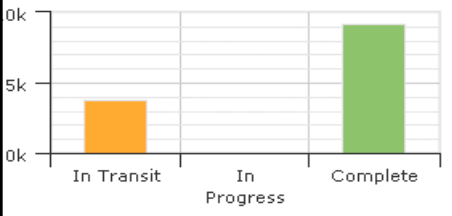
Messages

Welcome Castrol Users to Labcheck 2.0!

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Samples Status

All Samples



Status	Count
In Transit	~4000
In Progress	~1000
Complete	~10000

Alerts

SAMPLE ACTIONS

- Unviewed Critical (831)
- Unviewed Abnormal (779)

EQUIPMENT ACTIONS


- Units overdue for sampling (2)
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Critical Condition

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378	ENGINE	Soot
D0-02	FINAL DRIVE RIGHT	Dirt
E10005	RIGHT REAR FINAL DRIVE	Wear

Recent Samples By Severity

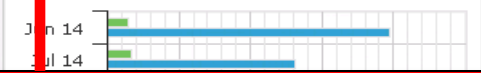
All Samples



Severity	Count
A	~45%
B	~25%
C	~15%
D	~15%

Track Samples

Sample Turnaround



Month	Turnaround
Jun 14	~100
Jul 14	~50

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Frank Gilboy sampled unit 1235 Caterpillar 826C ENGINE at site YORK PA [Abel Construction]

The **Sample Status** and **Track Samples** widgets are only used for customers utilizing the online labeling system. Please view **Labels quick start guide** to learn more.

Rearrange Widgets



Select Language English

Frank Gilboy Last login on 06/29/2015

- HOME
- SAMPLES
- EQUIPMENT
- LABELS
- REPORTS
- PREFERENCES
- ADMIN

Quick Search Need Help ?

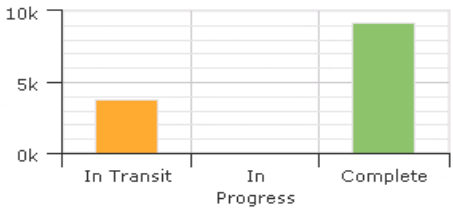
Messages

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Samples Status

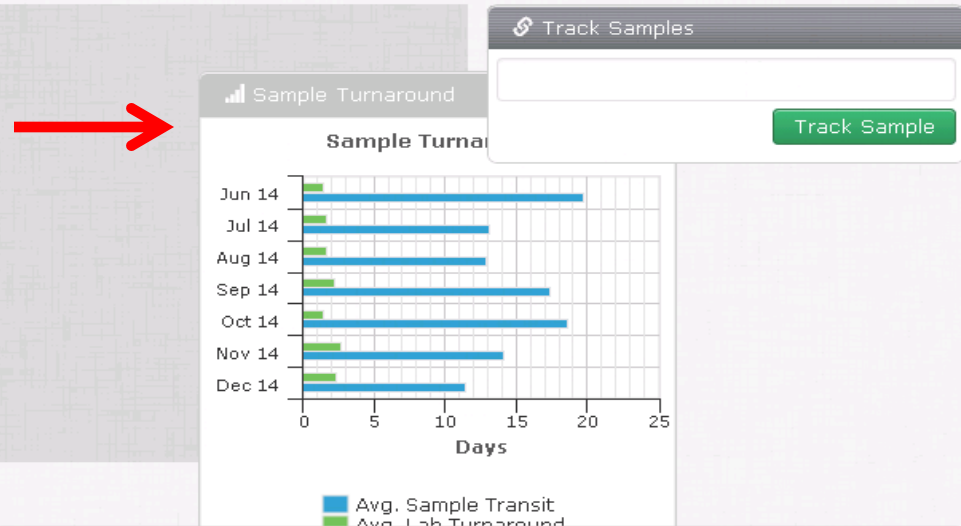
All Samples



Alerts

SAMPLE ACTIONS
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Unviewed Abnormal (779)

EQUIPMENT ACTIONS
Units overdue for sampling (2)
Units due for sampling (0)



Critical Condition

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D0-02	FINAL D	
51825	PROUT	

Track Samples

News

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Widgets can be rearranged by dragging and dropping them on screen in the order that fits your needs.



LABCHECK SUPPORT DESK:

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Email: **LabcheckSupport@AnalystsInc.com**

www.LabcheckResources.com