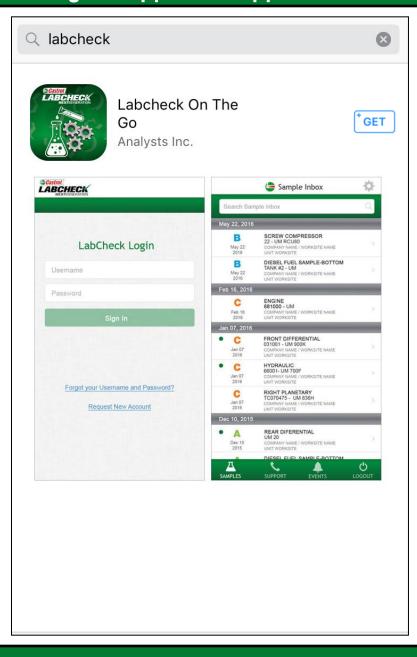


# Mobile App Quick Start Guide (iPhone Version)

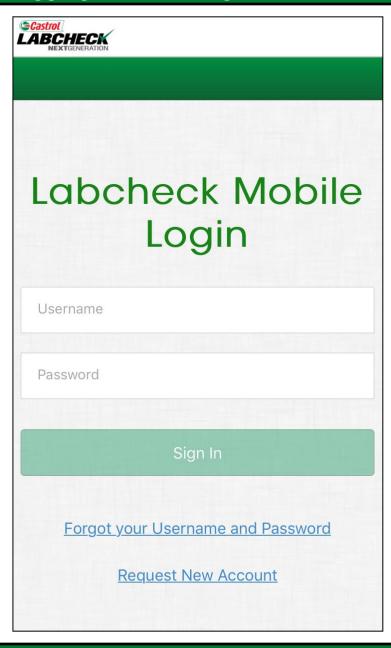
# Finding the App in the App Store



To find the app in the app store, search for "Labcheck"

Tap on the +GET button to install the app on your iPhone.

### **Logging in / Resetting Your Password**

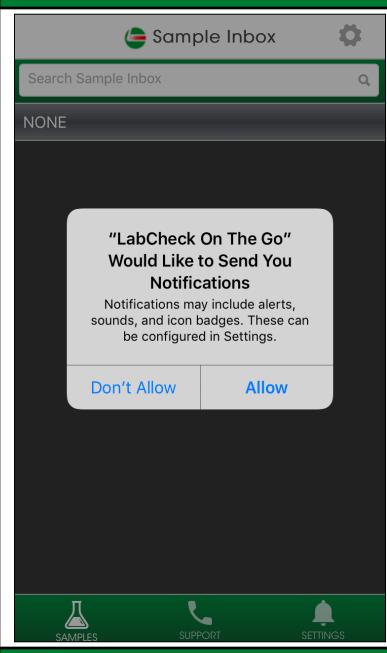


Enter in your username and password and tap on the **Sign In** button. Your log in credentials are the same as the desktop version.

If you've forgotten your username and/or password click on the **Forgot your Username** and **Password** link, then enter in your email address and a new password will be sent to your email shortly.

If you are new to Labcheck you can request a new account by clicking on the **Request New Account** link and setting up your username and password. Please note that it may take up to 48 hours for your new account to be activated.

#### **Notifications**



When prompted tap Allow to have Labcheck send you push notifications once samples are complete at the lab.

### Sample Inbox



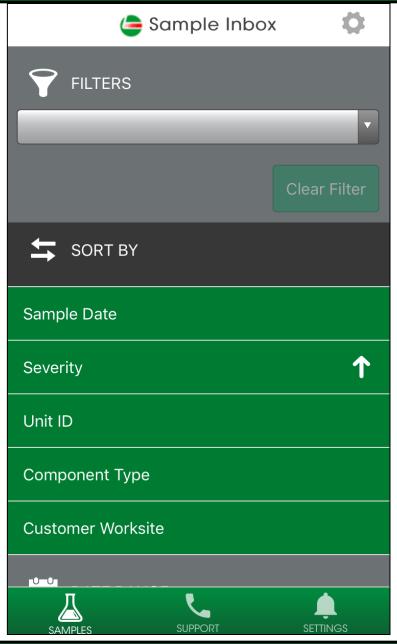
Once signed in you'll see your sample inbox. Your most recent samples will be at the top. The green dot means that the sample has not been viewed yet.

You can search for a sample by typing in the top search box.

Tap on the gear icon in the top right to sort your inbox.

Tap on a sample to view the sample details screen.

# **Sorting Your Inbox**



Select a filter you want to search by – please note that filters can only be set up on the desktop version of Labcheck, and some filters are not applicable on the mobile version of Labcheck.

You can sort your inbox by tapping on Sample Date, Severity, Unit ID, Component Type, or Customer Worksite, or by Date Range.

### **Sample Details**



SUPPORT

The Sample Details screen shows you details about the sample report. Tap on the icon on the top right of your screen to open the PDF version of your report.

## Downloading the Report



The Labcheck app allows you to open up the PDF in a variety of ways depending upon which apps you already have installed on your phone. You may also have the ability to message or email the reports from your phone.



Tap on Import with iBooks to open the PDF of the report.

#### Sample Activity

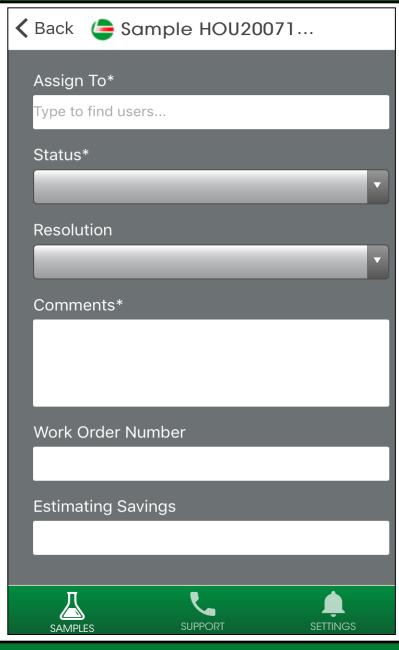


The bottom of the Sample details screen allows you to add sample actions and sample comments.

The lightning bolt icon allows you to assign a Sample Action.

The chat bubble icon allows you to add comments to the sample.

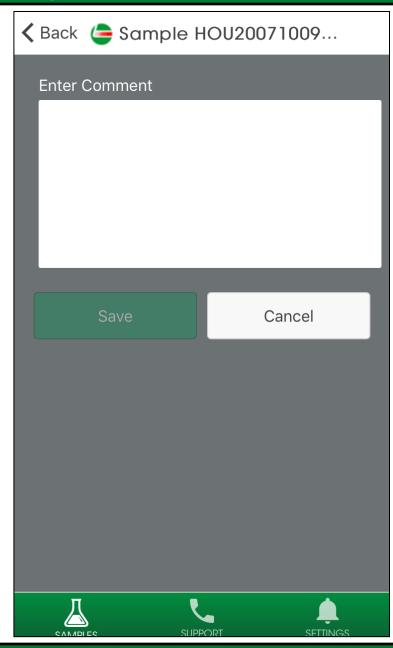
## Sample Action



Assigning a sample action allows you to assign maintenance duties or follow up actions to your sample results.

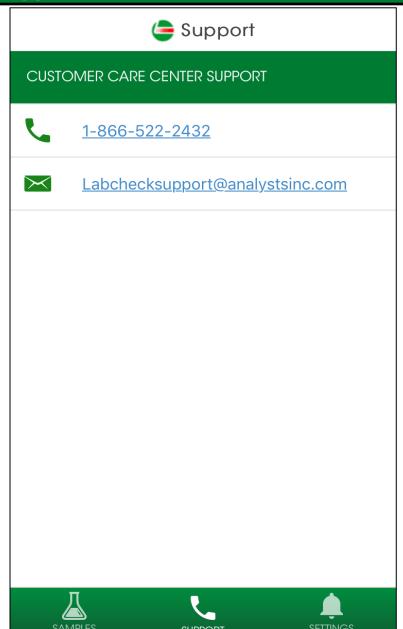
- 1. First under assign to type in the email address you want to assign this sample action to
- 2. Tap on the drop down under Status to assign a status.
  - 3. Enter in additional comments
  - Once complete click Save and an email will be sent to the person you've assigned the sample action to.

## **Sample Comments**



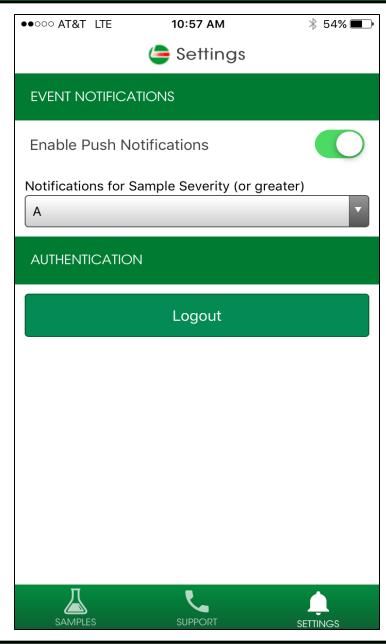
Sample Comment allows you to enter a comment and click save.
This comment will appear under the sample details screen in the app.

#### Support



Tap on the Support icon to pull up the Labcheck Support desk contact information. Click on the phone number to call us or select on the E-mail address to send us an email message.

# **Settings**



Tap on Settings to set up your notifications. To set up your push notifications slide your finger so that it turns green.

You can also select which severities you'd like to receive push notifications on by selecting the severity on the drop down list.

Note: Changing your settings in the app does NOT change your notification settings on the desktop version or change your email settings.



#### **LABCHECK SUPPORT DESK:**

Phone: 1.866.522.2432

Email: LabcheckSupport@AnalystsInc.com

www.labcheckonline.net

www.labcheckresources.com