



QUICK START GUIDE

ACCOUNT SETTINGS

Learn How To:

1. Update or edit your personal account information
2. Update or edit your contacts
3. Access your filters
4. Edit your Email Notification Settings
5. Edit your Regional Settings
6. Customize your downloads

PREFERENCES TAB

Account Settings

Setup your account, edit personal details, preferences, change password



MY ACCOUNT

Edit personal details, profile picture and change password



ADDRESS BOOK

Edit address book contacts



MY FILTERS

Add, edit and manage all filters



COMMUNICATIONS

Edit email communication



REGIONAL SETTINGS

Add, edit and manage all regional settings



DOWNLOADS

View and edit download features

The **PREFERENCES** or **Accounts Settings** page provides you with one place to set your various preferences for your application interface. The page includes six tiles. Click on the tile to open the page.

MY ACCOUNT

My Account

[Account Settings](#) / [My Account](#)

BACK



Lori Beerwart

Last Login: 01/03/2023

 [My Account](#)

Personal Info

  Edit

User Name

Lori_BPNew

First Name

Lori

Last Name

Beerwart

Company

Bureau Veritas

Job Title

Business Analyst

Phone

Address 1

City

Address 2

State / Province

Email

  Edit

Current Email

lori.beerwart+BPNew@bureauveritas.com

Change Password

  Edit

Last changed on: Wed Feb 01 2023

Use the MY ACCOUNT page to edit your personal information, change your email or to change your password. Click on the Edit icon in the corresponding section and click the **SAVE INFO** button when you are done.

ADDRESS BOOK

 Acme Demo ▾




HOME ACTIONS SAMPLES LABELS EQUIPMENT ANALYTICS REPORTS DISTRIBUTION ADMIN PREFERENCES

Address Book

[Account Settings](#) / [Address Book](#)

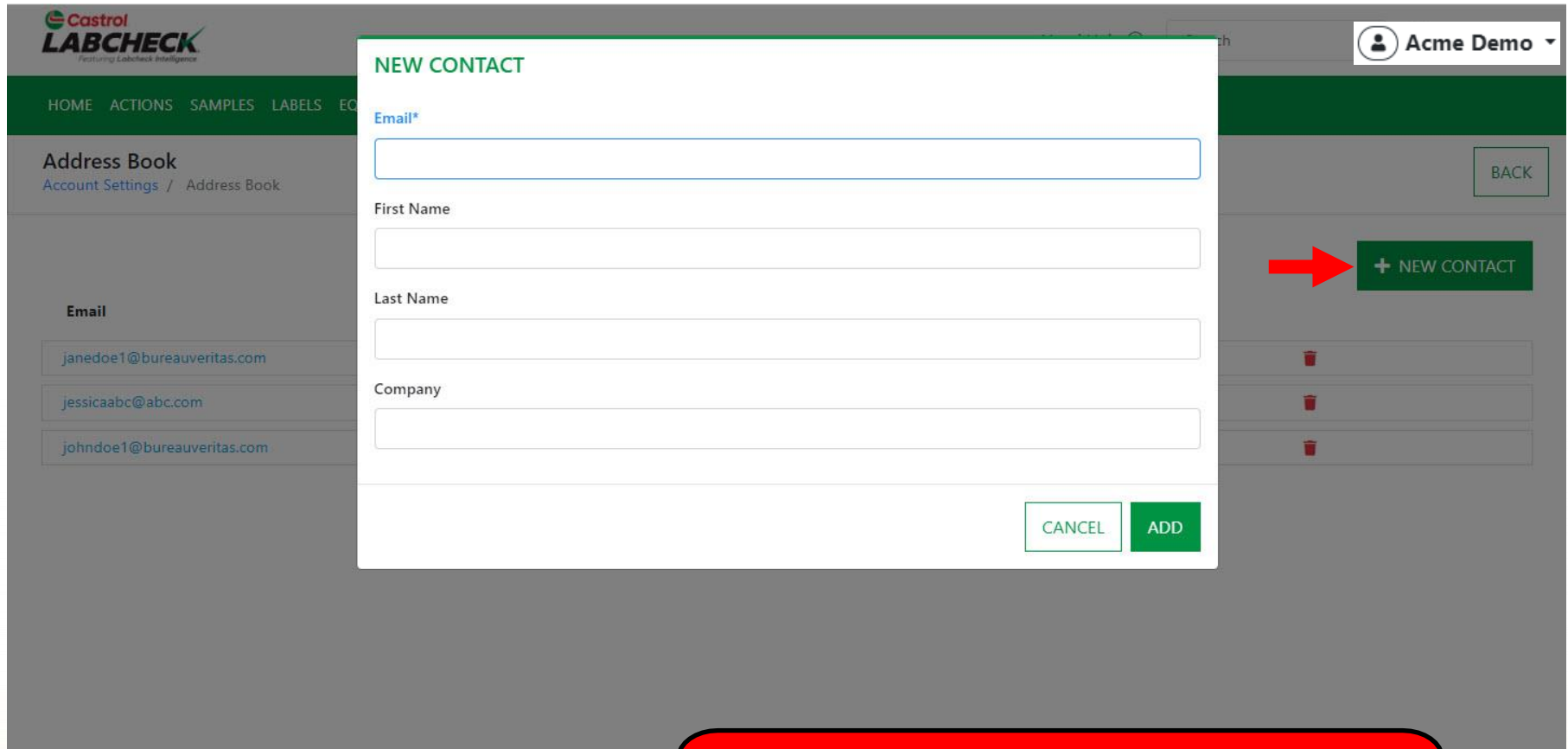
BACK

+ NEW CONTACT

Email	First Name	Last Name	Company	
janedoe1@bureauveritas.com	Jane	Doe	BP	
jessicaabc@abc.com	Jessica	Abc	ABC Company	
johndoe1@bureauveritas.com	John	Deere	BP	

Use the ADDRESSSS BOOK page to manage your contacts. Add, update, or delete contacts here.

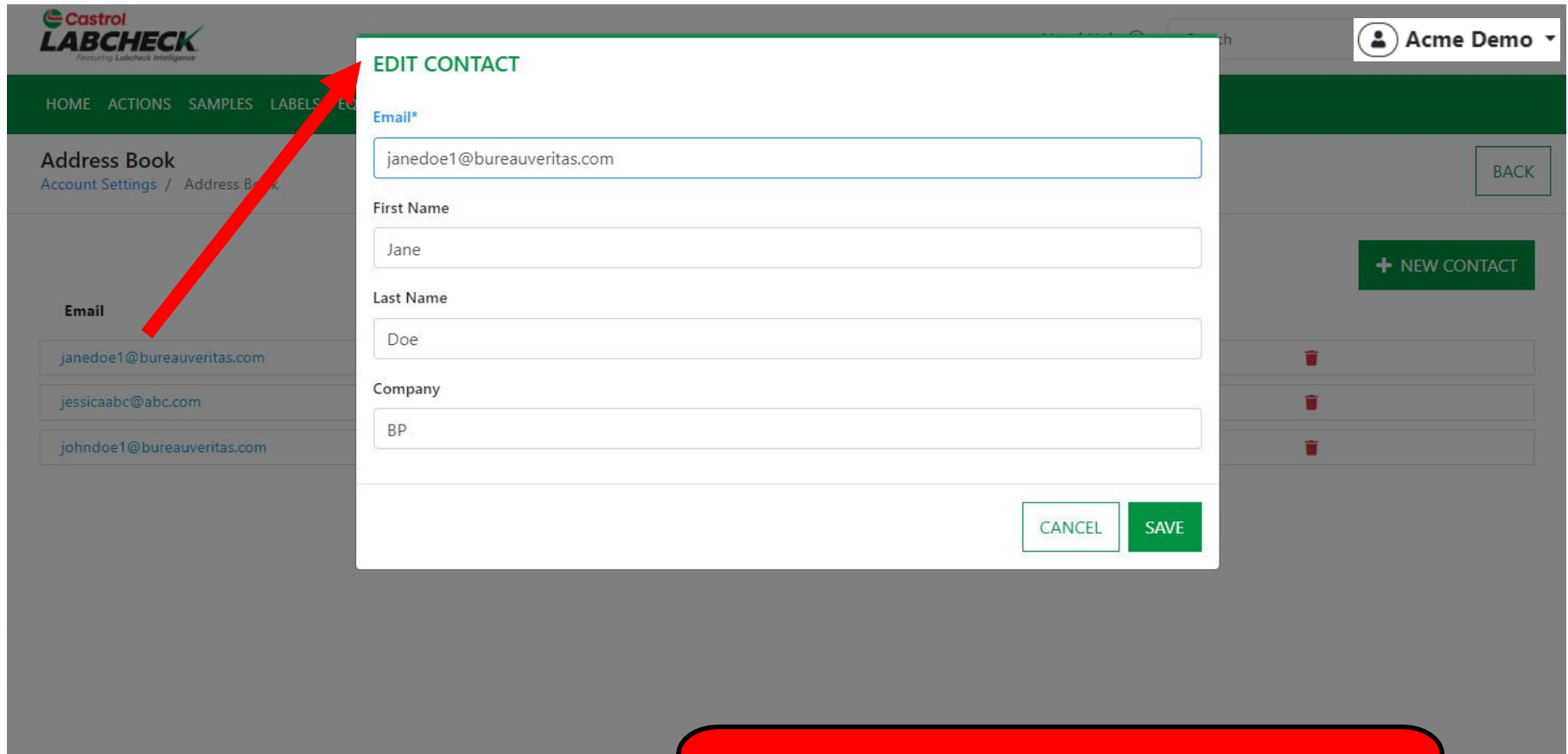
ADD NEW CONTACT



The screenshot displays the Castrol LABCHECK web interface. At the top left is the Castrol LABCHECK logo. A navigation bar contains links for HOME, ACTIONS, SAMPLES, LABELS, and EQ. The main content area is titled 'Address Book' with a breadcrumb trail 'Account Settings / Address Book'. Below this, an 'Email' section lists three email addresses: janedoe1@bureauveritas.com, jessicaabc@abc.com, and johndoe1@bureauveritas.com. On the right side, there is a user profile dropdown for 'Acme Demo' and a 'BACK' button. A prominent green button labeled '+ NEW CONTACT' is highlighted with a red arrow. A modal window titled 'NEW CONTACT' is overlaid in the center, containing the following fields: 'Email*' (with a text input), 'First Name' (with a text input), 'Last Name' (with a text input), and 'Company' (with a text input). At the bottom of the modal are 'CANCEL' and 'ADD' buttons.

Click the **+ NEW CONTACT** button to add a contact.

EDIT A CONTACT



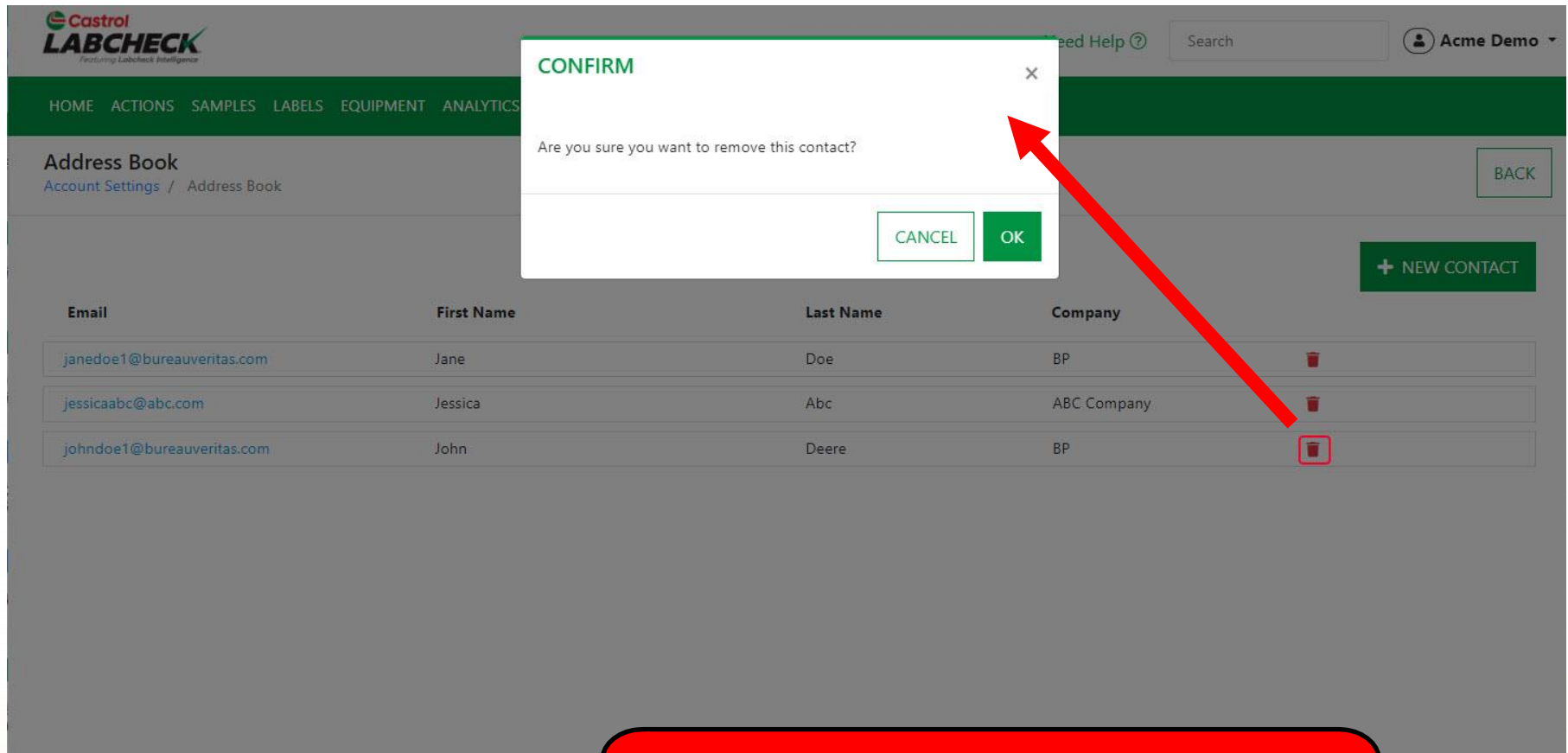
The screenshot shows the 'EDIT CONTACT' modal form in the Castrol LABCHECK system. The form is titled 'EDIT CONTACT' and contains the following fields:

- Email***: A text input field containing 'janedoe1@bureauveritas.com'.
- First Name**: A text input field containing 'Jane'.
- Last Name**: A text input field containing 'Doe'.
- Company**: A text input field containing 'BP'.

At the bottom of the modal, there are two buttons: 'CANCEL' and 'SAVE'. The 'SAVE' button is highlighted in green. In the background, the 'Address Book' section is visible, showing a list of email addresses. A red arrow points from the first email address in the list, 'janedoe1@bureauveritas.com', to the 'Email*' field in the modal form.

Click the **Email** of a current contact to edit the contact.

REMOVE A CONTACT



The screenshot shows the Castrol LABCHECK web application interface. At the top, there is a navigation bar with the Castrol LABCHECK logo and a menu with items: HOME, ACTIONS, SAMPLES, LABELS, EQUIPMENT, ANALYTICS. Below the navigation bar, there is a search bar and a user profile dropdown labeled 'Acme Demo'. The main content area is titled 'Address Book' and includes a breadcrumb trail 'Account Settings / Address Book'. A '+ NEW CONTACT' button is visible on the right. A table lists three contacts with columns for Email, First Name, Last Name, and Company. Each contact row has a delete icon (trash can) on the right. A red arrow points from the delete icon of the contact 'John Deere' to a 'CONFIRM' dialog box. The dialog box asks 'Are you sure you want to remove this contact?' and has 'CANCEL' and 'OK' buttons. The 'OK' button is highlighted with a red box.

Email	First Name	Last Name	Company
janedoe1@bureauveritas.com	Jane	Doe	BP
jessicaabc@abc.com	Jessica	Abc	ABC Company
johndoe1@bureauveritas.com	John	Deere	BP

Click the delete icon to remove a contact. Click OK to confirm you want to remove the contact permanently.

MY FILTERS

My Filters

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Select Entity

GENERIC

+ NEW FILTER

COPY

DELETE

Engine Samples C Or Worse

Worksite 2 - Engines - D Code

Cooling Systems Worksite 2 - D Codes

Cooling System - Severity C and D

Labels - Samples In Transit

Acme Demo - Unit 1107

Acme Demo Filter

Worksite 2 - Caterpillar Engines

Caterpillar Engines

Filter Name

Worksite 2 - Engines - D Cc

Share in Hierarchy




YES NO

Manage Filter Conditions

ADD CONDITION

Combine Conditions

AND OR

PROPERTY	OPERATOR	VALUE	
Worksite	Equals	Worksite 2	
Component	Equals	Engine	
Severity	In	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input checked="" type="checkbox"/> D	

SAVE FILTER

Use the MY FILTERS page to add a new filter, copy a filter, edit an existing filter and to delete filters. For more detailed information on filters, see the My Filters Quick Start Guide.

COMMUNICATIONS

Communications

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Enable email communications



Email Address*

lori.beerwart+BPNew@bureauveritas.

Format

Links to Sample Details PDF Attachments

Severity Threshold*

A ▾

Frequency*

Select Option ▾

Samples Email Format*

Select Option ▾

Include in PDF Report

- Graphs
- Images
- Comments
- Actions

SAVE

Use the COMMUNICATIONS page to define or change your communication preferences for notifications and alerts. To receive email notifications once samples are complete make sure the toggle next to the 'Enable email communications' is toggled on and that your email address is listed correctly.

LINKS TO SAMPLE DETAILS

Communications

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BACK

Enable email communications



Email Address*

lori.beerwart+BPNew@bureauveritas.

Format

Links to Sample Details PDF Attachments

Severity Threshold*

A

Frequency*

Select Option

Samples Email Format*

Select Option

Include in PDF Report

- Graphs Images
 Comments Actions

SAVE

Select the radio button next to which format of email notifications you would like to receive. By default all users are set to receive 'Links to Sample Details.' This means Labcheck will email you links back to the website to log in and view your reports.

PDF ATTACHMENTS

Communications

[Account Settings](#) / [Communications](#)

BACK

Enable email communications



Email Address*

Format

Links to Sample Details PDF Attachments

Severity Threshold*

Frequency*

Samples Email Format

Include in PDF Report

- Graphs Images
 Comments Actions

SAVE

Selecting PDF Attachments ensures that Labcheck will send the reports straight to your email removing the need to log in each time a sample has completed. Please note these are in a .zip file format.

SEVERITY THRESHOLD

Communications

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BACK

Enable email communications



Email Address*

lori.beerwart+BPNew@bureauveritas.

Format

Links to Sample Details PDF Attachments

Severity Threshold*

Select Option ▾

- A
- B
- C
- D

Frequency*

Select Option ▾

Samples Email Format

Select Option ▾

Next to **Severity Threshold**, select which reports you want to be notified on.

- A Receive email notifications on all samples
- B Receive email notifications on B, C and D codes
- C Receive email notifications on C and d codes
- D Receive email notifications on D codes only

FREQUENCY

Communications

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Enable email communications



Email Address*

Format

Links to Sample Details PDF Attachments

Severity Threshold*

Frequency*

Select Option

When Available

Daily Digest

Weekly Digest

Monthly Digest

Monday of Every Week

Tuesday of Every Week

Samples Email Format

Select Option

Include in PDF Report

- Graphs Images
 Comments Actions

SAVE

Next to **Frequency**, select how often you would like to receive emails from Labcheck. To receive one email a day, select Daily Digest.

SAMPLES EMAIL FORMAT

Communications

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Enable email communications



Email Address*

lori.beerwart+BPNew@bureauveritas.

Format

Links to Sample Details PDF Attachments

Severity Threshold*

D ▾

Frequency*

Daily Digest ▾

Samples Email Format*

INBOX ▾
STANDARD
INBOX

Include in PDF Report

- Graphs Images
 Comments Actions

SAVE

When your Format is 'Links to Sample Details,' next to **Samples Email Format**, select to receive these links in Standard (Non-HTML) or Inbox (HTML, matches your Sample Inbox) format.

INCLUDE IN PDF REPORT

Communications

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BACK

Enable email communications



Email Address*

lori.beerwart+BPNew@bureauveritas.

Format

Links to Sample Details PDF Attachments

Severity Threshold*

D ▾

Frequency*

Daily Digest ▾

Samples Email Format*

STANDARD ▾

Include in PDF Report

- Graphs Images
 Comments Actions

SAVE



Once you have updated your Communications settings, click the **SAVE** button.

REGIONAL SETTINGS

Regional Settings

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Preferences

Language
English

Date Format
MM/DD/YYYY

Time Format
AM/PM

Paper Format
US Letter



 Edit

Preferences

Close

Language

English

Date Format

DD/MM/YYYY

Time Format

AM/PM

Paper Format

US Letter

SAVE

Use the REGIONAL SETTINGS page to update your language, date, time and paper format preferences. Click the Edit button and use the dropdowns to change your Preferences. Once you are done, click the **SAVE** button to update your settings.

DOWNLOADS

Downloads

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Select Download

- Select -

Add New Column

AVAILABLE COLUMNS

Drag and drop columns to reorder

CANCEL

SAVE

Use the DOWNLOADS page to customize the Sample Data Export and the Equipment Export.

If you do not customize these downloads, when you export either, the data will include all columns in the default order.



CUSTOMIZE DOWNLOADS

Downloads

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BACK

Select Download

- Select -

- Select -

Equipment Export

Sample Data Export

AVAILABLE COLUMNS

Drag and drop columns to reorder

CANCEL

SAVE

From the dropdown, select Equipment Export or Sample Data Export.

CUSTOMIZE DOWNLOADS

Downloads

Account Settings / Downloads

BACK

Select Download

Equipment Export ▾

Add New Column

- Select - ▾

AVAILABLE COLUMNS

Drag and drop columns to reorder

☰ CUSTOMER WORKSITE	✕
☰ UNIT DESCRIPTION	✕
☰ UNIT WORKSITE	✕
☰ EQUIPMENT TYPE	✕
☰ UNIT MANUFACTURER	✕
☰ UNIT SERIAL	✕
☰ UNIT MODEL	✕
☰ UNIT AGE UNITS	✕
☰ UNIT YEAR	✕

CANCEL

SAVE

Drag and drop any of the columns to reorder. Use the scroll bar to see all available columns. Click on the 'x' to remove the column from the export.

CUSTOMIZE DOWNLOADS

Downloads

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Select Download

Equipment Export ▾

Add New Column

- Select - ▾

- Select -

Unit Year ←

UNIT MANUFACTURER ×

UNIT SERIAL ×

UNIT MODEL ×

UNIT AGE UNITS ×

COMPONENT DESCRIPTION ×

COMPONENT POSITION ×

COMPONENT TYPE ×

COMPONENT MFG. ×

COMPONENT MODEL ×

CANCEL

SAVE ←

Removed columns can be added back by clicking on the dropdown in the Add New Column field and selecting the column. Click the **SAVE** button when you are done.



CASTROL LABCHECK SUPPORT DESK:

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Labchecksupport@bureauveritas.com

<https://www.labcheckresources.com/>

