



## **QUICK START GUIDE**

# **MANAGEMENT & DIAGNOSTIC REPORTS**

Learn About:

1. Locating management and diagnostic reports on the Reports tab
2. Report descriptions
3. Generating a PDF version of a report

# LOCATING MANAGEMENT & DIAGNOSTIC REPORTS

Diagnostic Reports

**Management Reports**



Transit Time Summary



Sample Volume by  
Worksite



Sample Volume by  
Worksite by Component



Samples With No Sampled  
Date



Samples With No Lube  
Age



Unregistered Units and  
Components



Components With No  
Product In Use



Sample Labels



Action Taken Summary

Select the **REPORTS** tab to access the Management and Diagnostic reports. Locate the desired report and simply click on it to create the report.

# MANAGEMENT REPORT DESCRIPTIONS (1 OF 3)

Depending on your access level, Labcheck offers management reports shown in the table below:

## Transit Time Summary

Summarizes sample transit time – for a given time period

## Sample Volume By Worksite

Details the number of samples completed for worksites – for a given time period

## Sample Volume By Worksite By Component

Details the number of samples completed for worksites – at the component level – for a given time period



# MANAGEMENT REPORT DESCRIPTIONS (2 OF 3)

Depending on your access level, Labcheck offers management reports shown in the table below:

## Unregistered Units and Components

List of units and components with missing registration information by worksite – for a given time period

## Components with No Products in Use

Lists worksite, unit ID, component, and last sampled date for samples submitted with incorrect or no oil information submitted

## Samples with No Sample Date

Lists worksite, unit ID, component, and sample received date for samples received without a sample taken date – for a given time period



# MANAGEMENT REPORT DESCRIPTIONS (3 OF 3)

Depending on your access level, Labcheck offers management reports shown in the table below:

## Samples with No Lube Age

Lists worksites and samples (unit ID, component, sample date) for samples received without a lube age – for a given time period

## Sample Labels

Displays the number of hand-written labels received vs. labels generated online by worksite – for a given time period

## Action Taken Summary

Lists Actions Taken on a component including the Findings and Status by worksite and unit – for a given time period



Depending on your access level, Labcheck offers management reports shown in the table below:

Acceptable vs.  
Unacceptable –  
All Components

Lists worksites and acceptable vs. unacceptable samples – for a given time period

“A,B,C,D” Results  
by Component

Displays all severity results by worksite by component – for a given time period

All ‘D’ Results

Displays all ‘D’ code results by worksite by component – for a given time period

Samples Flagged  
for Coolant

Displays samples flagged for coolant including sodium, potassium, and glycol levels – for a given time period

Depending on your access level, Labcheck offers management reports shown in the table below:

**Engines, Hydraulics  
and Transmissions  
with Dirt**

Displays samples flagged for dirt including Silicon (Si) levels – for a given time period

**Critical Oxidation &  
Nitration Levels**

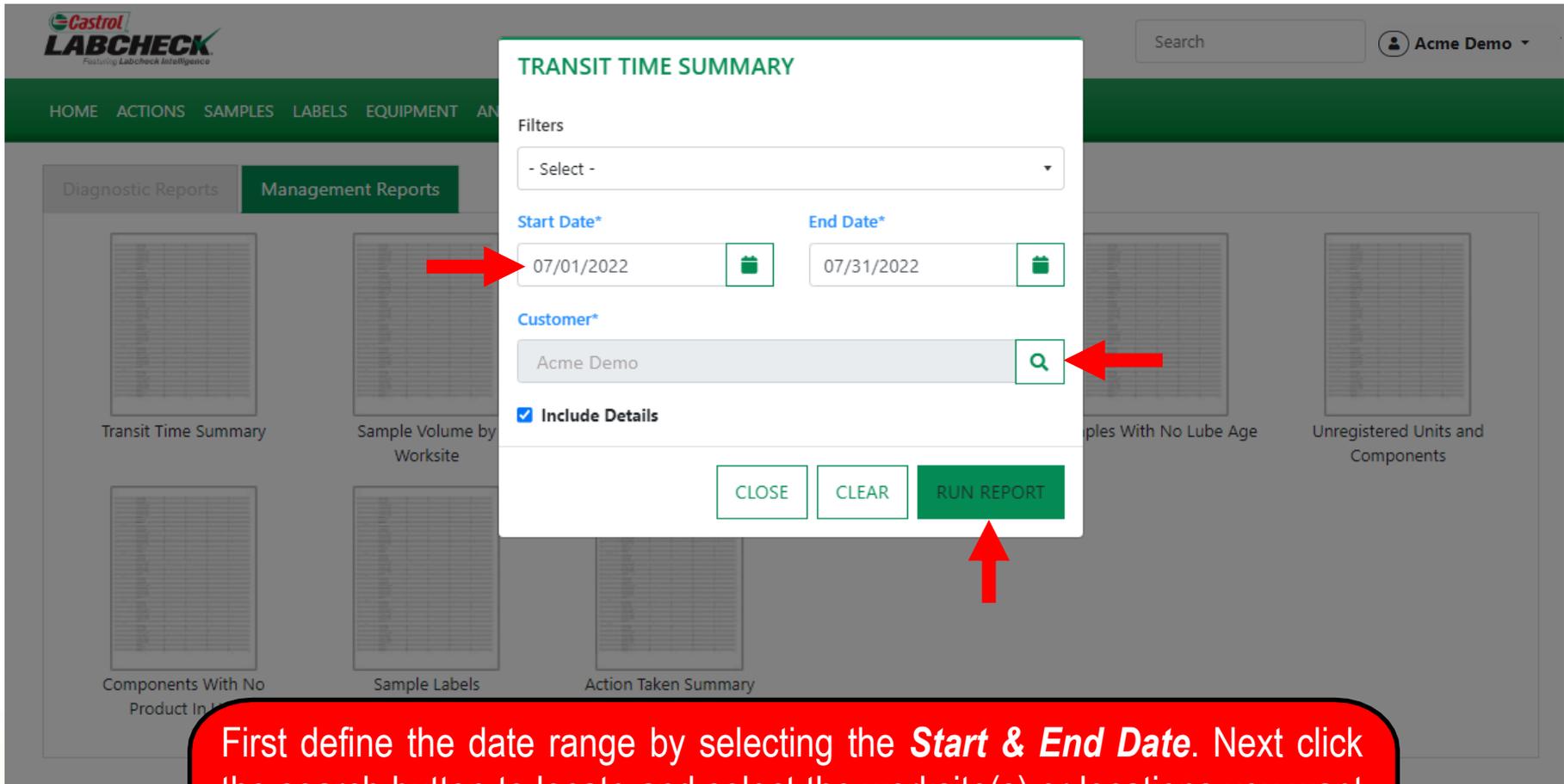
Displays samples with 'D' code levels of oxidation and nitration – for a given time period

**Critical Fuel  
Contamination**

Displays samples with fuel contamination levels exceeding 4% with a decrease in oil viscosity – for a given time period



# GENERATING REPORTS (1 OF 2)



**TRANSIT TIME SUMMARY**

Filters

- Select -

Start Date\* 07/01/2022 End Date\* 07/31/2022

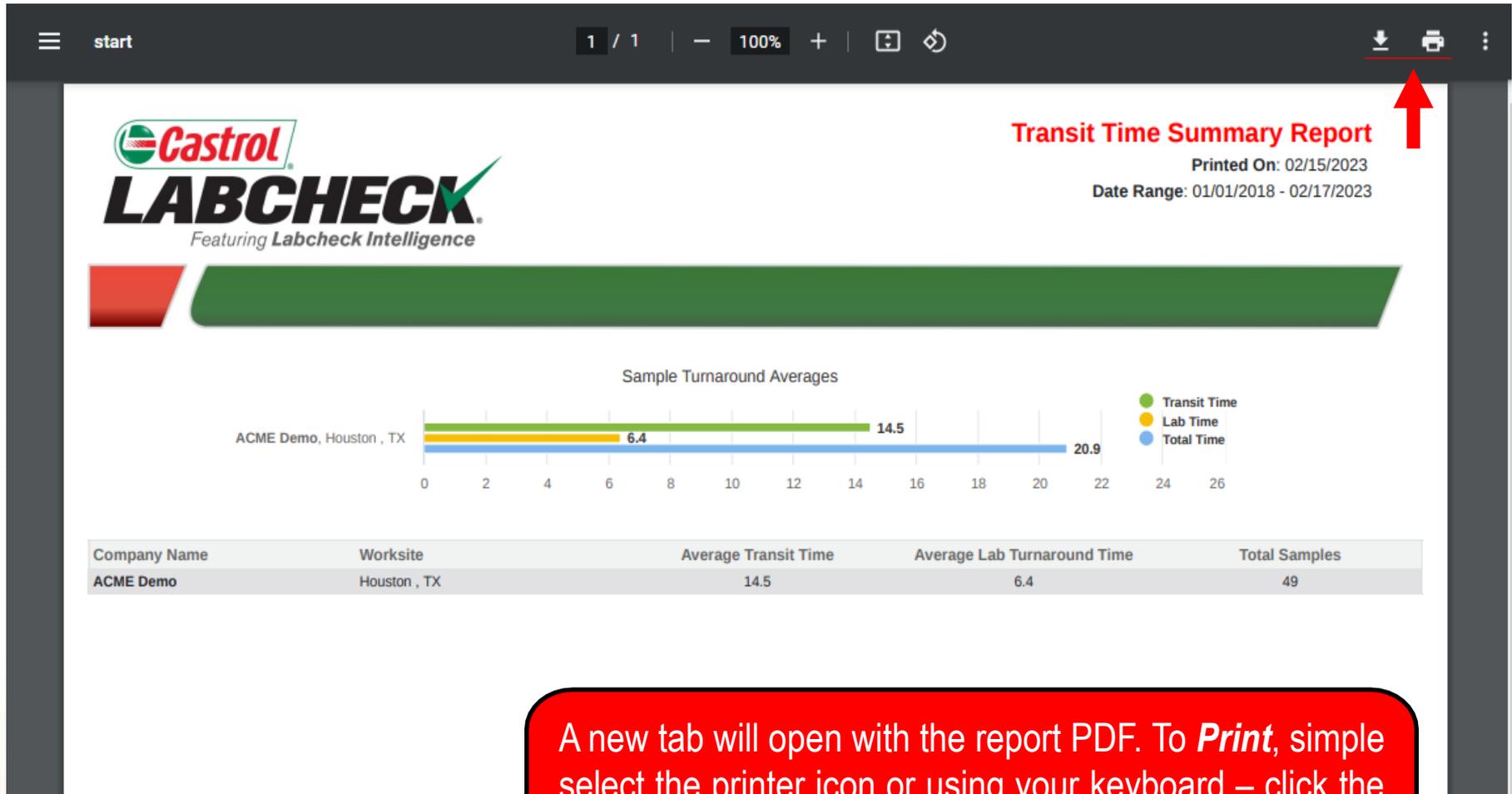
Customer\* Acme Demo

Include Details

CLOSE CLEAR RUN REPORT

First define the date range by selecting the **Start & End Date**. Next click the search button to locate and select the worksite(s) or locations you want to include. Once selections are made, click the **RUN REPORT** button. Select the dropdown to use a saved filter. For more detailed instructions, please see the **Filters** quick start guide.

# GENERATING REPORTS (2 OF 2)



The screenshot shows a web browser displaying a report. The browser's address bar shows 'start' and navigation controls. The report title is 'Transit Time Summary Report' with a sub-header 'Printed On: 02/15/2023' and 'Date Range: 01/01/2018 - 02/17/2023'. The Castrol Labcheck logo is visible. A bar chart titled 'Sample Turnaround Averages' for 'ACME Demo, Houston, TX' shows three bars: Transit Time (14.5), Lab Time (6.4), and Total Time (20.9). A table below the chart provides a summary of the data.

| Company Name | Worksite    | Average Transit Time | Average Lab Turnaround Time | Total Samples |
|--------------|-------------|----------------------|-----------------------------|---------------|
| ACME Demo    | Houston, TX | 14.5                 | 6.4                         | 49            |

A new tab will open with the report PDF. To **Print**, simple select the printer icon or using your keyboard – click the 'CTRL' button + the letter P.  
To **Download**, simply select the download icon.



## **CASTROL LABCHECK SUPPORT DESK:**

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