

REPORT DISTRIBUTIONS

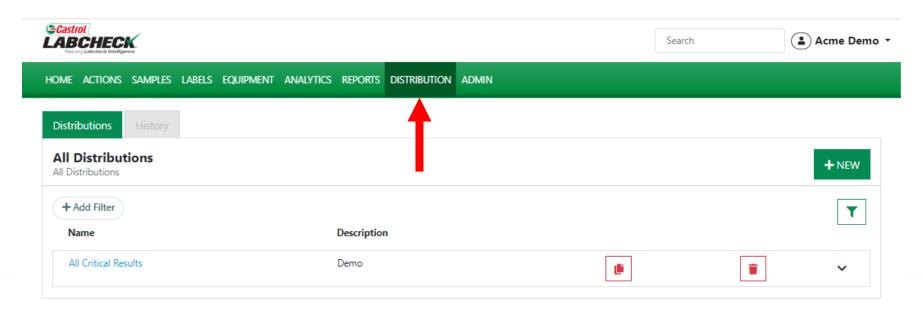


Labcheck Report Distributions feature allows users to email Standard Analysis reports, Management reports and Diagnostic reports automatically to a list of recipients. There are over 15 different reports available including:

Routine Analysis	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. Details common issues of 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

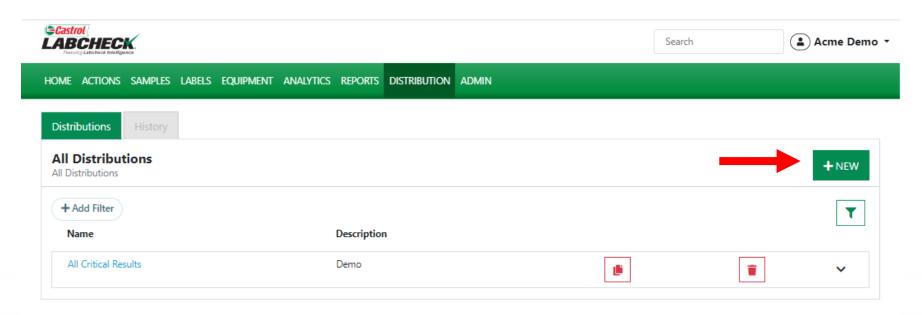
ACCESSING DISTRIBUTIONS





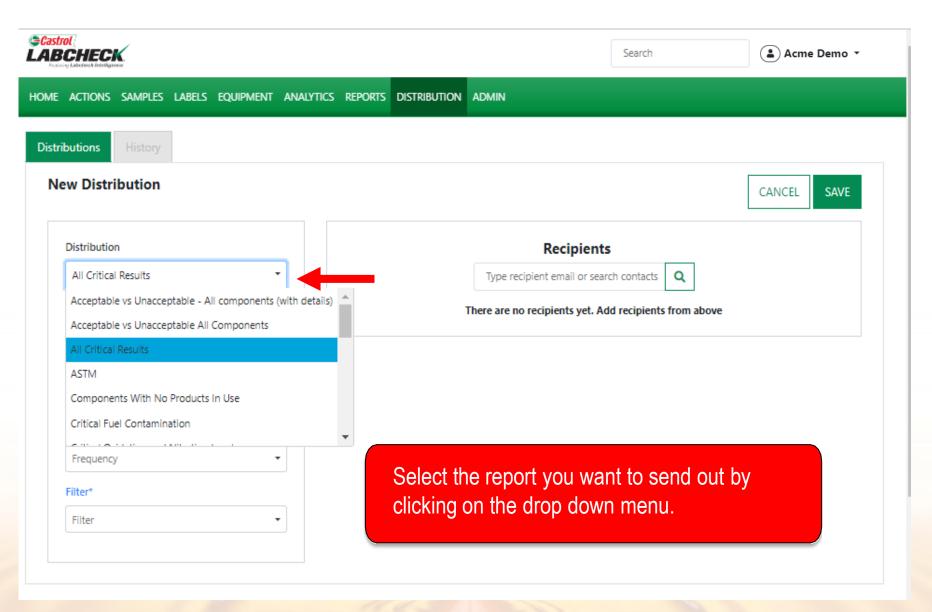
To access Report Distributions simply click on the *Distribution* tab.



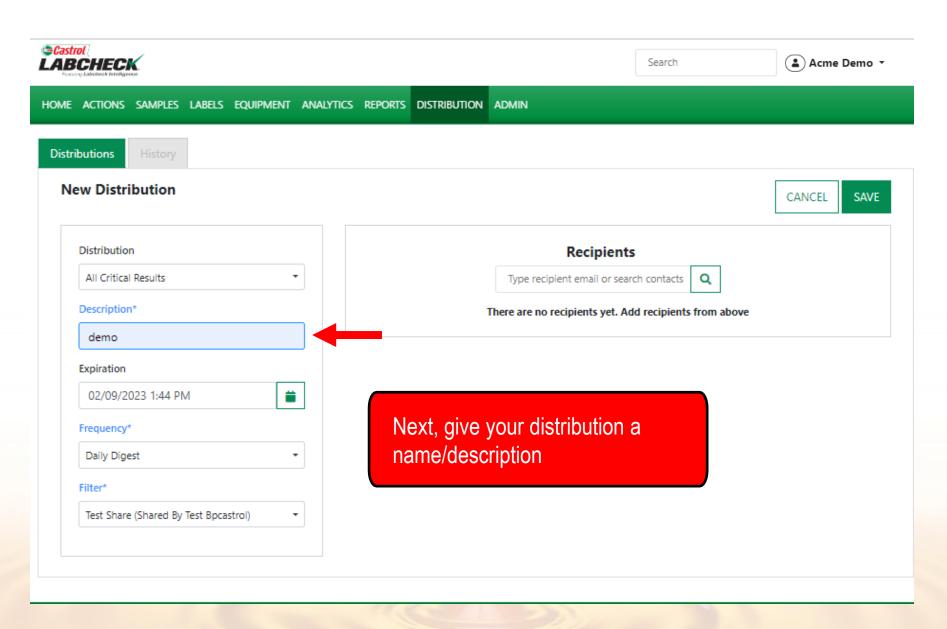


Add a new distribution by clicking on the **+NEW** button

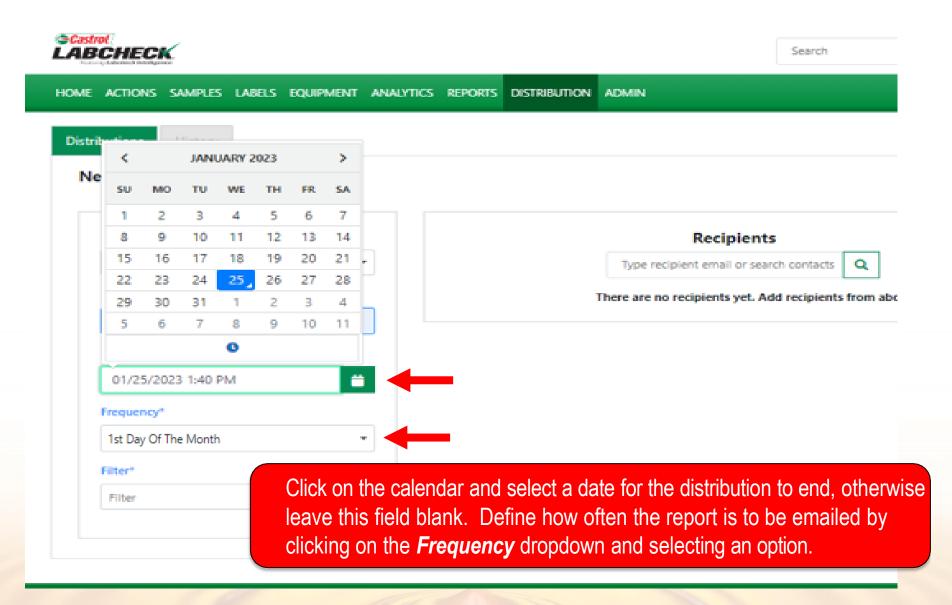










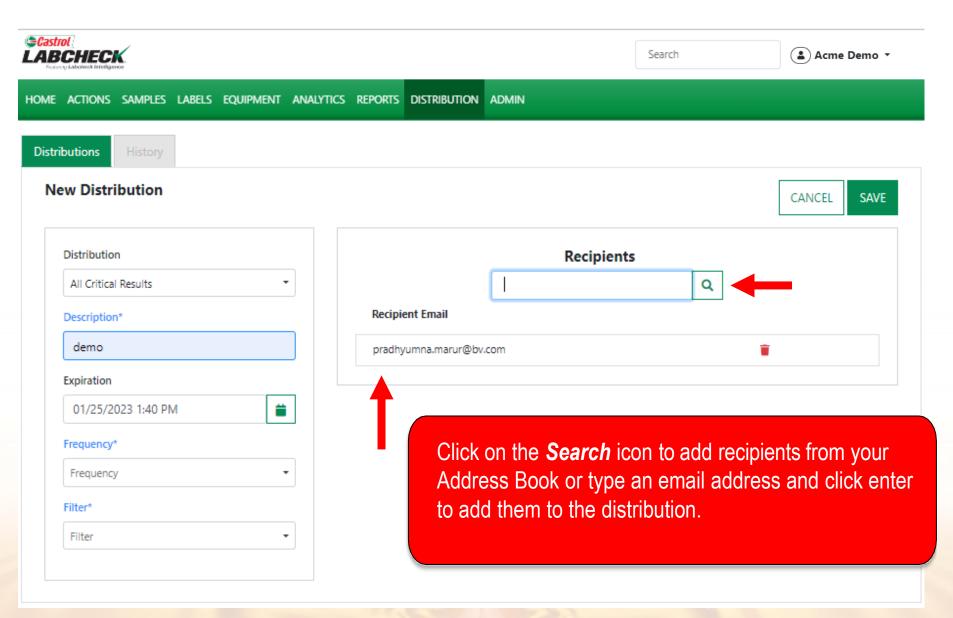






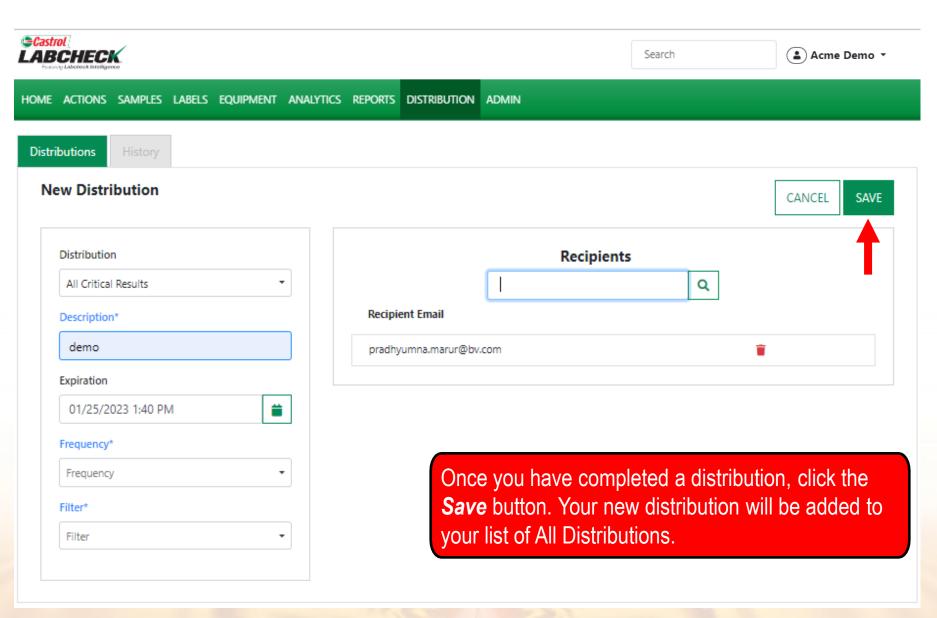
Search HOME ACTIONS SAMPLES LABELS EQUIPMENT ANALYTICS REPORTS Distributions New Distribution Distribution Recipients All Critical Results Type recipient email or search contacts Q Description* There are no recipients yet. Add recipients from above demo Eric's Demo (shared by Eric Forgeron) Select the Filter you would like to apply to this report. A filter test share (shared by test bpcastrol) must be created first before creating a report distribution so that BP Internal (shared by Prachi loams) the system knows what content to include on your report. GRASU (shared by Test Admin) For more detailed instructions, please see the **Filters** guick start Make Caterpillar (shared by Test Admin) guide. SV2 (shared by Test Admin) Filter





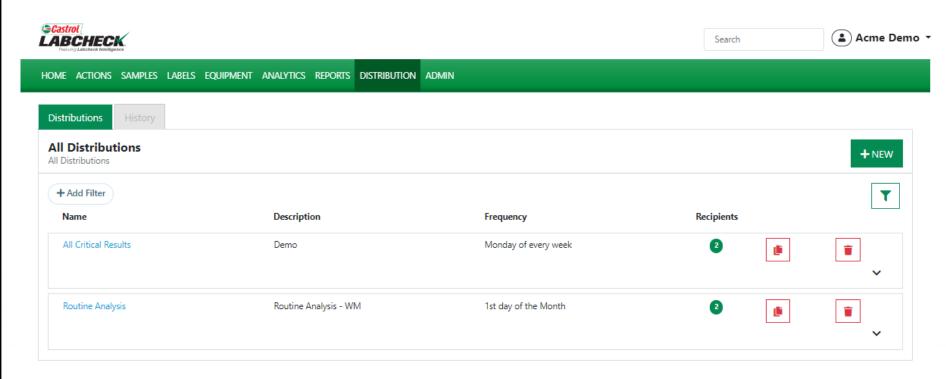
SAVING YOUR DISTRIBUTION





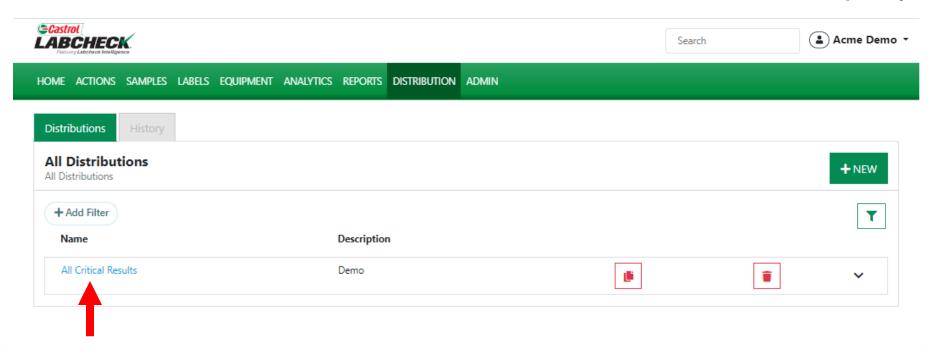
ALL DISTRIBUTIONS





MODIFYING A DISTRIBUTION





Click on the Name of the distribution to open the details

MODIFYING A DISTRIBUTION

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12/30/2023 10:00 PM

Monday Of Every Week

Frequency*

Filter*

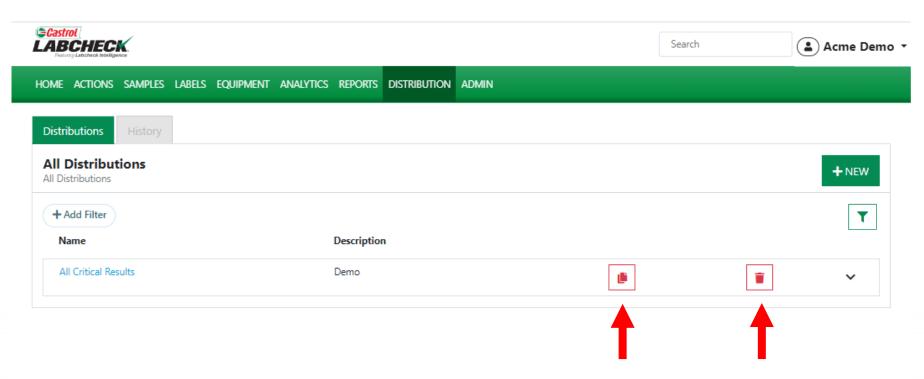
All WM

🚨 Acme Demo 🔻 Search HOME ACTIONS SAMPLES LABELS EQUIPMENT ANALYTICS REPORTS DISTRIBUTION ADMIN Distributions **Details for All Critical Results** CANCEL SAVE Recipients Distribution All Critical Results Type recipient email or search contacts Recipient Email Description* Demo Andrew.Nagle@bp.com Expiration Lori,Beerwart@bureauveritas.com

> Modify the details including adding new recipients or removing old ones and remember to select the SAVE button.

COPY OR DELETE A DISTRIBUTION





Select the Copy icon to create a new distribution. Select the Delete icon to remove a distribution.



CASTROL LABCHECK SUPPORT DESK:

Phone: 866-LABCHECK (522-2432)

Labchecksupport@bureauveritas.com

https://www.labcheckresources.com/

