



## **QUICK START GUIDE**

# **REPORT DISTRIBUTIONS**

Learn How To:

- 1. Create a Report Distribution**
- 2. Save and Modify Report Distributions**

# 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

## All Distributions

All Distributions

+ NEW

+ Add Filter



Name

Description

All Critical Results

Demo



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




# ADDING A NEW DISTRIBUTION

Distributions

History

## All Distributions

All Distributions

 **+ NEW**

+ Add Filter



Name

Description

All Critical Results

Demo



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



# ADDING A NEW DISTRIBUTION

## New Distribution

CANCEL

SAVE

### Distribution

All Critical Results ▾

Acceptable vs Unacceptable - All components (with details)

Acceptable vs Unacceptable All Components

All Critical Results

ASTM

Components With No Products In Use

Critical Fuel Contamination

Frequency ▾

### Filter\*

Filter ▾

### Recipients

Type recipient email or search contacts



There are no recipients yet. Add recipients from above

Select the report you want to send out by clicking on the drop down menu.

# ADDING A NEW DISTRIBUTION

Distributions

History

## New Distribution

CANCEL

SAVE


Distribution

All Critical Results ▾

Description\*

demo

Expiration

02/09/2023 1:44 PM 

Frequency\*

Daily Digest ▾

Filter\*

Test Share (Shared By Test Bpcastrol) ▾

## Recipients

Type recipient email or search contacts 

There are no recipients yet. Add recipients from above



Next, give your distribution a name/description


# ADDING A NEW DISTRIBUTIONS

**Distributions**


New

< JANUARY 2023 >

SU	MO	TU	WE	TH	FR	SA
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

01/25/2023 1:40 PM 

**Recipients**

Type recipient email or search contacts 

There are no recipients yet. Add recipients from abc

**Frequency\***

1st Day Of The Month

**Filter\***

Filter

**Frequency\***

1st Day Of The Month

**Filter\***

Filter

Click on the calendar and select a date for the distribution to end, otherwise leave this field blank. Define how often the report is to be emailed by clicking on the **Frequency** dropdown and selecting an option.

# ADDING A NEW DISTRIBUTION

## New Distribution

Distribution

All Critical Results

Description\*

demo

Eric's Demo (shared by Eric Forgeron)

test share (shared by test bpcastrol)

BP Internal (shared by Prachi loams)

GRASU (shared by Test Admin)

Make Caterpillar (shared by Test Admin)

SV2 (shared by Test Admin)

Filter

## Recipients

Type recipient email or search contacts



There are no recipients yet. Add recipients from above

Select the Filter you would like to apply to this report. A filter **must** be created first before creating a report distribution so that the system knows what content to include on your report. For more detailed instructions, please see the **Filters** quick start guide.





# ADDING A NEW DISTRIBUTION

## New Distribution

CANCEL

SAVE


Distribution

All Critical Results ▾

Description\*

demo

Expiration

01/25/2023 1:40 PM 


Frequency\*

Frequency ▾


Filter\*

Filter ▾

## Recipients

Recipient Email

pradhymna.marur@bv.com 

Click on the **Search** icon to add recipients from your Address Book or type an email address and click enter to add them to the distribution.

# SAVING YOUR DISTRIBUTION

## New Distribution

CANCEL

SAVE


Distribution

All Critical Results ▾

Description\*

demo

Expiration

01/25/2023 1:40 PM 

Frequency\*

Frequency ▾


Filter\*

Filter ▾

## Recipients



Recipient Email

pradhymna.marur@bv.com 

Once you have completed a distribution, click the **Save** button. Your new distribution will be added to your list of All Distributions.

# ALL DISTRIBUTIONS

Distributions

History





## All Distributions

All Distributions

+ NEW

+ Add Filter



Name	Description	Frequency	Recipients	
All Critical Results	Demo	Monday of every week	2  	▾
Routine Analysis	Routine Analysis - WM	1st day of the Month	2  	▾



# MODIFYING A DISTRIBUTION

Distributions

History

## All Distributions

All Distributions

+ NEW

+ Add Filter



Name

Description

All Critical Results

Demo



Click on the Name of the distribution to  
open the details

# MODIFYING A DISTRIBUTION

Distributions

History

## Details for All Critical Results

CANCEL

SAVE

### Distribution

All Critical Results ▾

### Description\*

Demo

### Expiration

12/30/2023 10:00 PM

### Frequency\*

Monday Of Every Week ▾

### Filter\*

All WM ▾

## Recipients

Type recipient email or search contacts



### Recipient Email

Andrew.Nagle@bp.com



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

Distributions History

## All Distributions

All Distributions

+ NEW

+ Add Filter



Name

Description

All Critical Results

Demo



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



## **CASTROL LABCHECK SUPPORT DESK:**

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

