



# QUICK START GUIDE

# USING E-LABELS

Learn How To:

1. Create Labels
2. Modify & Track Labels
3. Review Sample Submitted History

# LABELS: BROWSE OR FIND

## Equipment

Manage equipment in one place



### BROWSE EQUIPMENT

Browse the equipment in a hierarchical view



### FIND EQUIPMENT

Tabular equipment view with advanced filtering



### MANAGE EQUIPMENT

Move, merge or remove equipment



### IMPORT EQUIPMENT

Manage unit and components uploads

There are two ways to find equipment to create your labels. To begin click on the **EQUIPMENT** tab and click the BROWSE or FIND equipment tile.

#### Quick Links

- ➔ [Castrol Labcheck Training Resources](#)
- ➔ [Castrol PDS & MSDS Sheets](#)
- ➔ [Privacy Policy](#)

#### Help Desk

Customer Care Center  
1-866-522-2432  
[Labchecksupport@bureauveritas.com](mailto:Labchecksupport@bureauveritas.com)

# EQUIPMENT HIERARCHY

## Equipment

Equipment / Browse Equipment

COMPARE

PRINT LABELS

Search Equipment Hierarchy...

- Acme Demo Top Master
  - Acme Demo Master
    - ACME Demo Area 1
      - ACME Worksite 1
        - ACME Demo Houston , TX**
          - #3/HARTLAND/COOL, Caterpillar -
          - #65/JOHN DEERE/GLADWIN, - -
          - 1105/FONTINALIS/AUX, Caterpillar 3516TA
          - 1107/ELMER FUDD EAST/MAIN, Caterpillar 3516
          - 1111, Allmand Brothers E0D302M
          - 1204/EAST ALBERT, Caterpillar 3516
          - 1206/BUSHMAN/AUX, Caterpillar 3516
          - 123654, Komatsu PC650
          - 130/FASER8, Caterpillar 3306
          - 130/STATE LINE 1 #4, Caterpillar 3516
          - 190063/VIENNA 23/ MAIN, Caterpillar 3516
          - 190140/ELMIRA 26, Caterpillar D398
          - 190192/ART CARNEY/AUX, Caterpillar 3516TA

### ACME DEMO

MODIFY

CONDITION SUMMARY

#### Contact

Address 1 123

Address 2

City Edmonton

State/Province Alberta

Zip Code T6B 3M9

Worksite Houston , TX

Lab Account #

SAP #

#### ALL ACME DEMO UNITS

+ ADD

MODIFY

COPY

DELETE

DOWNLOAD

IMPORT UNITS

<input type="checkbox"/>	UNIT ID	EQUIPMENT TYPE	MANUFACTURER	MODEL	SERIAL
<input type="checkbox"/>	#3/HARTLAND...		CATERPILLAR	-	SN123456789
<input type="checkbox"/>	#65/JOHN DEE...		-	-	
<input type="checkbox"/>	1105/FONTIN...		CATERPILLAR	3516TA	UNIVC

To select your equipment through the **Browse Tree**, expand the hierarchy to the Unit(s) and Component(s) you are looking to print labels for. Select the checkbox next to them and click the **PRINT LABELS** button to create the New Samples.

# FIND UNITS

## Equipment

Equipment / Find Equipment

+ Add Filter



SUBMIT SAMPLES

UPLOAD EQUIPMENT

SHOW Active ▾

EXPORT EXCEL



UNIT ID	CUSTOMER	WORKSITE	UNIT MANUFACTURER	UNIT MODEL
<input type="checkbox"/>	ACME			
<input checked="" type="checkbox"/>	ACME Demo	Houston , TX	Caterpillar	-
<input checked="" type="checkbox"/>	ACME Demo	Houston , TX	-	-
<input type="checkbox"/>	Acme	PHILADELPHIA PA	GMC	Sierra 3500HD
<input type="checkbox"/>	Acme	PHILADELPHIA PA	GMC	Sierra 3500HD
<input type="checkbox"/>	Acme	PHILADELPHIA PA	Ford	F150
<input type="checkbox"/>	Acme			
<input type="checkbox"/>	Acme			
<input type="checkbox"/>	Acme			
<input type="checkbox"/>	Acme			
<input type="checkbox"/>	Acme			

To select your equipment through the *Find Equipment* tile, search for the unit and components you want to register labels for. Then, select the checkbox next to them and click on the **SUBMIT SAMPLES** button.

# FILLING IN THE LABEL

✓ Select Component(s)

2 Label(s) Details

← BACK

SUBMIT →

FAST FILL-IN ▾

"003" / ENGINE

Unit Age: 557680

Lube Age: 11725

Last Sample: 10/18/2018



Sampled Date\*

Tracking Number

Unit Age\*

Age Units\*

Lube Age\*

Lube Service\*

Lube\*

01/26/2



Mi



CASTROL VECTON LONG DR...



Comment

Lube Added

Filter Changed\*

Request Oil Type

"003" / TRANS-AUTO

Unit Age: 493317

Sampled Date\*

Tracking Number

Unit Age\*

Age Units\*

01/26/2



Mi

Fill in the required fields \*. You can add comments for the lab in the Comment text box. Once all fields are filled in, click the **SUBMIT →** button.

# FILLING IN THE LABEL

✓ Select Component(s)

2 Label(s) Details

← BACK

SUBMIT →

FAST FILL-IN ▾

Sample Date



Unit Age

Age Units

Lube

CASTROL VECTON LONG D...



Lube Age

Lube Service

Lube Added

Filter Changed

Comment

APPLY

"003" / TRANS-AUTO

Sampled Date\*

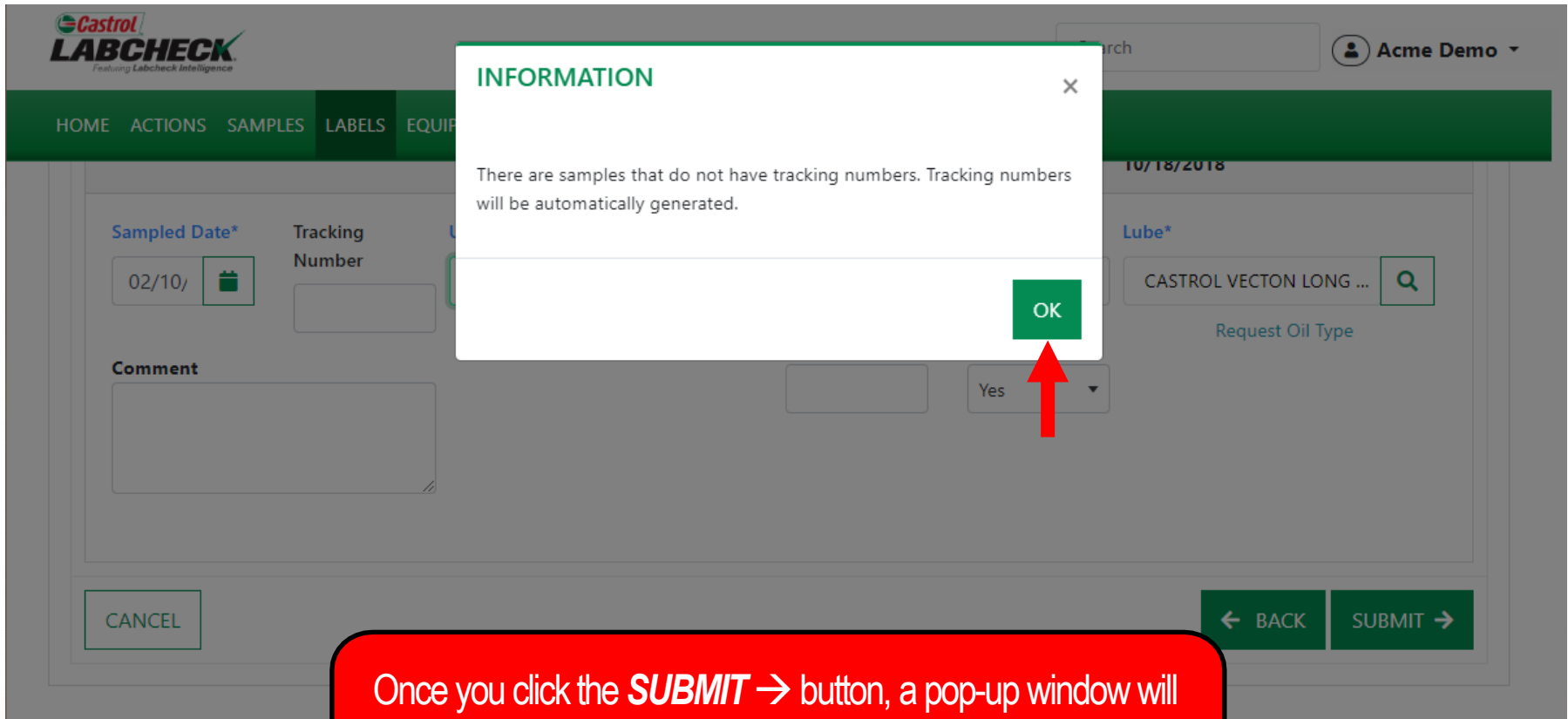
02/15/20



Tracking Number

Click on the **FAST FILL-IN** ▾ button to open the fast fill-in form. This saves you time when registering several samples at the same time. Fill out the fields that will be the same and then click the **APPLY** button.

# TRACKING NUMBER



The screenshot shows the Castrol LABCHECK web application interface. A pop-up window titled "INFORMATION" is centered on the screen. The message inside the window reads: "There are samples that do not have tracking numbers. Tracking numbers will be automatically generated." At the bottom right of the pop-up is a green "OK" button. A red arrow points to this button. In the background, the application form is visible, including fields for "Sampled Date\*" (02/10/), "Tracking Number", "Comment", and "Lube\*" (CASTROL VECTON LONG ...). There are also "CANCEL", "BACK", and "SUBMIT" buttons at the bottom of the form.

Once you click the **SUBMIT** → button, a pop-up window will open letting you know that tracking numbers will be assigned to your samples. Click **OK**.



# HISTORY

Submitted Tracking Number in E202302102957,E202302107215 ×

+ Add Filter



EDIT

DELETE

 STATUS REPORT

 PRINT LABELS

1 ▾

 Label Sheet Start Position



<input checked="" type="checkbox"/>	TRACKING NUMBER	UNIT ID	COMPONENT	STATUS
<input checked="" type="checkbox"/>	E202302102957	"003"	TRANS-AUTO	In Transit
<input checked="" type="checkbox"/>	E202302107215	"003"	ENGINE	In Transit

After submitting your samples, you will land on the **History** tab. This is where you see all the information that was filled in on the label including the submitted date, who submitted the sample, sample status, and the worksite.



# PRINTING LABELS

Submitted Tracking Number in E202302102957,E202302107215 ✕

+ Add Filter




EDIT

DELETE

 STATUS REPORT

 **PRINT LABELS**

1 ▾

 Label Sheet Start Position



TRACKING NUMBER

UNIT ID

COMPONENT



E202302102957

"003"

TRANS-AUTO



E202302107215

"003"

ENGINE

Avery 5263 or Compatible

2" x 4" 10 per sheet

1

2

3

4

5

6

7

8

9

10

Select your samples and then click the **PRINT LABELS** button to print your label(s). It is recommended that you use Avery Labels 5263 or compatible 2" x 4" label paper.

# PRINT LABELS

Wizard History

Submitted Tracking Number in E202302102957,E202302107215 ×

+ Add Filter



EDIT

DELETE

 STATUS REPORT

 PRINT LABELS

1 ▾

 Label Sheet Start Position



1

2

3

4

5

6



TRACKING NUMBER

UNIT ID

COMPONENT



E202302102957

"003"

TRANS-AUTO



E202302107215

"003"

ENGINE

You can select the label on which to start printing by selecting the drop down arrow next to *Label Sheet Start Position*

# PRINT LABELS

Wizard History


Submitted Tracking Number in E202302102957,E202302107215 ✕

+ Add Filter




EDIT

DELETE

 STATUS REPORT

 PRINT LABELS

1 ▾

 Label Sheet Start Position



<input checked="" type="checkbox"/>	TRACKING NUMBER	UNIT ID	COMPONENT	SAMPLED DATE
<input checked="" type="checkbox"/>	E202302102957			
<input checked="" type="checkbox"/>	E202302107215			

start

1 / 1

100%



Clicking the Print Labels button will open a new tab with the PDF version of your labels. Simply select the printer icon or using your keyboard – click the 'CTRL' button + the letter P. Once printed, affix the label to your sample and send to the laboratory for processing.

# LABEL DO'S & DON'T'S

## Label Do's

- Fill out labels completely and correctly
  - Missing information reduces the accuracy of used oil analysis reporting
- Affix label to the bottle correctly
- The barcode should be vertical and ensure the lid is on securely



## Label Don't's

- Do not use a label for more than one sample
- Do not write on labels – If you need to make changes you can do so as long as it has not been received by the lab.



# HISTORY

Wizard **History**



+ Add Filter



EDIT

DELETE

STATUS REPORT

PRINT LABELS

1 ▾

Label Sheet Start Position



UNIT ID	COMPONENT	SAMPLED DATE	SUBMITTED BY	STATUS
<input type="text"/>	<input type="text"/>	- Select -	<input type="text"/>	- Select -
AD063301	FRONT DIFFERENTIAL	01/17/2023	Joe Fidd	In Transit
AD102610	CENTER DIFFERENTIAL	01/17/2023	Joe Fidd	In Transit
AD063301	LEFT FRONT FINAL DRIVE	01/17/2023	Joe Fidd	In Transit
AD102610	FRONT DIFFERENTIAL	01/17/2023	Joe Fidd	In Transit
AD102610	RIGHT REAR FINAL DRIVE	01/17/2023	Joe Fidd	In Transit
AD063301	LEFT CENTER FINAL DRIVE	01/17/2023	Joe Fidd	In Transit
AD063301	LEFT REAR FINAL DRIVE	01/17/2023	Joe Fidd	In Transit
AD063301	BRAKE			
AD102610	RIGHT F			
AD102610	LEFT FR			

The **History** tab is where you can see all the information that was filled in on the label including the submitted date, who submitted the sample, sample status, and the worksite.

# FILTER HISTORY

Wizard History

+ Add Filter

EDIT

DELETE

STATUS REPORT

PRINT LABELS

1 ▾

Label Sheet Start Position



UNIT ID	COMPONENT	SAMPLED DATE	SUBMITTED BY	STATUS
<input type="text"/>	<input type="text"/>	- Select -	<input type="text"/>	- Select -
AD063301	FRONT DIFFERENTIAL	01/17/2023	Joe Fidd	In Transit
AD102610	CENTER DIFFERENTIAL	01/17/2023	Joe Fidd	In Transit
AD063301	LEFT FRONT FINAL DRIVE	01/17/2023	Joe Fidd	In Transit
AD102610	FRONT DIFFERENTIAL	01/17/2023	Joe Fidd	In Transit
AD102610	RIGHT REAR FINAL DRIVE	01/17/2023	Joe Fidd	In Transit
AD063301	LEFT CENTER FINAL DRIVE	01/17/2023	Joe Fidd	In Transit
AD063301	LEFT REAR FINAL DRIVE	01/17/2023	Joe Fidd	In Transit
AD063301				
AD102610				
AD102610				

The + **Add Filter** lets you add one or more filters to search for previously submitted samples. The **filter** icon allows you to use a saved filter. For more detailed instructions, please see the **Filters** quick start guide.

# TRACKING A SAMPLE

+ Add Filter

EDIT

DELETE

 STATUS REPORT

 PRINT LABELS

1 ▾

 Label Sheet Start Position



<input type="checkbox"/>	TRACKING NUMBER	STATUS	UNIT ID	COMPONENT	SAMPLED DATE
<input type="checkbox"/>	<input type="text"/>	- Select -	<input type="text"/>	<input type="text"/>	- Select -
<input type="checkbox"/>	E202010021488	In Transit	1513	ENGINE	10/01/9620
<input type="checkbox"/>	E201906281096	In Progress	1157	TRANS-AUTO	06/27/2791
<input type="checkbox"/>	E202002080059	Complete	683	ENGINE	02/08/2618
<input type="checkbox"/>	E201907151891	Canceled	1277	ENGINE	07/10/2572
<input type="checkbox"/>	E202205100068	Complete	40599	HYDRAULIC	05/09/2502
<input type="checkbox"/>	E2018				
<input type="checkbox"/>	P201				
<input type="checkbox"/>	E201				
<input type="checkbox"/>	P202				

You can track a sample by viewing the **Status**.

There are four different status options that will display:

**In Transit** – This sample has not been received by the lab and can be modified or cancelled.

**In Progress** – This sample has been received by the lab and is processing.

**Completed** – This sample is complete.

**Cancelled** – This sample was cancelled.

# MODIFY OR DELETE A LABEL

EDIT

DELETE

 STATUS REPORT

 PRINT LABELS

1 ▾

 Label Sheet Start Position



<input type="checkbox"/>	TRACKING NUMBER	UNIT ID	COMPONENT	STATUS	SUBMITTED BY	SAMPLED DATE
<input type="checkbox"/>	P201710033817	2385	ENGINE	Complete		05/07/2025
<input type="checkbox"/>	S20201113022114	340	ENGINE	Complete		06/03/2023
<input type="checkbox"/>	S20200626011013	217	ENGINE	Complete		05/04/2023
<input checked="" type="checkbox"/>	E202302027636	07233	ENGINE	In Transit	Pradhyumna Marur	02/01/2023
<input type="checkbox"/>	E202302022478	10015	HYDRAULIC	In Transit	Pradhyumna Marur	02/01/2023
<input type="checkbox"/>	E202302021825	49	ENGINE	In Transit	Test Admin	01/30/2023
<input type="checkbox"/>	E202302023358	10015	TRANS-AUTO	In Transit	Test Admin	01/30/2023
<input type="checkbox"/>	E202301248833	41237	ENGINE	In Transit	Lori Beerwart	01/24/2023
<input type="checkbox"/>	E202301242229	1076253	ENGINE	In Transit	Lori Beerwart	01/24/2023
<input type="checkbox"/>	E202301241896	1076253	TRANS-AUTO	In Transit	Lori Beerwart	01/24/2023

Showing 25 rows

1 of 104566 << < ... > >>

You can **Modify** information or **Delete** a label as long as the sample status says **In Transit**. To do this, click on the **EDIT** button.  
*(Note: Please do not delete a label if you have sent this sample to the lab; deleted labels cannot be retrieved, so you may be asked to re-register.)*



# STATUS REPORT

Wizard History

+ Add Filter

EDIT

DELETE

 STATUS REPORT

 PRINT LABELS

1 ▾

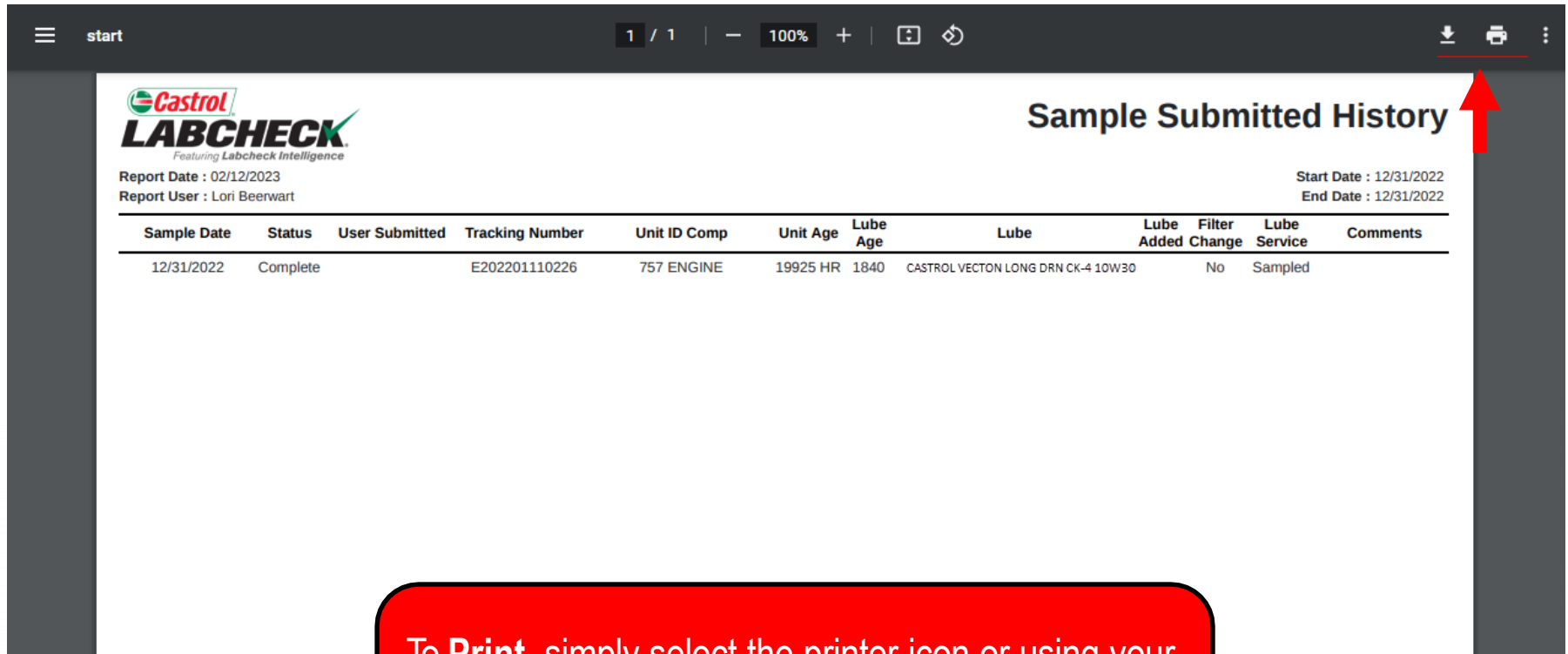
 Label Sheet Start Position



<input type="checkbox"/>	SUBMITTED BY	STATUS	TRACKING NUMBER	UNIT ID	COMPONENT
<input type="checkbox"/>	Lori Beerwart	In Transit	E202301039726	MX4182	ENGINE
<input checked="" type="checkbox"/>		Complete	E202201110226	757	ENGINE
<input type="checkbox"/>		Complete	E202201031051	105530	ENGINE
<input type="checkbox"/>		Complete	E202201031052	412638	ENGINE
<input type="checkbox"/>		Complete			
<input type="checkbox"/>		Complete			
<input type="checkbox"/>		Complete			
<input type="checkbox"/>		Complete			
<input type="checkbox"/>		Complete			
<input type="checkbox"/>		Complete			

The **STATUS REPORT** button generates a printable PDF report of recent samples that were submitted. To generate the report, select the checkboxes next to the labels and click the **STATUS REPORT** button. A new tab will open with the PDF report.

# STATUS REPORT



start 1 / 1 100%

Castrol  
**LABCHECK**  
Featuring Labcheck Intelligence

Report Date : 02/12/2023  
Report User : Lori Beerwart

Start Date : 12/31/2022  
End Date : 12/31/2022

Sample Date	Status	User Submitted	Tracking Number	Unit ID Comp	Unit Age	Lube Age	Lube	Lube Added	Filter Change	Lube Service	Comments
12/31/2022	Complete		E202201110226	757 ENGINE	19925 HR	1840	CASTROL VECTON LONG DRN CK-4 10W30		No	Sampled	

To **Print**, simply 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:**

Phone: **866-LABCHECK (522-2432)**

[Labchecksupport@bureauveritas.com](mailto:Labchecksupport@bureauveritas.com)

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

