

# QUICK START GUIDE

# **ACCOUNT SETTINGS**

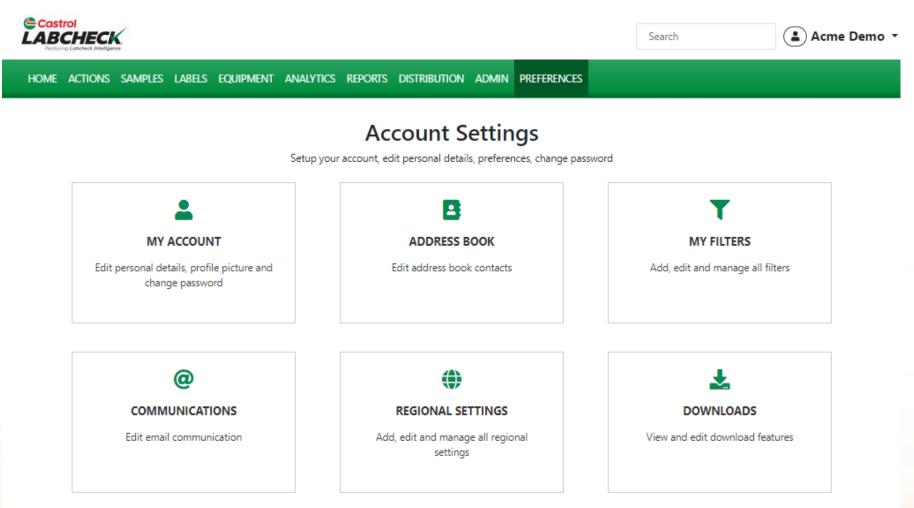
#### Learn How To:

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





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**



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#### **ADDRESS BOOK**

Jessica

John

jessicaabc@abc.com

johndoe1@bureauveritas.com



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Email	First Name	Last Name	Commonly	+ NEW CONTACT
ianedoe1@bureauveritas.com	Jane	Doe	Company BP	

Abc

Deere

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

ABC Company

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BP

#### **ADD NEW CONTACT**



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		+ NEW CONTACT
Email	Last Name	
janedoe1@bureauveritas.com		i i
jessicaabc@abc.com	Company	Ĩ
johndoe1@bureauveritas.com		Î
	CANCEL ADD	

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

### EDIT A CONTACT



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	First Name	
	Jane	+ NEW CONTACT
Email	Last Name	
janedoe1@bureauveritas.com	Doe	
jessicaabc@abc.com	Company	
johndoe1@bureauveritas.com	BP	
	CANCEL SAVE	

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

## **REMOVE A CONTACT**



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		CANCEL	ок			
Email	First Name	Last Name	(	Company		+ NEW CONTACT
janedoe1@bureauveritas.com	Jane	Doe	Į	BP	Ŧ	
jessicaabc@abc.com	Jessica	Abc	,	ABC Company	Ĩ	
johndoe1@bureauveritas.com	John	Deere	ł	ЗР		

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

#### **MY FILTERS**



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	Castrol ABCHECK Feoturing Labehack Intelligence			Need Help ⑦ Search	Acme Der
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## COMMUNICATIONS



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#### Include in PDF Report

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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

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receive emails from Labcheck. To receive one email a day, select Daily Digest.

## **SAMPLES EMAIL FORMAT**



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#### Add New Column

AVAILABLE COLUMNS

Drag and drop columns to reorder



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**



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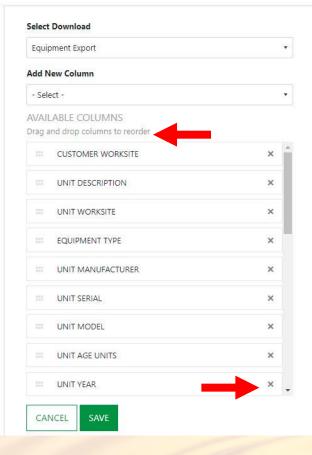
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From the dropdown, select Equipment Export or Sample Data Export.

# **CUSTOMIZE DOWNLOADS**



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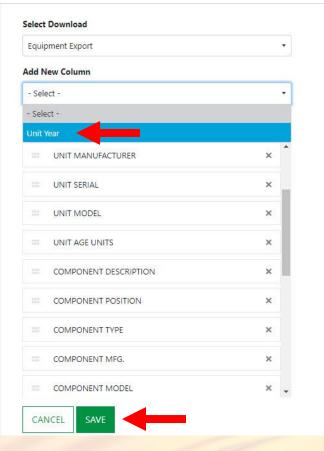


Drag and drop any of the columns to reorder. Use the scroll bar to see all available columns. Click on the 'x' to remove the column from the export.

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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:

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

Labchecksupport@bureauveritas.com https://www.labcheckresources.com/



