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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My Account
Account Settings / My Account   BACK

Lori Beerwart
Last Login: 01/03/2023

👤 My Account

Personal Info   ✏ Edit

User Name	First Name	Last Name
Lori_BPNew	Lori	Beerwart

Company	Job Title	Phone
Bureau Veritas	Business Analyst	

Address 1	Address 2	State / Province

City

Email   ✏ Edit
Current Email
lori.beerwart+BPNew@bureauveritas.com

Change Password   ✏ Edit
Last changed on: Wed Feb 01 2023

Use the MY ACCOUNT page to edit your personal information, change your email or to change your password. Click on the Edit icon in the corresponding section and click the **SAVE INFO** button when you are done.

ADDRESS BOOK

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Address Book
Account Settings / Address Book

BACK

+ NEW CONTACT

Email	First Name	Last Name	Company	
janedoe1@bureauveritas.com	Jane	Doe	BP	🗑
jessicaabc@abc.com	Jessica	Abc	ABC Company	🗑
johndoe1@bureauveritas.com	John	Deere	BP	🗑

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

ADD NEW CONTACT

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

EDIT A CONTACT

EDIT CONTACT

Email*

janedoe1@bureauveritas.com

First Name

Jane

Last Name

Doe

Company

BP

CANCEL   SAVE

Address Book
Account Settings / Address Book

BACK

+ NEW CONTACT

Email

janedoe1@bureauveritas.com

jessicaabc@abc.com

johndoe1@bureauveritas.com

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

REMOVE A CONTACT

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

MY FILTERS

Use the MY FILTERS page to add a new filter, copy a filter, edit an existing filter and to delete filters. For more detailed information on filters, see the My Filters Quick Start Guide.

COMMUNICATIONS

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

Select the radio button next to which format of email notifications you would like to receive. By default all users are set to receive 'Links to Sample Details.' This means Labcheck will email you links back to the website to log in and view your reports.

PDF ATTACHMENTS

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HOME   ACTIONS   SAMPLES   LABELS   EQUIPMENT   ANALYTICS   REPORTS   DISTRIBUTION   ADMIN   **PREFERENCES**

Communications
Account Settings / Communications   BACK

Enable email communications

🟢

Email Address*   **Format**

lori.beerwart+BPNew@bureauveritas.   ○ Links to Sample Details   ● PDF Attachments

Severity Threshold*   **Frequency***   **Samples Email Format**

Select Option   ▼   Select Option   ▼   Select Option   ▼

Include in PDF Report

☐ Graphs   ☐ Images
☐ Comments   ☐ Actions

SAVE

Selecting PDF Attachments ensures that Labcheck will send the reports straight to your email removing the need to log in each time a sample has completed. Please note these are in a .zip file format.

SEVERITY THRESHOLD

Next to *Severity Threshold*, select which reports you want to be notified on.

A   Receive email notifications on all samples

B   Receive email notifications on B, C and D codes

C   Receive email notifications on C and d codes

D   Receive email notifications on D codes only

FREQUENCY

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HOME   ACTIONS   SAMPLES   LABELS   EQUIPMENT   ANALYTICS   REPORTS   DISTRIBUTION   ADMIN   **PREFERENCES**

Communications
Account Settings / Communications

BACK

Enable email communications

Email Address*

| lori.beerwart+BPNew@bureauveritas. |

Format

○ Links to Sample Details   ◉ **PDF Attachments**

Severity Threshold*

| D ▾ |

Frequency* ⬅

| Select Option ▾ |

When Available
Daily Digest
Weekly Digest
Monthly Digest
Monday of Every Week
Tuesday of Every Week

Samples Email Format

| Select Option ▾ |

Include in PDF Report

☐ Graphs   ☐ Images
☐ Comments   ☐ Actions

SAVE

Next to *Frequency,* select how often you would like to receive emails from Labcheck. To receive one email a day, select Daily Digest.

SAMPLES EMAIL FORMAT

When your Format is 'Links to Sample Details,' next to ***Samples Email Format,*** select to receive these links in Standard (Non-HTML) or Inbox (HTML, matches your Sample Inbox) format.

INCLUDE IN PDF REPORT

REGIONAL SETTINGS

Use the REGIONAL SETTINGS page to update your language, date, time and paper format preferences. Click the Edit button and use the dropdowns to change your Preferences. Once you are done, click the *SAVE* button to update your settings.

DOWNLOADS

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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HOME   ACTIONS   SAMPLES   LABELS   EQUIPMENT   ANALYTICS   REPORTS   DISTRIBUTION   ADMIN   **PREFERENCES**

Downloads
Account Settings / Downloads

BACK

Select Download

- Select - ▾

- Select -
Equipment Export
Sample Data Export

AVAILABLE COLUMNS
Drag and drop columns to reorder

CANCEL   SAVE

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

CUSTOMIZE DOWNLOADS

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.

CUSTOMIZE DOWNLOADS

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HOME ACTIONS SAMPLES LABELS EQUIPMENT ANALYTICS REPORTS DISTRIBUTION ADMIN **PREFERENCES**

Downloads
Account Settings / Downloads

BACK

Select Download

Equipment Export ▾

Add New Column

- Select - ▾

- Select -

Unit Year

≡	UNIT MANUFACTURER	✕
≡	UNIT SERIAL	✕
≡	UNIT MODEL	✕
≡	UNIT AGE UNITS	✕
≡	COMPONENT DESCRIPTION	✕
≡	COMPONENT POSITION	✕
≡	COMPONENT TYPE	✕
≡	COMPONENT MFG.	✕
≡	COMPONENT MODEL	✕

CANCEL   SAVE

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/