



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

Account Settings

Setup your account, edit personal details, preferences, change password



MY ACCOUNT

Edit personal details, profile picture and change password



ADDRESS BOOK

Edit address book contacts



MY FILTERS

Add, edit and manage all filters



COMMUNICATIONS

Edit email communication



REGIONAL SETTINGS

Add, edit and manage all regional settings



DOWNLOADS

View and edit download features

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

My Account

[Account Settings](#) / [My Account](#)

BACK



Lori Beerwart

Last Login: 01/03/2023

 [My Account](#)

Personal Info



User Name
Lori_BPNew

First Name
Lori

Last Name
Beerwart

Company
Bureau Veritas

Job Title
Business Analyst

Phone

Address 1

Address 2

State / Province

City

Email



Current Email

lori.beerwart+BPNew@bureauveritas.com

Change Password



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

 Acme Demo ▾




HOME ACTIONS SAMPLES LABELS EQUIPMENT ANALYTICS REPORTS DISTRIBUTION ADMIN PREFERENCES

Address Book

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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 ADDRESSSS BOOK page to manage your contacts. Add, update, or delete contacts here.

ADD NEW CONTACT

The screenshot shows the Castrol LABCHECK web application interface. At the top left is the Castrol LABCHECK logo. Below it is a navigation menu with 'HOME', 'ACTIONS', 'SAMPLES', 'LABELS', and 'EQ'. The main content area is titled 'Address Book' with a breadcrumb 'Account Settings / Address Book'. On the left, there is an 'Email' section with a list of email addresses: 'janedoe1@bureauveritas.com', 'jessicaabc@abc.com', and 'johndoe1@bureauveritas.com'. On the right, there is a 'BACK' button and a '+ NEW CONTACT' button. A red arrow points to the '+ NEW CONTACT' button. In the foreground, a white modal form titled 'NEW CONTACT' is displayed. The form has the following fields: 'Email*' (with a text input), 'First Name' (with a text input), 'Last Name' (with a text input), and 'Company' (with a text input). At the bottom right of the modal are 'CANCEL' and 'ADD' buttons.

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

HOME ACTIONS SAMPLES LABELS

Acme Demo

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

The screenshot shows the Castrol Labcheck web application interface. At the top left is the Castrol Labcheck logo. Below it is a navigation menu with items: HOME, ACTIONS, SAMPLES, LABELS, EQUIPMENT, ANALYTICS. The main header area includes a search bar, a user profile icon labeled 'Acme Demo', and a 'Help' icon. The main content area is titled 'Address Book' and includes a breadcrumb 'Account Settings / Address Book'. A '+ NEW CONTACT' button is visible on the right. A table lists contacts with columns for Email, First Name, Last Name, and Company. Each row has a delete icon (trash can) on the right. A 'CONFIRM' dialog box is overlaid in the center, asking 'Are you sure you want to remove this contact?' with 'CANCEL' and 'OK' buttons. A red arrow points from the 'OK' button in the dialog to the delete icon of the contact 'John Deere' in the table.

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

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

MY FILTERS

My Filters

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BACK

Select Entity

GENERIC

+ NEW FILTER

COPY

DELETE

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

Caterpillar Engines

Filter Name

Worksite 2 - Engines - D Cc

Share in Hierarchy

YES NO

Manage Filter Conditions

ADD CONDITION

Combine Conditions

AND OR

PROPERTY	OPERATOR	VALUE	
Worksite	Equals	Worksite 2	
Component	Equals	Engine	
Severity	In	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input checked="" type="checkbox"/> D	

SAVE FILTER

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

Communications

[Account Settings](#) / [Communications](#)

BACK

Enable email communications



Email Address*

lori.beerwart+BPNew@bureauveritas.

Format

Links to Sample Details PDF Attachments

Severity Threshold*

A ▾

Frequency*

Select Option ▾

Samples Email Format*

Select Option ▾

Include in PDF Report

- Graphs Images
 Comments Actions

SAVE

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

Communications

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BACK

Enable email communications



Email Address*

lori.beerwart+BPNew@bureauveritas.

Format

Links to Sample Details PDF Attachments

Severity Threshold*

A

Frequency*

Select Option

Samples Email Format*

Select Option

Include in PDF Report

- Graphs Images
 Comments Actions

SAVE

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

Communications

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BACK

Enable email communications



Email Address*

Format



Links to Sample Details PDF Attachments

Severity Threshold*

Frequency*

Samples Email Format

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

Communications

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BACK

Enable email communications



Email Address*

lori.beerwart+BPNew@bureauveritas.

Format

Links to Sample Details PDF Attachments

Severity Threshold*

Select Option ▾

- A
- B
- C
- D

Frequency*

Select Option ▾

Samples Email Format

Select Option ▾

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

Communications

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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

Communications

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Enable email communications



Email Address*

Format

Links to Sample Details PDF Attachments

Severity Threshold*

Frequency*

Samples Email Format*

INBOX
STANDARD
INBOX

Include in PDF Report

- Graphs Images
 Comments Actions

SAVE

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

Communications

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Enable email communications



Email Address*

lori.beerwart+BPNew@bureauveritas.

Format

Links to Sample Details PDF Attachments

Severity Threshold*

D ▾

Frequency*

Daily Digest ▾

Samples Email Format*

STANDARD ▾

Include in PDF Report

- Graphs Images
 Comments Actions

SAVE



Once you have updated your Communications settings, click the **SAVE** button.

REGIONAL SETTINGS

Regional Settings

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Preferences

Language
English

Date Format
MM/DD/YYYY

Time Format
AM/PM

Paper Format
US Letter



Preferences

Close

Language

English

Date Format

DD/MM/YYYY

Time Format

AM/PM

Paper Format

US Letter

SAVE

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

Downloads

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BACK

Select Download

- Select -

Add New Column

AVAILABLE COLUMNS

Drag and drop columns to reorder

CANCEL

SAVE

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

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

Downloads

Account Settings / Downloads

BACK

Select Download

Equipment Export ▾

Add New Column

- Select - ▾

AVAILABLE COLUMNS

Drag and drop columns to reorder

☰ CUSTOMER WORKSITE	✕
☰ UNIT DESCRIPTION	✕
☰ UNIT WORKSITE	✕
☰ EQUIPMENT TYPE	✕
☰ UNIT MANUFACTURER	✕
☰ UNIT SERIAL	✕
☰ UNIT MODEL	✕
☰ UNIT AGE UNITS	✕
☰ UNIT YEAR	✕

CANCEL

SAVE

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



Need Help ?

Search

Acme Demo

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Downloads

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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/>

