



## **QUICK START GUIDE**

# **ADDING MOBILE EQUIPMENT**

Learn How To:

1. Add Equipment
2. Modify Equipment
3. Delete Equipment (cannot be retrieved)

# ADDING NEW EQUIPMENT

## Equipment

Equipment / Browse Equipment



COMPARE

PRINT LABELS

Search Equipment Hierarchy...

- Acme Demo Top Master
  - Acme Demo Master
    - ACME Demo Area 1
    - ACME Demo Area 2
      - Acme Demo Worksite 2**
        - 1-10, Caterpillar D6K LGP
        - 1-10\_LORI, Caterpillar D6K LGP
        - 1-13, Caterpillar D8R
        - 2-15, Caterpillar 330DL
        - 30-016, Peterbilt 337
        - 30-211, Peterbilt 378
        - 632407, DEERE 9500
        - 632407, Freightliner M2
        - 632407, Freightliner M2106



### ACME DEMO

MODIFY

CONDITION SUMMARY

#### Contact

Address 1 #1 Main Street

Address 2

City Acmeville

State/Province CA

Zip Code 123456

Worksite Worksite 2

Lab Account #

#### ALL ACME DEMO UNITS

+ ADD

MODIFY

COPY

DELETE

DOWNLOAD

IMPORT UNITS

<input type="checkbox"/>	UNIT ID	EQUIPMENT TYPE	MANUFACTURER	MODEL	SERIAL
<input type="checkbox"/>	1-10	DOZERS	CATERPILLAR	D6K LGP	
<input type="checkbox"/>	1-10_LORI	DOZERS	CATERPILLAR	D6K LGP	SN123456



To add new equipment, click on the **EQUIPMENT** tab and then the BROWSE EQUIPMENT tile. On the left side open up the hierarchy and select the **worksite** you want to add equipment to. On the right, click the **+ADD** button.

# ADDING NEW EQUIPMENT

**ADD UNIT**

Industrial  Mobile

**1. Select Make/Model\***

Please select a valid value for Make/Model

[Request New Make and Model](#)

**2. Unit Info**

Unit ID\*  Serial Number  Age Units  Year

**3. Components**

<input type="checkbox"/>	COMPONENT	MANUFACTURER	MODEL	SERIAL
--------------------------	-----------	--------------	-------	--------

**Equipment**  
Equipment / Browse Equipment

COMPARE PRINT LABELS

Search Equipment Hierarchy...

- Acme Demo Top Master
  - Acme Demo Master
    - ACME Demo Area 1
    - ACME Demo Area 2
  - Acme Demo Worksite 2
    - 1-10, Caterpillar D6K LGP
    - 1-10\_LORI, Caterpillar D6K LGP
    - 1-13, Caterpillar D8R
    - 2-15, Caterpillar 330DL
    - 30-016, Peterbilt 337
    - 30-211, Peterbilt 378
    - 632407, DEERE 9500
    - 632407, Freightliner M2
    - 632407, Freightliner M2106

CA Worksite 2

DOWNLOAD IMPORT UNITS

UNIT ID

- 1-10
- 1-10\_LORI

A new window will open up. Click on the search icon to open the Select Unit Make and Model window.





# REQUEST A NEW MAKE & MODEL

The screenshot shows the 'REQUEST NEW MAKE AND MODEL' form in the Castrol Labcheck application. The form is titled 'REQUEST NEW MAKE AND MODEL' and has a close button (X) in the top right corner. It is divided into three main sections:

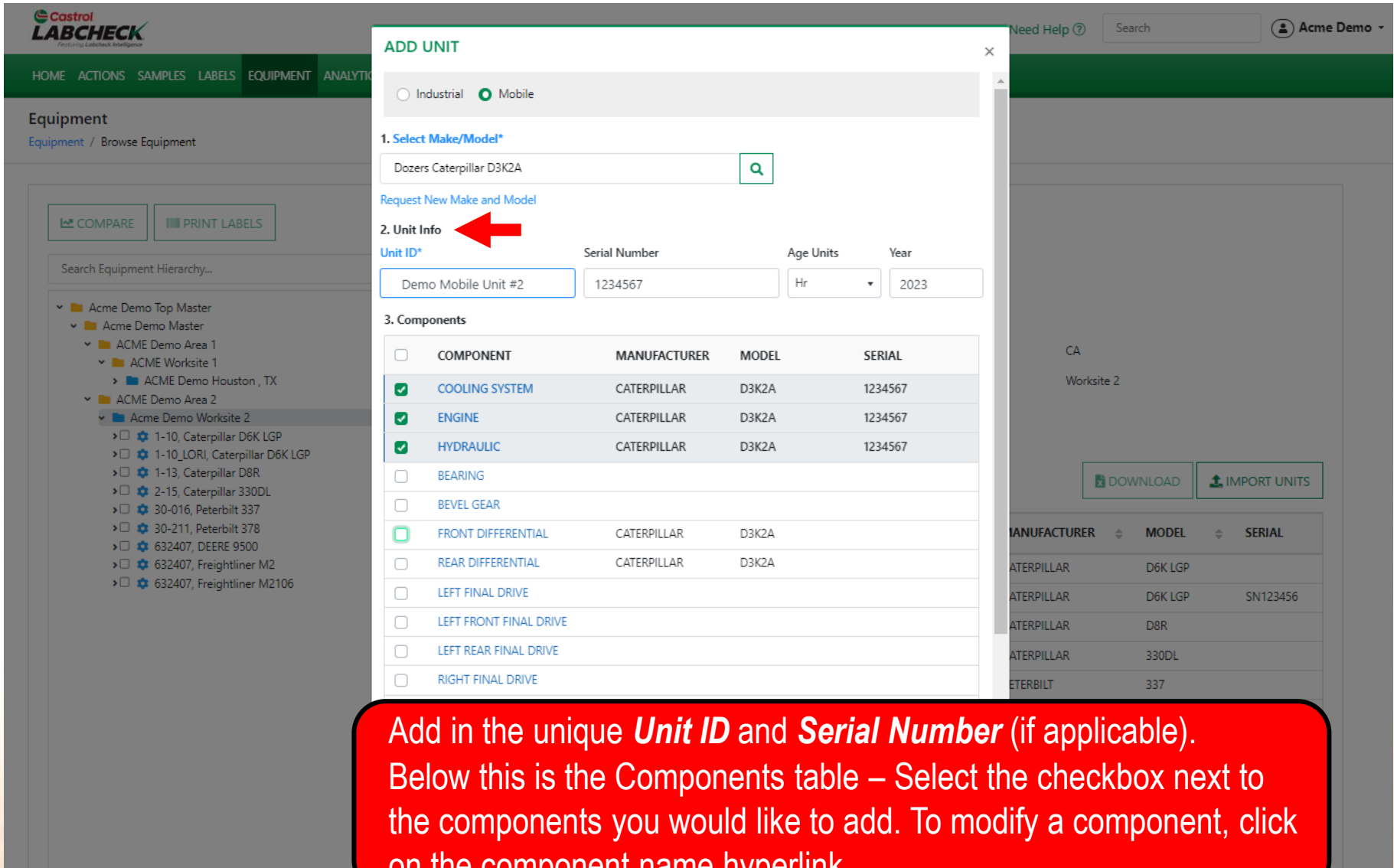
- 1. Select Make/Model:** Includes a radio button for 'Industrial' (selected), a 'Unit Type\*' dropdown menu with 'Dozers' selected, a 'Make\*' text input field containing 'Caterpillar', and a 'Model\*' text input field containing 'D3K2A'. A red error message below the 'Make' field reads: 'Please select a valid value'.
- 2. Unit Info:** Includes a 'Unit ID\*' text input field, a 'Year' text input field, and a red note: 'A request will be sent to the administrator to add this information to the master list'.
- 3. Components:** Includes a 'COMP' text input field.

At the bottom of the form, there are two buttons: 'CANCEL' and 'SEND REQUEST'. A red arrow points to the 'SEND REQUEST' button. Below the form, there are additional 'CANCEL' and 'SAVE' buttons. The background shows a sidebar menu with 'Acme Demo' and 'Equipment' sections, and a main content area with a search bar and 'DOWNLOAD' and 'IMPORT UNITS' buttons.

If you do not see your Make and Model listed, click on the ***Request New Make and Model*** link.

Select a Unit Type from the dropdown. Then type in the new make & model and click the ***SEND REQUEST*** button. This make & model will be available to use immediately. An email will be sent to the Labcheck admin to add it to the database for all users to use in the future.

# ENTER UNIT INFORMATION



**ADD UNIT**

Industrial  Mobile

1. Select Make/Model\*

Dozers Caterpillar D3K2A

[Request New Make and Model](#)

2. Unit Info

Unit ID\* Serial Number Age Units Year

Demo Mobile Unit #2 1234567 Hr 2023

3. Components

<input type="checkbox"/>	COMPONENT	MANUFACTURER	MODEL	SERIAL
<input checked="" type="checkbox"/>	COOLING SYSTEM	CATERPILLAR	D3K2A	1234567
<input checked="" type="checkbox"/>	ENGINE	CATERPILLAR	D3K2A	1234567
<input checked="" type="checkbox"/>	HYDRAULIC	CATERPILLAR	D3K2A	1234567
<input type="checkbox"/>	BEARING			
<input type="checkbox"/>	BEVEL GEAR			
<input checked="" type="checkbox"/>	FRONT DIFFERENTIAL	CATERPILLAR	D3K2A	
<input type="checkbox"/>	REAR DIFFERENTIAL	CATERPILLAR	D3K2A	
<input type="checkbox"/>	LEFT FINAL DRIVE			
<input type="checkbox"/>	LEFT FRONT FINAL DRIVE			
<input type="checkbox"/>	LEFT REAR FINAL DRIVE			
<input type="checkbox"/>	RIGHT FINAL DRIVE			

**Add in the unique *Unit ID* and *Serial Number* (if applicable). Below this is the Components table – Select the checkbox next to the components you would like to add. To modify a component, click on the component name hyperlink.**

# MODIFYING A COMPONENT

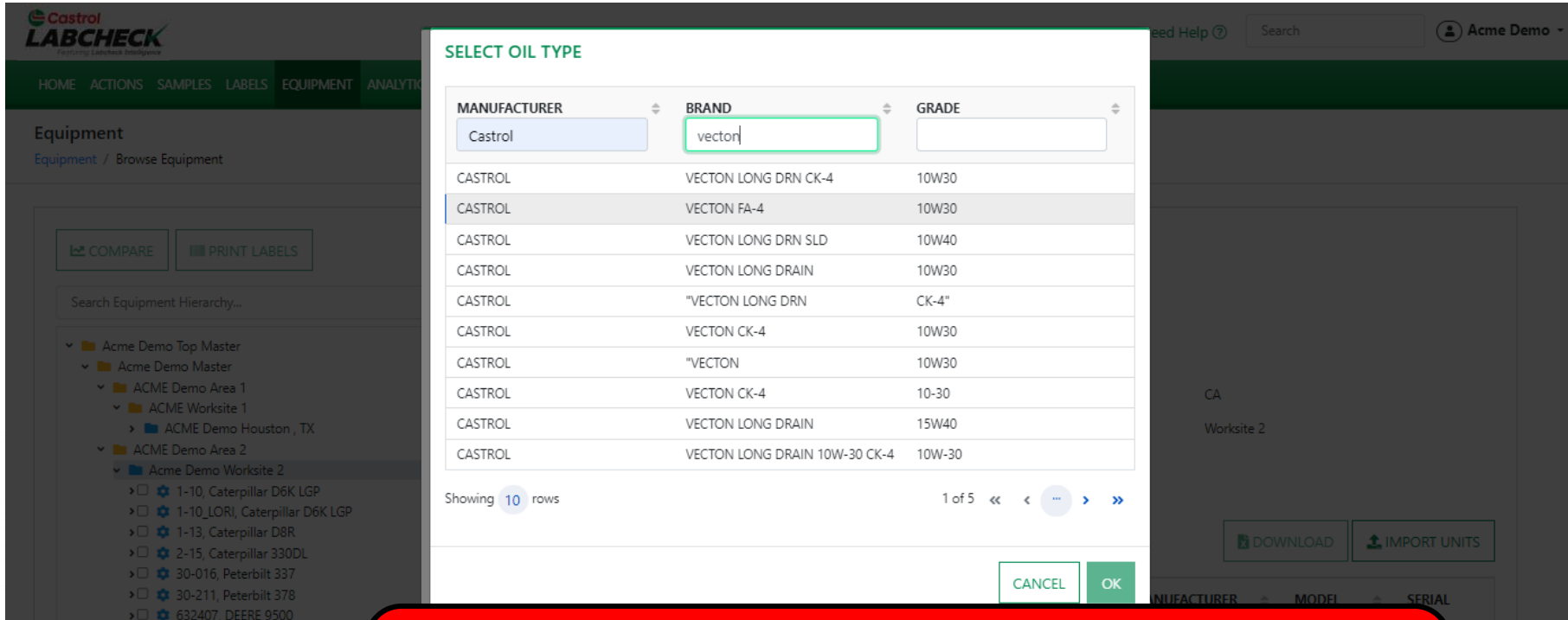
The screenshot shows the 'ADD UNIT' form in the Castrol Labcheck system. The form is divided into several sections:

- 1. Select Make/Model\***: A search field containing 'Dozers Caterpillar D3K2A' with a search icon.
- 2. Unit Info**: Fields for 'Unit ID\*' (Demo Mobile Unit #2), 'Serial Number' (1234567), 'Age Units' (Hr), and 'Year' (2023).
- 3. Components**: A table with columns for 'Component', 'Component Manufacturer / Model\*', and 'Serial Number'. The 'ENGINE' component is selected, with 'Dozers Caterpillar D3K2A' and '1234567' populated.
- Oil Type**: A search field containing 'Castrol TECTION EXTRA ...' with a search icon.
- Fuel Type**: A dropdown menu set to 'Diesel'.
- Cooling System Type**: A dropdown menu set to 'EXTENDED LIFE ANTIFREEZE'.

Buttons for 'CANCEL' and 'DONE' are at the bottom of the form. The background shows the 'Equipment' page with a tree view of 'Acme Demo' sites and a table of units.

When modifying a component, all fields with an asterisk (\*) must be filled in. The system will auto populate the make & model fields from the unit. Make your selections from the drop down list. Once complete, click the **DONE** button. If you do not see your oil type or make & model populate, click on the search button to make a selection.

# LOOKING UP OIL TYPES



**SELECT OIL TYPE**

MANUFACTURER	BRAND	GRADE
Castrol	vector	
CASTROL	VECTON LONG DRN CK-4	10W30
CASTROL	VECTON FA-4	10W30
CASTROL	VECTON LONG DRN SLD	10W40
CASTROL	VECTON LONG DRAIN	10W30
CASTROL	"VECTON LONG DRN	CK-4"
CASTROL	VECTON CK-4	10W30
CASTROL	"VECTON	10W30
CASTROL	VECTON CK-4	10-30
CASTROL	VECTON LONG DRAIN	15W40
CASTROL	VECTON LONG DRAIN 10W-30 CK-4	10W-30

Showing 10 rows 1 of 5

CANCEL OK

The **Select Oil Type** window allows you to search by Oil Manufacturer, Brand and Viscosity Grade. Once you have found the Oil Type you are looking for, select the row and click the **OK** button.





# REQUEST A NEW OIL TYPE

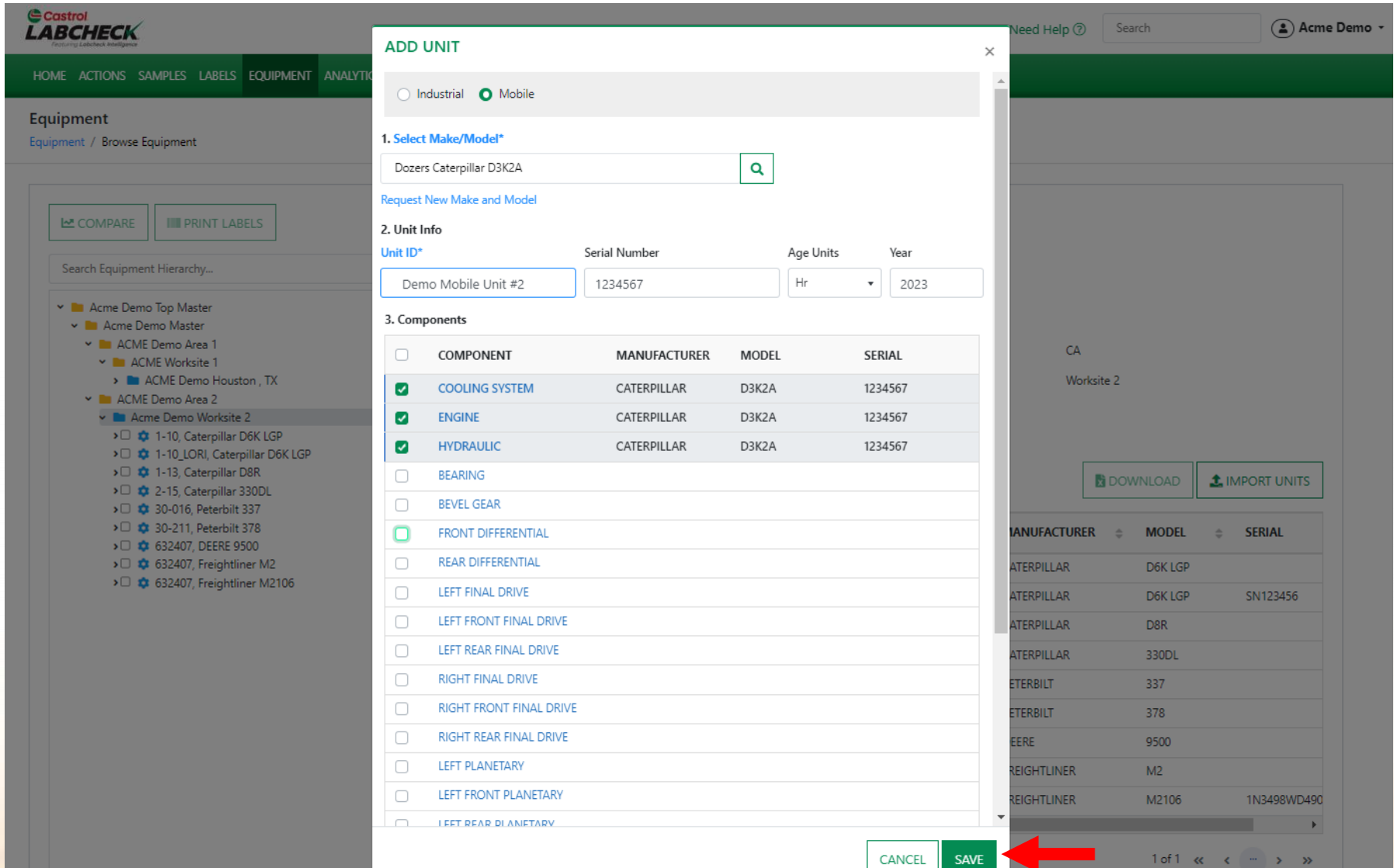
The screenshot shows the 'REQUEST NEW OIL' dialog box in the Castrol Labcheck application. The dialog is divided into three main sections:

- 1. Select Make/Model:** Includes a radio button for 'Industrial' (selected) and a 'Manufacturer\*' field containing 'Castrol'. Below is a 'Brand\*' field with 'TECTION EXTRA #2' and a 'Viscosity Grade\*' field with '15W40'.
- 2. Unit Info:** Includes a 'Unit ID\*' field with 'Demo Mobile Un' and a 'Year' field with '2023'. A red message states: 'A request will be sent to the administrator to add this information to the master list'.
- 3. Components:** Includes a 'Component' dropdown set to 'ENGINE' and a table with columns: 'Oil Type', 'Oil Capacity', 'Oil Units', and 'Sample Frequency (days)'. Below the table is a '+ Request New Oil Type' link.

At the bottom of the dialog are 'CANCEL' and 'SEND REQUEST' buttons. A red arrow points to the 'SEND REQUEST' button.

If you do not see your oil type listed, click on the + **Request New Oil Type** link. To request a new oil type you must fill in all fields: Manufacturer, Brand and Viscosity Grade. Click the **SEND REQUEST** button. This oil type will be available immediately. An email will be sent to the Labcheck admin to add this oil type to the database for all users to use in the future.

# SAVE & CLOSE



The screenshot shows the 'ADD UNIT' modal window in the Castrol LABCHECK application. The window is titled 'ADD UNIT' and has a close button (X) in the top right corner. It contains the following sections:

- Mobile Selection:** Radio buttons for 'Industrial' and 'Mobile' (selected).
- 1. Select Make/Model\*:** A search input field containing 'Dozers Caterpillar D3K2A' and a search icon.
- Request New Make and Model:** A link for requesting a new make and model.
- 2. Unit Info:** Fields for 'Unit ID\*' (Demo Mobile Unit #2), 'Serial Number' (1234567), 'Age Units' (Hr), and 'Year' (2023).
- 3. Components:** A table with columns for 'COMPONENT', 'MANUFACTURER', 'MODEL', and 'SERIAL'. The 'COOLING SYSTEM', 'ENGINE', and 'HYDRAULIC' components are checked.

At the bottom of the modal, there are 'CANCEL' and 'SAVE' buttons. A red arrow points to the 'SAVE' button. The background shows the 'Equipment' page with a navigation menu and a tree view of equipment hierarchy.

Once complete, click on the **SAVE** button.

# SAVE & CLOSE

COMPARE

PRINT LABELS

Search Equipment Hierarchy...

- Acme Demo Top Master
  - Acme Demo Master
    - ACME Demo Area 1
      - ACME Worksite 1
        - ACME Demo Houston , TX
    - ACME Demo Area 2
      - Acme Demo Worksite 2
        - 1-10, Caterpillar D6K LGP
        - 1-10\_LORI, Caterpillar D6K LGP
        - 1-13, Caterpillar D8R
        - 2-15, Caterpillar 330DL
        - 30-016, Peterbilt 337
        - 30-211, Peterbilt 378
        - 632407, DEERE 9500
        - 632407, Freightliner M2
        - 632407, Freightliner M2106
        - Demo Mobile Unit #2, Caterpillar D3K2A

## ACME DEMO

MODIFY

CONDITION SUMMARY

### Contact

Address 1 #1 Main Street

Address 2

City Acmeville

State/Province CA

Zip Code 123456

Worksite Worksite 2

Lab Account #

### ALL ACME DEMO UNITS

+ ADD

MODIFY

COPY

DELETE

DOWNLOAD

IMPORT UNITS

<input type="checkbox"/>	UNIT ID	EQUIPMENT TYPE	MANUFACTURER	MODEL	SERIAL
<input type="checkbox"/>	1-10	DOZERS	CATERPILLAR	D6K LGP	
<input type="checkbox"/>	1-10_LORI	DOZERS	CATERPILLAR	D6K LGP	SN123456
<input type="checkbox"/>	1-13	DOZERS	CATERPILLAR	D8R	
<input type="checkbox"/>	2-15	EXCAVATORS	CATERPILLAR	330DL	
<input type="checkbox"/>	30-016	TRUCKS (CLASS 5-8)	PETERBILT	337	
<input type="checkbox"/>	30-211	TRUCKS (CLASS 5-8)	PETERBILT	378	
<input type="checkbox"/>	632407		DEERE	9500	
<input type="checkbox"/>	632407		FREIGHTLINER	M2	
<input type="checkbox"/>	632407	REFUSE TRUCK	FREIGHTLINER	M2106	1N3498W
<input type="checkbox"/>	DEMO MOBILE UNIT #2	DOZERS	CATERPILLAR	D3K2A	1234567

The new unit will now appear in the Equipment Hierarchy on the left and in the list of units on the right.

# COPY UNITS

## Equipment

Equipment / Browse Equipment

COMPARE

PRINT LABELS

Search Equipment Hierarchy...

- Acme Demo Top Master
  - Acme Demo Master
    - ACME Demo Area 1
    - ACME Demo Area 2
      - Acme Demo Worksite 2
        - 1-10, Caterpillar D6K LGP
        - 1-10\_LORI, Caterpillar D6K LGP
        - 1-13, Caterpillar D8R
        - 2-15, Caterpillar 330DL
        - 30-016, Peterbilt 337
        - 30-211, Peterbilt 378
        - 632407, DEERE 9500
        - 632407, Freightliner M2
        - 632407, Freightliner M2106
        - Demo Mobile Unit #2, Caterpillar D3K2A

### ACME DEMO

MODIFY

CONDITION SUMMARY

#### Contact

Address 1 #1 Main Street

Address 2

City Acmeville

State/Province CA

Zip Code 123456

Worksite Worksite 2

Lab Account #

#### ALL ACME DEMO UNITS

+ ADD

MODIFY

COPY

DELETE

DOWNLOAD

IMPORT UNITS

<input type="checkbox"/>	UNIT ID	EQUIPMENT TYPE	MANUFACTURER	MODEL	SERIAL
<input type="checkbox"/>	1-10	DOZERS	CATERPILLAR	D6K LGP	
<input type="checkbox"/>	1-10_LORI	DOZERS	CATERPILLAR	D6K LGP	SN123456
<input type="checkbox"/>	1-13	DOZERS	CATERPILLAR	D8R	
<input type="checkbox"/>	2-15	EXCAVATORS	CATERPILLAR	330DL	
<input type="checkbox"/>	30-016	TRUCKS (CLASS 5-8)	PETERBILT	337	
<input type="checkbox"/>	30-211	TRUCKS (CLASS 5-8)	PETERBILT	378	
<input type="checkbox"/>	632407		DEERE	9500	
<input type="checkbox"/>	632407		FREIGHTLINER	M2	
<input type="checkbox"/>	632407	REFUSE TRUCK	FREIGHTLINER	M2106	1N34981
<input checked="" type="checkbox"/>	DEMO MOBILE UNIT #2				

To copy a unit, select the checkbox next to the unit and click on the **COPY** button .

# COPY UNITS

## Equipment

Equipment / Manage Equipment

Wizard History

1 Select Unit(s) 2 Details 3 Confirmation

← BACK CONFIRM →

### COPY UNIT FROM

UNIT	CUSTOMER
Demo Mobile Unit #2	Acme Demo
WORKSITE	
Worksite 2	

### NO. OF COPIES

2

### DESTINATION WORKSITE

Acme Demo Worksite 2



### NEW UNIT ID

Demo Mobile Unit #3

### NEW UNIT SERIAL NO

12345678



Demo Mobile Unit #4

123456789



### COMPONENT LIST

<input type="checkbox"/>	COMPONENT	MANUFACTURER	MODEL	SERIAL
<input checked="" type="checkbox"/>	ENGINE			
<input checked="" type="checkbox"/>	HYDRAULIC			
<input checked="" type="checkbox"/>	COOLING SYSTEM			
<input type="checkbox"/>	TRANS-AUTO			
<input type="checkbox"/>	BEVEL GEAR			
<input type="checkbox"/>	BEARING			
<input type="checkbox"/>	FRONT DIFFERENTIAL			
<input type="checkbox"/>	REAR DIFFERENTIAL			
<input type="checkbox"/>	LEFT FINAL DRIVE			
<input type="checkbox"/>	LEFT FRONT FINAL DRIVE			
<input type="checkbox"/>	LEFT REAR FINAL DRIVE			

CANCEL

Select the checkbox next to the components you want to copy. Type in the number of copies you want to create. If you are copying to another worksite, use the search button to look it up. Type in the new unit id(s) and serial number(s). Once complete, click the **CONFIRM** button. For more detailed instructions, please see the **Manage Equipment** quick start guide.

# DELETE UNITS

## Equipment

[Equipment](#) / Browse Equipment

 COMPARE

 PRINT LABELS

Search Equipment Hierarchy...

- Acme Demo Top Master
  - Acme Demo Master
    - ACME Demo Area 1
      - ACME Demo Area 2
        - Acme Demo Worksite 2**
          - 1-10, Caterpillar D6K LGP
          - 1-10\_LORI, Caterpillar D6K LGP
          - 1-13, Caterpillar D8R
          - 2-15, Caterpillar 330DL
          - 30-016, Peterbilt 337
          - 30-211, Peterbilt 378
          - 632407, DEERE 9500
          - 632407, Freightliner M2
          - 632407, Freightliner M2106
          - Demo Mobile Unit #2, Caterpillar D3K2A
          - Demo Mobile Unit #3, Caterpillar D3K2A
          - Demo Mobile Unit #4, Caterpillar D3K2A

### ACME DEMO

MODIFY

CONDITION SUMMARY

#### Contact

Address 1 #1 Main Street

Address 2

City Acmeville

State/Province CA


Zip Code 123456

Worksite Worksite 2

Lab Account #

#### ALL ACME DEMO UNITS

+ ADD

 MODIFY

 COPY

 DELETE

 DOWNLOAD

 IMPORT UNITS

<input type="checkbox"/>	UNIT ID	EQUIPMENT TYPE	MANUFACTURER	MODEL	SERIAL
<input type="checkbox"/>	1-15	DOZERS	CATERPILLAR	D8K	
<input type="checkbox"/>	2-15	EXCAVATORS	CATERPILLAR	330DL	
<input type="checkbox"/>	30-016	TRUCKS (CLASS 5-8)	PETERBILT	337	
<input type="checkbox"/>	30-211	TRUCKS (CLASS 5-8)	PETERBILT	378	
<input type="checkbox"/>	632407		DEERE	9500	
<input type="checkbox"/>	632407				
<input type="checkbox"/>	632407				
<input type="checkbox"/>	DEMO MOBILE UNIT #2				
<input type="checkbox"/>	DEMO MOBILE UNIT #3				
<input checked="" type="checkbox"/>	DEMO MOBILE UNIT #4				

To delete a unit, select the checkbox next to the unit and click the **DELETE** button. Deleting a unit will archive it. For more detailed information, please see the **Manage Equipment** quick start guide.

# MODIFYING COMPONENTS

## Equipment

Equipment / Browse Equipment

COMPARE

PRINT LABELS

Search Equipment Hierarchy...

- Acme Demo Top Master
  - Acme Demo Master
    - ACME Demo Area 1
      - ACME Demo Area 2
        - Acme Demo Worksite 2
          - 1-10, Caterpillar D6K LGP
          - 1-10\_LORI, Caterpillar D6K LGP
          - 1-13, Caterpillar D8R
          - 2-15, Caterpillar 330DL
          - 30-016, Peterbilt 337
          - 30-211, Peterbilt 378
          - 632407, DEERE 9500
          - 632407, Freightliner M2
          - 632407, Freightliner M2106
          - Demo Mobile Unit #2, Caterpillar D3K2A
            - COOLING SYSTEM
            - ENGINE
            - HYDRAULIC
          - Demo Mobile Unit #3, Caterpillar D3K2A

### DEMO MOBILE UNIT #2 DETAILS

MODIFY

DELETE

**Manufacturer** Caterpillar  
**Year** 2023  
**Age Unit** HR

**Model** D3K2A  
**Serial** 1234567  
**Changed By** Acme\_Demo  
**Changed On** 03/19/2023

### ALL DEMO MOBILE UNIT #2 COMPONENTS

MODIFY COMPONENT(S)

DELETE COMPONENT(S)

<input type="checkbox"/>	COMPONENT	MANUFACTURER	MODEL	SERIAL
<input type="checkbox"/>	COOLING SYSTEM	CATERPILLAR	D3K2A	1234567
<input checked="" type="checkbox"/>	ENGINE	CATERPILLAR	D3K2A	1234567
<input checked="" type="checkbox"/>	HYDRAULIC	CATERPILLAR	D3K2A	1234567

Showing 100 rows

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

When selected at the **Unit level** on the left, you can modify component(s) by clicking the checkbox on the component(s) you want to modify on the right. Select the **MODIFY COMPONENT(S)** button to make revisions.

# MODIFYING COMPONENTS

**MODIFY COMPONENTS**

Component Manufacturer / Model \*

Serial Number: 1234568

Oil Type

Oil Capacity: [ ] Oil Units: [ ] Sample Frequency (days): [ ]

**ALL DEMO MOBILE UNIT #2 COMPONENTS**

<input type="checkbox"/>	COMPONENT	MANUFACTURER	MODEL	SERIAL
<input type="checkbox"/>	COOLING SYSTEM	CATERPILLAR	D3K2A	1234567
<input checked="" type="checkbox"/>	ENGINE	CATERPILLAR	D3K2A	1234567
<input checked="" type="checkbox"/>	HYDRAULIC	CATERPILLAR	D3K2A	1234567

The **MODIFY COMPONENTS** window allows you to update multiple components at the same time. Once updates are entered, select the **SAVE** button.



# MODIFYING COMPONENTS

## Equipment

Equipment / Browse Equipment

 COMPARE

 PRINT LABELS

Search Equipment Hierarchy...

- Acme Demo Top Master
  - Acme Demo Master
    - ACME Demo Area 1
      - ACME Demo Area 2
        - Acme Demo Worksite 2
          - 1-10, Caterpillar D6K LGP
          - 1-10\_LORI, Caterpillar D6K LGP
          - 1-13, Caterpillar D8R
          - 2-15, Caterpillar 330DL
          - 30-016, Peterbilt 337
          - 30-211, Peterbilt 378
          - 632407, DEERE 9500
          - 632407, Freightliner M2
          - 632407, Freightliner M2106
          - Demo Mobile Unit #2, Caterpillar D3K2A**
            - COOLING SYSTEM
            - ENGINE
            - HYDRAULIC
          - Demo Mobile Unit #3, Caterpillar D3K2A

### DEMO MOBILE UNIT #2 DETAILS

MODIFY

DELETE

**Manufacturer** Caterpillar  
**Year** 2023  
**Age Unit** HR

**Model** D3K2A  
**Serial** 1234567  
**Changed By** Acme\_Demo  
**Changed On** 03/19/2023

### ALL DEMO MOBILE UNIT #2 COMPONENTS

MODIFY COMPONENT(S)

DELETE COMPONENT(S)

<input type="checkbox"/>	COMPONENT	MANUFACTURER	MODEL	SERIAL
<input type="checkbox"/>	COOLING SYSTEM	CATERPILLAR	D3K2A	1234567
<input type="checkbox"/>	ENGINE	CATERPILLAR	D3K2A	1234568
<input type="checkbox"/>	HYDRAULIC	CATERPILLAR	D3K2A	1234568

Showing 100 rows

Updates will display in the list of components on the right side.



**CASTROL LABCHECK SUPPORT DESK:**

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

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

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

