



QUICK START GUIDE

MANAGEMENT & DIAGNOSTIC REPORTS

Learn About:

- 1. Locating management and diagnostic reports on the Reports tab**
- 2. Report descriptions**
- 3. Generating a PDF version of a report**

LOCATING MANAGEMENT & DIAGNOSTIC REPORTS



Need Help ?

Acme Demo ▾

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Transit Time Summary



Sample Volume by Worksite



Sample Volume by Worksite by Component



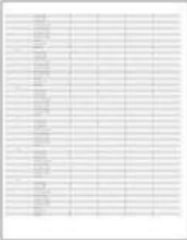
Samples With No Sampled Date



Samples With No Lube Age



Unregistered Units and Components



Components With No Product In Use



Sample Labels



Action Tag

Select the **REPORTS** tab to access the Management and Diagnostic reports. Locate the desired report and simply click on it to create the report.

MANAGEMENT REPORT DESCRIPTION

Depending on your access level, Labcheck offers management reports shown in the table below:

Report Name	Description
Transit Time Summary	Summarizes sample transit time – for a given period
Sample Volume by Worksite	Details the number of samples completed for worksites – for a given period
Sample Volume by Worksite By Component	Details the number of samples completed for worksite – at the component level – for a given period
Unregistered Units & Components	List of units and components with missing registration information by worksite – for a given period
Components with No Products in Use	Lists of worksite, Unit ID, component, and last sampled date for samples submitted with incorrect or no oil information – for a given period
Samples with No Sample Date	Lists of worksite, Unit ID, component, and sample received date for samples received without a sample taken date – for a given period
Samples with No Lube Age	Lists worksites and samples (Unit ID, component, sample date) for samples received without a lube age – for a given period
Sample Labels	Displays the number of hand-written labels received vs. labels generated online by worksite – for a given period
Action Taken Summary	Lists Actions Taken on a component including the Findings and Status by worksite and unit – for a given period

DIAGNOSTIC REPORT DESCRIPTION

Depending on your access level, Labcheck offers management reports shown in the table below:

Report Name	Description
Acceptable vs. Unacceptable – All Components	Lists worksites and acceptable vs. unacceptable samples – for a given period
“A,B,C,D” Results by Component	Displays all severity results by worksite by component – for a given period
All ‘D’ Results	Displays all ‘D’ code results by worksite by component – for a given period
Samples Flagged for Coolant	Displays samples flagged for coolant including sodium, potassium, and glycol levels – for a given period
Engines, Hydraulics, and Transmissions with Dirt	Displays samples flagged for dirt including Silicon (Si) levels – for a given period
Critical Oxidation & Nitration Levels	Displays samples with ‘D’ code levels of oxidation and nitration – for a given period
Critical Fuel Contamination	Displays samples with fuel contamination levels exceeding 4% with a decrease in oil viscosity – for a given period



GENERATING REPORTS

The screenshot displays the 'TRANSIT TIME SUMMARY' report generation modal in the Castrol LABCHECK system. The modal is overlaid on a dashboard with a green header and navigation menu. The modal contains the following elements:

- Filter:** A dropdown menu labeled 'Select Filter'.
- Start Date*:** A date input field containing '07/01/2023' with a calendar icon.
- End Date*:** A date input field containing '07/31/2023' with a calendar icon.
- Customer*:** A search input field containing 'Acme Demo' with a magnifying glass search icon.
- Options:** Two checkboxes: **Include Details** and **HTML**.
- Buttons:** Three buttons at the bottom: 'CLOSE', 'CLEAR', and 'RUN REPORT'.

A red rectangular box highlights the 'Start Date' and 'End Date' fields. A red arrow points from the right side of the modal towards the search icon in the 'Customer' field.

First define the date range by selecting the **Start & End Date**. Next click the search button to locate and select the worksite(s) or locations you want to include. Once selections are made, click the **RUN REPORT** button. Select the dropdown to use a saved filter. For more detailed instructions, please see the **Filters** quick start guide.

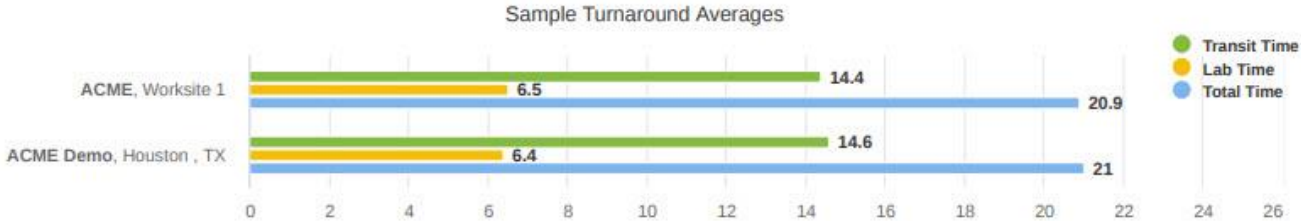
GENERATING REPORTS

1 of 1

Castrol
LABCHECK
Featuring Labcheck Intelligence

Transit Time Summary Report

Printed On: 03/05/2024
Date Range: 07/01/2023 - 07/31/2023



Sample Turnaround Averages

Company Name	Worksite	Average Transit Time	Average Lab Turnaround Time	Total Samples
ACME	Worksite 1	14.4	6.5	12
ACME Demo	Houston , TX	14.6	6.4	37

Legend:
● Transit Time (Green)
● Lab Time (Yellow)
● Total Time (Blue)

ACME, Worksite 1: Transit Time 14.4, Lab Time 6.5, Total Time 20.9
ACME Demo, Houston , TX: Transit Time 14.6, Lab Time 6.4, Total Time 21

Company Name Worksite Average Transit Time Average Lab Turnaround Time Total Samples
ACME Worksite 1 14.4 6.5 12
ACME Demo Houston , TX 14.6 6.4 37

A new tab will open with the report PDF. To **Print**, select the printer icon or using your keyboard, click the 'CTRL' button + the letter P.
To **Download**, select the download icon.



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