QUICK START GUIDE

REPORT DISTRIBUTIONS

Learn How To:

1. Create a Report Distribution

2. Save and Modify Report Distributions

REPORT DISTRIBUTIONS

Labcheck Report Distributions feature allows users to email Standard Analysis reports, Management reports and Diagnostic reports automatically to a list of recipients. There are over 15 different reports available including:

Routine Analysis	• Standard Analysis Report
Sample Frequency	• Details the sample frequency established for all components
Samples Due	• Details all Samples due within a given date range
Condition Analysis	• Details summary of severities over a given time period. Details common issues of what caused the abnormal and critical severities
Sample Turnaround	• Summarizes sample transit times and lab turnaround times
Sample Summary	• Details the total number of samples ran each month for all units/components for a specified customer or worksite
Summary of Conditions	• Details the severity of each report ran for all unit/components
Critical Conditions	• Displays all critical samples over a specified time period

ACCESSING DISTRIBUTIONS

To access Report Distributions simply click on the *Distribution* tab.

ADDING A NEW DISTRIBUTION

Add a new distribution by clicking on the **+NEW** button

ADDING A NEW DISTRIBUTION

Select the report you want to send out by clicking on the drop down menu.

ADDING A NEW DISTRIBUTION

Next, give your distribution a name/description

ADDING A NEW DISTRIBUTIONS

Click on the calendar and select a date for the distribution to end, otherwise leave this field blank. Define how often the report is to be emailed by clicking on the *Frequency* dropdown and selecting an option.

ADDING A NEW DISTRIBUTION

Select the Filter you would like to apply to this report. A filter *must* be created first before creating a report distribution so that the system knows what content to include on your report.
For more detailed instructions, please see the **Filters** quick start guide.

ADDING A NEW DISTRIBUTION

Castrol LABCHECK
Featuring Labcheck Intelligence

Castrol LABCHECK
Featuring Labcheck Intelligence

Search | 👤 Acme Demo ▾

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

Distributions | History

New Distribution

CANCEL SAVE

Distribution
All Critical Results ▾

Description*
demo

Expiration
01/25/2023 1:40 PM 📅

Frequency*
Frequency ▾

Filter*
Filter ▾

Recipients

🔍

Recipient Email
pradhyumna.marur@bv.com 🗑️

Click on the *Search* icon to add recipients from your Address Book or type an email address and click enter to add them to the distribution.

SAVING YOUR DISTRIBUTION

Once you have completed a distribution, click the *Save* button. Your new distribution will be added to your list of All Distributions.

ALL DISTRIBUTIONS

MODIFYING A DISTRIBUTION

Click on the Name of the distribution to open the details

MODIFYING A DISTRIBUTION

Modify the details including adding new recipients or removing old ones and remember to select the **SAVE** button.

COPY OR DELETE A DISTRIBUTION

Select the Copy icon to create a new distribution.
Select the Delete icon to remove a distribution.

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