



QUICK START GUIDE

SAMPLE INBOX CUSTOMIZATION

Learn How To:

1. Customize your Sample Inbox

SAMPLE INBOX CUSTOMIZATION

+ Add Filter



DATE RANGE All Data

SHOW All

MARK SAMPLES

EXPORT XLS

PRINT REPORT(S)



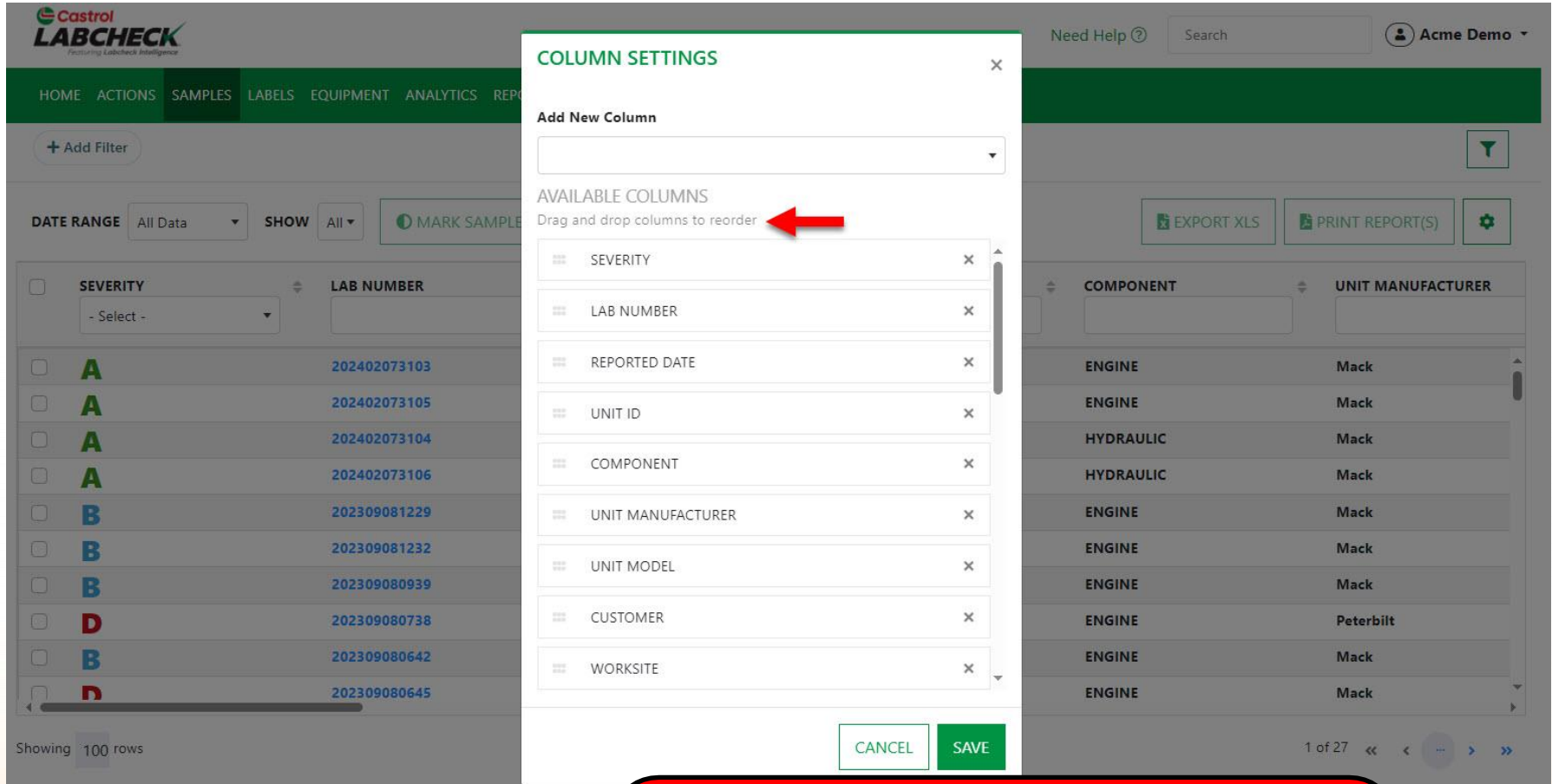
<input type="checkbox"/>	SEVERITY - Select -	LAB NUMBER	REPORTED DATE - Select -	UNIT ID	COMPONENT	
<input type="checkbox"/>	A	202402073103	02/08/2024	265	ENGINE	Mack
<input type="checkbox"/>	A	202402073105	02/08/2024	265	ENGINE	Mack
<input type="checkbox"/>	A	202402073104	02/08/2024	265	HYDRAULIC	Mack
<input type="checkbox"/>	A	202402073106	02/08/2024	265	HYDRAULIC	Mack
<input type="checkbox"/>	B	202309081229	09/14/2023	281	ENGINE	Mack
<input type="checkbox"/>	B	202309081232	09/14/2023	3093	ENGINE	Mack
<input type="checkbox"/>	B	202309080939	09/14/2023	222	ENGINE	Mack
<input type="checkbox"/>	D	202309080738	09/13/2023	3020	ENGINE	Peterbilt
<input type="checkbox"/>	B	202309080642	09/13/2023	223	ENGINE	Mack
<input type="checkbox"/>	D	202309080645	09/13/2023			



Column Settings
Clear Column Filters

Customize your inbox by clicking on the gear icon and selecting *Column Settings*.

SAMPLE INBOX CUSTOMIZATION



COLUMN SETTINGS

Add New Column

AVAILABLE COLUMNS
Drag and drop columns to reorder

- SEVERITY
- LAB NUMBER
- REPORTED DATE
- UNIT ID
- COMPONENT
- UNIT MANUFACTURER
- UNIT MODEL
- CUSTOMER
- WORKSITE

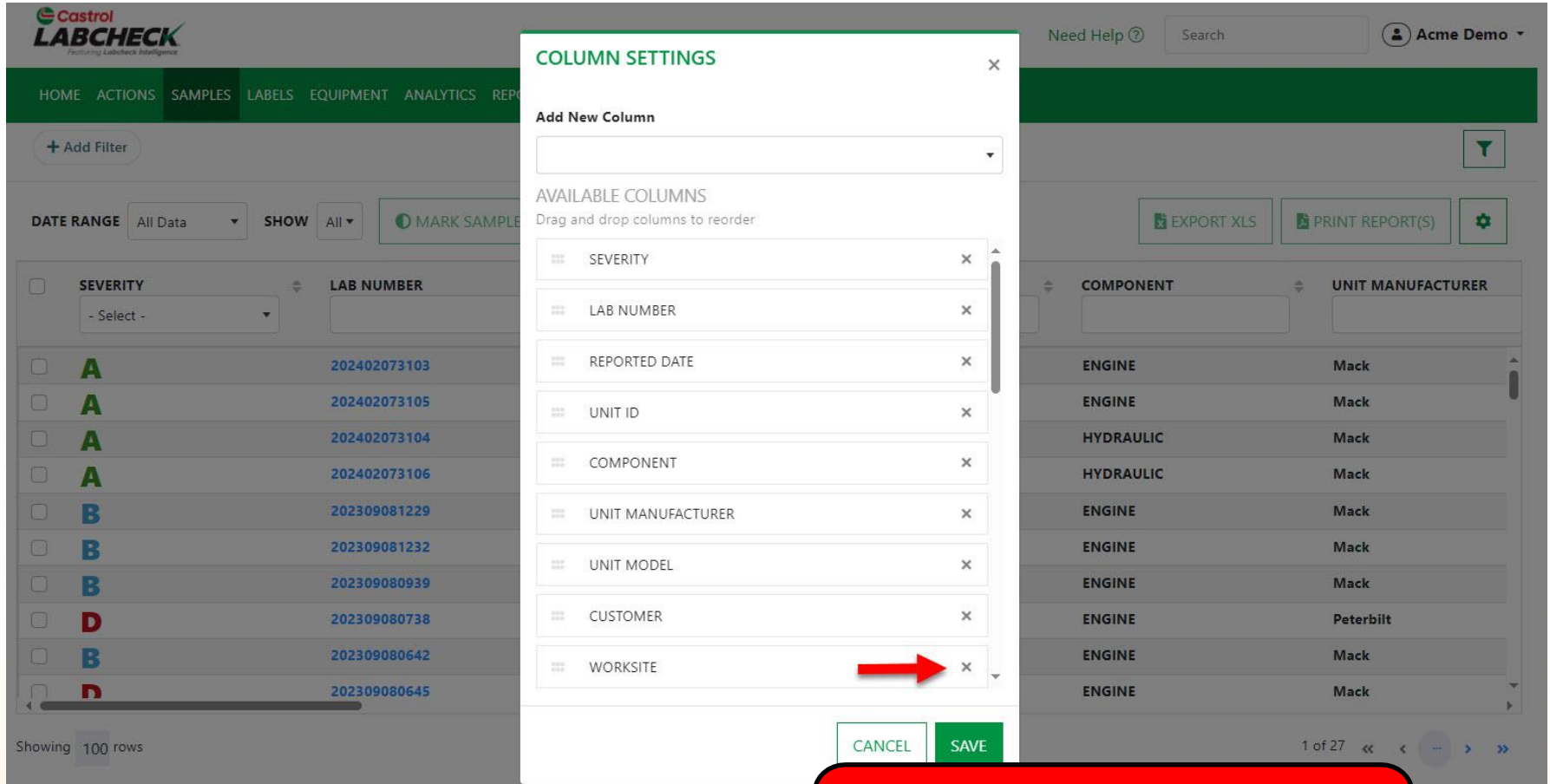
CANCEL SAVE

SEVERITY	LAB NUMBER
A	202402073103
A	202402073105
A	202402073104
A	202402073106
B	202309081229
B	202309081232
B	202309080939
D	202309080738
B	202309080642
D	202309080645

COMPONENT	UNIT MANUFACTURER
ENGINE	Mack
ENGINE	Mack
HYDRAULIC	Mack
HYDRAULIC	Mack
ENGINE	Mack
ENGINE	Mack
ENGINE	Mack
ENGINE	Peterbilt
ENGINE	Mack
ENGINE	Mack

Drag and drop any of the columns to reorder your inbox. Use the scroll bar to see all available columns.

SAMPLE INBOX CUSTOMIZATION



COLUMN SETTINGS

Add New Column

AVAILABLE COLUMNS
Drag and drop columns to reorder

- SEVERITY
- LAB NUMBER
- REPORTED DATE
- UNIT ID
- COMPONENT
- UNIT MANUFACTURER
- UNIT MODEL
- CUSTOMER
- WORKSITE

CANCEL SAVE

Showing 100 rows

SEVERITY	LAB NUMBER
A	202402073103
A	202402073105
A	202402073104
A	202402073106
B	202309081229
B	202309081232
B	202309080939
D	202309080738
B	202309080642
D	202309080645

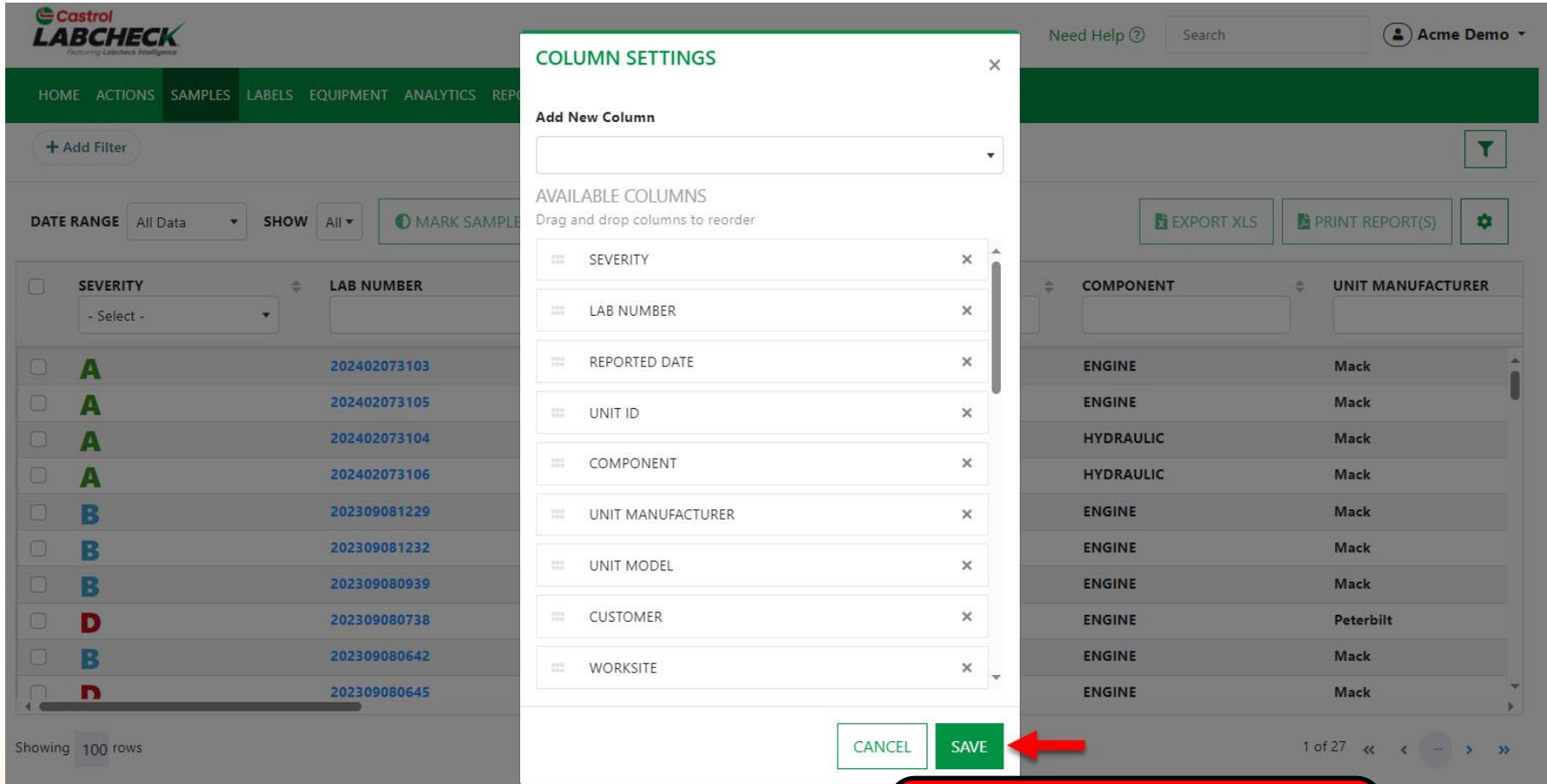
Click on the x to remove the column from your inbox.

SAMPLE INBOX CUSTOMIZATION

The screenshot displays the 'COLUMN SETTINGS' dialog box in the Castrol Labcheck application. The dialog is titled 'COLUMN SETTINGS' and has a close button (X) in the top right corner. Below the title is the section 'Add New Column', which features a dropdown menu. A red arrow points to this dropdown menu. The dropdown menu is open, showing a list of columns: '- Select -', '- Select -', 'Oil Brand', 'Oil Grade', 'Oil Manufacturer', 'LAB NUMBER', 'REPORTED DATE', 'UNIT ID', 'COMPONENT', 'UNIT MANUFACTURER', 'UNIT MODEL', 'CUSTOMER', and 'WORKSITE'. The background shows a table of samples with columns for SEVERITY and LAB NUMBER. The table has 10 rows of data. At the bottom of the dialog, there are 'CANCEL' and 'SAVE' buttons. The background interface includes a search bar, a user profile 'Acme Demo', and a table of samples with columns for SEVERITY and LAB NUMBER. The table shows 10 rows of data with severity levels (A, B, D) and lab numbers. At the bottom of the background interface, there is a 'Showing 100 rows' indicator and a pagination control showing '1 of 27'.

Removed columns can be added back by clicking on the dropdown in the Add New Column field and selecting a column.

SAMPLE INBOX CUSTOMIZATION



The screenshot displays the 'COLUMN SETTINGS' dialog box in the Castrol LABCHECK application. The dialog is titled 'COLUMN SETTINGS' and has a close button (X) in the top right corner. It contains an 'Add New Column' dropdown menu, a list of 'AVAILABLE COLUMNS' with drag handles and close buttons, and 'CANCEL' and 'SAVE' buttons at the bottom. A red arrow points to the 'SAVE' button. The background shows a table of sample data with columns for SEVERITY and LAB NUMBER.

SEVERITY	LAB NUMBER
A	202402073103
A	202402073105
A	202402073104
A	202402073106
B	202309081229
B	202309081232
B	202309080939
D	202309080738
B	202309080642
D	202309080645

To update your selections, select the **SAVE** button.



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