



QUICK START GUIDE

USING E-LABELS

Learn How To:

1. Create Labels
2. Modify & Track Labels
3. Review Sample Submitted History

LABELS: BROWSE OR FIND

Equipment

Manage equipment in one place



BROWSE EQUIPMENT

Browse the equipment in a hierarchical view



FIND EQUIPMENT

Tabular equipment view with advanced filtering



MANAGE EQUIPMENT

Move, merge or remove equipment



IMPORT EQUIPMENT

Manage unit and components uploads

There are two ways to find equipment to create your labels. To begin click on the **EQUIPMENT** tab and click the BROWSE or FIND equipment tile.

Quick Links

- ➔ [Castrol Labcheck Training Resources](#)
- ➔ [Castrol PDS & MSDS Sheets](#)
- ➔ [Privacy Policy](#)

Help Desk

Customer Care Center
1-866-522-2432
Labchecksupport@bureauveritas.com

EQUIPMENT HIERARCHY

Equipment

Equipment / Browse Equipment

COMPARE

PRINT LABELS

Search Equipment Hierarchy...

- of National Accounts Master Tree Master
- Acme Demo Top Master
 - Acme Demo Master
 - ACME Demo Area 1
 - ACME Worksite 1
 - ACME Demo Houston , TX**
 - #3/HARTLAND/COOL, Caterpillar -
 - #65/JOHN DEERE/GLADWIN, - -
 - 1105/FONTINALIS/AUX, Caterpillar 3516TA
 - 1107/ELMER FUDD EAST/MAIN, Caterpillar 3516
 - 1111, Allmand Brothers E0D302M
 - 1204/EAST ALBERT, Caterpillar 3516
 - 1206/BUSHMAN/AUX, Caterpillar 3516
 - 123654, Komatsu PC650
 - 130/FASER8, Caterpillar 3306
 - 130/STATE LINE 1 #4, Caterpillar 3516
 - 190063/VIENNA 23/ MAIN, Caterpillar 3516
 - 190140/ELMIRA 26, Caterpillar D398
 - 190192/ART CARNEY/AUX, Caterpillar 3516TA

ACME DEMO

MODIFY

CONDITION SUMMARY

Contact

Address 1 123

Address 2

City Edmonton

State/Province Alberta

Zip Code T6B 3M9

Worksite Houston , TX

Lab Account #

SAP #

ALL ACME DEMO UNITS

+ ADD

MODIFY

COPY

DELETE

DOWNLOAD


IMPORT UNITS

<input type="checkbox"/>	UNIT ID	EQUIPMENT TYPE	MANUFACTURER	MODEL	SERIAL
<input type="checkbox"/>	#3/HARTLAND...		CATERPILLAR	-	SN123456789
<input type="checkbox"/>	#65/JOHN DEE...		-	-	
<input type="checkbox"/>	1105/FONTIN...		CATERPILLAR	3516TA	UNIVC

To select your equipment through the **Browse Tree**, expand the hierarchy to the Unit(s) and Component(s) you are looking to print labels for. Select the checkbox next to them and click the **PRINT LABELS** button to create the New Samples.

FIND UNITS

Equipment

[Equipment](#) / [Find Equipment](#) 

+ Add Filter



SUBMIT SAMPLES

UPLOAD EQUIPMENT

SHOW Active ▾

EXPORT EXCEL



UNIT ID	CUSTOMER	WORKSITE	UNIT MANUFACTURER	UNIT MODEL
<input checked="" type="checkbox"/> #3/HARTLAND/COOL	ACME Demo	Houston , TX	Caterpillar	-
<input checked="" type="checkbox"/> #65/JOHN DEERE/GLADWIN	ACME Demo	Houston , TX	-	-
<input type="checkbox"/> 001	Acme	PHILADELPHIA PA	GMC	Sierra 3500HD
<input type="checkbox"/> 001	Acme	PHILADELPHIA PA	GMC	Sierra 3500HD
<input type="checkbox"/> 004	Acme	PHILADELPHIA PA	Ford	F150
<input type="checkbox"/> 004	Acme			
<input type="checkbox"/> 005	Acme			
<input type="checkbox"/> 005	Acme			
<input type="checkbox"/> 006	Acme			

To select your equipment through the *Find Equipment* tile, search for the unit and components you want to register labels for. Then, select the checkbox next to them and click on the **SUBMIT SAMPLES** button.

FILLING IN THE LABEL

New Samples

History

Select Component(s)

2 Label(s) Details

← BACK

FINISH →

FAST FILL-IN

"003" / ENGINE

Unit Age: 557680

Lube Age: 11725

Last Sample: 10/18/2018

Sampled Date*

Tracking Number

Unit Age*

Age Units*

Lube Age*

Lube Service*

Lube*

06/03/2024



Mi



CASTROL VECTON LONG DRN CK-4 10W30



Comment

Lube Added

Filter Changed*

Request Oil Type

"003" / TRANS-AUTO

Unit Age: 493317

Lube Age: 67480

Last Sample: 02/13/2017

Sampled Date*

Tracking Number

Unit Age*

Age Units*

Lube Age*

Lube Service*

Lube*

06/03/2024



Mi



CHEVRON DEXRON III / MERCON ATF



Fill in the required fields *. You can add comments for the lab in the Comment text box. Once all fields are filled in, click the **FINISH →** button.

FILLING IN THE LABEL

FAST FILL-IN ▾

Saved Date

Unit Age

Age Units

Lube

Lube Age

Lube Service

Lube Added

Filter Changed

Comment



APPLY

CANCEL

Click on the **FAST FILL-IN** ▾ button to open the fast fill-in form. This saves you time when registering several samples at the same time. Fill out the fields that will be the same and then click the **APPLY** button.

TRACKING NUMBER

The screenshot displays the Castrol Labcheck web application interface. At the top left is the Castrol Labcheck logo. A navigation bar includes 'HOME', 'ACTIONS', 'SAMPLES', 'LABELS', and 'EQUIP'. The user is logged in as 'Acme Demo'. A search bar is visible at the top right. The main content area shows a form with fields for 'Sampled Date*' (02/10/), 'Tracking Number', and 'Comment'. A 'Lube*' dropdown menu is set to 'CASTROL VECTON LONG ...'. A 'Request Oil Type' field is also present. A 'Yes' dropdown menu is visible. At the bottom, there are 'CANCEL', 'BACK', and 'SUBMIT' buttons. A white pop-up window titled 'INFORMATION' is centered on the screen, containing the text: 'There are samples that do not have tracking numbers. Tracking numbers will be automatically generated.' A green 'OK' button is at the bottom right of the pop-up, with a red arrow pointing to it.

Once you click the **SUBMIT** → button, a pop-up window will open letting you know that tracking numbers will be assigned to your samples. Click **OK**.



HISTORY

Wizard

History 

Submitted Tracking Number in E202302102957,E202302107215 ×

+ Add Filter




EDIT

DELETE

 STATUS REPORT

 PRINT LABELS

1 ▾

 Label Sheet Start Position



<input checked="" type="checkbox"/>	TRACKING NUMBER	UNIT ID	COMPONENT	STATUS
<input checked="" type="checkbox"/>	E202302102957	"003"	TRANS-AUTO	In Transit
<input checked="" type="checkbox"/>	E202302107215	"003"	ENGINE	In Transit

After submitting your samples, you will land on the **History** tab. This is where you see all the information that was filled in on the label including the submitted date, who submitted the sample, sample status, and the worksite.

PRINTING LABELS

Wizard History

Submitted Tracking Number in E202302102957,E202302107215 ✕

+ Add Filter



EDIT

DELETE

STATUS REPORT

PRINT LABELS

1 ▾



Label Sheet Start Position



TRACKING NUMBER

UNIT ID

COMPONENT



E202302102957

"003"

TRANS-AUTO



E202302107215

"003"

ENGINE

Avery 5263 or Compatible

2" x 4" 10 per sheet

1

2

3

4

5

6

7

8

9

10

Select your samples and then click the **PRINT LABELS** button to print your label(s). It is recommended that you use Avery Labels 5263 or compatible 2" x 4" label paper.

PRINT LABELS

Wizard History

Submitted Tracking Number in E202302102957,E202302107215 ×

+ Add Filter



EDIT

DELETE

STATUS REPORT

PRINT LABELS

1 ▾

Label Sheet Start Position



1

2

3

4

5

6

<input checked="" type="checkbox"/>	TRACKING NUMBER	UNIT ID	COMPONENT
<input checked="" type="checkbox"/>	E202302102957	"003"	TRANS-AUTO
<input checked="" type="checkbox"/>	E202302107215	"003"	ENGINE

You can select the label on which to start printing by selecting the drop down arrow next to *Label Sheet Start Position*

PRINT LABELS

Wizard History

Submitted Tracking Number in E202302102957,E202302107215 ×

+ Add Filter



EDIT

DELETE

 STATUS REPORT

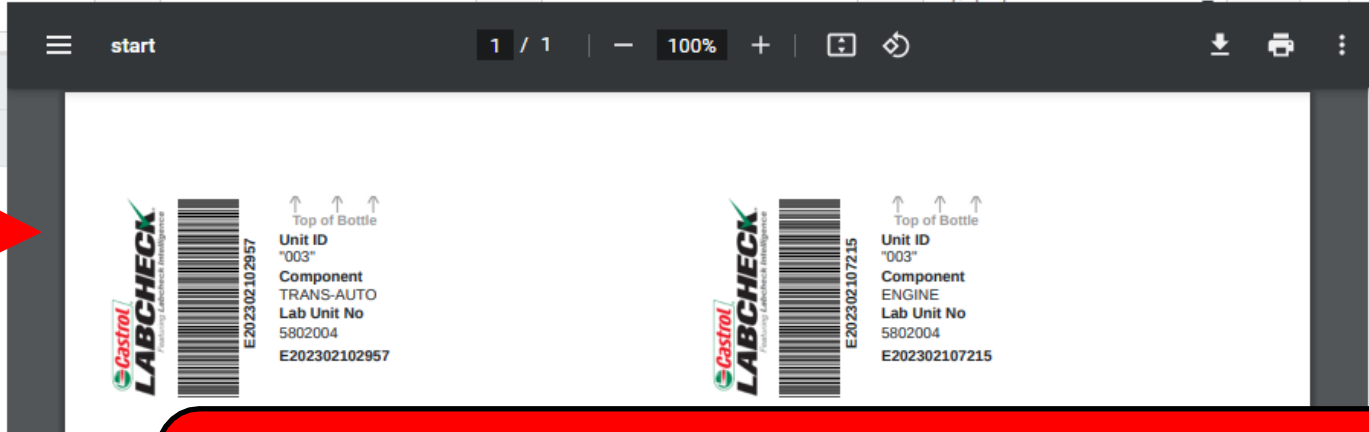
 PRINT LABELS



1 ▾

 Label Sheet Start Position



<input checked="" type="checkbox"/>	TRACKING NUMBER	UNIT ID	COMPONENT	SAMPLED DATE
<input checked="" type="checkbox"/>	E202302102957			
<input checked="" type="checkbox"/>	E202302107215			



start 1 / 1 100%  

Castrol LABCHECK Featuring Labcheck Intelligence

Top of Bottle ↑ ↑ ↑

Unit ID "003"

Component TRANS-AUTO

Lab Unit No 5802004

E202302102957

Castrol LABCHECK Featuring Labcheck Intelligence

Top of Bottle ↑ ↑ ↑

Unit ID "003"

Component ENGINE

Lab Unit No 5802004

E202302107215

Clicking the Print Labels button will open a new tab with the PDF version of your labels. Simply select the printer icon or using your keyboard – click the 'CTRL' button + the letter P. Once printed, affix the label to your sample and send to the laboratory for processing.

LABEL DO'S & DON'TS

Label Do's

- Fill out labels completely and correctly
 - Missing information reduces the accuracy of used oil analysis reporting
- Affix label to the bottle correctly
- The barcode should be vertical and ensure the lid is on securely



Label Don'ts

- Do not use a label for more than one sample
- Do not write on labels – If you need to make changes you can do so as long as it has not been received by the lab.



HISTORY

Wizard History



+ Add Filter

EDIT

DELETE

STATUS REPORT

PRINT LABELS

1 ▾

Label Sheet Start Position

UNIT ID	COMPONENT	SAMPLED DATE	SUBMITTED BY	STATUS
<input type="text"/>	<input type="text"/>	- Select -	<input type="text"/>	- Select -
AD063301	FRONT DIFFERENTIAL	01/17/2023	Joe Fidd	In Transit
AD102610	CENTER DIFFERENTIAL	01/17/2023	Joe Fidd	In Transit
AD063301	LEFT FRONT FINAL DRIVE	01/17/2023	Joe Fidd	In Transit
AD102610	FRONT DIFFERENTIAL	01/17/2023	Joe Fidd	In Transit
AD102610	RIGHT REAR FINAL DRIVE	01/17/2023	Joe Fidd	In Transit
AD063301	LEFT CENTER FINAL DRIVE	01/17/2023	Joe Fidd	In Transit
AD063301	LEFT REAR FINAL DRIVE	01/17/2023	Joe Fidd	In Transit
AD063301	BRAKE			
AD102610	RIGHT F			
AD102610	LEFT FR			

The **History** tab is where you can see all the information that was filled in on the label including the submitted date, who submitted the sample, sample status, and the worksite.

FILTER HISTORY

Wizard **History**

+ Add Filter 

EDIT

DELETE

 STATUS REPORT

 PRINT LABELS

1 ▾

 Label Sheet Start Position

UNIT ID	COMPONENT	SAMPLED DATE	SUBMITTED BY	STATUS
<input type="text"/>	<input type="text"/>	- Select -	<input type="text"/>	- Select -
AD063301	FRONT DIFFERENTIAL	01/17/2023	Joe Fidd	In Transit
AD102610	CENTER DIFFERENTIAL	01/17/2023	Joe Fidd	In Transit
AD063301	LEFT FRONT FINAL DRIVE	01/17/2023	Joe Fidd	In Transit
AD102610	FRONT DIFFERENTIAL	01/17/2023	Joe Fidd	In Transit
AD102610	RIGHT REAR FINAL DRIVE	01/17/2023	Joe Fidd	In Transit
AD063301	LEFT CENTER FINAL DRIVE	01/17/2023	Joe Fidd	In Transit
AD063301	LEFT REAR FINAL DRIVE	01/17/2023	Joe Fidd	In Transit
AD063301				
AD102610				
AD102610				

The + **Add Filter** lets you add one or more filters to search for previously submitted samples. The **filter** icon allows you to use a saved filter. For more detailed instructions, please see the **Filters** quick start guide.

TRACKING A SAMPLE

+ Add Filter

EDIT

DELETE

 STATUS REPORT

 PRINT LABELS

1 ▾

 Label Sheet Start Position



<input type="checkbox"/>	TRACKING NUMBER	STATUS	UNIT ID	COMPONENT	SAMPLED DATE
<input type="checkbox"/>	<input type="text"/>	- Select -	<input type="text"/>	<input type="text"/>	- Select -
<input type="checkbox"/>	E202010021488	In Transit	1513	ENGINE	10/01/9620
<input type="checkbox"/>	E201906281096	In Progress	1157	TRANS-AUTO	06/27/2791
<input type="checkbox"/>	E202002080059	Complete	683	ENGINE	02/08/2618
<input type="checkbox"/>	E201907151891	Canceled	1277	ENGINE	07/10/2572
<input type="checkbox"/>	E202205100068	Complete	40599	HYDRAULIC	05/09/2502
<input type="checkbox"/>	E2018				
<input type="checkbox"/>	P201				
<input type="checkbox"/>	E201				
<input type="checkbox"/>	P202				

You can track a sample by viewing the **Status**.

There are four different status options that will display:

In Transit – This sample has not been received by the lab and can be modified or cancelled.

In Progress – This sample has been received by the lab and is processing.

Completed – This sample is complete.

Cancelled – This sample was cancelled.

MODIFY OR DELETE A LABEL


EDIT

DELETE

 STATUS REPORT

 PRINT LABELS

1 ▾

 Label Sheet Start Position



<input type="checkbox"/>	TRACKING NUMBER	UNIT ID	COMPONENT	STATUS	SUBMITTED BY	SAMPLED DATE
<input type="checkbox"/>	P201710033817	2385	ENGINE	Complete		05/07/2025
<input type="checkbox"/>	S20201113022114	340	ENGINE	Complete		06/03/2023
<input type="checkbox"/>	S20200626011013	217	ENGINE	Complete		05/04/2023
<input checked="" type="checkbox"/>	E202302027636	07233	ENGINE	In Transit	Pradhyumna Marur	02/01/2023
<input type="checkbox"/>	E202302022478	10015	HYDRAULIC	In Transit	Pradhyumna Marur	02/01/2023
<input type="checkbox"/>	E202302021825	49	ENGINE	In Transit	Test Admin	01/30/2023
<input type="checkbox"/>	E202302023358	10015	TRANS-AUTO	In Transit	Test Admin	01/30/2023
<input type="checkbox"/>	E202301248833	41237	ENGINE	In Transit	Lori Beerwart	01/24/2023
<input type="checkbox"/>	E202301242229	1076253	ENGINE	In Transit	Lori Beerwart	01/24/2023
<input type="checkbox"/>	E202301241896	1076253	TRANS-AUTO	In Transit	Lori Beerwart	01/24/2023

Showing 25 rows

1 of 104566 << < ... > >>

You can **Modify** information or **Delete** a label as long as the sample status says In Transit. To do this, click on the **EDIT** button.
(Note: Please do not delete a label if you have sent this sample to the lab; deleted labels cannot be retrieved, so you may be asked to re-register.)

STATUS REPORT

+ Add Filter

EDIT

DELETE

 STATUS REPORT

 PRINT LABELS

1 ▾

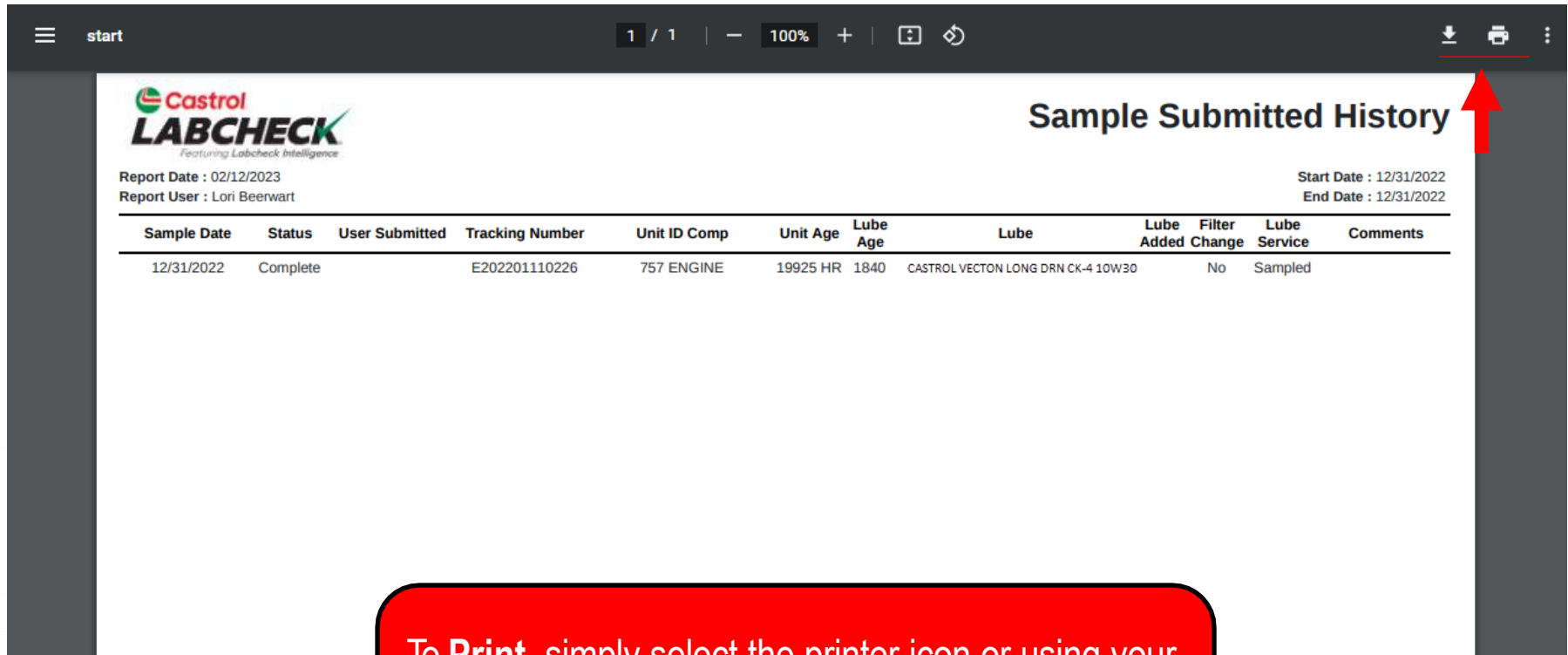
 Label Sheet Start Position



<input type="checkbox"/>	SUBMITTED BY	STATUS	TRACKING NUMBER	UNIT ID	COMPONENT
<input type="checkbox"/>	Lori Beerwart	In Transit	E202301039726	MX4182	ENGINE
<input checked="" type="checkbox"/>		Complete	E202201110226	757	ENGINE
<input type="checkbox"/>		Complete	E202201031051	105530	ENGINE
<input type="checkbox"/>		Complete	E202201031052	412638	ENGINE
<input type="checkbox"/>		Complete			
<input type="checkbox"/>		Complete			
<input type="checkbox"/>		Complete			
<input type="checkbox"/>		Complete			
<input type="checkbox"/>		Complete			
<input type="checkbox"/>		Complete			

The **STATUS REPORT** button generates a printable PDF report of recent samples that were submitted. To generate the report, select the checkboxes next to the labels and click the **STATUS REPORT** button. A new tab will open with the PDF report.

STATUS REPORT



start 1 / 1 100%

Sample Submitted History

Report Date : 02/12/2023
Report User : Lori Beerwart

Start Date : 12/31/2022
End Date : 12/31/2022

Sample Date	Status	User Submitted	Tracking Number	Unit ID Comp	Unit Age	Lube Age	Lube	Lube Added	Filter Change	Lube Service	Comments
12/31/2022	Complete		E202201110226	757 ENGINE	19925 HR	1840	CASTROL VECTON LONG DRN CK-4 10W30		No	Sampled	

To **Print**, simply select the printer icon or using your keyboard – click the 'CTRL' button + the letter P.
To **Download**, simply select the download icon.





CASTROL LABCHECK SUPPORT DESK:

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

Labchecksupport@bureauveritas.com

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

