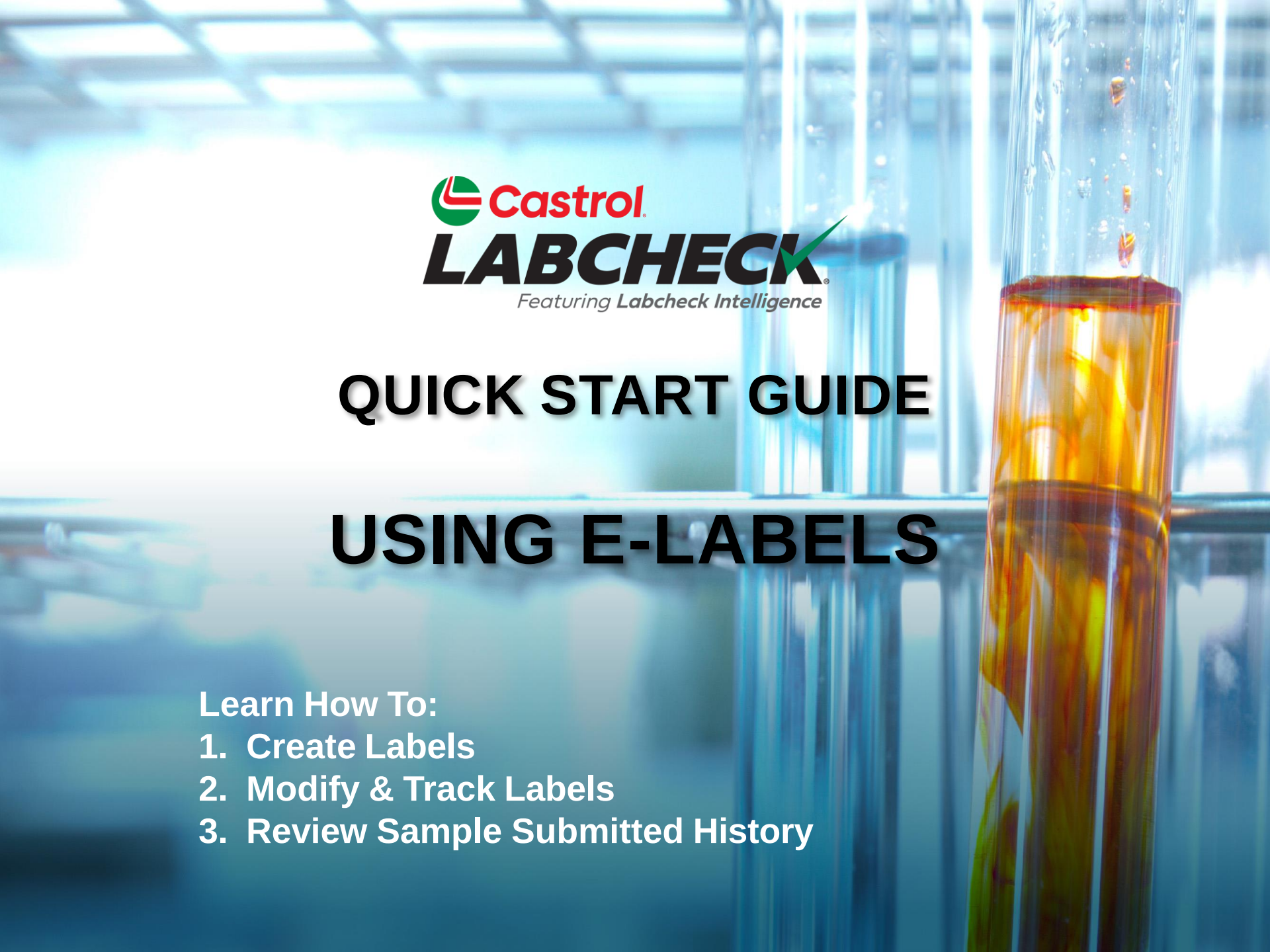


Castrol LABCHECK
Featuring Labcheck Intelligence

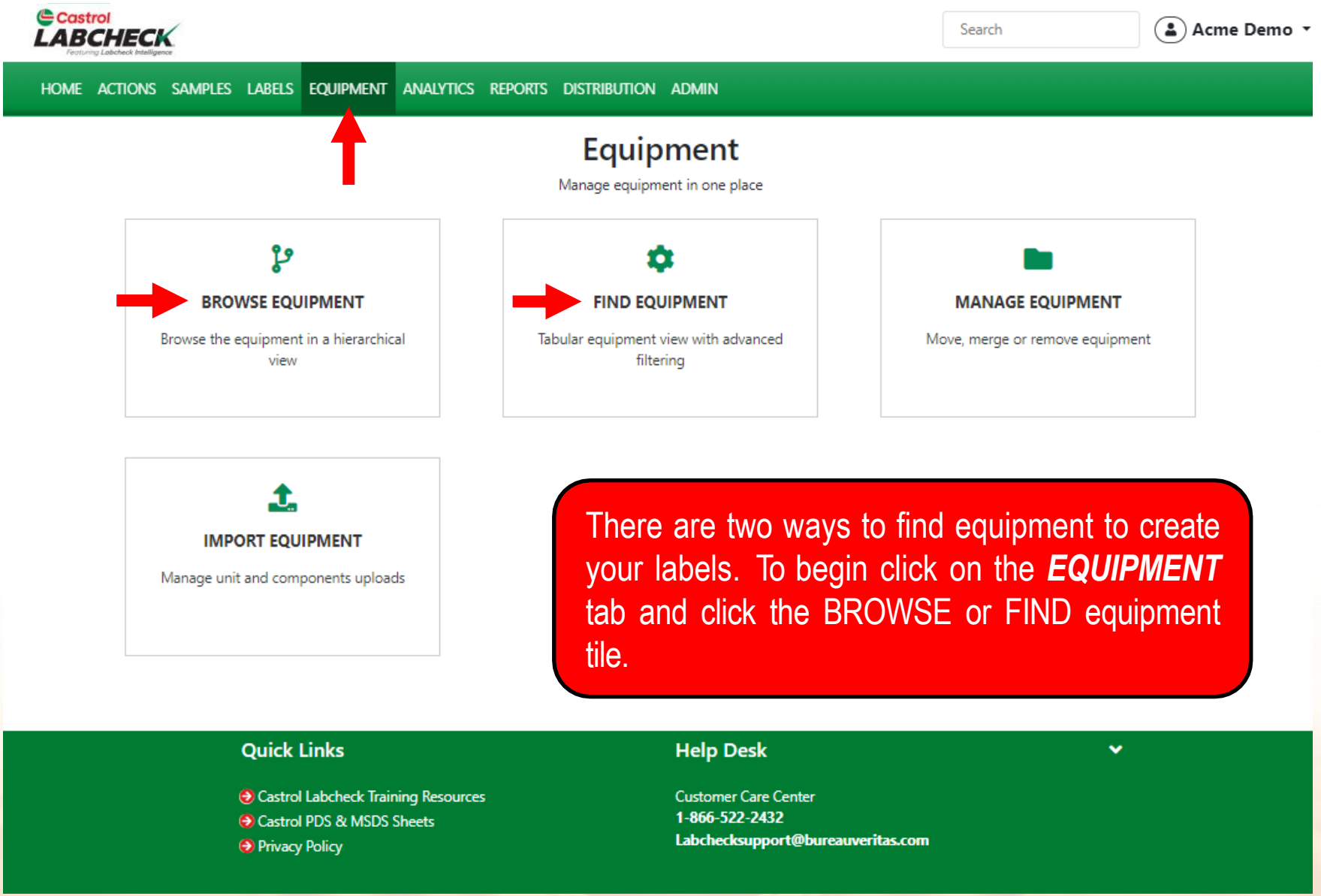
QUICK START GUIDE

USING E-LABELS

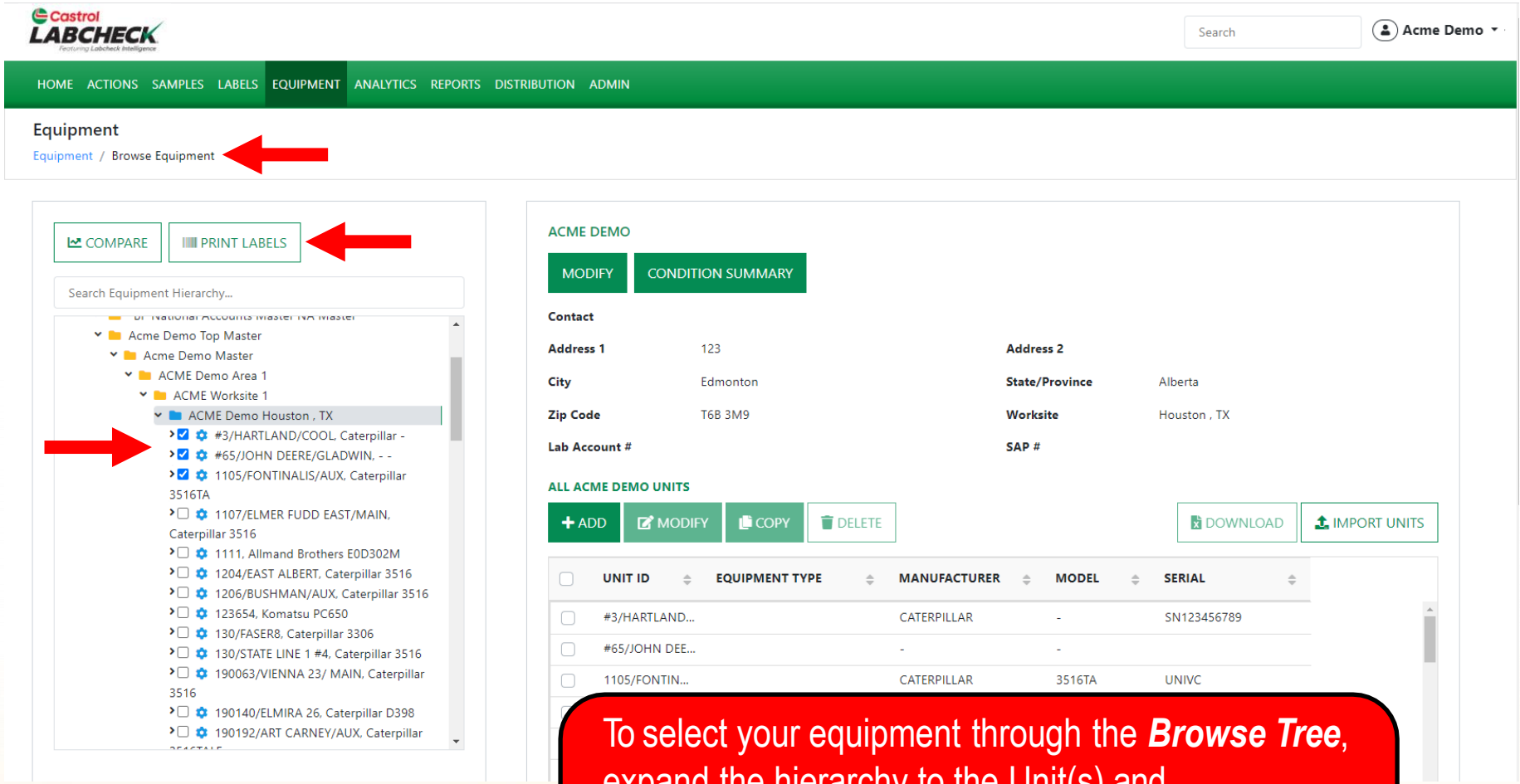
Learn How To:

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

LABELS: BROWSE OR FIND

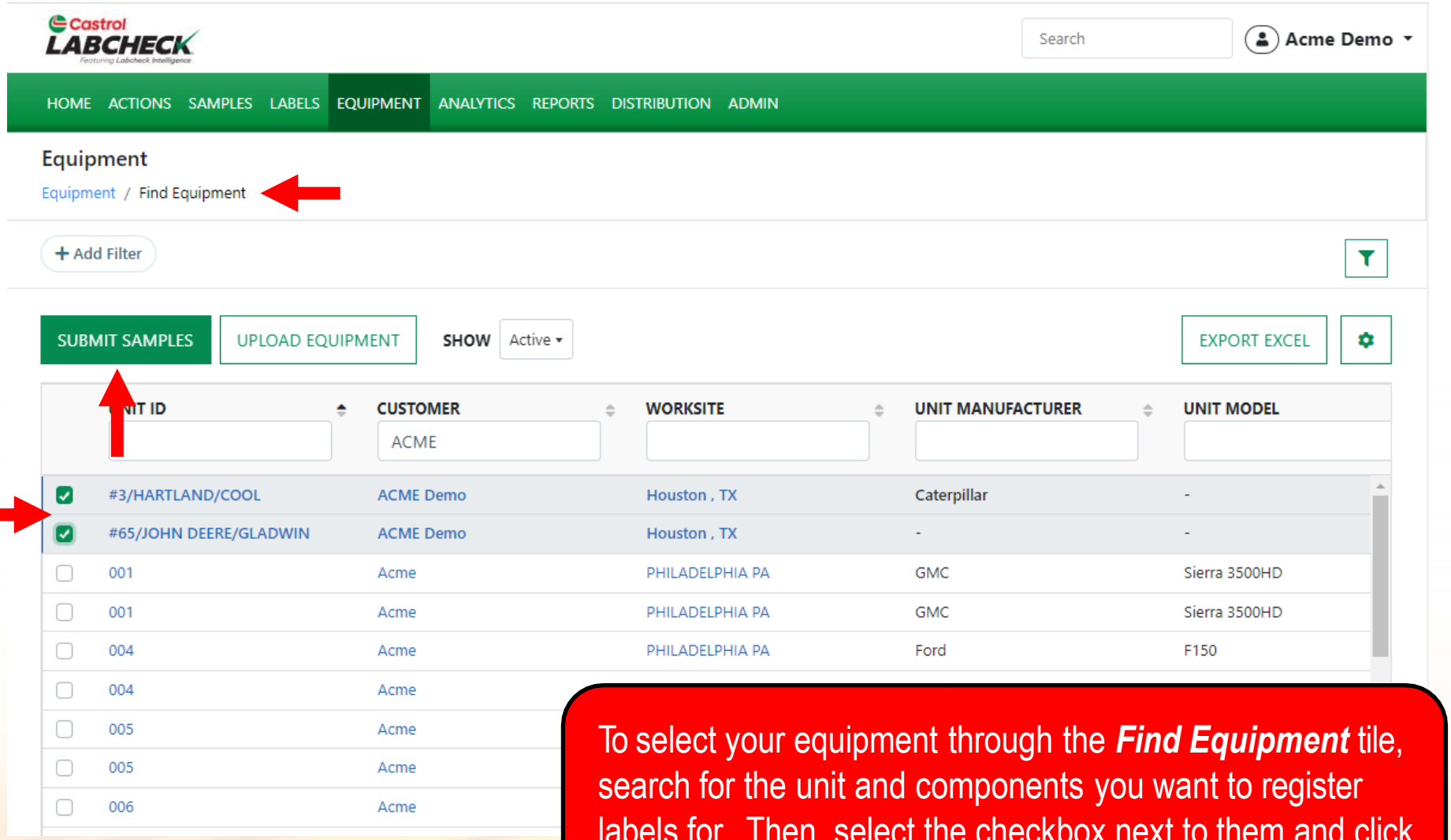


EQUIPMENT HIERARCHY



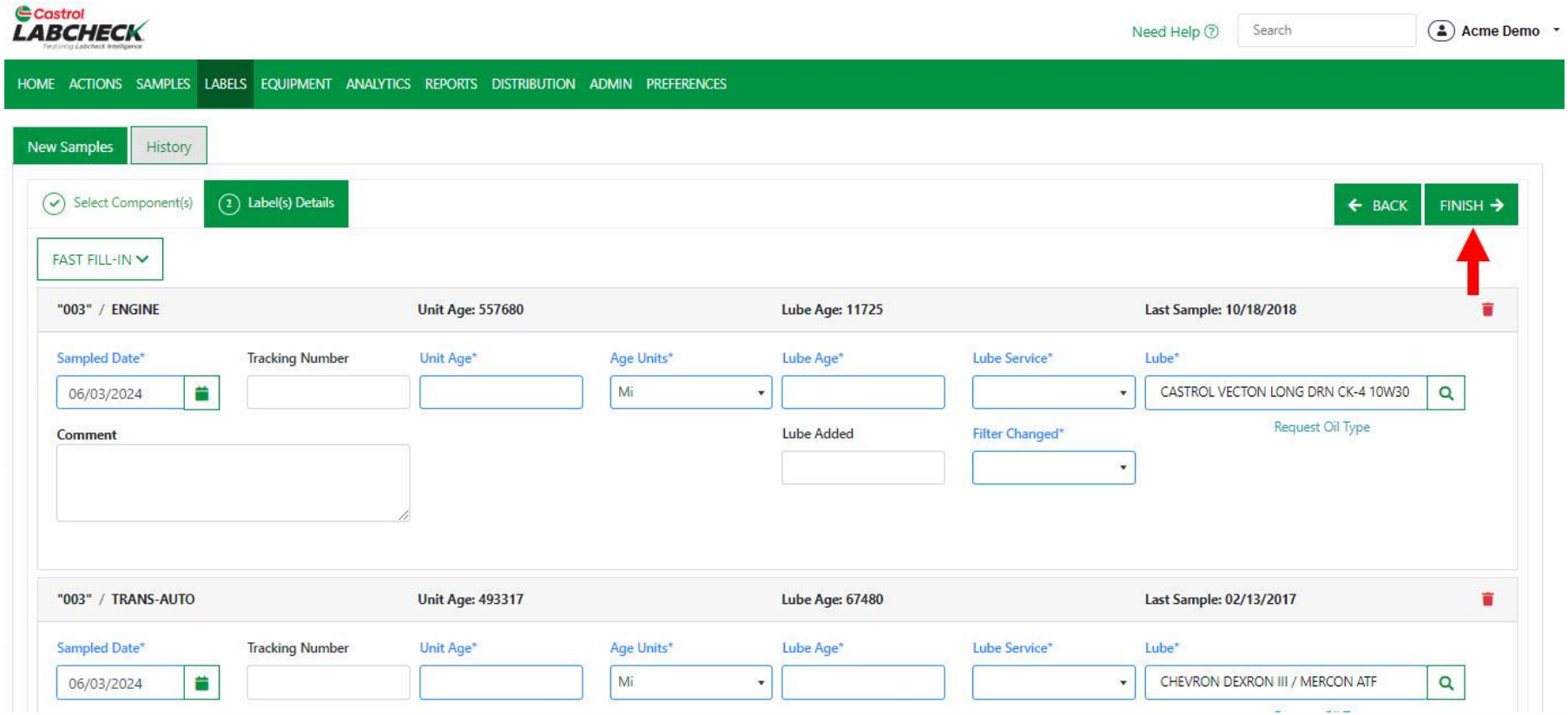
To select your equipment through the ***Browse Tree***, expand the hierarchy to the Unit(s) and Component(s) you are looking to print labels for. Select the checkbox next to them and click the ***PRINT LABELS*** button to create the New Samples.

FIND UNITS



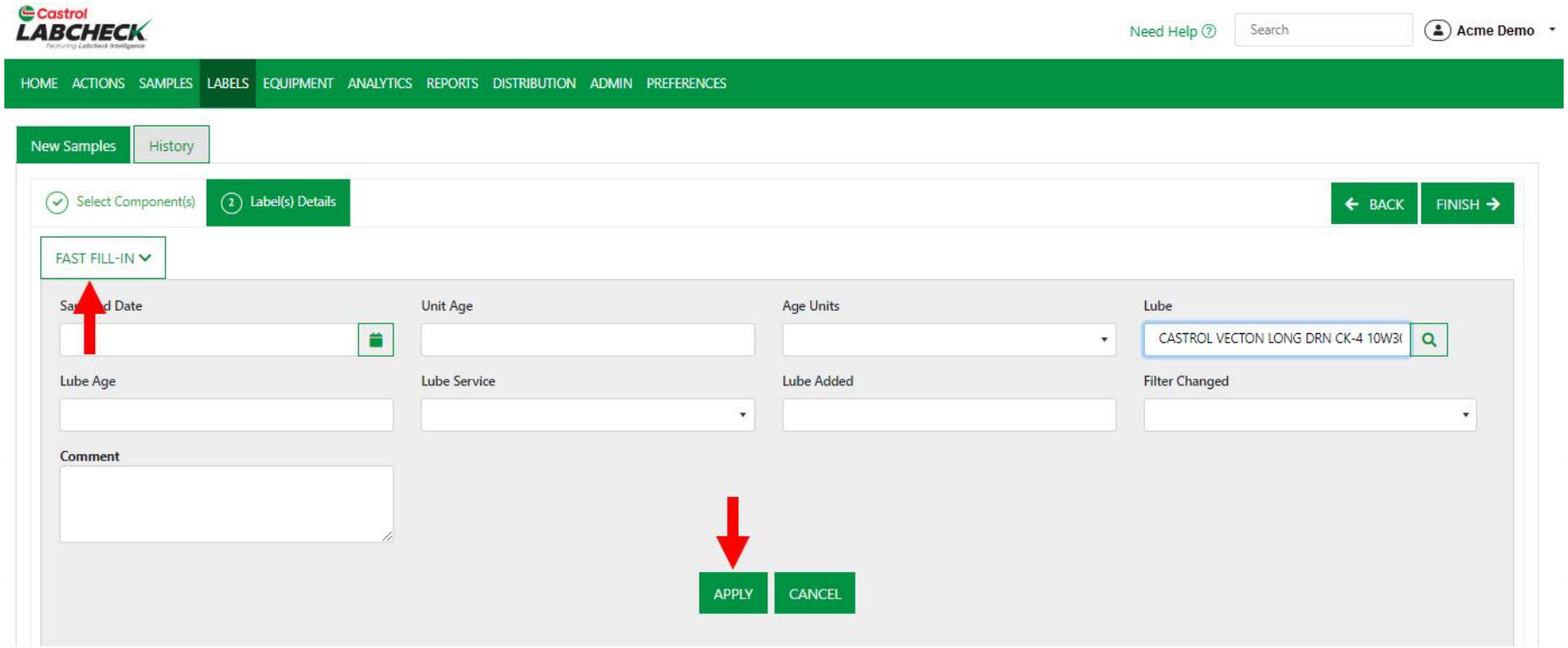
To select your equipment through the ***Find Equipment*** tile, search for the unit and components you want to register labels for. Then, select the checkbox next to them and click on the ***SUBMIT SAMPLES*** button.

FILLING IN THE LABEL



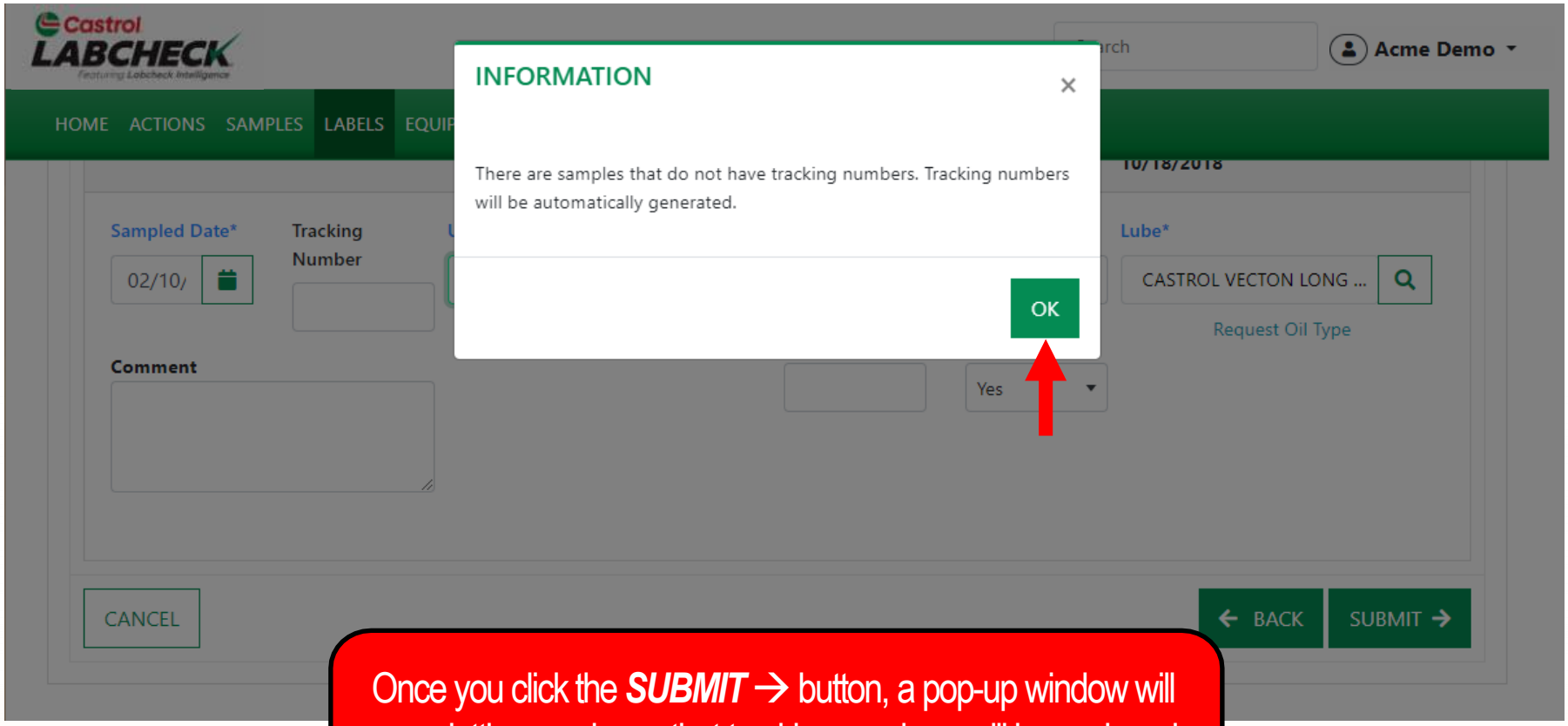
Fill in the required fields *. You can add comments for the lab in the Comment text box. Once all fields are filled in, click the ***FINISH*** → button.

FILLING IN THE LABEL



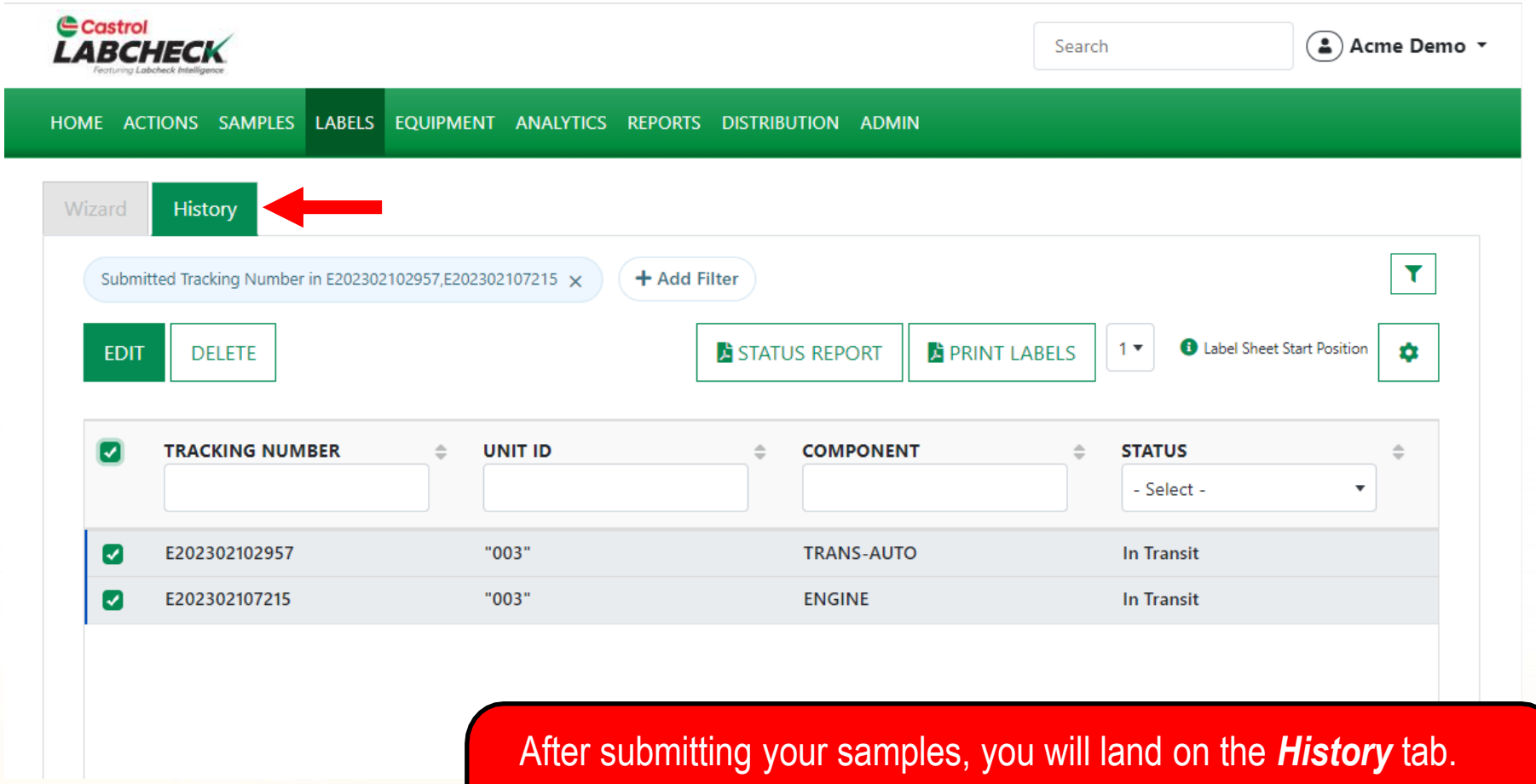
Click on the ***FAST FILL-IN*** ∨ button to open the fast fill-in form. This saves you time when registering several samples at the same time. Fill out the fields that will be the same and then click the ***APPLY*** button.

TRACKING NUMBER



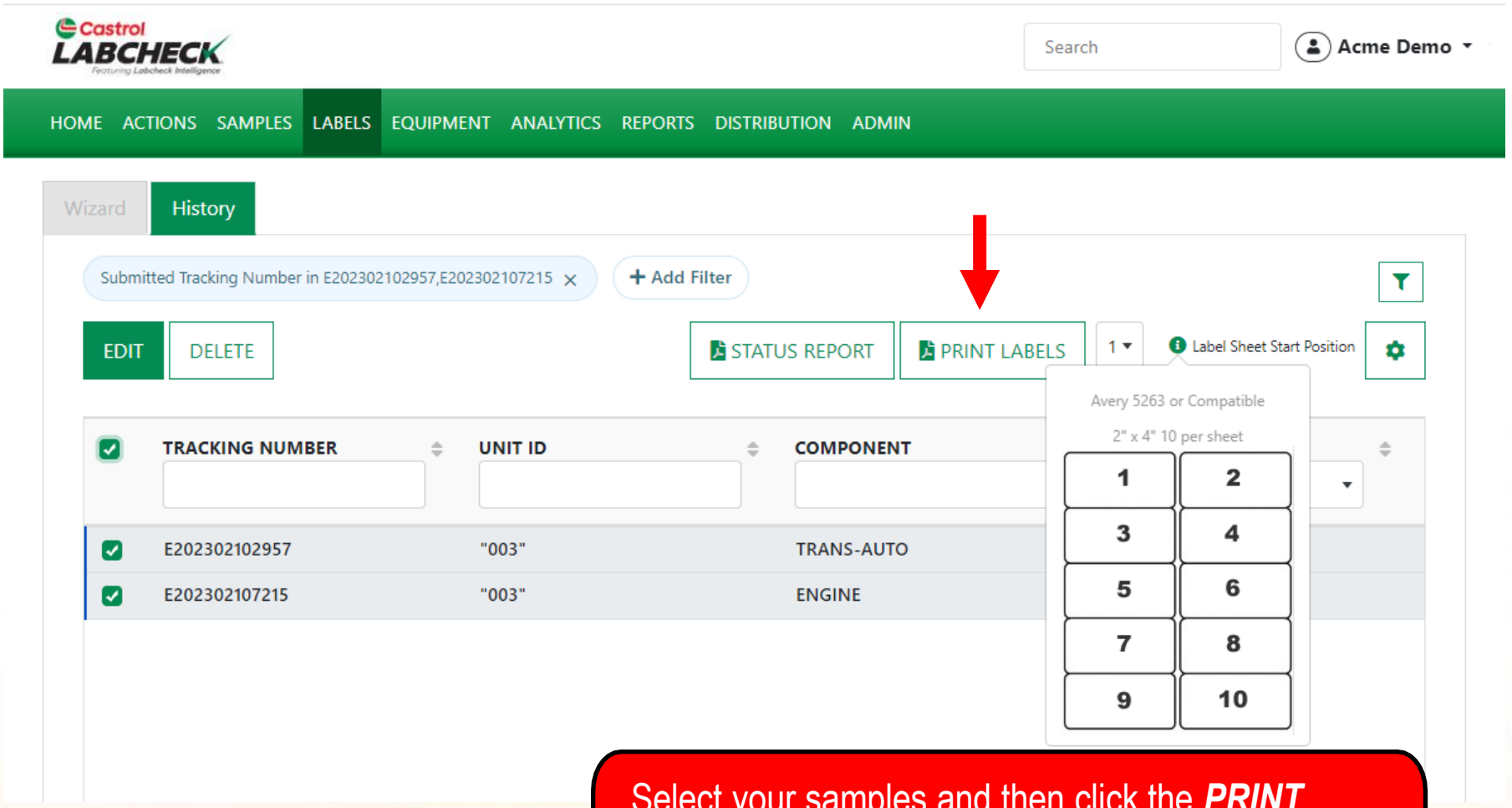
Once you click the ***SUBMIT*** → button, a pop-up window will open letting you know that tracking numbers will be assigned to your samples. Click ***OK***.

HISTORY



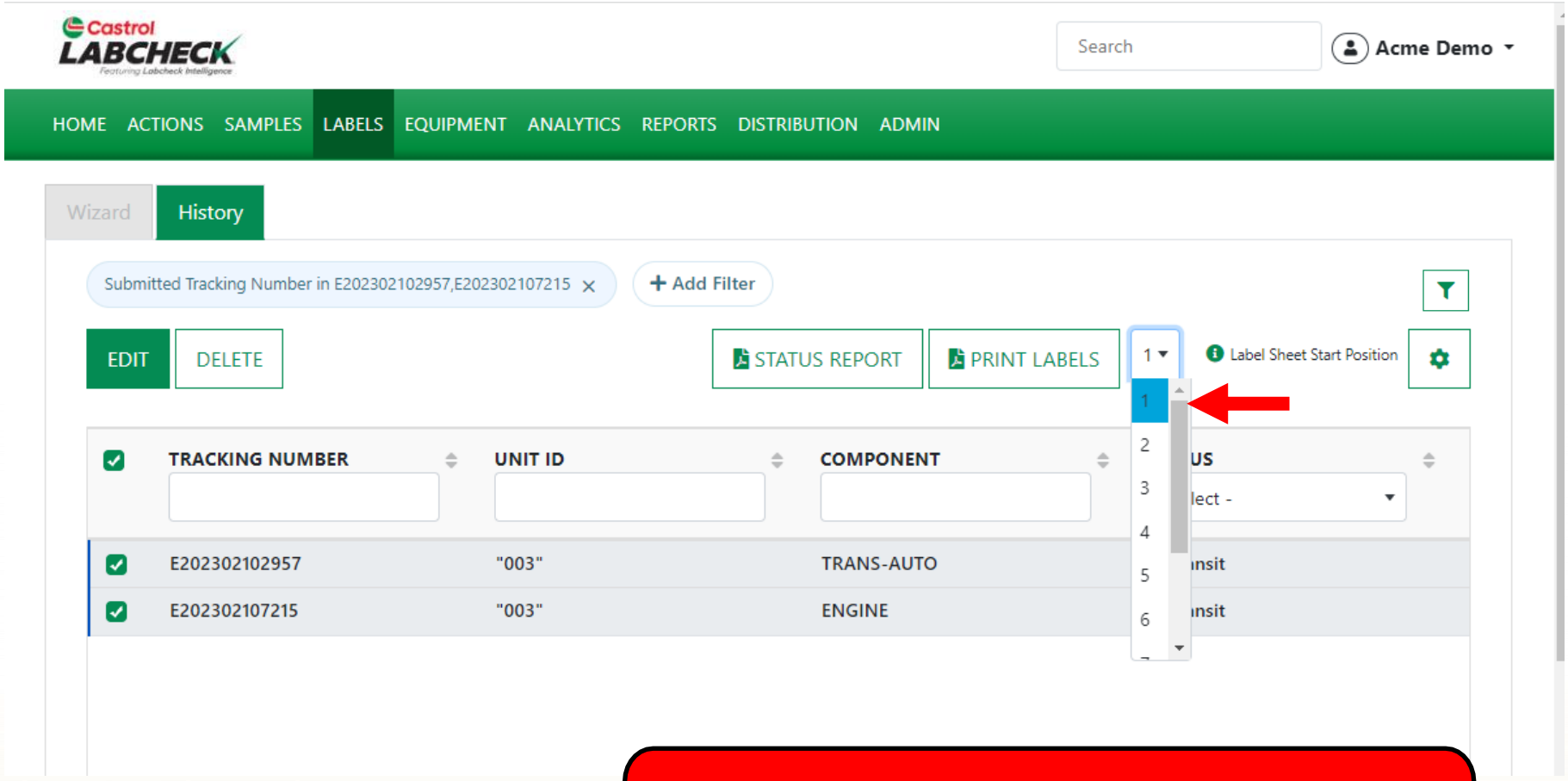
After submitting your samples, you will land on the ***History*** tab. This is where you see all the information that was filled in on the label including the submitted date, who submitted the sample, sample status, and the worksite.

PRINTING LABELS



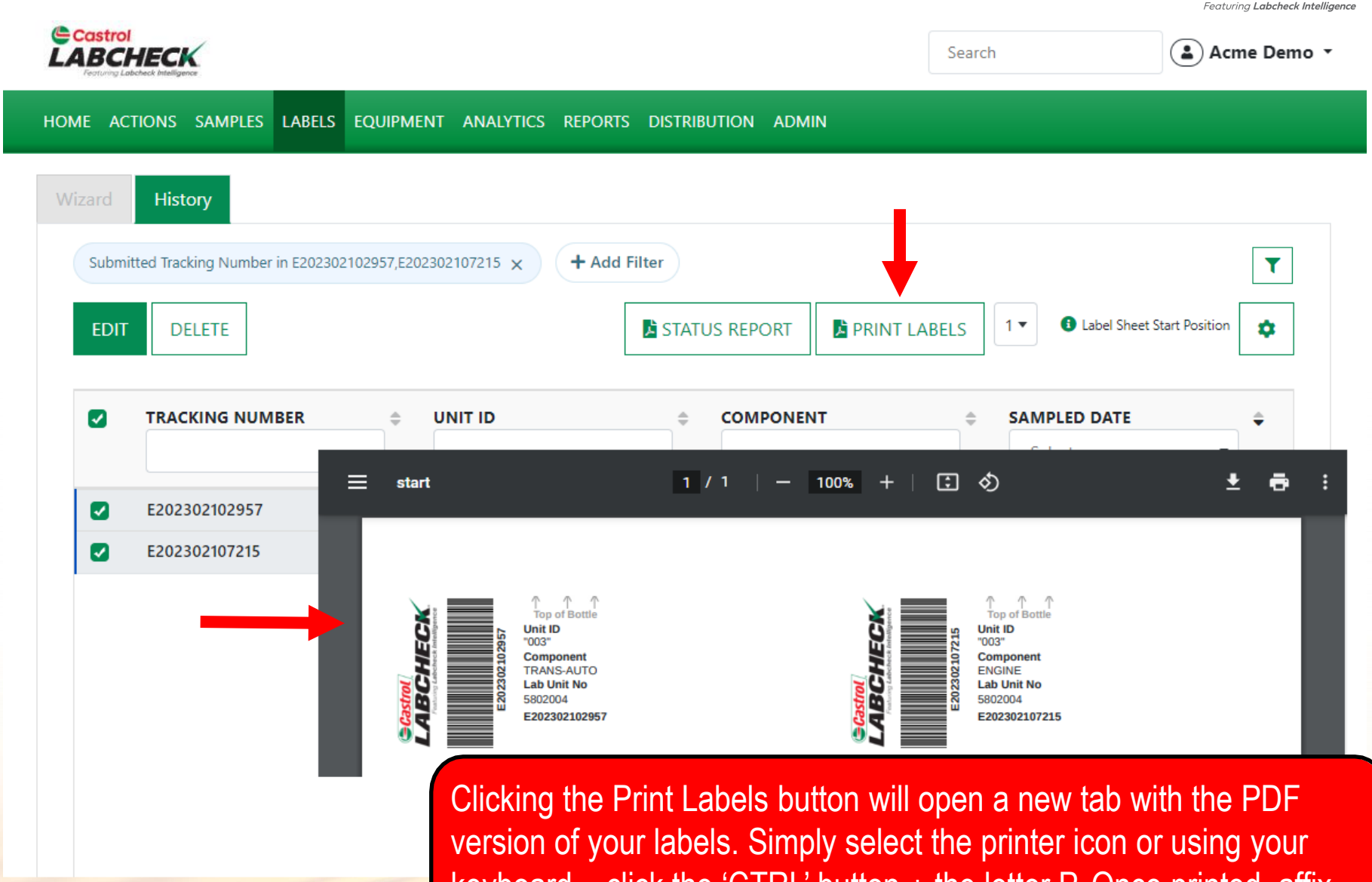
Select your samples and then click the ***PRINT LABELS*** button to print your label(s). It is recommended that you use Avery Labels 5263 or compatible 2” x 4” label paper.

PRINT LABELS



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

PRINT LABELS



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

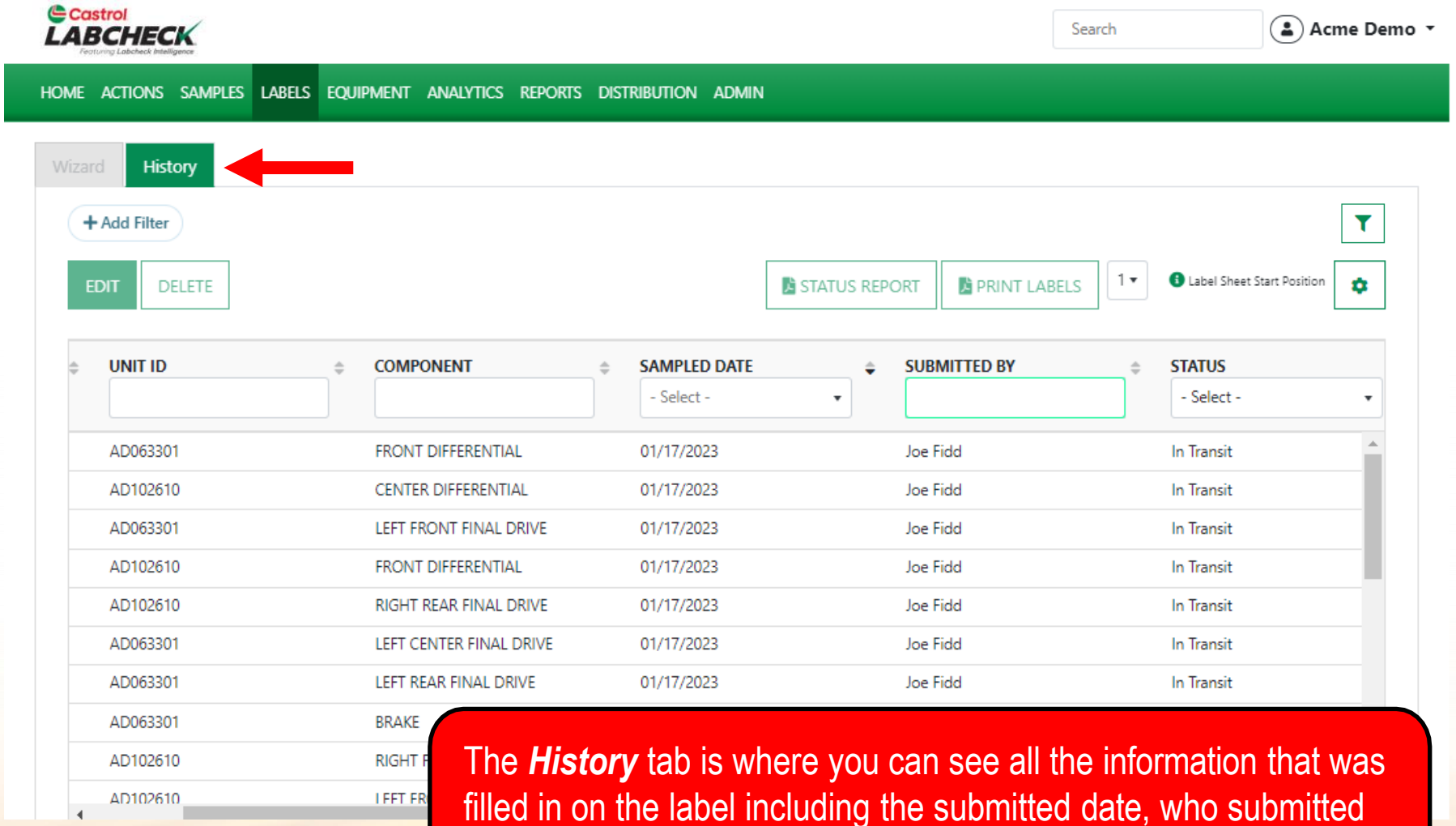
Label Do's

- 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

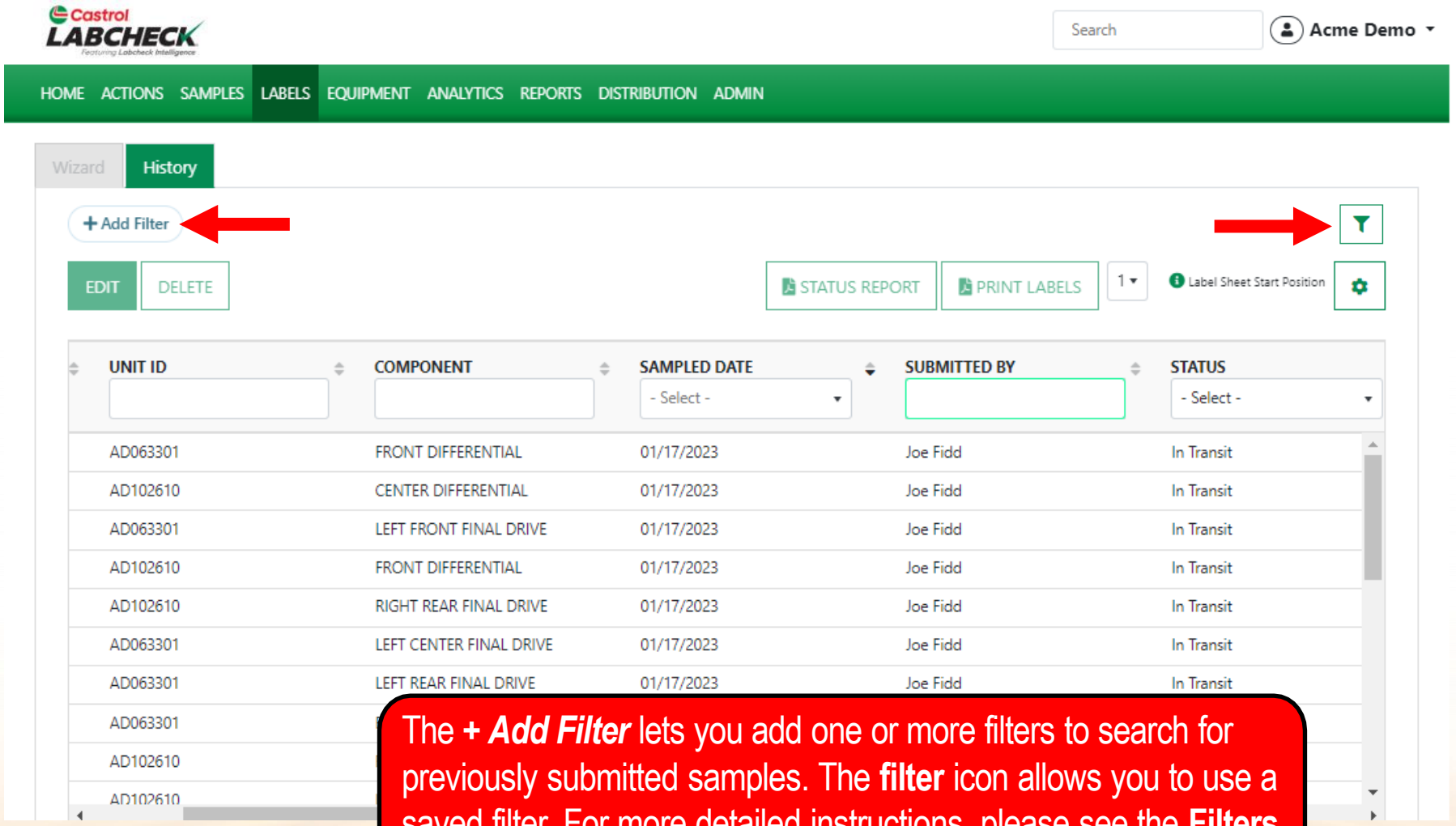
- Do not use a label for more than one sample
- Do not write on labels – If you need to make changes you can do so as long as it has not been received by the lab.

HISTORY



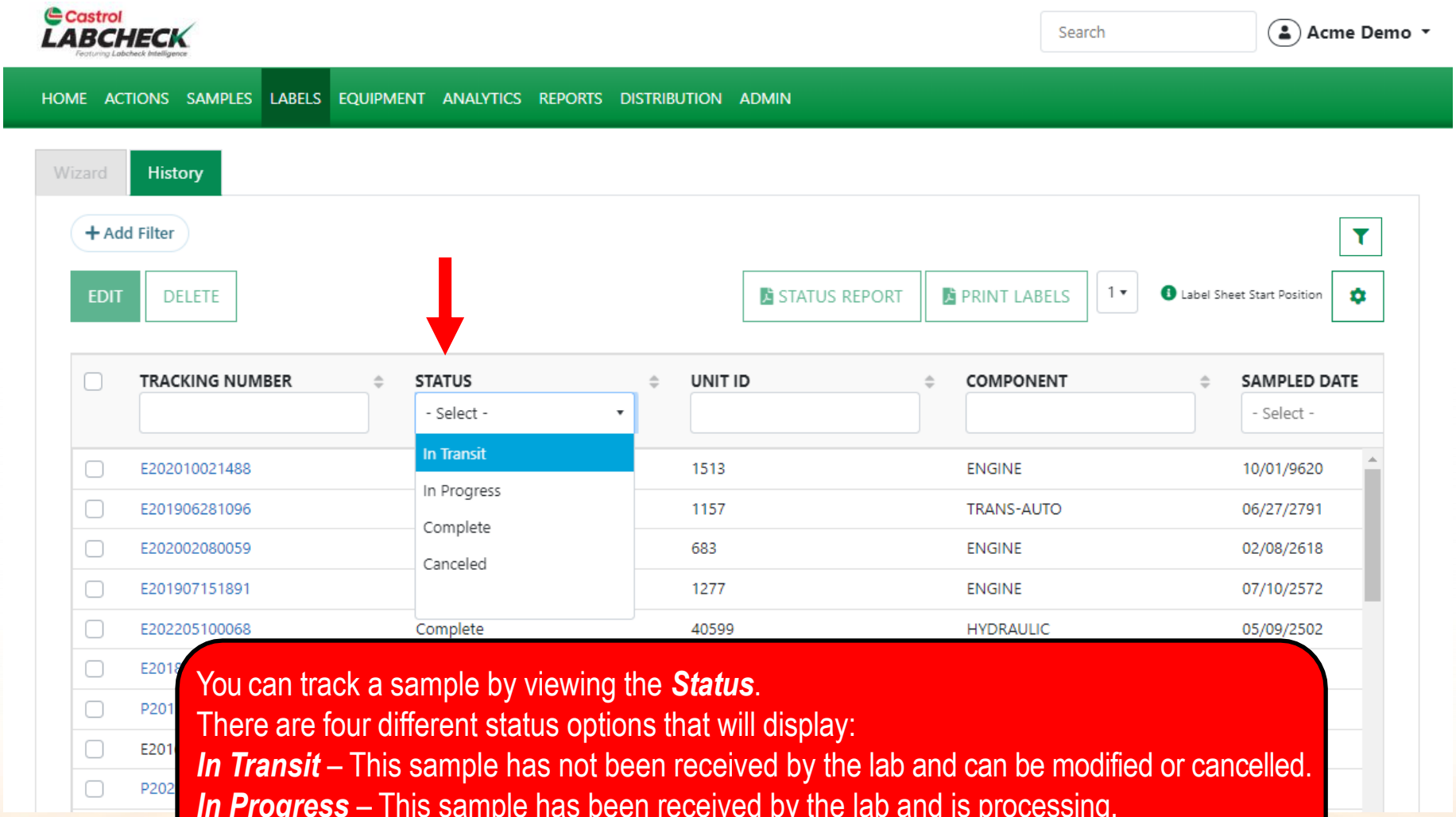
The ***History*** tab is where you can see all the information that was filled in on the label including the submitted date, who submitted the sample, sample status, and the worksite.

FILTER HISTORY



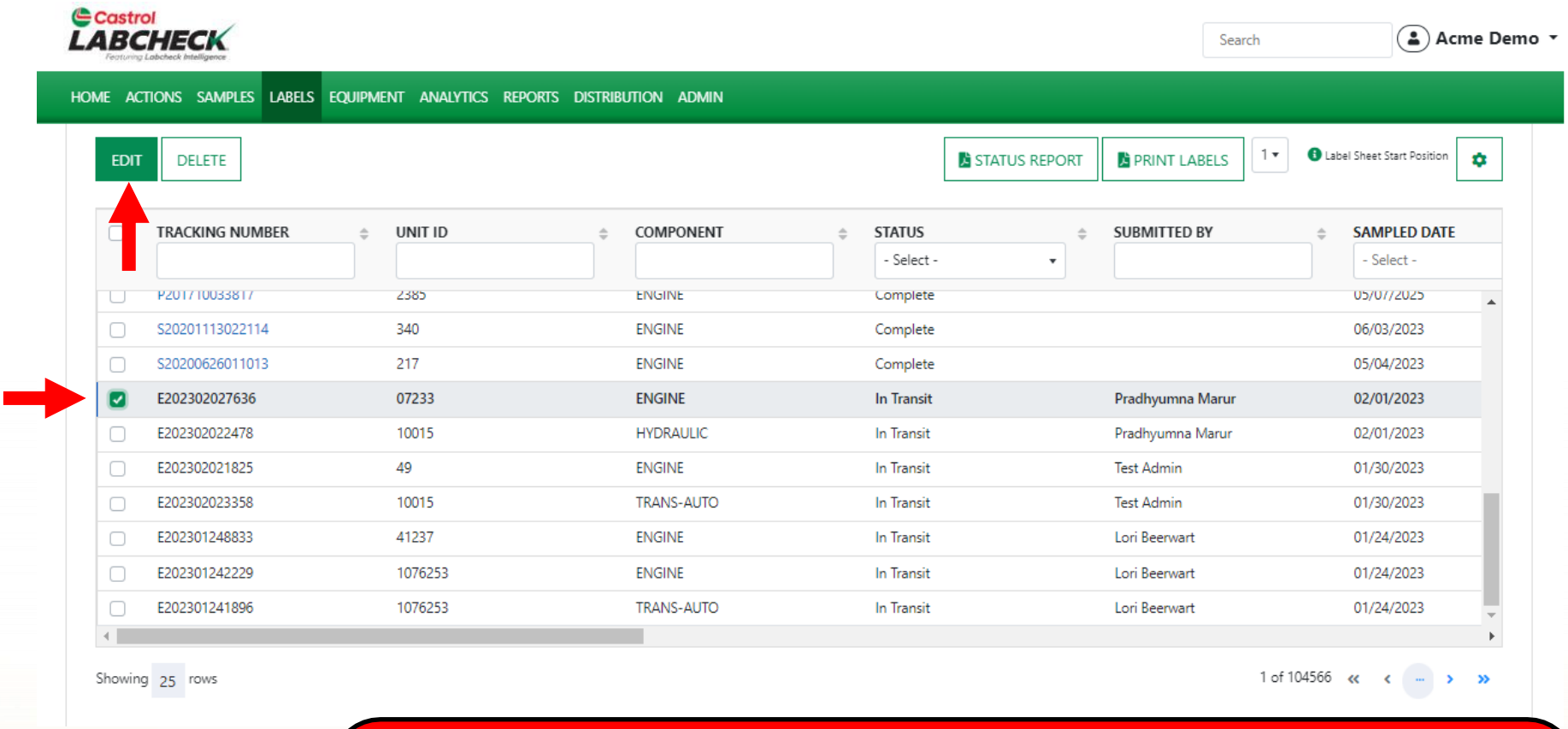
The ***+ Add Filter*** lets you add one or more filters to search for previously submitted samples. The **filter** icon allows you to use a saved filter. For more detailed instructions, please see the **Filters** quick start guide.

TRACKING A SAMPLE



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.

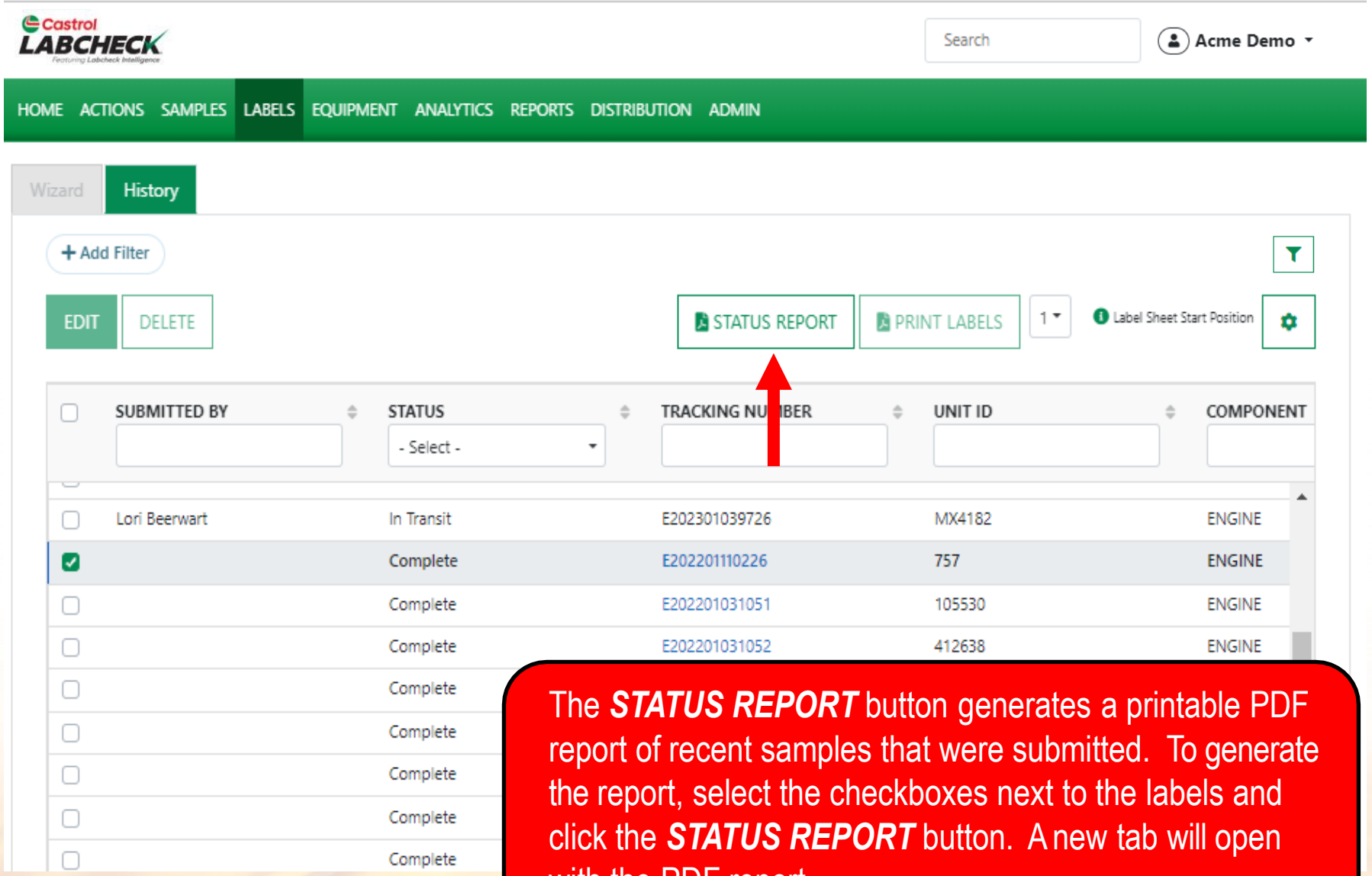
MODIFY OR DELETE A LABEL



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.

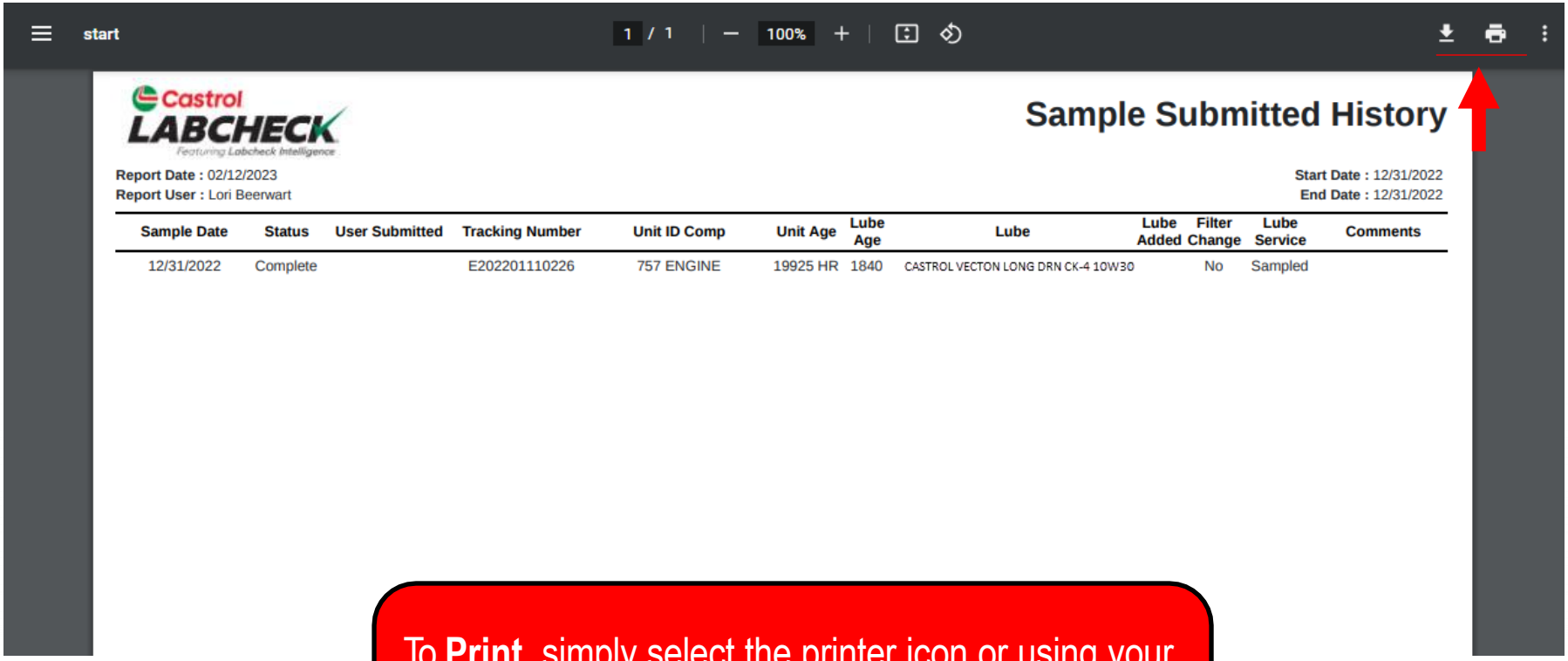
(Note: Please do not delete a label if you have sent this sample to the lab; deleted labels cannot be retrieved, so you may be asked to re-register.)

STATUS REPORT



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



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.

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