






# QUICK START GUIDE

# USING P-LABELS

Learn How To:

1. Register Samples Online
2. Modify & Track Labels
3. Review Sample Submitted History

# P-LABELS

 P201303010001	Unit ID: _____	
	Component: _____	
	Filter Changed: <input type="checkbox"/> YES <input type="checkbox"/> NO      Oil Changed: <input type="checkbox"/> YES / <input type="checkbox"/> NO	
	Time on Unit: _____      Sample Date: _____	
<p>↑ ↑ ↑ (Top of the Bottle) Peel and affix this label to your sample bottle</p> <p>Unit ID: _____</p> <p>Cpnt: _____</p> <p>Worksite: _____</p>	 Featuring Labcheck Intelligence	 P201303010001



P-labels are pre-printed bar code labels used for submitting samples. P-labels are used with a scanner when completing the label process. The P-label must be filled out by hand and registered online to complete the process. If you are interested in starting the P-label program, please contact your Castrol representative.

# 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 register your samples and create 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](mailto: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 type="checkbox"/>	ACME			
<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
<input type="checkbox"/>	001	Acme	PHILADELPHIA PA	GMC
<input type="checkbox"/>	004	Acme	PHILADELPHIA PA	Ford
<input type="checkbox"/>	004	Acme		F150
<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

FAST FILL-IN ▾

"003" / ENGINE

Unit Age: 557680

Lube Age: 11725

Last Sample: 10/18/2018

Sampled Date\*

01/26/2



Tracking Number

P281303010001

Unit Age\*

Age Units\*

Mi



Lube Age\*

Lube Service\*



Lube\*

CASTROL VECTON LONG DR...



Comment

Lube Added

Filter Changed\*

Request Oil Type

Fill in the required \* fields. You can add comments you would like the lab to know in the Comment text box.

**Please scan or type in the P-tracking number exactly as it is listed on your label.**  
Once all fields are filled in, click the **SUBMIT →** button.

# FILLING IN THE LABEL

✓ Select Component(s)


2 Label(s) Details

← BACK

SUBMIT →

FAST FILL-IN ▾

Sampled Date



Unit Age

Age Units

Lube

CASTROL VECTON LONG D...



Lube Age

Lube Service

Lube Added

Filter Changed

Comment

APPLY

"003" / TRANS-AUTO

Sampled Date\*

02/15/20



Tracking Number

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.

# 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			

After submitting your samples, you will land on the **History** tab. This is where you see your registered sample label and all the information that was filled in. You can now affix the label to the bottle and ship it to the lab for processing.




# AFFIX LABEL TO SAMPLE


Keep this larger portion for your records.


↑  
↑  
↑  
(Top of the Bottle)  
Peel and affix this label to  
your sample bottle

Unit ID: \_\_\_\_\_  
Cpnt: \_\_\_\_\_  
Worksite: \_\_\_\_\_

Unit ID: \_\_\_\_\_  
Component: \_\_\_\_\_  
Filter Changed:  YES  NO Oil Changed:  YES /  NO  
Time on Unit: \_\_\_\_\_ Sample Date: \_\_\_\_\_

 Castrol  
**LABCHECK**  
Featuring Labcheck Intelligence

  
P201303010001

  
P201303010001



Tear off this smaller portion and affix  
it to the sample bottle.

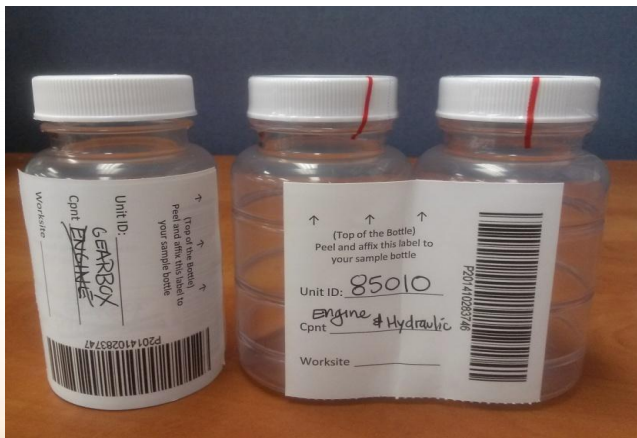
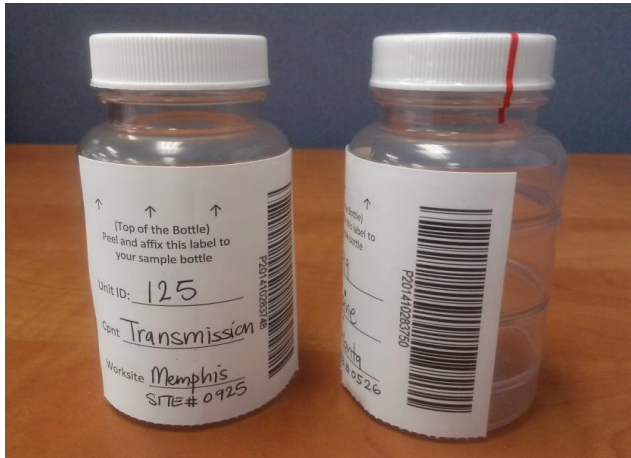
# LABEL DO'S and DON'TS

## Label Do's

- Register your sample before sending to the lab
- 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	Cancelled	1277	ENGINE	07/10/2572
<input type="checkbox"/>	E202205100068	Complete	40599	HYDRAULIC	05/09/2502
<input type="checkbox"/>	E2018041				
<input type="checkbox"/>	P2015120				
<input type="checkbox"/>	E2016061				
<input type="checkbox"/>	P202003				

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 if the sample status is In Transit. To do this, click on the **EDIT** button.  
*(Note: Please do not delete a label if you have sent a sample to the lab; deleted labels cannot be retrieved. You will be asked to re-register.)*

# STATUS REPORT

Wizard

History

+ Add Filter


EDIT

DELETE

 STATUS REPORT

 PRINT LABELS

1 ▾

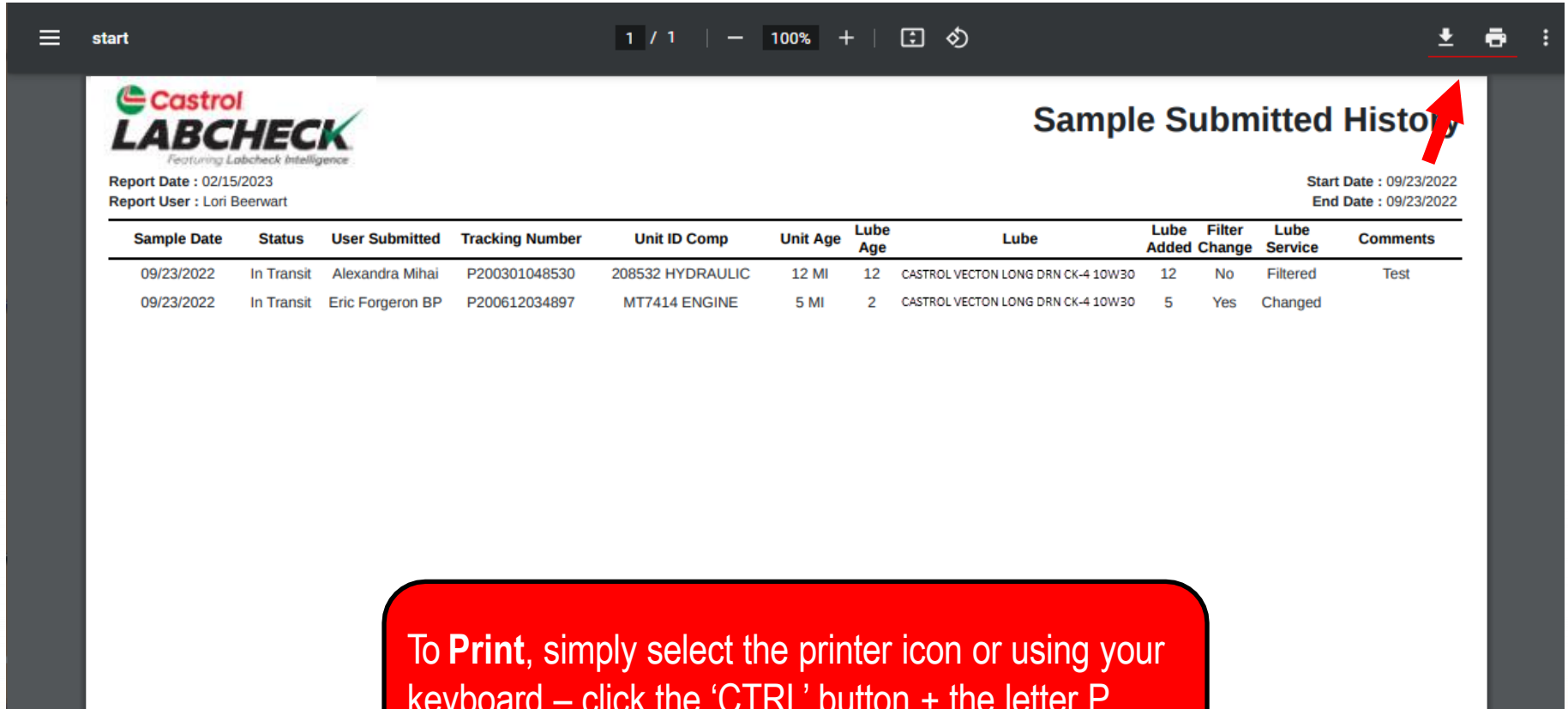
 Label Sheet Start Position



<input type="checkbox"/>	TRACKING NUMBER	STATUS	UNIT ID	COMPONENT	SAMPLED D.
<input type="checkbox"/>		- Select -			- Select -
<input type="checkbox"/>	P201512018117	Complete	41233	ENGINE	05/18/215
<input type="checkbox"/>	P202003197540	Complete	1267	ENGINE	05/17/203
<input type="checkbox"/>	P201710033817	Complete	2385	ENGINE	05/07/202
<input type="checkbox"/>	P202002035700	Complete	2405	ENGINE	12/02/202
<input checked="" type="checkbox"/>	P200301048530	In Transit	208532	HYDRAULIC	09/23/202
<input checked="" type="checkbox"/>	P200612034897	In Transit	MT7414	ENGINE	09/23/202
<input type="checkbox"/>	P202203037168	In Progress			
<input type="checkbox"/>	P202106044898	-			
<input type="checkbox"/>	P202201188047	-			

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 up with your PDF report.

# STATUS REPORT



start | 1 / 1 | - 100% + | [Download] [Print] [More]

## Sample Submitted History

Report Date : 02/15/2023 | Start Date : 09/23/2022  
Report User : Lori Beerwart | End Date : 09/23/2022

Sample Date	Status	User Submitted	Tracking Number	Unit ID Comp	Unit Age	Lube Age	Lube	Lube Added	Filter Change	Lube Service	Comments
09/23/2022	In Transit	Alexandra Mihai	P200301048530	208532 HYDRAULIC	12 MI	12	CASTROL VECTON LONG DRN CK-4 10W30	12	No	Filtered	Test
09/23/2022	In Transit	Eric Forgeron BP	P200612034897	MT7414 ENGINE	5 MI	2	CASTROL VECTON LONG DRN CK-4 10W30	5	Yes	Changed	

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](mailto:Labchecksupport@bureauveritas.com)

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

