



# QUICK START GUIDE

# WIDGETS

Learn About:

1. What widgets are and their functionality
2. How to customize widgets

# WIDGETS EXPLANATION

Widgets are graphical representations of your data that give you a higher level account overview.

Below is a list of explanations for each widget:

## Messages

- Displays your welcome message and other important notices

## Alerts

- Components overdue for sampling
- Equipment Maintenance Events
- Equipment has missing information

## Recent Samples by Severity

- Displays a graphical view of recent samples by severity

## Sample Status

- Ensures you always know the status of your samples, whether in transit, in progress or complete.

# WIDGETS EXPLANATION

## Track Samples

- Type in your tracking number to see if recently sent samples were received or completed

## Sample Turnaround

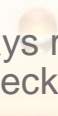
- Displays the average amount of time for samples in transit to arrive at our facilities and the average time our lab took to complete the samples

## Critical Condition

- Displays a list of current units and components that have critical conditions

## News

- Displays recent updates made in the Labcheck system



# SETTING UP WIDGETS

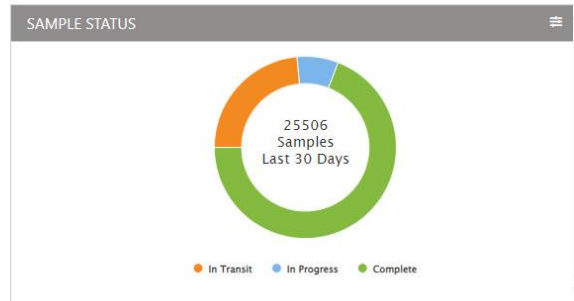

## Dashboard



### WELCOME WIDGET BP

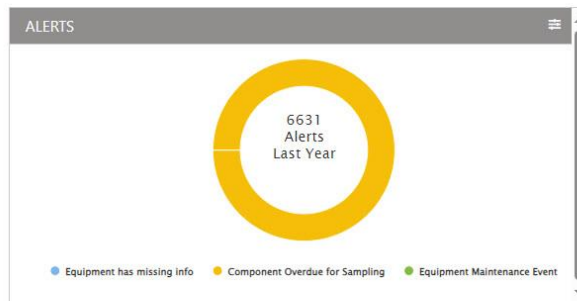
#### Welcome to a Brand New Labcheck

This new version of Labcheck maintains all of the great features you've used over the years to manage your sampling, reports and equipment. With the latest release, we've incorporated the most current technology to improve overall performance and search capabilities. If you need assistance, please visit [Labcheck Training Resources](#) online or contact the Labcheck Support Desk toll-free at 866-LABCHECK (522-2432) for help with a personal touch. Thank you for using the Castrol Labcheck program!

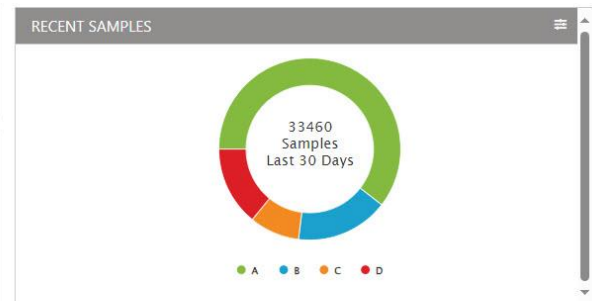
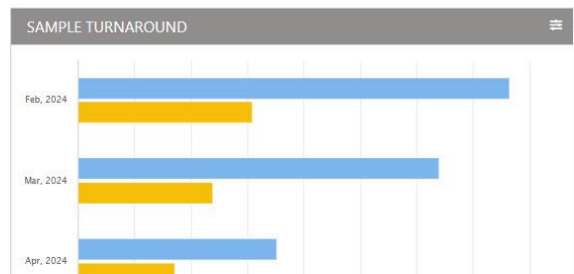


### NEWS

SAMPLE SUBMITTED	03/12/2024
Lori_BP Beerwart sampled unit 222 at site WCN	
SAMPLE SUBMITTED	02/16/2024
jessica rivera pena sampled unit 110 at site E 6111 HLG GDS of Charlotte and Transfer	
SAMPLE SUBMITTED	02/12/2024
jessica rivera pena sampled unit 221 at site E 6111 HLG GDS of Charlotte and Transfer	



### TRACK SAMPLES



### CRITICAL CONDITION

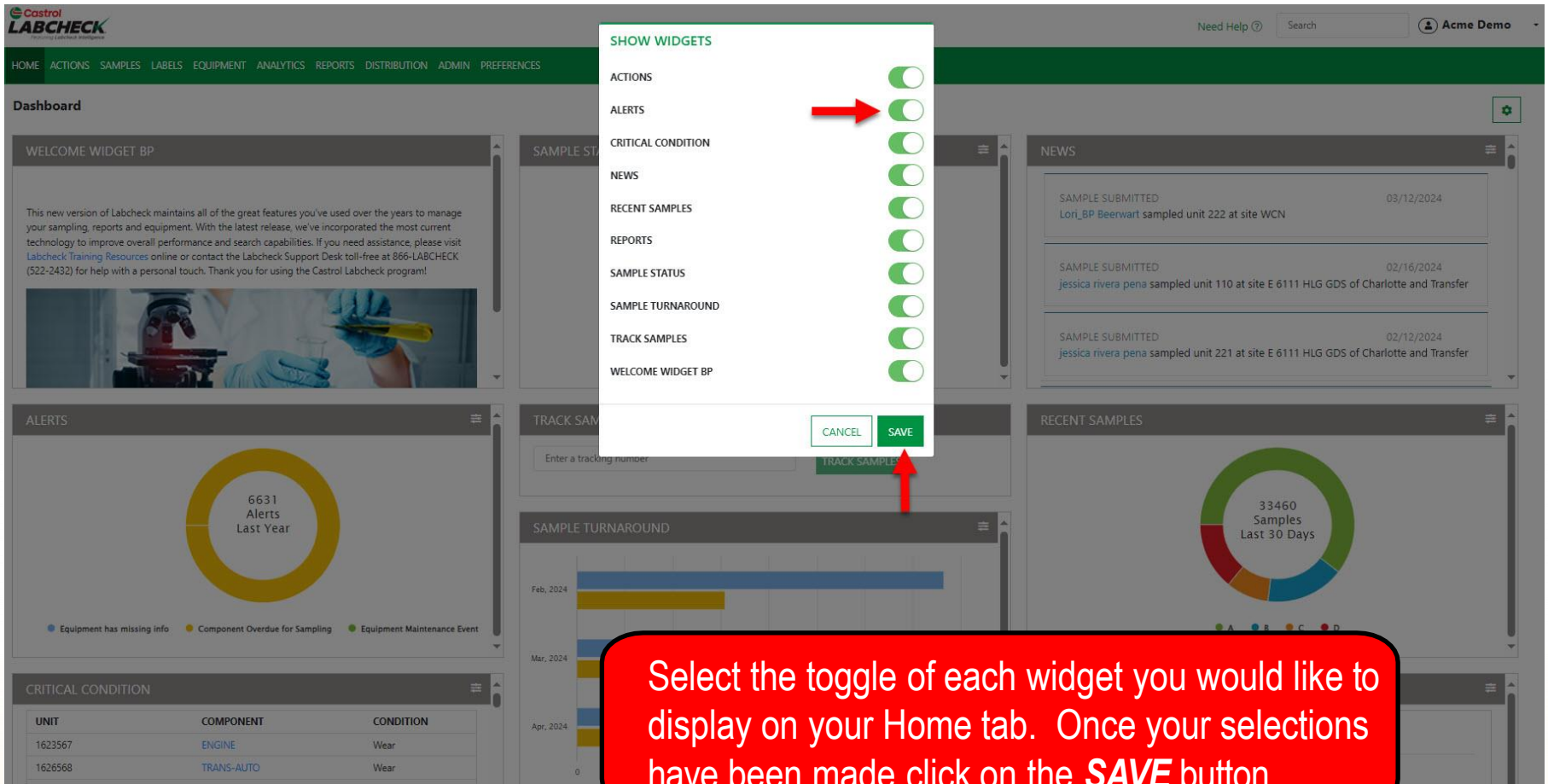
UNIT	COMPONENT	CONDITION
1623567	ENGINE	Wear
1626568	TRANS-AUTO	Wear
1626568	STEERING	Water/Wear

### ACTIONS

TO DO 2

On the **HOME** tab, you will see all the widgets. Click on the **Gear icon** to change your display.

# SETTING UP WIDGETS



**SHOW WIDGETS**

- ACTIONS
- ALERTS
- CRITICAL CONDITION
- NEWS
- RECENT SAMPLES
- REPORTS
- SAMPLE STATUS
- SAMPLE TURNAROUND
- TRACK SAMPLES
- WELCOME WIDGET BP

Select the toggle of each widget you would like to display on your Home tab. Once your selections have been made click on the **SAVE** button.

**Dashboard**

WELCOME WIDGET BP

6631 Alerts Last Year

- Equipment has missing info
- Component Overdue for Sampling
- Equipment Maintenance Event

CRITICAL CONDITION

UNIT	COMPONENT	CONDITION
1623567	ENGINE	Wear
1626568	TRANS-AUTO	Wear

NEWS

- SAMPLE SUBMITTED: Lori\_BP Beerwart sampled unit 222 at site WCN (03/12/2024)
- SAMPLE SUBMITTED: jessica rivera pena sampled unit 110 at site E 6111 HLG GDS of Charlotte and Transfer (02/16/2024)
- SAMPLE SUBMITTED: jessica rivera pena sampled unit 221 at site E 6111 HLG GDS of Charlotte and Transfer (02/12/2024)

RECENT SAMPLES

33460 Samples Last 30 Days

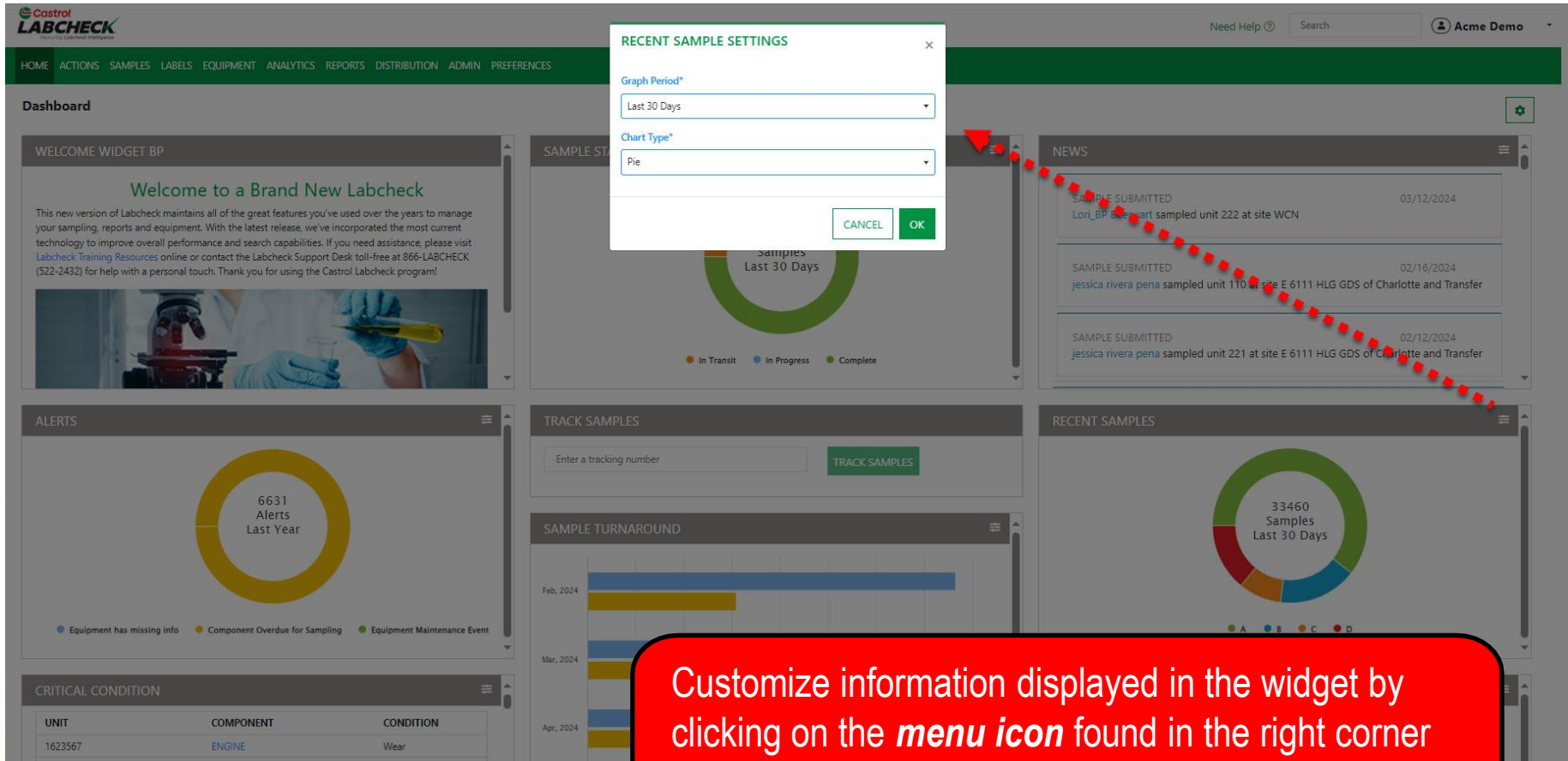
SAMPLE TURNAROUND

Feb, 2024

Mar, 2024

Apr, 2024

# CUSTOMIZING WIDGETS



The screenshot shows the Castrol Labcheck dashboard interface. A pop-up window titled "RECENT SAMPLE SETTINGS" is open, allowing users to customize the "RECENT SAMPLES" widget. The pop-up has two dropdown menus: "Graph Period\*" set to "Last 30 Days" and "Chart Type\*" set to "Pie". There are "CANCEL" and "OK" buttons at the bottom of the pop-up. A red dashed arrow points from the menu icon in the top right corner of the "RECENT SAMPLES" widget to the pop-up window.

**RECENT SAMPLE SETTINGS**

Graph Period\*  
Last 30 Days

Chart Type\*  
Pie

CANCEL OK

**RECENT SAMPLES**

33460 Samples Last 30 Days

NEWS

SAMPLE SUBMITTED 03/12/2024  
Lori BP Beyerhart sampled unit 222 at site WCN

SAMPLE SUBMITTED 02/16/2024  
jessica rivera pena sampled unit 110 at site E 6111 HLG GDS of Charlotte and Transfer

SAMPLE SUBMITTED 02/12/2024  
jessica rivera pena sampled unit 221 at site E 6111 HLG GDS of Charlotte and Transfer

**ALERTS**

6631 Alerts Last Year

Equipment has missing info Component Overdue for Sampling Equipment Maintenance Event

**TRACK SAMPLES**

Enter a tracking number TRACK SAMPLES

**SAMPLE TURNAROUND**

Feb, 2024

Mar, 2024

Apr, 2024

**CRITICAL CONDITION**

UNIT	COMPONENT	CONDITION
1623567	ENGINE	Wear

Customize information displayed in the widget by clicking on the *menu icon* found in the right corner of most widgets. A pop-up window will open. Click the **OK** button to save your changes.


# SAMPLE STATUS & TRACK SAMPLES

### Dashboard

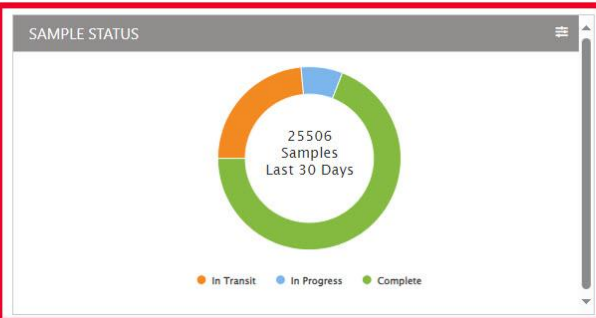
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#### SAMPLE STATUS



25506 Samples Last 30 Days

● In Transit ● In Progress ● Complete

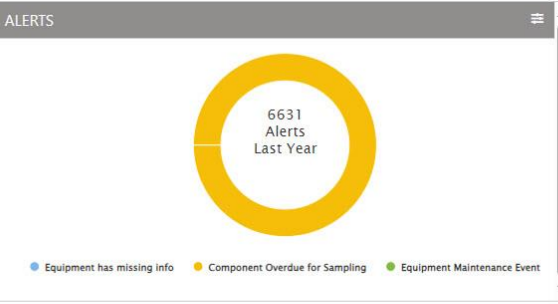
#### NEWS

SAMPLE SUBMITTED 03/12/2024  
Loñ\_BP Beerwart sampled unit 222 at site WCN

SAMPLE SUBMITTED 02/16/2024  
jessica rivera pena sampled unit 110 at site E 6111 HLG GDS of Charlotte and Transfer

SAMPLE SUBMITTED 02/12/2024  
jessica rivera pena sampled unit 221 at site E 6111 HLG GDS of Charlotte and Transfer

#### ALERTS



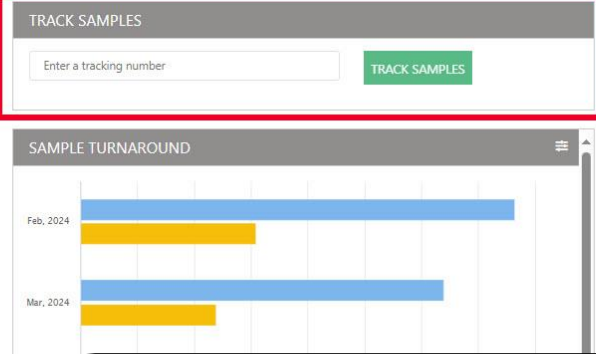
6631 Alerts Last Year

● Equipment has missing info ● Component Overdue for Sampling ● Equipment Maintenance Event

#### TRACK SAMPLES

Enter a tracking number

#### RECENT SAMPLES



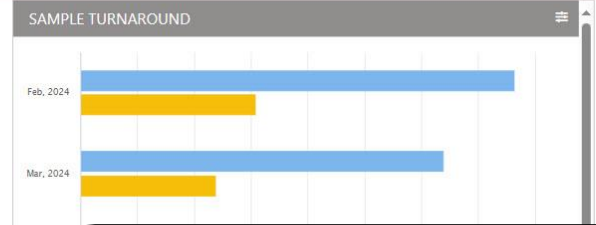
33460 Samples Last 30 Days

● A ● B ● C ● D

#### CRITICAL CONDITION

UNIT	COMPONENT	CONDITION
1623567	ENGINE	Wear
1626568	TRANS-AUTO	Wear
1626568	STEERING	Water/Wear

#### SAMPLE TURNAROUND



Feb. 2024

Mar. 2024

● A ● B

#### ACTIONS

The **Sample Status** and **Track Samples** widgets are only used for customers utilizing the online labelling system. Please view the **E-Labels** quick start guide to learn more.

# REARRANGE WIDGETS


## Dashboard




### WELCOME WIDGET BP

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### ALERTS




6631 Alerts Last Year

- Equipment has missing info
- Component Overdue for Sampling
- Equipment Maintenance Event

### CRITICAL CONDITION

UNIT	COMPONENT	CONDITION
1623567	ENGINE	Wear
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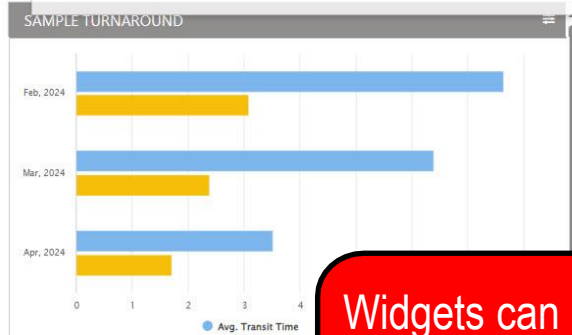
### SAMPLE STATUS



25506 Samples Last 30 Days

Enter a tracking number  TRACK SAMPLES

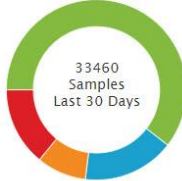
- In Transit
- In Progress
- Complete



### NEWS

SAMPLE SUBMITTED Lori_BP Beerwart sampled unit 222 at site WCN	03/12/2024
SAMPLE SUBMITTED jessica rivera pena sampled unit 110 at site E 6111 HLG GDS of Charlotte and Transfer	02/16/2024
SAMPLE SUBMITTED jessica rivera pena sampled unit 221 at site E 6111 HLG GDS of Charlotte and Transfer	02/12/2024

### RECENT SAMPLES



33460 Samples Last 30 Days

- A
- B
- C
- D

### ACTIONS

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Widgets can be rearranged by dragging and dropping them on the screen in the order that fits your needs.





**CASTROL LABCHECK SUPPORT DESK:**

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

[Labchecksupport@bureauveritas.com](mailto:Labchecksupport@bureauveritas.com)

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

