# LOAMS℠

Lube Oil Analysis Management System

# Quick Start Guide: Electronic (E) Labels

Move Forward with Confidence

**BUREAU VERITAS**

# E-Labels

► Learn How To:

1. Create Labels Online

2. Modify & Track Labels

3. Review Sample Submitted History

# Labels: Explore Tab or Find Tab



There are two ways to find equipment to register labels. The first is through the *Browse Tree* tab and the second is through the *Find Units* tab. To begin click on the *Equipment* tab.

# Equipment Hierarchy



To select your equipment through the Browse Tree, expand the hierarchy for the Unit(s) and Component(s) you are looking to print the labels for. Next, select the checkbox next to them and click on the *Print Labels* button.

# Find Units



Select Language  English

Loams Admin

HOME    SAMPLES    EQUIPMENT    LABELS    REPORTS    PREFERENCES

Quick Search    Need Help ?

Browse Tree    Find Units

Clear    Print Labels    Download Equipment

Filters
-- Sel ▾    +    ✎

| ☐ | Customer | Worksite | Unit ID | Unit Manufacturer | Unit Model | Component |
|---|----------|----------|---------|-------------------|------------|-----------|
| | | | 82909 x | | | |
| ☑ | Acme - 180260 | Circleville Recycling MRF | 82909 | Hyster | H SERIES | ENGINE |
| ☐ | Acme - 180260 | Circleville Recycling MRF | 82909 | Hyster | H SERIES | HYDRAULIC |

To select your equipment through the *Find Units* tab, search for the unit and components you want to register labels for. Next, select the checkbox next to them and click on the *Print Labels* button.

# Completing E-Label



Complete the required fields highlighted in yellow. You can also add any additional information you would like the lab to know, in the *Comments* field.

# Completing E-Label



The required fields are complete when the fields are no longer highlighted yellow. Once all fields are complete, the *Submit Samples* button becomes active for you to click on it to move forward.

# Completing E-Label



Clicking on the **+ Fast Fill** link allows you to save time when registering several samples at the same time. Fill out the fields that will be the same and then click *Copy to All Samples.*

# Tracking Number



Once you click **Submit Samples,** a pop up window will display. This alert informs you that tracking numbers will be assigned to your samples. Click **OK**.

# History/Status



This will bring you to the **History/Status** tab. Here is where you can see all the information that was filled out on the label(s), the submitted date, which user submitted the sample, the status of the sample, and the worksite.

# Printing Labels



Click on the *Print Labels* button to print your label(s). We recommend using Avery Label 5263 or any compatible 2"x 4" label. You can also select which label you would like to start printing on by selecting the drop down next to *Label Sheet Start Position*.
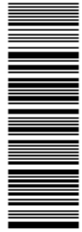
# Printing Labels



Once you click **Print Labels,** a pdf icon (or something similar) will appear. Click on the icon and a PDF version of your label(s) will display.

# Printing Labels
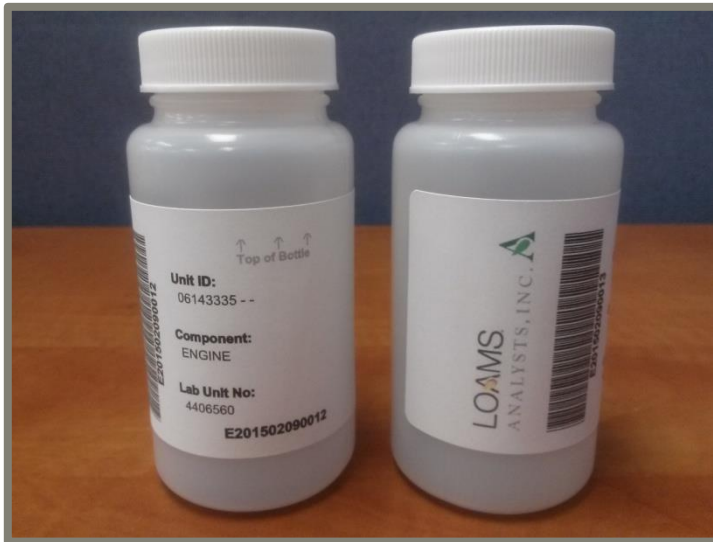
Top of Bottle

**Unit ID:**
82909 Hyster H SERIES

**Component:**
ENGINE

**Lab Unit No:**
5724372
E201801050002

From here, select ***Print*** from your PDF screen or on your keyboard hold down '**CTRL**' and the letter '**P**' at the same time. Once printed, affix the label to your sample and send to the laboratory.

# Label Do's and Don't's



## 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**

- **Make sure the lid is on securely**

## Label Dont's

- **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**

# Filter History



The *Filter History* link lets you search for previously submitted samples. Expand the box and fill out your search parameters. Once complete, click the *Submit Search Criteria* button.

# Tracking a Sample



You can track a sample by viewing the *Status*. There are three different status options that will display:

*Not Received* – This sample has not been received by the lab

*Received* - This sample has been received by the lab and is processing

*Completed* – The sample is complete – click the link to view the report

# Modify/Delete a Label



You can modify or delete information on a label as long as the sample status says "**Not Received**". To do so, click the **Modify** or **Delete** links.

# Status Report



The **Status Report** button lets you generate a printable PDF report of recent samples that were submitted. To print a report, select the checkboxes next to the label(s) you would like to print and click **Status Report**. A new window will open up with your report.

# Status Report



To print, select *Print* from your PDF window. You can also print by using your keyboard (Hold down '**CTRL**' and the letter '**P**' at the same time.).

# LOAMS

## Lube Oil Analysis Management System

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