



# LOAMS<sup>SM</sup>

Lube Oil Analysis Management System

## Quick Start Guide: Electronic (E) Labels



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*Move Forward with Confidence*

# E-Labels

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## ► Learn How To:

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

# Labels: Explore Tab or Find Tab



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Select Language English

Loams Admin

New Samples

History/Status

Filters -- Select Filter --



No units selected for sampling. Use a filter above or select from the Equipment Page:

Use Checkboxes in Equipment Tree

or

Find Equipment and Check

HOME SAMPLES EQUIPMENT LABELS REPORTS PREFERENCES ADMIN

Browse Tree Find Units

Quick filter here...

Compare Graph Print Labels

- A-24 White Gmc Trucks Unknown/Unspecified
- A-26 International 7400 ENGINE
- A-27 International 7400 ENGINE
- A-28 International 4900
- A-29 International 2554
- A-30 International 7400
- A-31 International 4900
- A-32 International 7400
- A-33 Caterpillar 938G
- A-35 John Deere 650J
- A-37 Not Specified Unknown/Unspecified
- A-76 Freightliner PL70
- A-80 Not Specified Unknown/Unspecified

HOME SAMPLES EQUIPMENT LABELS REPORTS PREFERENCES ADMIN

Browse Tree Find Units

Clear Print Labels Download Equipment

Customer	Worksite	Unit ID
alabama	Filter...	Filter...
<input checked="" type="checkbox"/> Alabama River Cellulose Llc	PERDUE HILL	01-475203
<input checked="" type="checkbox"/> Alabama River Cellulose Llc	PERDUE HILL	01-472169
<input checked="" type="checkbox"/> Alabama River Cellulose Llc	PERDUE HILL	01-475202
<input type="checkbox"/> Alabama River Cellulose Llc	PERDUE HILL	01-475207
<input type="checkbox"/> Alabama River Cellulose Llc	PERDUE HILL	01-725305

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



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HOME SAMPLES **EQUIPMENT** LABELS REPORTS PREFERENCES

Quick Search

Need Help ?

Browse Tree

Find Units

Quick filter here...

Compare Graph

Print Labels

- ACME - CENTRAL OHIO MARKET
  - Acme - 180260, Circleville Recycling
  - 82909 Hyster H SERIES
    - ENGINE
    - HYDRAULIC
  - 82922 Not Specified
  - 82924 Not Specified
  - Acme - 180513, Richland County Recy
  - Acme - 180520, Columbus OH Recycli
  - Acme - 180680, Chillicothe Recycling
  - Acme - 180690, MT. Vernon Recycling
  - Acme - 20140, Beech Hollow Landfill
  - Acme - 20160, PIKE COUNTY LANDFILL
  - Acme - 20511, Harvard Road Transfer
  - Acme - 20512, Noble Road Landfill
  - Acme - 20514, Richland County Trans
  - Acme - 20520, Columbus OH Transfer
  - Acme - 70060, Ohio Valley Shop
  - Acme - 70063, Ohio Valley Transfer St
  - Acme - 70140, Beech Hollow Garage
  - Acme - 70160, PIKE COUNTY
  - Acme - 70260, Circleville
  - Acme - 70262, Circleville Transfer Sta

Unit Details

Component List

82511 Ford 2001 F250 PICK UP

Unit ID: 82511

Model: Ford 2001 F250  
PICK UP

Serial Number: 1FTNF21L01EA97830

Age Units:

Changed By: CMT\_UPDATE\_UNIT\_08

Changed On: 08/04/2014

Modify

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



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Quick Search

Need Help ?

Browse Tree

Find Units

Clear Print Labels Download Equipment

Filters

-- Sel +

<input type="checkbox"/>	Customer	Worksite	Unit ID	Unit Manufacturer	Unit Model	Component
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="82909"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/>	Acme - 180260	Circleville Recycling MRF	82909	Hyster	H SERIES	ENGINE
<input type="checkbox"/>	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



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HOME SAMPLES EQUIPMENT **LABELS** REPORTS PREFERENCES

Quick Search

Need Help ?

New Samples

History/Status

Filters

Remove All

Submit Samples

-- Select Filter --



required fields



+ Fast Fill

	Unit ID/Component	Sampled Date	Unit Age	Lube Age	Age Units	Lube	Lube Added
	82909 ENGINE	Jan 05, 2018	<input type="text"/>	<input type="text"/>	Hr	<input type="text"/>	<input type="text"/>
		<b>Tracking Number:</b>	<input type="text"/>	<b>Filter Changed:</b>	<input type="text"/>	<b>Comment:</b>	<input type="text"/>
				<b>Lube Service:</b>	<input type="text"/>		

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



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HOME SAMPLES EQUIPMENT LABELS REPORTS PREFERENCES

Quick Search

Need Help ?

New Samples

History/Status

Remove All

Submit Samples

Filters

-- Select Filter --



required fields



+ Fast Fill

	Unit ID/Component	Sampled Date	Unit Age	Lube Age	Age Units	Lube	Lube Added
	82909 ENGINE	<input type="text" value="Jan 05, 2018"/>	<input type="text" value="12345"/>	<input type="text" value="123"/>	<input type="text" value="Hr"/>	<input type="text" value="CASTROL 'TECTION EXTRA' 5W30"/>	<input type="text"/>
		<b>Tracking Number:</b> <input type="text"/>		<b>Filter Changed:</b> <input type="text" value="Yes"/>		<b>Comment:</b> <input type="text"/>	
				<b>Lube Service:</b> <input type="text" value="Changed"/>			

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



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Quick Search

Need Help ?

New Samples

History/Status

Filters

Remove All

Submit Samples

-- Select Filter --



required fields

+ Fast Fill

Copy to All Samples

Sampled Date	Unit Age	Age Units	Lube
MMM dd, yyyy	0		
Filter Changed:		Comment:	
Lube Service:			

	Unit ID/Component	Sampled Date	Unit Age	Lube Age	Age Units	Lube	Lube Added
	82909 ENGINE	Jan 05, 2018	12345	123	Hr	CASTROL "TECTION EXTRA" 5W30	
		Tracking Number:		Filter Changed:	Yes	Comment:	

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



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## Information



These samples do not have tracking numbers. Tracking numbers will be automatically generated.

Ok

+ Fast Fill

	Unit ID/Component	Sampled Date	Unit Age	Lube Age	Age Units	Lube	Lube Added
	82909 ENGINE	Jan 05, 2018	12345	123	Hr	CASTROL "TECTION EXTRA" 5W30	
		<b>Tracking Number:</b>	<input type="text"/>	<b>Filter Changed:</b>	Yes	<b>Comment:</b>	<input type="text"/>
				<b>Lube Service:</b>	Change		

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



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HOME SAMPLES EQUIPMENT **LABELS** REPORTS PREFERENCES

Quick Search

Need Help ?

New Samples

History/Status



Status Report

Print Labels

1

Label Sheet Start Position

Filters

-- Select Filter --



Filter History

<input checked="" type="checkbox"/>	Unit ID/Component	Sampled Date	Unit Age	Lube Age	Age Units	Lube	Lube Added
<input checked="" type="checkbox"/>	82909 ENGINE	01/05/2018	12345	123	Hours	CASTROL "TECTION EXTRA" 5W30	
		<b>Tracking Number:</b>	E201801050002	<b>Filter Changed:</b>	Yes	<b>Comment:</b>	
				<b>Lube Service:</b>	Changed		
		<a href="#">Modify</a> <a href="#">Delete</a> <b>Submitted Date:</b> 01/05/2018 <b>Submitted By:</b> mmcbayne <b>Status:</b> Not Received <b>Worksite:</b> Circleville Recycling MRF					

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



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Quick Search

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Avery 5263 or Compatible  
2" x 4" 10 per sheet

1	2
3	4
5	6
7	8
9	10

New Samples

History/Status

Status Report

Print Labels

1

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St

Filters

-- Select Filter --

Filter History

<input checked="" type="checkbox"/>	Unit ID/Component	Sampled Date	Age	Age Units	Lube	Lube Added
<input checked="" type="checkbox"/>	82909 ENGINE	01/05/2018		Hours	CASTROL "TECTION EXTRA" 5W30	
		<b>Tracking Number:</b>	E201801050002	<b>Filter Changed:</b>	Yes	<b>Comment:</b>
				<b>Lube Service:</b>	Changed	
		<a href="#">Modify</a> <a href="#">Delete</a>	<b>Submitted Date:</b> 01/05/2018 <b>Submitted By:</b> mmcbayne <b>Status:</b> Not Received <b>Worksite:</b> Circleville Recycling MRF			

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



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HOME SAMPLES EQUIPMENT **LABELS** REPORTS PREFERENCES

Quick Search

Need Help ?

New Samples

History/Status

Status Report

Print Labels

1

Label Sheet Start Position

Filters

-- Select Filter --

Filter History

<input type="checkbox"/>	Unit ID/Component	Sampled Date	Unit Age	Lube Age	Age Units	Lube	Lube Added
<input type="checkbox"/>	82909 ENGINE	01/05/2018	12345	123	Hours	CASTROL "TECTION EXTRA" 5W30	
		<b>Tracking Number:</b>	E201801050002	<b>Filter Changed:</b>	Yes	<b>Comment:</b>	
				<b>Lube Service:</b>	Changed		
		<b>Modify Delete Submitted Date:</b> 01/05/2018 <b>Submitted By:</b> mmcbayne <b>Status:</b> Not Received <b>Worksite:</b> Circleville Recycling MRF					

Online Help

Quick Links

Help Desk



ReportLabels (41).pdf



Show all downloads...

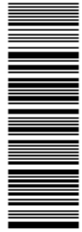
Once you click **Print Labels**, a pdf icon (or something similar) will appear. Click on the icon and a PDF version of your label(s) will display.

# Printing Labels



ReportLabels (41).pdf

1 / 1



E201801050002

↑ ↑ ↑  
Top of Bottle

**Unit ID:**  
82909 Hyster H SERIES

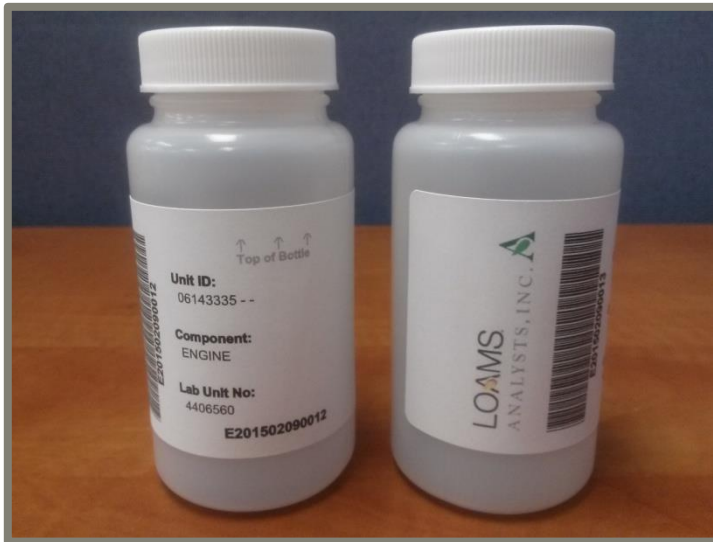
**Component:**  
ENGINE

**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



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Quick Search

Need Help ?

New Samples

History/Status

Status Report

Print Labels

1

Label Sheet  
Start Position

Filters

-- Select Filter --



Filter History



Select Date Range

Today  Last 30 Days  Last 60 Days  Only Samples in Date Range

Earliest: MM Latest: MMM

Add Filters

Component

Unit ID

Worksite

Tracking Number

Status



Submit Search Criteria

Reset Form

<input type="checkbox"/>	Unit ID/Component	Sampled Date	Unit Age	Lube Age	Age Units	Lube	Lube Added
<input type="checkbox"/>	82909 ENGINE	01/05/2018	12345	123	Hours	CASTROL "TECTION EXTRA" 5W30	
		Tracking Number E20180105					

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



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HOME SAMPLES EQUIPMENT LABELS REPORTS PREFERENCES

Quick Search

Need Help ?

New Samples History/Status

Status Report

Print Labels

1

Label Sheet  
Start Position

Filters

-- Select Filter --



Filter History

<input type="checkbox"/>	Unit ID/Component	Sampled Date	Unit Age	Lube Age	Age Units	Lube	Lube Added
<input type="checkbox"/>	82909 ENGINE	01/05/2018	12345	123	Hours	CASTROL "TECTION EXTRA" 5W/30	
		<b>Tracking Number:</b> E201801050002		<b>Filter Changed:</b> Yes		<b>Comment:</b>	
				<b>Lube Service:</b> Change			
		<a href="#">Modify</a> <a href="#">Delete</a>	<b>Submitted Date:</b> 01/05/2018	<b>Submitted By:</b> mmcbayne	<b>Status:</b> Not Received	<b>Worksite:</b> Circleville Recycling MRF	

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



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HOME SAMPLES EQUIPMENT LABELS REPORTS PREFERENCES

Quick Search

Need Help ?

New Samples

History/Status

Status Report

Print Labels

1

Label Sheet  
Start Position

Filters

-- Select Filter --



Filter History

<input type="checkbox"/>	Unit ID/Component	Sampled Date	Unit Age	Lube Age	Age Units	Lube	Lube Added
<input type="checkbox"/>	82909 ENGINE	01/05/2018	12345	123	Hours	CASTROL "TECTION EXTRA" 5W/30	
		<b>Tracking Number:</b> E201801050002		<b>Filter Changed:</b> Yes		<b>Comment:</b>	
				<b>Lube Service:</b> Changed			
		<a href="#">Modify</a> <a href="#">Delete</a> Submitted Date:01/05/2018 Submitted By:mmcbayne Status: <b>Not Received</b> Worksite:Circleville Recycling MRF					



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



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Quick Search

Need Help ?

New Samples

History/Status

Status Report

Print Labels

1 ▾

Label Sheet  
Start Position

Filters

-- Select Filter -- ▾



Filter History

<input checked="" type="checkbox"/>	Unit ID/Component	Sampled Date	Unit Age	Lube Age	Age Units	Lube	Lube Added
<input checked="" type="checkbox"/>	82909 ENGINE	01/05/2018	12345	123	Hours	CASTROL "TECTION EXTRA" 5W30	
		<b>Tracking Number:</b>	E201801050002	<b>Filter Changed:</b>	Yes	<b>Comment:</b>	
				<b>Lube Service:</b>	Changed		
		<a href="#">Modify</a> <a href="#">Delete</a>	<b>Submitted Date:</b> 01/05/2018 <b>Submitted By:</b> mmcbayne <b>Status:</b> Not Received <b>Worksite:</b> Circleville Recycling MRF				

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



SampleSubmittedHistory (17).pdf

1 / 1



## LOAMS™

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### Sample Submitted History

Report Date: Jan 5, 2018 11:55:00 AM

Start Date: 01/05/18

Report User: mmcbayne

End Date: 01/05/18

Sample Date	Status	User Submitted	Tracking Number	Unit ID/Component	Unit Age	Lube Age	Lube	Lube Added	Filter Change	Lube Service	Comments
01/05/18	Cancelled	mmcbayne	E201801050002	82909 ENGINE	12345 Hours	123	CASTROL TECTION EXTRA 5W30		Yes	C	

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® SUPPORT DESK:**

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