

# Quick Start Guide

## Configuring Your Communication Preferences

### ○ Objectives:

- 1** Review the preferences tab
- 2** Explore the notification, alerts, and regional settings
- 3** Learn how to configure your communication preferences



## The Preferences Tab

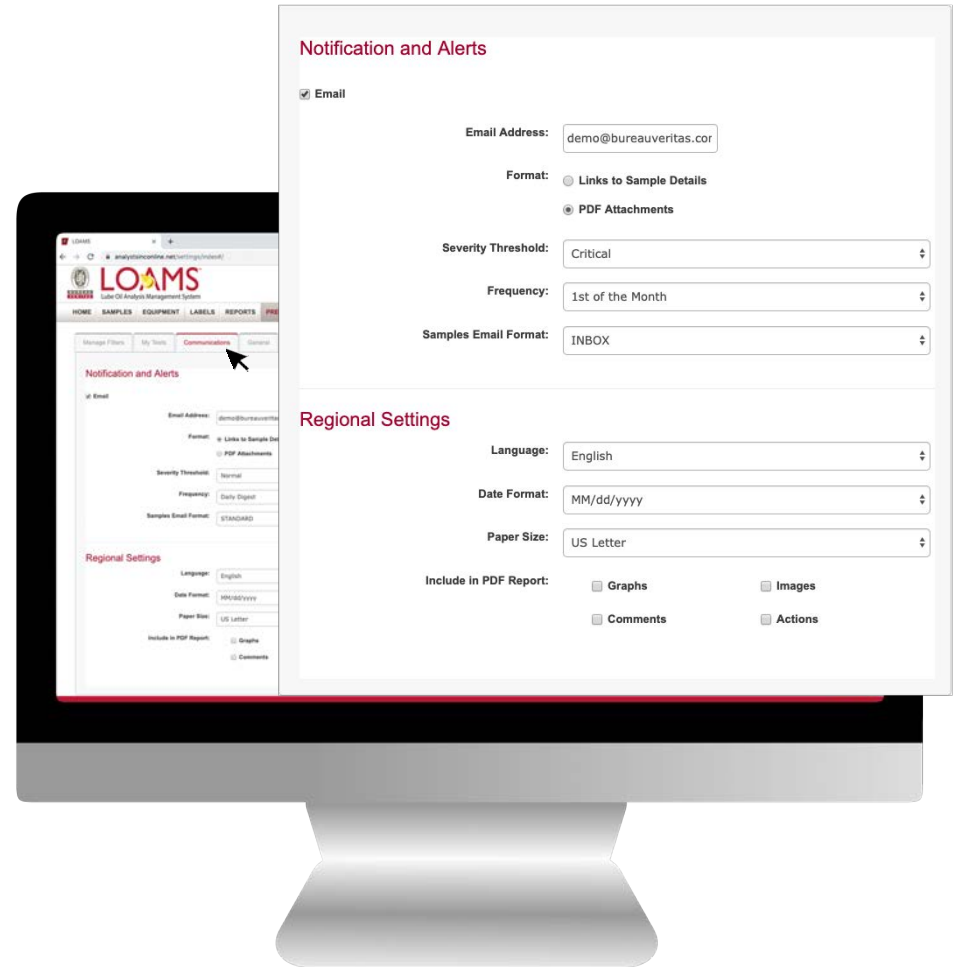
- The preferences tab is the section in LOAMS that gives you access to configuring your communication preferences. You can quickly access this section by hovering your cursor over the preferences tab and selecting the communications option from the drop down menu. In this quick start guide, you'll:
  - ✓ Explore the notification and alerts settings
  - ✓ Explore the regional settings
  - ✓ Learn how to configure your communication preferences





## Notification and Alerts Settings

- In the communications section, you will see the notification and alerts settings and the regional settings.
- The notification and alerts settings allow users to add or modify the following preferences:
  - ✓ Email address
  - ✓ Report format
  - ✓ Severity threshold
  - ✓ Email frequency
  - ✓ Sample email format
  - ✓ Fax number





## Email Communications: Opting-in and Opting Out

○ Users typically make changes to their email settings each time they decide to utilize a different user email. The email that a user adds will be the default email address to receive notifications and alerts from LOAMS.



Users can opt-in to receive email notifications by selecting the email checkbox; the checkmark will indicate you have opted-in.



Users can also opt-out of receiving email notifications by deselecting the checkmark in the checkbox.



Please note, click the save button located at the bottom right corner of the page to save your preferences.



The screenshot displays the LOAMS user interface. The top navigation bar includes 'HOME', 'SAMPLES', 'EQUIPMENT', 'LABELS', 'REPORTS', and 'PRE'. The main content area is divided into two sections: 'Notification and Alerts' and 'Regional Settings'. In the 'Notification and Alerts' section, the 'Email' checkbox is checked, and a mouse cursor is pointing at it. Below this, the 'Email Address' field contains 'demo@bureauveritas.cor'. The 'Format' section has 'Links to Sample Details' selected. The 'Severity Threshold' is set to 'Critical', 'Frequency' is '1st of the Month', and 'Samples Email Format' is 'INBOX'. The 'Regional Settings' section shows 'Language' as 'English', 'Date Format' as 'MM/dd/yyyy', and 'Paper Size' as 'US Letter'. The 'Include in PDF Report' section has checkboxes for 'Graphs', 'Images', 'Comments', and 'Actions', all of which are currently unchecked.



## Email Format: Links and PDF Attachments

- In the notification and alerts settings, users can select the format in which they would prefer to receive sample details. User can easily choose their preferred format option by selecting the rounded checkbox.



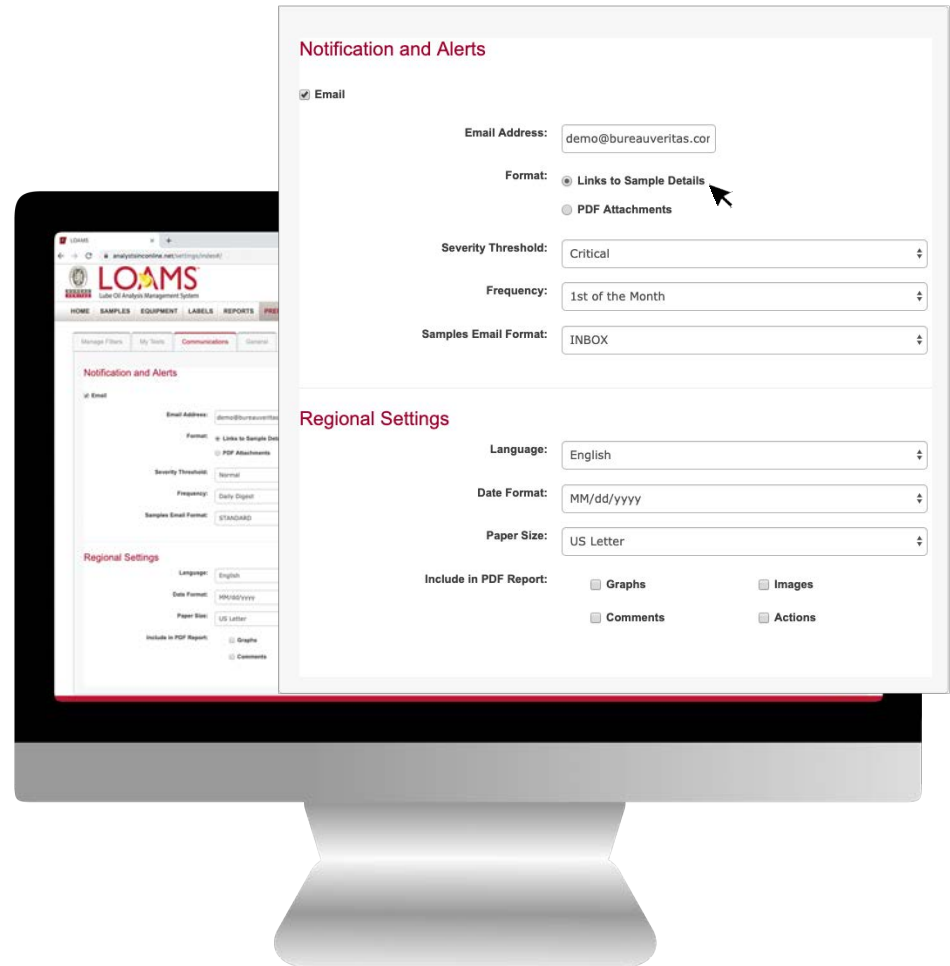
By default, all users are set to receive links to view sample details. LOAMS emails you links that take you to the website to log in and view your reports.



Users can also select the PDF attachments option. Selecting this preference ensures that LOAMS sends reports directly to your email.



Please note, click the save button located at the bottom right corner of the page to save your preferences.





## Severity Threshold

- The severity threshold option allows users to receive notifications and alerts based on the severity of a sample. This preference is enabled by selecting the severity type and clicking the save button. This action will ensure that each time a sample report has the severity you selected, LOAMS will send you an email alert to notify you.



Please note, below are the reports LOAMS will send you for the severity threshold you have selected.

**Normal** - emails will include notifications for all sample severities.

**Monitor** - emails will include notifications for samples with the monitor, abnormal and critical severities.

**Abnormal** - emails will include notifications for samples with abnormal and critical conditions.

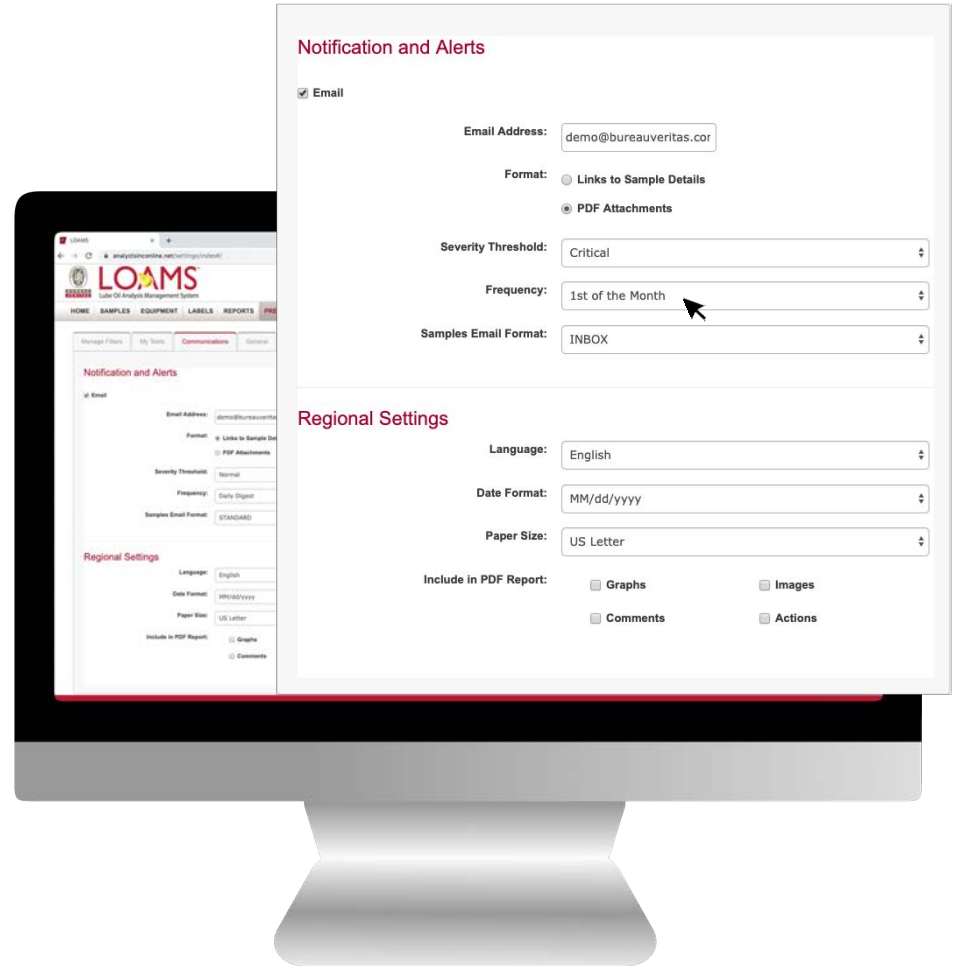
**Critical** - emails will include notifications for samples with critical severities only.





## Frequency

- Selecting the frequency drop down menu gives users the option of configuring how often LOAMS should send notifications and alerts. Select your preferred option and click save to save your preferences. A user can modify the LOAMS communication frequency preference at any time.

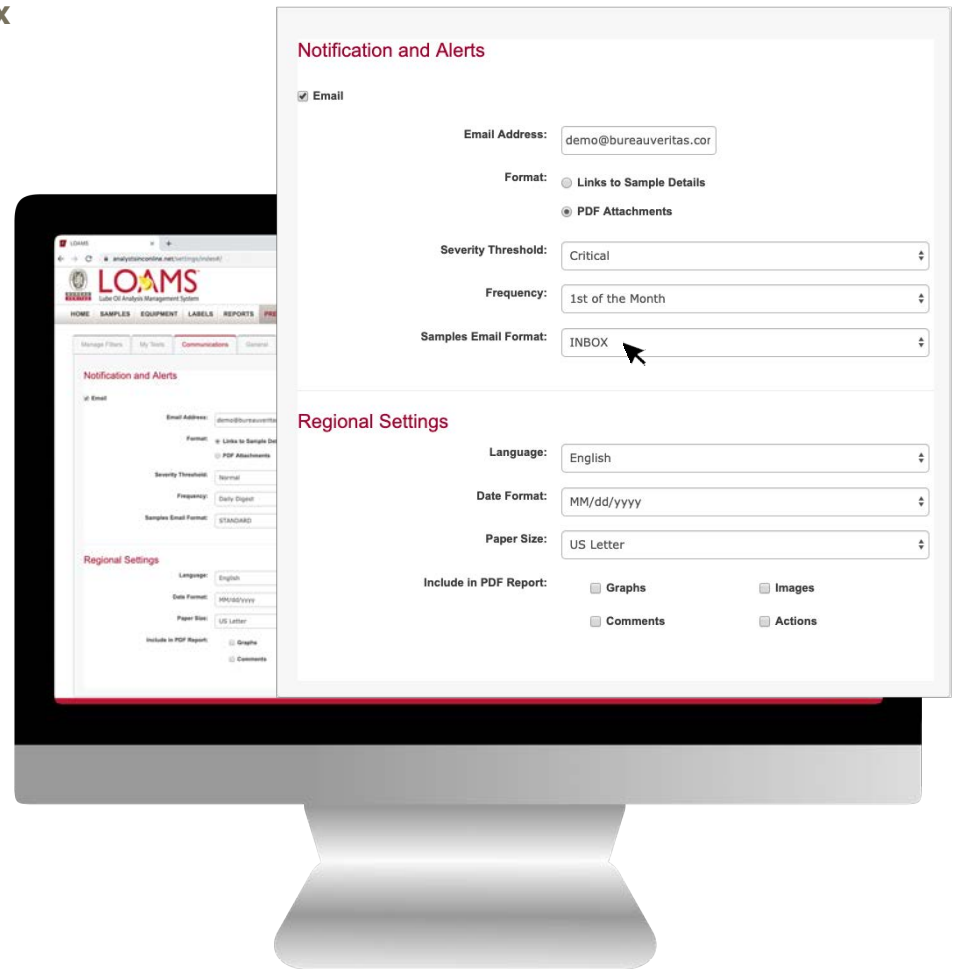


Please note, click the save button located at the bottom right corner of the page to save your preferences.



## Samples Email Format: Standard and Inbox Formats

- The samples email option allows users to select the preference of receiving links in standard or inbox formats.
- ✓ A standard sample email format will contain plain text.
- ✓ The inbox email format will display a more visual layout view of your sample details.

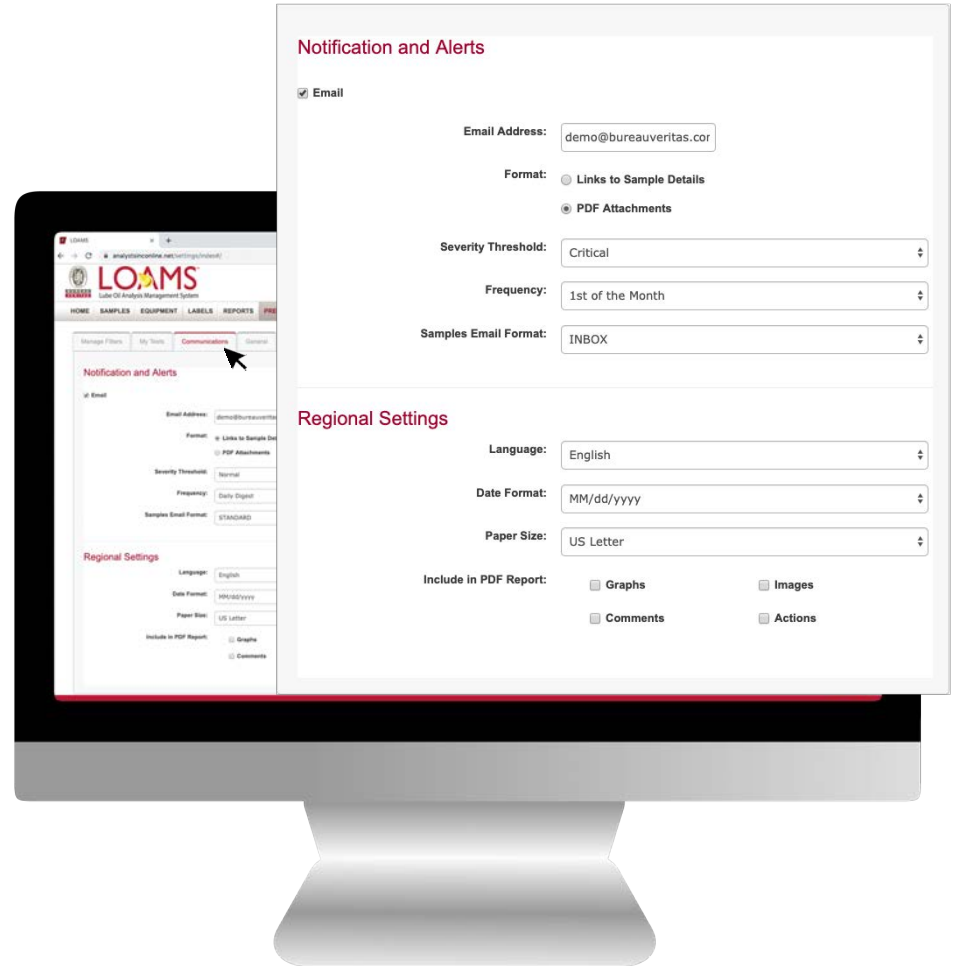


Please note, click the save button located at the bottom right corner of the page to save your preferences.








## Regional Settings

- The regional settings allow users to:
  - ✓ Adjust language settings
  - ✓ Select the date format
  - ✓ Modify the paper size of the sample report
  - ✓ Include comments, images, actions, and graphing options to email communications sent by LOAMS.





LOAMS — The Lube Oil Analysis Management System — by Bureau Veritas gives you access to real-time oil analysis data from your computer, tablet or mobile device. LOAMS is:

-  **Cloud-Based** Multiple graphing functions allow users to create custom graphs to plot trends and compare equipment.
-  **Scalable** LOAMS can be scaled to match your needs.
-  **Configurable** Data access, user permissions and system functionalities can be configured by user or company.
-  **Customizable** Users can customize the application to manage data according to individual needs and preferences.
-  **Simple** User-friendly interface provides a simple and easy-to-use application for all skill levels.



## LOAMS SUPPORT DESK

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