



# System Navigation

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Learn:

1. What widgets are and their functionality
2. How to customize widgets
3. Inbox Customization
4. Sample Searches
5. View, Print & Save Reports

# Setting up Widgets

Messages

Welcome to LOAMS

Visit our [LOAMS Resource Center](#).

Alerts

**SAMPLE ACTIONS**  
Unviewed Critical (0)  
Unviewed Abnormal (0)

**EQUIPMENT ACTIONS**  
[Units overdue for sampling \(2141\)](#)  
Units due for sampling (0)

Recent Samples By Severity

All Samples



Other 0   Other 1   Normal  
Monitor   Abnormal   Critical

News

**Sample Submitted** 24-Apr-2015  
Frank Gilboy sampled unit 405781 Mack ETEC ENGINE at site Columbus OH Transfer Sta. [Acme - 20520]

**Unit Moved** 23-Apr-2015  
Frank Gilboy moved unit RC472 International 1994 IH 9200 TRACTOR from site Change Worksite Here [Acme - 100250] to site Noble Road Landfill [Acme - 20512]

**Unit Moved** 16-Apr-2015  
Frank Gilboy moved unit Testing Analysts Inc - from site Columbus OH Recycling MRF [Acme - 180520] to site

Samples Status

All Samples



In Transit   In Progress  
Complete

Sample Turnaround



Apr 14  
May 14  
Jun 14  
Jul 14  
Aug 14  
Sep 14  
Oct 14  
Nov 14  
Dec 14

Critical Condition

Unit	Component	Condition
206226	ENGINE	C

Track Samples

Track Sample

On the home tab you'll see your messages widget and alerts widget . To display all of your widgets click on the **Gear Icon** in the upper right hand corner.

# Setting up Widgets

**LOAMS**<sup>™</sup>  
Lube Oil Analysis Management System

Select Language  English

Frank Gilboy ▾ Last login on 04/24/2015

HOME SAMPLES EQUIPMENT LABELS R

 Quick Search   Need Help?

Messages

Welcome to LOAMS

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Samples Status 

All Samples



 In Transit  In Progress  
 Complete

Track Samples

Track Sample

## Dashboard Settings



### Show/Hide Widgets

- Recent Samples by Severity
- Samples Status
- Track Samples
- Sample Turnaround
- Critical Condition
- News

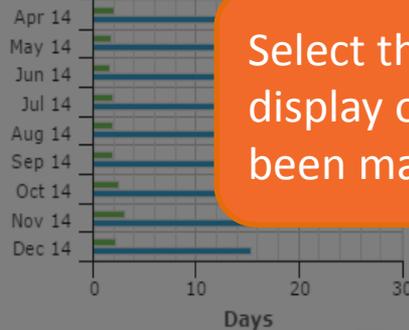


Save

Cancel

Select the checkboxes next to the Widgets you'd like to display on your Home tab. Once your selections have been made click **Save**.

### Sample Turnaround



104713 ENGINE 0

News 

### Sample Submitted

24-Apr-2015



Frank Gilboy sampled unit 405781 Mack ETEC ENGINE at site Columbus OH Transfer Sta. [Acme - 20520]

### Unit Moved

23-Apr-2015



Frank Gilboy moved unit RC472 International 1994 IH 9200 TRACTOR from site Change Worksite Here [Acme - 100250] to site Noble Road Landfill [Acme - 20512]

### Component Moved

14-Apr-2015



Frank Gilboy moved component Press from unit Testing Analysts Inc - to unit 02404 Kenworth T 800

# Customizing Widgets



Lube Oil Analysis Management System

Select Language English

Frank Gilboy Last login on 04/24/2015

- HOME
- SAMPLES
- EQUIPMENT
- LABELS
- REPORTS
- PREFERENCES
- ADMIN

Quick Search Need Help

### Messages

Welcome to LOAMS

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### Alerts

**SAMPLE ACTIONS**  
Unviewed Critical (0)  
Unviewed Abnormal (0)

**EQUIPMENT ACTIONS**  
[Units overdue for sampling \(2141\)](#)  
Units due for sampling (0)

### Recent Samples By Severity

All Samples

Other 0 Other 1 Normal  
Monitor Abnormal Critical

### News

- Sample Submitted** 24-Apr-2015  
Frank Gilboy sampled unit 405781 Mack ETEC ENGINE at site Columbus OH Transfer Sta. [Acme - 20520]
- Unit Moved** 23-Apr-2015  
Frank Gilboy moved unit RC472 International 1994 IH 9200 TRACTOR from site Change Worksite Here [Acme - 100250] to site Noble Road Landfill [Acme - 20512]
- Unit Moved** 16-Apr-2015  
Frank Gilboy moved unit Testing Analysts Inc - from site Columbus OH Recycling MRF [Acme - 180520] to site MT. Vernon Recycling [Acme - 180690]
- Component Moved** 14-Apr-2015  
Frank Gilboy moved

### Samples Status

All Samples

In Transit In Progress  
Complete

### Sample Turnaround

Month	Turnaround
Apr 14	25
May 14	15
Jun 14	15
Jul 14	12
Aug 14	12
Sep 14	12
Oct 14	15
Nov 14	15
Dec 14	15

### Critical Condition

Unit	Component	Condition
206226	ENGINE	C
206226	ENGINE	CA
103245	TRANS-AUTO	Q
104713	ENGINE	O

### Track Samples

Track Sample

Customize information displayed in widgets by clicking on the **Gear Icon** found in the right corner of most widgets.

# Sample Inbox Customization

Inbox

Search

Date Range: 1st Year

Show: All

✕ Clear from Inbox

📄 Export XLS

🖨 Print Report(s)

🔍 Show/hide columns

<input type="checkbox"/>	Sampled Date	Severity	Unit ID	Component	Customer	Worksite	Oil Age	Manufacturer / Model	U
<input type="checkbox"/>	✓	81321	ENGINE	Mar 11, 2014	Acme - 70520	Columbus OH	300	Mack / AI-350	0
<input type="checkbox"/>	✓	82396	ENGINE	Mar 25, 2014	Acme - 70160	PIKE COUNTY	431	Mack / MP7-325M	0
<input type="checkbox"/>	🔍	83284	ENGINE	Apr 04, 2014	Acme- 70511	Cleveland	326	Mack / MRU613	0
<input type="checkbox"/>	✓	82588	ENGINE	Apr 06, 2014	Acme- 70511	Cleveland	301	Mack / MP7-325M	0
<input type="checkbox"/>	✓	82851	HYDRAULIC	Apr 06, 2014	Acme- 70511	Cleveland		International / null	0
<input type="checkbox"/>	🔍	81641	ENGINE	Apr 07, 2014	Acme - 70140	Beech Hollow Garage	464	International / DT570	0
<input type="checkbox"/>	✓	82864	ENGINE	Apr 07, 2014	Acme- 70511	Cleveland	276	Mack / Unknown/Unspecifi	0
<input type="checkbox"/>	✓	82618	HYDRAULIC	Apr 11, 2014	Acme- 70511	Cleveland		Not Specified / -	0
<input type="checkbox"/>	✓	82664	ENGINE	Apr 11, 2014	Acme- 70511	Cleveland		Mack / MP7-325M	0
<input type="checkbox"/>	✓	82346	ENGINE	Apr 13, 2014	Acme - 70060	Ohio Valley Shop	337	Not Specified / -	0
<input type="checkbox"/>	✓	82386	ENGINE	Apr 14, 2014	Acme - 20511	Harvard Road Transfe		Caterpillar / 966H	8845
<input type="checkbox"/>	⚠	A6 / 045M07053	D VACUUM F						
<input type="checkbox"/>	✓	82596	ENGINE						
<input type="checkbox"/>	✓	82770	ENGINE						
<input type="checkbox"/>	🔍	211390	HYDRAULIC						
<input type="checkbox"/>	⚠	80714	DIFFERENT						

There are several ways to customize your *Sample Inbox*. Left click to drag and drop column headers in the order that fits your needs. You can also choose which column headers to display by clicking on *Show/Hide Columns*.

# Show/Hide Columns

## Show/hide columns



- Sampled Date
- Severity
- Unit ID
- Component
- Customer
- Worksite
- Oil Age
- Manufacturer / Model
- Unit Age
- Serial
- Sample Number
- Condition
- Unit Manufacturer / Model
- Action
- Unit Worksite
- Unit Serial No.

Save

Cancel

Select the checkboxes next to the column headers you'd like to display. Once you've made your selections click **Save** and your inbox will update.

# Sample Inbox Customization

Inbox

Date Range: Last Year  Show: All Viewed Unviewed

<input type="checkbox"/>	Sampled Date <input type="button" value="v"/>	Severity	Unit ID	Component	Customer	Worksite	Oil Age	Manufacturer / Model	
<input type="checkbox"/>	Mar 11, 2014 <input type="button" value="v"/>	✓	81321	ENGINE	Acme - 70520	Columbus OH	300	Mack / AI-350	4V19C
<input type="checkbox"/>	Mar 25, 2014	✓	82396	ENGINE	Acme - 70160	PIKE COUNTY	431	Mack / MP7-325M	
<input type="checkbox"/>	Apr 04, 2014	Q	83284	ENGINE	Acme- 70511	Cleveland	326	Mack / MRU613	
<input type="checkbox"/>	Apr 06, 2014	✓	82588	ENGINE	Acme- 70511	Cleveland	301	Mack / MP7-325M	
<input type="checkbox"/>	Apr 06, 2014	✓	82851	HYDRAULIC	Acme- 70511	Cleveland		International / null	
<input type="checkbox"/>	Apr 07, 2014	Q	81641	ENGINE	Acme - 70140	Beech Hollow Garage	464	International / DT570	13859
<input type="checkbox"/>	Apr 07, 2014	✓	82864	ENGINE	Acme- 70511	Cleveland	276	Mack / Unknown/Unspecifi	EMP7
<input type="checkbox"/>	Apr 11, 2014	✓	82618	HYDRAULIC	Acme- 70511	Cleveland		Not Specified / -	
<input type="checkbox"/>	Apr 11, 2014	✓	82664	ENGINE	Acme- 70511	Cleveland		Mack / MP7-325M	
<input type="checkbox"/>	Apr 13, 2014	✓	82346	ENGINE	Acme - 70060	Ohio Valley Shop	337	Not Specified / -	
<input type="checkbox"/>	Apr 14, 2014	✓	82386	ENGINE	Acme - 20511	Harvard Road Transfe		Caterpillar / 966H	
<input type="checkbox"/>	Apr 17, 2014	!	A6 / 045M07053	D VACUUM					
<input type="checkbox"/>	Apr 22, 2014	✓	82596	ENGINE					
<input type="checkbox"/>	Apr 22, 2014	✓	82770	ENGINE					
<input type="checkbox"/>	Apr 22, 2014	Q	211390	HYDRAULIC					
<input type="checkbox"/>	Apr 23, 2014	!	80714	DIEFFER					

Click on a column header to sort between ascending and descending order. You can also sort between Viewed and Unviewed samples. Samples that have not been viewed will appear bold.

# Quick Search



Messages

### Welcome to LOAMS

Visit our [LOAMS Resource Center](#).

Track Samples

Recent Samples By Severity

### All Samples

Other 0 Other 1 Normal  
Monitor Abnormal Critical

News

- Unit Maintenance** 29-May-2015  
Frank Gilboy performed maintenance (lubeChanged) on unit 80511 International 2000 IH4900 TANDEM ENGINE at site PIKE COUNTY [Acme - 70160]
- Components Merged** 28-May-2015  
Frank Gilboy merged component ENGINE of unit 1234 Mack MR688S into component ENGINE of unit 1234 Mack MR688S
- Unit Moved** 28-May-2015  
Frank Gilboy moved unit 1230 Mack MR688S from site MT, Vernon Recycling [Acme - 180690] to site Beech Hollow Landfill [Acme - 20140]

Alerts

**SAMPLE ACTIONS**  
Unviewed Critical (42)  
Unviewed Abnormal (309)

**EQUIPMENT ACTIONS**  
Units overdue for sampling (0)  
Units due for sampling (0)

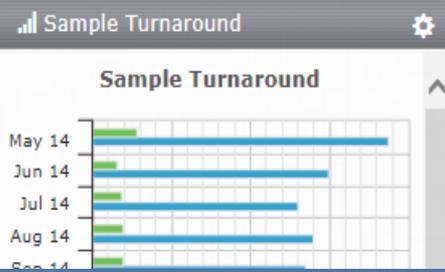
Samples Status

### All Samples

In Transit In Progress  
Complete

Critical Condition

Unit	Component	Condition
206226	ENGINE	C
206226	ENGINE	CA
103245	TRANS-AUTO	Q
104713	ENGINE	O



The **Quick Search** field is found in the upper right of your screen on each tab.

# Quick Search

Messages

Welcome to LOAMS

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Track Samples

Track Sample

Recent Samples By Severity

All Samples



Other 0 Other 1 Normal  
Monitor Abnormal Critical

Alerts

**SAMPLE ACTIONS**  
Unviewed Critical (42)  
Unviewed Abnormal (309)

**EQUIPMENT ACTIONS**  
Units overdue for sampling (0)  
Units due for sampling (0)

Samples Status

All Samples



In Transit In Progress  
Complete

Critical Condition

Unit	Component	Condition
206226	ENGINE	C

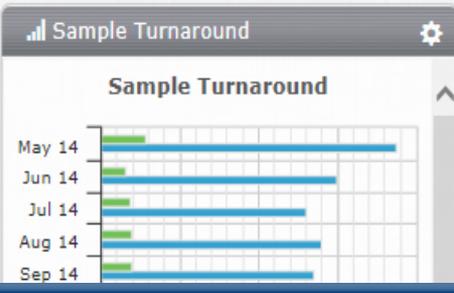
ENGINE(82122 Caterpillar 320)

ENGINE(82124 Caterpillar 320D)

ENGINE(82126 Caterpillar 966G)

ENGINE(82386 Caterpillar 966H)

ENGINE(82716 Caterpillar 420E)



Quick Search has a "suggest" capability. As you type, you'll see matches based on the characters you enter. Enter the first few letters of a component, unit id, worksite etc., and click on the matching text to go to the specified area in the Equipment hierarchy.

Frank Gilboy moved unit 1230 Mack MR688S from site MT, Vernon Recycling

# Advanced Search

Inbox **Search** ←

## Sample Search

Quick filter here... 

[+ Advanced Search](#) ←

### Date Range

All Samples  Only Samples in Reviewed Date Range

Earliest:  Latest:

### Severity

Other 0  Other 1  Normal  Monitor  Abnormal  Critical

Customer	Unit	Component	Sample
Name <input type="text"/>	ID <input type="text"/>	Component Type <input data-bbox="1410 813 1439 835" type="text" value="?"/>	Condition <input type="text"/>
Worksite <input type="text"/>	Worksite <input type="text"/>	Manufacturer <input data-bbox="1410 906 1439 928" type="text" value="?"/>	Oil Manufacturer <input data-bbox="1883 906 1912 928" type="text" value="?"/>
State <input type="text"/>	Manufacturer <input type="text"/>	Model <input type="text"/>	Oil Brand <input data-bbox="1883 999 1912 1021" type="text" value="?"/>
Zip Code <input type="text"/>	Unit Model <input type="text"/>	Reference No. <input type="text"/>	Oil Grade <input data-bbox="1883 1092 1912 1113" type="text" value="?"/>
City <input type="text"/>	Unit Serial No. <input type="text"/>		

→

Click on the Samples tab to use the **Advanced Search** feature. Under the Search tab expand the **Advanced Search** link. Here you can specify a date range as well as specific customer, unit, component and/or sample information. Once you've filled out your parameters, click **Submit Search Criteria** to run the search.

# Advanced Search

Inbox **Search** Details History

## Sample Search

Quick filter here...



Export XLS

Print Report(s)

Show/hide columns

## Filters



<input type="checkbox"/>	Severity	Sample Number	Sampled Date	Received Date	Unit ID	Unit Manufacturer	Unit Model	Comp
<input type="checkbox"/>	✓	201412150277	Dec 15, 2014	Dec 15, 2014	507-1065	Thomas	1995	TRANSMIS
ANALYSIS INDICATES COMPONENT & LUBRICANT CONDITIONS ARE ACCEPTABLE. RESAMPLE at the next scheduled interval.								
<input checked="" type="checkbox"/>	⚠	201412150276	Dec 15, 2014	Dec 15, 2014	507-1065	Thomas	1995	ENGINE
ANALYSIS INDICATES ABNORMAL CONDITIONS! COOLANT additives are present. CHECK for recent coolant loss or unusual required additions. PERFORM a coolant pressure test. If leak-do								
<input checked="" type="checkbox"/>	✓	201412120720		Dec 12, 2014	82479	Freightliner	2011 FREIGHTLINER	ENGINE
ANALYSIS INDICATES COMPONENT & LUBRICANT CONDITIONS ARE								
<input type="checkbox"/>	🔍	201412120718						
ANALYSIS REFLECTS CONDITIONS / VALUES NOTED FOR MONIT								
<input type="checkbox"/>	🔍	201412120717						
ANALYSIS REFLECTS CONDITIONS / VALUES NOTED FOR MONIT								
<input type="checkbox"/>	✓	201412120716						
ANALYSIS INDICATES COMPONENT & LUBRICANT CONDITIONS A								
<input type="checkbox"/>	✓	201412120715						
ANALYSIS INDICATES CONDITIONS ARE ACCEPTABLE FOR BREAK-IN. RESAMPLE at the next scheduled interval.								
<input type="checkbox"/>	✓	201412120630		Dec 12, 2014	80637	International	2000 IH4000 TANDEM	HYDRAULI



To **Save** or **Print** reports you've searched for select the checkboxes next to them and click on the Print Report(s) button. A new window will open with the PDF version of your report(s). To view your samples in the XLS format click the Export XLS button.

# Advanced Search

Inbox **Search** Details History

### Sample Search

Quick filter here...



### Filters



+ [Advanced Search](#)

<input type="checkbox"/>	Severity	Sample Number	Sampled Date	Received Date	Unit ID	Unit Manufacturer	Unit Model	Comp
<input type="checkbox"/>	✓	201412150277	Dec 15, 2014	Dec 15, 2014	507-1065	Thomas	1995	TRANSMIS
ANALYSIS INDICATES COMPONENT & LUBRICANT CONDITIONS ARE ACCEPTABLE. RESAMPLE at the next scheduled interval.								
<input checked="" type="checkbox"/>	⚠	201412150276	Dec 15, 2014	Dec 15, 2014	507-1065	Thomas	1995	ENGINE
ANALYSIS INDICATES ABNORMAL CONDITIONS! COOLANT additives are present. CHECK for recent coolant loss or unusual required additions. PERFORM a coolant pressure test. If leak-do								
<input checked="" type="checkbox"/>	✓	201412120720		Dec 12, 2014	82479	Freightliner	2011 FREIGHTLINER	ENGINE
ANALYSIS INDICATES COMPONENT & LUBRICANT CONDITIONS ARE ACCEPTABLE. RESAMPLE at the next scheduled interval.								
<input type="checkbox"/>	🔍	201412120718		Dec 12, 2014	80498	International	2000 IH 4900 TANDEM	HYDRAULI
ANALYSIS REFLECTS CONDITIONS / VALUES NOTED FOR MONITORING								
<input type="checkbox"/>	🔍	201412120717						
ANALYSIS REFLECTS CONDITIONS / VALUES NOTED FOR MONITORING								
<input type="checkbox"/>	✓	201412120716						
ANALYSIS INDICATES COMPONENT & LUBRICANT CONDITIONS ARE ACCEPTABLE. RESAMPLE at the next scheduled interval.								
<input type="checkbox"/>	✓	201412120715						
ANALYSIS INDICATES CONDITIONS ARE ACCEPTABLE FOR BREAK-IN. RESAMPLE at the next scheduled interval.								
<input type="checkbox"/>	✓	201412120630		Dec 12, 2014	80637	International	2000 IH4900 TANDEM	HYDRAULI

You can save this search to use again in the future by creating a Filter. For more detailed instructions please view the Filters Advanced quick start guide.



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