Quick Start Guide

Administrator Advanced

LOAMS

Lube Oil Analysis Management System

Administrator Advanced

► Learn about:

1. Searching and moving users in the hierarchy

2. Modifying accounts

Data Access & Roles

LOAMS gives you the ability to be the administrator for your company. The Admin tab lets you add and manage users, assign permissions and roles to users, and modify accounts.

When setting up a new user there are two things to take into account – Data access and Roles. See definitions below:

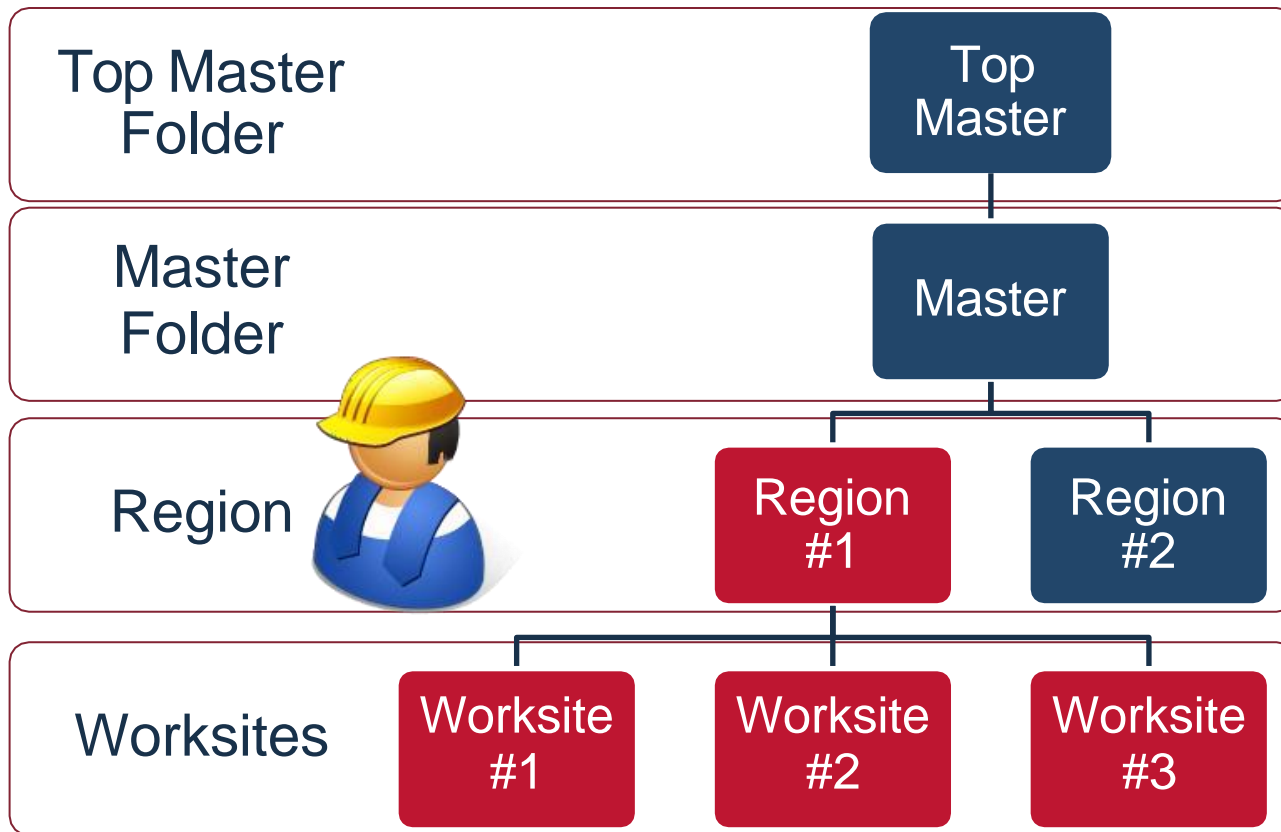| Data Access	Roles (Permission Levels)
• Determines worksites and equipment viewed by user	• Determines what features a user has access to

Data Access Explanation

Below is an example of Data Access: Our user is set up at the Region #1 folder and online he can view Region #1, Worksite #1, 2, and 3.

Roles Explanation

When setting up a new user you must assign a role to them. Roles determine what features a user has access to. By default most users are set up as Sampler + Reports. Below explains each default role:

Administrator
- Manage Users, Add/Modify user accounts
- Equipment Management, Move/Update Unit & Component Records
- Run Management Reports

Manager
- Equipment Management, Move/Update Unit & Component Records
- Run Management Reports

Sampler + Report
- Can Only View Equipment / Print Labels
- Run Management Reports

Sampler
- Can Only View Equipment / Print Labels

Searching for Users

Find users by using the **Search Bar** on the top of the screen. You can search by full name, email, company, role, username or user status. In the user status field, you can search for active and inactive users.

Searching for Users

Once you select the correct user, you can edit their account details under "User Details". You can also update their password by using the "Change Password' or "Reset Password" buttons on the left side.

Moving Users
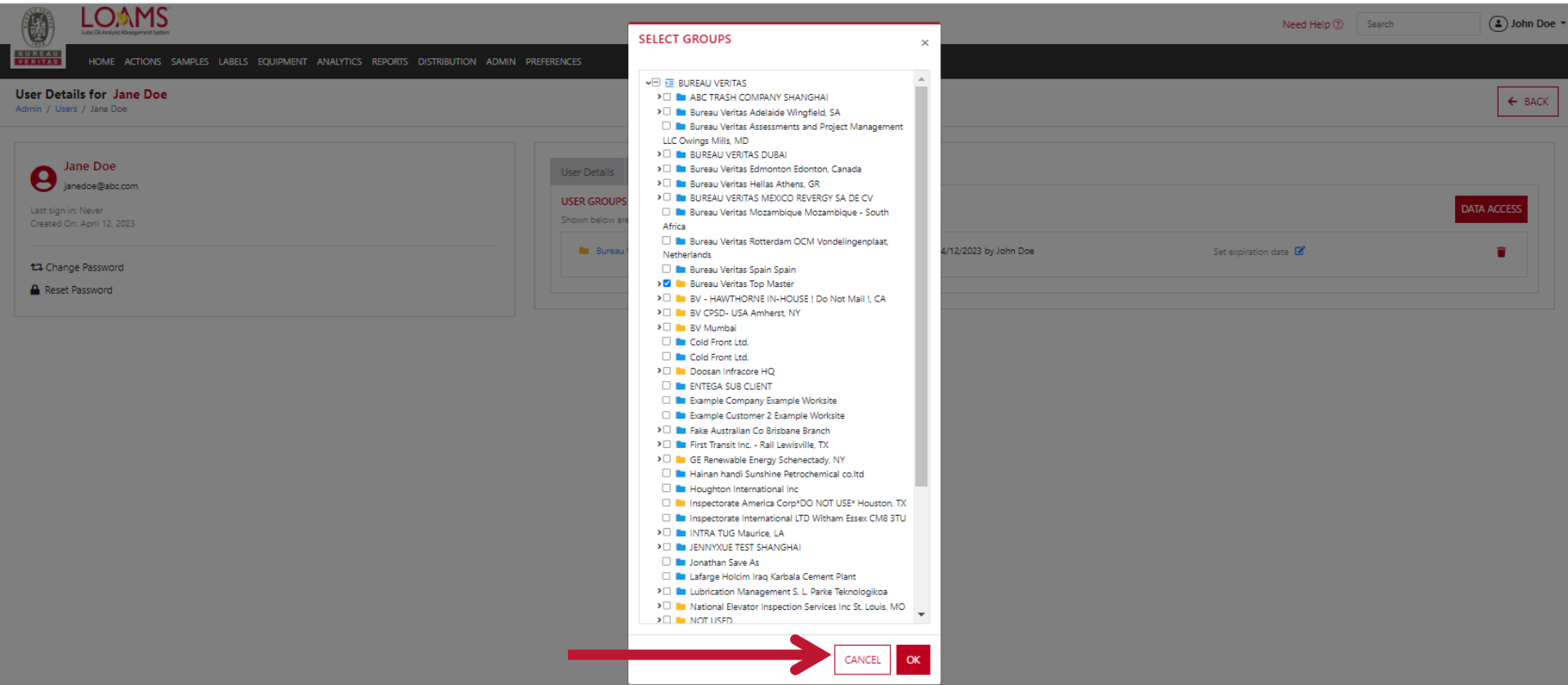
To change a users customer access, select the "Groups" tab. Here you will see their current access. To change it, select the "Data Access" button. Once selected, a new tab will open.

Moving Users

A screen will open up where you can update the users access. You can give access to multiple customers and sites by selecting the check box. Make sure to press "OK" afterwards.

Moving Users

After you press "OK" you will get a pop up notification on the upper right hand side. This is confirmation that the changes have been saved.

LOAMS - The Lube Oil Analysis Management System

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

Phone: 1.800.655.4473
Email: LOAMS@us.bureauveritas.com

Download the LOAMS Mobile App today: