



Quick Start Guide

Configuring Your Communication Preferences

○ Objectives:

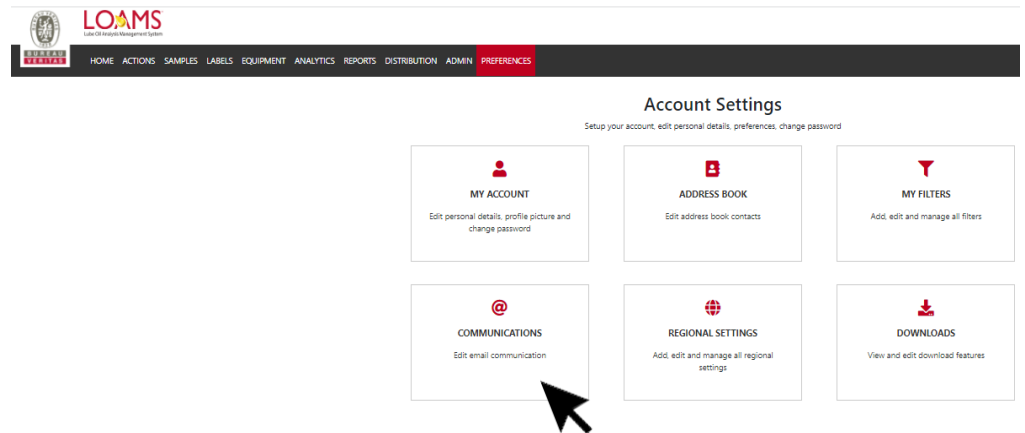
- 1** Review the preferences tab
- 2** Explore the notification and alert settings
- 3** Learn how to configure your communication preferences



The Preferences Tab

- The preferences tab gives you access to configuring your communication preferences. You can access this section by selecting the “Preferences” tab and then selecting “Communications”. In this quick start guide, you’ll:

- ✓ Explore the notification and alerts settings
- ✓ Learn how to configure your communication preferences



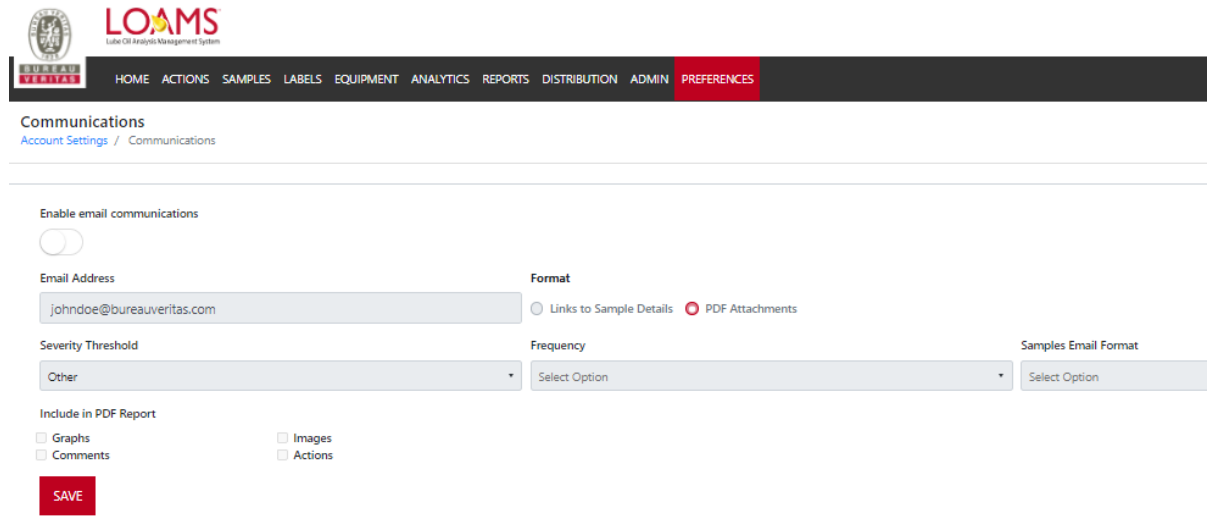
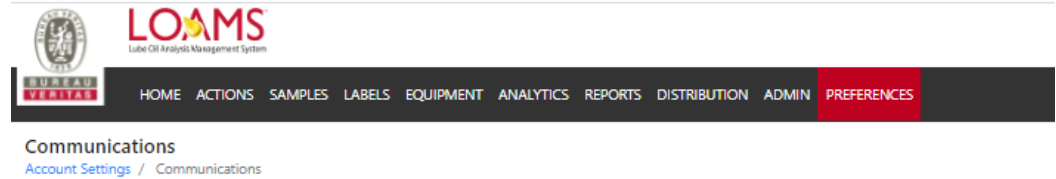


Notification and Alerts Settings

- In the communications section, you will see the notification and alerts 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
- ✓ PDF Report

Configurations





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 on and off button; the green highlighted field will indicate you have opted-in.



Users can also opt-out of receiving email notifications by clicking the on and off button so it is white.



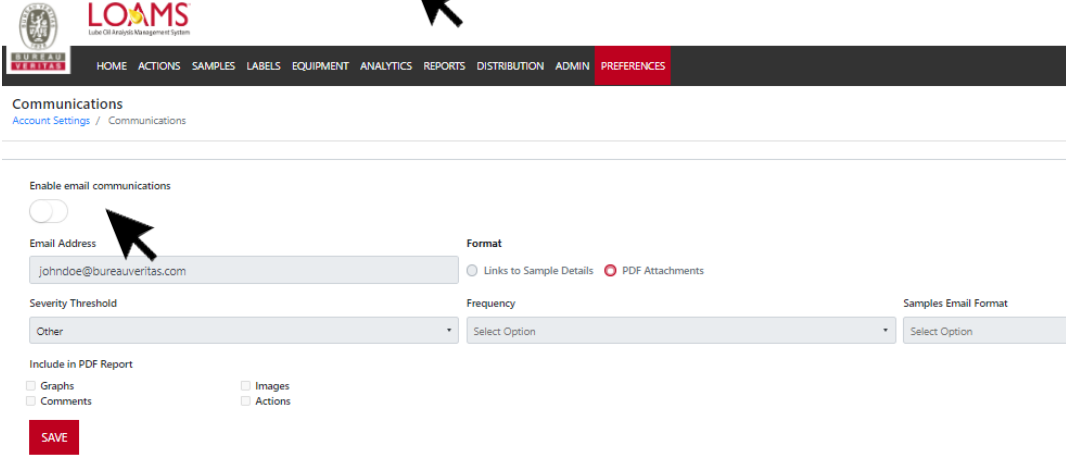
Please note, click the save button located at the bottom left corner of the page to save your preferences.



Communications

[Account Settings](#) / [Communications](#)

Enable email communications



LOAMS
Lube Oil Analysis Management System

HOME ACTIONS SAMPLES LABELS EQUIPMENT ANALYTICS REPORTS DISTRIBUTION ADMIN **PREFERENCES**

Communications

[Account Settings](#) / [Communications](#)

Enable email communications

Email Address

Format Links to Sample Details PDF Attachments

Severity Threshold

Frequency

Samples Email Format

Include in PDF Report

Graphs Images

Comments Actions

SAVE



Email Format: Links and PDF Attachments

- 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.



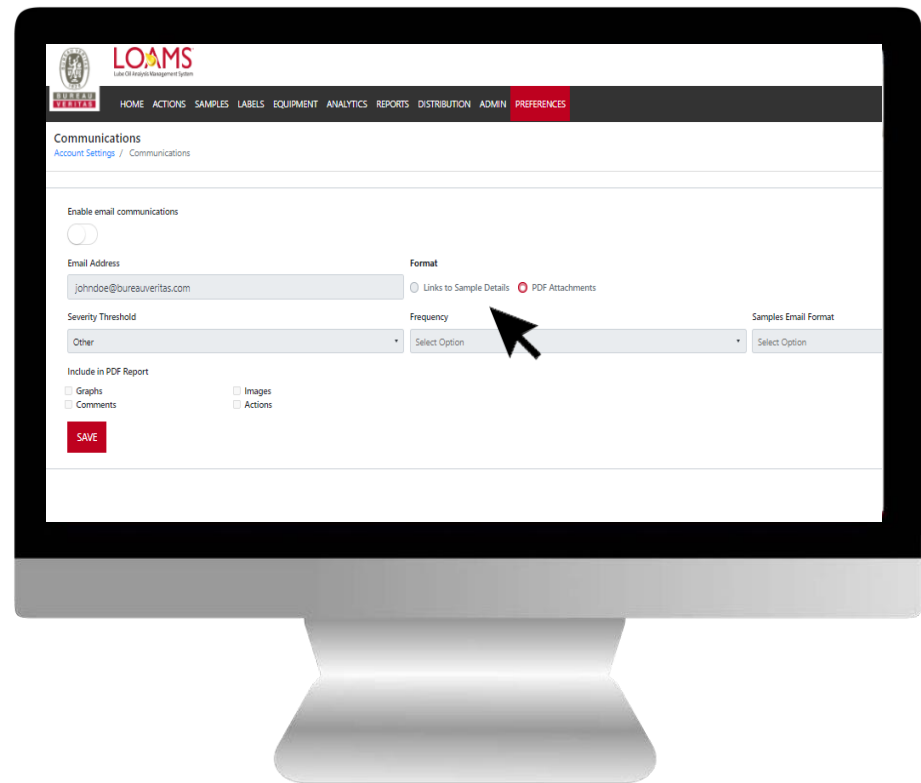
By default, all users are set to receive links to view sample details. LOAMS emails you links that take you to the website to log in and view your reports.



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



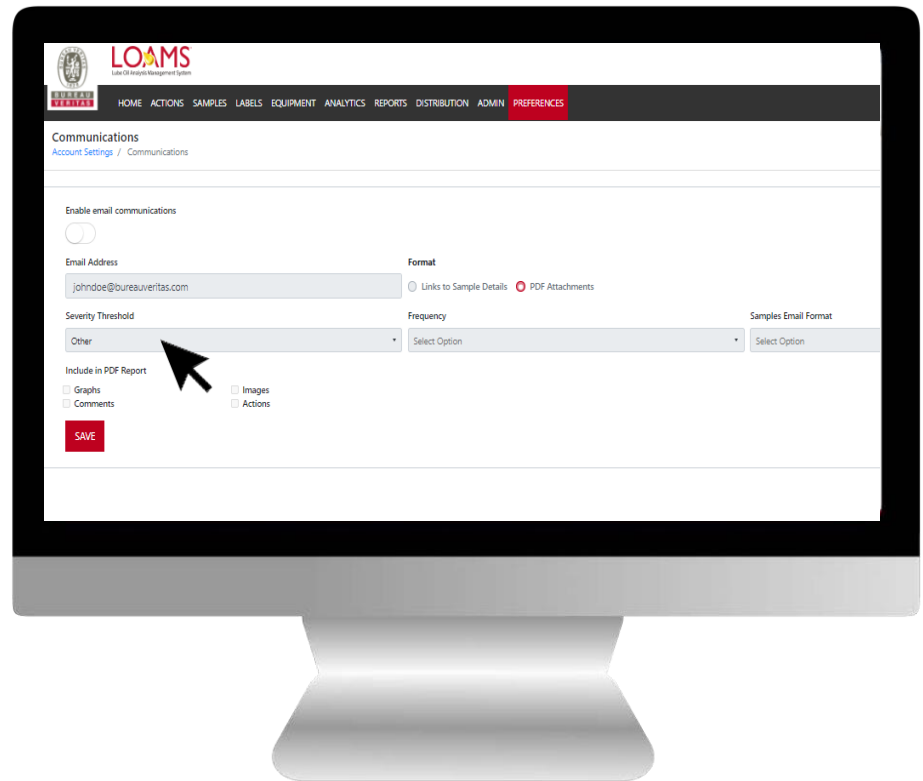
Please note, click the save button located at the bottom right corner of the page to save your preferences.





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.

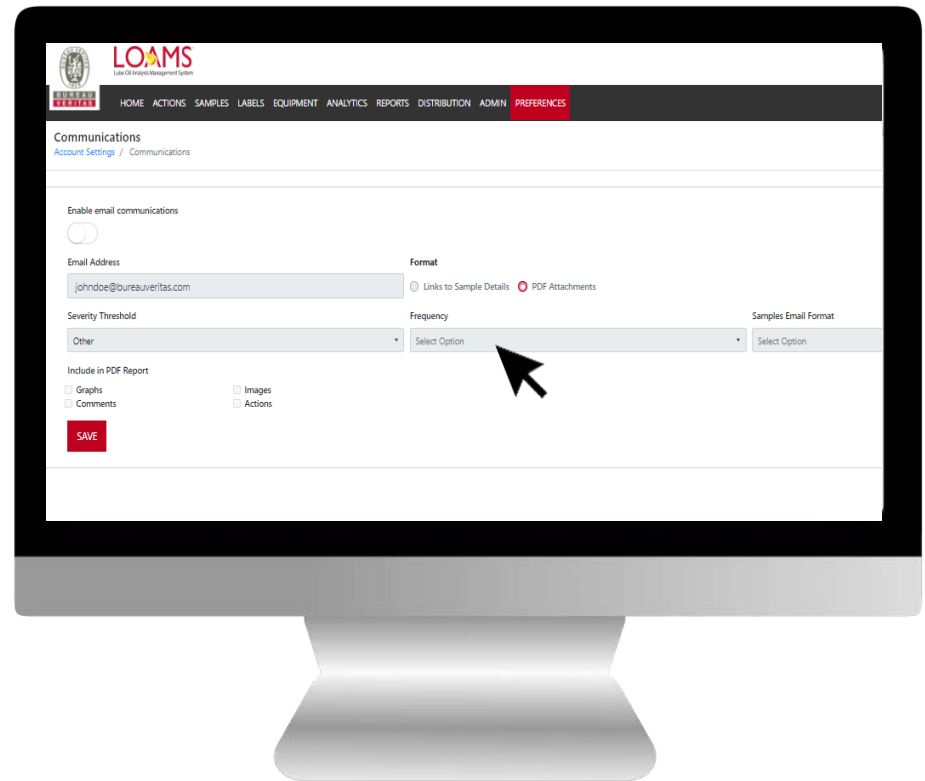
Monitor - emails will include notifications for samples with the monitor, abnormal and critical severities.

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.

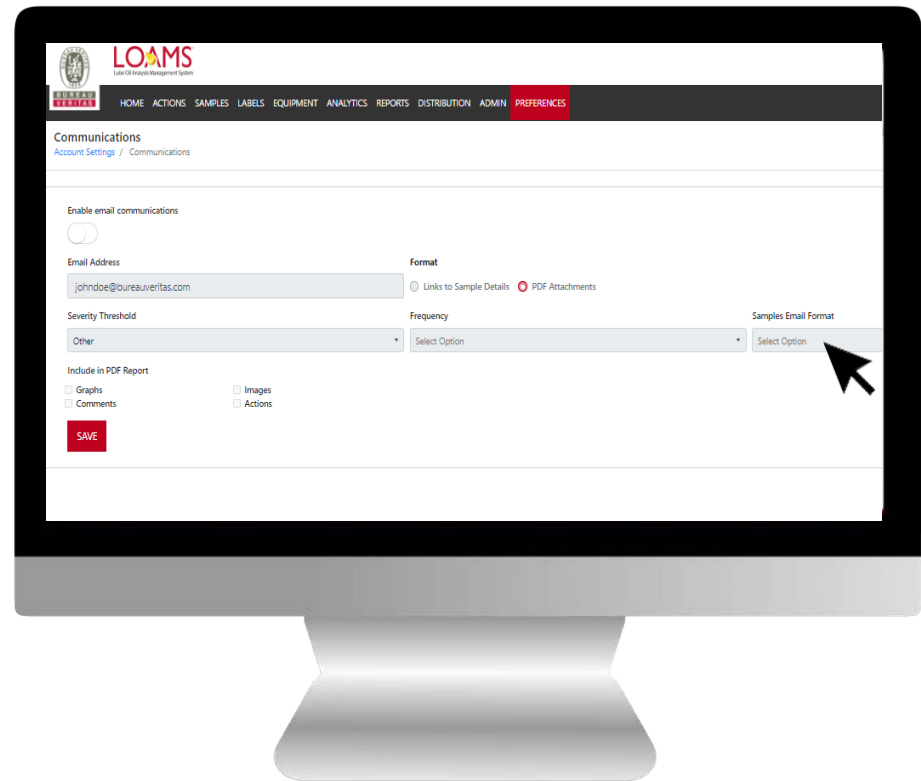


Please note, click the save button located at the bottom right corner of the page to save your preferences.



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.



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

