LOAMS
Lube Oil Analysis Management System

Quick Start Guide
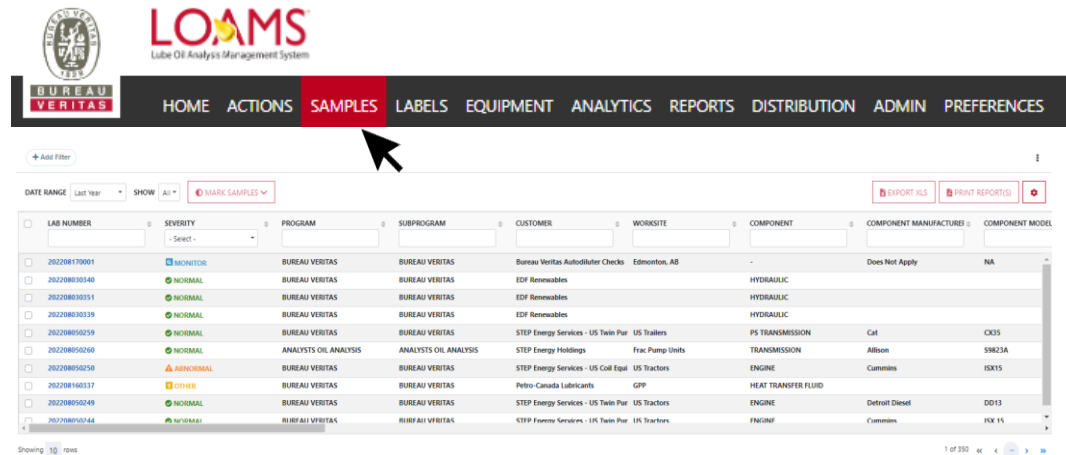Customizing Your Sample Inbox

○ Objectives:

1   Review the samples tab

2   Explore the various customization features for the samples inbox

3   Learn how to customize your samples inbox

Customizing Your Samples Inbox

○ The samples inbox can be easily configured in LOAMS. You can quickly access this section by clicking the samples tab. In this quick start guide, you'll:

✓ Review the samples tab

✓ Explore the various customization features for the samples inbox

✓ Learn how to customize your sample inbox
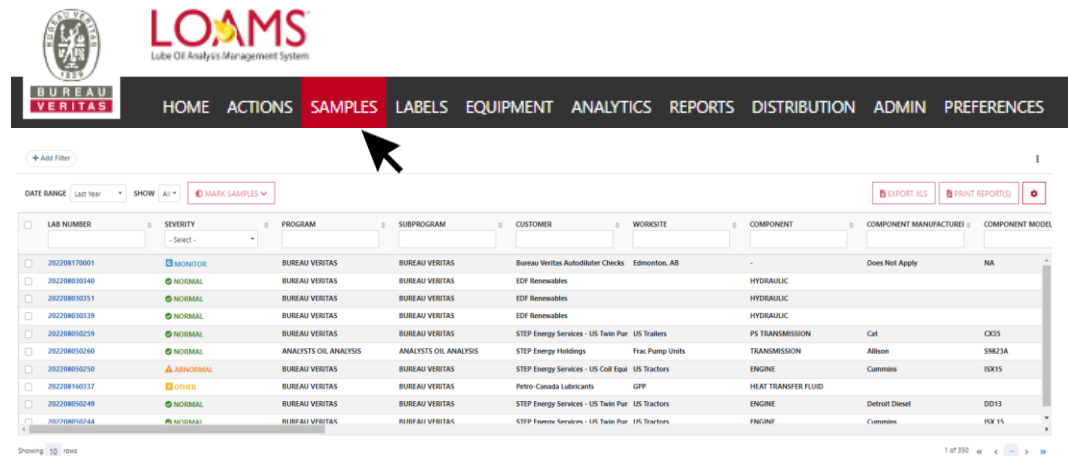
Sample Inbox: Customization Features

○ In the inbox page, you will see a list of all your samples. This list contains sample data that can be arranged and customized as you prefer. In this samples inbox, LOAMS users can:

✓ Reorder columns

✓ Show columns

✓ Hide columns

✓ Apply custom date ranges

✓ Filter viewed and unviewed sample data

✓ Sort data in ascending and descending order

Reordering Columns in the Sample Inbox

○ Reordering the columns in the sample inbox is possible by following the 3 steps below:

1 Click on the gear icon and select "Column Settings". A new window will open with a list of the current columns in your sample inbox.

2 With your mouse, click and hold to drag the column up or down in the list.

3 Once your column settings are in the correct order, click the SAVE button.

Please note, the images in this slide show an example of reordering the severity column and placing it in a different column space.
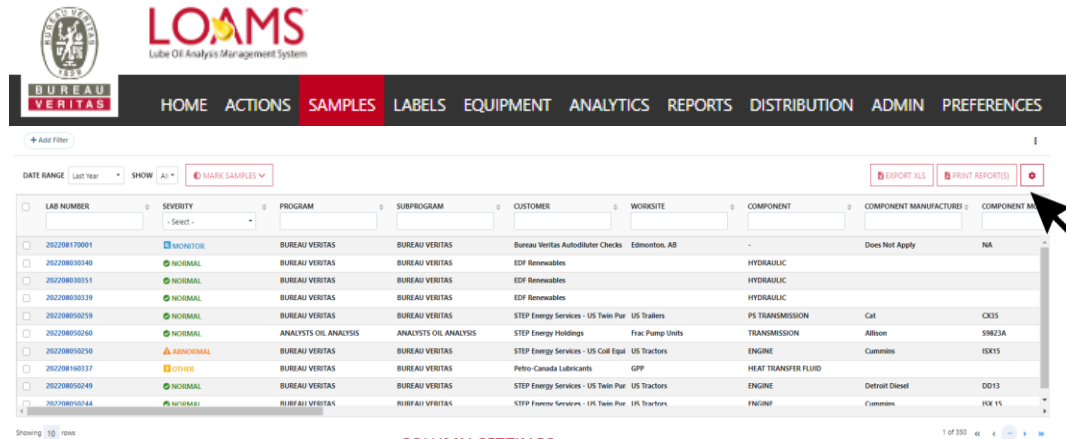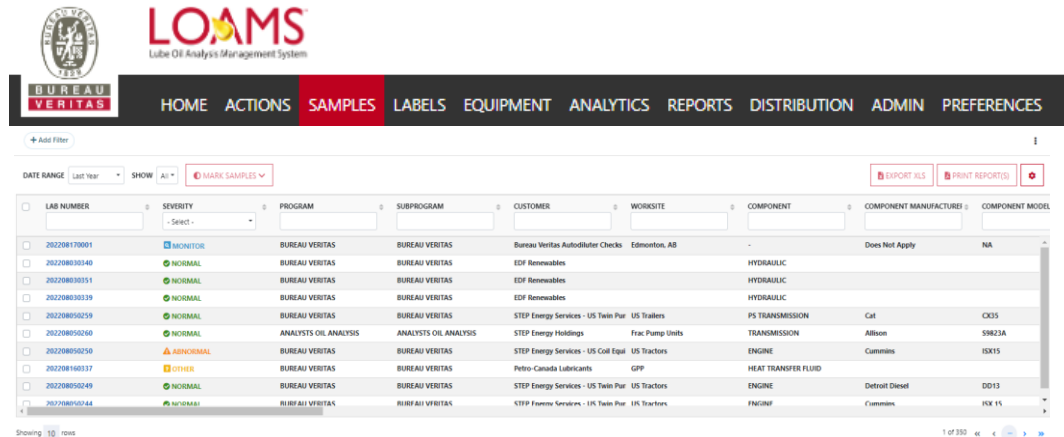
Showing / Hiding Columns in the Sample Inbox

○ Showing and hiding columns in the sample inbox is possible by following the 3 steps below:

1 Click on the gear icon and select "Column Settings". A new window will open with a list of the current columns in your sample inbox.

2 Find the column you'd like to remove and simply click on the x.

3 Click on the save button to save your preferences. You have successfully enabled or disabled the show/hide column view feature.
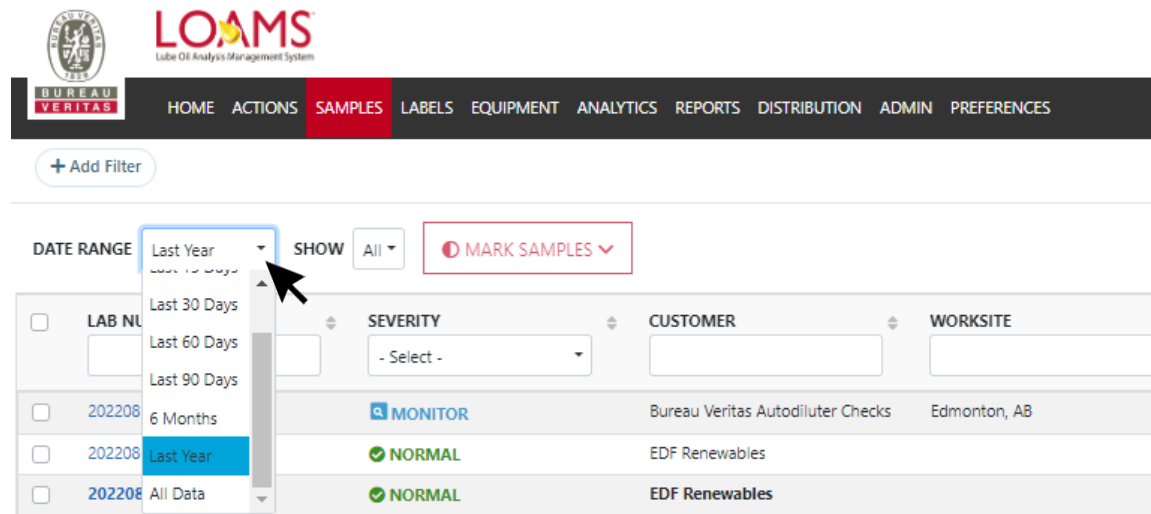
Applying Custom Date Ranges in the Sample Inbox

○ Applying custom date ranges in the sample inbox is possible by following the 3 steps below:

1 Hover your cursor over the data range drop down field.

2 Click the drop down field to open the drop down options.

3 Select your date range preference. Your sample inbox will now display your sample data for the selected date range.

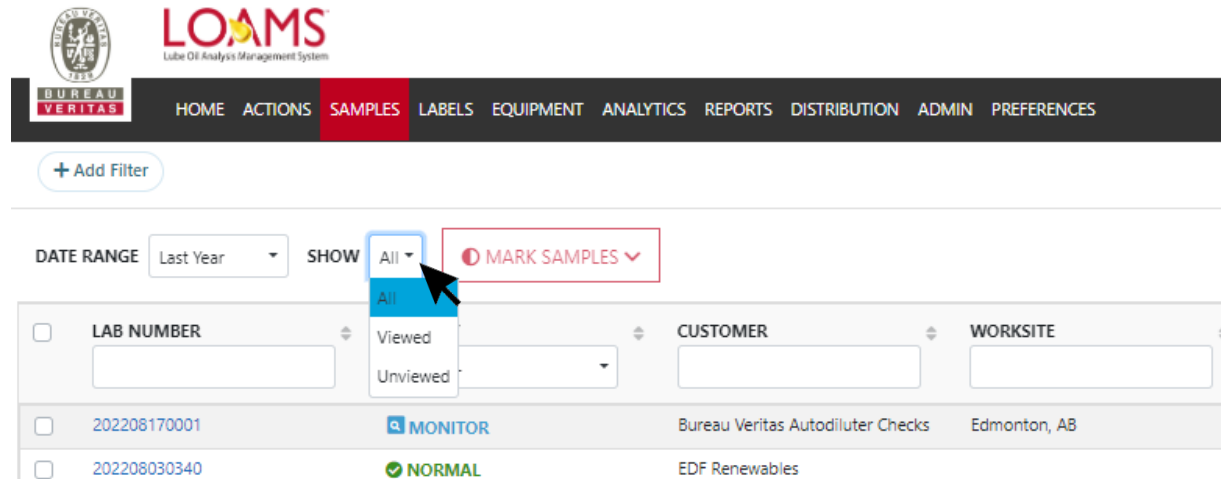**Filtering viewed and unviewed sample data in the Sample Inbox**

○ Filtering viewed and unviewed data in the sample inbox is possible by following the 3 steps below:

1 Hover your cursor over the data show drop down field.

2 Click the drop down field to open the drop down options.

3 Click your show preference. Your sample inbox will now display your sample data for the selected show preference.

Sorting data in ascending and descending order — in the Sample Inbox

○ Sorting data in ascending and descending order in the sample inbox is possible by following the 3 steps below:

1 Hover your cursor over the column you plan to sort in ascending or descending order.

2 Click the column's name to sort data in ascending or descending order. Please observe the arrow icon inside the column's name field.

3 An arrow facing upward indicates that the data is sorted in ascending order; displaying less recent data at the top and most recent data at the bottom of the column.

An arrow facing downward indicates that the data is sorted in descending order; displaying the most recent sample data at the top of the column and less recent data at the bottom of the column.

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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