

Quick Start Guide

Labels (Electronic E Labels)

E-Labels



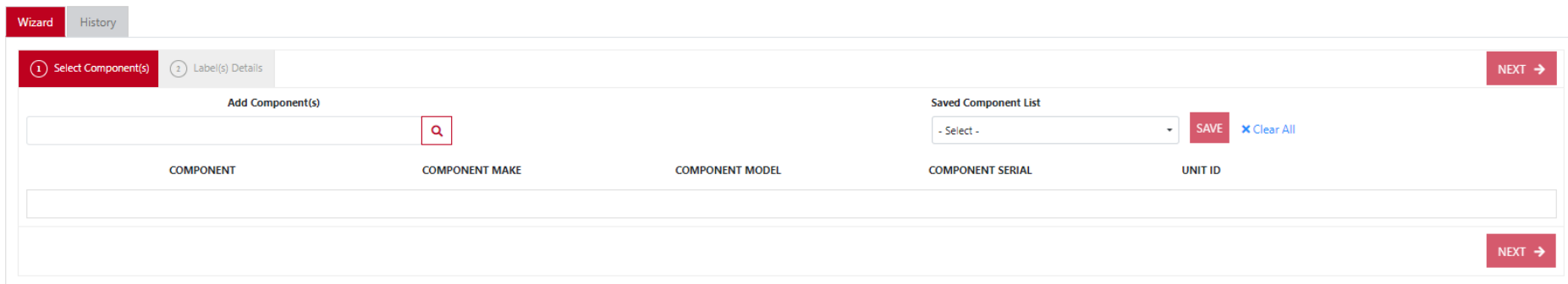
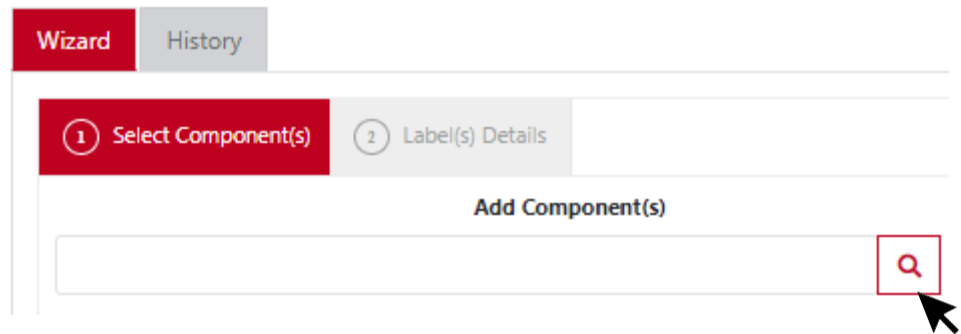
► Learn How To:

1. Create Labels Online
2. Modify & Track Labels
3. Review Sample Submitted History

Labels Wizard

Step One: Select Component(s)

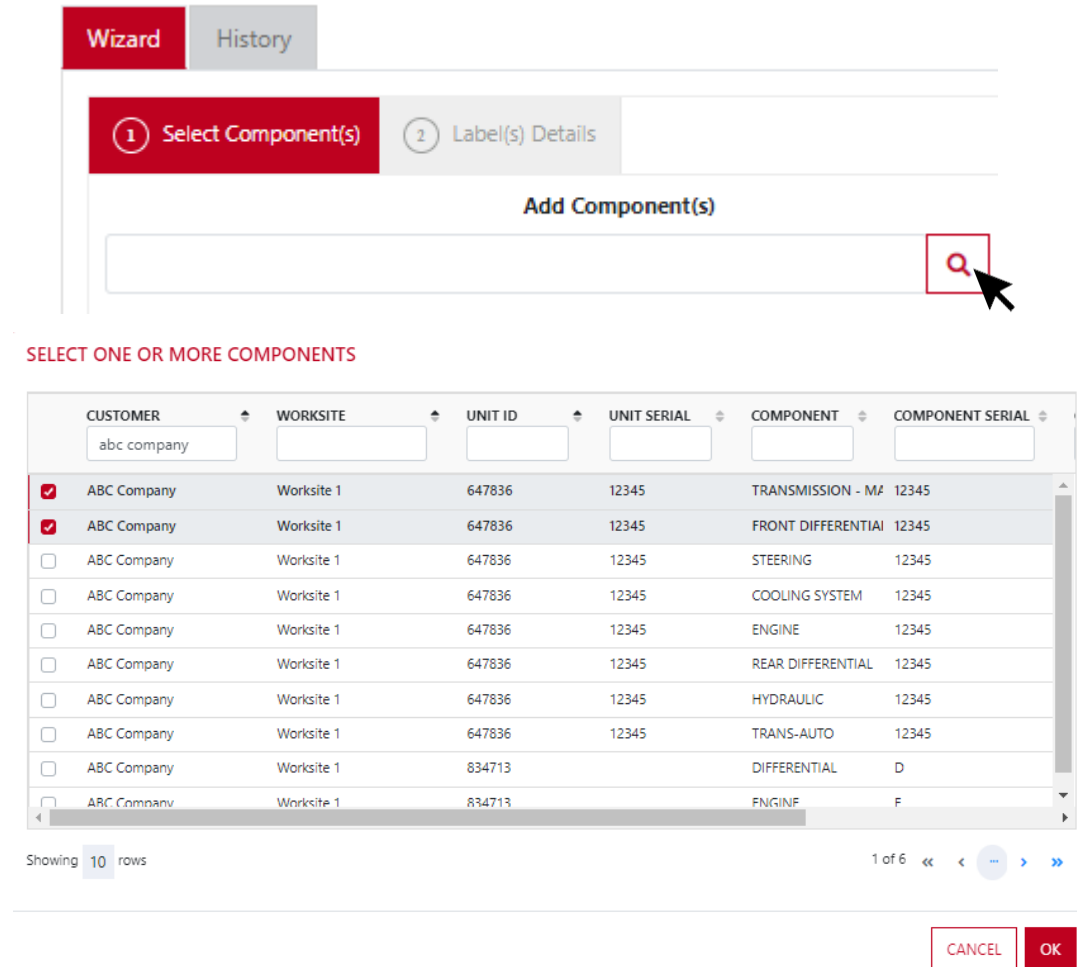
You get directed to the labels wizard when you click the labels tab. There are two steps to create a label: Select Component(s) and Label(s) Details. In step one, you can add components by selecting the magnifying box.



Labels Wizard

Step One: Select Component(s)

Once you select the magnifying box to add component(s), you can search by customer name, worksite, unit ID, unit serial number, component type, component serial number, and component make/model. Once you find the correct component, select the check box and press OK. After that, press next to move to the second step in the label process.



The screenshot shows the 'Labels Wizard' interface. At the top, there are two tabs: 'Wizard' (active) and 'History'. Below the tabs, there are two steps: '1 Select Component(s)' (active) and '2 Label(s) Details'. A search bar labeled 'Add Component(s)' is present, with a magnifying glass icon highlighted by a red box and a mouse cursor. Below the search bar, the text 'SELECT ONE OR MORE COMPONENTS' is displayed. A table lists components with columns for CUSTOMER, WORKSITE, UNIT ID, UNIT SERIAL, COMPONENT, and COMPONENT SERIAL. The first two rows are checked. At the bottom, there are 'Showing 10 rows' and '1 of 6' indicators, and 'CANCEL' and 'OK' buttons.

CUSTOMER	WORKSITE	UNIT ID	UNIT SERIAL	COMPONENT	COMPONENT SERIAL
<input checked="" type="checkbox"/> ABC Company	Worksite 1	647836	12345	TRANSMISSION - M/	12345
<input checked="" type="checkbox"/> ABC Company	Worksite 1	647836	12345	FRONT DIFFERENTIAL	12345
<input type="checkbox"/> ABC Company	Worksite 1	647836	12345	STEERING	12345
<input type="checkbox"/> ABC Company	Worksite 1	647836	12345	COOLING SYSTEM	12345
<input type="checkbox"/> ABC Company	Worksite 1	647836	12345	ENGINE	12345
<input type="checkbox"/> ABC Company	Worksite 1	647836	12345	REAR DIFFERENTIAL	12345
<input type="checkbox"/> ABC Company	Worksite 1	647836	12345	HYDRAULIC	12345
<input type="checkbox"/> ABC Company	Worksite 1	647836	12345	TRANS-AUTO	12345
<input type="checkbox"/> ABC Company	Worksite 1	834713		DIFFERENTIAL	D
<input type="checkbox"/> ABC Company	Worksite 1	834713		ENGINE	F

Labels Wizard



Step Two: Label(s) Details

Here you can add the sampled date, unit age information and lube information. Anything that is highlighted in blue is required to submit a label. As a note, you can leave the tracking number field blank as a tracking number will get assigned once you submit the sample information.

✓ Select Component(s) Label(s) Details ← BACK SUBMIT →

FAST FILL-IN ▾

647836 / TRANSMISSION - MANUAL		Unit Age:	Lube Age:	Last Sample: 24/05/2023		
Sampled Date*	Tracking Number	Unit Age*	Age Units*	Lube Age*	Lube Service*	Lube*
05/24/2023	<input type="text"/>	<input type="text"/>	Hr ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>
Comment <input type="text"/>		Lube Added <input type="text"/>	Filter Changed* <input type="text"/>	Request Oil Type <input type="text"/>		

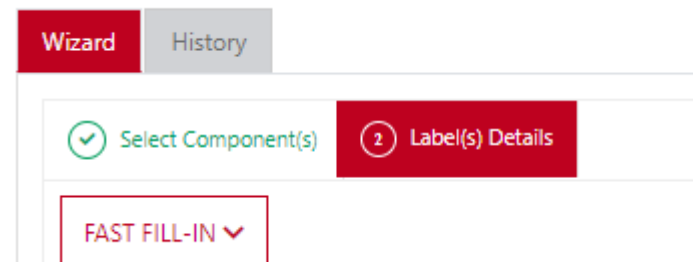
647836 / FRONT DIFFERENTIAL		Unit Age:	Lube Age:	Last Sample: 24/05/2023		
Sampled Date*	Tracking Number	Unit Age*	Age Units*	Lube Age*	Lube Service*	Lube*
05/24/2023	<input type="text"/>	<input type="text"/>	Hr ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>
Comment <input type="text"/>		Lube Added <input type="text"/>	Filter Changed* <input type="text"/>	Request Oil Type <input type="text"/>		

Labels Wizard



Step Two: Label(s) Details

You can also use the fast fill-in to save time when submitting multiple samples. Click on the fast fill-in icon. You can enter data for as many fields as you want. Once you are done, press apply and notice the data appears for the samples below.



This screenshot shows the 'Label(s) Details' form. The 'FAST FILL-IN' button is active. The form contains the following fields and values:

Field	Value
Sampled Date	05/24/2023
Unit Age	10000
Age Units	Hr
Lube	MOBIL SHC ISO 320
Lube Age	
Lube Service	Sampled
Lube Added	
Filter Changed	No
Comment	

An 'APPLY' button is located at the bottom center of the form.

Labels Wizard

Step Two: Label(s) Details

After all of the required data is entered, press submit. A pop-up screen will appear letting you know that the tracking numbers are automatically generated. Once you press “OK” you will be taken to the history tab. The samples that were submitted will be automatically checked off to make printing labels easier.

INFORMATION




There are samples that do not have tracking numbers. Tracking numbers will be automatically generated.

OK

Wizard **History**

Submitted Tracking Number in E202305248957,E202305249875 ✕ + Add Filter

EDIT **DELETE** **STATUS REPORT** **PRINT LABELS** 1 Label Sheet Start Position 

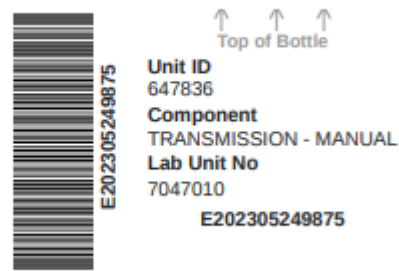
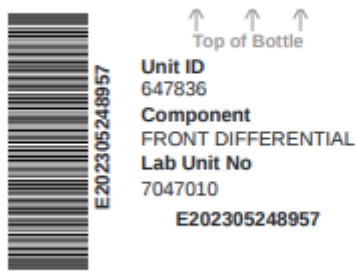
<input type="checkbox"/>	TRACKING NUMBER	SAMPLED DATE	COMPANY NAME	SUBMITTED BY	STATUS	UNIT ID	COMPONENT	LUBE	UNIT AGE	AGE UNIT	LUBE AGE	LUBE ADDED	LUBE SERVICE	FILTER CHANGED	COMMENT
<input checked="" type="checkbox"/>	E202305248957	24/05/2023	ABC Company	Test User	In Transit	647836	FRONT DIFFERENTIAL	MOBIL, SHC, ISO 320	10000	HR	10000		Sampled	no	
<input checked="" type="checkbox"/>	E202305249875	24/05/2023	ABC Company	Test User	In Transit	647836	TRANSMISSION - MANUAL	MOBIL, SHC, ISO 320	10000	HR	10000		Sampled	no	

Showing 25 rows 1 of 1 << < > >>

Labels Wizard

Printing Labels

Click the print labels icon to generate the labels. A new tab will pop up with the labels.



Wizard **History**

Submitted Tracking Number in E202305248957,E202305249875 x [+ Add Filter](#)

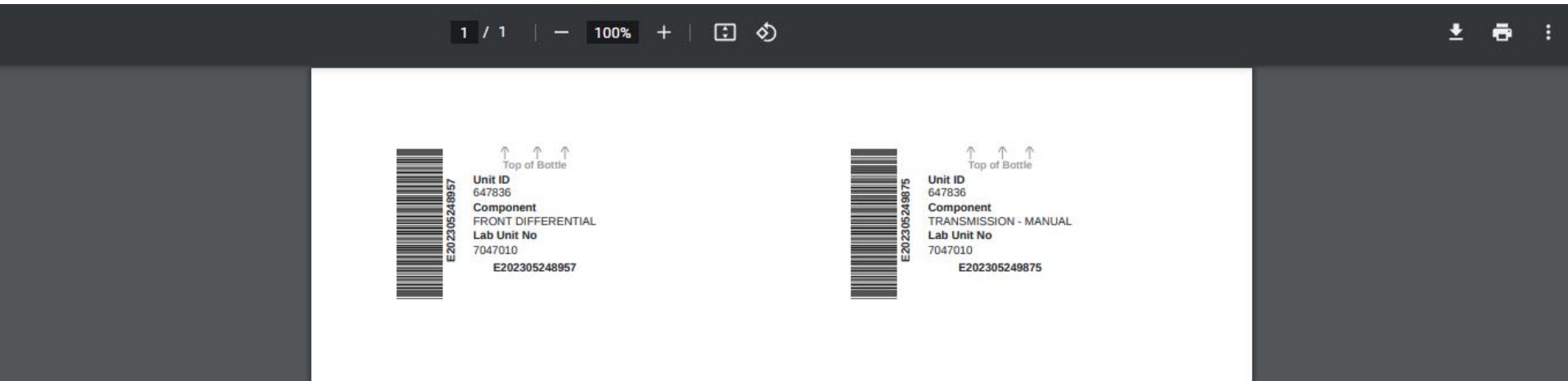
EDIT **DELETE** **STATUS REPORT** **PRINT LABELS** 1 **Label Sheet Start Position**

<input type="checkbox"/>	TRACKING NUMBER	SAMPLED DATE	COMPANY NAME	SUBMITTED BY	STATUS	UNIT ID	COMPONENT	LUBE	UNIT AGE	AGE UNIT	LUBE AGE	LUBE ADDED	LUBE SERVICE	FILTER CHANGED	COMMENT
<input checked="" type="checkbox"/>	E202305248957	24/05/2023	ABC Company	Test User	In Transit	647836	FRONT DIFFERENTIAL	MOBIL, SHC, ISO 320	10000	HR	10000		Sampled	no	
<input checked="" type="checkbox"/>	E202305249875	24/05/2023	ABC Company	Test User	In Transit	647836	TRANSMISSION - MANUAL	MOBIL, SHC, ISO 320	10000	HR	10000		Sampled	no	

Showing 25 rows 1 of 1 << < ... > >>

Printing Labels

You can print the labels and stick them onto you sample to send to the lab.



Label Do's

- **Fill out labels completely and correctly** - Missing information reduces the accuracy of used oil analysis reporting
- **Affix label to the bottle correctly**
- **The barcode should be vertical**
- **Make sure the lid is on securely**

Label Don't's

- **Do not use a label for more than one sample**
- **Do not write on labels** – If you need to make changes you can do so as long as it has not been received by the lab

Filter History



LOAMS
Lube Oil Analysis Management System

Need Help ?

Search

John Doe

HOME ACTIONS SAMPLES LABELS EQUIPMENT ANALYTICS REPORTS DISTRIBUTION ADMIN PREFERENCES

Wizard

History

+ Add Filter

EDIT

DELETE

STATUS REPORT

PRINT LABELS

1

Label Sheet Start Position



<input type="checkbox"/>	TRACKING NUMBER	SAMPLED DATE	COMPANY NAME	SUBMITTED BY	STATUS	UNIT ID	COMPONENT	LUBE	UNIT AGE	AGE UNIT	LUBE AGE	LUBE ADDED	LUBE SERVICE	FILTER CHANGED	COMMENT
<input type="checkbox"/>	E202305314969	05/26/2023	ABC Worksite	John Doe	In Transit	234562	HYDRAULIC	CONOCO, HYDROCLEAR EP GO 220, ISO 220	6700	HR	6700		Sampled	yes	
<input type="checkbox"/>	E202305319214	05/26/2023	ABC Worksite	John Doe	In Transit	234562	ENGINE	CONOCO, HYDROCLEAR EP GO 220, ISO 220	6700	HR	6700		Sampled	yes	
<input type="checkbox"/>	E202305319426	05/26/2023	ABC Worksite	John Doe	In Transit	234562	DIFFERENTIAL	CONOCO, HYDROCLEAR EP GO 220, ISO 220	6700	HR	6700		Sampled	yes	
<input type="checkbox"/>	E202305317429	05/26/2023	ABC Worksite	John Doe	In Transit	234562	REAR DIFFERENTIAL	CONOCO, HYDROCLEAR EP GO 220, ISO 220	6700	HR	6700		Sampled	yes	
<input type="checkbox"/>	E202305317058	05/26/2023	ABC Worksite	John Doe	In Transit	234562	FRONT DIFFERENTIAL	CONOCO, HYDROCLEAR EP GO 220, ISO 220	6700	HR	6700		Sampled	yes	
<input type="checkbox"/>	E202305312910	05/26/2023	ABC Worksite	John Doe	In Transit	234562	TRANS-AUTO	CONOCO, HYDROCLEAR EP GO 220, ISO 220	6700	HR	6700		Sampled	yes	
<input type="checkbox"/>	E202305318308	05/26/2023	ABC Worksite	John Doe	In Transit	234562	STEERING	CONOCO, HYDROCLEAR EP GO 220, ISO 220	6700	HR	6700		Sampled	yes	
<input type="checkbox"/>	E202305312099	05/26/2023	ABC Worksite	John Doe	In Transit	234562	COOLING SYSTEM	CONOCO, HYDROCLEAR EP GO 220, ISO 220	6700	HR	6700		Sampled	yes	
<input type="checkbox"/>	E202305317722	05/26/2023	ABC Worksite	John Doe	In Transit	234562	TRANSMISSION - MANUAL	CONOCO, HYDROCLEAR EP GO 220, ISO 220	6700	HR	6700		Sampled	yes	
<input type="checkbox"/>	E202305314474	05/26/2023	ABC Worksite	John Doe	In Transit	234562	HYBRID HYDRAULIC DRIVE SYSTEM	CONOCO, HYDROCLEAR EP GO 220, ISO 220	6700	HR	6700		Sampled	yes	

The **Filter History** link lets you search for previously submitted samples. You can filter by tracking number, company name, submitted by, unit ID, status and more.

Tracking a Sample

TRACKING NUMBER	SAMPLED DATE	COMPANY NAME	SUBMITTED BY	STATUS
<input type="text"/>	- Select -	ABC Worksite	<input type="text"/>	- Select -
E202305314969	05/26/2023	ABC Worksite	John Doe	In Transit
E202305319214	05/26/2023	ABC Worksite	John Doe	In Progress
E202305319215	05/26/2023	ABC Worksite	John Doe	Complete
E202305319216	05/26/2023	ABC Worksite	John Doe	Cancelled
E202305319217	05/26/2023	ABC Worksite	John Doe	Unknown

You can track a sample by viewing the **Status**. There are five different status options that will display:

In Transit– This sample has not been received by the lab

In Progress - This sample has been received by the lab and is processing

Complete– The sample is complete – click the link to view the report

Cancelled - This sample has been cancelled after getting registered

Unknown– Unknown status

Modify/Delete a Label

Wizard **History**

+ Add Filter

EDIT **DELETE**

<input type="checkbox"/>	TRACKING NUMBER ⇅	SAMPLED DATE ⇅	COMPANY NAME ⇅	SUBMITTED BY ⇅	STATUS ⇅	UNIT ID ⇅
<input type="checkbox"/>	<input type="text"/>	- Select - ▾	ABC Worksite	<input type="text"/>	- Select - ▾	<input type="text"/>
<input checked="" type="checkbox"/>	E202305314969	05/26/2023	ABC Worksite	John Doe	In Transit	234562
<input type="checkbox"/>	E202305319214	05/26/2023	ABC Worksite	John Doe	In Transit	234562
<input type="checkbox"/>	E202305319426	05/26/2023	ABC Worksite	John Doe	In Transit	234562

REMOVE SAMPLE ×

Do you want to delete this sample?

You can modify or delete information on a label as long as the sample status says "*In Transit*". To do so, find the label and click the check box on the right. Once the label has been selected, then click "Delete". Another window will pop up and select "OK".

Status Report



STATUS REPORT

Wizard **History**

+ Add Filter

EDIT **DELETE**

STATUS REPORT **PRINT LABELS** 1* Label Sheet Start Position

<input type="checkbox"/>	TRACKING NUMBER	SAMPLED DATE	COMPANY NAME	SUBMITTED BY	STATUS	UNIT ID	COMPONENT	LUBE	UNIT AGE	AGE UNIT	LUBE AGE	LUBE ADDED	LUBE SERVICE	FILTER CHANGED	COMMENT
<input checked="" type="checkbox"/>	E202305314969	05/26/2023	ABC Worksite	John Doe	In Transit	234562	HYDRAULIC	CONOCO, HYDROCLEAR EP GO 220, ISO 220	6700	HR	6700		Sampled	yes	

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LOAMS Lube Oil Analysis Management System

Sample Submitted History

Report Date : 05/31/2023 Start Date : 05/26/2023
Report User : John Doe End Date : 05/26/2023

Sample Date	Status	User Submitted	Tracking Number	Unit ID Comp	Unit Age	Lube Age	Lube	Lube Added	Filter Change	Lube Service	Comments
05/26/2023	In Transit	John Doe	E202305314969	234562 HYDRAULIC	6700 HR	6700	CONOCO, HYDROCLEAR EP GO 220, ISO 220		Yes	Sampled	

The **Status Report** button lets you generate a printable PDF report of recent samples that were submitted. To print a report, select the checkboxes next to the label(s) you would like to print and click **Status Report**. A new window will open up with your report.



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.



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