Quick Start Guide

Labels (Electronic E Labels)

LOAMS
Lube Oil Analysis Management System

E-Labels

► Learn How To:

1. Create Labels Online

2. Modify & Track Labels

3. Review Sample Submitted History
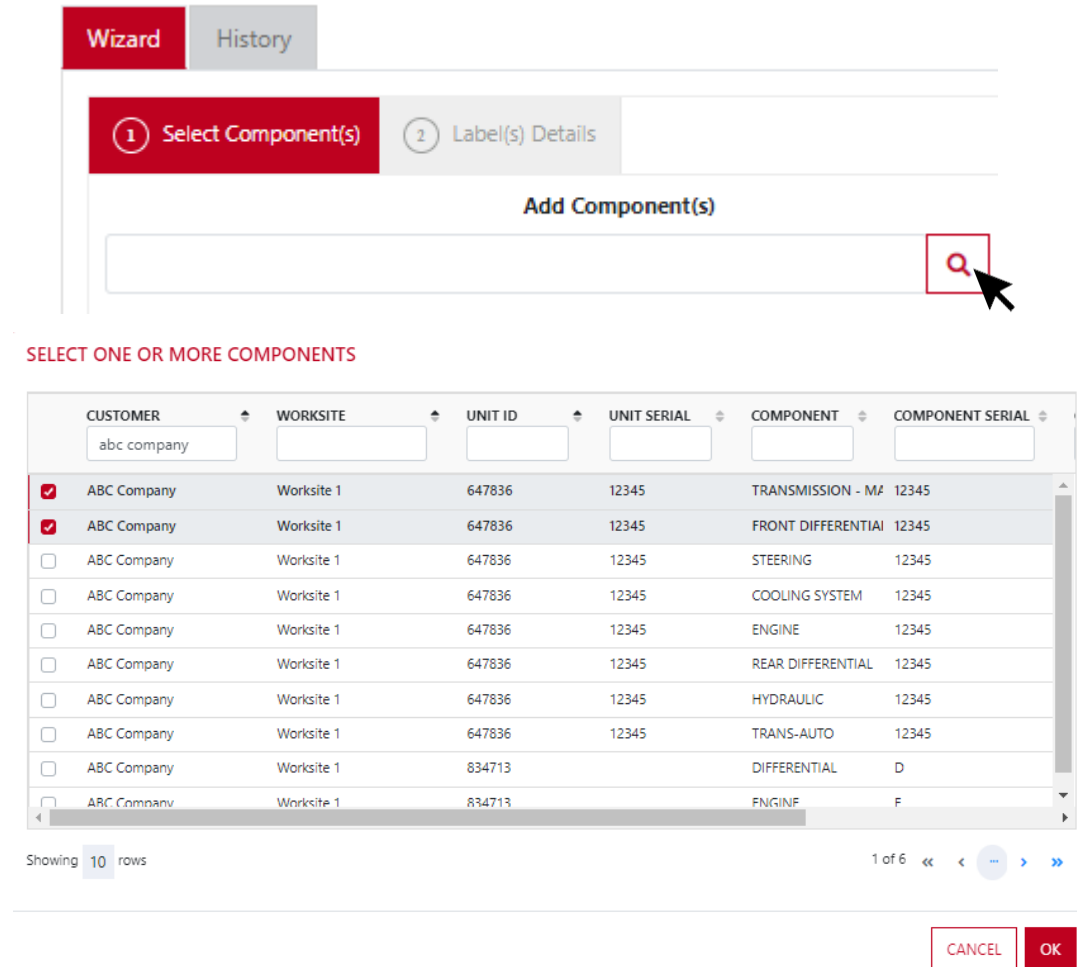
Labels Wizard

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.
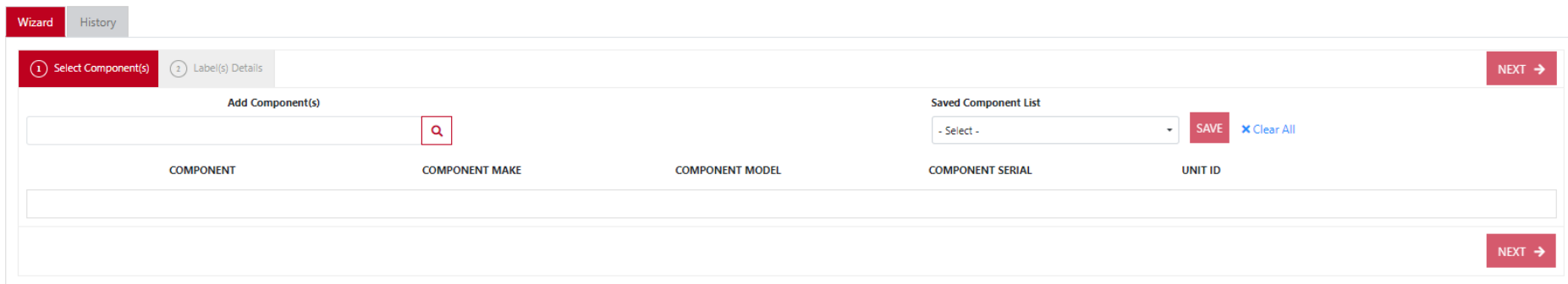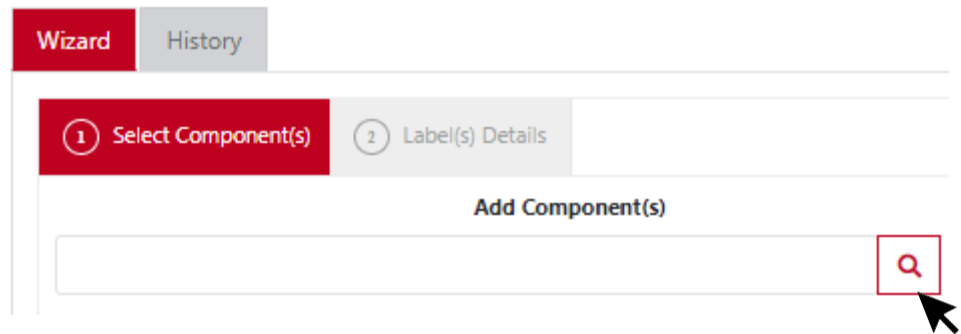
Labels Wizard

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.

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.

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.
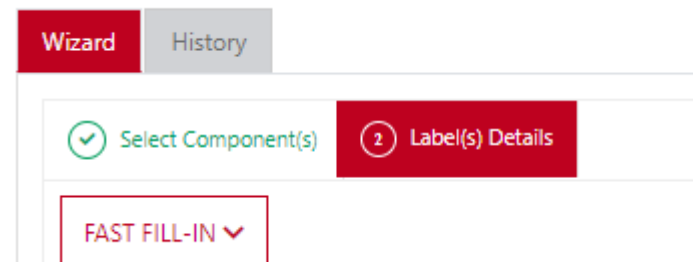
Labels Wizard

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

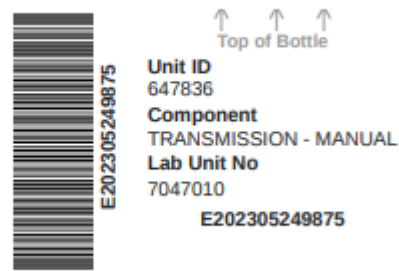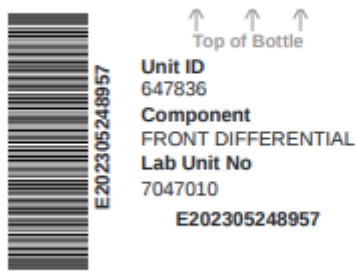[EDIT] [DELETE]   [STATUS REPORT] [PRINT LABELS] [1▾] ⓘ Label Sheet Start Position ⚙

☐	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
		- Select - ▾			- Select - ▾								- Select - ▾	- Select - ▾	
☑	E202305248957	24/05/2023	ABC Company	Test User	In Transit	647836	FRONT DIFFERENTIAL	MOBIL, SHC, ISO 320	10000	HR	10000		Sampled	no	
☑	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.

Labels Wizard

Printing Labels

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

Label Do's and Don't's
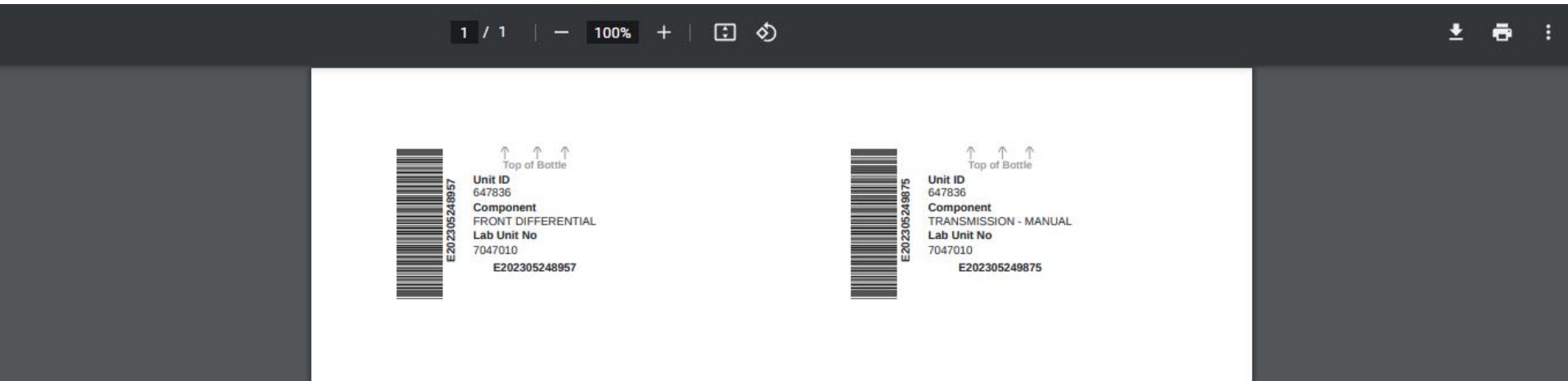
Label Do's

- **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 Dont'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

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 ⇕
	- Select - ▾	ABC Worksite	
E202305314969	05/26/2023	ABC Worksite	John Doe
E202305319214	05/26/2023	ABC Worksite	John Doe

STATUS ⇕

- - Select - ▾
- **In Transit**
- In Progress
- Complete
- Canceled
- 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

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

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.

LOAMS SUPPORT DESK

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