



# Quick Start Guide

## Understanding the Preferences Tab

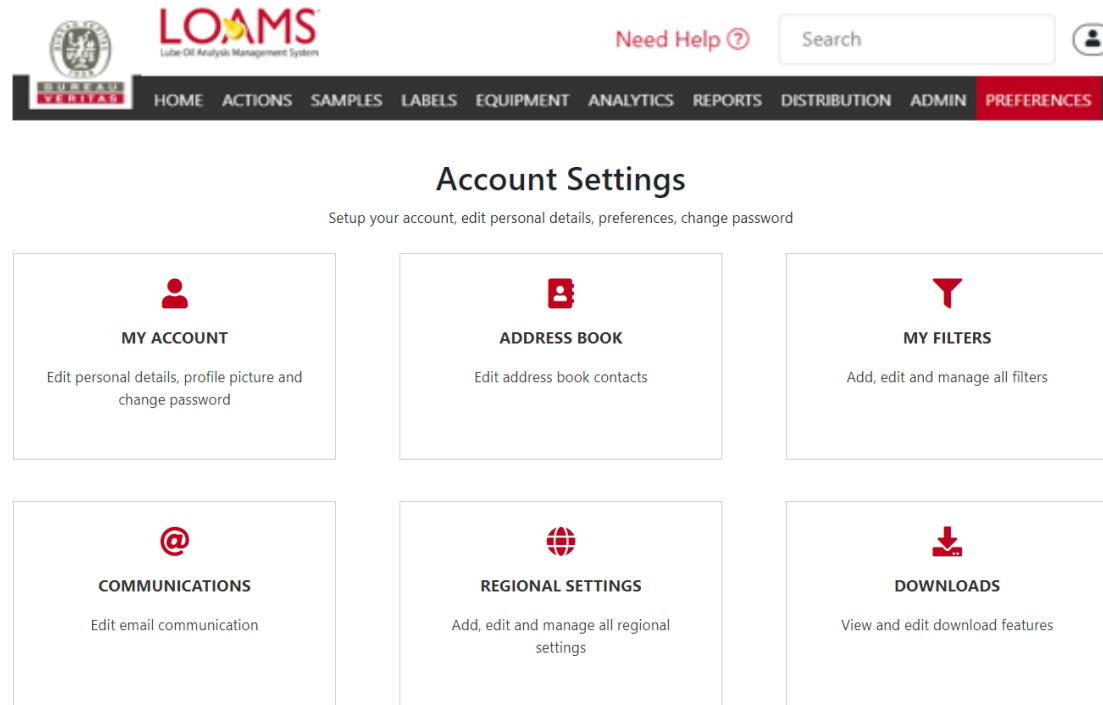
### ○ Objectives:

- 1** Access the preferences tab
- 2** Explore each feature including: My Account, Address Book, My Filters, Communications, Regional Settings and Downloads.
- 3** Learn how to manage and customize each feature.

## ⚙ Understanding the Preferences Tab

- The preferences tab is the section in LOAMS that gives you access to your account settings, managing your custom address book, managing filters, configuring communication preferences, and modifying your download options. You can quickly access these sections by hovering your cursor over the preferences tab and selecting one of the options from the drop down menu. In this quick start guide, you'll learn the various features and functionalities available within the 6 preference sections:

- ✓ My Account
- ✓ Address Book
- ✓ My Filters
- ✓ Communications
- ✓ Regional Settings
- ✓ Downloads



The screenshot shows the LOAMS (Lube Oil Analysis Management System) interface. At the top, there is a navigation bar with the following items: HOME, ACTIONS, SAMPLES, LABELS, EQUIPMENT, ANALYTICS, REPORTS, DISTRIBUTION, ADMIN, and **PREFERENCES** (highlighted in red). To the right of the navigation bar is a search box and a "Need Help" link. Below the navigation bar, the "Account Settings" section is displayed, with the subtitle "Setup your account, edit personal details, preferences, change password". This section contains six interactive cards arranged in a 2x3 grid:

- MY ACCOUNT**: Edit personal details, profile picture and change password
- ADDRESS BOOK**: Edit address book contacts
- MY FILTERS**: Add, edit and manage all filters
- COMMUNICATIONS**: Edit email communication
- REGIONAL SETTINGS**: Add, edit and manage all regional settings
- DOWNLOADS**: View and edit download features



## My Account


- You can edit your custom user settings in My Account. Here, you can edit personal details, update your email address and change your password.

LOAMS Lube Oil Analysis Management System

Need Help ? Search

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

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

  
**Demo LOAMS**  
Last Login: 04/11/2023

[My Account](#)

BACK

### Personal Info

<b>User Name</b>	<b>First Name</b>	<b>Last Name</b>
User Info	User Info	User Info
<b>Company</b>	<b>Job Title</b>	<b>Phone</b>
BV		
<b>Address 1</b>	<b>Address 2</b>	<b>State / Province</b>
City		

Edit

### Email

**Current Email**  
User's Email Address

Edit

### Change Password

Last changed on: Sun Jan 22 2023

Edit



## Address Book

- In the Address Book module, you can add, edit and delete contacts by entering their email address, company name and first and last name. By having someone in your address book, you can send them report PDFs through the sample details page. You can add a new contact by clicking on new contact button and filling out the form.



LOAMS  
Lube Oil Analysis Management System

Need Help ? Search 

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

## Address Book

[Account Settings](#) / Address Book

BACK

+ NEW CONTACT

Email	First Name	Last Name	Company
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### NEW CONTACT

Email\*

First Name

Last Name

Company

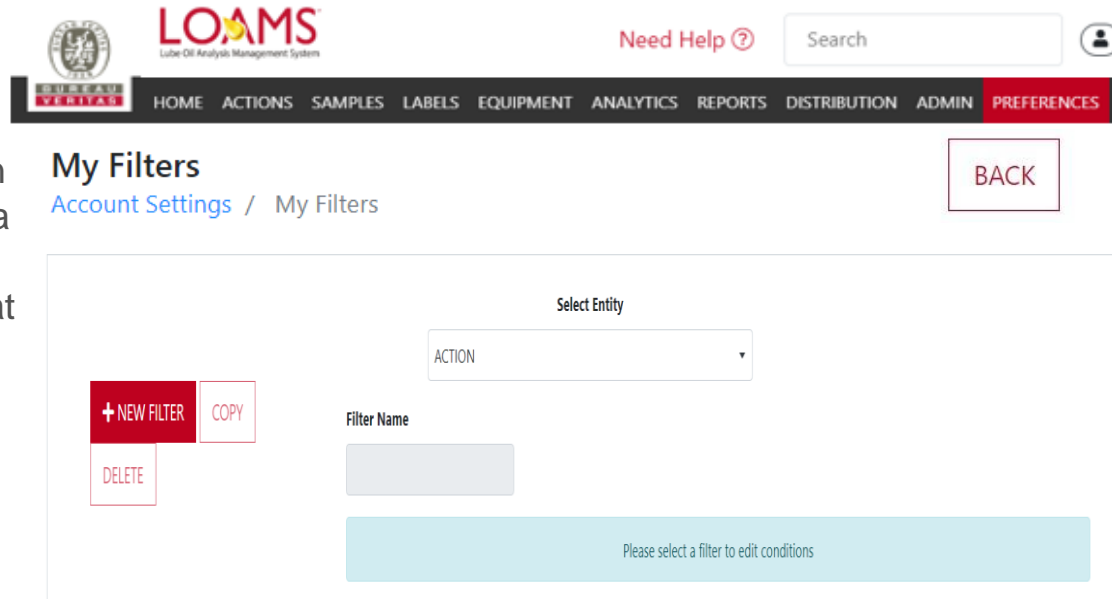
CANCEL

ADD



## My Filters

- The My Filters module lets you manage all the filters that have been created in your account. Filters are a set of specific saved search criteria — also known as “Properties” — that allow users to narrow down the information that displays throughout the different tabs of the LOAMS system. In the manage filters section, users can:
  - ✓ Create, delete and copy filters
  - ✓ Change filter names
  - ✓ Select and modify property values
  - ✓ Apply conditional parameters



The screenshot shows the LOAMS (Lube Oil Analysis Management System) interface. At the top, there is a navigation bar with the LOAMS logo and the text "Lube Oil Analysis Management System". To the right of the logo is a "Need Help ?" link and a search bar. Below the navigation bar is a dark menu bar with the following items: HOME, ACTIONS, SAMPLES, LABELS, EQUIPMENT, ANALYTICS, REPORTS, DISTRIBUTION, ADMIN, and PREFERENCES (which is highlighted in red). The main content area is titled "My Filters" and includes a breadcrumb trail: "Account Settings / My Filters". A "BACK" button is located in the top right corner of the main content area. The interface features a "Select Entity" dropdown menu currently set to "ACTION". Below this are three buttons: "+ NEW FILTER" (red), "COPY" (white with red border), and "DELETE" (white with red border). A "Filter Name" input field is present, and a light blue message box at the bottom states "Please select a filter to edit conditions".



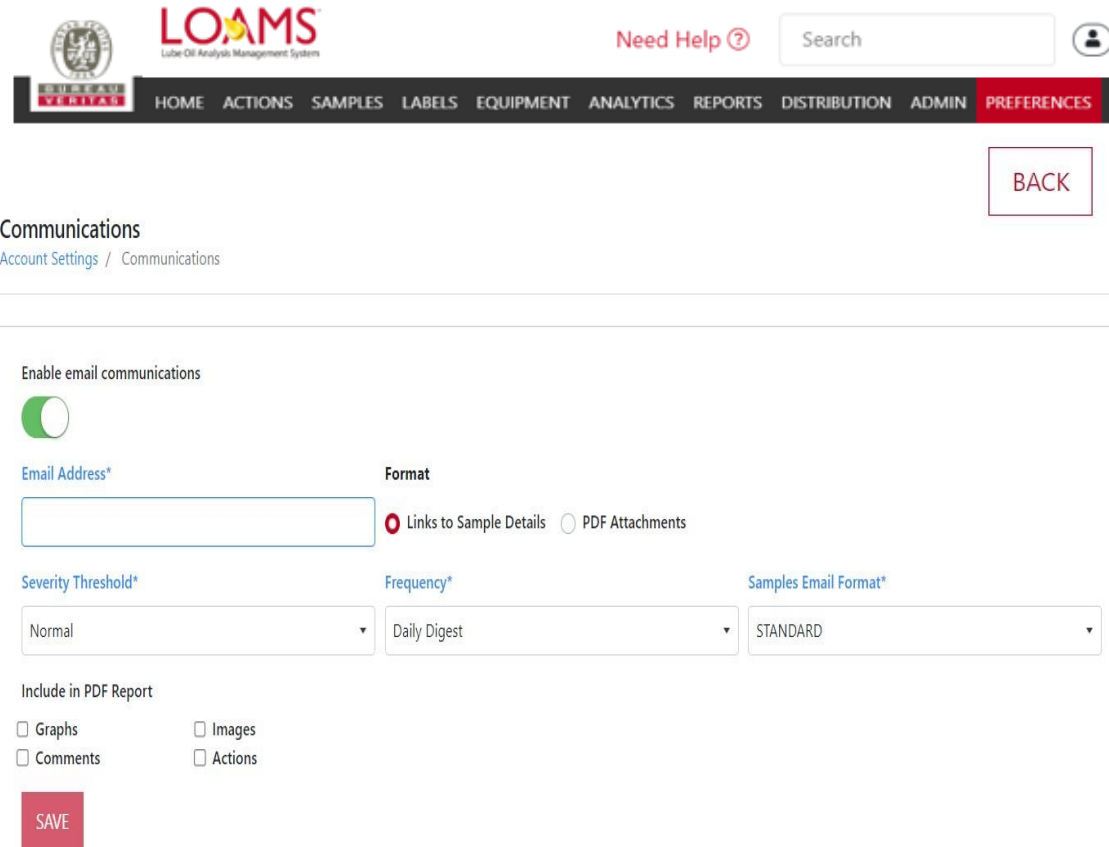
## Communications

The communications section lists all notification and alerts preferences. In this section, users can add their email address to receive links to sample details and opt-in to receive PDF attachments of sample reports based on:

- ✓ Sample severity
- ✓ Sample report frequency
- ✓ Email format
- ✓ Regional settings



Please note, the regional settings include additional preferences to adjust language settings, date format, paper size of the sample report, and include comments, images, actions, and graphing options to the email communications you receive from LOAMS.



The screenshot shows the LOAMS (Labor Oil Analysis Management System) interface. At the top, there is a navigation bar with the LOAMS logo and the text "Labor Oil Analysis Management System". To the right of the logo is a "Need Help" link and a search box. Below the navigation bar is a menu with options: HOME, ACTIONS, SAMPLES, LABELS, EQUIPMENT, ANALYTICS, REPORTS, DISTRIBUTION, ADMIN, and a highlighted "PREFERENCES" tab. A "BACK" button is visible in the top right corner of the page content.

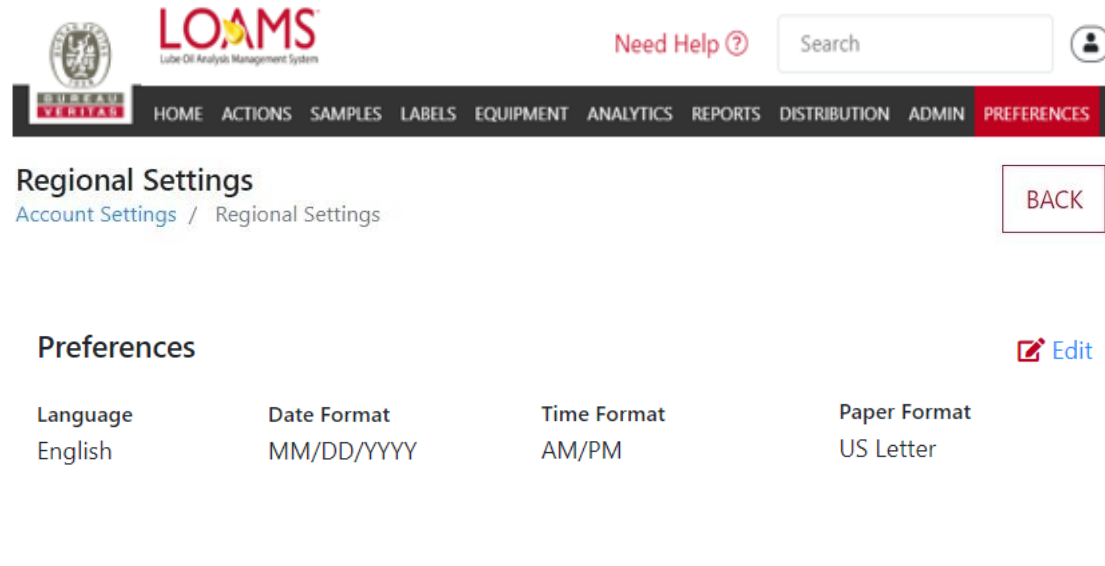
The main content area is titled "Communications" and includes a breadcrumb trail: "Account Settings / Communications". The settings are organized as follows:

- Enable email communications:** A toggle switch is currently turned on (green).
- Email Address\*:** An empty text input field.
- Format:** Two radio buttons: "Links to Sample Details" (selected) and "PDF Attachments".
- Severity Threshold\*:** A dropdown menu set to "Normal".
- Frequency\*:** A dropdown menu set to "Daily Digest".
- Samples Email Format\*:** A dropdown menu set to "STANDARD".
- Include in PDF Report:** Four checkboxes: "Graphs", "Images", "Comments", and "Actions", all of which are currently unchecked.
- SAVE:** A red button to save the changes.



## Regional Settings

- The regional settings include additional preferences to adjust language settings, date format, paper size of the sample report, and include comments, images, actions, and graphing options to the email communications you receive from LOAMS.



The screenshot shows the LOAMS (Lube Oil Analysis Management System) web application interface. At the top, there is a navigation bar with the LOAMS logo and the text "Lube Oil Analysis Management System". To the right of the logo is a "Need Help?" link and a search box. Below the navigation bar is a menu with the following items: HOME, ACTIONS, SAMPLES, LABELS, EQUIPMENT, ANALYTICS, REPORTS, DISTRIBUTION, ADMIN, and PREFERENCES (which is highlighted in red). The main content area is titled "Regional Settings" and includes a "BACK" button. Below this, there is a "Preferences" section with an "Edit" button. The preferences are listed in a table:

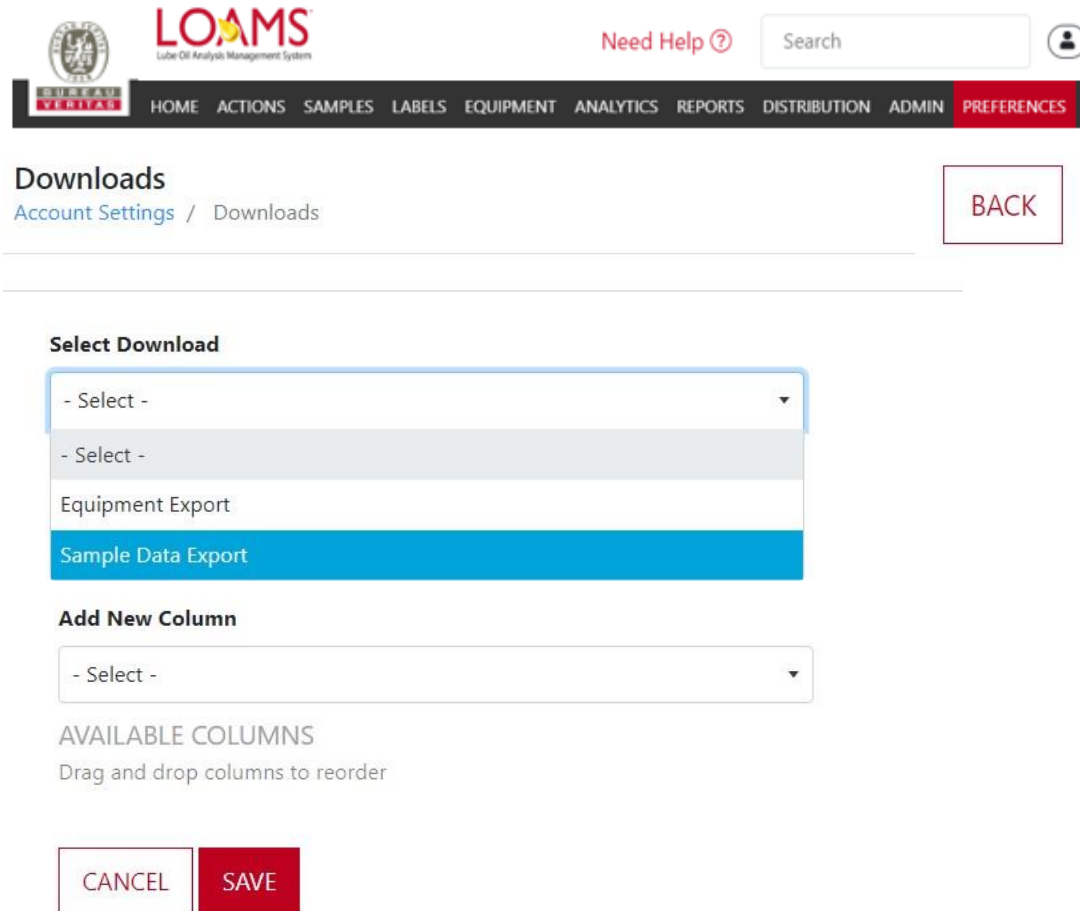
Language	Date Format	Time Format	Paper Format
English	MM/DD/YYYY	AM/PM	US Letter

## Downloads

- The Download section is similar to general section. It lists all the columns that can be viewed in the documents that a user downloads from LOAMS. In this section, users can add, reorder, and remove the visibility of columns.
- User can edit columns once they chose type of download.



Please note, the general section within the preferences tab allows users to modify the column download preferences. This preference allows the user to include or exclude certain columns in documents downloaded from LOAMS.








The screenshot shows the LOAMS interface. At the top, there is a navigation bar with the LOAMS logo and the text "Lube Oil Analysis Management System". To the right of the logo is a "Need Help ?" link and a search box. Below the navigation bar is a dark menu with options: HOME, ACTIONS, SAMPLES, LABELS, EQUIPMENT, ANALYTICS, REPORTS, DISTRIBUTION, ADMIN, and PREFERENCES (highlighted in red). The main content area is titled "Downloads" and includes a breadcrumb "Account Settings / Downloads" and a "BACK" button. The "Select Download" section contains a dropdown menu with options: "- Select -", "- Select -", "Equipment Export", and "Sample Data Export" (highlighted in blue). Below this is the "Add New Column" section with a dropdown menu showing "- Select -". Underneath is the "AVAILABLE COLUMNS" section with the instruction "Drag and drop columns to reorder". At the bottom, there are two buttons: "CANCEL" and "SAVE".





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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