Quick Start Guide

Registering a Sample Using the LOAMS Mobile App

■ Learn How To:

1 Use New LOAMS Sample Processing Form

2 Login to the LOAMS Mobile App

LOAMS Mobile App

■ Moving forward, Bureau Veritas will begin using a new integrated sample processing form with QR-codes.

This form is designed to integrate with the LOAMS Mobile app and allow you to quickly and easily register your samples in the "field" or "shop."

To get started, download the "LOAMS Mobile" app from the iTunes App Store or Google Play Store.

Download on the **App Store**

GET IT ON **Google Play**

* If you already have the app installed, make sure to check for updates to ensure you are using the most current version.

Logging In to LOAMS Mobile

- To login to the LOAMS Mobile App you will use the same login credentials — username & password — that you utilize for KOWA LOAMS.

- Once you have entered your credentials, tap the *Sign In* button.

  Note: Moving forward, the app will save your login information.

- If you do not have a LOAMS account, you can register for one directly in the app or at:

  www.analystsinconline.net

The Sample Registration Process

☐ To start the sample registration process, tap on the *LABELS* icon in the menu bar at the bottom of the app.

☐ Follow these steps to begin the sample registration:

1 Scan the QR-code on the sample processing form or peel off label

2 Select the "**Site**" (Branch or Account the machine is associated with)

3 Select the **Unit** (Machine) and **Component** being sampled

4 The sample date will default to the current day. You can adjust as necessary
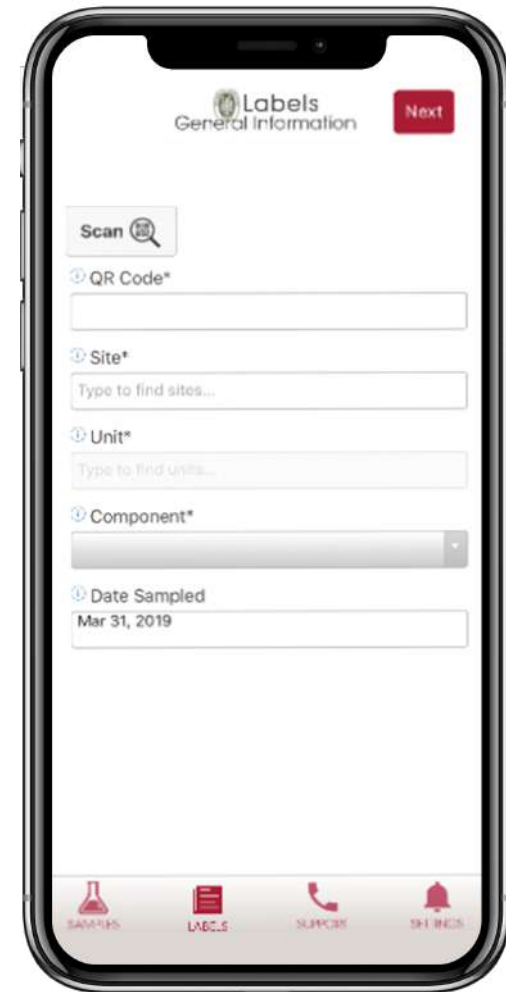
Step 1

- ☐ To scan a QR code, simply click the **SCAN** button above the **QR Code** field, and it will open your phone's camera.

- ☐ Align the **GREEN BOX** with the QR code on the **BOTTLE LABEL** or the **SAMPLE FORM**.

- ☐ The camera will register the QR code and populate the tracking number in the **QR Code** field.

  Note: The first time you use this feature, the app will ask for your permission to use your phones camera. Click **ALLOW**

  If your camera is not registering the QR code, you can manually type in the tracking number that is printed underneath the QR code.

Step 2

■ Once you have registered the QR Code and the Machine information, you are ready to proceed to the next step by clicking **NEXT**.

■ If this is the first time the machine is being sampled, you will need to either fill in the machine registration information (right portion of the Sample Processing Form) or register the machine in LOAMS.

■ If you cannot find the machine you are looking for in the lists, but know it's already registered, contact our LOAMS Support Desk to make sure your account is associated with the correct Branch or Account

*Note, this is the minimum information needed to register a sample. You must fill-in all fields before being able to progress to the next step.

Step 3

■ After selecting the machine you are sampling you will complete the variable sample information.

1. **Oil Type:** If already registered, this information will pre-populate. You can update it or add the oil type if blank.

2. **Age of Machine / Oil:** Provide the hours on the machine and how long the oil has been in service.

3. **Oil Change:** Was the oil changed at time of sampling?

4. **Filter Change:** Was the filter changed at time of sampling?

5. **Oil Added:** How much oil was added to the machine at the time of sampling?

Note: While not required to register the sample, this information is critical in the accurate interpretation of the KOWA sample.

Step 4

- The final step, you can add **Work Order** and/or **Purchase Order** information on the samples.

- The **Comments** section allows you to provide additional feedback on a machine operating condition or notes about any issues observed with the machine

- The final step is to click **Submit**, and the sample registration process is completed.

Confirmation

- After submitting the sample, you will receive a confirmation that the sample was registered successfully.

- At this point, you can submit another sample. You can select Same Unit (machine), which will pre-populate the information, or you can register Another Sample, which will take you back to the beginning of the process.
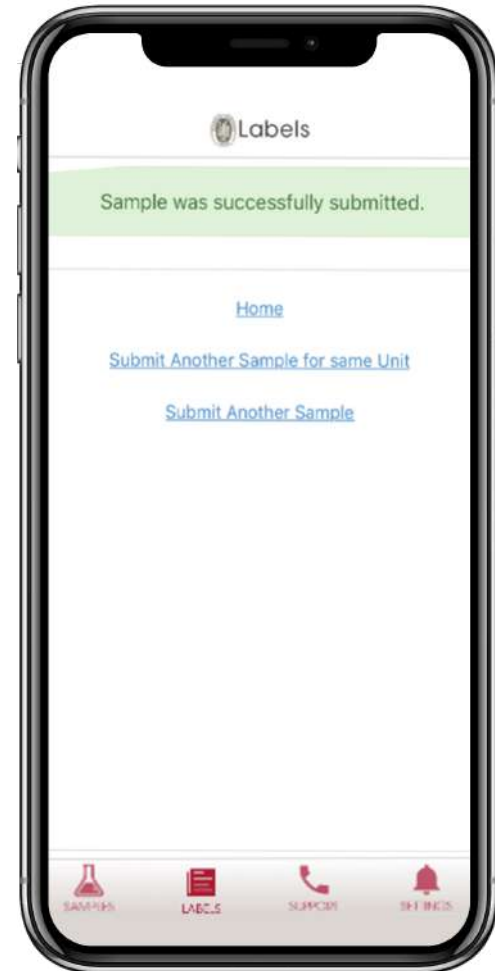
LOAMS SUPPORT DESK:

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