

CASTROL LABCHECK

PRINTING OIL SAMPLE LABELS FROM CASTROL'S LABCHECK WEBSITE

The following process outlines how to print an oil sample label from Castrol's Labcheck website (www.castrollabcheck.co.nz).

Printing labels online enables you to ensure increased accuracy across your fleet when completing oil sampling and reduces the likelihood of an error when recording equipment details.

The following **two procedures** details how to electronically produce and print the sample labels within the web site then to accompany the oil sample in the canister.

OPTION 1

- Step 1. Select the "Analysis" drop down menu (1)
- Step 2. Select the "Print Labels" file (2).

1

2

The screenshot shows the Castrol Labcheck website interface. At the top, there is a navigation bar with tabs: Home, General, Analysis, Data, Oil Maintenance, Registration, Maintenance, Reports, System, and Help. The 'Analysis' tab is selected. Below the navigation bar, there is a 'Model Comparison' section with a 'Print Labels' button. A tooltip points to the 'Print Labels' button, stating: 'Manually print labels for oil sample bottles to be submitted. Oil samples thus pre-registered'. Below this, there is an 'Equipment Selection' section with various input fields: Customer (CASTROL NEW ZEALAND : CSZ8001263), Region, Job Site, Equip No (787ME), Lab Number, Start Date, End Date (02 October 2009), Intep Date, Category, and Status. There are also checkboxes for A, B, C, and X. Below the equipment selection, there is a 'Code Key' section with a legend: X = Solved, X = Action Taken, X = Email Sent, X = Confirmed, X = Sample Image. At the bottom, there is a 'Search Results (1)' table showing the details of the selected equipment.

| Serial No | Unit No | Model | Customer | Job Site | Compartment | S1 | S2 | S3 | S4 | Meter1 | Meter2 | Meter3 | Meter4 |
|-----------|---------|---------|---------------------|--------------|-------------|----|----|----|----|--------|--------|--------|--------|
| 787ME | UNKNOWN | CXH380R | CASTROL NEW ZEALAND | Default Site | ENGINE | B | B | B | B | 100151 | 94942 | 85000 | 87500 |

CASTROL LABCHECK

- Step 3 When the Print Label Selection screen opens; select the company name, region and job site.
- Step 4. When the above have been selected the serial numbers listed under the customer name will be detailed in the drop down menu, then select the serial number required.

Home General Analysis Data Oil Maintenance Registration Maintenance Reports System Help

Castrol Print Labels

Selection Criteria

Customer: CASTROL ARCHIVE : ARCHIVE

Region: NI - AUCKLAND

Job Sites: Default Site

Serial No: 787ME

Unit No: 4231, 4242, 4255

Compartment SN: 787ME

General Sample Information

Meter Reading

Job No

Sample Date

Contact

Jobsite

Include Details with

Compartments Sample

ENGINE

Other

<< Label Information

BLOCK125MM

CASTROLDYNAMAXME

CASTROLRXSUPER+15W40

CASTROLTURBOMAXME

DYNAMAXE

EAST130CRANELGB

ELFTROPHYDXME

HYPINAWVS32MH

K301778

NELSONSAWMILLBOILER

NELSONSAWMILLHT

NEWVOILUNUSEDMMH

NISSANINS1

RECYCLEDMMH

SAFXANEVOIL

SUZUKIENG

T-1H

TANK12

TANK13

TANK14

TANK15

CASTROL LABCHECK

OPTION 2

Assumes that you have already opened the Oil Analysis screen and the machine is already available on the screen

- Step 1. Click on the valuation code in the S1 column and select the Select Print Labels menu (1)

The screenshot shows the Castrol Oil Analysis software interface. The top navigation bar includes tabs for Home, General, Analysis, Data, Oil Maintenance, Registration, Maintenance, Reports, System, and Help. The main header displays the Castrol logo and 'Oil Analysis' with a 'Welcome' message on the right.

The 'Equipment Selection' section contains various input fields for Customer, Region, Job Site, Equip No, Lab Number, Start Date, End Date, and Status. Below this is a 'Code Key' section with a legend for symbols like 'X' for Solved, Action Taken, Email Sent, Confirmed, and Sample Image.

The 'Search Results (1)' section shows a table with columns: Serial No, Unit No, Model, Customer, Job Site, Compartment, S1, S2, S3, S4, Meter1, Meter2, Meter3, Meter4. The first row of data is highlighted, and a context menu is open over the 'S1' column cell. The menu options are: Details, Full History, Action Taken, Message, Graph, Print Details, **Select Print Labels** (highlighted with an arrow and the number 1), Model Comparison, Sample Images, and Backlog.

CASTROL LABCHECK

OPTION 1 AND 2

After completing either option one or two above the following steps must be followed

Step 5. Select the compartment or compartments requiring labels, this will open the remaining portion of the screen.

5

Step 6. Enter the meter reading or kilometre of the machine,

Step 7. If the correct value has been entered in step 6 the system will have automatically calculated the hours on the oil and will produce them in the oil hour's box. If the sample history in the system is not consistent and the hours are shown incorrectly, the number can be changed at this time.

Step 8. If fluid has been added to the compartment during the oils life then fill in the amount,

Step 9. Indicate if the fluid and the filter have been changed by ticking in the respective Y or N boxes.


CASTROL LABCHECK

Step 10. Ensure the oil type and grade is correct by clicking on the box and choosing the type and grade from the selection in each box dropdown selection.

CASTROL LABCHECK

Step 11. Check the labels and if all is OK click on the “Print Labels” button (1). This will create an electronic label that you will need to send to the local printer.

Step 12. Print the labels. Normally up to three labels are printed on one A4 sheet of paper. Cut the labels apart, wrap around the bottle and insert into the canister.

| Castrol Equipment Commander | | | | | |
|-----------------------------|-----------------|---------------|-----------|----------------|--------------------------------------------------------------------------------------------|
| Date | 05 Oct 2009 | Unit No | UNKNOWN | Meter Read | 100398 |
| Customer | CASTROL ARCHIVE | Serial No | 787ME | Hrs/Kms Fluid | 247 |
| Address | P.O. BOX 4499 | Compartment | ENGINE | Last Fluid Chg | 100151 |
| Contact | AVRIL BEECHER | Oil Type | SAE 15W40 | Fluid Added | 1.00 |
| Phone | 0011 64 (9) 623 | Oil Grade | | Make | ISUZU |
| Fax | 0011 64 (9) 639 | Fluid Chg | No | Model | CXH380R |
| Email | | Filter Chg | No | Jobsite | |
| Coolant | | Ttl Fuel Burn | | Job No | |
| Prob/Comments | | | | |  4 |

NOTE: It is very important that the BAR CODE is not damaged or cut off when cutting up the labels.