



Quick Start Guide:

Email Settings & Customization

Learn How To:

1. Choose Email Notification Settings
2. Customize Sample Inbox

Preferences Tab

Manage Filters | My Tests | **Communications** | Download Options

Notification and Alerts

Email

Fax

Email Address:

Fax Number:

Format: Links to Sample Details
 PDF Attachments

Severity Threshold: ▾

Severity Threshold: ▾

Frequency: ▾

Frequency: ▾

Samples Email Format: ▾

Regional Settings

Language:

Date Format:

To update your email settings click on the **Preferences** tab and select on **Communications**. To receive email notifications once samples are complete make sure the box next to email is checked and that your email address is listed correctly.

Links to Sample Details

Manage Filters

My Tests

Communications

Download Options

Notification and Alerts

Email

Fax

Email Address:

Fax Number:

Format: **Links to Sample Details**

PDF Attachments

Severity Threshold:

Frequency:

Severity Threshold:

Frequency:

Samples Email Format:

Save

Regional Settings

Language

Date Format

Select the bubble next to which format of email notifications you'd like to receive. By default all users are set to receive **Links to Sample Details**. This means that LOAMS will email you links back to the website to log in and view your reports. Under the **Samples Email Format** select to receive these links in Standard (Non-HTML) or Inbox (HTML, matches your Sample Inbox) format.

PDF Attachments

Manage Filters

My Tests

Communications

Download Options

Notification and Alerts

Email

Fax

Email Address:

Fax Number:

Format: Links to Sample Details

Severity Threshold:

PDF Attachments 

Frequency:

Severity Threshold:

Frequency:

Samples Email Format:

Save

Regional Settings

Language:

Date Format:

Selecting **PDF Attachments** ensures that LOAMS will send the reports straight to your email so you do not need to log in each time a sample has completed. Please note that these are in a .zip format.

Severity Threshold

Manage Filters

My Tests

Communications

Download Options

Notification and Alerts

Email

Fax

Email Address:

Fax Number:

Format: Links to Sample Details

Severity Threshold:

Severity Threshold:

Frequency:

Frequency:

Samples Email Format:

Save

Next to **Severity Threshold** select which reports you want to be notified on.



Normal: Receive email notifications on all samples



Monitor: Receive email notifications for Monitor, Abnormal & Critical Severities



Abnormal: Receive email notifications on Abnormal & Critical samples



Critical: Receive email notifications on Critical samples only.

Manage Filters

My Tests

Communications

Download Options

Notification and Alerts

Email

Fax

Email Address:

Fax Number:

Format: Links to Sample Details
 PDF Attachments

Severity Threshold:

Severity Threshold:

Frequency:

Frequency:

- When Available
- Daily Digest**
- Weekly Digest
- Monthly Digest
- Monday of Every Week
- Tuesday of Every Week
- Wednesday of Every Week
- Thursday of Every Week
- Friday of Every Week
- 1st of the Month
- 15th of the Month
- 1st of Each Quarter

Samples Email Format:

Save

Regional Settings

Language:

Date Format:

Next to **Frequency** select how often you'd like to receive emails from LOAMS. To receive one email a day select Daily Digest.

Save Email Settings

Manage Filters

My Tests

Communications

Download Options

Notification and Alerts

Notification and alerts saved successfully.

Email

Fax

Email Address:

Fax Number:

Format: Links to Sample Details

Severity Threshold: ▾

PDF Attachments

Frequency: ▾

Severity Threshold: ▾

Frequency: ▾

Samples Email Format: ▾



Regional Settings

Language: ▾

Date Format:

Once you've updated your preferences click the **Save** button.

Regional Settings

- Manage Filters
- My Tests
- Communications**
- Download Options

Notification and Alerts

Email Fax

Email Address:

Fax Number:

Format: Links to Sample Details PDF Attachments

Severity Threshold: ▼

Severity Threshold: ▼

Frequency: ▼

Frequency: ▼

Samples Email Format: ▼

Save

Regional Settings

Regional settings saved successfully.

Language: ▼

Date Format:

→ Save

Update your Regional settings and date format. Once complete click the **Save** button

Sample Inbox Customization

Inbox

Search

Date Range: 1st Year

Show: All

✕ Clear from Inbox

📄 Export XLS

🖨 Print Report(s)

🔍 Show/hide columns

<input type="checkbox"/>	Sampled Date	Severity	Unit ID	Component	Customer	Worksite	Oil Age	Manufacturer / Model	U
<input type="checkbox"/>	✓	81321	ENGINE	Mar 11, 2014	Acme - 70520	Columbus OH	300	Mack / AI-350	0
<input type="checkbox"/>	✓	82396	ENGINE	Mar 25, 2014	Acme - 70160	PIKE COUNTY	431	Mack / MP7-325M	0
<input type="checkbox"/>	🔍	83284	ENGINE	Apr 04, 2014	Acme- 70511	Cleveland	326	Mack / MRU613	0
<input type="checkbox"/>	✓	82588	ENGINE	Apr 06, 2014	Acme- 70511	Cleveland	301	Mack / MP7-325M	0
<input type="checkbox"/>	✓	82851	HYDRAULIC	Apr 06, 2014	Acme- 70511	Cleveland		International / null	0
<input type="checkbox"/>	🔍	81641	ENGINE	Apr 07, 2014	Acme - 70140	Beech Hollow Garage	464	International / DT570	0
<input type="checkbox"/>	✓	82864	ENGINE	Apr 07, 2014	Acme- 70511	Cleveland	276	Mack / Unknown/Unspecifi	0
<input type="checkbox"/>	✓	82618	HYDRAULIC	Apr 11, 2014	Acme- 70511	Cleveland		Not Specified / -	0
<input type="checkbox"/>	✓	82664	ENGINE	Apr 11, 2014	Acme- 70511	Cleveland		Mack / MP7-325M	0
<input type="checkbox"/>	✓	82346	ENGINE	Apr 13, 2014	Acme - 70060	Ohio Valley Shop	337	Not Specified / -	0
<input type="checkbox"/>	✓	82386	ENGINE	Apr 14, 2014	Acme - 20511	Harvard Road Transfe		Caterpillar / 966H	8845
<input type="checkbox"/>	⚠	A6 / 045M07053	D VACUUM F						
<input type="checkbox"/>	✓	82596	ENGINE						
<input type="checkbox"/>	✓	82770	ENGINE						
<input type="checkbox"/>	🔍	211390	HYDRAULIC						
<input type="checkbox"/>	⚠	80714	DIFFERENT						

There are several ways to customize your *Sample Inbox*. Left click to drag and drop column headers in the order that fits your needs. You can also choose which column headers to display by clicking on the *Show/Hide Columns* button.

Show/Hide Columns

Show/hide columns



- Sampled Date
- Severity
- Unit ID
- Component
- Customer
- Worksite
- Oil Age
- Manufacturer / Model
- Unit Age
- Serial
- Sample Number
- Condition
- Unit Manufacturer / Model
- Action
- Unit Worksite
- Unit Serial No.

Save

Cancel

Select the check boxes next to the column headers you'd like to display. Once you've made your selections click the **Save** button, and your inbox will update.

Sample Inbox Customization

Inbox

Date Range: Last Year Show: All Viewed Unviewed

<input type="checkbox"/>	Sampled Date <input type="button" value="v"/>	Severity	Unit ID	Component	Customer	Worksite	Oil Age	Manufacturer / Model	
<input type="checkbox"/>	Mar 11, 2014 <input type="button" value="v"/>	✓	81321	ENGINE	Acme - 70520	Columbus OH	300	Mack / AI-350	4V19C <input type="button" value="v"/>
<input type="checkbox"/>	Mar 25, 2014	✓	82396	ENGINE	Acme - 70160	PIKE COUNTY	431	Mack / MP7-325M	
<input type="checkbox"/>	Apr 04, 2014	Q	83284	ENGINE	Acme- 70511	Cleveland	326	Mack / MRU613	
<input type="checkbox"/>	Apr 06, 2014	✓	82588	ENGINE	Acme- 70511	Cleveland	301	Mack / MP7-325M	
<input type="checkbox"/>	Apr 06, 2014	✓	82851	HYDRAULIC	Acme- 70511	Cleveland		International / null	
<input type="checkbox"/>	Apr 07, 2014	Q	81641	ENGINE	Acme - 70140	Beech Hollow Garage	464	International / DT570	13859
<input type="checkbox"/>	Apr 07, 2014	✓	82864	ENGINE	Acme- 70511	Cleveland	276	Mack / Unknown/Unspecifi	EMP7
<input type="checkbox"/>	Apr 11, 2014	✓	82618	HYDRAULIC	Acme- 70511	Cleveland		Not Specified / -	
<input type="checkbox"/>	Apr 11, 2014	✓	82664	ENGINE	Acme- 70511	Cleveland		Mack / MP7-325M	
<input type="checkbox"/>	Apr 13, 2014	✓	82346	ENGINE	Acme - 70060	Ohio Valley Shop	337	Not Specified / -	
<input type="checkbox"/>	Apr 14, 2014	✓	82386	ENGINE	Acme - 20511	Harvard Road Transfe		Caterpillar / 966H	
<input type="checkbox"/>	Apr 17, 2014	!	A6 / 045M07053	D VACUUM					
<input type="checkbox"/>	Apr 22, 2014	✓	82596	ENGINE					
<input type="checkbox"/>	Apr 22, 2014	✓	82770	ENGINE					
<input type="checkbox"/>	Apr 22, 2014	Q	211390	HYDRAULIC					
<input type="checkbox"/>	Apr 23, 2014	!	80714	DIFFERENTIAL					

Click on a column header to sort between ascending and descending order. You can also sort between Viewed and Unviewed samples. Samples that have not been viewed will be **bold**.



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