

WEBTRIEVE™ User Guide





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1 Overview

1.1 Purpose

This document covers general information about the ALS Tribology Webtrieve™ system.

1.2 System Requirements

Category	Description	Minimum	Recommended
Hardware	CPU	1 Gigahertz (GHz) 32-bit (x86) or 64-bit (x64) processor	Dual Core 1.6GHz or faster
	RAM	512 MB	1 GB or higher
Operating Systems	Windows	Windows Vista 32-bit with Service Pack 2 (SP2) or higher	Microsoft Windows 7 or higher
Screen Resolution	Screen Resolution	1024 x 768	1680 x 1050 or higher
Compatible Browsers	Microsoft Internet Explorer	Version 9	Version 11 or higher
	Google Chrome*	HTML5-compliant versions	HTML5-compliant versions
Browser Settings	Cookies	Enabled	Enabled
	JavaScript	Enabled	Enabled

1.3 Logging In

The screenshot shows the ALS Tribology Webtrieve homepage. At the top right, there are links for Home, News & Tech Info, Contact Us, and Take A Tour. The main header features the ALS Tribology logo with a blue triangle icon and the text "ALS Tribology". Below the header is a large banner image of a laboratory flask containing a blue liquid with a small Earth model inside. To the left of the banner, the text "Welcome to ALS Tribology WEBTRIEVE™" is displayed, followed by a brief description of the software's purpose. On the right side of the banner, a "Log Into the System" form is overlaid. This form includes fields for "User name*", "Password*", "Language" (set to English), and a "Login" button. Below the form are links for "Don't have an account?" and "Forgot your password?". At the bottom of the page, there are several footer links: "How Do I...", "What's Happening at ALS" (listing an event in Atlanta, GA), "eSource Newsletter" (with a "Subscribe" button), "Webtrieve Mobile" (links to App Store and Google play), and "Find Us On Social Media" (links to Facebook, LinkedIn, and Twitter). The bottom right corner also displays the text "Version: 9.0.43.27381".



To first access the website, existing users may log in with their user ID and Password. New users may create an account by clicking 'Don't have an account?'

1.4 Password Reset

To reset your password click on the 'Forgot your password' option. You will be prompted to provide additional information. You will then receive an email with instructions to reset your password.

1.5 Welcome Screen

Once you have logged in, your welcome screen will appear. You will see a menu bar across the top of the page with a number of user options available.

1.5.1 News and Tech Info

Webtrive™ offers a 'News and Tech Info' section for technical articles relating to oil analysis specifically and reliability in general as well as information concerning Webtrive™ functionality and upgrades.

In addition to news and technical information, notifications regarding website updates or system outages will appear in the bright orange colored envelopes under the top menu bar.

1.5.2 Contact Us

The 'Contact Us' option is available on the top menu bar for users wishing to contact ALS Tribology with questions, ideas or concerns. After selecting this option, the following screen appears.

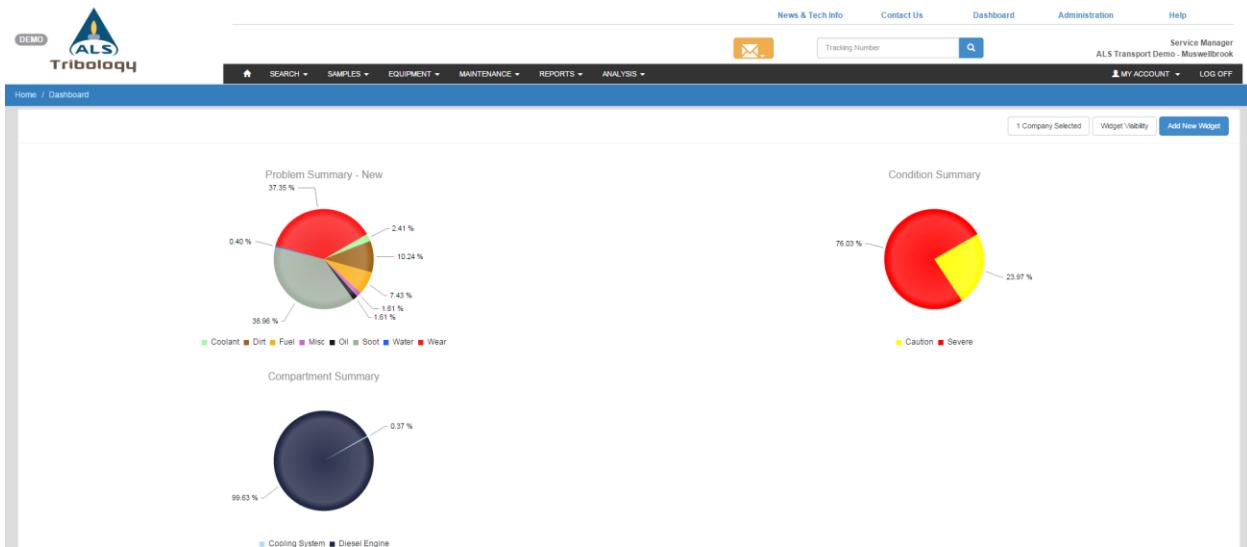


The screenshot shows the ALS Tribology website's contact form. The top navigation bar includes links for News & Tech Info, Contact Us (which is highlighted with a yellow box), Dashboard, Administration, and Help. Below the navigation is a search bar and a tracking number input field. The main content area is titled 'Contact Us' and contains fields for Your Name*, Your Phone Number*, State/Province, Your Email Address*, Subject*, Upload a File (with a 'Select a File to Upload' button), Company Name, Select a Lab (with a 'No Lab Selected' button), and Comments*. There are also bold, italic, underline, and other rich text buttons.

2 Dashboard

The dashboard can be configured as your home page. The dashboard displays a set of customizable widgets that can be used to view or compare data. Widgets can be customized by three different types:

1. **Problem Summary** summarizes the source of concern. Examples include wear metals, coolant, fuel dilution, oil condition, etc...
2. **Condition Summary** identifies the overall health and wellbeing of the equipment. This is provided in a percentage of normal results for situations that are considered cautionary, abnormal or severe.
3. **Compartment Summary** compares various components within your equipment such as bearings, gearboxes, engines, hydraulics, etc.





Users with more than one company or location may select the company or location of interest to display on their Dashboard.

The screenshot shows the ALS Tribology Webtrieve dashboard. At the top, there's a navigation bar with links for Search, Samples, Equipment, Maintenance, Reports, Analysis, News & Tech Info, Contact Us, Dashboard, Administration, and Help. The main content area features several widgets: a 'Problem Summary - New' pie chart, a 'Compartment Summary' donut chart, and a 'Condition Summary' pie chart. Below these are sections for 'How Do I...', 'What's Happening at ALS', 'eSource Newsletter', 'Webtrieve Mobile' (with links to App Store and Google Play), and 'Find Us On Social Media' (Facebook, LinkedIn, Twitter). A 'Select Companies' modal is overlaid on the page, containing a dropdown menu with 'Name' and 'ALS Transport Demo - Muswellbrook' selected, along with other options like 'In Use' and 'View Selected'. The bottom right of the modal has a yellow box around the 'Widget Visibility' button. The status bar at the bottom right indicates 'Version: 9.0.43.27381'.

2.1 Customizing Widgets

You may hide or display widgets according to your viewing interests. To customize the results displayed select the 'Widget Visibility' option. Each widget comes with its own set of tools and configuration options, as shown in the figure below:

This screenshot shows the same dashboard as above, but with a specific focus on the 'Problem Summary - New' pie chart. A yellow box highlights the 'Widget Visibility' icon, which is a small square with a circular handle in the center. This icon allows users to toggle the visibility of the entire chart. The rest of the dashboard elements are visible but appear standard without any customization applied.

Widget Configuration

Widget Title: Problem Summary - New

Search Criteria: Engines Problem Types

Widget Order: 1

Widget Type: Pie Chart Large

Top Results: Top 10

Widget Visibility: Visible

Reset Close Save Changes

Condition Summary

76.03 % 23.97 %

Caution Severe

Problem Summary - New

37.35 % 2.41 % 0.40 % 10.24 % 7.43 % 1.61 % 38.96 % 0.37 %

Coolant Dirt Fuel Misc Oil Soot Water Wear

Compartment Summary

0.37 %

You may also view the widget in full screen as shown in the figure below:

News & Tech Info Contact Us Dashboard Administration Help

Tracking Number

Service Manager ALS Transport Demo - Mowbray

MY ACCOUNT LOG OFF

1 Company Selected Widget Visibility Add New Widget

Home / Dashboard

SEARCH SAMPLES EQUIPMENT MAINTENANCE REPORTS ANALYSIS

Problem Summary - New

37.35 % 2.41 % 0.40 % 10.24 % 7.43 % 1.61 % 38.96 % 0.37 %

Coolant Dirt Fuel Misc Oil Soot Water Wear

Compartment Summary

0.37 %

Condition Summary

76.03 % 23.97 %

Caution Severe

Problem Summary - New

37.35 % 2.41 % 0.40 % 10.24 % 7.43 % 1.61 %

Soot 38.96 % Total 194

Coolant Dirt Fuel Misc Oil Soot Water Wear

2.2 Adding a New Widget

To add a new widget select the "Add New Widget" option. The widget configuration tool for adding a new Widget will appear prompting users to:

- Add a widget title
- Select existing search criteria
 - Users can select from existing searches or create a new search on the Search page prior to adding a new widget
- Select the order for the widget to appear on dashboard
- Select widget type (bar or pie chart)
- Select top results (Top 5, Top 10 or All)
- Select the widget visibility

The screenshot shows the ALS Tribology dashboard with several widgets displayed. In the top right corner, there is a toolbar with buttons for 'News & Tech Info', 'Contact Us', 'Dashboard', 'Administration', and 'Help'. Below this, it says 'Service Manager' and 'ALS Transport Demo - Murswbrook'. A yellow box highlights the 'Add New Widget' button in the toolbar. On the left, there's a 'Problem Summary - New' pie chart with categories: Coolant (37.35%), Diesel Engine (38.95%), Fuel (10.24%), Soot (7.43%), Water (2.41%), and Wear (0.40%). Below it is a 'Compartment Summary' donut chart with categories: Cooling System (99.63%) and Diesel Engine (0.37%). On the right, there's a 'Condition Summary' pie chart with categories: Severe (76.03%) and Caution (23.97%).

The screenshot shows the 'Widget Configuration' dialog box overlaid on the dashboard. The dialog has fields for 'Widget Type' (set to 'Problem Summary'), 'Widget Title' (set to 'New'), 'Search Criteria' (set to 'Diagnosed in the Last 7 Days'), 'Widget Order' (set to '1'), 'Widget Type' (set to 'Bar Chart Large'), and 'Widget Visibility' (set to 'Visible'). At the bottom of the dialog are 'Reset', 'Close', and 'Save Changes' buttons. The background shows the same dashboard elements as the previous screenshot.

Click 'Save Changes' to add the widget on dashboard. Please note: if no data is available, the widget will appear blank on the dashboard.



3 Administration

The administration tab will maintain your configuration settings used throughout the site. Some settings are hidden/visible to users depending upon their role.

3.1 Configuration Settings

The Configuration Settings enables you to manage settings for the following options:

- Manage address book
 - Add, edit or delete a contact from the Address Book and Company Contacts list.
- Show/Hide menus
 - Hide/display menu items such as Search, Samples, Equipment, etc. by updating settings on this page.
- Change user settings
 - Change the default start page and/or change the default date range (e.g. Last 7 Days) criteria that appears on Search page.
- Maintain tags
 - View, edit or delete search tags created.
- Colour settings
 - Customize colour settings for Data Types (e.g. Company, Unit, and Compartment etc.), Severity Ratings (e.g. Normal, Severe, and Abnormal etc.) and Problem Codes (e.g. Chlorides, Fuel, Debris etc.)
- Test colour settings
 - Customize colour settings for different test packages (e.g. FTIR, ICP etc.)

3.2 Samples

The 'Samples' settings enables you to manage following:

- Thresholds
 - Threshold values are entered by users to set the threshold on usage of their equipment, they are used to display warnings of any inconsistencies (equipment is used for more than threshold value) that occur at sample submission. If the threshold value is empty, the user will not receive any message/warning during sample submission.
- Auto-Clear
 - Auto-Clear settings are available for each severity and allow users to configure when Samples appear in the New Samples List.
 - If the user selects the 'Yes' option under auto-clear, the samples will be cleared from the new sample list after the specific 'No. of Days' entered by the user. Please note: if the number of days entered is '0', the samples of that particular type will not appear in the user's new sample list.
 - If the user selects the 'No' option under auto-clear, the samples will be cleared from the new sample list **only after the user views them**.



The screenshot shows the ALS Tribology web interface. At the top, there's a navigation bar with links for News & Tech Info, Contact Us, Dashboard, Administration, and Help. It also shows the current user account (ALS Transport Demo - Muswellbrook) and a LOG OFF button. Below the navigation is a search bar with a tracking number field and a search icon. The main content area has tabs for SEARCH, SAMPLES, EQUIPMENT, MAINTENANCE, REPORTS, and ANALYSIS. On the left, a sidebar is open under 'Configuration Settings' with options like Manage Address Book, Show/Hide Menus, Change User Settings, Maintain Tags, Colour Settings, Test Colour Settings, and Samples. Under Samples, there are Thresholds and Auto-Clear options. The main content area displays two tables: 'Address Book' and 'Company Contacts'. Both tables have columns for Display Name and Email, and include edit and delete buttons.

3.3 Special Options

3.3.1 System

This page will be visible only to the system administrator. The system option allows the system administrator to add a new user, edit an existing user, reset a user's password and activate/deactivate a user's account.

3.3.2 Knowledge Base

This page will be visible only to the knowledge base administrator. The knowledge base option allows the knowledge base administrator to add news articles/categories, update/delete articles, activate/deactivate articles and send system messages to all users.

4 Search

The Search page is divided into two sections, Choose Search Criteria and Search Criteria.

Select items from the 'Choose Search Criteria' to be added to the 'Search Criteria' section of the page as shown in the figure below:

The screenshot shows the ALS Tribology web interface with the search screen open. At the top, there's a navigation bar with links for News & Tech Info, Contact Us, Dashboard, Administration, and Help. It also shows the current user account (ALS Transport Demo - Muswellbrook) and a LOG OFF button. Below the navigation is a search bar with a tracking number field and a search icon. The main content area has tabs for SEARCH, SAMPLES, EQUIPMENT, MAINTENANCE, REPORTS, and ANALYSIS. On the left, a sidebar is open under 'Choose Search Criteria' with categories like Company, Sample, Unit, Saved Searches, SIF No., Date Sampled, Date Diagnosed, Date Received, Customer Ref., and Problem Code. To the right, there's a 'Search Criteria' section with a search bar, a dropdown for 'Sample Criteria', and buttons for Severity, Default, and Save Criteria. A message box at the top provides instructions for using the search screen.



Items can be removed from the search criteria by clicking on the red (x) icons.

The screenshot shows the 'Search' screen with the 'SAMPLES' tab selected. On the right, there's a 'Search Criteria' panel titled 'Sample Criteria'. It contains three input fields: 'Severity' (set to '3 Item(s)'), 'Problem Code' (empty), and 'Default' (set to 'Samples That I Have Access To'). Each field has a red 'X' icon to its right, which likely serves as a remove button. Below these fields is a dropdown menu with options like 'View Sample List', 'View Company List', 'View Unit List', 'View Compartment List', and 'View as Management Report'.

4.1 Saving a Search

Click on the 'Save Criteria' button to save your search. Saved searches can be renamed, deleted and accessed under the 'My Saved Searches' option in the search dropdown menu.

4.2 Viewing Results

Sample search results can be viewed as a sample list or (if selected from the dropdown menu) as a company list, unit list, compartment list or management report. A typical result list appears as shown in the figure below.

This screenshot is similar to the one above, showing the 'Search' screen with the 'SAMPLES' tab selected. The 'Search Criteria' panel is visible on the right. A yellow box highlights the 'View Sample List' button in the dropdown menu, which is currently expanded to show other options: 'View Sample List', 'View Company List', 'View Unit List', 'View Compartment List', and 'View as Management Report'.

4.3 Tagging

For more flexibility, users can group results into customizable tags. Tags allow you to mark any samples, equipment or companies with an identifying name of your choice. The tagged items can be viewed as a list in 'My Tagged Items' under the search dropdown menu. Click on the 'Add to a new Tag' button to add an item to a tag. Alternatively, by clicking on the dropdown arrow, you can add that item to an existing tag. This is illustrated in the figure below.



Screenshot of the ALS Tribology web interface showing a search results table. A yellow box highlights the 'FURTHER ACTIONS' sidebar.

Date Sampled	Tracking Number	Severity	Problem Code	Unit Id	Compartment	Company Name	Unit Serial Number	Compartment Serial Number	Date Received	Date Diagnosed	Samples
27 Apr 2015	102516420064	Abnormal	Wear	5687	Diesel Engine	ALS Transport Demo - Muswellbrook	12345		05 May 2015	06 May 2015	View Sample
27 Apr 2015	112580560121	Normal	None	7169	Diesel Engine	ALS Transport Demo - Muswellbrook			29 Apr 2015	30 Apr 2015	View Sample
27 Apr 2015	10346233	Normal	None	2634	Diesel Engine	ALS Transport Demo - Muswellbrook			29 Apr 2015	30 Apr 2015	View Sample
27 Apr 2015	102516420021	Normal	None	5436	Diesel Engine	ALS Transport Demo - Muswellbrook			29 Apr 2015	30 Apr 2015	View Sample
27 Apr 2015	102516420027	Normal	None	5432	Diesel Engine	ALS Transport Demo - Muswellbrook			29 Apr 2015	30 Apr 2015	View Sample
26 Apr 2015	102372160093	Abnormal	Wear	7784	Diesel Engine	ALS Transport Demo - Muswellbrook			01 May 2015	05 May 2015	View Sample
26 Apr 2015	092332960083	Normal	None	7128	Diesel Engine	ALS Transport Demo - Muswellbrook			01 May 2015	05 May 2015	View Sample
26 Apr 2015	10346257	Normal	None	7432	Diesel Engine	ALS Transport Demo - Muswellbrook			28 Apr 2015	29 Apr 2015	View Sample
26 Apr 2015	112580560123	Normal	None	2646	Diesel Engine	ALS Transport Demo -			28 Apr 2015	29 Apr 2015	View Sample

FURTHER ACTIONS

- [Return To Search](#)
- [Sample List](#)
- [Add Multiple Feedback](#)
- [Add to a new Tag](#)
- [Add to existing Tag](#)
- [Search Tag Maintenance](#)
- [Export](#)

When selecting the 'Search Tag Maintenance' option, you will be directed to the 'Maintain Tags' page under configuration settings in administration where actions can be performed on an existing tag.

4.4 Filtering & Sorting Result Lists

All fields that can be sorted or filtered in a result list will bear a sort (small triangle) icon. After clicking the sort icon, a menu will appear on screen with the following options:

- Sort ascending & sort descending allows users to change the order of column items.
- Columns can be added or removed by selecting or de-selecting the column title in the columns submenu.

Screenshot of the ALS Tribology web interface showing a search results table. A yellow box highlights the column filtering dropdown menu.

Date Sampled	Tracking Number	Severity	Problem Code	Unit Id	Compartment	Company Name	Unit Serial Number	Compartment Serial Number	Date Received	Date Diagnosed	Samples
27 Apr 2015	102516420064	Abnormal	Wear	5687	Diesel Engine	ALS Transport Demo - Muswellbrook	12345		05 May 2015	06 May 2015	View Sample
27 Apr 2015	112580560121	Normal	None	7169	Diesel Engine	ALS Transport Demo - Muswellbrook			29 Apr 2015	30 Apr 2015	View Sample
27 Apr 2015	10346233	Normal	None	2634	Diesel Engine	ALS Transport Demo - Muswellbrook			29 Apr 2015	30 Apr 2015	View Sample
27 Apr 2015	102516420021	Normal	None	5436	Diesel Engine	ALS Transport Demo - Muswellbrook			29 Apr 2015	30 Apr 2015	View Sample
27 Apr 2015	102516420027	Normal	None	5432	Diesel Engine	ALS Transport Demo - Muswellbrook			29 Apr 2015	30 Apr 2015	View Sample
26 Apr 2015	102372160093	Abnormal	Wear	7784	Diesel Engine	ALS Transport Demo - Muswellbrook			01 May 2015	05 May 2015	View Sample
26 Apr 2015	092332960083	Normal	None	7128	Diesel Engine	ALS Transport Demo - Muswellbrook			01 May 2015	05 May 2015	View Sample
26 Apr 2015	10346257	Normal	None	7432	Diesel Engine	ALS Transport Demo - Muswellbrook			28 Apr 2015	29 Apr 2015	View Sample
26 Apr 2015	112580560123	Normal	None	2646	Diesel Engine	ALS Transport Demo - Muswellbrook			28 Apr 2015	29 Apr 2015	View Sample
25 Apr 2015	092332960077	Abnormal	Soot	7437	Diesel Engine	ALS Transport Demo - Muswellbrook			30 Apr 2015	03 May 2015	View Sample

FURTHER ACTIONS

- [Return To Search](#)
- [Sample List](#)
- [Add Multiple Feedback](#)
- [Add to a new Tag](#)
- [Sample Summary Report](#)
- [View Multiple Sample Reports](#)
- [Export](#)

Columns

- Date Sampled
- Tracking Number
- Severity
- Problem Code
- Unit Id
- Compartment
- Company Name
- Unit Serial Number
- Compartment Serial Number
- UIN Number
- Date Received
- Date Diagnosed



- Narrow down your results by using the Filter submenu. To filter results, select a parameter, type in your criteria and click on the 'Filter' button. To remove a filter, simply click on the 'Clear' button.

The screenshot shows a search results table with columns: Date Sampled, Tracking Number, Severity, Problem Code, Unit Id, Compartment, Company Name, Unit Serial Number, Compartment Serial Number, Date Received, Date Diagnosed, and Samples. A yellow box highlights the 'Filter' dropdown menu for the 'Company Name' column, which includes options like 'Is equal to', 'Is not equal to', 'Starts with', 'Contains', 'Does not contain', and 'Ends with'. The 'Is equal to' option is selected. The 'Samples' column contains hyperlinks labeled 'View Sample'.

This screenshot is identical to the one above, showing the same search results table and filter dropdown menu for the 'Company Name' column. The 'Is equal to' option is selected, and the 'Samples' column contains 'View Sample' links.

4.5 Further Actions

Each page has a further actions tab with a different set of controls.

4.6 Sample Details

The sample details page provides a detailed description of sample results/analysis and can be accessed by clicking the 'View Sample' hyperlink in a result list.

The screenshot shows a search results table with a yellow box highlighting the 'View Sample' link in the 'Samples' column for the first row. The table has columns: Date Sampled, Tracking Number, Severity, Problem Code, Unit Id, Compartment, Company Name, Unit Serial Number, Compartment Serial Number, Date Received, Date Diagnosed, and Samples. The 'Samples' column contains hyperlinks labeled 'View Sample'.



The screenshot shows a web-based application for managing tribology samples. At the top, there's a navigation bar with links for News & Tech Info, Contact Us, Dashboard, Administration, and Help. On the right, it shows the user is logged in as 'ALS Transport Demo - Muswellbrook' and provides options to My Account and Log Off.

The main content area displays a sample detail page for 'Sample 1 of 1847'. The page includes fields for Company Name (ALS Transport Demo - Muswellbrook), Unit ID (7781), Compartment (Diesel Engine), Fluid Brand (Unidentified), Severity (Normal), UIN Number (01BFE81), Type/Grade (Unidentified SAE 15W40), and Problem Code (Unidentified). A Diagnosis Text field notes 'All wear rates normal. Abrasive and other contaminant levels are acceptable. Viscosity within specified operating range.' An Action field suggests 'Resample next service interval to further monitor.' Below this is a section for SIF Comments.

To the right of the main content is a 'FURTHER ACTIONS' sidebar with the following options:

- Return to List
- Update Sample Details
- View Trending Analysis
- View Sample Report
- View Sample Images
- Add Feedback
- Export

At the bottom of the main content area, there's a table showing historical data for various parameters over time (05-May-2015 to 03-Jun-2014). The columns include Tracking Number, Fluid Manufacture Name, Fluid Category, Fluid Grade, Time on Unit, Compartment Age, Time on Fluid, Time on Filter, Fluid Added, Fluid Change, and Diagnosis. The Diagnosis column contains five blue 'Diagnose' buttons.

4.7 Test Information

Test information displays the test results by color per their severity ratings. To customize the colors of your severity ratings see administration.

4.8 Further Actions

The following options can be found under the further actions menu on the right hand side of the page.

- Return to list
- View latest sample
- Modify diagnosis text
- Update sample details
- Release sample (only in few cases)
- View trending analysis
- View sample report
- View sample images
- Add feedback
- Add return on investment
 - Available only to the fleet administrator, this feature allows users to keep track of the ROI achieved for preventative maintenance of equipment.
- Export

4.9 Feedback

Feedback can be viewed by clicking the 'View Feedback' icon (speech bubble) in a result list. Alternatively, feedback can also be accessed via the 'Feedback History' option in the search menu.

Please note: the view feedback icon will appear only when feedback is present in the system.



To add feedback to a result list item(s), make your selection by checking the checkbox to the left of the item and click the 'Add Multiple Feedback' button under the further actions menu.

5 Samples

The Samples menu allows users to focus on sample related information and maintenance.

5.1 New Samples

The new samples list displays all unviewed diagnosed samples. Once samples have been viewed, the system will flag the sample as delivered and will no longer appear in the new samples list. Please note: this also applies to the mobile application.

To configure the new samples list go to sample settings administration.

5.2 Diagnosed within 7 Days

These are all the samples (both viewed and unviewed) that have been diagnosed within the last 7 days.

5.3 Unreleased Samples

This is available only if you release a sample online or perform online diagnosis.

5.4 Sample Submission

This allows you to create an online sample submission that captures equipment and sampling information essential for proper identification. After clicking sample submission on the samples dropdown menu a sample submission search screen will appear. The user can then search/identify the equipment to be submitted by company, units, serial no., compartment description and compartment type as well as compartment selection.

Unit Id	Unit Make Name	Description	UIN Number	Compartment Make Name	Compartment Model Name	Serial No	Company Name
1310	Unknown	Diesel Engine	01BFE4B	Cummins	C8.3		ALS Transport Demo - Muswellbrook
1582	Unknown	Diesel Engine	01BFE19	Cummins	C8.3		ALS Transport Demo - Muswellbrook
2601	Unknown	Diesel Engine	01F825A				ALS Transport Demo - Muswellbrook
2606	Unknown	Diesel Engine	01BFE84	Cummins	C8.3		ALS Transport Demo - Muswellbrook
2607	Unknown	Diesel Engine	01BFE72	Cummins	C8.3		ALS Transport Demo - Muswellbrook
2608	Unknown	Diesel Engine	01BFE8E	Cummins	C8.3		ALS Transport Demo - Muswellbrook
2609	Unknown	Diesel Engine	01BFEA7	Cummins	C8.3		ALS Transport Demo - Muswellbrook
2610	Unknown	Diesel Engine	01BFF02	Cummins	C8.3		ALS Transport Demo - Muswellbrook
2611	Unknown	Diesel Engine	01C4ED0	Cummins	C8.3		ALS Transport Demo - Muswellbrook
2612	Unknown	Diesel Engine	01BFF00	Cummins	C8.3		ALS Transport Demo - Muswellbrook

5.5 Performing Submissions

After selecting the equipment to be submitted, the following screen appears.

The screenshot shows the 'Sample Submission' page with two entries:

Unit Id	Compartment Name	Date Sampled	Unit Hours / Kt	Compartment Age	Fluid Changed?	Fluid Age	Filter Changed?	Filter Age	New Hour Meter	Service Type	Fluid Top Up
1582	Diesel Engine	05 Aug 2015	0	0	No	0	No	0	0	Select...	0
1310	Diesel Engine	05 Aug 2015	0	0	No	0	No	0	0	Select...	0

Columns can be added or removed from the page as per user's requirement.

A context menu is open over the 'Fluid Age' column, listing various filter options. A yellow box highlights this menu.

- Unit Name
- Compartment Name
- Tracking Number
- Date Sampled
- Unit Age
- Compartment Age
- Fluid Changed?
- Fluid Age
- Filter Changed?
- Filter Age
- New Meter Reading
- Service Type Id
- Fluid Top Up Total
- Work Order #
- Comments
- Maintenance Type Id
- Maintenance Date

Values entered in column can be propagated to other columns by using white arrow icon.

A context menu is open over the 'Last Service History' column, listing various filter options. A yellow box highlights this menu.

- Last Service History
- Service History
- Unit Age
- Compartment Age: 0
- Fluid Age: 0
- Fluid Changed: No
- Filter Age: 0
- Filter Changed: No

The service history of the equipment can also be viewed by clicking the spanner icon.

The screenshot shows the ALS Tribology software interface. At the top, there's a navigation bar with links for SEARCH, SAMPLES, EQUIPMENT, MAINTENANCE, REPORTS, ANALYSIS, News & Tech Info, Contact Us, Dashboard, Administration, Help, and a user account section. Below the navigation is a search bar with a tracking number input field and a search button. The main content area is titled "Sample Submission" and displays a table of sample submissions. The table has columns for Sample Submission ID, Last Service History, and Tracking No. Entry. The first row in the table is highlighted with a yellow box, which corresponds to the list in the sidebar.

5.6 Sample Submission List

The sample submission list allows you to manage/review all online submissions from creation to when samples reach the laboratory. Submission types available are as follows:

- Unprinted Submissions
 - All online submissions that have not been printed will appear in this list. Unprinted Submissions can only be edited or deleted by the user who created them.
- Deleted Submissions
 - Deleted submissions will appear in this list. To undelete a submission click on the 'Undo Delete' button under the further actions menu. This action can only be performed by the user who initially created and deleted the submissions.
- Outstanding Submissions – Not Received
 - Sample submissions that have been printed but have yet to be received by the lab will display in this list. This usually represents samples that are in transit.
- Outstanding Submissions – Received By Lab
 - Submissions that have been received by the lab that are currently being processed will display in this list. Once submissions have been processed and diagnosed they will be removed from this list; as a result this list view is often empty.

5.6.1 Sample Status

Sample status is a pre-defined system search that displays undiagnosed samples and their current status.

6 Equipment

The equipment menu contains the following options related to the performance and maintenance of your equipment.

6.1 Companies

Some basic operations that can be performed under companies are:

- Search for companies
- View company details



- Add a new unit
 - To add a new unit click on the “New Unit” hyperlink. This option is available only to the Equipment Administrator.
- View existing units
 - To view details of available units click on the ‘Units’ hyperlink.

The screenshot shows the 'Company Search' page. At the top, there's a navigation bar with links for 'News & Tech Info', 'Contact Us', 'Dashboard', 'Administration', and 'Help'. On the right, it shows 'Service Manager' and 'ALS Transport Demo - Muswellbrook'. Below the navigation is a search bar for 'Tracking Number' and a 'Search' button. The main area has sections for 'Companies' and 'Units'. A yellow box highlights the 'Equipment' dropdown menu, which is currently open, showing three options: 'Companies', 'Units', and 'Compartments'. Below this are search fields for 'Customer Number', 'Customer No.', 'State', and 'Postcode', along with 'Clear' and 'Search' buttons. A table below lists one company entry: 'ALS Transport Demo - Muswellbrook' (End User, Service Manager - Muswellbrook, contact: contactmuswellbrook@alstribology.com, Customer Number: 20508400). There are buttons for 'New Unit' and 'Units'. At the bottom, there are pagination controls and a link to '1 - 1 of 1 items'.

The screenshot shows the 'Company Details' page for 'ALS Transport Demo - Muswellbrook'. The top navigation bar and service information are identical to the previous screenshot. The main content area displays company details: Name (ALS Transport Demo - Muswellbrook), Primary Contact (Service Manager - Muswellbrook), Address (Unit 2, Lot 6 Industrial Close Muswellbrook NSW 2333 Australia), Phone Number, Mobile, Fax, Email (contactmuswellbrook@alstribology.com), and Customer Number (20508400). To the right, a yellow box highlights the 'FURTHER ACTIONS' sidebar, which contains four buttons: 'New Unit', 'Units', 'Parent Company', and 'View Contacts'.

6.2 Units

Some basic operations that can be performed under Units are:

- Search for units
- View unit details
- View compartments associated with those units
- Clone an existing unit and edit/delete a unit. Please note: this option can only be performed by the Equipment Administrator.

The screenshot shows the 'Unit Search' page. The top navigation bar and service information are consistent with the previous screenshots. The main area has sections for 'Companies' and 'Units'. A yellow box highlights the 'Equipment' dropdown menu, which is open, showing 'Companies', 'Units', and 'Compartments'. Below this are search fields for 'Company', 'Unit Id', 'Serial Number', 'Make', 'Model', and 'Age Measure', along with 'Clear' and 'Search for Units' buttons. A table below lists four unit entries: 'ALS Transport Demo - Muswellbrook' (Unit Id: 1310, Serial Number: Unknown, Make: Unknown, Model: Unknown, Age Measure: Miles), 'ALS Transport Demo - Muswellbrook' (Unit Id: 1582, Serial Number: Unknown, Make: Unknown, Model: Unknown, Age Measure: Hours), 'ALS Transport Demo - Muswellbrook' (Unit Id: 2601, Serial Number: Unknown, Make: Unknown, Model: Unknown, Age Measure: Miles), and 'ALS Transport Demo - Muswellbrook' (Unit Id: 2606, Serial Number: Unknown, Make: Unknown, Model: Unknown, Age Measure: Miles). Each row has edit, clone, delete, and clone with edit options.



The screenshot shows a web-based application interface for ALS Tribology. At the top, there's a navigation bar with links for News & Tech Info, Contact Us, Dashboard, Administration, and Help. A search bar is also present. The main content area displays a table of sample data with columns for Date Sampled, Tracking Number, Severity, Problem Code, Unit Id, Compartment, Company Name, Unit Serial Number, Compartment Serial Number, Date Received, Date Diagnosed, and Samples. A yellow box highlights a dropdown menu that appears over the Compartment column header. This menu includes options like Sort Ascending, Sort Descending, Columns, Filter, and a tree view for Company Name, Unit Serial Number, and Compartment Serial Number. To the right of the table, there's a 'FURTHER ACTIONS' panel with buttons for Return to Search, Sample List, Add Multiple Feedback, Add to a new Tag, and Add to existing Tag.

This screenshot shows the 'Edit Unit' form. It contains fields for Company Name (ALS Transport Demo - Muswellbrook), Unit Id (1310), Model (Unknown), Operation (dropdown), Site (Site), Warranty Age (Warranty Age), Year Of Manufacture (Year Of Manufacture), Make (Unknown), Sector (dropdown), Serial Number (Serial Number), Warranty Date (dropdown), Age Measure (Seconds), Description (Description), and a Comment text area with rich text editing tools. At the bottom are buttons for Reset, Cancel, and Save Changes.

6.3 Compartments

Some basic operations that can be performed under compartments are:

- Search for a compartment by
 - Company name
 - Unit Id
 - Compartment Name
 - UIN Number
 - Make
 - Model
- View sample details such as severity, last sampled date, and tracking number etc.
 - Click on the 'Samples' hyperlink to view all samples associated with a particular compartment.
- View Compartment details
 - To view compartment details click on the 'New Unit' hyperlink.
- Edit compartment details. Please note: this option can only be performed by the equipment administrator.



The screenshot shows the ALS Tribology web interface. At the top, there's a navigation bar with links for News & Tech Info, Contact Us, Dashboard, Administration, and Help. On the right, it shows 'Service Manager', 'ALS Transport Demo - Muswellbrook', 'MY ACCOUNT', and 'LOG OFF'. Below the navigation is a search bar for 'Tracking number' with a magnifying glass icon. The main content area has tabs for Home, SEARCH, SAMPLES, EQUIPMENT, MAINTENANCE, REPORTS, and ANALYSIS. The EQUIPMENT tab is active, and its dropdown menu is open, showing 'Companies', 'Units', and 'Compartments'. A yellow box highlights the 'Compartments' option. Below this is a search form with fields for Company Name, UIN Number, Serial Number, Unit Id, Make, Compartment Name, Model, and Compartment Type. To the right is a 'FURTHER ACTIONS' panel with an 'Export' button. The main table lists compartments with columns for Company, UIN Number, Compartment Type, Name, Serial Number, Severity, and Tracking Number. Two rows are shown: one for a Cooling System (Bus Soap) and another for a Differential (Rear Differential).

This screenshot shows the 'Edit Compartment' page. The top navigation and search bar are identical to the previous screenshot. The main form is titled 'Edit Compartment' and contains fields for Unit (set to 'BUS-SOAP'), Name ('Bus Soap'), Compartment Type ('Cooling System'), Make (''), Serial Number ('123'), Age Measure ('Seconds'), Power Rating ('6'), Default Fluid ('Unidentified / Unknown'), Capacity ('Capacity'), and Comment ('Q9'). There are buttons for Bold, Italic, Underline, and other rich text controls. A 'Has a Filter?' dropdown is set to 'Yes'. To the right, there's a 'FURTHER ACTIONS' panel with buttons for 'Return to List', 'View Samples', 'New Compartment', 'Add Feedback', and 'View Feedback'. At the bottom are 'Reset', 'Cancel', and 'Save Changes' buttons.

7 Maintenance

The Maintenance menu allows users to maintain equipment and perform the following actions.

7.1 Log Fluid Top Up

This allows the user to search for units by company and/or unit id.

This screenshot shows the Maintenance menu. The top navigation and search bar are consistent with the previous screenshots. The Maintenance menu is open, showing 'Log Fluid Top Up' and 'Fluid Top Up History', with a yellow box highlighting 'Log Fluid Top Up'. Below this is a search form for 'Company Name' and 'Unit Id'. The main table lists units with columns for Company Name, Unit Id, Serial Number, Site, Make, and Model. Two rows are shown: one for a Cooling System (Unit Id 1310) and another for a Differential (Unit Id 1582). To the right is a 'FURTHER ACTIONS' panel with buttons for 'Set TopUp Values', 'View TopUp History', and 'Export'.



The screenshot shows the 'Search Units for Fluid Top Up' page. At the top, there are search fields for 'Company Name' and 'Unit Id'. Below these are two buttons: 'Clear' and 'Search for Units'. To the right of the search area is a 'FURTHER ACTIONS' menu with options like 'Set TopUp Values', 'View TopUp History', and 'Export'. The main content area displays a table of units, with the first few rows shown below:

Company Name	Unit Id	Serial Number	Make	Model
ALS Transport Demo - Muswellbrook	1310		Unknown	Unknown
ALS Transport Demo - Muswellbrook	1582		Unknown	Unknown
ALS Transport Demo - Muswellbrook	2601		Unknown	Unknown
ALS Transport Demo - Muswellbrook	2606		Unknown	Unknown
ALS Transport Demo - Muswellbrook	2607		Unknown	Unknown
ALS Transport Demo - Muswellbrook	2608		Unknown	Unknown

To enter data for current shift, new meter reading and quantity select the 'Set TopUp Values' button under the further actions menu.

The screenshot shows the 'Bulk Top Up' screen. It features a table for entering top-up details. The columns include Unit Name, Compartment Name, Date Topped Up, Shift, New Meter, Quantity, Previous Meter, Previous Quantity, Previous Date Topped Up, and Previous Shift. Two rows are visible: one for unit 1310 and one for a Diesel Engine. The 'Quantity' field for the Diesel Engine row is highlighted with a yellow box.

7.2 Fluid Top-Up History

This allows the user to view the history of all the top-ups performed on your equipment as well as edit/delete top-ups if required.

The screenshot shows the 'Fluid Top Up History' screen. The top navigation bar includes 'SEARCH', 'SAMPLES', 'EQUIPMENT', 'MAINTENANCE', 'REPORTS', and 'ANALYSIS'. The 'MAINTENANCE' tab is selected, and its dropdown menu shows 'Log Fluid Top Up' and 'Fluid Top Up History'. The main content area is titled 'Search Fluid Top Ups' and includes search filters for Company Name, Fluid, Grade, and date range. Below these filters is a table of fluid top-up history, with the first few rows shown below:

Logged Date	Unit Id	Compartment	UINNO	Fluid Name	Fluid Grade	Date Topped Up	Shift	Meter	Quantity
13 Jul 2015	1582			Diesel Engine	SAE 15W40	13 Jul 2015	2	4500	2
13 Jul 2015	1582	Diesel Engine	01BFE19	Unidentified	SAE 15W40	13 Jul 2015	2	4500	2
13 Jul 2015	1310			Diesel Engine		13 Jul 2015	2	5000	2
13 Jul 2015	1310	Diesel Engine	01BFE4B	Unidentified	SAE 15W40	13 Jul 2015	2	5000	2
14 Jul 2015	1582			Diesel Engine		14 Jul 2015	1	250	1
14 Jul 2015	1582	Diesel Engine	01BFE19	Unidentified	SAE 15W40	14 Jul 2015	1	250	1
14 Jul 2015	1310			Diesel Engine		14 Jul 2015	1	250	1



7.3 Bulk Fluid Update

This allows the fluid administrator to update the current fluid of multiple compartments. The fluid administrator can select the compartment type, company name, current fluid, unit id and location of their equipment to view the result list.

To update a fluid for the selected compartment, click 'Update Selected Compartments' under the further actions menu. Select the respective fluid for the compartment and click the 'Update Fluid' button.

8 My Account

The My Account features give users quick access to change a password or update details.

8.1 Change My Password

To change your password enter and confirm your new password and click the 'Change Password' button. Once your password has been successfully changed you will be navigated to the home page.

8.2 Update My Details

This option allows users to update details such as name, address and contact information.



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