

These instructions will teach you about the features of the HORIZON[®] Dashboard. You will learn how to:

- Get to My Settings, and how to logout
- Get to additional navigation tabs
- Use Menu Shortcuts
- Use Sample Report Lookup
- Sign up for additional training
- View mini management reports



The screenshot shows the HORIZON Dashboard interface with the following callouts:

- 1**: Upper Navigation Bar (My Dashboard | My Settings | Contact Us | Logout)
- 2**: Navigation Tabs (Sample Reports, Management Reports, Equipment Management, Sample Submission, Technical Library)
- 3**: Menu Shortcuts (Unviewed Sample Reports - Severities 0, 1, 2; Recent Sample Reports - Last 30 Days; Recent Sample Reports with Messages; Samples with Open Actions)
- 4**: Fluid Alert - Action Required (27 Samples on Hold - Information Needed)
- 5**: Unviewed Results by Severity - Past 60 Days (Pie chart showing 0: 36 (27%), 1: 20 (15%), 2: 14 (11%), 3: 28 (21%), 4: 44 (33%)
- 6**: Components Due or Overdue (Table listing Component ID, Secondary ID, Last Sample, and Severity)
- 7**: Sample Report Lookup (Form for ab Number, Account Name, Track My Sample, and Component ID)
- 8**: Free HORIZON[®] Training Sign Up (Form for Name, Email, and Password)
- 9**: Top Repeat Severities - Last 12 Months (Table listing Component ID, Secondary ID, and Total)

- 1** Use the **Upper Navigation Bar** to return to the Dashboard from other pages, change your settings, or log out of the system.
- 2** **The Navigation Tabs** allow you to navigate to the five main sections of HORIZON: Clicking on the Equipment Management tab will open a drop-down menu to select which management task you want to perform.

- 3 The Home icon appears at the beginning of a page's **Breadcrumbs**. The breadcrumbs show the path traveled from the Dashboard and can be clicked to move to that page. The Home Icon can be clicked to navigate back to the Dashboard.
- 4 The **Fluid Alert/Action Required** section will appear when a submitted sample needs more information before testing can begin. Clicking this box will take you to a page to resolve the impediments.
- 5 The **Menu** is a short summary of the most important information on the account. Customize the ranges in My Settings under Dashboard Settings. It lists the number of:
 - Unviewed Sample Reports by Severity range
 - Recent Sample Reports
 - Recent Sample Reports with Messages
 - Samples with Open Actions
 - Clicking numbers in blue will take you to the samples indicated.
- 6 The **News and Information** section is updated periodically with messages about HORIZON.
- 7 Use the **Sample Report Lookup** fields to find samples quickly and easily.
 - Lab number - Enter a lab number using the format shown (Lab letter, dash, 6-digit number) and click on the green arrow to go directly to the report.
 - Account Name – Switch between multiple accounts to find samples quicker. Enter the account number then click the green arrow to go to that account.
 - Track My Sample - Enter the barcode for the sample and click the green arrow to go to the report
 - Component ID - Find the samples submitted from a specific component. Enter in ID then click on the green arrow.

Note: Add an asterisk () as a wildcard to widen your search*
- 8 Find a **HORIZON Training Class** and sign up to attend the webinar.
- 9 The **Mini Management Report** area is customizable so you can get an up-to-date view of your overall account status.
 - The reports are automatically run and updated with certain criteria. Click the arrow in the upper right corner of each report to run a similar report.
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For additional questions about the HORIZON application, please contact us at custserv@eoilreports.com.