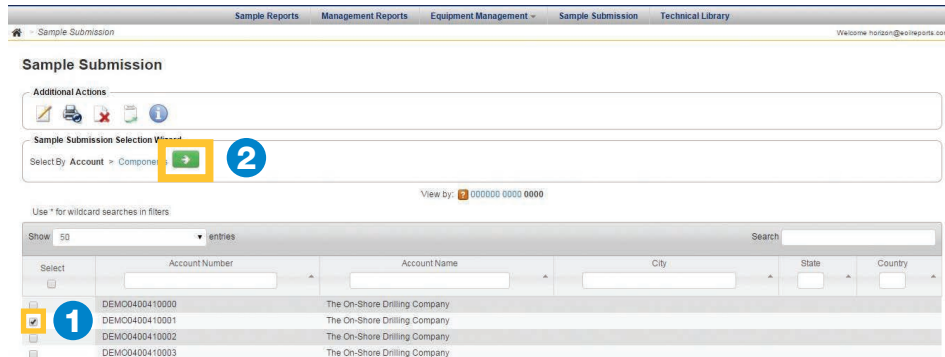



These instructions will teach you about submitting the information on a fluid sample using the HORIZON software instead of the written form.



Sample Submission

Additional Actions

Sample Submission Selection Wizard

Select By Account > Components  **2**

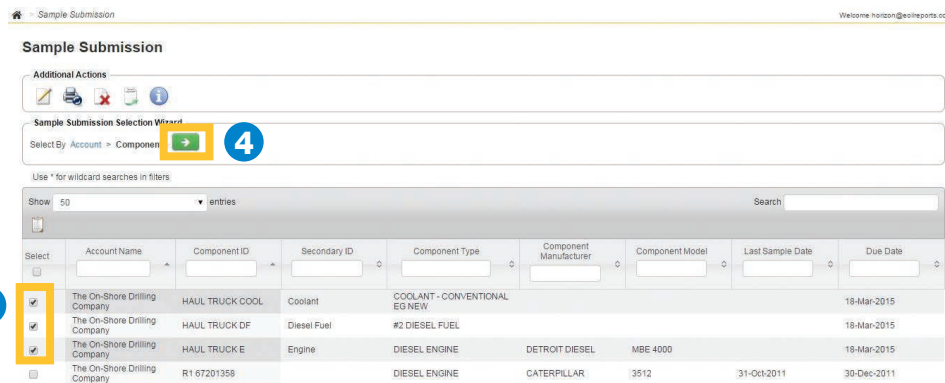
View by: 000000 0000 0000

Use * for wildcard searches in filters

Select	Account Number	Account Name	City	State	Country
<input checked="" type="checkbox"/>	DEM00400410000	The On-Shore Drilling Company			
<input checked="" type="checkbox"/>	DEM00400410001	The On-Shore Drilling Company			
<input checked="" type="checkbox"/>	DEM00400410002	The On-Shore Drilling Company			
<input checked="" type="checkbox"/>	DEM00400410003	The On-Shore Drilling Company			

1 Select the account(s) with the components you drew samples from.


2 Click the green arrow to continue.



Sample Submission

Additional Actions

Sample Submission Selection Wizard

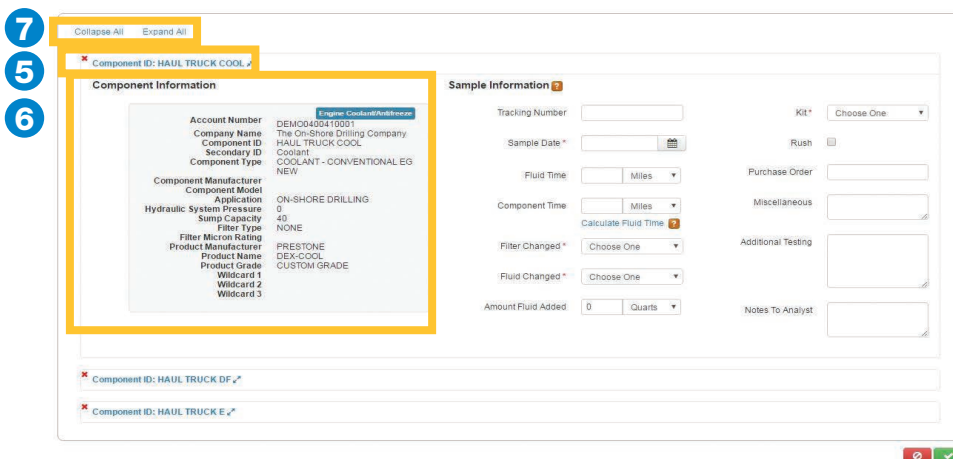
Select By Account > Components  **4**

Use * for wildcard searches in filters

Select	Account Name	Component ID	Secondary ID	Component Type	Component Manufacturer	Component Model	Last Sample Date	Due Date
<input checked="" type="checkbox"/>	The On-Shore Drilling Company	HAUL TRUCK COOL	Coolant	COOLANT - CONVENTIONAL EG NEW				18-Mar-2015
<input checked="" type="checkbox"/>	The On-Shore Drilling Company	HAUL TRUCK DF	Diesel Fuel	#2 DIESEL FUEL				18-Mar-2015
<input checked="" type="checkbox"/>	The On-Shore Drilling Company	HAUL TRUCK E	Engine	DIESEL ENGINE	DETROIT DIESEL	MBE 4000		18-Mar-2015
<input type="checkbox"/>	The On-Shore Drilling Company	R1 67201358		DIESEL ENGINE	CATERPILLAR	3512	31-Oct-2011	30-Dec-2011

3 Select the components you drew samples from.

4 Click the green arrow to continue.



7 Collapse All Expand All

5 Component ID: HAUL TRUCK COOL

6 Component Information

Account Number: DEM00400410001
Company Name: The On-Shore Drilling Company
Component ID: HAUL TRUCK COOL
Secondary ID: Coolant
Component Type: COOLANT - CONVENTIONAL EG NEW
Component Manufacturer: ON-SHORE DRILLING
Component Model: 4D
Application: Hydraulic System Pressure
Sump Capacity: 4D
Filter Type: NONE
Filter Micron Rating: PRESTONE
Product Manufacturer: DEX-COOL
Product Name: CUSTOM GRADE
Wildcard 1:
Wildcard 2:
Wildcard 3:

Sample Information

Tracking Number:
Sample Date:
Fluid Time: Miles
Component Time: Miles
Filter Changed:
Fluid Changed:
Amount Fluid Added: Quarts

Kit:
Rush:
Purchase Order:
Miscellaneous:
Additional Testing:
Notes To Analyst:

- 5 The logging screen displays a section for each component selected. Click the arrows to the right of the Component ID to minimize the Sample Information fields. Click the Red X to remove the component from the screen.
- 6 The Component Information section displays the information in the database for this component (see the Editing Equipment instructions).
- 7 To enter information common to all of the components on this page, click the arrow next to “Auto Fill Values”.

8 **Auto Fill Values:** ▲

Sample Date	Fluid Time	Component Time	Calculate Fluid Time	Filter Changed	Fluid Changed	Rush	Purchase Order
03/18/2015				Choose One	Choose One		

▶

- 8 Fill out one or more information fields and click the green arrow to apply it to all of the components below. *Note: The fluid time calculator will only work if both the lubricant and unit time were provided with the previous sample.*

Collapse All Expand All

Component ID: HAUL TRUCK COOL

Component ID: HAUL TRUCK DF

Component ID: HAUL TRUCK E

Component Information

Lubricant

Account Number DEM00400410001
 Company Name The On-Shore Drilling Company
 Component ID HAUL TRUCK E
 Secondary ID Engine
 Component Type DIESEL ENGINE
 Component Manufacturer DETROIT DIESEL
 Component Model MBE 4000
 Application ON-SHORE DRILLING
 Hydraulic System Pressure 0
 Sump Capacity 15
 Filter Type FULLFLOW
 Filter Micron Rating 15
 Product Manufacturer CHEVRON
 Product Name DELO 400 LE
 Product grade SAE 15W40
 Wildcard 1
 Wildcard 2
 Wildcard 3

Sample Information

Tracking Number Kit* Choose One

Sample Date Rush

Fluid Time Miles Purchase Order

Component Time Miles Miscellaneous

Filter Changed* Calculate Fluid Time

Filter Changed* Choose One Additional Testing

Fluid Changed* Choose One

Amount Fluid Added: 0 Quants Notes To Analyst

10

- 9 Fill out the remaining information for each component.
- Tracking Number – Enter the tracking number from the bar code label affixed to the sample and Work Order. Some accounts have the option of leaving this field blank in order to generate a new tracking number and print their own bar code. *Note: See the “Printing Labels” section for more information. Your account will be invoiced for the appropriate testing if a new number is generated.*
 - Fill out the sample date in MM/DD/YYYY or by using the calendar tool (*required field*).
 - Enter the fluid and component times (*if known*).
 - Click “Calculate Fluid Time” link to automatically fill the number of hours logged on the fluid. Component Time is required for this feature to operate.
 - Select if you changed the filter or fluid in the component (*required fields*).
 - Enter the amount of fluid added (*if applicable*).
 - If you entered a Tracking Number, the Kit field will automatically display the testing kit associated with the Tracking Number (*this cannot be changed*). If you did not enter a Tracking Number, a Kit must be selected to proceed and your account will be invoiced. The price varies depending on the tests included in the kit.
 - Click the “Rush” box to have the lab prioritize the sample and have it analyzed as quickly as possible. An additional fee will apply.
 - Add any miscellaneous information (*such as employee numbers, tech ID, purchase orders, etc.*).
 - Request additional tests to be run on this sample. This feature may not be available for all accounts, and the additional fee will vary based on the testing requested.
 - Enter notes to the data analysts here. This can include problems with the equipment, the environment the equipment is operating in, etc.
- 10 Click the green arrow to proceed or the red box to cancel.



- 11 A pop-up window will appear with if a tracking number field was left blank or if a rush order was selected. Click “OK” to proceed or “Cancel” to return to the Sample Submission form.

Sample Submission > Print Labels or View Report Welcome horizon@eoilreports.com

Print Labels or View Report

12 **View Management Report**

The Sample Submission Report summarizes information for each online sample submission. It includes all samples submitted until they are scanned upon receipt by the laboratory. Comparing samples prepared for transit to this report before shipping ensures sample information submitted online matches what is attached to the sample jar.

13 **Generate Labels**

Printing settings below and press the button to print your labels.

Select Label Type: Avery 5963 (8 1/2" x 11")

Start Position: 1

1	2
3	4
5	6
7	8
9	10

Submission Successful

Sample Submission Instructions

Step 1
Take Sample

1. Take Sample
2. Place Tracking Number on Sample Jar
3. Denote Component ID

Step 2
Enter Information in HORIZON®

- Select Account
- Select Component
- Fill in Sample Information

Do you have an existing tracking number?

- Leave tracking number blank and enter additional information
- Enter/scan tracking number and enter other information

Step 3
Ensure Tracking Number is on Sample Jar

- Print labels and place on correct sample jar.
- Do not need to print. Ensure tracking number is on jar.

Step 4
Ship Sample to Lab

May edit sample information or delete labels until samples are received by lab.

- 12** You have the option to review all online sample submissions via a management report
- 13** This section appears if you did not provide a barcode for one or more sample submission. Click the green arrow to generate a PDF you can print onto labels. Note: To print using a partially empty label sheet, enter in the number of the first label available before clicking the green button.



For additional questions about the HORIZON application, please contact us at custserv@eoilreports.com.