

Instructions

Sample Submission

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

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Sample Submission

Additional Actions

Sample Submission Selection Wizard

Select By Account > Component 2

View by: 000000 0000 0000

Use * for wildcard searches in filters

Show 50 entries

Select	Account Number	Account Name	City	State	Country
<input type="checkbox"/>	DEMO0400410000	The On-Shore Drilling Company			
<input checked="" type="checkbox"/>	DEMO0400410001	The On-Shore Drilling Company			
<input type="checkbox"/>	DEMO0400410002	The On-Shore Drilling Company			
<input type="checkbox"/>	DEMO0400410003	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 > Component 4

Use * for wildcard searches in filters

Show 50 entries

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.

The screenshot shows a web interface for sample submission. At the top left, there are buttons for 'Collapse All' and 'Expand All', and a circled '7' next to an arrow icon. Below this, a list of components is shown, with the first one, 'Component ID: HAUL TRUCK COOL', highlighted by a yellow box and a circled '5'. To the right of this component is a 'Sample Information' section with various input fields. A circled '6' points to the 'Component Information' section for the selected component, which lists details such as Account Number, Company Name, Component ID, Secondary ID, Component Type, Component Manufacturer, Component Model, Application, Hydraulic System Pressure, Sump Capacity, Filter Type, Filter Micron Rating, Product Manufacturer, Product Name, Product Grade, Wildcard 1, Wildcard 2, and Wildcard 3. The 'Sample Information' section includes fields for Tracking Number, Sample Date, Fluid Time, Component Time, Filter Changed, Fluid Changed, Amount Fluid Added, Kit, Rush, Purchase Order, Miscellaneous, Additional Testing, and Notes To Analyst. At the bottom right of the interface, there are red and green checkmark buttons.

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".

The screenshot shows the 'Auto Fill Values' section, which is highlighted in yellow. It features a row of input fields for common sample information: Sample Date (03/18/2015), Fluid Time, Component Time, Calculate Fluid Time (with a calculator icon), Filter Changed (Choose One), Fluid Changed (Choose One), Rush, and Purchase Order. A green arrow button is located below the fields.

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

Account Number	DEMO0400410001	Lubricant
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	16	
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

9 Tracking Number Kit* Choose One

Sample Date * Rush

Fluid Time Miles Purchase Order

Component Time Miles Miscellaneous

[Calculate Fluid Time](#) ?

Filter Changed * Choose One Additional Testing

Fluid Changed * Choose One

Amount Fluid Added 0 Quarts 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.



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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.

Print Labels or View Report

Submission Successful

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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.

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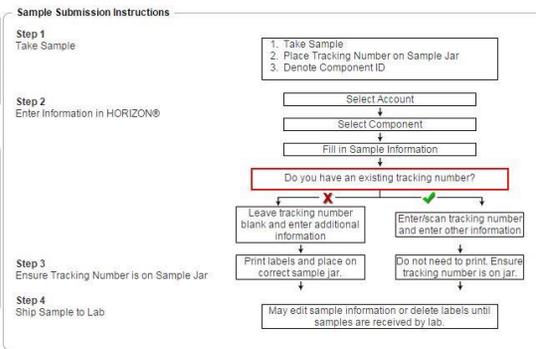
Generate Labels

Select your label printing settings below and press the button to print your labels.

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

Start Position: 1

Grid: 1 2, 3 4, 5 6, 7 8, 9 10



12 You have the option to review all submissions via a management

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 empty label sheet, enter in the first label available before clicking the green button.*



online sample report

not provide a submission. PDF you can a partially number of the

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