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# **Equipment Commander**

## **Oil Commander Module**

### **Customer User Guide**

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Please be aware that you must allow PopUps in your version of Internet Explorer, to ensure the application operates correctly.

## Equipment Commander Home Page

The following screen shots are an introduction to opening and accessing your results in the Equipment Commander web site.

### 1. Login Screen

Enter your *User ID* into the box and your *Password* below and click on the login bar.

InfoTrak Equipment Commander

Infotrak, Australia  
Co  
Ph

User Name   
Password  [Forgot your password?](#)

InfoTrak  
Providing Condition  
Monitoring Solutions

Condition  
Monitoring

About InfoTrak

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Contacts

Condition Monitoring  
Overview

Latest Product News

[Interested in using more of  
the system?](#)

[Undercarriage Commander](#)

2. Note: the first time you access the site there will be a disclaimer you will need to click and agree with, following this the Oil Analysis Screen will open, and the disclaimer will not appear again.

# Oil Commander Menu Options

The menu items that display are:



## Home

This menu lists any Equipment Commander modules that are available, and allows access to these modules. Clicking on Oil will take you to the Main Analysis screen.



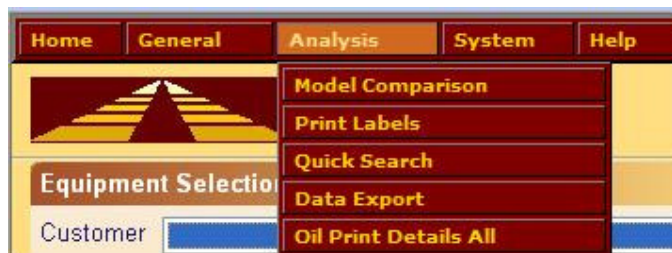
## General

This menu gives access to the Oil Change/Top Up and Equipment Jobsite Change screens.



## Analysis

This menu gives access to the Model Comparison, Print Labels, Quick Search, Data Export and Oil Print Details All screens.



## System

This menu gives access to the User Preferences and Logout screens.



## Help

This menu gives access to the Help pages relating to the various pages.

## Oil Analysis Screen

When the screen opens your user ID will appear in the top right hand header and your company name will appear in the customer box.

**Oil Analysis**

**Equipment Selection**

Customer: AAA Customer : AAA  
 Region:   
 Job Site:   
 Equip No:   
 Lab Number:   
 Start Date: 03 September 2007   
 End Date: 02 September 2008   
 Interpretation Date:   
 Status:   
 Sort Order:   
 Search   
 Reset

**Code Key**

X = Solved X = Action Taken X = Email Sent X = Confirmed X = Sample Image

**Search Results (3)** Page 1

| Serial No | Unit No | Model | Customer     | Job Site        | Compartment | S1 | S2 | S3 | S4 | Date1       | Date2       | Date3 | Date4 |
|-----------|---------|-------|--------------|-----------------|-------------|----|----|----|----|-------------|-------------|-------|-------|
| TB00001   | 00001   | 793D  | AAA Customer | AAA TEST SITE 1 | ENGINE      | A  | 2  |    |    | 02 Aug 2008 | 02 Jul 2008 |       |       |
| TB00002   | 00002   | 793D  | AAA Customer | AAA TEST SITE 1 | ENGINE      | B  | 2  |    |    | 02 Aug 2008 | 02 Jul 2008 |       |       |
| TB00003   | 00003   | 793D  | AAA Customer | AAA TEST SITE 2 | ENGINE      | A  |    |    |    | 02 Jul 2008 |             |       |       |

To view all the machines detailed against your login click on the **Search** button.

**Oil Analysis**

**Equipment Selection**

Customer: AAA Customer : AAA  
 Region:   
 Job Site:   
 Equip No:   
 Lab Number:   
 Start Date: 03 September 2007   
 End Date: 02 September 2008   
 Interpretation Date:   
 Status:   
 Sort Order:   
 Search   
 Reset

**Code Key**

X = Solved X = Action Taken X = Email Sent X = Confirmed X = Sample Image

To view an individual piece of equipment, enter the first two or three numbers or letters of the serial, unit, or reg. # of the equipment in the **Equip N°** box, and then click on the **Search** button.

**Oil Analysis**

**Equipment Selection**

Customer: [Dropdown]  
 Region: [Dropdown]  
 Job Site: [Dropdown]  
 Equip No: TB00001 Lab Number: [Text]  
 Start Date: 11 September 2007 [Clear] [Info]  
 Status: [Dropdown] [X] [X] [X] [X]  
 Make: [Dropdown]  
 Family: [Dropdown]  
 Model: [Dropdown]  
 Compartment: [Dropdown]  
 End Date: 10 September 2008 [Clear] Sample Date: [Text]  
 Sort Order: [Dropdown] [2↓] [Z↓]  
 Search [Reset]

**Code Key**  
 X = Solved X = Action Taken X = Email Sent X = Confirmed X = Sample Image

**Search Results (1)** Page 1 [Dates] [Meter] [Lab No] [Date Diff] [Meter Diff]

| Serial No | Unit No | Model | Customer     | Job Site        | Compartment | S1 | S2 | S3 | S4 | Meter1 | Meter2 | Meter3 | Meter4 |
|-----------|---------|-------|--------------|-----------------|-------------|----|----|----|----|--------|--------|--------|--------|
| TB00001   | 00001   | 793D  | AAA Customer | AAA TEST SITE 1 | ENGINE      | A  |    |    |    | 500    |        |        |        |

Alternatively, having accessed the entire fleet, you can view an individual piece of equipment by clicking on the number in the **Serial N°** column.

**Oil Analysis**

**Equipment Selection**

Customer: AAA Customer : AAA [Dropdown]  
 Region: [Dropdown]  
 Job Site: [Dropdown]  
 Equip No: [Text] Lab Number: [Text]  
 Start Date: 03 September 2007 [Clear] [Info]  
 Status: [Dropdown] [X] [X] [X] [X]  
 Make: [Dropdown]  
 Family: [Dropdown]  
 Model: [Dropdown]  
 Compartment: [Dropdown]  
 End Date: 02 September 2008 [Clear] Interpretation Date: [Dropdown]  
 Sort Order: [Dropdown] [2↓] [Z↓]  
 Search [Reset]

**Code Key**  
 X = Solved X = Action Taken X = Email Sent X = Confirmed X = Sample Image

**Search Results (3)** Page 1 [Dates] [Meter] [Lab No] [Date Diff] [Meter Diff]

| Serial No | Unit No | Model | Customer     | Job Site        | Compartment | S1 | S2 | S3 | S4 | Date1       | Date2       | Date3 | Date4 |
|-----------|---------|-------|--------------|-----------------|-------------|----|----|----|----|-------------|-------------|-------|-------|
| TB00001   | 00001   | 793D  | AAA Customer | AAA TEST SITE 1 | ENGINE      | A  | A  |    |    | 02 Aug 2008 | 02 Jul 2008 |       |       |
| TB00002   | 00002   | 793D  | AAA Customer | AAA TEST SITE 1 | ENGINE      | B  | A  |    |    | 02 Aug 2008 | 02 Jul 2008 |       |       |
| TB00003   | 00003   | 793D  | AAA Customer | AAA TEST SITE 2 | ENGINE      | A  |    |    |    | 02 Jul 2008 |             |       |       |

Also, you can search for a piece of equipment by selecting the **Make** of the equipment then clicking on **Search**.

**Oil Analysis**

**Equipment Selection**

Customer: [Dropdown]  
 Region: [Dropdown]  
 Job Site: [Dropdown]  
 Equip No: [Text] Lab Number: [Text]  
 Start Date: 11 September 2007 [Clear] [Info]  
 Status: [Dropdown] [X] [B] [C] [X]

Make: CATERPILLAR : CATERPILLAR [Dropdown]  
 Family: [Dropdown]  
 Model: [Dropdown]  
 Compartment: [Dropdown]  
 End Date: 10 September 2008 [Clear]  
 Sort Order: [Dropdown] [Z↓] [A↓]  
 [Search] [Reset]

**Code Key**  
 X = Solved X = Action Taken X = Email Sent X = Confirmed X = Sample Image

**Search Results (6)** Page 1  
 [Dates] [Meter] [Lab No] [Date Diff] [Meter Diff]

| Serial No | Unit No | Model | Customer     | Job Site        | Compartment | S1 | S2 | S3 | S4 | Meter1 | Meter2 | Meter3 | Meter4 |
|-----------|---------|-------|--------------|-----------------|-------------|----|----|----|----|--------|--------|--------|--------|
| TB00001   | 00001   | 793D  | AAA Customer | AAA TEST SITE 1 | ENGINE      | A  |    |    |    | 500    |        |        |        |
| TB00002   | 00002   | 793D  | AAA Customer | AAA TEST SITE 1 | ENGINE      | B  |    |    |    | 500    | 250    |        |        |
| TB00003   | 00003   | 793D  | AAA Customer | AAA TEST SITE 2 | ENGINE      |    |    |    |    | 250    |        |        |        |
| TB00005   | 00005   | 793D  | AAB CUSTOMER | AAB TEST SITE 1 | ENGINE      | B  |    |    |    | 500    | 250    |        |        |
| TB00006   | 00006   | 793D  | AAB CUSTOMER | AAB TEST SITE 1 | ENGINE      | B  |    |    |    | 250    | 250    |        |        |
| TB00009   | 00009   | 793D  | AAC CUSTOMER | AAC TEST SITE 1 | ENGINE      | B  |    |    |    | 500    | 250    |        |        |

When the equipment selected has appeared, the screen will show all the **Compartments** relevant to the equipment under the unique **Serial number** allocated to the machine.

**Oil Analysis**

**Equipment Selection**

Customer: [Dropdown]  
 Region: [Dropdown]  
 Job Site: [Dropdown]  
 Equip No: [Text] Lab Number: [Text]  
 Start Date: 11 September 2007 [Clear] [Info]  
 Status: [Dropdown] [X] [B] [C] [X]

Make: CATERPILLAR : CATERPILLAR [Dropdown]  
 Family: [Dropdown]  
 Model: [Dropdown]  
 Compartment: [Dropdown]  
 End Date: 10 September 2008 [Clear]  
 Sort Order: [Dropdown] [Z↓] [A↓]  
 [Search] [Reset]

**Code Key**  
 X = Solved X = Action Taken X = Email Sent X = Confirmed X = Sample Image

**Search Results (6)** Page 1  
 [Dates] [Meter] [Lab No] [Date Diff] [Meter Diff]

| Serial No | Unit No | Model | Customer     | Job Site        | Compartment | S1 | S2 | S3 | S4 | Meter1 | Meter2 | Meter3 | Meter4 |
|-----------|---------|-------|--------------|-----------------|-------------|----|----|----|----|--------|--------|--------|--------|
| TB00001   | 00001   | 793D  | AAA Customer | AAA TEST SITE 1 | ENGINE      | A  |    |    |    | 500    |        |        |        |
| TB00002   | 00002   | 793D  | AAA Customer | AAA TEST SITE 1 | ENGINE      | B  |    |    |    | 500    | 250    |        |        |
| TB00003   | 00003   | 793D  | AAA Customer | AAA TEST SITE 2 | ENGINE      |    |    |    |    | 250    |        |        |        |
| TB00005   | 00005   | 793D  | AAB CUSTOMER | AAB TEST SITE 1 | ENGINE      | B  |    |    |    | 500    | 250    |        |        |
| TB00006   | 00006   | 793D  | AAB CUSTOMER | AAB TEST SITE 1 | ENGINE      | B  |    |    |    | 250    | 250    |        |        |
| TB00009   | 00009   | 793D  | AAC CUSTOMER | AAC TEST SITE 1 | ENGINE      | B  |    |    |    | 500    | 250    |        |        |

To view any of the of the individual sample reports, place the cursor on the evaluation code (1) and left click the mouse to view the drop down box (2) and select the function required.

The screenshot displays the 'Oil Analysis' software interface. At the top is a navigation bar with tabs: Home, General, Analysis, System, and Help. Below this is the 'Oil Analysis' title and logo. The main section is titled 'Equipment Selection' and contains various input fields for Customer, Region, Job Site, Equip No, Lab Number, Start Date, End Date, Status, Make, Family, Model, Compartment, and Sort Order. There are also buttons for 'Search' and 'Reset'. Below the equipment selection form is a 'Code Key' section with a legend for status codes: X = Solved, X = Action Taken, X = Email Sent, X = Confirmed, X = Sample Image. The bottom section is 'Search Results (6)' showing a table with columns: Serial No, Unit No, Model, Customer, Job Site, Compartment, S1, S2, S3, S4, Meter1, Meter2, Meter3, Meter4. The table contains 6 rows of data. The first row has an evaluation code 'A' in the S1 column. A dropdown menu is open for this row, showing options: Details, Full History, Action Taken, Message, Graph, Print Details, Select Print Labels, Model Comparison, Sample Images, and Backlog. An arrow labeled '1' points to the evaluation code 'A' in the first row. Another arrow labeled '2' points to the dropdown menu.

| Serial No | Unit No | Model | Customer     | Job Site        | Compartment | S1 | S2 | S3 | S4 | Meter1 | Meter2 | Meter3 | Meter4 |
|-----------|---------|-------|--------------|-----------------|-------------|----|----|----|----|--------|--------|--------|--------|
| TB00001   | 00001   | 793D  | AAA Customer | AAA TEST SITE 1 | ENGINE      | A  |    |    |    | 500    |        |        |        |
| TB00002   | 00002   | 793D  | AAA Customer | AAA TEST SITE 1 | ENGINE      | B  |    |    |    |        |        |        |        |
| TB00003   | 00003   | 793D  | AAA Customer | AAA TEST SITE 2 | ENGINE      |    |    |    |    |        |        |        |        |
| TB00005   | 00005   | 793D  | AAB CUSTOMER | AAB TEST SITE 1 | ENGINE      | B  |    |    |    |        |        |        |        |
| TB00006   | 00006   | 793D  | AAB CUSTOMER | AAB TEST SITE 1 | ENGINE      | B  |    |    |    |        |        |        |        |
| TB00009   | 00009   | 793D  | AAC CUSTOMER | AAC TEST SITE 1 | ENGINE      | B  |    |    |    |        |        |        |        |

This will open the selected screen with the data from the chosen sample already populated.

## Details

The Details screen displays the details of the sample chosen from the Main Analysis screen. It is also possible to move to the Full History, Graph, Messages and Action Taken screens from this screen, as well as create a PDF attachment of the Details screen to be emailed to specified recipients.

|      |         |          |      |                 |           |              |             |         |        |      |
|------|---------|----------|------|-----------------|-----------|--------------|-------------|---------|--------|------|
| Home | General | Analysis | Data | Oil Maintenance | Financial | Registration | Maintenance | Reports | System | Help |
|------|---------|----------|------|-----------------|-----------|--------------|-------------|---------|--------|------|

### InfoTrak Details

Select Sample Number 1

| Sample Number 1       |              | Full History   | Graph        | Messages         | Action Taken  |
|-----------------------|--------------|----------------|--------------|------------------|---------------|
| Serial No             | QQQ102       | Eval Code      | XXXXXXXXXX   |                  | Meter Reading |
| Unit No               | QQQ102       | Lab Number     | 090624006    |                  | Fluid Hrs     |
| Customer              | AAA Customer | Sample Date    | 24 June 2009 |                  | Oil Type      |
| Compartment           | ENGINE : 100 | Date Received  | 24 June 2009 |                  | Oil Grade     |
| Make                  | CATERPILLAR  | Interp Date    | 24 June 2009 |                  | Fluid Chg     |
| Model                 | 793B         | Job No         | 05           |                  | Fluid Added   |
| Jobsite               | Batu Hijau   | Coolant        | CAT ELC      |                  | Filter Chg    |
| Sample has attachment | No           | Problem Solved | No           | Action Taken     | No            |
| Email Sent            | No           | Reply Email(s) | No           | Sample Confirmed | No            |

PDF Confirm

#### Interpretation Comments

Wear element are high, oil condition seems decrease, particle increase, please stop the machine immedietly

Sample Note:After Rebuild

#### Customer Comments

After Rebuild

#### Element History

| Cr | Zn | Pb | Fe | Si | Mg  | Sn  | Cu | Al   | Ni | Ca | Na | K   | B  | P  | Ag | TBN |
|----|----|----|----|----|-----|-----|----|------|----|----|----|-----|----|----|----|-----|
| 0  | 1  | 2  | 14 | 15 | 300 | 150 | 25 | High | 2  | 2  | 6  | 200 | Op | 52 | 78 | 6   |

#### Non Oil Result

No Entries Found

The details displayed include the equipment details (Serial Number, Unit Number, Customer, Compartment, Make, Model and Location), the sample details (Evaluation Code, Lab Number, Sample Date, Date Received, Interpretation Date, Job Number, Meter Reading, Oil Hours, Oil Type, Oil Grade, whether an Oil Change occurred, the quantity of Oil Added (if applicable), and whether a Filter Change occurred), the interpretation comments, and the element names and readings.

It is also possible to confirm the sample details, by clicking on the Confirm button. This will automatically be recorded as an action taken against the specific sample.

You can also create an email with a pdf attachment by clicking the PDF button and either selecting from the user drop down list, or adding a non-standard email contact, and clicking the Request PDF button that appears in the pop up box.

### Full History

The Full History screen displays the historical details of the particular Model, Serial Number, Unit Number, Compartment, and Compartment Serial Number.

[illegible]

By hovering the mouse over a column, the details of that particular reading appear in a popup box.

## Action Taken

The Action Taken screen allows you to record any actions taken against a particular sample. The details of the equipment and sample chosen are displayed. There are also buttons to confirm that the sample has been seen, and that the problem has been solved. Actions taken to solve any issues can be recorded, while any emails sent are also displayed.

[Home](#) [General](#) [Analysis](#) [Data](#) [Oil Maintenance](#) [Registration](#) [Maintenance](#) [Reports](#) [System](#) [Help](#)



# Action Taken

**Equipment Details**

|                |         |               |             |
|----------------|---------|---------------|-------------|
| Serial No      | TB00001 | Eval Code     | A           |
| Unit No        | 00001   | Sample Date   | 02 Aug 2008 |
| Compartment Id | 100     | Meter Reading | 500         |
| Compartment    | ENGINE  | Lab Number    | 080803001   |

**Confirmation**

Confirmed 02 Sep 2008 - infotrak

**Problem Solved**

☐ Solved

**Emails**

[1 email\(s\) sent](#)  
Click email messages above to see the message(s)

**Record Action Taken**

User: infotrak Staff Maintenance:

Action Details:

Action Cost:  Warranty Claim: ☐ Warranty Claim No:

Save

Reset

**Record Sample Attachment**

Sample Attachment: 

Browse...

Upload Attachment

Comments:

**Action Taken History**

Show All

Expand History

Export To Excel

| Date        | User     | Action Details              | Maintenance         | Action Cost | Warranty Claim | Status | Reimburse Amt | Manuf Comment | Warranty Claim No |
|-------------|----------|-----------------------------|---------------------|-------------|----------------|--------|---------------|---------------|-------------------|
| 02 Sep 2008 | infotrak | This is a test action taken | Inspected Component | 100.0000    | N              |        |               |               |                   |

**Image History**

View Images

| Date        | File Name                      | Comments              | User     | image_length | extension | Uploaded By |
|-------------|--------------------------------|-----------------------|----------|--------------|-----------|-------------|
| 02 Sep 2008 | 572385_020908123608_Sample.bmp | This is a test upload | infotrak | 198454       | bmp       | Customer    |

Documents or pictures can also be attached, with a comment added, while the history of any actions taken is also displayed.

1. Select search criteria, and click Search to return data that meets the selected criteria. Left click on the evaluation to be viewed and select Action Taken from the Actions menu.
2. Select the type of maintenance is required, and what form the maintenance takes from the drop down menus (if applicable).
3. Enter the details of the action to be taken.

4. Enter an action cost.
5. Tick Warranty Claim (if applicable), and enter the warranty claim number (if applicable).
6. Upload an attachment (if applicable). Browse to where the attachment is stored, select the relevant attachment, enter any comments required, and click on Upload Attachment.
7. Click Save.
8. The Action Taken will appear in the Action Taken History section of the screen (only the latest two actions taken will display automatically).

How to view/export Action Taken history:

1. Click on Show All to view all actions taken.
2. Click on Expand History to expand all Action Taken History, to view all actions taken.
3. Click on Export to Excel to send all actions taken to Excel. This will allow the excel file to be opened for viewing, or saved for later use.

How to view Images:

1. Click on the View Images link on the Image History header.
2. This will open the Oil Images screen, where you can access and view all images associated with the sample.
3. Click the red cross in the top right hand corner of the Oil Images screen to return to the Action Taken screen.

## Oil Messages

The Oil Messages screen allows an email relating to the chosen sample to be sent. The equipment details display, as does the evaluation comment. A new message can be sent, with the applicable Message Type (Urgent, Warning or Information) chosen.

The screenshot shows the 'Oil Messages' web application interface. At the top is a navigation bar with tabs: Home, General, Analysis, Data, Oil Maintenance, Registration, Maintenance, Reports, System, and Help. Below the navigation bar is the 'Oil Messages' header with a logo. The main content area is divided into several sections:

- Equipment Details:** A table displaying sample information.

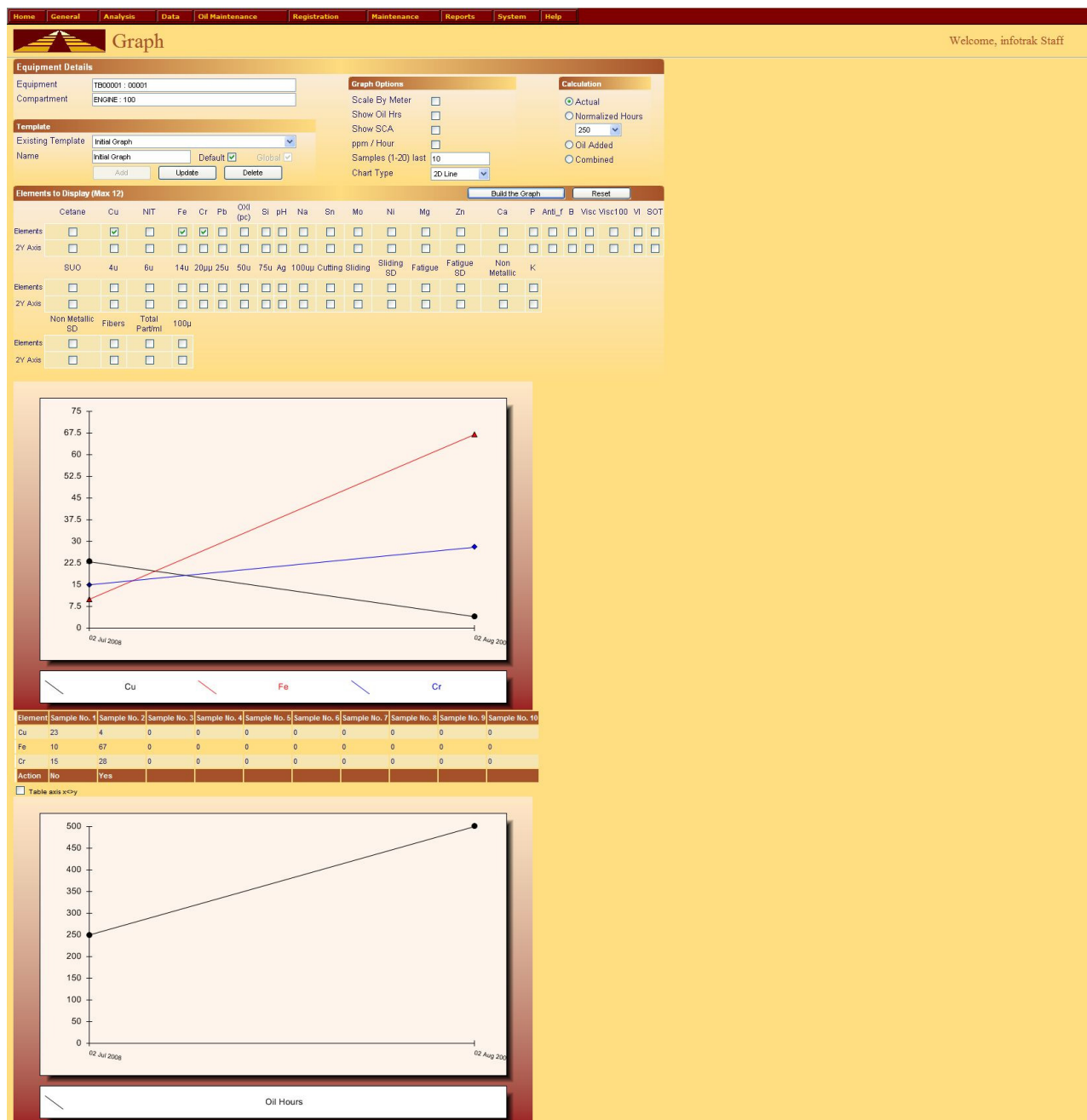
|                |           |             |              |               |             |
|----------------|-----------|-------------|--------------|---------------|-------------|
| Serial No      | TB00002   | Unit No     | 00002        | Meter Reading | 250         |
| Compartment Id | 100       | Compartment | ENGINE : 100 | Sample Date   | 02 Jul 2008 |
| Lab Number     | 080703002 | Eval Code   | A            |               |             |
- Lab Message:** A text box containing the message: "All readings are within limits - continue to sample at recommended intervals." with up, down, and refresh icons on the right.
- New Message:** A form for composing a new message.
  - Sender:** tracyb@infotrak.com.au
  - Text:** A large text area for the message content.
  - Message Type:** Radio buttons for Urgent, Warning, and Information.
  - Send:** A button to send the message.
- Recipients:** A section for selecting recipients.
  - Available:** A list of email addresses: a - a@hotmail.com, Craig Boyden - craigb@hastdeer.com.au, David Chen - DavidC@infotrak.com.au, David Chen - xubiebie@hotmail.com, Felise - felisek@infotrak.com.au, hanson - hansonc@infotrak.com.au.
  - Selected:** An empty list for chosen recipients.
  - Buttons:** >> (Add), << (Remove), Add Recipient, and Delete Recipients.
- Message History:** A section for viewing past messages, currently empty.

Any message history against the sample is also displayed.

## Graph

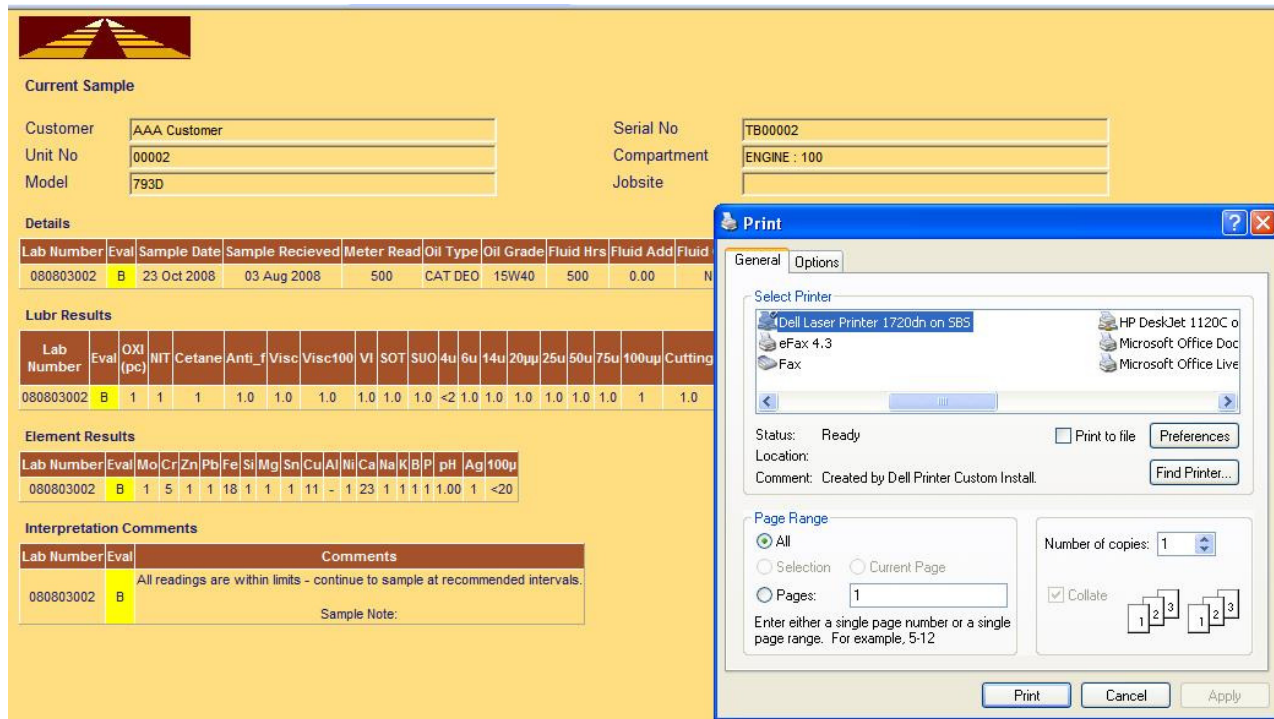
The Graph screen allows the plotting of a number of selected elements in a graphical format. The equipment details are displayed, as are a number of options to display the graph. It is possible to also choose the basis of the calculations.

Once the elements are chosen, clicking on **Build the Graph** will display the image.



## Print Details

The Print Details screen allows details of the chosen sample to be printed out. The details of the equipment, and the relevant readings are displayed. The Print box will automatically display, allowing a choice of printer to send the print job to. Clicking on **Print** will print the details out.



**Current Sample**

Customer: AAA Customer  
 Unit No: 00002  
 Model: 793D

Serial No: TB00002  
 Compartment: ENGINE : 100  
 Jobsite:

**Details**

| Lab Number | Eval | Sample Date | Sample Recieved | Meter Read | Oil Type | Oil Grade | Fluid Hrs | Fluid Add | Fluid |
|------------|------|-------------|-----------------|------------|----------|-----------|-----------|-----------|-------|
| 080803002  | B    | 23 Oct 2008 | 03 Aug 2008     | 500        | CAT DEO  | 15W40     | 500       | 0.00      | N     |

**Lubr Results**

| Lab Number | Eval | OXI (pc) | NIT | Cetane | Anti_f | Visc | Visc100 | VI  | SOT | SUO | 4u | 6u  | 14u | 20u | 25u | 50u | 75u | 100u | Cutting |
|------------|------|----------|-----|--------|--------|------|---------|-----|-----|-----|----|-----|-----|-----|-----|-----|-----|------|---------|
| 080803002  | B    | 1        | 1   | 1      | 1.0    | 1.0  | 1.0     | 1.0 | 1.0 | 1.0 | <2 | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 | 1    | 1.0     |

**Element Results**

| Lab Number | Eval | Mo | Cr | Zn | Pb | Fe | Si | Mg | Sn | Cu | Al | Ni | Ca | Na | K | B | P | pH   | Ag | 100u |
|------------|------|----|----|----|----|----|----|----|----|----|----|----|----|----|---|---|---|------|----|------|
| 080803002  | B    | 1  | 5  | 1  | 1  | 18 | 1  | 1  | 1  | 11 | -  | 1  | 23 | 1  | 1 | 1 | 1 | 1.00 | 1  | <20  |

**Interpretation Comments**

| Lab Number | Eval | Comments                                                                      |
|------------|------|-------------------------------------------------------------------------------|
| 080803002  | B    | All readings are within limits - continue to sample at recommended intervals. |

Sample Note:

**Print**

General Options

Select Printer

Dell Laser Printer 1720dn on SBS  
 HP DeskJet 1120C o  
 eFax 4.3  
 Fax  
 Microsoft Office Doc  
 Microsoft Office Live

Status: Ready  
 Location:  
 Comment: Created by Dell Printer Custom Install.

Page Range

☒ All  
☐ Selection  
☐ Current Page  
☐ Pages: 1

Number of copies: 1  
☒ Collate

Print Cancel Apply

## Select Print Labels

This screen is accessed via clicking on a sample evaluation in the main analysis screen. It can also be opened from the Analysis menu, which is covered later in this document.

When the Print Labels screen opens, the details of customer name you have selected will already be populated in the Customer drop down selection box, as will the equipment details relating to the sample selected.

1. Meter Reading: Enter the hours or kilometres (which ever is applicable to the machine) in this box.
2. Total Fuel Burn: If you know the fuel burn rate for a for the sample period, enter it here. If not applicable, leave blank.
3. Job Number: For your reference purposes you can enter the job number here. If not applicable, leave blank.
4. Order No: For your reference purposes you can enter the job number here. If not applicable, leave blank.
5. Sample Date: This will automatically populate with the current date. This can be changed by clicking in the relevant boxes and changing the day, month or year accordingly.
6. Contact: This will automatically populate with the name of the user logged in. This will assist in follow up, in cases of urgency.
7. Jobsite: Enter the location of the machine at the time of sampling, if different to the job site the equipment is showing as associated with.

8. Include Details with Labels: Selecting this will attach the previous three sample details for the same compartment to the printed label.
  9. If the compartment required is not displayed for the machine, select “Other” from the Compartments Sampled area. Select the unlisted compartment from the drop down selection box. Click on the green cross to add the compartment to the label. The added compartment will now be displayed in the listing of available compartments.
  10. Place ticks against the compartments to be sampled. The selected compartment details will appear in the right hand side of the screen. Please note that Fluid and Component hours will automatically calculate and display.
  11. Enter Fluid Added against the relevant compartment.
  12. Click Yes/No against Fluid Changed.
  13. Click Yes/No against Filter Changed.
  14. Select the Oil Type that applies to the compartment being sampled (if applicable). If there is history against the compartment, this will display. To change, select another Oil Type from the drop down selection box.
  15. Select the Oil Grade that applies to the compartment being sampled (if applicable). If there is history against the compartment, this will display. To change, select another Oil Grade from the drop down selection box.
  16. Select the Coolant that applies to the compartment being sampled (if applicable). If there is history against the compartment, this will display. To change, select another Coolant from the drop down selection box.
  17. Select the Fuel Type that applies to the compartment being sampled (if applicable). If there is history against the compartment, this will display. To change, select another Fuel Type from the drop down selection box.
  18. Add repair or customer notes, if applicable.
  19. Add an action taken, if applicable. This will be added to the Action Taken for the relevant sample.
  20. Click on Print Labels. This will take you to the label printing screen immediately.
- OR
21. Click on Add Labels to the Queue. This will add the labels to the queue for printing when all equipment labels are completed.

| Queue Details           |               |               |         |                       |
|-------------------------|---------------|---------------|---------|-----------------------|
| Items in the Queue: (1) |               |               |         |                       |
| <b>EXC135</b>           |               |               |         |                       |
| Compartment             | Test Category | Meter Reading | Details | Date Added            |
| GEARBOX                 | Oil           | 250           | False   | 19/08/2008 9:33:03 AM |

22. Once labels are added to the queue, they can have images loaded up against them. This cannot be done if the label goes directly to printing.
23. To add an image, click on the camera icon on the Print Labels screen.
24. This will open a pop-up, to allow you to Browse to where the images are stored.
25. Once the image has been selected, enter any comments (if applicable).
26. Click on View Image to display the images screen, and view the selected image.
27. Click on Upload to load the image to the selected sample.
- 28.

Registration Maintenance Reports System Help

Label Information Goto Queue (1 items)

Compartment  Fluid Hours

Fluid Added  i Fluid Changed ☐ Y ☒ N Filter Changed ☐ Y ☒ N

Oil Type  Oil Grade

Coolant  Fuel Type

Repairs / Cust Note

Action Taken

Date Added

**Image**

**Comments**

29. Once all details are filled in, ensure you click on Update Labels, then click on Goto Queue.
30. Click on Generate Labels to create and display the labels for printing.

| Equipment Commander |              |               |               | Oil            |            |
|---------------------|--------------|---------------|---------------|----------------|------------|
| Date                | 18 Aug 2008  | Unit No       | EXC135        | Meter Read     | 250        |
| Customer            | AAA          | Serial No     | EXC135        | Hrs/Kms Fluid  | 250        |
| Address             |              | Compartment   | GEARBOX       | Last Fluid Chg | 0          |
| Contact             | Infotrak Pro | Oil Type      | 30ppm ICP std | Fluid Added    | 0.00       |
| Phone               |              | Oil Grade     | 30            | Make           | CAT        |
| Fax                 |              | Fluid Chg     | No            | Model          | 135H       |
| Email               |              | Filter Chg    | No            | Location       |            |
| Coolant             |              | Ttl Fuel Burn |               | Job No         |            |
| Prob/Comments       |              |               |               |                | <br>551077 |

## Model Comparison

The Model Comparison screen allows comparisons to be made of performance between a number of pieces of equipment at one time. The available equipment is selected, then the elements to be compared.

When you click on **Build the Graph**, the representation is displayed. The relevant data table also displays below the graph.

HomeGeneralAnalysisDataOil MaintenanceRegistrationMaintenanceReportsSystemHelp

Model Comparison

Model Selection Details

CustomerAAA Customer : AAAModel793D

Equipment Available

00000111 : 111  
TB00001 : 00001  
TB00003 : 00003  
TB12345 : 12345  
TBTEST001 : TB001  
TBTEST002 : TB002

>><<

Equipment Selected ( 793D )

TB00002 : 00002  
123456789 : 987654321

CompartmentENGINE : 100

Show Last10Samples (1-10) as a2D Bar - V

Include Samples Since Date

Get ElementsReset

Select Elements (Max of 2)

☐ 14u☐ 100μ☐ B☒ Ca☐ Cetane☐ Cr☐ Cu☒ Fe☐ Pb

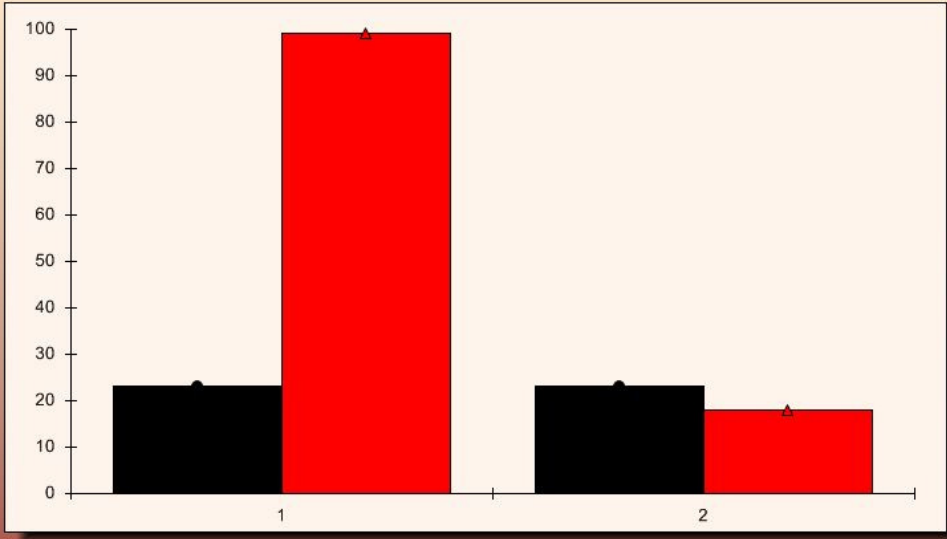
☐ Mg☐ Mo☐ Ni☐ NIT☐ OXI(pc)☐ pH☐ P☐ K☐ Si

☐ Ag☐ Na☐ Anti\_f☐ Visc☐ Visc100☐ VI☐ SOT☐ SUO☐ 4u

☐ 6u☐ 25u☐ 50u☐ 75u☐ Cutting☐ Sliding☐ Sliding SD☐ Fatigue☐ Fatigue SD

☐ Non Metallic☐ Non Metallic☐ Fibers☐ Total Part/ml☐ 100up☐ Sn☐ 20μ☐ Zn

Build the Graph



Ca - 00002Fe - 00002

ElementCa

EquipmentSample1Sample2Sample3Sample4Sample5Sample6Sample7Sample8Sample9Sample10

TB00002 : 00002 23

ElementFe

EquipmentSample1Sample2Sample3Sample4Sample5Sample6Sample7Sample8Sample9Sample10

TB00002 : 00002 99 18

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## Sample Images

The Sample Images screen allows images and documents to be uploaded, with a comment appended. This allows recording of images and documents along with the actual sample.

The equipment details are displayed, along with the sample details.



The screenshot shows the 'Oil Images' screen. At the top is a navigation bar with tabs: Home, General, Analysis, Data, Oil Maintenance, Registration, Maintenance, Reports, System, and Help. Below the navigation bar is a header with a logo and the text 'Oil Images'. The main content area is divided into two sections. The left section, titled 'Equipment Details', contains a form with the following fields: Serial No (EXC135), Unit No (EXC135), Compartment (GEARBOX : 303), Sample Date (14 Aug 2008), Lab Number (140820080), Eval Code (X), Create Date (19 Aug 2008), Created By (infotrak), and Image Comment (test image upload). Below the form are four buttons: Edit Comment, Delete Image, Add Image, and Show History. The right section is a large white area with the text 'No Image' in the center. At the bottom of the screen is a section titled 'Images' which displays three icons: a blue 'DOC' icon, a small image of a bottle, and a red 'PDF' icon with the Adobe logo.

How to use:

1. Select the sample from the main analysis page, left click the mouse and select Sample Images from the menu.
2. Click on Add Image, which will open an extra panel in the page.
- 3.



The screenshot shows the 'Record Sample Attachment' dialog box. It has a title bar with the text 'Record Sample Attachment'. Inside the dialog, there are two text input fields: 'Sample Attachment' and 'Comments'. To the right of the 'Sample Attachment' field is a 'Browse...' button. To the right of the 'Comments' field is an 'Upload Attachment' button.

4. Browse to where the image or document is stored and select it.
5. Enter any comment you wish to store against the attachment.
6. Click Upload Attachment.
7. The image or document will now appear in the listing of images.
8. To access the image or document, click on the icon.

## General:

### Oil Change/Top Up

|      |         |          |      |                 |           |              |             |         |        |      |
|------|---------|----------|------|-----------------|-----------|--------------|-------------|---------|--------|------|
| Home | General | Analysis | Data | Oil Maintenance | Financial | Registration | Maintenance | Reports | System | Help |
|------|---------|----------|------|-----------------|-----------|--------------|-------------|---------|--------|------|

### InfoTrak Oil Change/Top Up

**Equipment Selection** [Show History](#)

Customer: AAA Customer : AAA Serial No: #629AAA1  
Job Sites: AAA Customer Unit No: #629AAA1  
Date: 08 Jul 2009 [Clear](#) [New](#) [Get Existing](#) [Reset](#)

**Oil Change/Top Up**

Service Person: Date: 08 Jul 2009 [Clear](#) [Save](#)

| Compartment                                | SMU | Oil Changed                                        | Oil Top Up Vol | Fluid UOM | Oil Type       | Oil Grade   | Manual | Save                     |
|--------------------------------------------|-----|----------------------------------------------------|----------------|-----------|----------------|-------------|--------|--------------------------|
| 005                                        | 12  | <input type="radio"/> Yes <input type="radio"/> No |                |           |                |             | Yes    | <input type="checkbox"/> |
| <a href="#">Add</a> <a href="#">Delete</a> |     |                                                    |                |           |                |             |        |                          |
| COOLING SYSTEM                             |     | <input type="radio"/> Yes <input type="radio"/> No |                |           | NOT APPLICABLE | Not Applica | Yes    | <input type="checkbox"/> |
| <a href="#">Add</a> <a href="#">Delete</a> |     |                                                    |                |           |                |             |        |                          |
| ENGINE                                     |     | <input type="radio"/> Yes <input type="radio"/> No |                |           | CAT            | 15W40       | Yes    | <input type="checkbox"/> |
| <a href="#">Add</a> <a href="#">Delete</a> |     |                                                    |                |           |                |             |        |                          |

How to use:

1. Select the customer, job site and serial or unit number.
2. Click on New or, if editing an existing change/top up, click on Get Existing.
3. Enter the service person's name, and select the date the change or top up occurred.
4. Enter the SMU, whether the oil was changed (yes/no), any top up volume, and select the unit of measure used.
5. If the oil type and grade have changed, make selections as required.
6. The manual selection box will be defaulted to Yes – leave this as defaulted.
7. Enter any comment related to the oil change or top up.
8. A tick will be placed automatically in the Save tick box.
9. Continue entering data as required.
10. Click on Save to save changes made.

The history of any oil changes or top ups can also be accessed, by clicking on the Show History link at the top of the screen. You have the option in this screen of searching by date range for any saved changes or top ups.

|      |         |          |      |                 |           |              |             |         |        |      |
|------|---------|----------|------|-----------------|-----------|--------------|-------------|---------|--------|------|
| Home | General | Analysis | Data | Oil Maintenance | Financial | Registration | Maintenance | Reports | System | Help |
|------|---------|----------|------|-----------------|-----------|--------------|-------------|---------|--------|------|

### InfoTrak Oil Change/Top Up History

**Equipment Selection**

Customer: AAA Customer : AAA Serial No: FL001  
Job Sites: AAA Customer Unit No: FL001  
Start Date: 08 Jul 2008 [Clear](#) End Date: 08 Jul 2009 [Clear](#) [Search](#) [Reset](#)

**Oil Change/Top Up History**

| Date                                       | Compartment | SMU | Oil Change | Oil Top Up | Fluid UOM | Oil Type | Oil Grade | Manual |
|--------------------------------------------|-------------|-----|------------|------------|-----------|----------|-----------|--------|
| 02 March 2009                              | ENGINE SUMP | 250 | N          | 1.0000     | Liters    | CAT DEO  | 15W40     | Yes    |
| <a href="#">Add</a> <a href="#">Delete</a> |             |     |            |            |           |          |           |        |

## Equipment Jobsite Change

This screen allows customers to move equipment from one of their allocated job sites to another, prior to printing labels. This ensures that the data being supplied against a sample taken is accurate.

The screenshot shows a web application interface for 'Equipment Jobsite Change'. At the top is a navigation bar with tabs: Home, General, Analysis, Data, Oil Maintenance, Registration, Maintenance, Reports, System, and Help. Below the navigation bar is a header section with a logo and the title 'Equipment Jobsite Change'. The main content area is divided into three sections: 'Selection Criteria', 'Equipment Re-allocation', and 'Equipment'.

**Selection Criteria**

Customer: AAA Customer : AAA  
Region: region 1  
Job Sites: AAA TEST SITE 1

Make:   
Family:   
Model:

Get Equipment Reset

**Equipment Re-allocation**

Move Selected Equipment to this job site: AAA TEST SITE 2 Move

**Equipment**

|                                     | Serial No | Unit No | Make        | Model | Family            | Last Changed By | Last Changed Date |
|-------------------------------------|-----------|---------|-------------|-------|-------------------|-----------------|-------------------|
| <input type="checkbox"/>            | TB00001   | 00001   | CATERPILLAR | 793D  | OFF HIGHWAY TRUCK |                 |                   |
| <input checked="" type="checkbox"/> | TB00002   | 00002   | CATERPILLAR | 793D  | OFF HIGHWAY TRUCK |                 |                   |

How to use:

1. Select the relevant details relating to the equipment to be moved to another job site.
2. Click Get Equipment, which will display all equipment that meets the selection criteria.
3. Select the job site the equipment is to be moved to.
4. Select the equipment to be moved.
5. Click on Move to move the equipment from the original site to the selected site.

## **Analysis:**

### ***Model Comparison***

Refer to the instructions on Model Comparison in the Main Analysis section.

### ***Print Labels***

Refer to the instructions on Print Labels in the Main Analysis section.

## Quick Search

This screen is used to view samples that have been processed through the laboratory, and identify how many of each evaluation have been completed. You can also see how many samples are still pending, which means that they are still travelling through the laboratory.

[Home](#) [General](#) [Analysis](#) [Data](#) [Oil Maintenance](#) [Registration](#) [Maintenance](#) [Reports](#) [System](#) [Help](#)



# Quick Search

**Selection**  
Customer: AAA Customer : AAA Serial No:   
Job Sites: Unit No:   
Start Date: Clear Status:   
End Date: Clear  
[Get Details](#) [Reset](#)

**Result 6 Sample(s) found** Sample(s) Per Page 25

**Samples by Evaluation**  
Eval A= 3 Eval B= 1 Eval C= 0 Eval X= 2 Pending= 2

**Code Key**  
X = Solved X = Action Taken X = Email Sent X = Confirmed X = Sample Image

**Result: 6 Record(s) Total: 1 Page(s) 1** [Confirm Selected](#)

|                          | Serial No | Unit No | Model  | Compartment    | Customer     | Eval | Sample Date    | SMU  | Process Date   |
|--------------------------|-----------|---------|--------|----------------|--------------|------|----------------|------|----------------|
| <input type="checkbox"/> | A123      | 123     | CAMERY | COOLING SYSTEM | AAA Customer | X    | 04 May 2008    | 1000 | 05 May 2008    |
| <input type="checkbox"/> | TB00001   | 00001   | 793D   | ENGINE         | AAA Customer | A    | 02 August 2008 | 500  | 03 August 2008 |
| <input type="checkbox"/> | TB00001   | 00001   | 793D   | ENGINE         | AAA Customer | X    | 02 July 2008   | 250  | 03 July 2008   |
| <input type="checkbox"/> | TB00002   | 00002   | 793D   | ENGINE         | AAA Customer | B    | 02 August 2008 | 500  | 03 August 2008 |
| <input type="checkbox"/> | TB00002   | 00002   | 793D   | ENGINE         | AAA Customer | A    | 02 July 2008   | 250  | 03 July 2008   |
| <input type="checkbox"/> | TB00003   | 00003   | 793D   | ENGINE         | AAA Customer | A    | 02 July 2008   | 250  | 03 July 2008   |

How to use:

1. Select the criteria you wish to view data about – the more information you enter, the more the data returned will be filtered, to provide the most relevant information.
2. Click on Get Details to display the data that meets the criteria.
3. Left clicking on an evaluation displays the same mini menu as on the main analysis page.
4. This allows you to make the same selections from within this screen.
5. Filter the samples you wish to see by clicking on the evaluation key

**Result 6 Sample(s) found** Sample(s) Per Page 25

**Samples by Evaluation**  
Eval A= 3 Eval B= 1 Eval C= 0 Eval X= 2 Pending= 2

6. This will display the selected evaluated samples only.
7. The pending selection will display how many samples are awaiting interpretation, but details are not available until the samples are released.

## Data Export

The Data Export screen allows information relating to samples, equipment, and compartments to be downloaded in either a number of different formats. The data can also be filtered by date range, equipment and compartment.

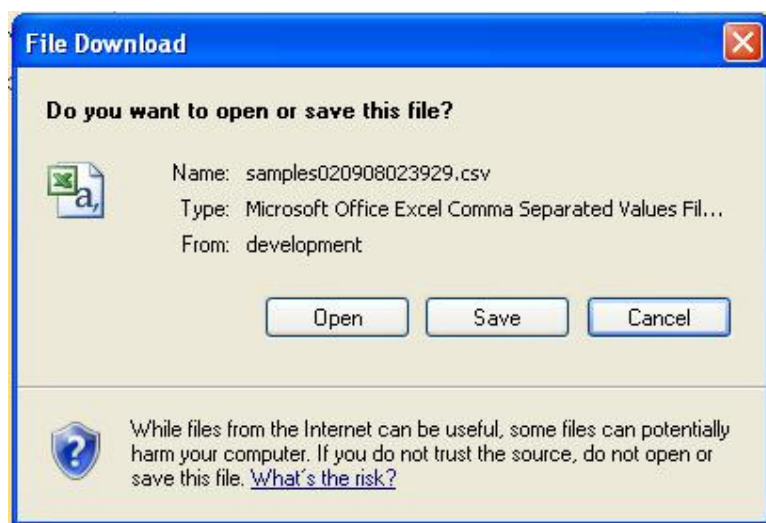


The screenshot shows the 'Data Export' window with a menu bar at the top containing: Home, General, Analysis, Data, Oil Maintenance, Registration, Maintenance, Reports, System, and Help. The main title is 'Data Export'. Below the title is a 'Selection Criteria' section with the following fields:

- Customer: [Dropdown]
- Job Sites: [Dropdown]
- Date Type: ☒ Sample Date, ☐ Process Date, ☐ Confirm Date
- Start Date: [Text] [Calendar] [Clear]
- End Date: [Text] [Calendar] [Clear]
- Serial No: [Dropdown]
- Unit No: [Dropdown]
- Compartment: [Dropdown]
- Format Type: [Dropdown] (Open list: Xml Document (\*.xml), Comma Separated Value File (\*.csv), Actions File (\*.csv), Trenz Export (\*.prn), SOS Export (\*.sos), SOS Filtergram Export (\*.sfz))
- ☐ Incomplete
- [Reset]

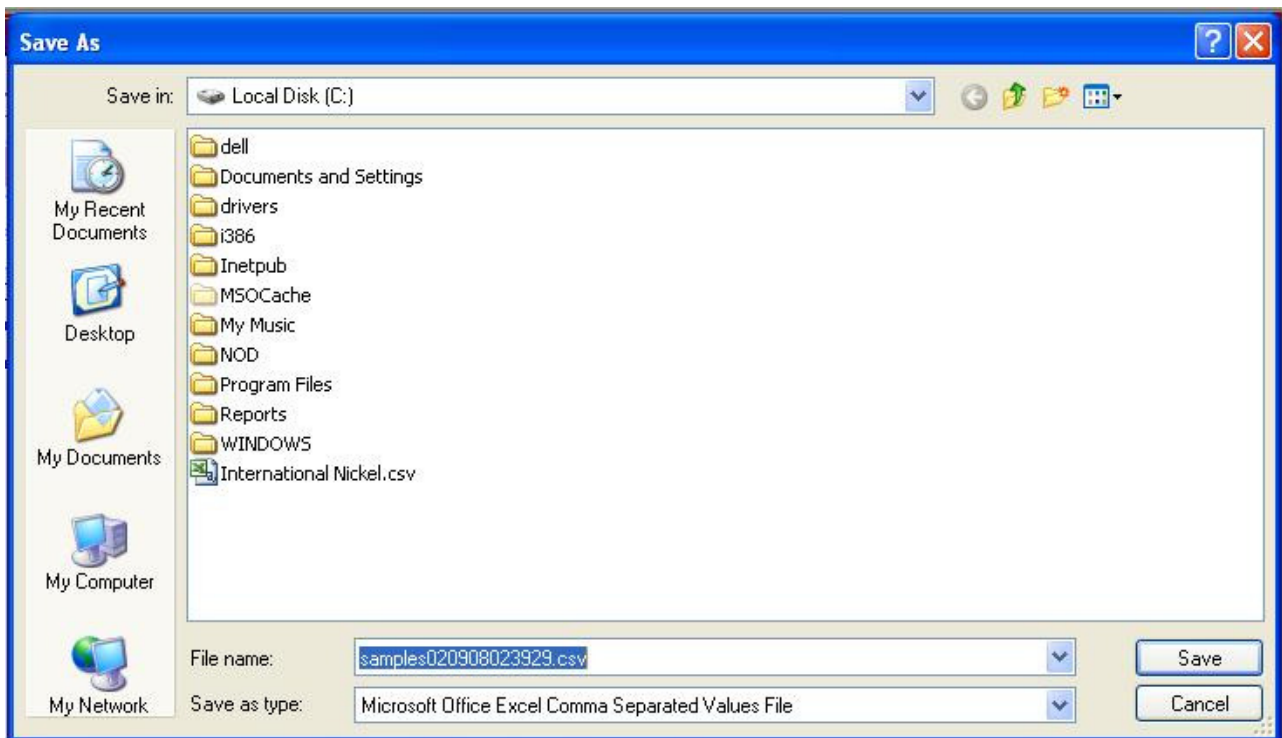
How to use:

1. Once the selections in the screen have been made, click the **Download** button, which will then ask if the file is to be opened, or saved.



2. Please note that you may have to override the browser security which will give a warning that downloading files may cause issues – if this is not done, you will not be able to download or open the file.

3. If opened is chosen, the file will display on the screen. If saved is chosen, a destination for the file will then be requested.



4. Navigate to where you wish to save the file, then click on Save.
5. You can then utilize the data exported to suit.

## Oil Print Details All

This screen is designed to allow the details of lab numbers (or a batch number) to be printed, as well as allowing multiple copies to be printed. A link to this page will be on the email that will bring you to this page with all the lab numbers preloaded and ready to print. This will be a list of items matching the overnight summary

The screenshot shows a web application interface with a top navigation bar containing links: Home, General, Analysis, Data, Oil Maintenance, Registration, Maintenance, Reports, System, and Help. Below the navigation bar is a header section with a logo and the title "Oil Print Details All". The main content area is divided into two sections. The top section, titled "Enter Batch/Lab Number", contains input fields for "Batch Number" (with the value "0808080") and "Lab No", each with an "Add" button. The bottom section, titled "Lab Number", contains a table with three columns: "Lab Number", "Print", and "Copy". The table lists three lab numbers: 080805001, 080808001, and 080808002. Each row has a "Print" checkbox and a "Copy" field (all set to 1). To the right of the table are "Print" and "Reset" buttons.

| Lab Number | Print                    | Copy | Remove |
|------------|--------------------------|------|--------|
| 080805001  | <input type="checkbox"/> | 1    | X      |
| 080808001  | <input type="checkbox"/> | 1    | X      |
| 080808002  | <input type="checkbox"/> | 1    | X      |

How to use:

1. If you access this page from the email link, the relevant data will already be pre-populated.
2. If accessing via the menu, the following steps have to be followed:
  - a. Enter either a batch number or sequence of lab numbers. Please note – you will only be given access to those lab numbers that relate to your own equipment.
  - b. Click on either Add Batch or Add Lab No (dependant on which criteria you have entered).
3. Place ticks in the Print box beside the sample details you wish to print.
4. Enter the number of copies to be printed – this is defaulted to one as a standard.
5. Click on Print.
6. You can then nominate the printer you wish to information to be sent to.

## System:

### User Preferences

The User Preferences screen is used to change passwords, select language, login module to be opened, and colour schemes. Changes can also be made to user details relating to contact information (email address, telephone numbers, etc).

The information displayed relates only to the person logged in at the time.

|                      |                         |                          |                      |                                 |                              |                             |                         |                        |                      |
|----------------------|-------------------------|--------------------------|----------------------|---------------------------------|------------------------------|-----------------------------|-------------------------|------------------------|----------------------|
| <a href="#">Home</a> | <a href="#">General</a> | <a href="#">Analysis</a> | <a href="#">Data</a> | <a href="#">Oil Maintenance</a> | <a href="#">Registration</a> | <a href="#">Maintenance</a> | <a href="#">Reports</a> | <a href="#">System</a> | <a href="#">Help</a> |
|----------------------|-------------------------|--------------------------|----------------------|---------------------------------|------------------------------|-----------------------------|-------------------------|------------------------|----------------------|



## User Preferences

**Configure User Settings**

**Password Details**  
User ID:   
User Name:   
Old Password:   
New Password:   
Confirm New Password:

**User Preferences**  
Language:   
Login Module:   
Colour Scheme:

**User Contact Details**  
Email:   
Mobile:   
Phone:    
Fax:    
Address:   
  
Suburb:   
Post Code:   
State:   
Country:

## ***Logout***

Closes down the Equipment Commander system, and returns to the login screen.