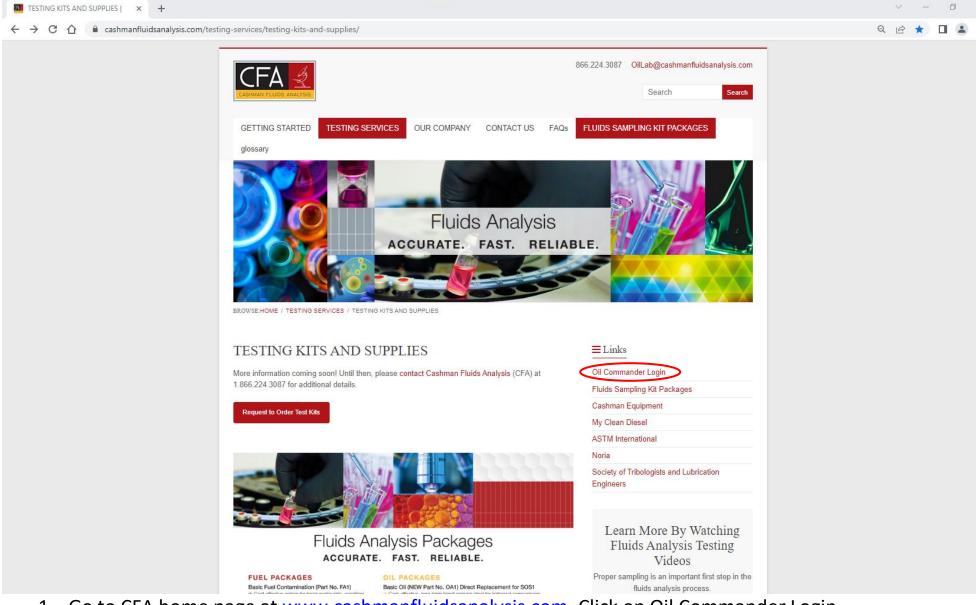
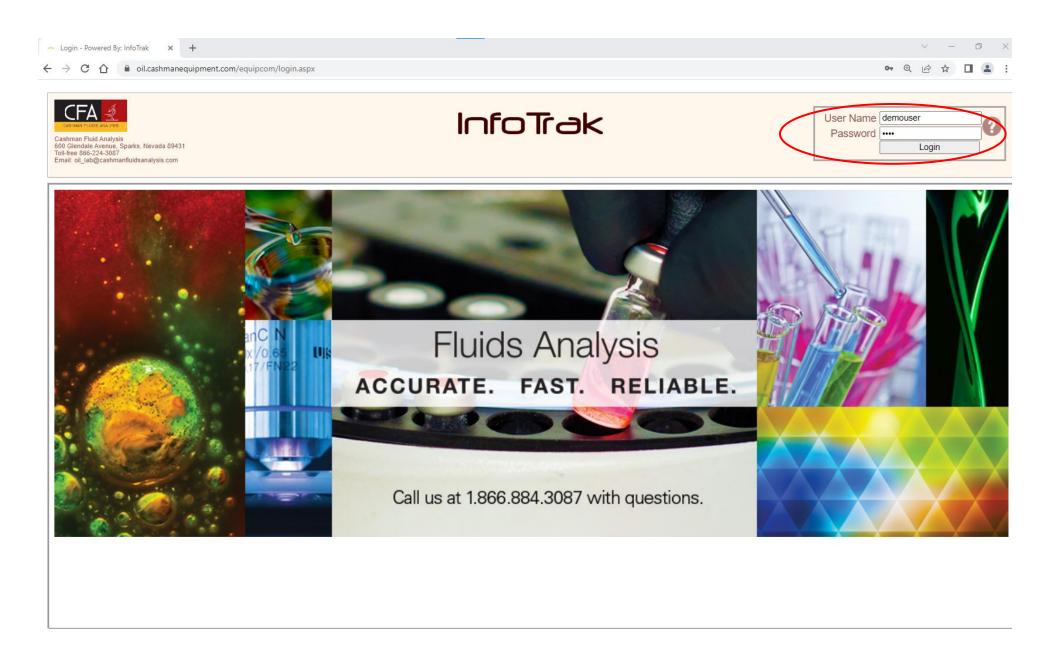
Logging in to Oil Commander

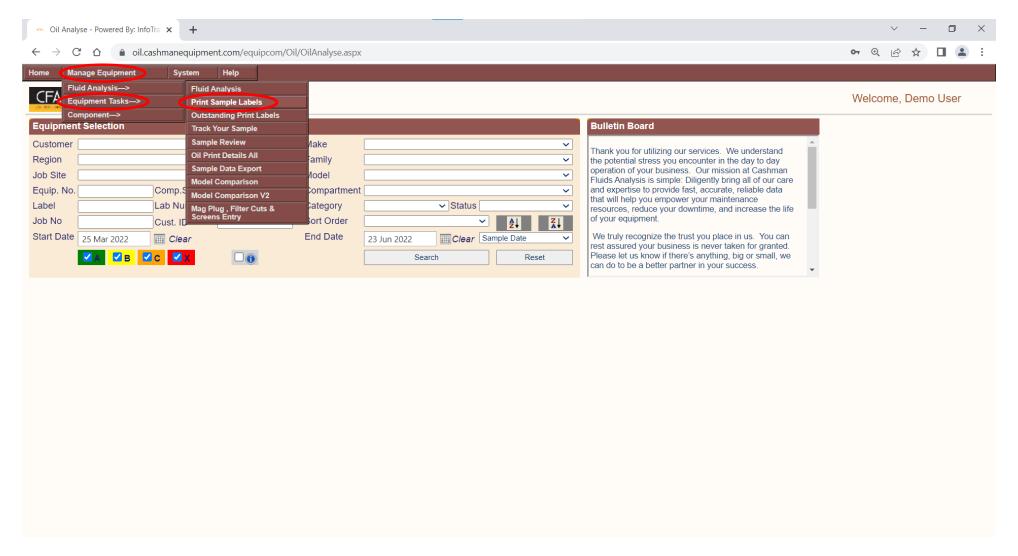


 Go to CFA home page at <u>www.cashmanfluidsanalysis.com</u>. Click on Oil Commander Login. NOTE A: Google Chrome or Microsoft Edge required for Oil Commander. Pop-Ups must be enabled.

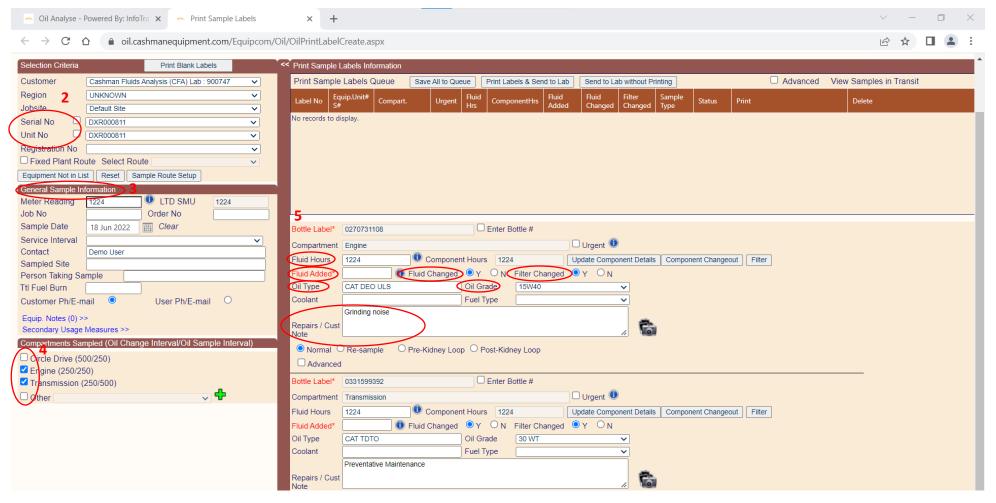


2. Enter Username and Password then click Login.

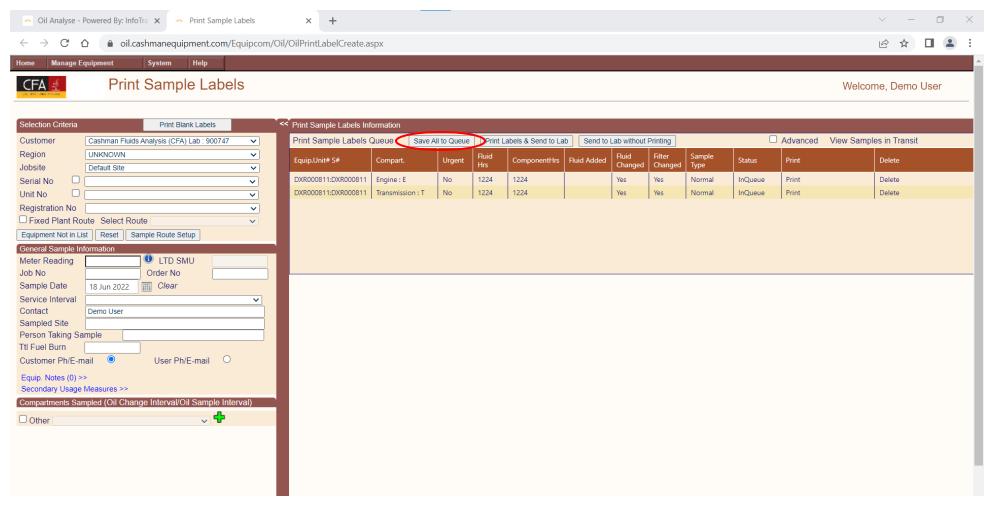
How to Print Labels in Oil Commander



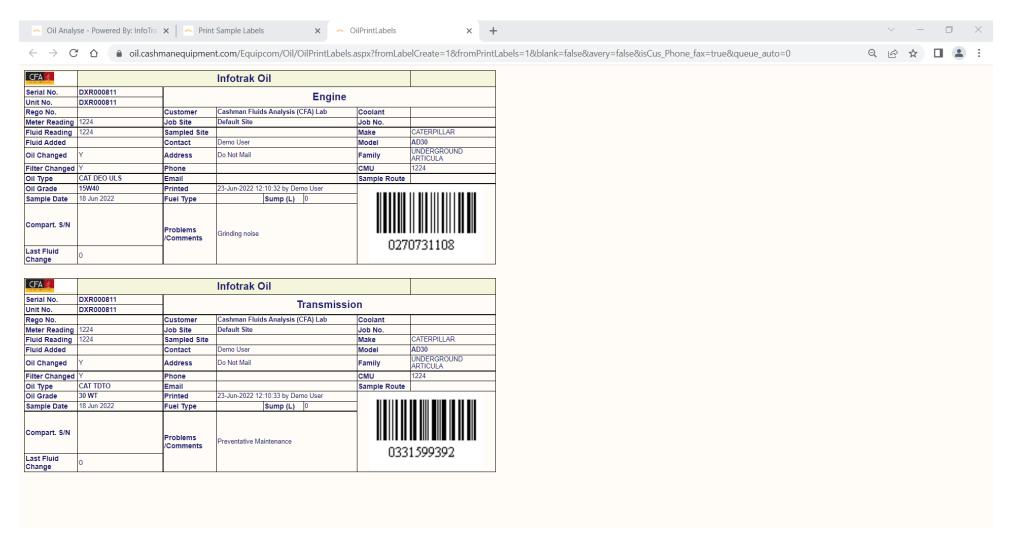
From the Fluid Analysis page navigate to Manage Equipment >> Equipment Tasks >> Print Sample
Labels by clicking through the menu selections.



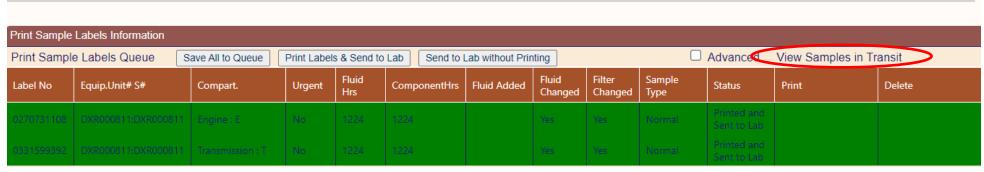
- 2. Under Selection Criteria, choose the desired equipment from the drop-down list (Serial No or Unit No)
- Enter General Sample Information that applies to all samples from the unit such as Meter Reading and Sample Date as well as any other information such as Job No and Sampled Site.
- 4. Tick the compartments sampled which you wish to print labels for. For any compartment not listed, select other and find the component in the drop-down, then click the green plus sign to add to the compartment list.
- 5. A simulated label will appear on the right for each component selected. Verify Fluid Hours and revise if necessary. Tick appropriate Fluid Change and Filter Change boxes. Fill in Oil Type/Grade if not complete/correct. Add any necessary sample notes/concerns.



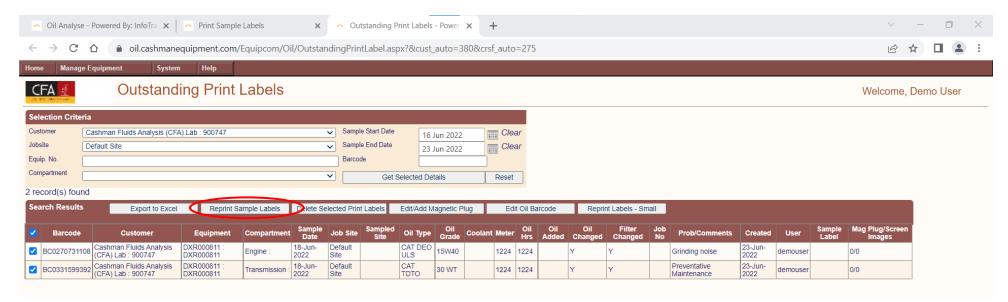
- 6. Click Save All to Queue. Label images will go away, and a summary of labels will appear at the top of the screen.
- 7. Repeat this process to create labels for additional equipment being sampled.



- 8. After all labels have been created, click Print Labels & Send to Lab. Do not refresh the screen while labels are being generated.
- 9. Confirm by clicking OK.
- 10. A new window will pop up. Be Pop Ups have been enabled for the above screen to generate. If Pop-Ups were not enabled, see Note B below Step 11.
- 11. Print this screen, cut labels apart and send with separate fluid samples. Do not tape or glue labels to sample bottles.



NOTE B: If Pop-Ups were disabled during step 10, and have now been enabled, click View Samples in Transit.



This will bring up the Outstanding Print Sample Labels screen. Be sure the Sample Start Date and Sample End Date are set to include all samples just submitted, then click Get Selected Details. Tick the box next to the sample labels that need to be reprinted, and click Reprint Sample Labels. Move on to Step 11.