

How to print a sample card & adjusting browser settings

**Please ensure your browser settings are correct
& Pop-ups are enabled in your browser for
Oil Commander.**

Printed sample cards in Oil Commander open in a new browser tab/window.

This requires pop-ups to be enabled in order for them to display, by default most modern browsers have pop-up blockers installed & enabled.

What may also happen is that software updates are often pushed out which can also reset settings back to default.

The recommended browser is **Google Chrome** where possible.

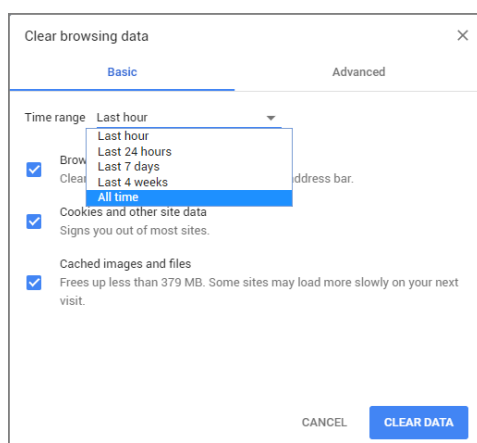
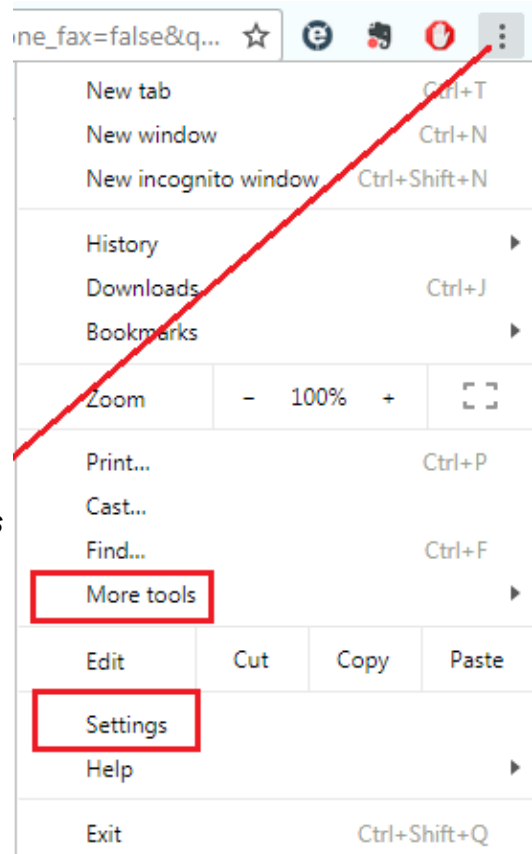
Both browser settings are covered here.



Google Chrome Settings

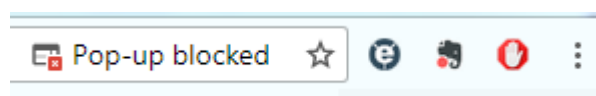
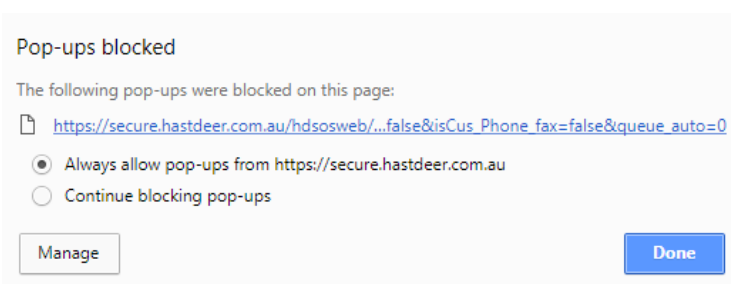
1. The two most common issues associated with printing cards are pop-ups and the need to clear the cache (where temporary files such as cookies, sample cards etc are stored)
2. To fix these issues, access the menu which can be found on the top RH side of the browser.
The menu is shown by the 3 dots indicated here.
3. Once in the menu, navigate to **settings** or **more tools** at the bottom of the menu.
4. Selecting **More Tools** will allow you a shortcut to clear your cache, We advise this be your first step.
To do this simply select **Delete Browsing History**.

NOTE: Please Ensure when deleting history you are selecting **All Time**. As it defaults to the last hour.

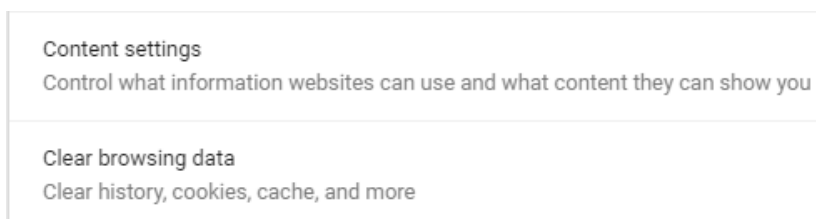


How to print a sample card & adjusting browser settings

5. In settings scroll down to find **Advanced**, the two menu items we may need are;
 - **Content Settings**, which covers pop up selections
 - **Clear Browsing Data**, where we clear our cache, this can also be done by selecting **More Tools** in the menu as mentioned earlier.
6. The snapshots below show what you may see if your pop ups are not enabled.
You can allow them from here by selecting **Allow or Manage**.



7. The second way to go about this is to navigate to Advanced and select Content Settings.
 - Once in **Content Settings**, Scroll until you see **Pop-ups**



- Here you will have the option to either **allow all** or **allow selectively**. If you wish to allow selectively by only allowing Oil Commander Pop-ups. You will need to select **Allow > Add** and enter the following web address.

<https://secure.hastdeer.com.au:443>

8. You should now be able to print your sample cards. If the cards you have already tried to print have not appeared, they will be in the queue and you will need to start again.
Please contact the lab to have any duplicate cards deleted from the system.

For FAQs see the oil commander home page.

Oil Commander Link: **<https://secure.hastdeer.com.au/hdsosweb/login.aspx>**

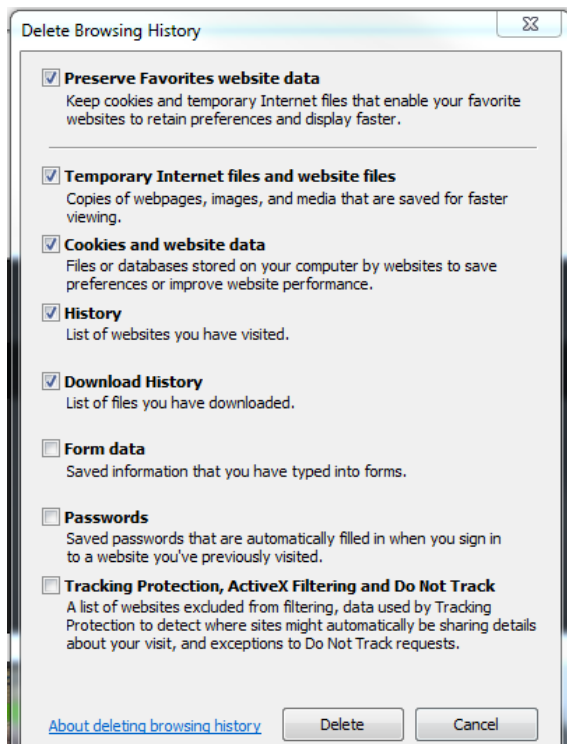
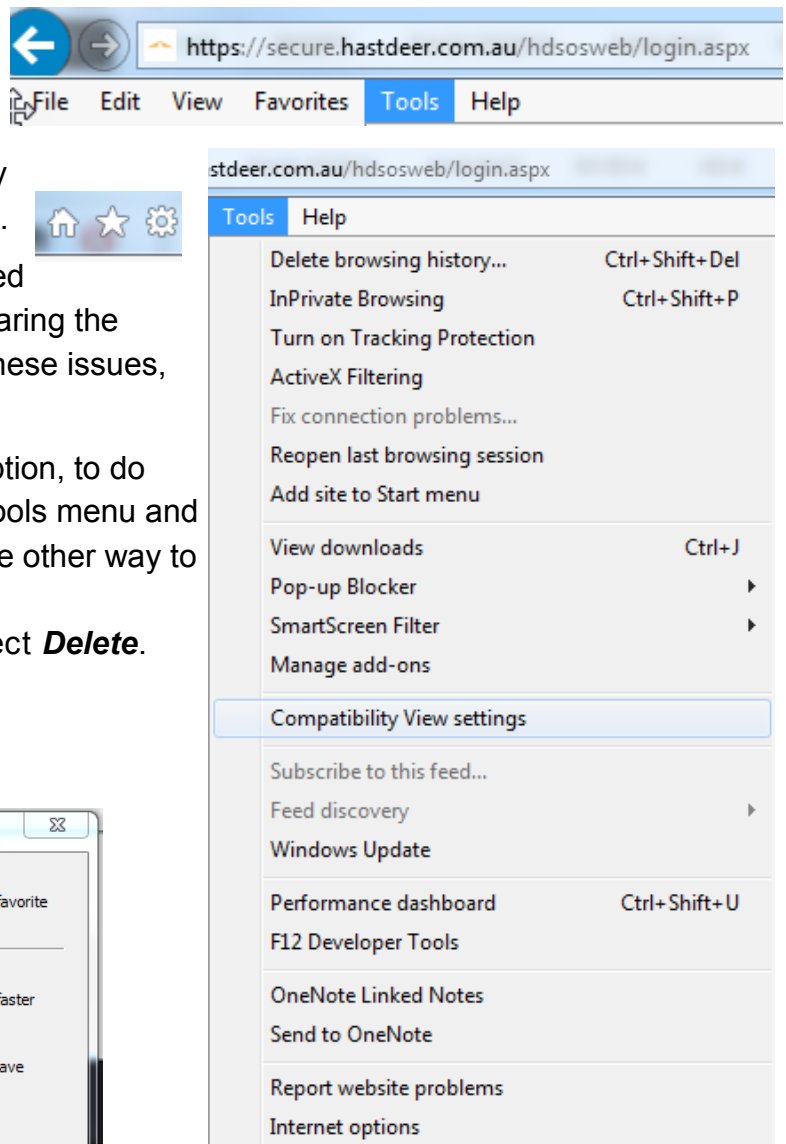


How to print a sample card & adjusting browser settings

Internet Explorer Settings

1. Internet Explorers menu can be found on the top of RH side of the browser under the **cog** symbol or by selecting **tools** in the browser menu.
2. The most common issues associated with Internet Explorer are either clearing the cache or Pop-Up blockers. To fix these issues, navigate to the menu as shown.
3. Clearing the cache is the easiest option, to do this simply select at the top of the tools menu and select **Delete Browsing History**. The other way to do this is to navigate to **Internet Options > General** & select **Delete**.

This will show the menu below.

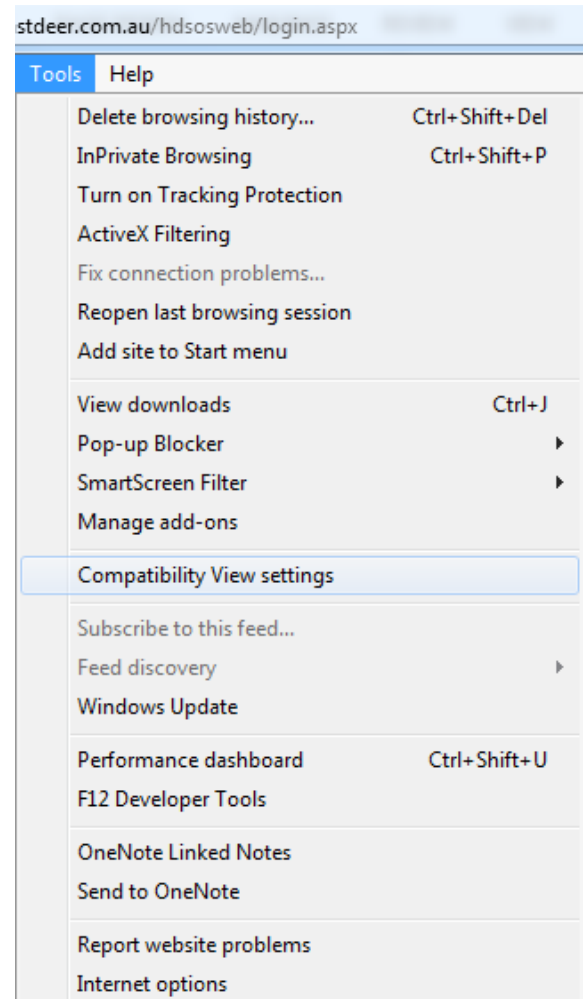
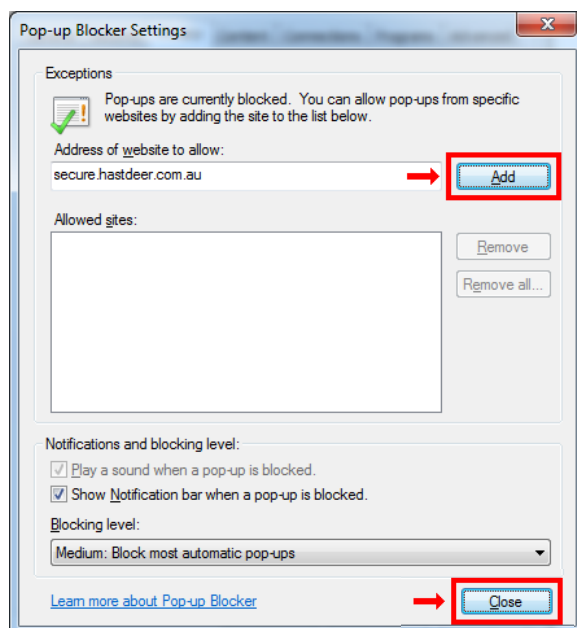




How to print a sample card & adjusting browser settings

Internet Explorer Settings

4. To adjust Pop-Up blocker settings, simply select the menu selection from the tools drop down menu. You can also navigate via **Internet Options > Privacy**.
5. Once in the pop up menu you can either allow or again use the exceptions rule by adding the web address. secure.hastdeer.com.au



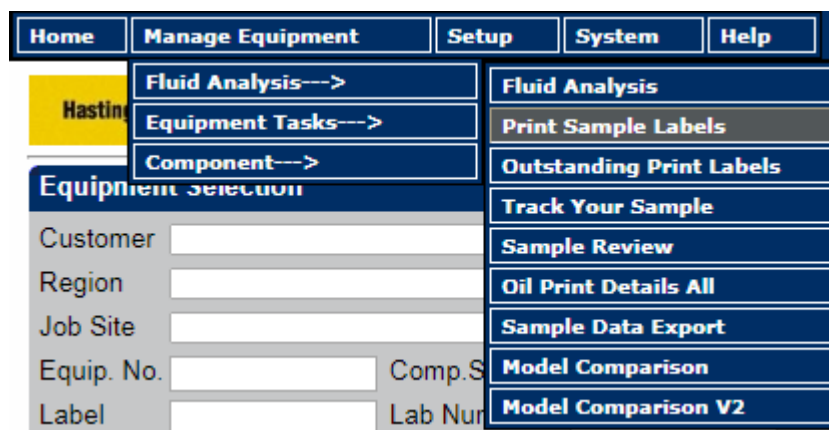
6. You should now be able to print your sample cards as per procedure on following pages.
- 7.

For FAQs see the oil commander home page.

Oil Commander Link: <https://secure.hastdeer.com.au/hdsosweb/login.aspx>

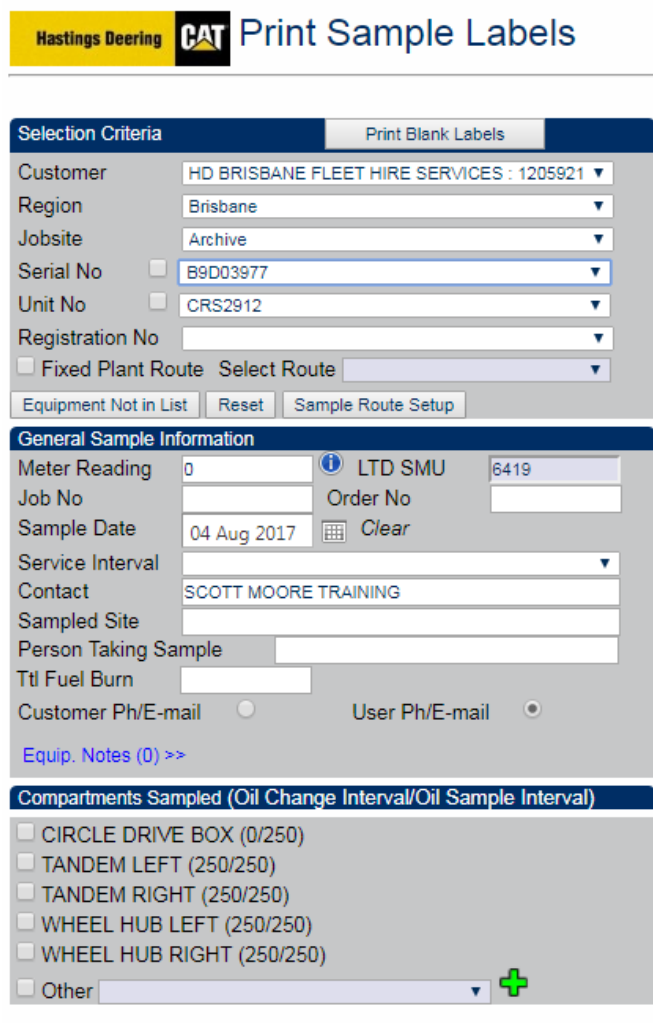
How to print a sample card

1. Navigate to Print Sample Labels under Manage Equipment



The screenshot shows the 'Manage Equipment' menu in the OilCommander system. The menu is divided into three sections: 'Fluid Analysis', 'Equipment Tasks', and 'Component'. The 'Fluid Analysis' section is expanded, showing options like 'Print Sample Labels', 'Outstanding Print Labels', 'Track Your Sample', 'Sample Review', 'Oil Print Details All', 'Sample Data Export', 'Model Comparison', and 'Model Comparison V2'. The 'Equipment Tasks' section shows 'Equipment Selection' with fields for Customer, Region, Job Site, Equip. No., and Label. The 'Component' section shows 'Comp.S' and 'Lab Nur'.

2. Select the machine you wish to print labels for after selecting
Customer > Region > Jobsite



The screenshot shows the 'Print Sample Labels' form in the OilCommander system. The form is divided into several sections: 'Selection Criteria', 'General Sample Information', and 'Compartments Sampled'. The 'Selection Criteria' section includes fields for Customer (HD BRISBANE FLEET HIRE SERVICES : 1205921), Region (Brisbane), Jobsite (Archive), Serial No (B9D03977), Unit No (CRS2912), and Registration No. The 'General Sample Information' section includes fields for Meter Reading (0), Job No, Sample Date (04 Aug 2017), Service Interval, Contact (SCOTT MOORE TRAINING), Sampled Site, Person Taking Sample, Ttl Fuel Burn, and Customer Ph/E-mail. The 'Compartments Sampled' section includes a list of compartments with checkboxes: CIRCLE DRIVE BOX (0/250), TANDEM LEFT (250/250), TANDEM RIGHT (250/250), WHEEL HUB LEFT (250/250), WHEEL HUB RIGHT (250/250), and Other. A green plus sign is visible next to the 'Other' option.

Enter meter reading & information as required.

Select available compartments that will need cards for sampling.

If a new piece of equipment is to be entered, click on 'Equipment not in list'. Then enter the appropriate information from the drop down menus.

Ideally for ease of setting up new equipment, please contact the lab.

Print Blank Sample Labels opens the print preview screen to print 3 blank sample cards.

To add a compartment to the piece of equipment ;

Click on 'Other'

Select appropriate compartment from menu.

Click on the Cross



Note: Please ensure the compartment is correct for the machine. If unsure contact the lab.

3. Multiple compartments at once may be selected from the menu on the left allowing multiple labels to be entered

Compartments Sampled (Oil Change Interval/Oil Sample Interval)

- ☐ CIRCLE DRIVE BOX (2000/0)
- ☐ COOLANT ENGINE (0/0)
- ☒ ENGINE PRIMARY - DIESEL (500/500)
- ☐ HYDRAULIC SYSTEM (2000/500)
- ☐ TANDEM LEFT (2000/500)
- ☐ TANDEM RIGHT (2000/500)
- ☐ TRANSMISSION (1000/500)
- ☐ WHEEL HUB LEFT (2000/500)
- ☐ WHEEL HUB RIGHT (2000/500)
- ☐ Other

Numbers after the compartment relate to the service & sample intervals. These can be adjusted in the Fluid Compartments menu under Setup.

4. Once a compartment has been selected the **Oil type/Grade** and other details including **Fluid Hours** may be entered. Repairs/Cust Note may include any recent repairs or inspections.

Ticking Urgent will Highlight the sample for Priority Processing. Please ensure to include a comment in the notes section

NOTE: Fluid hours will populate once meter reading has been entered and calculates from last oil change/sample. If the value shown is not correct this may be adjusted here.

Ticking Fluid changed Y/N will affect how the system calculates the fluid hours for the next sample.

4.1 Update Component Details—Details surrounding the component itself may be edited.

Edit Component Details			
Comp. Details :ENGINE PRIMARY - DIESEL : 101			
Comp. Make	:null	Serial #	::
Comp. Model	:null	Change Int.	:500
Sample Int.	:500	Sump Cap.	:30
● Amend Initial Component Installation Details			
● Component Repair			

4.2 - Selecting the Tick boxes as below will auto-populate the comments section with the selection made.

The first screenshot shows the 'Repairs / Cust Note' form with 'Re-sample' selected in the dropdown menu. Below the menu, there are radio buttons for 'Normal', 'Re-sample' (selected), 'Pre-Kidney Loop', and 'Post-Kidney Loop', and a checkbox for 'Advanced'.

The second screenshot shows the same form with 'Post-PM' selected. The 'Interval*' dropdown menu is open, showing options: 250, 500, 1000, and 2000. The 'Advanced' checkbox is checked.

- After entering the necessary information click **Save all to Queue**, this will save the labels into the system. The user may then select **Print Labels** which will open up a new window where the labels may be printed from.

The screenshot shows the 'Print Sample Labels Information' window. It has a dark blue header with the title. Below the header, there are four buttons: 'Print Sample Labels Queue', 'Save All to Queue', 'Print Labels', and 'View Samples in Transit'. A red arrow points from the 'View Samples in Transit' button to the next section.

5.2— View Samples in Transit, This menu will take the user through to the **Outstanding Print Labels** screen. Allowing the user to check what labels have been printed and further edit details once they have been saved.

NOTE—If data has been incorrectly entered, you will need to contact the lab to have the labels deleted.

The screenshot shows the 'Outstanding Print Labels' screen. It has a header with the 'Hastings Deering CAT' logo and the title 'Outstanding Print Labels'. Below the header, there is a 'Selection Criteria' section with dropdown menus for 'Customer', 'Jobsite', 'Equip. No.', and 'Compartment', and date pickers for 'Sample Start Date' and 'Sample End Date'. Below this, there is a table with 141 records found. The table has columns for Barcode, Customer, Equipment, Compartment, Sample Date, Job Site, Sampled Site, Oil Type, Oil Grade, Coolant, Meter, Oil Hrs, Oil Added, Oil Changed, Filter Changed, and Job No.

Barcode	Customer	Equipment	Compartment	Sample Date	Job Site	Sampled Site	Oil Type	Oil Grade	Coolant	Meter	Oil Hrs	Oil Added	Oil Changed	Filter Changed	Job No
BCHD02784933	HD BRISBANE FLEET HIRE SERVICES : 1205921	J8B05099 : CRS4129	ENGINE PRIMARY - DIESEL :	01-Aug-2017	HD Rental Fleet	T.S.R.C.	CAT DEO-CI-4	15W40				N	N		117064499

6. Once the labels have been saved, Select **Print Labels**, and a new window will appear.
Right Clicking here will allow printing of the labels.

Hastings Deering CAT		Hastings Deering Sample Registration Card			
Serial No.					
Unit No.					
Rego No.		Customer		Coolant	
Meter Reading		Job Site		Job No.	
Fluid Reading		Sampled Site		Make	
Fluid Added		Contact		Model	
Oil Changed		Address		Family	
Filter Changed		Phone		CMU	
Oil Type		Email		Sample Route	
Oil Grade		Printed			
Sample Date		Fuel Type		Sump (L)	
Comp. S/N					
Last Fluid Change		Problems /Comments			

7. Oil Commander also allows the tracking of samples and their current status in the lab.
To navigate here follow the menu selections as below.

Home	Manage Equipment	Setup	System	Help
Hastings Deering	Fluid Analysis-->	Fluid Analysis		
	Equipment Tasks-->	Print Sample Labels		
	Component-->	Outstanding Print Labels		
Select Equipment		Track Your Sample		
Customer		Sample Review		
Jobsite		Oil Print Details All		
Start Date	28 Jul 2017	Sample Data Export		
End Date	04 Aug 2017	Model Comparison		
		Model Comparison V2		

Serial No	
Unit No	
Laboratory	Hastings Deering
Batch/Lab No.	Type full or part of the Barcode/Lab Number
Status	Registered
<input type="button" value="Search"/> <input type="button" value="Reset"/>	

Hastings Deering

CAT

Track Your Sample

Select Equipment

Customer

HD BRISBANE FLEET HIRE SERVICES : 1205921

Serial No

Jobsite

HD Rental Fleet

Unit No

CRS4129

Start Date

28 Jul 2017

Clear

Laboratory

Hastings Deering

End Date

04 Aug 2017

Clear

Batch/Lab No.

Type full or part of the Barcode/Lab Number

Status

Registered

Search

Reset

Code Key

= Pending

= Work in progress

Completed

6 Record(s) Found

Page 1

Export to Excel

Serial No	Unit No	Model	Customer	Jobsite	Compartment	Lab Number	Eval	Sample Taken	Received	Days Diff	Registered	Hours Diff	Processing
CRS4129	D8T		HD BRISBANE FLEET HIRE SERVICES	HD Rental Fleet	COOLANT ENGINE	11479603	A	1/08/2017 00:00	2/08/2017 12:03	1	2/08/2017 12:53	0	Completed
CRS4129	D8T		HD BRISBANE FLEET HIRE SERVICES	HD Rental Fleet	ENGINE PRIMARY - DIESEL	11478221	X	1/08/2017 00:00	2/08/2017 09:21	1	2/08/2017 11:56	2	Yes
CRS4129	D8T		HD BRISBANE FLEET HIRE SERVICES	HD Rental Fleet	FINAL DRIVE LEFT	11478425	B	1/08/2017 00:00	2/08/2017 09:29	1	2/08/2017 11:49	2	Yes
CRS4129	D8T		HD BRISBANE FLEET HIRE SERVICES	HD Rental Fleet	FINAL DRIVE RIGHT	11478426	B	1/08/2017 00:00	2/08/2017 09:29	1	2/08/2017 11:49	2	Yes
CRS4129	D8T		HD BRISBANE FLEET HIRE SERVICES	HD Rental Fleet	HYDRAULIC SYSTEM	11480404	X	1/08/2017 00:00	2/08/2017 13:03	1	2/08/2017 14:15	1	Yes
CRS4129	D8T		HD BRISBANE FLEET HIRE SERVICES	HD Rental Fleet	TRANSMISSION	11480409	B	1/08/2017 00:00	2/08/2017 13:03	1	2/08/2017 14:16	1	Yes

For further information or assistance please contact the Laboratory

(07) 3365 9391

