How to create a sample label WesTrac 1. Select the 'Submit' menu DASHBOARD SUBMIT SAMPLES FLEET REPORTS PREFERENCES 2. Click on 'Component Look-up' 2 3 Sample Summary Select Components Details Search Serial # or Asset ID and Add Component(s) Q

3. Search for your component's - Enter Asset ID or Serial number and hit the 'enter' key

COMPONENT LOOK	IP			
<pre>ASSET ID TEST</pre>	COMPONENT	ASSET SERIA	CUSTOMER	¢
✓ TEST	ENGINE	PWC00987	GOUGH ANALYTICAL	+
✓ TEST	HYDRAULIC SYSTEM	PWC00987	GOUGH ANALYTICAL	+

4. Select all components you want to sample and click 'OK'

~	ASSET ID	COMPONENT	ASSET SERIA	CUSTOMER	¢
	TEST				
~	TEST	ENGINE	PWC00987	GOUGH ANALYTICAL	+
~	EST	HYDRAULIC SYSTEM	PWC00987	GOUGH ANALYTICAL	+
					~

5. OPTIONAL – Repeat steps 3&4 to add another more component (this can be from a different Asset)

6. Click 'Sample details'

7. Fill out the following information where applicable

← ADD SAMPLES		1 2 Select Sample Components Details	3 Summary		SUBMIT SAMPLES CANCEL
PWC00987 / TEST / CATERPILLAR / PC412	B / GOUGH ANALYTICAL				
* Sampled Date	08/27/2019	Asset Meter	2250	Dealer Branch	٩
Sample Jobsite	٩	Location		PM Interval	٩
Shop Job	SC000000				
					Required Fields *
ENGINE					🛱 Delete
Previous Meter	2000	Sample Label No		Meter On Fluid	250
Fluid Brand	CAT Q	Fluid Weight	15W-40 Q	Fluid Change	Yes 👻
Filter Change	Yes 🔹	Makeup Fluid Units	Q	Makeup Fluid	
Notes		Priority	٩	Fluid Type	DEO ULS
Kidney Loop	•	Component Meter			

8. Click 'Submit Samples'

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9. Click 'Print Labels' and select 'LARGE (3 Labels per A4 page)'

