

Xamine™ Oil Analysis Instructions: Sample Submission & Online Horizon® Registration

How To Send Samples to the Lab (Every Time) – Paper, PC or Mobile

Paper Form



- (1) Fill out *Account Information* section.
- (2) Fill out *Sample Information* section. (Must be done every time a sample is submitted using a paper form.)
- (3) To add new components or update existing components, fill out *Component Information* section. (Leave blank if it is an existing component that isn't changing.)
- (4) Take oil sample from equipment in question using the small opaque bottle.
- (5) Place test label on opaque bottle.*
- (6) Place bottle containing oil sample inside plastic mailing envelope.
- (7) Place completed sample form inside designated pouch on mailing envelope.
- (8) Address your mailing envelope with lab location nearest you (choose from list on sample form). Ship the sample using a trackable service.

Online – PC or Mobile

To submit details on a PC or via the mobile app, you must be registered as online Horizon user; see instructions on next page.

Computer



- (1) Go to www.eoilreports.com and log in to your account using your email and password.
- (2) Click on “Sample Submission” near top of screen.
- (3) Select the account & click the green arrow.
- (4) Select the components you drew samples from & click green arrow. (If you are adding new equipment, follow instructions available online.)
- (5) If you have multiple components with the same fluid and component time, click arrow next to “Auto Fill Values.” Fill out information fields and click green arrow to apply to all the components.
- (6) Fill out remaining sample information for each component, beginning with the tracking number from the bar code label affixed to the sample.
- (7) Click green arrow to proceed or red box to cancel.
- (8) After information has been submitted, follow steps 4-6 & 8 on the “Paper Form” instructions.

Mobile



To use Horizon app, first download it from the app store that comes with your device. Search for “HORIZON Fluid Analysis Results.”



- (1) Open the HORIZON® app on your device and log in with your email and password (see next page if you haven't yet registered as a Horizon user).
- (2) Tap “New” in upper right corner. On “New Submission” screen, search across multiple fields to find the right component. Or, tap camera icon to scan barcode or QR code on your sample label. This will auto-fill some of the information and list available components for this test. (If you are adding new equipment, follow instructions available online.)
- (3) After selecting the appropriate component, fill out information and press green arrow.
- (4) After information has been submitted, follow steps 4-6 & 8 on the “Paper Form” instructions.

*TEST LABEL:

If test label is not on bottle, sample will **NOT** be tested. Labels are worth money! If you make a mistake, please correct it and use label.



TRACKING NUMBER:

It is very important that you keep your tracking number. You can track samples at www.trackmysample.com.

ADDITIONAL HELP:

Detailed instructions for managing your online account, using EZ Sample Labels, adding equipment, and submitting samples using a mobile device are available in the Technical Library at www.eoilreports.com. Or, call the number at the top of your sample label.



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How To Register for Your Online Horizon Account (New Users, One Time Only)

Below are step-by-step instructions for registering yourself with Horizon, the online software associated with LE's Xamine Oil Analysis program. (This is not the same as setting up your customer account if you are a new LE customer, which should be done through LE Customer Service. It is also not the same as registering for an LElubricants.com account, which enables you to order lubricants and other products through the LE website.) Completing the process below will grant you instant online access to your Xamine Oil Analysis reports, as well as begin your email subscription for future sample reports.

- (1) Go to www.eoilreports.com You will see a screen like the one pictured at right.
- (2) Type your email address in the box labeled "Create HORIZON® Account" (as seen on the right side of the screen), then select the green arrow. (The email address used here will later be used to log in to the website.)
- (3) This takes you to the "Registration Form" screen, which you can then fill out.
- (4) Your account number can be found on your Sample Submission forms or completed Oil Analysis reports.
- (5) After online registration is complete, an email will be sent to you (this sometimes goes to junk mail).
- (6) The confirmation email will contain a link for you to follow to create a password. *Passwords must be at least eight characters long and contain one number, one lowercase letter, and one uppercase letter.*
- (7) After password has been created, return to www.eoilreports.com for access to your Horizon account.
- (8) With this online account, you will be able to add components you plan to sample and submit sample details to the lab electronically.

The screenshot shows the HORIZON® website interface. At the top left is the HORIZON® logo. To the right is a language dropdown menu set to 'English'. Below the logo is a yellow box with the number '1'. The main content area is divided into two columns. The left column is titled 'HORIZON® Login' and contains fields for 'Email Address' and 'Password', a 'Remember Username' checkbox, and a 'Forgot Password' link. The right column is titled 'Create HORIZON® Account' and contains an 'Email Address' field with a green arrow button to its right, which is highlighted with a yellow box labeled '2'. Below these columns are sections for 'HORIZON® News and Updates' (with 'Download on the App Store' and 'GET IT ON Google Play' buttons) and 'Track My Sample' (with an 'Enter Barcode' field and a green arrow button).

The screenshot shows the 'REGISTRATION FORM' on the HORIZON® website. At the top left is the HORIZON® logo. To the right is a language dropdown menu set to 'English'. Below the logo is a yellow box with the number '3'. The form is divided into several sections. The 'Account Information' section is highlighted with a yellow box labeled '4' and contains fields for 'Account Number *' and 'Barcode *'. Below this is the 'Personal Information' section with fields for 'Name *', 'Email Address *', 'Country Code', and 'Phone'. To the right is the 'Company Information' section with fields for 'Company Name', 'Company Address', 'Company City', 'Company State', and 'Company Postal Code'. At the bottom is the 'Report Delivery Settings' section with dropdown menus for 'Sample Reports' (set to 'Send as PDF') and 'Summary Alerts' (set to 'Do Not Send'). There are also checkboxes for 'Severities' (0, 1, 2, 3, 4) and a red 'X' button and a green arrow button at the bottom right. At the very bottom of the page, there is a footer with the text 'Questions? custserv@eoilreports.com | Terms of Service | Privacy Policy'.