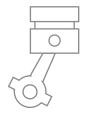


webECHC**

User Guide for Industrial Customers



spectro-oil.com | jet-care.com

WELCOME TO WEDECHO

GETTING STARTED

To access webECHO visit our website and go to the Log In area on the toolbar in the top right hand corner of the home page or use:

http//webecho.spectro-oil.com http//webecho.jet-care.com

Use the Welcome Page to log in using your allocated username and password <u>OR</u> if you are a **new user** request a username and password.



MANAGE | REVIEW | ANALYSE

webECHO gives you access to your latest analysis results and data all in one place. This guide outlines the main screens and functionality to enable you to manage, review and analyse your results for all our Laboratory Analysis Services.

NEW FUNCTIONALITY

We have been able to add the following new functions to the webECHO system in recent months following customer feedback and our continuous review program.

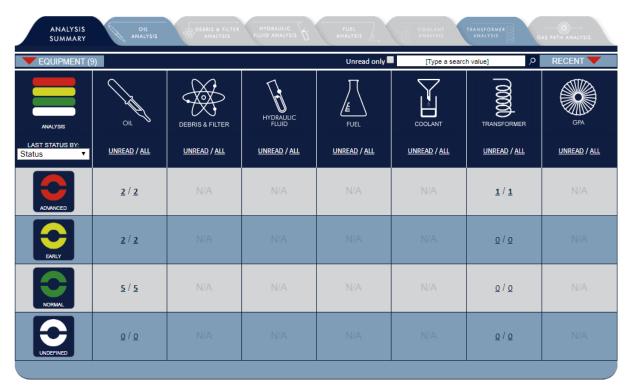
- Additional functions within the statistics and distributions facilities
- Export raw data to produce your own graphs and distributions
- Set regular laboratory analysis sample intervals and view 'next sample date' to identify when equipment sampling is overdue.
- Upload your own notes and documents to individual equipment records
- Use the 'Watch' function to keep track of individual equipment



ANALYSIS SUMMARY

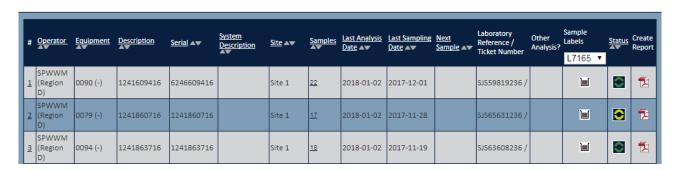
After logging in to webECHO the **Analysis Summary** appears, providing you with a breakdown of all the analysis that has been carried out that is applicable to your particular log in.

If you prefer to view a different screen on log in you can use the 'My Account' section to change this setting.



By using the tabs at the top of the **Analysis Summary** you can access the **Dashboard** of the chosen analysis type to view results, information and manage data.

QUICK FILTER LINKS



Throughout the system data is displayed with an underline. For example, the headings of tables and data within tables. Click these links to access further information.

DASHBOARD



The Dashboard provides an overview of the current status of all equipment for the selected analysis type and included a number of different functions that allow you to view data, records, reports and manage your equipment.

STATUS

A visual summary of the status of all equipment in the selected analysis type e.g. Oil Analysis.

Use the red arrow on the **Equipment Navigator** to open a drop-down list of equipment available for quick access to the latest PDF reports and produce graphs for that piece of equipment.

FIND

Use the **Operator and Equipment** icons to gain access to the full list of all operators and equipment. The drop down sections allow filtering to any available field and by selecting one from the list will display that record in detail. Alternatively use the blue tabs at the top of the dashboard to access lists of records for a specific analysis type.

LINKS

Use quick link icons to:

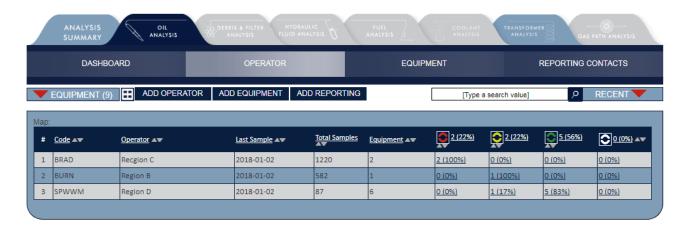
- Access your Latest results
- Categorise your equipment by current analysis status
- Produce Distribution graphs
- Download historic analysis results using the **Data Export** Button.
- Utilise the **Watch** function to track specific pieces of equipment chosen by you.

SEARCH

Use keywords to **Search** within the current area and view **Recent** saved searches.



OPFRATORS



View the list of operators for the selected analysis type by choosing the **Operator** tab or using the **Operator** icon on the **Dashboard.**

The list indicates the quantity of records applicable to each operator and shows the current status and number of equipment applicable to each operator.

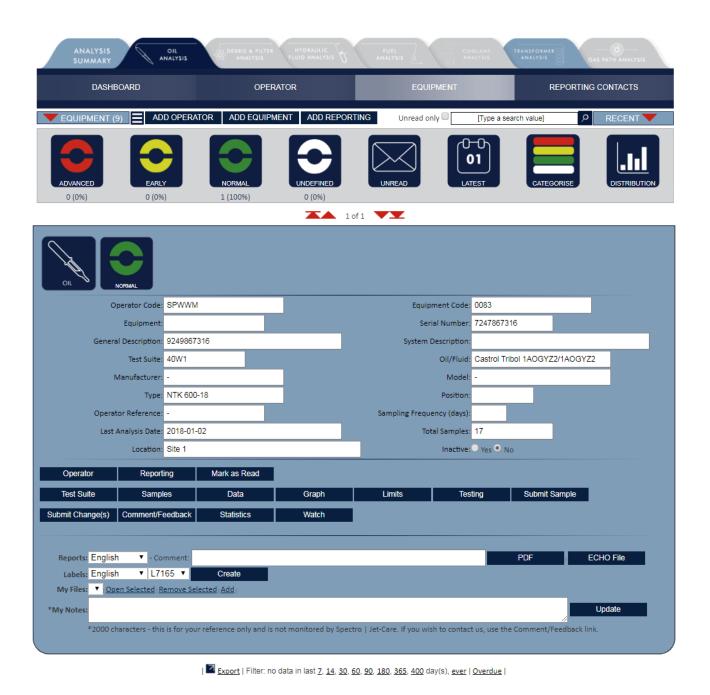
EQUIPMENT



View the list of equipment for the selected analysis type. You can also use the Status icons, a feature available throughout webECHO, to filter equipment according to analysis status e.g. Advanced/Early/Normal/Undefined.



INDIVIDUAL EQUIPMENT RECORD



You can use the individual record to **change the information** we hold on a piece of equipment. In particular to submit an engine change amend the engine serial number(s) and enter the installation date in the Comments Box. Once the record has been amended click the **Submit Change(s)** button for the data to be sent to Spectro | Jet-Care for review and confirmation.

Upload your own notes and documents using the **My Files / My Notes** area at the bottom of each individual record to allow your files to remain accessible to your account from any device.

The **Watch List** function is activated in this section to enable you to keep track of the chosen individual piece of equipment. This will appear on your Watch list visible from the Links area of the Dashboard. You can add multiple pieces of equipment to your watch list.



ANALYSIS DATA



When viewing an individual piece of equipment click the **Data** button to view the tabular analysis data. You can use the drop-down box at the top of the page to view pre-defined groupings of tests/elements as well as create graphs and download using the Export button.

GRAPHS

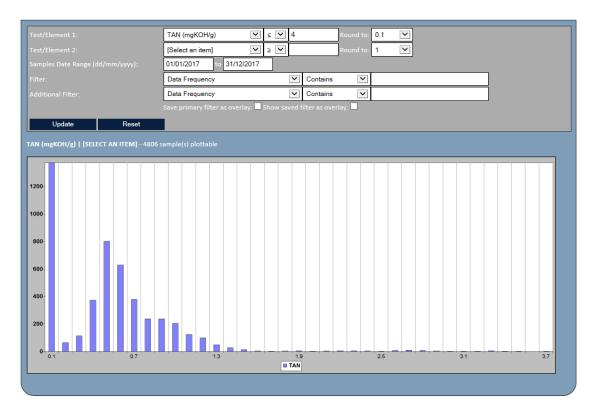


The graph function allows you to plot the trends of analysis for individual equipment for a selection of tests/elements. Select the criteria required and press the **Submit** button to generate the graph. There are quick links for **additives** and **wear elements** are provided and the individual tests or elements can be scaled using each **individual multiplier**.

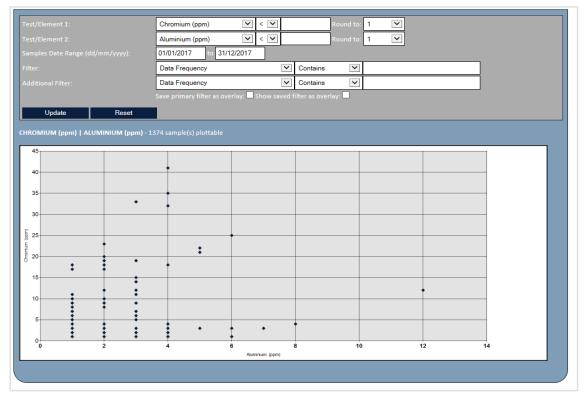


DISTRIBUTIONS

The Distribution icon allows you to create graphical comparisons of your test results. Select tests or elements from the drop down box, choose how the results will be grouped and apply any filters. The graph created will show the number of results along the horizontal axis and the number of samples for each group on the vertical axis.



If you select two tests/elements then their results will be plotted against each other in a scatter graph. One test/element will show results on the horizontal axis and the other on the vertical axis.



REPORTING

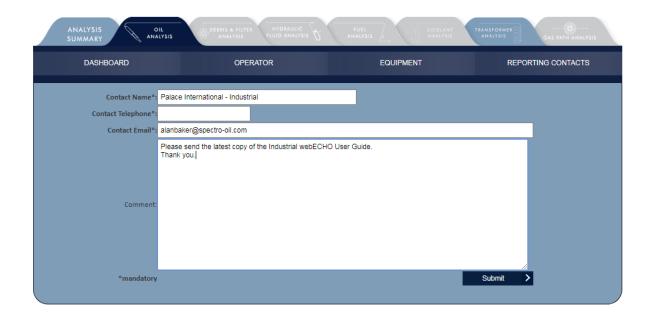


Use this section to view and change the details held for each Contact receiving reports. The search toolbar can be used to search for Contacts directly.

Use the **List/Detailed View** icon to change from list view to individual contact view. This function is available throughout webECHO.



FEEDBACK



If you would like to provide feedback or send us a message select the **Feedback** button, complete the necessary information and click **Submit**.

The Comment/Feedback button is found at the bottom of the individual Equipment record pages.



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