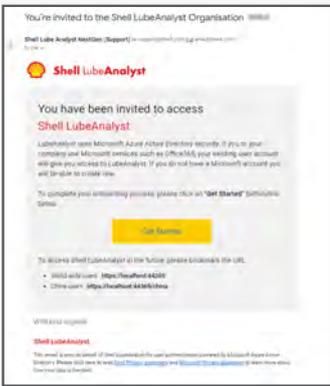# Shell
Lube**Analyst**

QUICK START GUIDE
for Shell LubeAnalyst

1. **Get Started / First Login**
2. **Dashboard**
3. **Register Equipment/Component**
4. **Order Material**
5. **Register Sample**
6. **Mobile App Key Steps**

1. Get Started – first time set up only

There are three ways of logging into Shell LubeAnalyst:

- If your email is not a Microsoft account, on clicking Get Started, you will be directed to create an account before logging into the Shell LubeAnalyst Application. Note, the password you create must conform to the password criteria: 8-16 characters with at least two of the following: uppercase letter, lowercase letter, number and symbol.

- If your email is already a Microsoft account, on clicking Get Started, you will be directed to Sign in and Enter password screens where you can type in your email address and password to login to the Shell LubeAnalyst Application.

- If your email is a Microsoft account with a single sign-on enabled, you only need to enter your email address in the Sign in screen to login to the Shell LubeAnalyst Application. No password will be required because you are already logged into Windows or your company network.
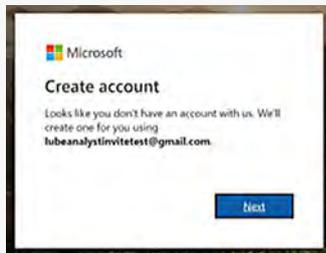

a. Get Started

You will receive an invitation email into your Inbox from: la-support@shell.com
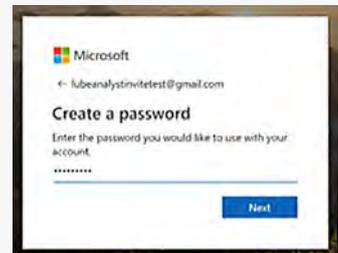
Click on the **Get Started** button. You will be directed to the **Create Account** screen.

b. Click Next
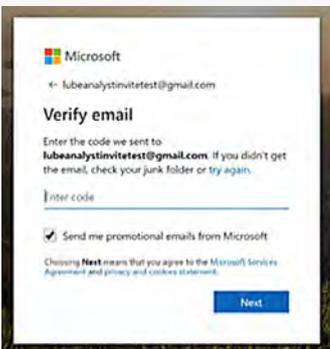
You will now see the **Create a Password** screen.

Passwords must have at least eight characters and contain at least two of the following: uppercase letter, lowercase letter, number and symbol.

c. Create Password

Enter your desired password which conforms to the password policy and click **Next**. You will receive an email containing a verification code which must be entered into the **Verify email** screen.

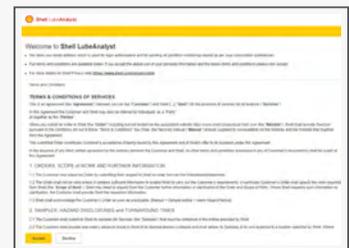Press **Next** button.

d. Verify Email

Enter the verification code and click **Next**. You are then redirected to **Review Permissions** Page.

Click **Accept** to continue once you have reviewed.

e. Sign In

Enter your email and previously created password to access Shell LubeAnalyst login page.

f. Terms and Conditions

On first login only, you are requested to press **Accept** to show agreement with the Terms and Conditions of Services.

Pressing **Decline** takes you back to the login process.

2. Dashboard

When you successfully login to the new system you will be presented with the main **Dashboard** screen:

Dashboard Filter

Filter criteria used for the dashboard, change the filters and the screen will reload.

Condition Summary

Sample condition summary.

Equipment Summary

Samples sorted and displayed by equipment type.

Pie charts are interactive: click on a segment of a pie chart and the other charts on the page will only reflect data in that segment.

Dashboard Overview

Overview of the records summarised on the dashboard.

Sample Results

Table of sample results. Click on the table headers to re-sort the list.

Sample Reports

Click on the icon for the sample report.

Lubricant Summary

Samples sorted and displayed by lubricant sampled.

3. Create or manage Equipment/Component

- The Site, Department, Equipment and Component screens are very useful to quickly navigate to any Equipment or Component, +Add… new records, as well as organise your records with only a few clicks to get there.
- Initially all your Equipment will be under the General Department (or folder), but you can add Departments and move Equipment into it very easily on Register or Modify Equipment screen.
- You can use the Search feature under the Equipment Menu to search for any Equipment or Component.
- Before you can send a sample for analysis, you need to ensure that you have: 1) registered the relevant Equipment on LubeAnalyst, as well as: 2) the Component from which the sample is taken. **NB the difference between Equipment and Component**: Equipment = the whole machine that contains the components which you wish to take samples from (e.g your car). Component = the sample point, the specific lubricant system that you are taking a sample from to have analysed (e.g. the engine within your car).
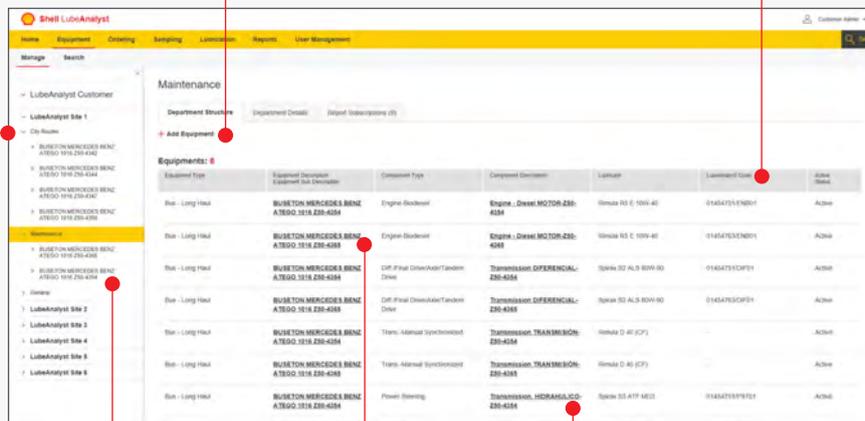
Records Folder

Use the left hand panel like a folder, click an item to open the list of records in that folder.

Add New Records

The Site, Department and Equipment Structure screens have +Add… buttons to quickly register new records into the select record.

Clickable Headers

Click the table headers to re-sort the list.

Equipment Info link

Click on equipment link and you will go to the equipment structure screen.
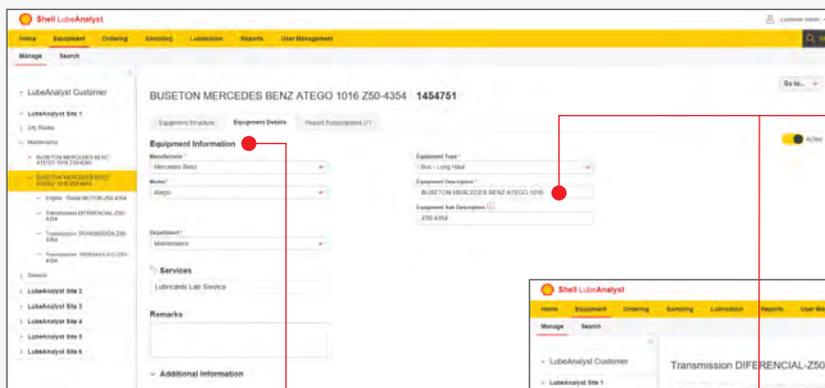
Table View

When you open a folder from the left hand panel the list of records open in a table view.

Component Info link

Click on component link and you will go to the component details screen.

Equipment Details screen

There are free text fields where you can enter your own naming details for your equipment and components.

Here you can select the manufacturer, model and lubricant for the component.
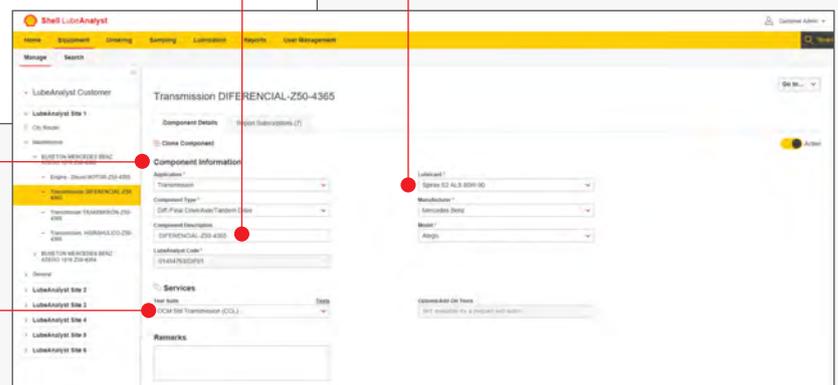
Component Details screen

Here you can select and input the main equipment and component information.

Here you can select the test suite for the component. If you are not sure which one to select, please contact you local Shell Lubricant Technical Advisor.

Shell Lube**Analyst**

4. Order Material

- Navigate to the **Ordering** screen from the menu bar (you will need the right permission levels to order materials).

- Placing a material order is quick and simple, select the correct site and the right quantity. Then click on **Check-Out**.

- On **Order Summary** screen, check details of the order, if correct, click **Place Order** button to place order. If the details are incorrect, use **Back** to return to **Place Order** screen.

My Order tab
You can use **My Order** to display existing orders and their status.

Site Name
Here you can select the site to send the material order to. If you are attached to single side, you do not have to do anything.

Purchase Order Number
Here you can enter a Purchase Order Number.

Material Quantity
Here you can select the quantities of the materials you want to order.

Alternative address
If you wish to enter a different delivery address, click here.

Back
You can click here to go back to place order screen where you can amend your order.

Review Order
You can view the summary of your material ordering here before clicking on **Place Order** button to place your order.

5. Register Sample

Pre-registering your samples is the easiest way to ensure the most accurate analysis of your samples and to speed up the analysis process through the laboratory. You can easily pre-register samples before sending to the laboratory in two ways:

1. Navigate to **Sampling** screen on the Menu bar > then **Send Samples**

2. Navigate to **Send Samples** screen by using **Sample Registration** via **Go to...** on **Manage Equipment and Components** screens.

■ After completing all the mandatory fields, click on **Register** button to register your sample in the system, affix the sample number sticker to the bottle and send it off to the laboratory nearest your location.

■ You can track progress of new samples and view historic samples using **Track Samples** on second level menu.

Track Samples

You can used this button to track progress of new samples and view historic samples.

Sample Information

Here you can enter basic information about the sample including the date the sample is taken, number and site name.
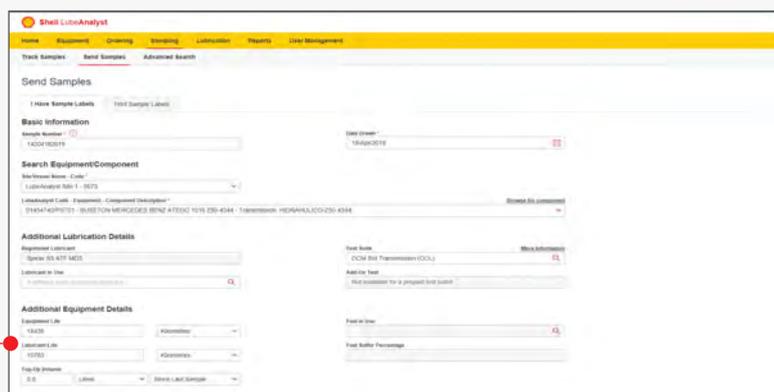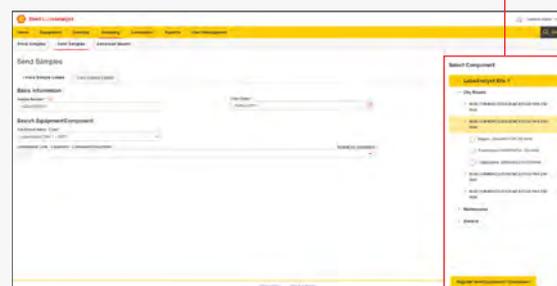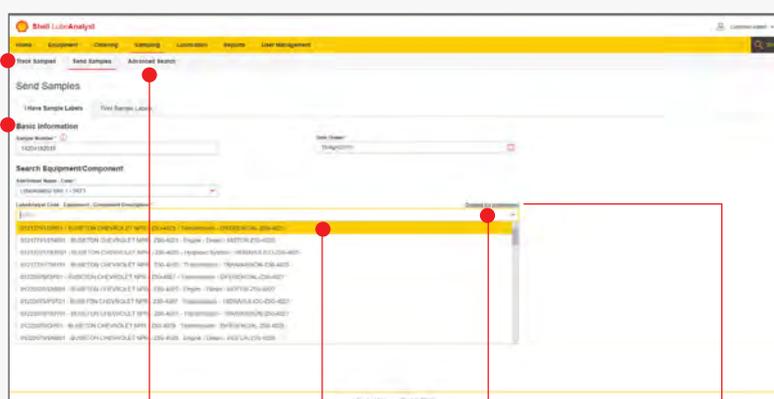
Equipment/Component selection

Here you can select or browse to select equipment and component to register the sample.

Advanced Search

Look at all of your historical and current samples, searching on criteria such as date, status, oil condition, equipment and component.

Equipment Details

Here you can enter equipment/ lubricant life and top-up volume and select the right parameters.
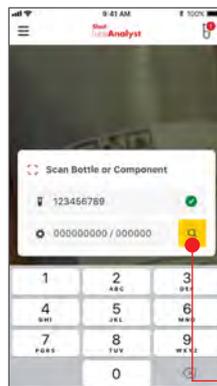
6. Mobile App key steps

How to download the app: > Apple and Google Play app stores > Shell LubeAnalyst

Sign in details are the same as on the LubeAnalyst web portal. For first time sign in only: you need to register your account on the web portal before accessing the mobile app.

Registering a sample via the mobile app

1. Once you have taken your sample, find the QR code attached to the bottle or on the sample label. Then open the app and scan the QR code, you will get a confirmation tick when the scan is successful. If you cannot find the QR code or it is failing to scan then simply type in the numerical code instead.

2. To assign the sample bottle with the component, scan the QR code found near or around the sample point of the component. Again, if no QR code is present, you can manually enter the LubeAnalyst code into the entry field or tap

on the search icon and search for the component in your equipment library.
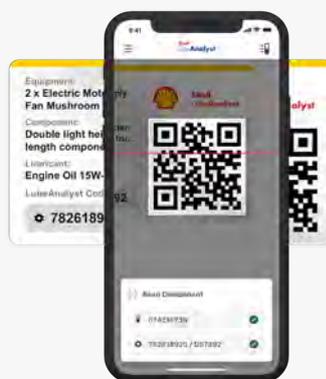
3. Once both codes have been entered, confirm the equipment details are correct and then fill in the sample registration form on the mobile app. As with the paper form, the more details you input the better the data for the diagnosis. Once the form is completed, simply tap submit and then send the sample bottle to the lab. No need for any more paperwork.
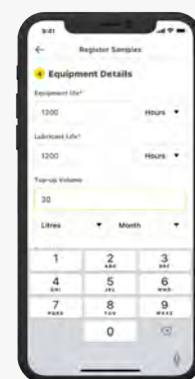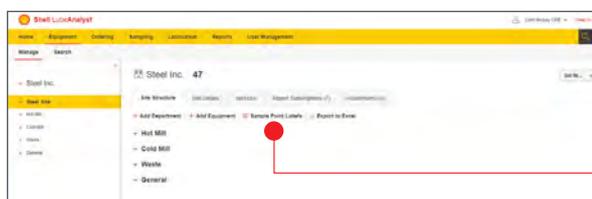
Search icon

Step 1	Step 2	Step 3

Downloading and Printing your Sample Point labels

1. On the LubeAnalyst website (https://www.lubeanalyst.shell.com) navigate to the **Equipment** tab on the menu bar and on the dropdown options select **Manage**.

2. Once the site list has loaded simply select the site you need and click on the **Sample Point Labels** button on the main table view page.

3. You will now see a pop up with the choice to select the paper size you wish to print on, either A4 or Letter.

   *Please note the label template needed to print these component labels are A4: Avery B7173-50 and Letter: Avery 60505.

4. Once you have chosen the print format, click **Generate Labels**

5. A PDF of your component labels will then load for you to download, print off and stick at your sample locations on your machinery, ready for rapid QR code scanning next time you sample.

Sample Point Labels

For more information, go to www.lubeanalyst.shell.com or email your local LubeAnalyst support at: