

# Instructions

## Reading a Sample Report

These instructions will teach you how to use the functions in the online sample reports. You will learn how to:

- [Navigate between reports](#)
- [Use shortcuts imbedded in the report](#)
- [Identify the drivers of the severity level assigned to the report](#)
- [Recognize trends using historical data](#)

Open a sample report in HORIZON using one of the methods in the [“Find a Sample” instructions](#).

Account Information	Component Information	Sample Information
Account Number: DEMO16-6159-0000 Company Name: The Industrial Company 2 Contact: John The Industrial Company 2 Address: 123 The Industrial Company 2 Street STEVENS POINT, WI 54481 US Phone Number: 555-555-5555	Component ID: LAN PRESS EAST OUTLET H Secondary ID: KL FILTER 2 OUTLET Component Type: HYDRAULIC SERVO Manufacturer: WILLIAMS & WHITE Model: <a href="#">Missing Information</a> Application: PLANT/INDUSTRIAL Sump Capacity: 1500 gal	Tracking Number: 79135N00026 Lab Number: Q-051956 Lab Location: Indianapolis Data Analyst: JUK Sampled: 12-Mar-2015 Received: 16-Mar-2015 Completed: 23-Mar-2015
Filter Information	Miscellaneous Information	Product Information

**Report Navigation:** Move between the most recent reports from your components.

- A** Move to previous or next sample for this component.
- B** Move to the first or last sample for this component.
- C** Move back to the Sample Selection page.
- D** Move to the next unviewed sample report.

**Report Selection:** Clicking these buttons will open new fields above the report to make it as simple as possible to take action.

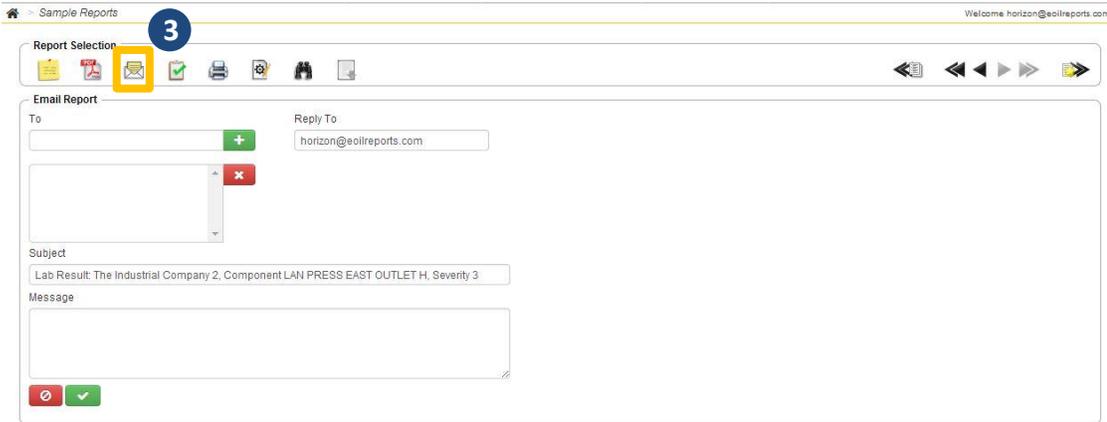
Enter message:

Messages are for informing other users of comments you might have on a report. They will not be read by laboratory personnel.

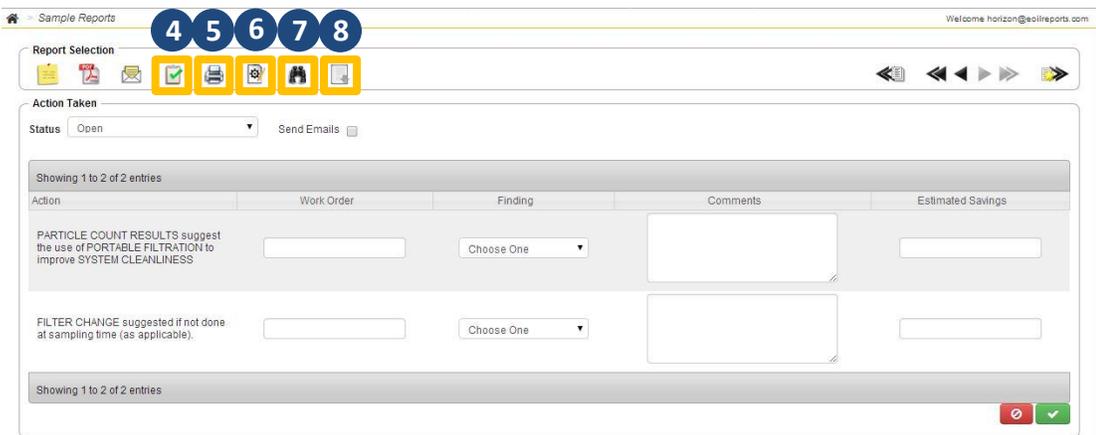
- 1 Post Message:** Adds a message to the sample report for other users. Click on the yellow post-it note icon to open a message field. When finished, click the green check button to save the message.

**2 View PDF:** Saves the report as a PDF.

*Note: The saving process varies depending on the browser and device being used.*



**3 Email Report:** Sends an email with the report attached as a PDF. Type an email address in the “To” field and click on the green “+” button. Addresses can be removed by selecting an address and clicking the red “x” button. Modify the “Reply To” field to change the email address that receives replies to the email. Modify the email Subject and Message as you see fit. Click the green check button to send the email.



**4 Take Action:** Allows you to enter information responding to recommended actions for this component. Fill out the fields and click the green arrow to submit the information.

**5 Print:** Prints the report.

*Note: The printing process varies depending on the browser and device being used.*

**6 Update Component:** Opens a page for you to edit the component for the sample you are viewing. Follow the [Editing Equipment instructions](#) to complete this process.

**7 Add to Asset Watch:** Opens a page for you to set up an email subscription for this component. Follow the [Sample Report Delivery instructions](#) to complete this process.

**8 Paperwork Submitted with Sample:** Opens an image of the paperwork received with the sample. If the arrow is grey instead of green, no paperwork was received (most likely meaning the sample was submitted online).

Sample Reports Welcome horizon@ecilreports.com

Report Selection

**Lubricant Analysis Report** 1  
 North America: +1-877-808-3750

<b>Account Information</b> Account Number: DEMO16-6159-0000 Company Name: The Industrial Company 2 Contact: John The Industrial Company 2 Address: 123 The Industrial Company 2 Street STEVENS POINT, WI 54481 US Phone Number: 555-555-5555	<b>Component Information</b> Component ID: LAN PRESS EAST OUTLET H Secondary ID: KL FILTER 2 OUTLET Component Type: HYDRAULIC SERVO Manufacturer: WILLIAMS & WHITE Model: <span style="color: red;">Missing Information</span> Application: PLANT/INDUSTRIAL Sump Capacity: 1500 gal	<b>Sample Information</b> Tracking Number: 79135N00026 Lab Number: Q-051956 Lab Location: Indianapolis Data Analyst: JUK Sampled: 12-Mar-2015 Received: 16-Mar-2015 Completed: 23-Mar-2015
<b>Filter Information</b> Filter Type: KIDNEY LOOP Micron Rating: 3	<b>Miscellaneous Information</b>	<b>Product Information</b> Product Manufacturer: MOBIL Product Name: HYDRAULIC AW Viscosity Grade: ISO 68
<b>Comments</b> PARTICLE COUNT RESULTS suggest the use of PORTABLE FILTRATION to improve SYSTEM CLEANLINESS; and/or, FILTER CHANGE suggested if not done at sampling time (as applicable). Particle Count is at a SIGNIFICANT LEVEL. Please provide COMPONENT MODEL number to compare data to the correct standards for this component.		

### 1 Severity Scale

A color coded scale ranging in severity 0-4, the severity of this report is displayed in a larger box with a white number on a colored field. The overall report severity is based on comments, not individual test results.

### 2 Test Results

This area contains information about the account, component, sample, filter, product (fluid) and miscellaneous information. Some examples of miscellaneous information include the time the sample was taken or the initials of the person who took the sample.

3 The **Comment** section includes the analysis of the test results, including maintenance recommendations and feedback from our Data Analysis Team. These comments determine the overall severity of the report.

Sample #	Wear Metals (ppm)						Contaminant Metals (ppm)					Multi-Source Metals (ppm)					Additive Metals (ppm)						
	Iron	Chromium	Nickel	Aluminum	Copper	Lead	Cadmium	Silver	Vanadium	Silicon	Sodium	Potassium	Titanium	Molybdenum	Antimony	Manganese	Lithium	Boron	Magnesium	Calcium	Barium	Phosphorous	Zinc
1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	2	60	0	303	367
2	0	0	0	0	0	0	0	0	0	0	0	4	0	0	0	0	0	1	3	68	0	304	381

Sample #	Sample Information				Contaminants				Fluid Properties					
	Date Sampled	Date Received	Lube Time	Unit Time	Fuel Dilution	Sulfur	Water	Acid	Viscosity 40 °C	Viscosity 100 °C	Acid Number	Base Number	Oxidation	Nitration
1	13-Jan-2015	18-Jan-2015		unk					65.7		0.45		4	5
2	12-Mar-2015	16-Mar-2015							65.8		0.45		2	5

Sample #	ISO Code Based On 4/0/14	Particle Count (particles/mL)							Test Method	Photo Micrograph	Water by Karl Fischer - D1744 ppm	
		> 4 µm	> 6 µm	> 10 µm	> 14 µm	> 21 µm	> 38 µm	> 100 µm				
1	17/15/11	990	277	52	17	5	1	0	0	Laser	CMPLT	103
2	17/15/12	992	227	51	22	9	1	0	0	Laser	CMPLT	219

Comments are advisory only and are based on the assumption that all test results are valid. Missing fluid or component information limits the evaluation. No warranty is expressed or implied. Kendall, the Two Finger logo, and their respective logos and products are trademarks of Phillips 66 Company in the U.S.A. and other countries.

<b>Historical Comments</b>	1	Flagged data does not indicate an immediate need for maintenance action. Continue to observe the trend and monitor equipment and fluid conditions. Particle Count is at a MODERATE LEVEL. Please provide COMPONENT MODEL number to compare data to the correct standards for this component. Please provide FILTER MICRON RATING for proper particle count evaluation.
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**Test Results:** The actual test results are included in the sample report. Results from past samples are displayed above the current results.

4 The elemental analysis data will detect wear particles, contaminants, multisource metals and additive metals.

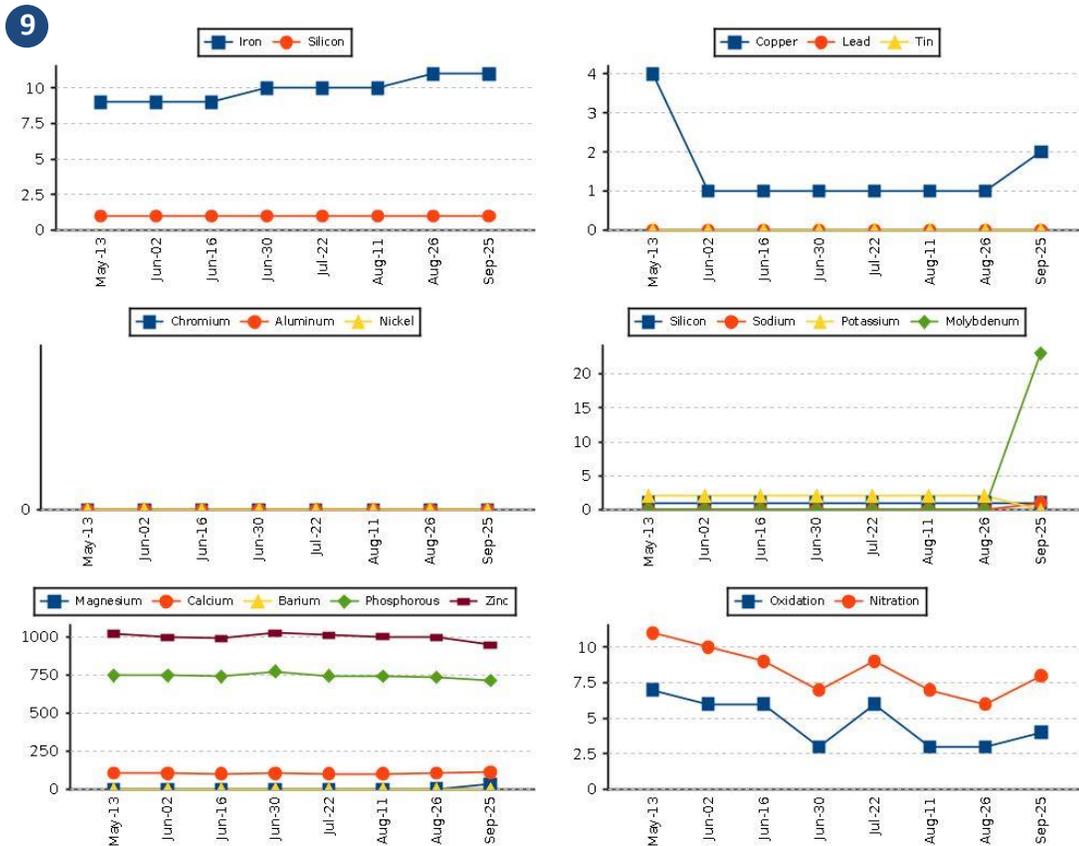
5 Other tests will be performed based on the fluid type and test package ordered.

6 Test results will have a colored background that coordinates with the severity of the scale at the top.

7 Test fields with blue font contain a hyperlink to a description and additional information about the test, including possible sources.

8 **Historical Comments** from previous sample reports are included along with the severity of the overall report.

**Messages** about the sample will be posted below the comments with a date stamp and the user who posted it.



9 Test results are displayed in **Graphs** to make it easier to identify trends over multiple samples.

For additional questions about the HORIZON application, please contact us at [custserv@eoilreports.com](mailto:custserv@eoilreports.com).