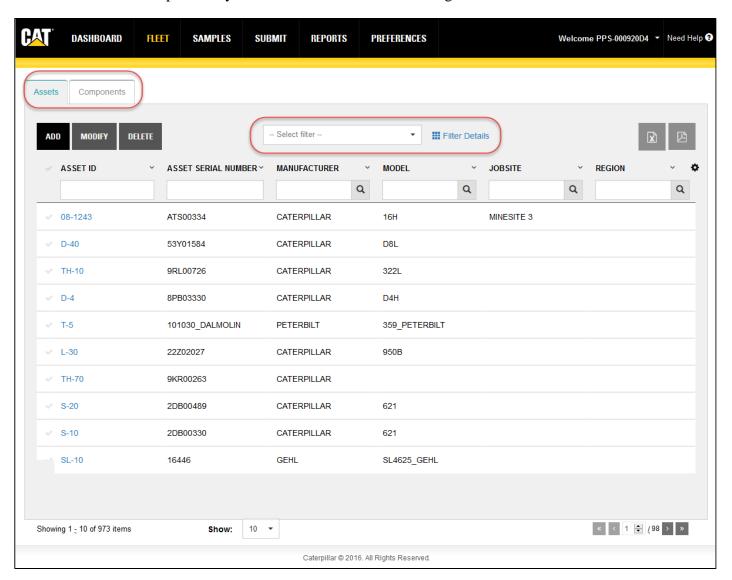
Using the Fleet Page

The *Fleet* page provides you with the tools needed to display, find, and manage your equipment. The page views and elements include:

- Assets tab
- Components tab
- Asset Details view
- Add/Modify Asset view
- Add/Modify Component dialog

In the **Assets** and **Components** tabs, the top of the *Fleet* page includes a filters section used to refine search capabilities. The Advanced Filter tools allow you to apply ad hoc or previously saved filters when searching for asset data.

The Asset Details view provides you with the tools needed to manage asset data.



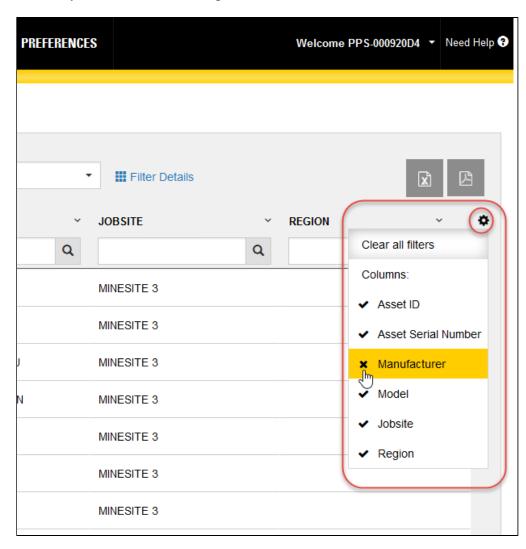
Fleet Page Common Features and Functions

The **Assets** and **Components** tabs share common functions such as column selecting, arrangement, and sorting. Descriptions of common functions are described in this section.

Choosing Columns to Display

Click on the **Settings** (gear) icon found to the right of the column headers to open a drop-down list as shown below. A check mark appearing to the left of a column title signifies that the column will appear within the table; an X mark hides the related column.

Click anywhere outside the drop-down list to close it.

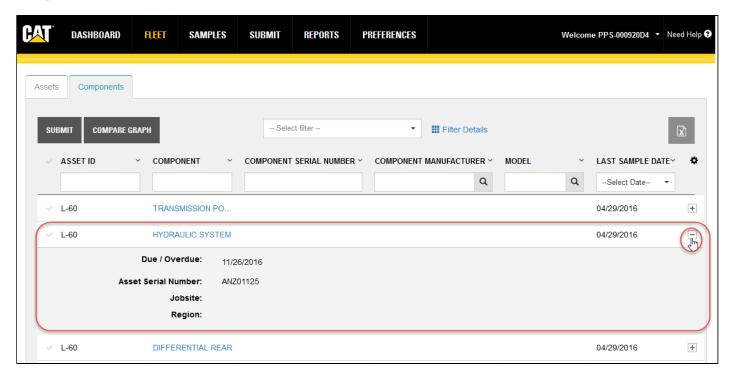


NOTE: The columns that are available for viewing will depend on the user type logged into the system.

The columns that actually appear within the table view depend on the screen real estate available. If more columns are selected than space allows, a plus sign (+) icon appears to the right of the rows signifying that additional information is available.

Clicking on the plus sign (+) icon within a specific row expands the row as shown in the example so you can view the additional information as needed. Scroll bars are used to help you view content that is longer or wider than what can be shown within the display area.

The changes made to column settings will persist as your preference, so when you log out then return to the system, you will see the columns and the order appear based on the last defined settings.

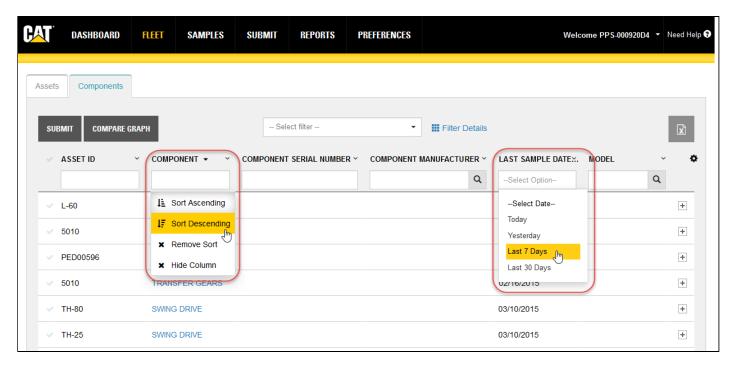


Sorting and Filtering via Column Headers

Headers identify the information displayed in columns, but you can also use them to sort and filter the table's data.

To sort data in ascending or descending order, click on the small arrow to the right of a column header then select the desired order. Columns can also be hidden by clicking on the **x Hide Column** item in the header's menu.

Some column headers provide drop-down lists used to select information options; others use direct entry fields in which you can enter specific search elements to more quickly locate a particular sample.



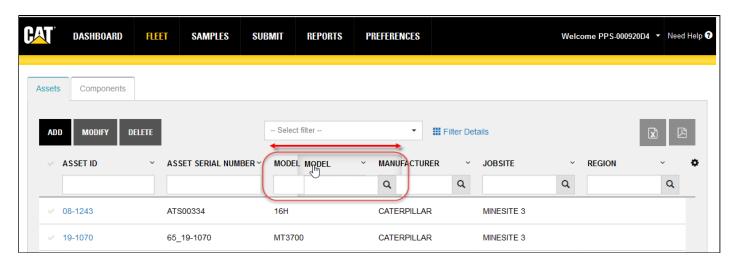
To clear header filters, click on the **Settings** gear icon located top right of the table then click on **Clear all filters**.

NOTE: Clicking on **Clear all filters** from **Settings** does not clear filters applied via the Advanced Filters feature. An active advanced filter must be cleared by clicking on **Reset** found in that section.

Arranging Columns

You can rearrange the order of the columns simply by dragging them to the location you want.

Move your mouse cursor over the column title, then click and hold the left mouse button down. As the image below shows, the selected column "detaches" from its original location to confirm which column you are moving.

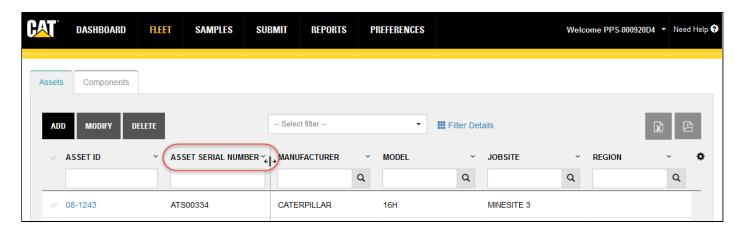


Drag the column to the desired location then release the mouse button. In a moment, the application will reorganize the table with the column in the new location. When you log out, the system saves the latest configuration so that the table will appear the same in your future sessions.

NOTE: The check mark column is always displayed in the far left column of the table and cannot be moved or removed.

Sizing Columns

You can adjust the width of columns by hovering the mouse cursor between column edges until you see a double-line arrow as shown in the example. Then hold down the left mouse button, drag the column to the desired width then release the mouse button.



Navigating and Managing Samples Lists

Paging controls appear at the bottom of the table (left and right) to facilitate navigation through longer lists of data.

A **Showing** segment label identifies the range of results displayed.

A **Show** section filter identifies the number of results shown within the table. As the options suggest, you can show 10, 25, 50, or 100 samples per page.

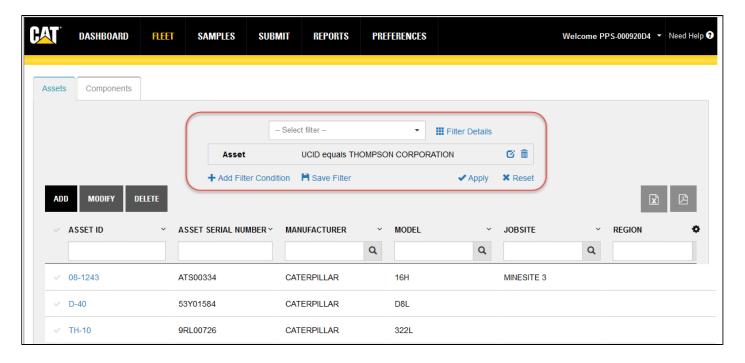
Controls to the right allow you to select from multiple pages for longer sample sets.



Using Advanced Filters

Many column headers in the main **Assets** and **Components** tab tables provide direct filtering capabilities to help you locate specific equipment within the database. In addition, the Advanced Filters feature helps you further narrow down data by giving you the tools to specify multiple conditions (properties) for a given filter, so you can customize the information displayed based on the filter selected.

If you end your session with a filter selected, when you log back in, the system will retain the last filter used and the data presented will be filtered accordingly. In addition, filters set via the column headers will also persist between sessions.

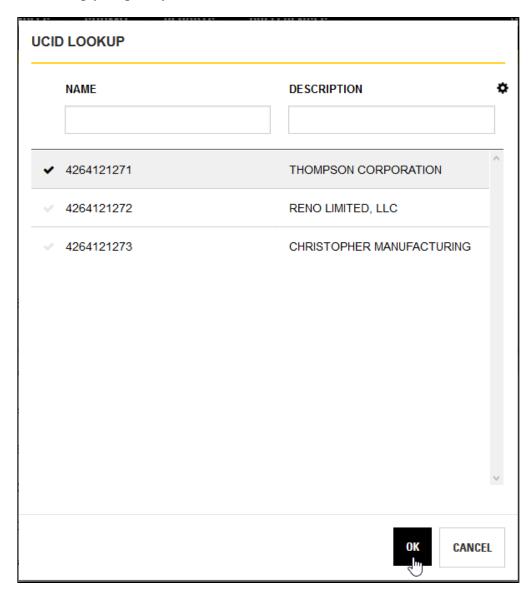


You can use existing filters by clicking on the arrow to the right of the **Select filter** drop-down list then clicking on the desired filter shown in the list.

Create new filters by clicking on **Filter Details** then **Add Filter Condition**.

Specify filter criteria by using lists to choose the property, operator, and in many cases predefined values based on the filter types.

In other cases, you will need to know the value to enter directly, or you may be presented with a *Lookup Value* dialog box to help you quickly retrieve condition values from information stored in the database.



To further refine search parameters, click again on **Add Filter Condition** and specify the additional parameters needed.

After creating a new filter, you can click on **Apply** to have the system refine the samples list presented. Note that applying the filter does not save the filter for future use.

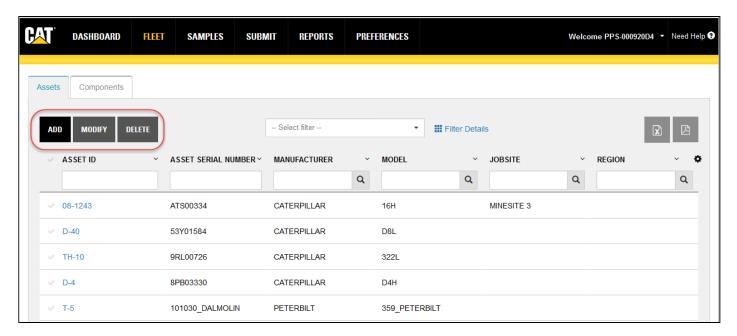
Be sure to click on **Save Filter** to add the new filter to your list.

Clicking on **Reset** clears all advanced filter fields, deselects the active advanced filter, and updates the samples display accordingly.

NOTE: Clicking on **Reset** does not affect filters selected via the column headers. To clear those filters, click on the **Settings** gear icon located top right of the table then click on **Clear all filters**.

Assets Tab Features and Functions

The **Assets** tab provides you with the tools to browse and manage all of the assets in your fleet including adding, modifying, and deleting assets.



Adding an Asset

Adding an asset is simply a matter of clicking on the **Add** button and filling out the form provided in the *Add Asset* view.

The **Add Asset** form collects asset and ownership information. Providing information for the required fields will create the new asset as needed, but including information in other fields can prove useful when completing other tasks within the application.

Some fields are direct entry; you must know the value that needs to be entered. Other fields have suggest capability; entering partial information will cause the software to provide filtered lists that contain the partial value entered.

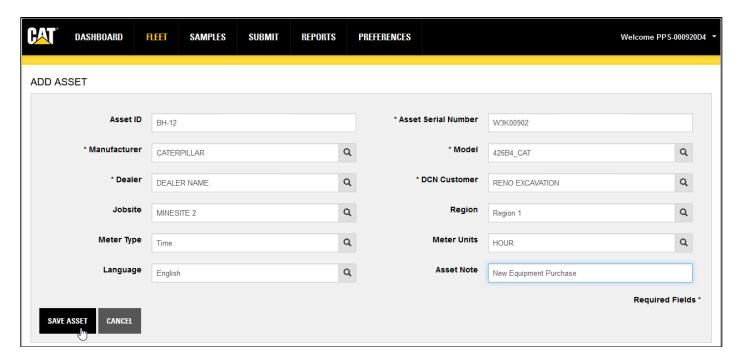
Additionally, many fields include lookup features to help you locate the needed values that are currently stored in the database.

When you first enter the **Add Asset** form, the **Manufacturer** and **Dealer** fields will be grayed out. To activate the **Manufacturer** field, enter a valid serial number in the **Asset Serial Number field** then press Enter on your keyboard.

The software will not only enable the **Manufacturer** field, it will automatically update the lookup list for the **Model** field.

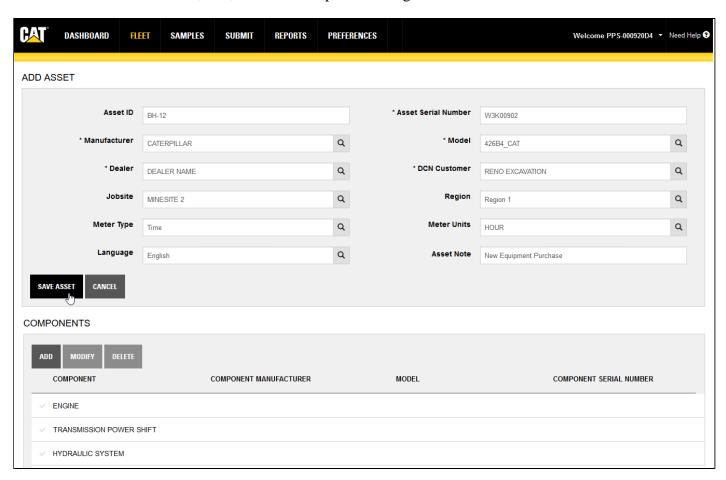
Selecting a model from the **Model** lookup will in turn activate the **Dealer** field. The software will then have the information it needs to automatically populate the **COMPONENTS** table when the new asset is saved.

When you have satisfactorily completed at least the required fields, click on **SAVE ASSET** to save the new asset to the database.



After saving the new asset, the **COMPONENTS** table appears in the bottom section of the view.

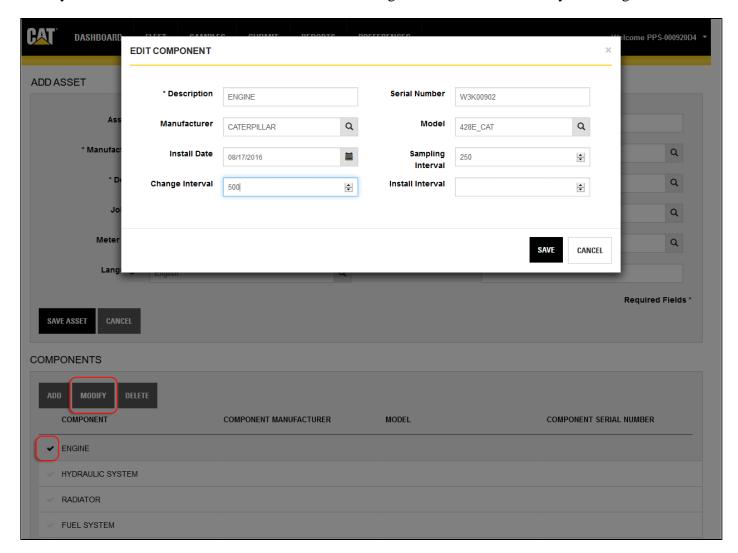
You can use this table to add, edit, or delete components assigned to the asset.



To add a component, click on the **Add** button then enter information as needed in the *ADD COMPONENT* dialog box.

To edit information for a component, click on the **Check Mark** to left of the component you want to edit then click on the **MODIFY** button.

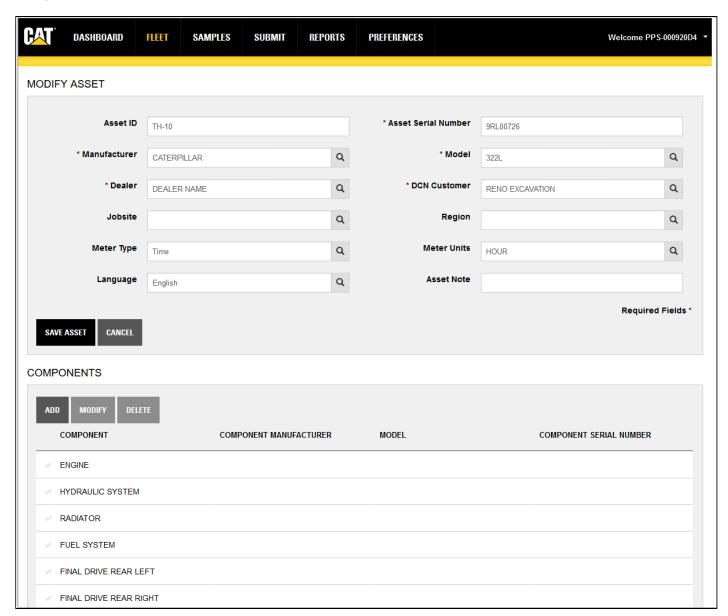
Modify the information in the EDIT COMPONENT dialog box as needed then save your changes.



Modifying an Asset

Modifying information for an existing asset is similar to adding a new asset; click on the **Check Mark** to select the asset you want to modify then click the **MODIFY** button to open the *Modify Asset* view.

Make your changes to the necessary fields within the form, and manage component information as needed then click on **SAVE ASSET** to commit your changes to the database.



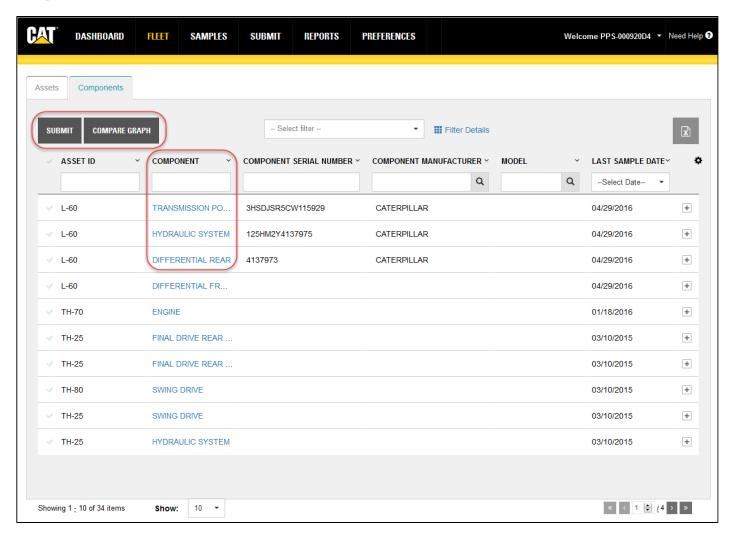
Deleting an Asset

To delete an asset, click on the **Check Mark** for the asset then click on the **DELETE** button.

Components Tab Features and Functions

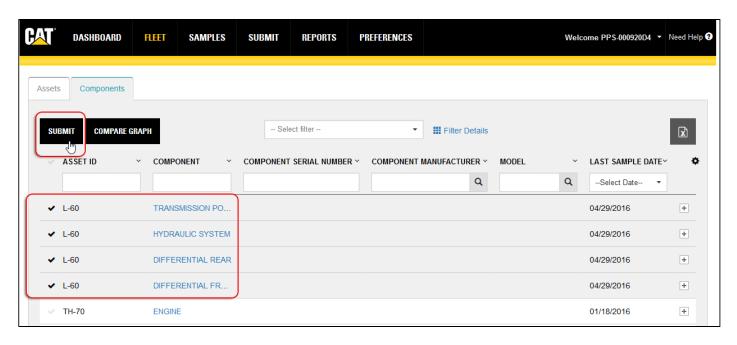
The **Components** tab provides you with the tools to view data for all of the components in your fleet. You can also use this tab to submit new samples and compare sample results data for two or more components.

Clicking on an item in the **Component** column automatically takes you to the *Asset Details* view for the selected component. Refer to the *Asset Details Features and Functions* section for more information.

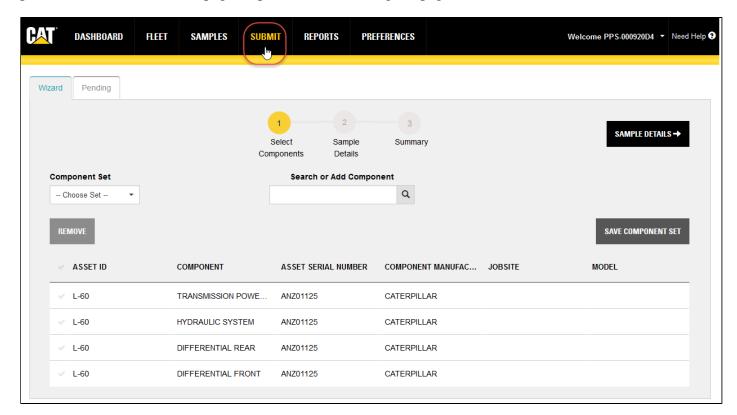


Submitting Component Samples

Click on the **Check Mark** for one or more components for which you will be submitting samples then click on the **SUBMIT** button.



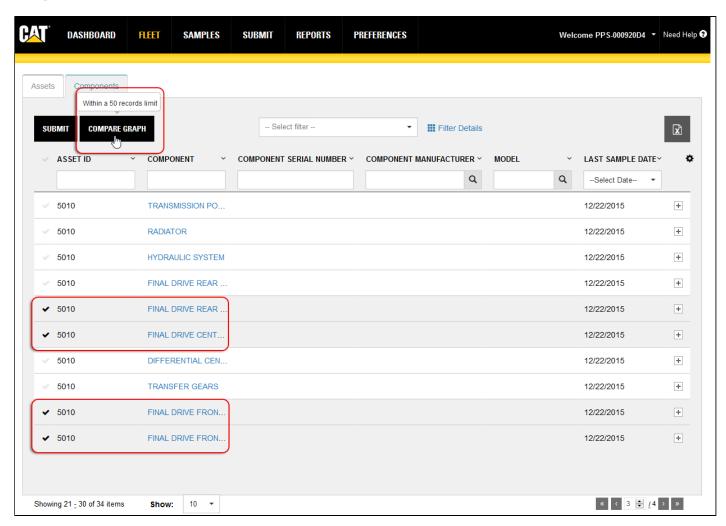
The application automatically changes to the *Submit* page, which you will use to complete the sample submission process. Refer to the *Submit* page help for details on using the page's features and functions.



Using the Compare Graph Feature

The **Compare Graph** is used to compare existing test results data between two or more selected components.

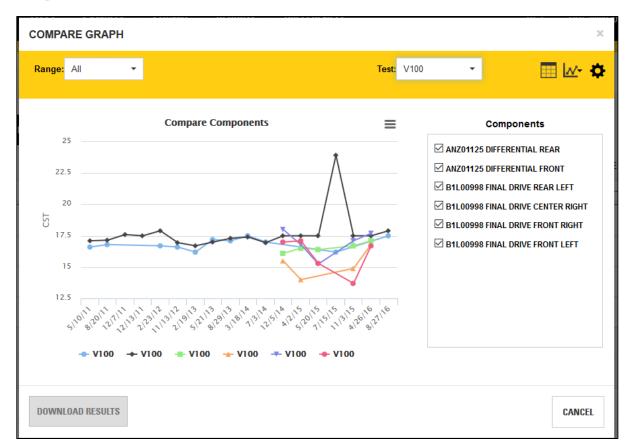
Click on the check marks for the components you want to compare then click on the **COMPARE GRAPH** button.



The **Compare Graph** appears with the selected components listed and selected in the **Components** list. Use the check boxes to add and remove component data from the graph.

You can select from a wide range of analysis results to compare by using the **Test** drop-down list. Note that only one analysis at a time may be selected.

The default X-axis for this graph is a meter reading and the line chart is the default style displayed.



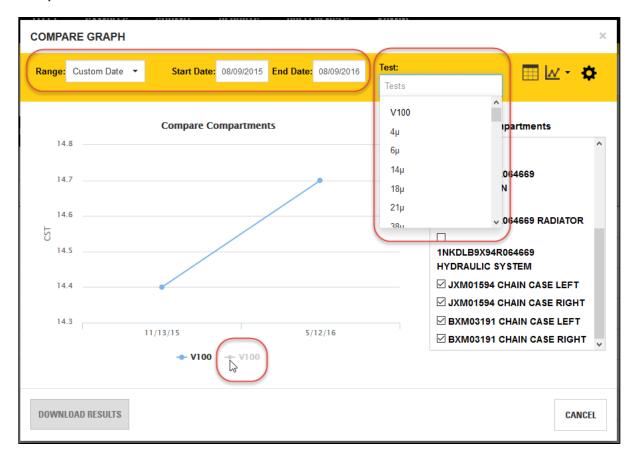
Range drop-down list

This drop-down list helps you select the date range desired for the related sample. You can choose from:

- All samples
- Specific date ranges (Last Month, Last Quarter, Last Semester, or Last Year)
- Custom date range (enables Start Date and End Date fields
- Custom sample range (enables Last Samples field to select last 5 samples, last 10 samples and so on

Test Selection drop-down list

Allows for easy selection of test results to be displayed in the graph.

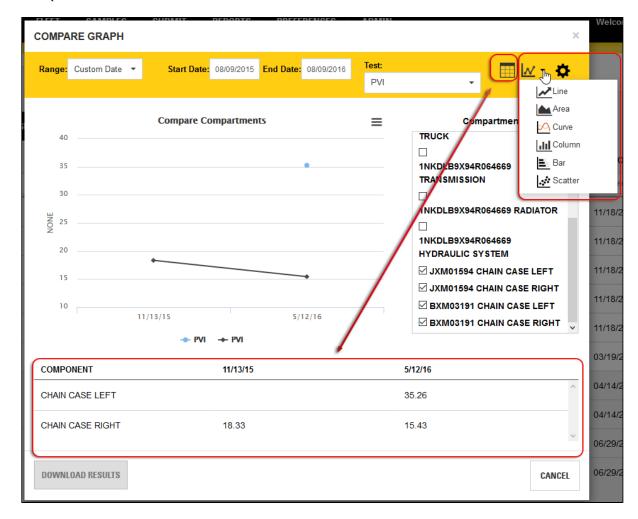


Show/Hide Data Table icon

Can be toggled on and off to display a data table below the graph.

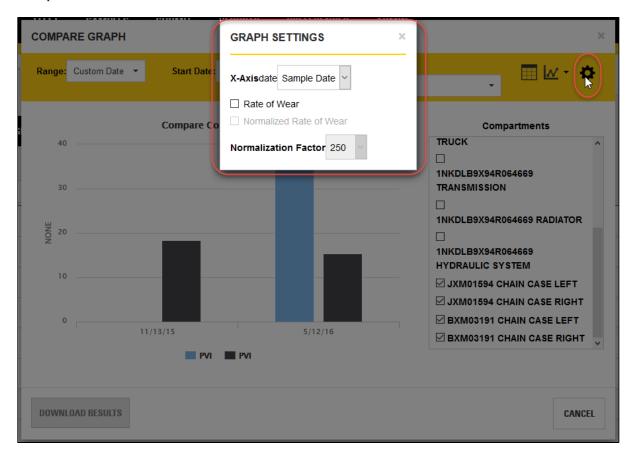
Chart Types drop-down list

Allows you to switch the graph between chart types including line, area, curve, column, bar, and scatter. The default chart type is "line."



Settings (gear icon) popup box

- Toggle X-Axis between meter and sample date.
- Check box to include analysis / test selection by Rate of Wear.
- Check box to include analysis / test selection by Normalized Rate of Wear.
- Normalization Factor input (this will apply to all Normalized Rates on the Graph at one time).



Download Results button

Clicking on this button downloads the selected data in a .CSV formatted file.

Graph Area Features

- Hold left mouse button down and drag to zoom and show more details of any area of the graph.
- Mouse-over a data point will show more details of that sample point.
- Legend below graph shows test abbreviations (data points).
- Clicking on a data point label in the legend toggles the display of the test in the graph.

Asset Details View Features and Functions

The Asset Details view is accessed by clicking on an entry in the Asset ID column within the Assets tab or by clicking on an entry within the Component column in the Components tab.

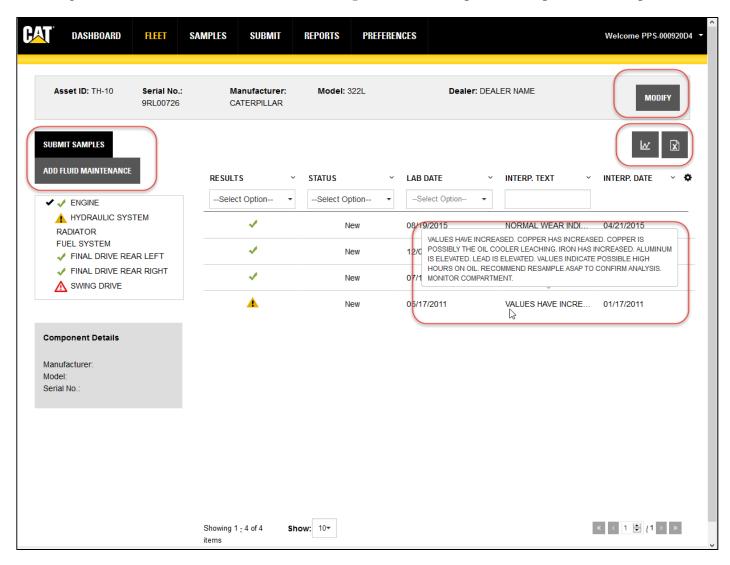
The Asset Details view provides you with an overall picture of an asset and allows you to see the sample and maintenance event history for each component.

Other features available in this view include:

- Accessing the *Modify Asset* view to make changes to the asset or its components.
- Starting the sample submission process for the asset's components.
- Adding a fluid maintenance event to the asset's history.

Icons in the top right of the view provide you with access to the Trend Chart for the selected asset, or you can download the asset history.

Hovering the mouse cursor over an item in the **Interp. Text** column opens a tooltip with the complete text for that entry.



Adding a Fluid Maintenance Event

You can add maintenance events to a selected component for the current asset by checking the component in the components list then clicking on the **ADD FLUID MAINTENANCE** button.

In the *Add Fluid Maintenance* dialog box, use the drop-down list to select the event type(s) to add then enter values in the other fields to describe the details for the event. Values can be entered directly into most fields, or you can use the incrementing or lookup controls provided. You can select multiple event types, such as a Fluid Change and a Filter Change, and the dialog box will add fields as needed to collect the proper information.

NOTE: *The fields that appear within the Add Fluid Maintenance* dialog box will vary depending on the event type and number of event types selected.

