

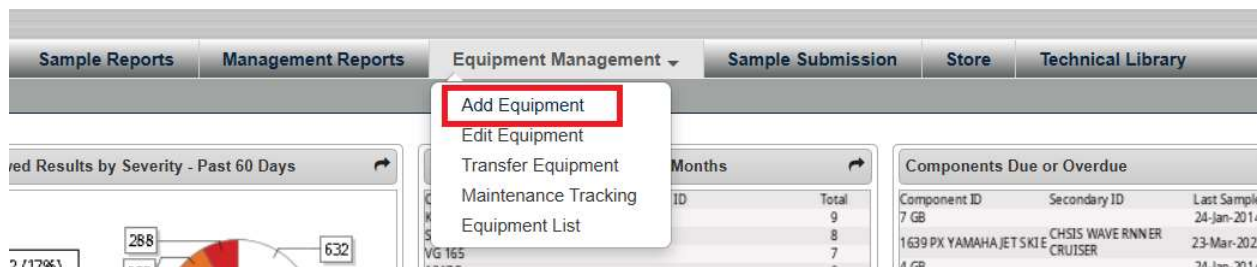
# Oil Analyzers INC.

## HOW TO GUIDE #2:

### Adding Equipment to Your HORIZON® Account

**SUMMARY:** Before you can begin submitting samples using the HORIZON® portal, you must add your vehicles and equipment to your account. This guide takes you through that process.

1. Go to [www.eoilreports.com](http://www.eoilreports.com) and log in to your HORIZON® account.
2. From the dashboard, click “Add Equipment” from the “Equipment Management” drop-down menu.



3. Select your account by clicking the circle to the left of your account number; then click the green arrow.

#### Select Destination Account

Equipment Management Selection Wizard

Select By Account

View by: 000000 0000 0000

Use \* for wildcard searches in filters

Show 50 entries

Select	Account Number	Account Name	City	State	Country
<input type="radio"/>	OILANA00000000	OIL ANALYZERS INC	SUPERIOR	WI	US

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This will bring you to the Equipment Management entry form.

<b>Component ID</b> Account Number OILANA-0000-0000 OIL ANALYZERS INC, SUPERIOR, WI US Component ID * <input type="text"/> <a href="#">Name Component Directly</a> Asset * <input type="text"/> Position <input type="text"/> Sample Point <input type="text"/>	<b>Filter Values</b> Filter Type <input type="text"/> Filter Micron Rating <input type="text"/>
<b>Component Values</b> Secondary ID <input type="text"/> Sample Type <input checked="" type="radio"/> Lubricant <input type="radio"/> Engine Coolant/Antifreeze <input type="radio"/> Fuel <input type="radio"/> Grease Component Type * <input type="text"/> Component Manufacturer <input type="text"/> Component Model <input type="text"/> Application * <input type="text"/> Hydraulic System Pressure * <input type="text"/> Sampling Interval * <input type="text"/> Days Sump Capacity * <input type="text"/> Choose One Default Unit of Measure * <input type="text"/>	<b>Product Values</b> Product Manufacturer <input type="text"/> Product Name <input type="text"/> Product Grade <input type="text"/> <b>Wildcard Values</b> Wildcard 1 <input type="text"/> Wildcard 2 <input type="text"/> Wildcard 3 <input type="text"/>

4. First, enter the Component ID information. There are two methods for this:
  - 4.1. The default method is the Component Naming Feature. Start by entering the Asset name or ID. As you enter information, the Component ID will start to auto populate. Continue with the drop-down menus for Position and Sample Point. When complete, a Component ID is generated.

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**Component ID**

Account Number  
OILANA-0000-0000  
OIL ANALYZERS INC, SUPERIOR, WI US

Component ID \*

1315 R DIFF

[Name Component Directly](#)

Asset \*

1315

Position

Rear

Sample Point

Differential

- 4.2. The second and more common method is to enter your own Component ID by selecting “Name Component Directly.” This allows you to use a Component ID of your choosing to identify your equipment.

**Component ID**

Account Number  
OILANA-0000-0000  
OIL ANALYZERS INC, SUPERIOR, WI US

Component ID \*

[Name Component Directly](#)

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5. The next section involves selecting the following:


**Component Values**


Secondary ID

Sample Type  
 Lubricant  
 Engine Coolant/Antifreeze  
 Fuel  
 Grease

Component Type \*  
 


Component Manufacturer  
 


Component Model  
 

Application \*  
 

Hydraulic System Pressure \*

Sampling Interval \*  
 Days

Sump Capacity \*  
  

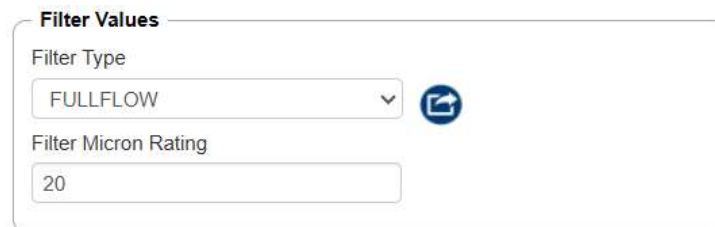
Default Unit of Measure \*  
 

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- 5.1. Secondary ID – Used for additional identification or information, such as make and model.
  - 5.2. Sample Type – Choose which type of sample you are sending.
  - 5.3. Component Type – Select the type of equipment from which the sample was taken. A drop-down menu will appear when the cursor is clicked in the field. Select the type that most closely represents the component from which your oil sample was taken.
  - 5.4. Component Manufacturer – Select the manufacturer of the component or equipment. Use the drop-down menu to find the correct manufacturer. If not listed, leave the field blank or select “unknown.”
  - 5.5. Component Model – Select the model of the component or equipment. Information in the component model field can only be saved if the component manufacturer has been identified. If the model is not listed, leave the field blank or select “unknown.”
  - 5.6. Application – This refers to the type of use or operating conditions in which the equipment is used.
  - 5.7. Hydraulic System Pressure – If the sample is from a hydraulic system, enter the system pressure in psi. Otherwise, this field can be left at 0.
  - 5.8. Sampling Interval – If the component will be on a sample schedule, enter the sampling frequency in this field. If it will not be on a schedule, this field can be left at 60 days.
  - 5.9. Sump Capacity – Enter the component’s total sump capacity.
  - 5.10. Default Unit of Measure – Select the unit of measure in which component usage is tracked (i.e. miles, hours, etc.).
6. Next, select the type of filtration from the drop-down menu. You can also enter the micron rating of the filter, if known.



The screenshot shows a form titled "Filter Values" with two input fields. The first field, "Filter Type", is a dropdown menu with "FULLFLOW" selected and a blue refresh icon to its right. The second field, "Filter Micron Rating", is a text input box containing the number "20".

7. The Product Values section relates to the specific brand and name of the product sample you are sending. The first two fields will start to auto fill once you begin typing. You can then select the viscosity or grade of the product from the drop-down menu.


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**Product Values**

Product Manufacturer  
 

Product Name  
 

Product Grade  
 

8. The Wildcard Value fields are for entering any additional information that is useful to you, such as filter brand and part number, or any other specific notes you want for reference on this equipment.

**Wildcard Values**

Wildcard 1

Wildcard 2

Wildcard 3

9. Once everything is complete, select “Review and Save” at the bottom right or +Add Another Component if you have multiple samples from different equipment or vehicles. NOTE: Only the fields marked with a red asterisk are required, but the more information you provide, the more accurate the sample analysis will be.

You can review your entry before clicking “Confirm” in the bottom right. You will receive an email notifying you of the equipment addition and you can now begin submitting samples online for this component.