

# Oil Analyzers INC.

## HOW TO GUIDE #3:

### Submitting Samples in Your HORIZON® Account

**SUMMARY:** Once you have collected your fluid sample, the next step is submitting the sample information. The best method is through HORIZON, reducing the chance of errors when filling out the sample form. In addition, samples registered online are processed more quickly because the sample information does not have to be transferred from the paper form.

1. Go to [www.eoilreports.com](http://www.eoilreports.com) and log in to your HORIZON account.
2. Select “Sample Submission” at the top of the dashboard/homepage.




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

**Sample Submission**

Additional Actions

Sample Submission Selection Wizard

Select By Account > Components 

View by: 000000 0000 0000

Use \* for wildcard searches in filters

Show 50 entries

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

This will bring you to your equipment list.

4. Select the component from which you are submitting a sample by checking the box next to it; then click the green arrow.

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#### Sample Submission

**Additional Actions**

**Sample Submission Selection Wizard**

Select By [Account](#) > [Components](#)

Use \* for wildcard searches in filters

Show 50 entries

Select	Account Name	Component ID	Secondary ID	Component Type	Component Manufacturer	Component Model	Last Sample Date	Next Due
<input checked="" type="checkbox"/>	OIL ANALYZERS INC	01 MAXIMA	Nissan VQ30DE-K	UNLEADED GASOLINE ENGINE	NISSAN	MAXIMA SE		190 unk
<input type="checkbox"/>	OIL ANALYZERS INC	21105L18386 E		UNIDENTIFIED ENGINE			16-Nov-2021	15-Jan-2022
<input type="checkbox"/>	OIL ANALYZERS INC	MOTORTREND	2.8L Cummins	DIESEL ENGINE	CUMMINS	ISF	20-Jun-2023	19-Aug-2023
<input type="checkbox"/>	OIL ANALYZERS INC	PORT MAIN E		UNIDENTIFIED ENGINE			09-Feb-2025	10-Apr-2025

Showing 1 to 4 of 4 entries

- From here, you can enter your sample information into the sample submission form. The required fields include the following:

**Component ID: 01 MAXIMA**

#### Component Information

**Lubricant**

Account Number: OILANA0000000  
Company Name: OIL ANALYZERS INC  
Component ID: 01 MAXIMA  
Secondary ID: Nissan VQ30DE-K  
Component Type: UNLEADED GASOLINE ENGINE  
Component Manufacturer: NISSAN  
Component Model: MAXIMA SE  
Application: AUTOMOTIVE  
Hydraulic System Pressure: 1  
Sump Capacity: 5  
Filter Type: 0  
Filter Micron Rating: 0  
Product Manufacturer: Product Name: Product Grade: Wildcard 1: Wildcard 2: Wildcard 3:

#### Sample Information

Tracking Number:

Sample Date:

Fluid Time:  Miles

Component Time:  Miles

Calculate Fluid Time

Fluid Changed:

Filter Changed:

Amount Fluid Added:  Quarts

Kit:

Rush:

Purchase Order:

Misc:

Additional Testing:

Notes To Analyst:

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**5.1 Tracking Number:** 11-digit sample number found on the sample form.

RETAIN FOR  
YOUR RECORDS

\_\_\_\_\_

Date Sample Taken

\_\_\_\_\_

Equipment ID

00000A00000

**5.2 Sample Date:** Date when the sample was taken.

**5.3 Fluid Time:** Amount of usage on the sample (miles, hours, etc.).

**5.4 Component Time:** Total amount of usage on the equipment (miles, hours, etc.).

**5.5 Fluid Changed:** Select whether the fluid was changed or not at the time of sampling.

**5.6 Filter Changed:** Select whether the filter was changed or not at the time of sampling.

**5.7 Amount Fluid Added:** Enter the amount of fluid added, if any, since the last fluid change.

**5.8 Kit:** This will automatically populate based on the tracking number you entered.

**5.9** The “Rush” checkbox is not applicable to our program. If you require rush testing, you must call it in.

**5.10 Purchase Order:** Not applicable.

**5.11 Misc:** Used for any additional information you want to include for this sample.

**5.12 Additional Testing:** Not applicable. Add-on testing requests must be called in.

**5.13 Notes to Analyst:** Provide any additional information that might provide insight or help with the analyst’s review of the results.

6. Click the green arrow to submit your sample information to the lab. The “Submission Successful” page lets you know the submission was successful.
7. Your sample can now be sent to the lab. No paperwork is required when the information is submitted online. Just be sure to attach the “Apply to Sample” QR sticker to the sample bottle and fill in the Equipment ID number.