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DATE CREATED: 4 August 2020
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Purpose

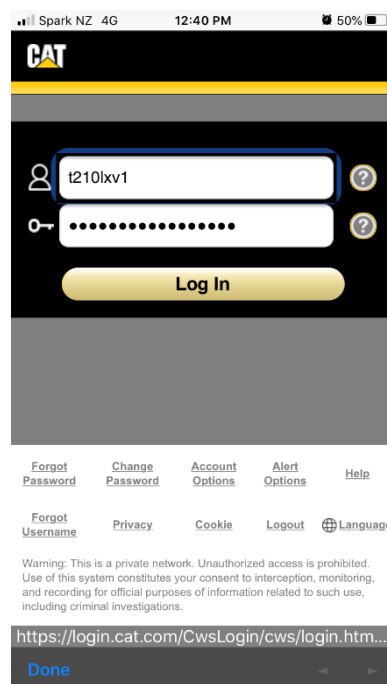
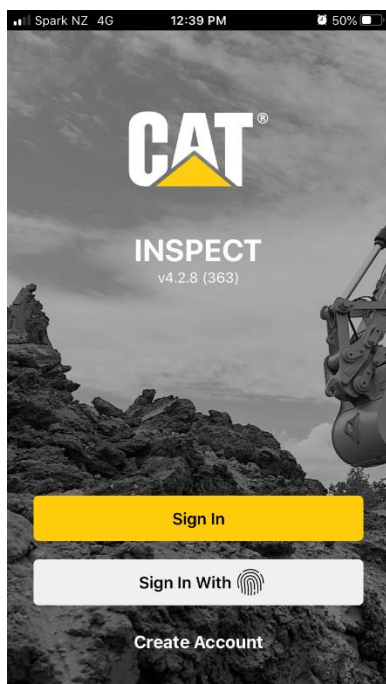
Explanation on Loading SOS Samples onto the CAT inspect app

References

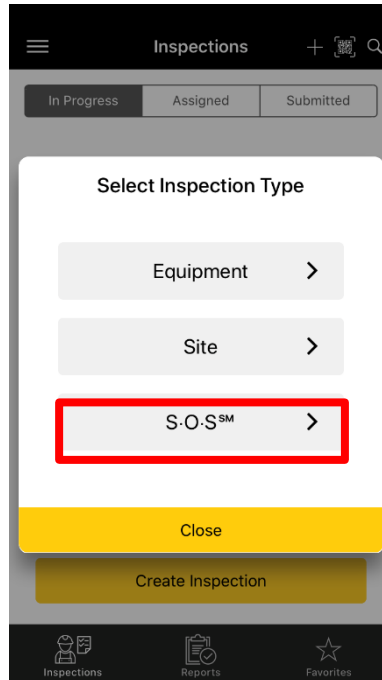
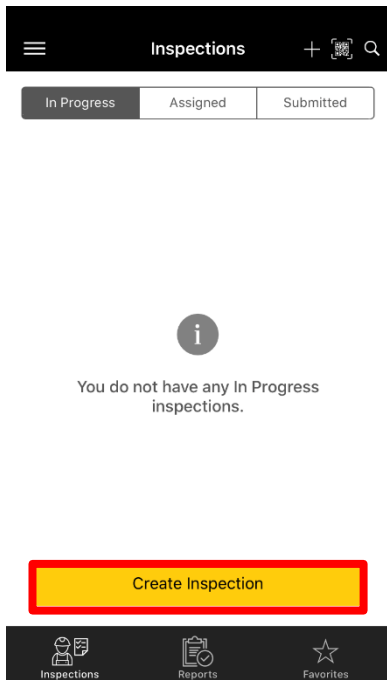
Cat Inspect App. Corporate Web Security Identification (CWSID) / user name

Steps

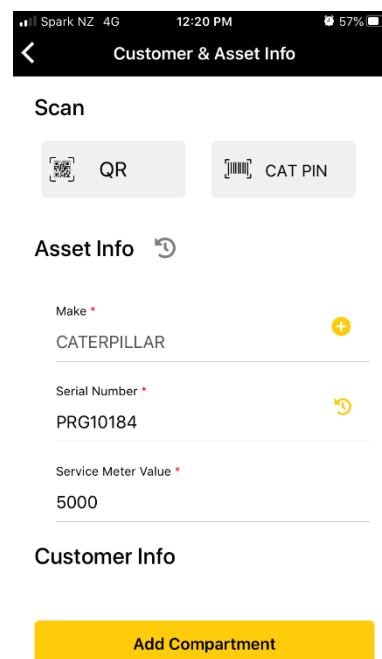
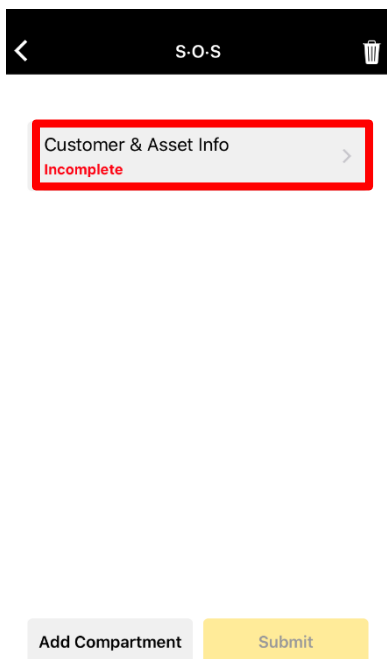
1. Login to the CAT inspect Application using your CWSID



2. Create an inspection and select SOS

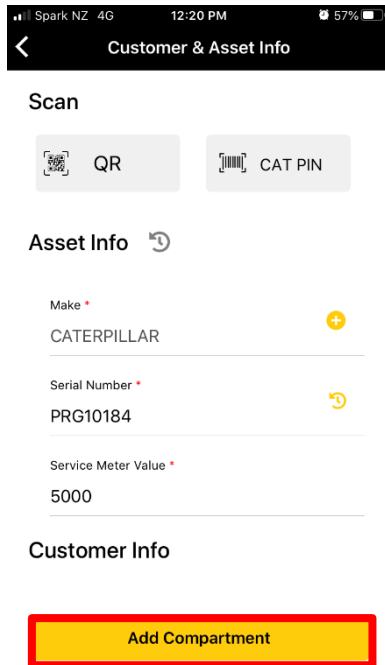


3. Select the Customer & Asset info button and then either add the details or scan the Assets QR code to fill in these details automatically

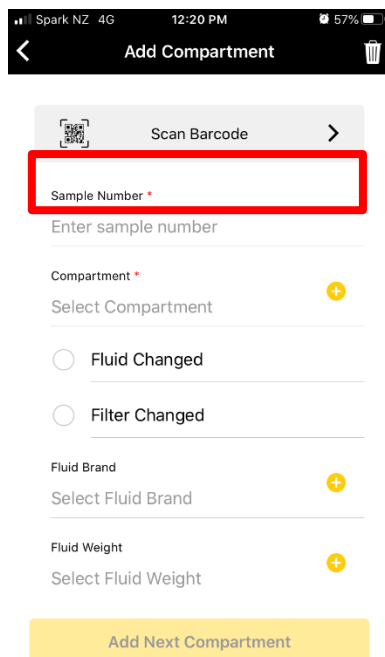


Note: All compulsory details will have a red * by them, these must be filled out to submit your samples

4. Once all Asset details and customer information has been added, select Add Compartment

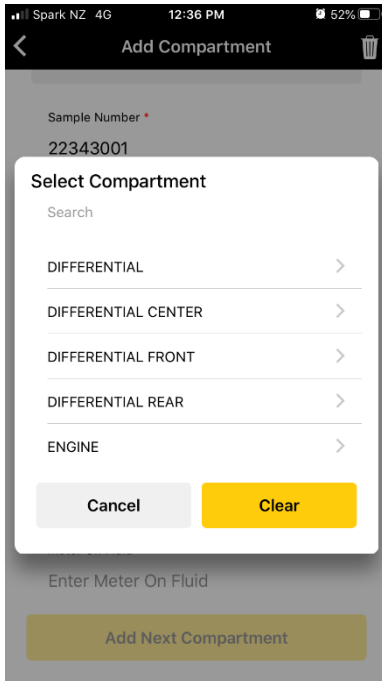


5. Scan the barcode of the bottle you are about to use or enter in the number on the sample bottle in the "Sample Number" section



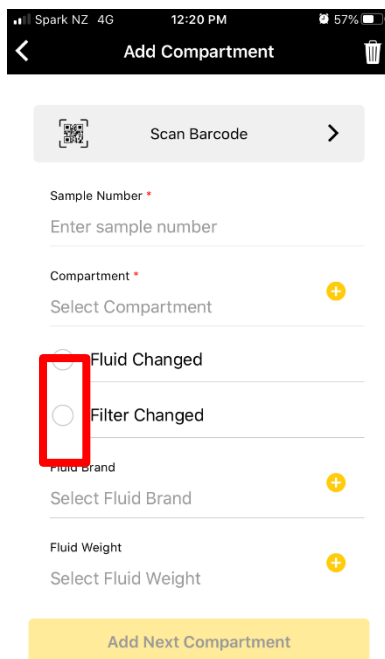
Note: If an incorrect sample number has been added the system will not let you submit the samples, see step 13 for more details

6. Select the compartment by scrolling down to the correct one or using the search bar at the top you are sampling and write this onto the label in the space provided



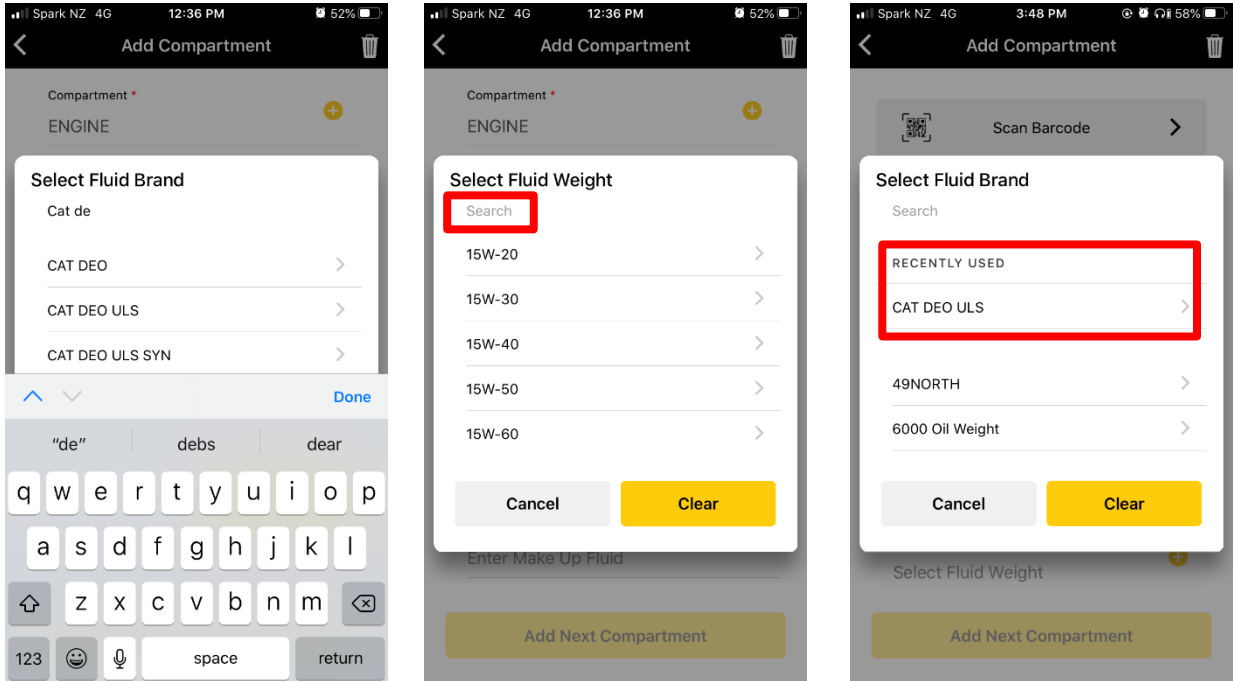
Note: The app will remember previously searched compartment, so you do not need to search each time

7. If you have changed your filter and fluid select the tick boxes



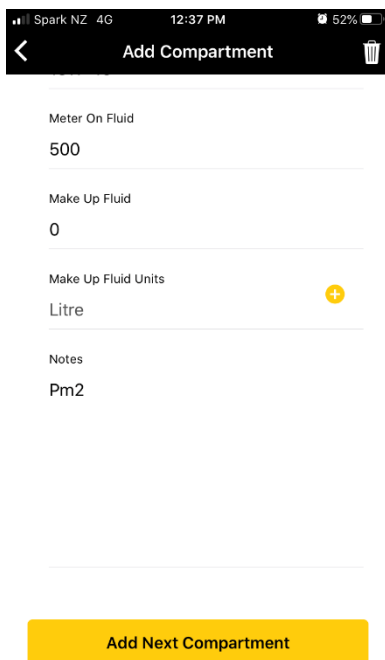
Note: You can delete a compartment if needed, see step 14

8. Select your oil type and grade (you can use the search bar to find them or scroll down through the different oils)



Note: The app will remember recently used oil types and weights, so you do not need to search each time

9. Complete the Meter on Fluid, Make up Fluid, Make up fluid Units and Notes



Meter On Fluid
500

Make Up Fluid
0

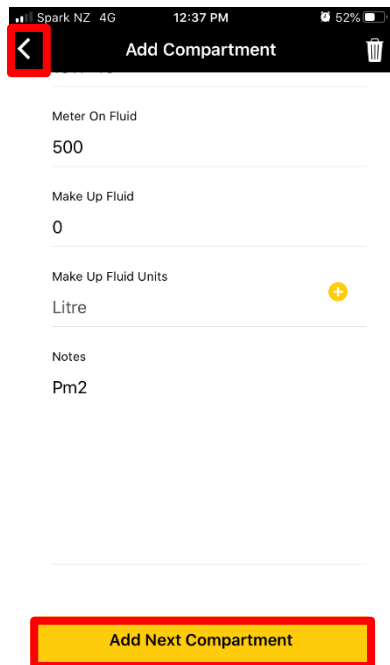
Make Up Fluid Units
Litres

Notes
Pm2

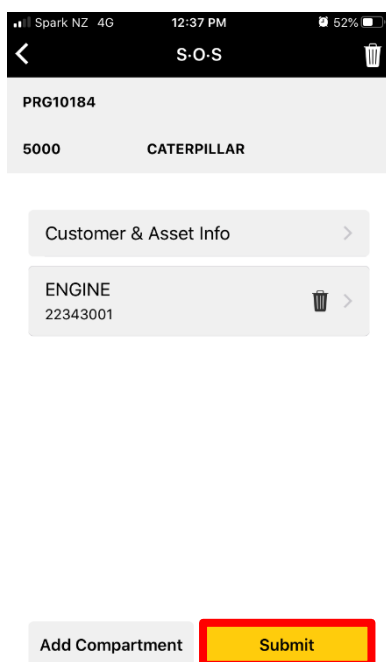
Add Next Compartment

- Determine the meter on fluid using your review of previous SOS results
- Make up fluid is what has been topped up during the previous interval. **NOT THE COMPARTMENT CAPACITY**
- Make up fluid units this will most likely always be Litres
- Notes is anything you want on the report or want the lab to know eg. dusty environment, possible diesel fuel dilution, debris found in filter etc.

- 10.** If you need to add another compartment to sample, select “Add Next Compartment” and repeats steps 5-8. If you have entered in all the compartments needed select the back arrow at the top left hand corner.



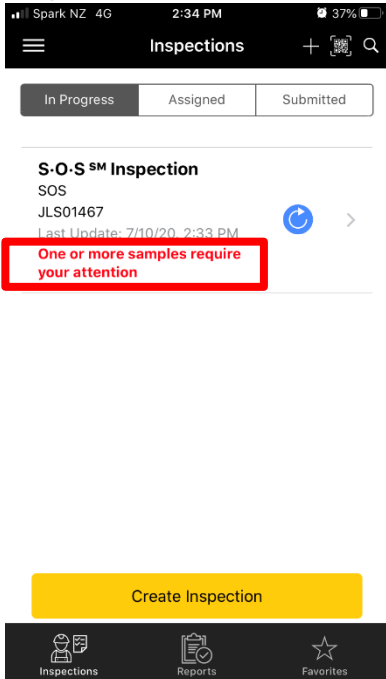
- 11.** Once all compartments have been added, select the submit button to send the details through to the lab



Note: You can delete a compartment if needed, see step 14

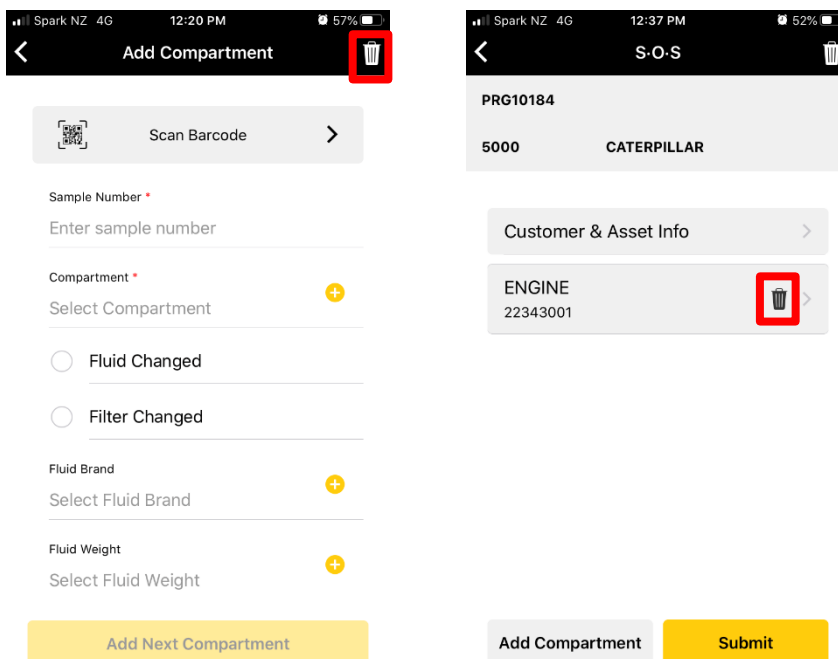
12. Place the sample into the canister provided and send it off to the lab to be analysed

13. After submitting your sample, if there are any issues with the sample they will appear back under the “In Progress” tab of the main screen. The red writing should alert you to what is wrong.



- This example is for an incorrect sample number being entered. Check your sample number and make sure it matches what is on the bottle. The sample number should have 9 digits.

14. When a compartment has been added by accident or you do not need to sample a compartment that has been added already, you can select the bin icon to delete the compartment.



This can be done when in the add compartment screen or on the SOS screen before submitting