



Quick Start Guide

Understanding the New Sample Processing Form

- Learn How To:
 - 1 Login to the LOAMS Mobile App
 - 2 Use the new KOWA LOAMS Sample Processing Form
 - 3 Register a Sample Using the KOWA LOAMS Sample Processing Form



LOAMS Mobile App

- Moving forward, KOWA will begin using a new integrated sample processing form with QR-codes.

This form is designed to integrate with the LOAMS Mobile app and allow you to quickly and easily register KOWA samples in the “field” or “shop.”

To get started, download the “LOAMS Mobile” app from the iTunes App Store or Google Play Store.



** If you already have the app installed, make sure to check for updates to ensure you are using the most current version.*

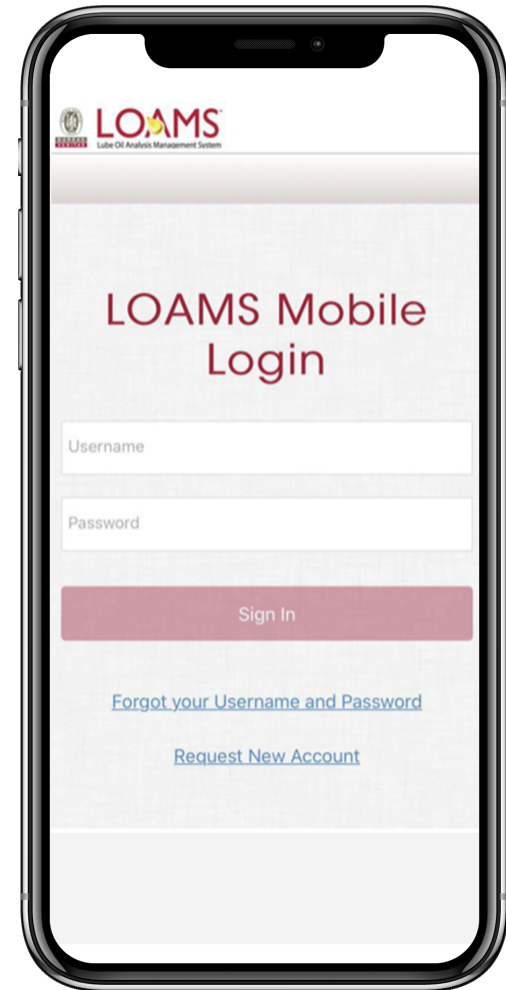


Logging In to LOAMS Mobile

- To login to the LOAMS Mobile App you will use the same login credentials – username & password – that you utilize for KOWA LOAMS.
- Once you have entered your credentials, tap the **Sign In** button.
Note: Moving forward, the app will save your login information.
- If you do not have a KOWA LOAMS account, you can register for one directly in the app or at:



www.kowaonline.com





MOBILE EQUIPMENT FORM KOWA BASIC TEST PACKAGE TSTKOWAB



S201702140001

Sample Submission Instructions

- 1) If you don't already have an account, register for a KOWA LOAMS® Account at: www.kowaonline.com.com
- 2) Take a proper sample. For Instructions on sampling download instructions from: www.kowaresources.com
- 3) Log into your KOWA LOAMS® account to register or edit equipment being sampled under the Equipment tab
(If you don't have access to KOWA LOAMS, please use the sample information form to the right)
- 4) Use the KOWA App or KOWA LOAMS® Sample Submission feature to register your sample with the laboratory.
- 5) Peel and apply barcode label below to sample jar
- 6) Send sample immediately to the laboratory via traceable delivery / courier service
- 7) Receive sample report via e-mail or login to KOWA LOAMS® to access current and historical sample results

Need Help? 1-800-655-4473

For more information on KOWA LOAMS,
www.kowaresources.com



AFFIX TO
SAMPLE ↑

Date

S201702140001

Machine Serial #

Component

RETAIN WITH YOUR
RECORDS FOR TRACKING

SAMPLE TRACKING NUMBER:
S201702140001

Machine Serial #

Component



Equipment & Sample Registration Form



S201702140001

Complete this form **only** if you do not have on-line access **or** this is the first time you are submitting samples from this equipment.
Use LOAMS to register more detailed equipment information.

MACHINE SERIAL #:

MACHINE MODEL:

COMPONENT INFORMATION

Component Sampled:

Position:

- Engine (Fuel Type)
 - Diesel
 - Gasoline
 - Nat. Gas
 - Propane
- Transmission (Type)
 - Auto
 - Manual
 - Hydrt
- Hydraulic
 - Planetary
 - Final Drive
 - Differential
 - Bevel Gear
- Cooling System
 - Steering
 - Swing Gear
 - PTO
 - Other: _____

- Front
- Center
- Left
- Right

*Select **ONLY** if more than one component of this type. Select no more than 2 locations (i.e. Front / Left)

Component Mfg. / Model:

Fluid / Product Mfg.:

Fluid Brand:

Fluid Grade:

Sump Capacity:

SAMPLE INFORMATION

Sample Date:

Fluid Changed: Yes No

Filter Changed: Yes No

Machine Age:

Fluid Age:

PO #:

Work Order #:

ACCOUNT INFORMATION (Only Fillout if Not Being Completed by Dealer)

Company Name:

Distributor / Branch Location:

Contact:

Address:

City / State / Zip:

Phone:

Email:



Overview



Test Package Identification



Peel-off QR-Coded Bottle Label to Register Sample on the LOAMS Mobile app or in KOWA Loams



Simplified Machine Registration (now only needed for NEW Machines)



Perforated Sample Form



Peel-off Label for Your Work Order & Sample Tracking



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<p>AFFIX TO SAMPLE</p> <p>Date _____</p> <p>S201702140001</p> <p>Machine Serial # _____</p> <p>Component _____</p>	<p>RETAIN WITH YOUR RECORDS FOR TRACKING</p> <p>SAMPLE TRACKING NUMBER: S20170214001</p> <p>Machine Serial # _____</p> <p>Component _____</p>
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Equipment & Sample Registration Form



S201702140001

Complete this form **only** if you do not have on-line access or this is the first time you are submitting samples from this equipment. Use LOAMS to register more detailed equipment information.

MACHINE SERIAL #:	MACHINE MODEL:
--------------------------	-----------------------

COMPONENT INFORMATION

Component Sampled:

- Engine Fuel Type Transmission (Type)
 Diesel Gasoline Auto Manual
 Nat. Gas Propane Hybrid
- Hydraulic Planetary Cooling System
 Final Drive Steering Other: _____
 Differential Swing Gear
 Bevel Gear PTO

Position:

- Front Center Rear
 Left Right

**Select ONLY if more than one component of this type. Select no more than 2 locations (i.e. Front / Left)*

Component Mfg. / Model:

Fluid / Product Mfg.:

Fluid Brand:

Fluid Grade:

Sump Capacity:

SAMPLE INFORMATION

Sample Date:

Fluid Changed: Yes No

Filter Changed: Yes No

Machine Age:

- Mts
 Yrs

Fluid Age:

- Mts
 Yrs

PO #:

Work Order #:

ACCOUNT INFORMATION (Only Fillout if Not Being Completed by Dealer)

Company Name:

Distributor / Branch Location:

Contact:


Address:

City / State / Zip:


Phone:

Email:





MOBILE EQUIPMENT FORM
KOWA BASIC TEST PACKAGE
TSTKOWAB




5201702140001

Sample Submission Instructions

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AFFIX TO TOP OF SAMPLE



Date _____

5201702140001

Machine Serial # _____


Component _____

RETAIN WITH YOUR RECORDS FOR TRACKING


SAMPLE TRACKING NUMBER:
520170214001

Machine Serial # _____

Component _____



Equipment & Sample Registration Form



5201702140001

Complete this form **only** if you do not have on-line access **or** this is the first time you are submitting samples from this equipment. Use LOAMS to register more detailed equipment information.

MACHINE SERIAL #:	MACHINE MODEL:
--------------------------	-----------------------

COMPONENT INFORMATION

Component Sampled:

<input type="checkbox"/> Engine (Fuel Type)	<input type="checkbox"/> Transmission (Type)	<input type="checkbox"/> Front <input type="checkbox"/> Center <input type="checkbox"/> Rear
<input type="checkbox"/> Diesel <input type="checkbox"/> Gasoline	<input type="checkbox"/> Auto <input type="checkbox"/> Manual	<input type="checkbox"/> Left <input type="checkbox"/> Right
<input type="checkbox"/> Nat. Gas <input type="checkbox"/> Propane	<input type="checkbox"/> Hydral	

Position:

Hydraulic Planetary Cooling System

Final Drive Steering Other:

Differential Swing Gear

Bevel Gear PTO

**Select ONLY if more than one component of this type. Select no more than 2 locations (i.e. Front / Left)*

Component Mfg. / Model: _____

Fluid / Product Mfg.: _____ *Fluid Brand:* _____

Fluid Grade: SAE ISO *Sump Capacity:* Gal L

150 214

SAMPLE INFORMATION

Fluid Changed: Yes No

Filter Changed: Yes No

Sample Date: _____

Machine Age: Hrs Mts Yrs

Mi Mi Mi

Km Km Km

Fluid Age: _____

PO #: _____ *Work Order #:* _____

ACCOUNT INFORMATION *(Only Fillout if Not Being Completed by Dealer)*

Company Name: _____

Distributor / Branch Location: _____

Contact: _____

Address: _____

City / State / Zip: _____

Phone: _____

Email: _____

For machines and components that are already registered, you no longer have to fill out forms.

Simply register the sample using the QR-code with the LOAMS Mobile app or in KOWA LOAMS

If this is the first time sampling a machine or a new component of a machine, you will complete the Equipment & Samples Registration on the right side of the form and submit with the sample.

Note: You can also register the machine in LOAMS



MOBILE EQUIPMENT FORM KOWA BASIC TEST PACKAGE TSTKOWAB




S201702140001

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 <p>AFFIX TO SAMPLE ↑</p> <p>Date _____</p> <p>S201702140001</p> <p>Machine Serial # _____</p> <p>Component _____</p>	<p>RETAIN WITH YOUR RECORDS FOR TRACKING</p> <p>SAMPLE TRACKING NUMBER: S201702140001</p> <p>Machine Serial # _____</p> <p>Component _____</p>
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For machines and components that have already been sampled before, simply register a new sample using the QR-code label with the LOAMS Mobile app or in KOWA LOAMS.

*For more information on how to register samples with LOAMS Mobile App or in KOWA LOAMS, goto the [KOWA Resource Center](#) checkout the "Mobile App Sample Registration" Quick Start Guide




■ Sampling a New Machine or Equipment

If you are sampling a machine or a new component, you will complete the Equipment & Samples Registration information.

Note: You can still use this form for any sample submission if you don't wish to register the sample using the LOAMS Mobile app or in KOWA LOAMS.




**MOBILE EQUIPMENT FORM**
KOWA BASIC TEST PACKAGE
TSTKOWAB

S201702140001


Sample Submission Instructions

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 AFFIX TO ^{TOP} SAMPLE ↑ Date _____ S201702140001	RETAIN WITH YOUR RECORDS FOR TRACKING SAMPLE TRACKING NUMBER: S201702140001
Machine Serial # _____	Machine Serial # _____
Component _____	Component _____





MOBILE EQUIPMENT FORM
KOWA BASIC TEST PACKAGE
TSTKOWAB



S201702140001

Sample Submission Instructions

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2) Take a proper sample. For Instructions on sampling download instructions from: www.kowaresources.com

3) Log into your KOWA LOAMS® account to register or edit equipment being sampled under the Equipment tab
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4) Use the KOWA App or KOWA LOAMS® Sample Submission feature to register your sample with the laboratory.

5) Peel and apply barcode label below to sample jar

6) Send sample immediately to the laboratory via traceable delivery / courier service

7) Receive sample report via e-mail or login to KOWA LOAMS® to access current and historical sample results

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AFFIX TO SAMPLE ^{TOP} ↑

Date _____

S201702140001

Machine Serial # _____

Component _____

RETAIN WITH YOUR RECORDS FOR TRACKING

SAMPLE TRACKING NUMBER:
S20170214001

Machine Serial # _____

Component _____

Instructions

The form header contains instructions for filling out the Equipment & Sample Registration information

Note: The QR-code does not contain any specific sample information until it is registered.

Please be sure to complete the required information on the blank QR label to ensure proper processing.



MACHINE SERIAL #:	MACHINE MODEL:
--------------------------	-----------------------

COMPONENT INFORMATION

Component Sampled:

<input type="checkbox"/> Engine (Fuel Type)	<input type="checkbox"/> Transmission (Type)	<input type="checkbox"/> Front <input type="checkbox"/> Center <input type="checkbox"/> Rear
<input type="checkbox"/> Diesel <input type="checkbox"/> Gasoline	<input type="checkbox"/> Auto <input type="checkbox"/> Manual	<input type="checkbox"/> Left <input type="checkbox"/> Right
<input type="checkbox"/> Nat. Gas <input type="checkbox"/> Propane	<input type="checkbox"/> Hydrt	

Position:

**Select ONLY if more than one component of this type. Select no more than 2 locations (i.e. Front / Left)*


<input type="checkbox"/> Hydraulic	<input type="checkbox"/> Planetary	<input type="checkbox"/> Cooling System
<input type="checkbox"/> Final Drive	<input type="checkbox"/> Steering	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Differential	<input type="checkbox"/> Swing Gear	
<input type="checkbox"/> Bevel Gear	<input type="checkbox"/> PTO	

Component Mfg. / Model:

Fluid / Product Mfg.: _____ Fluid Brand: _____

Fluid Grade: _____ SAE 150 Sump Capacity: _____ Gal L Qts



KOWA Komatsu Oil & Wear Analysis	Equipment & Sample Registration Form	
		S201702140001

Complete this form only if you do not have on-line access or this is the first time you are submitting samples from this equipment. Use LOAMS to register more detailed equipment information.

MACHINE SERIAL #:	MACHINE MODEL:
--------------------------	-----------------------

COMPONENT INFORMATION

Component Sampled:

<input type="checkbox"/> Engine (Fuel Type)	<input type="checkbox"/> Transmission (Type)	<input type="checkbox"/> Front <input type="checkbox"/> Center <input type="checkbox"/> Rear
<input type="checkbox"/> Diesel <input type="checkbox"/> Gasoline	<input type="checkbox"/> Auto <input type="checkbox"/> Manual	<input type="checkbox"/> Left <input type="checkbox"/> Right
<input type="checkbox"/> Nat. Gas <input type="checkbox"/> Propane	<input type="checkbox"/> Hydrt	

Position:

**Select ONLY if more than one component of this type. Select no more than 2 locations (i.e. Front / Left)*

<input type="checkbox"/> Hydraulic	<input type="checkbox"/> Planetary	<input type="checkbox"/> Cooling System
<input type="checkbox"/> Final Drive	<input type="checkbox"/> Steering	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Differential	<input type="checkbox"/> Swing Gear	
<input type="checkbox"/> Bevel Gear	<input type="checkbox"/> PTO	

Component Mfg. / Model:

Fluid / Product Mfg.: _____ Fluid Brand: _____

Fluid Grade: _____ SAE 150 Sump Capacity: _____ Gal L Qts

SAMPLE INFORMATION

Sample Date: _____ Fluid Changed: Yes No

Machine Age: _____ Hrs Mi Km Filter Changed: Yes No

PO #: _____ Work Order #: _____

ACCOUNT INFORMATION *(Only Fillout if Not Being Completed by Dealer)*

Company Name: _____

Distributor / Branch Location: _____

Contact: _____

Address: _____

City / State / Zip: _____

Phone: _____

Email: _____

- Provide the Komatsu Machine Serial Number, and Machine Model. Check the Component being sampled, and provide the information of the oil / fluid in use.



SAMPLE INFORMATION


Sample Date: _____ Fluid Changed: Yes No
 Filter Changed: Yes No

Machine Age: _____ Fluid Age: _____
 Hrs Mi Km Hrs Mi Km


PO #: _____ Work Order #: _____



- Provide the date the sample was taken, indicate if the oil / fluid and filter were change at the time the sample was taken. Provide the total hours on the machine, and hours since last oil change. You can also now tie samples to Work-Order or Purchase Order.



S201702140001



Equipment & Sample Registration Form

Complete this form only if you do not have on-line access or this is the first time you are submitting samples from this equipment. Use LOAMS to register more detailed equipment information.

MACHINE SERIAL #:	MACHINE MODEL:
--------------------------	-----------------------

COMPONENT INFORMATION

Component Sampled: Engine (Fuel Type) Diesel Gasoline Nat. Gas Propane Hydraulic Final Drive Differential Bevel Gear

Transmission (Type) Auto Manual Hydst Planetary Cooling System Other: _____

Position: Front Center Rear Left Right

*Select **ONLY** if more than one component of this type. Select no more than 2 locations (i.e. Front / Left)

Component Mfg. / Model: _____

Fluid / Product Mfg.: _____ Fluid Brand: _____

Fluid Grade: SAE ISO _____ Sump Capacity: Gal L Qts _____

SAMPLE INFORMATION

Sample Date: _____ Fluid Changed: Yes No
 Filter Changed: Yes No

Machine Age: _____ Fluid Age: _____
 Hrs Mi Km Hrs Mi Km

PO #: _____ Work Order #: _____

ACCOUNT INFORMATION (Only Fillout if Not Being Completed by Dealer)

Company Name: _____
Distributor / Branch Location: _____
Contact: _____
Address: _____
City / State / Zip: _____
Phone: _____
Email: _____




ACCOUNT INFORMATION *(Only Fillout if Not Being Completed by Dealer)*

Company Name: _____
 Distributor / Branch Location: _____
 Contact: _____
 Address: _____
 City / State / Zip: _____
 Phone: _____
 Email: _____




- If you want the sample registered to a specific customer account, and not to your dealer account, complete the customer information section so that the lab know to log this sample to the client account.



KOWA
Komatsu Oil & Wear Analysis

Equipment & Sample Registration Form



S201702140001

Complete this form **only** if you do not have on-line access **or** this is the first time you are submitting samples from this equipment. Use LOAMS to register more detailed equipment information.

MACHINE SERIAL #:	MACHINE MODEL:
--------------------------	-----------------------

COMPONENT INFORMATION

<i>Component Sampled:</i>	<i>Position:</i>
<input type="checkbox"/> Engine (Fuel Type) <input type="checkbox"/> Diesel <input type="checkbox"/> Gasoline <input type="checkbox"/> Nat. Gas <input type="checkbox"/> Propane	<input type="checkbox"/> Front <input type="checkbox"/> Center <input type="checkbox"/> Rear <input type="checkbox"/> Left <input type="checkbox"/> Right
<input type="checkbox"/> Transmission (Type) <input type="checkbox"/> Auto <input type="checkbox"/> Manual <input type="checkbox"/> Hydst	<p><small>*Select ONLY if more than one component of this type. Select no more than 2 locations (i.e. Front / Left)</small></p>
<input type="checkbox"/> Hydraulic <input type="checkbox"/> Planetary <input type="checkbox"/> Final Drive <input type="checkbox"/> Steering <input type="checkbox"/> Differential <input type="checkbox"/> Swing Gear <input type="checkbox"/> Bevel Gear <input type="checkbox"/> PTO	
<input type="checkbox"/> Cooling System <input type="checkbox"/> Other: _____	

Component Mfg. / Model: _____

<i>Fluid / Product Mfg.:</i> _____	<i>Fluid Brand:</i> _____
<i>Fluid Grade:</i> _____	<i>Sump Capacity:</i> _____

SAMPLE INFORMATION

<i>Sample Date:</i> _____	<i>Fluid Changed:</i> <input type="checkbox"/> Yes <input type="checkbox"/> No
	<i>Filter Changed:</i> <input type="checkbox"/> Yes <input type="checkbox"/> No

<i>Machine Age:</i> _____	<i>Fluid Age:</i> _____
---------------------------	-------------------------

PO #: _____ Work Order #: _____

ACCOUNT INFORMATION *(Only Fillout if Not Being Completed by Dealer)*

Company Name: _____
 Distributor / Branch Location: _____
 Contact: _____
 Address: _____
 City / State / Zip: _____
 Phone: _____
 Email: _____

Filling Out the Equipment / Sample Registration



If you registered the sample via the LOAMS Mobile app or KOWA LOAMS, you just need to send the bottle.



If you are not pre-registering the sample, you need to submit the form with sample.

KOWA
ANALYTICAL & TEST EQUIPMENT

Equipment & Sample Registration

ORDER #: ORD0002786 8201903015042287

Complete this form ONLY if you do not have online access or this is the first time you are submitting samples from this equipment. Use KOWA LOAMS to register more detailed equipment information.

MACHINE SERIAL #: A35391 MACHINE MODEL: PC360LC-11

UNIT ID: _____

COMPONENT INFORMATION

Component Sampled: Oil Filter Other _____

Oil Type: Diesel Gas Hydraulic Other _____

Oil Condition: Clean Dirty Other _____

Oil Level: Full Low Other _____

Oil Age: New Used Other _____

Oil Source: Engine Other _____

Oil Grade: _____

Component Mfg. Model: Komatsu SAE0114E-6

Fluid Product Mfg. _____

Fluid Brand: _____

SAMPLE INFORMATION

Sample Date: 3-17-19 Filed Changed: Yes No

Machine Age: 2.96y Filter Changed: Yes No

PO #: _____ Fluid Age: 3.1y Sump Capacity: _____

Company Name: _____ Work Order #: _____

Distributor/Branch Location: _____

Contact: _____

Address: _____

City / State / Zip: _____

Phone: _____

Email: _____

3/15/2019



KOWA LOAMS SUPPORT DESK:

Phone: 1.800.655.4473

Email: LOAMS@us.bureauveritas.com