Entering New Samples

1. Using your Google Chrome or Microsoft Edge go to MRGNavigator.com.
2. Login with your username and password.
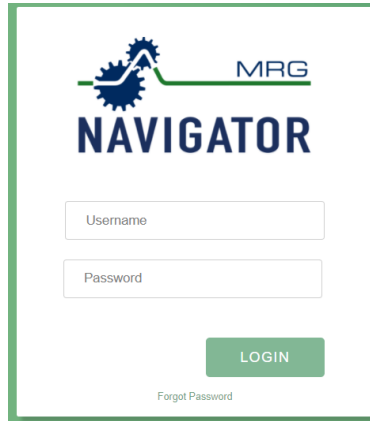

Figure 1 Navigator home page

NOTE: If you do not have an account, contact MRG Labs at 717-843-8884 to set-up your account.

3. After logging in, click on "Samples" from the Navigation Panel on the left side of the screen.
4. Select the type of sample (oil or grease) needing to be entered
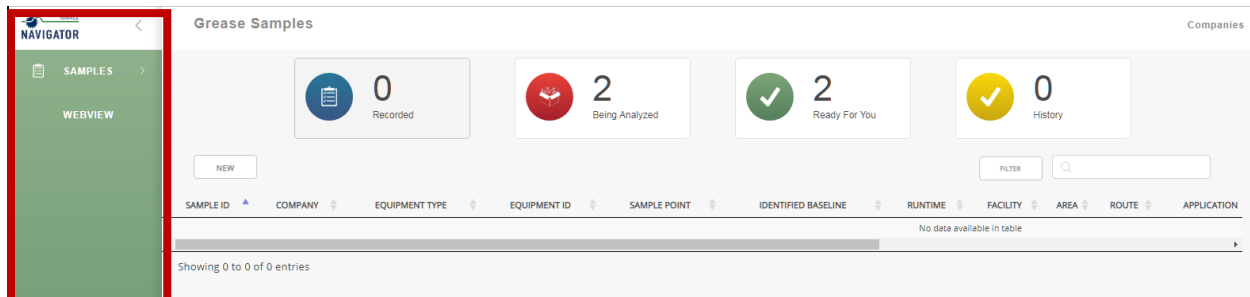   a. Note: The default view is the Grease Recorded page.

Figure 2 Selecting grease or oil from the Navigation Panel. Navigation panel is highlighted in red.

5. The Recorded page is now displayed for the sample type selected. Samples that have been previously entered, but NOT yet been received by MRG Labs will be displayed in the grid.
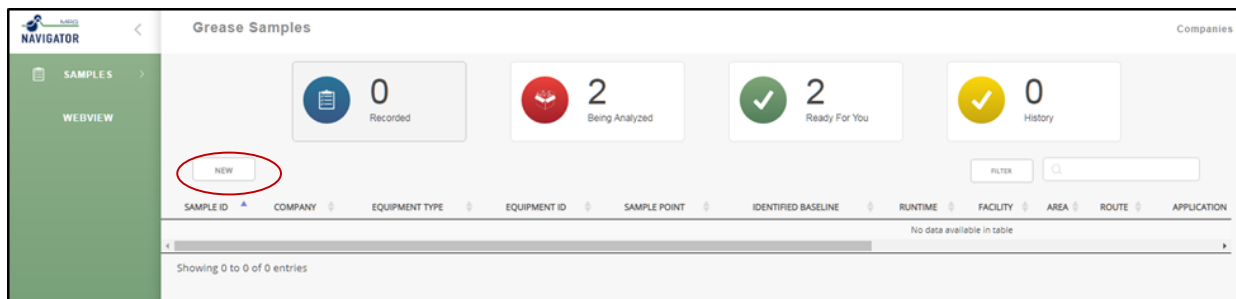
Individual sample input

Figure 3 View of Recorded Page in Grease Dashboard. New Sample button is circled in red.

6. To enter an individual sample, push the **New** button in the upper left hand of the window (**Figure** 3). This will open the "New Sample Input" window (**Figure** 4). If entering multiple samples at one time, skip to step 12.
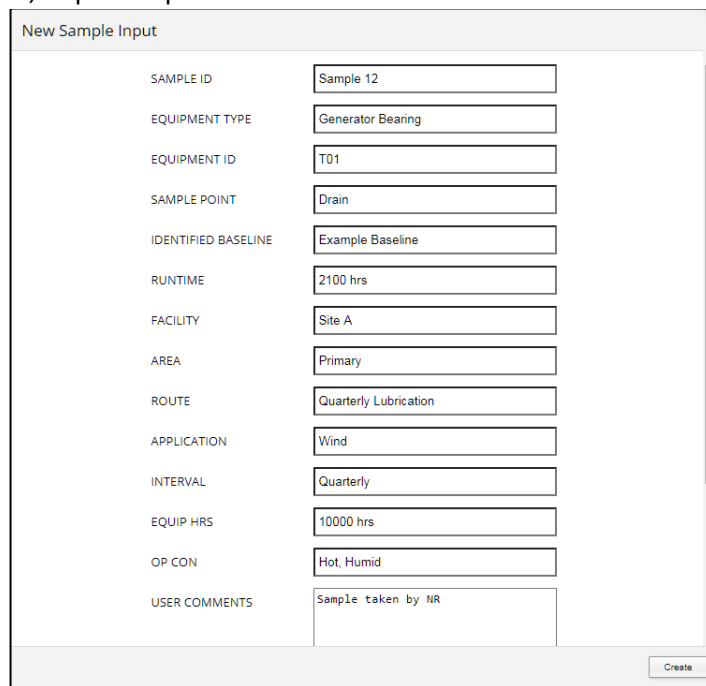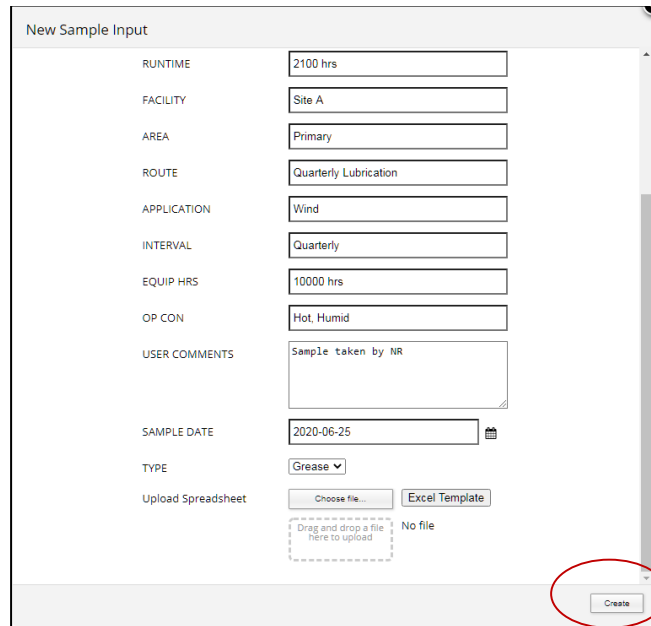

Figure 4 "New Sample Input" window

7. Enter all available sample information, including equipment information and lubricant baseline. The Sample ID number is found on the sample label included with the sampling kit (**Figure** 5).

Figure 5 Example of a sample label included with sampling kit. Sample ID is highlighted in red.

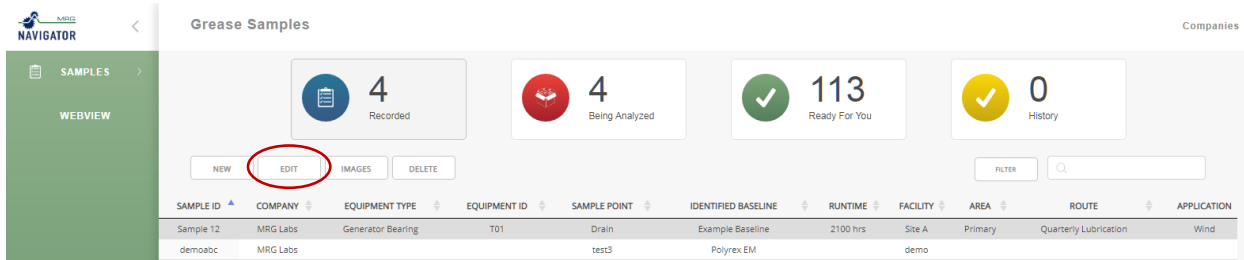8. Press the create button to input the sample (**Figure** 6).

Figure 6 "New Sample Input" window. Create button is circled in red.

9. Repeat steps 6-8 for any remaining samples.
10. In the grid view, review sample information for accuracy and that all samples being sent are entered. If sample information needs to be updated, highlight the sample row (the row will be gray) and hit the **Edit** button to make the change.
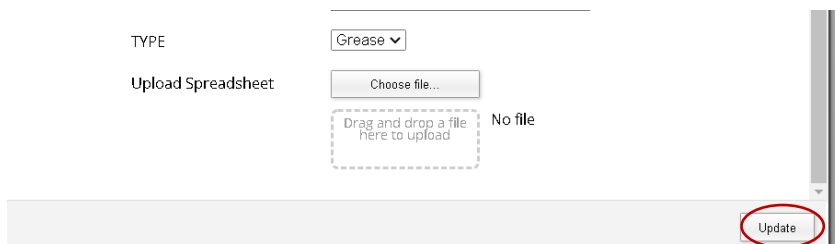

Figure 7 Recorded sample page with the edit button highlighted in red. Selected sample row is gray.

11. If any changes were made on the highlighted sample, click **Update** (Figure 8)

Figure 8 "New Sample Input" window. Update button is circled in red.

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Multi-sample input

12. To input multiple samples at one time, push the **New** button in the upper left hand of the window (**Figure** 9). This will open the "New Sample Input" window.
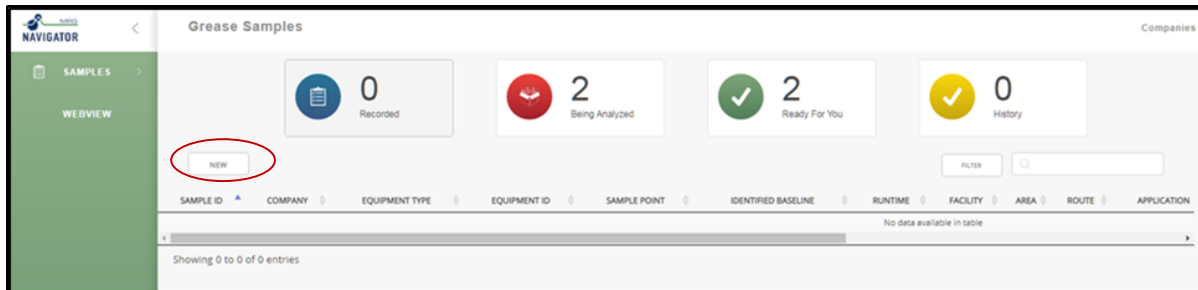

Figure 9 View of Recorded Page in Grease Dashboard. New Sample button is highlighted in red.

13. Scroll to the bottom of the New Sample Input window and click the **Excel Template** button (**Figure** 10) to download a sample input excel template file.
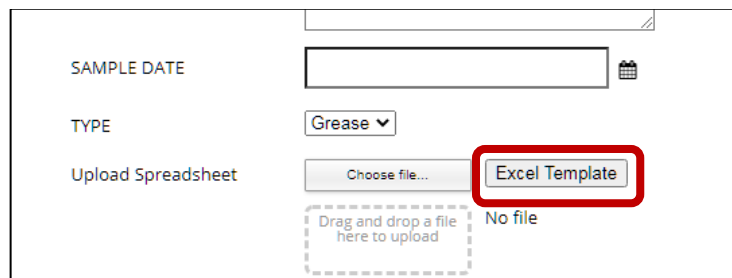

Figure 10 New Sample Input window with the Excel Template button highlighted in red.

14. Using excel or a spreadsheet program, enter all available sample information, including equipment information and lubricant baseline (Figure 11). The Sample ID number is found on the sample label included with the sampling kit. The "Type" field should be listed as either "Grease" or "Oil" depending on the sample.
    a. **Note**: If the information is not known, leave the cell blank. Do not put N/A or unknown.
    b. Please make sure the sample date is in the correct format (2020/10/22).

COMPANY	EQUIPMENT TYPE	EQUIPMENT ID	SAMPLE POINT	LUBE BASELINE	RUNTIME	FACILITY	AREA	ROUTE	APPLICATION	INTERVAL	EQUIP HRS	OP CON	USER COMMENTS	SAMPLE DATE (yyyy/mm/dd)	TYPE (GREASE / OIL)
Demo	Main Bearing			Mobil SHC 460	500 hours								Sampled by MB	2020/10/22	Grease
Demo	Main Bearing			Mobil SHC 460			1B						Bearing over heated	2020/10/22	Grease

Figure 11 Sample Input Template

15. Drag the completed template file into the designated area in the New Sample Input dialogue box or click choose file and browse for the file in the window prompt.
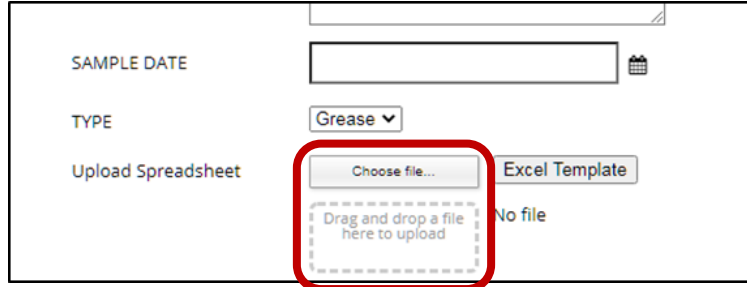
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Figure 12 New Sample Input window with the choose file and drag file options highlighted in red.

16. After uploading the file. The bottom of the New Sample Input dialogue box should say "file upload successful" (figure 12). Next. click **Create.** The page should refresh, and the samples will be in recorded.
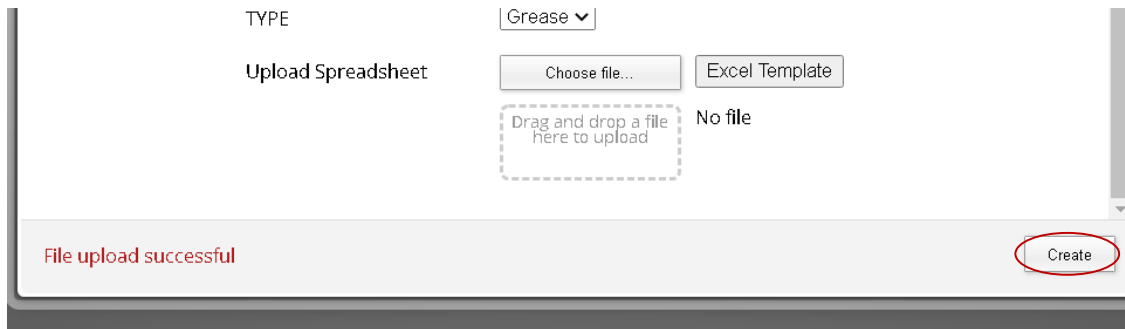

Figure 8 New Sample Input window and create button highlighted in red

17. Sample information for accuracy and that all samples are entered. If sample information needs to be updated, highlight the sample row (row will be gray) and hit the **Edit** button.
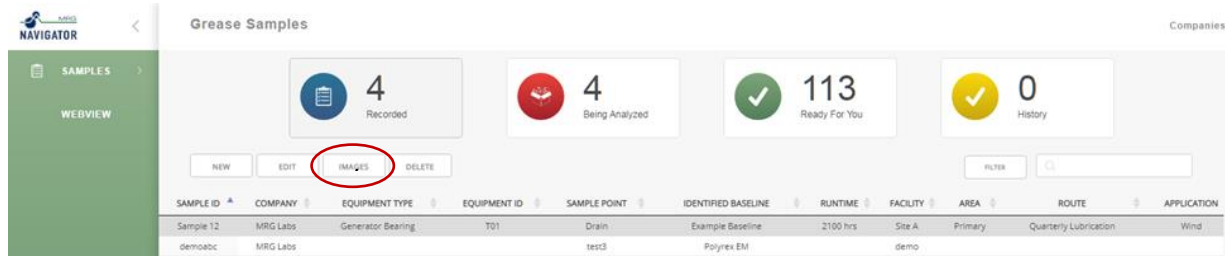

Figure 93 Recorded sample page with the edit button highlighted in red. *S*elected sample row is gray.