

Mobil ServSM Lubricant Analysis Scan & Go guide



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The purpose of this document is to provide instructions for oil analysis sample registration. The new paperless Scan & Go method is designed to be faster and easier than the printed sample labelling method.

Before you begin, please ensure that you have registered as a Mobil Serv™ user, and make sure that you have the following items:

- Mobil Serv sampling bottles
- Vessel asset/equipment list
- Mobil Serv QR scanner

Please ensure your PC is connected to the internet or you have configured Mobil Serv to work offline.

Note: Mark each bottle with the equipment name during the sample process to easily identify the sample.

Step 1

Log in to Mobil Serv™.

If sampling offline (disconnected from internet), ensure you have configured Mobil Serv prior to working offline. See the [Offline Scan & Go configuration steps](#) section at the end of this guide.



The screenshot shows the Mobil Serv Lubricant Analysis login interface. It features the Mobil Serv logo at the top. Below the logo, there is a form with an 'Email:' label, a text input field containing 'marine@vessel.com', a 'Password:' label, and an empty text input field. A note below the password field states 'Password is required.' At the bottom of the form is a blue 'Log in' button.

Step 2

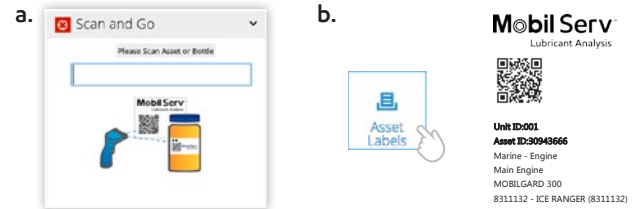
Connect your Mobil Serv QR scanner to your PC's USB port. Once connected, the scanner should light up and beep.



Step 3

- Click the [Scan & Go](#) tile.
- Using the Mobil Serv QR scanner, scan the asset/equipment (QR code) from the asset list.
- Scan the Mobil Serv sample bottle QR code to associate the bottle to the asset/equipment.

Reminder: The asset list can be printed from the [Asset Labels](#) tile.



Note: If your scanner does not scan properly, you may need to program the scanner to adapt it to your keyboard language (if it is not English).

For more information, refer to the [help](#) tile in the Mobil Serv dashboard.

Step 4

On the **In Service Marine Oil Sample** page and under **Workflow Fields**, verify the **Sample Bottle Barcode ID** from the sample bottle and enter the operational information required for that sample (e.g., engine hours). Click **Save**.

In Service Marine Oil Sample

Workflow Fields

Sample Bottle Barcode ID:
Scan or enter sample bottle barcode ID here
b014543266 **Required**

Total Equipment Hours:

Hrs. Since Last Overhaul:

Oil Service Hours:
Input Total Hours from Last Oil Change

Used Oil Volume:
Input Current Volume in System

Oil Used in Last 24 Hrs:

Date Sampled:
14/09/2017

Date Landed:

Port Landed:

Account Information

Name: KITICOR (9074561) (9074561)
Parent: World Tankers Management Pte Ltd
Account: (127296)

Asset Attributes

Title (Description)	Value
Lubricant	MOBILGARD 300
Service Type	MC - STERNUTUBE SYSTEM
Manufacturer	BLOHM & VOSS
Alternate Manufacturer	
Model	NOT LISTED
Alternate Model	NOT IDENTIFIED
Capacity	0
Capacity UOM	Liters
Pressure	
Serial Number	
Comments	

Workflow History

File Date: 25/03/2014
Filed By: AISC Admin 1 For ExxonMobil

Description	Value
Sample Bottle Barcode ID	h00896558638L b014543266
Total Equipment Hours	95267
Hrs. Since Last Overhaul	1335
Used Oil Volume	800
Oil Used in Last 24 Hrs	10
Date Sampled	25/03/2014

Save **Cancel**

Step 5

Review the data entered, and then click **Edit** to make corrections or **Submit** to complete the process.

Please review and submit

Description	Previous	Current	Delta
Sample Bottle Barcode ID	h00896558638L	b014543266	
Total Equipment Hours	95267	95588	321
Hrs. Since Last Overhaul	1335	2000	665
Oil Service Hours		3	True
Used Oil Volume	800	800	
Used Oil Volume UOM			
Oil Used in Last 24 Hrs	10		True
Oil Used in Last 24 Hrs UOM			
Date Sampled	25/03/2014	14/09/2017	True
Date Landed			
Port Landed			

Submit **Edit**

Step 6

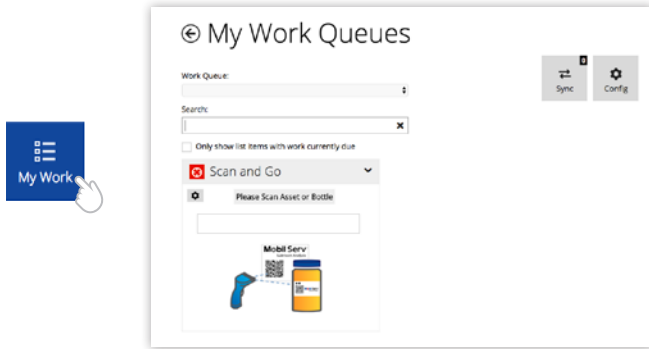
Repeat this process (Steps 3-5) for all remaining samples.



Step 7

a. [ONLINE]

If connected to internet, no additional steps are required (the sample information will automatically sync).



b. [OFFLINE] If not connected to internet

You must sync or send data. There are two options to send the sample registrations:

1. Email
2. Sync online

Step 7b. (continued)

b. Email in My Work Queues

- Click the **Email** button
- Once your email opens with the sample data in a new email, simply click **Send**

Note: The **Email** box displays the number of oil sample registrations that you have completed.



Sync. Once connected to the internet, click the **My Work** tile

- Click the **Sync** button
- Sample data will automatically sync



Note: The number on the Sync button should read 0 (zero) once you're connected. If not, manually click the **Sync** button.

Step 8

Once work queues **Sync** or **Email** is completed:

- Place the sample bottles into the mailing canisters (see image) provided
- Apply the preprinted mailing labels onto the canisters and mail out your samples in the next convenient port of call



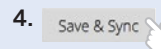
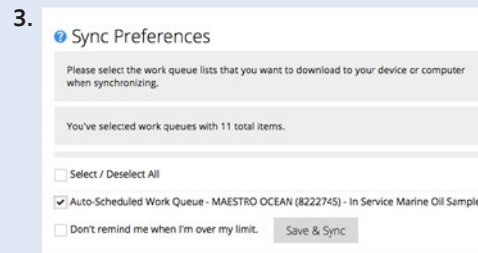
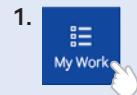
Congratulations! You have registered your samples successfully. If you have other questions, contact us at mobilservmarine@exxonmobil.com.

Offline Scan & Go configuration steps

If you are working offline onboard a vessel, please complete the next few steps prior to working offline.

While internet is connected:

1. Click on the **My Work** tile
2. Click on the **Config** button
3. Select your vessel(s) by clicking on the checkbox
4. Click on the **Save & Sync** button. Congratulations! You can now work offline to process your used oil samples





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