INFOMEDIA™

NETLUBE CLOUD

Quick Start Guide

NETLUBE CLOUD

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Introduction

The Netlube Cloud system is a cloud-based solution which allows oil and lubricant suppliers to create product recommendations that match manufacturers specifications that will display on the supplier's website.

It delivers increased accessibility, collaboration, security and scalability while reducing overall maintenance and infrastructure.

Using Netlube Cloud as a cloud-based service offers numerous advantages:

- **Accessibility**: Users can access the platform from any device with an internet connection, making it convenient and easy to use on the go.
- **Real-time Updates**: Users receive real-time updates, including the latest lubricant data, recommendations, and technical information.
- **Collaboration**: Multiple users can access Netlube simultaneously, promoting collaboration among team members or technicians working on lubricant-related tasks.
- **Data Backup and Security**: Offers robust data backup and security measures, ensuring that important lubricant data remains safe and protected from potential hardware failures or data loss.
- **Scalability**: As your lubricant management needs grow, the cloud-based infrastructure can easily scale to accommodate increased data and user requirements.
- **Automatic Software Updates**: Infomedia can seamlessly roll out software updates for Netlube, ensuring that users always have access to the latest features and improvements.
- **Cost-Effectiveness**: Organisations can avoid the need for dedicated hardware and IT maintenance costs, making it a cost-effective solution for lubricant management.

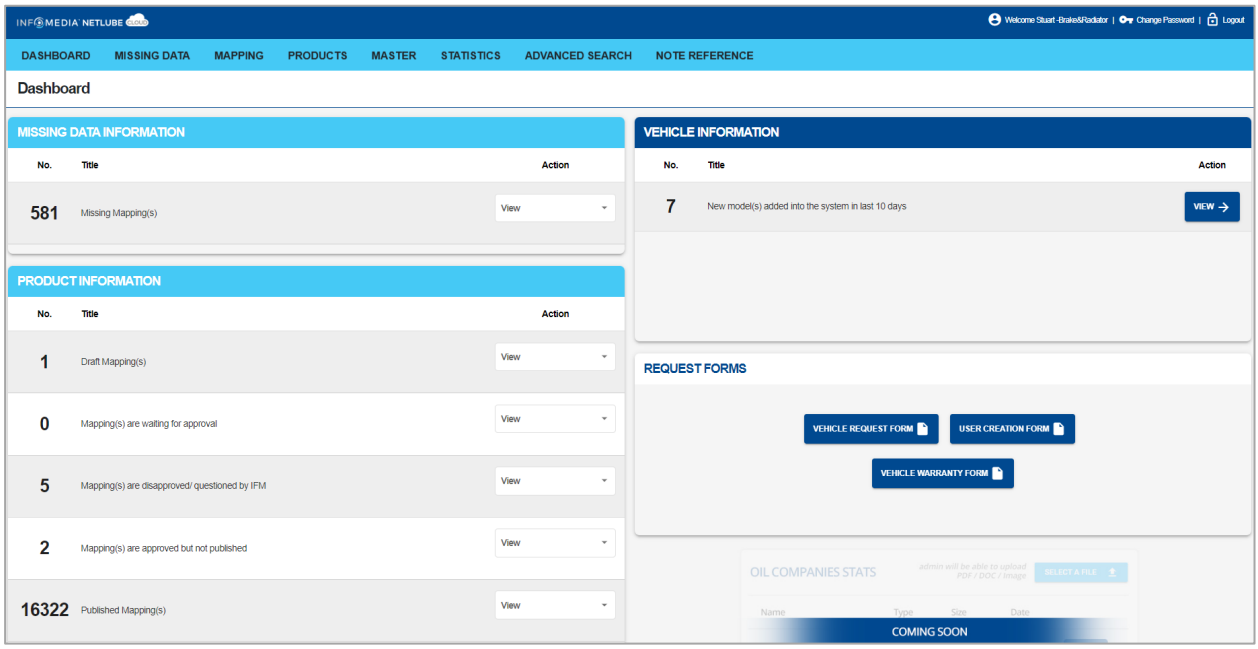
This guide is divided into the following sections:

- **Dashboard**: View a snapshot of vehicle, product and missing data information.
- **Missing Data**: Identify segments with missing data and apply your product recommendations.
- **Mapping**: Access OEM specifications and apply your product recommendations.
- **Products**: View and search for existing products or create new products.
- **Master**: View a model and the associated OEM specifications for each compartment.
- **Statistics**: Access a range of automotive statistics and download reports.
- **Advanced Search**: Search by product to view current product recommendations.

▸ To access the main screens of the application, use the navigation bar.

Dashboard

Your personalised Netlube Cloud Dashboard is your gateway to accessing the latest vehicle and machinery data, product information and request forms.

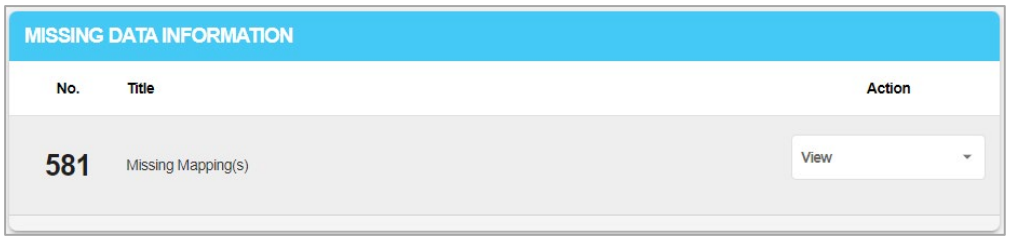


Missing Data Information

The Missing Data Information section displays a summary of the missing data in each segment. You can quickly view, access and complete segments with missing data.

To see more details on the missing data, click **View** and select the relevant segment.

- For more information, go to the Missing Data section.



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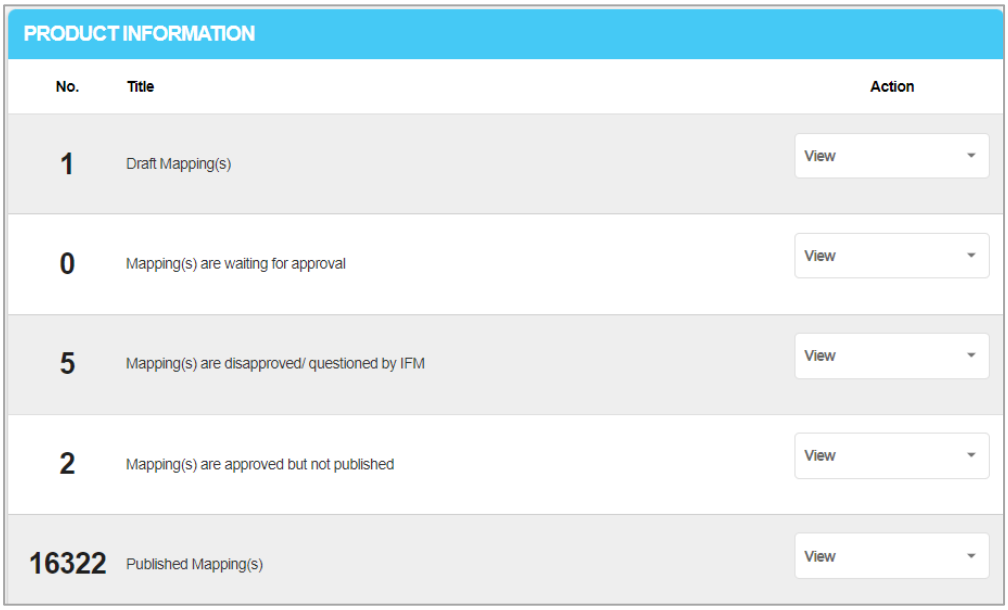
Product Information

The Product Information section displays a summary of the status of your products.

There are five main statuses:

- **Draft Mapping(s)**: The number of oil company recommendations that have been modified and saved but not sent to Infomedia for approval.
- **Mapping(s) are waiting for approval**: The number of oil company recommendations sent to Infomedia for approval.
- **Mapping(s) are disapproved / questioned by IFM**: Any recommendations which are incorrect or need to be double checked.
- **Mapping(s) are approved but not published**: All recommendations which have passed QA and are awaiting to be uploaded to your live Netlube website.
- **Published Mapping(s)**: The number of current recommendations that are live on your Netlube website.

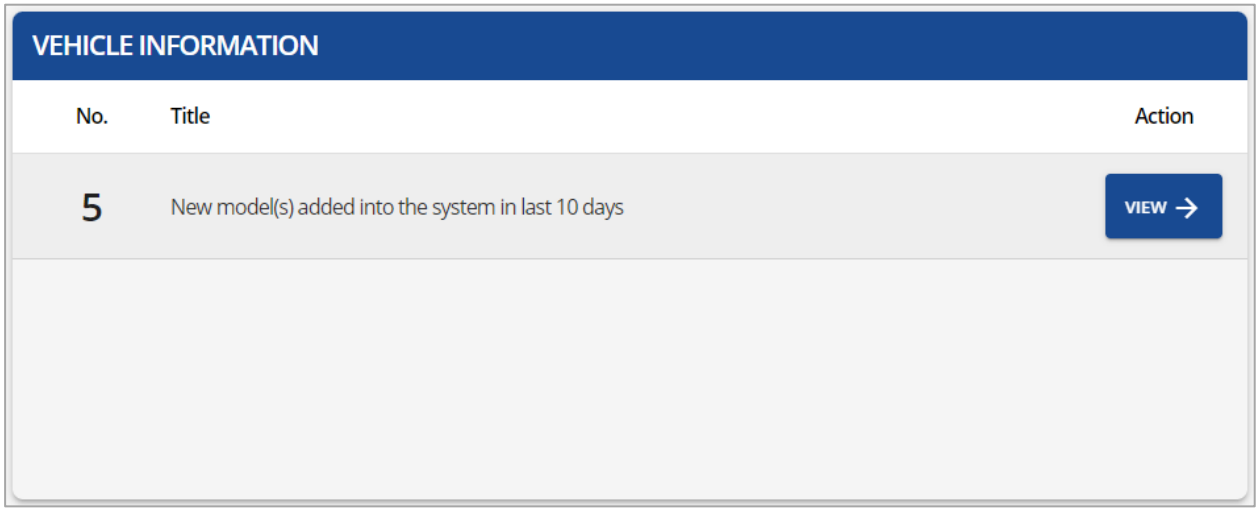
To see more details on the product publication status, click **View**.



Vehicle Information

The Vehicle Information section shows all the vehicles and machinery which have been added to the Netlube Cloud and approved by the Infomedia Oil and Lubricants Team in the last 10 days.

To see more details on the models, click **View**.

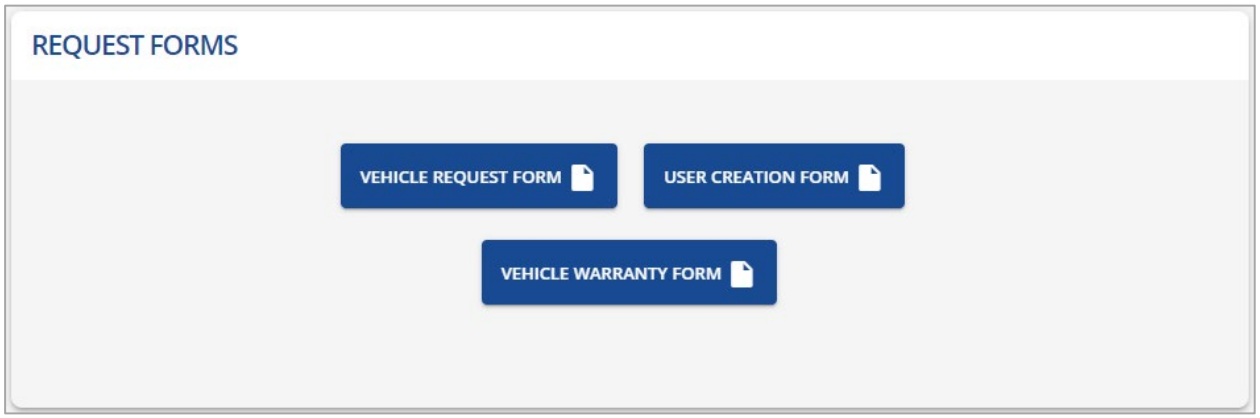


Request Forms

Companies can submit requests for vehicles, products and users.

There are three types of request forms:

- **Vehicle Request Form**: Request new vehicle information or confirm current recommendations from OEMs.
- **User Creation Form**: Initial setup procedures for oil company users to access the Netlube Cloud.
- **Vehicle Warranty Form**: Assist oil companies with any warranty claims against the oil company by customers or OEMs.



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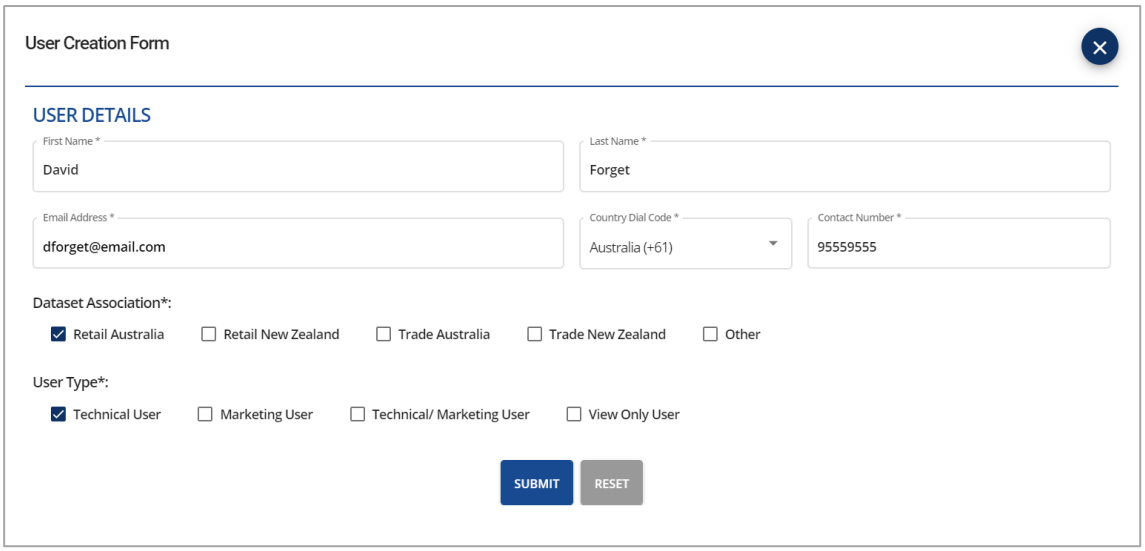
User Creation

All users must be added and updated via the User Creation Form. Users must provide a full name, email, contact number and dataset association. To add, remove or update user details you can contact the Infomedia Oil and Lubricants Team.

User Types

Each user can only access specific areas based on their user type which has been nominated by the oil company. There are four levels of access for Netlube Cloud:

- **Technical User**: Allows users to view the subscribed sections of Netlube Cloud and modify recommendations in the Mapping area.
- **Marketing User**: Allows users to view the subscribed sections of Netlube Cloud and modify recommendations in the Products area.
- **Technical/Marketing User**: Allows users to view the subscribed sections of Netlube Cloud and modify recommendations in the Mapping and Products area.
- **View Only User**: Allows users to view the subscribed sections of Netlube Cloud but they are unable to modify data.



To create a new user:

1. Click the **User Creation Form** button.
2. Enter the name, email address and contact details.
3. Select the **Dataset Association**.

   You must select at least one dataset association.
4. Select the **User Type** and click **Submit**.

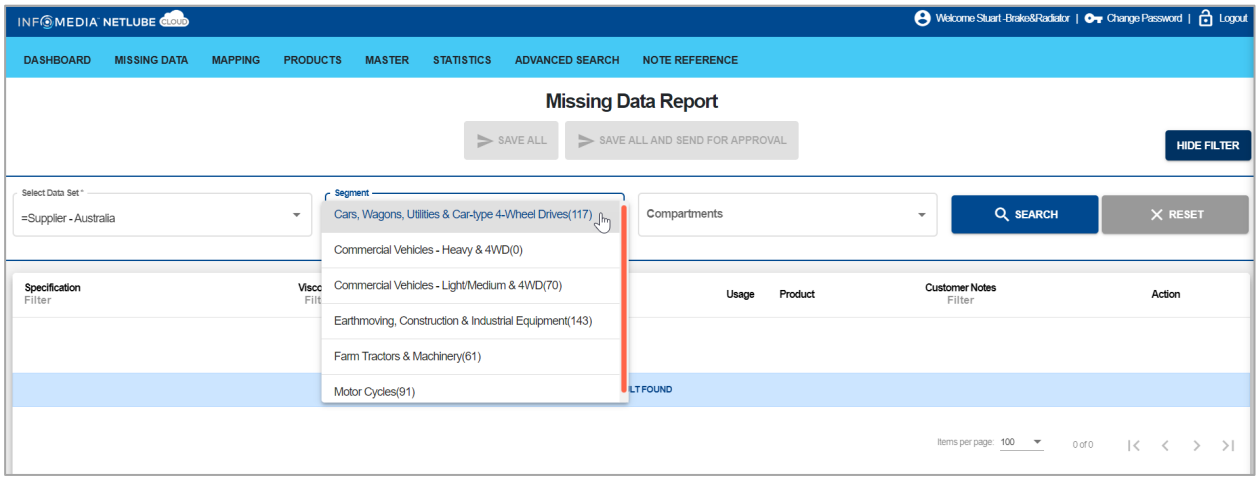
- Subscribed sections may vary based on your company.

Missing Data

The Missing Data screen displays new or updated vehicle and machinery recommendations across all segments that do not have a product recommendation.

Users have the ability to access the Missing Data Report, complete any missing data and send recommendations to Infomedia QA.

- To access the Missing Data screen, click MISSING DATA on the navigation bar.
- All missing data shown in the segments drop-down must be completed prior to publishing recommendations on Netlube Cloud.



Missing Data Filters

You can easily view and identify segments with missing data using the filters.

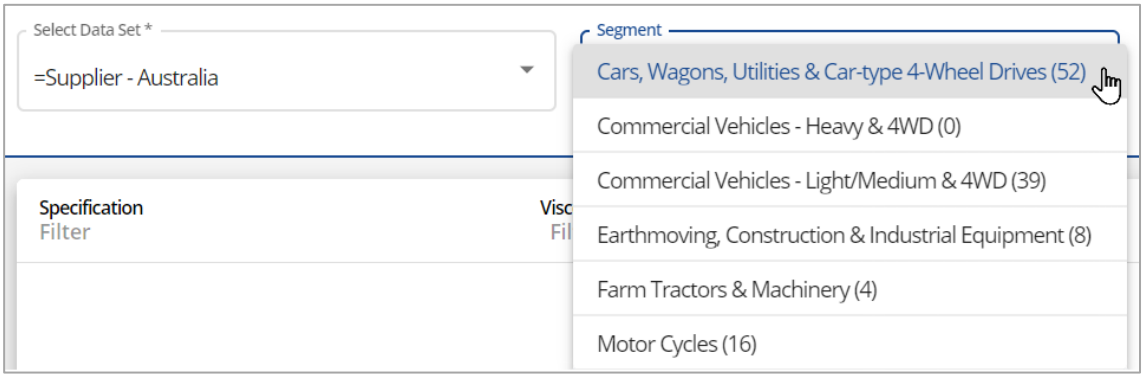
The number of new recommendations that the oil company has not added their product recommendations against will appear next to the segment in the list.

To filter segments to show the missing data:

1. Click the **Show Filter** button.
2. Select from the **Data Set** drop-down.
3. Click on the **Segment** drop-down and select a segment with missing data.

   The number of lines with missing data is displayed in brackets next to the segment.

   Lines without missing data will be displayed with (0) next to the segment.



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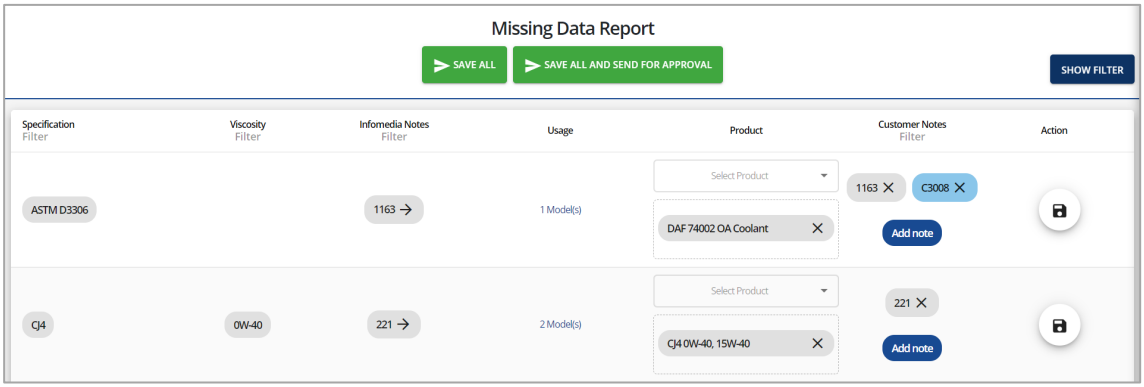
4 If you want to filter by compartment, select from the **Compartments** drop-down.

5 Click the **Search** button.

6 All lines with missing data for that segment will be displayed so you can see the new OEM specifications which require a product recommendation.

7 Add your product recommendations and complete the missing data for each line.



8 Click the icon to save a line or click **Save All** when you have completed the data.

Product Recommendations and Notes

The Specifications, Viscosity, Infomedia Notes and Usage are all sourced directly from the manufacturer. You can copy the Infomedia note to the customer notes or you can add a customer note. For each line, there is a range of missing data that can be filled out along with selecting your product recommendations.

It is important to save your recommendations once complete. You can save one line at a time or you can save multiple lines at once with the Save All feature.

To apply a product recommendation:

1. Click the **Select Product** drop-down.
2. Enter the product name and select from the product list.

   Or click **Add new product** if you need to create a new product.
3. If you wish to reorder your recommendations, drag and drop in the correct order.

To copy an Infomedia note:

- Click the → icon on the Infomedia note

.

  This will copy the note to the Customer Notes section.

To edit and copy an Infomedia note:

1. Click the note number

.
2. Click **Edit & Apply Note**.
3. Edit the note.

   You can add a product name in the note by clicking on the **Reference product name** drop-down, entering your product name and selecting from the drop-down.
4. Click the **Save** button.

   Custom notes are displayed with a C and a new note number

.

To create a new note:

1. Click **Add note**.
2. Click **Edit & Apply Note**.
3. Enter your note.

   You can search and select an existing note in the **Note Search** drop-down.

   To add a product name in the note, click **Add new product**, click on the **Reference product name** drop-down, enter your product name and select from the drop-down.
4. Click the **Save** button.

   Custom notes are displayed with a C and a new note number

.

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To save a recommendation change:

- Click the icon to save a single line change.
- Click **Save All** to save multiples lines at once.

  When you save a recommendation, it is removed from the Missing Data Report and moves into a Draft status.

- To remove a note, click the **X** icon for the note you wish to remove

.
- All missing data shown in the segments drop-down must be completed prior to publishing recommendations on Netlube Cloud.

Mapping

The Mapping screen allows oil companies to view all OEM specifications and add their product recommendations accordingly. You can apply or edit notes, view which vehicles the recommendation applies to and create exceptions.

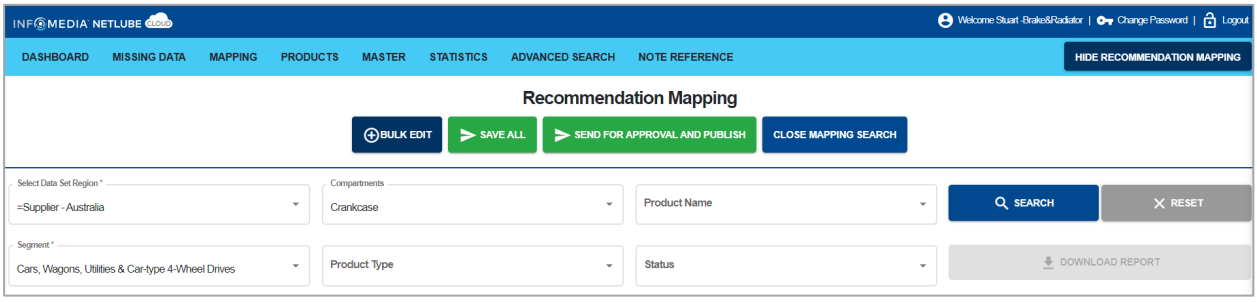
- To access the Mapping screen, click MAPPING on the navigation bar.

Mapping Filters

Users can view the current product recommendations made against the OEM specifications by using the filter drop-downs. As a minimum, you must select the Data Set Region and the Segment to filter the data. There is also the ability to filter by the status so you can easily manage your recommendations.

Within the Mapping screen, click the SHOW RECOMMENDATION MAPPING button to display the filters.

To view recommendations, select your filter options from the drop-downs and click **Search**.



There are five recommendation statuses in the Status drop-down:

- **Draft**: Recommendations that have been saved but not sent for approval.
- **Waiting for Approval**: Recommendations that have been sent to the Infomedia Oil and Lubricants Team but have not been approved.
- **Published**: Recommendations that have been approved and published by the Infomedia Oil and Lubricants Team.
- **Approved**: Recommendations that have been sent to the Infomedia Oil and Lubricants Team and are approved but have not been published.
- **Disapproved/Questioned**: Recommendations that have been sent to the Infomedia Oil and Lubricants Team but there is an error or a question.

Select from the following filter options to find the data you wish to work in:

- **Select Data Set Region**: Select the data set you wish to view. E.g. Retail or Trade.
- **Segment**: Select which segment you wish to view E.g. Cars or Industrial equipment.
- **Compartments**: Select a compartment to view OEM specifications for that compartment option and your current recommendations. E.g. Crankcase.
- **Product Type**: Filter a product type such as transmission oil. You must assign a product type for your products in the Products screen for this filter to be usable.

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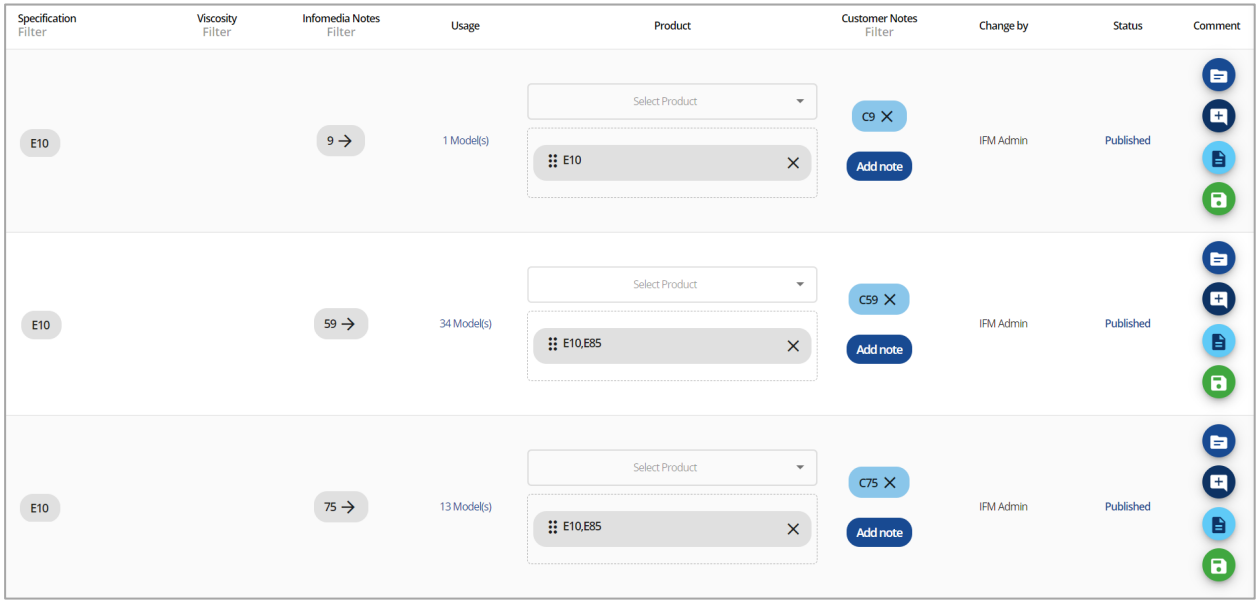
- **Product Name**: Filter the locations where a product is currently listed including any refer to dealer locations.
- **Status**: To view the status of recommendations. E.g. Draft, Waiting for Approval, Approved or Published.

- To clear the product name or status, click the ✕ icon in the drop-down.

Mapping Columns

Once you've selected your filter options from the drop-downs and clicked Search, you can view all the data columns and product recommendations.

Users can view the OEM specifications and view and edit product recommendations. You can also select additional filters, view detailed change information, create exceptions and make comments for the Oil and Lubricants Team.



View or edit the following options:

- **Specification**: View the OEM specifications that are sourced from the manufacturer.
- **Viscosity**: View the OEM viscosities that are sourced from the manufacturer.
- **Infomedia Notes**: View Infomedia notes that are sourced from the manufacturer.
- **Usage**: View what vehicles the recommendation applies to and its compartment.
- **Product**: View current product recommendations and update current offerings.
- **Customer Notes**: View copied Infomedia notes or customised oil company notes.
- **Change By**: Shows the last user who has modified the recommendation.
- **Status**: Shows the status of the recommendation. E.g. Published, Draft, Approved.
- **Comment**: A range of actions can be performed such as view published mapping, create comments and exceptions or save changes.

Icon	Usage
	View Published Mapping
	Create Comments
	Create Exception
	Delete Exception
	Save Changes

- Use the column filter to filter by specifications, viscosity, Infomedia or customer notes.

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Product Recommendations and Notes

The Specifications, Viscosity, Infomedia Notes and Usage are all sourced directly from the manufacturer. You can copy the Infomedia note to the customer notes or you can add a customer note. For each line, there is a range of additional features along with selecting your product recommendations.

It is important to save your recommendations once complete. You can save one line at a time or you can save multiple lines at once with the Save All feature.

To apply a product recommendation:

1. Click the **Select Product** drop-down.
2. Enter the product name and select from the product list.

   Or click **Add new product** if you need to create a new product.
3. If you wish to reorder your recommendations, drag and drop in the correct order.

To copy an Infomedia note:

- Click the → icon on the Infomedia note 2839 →.

  This will copy the note to the Customer Notes section.

To edit and copy an Infomedia note:

1. Click the note number 2839 →.
2. Click **Edit & Apply Note**.
3. Edit the note.

   You can add a product name in the note by clicking on the **Reference product name** drop-down, entering your product name and selecting from the drop-down.
4. Click the **Save** button.

   Custom notes are displayed with a C and a new note number C3002 ×.

To create a new note:

1. Click **Add note**.
2. Click **Edit & Apply Note**.
3. Enter your note.

   You can search and select an existing note in the **Note Search** drop-down.

   To add a product name in the note, click **Add new product**, click on the **Reference product name** drop-down, enter your product name and select from the drop-down.
4. Click the **Save** button.

   Custom notes are displayed with a C and a new note number C3002 ×.

To add a comment:

1 Click the **icon**.

2 Enter your comment for the Oil and Lubricants Team.

You can also view or respond to comments made by the Oil and Lubricants Team when a recommendation is disapproved or questioned.

3 Click the icon.

To create an exception change:

- Click the icon to open the exception creation page.

To save a recommendation change:

- Click the icon to save a single line change.
- Click **Save All** to save multiples lines at once.

When you save recommendations, the status changes to Draft.

- To remove a note, click the **X** icon for the note you wish to remove

.
- All missing data shown in the segments drop-down must be completed prior to publishing recommendations on Netlube Cloud.

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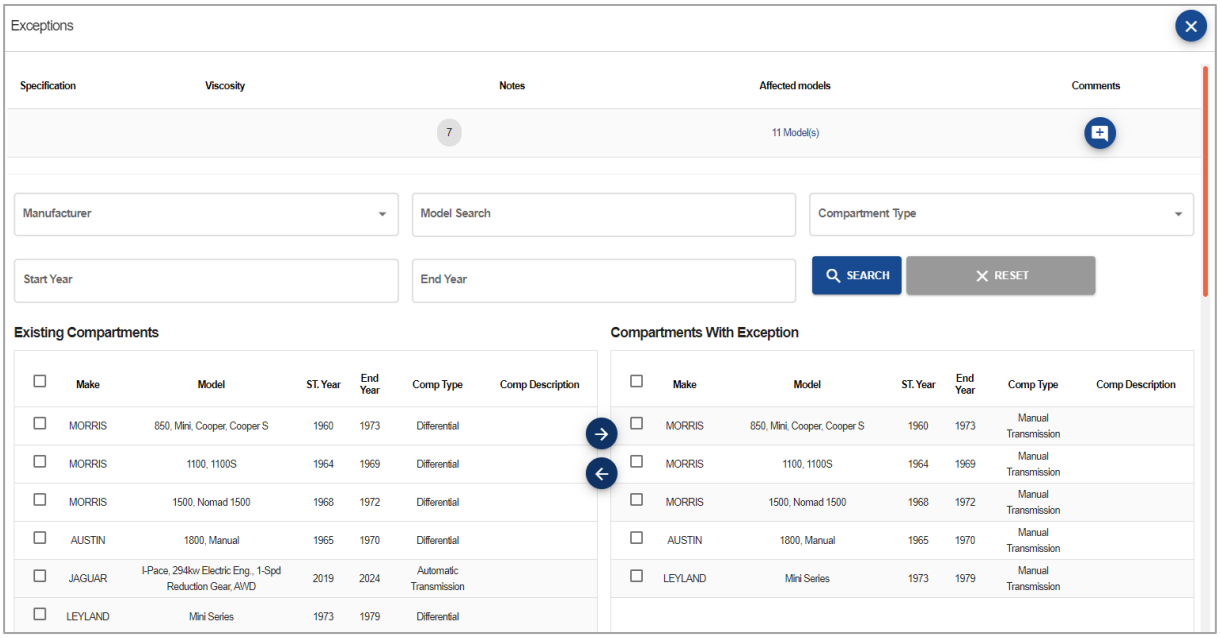
Exceptions

Separate recommendations for a vehicle, year, compartment or rolling year range can be added by creating an exception. The original recommendation will still apply for all other vehicles using the same OEM specification.

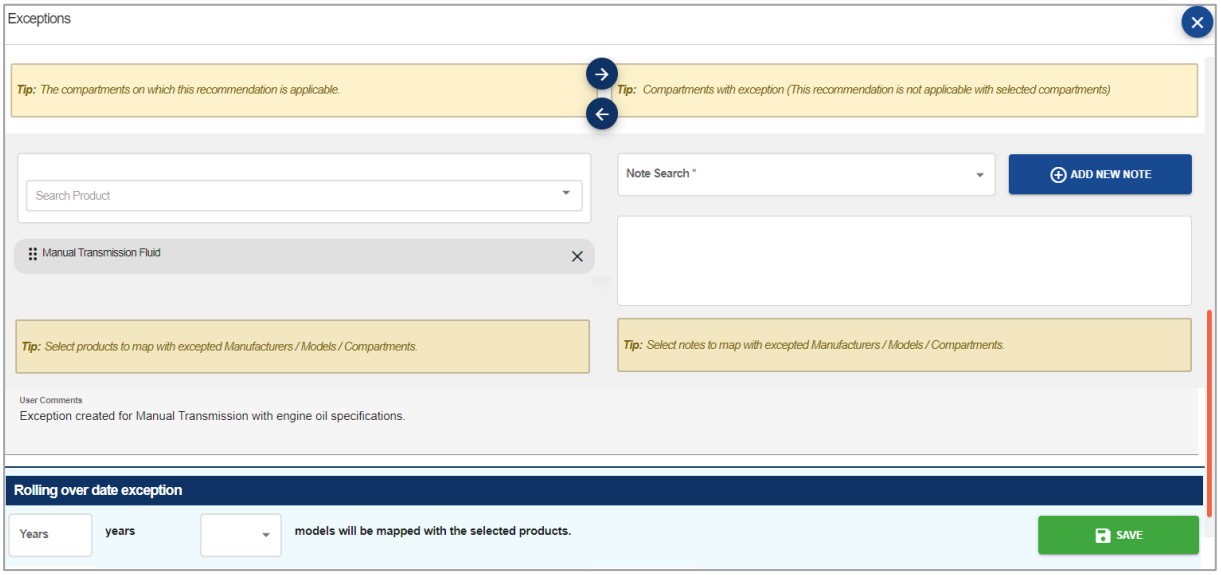
The Exception screen can be accessed by clicking the icon for the corresponding OEM lubricant code in the Mapping screen.

You can view the OEM specifications including notes and the affected models. You can filter by the manufacturer, model, compartment type, start year and end year.

The Existing Compartments section displays all the vehicles that the OEM lubricants apply to. The Compartments with Exceptions section displays all the vehicles for which you have created exceptions.



Further down the Exception page you can add your product recommendations, search and include existing notes or add new notes. You can also apply a rolling date exception criteria.



- Users can also add internal comments about the exceptions that are created.

Exception creation

When you have multiple vehicles that have the same specification or notes, you can select one of the vehicles and add a separate product recommendation. You can create an exception for a vehicle, for a compartment, for a start year, end year and a year range.

To create a vehicle exception:

1. Click the ☑ icon next to the vehicles you wish to create an exception for.
2. Click the → icon.

   This will move the vehicles into the Compartments with Exception section.
3. Select your product and/or note.
4. Click the **Save** button.

To create a compartment exception:

1. Select the compartment type from the drop-down (E.g. manual transmission).
2. Click the ☑ icon next to the vehicles you wish to create an exception for.
3. Click the → icon.

   This will move the vehicles into the Compartments with Exception section.
4. Select your product and/or note.
5. Click the **Save** button.

To create a start or end year exception:

1. Select the start year or end year from the drop-down.
2. Click the ☑ icon next to the vehicles you wish to create an exception for.
3. Click the → icon.

   This will move the vehicles into the Compartments with Exception section.
4. Select your product and/or note.
5. Click the **Save** button.

- To select all vehicles, click the ☑ icon to the left of the Make column title.

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To create a rolling year exception:

1. Enter the number of years you wish the exception to cover.
2. Select either **newer or older** vehicles for the rolling year.
3. Select your product and/or note.
4. Click the **Save** button.

To remove an exception:

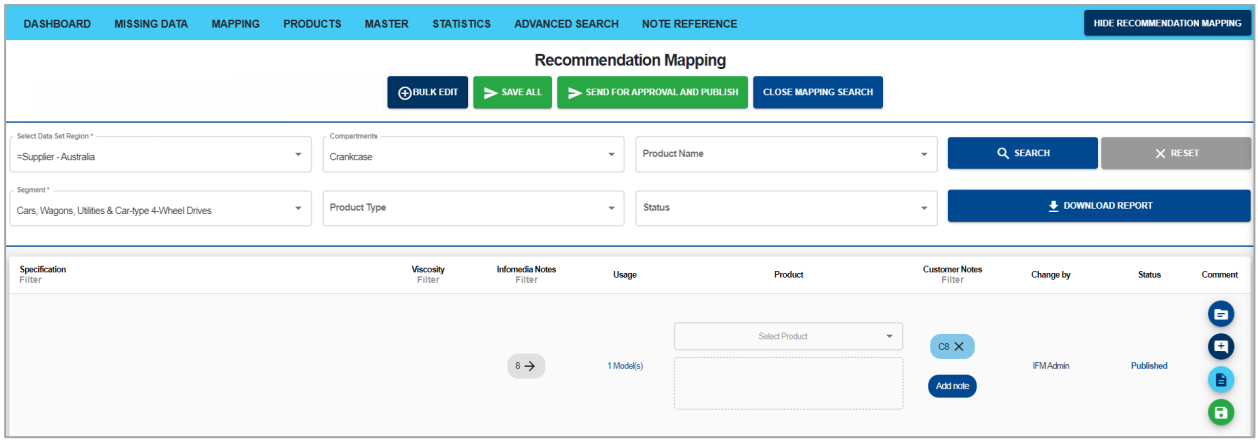
1. **Deselect** the vehicle and/or year criteria.
2. Click the **Save** button.

- To remove an exception, you can also click the icon on the Mapping screen.

Gap Report

The Gap Report allows users to identify missed opportunities for product recommendations or to see an overview of current product recommendations.

Users can utilise the filter options within the Mapping area to define parameters for the report. For example, you can create an active Refer to Dealer overview report and then download the Gap Report as an Excel file.



To download a Gap Report:

1. Select from the **Data Set Region** drop-down.
2. Select from the **Segment** drop-down.
3. If you want to filter by compartment, select from the **Compartments** drop-down.
4. Select from the filter options such as **Product Type**, **Product Name** and **Status**.
5. Click the **Search** button.
6. Use the column filter to add an additional filter by specification, viscosity, or notes.
7. Click the **Show Recommendation Mapping** button.
8. Click the **Download Report** button.

   The report will display all the information for every line which includes the specification, viscosity, Infomedia notes, customer notes and status.
9. View the report in Excel and any missed opportunities or product overviews.

- Exceptions will be displayed in green in the Gap Report.

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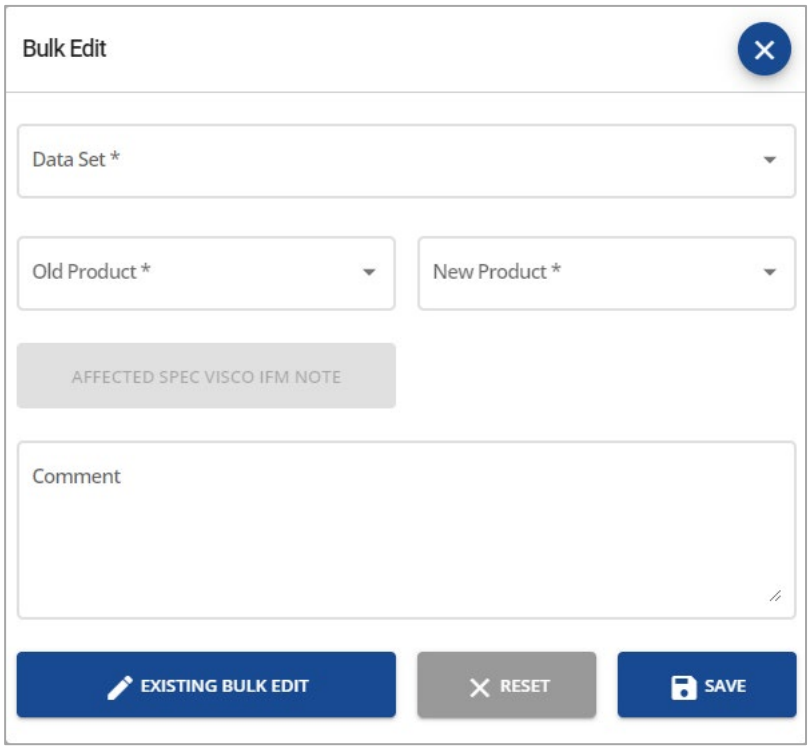
Bulk Edit

When updating an old product to a new product that covers the same specifications you can use the Bulk Edit function. This change will be applied in every segment and every compartment in your data set.

To perform a bulk update, click the

button.

Bulk Edit Setup



To perform a bulk edit:

1. Select from the **Data Set** drop-down.
2. Select from the **Old Product** drop-down.
3. Select from the **New Product** drop-down.
4. Check the affected specifications by clicking the **Affected Spec Visio IFM Note** button.

   This displays a report which includes every fluid specification this oil is located in.

[Engine Oil 5W-30] is associated with the following fluid spec, viscosity, and IFM note

Row No.	Segment Name	Specs	Viscosity	IFM Note
1	Cars, Wagons, Utilities & Car-type 4-Wheel Drives	SP, SPF	5W-20, 5W-30	
2	Cars, Wagons, Utilities & Car-type 4-Wheel Drives	SP, SPF	0W-30, 10W-30	
3	Cars, Wagons, Utilities & Car-type 4-Wheel Drives	SP, SPF	0W-20, 0W-30, 5W-30	
4	Cars, Wagons, Utilities & Car-type 4-Wheel Drives	SP, SPF	0W-20, 10W-30	616
5	Cars, Wagons, Utilities & Car-type 4-Wheel Drives	SP, SPF	0W-20	2856 2892
6	Cars, Wagons, Utilities & Car-type 4-Wheel Drives	SP, SPF	5W-30, 10W-30	2470
7	Cars, Wagons, Utilities & Car-type 4-Wheel Drives	SP, SPF	0W-16	2677
8	Cars, Wagons, Utilities & Car-type 4-Wheel Drives			161

5. Enter a comment for the Infomedia Oil and Lubricants Team (optional).

   It is recommended to enter a comment to give Infomedia the reason for the recommendation being made.
6. Click the **Save** button.

- To view existing bulk updates, click the **Existing Bulk Edit** button, select the Data Set and click **Search**.

Approval and Publishing

When you have finished making changes in your data set, you can submit your changes to Infomedia's QA for the approval and publishing of your data to Netlube.

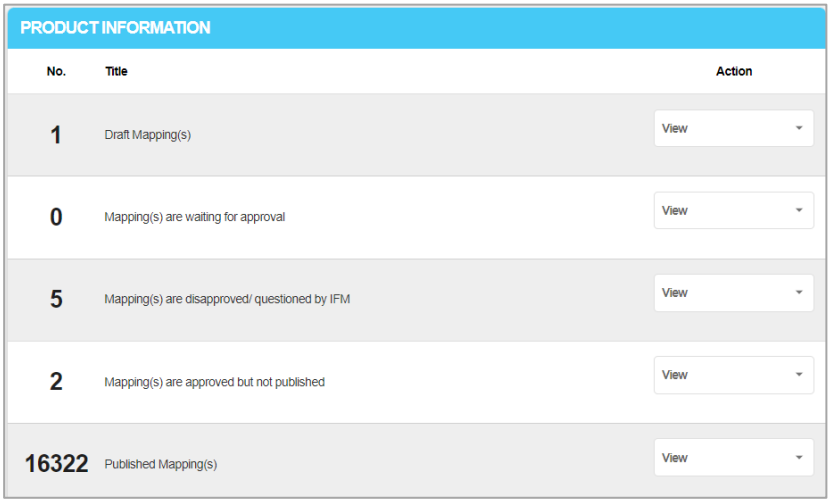
Note: All missing data must be completed for your new data to be published. If you wish to update any product information such as images, the missing data must be completed in full.

To send for approval and publish:

1. Confirm you have completed all missing data and made your required changes.
2. Click the SEND FOR APPROVAL AND PUBLISH button.

   A message will be displayed to check that you have completed all the missing data.
3. Click **Proceed** to continue onto the approval and publishing stage.

   By clicking proceed you are signing off your data for publishing onto your Netlube website. Your updates will now proceed to the approval process.
4. View the status of your changes on your Dashboard.



5. The Oil and Lubricants Team will conduct the QA process on your submitted changes and will double check there is no missing data.
6. The Oil and Lubricants Team will publish your updated data to your Netlube website. You will receive an email confirmation once the data is live on your website.

Disapproved/Questioned by Infomedia

If the Oil and Lubricants Team have any questions regarding your changes you will be notified on your Dashboard under Mapping(s) are Disapproved/ Questioned by IFM.

Select the data set and segment affected, and you can view the recommendation the Oil and Lubricants Team have made a comment on.

If you still want to proceed with your recommendation, click the icon to resubmit your recommendation. Or you can change your recommendation here and then resubmit the line for publishing.

Products

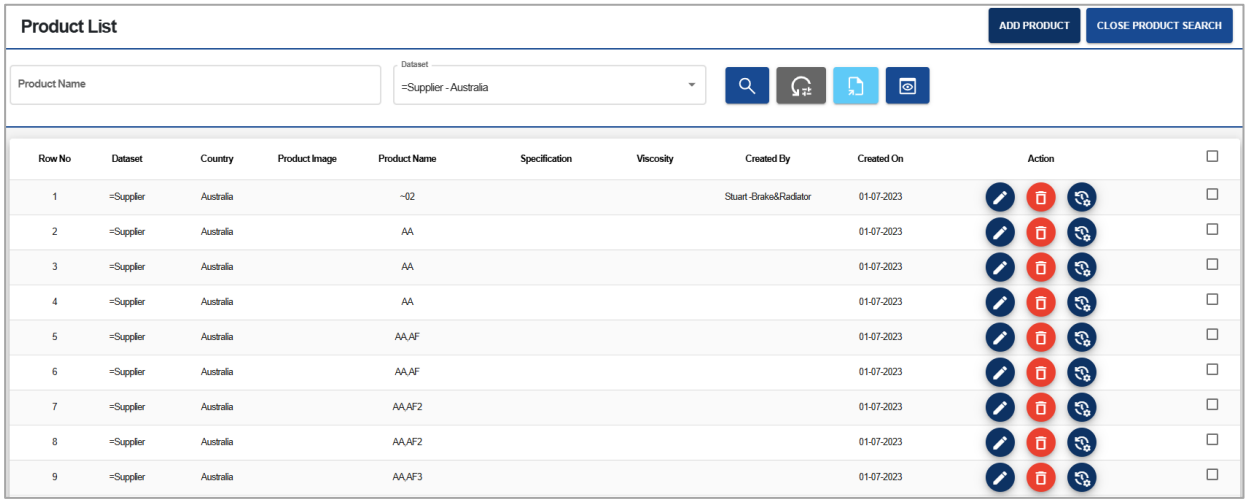
The Products screen allows you to create new products and go into more detail about your companies product range. You are able to add images, descriptions and hyperlinks and enter SKU information.

- To access the Products screen, click PRODUCTS on the navigation bar.

Product List

You can view your full product list or search for a product by entering a product name and selecting a dataset. There is also the ability to export product details into a file and to preview all products. The product preview only displays the product name, image, description and any hyperlinks.

Within the Products screen, click the SHOW PRODUCT SEARCH button to access the search features.



Icon	Usage
	Search Product
	Reset Product
	Export Product
	All Product Preview

- To select specific products to export or preview, use the checkboxes for each product.

The information displayed in the Product List for your products includes:

- **Dataset**: View the dataset which the product is linked to.
- **Country**: View the country which the product is linked to.
- **Product Image**: A preview displaying a smaller version of the products image.
- **Product Name**: The products display name.
- **Specification**: The Infomedia specification you have linked to your product.
- **Viscosity**: The Infomedia viscosity you have linked to your product.
- **Created By** and **Created On**: The user who created the product and the creation date.
- **Action**: View or edit a product, delete a product and view the change log.

Icon	Usage
	View/Edit Product
	Delete Product
	Product Change Log

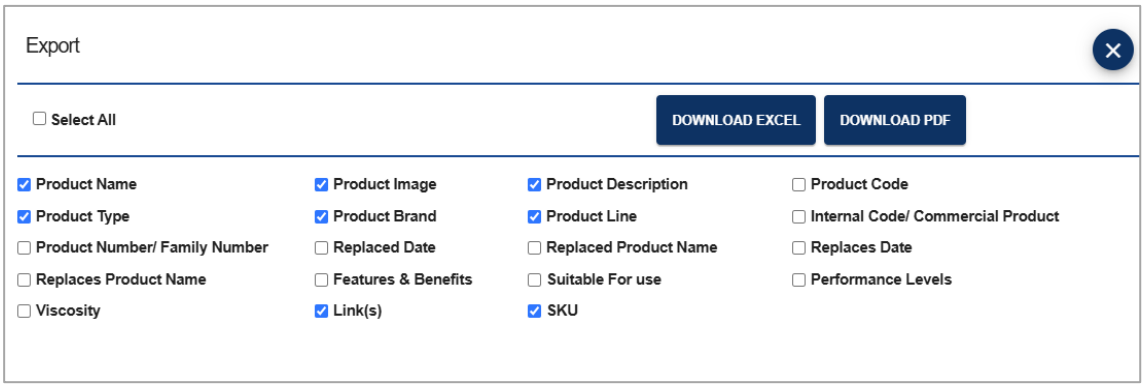
- The icon on the Products screen is a master delete feature which will delete the product from both the Products area and the Mapping area.

Product Export

The product export feature allows you to export all or selected product details into an Excel or PDF file. This helps oil companies to provide all product information or to select only certain information to share with their internal stakeholders or their customers.

To export products:

1. Within the Product List, click the icon.
2. Click the **Select All** checkbox or the specific product details you wish to export.



3. Click **Download Excel** or **Download PDF**.

- To preview all products, click .

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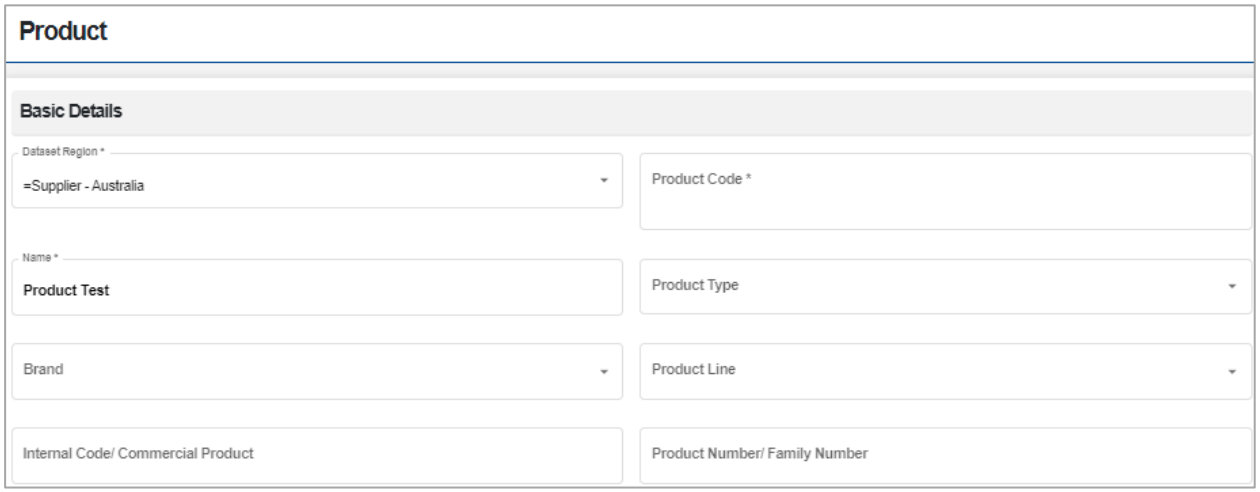
Product Creation

Within the Products screen, you can easily add a new product. The minimum requirements to create a new product include selecting the dataset and adding a product code and name.

To add a new product, click the ADD PRODUCT button on the Product List page.



The basic details include:

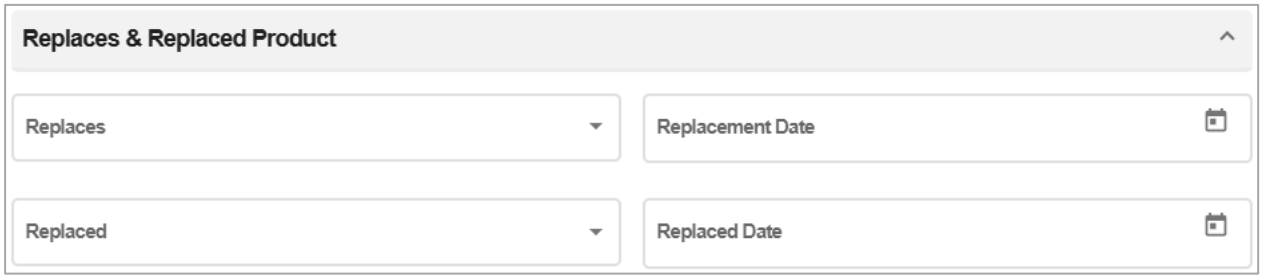
- **Dataset Region**: Select the dataset and country the product will be added to.
- **Product Code**: The product code used in Netlube Cloud data.
- **Name**: Enter or select a product name.
- **Product Type**: The type of fluid or oil the product is. E.g. Engine oil. This is used in the filtering options within the Mapping area.
- **Brand**: You can create a brand of oil/fluid that is associated with the product.
- **Product Line**: The product line the oil or fluid belongs to.
- **Internal Code/Commercial Product**: The oil companies' internal product code.
- **Product Number/Family Number**: The product number the oil or fluid belongs to.

▸ The field names which include an asterisk (*) indicate mandatory fields.

Replaces and Replaced Product

You can set up product replacements based on the date. This information can be sent to customers to notify them of product stock changes.

Note: This feature is for informational purposes only and does not change your recommendations and mappings.



Product Description

A description of your product can be entered which will be displayed under the product heading on your Netlube website. You can style the text using the formatting tool.

Features and Benefits

You can add features and benefits for your product which will display for your customers. The features and benefits are concise and can be used for sales and marketing purposes.

Performance Levels and Viscosities

Create and add performance levels and viscosities to match your product capabilities. This section will help with future automatic mapping and reporting.

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Images

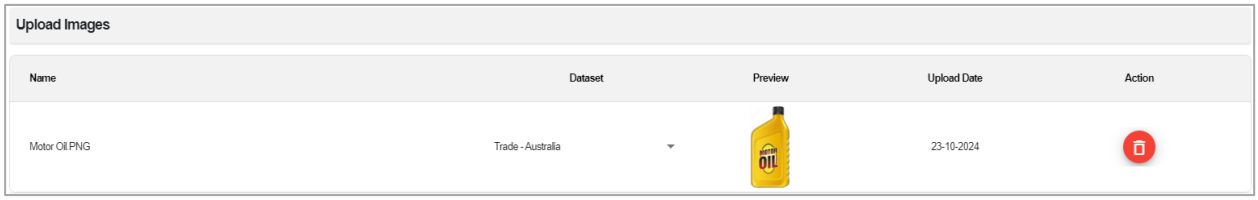
There is the ability to add images for your products. The image name which includes the .jpg or .png extension must be no longer than 50 characters and must use only alphanumeric characters.

The specifications for images are:

- **Format**: .jpeg or .png (.png is recommended)
- **Bit Depth**: 24
- **Height**: 230pixels
- **Width**: 170pixels

The key information fields displayed for images includes:

- **Name**: The image file name.
- **Dataset**: Select the datasets the image applies to.
- **Preview**: A preview of your uploaded image.
- **Upload Date**: The date the image was added or updated.



To add an image:

1. Drag and drop the image into the Upload Images box.
2. Select a **Dataset** from the drop-down.
3. Click the **Save** button.

- To delete an image, click the icon.

Links

Here you can add links for products such as product data sheets and safety data sheets. You can customise the display name for your links to suit your company standards.

The information displayed for the links includes:

- **Display Name**: The name which is a clickable link on your Netlube website.
- **Dataset**: Select the datasets the link applies to.
- **Link**: Hyperlink which the end user will be pointed to.
- **Create Date**: The date the link was added or updated.

To create a link:

1. Click the **Add Link** button.
2. Enter the **Display Name**.
3. Enter the **Hyperlink**.
4. Click the **Save** button.
5. Select a **Dataset** for your link.

- To delete a link, click the icon.

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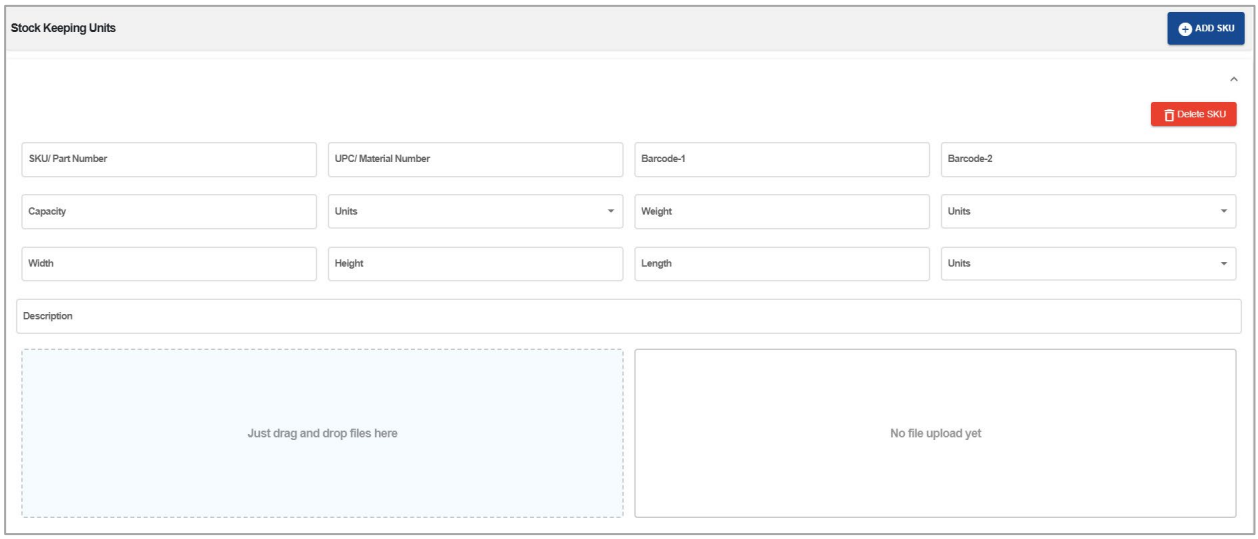
Stock Keeping Units

You can enter detailed SKU data for ecommerce on all your pack sizes including images.



The following range of data can be entered:

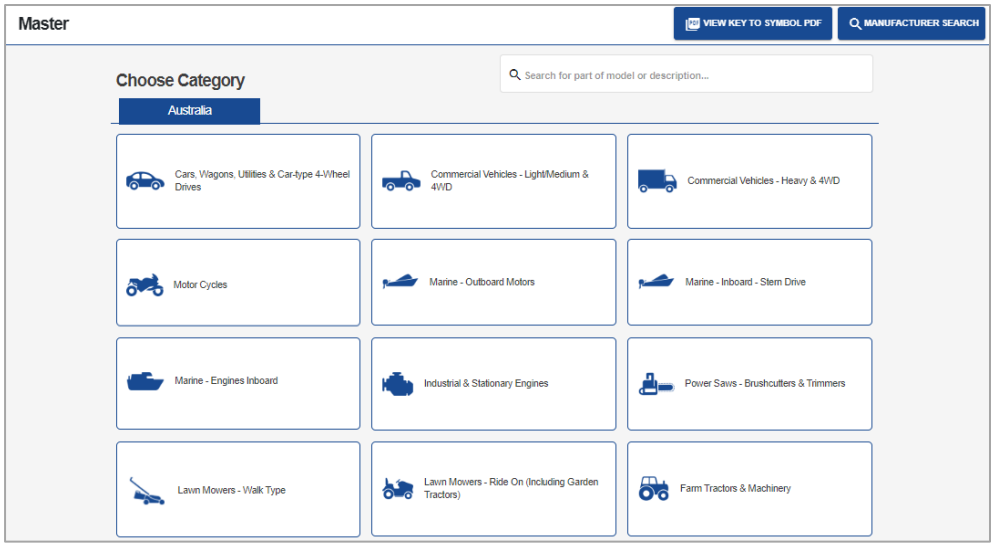
- **SKU/Part Number**: Stock Keeping Unit code or Part Number.
- **UPC/Material Number**: Universal Product Code or Material Number.
- **Barcodes:** Barcodes associated with the SKU or Part Number.
- **Capacity**: Size of the pack.
- **Units**: Unit of measurement.
- **Weight**: Weight of the package.
- **Units**: Unit of measurement.
- **Width**: Width of the package.
- **Height**: Height of the package.
- **Length**: Length of the package.
- **Units**: Unit of measurement.
- **Description**: Detailed description of your product.

Master

The Master screen allows users to view a model and the associated OEM specifications for each compartment. You can also view a model list for a specific manufacturer. The OEM specifications are the minimum requirements for the vehicle.

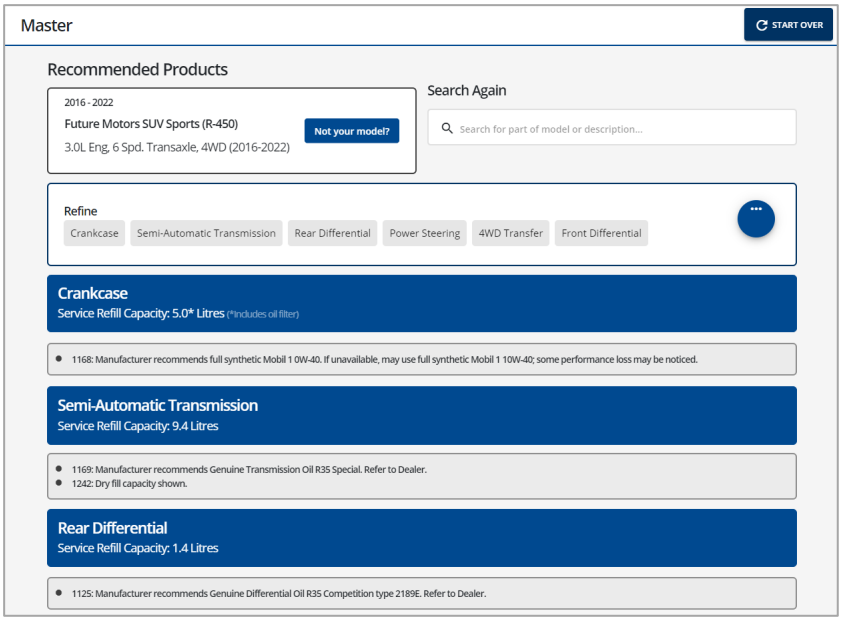
Oil companies will be able to access all 13 segments and their makes, models, and compartments.

- To access the Master screen, click MASTER on the navigation bar.
- The number of country tabs may vary based on your subscription.



To access the minimum OEM specifications by model:

1. Click on the **Category**.
2. Select from the **By Make & Model** drop-downs.
3. View the minimum OEM specifications for each compartment.



- To view OEM specifications, you can search for a model using the search box.
- You are also able to view the Masters Key to Symbol via the PDF button.

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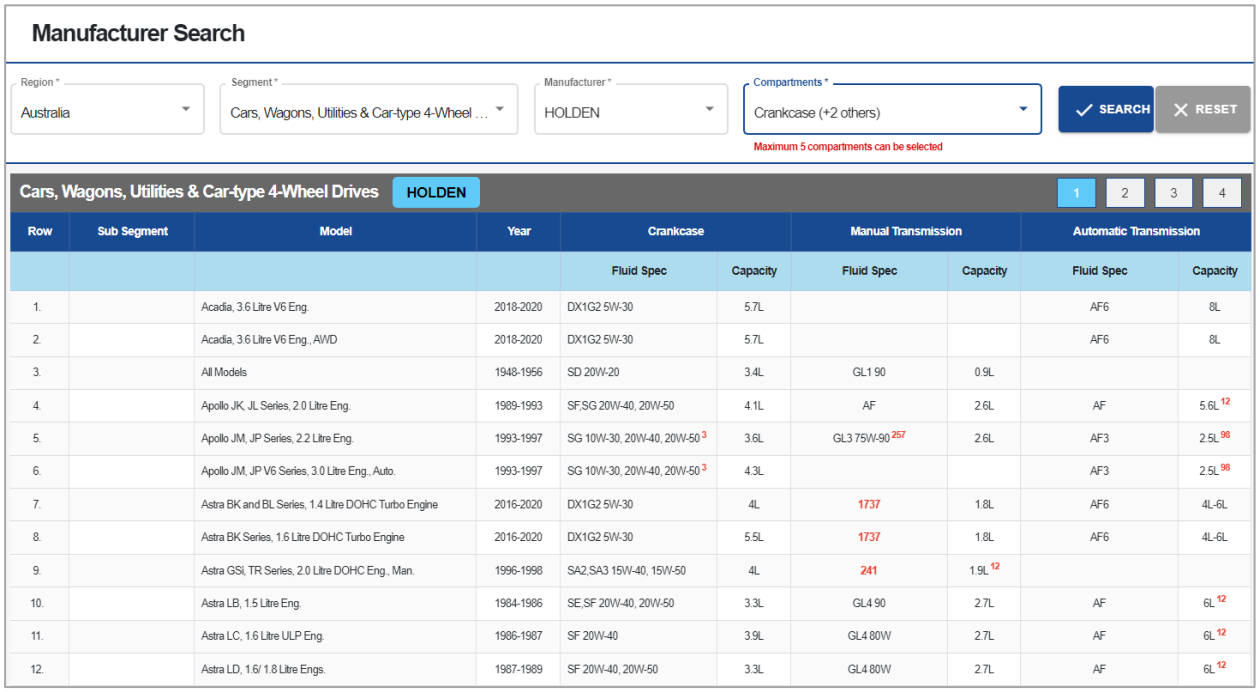
Manufacturer Search

The Manufacturer Search screen allows users to view a model list for a specific manufacturer and the associated OEM specifications for each compartment.

Within the Master screen click MANUFACTURER SEARCH to access the manufacturer search.



Row	Sub Segment	Model	Year	Crankcase		Manual Transmission		Automatic Transmission	
				Fluid Spec	Capacity	Fluid Spec	Capacity	Fluid Spec	Capacity
1.		Acadia, 3.6 Litre V6 Eng.	2018-2020	DX1G2 5W-30	5.7L			AF6	8L
2.		Acadia, 3.6 Litre V6 Eng., AWD	2018-2020	DX1G2 5W-30	5.7L			AF6	8L
3.		All Models	1948-1956	SD 20W-20	3.4L	GL1 90	0.9L		
4.		Apollo JK, JL Series, 2.0 Litre Eng.	1989-1993	SF,SG 20W-40, 20W-50	4.1L	AF	2.6L	AF	5.6L [12]
5.		Apollo JM, JP Series, 2.2 Litre Eng.	1993-1997	SG 10W-30, 20W-40, 20W-50 [3]	3.6L	GL3 75W-90 [257]	2.6L	AF3	2.5L [98]
6.		Apollo JM, JP V6 Series, 3.0 Litre Eng., Auto.	1993-1997	SG 10W-30, 20W-40, 20W-50 [3]	4.3L			AF3	2.5L [98]
7.		Astra BK and BL Series, 1.4 Litre DOHC Turbo Engine	2016-2020	DX1G2 5W-30	4L	1737	1.8L	AF6	4L-6L
8.		Astra BK Series, 1.6 Litre DOHC Turbo Engine	2016-2020	DX1G2 5W-30	5.5L	1737	1.8L	AF6	4L-6L
9.		Astra GSI, TR Series, 2.0 Litre DOHC Eng., Man.	1996-1998	SA2,SA3 15W-40, 15W-50	4L	241	1.9L [12]		
10.		Astra LB, 1.5 Litre Eng.	1984-1986	SE,SF 20W-40, 20W-50	3.3L	GL4 90	2.7L	AF	6L [12]
11.		Astra LC, 1.6 Litre ULP Eng.	1986-1987	SF 20W-40	3.9L	GL4 80W	2.7L	AF	6L [12]
12.		Astra LD, 1.6/ 1.8 Litre Engs.	1987-1989	SF 20W-40, 20W-50	3.3L	GL4 80W	2.7L	AF	6L [12]

To access the minimum OEM specifications by manufacturer:

1. Select from the **Region** drop-down.
2. Select from the **Segment** drop-down.
3. Select from the **Manufacturer** drop-down.
4. Select from the **Compartment** drop-down.

   A maximum of 5 compartments can be selected.
5. Click **Search**.
6. View the minimum OEM specifications for each compartment.

- The field names which include an asterisk (*) indicate mandatory fields.
- Notes are indicated in red and are viewed by hovering your mouse on the note number.

Statistics

The Statistics screen allows users to access a range of reports to gain key insights into automotive analytics. You can view high-level summaries and access detailed custom reports. All the statistics displayed are sourced from data from the previous month.

Some of the statistics provided include a Summary report, Usage report and a Compartment Capacity report.

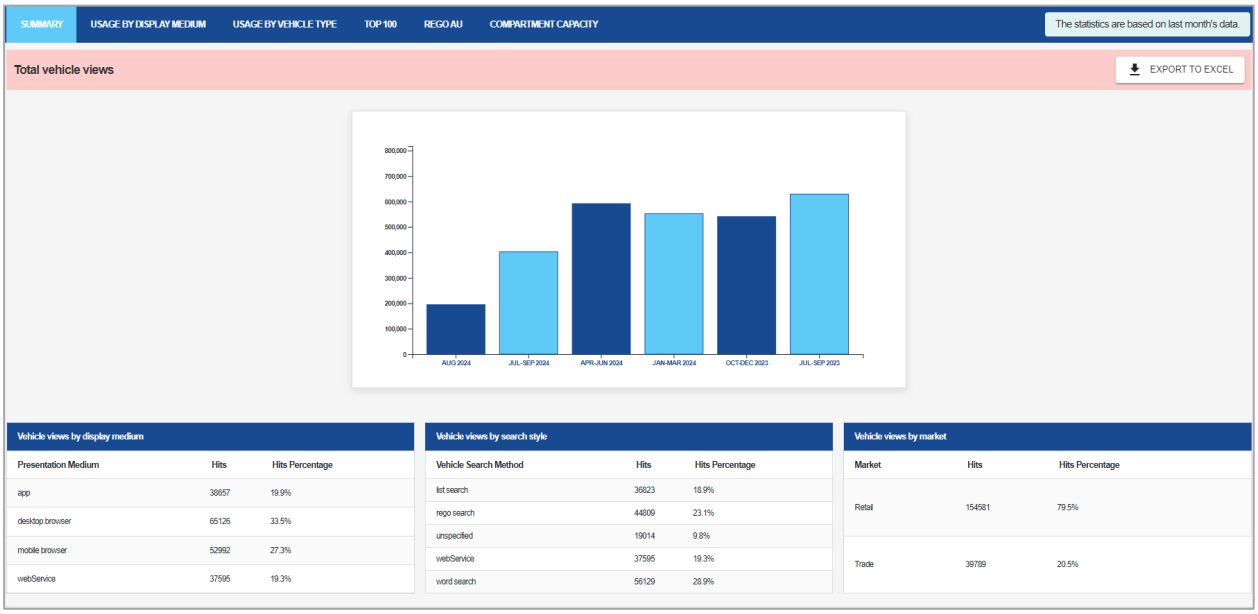
- The monthly statistics are updated within 7 business days from the end of the month.
- To access the Statistics screen, click STATISTICS on the navigation bar.

Summary

The Summary report shows you a snapshot of statistics for the previous month.

Users can view information such as the total vehicle views, vehicle views by medium display, vehicle views by search style and vehicle views by market. This report excludes the compartment capacity.

To download the Summary report into an excel file, click EXPORT TO EXCEL.



Usage By Display Medium

Users can display the number of vehicles viewed daily by display medium. These statistics allow you to view weekly and monthly totals. The display mediums include data from an app, desktop browser, mobile device browser and web service.

The statistics for competitor companies are also shown for display medium comparisons.

Usage By Vehicle Type

For each dataset, users can display the number of vehicles viewed daily by vehicle type. These statistics also allow you to view weekly and monthly totals.

Top 100

For each dataset, a top 100 list by vehicle manufacturer, vehicle model, refer to dealer and product is provided. Users can view monthly rankings with hit counts and percentages. On the right side of the report, there is also a visual representation of the data.

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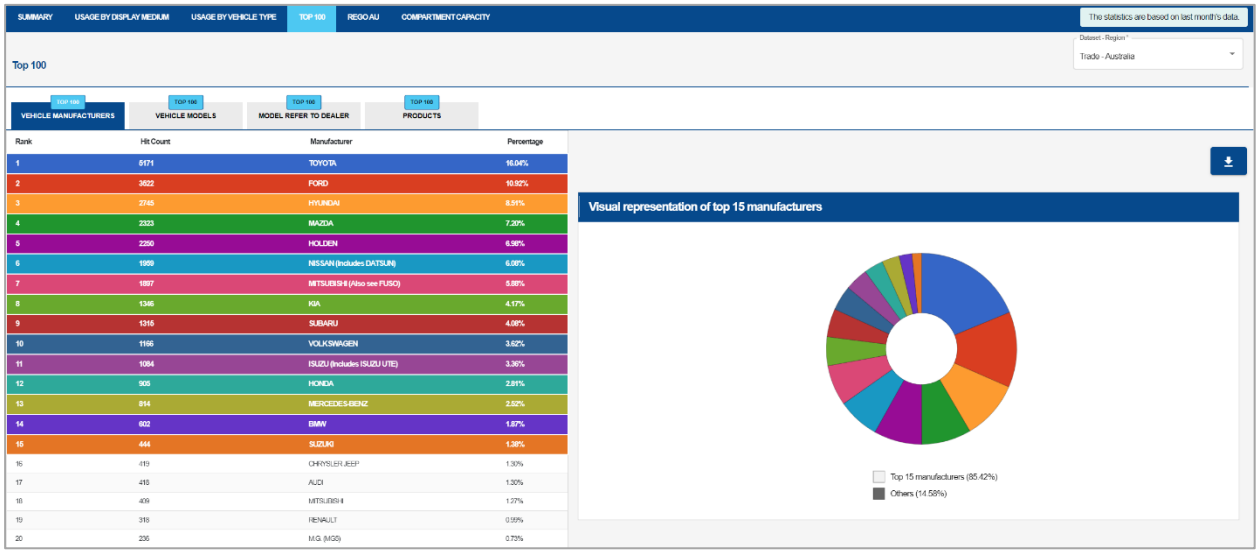
To download a detailed top 100 report into an excel file, click the icon.



The four tabs include the following lists:

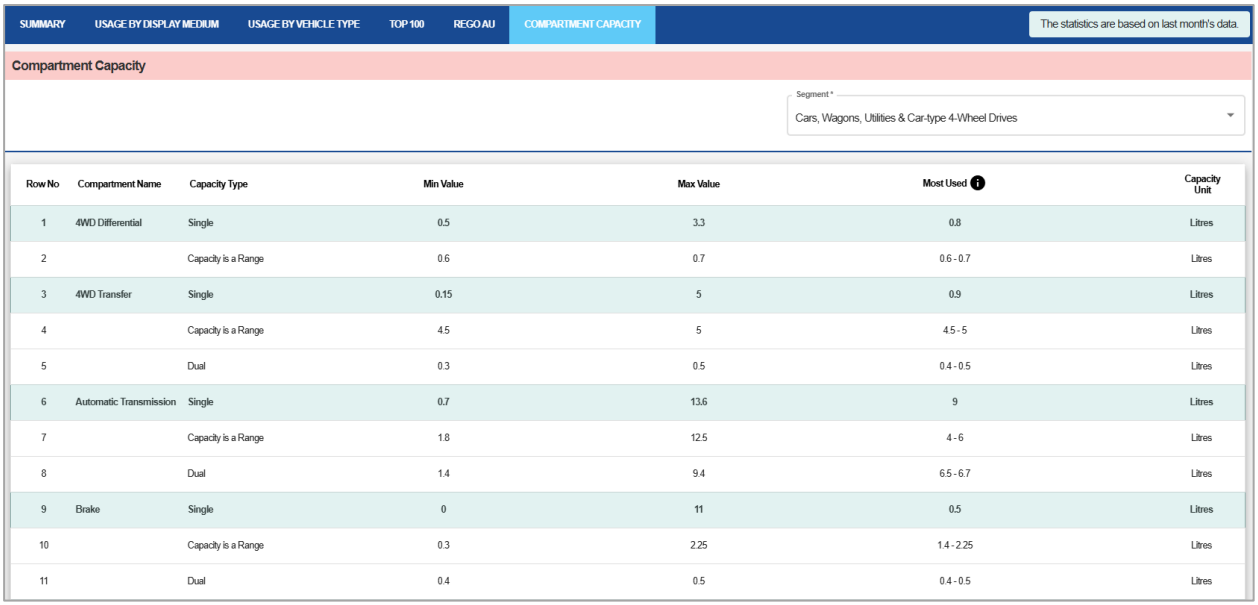
- **Vehicle Manufacturers**: View the rank, hit count, manufacturer and percentage.
- **Vehicle Models**: View the rank, hit count, model description, manufacturer, vehicle type and percentage. Filter by vehicle type and manufacturer using the drop-downs.
- **Model Refer to Dealer**: View the rank, hit count, model description, manufacturer, vehicle type, the number of compartments affected and percentage. Filter by vehicle type and manufacturer.
- **Products**: View the rank, hit count, product and percentage.

Rego AU (if applicable)

Users can view the number of vehicle registration searches by dataset, state and display medium. These statistics allow you to view daily, weekly and monthly totals.

Compartment Capacity

For each segment, users can view the compartment name along with the capacity type, minimum value, maximum value, most used value and capacity unit.



Row No	Compartment Name	Capacity Type	Min Value	Max Value	Most Used	Capacity Unit
1	4WD Differential	Single	0.5	3.3	0.8	Litres
2		Capacity is a Range	0.6	0.7	0.6 - 0.7	Litres
3	4WD Transfer	Single	0.15	5	0.9	Litres
4		Capacity is a Range	4.5	5	4.5 - 5	Litres
5		Dual	0.3	0.5	0.4 - 0.5	Litres
6	Automatic Transmission	Single	0.7	13.6	9	Litres
7		Capacity is a Range	1.8	12.5	4 - 6	Litres
8		Dual	1.4	9.4	6.5 - 6.7	Litres
9	Brake	Single	0	11	0.5	Litres
10		Capacity is a Range	0.3	2.25	1.4 - 2.25	Litres
11		Dual	0.4	0.5	0.4 - 0.5	Litres

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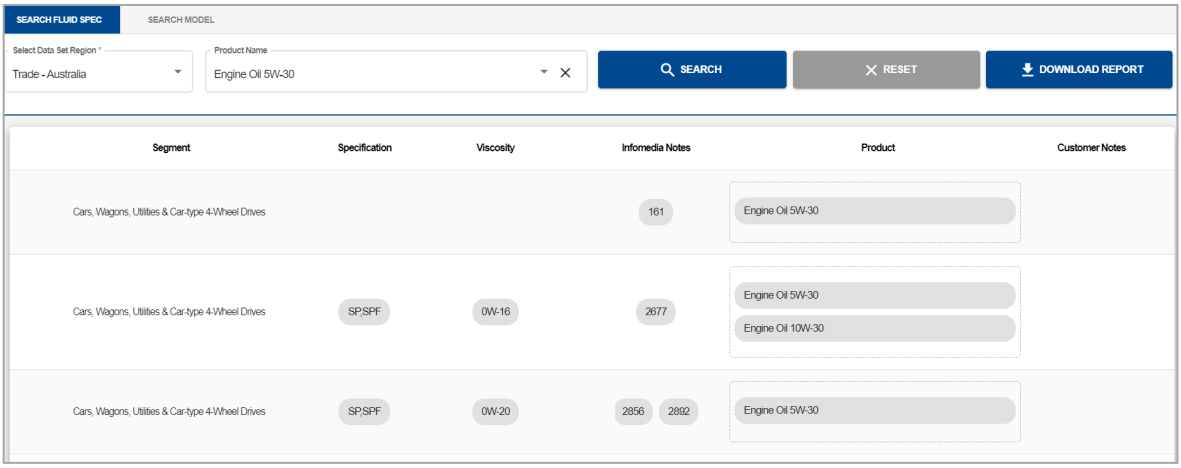
Advanced Search

The Advanced Search screen allows users to view current product recommendations against fluid specifications or vehicle models. This enables users to easily identify opportunities for product recommendations.

- To access the Advanced Search screen, click ADVANCED SEARCH on the navigation bar.



Fluid Specification

Search by a product to view OEM fluid specifications and current product offerings.

To download a Fluid Specification Report:

1. Click the **Search Fluid Spec** tab.
2. Select from the **Data Set Region** drop-down.
3. Select from the **Product Name** drop-down.
4. Click the **Search** button.
5. Click the **Download Report** button.

   The report will display the information for every line which includes the fluid specification, viscosity, Infomedia notes, product offering and customer notes.

Vehicle Model

Search by a product to view vehicle models and current product offerings.

To download a Model Report:

1. Click the **Search Model** tab.
2. Select from the **Data Set Region** drop-down.
3. Select from the **Product Name** drop-down.

   One or multiple products may be selected.
4. Click the **Search** button.
5. Click the **Download Report** button.

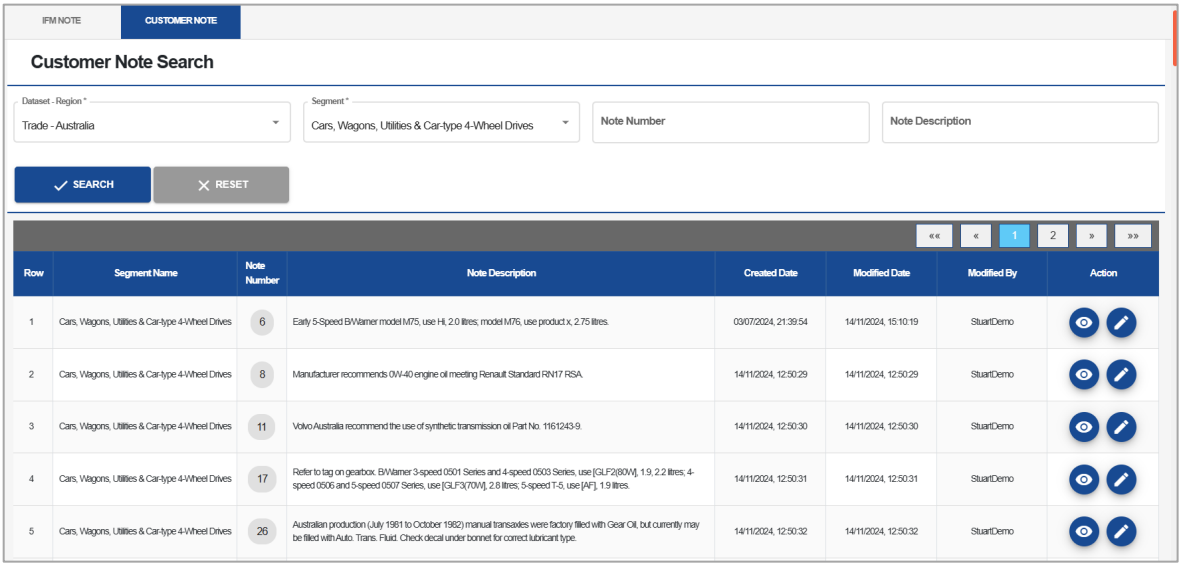
   The report will display the information for every line which includes the manufacturer, model, year, compartment type, product offering and customer notes.

- Exceptions are displayed in green in the reports.

Note Reference

The Note Reference screen allows users to view current Infomedia and Customer Notes. This also enables users to easily search and modify their current note recommendations.

- To access the Note Reference screen, click NOTE REFERENCE on the navigation bar.



Customer Note Search

Search by dataset and segment to view the applied customer notes.

To view Customer Notes:

1. Click the **Customer Note** tab.
2. Select from the **Dataset Region** drop-down (if applicable).
3. Select the required **Segment** or **Segments** from the drop-down.
4. Use the search bars to add an additional filter by note number or note description.
5. Click the **Search** button.

   The search will display information for every applied customer note which includes the segment, note number, note description, creation date, modification date, modified by and vehicle usage.

To edit a Customer Note:

1. Click the icon.
2. Edit the note text.
3. Click the **Save** button.
4. Click the **Proceed** button to confirm.

- If the note text is duplicated, the original note number will be displayed for users.
- Users cannot create or delete Customer Notes.

IFM Note Search

Search by dataset and segment to view the applied Infomedia notes.

To search IFM Notes:

1. Click the **IFM Note** tab.
2. Select the required **Segment** or **Segments** from the drop-down.
3. Use the search bar to add an additional filter by note number or note description.
4. Click the **Search** button.

   The search will display information for every applied Infomedia note which includes the segment, note number, note description, creation date, modification date, modified by and vehicle usage.

- Users cannot modify Infomedia notes.

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