



# **RAD myLab User Guide: Reports Module**

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# Table of Contents

<b>myLab Basics – New Web Version .....</b>	<b>2</b>
Logging into myLab .....	2
Security protocols .....	2
Basics of getting started with myLab and navigating the myLab interface .....	3
Logging out of myLab.....	3
<b>Reports Module – New Web Version .....</b>	<b>4</b>
<b>Need Help? .....</b>	<b>6</b>

# myLab Basics – New Web Version

## Logging into myLab

### Note

If you use a shared computer to access myLab, you must login to the computer with your own credentials and then completely logout of the computer before the next user assumes control.

1. Access myLab through <https://mylab.mcgill.ca>
2. If prompted, enter your **McGill username** and **password**
  - myLab is part of Single Sign On (SSO). If you are already logged in to another application which uses SSO, you will NOT be prompted to log-in.

### Note

If **off-campus**, you must be connected to McGill's VPN to access myLab

- For instructions on installing and launching the VPN, refer to this knowledge base article: [https://mcgill.service-now.com/itportal?id=kb\\_article&sysparm\\_article=KB0010687](https://mcgill.service-now.com/itportal?id=kb_article&sysparm_article=KB0010687)
- For any problems connecting to the VPN, contact the IT Service Desk (login to start a chat): <https://mcgill.ca/itsupport>

## Security protocols

**ALL users logging into the myLab Web Application must do so using their Active Directory @mcgill or @mail.mcgill email credentials** (the same as you currently use to login to Windows).

Individual (named user) login will:

1. Secure access to the application
2. Introduce a single-sign on (SSO) user experience
3. Facilitate provisioning access
4. Enhance auditing data (specifically who is viewing or editing what)

## Basics of getting started with myLab and navigating the myLab interface

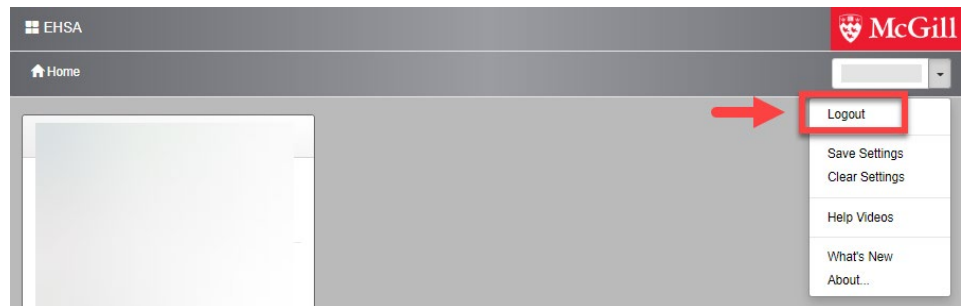
Consult the **myLab User Guide: Basics** for information on these topics:

- myLab Homepage - PI Overview explained | RAD modules explained
- Basic Navigation – Help | Screen export (Options) vs McGill customized reports | Scrolling in a grid view | Returning to the menu screen within a module | Returning to the homepage of myLab
- Additional Help –Display options, exporting screen data, and saving customized settings

User Guides are available in the [IT Knowledge Base](#).

## Logging out of myLab

To logout of myLab, on any menu screen where your name is displayed (top right corner), click the down arrow next to your name and select **Logout** from the displayed options.

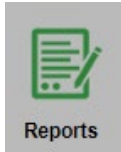


### Note

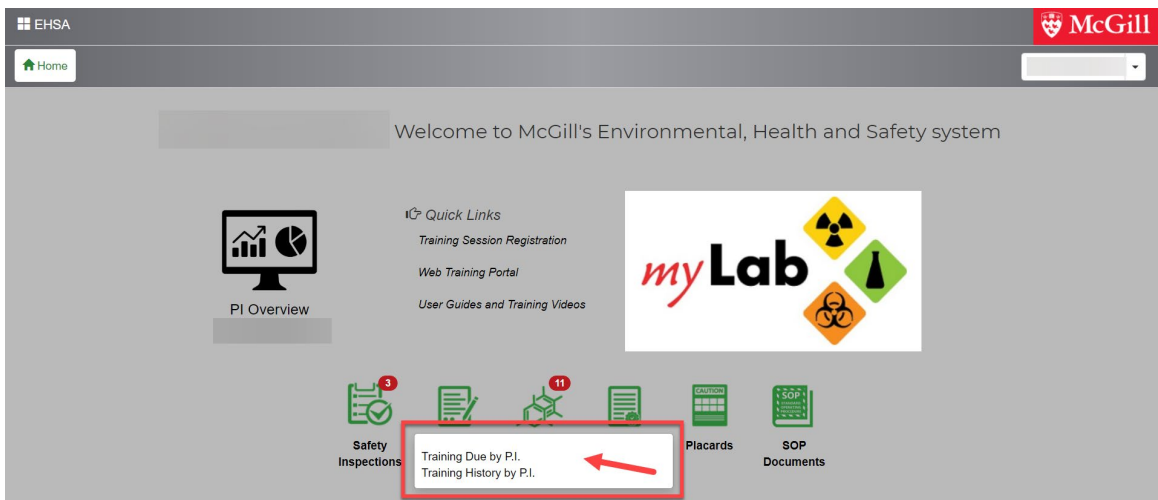
If you used a shared computer to access myLab, you must logout of the computer as well. It is not enough to just logout of the myLab Web Application.

# Reports Module – New Web Version

1. Click the **Reports** icon on the myLab homepage



2. Click on a report title



3. The Report Parameters window opens
4. Edit the **Start Date** and **Stop Date** fields – click the Calendar icon to make a selection or click in the field to edit the displayed date
5. Click **View Report** or click Cancel to close the window

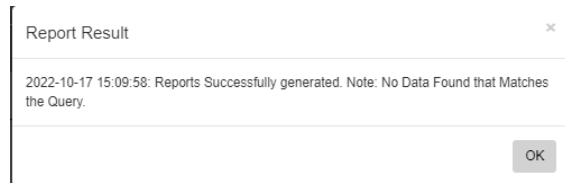
A screenshot of the "Report Parameters" window. It contains fields for "Start Date" (1/16/2020) and "Stop Date" (1/16/2023), each with a calendar icon. Below these is an "Autofill" dropdown menu. There is a "pj\_code" field with a blue selection button and a note "\*No Selections – All". At the bottom right, there are "Cancel" and "View Report" buttons. Red circles with numbers 4 and 5 are placed over the calendar icons and the "View Report" button, respectively.

## Note

**Step 4** - If running more than one report while logged into your current session of mylab, the system will remember the Report Parameters you previously entered (Start Date and Stop Date) and those will be displayed.

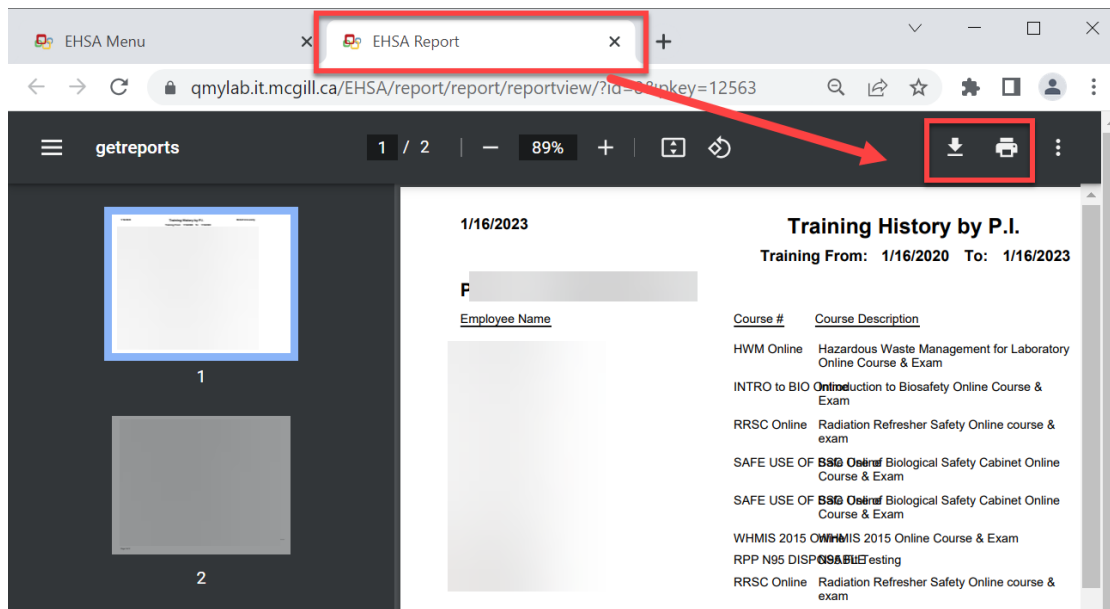
If the generated report has no data, a Report Result window will open.

- Click **OK** to close the window



Select a different Report or enter different report parameters by repeating Steps 2 to 5

6. The selected report will open in a new browser tab and is ready to download or print using the browser print function (screenshot below is using Chrome)



If no tab opens, look for a browser message to manage/allow pop-ups from this site and then repeat all the steps

7. Close the browser tab displaying the report
8. The myLab homepage is still open in a browser tab displaying available reports under the Reports icon

## Need Help?



## Need Help?



### Trouble logging in to myLab

Contact EHS:  
[mylab.ehs@mcgill.ca](mailto:mylab.ehs@mcgill.ca)

EHS will assess appropriate access.



### Help using myLab

See the Quick Links on the myLab homepage:  
Access the MYLAB training course in the **Web Training Portal**  
Consult the user guides and training videos in the **IT Knowledge Base**



### Additional Assistance

Contact EHS:  
[mylab.ehs@mcgill.ca](mailto:mylab.ehs@mcgill.ca)

