



RAD myLab User Guide: SOP Documents Module

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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
- 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

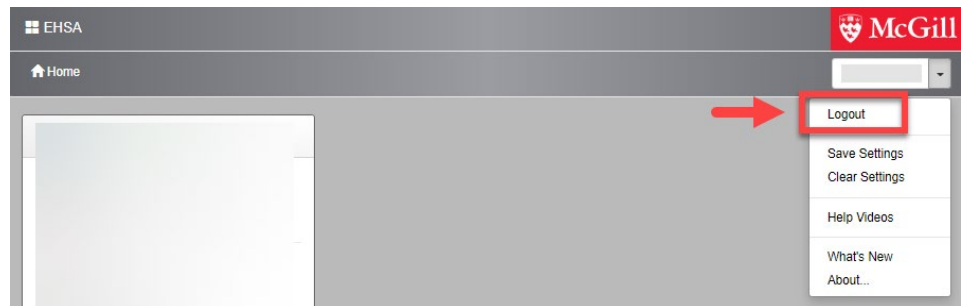
Consult the **myLab User Guide: Basics** for information on these topics:

- 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.

SOP Documents Module – New Web Version

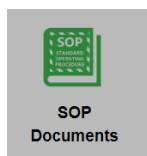
The SOP Documents module is used for uploading and viewing SOPs (standard operation procedures) associated to your permit(s).

Note

EHS will also be adding pertinent documents such as safety manuals and license-related files. Therefore, documents that both you and EHS have added, will be displayed.

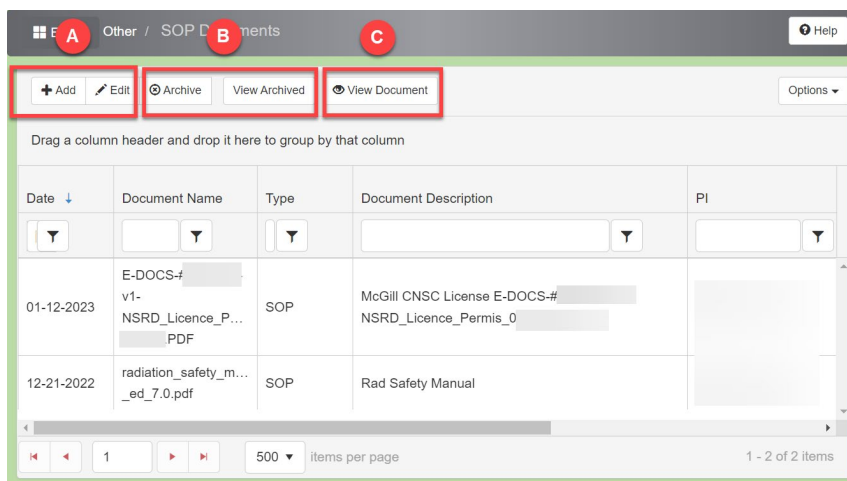
Worker access to these documents is based on permit access.

1. Click the **SOP Documents** icon on the myLab homepage



2. Documents associated to all PIs you have access to view, will be displayed on the screen – *documents already added by you or EHS*. If no documents have been added, the listing will be blank

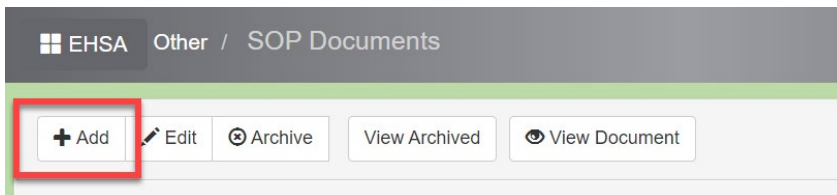
Several actions may be taken on this screen:



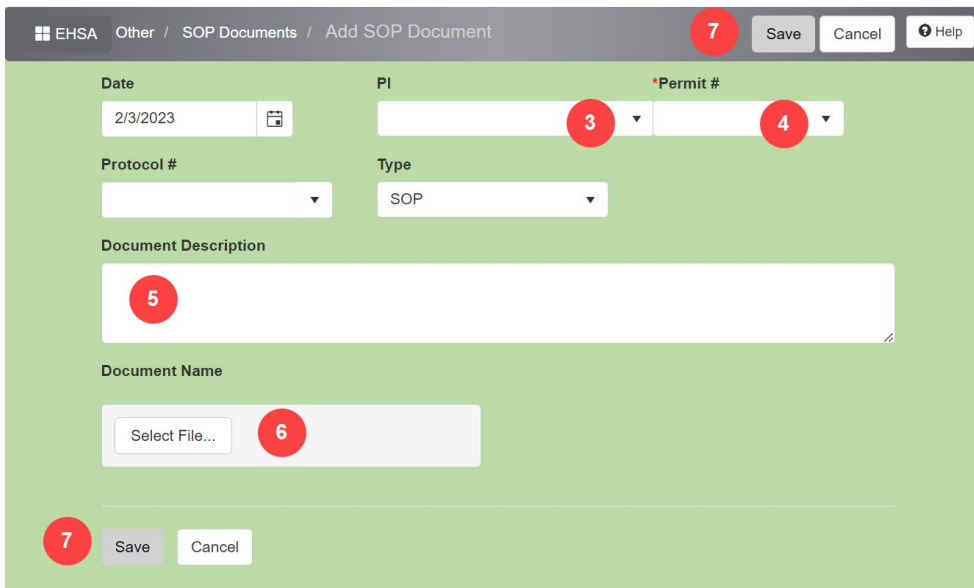
- A. **Add** a document ([instructions](#)) or **edit** details of an added document to replace the file, change the Permit #... ([instructions](#))
- B. **Archive** a document ([instructions](#)), **access archived** documents and **activate** an archived document to move it back to the listing of active documents ([instructions](#))
- C. **View a document** ([instructions](#))

Adding a document

1. Click **Add** near the top of the window



2. The Add SOP Document screen will be displayed

A screenshot of the 'Add SOP Document' form. The breadcrumb trail at the top reads 'EHS A Other / SOP Documents / Add SOP Document'. The form contains several fields: 'Date' (2/3/2023), 'PI' (dropdown menu with callout 3), '*Permit #' (dropdown menu with callout 4), 'Protocol #' (dropdown menu), 'Type' (SOP), 'Document Description' (text area with callout 5), and 'Document Name' (file selection button with callout 6). At the bottom, there are 'Save' and 'Cancel' buttons with callout 7.

Note

Each **document** you add is associated to a PI and a **single permit #**. If you would like the same document to be associated to multiple permits, you will need to add the same document multiple times – each time selecting a different permit #.

3. Click the down arrow next to the **PI field** and make a selection
4. Click the down arrow next to the **Permit #** field and make a selection
5. [optional] Enter a Document Description
6. Click the **Select File** button
 - Browse your computer to find and select the file to add
 - Click **Open**
7. Click **Save** or click Cancel to exit the screen without adding a document
8. The SOP Documents screen is once again displayed and the file you just added is displayed

Editing details of an added document (replacing the file, changing the Permit #...)

The screenshot shows the EHS SOP Documents interface. At the top, there is a header with 'EHS' and 'SOP Documents'. Below the header is a toolbar with buttons: '+ Add', 'Edit', 'Archive', 'View Archived', 'View Document', and 'Options'. The 'Edit' button is highlighted with a red circle and the number '2'. Below the toolbar is a table with columns: Date, Document Name, Type, Document Description, and PI. The table contains two rows. The first row has a date of '01-12-2023' and a document name starting with 'E-DOCS-#'. The second row has a date of '12-21-2022' and a document name 'radiation_safety_m..._ed_7.0.pdf'. This second row is highlighted in green, and a red circle with the number '1' and an arrow points to it. At the bottom of the table, there is a pagination control showing '1' items per page and '1 - 2 of 2 items'.

1. Select the document (row) to edit (click on it, it will be shaded in green)
2. Click **Edit**
3. Make the necessary updates
4. Click **Save** or click Cancel to exit the screen without making any changes
5. The SOP Documents screen is once again displayed and document information has been refreshed to reflect the changes just made

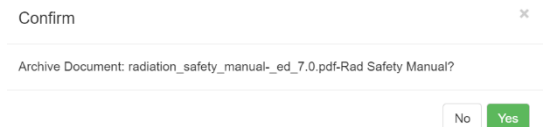
Archiving a document

The screenshot shows the EHS Documents interface. At the top, there is a navigation bar with 'EHS' and 'Other / Documents'. Below this is a toolbar with buttons for '+ Add', 'Edit', 'Archive', 'View Archived', and 'View Document'. The 'Archive' button is highlighted with a red box and a red circle containing the number '2'. Below the toolbar is a table with columns: Date, Document Name, Type, Document Description, and PI. The second row of the table is highlighted in green, indicating it is selected. A red arrow points to this row, with a red circle containing the number '1' next to it. The selected row contains the date '12-21-2022', the document name 'radiation_safety_m..._ed_7.0.pdf', the type 'SOP', and the description 'Rad Safety Manual'. At the bottom of the table, there is a pagination control showing '1' items per page and '1 - 2 of 2 items'.

1. Select the document (row) to archive (click on it, it will be shaded in green)
2. Click **Archive**

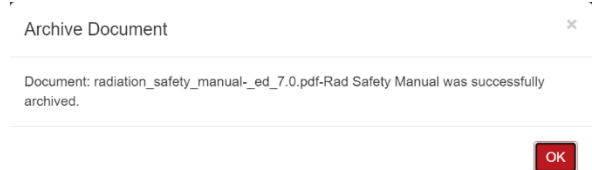
- A Confirm window will open

- Click **Yes**



- An Archive Document window will open

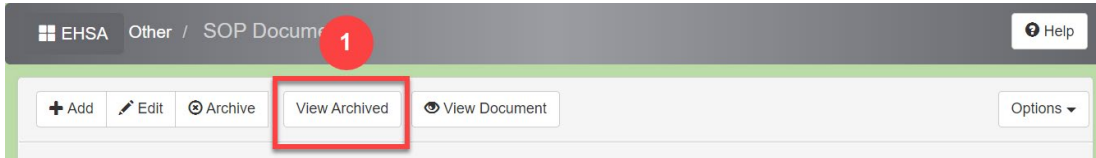
- Click **OK**



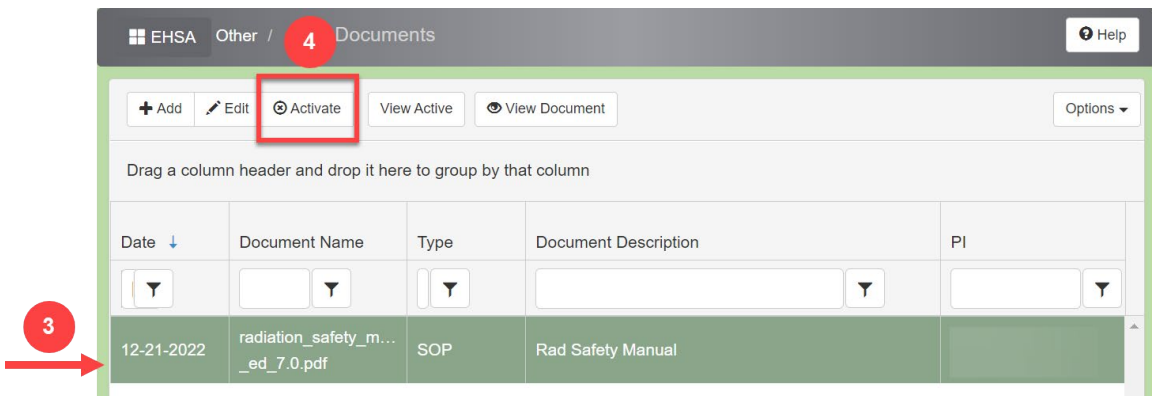
3. The SOP Documents screen is once again displayed, and the document just archived has been removed from the listing

Accessing archived documents and activating an archived document to move it back to the listing of active documents

1. Click **View Archived**



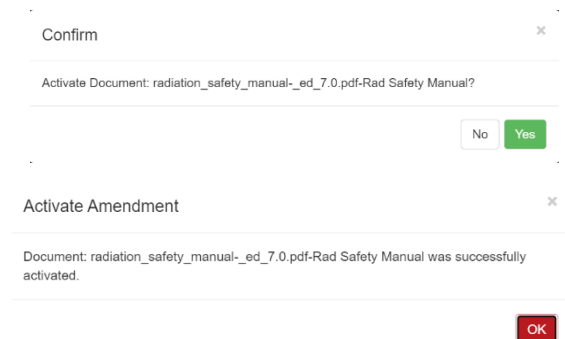
2. The SOP Documents screen is refreshed to display archived documents



3. Select the document (row) to activate (click on it, it will be shaded in green)

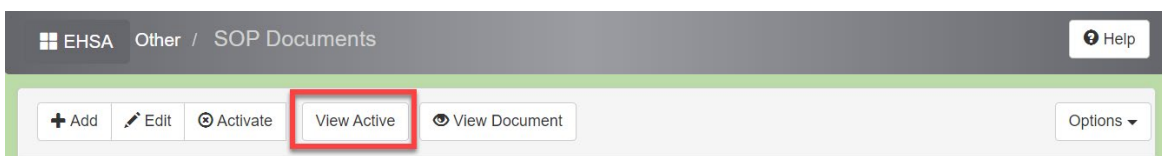
4. Click **Activate**

- A Confirm window will open
 - Click **Yes**
- An Activate Amendment window will open
 - Click **OK**

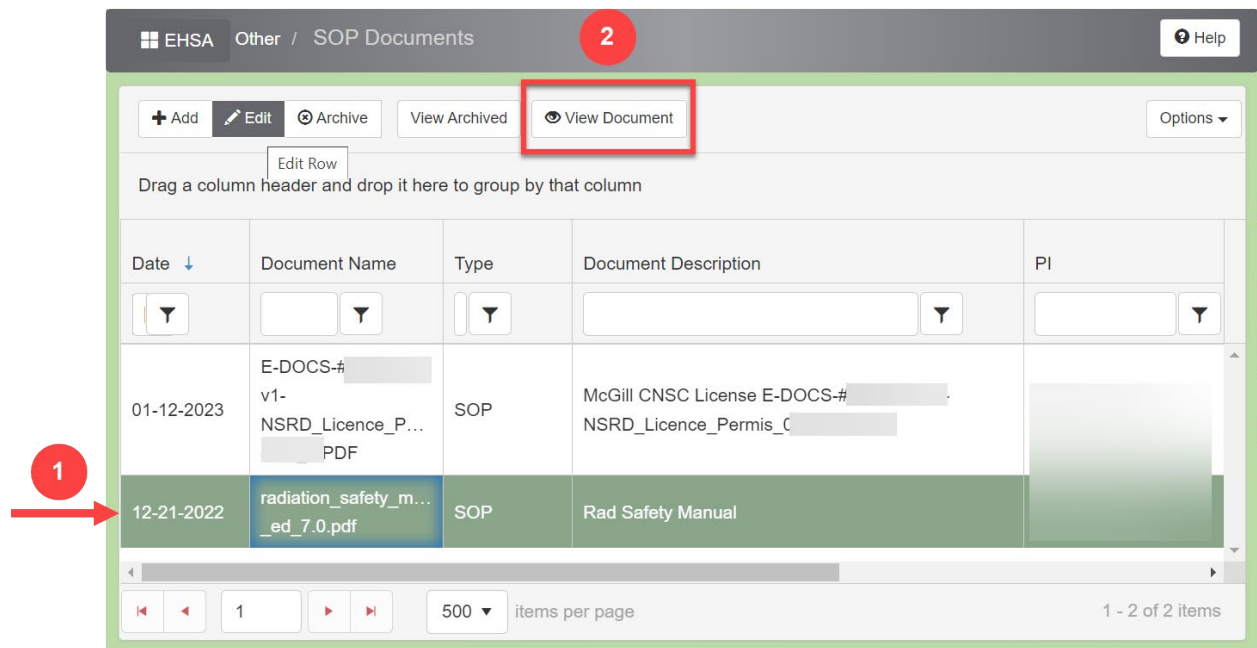


5. The SOP Documents screen is once again displayed, and the document just activated has been removed from the listing

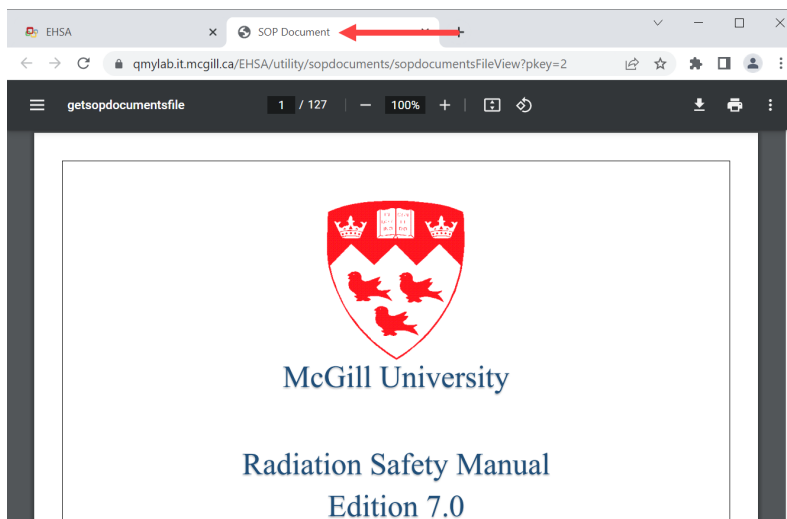
6. To return to the listing of active documents, click **View Active**



Viewing a document (Active or Archived)



1. Select the document (row) to view (click on it, it will be shaded in green)
2. Click **View Document**
3. The selected document will open in a *new browser tab* (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 Step 2
4. Once you are done viewing the document, *close* the browser tab displaying the document
 5. The SOP Documents screen is still open in a browser tab

Need Help?



Need Help?



Trouble logging in to myLab

Contact EHS:
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

