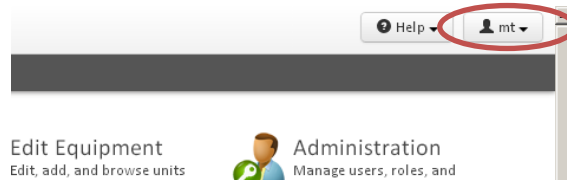
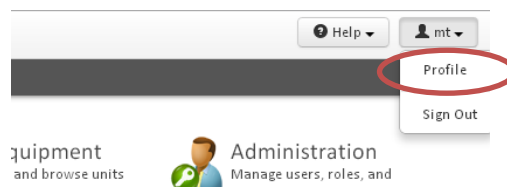


## Your Profile


To open your profile, click on your username in the upper right here.



Then select profile from the drop down menu.



Now you can see and edit your profile. On the first tab is your information.

 **User: Interface Tester**

---

Username

Real Name

Email

**Info** **Preferences** **Home Tasks**

---

**Password**

Password Hint

Change Password

Confirm Password

To change the user's password enter and confirm it here.

---

**Address** **Phone**

Address

City

Work Phone

Fax Phone

You can update your real name here.

 **User:** Interface Tester

---

Username

Real Name

Email

Your email address goes here so you can get any email notices or sample forwards.

 **User:** Interface Tester

---

Username

Real Name

Email

You can change your password and hint here.

**Info** **Preferences** **Home Tasks**

---

Password

Password Hint

Change Password

Confirm Password

To change the user's password enter and confirm it here.

You can enter address and contact info here.

| Address                                       | Phone                           |
|---|---------------------------------|
| Address <input type="text"/>                  | Work Phone <input type="text"/> |
| City <input type="text"/>                     | Fax Phone <input type="text"/>  |
| Province <input type="text" value="ALBERTA"/> | Home Phone <input type="text"/> |
| Country <input type="text" value="CANADA"/>   |                                 |
| Postal Code <input type="text"/>              |                                 |

## The preferences tab:

Here you can adjust your navigation, and language preference.

The screenshot shows the 'Preferences' tab with the 'General' section selected. It contains three settings: 'Equipment Navigation' set to 'Customer/Unit Area/Unit Type/Units/Components', 'Default Language' set to 'ENGLISH', and 'Black And White PDFs' with an unchecked checkbox.

|                      |   |            |
|----------------------|---|------------|
| Info                 | Preferences                                   | Home Tasks |
| General              |   |            |
| Equipment Navigation | Customer/Unit Area/Unit Type/Units/Components |            |
| Default Language     | ENGLISH                                       |            |
| Black And White PDFs | <input type="checkbox"/>                      |            |

Here in the equipment navigation field, you can pick which levels you'd like. The default is to show them all. If you don't want to navigate through the customer, areas or types, you can pick which levels of hierarchy myLab will show you as you navigate equipment.

This screenshot shows the 'Equipment Navigation' dropdown menu open, displaying a list of hierarchy levels. The top option, 'Customer/Unit Area/Unit Type/Units/Components', is highlighted with a red oval. The other options are 'Customer/Unit Area/Units/Components', 'Customer/Unit Type/Units/Components', 'Customer/Units/Components', 'Unit Area/Unit Type/Units/Components', 'Unit Area/Units/Components', 'Unit Type/Units/Components', and 'Units/Components'.

|                      |   |            |
|----------------------|---|------------|
| Info                 | Preferences                                   | Home Tasks |
| General              |   |            |
| Equipment Navigation | Customer/Unit Area/Unit Type/Units/Components |            |
| Default Language     | ENGLISH                                       |            |
| Black And White PDFs | <input type="checkbox"/>                      |            |
| Result Notification  | Email Notice of Results                       |            |

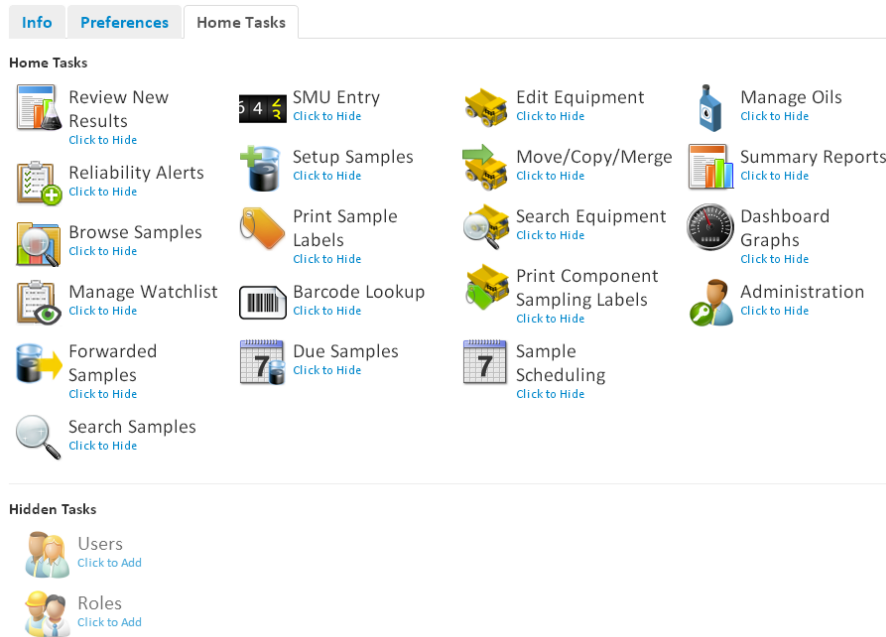
You can also control which email notices are sent and in which format.

The screenshot shows the 'Result Notification' and 'Reminders/Alerts' sections. In 'Result Notification', 'Email Notice of Results' is checked, 'Email Format' is set to 'Sample Rank With PDF', and 'Email Problem Samples Only' is unchecked. In 'Reminders/Alerts', 'Email Sample Reminders' is unchecked, 'Email Reliability Alerts' is checked, and 'CC Reliability Alerts' is unchecked.

|                            |                                     |                          |                                     |
|----------------------------|-------------------------------------|--------------------------|-------------------------------------|
| Result Notification        |                                     | Reminders/Alerts         |                                     |
| Email Notice of Results    | <input checked="" type="checkbox"/> | Email Sample Reminders   | <input type="checkbox"/>            |
| Email Format               | Sample Rank With PDF                | Email Reliability Alerts | <input checked="" type="checkbox"/> |
| Email Problem Samples Only | <input type="checkbox"/>            | CC Reliability Alerts    | <input type="checkbox"/>            |

## The home tasks tab:

Here you can hide or unhide tasks to simplify your home page leaving just the tasks that you use.



When you're done, click save.

The screenshot shows a form with two fields: 'Country' with a dropdown menu set to 'CANADA' and 'Postal Code' with an empty text box. At the bottom of the form, there is a 'Save' button and an 'Undo' button. The 'Save' button is circled in red.

If you've made changes to my home page or navigation options, they take effect immediately when you return to the home page.