

## INTRODUCTION TO MYLAB

### OVERVIEW

**myLab is state of the art software for viewing oil analysis results, and for displaying valuable information derived from those results.** With a long list of features allowing you to customize how you view oil analysis data, myLab enables you to make meaningful maintenance decisions with the help of robust statistical tools and methodologies.

You can access myLab from any device with an internet connection, including mobile phones and tablets. Besides setting up, tracking, and managing oil samples, myLab will help you manage your oil analysis program through custom reporting, dashboards, and interfacing with your maintenance management software.

myLab can communicate with third party reporting tools such as Excel, Crystal Reports, and Business Objects. Furthermore, you can consolidate your myLab data with information from a number of other data sources to provide an accurate picture for business intelligence, or use the ODBC add-on or RESTful API to myLab to pull the information you need into your own reporting system.

Whether you need maintenance records, lube routes, work orders, or a way to monitor problematic equipment, myLab will help you make your equipment more reliable.

# SECURITY AND BROWSER REQUIREMENTS

## MYLAB SECURITY

We care about the security of your valuable oil analysis data. myLab uses state of the art security for the protection of your data:

- 128 bit SSL encryption (domestic web browsers) is used throughout the myLab site starting with the next page (the sign in page). Your data and personal information is never transmitted over the Internet in readable form.
- Fluid Life's servers are managed by in house professional computer engineers and are protected by commercial fire walls.
- Your oil analysis data is stored on modern Unix servers with redundant hard drive arrays and large uninterruptable power supplies. Fluid Life's database of oil analysis results contains over ten million samples and dates back to 1980.
- Nightly backups of all data are made onto high quality tape.

## BROWSER REQUIREMENTS

To use myLab you will need:

- A web browser. myLab works with modern web browsers such as: Google Chrome, Mozilla Firefox, and Microsoft Edge. If necessary, you can download a newer browser using the links below.
- Adobe Acrobat Viewer. This is only required to view or print the PDF sample analysis report. You can download Adobe Acrobat using the link below.



(<http://www.google.com/chrome>)

**Google Chrome** (<http://www.google.com/chrome>)



(<http://getfirefox.com/>)

**Mozilla Firefox** (<http://getfirefox.com/>)



(<https://www.microsoft.com/en-us/edge#platform>)

**Microsoft Edge** (<https://www.microsoft.com/en-us/edge#platform>)



(<http://www.adobe.com/products/acrobat>

[/readstep.html](http://www.adobe.com/products/acrobat/readstep.html))

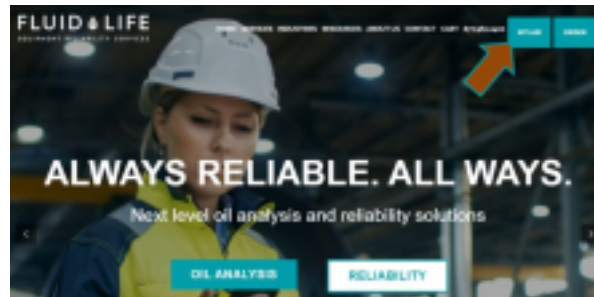
**Adobe Reader** (<http://www.adobe.com/products/acrobat/readstep.html>)

# MYLAB LOGIN AND LOGOUT

In this article you will learn how to login and logout of myLab.

## LOGGING IN

- To log in to myLab, you can click the link found on Fluid Life web site home page [www.fluidlife.com](https://www.fluidlife.com) (https://www.fluidlife.com/). You can also access myLab via [mylab2.fluidlife.com/mylab/login.html](https://mylab2.fluidlife.com/mylab/login.html) (https://mylab2.fluidlife.com/mylab/login.html)



- Enter you the Email you used to create your account or your Username and Password (A).
- You can find your Username and Password in the Welcome email sent to you when you initially signed up for myLab (check your junk or spam folder if you can't find it). **NOTE:** be sure to add enotice@fluidlife.com to your safe sender list to ensure you receive all myLab notifications.
- You can also change the language from English to French (B) at this time.



- Click the blue "Login" button (C) to enter.

## FORGOT PASSWORD OR USERNAME

- If you have forgotten your password, click the "Forgot Password?" link. Enter your Username or the email you used to set up your account. Hit "Submit" to send the request.



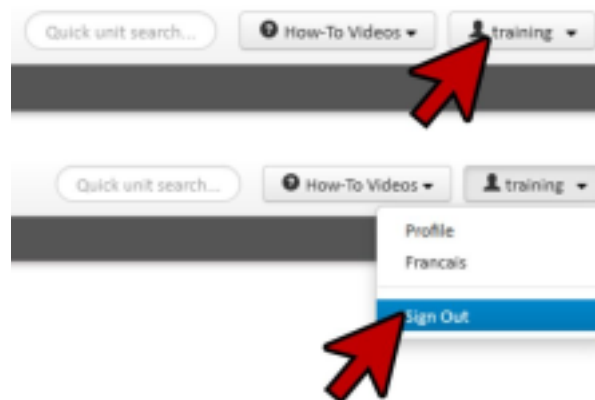
- An email with a reset password link will be sent to your email from enotice@fluidlife.com. Check your junk or spam folder in case the email landed there. You have one hour to click the link and select a new password.



- If you've forgotten your username, contact Customer Care via **email (mailto:customercare@fluidlife.com)** or toll free at **877-962-2400** (tel:18779622400).

## LOGGING OUT

- When finished using myLab, you should always log out.
- Click your "Username" in the upper right corner (found on any myLab page).
- Select "Sign Out".



# NAVIGATING THE HOMEPAGE

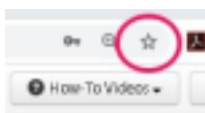
The following is a basic introduction to the myLab homepage.

## HOMEPAGE

- This is the myLab Home page.



- We recommend you bookmark this page so you can get here faster.



## CURRENT LOCATION BAR

- You can always tell where you are in myLab by the signs in your current location bar. As you navigate around myLab, the current location bar is updated with each page you visit.



- To return to the Home page click the "myLab Logo" in the upper left, or the "Home" sign on the far left of current location bar.



## TASKS & DASHBOARD

- On the home page you'll find all of the tasks you can perform neatly laid out for you. Tasks are grouped in columns for Results, Sampling, Equipment, Tasks, and Administration (depending on your level of access).
- To start a new task, click on the icon/description you'd like to perform.



- At the bottom of the home page, you'll find a summary dashboard of important sampling and condition monitoring information.

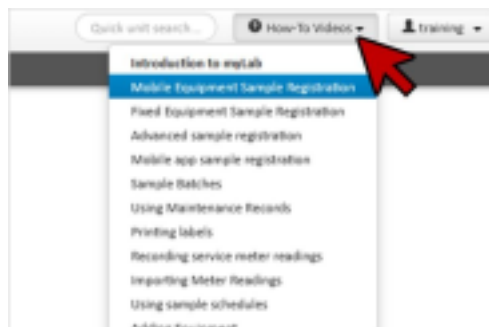


## SEARCH & HELP

- In the top right of the homepage, you can perform a quick "Unit Search" by typing in your equipment unit information.

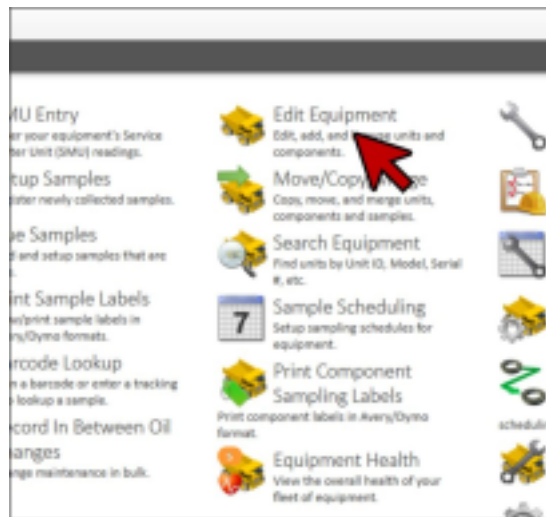


- Beside the Unit Search, click on the "How-To" button to access to our myLab help resources.



## EXAMPLE

- To start a new task, simply click on the task you'd like to perform. For example, let's click the "Edit Equipment" task.



- You'll now see the "Edit Equipment" sign (A) added to your current location bar .



- In the left menu is a list of options (B). In this case, a list of customers or equipment locations. Select an item by clicking on it.



- You can get back to the previous page by clicking the blue "Back Button" (C) which will have the name of the previous page noted, in this case "Home".



- Return to the homepage by clicking the myLab logo or "Home" in the current location bar.

