myLab

https://mylab.photofinale.com/ is your online control center.

Log in with your Lab 50 credentials. If you don't know them, email support@photofinale.com.

> **Tip**: Your username is probably **dealeradmin** (it's autofilled in Lab 50, but not in myLab)

In myLab, you can do a lot of stuff, including (but not limited to!):

- adjust product settings (catalogs, prices, groups, tags)
- opt-in to communications from PF
- subscribe to or run reports
- generate a list of all links into your PF site
- search for orders, track, view status, adjust status, view order, adjust production routing
- view customer info and order history
- set store locations, fulfillment zones, payment methods
- view/purchase site, software and component licenses
- send email out to your full or filtered customer list

Tips:

1. **Add all products then hit OK**. When you click Add Products and the window pops up, you then search for the product (by name or ID). You should search/check, search/check, until you have all the ones you want to add, THEN hit OK. If you search/check/OK then do it again, it won't forget that first check box and that product will get added again. If you forget an item, just go back through the menu to the Product Catalog again.
2. **Use right-click.** I open the catalog, find the place I need to go, right click and open it in a new tab. This leaves the catalog list open, so I don't have to reload it so often, and I can go back to it and open another subcategory in a new tab to edit. The same thing goes for editing products…when you are on the page that lists all the products, and you want to edit. You can either: click in, edit, save then use BACK in the browser to get back to the list. OR, from the list, right click the product and open in new tab, edit and save. Either way, just know that list you working on will not be updated…to see updates, you have to go back 'round through the menu to the product catalog. If you modify the product list order and/or the product category thumb and click Save, it will reload the page and start you fresh on the catalog list.
3. **Try the Product Pricing menu item.** This new(ish) feature allows you to easily list all products, and you can change names and prices from this page, which is a bit quicker than clicking all the way into each category and product, if that's what you are editing.

Learn Even More:

- When we update myLab, we list the changes here. https://www.photofinale.com/mylab-change-log/
- You can also watch these YouTubes for some more tips and how-to instruction. https://www.youtube.com/playlist?list=PLHYe8fP2QOGkGmHuSvnplCXu4vdCoV63n