



## Access M-Files®

- Clients will receive an email from Microbiology Research Associates containing personal login information for the MRA M-Files® portal.
  - You can also find reports at <http://reports.analyticalabgroup.com/>
  - Click on the link to access login page
  - At the login page, enter your username/password – then click Log In
- Once logged in, you will see a
  - Task area, where you can download documents
  - Listing area, where you find a list of all of your reports
  - Right pane, an area to preview/download/print
- You will receive an automated email the moment your test results are available
  - The email message also will contain a direct link to your report, eliminating the need to search for the report in the listing area
    - Click once on the file to select the PDF document.
- You will see the metadata card that provides information about the document
  - Click on the preview tab to preview your document
    - There are multiple options to save and print your document
      - Scroll over the bottom of the preview to access
- When you are done using M-Files® you can simply go up to the right corner to your username and click log out or change your password information, or log out from the Task pane. You also may log out by closing your browser.

If you have any questions, please contact MRA at (978) 263-2624.