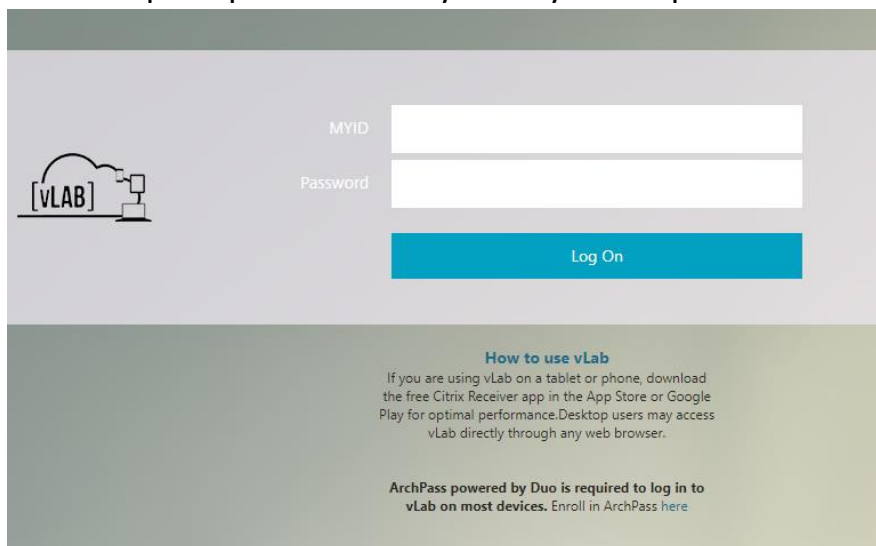


## Connecting to a cube through UGA vLab

### **Cube functionality will only work when operated through vLab**

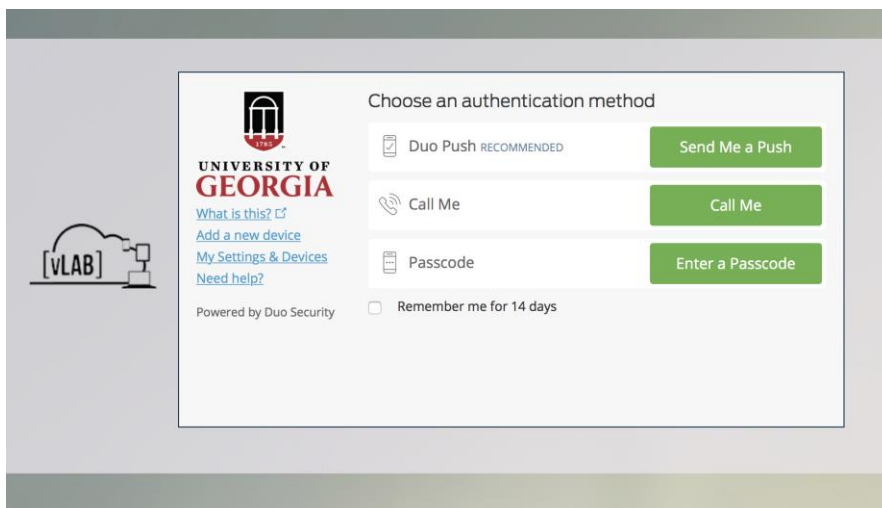
\* Please be advised, connecting to the cube through vLab removes the ability to save any work completed on the cube. Once the connection to vLab is closed, all work will be erased. See below for instructions on saving the cube using SendFiles.

1. Open vLab by visiting [vlab.uga.edu](http://vlab.uga.edu)
2. You'll be prompted to enter your MyID and password



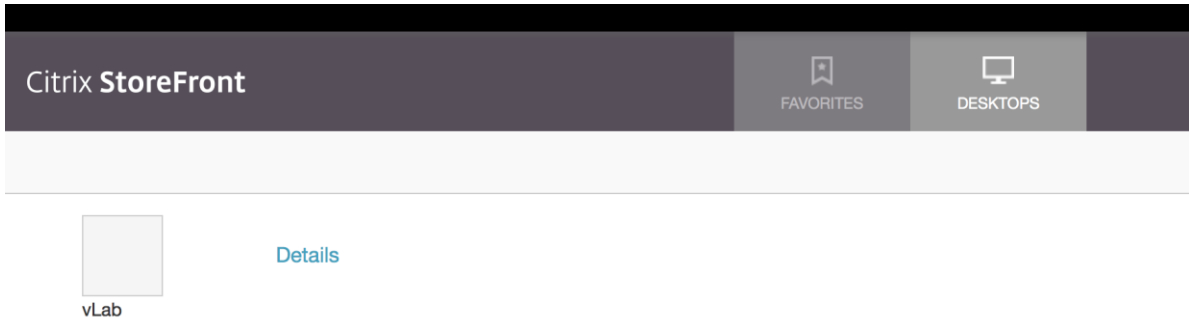
The screenshot shows the vLab login interface. On the left is the vLAB logo. To its right are two input fields: 'MYID' and 'Password'. Below these fields is a blue 'Log On' button. At the bottom of the page, there is a section titled 'How to use vLab' with instructions for mobile and desktop users, and a note about ArchPass Duo authentication.

3. ArchPass Duo authentication is required for most devices

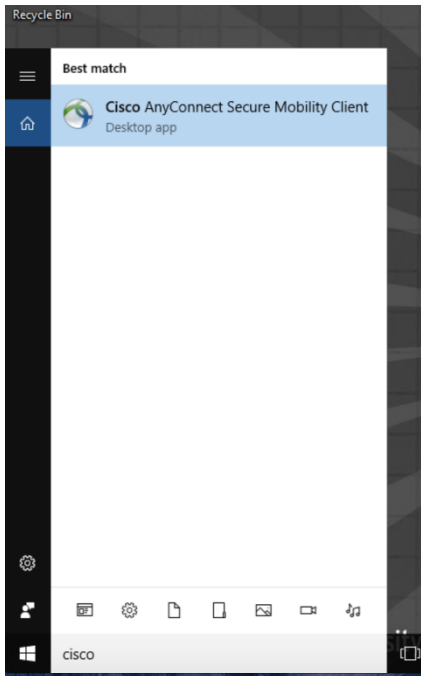


The screenshot shows the Duo authentication page. On the left is the University of Georgia logo and the vLAB logo. The main content area is titled 'Choose an authentication method' and lists three options: 'Duo Push RECOMMENDED' with a 'Send Me a Push' button, 'Call Me' with a 'Call Me' button, and 'Passcode' with an 'Enter a Passcode' button. There is also a checkbox for 'Remember me for 14 days'. The page is powered by Duo Security.

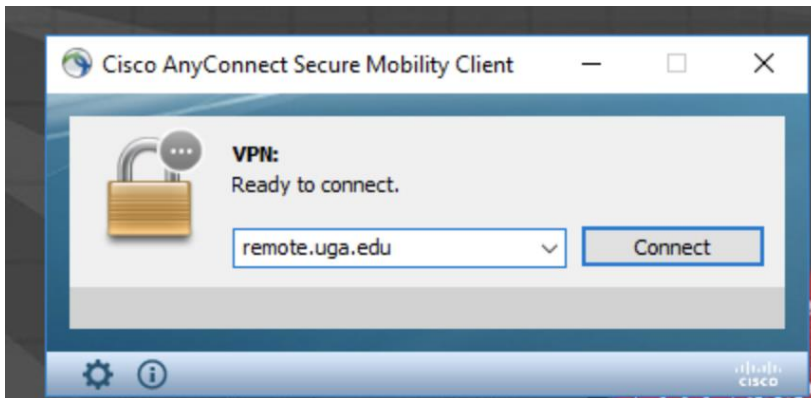
4. Navigate to the desktop icon located in the top center and open vLab desktop. You'll be automatically logged in to a vLab Microsoft OS desktop.



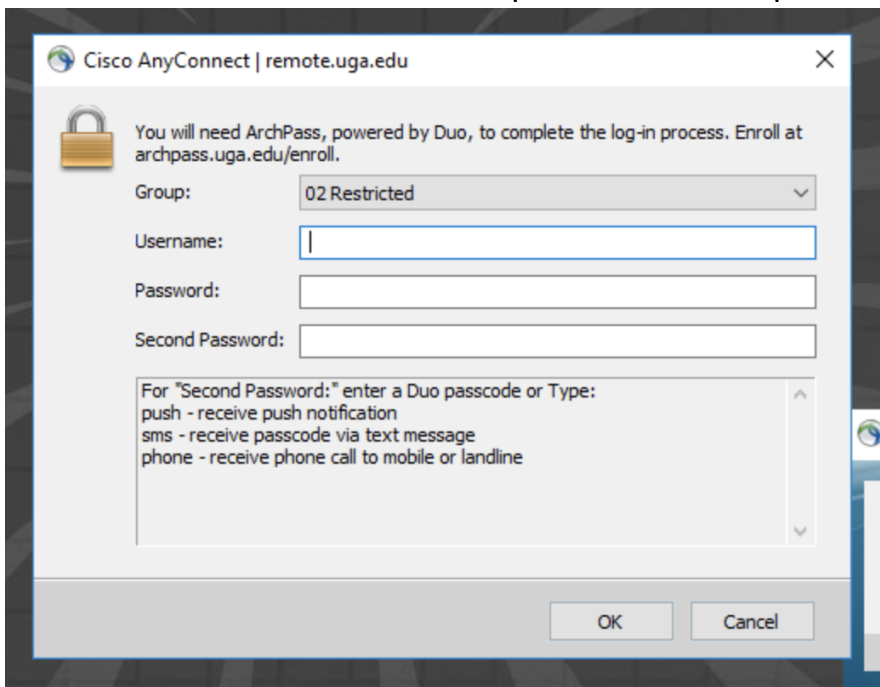
5. You're required to log in to the 02 Restricted VPN to access the UGA Data Warehouse. To do so through vLab, search for and open the Cisco AnyConnect Secure Mobility Client.



6. When the application opens, you will be prompted to enter the address to connect to remote.uga.edu

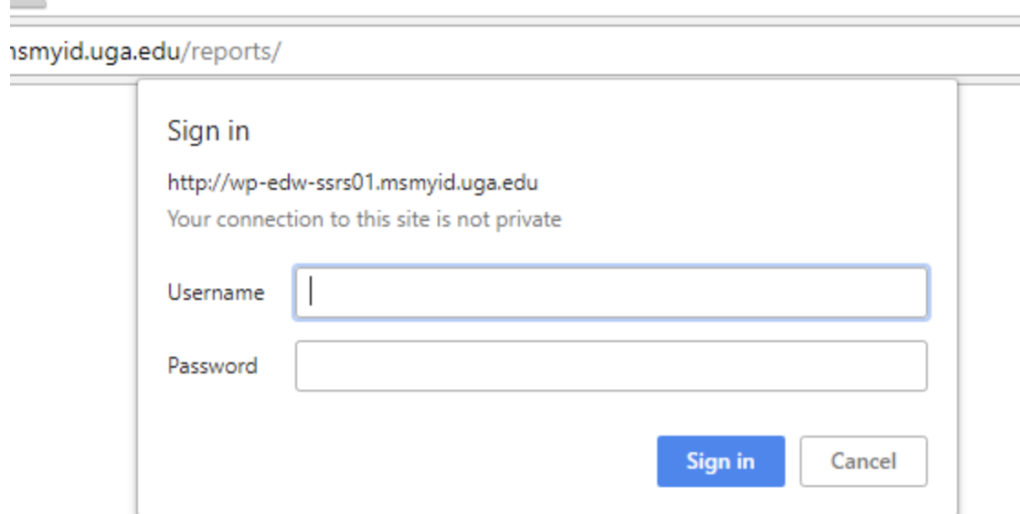


7. When the log in box opens, select 02 Restricted from the "Group" drop down menu. You will be asked to enter your username (MyID), password, and the second password is ArchPass Duo authentication. There are instructions listed on how to complete the second password.



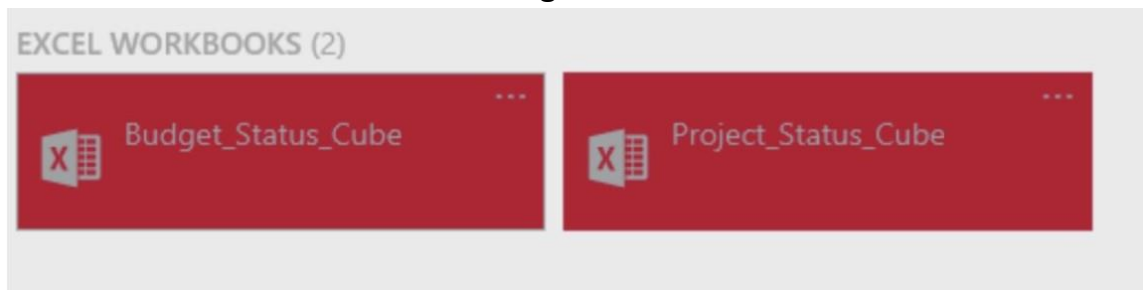
8. Once connected to 02 Restricted, you can open a web browser and navigate to dwreports.uga.edu

9. You will be prompted for an authentication before accessing the site, please enter your MyID and password in the authentication box that appears. (Note, on some browsers, this box pops up behind the open browser window, you may need to minimize the browser to find the log in screen)

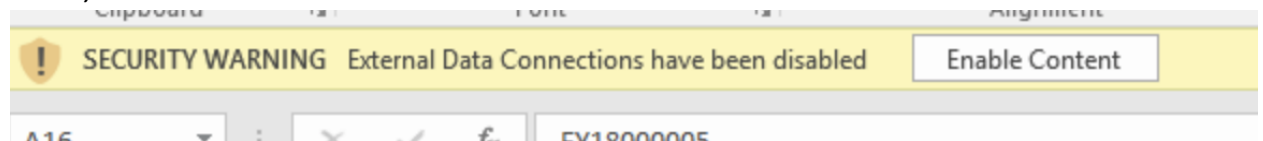


10. Open the “All UGA Faculty and Staff Reports” folder, and then open the “Financial” folder.

11. Cubes are located under the heading Excel Workbooks



12. The cube will automatically open in Microsoft Excel. In order to operate the cube, be sure to select Enable Content



## Saving cube to SendFiles

The cube allows you to filter and adjust the data to suit your reporting needs. You can save the cube with your desired filters, and it will refresh to that view each time you open it.

To prevent any loss of saved work accessing the cube through vLab, you can save the cube to a SendFiles folder.

1. Save any desired changes to the cube locally on vLab
2. While still logged in to vLab, open and log in to SendFiles (MyID and password required)
3. Open "Folders" from the left side menu
4. Navigate to the Home/(myid)/ folder until the option becomes available to Upload Files
5. Select Launch the Upload Wizard
6. Select Add File (bottom left corner of Upload Wizard)
7. Locate where the cube was saved and open into Upload Wizard
8. Upload file

When logging out of vLab, the locally saved copy of the cube will be erased. To reopen the cube on your next visit

1. Log in to vLab
2. Connect to the 02 Restricted VPN
3. Log in to SendFiles
4. Navigate to the Home/(myid)/ folder
5. Select saved cube
6. Under File Actions, select download
7. The cube will download and open into excel and will refresh your saved filters and preferences (remember to allow external data connections upon opening)