

Create your LabArchives™ Inventory Lab

The first lab member to access LabArchives Inventory will create the Lab and be listed as the first Lab Manager. Lab Managers are able to customize the Lab group, manage access, bulk upload and bulk update, and manage the Order process. Access Inventory from one of our regional servers:

- USA and rest of world: <https://inventory.labarchives.com>
- UK: <https://uk-inventory.labarchives.com>
- EU: <https://eu-inventory.labarchives.com>
- AU: <https://au-mynotebook.labarchives.com/login>
- If your institution has enabled Single Sign-On, select your institution from the **Sign in through your institution** dropdown list.
- If you would like to create a free account, click **Sign up for Free**.
- An Activation Link will be sent to your email. If you do not receive the Activation email, please check your Spam folder.

Sign in

Email address

Next


or

If your institution has enabled Single Sign-On, it will appear on the list below:

Sign in through your institution ▼

Don't have an account? Sign up for free















Inventory Types

Click the Gear icon  to access Lab Management. By default, there will be nine suggested inventory types. Each inventory type can have custom attributes or fields to describe the item, which are in addition to the standard fields available for all inventory items

- To edit an existing Inventory type, click the pencil icon and create or edit the fields.
- Tip: Assign a color to help clearly distinguish between different Inventory Items.

Inventory Types Add New Type

All Inventory Items have the following standard fields: Name, Quantity, Units, Location, Description, Vendor, Catalog #, Lot #, Price, Date Received, Grant #, PO #, Expiration, Safety Sheet, and Notes.






Name	Color	Fields	
Antibody	●	12	  
Bacterial Stock	⊘	7	  
Cell Line	⊘	9	  
Chemical	●	11	 
DNA	⊘	0	  

Customize Storage Locations

On the Storage Tab, set up the various locations where items can be stored.

- To create a new storage location, click +New Location.
- Click the Pencil icon to add sublocations like Rack, Shelf, or Drawer.
- If you have freezer boxes, select the freezer box option, and input the size of the box.
- Tip: Consider how much detail your team needs to efficiently find an item.

Storage 4

Chemical Cabinet	Chemical Cabinet  
Freezer 1	Shelf 1 
	Shelf 2 
	Shelf 3 
Lab Room 6117	
Storage Cabinet 1	

Take Stock: Adding Items

To upload multiple Inventory Items at a time, on the main Inventory display page click "Import Items" to download the CSV Template.

- Each Inventory Type will be a tab on the Template. Each column represents the default and custom fields, and each row will contain an item that you wish to create.
- Input any of the items that you would like to add to LabArchives Inventory.

Note: If you already have your inventory managed in a CSV file or Excel document, you can copy and paste the details into each column.

- Once the file is ready, return to LabArchives Inventory and Upload the import file. The items will be created automatically.


Import Inventory Items X

Follow these steps for a successful import:

1. Edit your Inventory Types – changes made there will be in the template.
2. Download the Import Inventory Template.
3. Add item details to the template and upload.

Next

Drop your import file here or click to choose a file



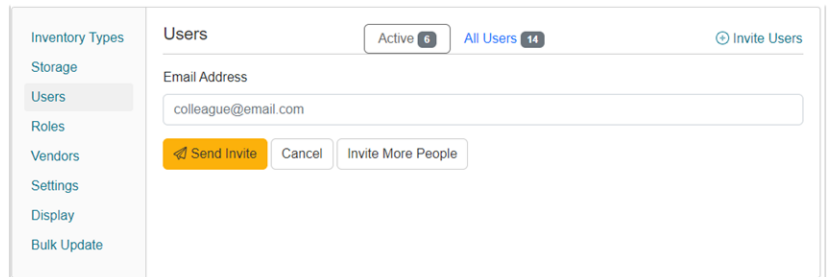
Cancel

- As an alternate to uploading multiple items, you can also use “Add Item to Inventory” and add items individually.

Inviting Lab Members

To manage access to your lab, click the Gear icon  to access Lab Management.

- Select the “Users” tab and click + Invite Users to invite your colleagues to access your inventory.
- On the “Roles” tab you can create custom roles for members of your team. As an example, if an intern should have the ability to use items but should not place orders you can create a role called “Interns” and assign all interns to this role.



Find and Use Items

There are several ways to find the item you are looking for in LabArchives Inventory. Once you find the item, click “Use Now” to update the quantity. You can also Reorder an item or edit an item.

Inventory Filters

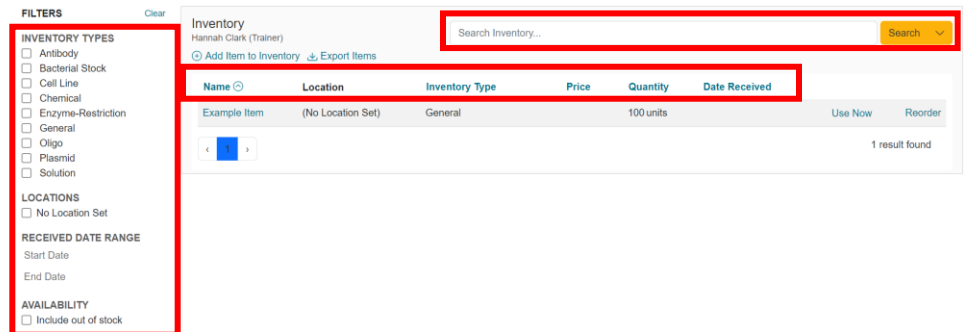
On the left-hand side, select filters for Inventory Type, Location, and more.

Sorting Items

Click the column headers to sort by Name, Inventory type, and more.

Searching Items

At the top of the inventory list, you can search for an item. Use the Advanced



Search to set up more complex searches or save a frequently used search.

Scan QR Codes

If you print QR Codes or labels for your items, these can be scanned using the camera button. 

Ordering

Order Request

When an item needs to be purchased or the quantity is low, the Lab Managers or Lab Members with the appropriate permissions can request an item.

Order Approve or Cancel

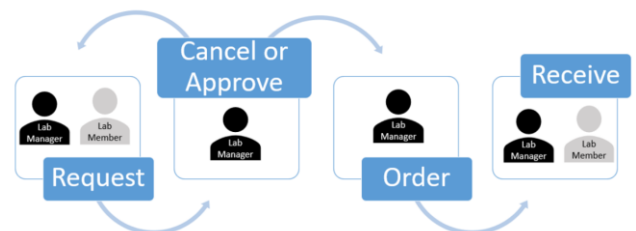
The request can be approved or canceled by the Lab Manager.

Order Placed

When ready, the order can be marked as ‘Ordered’ to indicate that the order is placed.

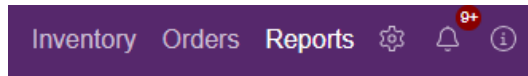
Order Received

Once the item has been received, the order can be updated, and the item is created in LabArchives Inventory.



Reports

Lab Managers have access to the Reports Tab to track additional details about their Lab and inventory items.



Expiration Report

Track upcoming expiration dates for inventory items expiring within 30 days, 60 days, or 90 days.

Low Quantity Report

Report on inventory items that have met the low quantity threshold required for reorder notification.

Orders Report

View a summary of all inventory orders placed in the Lab.

Freezer Capacity

For storage locations marked as a freezer box, create a report with details on the freezer box capacity including occupied and available cells.

Additional Help and Support Resources

While in the LabArchives Inventory, find help through the **Information** icon and visit the [Knowledgebase](#) to browse by support topic, view [Video tutorials](#) or submit a question directly to our [Support team](#). Register for one of our [Weekly webinars](#) to attend a live training session hosted by a LabArchives trainer.