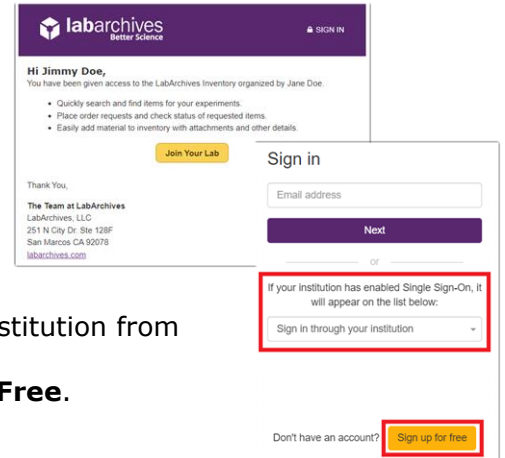


Access LabArchives™ Inventory

Lab Members will receive an invite from the Inventory Lab Manager to access the Lab. Once you receive the invite, click on the email to activate your account and access the Lab. 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**.



Find Items

There are several ways to find the item you are looking for in LabArchives Inventory.

Inventory Filters

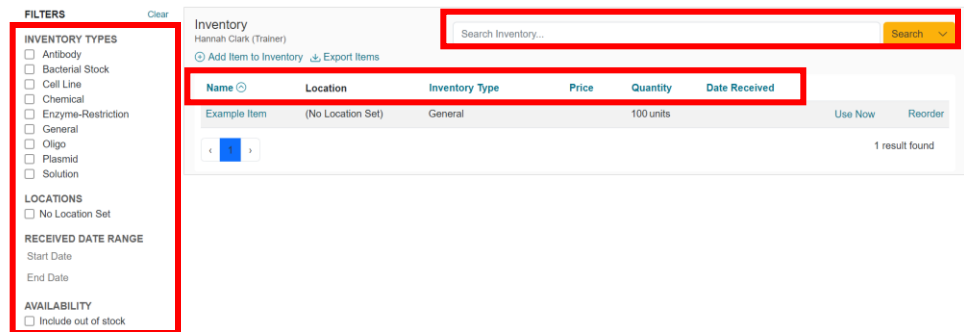
On the left-hand side, select filters for Inventory Type, Location and more.

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.



Use Items

Once you find the item you are looking for, you can review item details from the "About" and "Details" Tab. On the "Labels" Tab you can download or print the Label for the item. Click "Use Now" to update the quantity. You can also request to have an item ordered or edit an item.

Use

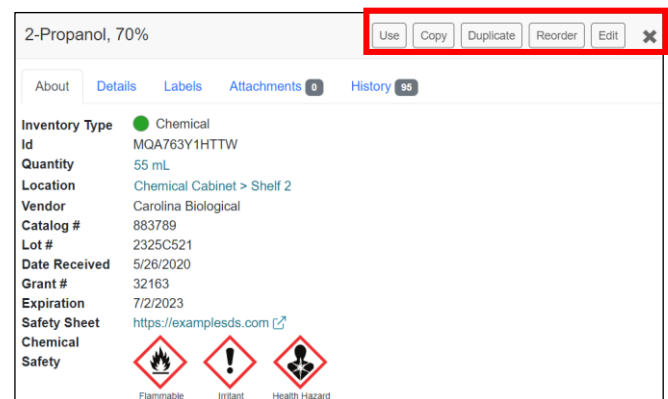
Click "Use" to indicate the quantity of the item that you've used.

Copy

Click "Copy" to add the information from the "About" and "Details" tab to your clipboard. You can paste these details into documents or a LabArchives notebook to help link to a specific item.

Duplicate

For items like Aliquots, you may want to duplicate the item to copy the details to create a new item.



Reorder

If the quantity is low for an item, you can request an order to be approved.

Edit

If you have editing rights to the item, you can edit or update the item.

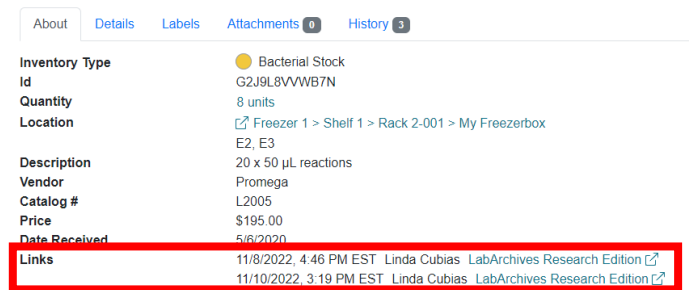
Integrate with the LabArchives Notebook

In LabArchives Notebook, use the "Inventory List" entry type to link to your Inventory Lab.

- When editing the Inventory List entry type, you can search your Inventory Lab and click "Use Now" to use the item and deduct the quantity.
- Details like Location, Catalog #, Lot #, and Expiration will be displayed in LabArchives Notebook.

Name	Quantity Used	Date Used	Location	Catalog #	Lot #	Expiration Date
Calcium Carbonate	1 g	9/11/2022, 7:10 PM EDT	Chemical Cabinet > Shelf 3	848263	1HG0847	7/3/2022


- For items that are not tracked in Inventory like glassware, select the option "Manually add an inventory item to the list."
- The integration provides bi-directional links from the Notebook to Inventory including a link in Inventory that tracks the use of an item in experiments logged in Notebook.

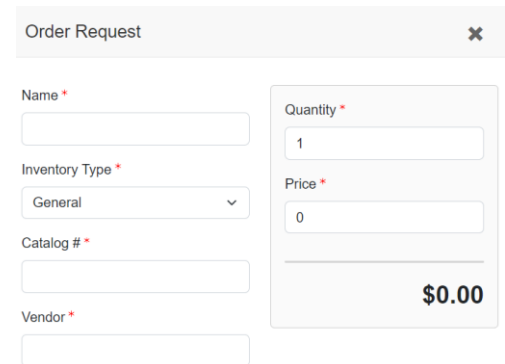


Inventory Type: Bacterial Stock
 Id: G2J9L8VW7N
 Quantity: 8 units
 Location: Freezer 1 > Shelf 1 > Rack 2-001 > My Freezerbox E2, E3
 Description: 20 x 50 µL reactions
 Vendor: Promega
 Catalog #: L2005
 Price: \$195.00
 Date Received: 5/6/2020
 Links: 11/8/2022, 4:46 PM EST Linda Cubias LabArchives Research Edition
 11/10/2022, 3:19 PM EST Linda Cubias LabArchives Research Edition

Request Orders

If quantities are running low and you need a certain item to be purchased, you can submit an Order Request. The Lab Manager or those with the Order approval rights, can approve, or deny the order request.

- Select "Reorder" from the Inventory list or while viewing an individual Inventory Item.
- Check your notifications  to be updated about any pending order request.
- Lab Members can Receive their own Orders.



Order Request

Name *

Quantity *

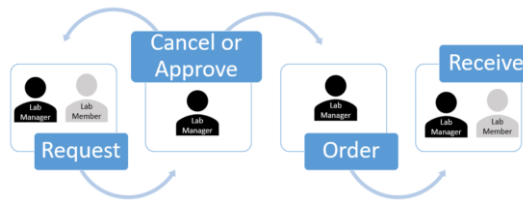
Inventory Type *

Catalog # *

Vendor *

Price *

\$0.00



Additional Help and Support Resources

While in the LabArchives Notebook, 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.