



Dotmatics

LabArchives

Quick Start Guide for Lab Managers

LabArchives Inventory

LabArchives Inventory is designed to help lab managers easily set up their lab to reflect the physical storage locations the lab uses along with the items stored and used in the lab. Once the customization is finished, lab managers can search by item type and location while also managing the order workflow effortlessly. Inventory allows lab managers and lab members to create QR codes, link to LabArchives Notebooks, and instantly look up item details on a mobile device.

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Access LabArchives™ Inventory

The first lab member to access LabArchives Inventory will create the Lab and be listed as the first Lab Manager. Lab Managers can 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-inventory.labarchives.com/>
- If your institution has enabled Single Sign-On, select it from the **Sign in through your institution** 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 available inventory types. Each type can have custom attributes or fields to describe the item, 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.
- You can customize existing types or create your own.

Inventory Types 9 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	●	10   
Chemical	●	11   
Enzyme-Restriction	●	8   
General	●	0   
Oligo	●	12   

 **TIP**



















Assign a color to help clearly distinguish between different inventory items.


Customize Storage Locations

On the Locations 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.

Locations 9

-20 C	 
-80 C	 
4 C	
Bench 1	
Bench 2	
Bench 3	
Biosafety Cabinet	
Demo Freezer	
Fume Hood	
	<ul style="list-style-type: none"> <ul style="list-style-type: none"> <ul style="list-style-type: none"> Freezer box 1 (9 x 9)  Freezer box 2 (9 x 9)  Gene box #1 (4 x 4)  Shelf 2 (Middle Shelf)  Alison's Rack (Boxes 7-10)  <ul style="list-style-type: none"> Freezer Box 10 (9 x 9)  Freezer Box 7 (9 x 9)  Freezer Box 8 (9 x 9)  Freezer Box 9 (9 x 9)  Gloria's Rack (Boxes 3-6)  <ul style="list-style-type: none"> Freezer Box 3 (9 x 9)  Freezer Box 4 (9 x 9)  Freezer Box 5 (9 x 9)  Freezer Box 6 (9 x 9) 

 **TIP**

Consider how much detail your team needs to efficiently find an item.

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 in 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.
- Alternatively, you can use 'Add Item to Inventory' to add items individually.
- Individual items can be edited after upload, and the 'Bulk Update' is available to update multiple items at a time.

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. For 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

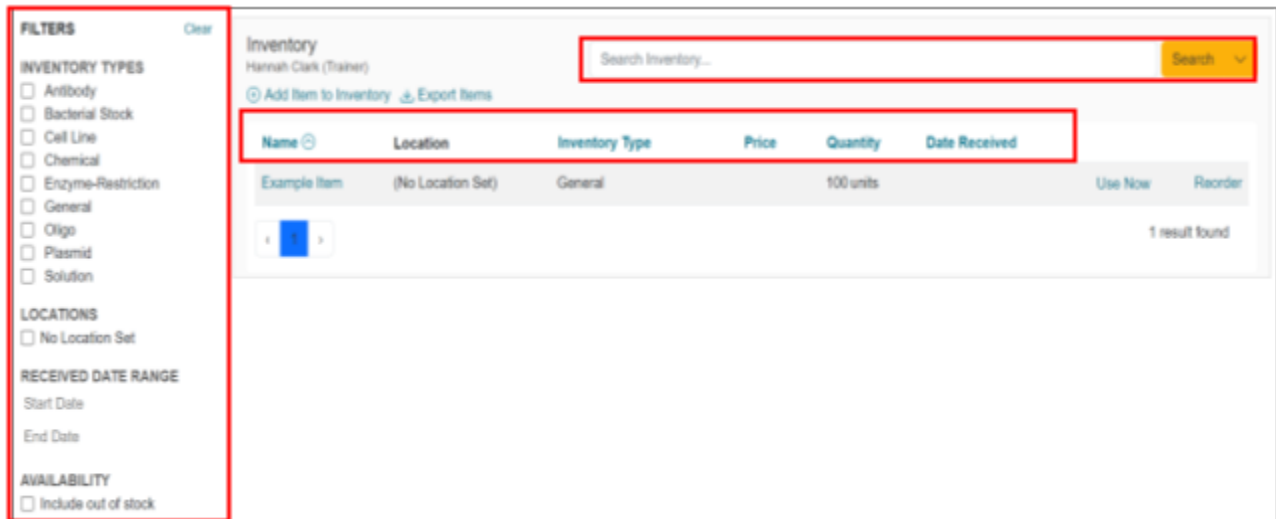
Click the column headers to sort by Name, Inventory Type and more.

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 code

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



FILTERS [Clear](#)

INVENTORY TYPES

- Antibody
- Bacterial Stock
- Cell Line
- Chemical
- Enzyme-Restriction
- General
- Oligo
- Plasmid
- Solution

LOCATIONS

- No Location Set

RECEIVED DATE RANGE

Start Date

End Date

AVAILABILITY

- Include out of stock

Inventory
Hannah Clark (Trainer)

Search Inventory... [Search](#)

[Add Item to Inventory](#) [Export Items](#)

Name	Location	Inventory Type	Price	Quantity	Date Received
Example Item	(No Location Set)	General		100 units	

[Use Now](#) [Reorder](#)

1 result found

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

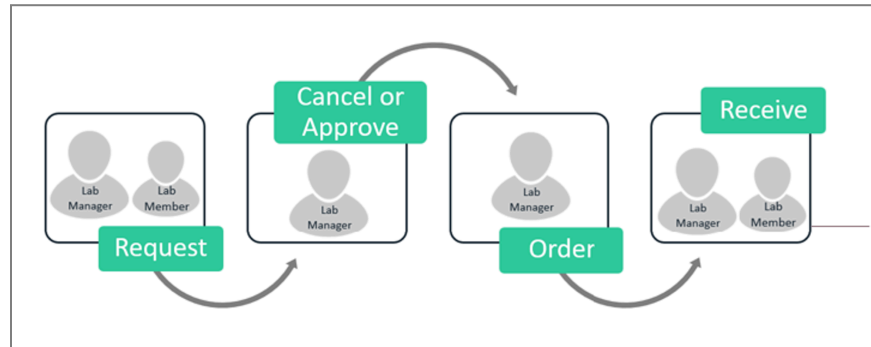
The request can be approved or canceled by the Lab Manager.

Order placed

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

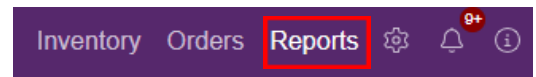
Order received

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

Create a report with details of the capacity of freezer box locations.

Integrate with the LabArchives Notebook

In the LabArchives Notebook, click on the 'Test Tube' icon to return to Inventory, and click on the 'Notebook' icon to navigate back to the LabArchives Notebook.



- From 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 used.
- 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, e.g., 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	G2J9L8VVWB7N
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

Additional Help and Support

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 [regional webinars](#) to attend a live training session hosted by a LabArchives trainer.