



# Quick Start Guide for Lab Members

## LabArchives Inventory

LabArchives Inventory provides researchers with an easy-to-use tool to help streamline the organization, usage, tracking, and ordering of inventory items. It is designed to simplify the process of finding and managing inventory. 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.

[support@labarchives.com](mailto:support@labarchives.com)

Version 04.11.24

# Access LabArchives™

## Inventory

Lab Members will receive an invite from the Inventory Lab Manager. Click **Join Your Lab** 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-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**.

The screenshot shows two overlapping windows from the LabArchives website. The top window is an email notification to 'Hi Jimmy Doe' regarding access to the LabArchives Inventory. It includes a 'Join Your Lab' button and contact information for 'The Team at LabArchives'. The bottom window is a 'Sign in' form with an 'Email address' input field, a 'Next' button, and a dropdown menu for 'Sign in through your institution'. A red box highlights the dropdown menu, and another red box highlights a 'Sign up for free' button at the bottom right.

## 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 code

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 place an order request or edit an item.

## Use

Click **Use** to record the quantity of the item used.

## Copy

Click **Copy** to copy information from the **About** and **Details** tab. You can paste these details into documents or a LabArchives Notebook, including a direct link to the item.



2-Propanol, 70%

Use Copy Duplicate Reorder Edit

About Details Labels Attachments 0 History 95

Inventory Type ● Chemical

Id MQA763Y1HTTW

Quantity 55 mL

Location Chemical Cabinet > Shelf 2

Vendor Carolina Biological

Catalog # 883789




Lot # 2325C521

Date Received 5/26/2020

Grant # 32163

Expiration 7/2/2023

Safety Sheet <https://examplesds.com>

Chemical Safety   

Flammable Irritant Health Hazard

## Duplicate

For items like aliquots, choose **Duplicate** to copy the details to create a new item.

## Reorder

If the item's quantity is low, you can place an order request.

## Edit

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

## 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 the Notebook.

About		Details	Labels	Attachments 0	History 3
Inventory Type	Bacterial Stock				
Id	G2J9L8VWV7N				
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	<a href="#">11/8/2022, 4:46 PM EST Linda Cubias LabArchives Research Edition</a> <a href="#">11/10/2022, 3:19 PM EST Linda Cubias LabArchives Research Edition</a>				

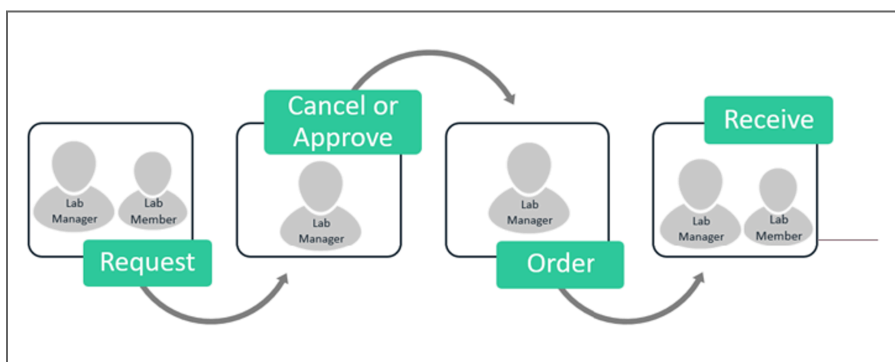
## Request Orders

If quantities are running low and you need a certain item to be purchased, you can submit an order request. The Lab Manager (or other users with 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 ✕

<p>Name *</p> <input style="width: 90%;" type="text"/>	<p>Quantity *</p> <input style="width: 90%;" type="text" value="1"/>
<p>Inventory Type *</p> <p>General <span style="font-size: small;">▼</span></p>	<p>Price *</p> <input style="width: 90%;" type="text" value="0"/>
<p>Catalog # *</p> <input style="width: 90%;" type="text"/>	<p><b>\$0.00</b></p>
<p>Vendor *</p> <input style="width: 90%;" type="text"/>	



## 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.