



# Quick Start Guide for ELN New Users

LabArchives Research Edition ELN

The LabArchives ELN is a digital notebook that makes it simple to record, organize, analyze, and share experiments and data wherever you are. Boost your productivity and data availability by consolidating all of your workflows, methods, and findings onto an accessible, secure, cloud-based platform. We recognize that we have a significant responsibility to protect and secure your data, which is why our application undergoes annual external audits.

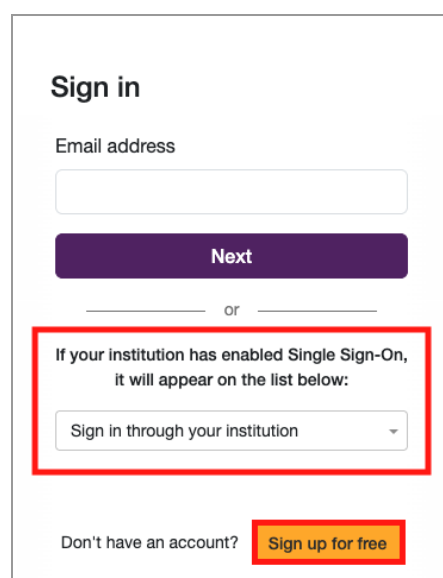
[support@labarchives.com](mailto:support@labarchives.com)

Version 12.03.24

# Sign up for LabArchives™

Create your LabArchives account in a few easy steps.

- Go to one of our regional servers:
  - USA and rest of world: <https://mynotebook.labarchives.com>
  - UK: <https://uk-mynotebook.labarchives.com>
  - EU: <https://eu-mynotebook.labarchives.com>
  - AU: <https://au-mynotebook.labarchives.com>
- If your institution has enabled Single Sign-On, select 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:

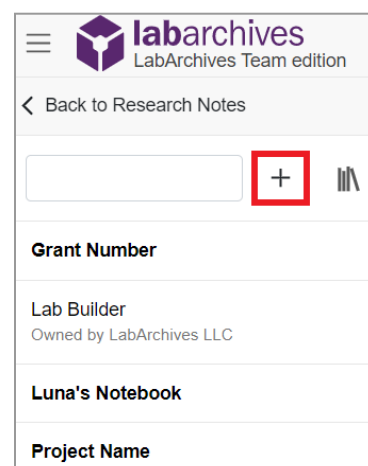
Sign in through your institution

Don't have an account? [Sign up for free](#)

## Create a Notebook

If your account has Notebook creation privileges, a default Notebook will be made for you called **My Notebook**. Customize this Notebook or create new Notebooks to manage project and research data.

- To make a New Notebook, click the **+** from the list of Notebooks.
- In the **Create New Notebook** window, name the Notebook, select a folder layout, and click **Create Notebook**.



labarchives  
LabArchives Team edition

< Back to Research Notes

 +

Grant Number

Lab Builder  
Owned by LabArchives LLC

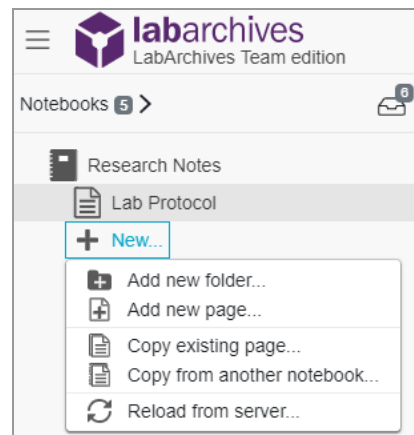
Luna's Notebook

Project Name

## Organize the Notebook

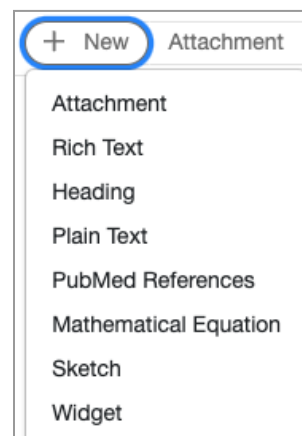
Once the Notebook has been created, it can be organized with a system of folders and pages. Rename, move, or delete the folder structure based on your needs. Organize Notebooks by project, team, researcher, instrument, or create a standardized folder structure for multiple Notebooks.

- To create a new folder or page, click **+ New** in the Notebook Navigator.
- All folders and pages can be moved using drag and drop.
- Right click (Ctrl + Click for Macs) on the folder or page name for options like renaming, deleting the item, or duplicating a folder or a page. If a page or folder is deleted, it can be retrieved from the **Deleted Items** folder.
- Subfolders can also be created within other folders to better organize your information.



## Add Data to the Notebook

If you are a Notebook member with edit access, you will have the ability to add data to pages in the Notebook using various entry types. To create an entry, select from the **Add Entry** toolbar at the top right of each page. The **+ New** option reveals additional entry types.

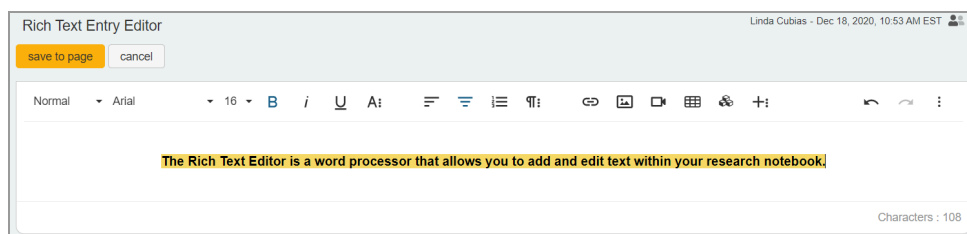


To place an entry between two existing entries, move the cursor between the two entries and select from the insert toolbar.



## Rich Text

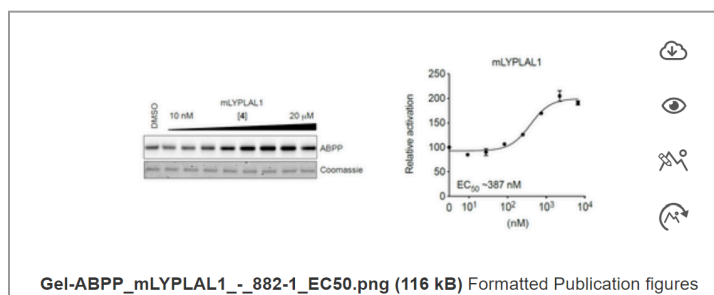
The Rich Text entry is the most common entry type in LabArchives and allows for text formatting such as font style, color and sizing. You can also add tables, embed images, videos and links.



## Attachments

Any file format can be uploaded to LabArchives. Recognized file formats will display a thumbnail.

To add an Attachment, select **Attachment** from the **Add Entry** toolbar or drag and drop the file.

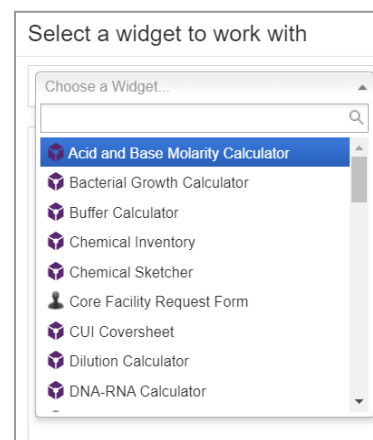


Microsoft Office Documents can be edited within LabArchives using Microsoft Office for the web.

Images like .jpg, .gif, .png can be annotated with the Image Annotator.

## Widgets

Widgets allow users to extend the capabilities of LabArchives. Create data collection forms, templates, and even custom programs that operate within the Notebooks.

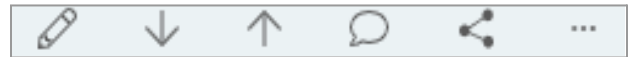


Select **Widget** from the **Add Entry** toolbar and choose from a list of default Widgets to add as an entry to the page.

The **Widget Manager** can be used to create custom Widgets. Navigate to the triple-dot menu, Widgets, and then Widget Manager..

**The Widget Manager is only available to Enterprise and Professional Edition users.**

## Working with Entries



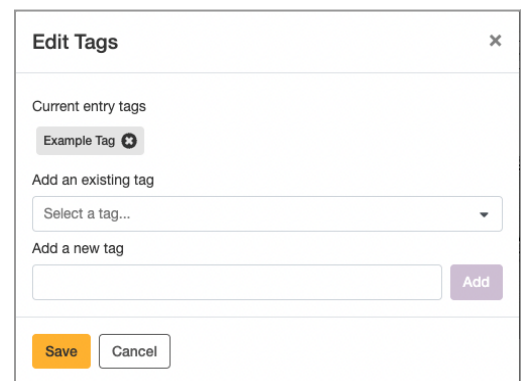
Hover over an entry to reveal the Entry Toolbar.

## Edit Entries

To edit an entry, click the **Pencil** icon. When you finish editing your entry, click **Save to page**.

## Tagging

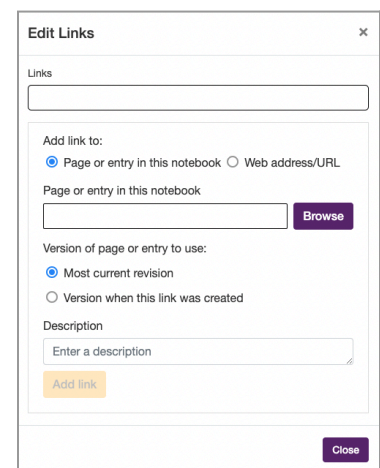
Tagging allows you to add metadata to your Notebook and can be used to create a controlled vocabulary to help classify your data and improve searching. Click the **More** menu and select **Tags**.



## Linking

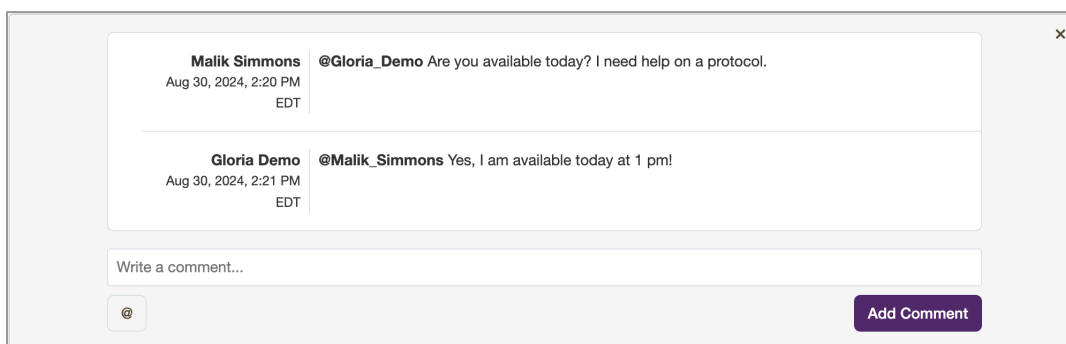
Links can be added to point to a web address or to another page or entry in the Notebook.

Using **Version when this link was created**, you can link to an entry in its current state. Click the **More** menu and select **Links**.



## Commenting

To communicate with members of the Notebook, add a comment to an entry through the **Comment** icon. To alert a specific user, use **@mentions**. Mentioned users will receive an email notification and an Activity Feed notification.



## Review Past Versions

LabArchives stores every version of each entry and page that you make. Each revision is stored with an exact date and time stamp of when the entry was changed. You can always revert to a previous version of the data or undelete an item. To view the history for a single entry, visit the entry toolbar. To view the complete page history, select **Page Tools** and **View revisions**.

The screenshot shows the "View revisions" table for a "Lab Protocol" entry. The table has columns for Date and Time, Entry version #, Revised by, Revised by ip, Revision Action, Data Type, Change, and Revert Revision. The table contains seven rows of revision data.

Date and Time	Entry version #	Revised by	Revised by ip	Revision Action	Data Type	Change	Revert Revision
Aug 30, 2019 @08:56 AM EDT	2	Instructor Name	107.15.109.210	edited	page name	12 Bytes	
Aug 30, 2019 @08:56 AM EDT	2	Instructor Name	107.15.109.210	deleted	text entry	27 Bytes	undelete
Aug 30, 2019 @08:55 AM EDT	1	Instructor Name	107.15.109.210	file uploaded	Attachment	10.9 KB	revert to this version
Aug 30, 2019 @08:55 AM EDT	2	Instructor Name	107.15.109.210	moved	text entry	18 Bytes	
Aug 16, 2019 @10:21 AM EDT	1	Instructor Name	75.183.111.42	added	text entry	18 Bytes	revert to this version
Aug 16, 2019 @10:21 AM EDT	1	Instructor Name	75.183.111.42	added	text entry	27 Bytes	revert to this version
Aug 16, 2019 @10:20 AM EDT	1	Instructor Name	75.183.111.42	added	page name	8 Bytes	revert to this version

# Share Data in LabArchives

One of the most helpful features of LabArchives is its ability to share data. You can share data with individuals in your lab or with external collaborators. Sharing is limited to Notebook Owners, Notebook Administrators, and Account Administrators.

## Share a Notebook, Folder, Page or a Single Entry

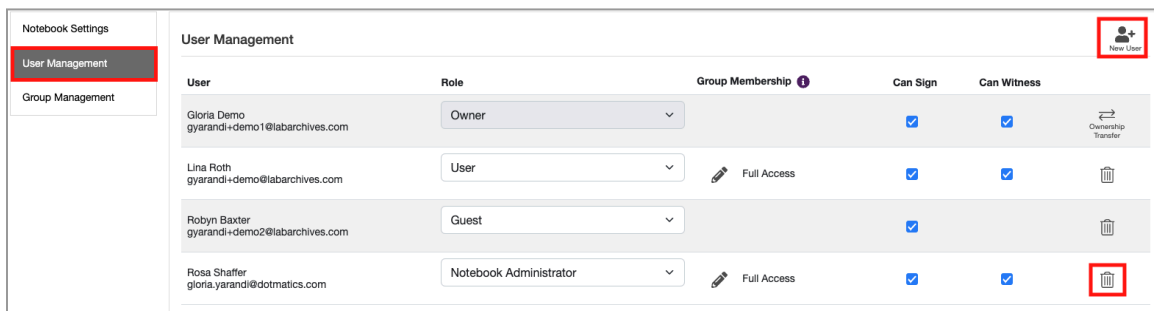
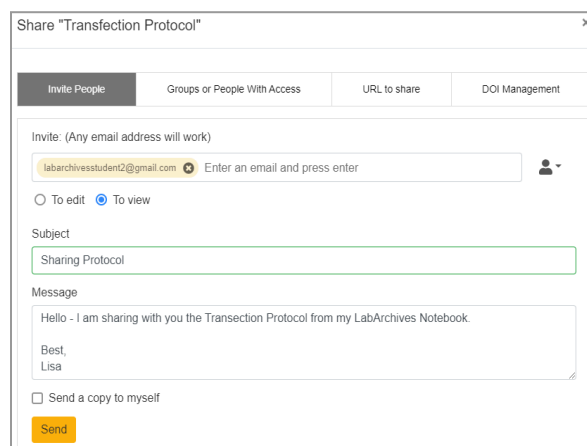
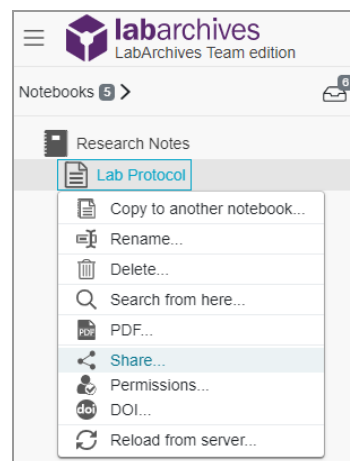
To share a Notebook, folder, or page, right click (Ctrl + Click for Macs) on the name of the item and click **Share**.

On the **Invite People** tab, type in the email address of the user and assign their level of access as either **To Edit** or **To View** and click **Send**.

## User Management

To manage all users with access to a Notebook, click the triple-dot menu from the Notebook, select **Notebook Settings**, then the **User Management** tab.

To add a new User to the Notebook, select **New User**, type in their email address and click **Add User**. To remove a User from the Notebook, click the **Trash Can** icon.



## Additional Help and Support

Find help through the **Information** icon and visit the [Knowledgebase](#) to browse by support topic, view [Video tutorials](#), register for one of our [regional webinars](#), or submit a question directly to our [Support team](#).

View the [Quick Start Guide on Notebook Setup and Administration](#) for a review of how to add and manage data in the LabArchives Notebook.