



Quick Start Guide for New Users

LabArchives Research Edition ELN

LabArchives ELN for Research is a digital notebook that makes it simple to record, organise, analyse, and share experiments and data wherever you are. Boost your productivity and data availability by consolidating all of your workflows, methods, and findings onto a secure, accessible, cloud-based platform.

support@labarchives.com

Version 04.11.24

Sign up for LabArchives™

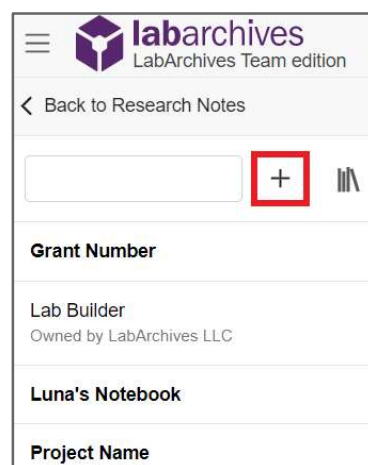
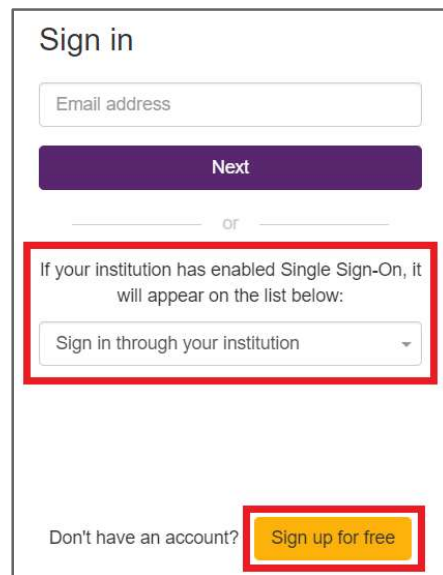
Create your LabArchives account in a few easy steps.

- Use and bookmark the following URL to access the Monash edition of LabArchives:
<https://aushib.labarchives.com/?entityID=https%3A%2F%2Fidp.monash.edu.au%2Fidp%2Fshibboleth>
- An Activation Link will be sent to your email. If you do not receive the Activation email, please check your Spam folder.

Create a Notebook

When you create an account, a Notebook will be made for you. You can customise this Notebook using the page and folder structure.

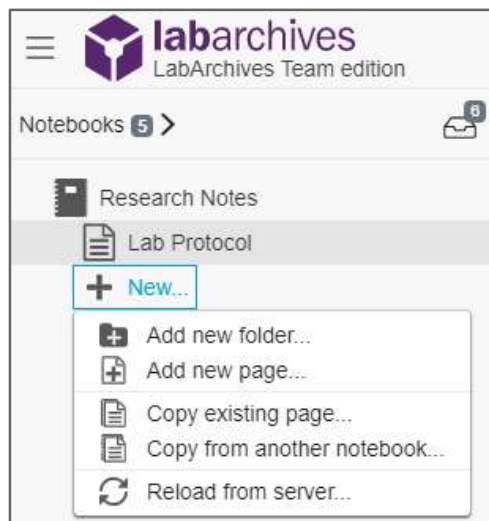
- To make a New Notebook, click the + on the list of Notebooks.
- In the **Create New Notebook** window, name the Notebook, select a folder layout, and click **Create Notebook**.



Organise Your Notebook

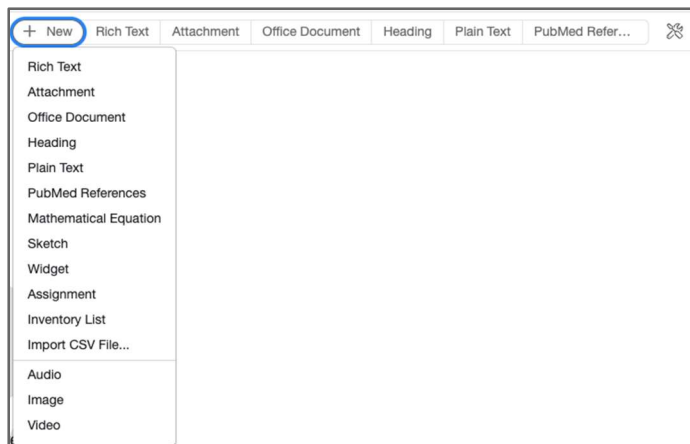
Once your Notebook has been created, it can be organised with a system of folders and pages. You can rename, move, or delete the folder structure based on your needs. You can organise your Notebooks by project, researcher, instrument, or create a standardised folder structure for multiple Notebooks.

- 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 you delete a page or folder, you can always retrieve it from the **Deleted Items** folder.
- Subfolders can also be created to better organise your information.

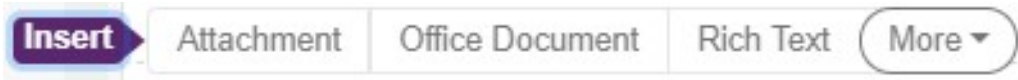


Add Data to Your Notebook

Data can be added to pages in your 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.



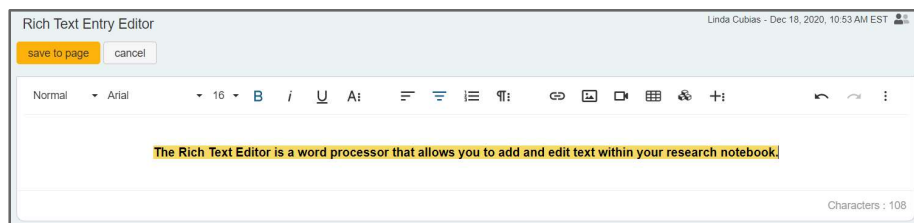
To place an entry between two existing entries, move the cursor between the two entries and select from the insert toolbar.



Entry Types

Rich Text

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



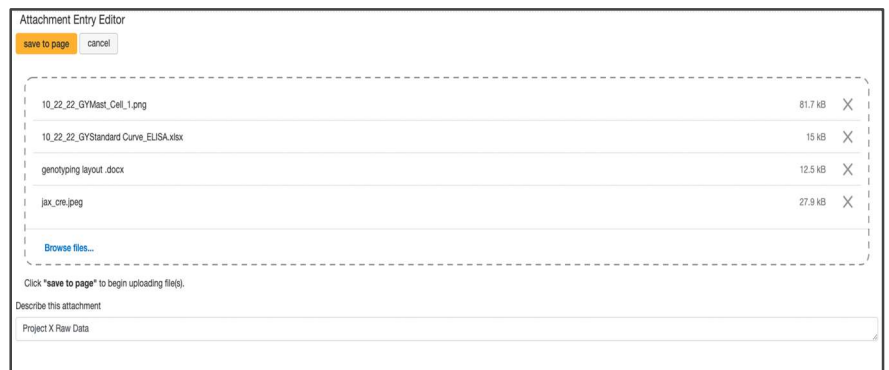
Attachments

Any file format can be uploaded to LabArchives. Recognised 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 Online.

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

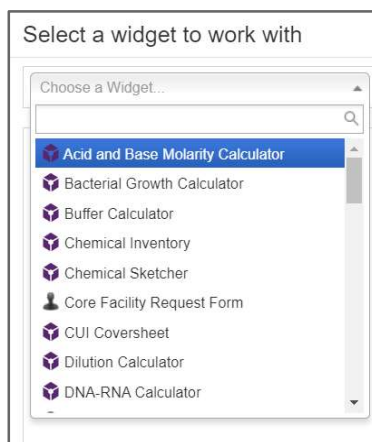


Widgets

Widgets allow users to extend the capabilities of LabArchives. You can create forms, templates, and even custom programs that operate within your Notebooks.

To add a Widget to your page, select **Widget** from the **Add Entry** toolbar. From here, choose the Widget you want to use in your LabArchives Notebook, and it will be added as an entry.

You can create custom Widgets through the Widget Manager.



Working with Entries

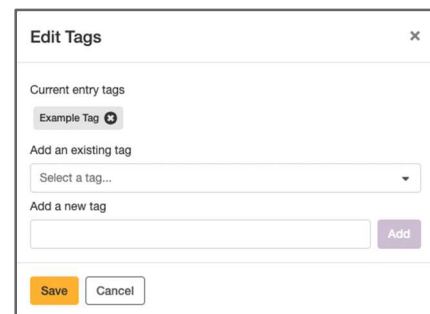


Edit Entries

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 Entry Options** menu and select **Tags**.

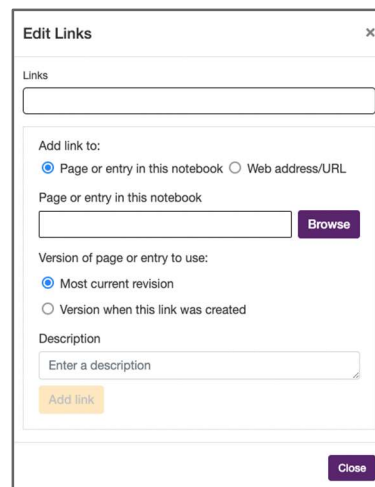


Linking

Links can be added to point to a web address or to another page or entry in your Notebook. Using **Version when this link was created**, you can link to an entry in its current state. Click the **More Entry Options** menu and select **Links**.

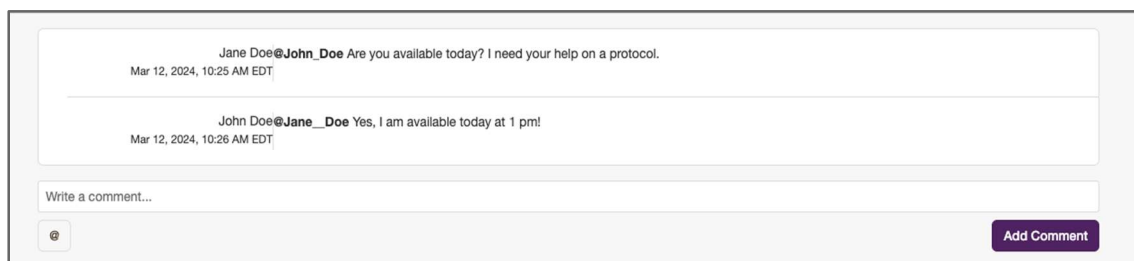
Commenting

To communicate with other members of your Notebook, you can 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.



The 'Edit Links' dialog box contains the following elements:

- A title bar with 'Edit Links' and a close button (X).
- A 'Links' section with an empty text input field.
- An 'Add link to:' section with two radio buttons: 'Page or entry in this notebook' (selected) and 'Web address/URL'.
- A 'Page or entry in this notebook' section with a text input field and a 'Browse' button.
- A 'Version of page or entry to use:' section with two radio buttons: 'Most current revision' (selected) and 'Version when this link was created'.
- A 'Description' section with a text input field and an 'Add link' button.
- A 'Close' button in the bottom right corner.



The comment thread shows the following content:

- A comment from Jane Doe@John_Doe: "Are you available today? I need your help on a protocol." (Mar 12, 2024, 10:25 AM EDT)
- A comment from John Doe@Jane_Doe: "Yes, I am available today at 1 pm!" (Mar 12, 2024, 10:26 AM EDT)
- A text input field with the placeholder "Write a comment..." and an '@' icon on the left.
- An "Add Comment" button on the right.

Review Past Versions

LabArchives stores every version of each entry and page that you make — whether it is an Attachment, a Rich Text Entry, or a Widget. 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 your data or undelete an item. Select **Page Tools** and **View Revisions** for the complete page history.

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

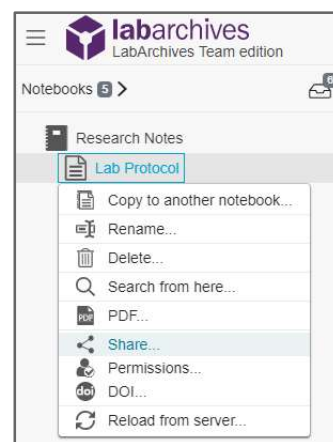
Share Data in LabArchives

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.

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 on the top right of 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 **Trashcan** icon.

User	Role	Group Membership	Can Sign	Can Witness	
Jane Doe gyarandi@labarchives.com	Owner		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
John Doe gyarandi+demo@labarchives.com	Administrator	Full Access	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Lucas Jones gyarandi+demo1@labarchives.com	User	Full Access	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Kelly Smith labarchivesula@gmail.com	Guest		<input checked="" type="checkbox"/>		

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.