

## Tip #1: Add protocols and MSDS sheets

Thanks for creating your LabArchives account...the first step in bringing better organization - and more efficiency - to your laboratory.

### So... "Now what do I do?"

We hear that question a lot. LabArchives is a flexible platform with endless possibilities for customization to match the exact workflow in your lab. We recommend that you sign up for one of our "[Webinars](#)" (or contact our great [Support Team](#) for personalized assistance)...but in the meantime, as Confucius says: "The longest journey begins with a single step".



### Get Started with these ideas

#### #1 Add your protocols and MSDS sheets to your LabArchives Notebook:

Adding information to LabArchives is a snap. Whether your protocols are in text files, PDFs, Word files, or a combination, you can add them in seconds. If you have many protocols, you might want to divide them into separate "Pages". For details on entering into your Notebook. Visit our [Knowledge Base](#).

#### #2 Share Protocols and MSDS Sheets with others in the lab:

Selectively sharing information in LabArchives Notebook(s) is one of the many powerful collaborative features in our platform. You can share a single Entry, a Page, or an entire Folder with one individual or a group of users. Simply right-click (or Ctrl-Click) on the Protocols Folder, then click on Share. You can allow others to view and/or to edit data by simply entering their e-mail addresses. You will find more details in the Sharing section of our Help Notebook.

If you have any questions, or if we can be of further assistance, please don't hesitate to contact our [Support Team](#) via e-mail or the phone numbers below. We are happy to provide you with personalized training sessions, or you may wish to sign up for one of our [Free Webinars](#).