Tip #16: Oh, Yeah: Searching (almost forgot this one!)

You are getting near the first 60 days of your experience with LabArchives, and we are almost done sending you these tips. We hope they have proven helpful (and not too annoying ;-)).
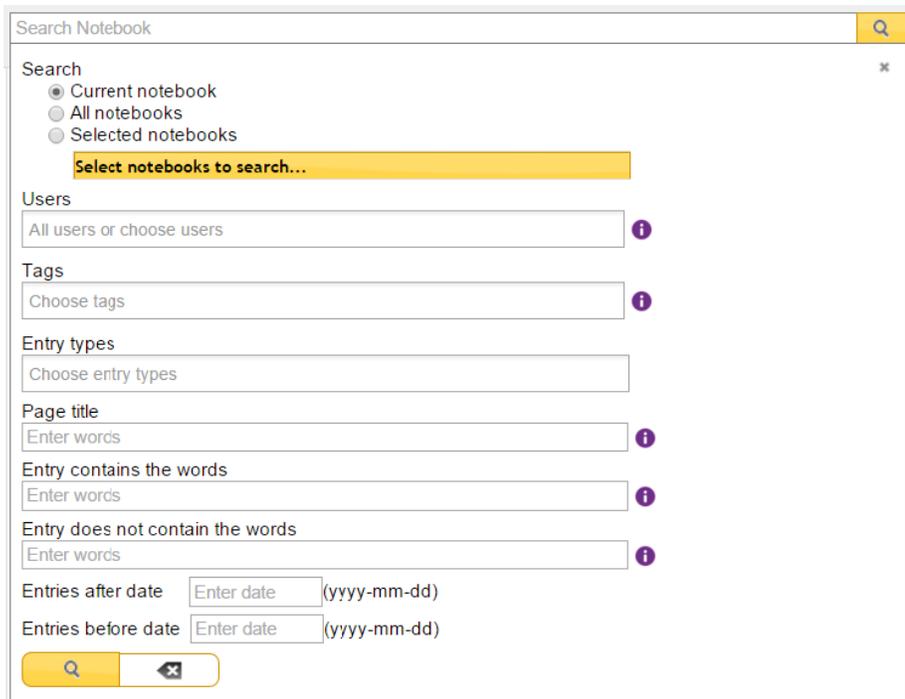

Before we stop bugging you, we nearly forgot that one of the fundamental reasons that scientists choose LabArchives is the ability it gives them to find data from months or even years ago. LabArchives includes powerful searching functionality that enables you to locate information instantly.

You have probably noticed the "Google-like" search box at the top right of the LabArchives screen. Here, you can enter any word or phrase, and LabArchives will search through your Notebook (or only your own entries if you click that option) and display them in order of importance.

In addition to this simple search of your notebook, we also offer an advanced search which includes the ability to search across all of your notebooks. If you click on the triangle in the search box, the Advanced Search box will open.

You will see the option to search the current notebook, all of your notebooks, or selected notebooks. In addition the Advanced Search provides additional filters such as searching by names of users, tags, dates, type of entries and so forth.

Unlike many systems, LabArchives indexes not only the text and tags that you have entered, but the contents of most commonly used files, including PDFs, Excel, Word, PowerPoint and Text! So if a Postdoc entered the word "Sample 12345" into an Excel spreadsheet (or LA Docs) 2 years ago, it will be instantly retrieved!

And LabArchives provides more than just "Google-like" search: You can enter Boolean (i.e. "AND", "OR", and "NOT") logic, literal phrases, and much more. Visit our Knowledge Base to learn more about advanced searching, or contact our Support Team who are standing by to assist you with questions!