

QUICK START GUIDE FOR NEW USERS

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US Server – 5.11Rev.1.6

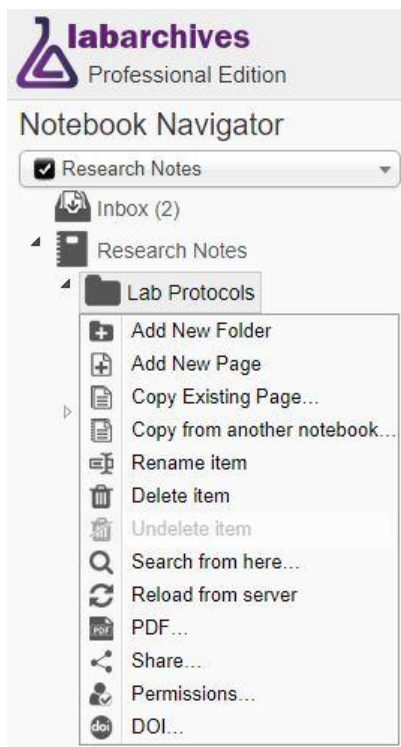
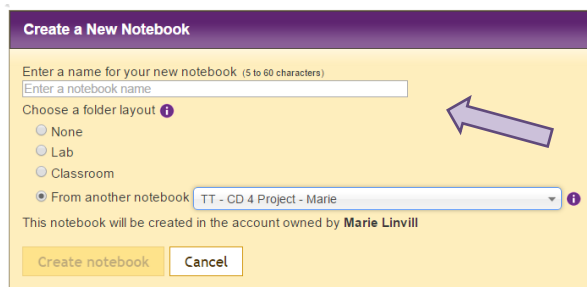
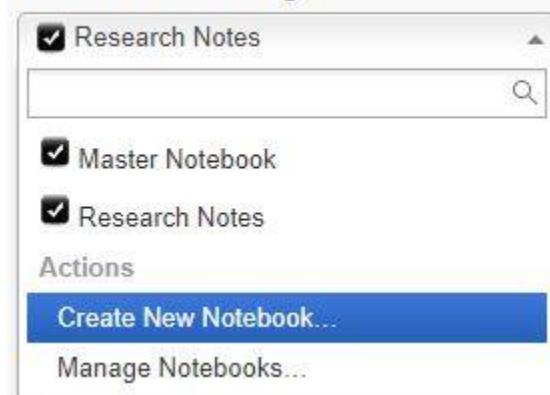
Sign up for LabArchives@Duke®

- Go to <https://mynotebook.labarchives.com>
- Select "Duke University" from the Institutional drop-down menu.
- After signing in, an Activation Link will be sent to your email. (If you do not receive the Activation email, please check your Spam folder).

Create a Lab Notebook

- When you create an account, a notebook will be made for you. You can customize this notebook using the page and folder structure
- To make a New Notebook, click on the drop-down menu in the "Notebook Navigator" and select "Create New Notebook." You can make an unlimited number of notebooks.
- Once selected, a new window will appear asking you to name your Notebook. You can also choose a folder layout.
- To create the notebook, click "Create Notebook"

Notebook Navigator



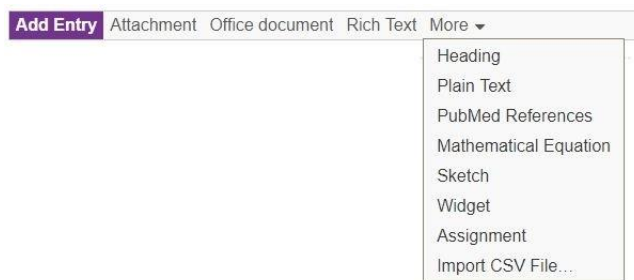
Organize Your Lab Notebook

Once your Lab Notebook has been created, it is time to organize it. We provide a variety of folders which you can use, rename, move, or delete based on your needs. You can organize your notebooks by project, researcher, instrument, or create a standardized folder structure for multiple notebooks.

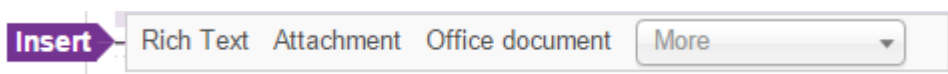
- To create a new folder or page, click on "New" in the Notebook Navigator.
- You will be presented with a few options: Add New folder, Add New Page, Copy Existing Page, or Copy from another Notebook.
- All folders and pages can be moved using drag and drop
- Right click (Ctrl + Click for Macs) on the Folder or page name for options like renaming or deleting the item.
- Subfolders can also be created within other folders to better organize your lab information.

Add Data to Your Notebook

Data can be added to pages in your notebook using various entry types. There are a lot of entry types available within LabArchives. To use an entry type, select from the Add Entry Toolbar at the top of each page. The "More" option reveals additional entry types.



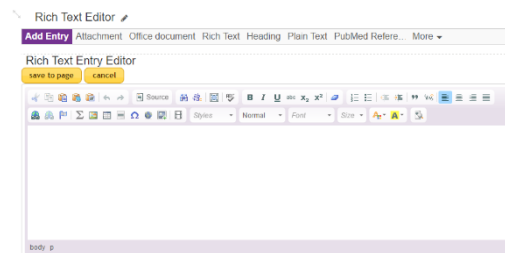
To place an entry between two existing entries, move the cursor between the two entries and select from the insert tool bar.



Types of Entries

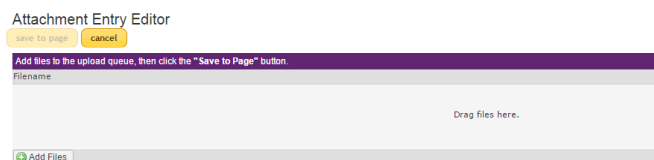
Rich Text

- Rich Text entries are the most common entry type in LabArchives. Rich text allows for text formatting such as color and sizing. You can also embed images and links.



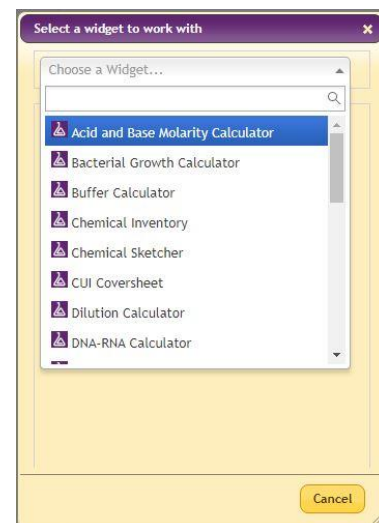
Attachments

- Any file format can be uploaded to LabArchives. Recognized file formats will appear with a thumbnail.
- To add an attachment, select "Attachment" from the add entry toolbar or drag and drop the image.
- Microsoft Office Documents can be edited within LabArchives using the Office Document Editor.
- 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 Lab Notebook and it will be added as an entry.
- You can create your own custom widget through the Widget Manager



Edit Entries

To edit an entry, hover your mouse over the entry and click the pencil icon.

When finished editing your entry, click

save to page



Review Past Versions

LabArchives stores every version of every 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.

Lab Protocols

Add Entry Attachment Office document Rich Text More

Page Tools

Date and Time	Entry version #	Revised by	Revised by ip	Revision Action	Data Type	Change	Revert Revision
Apr 17, 2018 @04:57 PM EDT	2	User Number 2	107.15.96.43	file uploaded or modified by Partner application	Attachment	12.2 KB	
Apr 17, 2018 @04:57 PM EDT	3	User Number 1	107.15.96.43	deleted	Attachment	10.5 KB	undelete
Apr 17, 2018 @04:55 PM EDT	1	User Number 1	107.15.96.43	file uploaded	Attachment	10.5 KB	revert to this version
Apr 17, 2018 @04:54 PM EDT	3	User Number 1	107.15.96.43	edited	page name	13 Bytes	revert to this version
Apr 17, 2018 @04:54 PM EDT	5	User Number 1	107.15.96.43	moved	text entry	120 Bytes	
Apr 17, 2018 @04:47 PM EDT	4	User Number 2	107.15.96.43	edited	text entry	120 Bytes	revert to this version

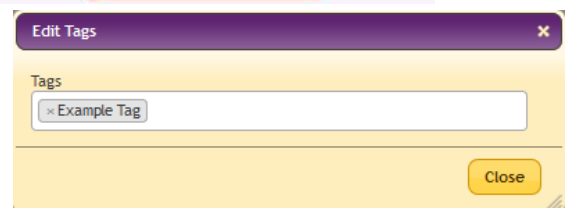
Tagging, Linking, and Commenting on Entries

When you hover your mouse over any entry in LabArchives you will see the Entry Toolbar.



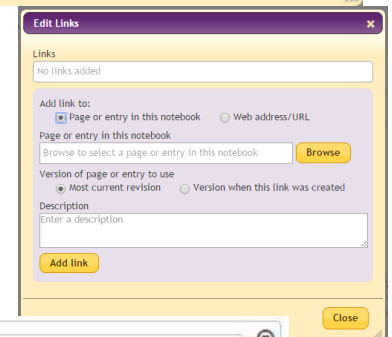
Tagging

- Tagging Allows you to add metadata to your notebook. This builds an internal vocabulary with your team and improves search results.



Linking

- Links can be added to a web address or to another page or entry in your lab notebook. With "Version when this link was created", you can link to an entry in its current state.



Comments and Mentions

- You can add a comment on an entry in your lab notebook to communicate with other members of your team. To alert a specific user use @mentions. Mentioned users can receive an email notification or an activity feed notification.

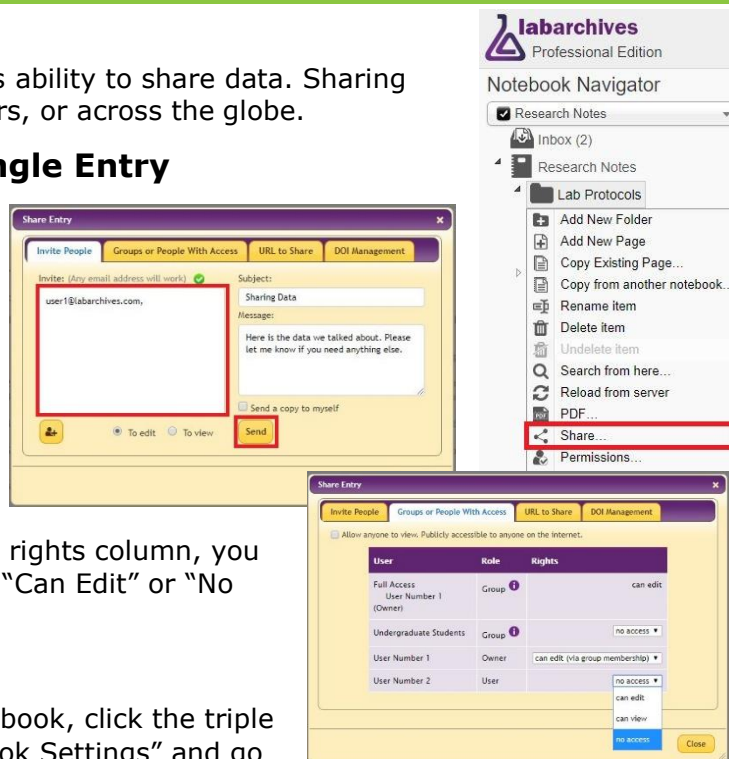


Share Data in LabArchives

One of the most helpful features of LabArchives is its ability to share data. Sharing may be with individuals in your lab, with collaborators, or across the globe.

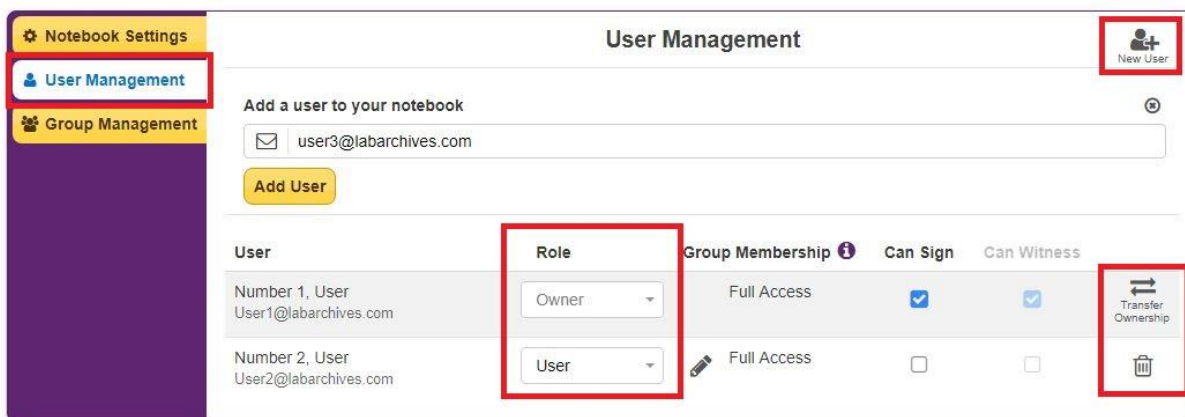
Share a Notebook, Folder, Page or a Single Entry

- 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 give them "To Edit" or "To View" access to the page, folder or entry and click "Send."
- On the "Groups or People with Access" tab, you can see a list of everyone with access to the page, folder or entry. In the rights column, you can change a user's rights to "Can View", "Can Edit" or "No Access"



User Management

- To manage all users with access to a notebook, click the triple bar menu on the top right, select "Notebook Settings" and go to 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.
- The "Role" column allows you to adjust an individual's role in the notebook.



Manage My Account

- To manage users with access to several notebooks click your name at the top right, and select "Manage My Account"
- You can add people to any or all notebooks you own, specify their role in those notebooks (Guest, User, or Administrator) or remove someone from a notebook.

