ERIS Enterprise Research Infrastructure & Services

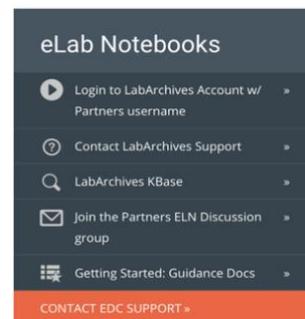## LabArchives: Quick Start for PIs
rc.partners.org/eln

LabArchives is designed for organizing, documenting, and sharing research data with teams, departments, and collaborators.

In compliance with the Partners Electronic Lab Notebook (ELN) Policy, PIs must use LabArchives to document Research Data and other record keeping activities for active research projects as of the effective date of policy (Oct. 1, 2019). This will require PIs to (1) Create a LabArchives account and (2) Own active research Notebooks for their team/department.

Create a LabArchives Account

Partners has enabled Single Sign-on (SSO) for LabArchives. Using your Partners username and password, log in to LabArchives a number of ways:

- **Partners Sign In link**
- **https://rc.partners.org/eln** - Research Computing Website > Select "Login to LabArchives Account w/ Partners Username"
- **https://mynotebook.labarchives.com/** - LabArchives Website > Enter your preferred institutional/official email address > Select "Sign in through your Institution" > Select Partners Healthcare

eLab Notebooks
- Login to LabArchives Account w/ Partners username »
- Contact LabArchives Support »
- LabArchives KBase »
- Join the Partners ELN Discussion group »
- Getting Started: Guidance Docs »

CONTACT EDC SUPPORT »

Create a New Notebook

As the principal investigator (PI), you will create and share Notebook(s) with your team, department and your external research collaborators. You can create an unlimited number of Notebooks.

Notebooks **11** >

Partners Research Community
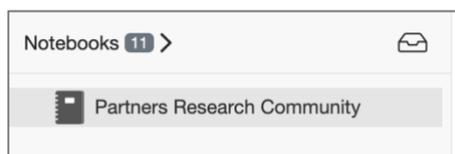
1. Locate the "Notebook Navigator" (Notebooks **11**) on the top left of screen.
✓ The number (e.g. 11) reflects the total number of Notebooks you have access to.

2. Click on the numbered icon > then click on the **+** sign to create a new Notebook.

3. Enter a name for your new Notebook
✓ You can always rename the Notebook

< Back to Partners Research Community
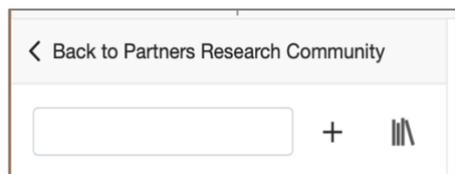
Folder Structure Options

LabArchives has several ready-made folder layouts. If you would like to create your own folder structure, click "**None**."
✓ You can always rename, move or delete folder
✓ You can copy a folder structure from another Notebook by selecting "**From another notebook**"

None	Default (Lab)	Research Community Notebook	From another notebook
No folders	Protocols SOPs MSDS Templates Ideas Lab Meeting Notes Paper Outlines Manuscripts Published Data Grants Presentation References Project 1 + New Deleted Items	Welcome! Quick Start Guides PHS Research ELN Policy Documents Please READ! Important Announcements FAQs HOW TOs Integrations Guide on folder Structures Templates MGH Trainings 2019 BWH Trainings 2019 Follow Us! Publications Volunteers Needed Open Source Malaria Project Presentations Ideas How It all Began! Test Pages + New Deleted Items	Folders from a specified Notebook

Customize the Notebook Structure

Notebooks are organized like a standard file system of folders and sub-folders with data added to pages. There are several ways in which you can organize the Notebook for teams, departments and collaborators. **Organize by**:
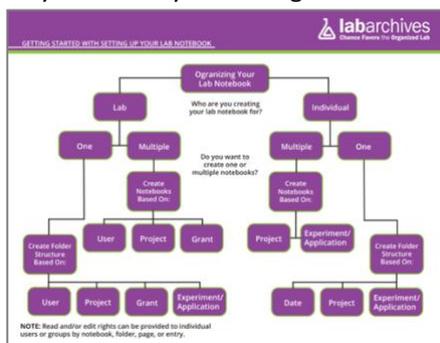
- **Project or grant** – Create a new Notebook for each project; or in one "master" Notebook, set up folders for each project
- **Researcher** – For each person, create a Notebook or folder within a master Notebook.
- **Documentation** – Create a Notebook to share common documents: current version of protocols, SOPs, forms, templates, inventories.
- **Templates** – If you have multiple projects and many different users, create a Notebook template to standardize and harmonize folder directory structure.
- **Instruments** – If you have equipment that outputs raw data, use the File Folder Monitor to automate raw data inputs to a master Notebook. Copy files over to other Notebooks as needed.

NEED HELP? **Email:** support@labarchives.com **Knowledge:** labarchives.kayako.com **Discussion List:** rc.partners.org/connect

![ERIS Enterprise Research Infrastructure & Services logo]

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Manage Access and Accounts

1. Click on your name on top right of screen
2. Select "Manage My Account"
   - ✓ Allows you to manage user access across Notebooks
   - ✓ Add/Remove users to any or all Notebooks you own
   - ✓ Specify user roles: Guest, User, or Administrator.
   - ✓ Each Notebook can have only one Owner, but there can be multiple Administrators, Users, and Guests.
   - ✓ Owner and Administrators can grant and manage user access to the entire Notebook.
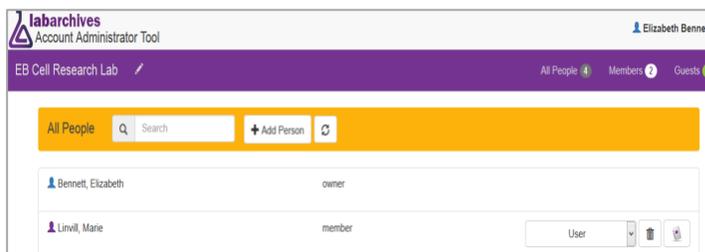

To delegate Administrator(s) for your Notebooks:

1. Click the triple bar icon (hamburger) on top right > Select "Notebook Settings"
2. Click on the second tab > "User Management"
3. To Add a New User > select "New User", type in their email address, and click "Add User."
4. Set the "Role" = Administrator

Tip: Users can enter their preferred email address (partners.org vs harvard.edu). When adding users to your Notebook, be sure to ask for the email they used when creating their LabArchives account.

Manage Ownership of Notebooks

PIs must be the Owners of their team's Notebooks.
- ✓ If you create the Notebook, you're automatically the owner
- ✓ If others on your team create Notebooks, they must:
    1. Add you as a user
    2. Transfer Ownership
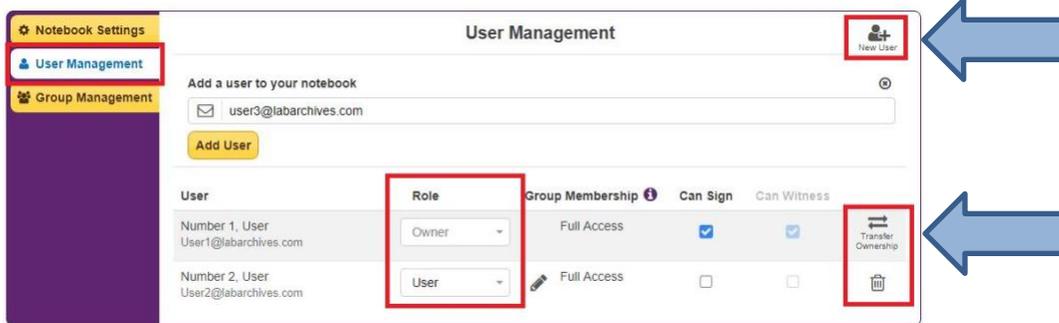
Access the LabArchives Mobile App
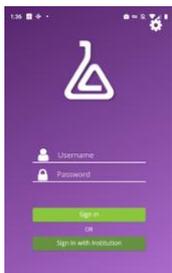
The LabArchives Mobile App is ideal when you want to access your Notebooks on-the-go.
1. Download the Mobile App from the **Google Play Store** or **App Store**.
2. Launch the LabArchives app > log in using your LabArchives Account
3. Click "Sign in with institution" and select Partners HealthCare from the list.

After logging in, you will see the structure of your Notebook. To view other Notebooks in your account, tap ▤ icon on the top left. To open a Page or folder, tap on the name of the item. To create a new page or folder, tap ➕ icon, provide a name for the page or folder, and tap "Create".

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