



# Quick Start Guide for ELN New Users

LabArchives for Government

The LabArchives ELN is a digital notebook that makes it simple to record, organize, analyze, and share experiments and data wherever you are. Boost your productivity and data availability by consolidating all of your workflows, methods, and findings onto an accessible, secure, cloud-based platform that has been tailored to meet additional NIST 800-53 requirements, approved by federal government agencies, and installed in an authorized environment.

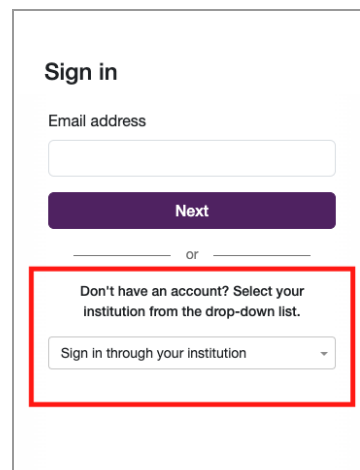
[la.support@dotmatics-gov.com](mailto:la.support@dotmatics-gov.com)

Government Version 10.11.24

# Sign up for LabArchives™

Create an account or wait for an invitation from a collaborator to join an existing Notebook.

- Create your account:  
<https://mynotebook.labarchives-gov.com>
- Enter your email address or select your institution from the **Sign in through your institution** list.
- An Activation Link will be sent to your email. If you do not receive the Activation email, please check your Spam folder.

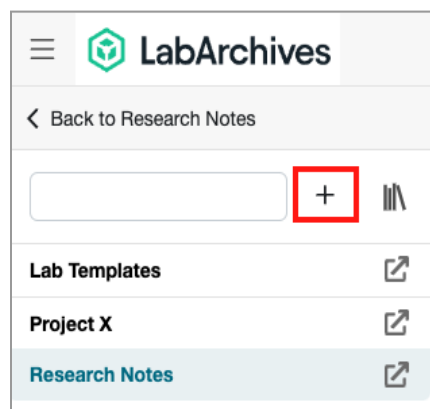


The image shows a 'Sign in' form. It has a text input field for 'Email address' and a purple 'Next' button. Below these is a link 'or' and a red-bordered box containing the text 'Don't have an account? Select your Institution from the drop-down list.' and a dropdown menu labeled 'Sign in through your institution'.

## Create a Notebook

If your account has Notebook creation privileges, a default Notebook will be made for you called My Notebook. Customize this Notebook or create new Notebooks to manage project and research data.

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

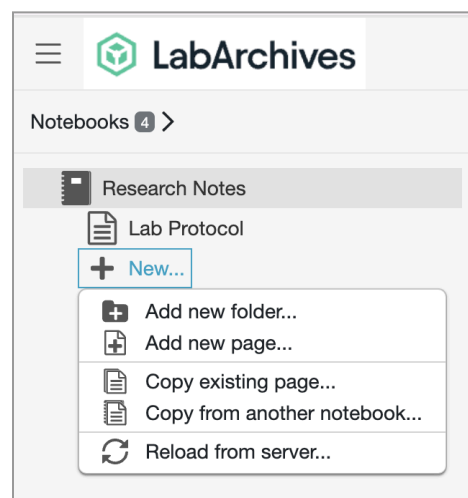


## Organize the Notebook

Once the Notebook has been created, it can be organized with a system of folders and pages. Rename, move, or delete the folder structure

based on your needs. Organize Notebooks by project, team, researcher, instrument, or create a standardized folder structure for multiple Notebooks.

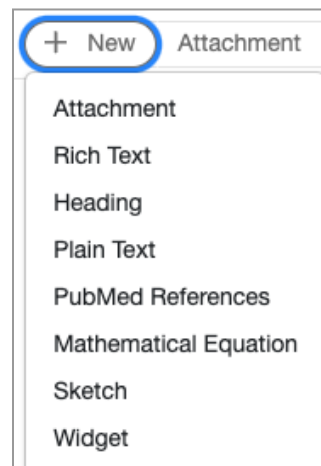
- To create a new folder or page, click **+ New** in the Notebook Navigator.
- All folders and pages can be moved using drag and drop.
- Right click (Ctrl + Click for Macs) on the folder or page name for options like renaming, deleting the item, or duplicating a folder or a page. If a page or folder is deleted, it can be retrieved from the **Deleted Items** folder.
- Subfolders can also be created within other folders to better organize your information.



## Add Data to the Notebook

If you are a Notebook member with edit access, you will have the ability to add data to pages in the 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.

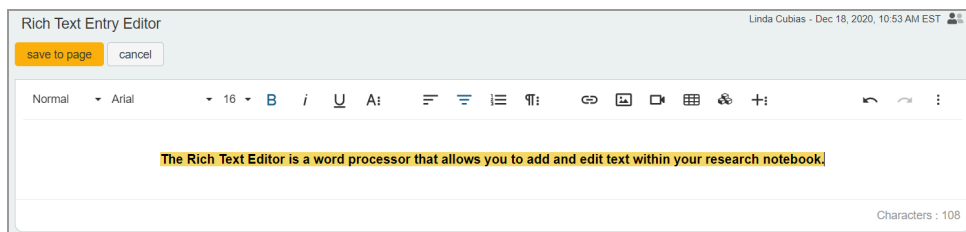
To place an entry between two existing entries, move the cursor between the two entries and select from the insert toolbar.



**Please Note:** Available entry types may vary based on your organization.

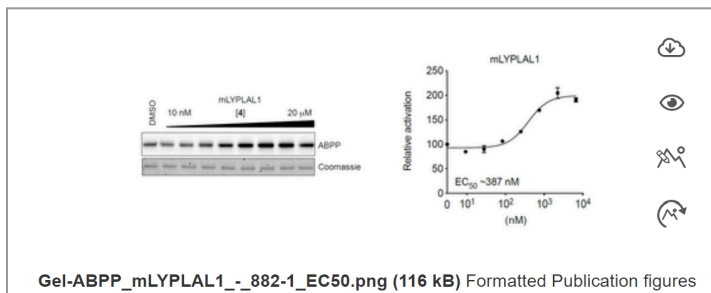
## Rich Text

The Rich Text entry is the most common entry type in LabArchives and 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 up to 16GB per individual attachment can be uploaded to the Government Version of the LabArchives ELN. Recognized file formats will display a thumbnail.



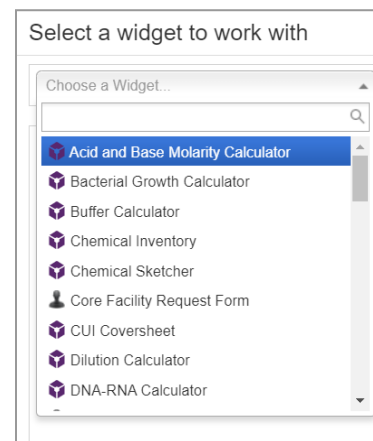
To add an Attachment, select **Attachment** from the **Add Entry** toolbar or drag and drop the file.

Microsoft Office Documents can be synced within LabArchives using the Microsoft Office Plugin.

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

## Widgets

Widgets allow users to extend the capabilities of LabArchives. Create data collection forms, templates, and even custom programs that operate within the Notebooks.

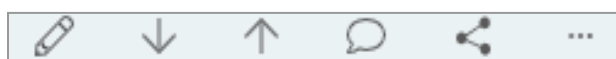


Select **Widget** from the **Add Entry** toolbar and choose from a list of default Widgets to add as an entry to the page.

If enabled by your organization, the **Widget Manager** can be used to create custom Widgets. Navigate to the triple-dot menu, Widgets, and then Widget Manager.

**Please Note:** If your organization has not approved the use of the Widget Manager, it will not be available in the manner described above.

## Working with Entries



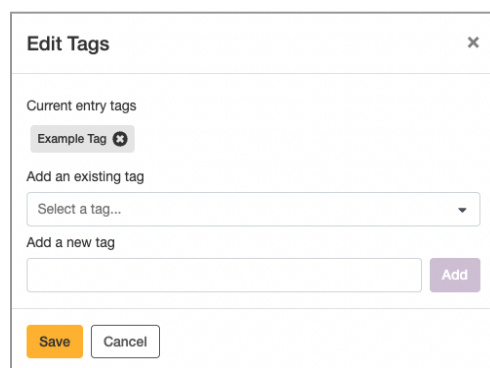
Hover over an entry to reveal the Entry Toolbar.

## Edit Entries

To edit an entry, click the **Pencil** icon. When you finish editing your entry, click **Save to page**.

## Tagging

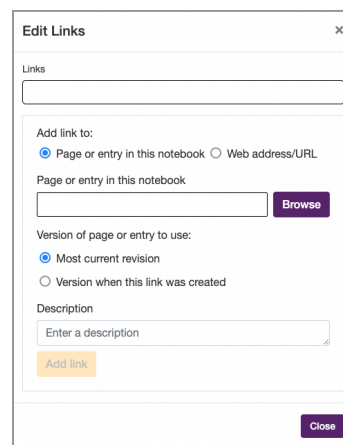
Tagging allows you to add metadata to your Notebook and can be used to create a controlled vocabulary to help classify your data and improve searching. Click the **More** menu and select **Tags**.

A dialog box titled "Edit Tags" with a close button (X) in the top right. It contains a section "Current entry tags" with a tag "Example Tag" and a remove icon. Below is "Add an existing tag" with a dropdown menu showing "Select a tag...". Then "Add a new tag" with a text input field and an "Add" button. At the bottom are "Save" and "Cancel" buttons.

## Linking

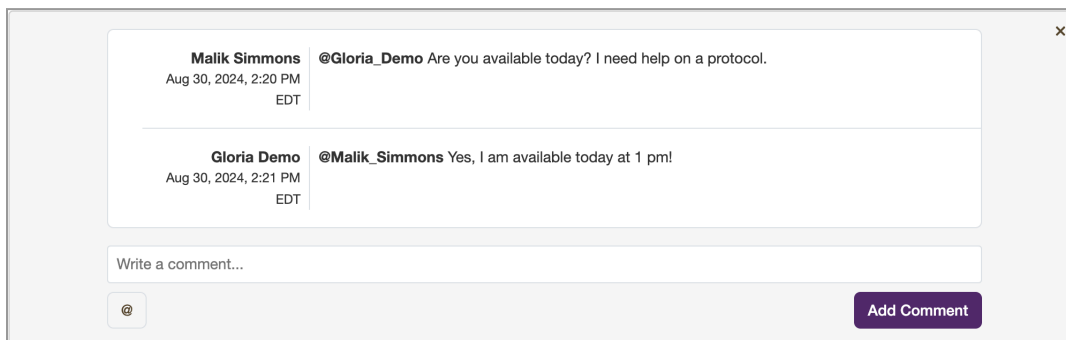
Links can be added to point to a web address or to another page or entry in the Notebook.

Using **Version when this link was created**, you can link to an entry in its current state. Click the **More** menu and select **Links**.

A dialog box titled "Edit Links" with a close button (X) in the top right. It has a "Links" section with a text input field. Below is "Add link to:" with radio buttons for "Page or entry in this notebook" (selected) and "Web address/URL". Under "Page or entry in this notebook" is a text input field and a "Browse" button. Then "Version of page or entry to use:" with radio buttons for "Most current revision" (selected) and "Version when this link was created". Below is "Description" with a text input field and an "Add link" button. At the bottom right is a "Close" button.

## Commenting

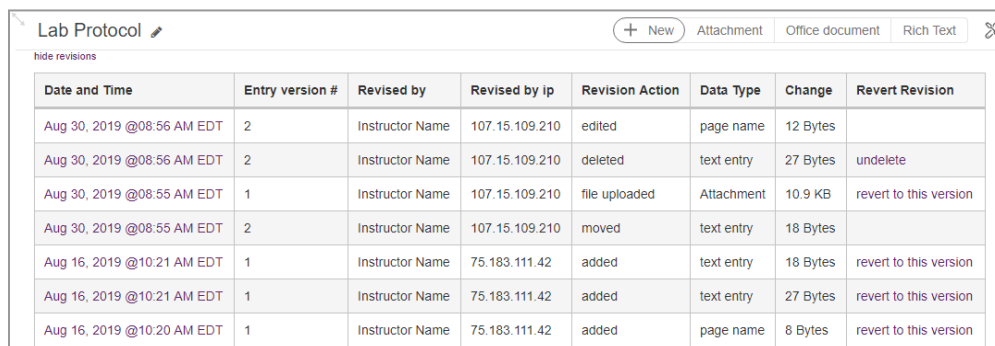
To communicate with members of the Notebook, add a comment to an entry through the **Comment** icon. To alert a specific user, use **@mentions**. Mentioned users will receive an email notification and an Activity Feed notification.



The screenshot shows a comment thread within a notebook interface. At the top, a comment by Malik Simmons (@Malik\_Simmons) is displayed, dated Aug 30, 2024, 2:20 PM EDT. The comment text is "@Gloria\_Demo Are you available today? I need help on a protocol." Below this, a reply by Gloria Demo (@Gloria\_Demo) is shown, dated Aug 30, 2024, 2:21 PM EDT, with the text "@Malik\_Simmons Yes, I am available today at 1 pm!". At the bottom of the thread, there is a text input field labeled "Write a comment..." with an @ icon to its left and an "Add Comment" button to its right.

## Review Past Versions

LabArchives stores every version of each entry and page that you make. 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 the data or undelete an item. To view the history for a single entry, visit the entry toolbar. To view the complete page history, select **Page Tools** and **View revisions**.



The screenshot displays the "View revisions" table for a "Lab Protocol" entry. The table has eight columns: Date and Time, Entry version #, Revised by, Revised by ip, Revision Action, Data Type, Change, and Revert Revision. The table contains seven rows of revision data, showing a sequence of updates and deletions to the protocol entry over time.

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. Sharing is limited to Notebook Owners, Notebook Administrators, and Account Administrators.

## Share a Notebook, Folder, Page or a Single Entry

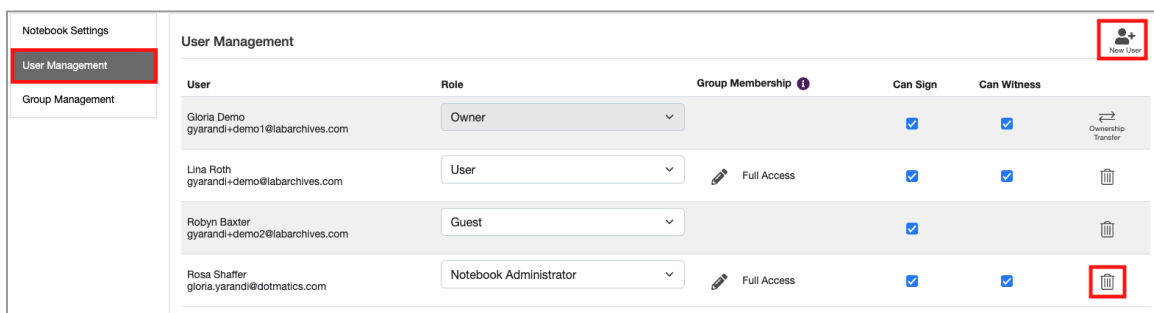
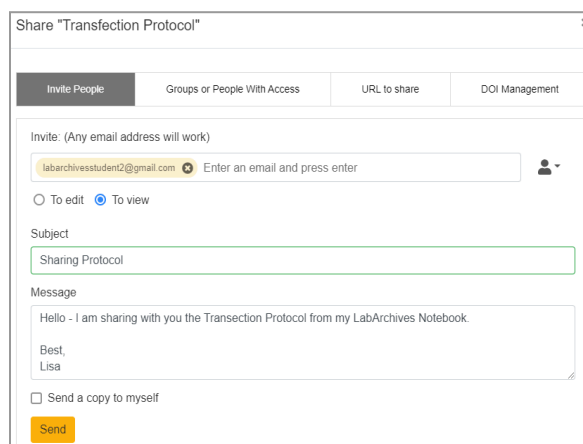
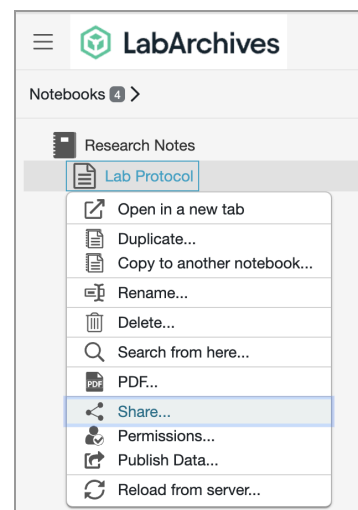
To share a Notebook, folder, or page, right click (Ctrl + Click for Macs) on the name of the item and click **Share**.

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 from 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 **Trash Can** icon.



## Additional Help and Support

Find help through the **Information** icon and visit the [Knowledgebase](#) to browse by support topic or submit a question directly to our [Government Support team](#). View the [Quick Start Guide on Notebook Setup and Administration](#) for additional tips on customizing the notebook structure and managing users.