



Quick Start Guide for Inventory Lab Managers

LabArchives for Government

LabArchives Inventory is designed to help lab managers easily set up their lab to reflect the physical storage locations the lab uses along with the items stored and used in the lab. Once the customization is finished, lab managers can search by item type and location while also managing the order workflow effortlessly. Inventory allows lab managers and lab members to create QR codes, link to LabArchives Notebooks, and instantly look up item details on a mobile device.

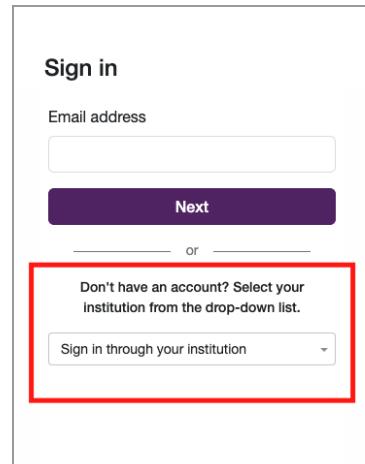
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Create your LabArchives™ Inventory Lab

We suggest the Lab Manager or another research team admin create the Inventory Lab from their account. The creator of the Inventory Lab will be assigned the Lab Manager role, which allows them to customize the Lab group, manage access, bulk upload items, bulk update items, and manage the order process.

- Create your account at <https://inventory.labarchives-gov.com/>
- Enter your email address or select your institution from the **Sign in through your institution** list.
- If you already have a LabArchives ELN account, you can click the **Test Tube** icon from your notebook to access Inventory and activate a new Inventory Lab.



Sign in

Email address

Next

or

Don't have an account? Select your institution from the drop-down list.

Sign in through your institution

Inventory Types

Users assigned the Lab Manager role will have access to the **Lab management** Gear Icon. Click the Gear icon to access Lab Management. By default, there will be nine available **Inventory Types**. Each type will include unique fields that are specific to the Inventory Type, as well as standard fields that are available for all inventory items.

- To edit an Inventory type, click the **pencil icon** to edit existing fields or add new fields. Select **Add New Type** to create a custom Inventory Type.
- Assign a color to help distinguish between different inventory items.

Inventory Types 9		+ Add New Type	
Name	Color	Fields	
Antibody	Blue	12	+ Add New Field
Bacterial Stock	Red	7	+ Add New Field
Cell Line	Purple	11	+ Add New Field
Chemical	Green	12	+ Add New Field
Enzyme-Restriction	Grey	8	+ Add New Field
General	Dark Red	0	+ Add New Field
Oligo	Yellow	12	+ Add New Field

Customize Storage Locations

From the Lab Management and Locations tab, add the locations where items can be stored. Consider how much detail your team needs to efficiently find an item.

- To create a new storage location, click **+New Location**.
- Click the **pencil icon** to add sublocations like Rack, Shelf, or Drawer.
- If the sublocation contains a freezer box, select **Freezer Box** and the appropriate size.

Locations 9	
-20 C	+ Add New Location
-80 C	+ Add New Location
4 C	+ Add New Location
Bench 1	+ Add New Location
Bench 2	+ Add New Location
Bench 3	+ Add New Location
Biosafety Cabinet	+ Add New Location
Demo Freezer	+ Add New Location
Fume Hood	+ Add New Location

- 80 C
 - Shelf 1
 - Rack 1
 - Freezer box 1 (9 x 9)
 - Freezer box 2 (9 x 9)
 - Gene box #1 (4 x 4)
 - Rack 1
 - Freezer box 1 (9 x 9)
 - Freezer box 2 (9 x 9)
 - Gene box #1 (4 x 4)
- Shelf 2 (Middle Shelf)
 - Alison's Rack (Boxes 7-10)
 - Freezer Box 10 (9 x 9)
 - Freezer Box 7 (9 x 9)
 - Freezer Box 8 (9 x 9)
 - Freezer Box 9 (9 x 9)
 - Gloria's Rack (Boxes 3-6)
 - Freezer Box 3 (9 x 9)
 - Freezer Box 4 (9 x 9)
 - Freezer Box 5 (9 x 9)
 - Freezer Box 6 (9 x 9)

Adding Items

To upload multiple inventory items at a time, on the main Inventory display page click **Import Items** to download the **Import Inventory Template**.

- Each **Inventory Type** will be presented in a separate tab in the template. The columns within each tab will display the standard and custom fields for the Inventory Type. A row within each tab contains the item you wish to add to Inventory.

- After items are added to the **Import Inventory Template**, save the file, and then upload the template to Inventory.
- If you already have your inventory managed in a CSV file or Excel document, you can copy and paste the details into the Import Inventory Template. Be sure to line up each field to the appropriate column.
- Alternatively, you can use **Add Item to Inventory** to add items individually.
- After upload, items can be individually updated or through the **Bulk Update** option in Lab Management. Bulk Update uses a unique template that is not interchangeable with the Import Inventory Template.

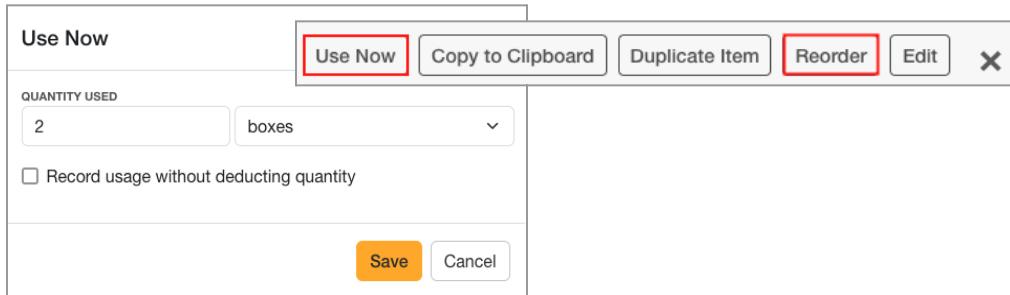
Inviting Lab Members

To manage access to your Inventory Lab, click the **Gear** icon to access Lab Management.

- Select the **Users** tab and click **+Invite Users** to invite your colleagues to access the Inventory Lab.
- From the **Roles** tab, create custom roles for members of your team. For example, if an intern should have the ability to use items but should not place orders, create a role called ‘Interns’ and assign all interns to this role.

Find and Use Items

Once items have been added to Inventory, Lab Members can quickly locate items for use and update quantities by selecting **Use Now**. When an item is low or out of stock, an **Order** request can be submitted.



Use Now

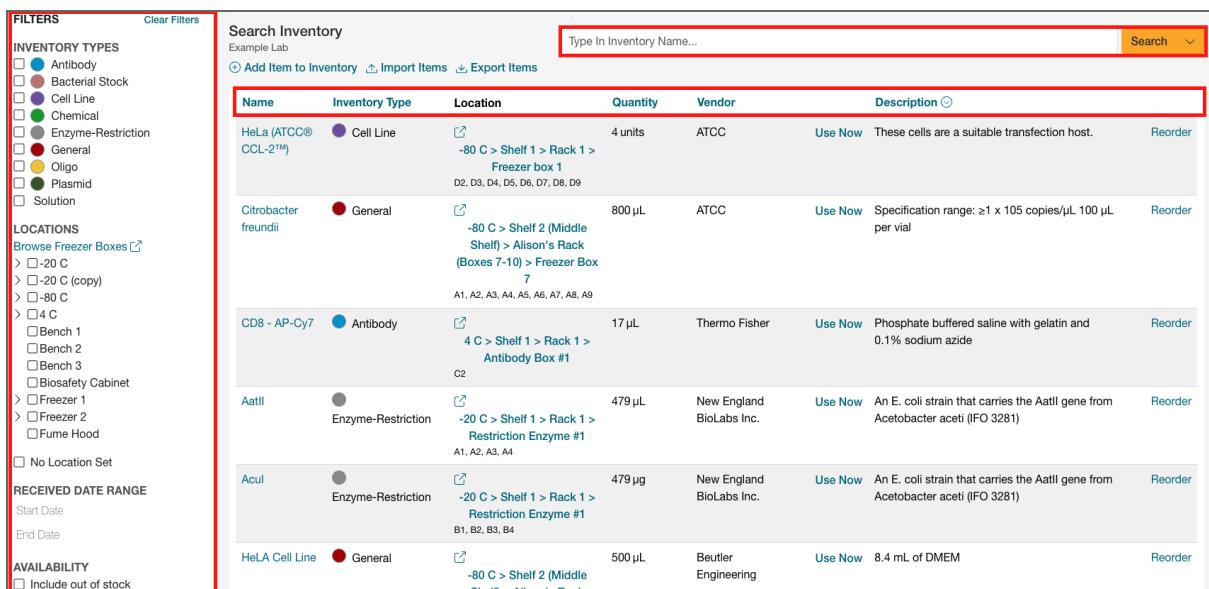
QUANTITY USED

2 boxes

Record usage without deducting quantity

Save Cancel

- From the main Inventory view, use the **Filters** to locate items by their Inventory Type, Location, Received Date Range, and Include your out of stock items.
- Select a column header to **Sort** by Name, Inventory Type, Quantity, and more.
- Use the **Search Inventory** menu to look for an item by keyword. Use the **Advanced Search** to set up more complex searches and to save a frequently used search.



FILTERS [Clear Filters](#)

INVENTORY TYPES

- Antibody
- Bacterial Stock
- Cell Line
- Chemical
- Enzyme-Restriction
- General
- Oligo
- Plasmid
- Solution

LOCATIONS

[Browse Freezer Boxes](#)

- 20 C
- 20 C (copy)
- 80 C
- 4 C
- Bench 1
- Bench 2
- Bench 3
- Biosafety Cabinet
- Freezer 1
- Freezer 2
- Fume Hood

No Location Set

RECEIVED DATE RANGE

Start Date

End Date

AVAILABILITY

Include out of stock

Search Inventory

Example Lab

[Add Item to Inventory](#) [Import Items](#) [Export Items](#)

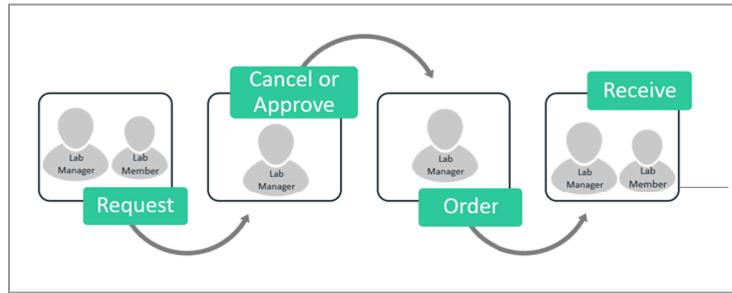
Name	Inventory Type	Location	Quantity	Vendor	Description	Use Now	Reorder
HeLa (ATCC® CCL-2™)	Cell Line	-80 C > Shelf 1 > Rack 1 > Freezer box 1 D2, D3, D4, D5, D6, D7, D8, D9	4 units	ATCC	These cells are a suitable transfection host.	Use Now	Reorder
Citrobacter freundii	General	-80 C > Shelf 2 (Middle Shelf) > Alison's Rack (Boxes 7-10) > Freezer Box 7 A1, A2, A3, A4, A5, A6, A7, A8, A9	800 µL	ATCC	Specification range: ≥1 x 105 copies/µL 100 µL per vial	Use Now	Reorder
CD8 - AP-Cy7	Antibody	4 C > Shelf 1 > Rack 1 > Antibody Box #1 C2	17 µL	Thermo Fisher	Phosphate buffered saline with gelatin and 0.1% sodium azide	Use Now	Reorder
Aattl	Enzyme-Restriction	-20 C > Shelf 1 > Rack 1 > Restriction Enzyme #1 A1, A2, A3, A4	479 µL	New England BioLabs Inc.	An E. coli strain that carries the Aattl gene from Acetobacter aceti (IFO 3281)	Use Now	Reorder
Acu1	Enzyme-Restriction	-20 C > Shelf 1 > Rack 1 > Restriction Enzyme #1 B1, B2, B3, B4	479 µg	New England BioLabs Inc.	An E. coli strain that carries the Acu1 gene from Acetobacter aceti (IFO 3281)	Use Now	Reorder
HeLa Cell Line	General	-80 C > Shelf 2 (Middle Shelf) > Alison's Rack	500 µL	Beutler Engineering	8.4 mL of DMEM	Use Now	Reorder

- If QR Codes or labels are printed and added to the physical items in your Inventory, scan them using the **Camera** button in Inventory, or directly from the camera feature on your mobile device.

Submitting, Approving, and Tracking Orders

The Orders workflow allows Inventory members to request orders for items that may be low or out of stock. The **Reorder** option is available from the main Inventory view and from the individual Inventory item view.

- After an Order is submitted through the main Inventory list or through the individual item view, the Lab Manager can begin to manage the request through the **Orders** tab by either **Approving** or **Canceling** the order.



- If the Order is approved, the Lab Manager can update the status to **Ordered** after going out to procurement to place the order.
- Once the item has been **Received**, Lab Manager can update the status to Received, and the item is created in LabArchives Inventory.

Reports

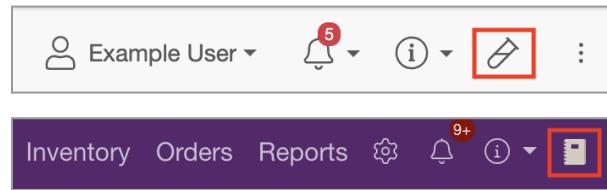
Lab Managers have access to the Reports tab to track additional details about their Lab and inventory items.

- **Expiration Report** keeps track of upcoming expiration dates for inventory items that will expire in 30 days, 60 days, or 90 days.
- **Low Quantity Report** displays inventory items that have reached the low quantity threshold required for reorder notification.

- **Orders Report** views a summary of all Orders placed in the lab.
- **Freezer Capacity Report** will show a list of all storage locations labeled as **Freezer Boxes**, as well as the number of cells in each Freezer Box, the number of cells that currently contain an item, and the available capacity.

Integrate with the LabArchives Notebook

From the LabArchives Notebook, click on the **Test Tube** icon to return to Inventory, and click on the **Notebook** icon to navigate back to the LabArchives Notebook. The integration provides bi-directional links from the Notebook to Inventory including a link in Inventory that tracks the use of an item in experiments logged in Notebook.



- From LabArchives Notebook, use the **Inventory List** entry type to create a list of Inventory Items that pulls directly from Inventory and is linked in the Notebook.
- When editing the Inventory List entry type, search your Inventory Lab and click **Use Now** to use the item and deduct the quantity used.

Name	Quantity Used	Date Used	Location	Catalog #	Lot #	Expiration Date
Calcium Carbonate	1 g	9/11/2022, 7:10 PM EDT	Chemical Cabinet > Shelf 3	848263	1HG0847	7/3/2022

- For items that are not tracked in Inventory, e.g., glassware, select the option **Manually add an inventory item to the list**.

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](#). Review the [Quick Start Guide for Inventory Lab Members](#) to learn how Lab Members can use Inventory to locate items and request orders.