



Quick Start Guide for Inventory Lab Members

LabArchives for Government

LabArchives Inventory provides researchers with an easy-to-use tool to help streamline the organization, usage, tracking, and ordering of inventory items. It is designed to simplify the process of finding and managing inventory. 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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Access LabArchives™ Inventory

The Lab Manager or team admin will extend an invitation to Lab Members to join the lab's Inventory.

From the email invitation, click **Join Your Lab** to activate your account and access the Lab.

- After your account has been activated, you can login via <https://inventory.labarchives.gov.com>
- Enter your email address or select your institution from the **Sign in through your institution** list.

The image shows two overlapping screenshots. The background screenshot is an email invitation from LabArchives. It has a purple header with the LabArchives logo and 'Better Science' tagline, and a 'SIGN IN' link. The body of the email is addressed to 'Hi Jimmy Doe,' and states that access to the LabArchives Inventory has been granted by Jane Doe. It lists three bullet points: 'Quickly search and find items for your experiments.', 'Place order requests and check status of requested items', and 'Easily add material to inventory with attachments and'. Below these is a yellow 'Join Your Lab' button. At the bottom, it says 'Thank You,' followed by 'The Team at LabArchives', 'LabArchives, LLC', '251 N City Dr. Ste 128F', 'San Marcos CA 92078', and the website 'labarchives.com'. The foreground screenshot is a 'Sign in' form. It has a purple header with the LabArchives logo and 'Better Science' tagline, and a 'SIGN IN' link. Below the header is a 'Sign in' section with an 'Email address' input field and a purple 'Next' button. Below the 'Next' button is a link 'or' followed by 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'.

Find and Use Items

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

The image shows a 'Use Now' modal form. It has a title bar with the text 'Use Now' and a close button (X). Below the title bar is a row of buttons: 'Use Now' (highlighted with a red box), 'Copy to Clipboard', 'Duplicate Item', 'Reorder' (highlighted with a red box), and 'Edit'. Below the buttons is a section labeled 'QUANTITY USED' with a text input field containing the number '2' and a dropdown menu showing 'boxes'. Below this is a checkbox labeled 'Record usage without deducting quantity'. At the bottom right are two buttons: 'Save' (highlighted with a red box) and '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](#)

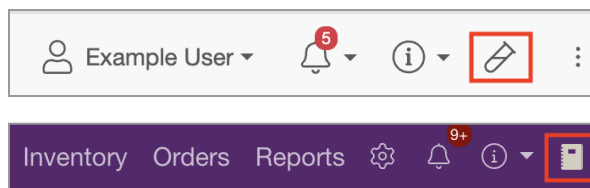
[Search](#)

Name	Inventory Type	Location	Quantity	Vendor		Description	
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	Use Now	These cells are a suitable transfection host.	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	Use Now	Specification range: ≥1 x 10 ⁵ copies/µL 100 µL per vial	Reorder
CD8 - AP-Cy7	Antibody	4 C > Shelf 1 > Rack 1 > Antibody Box #1 C2	17 µL	Thermo Fisher	Use Now	Phosphate buffered saline with gelatin and 0.1% sodium azide	Reorder
AatII	Enzyme-Restriction	-20 C > Shelf 1 > Rack 1 > Restriction Enzyme #1 A1, A2, A3, A4	479 µL	New England BioLabs Inc.	Use Now	An E. coli strain that carries the AatII gene from Acetobacter acetii (IFO 3281)	Reorder
AclI	Enzyme-Restriction	-20 C > Shelf 1 > Rack 1 > Restriction Enzyme #1 B1, B2, B3, B4	479 µg	New England BioLabs Inc.	Use Now	An E. coli strain that carries the AatII gene from Acetobacter acetii (IFO 3281)	Reorder
HeLa Cell Line	General	-80 C > Shelf 2 (Middle Shelf) > Alison's Rack	500 µL	Beutler Engineering	Use Now	8.4 mL of DMEM	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.

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 the Notebook.



- From LabArchives Notebook, use the **Inventory List** entry type to create a list of Inventory items that pulls directly from the Inventory and is linked in the Notebook.
- When editing the Inventory List entry type, you can 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.**

About
Details
Labels
Attachments 0
History 10

Inventory Type Antibody
Id 6CT1G75RKFXL
Quantity 48 µL
Location 4 C > Shelf 1 > Rack 1 > Antibody Box #1 B4
Vendor Thermo Fisher
Catalog # # 11-0032-82
Lot # 322
Price \$98.75
Expiration 6/20/2025
Notes 4° C, store in dark, DO NOT FREEZE!
Links 9/26/2024, 10:29 AM EDT Gloria Yarandi Project XYZ
9/26/2024, 10:30 AM EDT Gloria Yarandi ABC Project

Request Orders

If quantities are running low and you need a certain item to be purchased, you can submit an order request. The Lab Manager or other users with order approval rights, can approve or deny the order request.

- Select **Reorder** from the Inventory list or while viewing an individual Inventory Item.
- Click the **Bell** icon to check your notifications and stay up to date on any pending order requests.
- Lab Members can receive their own orders.

Order Request

Name *

Inventory Type *
General

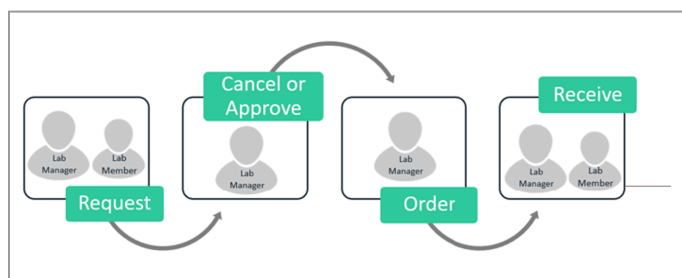
Catalog # *

Vendor *

Quantity *
1

Price *
0

\$0.00



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 Managers](#) to learn how to set up and customize an Inventory Lab.