



# 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.

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

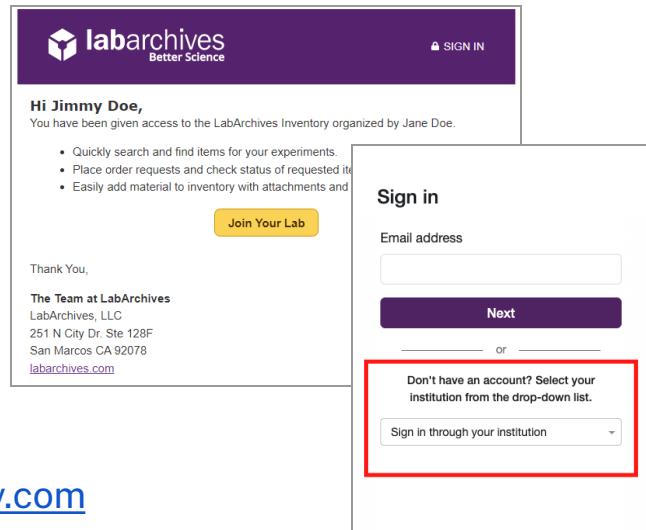
Government Version 10.11.24

# Access LabArchives™ Inventory

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

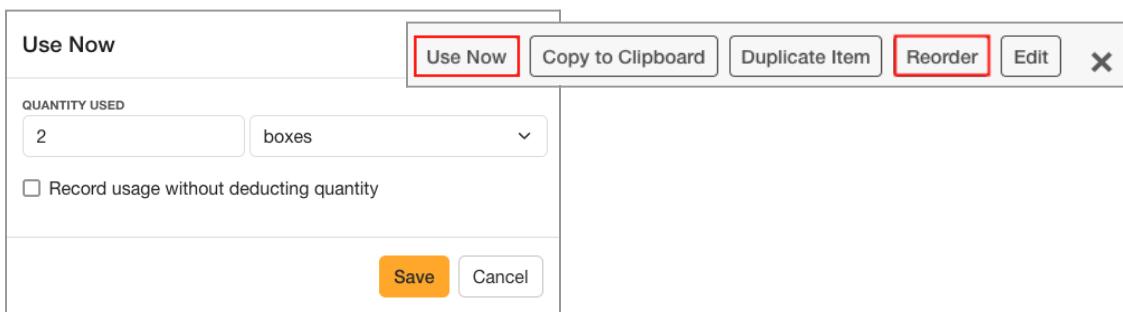
From the email invitation, click **Join Your Lab** to activate your account and access the Lab.

- 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.



## 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.



- 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.

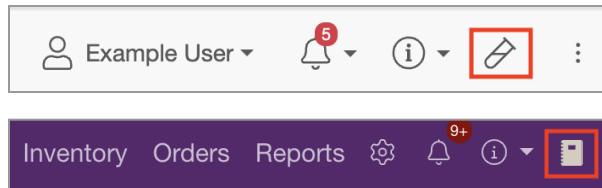
- Select a column header to **Sort** by Name, Inventory Type, Quantity, and more.
- Use the **Search Inventory** menu to look for an item by keyword. Use the **Advanced Search** to set up more complex searches and to save a frequently used search.

Name	Inventory Type	Location	Quantity	Vendor	Description	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	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 105 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
Aattl	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 Aattl gene from Acetobacter aceti (IFO 3281)	Reorder
Acu1	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 Acu1 gene from Acetobacter aceti (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.**

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

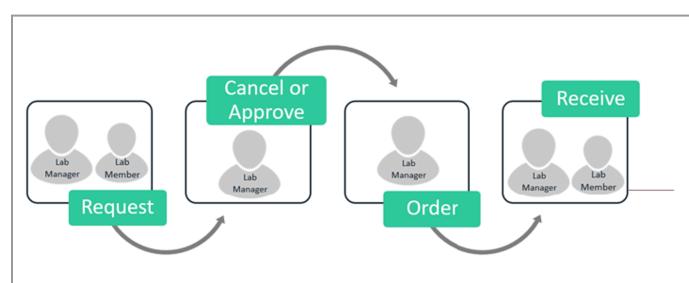
## Request Orders

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.