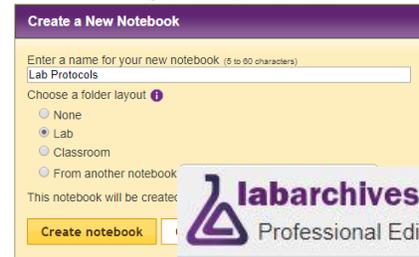
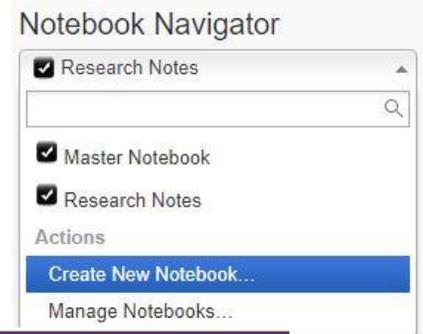


Typically, the PI or an Administrator will create the LabArchives notebooks and share them with other members of the team. Most users create separate notebooks for each project or for each lab member. Many labs create one large notebook for shared items.

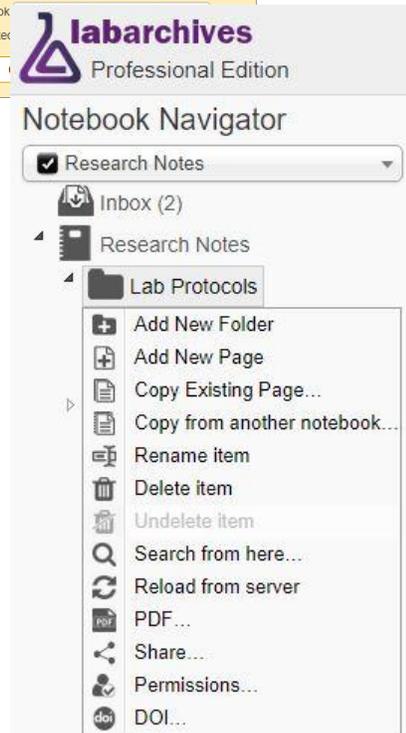
1 Create a Lab Notebook

- When you create your account a notebook with a series of suggested folders will be automatically created. You can use this suggested notebook or create your own notebooks.
- To create a notebook, select "Create New Notebook" on the drop-down list of the Notebook Navigator. Name your notebook, select a folder layout, and click "Create Notebook."



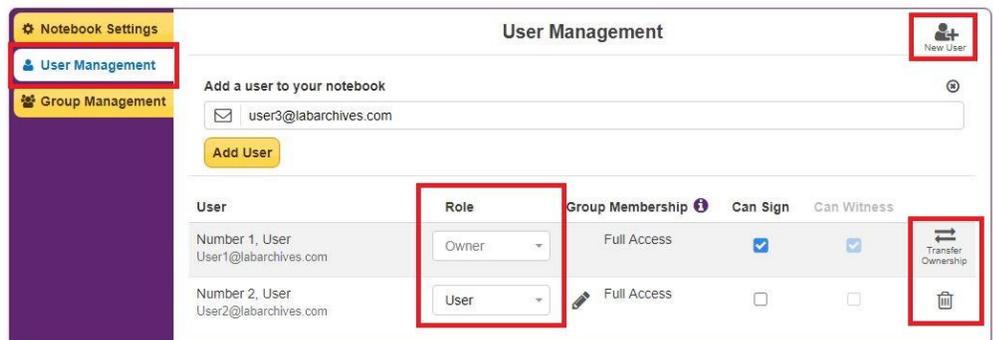
2 Customize the Notebook Structure

- Every notebook can be organized through a system of pages and folders. Many labs will create a standardized notebook structure used in all lab notebooks.
- In the Notebook Navigator, you can create a new page or folder by clicking "New."
- All folders and pages can be moved by using drag and drop.
- Right click (Ctrl + Click for Macs) on the Folder or page name for options like renaming or deleting the item. If you delete a page or folder, it can always be recovered in the deleted items folder.



3 Share your Notebook with Lab Members

- As the Notebook Owner, you can share anything from a single entry to the entire notebook with other lab members. You can also setup custom permissions and rights in the notebook.
- To manage users in the notebook, click the triple bar menu on the top right, select "Notebook Settings" and go to the "User Management" tab.
- To add a lab member, click "New User," type in their email address, and click "Add User." They will receive an email indicating that you shared content with them. When they login, they will see this notebook in the Notebook Navigator.



4 Collaborate and Communicate with your Lab

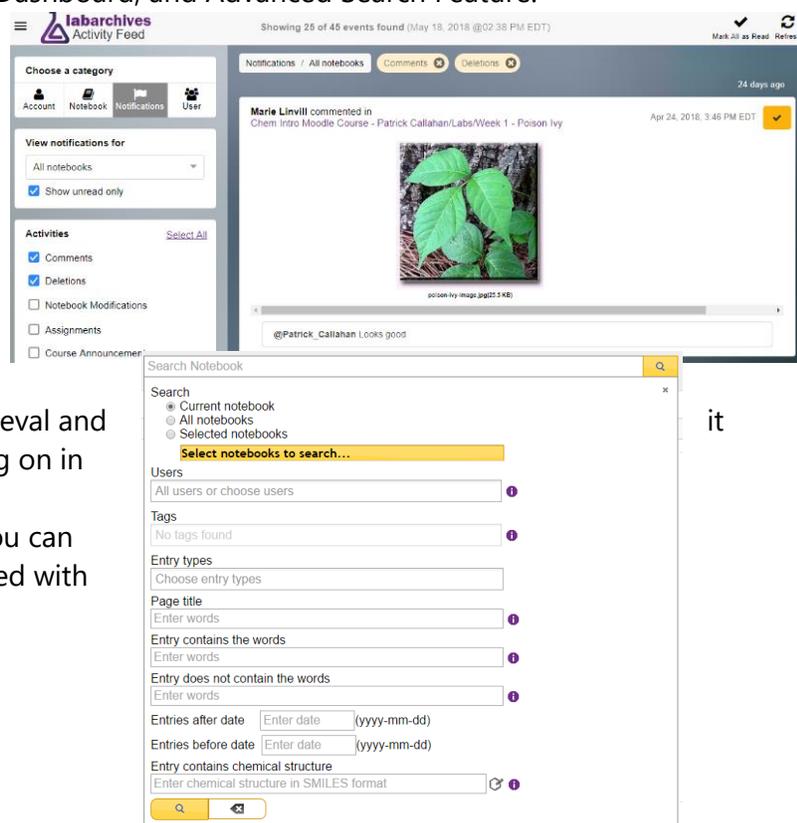
- As you work in your notebooks, you may want to create notebook policies or naming conventions for pages or attachments in the notebooks.
- You can communicate with other members of your team by adding a comment to an entry. To add a comment, select the comment bubble on the entry toolbar.
- To alert a specific user, use @mentions. The mentioned user can receive an email notification and an activity feed notification about the comment.
- When other users are working in an entry, you will see a lock indicating that the entry cannot be edited.



🔒 Currently being edited by User Number 1 --

5 Monitor actions in the notebook

- Every action (deletions, modifications, page signing, etc.) in LabArchives is recorded in the revisions history of LabArchives. As the Notebook Owner, you can easily manage changes made to the notebook using the Activity Feed, Notebook Dashboard, and Advanced Search Feature.
- The activity feed is available by clicking  or by selecting "Activity Feed" in the triple bar menu.
- The activity feed is organized with a system of categories and filters that allow you to monitor specific notebooks or users.
- Many Lab Managers will monitor projects in the notebook using the LabArchives Advanced Search Feature.
- The search feature improves information retrieval and can be used to quickly manage projects going on in the lab.
- If your team uses tags for specific projects, you can search for that tag to see everything associated with the project.



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