

## LabArchives Quick Tips





 **labarchives**  
Chance Favors the Organized Lab

**Quick Tip #1**  
Activate Your Account

The deadline for PIs to activate their accounts and begin using LabArchives is **October 1st, 2019**.

Use your Partners username and password to activate your account.

[View the Partners Electronic Lab Notebook \(ELN\) Policy](#)

**Activate Your Account**

In the [link](#) above, click on "**Login to LabArchives Account w/ Partners username**" in the dark gray box on the right side of the page. Please reach out to [ResearchHelpline@bwh.harvard.edu](mailto:ResearchHelpline@bwh.harvard.edu) with any questions.

Did you know LabArchives is the Brigham and Partners supported Electronic Laboratory Notebook application? For more information on how BWH and Partners can support you, please visit <https://rc.partners.org/eln/faqs>

### Links from Above:

**Policy:**

<https://grcarcher.partners.org/apps/ArcherApp/Home.aspx>  
(search "ELN" under "Enterprise Policies (System-wide)")

**Activate Your Account:**

<https://rc.partners.org/research-apps-and-services/collect-data#electronic-laboratory-notebook>

**Additional Info:**

<https://rc.partners.org/research-apps-and-services/collect-data/labarchives-faqs-and-feedback>



**Quick Tip #2**  
**Sharing Notebooks: Managing User Access**

Electronic Lab Notebooks (ELNs) in LabArchives can be shared with others so that multiple people working on a project (whether internal staff or external collaborators) can have access to the same data. You can even share each folder, page, or entry within an ELN with different people. The ELN will track each person's activity so that others can see what has changed over time.

[Manage user access and notebook layouts](#)  
[Use this flow chart to help structure and organize your notebooks](#)

**Activate Your Account**

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### Links from Above:

**Manage user access and notebook layouts:**

<https://labarchives.kayako.com/Knowledgebase/Article/View/378>

**Use this flow chart to help structure and organize your notebooks:**


<https://labarchives.kayako.com/Knowledgebase/Article/View/432/0/12014-flowchart-for-lab-setup>

**Activate Your Account:**

<https://rc.partners.org/research-apps-and-services/collect-data#electronic-laboratory-notebook>

**Additional Info:**

<https://rc.partners.org/research-apps-and-services/collect-data/labarchives-faqs-and-feedback>



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**Quick Tip #3**  
Sharing Notebooks: Managing Notebook Ownership

The PI should be the owner of their lab's ELNs for data retention purposes, but they may not have adequate time to dedicate to the initial structural set-up; instead, a postdoc, lab manager, or admin can construct the notebooks and retroactively make the PI the notebook owner.

[Manage user access and notebook layouts](#)  
[Use this flow chart to help structure and organize your notebooks](#)

**Activate Your Account**

View all previous Quick Tips [Here](#)

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### Links from Above:

**Manage user access and notebook layouts:**

<https://labarchives.kayako.com/Knowledgebase/Article/View/378>

**Use this flow chart to help structure and organize your notebooks:**

<https://labarchives.kayako.com/Knowledgebase/Article/View/432/0/12014-flowchart-for-lab-setup>

**Activate Your Account:**


<https://rc.partners.org/research-apps-and-services/collect-data#electronic-laboratory-notebook>

**View All Previous Quick Tips:**

<http://www.brighamresearcheducation.org/wp-content/uploads/2019/09/LabArchives-Quick-Tips-Email-Campaign-Summer-2019.pdf>

**Additional Info:**

<https://rc.partners.org/research-apps-and-services/collect-data/labarchives-faqs-and-feedback>



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**Quick Tip #4**  
Having trouble activating your account?  
It might be your browser.

LabArchives **strongly** recommends that you use the following vendor-supported browsers: Chrome, Firefox ESR, Firefox, Safari, Edge. Users generally have the best experience accessing LabArchives from an updated version of Google Chrome, Safari, or Firefox.

**Do NOT use Internet Explorer!**

[Additional browser information](#)

**Activate Your Account**

View all previous Quick Tips [Here](#)

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## Links from Above:

### **Additional Browser Information:**

<https://labarchives.kayako.com/Knowledgebase/Article/View/345>

### **Activate Your Account:**

<https://rc.partners.org/research-apps-and-services/collect-data#electronic-laboratory-notebook>

### **View All Previous Quick Tips:**

<http://www.brighamresearcheducation.org/wp-content/uploads/2019/09/LabArchives-Quick-Tips-Email-Campaign-Summer-2019.pdf>

### **Additional Info:**

<https://rc.partners.org/eln>



## Quick Tip #5

### Using your *partners.org* vs. *bwh.harvard.edu* email address to activate your account

After the switch from *partners.org* email addresses to *bwh.harvard.edu* email addresses, *bwh.harvard.edu* became the 'primary email account' for many users.

#### Why does this matter?

You should use your 'primary email account' when activating your LabArchives account to optimize the platform's functionality. For example, a mismatch will disrupt your ability to use the [inbox feature](#).

#### To check which address is your 'primary email account':

1. Compose a new email in Outlook
2. Look in the 'From' field at the top
3. Confirm whether this is your *bwh.harvard.edu* or *partners.org* address

**Once you've confirmed your 'primary email account', use that email address to activate your Partners LabArchives account.**

## Activate Your Account

Already activated your LabArchives account using the wrong email address? Contact [edcsupport@partners.org](mailto:edcsupport@partners.org).

#### Not sure which address you used to activate your LabArchives account?

- Go to [mynotebook.labarchives.com](http://mynotebook.labarchives.com)
- You will likely see the email you used to activate your account on the sign-in page
  - If you're automatically signed in through Single-Sign On (SSO), you can check which email was used: 1. Click on your name in the top right corner, 2. Click "User Properties", 3. Check your email address.

View all previous Quick Tips [Here](#)

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## Links from Above:

#### Inbox Feature:

<https://labarchives.kayako.com/Knowledgebase/Article/View/704-labarchives-inbox>

#### Activate Your Account:

<https://rc.partners.org/research-apps-and-services/collect-data#electronic-laboratory-notebook>

#### View All Previous Quick Tips:

<http://www.brighamresearcheducation.org/wp-content/uploads/2019/09/LabArchives-Quick-Tips-Email-Campaign-Summer-2019.pdf>

#### Additional Info:

<https://rc.partners.org/eln>



## Quick Tip #6 Avoid this Common Mistake

When activating your LabArchives account through [mynotebook.labarchives.com](http://mynotebook.labarchives.com), do **NOT** click the yellow button on the sign-in page labeled "sign up for free."

### Instead, follow these 3 steps:

1. Enter your primary email account – likely *bwh.harvard.edu* (See [Quick Tip #5](#))
2. Choose Partners HealthCare on the "Sign in through your institution" drop-down menu
3. Click "Next"

**If you're ever prompted to create a password when activating your account, STOP!** This means you're not using your Partners credentials/Single Sign On.

### Sign in

Next

or

If your institution has enabled Single Sign-On, it will appear on the list below:

Don't have an account?

~~Sign up for free~~

## Activate Your Account

### Did you create a free account by mistake?

Contact [edcsupport@partners.org](mailto:edcsupport@partners.org) to merge your free account with your Partners account.

View all previous Quick Tips [Here](#)

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## Links from Above:

Activate Your Account:

[mynotebook.labarchives.com](http://mynotebook.labarchives.com)

View All Previous Quick Tips:

<http://www.brighamresearcheducation.org/wp-content/uploads/2019/09/LabArchives-Quick-Tips-Email-Campaign-Summer-2019.pdf>



**Attention PIs:**  
Less than 30 days left to activate your  
LabArchives Account!

Are you a Principal Investigator (PI) at BWH?  
You must activate your LabArchives account by 10/1/19

**Steps to Activate your Account:**  
*This takes less than 30 seconds!*

1. Visit [mynotebook.labarchives.com](http://mynotebook.labarchives.com)
  - Do NOT use Internet Explorer. Use Google Chrome, Safari, or Firefox.
  - Do NOT click the yellow button "Sign up for free"
2. Select "Partners HealthCare" as your institution
  - You will be redirected to the Partners Single Sign-On page. Enter your Partners credentials if prompted.
3. Click the button "I do not have a LabArchives account..."
  - If you previously created a free account where you established a unique username and password, click "I have an existing LabArchives account already" instead. Input the email and password you previously used to create your LabArchives account and skip step #4.
4. Enter your 'primary email account,' likely your *bwh.harvard.edu* account. To find out:
  - Compose a new email in Outlook
  - Look in the 'From' field at the top
  - Confirm whether this is your *bwh.harvard.edu* or *partners.org* email address
5. Click "Create New Account." When asked "Do you want to link this existing LabArchives account with your login credentials?" click "Yes"
6. Enter your first and last name, confirm that your email is your 'primary email account' (see step #4), leave "ORCID" blank, and click "Update"

**Important Notes:**

- If you're ever prompted to create a password for LabArchives, **STOP!** Your account must be linked to Partners allowing you to log in using your Partners login credentials. Register through Partners using the steps above.
- If a member of your research staff shares their notebook with you, prompting you to create a LabArchives account, **STOP!** First, follow the steps above to activate your LabArchives account through Partners.
- The PI should be the owner of every notebook. Research staff should transfer ownership to their PI for any notebooks they created.

[Download a PDF of the Steps Above Here](#)

**PDF of These Instructions:**

<http://www.brighamresearcheducation.org/wp-content/uploads/2019/09/LabArchives-BWH-Quick-Start-Guide-to-Account-Activation-v2.pdf>

**View All Previous Quick Tips:**

<http://www.brighamresearcheducation.org/wp-content/uploads/2019/09/LabArchives-Quick-Tips-Email-Campaign-Summer-2019.pdf>