

## 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/elc/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>



**labarchives**  
Chance Favors the Organized Lab

**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**

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/elc/faqs>

### 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:**

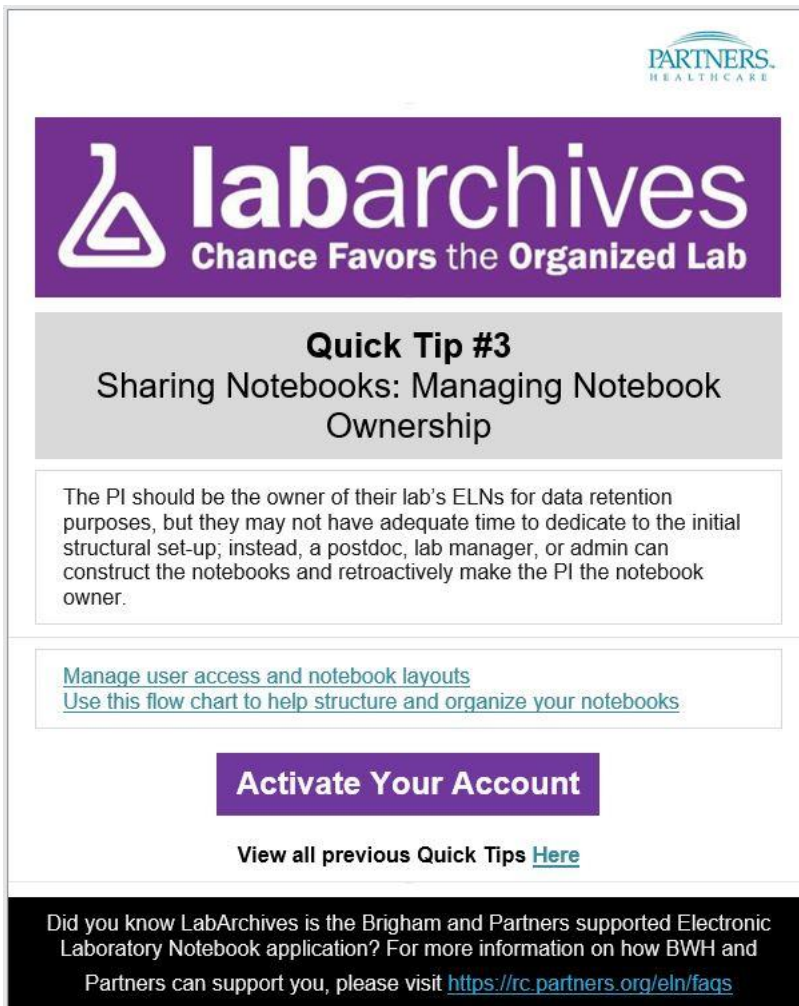
<https://labarchives.kayako.com/Knowledgebase/Article/View/432/0/12014-flowchart-for-lab-setup>

**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>



**labarchives**  
Chance Favors the Organized Lab

**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](#)

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/elc/faqs>

### 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>



**labarchives**  
Chance Favors the Organized Lab

**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](#)

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>

### 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>





# labarchives

Chance Favors the Organized Lab

## 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](#)**

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/elc>

## 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/elc>







# labarchives

Chance Favors the Organized Lab

## Quick Tip #6

### Avoid this Common Mistake

When activating your LabArchives account through [mynotebook.labarchives.com](https://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:

Sign in through your institution

Don't have an account? 

## 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](#)**

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>

### Links from Above:

Activate Your Account:

[mynotebook.labarchives.com](https://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>



# labarchives

## Research Notebook

### Quick Tip #8

**Make sure you own a notebook for your research group!**

**PIs:** Now that you've [activated your LabArchives](#) account, make sure you own a notebook!

When you first activate/open your account, you may or may not see a notebook named "Partners HealthCare" with the entry heading "Partners HealthCare Research Community Notebook." This is a notebook accessible by the entire Partners research community. (If you don't see this notebook, please contact [edcsupport@partners.org](mailto:edcsupport@partners.org))

Regardless of whether you see this enterprise notebook, you (the PI) should own AT LEAST one notebook for your research group.

- Click "Notebooks" in the top left corner of the screen. This shows you all notebooks to which you have access. AT LEAST one of these should be owned by you (the PI). To add a notebook, click the "+" sign in the top left corner and complete the information requested.
- If a member of your research staff shared their notebook with you, make sure that staff member [transfers the notebook ownership](#) to you (the PI). *Also be sure they share their notebook with your correct email address – the one you used to activate your account!*

**Activate Your Account**

View all previous Quick Tips [Here](#)

### Links from Above:

#### **Activate Your Account:**

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

#### **Transfer Notebook Ownership:**

<https://labarchives.kayako.com/Knowledgebase/Article/View/362/275/608-transferring-ownership-of-a-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/elc>





# labarchives

## Research Notebook

### Quick Tip #9

I do clinical research. Do I have to use LabArchives? **YES.**

**Clinical research is within the scope for the LabArchives requirement.**

It is a place for you to document and organize your overall study plan. The primary data does not have to be stored in LabArchives; however, clinical researchers should document where all critical data exists.

*Think of LabArchives as a platform for creating a central storyboard for everything related to your study; someone 10 years from now should be able to retrieve all relevant information to understand your project from your LabArchives notebook.*

Examples of what to include in LabArchives:

- Links to IRB documents and protocol numbers in Insight
- Links to study data in REDCap or other data storage locations
- Sponsor/DMSB/etc. correspondence
- Statistical analysis plans and links to statistical files

If you have any questions regarding your study in relation to the LabArchives requirements, please refer to the [Partners Electronic Lab Notebook \(ELN\) Policy](#) for more information.

**Activate Your Account**

View all previous Quick Tips [Here](#)

### Links from Above:

**Activate Your Account:**

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

**Partners ELN Policy:**


<https://grcarcher.partners.org/apps/ArcherApp/Home.aspx?workspaceId=-1&requestUrl=..%2fGenericContent%2fRecord.aspx%3fid%3d571126%26moduleId%3d65#redirect>


**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>

 BRIGHAM AND WOMEN'S HOSPITAL  
RESEARCH OPERATIONS

 PARTNERS  
HEALTHCARE

 **labarchives**  
Research Notebook

**Quick Tip #10**  
**7 Days** Until the LabArchives Account  
Activation Deadline (Oct 1)

We are **one week away** from the October 1 deadline to activate your LabArchives account. **Account activation takes less than 30 seconds if you follow the instructions in [this Quick Start Guide](#).** 75% of the BWH research community has already activated their account.

If you have any questions regarding your study in relation to the LabArchives requirements, please refer to the [Partners Electronic Lab Notebook \(ELN\) Policy](#) for more information.

**Quick Start Guide**

View all previous Quick Tips [Here](#)

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>

### Links from Above:

#### **Quick Start Guide:**

<http://www.brighamresearcheducation.org/wp-content/uploads/2019/09/LabArchives-BWH-Quick-Start-Guide-to-Account-Activation-9.5.19.pdf>

#### **Partners ELN Policy:**

<https://grcarcher.partners.org/apps/ArcherApp/Home.aspx?workspaceId=-1&requestUrl=..%2fGenericContent%2fRecord.aspx%3fid%3d571126%26moduleId%3d65#redirect>

#### **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>