


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 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

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/elin/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/eln/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/2019/08/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/2019/08/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.

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

- Go to 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/eln>

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/2019/08/LabArchives-Quick-Tips-Email-Campaign-Summer-2019.pdf>

Additional Info:

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