

Electronic Lab Notebook (LabArchives)



- **LabArchives Login**
Login to LabArchives here: <https://mynotebook.labarchives.com/login>.
- **LabArchives on CenterLink**
For information on the LabArchives system and training dates, visit the LabArchives page on CenterLink: <http://centerlink.cchmc.org/research/research---tabs/lab-archives>.
- **LabArchives training videos:** <https://youtu.be/YTp0W0i2eD4>

LabArchives is an electronic lab notebook (ELN) software hosted on the cloud and is accessible from any device with an internet connection. LabArchives allows researchers to replace their paper notebooks, making notebook data easily searchable. LabArchives also facilitates sharing among collaborators and promotes common document and protocol storage in the lab. Customizable forms called 'widgets' allow researchers to standardize data entry for common experiments and provide tools for freezer box storage and chemical inventory lists. You can learn more about Lab Archives at this link: <http://www.labarchives.com/>

We have partnered with LabArchives to offer Cincinnati Children's Research Foundation (CCRF) members access to the LabArchives ELN software.

- Visit this site <https://mynotebook.labarchives.com/login> to sign up for a new LabArchives account. If you are working at a CCHMC campus, you will be redirected to the Cincinnati Children's Hospital Medical Center login page. If you are working off campus, select the option to 'create a new account' and then 'sign up through your institution'. Be sure to sign up using your CCHMC email address so that you are included in our enterprise license and you can take advantage of unlimited data storage!

For additional help, please contact: help-eln@bmi.cchmc.org.

Clean-up of Disabled Users

As referenced in the training video and the "Suggestions on Setting-up Your Lab Members and Sending Invitations" PDF below, individual user notebooks should be created and owned by the PI if they need to maintain access after a user leaves CCHMC. If a user's notebooks were still under the user's own account when they left CCHMC the notebooks will be archived. On the 2nd Wednesday of every month we run a script to gather all of the LabArchives users who have left CCHMC. We transfer any notebooks owned by those users into a special archive account. The user accounts are then deleted from LabArchives. If a lab or PI needs to retrieve a notebook that has been archived in this manner please email help-eln@bmi.cchmc.org.

Reference the below help documents to get started:

Setting Up a New Account



Login Instructio...chives v0617.pdf

Learn more about LabArchives Professional Edition software



LabArchives_Profe... Edition Info.pdf

Linking Your Existing Account to CCHMC



Creating a LabA...Login_CCHMC.pdf

Start using LabArchives quickly with this Start-up Guide



LA_Quick_Start_...r_New_Users.pdf

Accessing the Mobile App



Access-mobile-...e_v3_CCHMC.pdf

Suggestions on Setting-up Your Lab Members and Sending Invitations



Stting_up_your_...rs_Notebook.pdf

Flowchart of User Roles to Help You Organize



LabArchives_Lab...upFlowChart.pdf