

WELCOME TO LABFORWARD

Getting Started With Your Electronic Lab Notebook

Overview

Welcome!	1
How to get started	2
<Labfolder group setup>	2
<Group structure organization>	3
<Project structure organization>	4
<Further tips>	5
Our Resources	6
Our Offers	7

Welcome!

Congratulations on starting your journey with us. My name is Melanie and I will be your Success Manager here at Labforward. I'm excited to have you on board and to help you achieve your goals with our products.

The start of a new project is filled with excitement, and also some confusion. This guide is a resource to help get you started on your journey with us. First, we will answer any questions you may have before leading you through our available resources and services.

I look forward to working with you!

Warm regards,

Melanie



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How to get started

<Labfolder group setup>

Are you ready to begin the journey of optimizing your data, improving collaboration, and generally making life in the lab easier?

Here are the steps to set up your Labfolder group:

1. **The HZI/HIPS IT administrator creates a new Labfolder group for you**
2. **You are invited to the Labfolder group and set as an administrator by the IT admin**
3. **Accept the group invitation**
4. **Invite further members to your Labfolder group**
5. **Nominate at least one other group member as an administrator of your group**

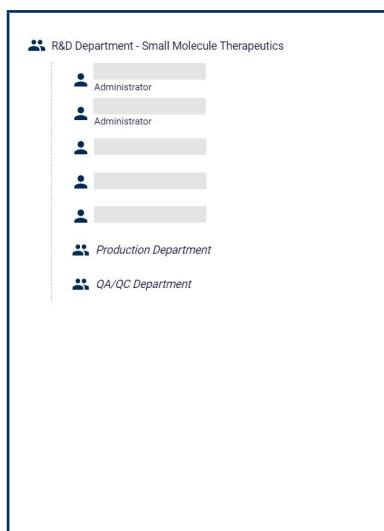
<Group structure organization>

Your ELN should reflect your work and structure in the lab, so we made sure that you can [create subgroups](#) and [organize the people](#) within them correctly. Collaboration on projects is possible with all group members. However, when you structure your group in subgroups, it is easier to make sure the right people have access to the right data as you've already laid the foundation for collaboration.

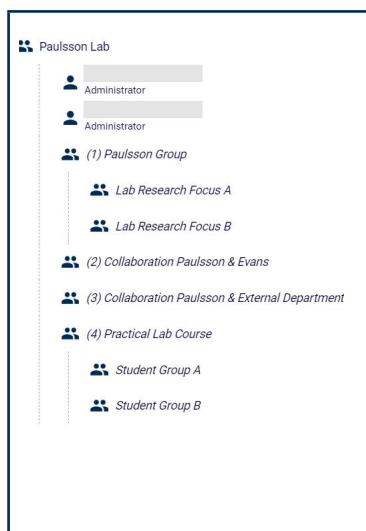
Here are some examples of how different Labfolder group structures can look:



You are a **small lab team** and all of you are members of the core Labfolder group. Subgroups for other departments prepare for easy sharing of selected content.



Your research group **investigates different topics**, for which you can create separate subgroups. Further subgroups can be set up for internal and external collaborations, as well as student courses.



You are managing a **whole research institute** with several departments and labs. A division of your Labfolder group into departments and a further subdivision by research units/groups ensures an excellent overview and facilitates collaboration later on.

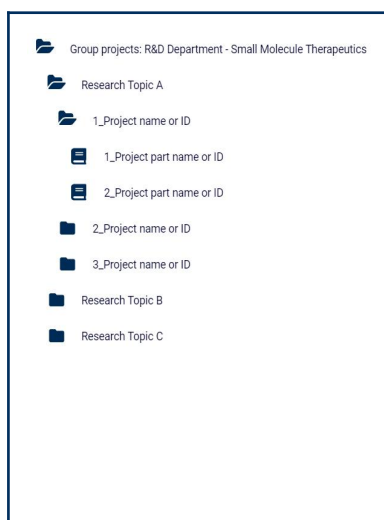


<Project structure organization>

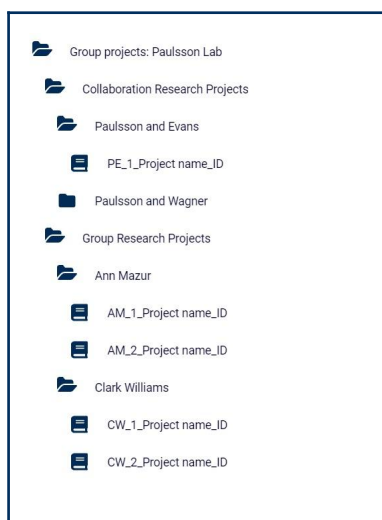
Labfolder organizes data in a hierarchical structure, starting from entry elements to entries, projects and folders. Projects are organized on the projects page, where you can [create an unlimited amount of folders](#) within the Group projects folder of your Labfolder group. Organizing projects in different folders makes it easy to structure your entire research. We recommend you to [set up a system for the organization of your data](#) from the very beginning.

Here are some examples of how this could look:

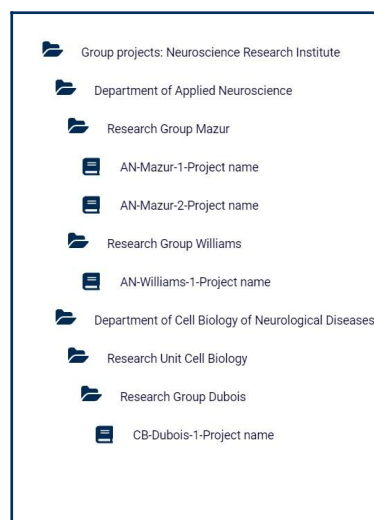
Your projects are **organized by research topics**. In each research topic folder, a subfolder for a project is created, which can contain individual subprojects.



Your projects are **organized by individual group members**. In a common Group Research Projects folder, a subfolder for each team member is created. A separate folder allows the storage of collaboration projects with other research groups.



Your folder structure is **based on your Labfolder group structure**. A folder for each department and respective subfolders for individual research groups in the department are created in the Group projects folder.



<Keep in mind>

- All group members can create folders and projects
- Group administrators see all the folders and projects that are created by the group members on the projects page, while regular users only see what they created themselves and what is shared with them

<Further tips>

Here are some further best practices that might help you use our ELN in the most efficient way:



Agree on a **common language** for **record-keeping in the ELN**. This makes it easier to [retrieve data](#).



Set up a **guideline for folder and project naming** in your Labfolder group.



Standardize entries in your Labfolder group by setting up a **unified naming system** for [entry titles](#), [custom dates](#), and [tags](#). This will help your team to quickly identify and [find](#) the right information.



Under **Projects > Welcome to Labfolder**, users find a guide on how to create their **first Labfolder entry**.



Set up templates. They might not only be used for standard protocols and SOPs, but also for meetings or conference notes.



Create inventory lists in our integrated inventory management system [Labregister](#) and [link items to notebook entries](#) using [Data elements](#).



The paid add-on [Signature Workflows](#) can be activated for your team. It allows for **tailor-made witnessing processes** to streamline data compliance.

Our Resources



<Learning material>

[Labfolder Guide](#)
(Includes [Labregister](#) section)

[Labforward Helpdesk](#)

[Video Tutorials](#)



<Updates & Further info>

[Release notes - Cloud](#)

[Release notes - On-premises](#)

[Blog](#)

[White papers](#)

[API documentation](#)



<Support>

Do you have feature requests or want to report a problem with the ELN?

Please contact our support team by writing to feedback@labfolder.com.

Do you have technical questions regarding our products?

Please write to tech-support@labfolder.com.



<Webpages>



[Labforward.io](https://labforward.io)



[Labfolder.com](https://labfolder.com)



[Labregister.com](https://labregister.com)



[Laboperator.com](https://laboperator.com)

Our Offers



<Product Roadmap preview>

In our regular [Roadmap preview](#), we summarize the latest developments of our three products Labfolder, Labregister and Laboperator. Besides the update on new features, we also give you a sneak preview of what's coming next.



<Customer Advocate Program>

We're offering rewards for Advocates who share their experience with other laboratories that still work with paper notebooks. You can receive discounts on your next invoice for every laboratory you referred which becomes a new Labfolder customer. [Here](#) you can find out more.



<Product update newsletters>

After major product updates, we inform our users about the new functionalities via email newsletter. This newsletter describes how you can benefit from the brand-new features and links you to further information on our [blog](#) or [helpdesk](#)



<Webinars>

We regularly hold theme-based live webinars to deepen our users' knowledge of specific ELN functionalities. We offer topics such as efficient template use, Labregister, digital signatures, and data retrieval in Labfolder. Check out our [webinar webpage](#) for more information.



<User testing>

For us, your feedback about the experience with our products matters most. To constantly integrate this feedback into new developments, we offer user testings to interested customers. Together with our product managers, users can test new features and provide suggestions for improvements. Please let us know if you are interested in participating!