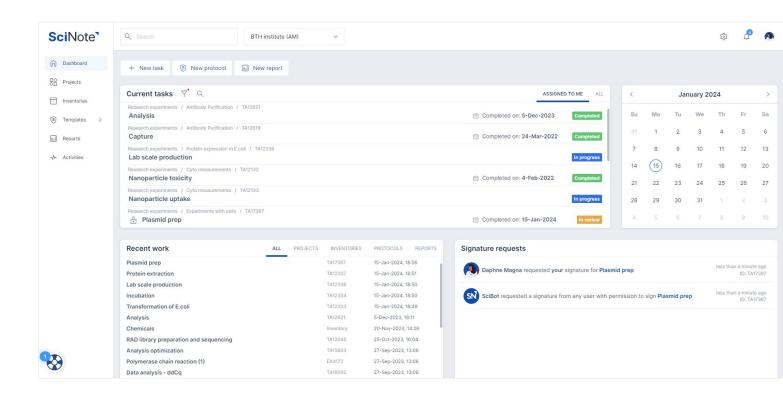
# SciNote'

# **Functionalities Overview SciNote for Industry Labs**



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#### "Leader" in ELN solutions on G2.com\*

















G2 is the largest and most trusted software marketplace. More than 80 million people annually—including employees at all Fortune 500 companies—use G2 to make smarter software decisions based on authentic peer reviews.

#### Welcome to the World of SciNote

### A cloud-based electronic lab notebook trusted by the FDA and USDA

SciNote is a cloud-based electronic lab notebook (ELN) with inventory, compliance, and team management tools.

It is used by over 100K scientific professional in industry, government and academic organizations in 100+ countries.

At SciNote, we celebrate science and its achievements to help humanity. We believe that science can provide solutions to better understand the challenges we are facing today and will be facing in the future to help save our planet.

Welcome to world of SciNote. We look forward to the journey together.



#### SciNote is also trusted by:

















# 6 reasons labs use SciNote to manage data and improve lab efficiency

Store and manage data securely in the cloud

It's the security of recording things on the cloud and having my ability to evaluate any of that information, any of those experiments at any time from anywhere, and not having to say 'can I see your notebook.



**Deborah Schwarz**, President and Chief Scientific Officer, Advanced Cellular Dynamics (WA, USA)

Streamline lab management and processes

We believe our switch to SciNote has truly been a positive change, bringing our workflow up to speed with the digital age while massively reducing our paper waste (and paper cuts).



Rita Cruz, Section Head, Strain Development, Ingenza (UK)

**3** Meet regulatory requirements

We decided on an ELN to create an environment that ensured the highest degree of regulatory and laboratory compliance...Specifically, we wanted to ease the record-keeping process in preparation for application for FDA approval.

"



Andrew Meuser, Senior Technologist, Key Proteo (WA, USA)

Find more SciNote user stories - <u>use cases</u>, <u>testimonials</u>, and <u>reviews</u> <u>from actual SciNote users on G2</u>, the largest and most trusted software marketplace.

# 6 reasons labs use SciNote to manage data and improve lab efficiency



#### Facilitate efficient discussion and collaboration

SciNote helps us collaborate efficiently by providing a platform for the straightforward communication and relay of information





**Jannik Strauss**, Scientist Downstream Processing & Analytics, Numaferm (Germany)

# 5

#### **Ensure consistent and reliable data collection**

Having a system that people are sufficiently comfortable with and where they are reliably putting data has been really beneficial, particularly as projects are scaling up. It's the additional organization that comes with having a tool that people are able to use effectively that matters.



**Sam DeLuca**, Director of Engineering, Cyrus Biotechnology (WA, USA)



#### Prevent data loss from accidents, turnover, or worse

We had an overhead sprinkler go off once, and that water in the sprinkler had some sort of oil in it. So, the water actually ruined five or six notebooks – and we're thinking, we'd better find a better way to do this.





**Chris Landers**, Senior Protein Chemist, Athens Research & Technology (GA, USA)



Find more SciNote user stories - <u>use cases</u>, <u>testimonials</u>, and <u>reviews</u> <u>from actual SciNote users on G2</u>, the largest and most trusted software marketplace.

#### Our core value: ensuring your success

We aim to establish a long-term partnership with each user. That's why we invest in supporting you to make sure you can use the software with ease, and in ensuring the software can help you reach your business goals successfully.

# All premium plans include on-boarding, ongoing customer support, and a dedicated Customer Success Manager

A dedicated Customer Success Manager (CSM) with a scientific background will work closely with you to guide you through implementation, advocate for your needs to our Product team, and provide ongoing support in your SciNote journey.

All these are included in your SciNote Premium plan, at no extra charge.

#### 1. Intro/Kick-off

- Meet with your CSM
- Plan out implementation
- Receive training materials

#### 3. Conclude onboarding

- Your CSM to address unresolved challenges
- Start your SciNote journey!

#### 2. Training/Practice

- · Bring your team on board
- Your CSM to work with you to build your data structure, inventories, and templates

#### 4. Next steps

 Your CSM to follow up regularly & conduct annual review to ensure we help you meet business goals

#### SciNote is designed to ensure ease of use and fast adoption

An easy-to-use ELN will ensure your team consistently document their work; this is critical when it comes to capturing data and meta data fully in the ELN.

That's why we keep usability close to our heart and update SciNote regularly. Have suggestions that will improve your experience and efficiency in the lab? Let us know – our product decisions are often led by your needs.





Learn about our customer onboarding process in this Lab Manager article or watch the Q&A with SciNote CSM Arun Duraiswamy.

#### **Our commitment: protecting your data**

SciNote is starting the US FedRAMP Authorization process as a part of our commitment to customer needs and the trust they place in our product.

#### A cloud-based software brings security benefits

Security-wise, using a cloud-based application means:

- You are always using the up-to-date software
- You can reduce your IT workload
- Your data is automatically encrypted and backed-up
- You no longer need to update the software on local computers

# Data protection measures and security policies are in place to ensure we meet security standards and your requirements

SciNote utilizes the Amazon Web Services (AWS), one of the strongest platform providers available, to host your data.

- ✓ Your SciNote application instance is independent from others
- ✓ You receive 100% data persistence via multi-regional backups
- You maintain full rights over your data (see our Terms of Service)

Upon request, we will provide supporting documents to demonstrate our information security management system (ISMS), as defined by ISO/IEC 27001, is appropriately managed and maintained.

#### Have full data portability for data export and migration

We understand the importance of data mobility when it comes to migrating between vendors without compromising your data. You have the option to export your data through reports, export all, and a database dump.

#### Know what happens when, and control who has access

See SciNote features on <u>Compliance</u> and <u>Data Security</u> to learn the many ways you can directly control who has access to your data and keep track of team activities in SciNote.



Learn how SciNote protects your data in detail in our <u>Data Protection</u> <u>Whitepaper</u>.

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#### **Guide: How to evaluate ELN Vendors\***

#### **Lab Needs Analysis**

Understand the workflow of your lab, current documentation procedure to identify possible applications for the ELN.



Q

Check 3<sup>rd</sup> party reviews on G2, SourceForge, or Capterra. Also, consider services such as support, onboarding, and software usability.

#### **Market Research**

Conduct market research and prepare a long list of ELN software as well as collect information on their characteristics and features.

#### **ELN Selection**

Devise a list of selection criteria to identify an ELN that meets your lab's needs.

- · "Must have" criteria screening
- Prioritization & Testing based on extended criteria

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Use this <u>FREE ELN</u> evaluation template to determine internal needs and score vendors.



Have an NDA in place and test the software with real experimental data/processes in your evaluation.

#### **Demo & Trial**

Sign up for ELN free trials and involved your lab members in software testing. This is a great opportunity to have your team onboard with the idea of a transition.

\* These are based on the steps that German biotech company Neuway Pharma took to evaluate an ELN vendor. Learn more about their ELN selection and implementation process (blog post/video).

#### How we can help

# Use this FREE ELN vendor evaluation spreadsheet to score vendors

Developed by Dr. Jonas Kosten (Division Leader Analytics, Neuway Pharma), this spreadsheet helps you evaluate ELN vendors using a scoring template.

Follow the instructions within the spreadsheet or <u>watch his talk</u> where he explained the step-by-step process of ELN vendor evaluation.

# Meet with our specialist to see how an ELN can help you preserve your data and improve efficiency in the lab

Schedule a 30-minute no-commitment meeting with our specialist – take this opportunity to ask all the questions you have and:

- · Learn about various data management systems
- · Explore whether an electronic lab notebook can help you
- See if SciNote could be the right tool for you.

Also, receive a free demo where we'll show you what SciNote can offer.



No time for a meeting? Watch this on-demand demo to learn more about SciNote's features and functionalities.

# Test drive SciNote in a 14-day free trial with lab members; no payment information required

**Evaluate SciNote with your team members so your team can have hands-on experience with SciNote.** Test SciNote with real lab data; we are happy to have an NDA in place for this purpose. Each trial will be completed with the support of a CSM.

- If you decide to continue with SciNote, the trial will be converted to an active instance, so you can start using SciNote immediately.
- If you decide SciNote isn't a good fit, you'll have a chance to download the content you enter SciNote, after which your data will be deleted.



See how <u>using real data in the trial process</u> helps Cyrus Biotechnology select an ELN that lab members are happy to use.

Meet with a SciNote Specialist

Sign up for a Free Trial

#### **Main SciNote Functionalities**



#### Data & Protocol Management

Know where your data is, track all activities, and ensure traceability.

- Hierarchical file structure
- Interactive protocols & repository
- Global search
- Smart annotation & activity log



#### **Project Management**

Streamline lab tasks and automate routine activities.

- · Follow visualized workflows
- Template repeatable tasks
- · Assign tasks and set up reminders
- Report generator



#### Inventory & Stock Management

Manage inventories, track stock use, and cross-reference with data

- Stock tracking & alerts
- · Barcodes and custom labels
- Import/export inventories
- Stock consumption reports



#### **Regulatory Compliance**

Comply with regulatory data integrity requirements (21 CFR Part 11, GxP).

- E-signatures & notifications
- Audit trails
- · Activity log and time stamps
- Task locking



#### **Data Security**

Control access of your data and prevent unwanted entry.

- 2-factor authentication
- Enforced password change/policy
- IP whitelisting
- Single sign-on (SSO)



### Team Management & Collaboration

Facilitate efficient communication with team members and collaborators.

- Comments with data
- Task assignment
- File sharing
- Team member tagging



#### **Sequence Editor**

Create, manage, and view sequence designs, and store them directly within SciNote.



#### **Integrations & API**

Connect SciNote to other software solutions via API or use out-of-box integrations.

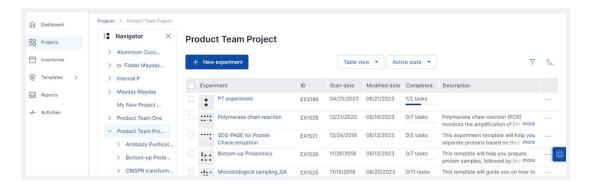
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Want to see SciNote functionalities in action or test them out with your team? Schedule an online demo and get your free Premium trial.

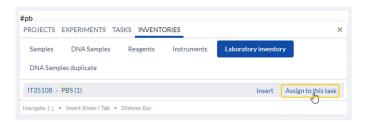
#### **Data Management**

### A flexible, project-based structure that will help you organize your data and access everything you need in one reliable ELN solution



SciNote is designed with ease of use in mind to ensure high adoption rate and fast implementation in the lab. With SciNote you can:

- Access your data from one place. Attached data files or relevant documents directly within SciNote. Or link to external file locations and websites.
- Organize your data in a structured way (projects/experiments/tasks) and customize SciNote based on your lab's processes.
- Use smart annotation (# @) to cross-reference components in SciNote people, inventory items, projects, experiments, tasks and ensure traceability.



- Check the complete activity log to help track activities within SciNote.
- Use the global search to quickly locate the data you are looking for.



**Projects/Experiments/Tasks are terminology we use to specify the hierarchy.** Think of them as components for building your data structure – like the menu structure of a website, or a file directory with folders.

#### **Ensure data traceability with SciNote**

On a personal note, two of my favorite aspects are: how convenient it is to create links and references between inventories, protocols, and experiments; the other is how seamlessly I can upload and edit files.

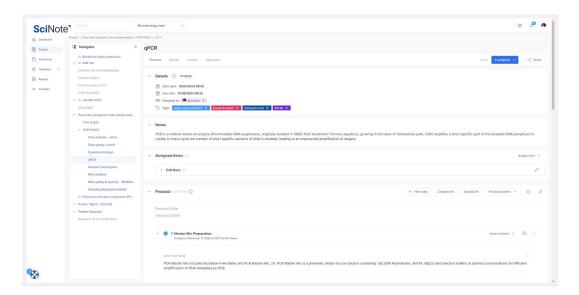
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**Cuitla Chavez**, Lead Senior Scientist Downstream Processing, Candel Therapeutics

#### **Data Management - Protocols**

### Create content-rich, interactive protocols to ensure data traceability and consistency in experimental procedures

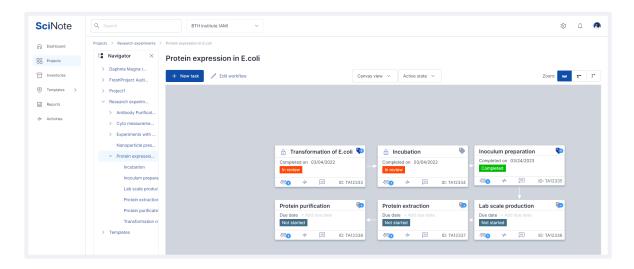


- Create protocols that are rich in content such as text, images, tables, well plates, checklists, chemical drawings, code, keywords, comments, etc.
- Manage protocols in the centralized protocol repository.
- Cross-reference protocols with other relevant data such as inventories.
- Check off protocol steps as you go so you know exactly where you are in an experiment.
- Create protocol templates within the repository or import public protocols from Protocols.io to save time and ensure reproducibility.
- Easily share protocol with other team members.
- Control access to your protocols and assign who has edit or view permissions.
- Version control your protocols so you can clearly identify when specific changes are made and revert to previous versions.
- Import protocols in docx. format directly into SciNote using the Protocol parser (beta).
- Share the task protocol page in real-time using a sharable link with external collaborators without a SciNote account.
- Take full advantage of SciNote's interactive protocol with SciNote's <a href="Protocols.io">Protocols.io</a> integration and the ELN mobile app.
- Read about how protocols work within SciNote, or watch short videos in this YouTube playlist to explore protocol management in SciNote.

Functionalities Overview <u>premium@scinote.net</u> **SciNote** 11

#### **Project Management**

Manage projects, oversee lab activities, and reduce the time it takes to complete routine lab tasks.



- Create visualized workflows (linear or non-linear) in the project canvas to show how steps are connected, and how the project is progressing.
- Create templates with repeatable tasks and workflows.
- Assign tasks to lab members, set due dates to tasks, mark completed tasks.
- Monitor task progress and deadlines on the SciNote dashboard.
- Generate reports for routine review and discussions.
- Generate manuscripts using SciNote's Al-assisted manuscript writer.



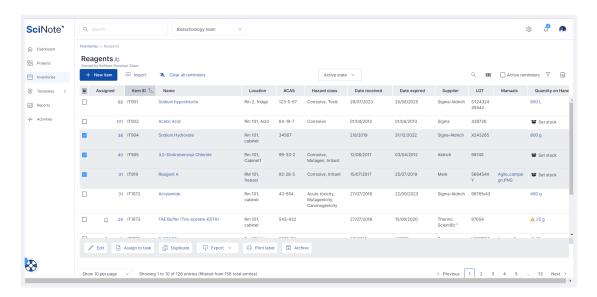


See how workflow visualization in SciNote can help you streamline your research process in this 1-minute video.



#### **Inventory & Stock Management**

### Manage lab inventories, create labels and bar codes, and automate inventory and stock tracking



- Manage what you use in the lab from reagents, samples, plasmids, to supplies and equipment.
- Ensure full traceability by linking reagents, protocols, to experiments & results.
- Share inventories between members of the team or multiple teams.
- Track stock usage and receive alerts for low stock or scheduled activities.
- Use barcodes and custom labels to keep your lab organized.
- Connect related items and trace sample lineage using item relationships.
- Import existing Excel inventories into SciNote. Or export your SciNote inventories or stock consumption into a spreadsheet for reporting usage or optimizing supply orders.



Explore our inventory management use case & comparison guide

- An overview (article/video) on how Dr. Markus Schosserer from the Medical University of Vienna utilize SciNote's inventory management system to manage reagents, plasmids, and fridge/LN2 storage.
- A free guide comparing spreadsheets, specialized inventory management software, or an electronic lab notebook like SciNote



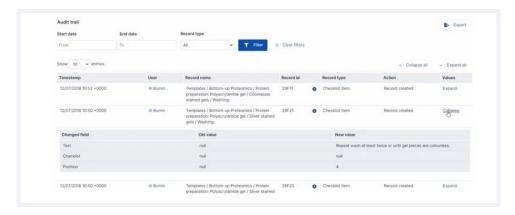
Explore SciNote's lab inventory management system in this <u>in this 3-minute walkthrough video</u>.



#### **Regulatory Compliance**

### Simplify your compliance processes and use SciNote to help meet regulatory requirements such as 21 CFR Part 11 or GxP

• SciNote provides time-stamped audit trails. It independently record the date time of each user's entries and actions. The audit trails can't be edited/deleted.



It supports time-stamped electronic signatures. The e-signature is unique to
one individual and indisputably linked to the respective electronic record in a
way to prevent fraudulent use.



- It provides SOP version history to help you understand the progression of the SOP and revert to a previous version when necessary.
- SciNote is a closed system with restricted access. This is assured by secured system-login unique for each SciNote user.
- **Data is archived for later retrieval.** You can maintain the original data structure, strict access, permission control and the option to be quickly retrieved.
- SciNote create human readable copies of your digital data. The full export function exports all your electronic data in a human readable format with all attachment neatly organized in folders.
- SciNote ELN is intensively tested and approved before being released to its users. All testing procedures are well planned and documented, including test set-ups and outcomes. Additional QA services are also available.



- Review how SciNote meet specific tech requirements for compliance: SciNote's GxP White Paper; SciNote's 21 CFR Part 11 feature overview
- Read Dynamic Code case study (with video): How to streamline quality management with SciNote ELN

#### **Data Security, Compliance and FedRAMP Authorization**

Maintain full control over who has access to your data and what happens to your data when, and ensure data is fully protected.

SciNote is starting the US FedRAMP Authorization process as a part of our commitment to customer needs and the trust they place in our product.

Identity and Access Management (IAM) available in SciNote plans & add-ons.

#### All SciNote plans

- 2-factor authentication
- Single sign-on (SSO)
- Enforced password change

#### **Selected plans or add-ons**

- Enforced 2-factor authentication
- Enforced single sing-on
- Enforced password policy
- · IP whitelisting / blacklisting
- Password complexity (require custom password length/complexity)
- Password rotation
- Restricted user access permissions management with assigned user roles.
- Robust data encryption both when data is at rest (stored or backed up) in transit between the client (e.g., the browser you use to access SciNote) and the server.
- **Multi-regional backups** to ensure 100% data persistence 35 daily backups, weekly backups of the previous month & monthly backups.
- Time-stamped audit trails for change control.
- Time-stamped electronic signatures.
- Archiving of the data, maintaining the original data structure, strict access, permission control and the option to be quickly retrieved.
- **Software validation**, including testing and performance assessment to ensure fully functional performance, reliability and responsiveness of the software.
- Export of all electronic data in a human readable format (reports, protocol exports, inventory exports, and export all) and well-defined exit strategy.



Explore how SciNote protects your data in the <u>Data Protection Whitepaper</u>.

#### Protect your data with SciNote's security features

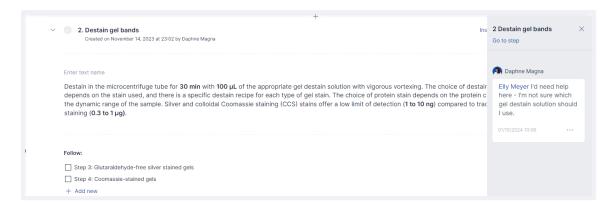
SciNote provides a relatively easy to use interface considering the amount of functionality...as well as our security requirements.



Nathan Adams, Senior Scientist, NanoTemper (Germany)

#### **Team Management & Collaboration**

### Enables your team, external partners, and contractors to collaborate more efficiently from anywhere at any time.



### Collaborate anytime from anywhere

Whether your lab teams are colocated, distributed, or fully remote, you can work together at any time and stay connected exactly where your data is.

### Improve cross-team communication & collaboration

Engage in real-time communication with your colleagues by tagging them, posting comments, or following notifications to keep everyone informed and align faster.

#### **Customize user permissions**

Advanced team management feature enables you to establish custom team sharing policies and user permissions. Sharable links for sharing real-time views with external collaborators without SciNote accounts.

#### Onboard your team in no time

Our implementation specialists are fully dedicated to help you organize and motivate your team to start using SciNote in no time and provide you the best-personalized onboarding experience.



Here is use case on how Numaferm, a German biotech company, uses SciNote to help lab members collaborate efficiently.

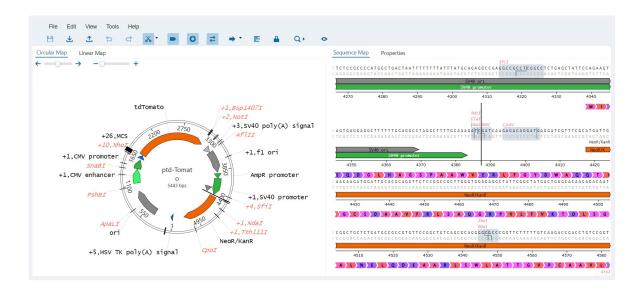
#### Easy to use so your team can start collaborating quickly

Having personally used many different ELN systems over the years, I think SciNote stood out as the easiest to work with in many aspects.

**Søren Rasmussen**, Director (Neuroscience Discovery & Projects), Contera Pharm (Denmark)

#### **Sequence Editor**

Design, edit, and view plasmid or DNA sequence designs directly in SciNote - No more chasing data across multiple platforms.



<u>The sequence editor tool</u> is the open-source version (<u>MIT license</u>) of the Open Vector Editor (OVE) developed by Teselagen Biotechnology.

- Create, edit, and view plasmid or DNA sequence designs directly within SciNote, without opening another software application.
- Store sequence designs in SciNote together with other relevant data and related information.
- **Incorporate** sequence designs into your existing SciNote workflows.
- Collaborate with other SciNote team members on sequence designs.
- **Search** for the sequence within SciNote by the sequence file name or by the file format type (.json, .dna, .fasta, .gb).
- Share the sequence with external collaborators via task sharable links; collaborators can view the preview picture of the sequence and download the sequence .json file.
- Import/export sequence design files in .gb, .fasta, .dna formats or Teselagen JSON files into SciNote.



Explore the sequence editor tool in this step-by-step walk-through video with SciNote.

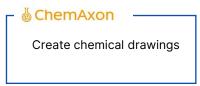


#### **Integrations & API**

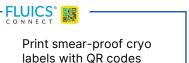
### Use out-of-box integrations directly within SciNote, or connect SciNote to other software solutions via SciNote's RESTful API







**QUARTZY** 







Zebra label printers: via Zebra Browser Print

#### Open file attachments in SciNote using the SciNote Edit application

With <u>SciNote Edit</u>, a desktop application installed on your computer, you will be able to open and edit a file attached in SciNote Task Protocol Steps or Results directly using the file's native desktop application (e.g., Word, Excel, GraphPad Prism, Photoshop and more). Edits will be saved directly back to the original file in SciNote.

#### Use SciNote's RESTful API to connect with other 3rd part applications

Connect SciNote to LIMS, instruments, data management systems, CRM, and ERP systems. Integrations via RESTful API can be uni- or bidirectional, offering data flows from 3rd party application into SciNote and/or from SciNote. SciNote also offers a webhook system revolving around activities and activity filters.

We have partnered up with LIMS provider <u>Clinisys</u> and cloud connectivity platform <u>Ganymede</u> to support our users to improve data capture among instruments and platforms.



Access SciNote's API documentation



#### **Examples of use:**

- Client inventory export to create bills of materials
- Connect to compound registration systems
- · Import old data from an outdated ELN into SciNote
- Automate data upload & document attachment into inventories



Explore SciNote's RESTful API with CTO Miha Mencin in this brief overview.

#### **Quality Assurance**

# Trusted by the FDA and USDA, SciNote offers QA services as part of our Platinum plan

#### **Installation Qualification**

Verify the SciNote installation was done correctly.

- Cloud-based: Verification is executed by SciNote; a signed report is sent to your organization
- Locally installed: the verification is executed by your organization, IQ will be provided to your organization (the IQ protocol should not be altered, only executed)

#### **Operational Qualification**

Verify that the SciNote application is performing as expected.

Verification is executed by your organization, SciNote provides the template which can be expanded with your custom scenarios.

# **Dedicated separate** validation instance

This additional validation instance allows the SciNote team to perform the IQ and your organization to execute the OQ, before deploying a new update of SciNote on the actual production instance.

# Controlled software updates and releases

A less frequent/more controlled release schedule for Platinum users.

Customers are informed a month in advance with all the information about the changes, and a timeline of updates before the update of the validation environment starts.

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There is no such thing as an out of the box compliant software. It is always used in the context of the processes within your organization.

Electronic lab notebooks need to be validated in the context of your processes. However, a tool can go a very long way to help you and your QA team to save a lot of effort when you do need to go through the validation process.

Download the Summary of SciNote's Quality Assurance Services to learn more.

Schedule a 30min call with a SciNote specialist

to go through the QA requirements and Platinum plan options in detail.

#### SciNote ELN Mobile App beta

Eliminate redundant printing & transcription of bench notes, and remove the gap between your bench and your data

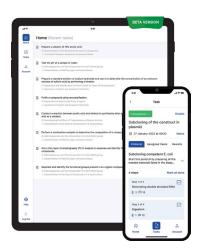


The best way to bring notes to your lab bench. Say goodbye to printing notes. Check off protocol steps, add comments, upload files, and post results in real time across SciNote on your Android or iOS mobile device.

**Never miss a protocol step again.** Stop printing paper-based protocols. Follow along the protocol steps in the interactive ELN app and track your progress.

**Record results from your bench.** No need to copy hand-written notes into your computer. Store lab notes and results (including images and file attachments) in SciNote directly to save time and avoid mistakes.

**Sync across the SciNote platform.** No more flipping between paper copies. With your device connected to the internet, your notes, edits, and comments are updated across SciNote in real time.





Read the interview with SciNote's Product Manager Alenka Malovrh to learn why and how SciNote is committed to closing the gap between your bench and your data.



Read this Lab Manager article to see why an ELN mobile app can help you improve efficiency and data reliability.

#### **Checklist: Next Steps**

■ Download the free Excel ELN vendor evaluation spreadsheet to review lab needs and score vendors □ Review SciNote services ☐ Customer Success – User Adoption & Change Management ■ Data Protection ■ Quality Assurance ■ Mobile App □ Review SciNote functionalities ☐ Data Management + Protocol Management □ Project Management □ Inventory & Stock Management ☐ Regulatory Compliance (21 CFR Part 11 and GxP) ■ Data Security □ Team Management & Collaboration ■ Sequence Editor ■ Integrations and API □ Read user reviews ☐ G2 reviews □ SciNote testimonials ■ SciNote use cases □ Book a meeting to chat with SciNote specialists: consultation & free demo ☐ Sign up for a no-commitment free trial & test with team members "Leader" in ELN solutions on G2.com ★★★★★ | André Riedl, Scientist, Enterprise (> 1000 emp.) G High Momentum Leader Leader Performer "Upgrading lab books and team organisation to a new unmatched level." WINTER 2024 2024 2024

★★★★★ | Verified User in Research

"SciNote is a helpful ELN with a clear and adaptive structure"

