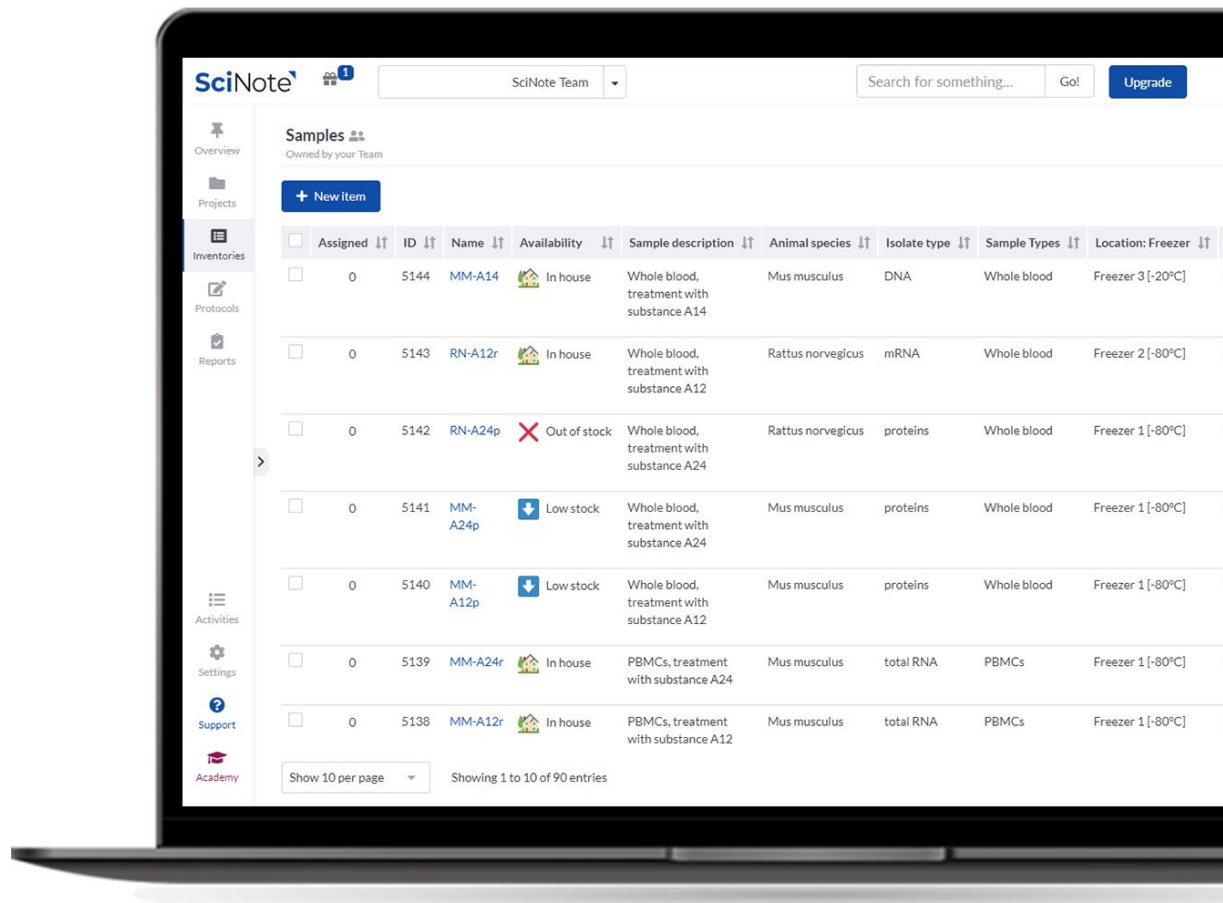


# Lab Inventory Management Guide



# Stay on track with everything and everyone

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Keep **your data traceable** by storing all your lab supplies in one place and connecting them to your projects, experiments and results.

Be **in alignment with your team** by assigning team duties and maintaining schedules (e.g. lab equipment availability).

One of the most notable benefits is the inventory management systems. Being able to track our samples in SciNote and then tag them in our experiment is **very powerful when it comes to tracking our experiments.**

- **S. Munroe, IT manager,**  
Elstar Therapeutics Inc., USA

**Import your existing inventory database in SciNote in no time. Setting up your inventories has never been easier.**

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## **Free users**

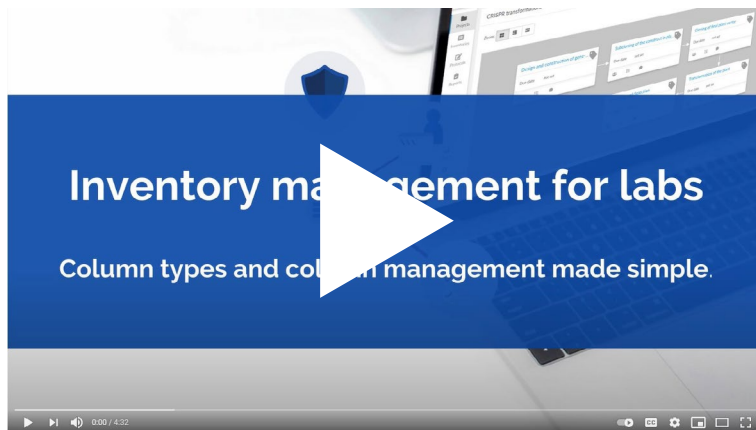
As a free user you can set up and manage **1 inventory** with unlimited number of item.

## **Premium Users**

As a premium user you can manage multiple, even **unlimited number of inventories**, with unlimited number of items.



## Inventory management for labs made simple:



# Basics of Inventory Management in SciNote

1. Customizing inventories to your specific needs
2. Uploading existing inventory database in SciNote
3. Associating inventory data with other data
4. Sharing inventories across different teams
5. Exporting inventory database from SciNote

# 1. Customizing inventories to your specific needs

Each inventory has pre-set columns that can be rearranged or made invisible. At the same time, you can add **new custom columns to display additional information** such as concentrations or barcodes.

Another perk of these columns is that you can **add an attachment** to store any other valuable information (e.g. safety and handling information) in the form of an image, Word, PDF, etc.

## Want to learn more?

[How can I create custom columns](#)

[How can I edit columns within the inventory](#)



## 2. Uploading existing inventory database in SciNote

You can easily import existing inventory database by uploading **Excel, .csv, .txt or .tsv file**.

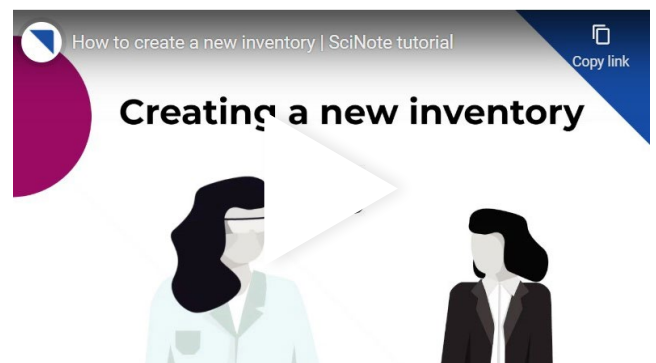
Through time as your inventory database grows, you can **add individual inventory items or import multiple items** in just a few clicks without fear of overriding the existing data.

Futhermore, **inventory items can be edited, deleted or copied** at any time, he however, only by people with the right permissions.

### Want to learn more?

[How can I create an inventory](#)

[How can I add items to the inventory](#)



# 3. Associating inventory data with other data

You can associate lab supplies with any other data such as projects, experiments or results by using **Smart Annotation function**.

To keep track of your inventory items within experimental tasks you can **assign the items to one or multiple tasks**.

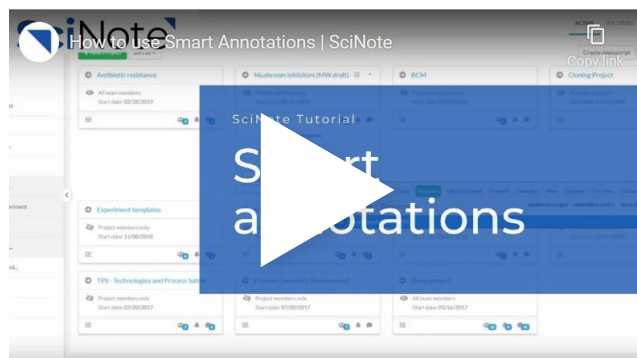
You can **see the entire tracking history** available either in Audit trails section or individual inventory item card.

## Want to learn more?

[How can I assign inventory items to tasks?](#)

[How can I link inventory items with other data](#)

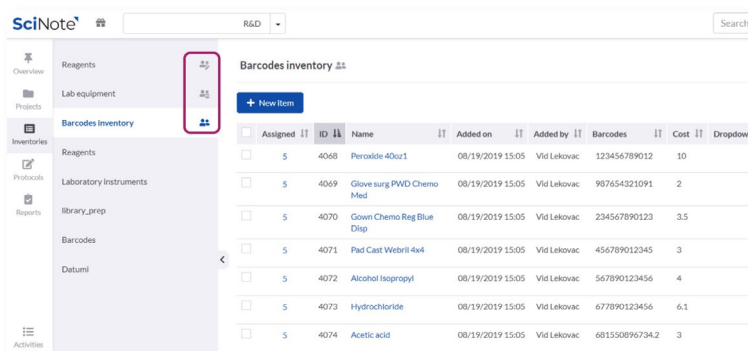
[How can I use Audit trails](#)



## 4. Sharing inventories across different teams

The inventories are managed among the members of the same Team. However, with SciNote Premium plans you can **manage shared inventories**, i. e. inventories shared between different Teams in the same Organization.

Shared inventories can be seen and/or edited by members of other Teams but only **Team Administrators have the ability to create shared inventory** and control its visibility



Assigned	ID	Name	Added on	Added by	Barcodes	Cost	Dropdown
<input type="checkbox"/>	5 4068	Peroxide 40cc1	08/19/2019 15:05	Vid Lekovac	123456789012	10	
<input type="checkbox"/>	5 4069	Glove surg PWD Chemo Med	08/19/2019 15:05	Vid Lekovac	987654321091	2	
<input type="checkbox"/>	5 4070	Gown Chemo Reg Blue Disp	08/19/2019 15:05	Vid Lekovac	234567890123	3.5	
<input type="checkbox"/>	5 4071	Pad Cast Webril 4x4	08/19/2019 15:05	Vid Lekovac	456789012345	3	
<input type="checkbox"/>	5 4072	Alcohol Isopropyl	08/19/2019 15:05	Vid Lekovac	567890123456	4	
<input type="checkbox"/>	5 4073	Hydrochloride	08/19/2019 15:05	Vid Lekovac	677890123456	6.1	
<input type="checkbox"/>	5 4074	Acetic acid	08/19/2019 15:05	Vid Lekovac	681550896734.2	3	

### Want to learn more?

[How can I share my inventory with another team?](#)

[What is the difference between Edit and View mode when sharing inventories?](#)



# 5. Exporting inventory database from SciNote

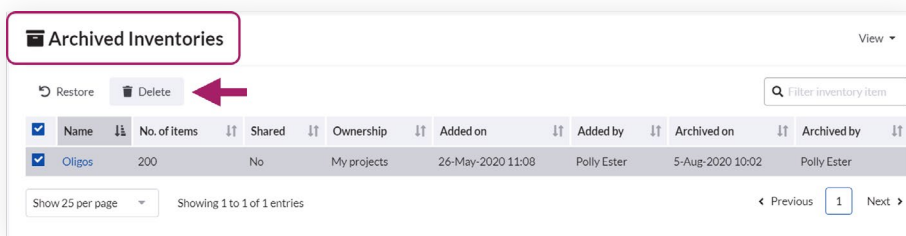
Your inventory database in SciNote can be exported by simply **selecting desired items and downloading an Excel file** to your device.

To find the desired items easily use the **filtering function to search and filter items** throughout the entire inventory.

In case you wish to remove the entire inventory and create anew, **you can delete it** but you need to have the right permissions to do so.

## Want to learn more?

[How can I delete an inventory?](#)



Archived Inventories

Restore Delete

Filter inventory item

<input checked="" type="checkbox"/>	Name	No. of items	Shared	Ownership	Added on	Added by	Archived on	Archived by
<input checked="" type="checkbox"/>	Oligos	200	No	My projects	26-May-2020 11:08	Polly Ester	5-Aug-2020 10:02	Polly Ester

Show 25 per page Showing 1 to 1 of 1 entries

< Previous 1 Next >

# Choose Your SciNote Plan Today

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[See plans & Get Your Quote](#)

All our protocols, data and inventories are organized in the SciNote system. **Every piece of information is searchable** and available to all group members.

Director, Navinci Diagnostics  
- **A. Zieba-Wicher, R&D**