

Lab Inventory Management System

SciNote Guide



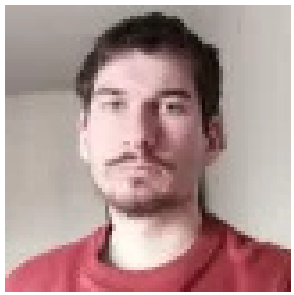
Trace every item. Trust every change.

Stay on Track with Everything and Everyone

With SciNote's **built-in lab inventory management** that is tightly **integrated with SciNote's ELN and general LIMS capabilities**, you can manage and track your reagents, samples, instruments, and lab supplies in one place, manage their locations, report consumption, connect them to your experimental work and results, share them across your organization and assign responsibilities to team members.



SciNote's inventory management function is also amazing, especially with the new stock and location management function. All the materials and consumption we have in the lab can be tracked and traced back.



János Tamási, Engineer and Quantum Optics Researcher
Wigner Research Centre for Physics

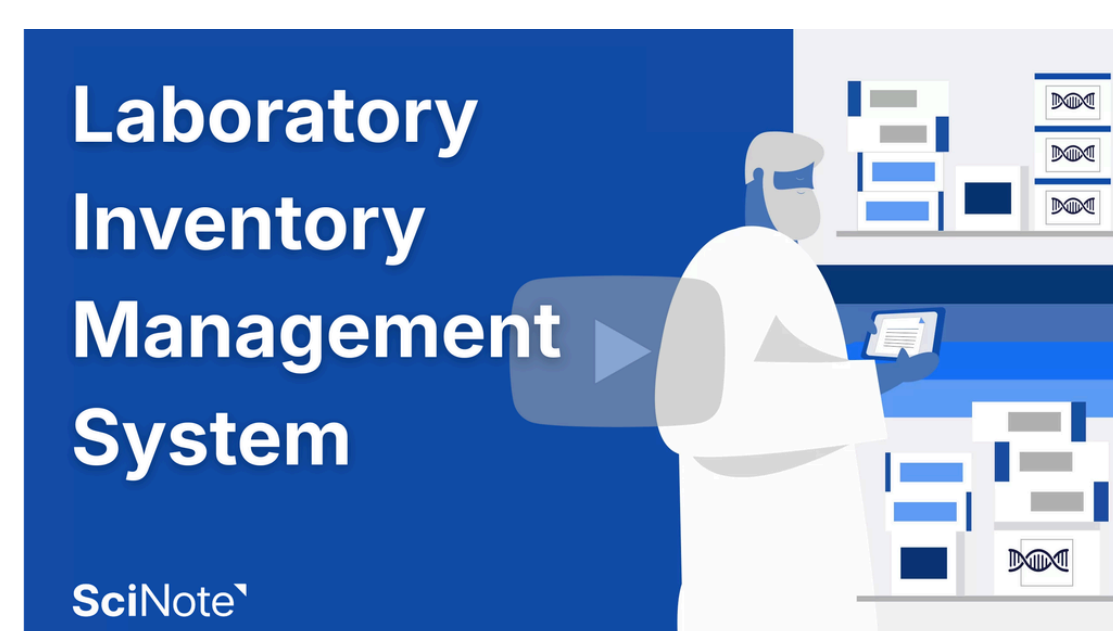


Basics of Inventory Management in SciNote

- [Customize inventories to your specific needs](#)
- [Keep your lab organized with managing locations, barcodes and labels](#)
- [Easy transition from your existing inventory database to SciNote](#)
- [Connect inventories with experiments to enrich data](#)
- [Share inventories across your organization in a controlled manner](#)
- [Track consumption, receive alerts for low stock or scheduled activities](#)



Explore the full capabilities of SciNote's lab inventory management system [in this 1-hour on-demand webinar](#).



Customize inventories to your specific needs

SciNote inventories are **flexible**, you can easily configure them to manage lab consumables, reagents, instruments, samples and more.

Select from a set of predefined inventory configurations, modify them or create your own by adding **new custom columns to display additional information**.

You can add lists, dates, **attachments** (e.g. safety and handling information, equipment manuals) and more.

SciNote Premium Team | Search in SciNote

Inventories > Reagents

Reagents

Owned by your Team

+ New item | Import items | Clear all reminders | Active state

Assigned	Item ID	Name	#CAS	Hazard class	Quantity on Hand (...)	Date recei...	Expiration date
<input type="checkbox"/>	41 IT905	3,5-Dinitrobenzoyl Chloride	99-33-2	Corrosive, Mutagen, Irritant	50 mL	12/08/2024	06/23/2027
<input type="checkbox"/>	107 IT902	Acetic Acid	64-19-7	Corrosive	5 mL	01/04/2024	07/08/2026
<input type="checkbox"/>	31 IT1672	Acrylamide	43-654	Acute toxicity, Mutagenicity, Carcinogenicity	70 vials	27/07/2022	06/13/2025
<input type="checkbox"/>	7 IT3982	Chloroform	98765		1000 L	27/07/2023	11/18/2025
<input type="checkbox"/>	7 IT1798	DAPI	098765		50 L	27/07/2024	06/14/2028
<input type="checkbox"/>	0 IT6512	DMEM (Dulbecco's Modified Eagle's medium)	4233-66		Set stock	1/9/2024	07/31/2025
<input type="checkbox"/>	0 IT6513	DMEM/F12	4363-452		Set stock	1/9/2024	11/23/2026
<input type="checkbox"/>	11 IT1792	FuGENE6	9876-56		13 g	1/9/2023	03/10/2026

Edit | Assign to task | Duplicate | Export | Print label | Archive

Show 25 per page | Showing 1 to 25 of 130 entries (filtered from 162 total entries)

Glycerin

Children (3) | Add | Information

- Item: Glycerin 01
- Item: Glycerin 02
- Item: Glycerin 03

Assigned (1) | Assign to task

Team: SciNote Premium Team
Project: SciNote mRNA Experiments
Experiment: Bioprocess development
Task: Chromatography 2

Locations (1) | Assign new location

-80 freezer > Drawer #1

A7

QR

Print label

Add New Column

Name: Enter column name...

Column type: Text

- Number
- File
- Dropdown
- Checklist
- Status
- Stock *Only one per inventory allowed*
- Date & Time
- Date
- Time



Explore More:

- [How to Create Custom Inventory Columns](#) – tailor your inventory to your lab's needs
- [Inventory Use Cases for Different Column Types](#) – see how different columns can streamline your workflow

Keep your lab organized by managing locations and labels

SciNote inventories help you stay connected with your labs.

Manage locations for reagents, samples, and instruments from building, all the way **down to a detailed box-level view**.

Link inventory items to efficiently track cell lineages, lots, or batches - for example, connect sequences, plasmid constructs, cell lines, and proteins.

Print labels for any item stored in SciNote, including all relevant information directly on the label.

The screenshot displays the SciNote interface for managing inventory locations. At the top, the breadcrumb path is: Locations > Building 1 > Molecular biology lab A > Freezer 112 (-80°C) > Top shelf > Left rack > Top row > Box001.

Box001 view shows a grid of positions (A1-I9). A table on the right lists items assigned to these positions:

Position	Reminders	Item ID	Name	Stock
<input type="checkbox"/> B5		IT86591	Sample00005	
<input type="checkbox"/> B4	<input type="checkbox"/>	IT86590	Sample00004	250 uL
<input type="checkbox"/> B3	<input type="checkbox"/>	IT86589	Sample00003	420 uL
<input type="checkbox"/> B2		IT86588	Sample00002	280 uL
<input type="checkbox"/> C1		IT86587	Sample00001	360 uL
<input type="checkbox"/> H3		IT100525	mAb-01234-002	
<input type="checkbox"/> H6		IT100525	mAb-01234-002	
<input type="checkbox"/> H5		IT100525	mAb-01234-002	
<input type="checkbox"/> H4		IT100525	mAb-01234-002	

Two pop-up windows are shown:

- mAb-01234 Relationships:** Shows a hierarchy of items. Parents (1): Item: CHO-tr12 (ID: IT107214, Inventory: Cell lines). Children (3): Item: mAb-01234-001 (ID: IT100524, Inventory: Protein samples), Item: mAb-01234-002, Item: mAb-01234-003.
- Print label - Taq Polymerase (qPCR) ID: IT84960:** Shows printer selection (SN Office Zebra ZD421), label template (SciNote Item (ZPL)), and a preview of the printed label with a QR code and text: IT84960, Taq Polymerase (qPCR).



Explore More:

- [SciNote Inventory Storage Locations](#) – on-demand webinar video
- [How to Use the Relationships Column](#) – step-by-step guide
- [Barcodes and Label Printing in SciNote](#) – streamline your lab workflow

Easy transition from your existing inventory database to SciNote

You can **promptly import** your existing inventory by uploading Excel, .csv, .txt, or .tsv files.

To help you get started, choose from a variety of preconfigured **inventory templates** or create a **custom setup** tailored to your needs.

As your inventory grows, take advantage of **powerful search and filtering** features, and streamline updates with **smart batch import** and **update** tool.

Easily manage access permissions for each inventory, grant access only to specific team members or make it available company-wide, depending on your requirements.

The image shows two overlapping dialog boxes from the SciNote application. The top dialog, titled 'Mapping data', is used for mapping imported file columns to existing SciNote columns. It features a table with columns for 'No.', 'Imported columns', 'SciNote columns', 'Status', and 'Example data'. The 'Auto-mapping' checkbox is checked. A table below shows the mapping for columns like 'Item ID', 'Name', 'Added by', 'Created on', 'Item type', 'Status', 'Calibration date', and 'Lot No.'. A tooltip 'Column will be imported.' is visible over the 'Status' row. The bottom dialog, titled 'Create new inventory', is for setting up a new inventory. It has a text input for 'Inventory name' (containing 'CHO cells') and a dropdown for 'Select inventory template' (showing 'Cell lines template'). A list of templates is shown below, including 'Default template', 'Equipment template', and 'Chemicals & reagents template'. A tooltip for the 'Cell lines template' is also visible, listing various field types like 'Species - Text', 'Organ - Text', etc.

Mapping data

Match your imported file columns with the existing columns in the inventory to finalize the item import.

Auto-mapping

Imported file: Laboratory inventory - update (2).xlsx

No.	Imported columns	SciNote columns	Status	Example data
1	Item ID	Item ID (ID)	✓	
2	Name	Name (Name)	✓	Sucrose
3	Added by	Do not import	✗	
4	Created on	Do not import	✗	
5	Item type	Item type (Dropdown)	✓	Chemical
6	Status	Status (Status)	✗	Order submitted
7	Calibration date	Calibration date (Date)	✓	
8	Lot No.	Do not import	✗	

5 columns to import. 3 columns ignored.

Create new inventory

Inventory name
CHO cells

Select inventory template
Cell lines template

Default template
Cell lines template

Equipment template

Chemicals & reagents template

Cell lines template
Species - Text
Organ - Text
Morphology - Dropdown
Culture Type - Dropdown
Stock - Stock
Passage Number - Number
Lot Number - Text
Freezing Date - Date
Operator - Text
Yield - Text
Status - Status
Handling Procedure - File
Notes - Text



Explore More:

- [How to Structure Inventory Item Import Files](#) (Import Best Practices) – ensure smooth and error-free inventory imports

Connect inventories with experiments to enrich data

Once your inventories are populated with samples, reagents, instruments, and other lab items, the seamless integration of inventories with SciNote's ELN capabilities allows you to:

- **Link inventory items** directly **to experimental records** and workflows
- **Embed items into protocol templates** to ensure correct reagents and equipment are used
- **Reference items anywhere** in your text notes using smart annotations

These connections allow you to:

- Instantly **see where and how each item has been used** across experiments
- **Track usage** and generate detailed consumption reports for projects or studies



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.



Cuitla Chavez, Lead Senior Scientist Downstream Processing
Candel Therapeutics



Explore More:

- [How to Assign Inventory Items to a Task](#) – track usage and record inventory changes
- [How to Add Inventory Items to a Protocol Template in SciNote](#) – predefine the materials needed for a protocol
- [How to Link Inventory Items with Other Data](#) – connect inventories to experiments and results
- [How to Use Audit Trails in Shared Inventories](#) – monitor changes and maintain compliance

Share inventories across your organization in a controlled manner

SciNote's Inventory Access Management system gives you precise control over who can view, edit, or manage inventories right down to individual users. With granular, role-based permissions, it ensures secure collaboration, especially in regulated environments.

For shared resources, you can easily share selected inventories across different workspaces or organization-wide, enabling seamless access where needed.

Inventories

+ New inventory Active state ▾

Inventory name	ID	No. of items	Shared	Owned by	Access
<input checked="" type="checkbox"/> Bulk Reagents - Systems Integration	IN283	0	No	CS Team	
<input type="checkbox"/> Spare parts - Hardware Testing	IN282	1	No	CS Team	
<input type="checkbox"/> Calibrators - Systems Integration	IN116	4	No	CS Team	+6
<input type="checkbox"/> Consumables - Clinical Chem	IN89	10	No	CS Team	+6
<input type="checkbox"/> Dry Stock	IN82	13	Yes	CS Team	+6

Access Rename Duplicate Export Archive Share

Share Reagents inventory ✕

Share with Workspace Can Edit

All workspaces (current & new)

R&D

Quality Control

Process Development

Cancel Save sharing options



Explore More:

- [How to Manage Inventory Access and Permissions in SciNote](#) – control who can view and edit your inventories

Track consumption and receive alerts for low stock or scheduled activities

Date reminders keep you informed about **expired reagents**, **instrument calibration schedules**, and sample monitoring so you can act before your lab work begins.

You'll receive **low stock alerts**, enabling you to reorder or prepare a fresh batch of reagents in time.

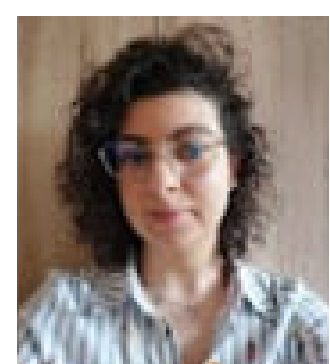
Reagent consumption recorded within experimental tasks is automatically deducted from inventory, along with details on who used it, when, in which task, experiment, and project. All usage is tracked and available in a **consumption report**.

You can easily **export all inventory data to Excel or .csv** files, and **archive items** when they're no longer needed.

Assigned	Item ID	Name	Stock
<input type="checkbox"/>	10 IT84961	MgCl2	25 uL
<input type="checkbox"/>	14 IT84958	dd H2O molecular grade	⚠️ 29 mL
<input type="checkbox"/>		ymerase (qPCR)	175 uL
<input type="checkbox"/>		Mini Kit	180 pcs
<input type="checkbox"/>		PowerSoil Kit (100)	100 pcs
<input type="checkbox"/>	7 IT94945	Dneasy PowerBiofilm Kit (50)	250 pcs
<input type="checkbox"/>		asterMix	1820 uL
<input type="checkbox"/>		Plant Mini Kit	200 pcs
<input type="checkbox"/>		Blood & Tissue Kit (50)	100 pcs
<input type="checkbox"/>	7 IT94949	Dneasy PowerWater Kit (50)	250 pcs



Stock management is highly effective and fully customizable.



Rawan Abukhairan, Lab Scientist - Molecular Biologist
Turbine.ai



Explore More:

- [Stock Management in SciNote](#) – a short guide to setting up and tracking consumable items in your laboratory

"Grid Leader" in ELN, LIMS & SDMS on [G2.com](https://www.g2.com)*



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.

We look forward to the journey together.

SciNote is trusted by:



Get started with inventory management in SciNote today. Have questions or want to see SciNote in action? Reach out to premium@scinote.net or [book a demo](#).

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