

WEBINAR

SciNote™

Introducing: Inventory Storage Locations

Date/Time: Thursday 17th at 11AM EST/; 8AM PST; 5PM CET



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Agenda

1. **Our Motivation & Introduction of New Feature**
2. **Proposed Approach for Creating and Mapping Locations**
3. **Use Cases: [Managing Samples, Freezers, Equipment, Chemicals](#)**
4. **Q&A and Discussion: Exploring Ideas and Feedback**

Our Motivation

Current SciNote Inventories offer:

- ✓ Building a database of items (i.e. primers, plasmids, cells, chemicals, reagents, etc.)
- ✓ Linking items to the work you do (tasks)
- ✓ Tracking reagents and samples usage with stock alerts
- ✓ Scheduling instrument calibration and maintenance
- ✓ Referencing items across SciNote (using # smart annotations)
- ✓ Labeling and barcoding
- ✓ Sharing and managing resources across teams

💡 Check our Inventory courses in the [SciNote Academy](#)



Our Motivation

But it was lacking Storage Location Management

- ★ Keeping track of what the lab has and where
- ★ Visual representation of sample boxes
- ★ Allow re-creating any kind of storage structure
- ★ Support easy moving of individual items & boxes
- ★ Sharing locations across teams
- ★ Keep all the relevant item info in one place

GOAL: Orderliness & Flexibility



Before & After



New Feature: Inventory Storage Locations

SciNote

My projects

Search in SciNote



Dashboard

Projects

Inventories

Items

Locations

Templates

Reports

Activities

Inventories > Locations > F1 Storage room > -80°C Freezer: Cells > Rack 1 > Fibroblasts 1

Fibroblasts 1

	1	2	3	4	5	6	7	8	9
A	A1	A2	A3	A4	A5	A6	A7	A8	A9
B	B1	B2	B3	B4	B5	B6	B7	B8	B9
C	C1	C2	C3	C4	C5	C6	C7	C8	C9
D	D1	D2	D3	D4	D5	D6	D7	D8	D9
E	E1	E2	E3	E4	E5	E6	E7	E8	E9
F	F1	F2	F3	F4	F5	F6	F7	F8	F9
G	G1	G2	G3	G4	G5	G6	G7	G8	G9
H	H1	H2	H3	H4	H5	H6	H7	H8	H9
I	I1	I2	I3	I4	I5	I6	I7	I8	I9

+ Assign item

Import items



<input type="checkbox"/>	Position	Reminders	Item ID	Name	Stock
<input type="checkbox"/>	A1		IT264	abc016	
<input type="checkbox"/>	A2		IT615	FB-1565	1 mL
<input type="checkbox"/>	A3		IT615	FB-1565	1 mL
<input type="checkbox"/>	A4		IT615	FB-1565	1 mL
<input type="checkbox"/>	A5		IT614	FB-1567	0.7 mL
<input type="checkbox"/>	A6		IT614	FB-1567	0.7 mL
<input type="checkbox"/>	B1		IT373	pBR322	10 mg
<input type="checkbox"/>	B2		IT264	abc016	
<input type="checkbox"/>	D1		IT613	FB-1568	0.8 mL
<input type="checkbox"/>	D2		IT613	FB-1568	0.8 mL



SciNote

How to approach creating locations in SciNote?

Identify Ownership and Access Permissions

- **Determine Inventory Ownership:**
 - Establish which **Team in SciNote will own the inventory** associated with each storage location.
 - Decide if the location houses items that are part of a **shared inventory** or specific to a particular team
- **Define Access Requirements:**
 - Identify which Teams need access to the storage location and set the appropriate permissions
- **Assign Responsible Users:**
 - Decide which users will be **creating and managing storage locations**.
 - **Permissions Hierarchy:**
 - **Team Owner:** Has full control over the storage locations and inventory items.

How to approach creating locations in SciNote?

Conduct an Inventory Assessment

- **List All Physical Storage Areas:**
 - List **all physical storage areas** in your laboratory, such as buildings, rooms, freezers, refrigerators, cabinets, shelves, and boxes.
 - This comprehensive list serves as the foundation for setting up your digital storage locations in SciNote.

Map the Storage Structure Effectively

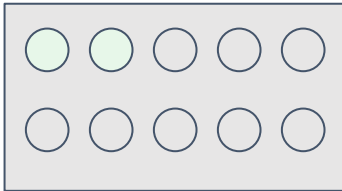
- **Plan a Hierarchical Structure:**
 - **Mirror your physical setup** by planning a hierarchical structure organized from the largest unit down to the smallest.
 - **Use a 'Bottom-Up' Approach for Mapping:**
 - **Identify the most granular location** you want to track
 - **Example:** Building → Room → Freezer → Shelf → Box → Slot (**Row 5, Position 1**)
- **Flexibility in Editing:**
 - Remember that storage locations can be **edited or deleted** as your lab's needs change, providing adaptability over time.

How to approach creating locations in SciNote?

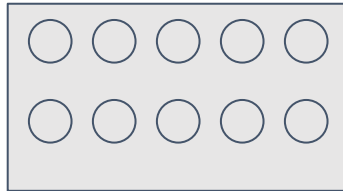
Lab 1

Freezer 1 (-20 °C)

Box 1

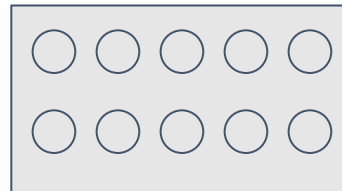


Box 2

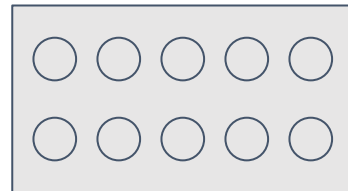


Shelf 1

Box 3

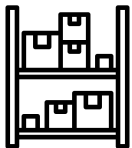
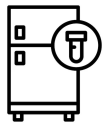
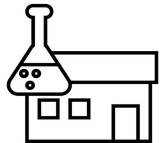


Box 4



Shelf 2

Storage Locations Structure in SciNote Inventory



Locations

+ New location

New box

Create new location ×

Fill in the fields and create a new location.

Location name

Access

ⓘ Access will be inherited from the Team level.

Image of location

Import or drag and drop
-png or .jpg file

Description

Cancel Create

Multi-layered Hierarchy

Create new box ×

Fill in the fields to create a new box. Defining the box dimensions allows you to control the number of available spaces for placing inventory items.

Box name

Dimensions (h x w)

No grid ⓘ You can assign unlimited items to the "No-grid" box but they do not have assigned position.

Grid 6 x 6

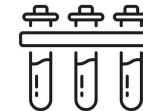
Image of location

Import or drag and drop
-png or .jpg file

Description

Cancel Create

Final level to place items



How to Create a New Location

SciNote

CS team (testing new features) ▾

Inventories > Locations

Locations

+ New location

Location name

Plasma Freezer

Image of location

REFR_FZR25_PLASMA_DRAWERS_CHART_DOOROPEN.png

Description

Follett Ice
Documentation found here: [#Plasma Freezer~rep_item~Bh]

Cancel Create

Created by	Description
Nathan Stables	

Show: 20 rows ▾ 1 entry

Use Case 1

Storing cells and tissue samples in LN2:

- ❖ Level 1 (location): Room with Dewar containers
 - Level 2 (location): Specific Dewar container
 - Level 3 (location): Racks
 - Level 4 (box): Boxes with grid
 - ◆ Items in box positions

💡 Agree on internal nomenclature for naming locations.

💡 Use Description field for extra info like adding who is responsible for the location, safety measures, etc.

Inventories > Locations > B-5 Ventilated room with Dewars > Dewar container (50L) > Rack A

Rack A

[+ New location](#) [New box](#)

<input type="checkbox"/>	Location name	↑	ID	Sub-locations
<input type="checkbox"/>	Box A1 - CHO Cells		SL316	/
<input type="checkbox"/>	Box A2 - Fibroblasts		SL304	/
<input type="checkbox"/>	Box A3		SL305	/
<input type="checkbox"/>	Box A4		SL306	/
<input type="checkbox"/>	Box A5		SL307	/

Inventories > Locations > B-5 Ventilated room with Dewars > Dewar container for cells (50L) > Rack A > Box A2 - Fibroblasts

Box A2 - Fibroblasts

[+ Assign item](#) [Import items](#)

<input type="checkbox"/>	Position	↑	Reminders	Item ID	Name	Stock
<input type="checkbox"/>	A1			IT95695	FB-1565	1 mL
<input type="checkbox"/>	A2			IT95694	FB-1567	0.7 mL
<input type="checkbox"/>	A3			IT95693	FB-1568	0.8 mL
<input type="checkbox"/>	A4			IT95698	FB-1571	1.2 mL
<input type="checkbox"/>	B1			IT95696	FB-1569	1 mL
<input type="checkbox"/>	B2			IT95697	FB-1570	1.2 mL
<input type="checkbox"/>	C1			IT97589	NCTC clone 929 [L cell,...	1.5 mL
<input type="checkbox"/>	C2			IT97589	NCTC clone 929 [L cell,...	1.5 mL
<input type="checkbox"/>	C3			IT97589	NCTC clone 929 [L cell,...	1.5 mL

Use Case 2

Freezers for storing i.e. plasmids:

- ❖ Level 1 (location): Room number with freezers
 - Level 2 (location): Specific freezer
 - Level 3 (location): Racks
 - Level 4 (box): Boxes with grid
 - ◆ Items in box positions

💡 Utilize image field for attaching a freezer photo.


💡 Duplicate locations to speed up creating the structure.

Inventories > Locations > B-4 Freezers room

B-4 Freezers room

[+ New location](#) [New box](#)

<input type="checkbox"/>	Location name	ID	Sub-locations
<input type="checkbox"/>	FR1: -80 °C Freezer	SL20	4
<input type="checkbox"/>	FR2: -80 °C Freezer	SL46	4



Use Case 3

Equipment locations:

- ❖ Level 1 (location): Department name
 - Level 2 (no-grid box): Laboratory name
 - Equipment from the inventory

💡 Add another level at the top for building floor if needed.

💡 Item reminders set in inventory (i.e. calibration deadline) will appear in the list of items within the box.

Inventories > Locations > Equipment Management

Equipment Management

+ New location

oo New box

<input type="checkbox"/>	Location name	ID	Sub-locations
<input type="checkbox"/>	R&D Dept.	SL323	2
<input type="checkbox"/>	Systems Integration Dept.	SL324	2

Inventories > Locations > Equipment Management > R&D Lab > Assay Automation Lab

Assay Automation Lab

+ Assign item

🔗 Import items

<input type="checkbox"/>	Reminders	Item ID	Name
<input type="checkbox"/>		IT97600	Agilent 4200 TapeStation System
<input type="checkbox"/>	🔔	IT97598	Bio-Rad CFX96 Touch™ Real-Time PCR
<input type="checkbox"/>		IT97596	Hamilton VANTAGE
<input type="checkbox"/>	🔔	IT97595	Tecan Freedom EVO

Use Case 4

Storing chemicals:

- ❖ Level 1 (location): Storage room
 - Level 2 (location): Closet/Cabinet
 - Level 3 (box, no grid): Shelves
 - Items on shelf

💡 Create a no-grid box when no specific position for the item is needed like in case of a shelf or carton box.

💡 Import a list of existing item IDs that are placed on the shelf.

Inventories > Locations > Chemicals storage room > Cabinet for chemicals

Cabinet for chemicals

+ New location

🗄️ New box

<input type="checkbox"/>	Location name	↑	ID
<input type="checkbox"/>	🗄️ Chemical names A - H / top shelf		SL30
<input type="checkbox"/>	🗄️ Chemical names I - P / middle shelf		SL31
<input type="checkbox"/>	🗄️ Chemical names R - Z / bottom shelf		SL312

Inventories > Locations > Chemicals storage room > Cabinet for chemicals > Chemical named I - P / middle shelf

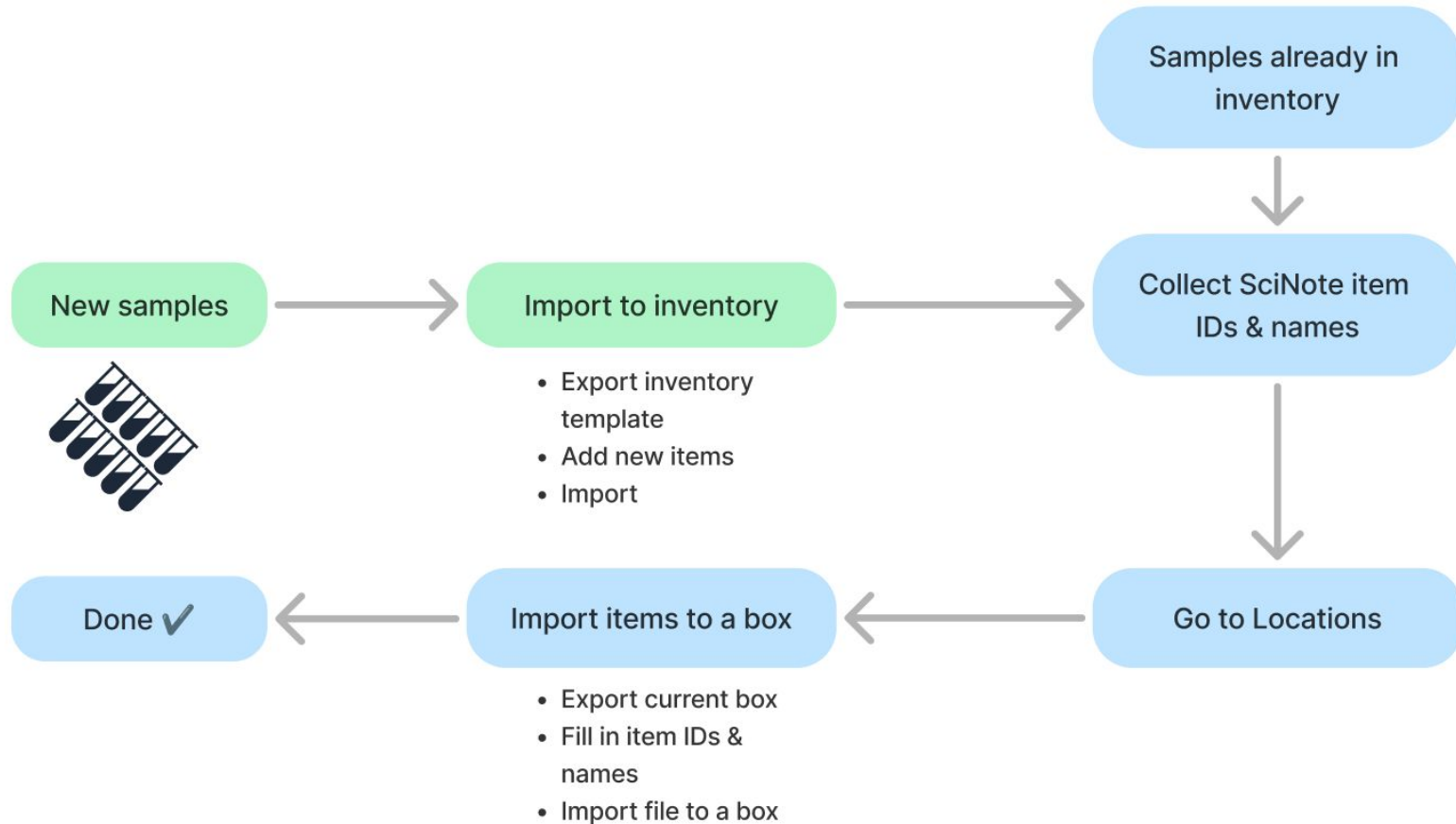
Chemical named I - P / middle shelf

+ Assign item

📄 Import items

<input type="checkbox"/>	Reminders	Item ID	Name	Stock
<input type="checkbox"/>	🔔	IT32833	MgCl2	50 g
<input type="checkbox"/>		IT32832	MgSO4	1500 g
<input type="checkbox"/>	🔔	IT32834	NaHCO3	1250 g
<input type="checkbox"/>		IT32836	Trizma base	500 g

Dealing with Numerous Samples at once



Q&A Session and Thank you!

Interested in trying it out? We're offering a **30-Day FREE Trial!**

- **Premium SciNote user?** 👉 premiumsupport@scinote.net
- **New to SciNote?** 👉 premium@scinote.net

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Ideas for using Locations

What else can you track with Inventory Storage Locations?

- External or off-site storage locations
- Create locations to represent companies where you send samples for analysis.
Move boxes of items there when they are sent out.
- And more...

 This feature can be used beyond the examples provided here.

Apply it to your own use cases and **SHARE your ideas with us!**