

# Electronic Laboratory Notebook

## eLabNext

### *In & Out process*

## New research group at the Faculty of Medicine

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- Refer to the SmartLab project [webpage](#) & contact the Faculty key user
- Plan the system implementation with the key user
  - Fill the two Excel files with needed preliminary information
  - Schedule a configuration meeting (~3h) with the key user
  - Schedule a training (~1h) with the key user for the whole group members

***You are ready to use the eLabNext system in your research group. All support is provided by the Faculty key user.***

## New collaborator in the research group

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- Add the collaborator: “Configuration” → “Group members” → “Invite member”. Enter the email address of this new collaborator (**only** @unige.ch or @etu.unige.ch)
- The collaborator receives an email with an invitation to join the group
- Ensure the collaborator is following the newcomer training

## Collaborator leaving the research group

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- If the collaborator had some samples recorded in the system, transfer it to someone who remains in the group (usually the PI or the super user)
- “Delete” the collaborator: “Configuration” → “Group member” → Trash bin symbol

***The data recorded by the collaborator remain in the system and you can still access it.***

## Closure of the research group

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- If you have data you need to keep with you, you can export it with your hierarchy authorization by using the ELN export module (“File storage” – “ELN export”)
- Contact the Faculty key user to close your research group in the eLabNext system

***Once your research group is close in the eLabNext system, you will not have access to the data or the system anymore.***

***Institutional Policy on Research Data Management***