

eLabNext

Onboarding and departure processes

SmartLab_In-Out_EN_Vo2.0

April 2026

Johann Bosson

New Research Group at the Faculty of Medicine

You can begin by consulting the Faculty's [SmartLab webpage](#), and in particular the [demonstration videos](#) of the eLabNext system.

To initiate the implementation of eLabNext in your research group, please contact the support team by opening a [ticket](#).

Implementation Process

The implementation of a new research group takes place in three steps:

1. Initial preparation and information gathering
2. Training of the research group's super-users and configuration of the SmartLab environment
3. Training and onboarding of users

In general, the implementation procedure takes between 1 and 2 months, depending on how much time your group can dedicate to learning and adopting the new tool.

The cost of eLabNext is 300 CHF per laboratory per year, corresponding to the cost of system maintenance.

Initial Preparation and Information Gathering

The PI is asked to fill out two Excel tables. This information will be used to generate user licenses for the members of the research group and to configure storage locations.

At this stage, it is possible to organize a short presentation of the system, in addition to the [demonstration videos](#) available on the [SmartLab webpage](#).

The PI designates a « *super-user* » (administrator) and a « *back-up super-user* ». These individuals will manage the research group's eLabNext environment and act as the first point of contact for internal support.

Training of the Research Group's Super-Users and Configuration of the SmartLab Environment

The Faculty support team schedules a meeting (approximately 2 hours) with the two super-users (and the PI, if he or she wishes to participate). During this session, the organization of data in the eLabNext environment (*ie.* naming conventions) and the data access rules will be discussed. The two super-users will receive detailed training in eLabNext, with a particular focus on administrative features.

Following this meeting, the super-users and the Faculty support team will configure the eLabNext environment of the research group.

Training and Onboarding of Users

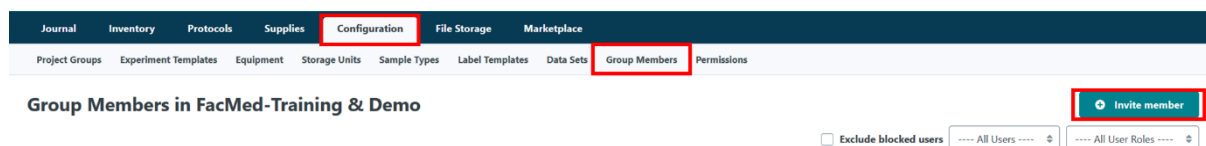
Once eLabNext has been fully configured, the regular members of the research group will be invited to join your eLabNext workspace. The super-users (or the Faculty support team) will guide them through the platform and introduce them to its main features.

New Member Joining a Research Group

Adding a new collaborator to a research group is carried out by the group's super-user.

To do so:

- Go to « *Configuration* » → « *Group Members* », then « *Invite member* ».
- Enter the email address of the new member of the research group. **Only @unige.ch and @etu.unige.ch addresses are accepted.**



The new collaborator receives an email invitation to join the research group. Once the invitation is accepted, the new collaborator can immediately start using the system.

It is important that the group's super-users:

- Adjust the permission levels (Role) of the new member
- Demonstrate to the new member how to log into the eLabNext system
- Explain to the new member how to use eLabNext, as well as the conventions defined by the research group
- Recommend that the new member consult the available documentation, especially the « [Good Practices guide](#) », which must be read by every new person using the system.

If you encounter difficulties inviting a new member to your research group (e.g., invitation not received), please contact the [support team](#).

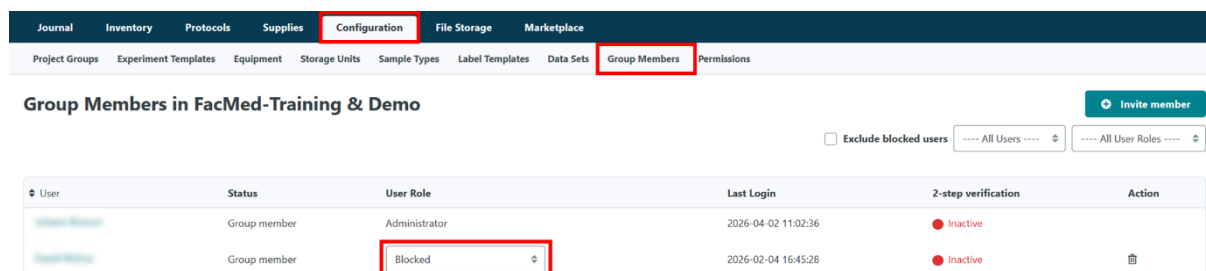
Departure of a Member from the Research Group

When a member leaves a research group, their data (experiments) and samples are retained within the group's SmartLab.

Deleting a member's account is carried out by the group's super-user.

To do so:

- Go to « *Configuration* » → « *Group Members* »
- Change the member's « *User Role* » to « *Blocked* »



It is essential to « *Block* » users who have left the research group. This frees up the corresponding licenses. The number of available licenses is limited, and purchasing new licenses is very expensive. The cost of such a purchase would be passed on to all research groups using eLabNext.

Recommendations When a Member Leaves the Research Group

Several actions can be taken prior to the departure of a member of the research group to facilitate the continuity of research activities.

Projects / Studies / Experiments

The research group's super-users have access to the whole data of the research group (even that of people who have left the group). However, it is recommended to add the people who will take over the departing member's work to the research projects. If these new collaborators have not yet been identified, it is possible to add the super-users, who will make the necessary adjustments later.

To do so:

- Go to « *Journal* » → « *Experiment browser* »
- Select the departing member's projects
- Edit each project by clicking the pencil icon in the « *Action* » column

The screenshot shows the 'Experiment Browser' interface. The 'Journal' menu is highlighted. The 'Experiment Browser' sub-menu is selected. A search bar is present. A table lists projects, with one project 'Test-project-transfer' highlighted. The 'Action' column for this project contains a pencil icon, which is circled in red. A red arrow points from the 'Action' column to the 'Edit Project' page shown in the next screenshot.

In the next page « *Edit projet* »:

- Go to « *Project Collaboration* » → « *Specify users to collaborate within this project* »
- Select the people who will take over the work in the « *Project Collaborators* » section
- Click « *save and close* »

The screenshot shows the 'Edit Project' form. The 'Project Collaboration' section is highlighted. The 'Specify users to collaborate within this project' dropdown is selected. The 'Project Collaborators' section is highlighted. The 'Select User' dropdown is selected. The 'Save and Close' button is highlighted.

Samples

It is recommended to transfer the departing member's samples to another user. This may be the person(s) who will take over the work, or the research group's super-users.

To do so:

- Go to « *Inventory* » → « *inventory browser* »
- Click « *More* » to add a search condition, select « *Owner* », and then select the departing member's name from the dropdown menu. All samples will be displayed.
- Select all samples using the small cross. **! Only the samples displayed on the page (likely 100) will be selected. If there are more than 100 samples, you will need to repeat this step on each page.**
- Once the samples on the page are selected, click « *Change owner* » and select the new person from the dropdown menu. **! This step must be repeated on every page of the sample list.**

The screenshot shows the 'Inventory Browser' interface. The top navigation bar includes 'Journal', 'Inventory', 'Protocols', 'Supplies', 'Configuration', 'File Storage', and 'Marketplace'. The 'Inventory' tab is active. Below the navigation bar, there are tabs for 'Dashboard', 'Sample List', 'Inventory Browser', 'Advanced Search', and 'Sample Archive'. The 'Inventory Browser' tab is selected. The main area displays a list of samples with columns for 'Name', 'Owner', 'Type', 'Location', and 'Created'. A search filter is applied: 'Owner IN Johann Bossion'. The 'More' button is highlighted with a red box. The 'Change owner' button is also highlighted with a red box. The table shows 10 samples selected. The 'Results' section at the bottom indicates 100 results.

Copy and Export of Data

Copying and exporting data is carried out in agreement with the hierarchy.

To do so:

- Go to « *File Storage* » → « *ELN export* » → « *Select items* »

The screenshot shows the 'File Storage' interface. The top navigation bar includes 'Journal', 'Inventory', 'Protocols', 'Supplies', 'Configuration', 'File Storage', and 'Marketplace'. The 'File Storage' tab is active. Below the navigation bar, there are tabs for 'File Storage', 'Report Storage', and 'ELN Export'. The 'ELN Export' tab is selected. The main area displays the 'New ELN Export' section. It has two steps: '1. Select one or more items to Export' and '2. Start Export'. The 'Select items' button is highlighted with a red box. The 'Export' button is also highlighted with a red box. Below the 'Export' button, there is a note: 'Select one or more experiments to export data in the ELN including linked files to PDF or HTML.' The 'ELN Export Files' section at the bottom has a note: 'Export files will be available for download up to 1 week after they have been created.'

- Select the data to export (it is best to export by project), and click « Export »

Choose items to export

Search by project, study or experiment... -- All Users --

Internal ProjectID	Description	Active	Created	Action
test	test	✓	2025-08-26	<input type="button" value="Export"/>
Test-project-transfer		✓	2025-08-22	<input type="button" value="Export"/>
2025-04_IB_Test	This is a test project to learn how to use the system.	✓	2025-04-07	<input type="button" value="Export"/>
2024_Demo-Training		✓	2024-02-13	<input type="button" value="Export"/>
DEMO Project	Project for demo	✓	2022-03-11	<input type="button" value="Export"/>

- Choose the export format (pdf or xml), and confirm

This procedure must be repeated for each project.

Closing a Research Group's SmartLab

Closing of regular User Accounts

The super-users and the head of the research group proceed with closing the regular user accounts following the procedure described in « [Departure of a Member from the Research Group](#) ».

Transfer of Chemical Products and Gas Cylinders in the FacMed-Chemicals Inventory

The super-users or the head of the research group contact the [Faculty support team](#) to organize the transfer of the « ownership » of the chemical products and gas cylinders registered in the Faculty inventory **FacMed-Chemicals**.

Copy and Export of Data

It is strongly recommended that the head of the research group make a copy of the data stored in the group's eLabNext.

To do so, the head of the research group follows the procedure described in « [Copy and Export of Data](#) ».

Closing the Research Group's eLabNext Account

The head of the research group contacts the [support team](#) to proceed with the closure of the research group's eLabNext account.

Warning: once the research group's eLabNext account is closed, access to the research data is no longer possible.