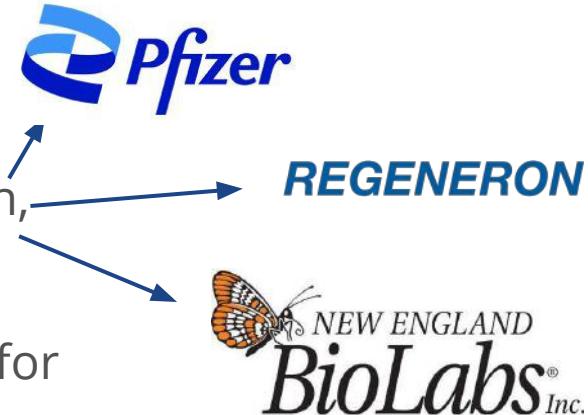

Getting Started with Benchling!

The BASICS for Students

(~5 min)

Why Benchling?

- Used by > [270,000+ scientists](#) worldwide in biotech, pharma and academia - secure data records
- Is an Electronic Lab Notebook (ELN) with features for Biochemistry and Molecular Biology (BMB)
- Entries save automatically and are easily shareable and searchable
- Used in BMB teaching laboratories at UMass
- ELNs are becoming a widely used professional tool
- Admin capabilities (i.e. permission settings)



Sign Up for Benchling

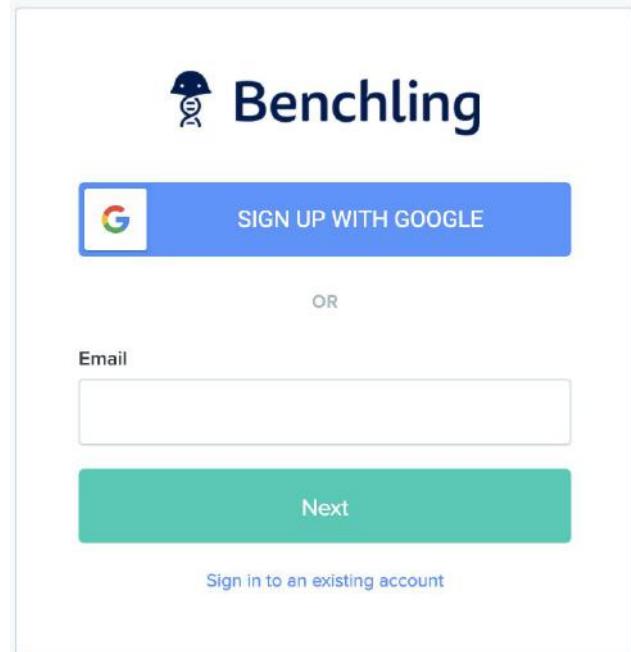
Sign up for your **FREE** Benchling account here
<http://benchling.com/signup>

- Use your school gmail account
- Google Chrome works best

Here is a quick tutorial on how:

<https://www.loom.com/share/dc0b8fbc3b3344ceb8f6c77df87b6ffe> (50 s)

- ★ Once you have an Account, sign in (bookmark this): <https://benchling.com/signin/welcome>



Navigating the Left Panel

The screenshot displays a software application with a vertical blue navigation bar on the left and a main workspace on the right.

Left Panel (Blue Bar):

- HOME**: Represented by a user icon.
- PROJECTS**: Represented by a briefcase icon. An orange arrow points from the text "PROJECTS" to the briefcase icon. A large orange circle highlights the vertical bar area around the briefcase icon.
- SEARCH**: Represented by a magnifying glass icon.
- CREATE**: Represented by a plus sign icon.
- EXTERNAL DATA**: Represented by a folder icon.

Main Workspace:

- Header:** Shows "Projects" and a search bar labeled "Search for project".
- Project List:** Shows "All projects" and "Example Project" (5 rows, 1 column).
- Content Area:** Displays a project titled "lab 1" (Protocol). It includes tabs for "ADD PROTOCOL", "NOTES", and "METADATA". The "NOTES" tab is active, showing the title "lab 1" and the date "FRIDAY, 2/5/2021". A text input field says "Enter text here".
- Bottom Right:** Includes a "Share" button and a question mark icon.

Home/Calendar



- Daily, 2-week, and monthly calendar view
- Keeps projects in order

The screenshot shows the Benchling application's home screen and a calendar view. On the left, a sidebar displays a 'Getting Started' section with tasks like 'Create your first item' and 'Take a tour of Benchling', and a 'Recently Opened' section showing items like 'lab 1' and 'Brca2 (ENSMUSG00000041147)'. The main area features a monthly calendar for February 2021, with days from Sunday to Saturday. Specific entries are highlighted with yellow bars: 'Example Entry' on Feb 5, 'lab 1' on Feb 6, and a long horizontal entry spanning from Feb 7 to 11.

FOR MORE VISIT: <https://www.loom.com/share/ca61d45d645c47ecaf5ce07d52b8f7c0> (40 s)

Projects - these are folders/files



The screenshot shows the 'Projects' section of the Benchling software. On the left is a vertical sidebar with icons for Home, Projects, Search, and Help. The main area has a header 'Projects' with a search bar and a dropdown for 'All projects'. Below is a table with columns 'Name', 'Date', and 'Description'. One row is visible: 'Example Project' (Date: 2/5/2021 - 2/8/2021, Description: Example Benchling Project). In the top right corner of the main area, there is a small toolbar with a minus sign (-) and a plus sign (+), which is circled in orange.

- Create new folders, entries/protocols, access notebook, sequence files
- Sort projects by name, date created, or date modified

A blue arrow points from the 'Sort by' button in the previous screenshot to this dropdown menu. The menu is titled 'All projects' and contains several sorting options:

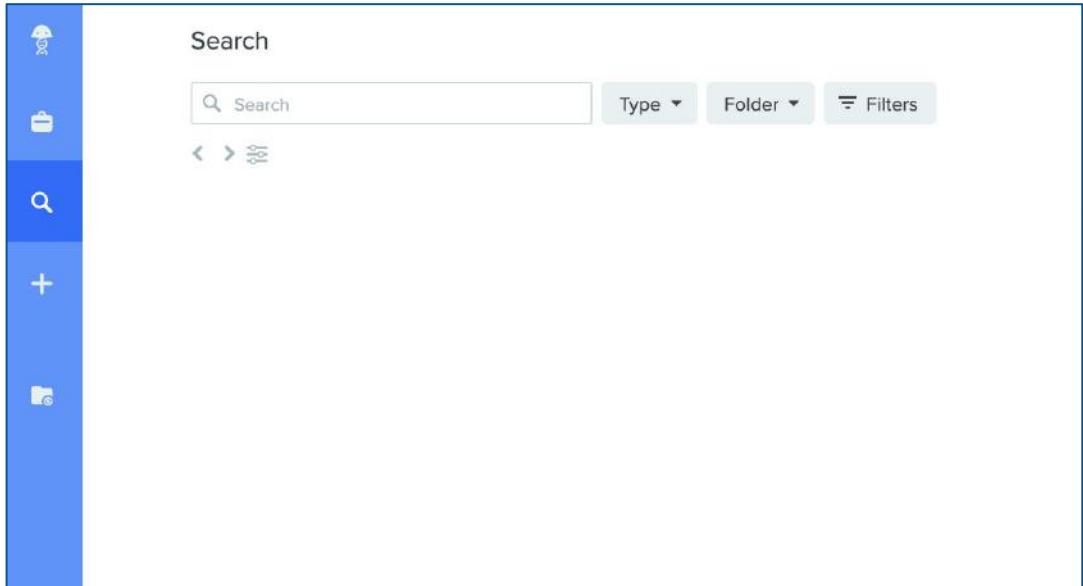
- Name: Alphabetical
- Name: Reverse Alphabetical
- Created: Newest
- Created: Oldest
- Modified: Newest
- Modified: Oldest

FOR MORE VISIT: <https://www.loom.com/share/d27281582a2c4667b5afc00d93ad9999> (1 min)

Search



- Easily search through projects
- Use filters & keywords to narrow searches



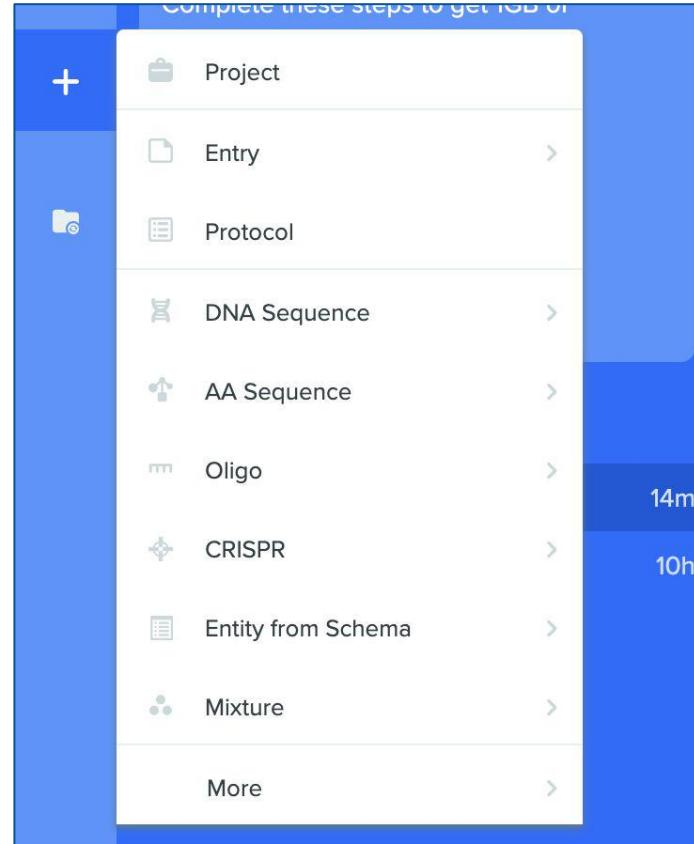
A screenshot of a search interface. On the left is a vertical sidebar with icons for user profile, project, search, add, and folder. The main area has a "Search" header with a search bar containing "Search", and buttons for "Type", "Folder", and "Filters". Below the header is a navigation bar with arrows and a refresh icon.

FOR MORE VISIT: <https://www.loom.com/share/559ab33b9d754e9eaf66cb26cecb588b> (1 min)



Create

- Create any Benchling file → notebook entries, projects, sequences, CRISPR guide RNAs, & more



FOR MORE VISIT: <https://www.loom.com/share/420151f58e1e423e936fed87b25b2055> (36 s)

External Data



- Easily connect OneDrive, Box, Dropbox, or Google Drive accounts to your Benchling

OneDrive
No accounts connected Connect

Box
No accounts connected Connect

Dropbox
No accounts connected Connect

Google Drive
No accounts connected Connect

External Files Search Add

Add OneDrive, Box, Dropbox, or Google Drive accounts.

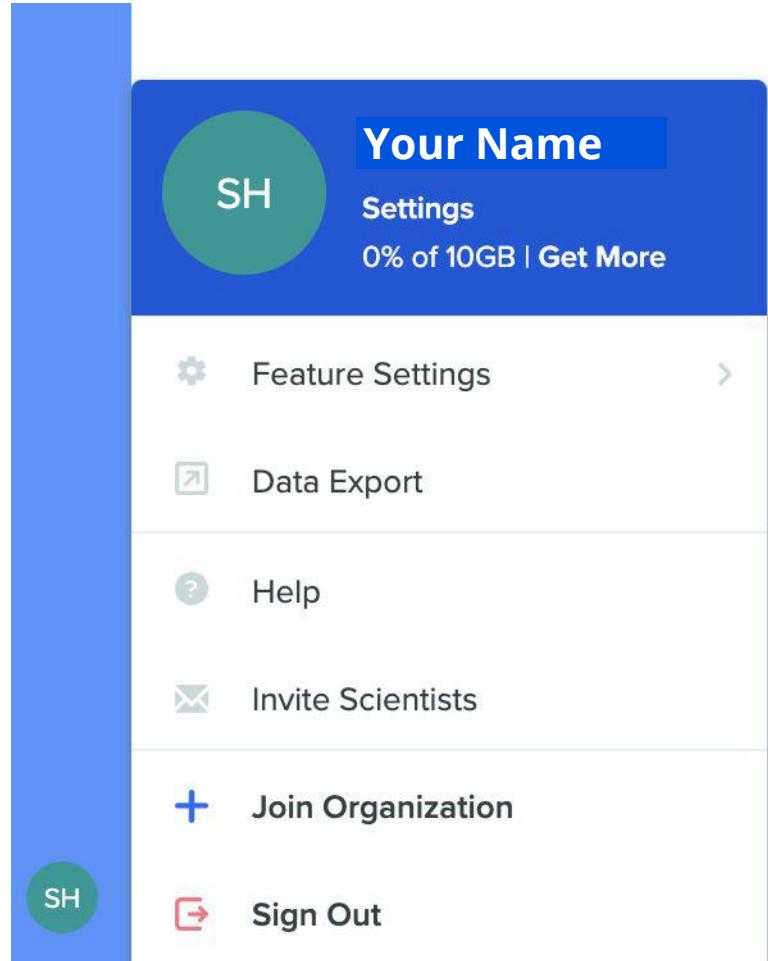
- Drag files from external apps directly into any entry

FOR MORE VISIT: <https://www.loom.com/share/ba962f21a28947118d5390c71de67192> (1 min)



User Data

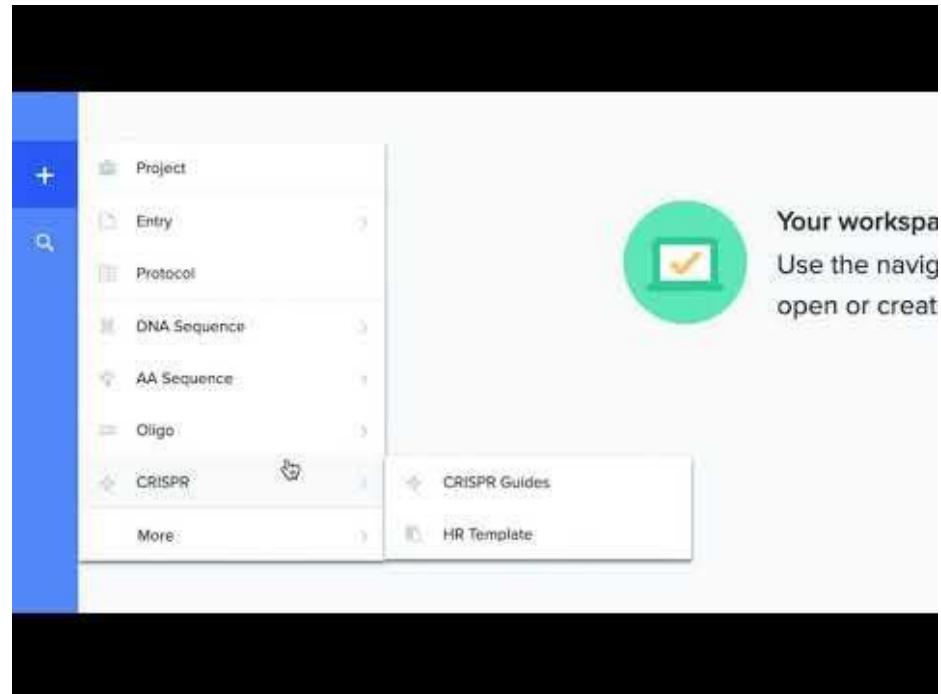
- Additional features: templates, organizations, settings
- Change your name, email, institution, upload profile picture, or designate a lab



For a full run-through of the Benchling platform

“Introduction to Benchling Platform”

<https://youtu.be/KOCM-tpbe5o> (~6 min)



Questions or Comments?

Fill out our **Google Form** to provide feedback:

forms.gle/92Q9vp6jYzSB8Z9j6

Benchling **FAQ**:

docs.google.com/document/d/1DkSHnZ6FX8L4fORjmYm_omzotnJHzjTa587kfqtSiT0/edit?usp=sharing

Benchling Feedback

Please provide feedback so we can improve these guides.

* Required

What is your role? (Check all that apply) *

Undergraduate Student
 Graduate Student
 TA
 Professor
 Researcher
 Other: _____

What University do you attend? *

UMass Amherst
 Other: _____