

ELN Finder: Manual for Contributors

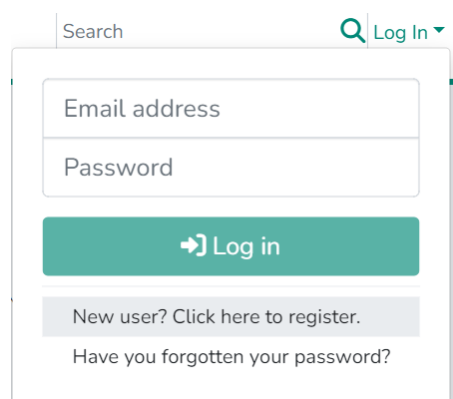
Definition of an ELN applied in the ELN Finder:

An electronic lab notebook (ELN) is a specialized software for:

- the structured description of an experiment, i.e. keeping records of
 - the procedure
 - the used materials and instruments
 - the observations made during the experiment (incl. photos)
 - the metadata/description of the data generated in the experiment and, if applicable, the files (or links to them) and inferences related to it
- the long term preservation and access of all this information in compliance with long-term archival criteria

Registration

1. Register by clicking in the upper right corner of the [ELN Finder Webpage](#) as a new user. In addition, please send an [email to the administrators](#) of the ELN Finder. Please include your name and the name of the ELN you wish to include in the ELN Finder. If you want to enter multiple ELNs, please specify this as an alternative to the name of the ELN. Otherwise they cannot give you the rights for editing the database.
2. The administrators create your personal workspace and send you a notification.
3. Login and navigate to “My workspace”.



Search Q Log In ▾

Email address

Password

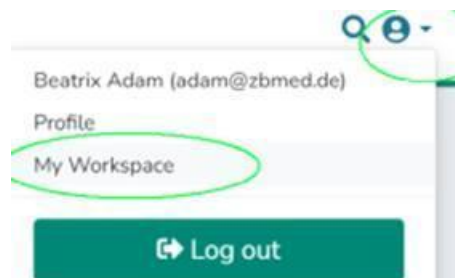
➔ Log in

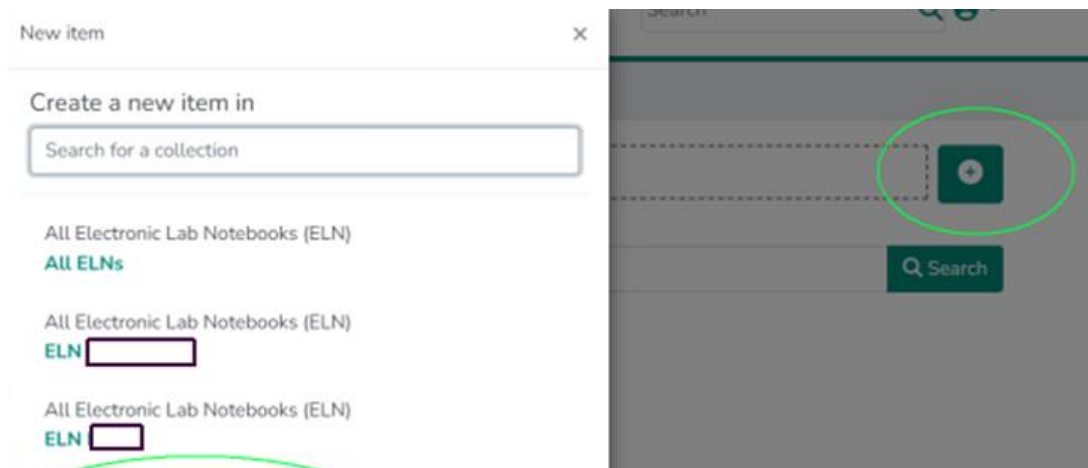
New user? Click here to register.

Have you forgotten your password?

Accessing your workspace and creating a new ELN item

1. After [logging in](#), navigate to “My workspace”.
2. Use the big icon with the + in the upper right to create a new entry.
3. A pop up “Create a new item in” appears. Select your workspace (there should be no other workspaces displayed) and the new item for your ELN is created.





Editing an ELN item

After the new item was created, a page opens in which you can provide and edit the information for your ELN using the free text fields, drop downs, check boxes etc. Please see below for an [explanation of the form's structure](#).

Attributes

Name

Name

ELN name

Description

Description

Description of the ELN, either from the provider or from us

At the end of the form you find buttons to

- *Discard*: Delete the item permanently. This action cannot be undone and needs to be confirmed in a pop-up.
- *Save*: Save the changes you made. Left to it will appear “Unsaved changes” or “Saved” if you have unsaved changes or not, respectively.

- *Save for later*: Save all changes you made and return to your workspace
- *Deposit*: Submit your ELN entry to the review process. It should only be used, when all information is included and checked



You can continue to work on the ELN item by clicking the “Edit” button of the item in your workspace. To show the items saved in your workspace, select “Your Submissions” from the dropdown “Show” at the left.

Review of the ELN item

Once all information for your ELN is included and you submit it to the review process by clicking “Deposit”, one of the ELN Finder editors will check the information you provided. The process can have two different outcomes:

- *Approve*: The review was successful and the item will be published (i.e. included in the public version of the ELN Finder)
- *Reject*: Although it is named “reject”, a more appropriate term would be “revise”. The review was not successful, probably because of e.g. errors or information missing. You can edit the item according to the feedback of the editor and submit the ELN items again with “Deposit”.

Status of items in the workspace

The status of an ELN items is displayed by the top-most label. In the screenshot, it is “Workspace” on a grey background.

An items can have one of the following states:

- **Workspace**: You are working on this item. Other users cannot see or edit the item.
- **Workflow**: The item was submitted to the review process.
- **Archived**: The item was successfully reviewed and is visible to the public.
- **Withdrawn**: The item was removed from the archive and can only be edited by the administrators.
- **Private**: The item cannot be found by searching but can only be accessed through its URL.

Your submissions

Now showing 1 - 1 of 1

Workspace

Item

Demo

(No Date)

No Abstract

Edit

Delete

Updating an ELN item

Information about ELN changes, new versions are published, reference user become available etc. Sooner or later, an already published ELN item, i.e. labeled as “archived”. However, archived items do not have the “edit” button anymore.

To edit an “archived” item:

Archived

Item

SciCord

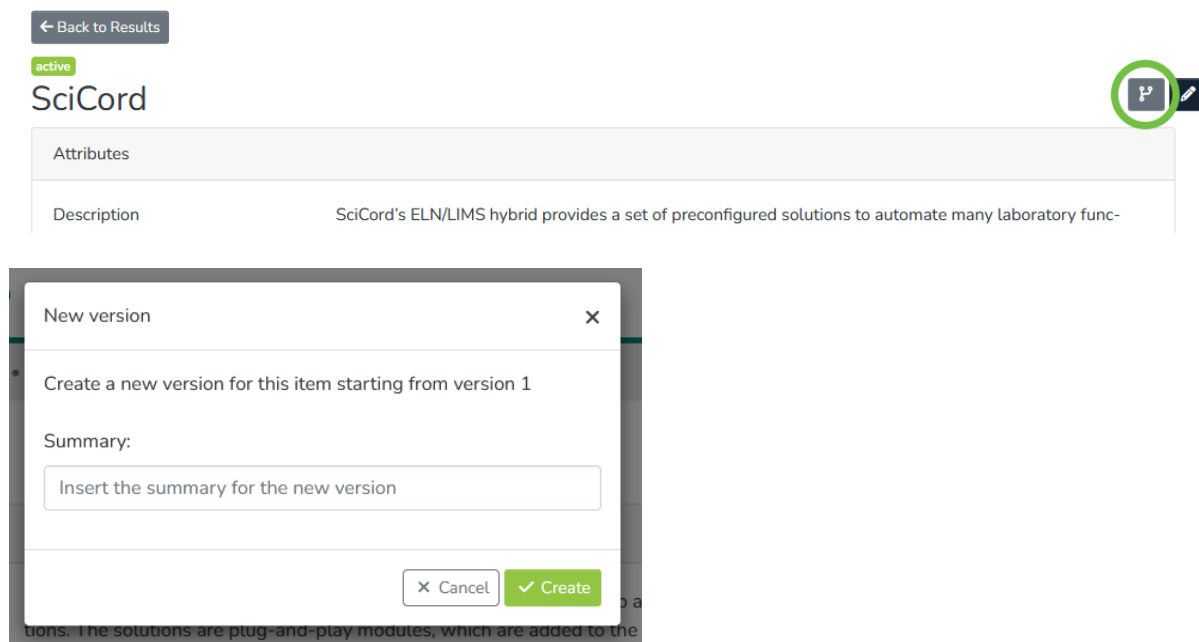
(No Date) SciCord LLC

SciCord's ELN/LIMS hyb

Show more

View

- Click on the “View” button of your ELN items in your workspace. This leads you to an overview of all the information stored in the ELN item.
- In the upper right corner of this information, you find a branch-like icon with which you can create a new version of the ELN item.
- Provide a summary about what changes in the new version and click “Create”
- The new version is created.
- Proceed with the new version as with any other ELN item.



Structure and content of an ELN item

An ELN item is subdivided into attributes and criteria. Attributes provide the core information about the ELN, such as its name, the vendor, the URL of its homepage, a description or when last changes were made. Criteria describe the functionalities of the ELN and can be filtered. They are subdivided into the following groups:

- General
- Usability
- Core functions "Daily work"
- Extended functions "Daily work"
- Integration in RDM and IT environment
- Compliance with legal requirements

All fields are accompanied by help texts or a short explanation under them.

All attributes and criteria have fields to provide the source of the information. This is only visible to the person reviewing the ELN item and not part of the publicly accessible information. For the source field, the help text contains the information on how the different sources are coded in the database.

Multiple source fields can be added with “Add more” to record multiple sources for the same attribute or criterion.

Provider

1.

Provider name

Source

2.

3. IDs: S01 = user; S02 = community; S03 = provider (direct input by the developer/provider or direct contact); S04 = provider (freely accessible sources); S05 = provider (sources only accessible for users/clients or with registration); S06 = review; S10 = other

4. [+ Add more](#)

All attributes are recorded as free text. Criteria consist of a list with checkboxes for the most common entries. In addition, a field with free text allows providing additional entries and/or to comment on the information recorded through the list with checkboxes.

Data import (formats)

- ☐ Audio formats
- ☐ Compressed formats
- ☐ Document formats
- ☐ Image formats
- ☐ MS Office formats

- ☐ Scientific formats
- ☐ Structured formats
- ☐ Table formats
- ☐ Video formats

Comment to Data import (formats)

Also enter specific formats here (e.g. .pdf, .csv, .xml) and, if necessary, additional information if, for example, certain formats can be displayed or processed directly. List of formats:

<https://www.publisso.de/forschungsdatenmanagement/fd-archivieren> and sheet "Data formats" of the criteria table

Source

IDs: S01 = user; S02 = community; S03 = provider (direct input by the developer/provider or direct contact); S04 = provider (freely accessible sources); S05 = provider (sources only accessible for users/clients or with registration); S06 = review; S10 = other

[+ Add more](#)

Guidance in providing information for specific criteria

Reference user

The attribute “reference user” records institutions that already use that ELN and are available for questions and insights about this ELN beyond the information covered in the ELN Finder. The aim of this field is to foster exchange between existing and potential users of that ELN. More than reference user can be added using the “Add” button.

Inclusion of an institution as reference requires written consent of the said institution. The entry has the following scheme:

Institution/Department/Group

Person to which the questions should be directed, with contact information, e.g., email

Date when this entry was last updated and description to which extent the ELN is used by the institution

Example for ELNs with recorded reference users are:

- eLabJournal:
<https://eln-finder.ulb.tu-darmstadt.de/items/1256879e-0327-42a0-b862-0813f8c36be5>

- eLabFTW:
<https://eln-finder.ulb.tu-darmstadt.de/items/bb54d702-3a16-4c36-9e7a-93a345256424>

For more information on criteria, see the [Metadata schema of the ELN Finder](#).