

# eLabFTW Guide (User)

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## 1) Role

“Users” are, of course, the main user group in eLabFTW and all have the same possibilities. There are no distinctions in this category, not even when it comes to people for whom University of Graz is not the parent institution. To be a user at all, you have to be assigned to at least one team. It is therefore possible to be in several teams at the same time, but it is advisable to keep this number as low as possible. As a user in several teams, there are special points to consider.

## 2) Get Access

You can access eLabFTW via [elabftw.uni-graz.at](http://elabftw.uni-graz.at) and can log in there using eLabFTW login credentials. To get this login credentials you have to register once directly in the tool and then you will be unlocked. You can access it with any device that has internet access and a web browser. If you register for the first time and do not have an account yet, you will be added to the standard team (**Uni Graz General**). If you want to be added to an existing team, the admin of the team has to contact the SysAdmin (**Alexander Bardel**, [alexander.bardel@tugraz.at](mailto:alexander.bardel@tugraz.at)). The SysAdmin will then take over this step. The next time you log in, you will see an overview of the teams you are a member of. You can then select the team and log in.

## 3) User Control Panel

The User Panel (Figure 1) is the first and most important place to go to configure the experience and settings in eLabFTW. Especially when logging in for the first time, you should familiarise yourself with this menu before proceeding. You can access it via the dropdown menu (top right).

**Important:** Questions or problems related to the visibility of experiments and resources entries are usually due to incorrect settings in this panel.

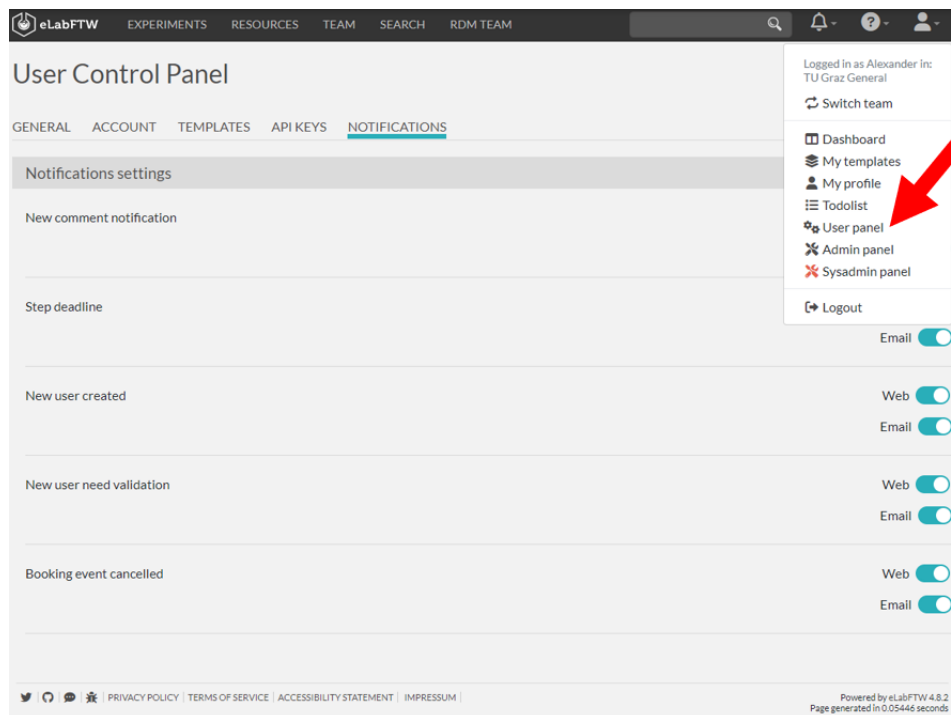


Figure 1: User Control Panel

## 1) General

In the first tab of the User Control Panel, you can select your preferences for certain aspects of the tool. eLabFTW currently distinguishes between 5 areas:

**Language:** Here you can set the language in which eLabFTW is displayed for you.

**Display:** You can set how many entries are displayed simultaneously and in what size. You can also switch between lists and table view. The order of the entries displayed can also be changed using various parameters. **Which page should be displayed first when logging in (e.g. Dashboard) can be set here.**

**Keyboard Shortcuts:** Five shortcuts are available for free assignment, but can also complete disabled. The "ToDo" list and "Search" are particularly helpful here.

**PDF configuration:** You can export entries as PDF and there are also some export settings available. Among other things, the format and language-specific fonts in Asian.

**Miscellaneous:** This area is probably the most important in the User Panel. Here you can set whether entries and templates of your team are displayed directly in the overview or only after a search. In addition, you can display content from other teams in which you are also a member but are not currently logged in. You can select and deselect these settings to increase/decrease the overview. You can also define your desired default settings for the visibility and write permissions of your entries here.

## 2) Account

In the account area, the only relevant information for you is ORCID. The two-factor authentication can be activated manually by you, but is not mandatory. First and last name are set directly during registration. If you would like to enter your ORCID ID, you are welcome to do so.

## 3) Templates

Templates are a helpful invention to make work easier for yourself and others. In this section, you can create new templates yourself or update existing ones. The prerequisite for this is, of course, that the template has been authorised for you. Templates work very similarly to [experiment entries](#) and are briefly explained there. You can also upload and edit existing templates in .eln format.

## 4) API Keys

Accessing eLabFTW via the browser interface is not the only option. APIs can also be used and one or more API keys must be generated. This is also done directly in the user panel. Here you name your key, set whether it should have read-only or read/write rights and generate it directly. **It is then only displayed once for you and you have to save it externally.** The entire documentation on APIs in eLabFTW is also available [here](#) via a link. You can use this key in combination with a Python script and e.g.: add experiments automatically or append attachments.

## 5) Notifications

Certain notifications for events in eLabFTW can be set here. This means whether you want to receive these notifications by email or only in the browser or not at all. Depending on your role, different options are available.

## 4) Dashboard

The Dashboard is (as default setting) your starting point in eLabFTW. Here you get an overview of your experiments, your resources and which bookings have been made by you in the calendar for the future. You can also create new entries directly from this view. If you prefer to have the experiments or resources as the start page, you can change this via the [user panel](#).

## 5) Experiments

The central element of eLabFTW is the documentation of all relevant additional information (metadata) on experiments, laboratory exercises and basically all research activities. For this task, the button "Experiments" is available in the header and we get to the overview of all experiment entries available to us. In addition to this overview (Figure 2), this view also provides us with a "Quick Search" bar, filter options and a sorting function. These functions are described below:

1. In elabFTW there is no classical folder system, but entries are tagged for easier finding. Nevertheless, in combination with projects, which can be created as entries in the resource database, and the targeted use of tags, you can create a certain structure. Since it will come to an accumulation of certain tags in the use, you can store your favourite tags here. You also have access to your ToDo's here, i.e. all open steps that occur in your entries.
2. If you want to select all entries for further options or expand the editor area of all entries on the page, you can do it using these two buttons.
3. eLabFTW also offers the possibility to filter and sort the experiment entries according to a number of different sizes. You can also switch directly between list and table view here.
4. The "Quick Search" bar searches all elements in the "Experiments" area for the term entered. You do not have to be careful whether it is a tag, full text or heading. If the search term occurs in the content of the entries, the corresponding experiments are displayed.
5. To create a new experiment entry, the "Create" button comes into action. This button is divided into two parts, although it is difficult to recognise. If you click on the right part ("Create"), a new entry is created based on the default team template. This template can only be created by the admin of the team, but it is not mandatory. The small arrow on the left side of the button offers the possibility to access the costume templates that have been created or shared and to create an experiment from them.

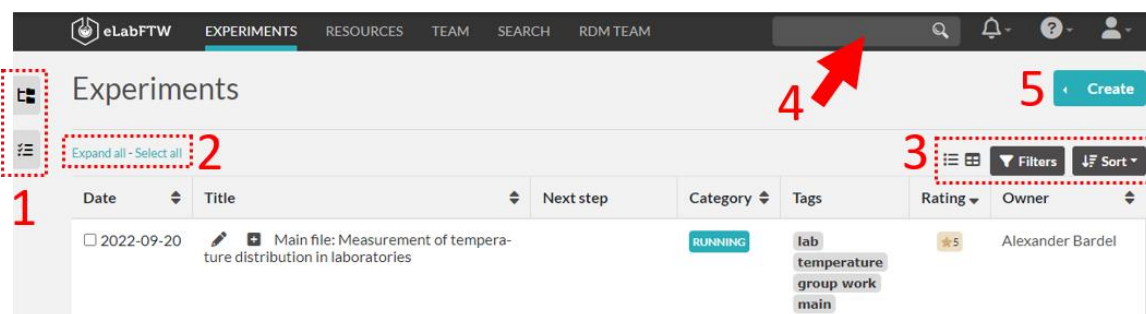


Figure 2: Experiments overview

6. With the filter option you can filter the available entries according to certain parameters. You can filter by the status and owner of the experiments, but also for whom the entries are visible or which group of the team has access to the entries. The number of results can also be limited during filtering and the included tags can be set. If you want to see archived entries, you still have to mark the corresponding checkbox.

7. If you have already selected one or more entries, you can make certain changes to all entries at the same time. This concerns the status, links or the viewing rights of the entries. Also, the export of several entries is possible.

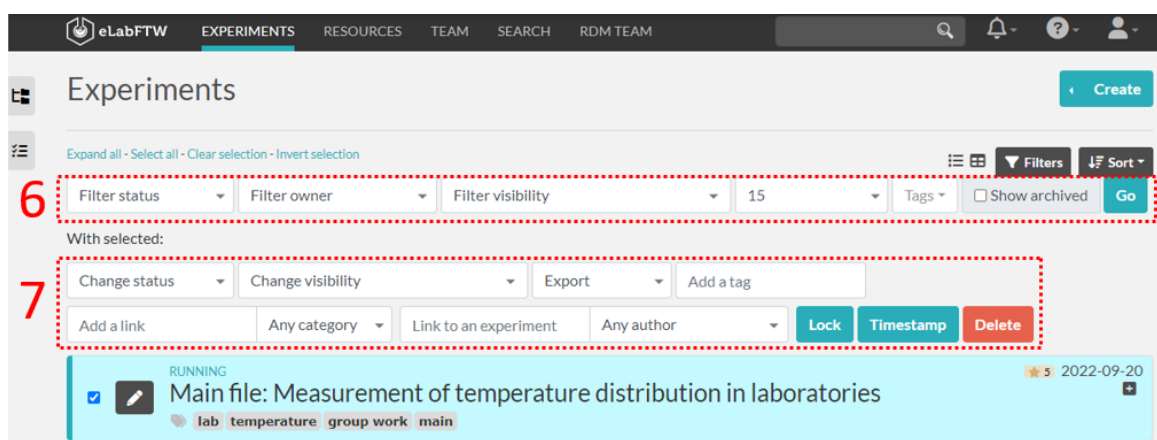


Figure 3: Filter and select Experiments

When you create a new experiment, a new window opens. This view is always the same, but the content can differ depending on the templates used. The window has been separated into two figures for this manual and are visible in Figure 4 and Figure 5. The areas that appear in each experiment are explained in the next points:

8. Different icons here give you useful functions for your entry (from left to right):

- **Eye/pen:** Switch between viewing and editing mode
- **Sheets:** Duplicate entry
- **Timestamping:** Associate certain date and time to a digital document, which are legally valid.
- **Blocks:** Add entry to a blockchain
- **Download the entry:** many different formats are available for different applications
- **Pin:** Favourite entry
- **Lock:** lock/open entry for editing (only available by the owner)
- **Three dots:** Track changes and archive/unarchive entry

9. You can set the start date (can be set as desired) and the status of the experiment at the beginning. You can give your entry any title you wish. Entries can also have exactly the same title, as each entry is given a unique ID which is automatically assigned and which uniquely

identifies the entry. Below that, you assign the tags that replace the classic folder structure of known systems. Here you can use meaningful terms that relate to your experiment, e.g. project number, abbreviations, methods, etc. Tags can be predefined and moderated by the admin, but can also be created by the users themselves.

**10.** Afterwards, it is important to check the read and write permissions of the entry. You have set default settings in your user panel that are automatically assigned here, but can be changed manually. **You can share an entry at different levels at the same time. In relation to the entire instance, several teams, different groups of teams and individual users.**

**11.** In the rich text editor, you can describe your experiment and also record all the results. You have different formatting options, integration of graphics, tables, links, code and much more.

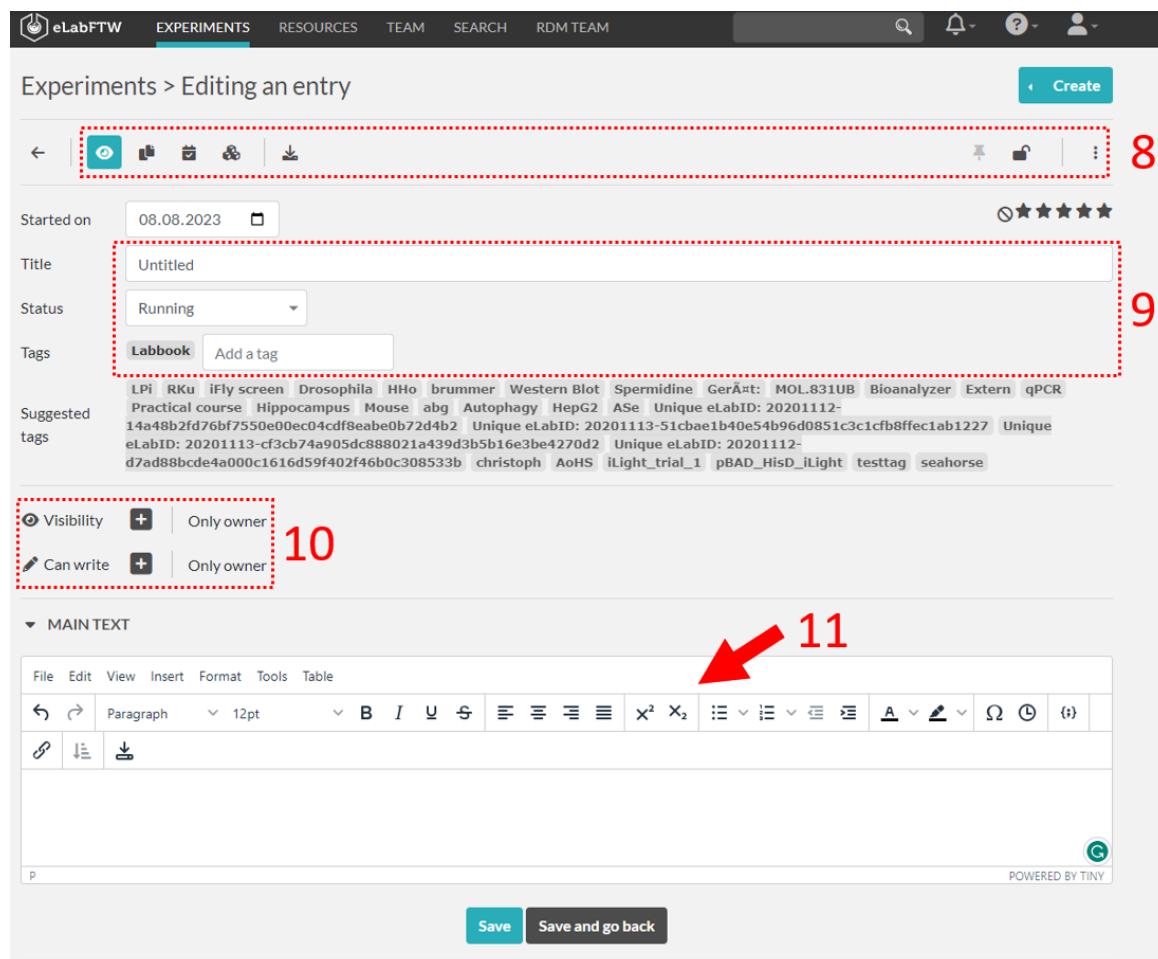


Figure 4: Experiments editor mode (Part 1)

**12.** Below the rich text editor, you can add interactive metadata fields, which you can organise in several groups and at the same time can have different functions like a dropdown

menu or checkboxes. The "Load fields" button allows you to import the metadata fields of an existing entry and use them directly.

13. Experiments go through different steps and you can name these steps here. The advantage here is that you can mark them as done/open and they will show up in your "ToDo" list. **Steps can also be given a deadline and added to the notifications as well as directly as a link in the editor area.**
14. Rarely do experiments stand on their own or require no tools. You can add existing experiment entries as well as resource entries to your entry and thus create links to quickly get to other relevant entries. This function works in both directions and so the other entries also receive a link.
15. You can add all kinds of files to your entry. Currently there are no known restrictions on the file type, but the size is limited to 100 MB. Graphics of the type .png and .jpeg can also be transferred directly into the rich text editor. You can drag and drop files into the field or click on it and the familiar selection editor opens.
16. There are three editors available that allow you to create additional information in special formats directly in eLabFTW. With the "JSON editor", metadata can be stored as machine-readable information and can also be edited directly in eLabFTW. In the "Draw Something" editor you can easily make sketches and make additions in uploaded .png and .jpg. The "Molecule Editor" allows you to build molecular structures and save them in different formats.

EXTRA FIELDS

Add field Load fields

STEPS

Add a step

LINKED EXPERIMENTS

Any author Search in experiments Add

LINKED ITEMS

Any category from the database Add

ATTACH A FILE

Drop files here to upload  
File size limit: 100 MB

JSON EDITOR

DRAW SOMETHING

MOLECULE EDITOR

Powered by eLabFTW 4.8.2  
Page generated in 0.02979 seconds

Figure 5: Experiments editor mode (Part 2)



When you are finished with your entry, you can save it at any time and edit it later. In any case, you can switch from the editing mode to the viewing mode and check the entry. For this manual this is again divided into two figures and visible in **Fehler! Verweisquelle konnte nicht gefunden werden.** and Figure 7:

17. This area is no different from the functions in edit mode. The options here are the same in both modes.
18. In view mode, the rich text editor corresponds to the main text area. If you open individual entries in the experiment overview, this area is displayed.
19. All individual metadata fields that you have added are visible in this area and are displayed in groups (if assigned). However, changes to the metadata fields can only be made in edit mode. In this mode the fields are not interactive.
20. In the overview of all attached documents you can get different information and make changes depending on the file type. This also includes changing the name, deleting, archiving/unarchiving and a content preview. Here you can see your work steps and check them off or open them again.
21. Here you have an overview of all linked elements in the resources and the experiments. You can jump directly to the elements and, in the case of resources entries, also directly to the scheduler. It is also possible to comment on the entire entry. Practical for feedback or messages.

## 1) Templates

You can create and edit your templates in the user panel. Most of the fields and settings are the same as those of an experiment. Of course, some fields such as the date and the status are missing, as are the editors, with the exception of the JSON editor. These fields are added as soon as a new entry is created from the template. **It is also possible to transfer the ownership to another user and import already existing template in .eln format into your own collection.** Templates can play an important role when it comes to documenting experiments with a similar structure. This not only saves time but can also be of great advantage for reasons of reproducibility. Laboratory exercises are another use case where templates can be very supportive. The template selection is displayed at the arrow of the Create button. To increase the overview, only templates that you have previously toggled are displayed there. You can do this in the TEAM menu or in the user panel.

Experiments > Viewing an entry Create

← [Icons] → [Icons]

### Measurement of temperature distribution in laboratories

Status: **RUNNING**

Tags: lab temperature group work

Visibility: + Only owner

Can write: + Only owner

NEXT STEP: Activate continuous measurement and add a comment to the Main File

MAIN TEXT

#### Explanation of the project

In this project we want to investigate the temperature distribution in our laboratory. For this purpose, 4 randomly selected positions are measured for 10 seconds by each employee.  
In addition, permanent thermometers are given out, which are to remain at a location for a longer period of time.

#### Data overview and definition

Time: Recording time is indicated in hours  
Temp\_1: Temperature in Kelvin at measuring device 1 according to experiment set-up design  
Temp\_2: Temperature in Kelvin at measuring device 2 according to experiment set-up design  
Temp\_3: Temperature in Kelvin at measuring device 3 according to experiment set-up design  
Temp\_4: Temperature in Kelvin at measuring device 4 according to experiment set-up design

[Activate continuous measurement and add a comment to the Main File](#)

#### Files and function



Temp\_all.png  
Temp\_1.png  
Temp\_2.png  
Temp\_3.png  
Temp\_4.png

#### Important information

[Main file](#)

Last modified on 2023-04-17 14:18:06  
Unique eLabID: 20230407-040dd2d393a90051d1a0057fc7843e8bc9321d5c

Figure 6: Experiments view mode (Part 1)

EXTRA FIELDS

UNDEFINED GROUP

Standard Room temperatur / °C	18
Window open?	NO
People present:	1
Status	Finished
End date	2023-04-07

19

ATTACHED FILES

  
Temp\_all.png 16.78 KiB - 2023-04-07 10:48:02  
Click to add a comment

  
Temp\_1.png 22.96 KiB - 2023-04-07 10:48:04  
Click to add a comment

  
Temp\_2.png 18.57 KiB - 2023-04-07 10:48:06  
Click to add a comment

  
Temp\_3.png 25.53 KiB - 2023-04-07 10:48:07  
Click to add a comment

  
Temp\_4.png 22.33 KiB - 2023-04-07 10:48:09  
Click to add a comment

  
Labor\_blank-1.png 11.01 KiB - 2023-04-07 10:52:18  
Click to add a comment

  
Measure\_alex.png 32.27 KiB - 2023-04-07 10:53:53  
Click to add a comment

  
Measure\_alex.png 19.00 KiB - 2023-04-07 10:55:19  
Click to add a comment

  
existing\_entry\_serveral\_files.py 821.00 B - 2023-04-07 11:16:51  
Click to add a comment

  
README.md 6.22 KiB - 2023-04-07 11:16:54  
Click to add a comment

  
temp\_analysis.py 809.00 B - 2023-04-07 11:17:11  
Click to add a comment

  
Temp\_1.png 22.96 KiB - 2023-04-12 14:25:25  
Click to add a comment

  
Temp\_2.png 18.57 KiB - 2023-04-12 14:25:27  
Click to add a comment

  
Temp\_3.png 25.53 KiB - 2023-04-12 14:25:30  
Click to add a comment

  
Temp\_4.png 22.33 KiB - 2023-04-12 14:25:32  
Click to add a comment

  
Temp\_all.png 16.78 KiB - 2023-04-12 14:25:35  
Click to add a comment

  
20230417141806-timestamped.zip 730.54 KiB - 2023-04-17 14:18:06  
Timestamp archive by Alexander Gruber

20

STEPS

- ☒ Book Thermometer in Calender completed 4 months ago
- ☒ Take measurements at selected locations completed 4 months ago
- ☒ Check content of Extra fields completed 4 months ago
- ☒ Edit blank file in the editor completed 4 months ago
- ☒ Upload .csv data file completed 4 months ago
- ☒ Use .txt file for Data overview... completed 4 months ago
- ☒ Check permission settings completed 4 months ago
- ☒ Add Experiment to main file completed 4 months ago
- ☒ Add Temperature Sensor to Database and to experiment completed 4 months ago
- ☐ Activate continuous measurement and add a comment to the Main File Deadline: 20 Apr 2023, 13:24:54

21

LINKED ITEMS

 EQUIPMENT  
Infrared Thermometer VOLTcraft IR 500-12S

22

COMMENTS

Figure 7: Experiments view mode (Part 2)

## 2) Export of entries

Depending on the section in eLabFTW, different export formats are available for one or more entries. This allows you to use your documentation externally or, for example, as additional information for publications or audits. Below you will find an overview of the available export formats and a short description:

### Experiment/Resource Export options: Single entry view mode

- |                         |   |
|-------------------------|---|
| • PDF file              | Regular PDF format (no attached files)                                  |
| • Long term storage PDF | PDF/A, an ISO-standardized version of the PDF format <sup>1</sup>       |
| • ZIP Archive           | Regular ZIP format, entire entry with all files                         |
| • Long term storage ZIP | Regular ZIP format with PDF/A included <sup>1</sup>                     |
| • ELN Archive           | Interchange format (JSON-LD) for export/import of datasets <sup>2</sup> |
| • CSV file              | Regular CSV format  |
| • QR codes              | QR as .png type for printing  |
| • JSON                  | Information about the entry in JSON format (machine readable)           |

### Experiment/Resource Export options: Overview mode

- |                |   |
|----------------|---|
| • ELN Archive  | Interchange format (JSON-LD) for export/import of datasets <sup>2</sup> |
| • ZIP Archive  | Regular ZIP format, entire entry with all files                         |
| • CSV file     | Regular CSV format  |
| • PDF file     | Regular PDF format (no attached files)                                  |
| • QR codes PDF | Multiple QRs as PDF type for documentation/printing                     |
| • JSON         | Information about the entry in JSON format (machine readable)           |

<sup>1</sup> PDF format designed for long term storage and includes changelog, but transparent PNG will appear with a black background. This PDF format is also used for timestamping.

<sup>2</sup> Designed to promote the The ELN Consortium and allows to exchange one or more entries between eLabFTW instances and users.

## 6) Resources

The second very important area in eLabFTW can be accessed through the "Resources" button. The entries in this section (Figure 8) can be seen as part of our project and lab management, i.e. equipment, tasks, lab exercises. An important difference to the experiments is that each element in the "resources" necessarily belongs to a certain type. These types are also templates for our entries. The possible types are defined by the admin of the team.

**Note:** You can also create a "Project" type that contains all the important information about your research project. Experiments can add this entry to themselves and thus, in addition to the tags, you have an additional possibility to link experiments and resources elements to your project.

1. With the filter option you can filter the available entries according to certain parameters. You can filter by the type and owner of the resource item, but also for whom the entries are visible or which group of the team has access to the entries. The number of results can also be limited during filtering and the included tags can be set.
2. The "Quick Search" bar searches all elements in the "Resources" area for the term entered. You do not have to be careful whether it is a tag, full text or heading. If the search term occurs in the content of the entries, the corresponding resources items are displayed.
3. To create a new resources item, the "Create" button comes into action. This button is divided into two parts, although it is difficult to recognise. Both parts of the button perform more or less the same task. You get to a selection window where you have to choose the type of resources entry. These types function as templates with special properties and can only be created by the admin of the team.

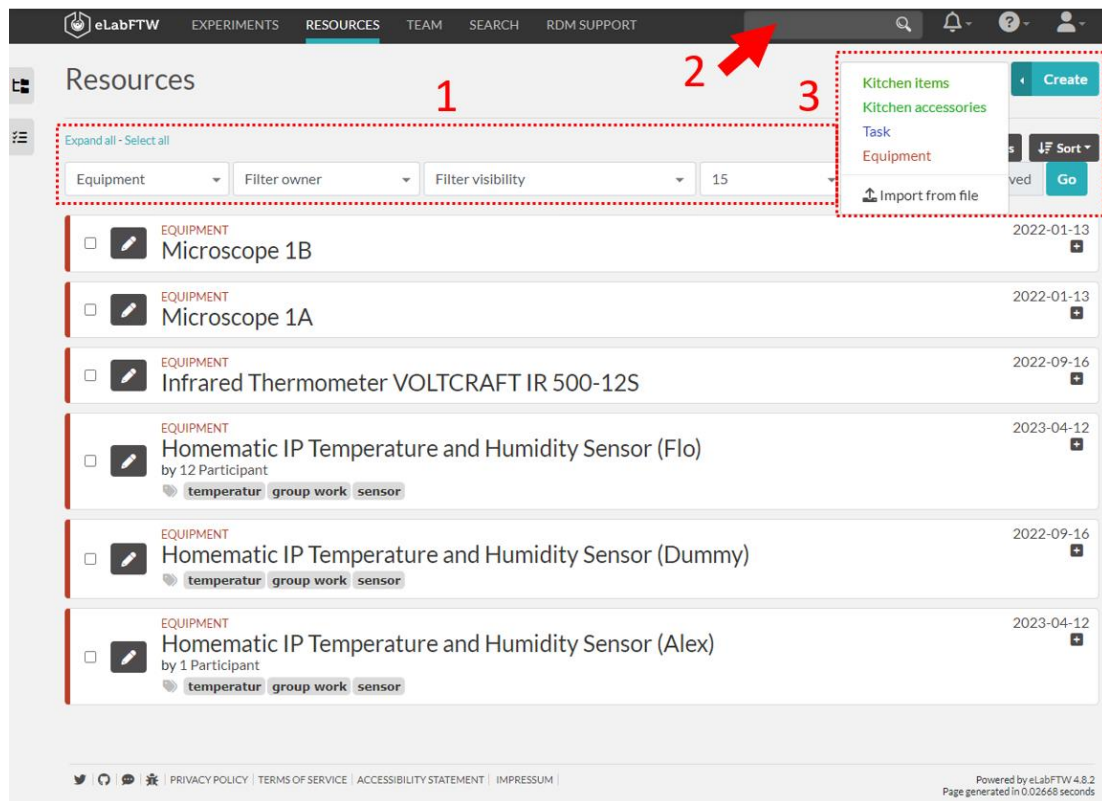


Figure 8: Resources overview

The creation of a resources entry works almost exactly the same way as in the experiments and can also be checked there (Figure 4). Just as with the experiments, it is possible to switch back to the view mode (Figure 9) after editing and check the entry:

#### 4. Different icons here give you useful functions for your entry (from left to right):

- **Eye/pen:** Switch between viewing and editing mode
- **Sheets:** Duplicate entry
- **Calendar:** Jump directly to the scheduler and book the selected item
- **Blocks:** Add entry to a blockchain
- **Download the entry:** many different formats are available for different applications
- **Pin:** Favorite entry
- **Lock:** lock/open entry for editing (only available by the owner)
- **Three dots:** Different options possible (check Figure 10)

#### 5. When the entry was created and to which resource type (highlighted in the respective colour) it belongs, as well as the assigned title can be checked here. An important point compared to the entries in the experiments is the "Can book" option. Here you can additionally set who has the rights to book the resource in the calendar. Read and write permissions, however, behave identically to the experiments.

6. In the rich text editor (here main text) all options are available as with its counterpart in the experiment entries.
7. Similar to the previous point, here you get an overview of all attached files. You can also add a comment to them directly. Here you have an overview of all linked elements in the resources and the experiments. You can jump directly to the elements and, in the case of resource entries, also directly to the scheduler. It is also possible to comment on the entire entry. Practical for feedback or messages.

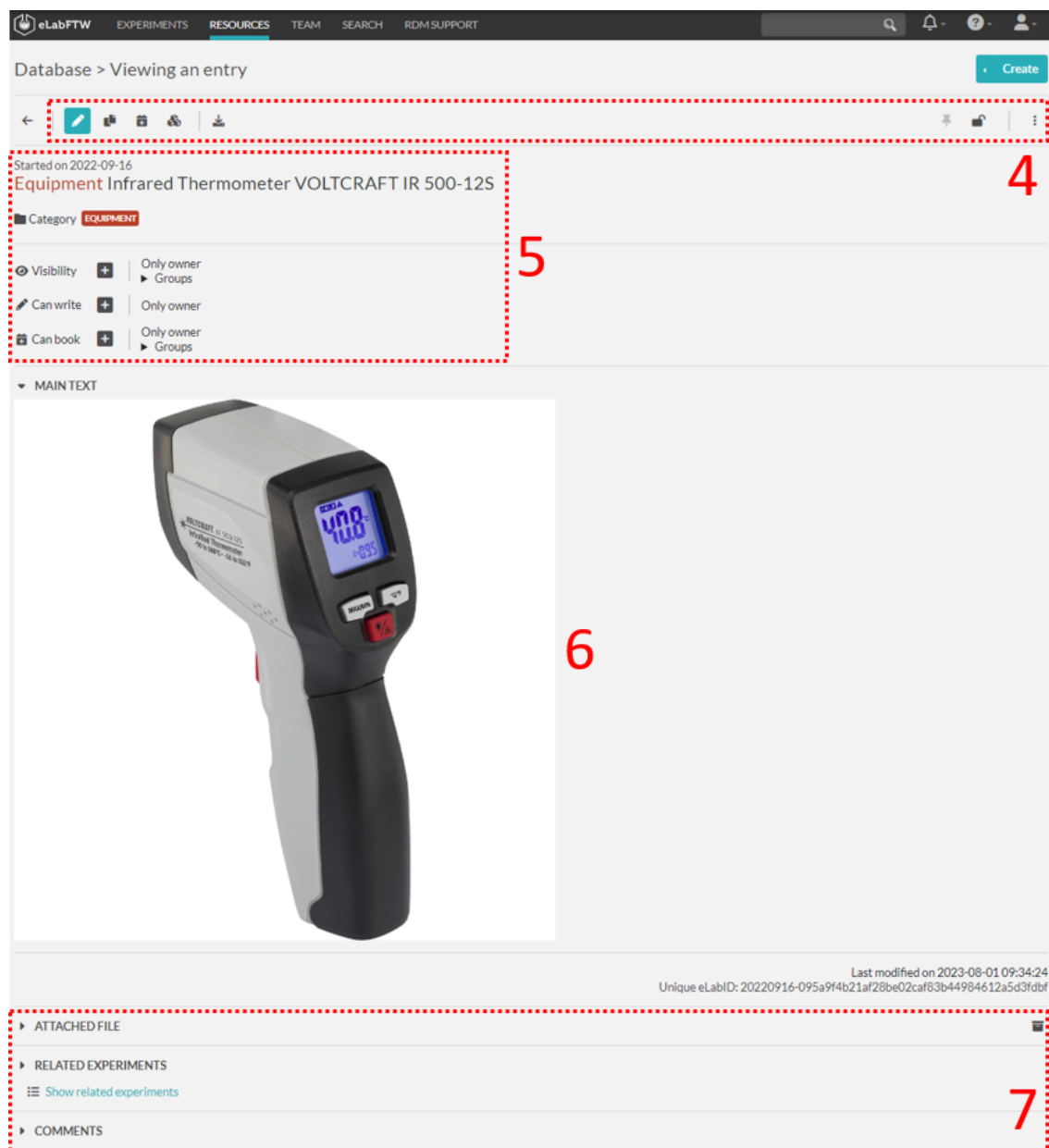
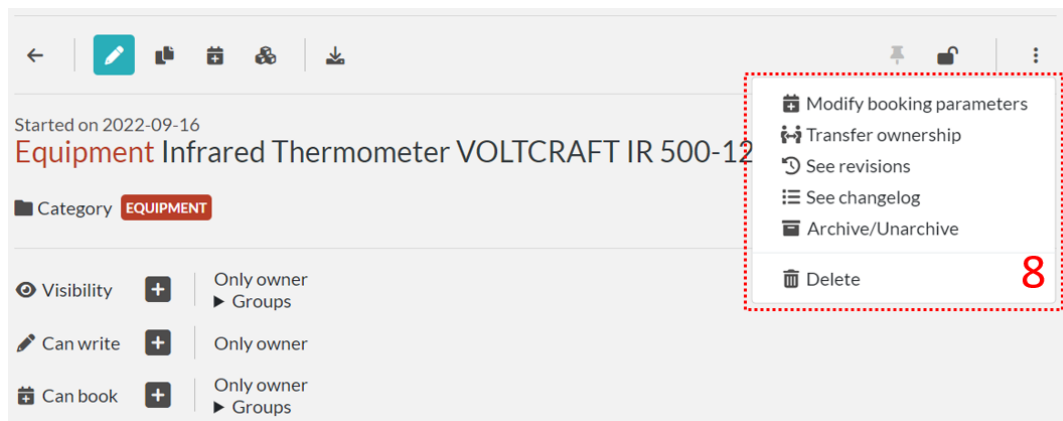


Figure 9: Resources view mode

8. Similar to the three points of experiment entries, there are the archiving functions and a changelog. However, the ownership of a resource entry can be transferred to another user (not possible for experiments). A further and important point for the resource management is the option "Modify booking parameters" which will be explained in more detail in Figure 11.



**Figure 10: Resources view mode (Configuration)**

In the pop-up window (Figure 11) the following six setting options are available:

- 1. Resource is bookable or not
- 2. Bookings of the same resource may overlap or not
- 3. Maximum duration of one booking slot
- 4. Maximum number of bookings per user for the future
- 5. Bookings can be deleted by user or not
- 6. Maximum time before event start until which the booking slot can be deleted

Modify booking parameters
 ×

Allow booking this resource

☒

Allow overlapping slots

☒

Maximum slot time (in minutes)

Maximum per-user future slot allowed

Allow cancelling a booking slot

☒

Minimum time before a slot can be cancelled (in minutes)

Close

**Figure 11: Resources view mode (Booking parameters)**



## 7) Team

In the team menu (Figure 12), relevant information about the team comes together and informs all members. There you can find four tabs:

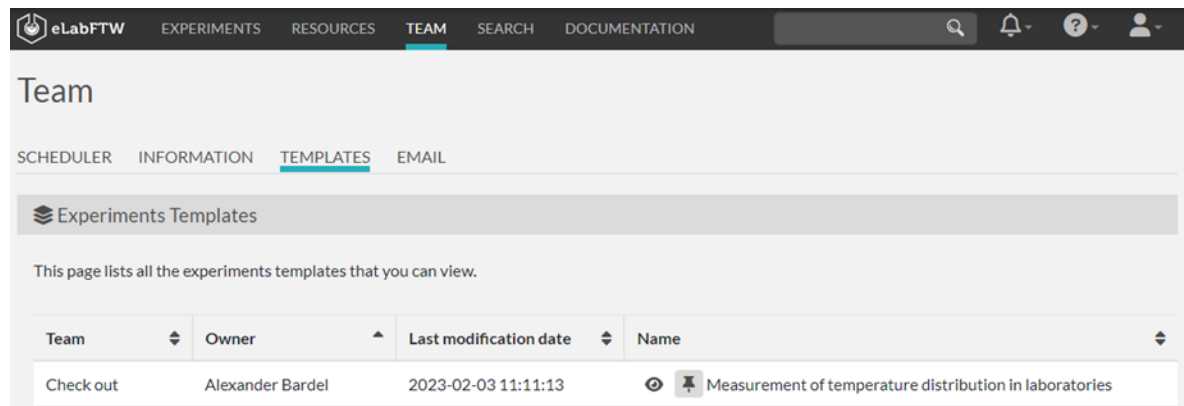


Figure 12: Team menu

**Scheduler:** Your team has its own calendar that can manage certain resources of your team in the form of a scheduler (Figure 13). Here, the resource entries of your team (not the experiments) can be filtered by type of resource item and individual resource element. Then you can book the item in the calendar with a short note. You can also display several items at the same time. This provides you with a simple tool for managing your laboratory equipment or exercise groups or planned activities in the team.

1. This field contains the original note of the booking, but you can change it in the editing window.
2. If the booking may be deleted, this area is available, which can be a deletion without notification or with message to a certain group of people. **The first option "Past and ..." is about users of the last two months and the upcoming month.**

**Information:** In this section you will get an overview of all members of your team. The role of the member and a contact option via email is also stored. Optionally, you can also look up the ORCID ID.

**Templates:** All templates available to your team can be found there and can be viewed in advance. You can then transfer the template to your own template collection and edit it using the pin next to the template being viewed. This way, you can also start a new experiment with the template directly. With the appropriate rights, templates can also be deleted.

**E-Mail:** If you have a message that is relevant for members of your team, you can send it here to all members of the team or if you are also a member of one or more groups of the team you can limit it to this group of people.

Edit event

Microscope

1

Start time

03.08.2023 08:00

End time

03.08.2023 11:30

Event is bound to an experiment: [Measurement of temperature distribution in laboratories.](#)

Unbind

Bind an experiment

Search

Attach

Event is bound to an item: [Infrared Thermometer VOLTcraft IR 500-12S.](#)

Unbind

Bind an item

Search

Attach

Cancel booking slot

Add a custom message

Send to

☒ Past and future users who booked this resource

☐ Members of team TU Graz General

☐ Members of teamgroup AG K&Hnlein

☐ Members of teamgroup Anantha/Ronald

☐ Members of teamgroup Heier\_Hsl\_Manuscript

☐ Members of teamgroup iFly screen

☐ Members of teamgroup Interne Weiterbildung

☐ Members of teamgroup Test SSP

Send message and cancel

Cancel

2

Close

Figure 13: Scheduler: Edit event

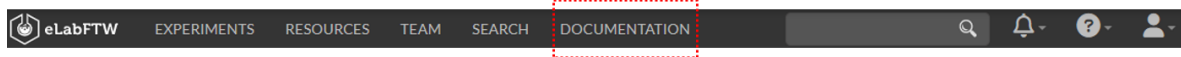
## 8) Search

Search (Figure 14) is a very powerful tool in eLabFTW. **Remember:** In eLabFTW there is no folder structure but categorisation is done with tags. This means that you can search for certain tags in the individual areas. However, the real strength lies in the extended fields, which allow a refined search in groups or for individual users. In addition, there are further specialised fields and also a search query if desired.

The screenshot shows the 'Advanced search' page in the eLabFTW application. At the top is a navigation bar with links for EXPERIMENTS, RESOURCES, TEAM, SEARCH (highlighted), and DOCUMENTATION. Below the navigation bar, the page title 'Advanced search' is displayed. A 'Search query' section contains a text input field with a placeholder example: 'Enter search query, e.g.: (locked:yes OR timestamped:yes) AND author:"Firstname Lastname"'. Below this, a small text block explains that users can search by title, body, date, and elabid, or use advanced syntax, and provides instructions on how to submit the search (Ctrl+Enter or a search icon). A 'HELP' section follows, listing 'Allowed Fields (field:value):' with two columns of options: attachment, author, body, category, date, elabid, group, locked, rating, status, timestamped, title, and visibility, each with its allowed values. A 'Show full syntax' button is located below the help section. The main search area contains several filters: 'Search in' (a dropdown menu currently set to 'Experiments'), 'Date from' (a date picker set to 'tt.mm.jjjj'), 'And status is' (a dropdown menu set to 'Select status'), 'And rating is' (a dropdown menu set to 'Select number of stars'), 'And author is/belongs to group:' (a dropdown menu set to 'Select author/group'), 'Date to (optional)' (a date picker set to 'tt.mm.jjjj'), 'And visibility is:' (a dropdown menu set to 'Select visibility'), 'Locked' (a dropdown menu set to 'Select lock status'), and 'Timestamped' (a dropdown menu set to 'Select timestamp status'). A tip at the bottom of the filter section states: 'Tip: Add a field/value pair to the query at the cursor position by pressing Ctrl or the search icon while selecting.' Below the filters is an 'EXTRA FIELDS SEARCH' section with two input fields: 'Name of field' and 'Value'. A tip below these fields says: 'Tip: you can use % as wildcard'. At the bottom of the page are two buttons: 'Launch search' (in teal) and 'Clear all' (in red).

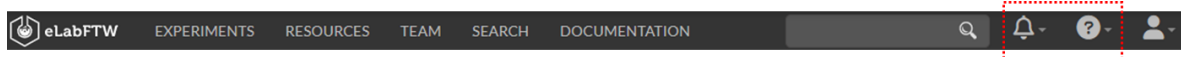
Figure 14: eLabFTW Search

## 9) Custom field a.k.a. Documentation



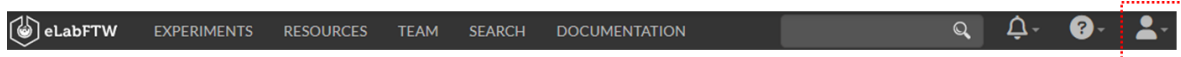
This field may or may not already have a new name in their team. The reason for this is that the admin of the team can assign a name himself and set the link behind it. This link can be anything, e.g. the website of their project team, the institute or a GitLab page.

## 10) Notifications and Help



On the right side of the header you will find three symbols. The first two are the **bell** and the **question mark**. The first one shows the overview of your open messages and the second one shows many links to the open source community of eLabFTW. These are fellow players outside of Graz University of Technology. An important point is the **"Support"** section, which links to the eLabFTW support page on GitHub. [Here](#) you will find the manuals and FAQ for eLabFTW.

## 11) Profile



The third symbol on the right in the header deals with the user's personal profile. Here you can see directly in which team you are currently logged in, get access to your control panels depending on your role and log out of eLabFTW. In addition, there are the following helpful buttons:

### 1) „Switch Team“

If you are a member of several teams, you can switch directly to another team here. You will then return to a selection window and choose an available team.

### 2) Dashboard

This button will take you to the overview of your experiments, resources and next bookings.

### 3) My Templates

Via the button "My Templates" you can jump directly to your personal templates in the User Control Panel.

## 4) My Profile

"My Profile" is a very important window for you, as it gives you a complete overview of all the teams you are in and a list of the groups you are also a member of. In addition, you can see who is in these groups and always know with whom you share your experiments. You also get statistics about the status of your experiments and can export all your experiments in different formats.

## 5) ToDo List

The "ToDo" list is a nice feature to leave yourself short notes as a reminder. In addition, you can keep track of open "steps" from experiments and resources entries for yourself or your team. You can also access this via Short Cut.

# 12) Hard Facts

Operating System: Linux

eLabFTW Version: 4.8.3

Docker image version: 4.5.2

PHP Version: 8.1.22

MySQL Version: 8.0.31

Maximum file size for uploaded files: 100M

Timezone: Europe/Paris

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