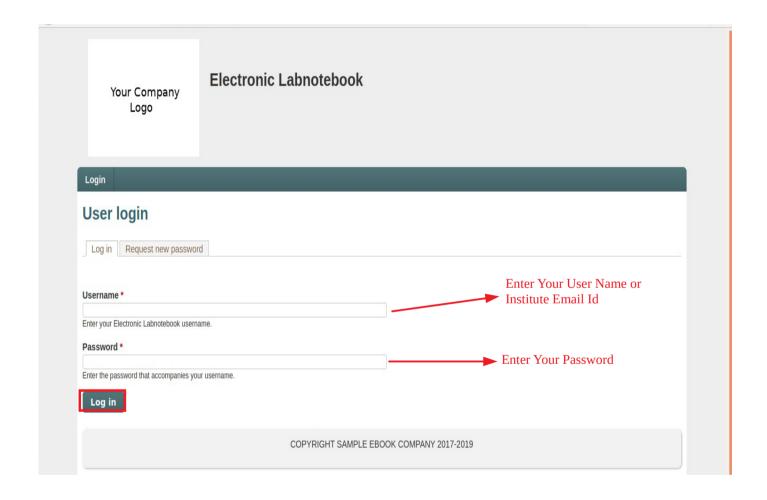
# **Sample Electronic Lab Notebook**

Find the below link to login into elabnotes:-

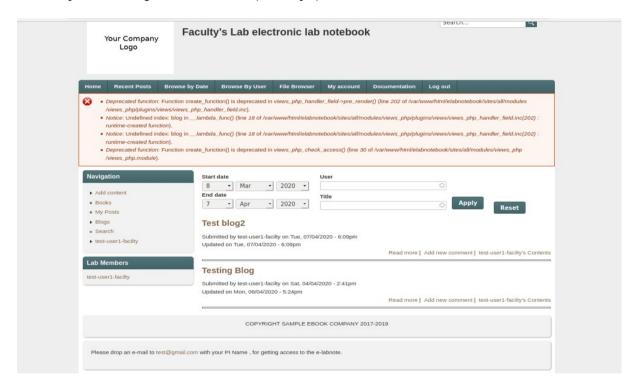
Link: <a href="http://localhost/elabnotebook">http://localhost/elabnotebook</a>

• **Step1:** Login to elabnote using your username/email id and password as show below .



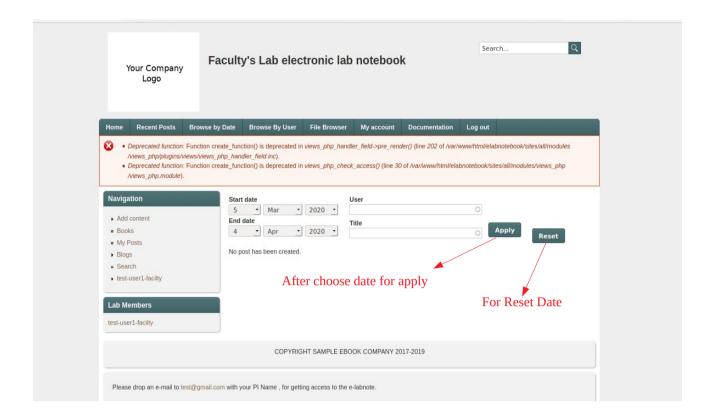
**Step 2:** After getting the access to the respected lab notes a Home page of your lab appears as show below.

• **HOME:** Consists of all the current lab notes present between 1 month From the todays date to previews date (30 days).

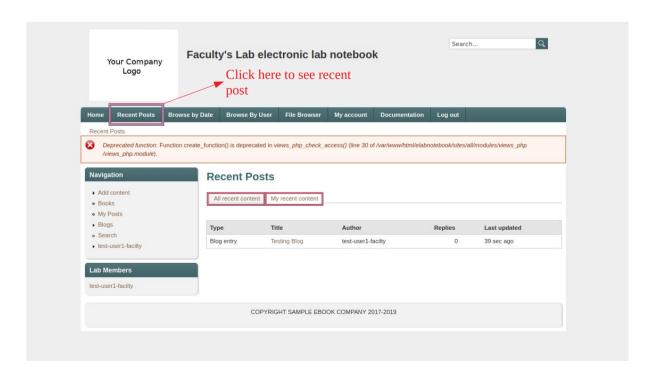


# Home page

Select the start date and end date and enter the title name in the title box and click on apply to see the updated post from that start date to end date.

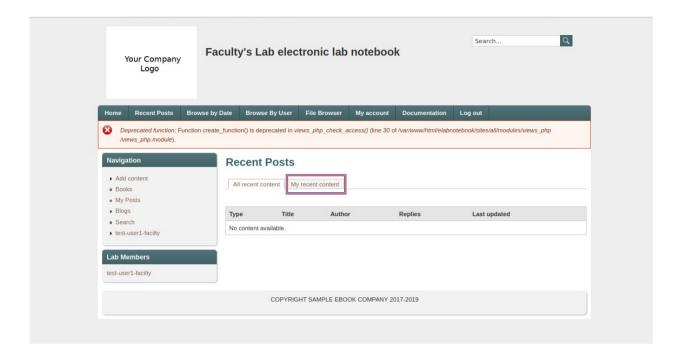


• **RECENT POST:** When we click on the recent post you will be able to see the below page.



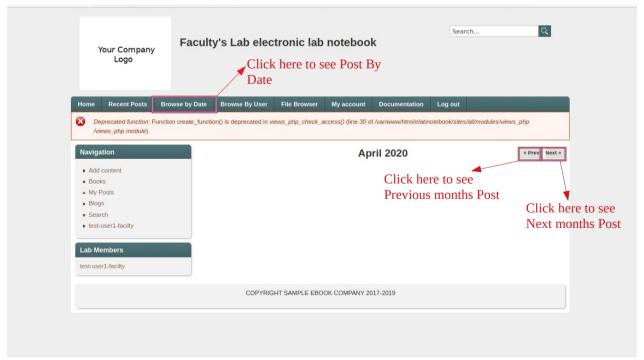
In that page you can see all the recent content and content that you have updated recently.

If there is no post updated, then the below page will appear.



• **BROWSE BY DATE:** By clicking on the browse by date you will be able to see the post on the based on date.

If there is no post updated you will be able to



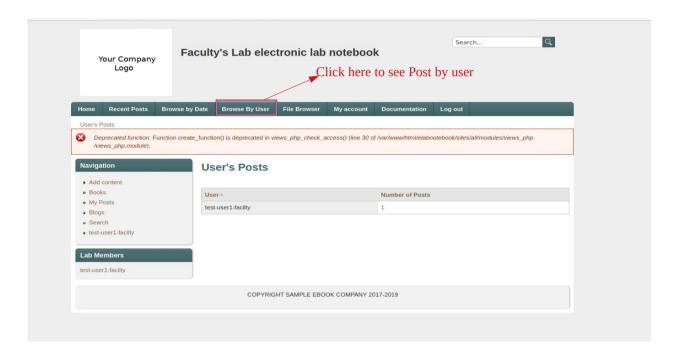
## Click on:

**NEXT:** To see the next month post.

**PREV:** To see the previous month post.

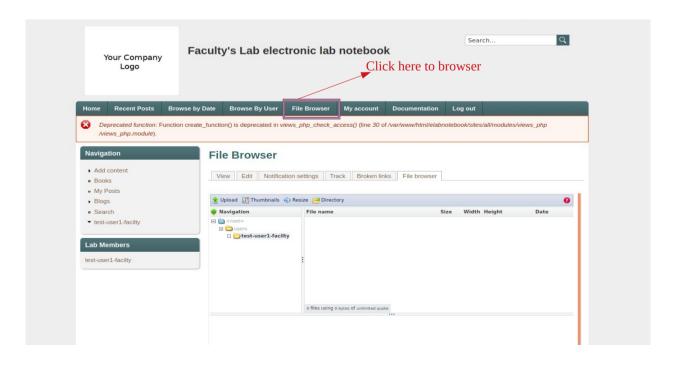
You can see the month you have selected on the top centre of the page. (ex: April 2020)

• **BROWSE BY USER:** By clicking on the, browse by user you will be able to see the post based on the user who have updated the post.



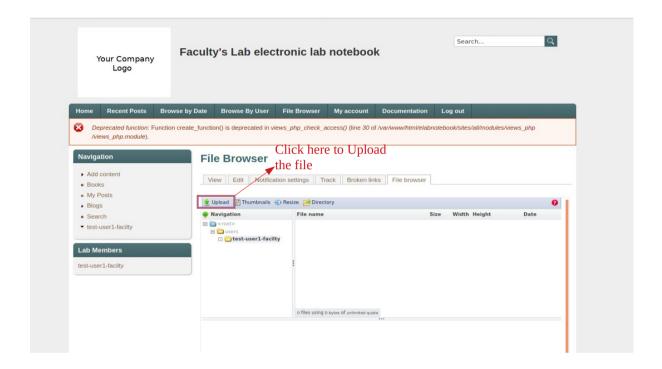
Here you can see the **user** and **Number of posts** that an individual has posted in this page has shown in the above image.

• **FILE BROWSE**: List of files uploaded by you in server.

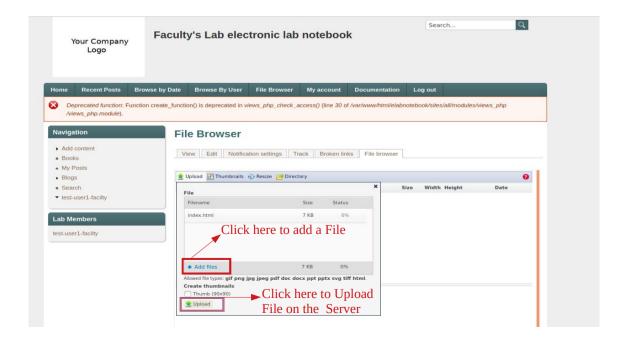


#### STEPS TO UPLOAD THE FILES INTO THE SERVER:

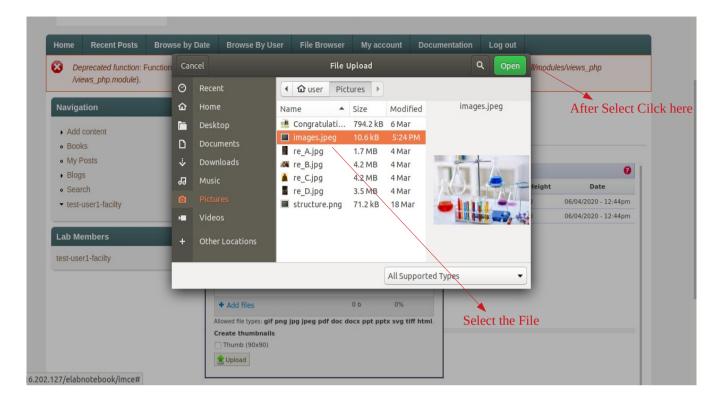
- Click on the file browser, you will be able to see the above page.
- Then click on the upload which is on the top left of the page.(shown in the figure).



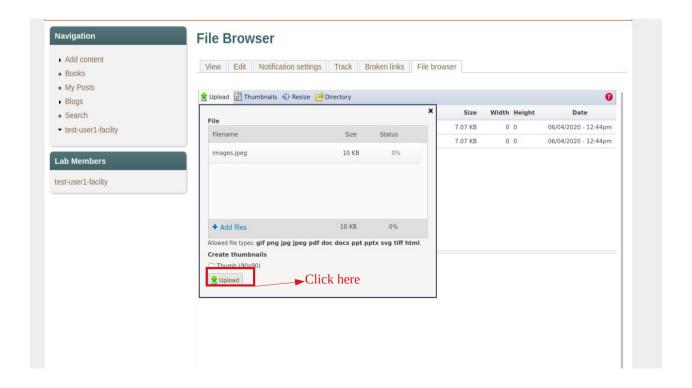
➤ After clicking on the upload button has shown in above figure.you will see the popup box (shown below) click on add files



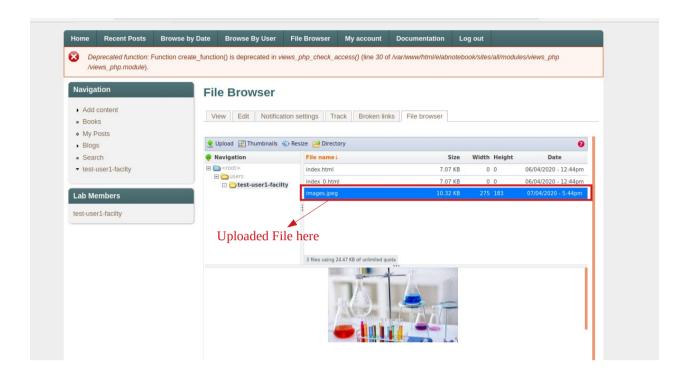
> Select the file that has to be uploaded and click on open.



➤ After selecting the file from the sources path click on upload button. The file will be uploaded into the server.



➤ After uploading the file you will be able to see the file on the file browser(shown in the below figure).

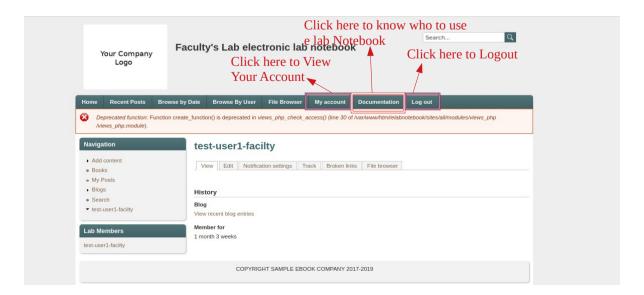


### **My Account:**

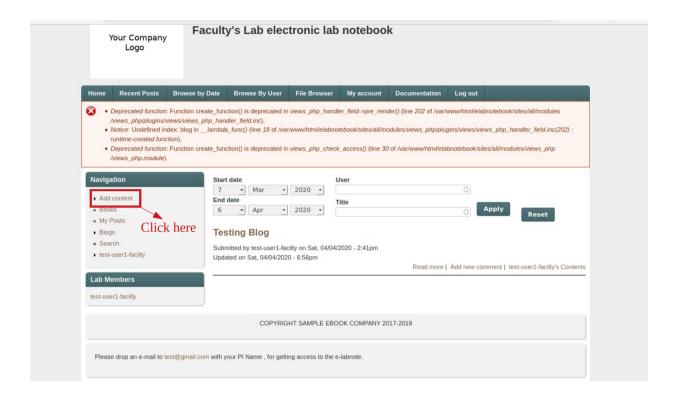
- Notification Settings
- Edit --> Comment Settings

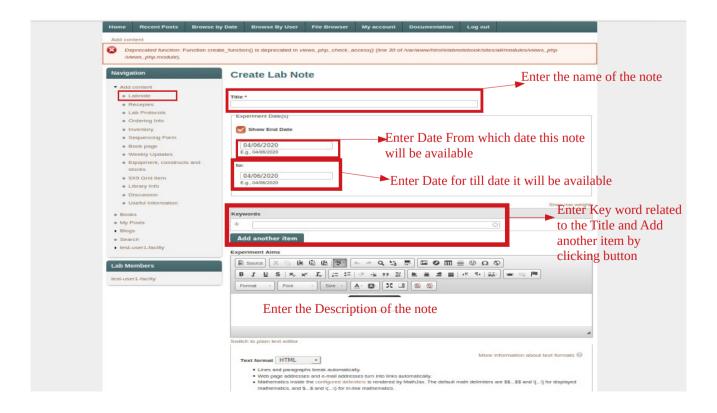
**Documentation:** Here you will be able to see the lab notebook guide which will help you in creating a post, uploading the posts.....etc. in the lab notes.

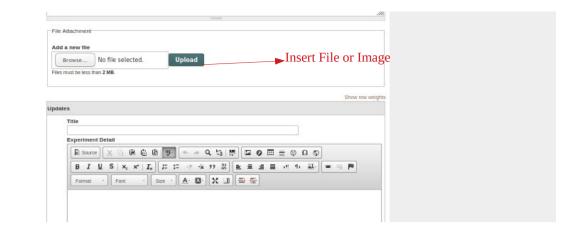
**Log out:** Click here to logout.



- **Left Sidebar Block Consists:** Here you can create a lab note and blog and see the post that have updated by you.
  - ➤ Navigation (Based on each Lab): Create a lab note page:







## On the bottom of the page you will get the the below options:

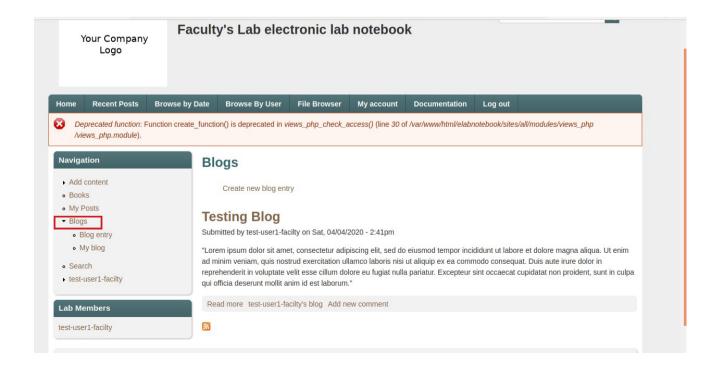
- Publish
- Save and draft
- Preview

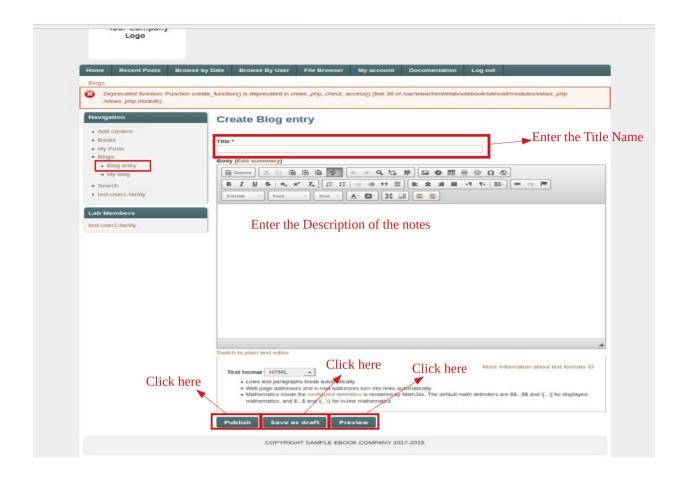
**Publish:** If you click on publish your post will be uploaded.

**Save and draft:** if you click on save and draft the updated post will be saved but it will not be visible to the others.

**Preview:** Click on the preview button to see the created lab note.

Creating a blog: other menus based on lab requirement.





## On the bottom of the page you will get the below options:

- Publish
- Save and draft
- Preview

**Publish:** If you click on publish your post will be uploaded.

**Save and draft:** if you click on save and draft the updated post will be saved but it will not be visible to the others.

**Preview:** Click on the preview button to see the created lab note.

➤ **My post:** If you click on the my post you will be able to see the post uploaded by you.

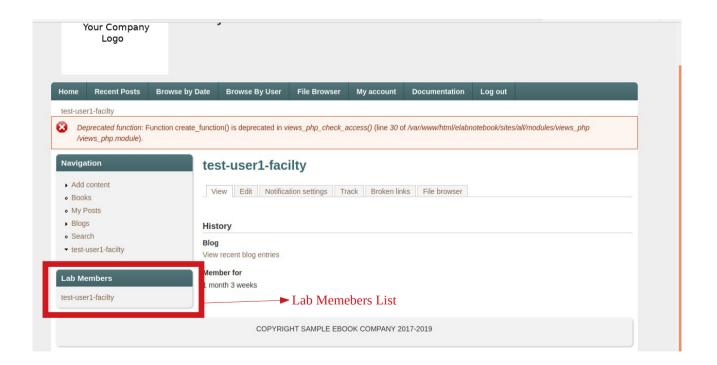
**NOTE:-** If there is any post uploaded by you it will show the uploaded once. Else it will show the below page.

**Title:** Enter the name of the post to see the post...

#### **Click on : Edit** to edit the Post.



# **Lab members (List):** To check post based on authors.



• **RHS Top Corner**: General Search (any words keywords, title etc)

