abarchives

Welcome to LabArchives Inventory! Get started organizing your lab with 4 simple steps.

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## Customize your inventory types

ventory Types	Inventory Types		Add New Type
orage ers	Name	Fields	
Roles Vendors Settings	Antibody	12	0
	Bacterial Stock	7	Ø 🖸
	Cell Line	9	00
	Chemical	8	00
	Enzyme-Restriction	8	80
	General	0	Ø
	Oligo	12	00
	Plasmid	26	00
	Solution	9	00

Review and modify the default types.

Pro tip: Customize your types to streamline bulk import.

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## Setup your locations

Inventory Types	Storage 2	Add New Location
Storage	-20 Freezer	-80 Freezer 🖉
Jsers	-80 Freezer	Bottom Shelf
Roles		Location Name
Vendors		Freezer Box 1 Z Freezer Box
Settings		Rows Columns Format
		12 • 8 • Number and Letter (1A) •
		Save Cancel

Customize your storage locations.

Pro tip: Use unique names for each top-level location.

**Add Items** 

Add items to your inventory individually or via the inventory Import Template.

## Add Users

Simply enter your lab members emails to add them to your inventory.

Pro tip: Customize your types and locations before inviting your team.

Inventory Types	Users	team.	① Invite Users	
Storage	Email Address			
Users	[colleague@email.com			
Roles				
Vendors	Send Invite Cancel Invite More People			
Settings				