Together with the LabArchives structure flowchart, here's a list of questions that lab heads and administrators might consider when setting up notebooks and accounts:

1. Does the Lab Head want to own the labs Intellectual Property contained in the notebooks?
2. Who will be setting up the labs notebooks and adding users: the Lab Head or Administrators?
3. How would you like to structure your lab account? Use the chart to help determine this.
4. Based on #3, how many notebooks will be needed for the lab?
5. Will these notebooks follow a standard structure/hierarchy or will this structure evolve with lab usage? It can be helpful to examine how digital data for projects/lab members is currently organised, then use this to gauge how the labs data will be organised.
6. What lab members will have access to which notebooks (or which sections), and what level of access would you like to provide each user (read only or edit rights)?
7. Are there groups of users in the lab that require the same level of access to the labs notebooks?

In a typical lab set-up the Lab Head is the owner, and creates his/her account on LabArchives as the starting point. Next they would create the appropriate number of notebooks based on their response to #4. If the Administrators will be doing this step (#2), then the Lab Head just has to add the Admins to the first notebook and they will then be able to create new notebooks and add all the lab personnel. Note that when an Admin goes to create a new notebook they will be given two choices - in the account owned by the Lab Head or their own personal notebook. They should always choose the option for the Account owned by the lab head to preserve IP ownership.

Once the notebooks are created the users (as users or admins) can be added to the appropriate notebooks. An optional step in the process is to create a standard structure for the notebooks, and copy this structure to each notebook prior to adding any users.

You can begin to add the users to each notebook and set the role, rights and group status in each notebook. Groups are an important management tool; they enable rights/permissions to be set for any member of a group, so that these rights don't have to be managed for each user individually.

Note that it is also easy to restructure this setup by transferring ownership of notebooks and modifying permissions.

Structure notebooks and top level folders around your research questions or themes

It's a good idea to structure your lab notebooks around your research groups' research projects, questions or themes, rather than giving an individual notebook space to each lab user (eg. "Kate's notebook"). Remember, you can share any notebook with as many users as you like – including your entire research team.

The benefits of doing this include:

- A sense of group ownership of the entire project and its aims, rather than individual ownership of each sub-project and dataset.
- There can be general lab notebooks with standard operating procedures (SOPs), WHS information (risk assessments; MSDS; equipment instructions) or reagent recipes. You can also

have general lab notebooks for experiments that benefit everyone eg. technique or assay optimization, testing primers in different tissues or species; processing and storing of samples that everyone will use. This will prevent researchers repeating experiments that someone else has already done.

- You can give consistent, descriptive names to your folders, making it easier to find and organize your data further down the track.
- Experiments done by different researchers working on the same project or experiment will be held in that project notebook – rather than being fragmented across multiple researchers' individual notebooks.

Think about naming conventions

Consider adopting a naming convention for folders and notebook pages for your whole lab. For example:

- Userinitials-YYYY-Projectname (convention for notebook title)
- LabName-Experiment#-Name-UserInitials-YYYYMMDD (convention for notebook pages)
  * ChemLab1-Synthesis-of-PZQ-Reagent1-KVS-20140218
  * MetabolicLab-modification-of-fat-cells-gene-expressionFatcells34-GD-20140214
  * BoneLab-STX23-MMS-20140207

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Again, adopting a meaningful convention – any descriptive convention - will make it much easier to find and search your data later on. If you give your pages and folders generic names that don't provide a context eg. "experiment1" , "raw data" , "cell culture" it will be almost impossible to see which page relates to which experiment without checking every page.

Naming conventions can also be used for attached files. Eg. STX23-RNA.xlsx or STX23-COL1A1.rex; STX23-OsteoCellsDay3x200.jpg. Then, when you or your team search for a result, it is obvious where the file belongs.