

Labfolder Usage Guide

Labfolder is an electronic lab notebook (ELN). Therefore, it is the digital equivalent of a traditional paper lab notebook that offer additional functionalities. It is provided for employees of the JMU and the UKW. For the later, it is the recommended solution.

Register

How to obtain a license for Labfolder differs from your contract and in which Labfolder instance you want to work in.

For employees of the UKW:

- Please follow this guide: https://intranet.ukw.de/GB-St/SMI/Forschungs-Infrastruktur/Documents/Electronic_lab_notebook-Step_by_Step.pdf

For employees of the JMU:

- Please follow the instructions on this site: <https://www.rz.uni-wuerzburg.de/en/dienste/forschung-digital/electronic-lab-notebooks/>
- Employees of the JMU, who work in projects with UKW participation, can get access to the UKW instance of Labfolder. Therefore, please contact labfolder@ukw.de.

The administrator of the group invites you to the group after the account creation was successful. Please stick during the account creation to the guides above to avoid technical problems.

Accessing Labfolder

Labfolder is completely browser based. JMU and UKW use on premise versions of Labfolder. Depending on the instance, you have to use:

<https://labfolder.ukw.de/elN/access/login?redirect=1>

<https://labfolder.rz.uni-wuerzburg.de/elN/access/login?redirect=1>

Functions of Labfolder

FAQ:

What ways for sorting the entries exist?

Go to: User account > Settings

Sort entries by

Date of creation (default)

Date of modification

Display entries

Oldest on top (default)

Newest on top

1: Possibilities for sorting entries

Please read the guide of Labfolder itself for further questions: <https://labfolder.com/guide/>

Do you or your group need an **onboarding presentation or user training** contact us:
coreunitrdm@uni-wuerzburg.de or labfolder@ukw.de