

Traditionally, research findings are recorded by the scientist in their own personal paper lab books. However, this does not reflect the collaborative efforts of a research team on a certain topic, nor does it provide a sustainable way for long-term research documentation. An important advantage of the Labfolder electronic lab notebook is that it offers **a flexible structure that supports collaborations** within the DZNE, according to your specific research requirements.

To start collaborative work, please follow these important steps:

1. [The collaborating research groups must be registered in Labfolder.](#)
2. [The “host” research group for the collaboration should be identified.](#)
3. [The “guest” researchers are invited to a designated sub-group for collaboration.](#)

Organizational levels in Labfolder

In Labfolder you can create groups, folders and projects.

It is important to distinguish the two basic organizational levels:

1. **People:** Structure of the group, subgroups and team members

This is the level where the administrator manages users and their role in the Labfolder group as basic user vs. (sub)administrator

2. **Research** activities and data: Structure of folders, subfolders and projects

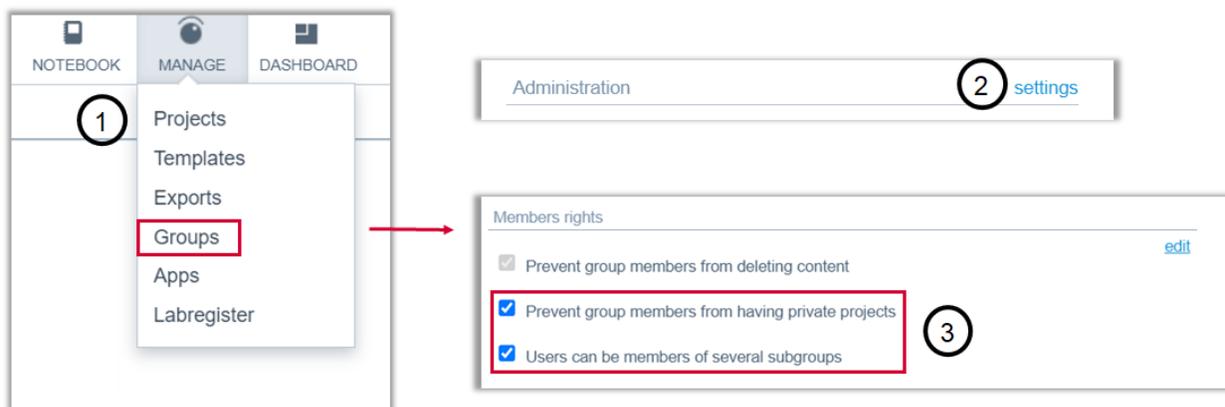
This is the level where access rights (sharing settings) are managed. Folders, subfolders and projects are visible by default to the group administrator(s) and additionally can be shared among team members.

Register your research group with Labfolder at the DZNE

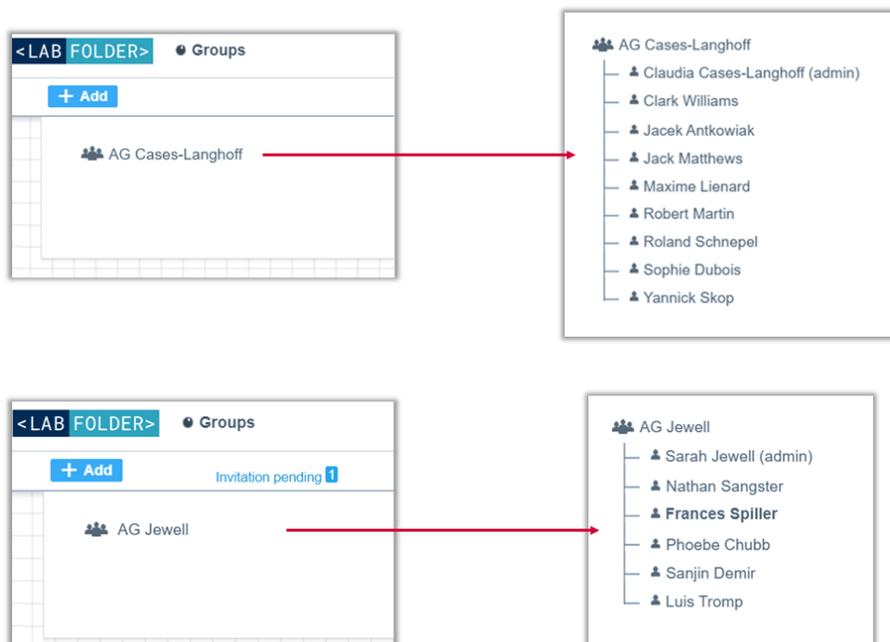
At the DZNE, each research group equals one Labfolder group. The research group leader initiates the use of Labfolder by registering their research team and inviting additional members to join.

Request your Labfolder group via the [DZNE Community Portal](#).

* Make sure to adjust the group settings to disable private projects and allow users to be members of several sub-groups!



Example: We have two research groups with one Labfolder group each. AG Cases-Langhoff has 9 team members and AG Jewell has 6 team members.



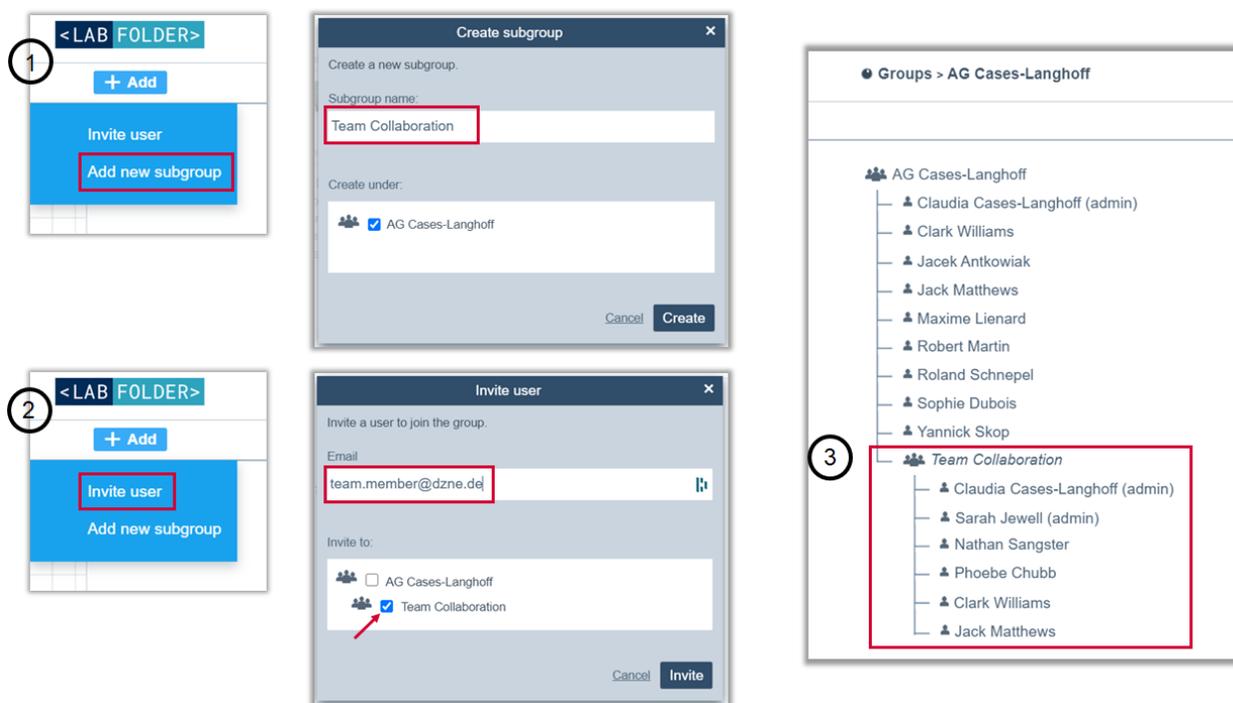
Identify the “host” group & invite “guest” researchers to a sub-group

Collaborations of research teams are managed by creating sub-groups in Labfolder.

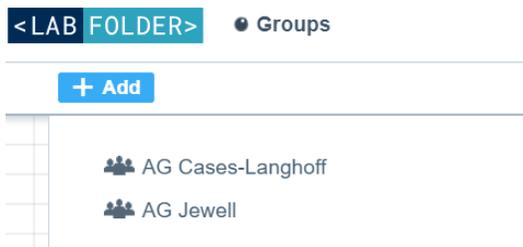
One research team/Labfolder group will be acting as the “hosting” team, while the other represents the “guest” researchers that are invited.

Example: From the two research groups, AG Cases-Langhoff and AG Jewell, a subset of researchers is working on a collaborative project. The AG Cases-Langhoff was voted the “host” group. The administrator from the Labfolder group AG Cases-Langhoff (Claudia Cases-Langhoff) can now create a sub-group, called Team Collaboration.

Into this sub-group she now invites all the team members that contribute to this collaboration: From her own group this is she, Clark Williams and Jack Matthews - from the AG Jewell these are Sarah Jewell, Phoebe Chubb and Nathan Sangster.



Note: The newly invited team members from AG Jewell, will be able to see 2 Labfolder groups in their *Manage > Groups* overview page.



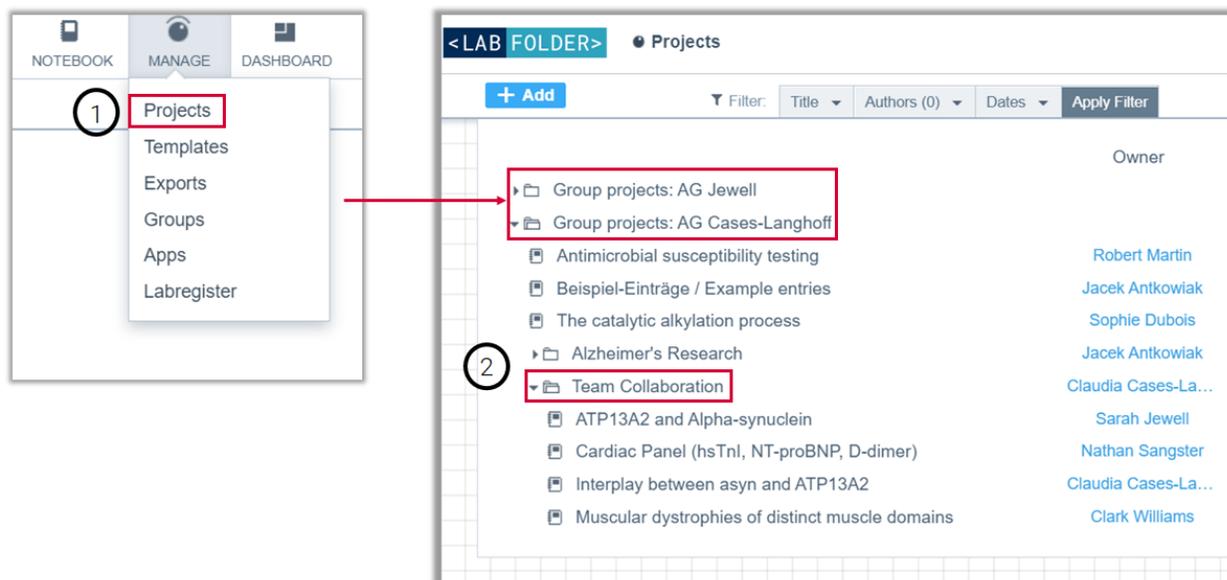
Manage collaborative projects

In addition to overseeing the research team members in the *Manage > Groups* page, all research activity and data is then organized in *Manage > Projects*.

Each research team will see a group projects folder. **Projects** are the place where all data is collected and which resemble the traditional paper lab books. **Folders** allow the grouping of related projects. For collaborative purposes it may be useful to create a folder accordingly.

Example: Members of both Labfolder groups will see two group spaces when navigating to *Manage > Projects*: *The Group Projects: AG Jewell* as well as the *Group Projects: AG Cases-Langhoff*.

Inside the Group Projects: AG Cases-Langhoff, a folder for collaborative work has been created.



Please note: Any content on the *Manage > Projects* page will only be visible to users that have the appropriate access rights! In the example of the *Team Collaboration* folder, Claudia Cases-Langhoff (the admin of the Labfolder main group) has the option to navigate to the gearwheel icon accordingly and adjust *Share Settings* to provide access for all members of the *Team Collaboration* sub group.

Please make sure that any "guest" researchers from collaborating research groups only have access to collaborative projects!

Group projects: AG Cases-Langhoff			
Antimicrobial susceptibility testing	Robert Martin	11.03.2021 12:33	31.08.2020 14:18
Beispiel-Einträge / Example entries	Jacek Antkowiak	11.03.2021 13:38	08.07.2019 10:45
The catalytic alkylation process	Sophie Dubois	18.03.2021 09:07	01.07.2020 19:33
Alzheimer's Research	Jacek Antkowiak	11.03.2021 16:36	05.03.2020 09:24
Team Collaboration	Claudia Cases-La...	18.03.2021 09:07	21.01.2019 16:33
ATP13A2 and Alpha-synuclein	Sarah Jewell	11.08.2021	17 15:23
Cardiac Panel (hsTnI, NT-proBNP, D-dimer)	Nathan Sangster	26.02.2021	20 16:29
Interplay between asyn and ATP13A2	Claudia Cases-La...	11.03.2021	18 11:47
Muscular dystrophies of distinct muscle domains	Clark Williams	06.11.2021	20 11:09

- Add project
- Share settings**
- Rename folder
- Change owner
- Folder details
- Remove 

Settings ✕

Your content (projects, templates, folders) is always shared with the group admins, even if you don't select them in the share settings.

Share with:

- AG Cases-Langhoff
- Claudia Cases-Langhoff(*admin*)
- Clark Williams
- Jacek Antkowiak
- Jack Matthews
- Maxime Lienard
- Robert Martin
- Roland Schnepel
- Sophie Dubois
- Yannick Skop
- Team Collaboration**
- Claudia Cases-Langhoff(*admin*)
- Sarah Jewell(*admin*)
- Nathan Sangster
- Phoebe Chubb
- Clark Williams

Cancel **Save**

Manage > Projects

View seen by Claudia Cases-Langhoff

Group projects: AG Cases-Langhoff
Antimicrobial susceptibility testing
Beispiel-Einträge / Example entries
The catalytic alkylation process
Alzheimer's Research
Team Collaboration
ATP13A2 and Alpha-synuclein
Cardiac Panel (hsTnI, NT-proBNP, D-dimer)
Interplay between asyn and ATP13A2
Muscular dystrophies of distinct muscle domains

Manage > Projects

View seen by Sarah Jewell

Group projects: AG Jewell
Group projects: AG Cases-Langhoff
Team Collaboration
ATP13A2 and Alpha-synuclein
Cardiac Panel (hsTnI, NT-proBNP, D-dimer)
Interplay between asyn and ATP13A2
Muscular dystrophies of distinct muscle domains

Ending a collaboration

If collaborative work is discontinued, all data will remain inside the “host” Labfolder group. The previously invited team members have the possibility to create an export file for their own archiving purposes and then they may be removed from the Labfolder group. While the collaborative content cannot be deleted, Labfolder offers the option of ‘hiding’ to avoid visual spam.

Any other open questions?

Your Labfolder Account Manager

For general questions about the Labfolder Software and its usability, please contact the DZNE Account Manager, Frances. She will take care of all DZNE related matters and you can schedule an online training workshop via her [online calendar](#).

Your DZNE IT and Scientific Strategy Office

With a local installation of Labfolder’s ELN, please refer any questions about the group registration, how data is stored locally or general IT issues to your [DZNE Project Team in the IT and Scientific Strategy Office](#).