

KI ELN

User Manual



**Karolinska
Institutet**

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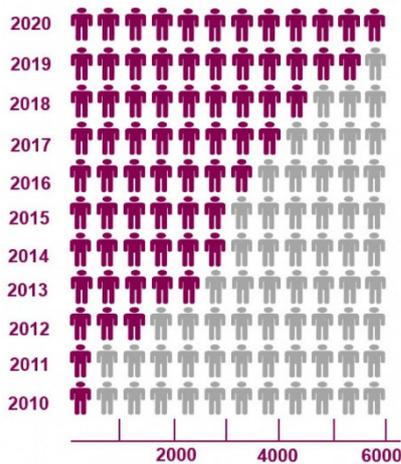
What is KI ELN?

From January 1st 2019, it is mandatory for KI researchers to document their research electronically.

The decision was taken by the vice chancellor on June 20th 2017 (Elektronisk dokumentation av forskning, DNR: 1-590/2017), after discussions with the Board of Research and the group for all Heads of Departments (Prefektgruppen).

The research at KI spans many different research areas, from Pre-clinical research to Epidemiological and Clinical research, with different needs and requirements for documentation.

KI ELN can be adapted to meet these differing needs and forms the backbone for research documentation at KI. KI ELN also facilitates interaction and collaboration within and between research groups.



Since 2010 when it was introduced to researchers at KI, the use of ELN within KI has grown and we expect to reach a plateau of 6000 users within 2020.

To access and use KI ELN, it is required to have a KI ID or a KI student ID.

For external users, this means that they need to be associated (sv. anknutna) to KI, this can be facilitated by the IDAC-administrators at each department.

Why should research be documented?

All research performed at KI [should be documented](#).

Research documentation at KI should be done in such a way that it is possible for employees and external colleagues to follow and review the research.

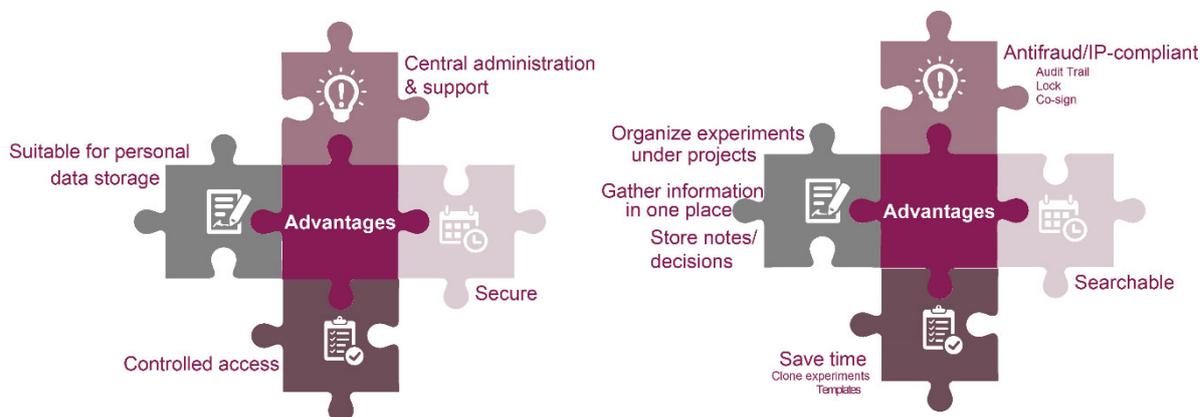
Research documentation at KI is subject to international and national [legislation](#), and to the KI [guidelines](#) for planning, conducting and documenting experimental, epidemiological and clinical research.

Research documentation should cover the [intellectual and practical sides](#) of research, as well as refer to the [administrative](#) documents pertaining to the research.

KI ELN strengths

Some of the advantages of using KI ELN compared to paper notebooks are:

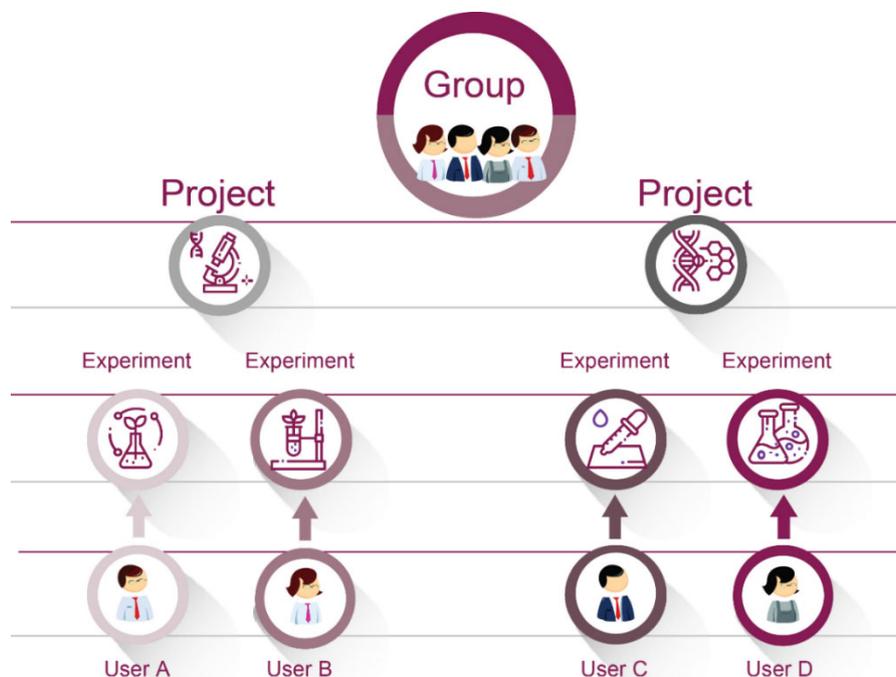
- Storing data/information in one place.
- The data/information can be accessed by all research group members and collaborators.
- Research documentation and results become searchable.
- When short term students or guest researchers leave the research group, the data will still be available for the group and it will be easy to find.
- Coded personal data can be stored in KI ELN since the access to the data is limited to specific authorized persons and the audit trail enables tracing of who and when viewed the results.
- The traceability of the research is very robust.
- Access to view/add data can be customized for each person within the projects.
- KI ELN is very safe, and the safety is overviewed and improved at least every 2 years by a risk assessment performed by an external partner.
- The data is stored automatically, and the system is backed up every hour and again every 24h. The data is stored on two different servers around Stockholm to ensure redundancy and safety.
- Electronic documentation can help researchers to meet increasing demands on transparency from funders and journals.
- Electronic documentation curbs risks for research misconduct and fraud.
- Possibility to save time by using experiment templates.
- Central administration and support at KI.



KI ELN Structure

KI ELN or the electronic notebook is a tool for documenting research.

It has been developed to make it easier to document the research process, and to store and share data within research groups as well as between research groups in collaborations.



KI ELN is used like a paper notebook where every Project has its own “folder” that is filled with different “Experiments”.

Projects

- Belong to the relevant research group.
- Created by the superusers in the admin tool for superusers.
- Cannot be deleted.
- Cannot be renamed (be careful of the spelling).
- Descriptions can be edited.
- Can be closed, meaning that no new data can be added to the project.

Experiments

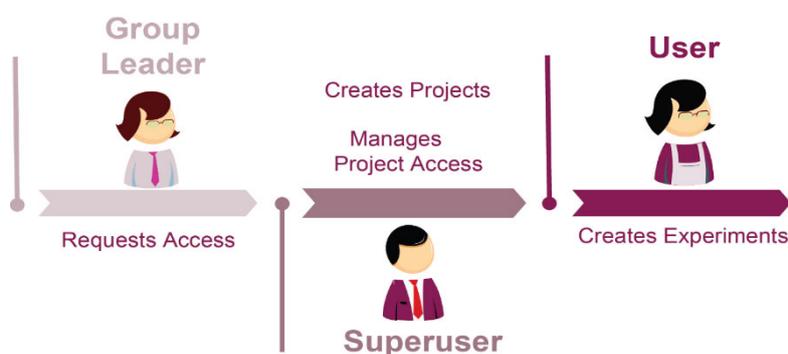
- Created by the users themselves.
- Can be associated with one or more projects.
- Can contain actual laboratory experiments, ethical permissions, patient data, meeting notes etc.

KI ELN user types

KI ELN has two different types of users: “users” and “super-users”.

The status of each user is set on the application that you send in when you apply for KI ELN accounts.

This can be changed at any time by filling out a new application and sending it in.



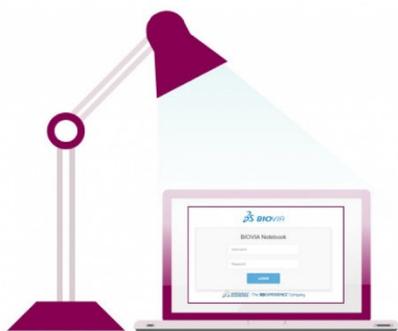
Superuser

- The research group administrator of KI ELN.
- The research group leader automatically becomes a superuser.
- One or more per research group, two is recommended for a medium-sized group.
- Has access to the superuser admin tool ElnAdminWeb.
- Creates and manages KI ELN projects within the research group.
- Gives rights within projects, to the KI ELN users in the research group.
- Introduces new group members to KI ELN.

User

- Depending on the rights (given by a superuser), a user can browse, read, edit and co-sign experiments.

What to store in KI ELN



What you **SHALL** document in ELN irrespective of the type of research you are performing:

Research documentation at KI and within KI ELN should be done in such a way that it is possible for co-workers and external peers to follow and review the research.

Research documentation within KI ELN should cover the intellectual and practical sides of research:

- Background and Aim: What is your specific scientific question?
- Data collection: Describe how you collect your data/which datasets you are working on
- Processing and analysis of data: Include calculations and statistical analyses
- Methods: Protocols, instructions, validation
- Results: raw and processed data

Extra information/examples for experimental research:

Methods

- laboratory apparatus used
- Standards/controls used
- Programs/scripts/statistical analysis used
- Detailed experimental protocol

Materials

- Antibodies, chemicals, buffers, solutions, kits: including lot/batch numbers, catalogue numbers, dilutions, etc
- Sample species
- Sample type: e.g. homogenate, biopsy, purified DNA

Data

- Observational data: captured in real time, i.e. sensor readings
- Experimental data: from lab equipment, i.e. chromatographs, blots, images, NGS data, flow cytometry files

- Simulation data: generated by computer models

Extra information/examples for epidemiological research:

Data and Metadata

- Upload the final study population needed to run the statistical analyses
- If data is not uploaded, provide a statement of where it is stored and who the contact person is
- Upload any relevant metadata such as code books or variable lists

Analysis plan

- Upload versions of the analysis plan
- Upload study protocols

Programs and logfiles

- Upload the statistical programs used to create the data
- Upload descriptive analysis
- Upload main results
- Upload review programs
- Attach output (log files, figures, tables)

Extra information/examples for clinical research:

Investigator's Brochure

- List of abbreviations
- Summary
- Physical, chemical, pharmaceutical properties of medicinal products
- Data from non-clinical studies
- Data from clinical studies
- References

Clinical study protocol

- Introduction
- Objectives
- Study duration
- Number of subjects
- Informed consents

- Subject selection criteria: inclusion/exclusion
- Study plan
- Protocols/Procedures
- Endpoints definition
- Safety Reporting
- Adverse events
- Management of dropouts

Study progress reports

Informed consent forms

Case report forms

Data information

- Derived/compiled data, i.e from registries, databanks
- Laboratory test readouts
- Motor/non-motor test results
- Information retrieved from medical records
- Questionnaires
- Interviews

What you CAN document in ELN irrespective of the type of research you are performing:

- Ethical approvals: You can upload a copy of the signed ethical approval for the study as well as amendments (if applicable)
- Meeting minutes: You can upload a copy of all meeting minutes with decisions clearly described
- Contracts and agreements: You can upload a copy of Material Transfer Agreements, Data processing Agreements
- Data management plans
- Funding documents: You can upload a copy of grants applications, financial reports
- Applications for access to material (e.g. registry data/biobank samples)
- Project plans
- Correspondence of principal importance
- Publications: You can upload circulated manuscript versions, correspondence with the journal and final published version

- Posters/Abstracts: You can upload underlying data, figures, correspondence and final version of the abstract

Big files

Since there is a size limitation to each file that can be uploaded to KI ELN (50 MB), larger data files cannot be stored in KI ELN.

One way to deal with this issue is to store the larger data on a secure department server or other approved storage platform and then list the storage location in KI ELN.

That way all data belonging to one project can be traced from KI ELN.

Personal data

Thanks to the traceability through the audit log and the access limitations that can be set, you can store personal data in KI ELN.

It is recommended that you keep coded or de-identified data in KI ELN and the code-key (sv. kodnyckeln) elsewhere, outside KI ELN.

Remember to set the rights to the projects containing personal data so that only the group members involved in the project can access the data.

Raw data

If you collect data in a file that gets bigger and bigger, for example personal/patient data, you can upload the file and lock it in KI ELN as you collect.

This way you will never lose any data and it can work as a versioning tool.

Experiment length

It is easier to overview the content of each experiment if the experiment is not too long.

If it is necessary to keep longer experiments, plan ahead to see how the experiments can be structured to enable easy access and traceability.

Remember that the sections can be moved up and down within an experiment. In a longer experiment the most important sections can be moved to the top before submitting.

How to work with KI ELN

You can either:

- Work directly in KI ELN and make changes in your experiment.
- Gather files on your computer, make changes in the original files and then upload the finished version in KI ELN.

Technical requirements

Networks

KI ELN is available via [KI's internal networks ki.se and KI Staff](#).

If your computer is outside of KI's network you need to login via [VPN \(Virtual Private Network\)](#) to access KI ELN.

VPN is not available for KI students. Students can use KI ELN when connected via ki.se.

BIOVIA desktop connector

The desktop connector enables Microsoft Word and Excel functionality in KI ELN.

To install and enable the desktop connector, please follow the instructions below:

PC and self-managed Mac

1. Log in to eln.ki.se
2. Go to profile > Desktop connector
3. Press "Download installer"
4. Run installer (no admin rights needed)
5. Press "Connect this browser", accept connection
6. Restart computer

Mac managed by IT

1. Start Self Service
2. Choose "Plugins", alternatively search for "Desktop Connector ELN"
3. Press "Install"
4. Restart your computer and ELN
5. When asked "Do you want to trust the website eln.ki.se to use the Biovia Plugin plug-in?", accept

If you need help installing the BIOVIA desktop connector, please contact elnsupport@ki.se.

If you are having Biovia desktop connector-related issues (problems copying/pasting or uploading Excel/Word/chemical sketch-reactions), you can try the following troubleshooting instructions for PC or Mac:

For PC: <https://staff.ki.se/media/30515/download>

For Mac: <https://staff.ki.se/media/30525/download>

Compatible operating systems and software

The following operating systems, web browsers, and software are compatible with the current BIOVIA Notebook installation:

	PC	Mac
Operating Systems	Windows 10	Mac OS 10.12, 10.13 & 10.14
Browsers	Microsoft Internet Explorer 11 Microsoft Edge 41+ Mozilla Firefox 60.9 ESR Google Chrome 77+	Apple Safari 12 Mozilla Firefox 68+ Google Chrome 72+
Microsoft Office Programs	Microsoft Excel & Word 2016 (Office 365) Microsoft Excel & Word 2019 (Office 365)	Microsoft Excel & Word for Mac 2016 / 2019 (Office 365)
Chemistry Programs	ChemDraw 17, 18, 18.2, 19 Biovia Draw 2019, 2020 Enterprise Edition MarvinSketch 18 & 19 <i>(can not be used to insert complete reactions into a Reaction Section)</i>	ChemDraw 17, 18, 18.2, 19

Check the information above before upgrading your computer.

If using a Mac, we recommend that you turn off automatic software upgrades.

PDF display

In order to display PDF documents properly on KI ELN you must either use a browser with a built-in PDF viewer or install the Adobe Reader plugin.

Access to KI ELN

Who can get access to KI ELN

KI ELN can be used for research documentation by:

- KI employees with KI ID
- KI-affiliated researchers with KI ID
- KI students with KI Student ID email address

If you do not have a KI ID, please contact the IDAC administrator at your department.

Start a new group

If the research group does not already exist in KI ELN, the new group is created in connection with applying for a KI ELN user account (see below).

Research group leaders set up KI ELN groups and apply for KI ELN accounts for all group members.

A research group in KI ELN could be equal to an organizational research group at a department, but it can also be made up of more than one research group that are involved in many, often on a daily-basis, collaborations.

The members of the research group are decided by the research group leader, who also needs to sign the KI ELN account application.

The research groups in KI ELN are named according to this format "Department + research group leader's surname", for example MEB_Björkdahl.

Apply for a KI ELN User Account

The research group leader needs to fill out and sign one of the application form versions below making sure that email addresses are spelled correctly.

- <https://staff.ki.se/media/6795/download>: manual application and signature (open, print, fill in, sign and scan)
- <https://staff.ki.se/media/6805/download>: electronic application with manual signature (fill out in Adobe Acrobat Reader DC, print, sign and scan)
- <https://staff.ki.se/media/6785/download>: electronic application with e-signature (fill out and sign in Adobe Acrobat Reader DC)

The signed application needs to be submitted to elnsupport@ki.se.

Apply for a student KI ELN User Account

The research group leader needs to fill out and sign the Student application form <https://staff.ki.se/media/6905/download> making sure that email addresses are spelled correctly and that an end date is specified.

The signed application needs to be submitted to elnsupport@ki.se.

Remove a KI ELN user

Make sure that the user has related all his/her experiments to one or more projects and submitted all of the experiments.

The superuser of the group needs to log in to ElnAdminWeb and remove the user from the projects.

The research group leader needs to fill out and sign one of the application form versions below making sure that email addresses are spelled correctly.

- <https://staff.ki.se/media/6795/download>: manual application and signature (open, print, fill in, sign and scan)
- <https://staff.ki.se/media/6805/download>: electronic application with manual signature (fill out in Adobe Acrobat Reader DC, print, sign and scan)
- <https://staff.ki.se/media/6785/download> : electronic application with e-signature (fill out and sign in Adobe Acrobat Reader DC)

The signed application needs to be submitted to elnsupport@ki.se.

Add or remove a superuser

The research group leader needs to fill out and sign one of the application form versions below making sure that email addresses are spelled correctly.

- <https://staff.ki.se/media/6795/download>: manual application and signature (open, print, fill in, sign and scan)
- <https://staff.ki.se/media/6805/download>: electronic application with manual signature (fill out in Adobe Acrobat Reader DC, print, sign and scan)
- <https://staff.ki.se/media/6785/download> : electronic application with e-signature (fill out and sign in Adobe Acrobat Reader DC)

The signed application needs to be submitted to elnsupport@ki.se.

The current superuser needs to transfer admin rights to all applicable projects to the new superuser.

The current superuser needs to inform the new superuser about the group routines, e.g. principles for naming projects.

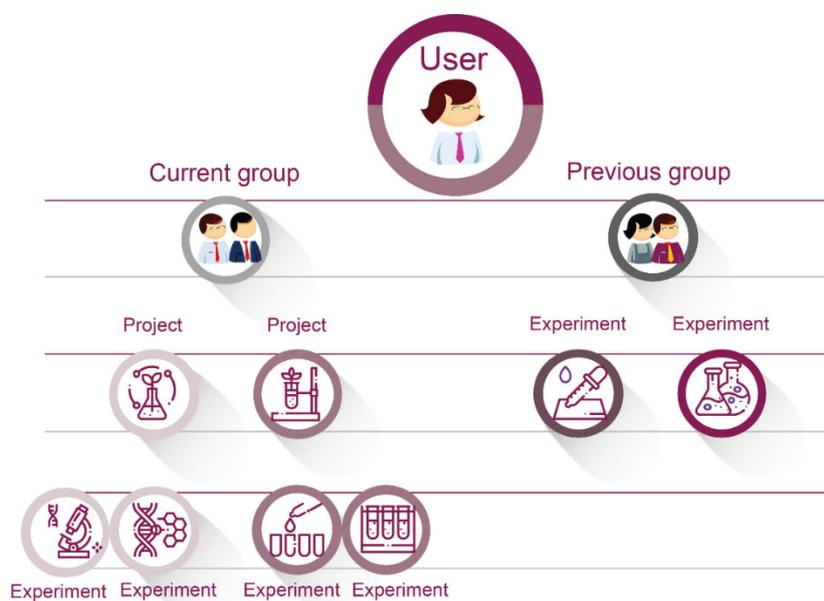
When a new person assumes the superuser role it is important that the previous and the new superuser overlap in time.

Access to KI ELN FAQs

What happens if a user changes research group?

If a user changes group, he/she will always see the experiments that he/she created within projects of the old group, but he/she will not be able to see other experiments within the same project that other users have created.

Viewing other experiments from other users will only be available for the projects at the current group to which a user belongs.



What happens if the research group changes department?

If the research group changes department this has to be reported to elnkoordinator@ki.se.

The name of the research group will still be that of the previous department, but within the system it will be noted that the group now belongs to another department.

This way the group won't lose any information and the group will be counted under the new department.

What happens if a group member leaves KI

If you leave KI, you will no longer have your KI ID, meaning that you lose the access to KI ELN.

All that data stored at KI ELN belong to KI and should always stay at KI.

You can ask for permission from the head of the department to copy and bring data with you, but only as copies.

What happens if the group leader leaves KI

If a group leader leaves KI, the research group should either be closed or transferred to another group leader.

This should be discussed with the head of the department and the necessary archiving should be done.

Can a researcher belong to more than one KI ELN group?

Yes, a researcher can be a member of more than one KI ELN groups (e.g. in collaborations).

It is the group leader in each research group that approves all members.

It is only the user themselves that see projects (that they have access to) from the different groups and there is no other link between the groups that an individual belongs to.

KI ELN maintenance

KI ELN is run by the central IT department in accordance with KI requirements for IT security. Regular backups, as often as once every hour, are set up for the KI ELN servers.

To carry out maintenance of the servers and other components, or when necessary to upgrade the system, a maintenance window has been scheduled for Thursdays between 7 pm - 10 pm.

Before any major maintenance and upgrades all KI ELN users will be notified by email. Information will be also posted on ki.se/eln.

If an upgrade fails, we have to revert to the earlier version of the software. Content and edits created in between the upgrade and the reversion may be lost. You are therefore requested to not use KI ELN during the maintenance window when notified of an upgrade.

We are continuously removing inactive ELN licenses.

ELN accounts of users that have not logged into ELN for **more than 1.5 years** are closed.

All experiments are saved into the database and no information is lost.

The group leader and the group members that have access to the projects under which the inactive users have saved their experiments will still be able to access the experiments of the users that are removed.

KI ELN Help and support



Superusers

The first line support lies with the superuser in each group. The superuser should be able to answer basic questions and to introduce new users into the system.

Local IT

If you need help with installing the right versions of programs that are compatible with KI-ELN or if you have problems with VPN.

IT-support, eInsupport@ki.se

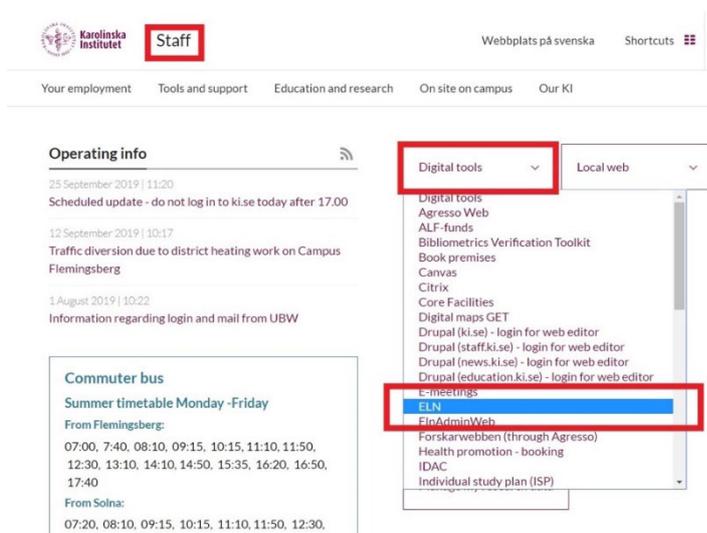
If you have technical issues with KI-ELN or you want to add/remove users and super-users. This part of the support is covered by the central IT-department at KI.

ELN-coordinator, eInkoordinator@ki.se

If you want to book a demonstration of KI-ELN or need help with how to use KI-ELN to suit your research and your results.

Logging in

You can find a link to ELN in in the drop-down list of “Choose system/tool” on the homepage of the Staff webpages.

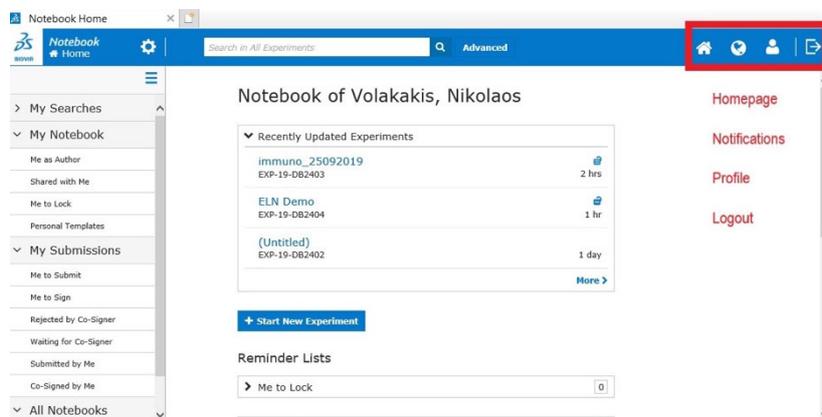


You can also go directly to <https://eln.ki.se/>, enter your KI ID and password and click “**LOGIN**”.



Homepage

On the homepage there are four buttons in the upper right corner that help you find you way in KI ELN:

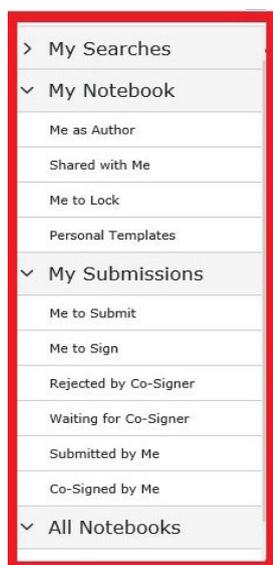


In the middle of the Homepage you have reminders of the different experiments you are working with and a “*Start New experiment*” button.

On the left side you have a menu to help you navigate, see next section.

Navigation menu

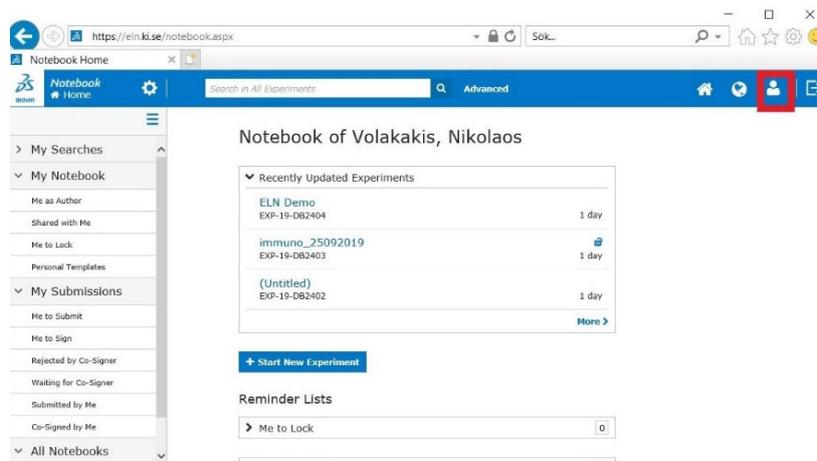
You navigate in KI ELN by using the left-side-panel which contains all the information you need for finding your way within the system.



- In “*My searches*” you find your saved searches.
- In “*My Notebook*” you find experiments where you are the author or collaborator
- In “*My Submission*” you find the experiments that are waiting for submission
- In “*All Notebooks*” you see not only the experiments created by you but all experiments that belong to projects that you have access

User profile

To access your user profile, click on the “User profile” icon.



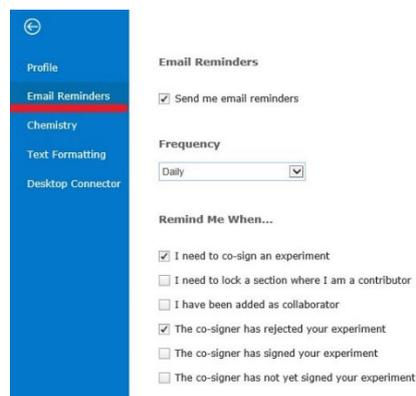
Profile

Here you can see your name, username and email.



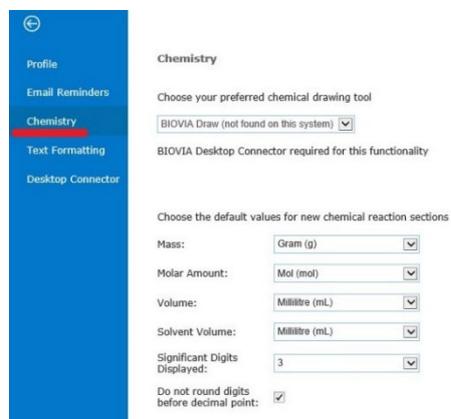
Email Reminders

Here you can set/edit email reminders.



Chemistry

Here you can set the details for using Chemical drawing tools.

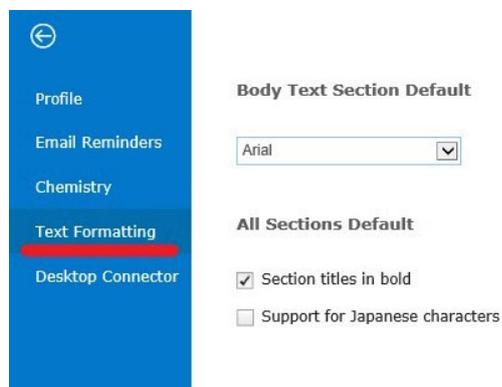


The screenshot shows a settings page for Chemistry. On the left is a blue sidebar with a back arrow at the top and menu items: Profile, Email Reminders, Chemistry (highlighted with a red bar), Text Formatting, and Desktop Connector. The main content area is titled 'Chemistry' and contains the following options:

- Choose your preferred chemical drawing tool: BIOVIA Draw (not found on this system) [dropdown arrow]
- BIOVIA Desktop Connector required for this functionality
- Choose the default values for new chemical reaction sections:
 - Mass: Gram (g) [dropdown arrow]
 - Molar Amount: Mol (mol) [dropdown arrow]
 - Volume: Millilitre (mL) [dropdown arrow]
 - Solvent Volume: Millilitre (mL) [dropdown arrow]
 - Significant Digits Displayed: 3 [dropdown arrow]
 - Do not round digits before decimal point:

Text Formatting

Here you can choose default fonts: Arial, Times new roman or Courier new.



The screenshot shows a settings page for Text Formatting. On the left is a blue sidebar with a back arrow at the top and menu items: Profile, Email Reminders, Chemistry, Text Formatting (highlighted with a red bar), and Desktop Connector. The main content area is titled 'Body Text Section Default' and contains the following options:

- Body Text Section Default: Arial [dropdown arrow]
- All Sections Default:
 - Section titles in bold
 - Support for Japanese characters

Biovia Desktop Connector

For KI ELN to be compatible with Microsoft Word, Excel and other programs the Biovia Desktop Connector has to be installed.

Here you can check the version of the connector installed on your system and install a new version when prompted.

Profile

Email Reminders

Chemistry

Text Formatting

Desktop Connector

BIOVIA Desktop Connector 2019 SP2

Version 19.1.200.19 (Latest)

A connection is established between this browser and the BIOVIA Desktop Connector.
Dependent functionality is enabled.

Applications found on this system:

- Microsoft Word 2016/2019
- Microsoft Excel 2016/2019
- BIOVIA Draw 2019
- ChemDraw not found
- Marvin not found

If you are having Biovia desktop connector-related issues (problems copying/pasting or uploading Excel/Word/chemical sketch-reactions), you can try the following troubleshooting instructions for PC or Mac:

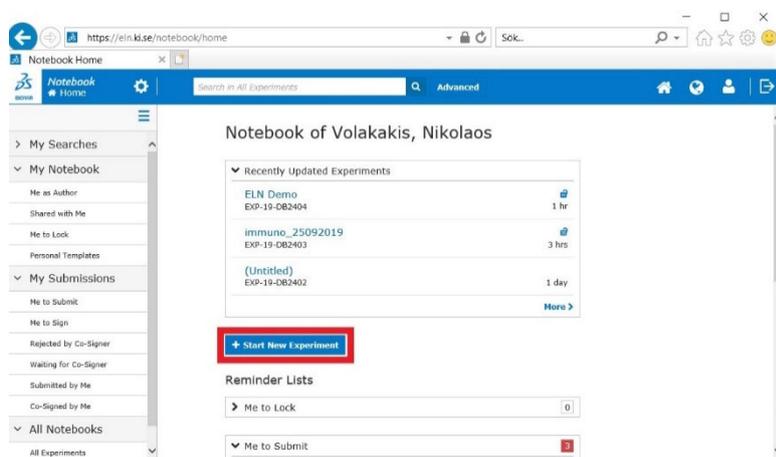
For PC: <https://staff.ki.se/media/30515/download>

For Mac: <https://staff.ki.se/media/30525/download>

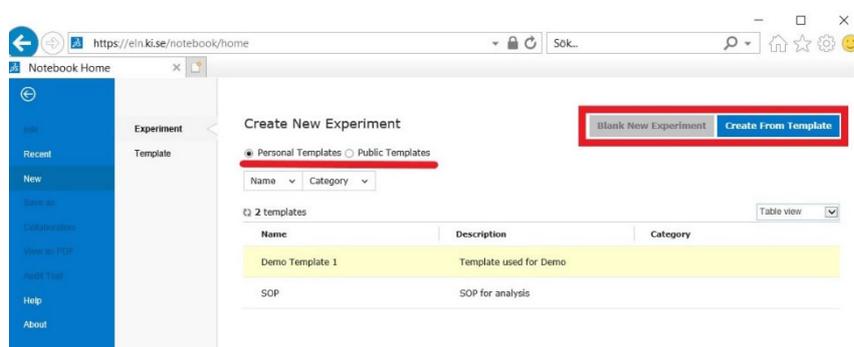
Create Experiment

Experiments are created by the users themselves and each experiment is associated with one (or more) project/s.

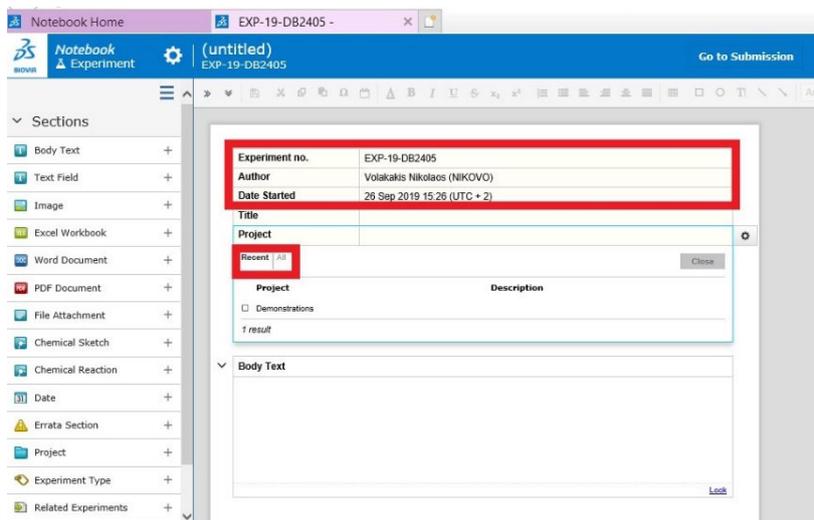
To create a new experiment, click on “+ *Start New Experiment*” in the middle of the Homepage.



After the click you will be directed to a new page where you can choose if you want to start a blank new experiment or use a personal or public template.



When the new experiment is created it will automatically have a KI-unique number. Your name and the date and time will also be added to it.



In “*Title*” you name your experiment and in “*Project*” you chose the project/projects that the experiment belongs to.

If the project that the experiment belongs to is new, it might not automatically pop up in the project menu as the menu is set on “*Recent*” as default.

Click on “*All*” and your project should appear. If it is still missing, there is something wrong with your project rights and you should ask your superuser to fix it for you.

Add content

To add content to your experiment you add new sections.

In a section you can either upload different files, add text manually or link different projects and experiments to each other.

For files, the maximum size that can be uploaded is 50 MB per file.

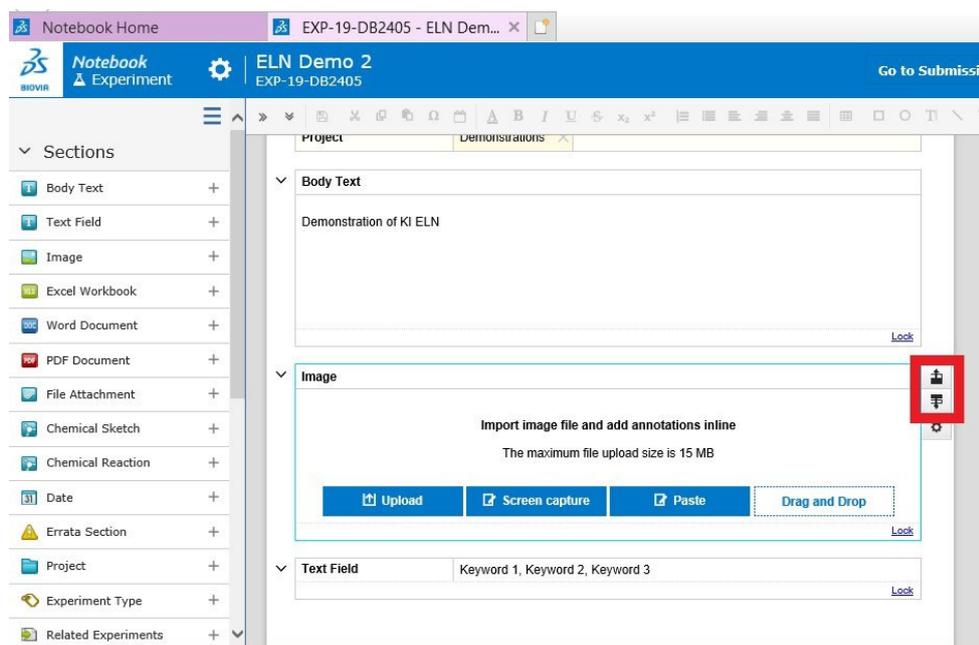
All files that are uploaded or attached are automatically saved on the KI ELN server.

On the left panel of an experiment there is a menu of sections that can be added to the experiment:

Sections	
 Text Field	+
 Image	+
 Excel Workbook	+
 Word Document	+
 PDF Document	+
 File Attachment	+
 Chemical Sketch	+
 Chemical Reaction	+
 Date	+
 Errata Section	+
 PowerPoint Presentation	+
 Project	+
 Experiment Type	+
 Related Experiments	+

When you add a new section, it will be placed at the bottom of the experiment/or after the section that is active.

You can easily move sections up and down by using the Arrows on the right side of each section.

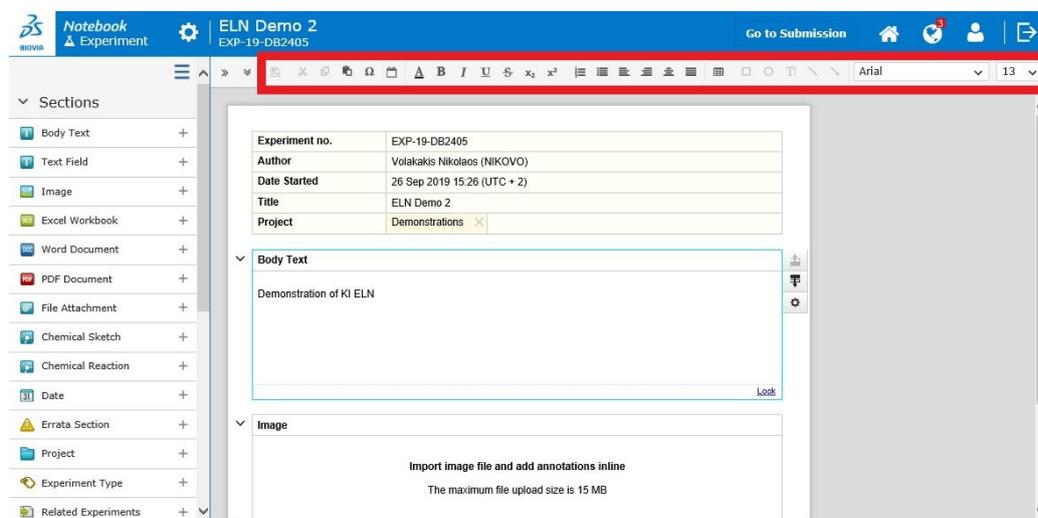


Body text

A blank “Body text” section where you can add text manually is automatically added to your experiment upon creation.

All the text will show in the experiment, you don’t have to expand or click on the section to see the content.

You can use the menu on the top of the experiment page to edit your text.

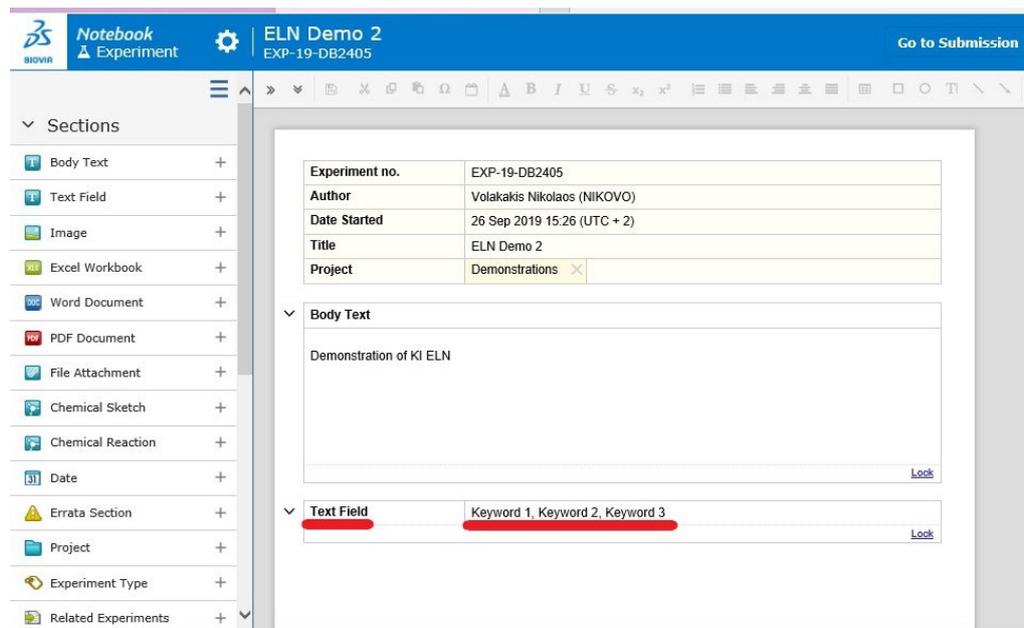


Text field

Here you can add text manually.

This section can be used for example for keywords.

For longer text, use the Body text section.



The screenshot displays the ELN Demo 2 interface. The top navigation bar includes the 'Notebook Experiment' logo, a settings gear, the title 'ELN Demo 2' with ID 'EXP-19-DB2405', and a 'Go to Submission' button. A left sidebar lists various section types: Body Text, Text Field, Image, Excel Workbook, Word Document, PDF Document, File Attachment, Chemical Sketch, Chemical Reaction, Date, Errata Section, Project, Experiment Type, and Related Experiments. The main workspace shows a table with the following data:

Experiment no.	EXP-19-DB2405
Author	Volakakis Nikolaos (NIKOVO)
Date Started	26 Sep 2019 15:26 (UTC + 2)
Title	ELN Demo 2
Project	Demonstrations

Below the table, there are two sections:

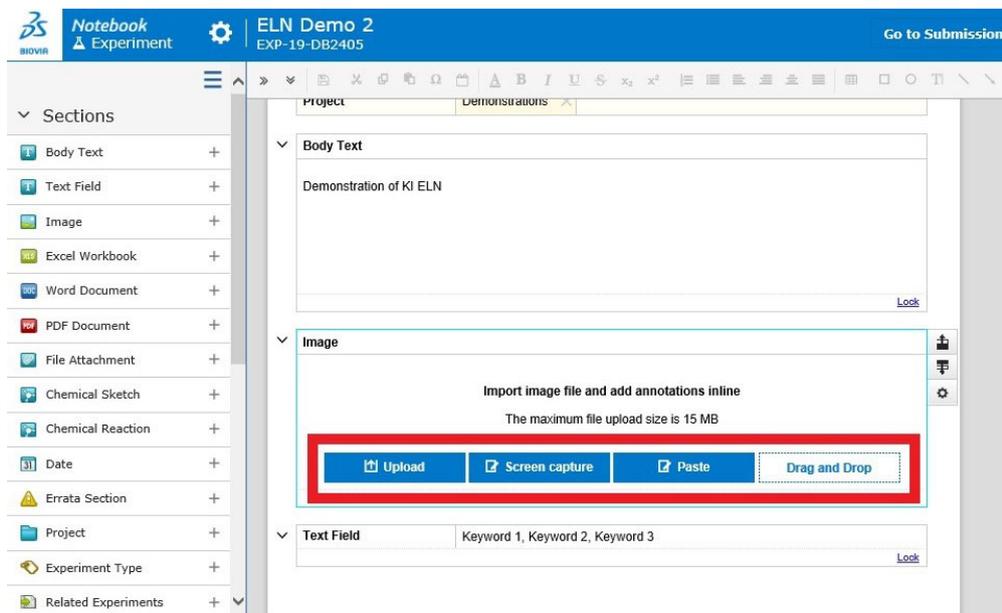
- Body Text:** A text area containing 'Demonstration of KI ELN' with a 'Lock' button at the bottom right.
- Text Field:** A text input field containing 'Keyword 1, Keyword 2, Keyword 3' with a 'Lock' button at the bottom right.

Image

Here you can attach images of the following formats: **.jpg*, **.jpeg*, **.gif*, **.bnp*, **.bmp* and **.tiff*.

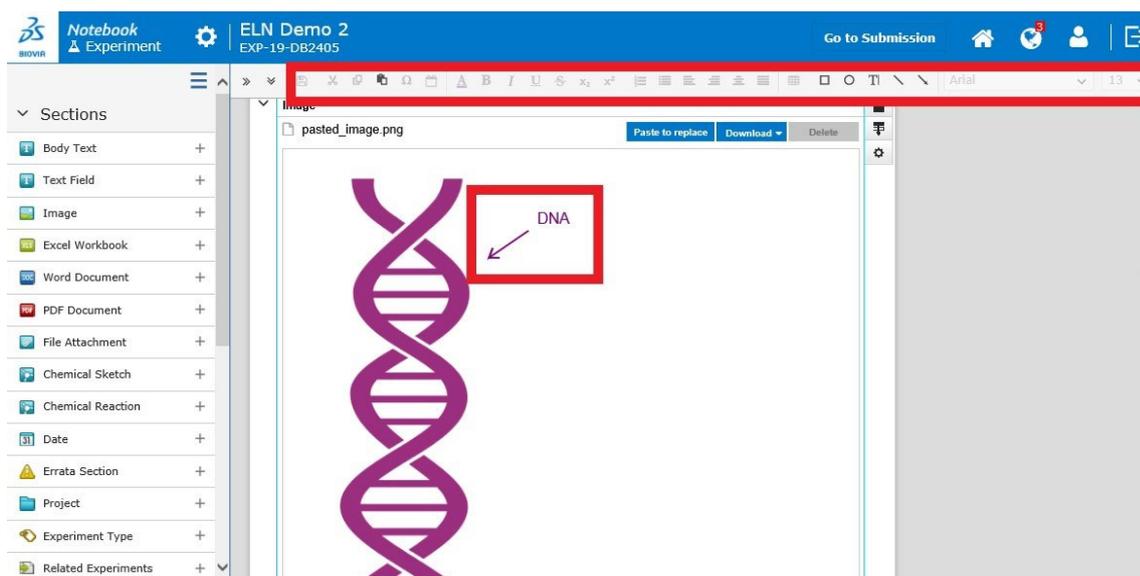
If the images are larger than 50 MB, an image compression window will open so that the image can be compressed to save space in the database.

You can upload an image, paste it from the clipboard, drag and drop it into the section or use the screen capture function.



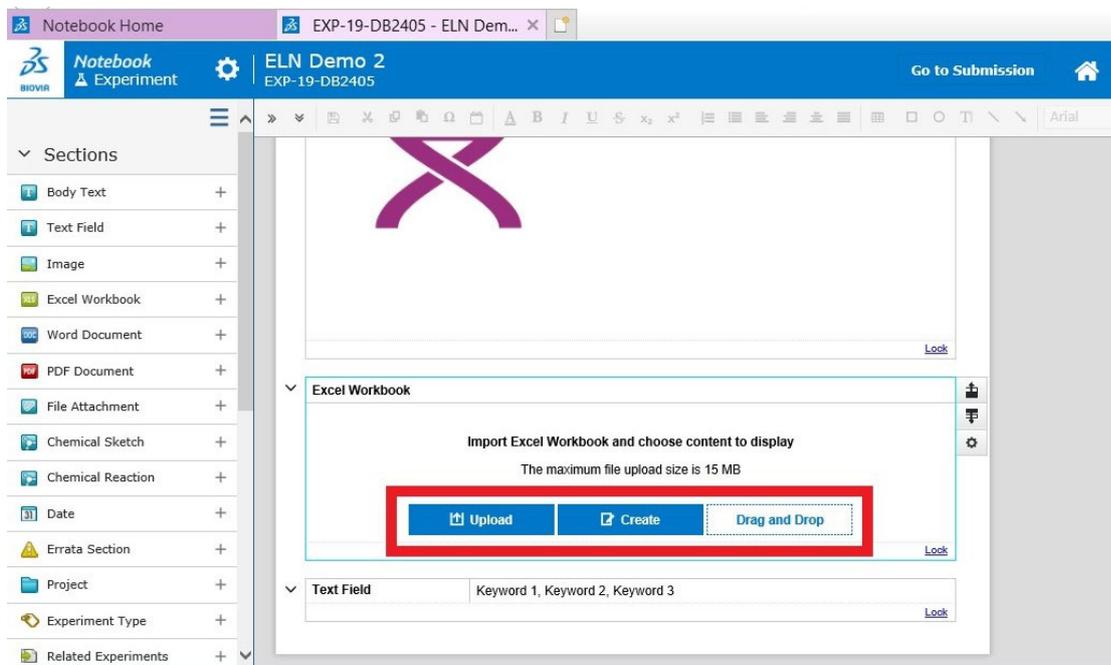
To add annotations, such as arrows or text you can use the annotation menu above the experiment page.

Here you can also change the color of the annotation to fit any background.



Excel Workbook

Here you can upload or drag and drop an existing Excel workbook or create a new one.



Microsoft Excel will open and load the existing or the new Excel Workbook that you can edit.

If you select cells, only the selected cells will show in the experiment.

If you want to insert all content of your spreadsheet to ELN, don't select any cells.

When you have finished editing the Excel workbook, *close* it and it will be uploaded to the experiment.

To re-open and re-edit an uploaded Excel workbook any time, double-click on the section or click "*Edit*" in the upper left corner of the section.

To download the Excel workbook to your computer, click on "*Download*".

To delete the contents of the section, click on "*Delete*" in the upper left corner.

The screenshot shows the ELN Demo 2 interface. On the left is a 'Sections' sidebar with options like Body Text, Text Field, Image, Excel Workbook, Word Document, PDF Document, File Attachment, Chemical Sketch, Chemical Reaction, Date, Errata Section, Project, Experiment Type, and Related Experiments. The main workspace displays an 'Excel Workbook' section containing a table with the following data:

Sample	Concentration
A	1
B	2
C	3
D	4
E	5

Below the table is a 'Text Field' section containing the text 'Keyword 1, Keyword 2, Keyword 3'. A red box highlights the 'Edit', 'Download', and 'Delete' buttons in the top right corner of the Excel Workbook section.

Word Document

Here you can upload or drag and drop an existing Word document or create a new one.

The screenshot shows the ELN Demo 2 interface with the 'Word Document' section selected. The main workspace displays a 'Word Document' section with the following text:

Import Word file and choose content to display
The maximum file upload size is 15 MB

Below this text are three buttons: 'Upload', 'Create', and 'Drag and Drop'. A red box highlights these three buttons. The 'Excel Workbook' section from the previous screenshot is also visible above the Word Document section.

Microsoft Word will open and load the existing or the new Word document that you can edit.

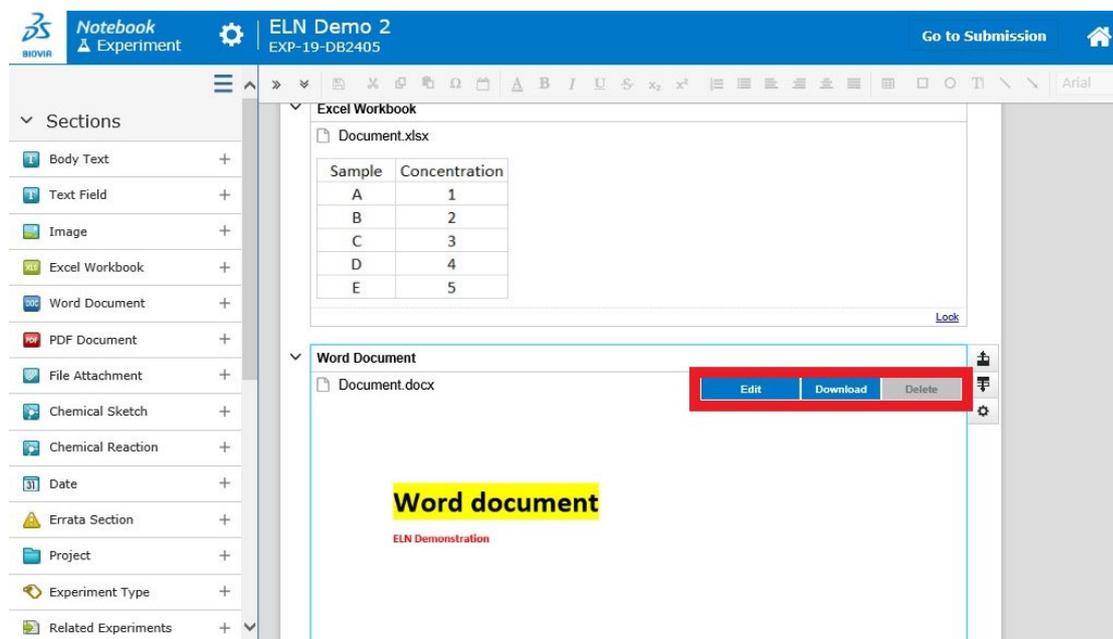
When you have finished editing the Word document, *close* it and it will be uploaded to the experiment.

The whole page/pages will show in the experiment.

To re-open and re-edit an uploaded Word document any time, double-click on the section or click “*Edit*” in the upper left corner of the section.

To download the Word Document to your computer, click on “*Download*”.

To delete the contents of the section, click on “*Delete*” in the upper left corner.



The screenshot shows the ELN Demo 2 interface. The top navigation bar includes the BIOVIA logo, 'Notebook Experiment', 'ELN Demo 2 EXP-19-DB2405', and a 'Go to Submission' button. A left sidebar lists various document types: Body Text, Text Field, Image, Excel Workbook, Word Document, PDF Document, File Attachment, Chemical Sketch, Chemical Reaction, Date, Errata Section, Project, Experiment Type, and Related Experiments. The main workspace is divided into two sections. The top section, 'Excel Workbook', contains a file named 'Document.xlsx' with a table:

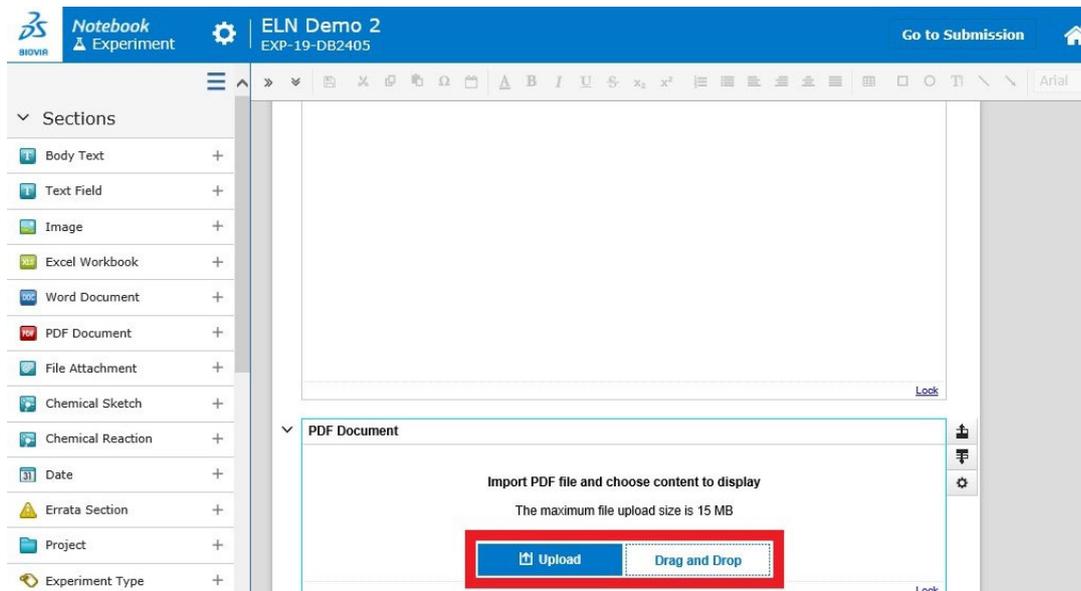
Sample	Concentration
A	1
B	2
C	3
D	4
E	5

The bottom section, 'Word Document', contains a file named 'Document.docx'. A red box highlights the 'Edit', 'Download', and 'Delete' buttons in the upper right corner of this section. The main content of the Word document is 'Word document' in a yellow box, with 'ELN Demonstration' below it.

PDF document

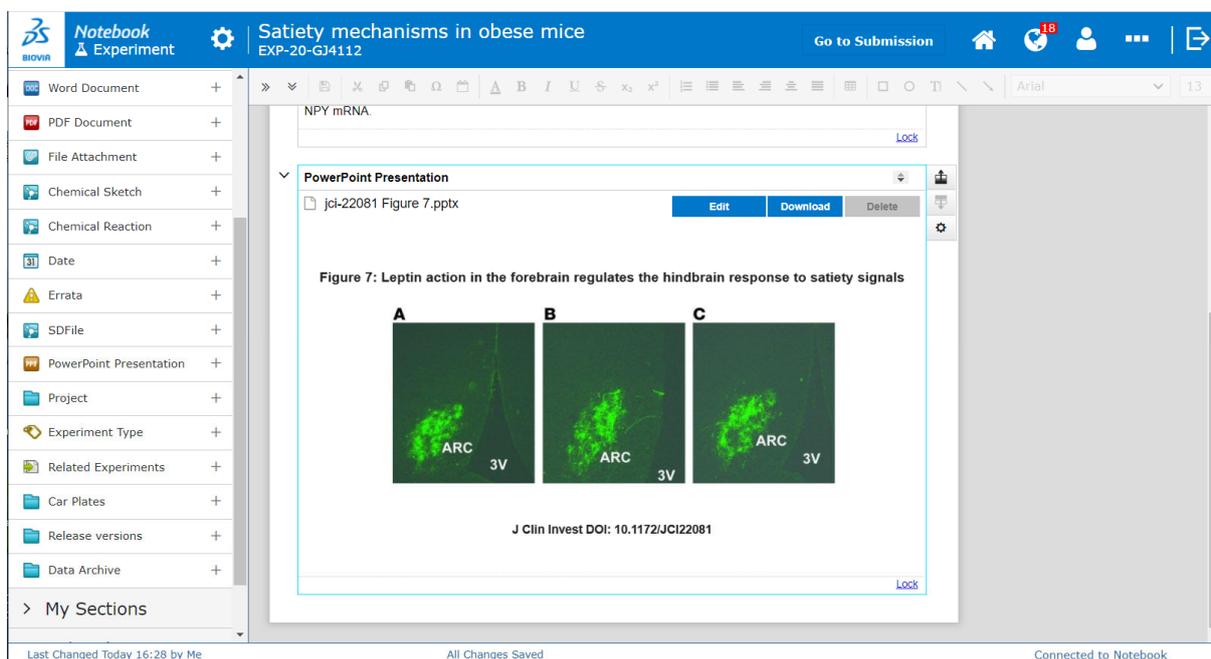
Here you can upload or drag and drop a PDF document.

The first 10 pages will be displayed in the section.



Powerpoint presentation

Here you can upload or drag and drop an existing Powerpoint presentation or create a new one.



Microsoft Powerpoint will open and load the existing or the new Powerpoint document that you can edit.

When you have finished editing the Powerpoint document, *close* it and it will be uploaded to the experiment.

You can choose if all slides or specific slides will show in the experiment.

To re-open and re-edit an uploaded Powerpoint document any time, double-click on the section or click “*Edit*” in the upper left corner of the section.

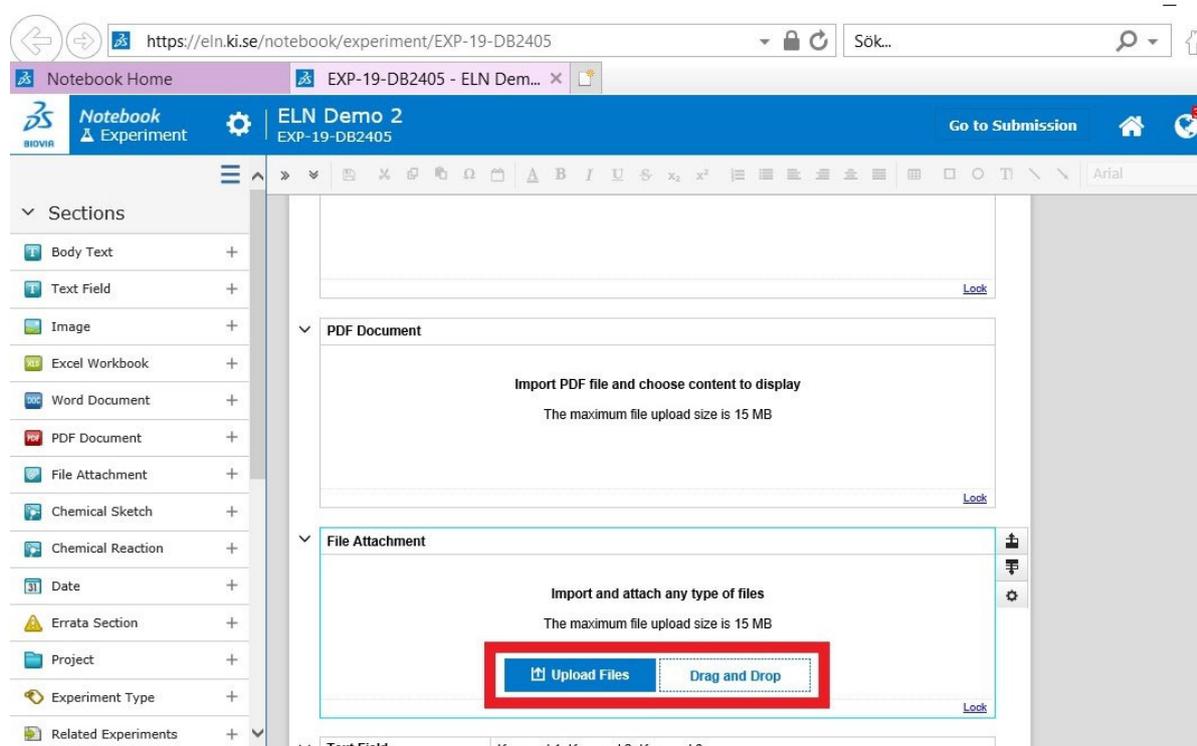
To download the Powerpoint Document to your computer, click on “*Download*”.

To delete the contents of the section, click on “*Delete*” in the upper left corner.

File attachment

Here you can upload or drag and drop up to 14 documents per section.

Any file format is permitted, and the size limitation is 50 MB per file.



The contents of the files will not be shown in the experiment, but you will see a list with the filenames.

Uploaded files can be downloaded or deleted.

The screenshot shows the 'Notebook Experiment' interface for 'ELN Demo 2' (EXP-19-DB2405). The left sidebar lists various sections: Body Text, Text Field, Image, Excel Workbook, Word Document, PDF Document, File Attachment, Chemical Sketch, Chemical Reaction, Date, Errata Section, Project, Experiment Type, and Related Experiments. The main content area is divided into sections. The 'PDF Document' section contains the text: 'Import PDF file and choose content to display. The maximum file upload size is 15 MB'. Below it, the 'File Attachment' section is highlighted with a red box and contains three entries:

File Name	Edit	Download	Delete
Application_KI-ELN_v8_190617_signable_with KIID.pdf SHA512 checksum: #MmFS4NHLk8gl...ps9WuF8uGIIIAU1nuPBO2Kjclp4TTPPEa8Nv8DXx20GnEMcoz8PBKzhQY8ZKpdyoqIM3EMdlw==			
Application_KI-ELN_v8_190617_scanned_with KIID.pdf SHA512 checksum: A12bNaVyr5mNHkuPTKAGICmupktp03WPFZaL63Bbd3dABQJRiryALUKO5KEVwpThD8JkzqRWYX4OcEQpQqPQ==			
Application_KI-ELN_v8_190617_with KIID.pdf SHA512 checksum:			

At the bottom of the 'File Attachment' section, there are buttons for 'Upload Files' and 'Drag and Drop'.

Chemical sketch and chemical reaction

If you want to use these sections and are unsure, please contact elnkoordinator@ki.se.

Date

Here you can add the current date to the experiment.

This section can be useful if the experiment spans over several days.

The date is automatically added to the experiment when it was created.

The screenshot shows the ELN Demo 2 interface. The top bar includes the logo, 'Notebook Experiment', 'ELN Demo 2 EXP-19-DB2405', and 'Go to Submission'. The left sidebar lists various sections: Body Text, Text Field, Image, Excel Workbook, Word Document, PDF Document, File Attachment, Chemical Sketch, Chemical Reaction, Date, Errata Section, Project, Experiment Type, and Related Experiments. The main content area displays a 'File Attachment' section with three PDF files, each with a SHA512 checksum and a 'Lock' button. Below this is a 'Date' section with the value '30 Sep 2019 11:21' and a 'Lock' button. At the bottom is a 'Text Field' section with the text 'Keyword 1, Keyword 2, Keyword 3' and a 'Lock' button.

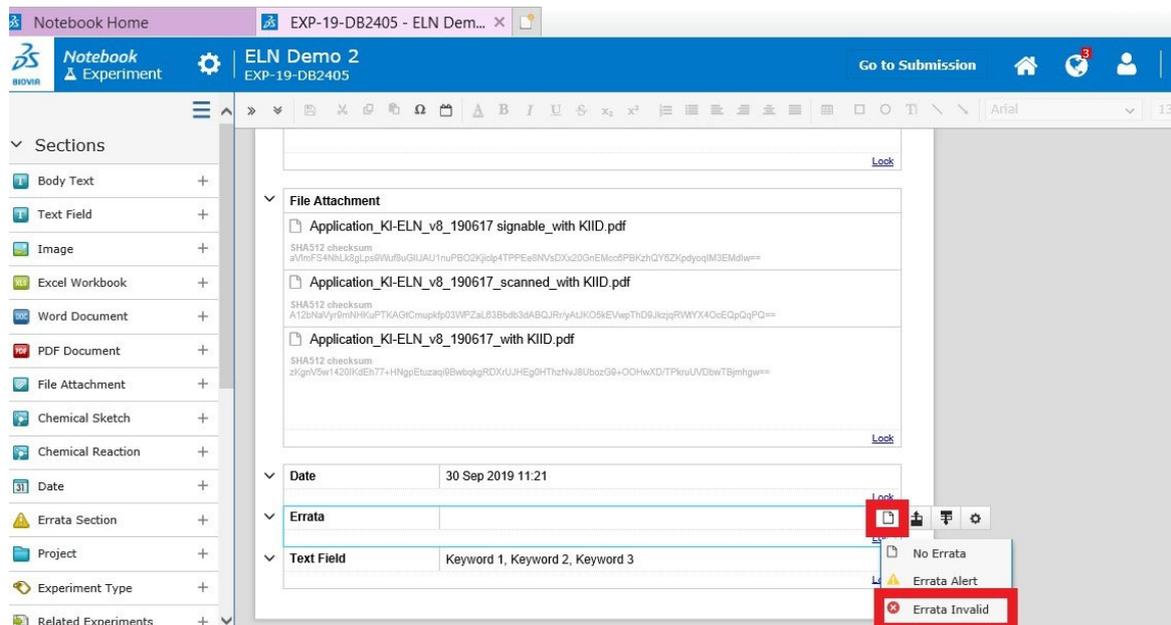
Errata

An Errata section can be added to notify mistakes.

This is especially useful if mistakes are found in already locked sections (or in submitted experiments).

The errata can also be used to mark experiments as invalid.

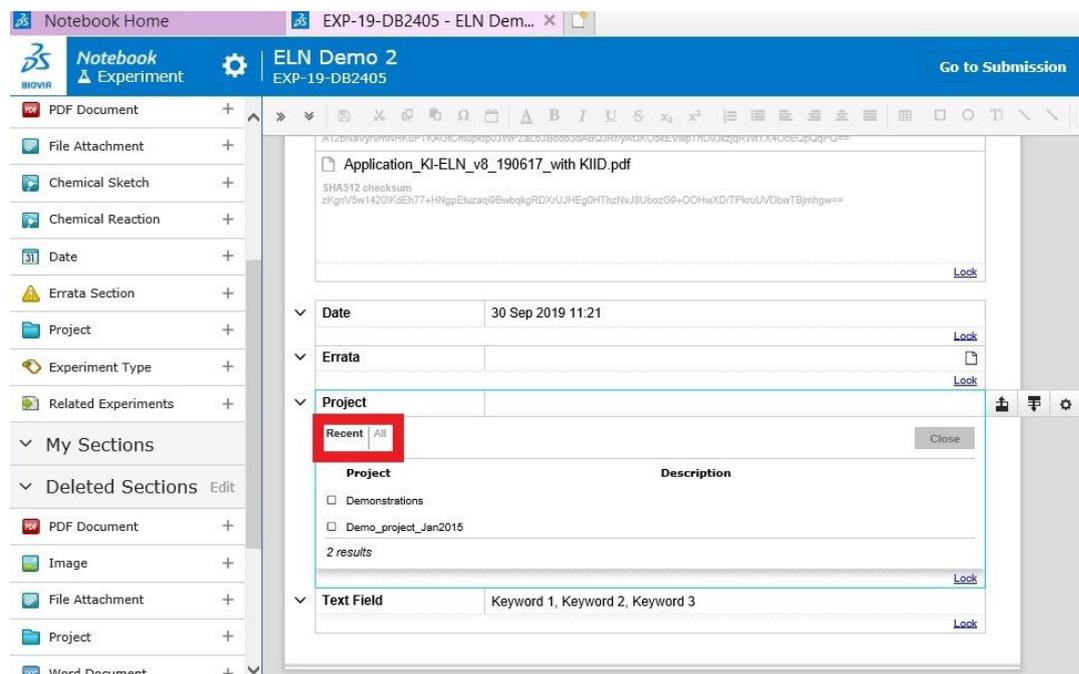
After adding the Errata section, click on the “*paper*” icon and choose “*Errata invalid*”. Invalid experiments will not show up in a normal search.



Project

By adding a Project section, you can link your experiment to a Project.

If you cannot see the project in the list, click “All” to see all available projects.



Experiments type

Here you can choose an experiment type for your experiment, from the types that have been defined by the superuser in the ElnAdminWeb.

Assigning types to experiments is a way to organize the experiments and make it easier to search for specific experiments and protocols.

Examples of experiment types can be animal work, cell work, bioinformatics, data collection and so on.

If you cannot see the experiment type in the list, click “All” to see all available experiment types.

The screenshot shows the BioVIA Notebook interface for 'ELN Demo 2' (EXP-19-DB2405). The left sidebar contains a list of sections: PDF Document, File Attachment, Chemical Sketch, Chemical Reaction, Date, Errata Section, Project, Experiment Type, Related Experiments, My Sections, and Deleted Sections. The main content area displays a PDF document titled 'Application_KI-ELN_v8_190617_with KIID.pdf'. Below the document, there are fields for Date (30 Sep 2019 11:21), Errata, Project, and Experiment Type. The Experiment Type dropdown menu is open, showing a list of options: Recent, All, Test, Method Development, Data collection, Data analysis, and Cell work. The 'All' option is highlighted with a red box.

Related experiments

By adding a Related experiments section, you can link your experiment to another experiment if for example the two experiments share data or if they are replicates.

If you cannot see the experiment in the list, click “All” to see all available experiments.

Experiment No.	Title	Author
<input type="checkbox"/> EXP-17-CA0569	Showing ELN at PHS	Martinson Björkdahl Cecilia
<input type="checkbox"/> EXP-19-DB2401	Genotyping of PDGFRa colony	Volakakis Nikolaos
<input type="checkbox"/> EXP-19-CS5354	Jämför om a är bättre än b	Björkdahl Cecilia
<input type="checkbox"/> EXP-19-DB2404	ELN Demo	Volakakis Nikolaos
<input type="checkbox"/> EXP-19-DB2403	immuno_25092019	Volakakis Nikolaos
<input type="checkbox"/> EXP-19-DB2402		Volakakis Nikolaos
<input type="checkbox"/> EXP-19-DB2400		Volakakis Nikolaos
<input type="checkbox"/> EXP-19-CS5358	Transfection of N2a cells with Hsp27	Björkdahl Cecilia

My sections

Here you can add a section that you have previously created to your experiment.

To add a section to “My sections”, click on the cogwheel of a section and then “Save to My sections”.

Import PDF file and choose content to display
The maximum file upload size is 15 MB

File Attachment

- Application_KI-ELN_v8_190617_signable_with KIID.pdf [Edit] [Download] [Delete] [Cogwheel]
- Application_KI-ELN_v8_190617_scanned_with KIID.pdf [Edit] [Cogwheel]
- Application_KI-ELN_v8_190617_with KIID.pdf [Edit] [Cogwheel]

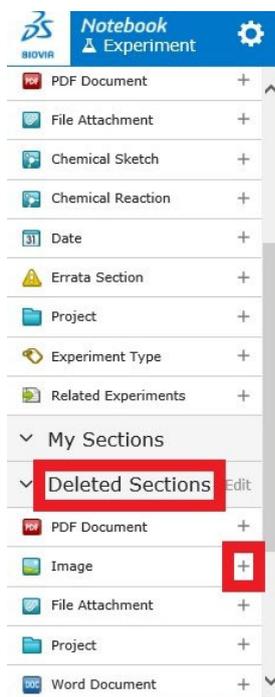
Upload Files | Drag and Drop

- Cut Section
- Copy Section
- Paste Section
- Delete Section
- Save to My Sections
- Section Properties
- Section History

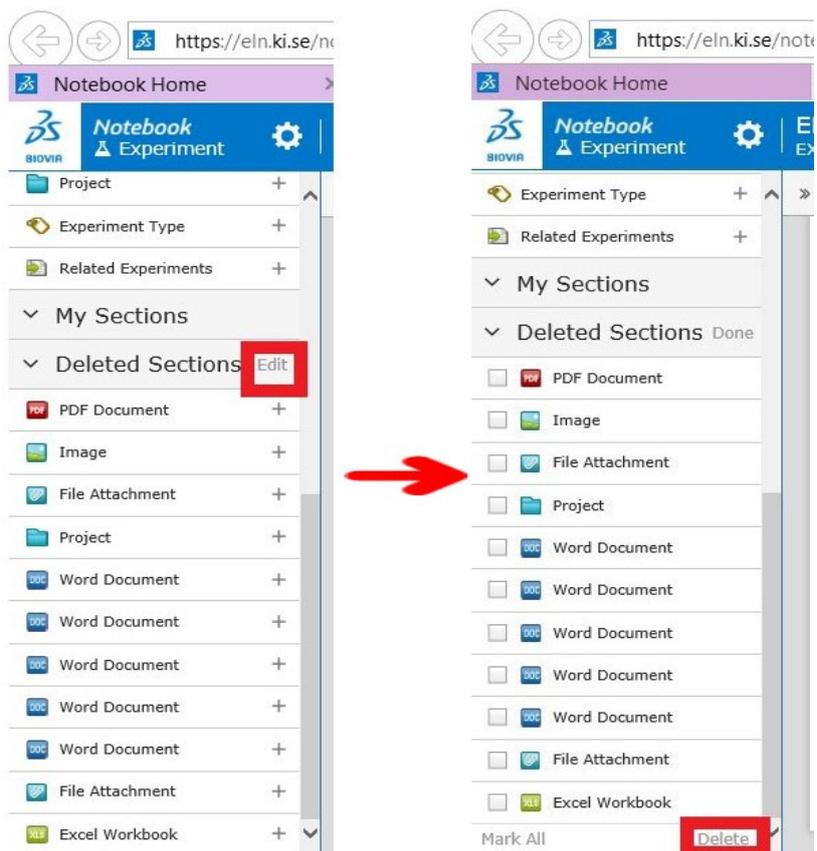
Deleted sections

Sections that you have previously deleted can be found under this tab.

To reinsert a deleted section to the experiment, select the section and clicking on the “+” sign.



To permanently remove deleted sections, click on “Edit”, select the sections you want to delete and click “Delete”.



Manage sections

Each section can be managed under the cogwheel to the right.

The screenshot shows the main interface of the ELN. The left sidebar is visible with the 'Deleted Sections' list. The main content area shows an 'Excel Workbook' section expanded. Below the section name, there is a table with the following data:

Sample	Concentration
A	1
B	2
C	3
D	4
E	5

To the right of the table, there is a cogwheel icon highlighted in red. A context menu is open over this icon, listing the following options: Cut Section, Copy Section, Paste Section, Delete Section, Save to My Sections, Section Properties, and Section History.

Cut section – cuts out the whole section so that it can be pastes in the same experiment or in another experiment

Copy section – a quick way to duplicate the same section within an experiment

Paste section – paste a cut or copied section

Delete section – deletes the section and adds it to “Deleted sections”

Save to My sections – adds a section to “My sections”

Section Properties – type of section, author, last created/edited and fixed/mandatory/read-only

Section Properties

Identity: 2811104
Type: Excel Workbook
Author: Volakakis Nikolaos
Last edited: 30 Sep 2019 10:37
Last edited by: Volakakis Nikolaos
Fixed: Section cannot be deleted
Mandatory: Section must contain content to submit
Read-Only: Section content cannot be edited

Close

Section History – shows the last versions of the section

The screenshot shows a browser window with two tabs: "Notebook Home" and "EXP-19-DB2405 - ELN Dem...". The main content area is titled "Section History" and displays "Excel Workbook" with "3 results". A dropdown menu is open under "Edited", showing three versions: "Current" (highlighted in blue), "Today 12:10:00", and "Today 10:33:11". To the right, a preview of the "Current" version is shown, titled "Excel Workbook" and "Document.xlsx". It contains a table with the following data:

Sample	Concentration
A	10
B	20
C	30
D	40
E	50

Create templates

Templates can be personal (seen only by you) or public (shared within a project).

To create a public template you need to have the right for this, given by the superuser.

If you want the template to be public for everyone to use, remember to associate the template to a project, otherwise the creator will be the only one to see the template anyway.

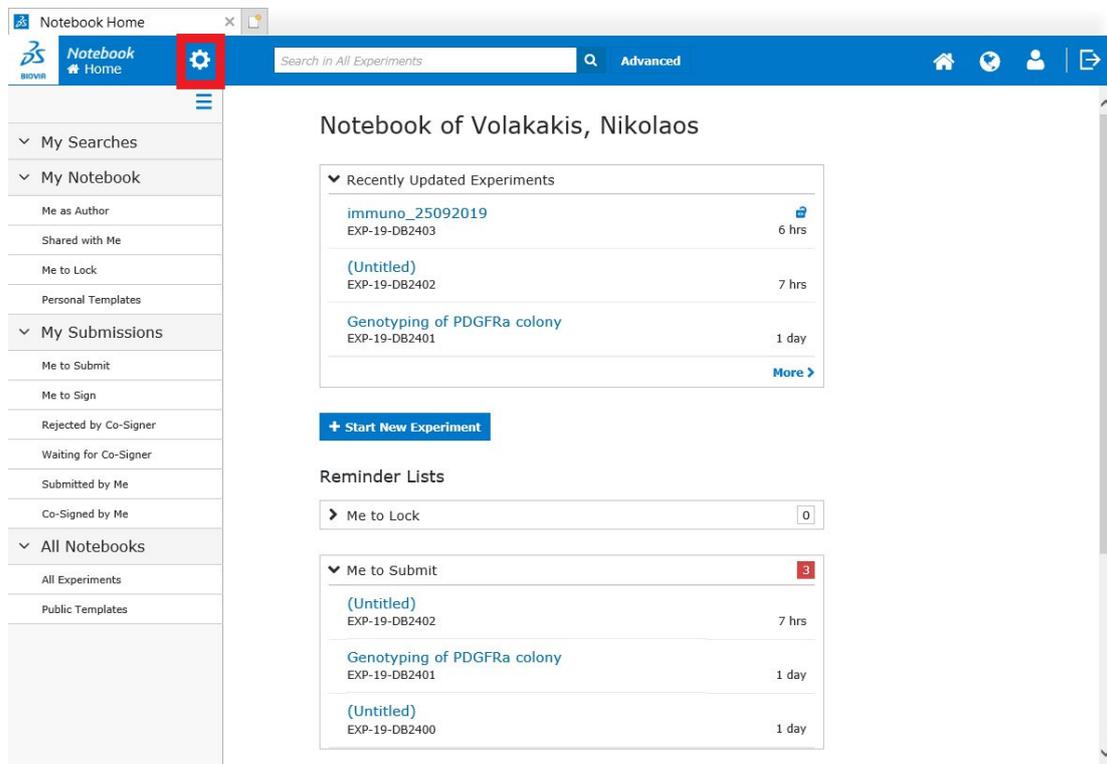
Some groups create a “template project” that is only used for this purpose and not filled with data.

There are two ways of creating templates; starting with a blank template and from an experiment.

Starting with a blank template

Make sure you are at the homepage (if not, click on the “house” in the upper right corner).

Click on the Cogwheel in the upper left corner.

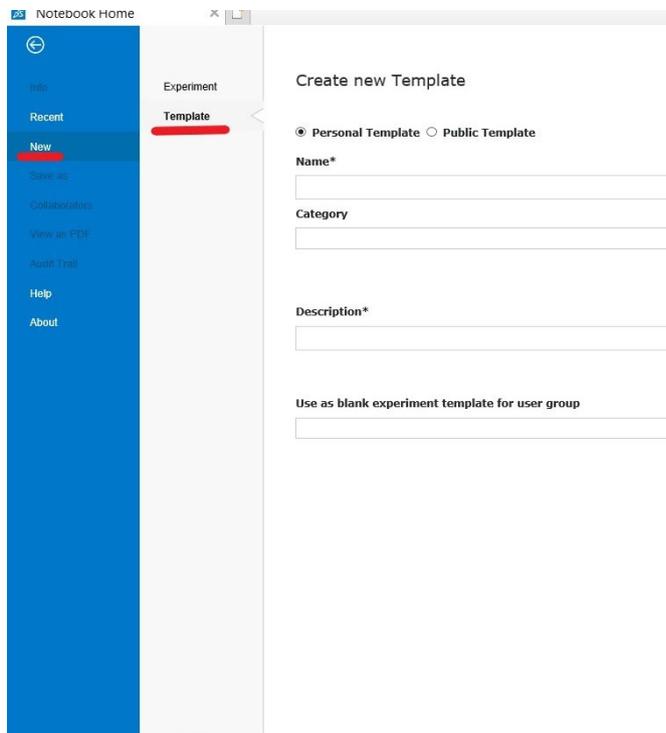


The screenshot shows the Notebook Home interface. The top navigation bar is blue and contains the Notebook Home logo, a search bar with the text "Search in All Experiments", and several icons including a cogwheel (settings), a home icon, a globe, a user profile, and a share icon. The cogwheel icon is highlighted with a red square. Below the navigation bar is a sidebar menu with categories like "My Searches", "My Notebook", "My Submissions", and "All Notebooks". The main content area displays the "Notebook of Volakakis, Nikolaos" and lists "Recently Updated Experiments" with entries like "immuno_25092019" and "Genotyping of PDGFRa colony". There is also a "Start New Experiment" button and "Reminder Lists" section.

Click on “*New*” in the menu that opens.

Click on “*Template*” in the sub-menu.

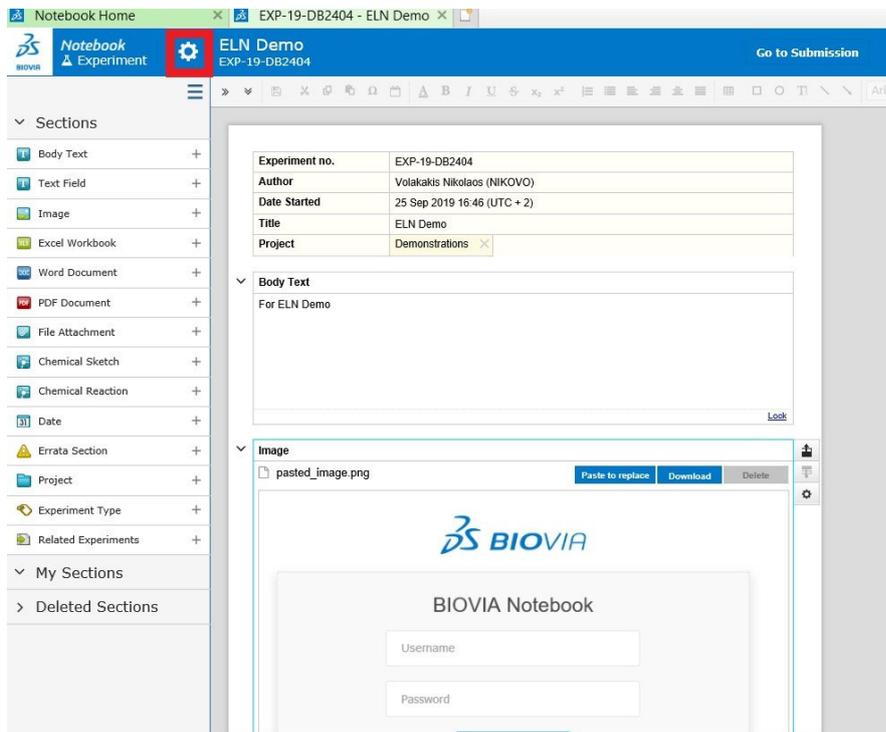
You can either create a Personal Template or a Public Template.



Starting from an experiment

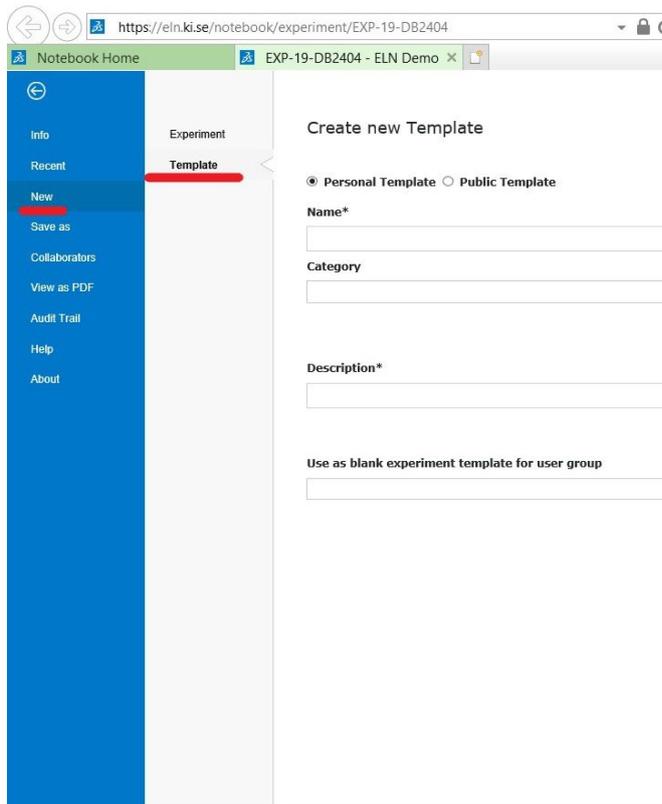
Open the experiment.

Click on the Cogwheel in the upper left corner.



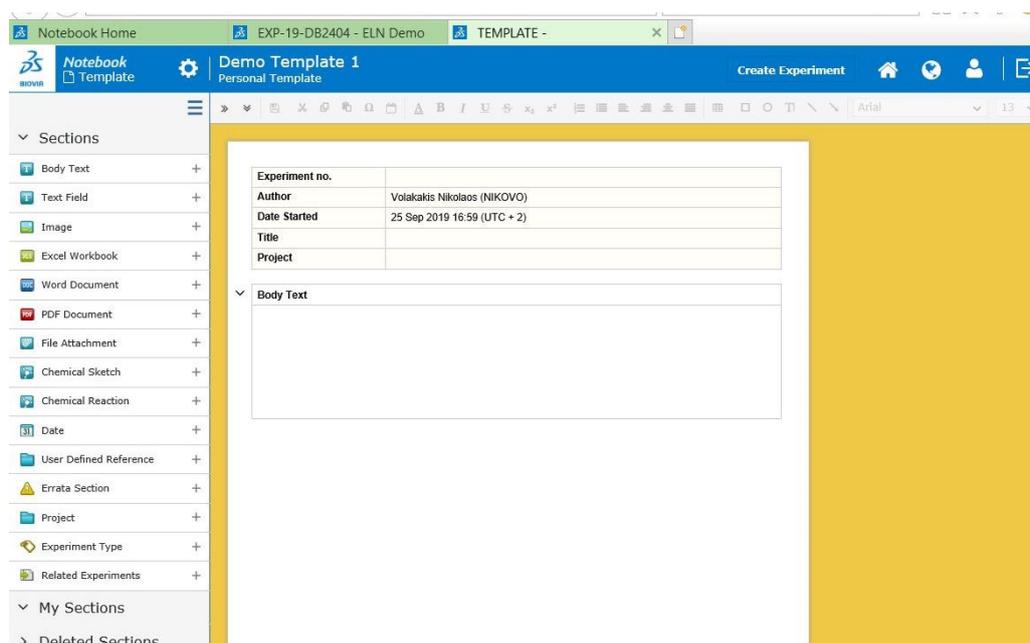
Click on “Save as” in the menu that opens.

Click on “*Template*” in the sub-menu.



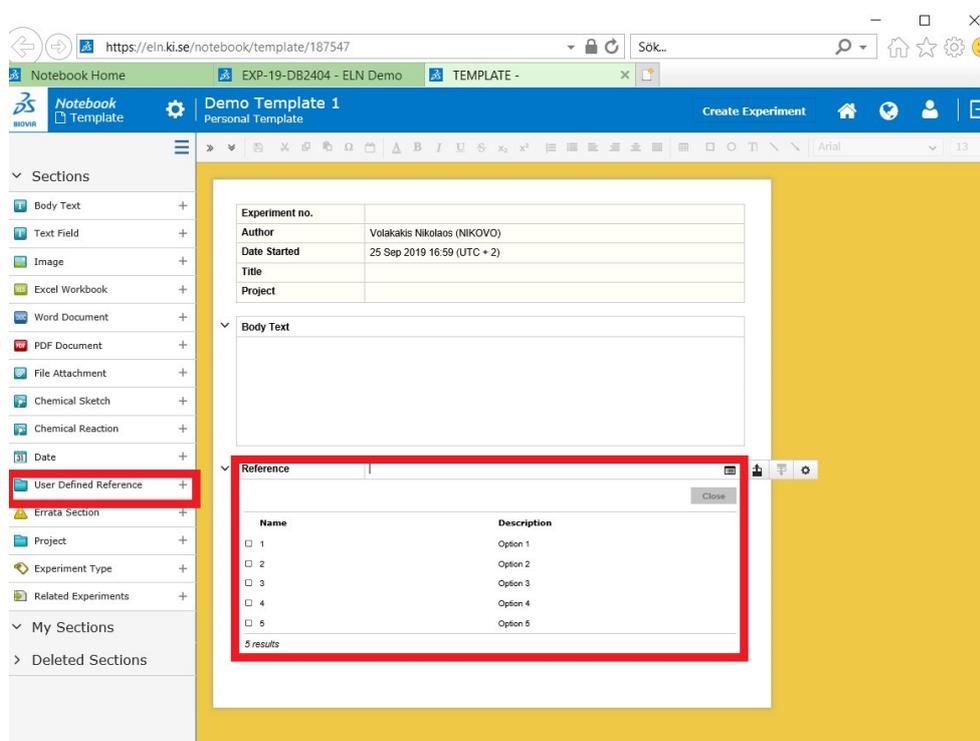
Select Personal or Public Template.

A template always has a yellow background (the experiments have grey backgrounds).



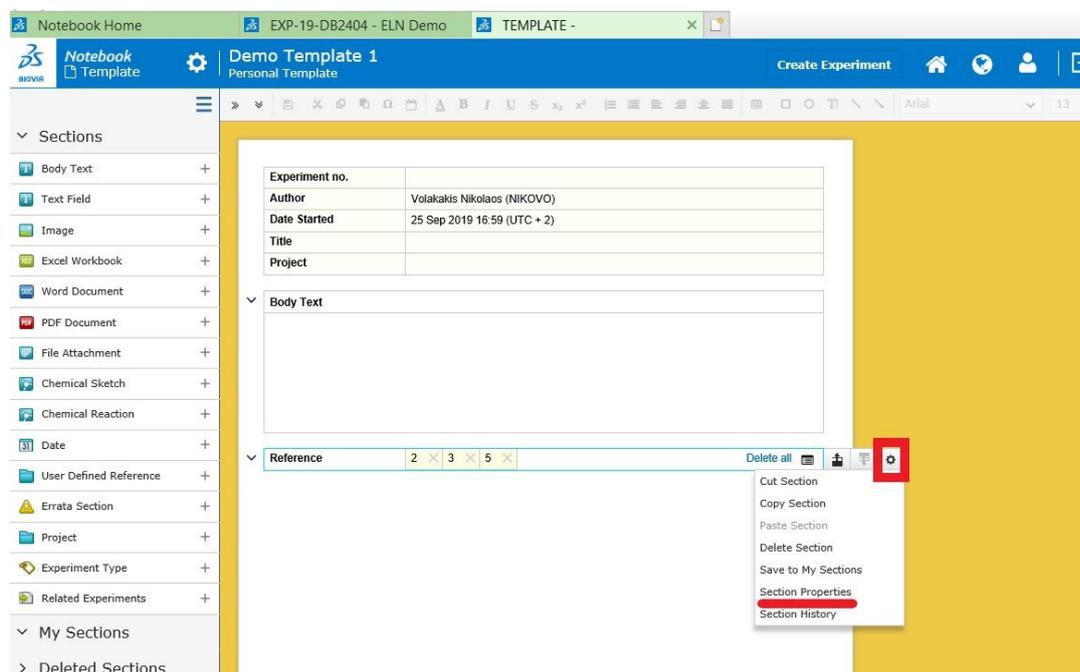
User Defined Reference

Under “User Defined Reference”, you can create a pre-set list in the template. In experiments created from the template, only the list options can be chosen.



Making a section mandatory

When creating a template, you can make a section mandatory by clicking on the section cogwheel and “Section properties”.



Click the boxes “Mandatory” and “Fixed”.

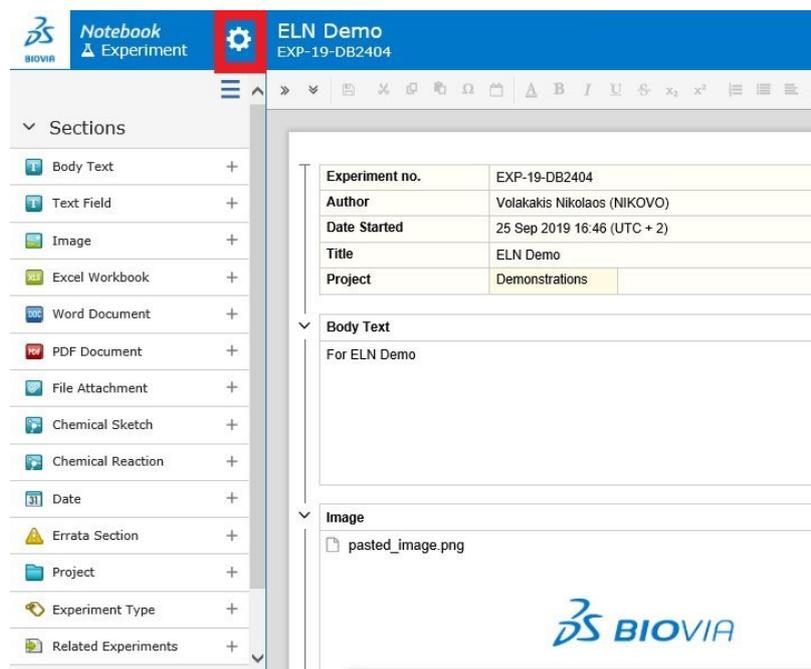
Section Properties

Identity:	2807355
Type:	User Defined Reference
Author:	Volakakis Nikolaos
Last edited:	25 Sep 2019 17:09
Last edited by:	Volakakis Nikolaos
Fixed:	<input checked="" type="checkbox"/> Section cannot be deleted
Mandatory:	<input checked="" type="checkbox"/> Section must contain content to submit
Read-Only:	<input type="checkbox"/> Section content cannot be edited

Save **Cancel**

Experiment tools

You can manage an experiment using the cogwheel in the left upper side.



The screenshot shows the top navigation bar of the ELN Demo interface. The title bar includes the Biovia logo, the text "Notebook Experiment", and "ELN Demo EXP-19-DB2404". A red box highlights a gear icon (cogwheel) in the top left corner. Below the title bar is a sidebar menu with various content types like "Body Text", "Text Field", "Image", etc. The main content area displays a table with experiment details:

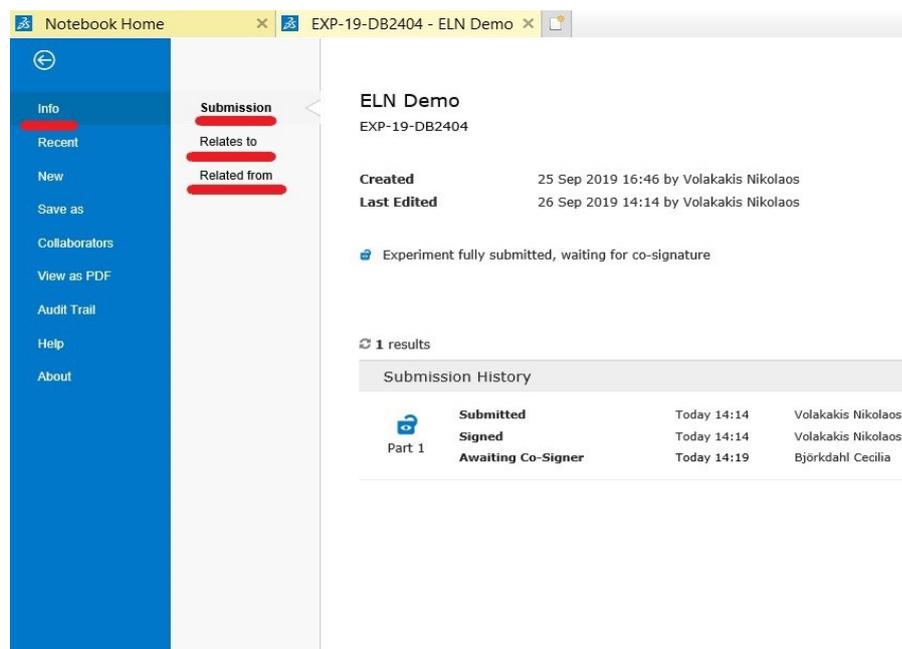
Experiment no.	EXP-19-DB2404
Author	Volakakis Nikolaos (NIKOVO)
Date Started	25 Sep 2019 16:46 (UTC + 2)
Title	ELN Demo
Project	Demonstrations

Below the table, there are sections for "Body Text" (containing "For ELN Demo") and "Image" (containing "pasted_image.png"). The Biovia logo is visible at the bottom of the main content area.

Info

Here you see the status of the experiment: who created it, when it was last edited, and the submission status.

In the sub-menu you can see if any other projects or experiment are related to the experiment.



The screenshot shows the "Info" sub-menu for the experiment "ELN Demo EXP-19-DB2404". The left sidebar contains a menu with "Info" selected. The main content area displays the following information:

Submission
Relates to
Related from

ELN Demo
EXP-19-DB2404

Created 25 Sep 2019 16:46 by Volakakis Nikolaos
Last Edited 26 Sep 2019 14:14 by Volakakis Nikolaos

Experiment fully submitted, waiting for co-signature

1 results

Submission History

Submitted	Today 14:14	Volakakis Nikolaos
Signed	Today 14:14	Volakakis Nikolaos
Awaiting Co-Signer	Today 14:19	Björkdahl Cecilia

Recent

Here you see a list of the most recent experiments that you have opened.

Recent Experiments

Number Title Author Project Type Edited

9 experiments Table view

Number	Title	Author	Project	Type	Edited
EXP-19-DB2405	(Untitled)	Volakakis Nikolaos			Today 15:26
EXP-19-DB2404	ELN Demo	Volakakis Nikolaos	Demonstrations		Today 14:14
EXP-19-DB2403	immuno_25092019	Volakakis Nikolaos	Demonstrations		Today 12:39
EXP-19-DB2402	(Untitled)	Volakakis Nikolaos			25 Sep 2019
EXP-19-CS5307	Demo of ELN	Martinsson Björkdahl Cecilia	Demo; Tau phosphorylation	Cell work	04 Apr 2019
EXP-19-DB2400	(Untitled)	Volakakis Nikolaos			24 Sep 2019
EXP-19-DB2401	Genotyping of PDGFRa colony	Volakakis Nikolaos			24 Sep 2019
EXP-19-CS5348	Want to see if A is better than B.	Björkdahl Cecilia	Demo; Education		17 Jun 2019
EXP-19-CS5354	Jämför om a är bättre	Björkdahl Cecilia	Demo; Projekt test 1	Etikansökan	02 Sep 2019

New

Here you can create a new experiment, from a template or from scratch (blank).

Create New Experiment

Blank New Experiment Create From Template

Personal Templates Public Templates

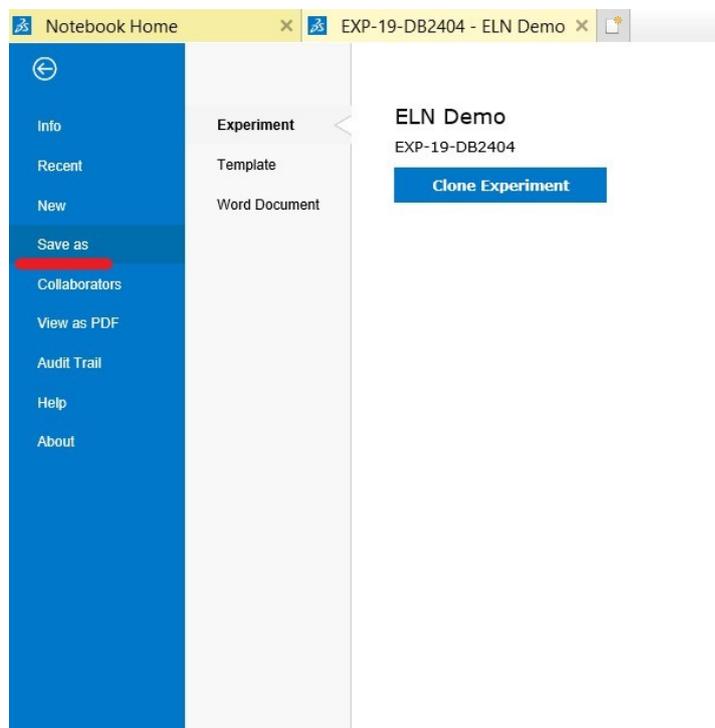
Name Category

2 templates Table view

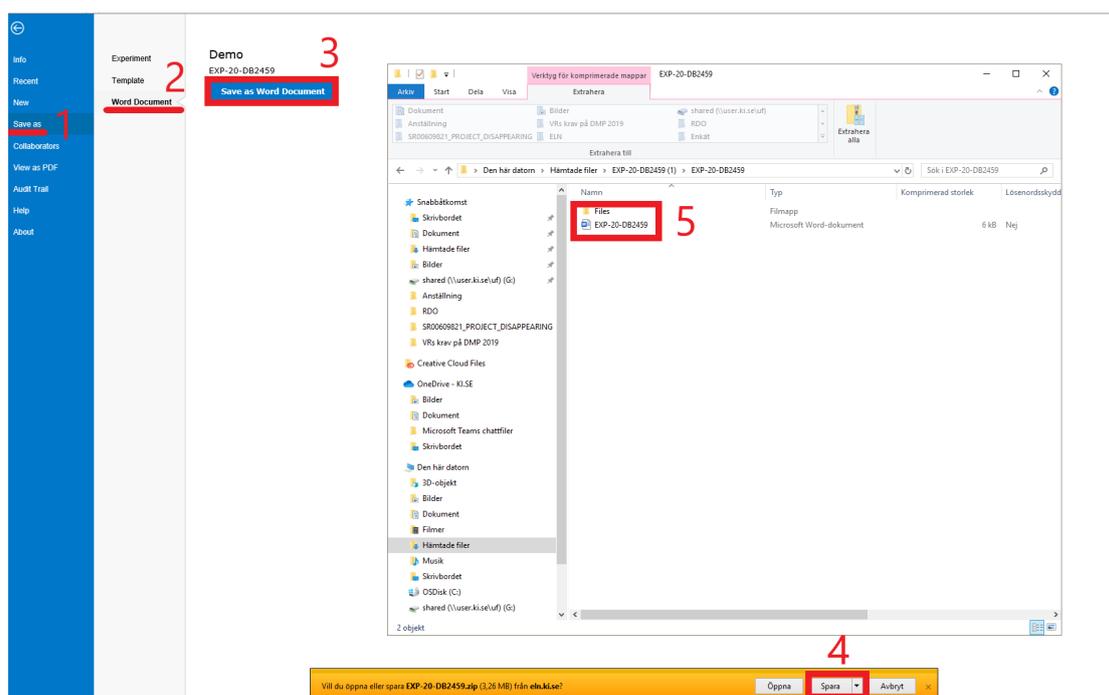
Name	Description	Category
Demo Template 1	Template used for Demo	
SOP	SOP for analysis	

Save as

Here you can clone/copy your experiment. When you do this, you can give the new, cloned experiment a new title and assign it to a new project.



Here you can also **export and save a zip file** with an overview of the contents of your experiment as a word file and ALL uploaded documents (by clicking on "Save as Word Document").



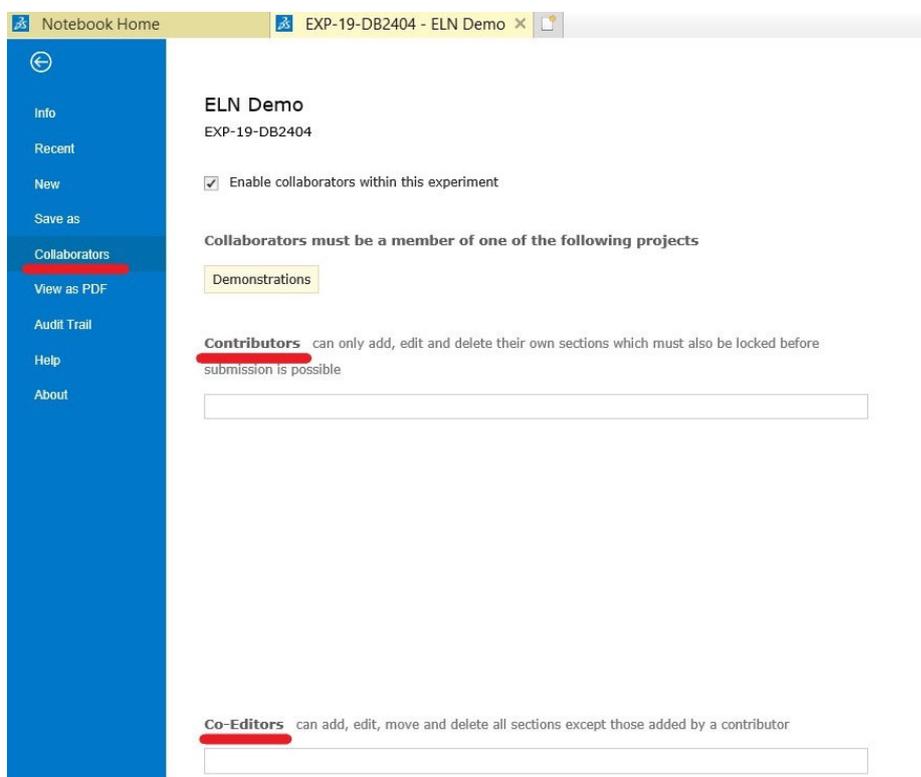
Collaborators

When you create an experiment, you are the only user that can add content to it. If you are working with a colleague on the experiment you can invite them as collaborators.

There are two types of collaborators:

- A **contributor** can only add, delete and change the sections that they themselves have added.
- A **co-editor** can also add, delete and change the sections that they themselves have added, but also add, delete and change in the sections added by the author.

Both you and your collaborators will be able to see the experiment after it has been locked.



The screenshot shows a web interface for an experiment titled "ELN Demo" (EXP-19-DB2404). On the left is a blue navigation sidebar with options: Info, Recent, New, Save as, Collaborators (highlighted with a red bar), View as PDF, Audit Trail, Help, and About. The main content area has the following elements:

- Experiment title: **ELN Demo** (EXP-19-DB2404)
- Checkbox: Enable collaborators within this experiment
- Text: Collaborators must be a member of one of the following projects
- Project selection box: A yellow box labeled "Demonstrations"
- Section: **Contributors** (highlighted with a red bar) can only add, edit and delete their own sections which must also be locked before submission is possible. Below this is an empty text input field.
- Section: **Co-Editors** (highlighted with a red bar) can add, edit, move and delete all sections except those added by a contributor. Below this is an empty text input field.

By clicking on the boxes under the Contributors / Co-editors you will be able to choose a Contributor / Co- Editor from the users that have access to the project.

Collaborators can also be enabled for all Experiments created from a Personal Template

Open the template, click on the Wheel on the top left, click on “Enable collaborators” and choose Contributors or co-editors

View as a PDF

Here you can save and print a PDF preview of the experiment

Experiment no.	EXP-19-DB2404
Author	Volakakis Nikolaos (NIKOVO)
Date Started	25 Sep 2019 16:46 (UTC + 2)
Title	ELN Demo
Project	Demonstrations

Body Text

For ELN Demo

Audit trail

Here can see who has viewed your experiment, what action they performed and when.

Date	User	Action	Description
26 Sep 2019, 16:05:36	Volakakis Nikolaos	Read	Loaded experiment containing 8 sections
26 Sep 2019, 16:05:33	Volakakis Nikolaos	Read	Loaded experiment containing 8 sections
26 Sep 2019, 16:05:33	Volakakis Nikolaos	LoadPDF	Viewed PDF of experiment containing 8 sections
26 Sep 2019, 15:57:47	Volakakis Nikolaos	ShareEnable	Sharing enabled
26 Sep 2019, 14:19:40	Volakakis Nikolaos	LoadPDF	Viewed Submitted PDF
26 Sep 2019, 14:19:39	Volakakis Nikolaos	SignatureAuthorSigned	The submission is signed by the author, comments:
26 Sep 2019, 14:14:20	Volakakis Nikolaos	LoadPDF	Viewed Submitted PDF
26 Sep 2019, 14:14:20	Volakakis Nikolaos	Submit	Submitted part 1 with sections 0-7

Help

By clicking on “*Help*” a new tab is opened with the ELN guide that BIOVIA provides.

Welcome to BIOVIA Notebook 2019 SP2

Getting Started

- [Notebook Home](#)
- [Navigating Notebook](#)
 - [Personal Settings](#)
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- [Users and Groups](#)

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BIOVIA Notebook 2019 SP2 Help: Wednesday, May 15, 2019

About

Information about the program from BIOVIA, for example the current versions.

Notebook Home?token=X1Cq... Notebook 2019 SP2 - Welcom... EXP-19-DB2404 - ELN Demo

←

- info
- Recent
- New
- Save as
- Collaborators
- View as PDF
- Audit Trail
- Help
- About**

BIOVIA Notebook 2019 SP2

Version 19.1.200.19

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Acknowledgments and References

To print photographs or files of computational results (figures and/or data) obtained using BIOVIA software, acknowledge the source in an appropriate format.

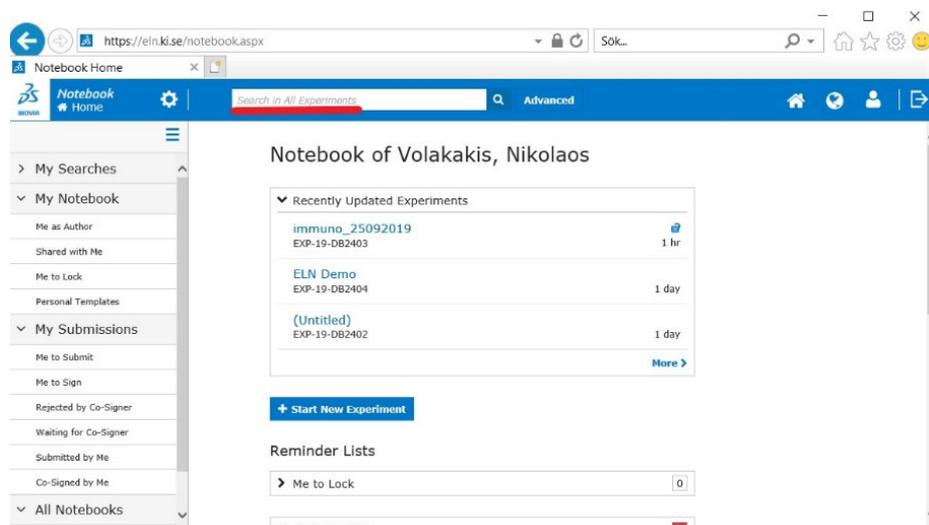
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78140 Vélizy-Villacoublay
FRANCE

Search experiments

To search for experiments, you use the search box at the top of the screen.

The pre-written text in the search box indicates where in your KI ELN you are searching, which in turn depends on where you are on the left-side menu.



The system will search for the keywords you have typed in all sections in experiments, titles, attached Excel, Word and Pdf files.

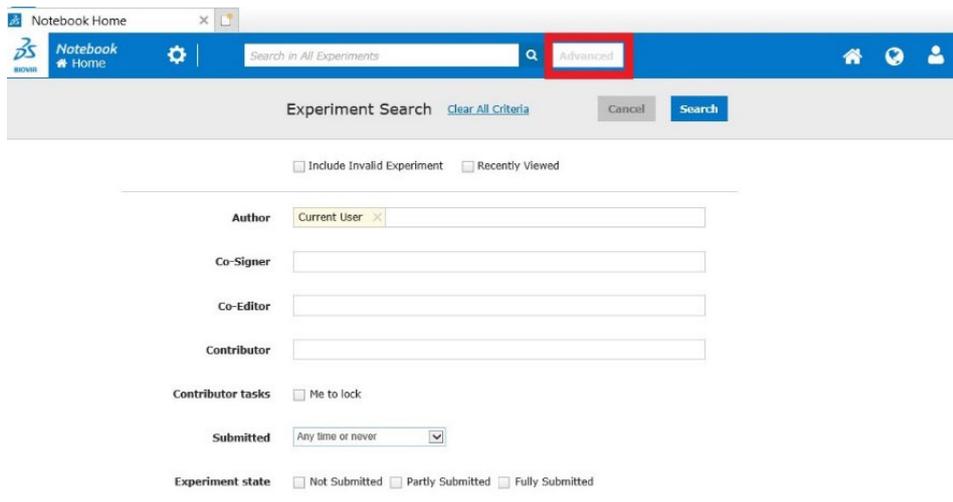
A -B will generate hits on A but not B (please note the space before “-“ but not after it).

A and B will find experiments/documents where all the words (“A”, “and”, “B”) are included.

Advanced search

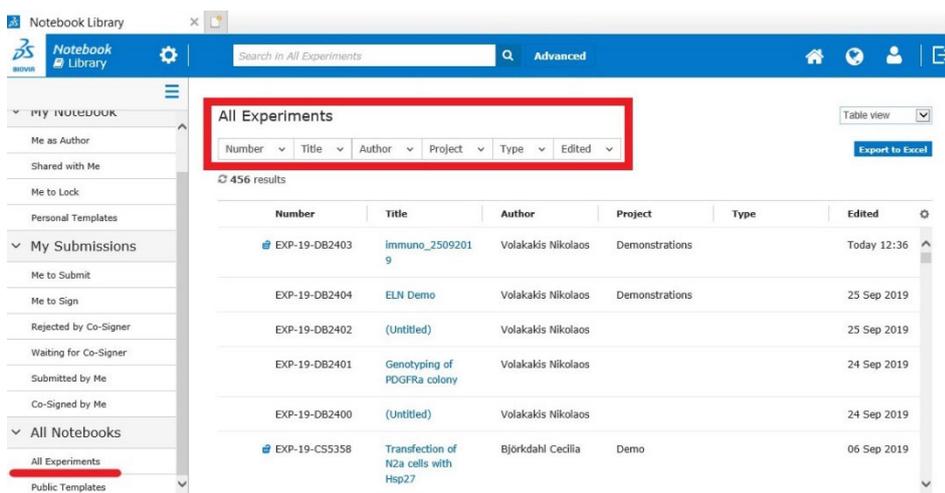
When clicking “*Advanced*” next to the search box you can be more detailed in your search and add different settings.

This makes it easier to narrow down the hits and to find a precise experiment or information.



Filtering in All experiments

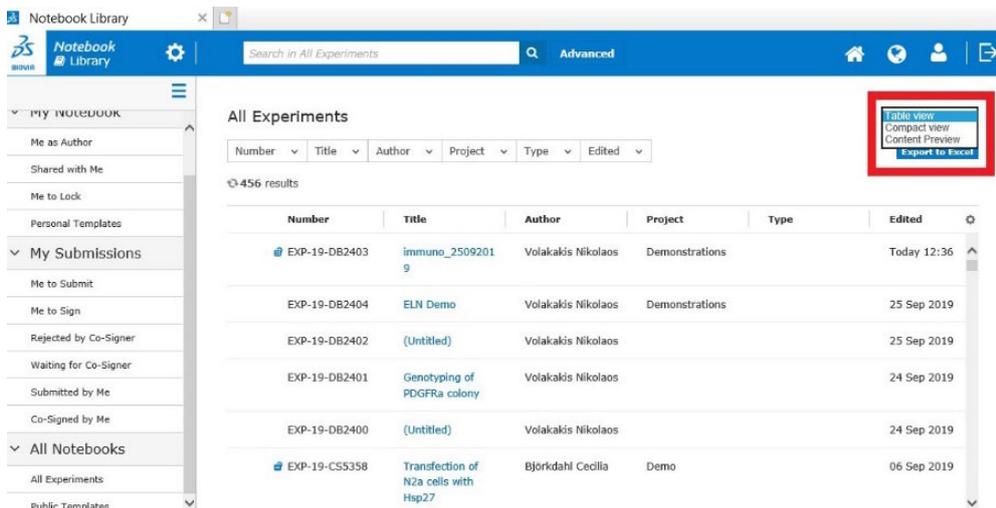
You can also search by filtering in the section “*All experiments*” in the left side menu.



The search result

The search result, regardless of type of search, shows up as a list.

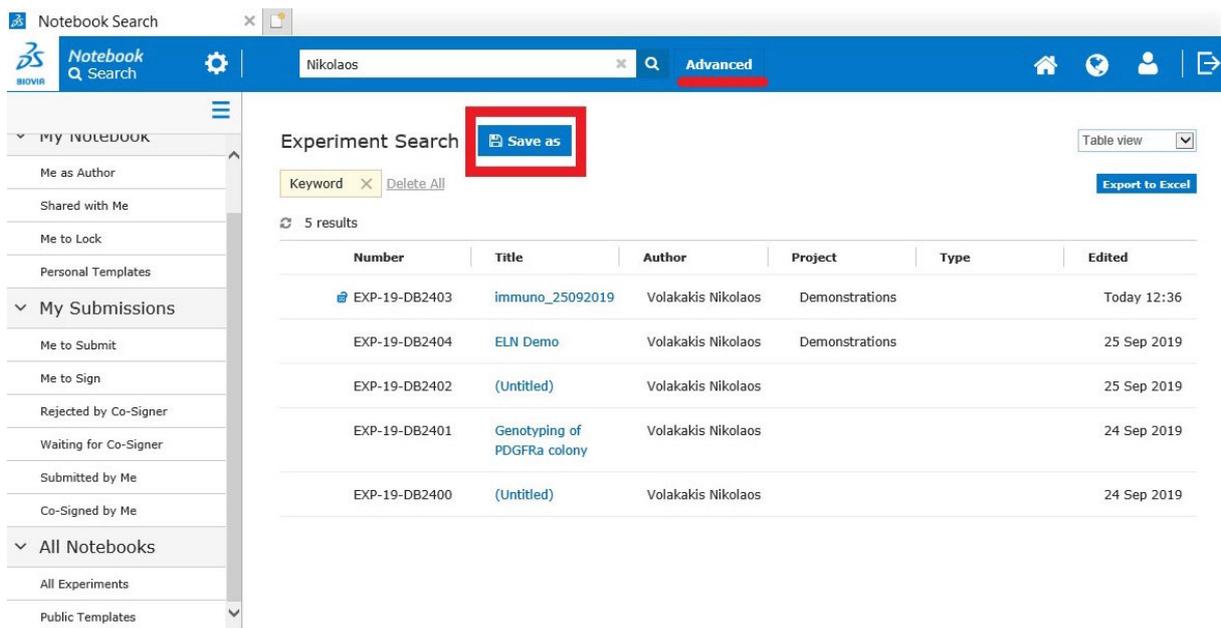
You can choose the layout of the list in the drop-down menu to the left.



Saving a search in "My searches"

If there are searches that you perform often, you can save them and have easy access to them in the left side menu under "My Searches".

You save a search by performing the search under "Advanced", and then clicking on the "Save as" button.



Locking specific or all sections

You can either submit and lock the **whole experiment** or you can lock **specific sections**. Locking one or all sections in an experiment ensures that no further changes can be made to the locked sections.

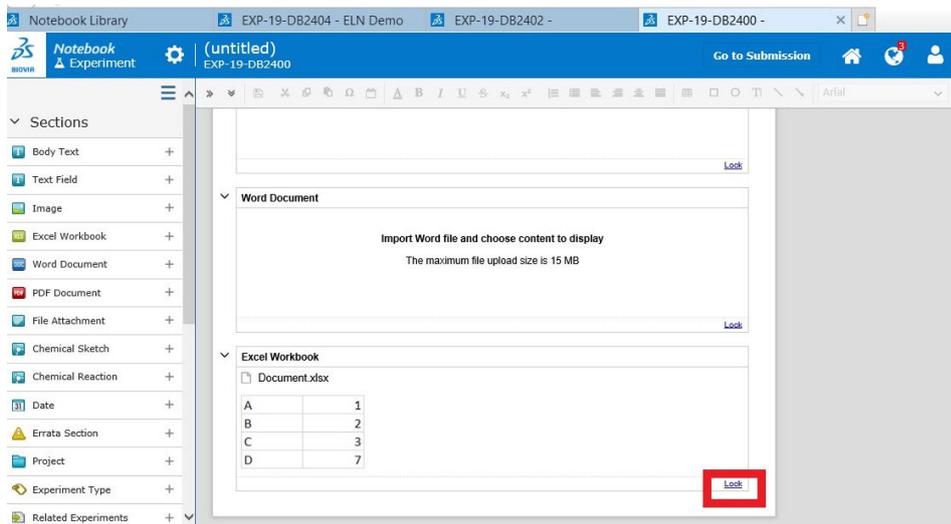
You can always add new information to an experiment that has been submitted (and whose all sections are thus locked).

There are different symbols next to your experiment depending on its submission status:

	Section is submitted, no signature added.
	Experiment fully submitted, no signing was required.
	Experiment partially submitted, no signing was required.
	Experiment partially submitted, waiting for author signature.
	Experiment partially submitted with author signature.
	Experiment fully submitted, waiting for author signature.
	Experiment fully submitted with author signature.
	Experiment partially submitted, waiting for co-signature.
	Experiment partially submitted with co-signature.
	Experiment fully submitted, waiting for co-signature.
	Experiment is fully submitted with co-signature.
	Submission has been rejected by co-signer.

Lock specific sections

To lock a specific section, click on “Lock” at the bottom right of the section.



The locked sections will stay locked and the new sections added can be submitted and locked later.

Submit experiments

When submitting an experiment all of its sections get locked.

You can always add new information to an experiment that has been submitted (and whose all sections are thus locked).

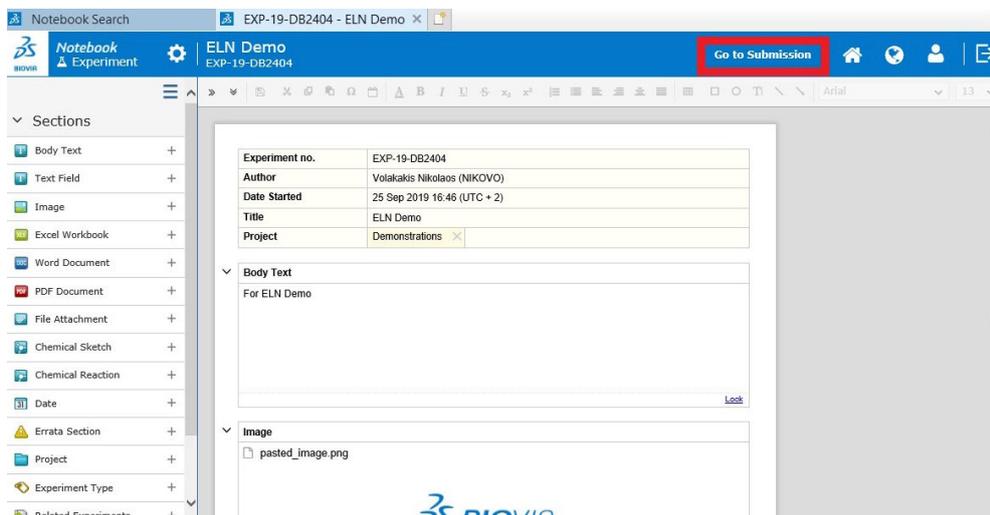
An experiment is submitted by signing or by sending it to a co-signer for co-signing (counter signing).

Co-signing can be done by anyone in the group that has received the right from a super-user.

To submit an experiment:

Open the experiment.

Click on the “*Go to Submission*” button in the upper right corner.



Now you will see a summary of the experiment.

The different sections of the experiment may be shown in three different colors:

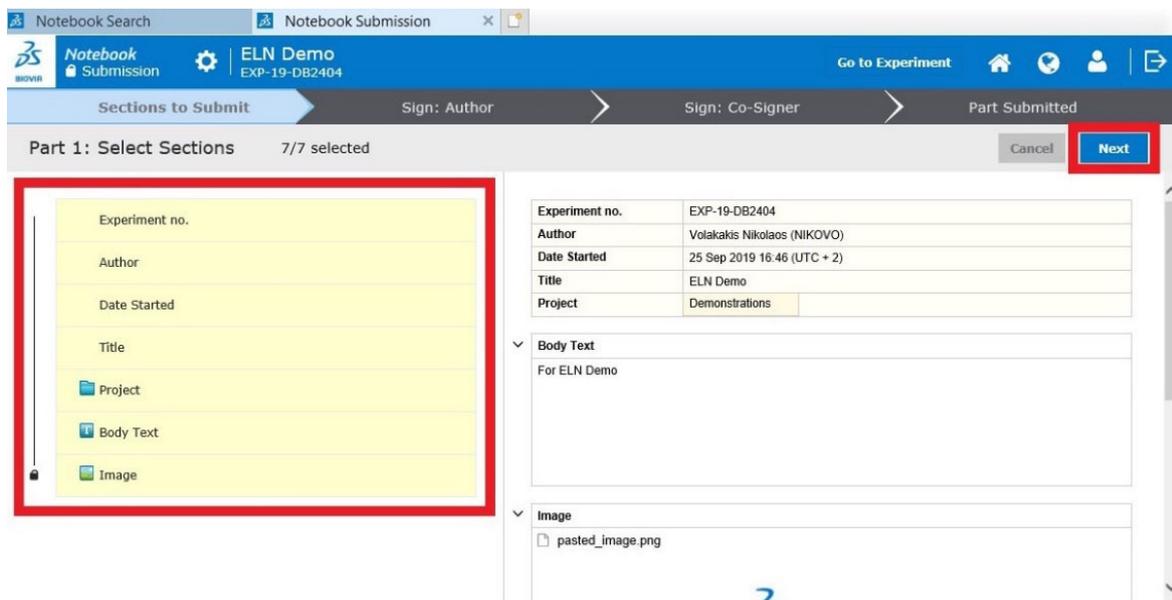
- Yellow – section that is ready for submission and will be locked
- Red – section with missing information that is needed for submission
- White – section that will not be locked in the submission

The locked parts are highlighted by a black line on the left side.

At any point during the submission process you can always click “*Cancel*” (upper right corner) if something needs to be added or changed before proceeding with the final submission.

If everything is ok and you want to proceed with the submission:

Click “*Next*” (upper right corner).



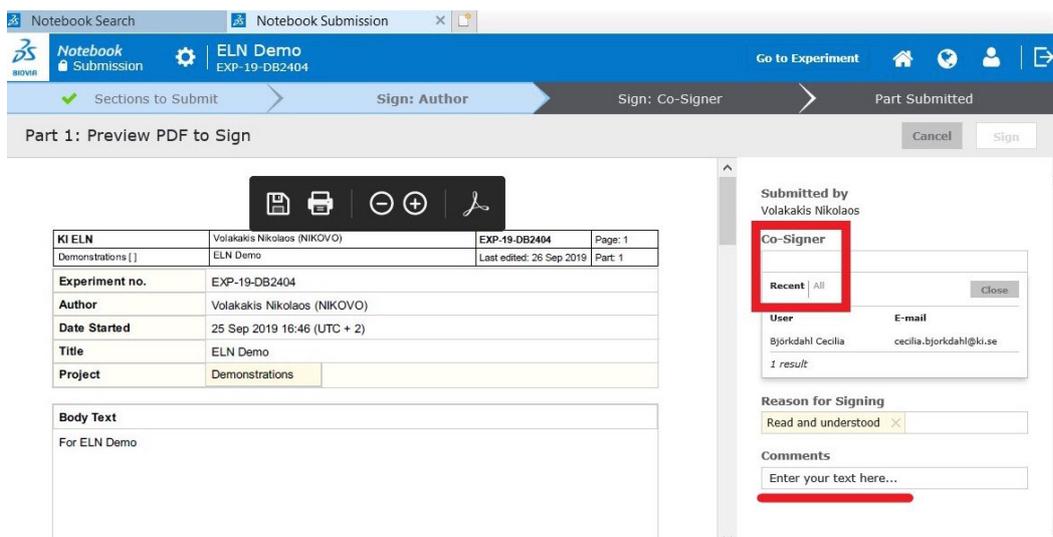
Preview the PDF submission file.

A. If the superuser has selected in ELNAdminWeb that the project to which the experiments belongs needs co-signing (“Sign and countersign” option), you will need to add a Co-signer.

Click in the Co-signer box.

If you cannot find the Co-signer you are looking for in the drop-down list that appears when you click the Co-signer box, click “All” and all your choices of Co-signers will be shown.

Add a Comment for the Co-signer (optional).



Click “Next”.

Sign your submission by entering your password.

Close the submission and wait for the Co-signer to sign.

If you realize that you have a mistake in the experiment, you can “*Revoke*” your submission. A reason for the revoke always must be given/documentated.

B. If the superuser has selected in ELNAdminWeb that the project to which the experiments belongs does not needs co-signing (“Signature” option):

Click “Next” after reviewing the PDF submission file.

Sign your submission by entering your password.

Close the submission.

KI ELN	Volakakis Nikolaos (NIKOVO)	EXP-19-DB2404	Page: 1
Demonstrations []	ELN Demo	Last edited: 26 Sep 2019	Part: 1
Experiment no.	EXP-19-DB2404		
Author	Volakakis Nikolaos (NIKOVO)		
Date Started	25 Sep 2019 16:46 (UTC + 2)		
Title	ELN Demo		
Project	Demonstrations		

Body Text
For ELN Demo

Document Signature Status
Author Signature: **Valid Authentic**
PDF Document: **Valid Authentic**

Submitted by
Volakakis Nikolaos

Co-Signer
Björkdahl Cecilia

Reason for Signing
Read and understood

Comments
Enter your text here...

Volakakis Nikolaos 26 Sep 2019 14:19:39 (UTC + 2)
No comments added

Co- sign experiments

Select the experiment that you want to co-sign.

As a Co-signer you will get a notification when someone has asked you to co-sign their experiment (on the homepage and in the upper right corner, under notifications).

Review the PDF version of the experiment.

Click “*Go to Experiment*” in the top right corner.

The screenshot shows the 'Notebook Submission' interface. At the top, there is a navigation bar with a 'Go to Experiment' button highlighted in red. Below this is a progress bar with steps: 'Sections to Submit', 'Sign: Author', 'Sign: Co-Signer', and 'Part Submitted'. The current step is 'Part 1: Preview PDF to Sign', with buttons for 'Download Pdf', 'Signature File', 'Close', 'Reject', and 'Sign'. The main content area is divided into two sections:

KI ELN	Björkdahl Cecilia (CECBJO)	EXP-19-CS5354	Page: 1
Projekt_test_1 [Bla bla...]	Jämför om a är bättre än b	Last edited: 26 Sep 2019	Part: 1
Experiment no.	EXP-19-CS5354		
Author	Björkdahl Cecilia (CECBJO)		
Date Started	02 Sep 2019 14:07 (UTC + 2)		
Title	Jämför om a är bättre än b		
Project	Demo [To be used at demonstrations]		
	Projekt_test_1 [Bla bla bla]		
Experiment Type	Etikansökan		

Below the table is a section for 'Syfte' (Purpose) with the text 'Att se om a är bättre än b.' and a table with four empty columns.

On the right side, there is a 'Document Signature Status' panel. It shows 'Author Signature: Valid' and 'PDF Document: Authentic'. Below this, it lists 'Submitted by Björkdahl Cecilia' and 'Co-Signer Volakakis Nikolaos'. There is a 'Reason for Signing' section with 'Read and understood' selected. A 'Comments' section has a text input field with the placeholder 'Enter your text here...'. At the bottom, a timestamp '26 Sep 2019 21:13:14 (UTC + 2)' and the name 'Björkdahl Cecilia' are shown, along with the instruction 'Please see the aim section.'

Review all sections and documents attached to the experiment.

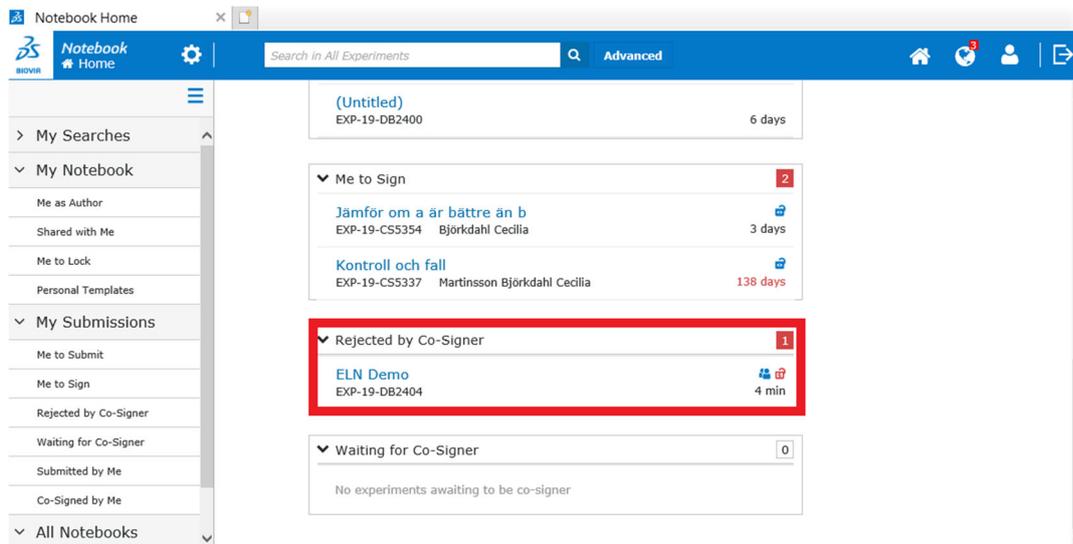
Click "Go to Submission" to go back to the PDF version of the experiment.

Close, Reject or sign the experiment

- Close: close the submission and continue later with the co-signing.
- Reject: something needs to be changed in to the experiment before you can approve. If you reject you must write a comment to why you reject so that the user can change what is needed.

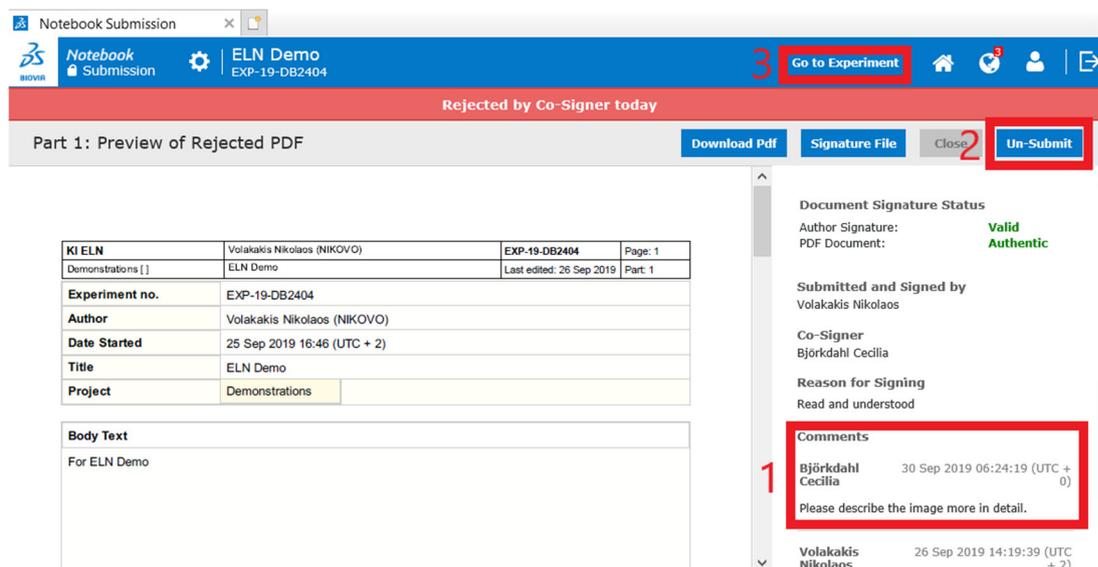
Approve submission

- Sign: approve and co-sign the experiment by clicking the button and then entering your password.



Review the rejection comment from the Co-signer so that you know what to change.

Click on “*Un-submit*” and then “*Go to Experiment*”.



Make the necessary changes and submit the experiment again.

Common problems

Unable to log in to ELN

Make sure you are connected to KIs network and, if not, that you are using VPN.

Make sure that you are using your KI ID and corresponding password.

Unable to create experiments

Make sure that your superuser has given you the permission to “Add” within the project.

Problems with Excel / Word

Make sure you have the latest Biovia Desktop Connector.

Problems copying/pasting

Make sure your software is compatible.

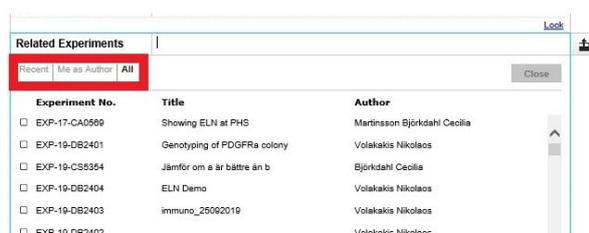
Problems attaching files

Make sure the size of your file does not exceed 50 MB.

Make sure your software is compatible.

Problems seeing experiments/projects

Make sure you select “All”.



If you still cannot see the project, make sure your superuser has given you access to the project in ElnAdminWeb.

Error message “Saving projects Failed. Reason:400”

This error might appear when you try to add a project to your experiment:

There might be a row break in the project description in ElnAdminWeb.

Remove the row break and the problem should be fixed.

Alternatively, the project title is copied from Word or Excel, carrying formatting.

In that case, write the project name straight into the title box in ElnAdminWeb.

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