



E-LabNotebook 3: Feature Reference

Everything ELN3 can do, at a glance.

Organizing Your Work

Feature	Where to find it
Create projects and folders	Right-click in Projects panel
Drag-and-drop reorder	Drag projects/folders/items up or down
Search across all items	Search bar above the item tree
Full-text search (Ctrl+F)	Items, protocols, files, values, tags
Archive completed projects	Right-click project > Archive
Show/hide archived	Archived button in Projects toolbar
Duplicate an item	Right-click > Duplicate (cross-project, link)
Link items across projects	Right-click > Links... (bidirectional)
Tag items for filtering	Data > Tag Editor
Recover deleted items	Data > Recycle Bin

Working with Items

Feature	Where to find it
New procedure / action	Right-click in item tree > New
Create from template	Right-click > Template
From experiment template	Right-click > From Experiment Template
Attach files (multi-select)	Right-click item > Add > File
Add notes	Right-click item > Add > Note
Record values	Right-click item > Add > Value
Custom key-value properties	Item dialog > Properties tab
Export item package	Right-click item > Export
Import a package	File > Import Package

Previewing Files

Feature	Where to find it
Preview files in-place	Click file card in Content Viewer
Auto-preview on file add	Preview generated automatically
Switch preview scope	Settings: Item / Children / Procedure
Update file previews	Update Preview button
Open in external app	Open button in Content Viewer

Data and Analysis

Feature	Where to find it
Scatter plot + regression	Right-click item > Add > Analyze
Copy chart or CSV	Copy buttons in analysis view
Convert units	Tools > Unit Converter

Protocols and Compliance

Feature	Where to find it
Add a formal protocol	Right-click item > Add > Protocol
Submit for review	Set status to In Review in editor
Review queue	Tools > Protocol Review Queue
Sign item (e-signature)	Edit item > Sign (locks item)
View signature details	Click signature badge on item
Verify data integrity	Signature viewer recomputes hash

Sharing and Collaboration

Feature	Where to find it
Share a project	Right-click project > Share
Set permission level	Share dialog: Read-Only / Read-Write
Reconfigure connection	Admin > Reconfigure Connection
Export encrypted config	Admin > Export Configuration
Connection diagnostics	Auto pre-login test for remote DB
Log out and switch user	File > Logout

Administration

Feature	Where to find it
Manage users and roles	Users > Users Editor
Protocol templates	Admin > Protocol Templates
Experiment templates	Admin > Experiment Templates
Bulk-import exp. templates	Import All in Template Manager
Default equip. on action types	Admin > Action Types
Drag-sort users & projects	Drag rows in editors and trees
Bulk-import service data	Admin > Import Service Data
Equipment registry	Admin > Equipment
Configure types and units	Admin > Value/File/Action Types
View full audit log	Admin > Audit Log

Getting Help

Feature	Where to find it
Quick Start Guide	Help > Quick Start Guide
User Manual	Help > User Manual
Admin Manual	Help > Admin Manual
Setup Guides	Help > Setup Guides
Check for updates	Help > Check for Updates (daily auto)
View crash log	Help > View Crash Log
Registration / licensing	Help > Registration

Tip: right-click is your best friend. Most actions are available from context menus in the project tree, item tree, and file cards.