# GUIDELINES AND FORMATS FOR USING ELABFTW

This guide aims to help team members know and use eLabFTW in a uniform way. The projects and experiments will be created in a format that makes it easier for readers to understand the content of a study from start to finish. The format includes organizing projects, sub-projects and series of experiments according to the tree diagram below.

➢ Step-by-step guide to creating projects and experiments on ElabFTW
➢ A uniform report format
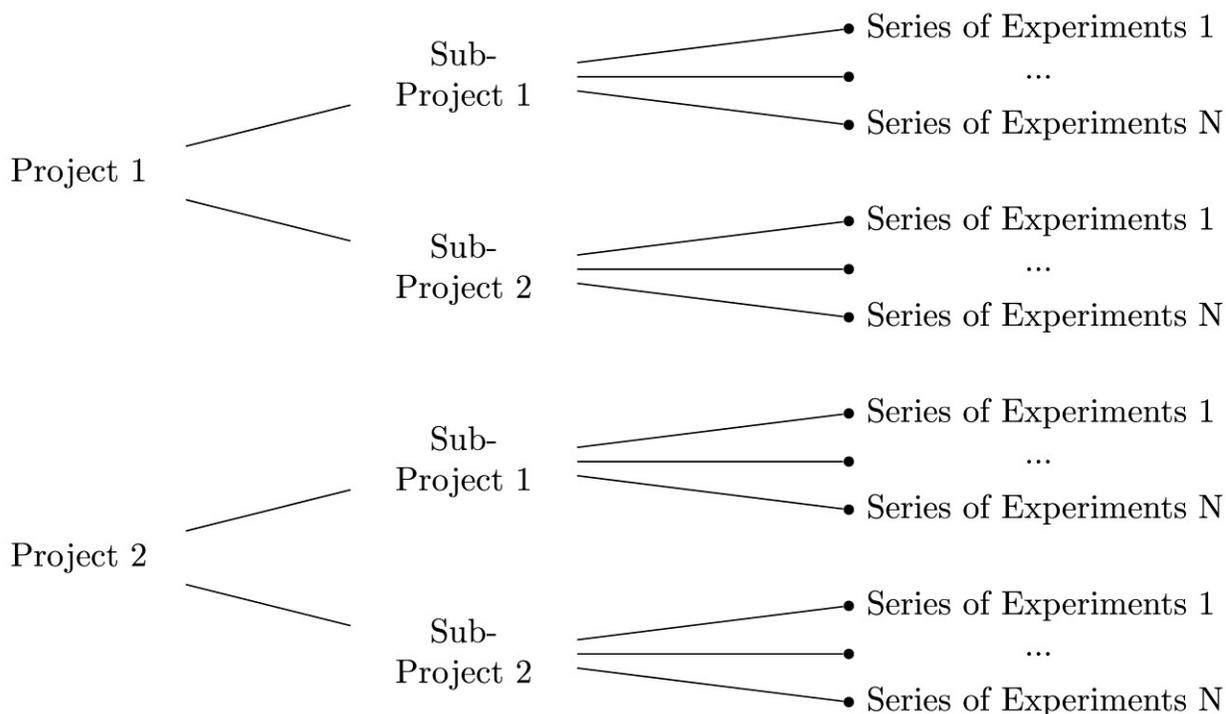
I. Create "Project"

1. Open the **DATABASE** window and click "**Create**" and then choose "**Edit me**" to create a project
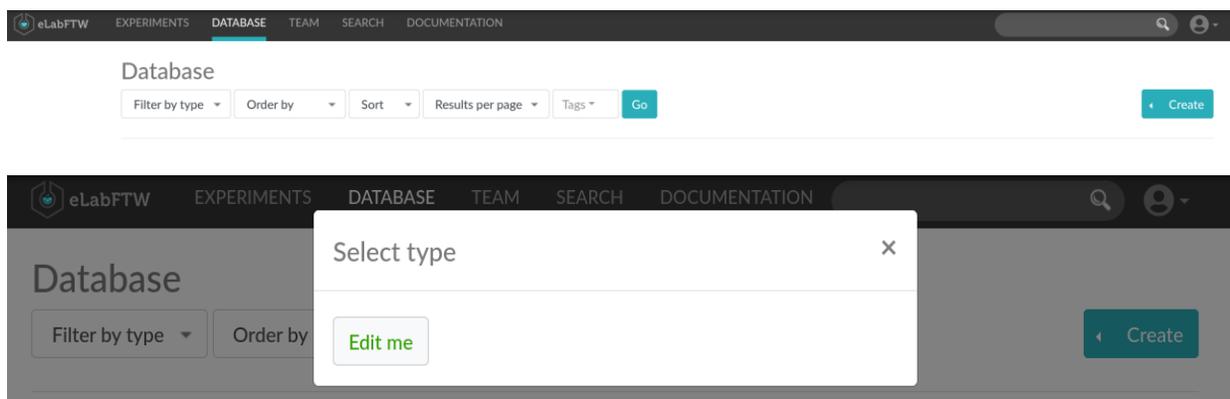
2. Content in the project

You can choose tags, dates, category, etc… all of which will be explained in the following. Make sure to give a solid amount of details or make sure to provide all details you want to share about the project.

2.1. Tags: Type some key words of the project

2.2 Date: Choose the starting date of your project

2.3. Category: Choose "Edit me"

2.4. Title: Write the title of the project

2.5. Information: Here, you write detailed and update what you are doing in the project as a format

Name of project:

People: List the people who perform this project

Status of project: "Starting" or "In process" or "Finished"

Abstract: Summarize the project (introduction, method, results,...)

Progress: Describe details of the date and work that I have done (It is easy for the reader to know how long it took to finish the project or to follow your update)

> *2021-03-30: I am working on something/sub-project 1...*

> *2021-04-10: I finish these things*

> *2021-05-30: Finish the sub-project 1*

Here you also can link to the documents, web pages that are used for the project by using icon **"Insert/edit link"**

2.6. Steps: Here, you can list the steps which need to be done to reach the goal of the project. This can be understood as the main jobs you have to finish.

☑ Steps

↕	🗑	☑	Work 1 completed an hour ago
↕	🗑	☑	Work 2 completed an hour ago
↕	🗑	☐	Work 3
Add a step			

You also can choose "checked" to inform which steps have been done. The next step will be shown in the overview of the project on the Database

Project
Next step: **Work 3**
☐ ✏ ➕ EDIT ME 📅 2021.04.05
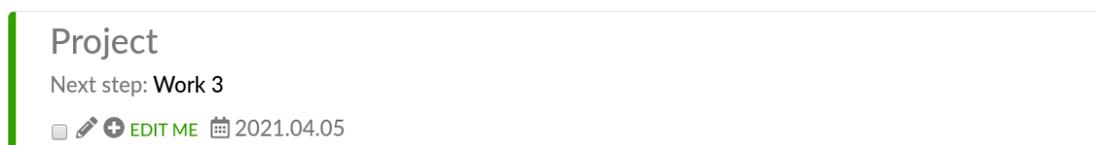
2.7. Linked items: Add links to the sub-projects which belong to this big project. Or you can link to other items from the database.

🔗 Linked items

🔗 EDIT ME - eLabFTW Guidelines

🔗 EDIT ME - SWZ-Project

Add a link
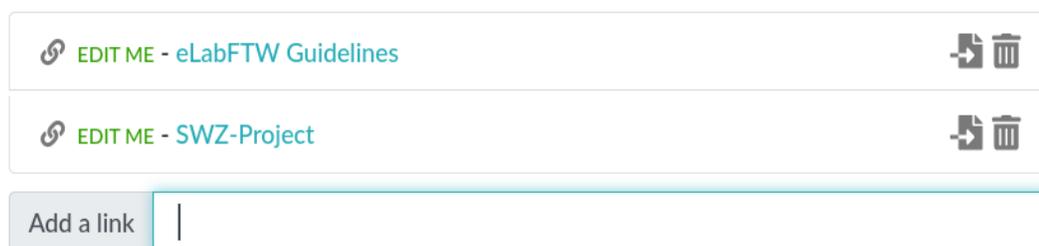
2.8. Attach a file: Upload files, data, results,… of the project

2.9. Draw something: Choose plus button and you can draw something for the project.

✏ Draw something ●-

Stroke width

Color ▬

☐ Eraser

CLEAR   SAVE
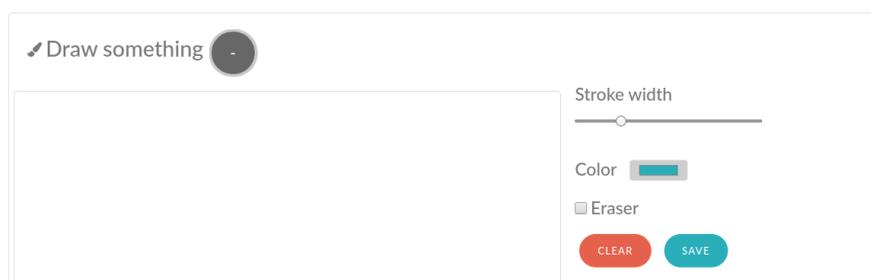
II. Create "Sub-Project"

In a big project, you may have some sub-projects. You can create them following the format of the big project. To involve the sub-projects to the big project, you just simply list them in the "Linked items" part of the big project.

III. Create "Series of Experiments"

Normally, within a project or sub-project you will have many experiments. To make it easy for the readers finding all database items (project, sub-project, experiments), we would like to create "Series of Experiments" at the database window.
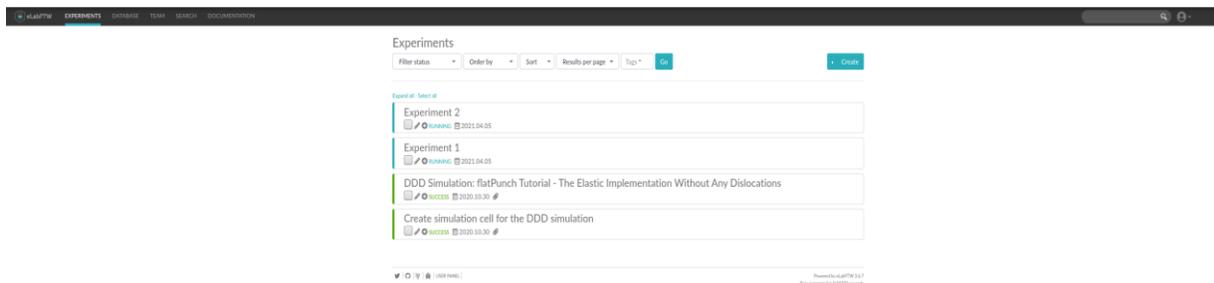
You can create "Series of Experiments" following the format of the big project. To involve the series of experiments to the big project or sub-projects, you just simply list them in the "Linked items" part of the big project/ sub-project.

IV. Create "EXPERIMENTS"

Open the **EXPERIMENTS** window and click on Create to create experiments

Here, you describe in detail the experiments which are related to the series of experiments. You can fill in the fields (Tags, Date, Status, Title, Experiment, Steps, Linked items, Attach a file) as default.
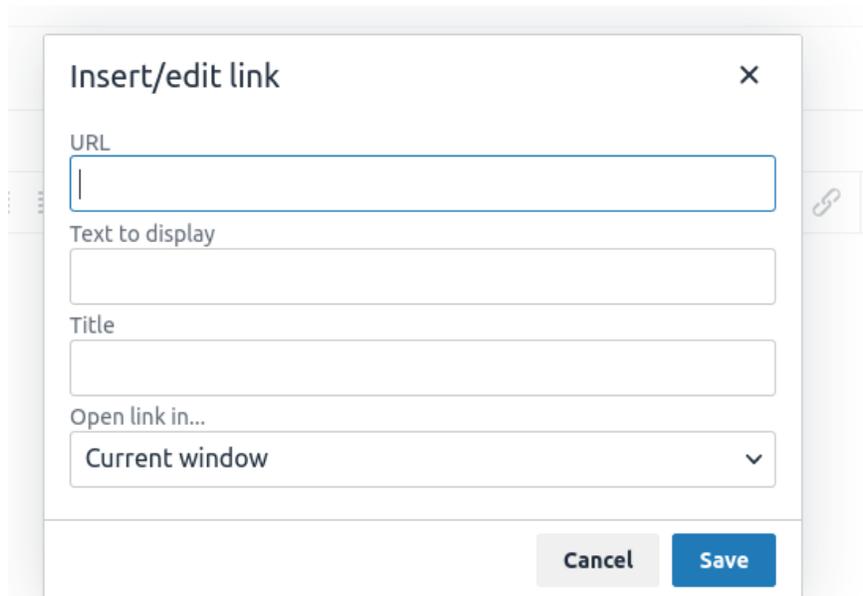
Then, save and go back.

IV. Create links to link the experiments to the series of experiments

Open **Experiment 1** which you have created, then copy this link.
Go back to the **DATABASE** window and open **Series of Experiments** and click on **Edit me.**
Then, in the "Information" box, choose the icon **Insert/edit link** from the tool bar

and now you can create the link to experiment 1:

Once you created the link successfully , it will appear like as following:

Epilogue

These guidelines are provided by SWZ team members at TU-Clausthal. We hope that it will be helpful to make an electronic science report more predictable and possibly of higher quality.