

Search

Search

Type: Location

Folder

Filters

Group by

Save

X Clear

1-50 of 1159 items

Barcode	Name	Location	Modified	Schema
4C002	4C EE&SB fridge transient storage	DTU Buildi...	10/12/2020	4°C Fridge
4C002	4C Fridge 00271	DTU Buildi...	09/08/2018	4°C Fridge
4C009	4C Fridge 01223			4°C Fridge
4C008	4C Fridge 01233			4°C Fridge
4C014	4C Fridge 01871			4°C Fridge
4C015	4C Fridge Aaron	BioInnovati...	15/04/2021	4°C Fridge
4C016	4C Fridge Adam			4°C Fridge
4C005	4C Fridge ANALYTICS			4°C Fridge
4C011	4C Fridge CFB00266			4°C Fridge
4C014	4C Fridge CFB01478	DTU Buildi...	19/11/2018	4°C Fridge
CFB01653	4C Fridge CFB01653	DTU Buildi...	19/11/2018	4°C Fridge
4C003	4C Fridge DSP1	DTU Buildi...	09/08/2018	4°C Fridge

## Part 1

# The Basics of Benchling

An introduction to our **Laboratory Information Management System (LIMS)**

**Reach out when struggling with Benchling:**

Biosustain Benchling support

[lims\\_support@biosustain.dtu.dk](mailto:lims_support@biosustain.dtu.dk)

**Access Benchling:**

[biosustain.benchling.com](https://biosustain.benchling.com)

(login with DTU credentials)

# Check out our new [Benchling Resources wiki](#)

## ☰ Benchling resources



✉ Contact us

? FAQ

🔒 Benchling access

📖 Training for new employees

📌 Benchling core concepts

### Electronic Lab Notebook

→ Explore main functionalities

### Data registration

→ Understand the Registry

→ Upload sequences

→ Register strains

→ Register entire collections

→ Register media

→ Transfer your data (for guests)

## Welcome!

The Biosustain **Benchling Resources** page will help you navigate Benchling and successfully track and manage your experimental data during your time at Biosustain.

Here you will find **step-by-step tutorials** and short **training videos** covering topics like:

- How to access Benchling
- How to register data into the system
- How to submit requests for in-house services
- Highlights of new functionalities

## Benchling in a nutshell

Benchling is an **online platform** that keeps your experimental data, electronic notebooks, and SOPs **all in one place**, making it easy to organize and link them together, and to share them with other researchers.

Here is an **overview of the main modules** in the system:

> Page contents:

Welcome!

Benchling in a nutshell

Start exploring

More resources



# Check out our new Benchling Resources wiki

 Contact us

 FAQ

 Benchling access

 Training for new employees

 Benchling core concepts

## Data registration

- Understand the Registry
- Upload sequences
- Register strains
- Register entire collections
- Register media
- Transfer your data (for guests)

## New functionalities

- Try out Plate Maps

## Electronic Lab Notebook

- Explore main functionalities

## In-house services

- Order lab materials
- Submit samples for analysis to DNA Foundry and PPP
- Submit samples for analysis to Analytics (new Workflows)
- Execute Analytics Workflows (for analysts only)

# Agenda

Introduction to Benchling  
and best practices

~ 30 min

Hands-on

~ 15 min

# Agenda

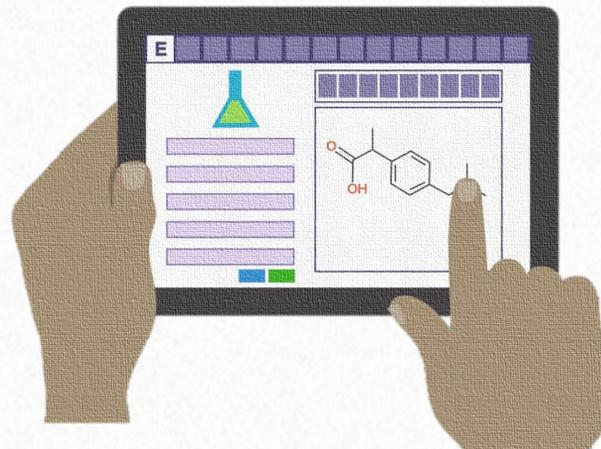
Introduction to Benchling  
and best practices

~ 30 min

Hands-on

~ 15 min

# What is a LIMS?



# What is a LIMS?

L.I.M.S = Laboratory Information Management System

- It **keeps track of laboratory data** associated with samples and experiments
- At Biosustain, we use **Benchling**, a Cloud-based platform



[biosustain.benchling.com](https://biosustain.benchling.com)

# Main functionalities

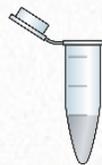
## ELN

- Experiment notes
- Registration of samples



## Samples storage

- Samples transfer in boxes/plates



## Molecular Biology tool

- Import of sequences
- Plasmid design and annotation



## Requests

- Samples submission for analysis
- Lab material order request



# Working with Benchling

## Benefits

- Facilitates **passing over** of projects
- Foster **collaboration**
- Promotes data capture in a **defined place** preventing its loss
- Make knowledge **findable**
- Promotes the adoption of **common practices** across research groups

# Working with Benchling

## Obstacles

- Adapting to a **new way of working**
- **Software limitations** and “pain points”
- **Learning curve**
  - Many functionalities
  - Complex / confusing data model

# Good practices

- ✓ Record all necessary information to make your experiment **clear to others** and reproducible
- ✓ Register important data (strains, media, plasmids...)
- ✓ Keep your project folders organized and use **clear names** and **descriptions**

# Good practices

- ✓ Make sure **not** to save relevant data in the **Biosustain Training** project folder



Projects / Biosustain Training /  
Inventory  Saved Searches 

 Search

< > 1-100 of 2227 items 

We noticed that the list include real data



## Good practices

- ✓ Reach out when struggling using the platform
- ✓ There might be a **quicker** and **easier** way to do what you are doing !

Submit your questions to  
[lims\\_support@biosustain.dtu.dk](mailto:lims_support@biosustain.dtu.dk)

# Get hands-on Benchling support

**Mondays 13:00 -14:00** (Room 222)

DTU  
Research Data  
Management Team

## DROP-IN HOURS

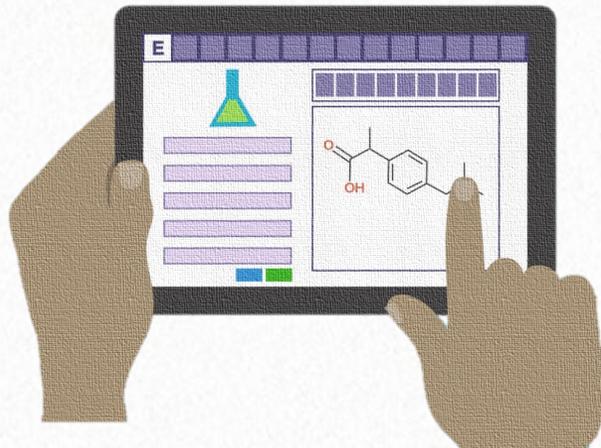
Get hands-on support for **Benchling** and  
other **data management** tasks.

**MONDAYS**  
13:00 – 14:00

3<sup>rd</sup> FLOOR

Image by Joamp on Freepik

# Getting started



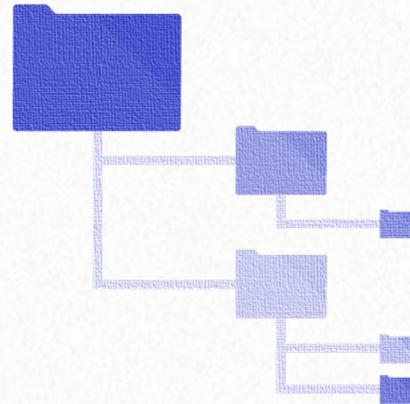
**Step 1:** Create your project folder

**Step 2:** Create your experiment ELN & register samples

**Step 3:** Navigate through your data

Step 1:

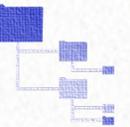
## Create your project folder



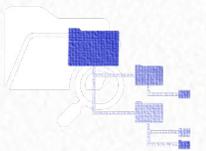
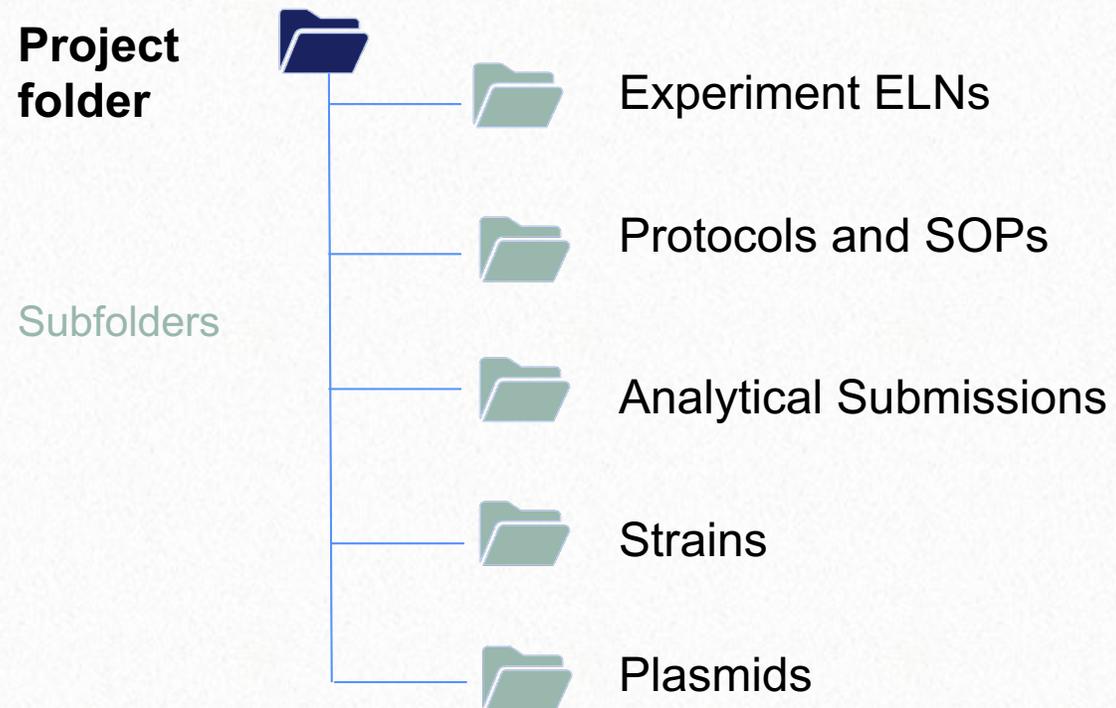
# Project folder

Your Project folder will contain:

- ✓ your Electronic Notebook pages (called “**Entries**”) 
- ✓ your registry items (called “**Entities**”) strains, plasmids,...



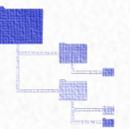
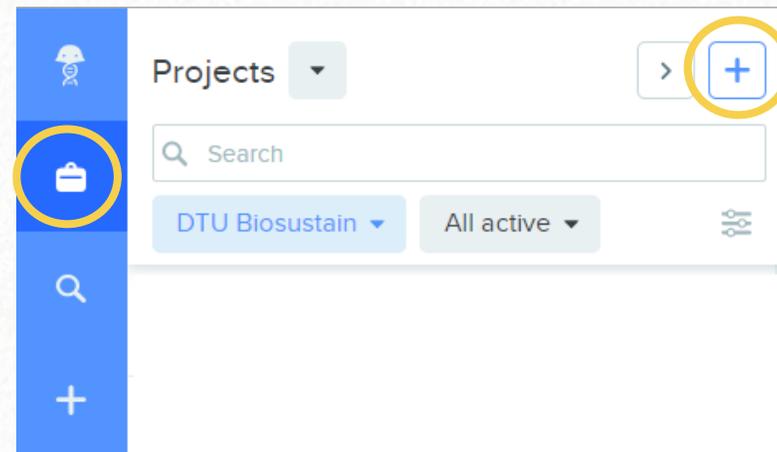
# Example of folder structure



# Project folder

To create a New Project:

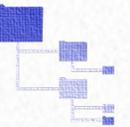
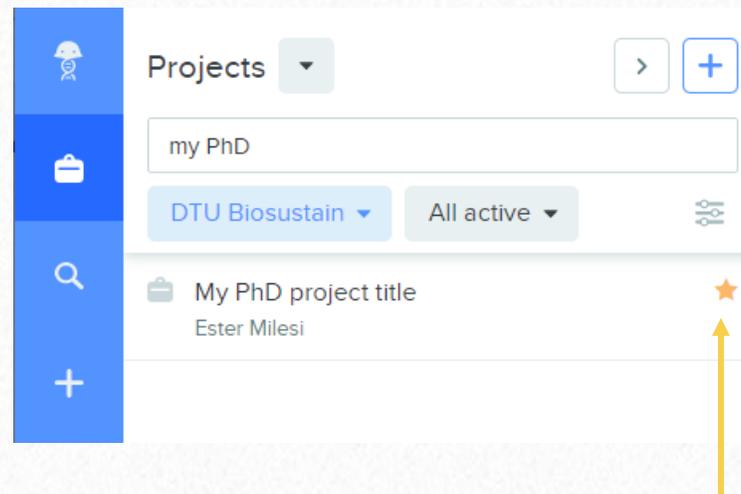
- Click on the “Project” icon
- Click on the “+” icon
- Give the folder a clear name (e.g., your PhD project title)



# Project folder

Star ★ your Project:

- This way, it will appear on top of every other Project that you have access to



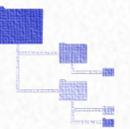
# Project folder

## Give access to your team

- Almost all Research groups have a **Benchling Team**
- When possible, add **your Team** among the collaborators of the Project

The screenshot shows the Benchling interface. At the top, there is a navigation bar with a 'Projects /' breadcrumb and a search bar. Below this, a 'Project Settings' dialog box is open. The 'Name' field contains 'My PhD project title'. The 'Manage collaborators' section includes a search bar and an 'Add collaborator' button. The 'Collaborators' table lists several users and their access policies. A yellow box highlights the 'DNA Foundry (NGS)' and 'Admins of DNA Foundry (NGS)' rows.

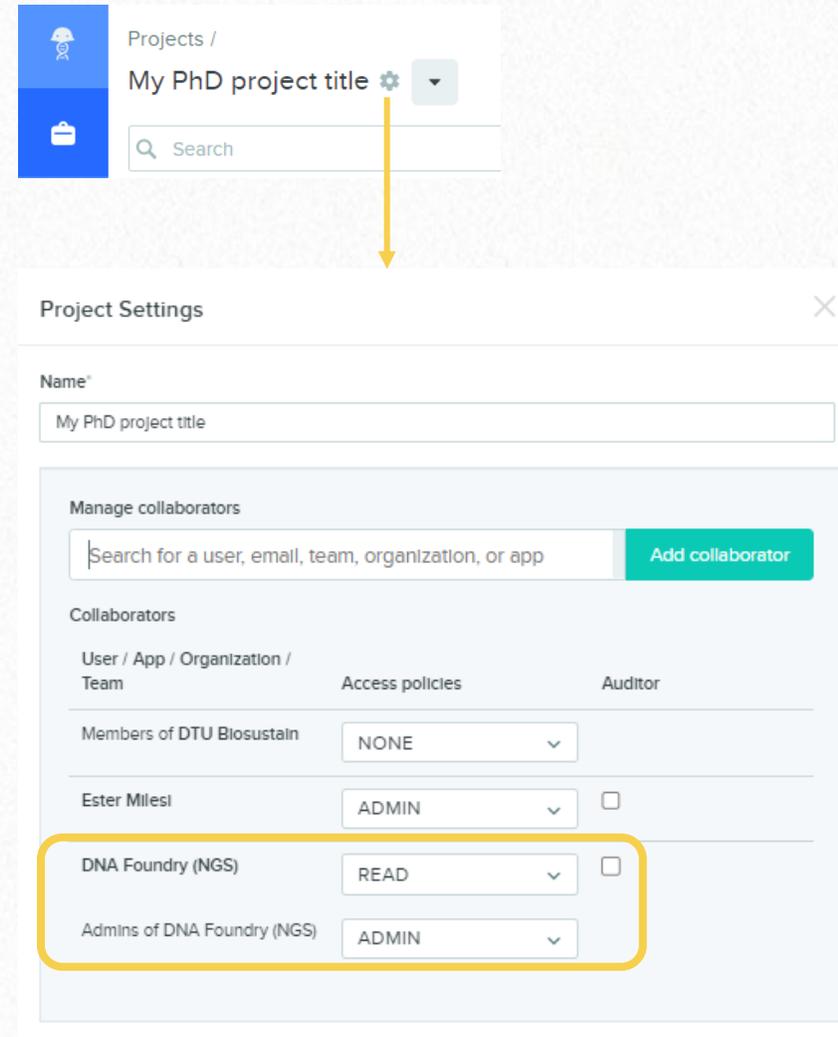
User / App / Organization / Team	Access policies	Auditor
Members of DTU Biosustain	NONE	<input type="checkbox"/>
Ester Milesti	ADMIN	<input type="checkbox"/>
DNA Foundry (NGS)	READ	<input type="checkbox"/>
Admins of DNA Foundry (NGS)	ADMIN	<input type="checkbox"/>



# Project folder

## Benefits

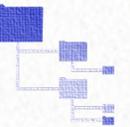
- ✓ You don't have to add each member one-by-one
- ✓ When new researchers join the Team, **they get automatically access to all shared Project folders**



The screenshot shows the 'Project Settings' dialog for a project titled 'My PhD project title'. A yellow arrow points from the gear icon in the top navigation bar to the 'Project Settings' dialog. The dialog has a 'Name' field containing 'My PhD project title'. Below this is a 'Manage collaborators' section with a search bar and an 'Add collaborator' button. The 'Collaborators' table lists several groups and their access policies:

User / App / Organization / Team	Access policies	Auditor
Members of DTU Biosustain	NONE	<input type="checkbox"/>
Ester Milesti	ADMIN	<input type="checkbox"/>
DNA Foundry (NGS)	READ	<input type="checkbox"/>
Admins of DNA Foundry (NGS)	ADMIN	<input type="checkbox"/>

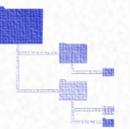
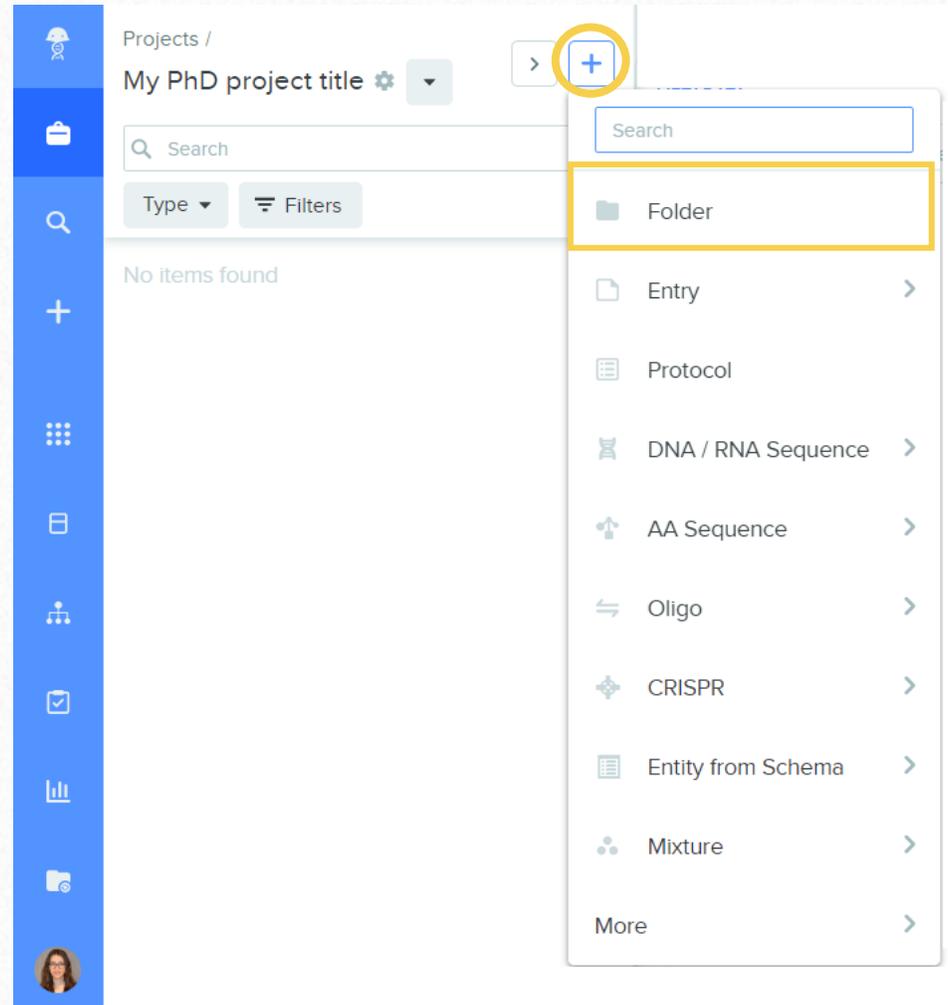
The 'DNA Foundry (NGS)' row is highlighted with a yellow border.



# Creating subfolders

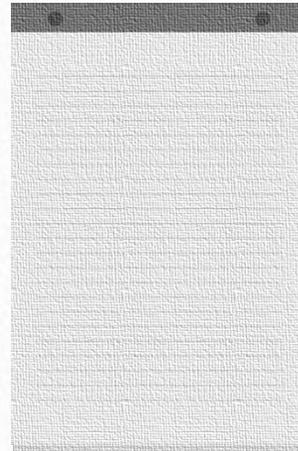
To create a subfolder:

- Enter your newly created Project
- Click on the “+” icon
- Select “Folder”



Step 2:

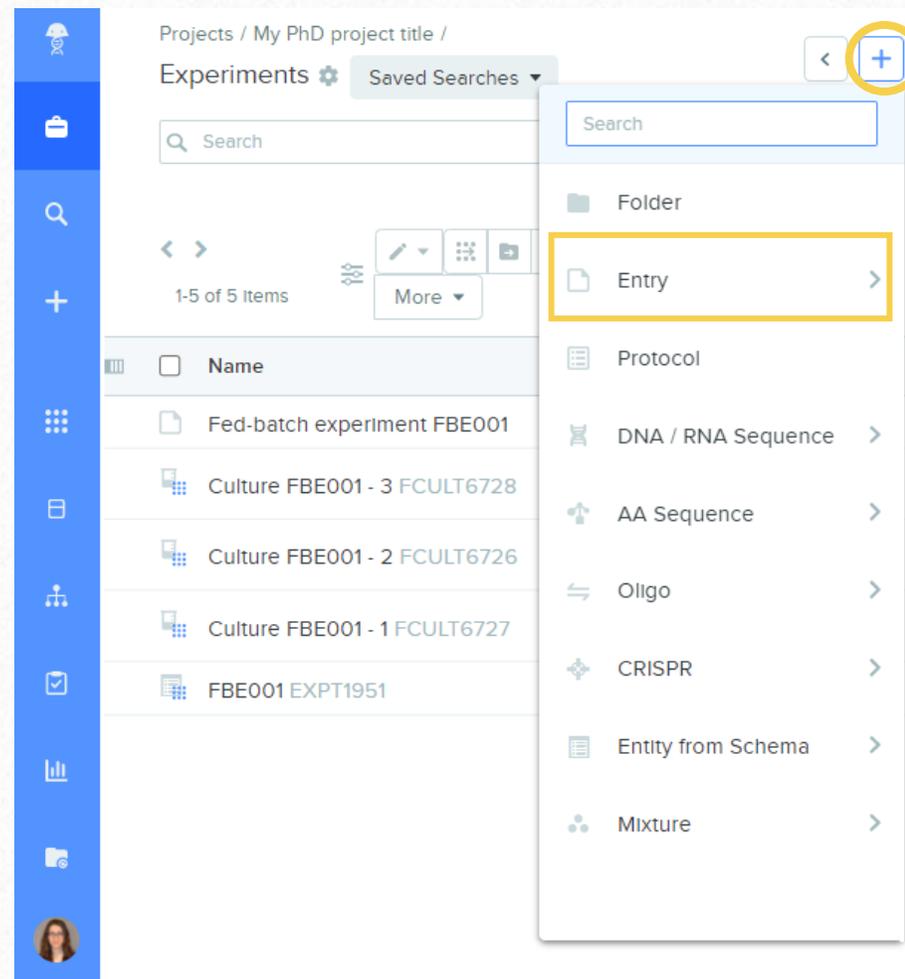
## Create your experiment ELN & create samples



# Electronic notebook

To create a new Entry:

- Go to the relevant folder (e.g., “Experiments”)
- Click on the “+” icon
- Select “Entry”



# Electronic notebook

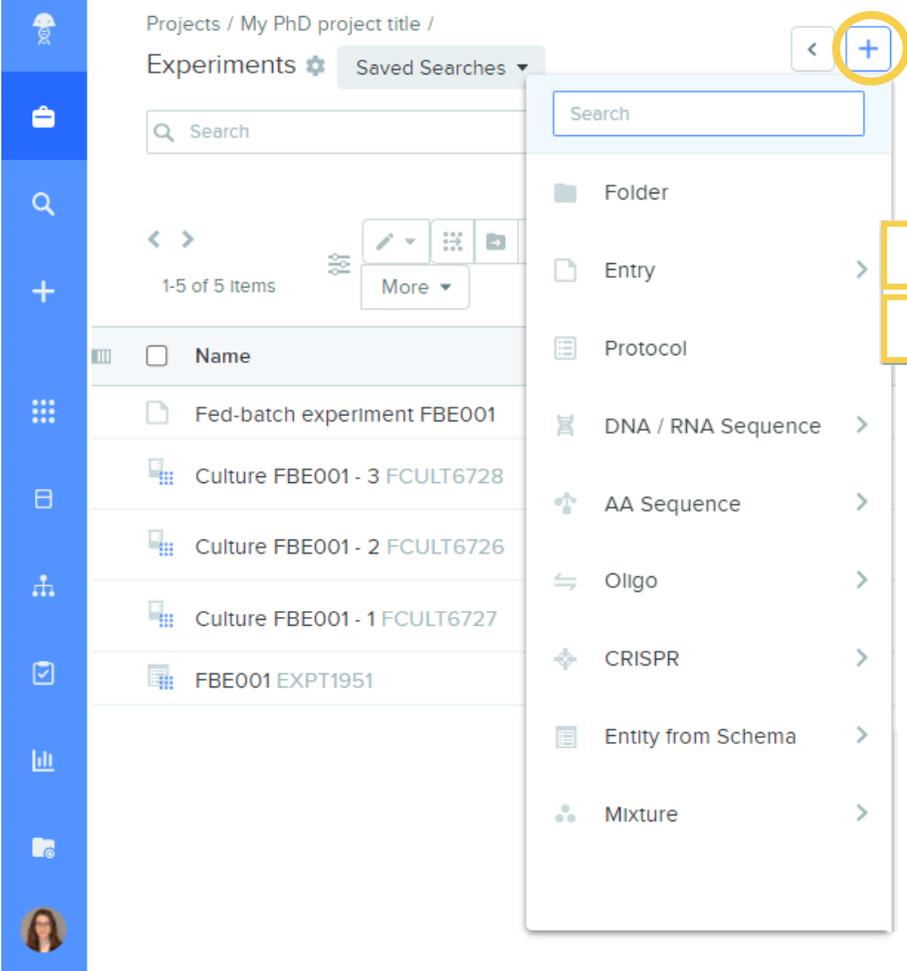
Option 1:

*Blank entry*

Option 2:

*New Entry from Template*

*--- you can create your own!*



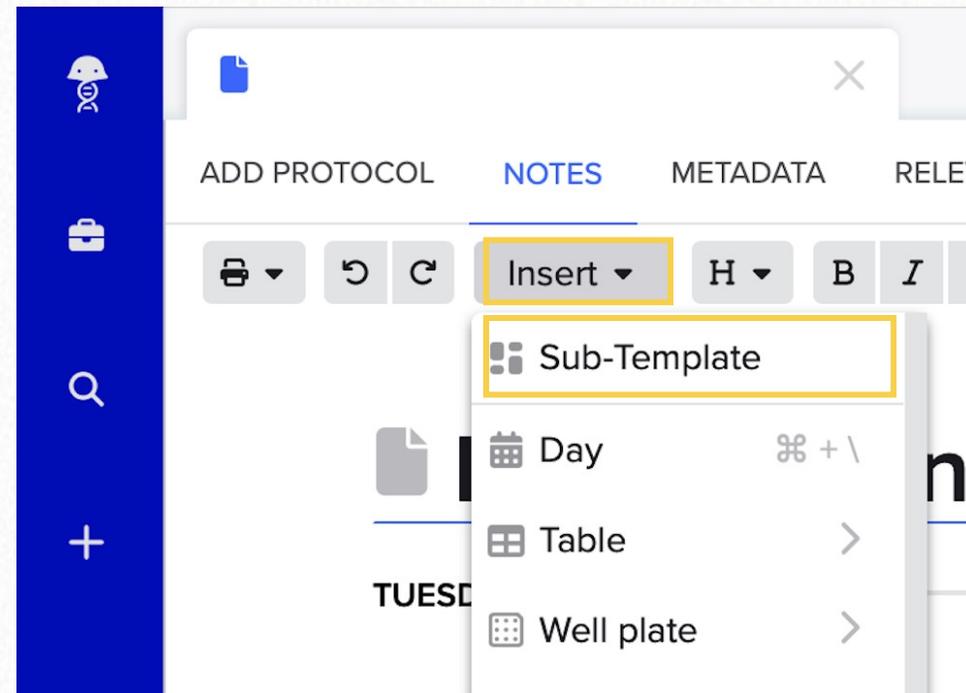
The screenshot displays the interface of an electronic notebook. The top navigation bar shows the current project path: "Projects / My PhD project title / Experiments". A search bar is visible, and a dropdown menu is open, showing options for creating new entries. The dropdown menu includes a search field and the following options: Folder, Entry, Protocol, DNA / RNA Sequence, AA Sequence, Oligo, CRISPR, Entity from Schema, and Mixture. The "Entry" and "Entry from template" options are highlighted with yellow boxes. The main content area shows a list of experiments with columns for Name and details. The list includes: Fed-batch experiment FBE001, Culture FBE001 - 3 FCULT6728, Culture FBE001 - 2 FCULT6726, Culture FBE001 - 1 FCULT6727, and FBE001 EXPT1951. A blue sidebar on the left contains various navigation icons, and a user profile picture is visible at the bottom left.

# Electronic notebook

Option 3:

*Blank entry + Sub-Template*

*--- you can create your own!*

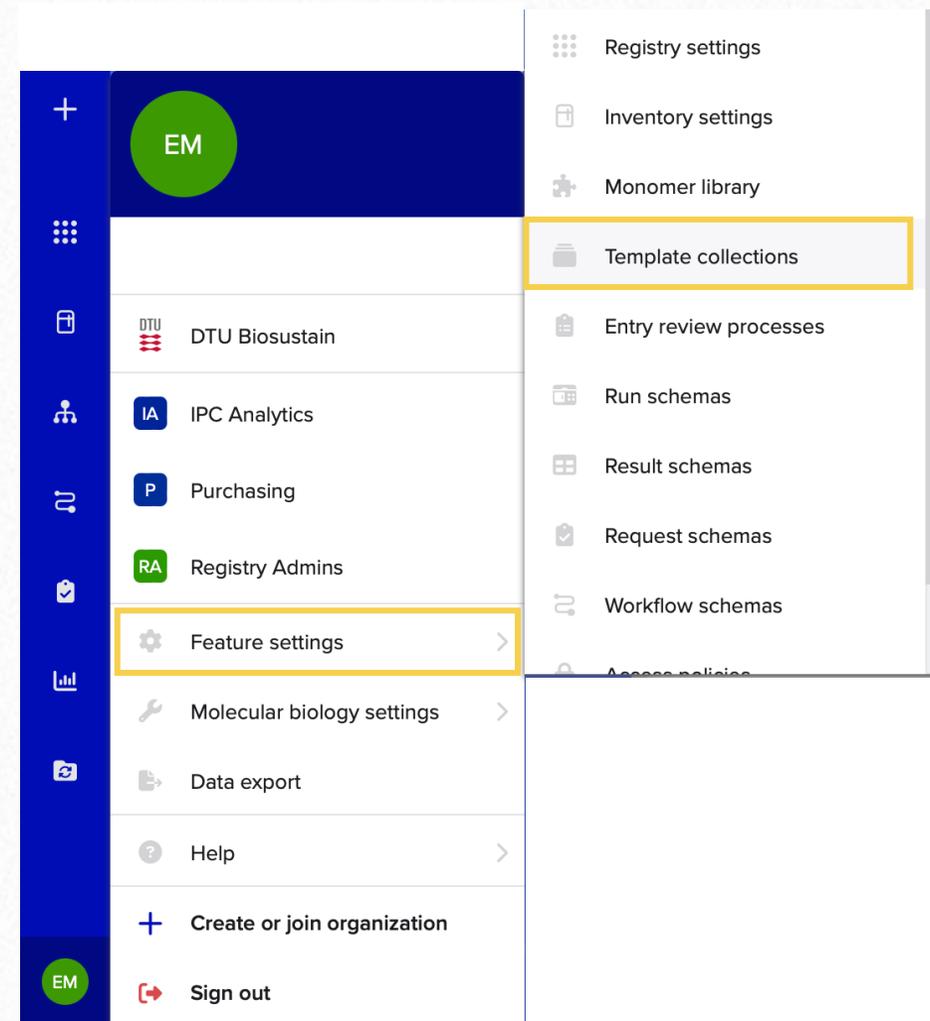


# Electronic notebook

To create a Template or a Sub-template:

- Go to your profile
- Go to Feature settings
- Go to Template collections

*Create your own!*



# Electronic notebook

To create a Template or a Sub-template:

- Go to your profile
- Go to Feature settings
- Go to Template collections

*Create your own!*

Template Collections > My templates

Search All items Filtering by: Not archived Create

<< < > >> 1-4 of 4 items

NAME	TYPE	AUTHOR	CREATED

Template  
Sub-template

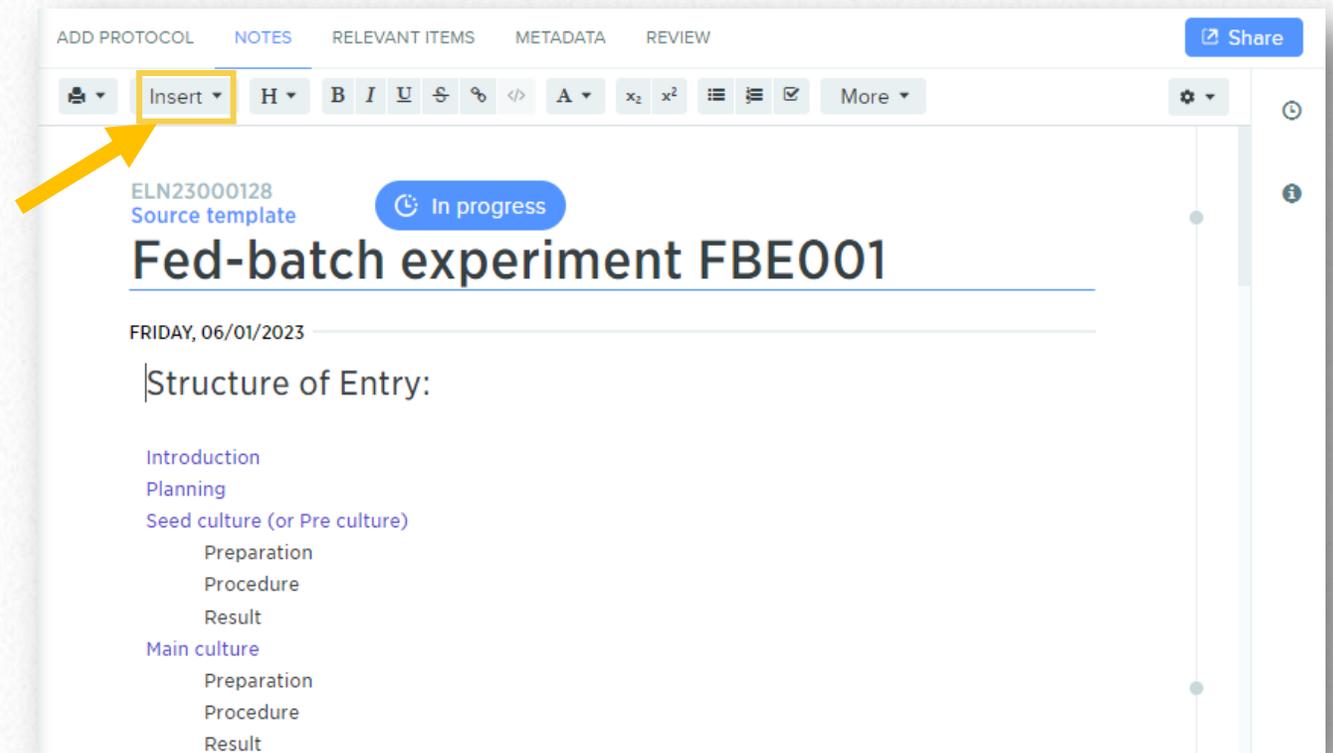


# Electronic notebook

In your Entry you can:

- Take **notes**
- Add **attachments/files**
- Create **tables**

Click on **Insert** to see the whole list of options



The screenshot displays the interface of an electronic notebook. At the top, there are tabs for 'ADD PROTOCOL', 'NOTES', 'RELEVANT ITEMS', 'METADATA', and 'REVIEW'. A 'Share' button is located in the top right corner. Below the tabs is a rich text editor toolbar with various icons for text formatting (bold, italic, underline, strikethrough, link, unlink, code), alignment, and font color. The 'Insert' menu is highlighted with a yellow box, and a yellow arrow points to it. The main content area shows an entry titled 'Fed-batch experiment FBE001' with a status 'In progress'. Below the title, there is a date 'FRIDAY, 06/01/2023' and a section titled 'Structure of Entry:'. This section contains a list of sub-sections: 'Introduction', 'Planning', 'Seed culture (or Pre culture)', 'Preparation', 'Procedure', 'Result', and 'Main culture', which also includes 'Preparation', 'Procedure', and 'Result'.

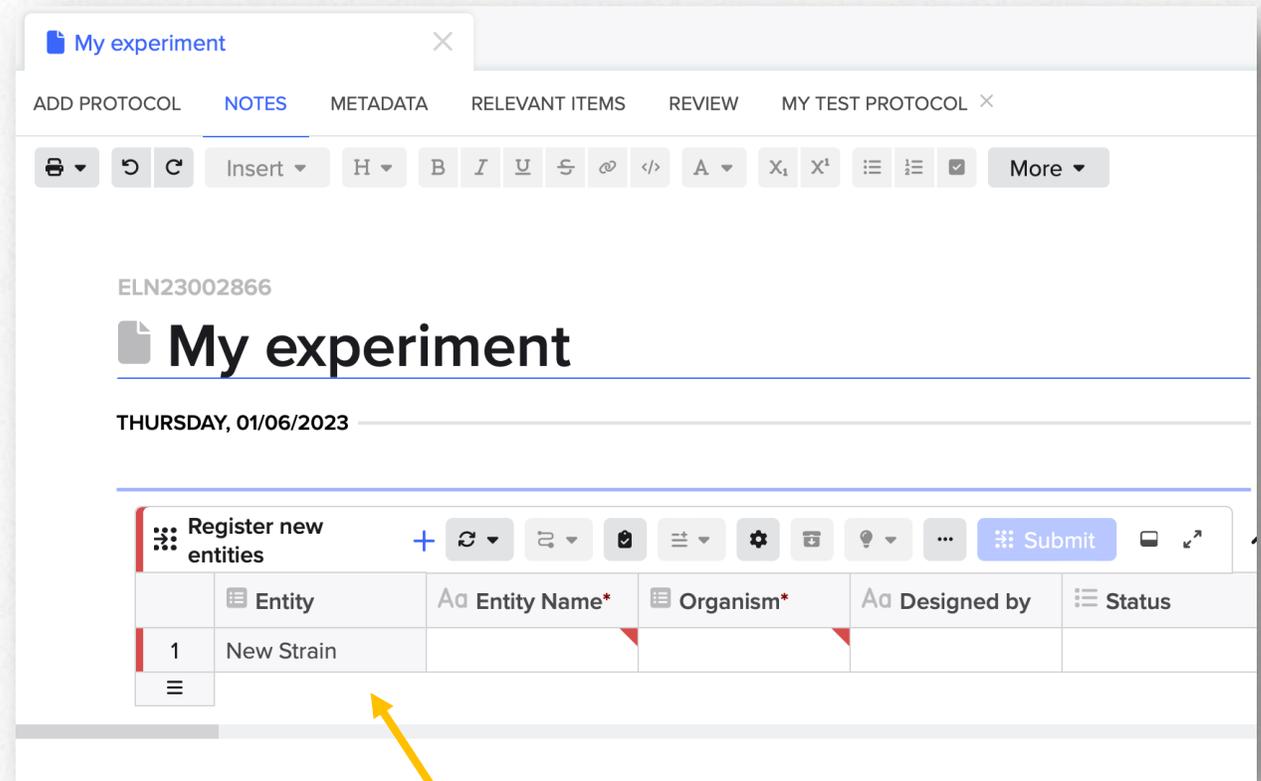


# Electronic notebook

In your Entry you can:

- Register strains, media, etc. using **Registration tables**
- Assign **storage location** to registered entities

= more of this in the *Hands-on*



The screenshot shows a web-based electronic notebook interface. At the top, there's a tab labeled "My experiment" and a navigation bar with options: "ADD PROTOCOL", "NOTES", "METADATA", "RELEVANT ITEMS", "REVIEW", and "MY TEST PROTOCOL". Below this is a rich text editor toolbar with various icons for text formatting (bold, italic, underline, strikethrough, link, unlink, code), font color, background color, and list creation. The main content area displays the entry ID "ELN23002866" and the title "My experiment" with a document icon. Below the title is the date "THURSDAY, 01/06/2023". A red-bordered box highlights a "Register new entities" table. The table has a header row with columns: "Entity", "Entity Name\*", "Organism\*", "Designed by", and "Status". The first row contains the text "New Strain" in the "Entity" column. A yellow arrow points from the text "A Registration table for strains" below to the "New Strain" entry in the table.

Entity	Entity Name*	Organism*	Designed by	Status
1 New Strain				

*A Registration table for strains*

# Electronic notebook

In your Entry you can:

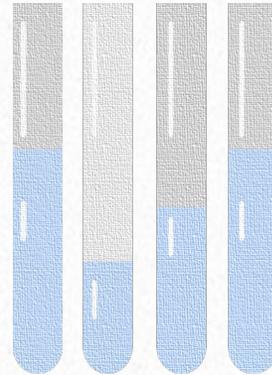
- Tag your plasmids, sequences, etc. (everything that you create)
- Tag another ELN or SOP

To tag an object, type @...

The screenshot shows a web interface for an electronic notebook. At the top, there's a tab labeled 'My experiment' with a close button. Below the tab are navigation options: 'ADD PROTOCOL', 'NOTES' (which is selected), 'METADATA', 'RELEVANT ITEMS', and 'REVIEW'. A rich text editor toolbar is visible, containing icons for undo, redo, insert, heading, bold, italic, underline, strikethrough, link, code, and text color. The main content area shows the entry ID 'ELN23002866' and the title 'My experiment' underlined. Below the title is the date 'THURSDAY, 01/06/2023'. Two tags are present: 'pUC18' with a plasmid icon and 'SOP' with a document icon. Yellow arrows point from text labels to these tags: 'Link to a plasmid' points to 'pUC18' and 'Link to a SOP' points to 'SOP'.

Step 3:

## Navigate through your data

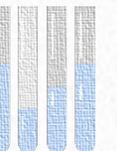
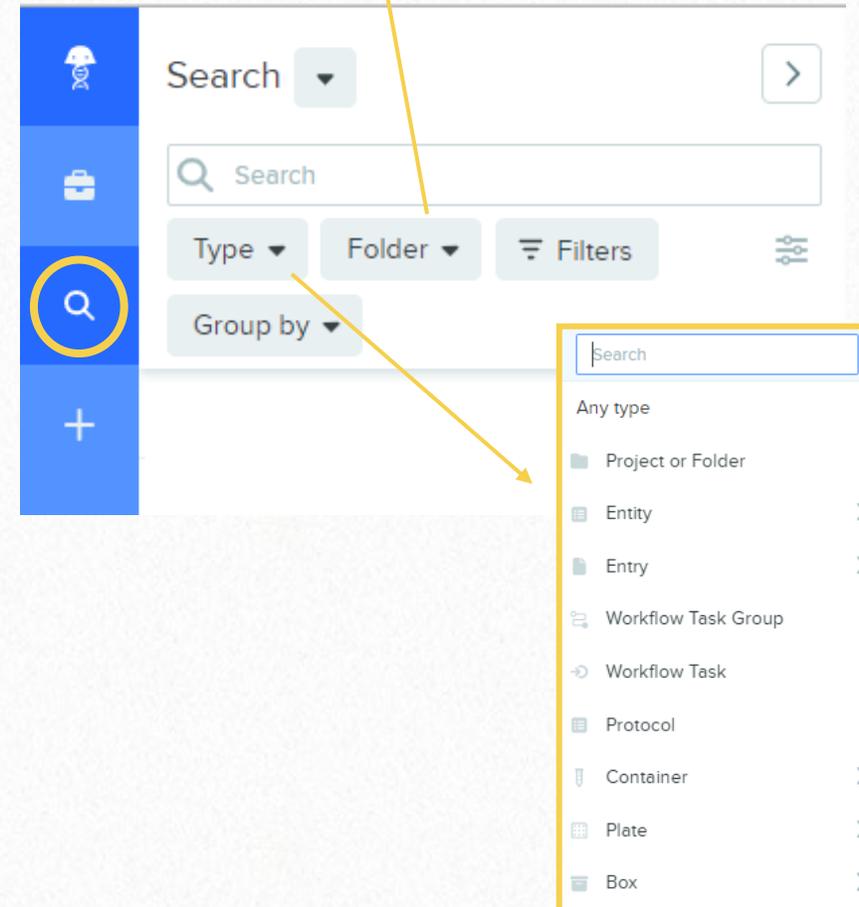




# Global search

It allows to search through all your data and filter by:

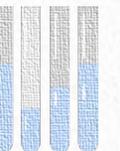
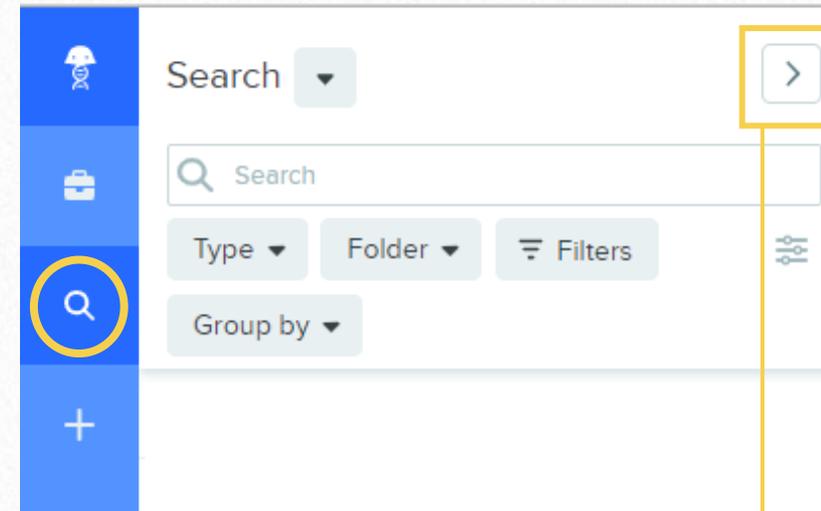
- Data type (samples, boxes...)
- Folder
- Metadata field



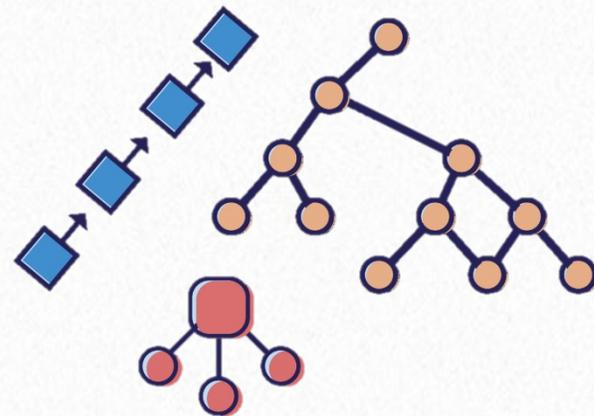
# Global search

Expand view to do bulk actions on your data:

- Bulk **edit** of metadata fields
- Bulk **registration** of imported sequences
- Bulk **transfer** to a different folder
- Bulk **archive**



# Benchling entities: what you need to know



## Registering entities: what to consider

# 1. Entities can store different information

**Entity types** that can store:

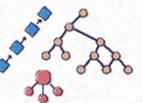
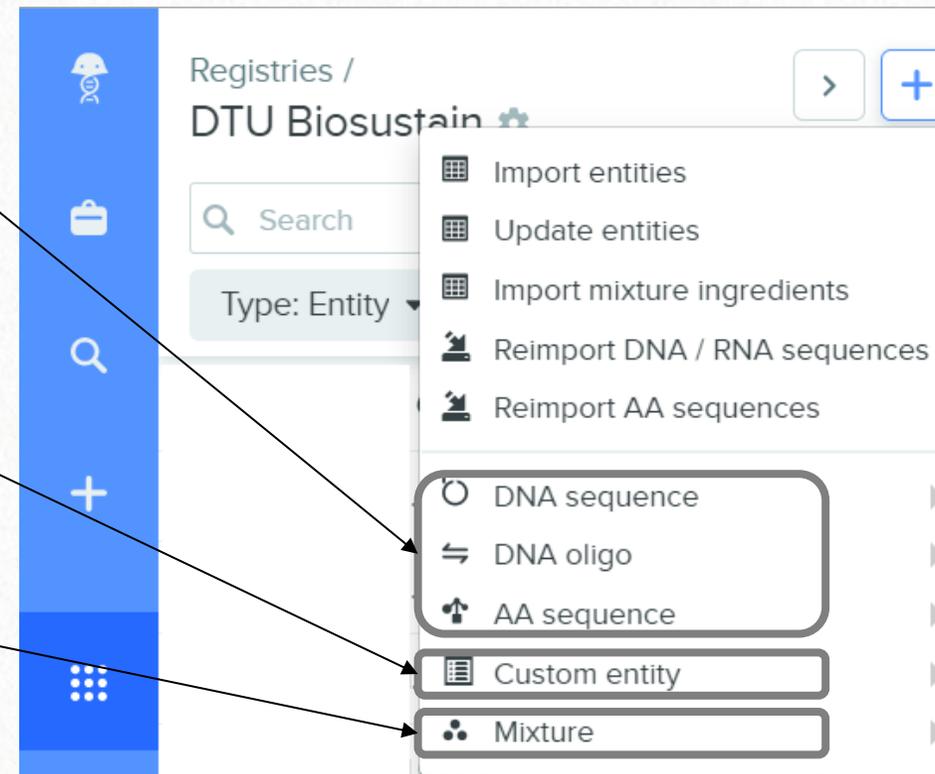
- metadata
- a sequence

**Entity type** that can store:

- metadata

**Entity type** that can store:

- metadata
- media ingredients and recipe

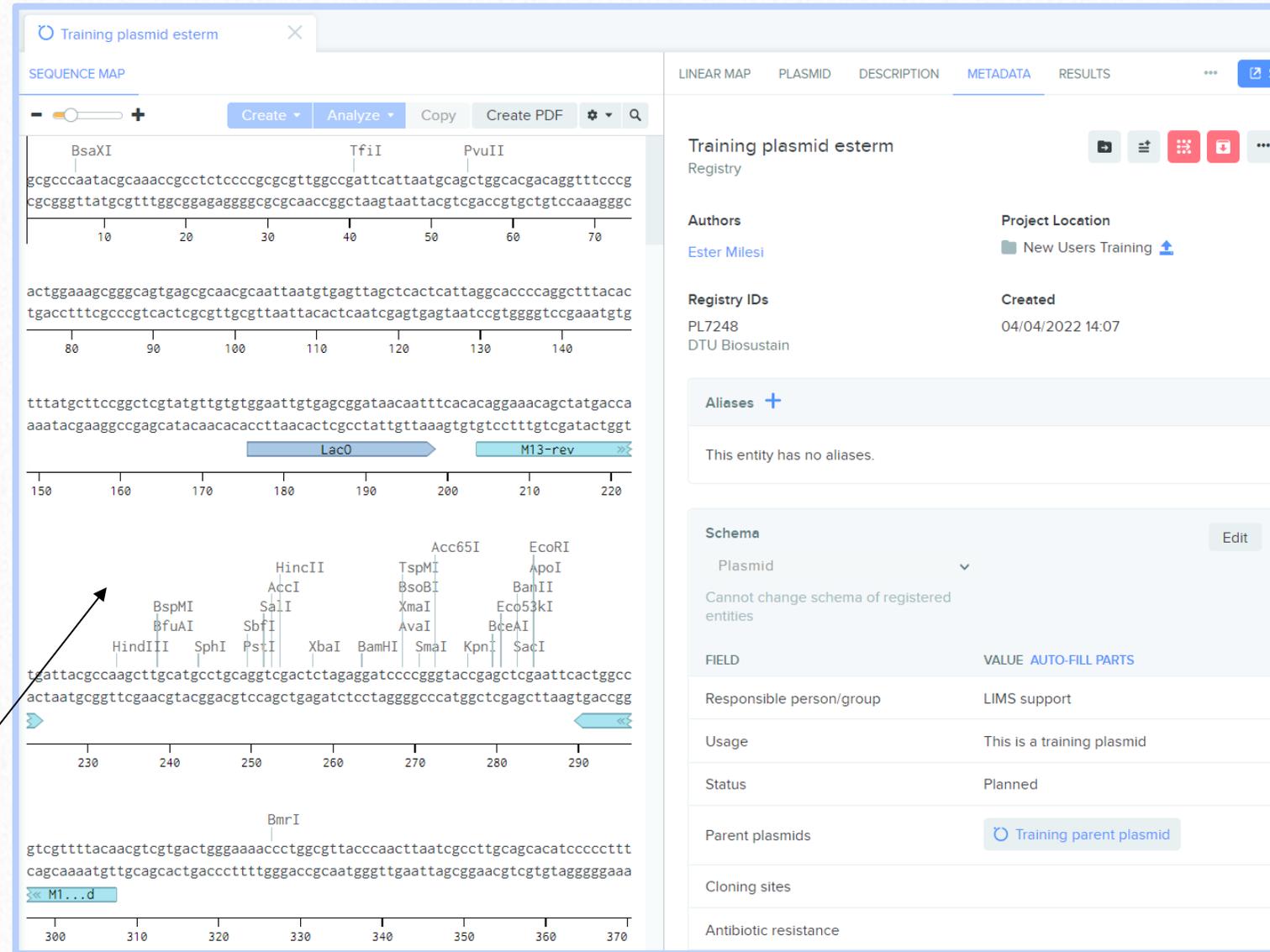


# Entity types that can store:

- metadata
- a sequence

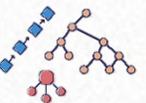
-  DNA sequence
-  DNA oligo
-  AA sequence

Sequence



The screenshot displays a web-based interface for a plasmid registry. The left pane shows a 'SEQUENCE MAP' for 'Training plasmid esterm'. The DNA sequence is displayed in four segments with various restriction enzyme sites (BsaXI, TfiI, PvuII, BspMI, BfuAI, SbfI, SalI, XbaI, BamHI, SmaI, KpnI, SacI, BmrI, Acc65I, EcoRI, ApoI, BanII, Eco53kI, BceAI) indicated above. Two features are highlighted: 'Lac0' (a blue arrow pointing right) and 'M13-rev' (a cyan arrow pointing right). The right pane shows the 'METADATA' for the same entity, including authors (Ester Milesi), project location (New Users Training), registry ID (PL7248), and creation date (04/04/2022 14:07). A table below lists fields and their values:

FIELD	VALUE
Responsible person/group	LIMS support
Usage	This is a training plasmid
Status	Planned
Parent plasmids	Training parent plasmid
Cloning sites	
Antibiotic resistance	



# Entity types that can store:

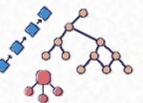
- metadata

Custom entity

The screenshot displays the 'METADATA' tab for an entity named 'Estermtest\_01' in the DTU Biosustain Registry. The interface includes a navigation bar with tabs for METADATA, STRAIN BATCH, RELEVANT ITEMS, DESCRIPTION, and RESULTS. The entity details are organized into several sections:

- Entity Name:** Estermtest\_01 (DTU Biosustain Registry)
- Authors:** Ester Milesi
- Registry ID:** STRAIN25640 (DTU Biosustain)
- Created:** 21/03/2024 13:44
- Project location:** Experiments
- Registered in:** Strains registration 21/03/2024 Esterm
- Aliases:** This entity has no aliases.
- Schema:** Strain (Cannot change schema of registered entities)
- Fields and Values:**

FIELD	VALUE
Organism	Escherichia coli
Designed by	
Status	
Host strain	
Parent strain	Strainesterm02
Clonal or population?	



## Entity types that can store:

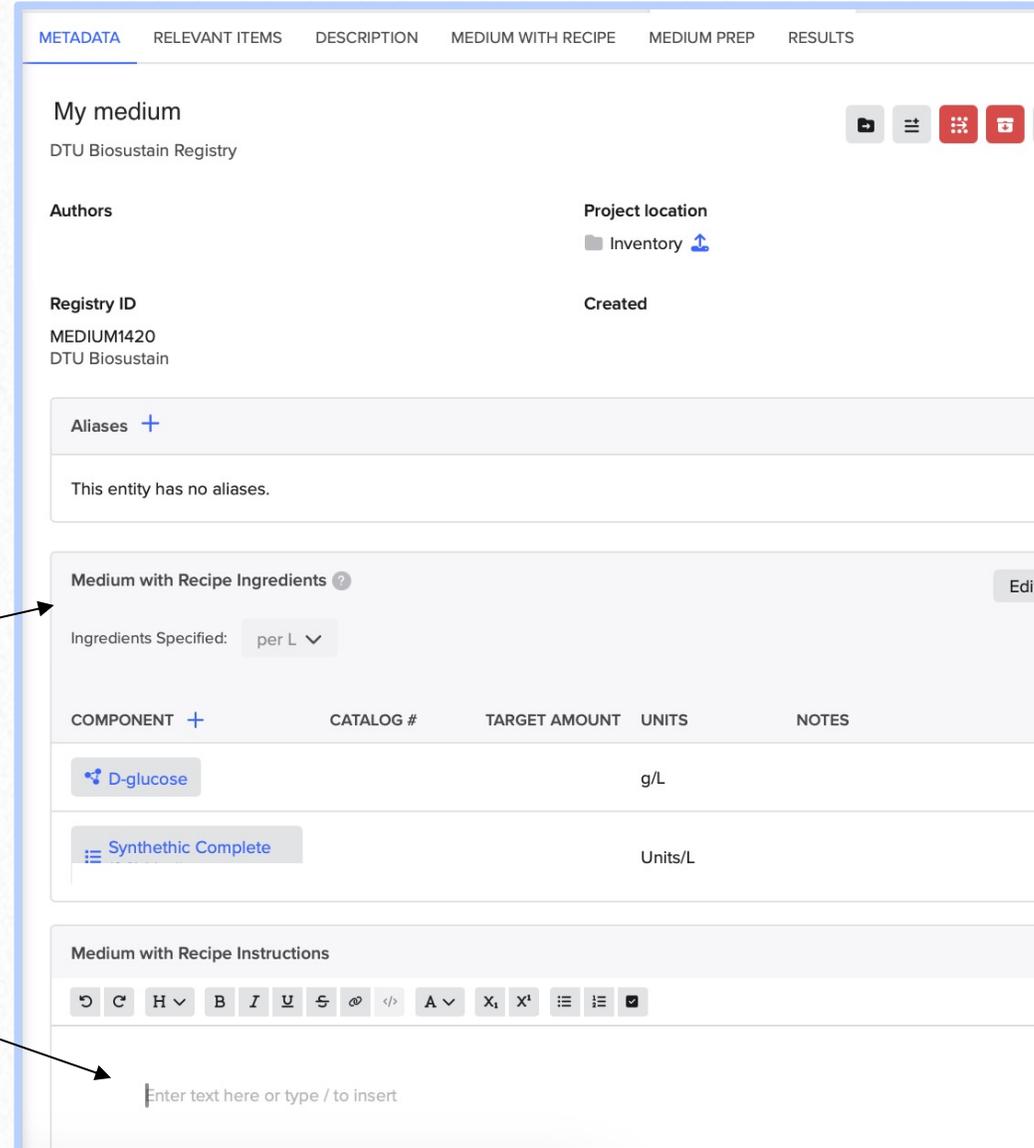
- metadata
- media ingredients and recipe

 Mixture

**Component list  
(with amount)**

**Recipe**

## Metadata



**METADATA** RELEVANT ITEMS DESCRIPTION MEDIUM WITH RECIPE MEDIUM PREP RESULTS

**My medium**  
DTU Biosustain Registry

**Authors** **Project location**  
Inventory [↑](#)

**Registry ID** **Created**  
MEDIUM1420  
DTU Biosustain

**Aliases** +  
This entity has no aliases.

**Medium with Recipe Ingredients** [?](#) [Edit](#)

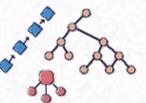
Ingredients Specified: per L [v](#)

COMPONENT +	CATALOG #	TARGET AMOUNT	UNITS	NOTES
<a href="#">D-glucose</a>			g/L	
<a href="#">Synthetic Complete</a>			Units/L	

**Medium with Recipe Instructions**

[↶](#) [C](#) [H](#) [B](#) [I](#) [U](#) [S](#) [∅](#) [</>](#) [A](#) [X<sub>i</sub>](#) [X<sup>i</sup>](#) [☰](#) [☷](#) [☑](#)

Enter text here or type / to insert

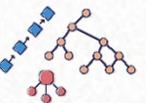
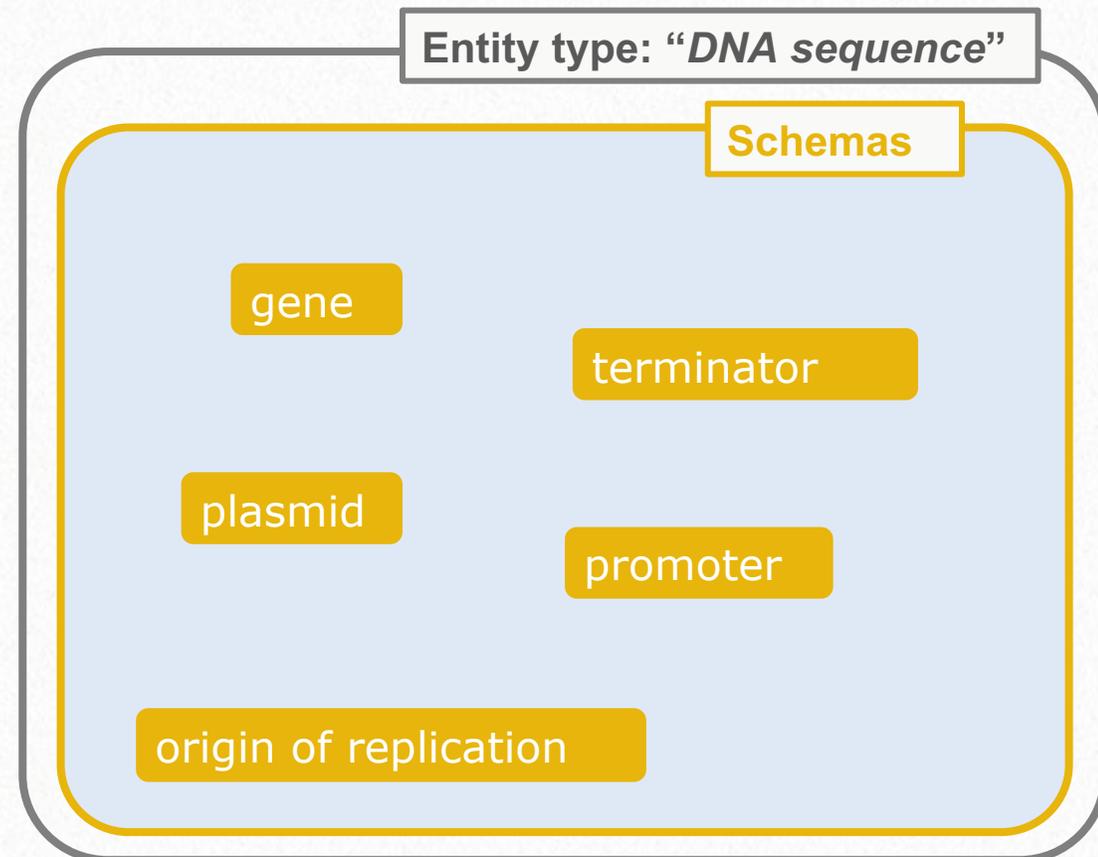


## Registering entities: what to consider

### 2. Entities are assigned a “schema”

→ The “**type**” only tells you which information the entity stores

The various sample types are described by “**schemas**”

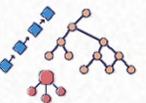
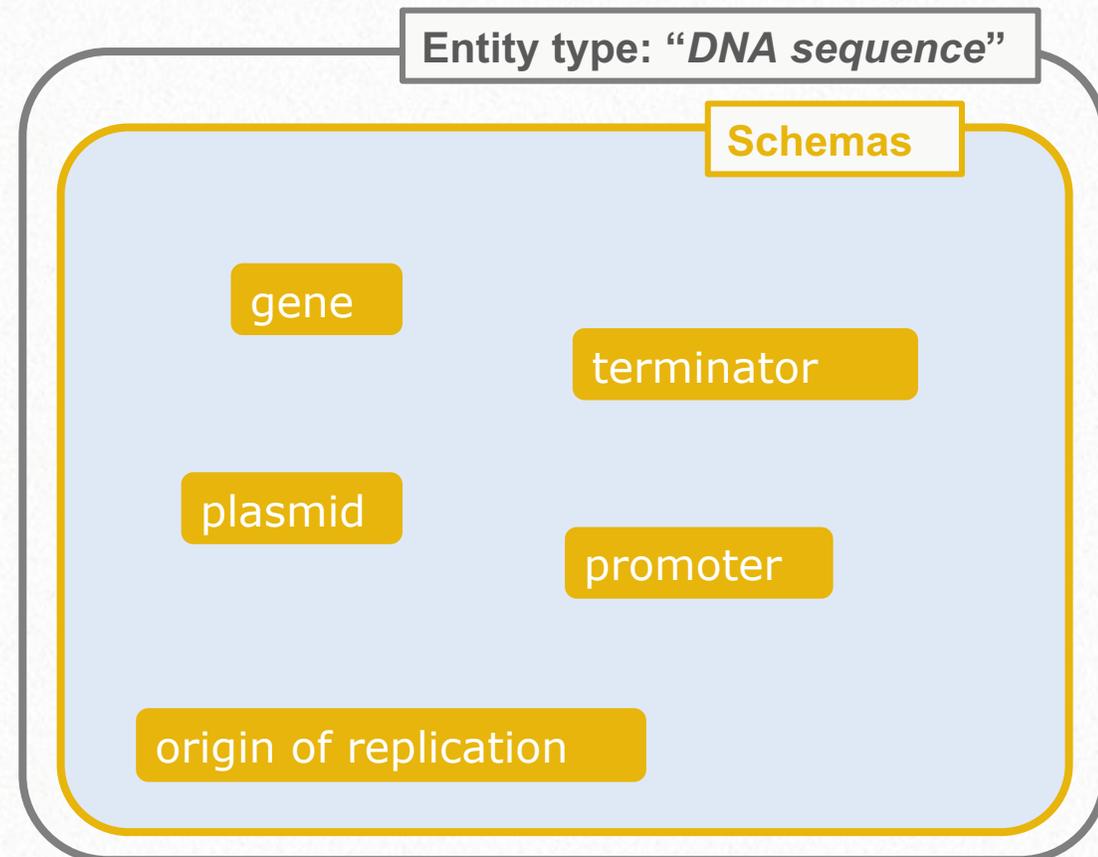


## Registering entities: what to consider

# 2. Entities are assigned a “schema”

A schema specifies:

- sample type
- required information to fill-in
- **links** to other schemas

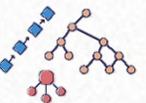
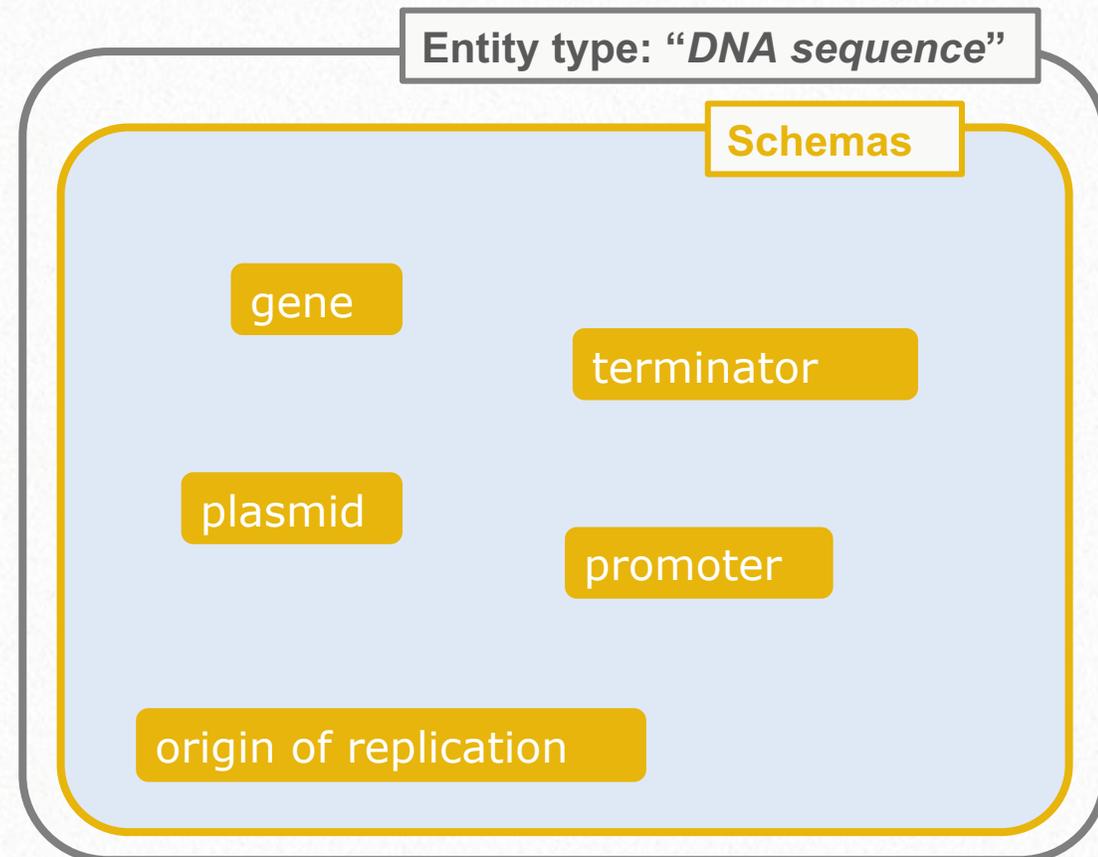


## Registering entities: what to consider

# 2. Entities are assigned a “schema”

A schema specifies:

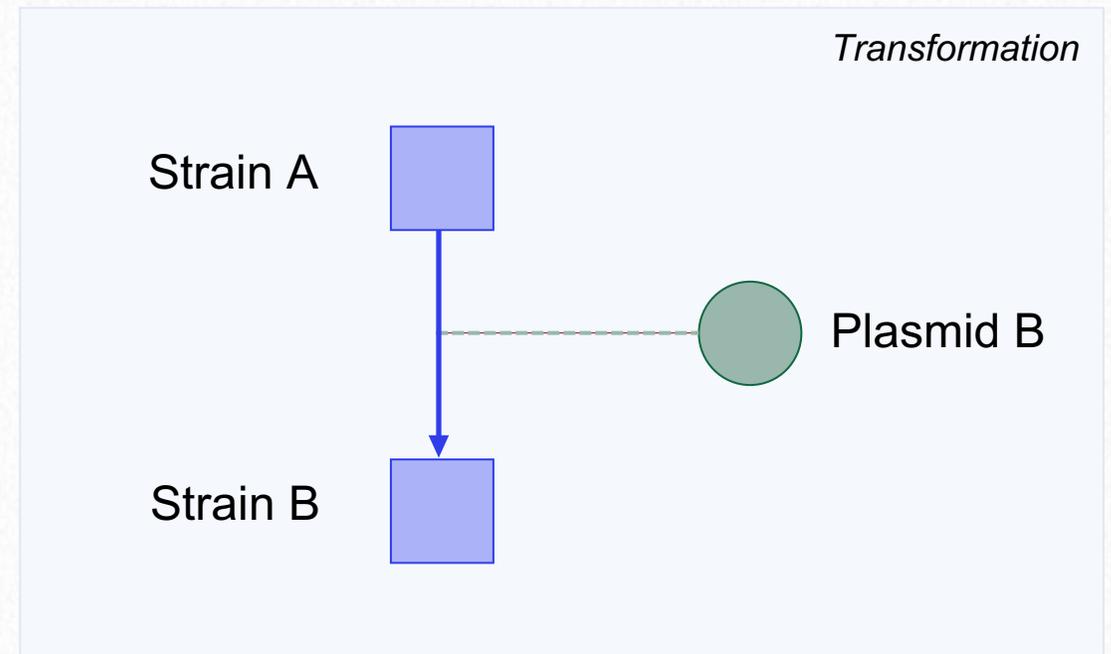
- sample type
- required information to fill-in
- links to other schemas



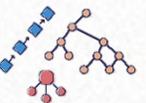
## Registering entities: what to consider

## 2. Entities are assigned a “schema”

For example, the schema “**Strain**” can link to another strain (parent) and to a plasmid



Links  allow to track the sample “history”



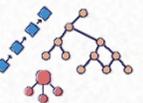
## Registering entities: what to consider

### 3. You can create entities 1-by-1 or in bulk

To create entities 1-by-1:

- Go to Registry > Click on the “+” icon
- Select the **entity type** e.g., “DNA sequence”
- Select the **schema** e.g., “Plasmid”

The screenshot shows the 'Registries / DTU Biosustain' interface. A search bar is visible at the top. A vertical blue sidebar on the left contains several icons, with the grid icon (representing 'Add') circled in yellow. A dropdown menu is open, listing various entity types: DNA Fragment, Gene, gRNA, Marker, Origin of Replication, Plasmid, Promoter, Tag, and Terminator. A second dropdown menu is open over 'DNA sequence', listing schemas: DNA oligo, AA sequence, Custom entity, and Mixture. The 'DNA sequence' option is highlighted in blue.



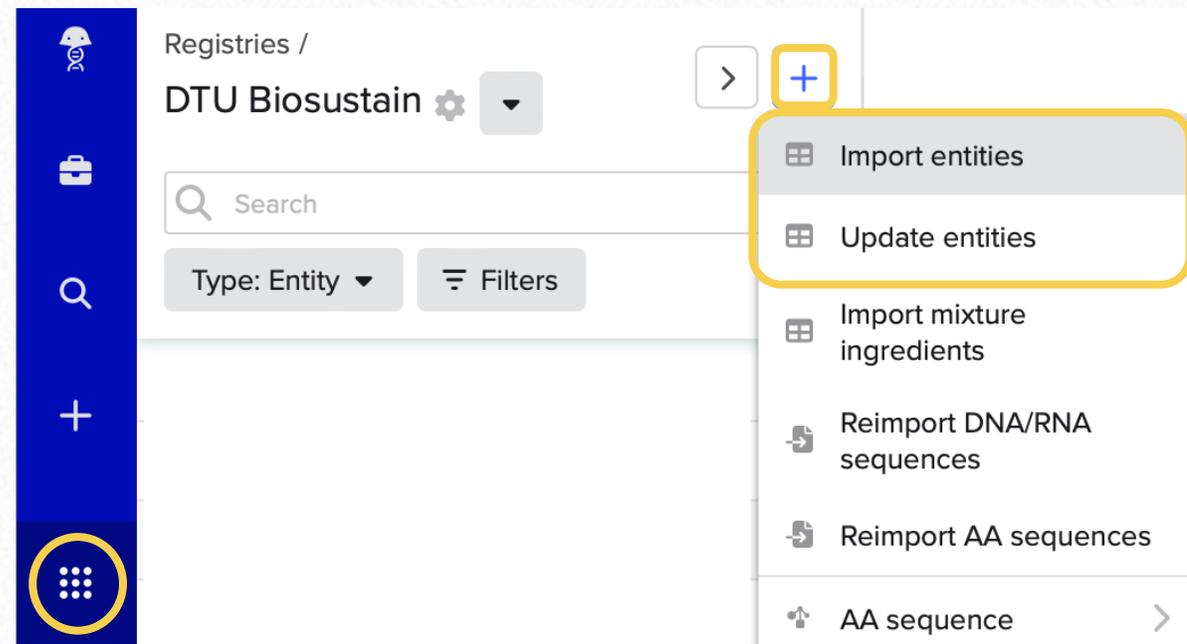
## Registering entities: what to consider

### 3. You can create entities 1-by-1 or in bulk

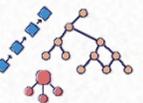
To create entities in bulk:

- Upload a **spreadsheet**  
Select *import* or *update entities*

*(make sure that the values in the cells are the one that Benchling expects)*



The screenshot shows the Benchling web interface. On the left is a dark blue vertical sidebar with icons for home, folder, search, plus, and a grid icon (highlighted with a yellow circle). The main content area is titled 'Registries / DTU Biosustain' with a settings gear and a dropdown arrow. Below the title is a search bar, a 'Type: Entity' dropdown, and a 'Filters' button. A yellow box highlights a plus sign icon in the top right corner, which has opened a dropdown menu. The menu items are: 'Import entities' (highlighted with a grey background), 'Update entities', 'Import mixture ingredients', 'Reimport DNA/RNA sequences', 'Reimport AA sequences', and 'AA sequence' with a right-pointing arrow.



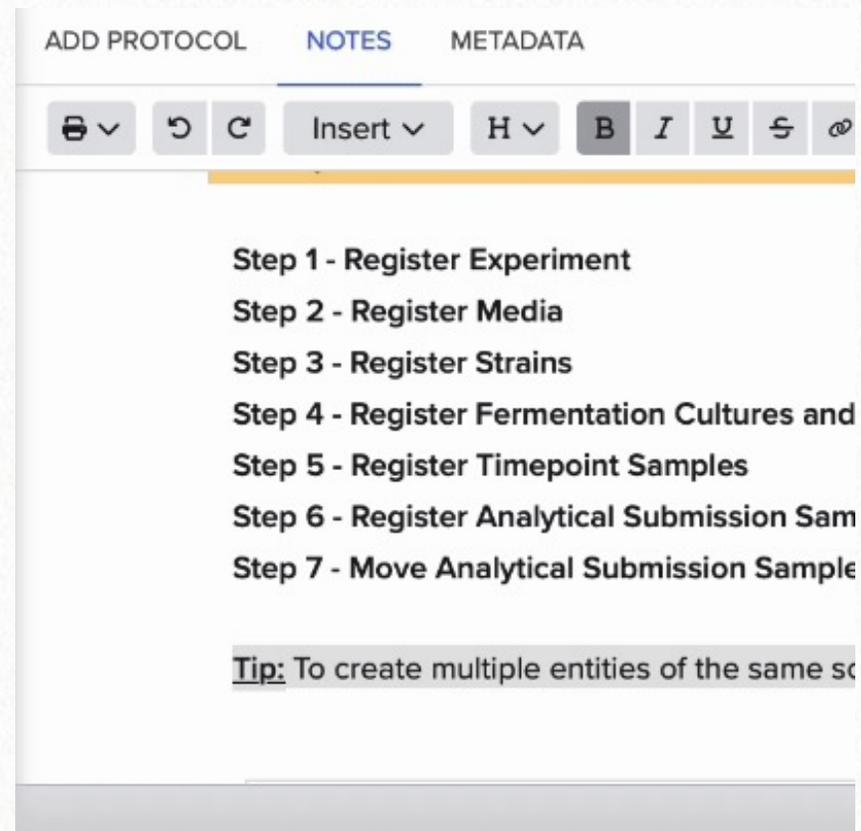
## Registering entities: what to consider

### 3. You can create entities 1-by-1 or in bulk

To create entities in bulk:

- Use a registration table directly in the **Electronic Notebook**

Click “**Insert**” > “Registration table” > Select Schema

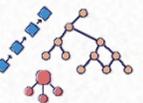


ADD PROTOCOL   NOTES   METADATA

Insert ▾   H ▾   B   I   U   S   @

Step 1 - Register Experiment  
Step 2 - Register Media  
Step 3 - Register Strains  
Step 4 - Register Fermentation Cultures and  
Step 5 - Register Timepoint Samples  
Step 6 - Register Analytical Submission Sam  
Step 7 - Move Analytical Submission Sample

Tip: To create multiple entities of the same sc



## Registering entities: what to consider

## 4. Some entities have “batches” schemas

Batches = physical samples

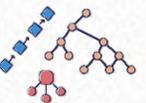
- When storing your sample long-term, create **batches in Benchling**
- This helps your team to track **where samples are stored**

Plasmid

Strain

Plasmid batch

Strain batch

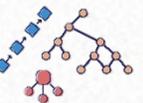
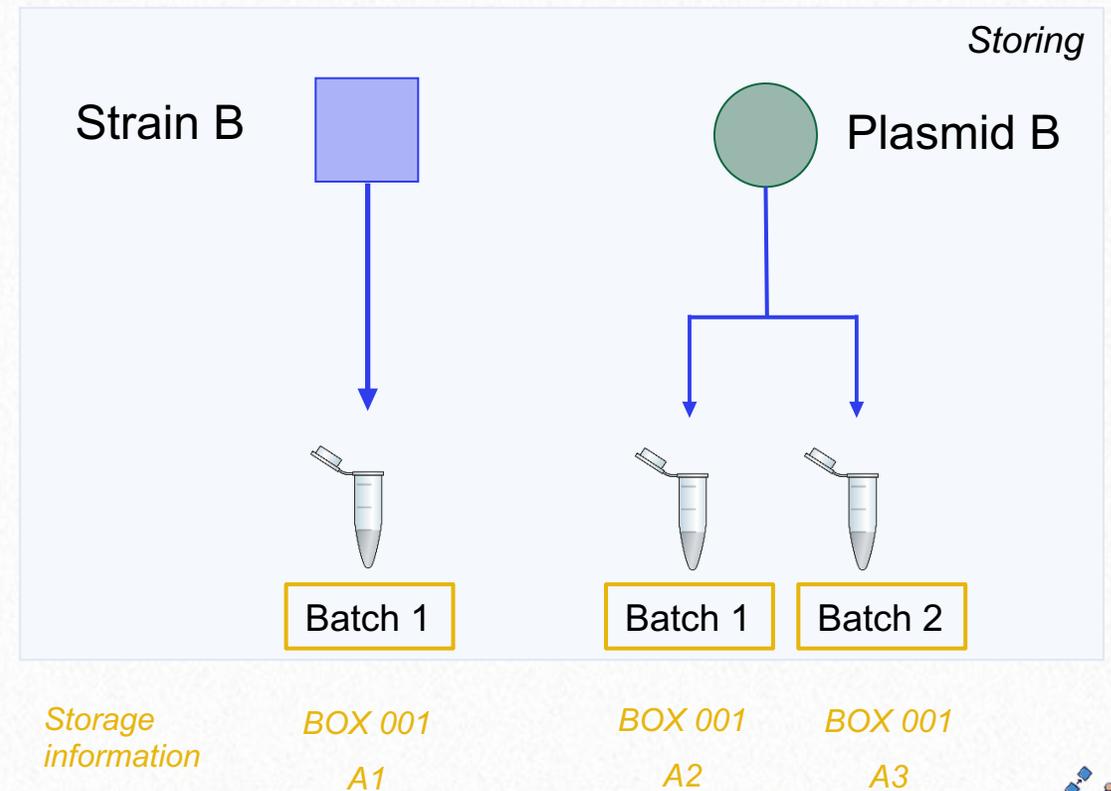


## Registering entities: what to consider

## 4. Some entities have “batches” schemas

Batches = physical samples

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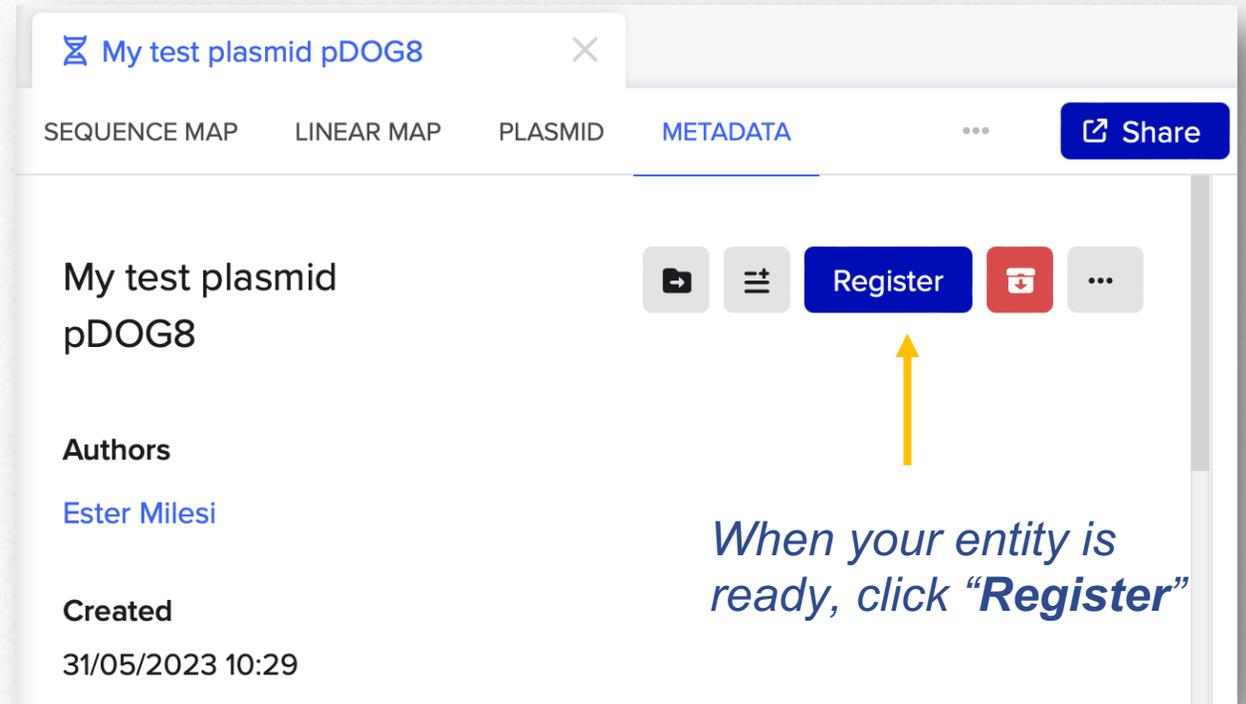


## Registering entities: what to consider

# 5. Entities can exist outside of the Registry

Sometime, entities are not automatically registered

- In order to register an entity, you need to **select the Schema** (entity type)
- Registering the entity will add a **unique identifier** to your sample



My test plasmid pDOG8

SEQUENCE MAP   LINEAR MAP   PLASMID   METADATA   Share

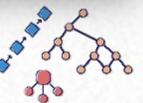
My test plasmid pDOG8

Authors  
Ester Milesi

Created  
31/05/2023 10:29

Register

*When your entity is ready, click "Register"*

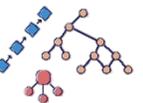


# Good practices

*(If you haven't done this consistently during your project)*

At the end of your project:

- ✓ **Re-organize** your registered samples and entries and **give access** to your team
- ✓ Register **important strains/other samples** and their **location**, and print the label for the Box before moving it in the freezer



# Storage:

track your samples



# The Inventory

Benchling allows you to track the location of your samples

Room > Fridge > Box > Vial

If your fridge/location is not registered, let RDM support know

Create new box/plate/vial

Storage / DTU Biosustain

Search

Type: Location Barcode

Filters

1159 results X Clear

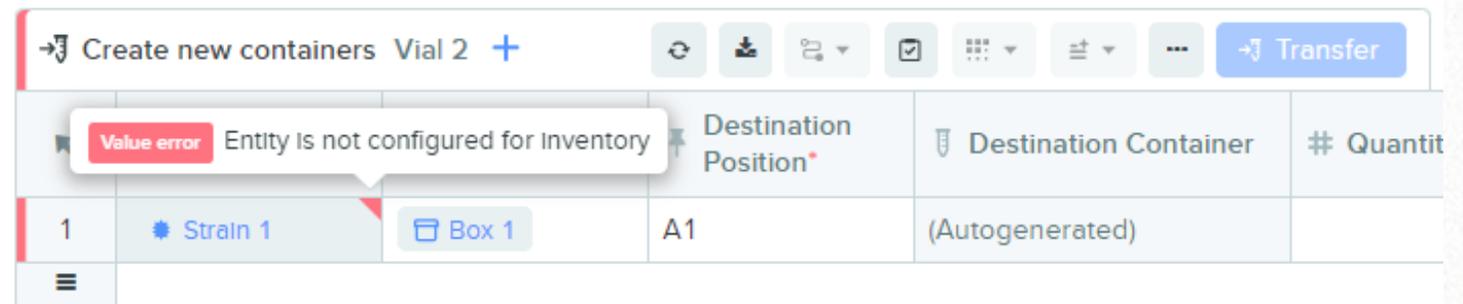
- 4C Fridge 00271 4C002
- 4C Fridge DSP1 4C003
- 4C Fridge DSP2 4C004
- 4C Fridge ANALYTICS 4C005



# The Inventory

Storable samples include:

- Batches  
(e.g., “Strain batch”)
- Fermentation cultures
- Submission samples  
(e.g., for analysis)



The screenshot shows a software interface for managing inventory. At the top, there is a header bar with the text "Create new containers Vial 2 +" and several icons, including a refresh icon, a download icon, a dropdown menu, a checkmark, a grid icon, a list icon, and a "Transfer" button. Below the header is a table with the following columns: "Destination Position\*", "Destination Container", and "# Quantit". The table has one row with the following data: "1", "Strain 1", "Box 1", "A1", and "(Autogenerated)". A tooltip with a red border and the text "Value error Entity is not configured for inventory" is pointing to the "Strain 1" cell.

	Destination Position*	Destination Container	# Quantit	
1	Strain 1	Box 1	A1	(Autogenerated)

**Error** showed in an Inventory table **in the Notebook** when trying to move a “Strain” in a Vial instead of a “Strain batch”



# The Inventory

Benchling allows you to track the volume or concentration in of each vial

- Example of a **Box** in Benchling

### Update quantity ✕

Current quantity	New quantity*	New units*
Not specified	<input type="text" value="20"/>	<input style="border: none; border-bottom: 1px solid #ccc; text-align: right; width: 100%;" type="text" value="uL"/>

Training box esterm ✕

METADATA RESULTS

Training box esterm
Move   

Barcode 81BOX984
Location  DTU Building 220 / Training Location  ✕

	1	2	3	4	5	6	7	8	9
A	1	2	3	4	5	6	7	8	9
B	10	11	12	13	14	15	16	17	18
C	19	20	21	22	23	24	25	26	27
D	28	29	30	31	32	33	34	35	36
E	37	38	39	40	41	42	43	44	45
F	46	47	48	49	50	51	52	53	54
G	55	56	57	58	59	60	61	62	63
H	64	65	66	67	68	69	70	71	72
I	73	74	75	76	77	78	79	80	81

Fill containers       

Actions ▾

	Position ▾	Container	Quantity ↓
	1 A1	 Training vial e	20 uL
<input checked="" type="checkbox"/>	2 A2	 Training vial fc	40 uL

[← Back](#)

Position 2 (A2) 

Barcode VIAL25349 Quantity 40 uL

No contents in Position 2 (A2).



# Lastly: Archiving

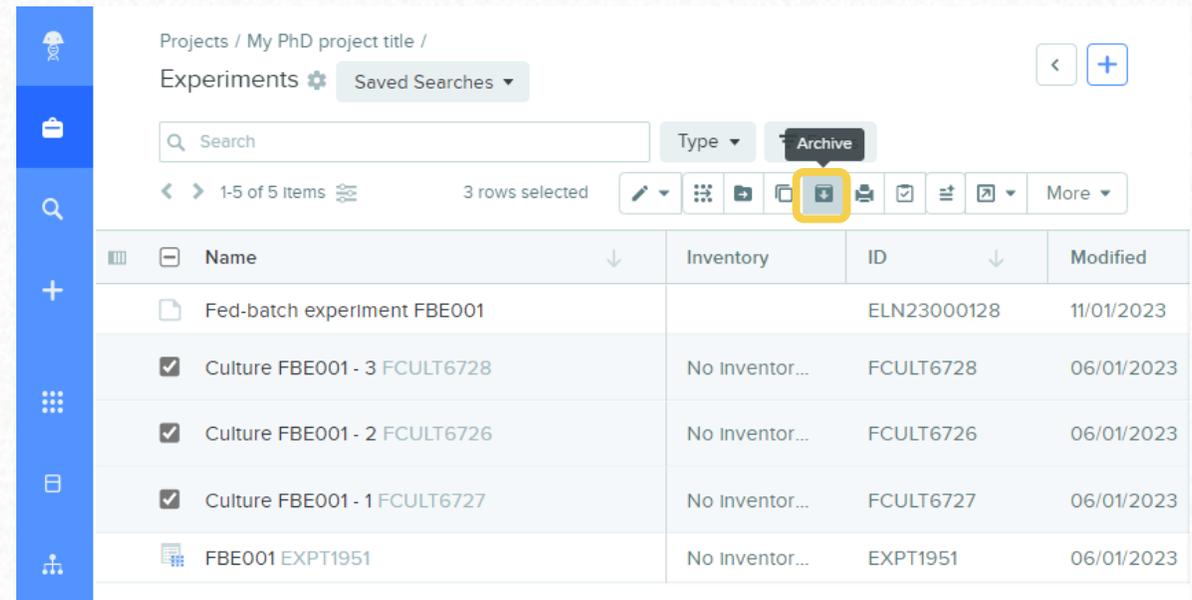


# Archiving entities

Nothing can be deleted but only archived

- You can archive
  - ✓ Project folders
  - ✓ ELN entries
  - ✓ Entities

If you created them **by mistake** or if they are not relevant



The screenshot shows a web application interface for managing experiments. The breadcrumb path is "Projects / My PhD project title / Experiments". A search bar and a "Type" dropdown are visible. A toolbar contains an "Archive" button, which is highlighted with a yellow box. Below the toolbar is a table with 5 rows. The first row is "Fed-batch experiment FBE001". The next three rows are "Culture FBE001 - 3 FCULT6728", "Culture FBE001 - 2 FCULT6726", and "Culture FBE001 - 1 FCULT6727", each with a checked checkbox in the first column. The last row is "FBE001 EXPT1951".

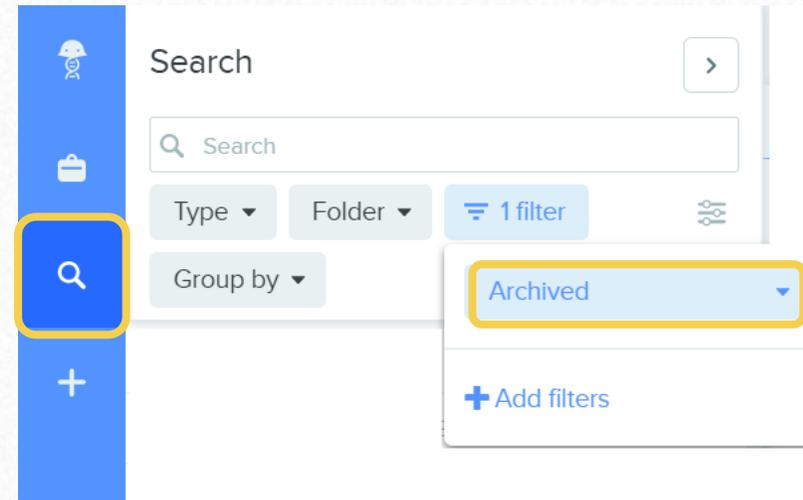
<input type="checkbox"/>	Name	Inventory	ID	Modified
<input type="checkbox"/>	Fed-batch experiment FBE001		ELN23000128	11/01/2023
<input checked="" type="checkbox"/>	Culture FBE001 - 3 FCULT6728	No Inventor...	FCULT6728	06/01/2023
<input checked="" type="checkbox"/>	Culture FBE001 - 2 FCULT6726	No Inventor...	FCULT6726	06/01/2023
<input checked="" type="checkbox"/>	Culture FBE001 - 1 FCULT6727	No Inventor...	FCULT6727	06/01/2023
<input type="checkbox"/>	FBE001 EXPT1951	No Inventor...	EXPT1951	06/01/2023



# Archiving entities

It is still possible to go through archived items and unarchive them 

- In the search tab, filter by “Archive” status



# Questions?



# Agenda

Introduction to Benchling  
and best practices

~ 30 min

Hands-on

~ 15 min

# Agenda

Introduction to Benchling  
and best practices

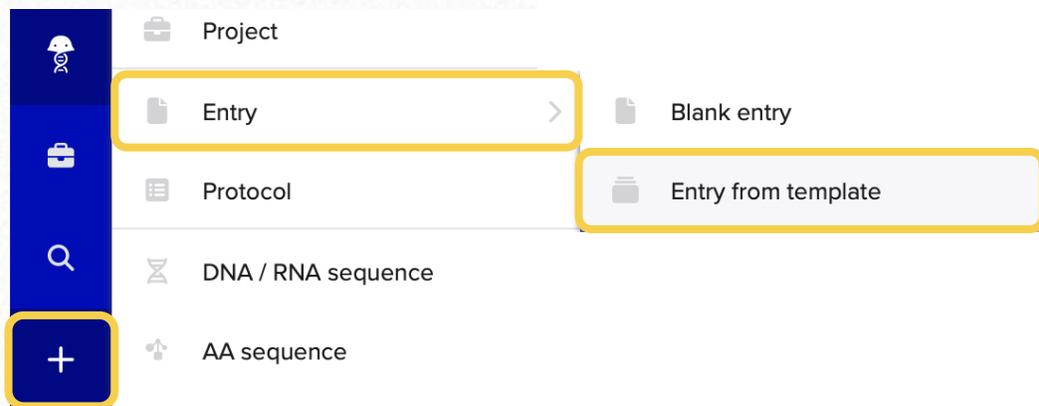
~ 30 min

Hands-on

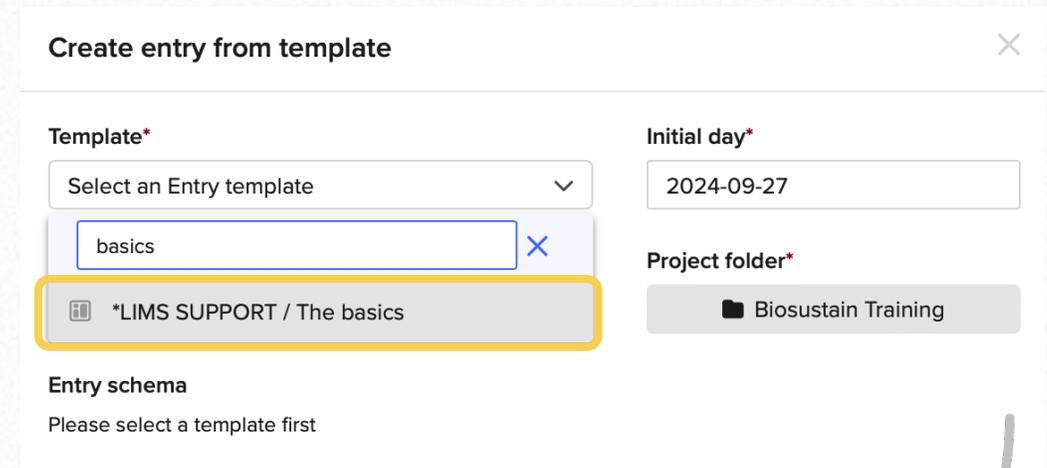
~ 15 min

# Explore the Notebook functionalities

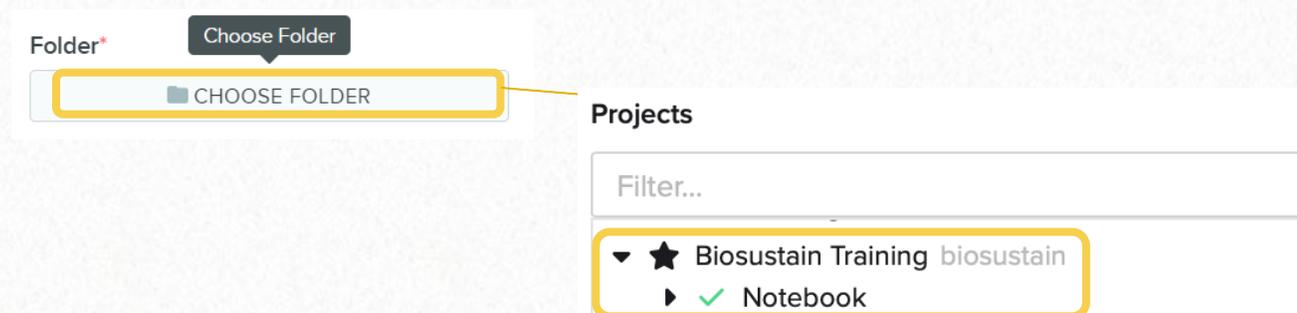
## 1 CREATE ENTRY FROM TEMPLATE



## 2 CHOSE "THE BASICS" TEMPLATE



## 3 SAVE IT IN THE BIOSUSTAIN TRAINING FOLDER



# Questions?

