

LabArchives: Moffitt Signing a Page

Last Update: 03/26/2021



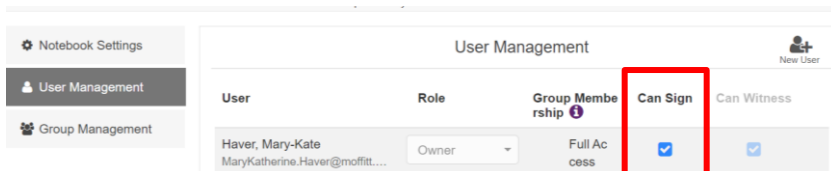
Objective: This guide will provide you with the details for signing your LabArchives notebook page. For detailed information regarding use of any ELN, please access **MoffittNet > Research > Research Electronic Laboratory Notebooks > ELN Minimum Standards** ([link](#)).

1. Before you start - Signing a Page:

- Freezes the page – this cannot be reversed
- Data and/or information cannot be added
- No edits can be made

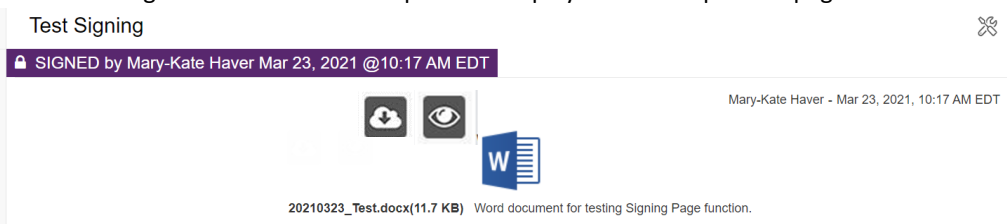
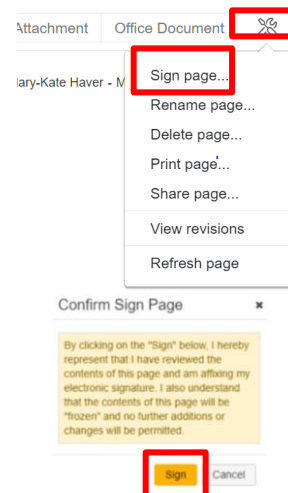
2. Notebook Owner can set signing privileges for:

- Administrator(s)
- User(s)
- Guest(s)
- To activate, access Notebook Settings>User Management



3. Using Google Chrome, access your notebook via <https://mynotebook.labarchives.com/>

- Select login through your institution
- Select "Moffitt Cancer Center"
- Select notebook from navigator panel (left side of screen)
- Click on page to be signed
- Scroll right to the Tools icon (wrench & screwdriver image)
- Click to open the menu
- Click "Sign page..."
- Message appears:
- Click "Sign" that you:
 - Have reviewed the contents of page
 - Are affixing your electronic signature
 - Acknowledge no additions, revisions, and/or deletions can be made
- Your name along with date & time stamp will be displayed at the top of the page



4. Attachments located on Signed Pages may be:

- Downloaded for:
 - Editing, then
 - uploaded to a new page
- Viewed

For Questions or Additional Assistance:

Please contact the **Biomedical Library** at (813)745-7295 or email library@moffitt.org



Moffitt Biomedical Library

12902 Magnolia Drive, Tampa, FL 33612 | **tel:** 813-745-7295 | **fax:** 813-745-3084 | **email:** library@moffitt.org