**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:
   a. Administrator(s)
   b. User(s)
   c. Guest(s)
   d. To activate, access Notebook Settings>User Management

3. Using Google Chrome, access your notebook via https://mynotebook.labarchives.com/:
   a. Select login through your institution
   b. Select “Moffitt Cancer Center”
   c. Select notebook from navigator panel (left side of screen)
   d. Click on page to be signed
   e. Scroll right to the Tools icon (wrench & screwdriver image)
   f. Click to open the menu
   g. Click “Sign page...’
   h. Message appears:
      i. Click “Sign” that you:
         i. Have reviewed the contents of page
         ii. Are affixing your electronic signature
         iii. Acknowledge no additions, revisions, and/or deletions can be made
   j. Your name along with date & time stamp will be displayed at the top of the page

4. Attachments located on Signed Pages may be:
   a. Downloaded for:
      i. Editing, then
      ii. uploaded to a new page
   b. Viewed

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