Add Files from Your Local Drive into a LabArchives Notebook to Preserve Folder Hierarchy

Step 1 Create Your Notebook

You will create your notebook and main folders.



Step 2 Download Folder Monitor and Install

Click the ellipses on the right had top of the LabArchives screen, click Downloads, then Folder Monitor.



You will be taken to the LabArchives Downloads page. Scroll down to Folder Monitor and choose the version for your computer. Click link to install.

labarchives.com/downloads/							
Lakewski van	Inventory	Education	Research	Corporate	Enterprise	Support	Sign in
LabArchives Fo that automa	LABA Ider Monite tically trans	RCHIVES FOLD Or is a desl sfers files fi	er Monitor (top utility rom your	for Windo PC into Lab	ws and Ma Archives.	c	
LABARCHIVES V2.0.6 FOR WI (3.0 MB) / (.EX REQUIREMEN	FOLDER MONI NDOWS E AND .MSI FIL TS: 7/8/10	TOR ES)	LABAN V2.0.8 (14.6 REQU	RCHIVES FOLD 5 FOR MAC MB) / (.PKG FIL IREMENTS: OS	ER MONITOR .E) : X10.9 OR HIGI	HER	
			lows and Mac				
Please	note the Folde	er Monitor doe	es not suppor	t network driv	es.		

Note: You may get a Malware warning message from your browser, you can ignore and prompt your computer to keep installing. This application is not a threat.



Step 3 Log In

Once you open Folder Monitor, you will be prompted to log in. Because we are a single sign on institution you will need a "Password Token".

CabArch	ives Web Service Login	\times
In order to en LabArchives	able folder monitoring, you need to login to webservice.	
Service URL	https://api.labarchives.com	~
Login/Email	_	
Password	1	
	Cancel Login	

Click the arrow next to your name in LabArchives for the pull-down list and choose LA App Authentication.



Once clicking the link, you will receive a password to use for the log in prompt as well as the email address that you should use. Note: The password expires within an hour.

You are using your such as our IOS or	institutions credentials to access LabArchives. To use External applications, Android applications,input the follow into the external application:
Enter this email ad	idress
user1@labarchive	s.com
Enter this passwor	d
MzQ50S42fDY4MT	QvMjY5Mi8zNDIyMjI0NjcwMTUyNzg4MDk4OS8xMjI3MjkwNDI0fDg4ODMuNg==

Enter your LabArchives email address and the password token, then click "Login".

CabArch	ives Web Service Login	\times
In order to ena LabArchives v	able folder monitoring, you need to login to vebservice.	
Service URL	https://api.labarchives.com	~
Login/Email	user@labarchives.com	
Password	•••••	
	Cancel Login	

Step 4 Create a rule

Once in your Folder Monitor you will create a rule by clicking "+Add Rule".

LabArchives Fold	er Monitor v2.0.6				- 🗆 X
🔘 Add Rule 🥜 Ed	it 🛅 Duplicate 🤤 Delete 🕆 Move Up 🗍 Move [Down			🎲 Settings 🔞 Synchronize 🍠 Logout
Rules Folders					
Name	Local Folder	Filters	Subfolders	LA Destination	Max Entries
		Enabled			
() Example	C:\Rule	All Files	Мар	\Research Notebook\Protocols	20, daily pages
Service: Ø Connecte	d 🚨 User Number 1				

You will then:

- 1. Create a description for the rule,
- 2. Choose the file you want to add to your Notebook (Folder Monitor will only pull files from a local drive, not a network drive),
- 3. Create a filter if needed by clicking the funnel,
- 4. Choose "Map" under "Sub-folders",
- 5. Choose the notebook and folder you would like to add your files to,
- 6. Choose whether to "Create Daily Pages", and
- 7. Choose how many entries you want per page in your LabArchives folder.
- 8. Click OK

Description	Manuscript files	
Local Source Folder	C:\Users\jllutt1\Desktop\CITI Instructions	
File Filters	All Files (*.*)	
Subfolders	O Exclude Do not include files from Local Source sub-folders O Combine Files from Local Source folder and its sub-folders are uploaded to a single LA Destination folder	
	Map Create and maintain LA Destination sub-folders that match Local Source sub-folders	
LA Destination	\Test Notebook\Manuscripts	63
Create Daily Pages	 Yes If this option is selected, a new page will be created in the LA Destination folder for each day files are uploaded. If this option is not selected, files will accumulate in a 	
Max Entries <mark>Per P</mark> age	20 Maximum number of files to upload to a single LA Destination page. When this limit is met, a new page is created for subsequent uploads	

You will be prompted to select the files you want to pull over to your LabArchives notebook.

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Status New	Matched Rule Research Data	
New	Research Data	
New	Research Data	
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Your files will start populating the Notebook folder you chose in the same hierarchy as on your local drive; you will not see the files until it is done pulling them over. Note: you may have to refresh by collapsing your notebook. All individual files will be added to a page under the correct folder.



Common Problems when Uploading Files

File path issues

The cumulative File path name must be less than 260 Characters in the local source folder and the LabArchives Destination. Try moving the files to a location with a shorter file path name.

File Size Issues

Folder Monitor is unable to upload files larger than 250 MB and it may not work properly if your source folder Is larger than 1GB.

Upload Rules:

We recommend that you use folder monitor with as few rules as possible. If the rules conflict they can prevent files from uploading to LabArchives. New files will be uploaded to one LabArchives destination. If a file meets the criteria for two rules, it will be uploaded according to the first rule.

Drive Issues:

External drives or USB Flash drives may not work properly with Folder Monitor. Folder Monitor does not support monitoring folders that are located on a Network drive.