



# Benchling

An Electronic Laboratory Notebook

## **Guide to Working with and Saving Data**

(~ 5-10 min to complete)

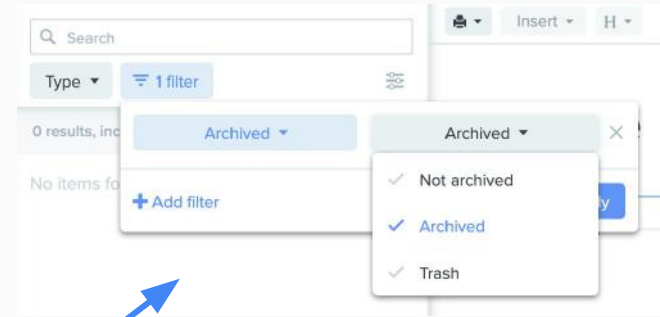
Before completing this guide,  
review "[Benchling Basics](#)" or be familiar with Benchling

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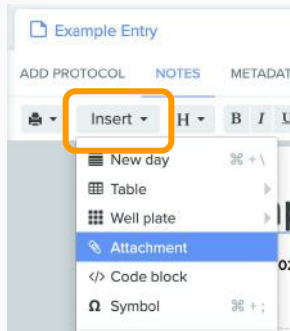
# I. Saving Data

- Everything typed into Benchling is saved **automatically** every few seconds when you make changes
  - Backed up on Benchling's cloud
- Data can be **archived** and hidden from working view without being deleted
  - Right-click on the item you would like to archive to archive it
  - Archived data can be easily searched for and recovered
    - To find archived data, filter your Benchling files by “Archived”



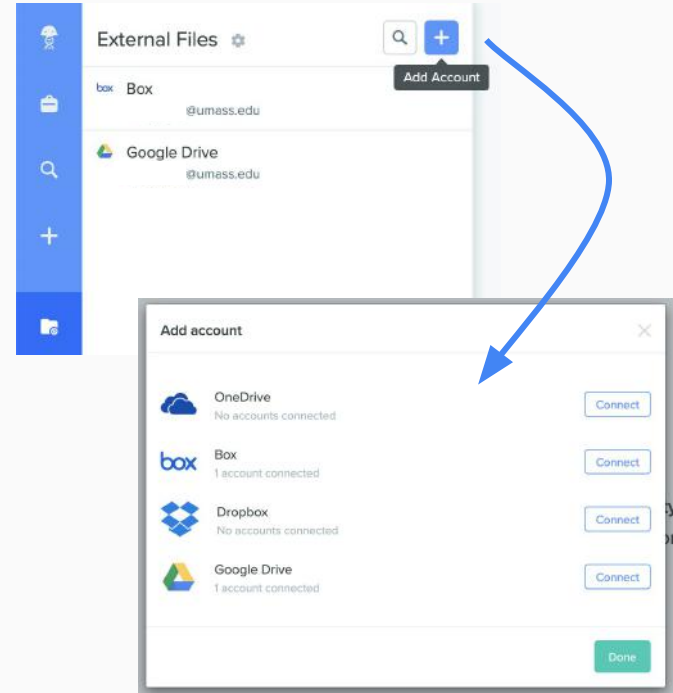
# II. Importing Data

- Connect Benchling with other accounts for easy access to files on other sites
  - Drag and drop external files directly from these sources into entries
- Easily insert other attachments to entries:
  - Pictures, PDFs, .txt files, etc.



Drag and drop a file from the sidebar to attach or

Upload a File

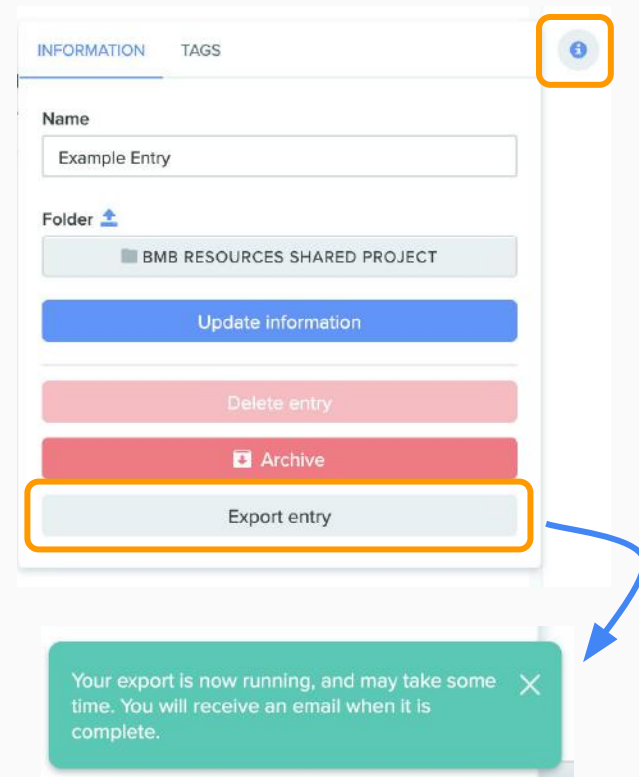


# III. Exporting Data

- To save a copy of your data, you can **export** projects, folders, Notebook entries and entire organizations to your computer
  - Files associated with entries also get exported (Protocols, inserted attachments, etc.)
- All data that you export gets **emailed** to the email associated with your account following the export
  - Export time depends on file size/amount exported
- Files are enclosed in a **.zip** file
  - You can choose files to be exported in PDF or HTML format

# III. Exporting Data: Single Notebook Entries

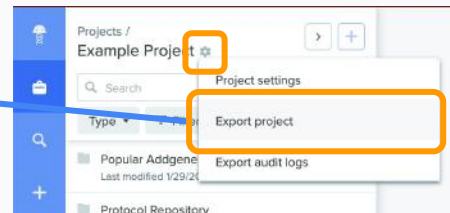
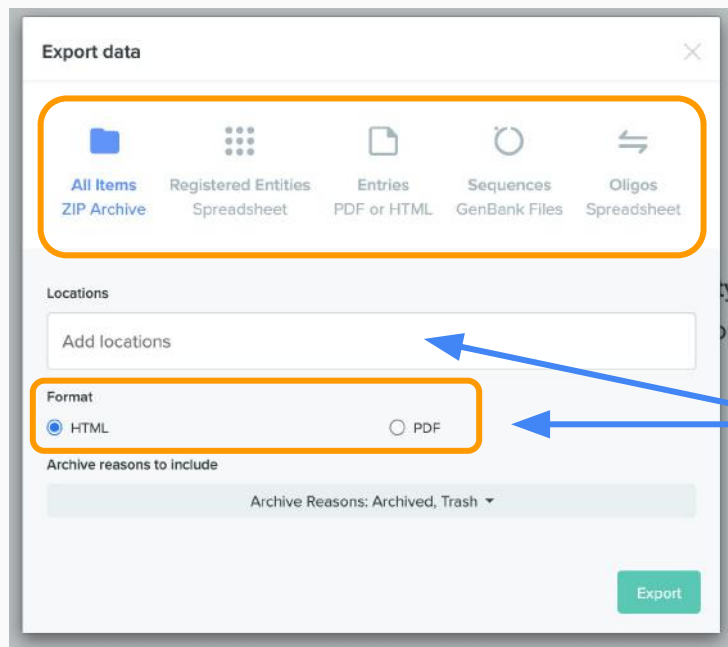
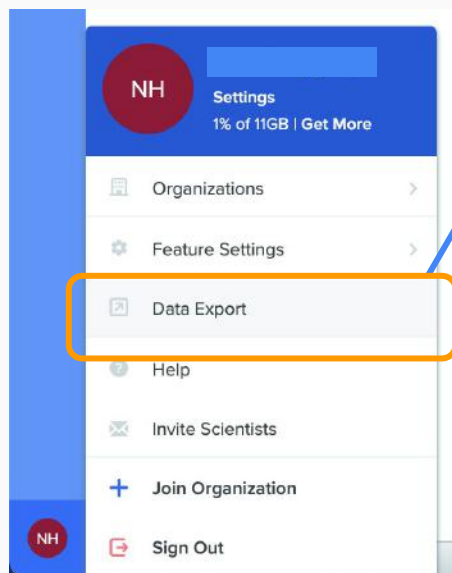
- Notebook entries are exported as PDFs or HTML files
  - Protocols are also exported as PDFs
- Click on the **Information icon** on the right side of the screen
- Click **Export entry**



<https://help.benchling.com/en/articles/2724936-export-an-entry>

# III. Exporting Data: Projects or Folders

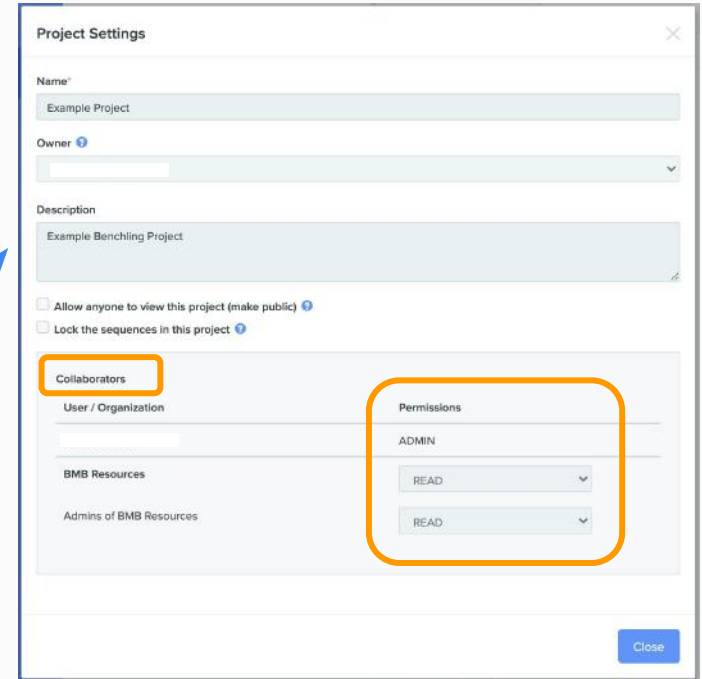
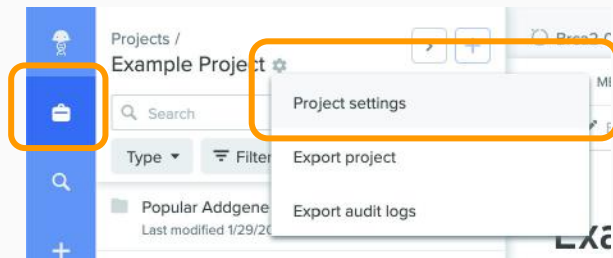
- Export from your **User Data** icon or directly from the **project** page:



Choose which projects or folders to export by adding their location. Choose the desired format. Click **Export**.

# IV. Long Term Storage

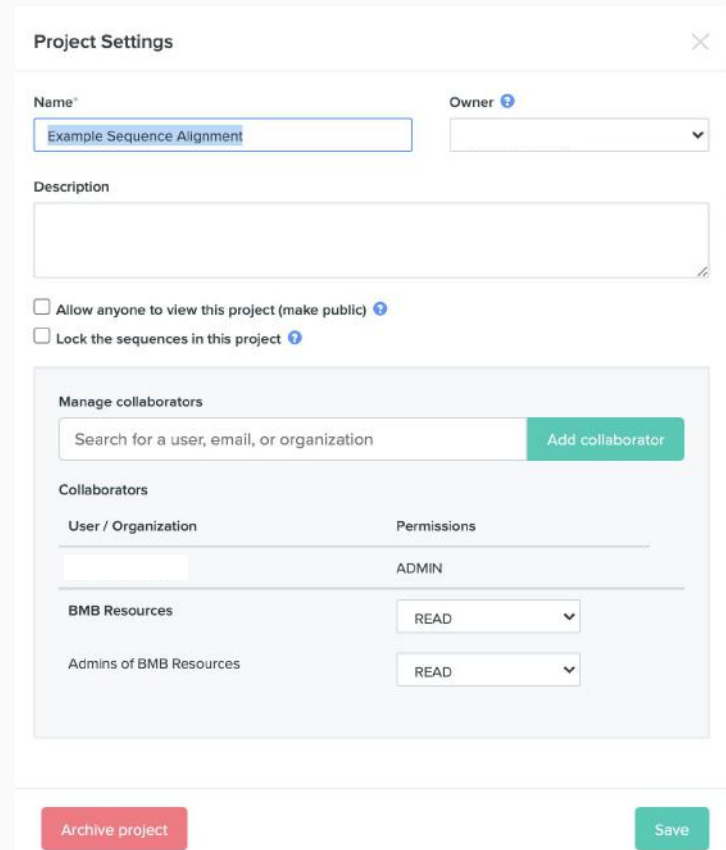
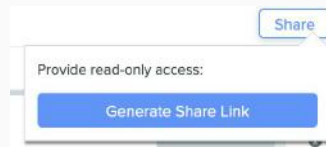
- If a member leaves a lab or organization, admins can maintain access to the contents of their projects that are **shared** with them
- Individuals can give other organizations or users **admin privileges**





# IV. Long Term Storage: Sharing Data

- Project settings is also where you manage who has access to your project and at what **permission** level
  - Permissions: None, Read, Write, or Admin
- **Collaborators** can be a user or an organization
- By hitting the **share button** on the top right corner a generated link allows anyone with the link to read the entry



**Project Settings**

Name\*  Owner

Description

Allow anyone to view this project (make public) [?](#)

Lock the sequences in this project [?](#)

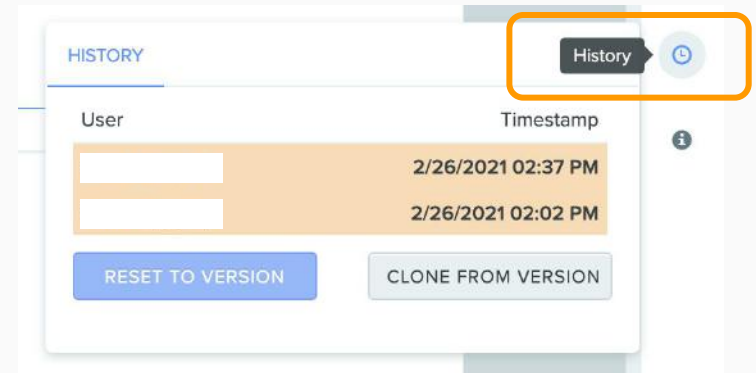
**Manage collaborators**

**Collaborators**

User / Organization	Permissions
<input type="text"/>	ADMIN
BMB Resources	<input type="text" value="READ"/>
Admins of BMB Resources	<input type="text" value="READ"/>

# V. Data Protection

- All Benchling data are encrypted
- All data belong to the user
- Several layers of backups ensure data recovery if necessary
  - Incremental 5-week backups, weekly backups stored forever
  - Access previous versions of any file through the Version History button



See Benchling's extended security documentation here:

<http://intercom.help/benchling/general/security/benchling-security-documentation>

# Questions or Comments?

Fill out our **Google Form** to provide feedback:

[forms.gle/92Q9vp6jYzSB8Z9j6](https://forms.gle/92Q9vp6jYzSB8Z9j6)

Benchling **FAQ**:

[docs.google.com/document/d/1DkSHnZ6FX8L4fORjmYm\\_omzotnJHzjTa587kfqtsiT0/edit?usp=sharing](https://docs.google.com/document/d/1DkSHnZ6FX8L4fORjmYm_omzotnJHzjTa587kfqtsiT0/edit?usp=sharing)

## Benchling Feedback

Please provide feedback so we can improve these guides.

\* Required

What is your role? (Check all that apply) \*

- Undergraduate Student
- Graduate Student
- TA
- Professor
- Researcher
- Other: \_\_\_\_\_

What University do you attend? \*

- UMass Amherst
- Other: \_\_\_\_\_