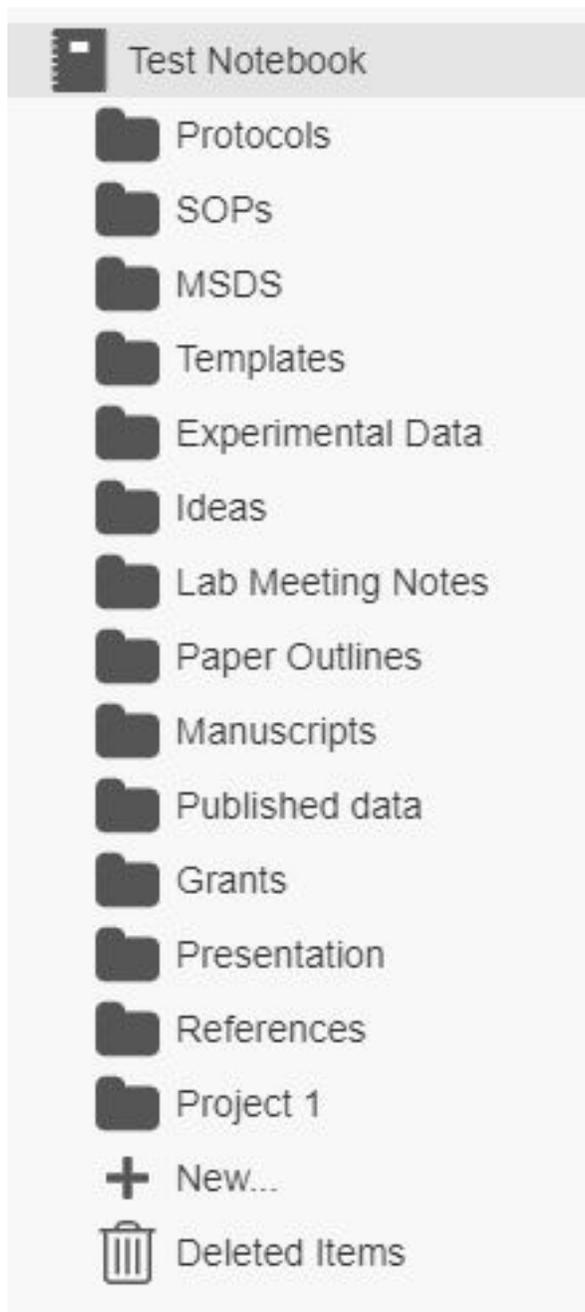


Add Files from Your Local Drive into a LabArchives Notebook to Preserve Folder Hierarchy

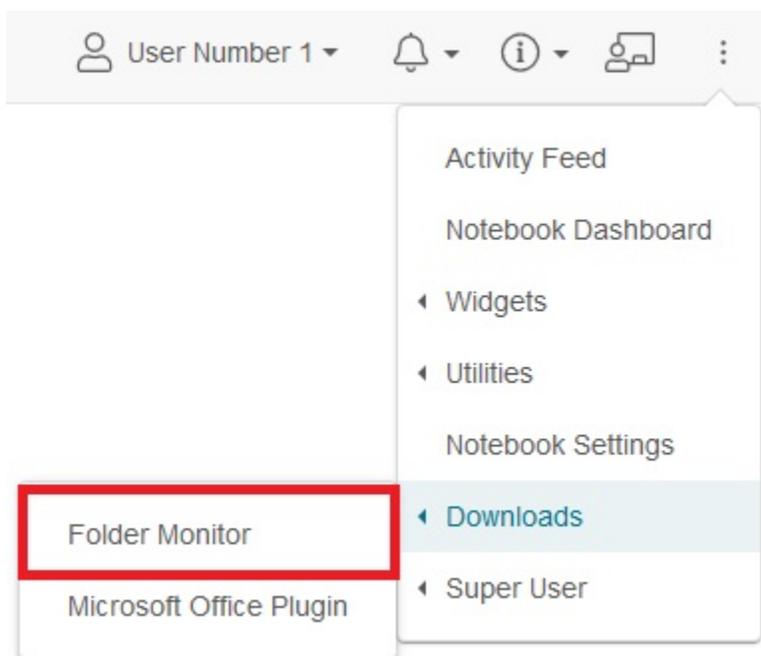
Step 1 Create Your Notebook

You will create your notebook and main folders.

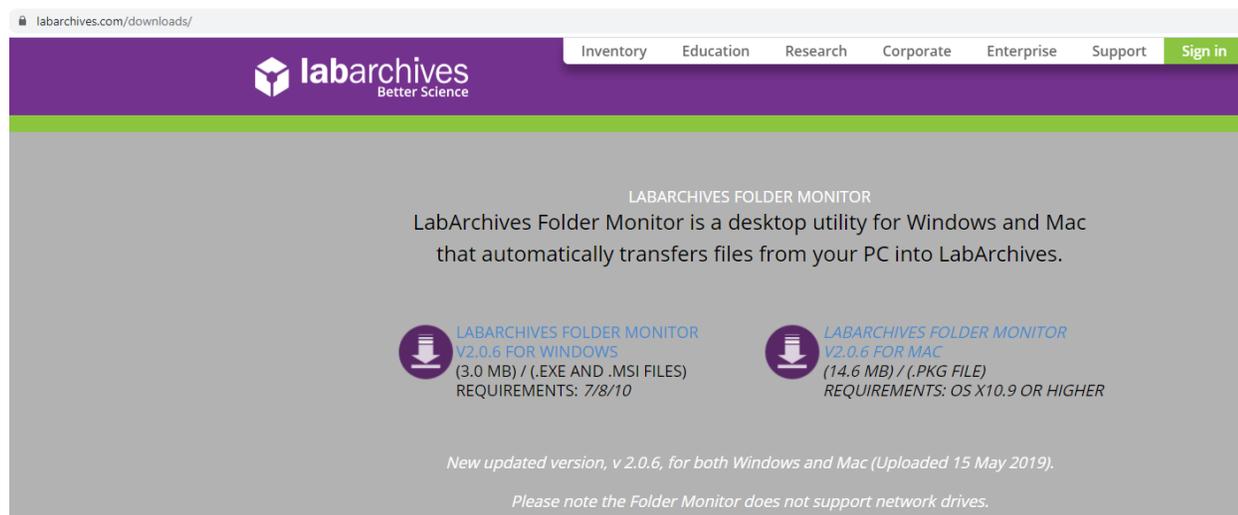


Step 2 Download Folder Monitor and Install

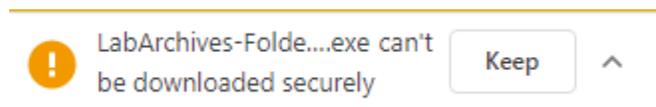
Click the ellipses on the right had top of the LabArchives screen, click Downloads, then Folder Monitor.



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.

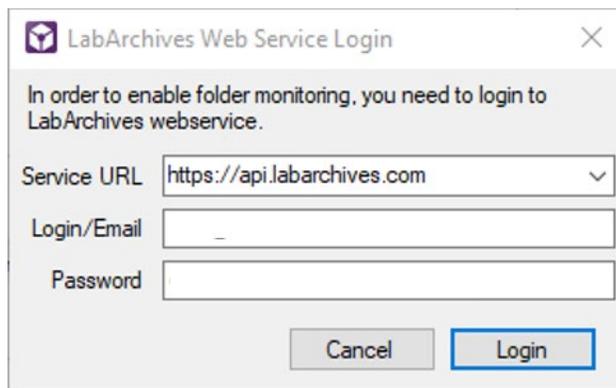


Note: You may get a Malware warning message from your browser, you can ignore and prompt your computer to keep installing. This application is not a threat.



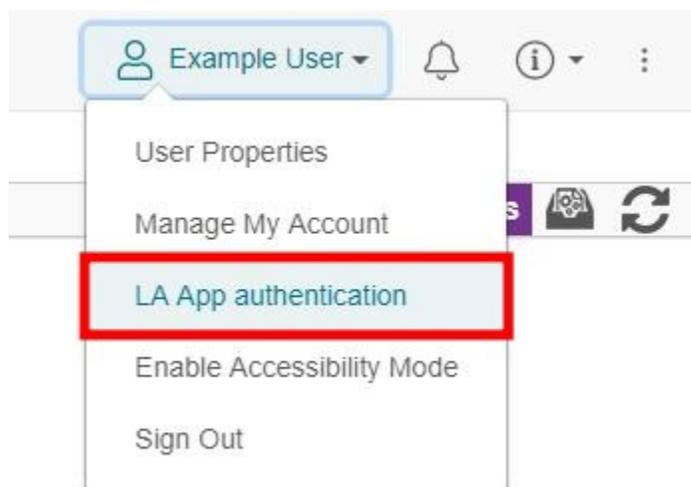
Step 3 Log In

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”.

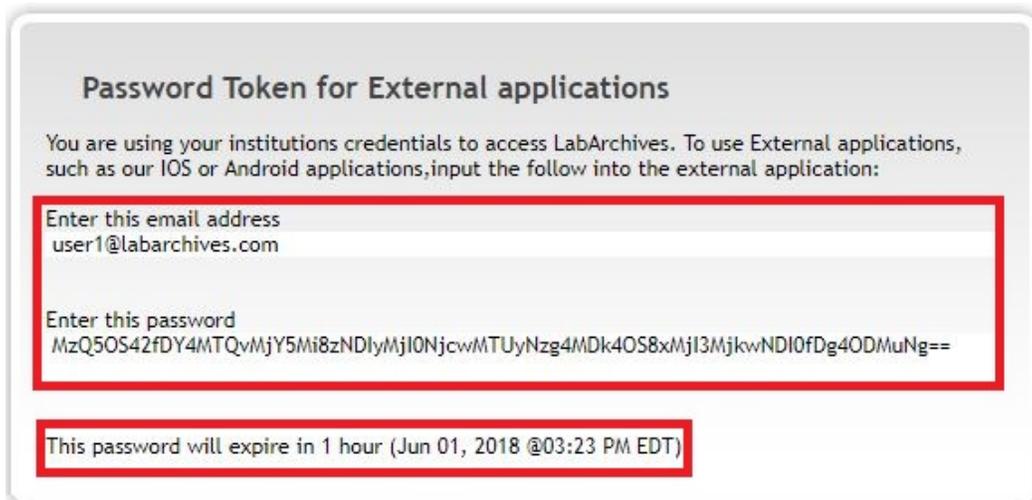


A dialog box titled "LabArchives Web Service Login" with a close button (X) in the top right corner. The text inside reads: "In order to enable folder monitoring, you need to login to LabArchives webservice." Below this text are three input fields: "Service URL" with a dropdown menu showing "https://api.labarchives.com", "Login/Email" with a text box containing a dash "-", and "Password" with an empty text box. At the bottom are two buttons: "Cancel" and "Login".

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

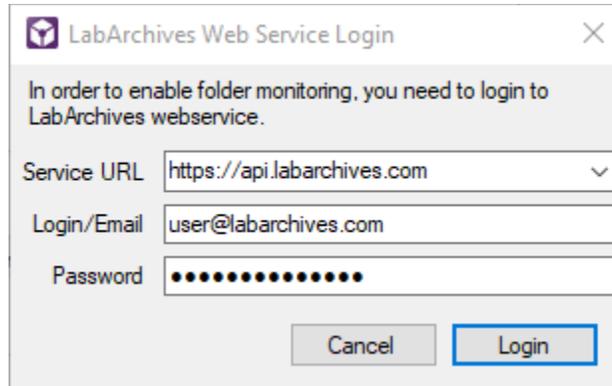


Once clicking the link, you will receive a password to use for the log in prompt as well as the email address that you should use. Note: The password expires within an hour.



A notification box titled "Password Token for External applications". The text inside reads: "You are using your institutions credentials to access LabArchives. To use External applications, such as our IOS or Android applications, input the follow into the external application:". Below this text are two input fields: "Enter this email address" with the value "user1@labarchives.com" and "Enter this password" with the value "MzQ5OS42fDY4MTQvMjY5Mi8zNDIyMjI0NjcwMTUyNzg4MDk4OS8xMjI3MjkwNDI0fDg4ODMuNg==". At the bottom, a red box highlights the text: "This password will expire in 1 hour (Jun 01, 2018 @03:23 PM EDT)".

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

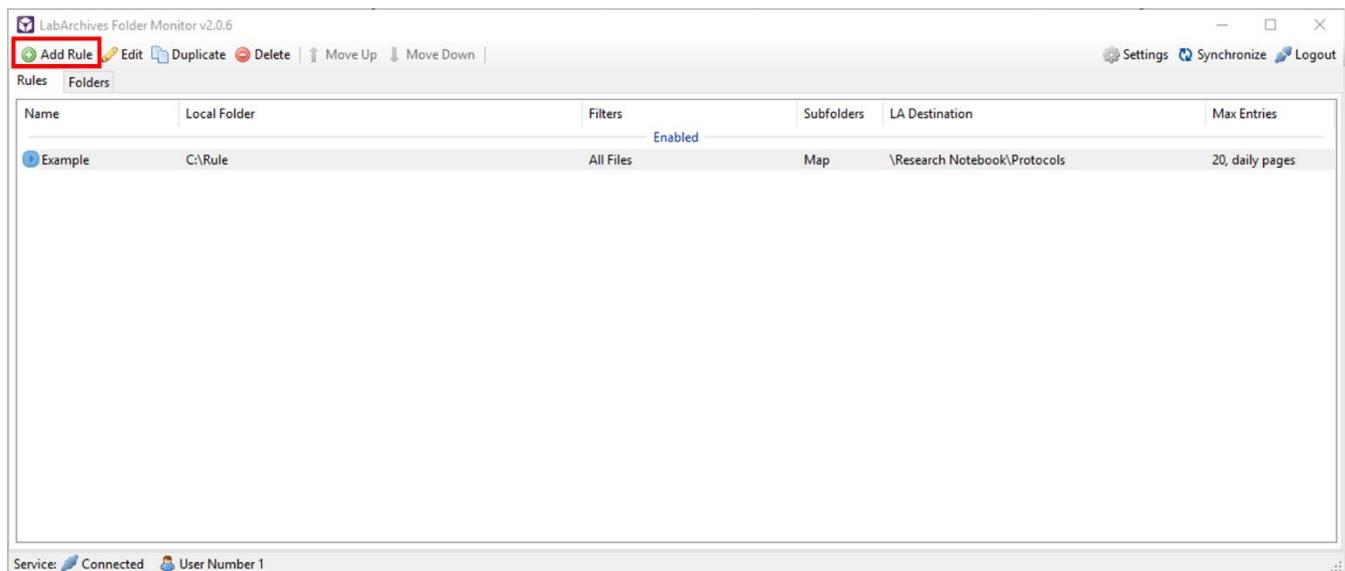


The image shows a dialog box titled "LabArchives Web Service Login". It contains the following fields and buttons:

- Service URL:
- Login/Email:
- Password:
- Buttons: "Cancel" and "Login"

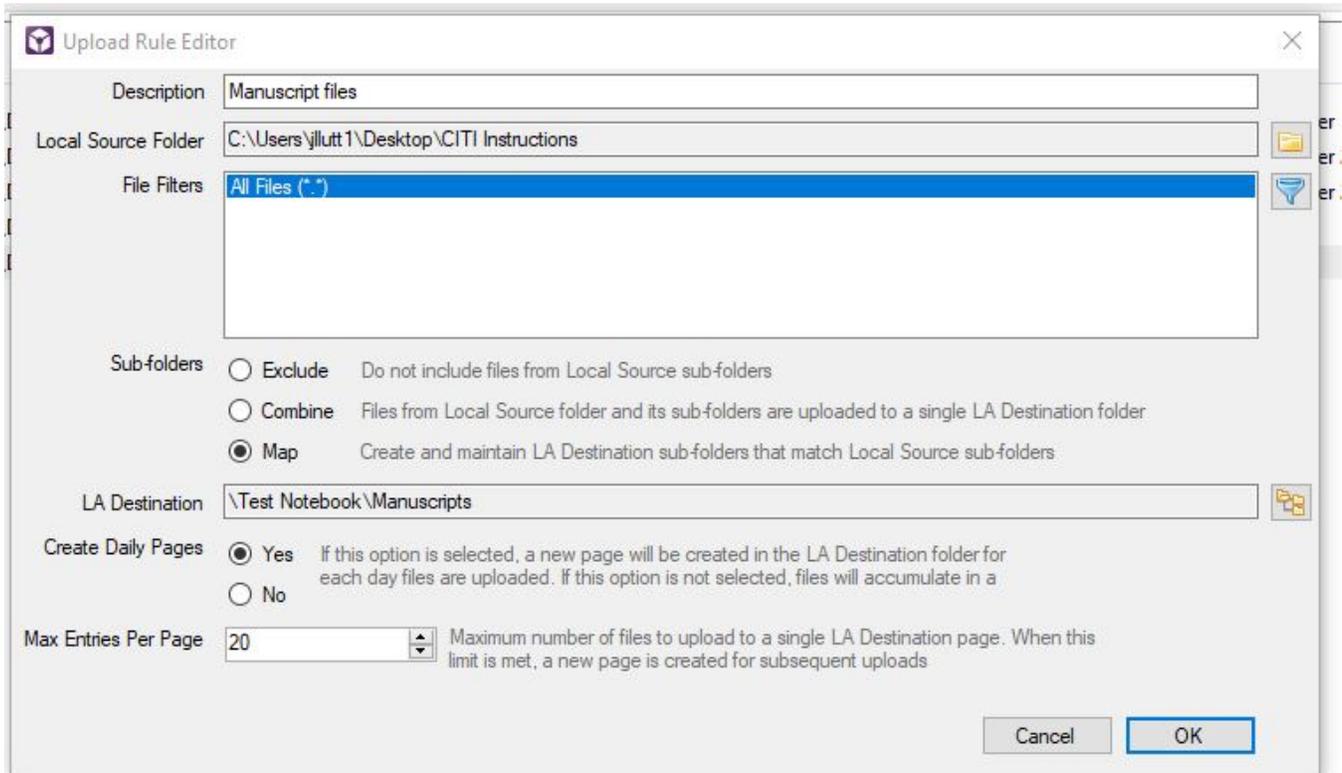
Step 4 Create a rule

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

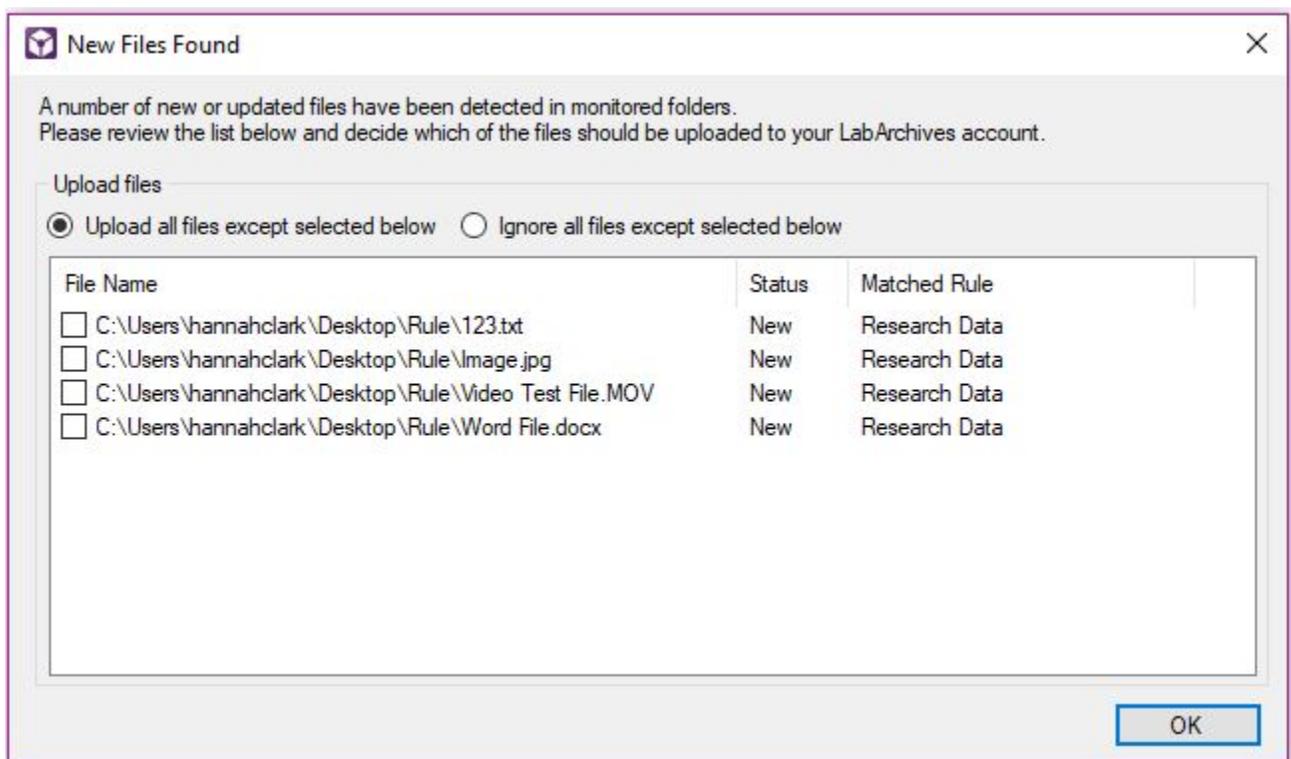


You will then:

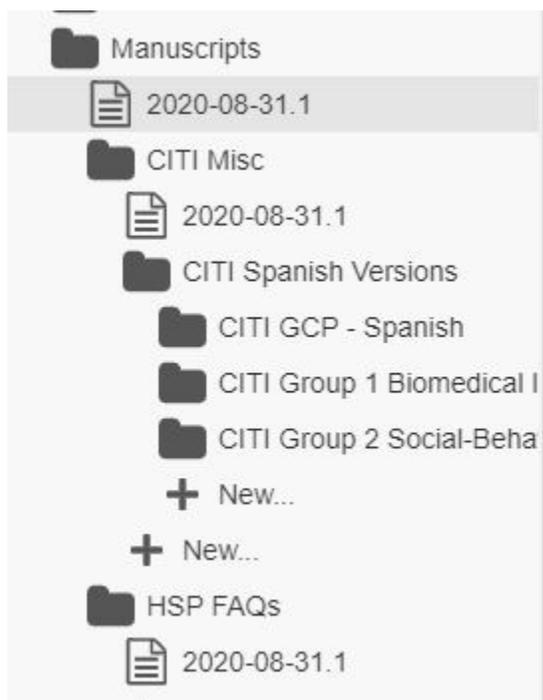
1. Create a description for the rule,
2. Choose the file you want to add to your Notebook (Folder Monitor will only pull files from a local drive, not a network drive),
3. Create a filter if needed by clicking the funnel,
4. Choose “Map” under “Sub-folders”,
5. Choose the notebook and folder you would 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



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



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.