Erik Schliep
Dept. of Structural Dynamics
MPI for Biophysical Chemistry
SOME FEATURES OF LABFOLDER

**Document management**
Popular formats and digital signatures are supported.

**Roles & Access**
Rights & roles and access integrated.

**Communication & Teamwork**
Tasks & notifications for working together better.

**Inventory & Samples**
Integrated materials management.

**Backups & Archiving**
central server for central management.

**QM & Compliance**
Integrated features for simplified compliance in ISO, GxP and others.
## COMPLIANT TO REGULATED ENVIRONMENTS

### GLP
*(OECD Guidelines on good laboratory practice)*

<table>
<thead>
<tr>
<th>GLP requirement</th>
<th>Labfolder Feature</th>
<th>Compliance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access control</td>
<td>Login, project access rights</td>
<td>✔</td>
</tr>
<tr>
<td>Full audit trail</td>
<td>History function</td>
<td>✔</td>
</tr>
<tr>
<td>Digital signatures</td>
<td>Signing and witnessing</td>
<td>✔</td>
</tr>
<tr>
<td>Daily backups</td>
<td>Provided by labfolder</td>
<td>✔</td>
</tr>
<tr>
<td>Data center protected</td>
<td>Provided by data center</td>
<td>✔</td>
</tr>
</tbody>
</table>

### CFR 21 Part 11
*(FDA guidelines for digital signatures)*

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Labfolder Feature</th>
<th>Compliance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature (biometric / credentials)</td>
<td>Signing and witnessing</td>
<td>✔</td>
</tr>
<tr>
<td>Document integrity</td>
<td>Audit Trail, Controlled deletion, Hash sum</td>
<td>✔</td>
</tr>
<tr>
<td>Access management</td>
<td>Login, author control, access rights management</td>
<td>✔</td>
</tr>
</tbody>
</table>
Video can be found here:

https://www.youtube.com/watch?v=8LZ9SShL7ts
MY PERSONAL EXPERIENCE

Advantages

• No handwriting in the lab
• Everything is searchable
• Easy sharing among colleagues
• Easy import/export feature
• Copy and past recurring experiments
• Copy and past results from machines

Challenges

• Everyone should use it
• Stable server very important
• Stable WiFi very important
• Tables / Computer for the lab
THANK YOU FOR YOUR ATTENTION!

More information:

www.labfolder.com

www.youtube.com/user/labfolderChannel