



LabArchives

File storage and management with Box

Combine LabArchives electronic research notebooks and Box cloud storage and file management to get the best of both.

1. Differences between LabArchives and Box	1
2. Attaching large files in LabArchives using Box integration	1
3. Using LabArchives to access files stored in Box	1
<i>Option 1: Insert a Box file or folder URL</i>	1
<i>Option 2: Insert a Box shared link</i>	3
<i>Option 3: Embed a widget for Box file or folder access</i>	5
IMPORTANT: Security and shared links	7
<i>Comparing attachments using Box integration and the widget</i>	8
File access	8
Sharing settings	8
Revisions and back-ups	8
Downloading and uploading files	8
File syncing	9
Creating offline LabArchives notebooks	9
Online and offline tools	9



1. Differences between LabArchives and Box

LabArchives provides a secure online interface for creating multimedia research notebooks. LabArchives notebooks can replace paper research notebooks, make research notes and data easy to read, access and share, and have searchable revision histories to simplify audits.

Box provides secure cloud storage and file management. Box provides unlimited storage, can hold files up to 32GB in size, is great for storing lots of files, and syncing files across multiple computers. As with other data drives, good file organisation is necessary to ensure files can be found easily, and individual files may lack context when shared with other people.

A comparison of features is provided at the end of this guide to help you decide which options are appropriate for you. Please see Comparing attachments using Box integration and the widget. Comparing attachments using Box integration and the widget

2. Attaching large files in LabArchives using Box integration

By default, LabArchives can store attachments up to 250MB in size. The University of Adelaide has automated integration of LabArchives and Box to store files between 250MB and 15GB. This means you can attach any file up to 15GB in LabArchives. Files over 250MB are stored in Box but accessed using LabArchives. You cannot access the files in Box, so they are only visible in LabArchives, and only to people who have access to your notebook. Other than a small icon to indicate that Box integration is in use, there is no difference between small and large attachments in LabArchives.

3. Using LabArchives to access files stored in Box

If you need to sync or store a large number of files, we recommend you create electronic research notebooks in LabArchives and add links to Box folders from within the notebook(s). Options for linking to Box from within LabArchives include:

1. Inserting a Box file or folder URL.
2. Inserting a Box shared link.
3. Inserting an embedded Box widget.

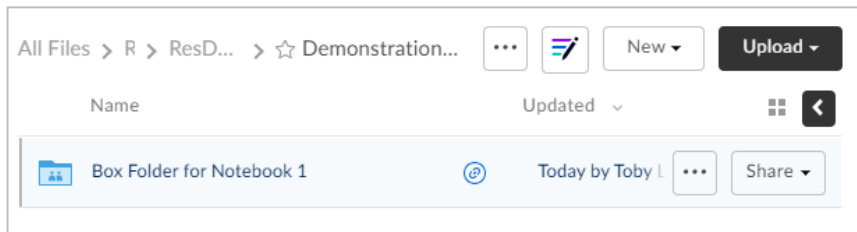
Be sure to read the section on security and sharing below to ensure access to your data is restricted appropriately.

Option 1: Insert a Box file or folder URL

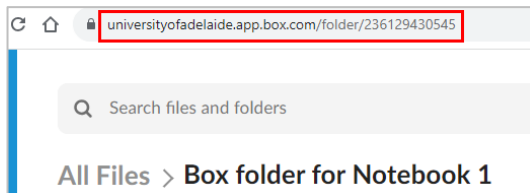
This method involves storing files in Box and providing a link within LabArchives to the relevant Box location. It is a good option when you have a number of files in one folder, particularly if those files are uploaded automatically from another source (such as images from a microscope or photographs on your phone). The Box file or folder will only be accessible to people invited to be collaborators at folder level in Box. You can choose whether you want these people to be able to edit or only view the files.



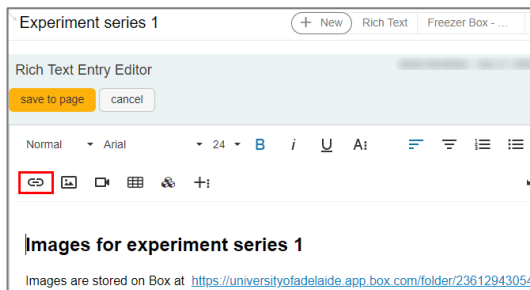
1. Log into Box and navigate to or create the folder or file you would like to link to in your LabArchives notebook.



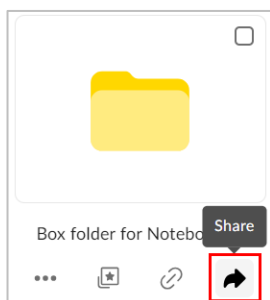
2. Open the folder or file then **select and copy the URL** in the browser address bar.



3. Open your LabArchives notebook. Create a **Rich Text** entry, write a description of the file(s), click on the **Link** icon (highlighted below with a red box), and paste the link into the **URL** field. Click **OK**. An example of the result is below:



4. Click **save to page**. You now have a Rich Text entry with a link to a Box file or folder.
5. Optional: The Box file or folder will only be accessible to collaborators invited in Box. To invite collaborators to a folder in Box, select **Share** and then **Invite collaborators**. Enter the email addresses of your collaborators, select their role, and send the invitations.



Note: You can attach links within LabArchives entries of all types. These links appear as icons at the top right on the entry and can include a description. Because these links only appear as small icons, they are not very obvious and may be missed when scrolling through a page.

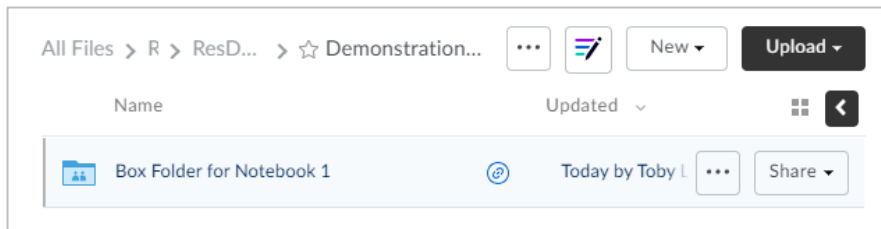


If you are using storage devices other than Box, providing links or file paths in your electronic research notebooks can still make it easier to find your files in future.

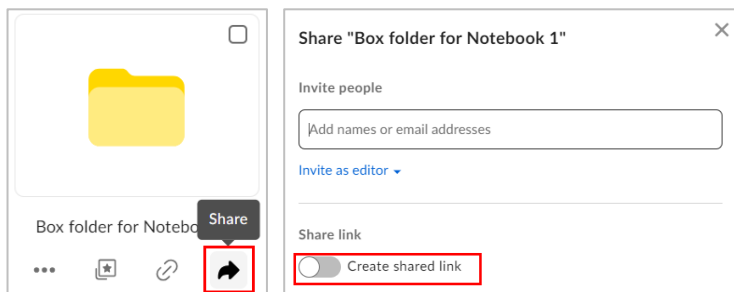
Option 2: Insert a Box shared link

Sharing a link to an item in Box allows you to make an individual file available to others. Option 1 above relies on security applied at folder level within Box. Option 2 allows you to provide read-only access to individual files. This option is useful for providing access to single files in an otherwise restricted folder, and when edit access is not required.

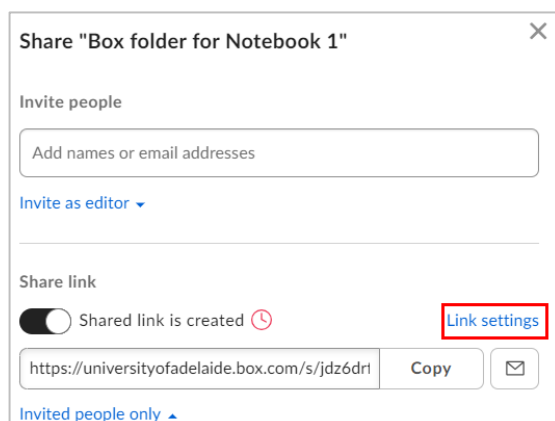
1. Log into Box and navigate to or create the folder or file you would like to link to in your LabArchives notebook.



2. Click on **Share**. If you are sharing a folder, then click on **Create shared link**.

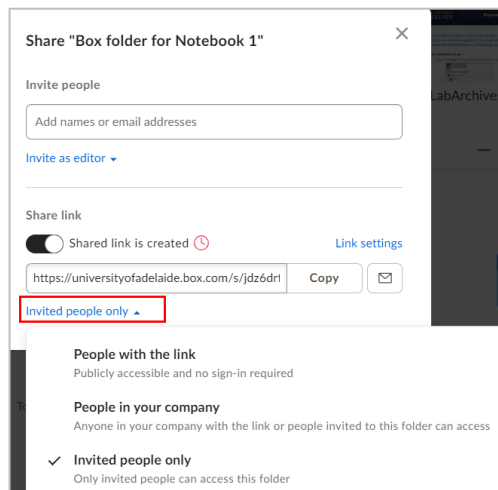


3. **IMPORTANT:** Adjust the shared link settings:
 - a. By default, shared links expire after 30 days. To remove the expiry date, click on Link settings. From the settings options, uncheck the **Disable shared link on** checkbox.

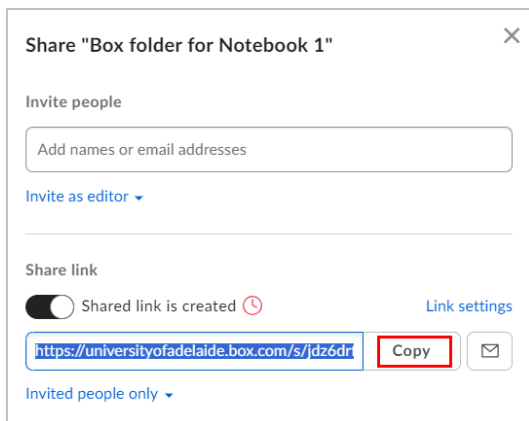




- b. If you wish, you can change the Access Type by clicking on the blue text **Invited people only**. Unless you want the files to be publicly accessible however, it's best not to change this. To add people to a file or folder, invite collaborators (see step 5 in Option 1: Insert a Box file or folder URL). If you do not restrict the shared link access, you may unintentionally expose your data.

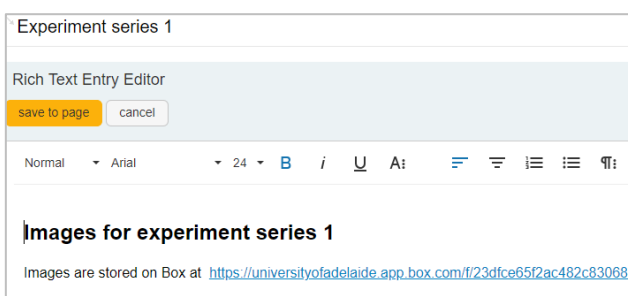


4. Now copy the shared link (click **Copy** or highlight the text and use Ctrl+C or the right-click menu).



Click **Close**.

5. In your LabArchives notebook, create a Rich Text entry, write a description of the files in Box, and paste in the shared link. Click **Save to page**. An example of the result is below:



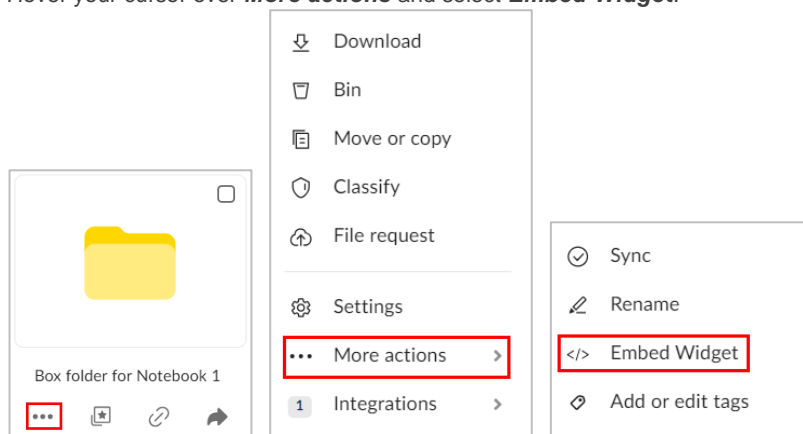


You now have a Rich Text entry with a link to a Box file or folder.

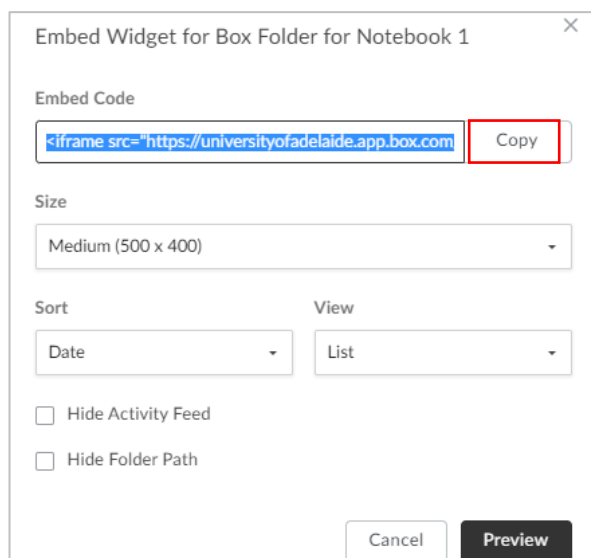
Option 3: Embed a widget for Box file or folder access

An embedded widget can be used to access a file or folder in Box from within a LabArchives notebook page. Files stored using the Box embedded widget will be accessible using both LabArchives and Box. The widget acts like a miniature window into Box, allowing you to navigate through folders, download and edit documents without leaving LabArchives.

1. Log into Box and navigate to the name of the file or folder that you want to access from within LabArchives. Do not open the item.
2. Click on the **More options** icon (ellipses) for the item.
3. Hover your cursor over **More actions** and select **Embed Widget**.



4. Click **Copy** next to the **Embed Code**.

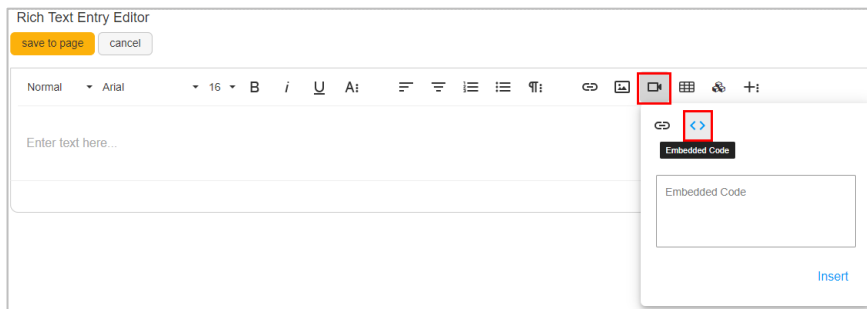


Click **Cancel**.

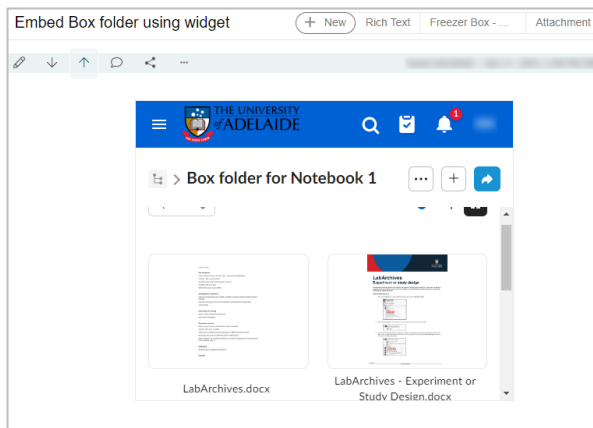
5. In LabArchives, navigate to the page in which you want to access the item in Box.
6. Create or edit a **Rich Text** entry.



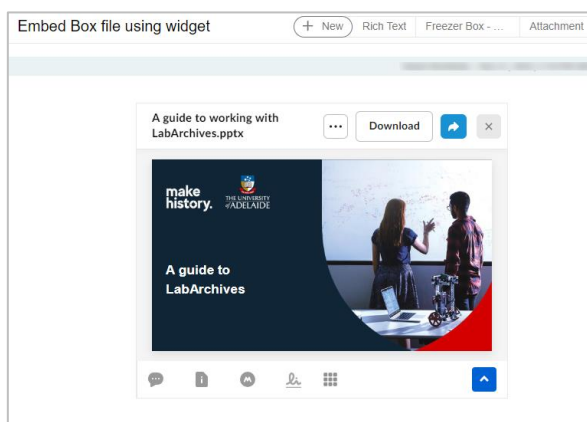
7. Click the video icon, then select Embedded Code and paste the embed code.



8. Click **save to page**.
9. The Box file or folder will now be displayed within a small window in your notebook page. Within this window you can view, create, edit, upload and download files within Box (you may be prompted to log into Box if necessary).



If you have embedded a folder (above), you can click in the window to start working as if you were in Box.



If you have embedded a file (above), download the file to edit and save to upload your changes to Box.



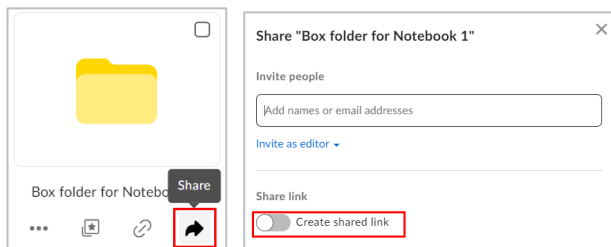
IMPORTANT: Security and shared links

As soon as you click on the **Embed Widget** option or **Share** button, the shared link is enabled. Your default Box account settings for sharing will apply to the file or folder embedded with the widget. Common defaults are:

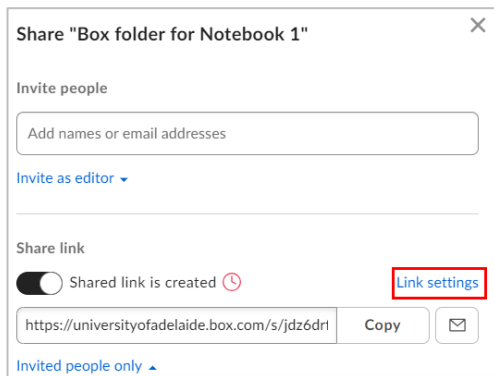
- Anyone with the link can access the file or folder.
- Shared links expire after 30 days.

Allowing the shared file or folder to be accessible by anyone with the link increases the risk that data could be accessed by an unintended party. The sharing settings for a file or folder can be changed within Box:

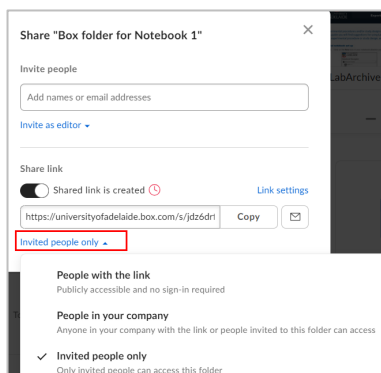
1. Open the shared link settings for the file or folder.



2. Adjust the expiry date by selecting Link settings.



3. Click on the *Invited people only* for a drop-down list to change who can access the file or folder or to remove the link. Unless you want the files to be publicly accessible, you should keep access restricted to **Invited people only**.





A guide for creating Box embed widgets is also available on the Box Community website:
<https://community.box.com/t5/Sharing-Content-with-Box/Create-a-Box-Embed-Widget/ta-p/19719>

A guide for changing the share settings for a link is available on the Box Community website:
<https://community.box.com/t5/Using-Shared-Links/Shared-Link-Settings/ta-p/50250>

Comparing attachments using Box integration and the widget

Files stored using a Box embedded widget in LabArchives are managed differently to those stored using the automatic Box integration. These differences are discussed here to help you choose the most appropriate option for you.

File access

Although LabArchives stores attachments larger than 250MB in Box, the files are only viewable and downloadable through LabArchives. You cannot access them with your Box account.

Files stored using the Box embedded widget are also accessible by logging into your Box account on a web browser or using Box Drive. You cannot access other LabArchives content with your Box account.

Sharing settings

Files uploaded as attachments to a LabArchives notebook, including those stored with the automated Box integration, only need to have sharing and permission settings monitored and controlled in LabArchives. Box account and sharing setting have no effect on these files.

When using the Box embedded widget, sharing and permission settings must be controlled in both LabArchives and Box to ensure the security of files.

Revisions and back-ups

Files stored using the automated Box integration are subject to version control in the same way as smaller attachments, by editing the existing entry and attaching a new version of the file to it.

Files stored using the Box embedded widget are handled entirely by Box; the history of revisions and backups of the files are stored in Box. Files are not tracked in the LabArchives revision history or user activity. Files in Box have a 7-year retention policy.

Downloading and uploading files

LabArchives allows batch uploading of files with a drag-and-drop interface. Files between 250MB and 15GB uploaded to LabArchives are automatically sent to Box for storage. Note that this process may be slow depending on a number of factors including file size.

All files in a LabArchives notebook (except those stored using the automated Box integration or Box embedded widget) can be downloaded collectively by creating an offline HTML notebook. LabArchives does not provide a feature to selectively download batches of files.

Box allows batch uploading of files and folders with a drag-and-drop interface. Batches of files and folders can be selected for downloading in a zip file.



File syncing

Box Drive (and previously Box Sync) automates file syncing in both directions. This can be useful when people need to work on downloaded files from multiple computers.

The LabArchives Folder Monitor automates file uploads but does not automate file downloads. This one-way syncing means you need to manually download files that have been updated in LabArchives if you want to work on them offline.

Creating offline LabArchives notebooks

When creating offline notebooks (HTML or PDF), LabArchives will not download files stored with either the automatic integration or using the Box widget.

Online and offline tools

LabArchives has online and offline tools, including Microsoft Word Online, PDF previews, image viewing and annotation, Folder Monitor for automatic file uploads, and software integrations for Microsoft Office, GraphPad Prism and more. Automated Box integration does not allow the use of any integrated online tools with files larger than 250MB. Files will need to be downloaded before they can be viewed or edited.

Files stored using the Box embedded widget will be accessible using the Box online and offline tools, including, Microsoft Word Online, Box Drive and Box Edit. Box offers features for playing video and audio in the browser without downloading the file. Using Microsoft Word Online and other Microsoft Online products through Box allows simultaneous collaboration on documents. LabArchives Microsoft Online tools do not allow simultaneous collaboration.

LabArchives tools, such as image annotation and the Microsoft Office Plugin, will not be available for files stored using the Box widget.

Contact Us

For further support or questions, please contact ITDS on +61 8 8313 3000 or <https://uniadelaide.service-now.com/myit>