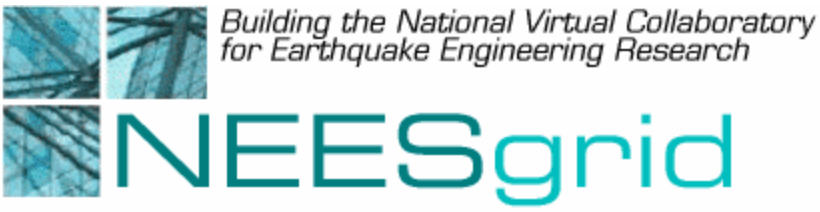

Technical Report NEESgrid-2004-18
www.neesgrid.org

(Whitepaper Version: 1.0)
Last modified: September 27, 2004

Electronic Notebook User Guide

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Acknowledgment: This work was supported primarily by the George E. Brown, Jr. Network for Earthquake Engineering Simulation (NEES) Program of the National Science Foundation under Award Number CMS-0117853.

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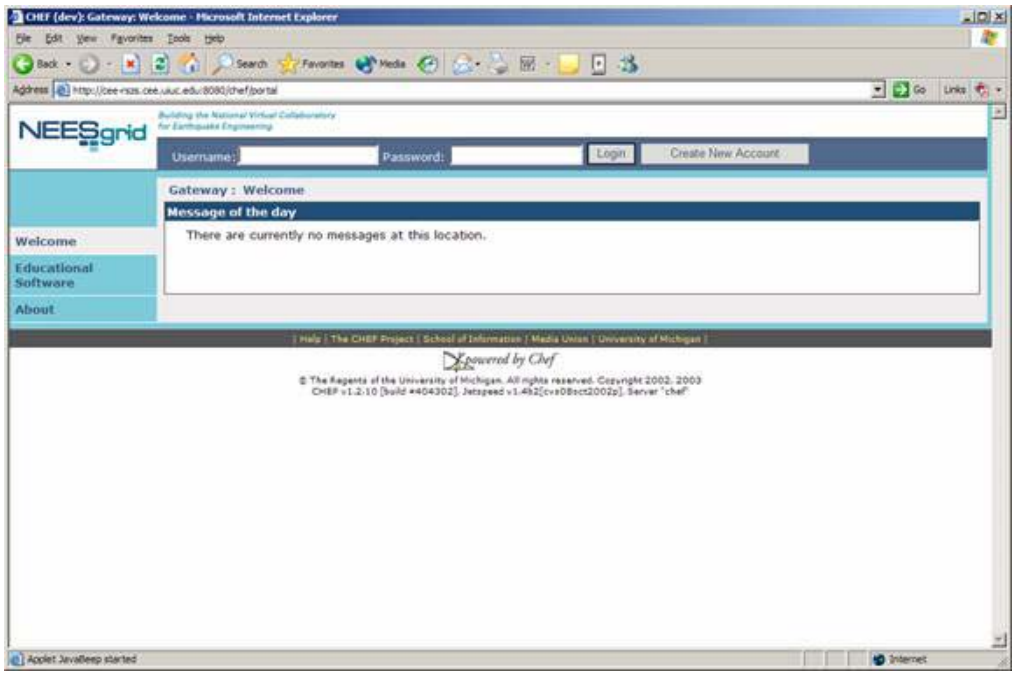
1 What is the Electronic Laboratory Notebook?

The Electronic Laboratory Notebook is a dynamic Web-based version of the traditional paper laboratory notebook. Collaborators can share their notebooks and use them as a tool for coordinating projects and viewing and analyzing data across the Internet. In the ELN, work can be organized into chapters and pages. Notebook pages can contain text, equations, links to data files, live (e.g. Java-based) views or graphical summaries of data files, and more. Researchers can easily write textual notes and equations or capture pictures from their computer displays using the ELN client, or can upload files created by instruments, analysis programs, or office applications. Further, although the details are outside the scope of this help document, it is possible to add support for additional data and annotation types to an ELN and to automatically send notes and data to an ELN from scientific instruments.

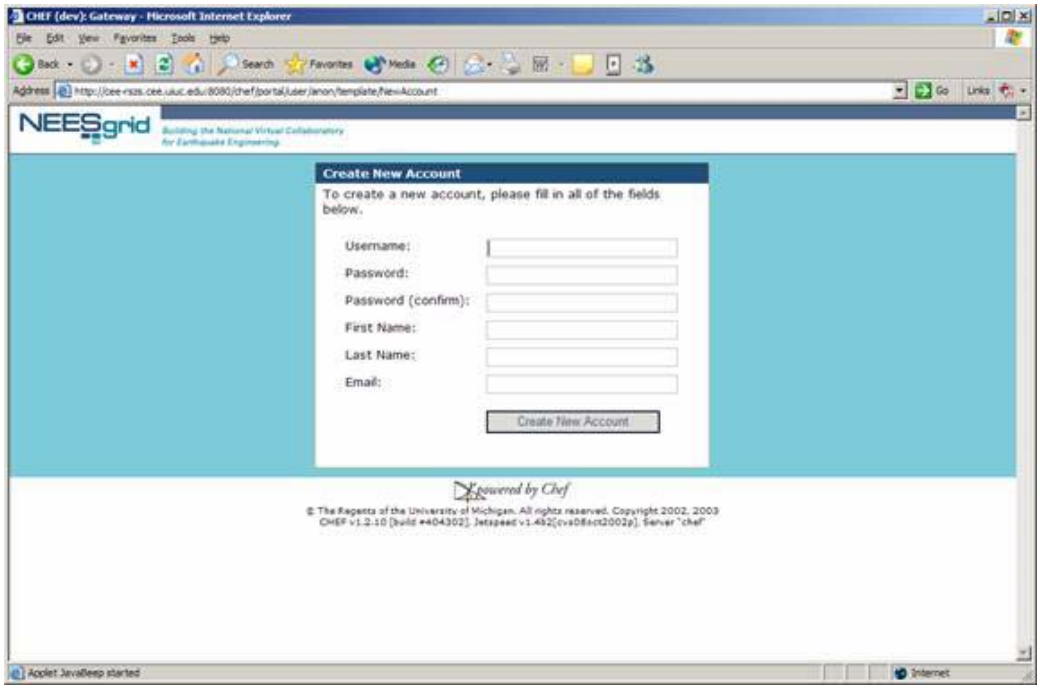
For a quick overview of the ELN's capabilities, skip to the Using the Notebook section of this document and return to the earlier sections to learn how to set up a new ELN from within the NEESgrid portal.

2 Creating an Account on NEESgrid

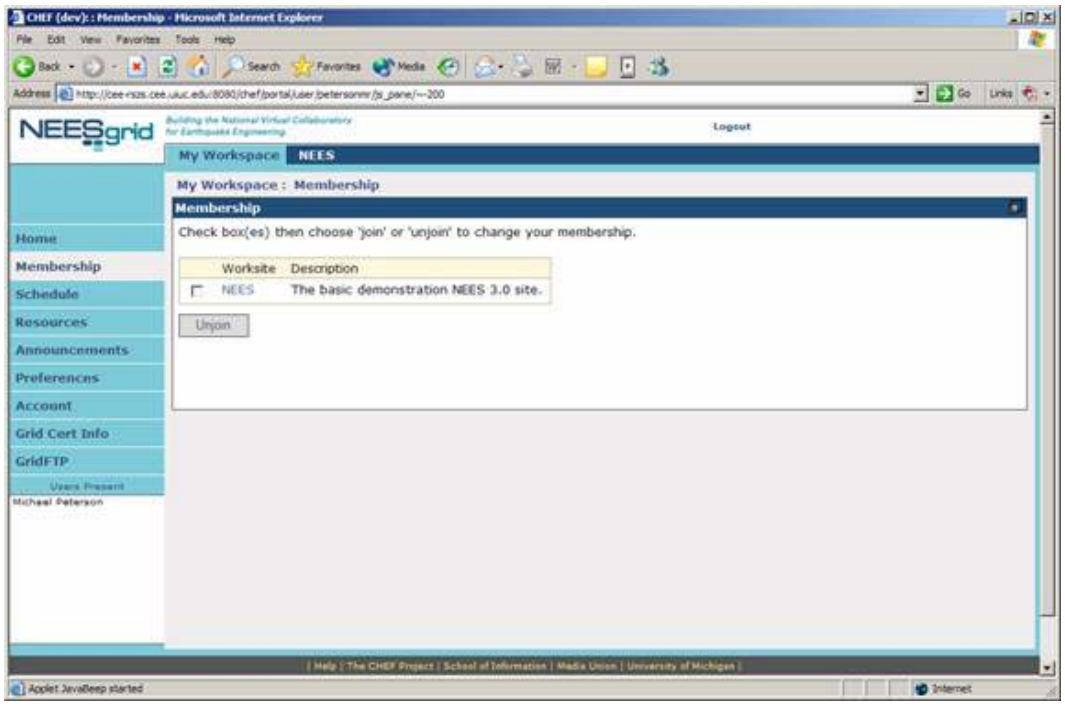
1) Login to NEESgrid and create an account by clicking the “Create New Account Button”



2) The following Screen will appear. Fill out the information and click the “Create New Account Button”.

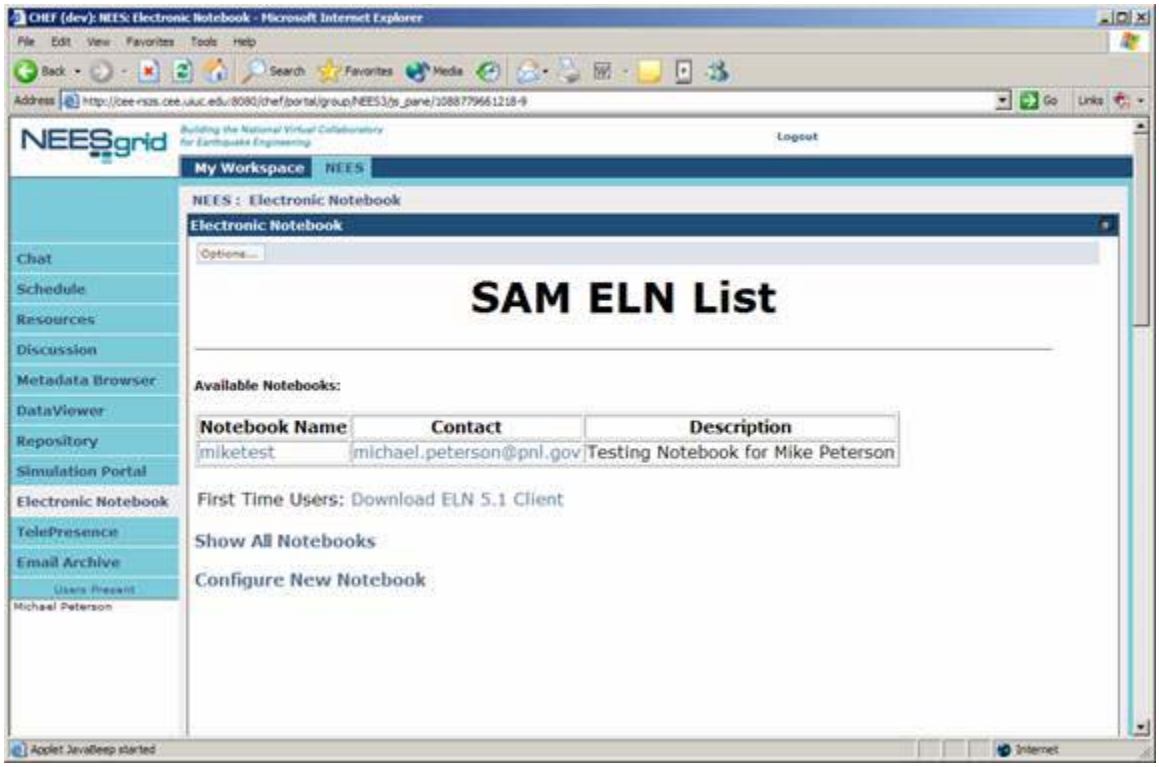


3) When you have successfully created an account and logged in, you will need to join the NEES Worksite. Click Membership, check the box next to NEES and click “Join” to join the NEES worksite.



4) Now that you have joined the NEES Worksite, select the NEES tab on the top of the portal, and then select the Electronic Notebook Tab on right.

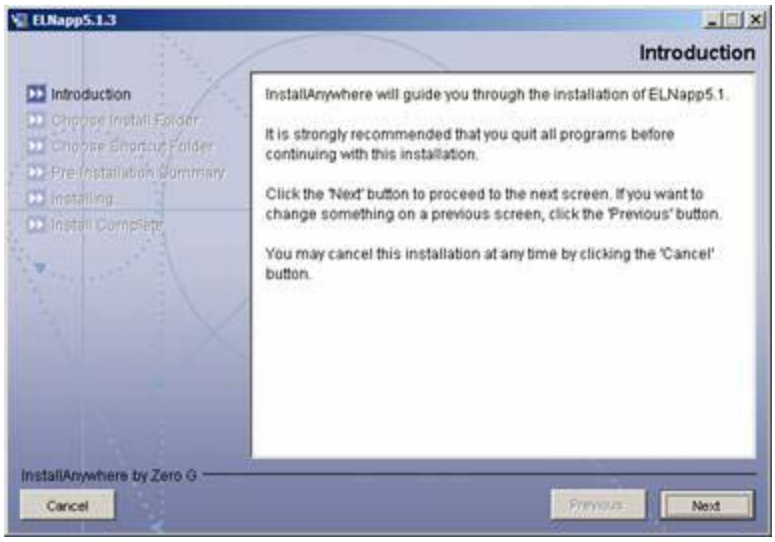
5) If this is your first time using ELN, you will need to download the client software and install on your computer. Click the Download ELN 5.1 Client link to open the download window.



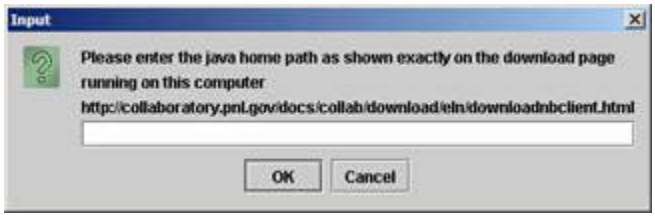
3 Installing the ELN Client

After downloading the ELN client, you will need to install it onto your computer.

To install: run the binary or executable and follow the directions on the screen. When asked for "User Home" during the install process, use the user home path that was present on the download page.



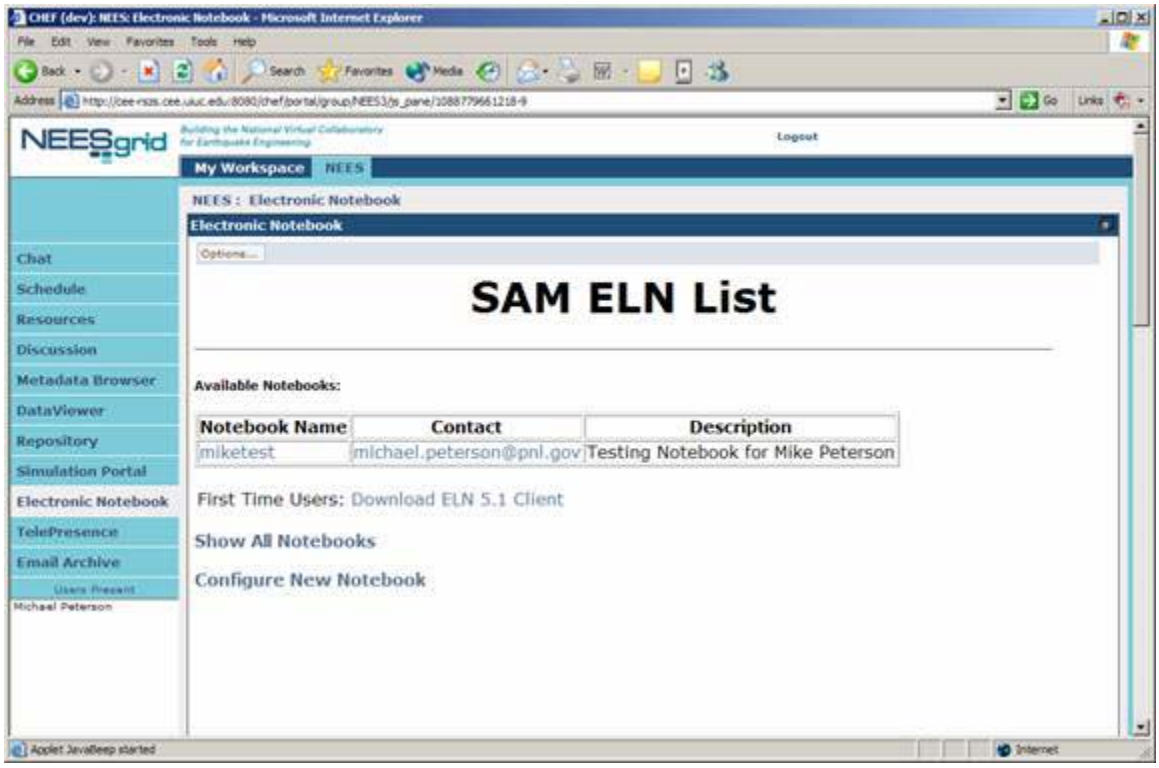
Example of Install Screen



Example of "User Home" Prompt

4 Creating a Notebook

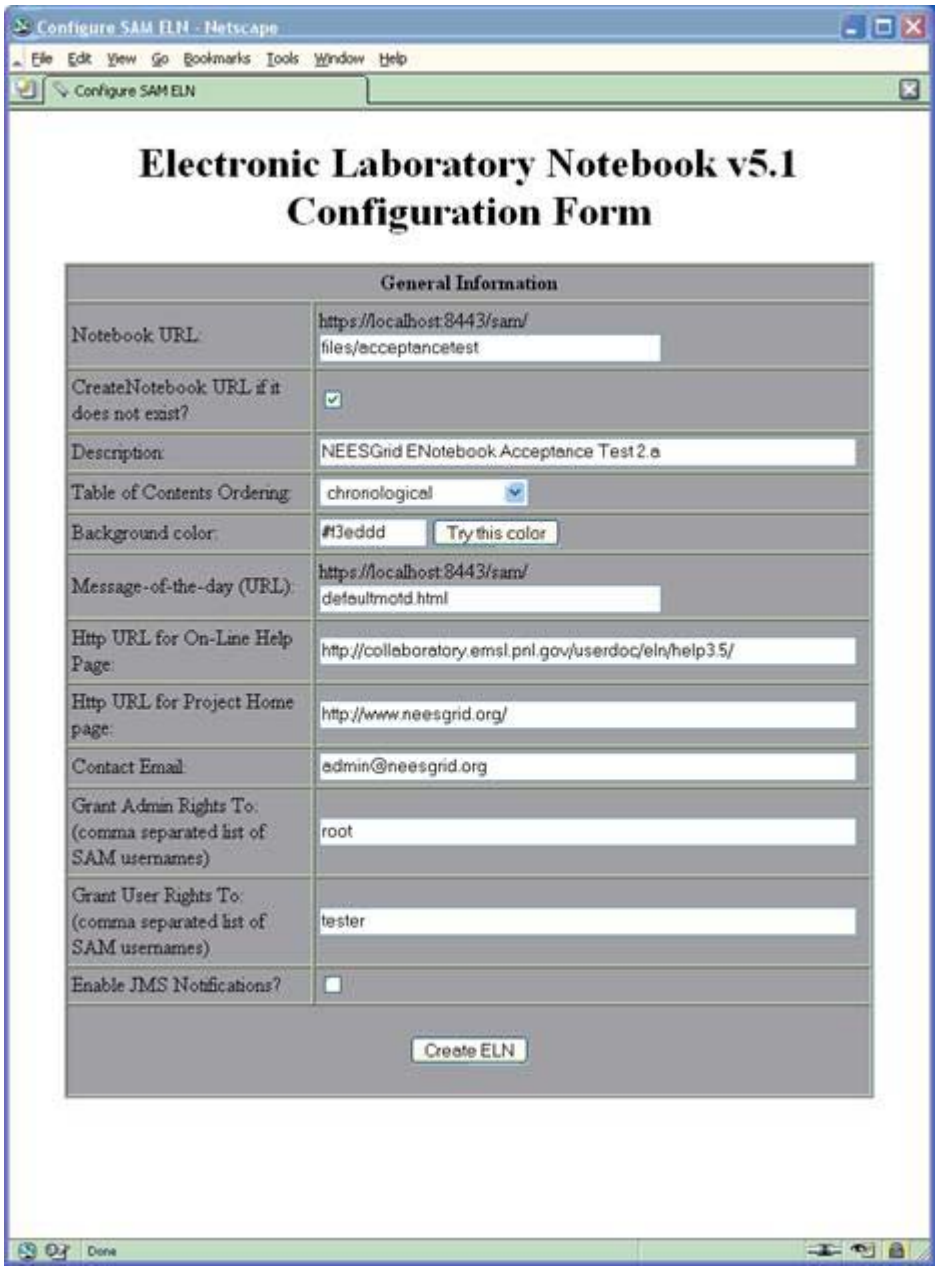
- To create a notebook, click “Configure New Notebook” on the “SAM ELN List” page.



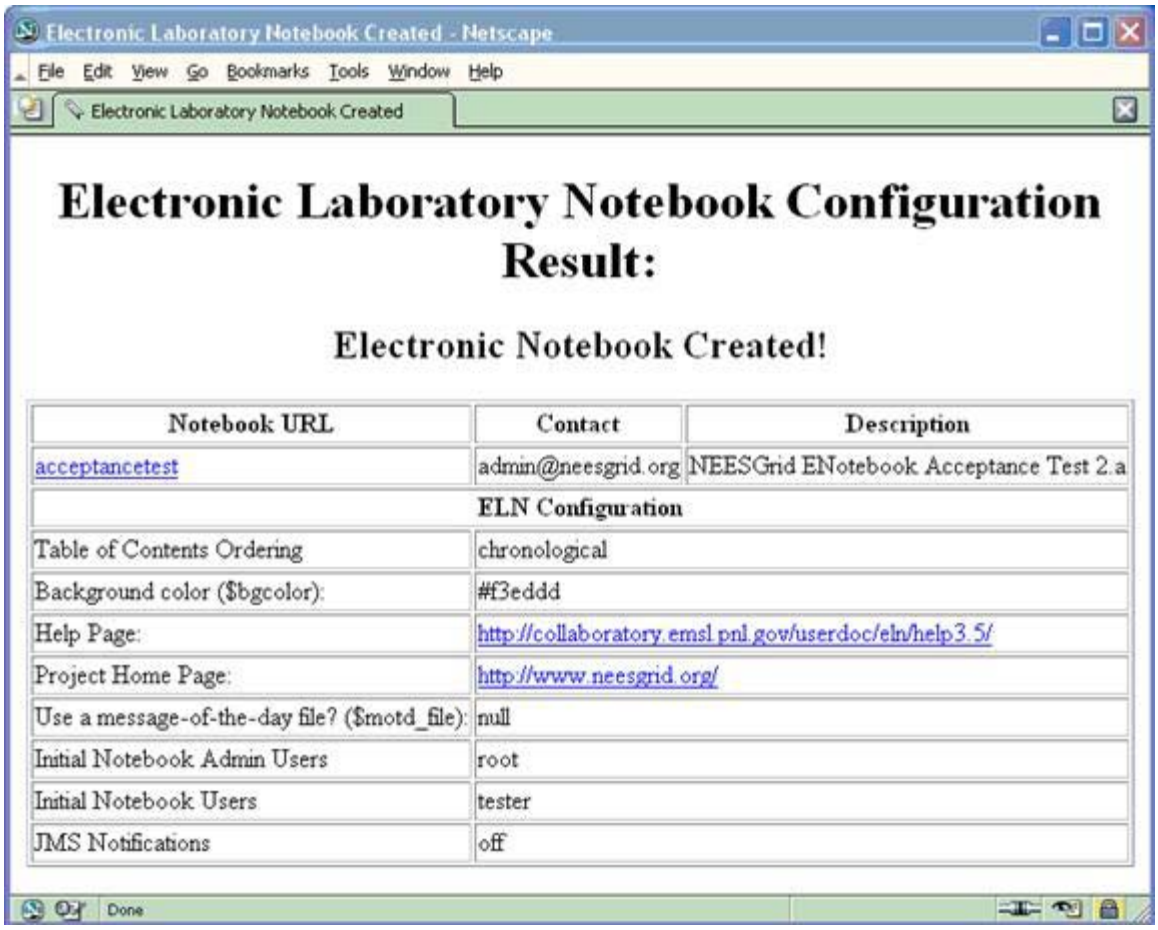
You will be presented with a form to create your notebook.

- **Notebook URL** – add the name of your new notebook to the field. The format should be "file/ *notebookname* "
- **Description** – Fill in a description for your notebook
- **Table of Contents Ordering** – Select how you would like the table of contents to be displayed in your notebook.
- **Background Color** – Unless you have a preference leave the default setting
- **Message of the Day URL** – You can point to a URL that can display a Message of the Day at login. Can be left blank
- **Online help** – Leave as default
- **Project Home** – Fill in a URL to reference a web page for your Project.
- **Contact email** – Fill in your email address
- **Grant Admin Rights To** - Should have your login already in this field. You can others that you would like to administer this notebook as long as you know their login account
- **Grant User Rights To** – Add anyone you would like to have access to this notebook.
- **Enable JMS** – This will turn on mailing and you will be notified when items are added to your notebook.

Note: Admins have the ability to add users and other admins to the notebook. It is not necessary to have all the users or admins filled in on the setup screen.



Example of Notebook Creation Form

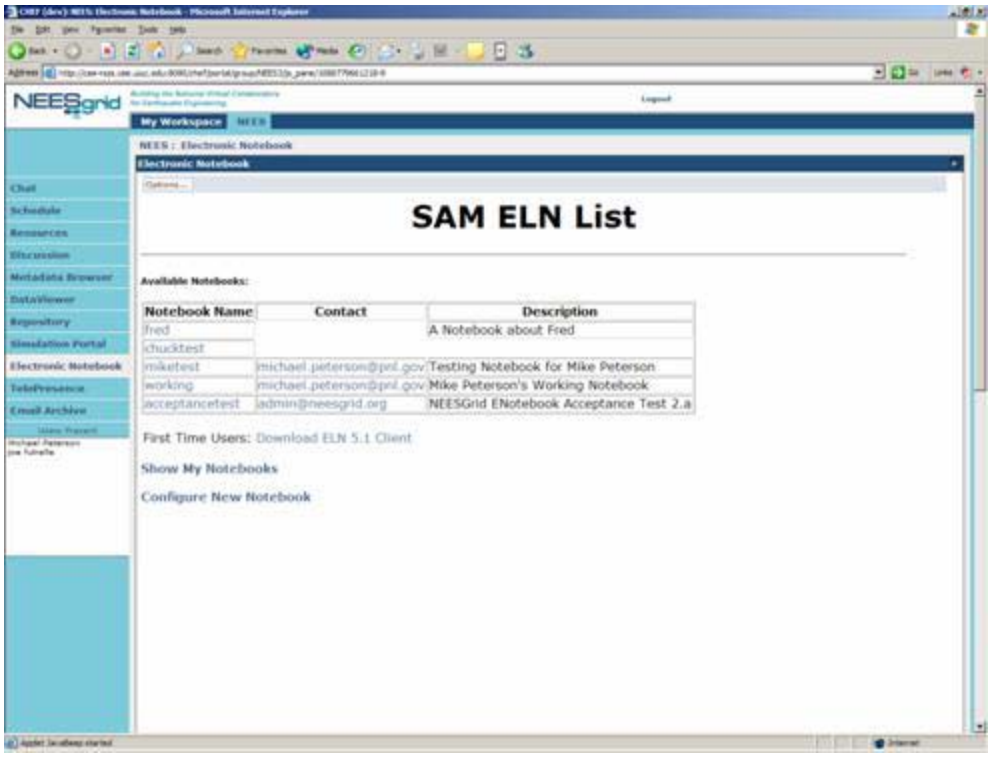


Example of Successful Notebook Creation

You can either open the new notebook by clicking the URL or return to the Electronic Notebook main menu.

5 Opening a Notebook

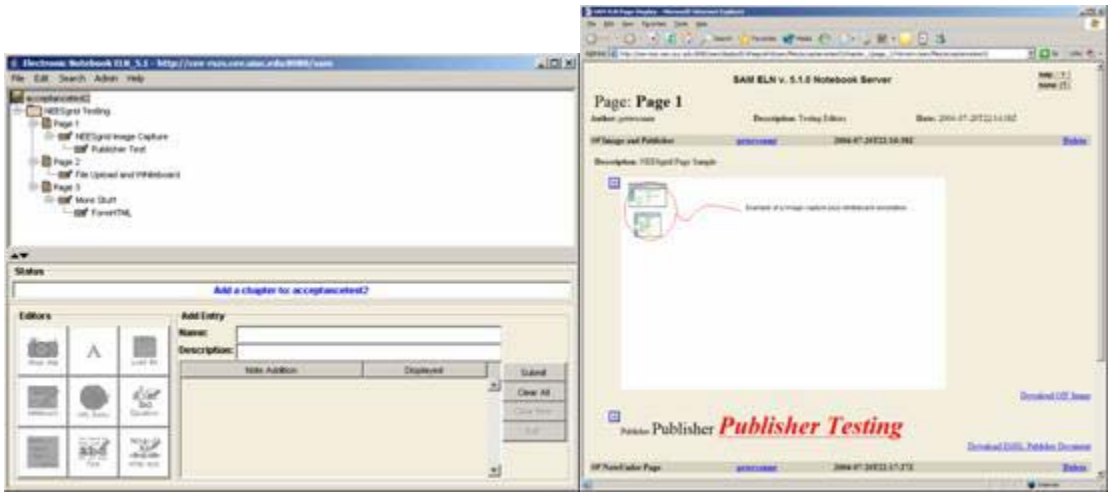
The Electronic Notebook Portal menu by default shows you all the Notebooks you have access to. To display all notebooks on the portal click “Show All Notebooks”



Simply click on a notebook name to open the notebook. If you are presented with certificate dialog, click “Accept”

6 Using the Notebook

The ELN is comprised of a client GUI, which allows you to navigate and add items to the notebook. Double clicking on items in the client GUI, opens the page within your browser.

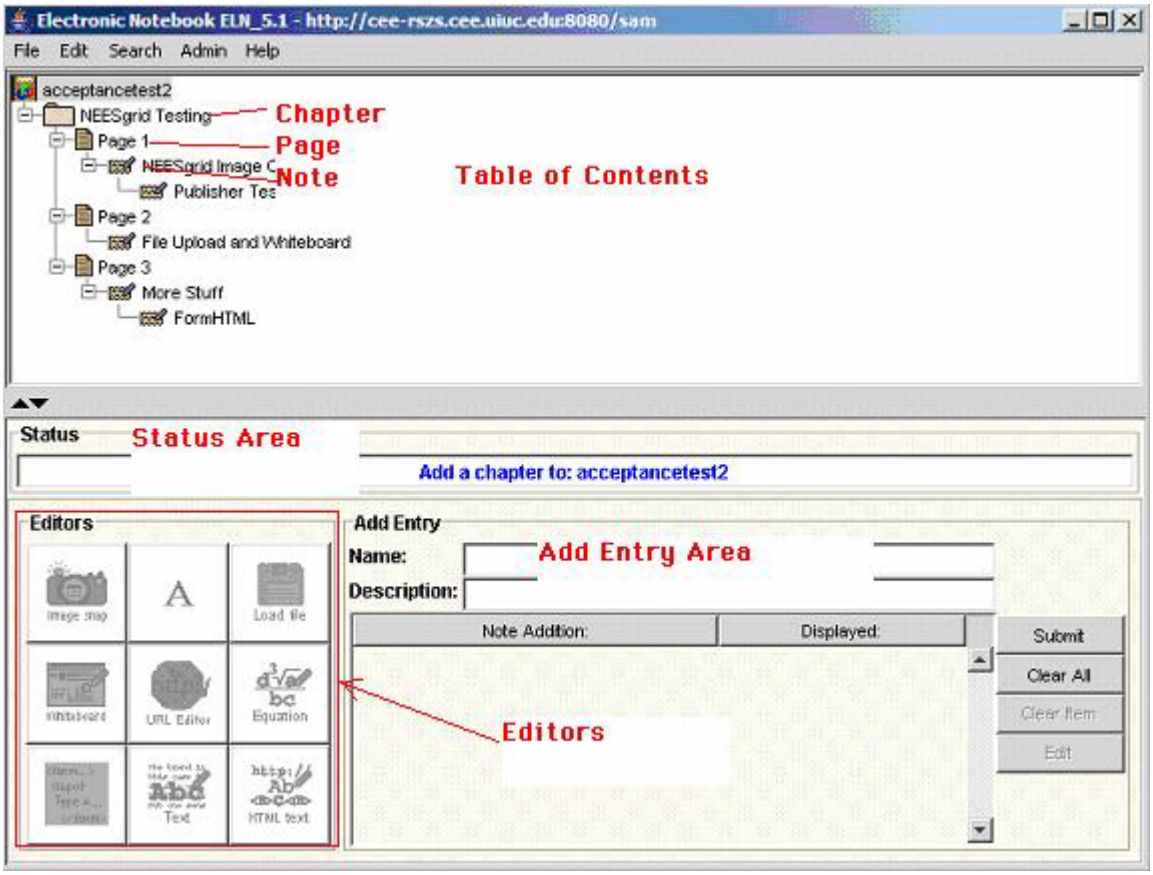


Example of the ELN Client and Browser Interaction

7 The ELN GUI

The ELN client GUI is the application for adding items and navigating through the notebook. There are several sections to the GUI:

- **Table of Contents** – List the contents of the Notebook. Click the chapters and pages to navigate to the data. The browser will automatically launch to display the page you have open in the TOC
- **Add Entry** – In this area you fill out the name and description of an entry. Use this area to add Chapters, pages and notes, then click submit. Note: You must create a chapter and page before the editors become active.
- **Editors** – The editors are used to input data into the notebook.
- **Status** – The status windows displays helpful information for navigating the notebook.
- **Toolbar** – Extra functions such as Admin Task, Search, Import and Export are located on the tool bar.

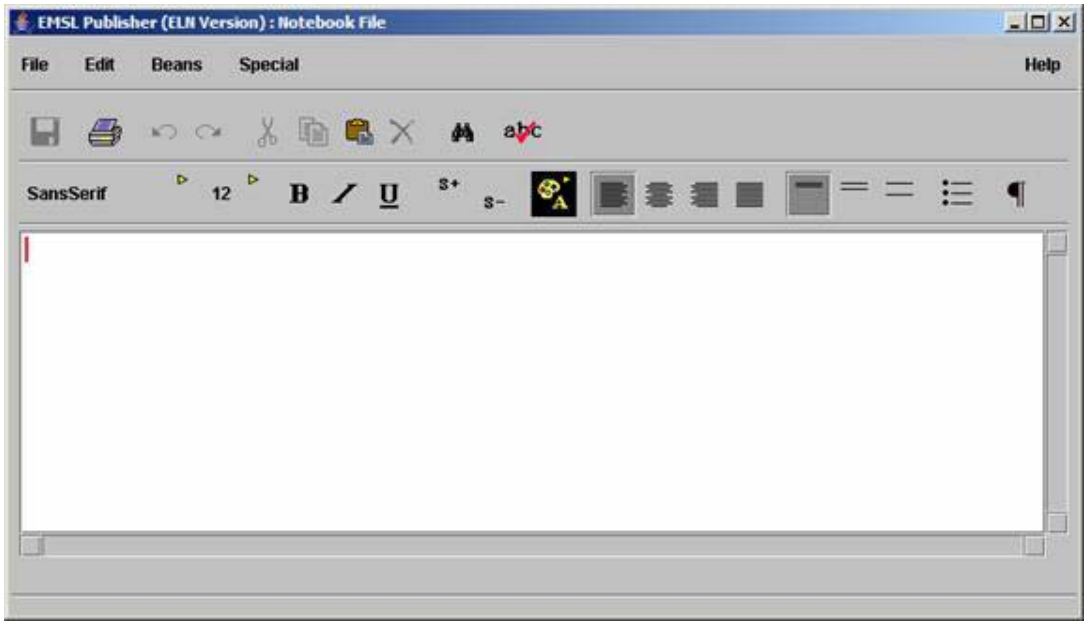


8 The Editors

The editors accessible through the GUI allow you to modify and manipulate text and images, insert code and HTML, and upload files. The individual editors are described below.

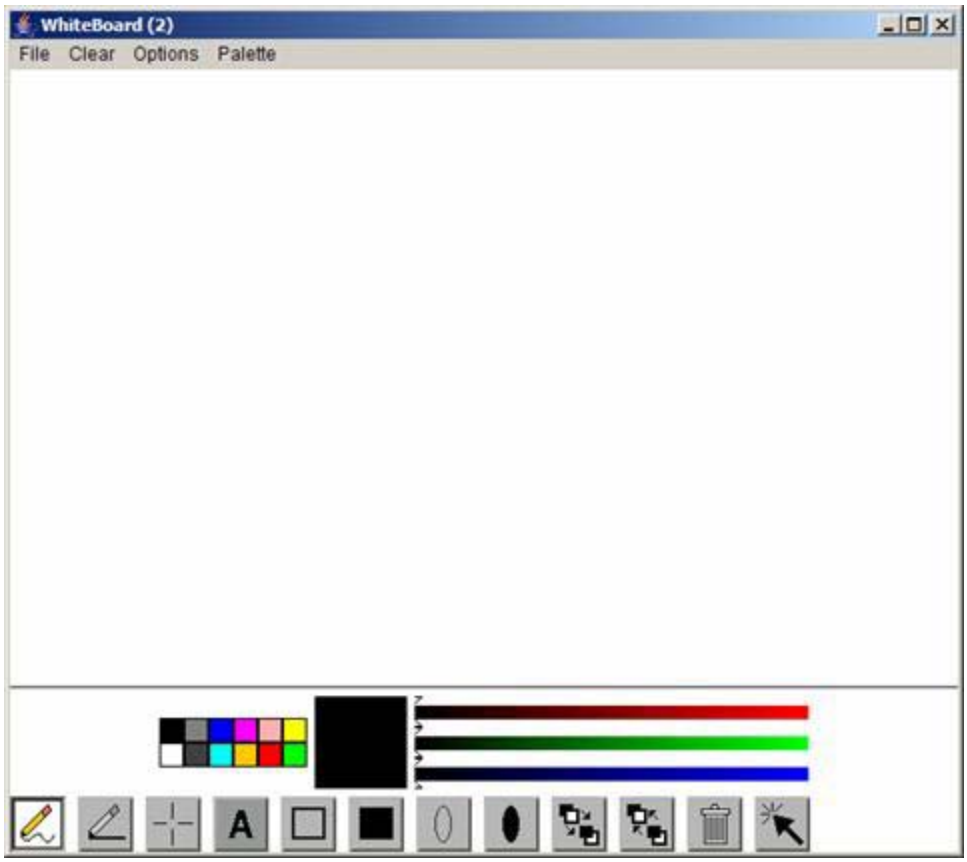
Image Snap – Use this button to take a picture of an item of your computer screen. Double clicking the image in the submit window after taking the image will allow you to annotate the image in our Whiteboard

Publisher – The Publisher allows you to enter text in different formats, fonts, colors, subscript, superscript and spell check your entry.



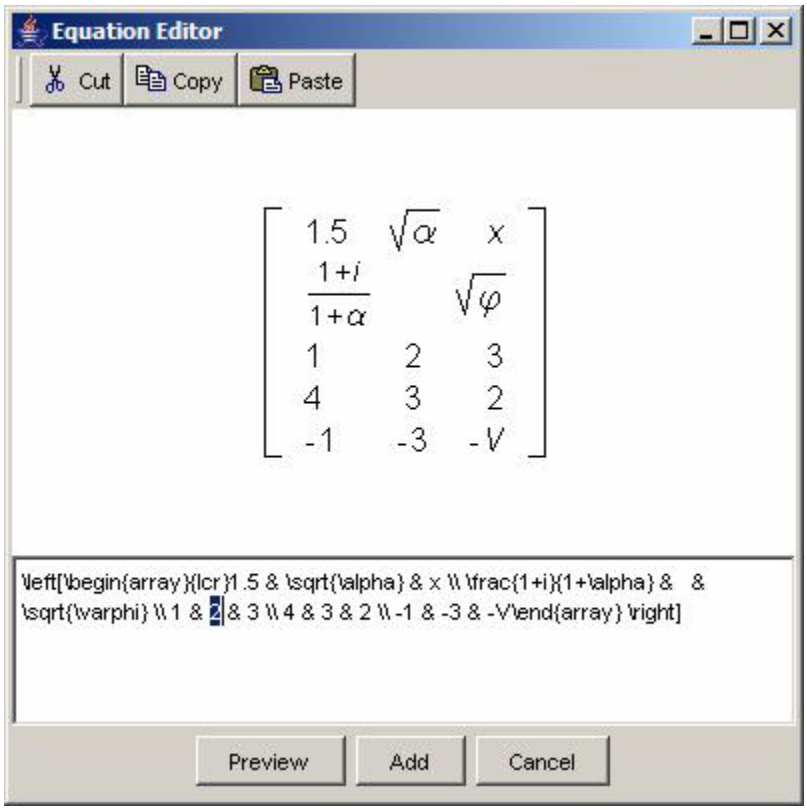
Load file – Allows you to upload files from your computer, into the notebook. Notebook collaborators can then view the file (if browser supported), or download the file onto their computer.

Whiteboard – A simple white board that allow you to make your own creation or import a graphic from your computer to be viewed in the notebook.



URL Editor – Place URL links or links to pages in the notebook with the URL Editor.

Equation Editor – Create equations for your notebook using this LaTex Equation Editor.

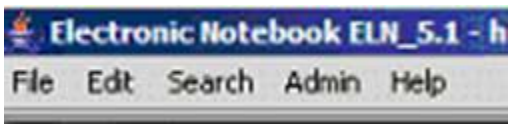


Form Tool – The form tool allows you to quickly fill out forms to be included in the Notebook. There are two Sample forms that are standard with the client, they are located in the ELNapp5.X/sampleforms directory.

Text Editor – A simple text pad for placing information in the Notebook.

HTML Editor – For those familiar with HTML, this tool allows you to use html formatting to place into the Notebook.

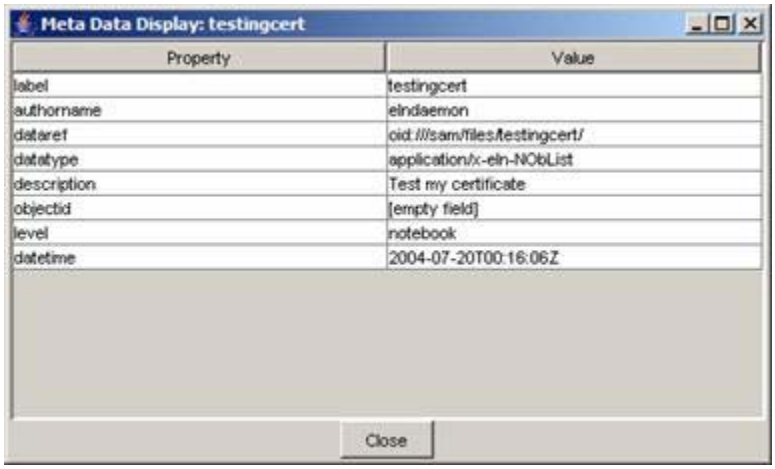
9 The Toolbar



The features and commands available through the toolbar include the following:

File

- **Import** – Import exported data into the notebook. This uses the importer name and current date/time.
- **Export** - Export data from notebook. Creates a file that can be imported back into another notebook.
- **Migrate** – Import data into the notebook. This keeps the user annotations and date from previous notebook.
- **Refresh –** Refresh Table of Contents
- **Properties –** Shows Meta Data Properties of entry currently selected.



- **Logout –** Logs you out of notebook
- **Exit –** Exits out of notebook

Edit

- **Delete –** Allows those with admin rights to remove entry from the notebook.
- **Signatures** – Shows signature information for notebooks with the signature feature.

Search

- Search for data in the notebook (page name, note name, description, user, date)

Admin

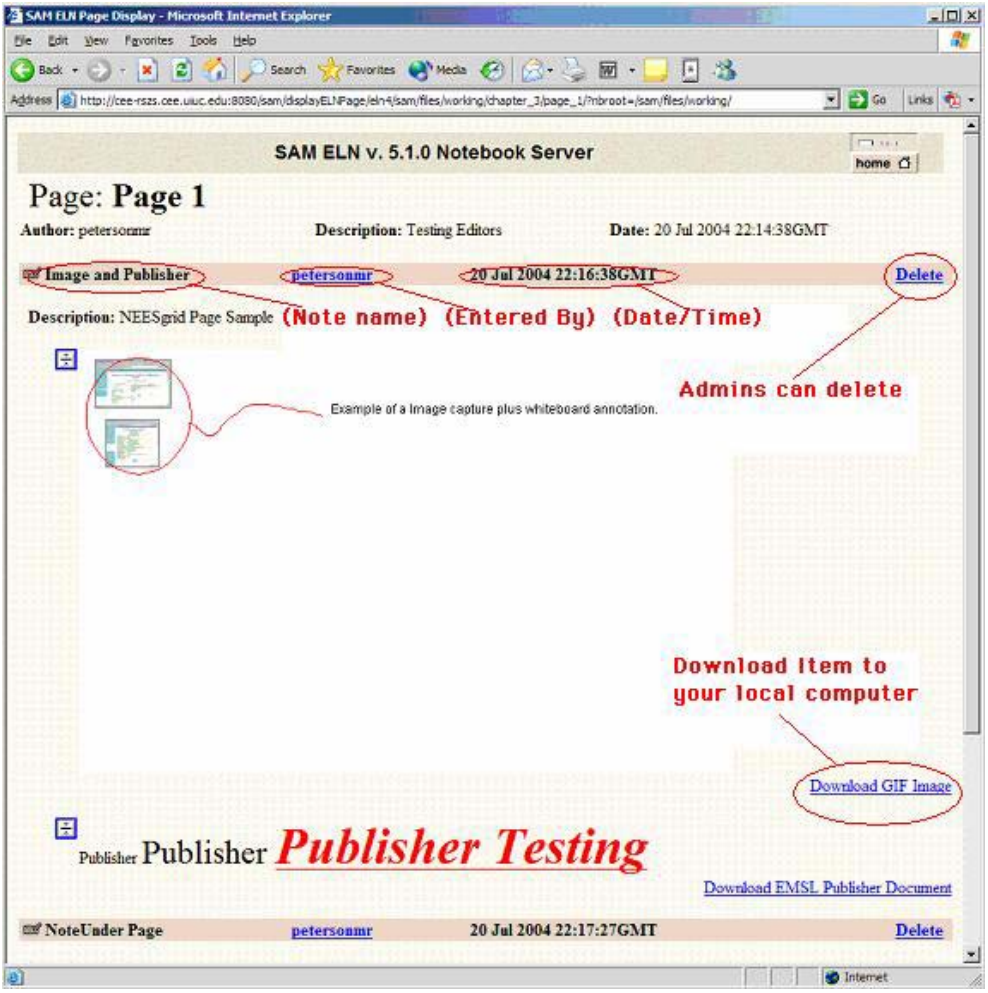
- **Grant Access –** Allows Admins to grant access to a user who has credentials in the portal.
- **Deny Access –** Allows Admins to deny access to those who had access to the notebook.
- **Change User Credentials –** Allows Admins to grant specific rights to users of the notebook. (Example change a user to an Admin)

Help

- **Help –** Displays Help Page in Browser
- **About –** Shows information about the Notebook version being run.
- **Home –** Redirects to Project Page

10 The Browser

Notebook pages are displayed in your browser. Below is an example of a notebook page.



11 More Information

Pacific Northwest National Laboratory documentation for the ELN

Scientific Annotation Middleware (SAM) Project and ELN Server Information

Open Source ELN Project