



Welcome to LabArchives Inventory! Get started organizing your lab with 4 simple steps.

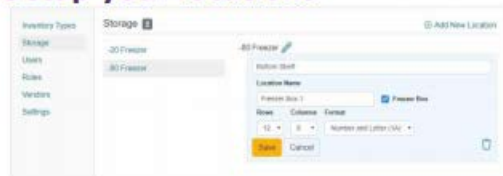
## 1 Customize your inventory types



**Review and modify the default types.**

**Pro tip: Customize your types to streamline bulk import.**

## 2 Setup your locations



**Customize your storage locations.**

**Pro tip: Use unique names for each top-level location.**

## 3 Add Items

**Add items to your inventory individually or via the inventory Import Template.**

## 4 Add Users

**Simply enter your lab members emails to add them to your inventory.**

**Pro tip: Customize your types and locations before inviting your team.**

