Setting up the LabArchives app

# About the LabArchives app

The LabArchives app is free and is available for use with iOS and Android devices. It allows you to access the Online Research Notebook from your portable device of choice.

Note that the full LabArchives web application can also be used on any device and screen size – for more information, see the [LabArchives Knowledgebase](https://www.labarchives.com/labarchives-knowledge-base/10743/).

# Setting up the app

## What you need to do

1. [Download the app](#_Download_the_app)
2. [Obtain a password token from the Online Research Notebook](#_Obtain_a_password)
3. [Log in to the app](#_Log_in_to), saving your details so that future logins are automatic

## Download the app

### iOS devices

1. Download the LabArchives app from the Apple App Store.
2. Go to your **Settings** and locate **LabArchives**
3. Set the **Custom Server option** to **On**, then enter the url for the Australian data centre: <https://auapi.labarchives.com>

### Android devices

1. Download the LabArchives app for the Australian region from Google’s Play Store.

## Obtain a password token from the Online Research Notebook – for both iOS and Android

1. In a web browser on the device you want to use the app on, log in to the Online Research Notebook as usual.
2. Navigate to the **LA App authentication** option:



1. The following screen displays. You’ll use the email address and password token listed here to log in to the LA app.



1. Copy the **password token**.

## Log in to the app

### iOS devices

1. Open the LabArchives app.
2. Enter your **email address** in the **Login** field
3. Paste the **password token** into the **Password** field.
4. Click **Login**.
5. After successful login, you will see all your notebooks.
6. Go to your **Settings** and locate **LabArchives**
7. Make sure the **Autologin** option is switched **On**.

### Android devices

1. Open the LabArchives app.
2. Enter your **email address** in the **Login** field
3. Paste the **password token** into the **Password** field.
4. Click **Login**.
5. After successful login, you will see all your notebooks.
6. Click the **Settings** icon
7. Turn **Autologin** to **On**.

### An alternative: Emailing the password token

If you access the LabArchives Password Token for External Applications page on a different device from the one you’ll be using the app with, you could paste the password token into an email and send it to yourself.

1. Access email via the device on which you want to use the LabArchives app.
2. Copy the **password token** from the email message and paste it into the app’s **Password** field.

# Troubleshooting

## Expires parameter error

If login fails and you see the following error:



It means that **Autologin** is **Off** and the **password token** you used has expired. You’ll need to obtain a new **password token** and then turn **Autologin** to **On** in your **Settings**.

# Support and further information

## Support

For assistance with installing and using the app, [contact LabArchives Support](https://www.labarchives.com/support/#supportcontact).

## Further information

This user guide has been adapted for La Trobe researchers from the LabArchives Knowledgebase articles [Android App](https://www.labarchives.com/labarchives-knowledge-base/7-04-2-mobile-app-for-android/) and [iOS App](https://www.labarchives.com/labarchives-knowledge-base/7-03-mobile-app-for-android-and-ios/).

For further details about the app, refer to the [LabArchives Knowledgebase](https://www.labarchives.com/labarchives-knowledge-base/category/eln/folder-monitor-microsoft-office-plugin-inbox-and-mobile-app/7-04-mobile-devices/).