Reviewer:

Created by:

labfolder

ELN name:

Inspired by:

Electronic Lab Notebook Scorecard

Usability & Design	Poor	OK	Great
The ELN offers a simple user interface and is easy to understand for new users			
ELN provider made training materials available (guidebook, tutorial, video, etc.)			
Search experience is comprehensive (text, file formats, experiment parameters, materials, etc.)			
Users can upload, edit and export commonly used file formats (Word, Excel, pdf, etc.)			
The provider's support team is responsive and helpful to any (training) requests			

Comments:

Administration & Data Management	Poor	OK	Great
The ELN allows admins to ensure that only some users have view/edit access to certain data			
Group members can view and comment on each other's work, but not edit it			
It's possible to record and track metadata, protocols, materials, witnessing, versioning, etc.			
The ELN allows users to export and print their projects, protocol templates, etc.			
The ELN supports both external (references) and internal links (to another experiment)			

Comments:

Compatibility, Security & Compliance	Poor	OK	Great
The ELN works with all important browsers, operating systems and hardware			
Data centers (for cloud storage) meet security requirements / On-premise version is available			
Data is backed up daily, stored for at least 30 days, and previous versions can be restored			
The ELN provider complies with GDPR & relevant privacy laws			
The ELN provider complies with FDA, ISO, GLP, and other relevant standards			

Comments:

Additional Considerations	Poor	OK	Great
The ELN is affordable and good value (license fees, installation, storage, support, ...)			
The ELN can integrate with instruments in the lab, and with other software/apps			
Add your own:			
Add your own:			
Add your own:			

Comments:

Final Evaluation			
# of checkmarks for each rating: Poor, OK, Great (total max. of 20)	☐	☐	☐
What was your overall impression of the electronic lab notebook?	Poor	OK	Great
Do you recommend we move forward with the implementation of this ELN?	No		Yes