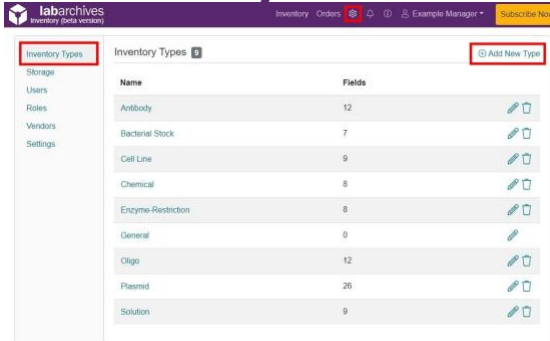Welcome to LabArchives Inventory! Get started organizing your lab with 4 simple steps.
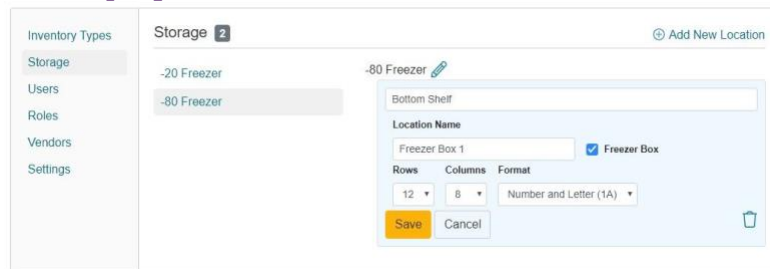
1 **Customize your inventory types**

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.