



How to Attach Assets and Files to LabThread Tasks

Learn how to attach data, files, ELN entries, designs, and samples directly to project tasks in LabThread for organized experimental tracking.

May 18, 2026 By Ryan Cawood

This guide explains how to attach various assets—including data files, Electronic Lab Notebook (ELN) entries, biological designs, and samples—to individual tasks within LabThread projects. Centralizing these resources directly within your task view ensures that all related experimental data remains highly organized and easily accessible.

This process is designed for researchers, scientists, and project managers who need to contextualize documentation, biological inventory, and experimental results within specific project workflows.

Asset Type	When to use	Where to find it
ELN Entries	Documenting experimental protocols, observations, and comprehensive results.	Assets column / Task Details Panel
Designs	Attaching biological entities such as plasmids, cell lines, or sequences.	Task Details Panel > Designs Tab
Samples	Linking physical lab inventory directly to the experimental step where it is used.	Task Details Panel > Samples Tab
Files	Uploading raw data exports, images, references, or supplementary documents.	Task Details Panel > Files Tab

Accessing Project Tasks

To begin attaching assets, you must first navigate to the relevant project workspace.

1

Click on your target project (e.g., **Second Project**) from the project list.

Name	Comments	Type	Manager	Assigned Users	State	Start Date	Due Date	Tags	Action
Example Project		General Res...	RC	SU TU RC +	Draft	-	-	+	
Second Project		Cell Biology	RC	SU TU RC +	In Progress	-	-	+	

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Projects are generally structured into work packages and individual tasks. You can attach assets to tasks either via the quick-access columns in the project grid or through the detailed right-hand task panel.

Attaching Electronic Lab Notebook (ELN) Entries

Method 1: Using the Quick Access Column

2

Click the + icon in the **Assets** column next to your target task.

The screenshot shows the LabThread interface for a project named "Second Project". The interface includes a sidebar with navigation icons for My Work, Projects, Processes, ELNs, Samples, Designs, Templates, Storage, Equipment, Reports, and Set up. The main content area displays a table of tasks under "Work Package 1" and "Work Package 2". The table has columns for Name, Type, State, Contributors, Start Date, Due Date, and Assets. A yellow circle highlights the plus icon in the Assets column for "Task 1".

Name	Type	State	Contributors	Start Date	Due Date	Assets
Task 1	Scientific	Not Started	TU +	Start Date	Due Date	+ (highlighted)
Task 2	Scientific	Not Started	+	Start Date	Due Date	

3

Select **Add ELN** from the dropdown menu.

The screenshot shows the same LabThread interface as above, but with a dropdown menu open over the plus icon in the Assets column for "Task 1". The dropdown menu contains the following options: Add ELN (highlighted), Attach Design, Attach Sample, Log Process, Add Comment, and Upload File.

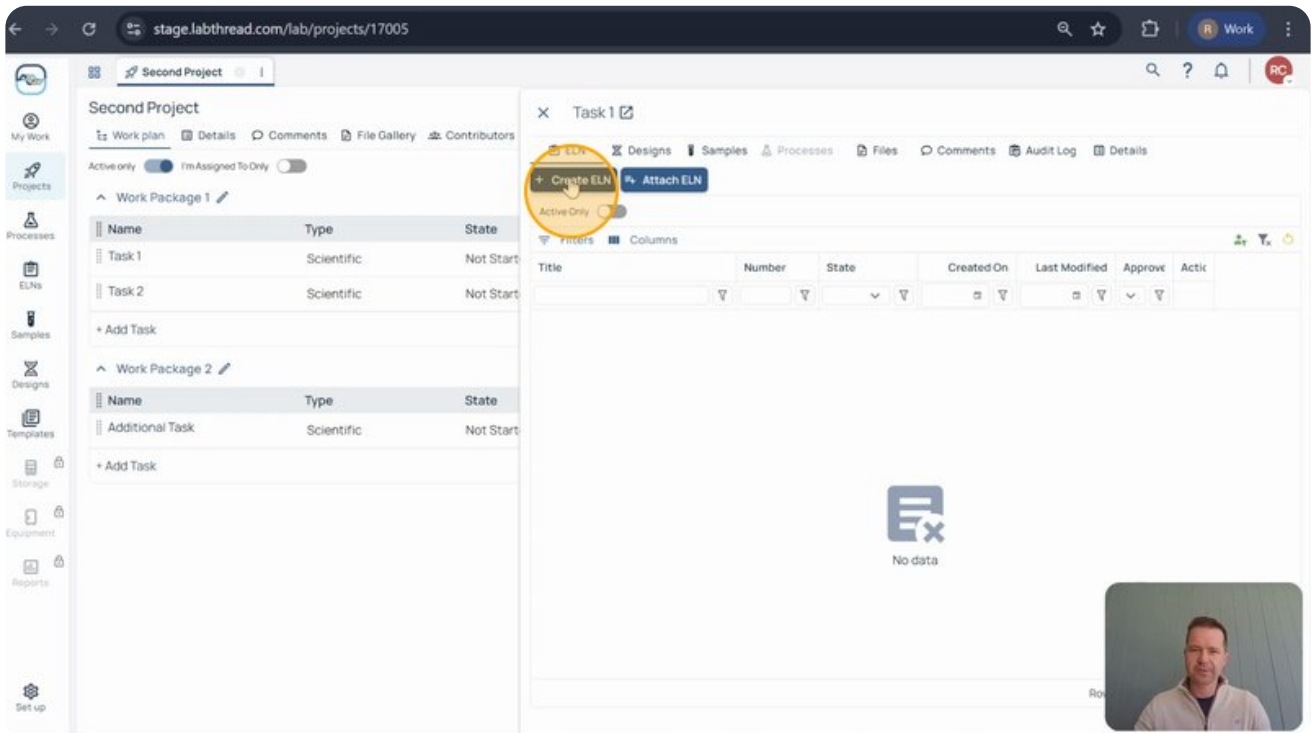
Name	Type	State	Contributors	Start Date	Due Date	Assets
Task 1	Scientific	Not Started	TU +	Start Date	Due Date	+ (dropdown open)
Task 2	Scientific	Not Started	+	Start Date	Due Date	

- Add ELN (highlighted)
- Attach Design
- Attach Sample
- Log Process
- Add Comment
- Upload File

Method 2: Using the Task Details Panel

6

Select a predefined template from the dropdown menu.



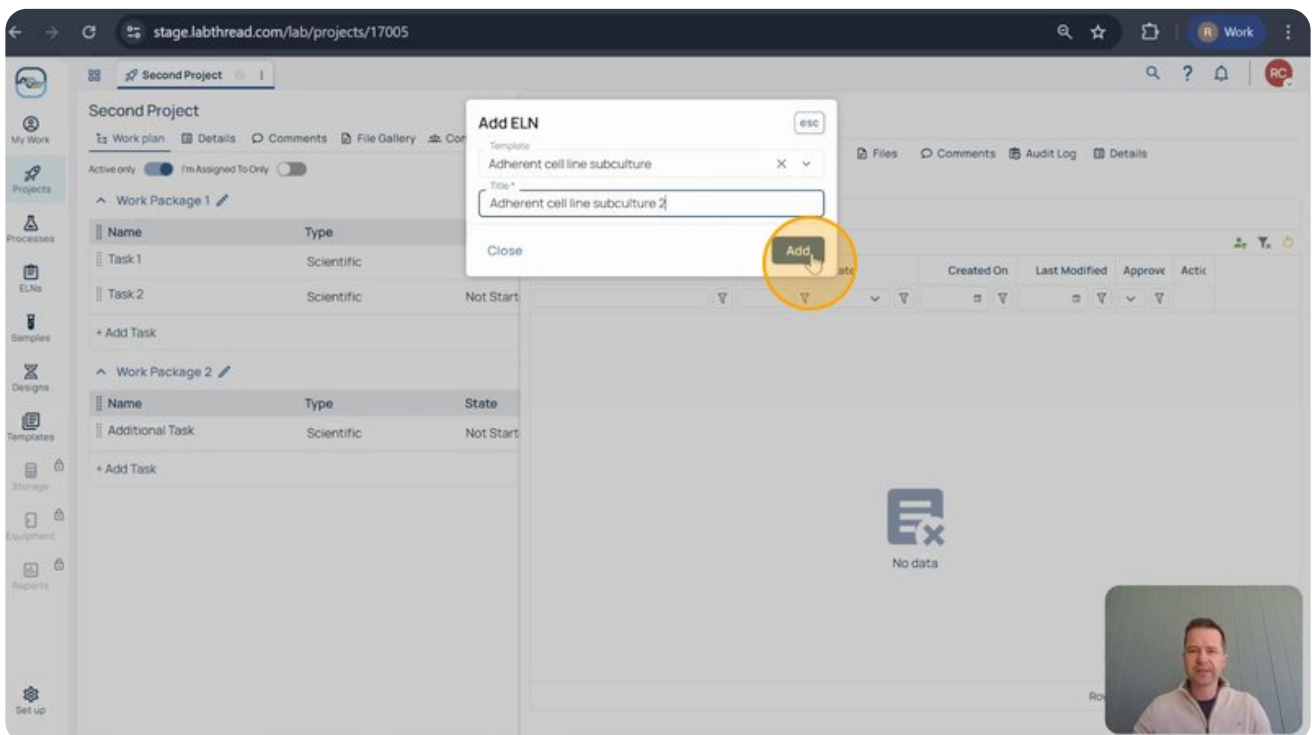
The screenshot shows the LabThread web application interface. On the left, there is a sidebar with navigation icons for My Work, Projects, Processes, ELNs, Samples, Designs, Templates, Storage, Equipment, and Reports. The main area is titled 'Second Project' and contains two tables for 'Work Package 1' and 'Work Package 2'. The 'Task 1' entry in Work Package 1 is selected, and a modal window titled 'Task 1' is open. In this modal, the 'Create ELN' button is highlighted with a yellow circle. Other buttons like 'Attach ELN' and 'Active Only' are also visible. The modal also contains a table with columns for Title, Number, State, Created On, Last Modified, Approve, and Actic. A 'No data' message is displayed below the table. A video feed of a person is visible in the bottom right corner of the modal.

7

Type a descriptive title for the new ELN entry.

8

Click the **Add** button to finalize the creation of the document.



The screenshot shows the LabThread web application interface with the 'Add ELN' dialog box open. The dialog box has a title bar with 'Add ELN' and an 'esc' button. It contains a 'Template' dropdown menu with 'Adherent cell line subculture' selected. Below the dropdown is a 'Title' input field containing the text 'Adherent cell line subculture 2'. At the bottom of the dialog, there is a 'Close' button and an 'Add' button, which is highlighted with a yellow circle. The background shows the same 'Task 1' modal window as in the previous screenshot, but it is dimmed. A video feed of a person is visible in the bottom right corner of the modal.

9

Navigate back to the project workspace if you were redirected to the ELN editor.

The screenshot shows the ELN editor interface for a project titled "Adherent cell line subculture 2". The browser address bar shows "stage.labthread.com/lab/tab/eln/21202#notebook". The interface includes a sidebar with navigation options like "My Work", "Projects", "Processes", "ELNs", "Samples", "Designs", "Templates", "Storage", "Equipment", "Reports", and "Set up". The main content area has a rich text editor with sections for "[Experiment name]", "Project code:", "Start date:", "Operator(s):", "Objectives" (with a brief description), "Cell line snapshots" (with an instruction to insert snapshots), "Checklist to begin" (with three items: "Media pre-warmed", "Cells sufficiently confluent", and "Cells appear free of contamination"), and "Subculture". A video feed of a person is visible in the bottom right corner.

10

Select the task again to view its updated details.

The screenshot shows the project workspace interface for "Second Project". The browser address bar shows "stage.labthread.com/lab/projects/17005#workPlan". The interface includes a sidebar with navigation options like "My Work", "Projects", "Processes", "ELNs", "Samples", "Designs", "Templates", "Storage", "Equipment", "Reports", and "Set up". The main content area shows a "Work plan" view with a table of tasks. The table has columns for "Name", "Type", "State", "Contributors", "Start Date", "Due Date", and "Assets". The "Due Date" column for "Task 1" is highlighted with a yellow circle. Below the table, there are sections for "Work Package 1" and "Work Package 2", each with an "Add Task" button. A video feed of a person is visible in the bottom right corner.

Name	Type	State	Contributors	Start Date	Due Date	Assets
Task 1	Scientific	Not Started	TU (+)	Start Date	Due Date	Assets
Task 2	Scientific	Not Started	(+)	Start Date	Due Date	Assets

11

Click the ELNs icon to verify and view the newly attached notebook entry.

The screenshot shows the LabThread interface for a project named "Second Project". The main content area displays a table of tasks under "Work Package 1". A yellow circle highlights the "ELNs" icon in the top right corner of the task table. The interface includes a sidebar with navigation options like "My Work", "Projects", "Processes", "ELNs", "Samples", "Designs", "Templates", "Storage", "Equipment", "Reports", and "Set up". A video feed of a person is visible in the bottom right corner.

Name	Type	State	Contributors	Start Date	Due Date	Assets
Task 1	Scientific	Not Started	TU (+)	Start Date	Due Date	
Task 2	Scientific	Not Started	(+)	Start Date	Due Date	

Attaching Biological Designs

You can attach existing designs (like a plasmid) from your broader library or build new ones from scratch.

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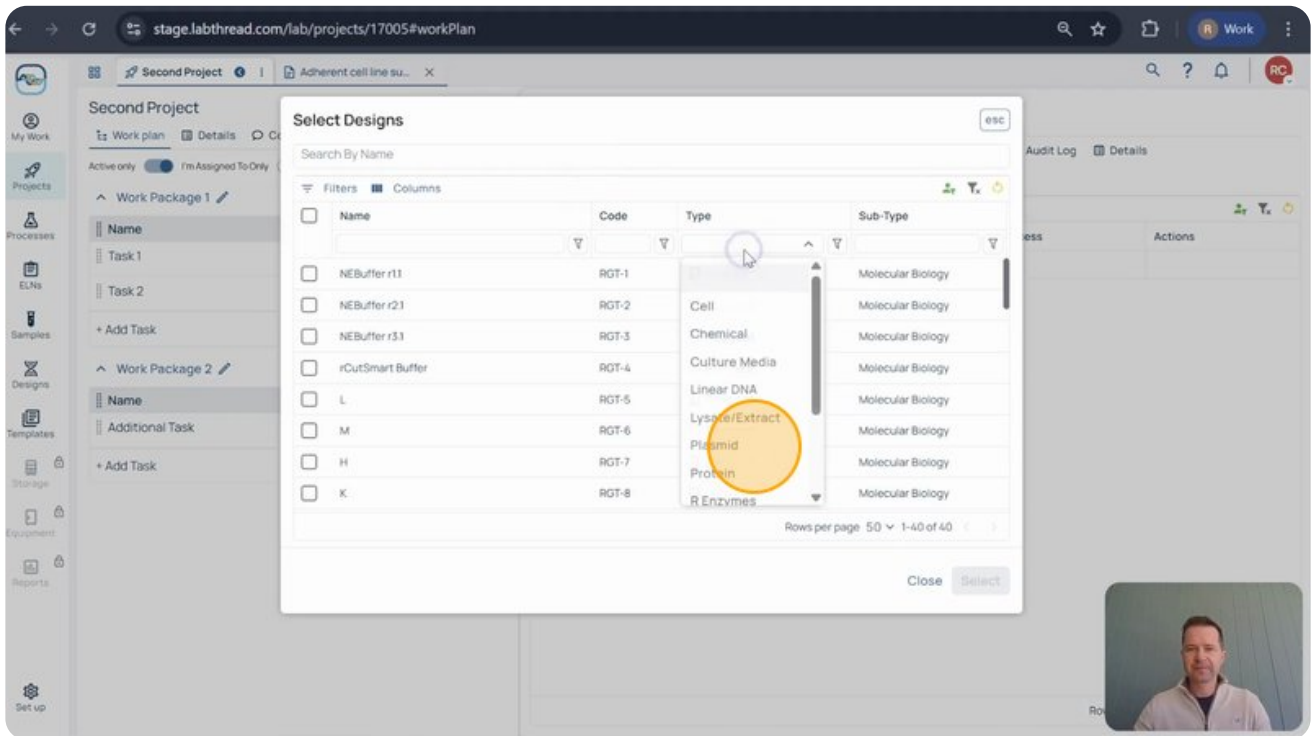
Open the task details panel and click the **Designs** tab.

The screenshot shows the LabThread interface with the "Task 1" details panel open. The "Designs" tab is selected and highlighted with a yellow circle. The panel displays a table of designs. The interface includes a sidebar with navigation options like "My Work", "Projects", "Processes", "ELNs", "Samples", "Designs", "Templates", "Storage", "Equipment", "Reports", and "Set up". A video feed of a person is visible in the bottom right corner.

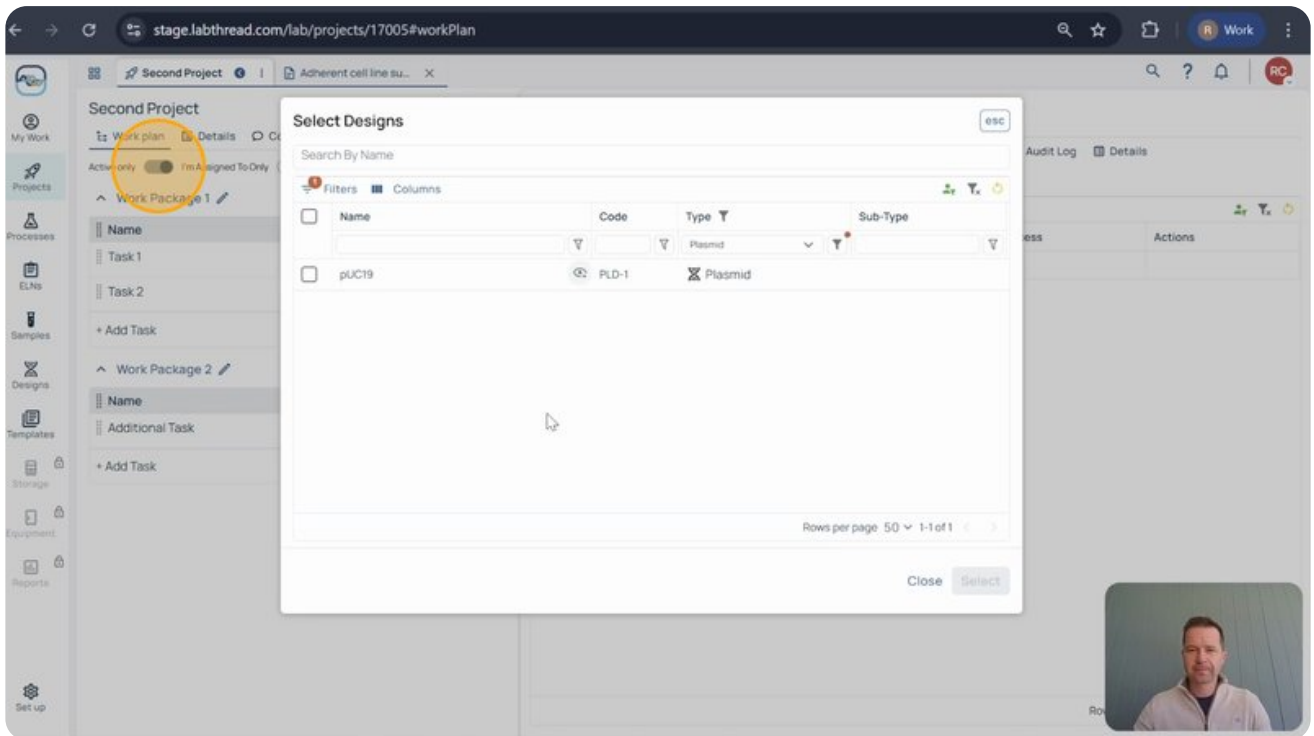
Title	Number	State	Created On	Last Modified	Approve	Actic
Adherent cell line subculture 2	ELN3	Draft	14-Mar-2026 11:15	14-Mar-2026 11:15	(+)	(i)

To attach an existing design:

- 13 Select the design type from the dropdown, such as **Plasmid**.

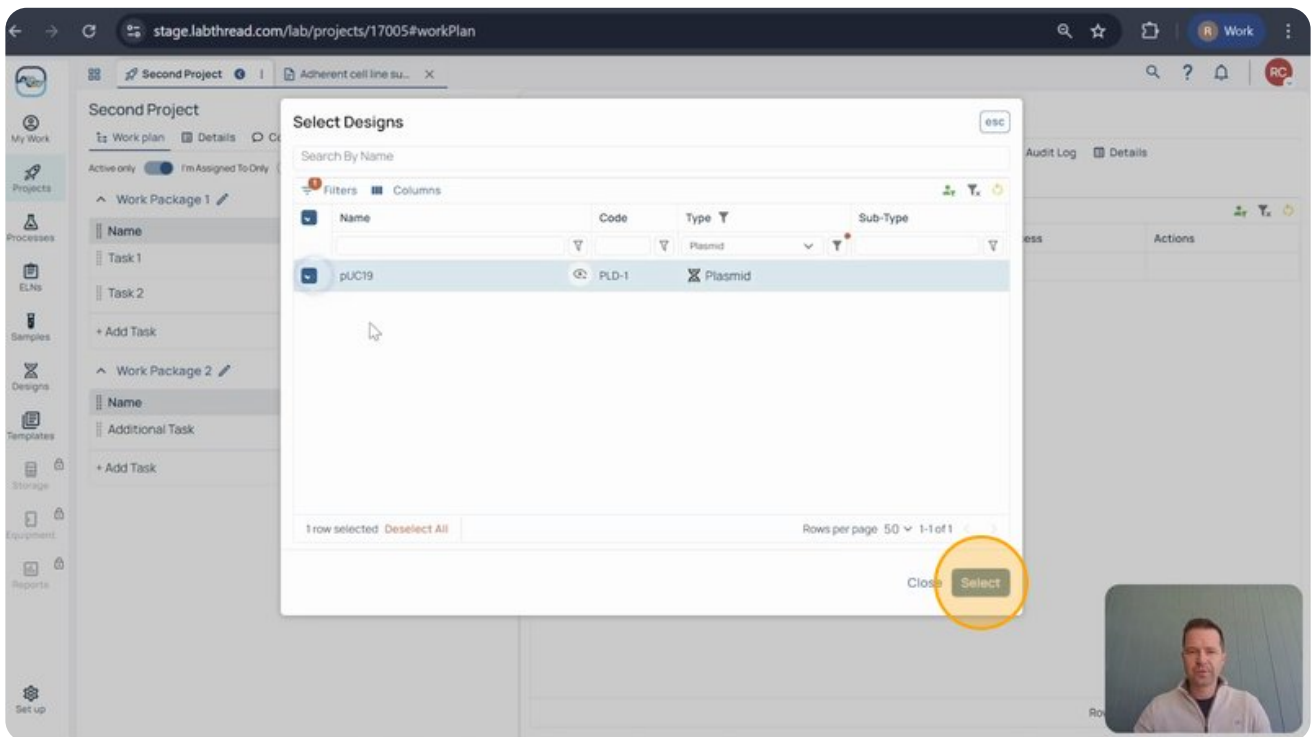


- 14 Check the box next to the specific design (e.g., pUC19) you want to attach.



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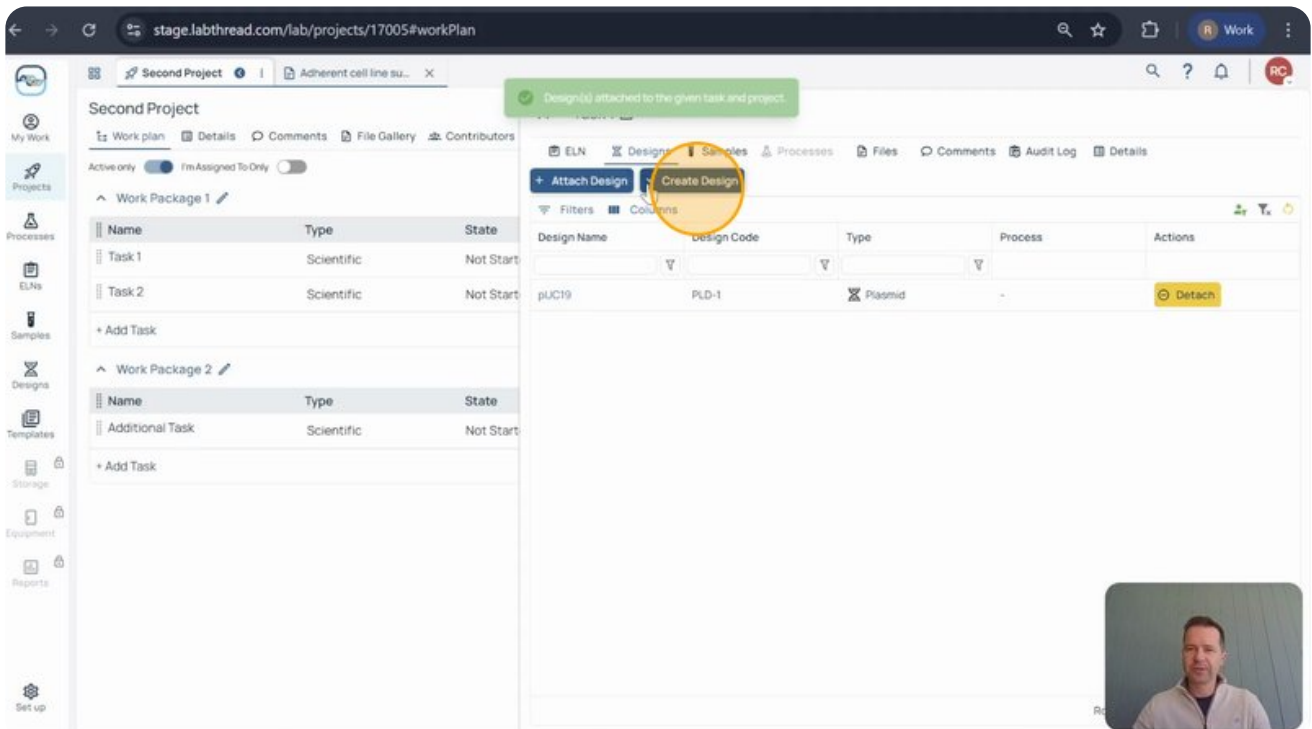
Click the **Select** button to link the chosen design to the task.



To create a new design:

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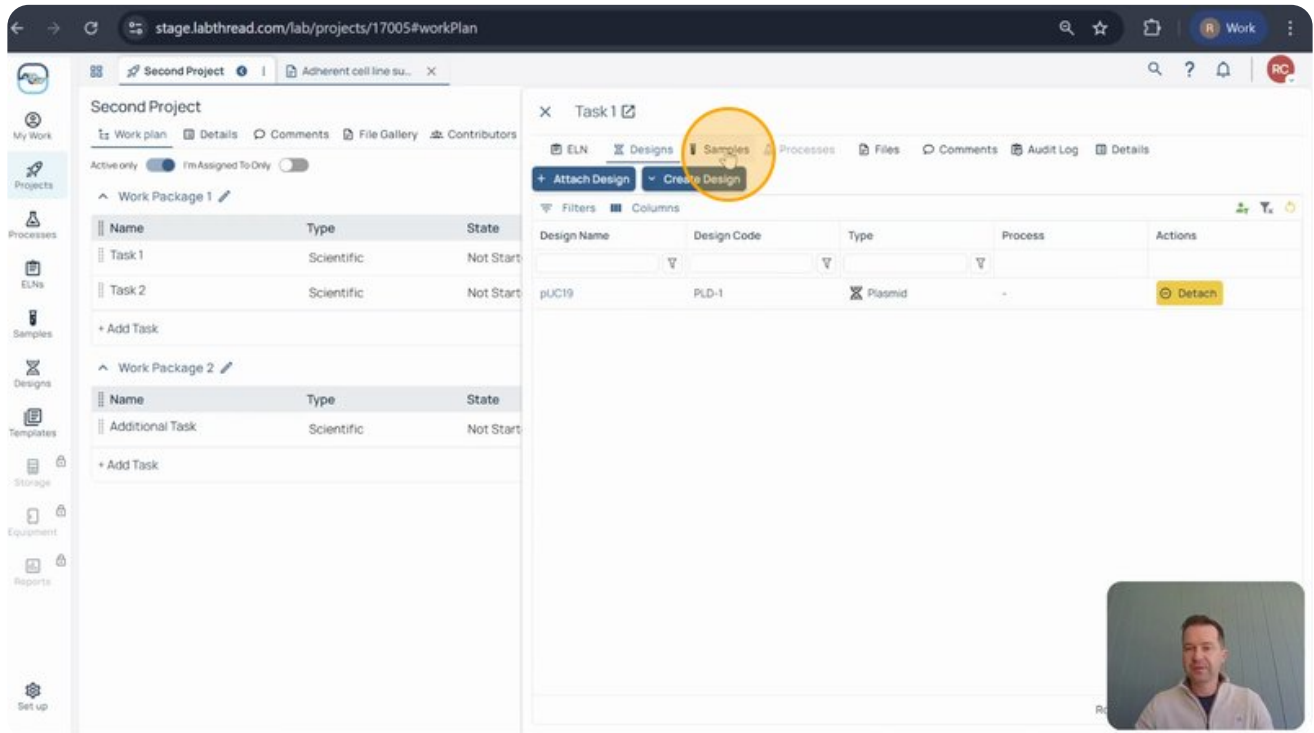
Click the **Create Design** dropdown to build a new cell line or plasmid directly within the context of the task.



Logging and Attaching Samples

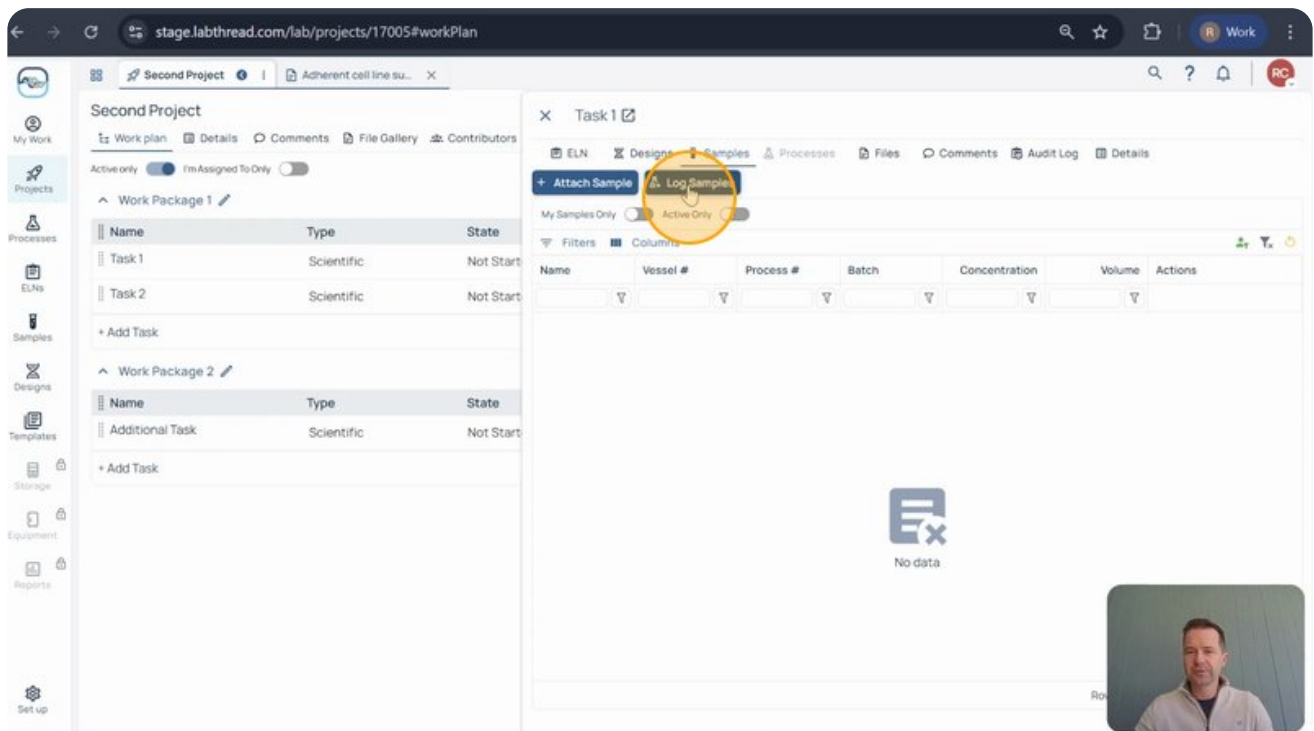
When a task involves physical inventory, you can seamlessly link relevant samples.

- 17 Navigate to the **Samples** tab within the task details panel.



The screenshot shows the LabThread web interface. On the left is a navigation sidebar with icons for My Work, Projects, Processes, ELNs, Samples, Designs, Templates, Storage, Equipment, Reports, and Set up. The main area is split into two panels. The left panel, titled 'Second Project', shows a list of tasks under two work packages. The right panel, titled 'Task 1', has tabs for ELN, Designs, Samples, Processes, Files, Comments, Audit Log, and Details. The 'Samples' tab is selected and highlighted with a yellow circle. Below the tabs are buttons for '+ Attach Design' and '+ Create Design'. A table below shows a design entry with columns for Design Name, Design Code, Type, Process, and Actions. The entry is 'pUC19', 'PLD-1', 'Plasmid', and has a 'Detach' button. A video call window is visible in the bottom right corner.

- 18 Click **Log Samples** to record new inventory items, or use the interface to attach existing ones.

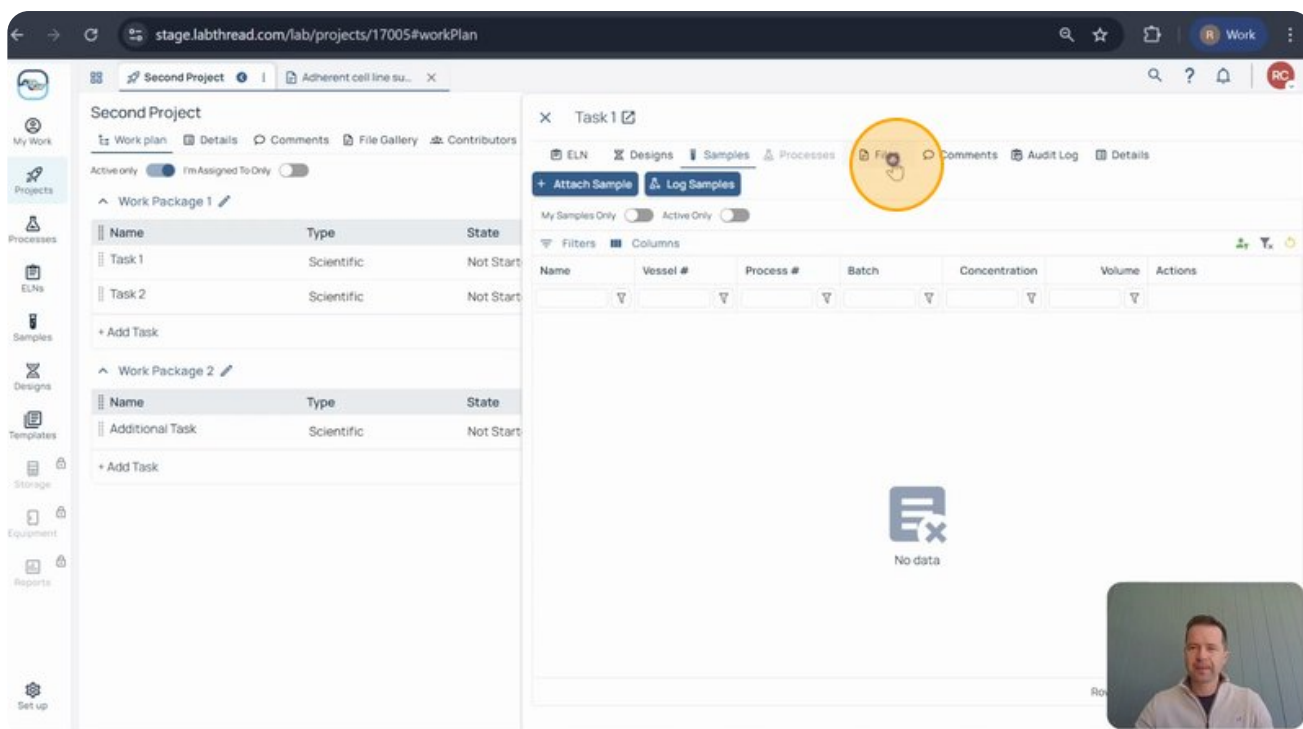


The screenshot shows the LabThread web interface, similar to the previous one. The 'Samples' tab is selected in the 'Task 1' details panel and highlighted with a yellow circle. Below the tabs are buttons for '+ Attach Sample' and '+ Log Sample'. The '+ Log Sample' button is also highlighted with a yellow circle. Below the buttons are toggle switches for 'My Samples Only' and 'Active Only'. A table below has columns for Name, Vessel #, Process #, Batch, Concentration, Volume, and Actions. The table is currently empty, and a 'No data' message is displayed in the center of the table area. A video call window is visible in the bottom right corner.

Uploading General Files

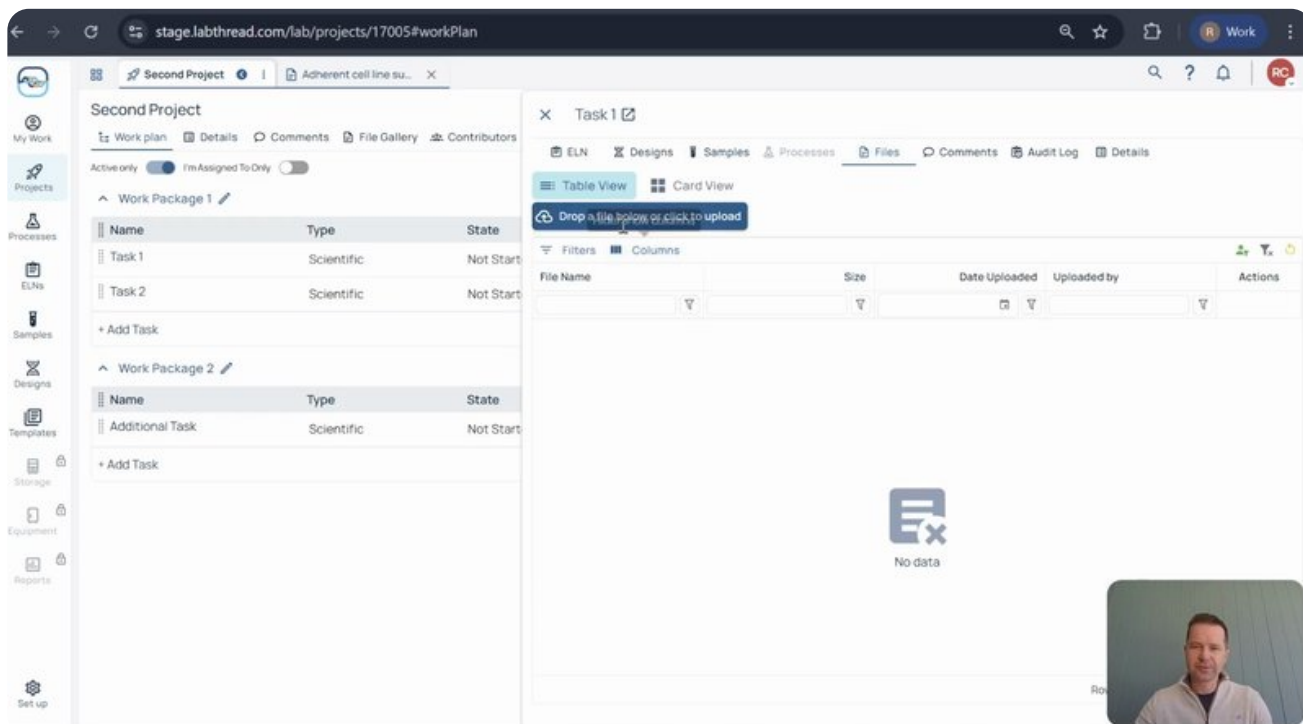
Adding general documentation, raw datasets, or supplementary images is a similarly straightforward process.

- 19 Click the Files tab within the task details panel.



The screenshot shows the LabThread web application interface. The main panel is titled 'Task 1' and has several tabs: 'ELN', 'Designs', 'Samples', 'Processes', 'Files', 'Comments', 'Audit Log', and 'Details'. The 'Files' tab is highlighted with a yellow circle. Below the tabs, there are buttons for '+ Attach Sample' and '+ Log Samples'. A table with columns 'Name', 'Vessel #', 'Process #', 'Batch', 'Concentration', and 'Volume' is visible, but it is empty. A 'No data' message is displayed in the center of the table area. A video call window is visible in the bottom right corner.

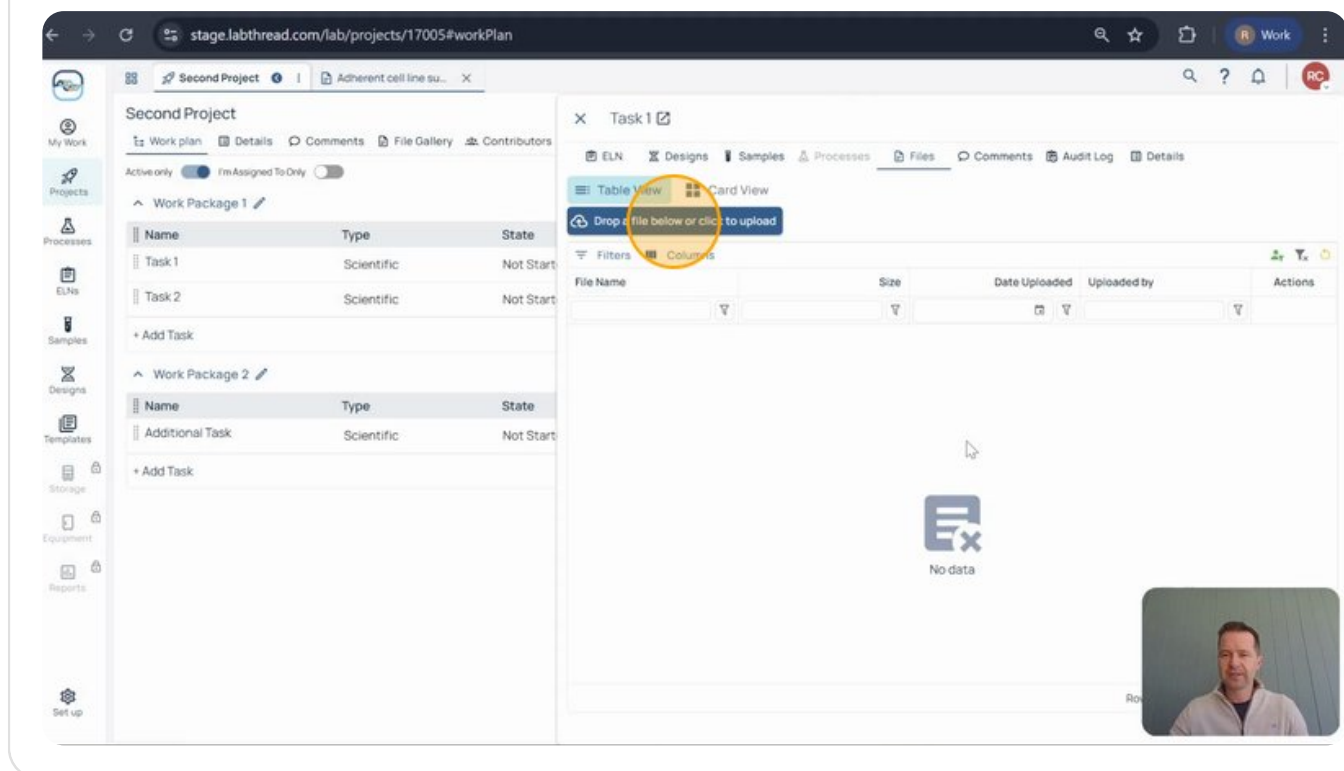
- 20 Click **Select File** to browse your computer and upload a file manually.



The screenshot shows the LabThread web application interface, similar to the previous one. The 'Files' tab is selected. Below the tabs, there are buttons for 'Table View' and 'Card View'. A blue button with a cloud icon and the text 'Drop a file below or click to upload' is highlighted. Below this, there is a table with columns 'File Name', 'Size', 'Date Uploaded', 'Uploaded by', and 'Actions'. The table is empty. A 'No data' message is displayed in the center of the table area. A video call window is visible in the bottom right corner.

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Alternatively, simply drag and drop your file into the designated upload area.



FAQ

Q: Can I link assets that are already in the system, or do I have to create new ones every time?

A: You can do both. The interface allows you to search for and attach existing ELNs, designs, and samples from your broader LabThread inventory, or create entirely new entries natively from the task details panel.

Q: Who can view the assets I attach to a task?

A: Any ELNs, designs, or files you attach will be visible to users who have permissions to view the broader project workspace.

Glossary

Term	Definition
ELN	Electronic Lab Notebook; a digital document used to record protocols, observations, and experimental data.
Work Package	A structural grouping within a LabThread project that organizes a set of related tasks.
Plasmid	A small, circular, double-stranded DNA molecule commonly used as a laboratory design element in genetic engineering.

