

Admin Checklist



At the time you purchased and joined Benchling for Startups, your company specified one or two Benchling admins. The Admin Checklist is designed specifically for those Benchling admins, who should use this checklist to successfully implement Benchling.

Soon after your Benchling tenant is created, Benchling admins will receive an email from Benchling's Support team with all of the information in this guide—and with personal information about how to log in to your company's Benchling site.

STEP 1

Structure your data for success: Configure your Benchling tenant

As a Benchling admin, it's your job to ensure that your data is organized and your company is set up for success on Benchling. Before your team can hit the ground running, you must complete this section of the checklist and configure projects and permissions in Benchling.

Get started

- Watch the [Benchling Overview](#) to learn to navigate Benchling.
- Review our materials on projects and permissions to understand how to organize data and collaboration on Benchling:
 - Read the [Projects and Permissions Overview](#).
 - Watch the [Projects and Permissions Training](#) video.
- Hold a configuration discussion with the rest of your company's Benchling users:
 - Choose a framework for the structure of your Benchling projects and folders using the guidelines in the [Projects and Permissions Overview](#).
 - Determine how your company will set user roles and project permissions to control access to data in Benchling.
 - Record your plans!
- Watch the [Witness and Review Training](#). Determine who should serve as review auditors for projects.

Configure your Benchling tenant

- Log in to your brand new Benchling site! Follow the directions sent to your email.
- Create projects and folders. Set user roles, project permissions, and auditors.

STEP 2

Hit the ground running: Get trained and help your team get started on Benchling

After you have configured projects and permissions in Benchling, you are responsible for helping the rest of your company get started on Benchling. You'll need to provide instructions for logging in, and share training resources for Benchling Notebook and Molecular Biology. To get your team started effectively and quickly, we recommend that you train yourself first!

Get trained

- Get an overview of the Benchling Notebook.
 - Watch the [Notebook Introduction](#).
 - Revisit the [Witness and Review](#) process in Benchling.
- Get an overview of Benchling Molecular Biology.
 - Watch the [Molecular Biology Introduction](#).
 - Follow up with the [Molecular Biology Deep Dive](#).
- For written tutorials, visit the [Benchling Training Kit for Startups](#). Then, browse our [Help Center](#) for help with other features.

Help your team get started

- Get your team logged in to Benchling, following the instructions sent to your email.
- Explain the project and folder structure you chose to all Benchling users at your company.
- Send your team to the [Scientist Checklist](#) to help them get trained.
- Serve as a training resource yourself. Consider holding team-wide training meetings to help your scientists hit the ground running.

STEP 3

Think ahead: Get the most out of Benchling going forward

Biotech startups are most successful when they accelerate productivity and generate high-quality data that can drive early business decisions. Benchling can help you do both. As an admin, you're continually responsible for making sure your company adopts and effectively uses Benchling. We outline some tips below, based on the experience we've had building biotech companies from your size.

Manage your organization

- Review the [Admin Training](#) video, or the corresponding [written guide](#) in the Training Kit.
- Regularly encourage your team to share tips and tricks for Benchling, and to revisit how to best organize your data as your team grows.
- If you encounter any blockers or want to learn how you can take Benchling to the next level, contact support-team@benchling.com.

Develop a culture of strong data management

- Consider projects your most important organizational tool.
 - Encourage adherence to the project and folder structure you have designed.
 - Create new projects or adjust your framework as necessary, but make sure you always inform your team of the changes.
- Take advantage of project and data management features.
 - View the Benchling Calendar to track experiments against a timeline.
 - Use search to easily find data associated with specific projects or experiments.
- Improve compliance by encouraging high-quality note taking.
 - Create Notebook templates to standardize Notebook entries across different projects and scientists.
 - Review and sign off on all Notebook entries, developing a clear process for maintaining quality standards.
- Maintain rich sequence data, and tie it to your Notebook.
 - Organize your sequence files by project, and link them in any relevant Notebook entries.
 - Streamline complex and repetitive molecular biology workflows with [Bulk DNA Assembly](#).