

# Search Best Practices

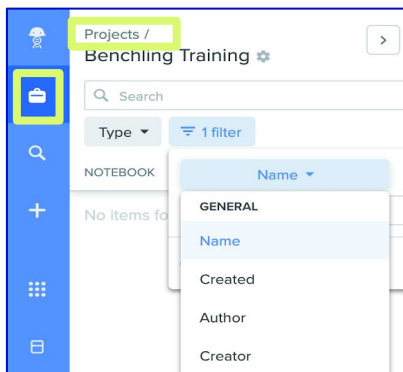


Benchling

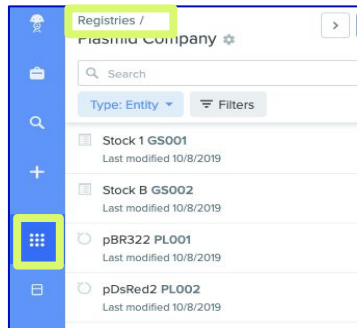
# Options for Effective & Targeted Search

There are several places within Benchling where you can search

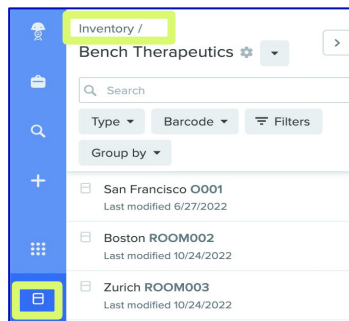
- Use **Project Search** to find notebook entries, folders and entities stored in projects
- Use **Registry Search** to find registered entities
- Use **Inventory Search** to find containers, locations, and samples stored in the inventory
- Use **Global Search** to find anything stored in Benchling



**Search your Projects**

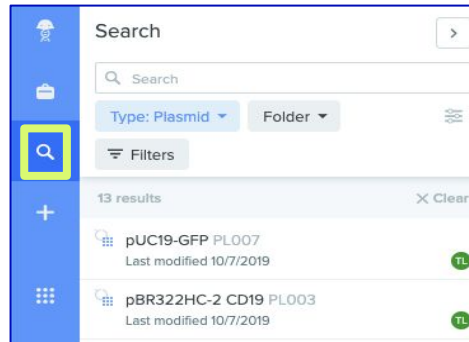


**Search your Registry**



**Search your Inventory**

**Search your Benchling Environment!**



# The Power of Filtered Search

- Expand your search view to see all of the available search parameters
- Apply multiple filters to find exactly what you're looking for
- Save your search for later for you or your colleagues

The screenshot displays a search interface with a table of results and a filter panel. The table has columns for Name, Inventory, and ID. The filter panel is open, showing various filters such as Modified, Author, and Name. The 'Type: Entity' filter is highlighted in yellow, and the '3 filters' button is also highlighted in yellow.

Name	Inventory	ID
Cd47-208 (ENSMUST00000230641) PL010	No inventory availa...	PL010
DevPlat Bootcamp Plasmid [SP] PL008	No inventory availa...	PL008
DevPlat Bootcamp Plasmid [VB] PL009	No inventory availa...	PL009
PL010-003 PLL001		PLL001
PL010-004 PLL002		PLL002

Search interface details:

- Search bar: Search
- Filters: Type: Entity, Folder, 3 filters
- Buttons: Save, X Clear
- Results: 1-12 of 12 items
- Filter panel: Modified (2022-09-01 02:46:06 PM, 2023-01-20 02:46:24 PM), Author (Benchling Support), Name (starts with pl)
- Buttons: + Add filters, Apply

# Best Practice: Perform Bulk Actions from Search

Select Items to Edit Properties  
Unregister  
Move to Folder

Copy to...

Create workflow tasks  
Archive

Select items to check in / check out  
Move to location

Remove Contents

Print...  
Add to worklist

**Select entities, entries,  
or other items to  
perform actions in bulk**



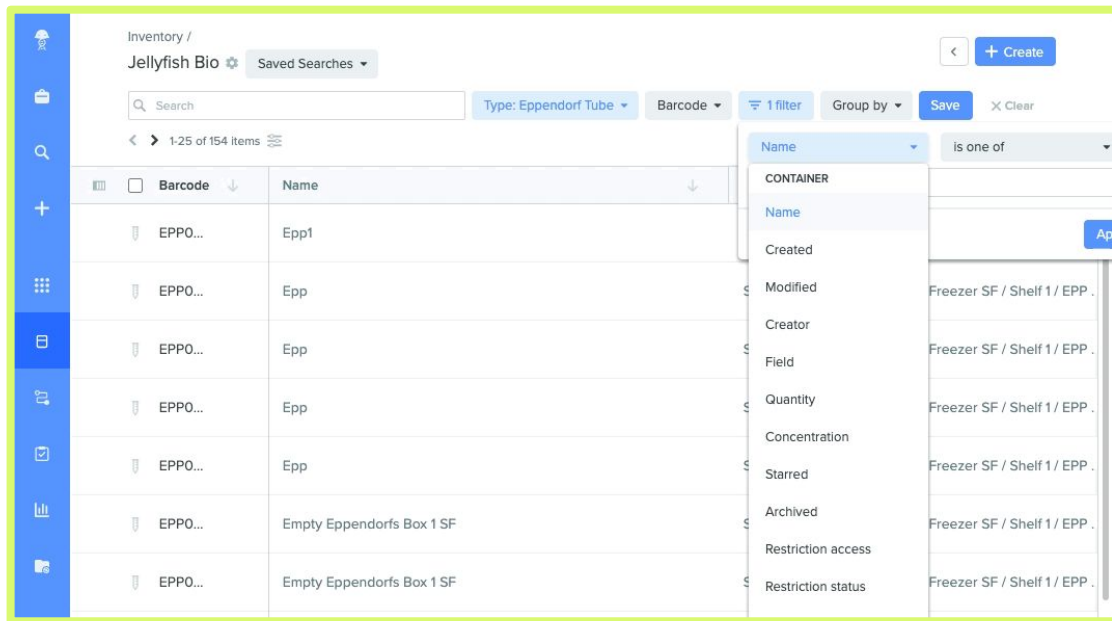
# Best Practices: Sample Search

Search and manipulate samples in a few short clicks

Don't waste time scrolling through lists of samples and selecting containers one by one.

Instead, when searching for samples, **use filters** such as contents, concentration, sample owner, or created date to build a curated list.

From this list, **perform bulk actions** such as moving or archiving containers, printing labels, adding containers to a worklist, or checking out containers.



The screenshot displays a web application interface for sample management. At the top, it shows the page title "Inventory / Jellyfish Bio" and a "Saved Searches" dropdown. A search bar is present, along with filters for "Type: Eppendorf Tube" and "Barcode". The main content is a table with columns for "Barcode" and "Name". The table lists several samples, including "Epp1", "Epp", and "Empty Eppendorfs Box 1 SF". A dropdown menu is open over the table, showing a list of bulk actions such as "Name", "Created", "Modified", "Creator", "Field", "Quantity", "Concentration", "Starred", "Archived", "Restriction access", and "Restriction status". The interface also includes a "Create" button and a "1 filter" indicator.

Barcode	Name
EPP0...	Epp1
EPP0...	Epp
EPP0...	Epp
EPP0...	Epp
EPP0...	Epp
EPP0...	Epp
EPP0...	Empty Eppendorfs Box 1 SF
EPP0...	Empty Eppendorfs Box 1 SF

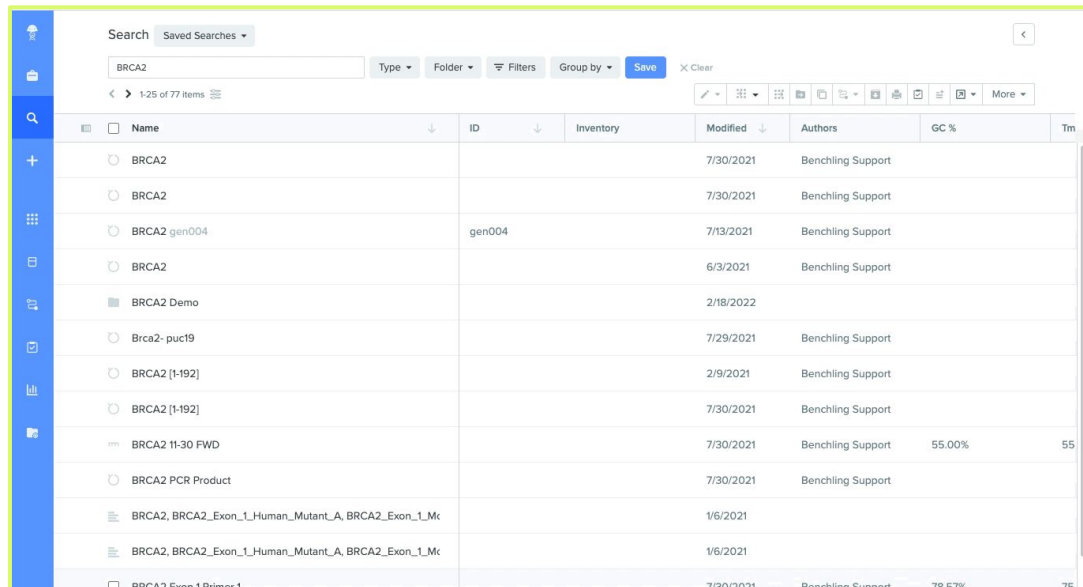
# Best Practices: Shared Searches

## Share frequently searched items with teammates

Don't manually create detailed filtered searches again and again.

Utilize saved searches to quickly replicate filters and get **updated information** about your search conditions.

Leverage the **sharing options** in your Saved Searches to quickly enable your colleagues to find the same information on their own.



Name	ID	Inventory	Modified	Authors	GC %	Tm
BRCA2			7/30/2021	Benchling Support		
BRCA2			7/30/2021	Benchling Support		
BRCA2 gen004	gen004		7/13/2021	Benchling Support		
BRCA2			6/3/2021	Benchling Support		
BRCA2 Demo			2/18/2022			
Brca2-puc19			7/29/2021	Benchling Support		
BRCA2 [1-192]			2/9/2021	Benchling Support		
BRCA2 [1-192]			7/30/2021	Benchling Support		
BRCA2 11-30 FWD			7/30/2021	Benchling Support	55.00%	55
BRCA2 PCR Product			7/30/2021	Benchling Support		
BRCA2, BRCA2_Exon_1_Human_Mutant_A, BRCA2_Exon_1_Mc			1/6/2021			
BRCA2, BRCA2_Exon_1_Human_Mutant_A, BRCA2_Exon_1_Mc			1/6/2021			
BRCA2_Exon1Primer1			7/30/2021	Benchling Support	78.57%	75

# Insertable Search

## [Link a Saved Search in a Notebook Entry](#)

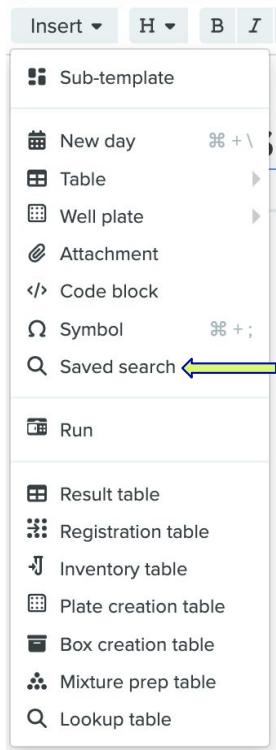
- You can **Insert saved searches into Notebook entries or templates** as clickable chips. Any user who can read the entry will be able to click on the chip and launch the search *as it was at the time it was inserted*.
- Save time on repetitive tasks and allow readers and reviewers to retrieve records that are relevant to the work being done in an given entry.

### Example Use Cases:

Find all entries in a given stage of their review process

Find all containers created the day of the experiment that contain a certain plasmid

Find all cell lines that were banked on a given day



# Resources for Search



[Applying search filters and saving searches](#)



[Search - Knowledge Base](#)



[Searching your Benchmarking Data](#)



[Applying, editing, and sharing saved searches](#)