

## Using Summary Files in labElephant

Summary files contain data aggregated from a number of different experiments. The Summary Files form displays and tracks this summary data.

The transfer of data from an experiment into a Summary file, when it occurs, should be recorded on the Experiments form under the final tab “Summary Files” (see the document “Entering Experiments in labElephant.pdf” for further details). Viewing Summary File data is done by linking to Figures in the Summary Files using the Summary Files form. Summary Files are often made using OLE server applications such as Microsoft Excel, Graphpad Prism, and Sigmaplot that allow data aggregation and analysis. Object Linking and Embedding (OLE) can be advantageous when making Figures from Summary File data, as the data displayed in labElephant then automatically updates when the Summary File data is appended. [Note: OLE server applications must be present on each user computer in the local area network. For remote access via (e.g.) Citrix Server, the OLE server must be present on Citrix server. License restrictions may prevent this. Choosing “Pic Only” does not require this.]

New Summary File records can be created from the Summaries form, but they are usually created in the Experiments form, where their contributing Experiments are recorded. These contributing Experiments can be accessed either from the Experiments form, or from the Summaries form.

To open the Summary Files form, select the Summaries button on the Main form. The Summary Files form by default shows Summary Files for the Project shown on the Main form. Summary Files for another Project can be shown by selecting that Project from the Investigation/Project drop-down boxes.

### Section 1: Summary File Figures tab: Summary Files subform

1. Under the Summary File Figures tab, the Summary Files subform lists the Summary files that currently exist for the Project shown. By selecting a Summary File record on the left hand subform, currently existing Figures for this Summary File are shown on the subform on the right.
2. To make a new Summary File, select the New Summary File button:



and then select the Find Summary File button:



Navigate to the Summary File, and hit OK.

Summary files can be opened by selecting the Summary File record, then the Open button.:



### Section 2: Summary File Figures tab: Make a New Summary File Figure

1. To make a new Summary File Figure, select the Summary File record on the left subform, & then select the “New Summary File Figure” button at the top of the Summary File Figures subform:



A new record appears on the subform. The procedure thereafter is very similar to that for entering Figures in Experiments:

2. Use the binoculars button on the Summary File Figures subform to open the Summary File containing the figure you wish to enter. Copy the figure to the clipboard and minimize the Summary File.
3. Select the option for OLE and Pic, or Pic only.
4. Select Paste Link option from the Paste Special dialog, if making an OLE object. Paste Link should be enabled for figures that come from applications that are servers for Object Linking and Embedding (OLE). Paste Link has three advantages over the Paste option: first, any updates made to the figures will show automatically in labElephant; second, a double click on the figure in labElephant will open the original file at the figure in the original application; and third, the figure is not itself stored in labElephant, which is a more efficient utilization of available space.
5. If the Paste Link option is not enabled, and if embedding the OLE object is an option, decide whether you want to do that, and click OK if so. Embedded OLE objects take up much more space in the back end. Otherwise select Cancel. The Pic will be displayed instead.
6. The figure should now appear in the box. To see an enlarged version of the figure, select the  button.
7. Enter a Title for the figure in the Title field.
8. Enter a description of the data in the figure, including what it shows, in the Ingot field.
9. Since this description is an Ingot, you can also assign references to it. You can mark the figure Ingot by selecting the Mark Ingot check box by the Ingot, and close the Summaries form. Then go to the Knowledge form, Foundry tab, and Paste the Ingot into the Foundry, by selecting the bottom right Paste button: .  
You can then add references in the Knowledge form, as described in "Making Nuggets and Ingots in labElephant".
10. Repeat step 3, for additional Figures.
11. The original Experiments that contributed to the Summary File data can be viewed by selecting the Summary File record on the left hand subform and then selecting the Experiments button (top right). This will open a version of the Experiments form containing only the contributing Experiments. This feature is only operative if the contributing Experiments were assigned to the Summary File on the Experiments form. In that event, the number of contributing Experiments is indicated in the left subform header: 

### Section 3: Summary File Figures tab: Connecting Experiment Figures to Summary File Figures

Once a Summary File Figure is made, the Experiment Figures that contribute to that Summary File Figure can easily be connected to the Summary File Figure. This allows the N value for data in each Summary File Figure to be tracked since not every Experiment that contributes data to the Summary file

necessarily contributes data to every Summary File Figure. Also, the Issues addressed by the Experiment Figures are then automatically tracked. This is a useful way to track the thought process that went into the generation of each Summary File Figure.

1. Open the Experiments form as described in Section 2.11 above.
2. Select the first Experiment shown. Go to the Figures tab, and Mark the Figure that contains the data that contributed to the Summary File Figure.
3. Select the next Experiment, and repeat, until all of the contributing Figures are Marked.
4. Close the Experiments form.
5. The Paste button on the right-hand subform of the Summary Files form will now be enabled, if Experiment Figures were Marked: 
6. Select the Paste button: the number of contributing Experiment Figures will be displayed: 
7. If the contributing Experiments addressed Issues that were recorded on the Experiments form, the Issues Addressed button on the Summary Files form will be enabled. Select this button to open the Summary File Figure Issues form. This displays the Issues addressed, their Outcomes, and the Outcomes Summary for each issue.

#### **Section 4: Browse Figures**

To browse all Figures for all Summary Files in this Project, select the Browse Figures tab. The subform records show the name of the Summary File from which each Figure comes. These records cannot be edited. This tab is useful for locating which Summary File a Figure comes from, by selecting the Figure record and then returning to the Summary File Figures tab. The Figure data can then be edited.

#### **Section 3: Notes**

The Notes tab displays a Project Notes field to permit recording of any high-level comments about the Project that are not specific to the individual Experiments or Summary File data.