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Protocol status: Other
 This is an explanation protocol on how to use protocols.io with protocols.io. It has an educational purpose.

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PROTOCOL integer ID:
 13065

Keywords: protocols.io, how to, protocols, private group, shared, private

Share a WIP protocol with a private group

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ABSTRACT

Here is a short explanation on how to add a work in progress protocol to a private group. This protocol shows how to add a protocol editable by multiple people to edit it **before** its final publication on protocols.io

This is also an example protocol on how to explain to the members of the group on how to share protocols.

- 1 Create new protocol by clicking on the + sign on the upper right corner of your screen

- 2 Edit name, descriptions, authors, tags and keywords.

Description
Guidelines & warnings
Materials
Steps
+SHARE
VIEW
All changes saved

Editing
How to add a WIP Protocol to a private group

Abstract ⓘ

Here is a short explanation on how to add a work in progress protocol to a private group. This protocol shows how to add a protocol editable by multiple people to edit it **before** its final publication on protocols.io

Authors: separated by commas
ADD

Adrien Assie
Baylor College of Medicine

Tags: separate multiple tags with a comma.
ADD

Search keyword (separated by commas)

protocols.io, how to, protocols, private group, shared, private

External Link

(optional)

- Next to **Description**, you can click on **Guidelines and warnings** and fill the respective box.

Description
Guidelines & warnings
Materials
Steps
+SHARE

Editing How to add a WIP Protocol to a private group

GUIDELINES

B
I
 x_2
 x^2
 Ω
 I_x

BEFORE STARTING

B
I
 x_2
 x^2
 Ω
 I_x

SAFETY WARNINGS

B
I
 x_2
 x^2
 Ω
 I_x

- Next to 'Guidelines and warnings', you can click on 'Materials' and fill the box:

Description Guidelines & warnings **Materials** Steps +SHARE VIEW All changes saved

Editing How to add a WIP Protocol to a private group

Materials

start typing to search available reagents or ADD NEW

This will prompt a box to look for specific materials and reagents available online:

Editing How to add a WIP Protocol to a private group

Materials

Blood and tissue or ADD NEW

QIAGEN DNeasy Blood and Tissue Kit, 50 rxn
Qiagen, Catalog # 69504

The reagent has to be in the database or added with the "Add new" button

- Click on steps and then either, add from a text file or click on "New Step"

If you have an existing protocol, paste it from text file

NEW STEP

If you click on new steps you can start adding custom steps

1

Step 1

new step

paste from text

☐

1

NEW SECTION (optional)

Use to group into sets

B

I

$\times_2$

$\times^2$

Ω

{ }

INSERT BLANK

DELETE

PASTE FROM TEXT

PASTE FROM BUFFER

NEW STEP

You can group the steps by section, like the (optional) section in this protocol.

You can also add fancy graphic depending on what to add to each steps:

EDITING STEP 5

AMOUNT

COMMAND

CONCENTRATION

DATASET

DOCUMENT

DURATION / TIMER

EQUIPMENT

EXPECTED RESULT

EXTERNAL LINK

FILE

GO TO

NOTE

PROTOCOL

REAGENTS

SAFETY INFORMATION

SOFTWARE PACKAGE

STEPS CASE

TEMPERATURE

[Request a component](#)

6 If your protocol is final you can view it and publish it.

Or if you want to share it privately with your group before final publish go to step 7

7 To share a protocol with a group, click share

Description

Guidelines & warnings

Materials

Steps

+SHARE

On the share menu, in the "Start typing group name" box do as it says and look for your private group

The screenshot shows a 'Share with others' dialog box overlaid on a note titled 'NOTE'. The dialog has a title bar with a close button (X) and a link 'Get shareable link'. The main content area is titled 'Share with others'. It contains two input fields for sharing via email, each with an 'ADD' button. The first field is labeled 'Share with email (comma separated)' and the second is labeled 'Start typing to choose group(s)...'. Below these is a section titled 'Who has access' with a large empty box. At the bottom, there is a checkbox labeled 'NOTIFY BY EMAIL' which is checked, and an input field labeled 'Enter your note (optional)'. The dialog has 'CLOSE' and 'SAVE' buttons at the bottom right.

Found it, select it and click save

8 Click on My library, in the top right corner

9 Find you protocols under My files

Once selected click the protocol (for example in the picture above the one in blue) and drag it to the private group you want to share it with, in this case the **Samuel Lab** one.

10 The protocol should now be available to other members of the group to view and edit.

When paper with the protocol is published do not forget to make it available to the community.