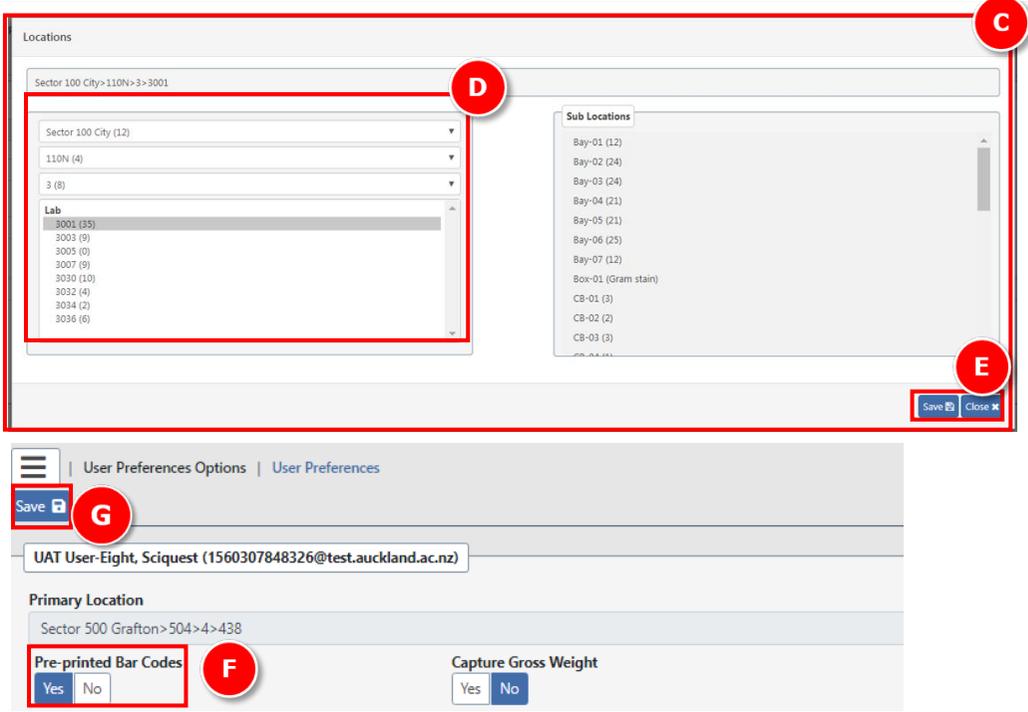


# 1. Getting started with SciTrack

## Overview

This quick guide will show you how to log in to and navigate SciTrack. To apply for access please submit an access form on the SciTrack website:  
<https://www.auckland.ac.nz/scitrack-getstarted>

1. Using the SciTrack Quick Guides
2. First time access to SciTrack
3. Navigation in SciTrack

Steps	Screenshots
<h3>1. Using the SciTrack Quick Guides</h3> <p>A. Quick guides and more information about SciTrack can be found on the SciTrack website: <a href="https://www.auckland.ac.nz/scitrack">https://www.auckland.ac.nz/scitrack</a></p> <p>Note: the steps in these guides have corresponding points of reference on the screenshots to the right.</p>	
<h3>2. First time access to SciTrack</h3> <p>A. Log in here: <a href="https://sciquest.auckland.ac.nz/">https://sciquest.auckland.ac.nz/</a></p> <p>B. Enter your University of Auckland username and password into the SSO screen.</p> <p>C. If prompted, select Primary Location. <i>This should be the lab location where most of your chemicals are stored.</i></p> <p>D. Select the following from the drop-down lists, in order from top to bottom: Sector, Building, Floor, and Room.</p> <p>E. Click Save.</p> <p>F. <b>IMPORTANT:</b> Set <b>Pre-Printed Bar Codes</b> to Yes (Yes should be blue).</p> <p>G. Click Save</p> <p style="text-align: right;"><i>...notes continued over page</i></p>	

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### Note:

- You don't need to select a **Sub Location** for your primary location.
- If you don't have a lab, choose any room close to your work location.
- If your preferred lab (where chemicals are stored) is not showing, please contact [scitrack@auckland.ac.nz](mailto:scitrack@auckland.ac.nz) to add it.
- To undo your selection, click the last added room or sublocation to remove it.

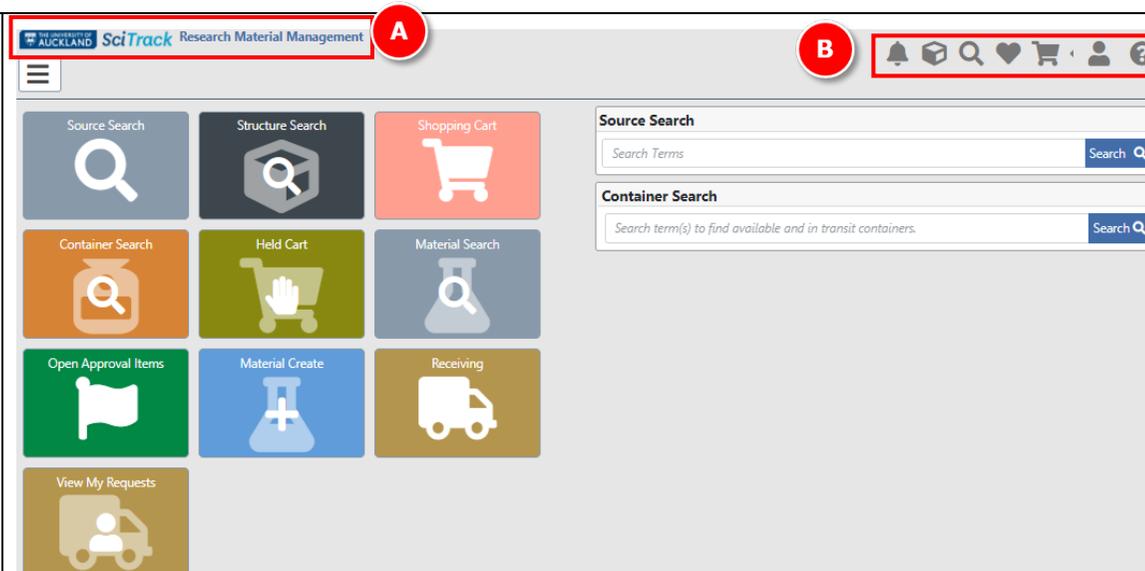
### 3. Navigation

**A. To return to the home screen** from another page, click the header icon.

The screenshot shown to the right is the Home Page for a DLP. Please see the appendix for a description of the Home Page tiles.

**B. The action bar** has quick links to various pages:

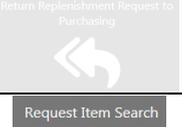
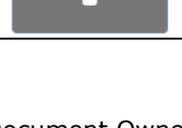
	View Notifications and open submitted cart reports.
	Structure search
	Source Search
	Favourites
	Shopping Cart (shows how many items are in your current cart)
	User preferences
	Help guides – These are not specific to the University of Auckland. Please refer to the SciTrack guides instead: <a href="https://www.auckland.ac.nz/scitrack-guides">https://www.auckland.ac.nz/scitrack-guides</a>



**Tip:** You can change the order, content, and colour of your home screen. Please refer to SciTrack Quick Guide "2. Configure preferences".

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## Appendix:

	<p>Search for:</p> <ul style="list-style-type: none"> <li>• Chemical or non-chemical catalogue items to purchase from external hosted suppliers</li> <li>• Items to purchase from your local Stockroom</li> <li>• Containers in the University inventory</li> </ul>	
	<p>Search against one or more associated structure databases by structure or by various identifiers. The search provides results in the form of individual structures that can be used to do a Source Search.</p>	
	<p>Opens your <b>Shopping Cart</b>. Start here for type-in item orders. Allows you to review and edit shopping cart items, add a type-in item and change quantities before proceeding to check out.</p>	
	<p>Displays all requests (orders) that you have submitted based on selected time frame and request status. Enables reordering or cancellation of eligible request items.</p>	
	<p>Search the UoA inventory by keyword, owner or location. Then you can perform container transactions (transfer owner or location, dispose, edit).</p>	
	<p>Search for and receive (<b>Receipt</b>) items from a purchase order.</p>	
	<p>Load a <b>Held Cart</b> and edit it.</p>	
	<p><b>DLP-approve</b> items in Researcher carts. (DLPs only)</p>	
	<p>Search for materials by Common Name, formula, structure identifier, and aliases. From the search results you can edit materials.</p>	
	<p>Create a new SciTrack material, including structure identifiers.</p>	
	<p>Navigates to the <b>Stockroom Replenishment Requests</b> window to review stockroom replenishments that have not been processed by the STC. (Stockroom Managers and STC buyers only).</p>	
	<p>Search to find the status of other users' carts or reorder their items into your own cart.</p>	<p>These are optional tiles that can be added by following SciTrack Quick Guide "2. Configure preferences".</p>
	<p>Displays your saved <b>Favourite</b> items from hosted catalogues and/or stockrooms, from source search results or from your shopping cart. Items listed here can be added directly to the shopping cart.</p>	
	<p>Add a type-in item to your cart. The <b>Add Type In</b> window can also be accessed via the <b>Shopping Cart</b> window &gt; <b>Add Item</b> button.</p>	