

Overview


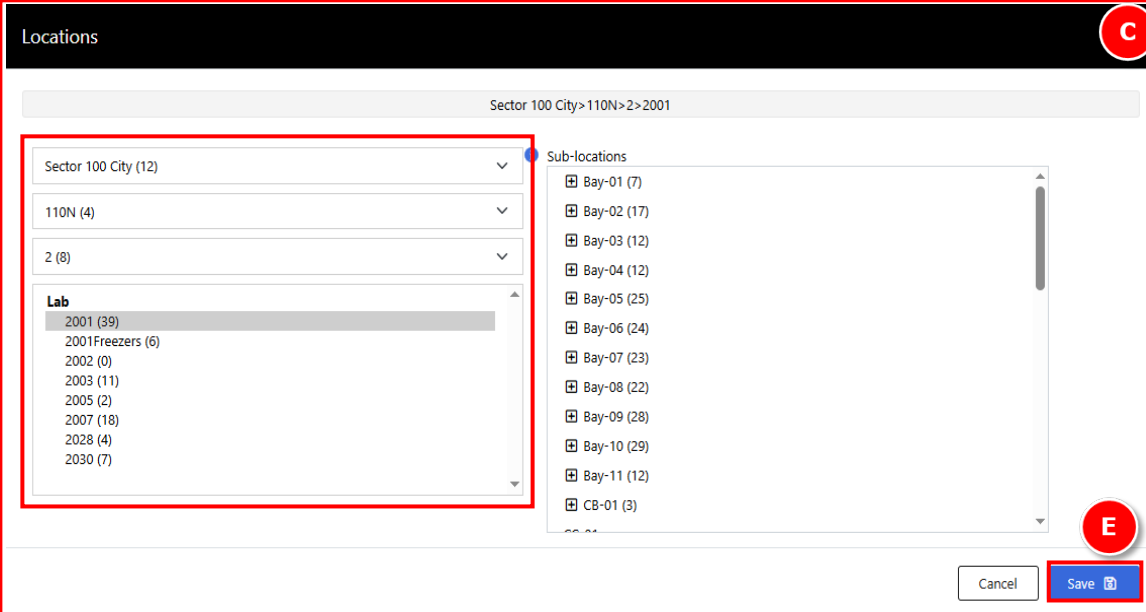
This quick guide will show you how to log in to and navigate SciTrack. To apply for access please submit an access form on the SciTrack website:

<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
1. Using the SciTrack Quick Guides <p>A. Quick guides and more information about SciTrack can be found on the SciTrack website: https://www.auckland.ac.nz/scitrack</p> <p>Note: the steps in these guides have corresponding points of reference on the screenshots to the right.</p>	
2. First time access to SciTrack <p>A. Log in here: https://sciquest.auckland.ac.nz/</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>	

- F. **IMPORTANT:** Set **Pre-Printed Bar Codes** to Yes (Yes should be blue).
- G. Click Save (in the top right corner)

User Settings • [User Preferences](#)

Save 

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Primary Location

Sector 100 City>110N>2>2001 Q

Pre-printed Bar Codes Yes No F








Accessible Sites All Sites My Sites

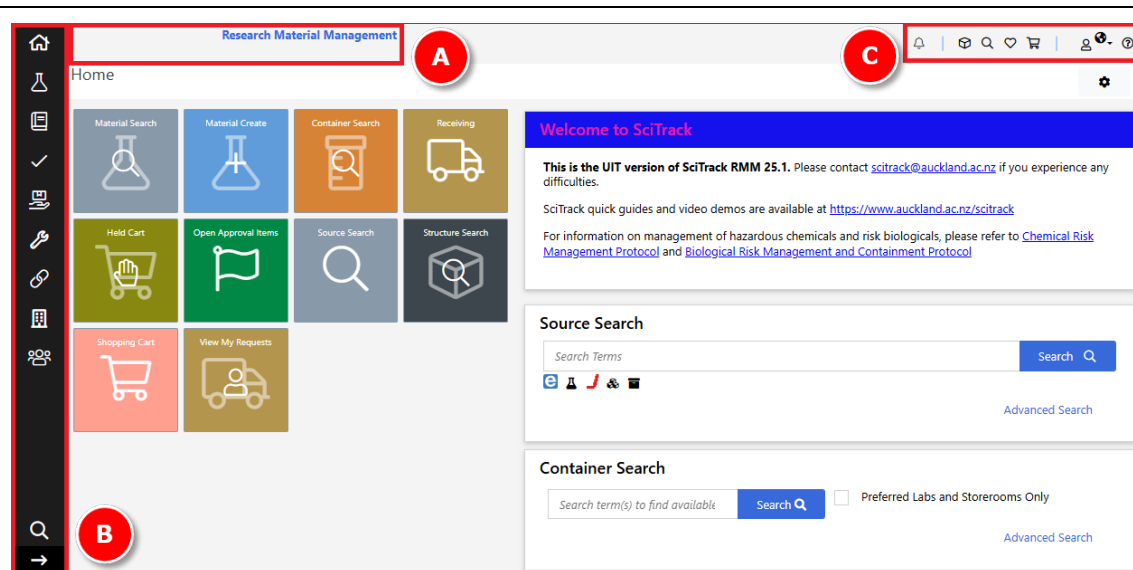
Note:

- 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 to add it.
- To undo your selection, click the last added room or sublocation to remove it.

3. Navigation


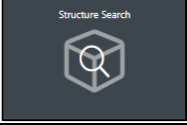

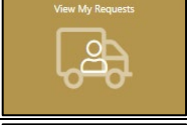
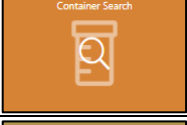

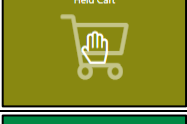


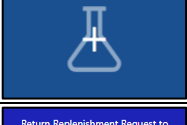
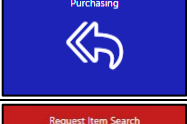
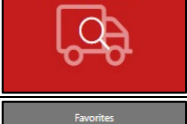
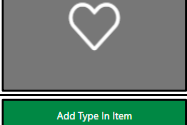

- A. To return to the home screen** from another page, click the header icon.
- The screenshot shown to the right is the Home Page for a DLP. Please see the appendix for a description of the Home Page tiles.
- B.** The Home menu is situated on the left side of the page. Clicking the arrow in the lower left corner expands the menu panel to give descriptions of the symbols. You can also search for a particular page/function with the magnifying glass.
- C.** 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: https://www.auckland.ac.nz/scitrack-guides



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

Appendix:

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