Container (inventory) search, edit, transfer, dispose
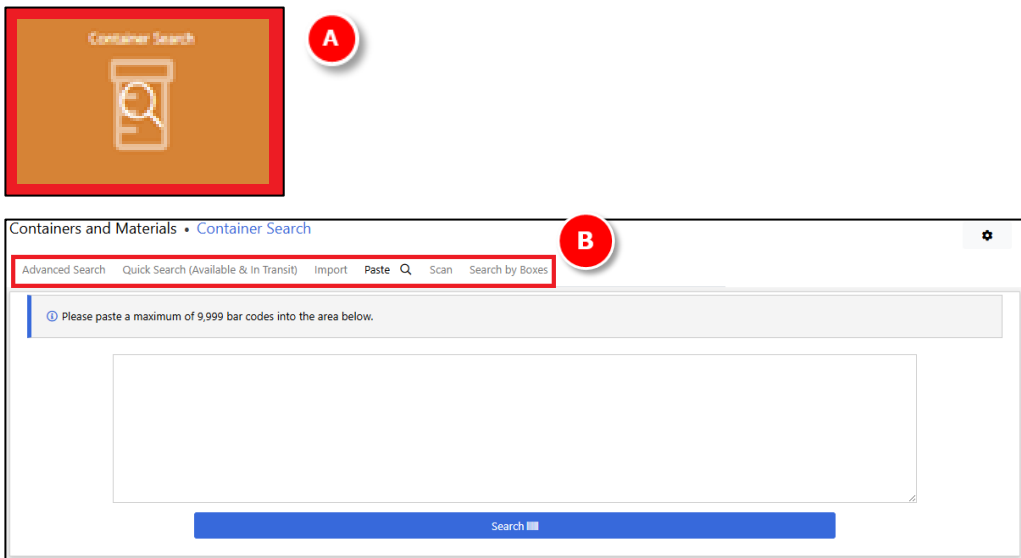
Overview

This quick guide will show you how to search the internal inventory and make changes by transferring, editing, or disposing of items. All container operations start with Container Search.

1. Container Search
2. View/Edit container information
3. Container operations – transfer location and owner
4. Container operations - disposal

Steps	Screenshots

1. Container Search
 	
A. Click **Container Search**.
B. Select a search option and perform search:
 	
  a. **Quick Search:** searches all container fields including name, CAS number, biological descriptors, barcode, and supplier.
  b. **Advanced Search:** returns items that match all of the criteria specified
    ○ **General - Contains Phrase** – this is an exact search of the typed phrase (If multiple words are entered, those words must appear together exactly as entered, unless you use a wildcard *).
    ○ **Owner** – type in the owner's first **or** last name and click to select.
    ○ **Location** – click [🔍] to choose a location. You can add multiple rooms to search - see tip on next page.
  c. **Import:** import a list of barcodes in a .csv file to search (maximum 20,000 barcodes).
  d. **Paste:** type or paste a list of barcodes to search (maximum 9,999 barcodes).
  e. **Scan:** scan barcodes to search.	

Notes:

> ➢ **Starting a new search will clear previous search results.**
> ➢ Maximum of 50,000 results are returned.
> ➢ Search results will only display items based on your site selection. You can further filter to your preferred Labs and Storerooms by selecting the checkbox (See Quick Guides "2. Configure Preferences").
> ➢ Materials sent from Material Search will be selected to be searched unless a New Search is selected.

Disposed items will not appear in the search results unless a 'disposed' status is specified in an Advanced Search.
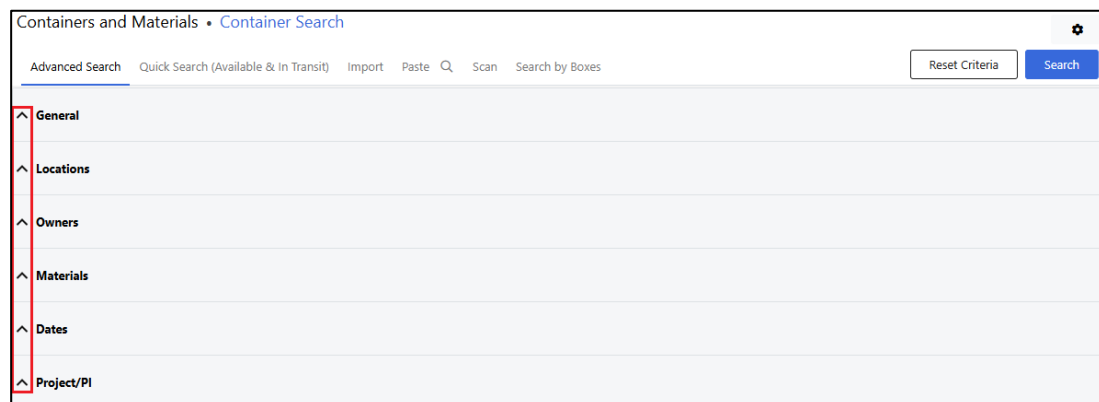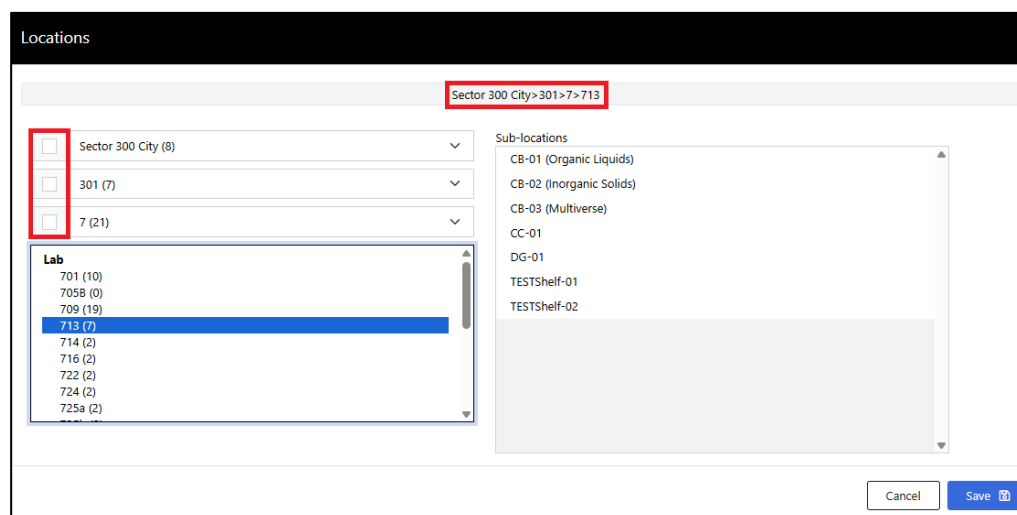
Tip: Advanced Search - using location selection

Click the ^ to expand the selection, then click 🔍 to choose a location.

You can also click the home button 🏠 to automatically select your Primary Location.

When choosing a location to search, your current selection is displayed in the top bar. In the example shown, floor 7, room 713, in building 301 is selected.

> ➢ Choose a Sector, building, or floor by checking the box next to the selected location.
> ➢ Use the dropdown lists to select a different building or floor.
> ➢ Choose a room or sublocation by clicking the location name, making sure all boxes are unchecked
> ➢ After clicking Save, you can add more locations at the same sublocation level, clicking Save after each selection.

2. View/edit container information

A. Navigate

- Scroll to the right to see more container fields

- If more than 200 results are found, navigate to another page to see further results.

- **Export** results to Excel

B. Sort

- Sort the results by one or more fields by clicking in the column heading.

- Clear the sort by clicking in the Navigation bar.

C. Action

- Click to edit a container.

  (to change the owner or location, refer to **Step 3** below)

- Click to replicate a container.

- Click to edit container amount.
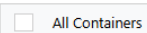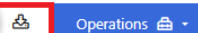
- Click for more item details.

- Some items have a warning flag Click this to view hazard information and Codes of Practice for the material.

Containers and Materials • Container Search

New Search

Selected Containers 0 / 2000

All Containers   963 R   Operations

	Action	Bar Code	Status	Current Amt	Current Amt Units	Site Acquired	Owner	Common Name
		UOAC000005011	AVAILABLE	500	G	5/11/2015	Brimble, Margaret A.	Cerium(III) chloride heptahydrate
		UOAC000002569	AVAILABLE	50	G	5/11/2015	Brimble, Margaret A.	Hydroxylamine hydrochloride
		UOAC000003112	AVAILABLE	500	G	5/11/2015	Brimble, Margaret A.	Ammonium formate
		UOAC000003192	AVAILABLE	0.991	G	5/11/2015	Brimble, Margaret A.	4-Nitrobenzyl chloride
		UOAC000002593	AVAILABLE	25	G	5/11/2015	Brimble, Margaret A.	Chromium(III) chloride
		UOAC000002582	AVAILABLE	25	G	5/11/2015	Brimble, Margaret A.	Iron(III) chloride hexahydrate
		UOAC000002581	AVAILABLE	25	G	5/11/2015	Brimble, Margaret A.	Iron(III) chloride hexahydrate
		UOAC000002580	AVAILABLE	25	G	5/11/2015	Brimble, Margaret A.	

← 1 2 3 4 5 →

Tip: View Safety Data Sheet (SDS)

There is a SDS available for most chemicals in SciTrack, provided by Sigma Aldrich.

Find it by clicking in the Action column (C), then select **View SDS**.

Tip: Warning flags

Warning flags come up when an item is associated to a hazardous list, or if it is marked as expired. Restricted or dangerous items will have a COP (Code of Practice) to refer to. However, most items will state "No COP is available for the selected Material", and this will most likely be because the item is expired.
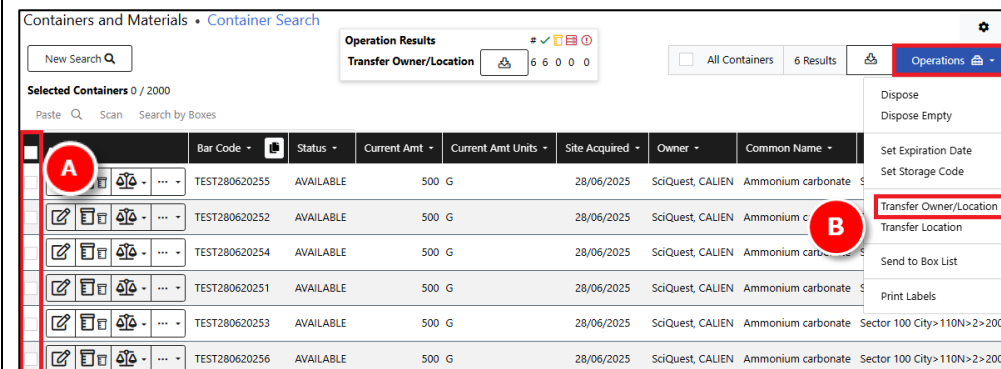
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3. Container Operations – Transfer location or owner

A. From your search results, select the containers to transfer.

B. Click **Operations** and choose **Transfer Owner/Location** to change owner or owner and location, or **Transfer Location** to only change the location.

Note:

➢ Owner defaults to the logged-in user.

➢ The Locations drop-down is populated by the selected recipient's alternate delivery locations. You may change your own alternate delivery locations in **User Preferences**.

C. **Transfer Owner/Location window**

  i. **Change owner**

- Enter first name or surname in **Owner** field.
- Click on the desired user's name (**don't press 'Enter'!**)

  ii. **Change location** (optional - check the Keep use location button if you don't want to change the item's location)

- Select location from drop-down list **OR**

- If required location is not available, use location button to select the location.

  iii. Click **Transfer.**

D. **OR Transfer Location window**

  i. **Change location**

- Select location from drop-down list **OR**

- If required location is not available, use location button to select the location **(Leave the Storage Location blank)**.

  ii. Click **Transfer.**
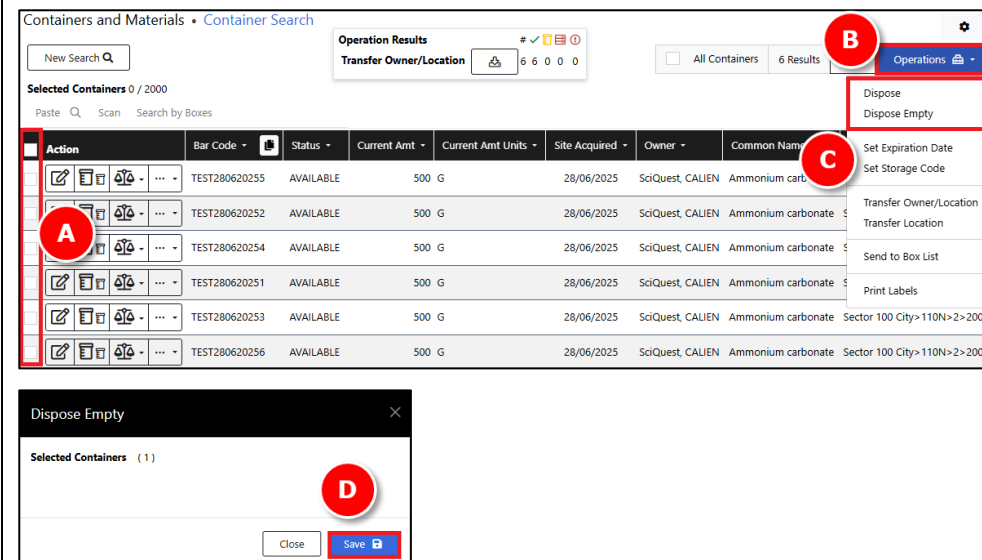
4. Container Operations – Dispose

A. From your search results, select the containers to dispose.
B. Click **Operations.**
C. Select:
   a. **Dispose OR**
   b. **Dispose Empty**
D. Click **Save**.

Note:

➢ **Dispose** implies that the material was disposed of by an external contractor or by destroying the material rather than using it up.

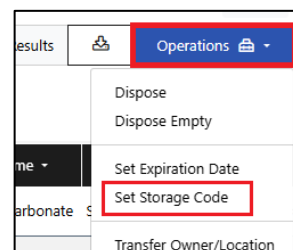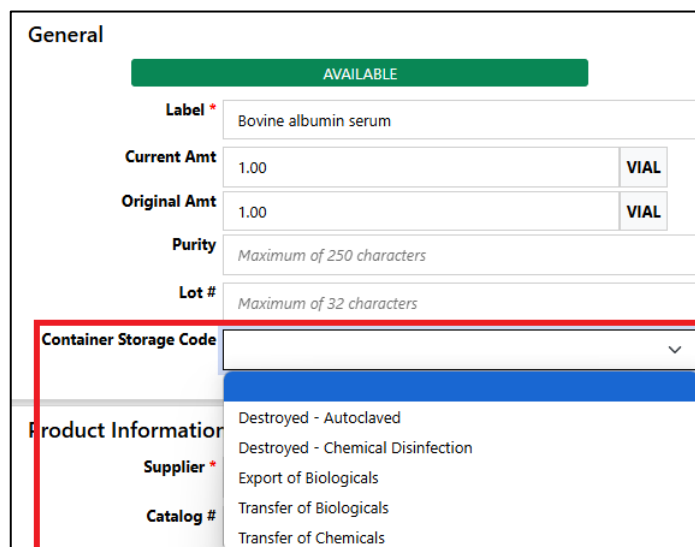➢ **Dispose Empty** means that the contents have been used up.

Important: When disposing of MPI-restricted biologicals, it is important to record the method of disposal in SciTrack. This is done by editing the container before disposing.

1) Follow Step 2 above to edit the container
2) Choose the appropriate disposal method listed under **Container Storage Code**.
3) Click Save
4) Alternatively, you can select multiple containers from the container search, click Operations drop-down and choose "Set Storage Code".
5) Then complete Step 4 above to dispose of the container.

When disposing cell lines that are thawed for use or culture, this additional step is not required, and the items should be "disposed empty".