
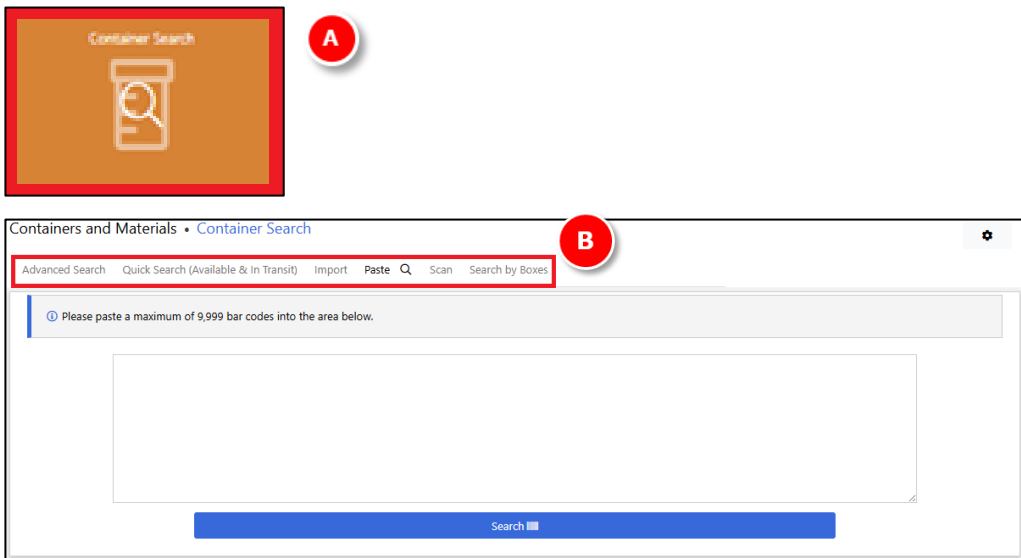


## Container (inventory) search, edit, transfer, dispose

### 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
<p><b>1. Container Search</b></p> <p>A. Click <b>Container Search</b>.</p> <p>B. Select a search option and perform search:</p> <ol style="list-style-type: none"> <li>a. <b>Quick Search:</b> searches all container fields including name, CAS number, biological descriptors, barcode, and supplier.</li> <li>b. <b>Advanced Search:</b> returns items that match all of the criteria specified               <ul style="list-style-type: none"> <li>○ <b>General - Contains Phrase</b> – 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 *).</li> <li>○ <b>Owner</b> – type in the owner's first <b>or</b> last name and click to select.</li> <li>○ <b>Location</b> – click  to choose a location. You can add multiple rooms to search - see tip on next page.</li> </ul> </li> <li>c. <b>Import:</b> import a list of barcodes in a .csv file to search (maximum 20,000 barcodes).</li> <li>d. <b>Paste:</b> type or paste a list of barcodes to search (maximum 9,999 barcodes).</li> <li>e. <b>Scan:</b> scan barcodes to search.</li> </ol>	


## SciTrack Quick Guide – Container Search and Operations (Version 3.2)


### 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.

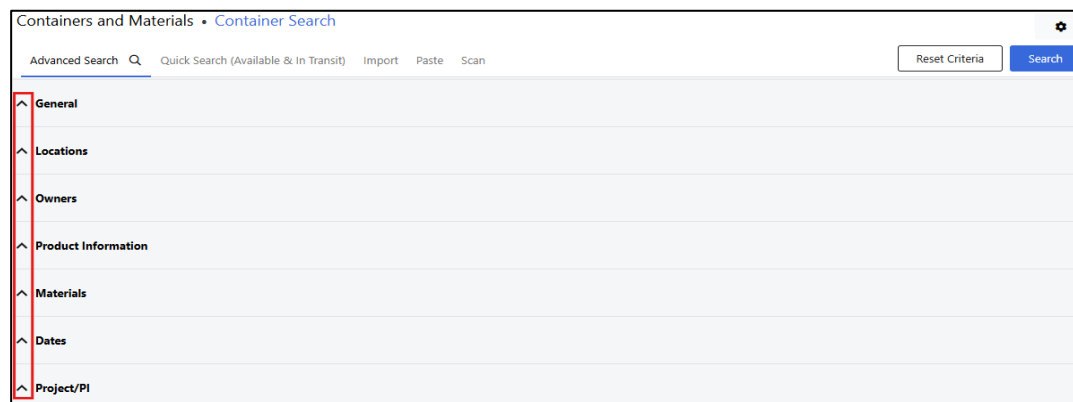
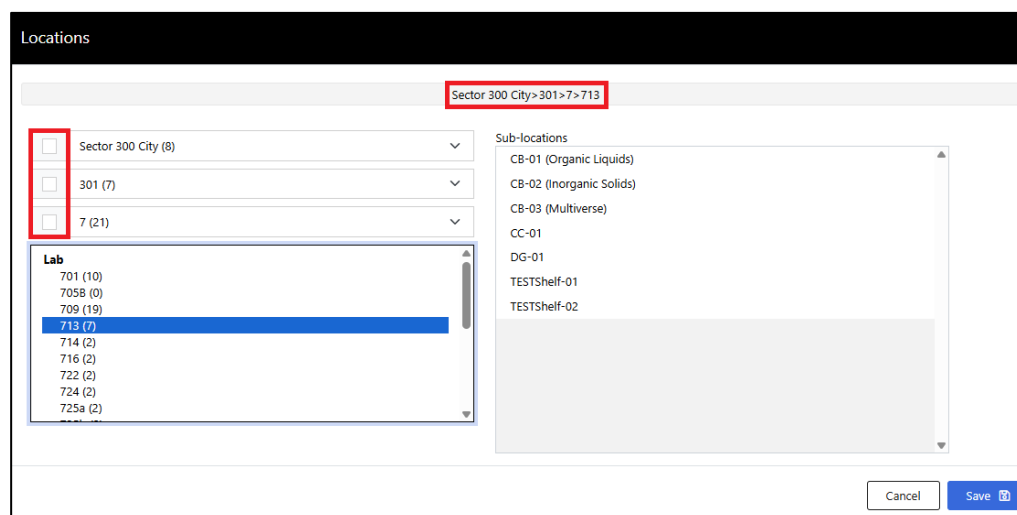
### Tip: Advanced Search - using location selection

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.





## SciTrack Quick Guide – Container Search and Operations (Version 3.2)



### 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 (Section A above).

#### C. Action





































- Click  to edit a container.  
(to change the owner or location, refer to **Step 3** below)
- Click  to view container details.
- Click  to view container history.
- 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 

☐ All Containers 513 Results  Operations 

Selected Containers 0 / 2000

<input type="checkbox"/>	Action	Bar Code	Status	Current Amt	Current Amt Units	Site Acquired	Owner	Common Name
<input type="checkbox"/>	   	UOAC000003529	AVAILABLE	250 G		5/11/2015	Brimble, Margaret A.	Dowex(R) Monosphere(R) 550A hydroxide form
<input type="checkbox"/>	   	UOAC000003265	AVAILABLE	5 G		5/11/2015	Brimble, Margaret A.	Z-Lys-OH
<input type="checkbox"/>	   	UOAC000003246	AVAILABLE	25 G		5/11/2015	Brimble, Margaret A.	L-Alanine methyl ester hydrochloride
<input type="checkbox"/>	   	UOAC000003163	AVAILABLE	5 G		5/11/2015	Brimble, Margaret A.	S-Benzyl-L-cysteine
<input type="checkbox"/>	   	UOAC000003179	AVAILABLE	5 G		5/11/2015	Brimble, Margaret A.	D-Histidine
<input type="checkbox"/>	   	UOAC000003257	AVAILABLE	10 G		5/11/2015	Brimble, Margaret A.	Gly-Gly
<input type="checkbox"/>	   	UOAC000003252	AVAILABLE	500 G		5/11/2015	Brimble, Margaret A.	L-Alanine 12C3
<input type="checkbox"/>	   	UOAC000003249	AVAILABLE	100 G		5/11/2015	Brimble, Margaret A.	L-Alanine 12C3
<input type="checkbox"/>	   	UOAC000003262	AVAILABLE	25 G		5/11/2015	Brimble, Margaret A.	L-Lucine

Navigation:  1 2 3 

Actions:   

#### 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.

## SciTrack Quick Guide – Container Search and Operations (Version 3.2)

### 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**.

Containers and Materials • Container Search

New Search Q

All Containers 7 Results Operations

Selected Containers 0 / 2000

Action	Bar Code	Status	Current Amt	Current Amt Units	Site Acquired	Owner	Common Name
   	25.2TESTCONTAINER12	AVAILABLE	1	L	24/10/2025	SciTrack, Eric	Methanol
   	25.2TESTCONTAINER14	AVAILABLE	100	mL	24/10/2025	SciTrack, Eric	Pyridine
   	25.2TESTCONTAINER13	AVAILABLE	100	g	24/10/2025	SciTrack, Eric	Sodium sulfate
   	25.2TESTCONTAINER15	AVAILABLE	100	g	24/10/2025	SciTrack, Eric	Sodium sulfate
   	25.2TESTCONTAINER16	AVAILABLE	100	g	24/10/2025	SciTrack, Eric	Sodium sulfate
   	25.2TESTCONTAINER17	AVAILABLE	100	g	24/10/2025	SciTrack, Eric	Sodium sulfate
   	25.2TESTCONTAINER18	AVAILABLE	100	g	24/10/2025	SciTrack, Eric	Sodium sulfate

Dispose  
 Dispose Empty  
 Set Storage Code  
**Transfer Owner/Location**  
 Transfer Location  
 Print Labels

### 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**.

Containers and Materials • Container Search

Back to Container Search Q

Transfer

Selected Containers (6)

Owner: CALIEN SciQuest ()

Use Location: Sector 100 City>110N>2>2001

Default Storage Location: Sector 100 City>110N>2>2001

Keep use location?

### 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**.

Containers and Materials • Container Search

Back to Container Search Q

Transfer

Selected Containers (6)

Use Location: Sector 100 City>110N>2>2001

Default Storage Location: Sector 100 City>110N>2>2001

Storage Location:

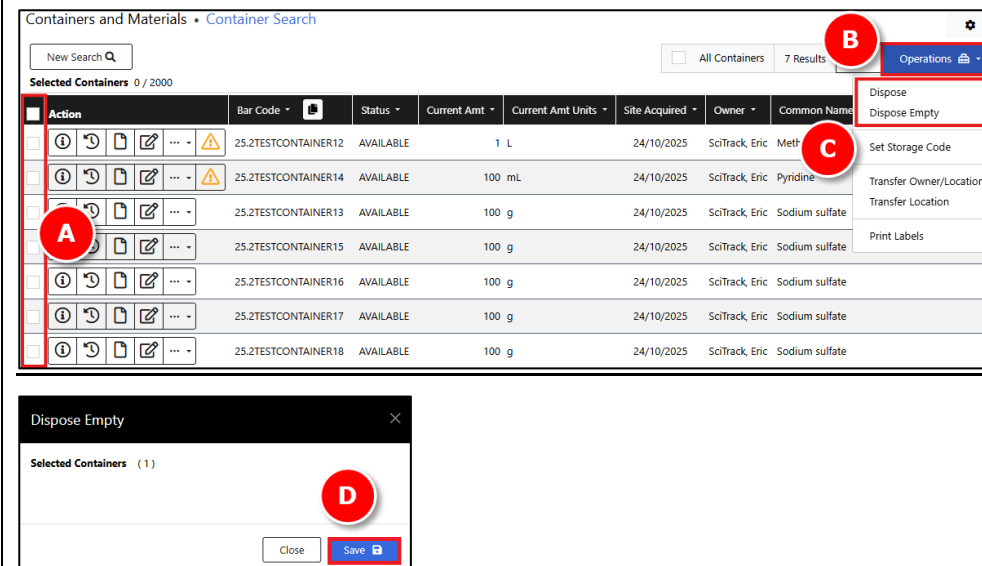
## SciTrack Quick Guide – Container Search and Operations (Version 3.2)

### 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.



Containers and Materials • Container Search

New Search Q

All Containers 7 Results

Selected Containers 0 / 2000


Action	Bar Code	Status	Current Amt	Current Amt Units	Site Acquired	Owner	Common Name
[Icons]	25.2TESTCONTAINER12	AVAILABLE	1	L	24/10/2025	SciTrack, Eric	Meth
[Icons]	25.2TESTCONTAINER14	AVAILABLE	100	mL	24/10/2025	SciTrack, Eric	Pyridine
[Icons]	25.2TESTCONTAINER13	AVAILABLE	100	g	24/10/2025	SciTrack, Eric	Sodium sulfate
[Icons]	25.2TESTCONTAINER15	AVAILABLE	100	g	24/10/2025	SciTrack, Eric	Sodium sulfate
[Icons]	25.2TESTCONTAINER16	AVAILABLE	100	g	24/10/2025	SciTrack, Eric	Sodium sulfate
[Icons]	25.2TESTCONTAINER17	AVAILABLE	100	g	24/10/2025	SciTrack, Eric	Sodium sulfate
[Icons]	25.2TESTCONTAINER18	AVAILABLE	100	g	24/10/2025	SciTrack, Eric	Sodium sulfate

Dispose Empty

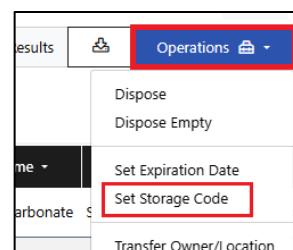
Selected Containers (1)

Close Save

**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".*



results

Operations

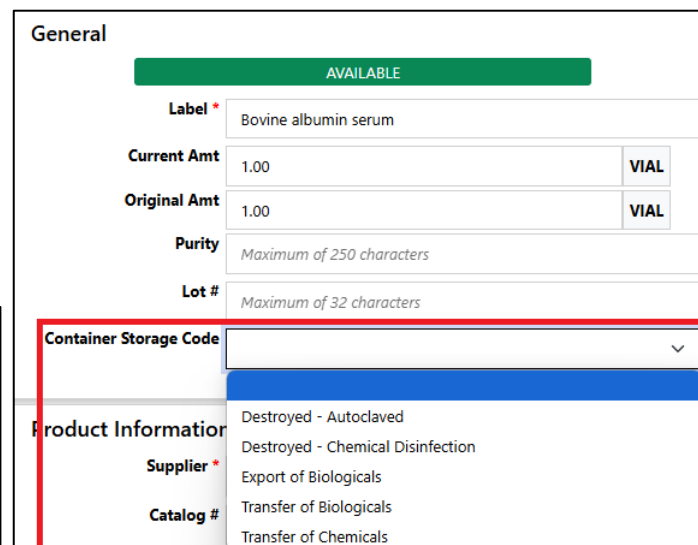
Dispose

Dispose Empty

Set Expiration Date

Set Storage Code

Transfer Owner/Location



General

AVAILABLE

Label \* Bovine albumin serum

Current Amt 1.00 VIAL

Original Amt 1.00 VIAL

Purity Maximum of 250 characters

Lot # Maximum of 32 characters

Container Storage Code

Product Information

Supplier \* Export of Biologicals

Catalog # Transfer of Biologicals