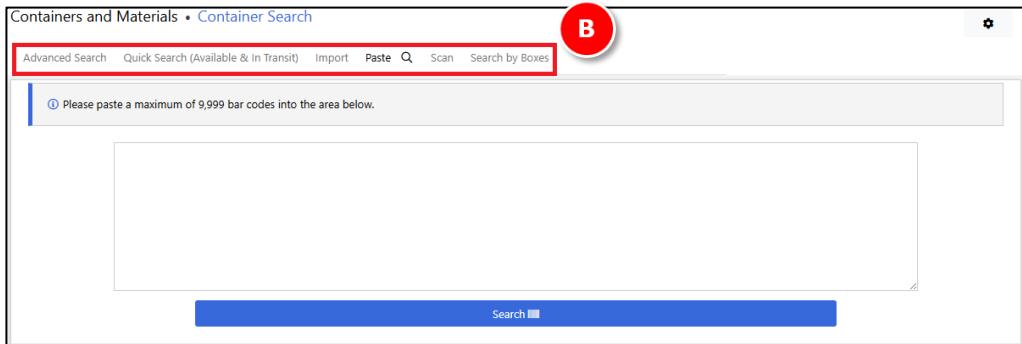


Container (inventory) search, edit, transfer, dispose

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>1. Container Search</p> <p>A. Click Container Search.</p> <p>B. Select a search option and perform search:</p> <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> o 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 *). o Owner – type in the owner's first or last name and click to select. o 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. 	 <div style="text-align: center;"> <p>Container Search</p>  </div> <div style="text-align: center;"> <p>A</p> </div>  <div style="text-align: center;"> <p>Containers and Materials • Container Search</p> <p>Advanced Search Quick Search (Available & In Transit) Import Paste  Scan Search by Boxes</p> <p>Please paste a maximum of 9,999 bar codes into the area below.</p> <div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div> <p>Search </p> </div> <div style="text-align: center;"> <p>B</p> </div>

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.

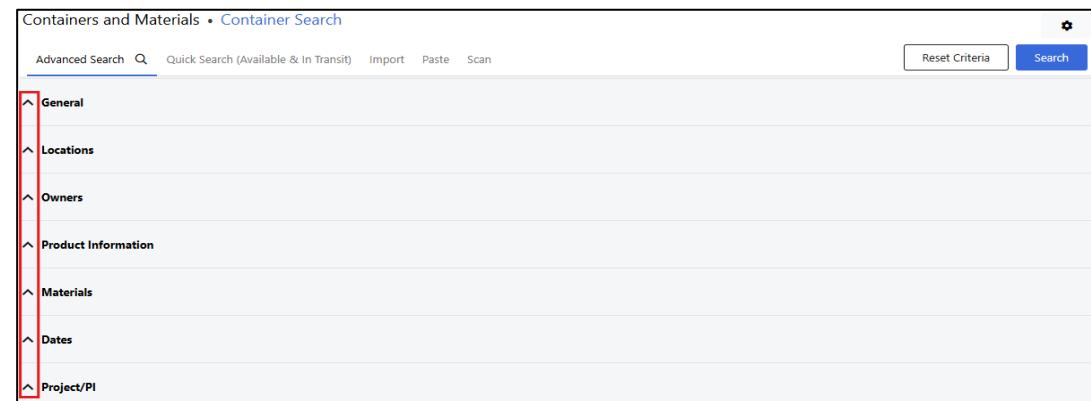
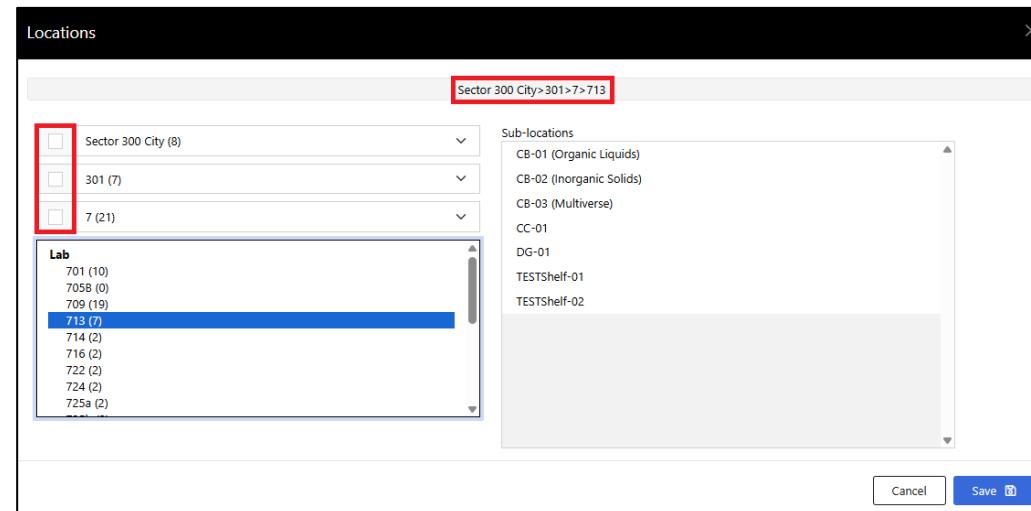
Tip: Advanced Search - using location selection

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  Selected Containers 0 / 2000

All Containers 513 Results  Operations 

B

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

C



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.

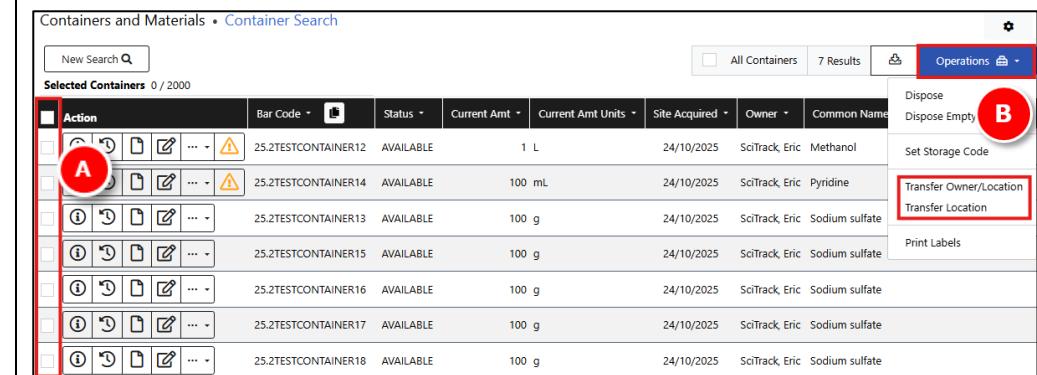
SciTrack Quick Guide – Container Search and Operations (Version 3.2)

3. Container Operations – Transfer location or owner

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

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	

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  

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  

Selected Containers (6)

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

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

Storage Location 

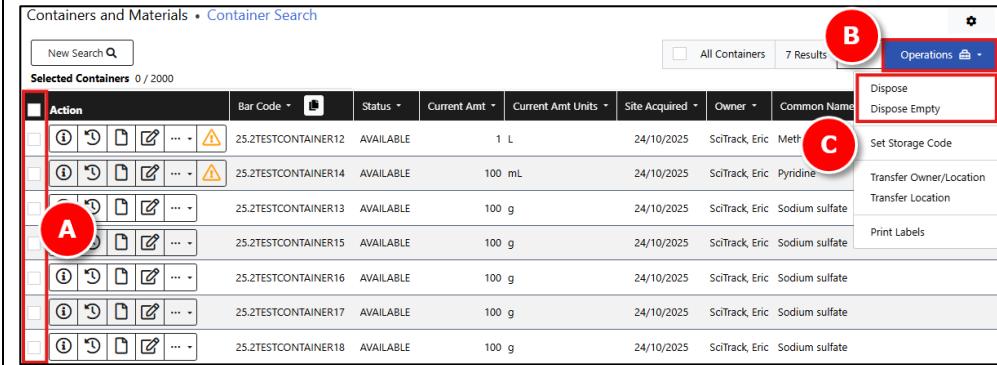
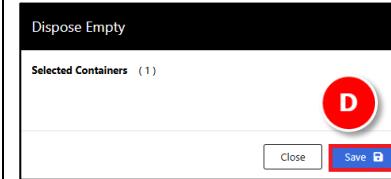
SciTrack Quick Guide – Container Search and Operations (Version 3.2)

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.

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".

