


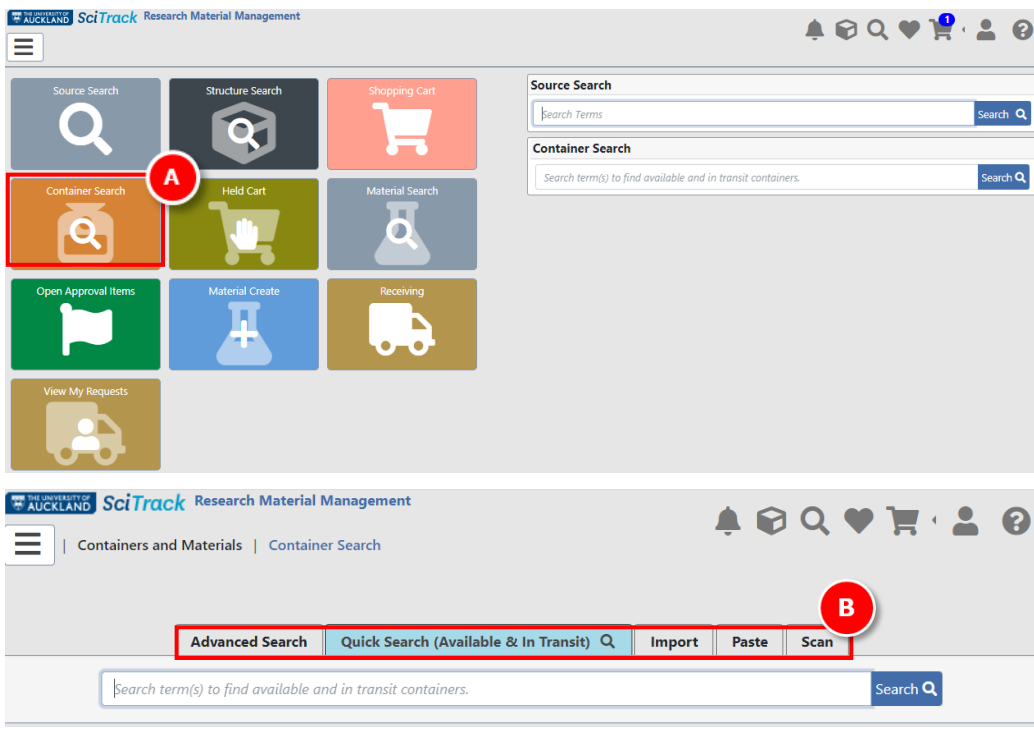
10. Container Search and Operations

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> <ol style="list-style-type: none">A. Click Container Search.B. Select a search option and perform search:<ol 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 Contains Phrase – exact search (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.d. Paste: type or paste a list of barcodes to search.e. Scan: scan barcodes to search.	 <p>The top screenshot shows the SciTrack Research Material Management dashboard. It features a grid of search options: Source Search, Structure Search, Shopping Cart, Container Search (highlighted with a red circle 'A'), Held Cart, Material Search, Open Approval Items, Material Create, Receiving, and View My Requests. To the right, there are search bars for Source Search and Container Search.</p> <p>The bottom screenshot shows the 'Container Search' page. It includes a search bar with the placeholder text 'Search term(s) to find available and in transit containers.' and a 'Search' button. Below the search bar are buttons for 'Advanced Search', 'Quick Search (Available & In Transit)', 'Import', 'Paste', and 'Scan'. A red circle 'B' highlights the search bar area.</p>

Notes:

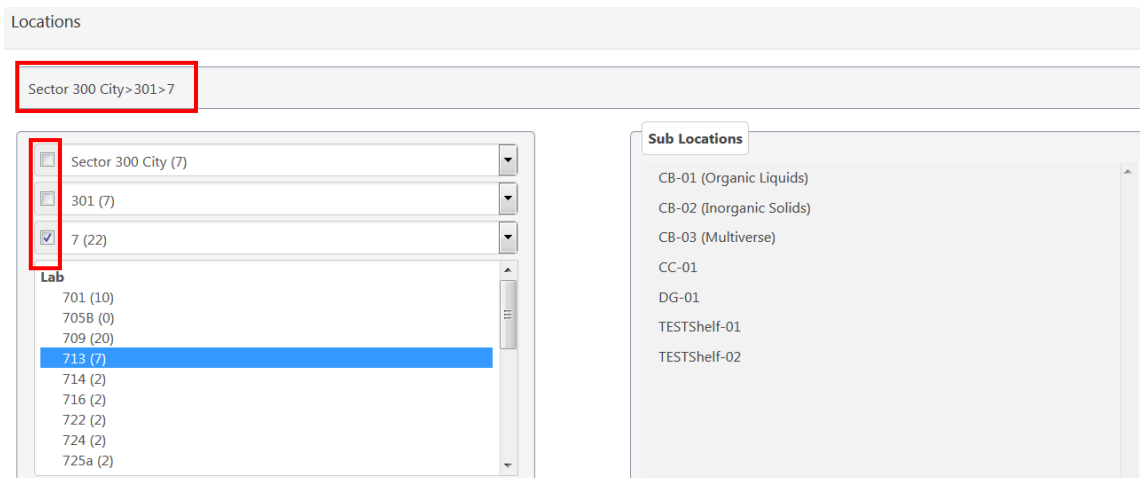
- **Starting a new search will clear previous search results. The exception is when using the Paste tab; check the New Search box to clear previous results.**
- Maximum of 50,000 results are returned.
- Search results only display items in your sector.

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

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

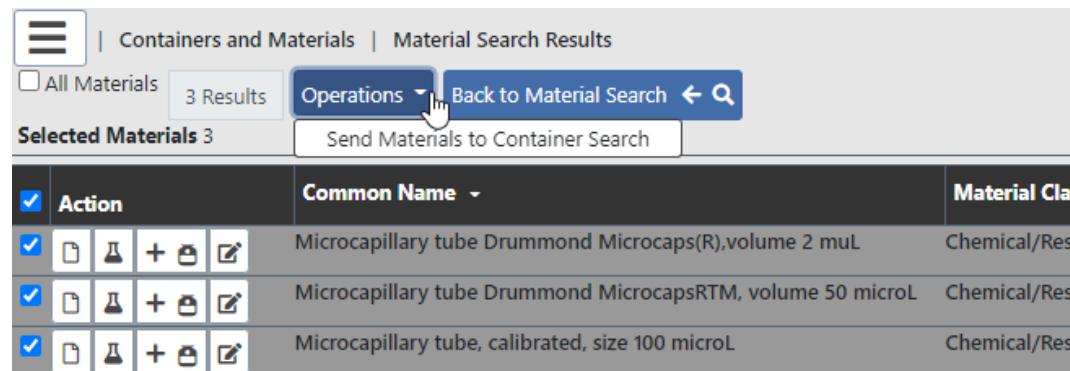
- Choose a Sector, building, or floor by checking the box next to the selected location.
- Use the dropdown lists to select a different building or floor.
- Choose a room or sublocation by clicking the location name, making sure all boxes are unchecked
- After clicking Save, you can add more locations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














Tip: Advanced Search - using material search results

- You can send a list of materials from Material Search to the Container Search page by choosing **Operations -> Send Materials to Container Search**. This lets you search the laboratory inventory by material(s).

See Quick Guide **11. Create a new material or container** for material search instructions




Selected Materials 3	Action	Common Name	Material Cla
<input checked="" type="checkbox"/>	   	Microcapillary tube Drummond Microcaps(R), volume 2 muL	Chemical/Res
<input checked="" type="checkbox"/>	   	Microcapillary tube Drummond MicrocapsRTM, volume 50 microL	Chemical/Res
<input checked="" type="checkbox"/>	  	Microcapillary tube, calibrated, size 100 microL	Chemical/Res



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.













































UNIVERSITY OF AUCKLAND SciTrack Research Material Management







Containers and Materials | Container Search

All Containers (203) Operations

Selected Containers 0 / 2000


Advanced Search Quick Search (Available & In Transit) Import Paste Scan

Action	Bar Code	Status	Current Amt	Current Amt Units	Site Acquired	Owner	Common Name	Location
   	UOAM000038209	AVAILABLE	5 KG		15/05/2016	Donaldson, Paul J.	Sodium chloride	Sector 500 Grafton>
   	UOAM000038200	AVAILABLE	1 KG		3/05/2016	Vlajkovic, Srdjan M.	Sodium chloride	Sector 500 Grafton>
   	UOAM000025866	AVAILABLE	500 G		15/05/2016	Harrison, Jeff	Sodium chloride	Sector 500 Grafton>
   	UOAM000029281	AVAILABLE	500 G		29/04/2016	Green, Colin R.	Sodium chloride	Sector 500 Grafton>
   	UOAM000024173	AVAILABLE	1 KG		5/05/2016	Connor, Bronwen J.	Sodium chloride	Sector 500 Grafton>
   	UOAM000038057	AVAILABLE	5 KG		5/05/2016	Mountjoy, Kathy G.	Sodium chloride	Sector 500 Grafton>
   	UOAM000023603	AVAILABLE	1 KG		15/05/2016	Reddy, Shiva	Sodium chloride	Sector 500 Grafton>
   	UOAM000039790	AVAILABLE	1 KG		6/05/2016	Sheppard, Allan M.	Sodium chloride	Sector 500 Grafton>
   	UOAM000027085	AVAILABLE	1 KG		6/05/2016	Wild, Martin	Sodium chloride	Sector 500 Grafton>
   	UOAM000016390	AVAILABLE	500 G		6/03/2016	Rewcastle, Gordon W.	Sodium chloride	Sector 500 Grafton>
   	UOAM000027087	AVAILABLE	1 KG		6/05/2016	Wild, Martin	Sodium chloride	Sector 500 Grafton>

Navigation bar:      

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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

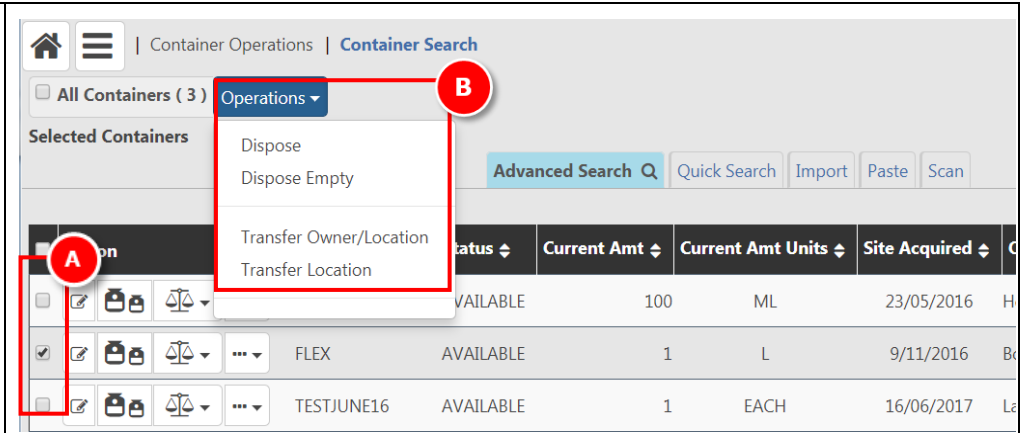
Warning flags come up when an item is associated to a hazardous list, or if it is marked as expired. Restricted or dangerous items will have a COP (Code of Practice) to refer to. However, most items will state "No COP is available for the selected Material", and this doesn't matter.

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.

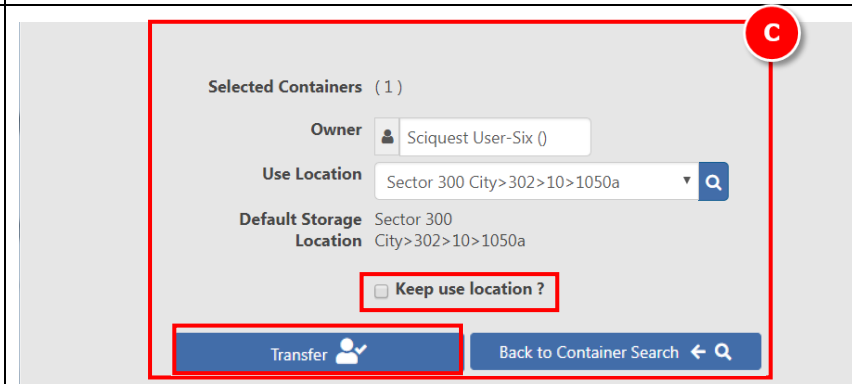
Note:

- 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**.




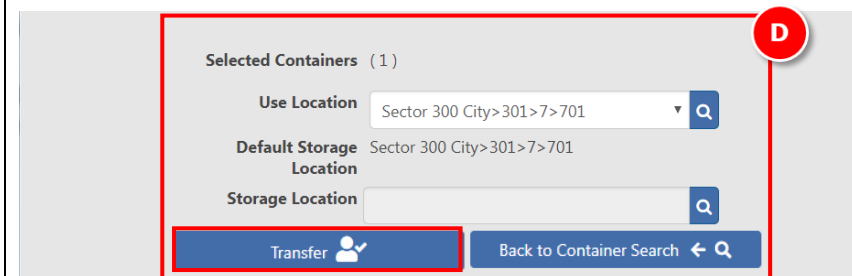
C. Transfer Owner/Location window

- 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**.

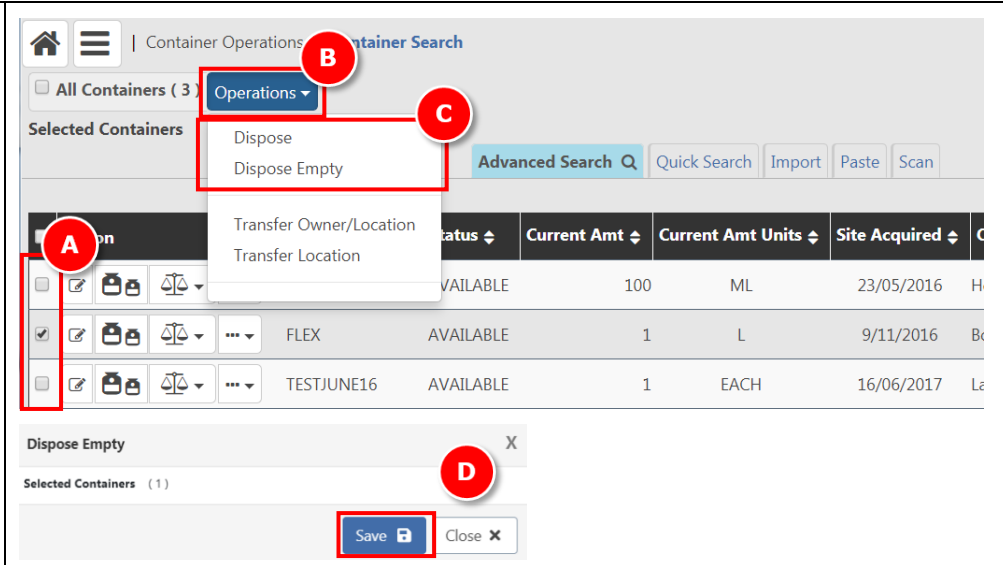


4. Container Operations – dispose

- 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.



The screenshot shows the 'Container Operations' page in SciTrack. A table lists containers with columns for 'Status', 'Current Amt', 'Current Amt Units', and 'Site Acquired'. The 'Operations' dropdown menu is open, showing options: 'Dispose', 'Dispose Empty', 'Transfer Owner/Location', and 'Transfer Location'. A 'Save' button is visible at the bottom of the modal.

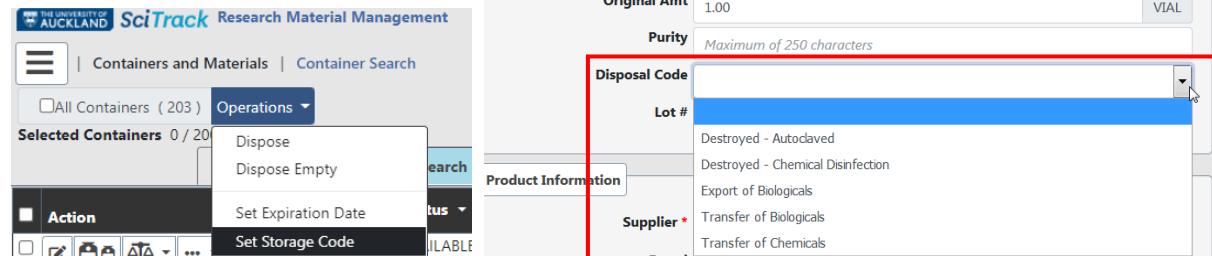
Status	Current Amt	Current Amt Units	Site Acquired
AVAILABLE	100	ML	23/05/2016
AVAILABLE	1	L	9/11/2016
AVAILABLE	1	EACH	16/06/2017

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 **Disposal Code**.
- 3) Click Save

Alternatively you can select multiple containers from the container search, click Operations drop-down and choose "Set Storage Code".

- 4) Then complete Step 4 above to dispose of the container.



The screenshot shows the 'Research Material Management' interface. The 'Disposal Code' dropdown menu is open, showing options: 'Destroyed - Autoclaved', 'Destroyed - Chemical Disinfection', 'Export of Biologicals', 'Transfer of Biologicals', and 'Transfer of Chemicals'. The 'Disposal Code' field is highlighted with a red box.

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