

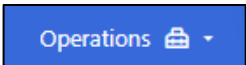
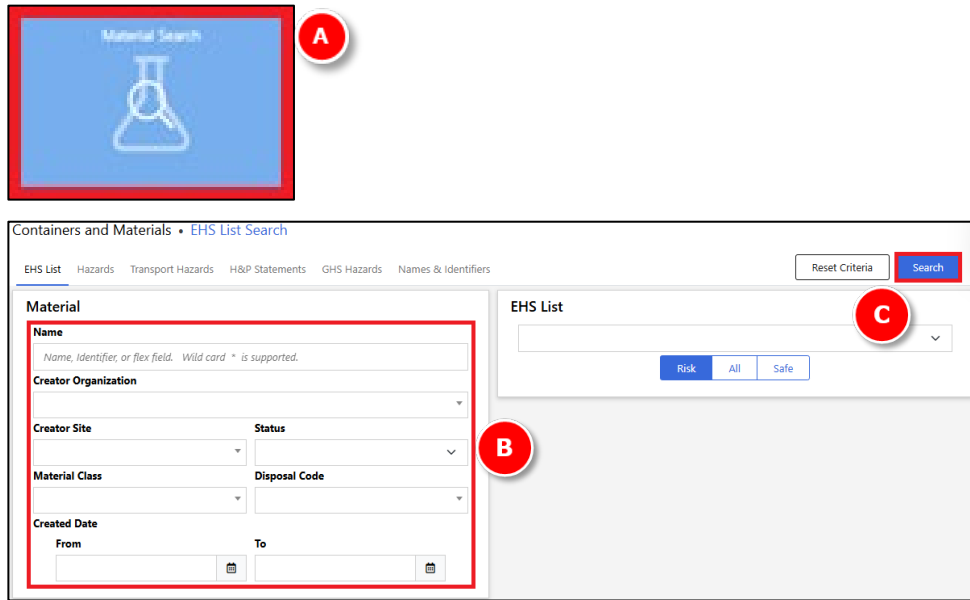


## Overview

This quick guide will show you how to create and edit containers and materials. A material is a substance, (e.g. acetone), and a container is the physical container of the substance with a barcode (e.g. acetone in a 2.5 L container supplied by Merck).

To add a new item (container) to SciTrack, the process is:

1. Search for a material
2. Create new material (if required)
3. Create container
4. Complete container creation

Steps	Screenshots
<p><b>1. Search for a material</b></p> <p>A. Click <b>Material Search</b>.</p> <p>B. Enter your material search criteria.</p> <ul style="list-style-type: none"> <li>➤ Searching by name requires an <u>exact match</u>. Use a wildcard * to help get matches. For example, searching for <b>acetic*</b> will return any results that start with "acetic". Searching for <b>*acid</b> will return any results that end with "acid".</li> </ul> <p>C. Click <b>Search</b>.</p> <p>If the required material is found, you can:</p> <ul style="list-style-type: none"> <li>➤ <b>Create Container</b> of that material (proceed to <b>Step 3</b>). </li> <li>➤ <b>Edit material</b> (refer to <b>Step 2D</b> for more information). </li> <li>➤ Send selected material(s) to Container Search  (Go Container Search, select 'Advanced' tab, check your material is present in the 'Materials' search criteria, select 'Search'.)</li> </ul> <p><b>Tips:</b></p> <ul style="list-style-type: none"> <li>➤ Sort the results by clicking the column heading – Select Ascending or descending as required.</li> <li>➤ Use CAS numbers to search for chemicals.</li> </ul>	

## SciTrack Quick Guide – Creating Materials and Containers (Version 3.1)


### 2. Create new material

A. Click **Material Create**.

B. Enter a Common Name for the material.


Note: You can also search and create materials using the additional search options; Import, Paste and Edit (see Quick Guide “5. Substructure search procedures” for explanations of each field).

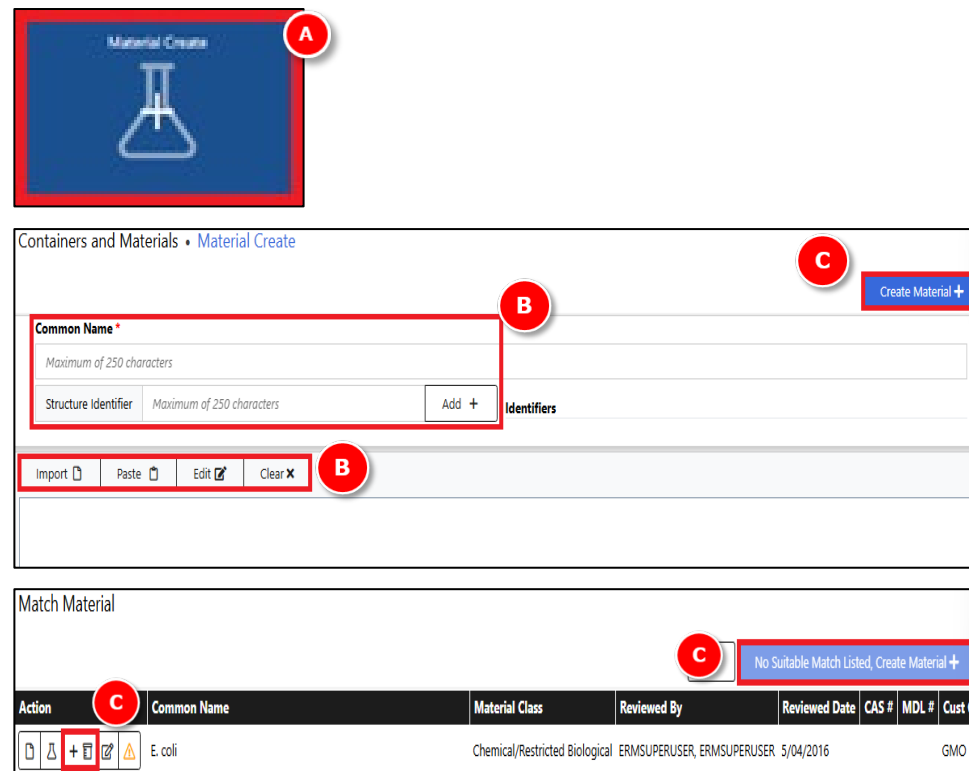
C. Click **Create Material**:

- If SciTrack finds a material with the exact common name, it will return that for use and the **Create Material** button will be disabled.
- If your material name or identifier is similar to other existing SciTrack materials, all potential matches will be displayed.
- If you find a suitable existing material, click  to make a container rather than creating a new material.
- If none of the listed matches is appropriate, click

No Suitable Match Listed, Create Material +

#### Tip:

- When creating new biological materials, make the common name descriptive and unique to your item.
- A material can be edited to add it to the GMO or RB list by:
  - From **Material Search** results, click .
  - Enter either **GMO** or **RB** into the **Structure Identifiers** box and click **Add**.



The screenshot shows the 'Material Create' page. Annotation A points to the 'Material Create' button at the top left. Annotation B points to the 'Common Name' input field, which has a placeholder 'Maximum of 250 characters'. Below it is the 'Structure Identifier' field with a placeholder 'Maximum of 250 characters' and an 'Add +' button. To the right of the 'Structure Identifier' field is an 'Identifiers' section. Annotation C points to the 'Create Material +' button at the top right. Below the input fields is a row of buttons: 'Import', 'Paste', 'Edit', and 'Clear'. Below this is a 'Match Material' section with a button 'No Suitable Match Listed, Create Material +'. At the bottom is a table with columns: 'Action', 'Common Name', 'Material Class', 'Reviewed By', 'Reviewed Date', 'CAS #', 'MDL #', and 'Cust Co'. The first row of the table shows 'E. coli' with a 'Chemical/Restricted Biological' material class, reviewed by 'ERMSUPERUSER' on '5/04/2016', and categorized as 'GMO'. The 'Action' column for 'E. coli' contains icons for 'Add', 'Edit', and 'Delete'.

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- D. Select the correct Material Class
- E. Add any required **Structure Identifiers**:
  - a. For all **chemicals**, enter the CAS in the correct format, e.g. 7647-12-7.
  - b. For **restricted biologicals**, enter either **GMO** or **RB** as appropriate (RB = "Restricted Biological", which is restricted for import by MPI).
- F. Click **Save**. To create a container right away, click the **Create Container** button (then proceed to Step 3B).

Containers and Materials • Edit Material Identifiers

E. coli

Back to Search ←

Create Container **F** Save **F**

**General Info**

- Identifiers
- Physical Properties
- Ingredients
- Attachments

**Health/Safety**

- SDS
- H&P Statements
- Storage Codes
- GHS
- EHS List
- Hazard Properties
- NFPA/HMIS Ratings
- Transport Hazards

**Identifiers**

Name \*  
E. coli

Material Type  
Material Source

**Material Class** **D**  
Chemical/Restricted Biological

Creator  
ERMSUPERUSER, ERMSUPERUSER

Status  
Reviewed

Reviewed By  
ERMSUPERUSER, ERMSUPERUSER 5/04/2016

**Structure Identifiers** **E**



Add +

Synonym Type  
Alias

Synonym Value  
Add +


Type	Value
N/A	
Customer Compound ID	GMO

### 3. Create container

- A. Follow **Step 1 or 2** to find a material to create a container of and click .
  - B. Choose an owner by typing part of the owner's name then clicking the right person's name.
  - C. Scan or type the barcode(s) for the new container(s) and click Add+ after each one.
  - D. Click .
- **It is compulsory to change the owner to the Principal Investigator/Lab Manager who is the responsible owner of the container.**
- If you are not given the option to enter barcodes, you will need to change your preferences (see quick guide "2. Configure preferences", step 1B).

Match Material

No Suitable Match Listed, Create Material +

Action	Common Name	Material Class	Reviewed By	Reviewed Date	CAS #	MDL #	Cust Co
	E. coli	Chemical/Restricted Biological	ERMSUPERUSER, ERMSUPERUSER	5/04/2016			GMO

Containers and Materials • Create Container

**Create Container**

**Owner** **B**  
CALIEN SciQuest ()

**Bar Codes** **C**  
Add +

Continue » **D**

## SciTrack Quick Guide – Creating Materials and Containers (Version 3.1)

### 4. Complete container creation

A. Enter all required information:

B. For **Supplier**:

- Select **UOA created** if the material is newly created in the University of Auckland.
- Select **Non-Commercial Collaborator** for items that have been transferred or imported from other sources but not purchased.

C. Select desired location from **Use Location** drop-down list or choose any location by clicking the magnifying glass.

- Leave the Storage location blank; it will update to the Use Location automatically

D. Complete **Additional Fields** where applicable for biologicals.

- All imported or transferred biologicals must have a Central Register Number, and a BACC or import/transfer permit number.
- GMOs must have a HSNO Approval number.
- Species, vector and insert DNA information must be included where applicable to the type of biological.

Create Container +

E. Click

#### Barcodes for biological items

If you are using pre-printed bar codes, you may use freezer labels, microtube labels, or Nunc® tubes with etched barcodes. These are available from your Stockroom.

If it is not feasible to use physical barcodes, you may change your user preferences temporarily to allow SciTrack to generate a virtual barcode. Refer to SciTrack Quick Guide "2. Configure preferences" for instructions on changing your barcode preference.

Containers and Materials • Create Container

Back to Material Search ← Q Material E. coli ⚙ ⚠

**E** Create Container +

Bar Codes (1)  
TEST280620257

**A**

General

Label \* E. coli

Current Amt \* Value > 0

Original Amt \* Value > 0

Units \*

Purity Maximum of 250 characters

Lot # Maximum of 32 characters

Container Storage Code

**B**

Product Information

Supplier \*

Catalog # Maximum of 32 characters

Brand Maximum of 250 characters

Manufacturer Part # Maximum of 32 characters

Owner  
CALIEN SciQuest  
Room 2001

Identifiers  
Cust Compound ID GMO

Dates

Created 29/6/2025 Room Acquired 29/6/2025

Site Acquired 29/6/2025 Expiration

Last Inventoried Opened

Last Test Next Test

**C**

Locations

Use  
Sector 100 City>110N>2>2001

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

Storage

**D**

Additional Fields

A. MPI_Restricted	BACC#	Central Register Number	Comment	Donor Species DNA	Host Organism - Species
Maximum of 250 characters	Maximum of 250 characters	Maximum of 250 characters	Maximum of 250 characters	Maximum of 250 characters	Maximum of 250 characters
Host Organism - Subspecies	HSNO Approval #	Import Permit#	Insert DNA	Passage #/Days in culture	Static Load
Maximum of 250 characters	Maximum of 250 characters	Maximum of 250 characters	Maximum of 250 characters	Maximum of 250 characters	Maximum of 250 characters
Transfer Permit #	User/Creator	Vector			
Maximum of 250 characters	Maximum of 250 characters	Maximum of 250 characters			

Container Attachments

Add Attachment +

Attachment