11. Creating Materials and Containers

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

1. Search for a material

A. Click **Material Search**.

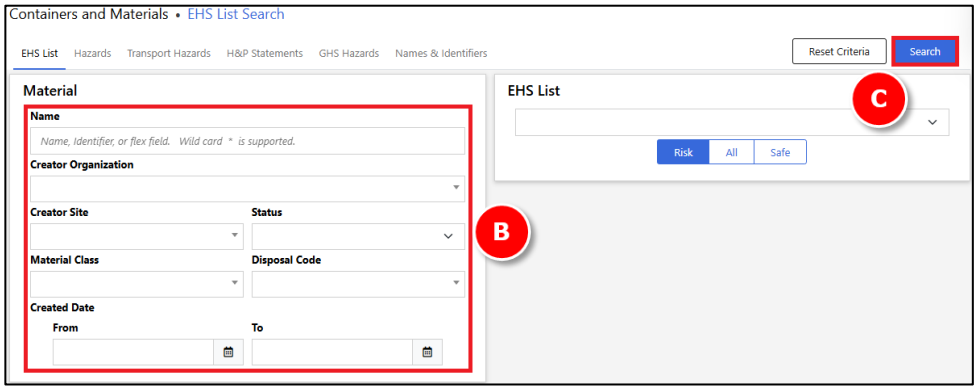
B. Enter your material search criteria.

- Searching by name requires an exact match. Use a wildcard * to help get matches. For example, searching for **acetic*** will return any results that start with "acetic". Searching for ***acid** will return any results that end with "acid".

C. Click **Search**.

If the required material is found, you can:

- **Create Container** of that material (proceed to **Step 3**).
- **Edit material** (refer to **Step 2D** for more information).
- 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'.)



Tips:

- Sort the results by clicking the column heading – Select Ascending or decending as required.
- Use CAS numbers to search for chemicals.

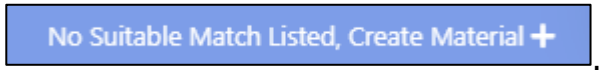
2. Create new material

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 

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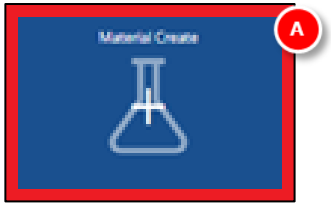
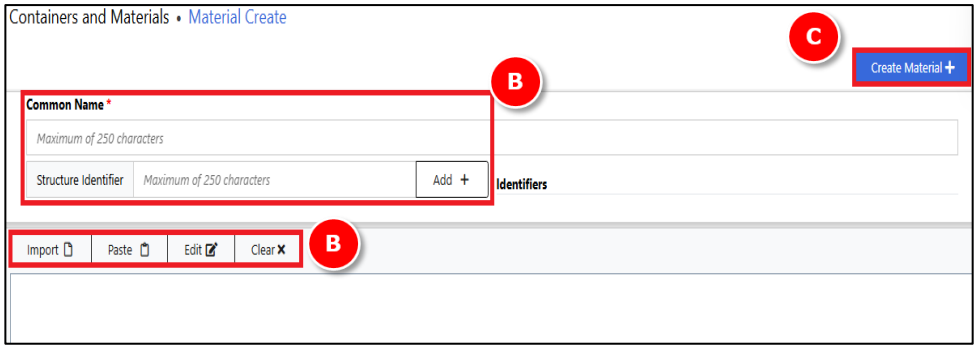
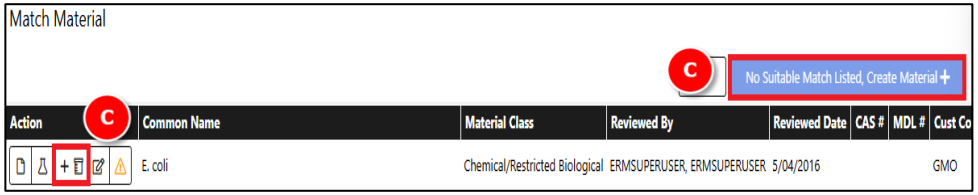
Tip:

- 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:

a. From **Material Search** results, click .
b. Enter either **GMO** or **RB** into the **Structure Identifiers** box and click **Add**.







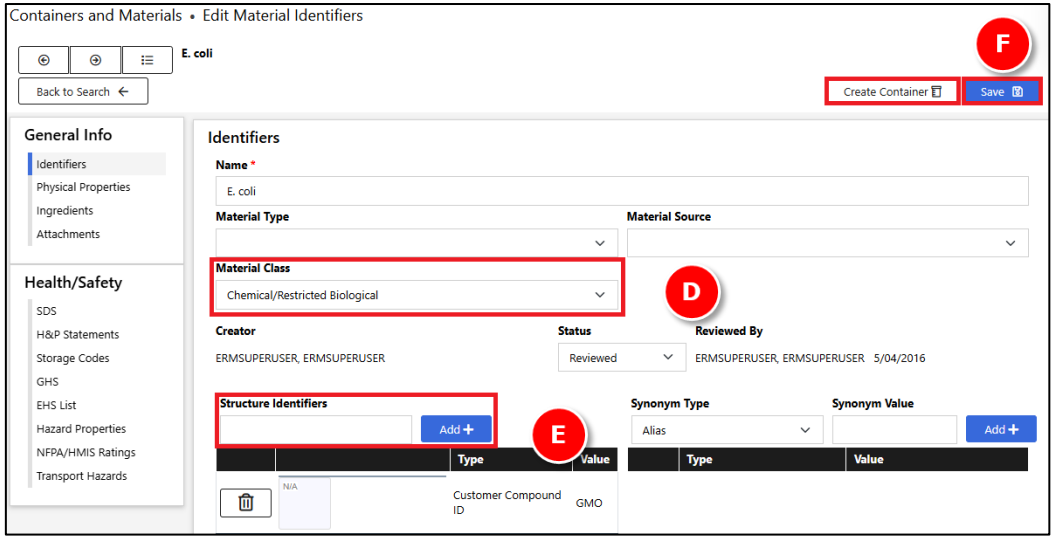
D. Select the correct Material Class

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).



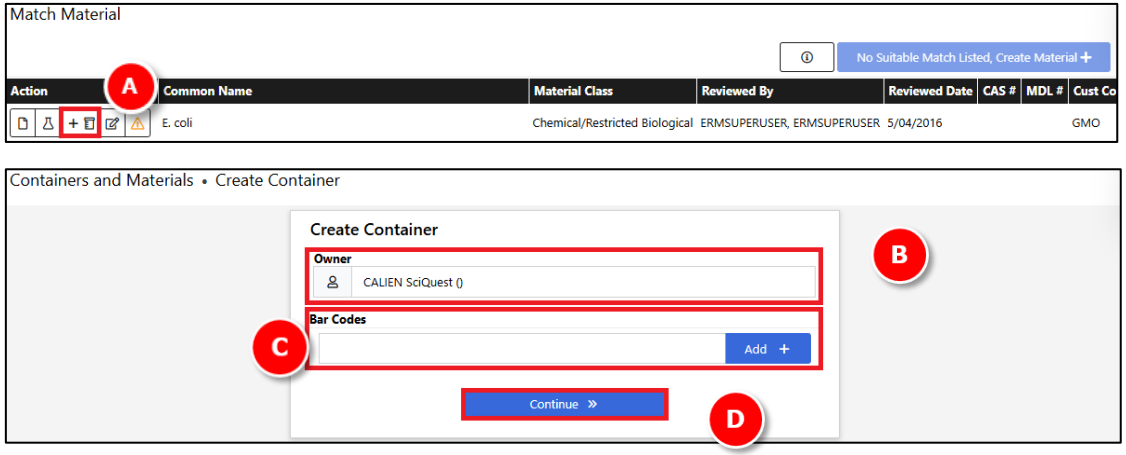
3. Create container

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).

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.

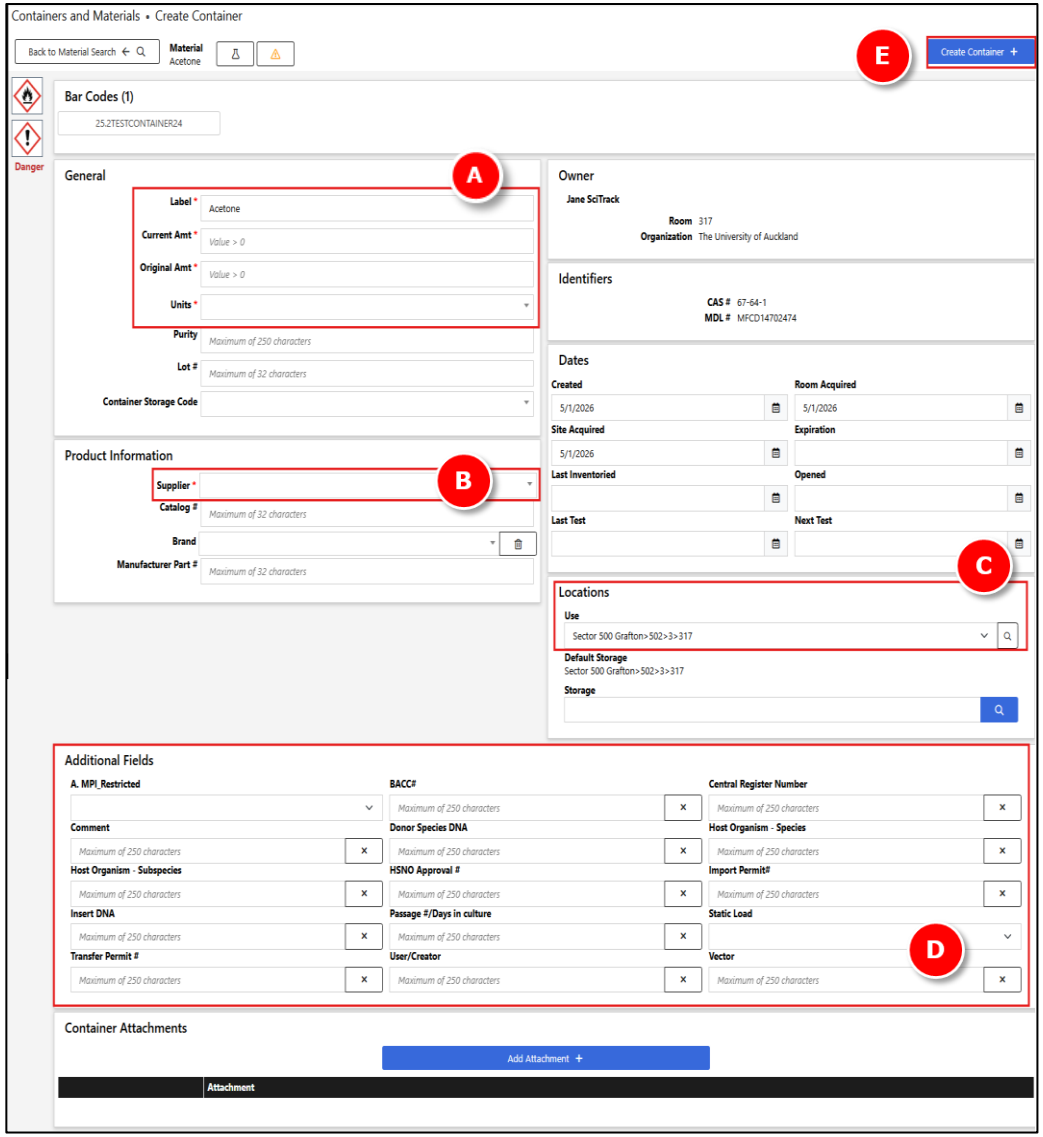
- Leave the Storage location blank; it will update to the Use Location automatically

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.

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.