

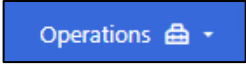
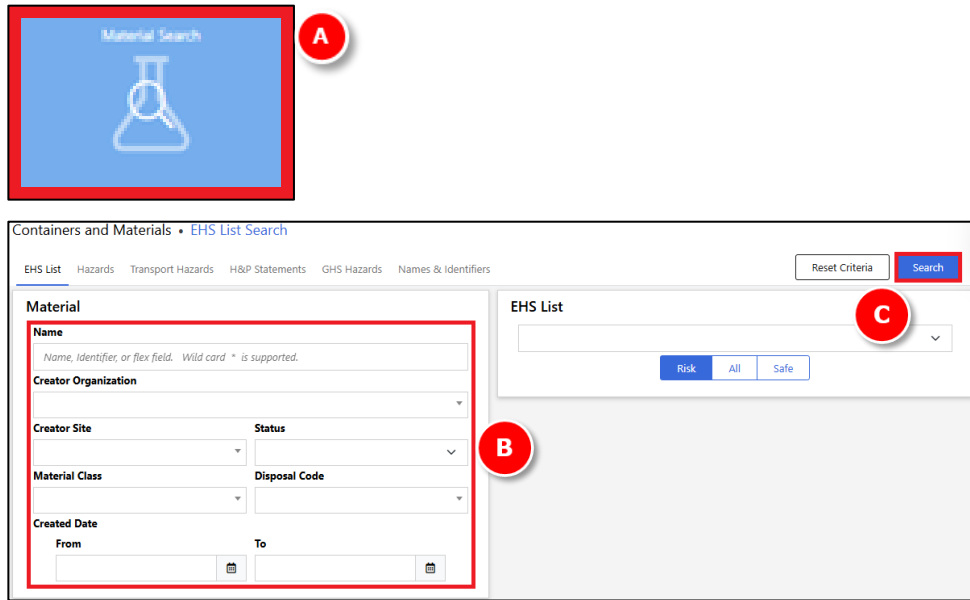


## Overview

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 3.2)


### 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).

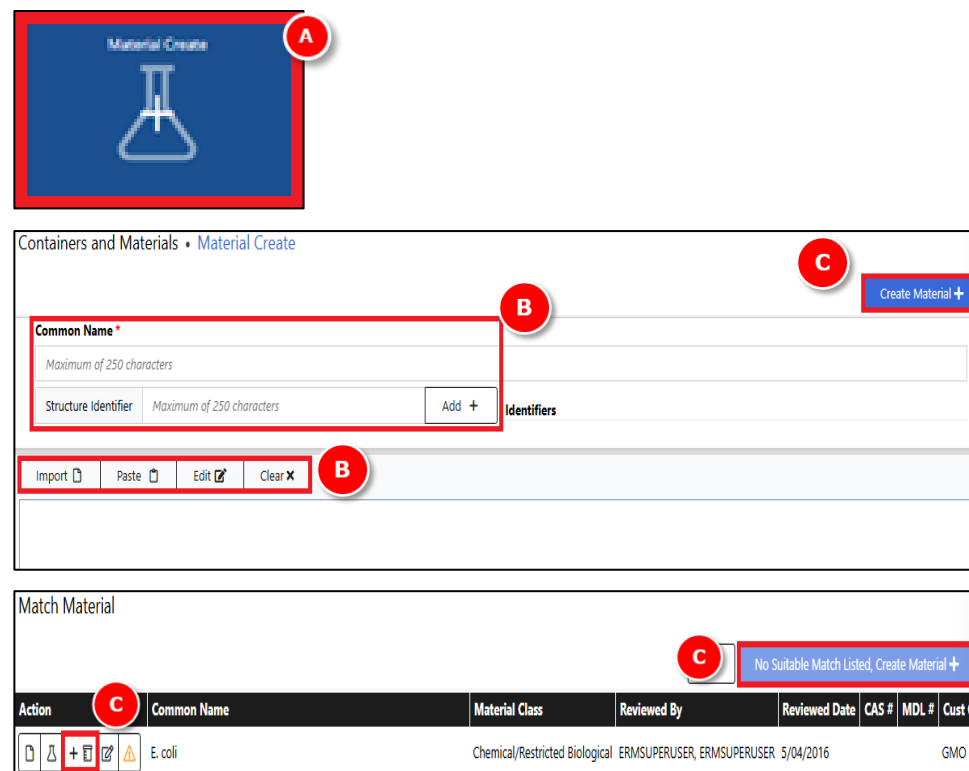
C. Click **Create Material**:

- 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' interface. Annotation A points to the 'Material Create' button at the top. Annotation B points to the 'Common Name' input field, which has a placeholder 'Maximum of 250 characters'. Below it is the 'Structure Identifier' field, also with a 'Maximum of 250 characters' placeholder, and an 'Add +' button. Annotation C points to the 'Create Material +' button in the top right corner. 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 shows an 'E. coli' entry with a 'Chemical/Restricted Biological' material class, reviewed by 'ERMSUPERUSER' on '5/04/2016', and categorized as 'GMO'. The 'Action' column for this entry contains icons for delete, add, edit, and delete.

## SciTrack Quick Guide – Creating Materials and Containers (Version 3.2)

- 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 +


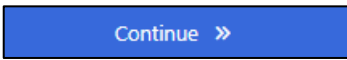
Structure Identifiers Table:

| Type                 | Value |
|----------------------|-------|
| N/A                  |       |
| Customer Compound ID | GMO   |

Synonym Type  
Alias


Synonym Value  
Add +

### 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 3.2)

### 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 Acetone ⚙ ⚠

Bar Codes (1)  
25.2TESTCONTAINER24

Danger

**General**

Label \* Acetone  
Current Amt \* Value > 0  
Original Amt \* Value > 0  
Units \*  
Purity Maximum of 250 characters  
Lot # Maximum of 32 characters  
Container Storage Code

**Product Information**

Supplier \*  
Catalog # Maximum of 32 characters  
Brand  
Manufacturer Part # Maximum of 32 characters

**Owner**  
Jane SciTrack  
Room 317  
Organization The University of Auckland

**Identifiers**  
CAS # 67-64-1  
MDL # MFCD14702474

**Dates**

|                  |          |               |          |
|------------------|----------|---------------|----------|
| Created          | 5/1/2026 | Room Acquired | 5/1/2026 |
| Site Acquired    | 5/1/2026 | Expiration    |          |
| Last Inventoried |          | Opened        |          |
| Last Test        |          | Next Test     |          |

**Locations**

Use  
Sector 500 Grafton>502>3>317  
Default Storage  
Sector 500 Grafton>502>3>317  
Storage

**Additional Fields**

|                            |                           |                         |
|----------------------------|---------------------------|-------------------------|
| A. MPI Restricted          | BACC#                     | Central Register Number |
| Comment                    | Donor Species DNA         | Host Organism - Species |
| Host Organism - Subspecies | HSNO Approval #           | Import Permit#          |
| Insert DNA                 | Passage #/Days in culture | Static Load             |
| Transfer Permit #          | User/Creator              | Vector                  |

Container Attachments

Add Attachment +

| Attachment |
|------------|
|------------|