

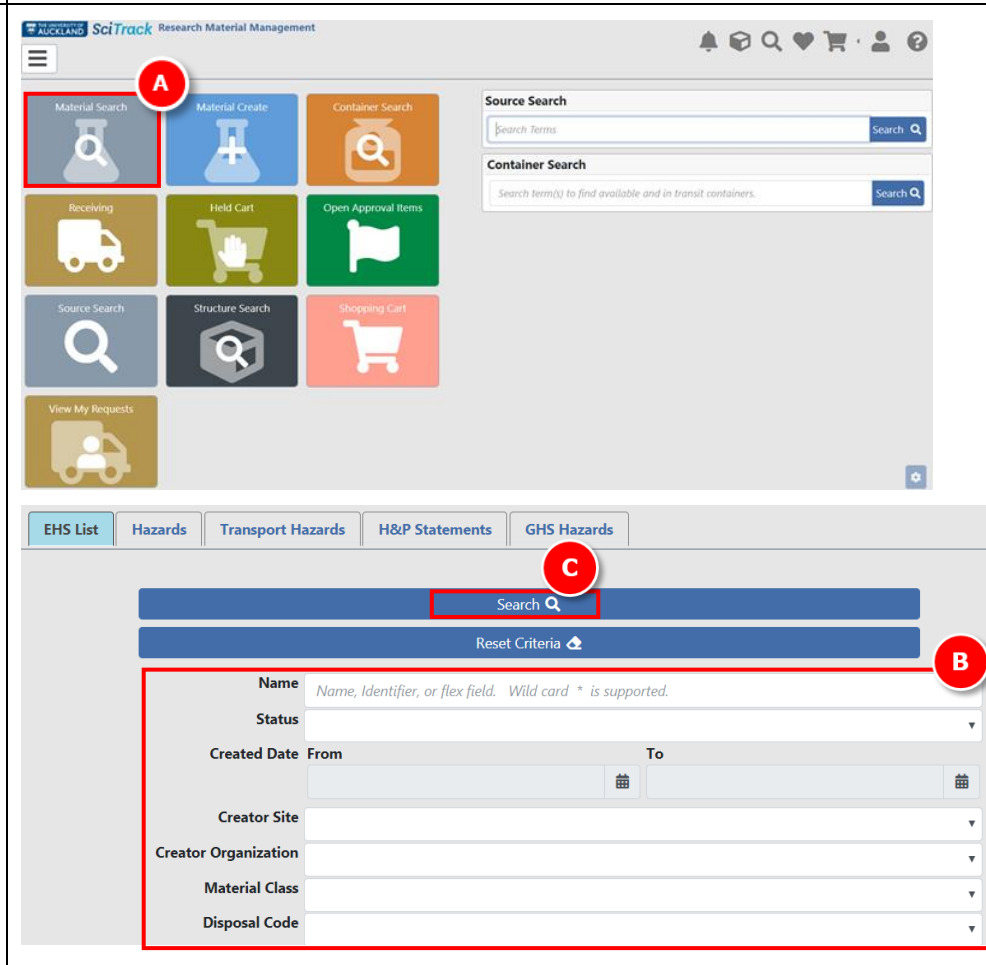
11. Creating Materials and Containers

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
<p>1. Search for a material</p> <p>A. Click Material Search.</p> <p>B. Enter your material search criteria.</p> <ul style="list-style-type: none">➤ Searching by name requires an <u>exact match</u>. Use a wildcard *. For example, searching for acetic* will return any results that start with "acetic". Searching for *acid will return any results that end with "acid". <p>C. Click Search.</p> <p>If the required material is found you can:</p> <ul style="list-style-type: none">➤ + Create Container of that material (proceed to Step 3).➤ Edit material (refer to Step 2D for more information).➤ Operations Send selected material(s) to Container Search. <p>Tips:</p> <ul style="list-style-type: none">➤ Sort the results by clicking the column heading – Select Ascending or descending 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.
- 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 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:
 - a. From **Material Search** results, click **+🔗**.
 - b. Enter either **GMO** or **RB** into the **Structure Identifiers** box and click **Add**.



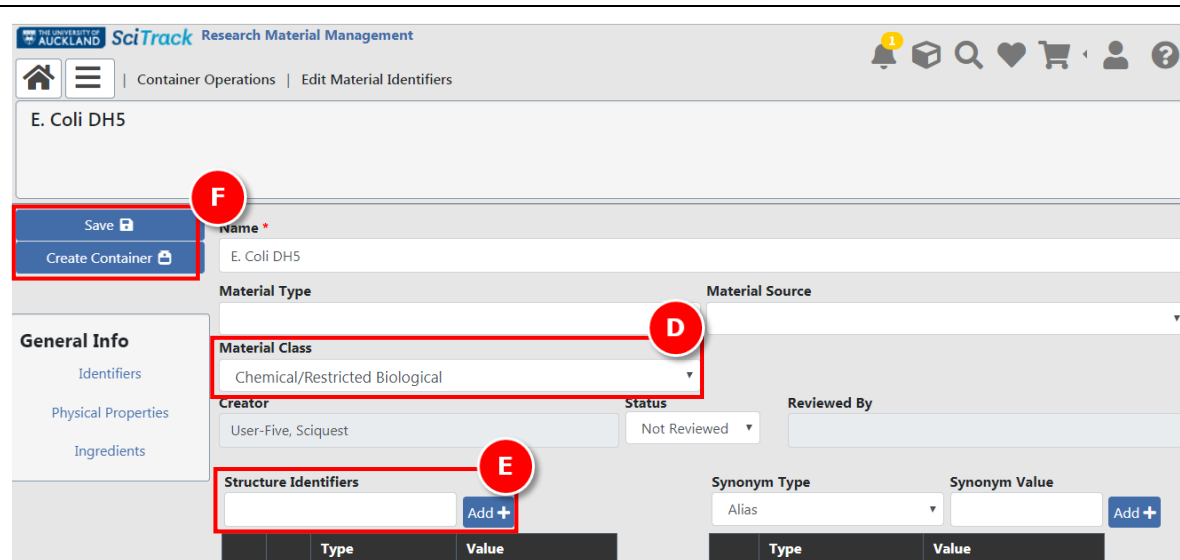
The screenshot illustrates the SciTrack interface for creating a new material. It is divided into two main sections: the top navigation and search area, and the bottom 'Create Material' form and search results area.

Top Section: The 'Material Create' button is highlighted with a red circle and labeled 'A'. Other buttons include Material Search, Container Search, Receiving, Held Cart, Open Approval Items, Source Search, Structure Search, Shopping Cart, and View My Requests. Search boxes for 'Source Search' and 'Container Search' are also visible.

Bottom Section: The 'Create Material' form is shown with the 'Create Material' button highlighted by a red circle and labeled 'C'. The 'Common Name' field contains 'E. coli DH5alpha passage 1' and is labeled 'B'. Below it is the 'Structure Identifier' field with a maximum of 250 characters and an 'Add +' button. Buttons for 'Import', 'Paste', 'Edit', and 'Clear' are also present.

Below the form, a search results table is displayed. The 'No Suitable Match Listed, Create Material +' button is highlighted with a red circle and labeled 'C'. The table has columns for Action, Common Name, CAS #, MDL #, Cust Compound ID, Mol Weight, Formula, and Creator. One entry is shown for 'E. coli DH5alpha passage 1' with the creator 'User-Eleven, Sciqest'. The 'Action' column for this entry has a red circle and label 'C' over the '+🔗' icon.

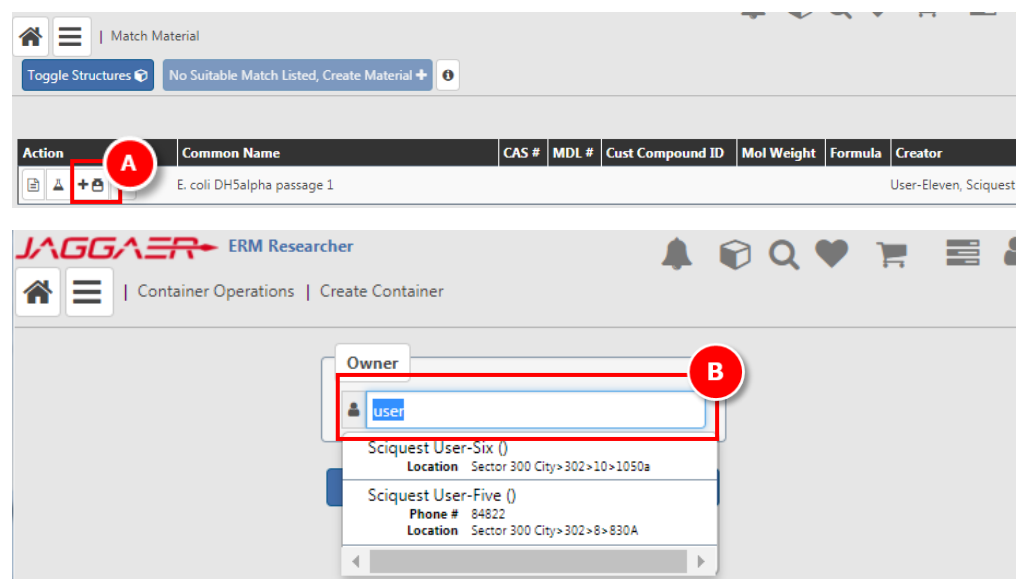
- D. Select the correct Material Class
- E. Add any required **Structure Identifiers**:
 - a. For all **chemicals**, enter the CAS in the correct format, e.g. 7647-12-7.
 - b. For **restricted biologicals**, enter either **GMO** or **RB** as appropriate (RB = "Restricted Biological", which is restricted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



Save **F**
 Create Container **B**
 Name *
 E. Coli DH5
 Material Type
 Material Source
 Material Class **C**
 Chemical/Restricted Biological **D**
 Creator
 User-Five, Sciqwest
 Status
 Not Reviewed
 Reviewed By
 Structure Identifiers **E**
 Add +
 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 **Continue**.
- **It is compulsory to change the owner to the Principal Investigator 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
 Toggle Structures
 No Suitable Match Listed, Create Material +
 Action
 Common Name
 CAS #
 MDL #
 Cust Compound ID
 Mol Weight
 Formula
 Creator
 E. coli DH5alpha passage 1
 User-Eleven, Sciqwest
 JAGGAER ERM Researcher
 Container Operations | Create Container
 Owner
 user **B**
 Sciqwest User-Six ()
 Location Sector 300 City>302>10>1050a
 Sciqwest User-Five ()
 Phone # 84822
 Location Sector 300 City>302>8>830A

4. Complete container creation

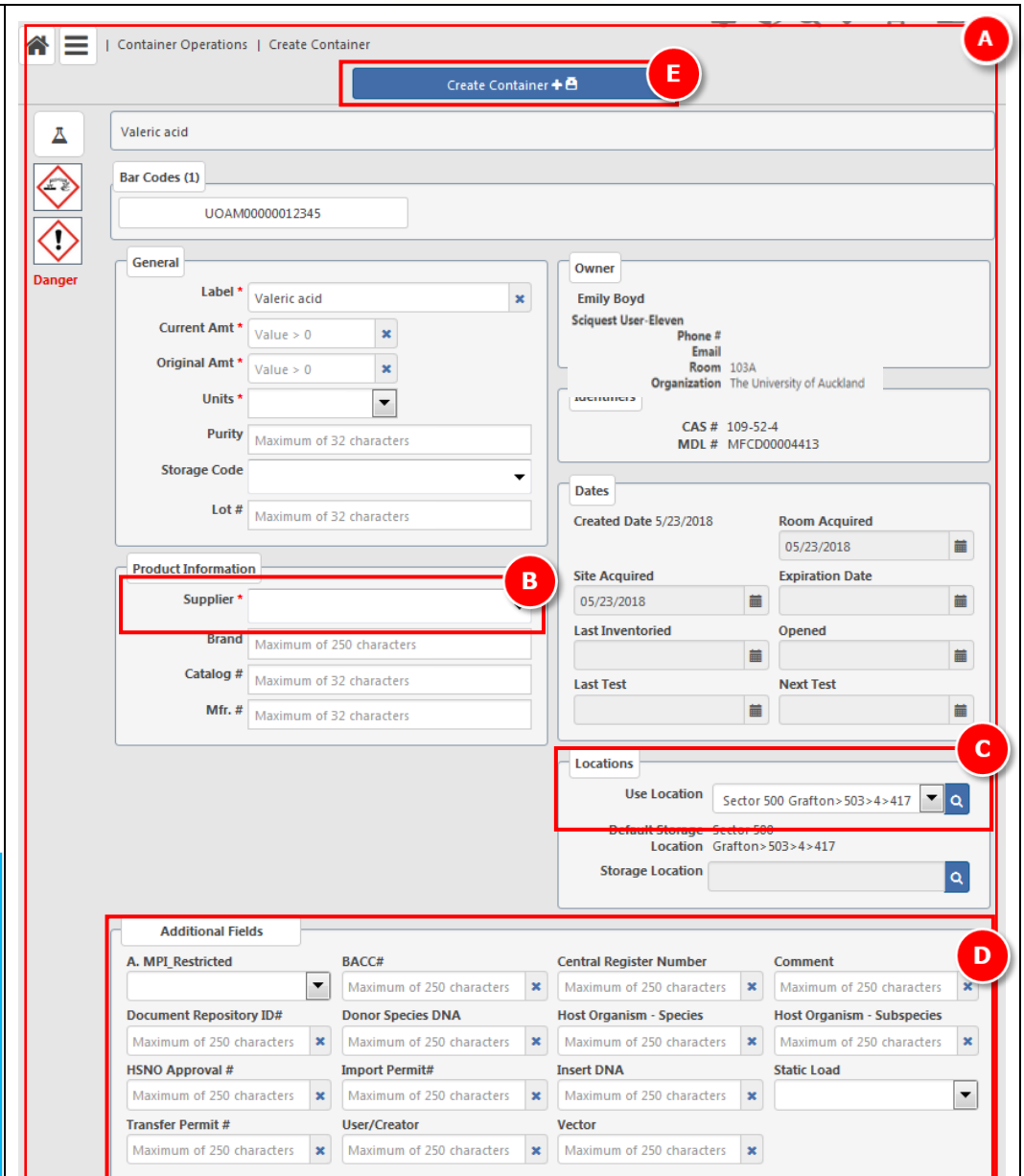
- A. Enter all required information:
- B. For **Supplier**:
 - Select **UOA created** if the material is newly created in the University of Auckland.
 - Select **Non-Commercial Collaborator** for items that have been transferred or imported from other sources but not purchased.
- C. Select desired location 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.



The screenshot shows the 'Create Container' form in SciTrack. The form is titled 'Container Operations | Create Container' and has a 'Create Container +' button at the top right, labeled 'E'. The form is for a container named 'Valeric acid' with bar code 'UOAM0000012345'. A 'Danger' warning icon is visible on the left. The form is divided into several sections: 'General' (Label, Current Amt, Original Amt, Units, Purity, Storage Code, Lot #), 'Owner' (Emily Boyd, Sciquest User-Eleven, Phone #, Email, Room 103A, Organization The University of Auckland, CAS # 109-52-4, MDL # MFCD00004413), 'Dates' (Created Date 5/23/2018, Room Acquired 05/23/2018, Site Acquired 05/23/2018, Expiration Date, Last Inventoried, Opened, Last Test, Next Test), 'Locations' (Use Location Sector 500 Grafton>503>4>417, Default Storage Sector 500, Location Grafton>503>4>417, Storage Location), and 'Additional Fields' (A. MPI Restricted, BACC#, Central Register Number, Comment, Document Repository ID#, Donor Species DNA, Host Organism - Species, Host Organism - Subspecies, HSNO Approval #, Import Permit#, Insert DNA, Static Load, Transfer Permit #, User/Creator, Vector). The 'Additional Fields' section is labeled 'D'. The 'Supplier' field in the 'Product Information' section is highlighted with a red box and labeled 'B'. The 'Use Location' dropdown in the 'Locations' section is highlighted with a red box and labeled 'C'. A red circle with the letter 'A' is in the top right corner of the form area.