Overview

This quick guide describes some extra features of SciTrack.

1. Accessing the menu features
2. Generate reports
3. Scan Operations (to transfer or dispose using a scanner)
4. Generate a barcode worksheet for Scan Operations
5. View SciTrack users and find DLPs

<table>
<tr><th>Steps</th><th>Screenshot</th></tr>
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1. Accessing the menu features

A. Clicking the arrow at the bottom of the menu bar open the menu in an expanded view. Additional features can be accessed by clicking the menu icons to open additional menus. Alternatively, you can search for the feature with the search icon.

B. Alternatively, you can add tiles for the extra features onto your home page. (See quick guide **2. “Configure Preferences”** for more information)

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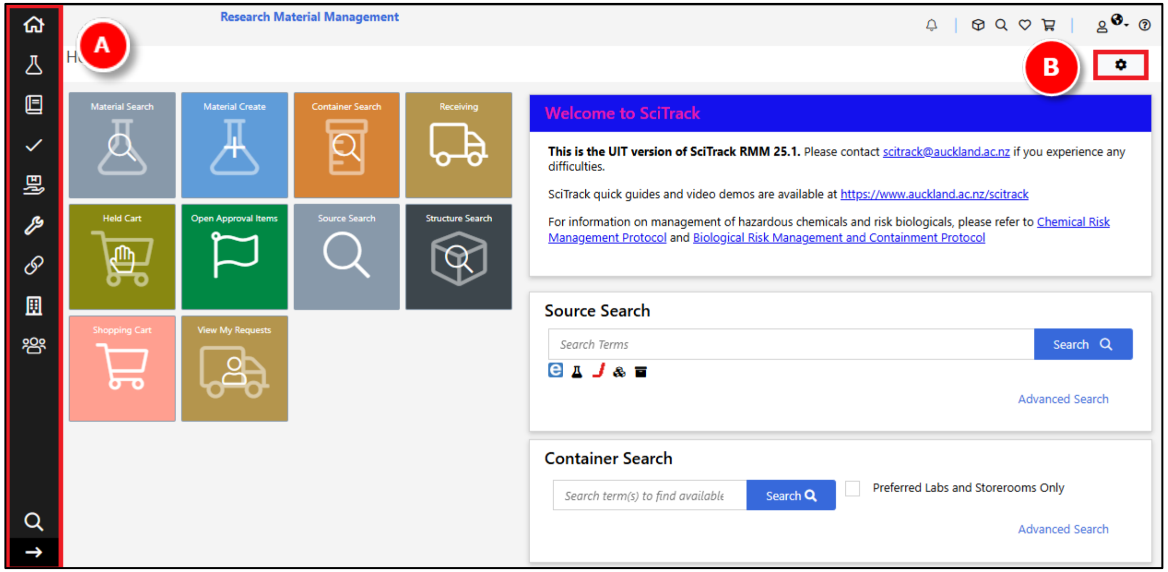

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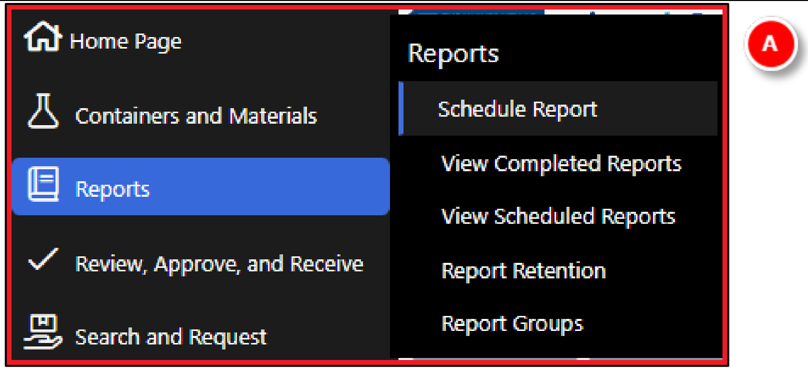
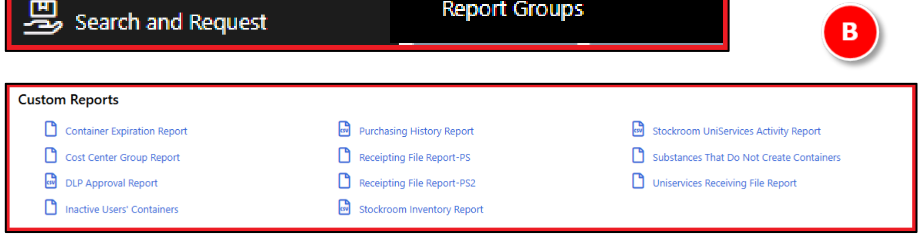
2. Generate reports

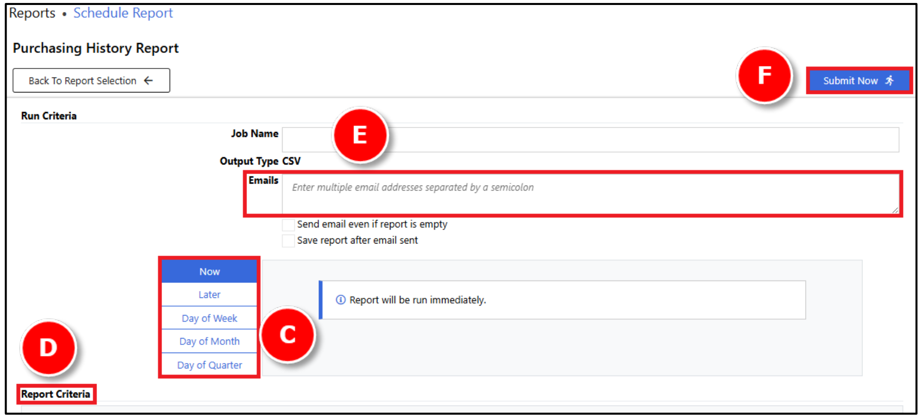
A. Click Menu>Reports>Schedule Report.
B. Choose a report from the Custom Reports section (see descriptions below).
C. Choose Now or Later to run a one-off report. To schedule reports to run and email you at a regular interval, choose Day of Week, Month or Quarter.
D. Scroll down to see other criteria that you can select to fine tune your report.
E. Type in an email address if you would like the report to be emailed.
F. Click Submit.
G. You should be redirected to the "View completed reports page". You can come back to this page by going to Menu>Reports>View Completed Reports. If the status of your report is "Generating", refresh the page until it says "Success". Then click the download button

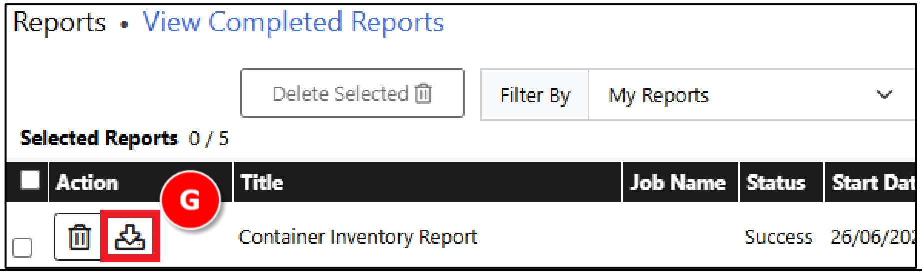
Here are some reports that you may find useful.

Custom Report	Description
Purchasing History Report	View purchasing history for external suppliers for a specified cost centre.
Stockroom Journal Report	Note this is not specific for UniServices. View Stockroom purchasing history for a specified cost centre, or all Stockroom transactions over a specified time period.
DLP approval report	View DLP approval history of carts.







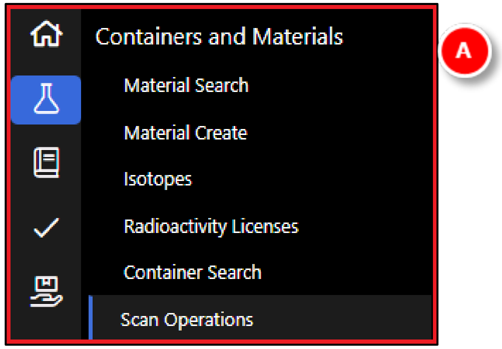


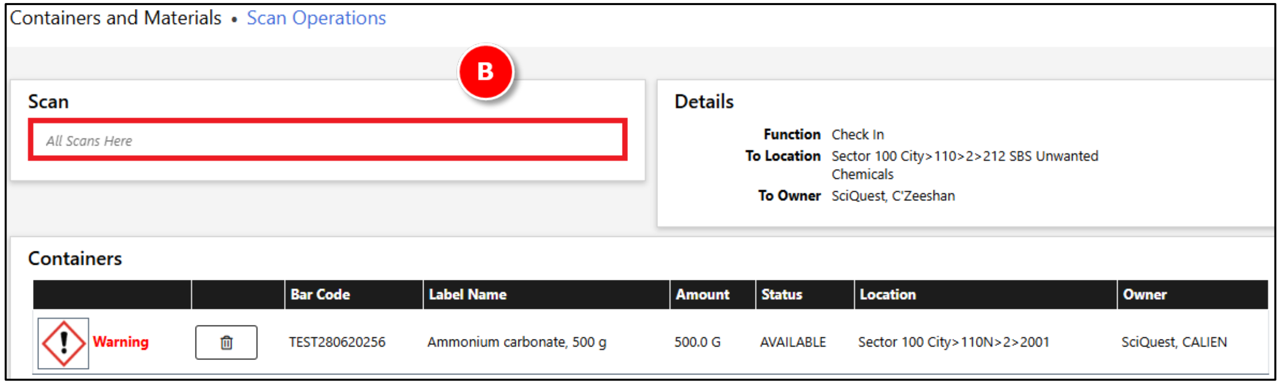
3. Scan Operations

Use this to transfer or dispose containers using a scanner, as an alternative to using Container Operations. It requires a Container Operations worksheet (see step 4).

➔ Make sure to follow these steps in order!

A. Click Menu>Containers and Materials>**Scan Operations**.
B. Make sure the cursor is in the Scan field
C. Scan **Check In** barcode.
D. Scan barcode of item's Principal Investigator owner.
E. Scan barcode of item's new location or sub-location.
F. Scan SciTrack barcode on the container(s)
G. Scan **Done** barcode.





4. Generate a barcode worksheet for Scan Operations

A. Click Menu> Containers and Materials>**Container Operations Worksheet**.

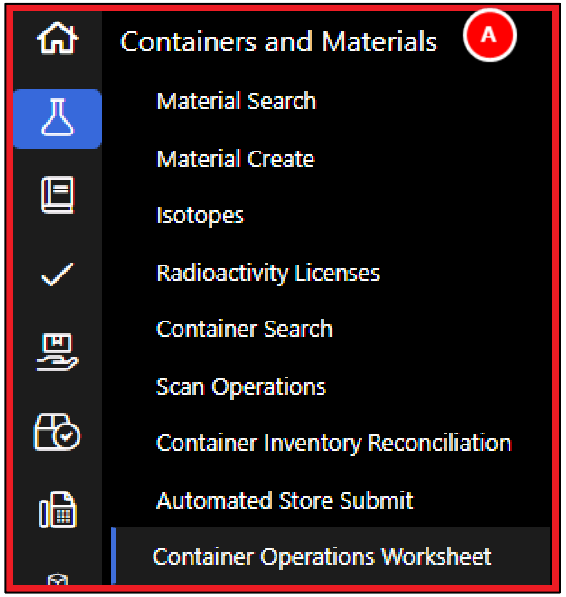
B. Select a room to generate a barcode for.
   - ➔ For sublocations, you can either scan the sublocation barcode stickers on the physical sublocation, or contact scitrack@auckland.ac.nz for a sheet of sublocation barcodes for your area.

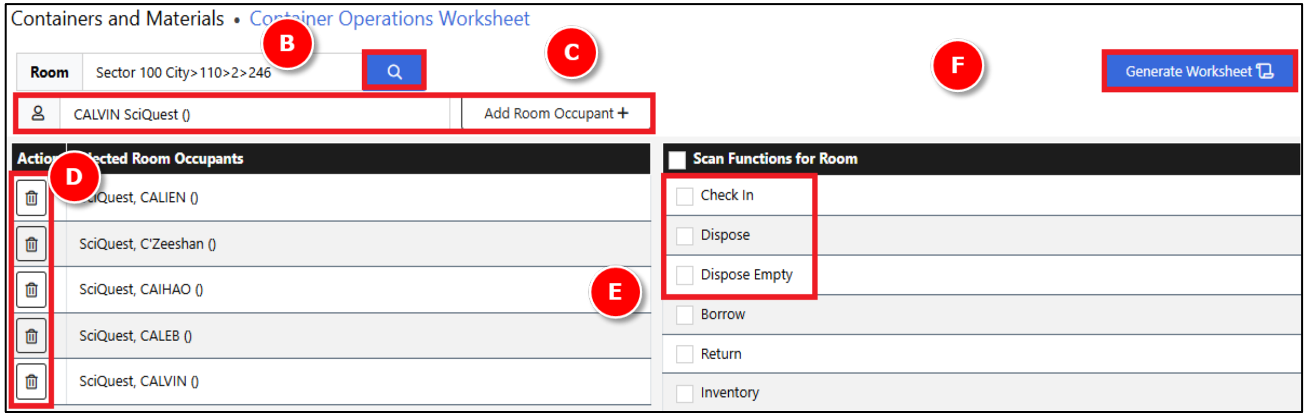
C. Add "Room Occupants" who are the container owners. Start typing a name into the blank field, select the correct one, then click **Add Room Occupant**.

D. Delete any users you don't need in your worksheet.

E. Select the scan functions required.
   - ➔ Select **Check In** for transferring.
   - ➔ Borrow, return and inventory functions should not be used with Scan Operations.

F. Click Generate Worksheet and a pdf will pop up or download, depending on your browser settings. Print out the barcode sheet.





5. View SciTrack users (and DLP list)

People Search can be used to find a list of SciTrack users. This might be helpful to find out who is a DLP in your area.

A. Click Menu>Three Heads Icon (People)>People Search.
B. To find DLPs in your area, choose the Role of DLP, and select Status as Active.
   ➔ Note that the results include users that have not chosen a location yet.
C. To choose a location to search, click the ^ symbol to expand the section. You can search by your Primary Location, Site, or you can manually select to search your Sector, a building, a floor, or a room by clicking the [search button]. The third screenshot shows how to choose to search a whole sector.
D. Click Search
E. Sort results by clicking any column header