

Overview

This quick guide will show you how to stocktake your SciTrack items and prepare your inventory reconciliation spreadsheet.

Steps	Screenshots																																																										
<p>1. Prepare inventory reconciliation spreadsheet</p> <p>A. Download the Stocktake Template spreadsheet from the SciTrack website: https://www.auckland.ac.nz/scitrack-info</p> <p>B. There are two ways to record the stocktake data:</p> <table border="1" data-bbox="107 491 1171 724"> <tr> <td data-bbox="107 491 427 564">Type in</td> <td data-bbox="427 491 1171 564"> <ul style="list-style-type: none"> Scan the container barcodes in column A Type the location information into columns B-G, linking sub-locations with a > symbol </td> </tr> <tr> <td data-bbox="107 564 427 624">OR</td> <td data-bbox="427 564 1171 624"></td> </tr> <tr> <td data-bbox="107 624 427 724">Scan</td> <td data-bbox="427 624 1171 724"> <ul style="list-style-type: none"> Scan the container barcodes in column A Scan the SciTrack sublocation barcode in column B (from the sticker on the sublocation). </td> </tr> </table> <p>C. Send the completed spreadsheet to scitrack@auckland.ac.nz</p> <p>Once we upload the data to SciTrack, it will automatically:</p> <ul style="list-style-type: none"> - Update scanned containers to their correct locations - Provide a list of containers that are listed as "Available" in that location in SciTrack but were not scanned in your stocktake. We'll send you this list so you can decide whether they should be marked as disposed. - Assign a "Last Inventoried Date" to each container, to keep track of when a container/area last had a stocktake completed. <p>If you find chemicals without barcodes in the stocktake, you can enter the details on the Chemical Inventory Upload Template and send to scitrack@auckland.ac.nz so we can bulk upload them. This template can be found here: https://www.auckland.ac.nz/scitrack-info</p>	Type in	<ul style="list-style-type: none"> Scan the container barcodes in column A Type the location information into columns B-G, linking sub-locations with a > symbol 	OR		Scan	<ul style="list-style-type: none"> Scan the container barcodes in column A Scan the SciTrack sublocation barcode in column B (from the sticker on the sublocation). 	<p>Type-in Stocktake template</p> <p>➔ Scan container barcodes and type in the locations</p> <table border="1" data-bbox="1198 336 2069 576"> <thead> <tr> <th>Scan Container Bar Code</th> <th>Site</th> <th>Building</th> <th>Floor</th> <th>Room</th> <th>Sub-location (use > between sublocation layers)</th> </tr> </thead> <tbody> <tr> <td>UOAC00012345</td> <td>Sector 300 City</td> <td>302</td> <td>7</td> <td>750A</td> <td>CC-01</td> </tr> <tr> <td>UOAC00012346</td> <td>Sector 300 City</td> <td>302</td> <td>7</td> <td>750A</td> <td>CC-01</td> </tr> <tr> <td>UOAC00012347</td> <td>Sector 300 City</td> <td>302</td> <td>7</td> <td>750A</td> <td>CC-01</td> </tr> <tr> <td>UOAC00012348</td> <td>Sector 300 City</td> <td>302</td> <td>7</td> <td>750A</td> <td>Bay-01>Shelf-02</td> </tr> <tr> <td>UOAC00012349</td> <td>Sector 300 City</td> <td>302</td> <td>7</td> <td>750A</td> <td>Bay-01>Shelf-02</td> </tr> </tbody> </table> <p><i>Type in spreadsheet example</i></p> <p>Scan-only stocktake template</p> <p>➔ Use when there are sublocation barcodes available to scan in the Sublocation Barcode column</p> <table border="1" data-bbox="1198 639 2130 995"> <thead> <tr> <th>Container Bar Code</th> <th>Sublocation Barcode Scan</th> </tr> </thead> <tbody> <tr><td>UOAE000023296</td><td>S.319073</td></tr> <tr><td>UOAE000023297</td><td>S.319073</td></tr> <tr><td>UOAE000023298</td><td>S.319073</td></tr> <tr><td>UOAE000023299</td><td>S.263019</td></tr> <tr><td>UOAE000023300</td><td>S.263019</td></tr> <tr><td>UOAE000023301</td><td>S.263019</td></tr> <tr><td>UOAE000023302</td><td>S.263019</td></tr> </tbody> </table> <p><i>Scan spreadsheet example</i></p> <div data-bbox="1198 1091 2130 1310" style="border: 1px solid black; padding: 5px;">  110-136 <p style="font-size: 24px; margin-top: 10px;">FG-03</p> </div> <p><i>Sub location barcode example</i></p>	Scan Container Bar Code	Site	Building	Floor	Room	Sub-location (use > between sublocation layers)	UOAC00012345	Sector 300 City	302	7	750A	CC-01	UOAC00012346	Sector 300 City	302	7	750A	CC-01	UOAC00012347	Sector 300 City	302	7	750A	CC-01	UOAC00012348	Sector 300 City	302	7	750A	Bay-01>Shelf-02	UOAC00012349	Sector 300 City	302	7	750A	Bay-01>Shelf-02	Container Bar Code	Sublocation Barcode Scan	UOAE000023296	S.319073	UOAE000023297	S.319073	UOAE000023298	S.319073	UOAE000023299	S.263019	UOAE000023300	S.263019	UOAE000023301	S.263019	UOAE000023302	S.263019
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