

2. Configure preferences

1. Configure user preferences
2. Edit preferred search locations
3. Edit alternate delivery locations
4. Customise user interface

Steps


1. Configure User Preferences

- A. Click  and select **User Preferences**.

Tip: the option highlighted blue shows what is currently selected

- B. **Pre-Printed Bar Codes must be set to Yes.** You may switch this to 'No' temporarily when creating containers of restricted biologicals that are too small for physical barcodes.
- C. Click **Save**.

Optionally:

- **Search Sites preference** may be changed to "All Sites" if you or your Department/School work across different sectors. Please see important information about this on the next page.
- Change your **Primary Location** by clicking .

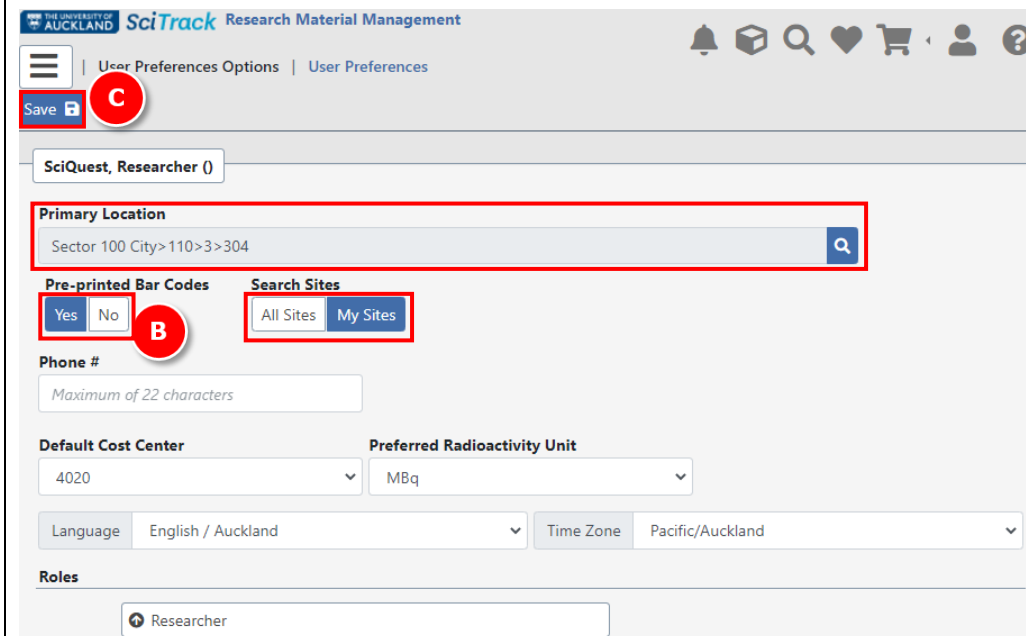
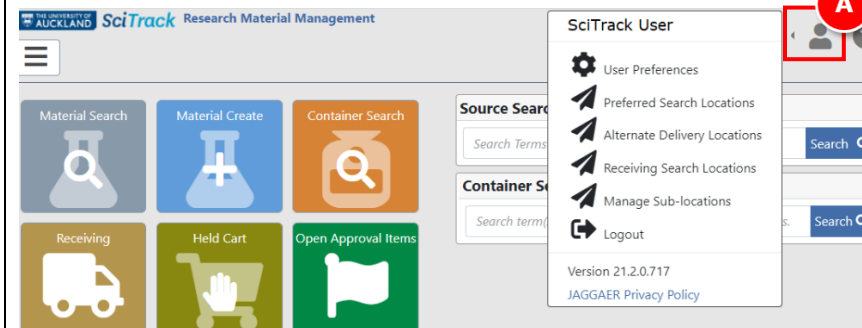
Note:

Under **Roles**, the **Researcher** role is the default.

To request a change in your role or to add cost centres, please fill out a "Request change" form on the SciTrack website:

<https://www.auckland.ac.nz/scitrack-getstarted>

Screenshots



Search Sites preference

For optimal use of SciTrack, leave the Search Sites preference as “My Sites” if your work with chemicals/restricted biologicals is within one building or sector. If you work in collaboration with other faculties, use labs in two different sectors, or otherwise need to have oversight across multiple sectors then you may change the preference to “All Sites”.

- A University sector is a group of adjacent or nearby buildings, e.g. Sector 100 City (School of Biological Sciences), Sector 300 City (School of Chemical Sciences), Sector 400 City (Faculty of Engineering), Sector 500 Grafton (Faculty of Medical and Health Sciences), Sector 900 Newmarket (Faculty of Engineering).

Important Note

With “All Sites” turned on, a stockroom search returns results from all three University stores. Please ensure you only submit purchase requests from stores that you are permitted to as per the rules below:

Store Sector	Terms of use
Sector 100 City (School of Biological Sciences)	Staff/students of the School of Biological Sciences or who work in labs in Sector 100.
Sector 300 City (School of Chemical Sciences)	Staff/students of the School of Chemical Sciences or who work in labs in Sector 300.
Sector 500 Grafton (Faculty of Medical and Health Sciences)	Non-chemical items may be purchased by any SciTrack user, but these must be collected from the Grafton stores, 501-B33. Chemicals may only be purchased for use within Sector 500.



The “All Sites” preference affects the following functions of SciTrack:

- Held Carts (see carts from all users)
- Recipient selection (can select recipient from any location)
- Delivery location selection
- Open Approval Items (see carts awaiting approval from all locations)
- Source Search and Container Search (view containers from all locations)
- Receiving (view and receipt POs from all locations)
- Reports

Note there is no option to choose certain sites to see; it is either all or just one.


2. Edit preferred search locations

Your search preferences are used when performing a **Source Search** of the University inventory.

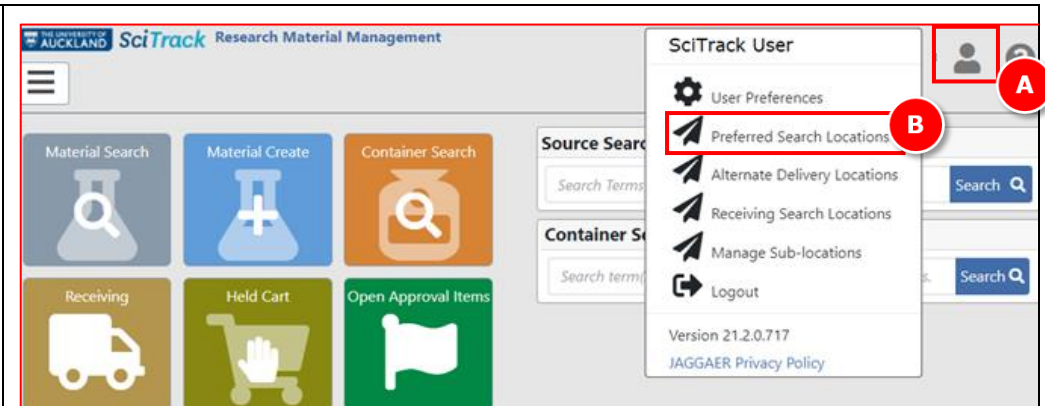
- A. Click .
- B. Select **Preferred Search Locations**.
- C. Click on site name to open up available buildings.
- D. Click on building, floor, and room names until you reach the level you want to add to your preferred locations.
- E. Click  to add the room(s) (or floors or buildings) to preferred search locations.
- F. To add more rooms from different floors or buildings, click **Top**.
- G. To use these preferred search locations, click the Preferred button(s) when you go into Source Search

Note:

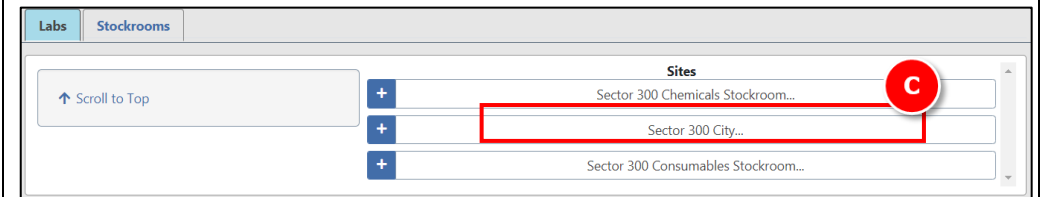
- All preferred search locations have to be at the same level (e.g. either buildings, floors, or rooms). To start over, click the Delete All icon

Delete All 

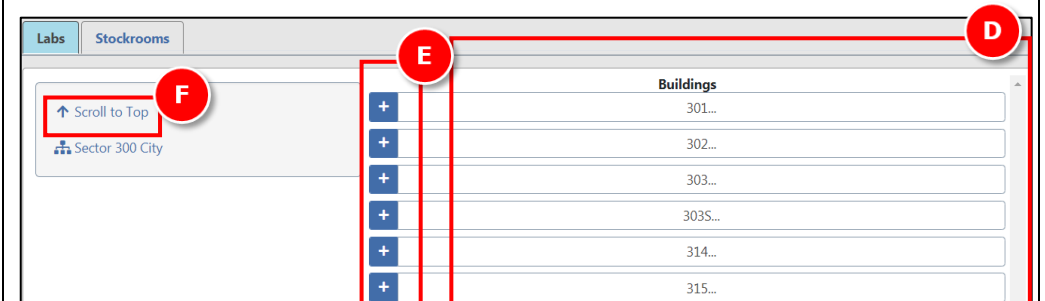
- You can set preferred stockroom locations too if you have "All Sites" turned on



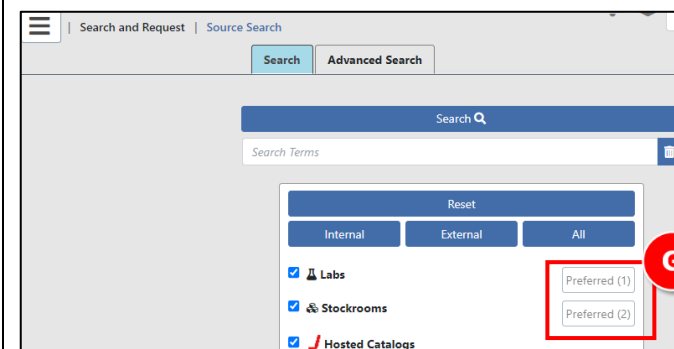
The screenshot shows the SciTrack User menu. The 'User Preferences' option is selected, and the 'Preferred Search Locations' sub-menu is open. A red box highlights the 'Preferred Search Locations' option, and a red circle 'A' highlights the user profile icon.



The screenshot shows the 'Stockrooms' configuration page. A list of sites is displayed, including 'Sector 300 Chemicals Stockroom...', 'Sector 300 City...', and 'Sector 300 Consumables Stockroom...'. A red box highlights the 'Sector 300 City...' site, and a red circle 'C' highlights the 'Scroll to Top' button.



The screenshot shows the 'Buildings' configuration page. A list of buildings is displayed, including '301...', '302...', '303...', '303S...', '314...', and '315...'. A red box highlights the 'Sector 300 City' site, and a red circle 'F' highlights the 'Scroll to Top' button. A red box highlights the 'Add' buttons for each building, and a red circle 'E' highlights the 'Add' button for the 'Sector 300 City' site. A red circle 'D' highlights the 'Delete All' icon.



The screenshot shows the 'Source Search' page. The 'Preferred' search option is selected, and a red box highlights the 'Preferred (1)' and 'Preferred (2)' options. A red circle 'G' highlights the 'Preferred' button.



3. Edit alternate 'delivery' locations

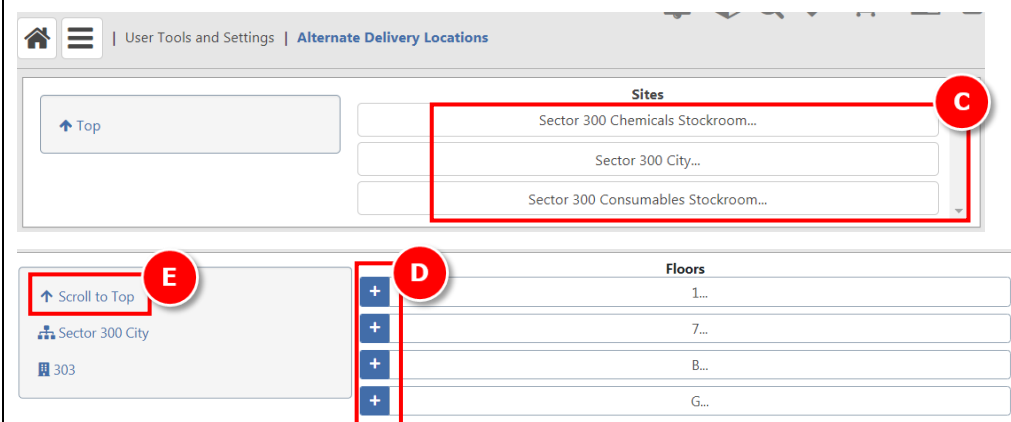
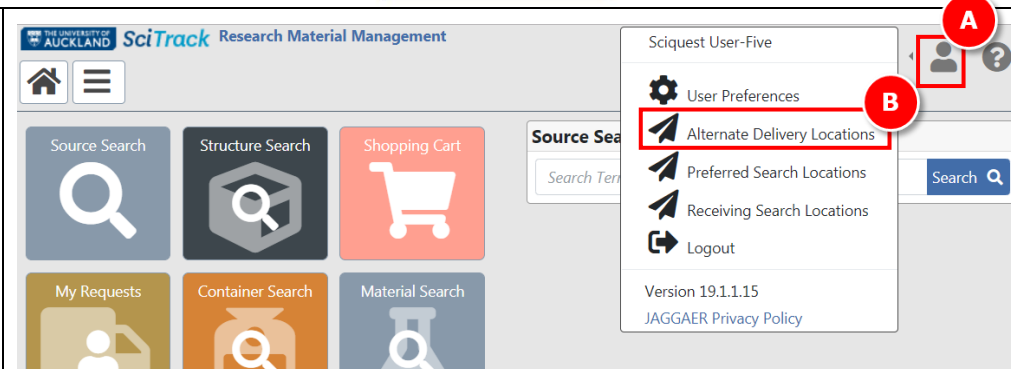
Note: The delivery address of your SciTrack purchases is defaulted based on the chosen Sector. It will always be the central receiving point of that Sector, no matter what room you pick as the delivery location.

The '**Alternate Delivery Locations**' in SciTrack are only used for searching and transferring items.

Your alternate delivery locations appear in the drop-down list of locations for the following situations:

- Selecting a delivery address for a shopping cart
- Creating a container for which you are the owner
- Transferring a container into your ownership


- Click .
- Select **Alternate Delivery Locations**.
- Select **Sector, Building** and **Floor** to open up available rooms to add.
- Click  to add room(s).
- To add rooms from a different floor or building, click **Top** and repeat steps C and D.



Note:

- Rooms, sublocations or both can be added to your alternate delivery locations.

4. Customise user interface

- A. Click .
- B. Select **Tile Order** to change order of tile display.
- C. Click **X** to remove tile from home page.
- D. Click **Tile Colour** number to change tile colour.
- E. Select a new tile from the dropdown and click Add Tile to add it to your home page
- F. Click **Save**.

Tip:

- The Request Item Search tile is useful to add.
- Home page tiles may be selected to reflect your most commonly used functions.
- Refer to SciTrack Quick Guide "1. Getting started" for a description of each tile.

Note:

- Some home page tiles or functions may be disabled depending on your user permissions.

