

# 1. Getting started with SciTrack

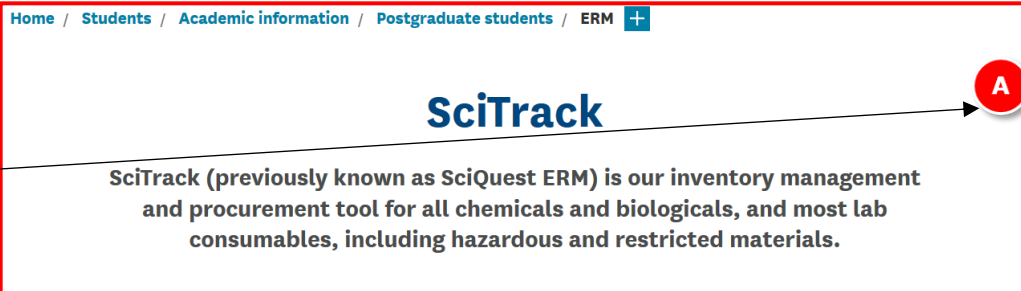
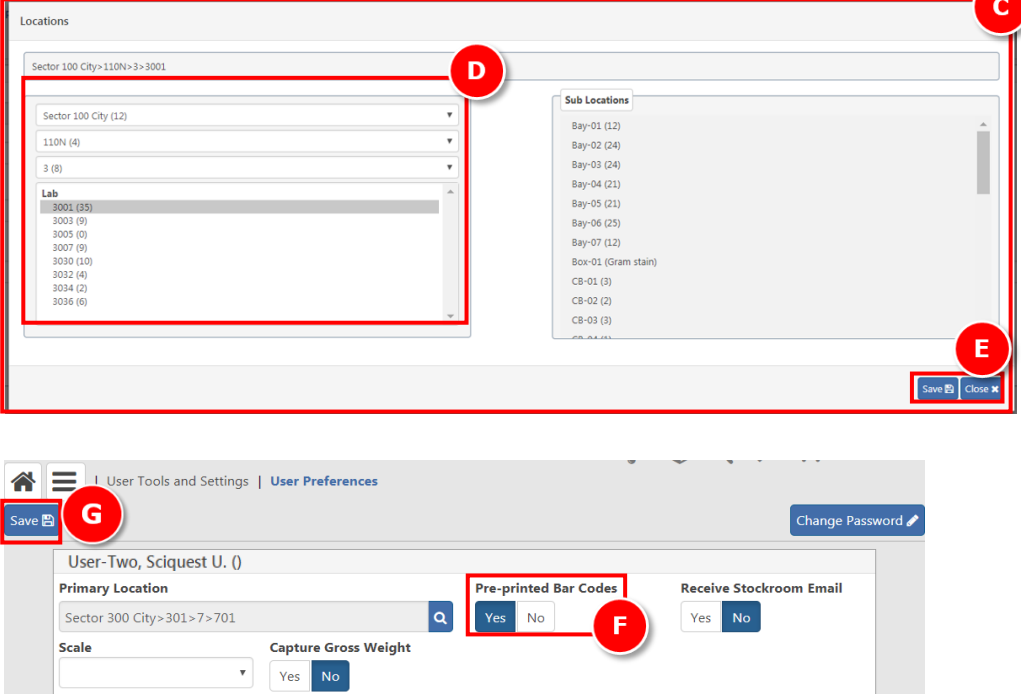
## Overview

This quick guide will show you how to log in to and navigate SciTrack. To apply for access please submit an access form on the SciTrack website:  
<https://www.auckland.ac.nz/scitrack-getstarted>

### 1. Using the SciTrack Quick Guides

### 2. First time access to SciTrack

### 3. Navigation in SciTrack

Steps	Screenshots
<b>1. Using the SciTrack Quick Guides</b>  A. Quick guides and more information about SciTrack can be found on the SciTrack website: <a href="https://www.auckland.ac.nz/scitrack">https://www.auckland.ac.nz/scitrack</a>	
<b>2. First time access to SciTrack</b>  A. Log in here: <a href="http://scitrack.auckland.ac.nz/">http://scitrack.auckland.ac.nz/</a> B. Enter your University of Auckland username and password into the SSO screen. C. If prompted, select Primary Location. <i>This should be the lab location where most of your chemicals are stored.</i> D. Select the following from the drop-down lists, in order from top to bottom: Sector, Building, Floor, and Room. E. Click Save. F. <b>IMPORTANT:</b> Set <b>Pre-Printed Bar Codes</b> to Yes (Yes should be blue). G. Click Save	

...notes continued over page








## Note:

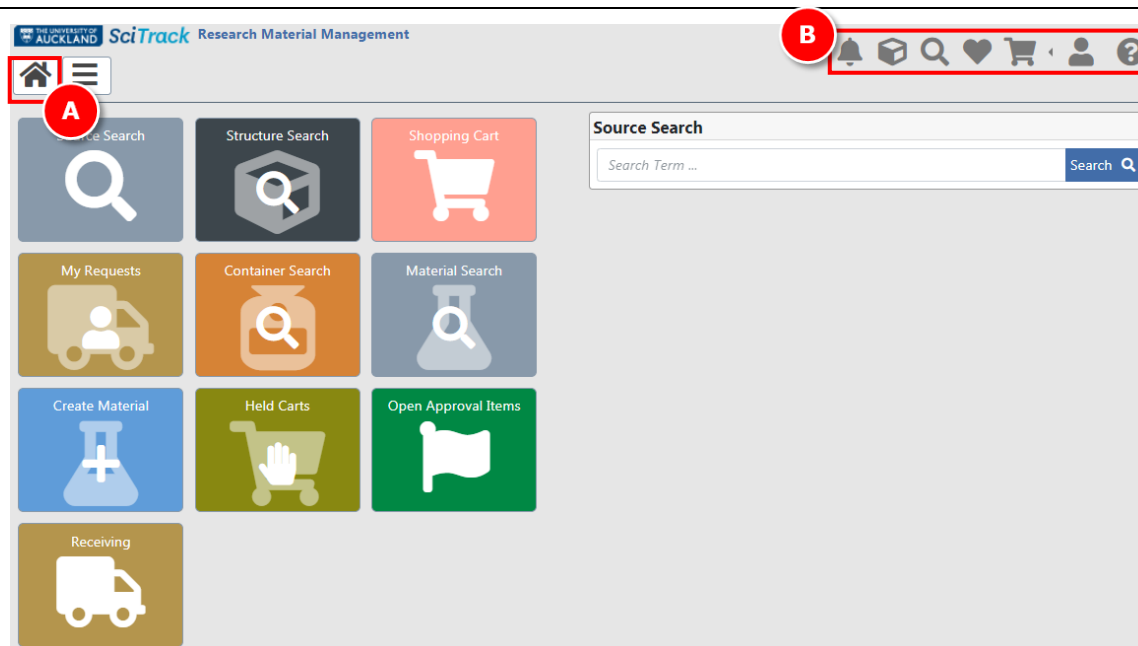
- You don't need to select a **Sub Location** for your primary location.
- If you don't have a lab, choose any room close to your work location.
- If your preferred lab (where chemicals are stored) is not showing, please contact [scitrack@auckland.ac.nz](mailto:scitrack@auckland.ac.nz) to add it.
- To undo your selection, click the last added room or sublocation to remove it.

## 3. Navigation

A. The screenshot shown to the right is the Home Page. To return to the home screen from another page, click the Home button. Please see the appendix for a description of the Home Page tiles.















B. The action bar has quick links to various pages:

	View Notifications and open submitted cart reports.
	Structure search
	Source Search
	Favourites
	Shopping Cart (shows how many items are in your current cart)
	User preferences
	Help guides – These are not specific to the University of Auckland. Please refer to the SciTrack guides instead: <a href="https://www.auckland.ac.nz/scitrack-guides">https://www.auckland.ac.nz/scitrack-guides</a>



**Tip:** You can change the order, content, and colour of your home screen. Please refer to SciTrack Quick Guide "2. Configure preferences".

## Appendix:

Source Search 	Search for: <ul style="list-style-type: none"> <li>Chemical or non-chemical catalogue items to purchase from external hosted suppliers</li> <li>Items to purchase from your local Stockroom</li> <li>Containers in the University inventory</li> </ul>	
Structure Search 	Search against one or more associated structure databases by structure or by various identifiers. The search provides results in the form of individual structures that can be used to do a Source Search.	
Shopping Cart 	Opens your <b>Shopping Cart</b> . Start here for type-in item orders. Allows you to review and edit shopping cart items, add a type-in item and change quantities before proceeding to check out.	
My Requests 	Displays all requests (orders) that you have submitted based on selected time frame and request status. Enables reordering or cancellation of eligible request items.	
Container Search 	Search the UoA inventory by keyword, owner or location. Then you can perform container transactions (transfer owner or location, dispose, edit).	
Receiving 	Search for and receive ( <b>Receipt</b> ) items from a purchase order.	
Held Carts 	Load a <b>Held Cart</b> and edit it.	
Open Approval Items 	<b>DLP approve</b> items in Researcher carts. (DLPs only)	
Material Search 	Search for materials by Common Name, formula, structure identifier, and aliases. From the search results you can edit materials.	
Create Material 	Create a new SciTrack material, including structure identifiers.	
Replenishment Requests 	Navigates to the <b>Stockroom Replenishment Requests</b> window to review stockroom replenishments that have not been processed by the STC. (Stockroom Managers only).	These are optional tiles that can be added by following SciTrack Quick Guide "2. Configure preferences".
Request Item Search 	Search to find the status of other users' carts or reorder their items into your own cart.	
Favorites 	Displays your saved <b>Favourite</b> items from hosted catalogues and/or stockrooms, from source search results or from your shopping cart. Items listed here can be added directly to the shopping cart.	
Add Type In Item 	Add a type-in item to your cart. The <b>Add Type In</b> window can also be accessed via the <b>Shopping Cart</b> window > <b>Add Item</b> button.	