2. Configure preferences

THE UNIVERSITY OF AUCKLAND
Te Whare Wānanga o Tāmaki Makaurau
NEW ZEALAND

SciTrack

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

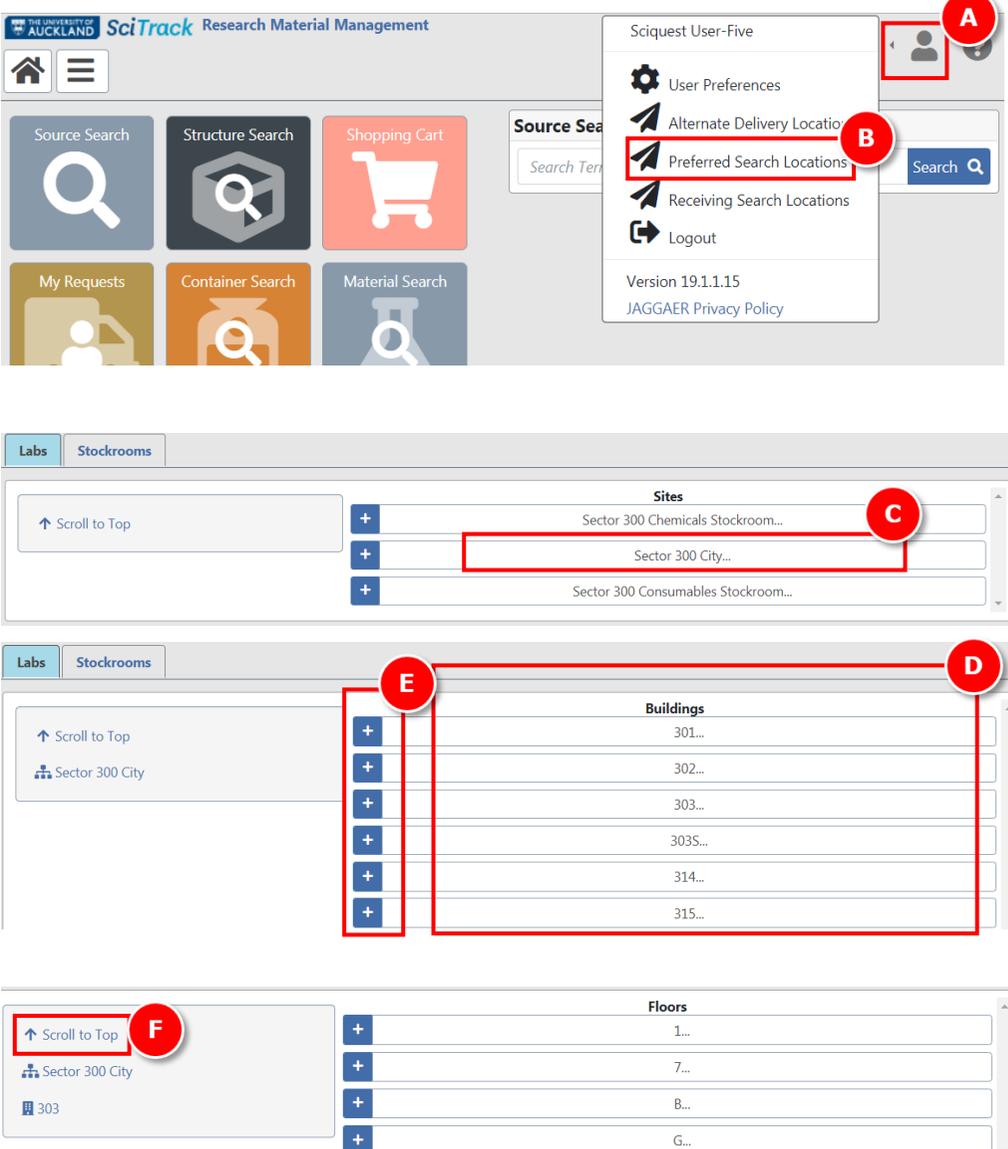| Steps	Screenshots
1. Configure User Preferences A. Click 👤 and select **User Preferences**. **Tip:** the option highlighted blue shows what is currently selected B. **Pre-Printed Bar Codes** must be set to Yes if you are receipting ERM items. If you are manually entering biologicals that don't have a physical barcode, you can set this to No but remember to change it back once you are done. C. Click **Save**. **Notes:** ➢ Optionally you may change your Primary Location to another lab within the same Sector by clicking 🔍. ➢ Under **Roles**, the **Researcher** role is the default. ➢ You can change your **Primary Location** to another room within the same Site. To change your role, sector, or to add cost centres, please fill out an access change request form on the ERM website: https://www.auckland.ac.nz/scitrack-getstarted	
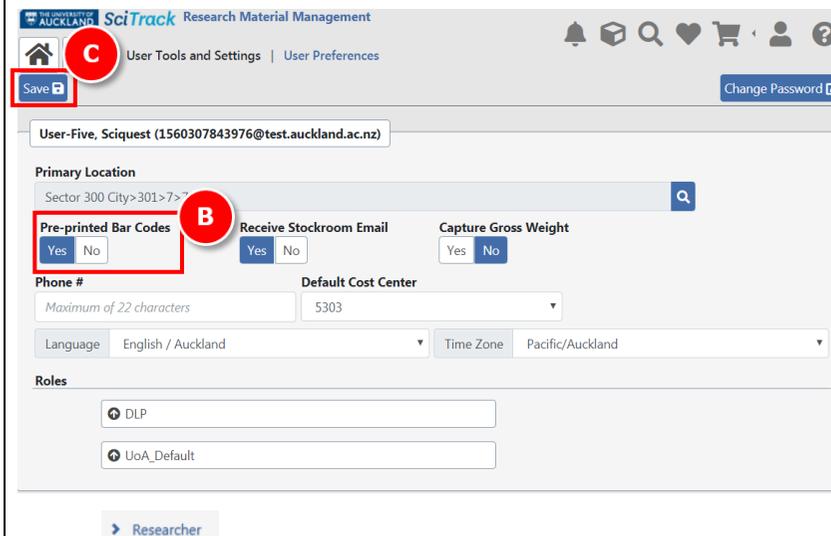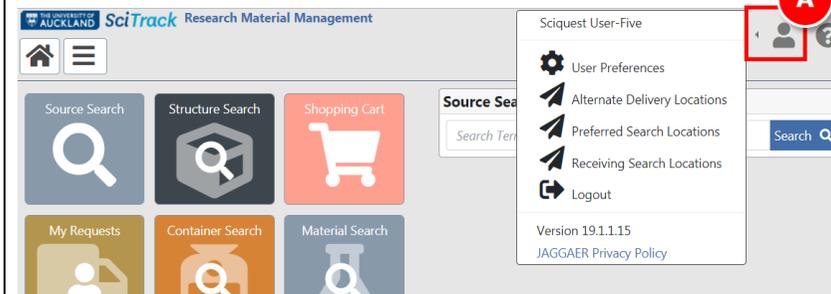
2. Edit preferred search locations

*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**.

Note:

➢ All preferred search locations have to be at the same level (e.g. either buildings, floors, or rooms).

3. Edit alternate 'delivery' locations

Note: The delivery location of your SciTrack purchases is defaulted based on your Sector. 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:

- *Searching by location in **Container Search***
- *Creating a container for which you are the owner*
- *Transferring a container into your ownership*

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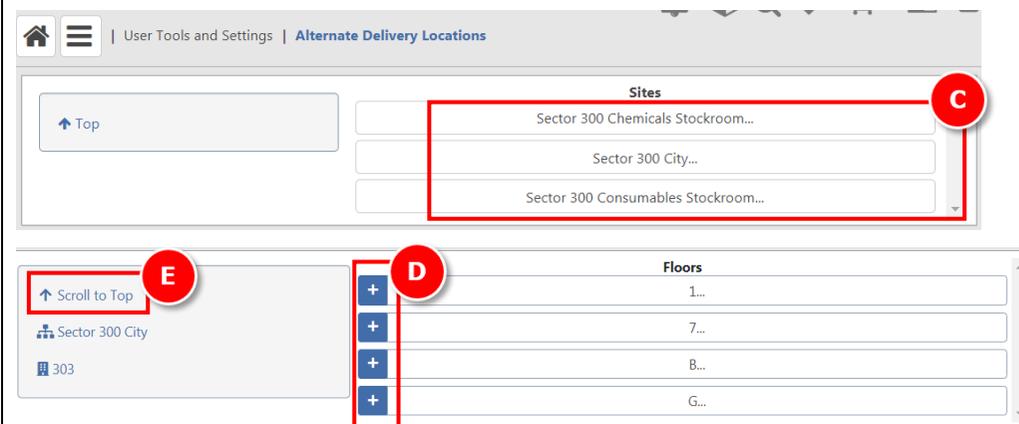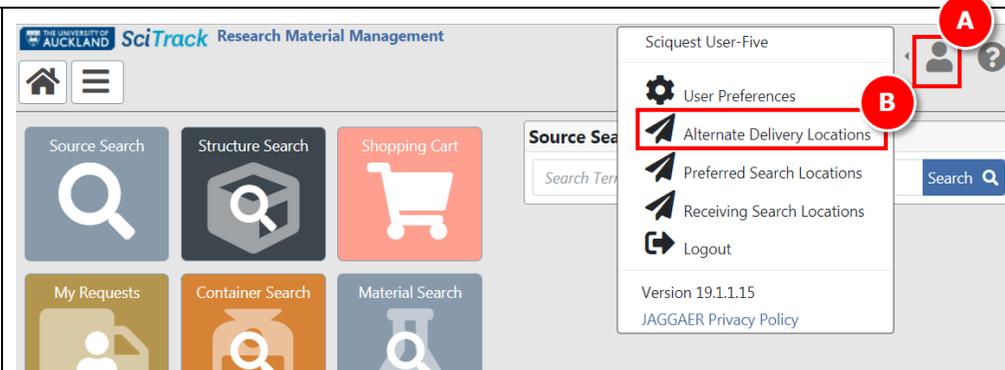
Note:

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

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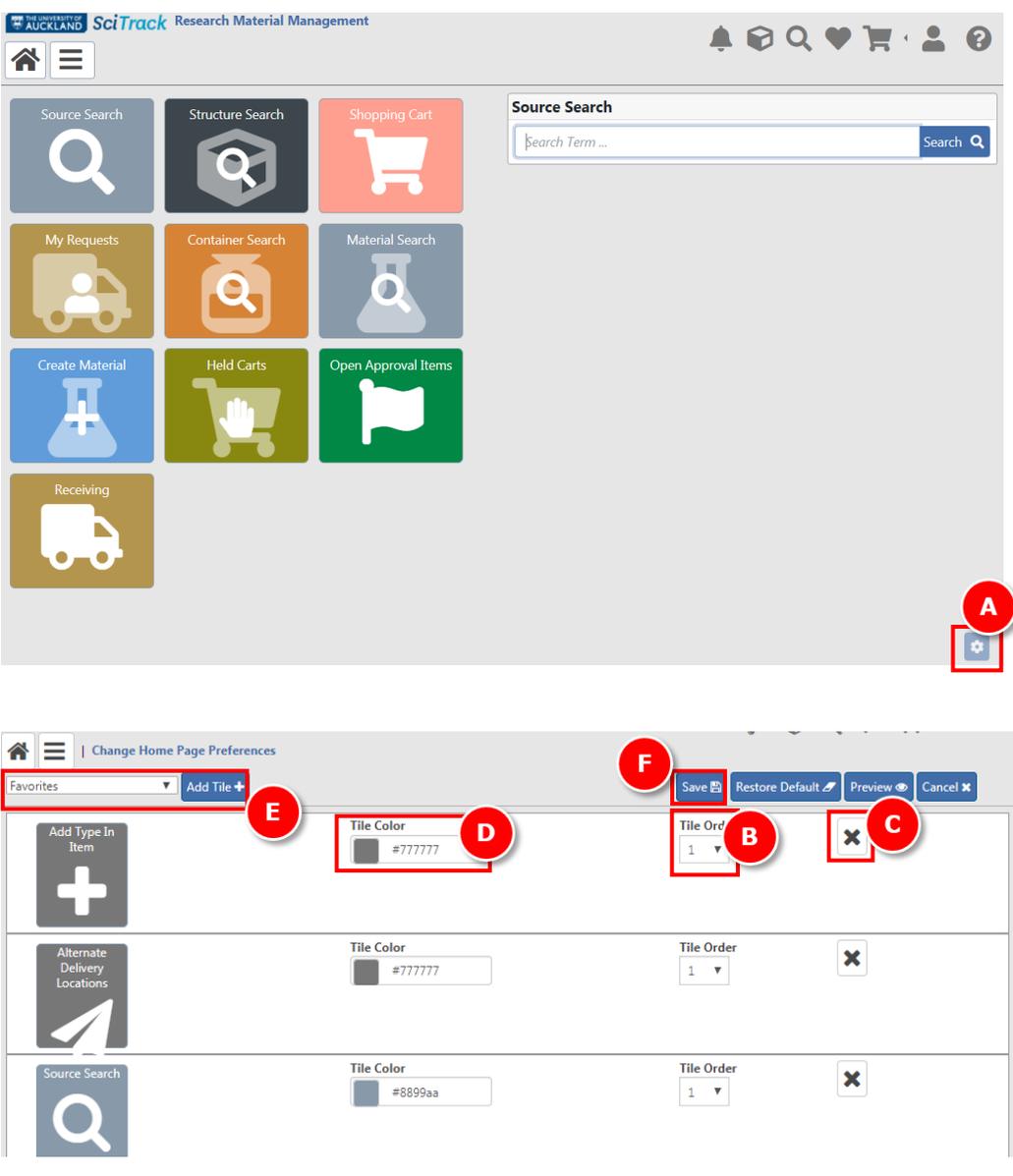
A. Click ⚙.
B. Select **Tile Order** to change order of tile display.
C. Click **X** to remove tile from home page.
D. Click **Tile Colour** number to change tile colour.
E. Select a new tile from the dropdown and click Add Tile to add it to your home page
F. Click **Save.**

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.