


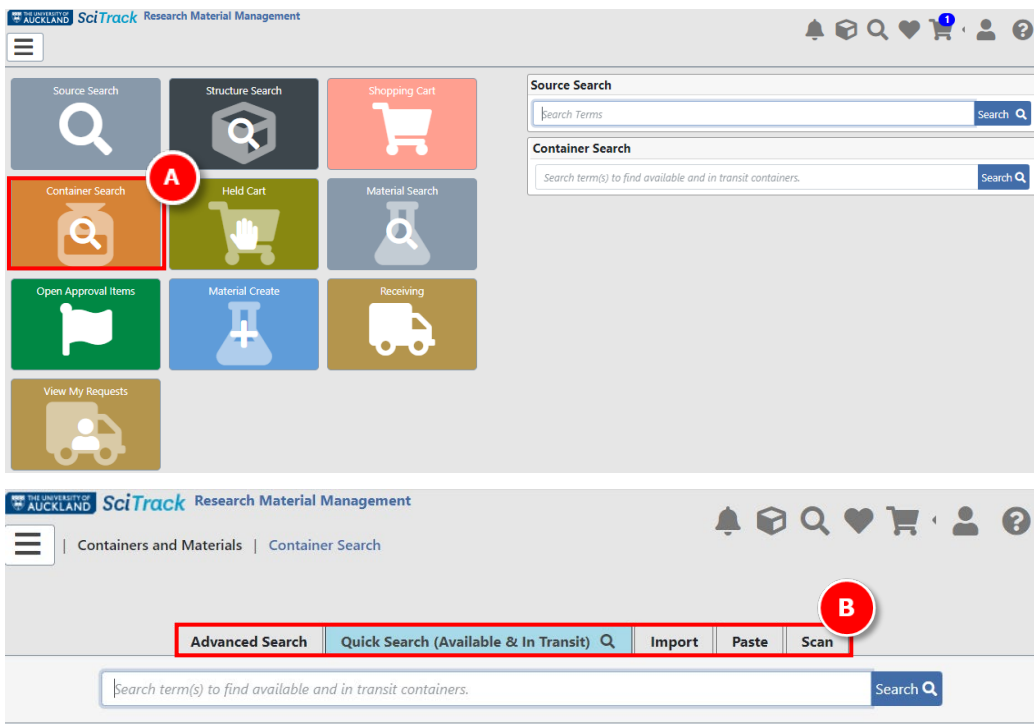
# 10. Container Search and Operations

## Container (inventory) search, edit, transfer, dispose

### Overview

This quick guide will show you how to search the internal inventory and make changes by transferring, editing, or disposing of items. All container operations start with Container Search.

1. Container Search
2. View/Edit container information
3. Container operations – transfer location and owner
4. Container operations - disposal

Steps	Screenshots
<p><b>1. Container Search</b></p> <p>A. Click <b>Container Search</b>.</p> <p>B. Select a search option and perform search:</p> <ol style="list-style-type: none"><li>a. <b>Quick Search:</b> searches all container fields including name, CAS number, biological descriptors, barcode, and supplier.</li><li>b. <b>Advanced Search:</b> returns items that match all of the criteria specified<ul style="list-style-type: none"><li>o <b>General - Contains Phrase</b> – this is an exact search of the typed phrase (If multiple words are entered, those words must appear together exactly as entered, unless you use a wildcard *).</li><li>o <b>Owner</b> – type in the owner’s first <b>or</b> last name and click to select.</li><li>o <b>Location</b> – click  to choose a location. You can add multiple rooms to search -see tip on next page.</li></ul></li><li>c. <b>Import:</b> import a list of barcodes in a .csv file to search (maximum 20,000 barcodes).</li><li>d. <b>Paste:</b> type or paste a list of barcodes to search (maximum 9,999 barcodes).</li><li>e. <b>Scan:</b> scan barcodes to search.</li></ol>	 <p>The top screenshot shows the SciTrack Research Material Management dashboard. It features a grid of search options: Source Search, Structure Search, Shopping Cart, Container Search (highlighted with a red circle 'A'), Held Cart, Material Search, Open Approval Items, Material Create, Receiving, and View My Requests. To the right, there are search bars for Source Search and Container Search.</p> <p>The bottom screenshot shows the 'Container Search' page. It has a search bar with the placeholder text 'Search term(s) to find available and in transit containers.' Below the search bar are buttons for 'Advanced Search', 'Quick Search (Available &amp; In Transit)' (highlighted with a red circle 'B'), 'Import', 'Paste', and 'Scan'.</p>


## SciTrack Quick Guide – Container Search and Operations (Version 3.0)


### Notes:

- **Starting a new search will clear previous search results.**
- Maximum of 50,000 results are returned.
- Search results will only display items based on your site selection. You can further filter to your preferred Labs and Storerooms by selecting the checkbox (See Quick Guides "2. Configure Preferences").
- Materials sent from Material Search will be selected to be searched unless a New Search is selected.

**Disposed items will not appear in the search results** unless a 'disposed' status is specified in an Advanced Search.

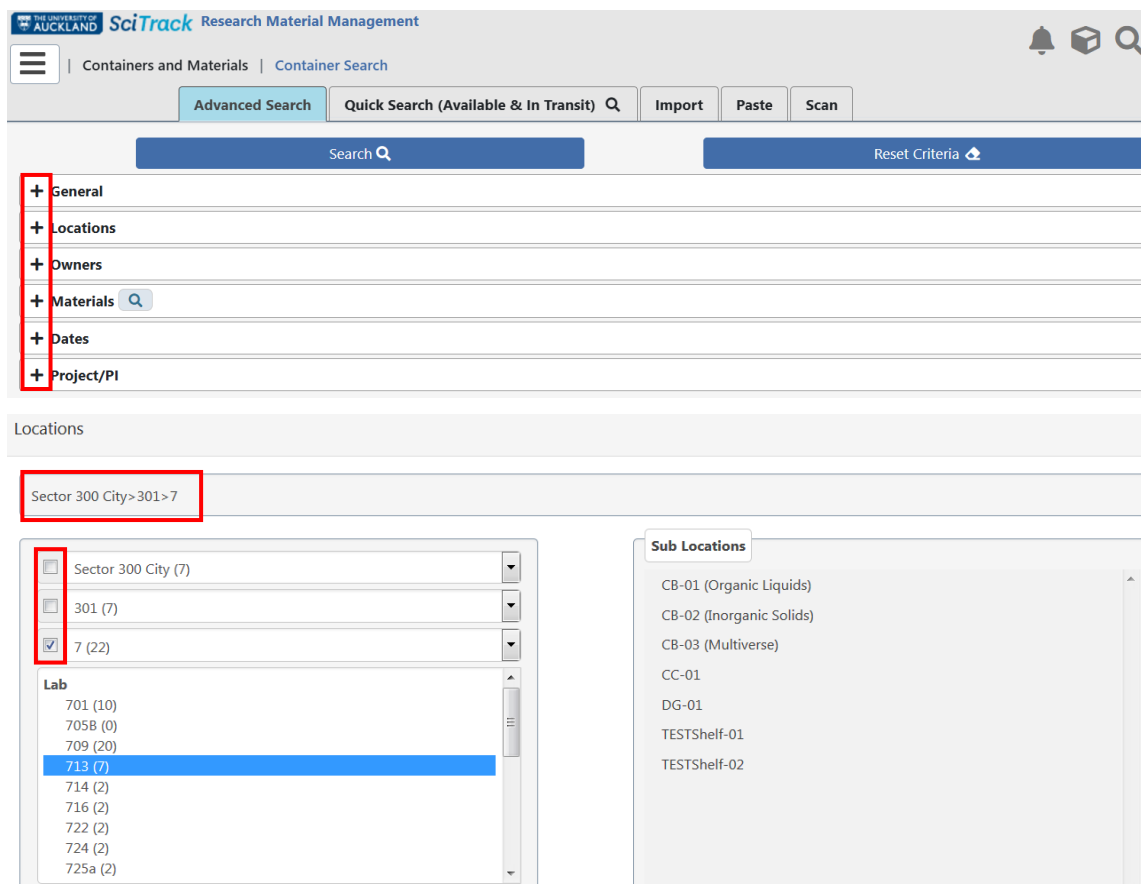
### Tip: Advanced Search - using location selection

Click the + to expand the selection, then click  to choose a location.

You can also click the home button  to automatically select your Primary Location.

When choosing a location to search, your current selection is displayed in the top bar. In the example shown, floor 7 in building 301 is selected.

- Choose a Sector, building, or floor by checking the box next to the selected location.
- Use the dropdown lists to select a different building or floor.
- Choose a room or sublocation by clicking the location name, making sure all boxes are unchecked
- After clicking Save, you can add more locations at the same sublocation level, clicking Save after each selection.



The screenshot shows the SciTrack interface for 'Containers and Materials' with the 'Advanced Search' tab selected. On the left, a sidebar menu has 'Locations' highlighted with a red box. Below this, a 'Locations' panel shows a search bar containing 'Sector 300 City>301>7', also highlighted with a red box. A dropdown menu is open, showing a list of locations with checkboxes. '7 (22)' is checked and highlighted with a blue box. Below the dropdown is a 'Lab' list with '713 (7)' highlighted in blue. To the right, a 'Sub Locations' panel lists various storage areas like 'CB-01 (Organic Liquids)' and 'TESTShelf-01'.

# SciTrack Quick Guide – Container Search and Operations (Version 3.0)



## 2. View/edit container information

### A. Navigate






- Scroll to the right to see more container fields
- If more than 200 results are found, navigate to another page to see further results.

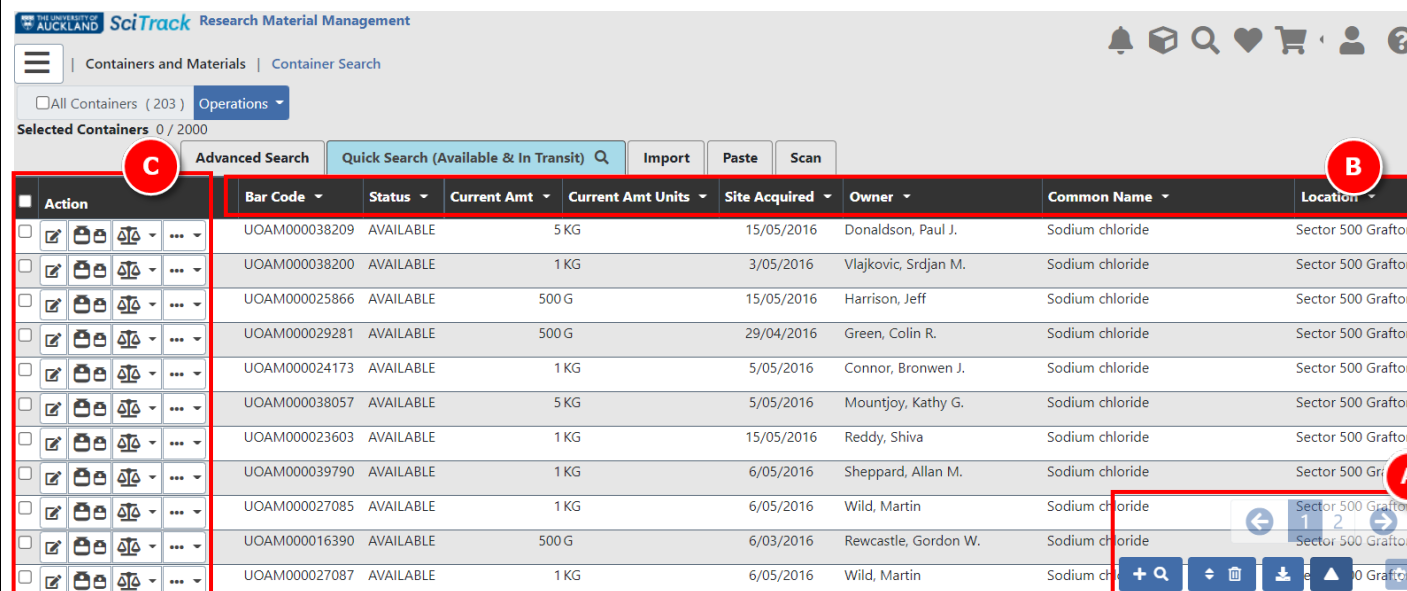
- **Export** results to Excel 

### B. Sort

- Sort the results by one or more fields by clicking  in the column heading.
- Clear the sort by clicking  in the Navigation bar.


### C. Action

- Click  to edit a container. (to change the owner or location, refer to **Step 3** below)
- Click  to replicate a container.
- Click  to edit container amount.
- Click  for more item details.
- Some items have a warning flag  Click this to view hazard information and Codes of Practice for the material.



Action	Bar Code	Status	Current Amt	Current Amt Units	Site Acquired	Owner	Common Name	Location
	UOAM000038209	AVAILABLE	5 KG		15/05/2016	Donaldson, Paul J.	Sodium chloride	Sector 500 Grafton>
	UOAM000038200	AVAILABLE	1 KG		3/05/2016	Vlajkovic, Srdjan M.	Sodium chloride	Sector 500 Grafton>
	UOAM000025866	AVAILABLE	500 G		15/05/2016	Harrison, Jeff	Sodium chloride	Sector 500 Grafton>
	UOAM000029281	AVAILABLE	500 G		29/04/2016	Green, Colin R.	Sodium chloride	Sector 500 Grafton>
	UOAM000024173	AVAILABLE	1 KG		5/05/2016	Connor, Bronwen J.	Sodium chloride	Sector 500 Grafton>
	UOAM000038057	AVAILABLE	5 KG		5/05/2016	Mountjoy, Kathy G.	Sodium chloride	Sector 500 Grafton>
	UOAM000023603	AVAILABLE	1 KG		15/05/2016	Reddy, Shiva	Sodium chloride	Sector 500 Grafton>
	UOAM000039790	AVAILABLE	1 KG		6/05/2016	Sheppard, Allan M.	Sodium chloride	Sector 500 Gr
	UOAM000027085	AVAILABLE	1 KG		6/05/2016	Wild, Martin	Sodium chloride	Sector 500 Grafton>
	UOAM000016390	AVAILABLE	500 G		6/03/2016	Rewcastle, Gordon W.	Sodium chloride	Sector 500 Grafton>
	UOAM000027087	AVAILABLE	1 KG		6/05/2016	Wild, Martin	Sodium chloride	Sector 500 Grafton>

### Tip: View Safety Data Sheet (SDS)

There is a SDS available for most chemicals in SciTrack, provided by Sigma Aldrich. Find it by clicking  in the Action column (C), then select **View SDS**.

### Tip: Warning flags

Warning flags come up when an item is associated to a hazardous list, or if it is marked as expired. Restricted or dangerous items will have a COP (Code of Practice) to refer to. However, most items will state "No COP is available for the selected Material", and this will most likely be because the item is expired.

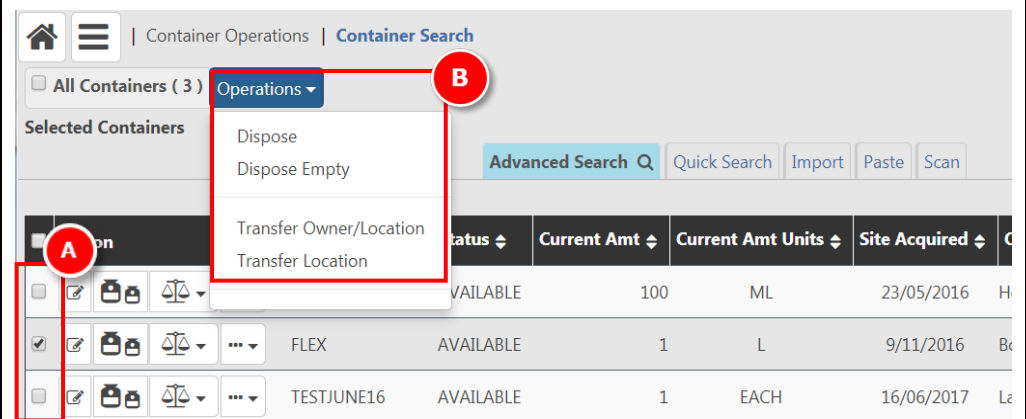
## SciTrack Quick Guide – Container Search and Operations (Version 3.0)

### 3. Container Operations – Transfer location or owner

- A. From your search results, select the containers to transfer.
- B. Click **Operations** and choose **Transfer Owner/Location** to change owner or owner and location, or **Transfer Location** to only change the location.

**Note:**

- Owner defaults to the logged-in user.
- The Locations drop-down is populated by the selected recipient's alternate delivery locations. You may change your own alternate delivery locations in **User Preferences**.



Container Operations | Container Search


All Containers ( 3 ) Operations

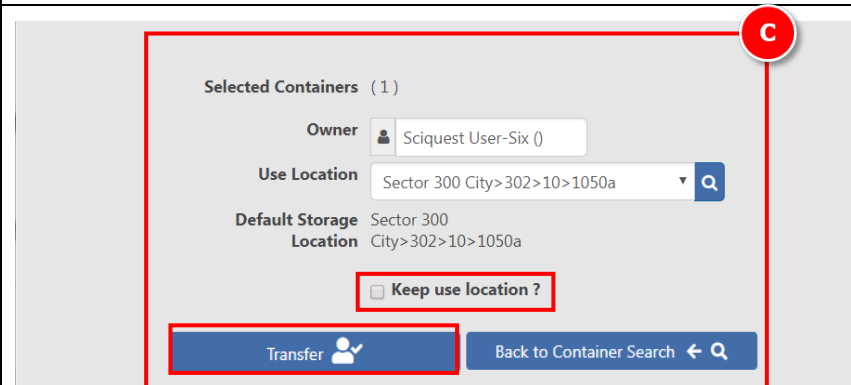
Selected Containers

Advanced Search Q Quick Search Import Paste Scan


	Location	Status	Current Amt	Current Amt Units	Site Acquired	
<input type="checkbox"/>		AVAILABLE	100	ML	23/05/2016	H
<input checked="" type="checkbox"/>	FLEX	AVAILABLE	1	L	9/11/2016	B
<input type="checkbox"/>	TESTJUNE16	AVAILABLE	1	EACH	16/06/2017	Le


#### C. Transfer Owner/Location window

- i. **Change owner**
  - Enter first name or surname in **Owner** field.
  - Click on the desired user's name (**don't press 'Enter'!**)
- ii. **Change location** (optional - check the Keep use location button if you don't want to change the item's location)
  - Select location from drop-down list **OR**
  - If required location is not available, use location button  to select the location.
- iii. Click **Transfer**.





Selected Containers ( 1 )

Owner  Sciquest User-Six ()


Use Location Sector 300 City>302>10>1050a 

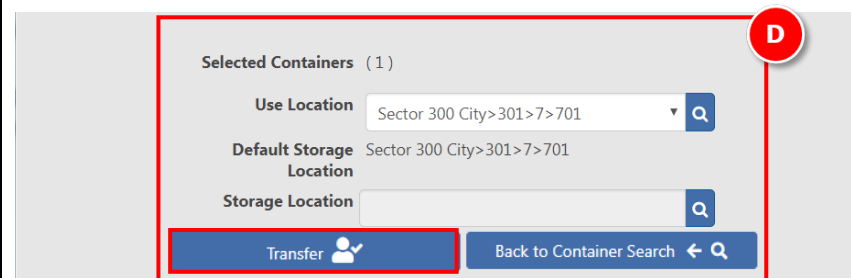
Default Storage Location Sector 300 City>302>10>1050a

Keep use location ?


Transfer  Back to Container Search 

#### D. OR Transfer Location window


- i. **Change location**
  - Select location from drop-down list **OR**
  - If required location is not available, use location button  to select the location (**Leave the Storage Location blank**).
- ii. Click **Transfer**.





Selected Containers ( 1 )

Use Location Sector 300 City>301>7>701 

Default Storage Location Sector 300 City>301>7>701

Storage Location 

Transfer  Back to Container Search 

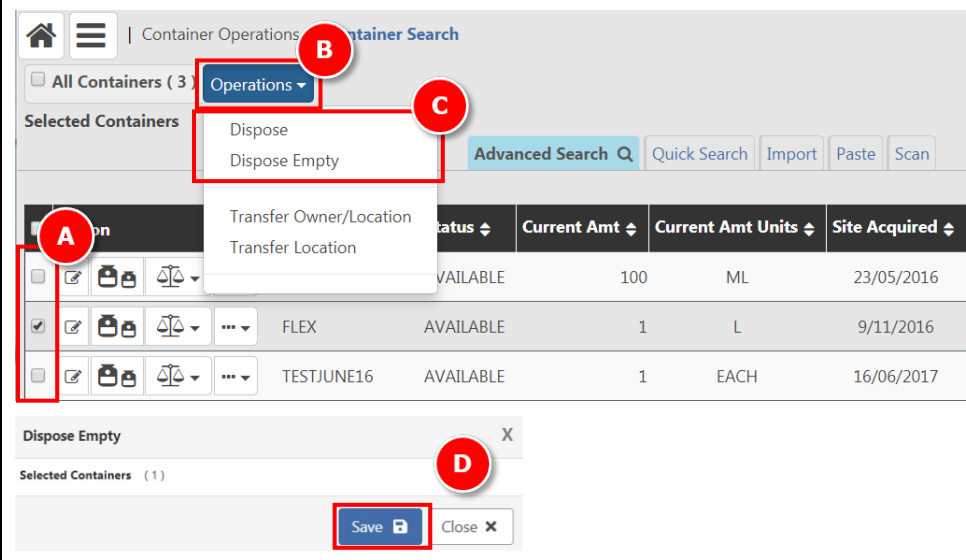
## SciTrack Quick Guide – Container Search and Operations (Version 3.0)

### 4. Container Operations – Dispose

- A. From your search results, select the containers to dispose.
- B. Click **Operations**.
- C. Select:
  - a. **Dispose OR**
  - b. **Dispose Empty**
- D. Click **Save**.

#### Note:

- **Dispose** implies that the material was disposed of by an external contractor or by destroying the material rather than using it up.
- **Dispose Empty** means that the contents have been used up.

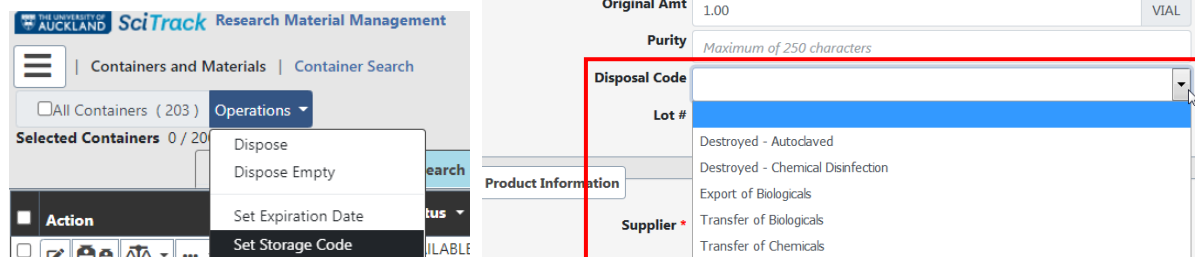


**Important:** When disposing of MPI-restricted biologicals, it is important to record the method of disposal in SciTrack. This is done by editing the container before disposing.

- 1) Follow Step 2 above to edit the container
- 2) Choose the appropriate disposal method listed under **Disposal Code**.
- 3) Click Save

Alternatively, you can select multiple containers from the container search, click Operations drop-down and choose "Set Storage Code".

- 4) Then complete Step 4 above to dispose of the container.



*When disposing cell lines that are thawed for use or culture, this additional step is not required, and the items should be "disposed empty".*