

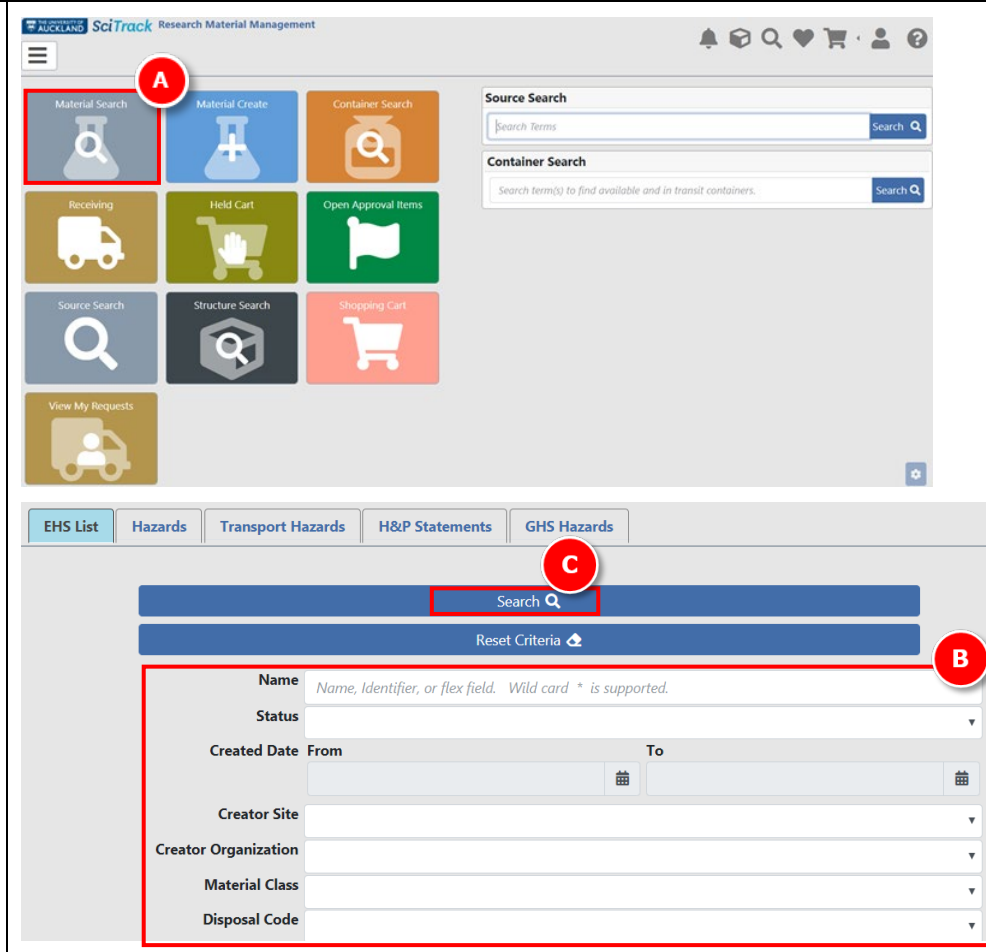
11. Creating Materials and Containers

Overview

This quick guide will show you how to create and edit containers and materials. A material is a substance, (e.g. acetone), and a container is the physical container of the substance with a barcode (e.g. acetone in a 2.5 L container supplied by Merck).

To add a new item (container) to SciTrack, the process is:

1. Search for a material
2. Create new material (if required)
3. Create container
4. Complete container creation

Steps	Screenshots
<p>1. Search for a material</p> <p>A. Click Material Search.</p> <p>B. Enter your material search criteria.</p> <ul style="list-style-type: none">➤ Searching by name requires an <u>exact match</u>. Use a wildcard *. For example, searching for acetic* will return any results that start with "acetic". Searching for *acid will return any results that end with "acid". <p>C. Click Search.</p> <p>If the required material is found, you can:</p> <ul style="list-style-type: none">➤ + Create Container of that material (proceed to Step 3).➤ Edit material (refer to Step 2D for more information).➤ Operations Send selected material(s) to Container Search (Go Container Search, select 'Advanced' tab, check your material is present in the 'Materials' search criteria, select 'Search'.) <p>Tips:</p> <ul style="list-style-type: none">➤ Sort the results by clicking the column heading – Select Ascending or descending as required.➤ Use CAS numbers to search for chemicals.	

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2. Create new material

A. Click **Material Create**.

B. Enter a Common Name for the material.


Note: You can also search and create materials using the additional search options; Import, Paste and Edit (see Quick Guide “5. Substructure search procedures” for explanations of each field).

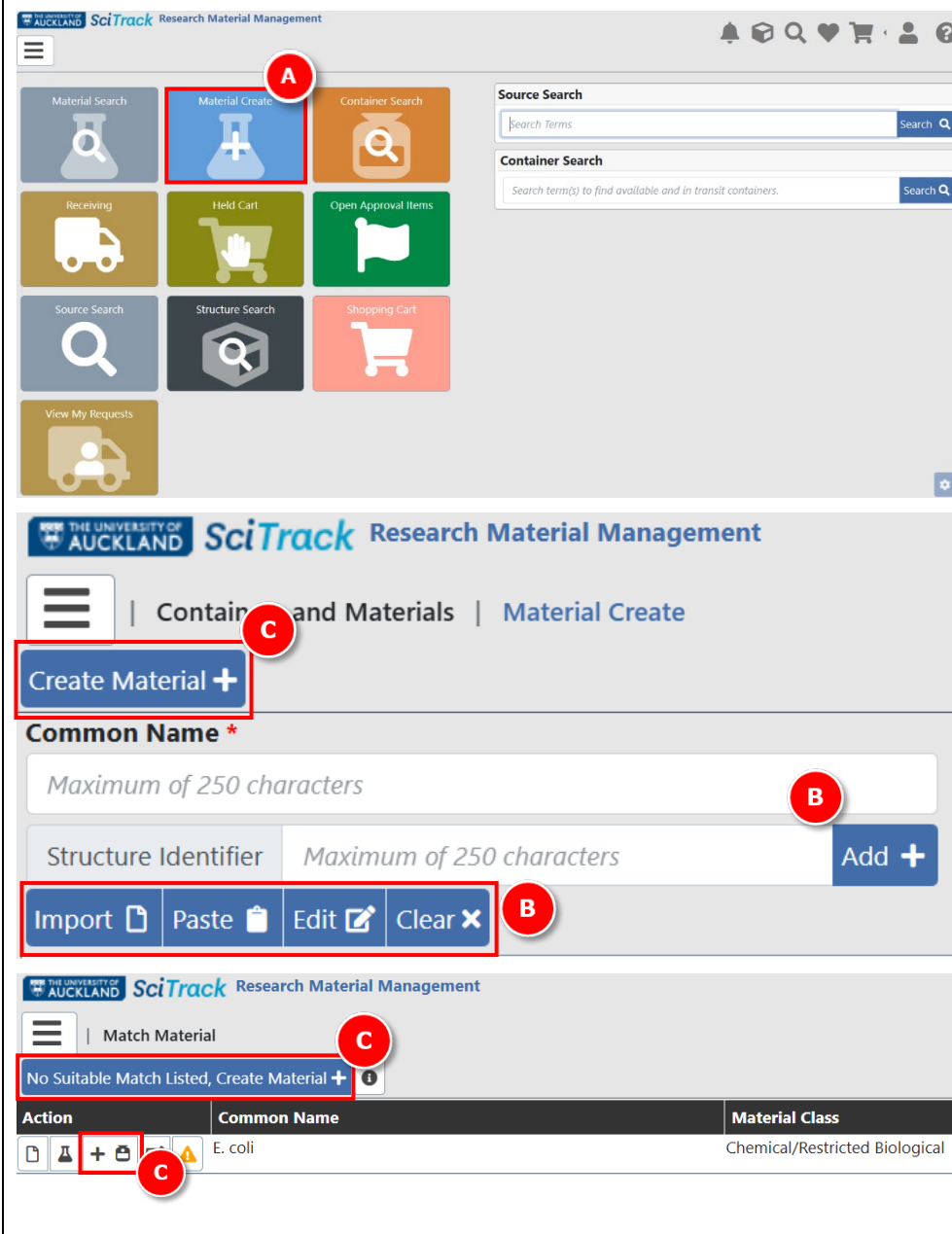
C. Click **Create Material**:

- If SciTrack finds a material with the exact common name, it will return that for use and the **Create Material** button will be disabled.
- If your material name or identifier is similar to other existing SciTrack materials, all potential matches will be displayed.
- If you find a suitable existing material, click  to make a container rather than creating a new material.
- If none of the listed matches is appropriate, click

No Suitable Match Listed, Create Material 

Tip:

- When creating new biological materials, make the common name descriptive and unique to your item.
- A material can be edited to add it to the GMO or RB list by:
 - a. From **Material Search** results, click .
 - b. Enter either **GMO** or **RB** into the **Structure Identifiers** box and click **Add**.








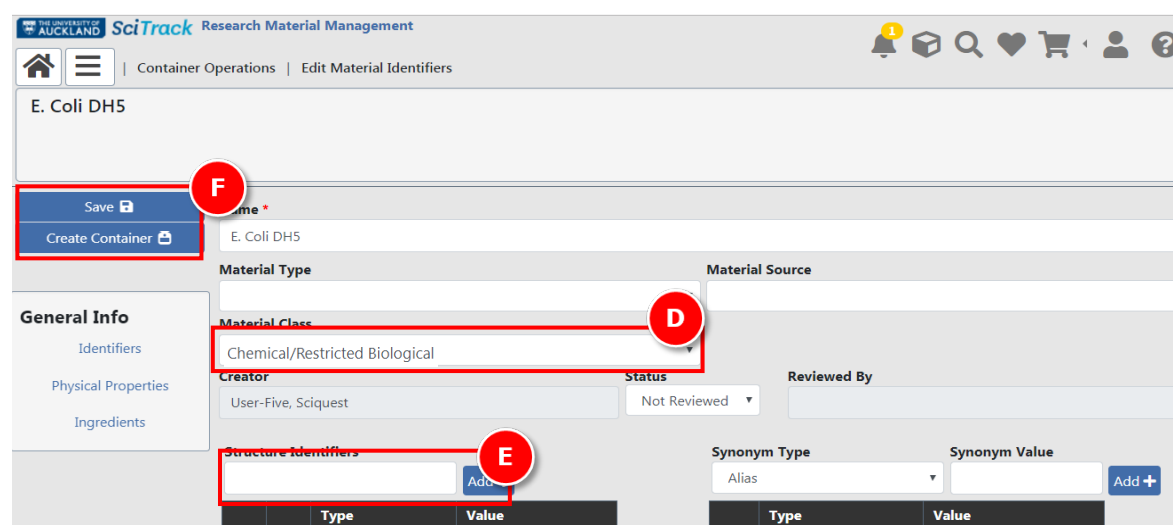
The screenshot displays the SciTrack Research Material Management interface. It shows a grid of navigation buttons including Material Search, Material Create (highlighted with a red circle A), Container Search, Receiving, Held Cart, Open Approval Items, Source Search, Structure Search, and Shopping Cart. Below this is a search section with 'Source Search' and 'Container Search' fields. The main content area shows the 'Material Create' form with a 'Common Name' field (highlighted with a red circle B) and a 'Structure Identifier' field. Below the form are buttons for 'Import', 'Paste', 'Edit', and 'Clear' (highlighted with a red circle B). The bottom section shows search results for 'Match Material' with a 'No Suitable Match Listed, Create Material 

 table. The table has columns for 'Action', 'Common Name', and 'Material Class'. A row is visible for 'E. coli' with a 'Chemical/Restricted Biological' class. A red circle C highlights the 'Create Material' button in the table's action column.


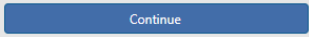
Action	Common Name	Material Class
   	E. coli	Chemical/Restricted Biological

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- D. Select the correct Material Class
- E. Add any required **Structure Identifiers**:
 - a. For all **chemicals**, enter the CAS in the correct format, e.g. 7647-12-7.
 - b. For **restricted biologicals**, enter either **GMO** or **RB** as appropriate (RB = "Restricted Biological", which is restricted for import by MPI).
- F. Click **Save**. To create a container right away, click the **Create Container** button (then proceed to Step 3B).




3. Create container

- A. Follow **Step 1 or 2** to find a material to create a container of and click **+**.
- B. Choose an owner by typing part of the owner's name then clicking the right person's name.
- C. Scan or type the barcode(s) for the new container(s) and click Add+ after each one.
- D. Click .

➤ **It is compulsory to change the owner to the Principal Investigator/Lab Manager who is the responsible owner of the container.**

➤ If you are not given the option to enter barcodes, you will need to change your preferences (see quick guide "2. Configure preferences", step 1B).

 button, labeled 'A'. The bottom screenshot shows the 'Create Container' page with a dropdown menu for 'Owner'. A red box highlights the dropdown menu, labeled 'B', showing options like 'User' and 'User 2 Training'." data-bbox="421 445 905 861"/>

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4. Complete container creation

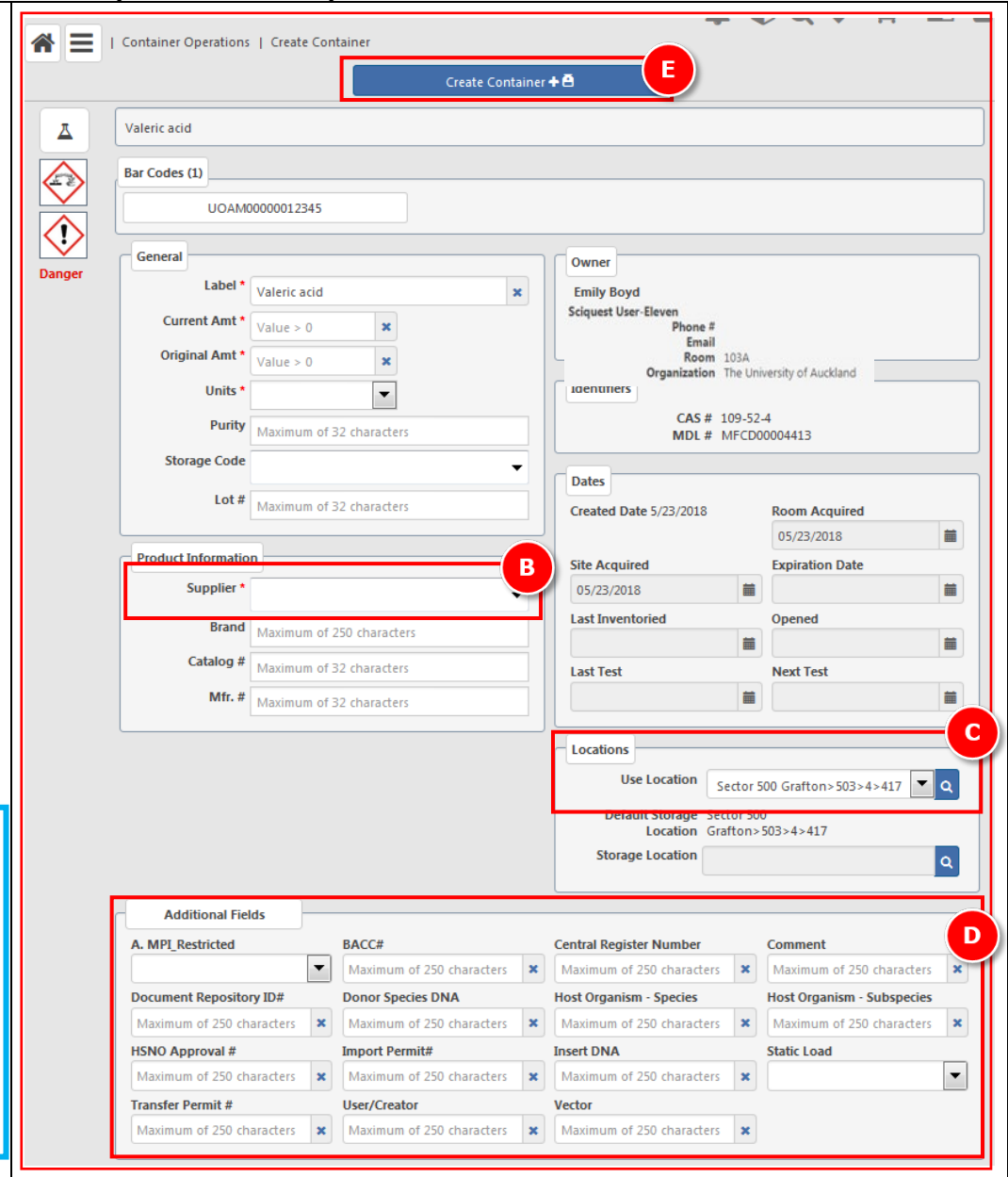
- A. Enter all required information:
 - B. For **Supplier**:
 - Select **UOA created** if the material is newly created in the University of Auckland.
 - Select **Non-Commercial Collaborator** for items that have been transferred or imported from other sources but not purchased.
 - C. Select desired location from **Use Location** drop-down list or choose any location by clicking the magnifying glass.
 - D. Complete **Additional Fields** where applicable for biologicals.
- All imported or transferred biologicals must have a Central Register Number, and a BACC or import/transfer permit number.
 - GMOs must have a HSNO Approval number.
 - Species, vector and insert DNA information must be included where applicable to the type of biological.

- E. Click 

Barcodes for biological items

If you are using pre-printed bar codes, you may use freezer labels, microtube labels, or Nunc® tubes with etched barcodes. These are available from your Stockroom.

If it is not feasible to use physical barcodes, you may change your user preferences temporarily to allow SciTrack to generate a virtual barcode. Refer to SciTrack Quick Guide "2. Configure preferences" for instructions on changing your barcode preference.



The screenshot shows the 'Create Container' form in SciTrack. The form is titled 'Container Operations | Create Container' and has a 'Create Container + 🗑️' button at the top right, labeled 'E'. The form is divided into several sections:

- General:** Includes fields for 'Label' (Valeric acid), 'Current Amt' (Value > 0), 'Original Amt' (Value > 0), 'Units', 'Purity' (Maximum of 32 characters), 'Storage Code', and 'Lot #' (Maximum of 32 characters).
- Product Information:** Includes a 'Supplier' field (labeled 'B'), 'Brand' (Maximum of 250 characters), 'Catalog #' (Maximum of 32 characters), and 'Mfr. #' (Maximum of 32 characters).
- Owner:** Includes fields for 'Emily Boyd', 'Sciquest User-Eleven', 'Phone #', 'Email', 'Room' (103A), and 'Organization' (The University of Auckland). It also shows 'CAS # 109-52-4' and 'MDL # MFCD00004413'.
- Dates:** Includes 'Created Date' (5/23/2018), 'Room Acquired' (05/23/2018), 'Site Acquired' (05/23/2018), 'Expiration Date', 'Last Inventoried', 'Opened', 'Last Test', and 'Next Test'.
- Locations:** Includes a 'Use Location' dropdown menu (Sector 500 Grafton> 503> 4> 417) and a 'Storage Location' dropdown menu (Sector 500 Grafton> 503> 4> 417), both labeled 'C'.
- Additional Fields:** A table of fields for biological items, labeled 'D':

A. MPI_Restricted	BACC#	Central Register Number	Comment
Maximum of 250 characters	Maximum of 250 characters	Maximum of 250 characters	Maximum of 250 characters
Document Repository ID#	Donor Species DNA	Host Organism - Species	Host Organism - Subspecies
Maximum of 250 characters	Maximum of 250 characters	Maximum of 250 characters	Maximum of 250 characters
HSNO Approval #	Import Permit#	Insert DNA	Static Load
Maximum of 250 characters	Maximum of 250 characters	Maximum of 250 characters	
Transfer Permit #	User/Creator	Vector	
Maximum of 250 characters	Maximum of 250 characters	Maximum of 250 characters	