2. Configure preferences

1. **Configure user preferences**
2. **Change your accessible sites**
3. **Edit preferred search locations**
4. **Edit alternate delivery locations**
5. **Customise user interface**

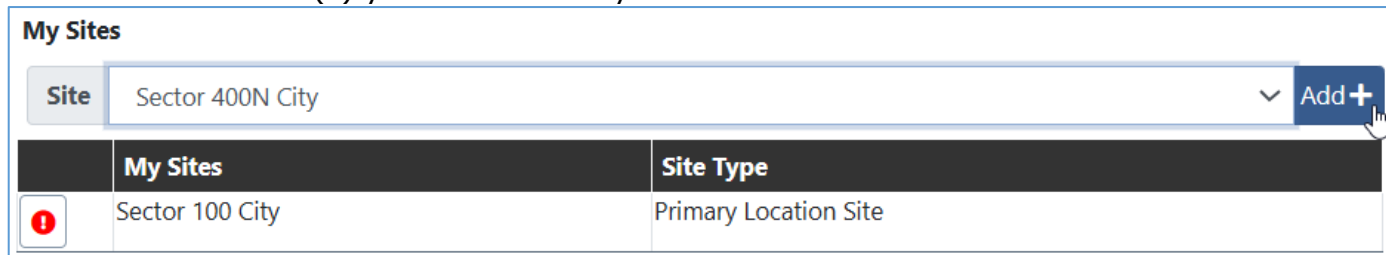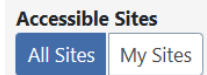| Steps	Screenshots
1. Configure User Preferences A. Click 👤 and select **User Preferences**. **Tip:** the option highlighted blue shows what is currently selected B. **Pre-Printed Bar Codes must be set to Yes.** You may switch this to 'No' temporarily when creating containers of restricted biologicals that are too small for physical barcodes. C. Click **Save**. **Optionally:** ➢ Change your **Primary Location** by clicking 🔍. ➢ Change your accessible/visible sites using the Accessible Sites or My Sites options (see below for details) **For optimal use of SciTrack, leave Search Sites as "My Sites" if your work with chemicals/restricted biologicals is within one building or sector.** If you use labs in two different sites*, or otherwise need to have oversight across multiple sectors then you may change your accessible sites as shown on page 2. *A University 'site' is a group of adjacent or nearby buildings, e.g. Sector 100 City (Biology), Sector 300 City (Science), Sector 400 City (Engineering), Sector 500 Grafton (Medical and Health Sciences), Sector 900 Newmarket (Engineering).	
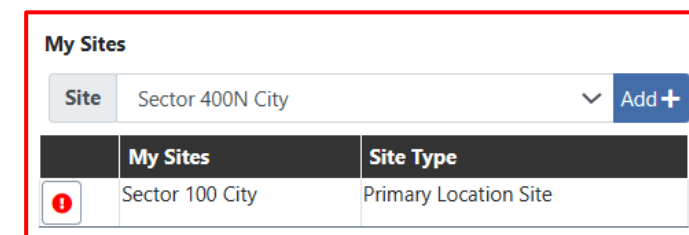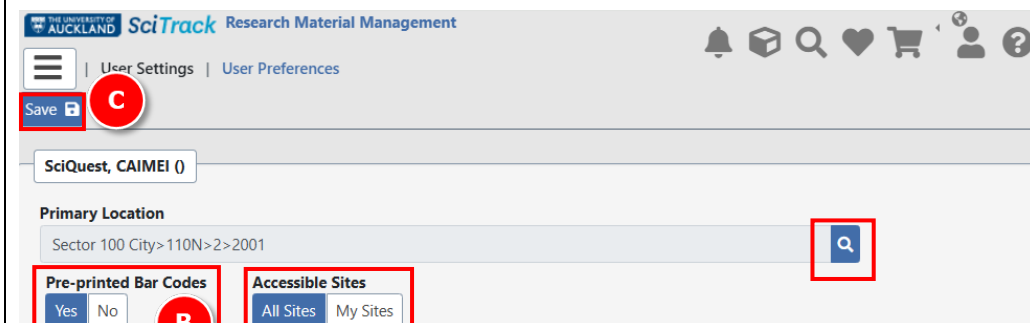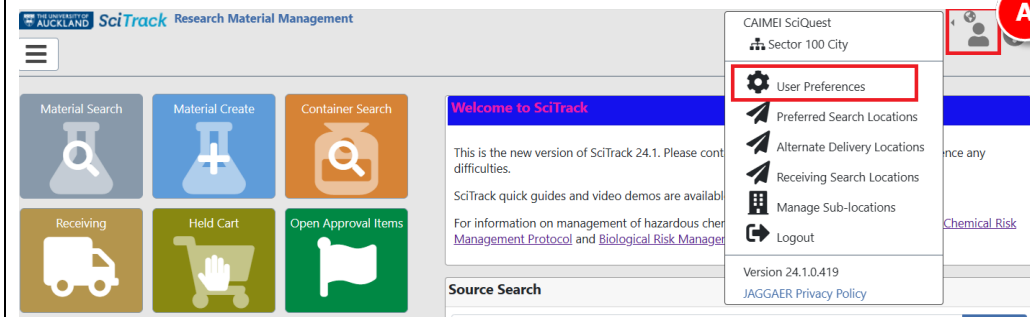
2. Change Accessible Sites preference

In SciTrack, the information you see is restricted to that of the Sites you have visibility of. This affects Held Carts, Recipients/owners, selectable locations, Open Approval Items (carts awaiting DLP approval), Source Search and Container Search, POs in Receiving, and reports. Below are the options for managing your accessible sites.

1) The best option is to add required Sites to your My Sites list. This selection is found at the bottom of the User Preferences page. Select the site(s) you need visibility of and click Add+:

My Sites

Site	Sector 400N City	Add +

	My Sites	Site Type
❗	Sector 100 City	Primary Location Site

2) Alternatively, changing your preference of Accessible Sites to All Sites on the User Preferences page, gives visibility of all sites

Accessible Sites
All Sites | My Sites

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:

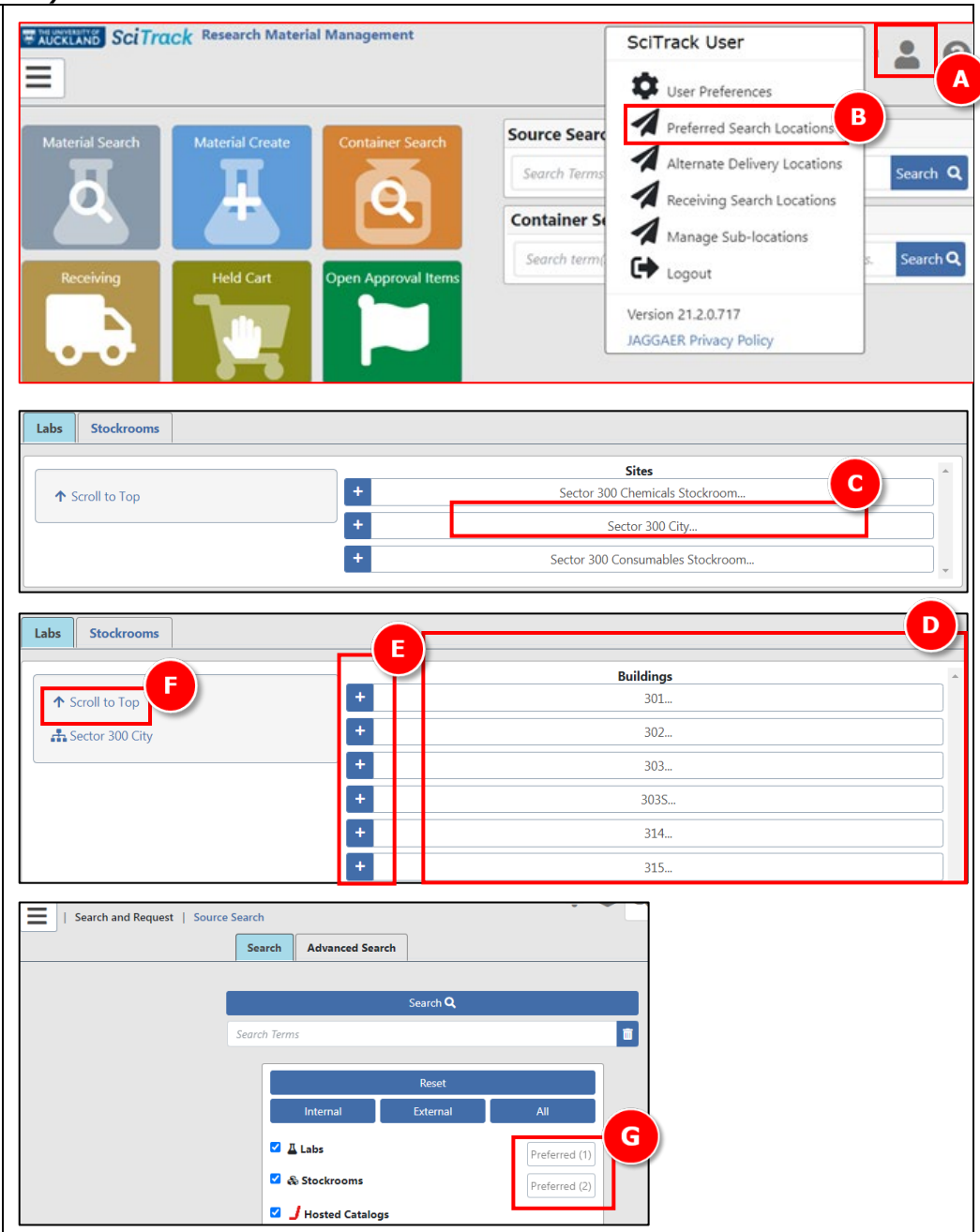| Store Sector	Terms of use
Sector 100 City (School of Biological Sciences)	Staff/students of the School of Biological Sciences or who work in labs in Sector 100.
Sector 300 City (School of Chemical Sciences)	Staff/students of the School of Chemical Sciences or who work in labs in Sector 300.
Sector 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.

3. 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 a list of 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 must 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 access to multiple sites with stockrooms.
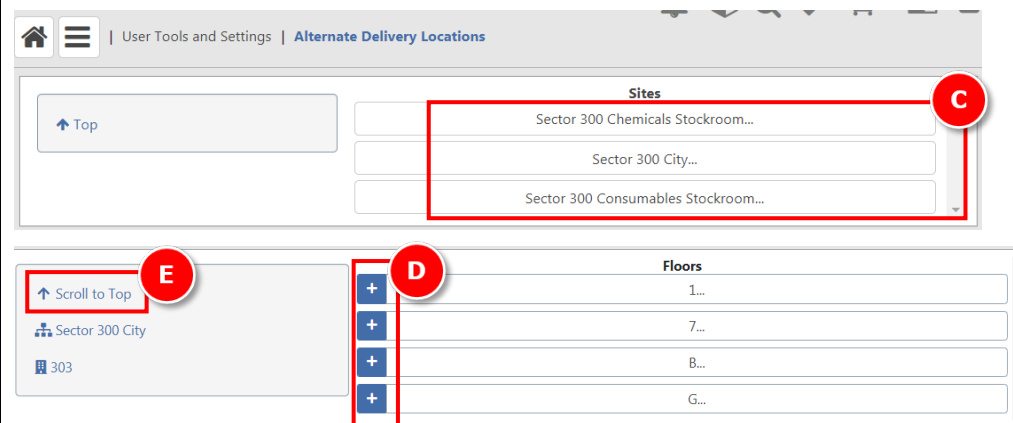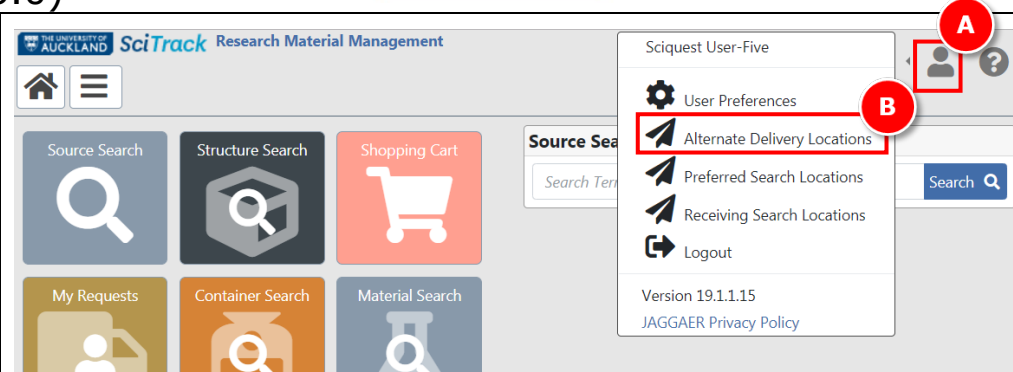
4. Edit alternate 'delivery' locations

Note: The delivery address of your SciTrack purchases is defaulted based on the Sector of your primary location. 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*

A. Click 👤.
B. Select **Alternate Delivery Locations.**
C. Select **Sector, Building** and **Floor** to open a list of 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.

5. Customise user interface

A. Click ⚙.

B. Click the x icon to remove a tile or widget. ❌

   Click the edit icon to change the colour of a tile. 🖉

C. Click and drag the tiles or widgets to rearrange their order.

D. Select a new tile from the dropdown and click Add Tile to add it to your home page

E. 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.