## Overview
This quick guide will show you how to stocktake your SciTrack items, and perform a location transfer of multiple items.

1. **Prepare your inventory reconciliation spreadsheet**
2. **Optional – Perform the location transfers**

### Steps

#### 1. Prepare inventory reconciliation spreadsheet

**A.** Download the inventory reconciliation spreadsheet from the SciTrack website:

[https://www.auckland.ac.nz/scitrack-info](https://www.auckland.ac.nz/scitrack-info)

**B.** There are two ways to record the stocktake data:

<table>
<thead>
<tr>
<th>Type in</th>
<th>OR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scan</td>
<td>● Scan the container barcodes in column B&lt;br&gt;● Type in the location information&lt;br&gt;● The User ID is the UPI of the person performing the stocktake</td>
</tr>
</tbody>
</table>

### Screenshots

#### Type-in Stocktake template

<table>
<thead>
<tr>
<th>Container Bar Code</th>
<th>Container Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>UOACD00012345</td>
<td>LP%Q608</td>
</tr>
<tr>
<td>UOACD00012346</td>
<td>LP%Q608</td>
</tr>
</tbody>
</table>

#### Scan-only stocktake template

Use for a whole lab stocktake of chemicals where all sublocations have SciTrack barcode stickers.

### C. Send the completed spreadsheet to scitrack@auckland.ac.nz or if you use the type-in spreadsheet, you can perform the transfers in SciTrack yourself as described in section 2 below.
2. Optional – Perform the location transfers
➔ If you use the Type in spreadsheet, you can perform the transfers yourself.

A. Click **Container Search**.
B. Select search option **Paste**. Paste a list of barcodes to search.
C. Check the New Search box to clear any previous search results.
D. Click **Search**.
E. Select All Containers checkbox
F. Click **Operations** and choose **Transfer Location**. Alternatively choose **Transfer Owner/Location** to change owner and location.
G. **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**.

H. **OR Transfer Owner/Location window**
   
i. **Change owner**
   - Enter first name **or** surname in **Owner** field.
   - Click on the desired user’s name

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**.