SciQuest ERM Cheat Sheet - Working with Containers

**Note:** All container owners must be current Principal Investigators.

Creating a new Container

As a Researcher you may want to create a Container. To do this, go to the **Materials** tab.

**Enter** the text search criteria in Name/Identifier field. It can be a common name, MDL number, CAS number or Custom Compound ID. Wildcard (*) can also be used in this field.

Click the search icon and **Right Click** the selected material in the result pane

**Select** the “Create Container” option
A **Container** dialogue window appears

Complete the container information. **It is compulsory to change the owner to the Principal Investigator who will be the responsible owner of the container.** Locations of containers are also required.

For MPI restricted items, it is compulsory to enter the following information into SciQuest:

- MPI restricted status (true)
- BACC#
- Document repository ID#
- Donor species DNA (insert donor species) (only for GMO)
- Host organism – species (only for GMO)
- Host organism – subspecies (only for GMO)
- HSNO approval # (for GMO and competent cells)
- Import permit number
- Insert (only for GMO)
- Transfer permit # (this can be obtained from the lab manager/technical team leader)
- Vector (only for GMO)

**Note:** For Supplier, Select “UOA created” if the material is a newly generated material or GMO created in the University of Auckland.
Depending on your preference settings, either SciQuest ERM automatically generates a Barcode for the new container (circled in red in the following screenshots) or you can scan/enter a pre-printed barcode (circled in blue in the following screenshots).

Click the **Save** button to save the container.

**Printing labels for a container**

Go to the **Search** tab. Search for the container.

**Right Click** the selected container in the result pane.

Select **Print Bar Codes**
Replicating an existing container

As a Researcher you may want to replicate an existing container.

Go to the **Search** tab and Search for the container.

**Right Click** the selected container in the result pane.

Select **Container Operations** and Select **Replicate**.

A **Replicate** dialogue window appears.

**Enter** the number of containers to create. Check the **Copy Dates from Original Container** box if preferred.

Depending on your preference setting, either SciQuest ERM automatically generates a Barcode(s) for the new container(s) or allows you to scan/enter pre-printed Barcode(s).
**Viewing a container**

Go to the **Search** tab. Search for the container.

**Right Click** the selected container in the result pane.

Select **View Container**

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**Checking container history**

Go to the **Search** tab. Search for the container.

**Right Click** the selected container in the result pane.

Select **Container History**.

The information on owner, location, quantity, status and dispense are displayed under different tabs.
**Editing a container**

Go to the **Search** tab. Search for the container.

**Right Click** the selected container in the result pane.

Select **Container Operations**, then **Edit**

Depending on your permissions, the selected container may be edited. If not, the following error message appears.

![Not Authorized](image)

**Transferring a container**

Go to the **Search** tab. Search for the container.

**Right Click** the selected container in the result pane.

Select **Container Operations**, then **Transfer**.

Note: The **default** identity and location of the current user is automatically populated. Please ensure the original owner is **NOT** changed if the container is only intended to be temporarily relocated.
• Changing the storage location
  You can change the storage location by **Pressing** the **Use** button and changing the location or **pressing** the **Storage** button and changing the location.

  Press the **Transfer** button to confirm the transfer.

• Transferring Ownership of the Container

  **Reminder:** Only Principal Investigator can be a container owner.

  You can change the Owner of the Container by **Pressing** the **Owner** button

  Find the new Owner using their last name, select the new owner. The new owner’s default location is automatically populated.

  Press the **Transfer** button to confirm the transfer.

  The transfer of ownership and location is recorded and can be checked under **Container History**
Updating the quantity of material in a Container

Go to the Search tab. Search for the container of interest (as outlined in section 3).

**Right Click** the selected container in the result pane and Select View Container, then **Update Quantity**

Enter the end amount in the **End Amount** field and press **OK**