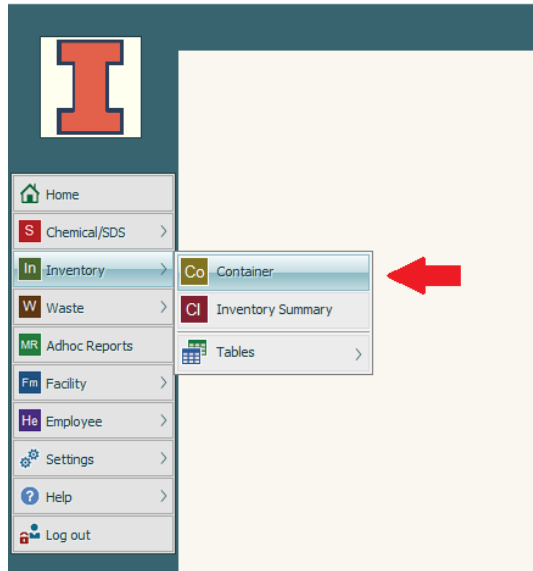


# Moving Containers to New Locations in EMS Chemical Inventory

## 1. Moving single container to new location

- Click on “Inventory” found on the left side of the page followed by “Container”



- Enter the container barcode in the corresponding data field and click “Search”

The screenshot shows the 'Search' form in the application. The 'Barcode' field is highlighted with a red arrow and contains the value '123456'. The 'Search' button is visible at the bottom right.

Search	
<b>Barcode:</b>	Equals <input type="text" value="123456"/>
<b>Material Name:</b>	Equals <input type="text"/>
<b>Supplier:</b>	Equals <input type="text"/>
<b>CAS:</b>	Equals <input type="text"/>
<b>Building:</b>	Equals <input type="text"/>
<b>Room:</b>	Equals <input type="text"/>
<b>Location:</b>	Equals <input type="text"/>
<b>Container Quantity:</b>	Greater than <input type="text" value="0"/>
<b>Last Name:</b>	Equals <input type="text"/>
<b>First Name:</b>	Equals <input type="text"/>
<b>Container Added:</b>	Greater than <input type="text"/>
<b>Location ID:</b>	Equals <input type="text"/>
<b>PI:</b>	Equals <input type="text"/>

- Click on the “Menu” icon on the right side of the search results and select “Dispose/Consume Quantity”

The first screenshot shows a table with 11 columns: Barcode, Material Name, Location, Room, PI, CAS#, Quantity, Unit, # of Contai..., SDS, and a menu icon. The data row contains: 123456, 2-Aminoquinoline 97%, 0116-346-Room, 346, Steven Zimmerman, 580-22-3, 5.00, GRAM, 1, and SDS. A red arrow points to the menu icon. A blue arrow points down to the second screenshot.

The second screenshot shows the same table with a context menu open over the menu icon. The menu options are: Edit, TR Transfer, and TR Dispose/Consume Quantity. A red arrow points to the 'Dispose/Consume Quantity' option.

- The following box will pop up. The only field that needs any data is the “Location” field. You will enter in the location name for where the container will be moved to. In the example below, the user wanted to move the container to 348 RAL so they typed ‘0116-348’ in the field to get a list of all available locations and chose the ‘Room’ location.

The 'Container Transfer' dialog box has the following fields: Location (highlighted with a red arrow), Location ID, Employee Last, Employee First, Employee #, and Notes. There are 'Ok' and 'Cancel' buttons at the bottom.

The 'Container Transfer' dialog box shows the Location field with '0116-348' entered. A dropdown list is open, showing the following options:

Loc/Desc.	Location ID	Building	Building Number
0116-348-Cabinet	101925	Roger Adams Labor	0116
0116-348-Freezer	101926	Roger Adams Labor	0116
0116-348-Room	101924	Roger Adams Labor	0116

The '0116-348-Room' option is highlighted with a red arrow. There are 'Ok' and 'Cancel' buttons at the bottom.

The screenshot shows a 'Container Transfer' dialog box with the following fields:

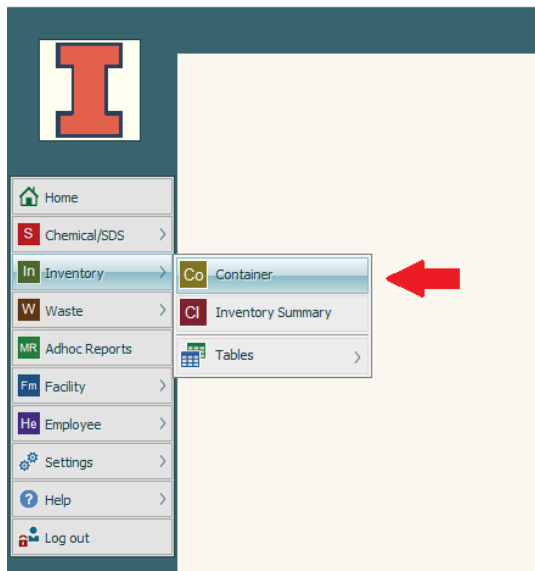
- Location: 0116-348-Room
- Location ID: 101924
- Employee Last: [Empty]
- Employee First: [Empty]
- Employee #: [Empty]
- Notes: [Empty text area]

Buttons: Ok, Cancel

- Once the location information has been populated, click “Ok”.

## 2. Moving multiple containers to a new location

- Click on “Inventory” found on the left side of the page followed by “Container”



- Enter any necessary search criteria to bring up the list of containers that need to be moved. Likely the easiest way to do this is to enter the barcodes for all of the containers. Each barcode ID will need to be separated by a semicolon (;) in the search field. Once the search criteria have been entered, click “Search”.

**Search**

Barcode: Equals [123456;110000;120000]

Material Name: Equals [ ]

Supplier: Equals [ ]

CAS: Equals [ ]

Building: Equals [ ]

Room: Equals [ ]

Location: Equals [ ]

Container Quantity: Greater than [ 0 ]

Last Name: Equals [ ]

First Name: Equals [ ]

Container Added: Greater than [ ] [ ]

Location ID: Equals [ ]

PI: Equals [ ]

Search



3 records

Barcode	Material Name	Location	Room	PI	CAS#	Quantity	Unit	# of Contai...	SDS
110000	N,N-DIISOPROPYLETHYLAMINE	0116-260-Room	260	Paul Hergenrother	7087-68-5	2.00	LITERS	1	
120000	TITANIUM(IV) ISOPROPOXIDE	0116-374-Bench3	374	Christina White	546-68-9	500.00	ML	1	
123456	2-Aminoquinoline 97%	0116-346-Room	346	Steven Zimmerman	580-22-3	5.00	GRAM	1	

- If every container that shows up in your search results needs to be moved to a new location, click on “Actions” at the top of the page, go to “Container Transactions”, then to “Transfer”, and finally click on “Current Lookup”.

New Search Add Actions Tools Help

Labels

Transfer → Current Lookup

Dispose\Consume Quantity

Multiple Records

Container Request

Populate Container Links

Surplus

Save Search

BOL

Kit

- The following box will pop up. The only field that needs any data is the “Location” field. You will enter in the location name for where the containers will be moved to. In the example below, the user wanted to move the containers to 348 RAL so they typed ‘0116-348’

in the field to get a list of all available locations and chose the 'Room' location. Once the location information has been populated, verify that all of the containers in the current lookup indeed should be moved to this new location and click "Ok".

Container Transfer

Location:  Location ID:

Employee Last:  Employee First:  Employee #:

Notes:

**You have selected to Transfer the Current Lookup, which may affect multiple records.**

Ok Cancel



Container Transfer

Location: 0116-348 Location ID:

Employee Last:  Employee #:

Loc/Desc.	Location ID	Building	Building Number
0116-348-Cabinet	101925	Roger Adams Labor	0116
0116-348-Freezer	101926	Roger Adams Labor	0116
0116-348-Room	101924	Roger Adams Labor	0116

**You have selected to Transfer the Current Lookup, which may affect multiple records.**

Ok Cancel



Container Transfer

Location: 0116-348-Room Location ID: 101924

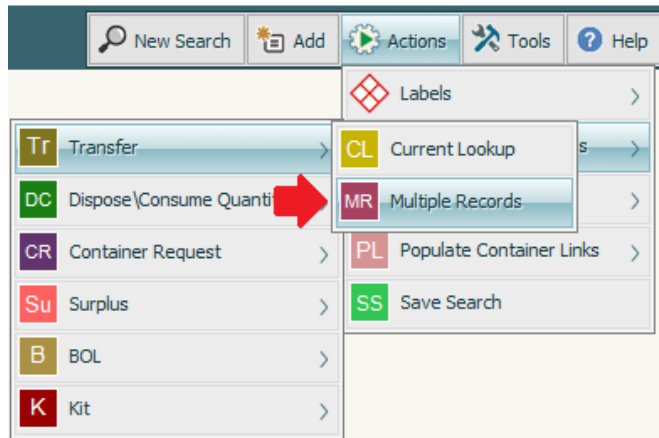
Employee Last:  Employee First:  Employee #:

Notes:

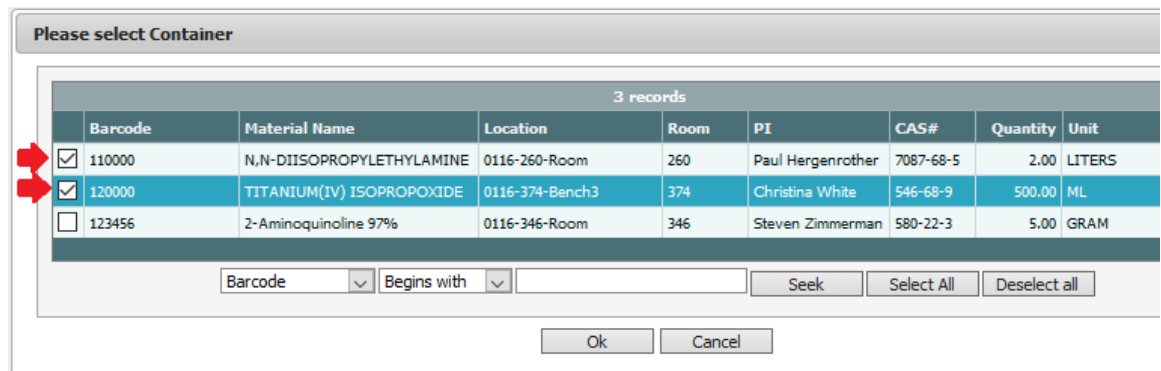
**You have selected to Transfer the Current Lookup, which may affect multiple records.**

Ok Cancel

- If you only want to remove a subset of the containers that have appeared in the search results, click on "Actions" at the top of the page, go to "Container Transactions", then to "Transfer", and finally click on "Multiple Records".



- The following box will pop up. Each container in your search results will have a checkbox next to it. You will click the checkbox next to each container you want to move to a new location. In this example, the user only wanted to move the containers with barcode IDs 110000 and 120000. The container with barcode ID 123456 will remain in its current location. Once you have selected all of the containers to be moved to a new location, click “Ok”.



- The following box will pop up. The only field that needs any data is the “Location” field. You will enter in the location name for where the containers will be moved to. In the example below, the user wanted to move the containers to 348 RAL so they typed ‘0116-348’ in the field to get a list of all available locations and chose the ‘Room’ location. Once the location information has been populated, verify that all of the containers in the current lookup indeed should be moved to this new location and click “Ok”.

**Container Transfer** [X]

Location:  Location ID:

Employee Last:  Employee First:  Employee #:

Notes:

Ok Cancel



**Container Transfer** [X]

Location:  Location ID:

Employee Last:

Loc/Desc.	Location ID	Building	Building Number
0116-348-Cabinet	101925	Roger Adams Labor	0116
0116-348-Freezer	101926	Roger Adams Labor	0116
0116-348-Room	101924	Roger Adams Labor	0116

Employee #:

Ok Cancel



**Container Transfer** [X]

Location:  Location ID:

Employee Last:  Employee First:  Employee #:

Notes:

Ok Cancel