


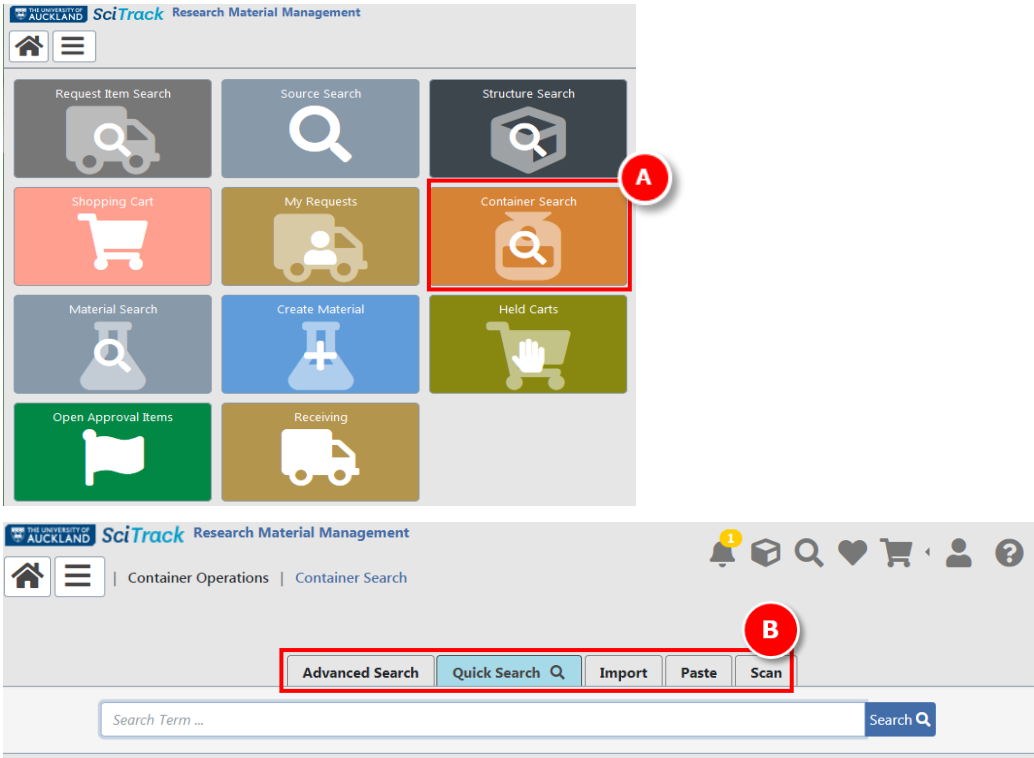
10. Container Search and Operations

Container (inventory) search, edit, transfer, dispose

Overview

This quick guide will show you how to search the internal inventory and make changes by transferring, editing, or disposing of items. All container operations start with Container Search.

1. Container Search
2. View/Edit container information
3. Container operations – transfer location and owner
4. Container operations - disposal

Steps	Screenshots
<p>1. Container Search</p> <p>A. Click Container Search.</p> <p>B. Select search option and perform search</p> <ol style="list-style-type: none">a. Quick Search: searches all container fields including name, CAS number, biological descriptors, barcode, and supplier.b. Advanced Search: returns items that match all of the criteria specified<ul style="list-style-type: none">o Contains – exact search (If multiple words are entered, those words must appear together exactly as entered). <u>Type in CAS numbers rather than pasting</u>o Owner – type in the owner's first or last name, and click to select.o Location – choose from the drop-down list or click  to choose another location.<ul style="list-style-type: none">▪ The locations drop-down is populated with your alternate delivery locations. You may change your own alternate delivery locations in User Preferences.c. Import: import a list of barcodes in a .csv file to search.d. Paste: type or paste a list of barcodes to search.e. Scan: scan barcodes to search.	

Notes:

- **Starting a new search will clear previous search results. The exception is when using the Paste tab; check the New Search box to clear previous results.**
- Maximum of 50,000 results are returned.
- Search results only display items in your sector.

Disposed items will appear in the search results unless the status is specified in an Advanced Search.

Tip: Advanced Search - using location selection

When choosing a custom location to search, your current selection is displayed in the top bar. In the example shown, floor 7 in building 301 is selected.

- Choose a Sector, building, or floor by checking the box next to the selected location.
- Use the dropdown lists to select a different building or floor.
- Choose a room or sublocation by clicking the location name, making sure all boxes are unchecked

Tip: Advanced Search - using material search results


- You can search for a list of materials in Material Search and send the results to the Container Search page by choosing **Operations -> Send Materials to Container Search**

See Quick Guide **11. Create a new material or container** for material search instructions



2. View/edit container information

A. Navigate

- Scroll to the right to see more container fields
- If more than 200 results are found, navigate to another page to see further results.

- **Export** results to Excel 





B. Sort

- Sort the results by one or more fields by clicking  in the column heading(s).
- Clear the sort by clicking  in the Navigation bar.

C. Action

- Click  to edit a container.

(to change the owner or location, refer to **Step 3** below)











































- Click  to replicate a container.
- Click  to edit container amount.
- Click  for more item details.
- Some items have a warning flag . Click this to view hazard information and Codes of Practice for the material.

Container Operations | Container Search

All Containers (168) Operations


Selected Containers 0 / 2000

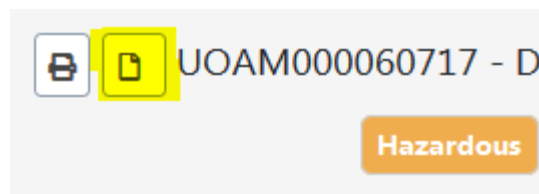
Advanced Search Quick Search Import Paste Scan

Action	Bar Code	Status	Current Amt	Current Amt Units	Site Acquired	Owner	Common Name	Location
   	UOAC000022556	AVAILABLE	1	KG	2/03/2016	Simpson, Cathr	Magnesium chloride hexahydrate	Sector 300 City>303>B>B25>Bay>Shelf-01
   	UOAC000022768	AVAILABLE	500	G	31/05/2016	Quek, Siew-Young	Magnesium chloride hexahydrate	Sector 300 City>303>1>103E>
   	UOAC000022763	AVAILABLE	500	G	31/05/2016	Quek, Siew-Young	Magnesium nitrate hexahydrate	Sector 300 City>303>1>103E>
   	UOAC000014794	AVAILABLE	25	G	18/03/2016	Ware, David	Magnesium	Sector 300 City>303>1>103C>Shelf-01
   	UOAC000014804	AVAILABLE	25	G	18/03/2016	Ware, David	Magnesium	Sector 300 City>303>1>103C>Shelf-01
	UOAC000014796	AVAILABLE	25	G	18/03/2016	Ware, David	Magnesium	Sector 300 City>303>1>103C>Shelf-01
   	UOAC000014795	AVAILABLE	25	G	18/03/2016	Ware, David	Magnesium	Sector 300 City>303>1>103C>Shelf-01
   	UOAC000014867	AVAILABLE	3	KG	18/03/2016	Ware, David	Talc	Sector 300 City>303>1>103C>Shelf-01
   	UOAC000023817	AVAILABLE	500	G	18/03/2016	Ware, David	Magnesium sulfate	Sector 300 City>303>1>103C>CB-04
   	UOAC000023664	AVAILABLE	2	KG	18/03/2016	Ware, David	Magnesium chloride	Sector 300 City>303>1>103C>CB-03
	UOAC000023656	AVAILABLE	500	G	18/03/2016	Ware, David	Magnesium chloride hexahydrate	Sector 300 City>303>1>103C>CB-04
   	UOAC000023655	AVAILABLE	500	G	18/03/2016	Ware, David	Magnesium chloride hexahydrate	Sector 300 City>303>1>103C>CB-03

Navigation: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168

Tip: View Safety Data Sheet (SDS)

There is a SDS available for most chemicals in ERM. Find it by clicking  in the Action column (C), then select **View Container**. Then click the document icon in the top left corner of the screen:

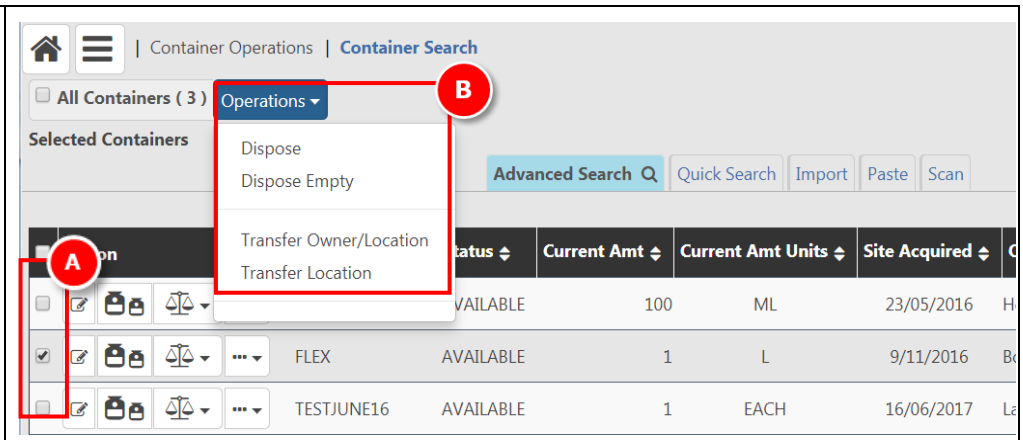


3. Container Operations – transfer location or owner


- A. From your search results, select the containers to transfer.
- B. Click **Operations** and choose **Transfer Owner/Location** to change owner or owner and location, or **Transfer Location** to only change the location.

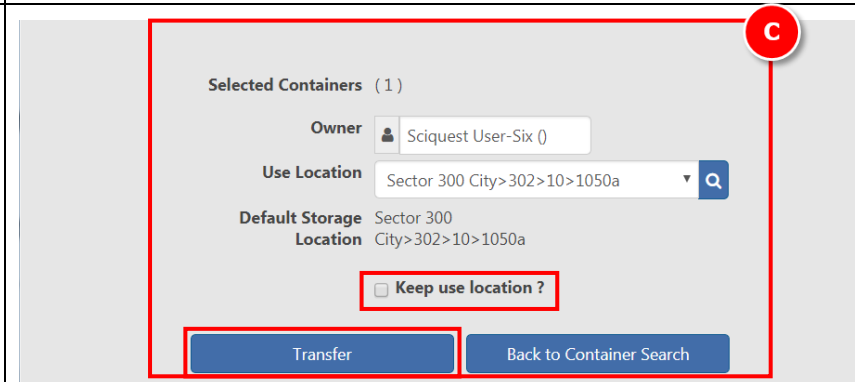
Note:

- Owner defaults to the logged-in user.
- The Locations drop-down is populated by the selected recipient's alternate delivery locations. You may change your own alternate delivery locations in **User Preferences**.




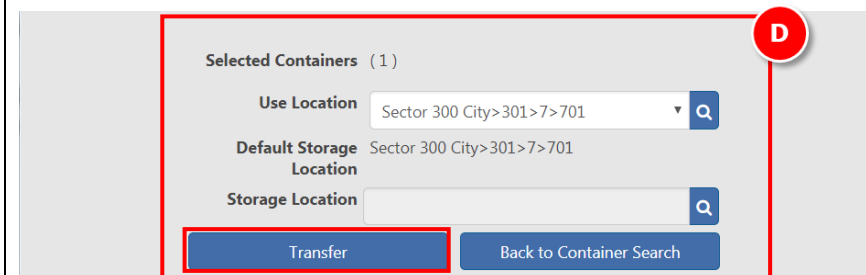
C. Transfer Owner/Location window

- i. **Change owner**
 - Enter first name or surname in **Owner** field.
 - Click on the desired user's name (don't press Enter!)
- 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**.



D. OR 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 (Ignore Storage Location).
- ii. Click **Transfer**.



4. Container Operations – dispose

- A. From your search results, select the containers to dispose.
- B. Click **Operations**.
- C. Select:
 - a. **Dispose OR**
 - b. **Dispose Empty**
- D. Click **Save**.

Note:

- **Dispose** implies that the material was disposed of by an external contractor or by destroying the material rather than using it up.
- **Dispose Empty** means that the contents have been used up.

The screenshot shows the 'Container Operations' page in SciTrack. At the top, there's a 'Container Search' bar. Below it, a table lists containers. A red box labeled 'A' highlights the 'Operations' dropdown menu. A red box labeled 'B' highlights the 'Operations' button. A red box labeled 'C' highlights the 'Dispose' and 'Dispose Empty' options in the dropdown menu. A red box labeled 'D' highlights the 'Save' button in the 'Dispose' dialog box.

Important: When disposing of MPI-restricted biologicals, it is important to record the method of disposal in SciTrack. This is done by editing the container before disposing.

- 1) Follow Step 2 above to edit the container
- 2) Choose the appropriate disposal method listed under **Disposal Code**.
- 3) Click Save
- 4) Then complete Step 4 above to dispose of the container.

When disposing cell lines that are thawed for use or culture, this additional step is not required and the items should be "disposed empty".

The screenshot shows the 'General' tab of the container edit form. A red box highlights the 'Disposal Code' dropdown menu, which is open, showing options like 'Destroyed - Autoclaved', 'Destroyed - Chemical Disinfection', 'Export of Biologicals', 'Transfer of Biologicals', and 'Transfer of Chemicals'.