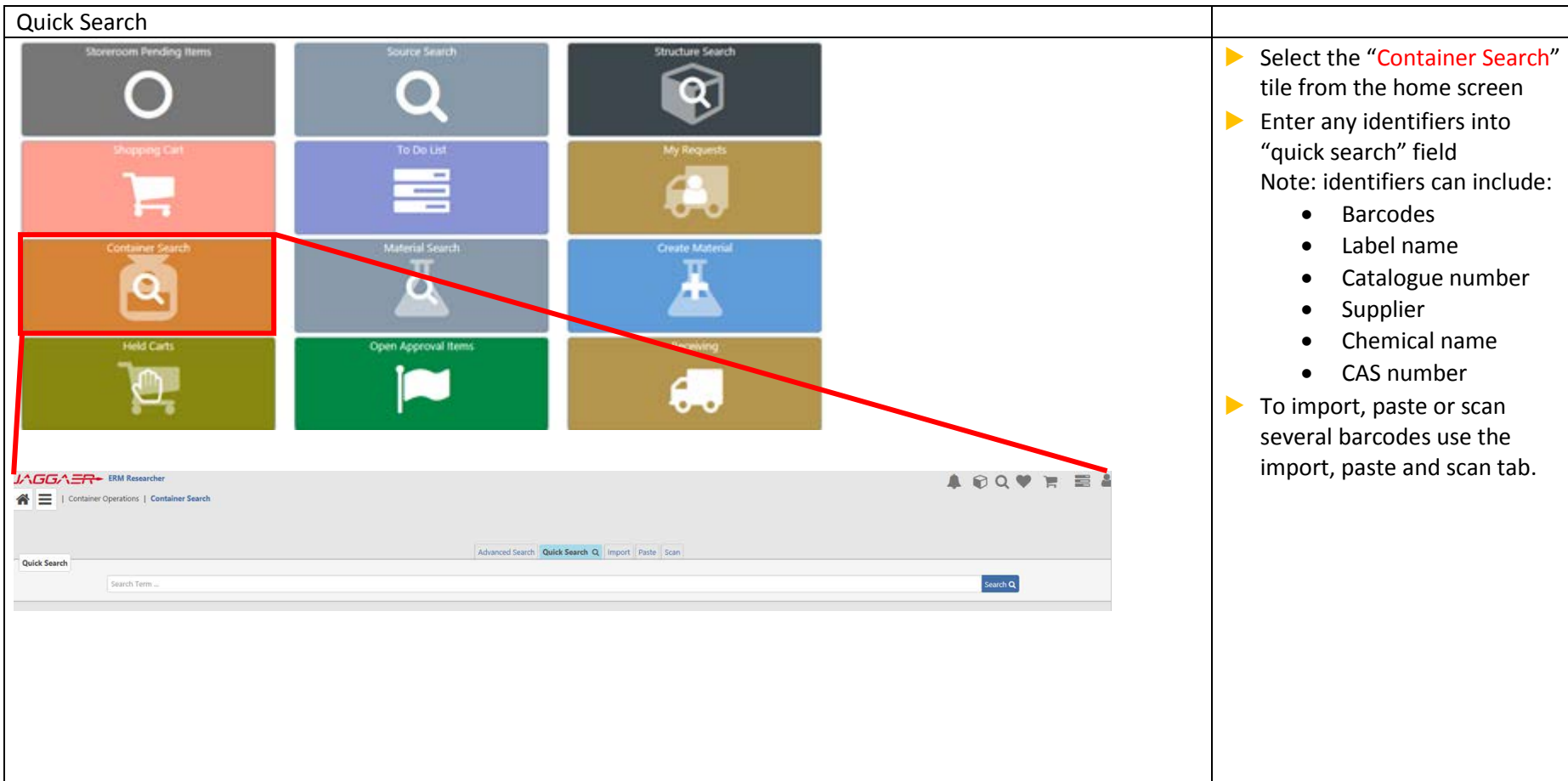


Quick Search



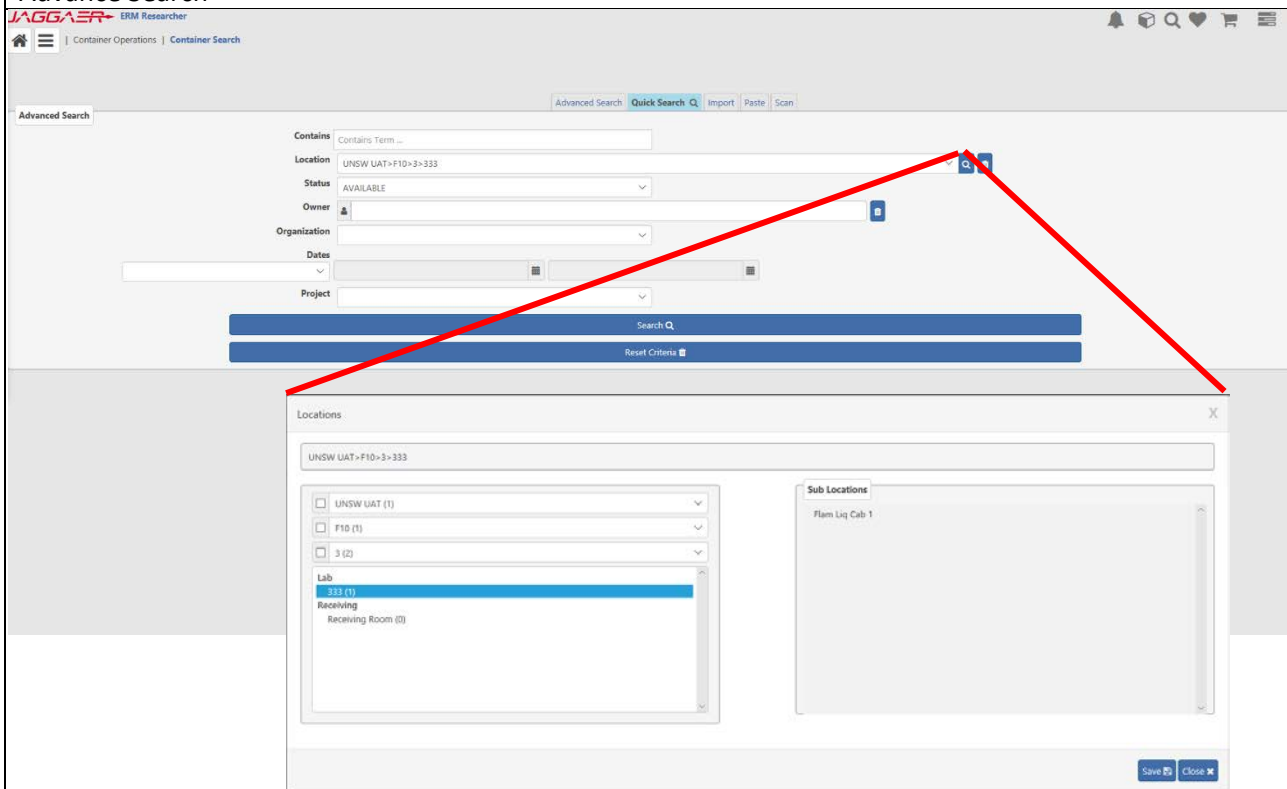
▶ Select the “**Container Search**” tile from the home screen

▶ Enter any identifiers into “quick search” field
Note: identifiers can include:

- Barcodes
- Label name
- Catalogue number
- Supplier
- Chemical name
- CAS number

▶ To import, paste or scan several barcodes use the import, paste and scan tab.

Advance Search



- ▶ Select “advance search” tab
- ▶ Using the different search criteria to filter result set:
 - Location: can either use the drop-down menu of deliver to locations or Select the search icon to access the location tree
 - Status: Selection of available, ALL, disposed, disposed empty or in transit
 - Owner: type in owner’s last name and select the desired user from the drop-down menu
 - Organisation: Select the desired organisation group from the drop-down menu
 - Dates: Specify the date type and start and end dates
- ▶ Click the blue “search” button to commence search.

Container Search and Operations

JAGGAER ERM Researcher

Container Operations | Container Search

All Containers (63) Operations

Selected Containers 0 / 2000

Advanced Search Quick Search Import Paste Scan

Action	Bar Code	Status	Current Amt	Current Amt Units	Site Acquired	Owner
<input type="checkbox"/> 1 2 3	347335	AVAILABLE	2.5	L	3/11/2015	Adilla, Vina
<input type="checkbox"/> View Container			2.5	L	9/05/2017	Adilla, Vina
<input type="checkbox"/> View Container History			2.5	L	9/05/2017	Adilla, Vina
<input type="checkbox"/> View MSDS			2.5	L	9/05/2017	Adilla, Vina
<input type="checkbox"/> View Safety Label			2.5	L	9/05/2017	Adilla, Vina
<input type="checkbox"/> Print Label			2.5	L	9/05/2017	Adilla, Vina
<input type="checkbox"/> ...	419407	AVAILABLE	2.5	L	29/04/2017	Adilla, Vina

- ▶ (1) Edit container: Allow users to edit label name, current amount and suppliers
- ▶ (2) Replicate Container: allows user to replicate detail of an existing container. Users have the option of choosing to keep dates from the source container.
- ▶ (3) "...": additional container information such as current container details, container history, SDS, safety label and print barcode label.

Container Search and Operations

JAGGAER ERM Researcher

Container Operations | Container Search

All Containers (63) Operations

Selected Containers

Quick Search Import Paste Scan

Action	Current Amt	Current Amt Units	Site Acquired	Owner	Common Name	Location
1 [Action Icon] [Operation Dropdown]	2.5	L	3/11/2015	Aldilla, Vina	Acetone	CHEM
[Action Icon] [Operation Dropdown]	2.5	L	9/05/2017	Aldilla, Vina	Hexane	CHEM
[Action Icon] [Operation Dropdown]	2.5	L	9/05/2017	Aldilla, Vina	Hexane	CHEM
[Action Icon] [Operation Dropdown]	2.5	L	9/05/2017	Aldilla, Vina	Hexane	CHEM
[Action Icon] [Operation Dropdown]	2.5	L	29/04/2017	Aldilla, Vina	Hexane	CHEM
[Action Icon] [Operation Dropdown]	2.5	L	9/05/2017	Aldilla, Vina	Diethyl ether	CHEM
[Action Icon] [Operation Dropdown]	2.5	L	14/03/2017	Aldilla, Vina	Acetone	CHEM
[Action Icon] [Operation Dropdown]	2.5	L	23/02/2017	Aldilla, Vina	Diethyl ether	CHEM
[Action Icon] [Operation Dropdown]	4	L	7/02/2017	Aldilla, Vina	Acetonitrile	CHEM
[Action Icon] [Operation Dropdown]	402207	AVAILABLE	7/02/2017	Aldilla, Vina	Hexane	CHEM

- ▶ To perform a container operation, select the container by marking the check-box (1)
- ▶ Click on the “operation” button (2) and select the desired container operation task (3)

Note: Container Operation Task

Dispose: changes containers status to disposed

Dispose Empty: changes containers status to disposed empty but container status cannot be changed back to available

Set in Transit: changes container status to in transit

Transfer owner/location: changes ownership and location of container

Transfer location; only changes location of container