Container Search and Operations

**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.
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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.
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- (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.
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