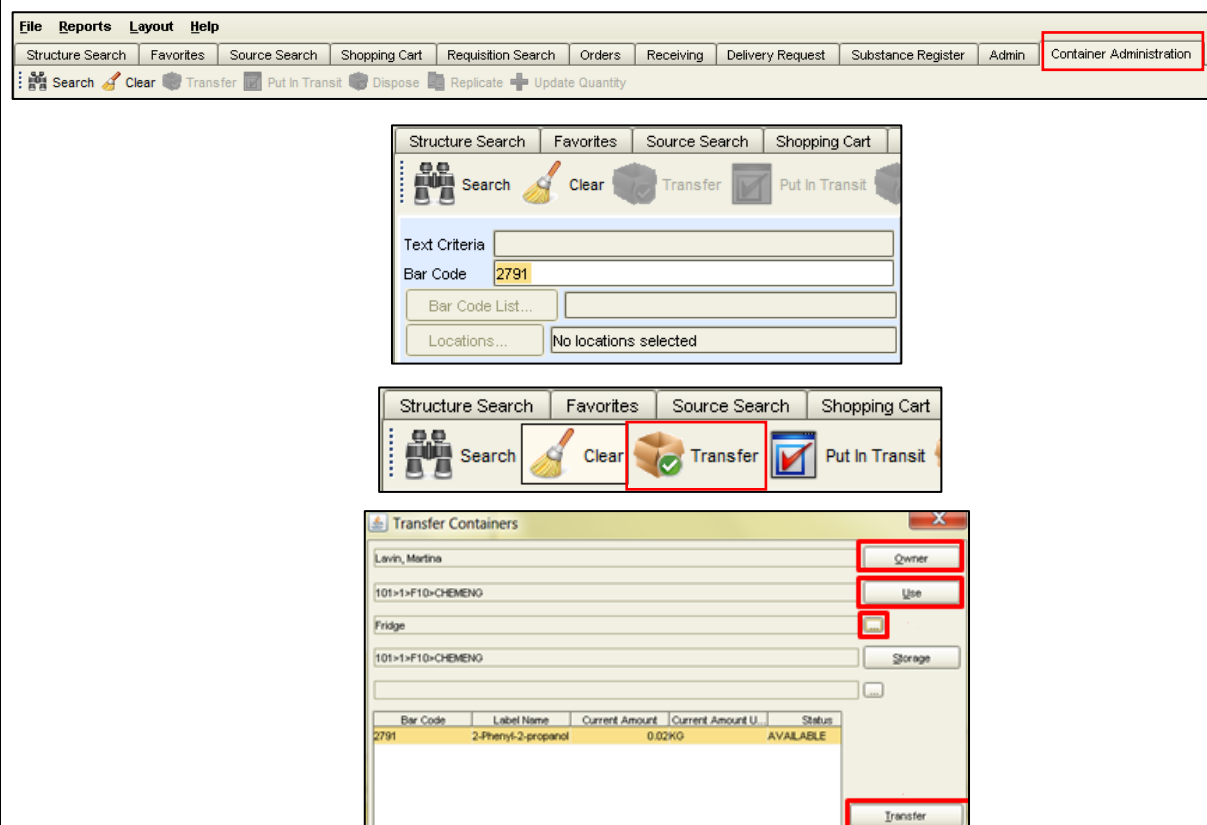


Container Administrator Operations

Container Location Transfer and Owner Operations




The screenshot shows the JAGGAER software interface. The top menu bar includes 'File', 'Reports', 'Layout', and 'Help'. Below it is a navigation bar with tabs for 'Structure Search', 'Favorites', 'Source Search', 'Shopping Cart', 'Requisition Search', 'Orders', 'Receiving', 'Delivery Request', 'Substance Register', 'Admin', and 'Container Administration' (highlighted with a red box). A toolbar below the navigation bar contains icons for 'Search', 'Clear', 'Transfer', 'Put In Transit', 'Dispose', 'Replicate', and 'Update Quantity'.

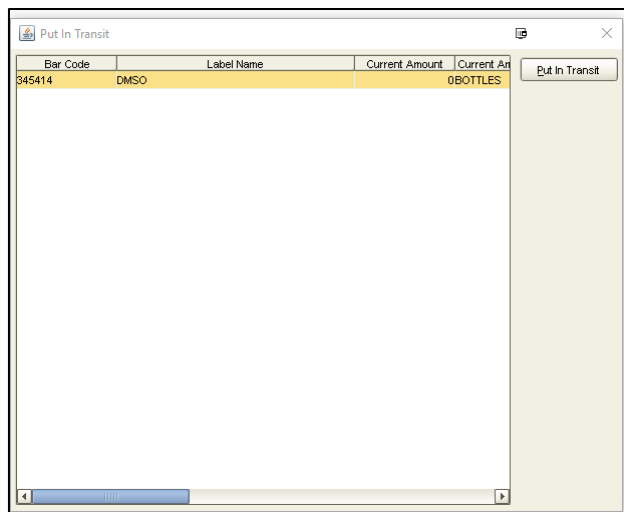
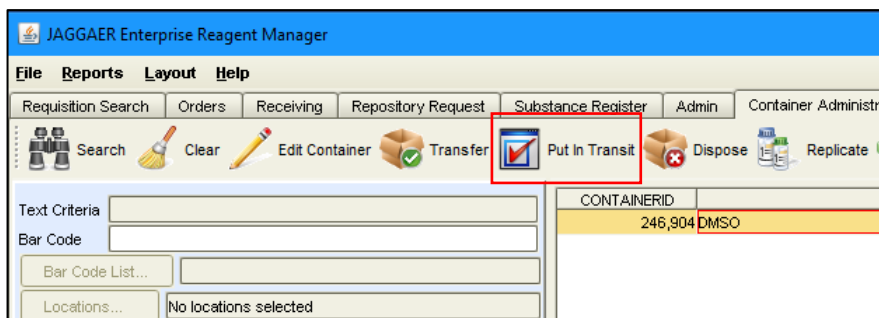
The main window shows a search interface with a 'Text Criteria' field, a 'Bar Code' field containing '2791', and a 'Locations...' field showing 'No locations selected'. Below this is a toolbar with 'Search', 'Clear', 'Transfer' (highlighted with a red box), and 'Put In Transit'.

The 'Transfer Containers' window is open, showing a list of containers. The 'Owner' tab is selected, and the 'Use' button is highlighted with a red box. The 'Transfer' button at the bottom right is also highlighted with a red box. The table below shows the following data:

Bar Code	Label Name	Current Amount	Current Amount U.	Status
2791	2-Phenyl-2-propanol	0.02KG		AVAILABLE

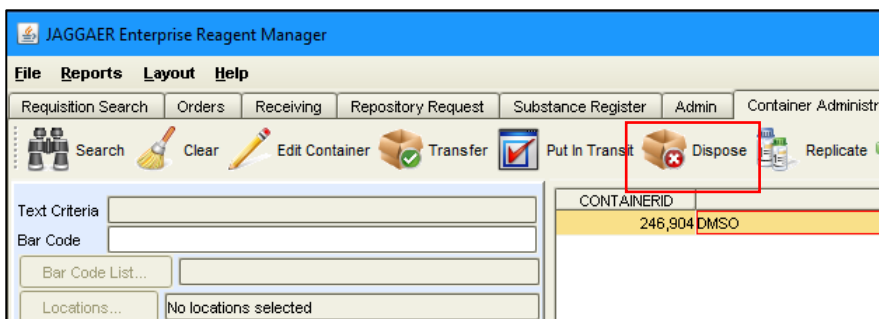
- ▶ Click on the **Container Administration** tab
- ▶ Place your cursor in the Bar Code field and scan the container using the wedge scanner
OR Click on the “**Bar code list**” button to either select “**Import barcodes**” from text file **OR** paste a list of barcodes
- ▶ Select the container returned in the results set and either use the right mouse click to bring up the container operations menu or click on the **Transfer** icon at the top of the page
- ▶ This opens up the ‘**Transfer Containers**’ window. Select the appropriate **Owner** (this defaults to logged in user but click on the **Owner** tab to select another person if required)
- ▶ Click on the **Use** tab to select a different location if required (this defaults to logged in user’s location)
- ▶ Click on the  button to select the sublocation (e.g. flammable cabinet 1 or fridge etc.)
- ▶ Press the “**Transfer**” button to complete the transfer of the container.

Container Administrator Operations



- ▶ **In transit Operation:** this operation is used to change the status of container into “in-transit” for container auditing process.
- ▶ Follow steps from “**Container Location Transfer and Owner Operation**” Select the container in the result window and click on In-transit button
- ▶ This prompt an In-Transit window to appear and click the Put In-transit button to complete the action

Container Administrator Operations



Disposing of container:

- ▶ Follow step 1-3 from “[Container Location Transfer and Owner Operation](#)”
- ▶ Select the container in the result window and click on Dispose
- ▶ This will prompt a Dispose Containers window and of dispose button for containers which still has leftover material or dispose empty button for completely empty containers

