How to Replicate a container from existing container data

**METHOD 1**

1. Select “Container Administration” tab
2. Click on “Text Criteria”, Type container name with “*” either side of word
3. Press Search
4. Highlight the container having details similar to your new container (e.g. name, size, manufacturer..)
5. Then select ‘Replicate’
6. Ensure “Copy Dates from Original Container” is UNSELECTED. Press OK

**Method 1:** replicates the data from an existing container e.g. exact same size and vendor but it requires you to take note of the barcode number

**Method 2** (pg. 4): You create a new container by viewing the material from an existing container. Then do transfer and print as normal.
7. Make a note of the Bar Code number
8. Select “No” to Print Bar Codes and Click “OK”

Now that your new container has been logged into SciQuest ERM, you need to transfer it to its exact location and print its barcode:

9. Still within the Container Admin window, clear all and then type in your barcode from step 7.
10. Press Search

11. Highlight the container returned in the results field and select “Transfer”
12. Update “Owner”. Owner defaults to person making changes. (Change as required e.g. to research group leader etc.)
13. Update the “Use” location. Choose the lab in which this container is used
14. Update “Storage” location
15. Update Sublocation storage details (e.g. flam liq cabinet)
16. Click “Transfer”
17. Highlight the container and print the barcode with its updated location details
METHOD 2

1. Within the Container Admin window, type in the name using wildcard before and after the name
2. Select the container of interest and right click to ‘View Material’

3. This enables access to the ‘Create Container’ icon
4. Save and print barcode in the usual manner

Enter the container size details.

Edit the fields highlighted in red e.g.
- Owner
- Location (incl. sublocation stored)
- Any additional info. as required