How to transfer a container to its location

There are two methods available to perform a container transfer operation. One is from the Source Search tab and the other is from the Container Administration tab (not everyone has access to the latter tab)

**Method 1: Using the Source Search tab**

1. Login to ERM and select the **Source Search** tab

2. Click on the **Inventory** tab to bring up the Barcode field [the SpendDirector tab is used for narrowing down searches in the Hosted Catalogs]

3. Place your cursor in the Bar Code field

4. Scan the barcode on the container using the wedge scanner

5. Select the container returned in the results set and right click on it to bring up the container operations menu. Choose container operations and then select **Transfer**

6. 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)
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7. Click on the Use tab to select a different location if required (this defaults to logged in user’s location)
8. Click on the button to select the sublocation (e.g. flammable cabinet 1 or fridge etc.)
9. Press the “Transfer” button to compete the transfer of the container
10. Then logout by selecting File->Logout

Method 2: Using the Container Administration tab

A. Click on the Container Administration tab

B. Place your cursor in the Bar Code field and scan the container using the wedge scanner

C. 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

D. Follow steps 6 to 10 (as above) once the Transfer Operations window open