Creating a Container

There are two methods to create a container: either by using the Source Search tab or by using the UNSW Substance Register tab. **Note:** You cannot create a container unless the Substance is already on the UNSW substance register i.e. it already exists at UNSW.

**Method 1 (using the Source Search tab)**

1. Click on the Source Search tab
2. Search only in internal inventory (either labs, stores or repository with Hosted Catalogs set to ‘None’)
3. Enter the name, or CAS or MDL number etc. in the appropriate field
4. Right-click on the container returned in the results set and choose View Material which opens up the ‘Material Maintenance’ tab
5. Click on the icon for the container to create a new container
6. This opens up the Container dialog box. Now go to Step 6 below
Method 2 (using the UNSW Substance Register tab). **Note: certain roles to not have access to this tab**

1. Before you create a container your substance must first be on the UNSW Substance Register. Click on the “Substance Register” tab
2. Press the “clear” button (to ensure review status and creator site is set to All)
3. Type in either the substance name or CAS number in the Name/Identifier” field then press
4. If the substance is not found then **first create a new material by following the ‘Create a new Material procedure’**
5. Right-click on the material returned in the search result window and select “Create Container”
6. The “Container” dialog box will appear and mandatory field marked with (*) will need to be filled:
   a. **“Label name”**: the name that will appear on the label
   b. Enter value for “Current Amt”, “Original Amt” and choose the **Units** from the drop down menu
   c. **“Purity”**: Enter concentration here if desired
   d. Owner defaults to the logged in user but this can be changed by clicking on the button next to the owner
   e. Location is selected by pressing the button on both the “use” and “storage” field
   f. Enter the Expiration date for an unstable chemical (e.g. peroxide former)
   g. **“Suppliers”**: Press button to search for a supplier
7. Press the “Save” button at the top left side of your screen.
8. Notice the appearance of additional icons including the print label icon.

9. Press the “Print Label” button to print out a barcode label for the container. Select either a “Container Basic” (which just includes the barcode and the name of the substance) or “Container Detail” label which includes additional information such as organisation and location.