

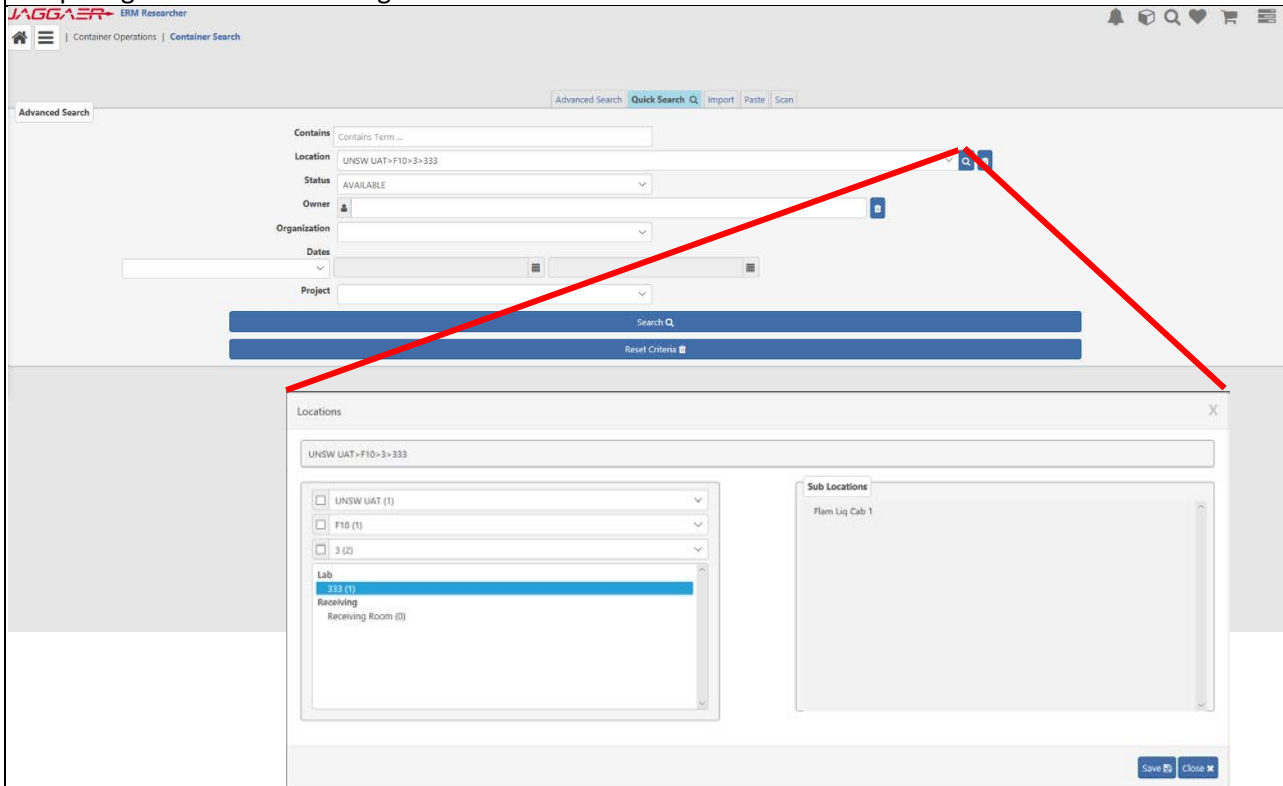
Inventory Auditing with Container Search



Scanning and Recording Barcode		
	A	B
1	Location	Barcode
2	CHEMISTRY>F10>3>334>Corr Cab 1	434503
3		438338
4		438337
5		438336
6		438335
7		438334
8		
9	CHEMISTRY>F10>3>334>Flam Liq Cab	401231
10		438331
11		438332
12		401190
13		401190
14		401231
15		158071
16		

▶ Using a barcode scanner, scan the barcodes of the desired location/sub-location into text file or excel spreadsheet

Preparing Location for Auditing in Advance Search



The screenshot displays the JAGGAER ERM Researcher interface. The 'Advanced Search' tab is active, showing search criteria for 'Container Search'. The 'Location' field is set to 'UNSW UAT-F10-3-333'. A red triangle highlights the search icon in the main search bar and the search icon in the 'Locations' dialog box. The 'Locations' dialog box shows a list of locations, including 'UNSW UAT (1)', 'F10 (1)', '3 (2)', and 'Lab 333 (1)'. The 'Lab 333 (1)' location is selected, and its sub-locations, 'Receiving' and 'Receiving Room (2)', are listed below it. The 'Sub Locations' section shows 'Flam Liq Cab: 1'. The 'Save' and 'Close' buttons are visible at the bottom of the dialog box.

- ▶ Select container search
- ▶ Select “advance search” tab
- ▶ Use the location search criteria to find the containers that are currently listed in the audited location/sub-location
 - Location: can either use the drop-down menu of deliver to locations or Select the search icon to access the location tree
- ▶ Click the blue “search” button to commence search.

Inventory Auditing with Container Search



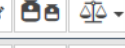

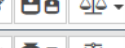
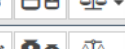
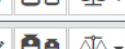
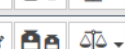

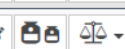

JAGGAER ERM Researcher

Container Operations | Container Search

All Containers (63) Operations

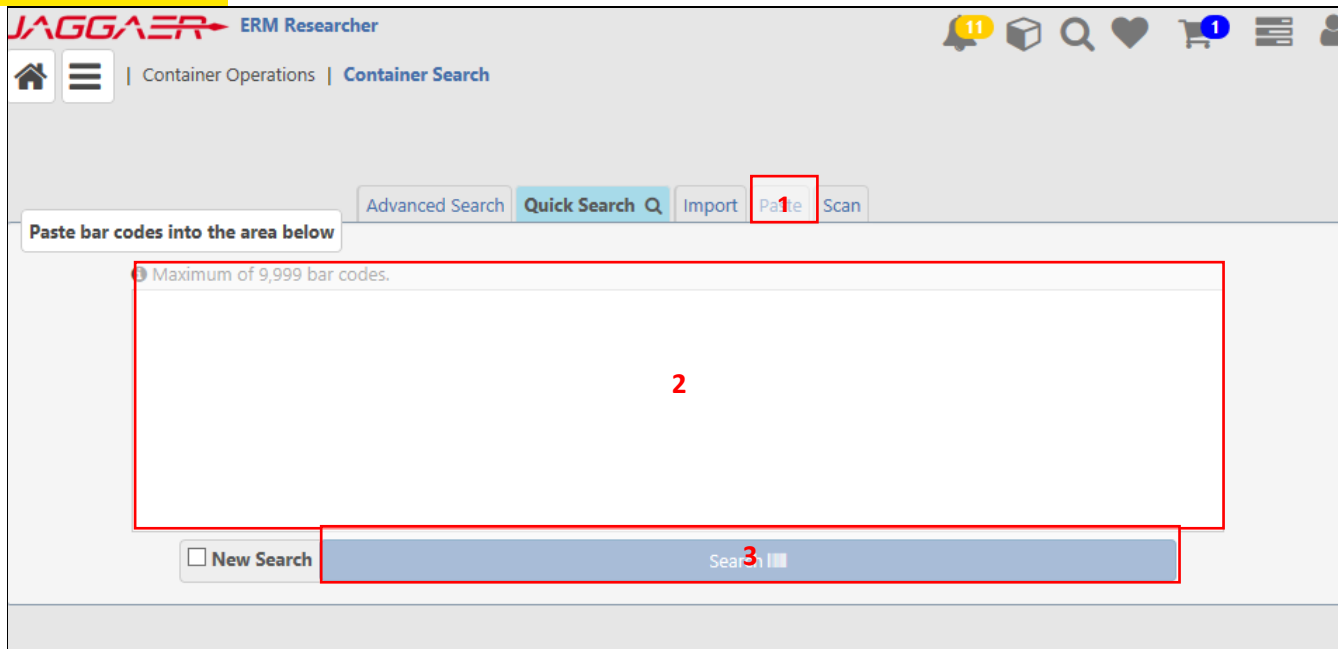
Selected Containers

Quick Search Import Paste Scan

1 Action	Current Amt	Current Amt Units	Site Acquired	Owner	Common Name	Location		
<input type="checkbox"/>  Set In Transit 3	2.5	L	3/11/2015	Aldilla, Vina	Acetone	CHEM		
<input type="checkbox"/>  Reserve for Owner	2.5	L	9/05/2017	Aldilla, Vina	Hexane	CHEM		
<input type="checkbox"/>  Remove Reservation	2.5	L	9/05/2017	Aldilla, Vina	Hexane	CHEM		
<input type="checkbox"/>  Assign To Project	2.5	L	9/05/2017	Aldilla, Vina	Hexane	CHEM		
<input type="checkbox"/>  Reserve For Project	2.5	L	9/05/2017	Aldilla, Vina	Hexane	CHEM		
<input type="checkbox"/>  Change Material	2.5	L	29/04/2017	Aldilla, Vina	Hexane	CHEM		
<input type="checkbox"/>  Transfer Owner/Location	2.5	L	9/05/2017	Aldilla, Vina	Diethyl ether	CHEM		
<input type="checkbox"/>  Transfer Location	2.5	L	14/03/2017	Aldilla, Vina	Acetone	CHEM		
<input type="checkbox"/>  Retrieve From Automated Store	2.5	L	23/02/2017	Aldilla, Vina	Diethyl ether	CHEM		
<input type="checkbox"/>  Delete	4	L	7/02/2017	Aldilla, Vina	Acetonitrile	CHEM		
<input type="checkbox"/>  ...	402207	AVAILABLE	2.5	L	7/02/2017	Aldilla, Vina	Hexane	CHEM

- ▶ Select the **check box (1)**, which will select all the container in the specified location.
- ▶ Click on the **operation button (2)** and select the “Set In Transit” operations which will change the status of the containers to in-transit.

Inventory Auditing with Container Search



JAGGAER ERM Researcher

Container Operations | Container Search

Advanced Search Quick Search Q Import **Paste** Scan

Paste bar codes into the area below

Maximum of 9,999 bar codes.

2

New Search Search 3

- ▶ Select the “paste” tab (1) from the container search
- ▶ Copy/Paste the barcodes from the excel file/text file into the barcode text field (2).
- ▶ Click the search button (3)

Inventory Auditing with Container Search

JAGGAER ERM Researcher

Container Operations | Container Search

All Containers (63) Operations

Selected Containers

1 Action

- Dispose
- Dispose Empty
- Restore From Dispose
- Set In Transit
- Reserve for Owner
- Remove Reservation
- Assign To Project
- Reserve For Project
- Change Material
- Transfer Owner/Location
- Transfer Location

Current Amt	Current Amt Units	Site Acquired	Owner	Common Name	Location
2.5	L	3/11/2015	Aldilla, Vina	Acetone	CHEM
2.5	L	9/05/2017	Aldilla, Vina	Hexane	CHEM
2.5	L	9/05/2017	Aldilla, Vina	Hexane	CHEM
2.5	L	9/05/2017	Aldilla, Vina	Hexane	CHEM
2.5	L	29/04/2017	Aldilla, Vina	Hexane	CHEM
2.5	L	9/05/2017	Aldilla, Vina	Diethyl ether	CHEM
2.5	L	14/03/2017	Aldilla, Vina	Acetone	CHEM

Selected Containers (1)

Use Location CHEBA>D26>3>344

Default Storage Location CHEBA>D26>3>344

Storage Location

Transfer Back to Container Search

- ▶ Select the **check box (1)**, which will select all containers in the specified location.
- ▶ Click on the **operation button (2)** and select the “**Transfer location**” operations
- ▶ Change the use and storage location for the container by clicking on the magnifying glass icon
- ▶ Click “**transfer**” button (5) to change the containers to available status.

Note: Any container left in the in-transit status after this exercise by can be disposed of.