Moving Containers to New Locations in EMS Chemical Inventory

1. Moving single container to new location

   - Click on “Inventory” found on the left side of the page followed by “Container”

   - Enter the container barcode in the corresponding data field and click “Search”
- Click on the “Menu” icon on the right side of the search results and select “Dispose/Consume Quantity”

- The following box will pop up. The only field that needs any data is the “Location” field. You will enter in the location name for where the container will be moved to. In the example below, the user wanted to move the container to 348 RAL so they typed ‘0116-348’ in the field to get a list of all available locations and chose the ‘Room’ location.
Once the location information has been populated, click “Ok”.

2. Moving multiple containers to a new location
   - Click on “Inventory” found on the left side of the page followed by “Container”

   Enter any necessary search criteria to bring up the list of containers that need to be moved. Likely the easiest way to do this is to enter the barcodes for all of the containers. Each barcode ID will need to be separated by a semicolon (;) in the search field. Once the search criteria have been entered, click “Search”.
• If every container that shows up in your search results needs to be moved to a new location, click on “Actions” at the top of the page, go to “Container Transactions”, then to “Transfer”, and finally click on “Current Lookup”.

• The following box will pop up. The only field that needs any data is the “Location” field. You will enter in the location name for where the containers will be moved to. In the example below, the user wanted to move the containers to 348 RAL so they typed ‘0116-348’
in the field to get a list of all available locations and chose the ‘Room’ location. Once the location information has been populated, verify that all of the containers in the current lookup indeed should be moved to this new location and click “Ok”.

- If you only want to remove a subset of the containers that have appeared in the search results, click on “Actions” at the top of the page, go to “Container Transactions”, then to “Transfer”, and finally click on “Multiple Records”.
The following box will pop up. Each container in your search results will have a checkbox next to it. You will click the checkbox next to each container you want to move to a new location. In this example, the user only wanted to move the containers with barcode IDs 110000 and 120000. The container with barcode ID 123456 will remain in its current location. Once you have selected all of the containers to be moved to a new location, click “Ok”.

The following box will pop up. The only field that needs any data is the “Location” field. You will enter in the location name for where the containers will be moved to. In the example below, the user wanted to move the containers to 348 RAL so they typed ‘0116-348’ in the field to get a list of all available locations and chose the ‘Room’ location. Once the location information has been populated, verify that all of the containers in the current lookup indeed should be moved to this new location and click “Ok”.