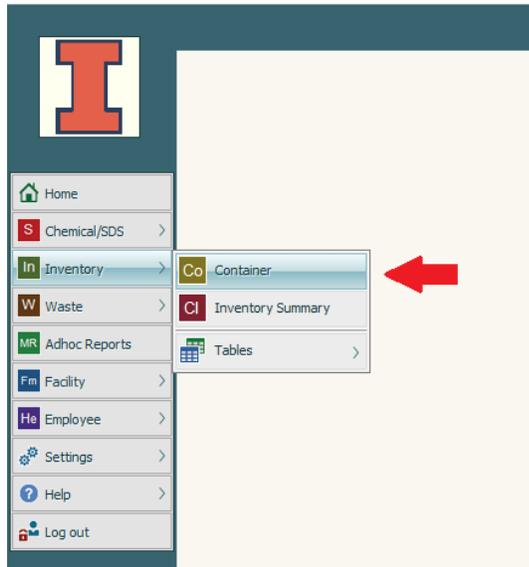


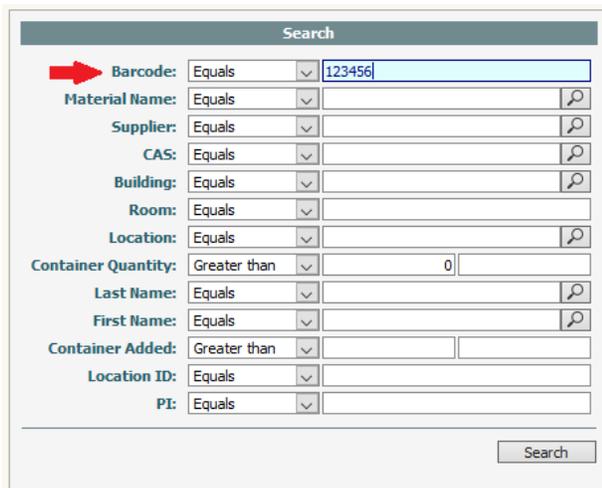
# Removing Containers From EMS Chemical Inventory

## 1. Removing single container from inventory

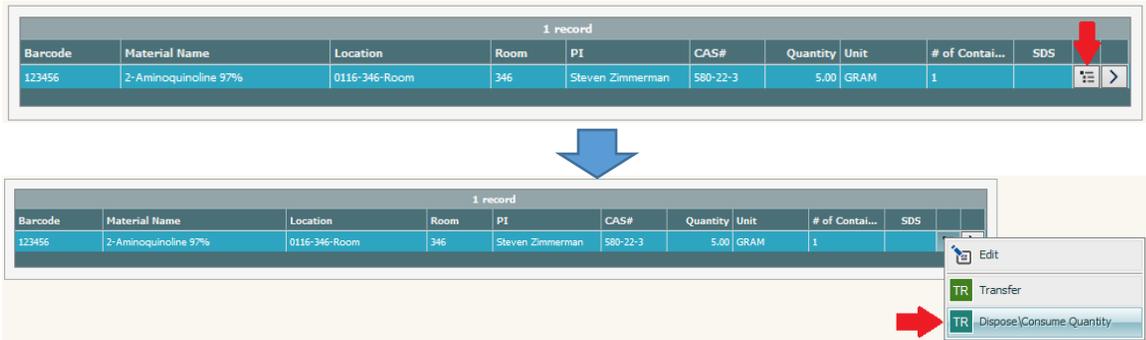
- Click on “Inventory” found on the left side of the page followed by “Container”



- Enter the container barcode in the corresponding data field and click “Search”

A screenshot of a search form titled 'Search'. The form contains several input fields, each with a dropdown menu set to 'Equals'. The 'Barcode' field is highlighted with a red arrow and contains the text '123456'. Other fields include 'Material Name', 'Supplier', 'CAS', 'Building', 'Room', 'Location', 'Container Quantity' (with a dropdown set to 'Greater than' and a value of '0'), 'Last Name', 'First Name', 'Container Added' (with a dropdown set to 'Greater than'), 'Location ID', and 'PI'. A 'Search' button is located at the bottom right of the form.

- 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 default quantity will be set to the remaining amount left in the container and the default action will be set to “Consume”. Both default values are exactly what is needed to remove the container from the inventory so you can just click “Ok”. Do NOT change the action to “Dispose”. While the result will be the same on the inventory side, an unnecessary waste item record will be created on the waste side of the system.

**Container Dispose/Consume**

Location: 0116-346-Room  Location ID: 101917

Quantity:  Unit: GRAM

**→** Action: Consume   Request: (Create waste request)

Waste Item Profile:  Waste Item Drum:

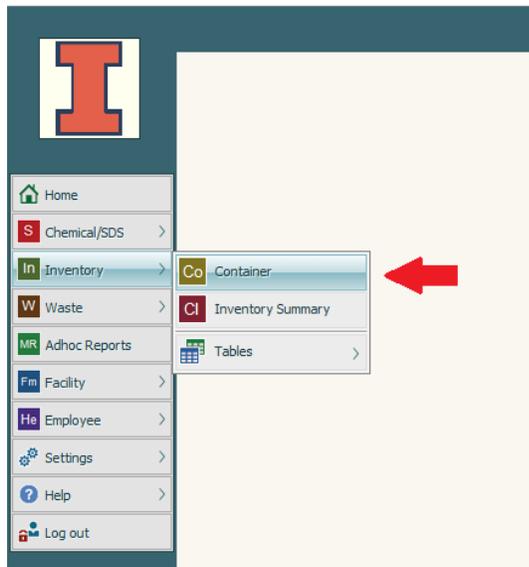
Notes:

Print a Disposal Label: No Print  Label Format: AVERY\_UIUC

Ok Cancel

## 2. Removing multiple containers from inventory

- 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 removed. 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”.

**Search**

Barcode: Equals

Material Name: Equals

Supplier: Equals

CAS: Equals

Building: Equals

Room: Equals

Location: Equals

Container Quantity: Greater than

Last Name: Equals

First Name: Equals

Container Added: Greater than

Location ID: Equals

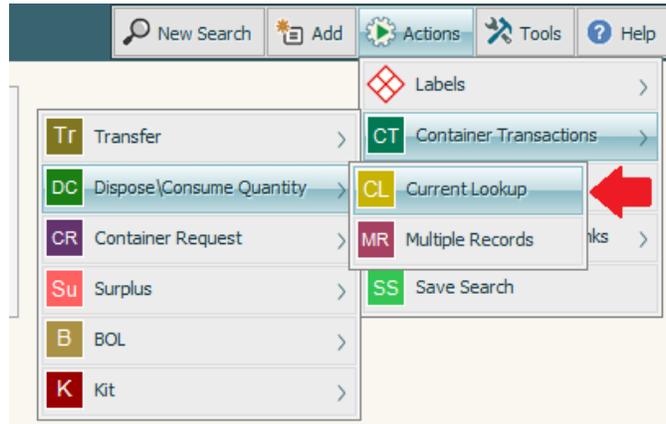
PI: Equals



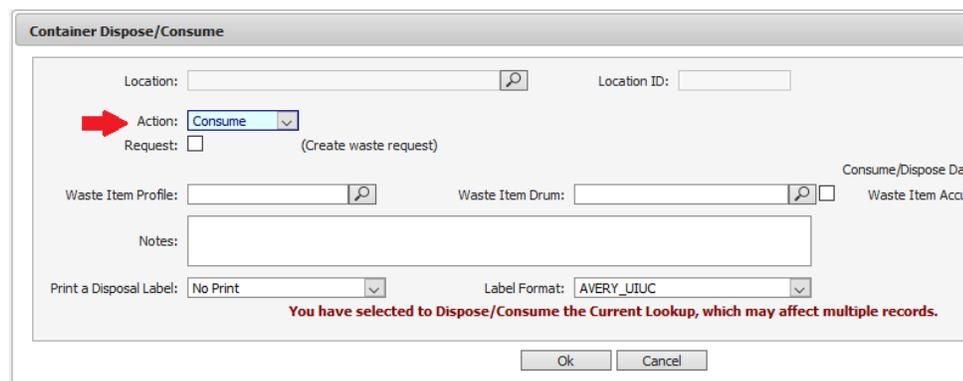
3 records

Barcode	Material Name	Location	Room	PI	CAS#	Quantity	Unit	# of Contai...	SDS		
110000	N,N-DIISOPROPYLETHYLAMINE	0116-260-Room	260	Paul Hergenrother	7087-68-5	2.00	LITERS	1			>
120000	TITANIUM(IV) ISOPROPOXIDE	0116-374-Bench3	374	Christina White	546-68-9	500.00	ML	1			>
123456	2-Aminoquinoline 97%	0116-346-Room	346	Steven Zimmerman	580-22-3	5.00	GRAM	1			>

- If every container that shows up in your search results needs to be removed from inventory, click on “Actions” at the top of the page, go to “Container Transactions”, then to “Consume/Dispose Quantity”, and finally click on “Current Lookup”.

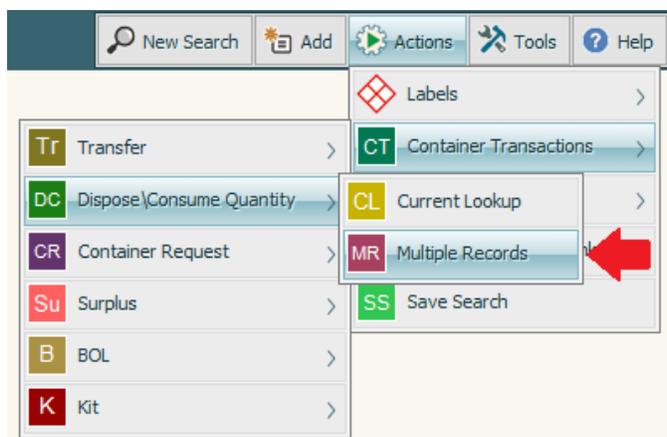


- The following box will pop up. The default action will be set to “Consume”. Do NOT change the action to “Dispose”. While the result will be the same on the inventory side, an unnecessary waste item record will be created on the waste side of the system. The note at the bottom serves as a reminder to double-check that you do indeed want to remove everything from inventory. Once that has been verified, click “Ok”.

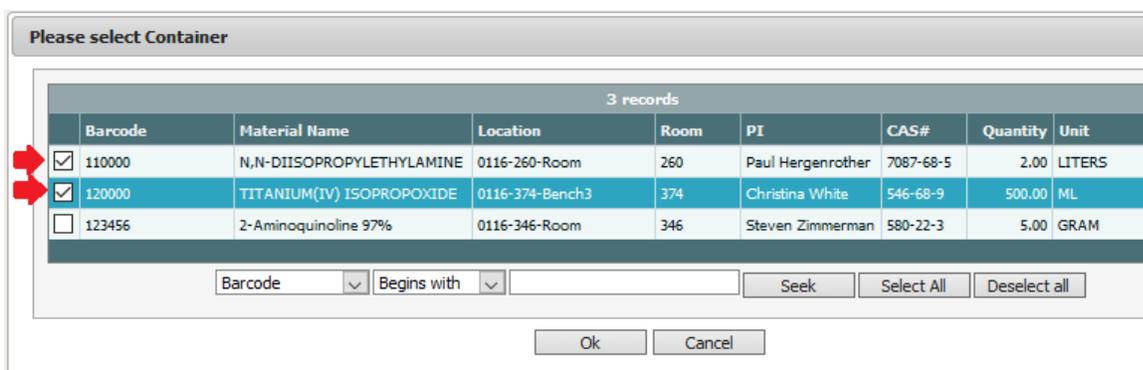


- If you only want to remove a subset of the containers that have appeared in the search results, click on “Actions” at the top of the

page, go to “Container Transactions”, then to “Consume/Dispose Quantity”, 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 get remove from inventory. In this example, the user only wanted to remove the containers with barcode IDs 110000 and 120000. The container with barcode ID 123456 will remain in the inventory. Once you have selected all of the containers to be removed from inventory, click “Ok”.



- The following box will pop up. The default action will be set to “Consume”. Do NOT change the action to “Dispose”. While the result will be the same on the inventory side, an unnecessary waste item record will be created on the waste side of the system. All you need to do once this box pops up is to click “Ok”.

**Container Dispose/Consume**

Location:  

Location ID:

 Action: **Consume** 

Request:  (Create waste request)

Waste Item Profile:  

Waste Item Drum:    Consum

Notes:

Print a Disposal Label: **No Print** 

Label Format: **AVERY\_UJUC** 

Ok

Cancel