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”

- 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.

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”.

![Image of search interface]

![Table of search results]

![Diagram of search results interface]
• 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”.
