

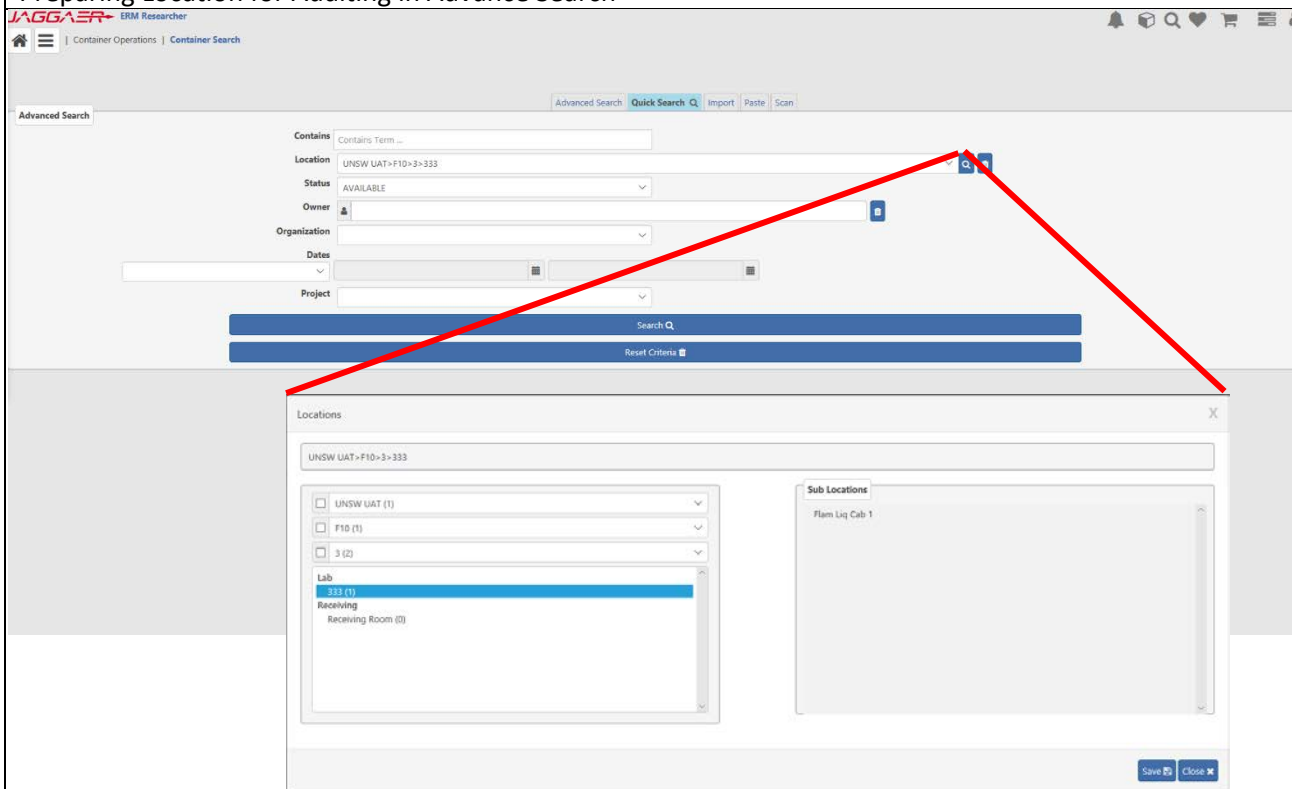
## Inventory Auditing with Container Search

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

# Inventory Auditing with Container Search

## Preparing Location for Auditing in Advance Search



The screenshot displays the 'Advanced Search' interface in the JAGGAER ERM Researcher application. The 'Location' search criteria is set to 'UNSW UAT-F10-3-333'. A red triangle highlights the search icon in the location search criteria 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



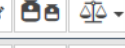

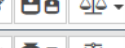
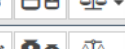
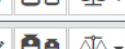
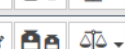

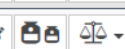

JAGGAER ERM Researcher

Container Operations | Container Search

All Containers ( 63 ) Operations

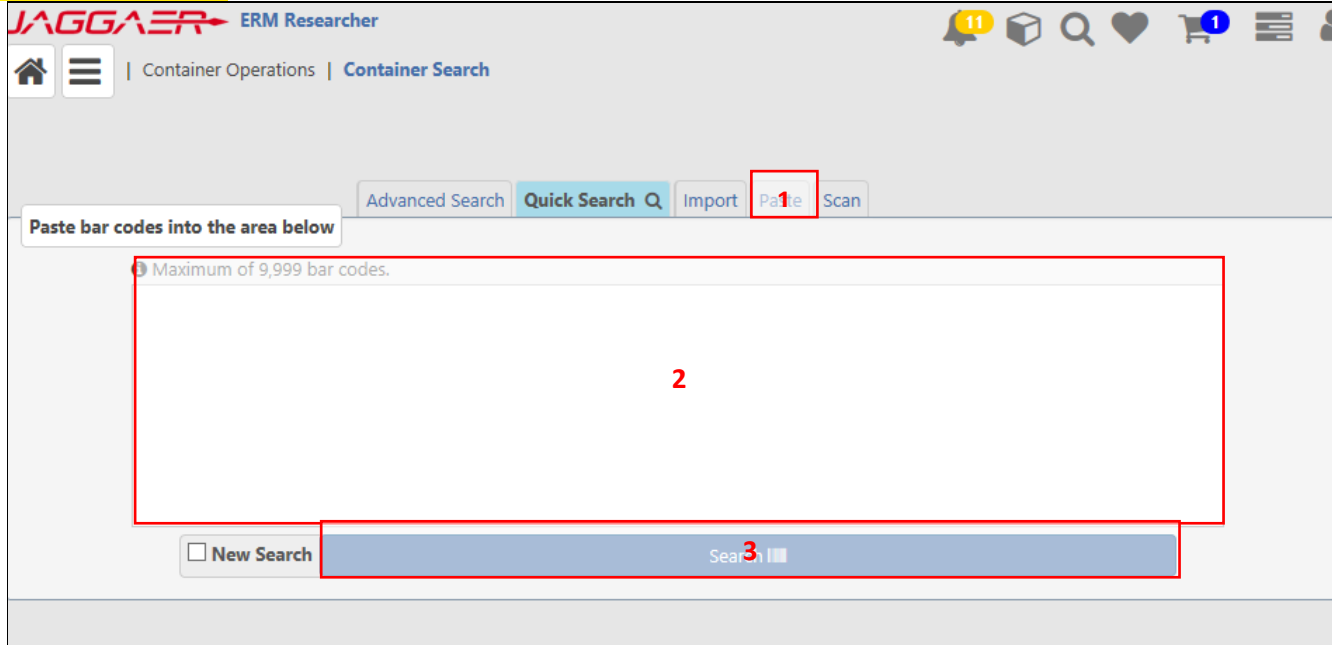
Selected Containers

Quick Search Import Paste Scan

1 Action	Current Amt	Current Amt Units	Site Acquired	Owner	Common Name	Location		
<input type="checkbox"/>  Set In Transit <b>3</b>	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.