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## 1. Container Search

<table>
<thead>
<tr>
<th>Step</th>
<th>Screenshot</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Quick Search</strong></td>
<td><img src="image" alt="Quick Search Screenshot" /></td>
</tr>
</tbody>
</table>

In the Home page, click on **Container Search** tile, or enter any identifiers below into **Container Search** → click **Search**.

- Barcodes
- Label name/Chemical name
- Catalogue number
- Supplier
- CAS number

| **Advanced Search** | ![Advanced Search Screenshot](image) |

1. Select **Advanced Search** tab
2. Use search criteria to filter:
   - **General**: Contains Phrase, Status (Available, Intransit, Disposed, Disposed Empty, All)
   - **Locations**: Click on 🏠 to select your default location, or click on 🔍 to search (multiple locations allowed).
   - **Owners**: Owner’s name
   - **Materials**
   - **Dates**: Select from the dropdown (date created, disposed, expired, acquired), then choose timeframe.
3. Click **Search** to view results.
## 2. Edit Containers

<table>
<thead>
<tr>
<th>Steps</th>
<th>Screenshot</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choose the specific task that you want to action:</td>
<td><img src="image" alt="Screenshot" /></td>
</tr>
<tr>
<td><strong>(a)</strong> Click <img src="image" alt="Edit" /> to <strong>Edit</strong> the container: edit label name, current amount.</td>
<td><img src="image" alt="Screenshot" /></td>
</tr>
<tr>
<td><strong>(b)</strong> Click <img src="image" alt="Replicate" /> to <strong>Replicate</strong> the container. Users can replicate detail of an existing container and have the option to <strong>Keep Dates of Source Container</strong>.</td>
<td><img src="image" alt="Screenshot" /></td>
</tr>
<tr>
<td><strong>(c)</strong> Click <img src="image" alt="View" /> to <strong>View</strong> container details, container history, SDS, or print barcode label.</td>
<td><img src="image" alt="Screenshot" /></td>
</tr>
</tbody>
</table>
3. Container Operations – Dispose, Set in Transit, Transfer Owner/Location

**Container Operations**

1. Tick the box to select containers.

2. Click **Operations** and choose the specific task you want to action.

(a) Dispose a container:
   - **Dispose**: Change the container status to Disposed.
   - **Dispose Empty**: Change the container status to Disposed Empty and status cannot be changed back to Available.

(b) Set In Transit:
   - **Set In Transit**: Change the container status to In Transit.

(c) Transfer Owner/Location:
   - **Transfer Owner/Location**: Change the owner and location of the container. Users can choose to **Keep use location**.
   - **Transfer Location**: Change the **Use Location** of the container.
   - Click to search for locations.
   - Click **Transfer** to save changes.
4. Create a New Container

When purchasing chemicals through Jaggaer, containers will be automatically created upon receipt of the order items.

For inventory management purposes, you can manually create new containers to store existing materials registered within Jaggaer by following the instructions below:

<table>
<thead>
<tr>
<th>Step</th>
<th>Screenshot</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. In the Home page, click on Material Search tile or go to Menu -&gt; Containers and Materials -&gt; Material Search.</td>
<td><img src="image1.png" alt="Screenshot" /></td>
</tr>
<tr>
<td>2. Search for material:</td>
<td><img src="image2.png" alt="Screenshot" /></td>
</tr>
<tr>
<td>① In the Name field, enter either:</td>
<td><img src="image3.png" alt="Screenshot" /></td>
</tr>
<tr>
<td>• Common Name, e.g. sodium chloride</td>
<td><img src="image4.png" alt="Screenshot" /></td>
</tr>
<tr>
<td>• CAS number</td>
<td><img src="image5.png" alt="Screenshot" /></td>
</tr>
<tr>
<td>② Click Search to view search results.</td>
<td><img src="image6.png" alt="Screenshot" /></td>
</tr>
</tbody>
</table>
3. Create a Container

1. Click on + to create a container for the selected material.
   - If you wish to View Safety Data Sheet (SDS) attached to the selected material, click on .
   - If you wish to View Material Properties, click on .

2. Owner: Set as the login user by default, but can be changed by typing the desired owner's first name/last name to search.

3. Set Number of Containers to Create.

4. To Print Labels:
   - Click on the tab Label Type to open the Printer section.
   - Click on the dropdown under Printer to select the correct printer at your location.

5. Click Continue to add details of the new container.
4. Add details of the new container

1. Complete all mandatory fields denoted by the red asterisk *

(a) General
- **Label**: Type in the label name of the container
- **Current Amount**
- **Original Amount**
- **Units**: Select the correct unit from the dropdown list

(b) Product Information
- **Supplier**: Type in the initial letter of the supplier and select the correct supplier from the dropdown list. If unfound, select ‘Unspecified’.
- **Catalog #** and **Brand** (optional)

(c) Locations
- **Locations**: Click on to select the appropriate use location and storage location.

2. Click **Create Container** to complete the process.