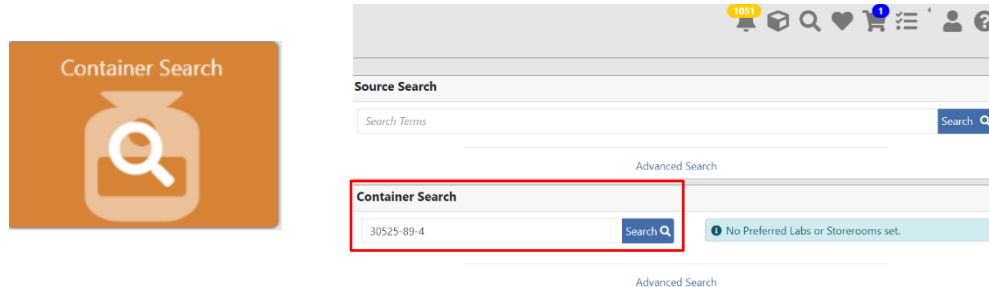


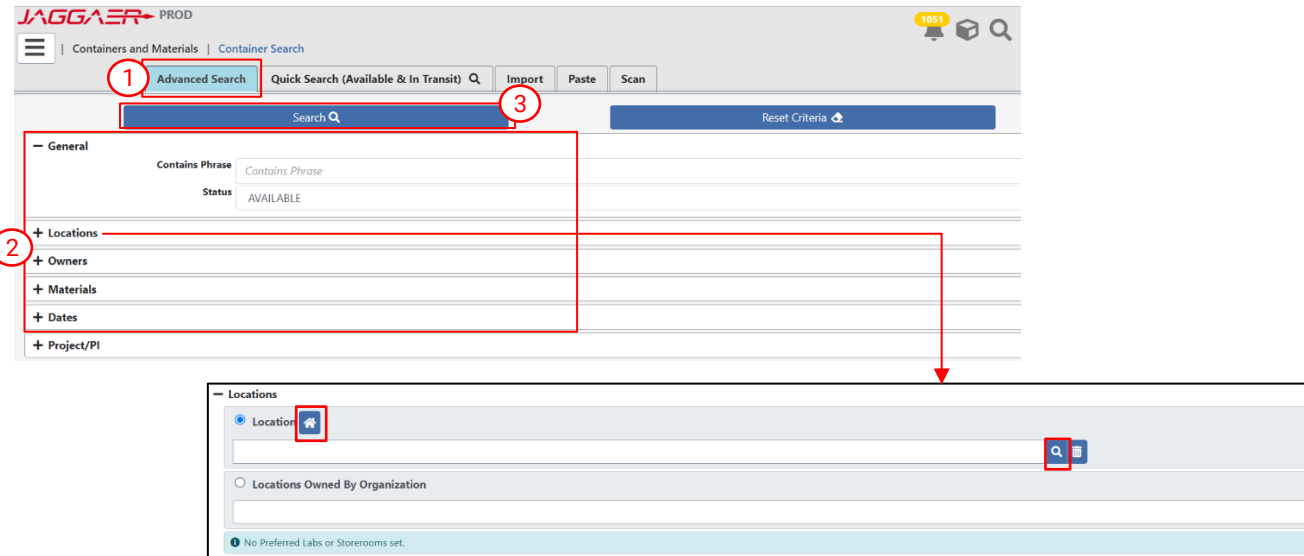





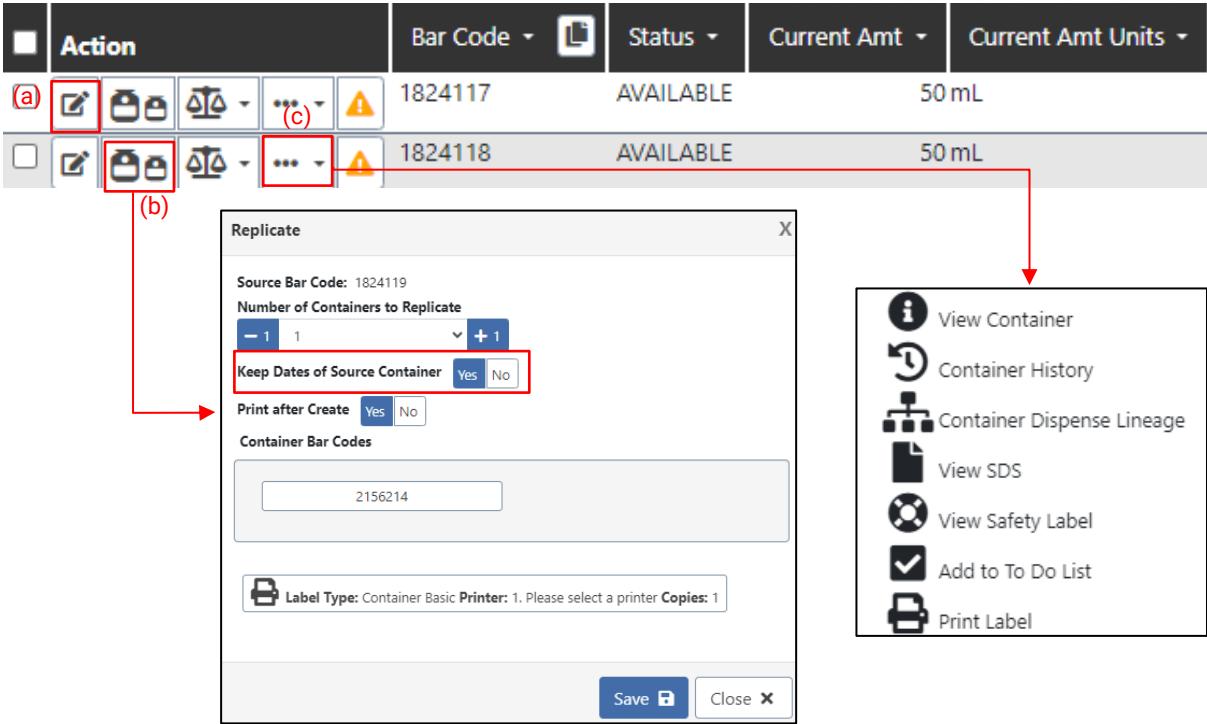
Contents

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1. Container Search

Step	Screenshot
<p>Quick Search</p> <p>In the Home page, click on Container Search tile, or enter any identifiers below into Container Search → click Search.</p> <ul style="list-style-type: none"> • Barcodes • Label name/ Chemical name • Catalogue number • Supplier • CAS number 	
<p>Advanced Search</p> <ol style="list-style-type: none"> 1 Select Advanced Search tab 2 Use search criteria to filter: <ul style="list-style-type: none"> • 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

Steps	Screenshot															
<p>Choose the specific task that you want to action:</p> <p>(a) Click  to Edit the container: edit label name, current amount.</p> <p>(b) Click  to Replicate the container. Users can replicate detail of an existing container and have the option to Keep Dates of Source Container.</p> <p>(c) Click  to View container details, container history, SDS, or print barcode label.</p>	 <p>The screenshot shows a table with the following data:</p> <table border="1"> <thead> <tr> <th>Action</th> <th>Bar Code</th> <th>Status</th> <th>Current Amt</th> <th>Current Amt Units</th> </tr> </thead> <tbody> <tr> <td></td> <td>1824117</td> <td>AVAILABLE</td> <td>50 mL</td> <td></td> </tr> <tr> <td></td> <td>1824118</td> <td>AVAILABLE</td> <td>50 mL</td> <td></td> </tr> </tbody> </table> <p>The 'Replicate' dialog box contains the following fields:</p> <ul style="list-style-type: none"> Source Bar Code: 1824119 Number of Containers to Replicate: 1 Keep Dates of Source Container: Yes Print after Create: Yes Container Bar Codes: 2156214 Label Type: Container Basic Printer: 1. Please select a printer Copies: 1 <p>The context menu for bar code 1824118 includes the following options:</p> <ul style="list-style-type: none"> View Container Container History Container Dispense Lineage View SDS View Safety Label Add to To Do List Print Label 	Action	Bar Code	Status	Current Amt	Current Amt Units		1824117	AVAILABLE	50 mL			1824118	AVAILABLE	50 mL	
Action	Bar Code	Status	Current Amt	Current Amt Units												
	1824117	AVAILABLE	50 mL													
	1824118	AVAILABLE	50 mL													

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:

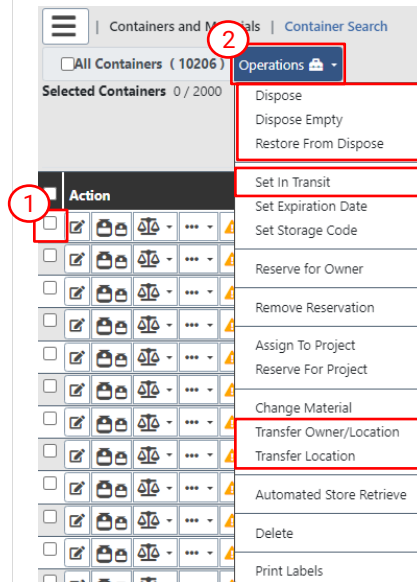
- **Dispose:** Change the container status to Disposed.
- **Dispose Empty:** Change the container status to Disposed Empty and status cannot be changed back to Available.

(b) Set In Transit:

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

(c) Transfer Owner/Location:

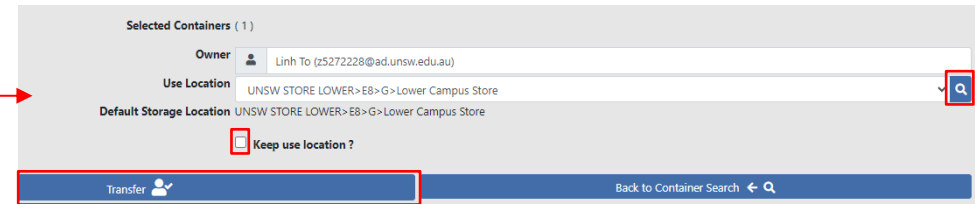
- **Transfer Owner/Location:** Change the owner and location of the container. Users can choose to **Keep use location**.
- **Transfer Location:** Change the Use Location of the container.
- Click  to search for locations.
- Click **Transfer** to save changes.



(a)

(b)

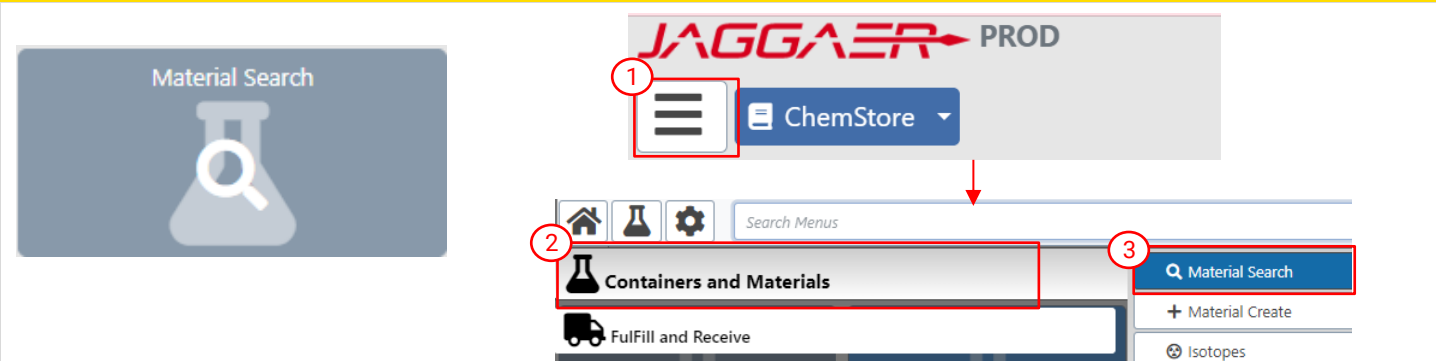
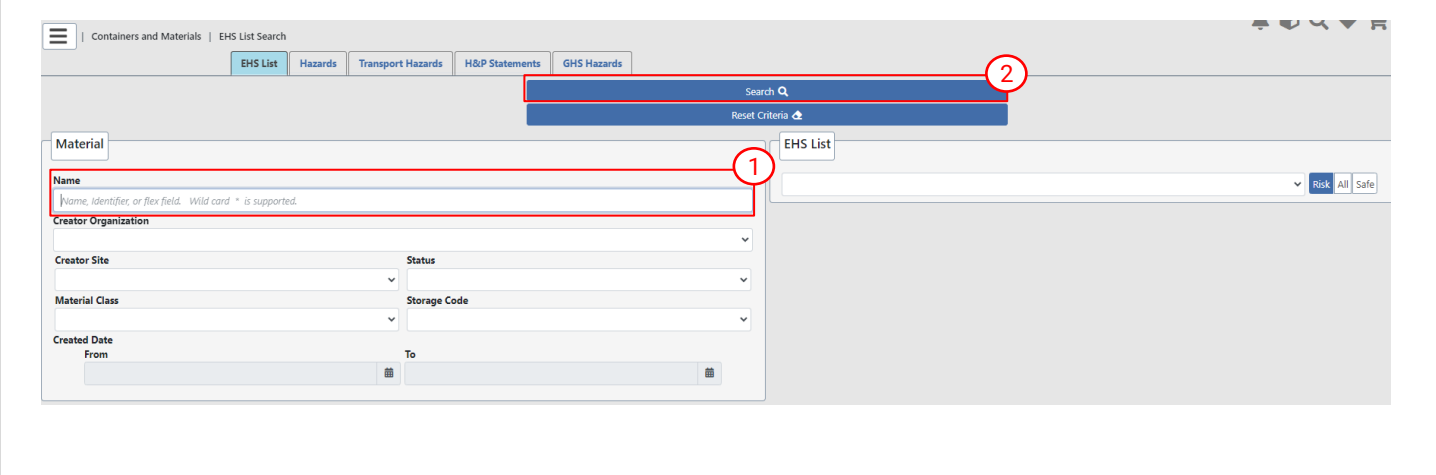
(c)






4. Create a New Container

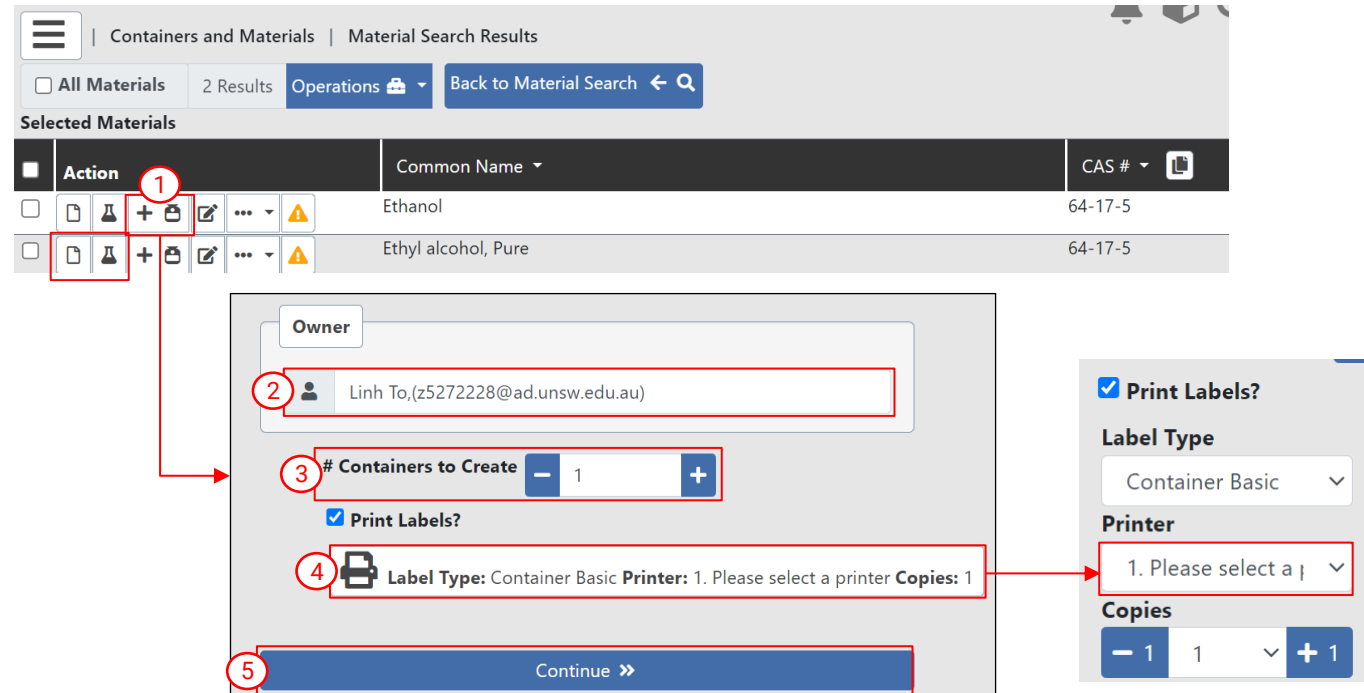
When purchasing chemicals through Jaggaer, containers will be automatically created upon receipt of the order items.

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

Step	Screenshot
<p>1. In the Home page, click on Material Search tile or go to Menu -> Containers and Materials -> Material Search.</p>	
<p>2. Search for material:</p> <p>① In the Name field, enter either:</p> <ul style="list-style-type: none"> • Common Name, e.g. sodium chloride • CAS number <p>② Click Search to view search results.</p>	

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.



The screenshot shows the 'Containers and Materials' interface. At the top, there's a navigation bar with 'Containers and Materials' and 'Material Search Results'. Below that, a table lists 'Selected Materials' with columns for 'Action', 'Common Name', and 'CAS #'. Two materials are listed: 'Ethanol' and 'Ethyl alcohol, Pure', both with CAS # 64-17-5. A red box highlights the '+ Container' icon in the 'Action' column of the first row, with an arrow pointing to step 1 in the instructions.

The 'Create Container' modal form is open, showing the following fields and options:

- Owner:** A text input field containing 'Linh To,(z5272228@ad.unsw.edu.au)'. A red box highlights this field, with an arrow pointing to step 2.
- # Containers to Create:** A numeric input field with a value of '1' and '+' and '-' buttons. A red box highlights this field, with an arrow pointing to step 3.
- Print Labels?:** A checked checkbox.
- Label Type:** A dropdown menu showing 'Container Basic'. A red box highlights this dropdown, with an arrow pointing to step 4.
- Printer:** A dropdown menu showing '1. Please select a printer'. A red box highlights this dropdown, with an arrow pointing to step 4.
- Copies:** A numeric input field with a value of '1' and '+' and '-' buttons.
- Continue >>** A blue button at the bottom. A red box highlights this button, with an arrow pointing to step 5.

To the right of the modal, a separate panel shows the 'Print Labels?' section with a checked checkbox, 'Label Type' set to 'Container Basic', 'Printer' set to '1. Please select a printer', and 'Copies' set to '1'.

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

- Click on  to select the appropriate use location and storage location.

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

