

Transferring the Inventory

Published on Human Resources (<https://www.uoguelph.ca/hr>)

Transferring the Inventory

*Only available to the Inventory Manager (most people have View Only access)

1. Under the Chemical Heading on the left, click on View/Update.



2. Locate the chemical using any of the filters to search (Barcode #, Location, Chemical Name, CAS Number, PI or Department).

The search interface includes a 'Scan Tag' section on the left with a 'Barcode #' field and a 'Search Barcode #' button. The main search area has fields for PI (Start typing PI name), Department (Start typing Department...), Location (Start typing Location na...), Chem Name (Contains), and CAS #. There are also search filters for 'Search By' (Catalog, Synonym) and buttons for 'Search' and 'Clear Results'. A 'Show Inactive' checkbox and a 'Location Type' dropdown are also present.

3. Click on the Checkbox next to the chemical(s) and click Transfer.

Multi Edit		Transfer		Dispose		Change Tag		Calculate Tare	
<input type="checkbox"/> Select all on page		Results 1- 109 of 109		Total Pages 1				First Prev	
		Chem Name	Barcode #	Location	Vendor	Product No.	Stock Number	Amount Remaining	
<input checked="" type="checkbox"/>		HYDROGEN PEROXIDE	AA0358	NCB-405-Oxidizer	BDH	ACS399		1.0000	
<input type="checkbox"/>		HYDROGEN PEROXIDE	AA0359	NCB-405-Oxidizer	BDH	ACS399		1.0000	

4. Type in new Location, PI, and Department. Click Complete Transfer.

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Transferring Items

Chem Name	Barcode #	Location	PI	Alternate User	Department	Quantity	Item Quantity
HYDROGEN PEROXIDE	AA0358	NCB-405-Oxidizer					

Transfer Inventory

Transfer Date

12-Mar-19

Custom Date 3

* Location

Start typing Location name

Alternate User

* PI

Start typing PI name












* Department

Start typing Department name

Complete Transfer

Cancel

5. Multiple chemicals can be transferred at a time by clicking multiple Checkboxes (or by clicking the Select all on page Checkbox). Then type in new Location, PI, and Department. Click Complete Transfer.

Multi Edit		Transfer		Dispose		Change Tag		Calculate Tare		Change Catalog		Print Tags		Export 	
<div>Select all on page</div>		Results 1- 142 of 142		Total Pages 1				First Prev		Go to Page 1		Next		Last	
		Chem Name	Barcode #	Location	Vendor	Product No.	Stock Number	Amount Remaining	U-O-M	CAS #	PI	Department	PO Number	Account	Storage
<input type="checkbox"/>		HYDROGEN PEROXIDE	AA0358	NCB-405-Oxidizer	BDH	ACS399		1.0000 L		7722-84-1	Bernards, Mark	Bernards Group			Oxidizers 
<input checked="" type="checkbox"/>		HYDROGEN PEROXIDE	AA0359	NCB-405-Oxidizer	BDH	ACS399		1.0000 L		7722-84-1	Bernards, Mark	Bernards Group			Oxidizers 
<input checked="" type="checkbox"/>		HYDROGEN PEROXIDE	AA0755	TEB-408-Fridge	Sigma-Aldrich	H3410	H3410-1L	1.0000 L		7722-84-1	Rohani, Sohrab	Rohani Group			Oxidizers 
<input checked="" type="checkbox"/>		HYDROGEN PEROXIDE	AA1609	NCB-417-Fridges and Freezers	BDH	ACS399		1.0000 L		7722-84-1	Huner, Norm	Huner Group			Oxidizers 
<input type="checkbox"/>		HYDROGEN PEROXIDE	AA6119	BGS-3077-Flammable-1	Parke Davis and Company	22-66-163		8.0000 fl oz		7722-84-1	Uddin, Raihan	Biology Teaching Labs			Oxidizers 

Source

URL: <https://www.uoguelph.ca/hr/about-hr/environmental-health-safety-ehs/ehs-portal-systems-and-resources/hechmet-vert%C3%A9re-chemical-0>