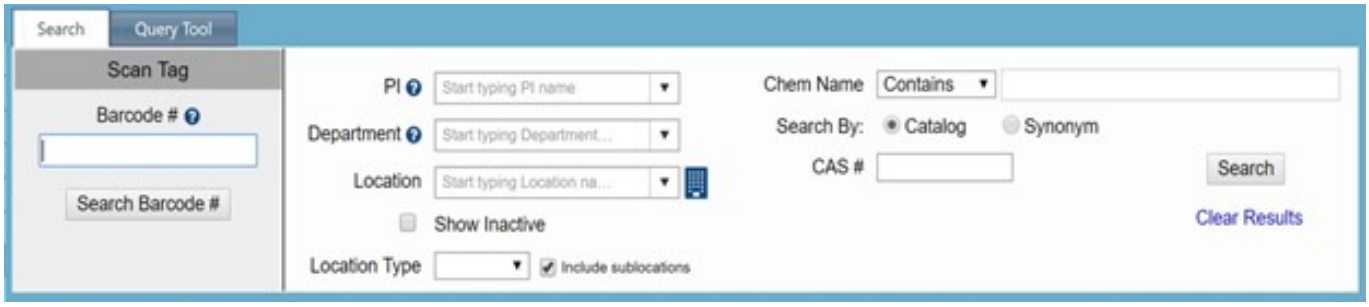
Transferring the Inventory

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

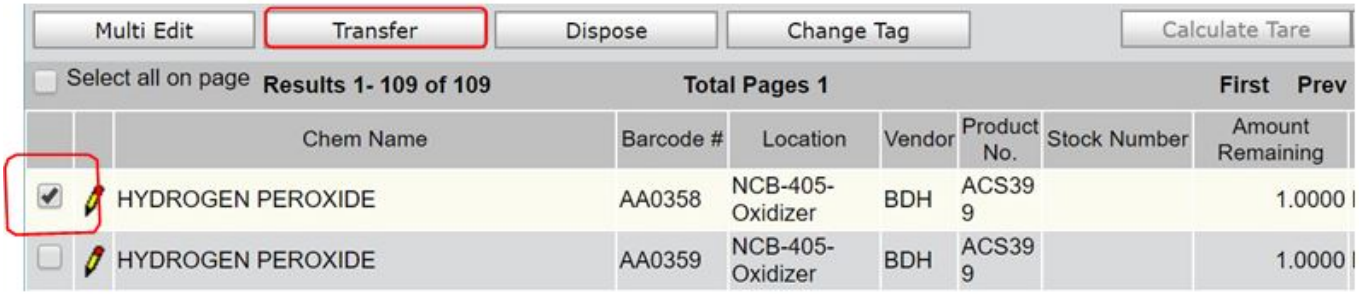
1. Under the Chemical Heading on the left, click on View/Update.



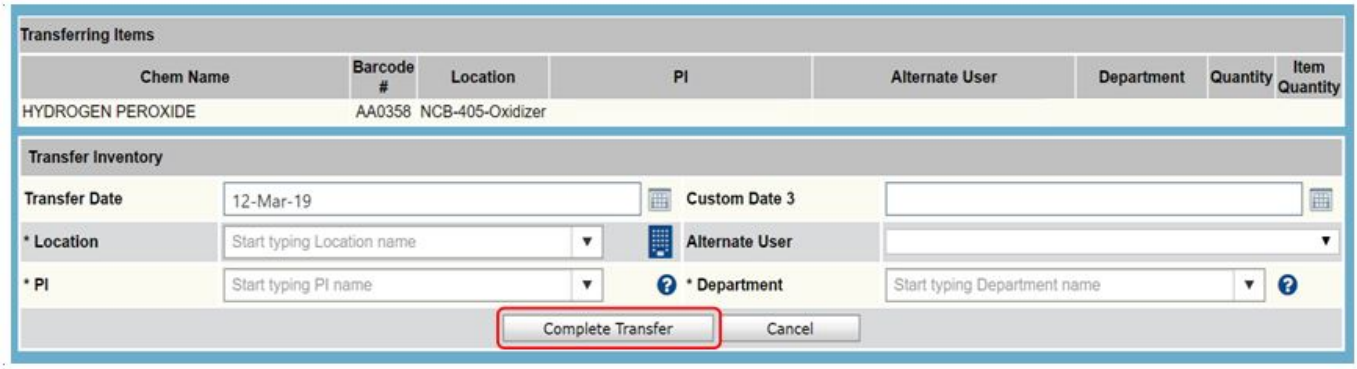
2. Locate the chemical using any of the filters to search (Barcode #, Location, Chemical Name, CAS Number, PI or Department).



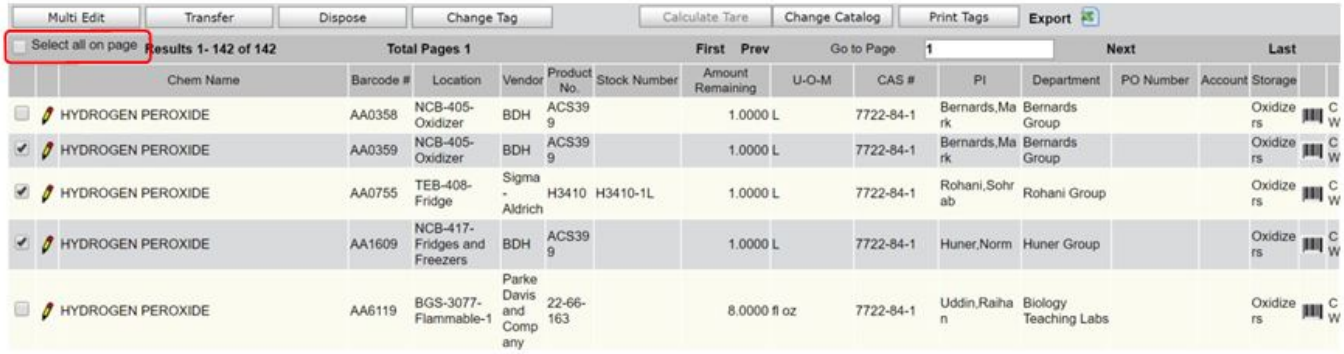
3. Click on the Checkbox next to the chemical(s) and click Transfer.



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



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.



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