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.

Home	
Chemical	
Add	
View/Update	
Restore	
Catalog	
Physical Inve	ntory
Download Re	concile
Setup	•

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

sarch Query Tool	and a						
Scan Tag	PI 😧	Start typing PI name	•	Chem Name	Contains •		
Barcode # 😡	Department 📀	Start typing Department	•	Search By:	Catalog	Synonym	
Search Barcode #	Location	Start typing Location na	•	CAS #			Search
	Location Type	Show Inactive	plocations				Clear Results

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

	Multi Edit	1ulti Edit Transfer		Change		Calculate Tare			
. 5	Select all on page	Results 1- 109 of 109	Tota	al Pages 1				First Pre	ev
	_	Chem Name	Barcode #	Location	Vendor	Product No.	Stock Number	Amount Remaining	
	HYDROGEN	PEROXIDE	AA0358	NCB-405- Oxidizer	BDH	ACS39 9		1.000	001
	# HYDROGEN	PEROXIDE	AA0359	NCB-405- Oxidizer	BDH	ACS39 9		1.000	001

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

Chem Name Barco #		arcode #	Location	tion PI			Alternate User Departm		Quantity Quantity
HYDROGEN PEROXI	DE A	A0358 N	CB-405-Oxidizer						
Transfer Inventory									
Transfer Date	12-Mar-19					Custom Date 3			
* Location	Start typing Location	n name		Ŧ		Alternate User	-		•
* PI	Start typing PI name	e		¥	0	* Department	Start typing Departme	nt name	• 0

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		Cal	culate Tare	Change C	atalog	Print Tags	Export 📧			
Select all on page	Results 1- 142 of 142	Tota	al Pages 1				First Prev	Go	to Page	1		Next	Last	t
	Chem Name	Barcode #	Location	Vendor	Product No.	Stock Number	Amount Remaining	U-O-M	CAS #	PI	Department	PO Number	Account Storage	
	PEROXIDE	AA0358	NCB-405- Oxidizer	BDH	ACS39 9	-	1.0000 L		7722-84-1	Bernards,Ma rk	Bernards Group		Oxidize	^с щ с
	PEROXIDE	AA0359	NCB-405- Oxidizer	BDH	ACS39 9		1.0000 L		7722-84-1	Bernards,Ma rk	Bernards Group		Oxidize	р ш с М
I HYDROGEN	PEROXIDE	AA0755	TEB-408- Fridge	Sigma - Aldrich	H3410	H3410-1L	1.0000 L		7722-84-1	Rohani,Sohr ab	Rohani Group		Oxidize rs	, Ш ^с
	PEROXIDE	AA1609	NCB-417- Fridges and Freezers	BDH	ACS39 9		1.0000 L		7722-84-1	Huner,Norm	Huner Group		Oxidize	, ші ^м
HYDROGEN	PEROXIDE	AA6119	BGS-3077- Flammable-1	Parke Davis and Comp	22-66- 163		8.0000 fi	oz	7722-84-1	Uddin,Raiha n	Biology Teaching Labs		Oxidize rs	, ш ^м

Source

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