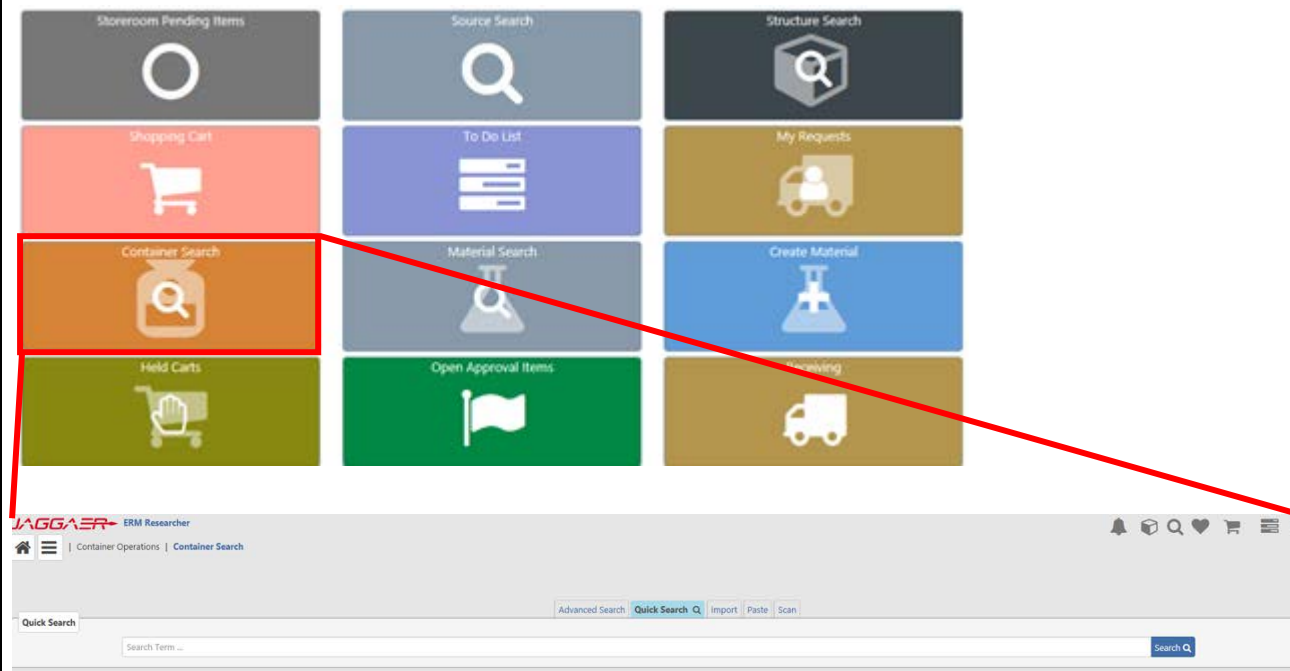


Quick Search



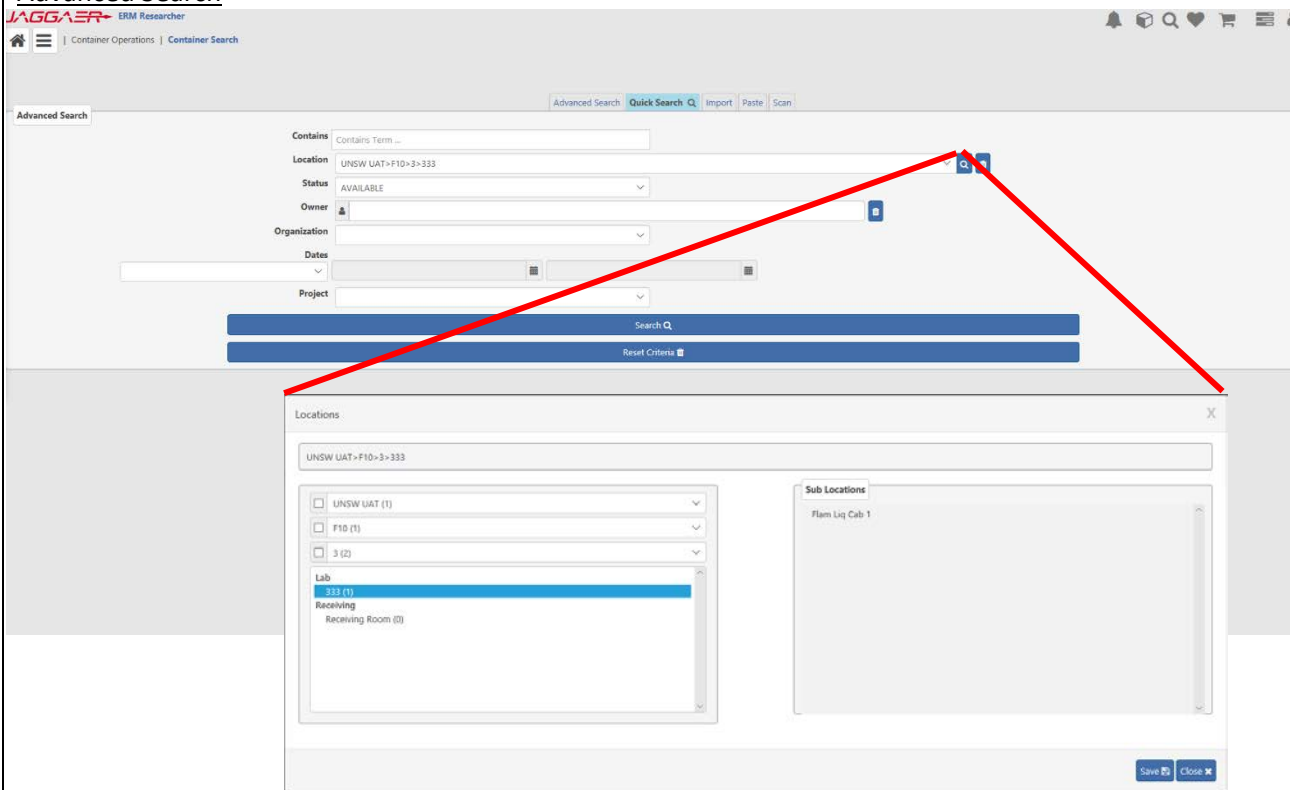
The screenshot displays a grid of 12 tiles for the Quick Search feature. The tiles are:

- Storeroom Pending Items
- Source Search
- Structure Search
- Shopping Cart
- To Do List
- My Requests
- Container Search** (highlighted with a red box)
- Material Search
- Create Material
- Field Carts
- Open Approval Items
- Inventory

Below the grid is a screenshot of the JAGGAER ERM Researcher interface. The breadcrumb trail shows: Container Operations | Container Search. The search bar is labeled "Quick Search" and contains a "Search Term ..." input field. Navigation options include "Advanced Search", "Quick Search Q", "Import", "Paste", and "Scan". A "Search Q" button is located to the right of the input field.

- ▶ Select the **“Container Search”** tile from the home screen
- ▶ Enter any identifiers into “quick search” field
Note: identifiers can include:
 - Barcodes
 - Label name
 - Catalogue number
 - Supplier
 - Chemical name
 - CAS number
- ▶ To import, paste or scan several barcodes use the import, paste and scan tab.

Advanced Search



The screenshot displays the 'Advanced Search' interface in the JAGGAER ERM Researcher application. The search criteria are as follows:

- Contains:** Contains Term ...
- Location:** UNSW UAT-F10-3-333
- Status:** AVAILABLE
- Owner:** [Empty field]
- Organization:** [Empty field]
- Dates:** [Empty date range]
- Project:** [Empty field]

Buttons for 'Search Q', 'Reset Criteria', 'Import', 'Paste', and 'Scan' are visible. A red triangle highlights the search icon in the Location field and the search button. A 'Locations' dialog box is open, showing a list of locations with '333 (1)' selected under the 'Lab' category.

- ▶ Select “advanced search” tab
- ▶ Using the different search criteria to filter result set:

- Location: can either use the drop-down menu of deliver to locations or Select the search icon to access the location tree
- Status: Selection of available, ALL, disposed, disposed empty or in transit
- Owner: type in owner’s last name and select the desired user from the drop-down menu
- Organisation: Select the desired organisation group from the drop-down menu
- Dates: Specify the date type and start and end dates

- ▶ Click the blue “search” button to commence search.

Container Properties



















JAGGAER ERM Researcher

Container Operations | Container Search

All Containers (63) Operations

Selected Containers 0 / 2000

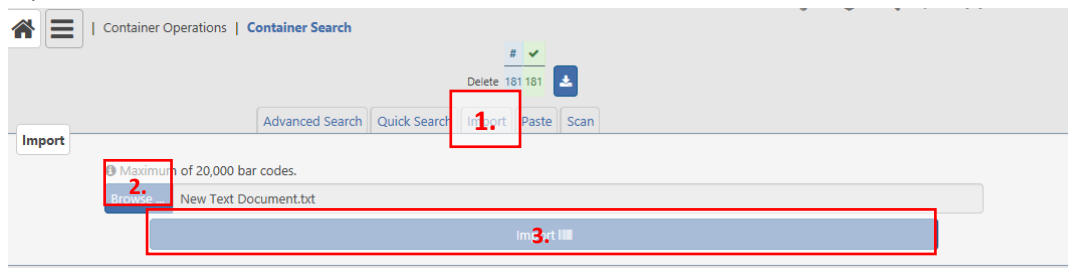
Advanced Search Quick Search Import Paste Scan

Action	Bar Code	Status	Current Amt	Current Amt Units	Site Acquired	Owner
1    3	347335	AVAILABLE	2.5	L	3/11/2015	Adilla, Vina
 2  			2.5	L	9/05/2017	Adilla, Vina
  			2.5	L	9/05/2017	Adilla, Vina
  			2.5	L	9/05/2017	Adilla, Vina
  			2.5	L	9/05/2017	Adilla, Vina
  	419407	AVAILABLE	2.5	L	29/04/2017	Adilla, Vina

- ▶ (1) Edit container: Allow users to edit label name, current amount and suppliers
- ▶ (2) Replicate Container: allows user to replicate detail of an existing container. Users have the option of choosing to keep dates from the source container.
- ▶ (3) "...": additional container information such as current container details, container history, SDS, safety label and print barcode label.

Searching container with barcodes:

Import:



Container Operations | Container Search

Delete 181 181

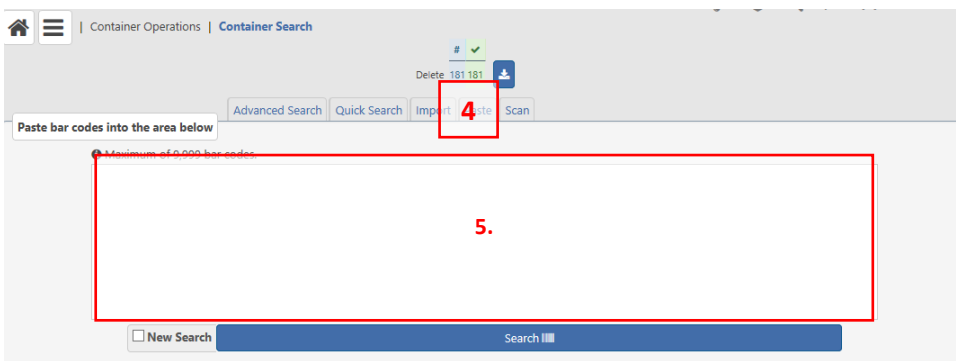
Advanced Search Quick Search **1** Import Paste Scan

Maximum of 20,000 bar codes.

2 Browse... New Text Document.txt

3 Import

Paste:



Container Operations | Container Search

Delete 181 181

Advanced Search Quick Search **4** Import Paste Scan

Paste bar codes into the area below


Maximum of 20,000 bar codes.

5

New Search **6** Search

- ▶ There 3 methods of inputting containers barcodes in container search:
- ▶ Import **(1)**: use to import barcode from .txt or .csv file format. Browse **(2)** for the file and click “import” **(3)** to execute the search
- ▶ Paste **(4)**: use to copy/paste barcodes into test. Copy/paste barcode into the text field **(5)** and click on “search” button **(6)**

Scanning:



Container Operations | Container Search

Advanced Search Quick Search Import Paste **7**

New Search Container Bar Code ... **8** Scan

- ▶ Scan (7): Using a wireless/wired scanner to scan barcodes into the “container barcode “text field” (8). This will slowly start populating the result tables as new barcodes are scanned.

Note: Please remember to select “New Search” option if you wish to begin a new search for containers.

Container Operations

Container Operations




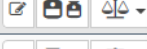
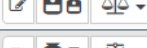

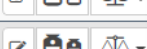
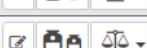


JAGGAER ERM Researcher

Container Operations | Container Search

All Containers (63) Operations

Selected Containers

Quick Search Import Paste Scan

Action	Current Amt	Current Amt Units	Site Acquired	Owner	Common Name	Location		
1 	2.5	L	3/11/2015	Aldilla, Vina	Acetone	CHEM		
	2.5	L	9/05/2017	Aldilla, Vina	Hexane	CHEM		
	2.5	L	9/05/2017	Aldilla, Vina	Hexane	CHEM		
	2.5	L	9/05/2017	Aldilla, Vina	Hexane	CHEM		
	2.5	L	29/04/2017	Aldilla, Vina	Hexane	CHEM		
	2.5	L	9/05/2017	Aldilla, Vina	Diethyl ether	CHEM		
	2.5	L	14/03/2017	Aldilla, Vina	Acetone	CHEM		
	2.5	L	23/02/2017	Aldilla, Vina	Diethyl ether	CHEM		
	4	L	7/02/2017	Aldilla, Vina	Acetonitrile	CHEM		
	402207	AVAILABLE	2.5	L	7/02/2017	Aldilla, Vina	Hexane	CHEM

- ▶ To perform a container operation, select the container by marking the check-box (1)
- ▶ Click on the “operation” button (2) and select the desired container operation task (3)

Note: Container Operation Task

Dispose: changes containers status to disposed

Dispose Empty: changes containers status to disposed empty but container status cannot be changed back to available

Set in Transit: changes container status to in transit

Transfer owner/location: changes ownership and use location of container

Transfer location; only changes use and storage locations of container

Container Operations

Disposal / Intransit of Containers:

JAGGAER ERM Researcher

Container Operations | Container Search

All Containers (63) Operations

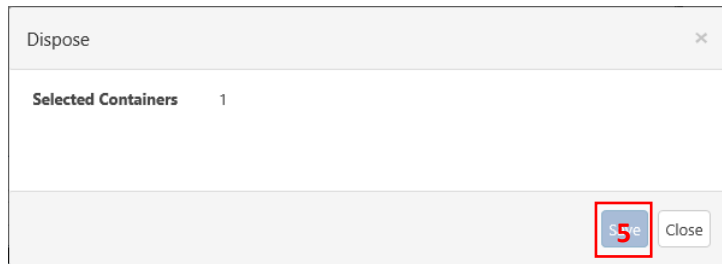
Selected Containers

Quick Search Import Paste Scan

Action	Current Amt	Current Amt Units	Site Acquired	Owner	Common Name	Location		
Dispose 3 Dispose Empty								
Restore From Dispose								
Set In Transit 4	2.5	L	3/11/2015	Aldilla, Vina	Acetone	CHEM		
Reserve for Owner	2.5	L	9/05/2017	Aldilla, Vina	Hexane	CHEM		
Remove Reservation	2.5	L	9/05/2017	Aldilla, Vina	Hexane	CHEM		
Assign To Project	2.5	L	9/05/2017	Aldilla, Vina	Hexane	CHEM		
Reserve For Project	2.5	L	9/05/2017	Aldilla, Vina	Hexane	CHEM		
Change Material	2.5	L	29/04/2017	Aldilla, Vina	Hexane	CHEM		
Transfer Owner/Location	2.5	L	9/05/2017	Aldilla, Vina	Diethyl ether	CHEM		
Transfer Location	2.5	L	14/03/2017	Aldilla, Vina	Acetone	CHEM		
Retrieve From Automated Store	2.5	L	23/02/2017	Aldilla, Vina	Diethyl ether	CHEM		
Delete	4	L	7/02/2017	Aldilla, Vina	Acetonitrile	CHEM		
...	402207	AVAILABLE	2.5	L	7/02/2017	Aldilla, Vina	Hexane	CHEM

- ▶ To perform a disposal operation, select the container by marking the check-box (1) to either select desired containers or select all the container by the checking the top check-box.
- ▶ Click on the “operation” button (2) and select “dispose”, “dispose empty” (3) or “Set in Transit” (4) operations

Container Operations



- ▶ A confirmation window will appear for the operations
- ▶ Click "save" (5) to confirm the operation task.

Container Operations

Transfer location or Transfer location/owner of Containers

JAGGAER ERM Researcher

Container Operations | Container Search

All Containers (63) Operations

Selected Containers

Quick Search Import Paste Scan


1a Action	Current Amt	Current Amt Units	Site Acquired	Owner	Common Name	Locat
<input type="checkbox"/> Set In Transit	2.5	L	3/11/2015	Aldilla, Vina	Acetone	CHEM
<input type="checkbox"/> Reserve for Owner	2.5	L	9/05/2017	Aldilla, Vina	Hexane	CHEM
<input type="checkbox"/> Remove Reservation	2.5	L	9/05/2017	Aldilla, Vina	Hexane	CHEM
<input type="checkbox"/> Assign To Project	2.5	L	9/05/2017	Aldilla, Vina	Hexane	CHEM
<input type="checkbox"/> Reserve For Project	2.5	L	9/05/2017	Aldilla, Vina	Hexane	CHEM
<input type="checkbox"/> Change Material	2.5	L	29/04/2017	Aldilla, Vina	Hexane	CHEM
<input type="checkbox"/> Transfer Owner/Location	2.5	L	9/05/2017	Aldilla, Vina	Diethyl ether	CHEM
<input type="checkbox"/> Transfer Location	2.5	L	14/03/2017	Aldilla, Vina	Acetone	CHEM
<input type="checkbox"/> Retrieve From Automated Store	2.5	L	23/02/2017	Aldilla, Vina	Diethyl ether	CHEM
<input type="checkbox"/> Delete	4	L	7/02/2017	Aldilla, Vina	Acetonitrile	CHEM
<input type="checkbox"/> ... 402207 AVAILABLE	2.5	L	7/02/2017	Aldilla, Vina	Hexane	CHEM

- ▶ To perform a transfer operation, select the container by marking the check-box (1b) to either select desired containers or select all the container by the checking the top check-box (1a).
- ▶ Click on the “operation” button (2) and select “Transfer Owner/location” or “Transfer Location” operations (3).

Note: To change the storage location, the “transfer location” operation needs to be selected.

Container Operations

Selected Containers (1)

Owner  Trung Tuong (n.t.tuong@unsw.edu.au) **4**

Use Location CHEBA>D26>3>344 **5**

Default Storage Location CHEBA>D26>3>344

Keep use

8transfer

Locations

CHEMISTRY>E10>3>314

CHEMISTRY (3)
E10 (2)
3 (1)
Lab
314 (3) **6**

Sub Locations
Corr Cab 1
Flam Liq Cab 1
Tox Cab 1

7 Save Edit Close ✕

- ▶ To change owner detail, click on the “owner” text field (4) and search up the new owner by typing the owner name.
- ▶ Location: The use of location can be changed by clicking “search” icon (5) and select the location for the transfer (6). Click “save” button (7) to confirm location
- ▶ Click on the “transfer” button (8) to confirm the transfer.