

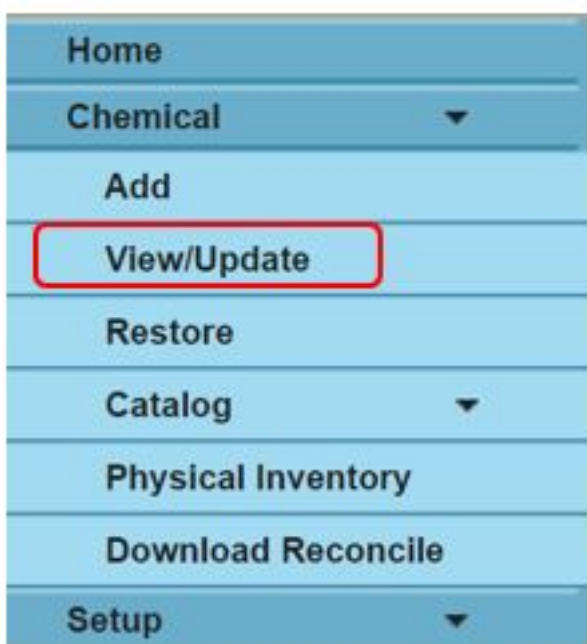
Transferring the Inventory

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).

A search interface with a 'Query Tool' tab. It includes a 'Scan Tag' section with a 'Barcode #' field and a 'Search Barcode #' button. The main search area has fields for 'PI', 'Department', 'Location', 'Chem Name' (with a dropdown set to 'Contains'), 'Search By' (radio buttons for 'Catalog' and 'Synonym'), and 'CAS #'. There is a 'Search' button and a 'Clear Results' link. A 'Show Inactive' checkbox and a 'Location Type' dropdown with an 'Include sublocations' checkbox are also present.

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

A table with columns: Chem Name, Barcode #, Location, Vendor, Product No., Stock Number, and Amount Remaining. The first row is highlighted in yellow and has its checkbox checked. The 'Transfer' button in the top toolbar is highlighted with a red rectangle.

	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: Custom Date 3:

* Location: Alternate User:

* PI: * Department:

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							Go to Page	Next	Last	
<input type="checkbox"/> Select all on page								Results 1- 142 of 142	Total Pages 1	First	Prev	1					
	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	CW		
<input checked="" type="checkbox"/>	HYDROGEN PEROXIDE	AA0359	NCB-405-Oxidizer	BDH	ACS399		1.0000 L		7722-84-1	Bernards, Mark	Bernards Group			Oxidizers	CW		
<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	CW		
<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	CW		
<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	CW		

Source

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