

University of Rochester --- CHEMATIX Instructions

Transferring Containers within Your Lab Locations (Room and/or Storage Unit Changes)

Reminder: Do not use your browser back button. Instead use the navigation buttons in CHEMATIX. If you accidentally use your browser back button, you'll be kicked out of CHEMATIX and you'll have to start over by logging in again. Other CHEMATIX Tips and Tricks such as **NEVER DOUBLE CLICK** can be found on the CHEMATIX Tips and Trick page.

This feature is used when you want to transfer one or more containers to the same location at one time --- room and storage location. If you want to move several containers to multiple locations (either different rooms or different storage locations), multiple transfers have to be done. See the second set of instructions.

1. Select **Inventory** at top of CHEMATIX page
2. In the **Manage Lab Inventory** section, choose **Manage My Inventory**
3. Click the radio button corresponding to the lab where the item is stored.
4. Click **Search Active Inventory** to receive a full listing of containers in that room. To narrow the list, add requested information to the search fields and then click **Search Active Inventory**.
5. Select the container(s) by clicking the corresponding radio button(s).
6. Click **Transfer Between My Labs**.
7. From the drop-down menus, select the new lab location (i.e., room, and/ or storage location).
8. Click **Transfer**.

Transferring several containers to multiple locations:

1. Select **Inventory** at top of CHEMATIX page
2. In the **Manage Lab Inventory** section, choose **Manage My Inventory**
3. Click the radio button corresponding to the lab where the item is stored.
4. Click **Search Active Inventory** to receive a full listing of containers in that room. To narrow the list, add requested information to the search fields and then click **Search Active Inventory**.
5. Select the containers WHICH WILL BE TRANSFERRED TO A SINGLE NEW ROOM by clicking the corresponding radio buttons.
6. Click **Transfer Between My Labs**.
7. From the drop-down menus, select the new room and a SINGLE NEW STORAGE LOCATION.
8. Click **Transfer**. You'll be taken back to the page titled **Inventory Report**.
9. To move a subset of the containers to different a storage location within the same room, do the following:

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- a) Click **Cancel and Return** on page titled **Inventory Report**. You'll be taken to the page titled **View Inventory by Laboratory**.
- b) Click the radio button corresponding to the lab where the item is stored.
- c) Click **Search Active Inventory** to receive a full listing of containers in that room. To narrow the list, add requested information to the search fields and then click **Search Active Inventory**.
- d) Select the container(s) by clicking the corresponding radio button(s).
- e) Click **Transfer Between My Labs**.
- f) From the drop-down menus, select the new storage unit location.
- g) Click **Transfer**.
- h) Repeat as necessary, changing either the room location and / or the storage unit location.