ChemAlert Guide 1C – Creating New Barcoded Containers From Existing Inventory
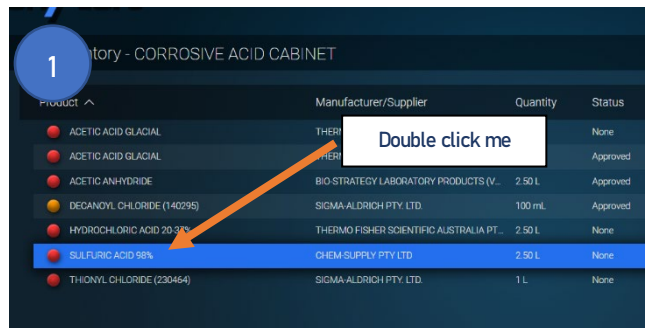
Curtin University

Two methods are described for adding more tracked containers of products that are already in your inventory:
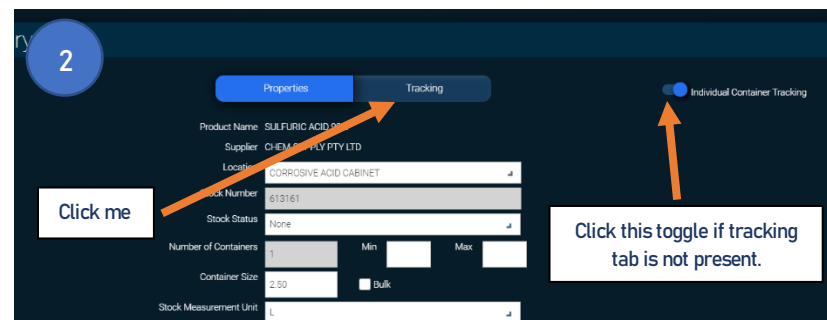- The first page covers adding stock with the <u>same size</u> to the <u>same location</u>.
- The second page covers adding stock that may be a <u>different size</u> and/or going to a <u>different location</u>.

WHEN YOUR NEW CONTAINER IS THE <u>SAME VOLUME</u> AS EXISTING INVENTORY ITEM AND IN THE <u>SAME LOCATION</u>
This guide demonstrates how to add new stock that is the same volume as an existing stock entry, and is in the same location.
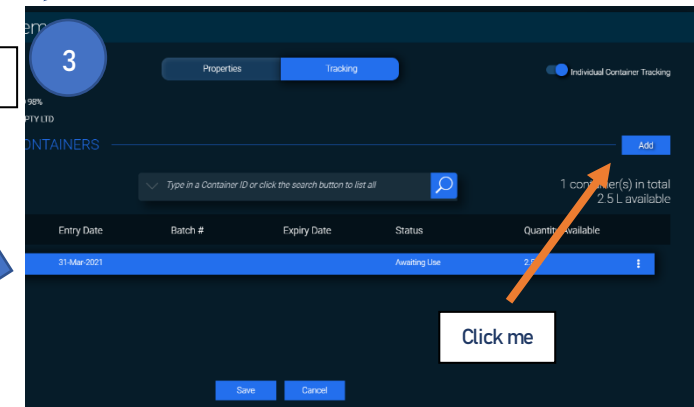It includes adding new stock to an already existing entry in ChemAlert.

1. If identical volumes, just add new stock to the original entry. Make your way to the location and double click the entry you wish to add new stock to.

2. Click on to the tracking tab at the top of the window. If the tracking tab is not there, "individual container tracking" needs to be enabled. When you enable that option, it will immediately proceed to 'the add individual stock' window (skip the next step).

3. Click the add button.

4. Refer to <u>Guide 2A</u> for adding barcode tracked containers.

WHEN YOUR NEW CONTAINER IS A <u>DIFFERENT VOLUME</u> OR YOU WANT THE NEW CONTAINERS IN A <u>DIFFERENT LOCATION</u>
This guide demonstrates how to add new stock with a different volume or location to the ChemAlert stock records.
Separate stock entries are made as not all details are identical compared to the existing entry of the same item.

1. If the containers are of different volumes or locations, the procedure is a little different. Click the options button on the chemical you wish to duplicate. You will see a menu open and click "add to" and then "add to stock inventory".

Click me

If new location, change me

Change me

Change me

Change me if necessary

4. Change the number of containers, the container size and units, as appropriate for the new containers. Then enable individual container tracking when done.

If the location is also different, change the "Location" field.

Click me

Click me

Click me

2. Click the "Add to..." button.

3. Click the "Add to Stock Inventory" button.

5. Refer to Guide 2A for adding barcode tracked containers.