Directions for using OE Barcode Terminal to Move Chemical Container Locations
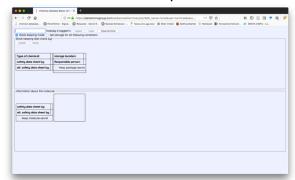*The following directions are specifically for setup in Wood, Romo, and Stockroom Locations*

There are 3 way to access the terminal page if it is not already logged in or open:
1. Click on the "FireFox" icon in the dock.
2. Click on the "Home Button" icon
3. Click on the "*Terminal*" bookmark.
   N.B. If this does not work see directions on how to set up auto login for terminal

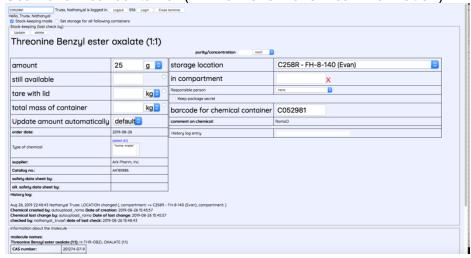Each of the above will open to the following page
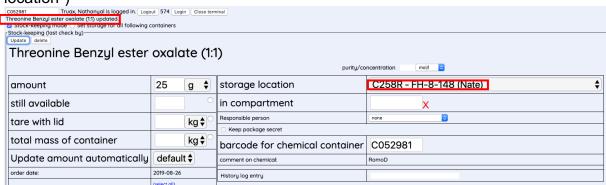

Moving one chemical at a time:
1. Scan user barcode (will say you are logged in)

2. Scan chemical container (will now show chemical information)

3. Scan new location barcode (will now say "updated and location field will show new location")

Moving multiple containers to the same location (*screen will look almost identical to above*):
1. Scan user barcode
2. Scan 1st chemical container barcode
3. Scan new location barcode
4. Scan barcode for "Set storage for all following containers" (corresponding checkbox will now be checked)
5. Scan all chemical containers being moved to said location
6. Scan "Set Storage for all following containers off"

Getting information on a chemical
1. Scan chemical container barcode

Disposing of a chemical
1. Scan user barcode (will say you are logged in)
2. Scan chemical container (will now show chemical information)
3. Scan barcode for "Delete" (will say "data set will be deleted in 3 seconds, then deleted)

Notes: If you manually change data (not using the scanner) you will have to click "update" after changing the data manually (mouse and keyboard).