



MOVING STORAGE SUB LOCATIONS


Storage administrators may move Sub Locations within a Storage Location or to a different Storage Location for housekeeping purposes or in response to an adverse event. Standard storage management and administration is covered in the *Storage Configuration Management* training guide.

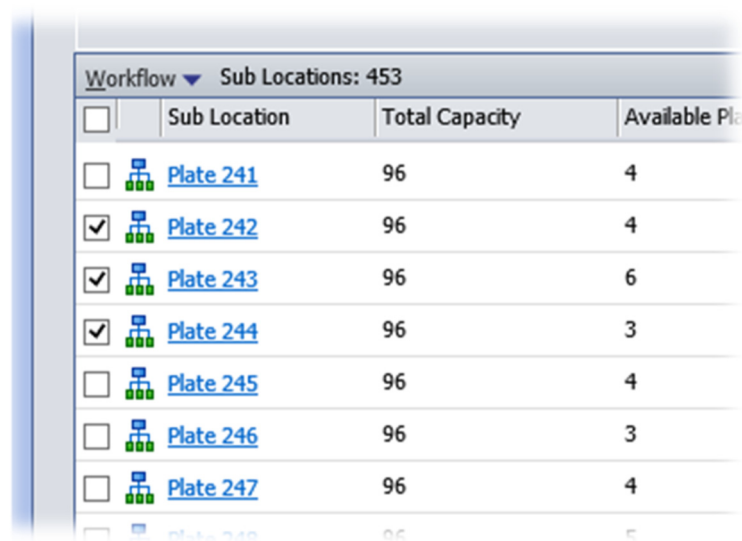
NB A Storage Sub Location can represent a box, tray, bag or shelf in which samples may be stored.









A Storage Sub Location may link directly to a Storage Location (eg Freezer), or it may be added to a hierarchy of up to 5 Mid Location levels, used to represent a shelf, rack, stack or some other level to which samples are not directly stored. See *Storage Configuration Management* for more details.

Active storage administrators may move Sub Locations. When moving a Sub Location to a different Storage Location, the administrator must also be an active storage administrator on the destination Storage Location. In this case, samples within the Sub Location will also be updated to include the move within their Sample Location History.

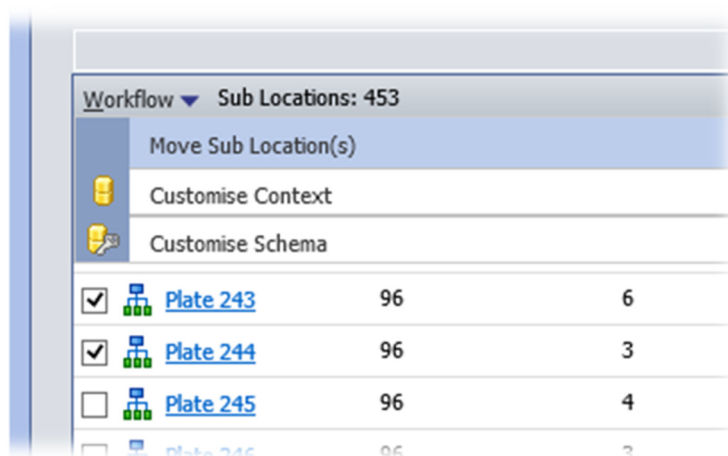
MOVING A SUB LOCATION

- Navigate to the Storage Management  **Storage Management** functional menu
- Within the Storage Management menu, search for and open the Storage Location that contains the Sub Location to be moved
- Within the Sub Locations navigation option, find and select the Sub Location to be moved by selecting the checkbox to the left of its name. Multiple Sub Locations may be selected, which will be moved to the same destination, see image below

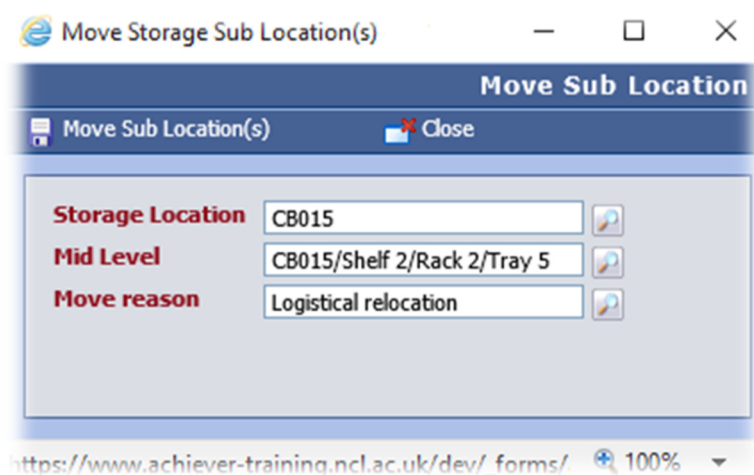


<input type="checkbox"/>	Sub Location	Total Capacity	Available Pla
<input type="checkbox"/>	 Plate 241	96	4
<input checked="" type="checkbox"/>	 Plate 242	96	4
<input checked="" type="checkbox"/>	 Plate 243	96	6
<input checked="" type="checkbox"/>	 Plate 244	96	3
<input type="checkbox"/>	 Plate 245	96	4
<input type="checkbox"/>	 Plate 246	96	3
<input type="checkbox"/>	 Plate 247	96	4
<input type="checkbox"/>	 Plate 248	96	5

- Open the 'Move Sub Location(s)' workflow



- The resulting form will pre-populate the chosen Storage Location. This can be changed if moving to another Storage Location
- Select the Mid Level to which the Sub Location will be attached. This could be at the top level, or any existing Mid Location
- Select or type in a Move Reason – this will only be used when moving Sub Locations to a different Location, and will be recorded in the Sample Location History of any contained Samples



- Once completed, click 'Move Sub Location(s)'. Confirmation of the result is displayed and the window may be closed.