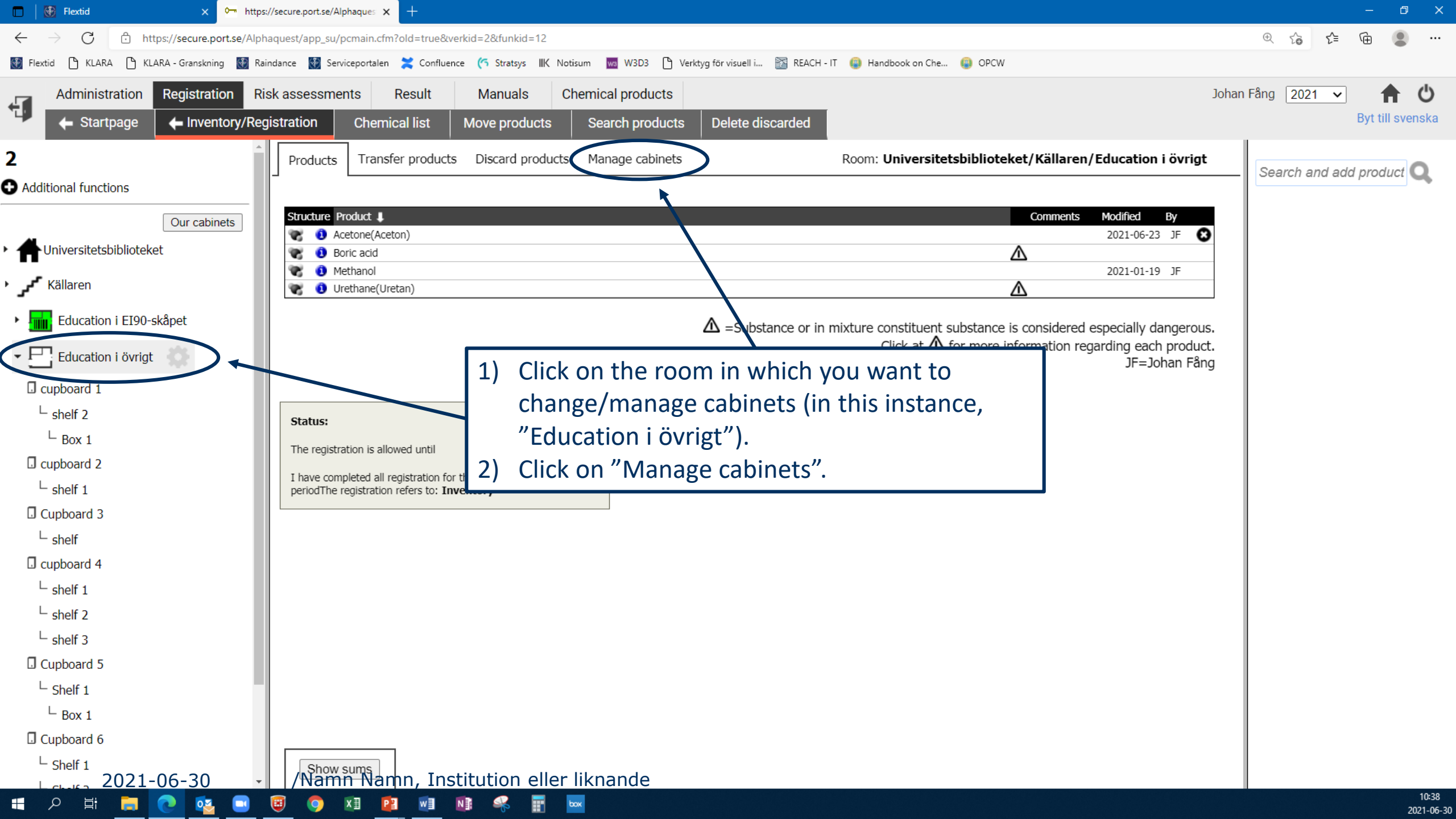
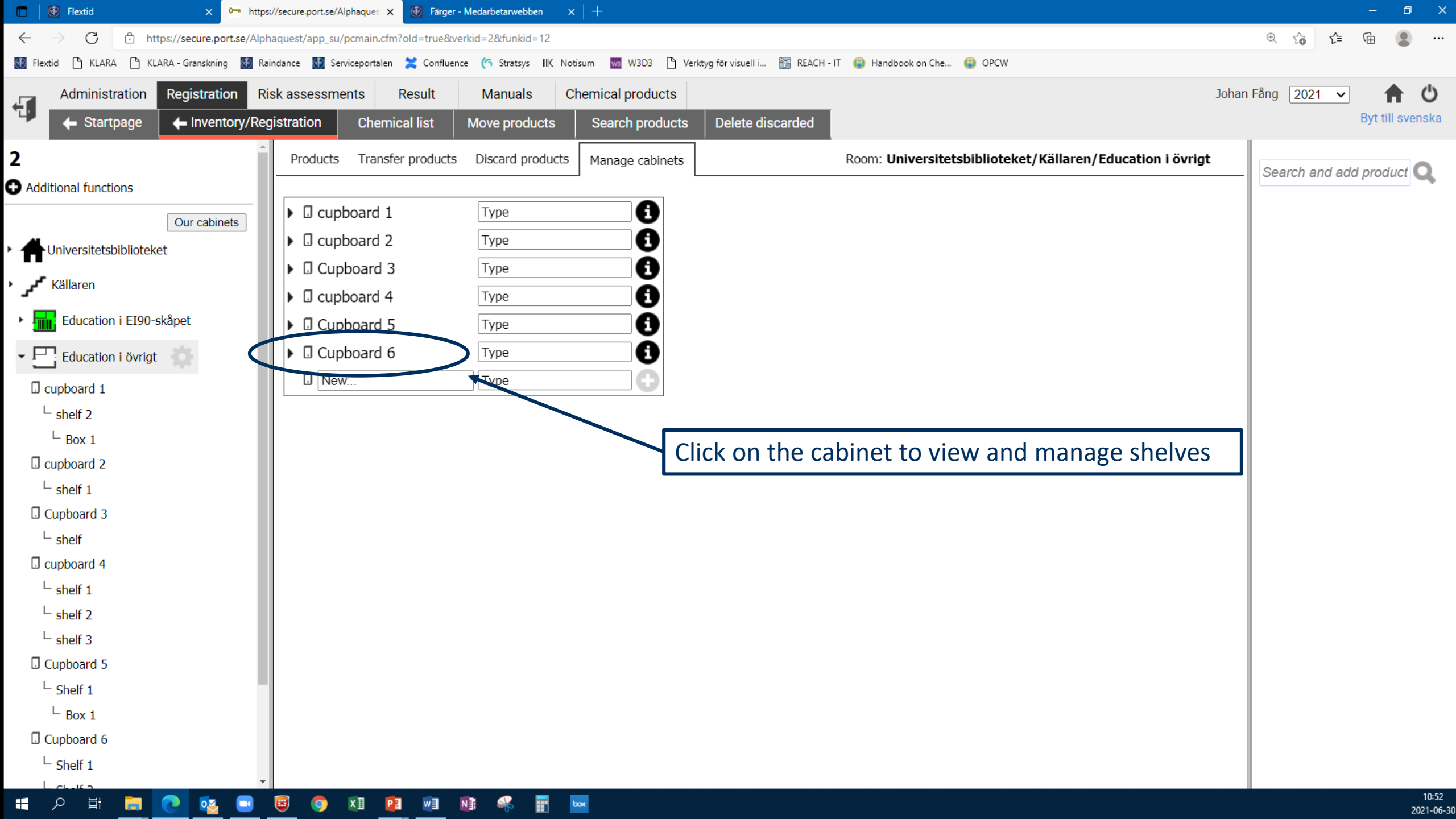


A decorative graphic of a branch with several leaves and small circular fruits, rendered in a light purple color, extending from the left side of the slide.

# How to manage cabinettes in KLARA

Johan Fång  
210630



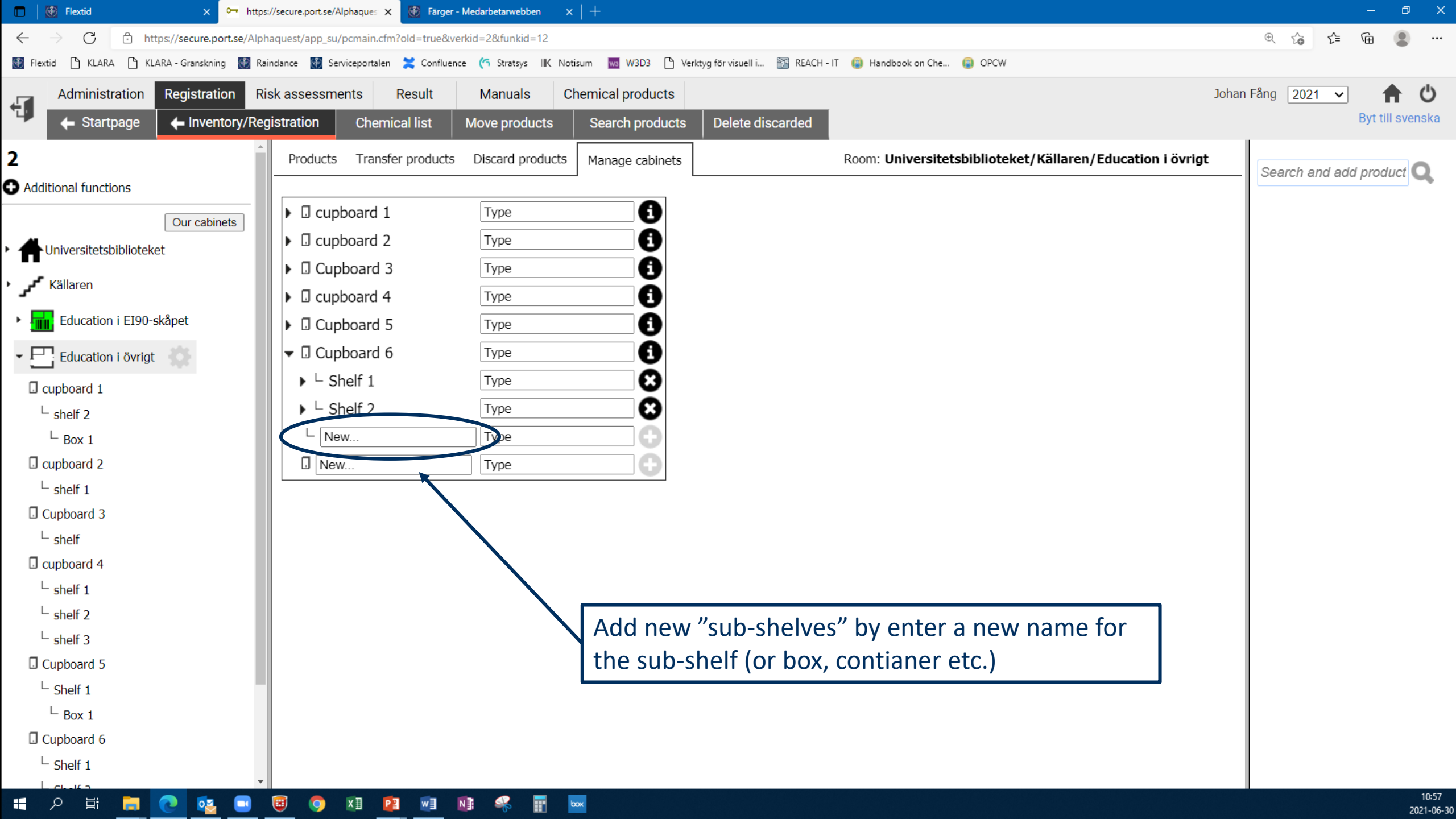


Search and add product

▶  cupboard 1	Type	
▶  cupboard 2	Type	
▶  Cupboard 3	Type	
▶  cupboard 4	Type	
▶  Cupboard 5	Type	
▶  Cupboard 6	Type	
▶  New...	Type	

Click on the cabinet to view and manage shelves

- 2  
+ Additional functions
- Our cabinets
- Universitetsbiblioteket
  - Källaren
  - Education i EI90-skåpet
  - Education i övrigt
  - cupboard 1
    - shelf 2
    - Box 1
  - cupboard 2
    - shelf 1
  - Cupboard 3
    - shelf
  - cupboard 4
    - shelf 1
    - shelf 2
    - shelf 3
  - Cupboard 5
    - Shelf 1
    - Box 1
  - Cupboard 6
    - Shelf 1



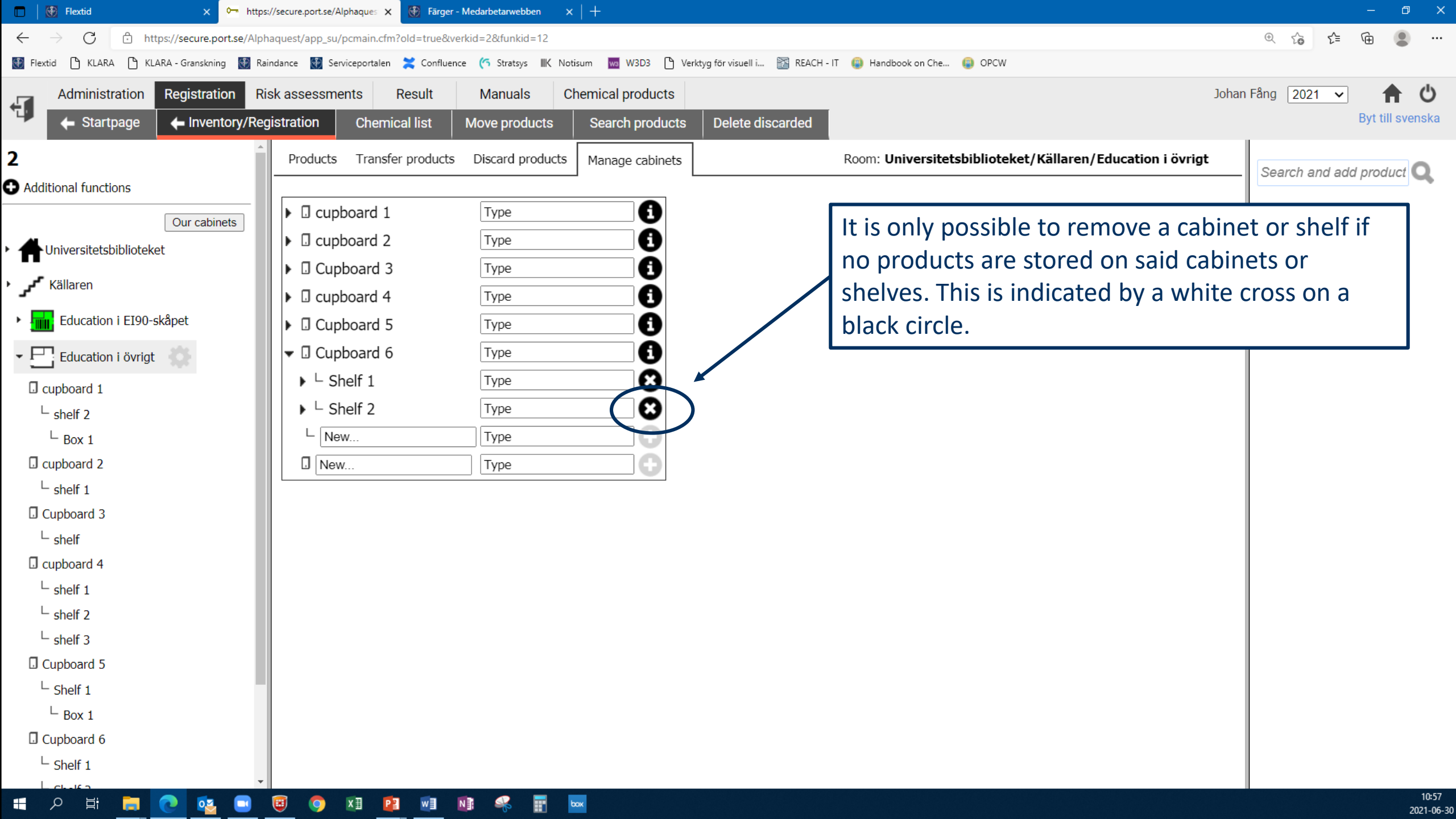
- 2
- Additional functions
- Our cabinets
- Universitetsbiblioteket
  - Källaren
    - Education i EI90-skåpet
    - Education i övrigt**
      - cupboard 1
        - shelf 2
        - Box 1
      - cupboard 2
        - shelf 1
      - Cupboard 3
        - shelf
      - cupboard 4
        - shelf 1
        - shelf 2
        - shelf 3
      - Cupboard 5
        - Shelf 1
        - Box 1
      - Cupboard 6
        - Shelf 1

Products | Transfer products | Discard products | Manage cabinets | Room: **Universitetsbiblioteket/Källaren/Education i övrigt**

Search and add product

▶ cupboard 1	Type	i
▶ cupboard 2	Type	i
▶ Cupboard 3	Type	i
▶ cupboard 4	Type	i
▶ Cupboard 5	Type	i
▼ Cupboard 6	Type	i
▶ L Shelf 1	Type	x
▶ L Shelf 2	Type	x
▶ L New...	Type	+
▶ New...	Type	+

Add new "sub-shelves" by enter a new name for the sub-shelf (or box, contianer etc.)



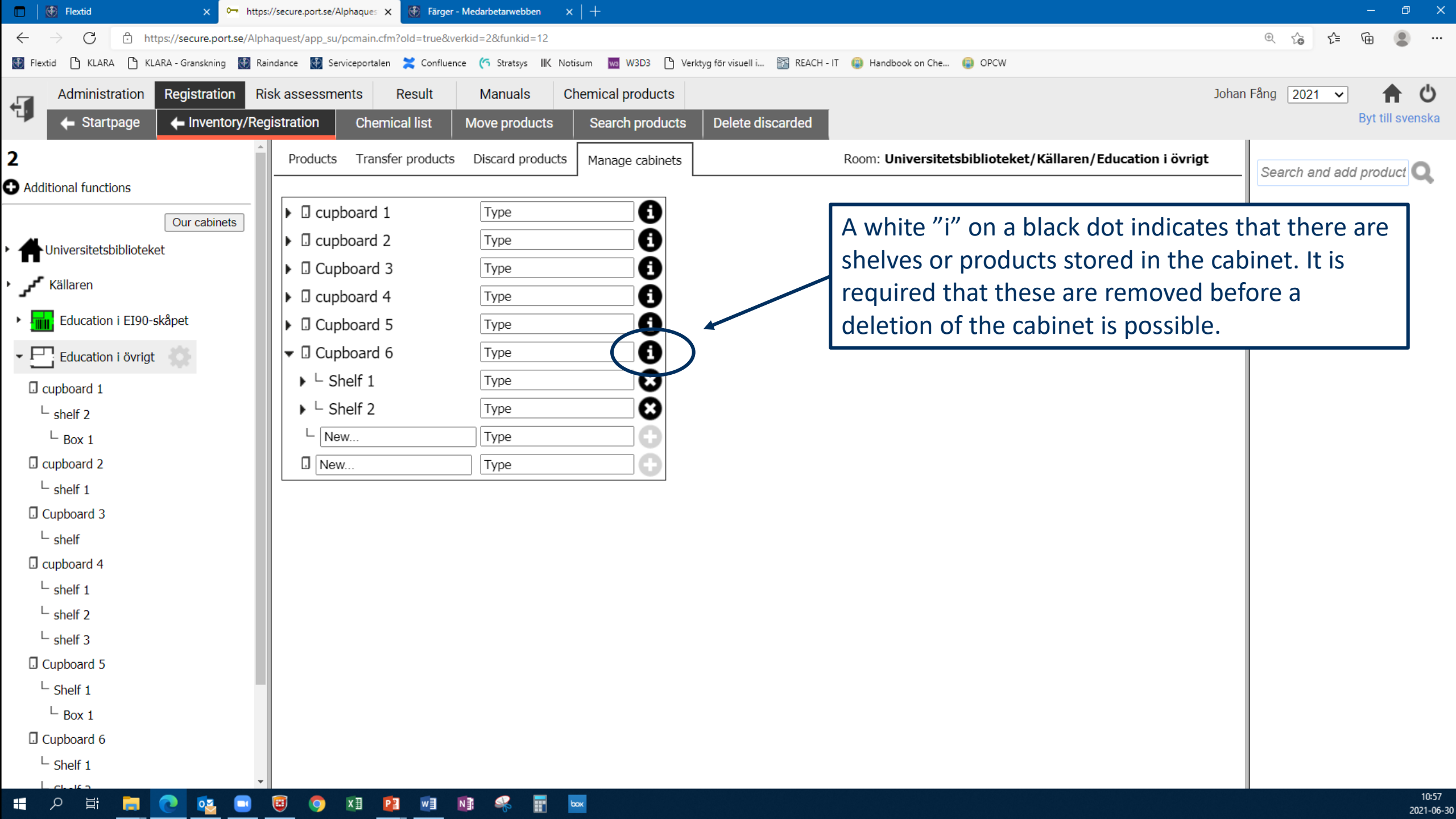
- 2 Additional functions
- Our cabinets
- Universitetsbiblioteket
  - Källaren
    - Education i EI90-skåpet
    - Education i övrigt
      - cupboard 1
        - shelf 2
        - Box 1
      - cupboard 2
        - shelf 1
      - Cupboard 3
        - shelf
      - cupboard 4
        - shelf 1
        - shelf 2
        - shelf 3
      - Cupboard 5
        - Shelf 1
        - Box 1
      - Cupboard 6
        - Shelf 1

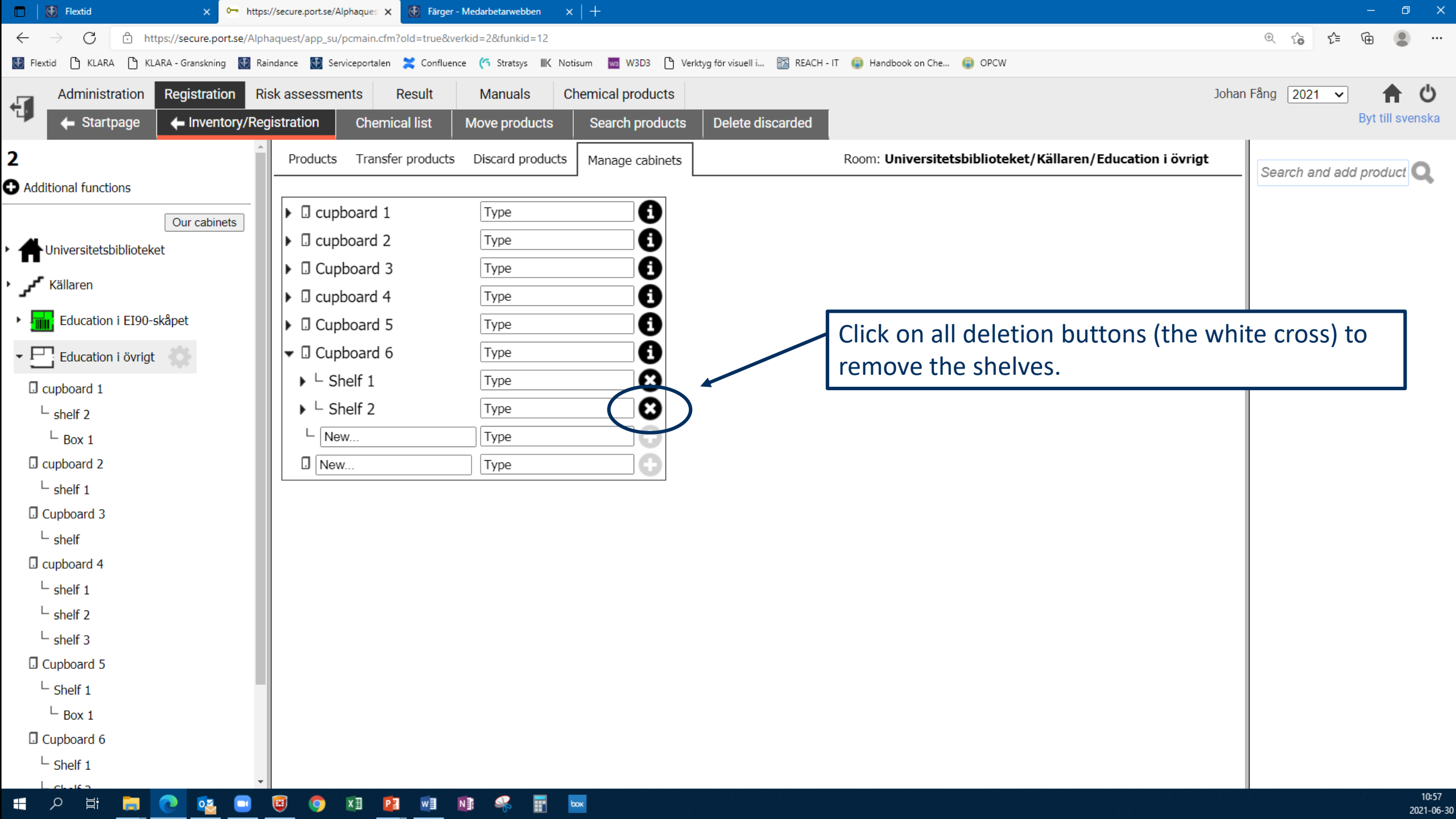
Products | Transfer products | Discard products | Manage cabinets | Room: **Universitetsbiblioteket/Källaren/Education i övrigt**

▶ cupboard 1	Type	i
▶ cupboard 2	Type	i
▶ Cupboard 3	Type	i
▶ cupboard 4	Type	i
▶ Cupboard 5	Type	i
▼ Cupboard 6	Type	i
▶ L Shelf 1	Type	+
▶ L Shelf 2	Type	+
L New...	Type	+
▶ New...	Type	+

It is only possible to remove a cabinet or shelf if no products are stored on said cabinets or shelves. This is indicated by a white cross on a black circle.







- 2 Additional functions
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- Education i övrigt
  - cupboard 1
    - shelf 2
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  - cupboard 2
    - shelf 1
  - Cupboard 3
    - shelf
  - cupboard 4
    - shelf 1
    - shelf 2
    - shelf 3
  - Cupboard 5
    - Shelf 1
    - Box 1
  - Cupboard 6
    - Shelf 1

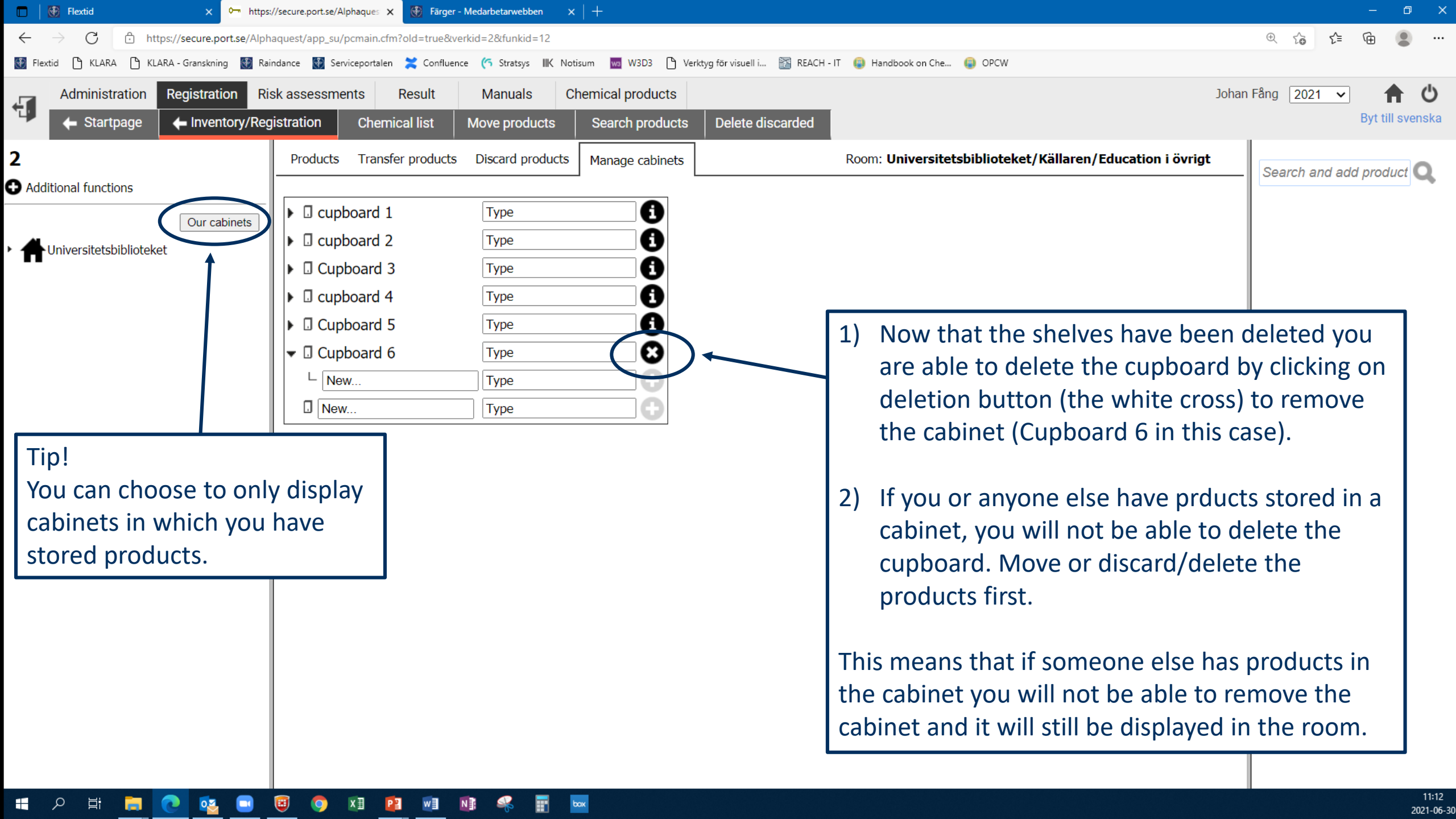
Products Transfer products Discard products Manage cabinets Room: **Universitetsbiblioteket/Källaren/Education i övrigt**

Search and add product

▶ cupboard 1	Type	i
▶ cupboard 2	Type	i
▶ Cupboard 3	Type	i
▶ cupboard 4	Type	i
▶ Cupboard 5	Type	i
▼ Cupboard 6	Type	i
▶ L Shelf 1	Type	x
▶ L Shelf 2	Type	x
L New...	Type	+
▶ New...	Type	+

Click on all deletion buttons (the white cross) to remove the shelves.





**Tip!**  
You can choose to only display cabinets in which you have stored products.

- 1) Now that the shelves have been deleted you are able to delete the cupboard by clicking on deletion button (the white cross) to remove the cabinet (Cupboard 6 in this case).
  - 2) If you or anyone else have products stored in a cabinet, you will not be able to delete the cupboard. Move or discard/delete the products first.
- This means that if someone else has products in the cabinet you will not be able to remove the cabinet and it will still be displayed in the room.