Changing the owner of a container
First, search the barcode for the specific container you want to move.

***Moving a container must be performed by the ORIGINAL owner of the container.***
Select “Owner” button.
Ensure that the “Change to New Owner’s Default Location” is checked.  
**Only the ORIGINAL owner’s location will be shown, but the container will actually be moved to the NEW owner’s default location.**
Select the name of the PI to whose group the chemical is moving and click Submit.
The selected group will now appear as the owner and the location will be the new owner’s default location.

The new owner will still need to change the location of the container in their own inventory if they don’t want it listed as being in their default location.
Changing a container’s location
(AKA: Moving a container)
First, search the barcode for the specific container you want to move.
On the “Container Information” page, click on the “Current Location” button.
Select the new location you want to move the container TO.
Contact EHRS at cheminv@exchange.upenn.edu if you need change the location(s) of a large number of containers.