

Changing the owner of a
container

*****Moving a container must be performed by the ORIGINAL owner of the container.*****

First, search the barcode for the specific container you want to move.

ChemSW
Material Management System

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Home

Material Search
Name Begins:
and CAS # Begins:
and Formula Begins:

Container Search
Barcode:

[Search Structures](#)

Materials
[Create New](#)
[Search](#)
[Available MSDS](#)
[Missing MSDS](#)
[Scope - Local](#)

Manage Inventory
[Search by Barcode](#)
[Transfer/Dispose](#)
[Container Group](#)
[Receive Material](#)
[Move Requests](#)
[Reconciliations](#)
[Waste Containers](#)

View Inventory
[My Inventory](#)
[By Location](#)
[Expired](#)
[Missing](#)
[Below Minimum](#)
[Above Maximum](#)
[Reports](#)

Tools
[Keyboard/Scanner](#)
[Handheld](#)
[ChemCac](#)
[Preferences](#)
[System](#)
[Translate this page](#)
[Configure Location](#)
[Configure Vendors](#)

Help
[User's Manual](#)
[About](#)

This menu is also available by clicking the icon in the top-left corner of every page.

Expired Containers | **Minimum Reorder Materials** | **Maximum Level Materials** | **Waste Containers**

Expiration:

[Full-page worklist](#)

Links [\[new\]](#)

Hints [\[new\]](#)

- Enter a chemical search by name, CAS, or formula. You can combine terms if needed. [\[edit\]](#)
- Enter a container barcode to find information on that container. [\[edit\]](#)
- Click the View Inventory by Location link to navigate inventory by a location tree. [\[edit\]](#)
- Click a tab to see expired, re-order, or maximum inventory lists. [\[edit\]](#)

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Container Information

Select "Owner"
button.

Material [3-hydroxy-tyramine hydrochloride](#)
Label Name 3-hydroxy-tyramine hydrochloride ▾
Description
Barcode ID 108006
Received 06/16/2014
Expiration mm/dd/yyyy
Status Lab Use Only
 [admin, admin \(admin\)](#)
Reserved ▾
 EHRs Surplus Chemicals
Home Location [none] [change...](#)
***Quantity** GM container
Open Container? No, [Open Now](#)
Disposed Container
Storage Notes

Manufacturer ALDRICH
Supplier ALDRICH
Manufacturer Lot#
Container Group Code

Also: [Reprint Label](#) | [Dispense](#) | [Add C of A](#) | [View Container Family](#) | [History](#) | [Container Properties](#)

[Comments](#) for this container ▾

No comments found.

[Links](#) [\[new\]](#)

[Hints](#) [\[new\]](#)

Back | Materials | Home | Help | Logout

CISPro

Change Owner for Container

Current Owner admin

New Owner admin, admin (admin)

Change to New Owner

Change to New Owner's Default Location: EHRs Surplus Chemicals

[Links \[new\]](#)

[Hints \[new\]](#)

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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.

CISPro Back | Materials | Home | Help | Logout

Change Owner for Container

Current Owner admin

New Owner

- admin, admin (admin)
- Abel, Ted (abele)
- admin, admin (admin)
- Allen, Mark (Mallen)
- Amaravadi, Ravi (ravi.amaravadi)
- Anna, Jessica (jmanna)
- Arany, Zoltan (zarany)
- Arnold, Steven (arnold)
- Arratia, Paulo (parratia)
- Avadhani, Narayan (narayan)
- Bale, Tracy (tbale)
- Bartolomei, Marisa (bartolom)
- Bates, Paul (pbates)
- Bau, Haim (bau)
- Baumgart, Tobias (baumgart)
- Baur, Joseph (baur)
- Beatty, Gregory (gregory.beatty)
- Beers, Michael (mfbeers)
- Bennett, Jean (jbennet)
- Berger, Shelley (bergers)
- Berritt, Simon (sibe)

Search Last Name:

Location: EHRS Surplus Chemicals

[Links \[new\]](#)

[Hints \[new\]](#)

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Container Information

| | | | |
|---|---|---|----------------------|
| Material | 3-hydroxy-tyramine hydrochloride | Manufacturer | ALDRICH |
| Label Name | 3-hydroxy-tyramine hydrochloride ▾ | Supplier | ALDRICH |
| Description | | Manufacturer Lot# | <input type="text"/> |
| Barcode ID | 108006 | Container Group Code | |
| Received | 06/16/2014 | | |
| Expiration | <input type="text"/> <input type="button" value="..."/> mm/dd/yyyy | | |
| Status | Lab Use Only | | |
| <input type="button" value="Owner"/> | Pesce, Addie (adpesce) | | |
| Reserved | <input type="text"/> ▾ | | |
| <input type="button" value="Current Location"/> | 3700 Market | <input type="button" value="Request Move"/> | |
| Home Location | [none] change... | | |
| *Quantity | <input type="text" value="1"/> GM container | | |
| Open Container? | No, Open Now | | |
| Disposed Container | <input type="checkbox"/> | | |
| Storage Notes | <input type="button" value="Notes"/> | | |
| | <input type="button" value="Save"/> <input type="button" value="Cancel"/> | | |

Also: [Reprint Label](#)[Comments](#) for this

No comments found.

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.

[Links](#) [\[new\]](#)[Hints](#) [\[new\]](#)

Changing a container's location
(AKA: Moving a container)

First, search the barcode for the specific container you want to move.

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Material Management System

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Home

Material Search
Name Begins:
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Container Search
Barcode:

[Search Structures](#)


Materials
[Create New](#)
[Search](#)
[Available MSDS](#)
[Missing MSDS](#)
[Scope - Local](#)

Manage Inventory
[Search by Barcode](#)
[Transfer/Dispose](#)
[Container Group](#)
[Receive Material](#)
[Move Requests](#)
[Reconciliations](#)
[Waste Containers](#)

View Inventory
[My Inventory](#)
[By Location](#)
[Expired](#)
[Missing](#)
[Below Minimum](#)
[Above Maximum](#)
[Reports](#)

Tools
[Keyboard/Scanner](#)
[Handheld](#)
[ChemCat](#)
[Preferences](#)
[System](#)
[Translate this page](#)
[Configure Location](#)
[Configure Vendors](#)

Help
[User's Manual](#)
[About](#)

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Expired Containers **Minimum Reorder Materials** **Maximum Level Materials** **Waste Containers**

Expiration: today

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Links [\[new\]](#)

Hints [\[new\]](#)

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On the “Container Information” page, click on the “Current Location” button

Back | Materials | Home | Help | Logout MSDS | Logout as adpesce

Container Information

| | | | |
|---------------------------|--|-----------------------------|---|
| Material | 1.0N SODIUM HYDROXIDE 1L | Manufacturer | Sigma-Aldrich |
| Label Name | 1.0N SODIUM HYDROXIDE 1L ▾ | Supplier | Sigma-Aldrich |
| Description | 97% flakes | Manufacturer Lot# | <input type="text"/> |
| Barcode ID | 168260 | Container Group Code | |
| Received | 12/10/2015 | | |
| Expiration | <input type="text"/> <input type="button" value="..."/> mm/dd/yyyy | | |
| Status | Lab Use Only | | |
| Owner | Baur, Joseph (baur) | | |
| Reserved | <input type="text"/> | | |
| Current Location | <input type="button" value="Current Location"/> Smilow,12-173 | | <input type="button" value="Request Move"/> |
| Home Location | [none] change... | | |
| *Quantity | <input type="text" value="1"/> L container | | |
| Open Container? | No, Open Now | | |
| Disposed Container | <input type="checkbox"/> | | |
| Storage Notes | <input type="button" value="Notes"/> | | |

Also: [Reprint Label](#) | [Dispense](#) | [Add C of A](#) | [View Container Family](#) | [History](#) | [Container Properties](#)

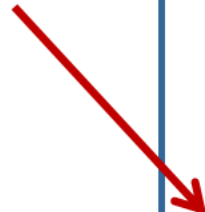
Container 168260 is currently at Smilow,12-173

Cancel

Please select a new location:

- Upenn Main Campus
 - 3700 Market
 - Anatomy-Chemistry
 - BRB 2-3
 - Chemistry 1958
 - Chemistry 1973
 - Claire M. Faqin Hall
 - CRB
 - Cret
 - Cyclotron Facility
 - David Rittenhouse Labs
 - EHR5 Surplus Chemicals
 - Hayden Hall
 - Hill
 - John Morgan
 - Johnson Pavilion
 - Leidy
 - Levy
 - LRSM - Gianola lab
 - Lynch
 - Maloney
 - Moore
 - Old Vet Quad
 - Rosenthal
 - Ryan Vet Hospital
 - Singh Nanotechnology
 - Skirkanich
 - Smilow
 - 10-164A
 - 10-169B
 - 10-169C
 - 10-170B
 - 10-170C
 - 10-171A
 - 10-171B
 - 10-171C
 - 11-178A
 - 11-179A
 - 12-165A
 - 12-166A
 - 12-170
 - 12-171
 - 12-171A
 - 12-172
 - 12-173
 - 12-174
 - 12-251A
 - 12-251B
 - 12th Floor Equipment Cabinet
 - 8-160ABC

Select the new location you want to move the container TO.



Back | Container | Materials | Home | Help | Logout

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Container 168260 is currently at Smilow,12-173

Cancel or Move Container 168260 to location: 12-171

You can also select a different location:

- Upenn Main Campus
 - 3700 Market
 - Anatomy-Chemistry
 - BRB 2-3
 - Chemistry 1958
 - Chemistry 1973
 - Claire M. Faigin Hall
 - CRB
 - Cret
 - Cyclotron Facility
 - David Rittenhouse Labs
 - EHRIS Surplus Chemicals
 - Hayden Hall
 - Hill
 - John Morgan
 - Johnson Pavilion
 - Leidy
 - Levy
 - LRSM - Gianola lab
 - Lynch
 - Maloney
 - Moore
 - Old Vet Quad
 - Rosenthal
 - Ryan Vet Hospital
 - Singh Nanotechnology
 - Skirkanich
 - Smilow
 - 10-164A
 - 10-169B
 - 10-169C
 - 10-170B
 - 10-170C
 - 10-171A
 - 10-171B
 - 10-171C
 - 11-178A
 - 11-179A
 - 12-165A
 - 12-166A
 - 12-170
 - 12-171**
 - 12-171A
 - 12-172
 - 12-173
 - 12-174
 - 12-251A
 - 12-251B
 - 12th Floor Equipment Cabinet
 - 8-160ABC

Click MOVE to complete the container move

Contact EHRIS at cheminv@exchange.upenn.edu if you need change the location(s) of a large number of containers.