# Transferring Inventory

1. Click on Inventory Transactions
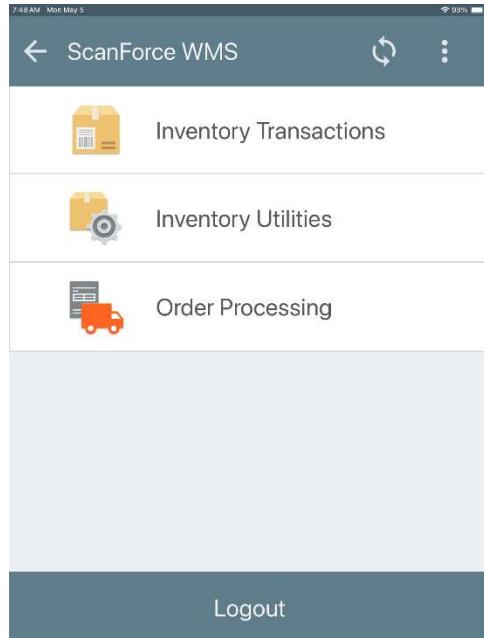
2. Click on Inventory Transfers.
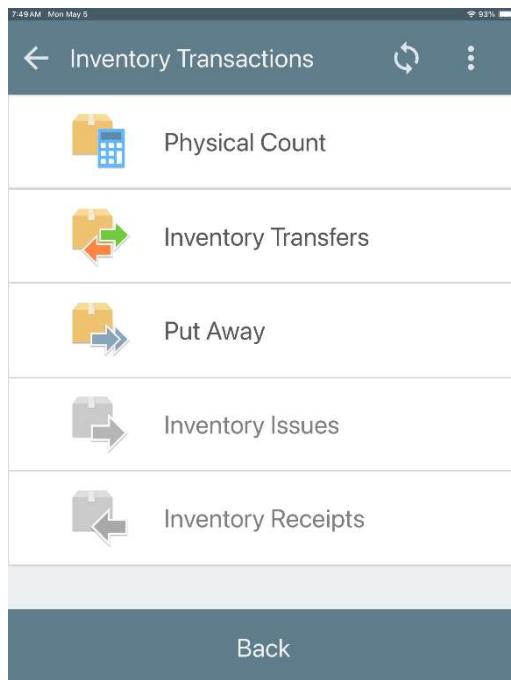
3. Select the From Warehouse and the To Warehouse.
   a. Note that it is rare that products transfer between warehouses. Most of the time, your From and To Warehouse will be the same.
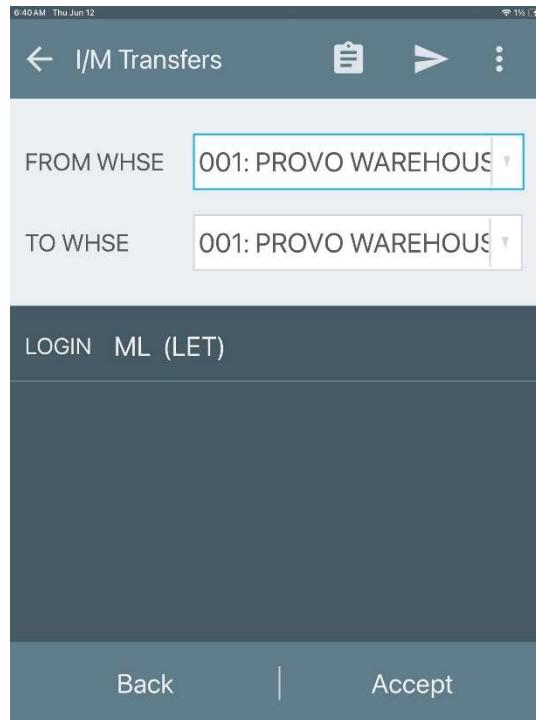
4. Select or scan the item you wish to transfer.
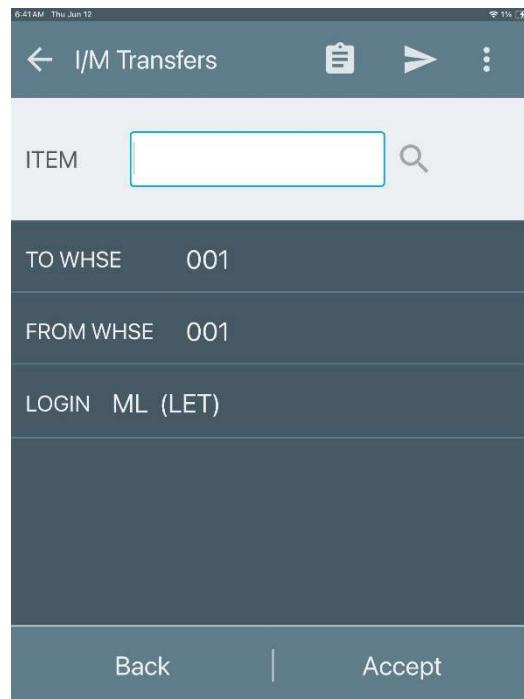
5. Pick a From location from the list or scan a location that has that part # in it.
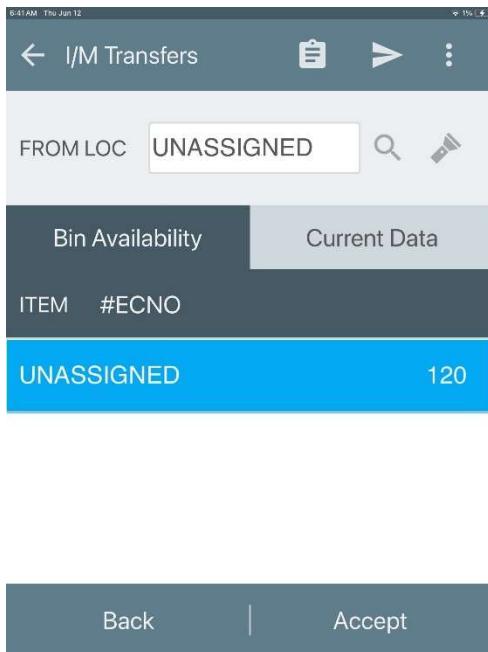
6. Input the quantity of the part that you are transferring.
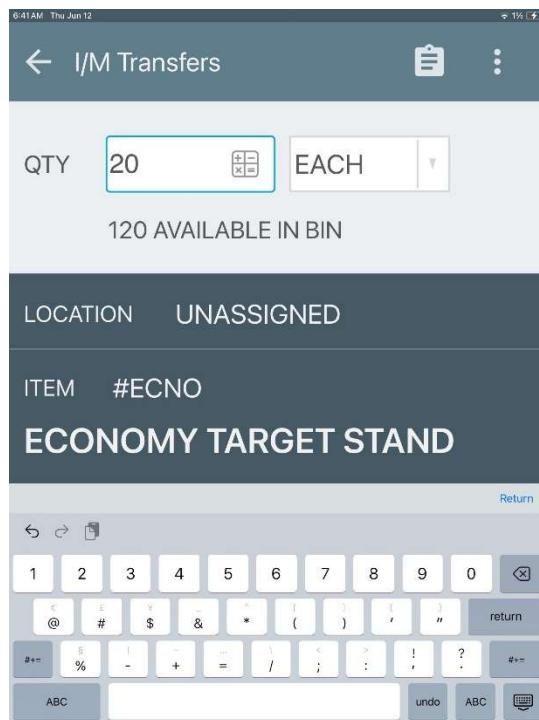
7. Enter the To location by searching or scanning the location.
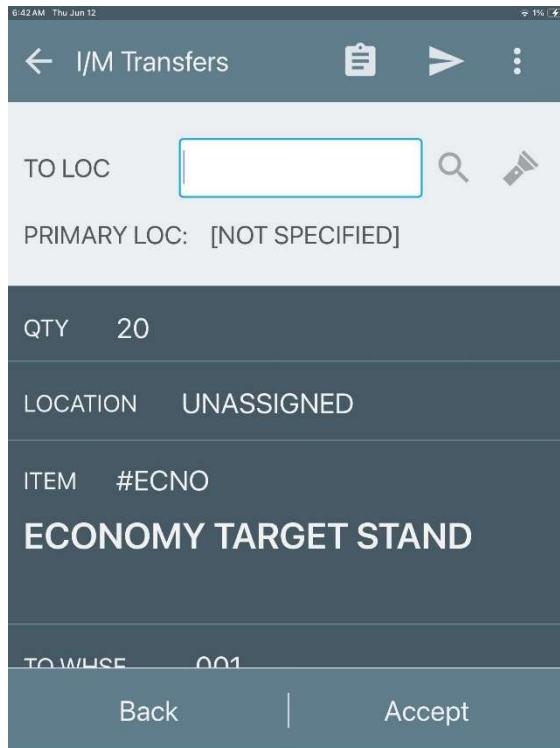
8. Press the Accept Button.
9. Press the Send data Button
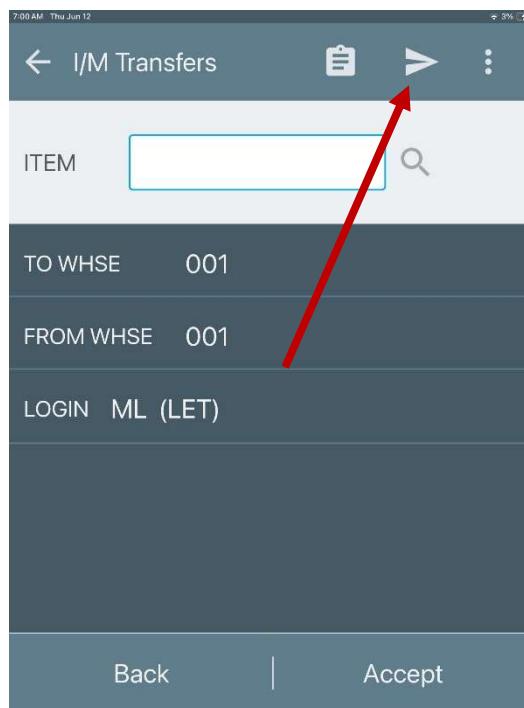
10. Click "Send Data"
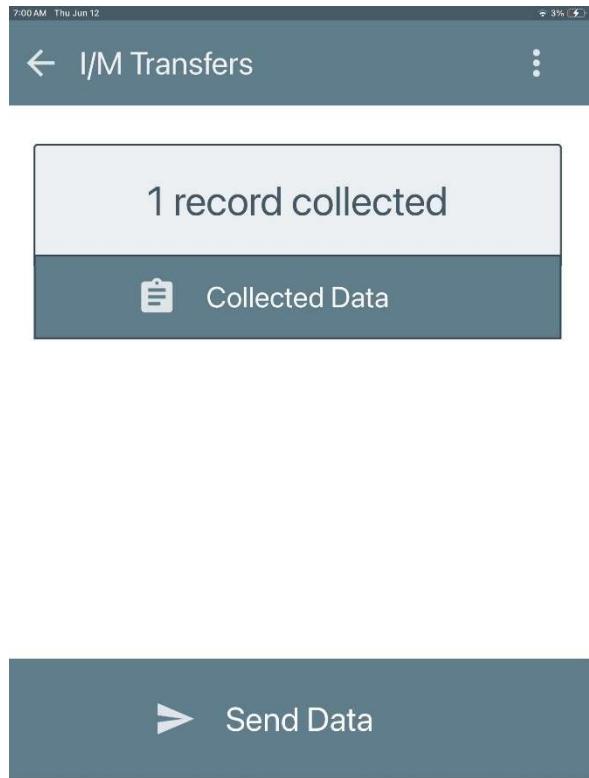
11. Refresh your scanners data.