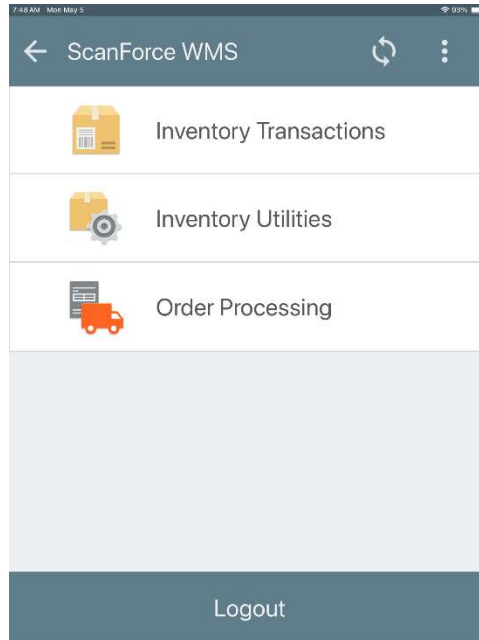
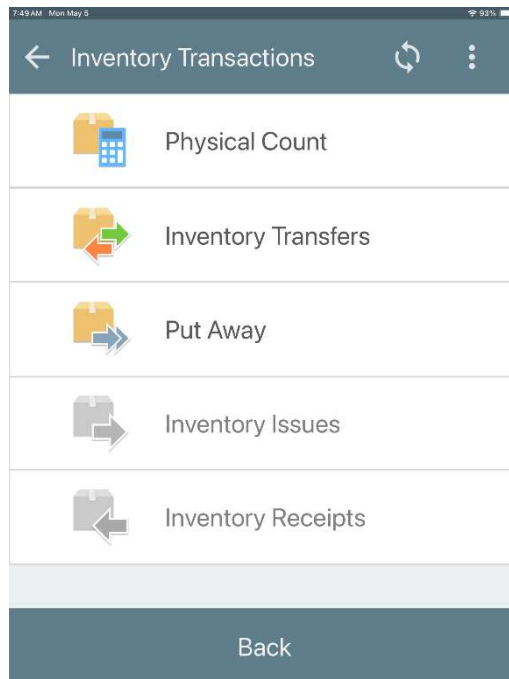


# Transferring Inventory

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.

6:40 AM Thu Jun 12

I/M Transfers

FROM WHSE 001: PROVO WAREHOUSE

TO WHSE 001: PROVO WAREHOUSE

LOGIN ML (LET)

Back | Accept

4. Select or scan the item you wish to transfer.

6:41 AM Thu Jun 12

I/M Transfers

ITEM

TO WHSE 001

FROM WHSE 001

LOGIN ML (LET)

Back | Accept

5. Pick a From location from the list or scan a location that has that part # in it.

The screenshot shows the 'I/M Transfers' app interface. At the top, there's a header with a back arrow, the title 'I/M Transfers', and icons for a clipboard, a right arrow, and a menu. Below the header, the 'FROM LOC' field is set to 'UNASSIGNED'. To the right of this field are a magnifying glass icon and a barcode scanner icon. Below this, there are two tabs: 'Bin Availability' (selected) and 'Current Data'. Under the 'Bin Availability' tab, there's a table with columns 'ITEM' and '#ECNO'. The first row in the table has 'UNASSIGNED' under 'ITEM' and '120' under '#ECNO'. At the bottom of the screen, there are two buttons: 'Back' and 'Accept'.

6. Input the quantity of the part that you are transferring.

The screenshot shows the 'I/M Transfers' app interface. At the top, there's a header with a back arrow, the title 'I/M Transfers', and icons for a clipboard, a right arrow, and a menu. Below the header, the 'QTY' field is set to '20'. To the right of this field is a small icon with '+' and '-' signs. Below the 'QTY' field, it says '120 AVAILABLE IN BIN'. To the right of the 'QTY' field is a dropdown menu set to 'EACH'. Below this, there's a 'LOCATION' field set to 'UNASSIGNED'. Below the 'LOCATION' field, there's a table with columns 'ITEM' and '#ECNO'. The first row in the table has 'ECONOMY TARGET STAND' under 'ITEM' and '#ECNO' under '#ECNO'. At the bottom of the screen, there's a keyboard with a 'Return' button.

7. Enter the To location by searching or scanning the location.

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I/M Transfers

TO LOC  🔍 📶

PRIMARY LOC: [NOT SPECIFIED]

QTY 20

LOCATION UNASSIGNED

ITEM #ECNO

**ECONOMY TARGET STAND**

TO WHSE 001

Back | Accept

8. Press the Accept Button.
9. Press the Send data Button

7:00 AM Thu Jun 12

I/M Transfers

ITEM  🔍

TO WHSE 001

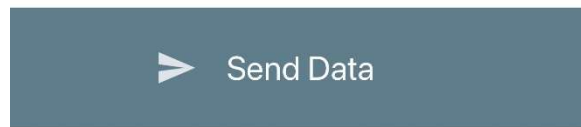
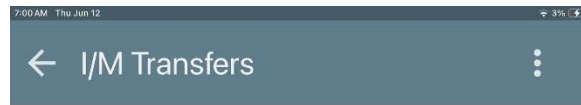
FROM WHSE 001

LOGIN ML (LET)

Back | Accept

A red arrow points from the bottom of the screen to the Send data button (a right-pointing arrow icon) in the top navigation bar.

10. Click “Send Data”



11. Refresh your scanners data.