

Transfer Inventory

Description	This Screen is used to transfer inventory to another location.
Location	Admin>Setup>Transfer Inventory
	<p>① This will search all tickets.(F2)</p> <p>② This will add new transfer ticket.</p> <p>③ This will delete existing tickets. You can only delete pending tickets.</p> <p>④ This will save pending tickets.</p> <p>⑤ Search tickets with given information (Ticket No, Date, Store, User ID or Name, Status)</p> <p>⑥ List of tickets.</p> <p>⑦ Ticket information. You can review ticket information and edit ticket information.</p> <p>⑧ Detail information about ticket.</p> <p>⑨ Print button.</p> <p>⑩ After you make new ticket, click this button to insert inventory.</p>
Note	-New ticket needs to be saved before you insert inventory.

Add New Ticket & Send

1. Click the **Insert**② button to add a new ticket.
2. You will see new ticket information from **Field**⑦.
3. Click the **From Store** drop-down menu. If you do not see **From Store**, you should go to store setup and register your computer. (**Go to Page 14**)
4. Click the **To Store** drop-down menu and select the store to which you are sending inventory.
5. Click **Save**④ button.

Note: You have to save information before you insert inventory.

6. Once you have saved, click the **Insert**② button. You will see following screen:

The screenshot shows a window titled "TICKET" with a close button in the top right corner. The form contains the following elements:

- A "From : To : 001" field.
- A "Ticket No" field containing "060608001".
- A "TYPE" dropdown menu.
- Buttons: "Delete", "Cancel", "Pending", and "Send".
- Two empty tables:

No.	Type	Product Name	Qty

No.	Product Name	ESN
- At the bottom, there are checkboxes for "Damage" and "Quantity", and an "ESN" input field.
- The status bar at the bottom shows "Ready", "w_ticket_search_ce", "erpone", and "cellatest".

1. Input **Quantity** of product and scan **ESN** number. You will see following screen:

TICKET

From : To : 001 Ticket No 060608001 Delete Cancel
 TYPE Phone Pending Send

No.	Type	Product Name	Qty
1		MetroPCS testhjs	test
MetroPCS testhjs Total :			1
Total:			1

Damage Quantity
 ESN

0 results in search criteria. w_ticket_search_ce erpone cellatest

- When you are done selecting inventory to transfer, you can choose to send or hold the ticket.
- If you want to send click **Send** button. If you want to hold the ticket for a later date, click **Pending** button.

Note: *Once you send the ticket, you will not be able to edit or delete your ticket.*

- Once you click either the **Send** or **Pending** buttons, you will be directed to the main transfer inventory screen. Ensure the Ticket is in the right status. (see below)

Ticket Status

Pending	Status before you send inventory. You can modify or delete when ticket status is pending.
Sent	Status after you have sent inventory. Since it is already shipped out from your store, you will not be able to modify or delete the ticket.
Received	Status when another store received sent inventory.

Review Ticket Information

1. Click the **Search**① button
2. You will see new ticket information from **Field**⑦.
3. **From Store** should be selected. If you do not see **From Store**, you should go to store setup and register your computer. (**Go to Page16**)
4. Choose **To Store** where you are sending inventory to.
5. Click **Save**④ button.