# *Performing an Inventory Transfer*

Some venues have multiple locations. I.e., Concession 1, Concession 2, Warehouse etc. In this scenario, you can **"Transfer Items"** from one location to another. Here, we will walk through the steps of this procedure.
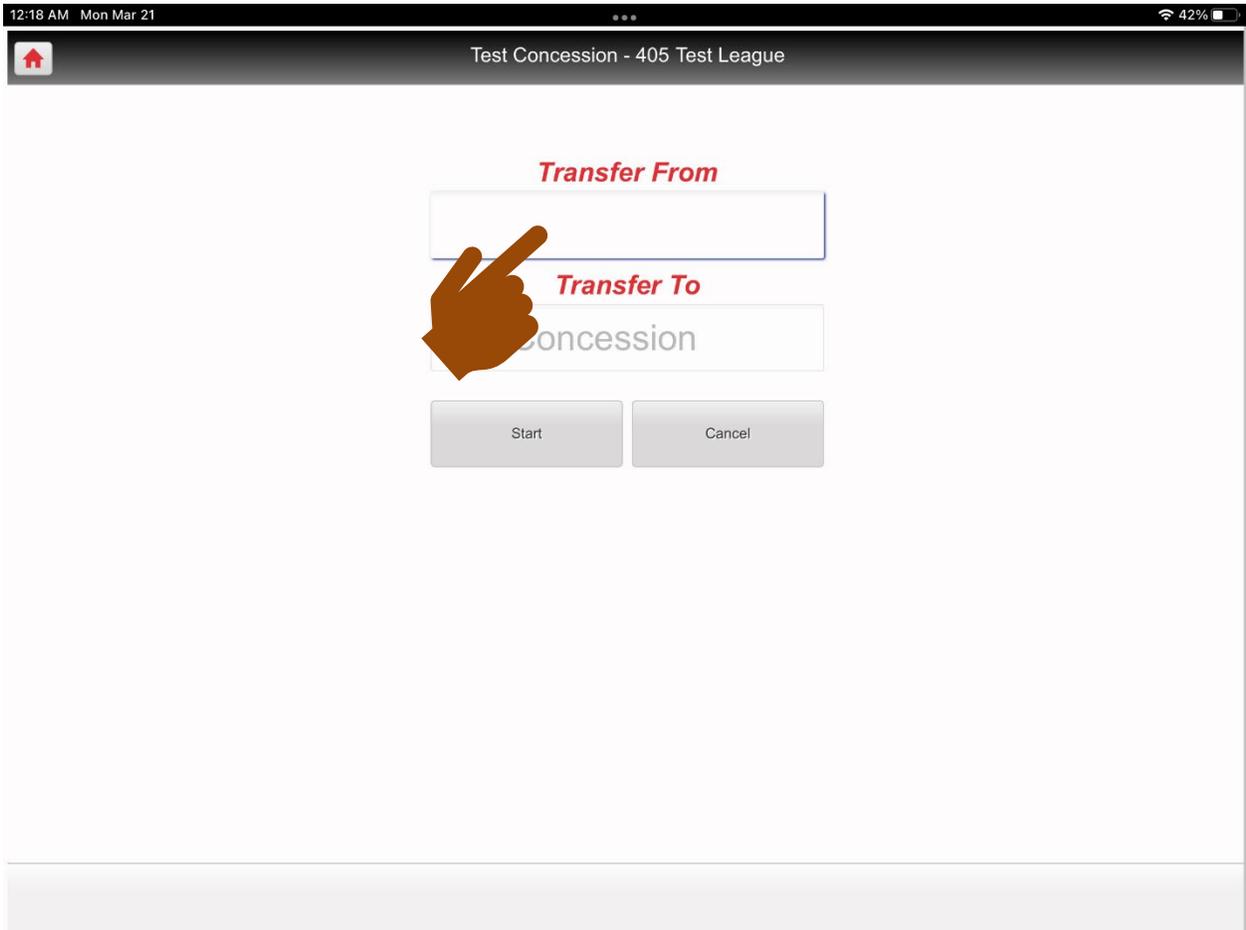
1. After you have logged into the iPad, tap the **"Inventory"** button on the **"Home Screen."**

2. The **"Select an Inventory Action"** screen will appear. Tap the **"Transfer Items"** button.

Test Concession - 405 Test League

Select an Inventory Action

Count Items

Transfer Items
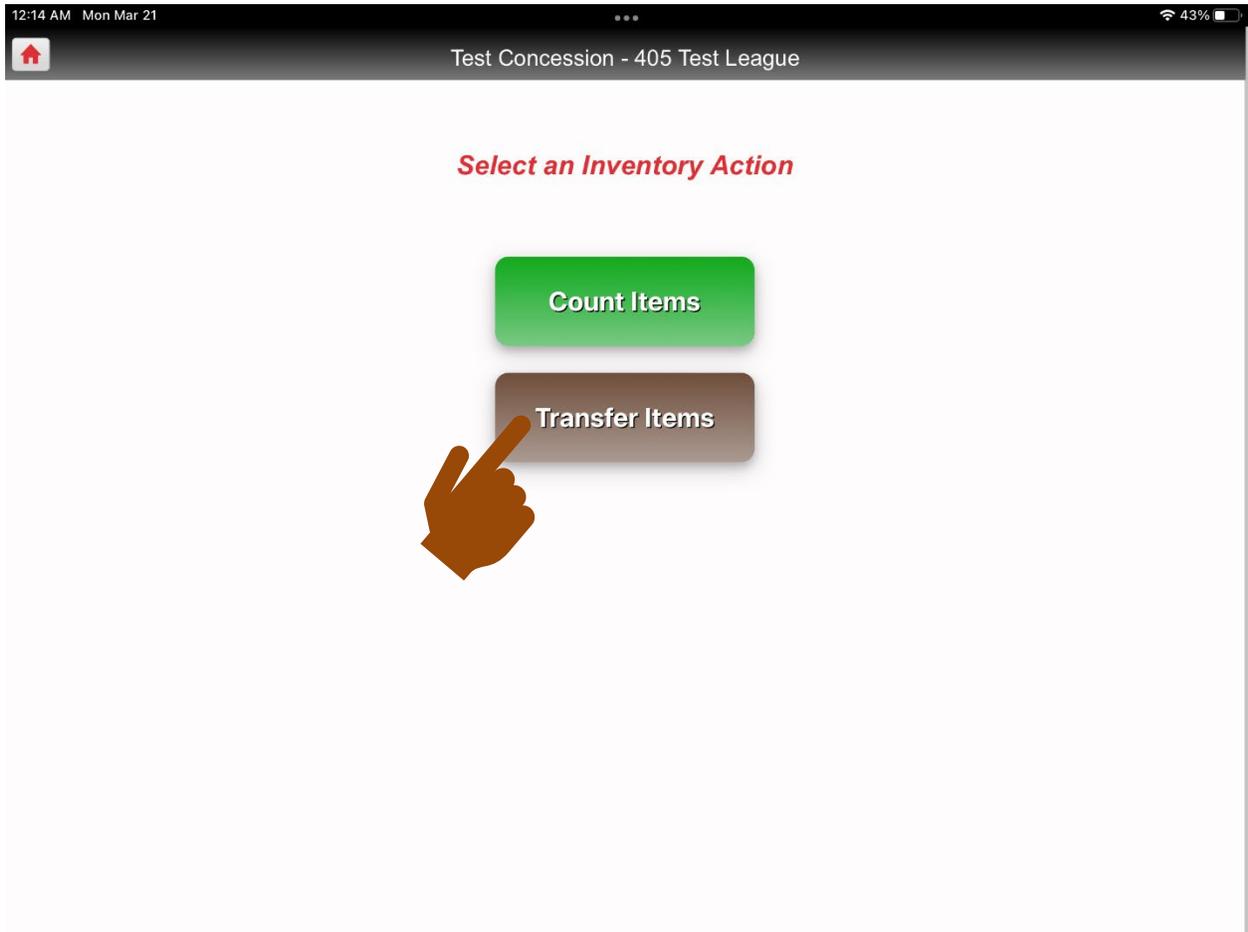
3. The **"Transfer From/Transfer To"** screen will appear. Tap the **"Transfer From"** box*. NOTE: The "Transfer To" box is already filled out. This is because the "Transfer To", is the location the iPad you are working from is currently logged into. You are pulling items from the "Transfer From" location to your current location.*

4. Tap the **"Location"** you are transferring from.

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Transfer From

✓

Test Concession 2

405 Warehouse

Start   Cancel
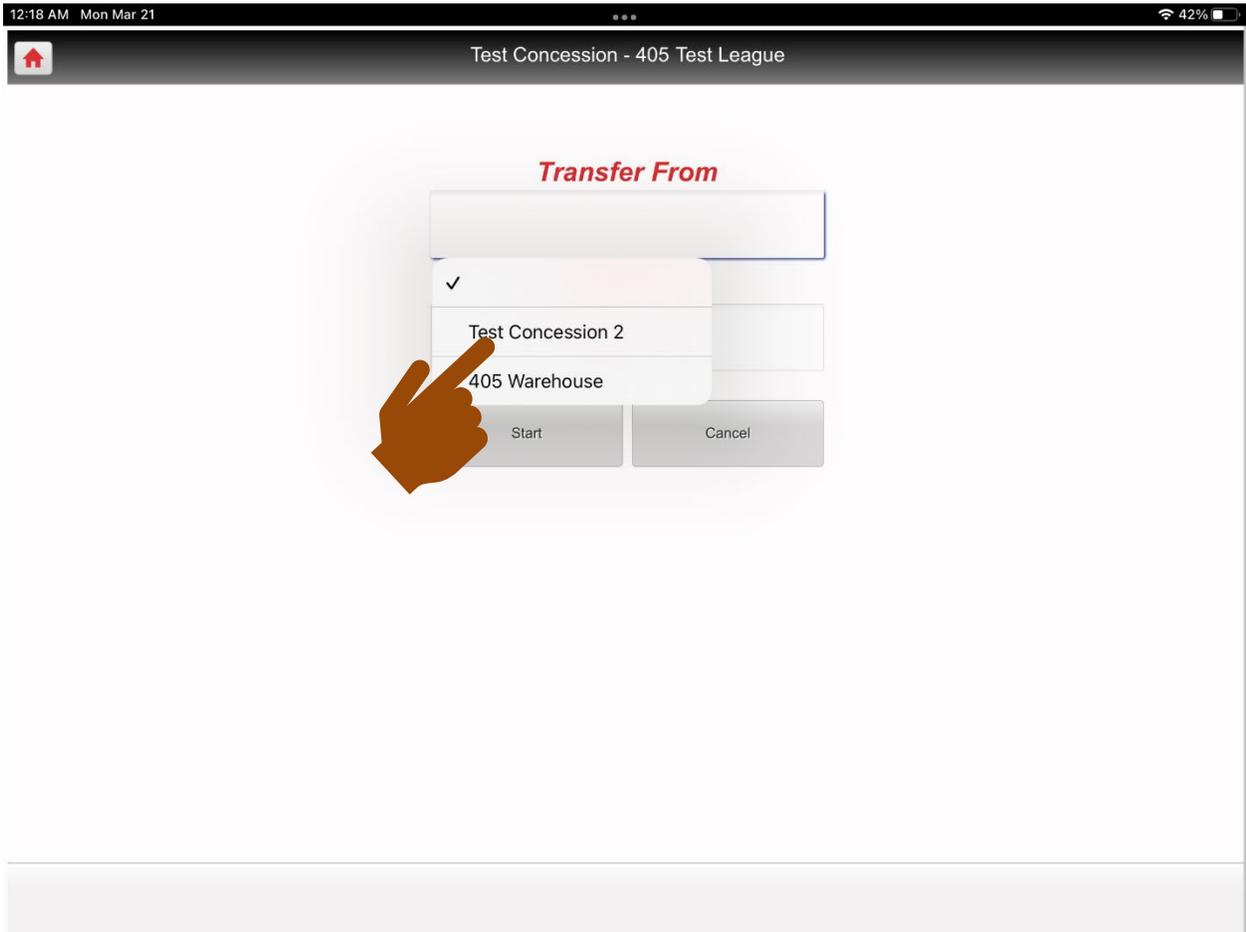
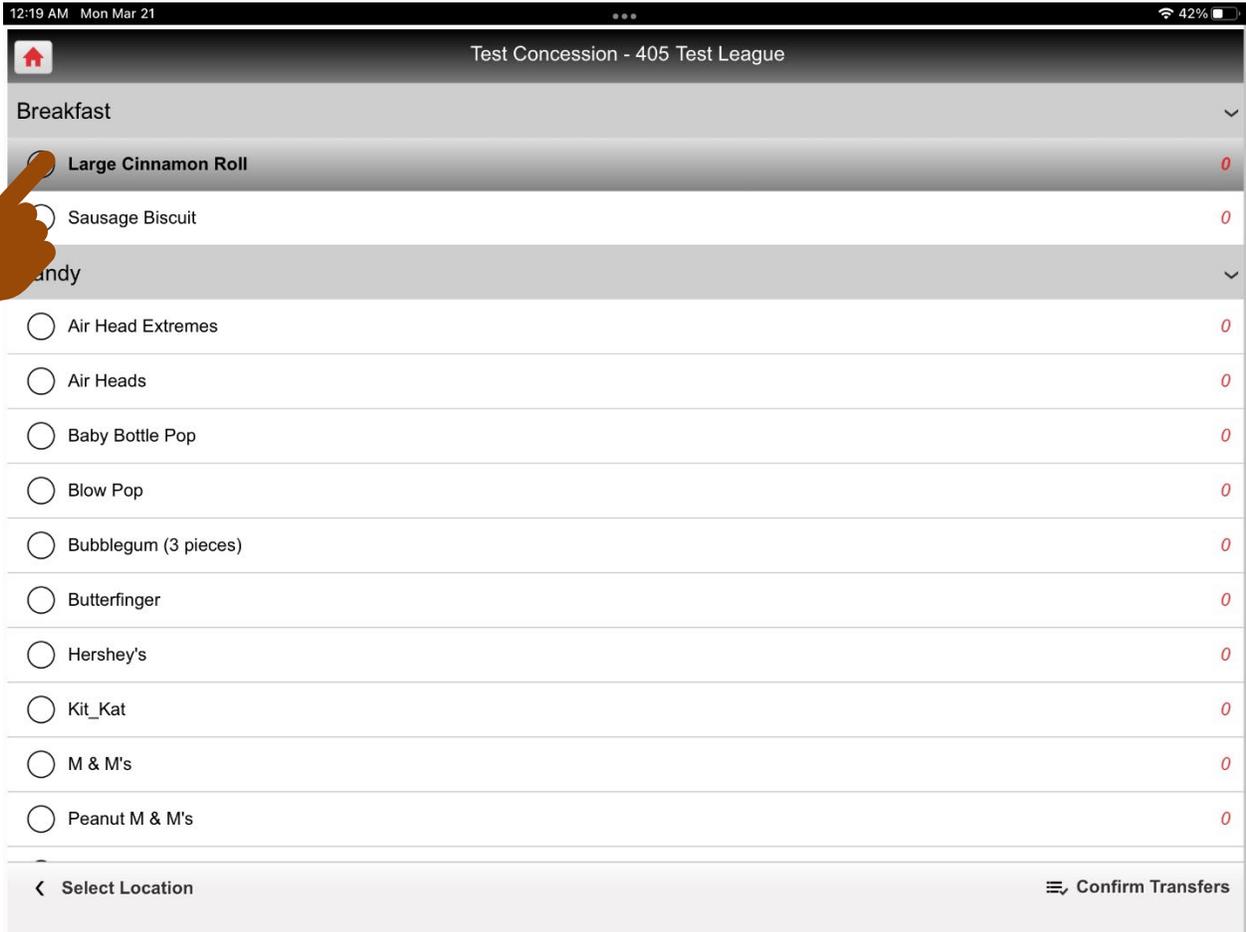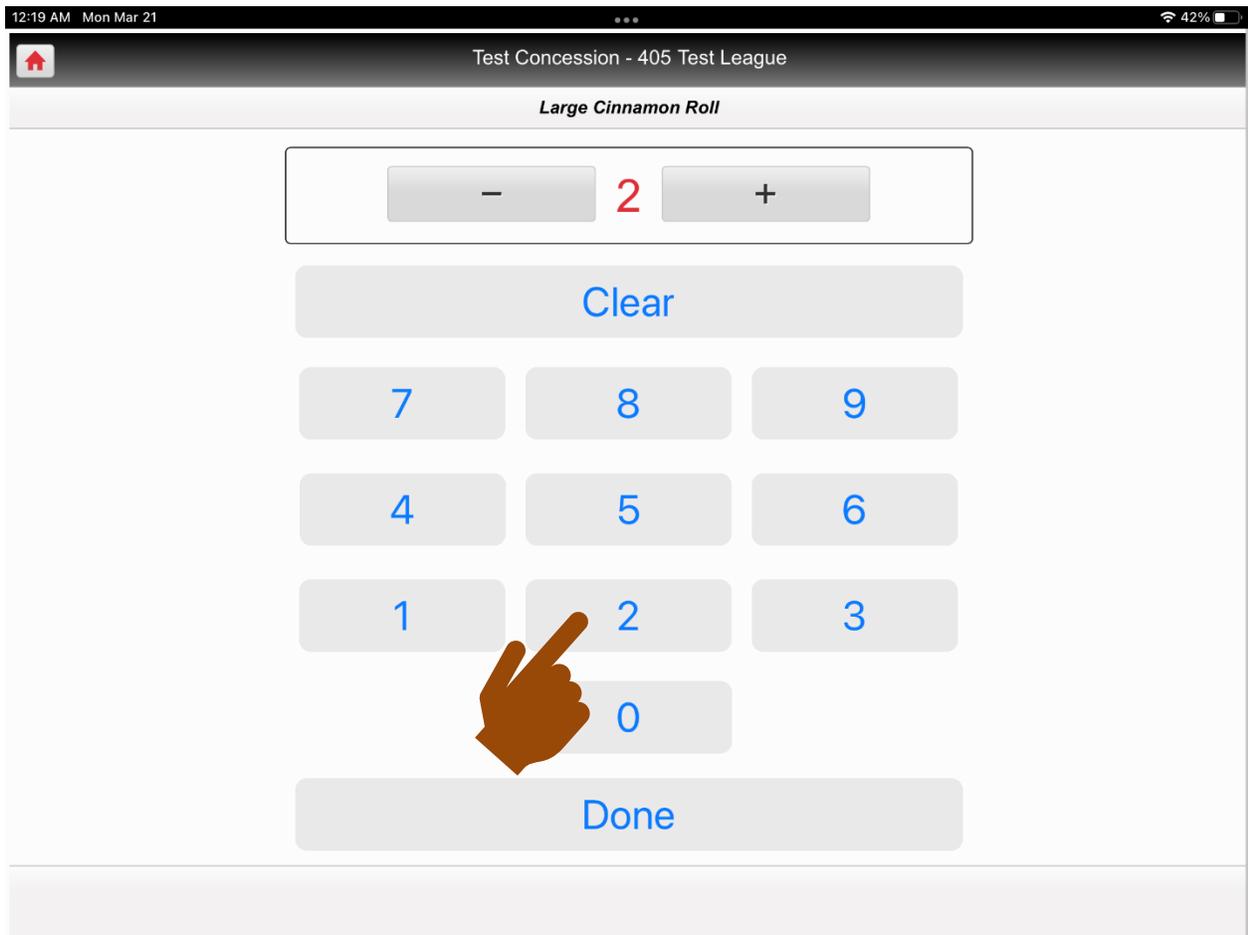5. You now see the **"Transfer From"** location in blue. Tap the **"Start"** button.
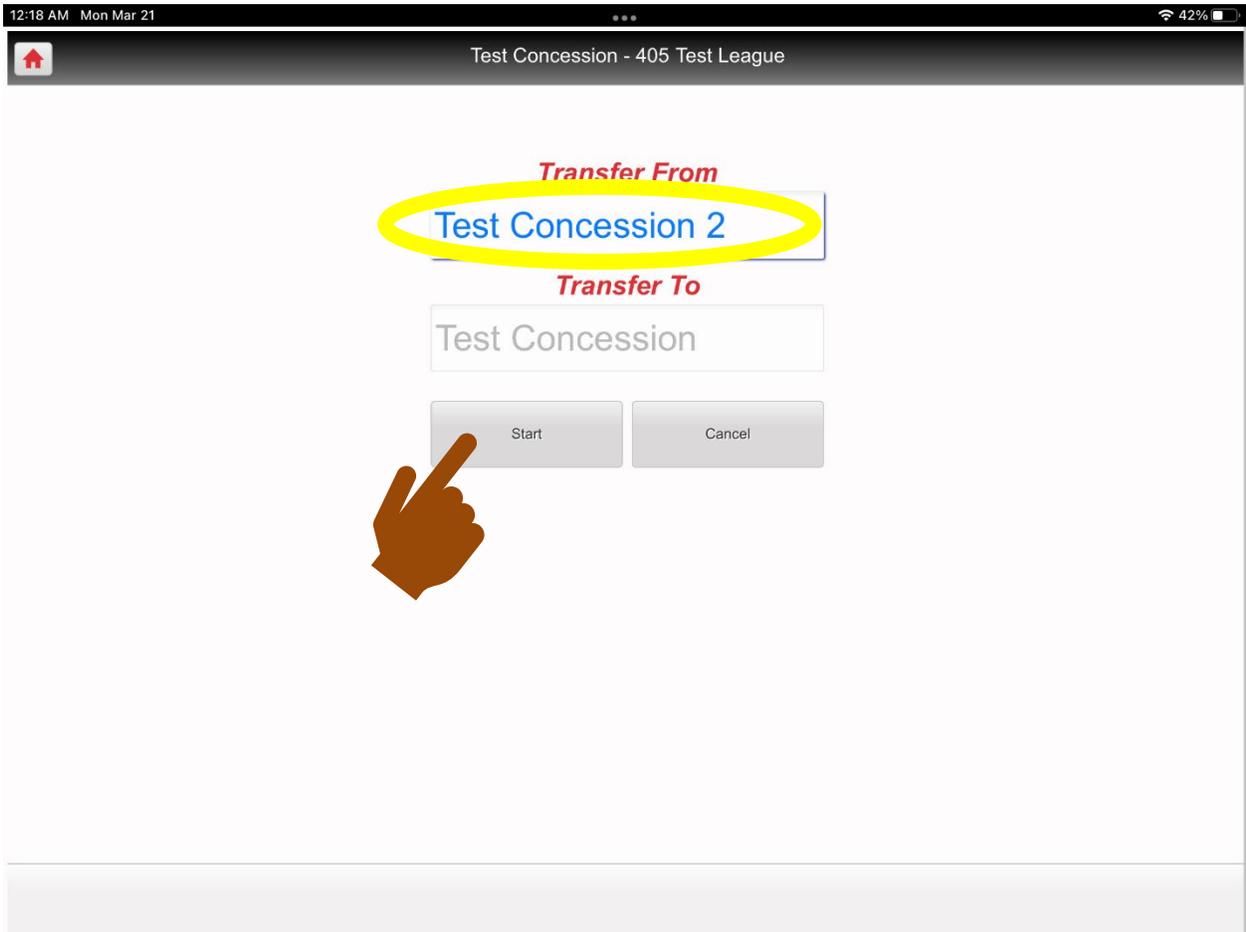
6. Tap an **"Item"** you are transferring to your location.

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Breakfast   ˅

Large Cinnamon Roll   *0*

Sausage Biscuit   *0*

andy   ˅

Air Head Extremes   *0*

Air Heads   *0*

Baby Bottle Pop   *0*

Blow Pop   *0*

Bubblegum (3 pieces)   *0*

Butterfinger   *0*

Hershey's   *0*

Kit_Kat   *0*

M & M's   *0*

Peanut M & M's   *0*

‹ Select Location   ≡. Confirm Transfers

7. A screen with a numeric pad will appear. You can either use the **"-&+"** buttons or the keypad to select the quantity you are transferring to your location.

8. Tap the **"Done"** button.

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Large Cinnamon Roll

| − | 2 | + |

Clear

7	8	9
4	5	6
1	2	3
	0	
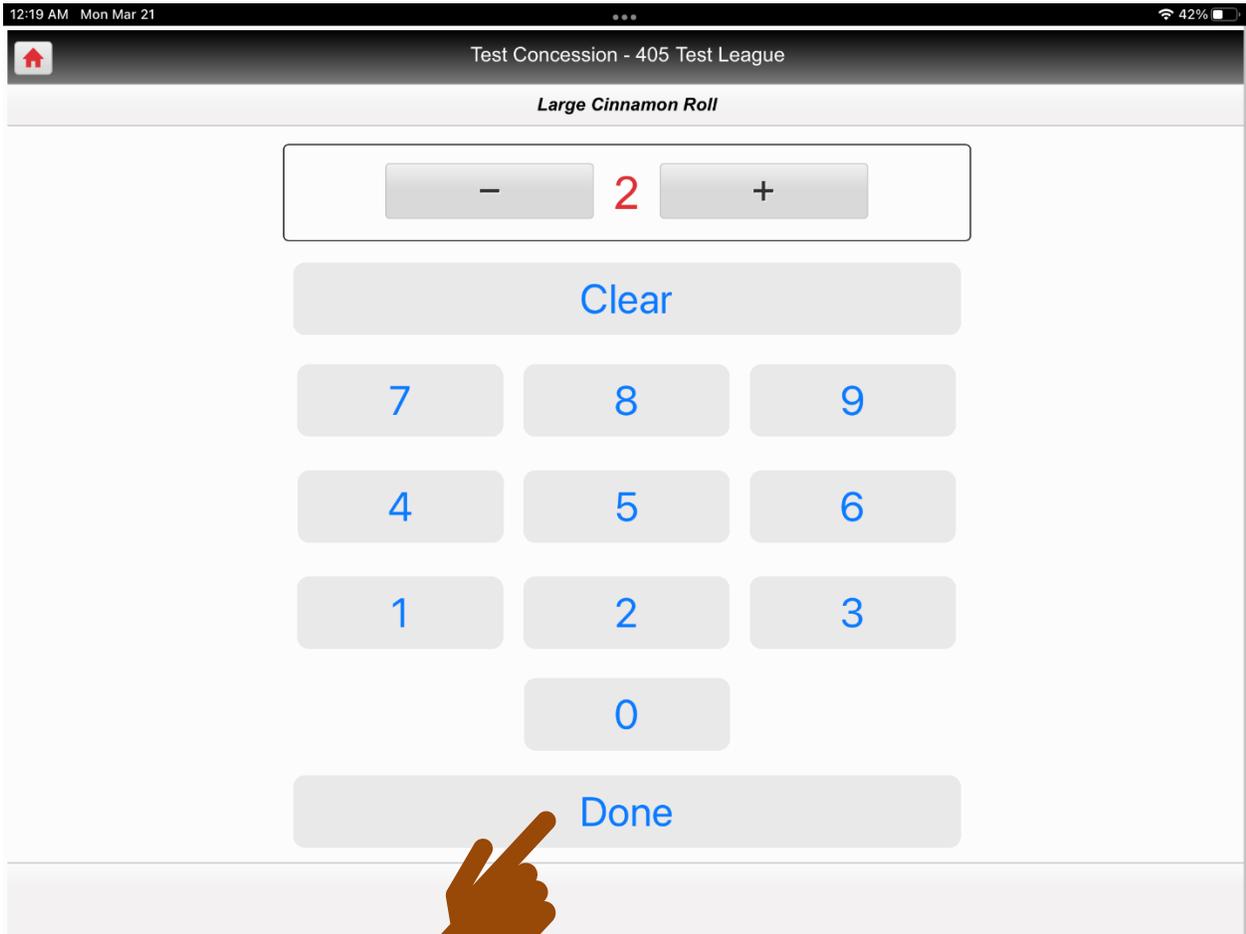
Done

9. The screen with list of items will appear. There will be a green check next to the item(s) you added a quanity to. Proceed with each item to be transferred in the same manner. When you are done, tap the button in the bottom right corner of the screen.
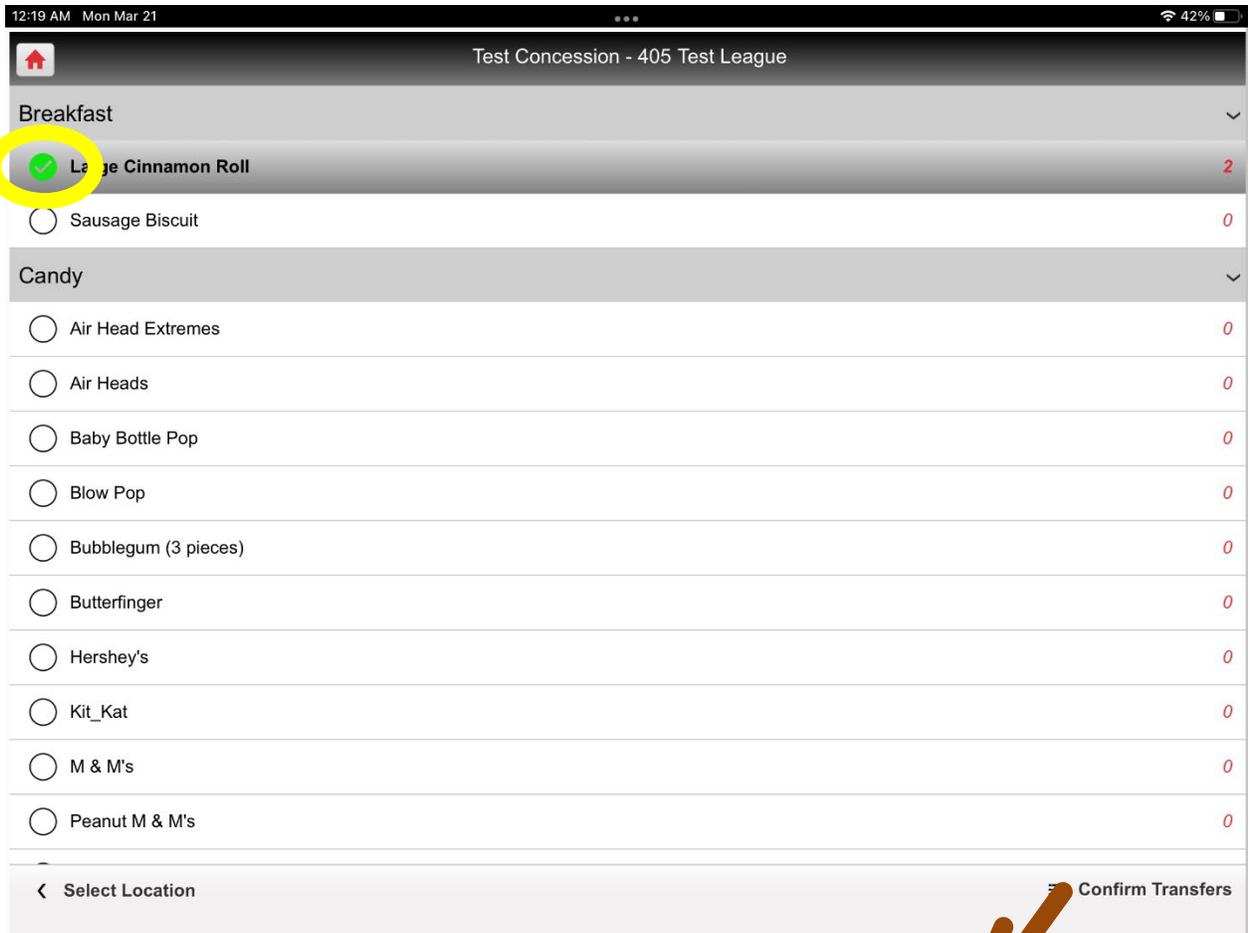
10. A screen appears showing all the **"Items"** and **"Quantities"** to be transferred to your location. If you are satisfied with the list and quantities, tap the **"Save Transfers"** button in the bottom right corner of the screen.
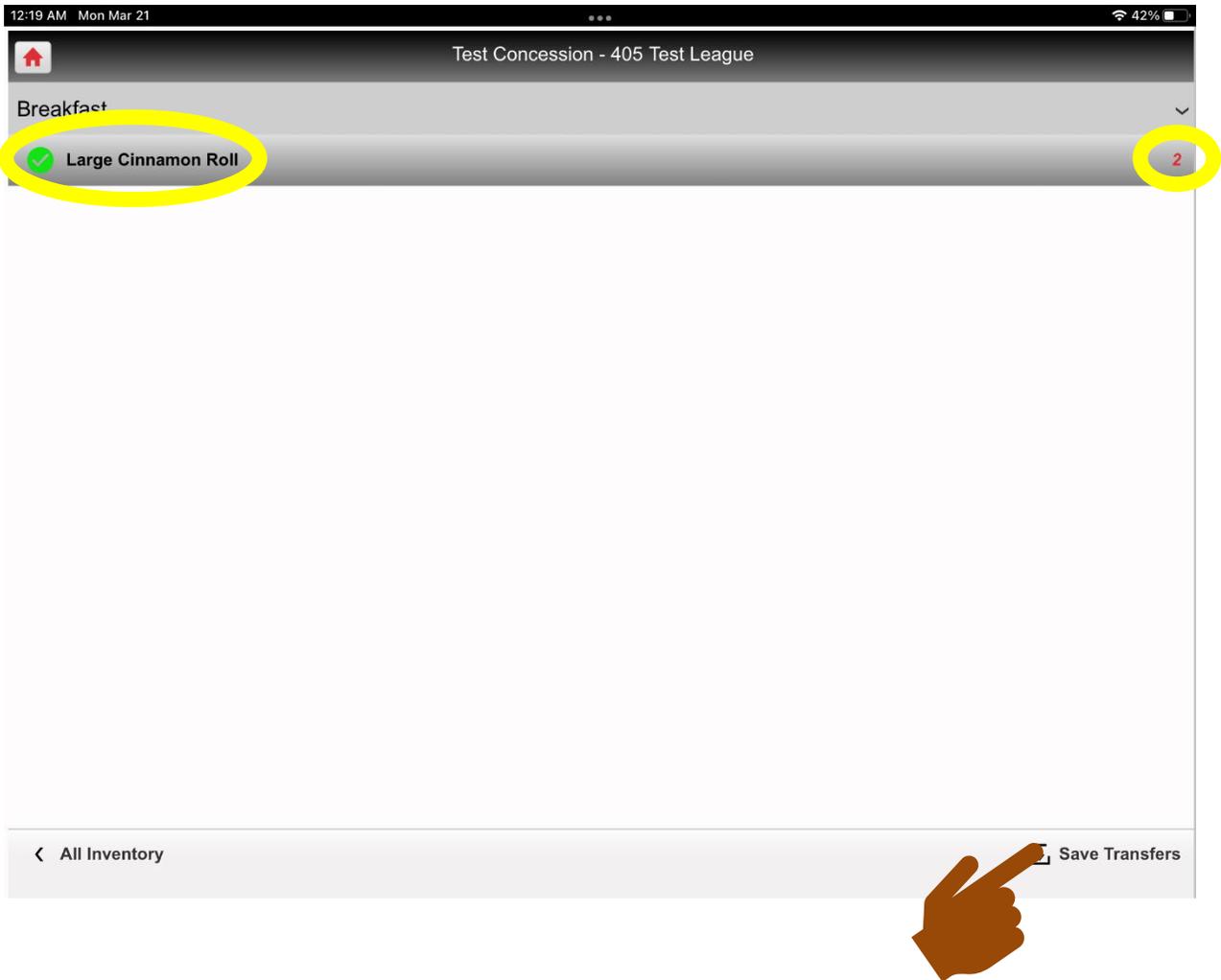
NOTE: If you need to adjust the items or quantities, tap the "All Inventory" button in the bottom left corner of the screen instead. Repeat steps 6 through 9.