

# Dock Operations

## How to Move Inventory Items

### Where is Move Inventory Item Located?

- **Dock Operations > Start a Task > Move Inventory Item**

### Why & When Move Inventory Item is Used

Easily change the location of an inventory item. Use the Move Inventory Item feature if you are moving product internally from one storage location to another, or if an item was accidentally labelled with the incorrect location. The move is used for locations within one site only. (For moving items between sites, use Transfer Order)

### How to Move an Inventory Item

1. **Dock Operations > Start a Task > Move Inventory Item**
2. You must know the tag number of the item you wish to move (Bin tags or pallet tags).
  - Hybrid tags may be added in the future but are currently not available to be moved via Move Inventory Item.
3. Type the **Tag Number** into the field and press ENTER or TAB on the keyboard.
4. Data will populate from the information on that tag.
5. The cursor will jump into the **Move Inventory Item To Location** field.
6. Click the dropdown in the **To Location** field to select a new location.
7. Click to select the location. Press ENTER or TAB on the keyboard to enter the selection.
8. **Save and Close**, or **Save** to confirm the move.
9. A confirmation will appear.

### Troubleshooting & Tips

- What's the difference between a transfer and a move? A transfer is from site to site and a move is within one site. Transfer enables multiple tags to be relocated. A move is a one-tag at a time move.
- As of 11/12/14, Hybrid and Master Tags may not be moved using this option. Contact support to find out if this additional functionality has been implemented.
  - You may move Hybrid and Master Tags by changing the location dropdown in the Hybrid Tag menus.

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