

Dock Operations

How to Split a Tag

Where is the Split Inventory Item function located?

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

Why & When Split Inventory Item is Used

Use when product assigned to one pallet tag must be split into two equal or unequal parts. This function is most often used when creating product transfers. Create a new, unique pallet tag for the portion of the product being split from the original.

How to Split a Tag/Inventory Item

1. **Dock Operations > Start a Task > Split Inventory Item**
2. Enter the existing tag number in the Item > Tag Number field
3. The data associated with this tag number should populate the fields.
4. In the New Item > Quantity to Split field, enter the quantity of product to take off the existing tag. (This will leave the balance assigned to the original tag number.)
5. Type a new, unique tag number into the New Tag field. If the number is not unique a warning will occur.
 - This process can be automated by changing a General Policy at the Company level. It can be found in Company > General Policies > General > Number Banks and Tags. Use Manual Tag Numbers for Split Tags must not be selected: the checkbox must be unchecked.
6. Click **OK**
7. **Save and Close**

You should now have two separate pallet tags with corresponding product.

Troubleshooting & Tips

- To verify tags and product quantities: **Go to Production > Inventory Items**
 - In **Production > View Inventory Item > Other Tab**, the **Comment** field will automatically display information on any new split tag numbers.
- Inside **Dock Operations > Transfer Order** is the **Split** button. This is an other way to access the Split Inventory Item window.
 - To transfer a newly split item automatically: Go to **Company > Process Policy > Transfer Order > Group: General**. Click in the checkbox in the value column beside the Transfer Newly Split Item to turn it on.

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