

# Handheld

## Move a Tag - Handheld

### Prerequisites

- Handheld module: Shipping purchased and installed
- At least one user license must be purchased and active
- At least one mobile device available
- An open load must be created on an Envio workstation

### Where Move Tag is located

- **Handheld > Envio > Tags > Move Tags**

### Why & When the Move Tag function is used

The Move Tag function allows forklift or warehouse personnel the ability to change the location of an Envio item using a handheld; the location updates in Envio in real time.

### How to Move a Tag using a handheld

1. Turn on the handheld device
2. Touch the Envio icon to start the application.
3. A screen with blue boxes will appear. Two tabs will also show: Tags and Bins. Touch the Tags tab
4. Touch the Move Tag button
5. A Move Tags detail screen displays and the cursor will be in the Tag field.
6. To enter a tag into the Tag field:
  - Scan a load number barcode OR
  - Manually enter a Tag Number in the Tag text box
7. A tag with onhand quantities will populate the fields. The Move To field then highlights so that an entry from a scan can replace it.
  - Should the tag have all its bins dumped or shipped, an error will inform you there is "no onhand quantity to move."
8. Choose the location to move the item to:
  - If the desired location is showing in the Move To dropdown, a dialog will open. Touch Yes to confirm the move.
  - If the run does not display in the dropdown, touch the dropdown to scroll through the available locations list. Touch Yes to confirm the move.
  - If the location has a barcode, scan the barcode to input the location. Touch Yes to confirm the move
9. The cursor will jump back to the Tag field in expectation that another tag will be moved.

### Troubleshooting & Tips

- The terms Bins and Containers are used interchangeably

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