Order Time Mobile - Transfers Between Locations

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Use **Transfers** to move inventory from your current location to a different location. To move inventory between bins in the same location, use Bin Move instead.

The module has four tabs: **Create**, **Scan**, **List**, and **Settings**.

Create a transfer

1. On the **Create** tab, go to **Create New Transfer**.
2. **Location From** is your current location.
3. Choose **Location To**. This is required and must be different from Location From.
4. Optionally, choose a **Ship Method**.
5. Tap **Create**.

You can only have one active transfer on the device. To start a new one, upload or delete the current transfer first.

Add lines

After the transfer is created, tap **Add line items** to go to the **Scan** tab. Scan each item, its bin, and its lot or serial number if it tracks one, then enter the quantity.

Upload or delete

Review the lines on the **List** tab. Then:

- **Upload** to create the transfer in Order Time. The app shows the new transfer number.
- **Delete** to remove the transfer from the device without creating it in Order Time.