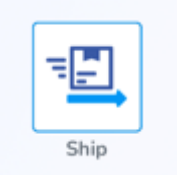
Mobile App: Ship & Receive Transfers

Steps to verify transfers at shipping and receiving

To verify **Transfer orders** at shipping click the **Ship** icon from the Home screen

Ship Transfer

Click on the Ship icon



Choose an **Existing order**, or **Create new transfer** from the mobile. You may also create a transfer by simply scanning items.

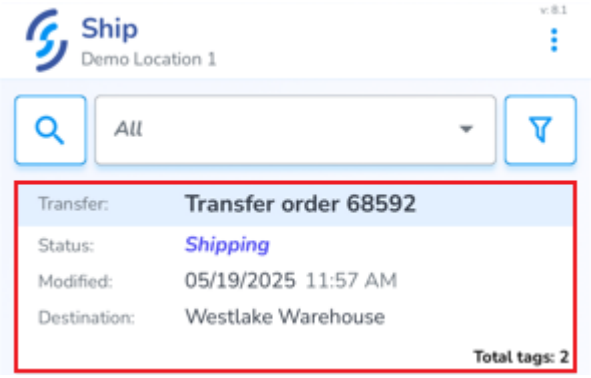
> Transfer Orders can be created from the web or the mobile app, however creating them from the mobile is disabled by default. To enable, navigate to the Application Settings in the Ship section

Choose Location

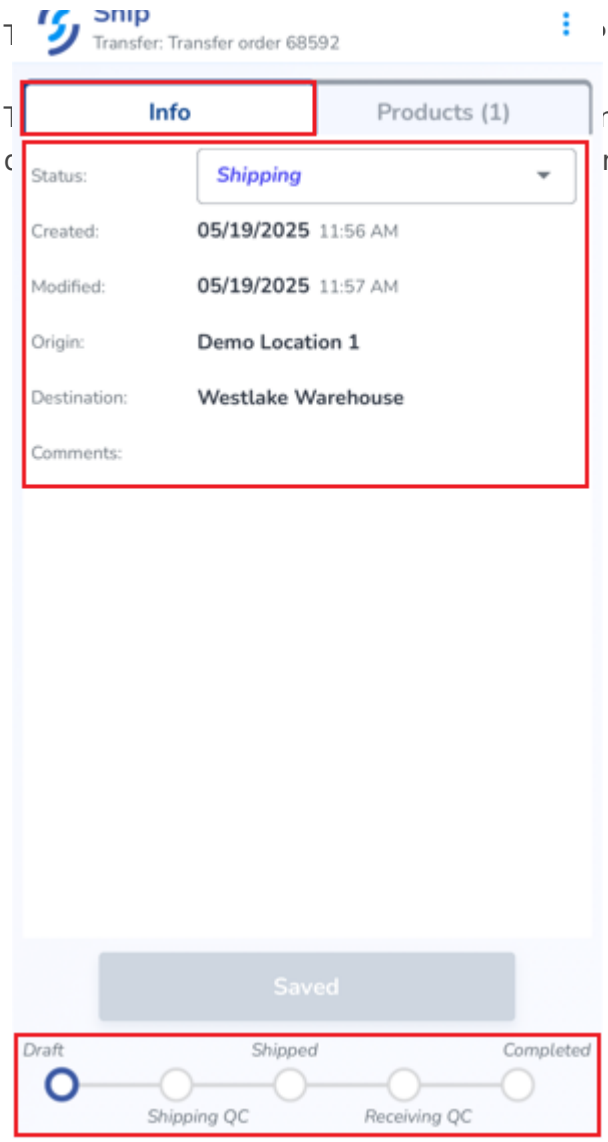
If you have access to more than one physical location, confirm the Selected Location is correct. It will appear below '**Ship**'

Locate & Open Order

From the **Ship** tab you will see the **Transfer Orders**. Locate the order you are verifying



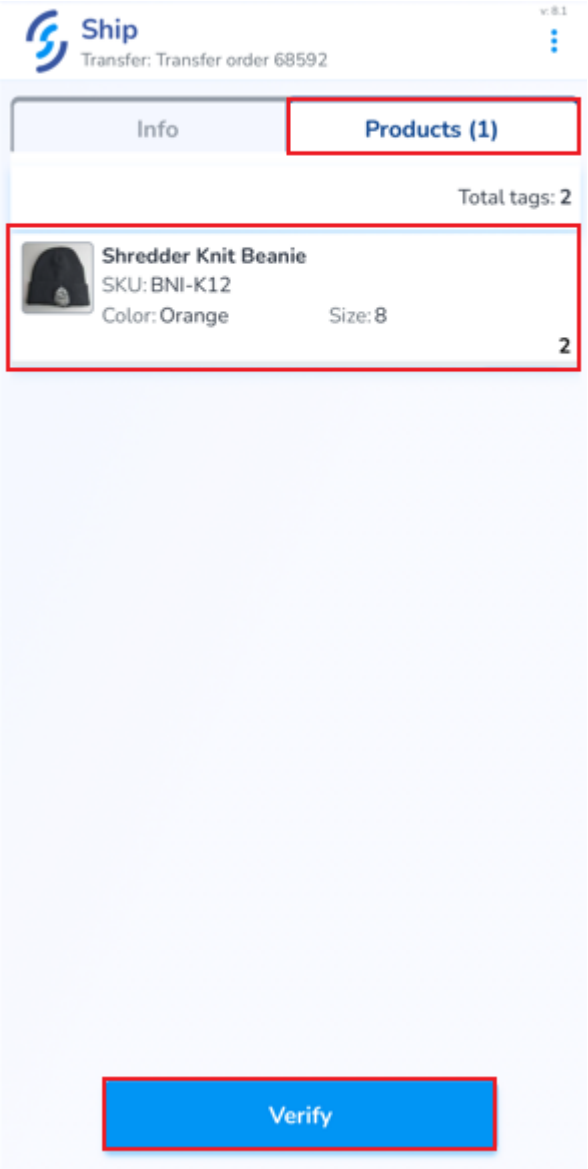
- Click on it to open it.



roducts

ng status, origin, customer name, created & modified
m of the screen

The second tab, **Products** displays the ordered item(s)



- To begin the verification process, click **Verify**
- Pair Bluetooth

The ordered items are now ready to be scanned to confirm accuracy.

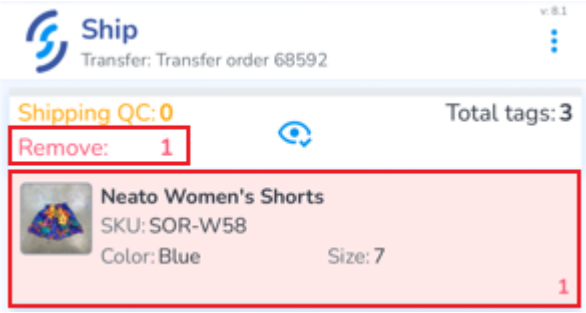
At the bottom of the screen are the Scan Settings and Auto-Scan button

The **Remove** switch removes scanned items from the order

Finish terminates the session

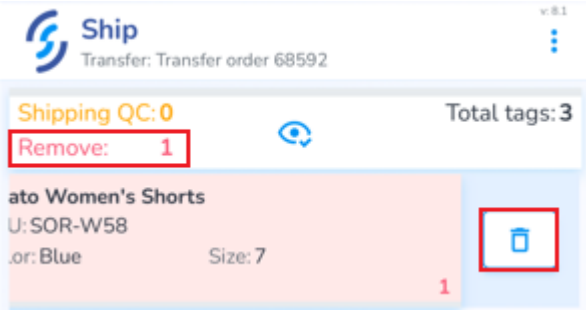
Scanning Incorrect Items

If an incorrect items is scanned, the word 'remove' appears at the top with the quantity to be removed, and the item(s) to be removed appears in red. Incorrect items must be removed before the scan session can be terminated

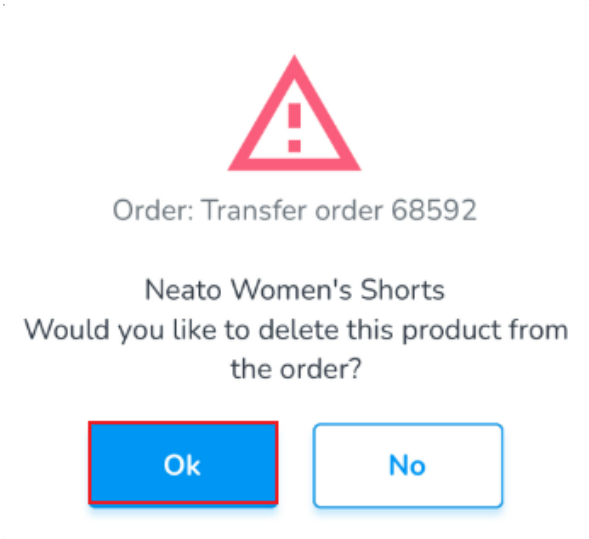


To remove incorrect items you can either:

- Slide the incorrect item to the left, then click on the trash can icon



- Click 'Ok' to the pop-up prompt

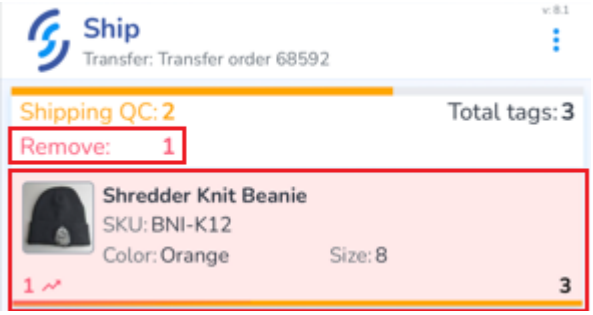


OR

- Enable the Remove scan option
- Scan the incorrect item(s)

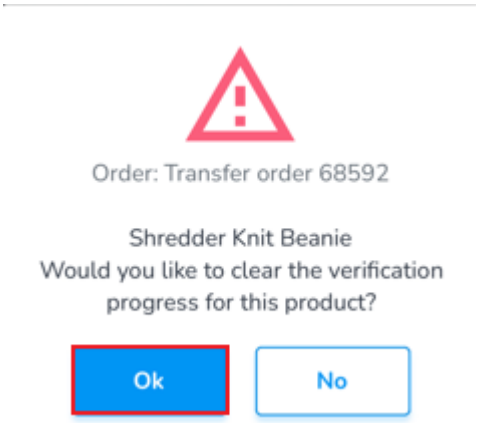
Scanning Extra Items

If more items are scanned than are ordered, the 'remove' message appears, and the item with extra items will appear in red, and the number of extra items is displayed on the left



- Slide the item to the left, then tap the broom icon to clear all scans for the item

- Click 'Ok' to the pop-up prompt



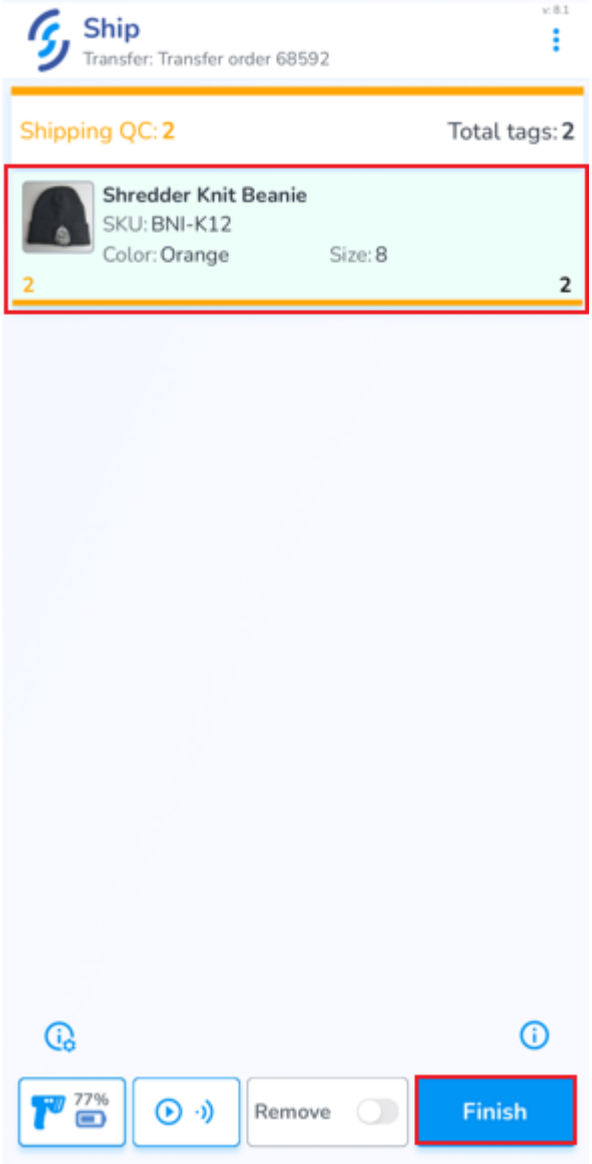
- Then rescan all tags for that product

OR

- Enable the Remove scan option
- Scan only the items being removed

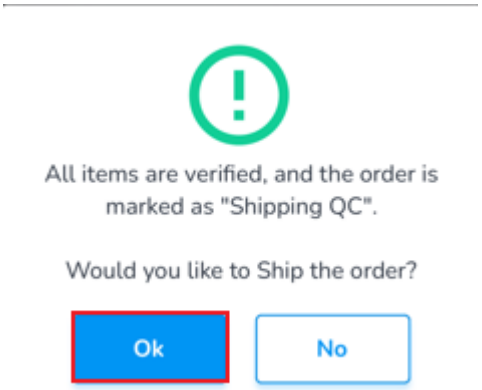
Complete Shipping Order

Correctly scanned items appear in green. The quantity scanned appears on the left, and the ordered quantity appears on the right. A yellow progress bar indicates if any items are missing.



Once all items are scanned correctly & complete, click **Finish**

- Click 'Ok' to the pop-up prompt

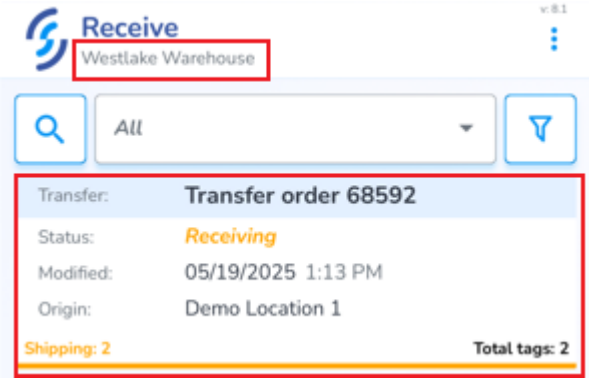


You will be returned back to the Ship orders list, and a toast pop-up will confirm the order is completed

Receive Transfer

Choose Location

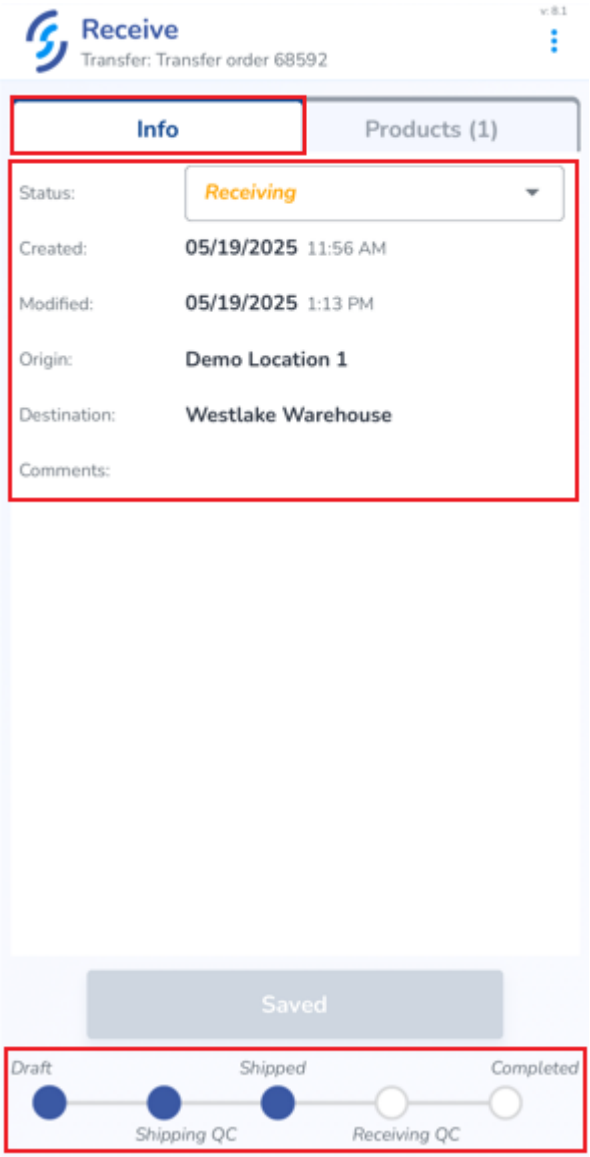
If you have access to more than one physical location, confirm the Selected Location is correct. It will appear below '**Receive**'



- Click on it to open it

Transfer Orders contain two tabs: **Info** & **Products**

The **Info** tab provides order details including status, origin, customer name, created & modified date, and a progress indicator at the bottom of the screen



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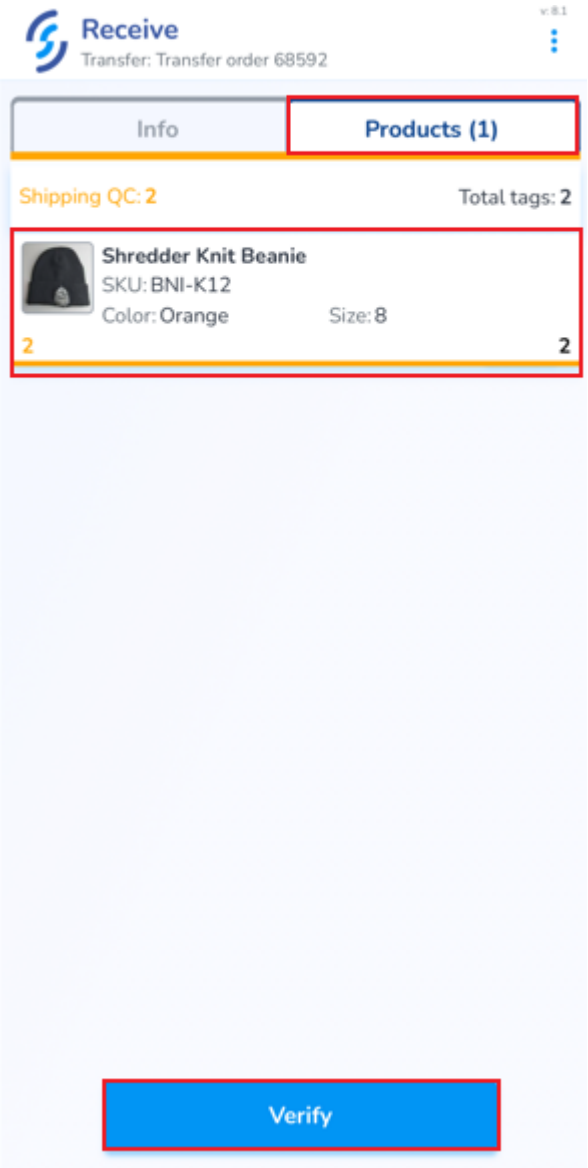
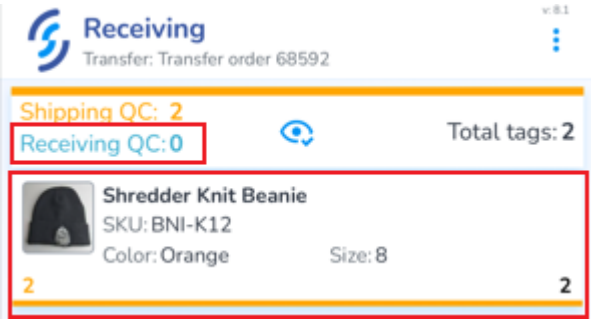


- Pair Bluetooth
- To begin the verification process, click **Verify**

The ordered items are now ready to be scanned to confirm accuracy. This process associates the serialized tags captured to the order and adds them to the destination inventory



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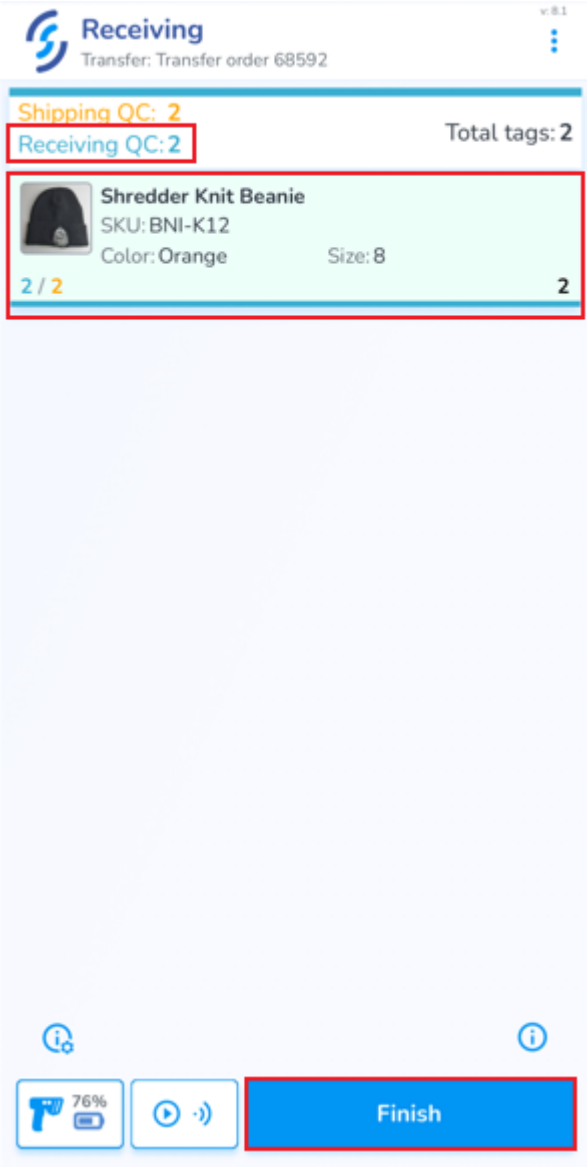
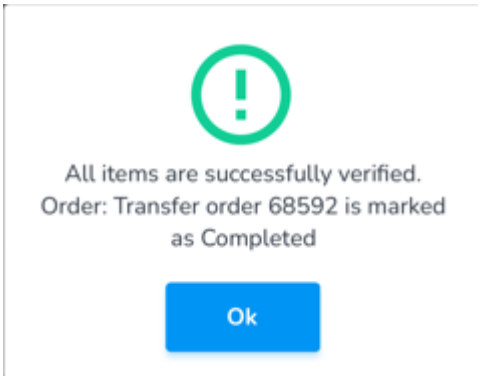
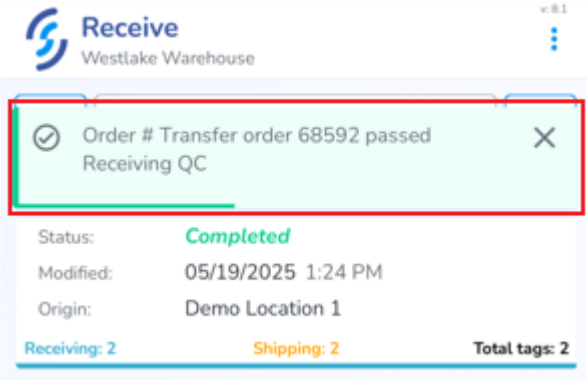


Click **Finish** to complete the Transfer receiving

- Click OK on the prompt



- A toast pop-up message will appear confirming the order has been received complete

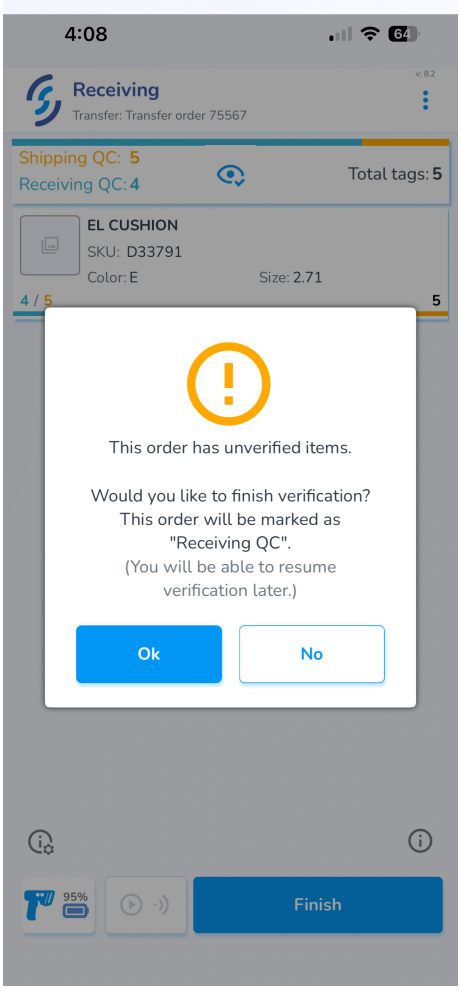


> Only the tags included in the order can be scanned at Transfer Receiving.

Verifying a partial order

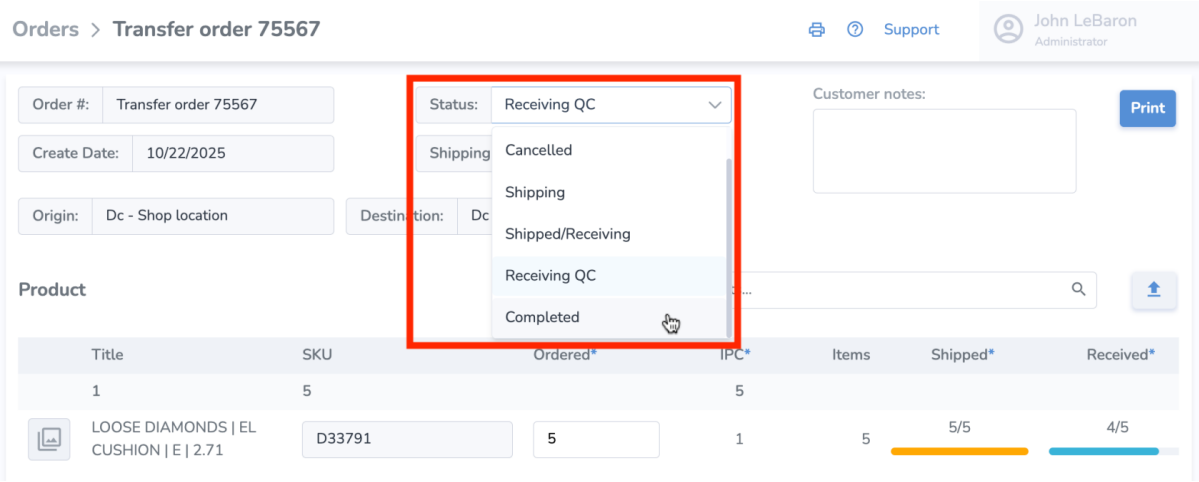
If you want to complete an order that doesn't contain all the items originally intended, you can do so by finishing the verification, then moving the order to the next status manually via the web portal.

First, click Finish in the mobile app. You'll be warned that the order has unverified items. Click **Ok** to continue:



Then, from the web portal, select the order and change the status.

- If the order is outbound, and still needs to be verified at the destination, select **Shipped/Receiving**.
- If the order is inbound, and you are completing the Receiving verification, select **Completed.**



Finally, click **Save** to finalize your changes.

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