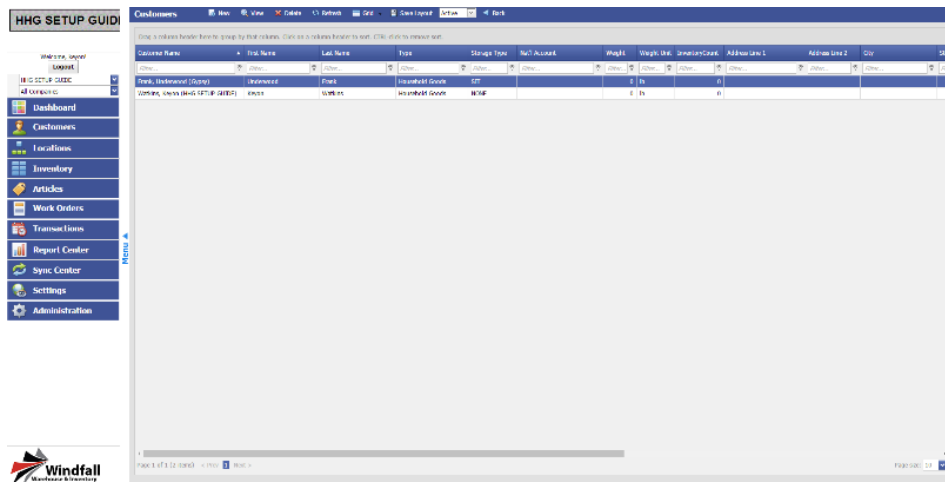


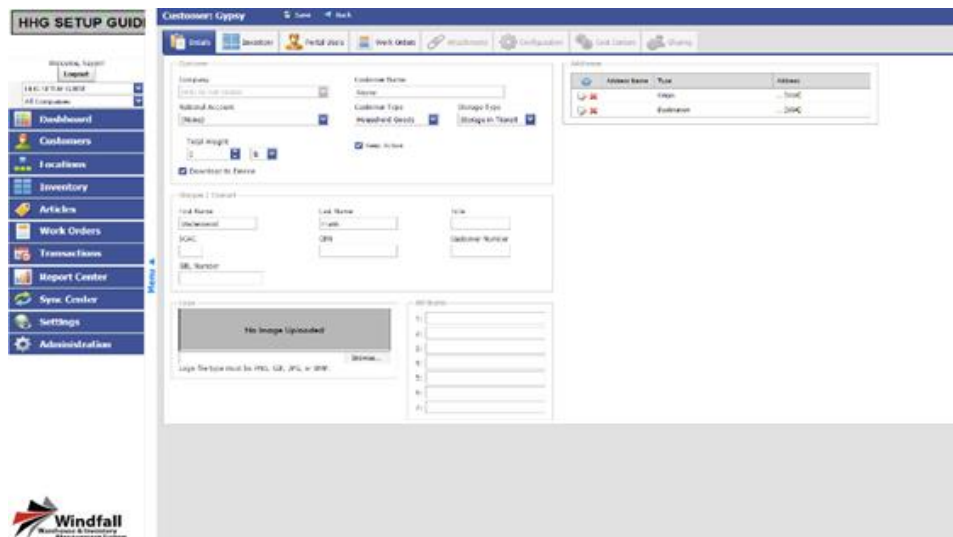
## HHG Process – Moving Items to Vaults

### 1. View and Move Customer Inventory

- Click on the Customer icon on the Dashboard. The customer List screen will appear displaying all customers.
- From the Customer Listing screen double click on the Customer to open the Customer Detail screen.

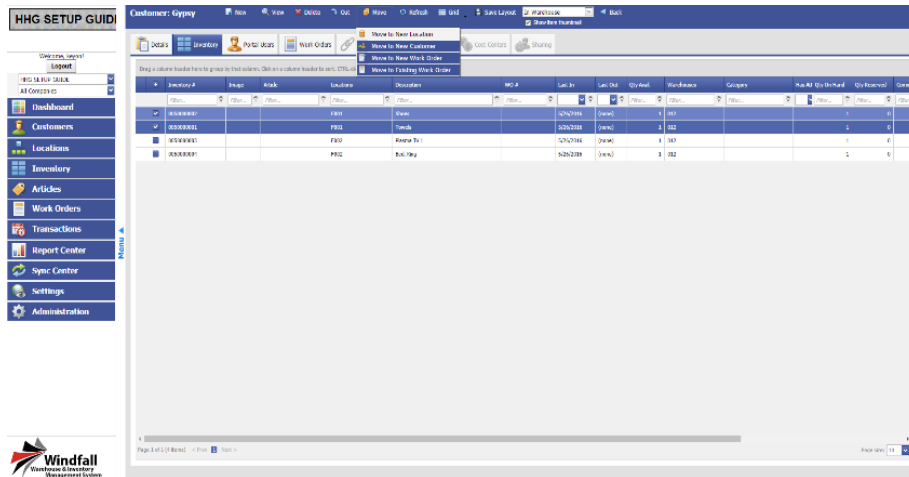


- Click on the on the Inventory tab for this specific customer.



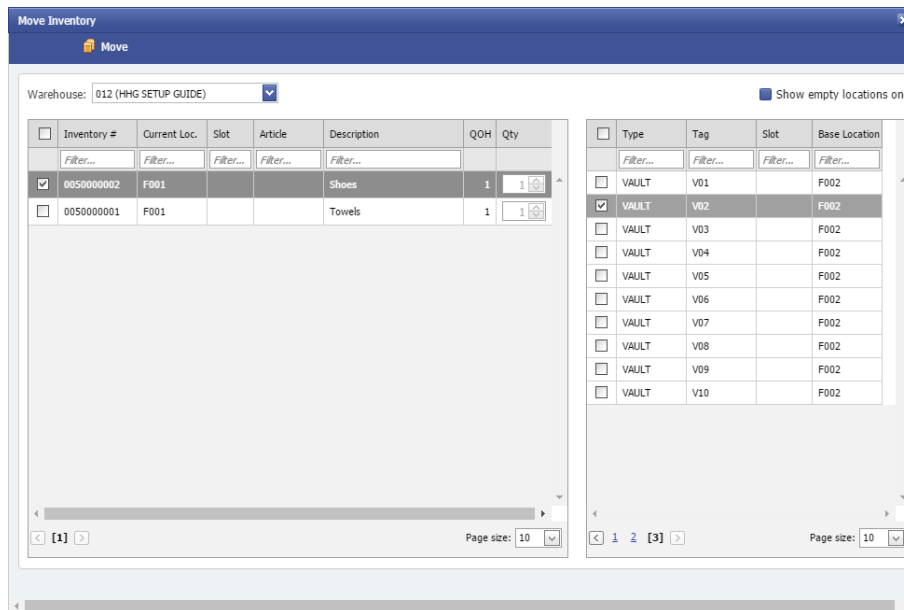
- From the customer Inventory tab click on the on the check box to the left of the inventory you would like to move. Select the Move button then select **Move to New Location**. The move screen will appear with all the items listed on the left and the locations on the right.

- e. In the box on the left-hand side select the items from the list to be moved by checking the box next to it.



Inventory #	Current Loc.	Slot	Article	Description	QOH	Qty
<input checked="" type="checkbox"/> 0050000002	F001			Shoes	1	1
<input type="checkbox"/> 0050000001	F001			Towels	1	1

- f. In the box on the right-hand side select the location(s) the item(s) are to be moved to.
- If more than one location is selected the items will be randomly placed between the selected locations.
  - Click the move button.



Type	Tag	Slot	Base Location
<input type="checkbox"/> VAULT	V01		F002
<input checked="" type="checkbox"/> VAULT	V02		F002
<input type="checkbox"/> VAULT	V03		F002
<input type="checkbox"/> VAULT	V04		F002
<input type="checkbox"/> VAULT	V05		F002
<input type="checkbox"/> VAULT	V06		F002
<input type="checkbox"/> VAULT	V07		F002
<input type="checkbox"/> VAULT	V08		F002
<input type="checkbox"/> VAULT	V09		F002
<input type="checkbox"/> VAULT	V10		F002