How to Move ‘On Dock’ Items to Bin Locations

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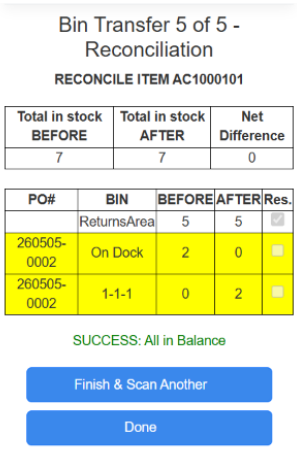
Overview

Use **Move Dock Items to Bins** in **1place Scan** to put away items that are currently **On Dock**. Scan the items you’re moving and record their destination bin. Then review the reconciliation to verify that the quantities moved to the correct location.

Steps

1. From the 1place Scan home screen, go to **Inventory > Move Dock Items to Bins**.
2. On the **Bin Transfer** screen, confirm the current location is **On Dock**. Scan the item barcode and, if applicable, the serial or lot number. Select **Next**.
3. Choose **All** to move the full quantity shown, or select **Enter Qty** and enter the number of units you’re moving to this bin. Select **Next**.
4. Scan each unit you’re moving, then select **Next**.
5. Scan or enter the new **Bin Location**. Select **Save & Reconcile**.

Review the Reconciliation



The **Bin Transfer 5 of 5 – Reconciliation** screen shows how the move affected the item’s total stock and the quantity at each location.

- **Total in Stock Before** and **Total in Stock After** show the item’s total quantity before and after the transfer. A **Net Difference** of **0** means the total stayed the same.
- The **Before** and **After** columns in the bin table show how many units were recorded at each location. Check that **On Dock** decreased and the destination bin increased by the quantity you moved. Use **PO#**, when shown, to identify the purchase order associated with those units.

In the example shown, two units from PO **260505-0002** moved from **On Dock** to bin **1-1-1**. **On Dock** went from **2 to 0**, and **1-1-1** went from **0 to 2**. The five units in **ReturnsArea** stayed there, so total stock was **7** before and after

the transfer. The screen displays **SUCCESS: All in Balance**.

Select **Finish & Scan Another** to start another move, or **Done** to exit.