

Lesson 10: Move Tasks and Ad Hoc Moves

In this lab students will create a move request to move items from the location that they were assigned in the lab for Lesson 9 to another location for that item.

Console Move:

1. Login using your assigned User Name and Password
2. Query your cache item from Lesson 9 for another storage location for that item.
Record the location here _____. This will be the Target Location for step 6.
3. Select **Create Move Request** from the **Inventory** drop-down menu
4. Select **Inspection** from the drop down menu for the Activity Group.
5. Enter the location assigned in Lesson 9 as the **Source Location**.
6. Enter the location recorded above in Step 2 as the **Target Location**.
7. Click the **green +** sign under Move Request Items and enter the NFES item you were assigned in lesson 9 as the Item ID
8. Select **Supply** as the PC.
9. Select the appropriate UOM for your item.
10. Select **RFI** as the Inventory Status
11. Enter **4** as the quantity
12. Click the **Save** button in the upper right
 - a. Note the status is **Released**
13. Click on **View Tasks**
14. Select the Task by clicking on the hyperlink
15. Click on Complete
16. Click on Save
17. Verify that the status has changed to completed.

Go back and repeat steps 1-8

At this time you will be given directions on the next process

Scan Device move:

Ad hoc move requests that are created in the console will generate pick and deposit tasks that can be executed through the AIT mobile devices.

Ad-hoc moves may be created for movement of products between two locations in storage.

It is particularly useful if authorized users are manually consolidating inventory locations to conserve space

- On the next screen, scan the suggested item and hit “Go”. If the item is tag controlled and/or Trackable, then scan the lot attributes and Trackable IDs in the resulting screens.
- On the deposit screen, scan the suggested item and deposit location and hit “Go”
- This completes the move cycle.

