

# How to transfer labels from one warehouse to another warehouse?



HDPOS smart Tutorials

To transfer labels from one Warehouse to another, follow the steps below:


1. Run **HDPOS Smart** and click on **Set-Up** button.

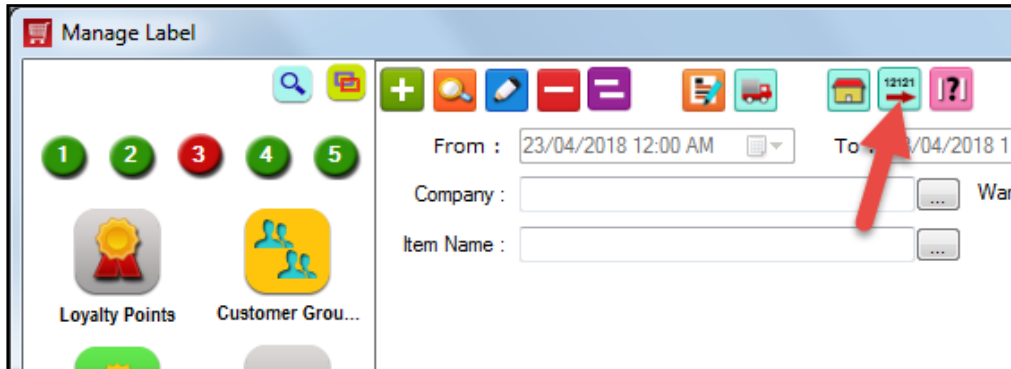


2. From the 3<sup>rd</sup> page of **Set-Up**, select **Label**.





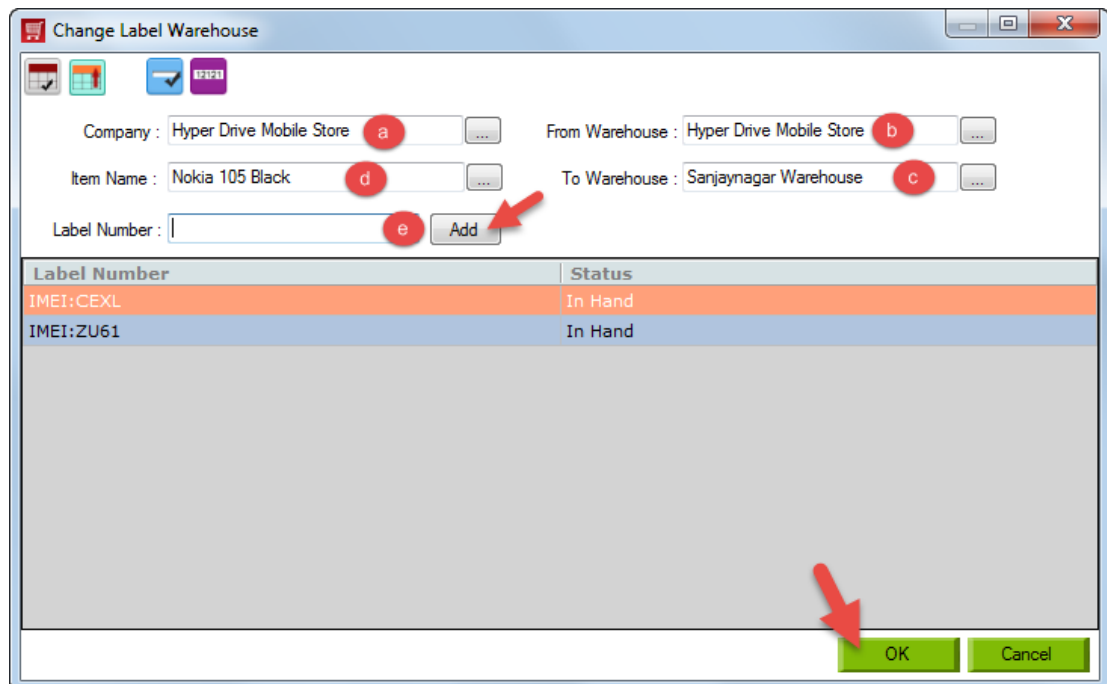
- From the **Manage Label** screen, click on **Move Labels** .



- Select label numbers to move to another warehouse.
  - Company Name:** Enter the Company name here. Every label that is created in HDPOS smart is associated with a company.
  - From Warehouse:** Select the Warehouse from which the label number has to be moved.
  - To Warehouse:** Select the Warehouse to which the label number has to be moved.
  - Item Name:** Select the Item.
  - Label Number:** Scan the label numbers or type it manually and click on **Add** button.

**Note:** If there is any label heading for label, then you have to type it manually. For e.g. if the label number is 'IMEI: 123456', you will have to enter the whole label name.

- If you do not have any headings for label, you can scan the label numbers to add.
- If the selected label is associated with an invoice, it cannot be transferred to another warehouse.

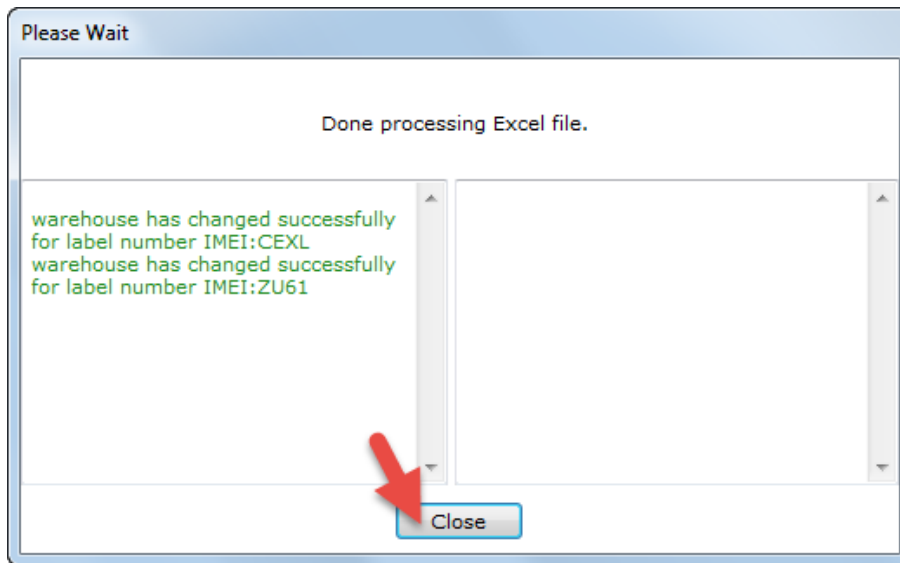


- After adding all the label numbers to be moved, click on **OK**.





6. Click on **Close**.



7. From **Manage Label**, you can see the transferred labels as shown below.

