

Single Part Transfer from Part Explorer

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Single Part Transfers may only be performed from a Part Explorer record. Only one part number may be transferred during transaction. If you want to transfer several different Part Numbers in the same transaction, you need to use the [Transfer Request](#) feature.

1. Navigate to the Main Application Menu and select the Parts option from the Inventory module.
2. The Inventory Parts list will be displayed. Locate the Part Number to be transferred and open the Parts Explorer record.
3. Once the Part Explorer is displayed, click on the Transfer option from the Part Menu Tree; right-click and select the Add Transfer option.
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4. The Part Transfer form will be displayed. Fill out the form completely then click the Save button located at the bottom of the form.
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