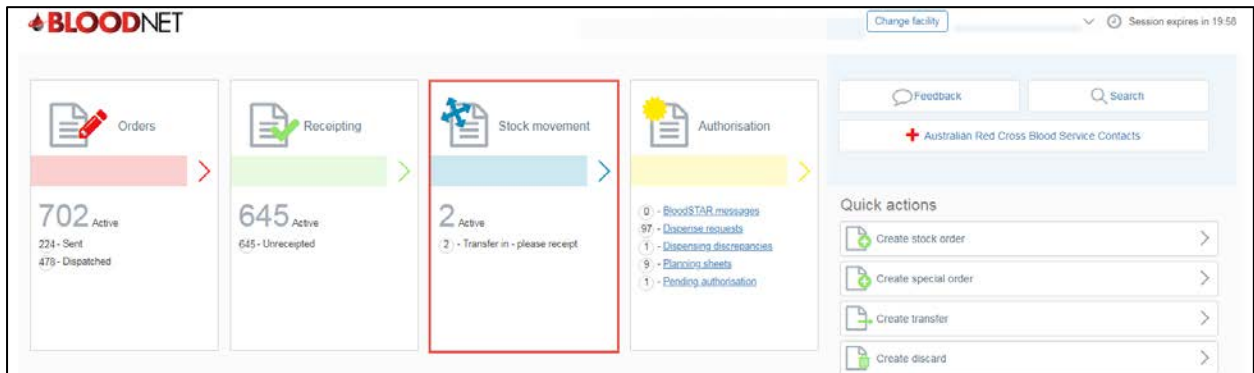


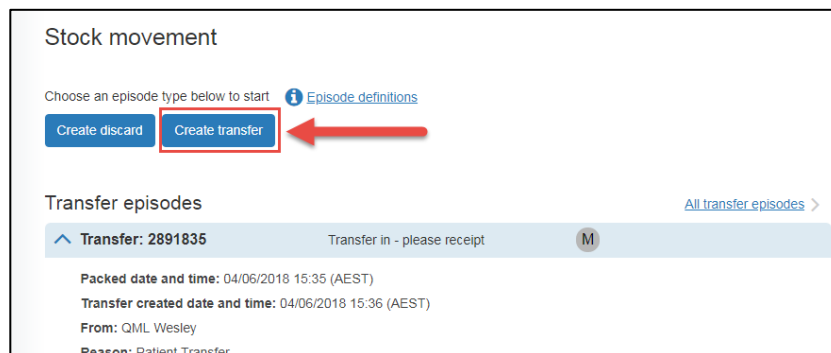
Create a Transfer Episode

Transfer episodes should be created when a product is moved to or from your facility.

1. To access the transfer module, click on the **Stock movement** tile from the home page.



2. From the **Stock movement** dashboard click on the **Create transfer** button.



3. On the **New transfer episode** screen choose either to transfer **From my facility** or **To my facility**.
4. Select the sending or receiving facility.
5. Enter the date and time that the transfer was packed.
6. Scan / enter the donation or lot number into the **Donation/Lot number** field, specify the quantity and click on the Add Item button. You can add multiple items to a single transfer episode.
7. Once all items have been added click the Save transfer episode button.

New transfer episode

Transfer is: From my facility To my facility * Required field

Transfer to: ACT Pathology - Calvary Pathology Laboratory

Date packed: 27/06/2018 dd/mm/yyyy

Time packed: 16:27 hh:mm (24 hour)


Transfer reason: Patient Transfer

Scan or enter Donation/Lot number and quantity

Donation/Lot number: Quantity:

Items for transfer

To provide comments select all or individual items below and click on add under comments column.

Items	Donation/Lot number	Qty.	Expiry date	Price	Comments	Actions
<input checked="" type="checkbox"/>  Intragam 10 (10 g/100 mL)	C3790550022C	<input type="text" value="1"/>	04/11/2018 23:59	\$584.93	<input type="button" value="Add"/>	<input type="button" value="Remove"/>

[Cancel and return to stock movement dashboard](#)

You will be directed back to the **Stock Movement** dashboard. You will see a green dialogue box at the top of your screen with the transfer confirmation. The new transfer episode will appear at the top of the **Transfer episodes** list in the expanded view. You can **Print from PDF**, **View**, **Edit** or **Cancel** the transfer episode.

✔ Transfer episode 4000131 have been saved

The following have been awaiting receipt for **greater than 72 hours**. Please action

- issue note: 0000003290570
- issue note: 0000008981092
- transfer episode: 2891835

Stock movement

Choose an episode type below to start [Episode definitions](#)

Transfer episodes [All transfer episodes >](#)

Transfer: 4000131 Transfer out M

Packed date and time: 27/06/2018 16:27 (AEST)

Transfer created date and time: 27/06/2018 16:45 (AEST)

To: ACT Pathology - Calvary Pathology Laboratory

Reason: Patient Transfer

Price: \$584.93

Quantity: 1

