

# Warehouse SOP: SkuVault Product Location Moves

09/23/2024 7:50 am CDT



Who is this for: Inventory Personnel



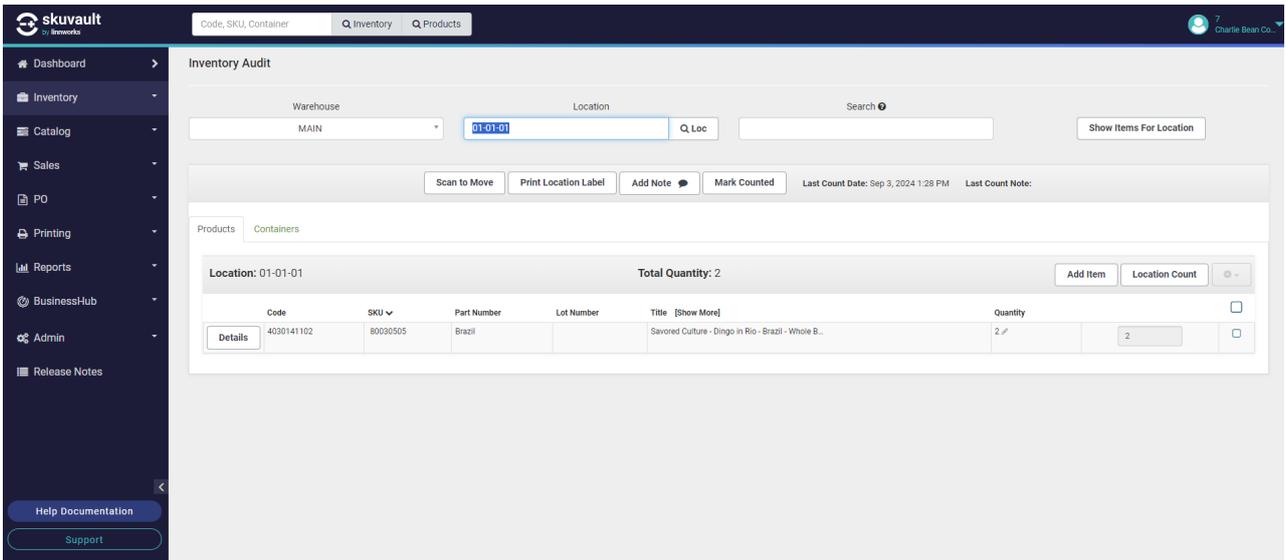
Objective: Product Location Move

SkuVault under the Inventory tab click on the Audit

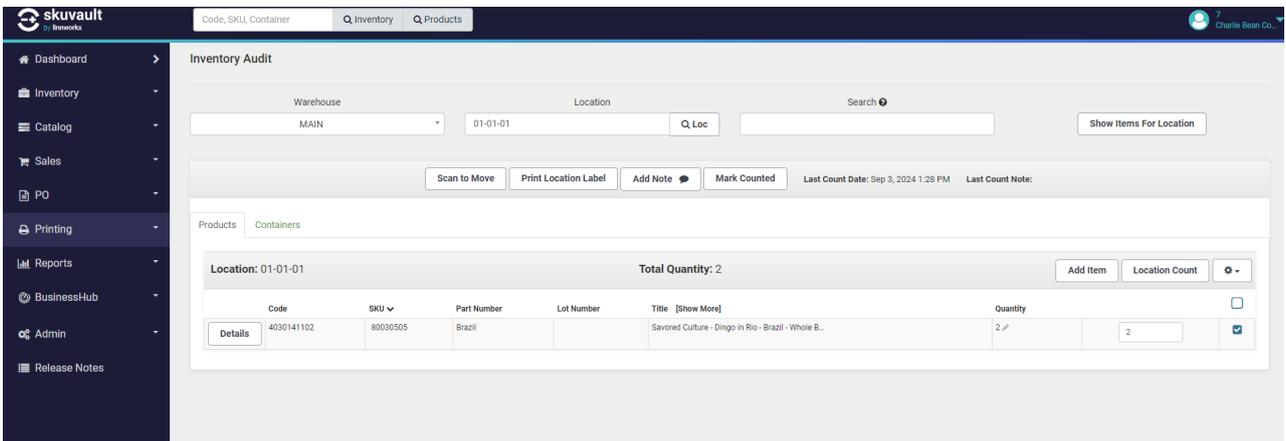
The screenshot displays the SkuVault Inventory & Sales Dashboard. At the top, it shows the 'Data Refresh Info' with the last refresh date as Friday, September 20, 2024, at 4:35 PM. The 'Action Center' features four key metrics: Products Near Reorder (0), Unfulfilled Orders (2 SKUs), Orders without Found Products (0), and High Risk Orders (0). Below these are 'Top 5' sections for each metric. The Unfulfilled Orders section shows a table with the following data:

SALE ID	Sale Date
1-334131-7-1-CB-11657	8/6/24
1-334131-7-1-112-212...	7/5/24

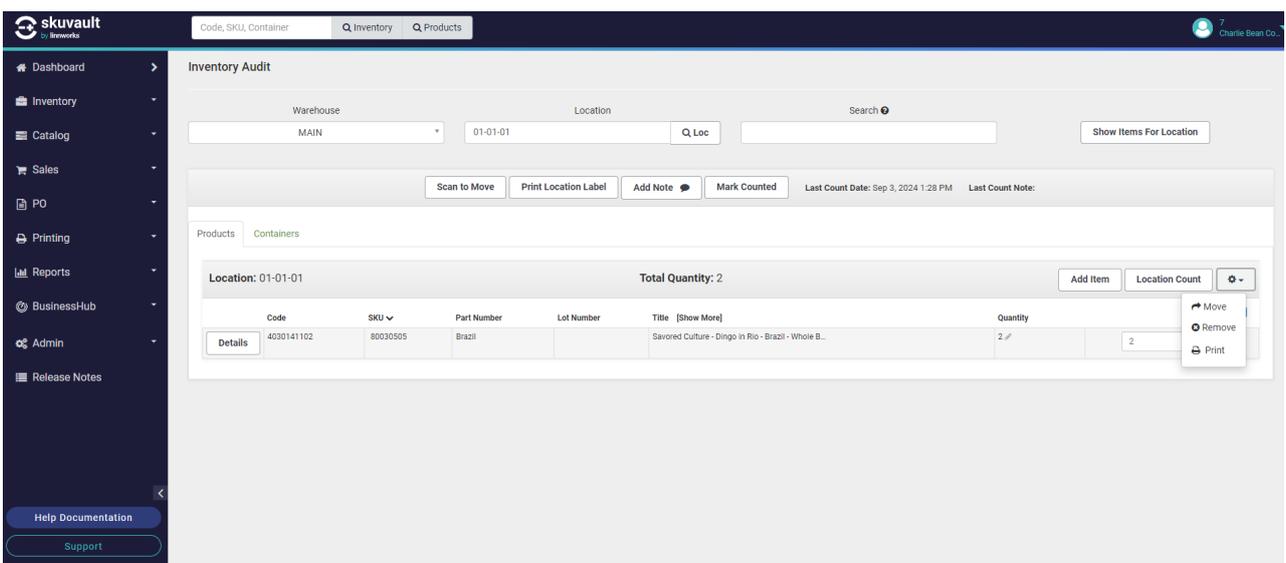
Once the new screen opens you can change the location of the product to moved from and you type or scan in this location, Once you have the location in this blue highlighted box you can hit enter



After you hit enter that location will open along with the product in that location, If you want to move the entire qty then just check mark the box all the way to the right that associated with the product.



With the Box check mark then move up to the setting wheel just above and click that, in the drop down click move.



Another popup will display and then you can scan or enter the new location you want to move the product to, Once you have the new location in the Red highlighted box you can now hit move and then the product will be moved to

the new location.

The screenshot displays the Skuvault Inventory Audit interface. A modal dialog box titled "Move Item to New Location" is centered on the screen. The dialog contains the following elements:

- A title bar with a close button (X).
- Instructional text: "Enter location to which you want to move selected items."
- A "New Location" input field with a search icon and "Q Loc" label.
- A "Transaction Note" text area.
- "Move" and "Cancel" buttons at the bottom.

The background interface shows the "Inventory Audit" page with the following details:

- Warehouse: MAIN
- Location: 01-01-01
- Total Quantity: 2
- Buttons: Add Item, Location Count, and a settings icon.
- Table with columns: Code, SKU, Part Number, Lot Number, Title, and Quantity.

Code	SKU	Part Number	Lot Number	Title	Quantity
4030141102	80030505	Brazil		Savored Culture - Dingo in Rio - Brazil - Whole B...	2