**Create a Transfer Episode**

The Stock Movement module in BloodNet allows users to transfer and discard Blood and Blood Products. Transfer episodes should be created when a product is moved to or from your facility and discard episodes should be created when a product is discarded for any reason.

|  |
| --- |
| **Create a transfer episode** |
| 1. To access the transfer module, click on the **Stock movement** tile from the home page.

 |
| 1. From the **Stock movement** dashboard click on the **Create transfer** button.

 |
| 1. On the **New transfer episode** page, complete all mandatory fields.

 |
| 1. 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.
 |
| 1. Once all items have been added click the **Save transfer episode** button.

|  |  |
| --- | --- |
| Icon  Description automatically generated | **Note:** If the item is NOT fresh blood, there will be no data displayed in the ABO column. |

 |
| 1. 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 with 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.

 |