# **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.



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



1. On the **New transfer episode** screen choose either to transfer **From my facility** or **To my facility**.
2. Select the sending or receiving facility.
3. Enter the date and time that the transfer was packed.
4. 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.
5. Once all items have been added click the Save transfer episode button.



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.

