Directions for moving inventory from one account to another -

First:

* Log in to the account that contains the inventory you want to move
* Click on Activities Menu
* Click on Work With Consigned Inventory
* Click on Transfer Inventory
* Click on Move Inventory Out
* Select the sale that you want to move it to … there should only be one choice
* Type in the consignor # and password for the account that you are moving the inventory to
* Check all or select which ones you want individually and then hit submit transfer
* You will then be give a batch # that you should write down

Second:

* Log in to the account that you want to move the inventory to
* Click on Activities Menu
* Click on Work With Consigned Inventory
* Click on Transfer Inventory
* Click on Move Inventory In
* You should see the batch # that you created
* Choose Receive

It may take a few minutes depending on how much inventory you are moving. Once it is finished, you should see that inventory in your Active Inventory list.

The whole batch of inventory is now available in both accounts:

* In the new account, it is now in ACTIVE inventory
* In the old account, it is still in INACTIVE inventory (will need to be moved to active before it can be sold)