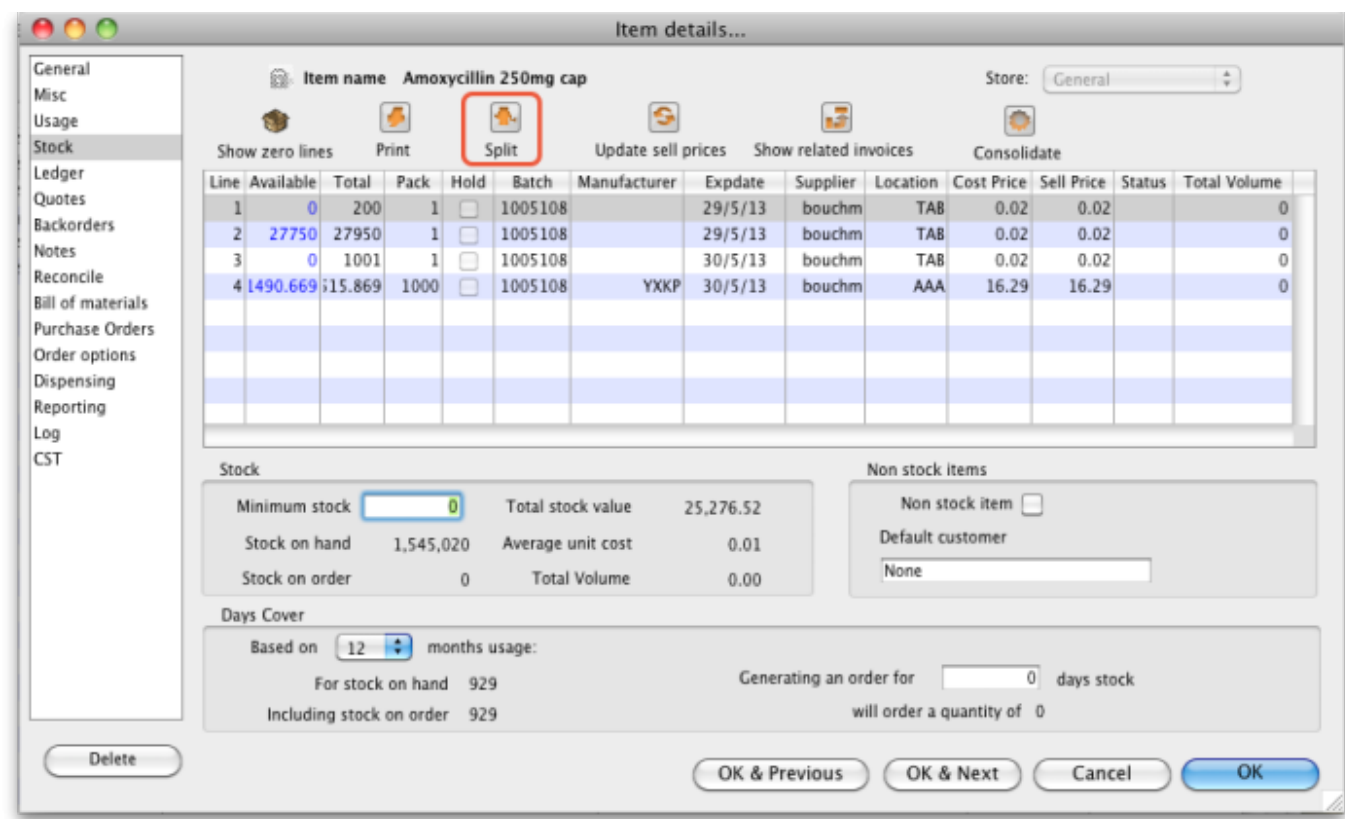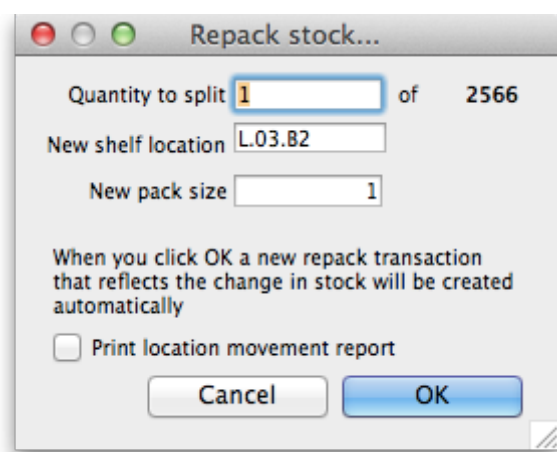# Splitting a batch

*

- From the **Item** menu choose **Show items** to find the item to be split
- Enter the start of the item name and click **Find**
- Once the **Item details** window is displayed, choose **Stock** from the side bar list.

Split a batch

- Click on the line you want to split, then click **Split**

- Enter:

- How many you want to move/split (if you're repacking the whole lot, then enter the total quantity)
- The new location (leave it alone if you're not changing the location)
- The new pack size.
- Click **OK**

- You can use the split command to perform these actions:
  - Change the location of a batch
  - Repack some of a batch
  - Change the pack size of a batch

Previous: *Show items with stock* *Next:* *Stocktakes*

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