Splitting a batch

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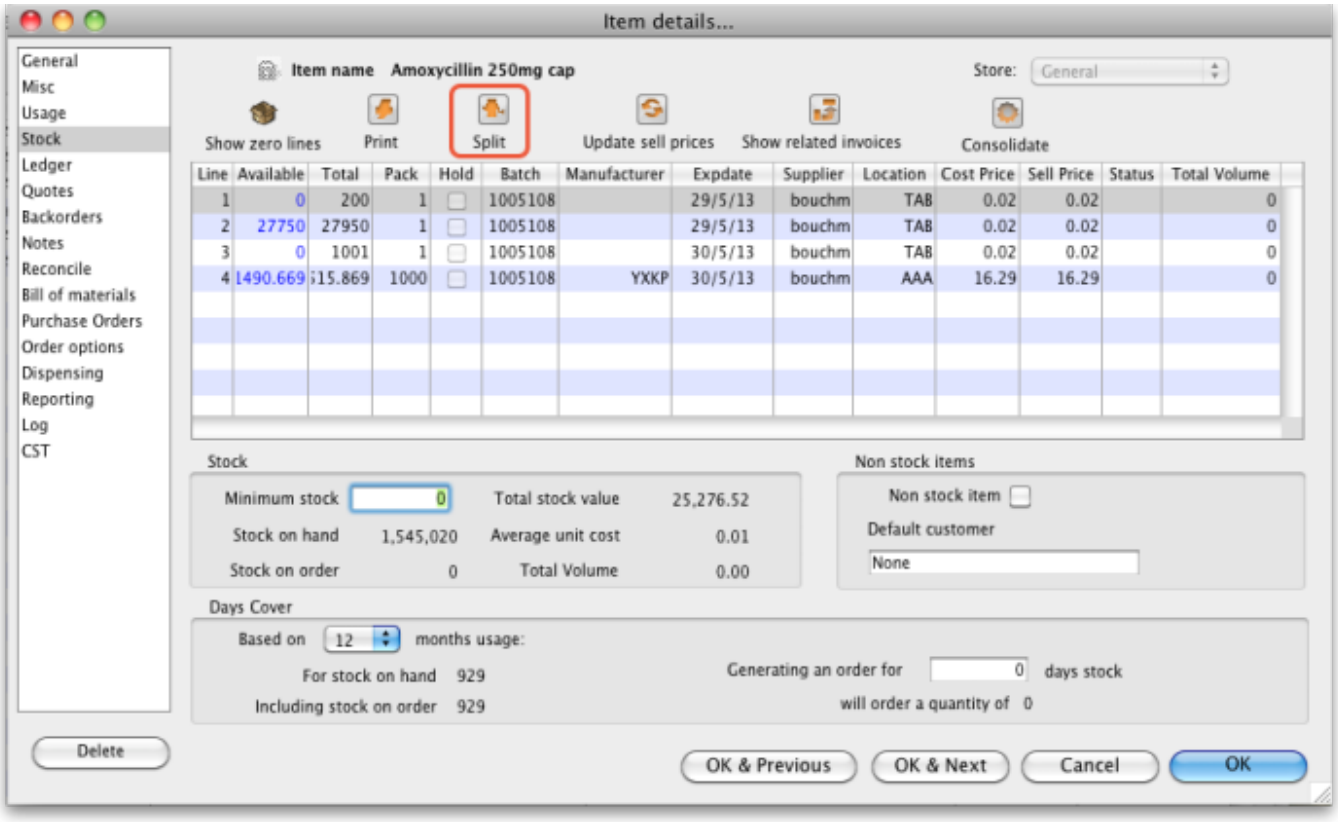
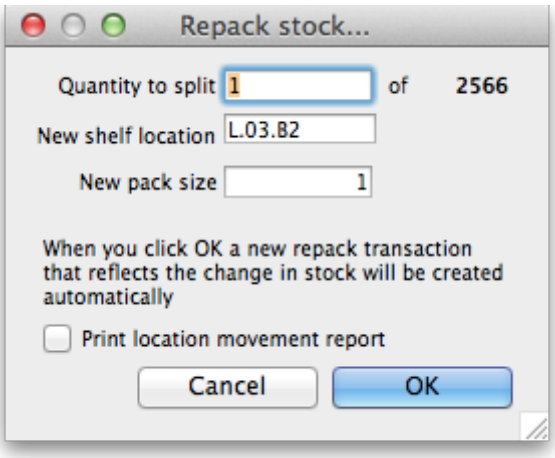
- From the **Item** menu choose **Show items** to find the item to be split
- Enter the start of the item name and click **Find**
- Once the **Item details** window is displayed, choose **Stock** from the side bar list.



Split a batch

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



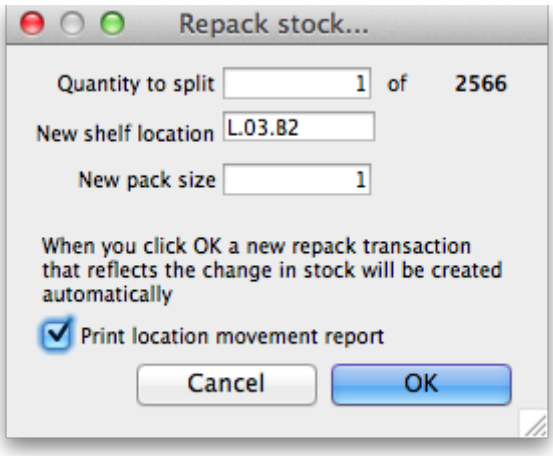
- Enter:

    - 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**

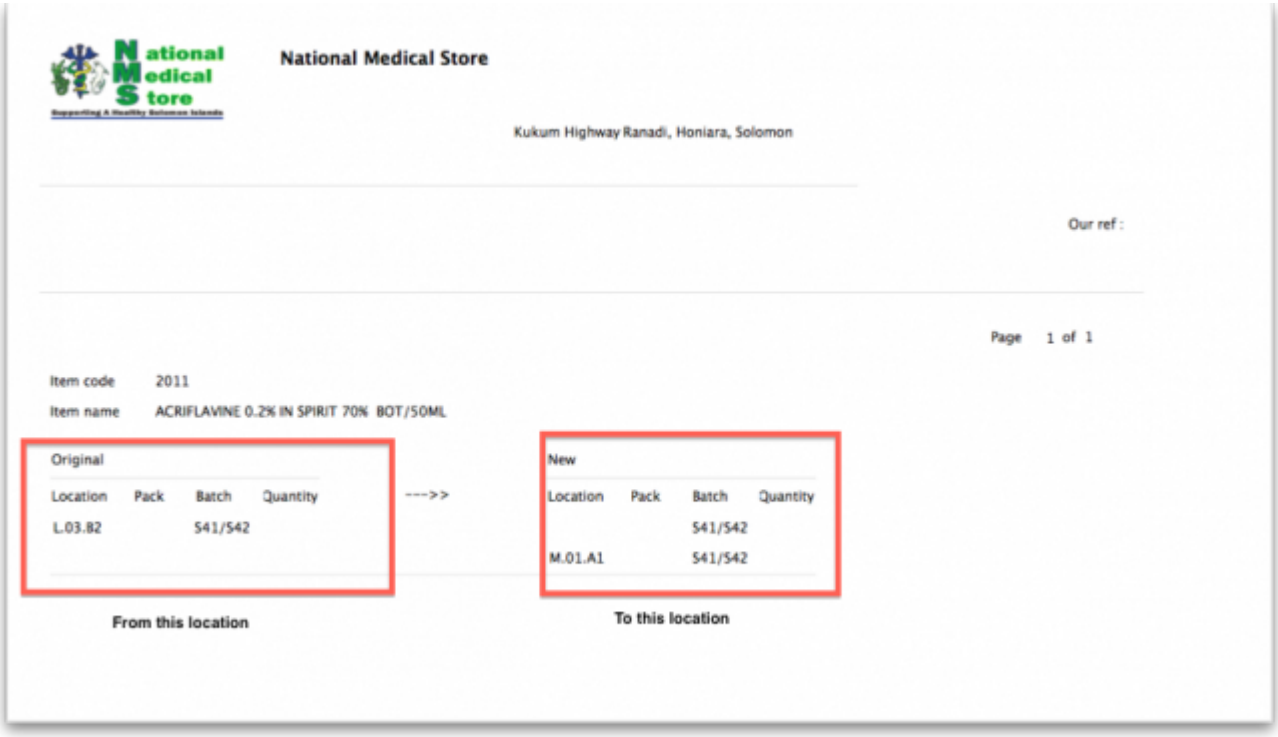
- You can use the split command to perform these actions:
    - Change the location of a batch
    - Repack some of a batch
    - Change the pack size of a batch

Produce a Movement report

- mSupply provides the feature of producing a 'Movement report' for stock that is split.
- Once you have entered the details of your split, simply click on the checkbox labelled 'Print Location Movement report' and click button **OK**.



- The following report is displayed.



- note that in this report the orginal and new locations are clearly identified so a printed version of this report can be easily referred to in the warehouse.

Previous: Show items with stock Next: Stocktakes

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