Instructions on How To Transfer Out Frames

Open Acuity Blink and log in as usual:

On the left hand side of the screen you will see an "Inventory" button. Click it.

Enter your name and password accordingly. Then click "Login".

You will see tabs along the top of the screen. Click on "Transfer".

Now you click on "Add Stock Transfer".

Where it says "Transfer to Office" you will enter "1000 - Distribution Center".

At Transfer Reason if it is a current frame, NOT RECALLED OR SEND TO LAB, you can click "Product Replenishment". If it is a frame that is recalled or a send to lab you need to change this to "Return".

Now you click on the green arrow.

*** This will take you back to the first screen listing all other transfers. On the one you just did you will click on "Add Detail".

*** You will enter the frame's SKU under UPC Code or Item Number and press ENTER on your keyboard. This should now show you the details of the frame. (Name, Size and Color).

*** Under quantity enter the amount of this type of frame you are sending back. Usually it's only one.
***You now click on the green arrow and will be re-directed to the transfers screen again.

To add multiple frames you will need to repeat the *** steps for every frame.

The transfer is not final until you click on the printer icon to the right of the transfer. This will prompt a pop up warning you that if you print the product will change from "OPEN" to "SENT". Click ok.

A PDF will now appear with the transfer invoice.

***You must print this out and send the frame to lab with this transfer invoice.

This frame is no longer in your computer inventory.