







Assigning a Device from one Room to Another (Room to Room Transfer)





1. Click on **Room to Room**, located in the "Site Tools Quick Links" menu. The "Room to Room" window opens.

Room to Room






 [Done](#)

| | | |
|-------------------|---|---|
| Transfer to Room: | <input type="text" value="121"/> |     |
| Room Description: | Chemistry | |
| Status: | <input type="text" value="In Use"/> |  |
| | <input type="checkbox"/> Use Previous Tag Status | |
| Tag / Serial: | <input type="text" value="Enter Tag or Serial..."/> |  |


Scan History for Today:

| Product | Tag | Source | Destination | Status | Reports |
|---|---|--------------------|-------------|--------|---------|
| No records to display. | | | | | |
|   1   | Page size: <input type="text" value="5"/> | 0 items in 1 pages | | | |

 [Done](#)

2. Enter/scan the **Room Number** where the item will be moved. If you manually enter the number, click on  **Next** or press the **Enter** key on your keyboard to proceed to the next field. OR, click on  **Search** to find and select the appropriate "Room."
3. If multiple tags are being moved to the same room, select the  **Lock** icon on the respective field(s). This allows you to scan tag numbers without entering redundant information for each tag.
4. Select the status of the item being moved using the **Status** drop-down menu.
5. (Optional) Click on  **Lock/Unlock** to lock the status.
6. Enter/scan the tag number into the **Tag** field. If you manually enter the number, click on  **Save** to add this item to the selected room.
7. Continue to scan or enter tag numbers until all items have been moved to the selected room. If desired, you can unlock and change the **Room** field and/or change the **Status** field before

entering another tag. Unless changed, those fields retain the original settings from steps 2 and 3.

8. Click on  **Done** to close the "Room to Room" window.