

Transferring a HSL to another customer

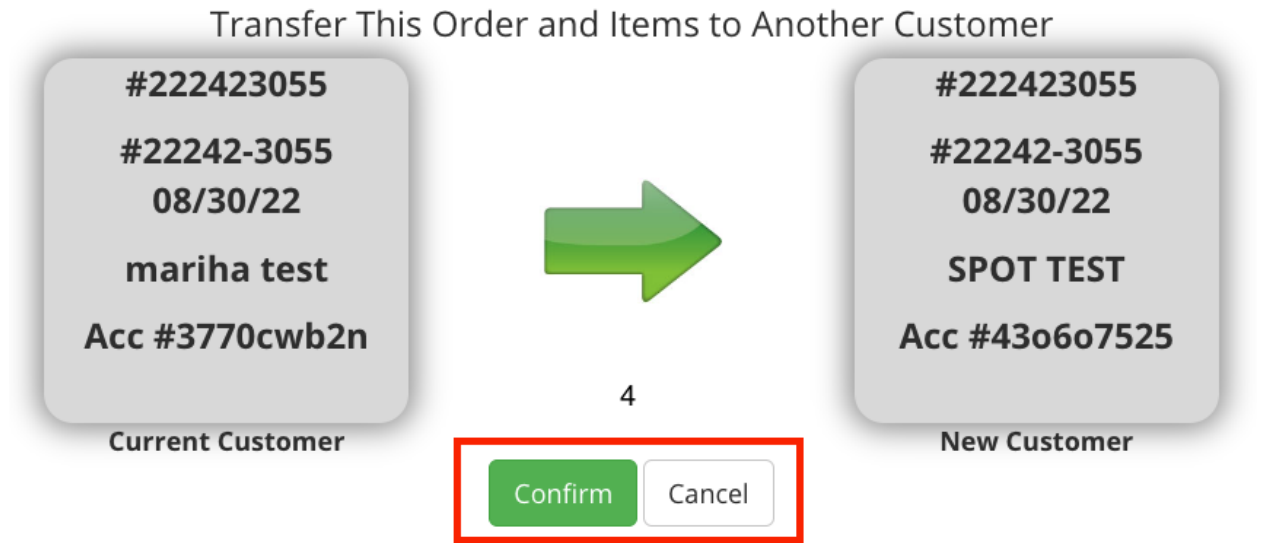
- 1) Detail the singular item (or items) that you want to transfer on the current account that it is associated with. Remember, you can only transfer full orders so if there are items on the order that you do not want to transfer, you cannot pick and choose. Which is why you ONLY want to detail items that you intend to transfer.
- 2) After the item has been detailed, click on the Transfer button.

The screenshot shows the 'Clothes Tracker' interface with tabs for 'Wardrobe', 'Payment', and 'History'. Below the tabs are buttons for 'Change due date' and 'Change name & room'. A status bar shows 'Store 8/30/22 3:25pm Admin Store'. On the right, there are buttons for 'Drop ticket', 'Estimate', and 'Transfer' (highlighted with a red box). Below these are dropdowns for 'Return Location' (set to 'Store') and 'Agent' (set to 'Store'), along with a 'SMRT Admin: Recalculate price' button. On the left, there is a '+ Add Item' button. At the bottom, a 'DETAILED' item card is shown for 'N/A Blouse DC 123654789' with a price of '\$9.32'. A 'Scan Barcode' dialog box is open over the item card, with a 'No Barcode' button and a 'Cancel' button.

- 3) Search for the customer you are transferring the item/order to.

The diagram illustrates the transfer process. On the left, under 'Original account', a grey box contains the following information: '#222423055', '#22242-3055', '08/30/22', 'mariha test', and 'Acc #3770cwb2n'. Below this box is the label 'Current Customer'. A large green arrow points from this box to the right. On the right, under the heading 'Transfer This Order and Items to Another Customer', there is a 'Select Customer' search bar (highlighted with a red box) containing the text 'test'. Below the search bar is a list of customers under the heading 'CUSTOMERS': 'SPOT TEST' (209 MANG AVE, KENMORE, NY 14217-2656), 'Test222 Test' (123 Mang, Kenmore, NY 14217), 'Test Test' (2375 ELMWOOD AVE, KENMORE, NY 14217-2650), 'Spot Setup Test', and 'Test'.

- 4) Confirm that the customer you are transferring the order to is correct



- 5) After you have pressed confirm, click on open account to confirm the order has been transferred.
- 6) Another step of verification is to go to the original customer account where you detailed the item/order (before the transfer) and try to scan or type in the HSL. If the transfer is successful, you will see this error indicating that the HSL belongs to another customer.

