



## **Mass Change Item Numbers - BWH6000**



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# Mass Change Item Numbers - BWH6000

## Warehouse > Utilities > Mass Change Item Numbers

This page is used to change the inventory item number on the master record and all associated records. This page mass changes item numbers and accepts anywhere from 1 to 200 old/new item number combinations for the mass change.

### Mass change item numbers:

Field	Description
<b>From Item Nbr</b>	If the item number is unknown, click  . The Inventory Items window is displayed. A list of item numbers is displayed. To search for a specific item, type data in the <b>Search</b> field. As you begin typing data, a list of data that matches the search criteria is displayed. Select an item from the list. Otherwise, click <b>Cancel</b> .
<b>Description</b>	The item description is displayed, which is automatically populated based on the data populated in <b>From Item Nbr</b> field.
<b>To Item Nbr</b>	If <b>Auto Assign Inventory Item Number</b> is selected on the <a href="#">Warehouse Options</a> page, the field is set to AUTO. If it is not selected, type the new item number.
<b>Execute</b>	<p>Click to execute the process. The Mass Change Inventory Item Number Preview report is displayed. <a href="#">Review the report</a>.</p> <p><b>Review the report using the following buttons:</b></p> <p>Click  to go to the first page of the report.  Click  to go back one page.  Click  to go forward one page.  Click  to go to the last page of the report.</p> <p><b>The report can be viewed and saved in various file formats.</b></p> <p>Click  to save and print the report in PDF format.  Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.  Click <b>X</b> to close the report window. Some reports may have a <b>Close Report</b>, <b>Exit</b>, or <b>Cancel</b> button instead.</p>
<b>Proceed</b>	<a href="#">Click to continue the process</a> .

### Other functions and features:

<b>+Add</b>	<a href="#">Add a row</a> . Click to add a new row.
<b>Reset All</b>	Click to clear all fields.

**Delete a row.**

The row is highlighted red to indicate that it will be deleted when the **Clear Deleted** button is clicked.