



Mass Change Item Numbers - BWH6000

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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
From Item Nbr	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 Search 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 Cancel .
Description	The item description is displayed, which is automatically populated based on the data populated in From Item Nbr field.
To Item Nbr	If Auto Assign Inventory Item Number is selected on the Warehouse Options page, the field is set to AUTO. If it is not selected, type the new item number.

- Click **Execute** to execute the process. The Mass Change Inventory Item Number Preview report is displayed. [Review the report](#).
- Click **Proceed** to continue the process. A message is displayed prompting you to create an export.
 - Click **Yes** to create an export. A message is displayed prompting you to enter a password to be used for the Archive. Type the password and click **Continue**. Otherwise, click **Cancel**.
 - Click **No** to continue the process without creating an export.

The process is completed and the **To Item Nbr** field is updated with the next available item number.

Other functions and features:

+Add	Click to add a new row.
Clear Deleted	Click to clear any entries that are marked for deletion.
Reset All	Click to clear all fields.
	The row is highlighted red to indicate that it will be deleted when the Clear Deleted button is clicked.