



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.
Button	Description
Execute	<p>Click to execute the process. The Mass Change Inventory Item Number Preview report is displayed. Review the report.</p> <p>Review the report using the following buttons:</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>The report can be viewed and saved in various file formats.</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 X to close the report window. Some reports may have a Close Report, Exit, or Cancel button instead.</p>
Proceed	Click to continue the process.

Other functions and features:

+Add	Add a row. Click to add a new row.
Reset All	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.



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