

# Approving a Transfer

To approve a transfer, return to the Transfer Summary page and click 'View' on the relevant transfer.

## Awaiting Approval Transfers

From	To	Reference	Date	Action
Cellar	Library	haydn	Dec 18, 2019	Continue <a href="#">View</a>

On this pop up, you are able to review what products have been requested.

## Transfer from Cellar to Library

×

Transfer Date: Dec 18, 2019

Transfer Reference: haydn

Approve Transfer

Filter

Product	Size	Single Cost	Quantity	Total Cost
Whisky Jack Daniels	70cl	0.00	5	0.00
Total				0.00

Once the transfer has been reviewed, you can approve the transfer at the top of the pop up.

## Transfer from Cellar to Library



Transfer Date: Dec 18, 2019

Transfer Reference: haydn

Approve Transfer



Filter

Product	Size	Single Cost	Quantity	Total Cost
Whisky Jack Daniels	70cl	0.00	5	0.00
Total				0.00

This transfer will then appear in the 'completed transfers' section of the Summary page.

## Completed Transfers

From	To	Reference	Date	Value	Action
Cellar	Library	haydn	Dec 18, 2019	356.52	View

Revision #1

Created 25 March 2021 14:02:31 by Adam Ashforth

Updated 15 April 2021 12:45:11 by Adam Ashforth