

How to Empty Bins & Totes

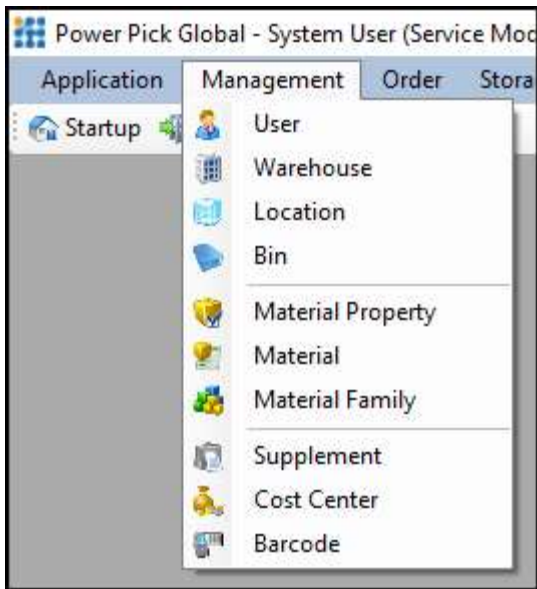
Kardex Power Pick System

How To Empty Bins & Totes

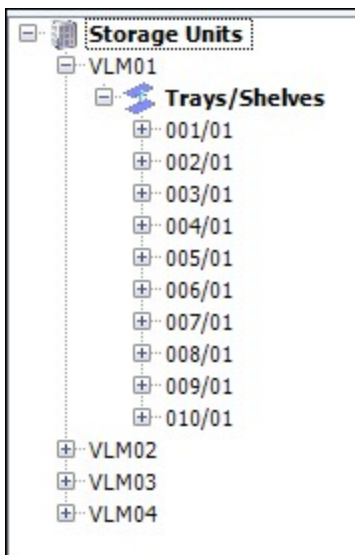
This article covers the most common ways to empty bin and totes in the Kardex Power Pick System.

Remove Inventory

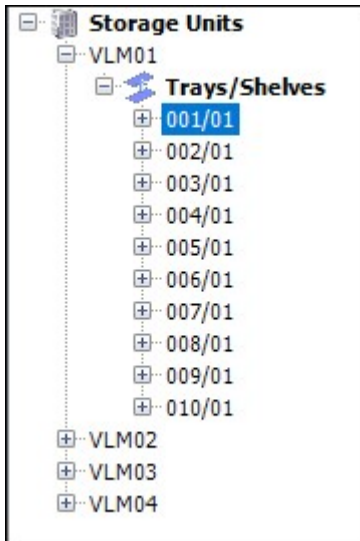
1. Open Management > Location



2. Expand the desired Storage Unit



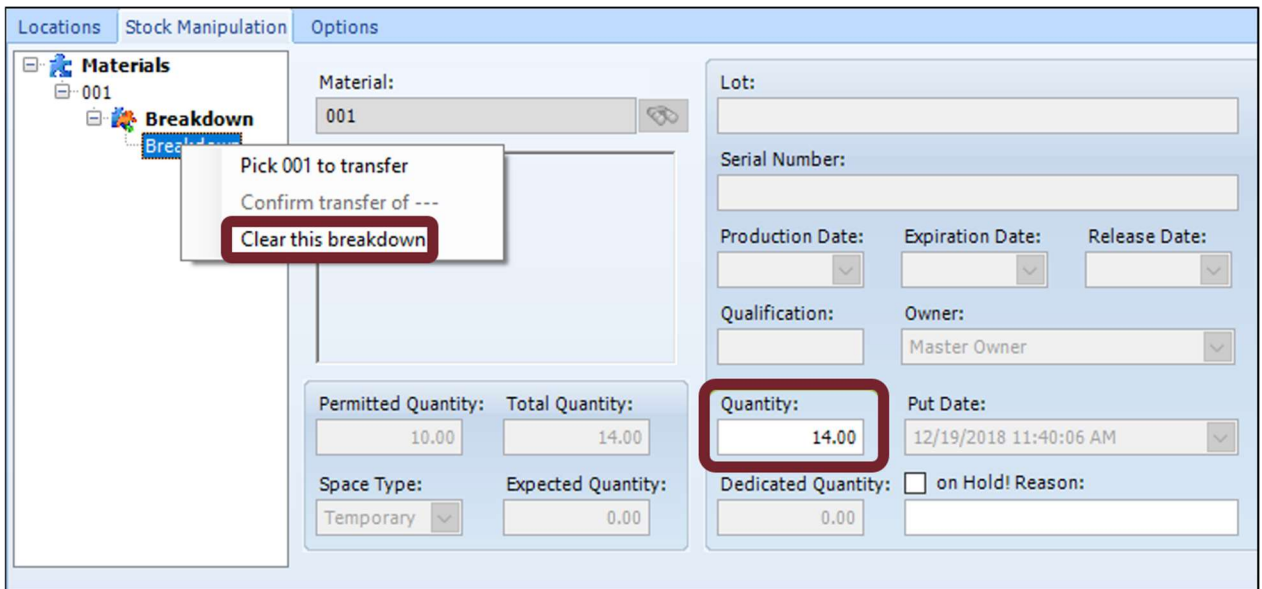
3. Click on the tray



4. Select Stock Manipulation



5. Right-click on "Breakdown" > Clear this breakdown

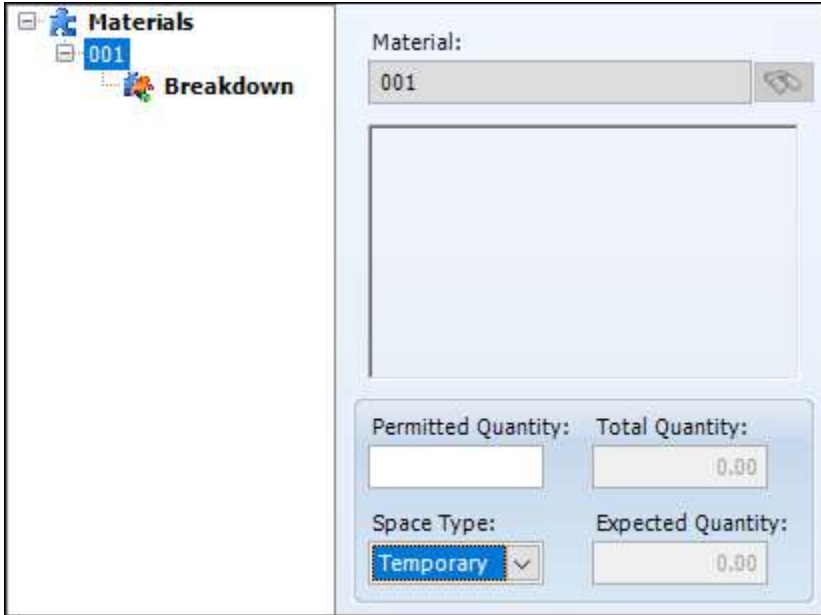


- a. (Other option) Replace the quantity amount with a "0" and hit Enter

6. If the material name is still under Materials like this:



7. Set the Space Type to Temporary and hit Enter



Additional Step

- May need to de-allocate/delete orders (**Order List**), see this article for help: [How To Deallocate Orders in the Kardex Power Pick System](#)
- Refresh page using f5 key after doing this

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