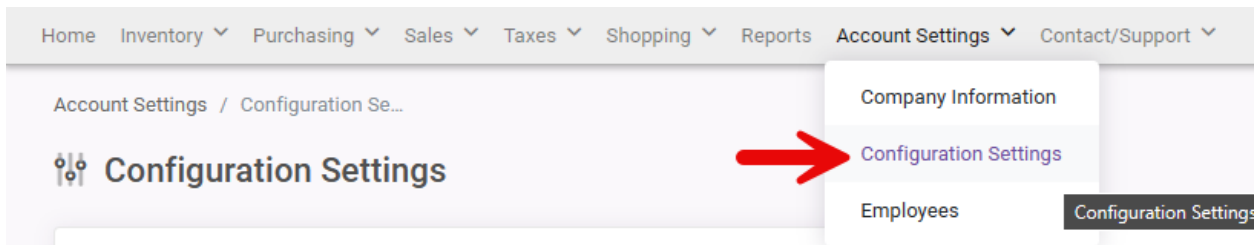




Inventory Setup Tutorial

*****IMPORTANT:** Make sure you complete your inventory reset during off hours when the store is closed so customer so customers do not buy items during the process, which would cause a discrepancy between the inventory entered and the inventory on hand.

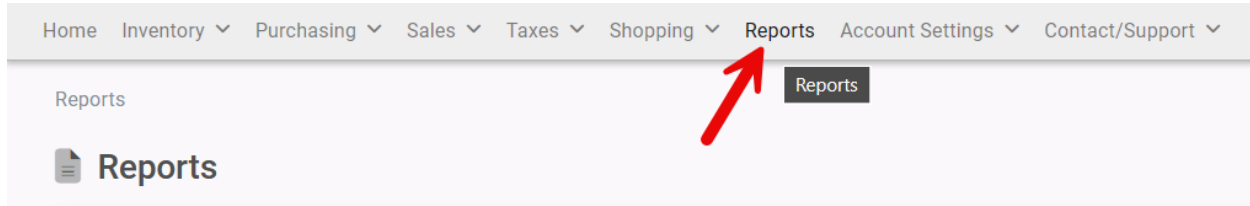
1. Start on the OrderDog Portal. Hover over “Account Settings” and select “Configuration Settings”.



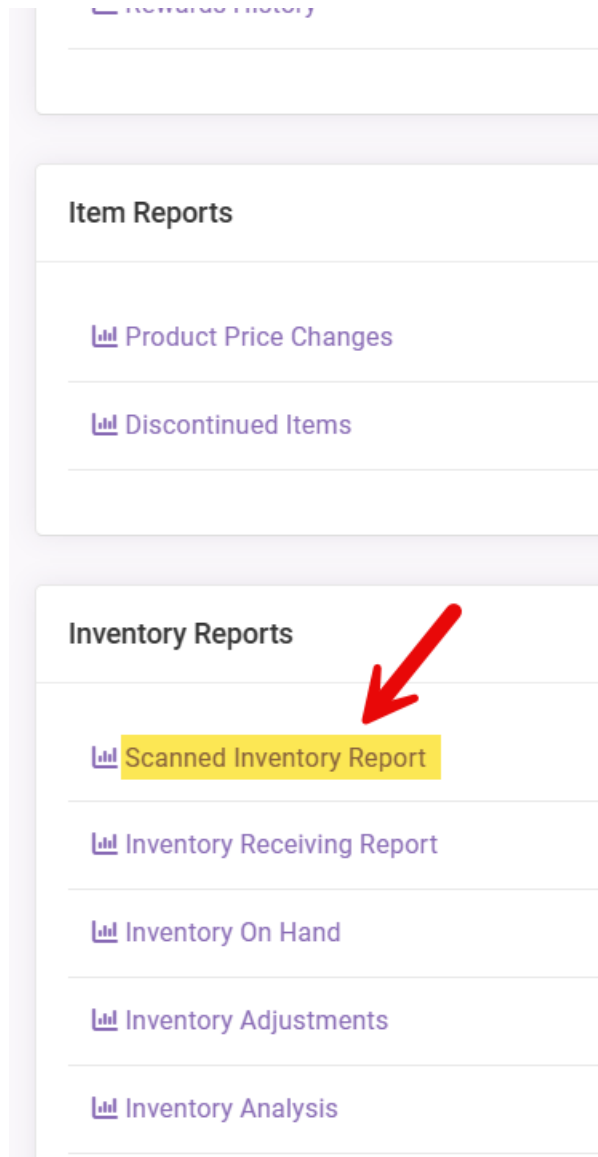
2. If this is your first time tracking inventory, turn the inventory tracking option on. Scroll down and press “Save Changes”.

A screenshot of the Configuration Settings page. The page title is 'Configuration Settings'. Under the 'Customer Default Settings' section, there are three dropdown menus: 'Country' (United States of America), 'State' (Texas), and 'Prefix code' (Z). Under the 'Inventory Settings' section, there are three checkboxes: 'Calculate cost of goods sold for new items' (checked), 'Automatically manage Departments, Categories, Subcategories' (unchecked), and 'Enable inventory tracking' (checked and highlighted in yellow).

3. Next, we'll make our way over to "Reports".



4. Scroll down and select "Scanned Inventory Report".



This is the "Scanned Inventory Report" page.

OrderDog - Scanned Inventory Report Print This Page Close Window

OrderDog Demo Retailer #2

Total Items: 353
Total MSRP Value: \$8,535.62
Total Wholesale Value: \$4,502.27
Total Cost Value: \$327.23
Total Price Value: \$8,562.93
Total Selling Value: \$8,603.07

Report Criteria

Location:

UPC:

Description:

Compress:

Item ID	Vendor	Department	Brand	Description	Qty	MSRP	Wholesale	Cost	Price	Sale Price	Case Pack
Location:											
01200001086	The Water Distributor - 1497	Grocery	Aquafina	Water	12	\$2.00	\$1.00	\$0.50	\$0.99		1
013964127423	Threshold - 1407	Grocery	Mad Hippie	Vitamin C Serum	4	\$33.99	\$20.39	\$0.00	\$31.59		
015839096797	KEHE DC19 - Dallas DFW (INFRA - Tier 3) - 1594		Garden of Eatin	Red Hot Blues Corn Tortilla Chips Org	1	\$3.99	\$2.36	\$0.00	\$3.99		12
022318000084	Nutraceutical - Better Being Co - 1015	HERBS	Honey Gardens	Elderberry Syrup Apitherapy Raw Honey Propolis	6	\$13.69	\$8.20	\$0.00	\$13.69		6
022318000329	Nutraceutical - Better Being Co - 1015		Honey Gardens	Elderberry Syrup with Apitherapy Raw Honey	6	\$23.39	\$14.05	\$0.00	\$23.39		6
040647004351	Nutraceutical - Better Being Co - 1015		Natures Life	Zinc Picolinate 30 mg	3	\$14.09	\$7.05	\$0.00	\$14.09		12
047868001343	Nutraceutical - Better Being Co - 1015		Natural Balance	PureMSM 500 mg	3	\$21.79	\$10.91	\$0.00	\$20.19		6
047868002159	Regalabs - 1509		Natural Balance	MSM 1000 mg	4	\$20.79	\$10.65	\$0.00	\$20.79		1.00
047868726451	Nutraceutical - Better Being Co - 1015		Natural Balance	Alkamax	4	\$11.79	\$5.90	\$0.00	\$11.79		12
051494100066	Megafood - 1499	VITAMINS + SUPPLEMENTS	MegaFood	Turmeric Curcumin Extra Strength Whole Body	3	\$29.99	\$14.99	\$0.10	\$29.99		1
051494100219	Megafood - 1499	VITAMINS + SUPPLEMENTS	MegaFood	MegaFlora Womens Probiotic	3	\$43.99	\$21.99	\$0.10	\$43.99		1
051494100233	Megafood - 1499	VITAMINS + SUPPLEMENTS	MegaFood	MegaFlora Probiotic with Turmeric	2	\$43.99	\$21.99	\$0.00	\$43.99		1
051494101032	Megafood - 1499	VITAMINS + SUPPLEMENTS	MegaFood	Womens One Daily	4	\$26.99	\$13.49	\$0.10	\$26.99		1
051494101070	Megafood - 1499	VITAMINS + SUPPLEMENTS	MegaFood	Mens One Daily	5	\$45.99	\$22.99	\$0.00	\$45.99	\$41.39	1
051494101339	Megafood - 1499	VITAMINS + SUPPLEMENTS	MegaFood	Complex C	7	\$31.99	\$15.99	\$0.31	\$31.99		1

5. Click "Clear Report". Confirm you want to clear your current scanned inventory and type "YES" into the text box. Then click "Clear Scanned Inventory".

OrderDog - Scanned Inventory Report

OrderDog Demo Retailer #2

Total Items: 353
Total MSRP Value: \$8,535.62
Total Wholesale Value: \$4,502.27
Total Cost Value: \$327.23
Total Price Value: \$8,562.93
Total Selling Value: \$8,603.07

Inventory Report

Are you sure you want to clear the Scanned Inventory?
 Confirm by entering "YES" and clicking the Button:

Enter YES here:

The “Scanned Inventory Report” page is now clear. Grab your mobile scanner to scan your current inventory.

OrderDog - Scanned Inventory Report Print This Page Close Window

OrderDog Demo Retailer #2

Total Items: 0
Total MSRP Value: \$0.00
Total Wholesale Value: \$0.00
Total Cost Value: \$0.00
Total Price Value: \$0.00
Total Selling Value: \$0.00

Clear Report | Reset Inventory

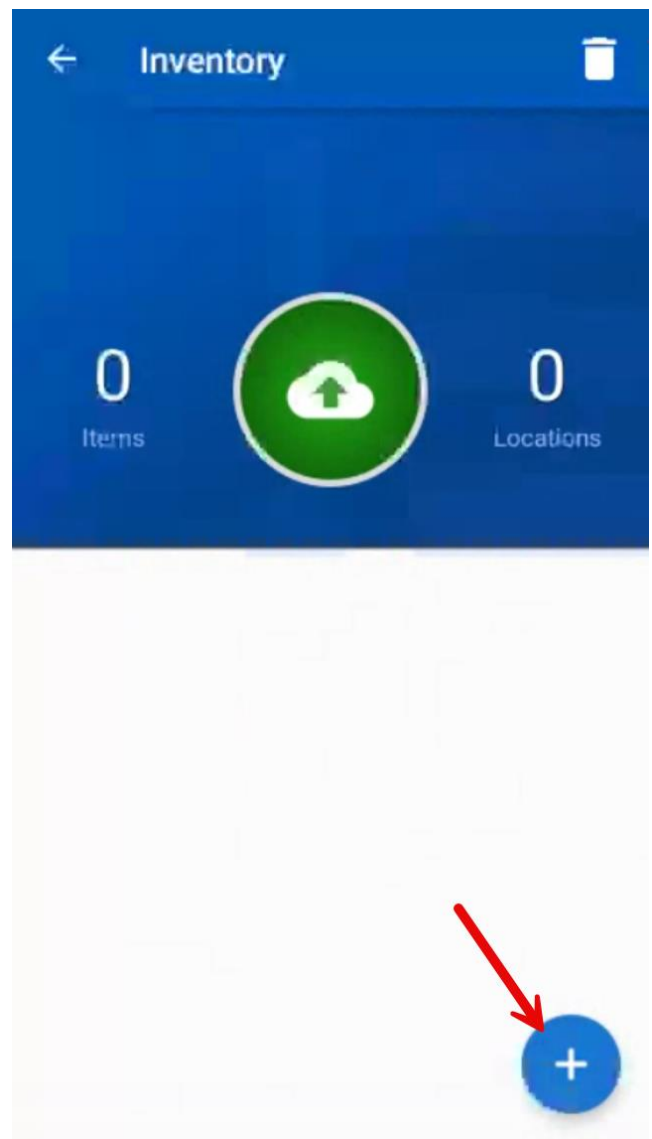
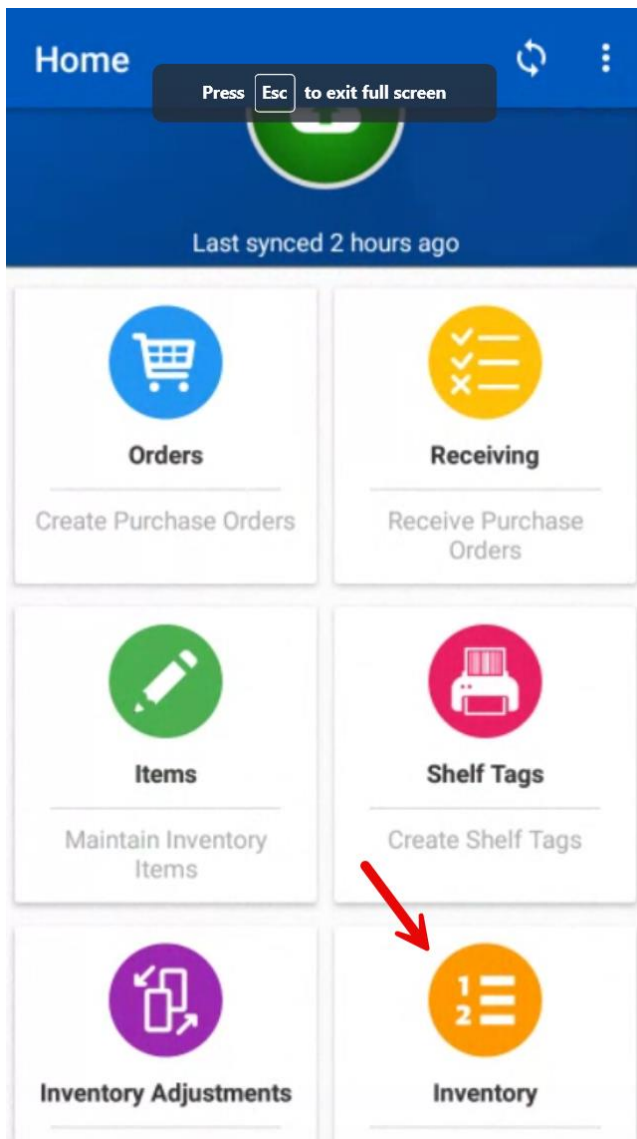
Report Criteria
Location:
UPC:
Description:
Compress: Search

Page size: 100 0 items in 1 pages

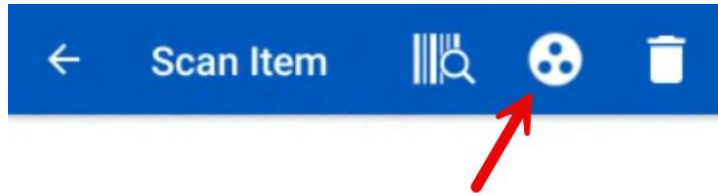
Item ID	Vendor	Department	Brand	Description	Qty	MSRP	Wholesale	Cost	Price	Sale Price	Case Pack
No records to display.											

Page size: 100 0 items in 1 pages

6. On the mobile scanner home screen, tap “Inventory”. Select “+”.

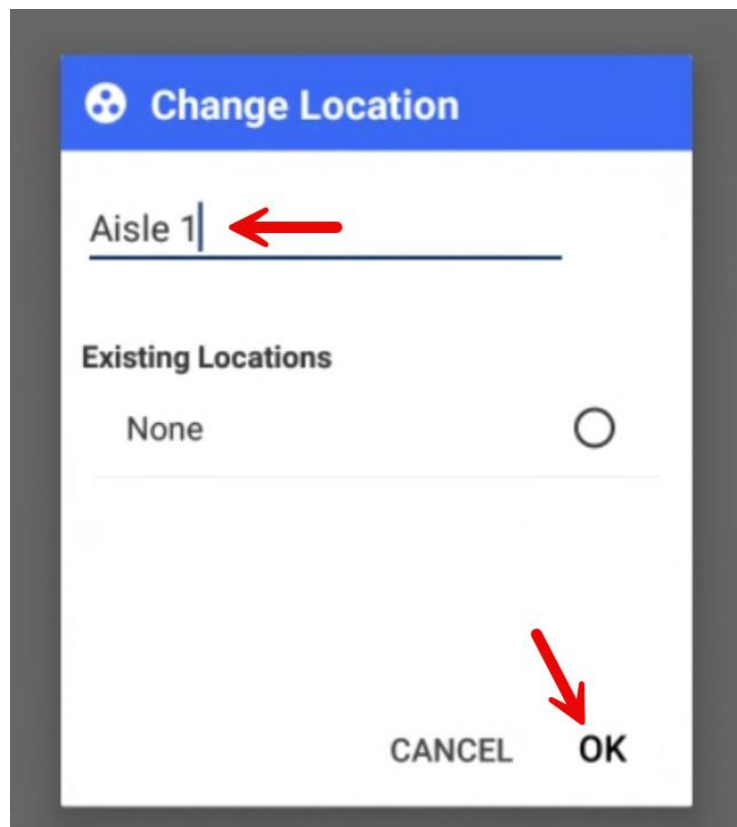


7. Select the Location Grouping icon on the top right.

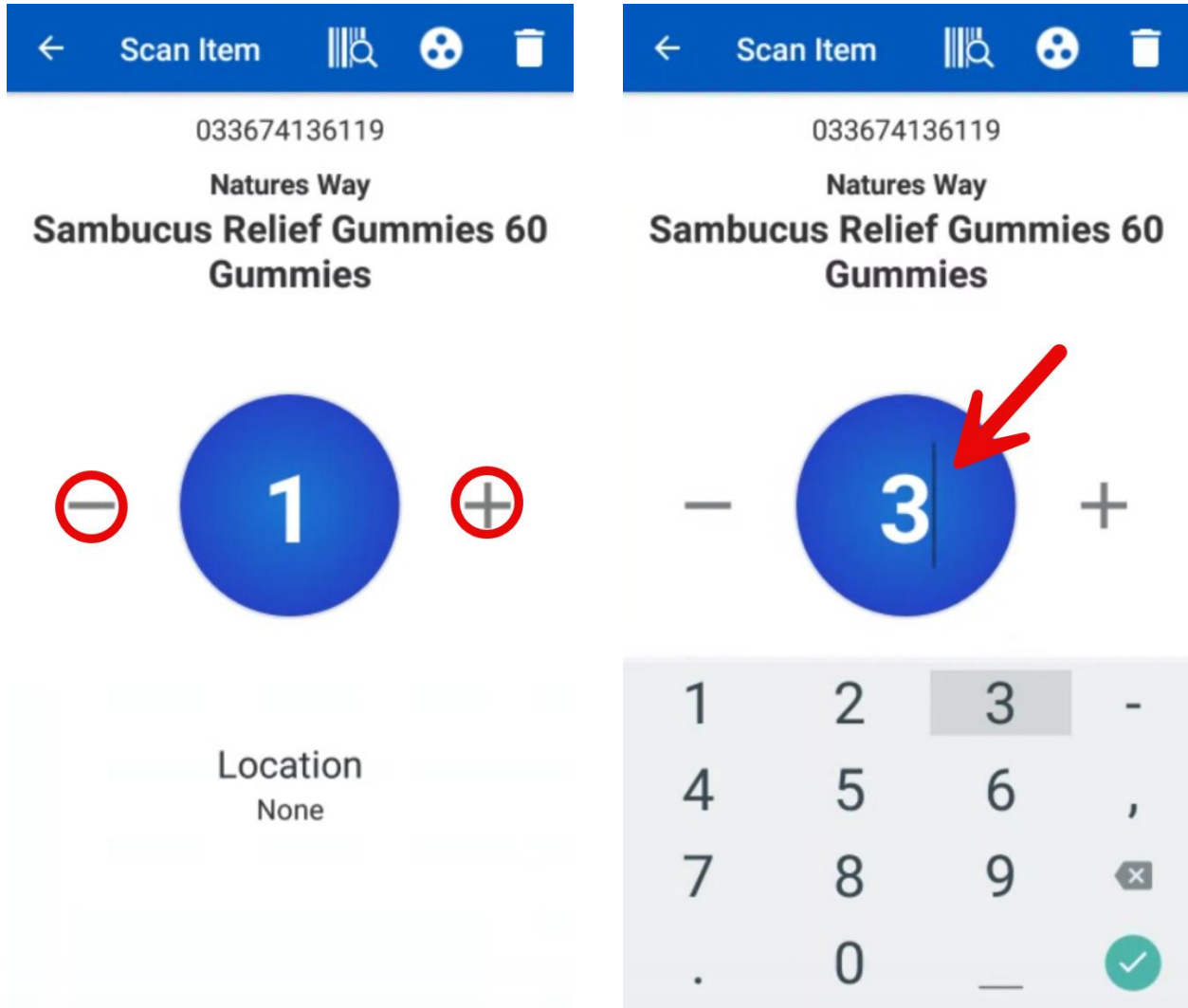


Ready To
Scan

8. Tap "New Location" to enter a group name. One way you may want to group the items is by aisle. Tap "OK".

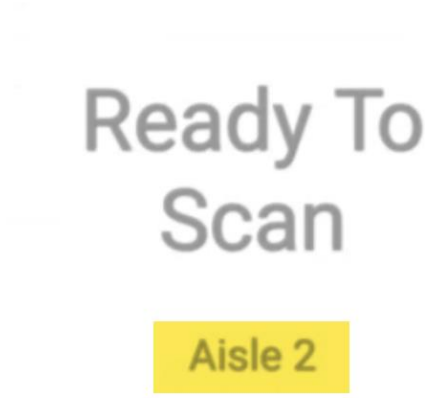


9. Scan an item you want to be included in this group. Enter the quantity you have on hand. There are two ways to update the quantity:
- Select the “+” or “-” buttons.
 - Tap the blue oval and type in the quantity.

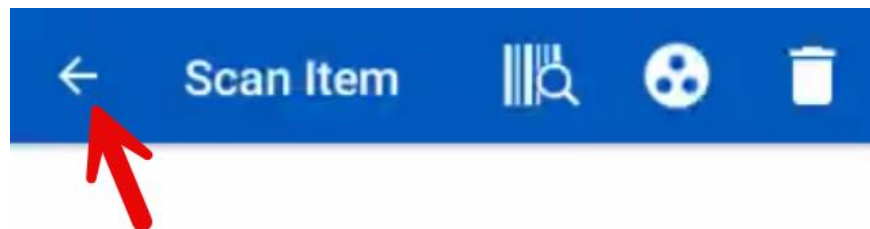


10. When you have the quantity updated to match your current inventory, scan the next item. Enter the on-hand inventory quantity just like previously shown. Do so for the rest of the items in the Location Group you are sorting by.

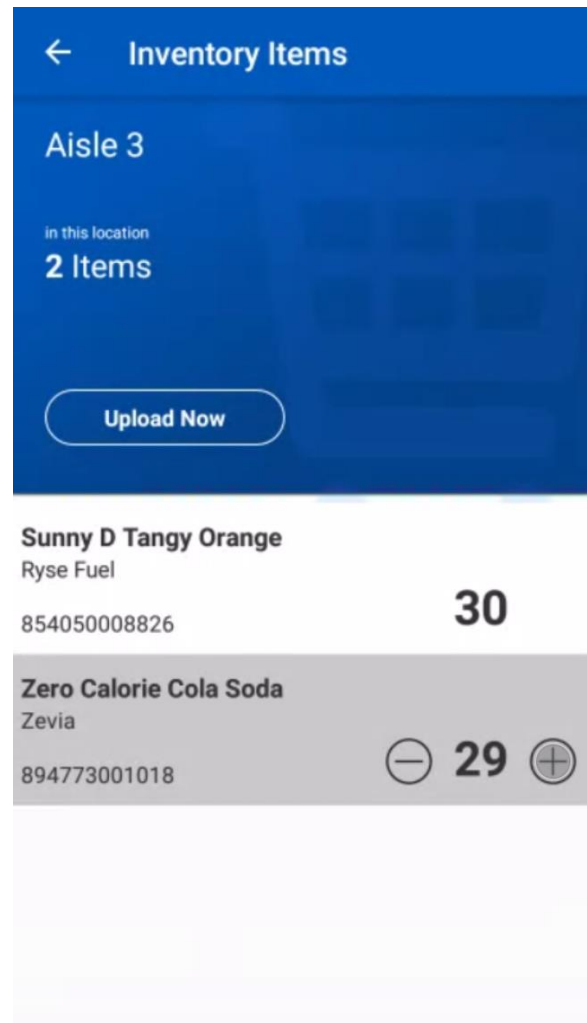
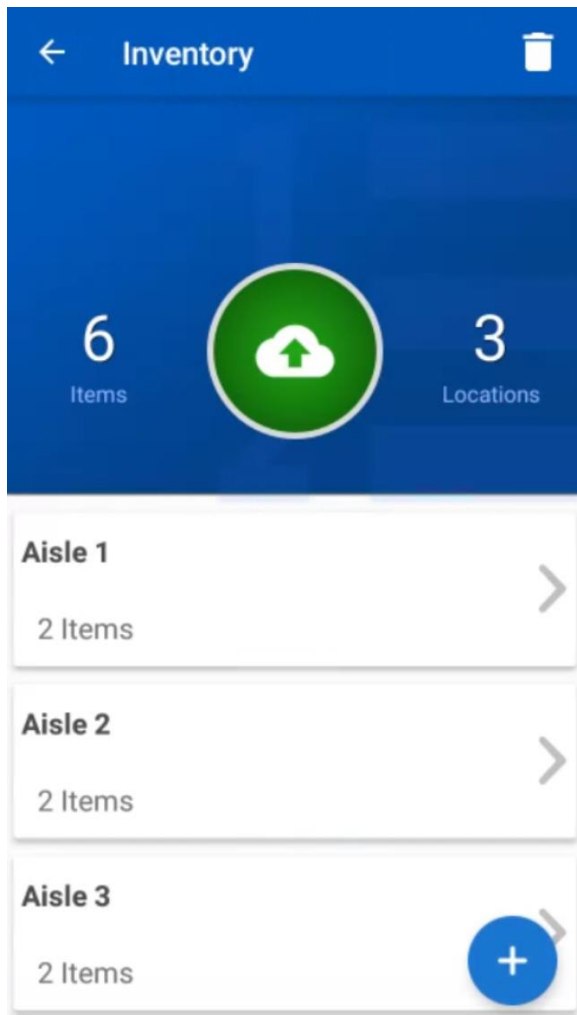
11. To create another inventory group, simply tap the Location Grouping icon and make another group, just like before. Note how it displays the updated group that will apply to the items you scan.



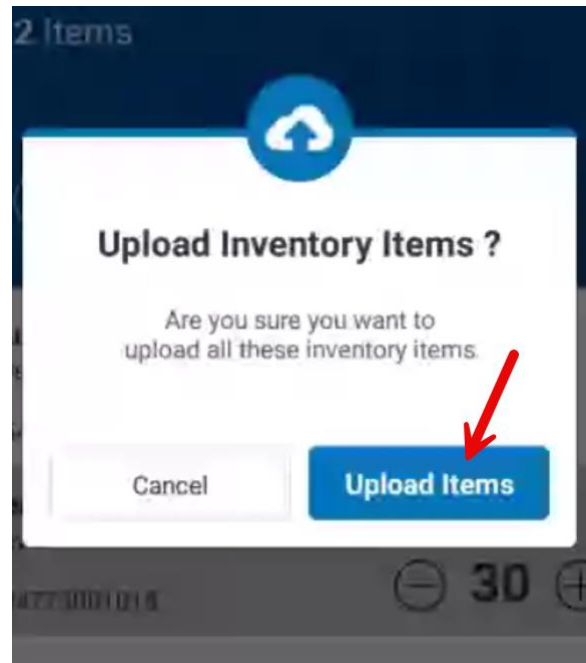
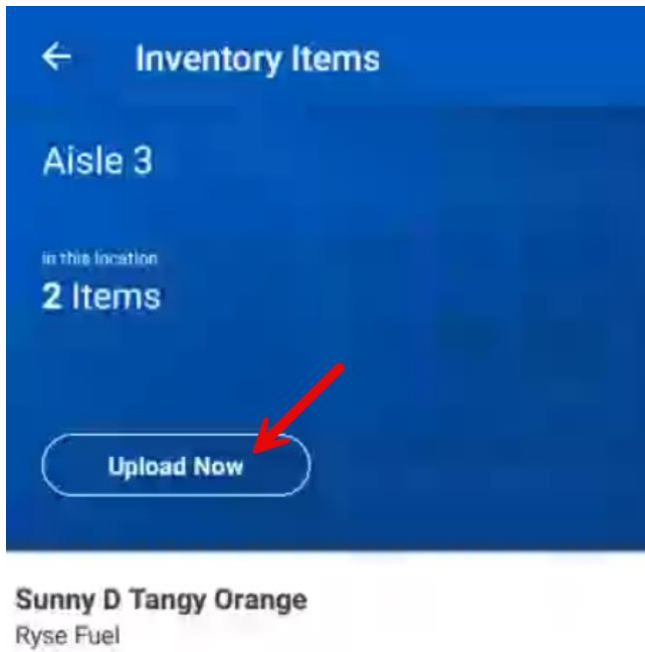
12. Continue this process until all inventory has been scanned in and quantity entered. When you have completed taking inventory, select the back arrow.



13. On the inventory summary screen, you can review what you entered and make any edits necessary. You can correct the item quantity from here if needed.



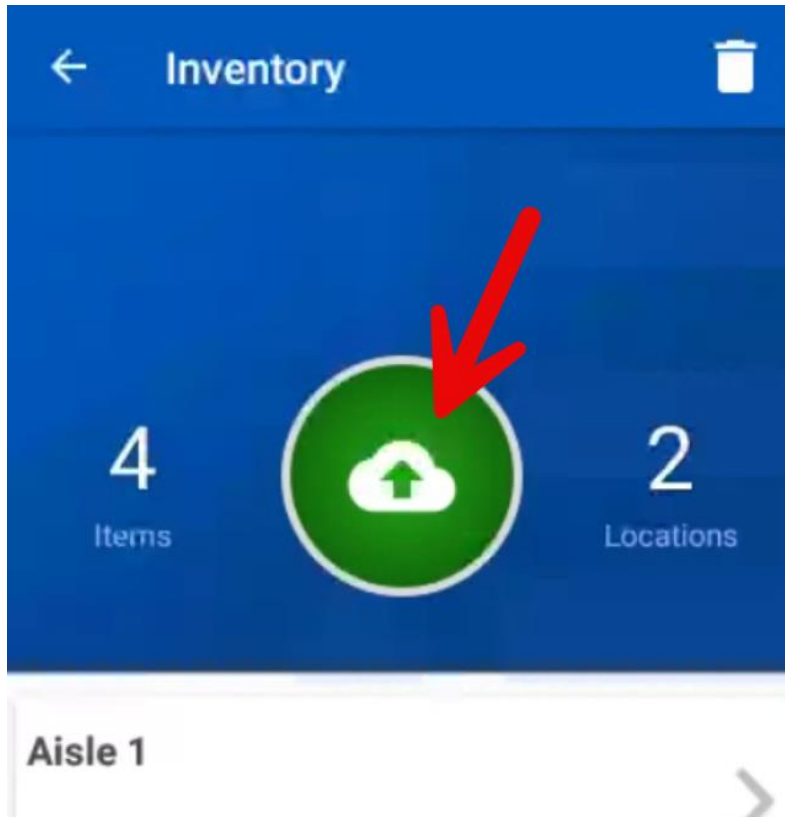
14. If you want to upload a single location group, tap “Upload Now”, then “Upload Order”.



15. Select the back arrow to return to the inventory summary screen.



16. When everything looks good, tap the green upload button to send the inventory records to the portal.



17. Now return to the OrderDog portal and navigate back to the “Scanned Inventory Report” page. Refresh the page to populate the page with the updated inventory sent from the scanner.

OrderDog - Scanned Inventory Report												Print This Page	Close Window
OrderDog Demo Retailer #2												Report Criteria	
Total Items:		97										Location: <input type="text"/>	
Total MSRP Value:		\$1,202.14										UPC: <input type="text"/>	
Total Wholesale Value:		\$715.81										Description: <input type="text"/>	
Total Cost Value:		\$142.40										Compress: <input type="checkbox"/>	
Total Price Value:		\$1,282.83										<input type="button" value="Search"/>	
Total Selling Value:		\$1,282.83											
<input type="button" value="Clear Report"/> <input type="button" value="Reset Inventory"/>													
Page size: 100												6 items in 1 pages	
Item ID	Vendor	Department	Brand	Description	Qty	MSRP	Wholesale	Cost	Price	Sale Price	Case Pack		
Location: Aisle 1													
033674136119	Natures Way Brands LLC - 1369	HERBS	Natures Way	Sambucus Relief Gummies	15	\$20.49	\$16.07	\$0.00	\$20.49		12		
051494101803	Megafood - 1499	VITAMINS + SUPPLEMENTS	MegaFood	Kids One Daily	20	\$32.99	\$16.49	\$0.13	\$32.99		1		
Location: Aisle 2													
010486008131	Palko Distributing - 1622		The Grandpa Soap Co	Charcoal Soap	1	\$4.99	\$3.20	\$0.00	\$4.99		1		
051381906078	Palko Distributing - 1622	HEALTH + BEAUTY	Aura Cacia	Organic Skin Care Oil Sweet Almond	1	\$14.30	\$8.56	\$0.00	\$14.29		1		
Location: Aisle 3													
854050008826		VITAMINS + SUPPLEMENTS	Ryse Fuel	Sunny D Tangy Orange	30	\$0.00	\$0.00	\$0.00	\$2.69				
894773001018	KEHE DC19 - Dallas DFW (INFRA - Tier 3) - 1594	Grocery	Zevia	Zero Calorie Cola Soda	30	\$7.19	\$4.44	\$4.66	\$7.19		4		
Page size: 100												6 items in 1 pages	

18. Now select "Reset Inventory". This will reset the database with the inventory we entered and sent from the scanner. Check the "Reset all items" box. Confirm by typing "ResetAll" in the Confirmation Text box and clicking "Confirm".

OrderDog - Scanned Inventory Report

OrderDog Demo Retailer #2

Total Items:	97
Total MSRP Value:	\$1,202.14
Total Wholesale Value:	\$715.81
Total Cost Value:	\$142.40
Total Price Value:	\$1,282.83
Total Selling Value:	\$1,282.83

OrderDog - Inventory Reset Print This Page

Are you sure you want to reset your inventory on hand amounts?

If you wish to continue please enter the Date AND Time **(CST)** that you completed scanning all of your inventory, and type the word **Reset** in the box below and click on the confirm button.

Reset all items?

Scan Completion Date & Time (CST)

Confirmation Text

Reset all items?

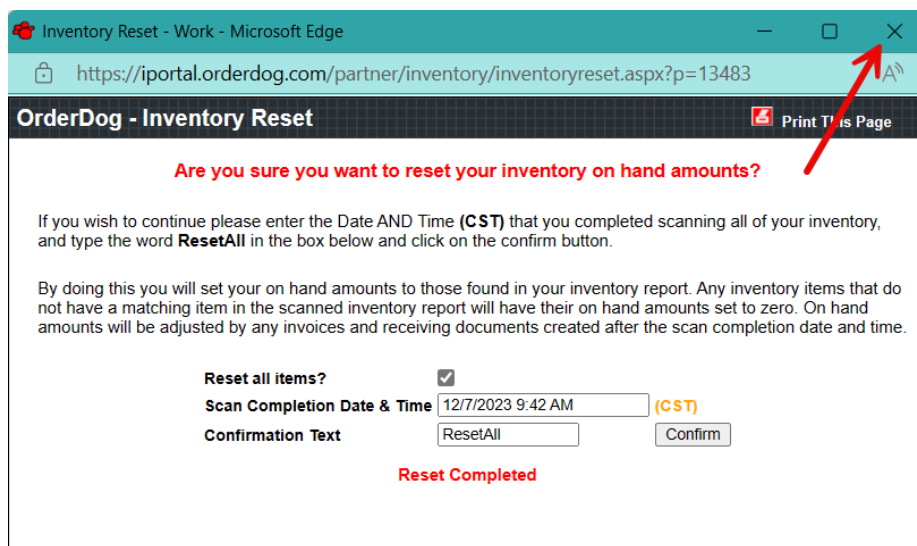
Scan Completion Date & Time (CST)

Confirmation Text

*****NOTE:** Reset All (recommended when completing inventory at one time) – This action will take all of the values from the scanned inventory report and apply them to your inventory records. Any items in your inventory that are not on the scanner inventory report will be set to zero on hand.

Reset (recommended when completing inventory over the course of several days during store operating hours) – This action will only apply your scanned item counts to those item records. All other inventory records will remain with their current on hand values.

19. Exit out of the pop up window. You are now able to view your current on hand inventory.



OrderDog - Scanned Inventory Report											
OrderDog Demo Retailer #2											
Total Items:		97									
Total MSRP Value:		\$1,202.14									
Total Wholesale Value:		\$715.81									
Total Cost Value:		\$142.40									
Total Price Value:		\$1,282.83									
Total Selling Value:		\$1,282.83									
<div style="display: flex; justify-content: space-between;"> Clear Report Reset Inventory <div style="border: 1px solid gray; padding: 5px;"> Report Criteria Location: <input type="text"/> UPC: <input type="text"/> Description: <input type="text"/> Compress: <input type="checkbox"/> <input type="button" value="Search"/> </div> </div>											
Item ID	Vendor	Department	Brand	Description	Qty	MSRP	Wholesale	Cost	Price	Sale Price	Case Pack
Location: Aisle 1											
033674136119	Natures Way Brands LLC - 1369	HERBS	Natures Way	Sambucus Relief Gummies	15	\$20.49	\$16.07	\$0.00	\$20.49		12
051494101803	Megafood - 1499	VITAMINS + SUPPLEMENTS	MegaFood	Kids One Daily	20	\$32.99	\$16.49	\$0.13	\$32.99		1
Location: Aisle 2											
010486008131	Palko Distributing - 1622		The Grandpa Soap Co	Charcoal Soap	1	\$4.99	\$3.20	\$0.00	\$4.99		1
051381906078	Palko Distributing - 1622	HEALTH + BEAUTY	Aura Cacia	Organic Skin Care Oil Sweet Almond	1	\$14.30	\$8.56	\$0.00	\$14.29		1
Location: Aisle 3											
854050008826		VITAMINS + SUPPLEMENTS	Ryse Fuel	Sunny D Tangy Orange	30	\$0.00	\$0.00	\$0.00	\$2.69		
894773001018	KEHE DC19 - Dallas DFW (INTRA - Tier 3) - 1594	Grocery	Zevia	Zero Calorie Cola Soda	30	\$7.19	\$4.44	\$4.66	\$7.19		4

YOU'RE DONE!

12/07/2023

If you have any questions or concerns regarding this tutorial, or any other inquiries, please feel free to contact us at:

Email: support@orderdog.com

Call: 1-866-673-3736

Our hours: 8 AM – 6 PM CST

Monday – Friday

After Hours Support Available

Visit our website for more tutorials and resources:

<https://orderdog-inc.kayako.com/>

