



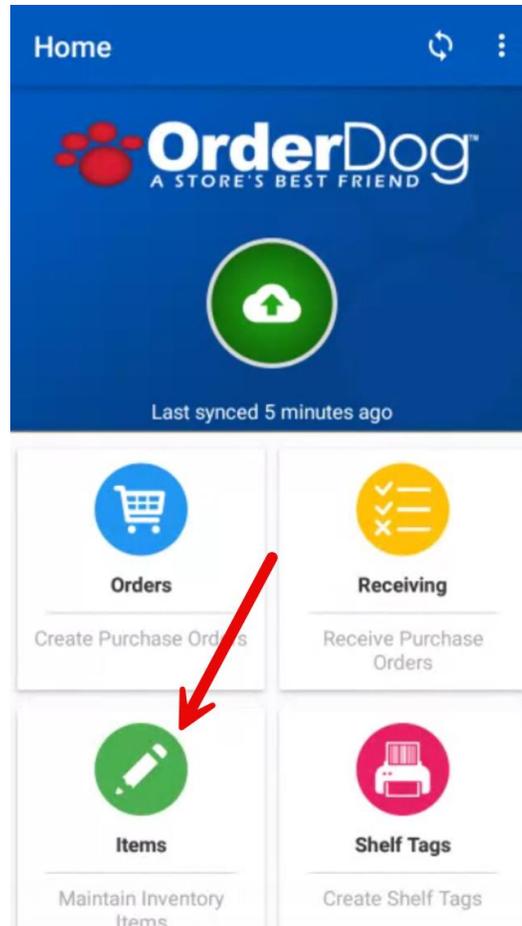
## **Setting up Unmanaged Items (Mobile Scanner)**

User Guide > Unmanaged Vendors & Items

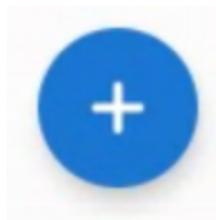
*Please note: It is important to set up unmanaged vendors and items in the way we have outlined below to ensure that things like reports and orders function properly.*

*Also: You can add unmanaged items (or any unknown item not added to your catalog yet) during any of the mobile scanner processes. We are going to use the “Items/Item Edit” process for this tutorial as it allows you to edit more details at once before uploading than the other processes. You can always edit the item later if needed.*

1. Starting on the Home screen, press “Items”



2. Press the “+” button.

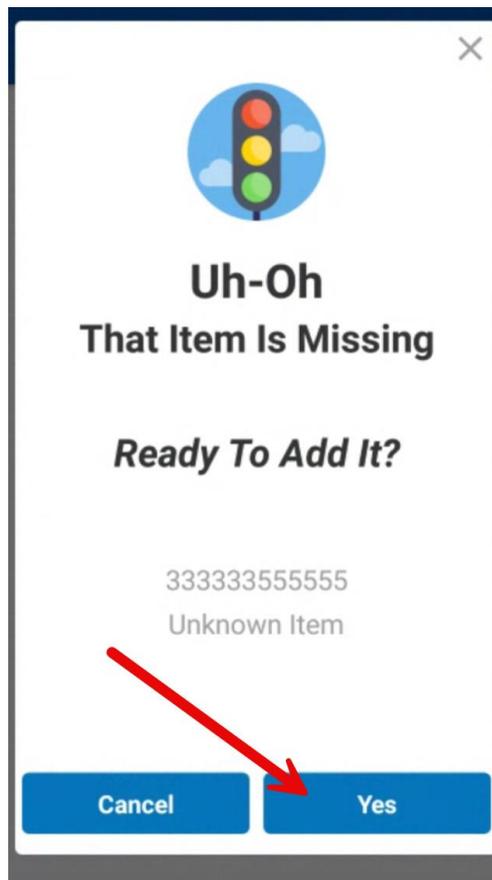


3. Either scan the item UPC or enter it manually by pressing the magnifying glass and barcode icon in the right corner of the screen.



**or scan**

4. A screen that says “Uh-Oh; That Item is Missing” should pop up. Since this item is unmanaged by OrderDog, this is expected. Go ahead and press the “Yes” button to add it to your catalog.



5. Fill out the following required information, and then press next when you're done:
  - a. UPC (also known as PLU/SKU)
  - b. Brand
  - c. Description
  - d. Department

UPC  
333333555555

UPC 2      UPC 3

Brand  
Example Un-Managed Vendor

Description  
Mobile Scanner Item

Departments  
General Merchandise

Back      Next

6. Fill out the regular price for the item, and select the taxes that affect this item, including if the item is EBT Eligible. Press "Next" when you're done.

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Example Un-Managed Vendor  
Mobile Scanner Item

**\$24.99**  
Regular Price

8.25%  
Texas

EBT  
Eligible

Back      Next

7. Review that the information is all correct before you submit the item record. You can always edit the item record later if needed.

**Almost Done!**  
**Time for a quick review**

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**Example Un-Managed Vendor  
Mobile Scanner Item**  
General Merchandise

Our Price **\$24.99**

8.25% - Texas   
EBT Eligible

**Back** **Submit**

8. After pressing the submit button, the item is now added to the OrderDog portal. You can safely exit out of this screen if you do not wish to make any more changes to the item record. If you do make any additional changes on this screen, make sure to press the green cloud button (on the previous screen) to upload the changes made to this item when you're done.
9. To completely set up a new unmanaged item, we will have to link the item to the unmanaged vendor you previously added, which can only be done on the portal. Be sure to use our "Linking Unmanaged Vendors to Items" tutorial to finish setting up the item.

**YOU'RE DONE!**

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](mailto: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/>

