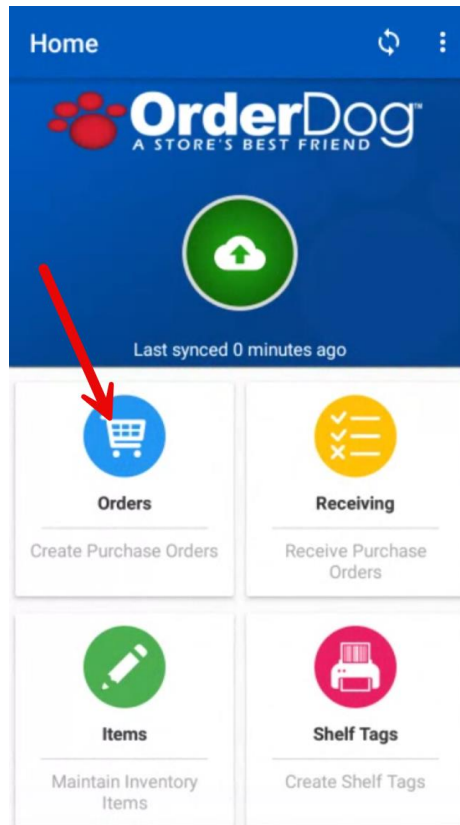




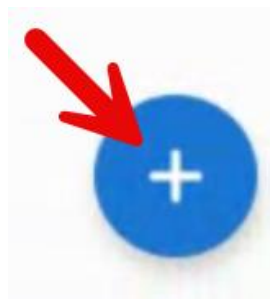
## **Creating an Order using Groups (Mobile Scanner)**

User Guide > Ordering and Receiving

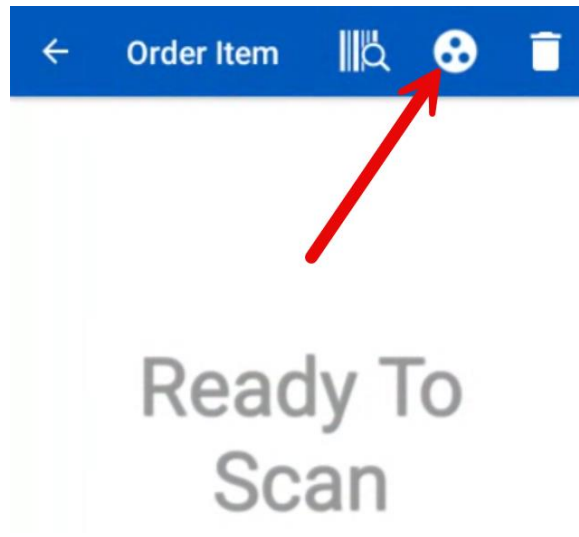
1. Starting on the Home screen on your mobile scanner, press “Orders”.



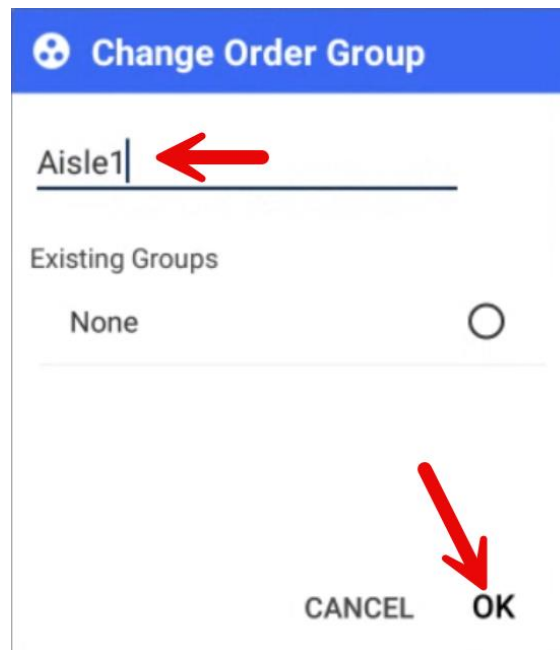
2. Select the “+” button.



3. Select the Groups icon to create a new Group.



4. Enter a new group name into the textbox. One way you may want to group orders is by "Aisle #". Select "OK".



5. Scan items you want to add to the group order.

NOTE: The group that the item is being added to can be seen on the top right.

710363591854 Group: Aisle1

Irwin Naturals

**Beet Root Red 60 Softgels**

Preferred Vendor

Irwin Naturals - Natures Secret ★

**DETAILS** **HISTORY**

|             |         |               |      |
|-------------|---------|---------------|------|
| Wholesale   | \$17.59 | Min/Multi     | 1/1  |
| MSRP        | \$29.32 | Case Pack     | 1    |
| Store Price | \$29.29 | Store Special | N/A  |
| On Hand     | 0       | Par Min/Max   | 3/18 |
| In Transit  | 0       | Open Orders   | 0    |

Order Qty

0

6. Update the order quantity for the item and the preferred vendor if necessary.

7. Scan the other items you want to add to this group.

8. When you are done scanning for this group, you can add a second group to scan under. Simply tap the group icon again, enter the name of the next group, and press “OK”.

**Change Order Group**

Aisle2

Existing Groups

Aisle1

None

CANCEL OK

9. Repeat this process as many times as desired until you scan all of the items you want to order.
10. If you want to add more items to a previously created group, select it from the “Existing Groups” list. You can also select “None” if you don’t want an item in a group.

**Change Order Group**

New Group Name

Existing Groups

Aisle2

Aisle3

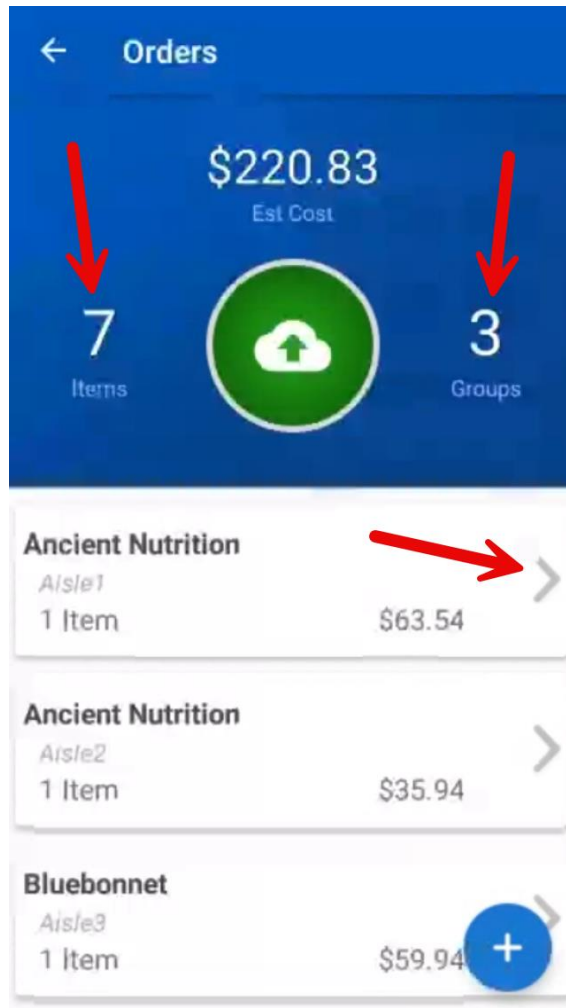
None

CANCEL OK

11. When you are done creating orders, select the back arrow to return to the order summary screen.



12. From here, you can see order groups and vendors. You can also tap a vendor's name to edit individual items.



13. To upload all group orders, select the green upload button.



## **YOU'RE DONE!**

**NOTE:** To send your orders to the vendors, make sure to go to the OrderDog portal to finish this process. We have a tutorial on our website titled "Sending an Order using the OrderDog Portal" if you need further assistance.

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/>

