OrderDog™
A STORE'S BEST FRIEND

Shelf Tags for Pack Items

User Guide > Inventory Items and Management

1. Starting on the portal, navigate under "Inventory" and click "Print Shelf Tags".
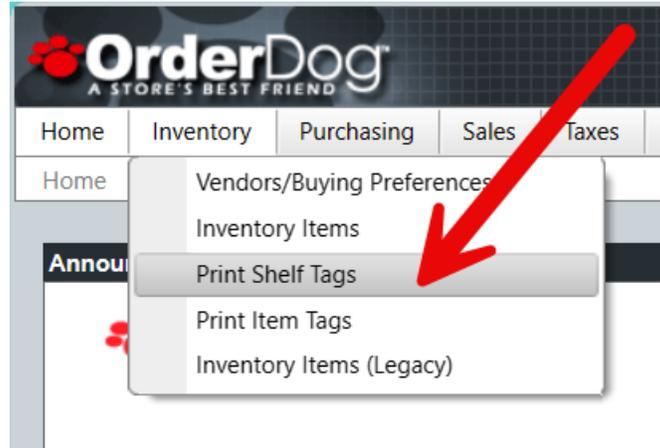
2. If you uploaded the shelf tags from the mobile scanner or from the Inventory Items – Edit page on the portal, go ahead and locate the shelf tags now. If you did not, click the "New" button, search using either UPC for the pack item, and click "Add Tag". If you need to make tags for every pack version, repeat this process to queue shelf tags for the other packs.
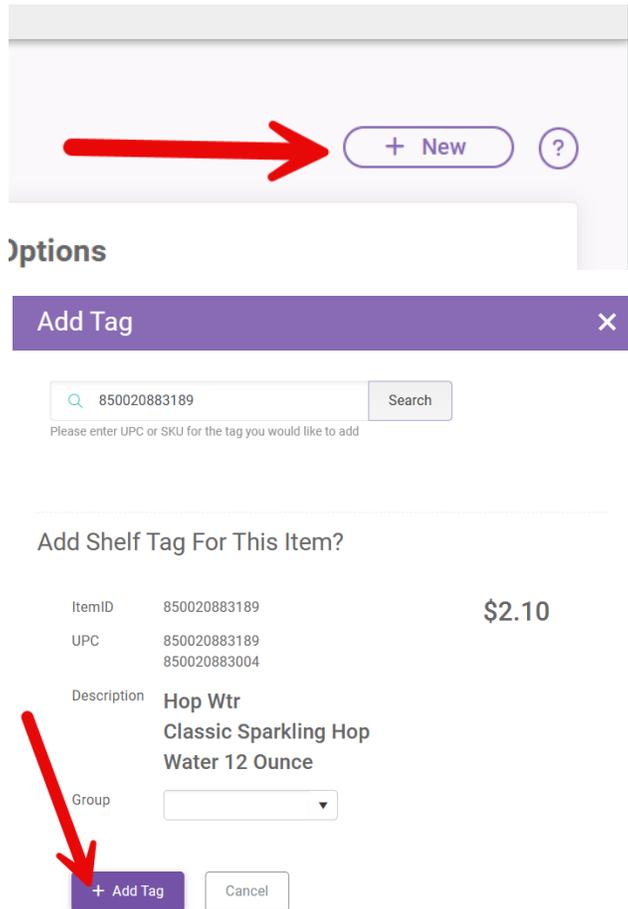
3. Once you find the item in your queue, click the little triangle next to the "Item ID" section to bring up "Tag Options" for this set of UPCs.

4. For the tag options, select the UPC that should be on the barcode if it isn't selected already. Then select the price that corresponds with that UPC.

5. Once you have your desired options selected, you're ready to print your pack shelf tag. Repeat the above process for all of the pack shelf tags you wish to queue.

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

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/