ORDERSHARK™
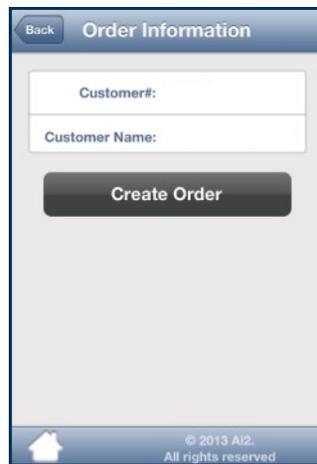
Users' Guide

Welcome to the OrderShark Users' Guide. Follow the steps to order from your distributor.
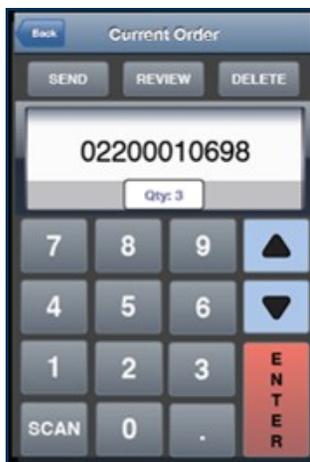

1. This is the home screen. Navigate from here to the various OrderShark functions.


2. Tap on Order to begin an order. If your app is registered, your name and number will already be filled in.

3. If you need to change your delivery date or add comments to your order, use the Header button to open the order header. *Note: not all versions of OrderShark support this feature.*

4. The keypad allows you to enter item numbers and quantities to add to your order. Arrows increment quantities. Press Scan to switch to scanning mode.
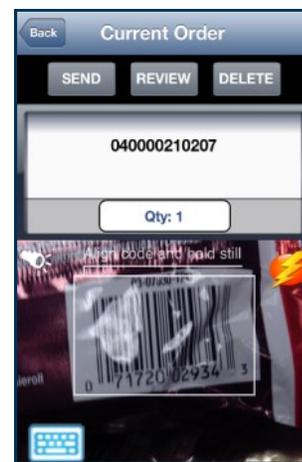
5. Use the Scan button to scan UPCs and shelf tags to add to the order. Use the lightning button to enter rapid scan mode. Use the flashlight button to toggle your device's light. Press Review to see your list of ordered items.
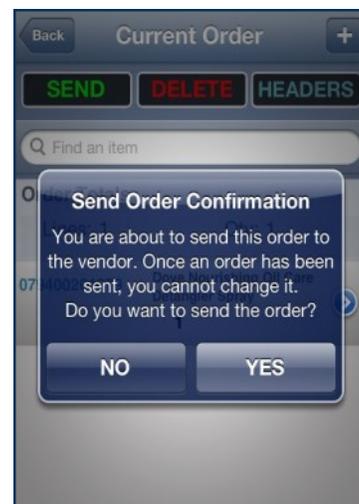
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6. Change the ship date and add comments on the Header screen. *Note: not all versions of OrderShark support this feature.*


7. You can review your order by pressing Review. This helps you double check the correct items and quantities.

8. You will always receive a warning before you send in your order. Sending your order is final and cannot be undone. You can save it and come back to it later if you want to.

9. From the main screen, press Order List to see a list of the orders you have taken. OrderShark will display the order status and you'll know if your order was received.
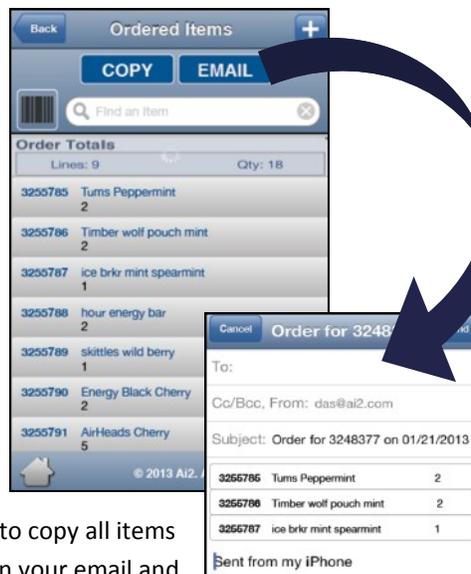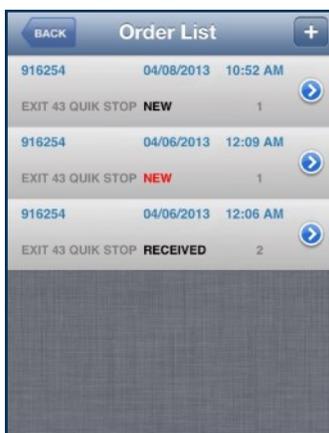
10. With an order open, use Copy to copy all items to a new order or use Email to open your email and share an order via email. If you Copy an order, you can copy the quantities as they were on the order or they will all default to quantity 1.

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