Product Flags

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Overview

Product flags are a valuable tool that allows you to indicate issues related to an item's condition or packaging. For example, an item can be flagged as defective or open box, highlighting specific concerns. This article provides information on how to:

- Create and manage sub-flags
- Flag products
- Manage flagged products and remove flags

Flagging products can only be done through the Skustack app during various operations, while the Skustack Admin portal allows you to monitor and proactively resolve flagged problems.

Flagged Products Module

The **Flagged Products** module is located within Skustack's **Products** tab. Flags are grouped by types, such as Picking and Receiving. You can also create multiple sub-types for each type, such as Defective, Open Box, Problem, and more.

Create Product Flags

To create a flag sub-type:

1. Tap the **Settings** icon of the **Flagged Products** module.
2. Enter the sub-type name in the field and tap **Create**.

To delete a sub-flag:

1. Select the sub-type from the drop-down list.
2. Tap **Delete**.

To set a type color:

1. Select the type.
2. Select your color of choice.
3. Tap **Set**.

Flag Products

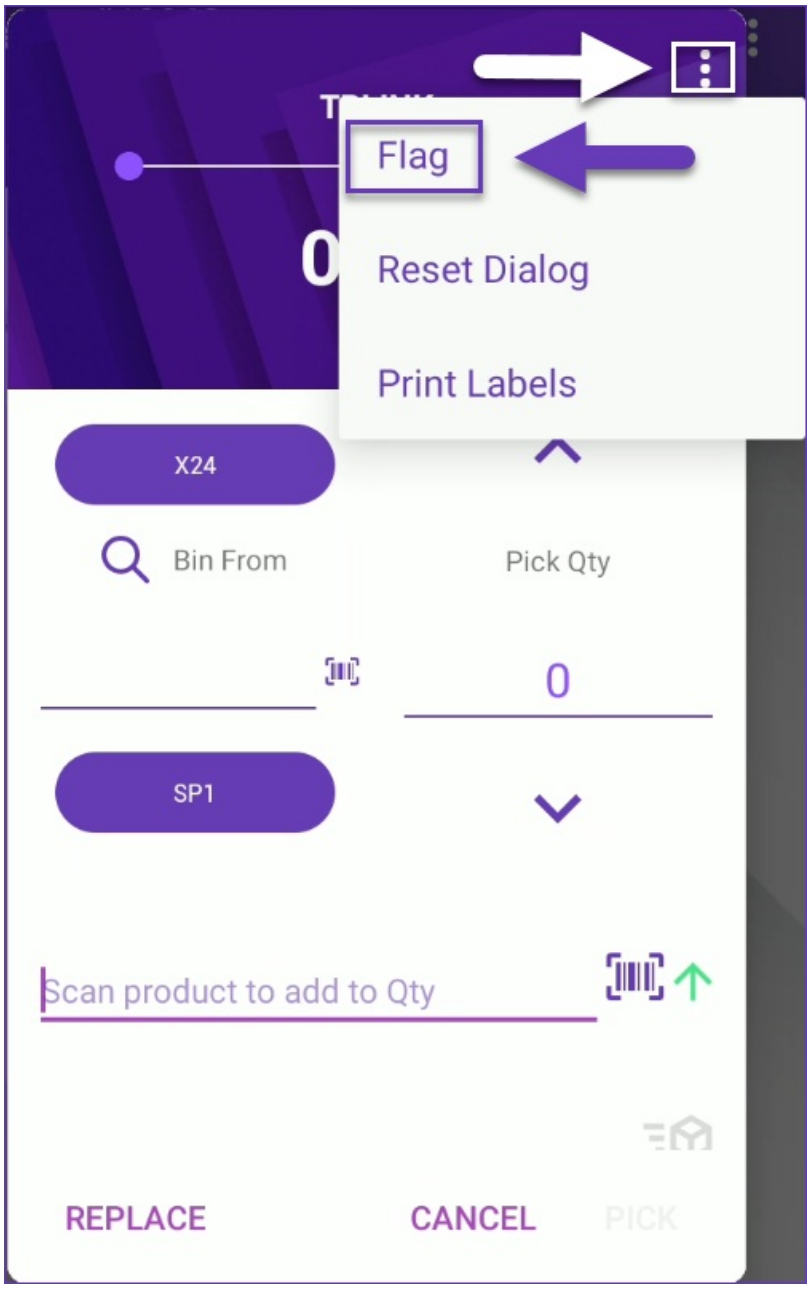
To flag a product from the Flagged Products module:

1. Open the **Product** tab > **Flagged Products** module.
2. Tap the **Flag** icon.

3. Scan or enter the product's SKU/UPC.
4. Select a flag type and sub-type and assign a bin.
5. Tap **Flag**.

You can also flag a product during your picking and receiving operations:

1. Open a Picklist or PO.
2. Select the product you want to flag.
3. Tap the three dots menu in the upper right-hand corner.
4. Tap **Flag** and select the flag specifics.



Manage Product Flags

To search for and manage flagged products:

1. Tap the **Search** icon of the **Flagged Products** module.
2. Select the flag search type in the drop-down list.
3. Scan/enter the product's SKU or do a general search.
4. Tap **OK**.
5. To remove the flag from the product, tap the **X** on the product displayed.

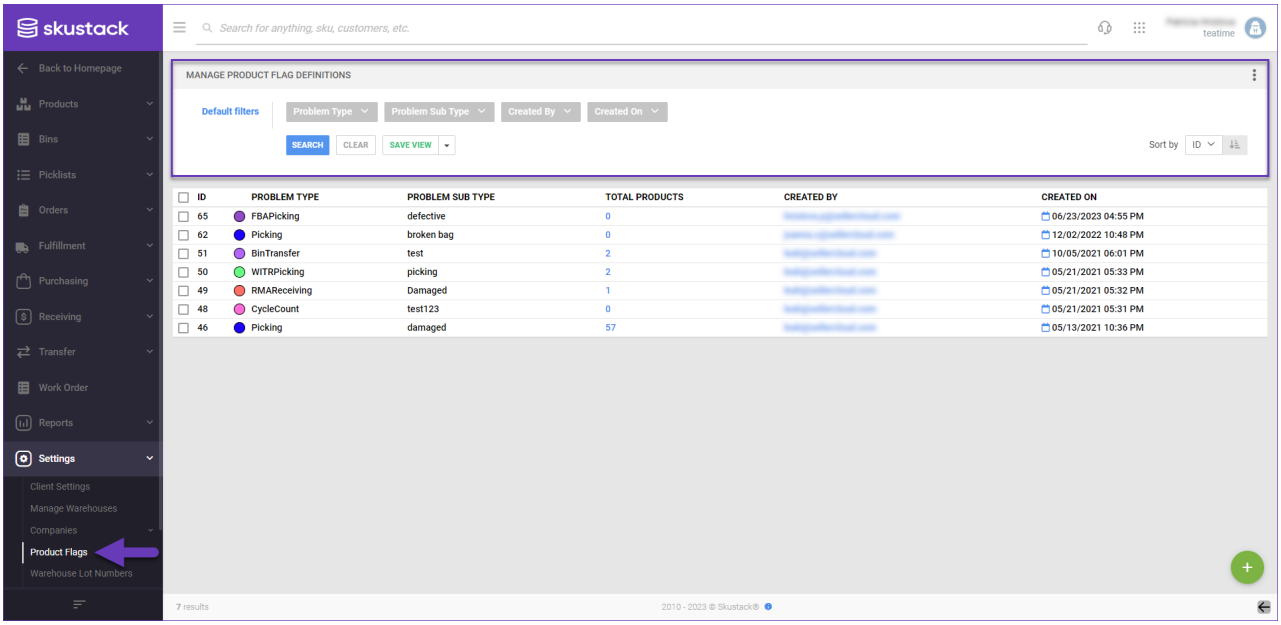
Product Flags

The Skustack Admin portal lets you easily search for existing flags or create new ones, as well as manage flagged products. Flags are grouped by types, such as Picking and Receiving. You can also create multiple sub-types for each type, such as Defective, Open Box, Problem, and more.

Create Product Flags

To create product flags, follow these steps:

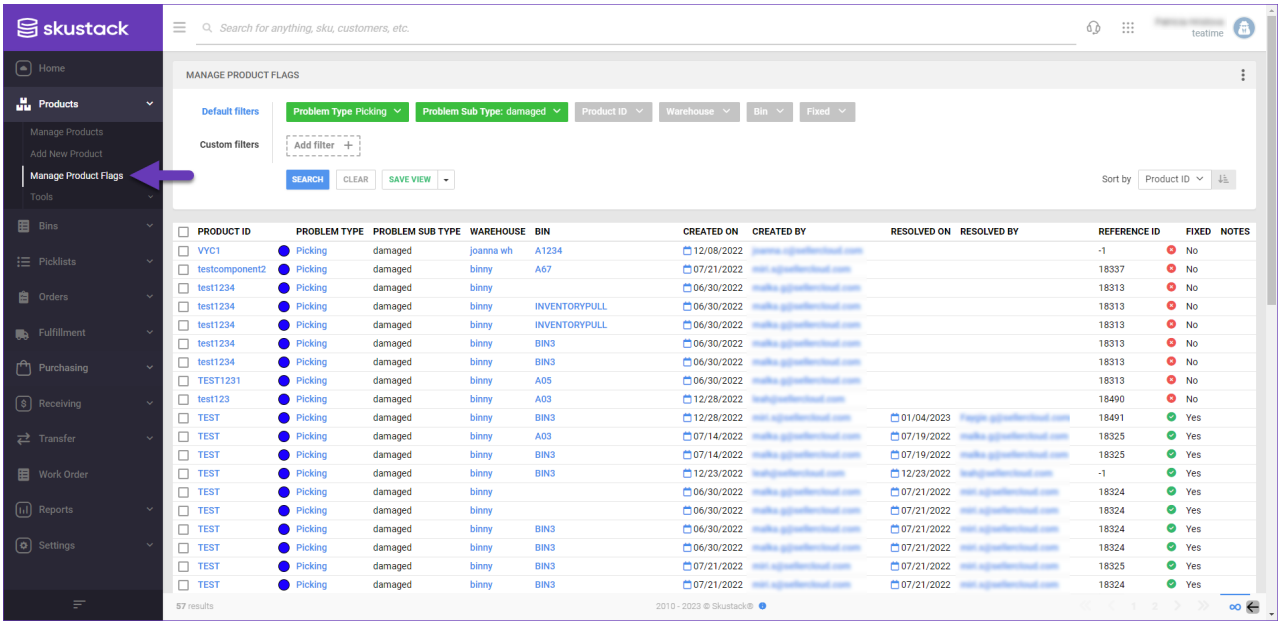
1. Navigate to the Skustack Admin portal at **https://xx.skustack.com** (replace "**xx**" with your **server ID** or **team name**).
2. Enter your login credentials.
3. On the left, select **Settings > Product Flags**.
4. Click on the **+** icon to create a new flag, or select a problem type from the grid and access the **Actions** menu to either **Add Problem Subtype** or **Delete** a flag.
5. Click on the **Total Products** of a specific problem sub-type to be directed to the **Manage Product Flags** page.



Manage Product Flags

To search for and manage flagged products:

1. Navigate to **Products > Manage Product Flags**.
2. Configure your **Default filters** to make sure that the results display exactly what you need.
3. Click **Search**. Each filter you apply gets highlighted. If a filter is gray or not displayed at all, it's not active.
4. To manage the columns in the grid, click the three dots icon on the top right and select **Customize Columns**. You can:
    a. Reorder columns by dragging them up or down in the list;
    b. Hide columns by clicking the **Trash** icons;
    c. Add columns by clicking **Add column**.
5. To arrange the data in a different order, use the **Sort by** menu.
6. To save your filtering and sorting options, click **Save view**, enter a **Name,** and click **Save**.
7. Select a **Product ID** from the grid and access the **Actions** menu to either **Mark as Fixed** or **Mark as Not Fixed**.
8. Click on a **Product ID** to be directed to the Product details page, where you can access and manage the Product Flags for this specific product.


skustack
Search for anything, sku, customers, etc.
teatime
Home
Products
Manage Products
Add New Product
Manage Product Flags
Tools
Bins
Picklists
Orders
Fulfillment
Purchasing
Receiving
Transfer
Work Order
Reports
Settings
MANAGE PRODUCT FLAGS
Default filters
Problem Type Picking
Problem Sub Type: damaged
Product ID
Warehouse
Bin
Fixed
Custom filters
Add filter
SEARCH
CLEAR
SAVE VIEW
Sort by
Product ID
PRODUCT ID
PROBLEM TYPE
PROBLEM SUB TYPE
WAREHOUSE
BIN
CREATED ON
CREATED BY
RESOLVED ON
RESOLVED BY
REFERENCE ID
FIXED
NOTES
VYC1 Picking damaged joanna wh A1234 12/08/2022 -1 No
testcomponent2 Picking damaged binny A67 07/21/2022 18337 No
test1234 Picking damaged binny 06/30/2022 18313 No
test1234 Picking damaged binny INVENTORYPULL 06/30/2022 18313 No
test1234 Picking damaged binny INVENTORYPULL 06/30/2022 18313 No
test1234 Picking damaged binny BIN3 06/30/2022 18313 No
test1234 Picking damaged binny BIN3 06/30/2022 18313 No
TEST1231 Picking damaged binny A05 06/30/2022 18313 No
test123 Picking damaged binny A03 12/28/2022 18490 No
TEST Picking damaged binny BIN3 12/28/2022 01/04/2023 18491 Yes
TEST Picking damaged binny A03 07/14/2022 07/19/2022 18325 Yes
TEST Picking damaged binny BIN3 07/14/2022 07/19/2022 18325 Yes
TEST Picking damaged binny BIN3 12/23/2022 12/23/2022 -1 Yes
TEST Picking damaged binny 06/30/2022 07/21/2022 18324 Yes
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TEST Picking damaged binny BIN3 06/30/2022 07/21/2022 18324 Yes
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TEST Picking damaged binny BIN3 07/21/2022 07/21/2022 18325 Yes
TEST Picking damaged binny BIN3 07/21/2022 07/21/2022 18324 Yes
57 results
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