

Tag Users

04/09/2025 12:48 pm CDT

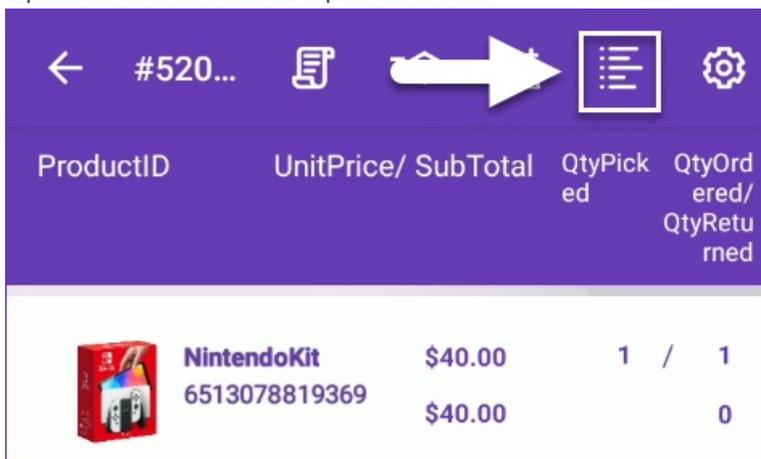
Overview

Skustack's **Tag Users** feature allows you to send custom instructions to different employees in **Orders**, **Purchase Orders**, and **RMA Notes**. Tagged users will receive your notes as new **notifications** when they log into the **Skustack Admin Portal** and in Sellercloud's **Delta Interface**. With this functionality, you can create handling requirements for each task and effectively communicate them to your workforce, significantly improving your inventory management processes.

Tag Users

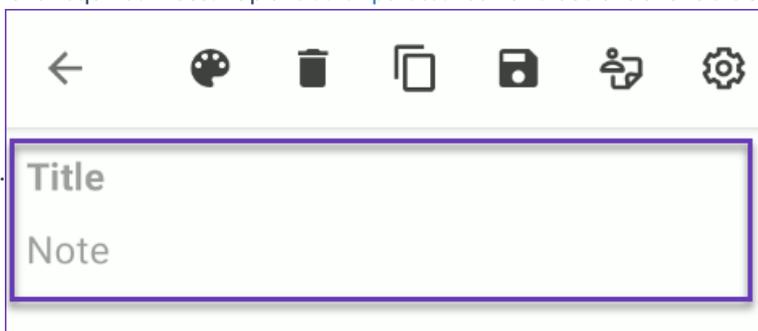
Orders, Purchase Orders, and RMAs in Skustack can contain custom requirements and general information in their **Notes** section. You can use your Skustack device to add instruction notes and tag specific employees so the information is automatically brought to their attention as user notifications. To achieve this:

1. Open the desired task and tap its **Note** icon.

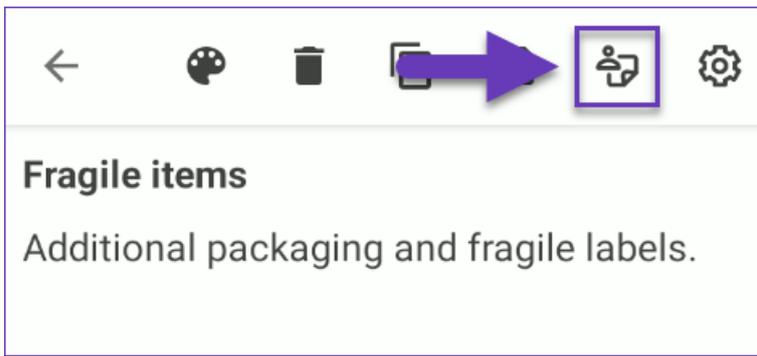


2. Tap the **Plus** icon to add a new note.
3. Add a distinguishable **Title** and the required **Note**. Tap the **color palette** icon and use the available sliders to

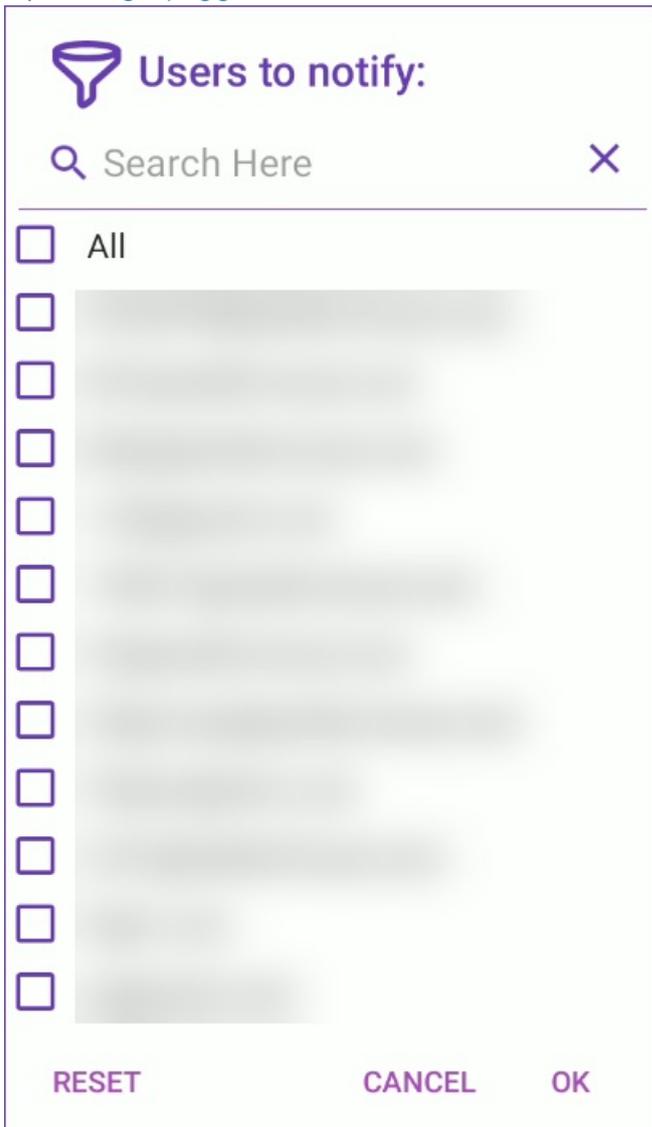
customize the message's color.



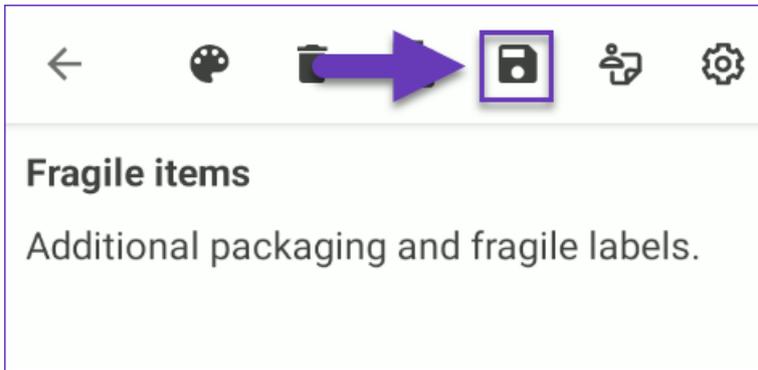
4. To send the note to particular employees, tap the user icon.



5. Tag one or several employees by selecting the checkbox next to their emails. To search for a particular email, tap the [magnifying glass](#) icon. You can also send the note to all Skustack users by checking **All**.



6. Confirm the user selection by tapping **OK**.
7. Once done with the Note's details, tap the **Save** icon.



8. The **Note** will be saved, and tagged users will receive [notifications](#) in their admin portal profiles.

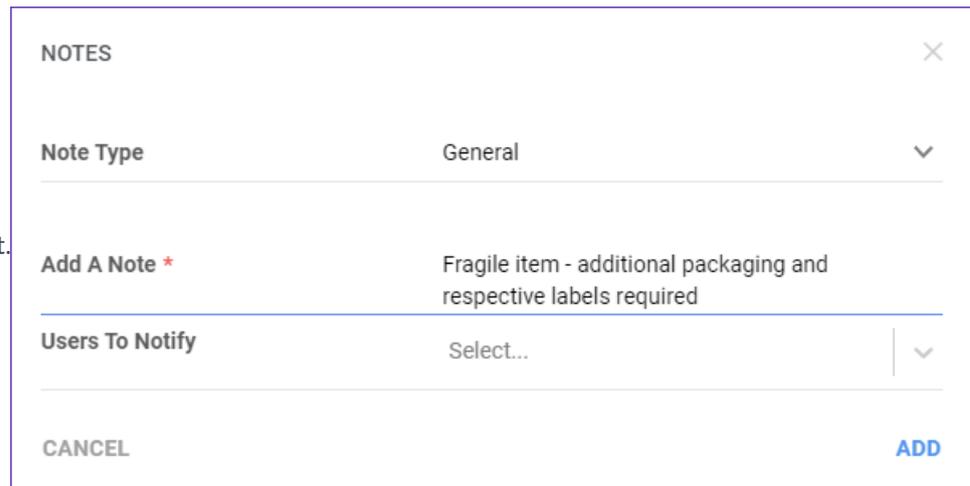
Tag Users

Orders, Purchase Orders, Work Orders, and RMAs in Skustack can contain custom requirements and general information in their **Notes** sections. The Admin portal allows you to add internal instructions and tag specific employees so the information is automatically brought to their attention as user notifications. To achieve this:

1. Open the desired task and click the **Notes** button in the top right corner. 
2. Choose a **Note Type** from the dropdown. Depending on the task, the options vary. You can tag users in the following Note types:
 - **General** for orders
 - **Purchase Note** type for POs.
 - **Return Notes** for RMAs.

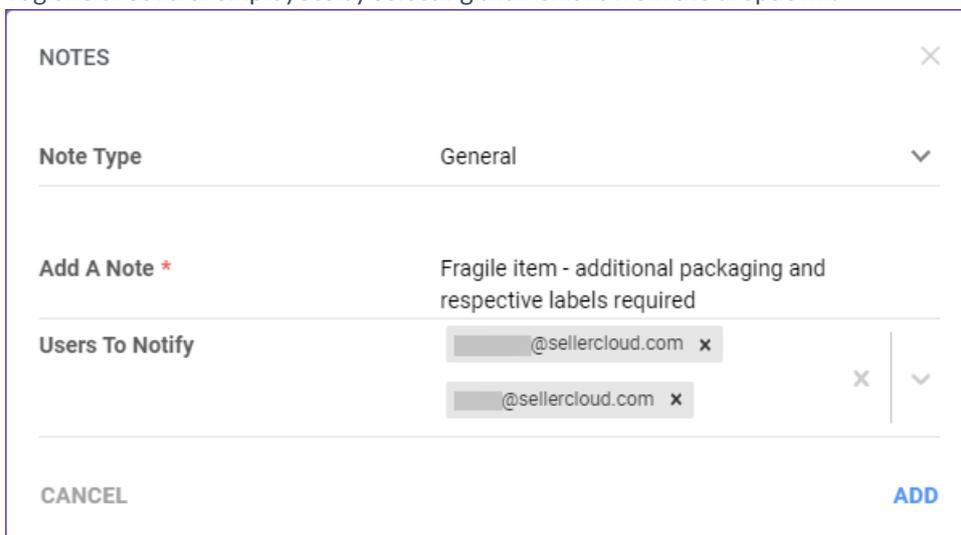
NOTES		×
Note Type	General	▼
Add A Note *	Add a note	
Users To Notify	Select...	▼
CANCEL	ADD	

3. Add the note's text.



The screenshot shows a modal window titled "NOTES" with a close button (X) in the top right corner. Below the title, there is a "Note Type" dropdown menu set to "General". The main text area, labeled "Add A Note *", contains the text "Fragile item - additional packaging and respective labels required". Below this is a "Users To Notify" dropdown menu set to "Select...". At the bottom left is a "CANCEL" button, and at the bottom right is an "ADD" button.

4. Tag one or several employees by selecting their emails from the dropdown.

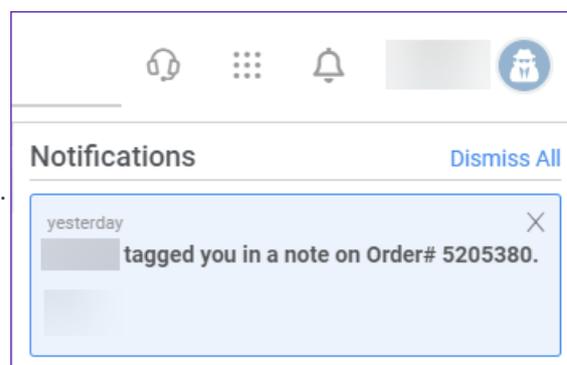


This screenshot shows the same "NOTES" modal window as in step 3. The "Users To Notify" dropdown menu is now open, showing two email addresses: "@sellercloud.com" and "@sellercloud.com". Each email address has a small 'x' icon to its right, indicating it can be removed. There is also a larger 'x' icon and a dropdown arrow to the right of the list of emails. The "ADD" button is visible at the bottom right.

5. Once done, click **Add**.

6. The new note will be saved in the respective task **Note** section, and a [system notification](#) will be sent to the tagged user.

7. Click on the bell icon to view the note.



The screenshot shows a notification card in a system interface. At the top, there are icons for a headset, a grid, a bell, a profile picture, and a user icon. Below these icons, the word "Notifications" is displayed in bold, with a "Dismiss All" link to its right. The notification card itself is light blue and contains the text "yesterday" followed by a small 'x' icon, and a message: "[redacted] tagged you in a note on Order# 5205380." There is also a small 'x' icon in the top right corner of the notification card.