

Printing Tags: You must use WHITE CARD STOCK for printing tags!!

1. Be sure you have a fresh ink cartridge for your printer. Faint barcodes may not scan at checkout.
2. Click on "**Print All Tags**" OR if you have selected only certain items to print, select "**Print Selected Tags**" (shown below)
3. Your tags will appear in the order you entered them. You will print **6 tags per page**. (See Tag Ex. on page 2)
4. Click the printer icon.
5. As tags are printing, check to make sure they are clear and readable.
6. *Items that were marked as "No Discount" (NOT selling for half price) will say "Discount: NO" under the price. **Please use a red marker and place a RED DOT next to the price of those items that are not allowed to be sold for half price.** (Our customers are used to seeing the **RED DOT** for full price items.)

*You **MUST** indicate if you are allowing the item to be discounted or not when you enter the information in the "Consignor Item Entry" page. Simply drawing a red dot on your tag is not enough.

Consignor Item Entry
<p>Welcome back, Jane Doe</p> <p>You are currently REGISTERED for our upcoming sale. Please choose from one of the following options:</p> <p>Work With My Consigned Items (Active Inventory) (Add items, edit already entered items, or delete items)</p> <p>Work With Inactive Inventory (Select inventory from past sales that you plan to bring to the upcoming sale)</p> <p>Print Tags: (Print All Tags) (Print Selected Tags) (Print barcoded tags to place on your items) NOTE: Please disable your popup blocker to print tags.</p> <p>View/Print an Inventory Report (By Item ID) (By Category) (By Discount) (By Donate) (By Price) (View and print an inventory of what you are consigning)</p> <p style="text-align: center;">Close Window</p>

Tag Example:

- ❖ The tag displays the consigner number, sale item information entered by consigners, category, price, and item number.
- ❖ The hand icon denotes that this item will be donated at the end of the sale.
- ❖ Any items that you do not want to be sold at ½ price will say “**Discount: No**”. We ask that you also mark all non-discounted items with a **RED DOT** to the left of the price. Our shoppers are used to seeing **RED DOTS** for full price items.
- ❖ This sample tag shows a “**Resort Code**” above the barcode. Your tags WILL NOT have this information.