

Getting Started

Using our Online Tagging System to Enter and Print Tags

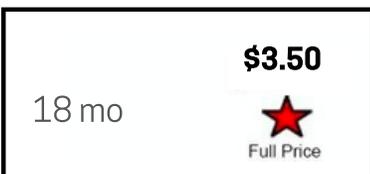
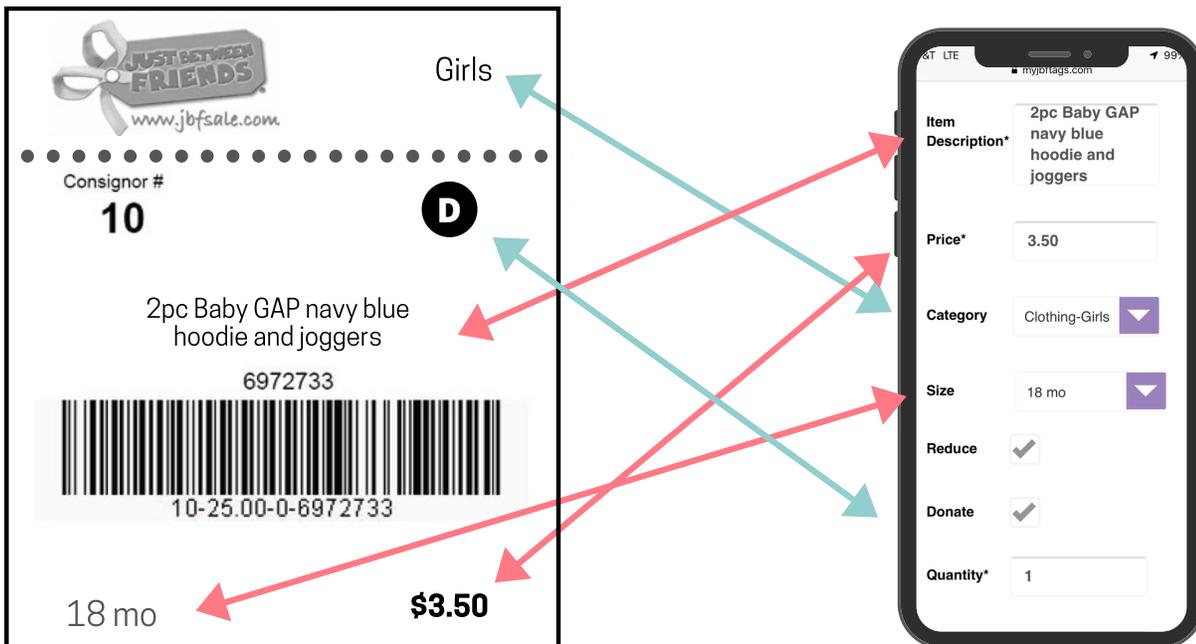


JBF Blaine/Andover
Twin Cities NE Metro -WBL



The JBF Tag

Understanding JBF Tags and Design



Full Price Indicator:

In some cases, Consignors do not want an item to be reduced during the JBF sale. In that case, **UN-CHECK** the "Reduce" box. This will cause the "Full Price" STAR to print on your tag. Tags without this indicator will ring up at reduced prices on reduced price days of the sale.

Got questions? Join our Facebook Group for Quick Answers to your Tagging Questions



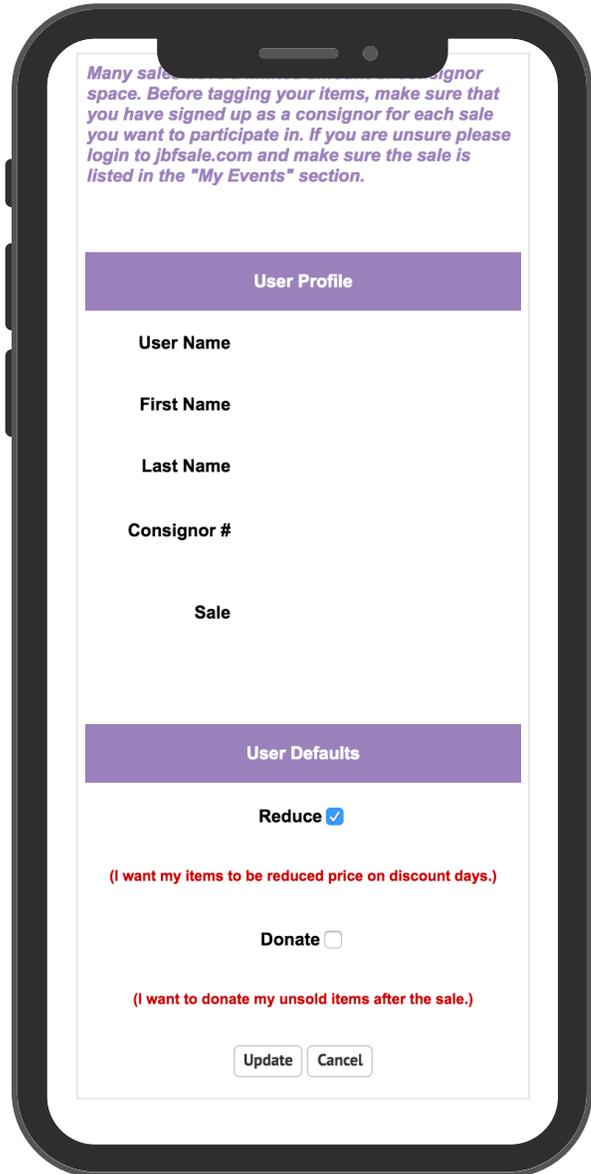
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You Can Tag Using:

- Computer
- Ipad or Tablet
- Smart Phone



Verify your Settings:

- 1** Select "My Settings" from the Tabs in the Tagging System
- 2** Verify your Name & Selected Sales
- 3** Set your Defaults in regards to Reduce & Donate



Check Reduce and/or Donate based on the percent you plan to tag to be reduced or donated

Pro Tip: If your plan to Tag 50% or more of your items to go Half-off: **Click this box**

This is our default & can be changed as you tag per item

- 4** **Click Update**
You can come back to your Settings anytime and update

Tagging Tabs/Dropdowns



My Tags:
Lists all Tags you have created in the system

Create Tags:
Starting the Tagging Process

Print Tags: Selecting Tags to Print

Reports:
Sales & Inventory Reports

My Settings:
Your Defaults & Information

Help:
Step by Step Tagging Guide & FAQs

Recalls: Item Recall Resource

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Entering Tags



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Select "Create Tags" from the Tabs in the Tagging System

↓ Dropdown Selection ↓

Basic Entry: Enter all details ONE Tag at a time

Rapid Entry: Populates category & size the same for each line after the current line



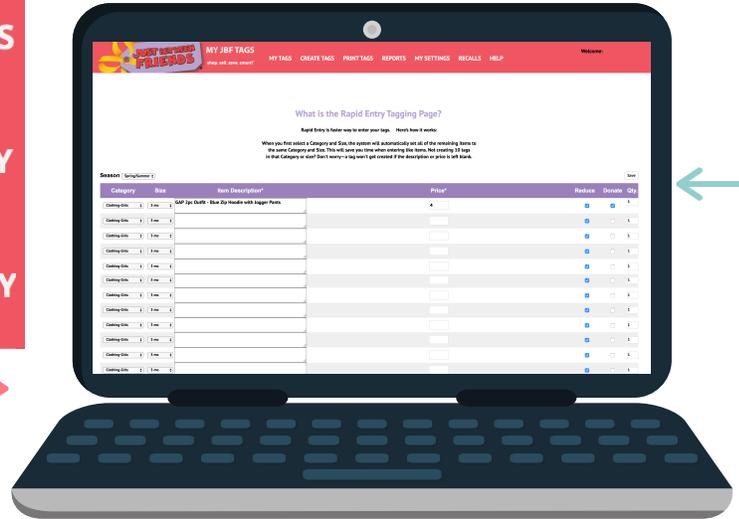
Pro Tip: Select **Rapid Entry** for each set of tags if you have your items organized by size. You can manually change the size and category if needed.

Changing a size will change all sizes below the current line

CREATE TAGS

BASIC ENTRY

RAPID ENTRY



Tagging Tabs

You are now ready to enter the information for each of your items

- You can do this all at once or at different times
- Before you log out of a session be sure that your tags are saved
- You can review and edit your entered tags by clicking on "my tags"

(a) Season Spring/Summer

Category	Size	Item Description*	Price*	Reduce	Donate	Qty.
(b)	(c)	(d)	(e)	(f)	(g)	(h)

Season

a. Season: (optional) if you choose a season you can sort your items after they are entered by what category they are in (Spring/Summer, Fall/Winter)

Category

b. Category: (optional) if you choose a category you can sort your items after they are entered by what category they are in (toys, clothes)

Size

c. Size: use for shoes and clothing only. Choose the appropriate size from the drop down box.

Description

d. Description: (required) write a short description of the item, (i.e. Ralph Lauren boys navy tank top). In the event a tag is separated from the item a good description will help match the tag back to the item.

Price

e. Price: (required) The system will only allow you to use full dollar 0.75, 0.50 or 0.25 cent increments.

Reduce

f. Reduce: Click the reduce box if you want your item to go for less than full price on the reduced price day at the sale (25% off OR 50% off: depending on which sale you are participating in).

Donate

g. Donate: Click the donate box if you want your item to be donated if it does not sell. *You can default all or none of your items to be reduced or donated on the "my settings" page. You can still change individual items even when using a default.

Quantity

h. Quantity: The quantity box defaults at "1". If you have several of the exact same items that you want to sell for the same price, type in the number of those items in the "quantity" box. The system will automatically print the correct number of tags for those items.

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Printing Tags



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From the "My Tags" screen

Select your Tags to Print by:

- Selecting all your Tags →
- Selecting all the items on Page →
- Checking the Box before each item →



To Print: Select "Print Tags" from the Tabs in the Tagging System

↓ Dropdown Selection ↓



PDF: Prints 9 Tags using the PDF Print Option

HTML: Prints 6-9 Tags using the HTML Print Option (creates an additional web-based tab)



Pro Tip: Select 9 Tags to Print or multiples of 9 Tags to print at a time to reduce paper waste & stay organized as you go

Printing Notes:

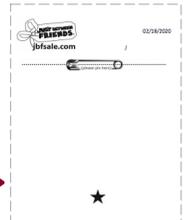
- You need to print your tags on white cardstock
- The barcode & numbers need to be clearly legible and sharp
- Tags that are full price will have a star at the bottom
- Reduced items will be blank at the bottom



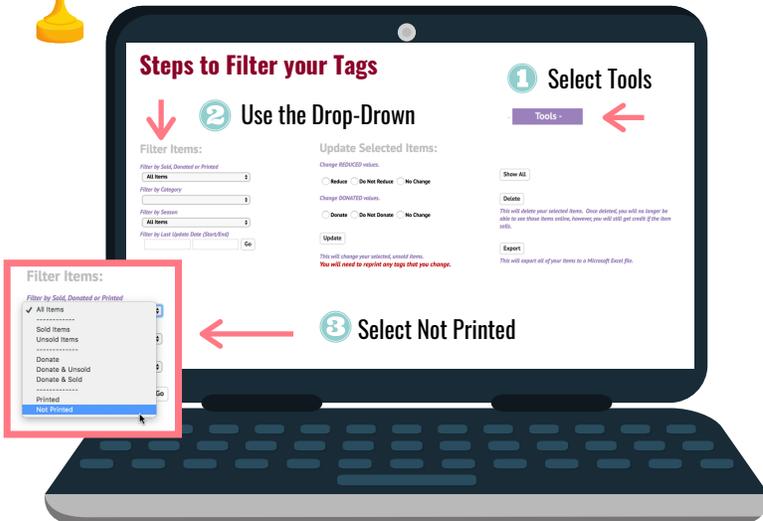
Error Alert

Problem: The Print Tag Screen is Blank

Try this Fix: If you have not selected any tags to print, your tag preview screen will be blank. If this happens: back-up & select your tags by checking each box



Pro Tip: Filter your Tags to Print by Unprinted Tags



Problem: The barcode is printing weird and the numbers below the barcode are not readable

Try this Fix: On the print dialog advanced options, make sure the "Print As Image" box is checked.

Problem: My tags are printing really small

Try this Fix: Change the page scaling in the print dialog from "Multiple pages per sheet" to "Fit to Printer Margins"

Problem: Trying to print PDF tags but they never come up or the Screen does not load

Try this Fix: Check the following options



- Change your Browser to Firefox, Chrome or Microsoft Edge
- Turn-off your Pop-up Blocker
- Install Adobe Acrobat Reader
- Print in HTML

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