**Divine Consign Quick Start Guide**

CREATE TAGS

* Click on the “Enter Items” tab at the top of the screen
* Your consignor # will automatically populate
* Use drop-down boxes for size, category, and price
* Pricing: All items marked $3 or under must be marked to be discounted
* Fill in description boxes. All items must have specific description. For clothing, put brand in the top box and a detailed description in bottom box. Book description should be title. For everything else, put brand-name and description.
* The donate box is automatically checked. Uncheck if you do not want your items to be donated if it’s unsold. Leave it checked if you want it to go 75% off on the last day of the sale.
* The discount box is automatically checked. Uncheck if you do not want your items to go 50% off during ½ price hours.
* Click “Add Item” or hit the Enter key. That item is now saved.
* We do NOT allow use the Power Tagger option. Every item must be entered one by one.
* You can add, edit or delete an item before the sale is “locked”.
* To edit an item, checkmark it and click on Edit Item then edit it and click on Update Item.
* You can change the discount/donate status of multiple items by going to Manage Inventory, checkmark all items you’re wanting to change and click on Mark Discounted or Mark Donate above to make changes.

TAGGING TIPS

* Sort items by gender, then size then brand if possible before entering. All of the fields, except price will remember the last entry making it easier to enter all one gender, one size or one brand one right after the other.
* Hit the “Tab” key to go from field to field instead of the mouse.
* You can use your keyboard to select prices and categories (i.e. type “4” in the price box and it will automatically go to $4.00. If you type 4 again it will go to $4.50 and so on). Using the keyboard instead of the mouse in those drop-down boxes makes entry much faster. For the category box, just type “b” to get to the categories that start with a B.
* The system will log you out after 15-20 minutes of idle time. Although you will not see the “list” of your items on the Enter Tags screen when you log back in, they are saved automatically so just go to Manage Inventory to view them.

PRINT TAGS

* Click on the “Print Tags” tab at the top of the page.
* Checkmark all items you want to print. You can use the “all” box at the top of the page or just select certain items.
* Click on “Generate Tags.” You will be able to open a PDF file of your tags at this time. There will be 8 tags to a page.
* There will be an “X” on the bottom right corner of the tags if you chose to donate your items.
* We highly recommend just saving the PDF file at this point to a flash drive and taking them to an office supply store to print. You can even upload them straight to their website and pick them up later. That way you can be confident that your bar-codes will print clear and straight. Just make sure and select WHITE cardstock for them to be printed on. They will even cut your tags apart for a nominal, extra fee.
* If you choose to print your tags at home, you must use 60-67lb. or 110 lb. WHITE cardstock and have a non-laser printer.
* Please do not print on both sides of the tag.
* Make sure that your bar-code is straight, with clear white space between the lines.

TAGGING YOUR ITEMS

* Follow the instructions on the Prep and Tag page of the website for how to attach tags to your items
* Make sure you do not place any tape over the bar-code.
* Only one tag allowed per item. For items w/ multiple pieces, email us for instructions.