

Online Tagging Quick Start page

- ✓ **Supplies needed:** 60-67 lb. or 110lb, white cardstock ONLY (can be purchased at office supply stores), inkjet, PC —**no home laser printers allowed**
- ✓ **Create tags**
 - Click on the “Enter Items” Tab on the top middle of the screen.
 - Your consignor number will automatically populate in the “Seller number” field after you have selected the Divine Consign sale in the “Consignment” box.
 - Use drop down menus for size, price, and category.
 - **Pricing: All hanging items priced at \$3 or under must be marked to be discounted.**
 - **Important note: The only clothing/accessories we accept are children’s and maternity.**
 - Fill in description boxes.
 - For clothing, top description box must be brand; bottom box should be short description
 - ALL items must have specific description, including books
 - Using all lowercase letters in description will allow for more words to be used
 - The **donate** box is automatically checked. Uncheck it if you do not want your items to be donated at the end of the sale. Leave it checked if you want your items to be included in our 75% off sale.
 - The **discount** box is automatically checked. If you do not want your items to be included in our ½ price sale, uncheck this box.
 - Click “Add item”. The system will add the item to the bottom of the screen for you to view.
 - **Do NOT use the Power Tagger option** unless you have multiple of the exact same, specific item. (i.e. 3 Monopoly games). You **cannot** use this to tag 5 shirts, or 4 pairs of jeans, etc.
 - At any time, you can add another item, delete an item or edit an item.
 - **Important: Every tag must have its own item number so you may not make copies or enter any two items with the same item number.**
 - The system automatically saves your items.
 - **To edit** an item, checkmark it, click on Edit Item, make necessary changes and click on update item.
 - You can change the discount/donate status on multiple items at once by going into **Manage Inventory**, checkmark everything you want to change, and use the Item Actions above to make the changes.
- ✓ **Tagging tips to maximize efficiency**
 - Sort items by GENDER, then by SIZE, then by BRAND, if possible.
 - Set a chunk of time to tag your items. All of the fields, except price, will remember your last entry so it will be easy to create tags for similar items.
 - Hit the “Tab” key to go from one field to the next, instead of using the mouse.
 - The system will log you out if you are not using it after 15-25 minutes, so be prepared when you start tagging. If you are timed out, you will no longer see the listing of your items when you log back in but they are still in the database and **can be accessed via the Manage Inventory Screen.**
- ✓ **Print tags**
 - Click on the Print Tags tab at the top of the page.
 - Checkmark all of the items you want to print. You can use the “all” box at the top of the list or just select specific items.
 - You will be able to print 8 tags to a page, so only print in multiples of 8 so you do not waste paper, if possible.
 - Click “Generate Tags”.
 - You will be able to open a PDF file of your tags to see what they look like. If you do not like it, you can always discard the PDF, back out and fix errors before you print.
 - There will be an “X” in the bottom right corner of your tags if you chose for them to be donated.
 - If you are happy with your tags, you can now print. **IMPORTANT:** You MUST use 60-67 lb. or 110lb. white cardstock—NOT paper. **Print a test page first to make sure your barcodes print clearly.**
 - **If they do not print clearly, you need to have them printed at an office-supply store.** It’s inexpensive and very easy. Just save the PDF to a jump drive or a CD-rom and take it to Kinkos, Office Max, etc.
 - **DO NOT** print on both sides of your tags.
 - **IMPORTANT:** For your barcode to scan, you must be able to see all of the bars clearly. Watch out for:
 - **Printing too light:** if you cannot see all of the bars clearly, it won’t scan. Print on the next darkest setting.
 - **Printing too dark:** if you cannot see clear space between the bars, it won’t scan. Print on the next lightest setting.
 - **Misalignment:** if your bar-code looks “wavy”, it won’t scan. Align your print cartridge and print again.
 - If using a color printer, **set it to print in “grayscale”** so it uses the black cartridge, not the color cartridge

Not following these guidelines will result in “strikes” against you. If you receive 3 strikes, you will not be allowed to consign with Divine Consign any longer.
- ✓ **Tagging your items**
 - Make sure after cutting the tags apart, to put the correct tag on the correct item.
 - Carefully follow the instructions on www.divineconsign.net/merchandiseprep.html on where to place the tag on the item and how to attach the tag to the item.
 - **IMPORTANT:** DO NOT TAPE OVER THE BARCODE
 - **Only one tag is allowed per item.**