Entering your Items

Once you are registered for the appropriate sale, you can enter your items by clicking Items.

Click Add

Use the drop downs to select which Sale (Children/Adult), Enter Item Name, number of pieces if you have like a 3 piece outfit (optional), Select Category, Select Size (N/A for many categories), enter price for $2.00 for example just enter 2, click if you want your item to discount and click if you want your item

marked for Donate. Then you can click Add another to put in your next item. If you are finished then just hit create. Neither box will be available until all information is completed.

I have entered 6 different items as you can see. We will be adding Discount to this screen. If anything needs edited, you have the edit button on the right side.

The tags now print 6 to a page of cardstock. To print these six items, select Unprinted tab and click on the box next to Name to select all (This will only select up to 48 items at one time). And then hit print selected. Then select either 6 to a page or if you want to print each individual on an index card.

Items

Print Selected   Add

Total Items
6

All   **Unprinted**   Printed   Unsold

Filter Items...   Children Spring 2024 Sale ⌄

☑	Name	Price	Category	Size	Status	Donate	
☑	Blue Dress	$2.00	Girls Clothing	8	Created	Yes	Edit
☑	Dr Suess Book	$2.00	Books	n/a	Created	No	Edit
☑	Little Baby	$3.00	Toys	n/a	Created	Yes	Edit
☑	Nike Blue shirt	$3.00	Young Men's (Teen)	Small	Created	Yes	Edit
☑	Victoria Secret bra 30A	$3.00	Children's Accessories	Girls	Created	Yes	Edit
☑	Blue Nike	$3.00	Girls Shoes	6	Created	Yes	Edit

Home > Items > Print

Print your items

Card Format

🔘 6 per page
Each page will contain 6 tags.

⚪ 3x5 index card
You need to set your printer
settings to print 3x5 cards.

Print

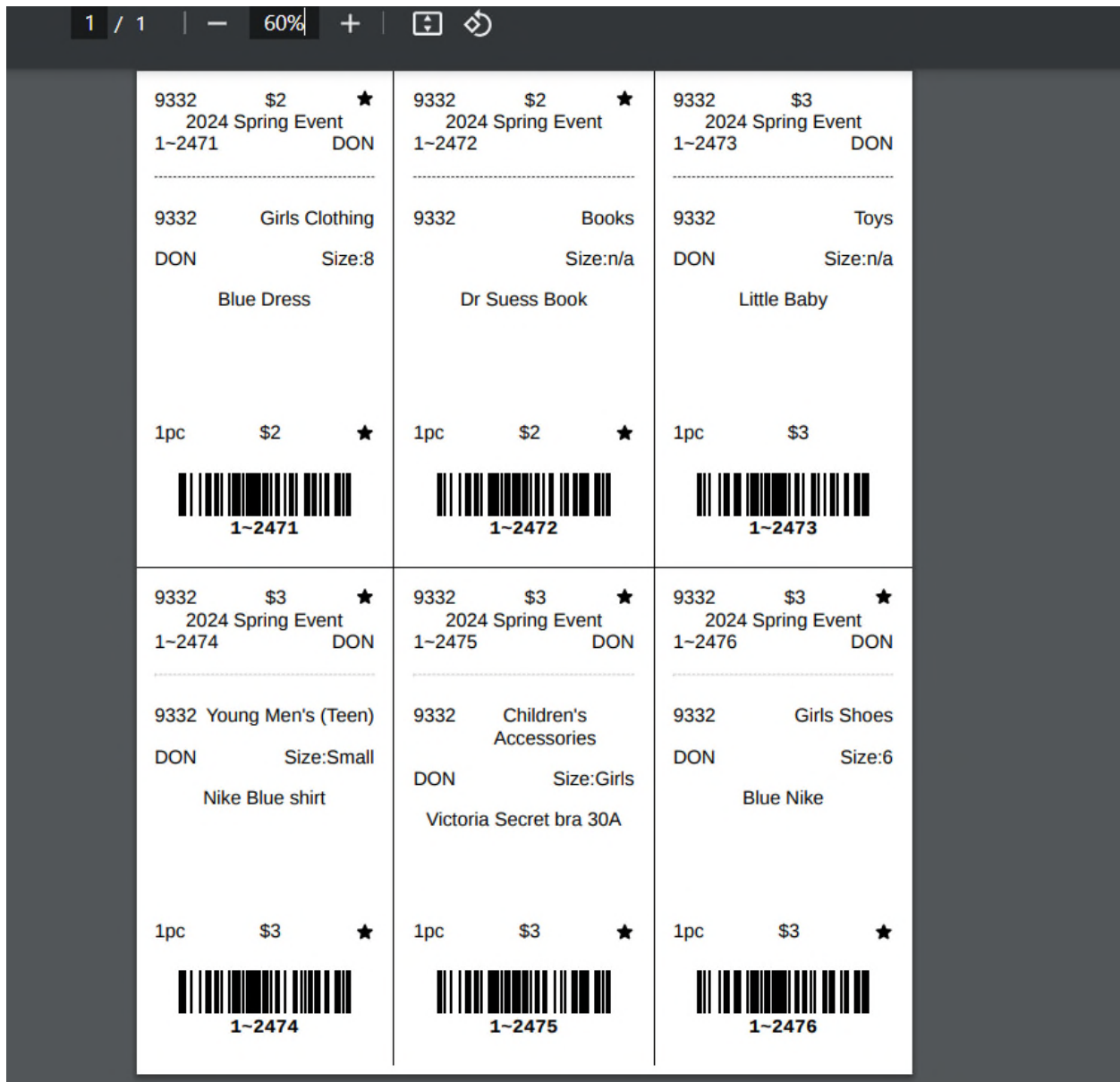Home > Items > Print

Print your items

Your tags have been created, click here to view them.

Card Format

⦿ 6 per page
Each page will contain 6 tags.

○ 3x5 index card
You need to set your printer
settings to print 3x5 cards.

Print

Once created, you will have the Click here in green pull up. Select the click here and your PDF will download for you to print (or save if you want to print later).

9332 **$2** ★ 2024 Spring Event 1~2471 DON ------------------------ 9332 Girls Clothing DON Size:8 Blue Dress 1pc $2 ★ ‖‖‖‖‖‖‖‖ 1~2471	**9332** **$2** ★ 2024 Spring Event 1~2472 ------------------------ 9332 Books Size:n/a Dr Suess Book 1pc $2 ★ ‖‖‖‖‖‖‖‖ 1~2472	**9332** **$3** 2024 Spring Event 1~2473 DON ------------------------ 9332 Toys DON Size:n/a Little Baby 1pc $3 ‖‖‖‖‖‖‖‖ 1~2473
9332 **$3** ★ 2024 Spring Event 1~2474 DON ------------------------ 9332 Young Men's (Teen) DON Size:Small Nike Blue shirt 1pc $3 ★ ‖‖‖‖‖‖‖‖ 1~2474	**9332** **$3** ★ 2024 Spring Event 1~2475 DON ------------------------ 9332 Children's Accessories DON Size:Girls Victoria Secret bra 30A 1pc $3 ★ ‖‖‖‖‖‖‖‖ 1~2475	**9332** **$3** ★ 2024 Spring Event 1~2476 DON ------------------------ 9332 Girls Shoes DON Size:6 Blue Nike 1pc $3 ★ ‖‖‖‖‖‖‖‖ 1~2476

As you can see, I have 6 tags to a sheet. (Each barcode is specific for your consignor number and your item for point of sale Real time tracking). I marked a few to Donate with the DON, I also marked a few to Discount with the Star . ★

Print, Cut and attach to your item.

Now if I go back into Items, I can see that these 6 tags have printed. (You can edit these tags and reprint if you find an error until they are checked in). If I were to go to Unprinted, it would show any of my tags that need to be printed.

Items

Print Selected   Add

Total Items
6

All   Unprinted   Printed   Unsold

Filter Items...   Children Spring 2024 Sale ⌄

	Name	Price	Category	Size	Status	Donate	
☐	Blue Dress	$2.00	Girls Clothing	8	Printed	Yes	Edit
☐	Dr Suess Book	$2.00	Books	n/a	Printed	No	Edit
☐	Little Baby	$3.00	Toys	n/a	Printed	Yes	Edit
☐	Nike Blue shirt	$3.00	Young Men's (Teen)	Small	Printed	Yes	Edit
☐	Victoria Secret bra 30A	$3.00	Children's Accessories	Girls	Printed	Yes	Edit
☐	Blue Nike	$3.00	Girls Shoes	6	Printed	Yes	Edit

Items

Print Selected   Add

Total Items
0

All   Unprinted   Printed   Unsold

Filter Items...   Children Spring 2024 Sale ⌄

	Name	Price	Category	Size	Status	Donate