

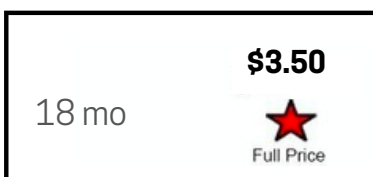
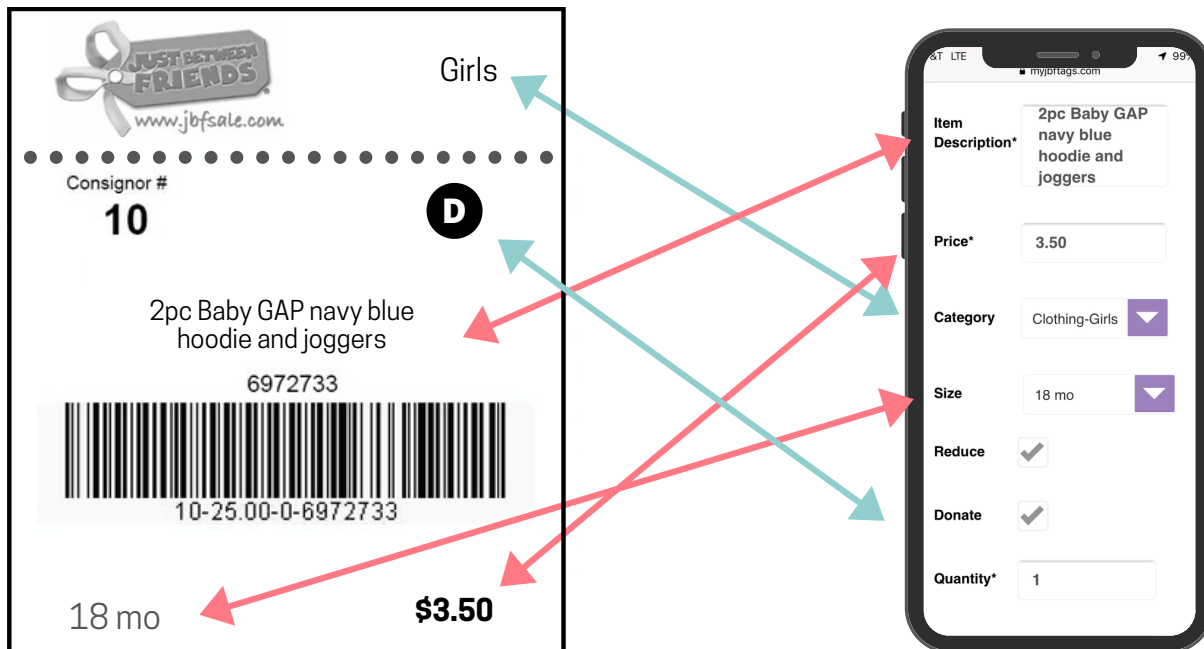
Getting Started

Using our Online Tagging System to Enter and Print Tags



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



Getting Started

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JBF Blaine/Andover
Twin Cities NE Metro -WBL

You Can Tag Using:

- Computer
- Ipad or Tablet
- Smart Phone

Many sales require a signor space. Before tagging your items, make sure that you have signed up as a consignor for each sale you want to participate in. If you are unsure please login to jbf sale.com and make sure the sale is listed in the "My Events" section.

User Profile

User Name

First Name

Last Name

Consignor #

Sale

User Defaults

Reduce ☒

(I want my items to be reduced price on discount days.)

Donate ☐

(I want to donate my unsold items after the sale.)

Update Cancel

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

CREATE TAGS

PRINT TAGS

REPORTS

MY SETTINGS

RECALLS

HELP

↑ **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

↑ **Recalls:** Item Recall Resource

↑ **Help:**
Step by Step
Tagging
Guide & FAQs

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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

CREATE TAGS

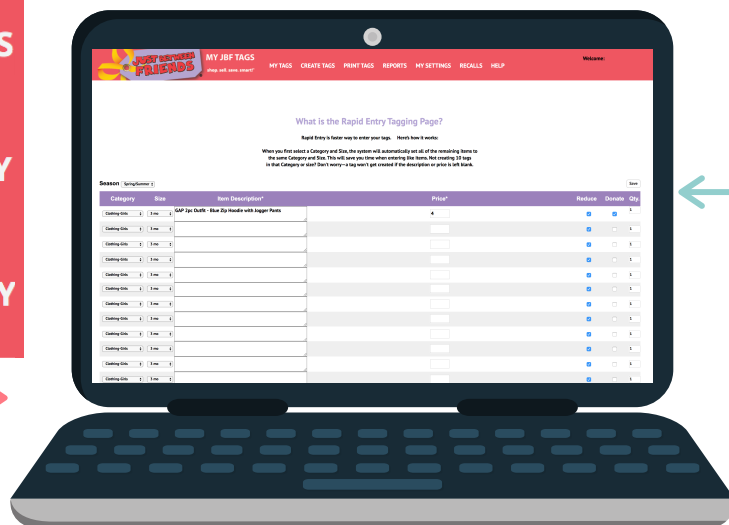
BASIC ENTRY

RAPID ENTRY



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



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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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