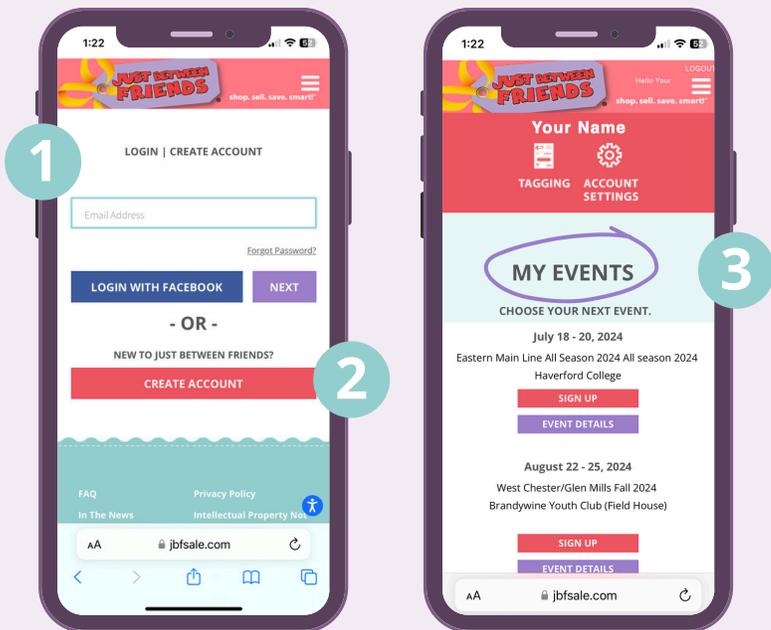


Creating Tags

Using our Refreshed Tagging System



Getting Started

- 1 Go to jbfsale.com & click on "Login"
- 2 Login or create a JBF profile
- 3 Be sure that you're registered for our upcoming event in your JBF profile
- 4 Click on the tagging icon 



Category	Size/Type	Description	Price	Reduce	Donate	Quantity
		 Shoes - Girls 05/22/2024 A-123-BCD Carters Pink Sparkly Sneakers 	137874867 A123BCD \$4.50	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1
	5		\$4.50			

Full Price Indicator:

In some cases, sellers 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 the reduced price days of the sale.



Got questions? Join our Facebook Seller Group for Quick Q&A "JBF Vacaville Consignors"

Using Rapid Entry Tags

Using our Refreshed Tagging System

When to use Rapid Entry:

Often times we are tagging multiples of the same type of items in the same sizes or category. Use Rapid Entry to speed up the process. *Ex: I have 5 different T-Shirts each on their own hanger. I can quickly select: Clothing-Boys, Size 3T, Add description, Price \$3.50. All the fields will auto populate except for the description which you will enter to match each shirt.*

Menu User: shelliewadas@jbsale.com HELPING FAMILIES SAY *yes*

Entry Type: Rapid Season: Spring/Summer SAVE MY TAGS

Category	Size/Type	Description	Price	Reduce	Donate	Quantity
Clothing-Boy	3T	Carters Boys Beach Outfit - Shorts and T-shirt	3.50	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1
Clothing-Boy	3T		3.50	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1
Clothing-Boy	4		3.50	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1
Clothing-Boy	4					

SAVE

Rapid Entry Ideas:

Speed up your entries on clothing of the same size / gender, books, toy bundles, and other like items!

Rapid Entry:

- 1 Selected CATEGORY will carry down the form
- 2 Selected SIZE will carry down
- 3 Selected PRICE will carry down
- 4 Make a CHANGE part way down and the change will repeat down the form.



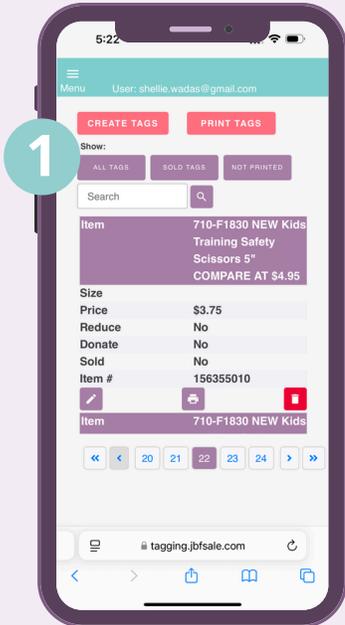
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Tagging Tips

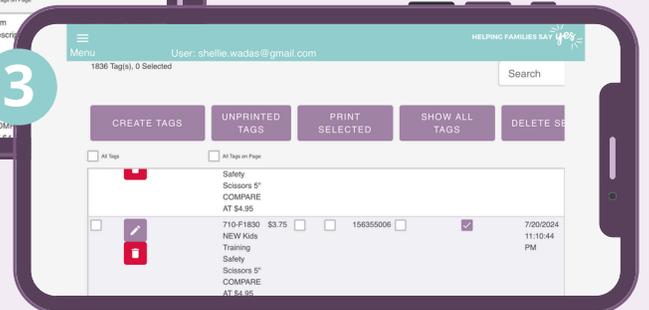
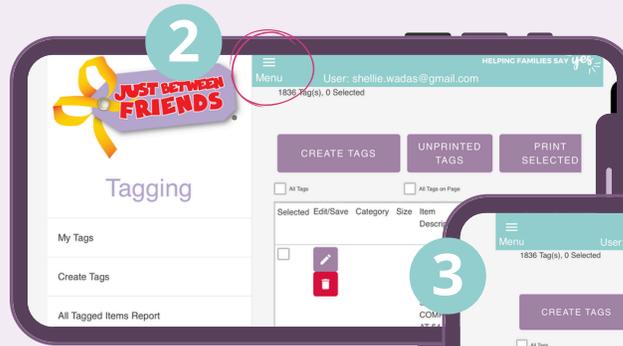
Using our Refreshed Tagging System

View the Full Site:

- 1 Rotate your Phone to Landscape
- 2 Click on the "Menu" button to minimize the menu and see more of the tagging screen.
- 3 Use all of the functions the same as the desktop site.



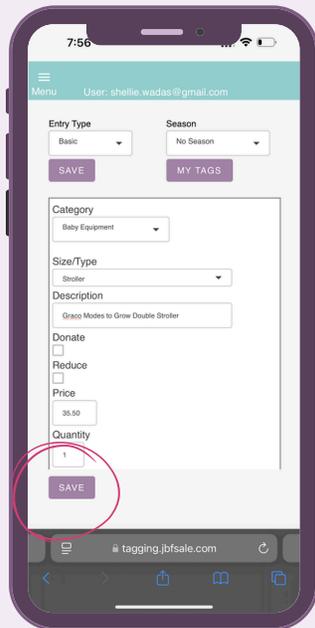
Rotate your phone!



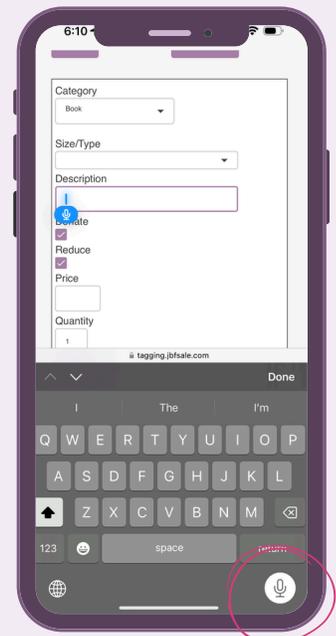
Zzzz

Save before Sleep:
We get it, we're moms too. Being interrupted a million times a day is what we do!

If your phone goes to "lock screen", you will have to RELOAD your tagging site. SAVE your tags before your phone goes to sleep!



Talk to Text:
Did you know you can talk to text? Place your cursor in the description box. When your keyboard pops up, click the Microphone.



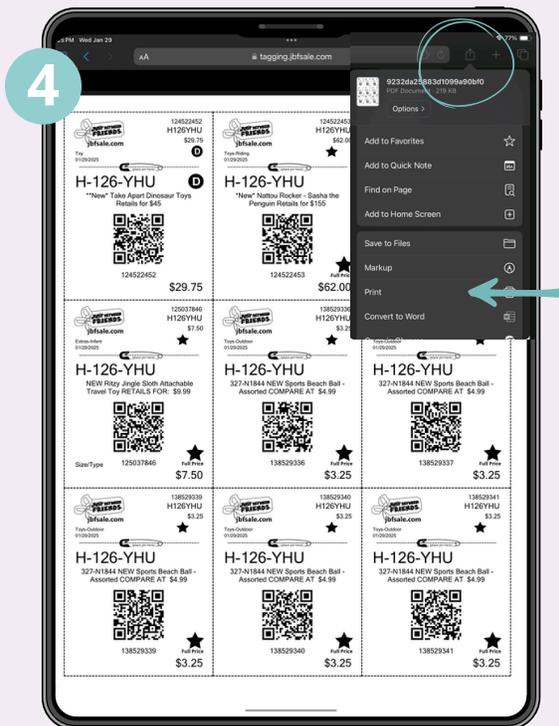
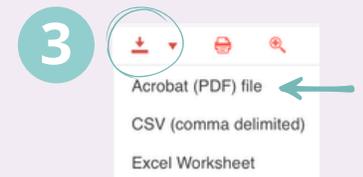
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Tagging Tips - iPad Printing

Using our Refreshed Tagging System



Tags too small?
Follow these instructions to print your tags to a PDF file IF your tags appear too small in your print preview.



iPad Printing Tips

- 1 Select the Printer
- 2 IF your tags appear too small on the print preview, you will need to "Print to PDF"
- 3 Select Download; Acrobat (PDF) file
- 4 Print tags from PDF file in new window



Got questions? Join our Facebook Seller Group for Quick Q&A "JBF Vacaville Consignors"