

Printing Labels - 10-9-18

1. On the main SC window, click the **Consignment** tab. The new items should be shown in the list window near the bottom. It's possible that the items are not shown if the list of consignors has one highlighted. In that case, click the highlighted consignor to clear the selection – then the new items should be displayed:

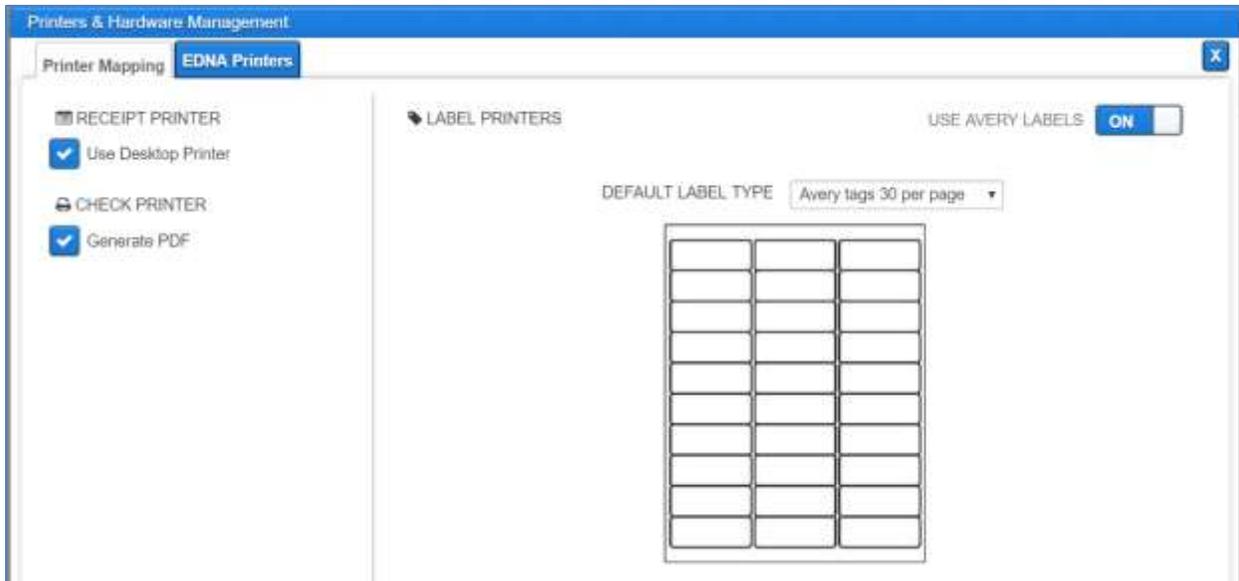
The screenshot shows the SC window interface. At the top, there are navigation tabs: Dashboard, Consignment, Inventory, Customer, Reports, Transaction, Vendor, Service, and User. The 'Consignment' tab is selected. Below the tabs, there are sections for 'Consignor Search' and 'Account Activity'. The 'Consignor Search' section includes a search bar, a dropdown for 'LOCATION' (Lexington Arts ...), and a table of consignors. The table has columns for ID, Last, First, and Balance. The consignors listed are Saeeda Adamjee, Helen Adinolfi, Mary Brunn Alessio, and Geoffrey Austrian. Below the table is a '+ Add Consignor Inventory' button and a '1 - 20 of 262 Next' indicator. The 'Account Activity' section shows a table with columns for Entry Date, Expire Date, Description, and Amount. Below this are buttons for 'Delete Entries', 'Adjust Account', and 'Pay Out'. The 'Inventory for All Consignors' section has a search bar, a 'Clear Search' button, and a 'Show Old Items' checkbox. Below this are filters for 'ANY CATEGORY', 'ANY STATUS', 'Expire Date', 'From Date', 'To Date', and 'Any Color'. The main table has columns for Consignor, SKU, Item, Start, Expires, Status, Price, and Qty. The items listed are Bick Mee Lee (DYHP72, TF28J7, 7KN35X, C75F2F, 1N4RK7), Mireille Gart (64NQ4Q, 8WASZV, XLHE19). The 'Print Labels' button is highlighted in the bottom right corner.

2. Determine which labels should be printed. There are 4 choices:
 - Jewelry labels: for the Metals or the Polymer/Beaders guilds
 - Avery labels 30 per page: fits an item name up to 70 – 80 characters
 - Avery tags 30 per page: fits an item name up to 25 – 30 characters, but is easier to cut because of more space between labels
 - Avery labels 20 per page: for the Painters and Photography guilds. If you are making labels for cards, as opposed to larger pieces, then you could use one of the 30 per page options.

3. Verify that the correct printer is selected, as Jewelry labels are printed on the special label printer and Avery labels are printed on any standard printer. Click the Printers icon near the top right:



This displays the **Printers & Hardware Management** screen:



If you are printing the Jewelry labels, click the **USE AVERY LABELS** toggle on the right to turn it off and display the Label Printer screen:



If this screen does not look like this, it could be that your computer is not set up for the Label printer. If this is the case, then contact Simple Consign support to have them configure your computer appropriately.

We have a single label printer which is currently in my house. When I know that Jewelry labels need to be printed when I am out of town, I bring it in to LexArt. If printing Jewelry labels, plug the label printer into a wall outlet for power and the USB cord into your computer.

Note: If you will be using the label printer for the first time, contact Simple Consign Support at 1-888-860-8094 (main number). You will need to download and start the Remote Desktop application so they can configure your computer to use the label printer.

To turn the Printers back to use the Avery labels, click on the left of the same toggle.

If the printer is already set correctly for the labels, just close this window.

4. Select the new items to be printed.

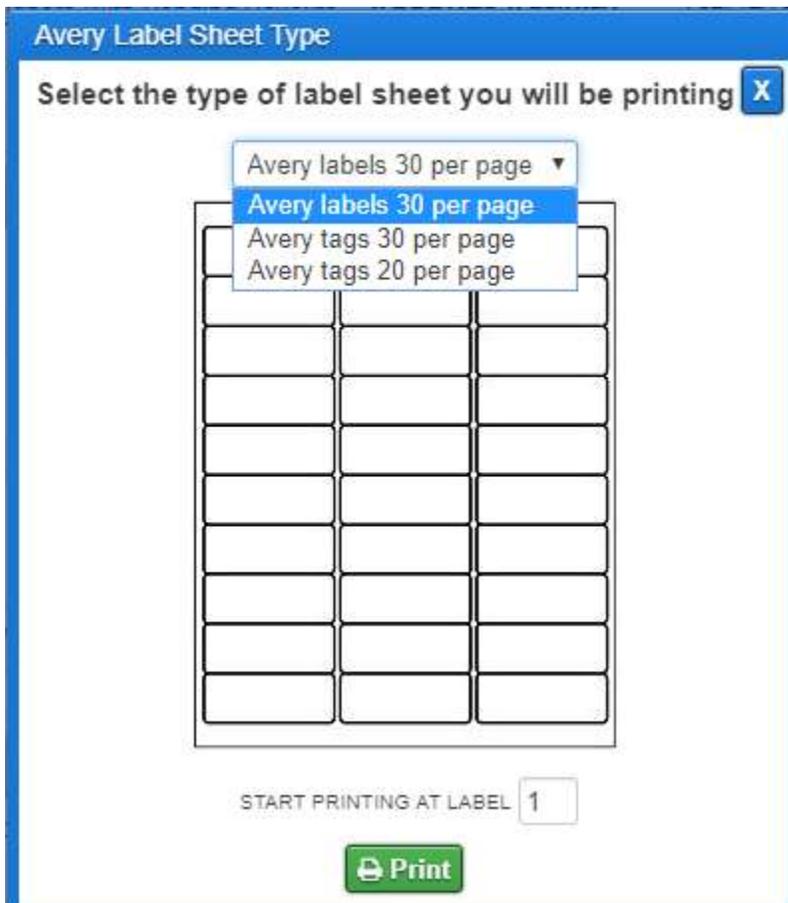
- If you want to select all 20 items, just click the checkbox in the gray header area.
- If you want to select between 11 and 19 items, it is easier to click the header checkbox, and then click each checkbox that should not be selected.
- If you want to select 1 to 10 items, it is easier to click each item's checkbox.

Note the number of items selected shown on the right to verify that it is correct, then click **Print Labels** in the bottom right:

The screenshot shows an inventory management interface. At the top, there is a green button labeled '+ Add Consignor Inventory' and a page indicator '1 - 20 of 262 Next'. Below this is the title 'Inventory for All Consignors' and a search bar with a 'Clear Search' button and a 'Show Old Items' checkbox. There are also filters for 'ANY CATEGORY', 'ANY STATUS', 'Expire Date', 'From Date', 'To Date', and 'Any Color'. The main part of the interface is a table with columns: Consignor, SKU, Item, Start, Expires, Status, Price, Qty, and a checkbox. Eight items are listed, all with their checkboxes checked. To the right of the table is a sidebar with '8 Items Selected' and options for 'NEW STATUS' (set to 'NO CHANGE'), 'NEW START DATE', 'NEW EXPIRE DATE', and 'NEW COLOR' (set to 'None'). At the bottom of the sidebar are buttons for 'Submit Changes', 'Print Total Quantity', and 'Print Labels'. At the bottom of the table area, there are links for 'Print Current Page' and 'Print All', and a page indicator '1 - 20 of 458 Next'.

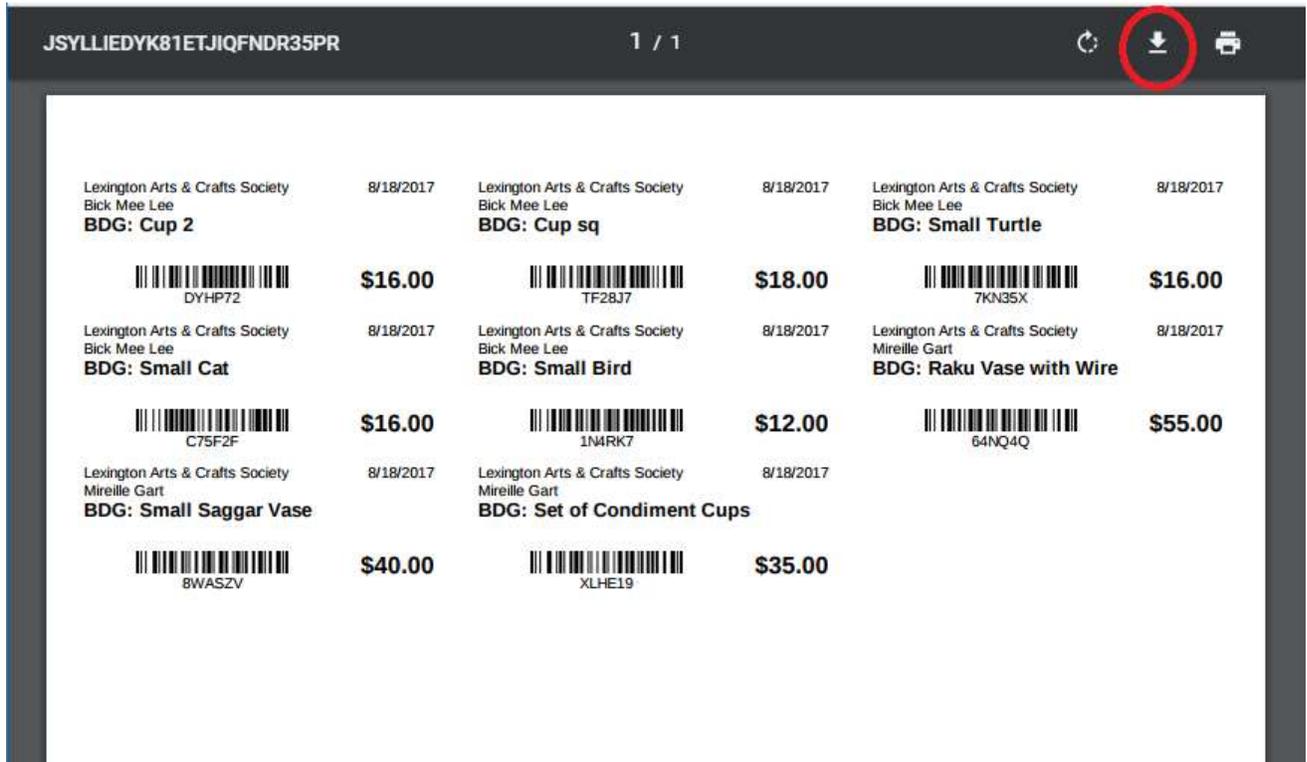
Consignor	SKU	Item	Start	Expires	Status	Price	Qty	
Bick Mee Lee	DYHP72	BDG: Cup 2	8/18/2017	12/31/2017	INCOMING	\$16.00	1	<input checked="" type="checkbox"/>
Bick Mee Lee	TF28J7	BDG: Cup sq	8/18/2017	12/31/2017	INCOMING	\$18.00	1	<input checked="" type="checkbox"/>
Bick Mee Lee	7KN35X	BDG: Small Turtle	8/18/2017	12/31/2017	INCOMING	\$16.00	1	<input checked="" type="checkbox"/>
Bick Mee Lee	C75F2F	BDG: Small Cat	8/18/2017	12/31/2017	INCOMING	\$16.00	1	<input checked="" type="checkbox"/>
Bick Mee Lee	1N4RK7	BDG: Small Bird	8/18/2017	12/31/2017	INCOMING	\$12.00	1	<input checked="" type="checkbox"/>
Mireille Gart	64NQ4Q	BDG: Raku Vase with Wire	8/18/2017	12/31/2017	INCOMING	\$55.00	1	<input checked="" type="checkbox"/>
Mireille Gart	8WASZV	BDG: Small Saggar Vase	8/18/2017	12/31/2017	INCOMING	\$40.00	1	<input checked="" type="checkbox"/>
Mireille Gart	XLHE19	BDG: Set of Condiment Cups	8/18/2017	12/31/2017	INCOMING	\$35.00	1	<input checked="" type="checkbox"/>

5. Different things happen based on whether or not you are printing Jewelry labels:
- If printing Jewelry labels, the printer will start printing the labels. Tear them off when the printing has completed. And you are done.
 - If printing the other labels, continue with steps 6 through 9.
6. The **Avery Label Sheet Type** dialog is displayed:



7. Select the appropriate label format.
- Also on this panel you have the option of selecting where to start the printing. For example, if you have already printed 12 labels on a sheet (the first 4 rows of 3), and you have 18 or fewer additional labels to print, you could change the Start Label number at 13.
8. Click the green **Print** button at the bottom.

9. A new browser window is displayed, showing the PDF of the labels:



You can print the labels from this window by clicking inside the window and then clicking the Print icon in the upper right. However, if you are instead sending the label file to someone else to be printed, then click inside the window to display the download icon (circled in red above). Click the download icon and save the file to your computer. Then close the browser window for the labels. Send the label files to whoever will be doing the printing.