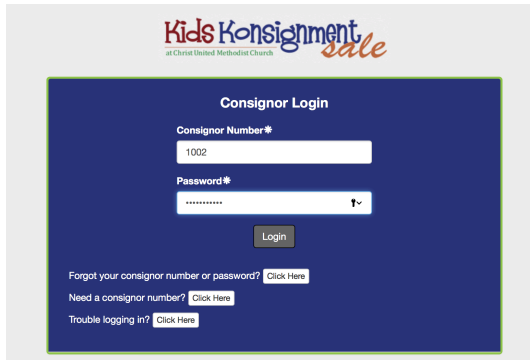


## How to Print Tags using My Sale Manager

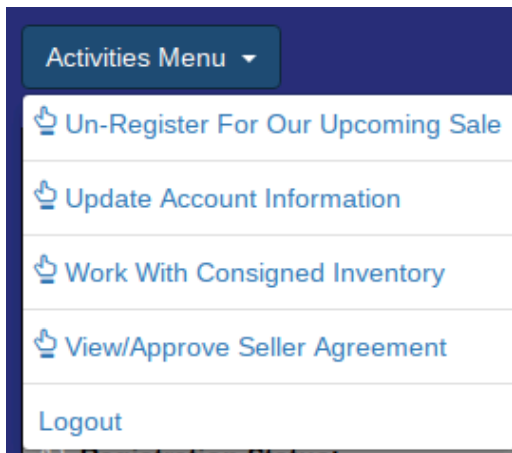
After entering inventory, follow the steps here to print your tags. Tags should be printed on white card stock. We suggest using a lightweight option, (65-67lb is perfect). Heavier cardstock uses more ink and can result in blurry barcodes.

- 1) If not already logged in, access the KKS Consignor Homepage through this link:  
[www.mysalemanager.net/hom\\_start.aspx?partnercode=KKDS](http://www.mysalemanager.net/hom_start.aspx?partnercode=KKDS)
- 2) Enter your KKS **Consignor Number** and the **Password** you selected at registration, and click **Login**:

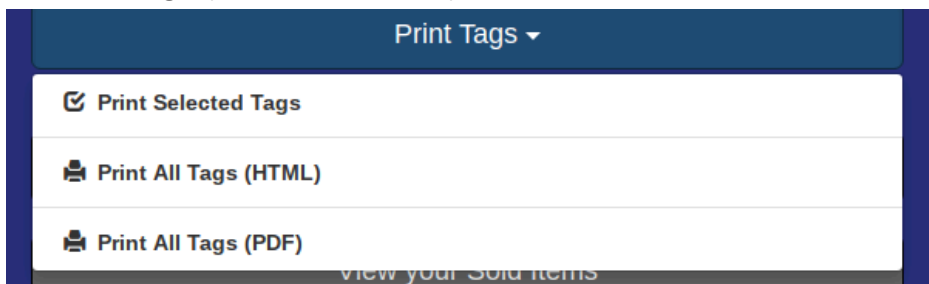


The screenshot shows the 'Kids Konsignment sale' logo at the top. Below it is a 'Consignor Login' form with a dark blue background. The form contains two input fields: 'Consignor Number#' with the value '1002' and 'Password#' with a masked password. A 'Login' button is positioned below the password field. At the bottom of the form, there are three links: 'Forgot your consignor number or password? Click Here', 'Need a consignor number? Click Here', and 'Trouble logging in? Click Here'.

- 3) From the Consignor Homepage **Activities Menu** select **Work With Consigned Inventory**.



- 4) From the Consignor Inventory Menu select **Print Tags**, then choose either to **Print Selected Tags** or to **Print All Tags** (HTML or PDF format).



- 5) On the **Select Tags to Print** screen, select **Tag Printing Options** to reveal choices including printing all tags, printing only previously un-printed tags, and printing only selected tags.

**Select Tags To Print**

Use this screen to print tags to place on the items you are consigning at our upcoming sale.  
**IMPORTANT!** The tags you generate for printing will appear in a new window. Please configure your browser's popup blocker to allow popups if your tags do not appear. Click the Tag Printing Option buttons.

[Return To Inventory Menu](#) [Inventory Icon Legend](#)

**Tag Printing Options**

- Print Selected Tags
- Print All Tags
- Print All Un-Printed Tags
- Print Only Discount Tags
- Print Only Donate Tags

- 6) The tag selection area at the bottom of the screen allows you to select (or de-select) specific tags. This is a great option if you have made changes to information for a few items and need to reprint only those tags.

[Check/Uncheck All](#)

☐ Show Only Un-Printed Tags Below

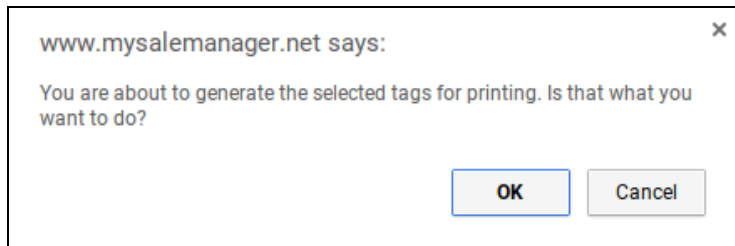
	Item Information
<input checked="" type="checkbox"/>	<b>Leap Frog Alphabet Fridge Phonics</b> Item # 13 Price: \$6.00 Category: Toys Size: Leave Blank 
<input type="checkbox"/>	<b>Girl's shin-guard socks w/ pink stripes</b> Item # 12 Price: \$2.00 Category: Sports Size: Small 
<input checked="" type="checkbox"/>	<b>Galaxy print sneakers Vans (great condition!)</b> Item # 11 Price: \$7.00 Category: Shoes - Girls Size: 4 

- 7) Under **Tag Printing Options**, select your choice (for example, **Print Selected Tags**).

**Tag Printing Options**

- Print Selected Tags
- Print All Tags
- Print All Un-Printed Tags
- Print Only Discount Tags
- Print Only Donate Tags

- 8) Choose **OK** to confirm your choice.



Pop-up blocked

**Important!** To print, you must disable pop-up blocking for the MySaleManager website. If you see a 'pop-up blocked' notice, you must configure your web browser (Microsoft ie, Chrome, Safari, Firefox, etc.) to allow pop-ups.

Example:

The following pop-ups were blocked on this page:

[http://www.mysalemanager.net/itm\\_printtags.aspx](http://www.mysalemanager.net/itm_printtags.aspx)



☒ Always allow pop-ups from <http://www.mysalemanager.net>

☐ Continue blocking pop-ups

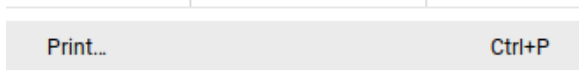
[Manage pop-up blocking...](#)

Done

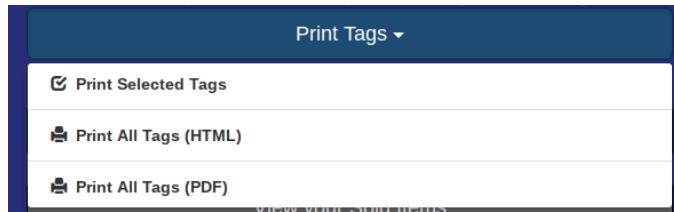
- 9) Tags to be printed appear on a new **Consignor Tags** tab in your browser:

Choose Tags To Print	Consignor Tags	My Drive - Google Drive
XX		
00 PIN HERE 00		00 PIN HERE 00
19	4 Shoes - Girls	19 Toys
Galaxy print sneakers Vans (great condition!)		Leap Frog Alphabet Fridge Phonics
Donate:No	Item: 11 Discount:Yes \$7.00	Donate:No Item: 13 Discount:Yes \$6.00
 19 \$7.00		 19 \$6.00
A		A

10) Use your browser's usual print button/menu to print tags on your printer. Example:



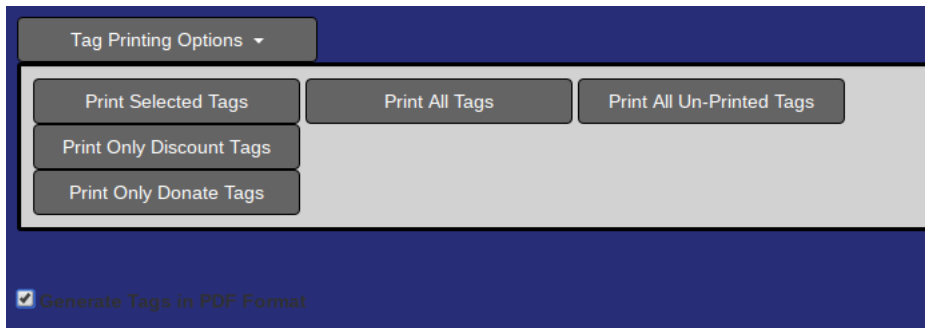
**Note:** If you wish to print all tags in your inventory, from the **Consignor Inventory** homepage choose **Print Tags** and then select **Print All Tags** (HTML or PDF), for a quick way to do this.



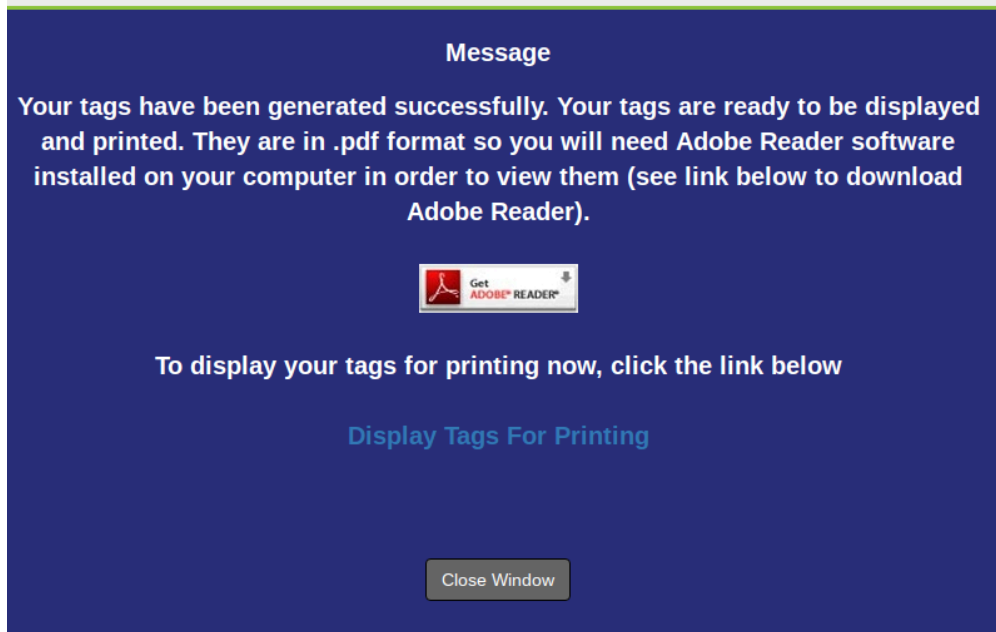
Printing Tags to PDF:

Printing to PDF is recommended if you do not have a printer attached to your computer/mobile device and need to save tags in a printable file format to print later.

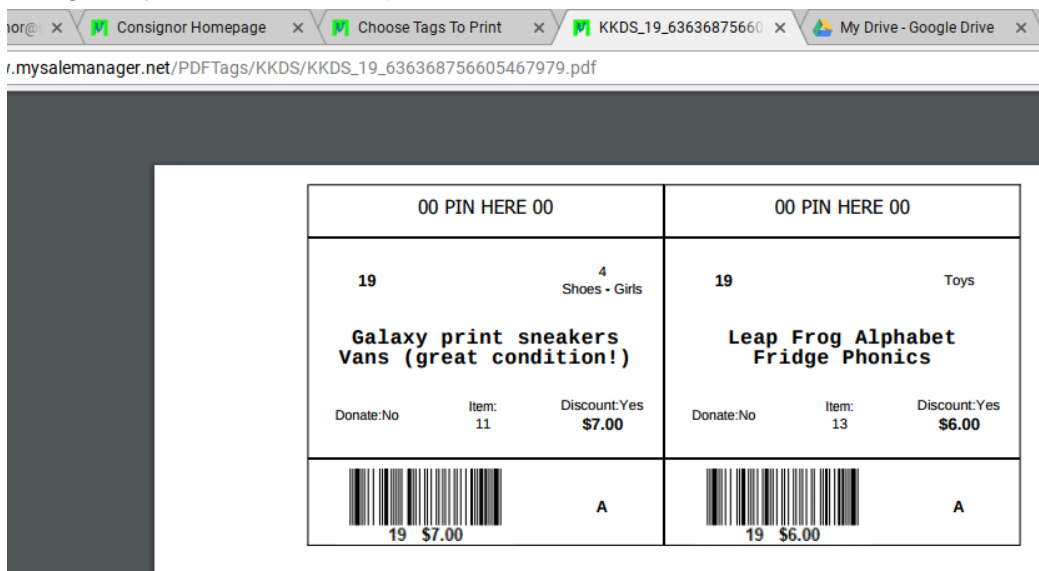
- 1) When printing tags from the **Select Tags to Print** page (explained above), check **Generate Tags in PDF Format** before selecting your Tag Printing Option.



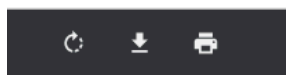
- 2) When tags are successfully printed to PDF, you will see a window like one below. Select **Display Tags for Printing** to view your tags.



- 3) As with the prior instructions, tags will be displayed in a new window (the “.pdf” in the file name shows the tags are printed to PDF format):



- 4) As explained in the prior instructions, if you have a printer attached, you may print the tags directly from your web browser using the standard print icon or menu. Alternatively, you may use your browser's file download icon/option to save the file. Example:



- 5) Once you have saved your PDF file, you may copy it to a thumb/usb drive, send it via email, etc., to get it to a place where you can print it.

Name	Size	Type	Date modified ▾
 KKDS_19_636368756605467979.pdf	7 KB	PDF document	Today 11:11 PM

**Hint!** You may want to rename your file to a more meaningful name to help track your printing.

 KKS Batch # 1 - KKDS\_19\_636368756605467979.pdf