

## Babies, Tots n' More (BTNM) Barcoding Tips

- Once you've entered your username and password, click on "Work with Consigned Inventory" to begin entering tags.
- Tags should print 6 to a page.
- Laser Printers: You can use a draft or normal setting to print your barcode tags. This is the BEST OPTION for barcode tag printing.
- Inkjet Printers: Be sure to use the "best" setting to print your barcode tags due to better quality needed to clearly print each barcode.
- Please don't reprint barcode tags on the backside of any paper because we are unable to accept any double-sided tags. Please use white cardstock as other colors do not allow barcode to scan correctly.
- BTNM will not accept any "handwritten" tag changes because our online system will not support them. If a bar-coded tag is changed AT ALL, you must go back into your tagging account and update/edit the specific tag information online and then simply print out the new tag. *Hint: make sure to destroy your old tag so that it does not mistakenly get attached to an item.*
- If you plan to DONATE any items to charity please allow it to be reduced during our Half-price sale. This will allow it to possibly sell for some money before being donated for no. If an item remains unsold, we are delighted to help you support a local children's charity by donating any remaining items.
- We suggest, as an added security measure, that you place a piece of clear packing/ mailing tape over the safety pin/tagging barb of any of your items that are \$10 or more. This will not harm your tags, but alerts staff that it is a higher priced item and this makes it more difficult for the tag to be removed or lost.
- Make certain to include a detailed description for each barcode tag, so we can easily match up your tag/item, if they accidentally get separated or there is a question about something being tagged correctly. You may abbreviate words, such as colors (blue= blu, green= grn, etc) to save space but color and description helps us match items up.
- Double-check to make certain you have the correct BTNM consignor number you were assigned.

- If any bar-coded items are returned to you or donated at Inspection, please remember to delete them from your online tag inventory.
- When a sale is completely over, you may want to print out your inventory so you know what items were donated, for your tax records.
- Once a sale is over, make sure to go into your online account and delete all “sold” items. We will send an email to let you know when it is OK to begin entering tags for the next sale.
- After printing your tags, look at the barcode closely. Make sure the barcode lines are sharp, not blurry or jagged, and you can see white space between each bar. Also make sure you can make out the text/words around the barcode.
- Do not print a tag with the same exact barcode item number and use it on more than one item. The system will not scan duplicate barcode numbers. If you have multiple items that are the same please, print a unique tag for each item.