



# JBF Barcoding Tips sheet

myjbf-tags.com



Below is a list of tips, suggestions and recommendations for successful barcode tagging.

- ✓ **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.
- ✓ **DO NOT** print barcode tags on the back side of any “already printed” paper because we are unable to accept any double-sided tags. *Hint: if you print your tags in small batches, you will help assure efficient, printing success each time.*
- ✓ **Allow all of your tags to “load” (or display fully on your computer screen) before you try to print them.**
- ✓ White cardstock paper works best with barcode tagging. **DO NOT USED COLORED PAPER.**
- ✓ **JBF is unable to accept any “hand-written” 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 MyJBFTags.com 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.**
- ✓ Be sure to check “reduce” if you plan to donate your items to charity. This will increase your number of sold items because your tags will be included in our discount (25% and 50%) sale days. If an item remains unsold, we are delighted to help you support a local children’s charity by donating any remaining items.
- ✓ **If you do NOT reduce your items, please make sure that you can clearly see the “star” on your tag that denotes the item remains full price throughout the sale.**
- ✓ 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. For example, there have been instances where a consignor accidentally put two tags on a single item, but a good description let us know which was the correct tag and the second tag was kept until the end of the sale and then returned to the consignor so they did not think the item was missing/sold.**
- ✓ Double-check to make certain you have the correct JBF Consignor number you were assigned. If you want to consign in more than one JBF sale, check with both franchise owners and get the same consignor number at both sales. Your consignor number does not change from sale-to-sale. Ask us if you forget! ;^)
- ✓ **Once a sale is over, make sure to go into your MyJBFTags.com account and delete all “sold” or “donated” items, so you can start tagging for the next season.**
- ✓ If any bar-coded items are returned to you or donated at Inspection, please remember to delete them from your online tag inventory.
- ✓ **The MyJBFTags.com system works best with the Internet Explorer browser.**
- ✓ **Do not shrink tags.** Tags should be at least (3”h x 2.5”w) for proper scanning/data entry.

✓ If you mess up and hit “enter” prior to completing or saving your tags and the page of tags you are working on disappears, just press the “forward” or “back” button and your information should come back.

✓ Consignors are welcome to use the “PRINT ALTERNATE” option in order to maximize paper usage, since it puts six barcode tags on each page instead of four with the regular “PRINT.”

✓ After printing your tags, look at the barcode closely. Make sure the barcode lines are sharp, not blurry or jagged, and that you can see white space between each bar. Also make sure you can make out the text/words around the barcode.

✓ Do not use a tag that has information on both sides. After the tag is in our bins we have no way to tell which side is the one you should get credit for. If we’re stumped and there are two sides to a tag, we’ll scan the least expensive one. Please do yourself and us a favor and don’t print on both sides. *HINT: Print in small batches, so you don’t waste paper or time.*

✓ 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. The easiest way to do this is to type the item description once and type the quantity you have of that item at the extreme far right hand side under the “quantity” column. Then, the jbf tag system will generate a unique barcode number for each and every one of your identical items.

✓ If you visit the “my profile” page on myjbftags.com you will see that you can choose “defaults” for reducing and donating your items. You should do this BEFORE you start entering all your items. If you normally let most of your items get reduced to 50% off on the last day of the sale, you’ll want to put a check mark in the reduce box on the “my profile” page. You can change individual items that you don’t want to reduce as you enter each item. If you normally don’t reduce, you’ll want to uncheck the reduce box. **(oh, and have some fun, too!!!)**

# Barcoding 101



◀ This is what you want your barcode to look like.



◀ Too light, will not scan.



◀ Blurred, will not scan.



◀ Broken barcode, printer problem, will not scan.

To the left, we have provided you with examples of barcodes. The first is a good bar code and what your barcodes should look like when printed out.

The other examples will NOT scan. When you begin, we suggest that you print a test page of tags to make sure your barcodes look crisp and clean.

If you are using a color printer, please make sure that your ink comes out in a true color so that it will scan. The only other color that should print out on your tags is a red “do not reduce” star.

NOTE: All “sold” items will be deleted from the myjbftags.com website after each sale ends, so consignors can begin tagging for the next event.

**start Tagging NOW...don't wait!**