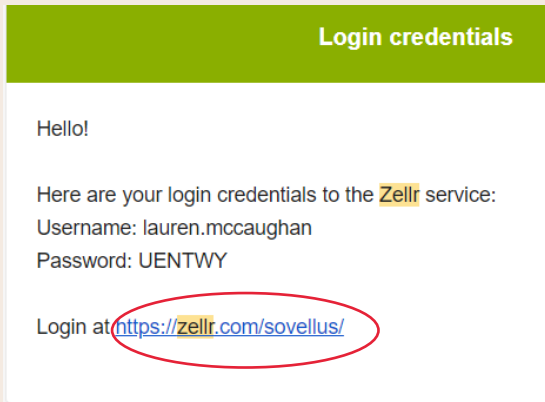




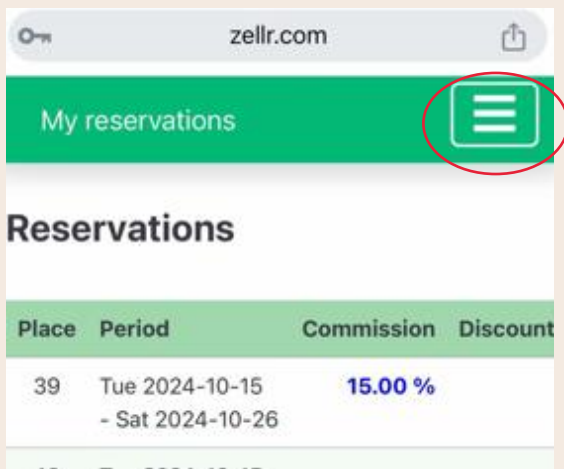
little duck *preferred*

Creating Tags- Mobile



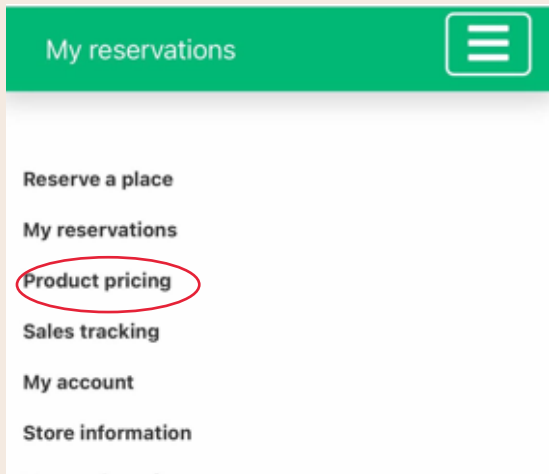
You should have received an email with your login credentials

Click the circled link and use the above details to log onto the zellr website.

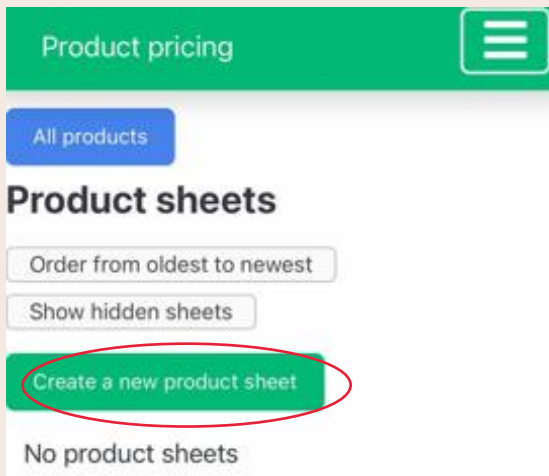


Once you're on the home page of the website

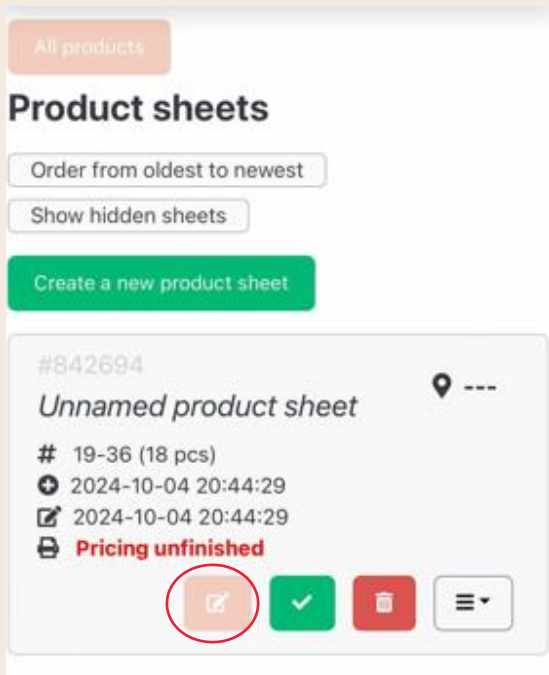
click on the three lines on the top right of the web page



Click on the product pricing on the drop down menu



Click on the green "Create a new product sheet" button



Click the peach edit icon with the pen on it

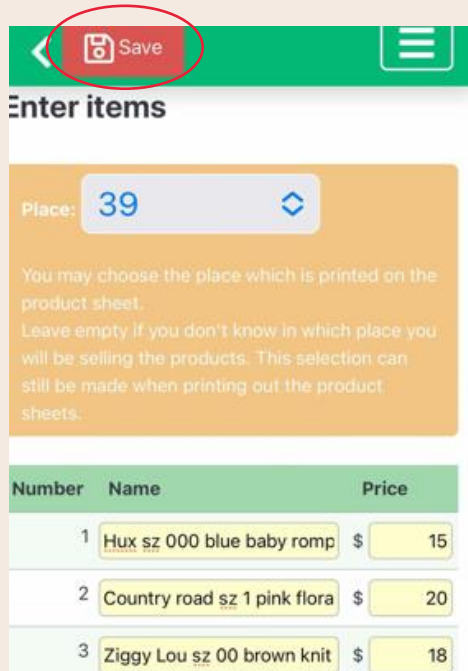
Enter items

Place: **No selected** ↕

You may choose the place which is printed on the product sheet.
Leave empty if you don't know in which place you will be selling the products. This selection can still be made when printing out the product sheets.

Number	Name	Price
1	<input type="text"/>	\$ <input type="text"/>

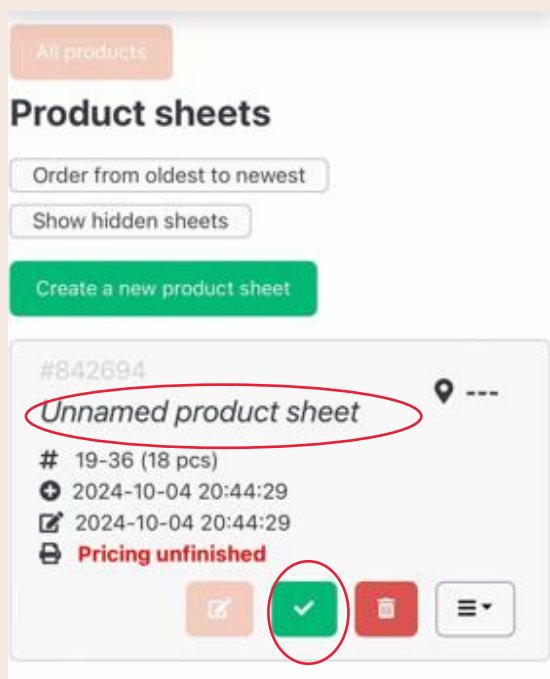
Select your rack number when it says "No selected"



You can then start writing your items in the boxes and pricing them.

You can put 18 items per page that you print out. Once you put in 18 tags, you can click the red 'Save' to save that page and start a new page for more items.

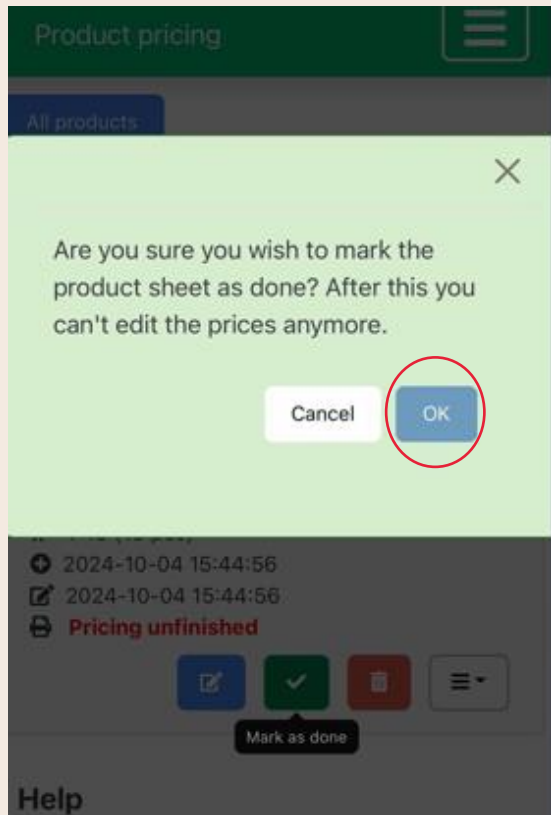
Click the red "Save" when completed and once saved, click the white arrow next to the Save button to return to Product sheets section



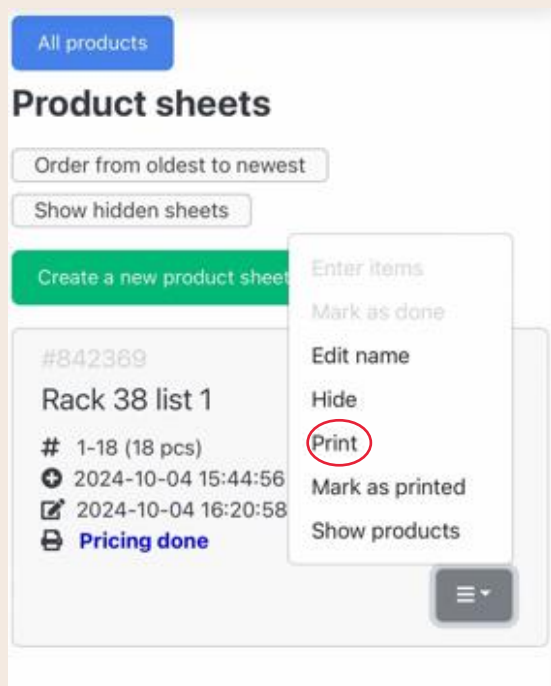
If you wish to, Name your sheets for your own reference by clicking where you see "Unnamed Product Sheet", and rename it and click save.

If you're completely happy with the items in the sheet, and no longer wish to make further changes or edits, click the green tick to lock the product sheet.

Once locked, you will not be able to make changes to the items.



A dialogue box will appear when you click the green tick to confirm you wish to lock the sheet. Click ok.

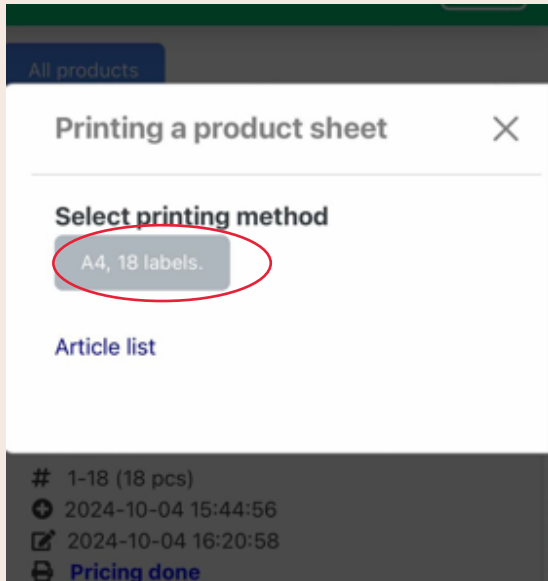


You will notice the red “Pricing Unfinished” in the prior box has now changed to blue, “Pricing Done”.

If you have selected the All Inclusive package, you have completed all your steps necessary! All that is left is to do is coordinate when you wish to drop your items off at the store.

If you have selected the DIY package to tag your own items, When you're ready to save and /or print, click the three lined

drop down box and select print.



A pop up box will appear offering you to select the printing method.

Click the button A4, 18 labels.



This generates all your barcodes and items on that sheet ready to print out.

If you don't have access to a printer, you can save the sheet as a pdf below, and take it to a printing shop or order your printing online to finalise printing.

For any support or assistance in the tagging process, feel free to refer to our DIY Tagging Kit Recommendations found on our website. We have provided links to relevant price tags and stickers that you can utilize in setting up your rack.

If you find you are time poor, or unable to organise tagging of your items, we also offer the all inclusive tagging, steaming, setting up and packing down we do it for you package. If you wish to explore this further, please contact us via

info@littleduckpreloved.com or message us directly on our social platforms to further arrange.