



little duck *preloved*

Creating Tags- Desktop

Login credentials

Hello!

Here are your login credentials to the **Zellr** service:
Username: lauren.mccaughan
Password: UENTWY

Login at <https://zellr.com/sovellus/>

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.

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Reserve a place
My reservations
Product pricing
Sales tracking
My account
Store information
Terms of service
Log out

My reservations

Reservations

Place	Period	Commission	D
39	Tue 2024-10-15 - Sat 2024-10-26	15.00 %	
38	Tue 2024-10-22 - Sat 2024-11-02	15.00 %	
40	Tue 2024-10-15 -		

Once you're on the home page of the website

Click on product pricing on the left hand side of the web page

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Reserve a place
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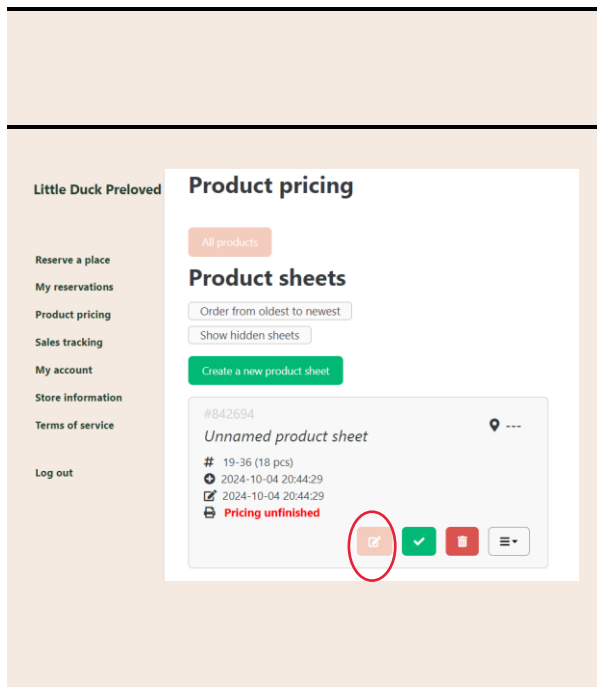
Product pricing

All products

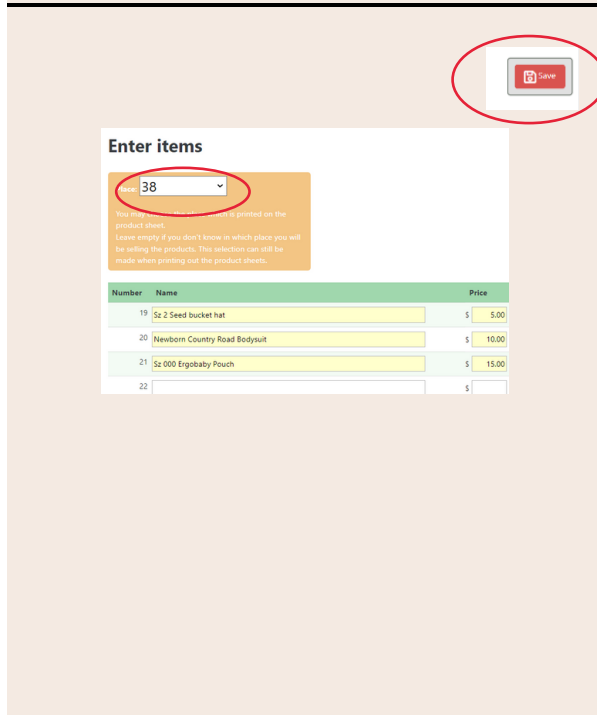
Product sheets

Order from oldest to newest
Show hidden sheets
Create a new product sheet

In the product pricing page, click on 'Create a new product sheet' which will be a peach coloured button.



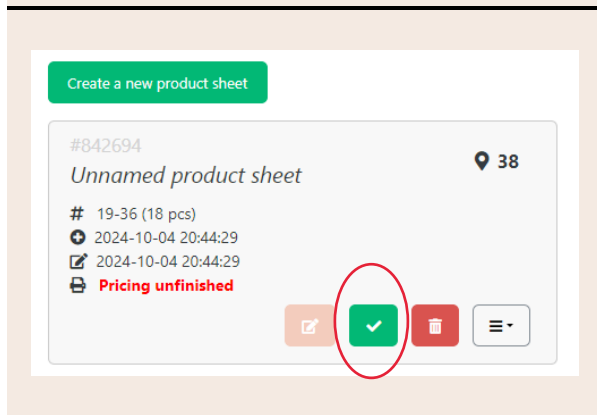
Click on the peach 'pen' button to create a new product sheet



Select your rack number in the top left corner

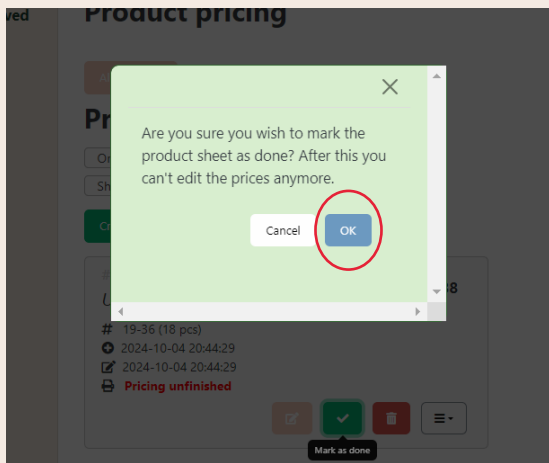
You can then start writing your items in the boxes and pricing them

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



Once you have saved the page, return to the general product pricing page and click "mark them as done" via the green tick on the sheet you have completed.

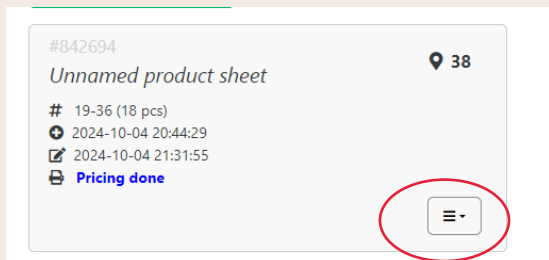
If you however are not done or wish to still be able to edit them, continue utilizing the peach pen button and only click the green button once totally satisfied with them.



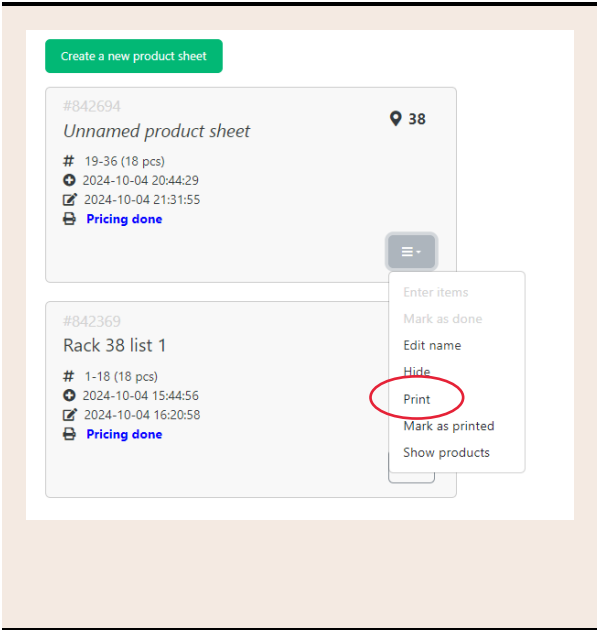
A message will pop up from Zellr, double checking you're all completed. Click the blue button 'OK' if you are happy with your prices and ready to print your tags.

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.

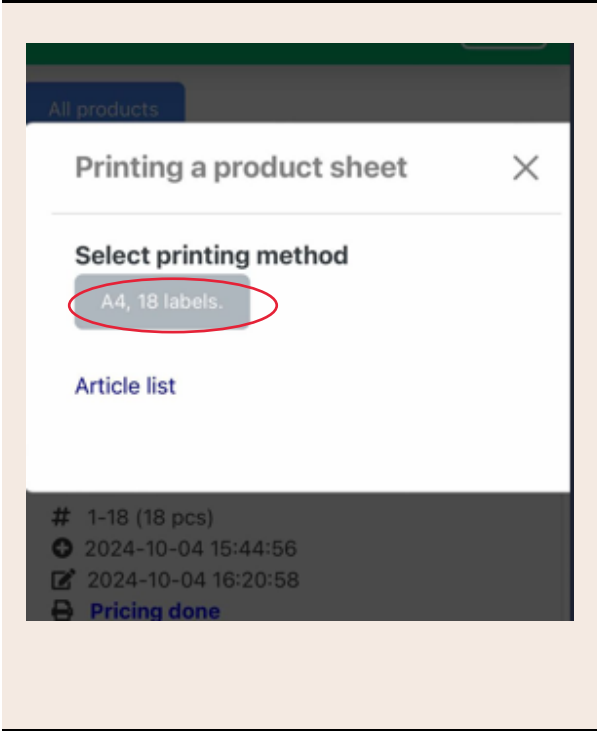
If you have selected the DIY package to tag your own items, When you're ready to save and /or print, click the three lined drop down box and select print.



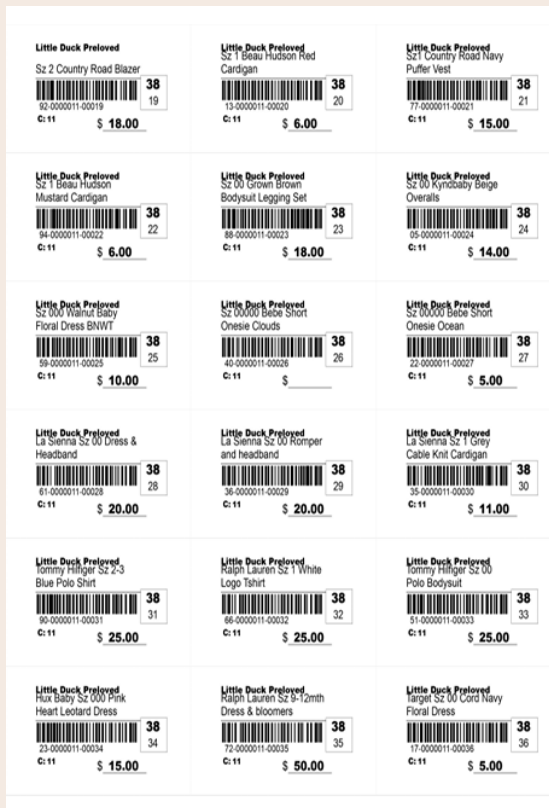
Click the three lines on the bottom left of the product sheet window.



A menu will pop up above and you will be able to click 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 finalize 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 organize 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!