TagPRO3 Optional Module

For use with the Unify3 POS System

White Paper

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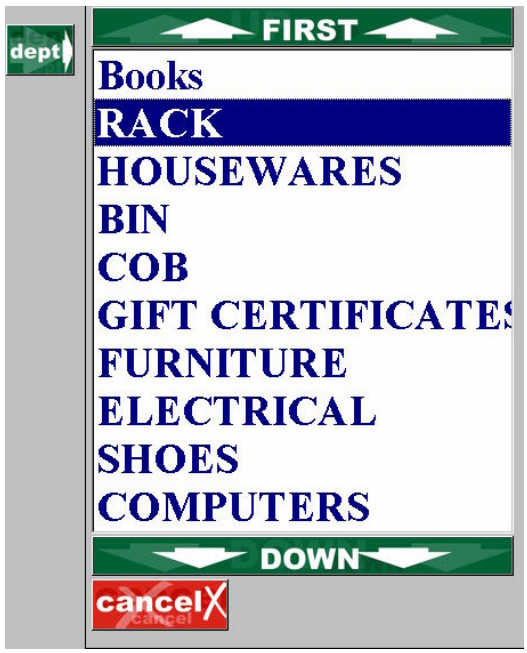
TagPro3 allows you to quickly make price tags for items that are categorized by department, class, color, size and other attributes. This program is ideal for companies that sell items that do not regularly recur such as flea market clothing.

Main Menu

The **TagPRO3** main menu allows you to navigate among the TagPRO3 functions. From here you may **Make Tags**, Generate **Reports**, or **Change User**.

TagPRO3 was designed to be 100% touch screen compatible. All of the buttons within the TagPRO3 module have been large enough to support most touch screens. Of course you will need touch screen hardware before TagPRO3 will have touch screen compatibility.

Make Tags



Create a Batch

TagPRO3 creates tags by selecting the **Dept, Item**, **Color**, **Size**, **Price**, and **Qty** in that order. Each time an attribute is selected, the next set of attributes will be displayed.

Some items may not have certain attributes, like color or size. If an item does not have an attribute, the selection of the attribute will be skipped. For example, if an item has 10 colors to select but only one size: after selecting the Color, Size will be skipped and you will be prompted for the Price.

TagPRO3 allows you to select the desired department by clicking or touching it. The **First** and **Down** buttons allows you to pan through the listed departments.

Any item attached to the selected department will display in the **Item** list when the department is selected.

Default colors are included with TagPro3 and cannot be modified. The colors included with TagPro3 are **Black**, **Blue**, **Brown**, **Green**, **Orange**, **Pink**, **Purple**, **Red**, **White**, and **Yellow**.

You may select a price from the list of prices. Each item may have up to 15 **Price Levels**. If the price you desire does not exist in the list, you may use the **Keypad** to enter any price you wish.

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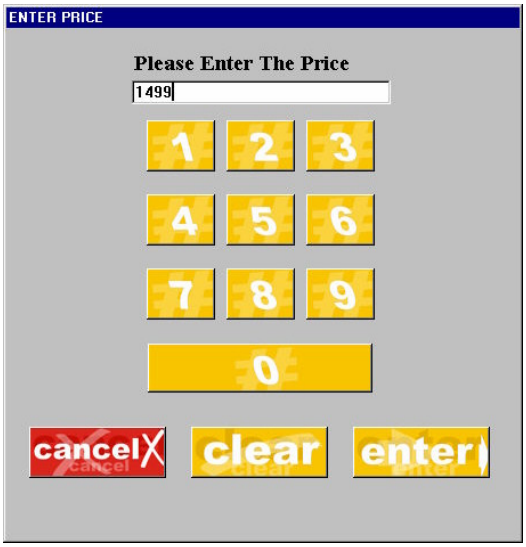
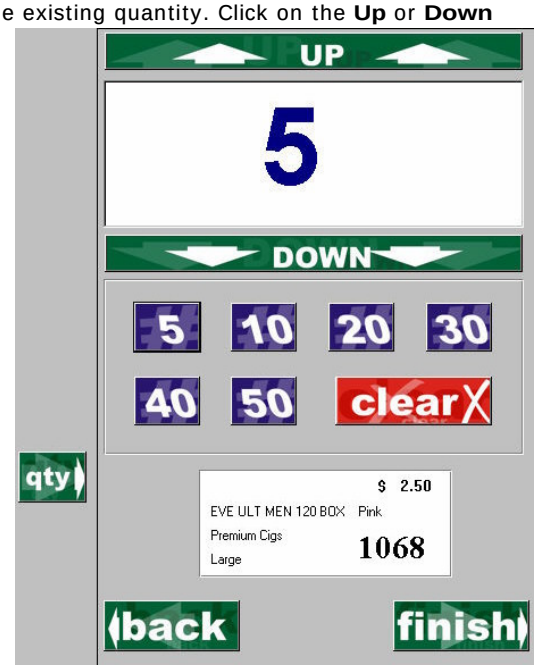


The last step in tag production is entering the **Quantity** of tags. The quantity automatically defaults to one. You may click on the number buttons marked **5**, **10**, **20**, **30**, **40**, **50** to quickly select the desired number of tags. The default quantity of one will be replaced by the quantity of the numbered button selected. If you press one of the number buttons again, the selected quantity will be **added** to the existing quantity. Click on the **Up** or **Down** buttons to increase or decrease the selected quantity by one.



After all selections have been made, the tag will be displayed in a preview window. The tags you created will be added to the window on the left which displays all of the tags in the current batch. You may repeat this process and add more items, create more items similar to the ones listed or print the batch.

Creating a Batch from an Active Selection

You may save some time in creating batches if you have similar items. After a batch is created, the dept and attribute selections you made will remain **active** until you create a new batch. This allows you to create another batch of similar items. Simply click on an attribute and change only the ones you need rather than re-entering the entire item. For example, if the **last item** you entered was a pink dress, size L, price $4.99 and is the **first** item in the left hand window, and you want to enter the same type of dress but size M: Click on the **Size** button, which will take you through the tag creation process starting at the **Size** attribute. You may also change the **Price** and **Qty**. **Dept**, **Item**, and **Color** will remain the same, so you do not need to change anything.

Suspend a Batch

You may suspend a batch by exiting without printing the batch. The **batch will be saved** for you to edit and/or print at a later time. To edit a previously entered batch click on the **Make Tags** button from the TagPro3 main menu; all previous incomplete batches will be retrieved automatically.

Edit a Batch

To remove a single item from the batch, highlight the desired item in the **Item Browser** and click on the **Delete** button.

Once a batch is created and given a **BatchID**, you must either print the batch or delete it. Even if you delete every item in the **Item Browser**, the batch ID remains and you must delete the batch or continue with it.

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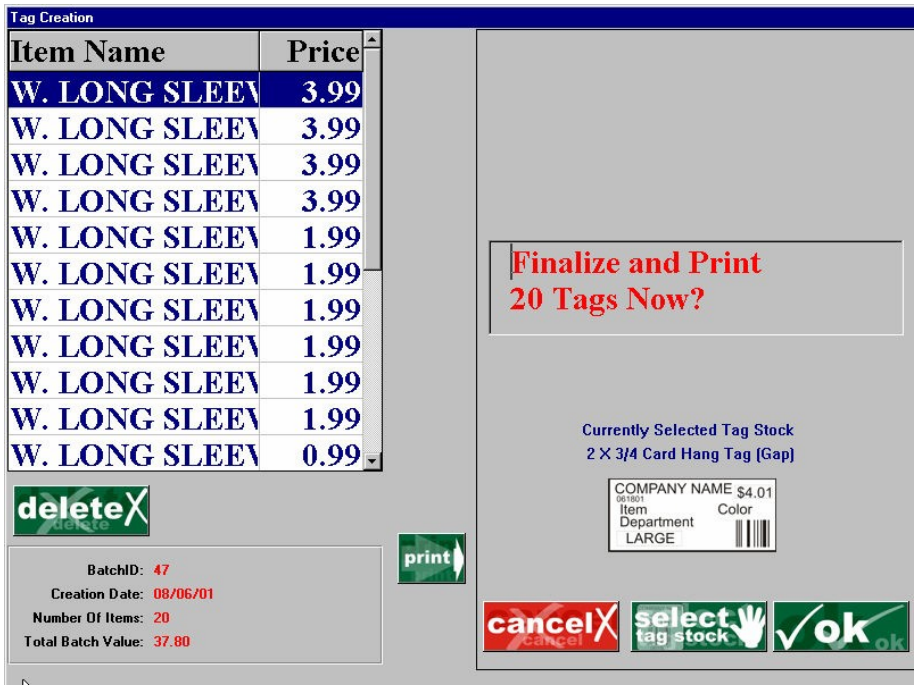
Print a Batch

After you have created a batch you will see a table of items displayed to the left. Press the **Print** button to print tags for all of the items in the batch.

Click on Select Tag Stock to select either **2x3/4 Card Hang Tag** or **1x3/4 Price Sticker**.



Retrieving a Suspended Batch

If you previously cancelled a batch of tags without printing them, the next time you select **Make Tags** from the TagPro3 main menu, the **View Suspended Tag Runs** window will appear. It will show you the **Batch ID**, **Creation Date**, **Number of Items**, and **Total Batch Value**.

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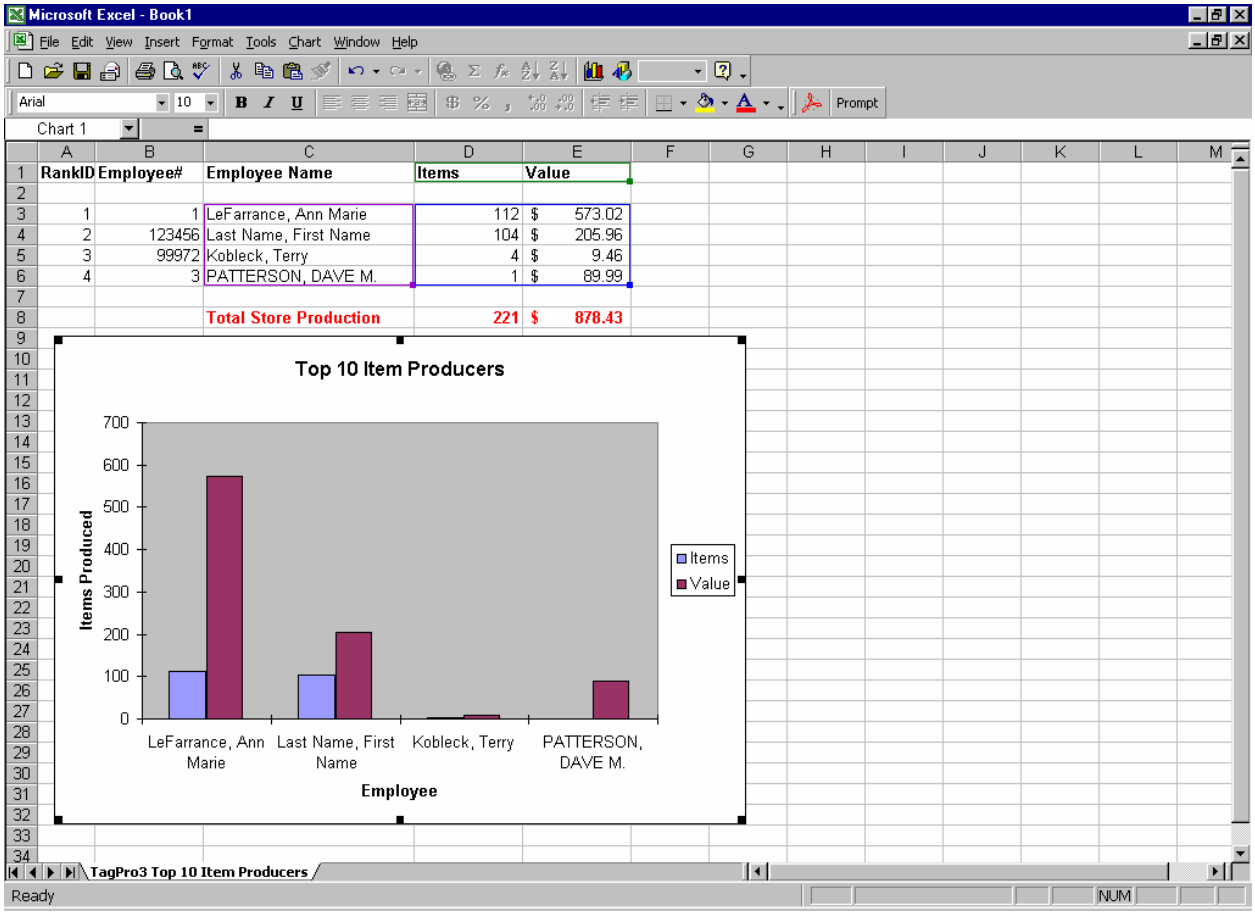
Reports

The TagPro3 reports are created using Microsoft Excel. You must have Microsoft Excel installed on your system to view TagPro3 reports. TagPro3 generates a table of data and a chart in Excel. After a report is created, you may use the power of Excel to create charts and graphs of different styles (pie, bar, line, etc.), manipulate and sort your data.

You may select your reports by **Starting Date** and **Ending Date**. Click the check box next to **Include Production Detail** to include all production detail for each user in the report. If it is not selected, your report will only contain the totals for each user.



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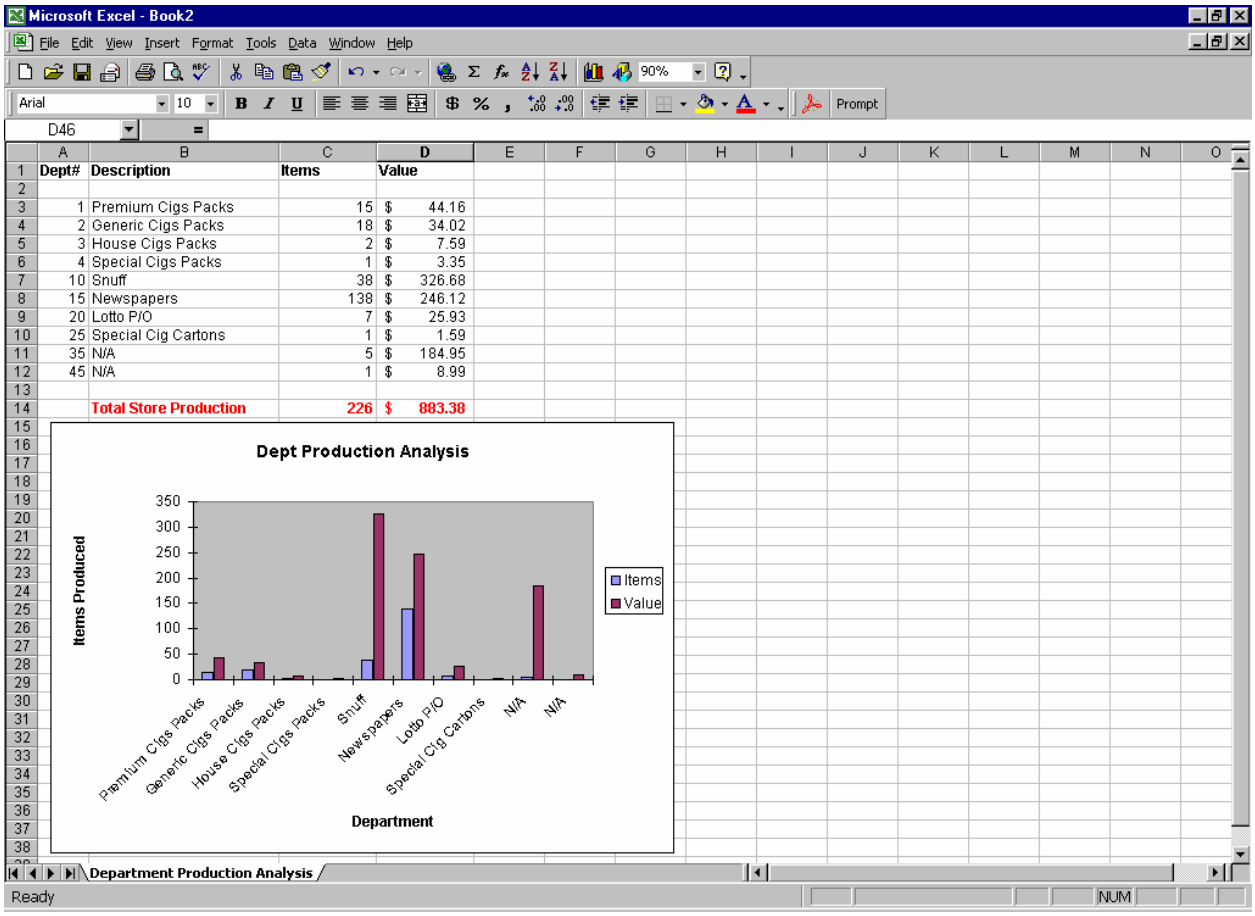

Dept#	Description	Items	Value
1	Premium Cigs Packs	15	$ 44.16
2	Generic Cigs Packs	18	$ 34.02
3	House Cigs Packs	2	$ 7.59
4	Special Cigs Packs	1	$ 3.35
10	Snuff	38	$ 326.68
15	Newspapers	138	$ 246.12
20	Lotto P/O	7	$ 25.93
25	Special Cig Cartons	1	$ 1.59
35	N/A	5	$ 184.95
45	N/A	1	$ 8.99
	Total Store Production	226	$ 883.38

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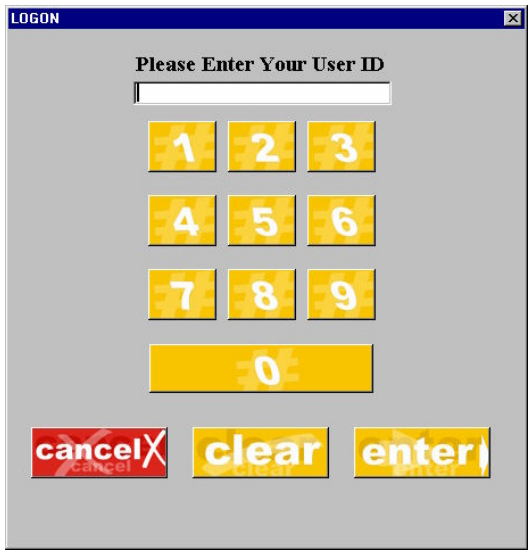
Change User

The **Change User** feature in TagPro3 allows you to change the user without exiting Unify3.



For more information on **TagPRO3** for the Unify3 Point of Sale system, contact:

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