

# **Price tag Pro**<sup>TM</sup>

**User's Guide  
Version 2.4**

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# Table of Contents

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Price tag Pro™ software uses the FreeImage open source image library. See <http://freeimage.sourceforge.net/> for details. FreeImage is used under the FIPL, version 1.0

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# I. Introduction

Welcome to Price tag Pro™ professional price tag generation and custom quotation software for Microsoft Windows®. Price tag Pro™ is designed for independent appliance and consumer electronics retailers to simplify store pricing, price tag printing, model searches, order management, and custom quotation.

Price tag Pro™ software proudly features:

- Professional price tag creation
- PDF output
- Model number, color, feature advanced search
- Price, height, and width limited searches
- Monthly updates from all top manufacturers
- Instant access to all model specifications & dimensions
- Custom tags for items that aren't in the Price tag Pro™ product database
- EZ Quotes
- Order Management
- National rebate program information
- Financing & service contracts

Price tag Pro™ software supports the following Microsoft Windows® operating systems with Internet Explorer 5.5 or newer:

- Windows® XP Home & Professional
- Windows® Server 2003
- Windows® 2000 Professional & Server
- Windows® Millennium
- Windows® 98 SE
- Windows® NT 4.0 Workstation & Server

Price tag Pro™ software does not support Microsoft Windows® 3.1, NT 3.51, or 95, Mac OS, OS/2 Warp, or any Linux/UNIX® versions.

Minimum System Requirements

- Pentium II processor (233MHz) or equivalent
- 128 Megabytes RAM
- CD-ROM drive
- 56Kbps modem or better Internet connection is required for product updates and license activation. Broadband suggested.
- 50 Megabytes disk space for program and databases.
- Windows® 98SE, Me, NT4.0 SP6, 2000, XP, 2003
- Internet Explorer 6.0 or greater
- Administrative User Privileges (Windows® NT/2000/XP/2003)

## II. Terminology

Computer users familiar with Windows® should find Price tag Pro™ fairly easy to understand and operate. This manual describes the specific operation of Price tag Pro™ and general operation of Windows® insofar as getting Price tag Pro™ installed and operational.

### Windows® Terminology

The terms listed below are basic Windows® concepts and should be familiar to most Windows® users. If you are certain you understand these concepts, skip to the next section.

Browser.....	Web page viewer program such as Internet Explorer
Check/Uncheck.....	Applies to checkboxes where one click toggles the checkbox state
Click.....	One click of the left mouse button while pointing at a specific item
Desktop.....	Main screen with icons including the Windows® Start menu and the Windows® Taskbar displaying the computer's time
Right-click.....	One click of the right mouse button while pointing at a specific item
Double-click.....	Two clicks in rapid succession of the left mouse button while pointing at a specific item
Field.....	Place for entering data such as a textbox
Icon.....	Small graphic representing a program or document
Start Button.....	Button with the word "Start" at beginning of Windows® Taskbar
Start Menu.....	Windows® program menu with button that says 'Start', usually in the left bottom corner of the screen
System Tray.....	End part of the Windows® Taskbar known as the SysTray with small icons representing some of the running programs, also displaying the computer's time
Taskbar.....	Component of the Windows® Desktop used to display running programs including the Windows® Start button and System Tray

### Price tag Pro™ Terminology

The terms listed below are Price tag Pro™ concepts that every Price tag Pro™ user should become familiar with.

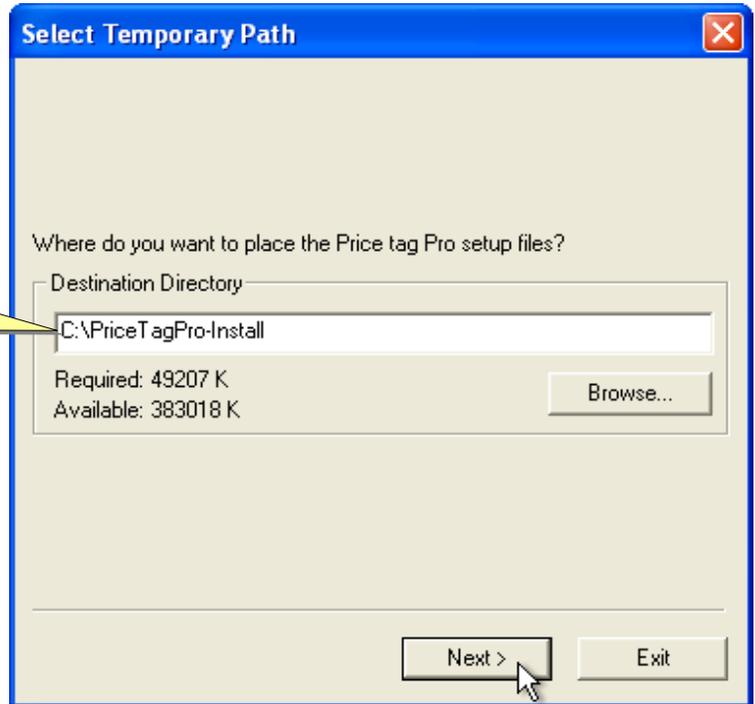
Client Database.....	MS Access database where all tag, quote, and order data is stored
Clone Tag.....	Process of duplicating a price tag for use as a template for a new custom tag or tag resulting from this process
Custom Catalog.....	Product catalog developed by your store of items not listed in the Price tag Pro™ product database
Custom Tag.....	Price tag based on custom entry; item not listed in product database
Customize Tag.....	Customization feature for changing database listed tag information
EZ Quote.....	Custom quotation generated from Price tag Pro™ listing multiple items
PDF.....	File format used for all Price tag Pro™ generated tags, quotes, and orders; viewed and printed
Print Queue.....	Place where pending print jobs are stored until batch printing is run
Product Database.....	MS Access database where all Price tag Pro™ product information is stored including product features, dimensions, and UMRP/Prices
Store Priced Items.....	Products that you've already priced using Price tag Pro™
Update.....	Process of updating Price tag Pro™ product database
Upgrade.....	Process of upgrading Price tag Pro™ software programs
Tag Template.....	PTZ file that provides Price tag Pro™ a design specification for a printed price tag
Tag Price.....	Price of a Price tag Pro™ product as input by you

### III. Installation

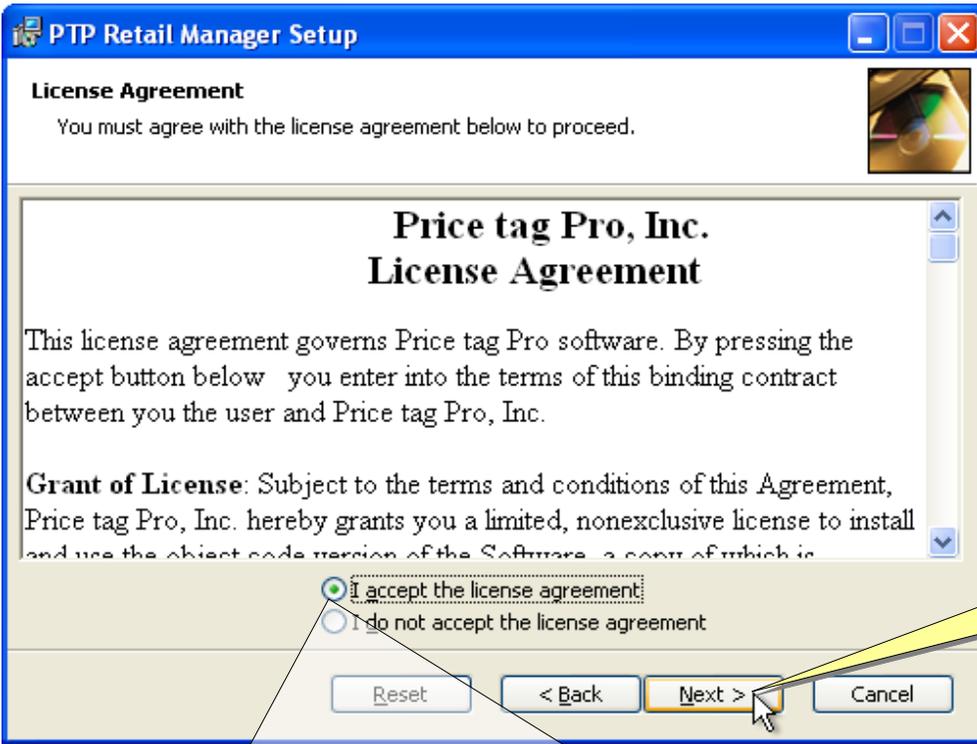
If you have a Price tag Pro™ installation CD, insert the Price tag Pro™ CD in your CD/DVD drive. Installation should begin automatically. If it does not, click on the Windows® 'Start' button, and click on 'Run'; type "**d:\setup.exe**", if 'D:' is your CD/DVD drive letter. Then click the 'OK' button.

If you are installing from a downloaded copy of Price tag Pro™, double-click on the file you downloaded, '**PricetagPro2\_0.exe**' or '**PricetagPro-Current.exe**'.

Choose a location for the installation files.  
The default path is **C:\PricetagPro-Install**



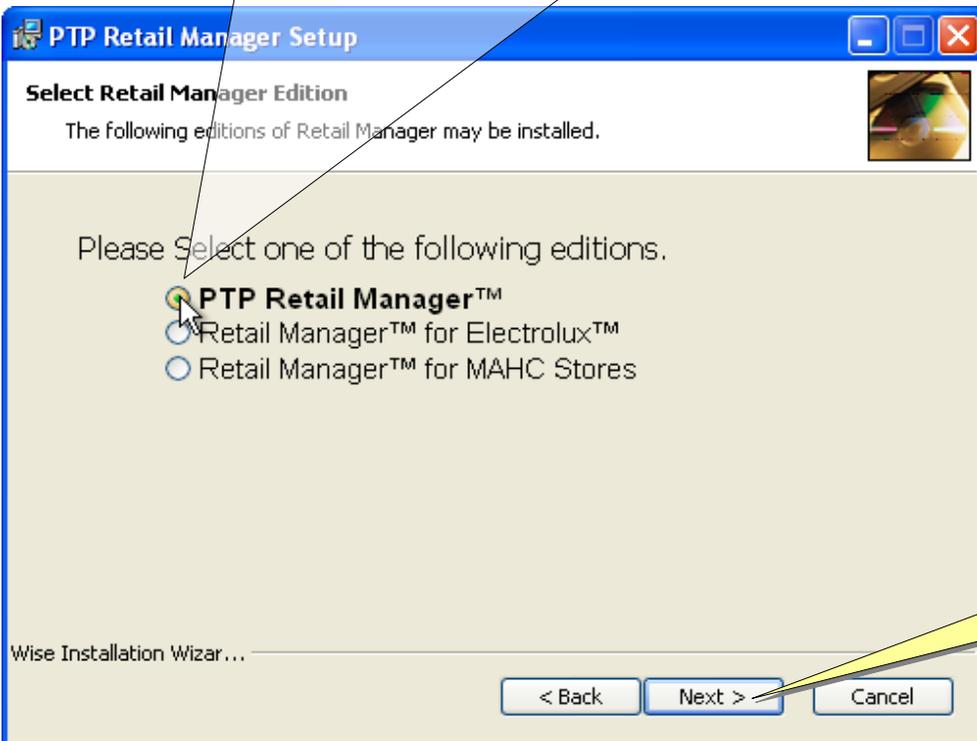
When the welcome screen appears, click 'Next' to begin the install.



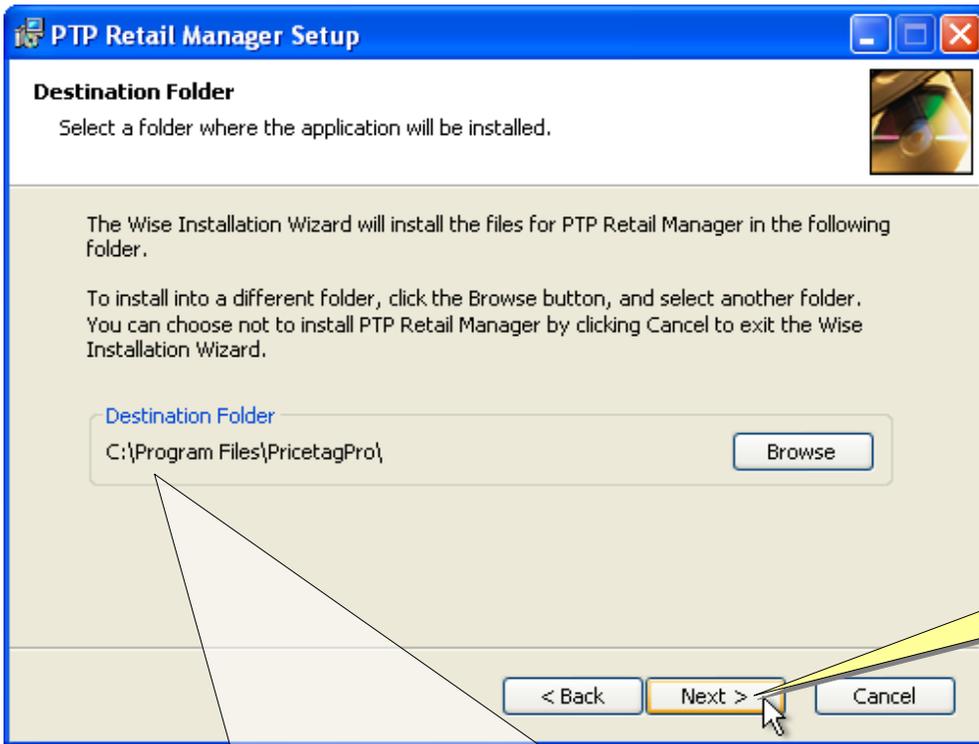
Click 'Next' to continue.

**Read the Price tag Pro, LLC License Agreement. This is a software license agreement between you and Price tag Pro, LLC. To install and use Price tag Pro™, you must accept the terms of the Price tag Pro™ software license by clicking the radio button labeled 'I accept the license agreement'.**

**By clicking the appropriate radio button you can select the Retail Manager Edition that suits your needs.**

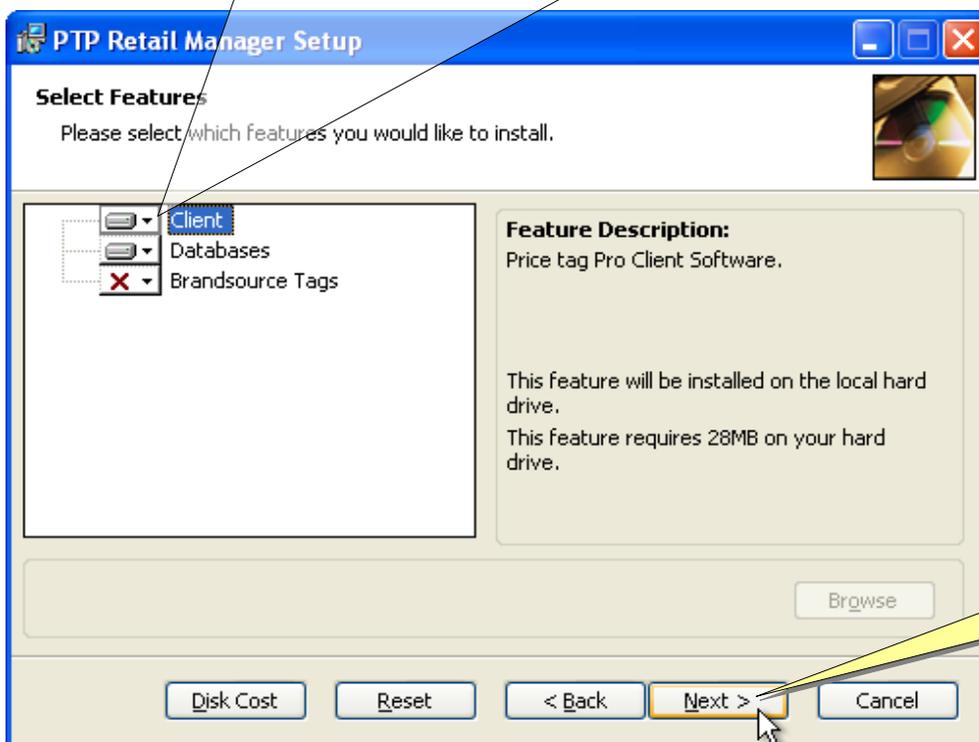


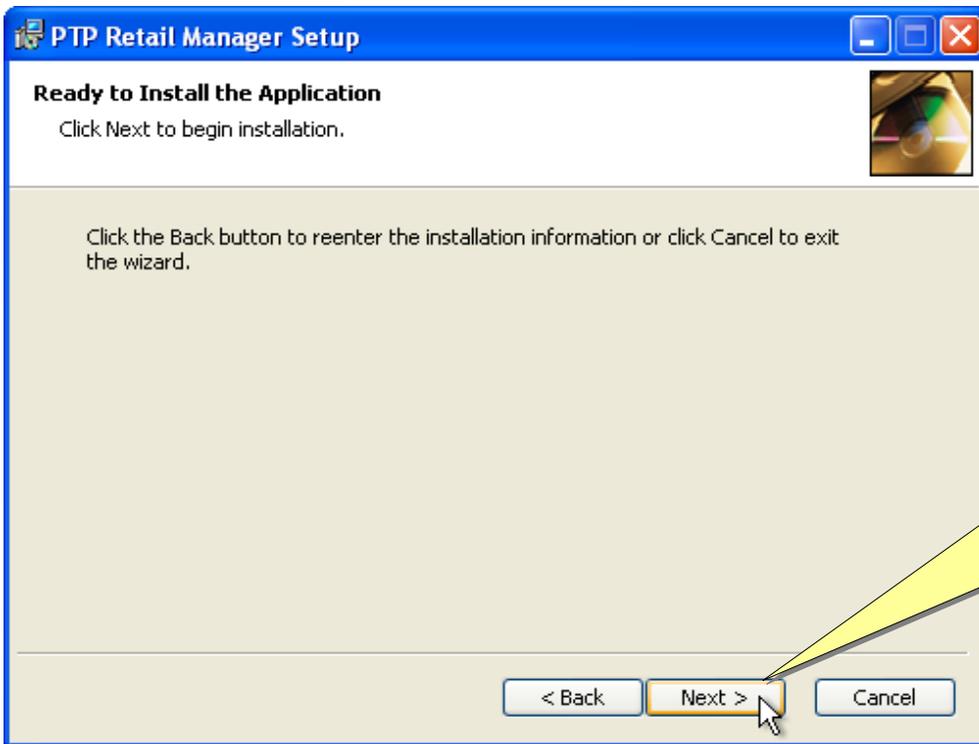
Click 'Next' to continue.



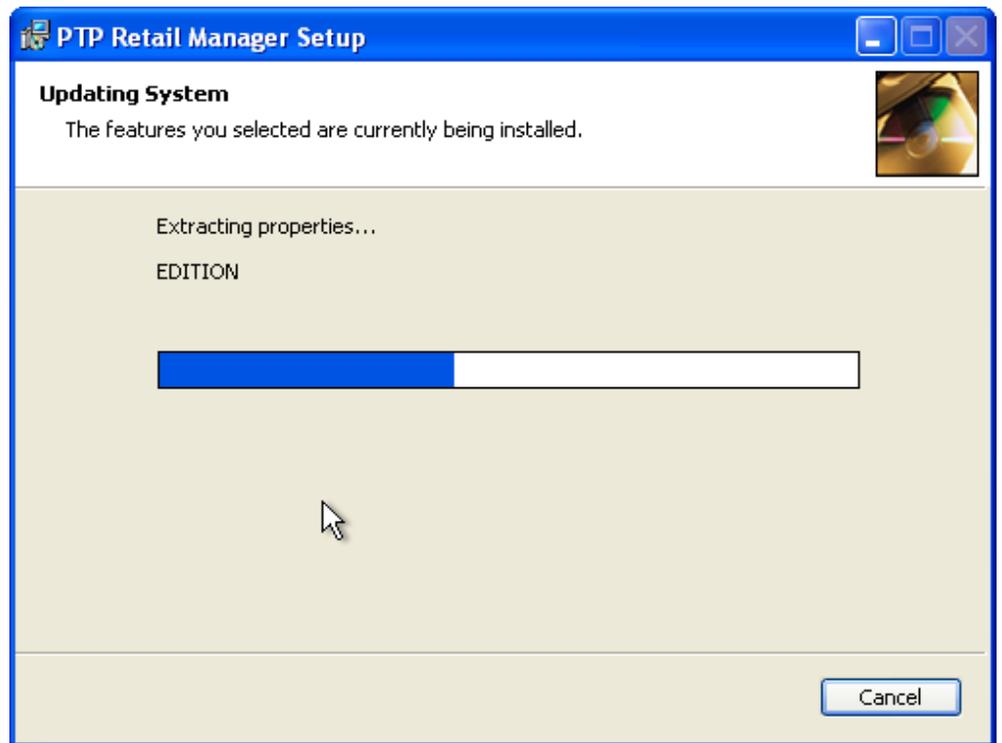
Choose where you would like to install Price tag Pro™.  
The default path is **C:\Program Files\PricetagPro**.

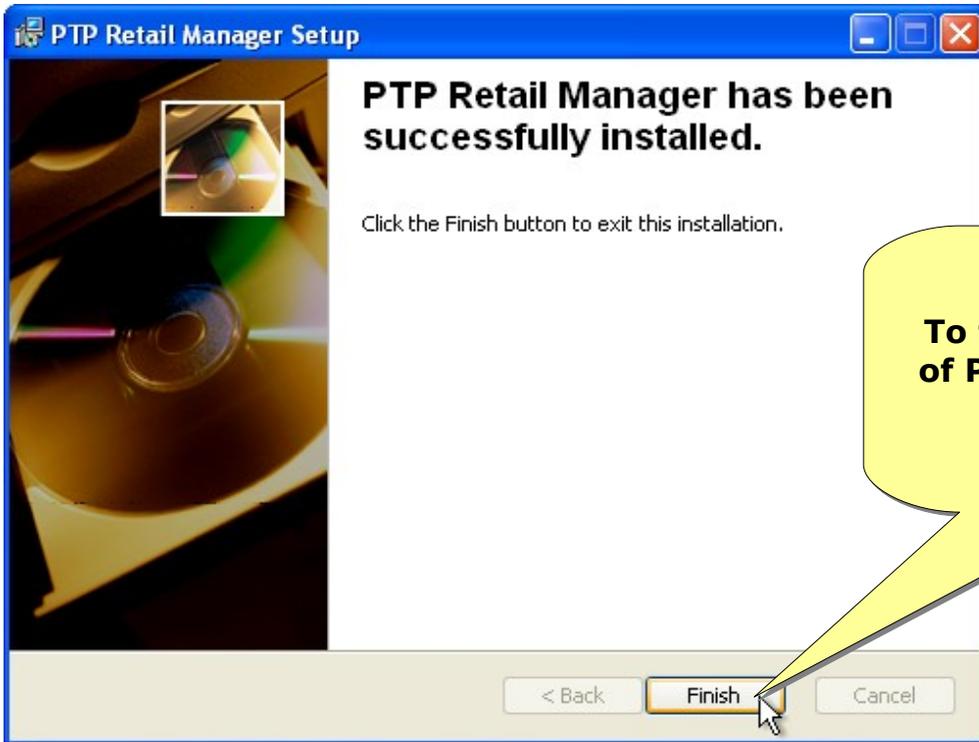
Choose your preferred setup options. The default options are suggested for most installations. Single-user and multi-user server installations should choose the default options. Multi-user client installations should choose only the **'Client'** option.





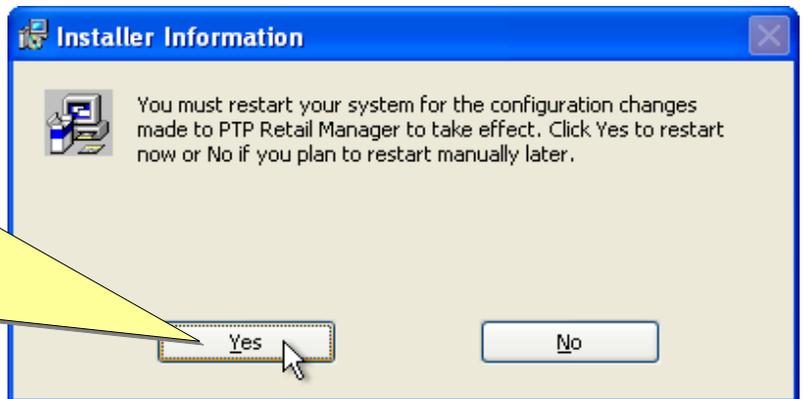
If you're satisfied with your previous selections, click 'Next' to to install Price tag Pro™.





To finish your installation of Price tag Pro™ click the **'Finish'** button.

Some installations may require a reboot depending on what version of Windows® you are running. Click **'Yes'** to reboot your computer.





PTP Retail  
Manager

Location: C:\Program Files\PricetagPro

## IV. Getting Started

Start Price tag Pro™ by double-clicking its desktop or Start menu icon.



Click on the 'OK' button to accept the default database location, **C:\Program Files\PricetagPro\Databases\**.

To browse your system for an alternate database path, use the '...' button before clicking 'OK'. *Multi-user network installations require the same database path for each Price tag Pro™ client including the server.*

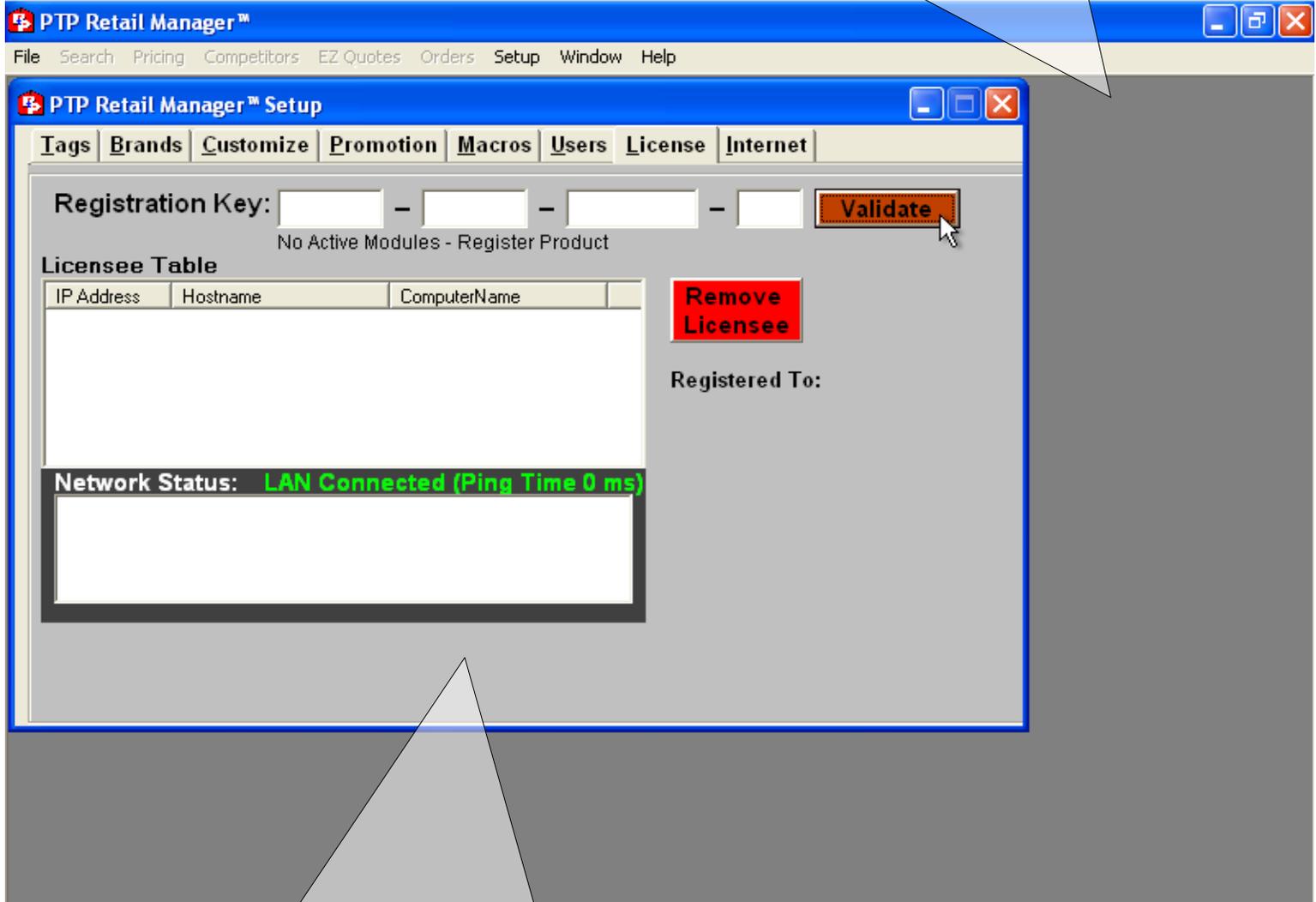


The program version number is displayed in the upper-right corner. The version should be 2.4.239 or higher.

Click 'Login' to continue.

Log in to Price tag Pro™ using the default Administrator login, 'admin' with the password, 'admin'. Login and Password are case-insensitive.

Once logged in, you will see the main Price tag Pro™ program interface. This screen is called the multiple document interface (MDI). All Price tag Pro™ functions will be windowed within the MDI.



The Setup screen will automatically appear when the program is first run. Continue to the next section for help with setup and configuration.

## V. License Activation

Type in the your registration key. Fill in each of the four fields.

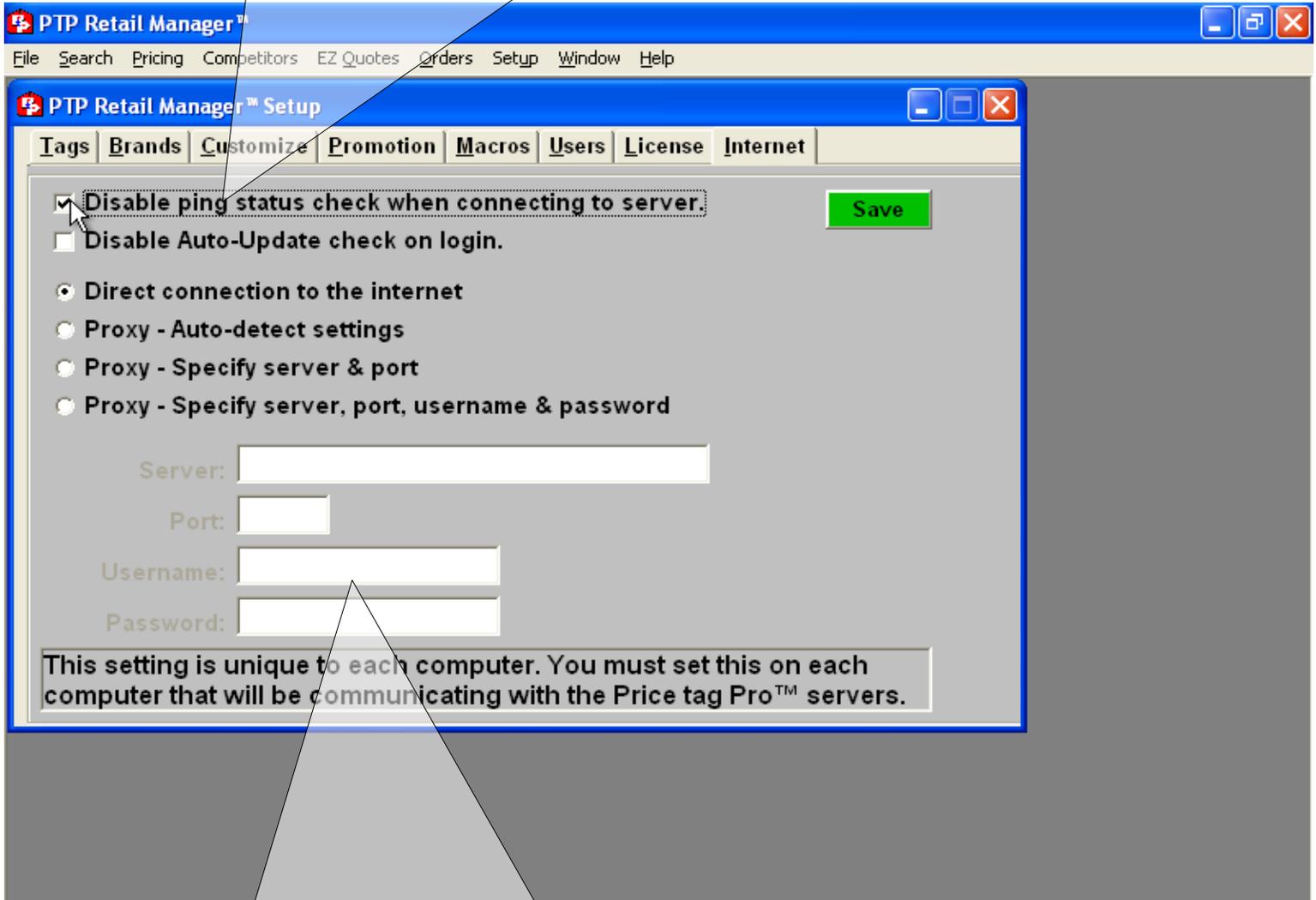
Click the '**Validate**' button to activate your Price tag Pro™ license.

The screenshot shows the 'PTP Retail Manager Setup' window with the 'License' tab selected. The 'Registration Key' field is divided into four input boxes containing 'PTP05', 'XXXXX', 'XXXXXX', and 'XX'. A 'Validate' button is to the right. Below the key fields, it says 'Active Modules: Appliances, Consumer Electronics, Custom'. A 'Licensee Table' contains one entry with IP 10.0.2.15 and Hostname JOESMITH. A 'Network Status' box shows 'LAN Connected (Ping Time 0 ms)' and a log entry '20:31 Validating registration key PTP05-XXXXXXXXXX'. A 'Remove Licensee' button is present. The 'Registered To' section lists contact information for Joe Smith at Smith Company. At the bottom, a message reads 'Key PTP05-X XXXXX-XXXXXX-XX Registered'.

If a message appears that says '**Registration Key Invalid**', there is at least one error in the registration key you've entered. Double-check what you've entered. If a message appears stating '**License Validation Failed**', try clicking 'Validate' again. If failure continues, try several more attempts waiting several minutes between each attempt.

If a screen briefly pops up stating 'LAN Disconnected', and the Price tag Pro™ 'License' screen says, 'Please connect to the Internet and try again', you need to connect to your Internet provider, and attempt to validate your license again once you're online.

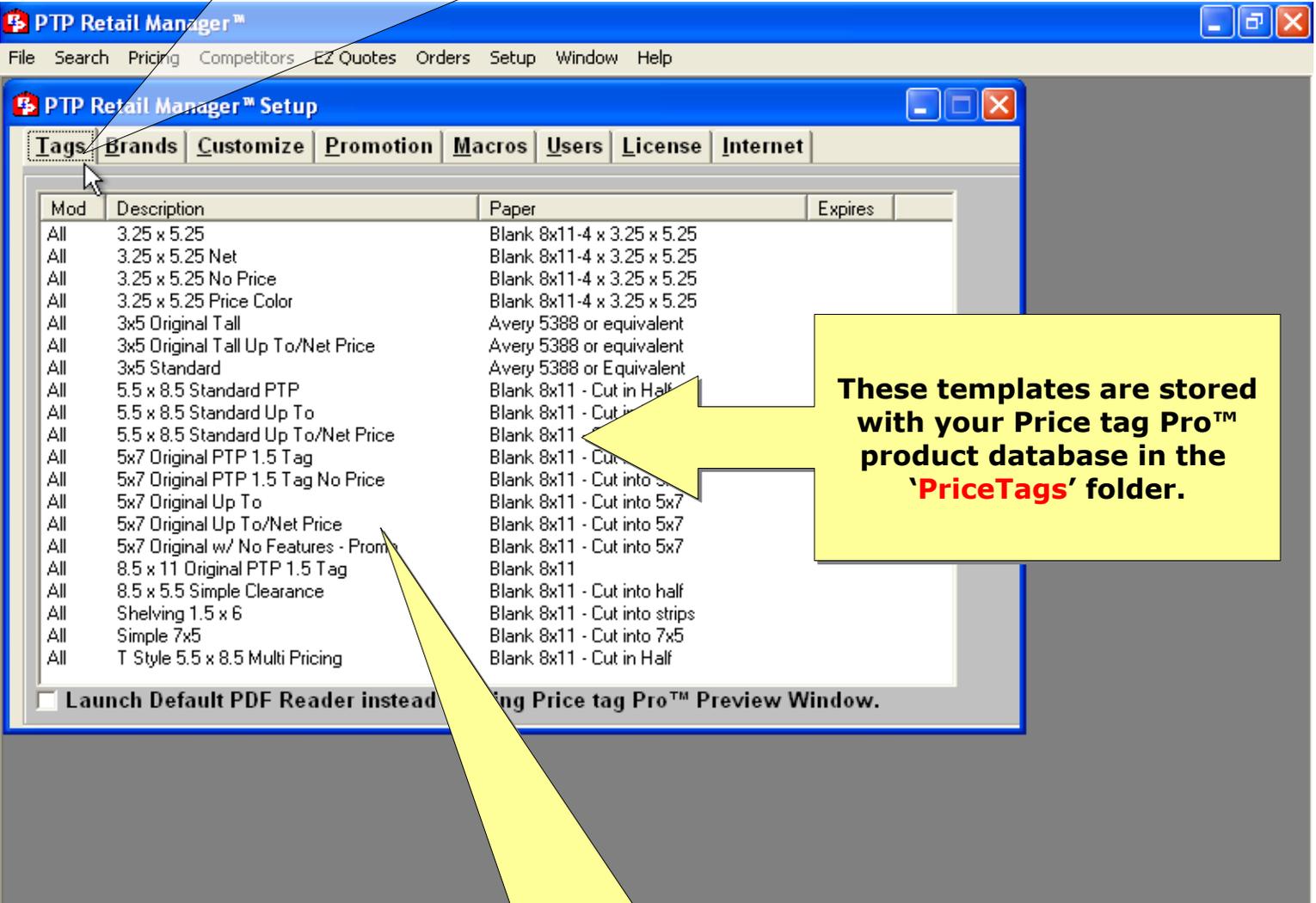
If the Price tag Pro™ Updater screen says 'LAN Disconnected' and the Price tag Pro™ 'License' tab says, 'Please connect to the Internet and try again', and you're certain you're already online, it's likely your Internet connection or firewall has denied the ICMP communication protocol, used for ping. To resolve this problem have your network or firewall administrator enable ICMP for the host '[secure.pricetagpro.com](http://secure.pricetagpro.com)'. — If this is impossible (or undesirable), the Price tag Pro™ Update Installer can be configured to bypass the preliminary "ping" check. Click on the 'Internet' tab and place a check in the 'Disable ping status check when connecting to server' checkbox, and click on the 'Save' button. Click the 'License' tab to attempt license activation again.



If the Price tag Pro™ Updater says, "Validating registration key XXXXX-XXXXX-XXXXXX-XX", but immediately or after 45 seconds, the Price tag Pro™ 'License' screen says, "ERROR-No Server", you probably have a proxy server or transparent proxy server. Click on the 'Internet' tab and enter applicable proxy settings. Check with your network administrator if you're uncertain. Click the 'License' tab to attempt license activation again. If your key is successfully validated, you will see a message that says, 'Registration Key XXXXX-XXXXX-XXXXXX-XX Validated'. Furthermore, your computer will be listed as a licensee in the 'Licensee Table'. Your Price tag Pro™ installation is now configured and ready to use.

## VI. Configuration

From the Price tag Pro™ Setup menu, click on the '**Tags**' tab. This tab lists all available Price tag Pro™ price tag templates loaded on your computer.



The screenshot shows the PTP Retail Manager Setup window with the 'Tags' tab selected. The window title is 'PTP Retail Manager™ Setup'. The menu bar includes 'File', 'Search', 'Pricing', 'Competitors', 'EZ Quotes', 'Orders', 'Setup', 'Window', and 'Help'. The 'Tags' tab is active, displaying a table of price tag templates. A yellow callout box points to the table with the text: 'These templates are stored with your Price tag Pro™ product database in the **'PriceTags'** folder.' Another yellow callout box at the bottom points to the table with the text: '**'Double-click'** on any listed tag to open its options screen.'

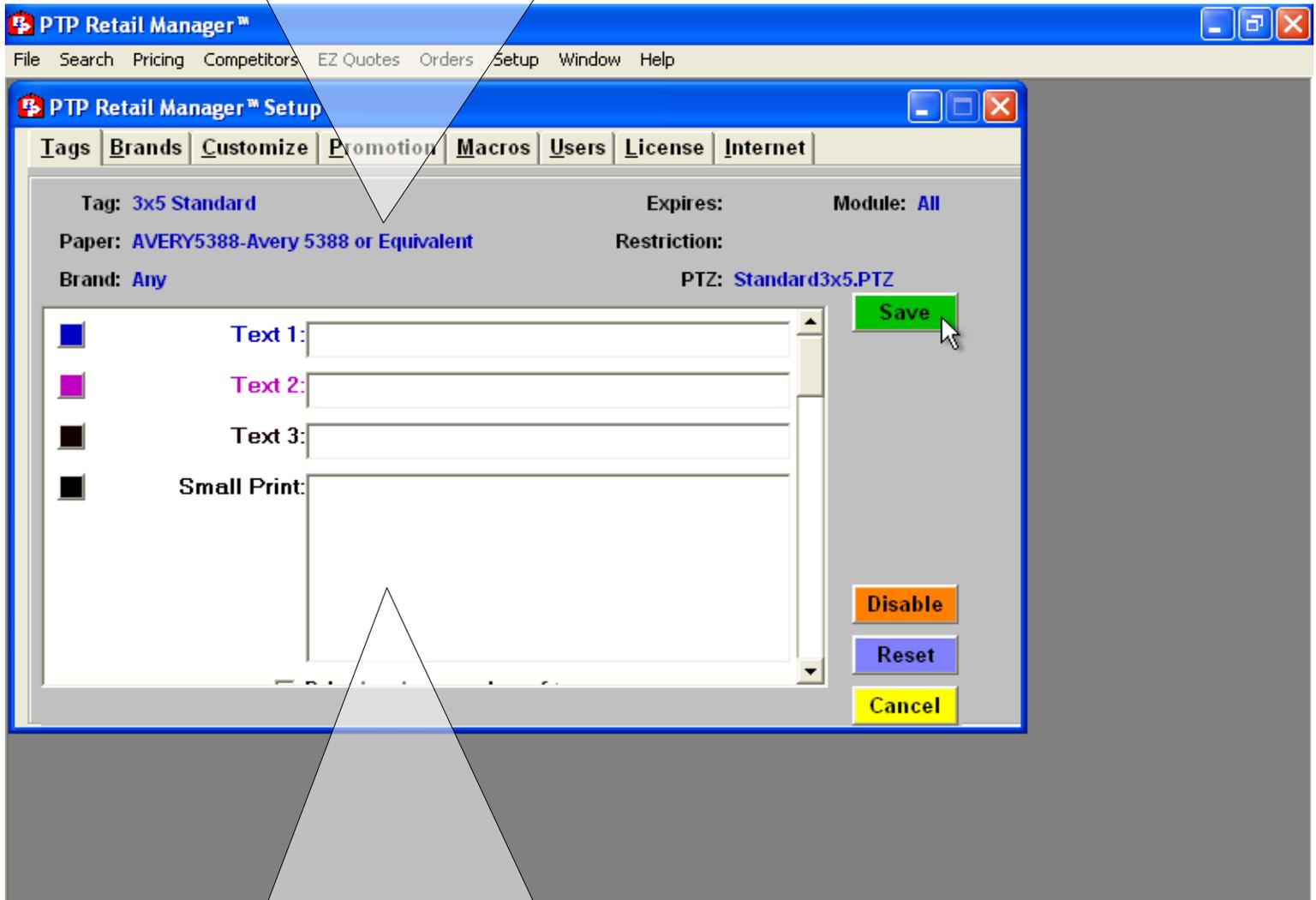
Mod	Description	Paper	Expires
All	3.25 x 5.25	Blank 8x11-4 x 3.25 x 5.25	
All	3.25 x 5.25 Net	Blank 8x11-4 x 3.25 x 5.25	
All	3.25 x 5.25 No Price	Blank 8x11-4 x 3.25 x 5.25	
All	3.25 x 5.25 Price Color	Blank 8x11-4 x 3.25 x 5.25	
All	3x5 Original Tall	Avery 5388 or equivalent	
All	3x5 Original Tall Up To/Net Price	Avery 5388 or equivalent	
All	3x5 Standard	Avery 5388 or Equivalent	
All	5.5 x 8.5 Standard PTP	Blank 8x11 - Cut in Half	
All	5.5 x 8.5 Standard Up To	Blank 8x11 - Cut in Half	
All	5.5 x 8.5 Standard Up To/Net Price	Blank 8x11 - Cut in Half	
All	5x7 Original PTP 1.5 Tag	Blank 8x11 - Cut into 5x7	
All	5x7 Original PTP 1.5 Tag No Price	Blank 8x11 - Cut into 5x7	
All	5x7 Original Up To	Blank 8x11 - Cut into 5x7	
All	5x7 Original Up To/Net Price	Blank 8x11 - Cut into 5x7	
All	5x7 Original w/ No Features - Prom	Blank 8x11 - Cut into 5x7	
All	8.5 x 11 Original PTP 1.5 Tag	Blank 8x11	
All	8.5 x 5.5 Simple Clearance	Blank 8x11 - Cut into half	
All	Shelving 1.5 x 6	Blank 8x11 - Cut into strips	
All	Simple 7x5	Blank 8x11 - Cut into 7x5	
All	T Style 5.5 x 8.5 Multi Pricing	Blank 8x11 - Cut in Half	

Launch Default PDF Reader instead of opening Price tag Pro™ Preview Window.

**'Double-click'** on any listed tag to open its options screen.

Fill in any of the listed fields. Whatever information you enter will be automatically input each time you price an item using this tag.

Leave blank fields that you would like to fill in each time you're pricing.



Click the colored square to the left of any of the tag fields to customize the color of that printed item.

Click the '...' button to select the Store Logo or Promo Logo, if present. These logos will be printed on every item priced with this tag template. Some price tag templates do not include logo inclusion.

Click '**Reset**' to revert the tag to its blank configuration.

Click '**Cancel**' to exit without saving.

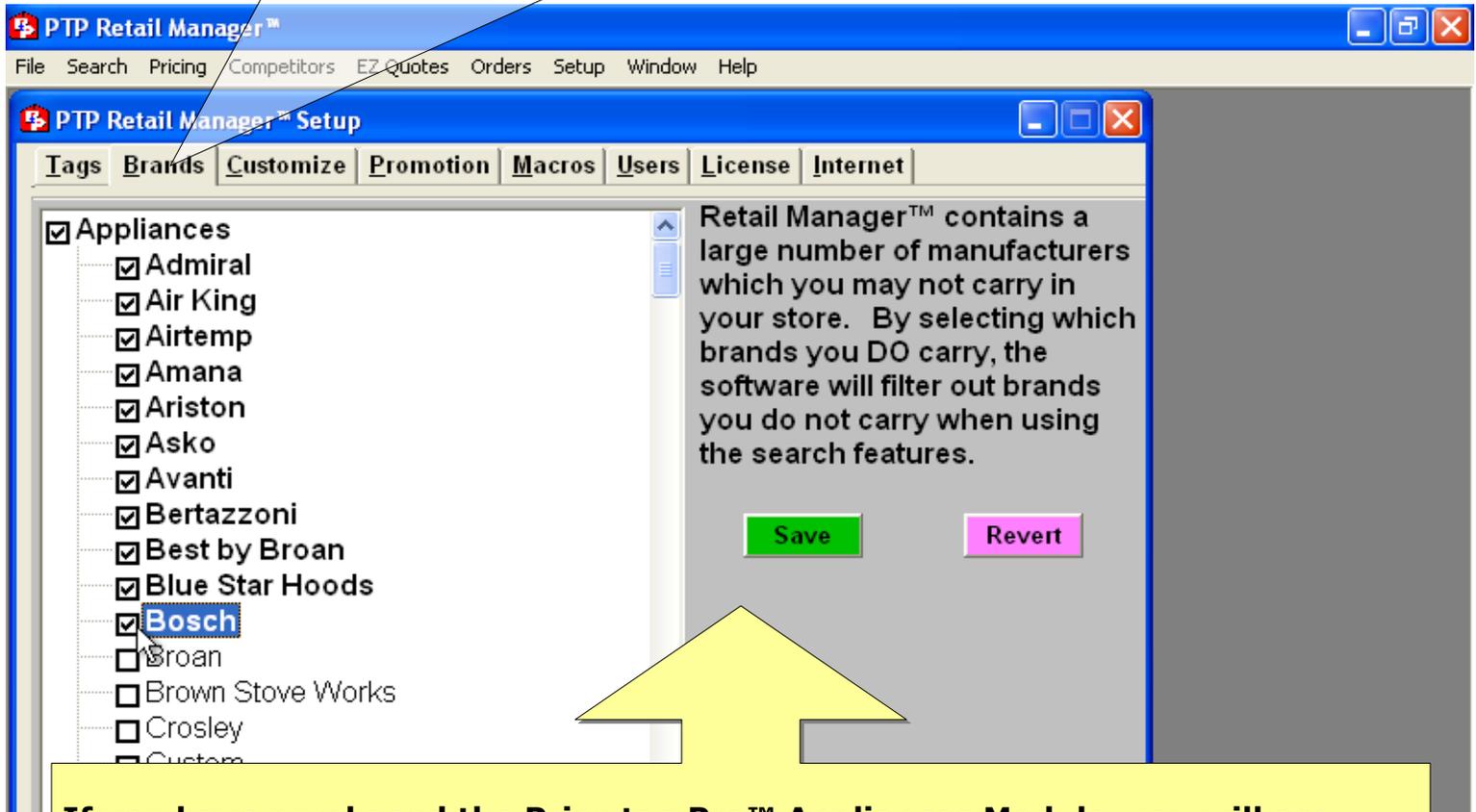
Click '**Save**' to save the tag defaults.

From the Price tag Pro™ Setup menu, click on the 'Brands' tab and check only the brands your store carries.

Click 'Save' to save your selections.

Click 'Revert' to undo any immediate changes.

All Price tag Pro™ search results will be limited to the brands you select.



If you have purchased the Price tag Pro™ Appliances Module, you will see a list of appliance manufacturers and brands.

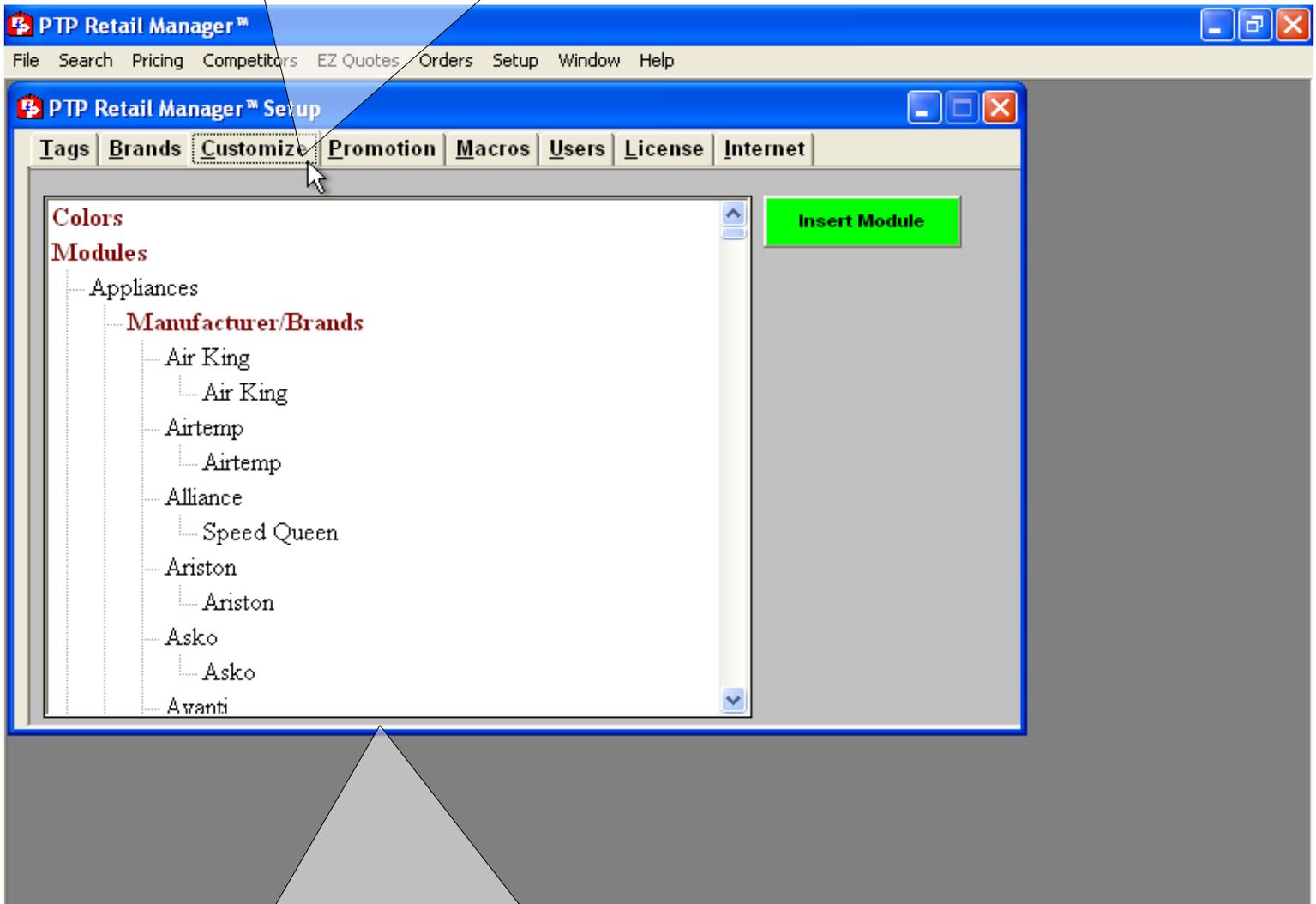
If you have purchased the Price tag Pro™ Consumer Electronics Module, you will see a list of consumer appliance manufacturers and brands.

If you have purchased the Price tag Pro™ Appliances and Consumer Electronics Modules, you will see a list of appliance manufacturers and brands under the 'Appliances' heading, and you will see a second list of consumer electronics manufacturers and brands under the 'Consumer Electronics' heading.

Price tag Pro™ periodically adds new brands to its product database, but new brands will not be selected automatically in your Setup.

Check this screen periodically for new catalogs.

From the Price tag Pro™ Setup menu, click on the 'Customize' tab. This feature is used for adding and editing custom product categories, manufacturers, and brands; configuring a categorical hierarchy for each product group composed of major categories, sub-categories, and tertiary categories, if applicable; and customizing the graphic logos for each preloaded brand or custom brand. Each brand listed in Price tag Pro's™ product database is supplied with a graphic logo, though the logo can be replaced with a custom logo using this interface.

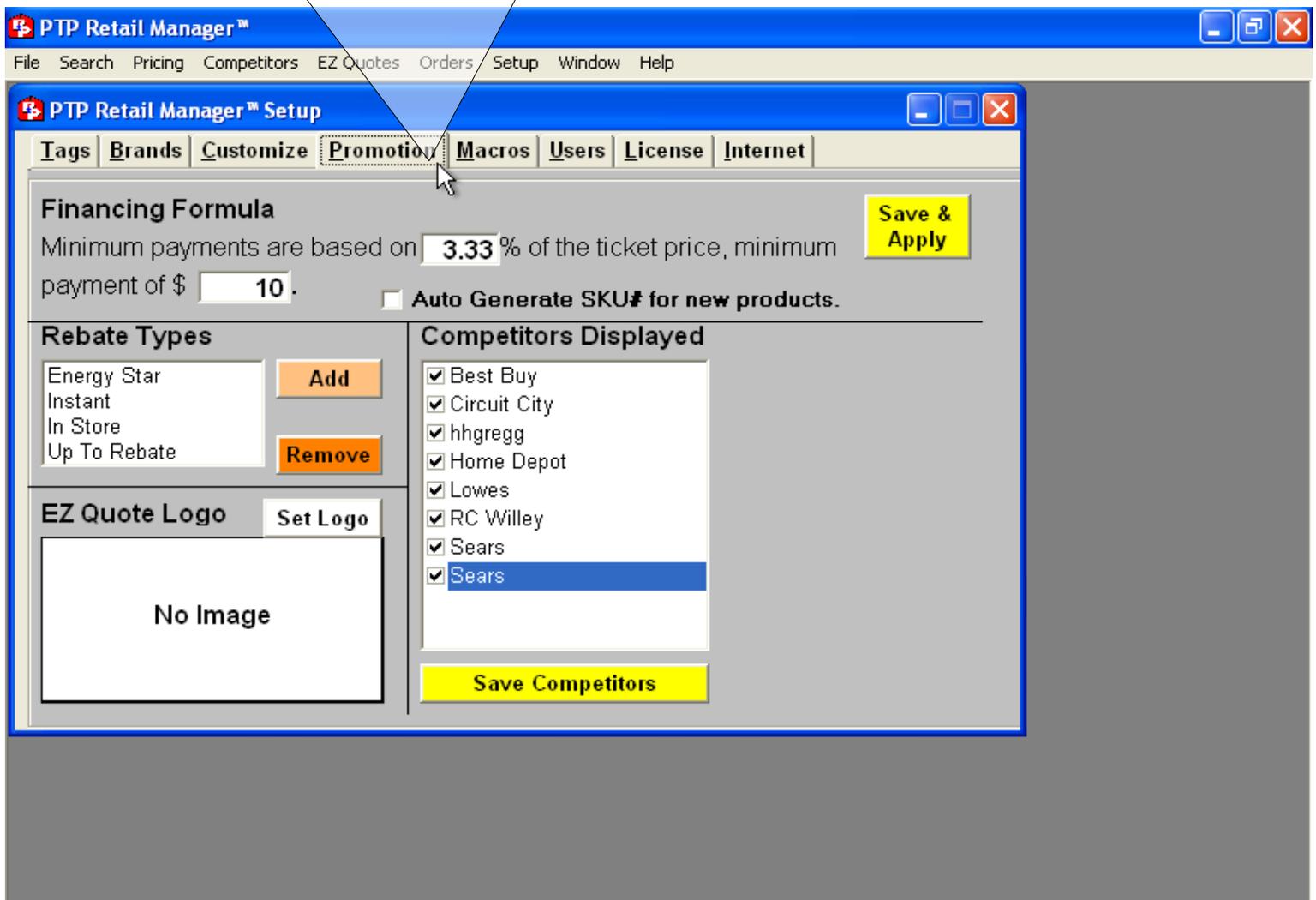


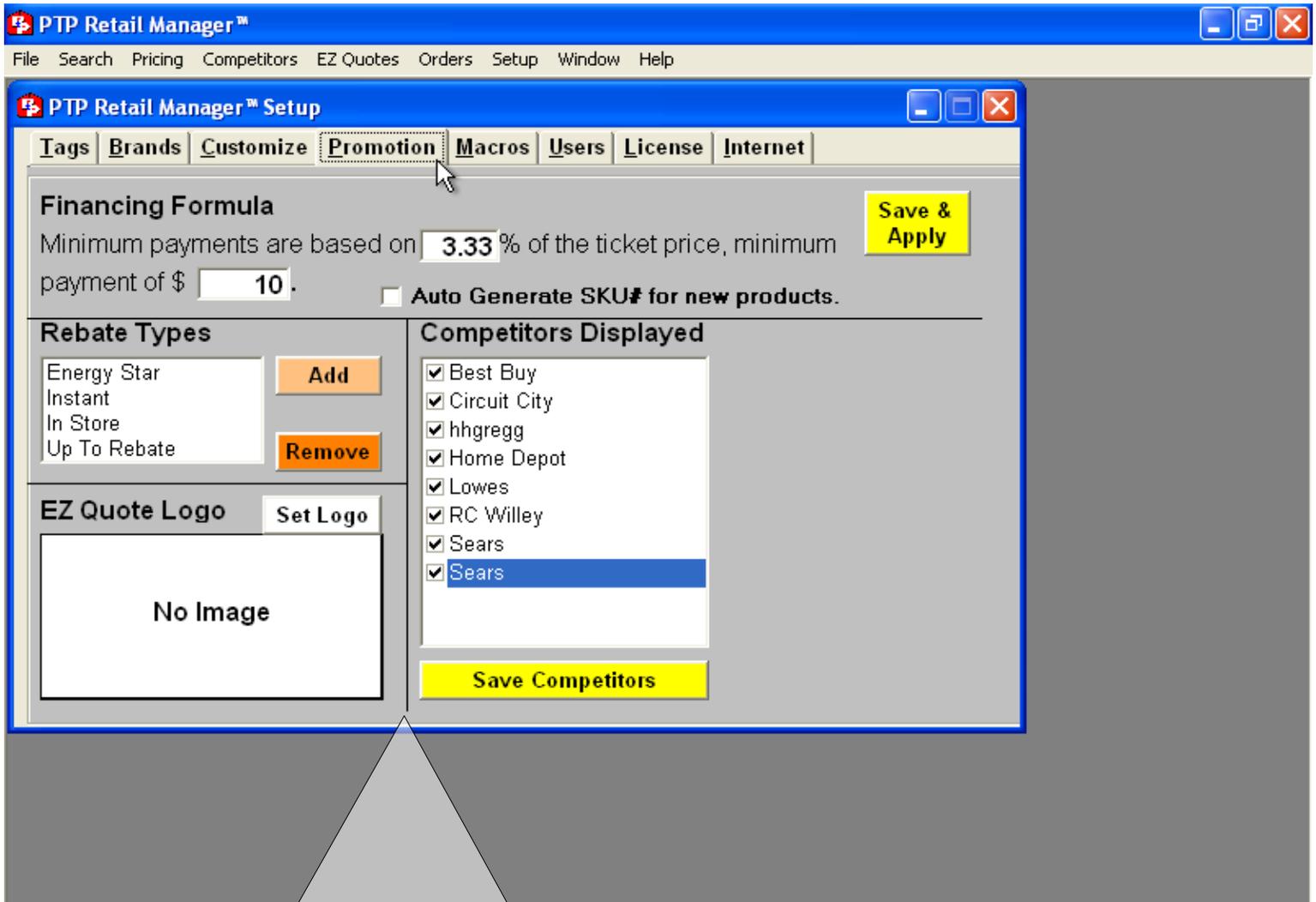
For more information on using this feature, see the Custom Catalog section of this document.

From the Price tag Pro™ Setup menu, click on the '**Promotion**' tab. Enter your store's GECAF®-based financing formula. GECAF®-based financing calculates a minimum monthly financing rate based on a percentage of the total cost, so long as that percentage exceeds the minimum payment value. To disable automatic financing calculation, enter "0" for both financing values.

Click '**Save & Apply**' to save changes.

Check the '**Auto Generate SKU# for new products**' option to automatically generate a random SKU for every tag as it's priced. If you leave the option unchecked, random SKU generation is optional as each tag is priced.





Defaults rebate types include **“INSTANT REBATE”**, **“ENERGY STAR”**, **“IN STORE”** and **“UP TO REBATE”**. Click the **‘Add’** button to add additional rebate types your store offers.

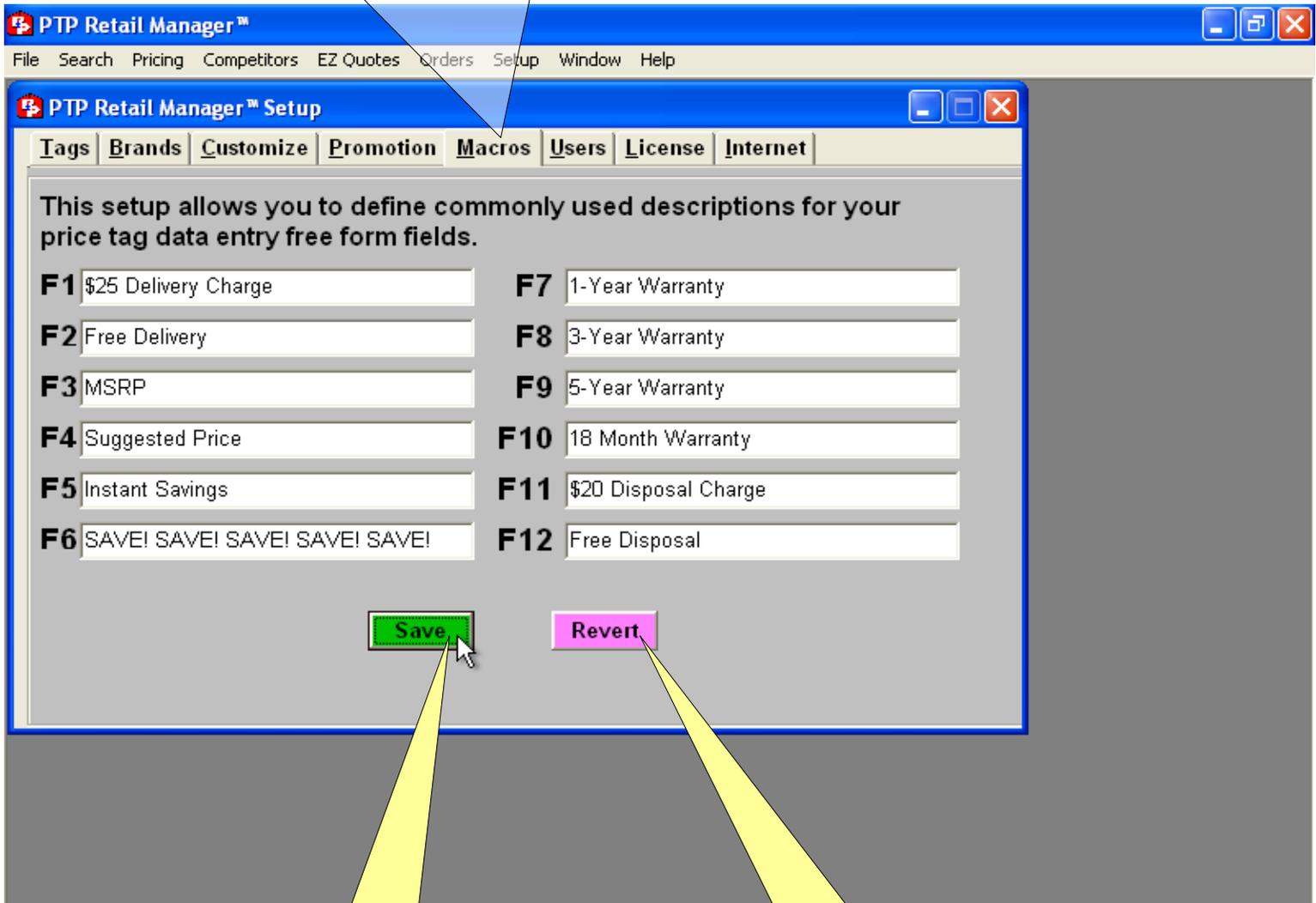
To remove a listed rebate type, click on it from the list of rebate types, and click the **‘Remove’** button. Note: When rebate types are removed, tags using those rebate types will preserve the rebate information as a custom rebate.

To set the EZ Quote Logo, click the **‘Set Logo’** button and set the path to your graphic.

To use competitors on pricetags, check the competitors that will be displayed and click the **‘Save Competitors’** button.

From the Price tag Pro™ Setup menu, click on the 'Macros' tab.

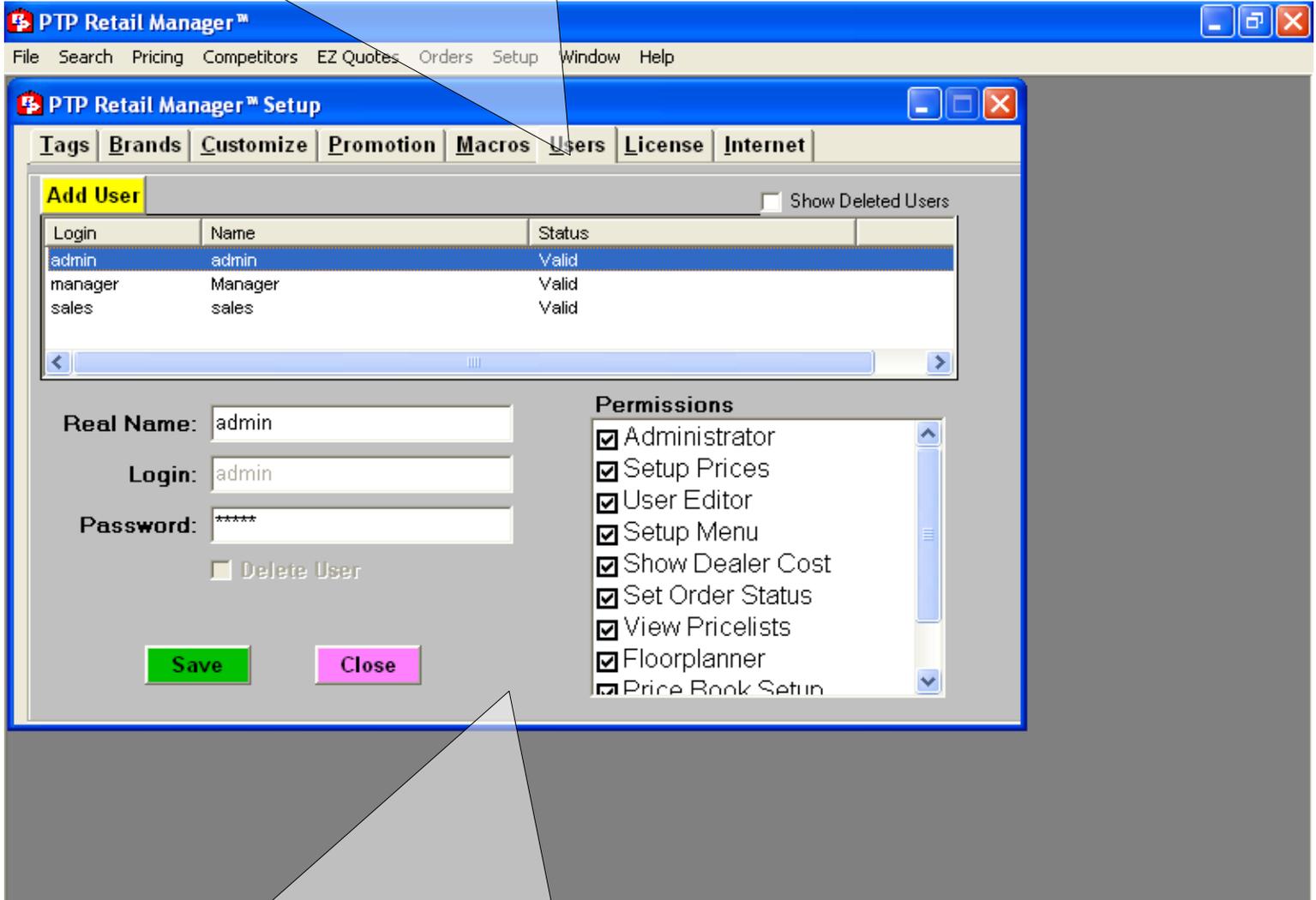
Simply stated, macros are shortcut keys. The 'F1' through 'F12' fields represent the F1 through F12 keys on your keyboard. When pricing an item or preparing a quote, press F1 on your keyboard to automatically input what you have assigned to the 'F1' macro.



Click 'Save' to save your changes

or click 'Revert' to undo any immediate changes.

From the Price tag Pro™ Setup menu, click on the 'Users' tab.



Click on the "admin" user to display the user's information. This is the administrator account and cannot be deleted.

Change the Administrator password from its default, "admin". Click 'Save' to apply changes. Click 'Revert' to undo current changes. Record your "admin" password for safekeeping.

Click the 'Add User' button to add a new user. Type in the "Real Name", "Login", and "Password". Assign only necessary privileges to this user by clicking in the applicable checkboxes. Click 'Save' to create the new user's account.

User accounts should be created without unnecessary privileges. We also suggest you create a "manager" account with 'Setup Prices' and 'User Editor' privileges.

## VII. Product Search

Open Price tag Pro™ and log in. Click on '**Search**' in the menu bar. The Product Search window will appear.

PTP Retail Manager™

File Search Pricing Competitors EZ Quotes Orders Setup Window Help

PTP Retail Manager™ Product Search

Search Area: Appliances

Model#

Feature:

Category: Air Conditioner

Sub-Category: Any Sub-Category

Manufacturer: Any Manufacturer

Brand: Any Brand

Color: Any Color

Energy Source: Any Type

Max Price: 0

Max Height: 0

Max Width: 0

Sales Floor

Floor Planner

Update Prices

Print Queue

Compare

Select All

Select None

Model#	Brand	Color	Description	Price	MAP/UMRP
SHN					

From the '**Search Area**' drop-down menu, select the type of search that you want to run. Choose from '**Appliances**', '**Consumer Electronics**', or '**Store Priced Items**'. '**Appliances**' and '**Consumer Electronics**' will only be present if you have subscribed to each or both modules.

**Model Search** - Enter a specific model number or partial model number in the "Model #" field, and click 'Search'. If a specific matching model number exists, the model's 'Price' window will appear. If multiple model numbers match, those models will be listed at the bottom of the window.

**Feature Search** - Type in a specific feature term or terms in the "Feature" text field. Click 'Search' to perform the search.

**Category Search** - Choose a product category from the "Category" drop-down menu. Then refine your search by selecting additional criteria such as Sub-Category, Manufacturer, Brand, Color, Energy Source, Max Price, Max Height, and Max Width. Click 'Search' to perform the search.

**Manufacturer and/or Brand Search** - Limit the search to a particular manufacturer or brand.

**Color Search** - Limit the search to a particular color.

**Energy Source** - Limit the search to a particular energy source such as Electric, Energy Star, Natural Gas, etc.

The screenshot shows the PTP Retail Manager Product Search window. The search area is set to 'Appliances'. The search results are for 'Air Conditioner' with 528 items returned. The results table lists various models from the brand 'Fedders' in white, including room air conditioners and window units.

Model#	SKU	Brand	Color	Description	Price	MAP/JMRP
<input type="checkbox"/> A3X05F2B		Fedders	White	Room Air Conditioners		\$1
<input type="checkbox"/> A1A07W2B		Fedders	White	Room Air Conditioners "a...		
<input type="checkbox"/> A1A10W2C		Fedders	White	Room Air Conditioners "a...		
<input type="checkbox"/> A1A10W7B		Fedders	White	Room Air Conditioners "a...		
<input type="checkbox"/> A1B12W7B		Fedders	White	Room Air Conditioners "a...		
<input type="checkbox"/> A1K32E7B		Fedders	White	Room Air Conditioner "k" ...		
<input type="checkbox"/> A1V05S2B		Fedders	White	Room Air Conditioners "v"...		
<input type="checkbox"/> A1V08S2D		Fedders	White	Room Air Conditioners "v"...		
<input type="checkbox"/> A1V10S2C		Fedders	White	Room Air Conditioners "v"...		
<input type="checkbox"/> A1V10S2B		Fedders	White	Room Air Conditioners "v"...		

PTP Retail Manager™

File Search Pricing Competitors EZ Quotes Orders Setup Window Help

PTP Retail Manager™ Product Search

Search Area: Appliances

Model#

Feature:

Category: Dishwasher Sub-Category: Built In

Manufacturer: Any Manufacturer Brand: Any Brand

Color: Black Energy Source: Any Type

Max Price: 0 Max Height: 0 Max Width: 0

Searching for Dishwasher, Built In, Black.  
210 Items Returned

Model#	SKU	Brand	Color	Description	Price	MAP/UMRP
<input type="checkbox"/> G894SCIB		Miele Appliances	Black	Touchtronic Dishwasher		\$1399
<input type="checkbox"/> GBD742RJB		Gibson	Black	Gibson Dishwasher		
<input type="checkbox"/> GBD755RJB		Gibson	Black	Gibson Built In Dishwasher		
<input type="checkbox"/> <b>GLD2250RDB</b>		<b>Frigidaire</b>	<b>Black</b>	<b>Frigidaire Gallery 24" B...</b>	<b>\$349</b>	
<input type="checkbox"/> <b>GLD2440REB</b>		<b>Frigidaire</b>	<b>Black</b>	<b>Frigidaire Gallery 24" B...</b>	<b>\$399</b>	
<input type="checkbox"/> GLD2450RDB		Frigidaire	Black	Dishwasher 24" Built In		
<input type="checkbox"/> <b>GLD3450RDB</b>		<b>Frigidaire</b>	<b>Black</b>	<b>Frigidaire Gallery Multi...</b>	<b>\$499</b>	
<input type="checkbox"/> GLD4100LBB		General Electric	Black	GE® Tall Tub Built-in Dish...		\$349
<input type="checkbox"/> GLD4300LBB		General Electric	Black	GE® Tall Tub Built-in Dish...		\$379
<input type="checkbox"/> GLD5500LBB		General Electric	Black	GE® Tall Tub Built-in Dish...		\$399

Sales Floor  
Floor Planner

Update Prices  
Print Queue  
Compare  
Select All  
Select None

Models with available rebates are displayed in **green**. MAP prices are shown in **red**. UMRP prices are shown in **blue**. Low and/or High Range price are shown in **black**.

Prices are shown in **black**.

Max Price search is available only for items with completed tag price information. The Price Tag Pro™ product database does not preload tag prices for your store.

Click on any column header to ascending sort the results by that column. Click on the same column header to switch sort to descending order.

Double-click on any item listed to open its **'price'** window.

**Model Search** - Enter a specific model number or partial model number in the "Model #" field, and click 'Search'. If a specific matching model number exists, the model's 'Price' window will appear. If multiple model numbers match, those models will be listed at the bottom of the window.

**Feature Search** - Type in a specific feature term or terms in the "Feature" text field. Click 'Search' to perform the search.

**Category Search** - Choose a product category from the "Category" drop-down menu. Then refine your search by selecting additional criteria such as Sub-Category, Brand, Max Price, Max Height, and Max Width. Click 'Search' to perform the search.

The screenshot shows the PTP Retail Manager Product Search window. The search area is set to 'Consumer Electronics'. The 'Search' button is highlighted with a green box and a mouse cursor. Below the search filters, the status indicates 'Searching for DVD. 453 Items Returned'. A table of results is displayed with columns for Model#, SKU, Brand, Description, Price, and MAP/UMRP. The table lists various DVD players and systems from brands like Sony, Panasonic, Pioneer, and Mitsubishi.

Model#	SKU	Brand	Description	Price	MAP/UMRP
<input type="checkbox"/> CMT-DV2D		Sony	DVD Micro System		\$230
<input type="checkbox"/> CMT-SV2D		Sony	DVD Micro System		\$180
<input type="checkbox"/> DMR-ES20K		Panasonic	Progressive-scan DVD Recorder		\$200
<input type="checkbox"/> DMR-ES45VS		Panasonic	Progressive Scan DVD Recorder With Built ...		\$300
<input type="checkbox"/> DVR-640H-S		Pioneer	DVD Recorder With 160gb HDd		\$399
<input type="checkbox"/> DV-393-S		Pioneer	DVD Player Featuring Jpeg/mp3 Playback		\$79
<input type="checkbox"/> DV-490V-S		Pioneer	Advanced DVD Player		
<input type="checkbox"/> DV-59AVI		Pioneer	DVD Player With Multi-channel DVD Audio ...		\$1000
<input type="checkbox"/> DV-79AVI		Pioneer	Elite DVD-audio And Sacd Player		\$1000
<input type="checkbox"/> DD6050		Mitsubishi	Mitsubishi DVD Player		
<input type="checkbox"/> DD8050		Mitsubishi	Mitsubishi DVD Player		
<input type="checkbox"/> DVSP1000		Onkyo	Onkyo DVD Player		

PTP Retail Manager™

File Search Pricing Competitors EZ Quotes Orders Setup Window Help

PTP Retail Manager™ Product Search

Search Area: Appliances

Model#

Feature:

Category: Air Conditioner

Sub-Category: Any Sub-Category

Manufacturer: Any Manufacturer

Brand: Any Brand

Color: Any Color

Energy Source: Any Type

Max Price: 0

Max Height: 0

Max Width: 0

Search

Clear

Close

Sales Floor

Floor Planner

Update Prices

Print Queue

Compare

Select All

Select None

Searching for Air Conditioner.  
528 Items Returned

Model#	SKU	Brand	Color	Description	Price	MAP/UMRP
<input type="checkbox"/>	A3X05F2B	Fedders	White	Room Air Conditioners		\$1
<input type="checkbox"/>	A1A07W2B	Fedders	White	Room Air Conditioners "a...		
<input type="checkbox"/>	A1A10W2C	Fedders	White	Room Air Conditioners "a...		
<input type="checkbox"/>	A1A10W7B	Fedders	White	Room Air Conditioners "a...		
<input type="checkbox"/>	A1B12W7B	Fedders	White	Room Air Conditioners "a...		
<input type="checkbox"/>	A1K32E7B	Fedders	White	Room Air Conditioner "k" ...		
<input type="checkbox"/>	A1V05S2B	Fedders	White	Room Air Conditioners "v"...		
<input type="checkbox"/>	A1V08S2D	Fedders	White	Room Air Conditioners "v"...		
<input type="checkbox"/>	A1V10S2C	Fedders	White	Room Air Conditioners "v"...		
<input type="checkbox"/>	A1V10S2A	Fedders	White	Room Air Conditioners "v"...		

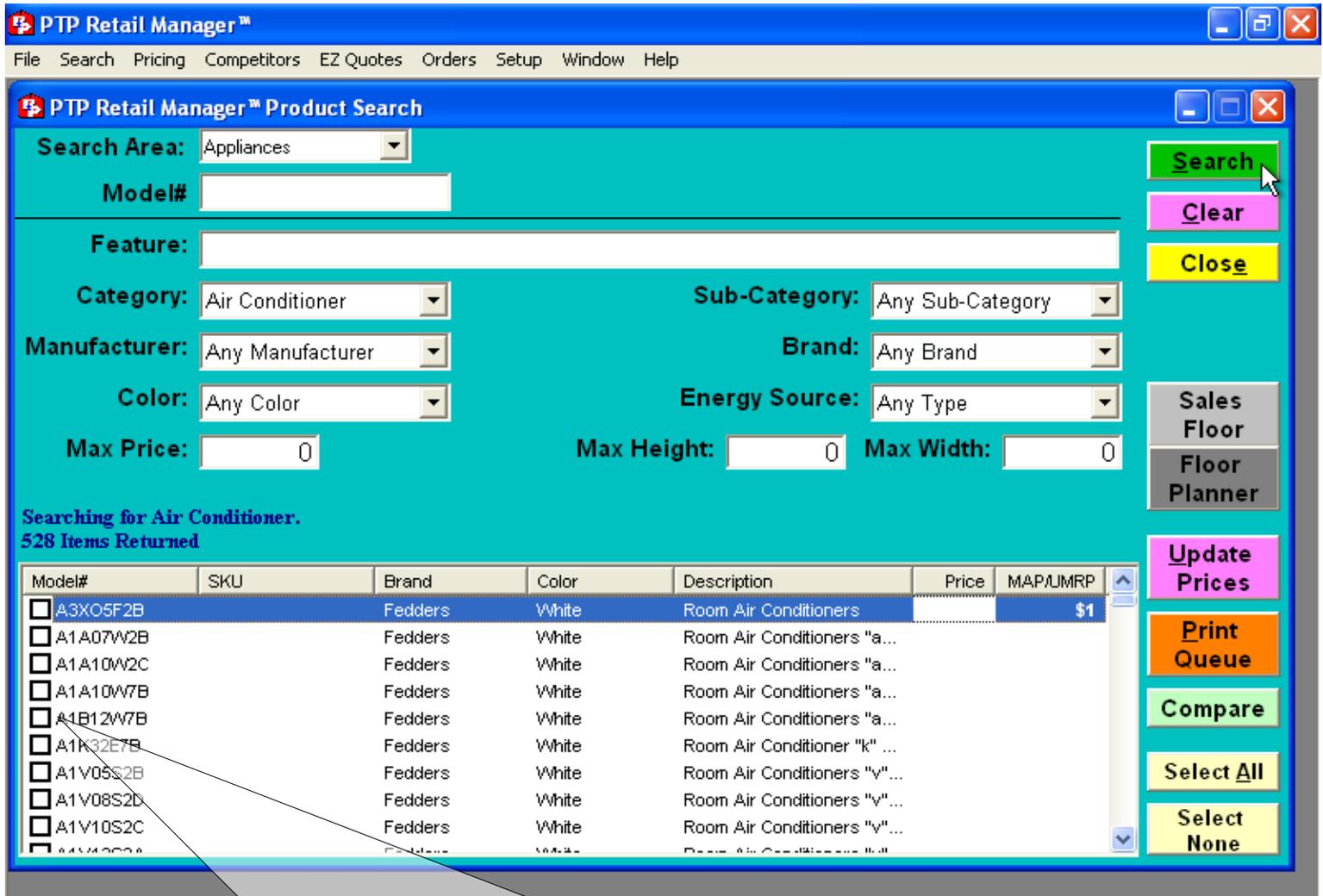
Models with available rebates are displayed in **green**. MAP prices are shown in **red**. UMRP prices are shown in **blue**. Low and/or High Range price are shown in **black**.

Prices are shown in **black**.

Max Price search is available only for items with completed tag price information. The Price Tag Pro™ product database does not preload tag prices for your store.

Click on any column header to ascending sort the results by that column. Click on the same column header to switch sort to descending order.

Double-click on any item listed to open its 'price' window.



## Multiple Tags

Click on **'Search'** in the menu bar. The Product Search window will appear. From the **'Search Area'** drop-down menu, select the type of search that you want to run. Choose from **'Appliances'**, **'Consumer Electronics'**, or **'Store Priced Items'**. **'Appliances'** and **'Consumer Electronics'** will only be present if you have subscribed to each or both modules.

Select multiple items from your search results by placing checks each item's checkbox.

Click the **'Update Prices'** button.

Price each item in turn, choosing its price tag template and entering all tag information.

Click the **'Next'** button in the pricing screen to begin pricing the next item you selected.

When you have no tags left to price, the **'Next'** button will be grayed out.

Use the **'Back'** button to go back to items you've already passed.

When finished pricing, click **'Cancel'** to return to the search screen.

Click **'Close'** when finished.

Store Price Items are products that your store has already priced in the Price tag Pro™ system. Click on 'Search' in the menu bar. The Product Search window will appear.

From the 'Search Area' drop-down menu, choose 'Store Priced Items'.

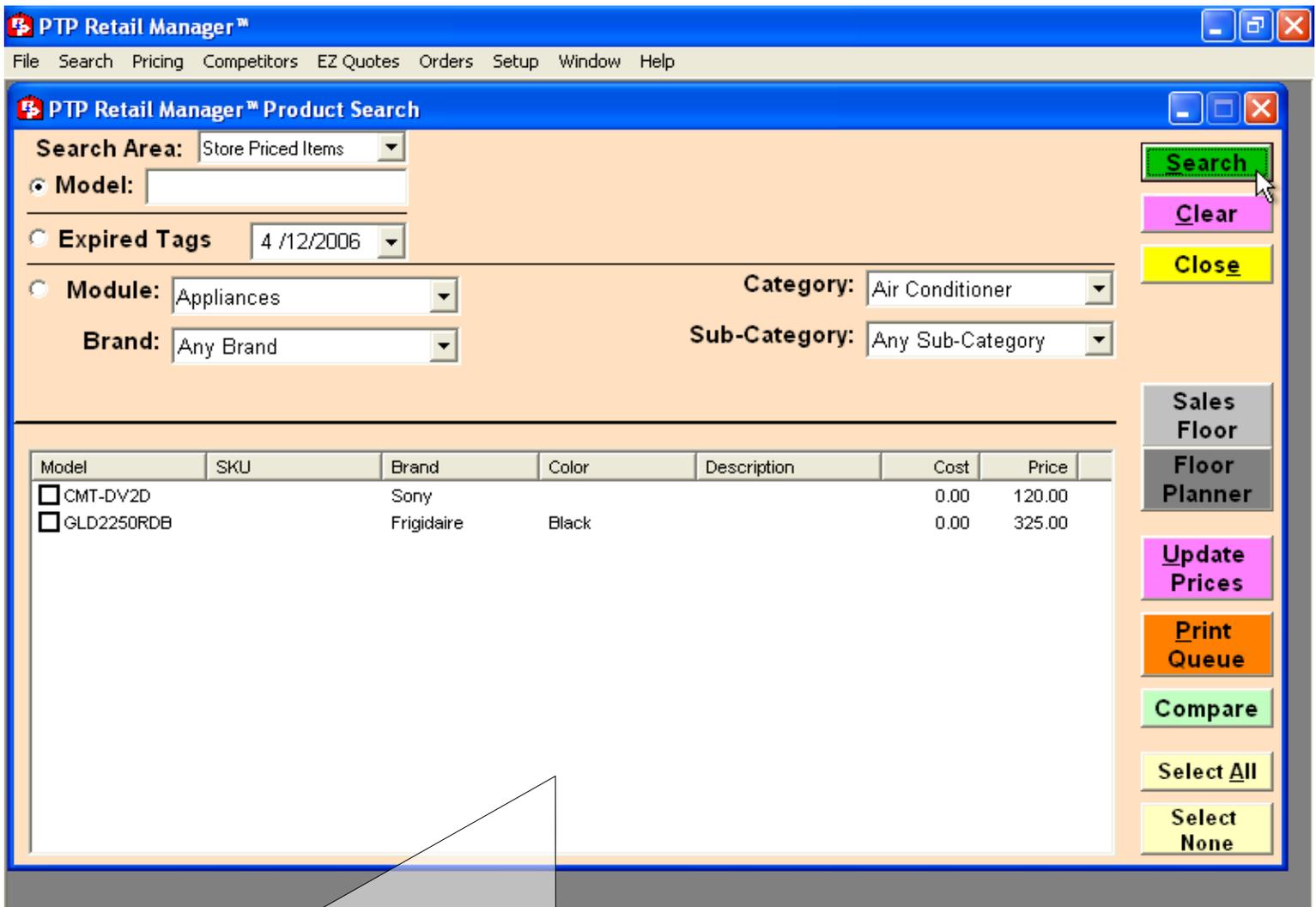
Enter search criteria either by model number, tag expiration date, or by module, category, sub-category, and brand.

Click 'Search' to search for matching products. The list of models meeting your criteria will be displayed.

The screenshot shows the PTP Retail Manager Product Search window. The search area is set to 'Store Priced Items'. The search criteria are: Model (empty), Expired Tags (4/12/2006), Module (Appliances), Brand (Any Brand), Category (Air Conditioner), and Sub-Category (Any Sub-Category). The search results table is as follows:

Model	SKU	Brand	Color	Description	Cost	Price
<input type="checkbox"/> CMT-DV2D		Sony			0.00	120.00
<input type="checkbox"/> GLD2250RDB		Frigidaire	Black		0.00	325.00

Buttons on the right side of the window include: Search, Clear, Close, Sales Floor, Floor Planner, Update Prices, Print Queue, Compare, Select All, and Select None.



Click the checkbox to the left of each model you would like to update.

Click the '**Update Prices**' button to begin pricing.

The first '**Price**' window will appear. See the Pricing/Single Tag section of this document for help with the '**Pricing**' window.

Click '**Save**' to save your changes. If you selected multiple items, click '**Next**' to open the '**Pricing**' window for the second model you selected. Click '**Back**' to go back to a previous item you selected.

Follow this procedure until all selected models are priced.

When finished, click '**Cancel**' to return to the '**Product List Updates**' screen.

Click '**Close**' when finished.

## VIII. Pricing

### Single Tag

The '**Price** [**Manufacturer**] [**Model Number**]' (or '**Pricing**') window is displayed when you double-click on a specific model from your search results or if you search for a specific model number.

Initially the top portion contains a the model information, a features section, and a button on the top right that will link you to the online information regarding the chosen product.

The general information and features section includes:

- The brand and model number on the first line.
- The product's description on the second line.
- The category and sub-category (if applicable) on the third line.
- The 'Feature List' showing the listed product features in the order they will print. The number of features printed varies depending on tag template.

**Price tag Pro™ Price Setup Sony CMT-DV2D**

**Select Panel**

- Features
- Pricing**
- Competitor

**Sony CMT-DV2D**  
DVD Micro System  
DVD > Players

DVD Video Playback Micro System  
100 Watts Total System Power  
1 Disc DVD/VCD/CD/MP3 Player  
Dolby® Digital & dts® Compatible  
7 Preset Sound Fields  
Cassette Deck x1 built-in for legacy format  
CD-R/RW, DVD-R/RW compatibility  
Preset Sound Field x7  
2 Way Speaker System  
4 ¾" woofer unit x1 + 1 ½" Tweeter

**Pricing/Tagging**

SKU:

Store Price:

Payments:

Net Price:

**Rebates**

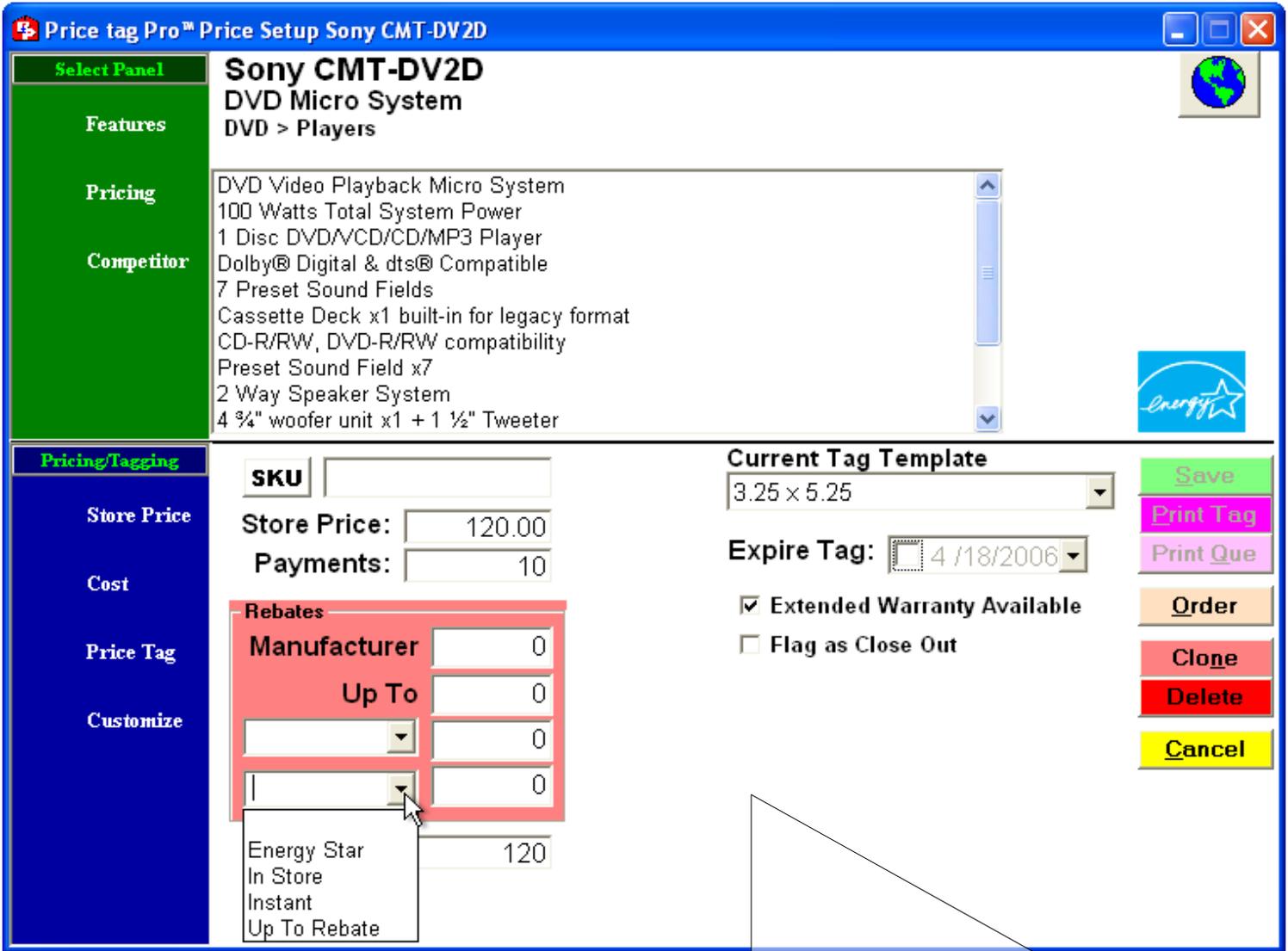
Manufacturer	Up To
<input type="text" value="0"/>	<input type="text" value="0"/>
<input type="text" value="0"/>	<input type="text" value="0"/>
<input type="text" value="0"/>	<input type="text" value="0"/>

Current Tag Template:

Expire Tag:

Extended Warranty Available  
 Flag as Close Out

Save  
Print Tag  
Print Que  
Order  
Clone  
Delete  
Cancel



Enter the **“Manufacturer”** rebate price, if applicable. This will be printed on your price tag. The rebate will not be subtracted from the printed tag price.

From the drop-down menus in the Rebates box, select any additional rebate types and enter the rebate values. These will be printed on your price tag if the tag template supports rebates.

Choose a date for this tag information to expire. If checked the expiration date may be printed as **“Expires MM/DD”** on your price tag. Additionally you can also use the expiration date as search criteria, for instance to re-price all items after a sale.

Click on the **“Extended Warranty Available”** checkbox if your store offers it.

At the top of the store pricing information, enter the **“PLU/SKU”** information, if any. This will be printed on your price tag in place of the product model number. Click the **‘SKU’** button to generate a random SKU number.

Price tag Pro™ can automatically generate random SKUs for your tags, if you enable the checkbox on the **‘Setup’** menu **‘Promotion’** tab.

**Price tag Pro™ Price Setup Sony CMT-DV2D**

**Select Panel**

- Features
- Pricing
- Competitor

**Sony CMT-DV2D**  
DVD Micro System  
DVD > Players

DVD Video Playback Micro System  
100 Watts Total System Power  
1 Disc DVD/VCD/CD/MP3 Player  
Dolby® Digital & dts® Compatible  
7 Preset Sound Fields  
Cassette Deck x1 built-in for legacy format  
CD-R/RW, DVD-R/RW compatibility  
Preset Sound Field x7  
2 Way Speaker System  
4 ¾" woofer unit x1 + 1 ½" Tweeter

**Pricing/Tagging**

- Store Price
- Cost**
- Price Tag
- Customize

**SKU** [ ]

Store Price: [ 120.00 ]

Payments: [ 10 ]

**Current Tag Template**  
3.25 x 5.25

Expire Tag: [ 4/18/2006 ]

Extended Warranty Available  
 Flag as Close Out

Rebates	
Manufacturer	[ 0 ]
Up To	[ 0 ]
[ ]	[ 0 ]
[ ]	[ 0 ]

Net Price: [ 120 ]

**Cost:** [ 0.00 ]  
**SPA:** [ 0 ]  
**Minimum Price:** [ 0.00 ]

Buttons: Save, Print Tag, Print Que, Order, Clone, Delete, Cancel

Click the '**Cost**' button, this is your store's cost for this product. If entered, the automatic margin calculator will be displayed next to "**Cost**" once the "**Tag Price**" is set. Dealer costs are hidden by default; to unhide them, uncheck the '**Hide Dealer Cost**' option in the '**Pricing**' menu.

Enter the "**Minimum Price**", this is the minimum sale price, or in other words, the absolute lowest price at which this item should be quoted to a customer.

Enter the "**Tag Price**". This is the printed tag price for this product, required for tag printing, price searching, or quotation.

If you entered dealer cost, you can enter "**Tag Price**" as a percentage such as "10%", thus marking up the cost by the percentage entered.

When using a '**Sale**' price tag template, you must enter the sale price in the price tag template section.

**Price tag Pro™ Price Setup Sony CMT-DV2D**

**Select Panel**

- Features
- Pricing
- Competitor

**Pricing/Tagging**

- Store Price
- Cost
- Price Tag
- Customize

**Sony CMT-DV2D**  
DVD Micro System  
DVD > Players

DVD Video Playback Micro System  
100 Watts Total System Power  
1 Disc DVD/VCD/CD/MP3 Player  
Dolby® Digital & dts® Compatible  
7 Preset Sound Fields  
Cassette Deck x1 built-in for legacy format  
CD-R/RW, DVD-R/RW compatibility  
Preset Sound Field x7  
2 Way Speaker System  
4 ¾" woofer unit x1 + 1 ½" Tweeter

**SKU**

**Store Price:**

**Payments:**

**Rebates**

<b>Manufacturer</b>	<input type="text" value="0"/>
<b>Up To</b>	<input type="text" value="0"/>
<input type="text"/>	<input type="text" value="0"/>
<input type="text"/>	<input type="text" value="0"/>

**Net Price:**

**Current Tag Template**

- 3.25 x 5.25
- 3.25 x 5.25**
- 3.25 x 5.25 Net
- 3.25 x 5.25 No Price
- 3.25 x 5.25 Price Color
- 3x5 Original Tall
- 3x5 Original Tall Up To/Net Price
- 3x5 Standard
- 5.5 x 8.5 Standard PTP

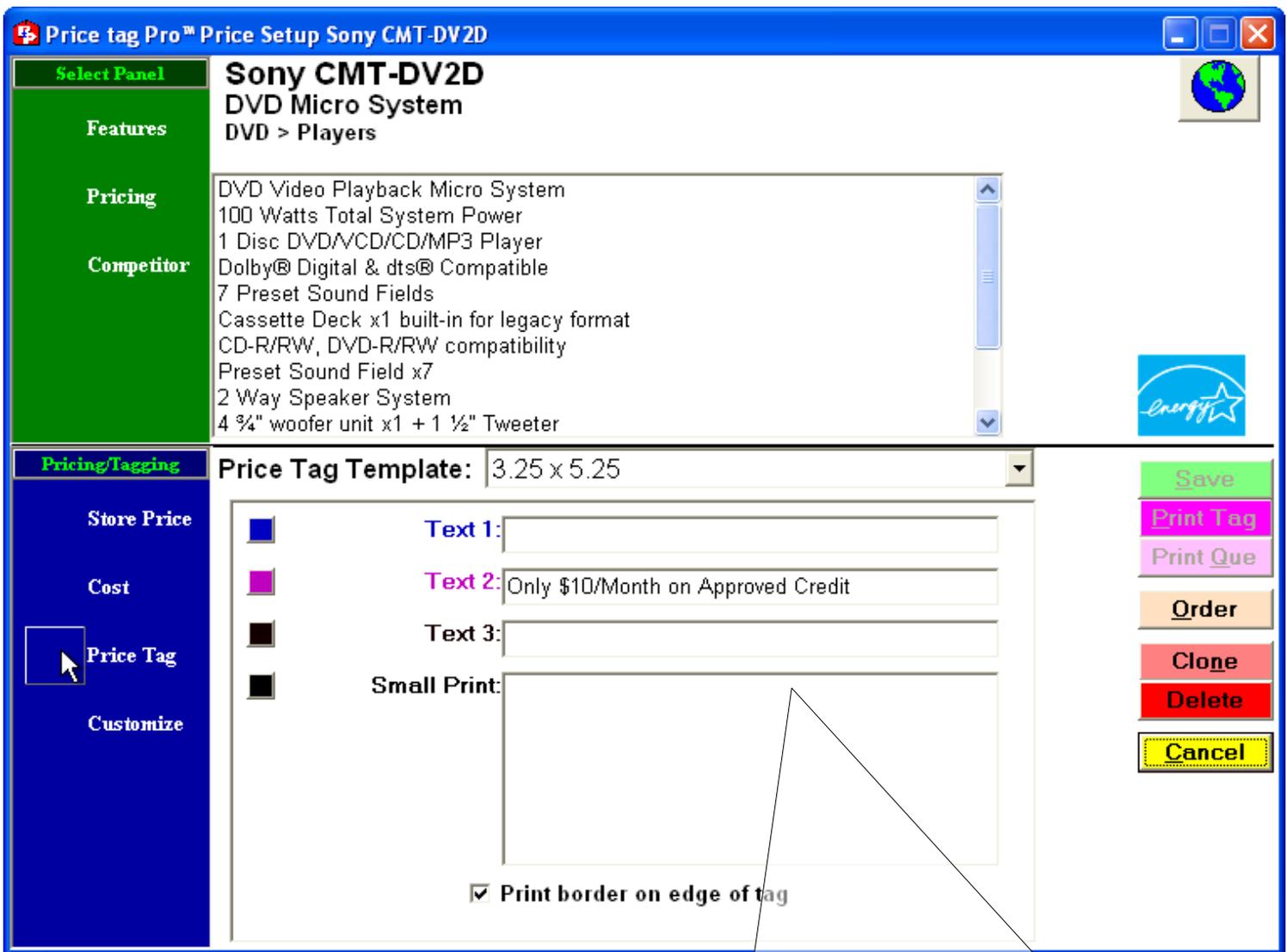
**Save**  
**Print Tag**  
**Print Que**  
**Order**  
**Clone**  
**Delete**  
**Cancel**

Click the '**Price Tag**' button to the left of the label.

In the bottom portion on the right labeled '**Current Tag Template**' a drop-down list allows a choice of numerous tag templates to choose from.

Choose the "Price Tag Template" format you wish to use. Currently Price tag Pro™ supports several tag templates including 3" x 5" and 5" x 7".

Once you choose a tag template, the template fields will be automatically populated with the defaults you entered in the Setup menu on the Tags tab. If you left the tag default blank, the tag template field will be blank.



Each tag template is populated with some or all of the following the fields, "Text 1", "Text 2", "Text 3", "Small Print", "Sale Price", 'Promotion Logo', and 'Store Logo'.

"Text 1" is a free entry field. Enter any additional information you wish to print. This field is sometimes populated with financing information depending on the tag template selected, unless financing is disabled. You can replace the automatically populated values.

The "Text 2" field is another free entry field. It is also sometimes populated with financing information depending on the tag template selected.

Enter additional information you wish to print in the "Text 3" field.

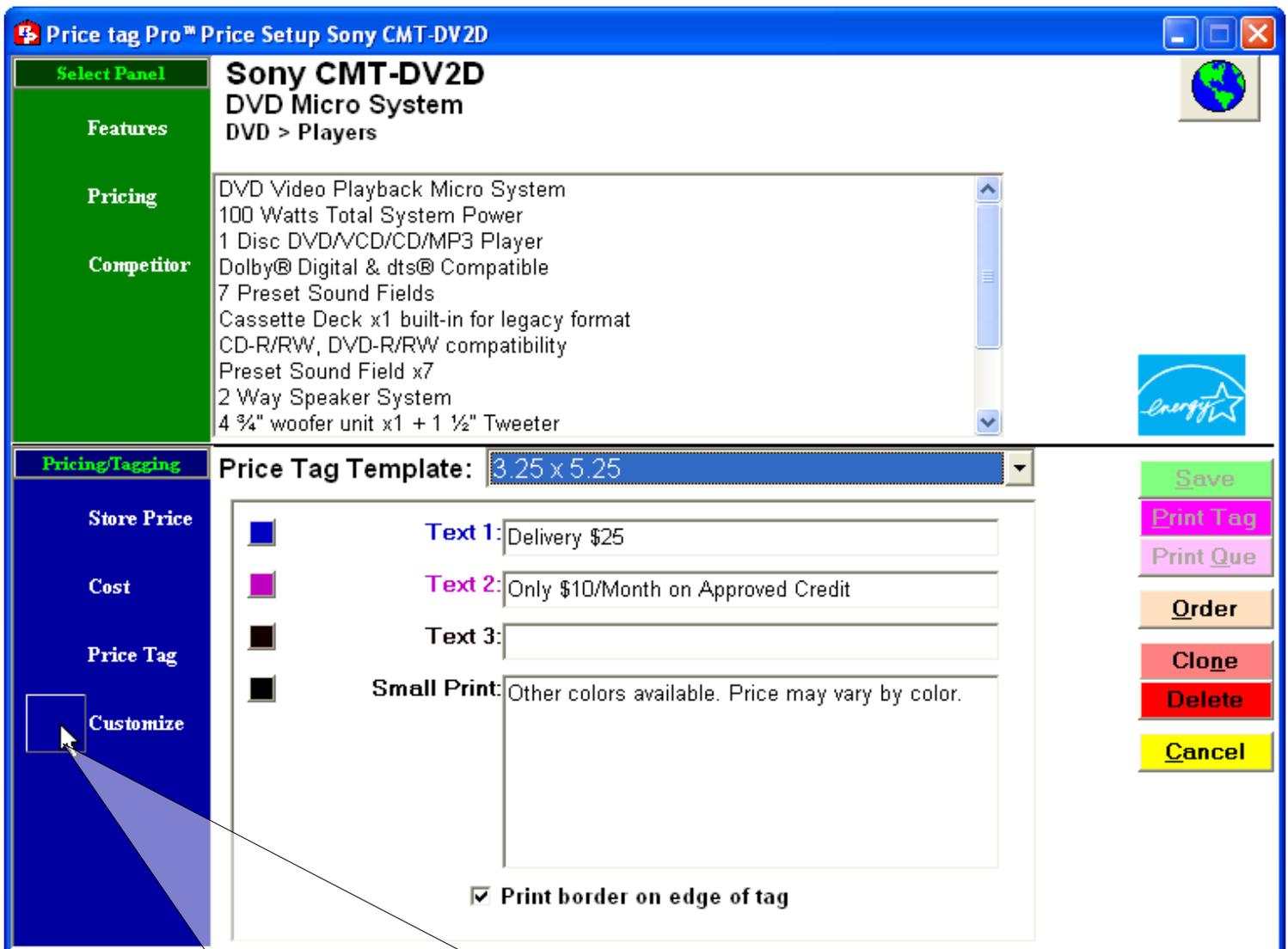
The "Small Print" field will be populated automatically with information on different color models if they are available. You can replace the automatically populated values.

If using a sale tag template, enter the sale price in the 'Tag Price' or 'Sale Price' field.

If desired, choose a promotion logo using the '...' button.

If desired, choose a store logo using the '...' button.

Click 'Save' to save the information you've entered, or click 'Cancel' to abandon changes and exit the 'Price' window.



## Customizing

Price tag Pro™ offers extensive customization options for your store's price tags. There are many customization features discussed in this section. New price tag templates are frequently added and can be found at [pricetagpro.com](http://pricetagpro.com).

Branded or specialty price tag templates can be developed for your store. We have created many tag templates to meet a variety of needs such as preprinted paper stock, perforated or precut paper stock, promotional tags, poster tags, and more. Call Price tag Pro for more details.

After saving pricing information, you can optionally click the '**Customize**' button to further customize the information displayed your price tags and the look of the tag.

Change the "Model", "Description", "Brand", "Category", "Sub-Category", "Dimensions", "Energy Star", or "Pricing" if desired.

Add additional features to the feature list for this item by typing in the feature text in the "Features" textbox. Type <Enter> to add the new feature to the bottom of the list.

Change feature order by clicking on a feature you would like to move, and click the upward pointing arrow to move the feature up, or click the downward pointing arrow to move the feature down.

To remove a feature, click on it to select it, and click the 'Remove' button to remove that feature from the list.

Save any changes you've made by clicking the 'Save' button.

The screenshot shows the 'Price tag Pro™ Price Setup Sony CMT-DV2D' window. The 'Model' field is 'CMT-DV2D', 'Description' is 'DVD Micro System', 'Brand' is 'Sony', 'Category' is 'DVD', and 'Sub-Category' is 'Players'. The 'Features' list includes: 'DVD Video Playback Micro System', '100 Watts Total System Power', '1 Disc DVD/VCD/CD/MP3 Player', 'Dolby® Digital & dts® Compatible', '7 Preset Sound Fields', 'Cassette Deck x1 built-in for legacy format', 'CD-R/RW, DVD-R/RW compatibility', and 'Preset Sound Field x7'. The 'Pricing' field is empty, and the 'MAP' is '229.95'. The 'Energy Star' logo is visible. The 'Price Tag Template' is '3.25 x 5.25'. The 'Standardize' button is highlighted in a yellow callout bubble.

Click the 'Standard' button to revert to the default listed product information. All customized information will be lost.

**PTP Retail Manager™ Price Setup**

**Model:** CMT-DV2D      **Brand:** Sony      **Color:** [Dropdown]

**Description:** DVD Micro System      **Category:** DVD      **Height:** 5

**Features:** [List]      **Sub-Category:** Players      **Width:** 20

**Remove** [Up Arrow] [Down Arrow]

DVD Video Playback Micro System  
 100 Watts Total System Power  
 1 Disc DVD/VCD/CD/MP3 Player  
 Dolby® Digital & dts® Compatible  
 7 Preset Sound Fields  
 Cassette Deck x1 built-in for legacy format  
 DVD-R/RW, DVD-R/RW compatibility  
 Preset Sound Field x7

**Pricing:** [Dropdown]      **MAP:** 229.95

Energy Star

**Pricing/Tagging**      **Price Tag Template:** 3.25 x 5.25

**Store Price**       **Text 1:** Delivery \$25

**Cost**       **Text 2:** Only \$10/Month on Approved Credit

**Price Tag**       **Text 3:** [Empty]

**Standardize**       **Small Print:** Other colors available. Price may vary by color.

**Print border on edge of tag**

**Save**      **Print Tag**      **Print Que**      **Order**      **Clone**      **Delete**      **Cancel**

After saving, click the **'Print Tag'** button to print this tag immediately.

Once saved, click the **'Clone'** button to use this tag as a template for a new custom item.

Click the **'Cancel'** button to exit the pricing screen at any time. Any unsaved changes on this tag will be lost.

## IX. Bulk Tag Update

The Bulk Tag Update feature allows you to quickly customize many price tags simultaneously. You can update your already priced tags with universal settings for each tag customization option. These customizations include:

- Printed text in Text fields
- Printed text colors
- Store & Promotion logo, if applicable
- Printed tag border
- Tag template selection

You can apply these customizations to all tags, current print queue tags, or print queue selections saved in a Price Tag Pro™ PTQ file.

Use caution when using the Bulk Tag Updater. There is no undo. Tag specific pricing customizations will be lost if you instruct the Bulk Tag Updater to overwrite those customizations with generic ones.

PTP Retail Manager™ Bulk Tag Selector

Price Tag Template: 3.25 x 5.25  Mark as Selected Tag **Update** **Close**

Apply Changes to: [Dropdown]

### Select Tag Fields to Update

Field	Description
<input checked="" type="checkbox"/> Text 1:	Free text
<input checked="" type="checkbox"/> Text 2:	Free text
<input type="checkbox"/> Text 3:	Free text
<input type="checkbox"/> Small Print:	Often used for other model colors.
<input type="checkbox"/> Print border on ...	Not recommended for pre-cut.

### New Tag Values

Text 1: [Text Input]

Text 2: [Text Input]

Text 3: [Text Input]

Small Print: [Text Input]

Print border on edge of tag

**Bulk Updates are price tag template specific. From the drop-down menu, choose the 'Price Tag Template' you wish to apply bulk changes to.**

**Choose from the second drop-down menu whether your bulk updates will apply to "All Products", "Current Print Queue", or items listed in a saved Price tag Pro™ Print Queue (.PTQ file).**

PTP Retail Manager™ Bulk Tag Selector

Price Tag Template: 3.25 x 5.25  Mark as Selected Tag

Apply Changes to: [Dropdown]

**Select Tag Fields to Update**

Field	Description
<input checked="" type="checkbox"/> Text 1:	Free text
<input checked="" type="checkbox"/> Text 2:	Free text
<input type="checkbox"/> Text 3:	Free text
<input type="checkbox"/> Small Print:	Often used for other model colors.
<input type="checkbox"/> Print border on ...	Not recommended for pre-cut.

**New Tag Values**

Text 1: [Text Box]

Text 2: [Text Box]

Text 3: [Text Box]

Small Print: [Text Box]

Print border on edge of tag

Update Close

**From the 'Select Tag Fields to Update' section, check the checkboxes of the tag fields you wish to bulk update.**

**In the 'New Tag Values' section, enter any text you'd like to use in the bulk update.**

**Make color selections for any text fields you're updating. To change the selected color, click on the colored square to the left of the text field.**

**Load any logos you wish to use in the bulk update. Use the '...' button to browse for the logo file you're loading. Not all price tag templates offer logo inclusion.**

**When you've input the bulk updates you wish to use and checked the corresponding checkboxes, double-check all of the information you will be changing. Take a minute to consider exactly what you're updating. If you're absolutely certain you wish to proceed, click the 'Update' button to process the bulk update. Beware—once you press the 'Update' button, there's no going back without restoring a previous database backup.**

## X. Printing

### Single Tag

Using the '**Search**' feature, open the pricing screen any model that you want to print. If the pricing screen doesn't come up automatically, double-click on the model you wish to print from the search results list.

You must price the item and choose your price tag template before you can print it. See the Pricing section of this document for help pricing.

Click the '**Print Tag**' button. Your computer's registered PDF viewer (usually Adobe Reader) will be launched displaying one full page of the price tag you generated. Click the printer button or use the '**File**' '**Print**' menu option to print. Choose your printer. Be sure that Page Scaling options are unchecked, if present on the printer options page. Click '**OK**' to begin printing.

Close the PDF viewer when you're finished printing.

The screenshot shows the 'PTP Retail Manager™ Price Setup' window. The top section contains product information: Model (CMT-DV2D), Brand (Sony), Color (dropdown), Description (DVD Micro System), Category (DVD), Sub-Category (Players), Height (5), Width (20), Depth (18), and Energy Star (checked). A list of features is shown on the left, including 'DVD Video Playback Micro System', '100 Watts Total System Power', '1 Disc DVD/VCD/CD/MP3 Player', 'Dolby® Digital & dts® Compatible', '7 Preset Sound Fields', 'Cassette Deck x1 built-in for legacy format', '40-R/RW, DVD-R/RW compatibility', and 'Preset Sound Field x7'. The Pricing section shows a MAP of 229.95. The bottom section is titled 'Pricing/Tagging' and includes a 'Price Tag Template' dropdown set to '3.25 x 5.25'. It has four text input fields: Text 1 (Delivery \$25), Text 2 (Only \$10/Month on Approved Credit), Text 3 (empty), and Small Print (Other colors available. Price may vary by color.). A checkbox for 'Print border on edge of tag' is checked. On the right side, there are buttons for Save, Print Tag, Print Que, Order, Clone, Delete, and Cancel.

## Multiple Tags

Search for the model number(s) that you wish to print using the **'Search'** feature. Click the checkbox next to each item you want to print, and click the **'Update Price'** button. Check each item for pricing accuracy. When the data is correct and saved, click **'Cancel'** to return to the search screen.

PTP Retail Manager™ Product Search

Search Area: Consumer Electronics

Model:

Feature:

Category: DVD

Brand: Any Brand

Sub-Category: Any Sub-Category

Max Width:  Max Height:

Max Price:

Searching for DVD.  
453 Items Returned

Model#	SKU	Brand	Description	Price	MAP/UMRP
<input checked="" type="checkbox"/>	CMT-DV2D	Sony	DVD Micro System	\$250	\$230
<input checked="" type="checkbox"/>	CMT-SV2D	Sony	DVD Micro System	\$170	\$180
<input checked="" type="checkbox"/>	DMR-ES20K	Panasonic	Progressive-scan DVD Recorder	\$180	\$200
<input type="checkbox"/>	DMR-ES45VS	Panasonic	Progressive Scan DVD Recorder With Built...		\$300
<input type="checkbox"/>	DVR-640H-S	Pioneer	DVD Recorder With 160gb HDd		\$399
<input type="checkbox"/>	DV-393-S	Pioneer	DVD Player Featuring Jpeg/mp3 Playback		\$79
<input type="checkbox"/>	DV-490V-S	Pioneer	Advanced DVD Player		
<input type="checkbox"/>	DV-59AVI	Pioneer	DVD Player With Multi-channel DVD Audio ...		\$1000
<input type="checkbox"/>	DV-79AVI	Pioneer	Elite DVD-audio And Sacd Player		\$1000
<input type="checkbox"/>	DVP-FX701	Sony	Portable DVD Player		
<input type="checkbox"/>	RDR-GX300	Sony	DVD Recorder		

Buttons: Search, Clear, Close, Sales Floor, Floor Planner, Update Prices, Print Queue, Compare, Select All, Select None

The items that you selected and priced will still be checked.

Click the **'Print Queue'** button to add each checked item to the print queue. After the button is pressed, your selections will be unchecked.

Repeat these steps for all the models you wish to print.

The next section describes printing price tag print queue items.

## Printing Queue Items

Click on '**Pricing**' on the menu bar. Select '**Price tag Print Queue**' from the drop-down menu.

Check that the listed items are the ones to be printed.

Check that the quantity is correct for each item. To change the quantity, click on the item and type the number of tags to be printed (between 0 and 9).

Click the '**Print**' button to print the items in the print queue.

PTP Retail Manager™ Price tag Print Que

**Print** **Remove** **Clear** **Load** **Save** **Pricing** **Refresh** **Close**

To change quantity, select the item and press 0-9.

Qty	Brand	Model	Sku	Price Tag	Paper Stock
1	Sony	CMT-DV2D		3.25 x 5.25	
1	Sony	CMT-SV2D		3.25 x 5.25	
1	Panasonic	DMR-ES20K		3.25 x 5.25	

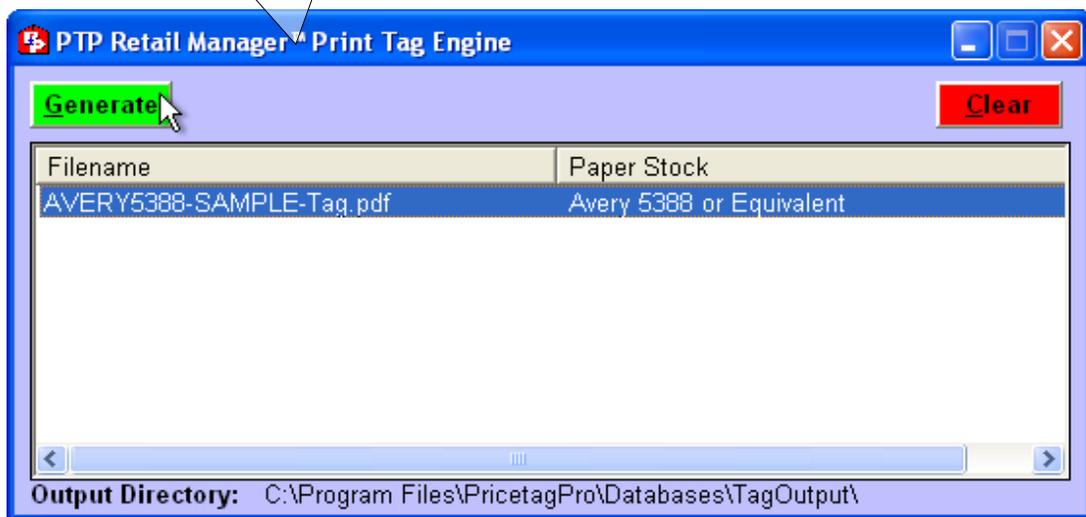
The Print Engine window will appear.

Always click '**Clear**' then click the '**Generate**' button to create a PDF for your Print Queue selections. After the PDF is generated, it will be listed at the bottom of the Tag Engine list box.

Double-click on it to launch your PDF viewer, previewing each of the pages that will be printed.

Click the printer button to start printing. Be sure that Page Scaling options are unchecked, if present.

Close your PDF viewer when you're finished printing.



To remove an item from the queue click on the item, and click the 'Remove' button. Remember that quantities can be zeroed out instead removing it from the queue.

Click the 'Clear' button to clear all the items in the print queue.

Click the 'Save' button to save the current queue selections. This saves the list of items to be printed and their quantities. Specific pricing information is not saved.

Click the 'Load' button to load a previously saved set of queue selections. All current selections will be cleared before load can complete.

Click the 'Pricing' button to return to the pricing screen for all queue items.

Click 'Close' to exit.

PTP Retail Manager™ Price tag Print Que

Print Remove Clear Load Save Pricing Refresh Close

To change quantity, select the item and press 0-9.

Qty	Brand	Model	Sku	Price Tag	Paper Stock
1	Sony	CMT-DV2D		3.25 x 5.25	
1	Sony	CMT-SV2D		3.25 x 5.25	
1	Panasonic	DMR-ES20K		3.25 x 5.25	

## XI. Custom Catalog

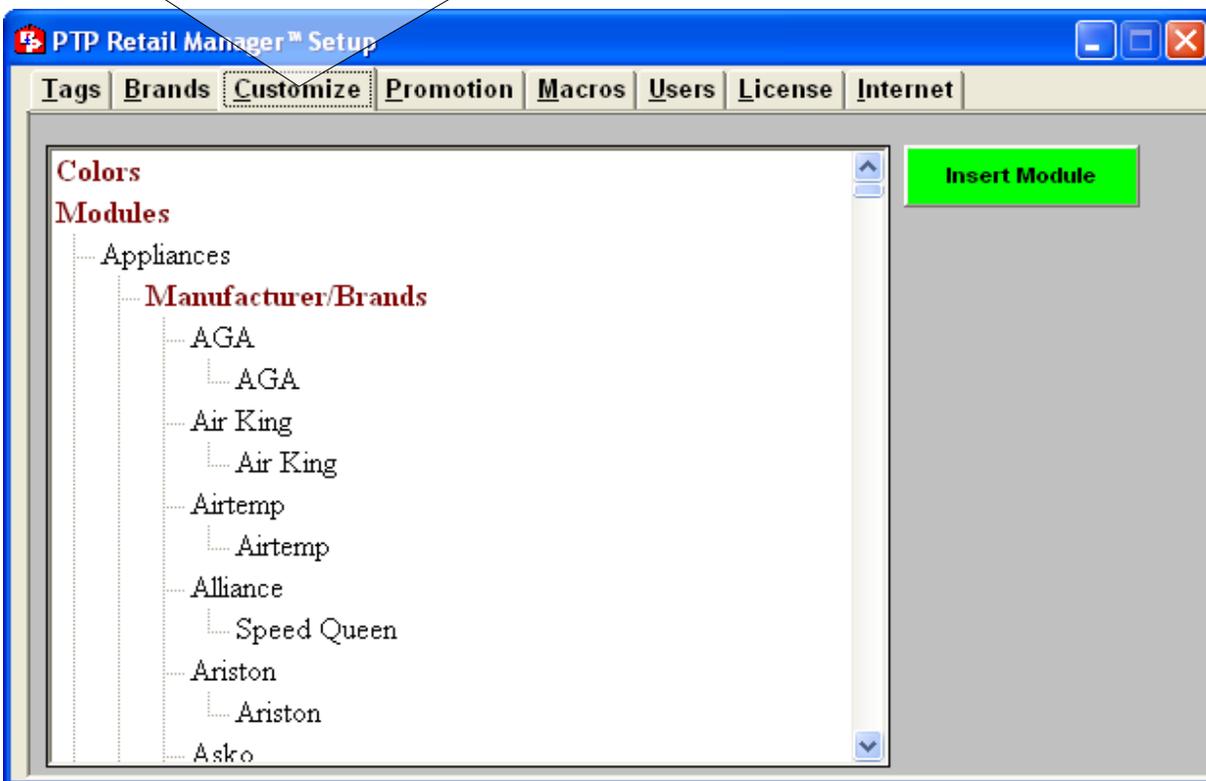
Price tag Pro™ lists an ever-increasing number of Appliances and Consumer Electronics in its product database, but many times stores would like the Price tag Pro™ product database to include more.

Sometimes these missing items may be new and not yet cataloged in the Price tag Pro™ product database. We appreciate all model addition requests, as it helps us expand our catalog—just use our Change Request Form in the Help menu.

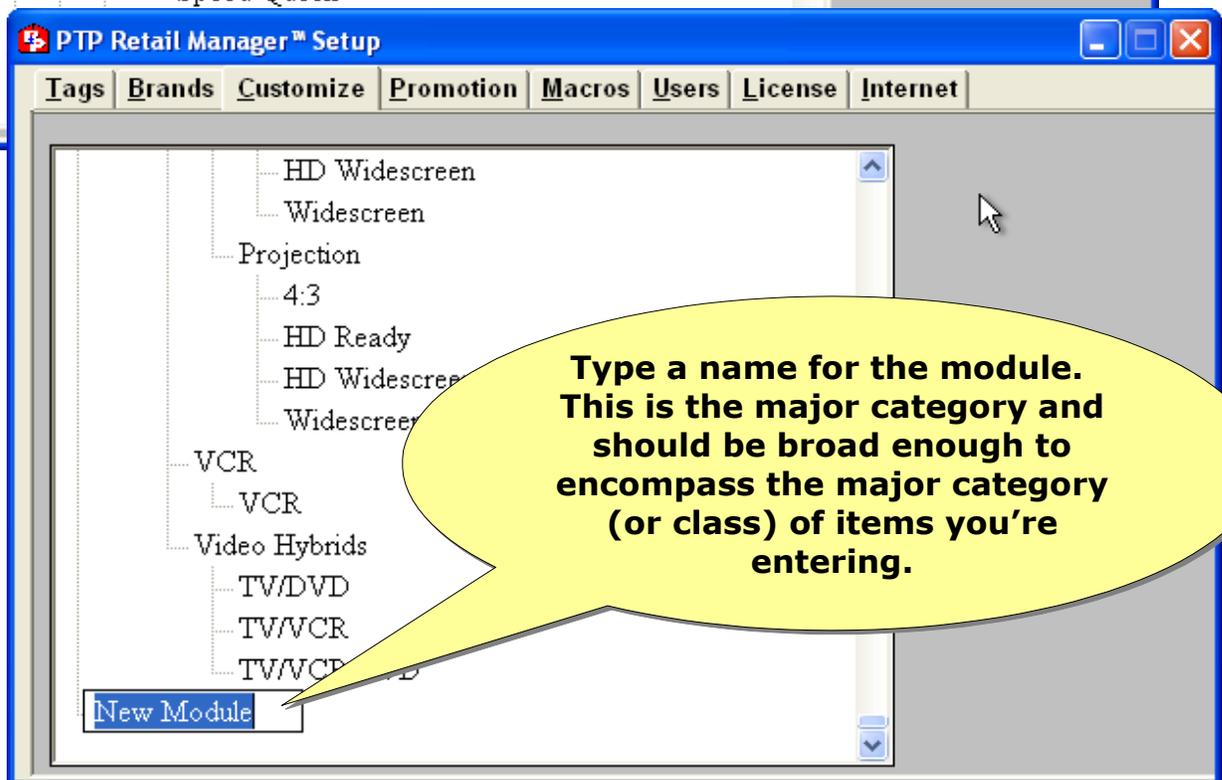
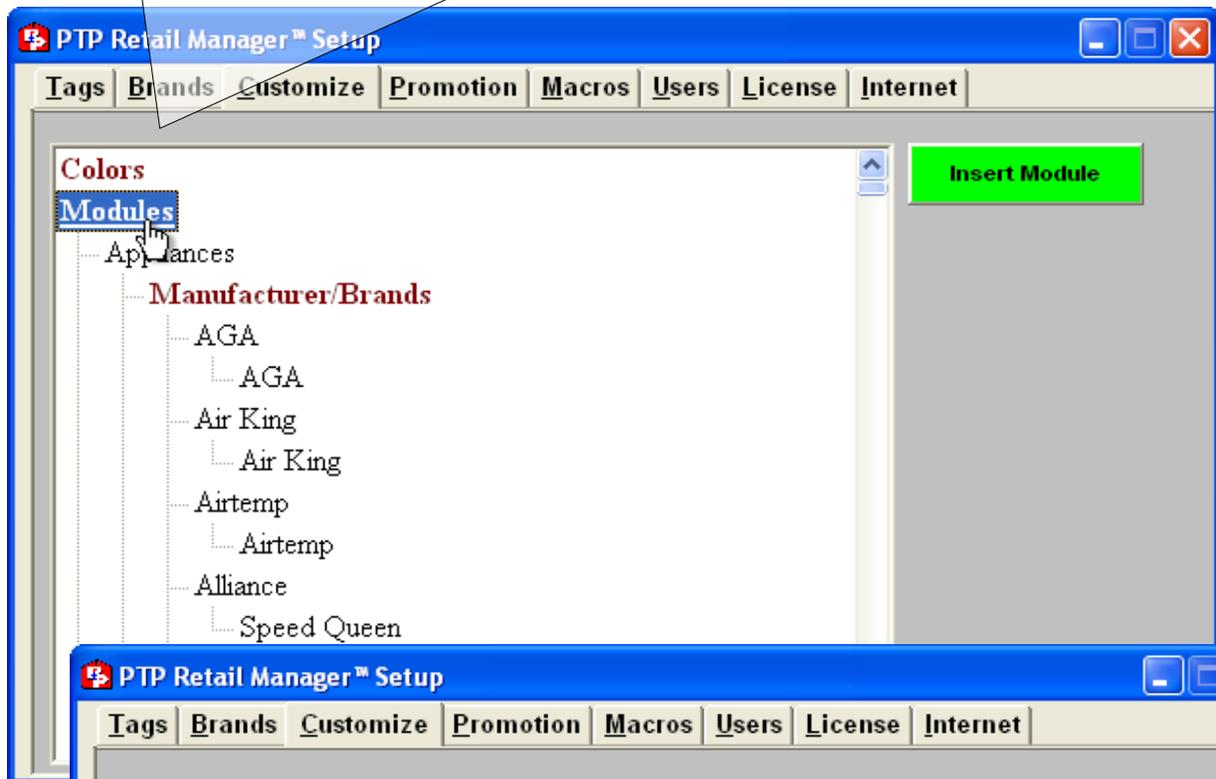
Other times the missing items are a whole class or category of items not currently supported. By using Price tag Pro's™ Customization features, you can list these items in your own custom Price tag Pro™ product catalog.

When creating each custom catalog, you should consider how you would like to sort the products you're cataloging. The products should have a major category, such as provided categories—Appliances or Consumer Electronics, or a custom category of your own naming, for example, "Video Games" or "Cabinets". Depending on the types and variety of products you're entering, you may need to configure a sub-category and tertiary category.

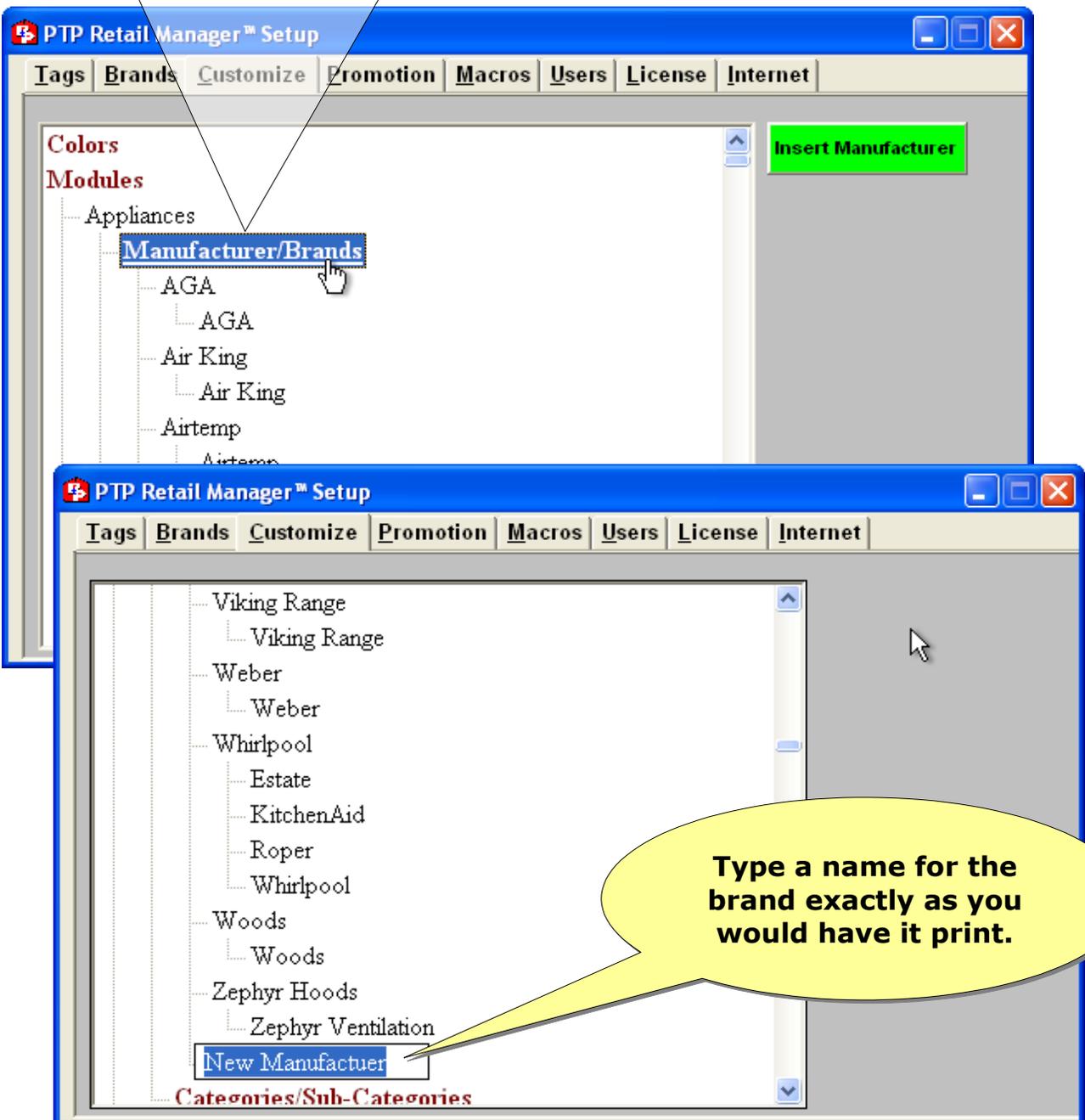
To begin creating your custom catalog, from the Price tag Pro™ 'Setup' menu, click on the 'Customize' tab.



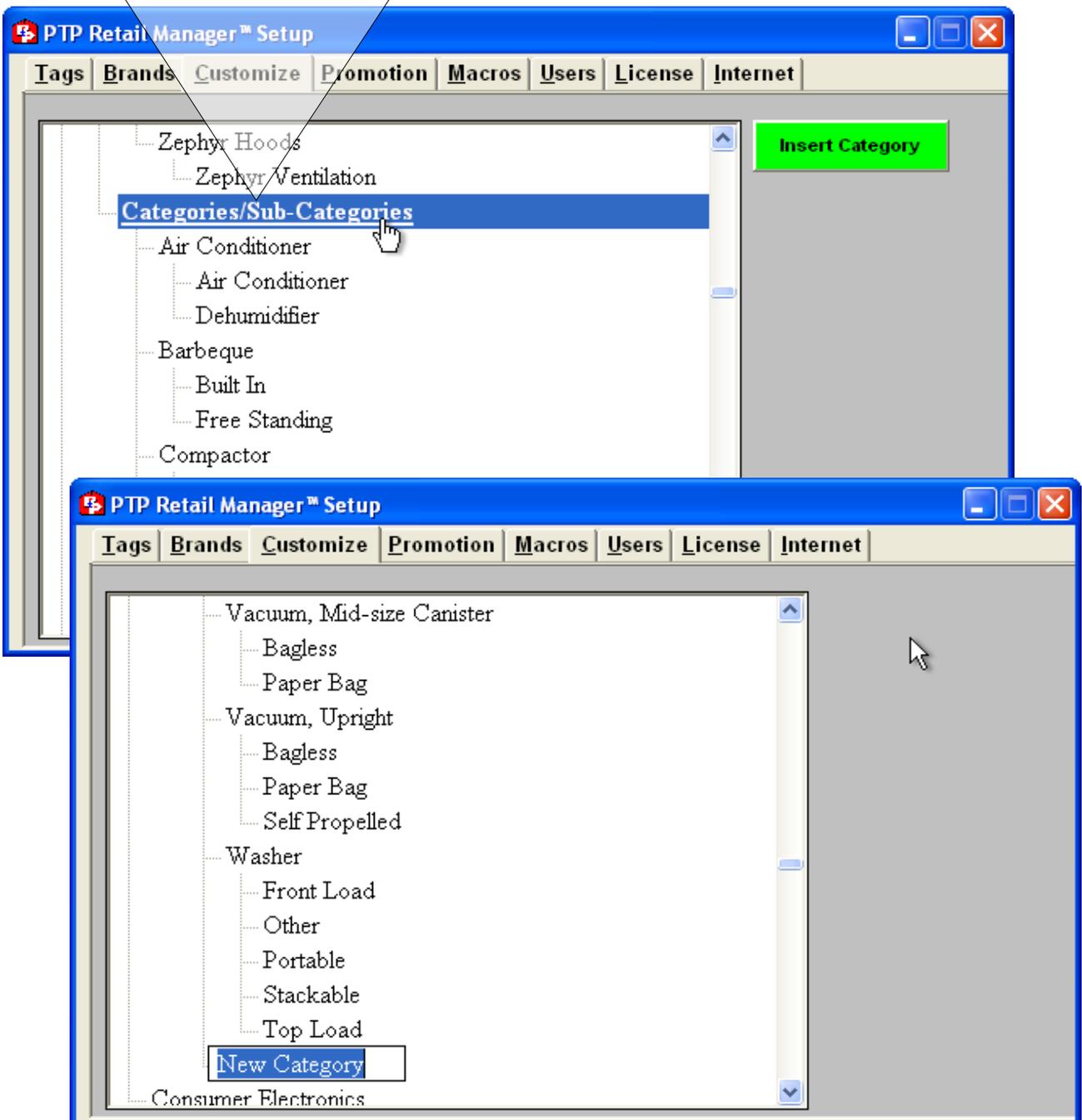
If the products you're adding are not Appliances or Consumer Electronics, you will need to create a new module for your catalog. To do this, click on **'Modules'** at the top of the tree of Modules, Manufactures, Brands, Categories, Sub-categories, and Tertiary Categories. Then click on the **'Insert Module'** button.



Next create the manufacturers and brands for the products you're adding if they're not already present within a preexisting module. Click on the module you wish to add the manufacturer to. This may be Appliances, Consumer Electronics, or a custom module that you've entered. Then click on the **'Insert Manufacturer'** button. Type a name for the manufacturer exactly as you would have it print, paying attention to capitalization. Then click on the manufacturer you created or a preexisting manufacturer. Click the **'Insert Brand'** button.

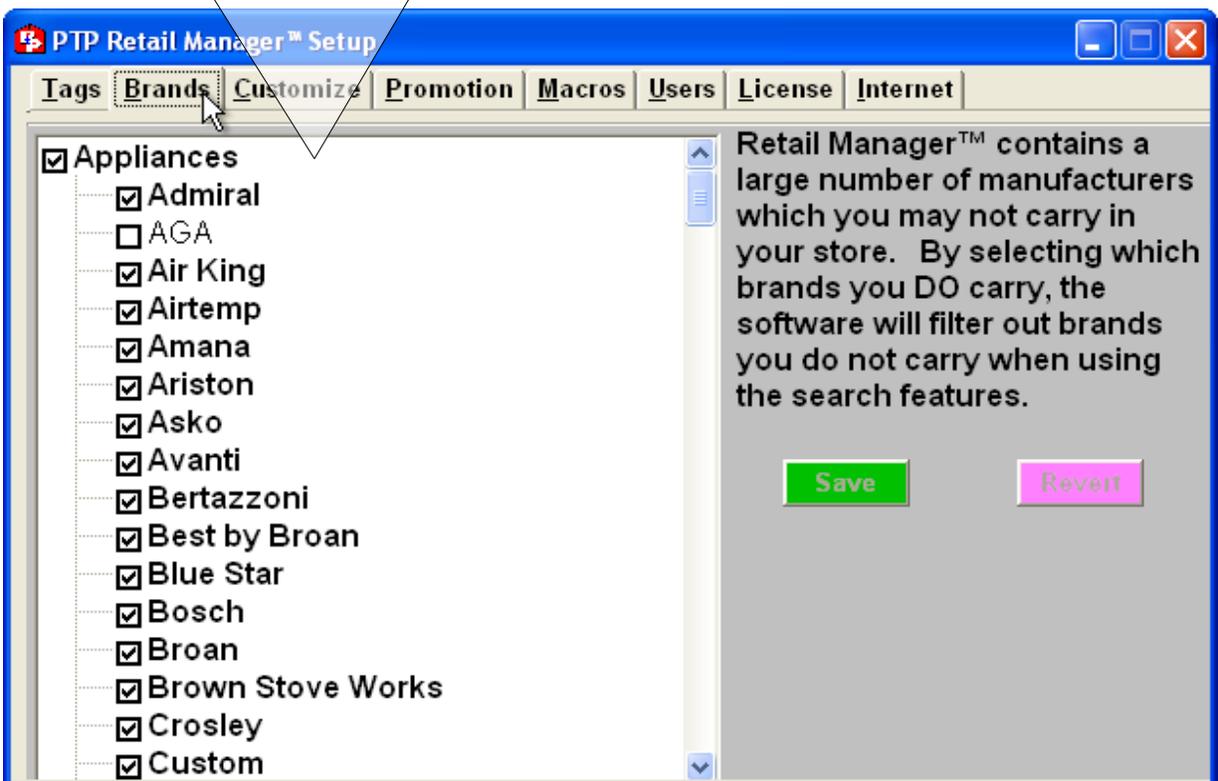


After you've created your module's manufacturers and brands, you'll need to create the product category structure. To do this, click on '**Categories/Sub-Categories**' under the module for which you'll be adding product categories. Click the '**Insert Category**' button. Type a name for the category as you would have it print. Once the category is created, click on the category so it's highlighted. Then click the '**Insert Sub-Category**' button, and type the name of your sub-category. Repeat for all necessary sub-categories. If your product set requires tertiary categories, click on a sub-category under which the tertiary category will be listed. Click the '**Insert Tertiary Category**' button, and type the name of your tertiary category. Repeat for all necessary tertiary categories.

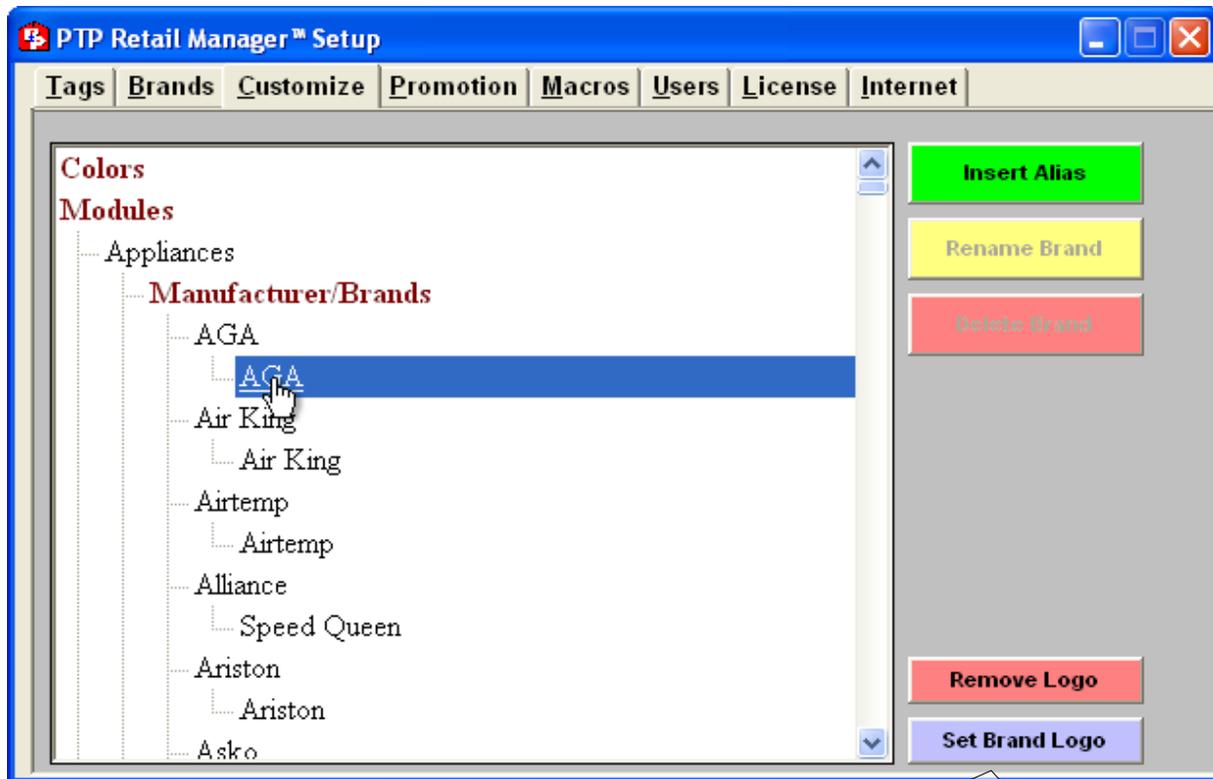


Once you've created your category, manufacturers, and brands, they will be listed with the pre-loaded manufacturers and brands on the '**Brands**' tab. You can uncheck any brands that you do not wish to search from.

Also, once the category is created, a new menu option will be available in the '**Pricing**' menu. The menu item will be called, '**Create Custom "Category"**', where "**Category**" is the name of the category you created. Using this menu option, you can create each of the products you'll list within your newly created product category.



## XII. Custom Brand Logos



Occasionally Price tag Pro™ users wish to customize the printed brand logo for one or more of the brands they carry. To do this you'll need to obtain a graphic image file such as a .jpg, .gif, or .png.

From the Price tag Pro™ 'Setup' menu, click on the 'Customize' tab. From the list of Modules, Manufacturers, and Brands, determine the module that the brand falls within, and click on it, for example, Appliances or Consumer Electronics. Then underneath it, find the manufacturer associated with the brand. Under each manufacturer, its brands are listed. Click on the brand so it's selected.

Click the 'Set Brand Logo' button to choose your replacement logo file.

Use the 'Remove Logo' button to eliminate the printed brand logo.

If you're editing a custom brand, you can use the 'Rename Brand' button to rename the brand or the 'Delete Brand' button to delete the brand from your database. Be extremely careful with the 'Delete Brand' function. There is no undo except to restore your Price tag Pro™ database from a backup copy.

### XIII. Custom Tag

#### Single Tag

To start a new blank custom tag, click on '**Pricing**' in the menu bar. Select '**Custom Custom Appliances**' or '**Create Custom Consumer Electronics**' from the drop-down list.

Type in the "**Model**" and "**Description**".

Choose the "**Brand**", "**Category**", "**Sub-Category**", and "**Tert-Category**".

Change feature order by clicking on a feature you would like to move, and click the upward pointing arrow to move the feature up, or click the downward pointing arrow to move the feature down.

To remove a feature, click on it to select it, and click the '**Remove**' button to remove that feature from the list.

Set the '**Tag Price**' and '**Price Tag Template**' information.

Click the '**Save**' button to save your custom product.

Once saved, click the '**Clone**' button to use this tag as a template for a new custom item.

After saving, click the '**Print Tag**' button to print this tag immediately.

Click the '**Cancel**' button to exit the pricing screen at any time. Any unsaved changes on this tag will be lost.

## **Clone Tag**

**After pricing and saving a custom tag or tag customization, click the 'Clone' button to create a new custom tag based on the current tag's information.**

**The background color of the 'Custom Tag' screen will change from white to light green to indicate a new tag is operative.**

**Change at least the model number to prevent a conflict with the source tag.**

**Make any other necessary changes to the tag.**

**Click the 'Save' button to save the new custom tag.**

**Click the 'Delete' button to remove this tag from the custom tag database.**

**Click the 'Cancel' button to exit the 'Custom Appliances' or 'Custom Consumer Electronics' screen.**

**After saving, click the 'Clone' button to create another custom tag based on the operative tag. The 'Custom Tag' background color will alternate between light green and white, if you continue cloning.**

## XIV. EZ Quote

### Create a Quote

Click on '**EZ Quote**' from the menu bar. The '**EZ Quote**' window will appear.

Fill in the customer's contact information.

Choose a quote expiration date and enter it in the '**Expire Quote**' field.

Click '**Save**'

PTP Retail Manager™ Create and EZ Quote™

Quote# New Sales Associate: admin

Customer:

Address:

City, State Zip:

Email:

Daytime Phone:

Evening Phone:

First Name:

Expire Quote: 6 /17/2003

Save Cancel

Price tag Pro™ EZ Quote for John Doe

Quote# 1 Sales Associate: admin

Customer: John Doe First Name: John

Address: 123 Main Street

City, State Zip: Somewhere US 00000

Email: name@email.com

Daytime Phone: 000-000-0000

Evening Phone: 000-000-0000

Expire Quote: 4 /20/2006

Save Cancel

Add Product Add Custom Print

Model#	SKU	Brand	Description	Priced

Click the **'Add Product'** or **'Add Custom'** button.

Enter a Model number or use the search feature to find a product you want to quote. Click the **'Search'** button to search for matching products.

Double-click on the listed model(s) you want added to the quote. The model(s) will be automatically added to your quote.

Continue to search until you have all the items you wish to quote.

Double-click on each item listed in the EZ Quote window. Fill in the price and any other appropriate information for each model.

To see the spec sheet for the selected model, click on **'Price Setup'**.

When finished, click the **'Save'** button.

Repeat for all models listed.

To add items not in the Price tag Pro™ database, click the **'Add Custom'** button. Fill in the item details and pricing for your custom item, and click **'Save'** to add it to the quote or **'Delete'** to clear the item details.

Click **'Close'** to close the EZ Quote lookup window.

## Lookup Quote

Click on 'EZ Quote' in the menu bar, and select 'Search' from the drop-down menu. Search for the quote EZ Quote number, Customer Name, Sales Associate, or Date. To open a quote, double-click on it.

Quote#	Customer	Date	Associate	DayTime	Evening	
--------	----------	------	-----------	---------	---------	--

## Print Quote

Open the quote that you need to print.

Ensure the quote is saved before attempting to print.

Click the 'Print' button to print the quote.

Your computer's registered PDF viewer will open.

Click the printer button in the upper-left corner of the window if you're using Adobe®.

The printer dialog will allow you to select the printer you want to use and its options. Be sure that Page Scaling options are unchecked, if present when printing.

Click 'OK' to begin printing.

Close your PDF viewer when you're finished printing.

## XV. Special Order

### Create an Order

Price tag Pro™ special orders can be created several ways.

Create a new '**EZ Quote**' for a customer using '**EZ Quote->Create**', or open an existing '**EZ Quote**' using '**EZ Quote->Search**'. Select any product listed on the '**EZ Quote**' and click the '**Order**' button.

Search for an item using '**Product Search**' or '**Product List Updates**'. Open the pricing screen for a specific model. Click the '**Order**' button.

From the menu bar, click on '**Order-> Create Special Order**'.

PTP Retail Manager™ Special Order Request

Brand: Acoustic Research Qty: 5 Save

Model: AR1200SS Quoted: 1200 Cancel

Description: Product Description

Note: Product notes.

Requester:

Requested: Ordered: Received:

Reference: Status:

Click the '**Save**' button to input the order.

Fill in each of the '**Special Order Request**' window's fields such as Brand, Quantity, Model, Quoted Price, Description, and Notes. Available information from '**EZ Quote**' or '**Pricing**' is automatically populated.

If the order is not from an '**EZ Quote**', we suggest putting the customer's name in the '**Note**' field.

## Search for Orders

Click on '**Order**' from the menu and select '**Display Special Orders**'.

To search for unordered items, select the '**Not Ordered**' radio button and click the '**Search**' button.

To search for items that have been ordered but not received, select the '**Open Orders**' radio button and click the '**Search**' button.

To search by reference number, select the '**Reference #**' radio button, enter a '**Reference #**' in the associated textbox, and click the '**Search**' button.

To search by date, select a '**From**' and '**Through**' date, and click the '**Search**' button. Once the search results are displayed, click on an item to select it. Double-click on the item to open it and make changes.

The screenshot shows the 'PTP Retail Manager™ Display Special Orders' window. At the top, there are three radio buttons: 'Not Ordered' (selected), 'Open Orders', and 'Reference#'. To the right is a 'Reference#' text box and a 'Search' button. Below these are 'Date Range' filters with 'From' and 'Through' dropdown menus. Further right are 'Excel', 'Print', and 'Close' buttons. The main area displays '1 Result Returned.' and a table with columns: Status, Reference, Brand, Model, Qty, Description, and Quote# - Customer. A single row is visible with a checkbox, 'Request 04-21-2006', 'Acoustic Rese...', 'AR1200SS', '5', 'Sound Product Description', and an empty quote number. At the bottom, there are buttons for 'Select All', 'Select Brand', 'Select None', 'Set Costs', 'Ordered', 'Completed', and 'Cancel'.

Status	Reference	Brand	Model	Qty	Description	Quote# - Customer
<input type="checkbox"/>	Request 04-21-2006	Acoustic Rese...	AR1200SS	5	Sound Product Description	

Click the '**Select Brand**' button to select all other displayed items of the same brand.

Click the '**Select All**' button to select everything that's displayed.

Click the '**Select None**' button to deselect everything that's displayed.

## Process an Order

Search for unordered or ordered items using the special order search. Select the items you wish to set as "ordered" or "completed" by clicking the checkbox to the left of each item.

To input purchasing costs, click the 'Set Costs' button after selecting items. To assign a reference number to the order, type a reference number in the 'Reference #' textbox. After searching and selecting the appropriate items, click the 'Ordered' or 'Completed' button to change the item's status (and assign reference number, if entered).

## Print an Order

Search for unordered, ordered, or completed items using the special order search. Select the items you wish to print by clicking the checkbox to the left of the item.

Click the 'Print' button to print the order.

## Delete an Order

Search for the unordered, ordered, or completed item using the special order search. Double-click on the item you wish to delete.

Enter '0' (zero) as the quantity, and click on the 'Save' button.

The screenshot shows the 'PTP Retail Manager™ Display Special Orders' window. At the top, there are radio buttons for 'Not Ordered', 'Open Orders', and 'Reference#'. Below these are date range filters: 'Date Range From: 3/22/2006 Through: 1/8/2004'. On the right, there is a 'Reference#' input field with a 'Search' button, and 'Excel', 'Print', and 'Close' buttons. The main area displays '3 Results Returned.' and a table with columns: Status, Reference, Brand, Model, Qty, Description, and Quote# - Customer. The table contains three rows, each with a checkbox in the 'Status' column. The first row is 'Ordered' and the other two are 'Request 04-21-2006'. At the bottom, there are buttons for 'Select All', 'Select Brand', 'Select None', 'Set Costs', 'Ordered', 'Completed', and 'Cancel'.

Status	Reference	Brand	Model	Qty	Description	Quote# - Customer
<input type="checkbox"/> Ordered		Acoustic Rese...	AR1200SS	5	Sound Product Description	
<input type="checkbox"/> Request 04-21-2006		Amana	ADB1200AWS	12	Amana® Built-In Tall Tub Dishw...	
<input type="checkbox"/> Request 04-21-2006		Amana	ADB1200AWB	10	Amana® Built-In Tall Tub Dishw...	

## **XVI. Software Removal**

**Open the Windows® Control Panel.**

**Double-click the Add/Remove Programs icon.**

**Find "Price tag Pro™" in the list, and click on it to select it.**

**Click on the 'Remove' button.**

**Click, 'Yes', you're certain you wish to remove Price tag Pro™.**

**Windows® 98 SE, Millennium, and NT 4.0 may prompt you to reboot your computer after removal is complete.**

**The Price tag Pro™ installer files, databases directory, and registry settings will not be deleted.**

**Complete removal requires:**

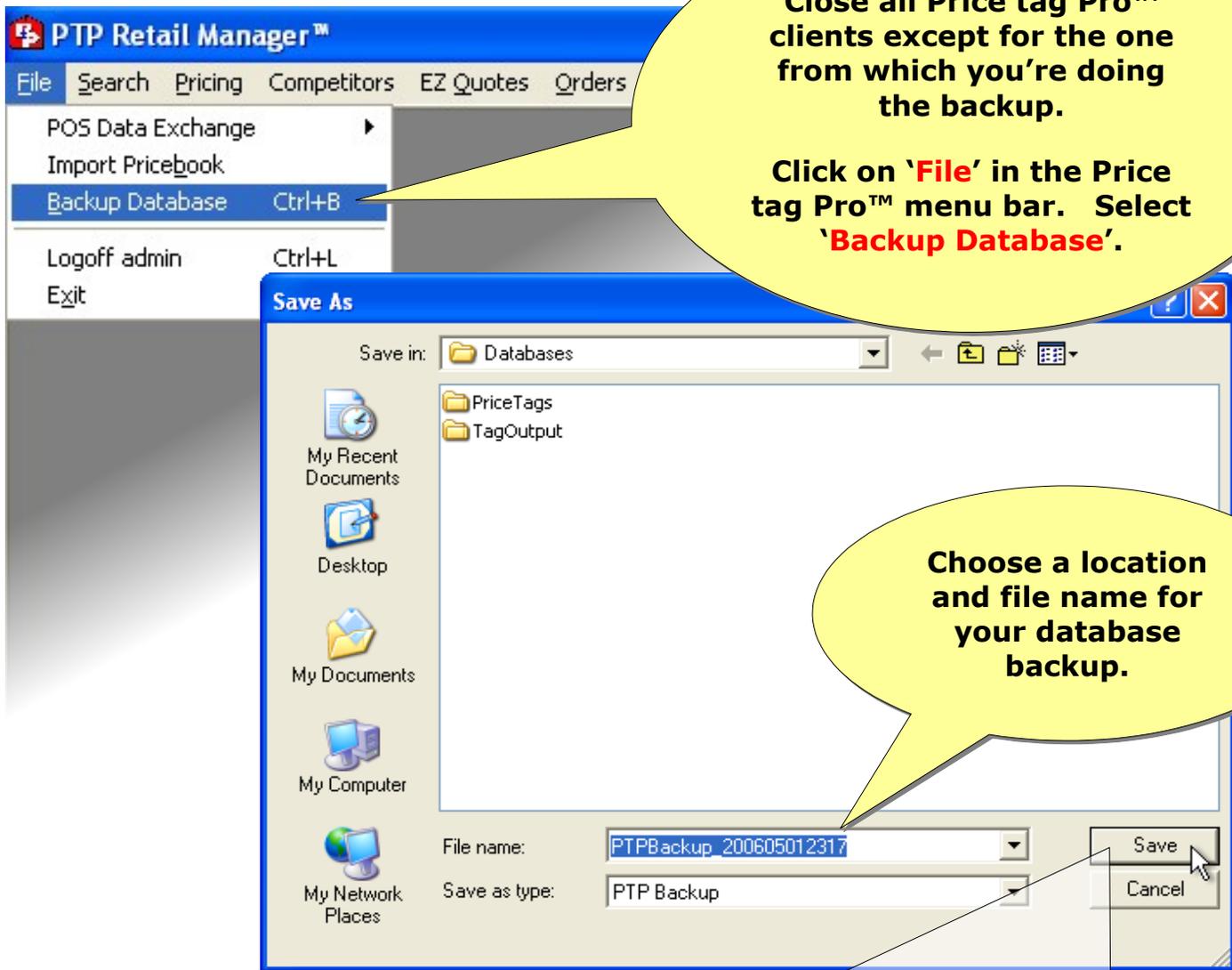
**Manual deletion of "C:\PricetagPro-Install" installation folder and its contents.**

**Manual deletion of "C:\PricetagPro\Databases" databases directory and its contents. To prevent the loss of Price tag Pro™ pricing input and customizations, backup the Price tag Pro™ client database, "PTPClient.mdb", before deleting the databases folder.**

**Manual deletion of "C:\Program Files\PricetagPro" program directory and its contents.**

**Manual deletion of registry folder [HKEY\_LOCAL\_MACHINE\Software\Price tag Pro] and its keys.**

## XVII. Database Backup & Restore



The default location is your Price tag Pro™ databases path, usually **"C:\Program Files\PricetagPro\Databases"**. The default name is **"PTPBackup\_MMDDYYYY.PTC"**, where **"MM"** is the current month, **"DD"** is the current day, and **"YYYY"** is the current four digit year. Click **'Save'** to complete the backup.

To restore a previously saved Price tag Pro™ database, start by backing up your current database. Close all Price tag Pro™ clients.

Open "Windows® Explorer" or "My Computer" window to the Price tag Pro™ database path. Usually this is **"C:\Program Files\PricetagPro\Databases"**. Rename the current database file **"PTPClient.mdb"** to **"PTPClient.old"**. Rename your Price tag Pro™ backup file from **"PTPBackup\_MMDDYYYY.PTC"** to **"PTPClient.mdb"**.

Start Price tag Pro™ and log in.

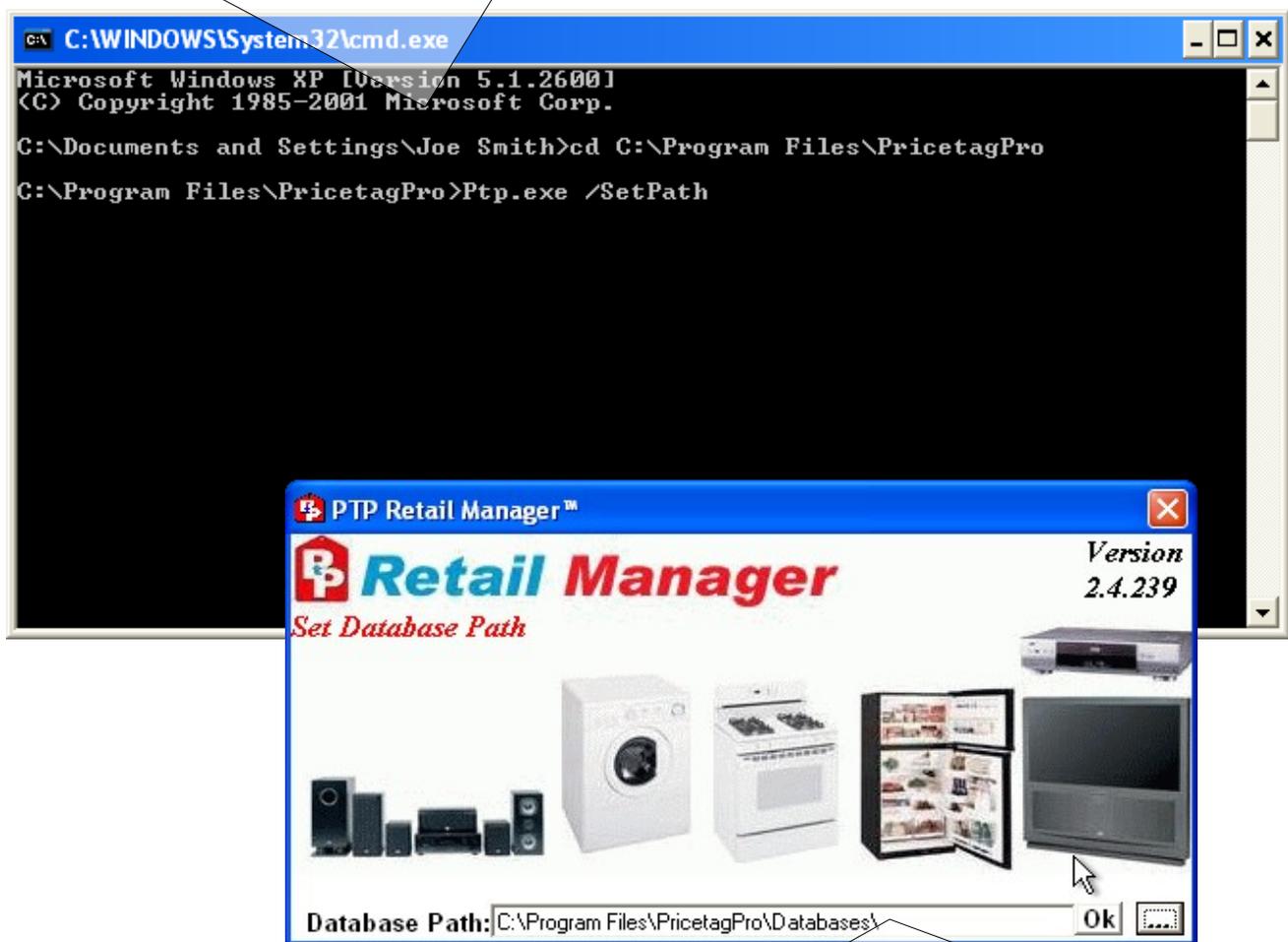
## XVIII. Changing Database Path

Close your Price tag Pro™ software.

Open a command prompt by clicking on your 'Start' button and selecting 'Run'. Then type in "command" and click the 'OK' button.

In the command prompt window, change directory to your Price tag Pro™ directory with the command, `cd C:\Program Files\PricetagPro`. If you've installed Price tag Pro™ to an alternate location, replace "C:\Program Files\PricetagPro" with your own installation path.

Run the command, `PTP.exe /SetPath` to select a new database path.



Use the '...' button to browse for a database path.

The default database path is " C:\Program Files\PricetagPro\Databases\".

Click the 'OK' button to accept the new database path.