


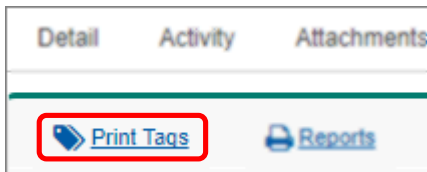


## How To: Create Item and Box Tags

This tutorial will demonstrate how to create tags with barcodes for items and boxes that will be packed out from the job site; Tags with barcodes help to identify what an item is or what a box contains and who it belongs to if you plan to scan items in your warehouse for tracking purposes.



1. | Open a web browser (Chrome , Firefox  or Internet Explorer ) and navigate to: <https://assuredsoftware.cloudforce.com>.
2. | Log in with your username and password (username is usually your email address).
3. Open the job you would like to create the tags for.
4. Click on the 'Inventory' tab; on the left, click the link 'Print Tags'.



5. Choose the type of tags you want to print: item or box tags (ie. item tags for larger furniture items and box tags to label boxes of smaller items).
6. Choose the layout style that best suits you (ie. Avery 5161 are commonly item tags and Avery 5164 are commonly used for packing boxes).
7. Choose to either print tags with customer contact info on them or a space to write in the name of the room you are packing out for a quick visual reference when looking at the item or box later.
8. Choose the range/quantity of tags you want to create and click 'Print Tags'.

Tag Type  Item  Box

Layout Style

Include  Customer Info  Room

Tag Number  Starting from  to   
 Specific Tag Number(s)   
 Reprint existing tags from  with

The tags will appear in the Export queue to the left of the screen and a green checkmark indicates they are ready to print.

Export Queue		
Box Tags (Avery 5164) 1-...		✓
65-Stephanie Hartley	12:38 pm	

→ Click to download the tags. Tags are prepared in a PDF format and it is recommend you save the PDF to your computer, then open the PDF to print. Following this step will make sure your tags line up properly with the Avery Label sheets you have purchased.

For additional support or assistance, visit our [online support portal](#), contact our technical support team at 1-877-277-9933 or email us directly at [support@assuredsoftware.com](mailto:support@assuredsoftware.com).