# How To: Reprint Item and Box Tags

This tutorial will demonstrate how to reprint item and box tags when the cleaning stage is complete and items are being re-packaged for clean storage and return.

| Detail | Activity | Attachments | Inventory |

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 reprint the tags for.
4. Click on the '*Inventory*' tab; on the left, click the link '*Print Tags*'.

| Detail | Activity | Attachments |

🏷 **Print Tags**   🖨 Reports
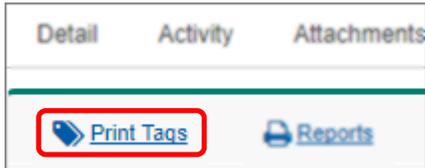
5. Choose the type of tags you want to print: item or box tags (ie. item tags for larger furniture items and box tags for… well, you guessed it – boxes containing smaller items).
6. Choose the layout style that best suits you (ie. Avery 5161 are commonly item tags and Avery 5164 are commonly used for packing boxes).
7. Choose to either print tags with customer info or a space for the room name.
   Selecting the option for 'room' will auto-fill the the name of the room that the box/item was originally listed in.
8. Select the option for "*Reprint existing tags from*". You can either choose to leave the default and reprint all tags, or you can specify only the tags from a specific room or with a specified condition (ie. cleanable) to reprint.


Tag Type	○ Item ● Box
Layout Style	Avery 5164 (6/Page) ▼
Include	○ Customer Info ● Room
Box Size	Select One ▼ (optional)
Tag Number	○ Starting from _____ to _____
	○ Specific Tag Number(s) _____ Type tag numbers and/or ranges separ
	● Reprint existing tags from Room (All) with Condition (All)

Print Tags

9. 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

Export Queue

Box Tags (Avery 5164) 1-... ✔
65-Stephanie Hartley   12:38 pm
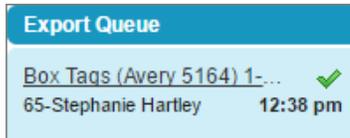
The tags will generate in the export queue to the left of the screen and a green checkmark indicates they are ready to download.

If you chose to reprint tags with the room layout, then you will see that the tags will reprint with the room that the item or box was originally packed out of, see example below.

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.**