



## Create & Print your Product Sheets

### Mobile App.

\*Can't find your LOG IN? Check your SPAM folder.

\*Forgot your username or password? You can reset it and get it sent to your email, or we can reset it for you!

- Please remember that you can purchase our printing service for \$10. We provide the tags and print all barcodes for you, making your setup process even easier. Simply input your item information by clicking on the 'Product Pricing' tab and adding a NEW Product Sheet. Please notify us once completed at least 3 days prior to your booking start date so we can have everything prepared and ready for you in store upon arrival. It is the responsibility of the seller to attach the tags to each garment upon arrival.

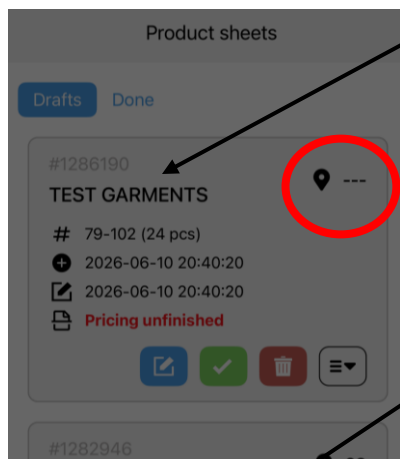
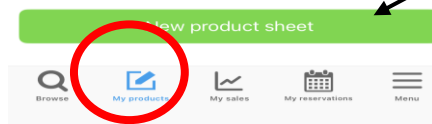
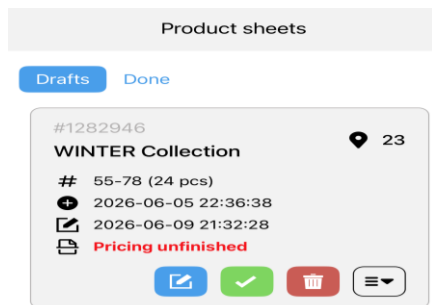
### Make Product Sheets in Zellr (Mobile App.)

**Please Note: You cannot print your garment barcodes from the mobile app. This must be done on a desktop computer. Any information entered via the mobile app. Is stored and is accessible on other devices.**

#### Log into your 'Zellr' Account on your mobile app.

- You will need to search for the store **'The ReLoved Collective.'**
- Enter your Log In details, these were emailed to you when making your booking or registering as a new client.
- If you have forgotten your username or would like us to reset your password for you, please email us **ballaratrelovedcollective@gmail.com**

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Select table name for the product sheet



## My Products

- Select 'My Products' from the task bar at the bottom of your screen. It should highlight blue once selected.
- Select the green rectangle button 'New Product Sheet.'
- Tap on the text to add a heading to your Product Sheet.
- The sheet allows 24 items so make multiple sheets for larger bookings.
- Select your booking number, multiple numbers will pop up if you have multiple bookings. For example, 23 is womenswear and 33 is childrenswear. Select the appropriate booking. This is a product sheet for womenswear so I will be selecting 23.

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 Product pricing

Name #1286190

ENA PELLY Blk Tee 12

Price

45 \$ 

1 / 24

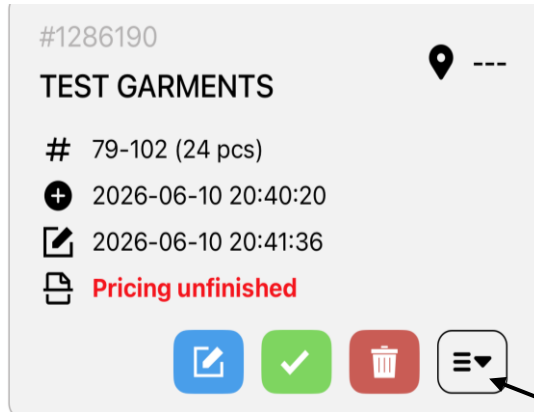
|                      |          |                                                                                     |
|----------------------|----------|-------------------------------------------------------------------------------------|
| ENA PELLY Blk Tee 12 | \$ 45.00 |    |
| No name              | \$ 0.00  |    |
| No name              | \$ 0.00  |    |
| No name              | \$ 0.00  |    |
| No name              | \$ 0.00  |   |
| No name              | \$ 0.00  |  |
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| No name              | \$ 0.00  |  |
| No name              | \$ 0.00  |  |



## My Products

- Enter the details of each product. Be sure to add Brand Description Size Price
- Tap 'List' to add your items to your product sheet.
- Continue this process until all your items have been listed.
- Create new product sheets for larger bundles.
- Click the pen & paper icons to edit any garment information or price.
- Click back once your product sheet is complete.

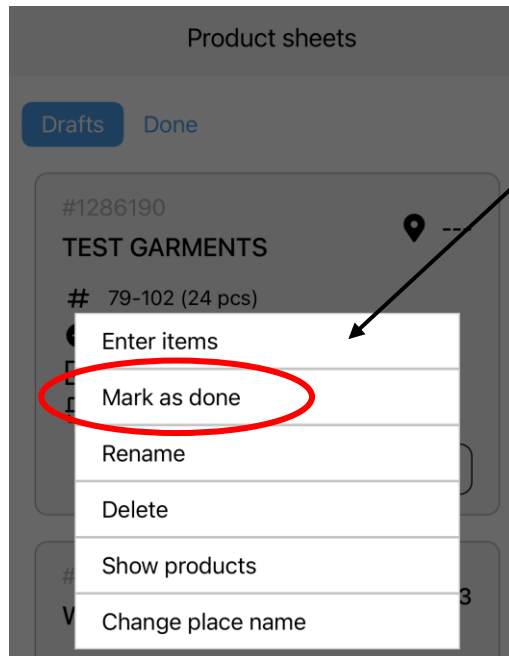
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## Complete your Product Sheets for Printing

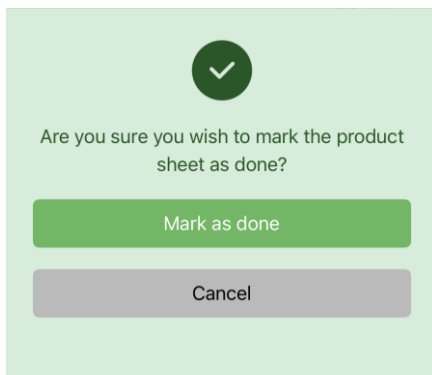
- Please ensure that you are happy with all pricing and have provided the correct details before the next step.

- Click on the 3 lines 'menu' button.



This menu will pop up.

- 'Mark as done' – after this is marked no details can be changed.



- A message will pop up to confirm. 'Mark as done.'

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## Printing your Garment Barcodes

- If you choose to print your own barcodes, please collect your complimentary tags from instore. The printed and s.
- printing re you ation that ts are print your They will e for you ur arrival.

### Printing a product sheet

#### Select printing method

A4 (24 labels)

Single Labels

Article list

Reserve

My rese

Product

Sales tra

My account

Enter items

Mark as done

Edit name

Hide

Print

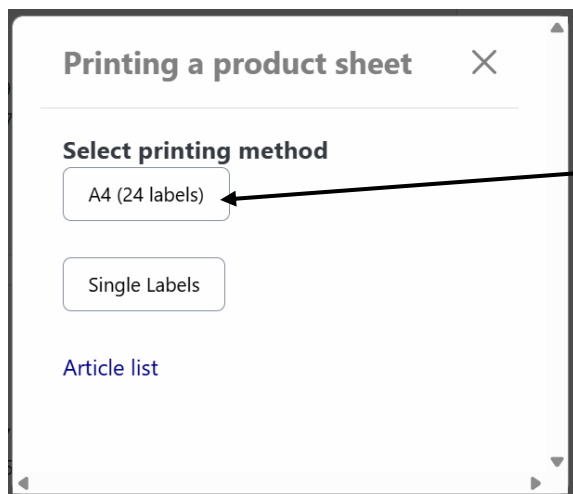
Mark as printed

Show products

Log into your Zellr Client Profile  
<https://zellr.com/sovellus/guest.php?page=login>

- Select 'Product Pricing.'
- Select the 3 lines
- Select 'Print'

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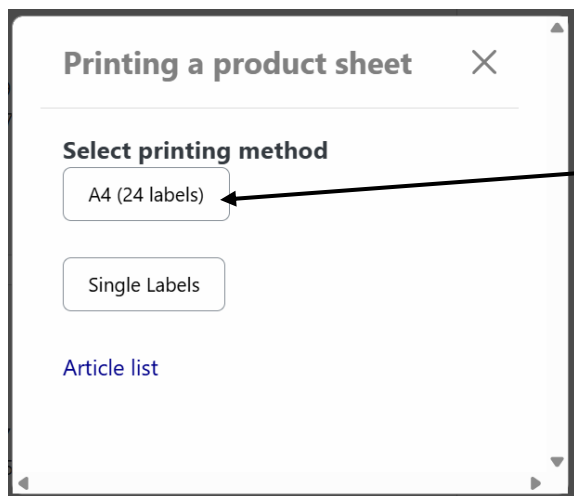


## Select your Printer

- Printing Labels will be on an A4 page and will print 24 barcodes (1 Product Sheet)
- You can print them on paper and cut and paste them onto your tags or print them on sticker paper that fits 3 columns and 8 rows. Helpful businesses such as Officeworks or Boltons Ballarat can help you with this.
- Alternatively, email us at [ballaratrelovedcollective.com](mailto:ballaratrelovedcollective.com) and we will do it for you.
- To print it will take you to a screen with the layout of the print. Follow the prompts to print your document. Apply to your tags and attach to your garments.



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- Alternatively, email us at [ballaratrelovedcollective.com](mailto:ballaratrelovedcollective.com) and we will do it for you.
- Your document will open as a pdf, print, attach to your garments and coming in on your booking day!



Please contact us if you have any questions or concerns.