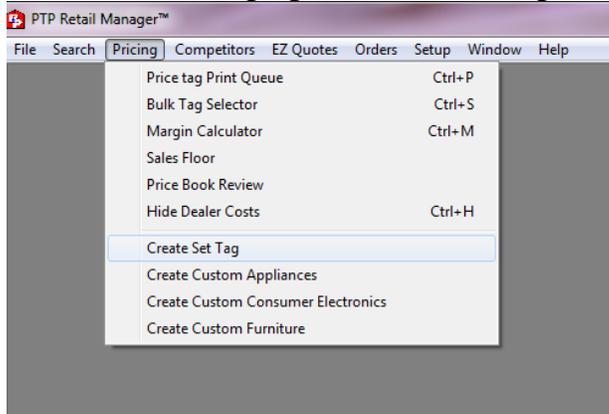
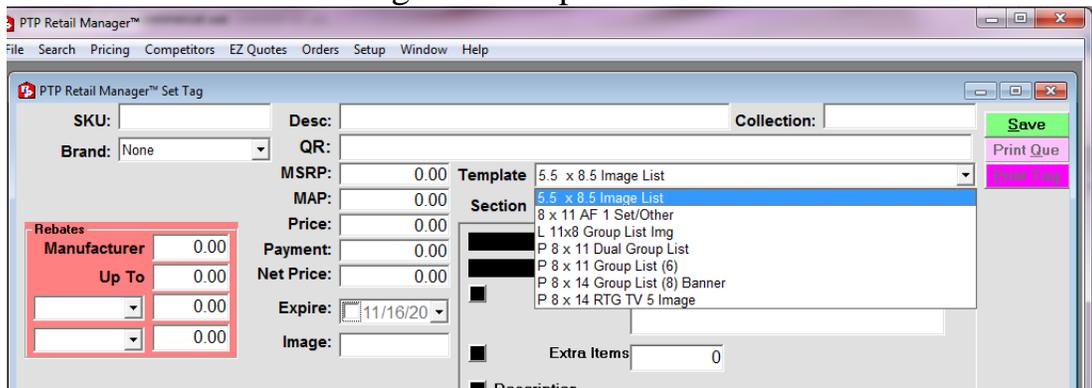


## Mattress Tag Instructions

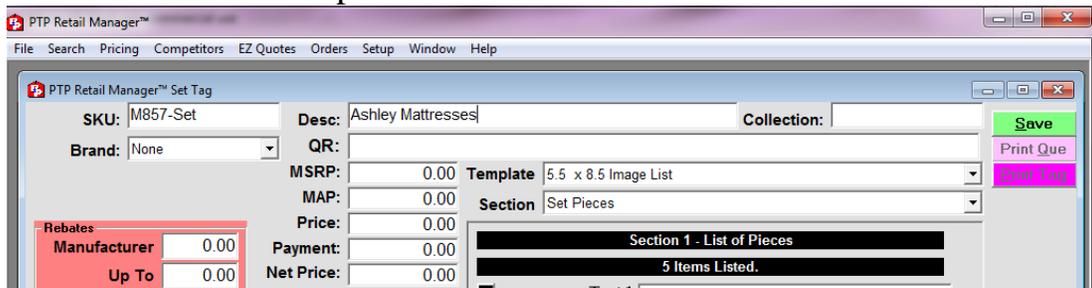
1. After opening up your PTP Retail Manager, go to the top of the screen and select the Pricing option. In this drop down, scroll down to Create Set Tag.



2. Once in the Set Tag creating area, you will pick the correct Tag Template, which is the 5.5 x 8.5 Image List template.

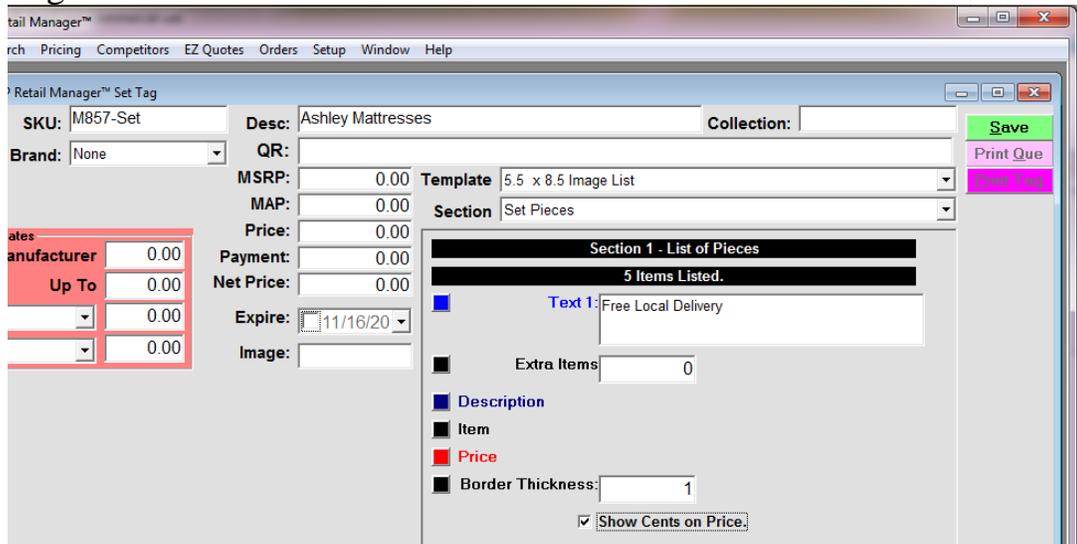


3. Next, you will need to create a SKU number in the SKU: box, and you will need to create a description for the mattresses in the Desc: box.

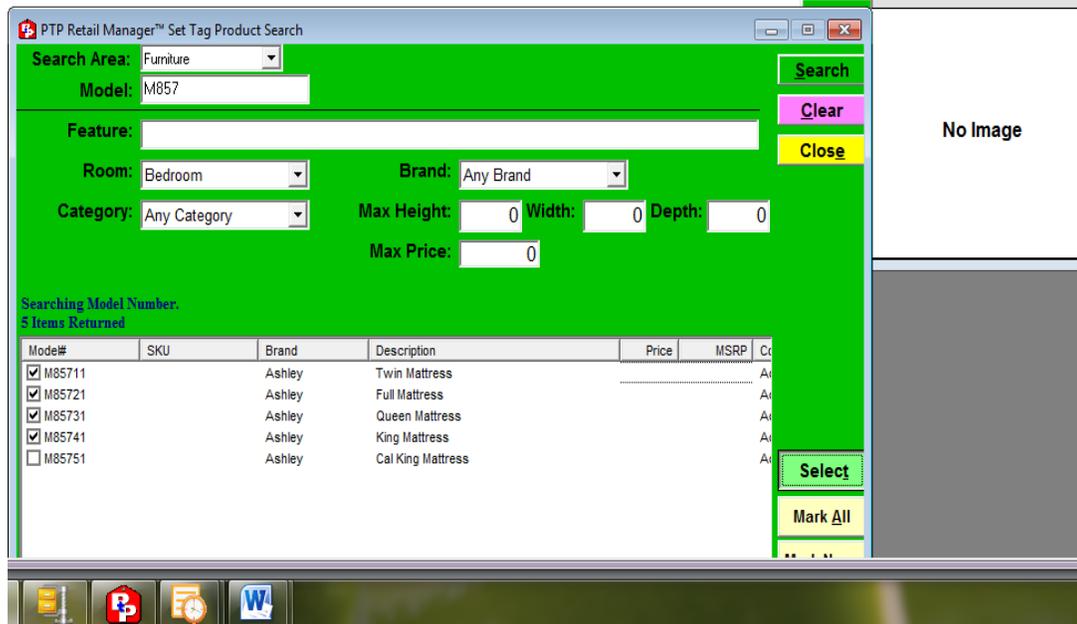


4. After setting the SKU and Description, go to the Set Pieces section. Fill the Text 1 field with any text you would like; use the black boxes on the left to give text fields and prices color, determine a border thickness, and decide whether you want cents displayed. Disregard the Extra Items box for Mattres

# Tags.



- Next, you will need to look up the mattresses you want displayed on this tag. Select the orange Lookup button. Make your search area Furniture, and type in your model in the Model: box. Click on the green Search button in the upper right hand corner. Check the box to the left of the models you want, and click the green Select button in the lower right hand corner.



- Next, you will want to set the tag image. Highlight one of the models by clicking to the left hand side of a model. You should see an image appear in the box to the right. With the model highlighted, the red-pink button that says Set Tag Image.

Extra Items:

Description

Item

Price

Border Thickness:

Show Cents on Price.

Brand	Model	Description	Length	Height	Depth	Image	MSRP	Price
Ashl...	M85711	Twin Mattress	38	13	74	M85...	\$0.00	\$0.00
Ashl...	M85721	Full Mattress	53	13	74	M85...	\$0.00	\$0.00
Ashl...	M85731	Queen Mattress	60	13	79	M85...	\$0.00	\$0.00
Ashl...	M85741	King Mattress	76	13	79	M85...	\$0.00	\$0.00
*								

Product:

Buttons: Lookup, Refresh, Image, View, Set Features, Set Tag Image

- Next, you can set the prices for the mattresses. Go to where your models are. Go under the field box labeled Price, and enter in your prices for each mattress.

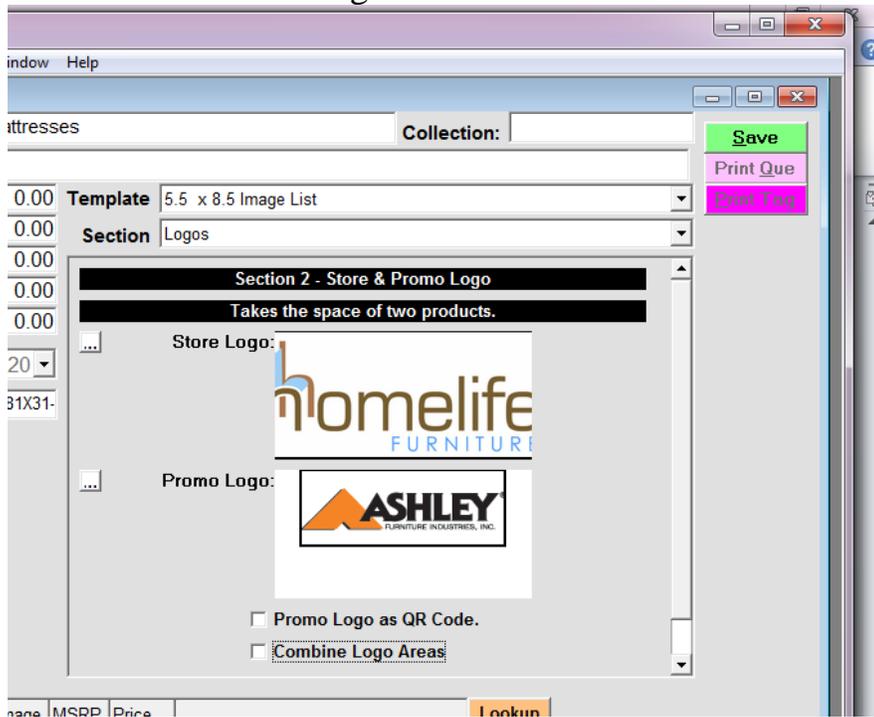
Brand	Model	Description	Length	Height	Depth	Image	MSRP	Price
Ashl...	M85711	Twin Mattress	38	13	74	M85...	\$0.00	\$0.00
Ashl...	M85721	Full Mattress	53	13	74	M85...	\$0.00	897.89
Ashl...	M85731	Queen Mattress	60	13	79	M85...	\$0.00	\$933.99
Ashl...	M85741	King Mattress	76	13	79	M85...	\$0.00	\$997.89
*								

Product:

Buttons: Lookup, Refresh, Image, View, Set Features, Set Tag Image

- Next, go to the Section drop down, located under the Template dropdown. Change the section from Set Pieces to Logos. Select the tiny box with 3 dots to the left of where it says Store Logo. Browse for your store logo. Do the

same for the Promo Logo.



9. Your mattress tag is now built. Now you can save and print your tag. Click the green Save button in the upper right hand corner, and then click the purple Print Tag button. Once you do this, your tag will appear.

