

XO's Tags & Labels Tool Has Been Updated!

Our Tags & Labels tool makes it easier than ever to design, customize, and print product tags or labels for your showroom. You can now include images and QR codes so customers can quickly scan and view product details right from the display floor.

1. Getting Started

Log in and go to **Tools** → **Tags & Labels**.

Here, you'll see a list of all templates that have been created in your database.

2. Template Options

When you hover over a template, you'll see these options:

Copy – Create a duplicate of the template

Print – Open the print menu

Settings – Edit the template name, description, size, border, and orientation (portrait or landscape)

Content – Edit the design and elements of the template

3. Settings

Adjust tag dimensions with sliders, or click **Advanced** to enter exact measurements.

Choose border settings that apply to all tags (so you won't need to set borders during printing).

4. Content Editor

View your template in the selected dimensions.

Use the right-hand menu (**Basic**, **Product**, **Order**) to drag and drop elements onto your tag.

Click **Save** when finished.

5. Printing Options

Use filters and search tools to quickly find the items you need to tag:

Products – Type to search or use dropdown menus

Industry – Select an industry (if your database includes multiple)

Changes – Filter by **All Changes** or **Recent Changes** (e.g., pricing updates)

Brand – Filter by vendor

Category – Filter by product category

Attribute – Filter by product attributes

Pricing – Search by account; type to narrow the list

Product # – Print multiple tags for the same item

Keyword – Search any term (e.g., typing "Blue" finds all blue items)

Order – Enter an order number to print tags for specific items in that order

Rollout Timeline

You can expect to see the upgraded Tags & Labels tool in your database within the next few weeks.

The new tool will be enabled on all sites before the end of the month.

Learn more
**Contact our
team today!**



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