THE EDGE®

Tag Formats and Letter Codes

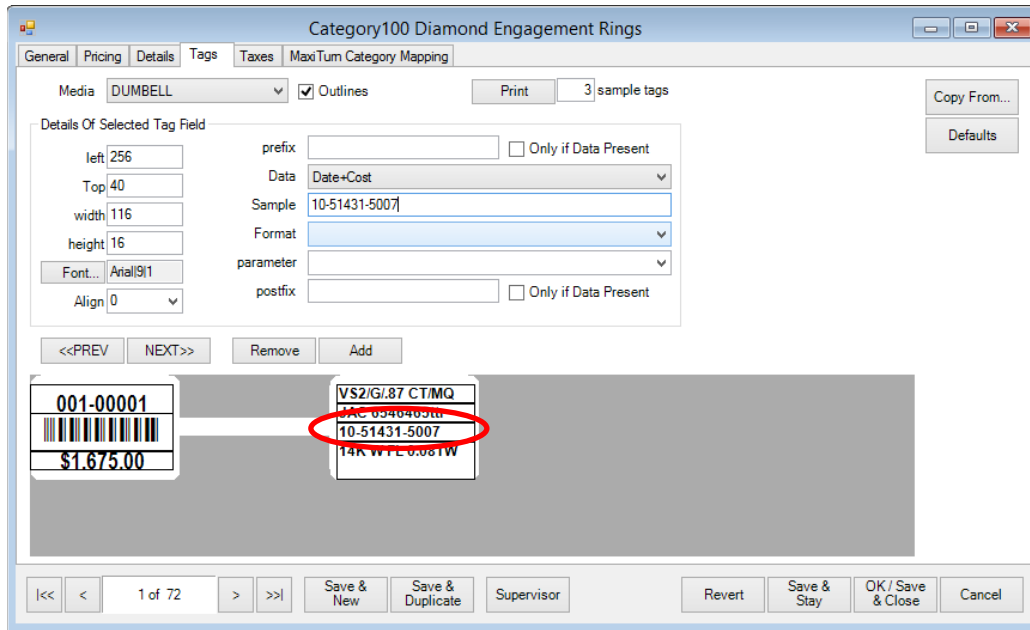## Table of Contents

Introduction

By default, The Edge prints the date entered and cost of each item on printed jewelry tags. This date and cost is disguised by random characters and positioned with dashes so that you can read the date and cost of an item if you know the formula.

Default Date and Cost Formula

The cost-date code is designed to allow the user, but not the customer, to quickly ascertain the date the item was added into inventory and the cost. That way decisions can be made concerning discounting, etc.

Look for random characters that separate the fields of month and year of acquisition and cost.

Convention: xM-MYYxC-CCCx		Data Results From Example
X	Random alpha-numeric character	1 (meaningless placeholder)
M-M	Two-digit month always separated by a dash	05 (May)
YY	Two-digit year	14 (2014)
X	Random alpha-numeric character; it always separates date and cost	3 (meaningless placeholder)
C-CCC	Cost, excluding cents. Will always be separated by dash after first character. Will vary in length. Example $295 = 2-95; $1,295 = 1-295).	$1,500
X	Random alpha-numeric character; always follows variable length cost.	7 (meaningless placeholder)

Using the example above, this would be an item that was entered into inventory in May of 2014 and has a cost of $1,500. Practice reading this on a few of your tags so you can quickly obtain the information without a customer knowing.

Custom Letter Codes

We recommend that you consider using our default cost feature because it requires no maintenance or set up. See the section entitled Default Date and Cost Formula for instructions. However, if you wish to employ your own cost code, you will need to setup a custom tag layout for each category to reflect the code. The instructions to do so follow.

1. From the **Category** window, **Tags** tab, select **Add** to add a new field. You can remove an existing field to make room.
2. Select `Cost` (or the appropriate data field) from the **Data** drop-down menu
3. Select `LetterCode` from the **Format** menu. This includes whole dollar amounts. You may also choose `LetterCode*10` to get one decimal place or `LetterCode*100` to get two decimal places.
4. Type your alpha cost code in the **Parameter** field. The parameter text is in numeric order starting from 0 and going to 9. In this example, the cost code is the word BLACKHORSE. If you want to use 1 through 9 with the 0 at the end, you would specify "EBLACKHORS".

Letter in Code:	B	L	A	C	K	H	O	R	S	E
Corresponding Value:	0	1	2	3	4	5	6	7	8	9

For example, if you put an item in that costs $4,500.59, using the above cost code, it will appear as KHBB on the tag. If you chose `LetterCode*10`, it would be KHBBH. If you chose `LetterCode*100`, it would be KHBBHE.