ConsignPro Tag / Report Modifications

Below are the only instructions that we have for installing "Crystal Reports" onto your computer and using that software to edit your Tags / Labels / Reports. This software is typically NOT for the "end user" but rather for someone with technical and/or programming ability. Unfortunately, we don't have the resources to teach you either of these things – but we do make this software available knowing that some customers may be able to modify their own tags and labels.

To install Crystal Reports on your computer, click this link and run the file:
www.consignpro.com/download/crystalr.exe

I would extract that to a folder on your computers. Once that's done, you would open the crw32.exe program, which is the Crystal Reports software. This is the same software that we use here to build and modify our reports, tags, and labels.
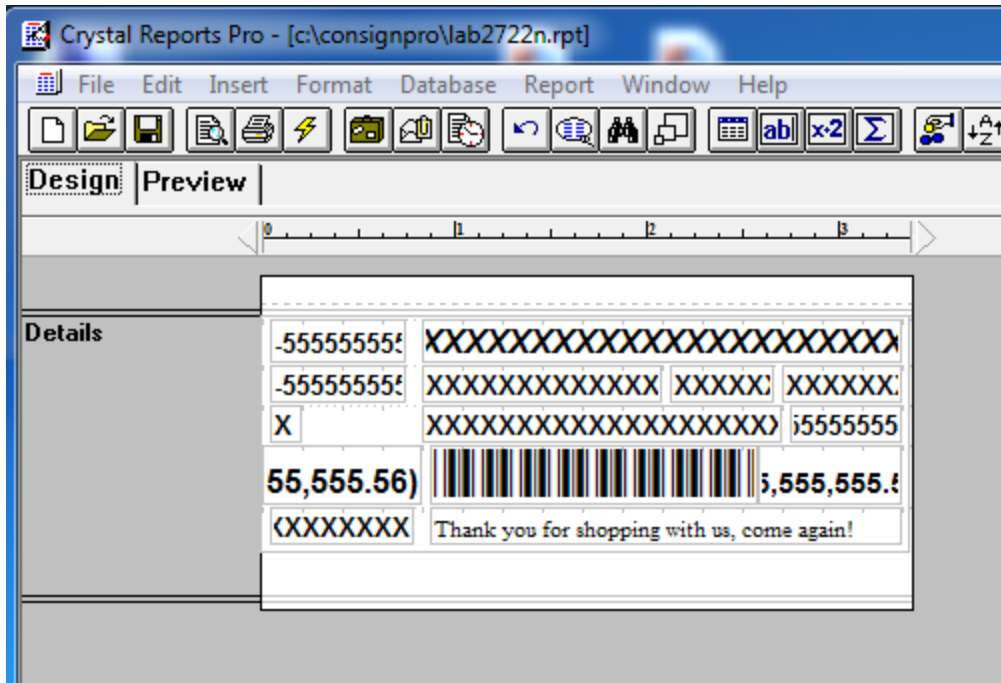
All of the .rpt files in the \ConsignPro folder on your PC are "Crystal Reports" files. Each .rpt file in that folder represents either a tag, label, report, or consignor check format. Below is a link to a spreadsheet that matches each "Label / Tag Style" on our CustomizeCP screen to its corresponding .rpt file in the ConsignPro folder on your PC. This would, in theory, allow you to modify the correct tag or label file that corresponds to the tag or label format currently used in your shop.

Tag/Label naming spreadsheet:
www.consignpro.com/download/cptagnames.xls

To modify an existing tag or label:

1. Using the spreadsheet at the above link, figure out what report name (.rpt file) that you are using on your system. This is done using the "Label / Tag Style" box on the CustomizeCP screen – and, if you're using the Zebra printer, knowing which printer driver you are using in your Windows Printers folder (either Zebra LP2824 or ZDesigner LP2824).
2. Open crw32.exe (Crystal Reports).
3. At the top, click File / Open.
4. Locate the .rpt file (that you identified in Step 1) in the \ConsignPro folder on your computer and open that file.
5. When done correctly, you should see a tag displayed that looks something like:

1. Each field on the tag represents a field from the ConsignPro database file and it should look identical to the tags you print in your shop.
2. You can click and move any of the fields around on the tag. You can also right-click on a field to change a font type or size.
3. When you are done with the modifications, you can save your changes and then try testing your new design in ConsignPro.

If you make a mess of the tag, you can always install the latest ConsignPro Update to put our stock design back onto your system.

Thanks,
Brian Wilson

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