

TICKETING MANUAL

March 2016

Ticketing

One of the most effective methods of steering sales is to use signs and tickets. If they are right size, properly designed and in the correct place, such signs will have a great impact, and are an important tool in assisting the customer to purchase and highlighting great value.

Tickets act as a silent salesperson, and can be the first point of contact between the customer and the product. As well as highlighting price or promotion, tickets and signage can be used to relay key information about the product to the customer – including features and benefits, dimensions, range options, construction materials, and inspiration behind the sourcing of the product.

Tickets are a quick and flexible way to adapt to challenging retail conditions. Promotions can be implemented urgently when required and are an effective way to steer sales towards products that are overstocked or highlighted for promotion. In conjunction with strong merchandising they are an important way to highlight best sellers and key ranges/categories.

Ticketing styles and colours change from season to season, however the basic information always stays the same. It is the responsibility of the whole store to maintain the standards in regards to ticketing. Always be on the lookout for slips in the those standards and rectify immediately.

All plastic sleeves, strips and paper used to print tickets is available from the Ticketing department using the POS order form on the Intranet.

Placing Tickets on Product

Below are some key points to remember when placing tickets on products.

A ticket, regardless of type, must always sits on the product and facing the walkway.

Add ons must always be used with every F5 ticket. Be sure to sure the appropriate message.

Adhesive F5's must be applied with double sided tape and have a 1cm boarder between the plastic pocket and the edge of the product. Suspension F5's should use either a sofa fastener or loop fastener to attach the F5 or F6 plastic pockets to the product.

Everyday

Everyday tickets now have a stronger focus on myfreedom pricing as well as having a more modern and up to date format. Please make sure that everything is ticketed correctly and in the correct application. e.g. wall art has an F6, upholstery and casegoods with F5's and A4's, Lighting with an F6 and anything on shelf has a shelf ticket.

For paper supplies order through POS II/Infinity.
 Plastic pockets: ticketing@freedom.com.au

Signature
Laptop table
\$299
myfreedom price
\$255

\$99 joining fee applies for MyFreedom membership. MyFreedom price not available with finance offers. See staff for details.

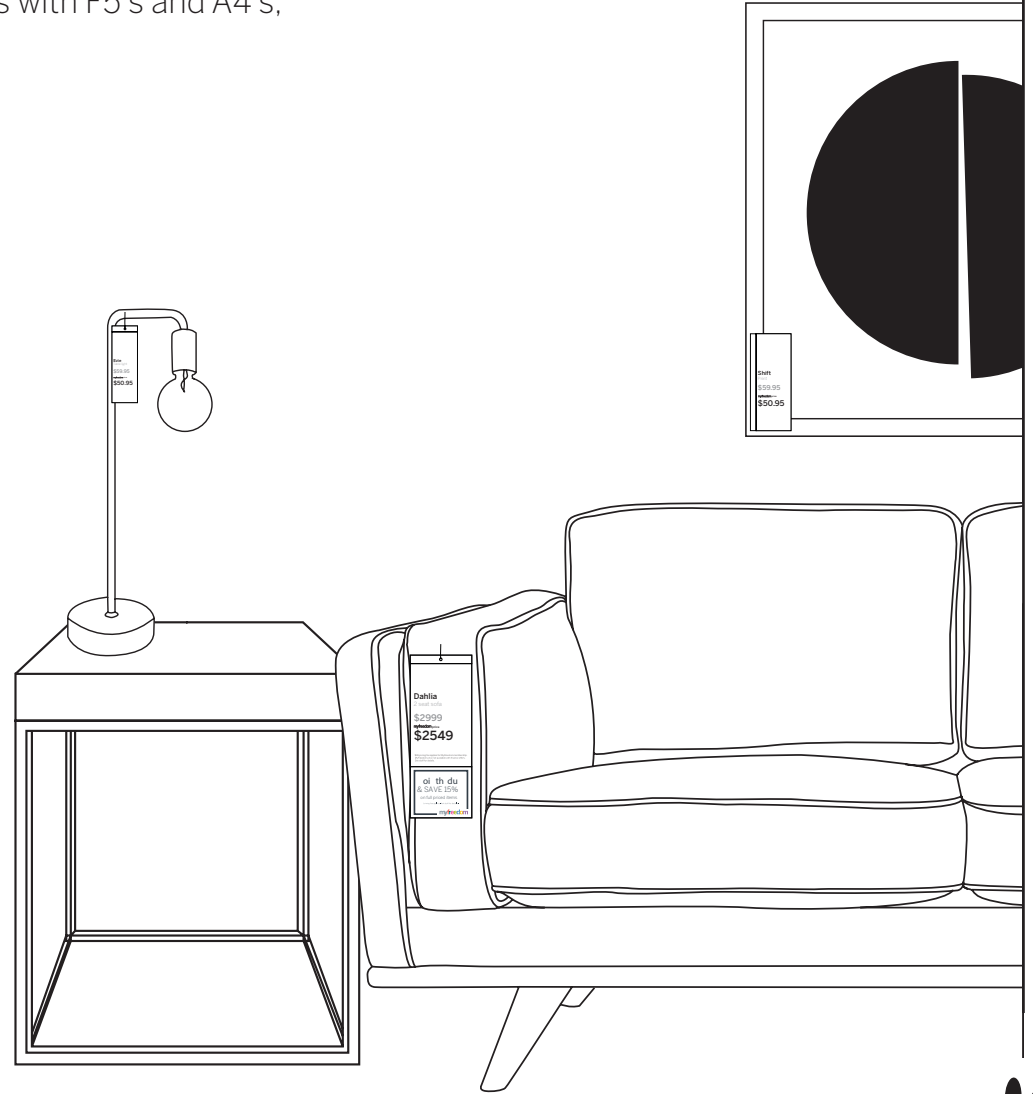
Join the club & SAVE 15% on full priced items
joining fee applies. Ask staff for details.
myfreedom

Evie
Table light
\$59.95
myfreedom price
\$50.95

Evie
Table light
\$59.95
myfreedom price
\$50.95

Asset
160x230 rug
Available in grey.
Full price
\$549
myfreedom price
\$467

\$99 joining fee applies for MyFreedom membership. MyFreedom price not available with finance offers. See staff for details.



Sale & Promotions

For Promotions please make sure everything is ticketed with sale paper. For each sale a Sale Batch will be made for you on Sign IQ and you will be able to go through and select which product you need to ticket. Please make sure you print on the correct Sale paper and use the correct sale add on for F5's.

For paper supplies order through POS II/Infinity.
 Plastic pockets: ticketing@freedom.com.au

THE FREEDOM SALE

Aberdeen
Lightfilter Curtain

was \$19.95

sale price **\$13.39**

myfreedom price \$12.72

\$99 joining fee applies for MyFreedom membership. MyFreedom price not available with finance offers. See staff for details.

THE FREEDOM SALE

Evie
Table light

was \$59.95

sale price **\$50.95**

21921278

Evie
Table light

was \$59.95

sale price **\$50.95**

21921278

THE FREEDOM SALE

Aberdeen
Lightfilter Curtain

was \$19.95

sale price **\$13.39**

myfreedom price \$12.72

THE FREEDOM SALE

Albion
Floor Rug

available in natural.

was \$79

sale price **\$49**

myfreedom sale price **\$47**

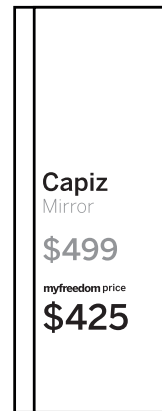
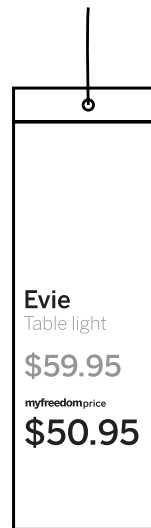
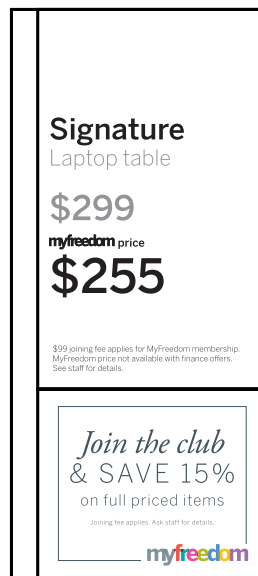
\$99 joining fee applies for MyFreedom membership. MyFreedom price not available with finance offers. See staff for details.



Types of Everyday Tickets

All up there are 7 types of tickets. Below is what they look like and how they should be applied.

Adhesive pocketed tickets should always have a 1cm border between the pocket and the edge of the product.



F5
Suspension - Used for upholstery.
Leather and fabric sofas, armchairs, dining chairs, office chairs etc.

Adhesive - Used for casegoods furniture only. Dining tables, side tables, laptop tables etc.

F6
Should be used on all homewares items and ottomans. E.g. Wall art, lighting, bedding and curtains etc.

Excluding storage and rug rack which require an F5.

Rug (R5)
Used on rugs displayed in room sets.
Plastic sleeve taped to the bottom of the rug facing the aisle.

Types of Everyday Tickets

Continued...

Evie
Table light

available in clear/white.

Full price
\$59.95

myfreedom price
\$50.95

\$59 pricing fee applies for Myfreedom membership.
Myfreedom price not available with finance offers. See staff for details.

A4 Single

These are commonly used for bulkstacks., hero homewares ranges and key furniture items. E.g. Phat Ottoman, Society Boxed Glassware.

Andersen
Sofa range

available upholstered as standard in basis ink & napa fabrics.
Package includes: 1 x 2.5 seat modular, 1 x corner, 1 x 2.5 armless & 1 x chaise.

| | Full price | myfreedom price |
|---------------------------|------------|------------------------|
| Ottoman | \$599 | \$510 |
| Armchair | \$1249 | \$1062 |
| 2.5 seat sofa | \$1799 | \$1530 |
| 3 seat sofa | \$1999 | \$1700 |
| Sofabed | \$2099 | \$1785 |
| 2.5 seat modular & Chaise | \$2599 | \$2100 |
| Modular package* | \$4699 | \$3995 |

\$59 pricing fee applies for Myfreedom membership.
Myfreedom price not available with finance offers. See staff for details.

A4 Range

Always used for upholstery and casegood ranges, typically with 3 or more items in a range. These are used rarely in homewares.

*Still in development in Sign IQ.

Evie
Table light

21921278

Full price **\$59.95**

myfreedom price **\$50.95**

Evie
Table light

21921278

Full price **\$59.95**

myfreedom price **\$50.95**

Shelf & Hook

These are to be used on every shelf and hook with homewares product.



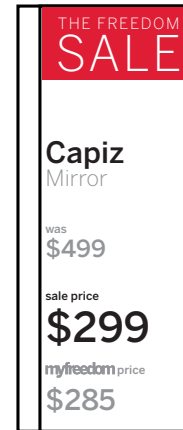
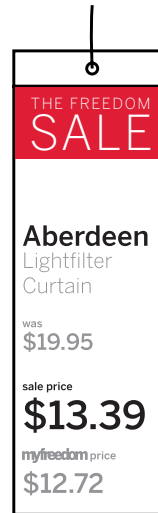
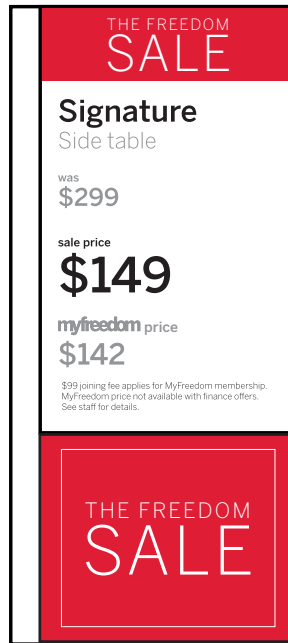
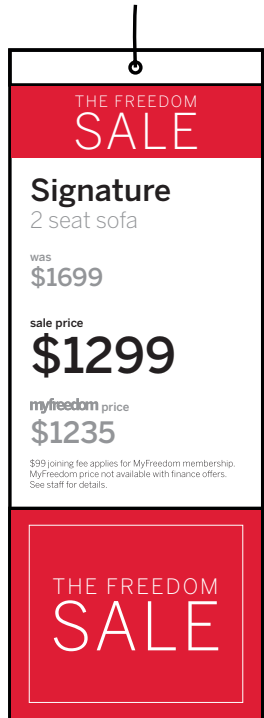
A3 Chalkboard

Always to be with bulk stacked or dump bin products. 'Cash and Carry' products.

These are supplied by support centre.

Types of Promotional Tickets

There are 7 types of sale tickets. Below is what they look like and a brief overview on how they should be applied.



F5

Suspension - Used for upholstery.
Leather and fabric sofas, armchairs, dining chairs, office chairs etc.

Adhesive - Used for casegoods furniture only. Dining tables, side tables, laptop tables etc.

F6

Should be used on all homewares items.
Wall art, lighting, bedding and curtains etc.

Excluding storage and rugs.

Rug

Used on rugs displayed in room sets. Plastic sleeve taped to the bottom of the rug facing the aisle.

Types of Promotional Tickets

Continued...

THE FREEDOM SALE

Astor
Armchair
available in arena cement fabric.

was **\$399**
sale price **\$299**

myfreedom
sale price **\$285**

\$99 joining fee applies for MyFreedom membership. See staff for details.

Promotional A3

These are used across all categories, please do not print an A3 for every item on sale, only the things with lots of stock. Office chairs, single rugs, any range with 3 items or less in a range do not need an A3.

THE FREEDOM SALE

Bailey
Furniture range
available in natural & coco.

| | was | sale price | <small>myfreedom</small> sale price |
|-------------------------|--------|--------------|--|
| Side table | \$269 | \$189 | \$180 |
| Coffee table | \$399 | \$279 | \$266 |
| Dining table (90x90cm) | \$549 | \$349 | \$332 |
| Dining table (160x90cm) | \$799 | \$559 | \$532 |
| Entertainment unit | \$699 | \$499 | \$475 |
| 2 door buffet | \$1199 | \$849 | \$807 |

\$99 joining fee applies for MyFreedom membership. See staff for details.

Promotional A4

Used mainly for ranges. E.g. Andersen, Signature, Wyatt, Milton Blinds.

Evie
Table light

was **\$59.95**
sale price **\$50.95**

21921278

Evie
Table light

was **\$59.95**
sale price **\$50.95**

21921278

Promotional Shelf & Hook

Should be on every shelf with items that are on sale. Red stripping to be put behind.

THE FREEDOM SALE

Promotional Add on

This is to be placed with the Sale F5 tickets in the pocket beneath.

Information Tickets

Information ticketing comes in an array of sizing; A2, A3, A4, A5, round discs and Add ons. They are used to display further information about a product or range.

These types of tickets are made at Support Centre.

ANDERSEN

The stylish Andersen has a contemporary look with slightly exaggerated proportions - perfect for family living.

The Andersen is designed with extra deep seating for comfort and features a classic piping finish on the cushions and arm edge.

You'll love the soft, suede feel of the Napa microfibre fabric and the subtle two-tone effect of its doobby weave.

freedom

A2 Features & Benefits

HAMMAM towel

- The perfect towel that doubles as a beach wrap or a sarong.
- They are super absorbent, light weight and quick to dry.
- Great for travelling or the family trip to the beach or pool.
- Available in citrus, pink, taupe & turquoise.

\$29.95

freedom

A3 Special Ticket

WATCH THIS SPACE

We apologise for no...

However...

1.9% surcharge applies to American Express and Diners Club card payments.

Please proceed to the bedroom department to see our wall lighting on display.

freedom

Speech Tickets A3, A4 & A5

COPENHAGEN
Sofa range

THE STORY
Copenhagen takes its influence from the classic lines of mid-century Danish design. The sofa series spans from 1950s to 1970s, and has brought this design up to date 50 years on. It's a classic design that has stood the test of time and is still as relevant as ever.

MATERIALS
Copenhagen is made from high quality materials. The leather is made from the finest cowhide and is available in a range of colors. The fabric is made from a blend of cotton and polyester.

FABRICS & LEATHERS
Copenhagen is available in a range of fabrics and leathers. The leather is made from the finest cowhide and is available in a range of colors. The fabric is made from a blend of cotton and polyester.

| | | | |
|-------|------------|-------|------------|
| Model | Price | Model | Price |
| 1000 | £22,254.95 | 1001 | £27,250.95 |
| 1002 | £22,250.95 | 1003 | £27,257.95 |
| 1004 | £22,250.95 | 1005 | £27,257.95 |

freedom

Tearsheets A5

a chair for all occasions

a chair for all occasions

a chair for all occasions

a chair for all occasions

suitable for use INDOOR or OUTDOOR

freedom

Discs

This Freedom

Length of this

Join the club & SAVE 15% on full priced items

myfreedom

Add ons

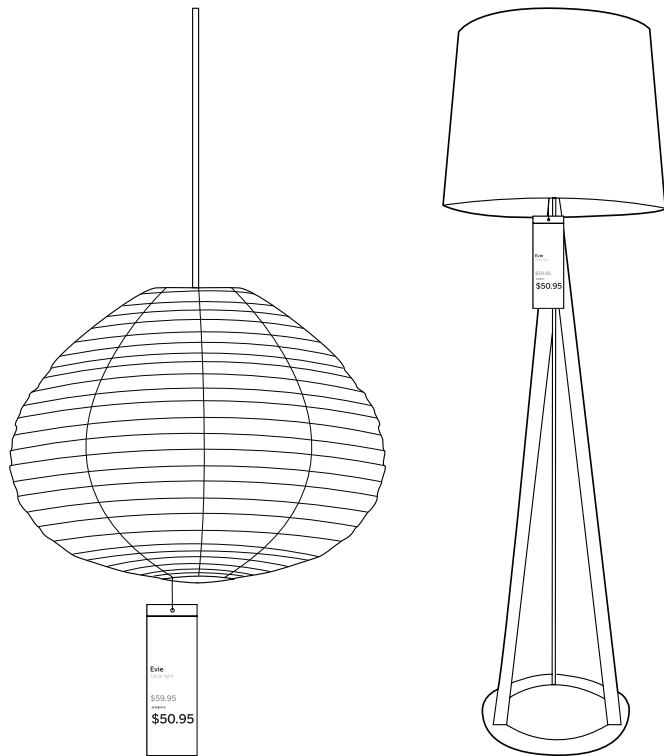
Examples of Ticket Implementation

F6 Suspension

Placed towards the front left hand bottom of the item.

For custom blinds and curtains, attach the plastic pocket with a short sofa fastener through the hole in the plastic pocket.

For pendants, attach the plastic pocket with a short loop fastener towards the bottom of the product.

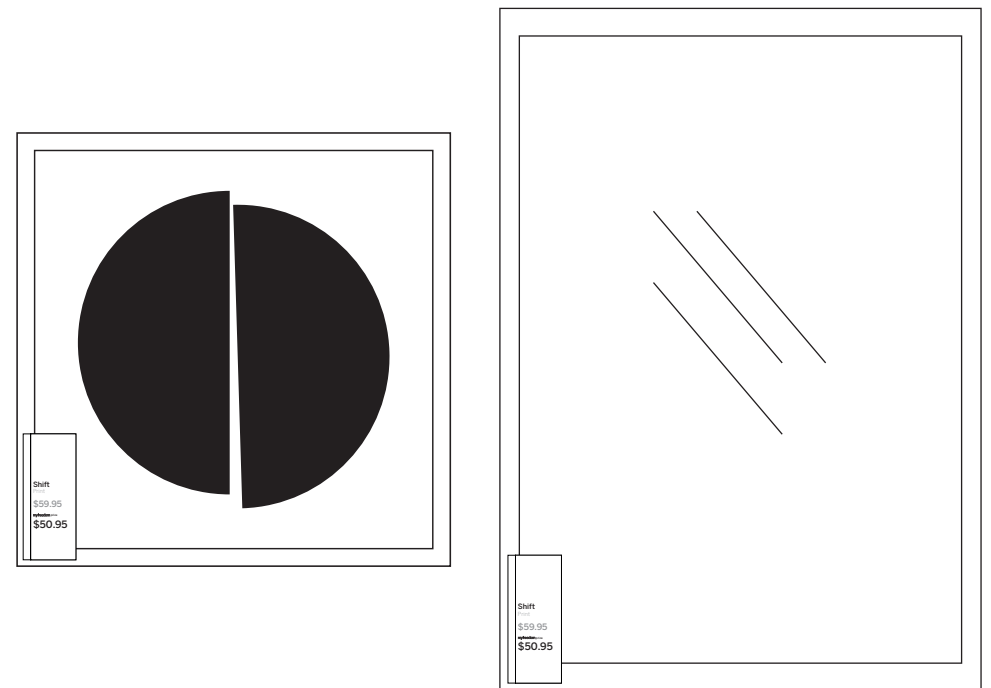


F6 Adhesive

Placed towards the front left hand bottom of the item.

Use double sided tape on the back of the strip located on the left of the plastic pocket.

For wall art, E.g. Mirrors, art etc.



Examples of Ticket Implementation

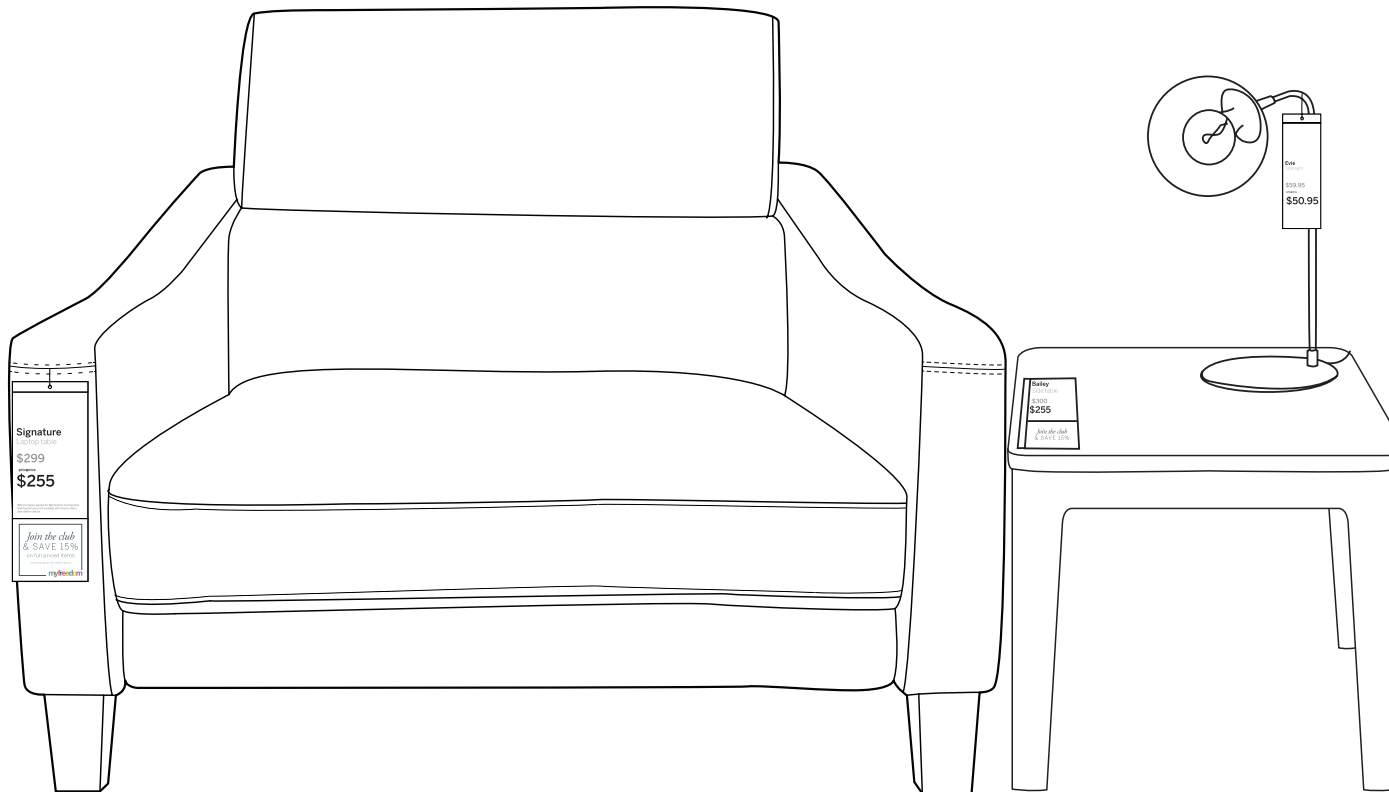
F5 Suspension

Position the ticket to the left hand side of the armrest.
For upholstery with stitching on the armrest, use the needle gun and thread the fastener through the stitching.
For upholstery without stitching on the armrest just make sure it's in the middle of the armrest. For upholstery that doesn't have arms, attach the ticket to the cushion seating through the stitching.

F5 Adhesive

Always used for casegoods. Must be on the left hand corner on the top of the product. For casegoods over 150cm tall (wardrobes) place the ticket on the front top left hand corner.

Make sure to leave 1cm between the plastic pocket and the edge of the product.

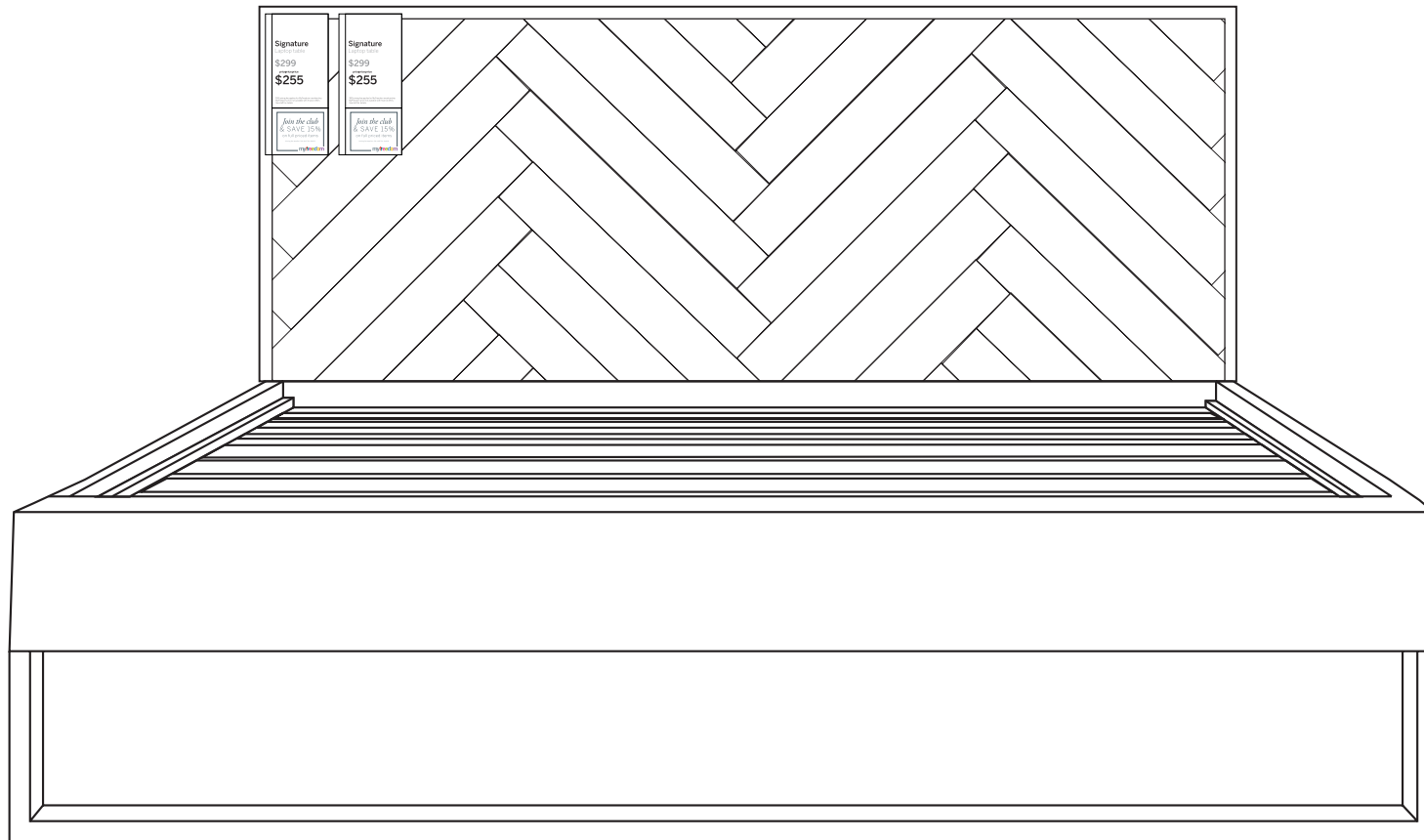


Examples of Ticket Implementation

F5's In Bedroom

Use two plastic pockets, one for the bed displayed and one for the mattress used on the bed.

For timber bed heads, use two adhesive plastic pockets, side by side on the top left. For upholstery bed heads, use a short (25mm) sofa fastener through the hole in the plastic pocket, position the ticket to the left hand side of the bed head, one next to each other. The needle must be put through the stitching where possible. For bed frames, use a short loop fastener through the hole in the plastic pocket, position the ticket to the left side of the bed head, side by side.



Examples of Ticket Implementation

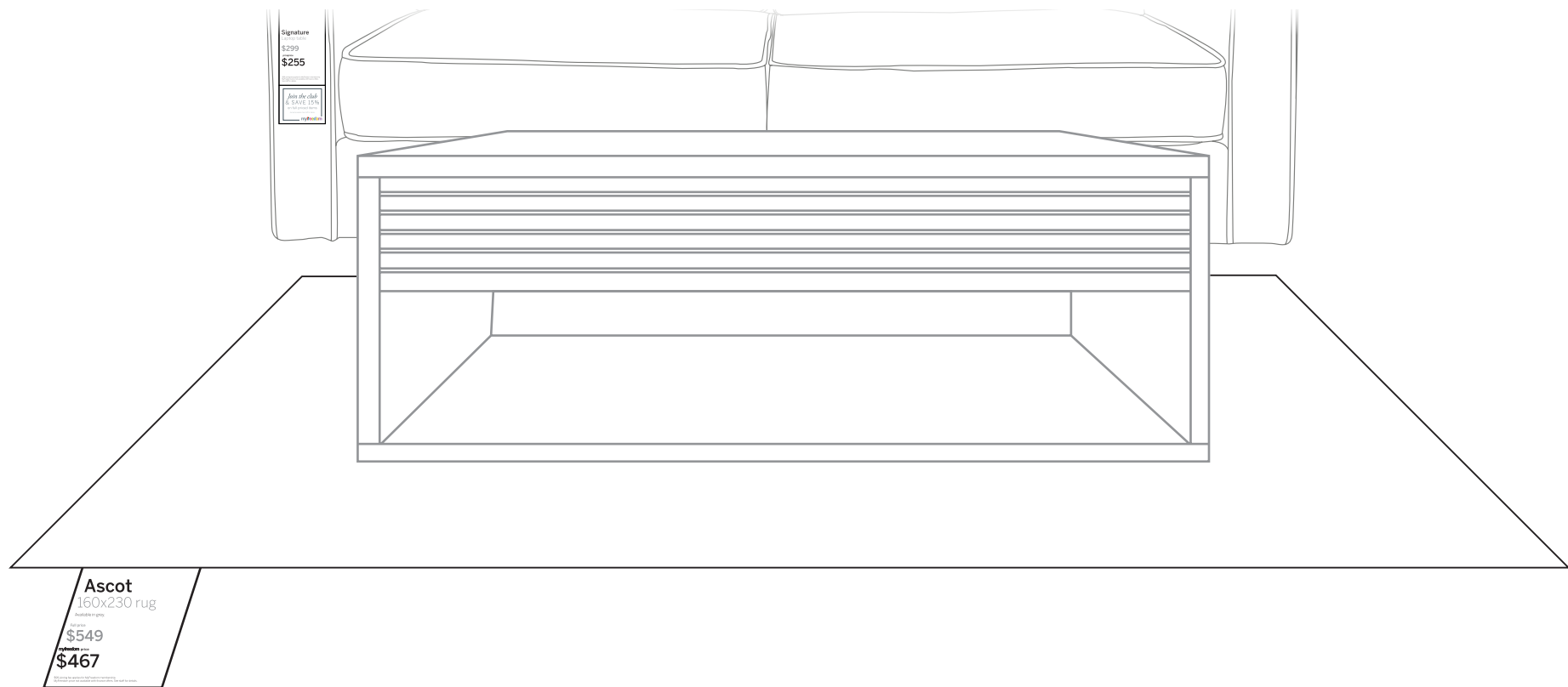
Rug (R5)

R5 tickets are for rugs displayed on floor only.

They should be placed half under the rug to the left hand side. 10cm from the edge of the rug at the rooms entrance.

Must be secured with a few layers of gaffer tape to avoid movement.

Rug Rack - Use a suspension F5. Always make sure that all rug tickets are the same height on all rugs and make sure that it is visible to customers.



Examples of Ticket Implementation

Bed Linen

Use two F6 suspension tickets to show the sheet set and quilt cover price. Bedspreads and throws should be ticketed as well.

These need to be positioned next to each other (see image).



Dining and Office Chairs

Always place the ticket on the bottom left hand side, just above where the seat meets the base.

For stools they should be attached at the front on the left hand side.



Examples of Ticket Implementation

Shelf Strips

Items that are bulk stacked, do not have a shelf strip attached. Generally a single A3 ticket which you can make on Sign IQ.

During sale and everyday a shel ticket should be used for every homewares item. The ticket should always be beneath the product placed inside the plastic shelf stripping to the left of the product. For sale & promotions, always make sure that red stripping goes behind the sale shelf ticket. Red shelf stripping should only be applied with products on sale.

Plastic Shelf stripping is ordered through POSII/Infinity SKU: 23711198



EVERYDAY



SALE

WELCOME TO
SignIQ

Welcome to Sign IQ!

The first step is to open it up and log in. Just go to the 'External Web Links' page on the intranet and click on 'Sign IQ'. Then you will come to the screen shown below. Type in your username and password and you're in!

https://freedom.signiq.net/login

SignIQ

Sign In

username

password

Sign In

[I've forgotten my password](#)

Dashboard

The dashboard is where all of your tickets are located.

Every new batch you create in store or we create for you at Support Centre for either promotions or price increases. Every sale and price increase batch that we upload will appear here as well as any new batch that you create while making tickets.

SignIQ Dashboard Freedom_Marion

show/hide filters **Bulk Action** **Create Ticket Batch**

Print by (to) Print by (from)

Open

| Priority | Name | Items | Print By | Created | Actions |
|----------|-----------------------------------|-------|-------------|-------------|--------------|
| Red | Tickets to print for - 2016-02-20 | 105 | 20 Feb 2016 | 20 Feb 2016 | Print Delete |
| Red | Tickets to print for - 2016-02-21 | 40 | 20 Feb 2016 | 20 Feb 2016 | Print Delete |
| Red | Tickets to print for - 2016-02-22 | 32 | 21 Feb 2016 | 21 Feb 2016 | Print Delete |
| Red | Tickets to print for - 2016-02-23 | 2 | 22 Feb 2016 | 22 Feb 2016 | Print Delete |
| Green | Nicki's tickets | 29 | | 22 Feb 2016 | Print Delete |

Completed

| Priority | Name | Items | Print By | Created | Actions |
|----------|--|-------|-------------|-------------|-----------------|
| Green | Wendy2 | 44 | | 30 Nov 2015 | Re-Print Delete |
| Green | Jan sale 2016 discontinued homewares | 39 | | 07 Dec 2015 | Re-Print Delete |
| Red | Feb Increases - Casegoods - Effective 2nd Feb | 367 | 30 Nov 2015 | 01 Feb 2016 | Re-Print Delete |
| Red | Feb Increases - Upholstery - Effective 2nd Feb | 929 | 30 Nov 2015 | 01 Feb 2016 | Re-Print Delete |
| Red | | | 30 Nov | 02 Feb | Re-Print |

Messages

Freedom Head Office
Welcome to SignIQ!
 November 30, 2015

Be sure to check out the 'Walk Me Through' feature if you need help. Alternatively, please always feel free to contact SignIQ support at support@signiq.com or via phone on 1800 018 883. Regards, Freedom Visual Merchandising Team & SignIQ

Walk Me Through

TIP NO.1

Keep this area clean by deleting old batches that you don't need anymore.

Also, note the orange, red and green "traffic lights". These indicate how urgently you need to print the batches. Green: Plenty of time Orange: Print right now Red: Should already have printed.

Making a Standard Ticket

First go to 'Product Search' and click on 'Search'. This is where you can find and make a ticket for every product.

Then type into the search bar what product you would like to make a ticket for. You can search by product name (Evie), category (Dining) or by SKU.

SignIQ

Product Search

Freedom_Marion

Product Search

Search Products show/hide filters

7924 Products

Add to Location Create Tickets

Recent Activity

There is no recent activity to show at the moment.

0 Products Selected

| <input type="checkbox"/> | Display name | Created | Modified | Actions |
|--------------------------|--|-------------|-------------|---------|
| <input type="checkbox"/> | Paynter Rectangle Bowl | 8 hours ago | 8 hours ago | |
| <input type="checkbox"/> | Prop Amplifier | 7 hours ago | 7 hours ago | |
| <input type="checkbox"/> | Cotech 1 Ltr Aquatec LP Silk | 8 hours ago | 8 hours ago | |
| <input type="checkbox"/> | Nofil 100Grit Zinc Stearate | 8 hours ago | 8 hours ago | |
| <input type="checkbox"/> | Tait Placemat 33x48cm | 8 hours ago | 8 hours ago | |
| <input type="checkbox"/> | Install Up to 2.6m each Blinds Except Vertic | 8 hours ago | 8 hours ago | |
| <input type="checkbox"/> | Park Avenue 4 Shelf Bookshelf | 8 hours ago | 8 hours ago | |
| <input type="checkbox"/> | Metallica (MAS Only) Dente | 8 hours ago | 8 hours ago | |
| <input type="checkbox"/> | Diaz 50x50cm Cushion | 8 hours ago | 8 hours ago | |
| <input type="checkbox"/> | ID Hieroglyph XVI 44x44cm Print | 8 hours ago | 8 hours ago | |
| <input type="checkbox"/> | Baxter Table Runner 33x150cm | 8 hours ago | 8 hours ago | |
| <input type="checkbox"/> | Paradise Single Quilt Cover Set | 8 hours ago | 8 hours ago | |
| <input type="checkbox"/> | Oldsfield 25mm Pro Oval Filament Br | 7 hours ago | 7 hours ago | |
| <input type="checkbox"/> | Aspen Floor Rug 160x230cm | 9 hours ago | 9 hours ago | |

Walk Me Through

Making a Standard Ticket

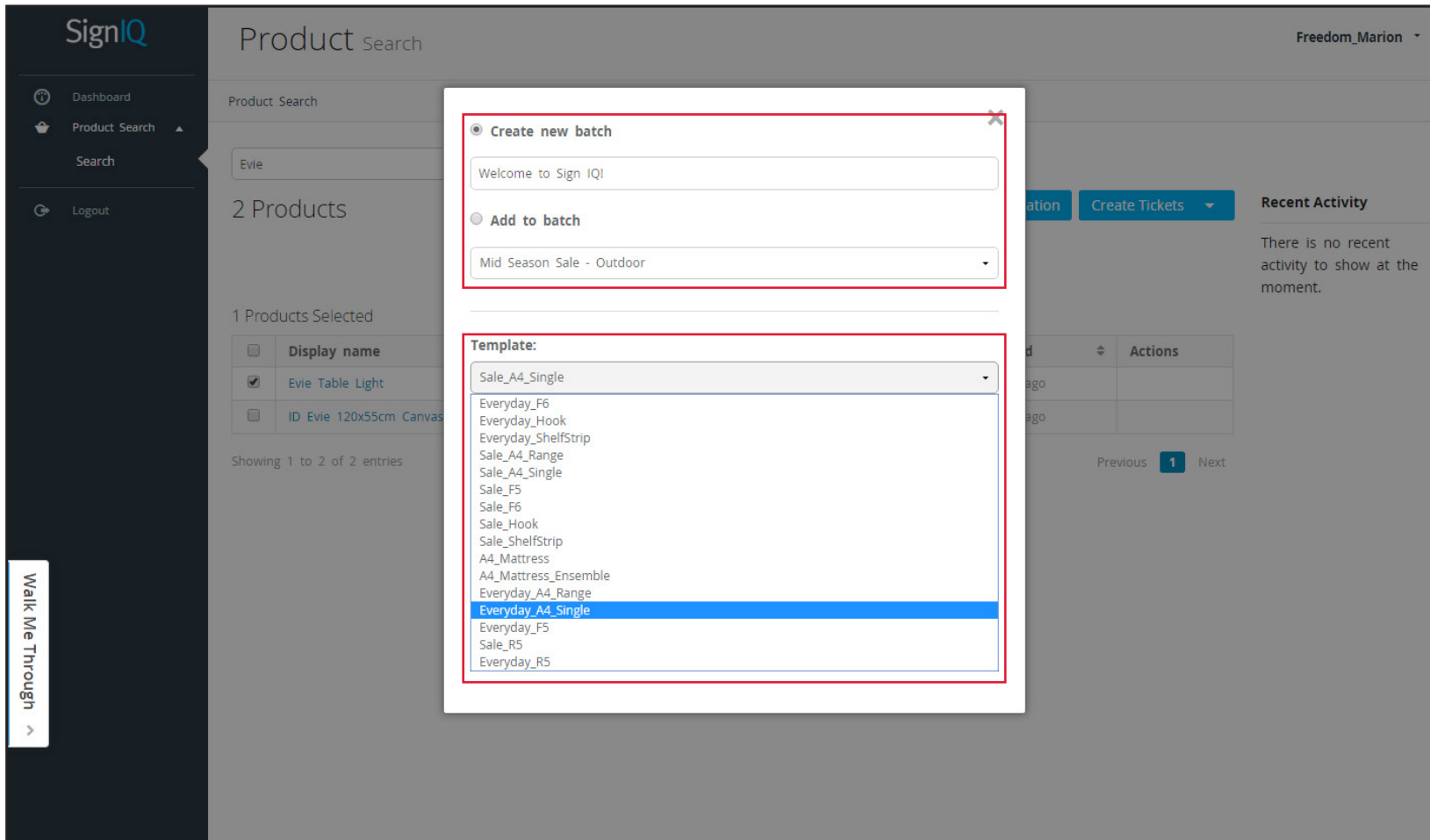
Next, click on the small box next to the name of the product you would like to make a ticket for. You can select multiple products if you wish to create a big batch. We recommend you select 10-15 at a time so that your batch doesn't get too overwhelming. Then click on 'Create Tickets' and then 'Standard Tickets'.

The screenshot shows the SignIQ Product Search interface. The search bar contains 'Evie'. Below the search bar, there are two buttons: 'Add to Location' and 'Create Tickets'. The 'Create Tickets' button is highlighted with a red box, and its dropdown menu is open, showing four options: 'Standard Tickets', 'Ensemble Tickets', 'Mattress Tickets', and 'Range Tickets'. The 'Standard Tickets' option is selected. Below the buttons, there is a table with 2 products. The first product, 'Evie Table Light', is selected with a checkbox. The table has columns for 'Display name', 'Created', 'Modified', and 'Actions'. The 'Evie Table Light' row shows '5 hours ago' for both 'Created' and 'Modified'. The second product is 'ID Evie 120x55cm Canvas', also showing '5 hours ago' for both 'Created' and 'Modified'. The table is paginated, showing 'Showing 1 to 2 of 2 entries' and 'Previous 1 Next'. On the right side, there is a 'Recent Activity' section with an entry for 'AnonymousUser' edited 'Hertford Single XL Medium Mattress (view product)' 4 hours ago. The SignIQ logo is in the top left, and the user 'Freedom_Marion' is in the top right. A sidebar on the left contains 'Dashboard', 'Product Search', 'Search', and 'Logout'. A vertical banner on the left side of the sidebar says 'Walk Me Through'.

Making a Standard Ticket

Then either 'Create new batch' or 'Add to batch'. Once you've made a batch you can always add to it later down the track.

Then select the type of ticket you would like to make and then click 'Create':
E.g. 'Everyday_A4_Single'



TIP NO.2

To avoid confusion amongst staff members, name your batch with your name e.g. 'Jessica's Batch'.

Making a Standard Ticket

Sign IQ will then automatically take you to the location of your new ticket. Just click on the name of the product you've made a ticket for which is in [blue text](#).

You can then go through and amend or add information. Once you've made your changes remember to click 'Save & Refresh'. Please **do not** add any false information and look out for typos. **Do not** change the price unless you are a franchise store.

The screenshot shows the Sign IQ Ticketing interface. At the top, there's a navigation bar with 'Sign IQ' and 'Freedom_Marion'. Below that, a toolbar contains buttons for 'New Ticket', 'Open', 'Print', 'Delete Item(s)', 'Change Properties', 'Customise Columns', and 'Save Batch'. The main area displays 'undefined Tickets' with a search bar and a table of tickets. The table has columns for 'Copies', 'Description', 'Template', 'Author', 'Created', and 'Last Printed'. One ticket is listed with 'Evie Table Light' in the description, which is highlighted with a red box. Below the table, there's a 'Live Preview' section for the 'Evie Table Light' ticket. This section includes a 'Save & Refresh' button and a form with fields for 'Range', 'Key Features', 'Price', 'MyFreedom Price', 'FriendlyName', and 'SKUs'. The 'Live Preview' also shows a visual representation of the ticket with the product name, full price (\$49.95), and myfreedom price (\$42.46).

| Copies | Description | Template | Author | Created | Last Printed |
|--------|------------------|--------------------|----------------|---------------------|---------------|
| 1 | Evie Table Light | Everyday_A4_Single | Freedom_Marion | 25 Feb. 2016, 01:30 | Never Printed |

Everyday_A4_Single Save & Refresh

Live Preview Maximise Close

Range: Evie

Key Features: Available in: Clr/Wht, Assembly: No Assembly Required, Acrylic

Price: 49.95

MyFreedom Price:

FriendlyName: Table Light

SKUs: 21921278

Evie Table Light

Full price \$49.95

myfreedom price \$42.46

TIP NO.3

Clicking on '**Customise Columns**' can help you go through large batches like Price Increases. You can filter by price, colour and range.

Printing your Ticket

Always remember to click 'Save Batch' on the top right hand side of the screen before you print.

Then, select which ticket/s you would like to print or you can select all.

The screenshot shows the SignIQ Ticketing interface. The top navigation bar includes 'Dashboard', 'Product Search', 'Search', and 'Logout'. The main header displays 'Ticketing Test' and the user 'Freedom_Marion'. A toolbar contains buttons for 'New Ticket', 'Open', 'Print', 'Delete Item(s)', 'Change Properties', 'Customise Columns', and 'Save Batch'. The 'Print' button is highlighted with a red box, and its dropdown menu is open, showing 'All' and 'Selected' options. The 'Save Batch' button is also highlighted with a red box. Below the toolbar, there is a search bar and a table of tickets. The table has columns for 'Copies', 'Description', 'Template', 'Author', 'Created', and 'Last Printed'. The first row is selected, and the 'Print' button is highlighted. The table shows two tickets: 'Evie Table Light' and 'Tailor Coupe Mug'. The 'Print' button is highlighted with a red box.

| <input type="checkbox"/> | Copies | Description | Template | Author | Created | Last Printed |
|-------------------------------------|--------|------------------|---------------------|----------------|---------------------|---------------|
| <input checked="" type="checkbox"/> | 1 | Evie Table Light | Everyday_A4_Single | Freedom_Marion | 25 Feb. 2016, 01:30 | Never Printed |
| <input type="checkbox"/> | 1 | Tailor Coupe Mug | Everyday_ShelfStrip | Freedom_Marion | 25 Feb. 2016, 01:39 | Never Printed |

Printing your Ticket

A pop up will appear at the bottom of the screen. It will give you the option to 'Run' 'Save' or 'Cancel'. This is because of the security on your computer and nothing to be worried about. Always click on 'Run'.

The print dialog box will then pop up. Please click 'Print'.

The screenshot shows the SignIQ Ticketing interface. The main window displays a list of tickets with columns for 'Created' and 'Last Printed'. A print dialog box is open in the foreground, titled 'SignIQ 8 - Print Agent'. The dialog box contains the following information:

- Print Agent:** Everyday_A4_Single.tpl
- Printer:** \\SAPLCVAPP01\Follow You
- Copies:** 1 (checked for Collate)
- Paper size:** 210.0 mm x 297.0 mm
- Est. Pages required:** 1
- Template properties:** Start position 1, Adjust Offset and Slippage...
- Options:** Scale page to fit printer size (unchecked), Stretch page to fit printer size (unchecked)
- Buttons:** Help, Preview..., < Previous, **Print** (highlighted with a red box), Close

A yellow box is visible in the preview area of the dialog box, indicating the paper size and orientation.

TIP NO.4

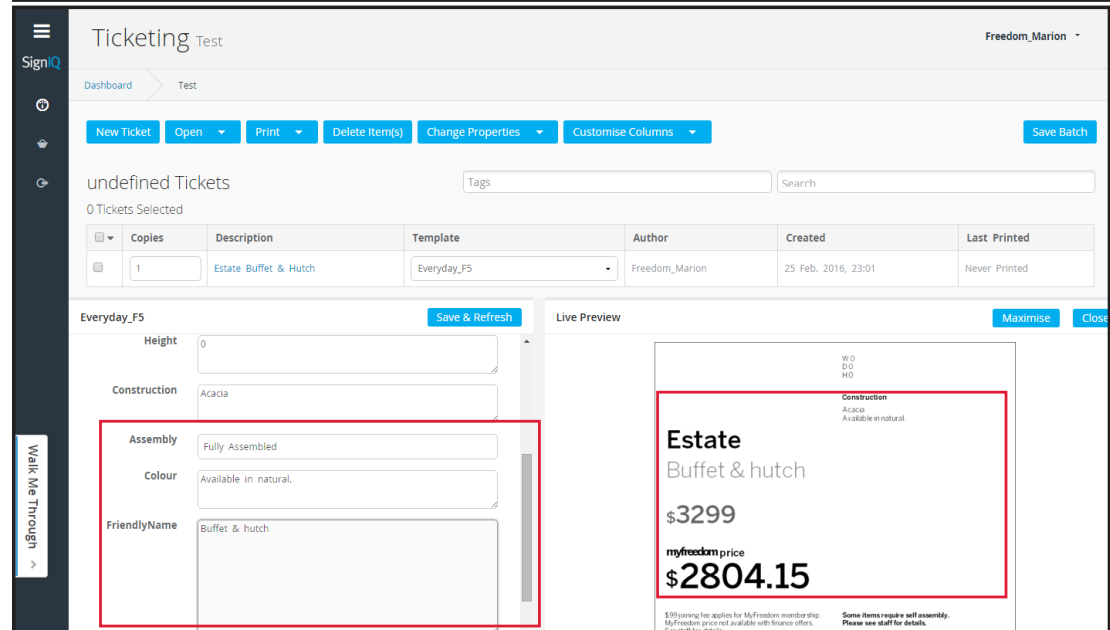
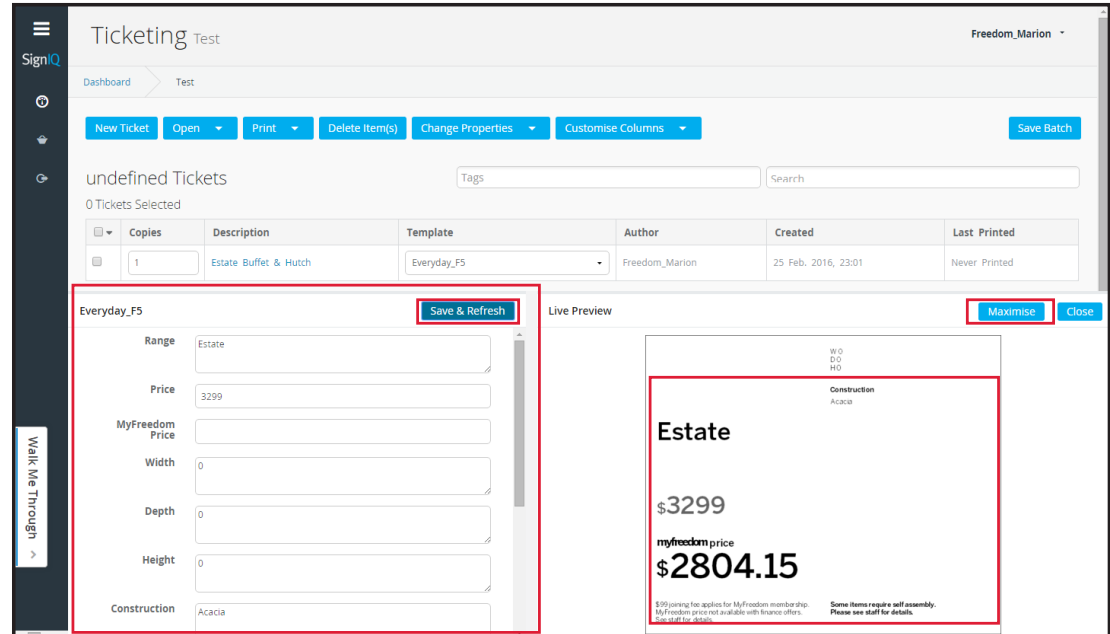
The yellow box is there to remind you what way the paper needs to be put into the printer. This is a great feature for perforated F5 and shelf paper.

How to amend a ticket

If you come across a ticket that has unusual wording or not enough detail you can very easily amend the tickets. Open up your batch, click on the name of the ticket which is in **blue text** and a preview will pop up. You can maximise this preview by clicking on 'Maximise'.

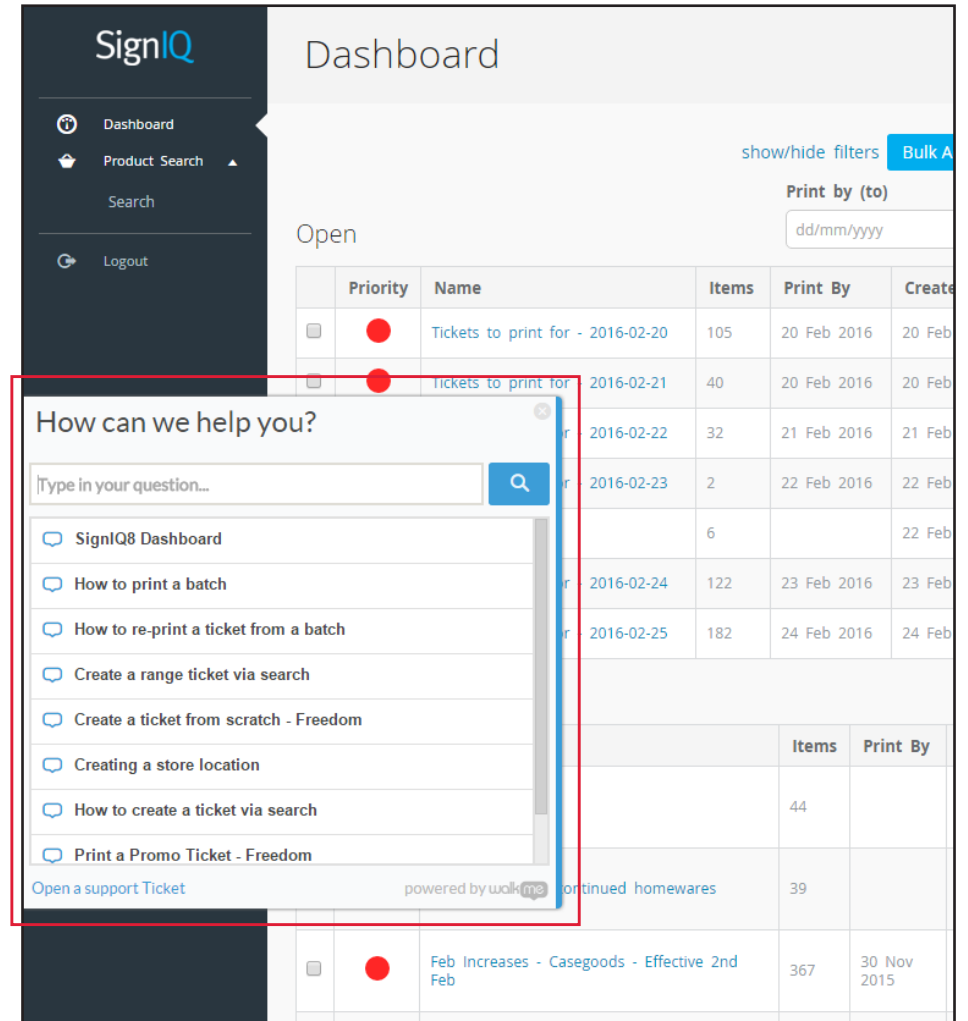
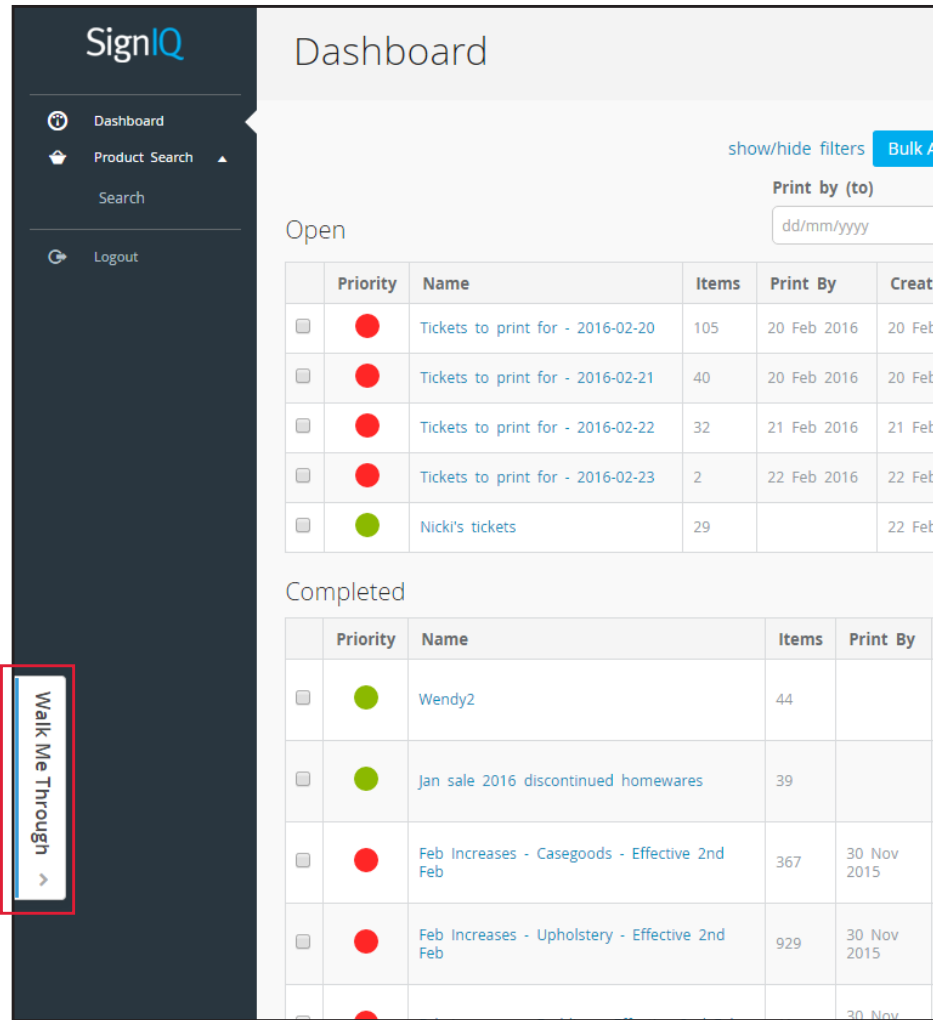
To the left of the ticket you will see a bunch of text boxes with all of the information you see on the ticket. Just click on the box you wish to edit and type away. Always remember to click on 'Save & Refresh'.

It's very important to make sure all words are spelt correctly and to follow the formatting of previous tickets. E.g. Capital letter at the beginning of every new sentence.



Walk Me Through

For a more hands on step by step process of this program as well as steps for other functions, just click on the 'Walk Me Through' button on the bottom right of the screen.



Ticket Paper

All ticket paper will be available via Kings Park DC. If your stock hasn't arrived within two weeks from the date you ordered it please contact lee_hamilton@freedom.com.au and ticketing@freedom.com.au

Along with everyday blank ticket paper you will also need enough stock for Sale F5, F6, Rug, A4 and A3 paper. All F5 sale tickets will need to have the relative generic sale add on. Artwork for the add on may vary per promotion. You will be allocation add ons if it is new artwork. If you need to order more please contact ticketing@freedom.com.au

Please make sure you are prepared for each sale and have all of your promotional paper 3 weeks before start of sale.



*artwork for sale could change depending on the message. Update will be sent if there is a change.

Ticket Paper

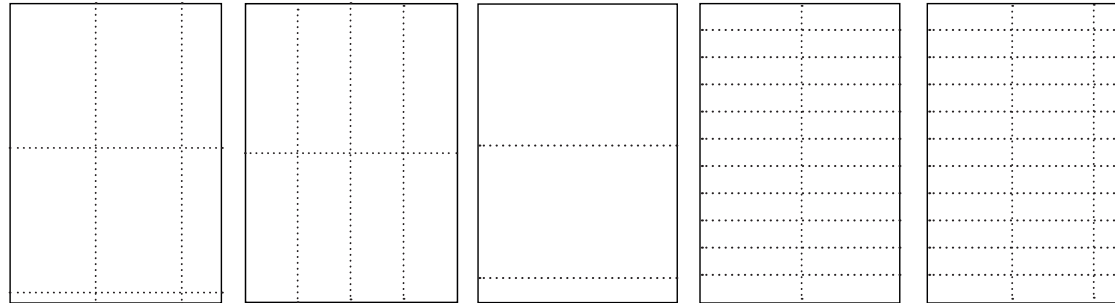
Below is a list of Sku's for each type of paper.

Sale paper is to be used only during promotional periods and has the red freedom sale header.

Everyday paper is to be used during non promotional periods and should only be thrown out if damaged or replaced if there is a price increase.

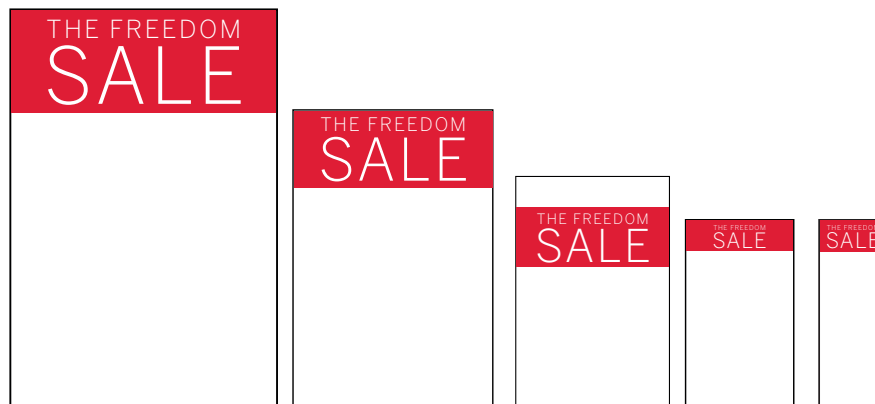
EVERY DAY

| | |
|-------|----------|
| F5 | 23527140 |
| F6 | 23745841 |
| Rug | 23714144 |
| Shelf | 23527157 |
| Hook | 23745810 |



SALE

| | |
|-----|----------|
| A4 | 23711150 |
| A3 | 23711143 |
| F5 | 23711174 |
| F6 | 23711181 |
| Rug | 23711167 |



Watch this space

We are currently still developing and fine tuning Range tickets, bedroom mattress tickets and clearance.

Until further notice please use Sign IQ for all everyday and sale F5, F6, Shelf, Hook, Single A4 & A3 tickets.

Technical support & Support Centre contacts

Support Centre Contact

Lee Hamilton

Graphic & Ticketing Coordinator

lee_hamilton@freedom.com.au

Additional Ticketing Supplies

Lee Hamilton

Graphic & Ticketing Coordinator

ticketing@freedom.com.au

Sign IQ Tech Support

support@signiq.com

1800 744 647

Mon - Fri

8am - 6pm AEST