

# Bartender Tag Station & Manifest Creation -Standard Operating Procedures-

Operating the Bartender station and creating Manifest Excel documents are key components of Creative Technology’s standardized workflow.

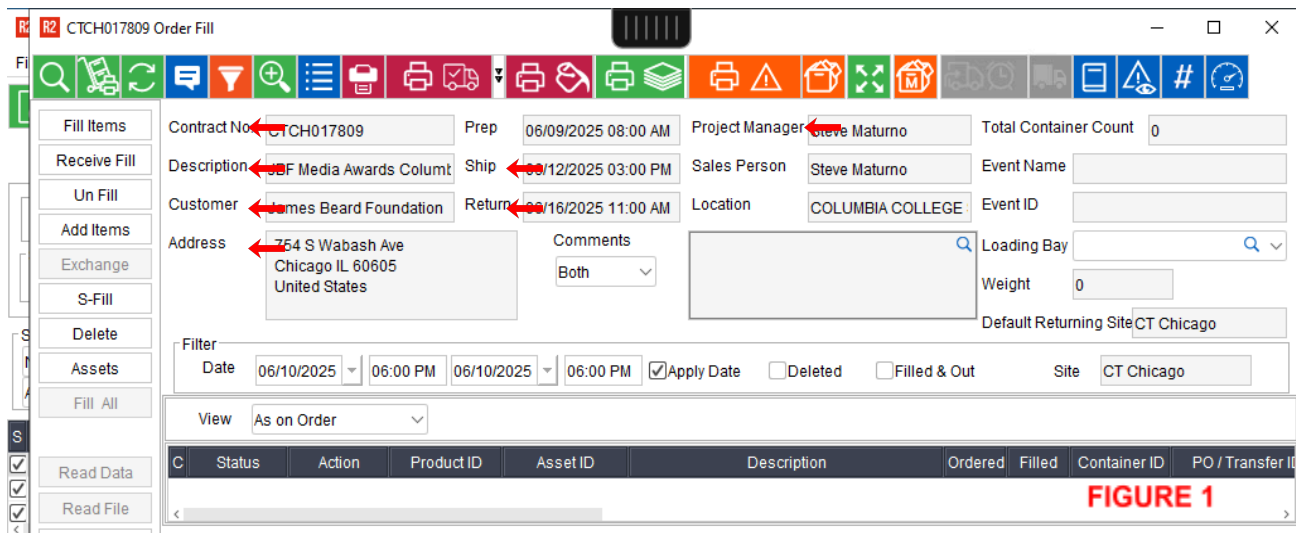
## Manifests:

Manifests serve as a record for monitoring all items dispatched and received via CT’s outbound and inbound trucks. They include show or transfer numbers, tag colors, equipment departure and arrival locations, and, when applicable, client details and project manager contact information.

## Creating a Manifest:

The initial step in the manifest creation process is identifying where the required information can be found in R2.

All required information can be found at the top of the Show or Transfer order in R2.



What information is needed for a Manifest document?

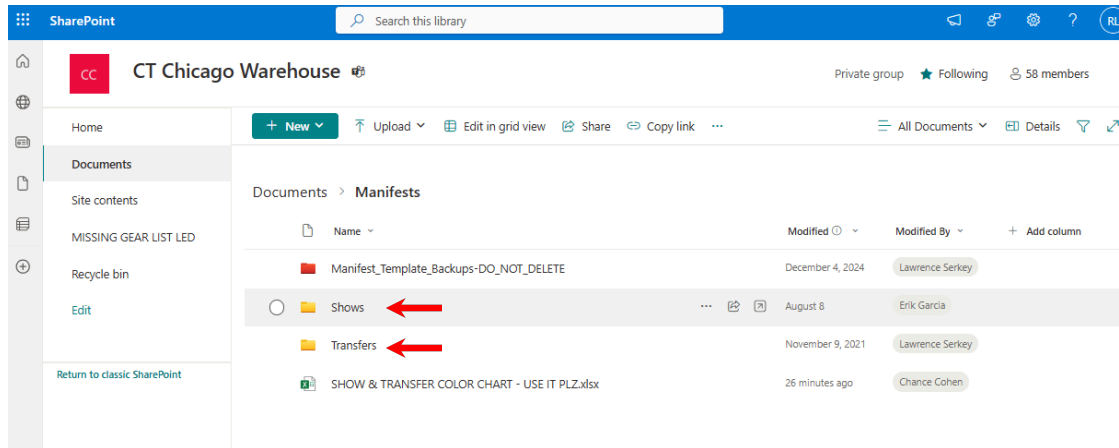
- Contract Number
- Description
- Customer
- Address
- Ship Date
- Return Date
- Project Manger name

After finding the contract information in R2, open the Manifest folder in the Chicago CT Warehouse SharePoint.

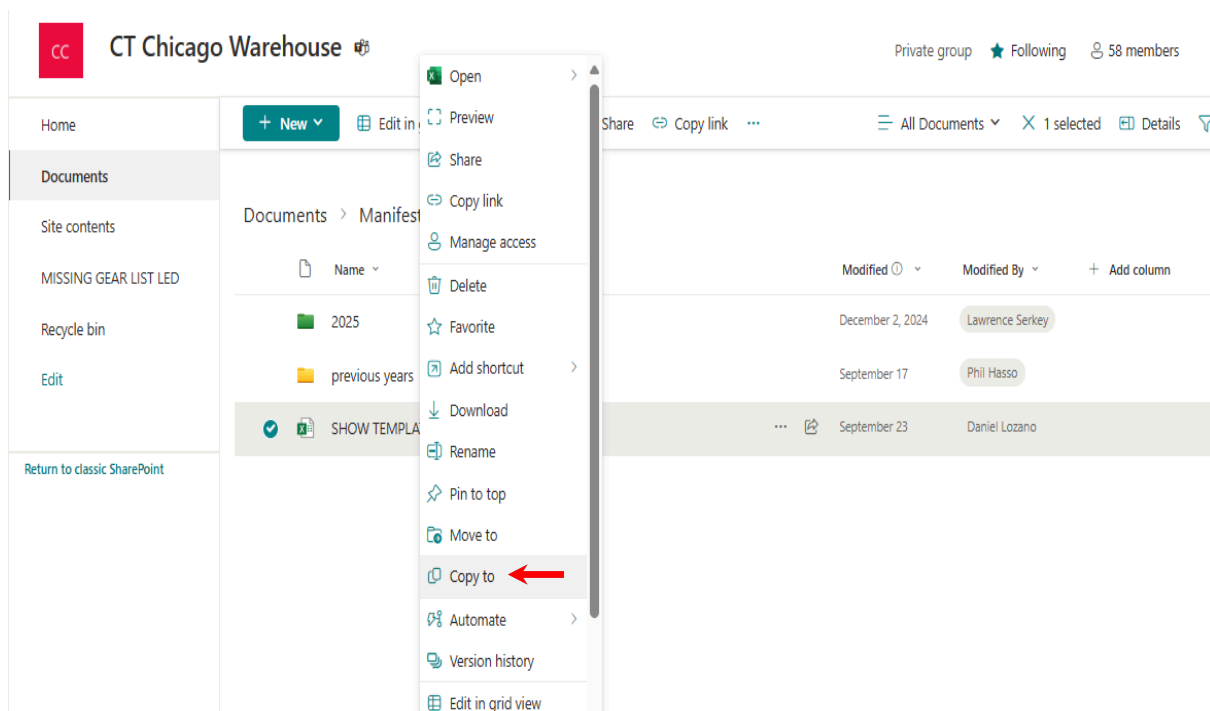
The screenshot shows the SharePoint interface for 'CT Chicago Warehouse'. The left sidebar contains navigation options: Home, Documents, Site contents, MISSING GEAR LIST LED, Recycle bin, and Edit. The main content area displays a list of folders under the 'Manifests' category. The folders are listed with their names, modified dates, and modified by users.

Name	Modified	Modified By
AUDIO	August 22, 2024	Roberto Morales
Carnet Files	April 1, 2022	Luke Bates
Checkin	November 9, 2021	Lawrence Serkey
General	November 9, 2021	Lawrence Serkey
JO - MASTER WEIGHTS AND DIMS	October 3, 2023	Jason O'Donnell
LED	January 20, 2022	Luke Bates
Lighting	April 16	Phil Hasso
<b>Manifests</b>	November 9, 2021	Lawrence Serkey
MS AI Tour FY26 - Chicago and Toronto	September 9	Brad De Lisio
Projection	December 20, 2022	Lawrence Serkey
Video	January 12, 2022	Nicolas Bocanegra

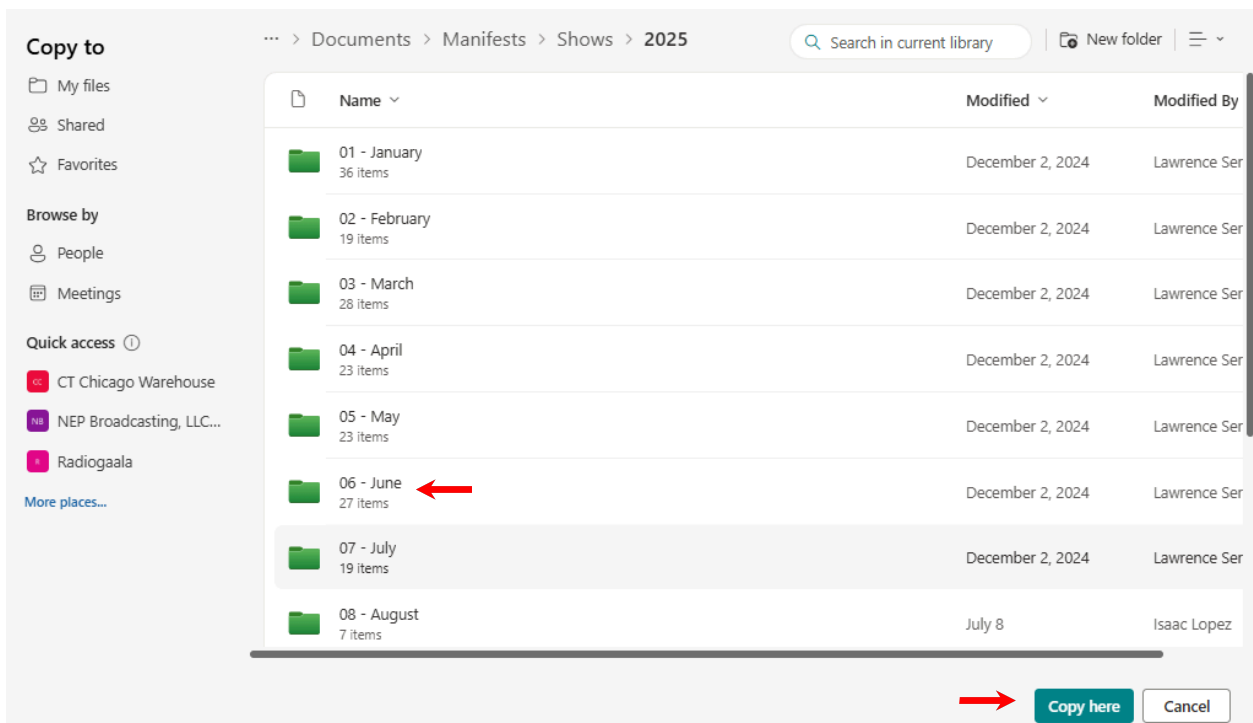
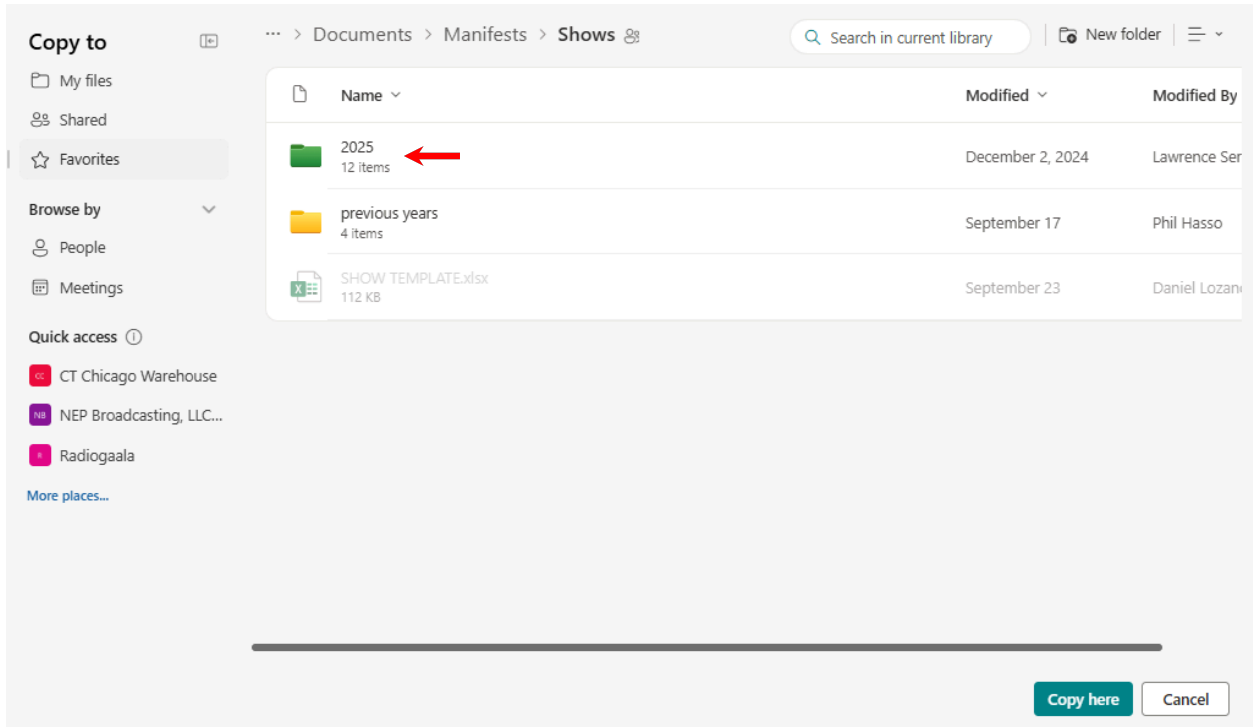
Choose the appropriate folder according to the manifest type. For show manifests, access the **Show** folder; for transfer manifests, access the **Transfer** folder.



Before opening the folder labeled with the current year, right-click on the **Show Template** Excel document and select **“Copy to.”**



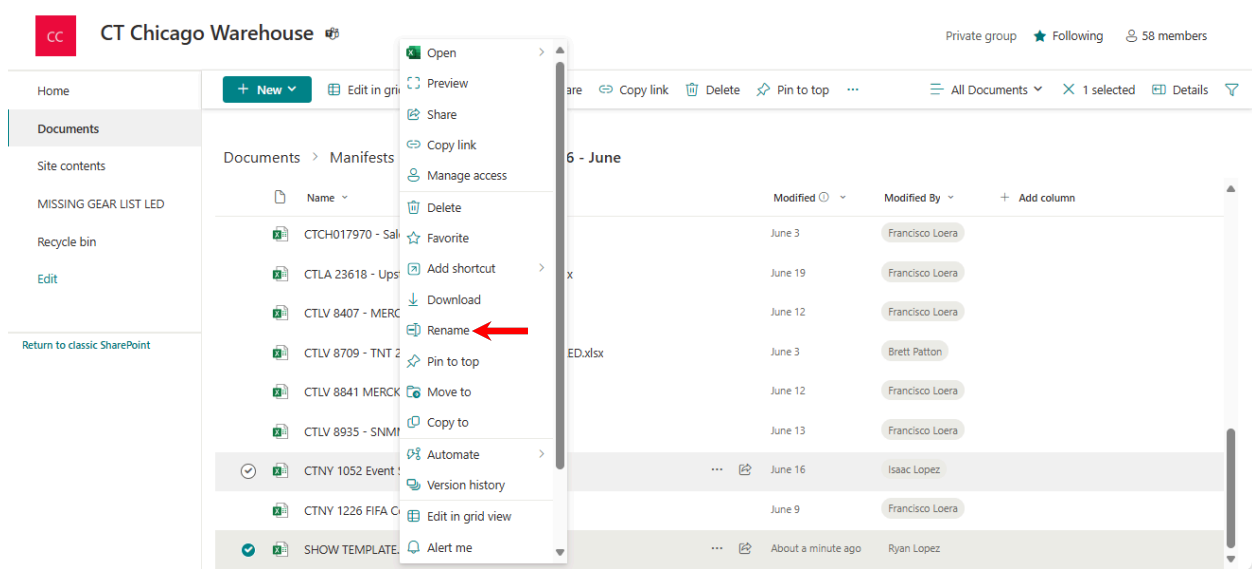
From here, open the folder labeled with the current year. Then, locate and open the folder corresponding to the month in which the manifest is needed.



Following figure 1, the example CTCH 17809 JBF Media Awards takes place in June.

Once the month folder is open, click the blue **“Copy here”** button located at the bottom right of the screen. This will copy the template document into the month folder.

Reopen the year folder, then locate and open the month folder where you just copied the document. The newly copied Show Template document will appear at the bottom of the list. Right-click the document and select **“Rename.”**

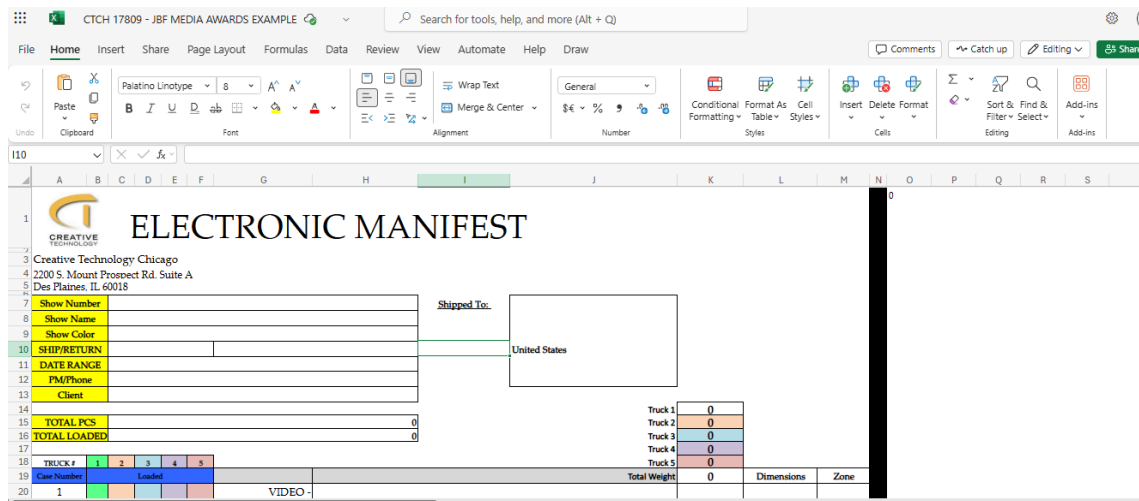


Rename the document using the contract number followed by the show name (description).

Using figure 1’s example: This will be renamed to: CTCH 17809 - JBF Media Awards

Once the document has been created, renamed, and properly filed in the CT SharePoint, open it and begin entering the corresponding information from R2.

The **Show Color** and **PM/Phone** fields include drop-down menus that allow you to select the appropriate information.



When selecting a show color, refer to the **“SHOW & TRANSFER COLOR CHART”** Excel document located under **CT Chicago Warehouse > Documents > Manifests**.

- This document provides information on which tag colors are assigned to shows and transfers based on their ship-out dates. Referring to this chart helps prevent the use of duplicate colors on outbound orders scheduled for the same day.

(Using figure 1’s example) Once completed the manifest should look something like this:

**CREATIVE TECHNOLOGY**  
**ELECTRONIC MANIFEST**

Creative Technology Chicago  
 2200 S. Mount Prospect Rd. Suite A  
 Des Plaines, IL 60018

Show Number	CTCH017809	Shipped To:	754 S Wabash Ave Chicago IL 60605 United States
Show Name	JBF Media Awards Columbia College 2025		
Show Color	BROWN		
SHIP DATE	Thursday, June 12, 2025		
RETURN DATE	Monday, June 16, 2025		
PM/Phone	Steve Maturno : 847-710-5731		
Client	James Beard Foundation		

Truck 1	9161
Truck 2	7534
Truck 3	0
Truck 4	0
Truck 5	0

TRUCK # 1 2 3 4 5

This completes the process for successfully creating a manifest. Creating a transfer manifest follows the same procedures; however, instead of starting with the **Show** folder, begin with the **Transfer** folder.

### Filling items in a manifest:

Each department is designated with 200 slots to fill items to.

- Video Dept: 1 - 199
- Lighting Dept: 200 - 399
- Audio Dept: 400 - 599
- LED Dept: 600 - 799
- Projection Dept: 800 - 999
- Rigging: 1051 - 1201
- Power Dept: 1202 - 1299

Fill out the items per department.

Example:

TRUCK #	1	2	3	4	5			Truck 3	0		
Truck 4								Truck 4	0		
Truck 5								Truck 5	0		
Case Number	Loaded							Total Weight	0	Dimensions	Zone
1						VIDEO -	VIDEO - 1x LG 65UH6150 MONITOR				
2						VIDEO -	VIDEO - 225A DISTRO HEAD				
3						VIDEO -	VIDEO - CANON 100X				
4						VIDEO -	VIDEO - CANON 17X				
5						VIDEO -					
6						VIDEO -					
7						VIDEO -					
8						VIDEO -					
9						VIDEO -					
10						VIDEO -					
11						VIDEO -					
12						VIDEO -					
13						VIDEO -					

### Bartender Tag Station:

Located near the rear of CT Chicago’s outbound lanes, the **Bartender** tag station is used to generate tags that correspond with the numbered items on a manifest. These tags assist in the efficient identification of equipment during both loading and offloading of trucks.

There are three main sections of the tag station:



Bartender printer



Bartender computer



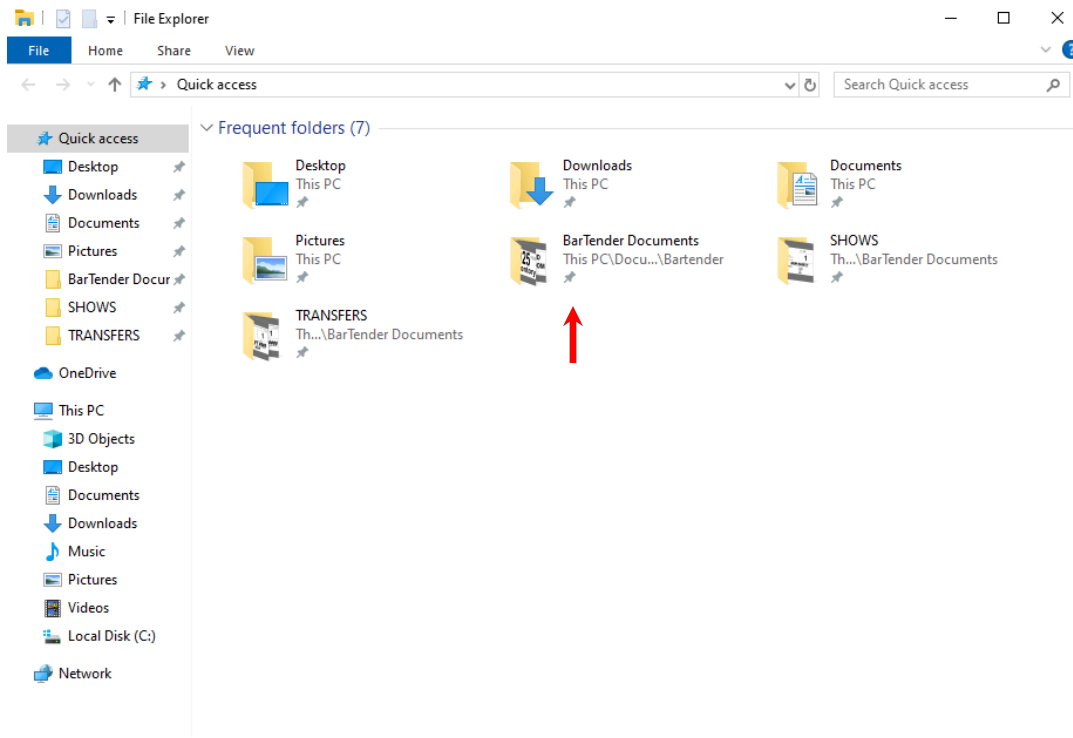
Tag wall

### Creating Bartender Document:

The first step when using the tag station is to open the Manifest folder in the Chicago CT Warehouse SharePoint using the web browser on the Bartender computer. Locate the specific manifest you need within the folder.

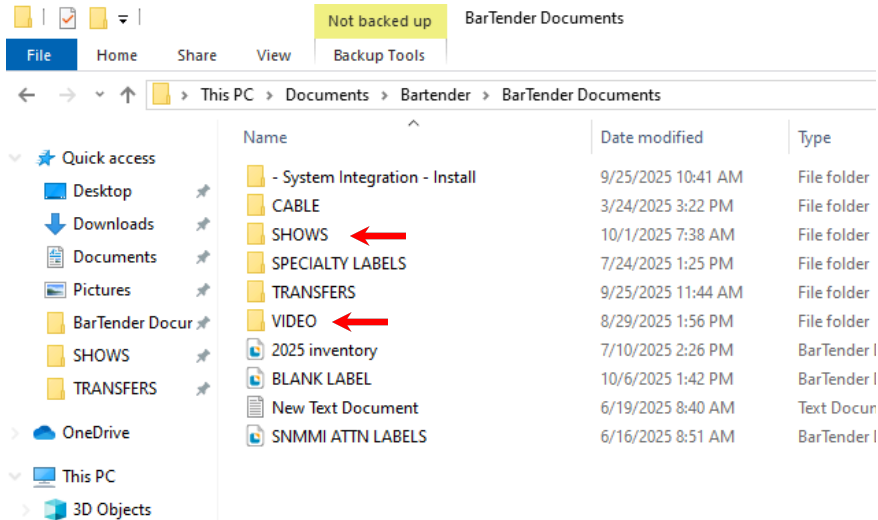
- It is important to have the manifest open on the Bartender computer, since the information it contains will be required to create the new show tag.

From here Open **File explorer**:

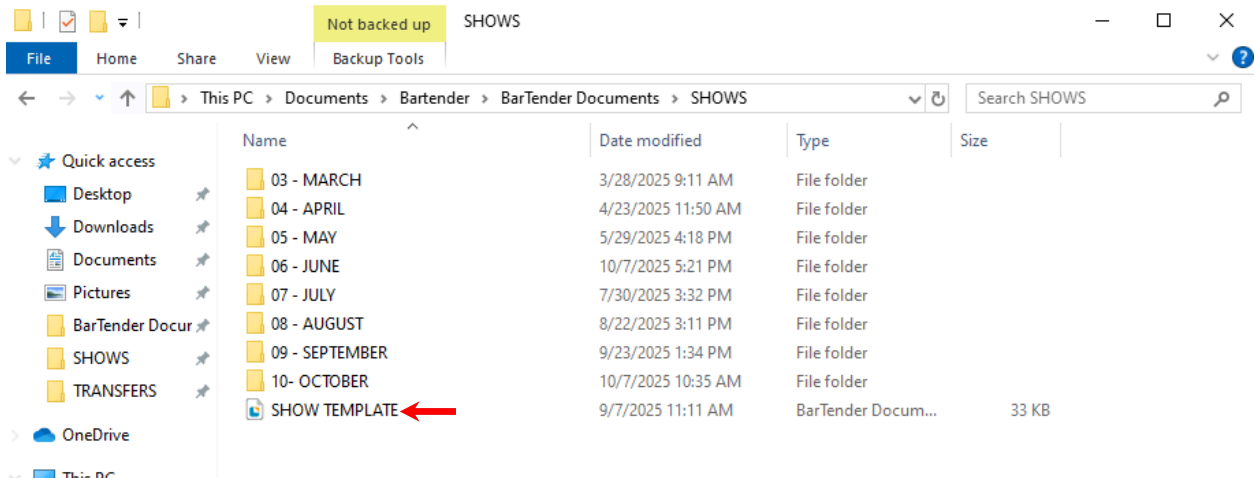


Once **File Explorer** is open, navigate to and open the **BarTender Documents** folder.

Then choose the appropriate folder according to the manifest type. For show tags, access the **Show** folder; for transfer tags, access the **Transfer** folder.

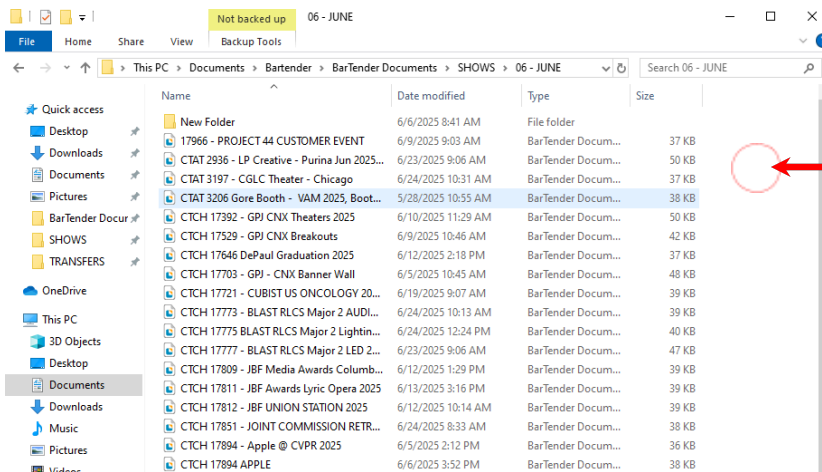


Right-click the **BarTender template** document located at the bottom of the month folder list, then select **Copy**.



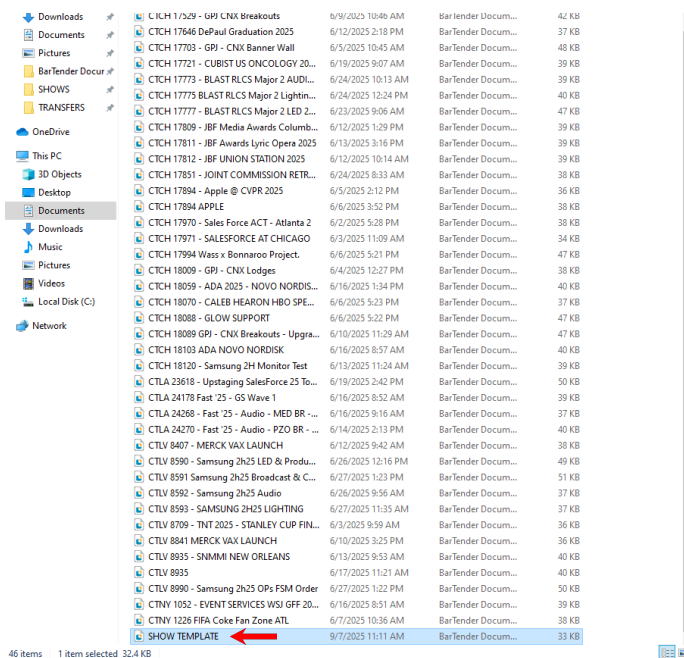
Next, open the month folder that corresponds to the manifest.

Within the opened month folder, right-click in an empty area on the far right side.



Hit the paste option.

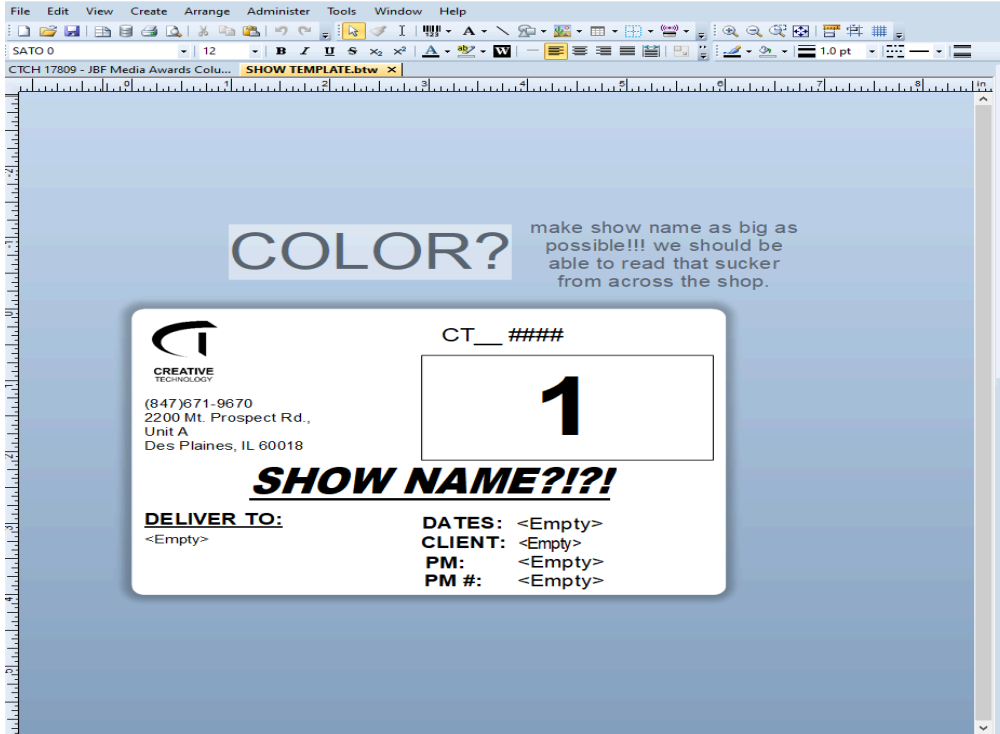
The duplicated **BarTender template** file will be added to the bottom of the list of previously created BarTender documents.



Right-click the document and select **“Rename.”** Rename the document using the contract number followed by the show name (description).

Using figure 1’s example: This will be renamed to: **CTCH 17809 - JBF Media Awards**

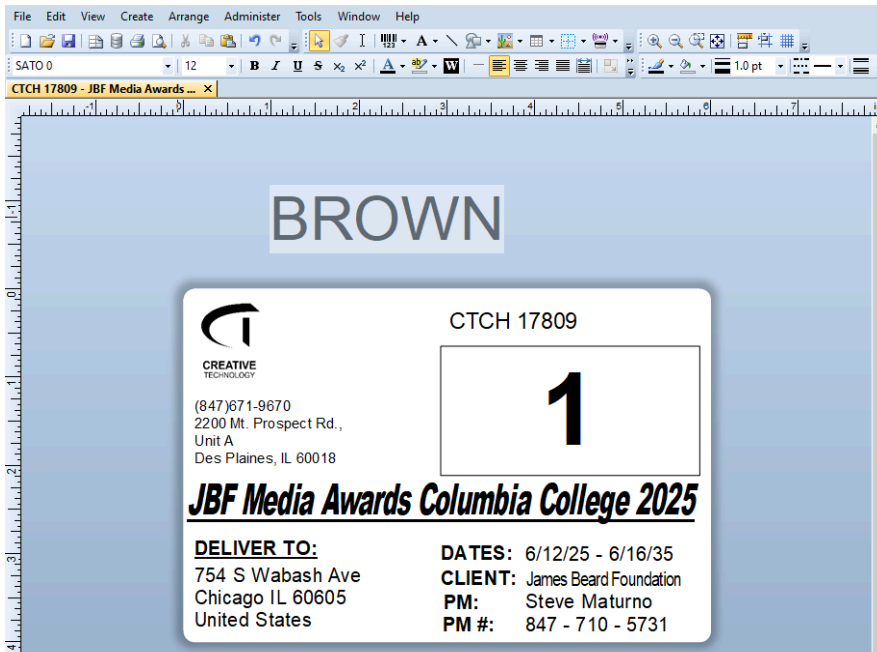
Once properly renamed, open the newly created bartender document.



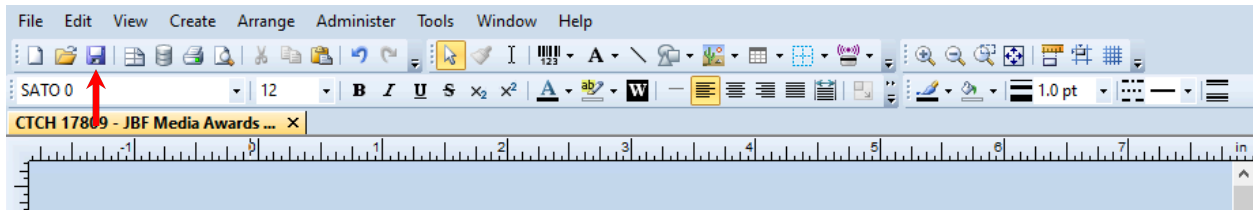
From here edit the corresponding manifest information to the manifest document.

It should look like this when complete:

(Using figure 1's example)



Click the save Icon at the top of the Document.

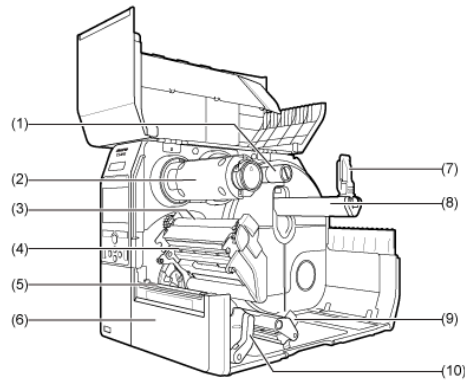


This completes the process for successfully creating a Bartender Document.

### Printing tags from the Bartender Printer:

#### Internal View

At CT Chicago, we use the **Sato CL4NX** printing machine. Refer to the accompanying key for identification of its components.



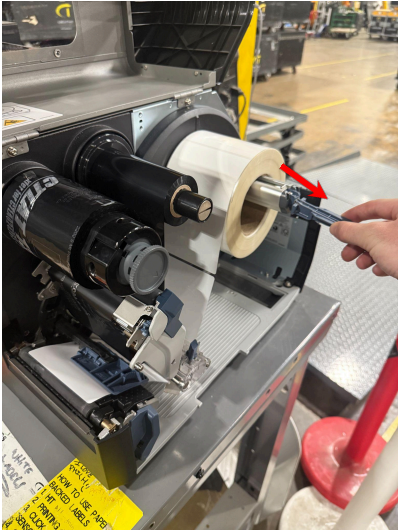
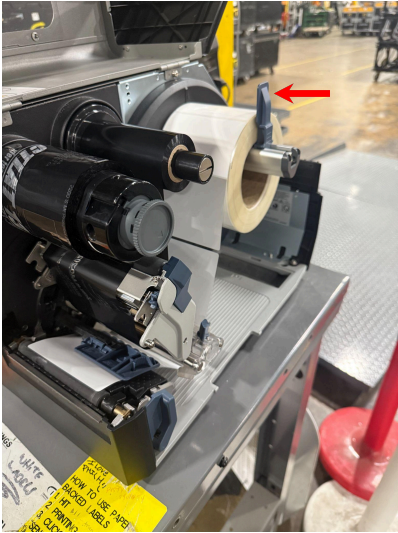
- (1) **Ribbon supply spindle**
- (2) **Ribbon rewind spindle**
- (3) **Ribbon roller**
- (4) **Print head (Consumables)**  
Creates an image directly on the media or by using a ribbon. Clean the print head regularly.
- (5) **Platen roller (Consumables)**
- (6) **Front cover**
- (7) **Media holder guide**  
Used to hold the media roll.
- (8) **Media roll holder**  
Used to hang the media roll to the bar.
- (9) **Media guide**
- (10) **Head lock lever**  
Used to release the print head assembly.

Begin by replacing the colored tag roll on the **Bartender printer** with the appropriate color tag roll required for the job

To replace a tag roll. Release the **print head** by pressing the **head lock lever**; the print head will then retract upward.



Next, slide the **media holder guide** toward you and flip it down.



The tag roll should now be free to remove.

Locate the required color tag roll on the tag wall. Slide the selected roll onto the **media roll holder**.

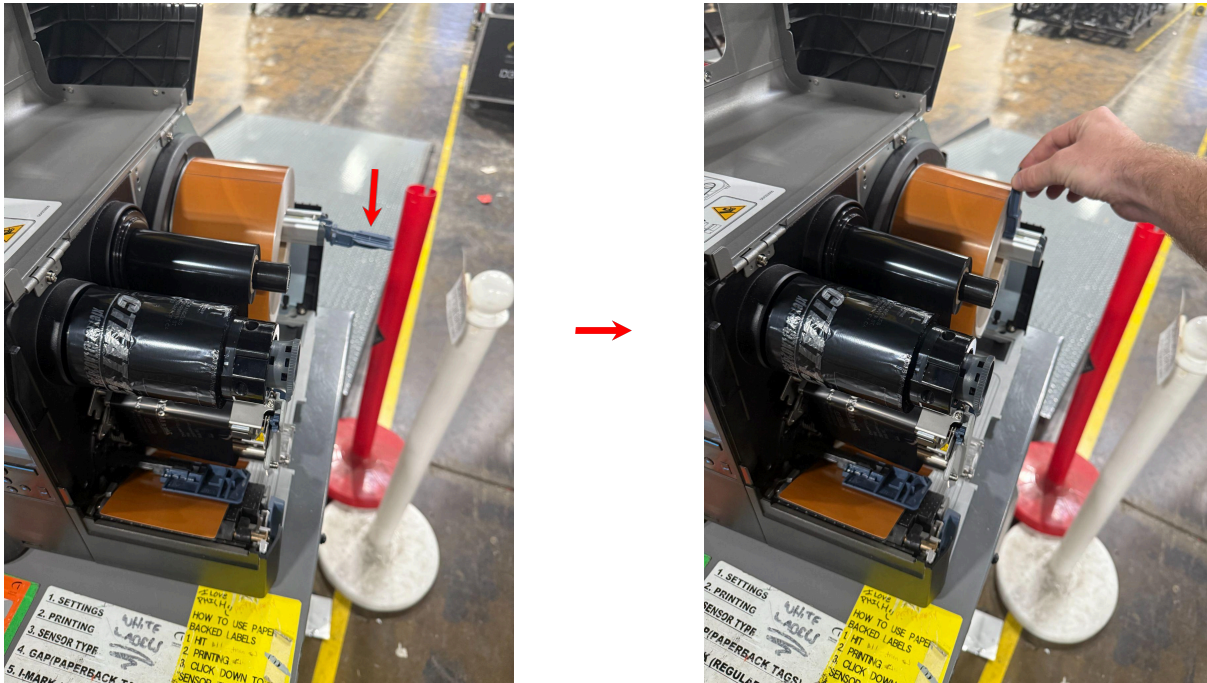
When placing on the new roll the end of the roll should hang over the top. Print side facing up.



Next properly align the end of the roll under the media guide.



Flip up the **media holder guide** and slide it toward the roll. Locking it in place.

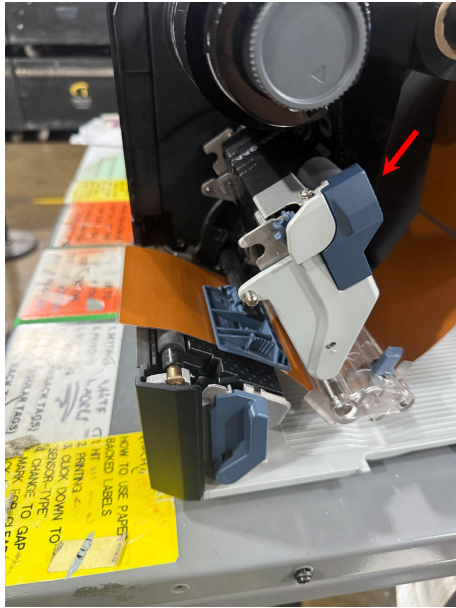


Ensure the end of the roll is pushed up to the left side of the platen roller and aligned with the print head.

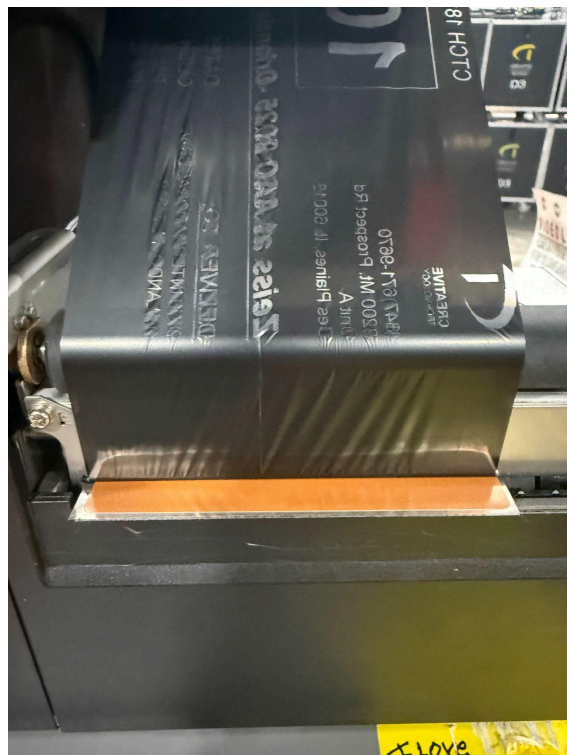


Once aligned, close the print head.

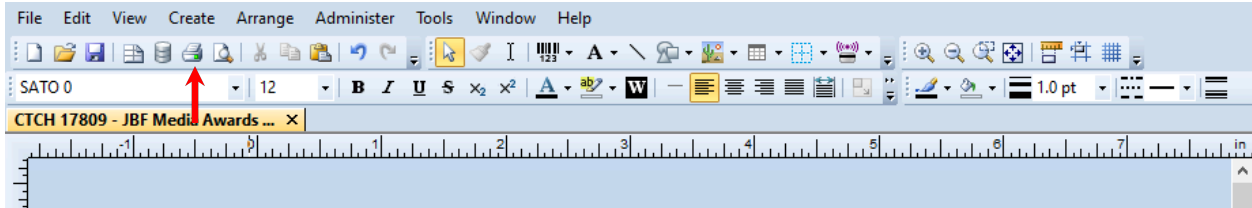
- You should hear a click, indicating that the roll is securely locked in place.



Once finished, the tag should protrude about 1/2 inch from the Bartender printer. Like so:



Navigate back to the Bartender document and select the **Print** option to initiate printing.



When printing, two dialog boxes will appear:

- Serial Numbers
- Copies Per Serial Number

These options allow you to control:

- How many serial numbers are printed.
- How many copies are printed per serial number.

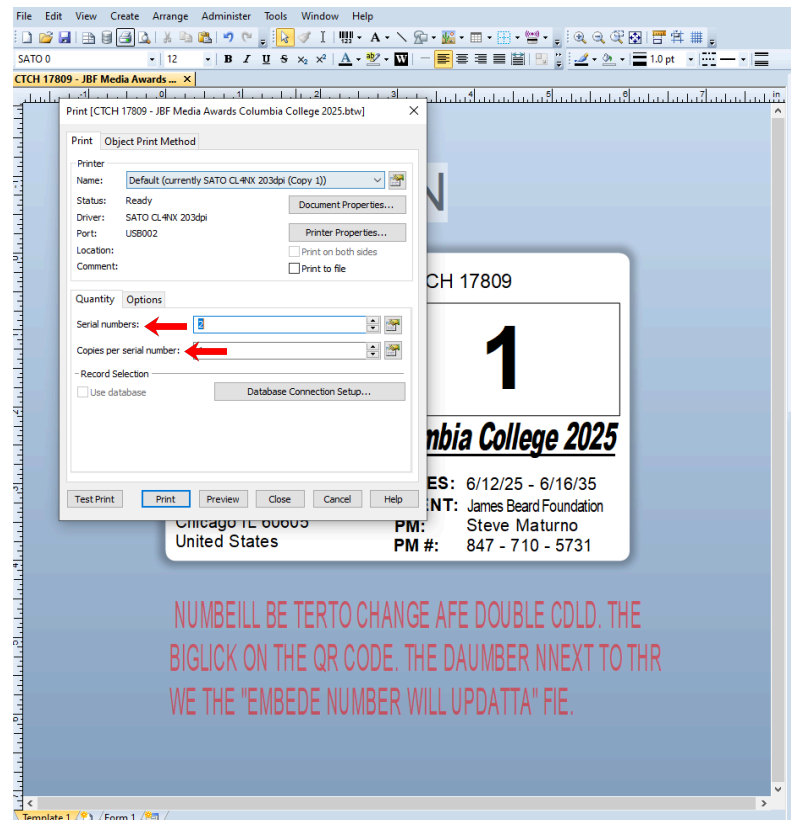
You can configure these settings in either the Serialization dialog or the Print dialog.

Specify the total number of numbered tags you want to print. Selecting this option ensures that the data source will increment for each printed item (e.g., 1, 2, 3, 4).

Click Print to begin printing.

If nothing prints, check the machine's status:

The Bartender tag machine enters an OFFLINE state whenever a tag roll is switched.



Press the Pause/Unpause button to bring the machine back ONLINE.



This concludes the printing and manifesting process.

As a general rule of thumb, whenever filling items into R2, manifest and tag it ASAP. This ensures accuracy and consistency across all workflows.