

Covenant's Kids Consignment Sale: Guide to Using "My Consignment Manager"

ENTERING INVENTORY

~ We suggest that you sort your items by GENDER then SIZE prior to entering your inventory. By sorting prior to entering, you will save a lot of time because you will only have to reenter the price and description for each similar item.

~Set a chunk of time to tag your items. It is more efficient if you tag many items at one time, because you will not be required to retype all of the fields.

1. Go to "Enter Items" This brings you to the page where you will enter each item you want to sell.
2. Select "Covenant's Kids"/<Season>/<Year> as the consignment.
3. Determine your price given the drop down items. The minimum price must be \$2.00.
4. Check the Discount box if you want the item to be marked down 50% for the half price sale.
5. Check the Donate box if you would like the item donated at the end of the sale.
6. Your seller number should already be provided in the Seller Number box.
7. Choose the size of the item, or leave blank if the item does not have a size, as in the case of items that are not clothing, shoes, or accessories.
8. Type a description of the item. One tip is to type the first line with the words that will be consistent from item to item. For example, let's say you have 10 Gymboree items. Type Gymboree here and give more details on the 2nd line. That way, you do not need to retype "Gymboree" over and over. It is very important not to use too many CAPITAL letters because you will have to edit those items prior to printing. The capital letters take up more space than allowed. Write a description of the item using the color, design, brand name, etc. Example: "Oshkosh blue and white striped shirt with red collar.
9. Choose the category that applies to the item. Then click on "Add Item". The system will add the item to the bottom of the screen for you to view.
PLEASE NOTE: Notice at the bottom that all of your items are added to the bottom below the entry form. If you leave this tab or are timed out, then all of the items at the bottom of the page will disappear. DO NOT WORRY. They are still in the database and can be accessed via the Manage Inventory Screen.
10. If you make an error or need to correct an item, you can either click on "Edit Item" or go to the Manage Inventory Tab.

PRINTING TAGS

Printing can be performed at any time; at intervals or all at once when you finish entering your items. If you enter your tags through myconsignmentmanager.com/covenantconsign you will not need to enter a print code. However, if you do it through just myconsignmentmanager.com and find our sale through that main page, it will require you to enter a print code before you print your tags (PL999397) for Spring 2016 sale. **YOU MUST USE CARDSTOCK PAPER** (at least 60# cardstock).

1. Either click on the "Print Tags" link provided on the screen or go to the "Print Tags" tab on the top right of the screen.
2. Go to the yellow box and select the items you want to view. You can use the different selections to help you reduce how many items you need to click to print. You can sort the items by printed and not printed.
3. Select the Covenant's Kids consignment sale
4. Click on "Generate Items List"
5. Click on "Check All" to save time and download as many tags as you can evenly. (You can save the final PDF document to your computer and print whenever you want)
6. Click on "Generate Tags". The system will tell you how many tags you have selected. If you have selected less than the number of tags allowed on a page, you have the option to click cancel and select enough tags to fill up the page with tags. If it is correct, click OK.
7. If prompted, enter the print code that your sale provided to you in the space provided and click on "Generate Tags Printout" and wait.
8. Now click on the long name/number that is underlined on the yellow line (it ends in PDF). Only click once and wait if your computer has a slow connection.
9. You will see what your tags will look like on the screen. If you are not satisfied with the tags, discard the PDF, back out and fix any errors before printing.
10. To continue, in the top left corner of the screen click on File. Choose Print from the drop down menu. Don't change anything on the screen. Notice how many pages it says you will be printing and make sure you have enough cardstock in the tray.
11. Load your printer with **CARDSTOCK PAPER**. About 60-67# weight is good but higher is fine... 110 are too heavy and may damage the printer if you are doing a lot of printing. **DO NOT PRINT ON REGULAR COPY PAPER**. The tags **WILL TEAR** and wrinkle and bend and will cause problems. Do not use "fuzzy paper" which causes the ink to run. Make sure the paper is loaded properly and press ok. Your tags will print with the barcode right on the tag.
12. Cut tags apart and stack in order so you can attach with 1" or larger safety pins (for clothing) or tape for baggies, books etc. **DO NOT TAPE OVER THE BARCODE**. Be careful when attaching tags to notice the description and make sure it matches the item. Be sure you check this before bringing items for check in.
13. **TIPS:** Print after the first 8-24 items so you can catch any mistakes before you continue.
14. If you encounter any errors during the printing, go to the "Print Items" tab and select these items again and repeat.

MANAGE YOUR INVENTORY

Either click on the “Manage Inventory” link provided on the screen or go to the “Manage Inventory” Tab on the top right of the screen.

1. **View Items-** Go to the yellow box and select which items you want to view, select the consignment name and click on “Generate Items List”.
2. **Edit your items-** Select the items you want to edit from the list just generated. Either check all or select each item that you need to edit. You can mass edit many items at one time, which will save you time. For example, let’s say you forgot to check the discount item box for 20 items. Instead of fixing each item separately, change them all at one time.

EDIT FUNCTIONS:

Mark Items not Printed

Mark Items not Discounted

Mark Items not Donate

Mark Items not Sold

Mark Items Printed

Mark Items Discounted

Mark Items Donated

Mark Items Sold

Remove Items (when you do this, you will no longer have this item # in your list)

Edit Item

Edit Multiple Items (Price, size, description lines 1 and 2, category)