

Tagging and Printing Instructions:

Our new barcode system to enter your items is very user friendly. However, if you have questions, please e-mail us by clicking on the [Contact Us page](#). We'll be happy to answer your questions. Moving to this barcode/tagging system will make our tags easier to read, more uniform for our shoppers, and speed the check out process. We may have a few growing pains as we go "digital" this fall; however, we'll ultimately have a much smoother sale resulting in more money in your pockets from happier shoppers.

Things to know:

- **Bar coded tags are required on all items. Handwritten tags will NOT be accepted.**
- ALL items must be entered and all tags must be printed by 11:59 pm the Sunday before the sale. After this deadline, additions and/or changes can no longer be made to your inventory.
- The new system allows you to start and stop entering your items as many times as you like before the entry deadline.
- We've found that entering items is faster when like items are grouped together as well as clothing sorted by gender and size.

Tagging Instructions:

1. Sign into the [Consignor Homepage](#) (using your consignor number; *this link is inactive until June 21st*)
2. Click on [Work With Consigned Inventory](#) on left side of your consignor homepage

- Click on **Work With My Consigned Items (Active Inventory)**. This allows you to add items, edit already entered items, or delete items. See image below:

KIDS CONSIGNMENT SALE

Work With Consigned Items

Use this screen to Add, Edit, or Delete items you are planning to bring to our upcoming sale. Items you entered for prior sales are by default 'inactive' and may not appear in this list. [Click HERE](#) to view those items. Your tags will be printed exactly as you enter your items here. **Fields in bold are required.**

<p>Things To Remember:</p> <ul style="list-style-type: none"> Only items you plan to bring to our upcoming sale ('active items') are listed here. Click HERE to 'activate' items from past sales. You can quit and finish later. Your items will be saved. You may not price an item less than \$.50 and you must price items in .50 cent increments. 	<p style="text-align: center;">You are entering items for consignor #: 4</p> <p style="font-size: 0.8em;">Fill in the information below and click "Submit Item" to enter a new item.</p> <p>Category: <input type="text" value="Accessories"/></p> <p>Size: <input type="text" value="Leave Blank"/></p> <p>Description Line 1: <input type="text"/></p> <p>Description Line 2: <input type="text"/></p> <p>Price: (ex: 3.00) \$ <input type="text"/> Qty: <input type="text" value="1"/></p> <p><input type="checkbox"/> Check To Discount <input type="checkbox"/> Check To Donate</p> <p style="text-align: center;"><input type="button" value="Submit Item"/></p> <p style="font-size: 0.8em; color: blue;">I'm finished for now</p> <p style="font-size: 0.8em; text-align: center;"><input type="checkbox"/> By default, only the last 5 items entered show. Check here to display all items</p>
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Not seeing inventory from past sales? It is probably INACTIVE. [Click HERE](#) to make it active.
(These buttons apply ONLY TO ACTIVE INVENTORY, and applies to ALL ACTIVE inventory, not just what may be displayed in an abbreviated list below.)

<input type="button" value="Delete SELECTED Items"/>	<input type="button" value="Delete ALL Sold Items"/>	<input type="button" value="Delete ALL Donated Items"/>	<input type="button" value="Delete ALL Items"/>
<input type="button" value="Mark ALL as Donatable"/>	<input type="button" value="Mark ALL as Discountable"/>		

Items: 0 Value: \$0.00

Select	Item#	Description	Category	Size	Price	Discount	Donate	Sold?

- Select **Category** (all items will need a category) and **Size** (if needed). Items like toys, books baby gear, etc will not need a size.
- Enter a **Description**: Remember the better the description, the more likely we can match up items with lost tags.
- Enter a **Price**: minimum price is \$0.50.
- For **Qty** you would likely use 1 if you only need one tag. However, if you have multiples of a type of item then adjust Qty to the number of tags you will need. For example: you have 3 Carters Pink T-shirts size 2T, you can enter the tag once and enter 3 for the Qty and the system will generate 3 different tags for your T-shirts.
- Check box if want to **Discount**. All items marked for Discount will be 50% off the sale price on Saturday for our Half Price Sale.
- Check box if want to **Donate**. All items marked for Donate will be donated to local charities after the sale closing.
- Click **Submit Item** to enter the item into your inventory.
- The item will appear below – by default only the last 5 entries will show.
- If you would like to stop and work on entering more items later click **I'm finished for now**.

Printing Instructions:

- If you not are already logged in, you will need to login into you **Consignor Home Page**.
- Click **Work With Consigned Inventory** on the left side of your homepage.
- Click **(Print All Tags)** if you are ready to print all tags at once.
- Or click **(Print Selected Tags)**.
- If you select Print Selected Tags – check box of the tags you would like to print.

Printing Tips:

- Use ONLY WHITE Cardstock paper (65lb. or 67lb. cardstock) to print your tags. (available at office supply stores such as Office Depot and Staples) Six tags will print on one sheet of cardstock. Don't use heavier paper that could soak up ink causing the barcode not to scan properly.
- Set ink jet printers to "normal print quality" setting NOT "high print quality".
- Align your print cartridges - printer cartridges in inkjet printers can get out of alignment, especially when you change cartridges. This can cause the edge of the barcode not to be clean and straight. There should be a utility that came with your printer software that allows you to align the print cartridges.
- Before printing make sure you browser allows for pop-ups.
- Below is an example of good and bad barcodes.

