

# MY CONSIGNMENT MANUAL FOR SELLERS

Updated – 03/20/09

## WELCOME!

Welcome to our electronic tagging system designed with you, the seller in mind. This system was developed from your perspective to help make participating in seasonal consignment sales easier and less time consuming. What is the biggest complaint from sellers regarding selling in these sales? Sellers would describe how long it took to prepare their items for sale. Either each sale has their own individual tagging system or it takes hours to handwrite all of the tags or the check-in process takes too long, etc.

This manual was created to provide you both with details to answer most of your common questions and a quick checklist of how to's.... How to do this, how to do that and maybe even some new ideas on how to use the system to organize your items, such as: donations to charity for tax purposes.

This manual is a continual work in progress because we add more features every season. If you have any comments regarding our system or this manual, your positive feedback or constructive criticism is always welcome. Just email us your comments at [contact-us@myconsignmentmanager.com](mailto:contact-us@myconsignmentmanager.com).

Thank you for using our system. We hope that it saves you lots of time. Something we mothers always need more of..... ☺

Kelli  
President  
My Consignment Manager

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(Also serves as a quick checklist)

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## I. IN GENERAL

### A. REQUIREMENTS:

- Access to a computer, printer and Internet with up to date browsers (MyCM does not support Macintosh Computers).
- Pastel colored 60#, 65 or 67# cardstock (NO dark colors); no regular paper; WHITE is the BEST choice; no fuzzy or textured paper (because the barcodes will bleed)
- Do not place tape over the barcodes
- Must use a printer with normal toner (no dot matrix printers)
- Must use NORMAL or DRAFT print setting – Best quality is too dark and causes the barcodes to bleed – the sellers need to test one page of tags and make sure the barcodes are crisp and clear and not bleeding
- Must make sure if you have a color printer, that you have selected "Black Cartridge Only" from the printing properties screen. Otherwise, the tags can appear purple and blurry.
- Sort their clothes by gender and size before tagging for best efficiency instruct them not to run their item descriptions to the very edge of the description box. Nor should they use many capital letters.
- Ink jets are preferable

### B. HOW DOES THE SYSTEM WORK FOR SELLERS?

- You can register with our system, logon, enter & manage items, print inventory sheets, print completed tags and possibly see which items sold at our sale (if your Consignment purchased the reconciliation feature).
- The system consists of a database, where all of your items are stored as soon as they are entered. You do not need to 'SAVE' your items, because they are automatically 'saved' when you 'Enter' them. Please note that items may be deleted 13 months from the date they were created. If you desire to keep your items longer than 13 months, please email MyCM at [contact-us@myconsignmentmanager.com](mailto:contact-us@myconsignmentmanager.com)
- When you are ready to print, just go to the Print Tab and follow the instructions.

### C. WHAT ARE THE BENEFITS TO SELLERS?

- When you electronically enter your tags, you can save at least 50% of your time as you prepare your items.
- Items entered into the electronic database can be reused. Those items that remain unsold can be transferred to another sale. Some consignments have their own electronic entry for items, but with those systems, you either 1) lose the data when you log out or 2) are restricted to only use the data for that specific consignment. Please note that items may be kept for only 13 months. Remember to email [contact-us@myconsignmentmanager.com](mailto:contact-us@myconsignmentmanager.com) if you need your items stored longer.
- Printer Friendly Inventory Sheets can be printed by clicking on the printer friendly Inventory Report. For example, you can print your entire inventory for the upcoming sale or for a report for tax purposes regarding the inventory you donated to charity.
- You can manually manage your items (can mark items sold at the end of each sale as unsold) and have an updated list of items that you still need to sell.
- You are more likely to receive your paychecks quickly if your consignment sale has automated with our bar-coded system.
- If your consignment sale you are selling with purchases these features, you can view your settlement reports online, see your SOLD items each night of the sale and register for volunteer and check-in appointments.

## II. NEW SELLER – HOW TO GET STARTED (if you have used the MyCM System before with any other sale, please skip this section and go to III. Returning Sellers)

### A. REGISTERING WITH YOUR CONSIGNMENT

1. **Create An Account** – each new seller MUST Create an Account with the Registration and Tagging system.
  - Fill in all information following the formats required.
  - You will need to accept the terms and conditions in order to register.
  - Remember that the User ID and password are case sensitive. Be sure to write down your User ID and password, because you will need it for every sale.
  - Click on the Create an Account button – Very Important or all of your data will be lost.
  - Continue to follow the prompts to then REGISTER for the specific sale you want to sell with.
  - Click on Register when complete. Now you will have created your account and registered for one consignment sale.
  
2. **Log in**
  - After you have registered successfully, you will be able to back to your Sale's website and find the link to either Login to Tag.
  - Type in the User ID and Password you used when you registered.
  - Remember that the User ID and Password are both case sensitive.
  - Forgot Password? Then just click on the link and the system will send you the password to your email.

### B. REGISTER TO VOLUNTEER

- Read your Consignment Sale's instructions about volunteering prior to registering.
- Log in to your Account and the system will take you directly go your Seller's Home Page. Look in the table in the middle of the page and click on "View Volunteer Schedule".
- To register to volunteer, select the shift that you would like (click on the white button on the left) and click on "Add me to selected shift".
- The shift that you choose will be in bold. However, on some browsers, the bold is hard to see. It may appear that nothing has changed but scroll back down to your selected shift and see if your ID is written in that shift. Others will see it as "already selected". Or sort by "Volunteer Name" and your name will sort itself more visible to you.
- Please try to select the highlighted shifts first. The red shift means "High Importance" and should be chosen before other shifts. The yellow shift means that it is the 2<sup>nd</sup> most important shift to fill. These highlighted shifts communicate to the volunteers that these shifts should be filled before the other shifts, if possible.
- If you need to delete the shift, simple check the box and click "Remove me from selected shift".

### C. SELECT YOUR CHECK-IN APPOINTMENT

- Read your Consignment Sale's instructions about check-in requirements prior to choosing a shift.
- Log in to your Account and the system will take you directly go your Seller's Home Page. Look in the table in the middle of the page and click on "View Check-In Schedule".
- To select your Check-In Schedule, select the shift that you would like (click on the white button on the left) and click on "Add me to selected Check-In Time".
- If you need to delete the shift, simple check the box and click "Remove me from selected shift".

## D. HOW TO CREATE, PRINT AND MANAGE MY TAGS

### 1. Enter Items

#### a. **How to enter items.**

- 1) Go to Enter Items: Either click on the Enter items link provided on the screen or go to the Enter Items Tab on the top middle of the screen. Look at the “Add/Remove/Edit Items” screen.
- 2) Select Sale: Select the correct Season/Year you are entering items for. This step is important because each sale may have their own specific tag. As long as you continue to enter items, you will not need to reselect this item. If you go to another screen, the system will reset itself and you will need to re-select it.
- 3) Price: The price can be selected either by mouse or by typing in the digit (which is faster) or type it in. Zero is allowed for items with multiple pieces so be careful not to accidentally select this one. Take a few moments to familiarize how the prices are set up.
- 4) Discount: If Discount appears, then you either check it for YES or leave it empty for NO. If you choose YES, then all items with YES will be discounted on the sale's discount day. The Seller number automatically populates.
- 5) Size: Choose the size either with your mouse or by typing in the first digit of the size you want (which is faster). Take time to familiarize how the sizes are set up.
- 6) Description: Type your description being careful to stay in the box provided. Try to not use capital letters. TIP: 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 in the 1<sup>st</sup> description line and give more details on the 2<sup>nd</sup> line. That way, you do not need to retype Gymboree over and over. Another example for the first Description Line is “New” or Gently Worn, etc.

IMPORTANT! 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.

IMPORTANT! It is very important not to type your letters too close to the edge of the description box or you risk having to edit your tag because it will overrun the tag. Use the second description line to complete your description.

- 7) Category: Choose the Category either with your mouse or by typing in the first letter of the category you want (which is faster). Take a few moments to familiarize how the categories are set up.
- 8) Click on “Add Item” OR click the Enter button. The system will add the item to the bottom of the screen for you to view and will automatically save the item.

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.

The system will time you out after it remains idle for 15-20 minutes. So try to sort them before you start tagging. If the system times out, you lose the efficiency of the system, because you will have re-enter all of your information again for the next tag.

b. ***How can I make the entering of items even more efficient?***

- Plan time tag your items. It is more efficient if you tag many items at one time, because you will not be required to reenter any of the fields (except price). All of the fields will remember the previous information except for the price. The efficiency comes in when you can tag for at least 15-30 minutes at a time. Also, the system logs you out if you are not using the system after 15-25 minutes, so you do not want to sort as you are tagging, because you could end up timing out.
- Sort your items before you enter them by GENDER then SIZE – very IMPORTANT! It will save you time in the end if you do this step upfront.
- Use Tab button instead of Mouse when moving from one field to the next. Click on “Enter” when complete. Using the mouse will slow the process down.
- Type your choices instead of choosing the field with your mouse. When using the drop down screens (price, size, and category), type the first number or letter of what you want to enter. Then continue to press the same number or letter button until you find what you want. Then click the tab button and it will move you to the next field.
- Description line HINT: When you have repeat items, keep the description line generic and just adjust the price and hit add item. Better than typing every line every time! Be careful not to run your item descriptions to the very edge of the description box or you may have to edit them later. Avoid using too many capital letters.

c. ***How to edit an item***

- ERROR? 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 (see Section II.G).
- It is better to edit an item than to remove it.

d. ***Removing an item***

- If you remove an item from your account, the system will delete this item permanently and you cannot get that number back unless you delete all of your items and start over.
- It really is best not to use this button. Instead, just edit your items.
- There are two purposes for this button. 1) for those sellers who do not care about the item number sequence and would rather delete it than fool with editing it and 2) for after a sale when you have donated and sold all of your items and you want to start at item #1 for your next sale.

2. Print Tags

a) ***Go to the Print Tags tab*** or click on the “Print Tags” link provided on the top right of the screen.

b) ***Generate Items List:***

- Select the items to view: Go to the yellow box on the left 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. For instance, you have four ways to help you sort your items, Printed, not printed, Sold and not Sold and Donated. (I.E. If you have already printed some items, then use the second button, so you will only view those items that have not printed.)
- Select the correct Sale Name/Season/Year for the items you want to print.
- Click on “Generate Items List”.

c) ***Generate the Tags and Save in PDF format:***

- Select the items you want to print. Just click in the box next to the item or click on the “Check All” box. Take note of how many items can print on a page and only print increments of those items at one time. For example, if your tag has 8 tags to a page, then print enough items to fit evenly so you do not waste paper. (I.E. 64 items will print 8 pages of tags evenly.)

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**c) Generate the Tags and Save in PDF format: (continued)**

- 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 can cancel and reselect enough tags to fill the page. If it is correct now, click ok.
- Click on the link to generate your pdf tags. It looks like a long name/number that is underlined on the yellow line (it ends in PDF). On click once and wait if your computer has a slow connection. If left clicking on the link does not work for you, then right click on the link. Then click on open and it will pull up your tags.
- If the system prompts you for a print code, then you have logged into the wrong website. Always login to your tagging system from the sale's website. If you login from the sale's website and the system still asks you for a print code, please email MyCM.
- Viewing your pdf tags. 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 by going to Manage Inventory.
- NO PDF TAGS? Try right clicking on your mouse while you are on the link. If this does not work, please contact support@myconsignmentmanager.com.

**d) Save Your Tags**

Save your pdf file. You can save the final PDF document to your computer and print whenever you want by going to the upper left hand corner and click on File. Choose Save from the drop down menu and save in your C: drive. Notice how many pages it says you will be printing and make sure you have enough cardstock paper in the tray.

**e) Print and Prepare Your Tags**

1. Prepare your printer

- Load your printer with CARDSTOCK paper (White or light colors – NO dark colors) About 60-67# weight is good. 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, has enough toner. Press OK. Tags will print with the barcode.
- Must use a printer with normal toner (no dot matrix printers)
- Must use NORMAL or DRAFT print setting – Best quality is too dark and causes the barcodes to bleed – the sellers need to test one page of tags and make sure the barcodes are crisp and clear and not bleeding.
- Must make sure if you have a color printer, that you have selected "Black Cartridge Only" from the printing properties screen. Otherwise, the tags can appear purple and blurry.

2. Print the tags.

- Go to the upper left hand corner of the pdf screen and click on File and then click on print. When the print screen pop-ups, then click on Properties and make sure you are on Normal setting (NOT best quality).
- Cut the tags apart and stack in item # 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. Verify your Consignment's instructions for tagging and taping. If they are different from the ones above, follow the ones from your specific Consignment.
- TIPS: Perform a test Print after the first 8-24 items so you can catch any entering mistakes before you continue.
- ERROR Printing? Go to the 'Print Items' tab and select items again and reprint.
- Make sure that the barcode prints crisp and clear and the lines do not bleed together. If they do bleed together or you cannot see white lines between the barcode, then reprint using a lower print quality – such as the 'draft' setting.

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F. MANAGE 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 correct Season/Year and click on “Generate Items List”.
2. **Edit your items** – Select the items you want to edit from the list just generated, by selecting either check all or each item that needs editing. You can mass edit many Items at one time. (I.E. pretend you forgot to check the discount item box for 20 items. Fix all instead of one at a time.)

EDIT FUNCTIONS:

- |  |                          |
|--|--------------------------|
| * Mark Items Sold  | * Mark Items NOT Sold    |
| * Mark Items Printed   | * Mark Items not Printed |
| * Mark Items Discounted  | * Mark Items Discounted  |
| * Mark Items Donated   | * Mark Items Not Donate  |
| * Remove Items: (Be careful-read all directions first)                   | * Edit Items             |
| * Edit Multiple Items (price, size, description lines 1 and 2, category) |                          |

3. **Transfer your Items to another Season – TIP: you have to pull the items into the new sale**
  - Make sure that you logged into the New Sale that are wanting to sell with (NOT the old sale)
  - Generate the items from the old sale that you want to transfer.
  - Select the items you want to transfer.
  - Select the correct Season/Year where you want to transfer the items.
  - Click on “Transfer Items to Consignment”.
  - TIPS: Important when you have items from a previous sale and want to transfer them into the new sale. In order to reuse those items, you must transfer your old items from the sale.

**To transfer your Items from the same sale, but from a previous season into the next season's sale: repeat the steps above, but must log in from that sale's actual website.**

**To transfer your Items from a totally different sale into your new sale: repeat the steps above, but must log into the mycm website.**

4. **Generate your Projected Settlement Earnings Report** – THIS TOOL IS ONLY A TOOL and does not guarantee any profits or guarantee that the sale report will be the same. This report is not connected to the final seller report from which your profits are calculated. It is simply a projection tool.
  - Select the items you want to view and enter the percentage you will make at this consignment sale (do not enter decimals).
  - Click on “Generate Projected Settlement Report”.
  - You can also use this report after your sale to show you all of your Donated Items and print the report for your taxes.
5. **Reset your Item Numbers back to '1'.**

You only use this button when all of your SOLD items have been deleted and all of your other items have been donated or trashed. When all of your items are removed, then you can click on this button “Reset Item Numbers” and you item numbers will reset to zero. You will want to use this button when you want to start at item ‘#1’ for a new sale.

Resetting your item numbers – if you continue to use some of your existing tags, the system will continue with the item# from your last tag entered. For example, your first item may start at #101. This is acceptable and causes no issues with either your sale or your account. It is the only way to be able to use old items so that the tags will match the item in your Account.

If you want to start over with #1 for this new sale, then you will have to remove all of your items from your entire account and click on the Reset Item Numbers Button.

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**6. To view your Final Settlement Report:**

Go to your Seller's Home Page and view the table at the bottom of the screen. Click on "View Settlement Report".

**7. To Mark your items SOLD:** While viewing the Final Settlement Report in #6, click on the button, Reconcile these items with your inventory.

**III. RETURNING SELLER FOR A NEW SEASON OF SALES**

A. LOG IN (forgot User ID – email [support@myconsignmentmanager.com](mailto:support@myconsignmentmanager.com) OR forgot password? – See II.A.Logging in)

B. REGISTER FOR THE NEW SALE - Go to your owner's website and click on Register Here to register.

C. REGISTER AS A VOLUNTEER

- Log in to your Account, click on the "Volunteer" tab located on the blue line at the top of the screen.
- Select the shift you want and click on "Add Me to Selected Shift" (For more details, see II.B.)

D. SETUP YOUR ACCOUNT FOR THE NEW SALE

**1. Delete all SOLD items.**

- Go to the "Manage Inventory" tab located in the upper right corner of the website.
- View Items – Go to the yellow box and select "items Sold only", then select the Consignment name and click on "Generate Items List".
- Click "Check all" and all of the SOLD items will be selected.
- Then click on "Remove Item(s)" and all of your SOLD items will be deleted

**2. Transfer your items from the OLD sale to the NEW sale**

- a. Delete OLD items that you will no longer sell.
  1. If you still have items remaining, but will not reusing their tags, delete them (see III..D.1).
  2. If you still have items remaining and will be selling them, then go to III.D.2.b below.
  3. If you have no more items remaining in your account, then click on "Reset your item numbers to zero" button.
- b. Moving existing items from the old sale to the NEW sale
  1. Make sure you login through New sale link on the website (the old one should be closed out by now)
  2. Go to Manage Inventory and select the UNSOLD items from the old Season/Year and click "Generate Items List".
  3. Select the items you want moved to the new sale and choose the NEW sale that you want the items moved to and then click on the button to transfer your items.
- c. Reset your item numbers. If you continue to use some of your existing tags, the system will continue with the item# from your last tag entered. For ex: your first item may start at #101. This is acceptable and causes no issues with either your sale owner or your account. It is the only way to be able to use old items so that the tags will match the item in your Account. If you want to start over with #1 for this new sale, then you will have to remove all of your items from your entire account and click on the Reset Item Numbers Button.

E. How to Create, Print and Manage your Tags

1. ENTER ITEMS (For more details, see Section II.D)
2. PRINT ITEMS (For more details, see Section II.E.)
3. MANAGE ITEMS (For more details, see Section II.F.)

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IV. REPORTS AVAILABLE TO YOU:

- Projected Settlement Report (Section II.G.4)
- Donation Inventory Report for tax purposes. Go to Manage Inventory and select Donated Items in the yellow box. From you donated items list, select Check All and then print your Donated Items List from either your Printer Friendly Inventory Report or your Projected Settlement Report Option.
- Inventory Report of all of your items that you will be consigning.
- Your entire SOLD inventory.
- Be creative and create a report to fit your need. We are also open to new ideas, so email us at [contact-us@myconsignmentmanager.com](mailto:contact-us@myconsignmentmanager.com).