

Just As Nice Consignment Sale, LLC

www.justasnicecs.com

- Instructions to:
1. Register as a Consignor & Volunteer
 2. Enter your items into our computer system (My Consignment Manager)
 3. Print your tags
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1. **Register as a Consignor:**

- a. From our Consignor page select **Register as a Consignor**
- b. Select **Create User Account**, enter the required information (Note: make sure the address you list is the address you want your Consignor check mailed to. Please remember the phone number that you use, this will be part of your Consignor ID #)
- c. **Choose your Consignor ID #.** It must be your first initial of your last name and the last four digits of the phone number you entered when you registered (Example: Your last name is James and the phone number you entered during registration is 254-888-8659. Your Consignor ID # is J8659). If the system indicates that the Consignor ID # is not available, choose the first initial of your last name and any four-digit number.

Register as a Volunteer

- a. **Create User Account** (see above a & b)
- b. View our **Volunteer Schedule**
- c. Select the shift you would like (click the white button on the left of the screen) and click **Add me to selected shift**
- d. The shift that you choose will be in bold and your Consignor # should be written in for that shift
- e. To delete your shift, check the box and click **Remove me from selected shift**

2. **Enter your items into our computer system (My Consignment Manager)**

- a. Log into your account from our Consignor page with your **User Name & Password**
- b. Click on **Enter Items**. You will enter the clothing first, smallest to largest size (Enter girl's size Preemie clothing first then enter larger girl shirts)
- c. Our sale name & your Consignor ID # will appear
- d. Next, select the **Price** of your items. Remember items must be at least \$2.00 and \$0.01 increments.
- e. From **Size** drop down menu select the size of the item (if applicable). Use numerical sizing for all Men Pants & Women Pants.
- f. Choose if you would like your items to be **Discounted** for our 50% Off Sale Day.
- g. Choose **"Yes"** if you would like to **donate** your item. Choose **"No"** if you do not want to **donate** your item (Note: If you are donating your items, please make sure it is marked "Yes" for discount).

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- h. In the **Description** section describe your item. MAKE IT SHORT & SWEET! If the tag becomes lost, we will use the description to find your item. You can also use this area to tell the buyer if your item is new, name brand and/or the original retail price.
- i. Choose which **Category** your item is listed under
- j. Finally, select **Add Item**. Now your tag has been saved to your account and you may continue this process for the remainder of your items. Once you click "Add Item" it has been added to your Inventory Sheet. You can enter some of your items or all the items at once, it is up to you. The item number and information will automatically be generated by the computer system and saved.

NOTE: All items must be entered into our computer system by Thursday, September 27th at 12:00 am! After 12:00 am, you can print tags for items that were already entered into our computer system. If you need more time to enter your items please let us know! At drop-off, we will compare your items to your Inventory Report.

3. **Print your tags**

You can choose to print all the tags at once or do a little at a time. Print your tags on white card stock 60lbs or heavier. Each page will print 8 tags. **WE ONLY ACCEPT COMPUTER GENERATED TAGS! DO NOT MAKE HAND WRITTEN CHANGES TO PRICE OR DISCOUNT OPTION ON TAGS!**

- a. Select **Print Tags**
- b. You will see "Generate Tags for Sale:
Just As Nice/Fall 2019
DO NOT click on "I do NOT want my Items(s) to be automatically marked "Generated".
- c. Use the filter boxes to search for the desired items and tags you would like to print or you can click "check mark" all and it will select all of your items.
- d. Click **Generate Tags**
- e. Click on the link to download your tags
- f. Save your tags on your computer (optional). **Print your tags**. Check your tags to make sure the bar-code is clear and not excessively dark.
- g. Cut as indicated on the page.

Trouble shooting tags:

- If the tags are blank, go back to the link and click on the link
- If the barcode does not print the two bottom tags, then follow these steps:
 - o Select File & Print in the upper left hand corner
 - o Go to Page Handling section in the print pop up box
 - o In the Page scaling drop down box, select "Fit to print margins" or "Shrink to printable area"

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4. **Edit your tags**

Under Enter Items

- a. Select **Edit Items**
- b. Select the tag that you would like to edit
- c. Then click **Edit items**. Then edit the desired item.

5. **Print your Inventory Report**

- a. Click on **Manage Inventory**
- b. Click **Reports**
- c. Click **Inventory Reports**
- d. On the right side of the screen, Click **Print Report**. If nothing appears, click **Refresh**

6. **Returning Consignor**

Note: If you are using your tags from your prior sale with us, the system will continue with the item # from your last tag entered.

- a. Click **Returning Consignor Login** from our Consignor page
- b. Delete SOLD items
 1. Click **Manage Your Inventory**. Select our last event: Just As Nice/Spring 2019.
 2. Under "Status", select **Sold** then click **Refresh**. You will see all of the items that were sold at our sale.
 3. If you have more than 10 items you may need to change the "Show 10 entries" to the largest number, 216. The computer systems will only display 10 items at a time.
 4. Click **"the check sign" All** (above the Refresh icon)
 5. Click **Remove Items**. It will ask, "Are you sure". Click **Yes**. This will remove all sold items. Continue until all sold items are deleted.
 6. Next, change the "Status" of your items list to **NOT SOLD**
- c. Transfer items from our old sale to our new sale
 1. Click **Item transfer**
 2. Transferring from: **JustAsNice/Spring 2019**. In the Transferring to select **JustAsNice/Fall 2019**.
 3. If you have more than 10 items you may need to change the "Show 10 entries" to the largest number, 216. The computer systems will only display 10 items at a time.
 4. Click **"the check sign" All**
 5. Click **Transfer Item(s) now. The systems will tell you an important message...** ATTENTION! Make sure that your Seller Number on the tags you just transferred matches your current registered Seller Number. If your tags have a different Seller Number, you will need to REPRINT the tags for any transferred items. Otherwise, you may not be paid for them.
 6. Click "Ok". Continue until all sold items are transferred.