**Step by Step Guide:**

**HOW TO CREATE AND PRINT MY TAGS AFTER YOU HAVE REGISTERED AS A CONSIGNER – YOU MAY CREATE 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. 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. Take a few moments to familiarize how the prices are set up.

4) Discount: Check 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. It will be 50% off. 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 1st description line and give more details on the 2nd 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 then 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?



1. 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 up front.

2. 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.

3. 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 then 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

1. 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).

2. It is better to edit an item then to remove it.

d. Removing an item

1. 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.

2. It really is best not to use this button. Instead, just edit your items.

3. 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:

1. 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.)

2. Select the correct Sale Name/Season/Year for the items you want to print. 3. Click on “Generate Items List”. c) Generate the Tags and Save in PDF format:

1. 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.)

2. 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.

3. 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). 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.

4. 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 Golden Isles Kids Consignment Sale website. If you login from the sale’s website and the system still asks you for a print code, please email MyCM.

5. 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.

6. 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

1. Load your printer with CARDSTOCK paper (White) 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.

2. Must use a printer with normal toner (no dot matrix printers)

3. 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.

4. 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.

1. 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).

2. 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. Follow The Golden Isles Kids Consignment Sale’s instructions for tagging and taping.

TIPS: Perform a test Print after the first 8-24 items so you can catch any entering mistakes before you continue.

3. 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.