

Just As Nice Seller Instructions

Instructions to:

1. Enter your items into our computer system (My Consignment Manager) - Manage Items
2. Edit your item tags / Edit multiple tags at once
3. Print multiple tags / Print one tag
4. Item Transfer - transfer Inventory from our prior sale
5. Print your Inventory Report – Drop-off & Pick-up
6. View Settlement Report
7. Check-In – schedule your Drop-off appointment

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

- a. Log into your account from our Seller page with your **User Name & Password**
- b. Select **Manage Items**
- c. Select **Add**

HOW YOU WOULD LIKE TO ADD YOUR ITEM – **Add Manual, Add (Voice Using Chrome Desktop Only) or Add (Voice Using Mobile Keyboard Mic)**

i. Add Manual

1. Choose which **Category** your item is listed under
 - a. We don't have a category for very item that infants use. You can list infant items as Infant Equipment or Infant Accessories category. Remember, if your infant used it, you could sell it with us!
2. **Size** – select the drop down menu to select the size of the item (if applicable). If no size, select Blank size. **Use numerical sizing for all Men Pants & Women Pants.**
3. In the **Brand (Desc) and Brief 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. You can Voice to text your items into this fields. This system only works on smartphones or Apple iPads. 1st Tap in the field that you want to enter information in. 2nd Tap the microphone icon and talk. 3rd Press enter or select the next field
4. Next, select the **Price** of your items. Remember items must be at least \$2.00 and \$0.25 increments.
5. Check the box if you would like your items to be 50% **Discount** on our discount day. If you don't want your items Discounted, do not check the box.
6. Check the box if you would like your items to be **Donate** at the end of our sale. If you don't want your items donated, do not check the box (Note: If you are donating your items, please make sure it is marked "Yes" for discount).

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7. Add 1 item – You can select the number tags you want to make. If you have an identical item that need its own tag, select “2” or “3” and so on. This option is perfect for a family with twins or if it needs its own price tag and hanger!
8. Clear Desc Fields - This system is automatically set up to clear the fields for you. If you want your brand, description and price to stay the same, select to remove the check mark.
9. Next, Select **Add**

Now your tag has been saved to your account and you may continue this process for the remainder of your items. By selecting “Add” your items are added to your Inventory Sheet. The item number and information will automatically be generated by the computer system and saved.

- ii. **Add (Voice Using Chrome Desktop Only) – Follow directions that appear on the screen**
- iii. **Add (Voice Using Mobile Keyboard Mic) – Follow directions that appear on the screen**

All items must be entered into our computer system by Wednesday, June 17th at 11:59 pm! After 12 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!

2. Edit your items tag

This feature allows you at edit ONE item tag or edit multiple items tags all at once! a.

To edit ONE tag:

- i. Select **Manage Items**
 1. Select the **items tag** that you would like to edit
 2. Select **Edits**
 - a. **Select Edit Single Item**
 - i. **Then edit the desired items**
 - ii. Select **Update**

b. To edit multiple tags at once:

- i. Select **Manage Items**
 1. Select the **items tags** that you would like to edit
 2. Select the tags that you would like to edit with the same information. EX: You forgot to put Girls on your 20 pieces of clothing. You can change all 20 tags with this feature.
 3. Select **Edits**
 - a. **Select Edit Multiple Items**
 - i. **Then edit the desired items**

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- ii. Select **Update**

3. Print your tags

You can choose to print MULTIPLE TAGS at once or ONE tag at time. Print your tags on White or PASTEL colored cardstock (60lbs or heavier) NO YELLOW, NO PINK, NO BLUE! 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. Print multiple tags at once –

i. Click **Manage Items**

- 1. If you have more than 25 items to print, change the “Show 25 entries” to the largest number, 216. If not, the computer systems will only display 25 items at a time.**
2. Click the box below the blue refresh icon to select all of your items OR you can select each item
- 3. Select **Print****
 - a. Pop up – You are about to print tags. Do you want to continue?
 - i. Select **Yes, continue****

Depending on your computer settings, a PDF of your tags should appear. Check your tags to make sure the bar-code is clear and not excessively dark. Cut tags as indicated on the page

b. Print ONE tag -

i. Select **Manage Items**

1. Select the tag that you would like to print
- 2. Select **Print****
 - a. Pop up – You are about to print tags. Do you want to continue?
 - i. Select **Yes, continue****

Depending on your computer settings, a PDF of your tags should appear. Check your tags to make sure the bar-code is clear and not excessively dark. Cut tags as indicated on the page

c. Find tags not printed –

i. Click **Manage Items**

- 1. Look for the “Printed” section. Locate the “All” toggle and select “Not Printed”**
- 2. Select **Refresh****
- 3. You will see items tags that were not printed (circle with line).**
- 4. Select **Print****
 - a. Pop up – You are about to print tags. Do you want to continue?

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i. Select **Yes, continue**

If you are having issues printing your tags try this option:

- i. Select **Manage Items**
- ii. Above the section Printed? Select the drop down
- iii. Select **Not printed**
- iv. Click the box below the blue refresh icon to refresh your screen v. Select **Print**
- vi. Select **Close**

If the barcode does not print the two bottom tags, then follow these steps:

- i. Select File & Print in the upper left hand corner ii. Go to Page Handling section in the print pop up box
- iii. In the Page scaling drop down box, select "Fit to print margins" or "Shrink to printable area"

4. Item Transfer - transfer Inventory from our prior sale

This computer system will not allow you to transfer SOLD items!

a. Select Item Transfer

- i. Select the event you want to transfer items from - Click **Just As Nice/Fall 2025 or your last sale**
If you have more than 25 items to transfer, change the "Show 25 entries" to the largest number, 216. If not, the computer systems will only display 25 items at a time.
- ii. Click the box below the blue refresh icon to select all of your items OR you can select each item
- iii. Select **Transfer Item(s) now.** iv. **You will see - Transfer successful!**
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.
 1. Select **"Close"**. Continue the above process until all items are transferred.

5. Print your Inventory Report – Drop-off & Pick-up

a. Print your Inventory Report for Drop-off

i. Select Event Navigation

1. Select Inventory Report

This is all the items you entered in our computer system. Bring a copy to drop off. **During drop-off, we will compare your items, to your Inventory Report.**

- a. Select **Print** or have it on your phone during drop-off

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b. Print your **Inventory Report for Pick-up**

This will allow you to the items you SOLD!

i. Select **Event Navigation**

1. Select **Inventory Report**

- a. Look for the "Items sold" section. Locate the "All" toggle and select "Not Sold"
- b. Select **Refresh – It is displaying your items that were not sold! This is your PICK-UP item List**
- c. Select **Print** or have it on your phone during pick-up

6. View Settlement Report

- a. Click **Settlement Report**
- b. Click **Print Report**

7. Check-In – schedule your Drop-off appointment

a. Select **Check In**

- i. Select the **TIME** you would like to Drop-off your items
- ii. Click **Add me to selected appointment (s)**

b. To delete you from your scheduled drop-off

i. Select **Check In**

1. Select your **scheduled Appointment**
2. Select **Remove me from selected appointment (s)**
3. Pop up - Are you sure you want to remove the selected appointment(s)?
This action is permanent and cannot be undone. Are you sure?
 - a. Select **Remove Appointment (s)**

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