

# Just As Nice Seller & Team Member Instructions

Instructions to:

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2. Register as a Team Member - ONLY
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4. **Returning Seller**
5. **Returning Seller - Transfer items from our prior sale**
6. Edit your tags
7. Print your tags
8. Print your Inventory Report
9. View Settlement Report
10. Check-In for Drop-off day

## 1. **Register as a New Seller:**

- a. From our Seller with us page select **Register as a Seller**
- b. **Look for our Sale name: Just As Nice/Spring 2023**
- c. Select **Register**
- d. Select **Create Account**, enter the required information (Note: make sure the address you list is the address you want your Seller check mailed too. Please remember the phone number that you use, this will be part of your Seller ID #)
- e. **Choose your Seller 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 Seller ID # is J8659). If the system indicates that the Seller ID # is not available, choose the first initial of your last name and any four-digit number.

## 2. **Register as a Team Member**

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

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

You can Voice to text your items into our computer system. This system only works on smartphones or Apple iPads. 1<sup>st</sup> Tap in the field that you want to enter information in. 2<sup>nd</sup> Tap the microphone icon and talk. 3<sup>rd</sup> Press enter.

- a. Log into your account from our Seller page with your **User Name & Password**
- b. Click on **Manage 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 Seller ID # will appear on top of the page
- d. Click HOW YOU WOULD LIKE TO ADD YOUR ITEM –

### **A. Add Manual (Desk top)**

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1. Choose which **Category** your item is listed under
2. From **Size** drop down menu select the size of the item (if applicable). Use numerical sizing for all Men Pants & Women Pants.
3. In the **Brand (Desc) and 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.
4. Next, select the **Price** of your items. Remember items must be at least \$2.00 and \$0.01 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).
7. Select **how many tags you need**. If you have items that are the same and need more than one tags, you can select the number of tags you need for this item.
8. 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. Finally, Click **Add**

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.

**B. Add (Voice Using Chrome Desktop Only) - Follow directions that appear on the screen**

**C. Add (Voice Using Mobile Keyboard Mic) – Follow directions that appear on the screen**

**D. Express Tagging**

1. You must request to use this option. If your tags are separated from your items, we will not be able to find your tag.

**E. Add Manual on iPhone**

1. Choose which **Category** your item is listed under
2. From **Size** drop down menu select the size of the item (if applicable). Use numerical sizing for all Men Pants & Women Pants.
3. In the **Brand (Desc) and Description** section describe your item. Click on the "Microphone icon" on your iPhone. 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.

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4. Next, select the **Price** of your items. Remember items must be at least \$2.00 and \$0.01 increments. Click on the "Microphone icon"
5. Check the box if you would like your items to be **Discount** for our 50% Off Sale 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).
7. Select **how many tags you need**. If you have items that are the same and need more than one tags, you can select the number of tags you need for this item.
8. Finally, Click **Add**

**NOTE:** All items must be entered into our computer system by Wednesday, Aug 9<sup>th</sup> 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! At drop-off, we will compare your items to your Inventory Report.

### 4. **Returning Seller**

- a. From our Seller with us page select **Register as a Seller**
- b. **Look for our Sale name: Just As Nice/Spring 2023**
- c. Select **Sign-in** and enter your **User Name & Password**
- d. **Click Log-in**
- e. You will see "Register me as a Seller". You should see your **Seller Number**. Then let us know how you heard about us!

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. If you change your Seller number, you will have to REPRINT ALL OF YOUR TAGS, your prior sale tags will not work!

- f. Click **Register me**
- g. **Review** and **Accept** our contact
- h. Then you will see your contact information and update if needed. Remember the address you list is the address you want your Seller check mailed too.
- i. Now you will see our **Main Page**

### 5. **Transfer Inventory from our prior sale**

- a. Click on **Event Navigation (Upper right side of the screen)**, Click **Item Transfer**  
You do not have to DELETE SOLD items anymore! This system will not allow you to transfer SOLD items!
- b. Select the event you want to transfer items from - Click **Just As Nice/Spring 2023 or your last sale**
- c. If you have more than 25 items change the "Show 25 entries" to the largest number, 216. If not, the computer systems will only display 25 items at a time.
- d. Click the box below the blue refresh icon to select all of your items OR you can select each item one at a time.

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- e. 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.
- f. Click "**Close**". Continue until all items are transferred.

### 6. **Edit your tag**

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

### **Edit multiple of tags at the same time**

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.

- a. Then click **Edit multiple items**. Then edit the desired items.
- b. Then click **Edit**

### 7. **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 (or any PASTEL color) 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. Click **Manage Items**
- b. Use the filter boxes to search for the desired items and tags you would like to print or you can click the box (below the Refresh icon) and it will select all of your items.
- c. Click **Print**
- d. Click on the link to Open or download your tags
- e. **Print your tags**. Check your tags to make sure the bar-code is clear and not excessively dark.
- f. Cut as indicated on the page.

If you are having issues printing your tags -

- A. Under the **Printed** option, select **Not Generated**.
- B. Click Refresh. This will show you all of the tags that you have not generated (printed).
- C. Click bo below (above the Refresh icon) and it will select all of your items. **Then go to d. (above) to continue!**

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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### 8. **Print your Inventory Report**

- a. Click on **Event Navigation (Upper right side of the screen)**, Click **Inventory Report**
- b. Click **Print**

### 9. **View Settlement Report**

- a. Click on **Event Navigation (Upper right side of the screen)**, Click **Settlement Report**
- b. View Sold items

### 10. **Schedule Check-In time for Drop-off**

- a. Click on **Event Navigation (Upper right side of the screen)**, Click **Check In**
- b. Click on the time you would like to Drop-off your items
- c. Click **Add me to selected appointment**
- d. To delete you from your scheduled drop-off, select **Remove me from selected appointment**

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