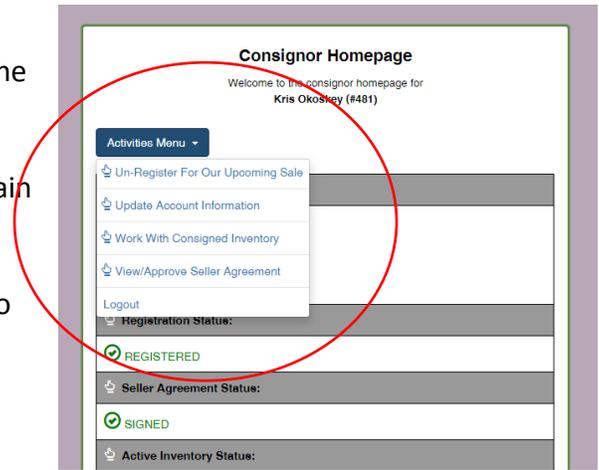


Navigating the Consignor Homepage

After you enter your seller number and password, you are in the **Consignor Homepage**.

The **Activities Menu** is a drop-down that can bring you to certain areas of your account.

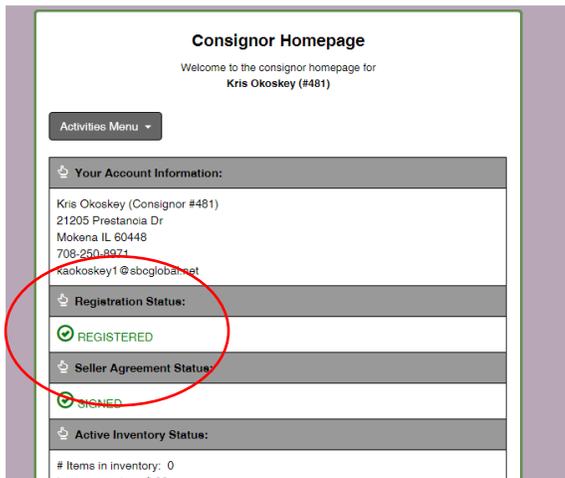
The menus and drop-downs are self-explanatory but be sure to contact us at clustersresalechair@gmail.com if you have any questions or issues.



VERIFYING ACCOUNT INFORMATION

This is where you'll verify your account information. **PLEASE NOTE:** the name and address listed is here is where your seller check will be sent.

You can verify that you're registered by checking your status in this section. Also, you will be required to sign the Seller Agreement before each sale.

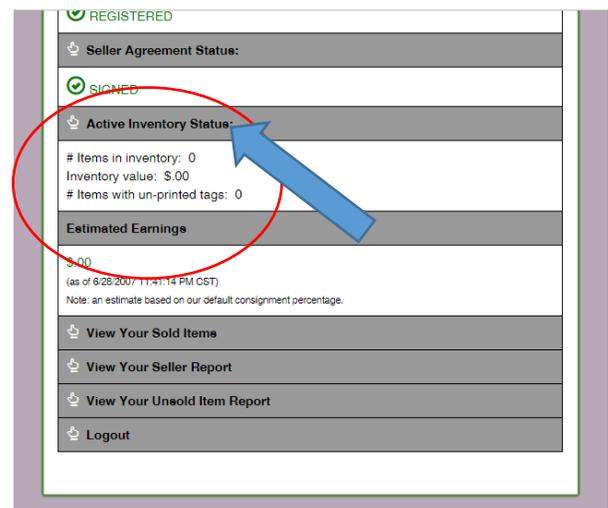


TAGGING & CREATING AN INVENTORY

This is where you're begin to create your inventory list, which then generates tags. You can type in the information on a computer or use a voice/text function.

This also displays how many items you have in your inventory and the value.

To get to the tagging/inventory page, click on the menu that says '**Active Inventory Status.**'



Clusters Moms of Multiples

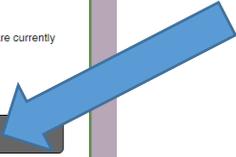
To begin, click on **Active Inventory**.

Consignor Inventory Menu

Welcome back! You are logged in as consignator #481 Kris Okoskey. You are currently REGISTERED for our upcoming sale.

Please choose from one of the following options:

- Active Inventory ▾
(Add, Edit, Delete Active Inventory Items)
- Inactive Inventory
(Select inventory from past sales that you plan to bring to the upcoming sale)
- Print Tags ▾
(Print barcoded tags to place on your items. NOTE: Please disable your popup blocker to print tags.)
- Inventory Reports ▾
(View and Print an inventory list of what you are consigning)



Then select how you will enter your tags.

Tags can be typed in or enter using a voice/text function.

Active Inventory ▾

- Mobile Version
- PC/Laptop Version
- PC/Laptop Voice Entry (BETA)
- Mobile Voice Entry (BETA)

Inventory Reports ▾
(View and Print an inventory list of what you are consigning)

View your Sold Items
(Use during the sale to see which of your items have sold)

My Homepage
(Takes you to your consignator homepage)

Logout
(Logout of your consignator account)

This is where you will enter the item's information:

Clusters Moms of Multiples

Work With Consigned Items (Active Inventory)

Use this screen to Add, Edit, or Delete items you are planning to bring to our upcoming sale. Your tags will be printed exactly as you enter your items here. **Fields with an asterisk are required.**
For the best experience, avoid using the BACK button in your browser while working with inventory.

Things To Remember:

- Only items you plan to bring to our upcoming sale ('active items') are listed here. Click [HERE](#) to 'activate' items from past sales.
- You can quit and finish later. your items will be saved.
- You may not price an item less than \$.50 and you must price items in .50 cent increments.

Category* (dropdown menu) | **Size*** (dropdown menu)

Description Line 1 (24 characters max)* | Description Line 2 (24 characters max)

Price* | Quantity*

Item can be DISCOUNTED

Return to Inventory Menu | Submit Item

Check/Uncheck All | Inventory Icon Legend | Inventory Functions

This is the dropdown menu for **CATEGORY**. Select the category that best suits your item. You'll notice there are categories we do NOT use (i.e. Women's clothing, Men's clothing) so ignore those.

- Accessories
- Accessories - Boys
- Accessories - Girls
- Accessories - Womens
- Baby Equipment
- Bath
- Bedding
- Books
- Breastpumps
- Car Seats
- Cassettes
- CDs
- Clothing - Boys
- Clothing - Girls
- Clothing - Mens
- Clothing - Womens
- Coats - Boys
- Coats - Girls
- Coats - Mens
- Coats - Womens

Description Line 1 (24 characters max)*

This is the dropdown menu for **SIZE**. Select the category that best suits your item. Although SMALL/MEDIUM/LARGE/XLARGE are listed, we only allow the use of those sizes in Juniors and Young Mens clothing. If you have a child garment that is S/M/L, please choose a numeric size. This will help determine which clothing rack the item will be placed.

- 0
- 0-12 Months
- 0-3 Months
- 0-6 Months
- 1
- 10
- 10 1/2
- 11
- 11 1/2
- 12
- 12 1/2
- 12 Months
- 12-18 Months
- 13
- 13 1/2
- 14
- 16
- 18
- 18 Months
- 18-24 Months

Description Line 2 (24 characters max)

HALF PRICE SALES

To offer an item at half-price during our Half-Price Sale beginning at 10:30am, you **MUST** check this box on the item.

Half-price items **MUST** also be printed on PINK cardstock.

Use this screen to Add, Edit, or Delete items you are planning to bring to our upcoming sale. Your tags will be printed exactly as you enter your items here. **Fields with an asterisk are required.**
 For the best experience, avoid using the BACK button in your browser while working with inventory.

Things To Remember:

- Only items you plan to bring to our upcoming sale ('active items') are listed here. Click [HERE](#) to 'activate' items from past sales.
- You can quit and finish later, your items will be saved.
- You may not price an item less than \$.50 and you must price items in .50 cent increments.

Category* Size*

Description Line 1 (24 characters max)* Description Line 2 (24 characters max)

Price* Quantity*

Item can be DISCOUNTED

Items: 0 Value: \$0.00

Filter Inventory by Description =

Only the last 5 items you have entered are shown below. Check this box to show all items

As you start to add items, they will appear in your inventory. From there you can edit or delete.

You can also verify that something is a 'DISCOUNT,' which indicates it will be offered at half-price after 10:30am.

You can leave sizes blank if it's an item that does not have a size (i.e. a headband, hair accessories, etc.)

After you're done entering the information for the tag, click 'Submit.'

Item can be DISCOUNTED

Items: 4 Value: \$35.00

Filter Inventory by Description =

Only the last 5 items you have entered are shown below. Check this box to show all items

✓ Select	Item #	Description	Category	Size	Price	Discount	Donate	Tag	Print	Sold		
<input type="checkbox"/>	4	Black leotard	Dancewear	14	\$5.00						<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
<input type="checkbox"/>	3	BABY GAP red sleeper snowmen & reindeer	Clothing - Girls	12 Months	\$2.50						<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
<input type="checkbox"/>	2	Black headband w flowers	Accessories - Girls	Leave Blank	\$2.50						<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
<input type="checkbox"/>	1	GRACO high chair NEW WITH TAGS	High Chairs	0	\$25.00						<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

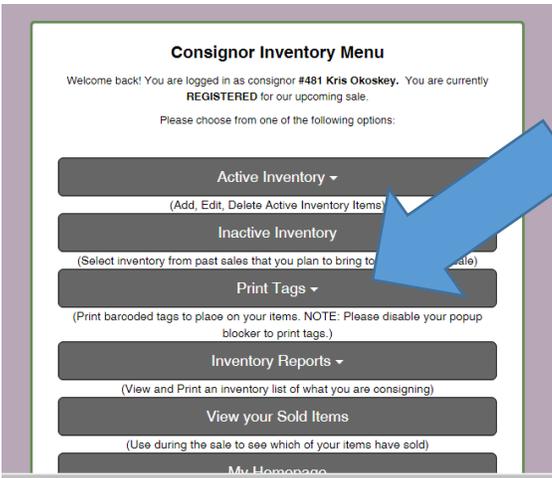
There is a dropdown menu for the **INVENTORY** functions and **ICONS**.

The screenshot shows an inventory management interface. At the top, there are buttons for 'Check/Uncheck All' and 'Inventory Icon Legend'. Below this is a legend section with five items, each with an icon and a description: a percentage icon for discountable items, a truck icon for donatable items, a dollar sign icon for sold items, a tag icon for printed tags, and a cart icon for restock items. Below the legend is a section titled 'Inventory Functions' with two rows of buttons. The first row contains 'Discount All Items', 'No Discount All Items', 'No Donate All Items', 'Inactivate All Items', and 'Delete All Sold Items'. The second row contains 'Discount Selected Items', 'No Discount Selected Items', 'No Donate Selected Items', 'Inactivate Selected Items', and 'Delete Selected Items'. Below the buttons, it says 'Items: 3 Value: \$7.50' and has a 'Filter Inventory by Description' field with a 'Refresh Results' button. At the bottom, there is a table with columns: Select, Item #, Description, Category, Size, Price, Discount, Donate, and Sold. Two blue arrows point to the 'Inventory Icon Legend' and the 'Inventory Functions' section.

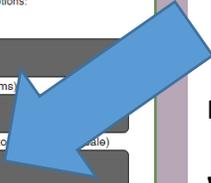
PRINTING TAGS

Once you've entered your items, you can print your tags by returning to the **CONSIGNOR INVENTORY MENU** by clicking '**RETURN TO INVENTORY MENU**'.

The screenshot shows the 'Clusters Moms of Multiples' inventory management interface. At the top, there is a header with the text 'Clusters Moms of Multiples'. Below this is a section titled 'Work With Active Inventory'. Underneath, there is a message: 'Not seeing inventory from past sales? It's probably INACTIVE. Click [HERE](#) to make it active. For the best experience, please refrain from using the browser BACK button while working with inventory.' Below the message is a button labeled 'Return to Inventory Menu', which is circled in red. Below the button are three dropdown menus: 'Overall Inventory Functions', 'With Selected Items:', and 'Inventory Icon Legend'. Below these are buttons for 'Add New Item' and 'Check/Uncheck All'. At the bottom, it says 'Items: 3 Value: \$7.50' and has a 'Check to show all items' checkbox. Below the checkbox is a table with columns: Item Information.



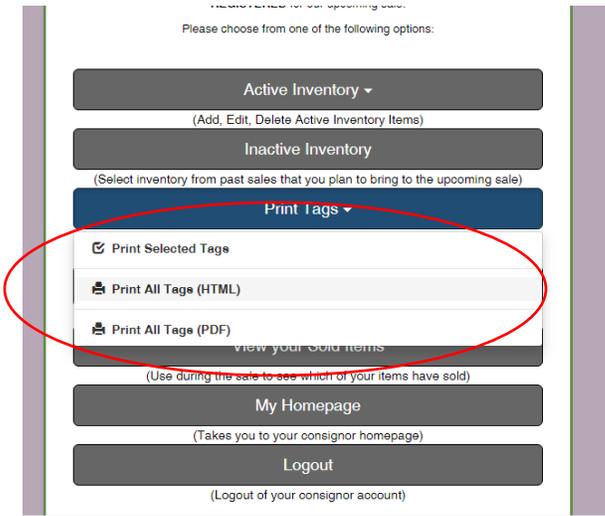
Then select **PRINT TAGS**



Remember...

WHITE cardstock for regular items

PINK cardstock for items to be offered at **HALF PRICE** after 10:30am



You can select certain tags to print (i.e. just discounted tags) or you can print all tags.



Tags will display 10 to a page (this example only has 3 tags).

Cut tags and affix to item:

Clothing can use pins OR tagging guns.

All other items can use tape.

DO NOT TAPE OVER THE BAR CODE.

HOW TO READ YOUR TAGS

<p>A Clusters MOMs Clothing/Equipment Resale (0719) B</p> <p>481 High Chairs Item 1 0</p> <p>C</p> <p>D GRACO high chair NEW WITH TAGS</p> <p>c/481 i/1</p>  <p>481 \$25.00 1</p> <p>\$25.00 AW</p>	<p>Clusters MOMs Clothing/Equipment Resale (0719)</p> <p>481 Accessories - Girls Item 2</p> <p>Black headband w flowers E</p> <p>c/481 i/2 No Discount</p>  <p>481 \$2.50 2</p> <p>F \$2.50 AW</p>
<p>Clusters MOMs Clothing/Equipment Resale (0719)</p> <p>481 Clothing - Girls Item 3 12 Months</p> <p>G</p> <p>H BABY GAP red sleeper snowmen & reindeer</p> <p>c/481 i/3</p>  <p>481 \$2.50 3</p> <p>\$2.50 AW</p>	<p>Clusters MOMs Clothing/Equipment Resale (0719)</p> <p>481 Dancewear Item 4 14</p> <p>Black leotard</p> <p>c/481 i/4 No Discount</p>  <p>481 \$5.00 4</p> <p>I \$5.00 AW</p> <p>J</p>

- A The name of the sale
- B Month & year item was entered into inventory
- C Seller number
- D Item number
- E Items NOT discounted will say 'NO DISCOUNT;' items offered at half-price will be blank above the price
- F Price
- G Category (boys/girls and what type of item)
- H Size
- I Item's barcode—directly below code is Seller #, price and item number
- J Sorting group: each group has 10 sellers. Sellers will sort by GROUP first, then seller number. In this example, the group is 'AW'