

Welcome to our new consignment program:

Consign Pro

Although the transition to the new program may be a little difficult—especially for those with thousands of items in the shop—ultimately I think it will be easier for everyone involved. The first step is for you to get comfortable with how to see your inventory, how to see sales and how to enter items and print tags.

First difficulty: your items have been renumbered in the new program. Basically I gave the ConsignPro analyst an Excel spreadsheet with EVERYONE'S inventory included and the items were then numbered sequentially when they were added into the Consign Pro system. So instead of each of you having an item numbered 1 for example, only the first consignor in the list has the item numbered 1. So each item in the shop will have a unique number. Nothing for you to worry about—just something to know when you look at your inventory.

Second difficulty: I have renamed some of the default fields in the online website where you will be entering your items but others I could not change. You will see in my examples. For the most part the system is easy. Only one description and then you can choose the unit (if any) from a drop down menu. Add the price and quantity and you're done. This information will print on the tags.

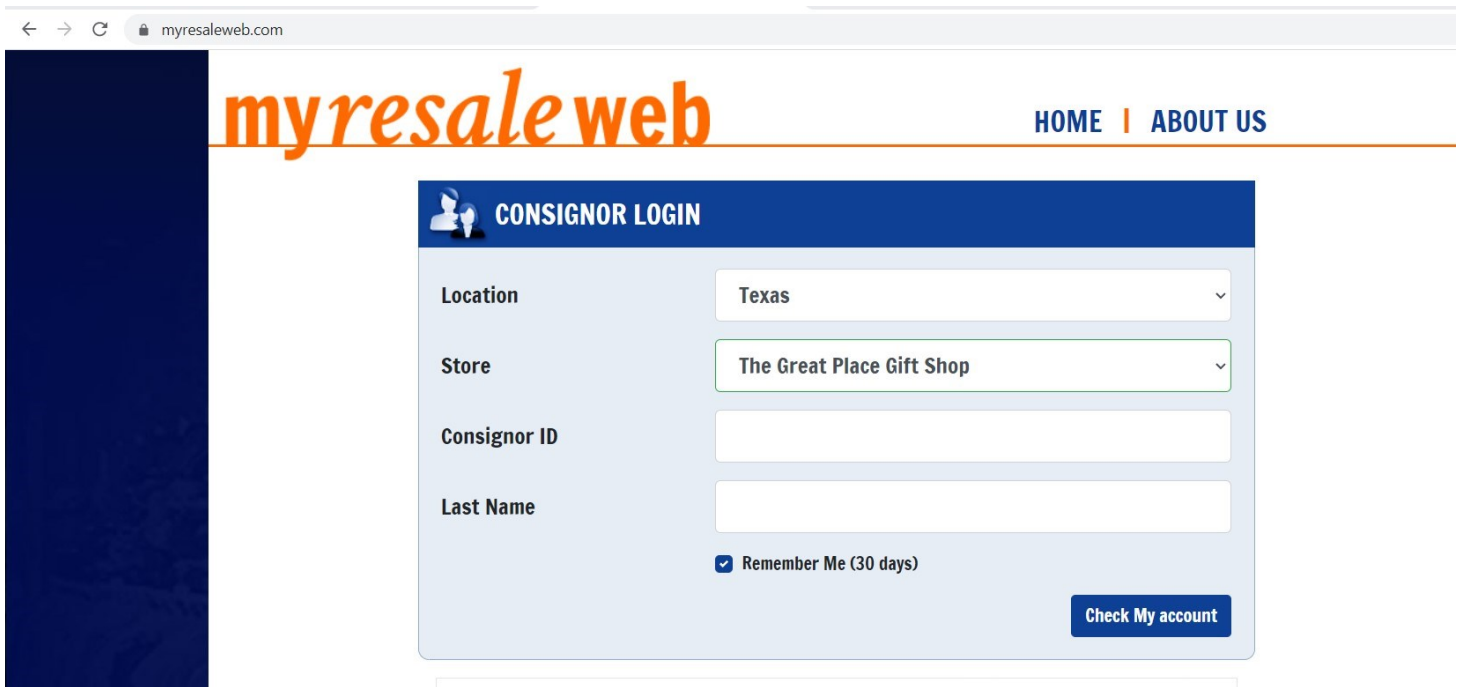
Because the shop owns the new consignment system we are using, we have complete control over it and can help you should mistakes happen etc. If you would like to change your item description or price, please email the shop with the details including the item number and we will make the changes for you.

Our sales will still be uploaded at the end of the shop day so you can see what has sold like before.

OK to begin: Go to myresaleweb.com Bookmark the page to make it easier for you each time.

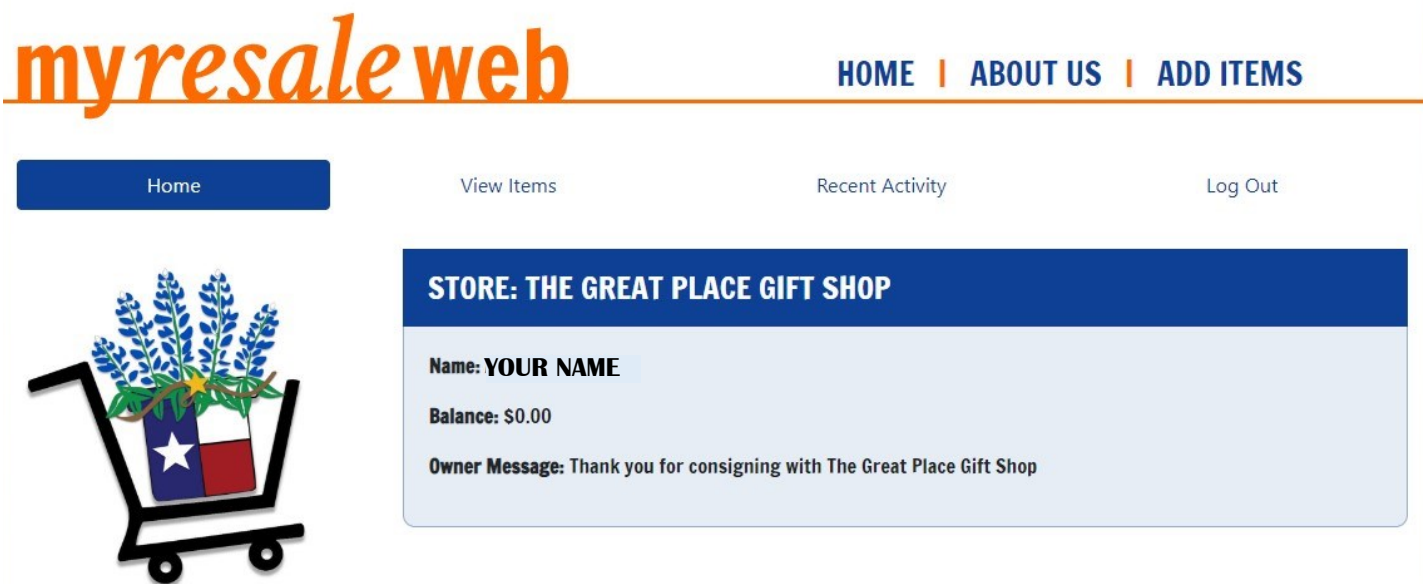
myresaleweb.com

Use the drop down menus to pick “Texas” and “The Great Place Gift Shop” (hint: we are the next to last) Then add your consignor number (which has not changed) and your last name.



The screenshot shows a web browser window with the URL myresaleweb.com. The page features the myresaleweb logo in orange and blue. Navigation links for HOME and ABOUT US are visible. The main content is a 'CONSIGNOR LOGIN' form with the following fields: Location (Texas), Store (The Great Place Gift Shop), Consignor ID, and Last Name. A 'Remember Me (30 days)' checkbox is checked, and a 'Check My account' button is present.

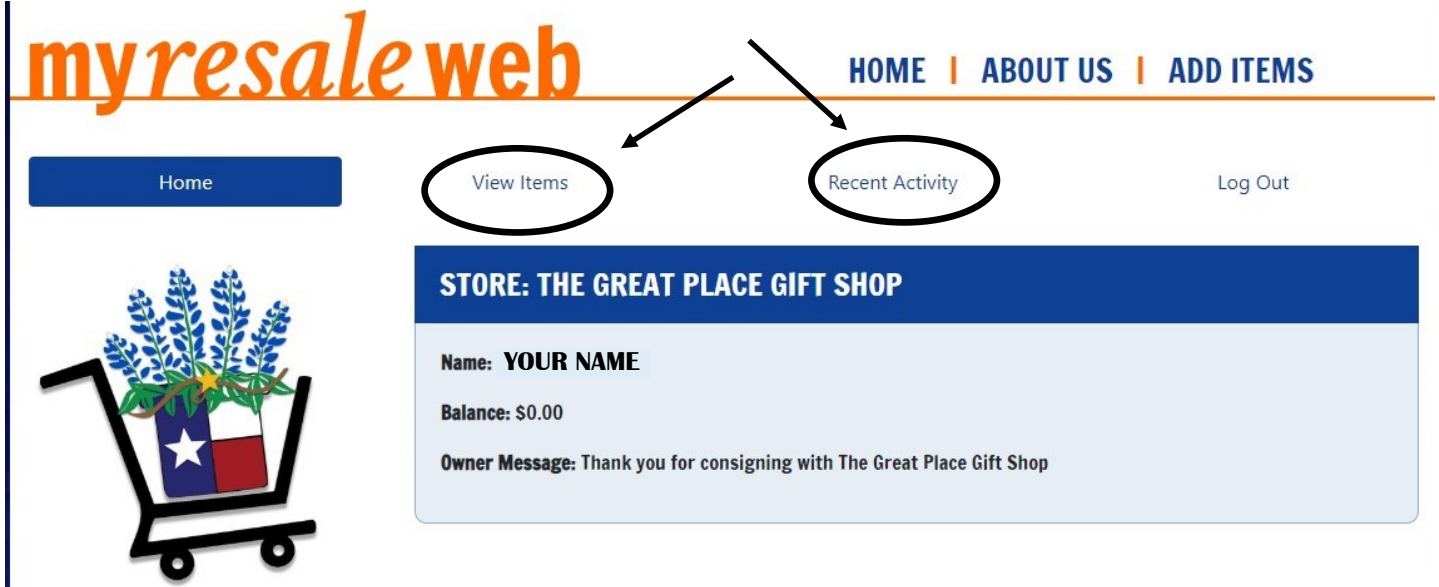
The next screen:



The screenshot shows the myresaleweb.com website with the myresaleweb logo and navigation links for HOME, ABOUT US, and ADD ITEMS. A navigation bar contains buttons for Home, View Items, Recent Activity, and Log Out. On the left is a shopping cart icon with a Texas flag and blue flowers. The main content area is titled 'STORE: THE GREAT PLACE GIFT SHOP' and displays: Name: YOUR NAME, Balance: \$0.00, and Owner Message: Thank you for consigning with The Great Place Gift Shop.

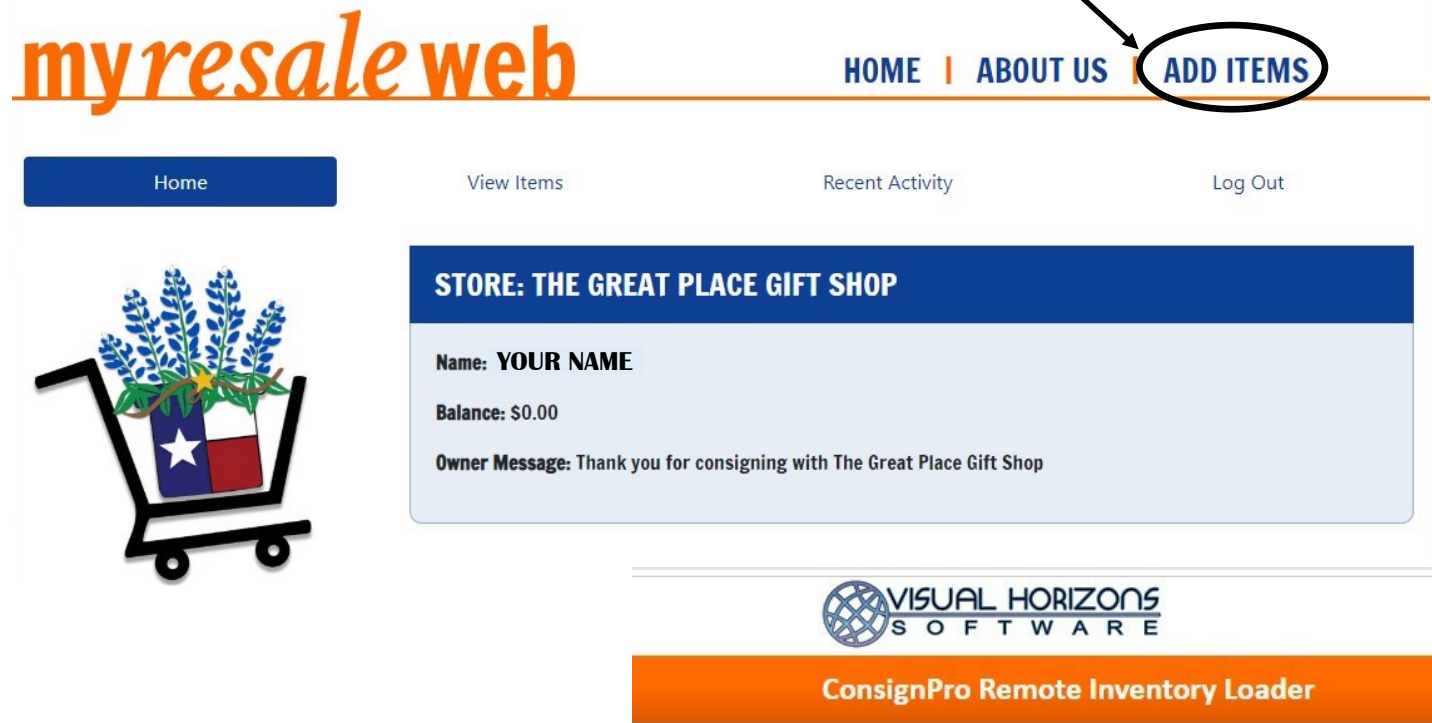
[Ignore any ads at the bottom. specially those that say Activate Now!] :)

From this screen you can view your items or view recent activity.



The screenshot shows the 'myresaleweb' interface. At the top, the logo 'myresaleweb' is in orange. To the right, navigation links 'HOME | ABOUT US | ADD ITEMS' are displayed. Below the logo, there is a blue 'Home' button and a shopping cart icon containing a Texas flag and blue flowers. In the top right, 'View Items' and 'Recent Activity' are circled with arrows pointing to them, and a 'Log Out' link is present. The main content area is titled 'STORE: THE GREAT PLACE GIFT SHOP' and contains the following text: 'Name: YOUR NAME', 'Balance: \$0.00', and 'Owner Message: Thank you for consigning with The Great Place Gift Shop'.

To add inventory:



This screenshot shows the 'myresaleweb' interface with the 'ADD ITEMS' link circled and an arrow pointing to it. The rest of the interface is identical to the previous screenshot. Below this, there is a logo for 'VISUAL HORIZONS SOFTWARE' and an orange banner that reads 'ConsignPro Remote Inventory Loader'.

This will take you to a new website.

You will enter our store ID which is BK3574 and the password which is the shop phone number: 2544324372

Be sure to save this so you don't have to remember it each time or write it down.

Store Login:

Store ID

Password

Login

Now you are ready to enter items!



ConsignPro Remote Inventory Loader

The Great Place Gift Shop

Enter your consignor number →

| | | |
|----------------------|-------|----------|
| Consignor Number | Split | Required |
| <input type="text"/> | 70 | |

Use the drop down menu to choose the Unit for your item. Or choose 01 None. →

| | |
|----------------------|----------|
| Unit | Required |
| <input type="text"/> | |

Write your description here →

| | |
|----------------------|----------|
| Description | Required |
| <input type="text"/> | |

Skip →

| | |
|----------------------|----------|
| Skip | Optional |
| <input type="text"/> | |

Skip →

| | |
|----------------------|----------|
| Skip | Optional |
| <input type="text"/> | |

Skip →

| | |
|----------------------|----------|
| Tag Color | Optional |
| <input type="text"/> | |

Enter the Item Price (you can just put in whole numbers) →

| | | |
|----------------------|------------|----------|
| Item Price | Item Count | Required |
| <input type="text"/> | 1 | |

Enter the number of exactly the same items.

Skip →

| | |
|----------------------|----------|
| Store cost | Optional |
| <input type="text"/> | |

Explanation:

If you have more items click on "Same Consignor." If you have more of the same item but want to make a simple change (like unit) Click on "Same Consignor" AND "Same item". You can then repeat the process to add more items. You must click on Save and Add Another for the item to be entered.

Skip →

| | |
|----------------------|----------|
| Notes | Optional |
| <input type="text"/> | |

Be aware that if you click on Item Count and make it a number greater than 1 then the program will only assign one number with a count that will be maintained in the computer. For example your tags may read 5612,5613, 5614, 5614, 5614 if you added 2 items that had a quantity of 1 and an item that had a quantity of 3. Even though 3 items will have the same item number, the system will be able to keep up with how many sell.

Same consignor Same item

Later we may add notes and photos but right now we won't. Once you are done—even if you don't have any more to add— you have to click "Save & Add Another." Then click "Review Items." You will still have a chance to add or correct your items on the next screen.

This is the Review screen. You'll see a list of the items you just put in. You can edit them (click on the pencil) or delete them (click on the red x). If you need to, you can click on "Add Another" and go back to add items. You can also "Download Labels" when you are ready to print your tags. The program will automatically download a pdf for you to print. You can print this on labels or paper. Whatever is more appropriate for your items. The labels are Avery 5160 or 8160. ****Please don't attach the label or paper to your business card.**** We have found that the business cards detract from the merchandise and makes for an unattractive display. This is now noted in our new consignment contract.

AFTER you have clicked on "Download Labels," you **must** click "Submit to ConsignPro." The next time the shop is open, your items will be automatically downloaded to our system in the shop. This allows us to sell your items and upload the information to the website for you to monitor. You will not see your new items online until this process is complete. IF you click on "Submit to Consign Pro" first, you will no longer have a chance to print your tags at this point. Please email us if this happens: thegreatplacegiftshop@gmail.com

consignpro.com/remote/index.php?action=list

VISUAL HORIZONS SOFTWARE

ConsignPro Remote Inventory Loader

The Great Place Gift Shop

List of currently pending items (10)

You may edit or remove any items below using the Actions on the right. To continue adding, click "Add Another". When you are finished, click "Download Labels" and then "Submit to ConsignPro."

To print this list, please use "File" / "Print" from your web browser.

| Consignor | Type | Description | Price | Count | Actions |
|-----------|------|-------------|-------|-------|---------|
| | | | | | |

Add more → **Add Another** **Submit to ConsignPro** **Download Labels**

Send to shop ↑ ******Print Tags** ↑

Edit or Delete Items

Please email us with any questions you may have. We are all learning this process together! You will be able to see your items on the website after they are posted from the shop. You will not be able to delete items, change items or change your pricing. You'll need to contact us and we will do it for you. Eventually we will have a form for you to submit to make sure we make the correct changes.

I will post these directions on our website as well. :) thegreatplacegiftshop.com

Click on the Consigning tab at the top of our webpage then click on the logo at the top of the Consigning page. The pdf will open in a new window where you can read it or download it. It's not available to those that are not yet consignors.

