Remote Inventory Entry Instructions

Please read this entire document before beginning.

1. Consignpro Store ID
2. Consignpro Password
3. Consignor number (This is your id number)

Log on to: www.consignpro.com/remote

You will be taken to the Remote Inventory Loader Log In page.

Enter the Store ID and Password found in the e-mail described in the email you received. Press the Log In box.

You will now be taken to the Remote Inventory Loader page.

Consignor Number enter your 4 digit consignor number. (This number was sent to you via e-mail)

Consignor Split box should be 75. It is the default.

Category box. Press on arrow key and a list of Item Categories will appear. Choose the one that best describes the item you are entering and press on it. The item number and description will appear in the Category box. You must use the arrow key to select the Item number from the list or the description will not print out. Do not use any of the codes over 89.

Description box. Enter a description of your item. Example: Cotton Twill. You may enter up to 25 characters.

Color box is optional.

Size box is used for clothing items only.

Tag Color box. Select – Blue.

Item Price box. Enter the price charged for your item. You will not need to enter a dollar sign.

Item Count box defaults to 1. Do not change.

Photo box is not used.

Same Consignor box. Place a check in this box, by clicking your mouse on it, if you will be entering additional items at this sitting.

Review Items. This item may be depressed to go to the **List of currently pending items Page;** review your entries here before uploading your items to the sale database. Entry errors after items have been uploaded to the sale database can only be changed by contacting Pat Powell. Therefore <u>carefully</u> review your items before uploading.

    Action Items:
        X: deletes pending Item.
        "Pencil": Takes you to Remote Inventory Loader Page for that entry. Edit as needed. When finished editing entry, press Save & Add Another box.

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

When finished reviewing Items and making any needed changes, you have 2 options. Press Add Another to continue entering items. Or press Submit to ConsignPro and the batch will be sent to the database.

You may enter additional Inventory items at another sitting. It is recommended that you upload to ConsignPro after entering every 15 items.

Once you have entered your entire inventory, contact: Pat Powell (patricia.powell@att.net) and take your items and inventory sheet to the Guild House for tagging at the agreed upon date. Your inventory sheet must list the items clearly enough so there can be no mistake as to which tag goes to which item. If necessary, write a small number on the item information tag and the same number on the matching item line on the inventory sheet.

Problems:
patricia.powell@att.net