

Creating Bar-coded Tags

- Go to www.gpresale.com
- Click into the Seller section
- Open link under “I have an assigned seller number”
- Log in using your seller number and password that were emailed to you.
- Click “Work With Consigned Inventory”

http://www.mysalemanager.net/hom_consignorhome...

Children's Clothing and Toy Resale

Consignor Homepage

Welcome to the consignor homepage for Tyler Mahoney (#56)

Activities:

- [Register For Our Upcoming Sale](#)
- [Un-register For Our Upcoming Sale](#)
- [Update My Account Information](#)
- [Select a Drop-off Appointment](#)
- [Volunteer To Work](#)
- [Work With Consigned Inventory](#)
- [View/Approve Worker](#) Access options for entering inventory, printing tags, and other things related to your consigned inventory
- [Logout](#)

REGISTRATION STATUS:	REGISTERED
Consignor Fee:	PAID
Assigned Drop Off Shifts:	! YOU HAVE NOT SELECTED ANY DROP OFF SHIFTS
Assigned Volunteer Shifts:	! YOU ARE NOT SIGNED UP TO VOLUNTEER

http://www.mysalemanager.net/itm_menu.aspx

- Click “Work with My Consigned Items (Active Inventory)”

http://www.mysalemanager.net/itm_menu.aspx

Consignor Item Entry

Welcome back, Tyler

You are currently REGISTERED for our upcoming sale.
Please choose from one of the following options:

- [Work With My Consigned Items \(Active Inventory\)](#)
(Add items, edit already entered items, or delete items)
- [Work With Inactive Inventory](#)
(Select inventory from past sales that you plan to bring to the upcoming sale)
- Transfer Inventory to Affiliated Sale
([Move Inventory Out](#)) ([Receive Inventory In](#))
- Print Tags:
([Print All Tags](#)) ([Print Selected Tags](#))
(Print barcoded tags to place on your items)
NOTE: Please disable your popup blocker to print tags.
- [View/Print an Inventory Report](#)
([By Item ID](#)) ([By Category](#)) ([By Discount](#)) ([By Donate](#))
([By Price](#))
(View and print an inventory of what you are consigning)
- [Logout](#)
(Logout of your consignor account)

[Close Window](#)

http://www.mysalemanager.net/itm_workwithitems.aspx

- Enter your tagging information (category, size, description & price)
- Price must be in \$.50 increments

Work With Consigned Items
Use this screen to Add, Edit, or Delete items you are planning to bring to our upcoming sale. Items you entered for prior sales are by default 'inactive' and may not appear in this list. click [HERE](#) to view those items. Your tags will be printed exactly as you enter your items here. **Fields in bold are required.**

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.

You are entering items for consignor #: 56
Fill in the information below and click "Submit Item" to enter a new item.

Category: Clothing - Girls
Size: 12 Months
Description Line 1:
Description Line 2:
Price: (ex: 3.00) \$1.50 **Qty:** 1
 Check To Discount Check To Donate
[I'm finished for now](#)

By default, only the last 5 items entered show. Check here to display all items

Not seeing inventory from past sales? It is probably INACTIVE. Click [HERE](#) to make it active.
(These buttons apply ONLY TO ACTIVE INVENTORY, and applies to ALL ACTIVE inventory, not just what may be displayed in an abbreviated list below.)

Items: 2 Value: \$3.50

Select	Item#	Description	Category	Size	Price	Discount	Donate	Sold?		
<input type="checkbox"/>	2	Yellow and Brown Sweater	Clothing - Girls	12 Months	\$1.50	No	No	No	Edit	Delete
<input type="checkbox"/>	1	Pink Strip Dress GAP	Clothing - Girls	0-3 Months	\$2.00	No	No	No	Edit	Delete

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- We will not be discounting items so please do not check that box.

- After you have entered in as many tags as you would like – Click “I’m Finished for now”.

Printing Tags

Internet Explorer is the recommended browser. Unfortunately, tags may print a little “off” from a Mac. The software developer is aware of this issue and recommends that the Internet Explorer browser be used.

- Go back to your seller home screen (as shown in screen print #2 above)
- Click Print All Tags or Print Selected Tags
 - If selecting tags – you will be able to see which tags you have already printed so that you do not print them again.
 - Select tags you wish to print and click Print selected tags (be sure to use the correct colored paper for your seller number)
 - Send to your printer.

Please follow instructions for tagging your items found in the seller packet.

****ALL TAGS MUST BE ENTERED BEFORE 11:00 AM
on the first day of Drop off (Monday).****

You will be able to print tags up until your drop off time, BUT the system will no longer allow you access to enter new items.