

MyConsignmentSale.com System Overview

Overview

MyConsignmentSale.com is an Internet based system for holding your annual, semi-annual, or monthly Consignment Sale. It has been in development since 2008 and is home to numerous Consignment Sales throughout the United States. To hold a sale, all you need is a computer with a web browser and an internet connection.

To begin, the Sale Administrator would register for the service and a website address would be assigned (for example: www.myconsignmentsale.com/mysale)

Once registered, potential consignors can then visit this website to create their account, add items, print items, sign up for volunteer work, sign up for drop-off times, and view their sales reports.

The Sale Administrator has far more functionality including the ability to administer all registered consignors, email groups of consignors, set up volunteer and drop off times, list and edit all items, add items for other consignors, sell items at a Point of Sale system, view detailed sales reports, and more. In addition, the sale can be configured for upcoming dates, the sale location, gender types, item types allowed, minimum item price & price increment, sale tax rate, printed card style, auto acceptance of MCM or MSM cards from other sales (aka "Cold Scanning"), sales fee, commission, custom email messages, custom Home page, flyer uploading, and much more.

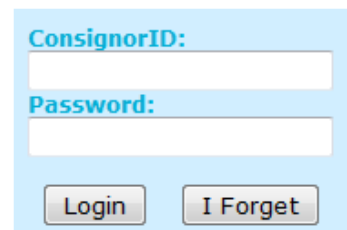
Initial Sale Registration

To begin, visit www.myconsignmentsale.com/join. A form will be presented requesting your Sale's Name, address, phone number, and email address. After filling out the form, read the Terms of Service and check the box to agree. Click the Create Account button when ready.

An email will be sent confirming the sale setup. Click the provided link to set up your Sale Administrator account and activate the sale. You will then be given a web address that you can distribute to your consignors (the aforementioned www.myconsignmentsale.com/mysale example.)

Logging In

The 2nd email you receive will include the login information for the Sale Administrator. On the left sidebar, enter the ConsignorID and Password provided and click the Login button. Once logged in, the Sale Administrator will be able to configure the sale settings as necessary.



ConsignorID:

Password:

Login I Forget

Standard Sidebar Pages

The site is divided into several sidebar pages. These include **Home, Items, Contact, Volunteer, Drop Off, Consignor, Sale Admin,** and **Logout.**

The **Home** page is a customizable page to include specifics for your sale. You can add any details you like and there are special areas for Sale Dates and Items Accepted.

The **Items** page is designed as a “Virtual Browser” for Consignors only. It lists all items available in the sale which will help them find an item they wish to buy. It doesn’t include who the seller is.

The **Contact** page provides a means for Consignors and Visitors to email the Sale Administrator or others as needed.

The **Volunteer** page shows a list of all Volunteer opportunities available.

The **Drop Off / Pick Up** page allows the consignor to reserve a date / time to drop off or pick-up their items.

The **Consignor** page includes several subpages allowing the consignor to **Add Items, List Items, Print Cards,** view **Sales Reports, Edit** their **Account** info, and read a **Help** file.

The **Sale Admin** is only viewable to Administrators and includes pages to **List All Accounts, List All Items, Sell Items,** view **Sales Receipts,** view the **Check Report, Graph All Data,** setup a **Remote Sale** (to do Point of Sale with no Internet connection) view a **Calendar,** perform **System Tool** functions, modify sale **Settings,** make a **System Request,** or view your **MCS Invoices.**

- [Home](#)
- [Items](#)
- [Contact](#)
- [Volunteer](#)
- [Drop Off / Pick Up](#)
- [Consignor](#)
- [Sale Admin](#)

Sale Admin Pages

The **Sale Admin** page itself shows a helpful dashboard of relevant information.

List All Accounts will show you a list of every consignor that has signed up. They can be categorized into Groups, Admin, Consignor, Volunteer, Cashier, Concierge, or Mailing List.

These groups can be emailed and each consignor can have custom Sales Fees and Commissions. This page will also allow you to add items, print cards, or list all items for that specific consignor.

- [Sale Admin](#)
- [List All Accounts](#)
- [List All Items](#)
- [Check-In Items](#)
- [Sell Items](#)
- [Sales Receipts](#)
- [Check Report](#)
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- [Calendar](#)
- [System Tools](#)
- [Settings](#)
- [System Request](#)
- [MCS Invoices](#)

List All Accounts

Search for:

in Group: Admin Cashier Volunteer Consignor Concierge Mailing List

Create New Email Listed

Items	ConsignorID	First	Last	Phone	Comm/Fee	Sale Groups	LastLogin
	I4444	Lois	Lane	H:444-444-4444 C:333-333-3333	25% / \$5		2016-09-11 21:46:50
	ER2222	Ellen	Ripley	H:444-333-2222	30% / \$15		2014-01-24 16:26:24
	SA3333	Sally	Albright	H:111-222-3333	30% / \$15		2008-01-16 13:09:37
	KJaneway	Kathryn	Janeway	H:222-222-2222	30% / \$15		2013-07-13 12:37:08
	admin	Demo	Administrator	H:123-123-1234 C:555-555-1234	25% / \$0		2020-09-14 21:48:42

[Show Deleted Accounts](#)

<< Prev 50
Next 50 >>

The **List All Items** page allows you to view and edit all items that have been entered.

The **Check-In Items** page will allow you to check in items either one at a time or scan one item to include all of that Consignor's items in the sale.

List All Items

<< Prev 25 Search for: Year Added: Gender: --All-- Size: Type: --All-- Group: Items Available Search Next 25 >>

[Print](#)

[Update Items](#) [Print Cards](#)

Total items queried: 242. Total asking price: \$1,262.00.

Note: Unchecking the 'A' (Available) column and clicking the 'Update Items' button is the same as 'Deleting' an item.

ConsID	Item# ^Δ	Item Name	Added	Gender	Size	Type	Price	X	D	A	PC
KJaneway	249	yellow raincoat	Apr02,'16	Boys	2T	Clothing	5.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
admin	248	Red gap dress	Apr02,'16	Girls	6mo	Clothing	12.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
admin	247	Gymboree	Apr02,'16	Both	2	Clothing	5.00	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
admin	246	training wheels	Apr02,'16	Both		Toy	15.00	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ll4444	245	Easter Dress	Apr02,'16	Boys		Accesso	10.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
KJaneway	244	top	Apr02,'16	Both	Maternit	Clothing	4.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
KJaneway	243	shoes	Apr02,'16	Boys	4	Shoes	2.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
admin	242	shoes	Apr02,'16	Boys	4	Clothing	12.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
admin	241	shoes	Apr02,'16	Boys	3	Clothing	12.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
admin	240	spongebob pjs	Apr02,'16	Boys	6-9m	Clothing	3.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
admin	239	Pink Flower	Apr02,'16	Girls	6-9m	Other	5.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

The **Sell Items** page is the Point of Sale system. Simply type in or scan the Item number (each is unique) and the item will be listed. The list will grow as more items are entered. When all items are ready for sale, clicking the "Sell Items" buttons will mark those listed items as sold. Additionally, you can "Cold Scan" MCM or MSM items directly into this page. This saves the consignor from entering them in again. New Items can also be entered directly on this page saving time / hassle of jumping to the Add Items page.

Sell Items HELP!

Item# 40 (Hairbow Snowman NEW) added to list. Asking Price: \$3.00.

Use to add a new item to system

1. Enter Item Number (scan or hand key+Enter)

2. Click to Edit item (if necessary)

3. Select Full or Reduced Price

4. Check to Remove Item

5. Click to update ANY changes to list

6. Fill out Tendered, Type, Check#, Buyer, ZIP, & Referral (optional)

7. Click 'SELL ITEMS' button to complete transaction

Last entered item appears at top

Last entered item in Green

Scroll to see list of items to be sold

ConsID	Item#	Item Name	X	Full Price	Reduced 50 %	Remove
admin	1	Pottery Barn Kids Alphabet Soup Nursery Set2	X	\$135.00	\$67.50	<input type="checkbox"/>
admin	2	Tommy Hilfiger Jean Dress		\$7.00	\$3.50	<input type="checkbox"/>
admin	3	KRU Fairy Princess Sweater NWT		\$5.00	\$2.50	<input type="checkbox"/>
admin	4	Tommy Hilfiger Cheerleading Leggings		\$3.00	\$1.50	<input type="checkbox"/>
admin	5	Illinois Theatrical Black Tap Shoes	X	\$6.00	\$3.00	<input type="checkbox"/>
SA3333	40	Hairbow Snowman NEW	X	\$3.00	\$1.50	<input type="checkbox"/>
SA3333	50	Airwalk Flip Flops w/ back strap		\$3.50	\$1.75	<input type="checkbox"/>

Grand Total with sales tax: \$178.21
Items: 7 | Sub-total: \$162.50 | Tax: \$15.71





Amount Tendered: \$ Type: Check #: Buyer: ZIP: Referral:

The **Sales Receipts** page will list all items that were sold in a single Point of Sale transaction. This allows you to reprint receipts if necessary and/or see who purchased the items.

The **Check Report** page will list all previous sales (most recent at the top) along with the Total Items Sold, Total Amount Sold, Total Check Amount, and the Total Taken In (earned.) Clicking on a specific report will give more details showing how each consignor performed at the sale including the amount they are due.

Check Report

Click the button next to the date for a detailed report.

Report	Date of Sale	Total Items Sold	Total Amount Sold	Total Check Amount	Taken In
	September 20, 2013	8	\$32.50	\$-25.63	\$25.63
	August 3, 2013	2	\$4.00	\$-1.50	\$1.50
	March 20, 2013	14	\$177.50	\$145.15	\$32.35
	July 5, 2012	16	\$92.50	\$52.05	\$40.45
	July 5, 2011	15	\$80.00	\$34.60	\$45.40

Clicking the Report icon (on left) will drill down the detail for that sale. This will show you how many items were sold, the amounts sold per date, the final totals, and the amount each consignor receives.

Check Report

Note: To print address labels, set your browser margins to 0 and the Shrink-to-Fit to Off.

	Consignor	ID	Comm	Wed, Mar 20	Sat, Apr 06	Mon, Apr 08	Tue, Apr 16	Total Amt. Sold	Check Amt.
	Demo Administrator	admin	0%				\$153.00	\$153.00	\$153.00
	Kathryn Janeway	KJ1111	30%				\$6.00	\$6.00	\$-5.80
	Sally Albright	SA3333	30%	\$6.00	\$7.50	\$5.00		\$18.50	\$-2.05
Totals:				\$6.00	\$7.50	\$5.00	\$159.00	\$177.50	\$145.15

Clicking the Report icon again will give you further detail of that consignor. (See the **Consignor | Sales Reports** section on page 9 for screenshot.)

The **Calendar** is meant to show events like sale dates, receipts, notes, and other info. However it's development is in progress.

The **System Tools** page includes features to Reset the Sale, Change Unsold Items, Transfer Items to another Consignor, Export Items to Excel, and Export Consignors to Excel.

The **Settings** page includes tabs to customize your sale. See the Settings section below.

The **MCS Payment** is for printing and paying invoices for the use of the MCS service.

Settings

To set up the sale, the Sale Administrator would go to the **Sale Admin | Settings** page. This includes several sub pages: **Location and Dates**, **Item Settings**, **Consignor Settings**, **Sale Settings**, **Home Page**, and **Theme**. An optional feature is the ability to create **Ads** that appear on your site.

Sale Settings



Location and Dates allows you to set up the location name of the sale (for example if you were holding it at “The Garden Center”), the address of the sale location, and the dates for DropOff, Setup, Pre-Sale, General Sale, Reduced Price, and Pickup. The Dates are custom and you can add new ones as needed.

Item Settings include features for Gender Types (boys, girls, young adult, toddler, etc.), Item Types (Clothing, Book, Game, Toy, Video, etc.), Minimum Item Price, Item Price Increment, Sales Tax Rate, Reduced Price Terminology (RedX or Discount (Yes/No)), Reduced Price Amount (doesn't have to be 50% off), Donate Type, Card Style and more.

A screenshot of the 'Item Settings' page. The page has a navigation bar at the top with tabs: 'Location and Dates', 'Item Settings' (highlighted), 'Consignor Settings', 'Point of Sale', and 'Sale Settings'. The main content area contains several sections of settings. The first section has four input fields: 'Total Add Items' (10), 'Total List Items' (25), 'Minimum Item Price: \$' (.50), and 'Item Price Increment: \$' (.50). The second section is 'Items Accepted' with a large empty text area. The third section has several checkboxes: 'Gender Types' (checked), 'Size Types' (unchecked), 'Item Types' (checked), 'Custom 1' (unchecked), 'Custom 2' (unchecked), 'Sales Tax Rate' (0%), and 'Use Default Sales Tax Rate' (checked). The fourth section is 'Item Rejections' with a checked checkbox. The fifth section has several dropdown menus: 'Reduced Price Terminology' (RedX), 'Reduced Price Type' (Standard), 'Reduce Price by' (50%), 'Reduce Price #2' (empty), 'Donate Type' (Do Not Require - Default No), 'Barcode Type' (code93), and 'Card Style' (Micro30 Basic). Below these is a preview of a card for an 'Atari game' priced at '\$8.50' with a barcode. The final section has a 'Card Logo' field with a 'Browse...' button and a 'Print Logo On Cards' checkbox (checked).

Consignor Settings include the ability to Allow New Consignors, the ConsignorID format (typically First Initials and last 4 digits of phone#), Password Format, Email Notification, Sales Fee, Commission, Total Items per Consignor, Prevent Logins, Edit/Create Items, the Terms of Service, and Join/DropOff/Volunteer emails.

Consignor Settings	Point of Sale	Sale Settings	Email	Theme
Allow New Consignors:	<input checked="" type="checkbox"/>	Allows new consignors to register.		
New ConsignorID Format:	<input type="text" value="Last 4 digits of Phone #"/> ▼ <small>Select a format for ConsignorIDs.</small>			
ConsignorID FirstDigit:	<input type="text" value="1"/>	<small>When using 1xxx or 1xxxx formats, use this as the first digit.</small>		
Password Format:	<input type="text" value="Custom - Allow Consignor to create."/> ▼ <small>Select a format for passwords.</small>			
Commission:	<input type="text" value="30"/>	<small>% Default percentage the sale retains. Typically 30%.</small>		
Sales Fee: \$	<input type="text" value="15.00"/>	<small>Default amount to charge each consignor per sale.</small>		
Total Items:	<input type="text" value="1500"/>	<small>Total number of items each consignor may have available.</small>		
Sale Groups:	<input type="text" value="Admin, Cashier, Volunteer, Consignor, Concierge, Mailing List"/>			
DropDown List Order:	<input type="text" value="ConsignorID"/> ▼	<small>Order Accounts appear in DropDown lists.</small>		
Consignor Notes Characters:	<input type="text"/>	<small>Only shows this many characters for each Consignor note on the Consignor dashboard.</small>		
Prevent Login:	<input type="checkbox"/>	<small>Prevent consignors from logging in.</small>		
Allow Consign Default:	<input checked="" type="checkbox"/>	<small>Allows consignors to add / edit items when their account is first created.</small>		
Allow Add Items:	<input checked="" type="checkbox"/>	<small>Allow consignors to add new items. (Global setting.)</small>		
Allow Edit Items:	<input checked="" type="checkbox"/>	<small>Allow consignors to edit their items. (Global setting.)</small>		
Require Drop Off:	<input type="checkbox"/>	<small>Requires consignors to sign up for a Drop Off Reservation before they can add or edit items.</small>		
Drop Off Redirect:	<input checked="" type="checkbox"/>	<small>Redirects consignors to the Drop Off Reservation page when they login.</small>		
Allow Reservation Unjoin:	<input checked="" type="checkbox"/>	<small>Allows consignors to 'Unjoin' from Drop Off or Pickup reservations.</small>		
Allow Volunteer Plus:	<input type="checkbox"/>	<small>Allows Volunteers to 'Bring a friend' to work the same job.</small>		
Allow Volunteer Unjoin:	<input checked="" type="checkbox"/>	<small>Allows Volunteers to 'Unjoin' from a job.</small>		
Hover Account Info:	<input type="checkbox"/>	<small>Shows account information on the Pencil icon on the List All Accounts page. Note this is a security risk as it shows all account passwords. MCS takes no responsibility for use.</small>		
Allow Ebay Link:	<input checked="" type="checkbox"/>	<small>Shows the Ebay Link on the List Items page. This helps consignors price their items.</small>		
Prevent Sales Reports:	<input type="checkbox"/>	<small>Prevents Consignors from seeing their Sales Reports or Sold Items. You will likely get complaints from consignors if you check this box. (Global setting.)</small>		

Point of Sale includes your Check-In Type (if you wish to use it), Enabling the Automatic selection during the Reduced Price Sale, Auto-Inserting of MSM and MCM tags, Adding New Items on the POS screen, Sounds on the POS screen, and the Printer Receipt Width (if you are using a non-standard width printer.)

and	Item Settings	Consignor Settings	Point of Sale	Sale Settings	Email	Theme
<p>Check-In Type: <input type="text" value="Scan All"/> <small>Use Scan One to scan any item to automatically check-in all items for a consignor. Use Scan All to manually scan every time beforehand.</small></p> <p>Auto Reduced Price: <input checked="" type="checkbox"/> <small>Automatically selects the reduced price during your chosen reduced price date / time.</small></p> <p>Reduced Price Padding: <input type="text" value="120"/> <small>Minutes to keep the Auto Reduced Price functional after the Reduced Price sale is over. Max is 120 minutes.</small></p> <p>Auto Insert Items: <input checked="" type="checkbox"/> <small>When POS scanning MCM, MSM, or non-inventory based cards, automatically insert those items.</small></p> <p>Allow Non-Inventory Items: <input type="checkbox"/> <small>Allow consignors to print a non-inventory sheet to scan items into the sale.</small></p> <p>Add Items On POS: <input checked="" type="checkbox"/> <small>Allows you to add new items on the POS screen.</small></p> <p>Sounds On POS: <input type="checkbox"/> <small>Play sounds on the POS screen.</small></p> <p>Default Tender Type: <input type="text" value="Cash"/></p> <p>Sell Items List Box Height: <input type="text" value="260"/> <small>Default is 260. Change this to alter the height of the Item box on the POS page.</small></p> <p>Receipt Printer Width: <input type="text"/> <small>Leave Blank if you are using a standard 8.5 x 11 printer. Otherwise use width in inches in decimal format. Ex: '3.125in' is 3 1/8 inches wide. Note: We don't recommend the use of receipt printers.</small></p>						

Sale Settings (shown at right) includes the basic info of your sale (Sale Name, Admin Name, City, State, ZIP) for use only by the MCS system.

The **Email** settings allows you to customize emails that are automatically sent to consignors when they setup their account, or drop off or pickup their items.

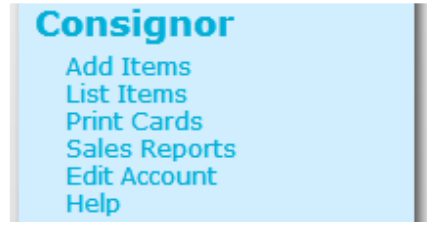
The **Theme** settings allow you to customize the look of your site with either dozens of pre-determined themes or create your own custom one.

Item Settings	Consignor Settings	Point of Sale	Sale Settings	Email
<p>Sale Name / URL: <input type="text" value="https://www.myconsignmentsale.com/demosale"/></p> <p>Long Sale Name: <input type="text" value="MCS Demo Sale"/></p> <p>SubSale Names: <input type="text"/></p> <p>Admin First Name: <input type="text"/></p> <p>Admin Last Name: <input type="text"/></p> <p>Address: <input type="text"/></p> <p>City: <input type="text"/></p> <p>State: <input type="text"/></p> <p>ZIP: <input type="text"/></p> <p>Home Phone: <input type="text"/></p> <p>Cell Phone: <input type="text"/></p> <p>Email Addresses: <input type="text" value="info@myconsignmentsale.com"/> <small>Separate multiple accounts with commas.</small></p> <hr/> <p>Sales Per Year: <input type="text" value="2 Sales Per Year"/> <small>Select the number of sales you have each year.</small></p> <p>External Web Page: <input type="text" value="www.yourwebsite.com"/></p> <p>Facebook Page: <input type="text" value="www.facebook.com/yourpage"/></p> <p>PayPal Email: <input type="text" value="info@myconsignmentsale.com"/> <small>This is the email address associated with your PayPal account. Use this in conjunction with uncheck Allow Consign Default to require payment in advance.</small></p> <p>PayPal on Check Report: <input checked="" type="checkbox"/> <small>Adds a PayPal link to the Check Report.</small></p> <p>Show Sale on Free Sale page: <input type="checkbox"/> <small>Gives your sale free exposure by adding it to MCS's 'Free Sale Listings' page!</small></p> <p>Allow Public Items Page: <input type="checkbox"/> <small>Allows the 'Items' link on the sidebar to show items. If no, it will show the 'Items Accepted' instead.</small></p> <p>Logout Redirect: <input type="text" value="www.anywebsite.com"/> <small>A webpage where consignors will go after clicking Logout.</small></p>				

Consignor Pages

The consignor will visit the provided web address for your sale (Ex: www.myconsignmentsale.com/mysale) and fill out the form to register. Once registered and logged in, they will automatically be directed to the **Consignor** page.

The **Consignor** page itself shows Location and Dates of the sale, a Getting Started info to guide them as they begin, and Item Stats for their items.



Clicking the **Add Items** page will display a form for a consignor to add their items. They would fill out the Item Name (required), Gender, Age or Size, Type of item, Price, if it is eXcluded in the reduced price sale, if it is a Donate-able item and how many of that item they want (quantity.) After entering in the info for the items, they would click the “Add Items” button. If you make a change to the Header drop-down or box, it will change all the rows.

Add Items

HELP!

You currently have 68 items available and can add 1432 more.
Minimum asking price is \$.50, price increment is \$.50.

#	Item Name (40 Characters) Required!	Gender	Size	Type	Price	X	D	Qty
1.	<input type="text" value="Item Name (required)"/>	Both	<input type="text"/>	Clothing	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
2.	<input type="text"/>	Both	<input type="text"/>	Clothing	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
3.	<input type="text"/>	Both	<input type="text"/>	Clothing	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
4.	<input type="text"/>	Both	<input type="text"/>	Clothing	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
5.	<input type="text"/>	Both	<input type="text"/>	Clothing	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
6.	<input type="text"/>	Both	<input type="text"/>	Clothing	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
7.	<input type="text"/>	Both	<input type="text"/>	Clothing	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
8.	<input type="text"/>	Both	<input type="text"/>	Clothing	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
9.	<input type="text"/>	Both	<input type="text"/>	Clothing	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
10.	<input type="text"/>	Both	<input type="text"/>	Clothing	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	1

Add Items

Add Items and Print

Additionally, the admin can create two customized columns for further granularity. (See the Item Settings for columns called Custom1 and Custom2.)

To see the items they've added, the consignor would click the **List Items** page. From here they can edit the Item Name, Gender, Price, and all other details.

List Items

HELP!

<< Prev 25 Search for: Year Added: Gender: --All-- Size: Type: --All-- Next 25 >>

Group: **Items Available** Search

Print

Update Items Print Cards


Total items queried: 68. Total asking price: \$514.00.

Note: Unchecking the 'A' (Available) column and clicking the 'Update Items' button is the same as 'Deleting' an item.

Item#▲	Item Name	Added	Gender	Size	Type	Price	X	D	A	PC
248	Red gap dress	Apr02,'16	Girls	6mo	--Select--	12.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
247	Gymboree	Apr02,'16	Both	2	--Select--	5.00	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
246	training wheels	Apr02,'16	Both		Toy	15.00	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
242	shoes	Apr02,'16	Boys	4	--Select--	12.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
241	shoes	Apr02,'16	Boys	3	--Select--	12.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
240	spongebob pjs	Apr02,'16	Boys	6-9m	--Select--	3.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
239	Pink Flower	Apr02,'16	Girls	6-9m	Other	5.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
238	Rocking Horse	Apr02,'16	Both	3-6m	Shoes	7.00	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
237	Steve Madden Shoes	Apr02,'16	Both		--Select--	125.0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
236	mis tee v us july 4th	Apr02,'16	Girls	6-9m	--Select--	15.50	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
235	ENBOOK123	Apr02,'16	Both	Newbor	Book	5.00	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
234	Pink Shirt	Apr02,'16	Both	Newbor	--Select--	2.00	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
233	Red Mickey Mouse Shirt	Apr02,'16	Girls	5T	--Select--	1.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
232	Blue Shirt with green collar and white strip	Apr02,'16	Both	13	--Select--	6.00	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
231	Goodlad Red/white check sleeveless top	Apr02,'16	Girls	5T	--Select--	3.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
226	Tommy Plaid shorts	Apr02,'16	Both	4T	--Select--	3.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
224	Jeans	Apr02,'16	Boys	4	--Select--	5.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>


To print the cards (tags) for their items, the consignor would click the **Print Cards** page. This allows them to print either ALL of their available items, or items they have not yet been printed. A barcode appears on each card making it easy to scan at the Point of Sale. The card layout can be changed as needed from several pre-set designs.


Some samples of the different card styles are below (Note: If you are using Discount (Yes/No) instead of the RedX you will see "Discount" on the card.)


Admin	Girls 6x
Jordache Jeans	
X	
Donate: No	Item: 188
	\$3.00

admin	Boys All sizes
Tiny Card \$5.00	
X	Item: 226 Donate
	









admin	Demo Sale	Boys 10
Shoes		
X		
Donate	Item: 206	\$3.00

	Shoes (admin)	
		
X	Donate	Item: 206
		\$3.00

		\$3.00

admin		Boys
Bouncy seat		
This is the text. This is the text. This is the text. This is the text. This is the text. This is the text. This is the text. This is the text. This is the text.		
R		X
		\$3.00
		
	Item: 221	

* ALL SALES ARE FINAL NO RETURNS OR EXCHANGES ITEM SOLD IN 'AS IS' CONDITION	
Demo Sale	
Shoes Shoes Boys - 10	
 \$3.00	
	
admin - Item: 206	
X	Donate: Yes

Admin	Both	Admin	Girls 6-12 mos
Pottery Barn Kids Alphabet Soup Nursery Set2		Tommy Hilfiger Jean Dress	
X		X	
Donate	Item: 1		Item: 2
			\$7.00
Admin	Girls	Admin	Girls 24 mths
Hairbow Teal/Brown/White Korker New		Miniwear Birthday Girl Dress	
X			
Donate	Item: 18		Item: 19
			\$6.00
Admin	Girls 18-24 mths	Admin	Boys 3 T
Tommy Hilfiger long sleeve dress		Gymboree navy plaid SS button down	
X		X	
Donate	Item: 20	Donate	Item: 89
			\$3.50
Admin	Boys 24 months	Admin	Boys 3t
Part Irish S/S Tee		OshKosh plaid LS button down	
X		X	
Donate	Item: 90	Donate	Item: 91
			\$3.50

The **Sales Reports** page shows the consignor a list of all the sales they've been a part of. Opening the report they will see the items sold, the sold date, the asking price, the actual sold price, and the totals.

Demo Sale

www.myconsignmentsale.com/demosale

Thanks for being a part of our consignment sale!

We appreciate your support and look forward to seeing you next time!

Sales Report for July 5, 2012

Consignor: Demo Administrator

Lake Wales, Florida 33333

ConsignorID: admin

Total Items Sold: 7

Item#	Item Name	Sold Date	Asking Price	Sold Price
11	Nike Yankees Jeter Jersey NWT Boys L 12/14	Thu. Jul. 5	\$20.00	\$20.00
13	Orlando Magic Cheerleading Outfit Girls 4T	Thu. Jul. 5	\$4.00	\$4.00
14	Class Club Burgandy Dress Girls 18 mths	Thu. Jul. 5	\$4.00	\$4.00
17	Hairbows (2) Castles - NEW Girls	Thu. Jul. 5	\$4.00	\$4.00
12	Great Escape Shirt Girls 4	Thu. Jul. 5	\$3.00	\$3.00
15	Polo Ralph Lauren offwhite shirt Girls 2T	Thu. Jul. 5	\$3.00	\$3.00
16	Old Navy purple jacket Girls 18-24 mths	Thu. Jul. 5	\$3.00	\$3.00
Total Amount Sold:				\$41.00
100% of Sold:				\$41.00
Sales Fee:				-\$0.00
Check Amount:				\$41.00

The **Edit Account** page allows the consignor to update their details including name, address, phone numbers, email address, and password.

Edit Account for Lois Lane

Date Joined: 2008-04-18 Last Login: 2016-09-11 21:46:50

<p>ConsignorID: <input type="text" value="114444"/> <small>11 Characters Max.</small></p> <p>Account Type: <input type="text" value="Standard"/></p> <p>Allow Cashier: <input type="checkbox"/> <small>Allows non-Admins to act as a cashier on sale days.</small></p> <p>First Name: <input type="text" value="Lois"/></p> <p>Last Name: <input type="text" value="Lane"/></p> <p>Password: <input type="password" value="••••"/></p> <p>Address: <input type="text" value="123 Main Street"/></p> <p>City: <input type="text" value="Metropolis"/></p> <p>State: <input type="text" value="NY"/> Get directions to sale</p> <p>ZIP: <input type="text" value="54321"/></p> <p>Referred By: <input type="text"/></p>	<p>Home Phone: <input type="text" value="444-444-4444"/></p> <p>Cell Phone: <input type="text" value="333-333-3333"/></p> <p>Email: <input type="text" value="info@myconsignmentsale.com"/></p> <p>Alt Email: <input type="text"/></p> <p>Allow Emails: <input checked="" type="checkbox"/> <small>Check to receive emails.</small></p> <p>Alt ConsignorID: <input type="text"/> <small>For info purposes only.</small></p> <p>MCM ID: <input type="text" value="100"/> <small>Your MyConsignmntMgr ID.</small></p> <p>MSM ID: <input type="text"/> <small>Your MySaleManager ID.</small></p> <p><i>Note: If you change the MCM or MSM ID's, the system will assign matching Cold-Scanned unassigned items the account.</i></p>
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Sale Groups:

Volunteer Consignor Concierge Mailing List

Notes:

Admin Notes: (Not seen by consignor.)

<p>Agree To Terms: <input checked="" type="checkbox"/> <small>Consignor has agreed to the sale terms.</small></p> <p>Allow Consign: <input type="checkbox"/> <small>Allows account to add / edit items.</small></p> <p>Use Default Fees: <input type="checkbox"/> <small>Use the system Commission of 30% and SalesFee of \$15.00.</small></p> <p>Commission: <input type="text" value="25"/> % <small>Percentage the sale retains.</small></p> <p>Sales Fee: \$ <input type="text" value="5"/> <small>Charge to join this sale.</small></p> <p>Login From Last Host: <input type="checkbox"/> <small>Prevents unauthorized logins.</small></p> <p>Change Unsold Items to: <input type="text" value="No Change"/> <small>Use this to change all unsold or unavailable items.</small></p>	<p style="text-align: center;">Reservations None selected</p> <p>Allow Volunteer: <input checked="" type="checkbox"/> <small>Uncheck to prevent them from joining jobs.</small></p> <p>Leader Volunteer: <input checked="" type="checkbox"/> <small>Allows them to sign up for Leader Volunteer jobs.</small></p>
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Update Account Mark Sales Fees Paid Resend Login Info Delete Account

Lastly the **Help** page gives the consignor help information for all of the above. Also, each page includes a Help link at the top right which takes them directly to that help file.

Help Information!

Please click on the help file needed.

- [Adding Items](#)
- [Editing Existing Items](#)
- [Deleting / Make Item Unavailable](#)
- [Printing Cards](#)
- [Sales Reports](#)
- [Changing Your Consignor Information](#)

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Basic Sale Process

As the Admin, there's very little to do once it's all set up. Simply decide on the settings, distribute the webpage address, sell items at the Point of Sale, and then reset the sale when done.

The basic process is:

1. Admins set up the sale with dates and settings.
2. Consignors create their account. The system assigns a Consignor ID. They will then login to add items, print cards, and later bring those items to the sale.
3. During the sale, Admins use the Point of Sale system to sell items based on the unique item number. Alternatively, if there is no internet connection at the sale location, the cards can be collected up and sold elsewhere (and after the sale is over if needed.)
4. After all the items are sold, the system automatically tabulates the check amounts for each consignor.
5. Admins can check a few boxes to reset the sale and start at Step 1 again. (All reports and sold items are retained.)

Closing Out The Sale

Once the sale is complete and all the sold items have been entered and the consignor fees have been updated, a handy "Reset Sale" tool will setup the sale for next time. With this tool you can clear volunteers, clear drop off dates, clear all donatable items, reset all consignor statuses (from Consignor to Inactive).

The "Check Report" will break down all the checks that need to be written for the consignors. This report will show you how many items were sold as well as how much was sold on each day.

Clicking on the report icon next to any consignor will give you even further detail about what that consignor sold. You can print this report with the check you send your consignor. However, since they can see their own report it's not necessary.

MyConsignmentSale.com

Thanks for being a part of our consignment sale!
We appreciate your support and look forward to seeing you next time!

Consignor	ID	Comm	Fee	Tue, Jul 30	Wed, Jul 31	Thu, Aug 01	Fri, Aug 02	Sat, Aug 03	Sun, Aug 04	Total Amt. Sold	Check Amt.
		0%	\$0	\$74.50	\$66.00	\$36.50	\$65.00	\$42.75	\$2.50	\$287.25	\$287.25
		0%	\$0	\$201.00	\$158.00	\$55.00	\$70.75	\$42.75	\$4.50	\$532.00	\$532.00
		30%	\$15.00	\$232.50	\$273.00	\$112.00	\$89.25	\$103.00		\$809.75	\$551.83
		30%	\$15.00	\$69.50	\$77.50	\$13.00	\$34.50	\$20.00		\$214.50	\$135.15
		30%	\$15.00	\$101.50	\$121.50	\$78.00	\$105.25	\$97.00	\$6.50	\$509.75	\$341.83
		30%	\$15.00	\$92.50	\$58.00	\$13.50	\$62.25	\$14.75		\$241.00	\$153.70
		50%	\$15.00	\$56.00	\$240.00	\$64.50	\$85.75	\$67.50		\$513.75	\$241.88
		30%	\$15.00	\$41.50	\$129.50	\$75.50	\$137.50	\$61.00		\$445.00	\$296.50
		50%	\$15	\$53.50	\$133.00	\$15.50	\$43.00	\$35.00	\$3.50	\$283.50	\$126.75
		30%	\$15.00	\$38.00	\$119.50	\$50.50	\$31.50	\$44.00	\$1.00	\$284.50	\$184.15
		50%	\$15	\$132.50	\$180.00	\$106.00	\$126.00	\$69.75	\$2.50	\$616.75	\$293.38
		50%	\$15	\$17.00	\$16.00	\$56.50	\$23.50	\$7.75	\$29.00	\$149.75	\$59.88
		30%	\$15.00	\$81.50	\$55.50	\$15.50	\$16.25	\$35.25		\$204.00	\$127.80
		30%	\$15.00	\$33.50	\$76.50	\$23.50	\$18.25	\$12.00	\$7.50	\$171.25	\$104.88
		30%	\$15.00	\$65.50	\$248.00	\$109.00	\$121.25	\$88.25		\$632.00	\$427.40
		30%	\$15.00	\$38.50	\$30.50	\$7.50	\$15.75	\$4.00		\$96.25	\$52.38
		30%	\$15.00	\$204.50	\$438.50	\$174.50	\$169.25	\$76.25		\$1,063.00	\$729.10
		30%	\$15.00	\$126.50	\$227.00	\$76.00	\$151.50	\$88.50		\$669.50	\$453.65
		30%	\$15.00	\$19.00	\$57.00	\$10.00	\$31.50	\$13.00		\$130.50	\$76.35
		30%	\$15.00	\$12.50	\$52.00	\$13.50	\$4.00	\$21.00		\$103.00	\$57.10
		0%	\$0	\$10.00	\$13.00	\$33.00	\$7.75	\$5.00	\$16.00	\$84.75	\$84.75
		30%	\$15.00	\$37.00	\$40.00	\$24.00	\$60.00	\$19.00	\$38.00	\$218.00	\$137.60
		30%	\$15.00	\$31.00	\$155.50	\$15.50	\$10.75	\$30.75		\$243.50	\$155.45
		30%	\$15.00	\$65.00	\$67.50	\$8.00	\$20.00	\$56.00		\$216.50	\$136.55
		50%	\$15.00	\$140.00	\$104.50	\$48.50	\$42.00	\$31.25		\$366.25	\$168.13

Conclusion

MyConsignmentSale.com is a highly-developed and constantly improving system for holding any type of consignment sale. It greatly reduces the amount of work required for Administrators and makes it easier for Consignors who no longer have to hand write cards. You will find it as easy to use as those making the comments below:

Testimonials

"Our productivity has more than doubled since using MyConsignmentSale.com. Our consignors love the conveniences of entering items online and being able to see their daily sales. And we love how it helps us to close out our sale faster and more efficiently." - *Marianne George, Admin of "New 2 You Children's Consignment Sale", Winter Haven, FL*

"Everyone LOVED how easy it was to consign and checkout!" - *Lisa D., Admin of "Christ Church Consignment Sale", Glen Allen, VA*

"They did not have this software last year and this GREATLY improved the check-out process." - *Lori, Consignor of "Christ Church Consignment Sale", Glen Allen, VA*

"I LOVE the online system!" - *Megan Hawkins Lawson via Facebook, Consignor of "Repeats Are Neat", Longview, TX*

"Love the barcode system and report- good idea." - *Reagan Fisher Y'Barbo via Facebook, Consignor of "Repeats Are Neat", Longview, TX*

"Me too!! I love that all those cards are accounted for! It is working great so far!" - *Carie Barthelemess via Facebook, Admin of "Repeats Are Neat", Longview, TX*

"I just wanted to say thank you for all the work you did to make your system work for us for this sale. We love how every barcode has scanned in the system compared to last system. We also love how easy it is to add items in. The feedback was amazing on how much all the consignors loved the new system and they really love the "live" function to see their sales. Overall the system was great and we didn't have any major issues. Looking forward to the next sale!" - *Heidi Parker, Admin of "Keep It In Play Kids Consignment", Portland, OR*

"Very easy to use love that it's in 'real time.'" - *Jamie, Consignor of Christ Church Consignment Sale", Glen Allen, VA*

"VERY EASY!!!!!! I love it. I've printed my own tags for years just using a template I made but this was way easier and much simpler to track everything. All the sales need to use this! I loved this so much I will not even look at other sales. What a HUGE time saver!!!!!! Please keep using it for future sales!!!!!!!" - *Elizabeth, Consignor of the Friendly Ave Sale of Greensboro, NC*

"I've been loving it! The tutorials easily walk you through how to process everything and make tags. I think this will make things much easier and more consistent." - *Mellissa Campbell McKinley via Facebook, Consignor of "HUM School Consignment Sale", Hermitage, TN*