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I. IN GENERAL

A. REQUIREMENTS:

- Access to a computer, printer and Internet with up to date browsers (MyCM does not support Macintosh Computers).
- White 60, 65 or 67# cardstock ; no regular paper; no fuzzy or textured paper (because the barcodes will bleed)
- Do not place tape over the barcodes
- Must use a printer with normal toner (no dot matrix printers)
- Must use NORMAL or DRAFT print setting – Best quality is too dark and causes the barcodes to bleed – test one page of tags and make sure the barcodes are crisp and clear and not bleeding
- Must make sure if you have a color printer, that you have selected "Black Cartridge Only" from the printing properties screen. Otherwise, the tags can appear purple and blurry.
- Sort clothes by gender and size before tagging for best efficiency. Do not run item descriptions to the very edge of the description box. Nor use too many capital letters.
- Ink jets are preferable



II. NEW SELLER – HOW TO GET STARTED

A. REGISTERING WITH BYE-BUY CONSIGN

1. **Create An Account** – each new seller MUST Create an Account with the Registration and Tagging system.
 - Go to the Consignor page at www.bbconsign.com and click the 'Click here to register' button.
 - Click on 'Create User Account'.
 - Fill in all information following the formats required.
 - You will need to accept the terms and conditions in order to register.
 - Remember that the User ID and password are case sensitive. Be sure to write down your User ID and password, because you will need it for every sale.
 - Click on the Create an Account button – Very Important or all of your data will be lost.
 - Continue to follow the prompts to then REGISTER for the specific sale you want to sell with.
 - Click on Register when complete. Now you will have created your account and registered for one consignment sale.

2. **Log in**
 - After you have registered successfully, you will go back to www.bbconsign.com consignor page and find the link to Returning Consignors Click Here to Log in.
 - Type in the User ID and Password you used when you registered.
 - Remember that the User ID and Password are both case sensitive.
 - Forgot Password? Then just click on the link and the system will send you the password to your email.

B. HOW TO CREATE, PRINT AND MANAGE MY TAGS

1. Enter Items

a. **How to enter items.**

- 1) Go to Enter Items: Either click on the Enter items link provided on the screen or go to the Enter Items Tab on the top middle of the screen. Look at the "Add/Remove/Edit Items" screen.
- 2) Select Sale: Select the Bye-Buy Consign Fall 2009.
- 3) Price: The price can be selected either by mouse or by typing in the digit (which is faster) or type it in. Zero is allowed for items with multiple pieces so be careful not to accidentally select this one. Take a few moments to familiarize how the prices are set up.
- 4) Discount: If Discount appears, then you either check it for YES or leave it empty for NO. If you choose YES, then all items with YES will be discounted on the sale's discount day. The Seller number automatically populates.
- 5) Size: Choose the size either with your mouse or by typing in the first digit of the size you want (which is faster). Take time to familiarize how the sizes are set up.



- 6) Description: Type your description being careful to stay in the box provided. Try to not use capital letters. TIP: Type the first line with the words that will be consistent from item to item. For example, let's say you have 10 Gymboree items. Type Gymboree in the 1st description line and give more details on the 2nd line. That way, you do not need to retype Gymboree over and over. Another example for the first Description Line is "New" or Gently Worn, etc.

IMPORTANT! It is very important not to use too many CAPITAL letters because you will have to edit those items prior to printing. The capital letters take up more space than allowed.

IMPORTANT! It is very important not to type your letters too close to the edge of the description box or you risk having to edit your tag because it will overrun the tag. Use the second description line to complete your description.

- 7) Category: Choose the Category either with your mouse or by typing in the first letter of the category you want (which is faster). Take a few moments to familiarize how the categories are set up.
- 8) Click on "Add Item" OR click the Enter button. The system will add the item to the bottom of the screen for you to view and will automatically save the item.

PLEASE NOTE: Notice at the bottom that all of your items are added to the bottom below the entry form. If you leave this tab or are timed out, then all of the items at the bottom of the page will disappear. DO NOT WORRY. They are still in the database and can be accessed via the Manage Inventory Screen.

The system will time you out after it remains idle for 15-20 minutes. So try to sort them before you start tagging. If the system times out, you lose the efficiency of the system, because you will have re-enter all of your information again for the next tag.

b. ***How can I make the entering of items even more efficient?***

- Plan time tag your items. It is more efficient if you tag many items at one time, because you will not be required to reenter any of the fields (except price). All of the fields will remember the previous information except for the price. The efficiency comes in when you can tag for at least 15-30 minutes at a time. Also, the system logs you out if you are not using the system after 15-25 minutes, so you do not want to sort as you are tagging, because you could end up timing out.
- Sort your items before you enter them by GENDER then SIZE – very IMPORTANT! It will save you time in the end if you do this step upfront.
- Use Tab button instead of Mouse when moving from one field to the next. Click on "Enter" when complete. Using the mouse will slow the process down.
- Type your choices instead of choosing the field with your mouse. When using the drop down screens (price, size, and category), type the first number or letter of what you want to enter. Then continue to press the same number or letter button until you find what you want. Then click the tab button and it will move you to the next field.



- Description line HINT: When you have repeat items, keep the description line generic and just adjust the price and hit add item. Better than typing every line every time! Be careful not to run your item descriptions to the very edge of the description box or you may have to edit them later. Avoid using too many capital letters.

c. ***How to edit an item***

- ERROR? If you make an error or need to correct an item, you can either click on "Edit Item" or go to the Manage Inventory Tab (see Section II.G).
- It is better to edit an item than to remove it.

d. ***Removing an item***

- If you remove an item from your account, the system will delete this item permanently and you cannot get that number back unless you delete all of your items and start over.
- It really is best not to use this button. Instead, just edit your items.
- There are two purposes for this button. 1) for those sellers who do not care about the item number sequence and would rather delete it than fool with editing it and 2) for after a sale when you have donated and sold all of your items and you want to start at item #1 for your next sale.

2. Print Tags

- a) ***Go to the Print Tags tab*** or click on the "Print Tags" link provided on the top right of the screen.

b) ***Generate Items List:***

- Select the items to view: Go to the yellow box on the left and select the items you want to view. You can use the different selections to help you reduce how many items you need to click to print. For instance, you have four ways to help you sort your items, Printed, not printed, Sold and not Sold and Donated. (I.E. If you have already printed some items, then use the second button, so you will only view those items that have not printed.)
- Select Bye-Buy Consign Fall 2009 for the items you want to print.
- Click on "Generate Items List".

c) ***Generate the Tags and Save in PDF format:***

- Select the items you want to print. Just click in the box next to the item or click on the "Check All" box. Take note of how many items can print on a page and only print increments of those items at one time. For example, our tag has 8 tags to a page, print enough items to fit evenly so you do not waste paper. (I.E. 64 items will print 8 pages of tags evenly.)

c) ***Generate the Tags and Save in PDF format: (continued)***

- Click on "Generate Tags". The system will tell you how many tags you have selected. If you have selected less than the number of tags allowed on a page, you can cancel and reselect enough tags to fill the page. If it is correct now, click ok.
- Click on the link to generate your pdf tags. It looks like a long name/number that is underlined on the yellow line (it ends in PDF). On click once and wait if your computer has a slow connection. If left clicking on the link does not work for you, then right click on the link. Then click on open and it will pull up your tags.



- If the system prompts you for a print code, then you have logged into the wrong website. Always login to your tagging system from the Bye-Buy Consign website consignor page link. If you login from the sale's website and the system still asks you for a print code, please enter PL771759.
 - Viewing your pdf tags. You will see what your tags will look like on the screen. If you are not satisfied with the tags, discard the PDF, back out and fix any errors before printing by going to Manage Inventory.
 - NO PDF TAGS? Try right clicking on your mouse while you are on the link. If this does not work, please contact support@myconsignmentmanager.com.
- d) **Save Your Tags**
- Save your pdf file. You can save the final PDF document to your computer and print whenever you want by going to the upper left hand corner and click on File. Choose Save from the drop down menu and save in your C: drive. Notice how many pages it says you will be printing and make sure you have enough cardstock paper in the tray.
- e) **Print and Prepare Your Tags**
1. Prepare your printer
 - Load your printer with CARDSTOCK paper (White) About 60-67# weight is good. 110 are too heavy and may damage the printer if you are doing a lot of printing. Do NOT print on regular Copy paper. The tags WILL tear and wrinkle and bend and will cause problems. Do not use 'fuzzy paper', which causes the ink to run. Make sure the paper is loaded properly, has enough toner. Press OK. Tags will print with the barcode.
 - Must use a printer with normal toner (no dot matrix printers)
 - Must use NORMAL or DRAFT print setting – Best quality is too dark and causes the barcodes to bleed – the sellers need to test one page of tags and make sure the barcodes are crisp and clear and not bleeding.
 - Must make sure if you have a color printer, that you have selected "Black Cartridge Only" from the printing properties screen. Otherwise, the tags can appear purple and blurry.
 2. Print the tags.
 - Go to the upper left hand corner of the pdf screen and click on File and then click on print. When the print screen pop-ups, then click on Properties and make sure you are on Normal setting (NOT best quality).
 - Cut the tags apart and stack in item # order so you can attach with 1" or larger safety pins (for clothing) or tape for baggies, books etc. DO NOT TAPE OVER THE BARCODE. Be careful when attaching tags to notice the description and make sure it matches the item. Be sure you check this before bringing items for check in. Verify your Consignment's instructions for tagging and taping. If they are different from the ones above, follow the ones from your specific Consignment.
 - TIPS: Perform a test Print after the first 8-24 items so you can catch any entering mistakes before you continue.
 - ERROR Printing? Go to the 'Print Items' tab and select items again and reprint.
 - Make sure that the barcode prints crisp and clear and the lines do not bleed together. If they do bleed together or you cannot see white lines between the barcode, then reprint using a lower print quality – such as the 'draft' setting.



C. **MANAGE INVENTORY** Either click on the “Manage Inventory” link provided on the screen or go to the “Manage Inventory” Tab on the top right of the screen.

1. **View Items** – Go to the yellow box and select which items you want to view, select the correct Season/Year and click on “Generate Items List”.
2. **Edit your items** – Select the items you want to edit from the list just generated, by selecting either check all or each item that needs editing. You can mass edit many Items at one time. (I.E. pretend you forgot to check the discount item box for 20 items. Fix all instead of one at a time.)

EDIT FUNCTIONS:

- | | |
|--|--------------------------|
| * Mark Items Sold | * Mark Items NOT Sold |
| * Mark Items Printed | * Mark Items not Printed |
| * Mark Items Discounted | * Mark Items Discounted |
| * Mark Items Donated | * Mark Items Not Donate |
| * Remove Items: (Be careful-read all directions first) | * Edit Items |
| * Edit Multiple Items (price, size, description lines 1 and 2, category) | |

3. **Transfer your Items to another Season**

- Select the items you want to transfer.
- Select the correct Season/Year where you want to move the items.
- Click on “Transfer Items to Consignment”.
- TIPS: This is important when you already have items from a previous sale and now the new season is here. In order to reuse those items, you will need to transfer your old items from the sale, such as: NFCS/Fall05 to NFCS/Spring06.

4. **Generate your Projected Settlement Earnings Report** – THIS TOOL IS ONLY A TOOL and does not guarantee any profits or guarantee that the sale report will be the same. This report is not connected to the final seller report from which your profits are calculated. It is simply a projection tool.

- Select the items you want to view and enter the percentage you will make at this consignment sale (do not enter decimals).
- Click on “Generate Projected Settlement Report”.
- You can also use this report after your sale to show you all of your Donated Items and print the report for your taxes.

5. **Reset your Item Numbers back to ‘1’.**

You only use this button when all of your SOLD items have been deleted and all of your other items have been donated or trashed. When all of your items are removed, then you can click on this button “Reset Item Numbers” and you item numbers will reset to zero. You will want to use this button when you want to start at item ‘#1’ for a new sale.

Resetting your item numbers – if you continue to use some of your existing tags, the system will continue with the item# from your last tag entered. For example, your first item may start at #101. This is acceptable and causes no issues with either your sale or your account. It is the only way to be able to use old items so that the tags will match the item in your Account.

If you want to start over with #1 for this new sale, then you will have to remove all of your items from your entire account and click on the Reset Item Numbers Button.

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6. To view your Final Settlement Report:

Go to your Seller's Home Page and view the table at the bottom of the screen. Click on "View Settlement Report".

7. To Mark your items SOLD: While viewing the Final Settlement Report in #6, click on the button, Reconcile these items with your inventory.

III. REPORTS AVAILABLE TO YOU:

- Projected Settlement Report (Section II.G.4)
- Donation Inventory Report for tax purposes. Go to Manage Inventory and select Donated Items in the yellow box. From you donated items list, select Check All and then print your Donated Items List from either your Printer Friendly Inventory Report or your Projected Settlement Report Option.
- Inventory Report of all of your items that you will be consigning.
- Your entire SOLD inventory.

If you need assistance or have any questions, please feel free to call me!

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