

Steps to Entering Items

** You may enter your items into the system at your leisure. You do not need to have your items in any specific order to enter them in the system. We do request they be placed size and gender order before bringing to the sale in order to assist in placing the items on the floor in preparation for the sale.

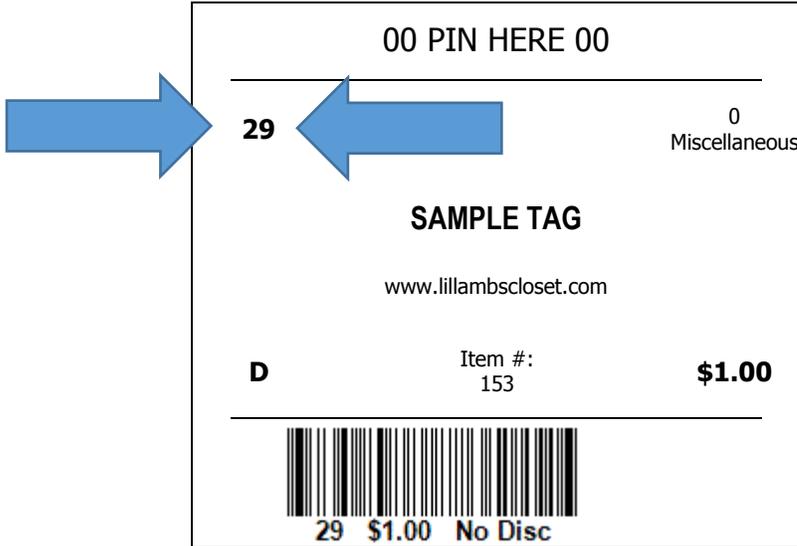
1. After you log into the system, go to the **Seller Reg. Steps** page and go to #4. Enter your seller number and password to enter the Inventory section of the system.
2. If you are a returning seller, clear out your old inventory. Look under the template and you should see 4 boxes. The far right box says **Delete All Items**. Click that checkbox to clear out the old inventory.
3. Also, if you are a returning seller, you may notice that there has been an update to the system: you will need to go to your **Inactive Inventory**, and delete all items, or your items numbers will start after the numbers in your inactive file. If you do not do that, they will not start with item #1.
4. Before entering anything, please familiarize yourself with the drop down menus of the template. There are a lot of different sizes and categories for you to choose from.
5. Use the template to enter each item. All items should be entered in whole dollar increments (\$1, not \$.50). Please make sure your items are correct by checking your inventory list every so often.
6. If you make a mistake, choose to edit the item instead of deleting it. If you choose delete, the whole line item including the item number will be deleted and you will have to re-enter all information for the tag.
7. You may stop at any time. Click on the **I'm Finished For Now** button and your info will be saved. You can enter and exit as often as you like.
8. You may enter up to 150 items. If you accidentally deleted a few numbers, the system will allow you to enter a few more.
9. **All items MUST be entered and tags printed by 3pm Wednesday before the sale.** Do NOT click the Transfer Inventory button. Once you have printed your tags and they are correct, you are done. When we shut the system down, all your items will transfer into our main inventory system.
10. Test print one page of tags on regular paper.
11. Using white cardstock, print your tags. There should be 6 tags printed per page. (Please see the Tag Info page to see a picture of a tag.)

12. In order to aid in the sorting process of items at the end of sale and help ensure that all items not sold are returned to the correct consigner, Lil Lambs is implementing an additional requirement for tagging.

Consigners will need to circle, with a marker or high-lighter, their SELLER NUMBER on EACH item's tag with the corresponding color listed below:

- Consigners with seller numbers 34-125 will circle their seller number in **PINK**
- Consigners with seller numbers 126-500 will circle their seller number in **GREEN**
- Consigners with seller numbers 501-900 will circle their seller number in **YELLOW**
- Consigners with seller number 901 and above will circle their seller number in **BLUE**

PLEASE REMEMBER, this is based on your **SELLER NUMBER**, not each individual item number. Below is a sample tag with arrows pointing toward the seller number.



You will only be using one color marker for all of your tags and it will correspond to the color listed in the chart above. This is easiest to accomplish by circling the **SELLER NUMBER** before you place your tags on items, but can be done at any time during the tagging process.

Thank you for your help as we implement this new process and do not hesitate to contact us with questions at lillambscumc2@gmail.com.

13. Cut out the tags and punch **TWO** holes half an inch to an inch from the top of each tag.

14. See instructions and diagram on the **Item Prep** page to pin tags to your clothing items and secure tags to other items in bags.