

## Steps to Entering Items

We have noticed that Mozilla Firefox does not always work properly with this software. We recommend you use Microsoft Internet Explorer (the web browser that comes with MS Windows).

\*\* 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 require them to be in size and gender order before bringing to 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 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, please edit the item instead of deleting it. If you delete the item, it will delete the whole item, including the item number.
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. It should take 25 sheets of cardstock paper. There should be 6 tags printed per page. Please see the Tag Info page to see a picture of a tag.

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

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