



Consignor Guide

Version 1.1

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1 Welcome to FlashConsign.com

Welcome, and thanks for using FlashConsign.com.

This guide will help you as a **Consignor** who will be using FlashConsign to sell items at a consignment sale.

Specifically, you will need to add **Items** to your inventory, print **Tags** that you will attach to those items and then view your summary of the consignment sale after it is held.

In addition, this guide will help you to find and sign up to work one or more **Jobs** at the consignment sale, if applicable.

Let's get started.

2 Your Member Account

When you apply for your first consignment sale, you are also creating your FlashConsign member account. This free account allows you to track your inventory of Items over time and lets you join consignment sales to sell those items.

2.1 Logging In

To return to your member account, you must first log in with the Email Address and Password you provided when you first signed up. Use the Login Form located at the top of the screen when you visit www.FlashConsign.com to log in to your account.

The image shows a dark blue login form. It has two white input fields: one for 'Email:' and one for 'Password:'. To the right of the email field is a 'Login' button with a person icon. Below the password field is a 'Forgot Password' link.

The Login Form

If you can't remember your password, use the **Forgot Password** link next to the Login Form. Then, provide the email address you used to create your account, and we will instantly send you an email to that account with your account password.

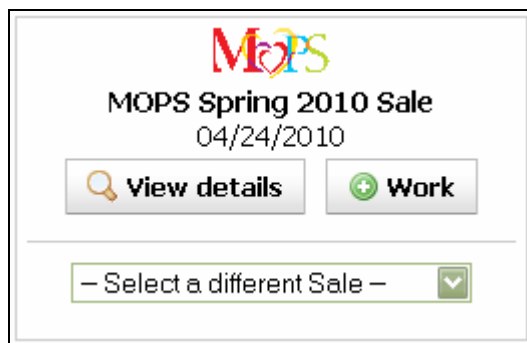
2.2 The Member Home Page

After you log in to your member account, you will see the Member Home page. This page gives you a summary view of the consignment sale(s) you are associated with, the items you have in your inventory, and any upcoming job(s) you are scheduled for.

This summary information can be found along the left side of the Member Home page.

2.2.1 Current Consignment Sale

Near the top of the Member Home page you will see your current consignment sale.

The image shows a white box with a thin border. At the top is the 'MOPS' logo in colorful letters. Below it is the text 'MOPS Spring 2010 Sale' and '04/24/2010'. There are two buttons: 'View details' with a magnifying glass icon and 'Work' with a plus sign icon. At the bottom is a dropdown menu with the text '- Select a different Sale -' and a downward arrow.

Current Consignment Sale

Select the **View Details** button to see the full details of this consignment sale, including your application status. Select the **Work** button if you would like to view open jobs for this sale and sign up for one. And, if you have more than one upcoming consignment sale, use the selector to change your current sale.

2.3 Your Member Profile

Your member profile, including account details such as your name, address, email address and password, can all be viewed and accessed using the **My Account** link from the Member Home page.

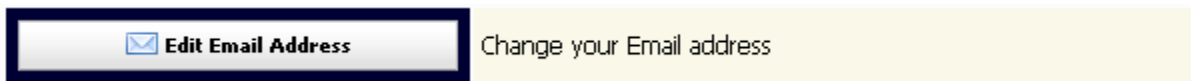


The My Account Link

Select this link to view your member profile, and make changes if desired.

2.3.1 Change Member Email Address

To change the email address associated with your member account, select the **Edit Email Address** button on the Member Account page. This will display a form which will let you change the email address for your account **which is also your login ID for your FlashConsign account.**

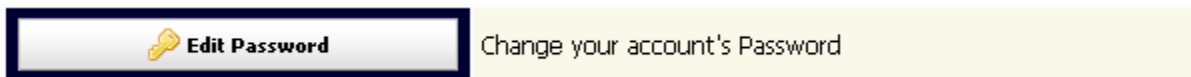


The Edit Email Address Button

Please Note: When you change your email address for your member account, this change also changes the Login ID you use to log in to your account, effective immediately.

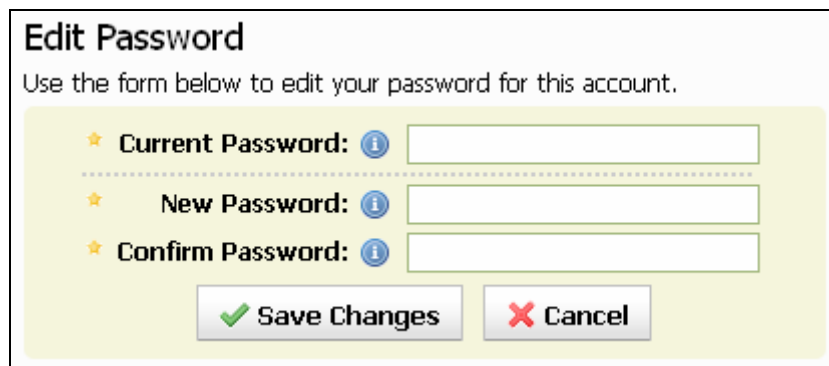
2.3.2 Change Member Login Password

To change the password you use to log in to your member account, select the **Edit Password** button on the Member Account page. This will display a form which will let you change your password which is used to log in to your account.



The Edit Password Button

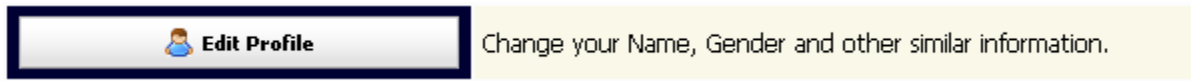
When you select to edit your password, you will be required to enter your **current** password and then enter your new password two times, just to be sure you typed it correctly.

A form titled "Edit Password" with the instruction "Use the form below to edit your password for this account." It contains three input fields: "Current Password:", "New Password:", and "Confirm Password:", each with a yellow star icon and an information icon. At the bottom are two buttons: "Save Changes" with a green checkmark and "Cancel" with a red X.

The Edit Password Form

2.3.3 Change Member Name

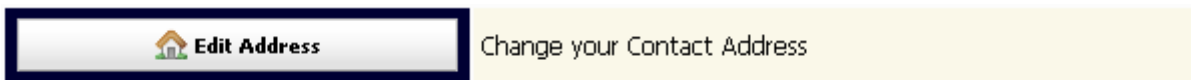
To change your name on your member account, select the **Edit Profile** button on the Member Account page. This will display a form which will let you modify details about your account.



The *Edit Profile* Button

2.3.4 Change Member Address

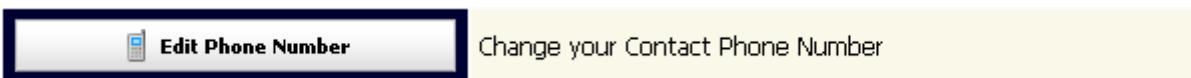
To change the address associated with your member account, select the **Edit Address** button on the Member Account page. This will display a form which will let you modify the address for your account.



The *Edit Address* Button

2.3.5 Change Member Phone Number

To change the phone number associated with your member account, select the **Edit Phone Number** button on the Member Account page. This will display a form which will let you modify the phone number associated with your member account.



The *Edit Phone Number* Button

3 Managing Your Inventory

Your **Inventory** is the collection of items you have added to your account that you wish to sell at a consignment sale.

You will see a summary of your Inventory along the left side of the Member Home page.

My Items For Sale	
Total Items	26
Unsold Items	21
Unsold Value	\$63.98
Not Yet Printed	11
Marked for Discount	15
Marked for Donation	15

[+ Manage My Items](#)

Summary of Items For Sale

This summary lets you see, at a glance, how many Items you have for sale, how much you are selling them for, and how many you have not yet printed Tags for. If you have marked any items to be discounted or donated, you will also see these statistics.

Select the **Manage My Items** button to start working with your Inventory.

Initially, you will not have any items in your Inventory.

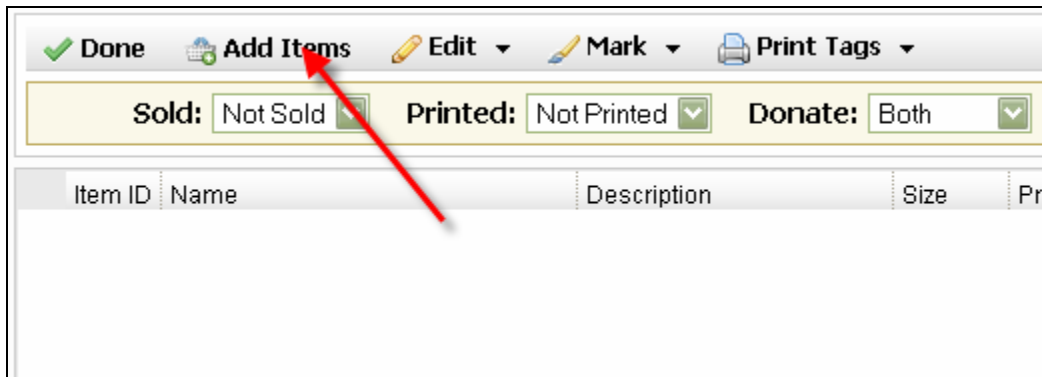
Items Toolbar							
Done	Add Items	Edit	Mark	Print Tags			
Sold:	<input type="text" value="Not Sold"/>	Printed:	<input type="text" value="Not Printed"/>	Donate:	<input type="text" value="Both"/>	Discount:	<input type="text" value="Both"/>
Item ID	Name	Description	Size	Price	Sold Status	Printed?	Catego
[Empty Inventory Table]							

An Empty Inventory

There are two toolbars to take note of on this page. The **Items Toolbar** has a set of buttons that you will use to manage your Inventory. The **Item Filters Toolbar** lets you quickly and easily filter the items shown in the table.

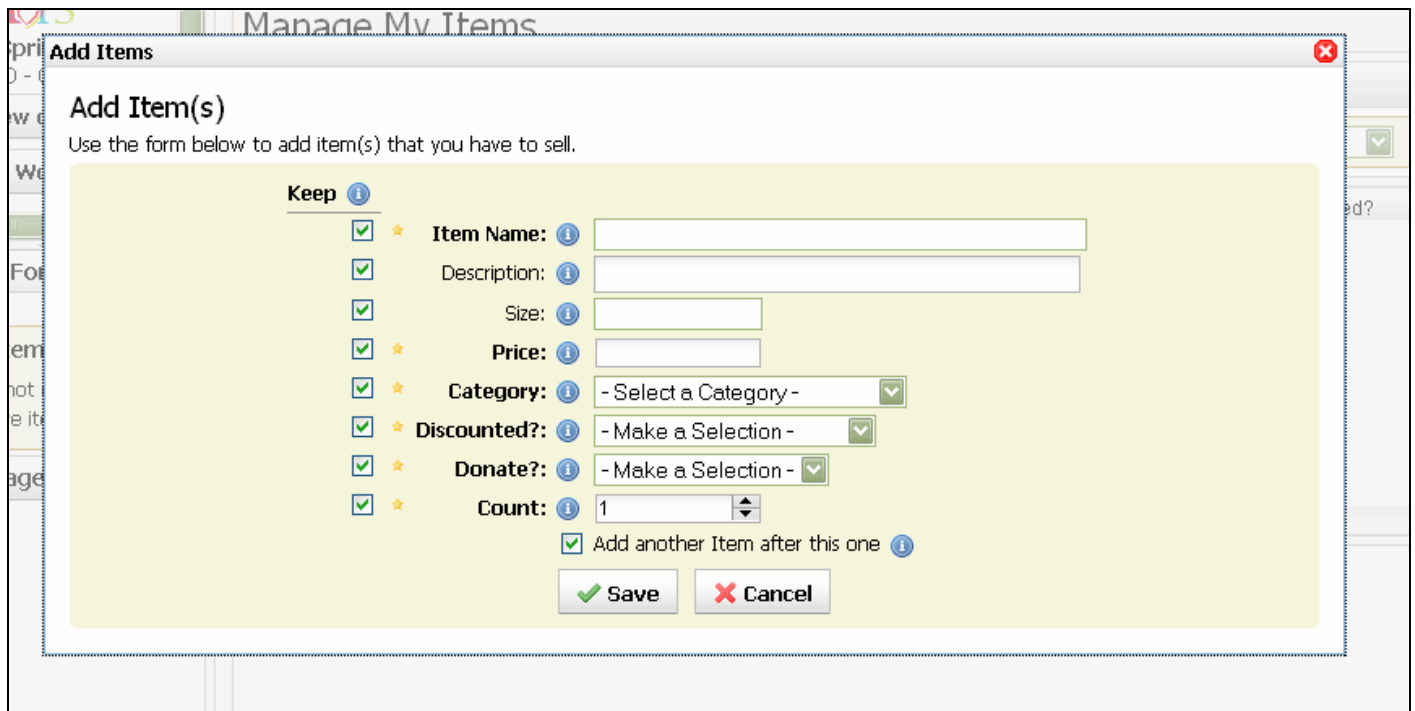
3.1 Adding Items

One of your first tasks will be adding items to your inventory. As you add items, they will show up in the Items Table. To get started adding items, select the **Add Items** button in the Items Toolbar.



Selecting the Add Items Button

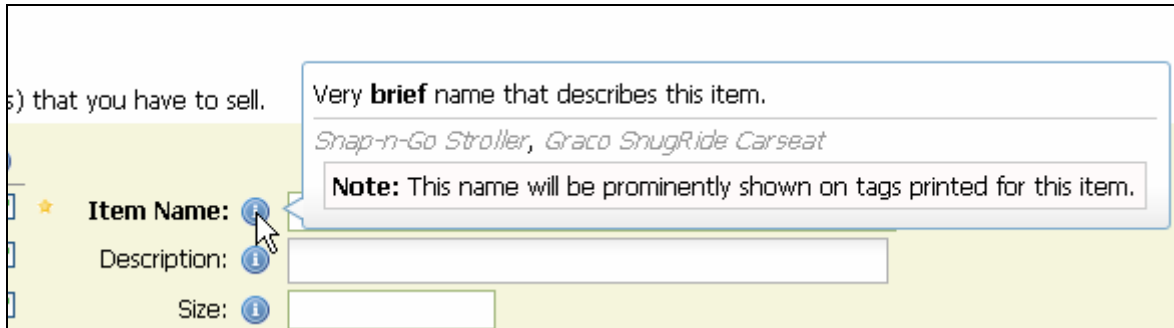
Selecting the **Add Items** button will open the **Add Items** dialog box. This dialog allows you to enter your items as quickly and as efficiently as possible. It can look a bit complex at first, but once you understand a couple of things about it, you will find that it is quite powerful and easy to use.



The Add Items Dialog Box

3.1.1 Field Help

Next to each field in the Add Items form you will see a small, blue icon. This is an **Information Icon** and you will see it just about everywhere. These icons are there to provide help on a very specific element of a form or a page. Simply hover your mouse over the icon to view this helpful information.

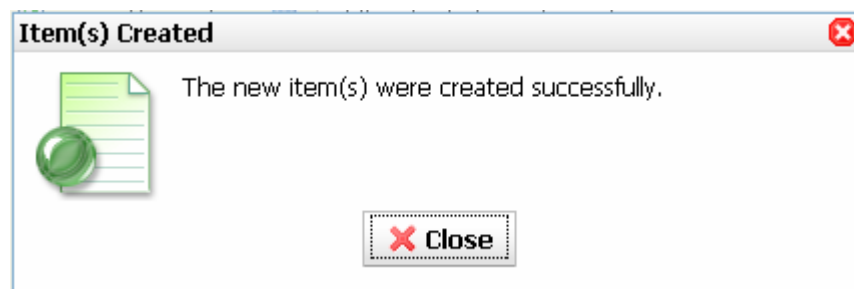


Viewing Field Help Information

Notice that field help information can have up to three different parts. The first part simply describes what the field is for, or the type of entry that is expected for the field. The second part provides some examples of something you might enter into this field. The last part provides some additional, important notes about the data or how it will be used.

3.1.2 Submitting the Add Items Form

When you submit the Add Items form, the new item(s) will be created and added to your Inventory. You will see a confirmation message that the new items are now available.



Add Items Confirmation

Once you see this confirmation message, you can be assured that your new items have been created.

Usually, the Add Items dialog box will remain open for you to enter additional items, so you will not be able to see your new items right away and **the page will not reload**. Don't worry, the new items are sent to our server in the "background," and you will see them when you close the Add Items dialog box after adding all of the items you wish to add at this time.

3.1.3 Adding Multiple Items

If you have more than one of the same item to sell, you only need to enter the item once. To indicate you have multiple of the same item, just specify the number that you have before submitting the **Add Items** form. You can either enter the number by typing it in the field, or you can select the Up and Down arrows next to the field to increase or decrease the value.



The screenshot shows a form with the following fields and options:

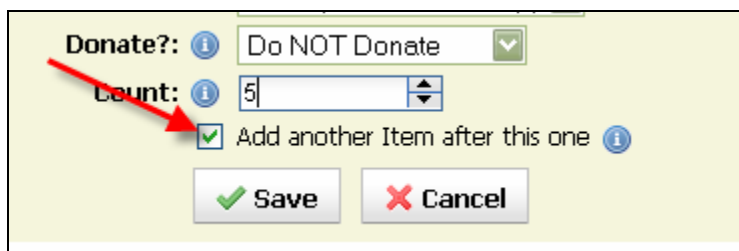
- Price: 2.00
- Category: Childrens/Clothing -> Unisex
- Discounted?: Participate in Discount(s)
- Donate?: Do NOT Donate
- Count: 2
- Add another Item after this one
- Save button
- Cancel button

Adding Multiple Items

3.1.4 Adding Subsequent Items

Adding items to your inventory can be one of the most time consuming tasks, but we strive to make the process as fast and as easy as possible. We have designed the **Add Items Form** to be as flexible as possible, so that you can decide exactly how you want to use it.

By default, an option to **Add Another Item** after the form is submitted is selected. When this option is selected, the Add Items form will remain open after you submit the form. This is critical, because as you add items to your Inventory, you don't want to keep selecting the Add Items button each time.



The screenshot shows a form with the following fields and options:

- Donate?: Do NOT Donate
- Count: 5
- Add another Item after this one
- Save button
- Cancel button

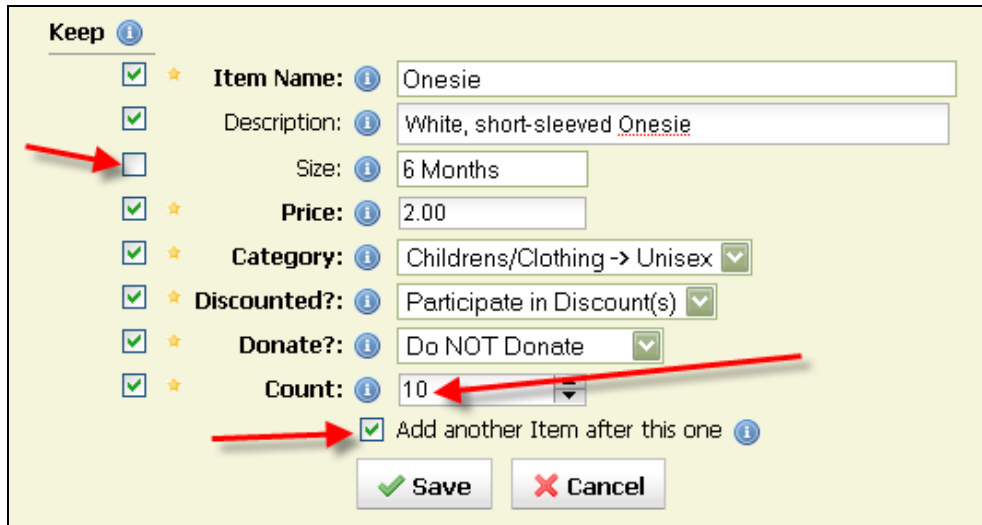
Add Another Item Selection

As you are using the Add Items form, you will also want to take note of the checkboxes to the left of each of the fields on the form. These are very important because they can save you a lot of time when entering a lot of similar items. These checkboxes are used to indicate which field(s) on the Add Items form you would like to **retain their value** after you submit the form.

For example, let's consider a situation where you may have a lot of "onesies" to sell. In fact, you may have ten onesies each in sizes 6mo., 12mo., 18mo., and 2T. That's **40 Items** that you need

to add to your Inventory. This could take quite a long time, but the Add Items form makes this a simple task, taking just a few seconds.

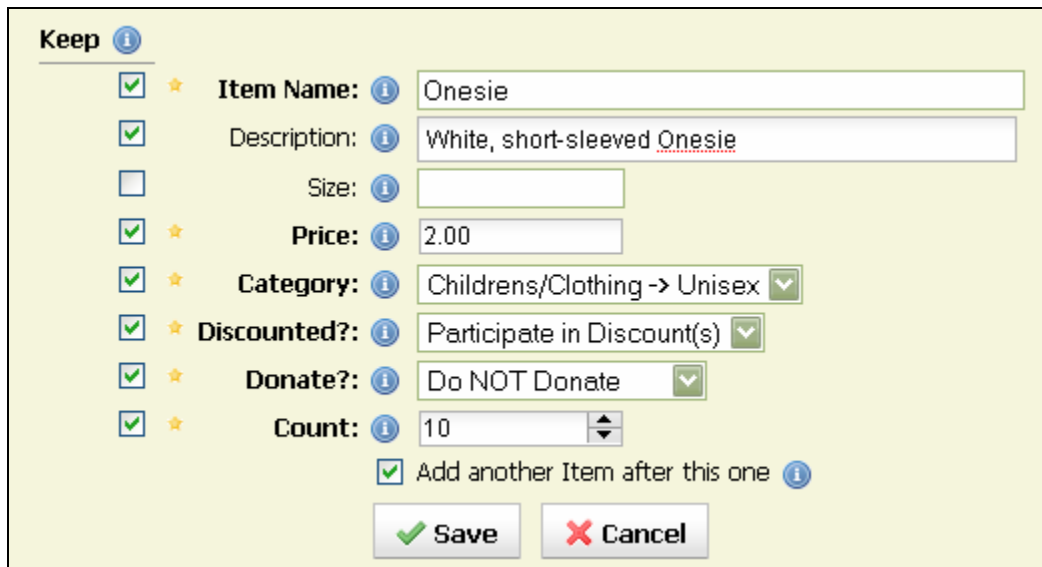
First, you would fill out the form for the first set of onesies. You have ten in size 6 Months, you want to add more items after these, and you want to keep all parts of the form *except* for the **Size**, because you will change that for the other three sizes.



The screenshot shows a form titled "Keep" with a list of items. Each item has a checkbox on the left. The first item is checked. The second item is unchecked, and a red arrow points to its checkbox. The third item is checked. Below the list, there is a checkbox labeled "Add another Item after this one" which is checked, with a red arrow pointing to it. The form fields are: Item Name: Onesie; Description: White, short-sleeved Onesie; Size: 6 Months; Price: 2.00; Category: Childrens/Clothing -> Unisex; Discounted?: Participate in Discount(s); Donate?: Do NOT Donate; Count: 10. At the bottom are "Save" and "Cancel" buttons.

Adding Subsequent Onesies Example

When you select the **Save** button, this will create *ten* new items in your Inventory, and the Add Items form will still be displayed. Notice how the Size entry has been cleared, but the all of the other fields have retained their same value.



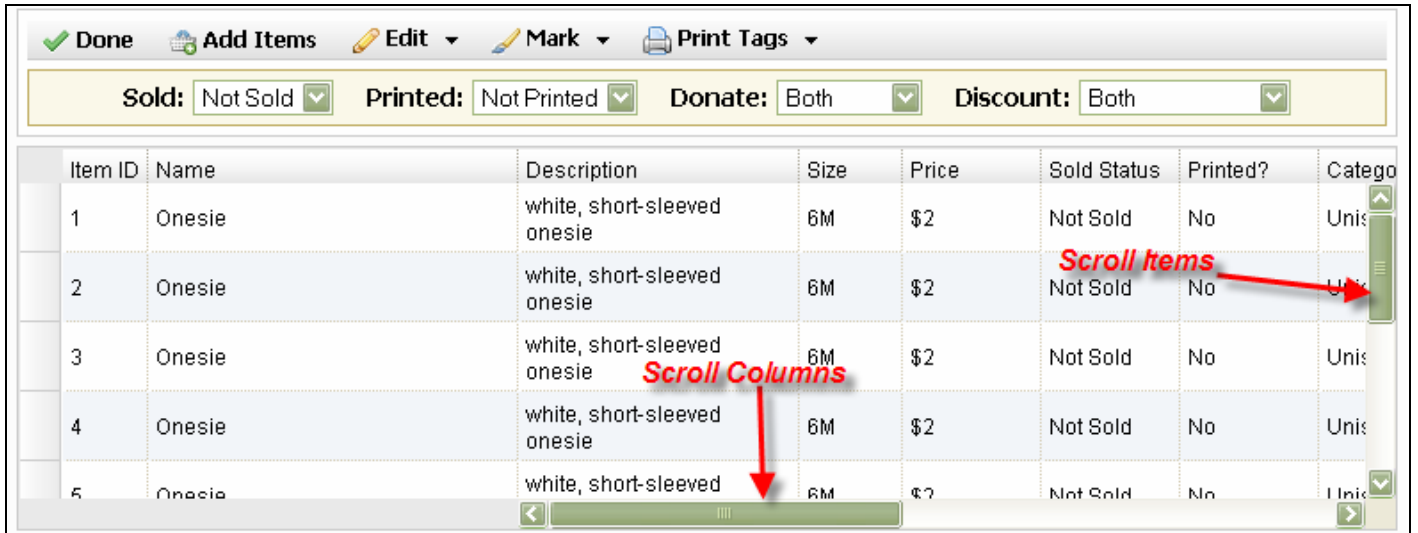
The screenshot shows the same form as above, but the "Size" field is now empty. A red arrow points to the empty "Size" field. The "Count" field is still set to 10. The "Add another Item after this one" checkbox is still checked. The "Save" and "Cancel" buttons are at the bottom.

Fields with Retained Values

Now, all that is left is to enter the next size and submit, and then repeat for the remaining sizes.

3.2 Viewing Your Items

Your Inventory of items is displayed in the **Inventory Table**. Select the **Manage My Items** button from the Member Home page to view this table. Use the provided scrollbars to view items that are not shown and to view additional information about the items.



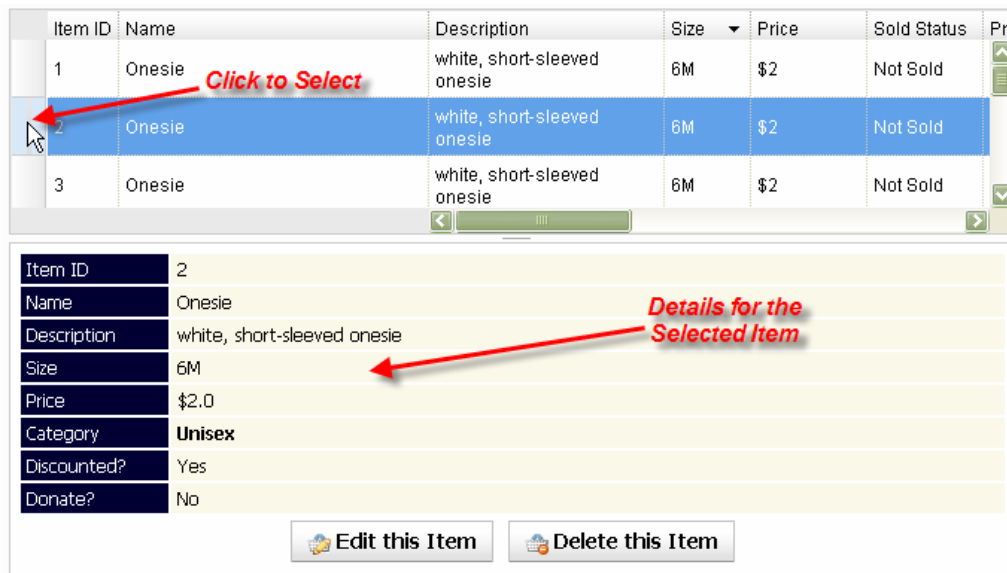
Scrolling the Inventory Table

3.2.1 Selecting Items in the Inventory Table

As you work with items in your Inventory, you will need to select one or more items in the Inventory Table.

3.2.1.1 Selecting a Single Item

To select a **single item** in the table, just click on it with your mouse. The item will become highlighted, and details about that item will be displayed in the pane below the table.



Selecting a Single Item in the Inventory Table

3.2.1.2 Selecting Multiple Items

You may also select **multiple items** in the Inventory Table at one time. To do this, you will need to use the **Ctrl** and/or **Shift** keys in conjunction with your mouse.

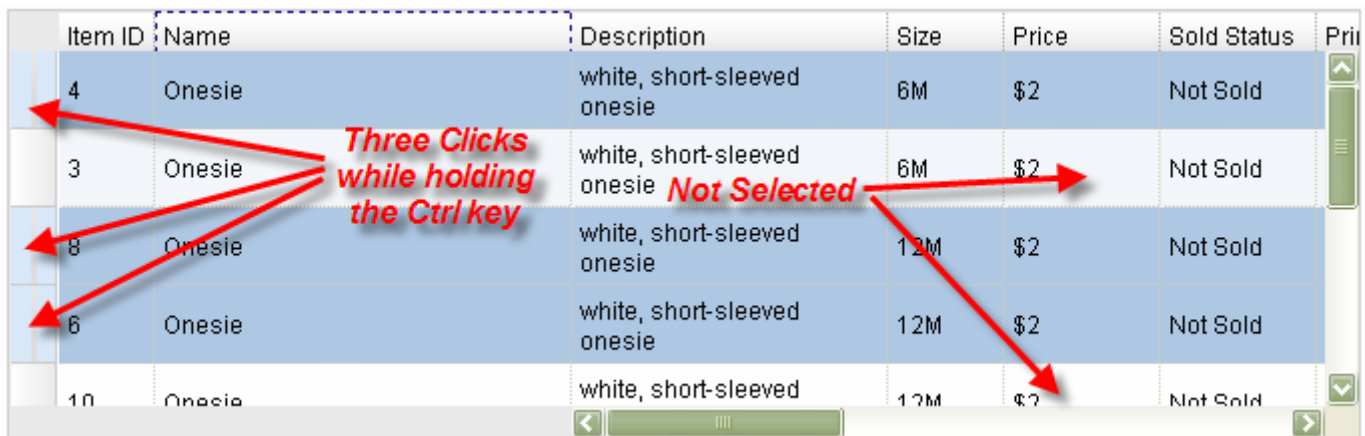
To select multiple items that are listed next to one another, click the first item, then **hold down the Shift key**, then click the last item. This will select the two items clicked and all item(s) between them.



Item ID	Name	Description	Size	Price	Sold Status	Pri
1	Onesie	white, short-sleeved onesie	6M	\$2	Not Sold	
2	Onesie	white, short-sleeved onesie	6M	\$2	Not Sold	
3	Onesie	white, short-sleeved onesie	6M	\$2	Not Sold	
4	Onesie	white, short-sleeved onesie	6M	\$2	Not Sold	
5	Onesie	white, short-sleeved onesie	6M	\$2	Not Sold	
6	Onesie	white, short-sleeved onesie	12M	\$2	Not Sold	

Selecting Multiple Adjacent Items in the Inventory Table

In other cases, you will want to select multiple items that are **not** listed next to one another in the table. To do this, hold down the **Ctrl** key while clicking the item(s) you wish to select.



Item ID	Name	Description	Size	Price	Sold Status	Pri
4	Onesie	white, short-sleeved onesie	6M	\$2	Not Sold	
3	Onesie	white, short-sleeved onesie	6M	\$2	Not Sold	
8	Onesie	white, short-sleeved onesie	12M	\$2	Not Sold	
6	Onesie	white, short-sleeved onesie	12M	\$2	Not Sold	
10	Onesie	white, short-sleeved	12M	\$2	Not Sold	

Selecting Multiple Non-Adjacent Items in the Inventory Table

3.2.2 Sorting the Inventory Table

Many times you will want to change the sort order of the items that are displayed in your Inventory Table. You can quickly do this by clicking on the header of the column you wish to sort. This will sort the table by that column in ascending order. Click the header again to sort in descending order.

Description	Size	Price	Sol
white, short-sleeved onesie	6M	\$2	Not
white, short-sleeved onesie	6M	\$2	Not
white, short-sleeved onesie	12M	\$2	Not
white, short-sleeved onesie	12M	\$2	Not

“Size” Column Sorted in Descending Order

Please note that if you have hundreds of items in your Inventory Table, the sort may take a few seconds to take effect.

3.2.3 Filtering Your Inventory Table

There are several drop-down selectors above the Inventory Table which allow you to **filter** the items displayed in the table. These filters provide a simple, yet powerful way to quickly see only the items you are interested in.

Please note that as you change your filter selections, the results will be applied immediately, **without reloading the page**.

These filters work in conjunction with one another. So, for example, if you would like to see all of your **Unsold** items that you have **Not Yet Printed**, then your filter selections will look like:

Sold: **Printed:** **Donate:** **Discount:**

Filter Example

Display all items that are Not Sold and have Not had tags printed.
Donate and Discount selections are ignored.

Furthermore, if you would like to see which unsold items you have marked to be **donated** if not sold in your upcoming consignment sale, your filter selections would look like:

Sold: **Printed:** **Donate:** **Discount:**

Filter Example

Display all items that are Not Sold and are marked for Donation.
Print Status and Discount selections are ignored.

In addition, you may want to view items that have not been sold but that you have already printed tags for. In this case, your filter selections would look like:

Sold: **Printed:** **Donate:** **Discount:**

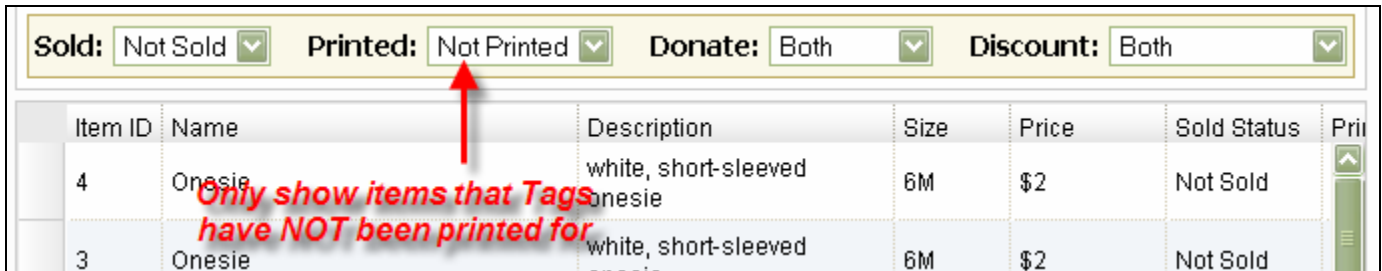
Filter Example

Display all items that are Not Sold and have had tags Printed.
Donate and Discount selections are ignored.

3.3 Printing Tags

When you reach a point where you are ready to print Tags for some of your items, you can do this from your Inventory Table.

Most users will enter a few items, then print Tags for those items, and then enter more. This is why the **Printed** filter on the Inventory Table is so valuable. When this filter is set to only show items that have **not** had Tags printed, you can easily see which items you have entered but not yet tagged.



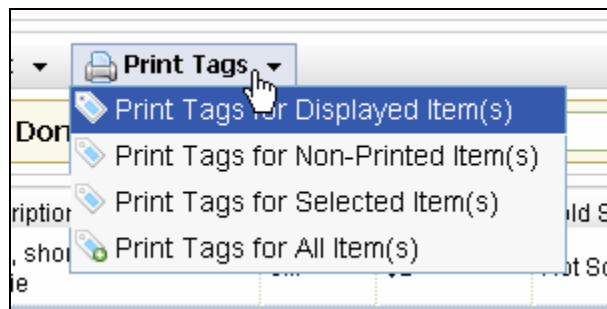
Sold:	Printed:	Donate:	Discount:
Not Sold	Not Printed	Both	Both

Item ID	Name	Description	Size	Price	Sold Status	Pri
4	Onesie	white, short-sleeved onesie	6M	\$2	Not Sold	
3	Onesie	white, short-sleeved onesie	6M	\$2	Not Sold	

Using the *Printed* Filter on the Inventory Table

3.3.1 Selecting Items to Print Tags

To print tags for one or more of your items, use the **Print Tags** toolbar option. This option has several sub-options which let you indicate exactly which items you would like to print tags for.



The *Print Tags* Toolbar Options

3.3.1.1 Print Tags for Displayed Item(s)

This printing option allows you to print tags for all of the item(s) that are currently displayed in the Inventory Table, based on the selected filter(s).

This option is useful when you have already filtered the items in the Inventory Table to a very specific set of items, and you want to print tags for all displayed items.

3.3.1.2 Print Tags for Non-Printed Item(s)

This is the most commonly-used option for printing tags. The system keeps track of which items you have printed tags for and which ones you have not printed. Select this option to print tags for all items that have not yet been printed, **regardless of what is currently displayed or selected** in the Inventory Table.

3.3.1.3 Print Tags for Selected Item(s)

If there are one or more items that you would like to selectively print tags for, this option will let you do just that. Simple select one or more item(s) in the Inventory Table and then select this option. Only those item(s) selected will be printed.

3.3.1.4 Print Tags for All Item(s)

This is the least-used tag-printing option, simply because it is too broad in the scope of items included. This option will print tags for **All Items** in your Inventory.

This option can be useful if you have printed all of your tags and then lost them and you need to re-print them all.

3.3.2 The *Print Tags* Dialog Box

After selecting one of the **Print Tags** toolbar options, the **Print Tags Dialog Box** will be displayed. This dialog box will show a list of the actual item(s) that tags are about to be printed for.

At this time, you have the option to deselect item(s) that you do not want to print a tag for.

In addition, you can see, at a glance, which options you have selected for each item, and if the item price will be modified automatically to comply with price restrictions for the consignment sale.

Print Item Tags

Print Tags: 2010 Spring Sale

	Notes	Name	Price	Description	Size
<input checked="" type="checkbox"/>	♥ \$	Onesie	\$2.00	white, short-sleeved onesie	6M
<input checked="" type="checkbox"/>	\$	Onesie	\$2.00	white, short-sleeved onesie	6M
<input checked="" type="checkbox"/>	\$	Onesie	\$2.00	white, short-sleeved onesie	12M
<input checked="" type="checkbox"/>	\$	Onesie	\$2.00	white, short-sleeved onesie	12M
<input checked="" type="checkbox"/>	\$	Onesie	\$1.50	white, short-sleeved onesie	12M
<input checked="" type="checkbox"/>	\$	Onesie	\$2.00	white, short-sleeved onesie	6M
<input checked="" type="checkbox"/>	\$	Onesie	\$2.00	white, short-sleeved onesie	6M
<input checked="" type="checkbox"/>	\$	Onesie	\$2.00	white, short-sleeved onesie	6M
<input checked="" type="checkbox"/>	\$	Onesie	\$2.00	white, short-sleeved onesie	12M
<input checked="" type="checkbox"/>	\$	Onesie	\$2.00	white, short-sleeved onesie	12M

Do NOT mark the selected item(s) as printed.

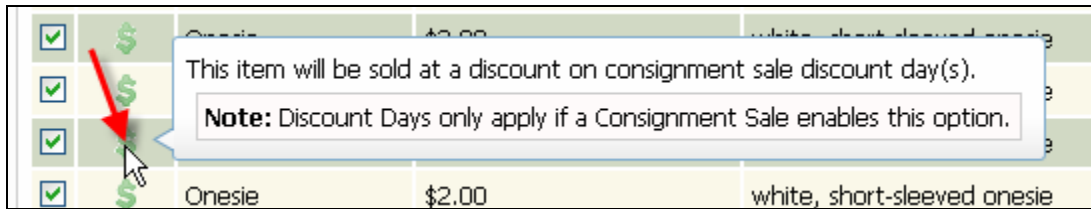
Generate Printable Tags **Done**

The *Print Tags* Dialog Box

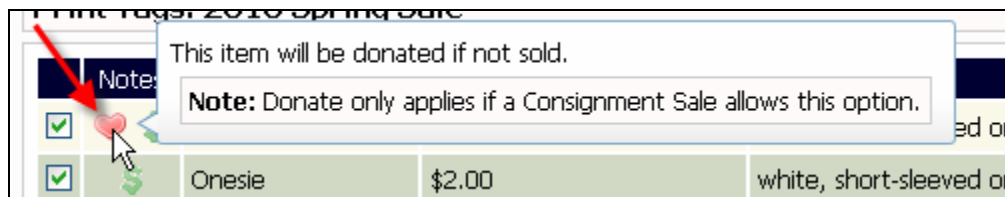
3.3.2.1 Icons in the *Print Tags* Dialog Box

You may notice various icons shown next to item(s) in the Print Tags dialog box. These icons let you see, at a glance, important information about how the tags will be printed for the listed items.

To view more information about what an icon means, hover your mouse pointer over that icon.



Hovering the Mouse Pointer over a *Discount* Icon



Hovering the Mouse Pointer over a *Donate* Icon



Hovering the Mouse Pointer over a *Price Adjustment* Icon

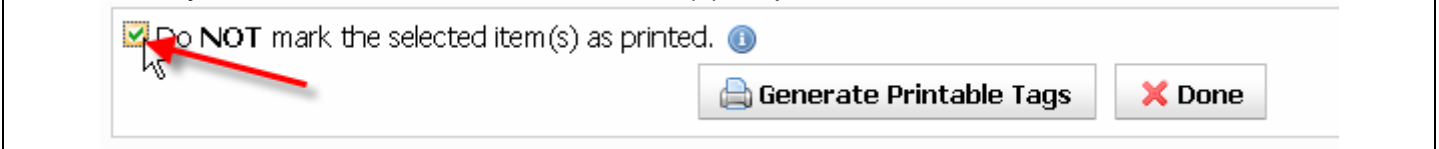
3.3.3 Generating Printable Tags

When you have reviewed the items to be printed in the *Print Items* dialog box, you can then select the **Generate Printable Tags** button to generate a PDF file that has the tags to be printed.



Generating Printable Tags PDF File

Tip: When you generate tags for item(s), those item(s) are marked as printed. Select the provided checkbox if you would like to **not** mark the item(s) as printed.

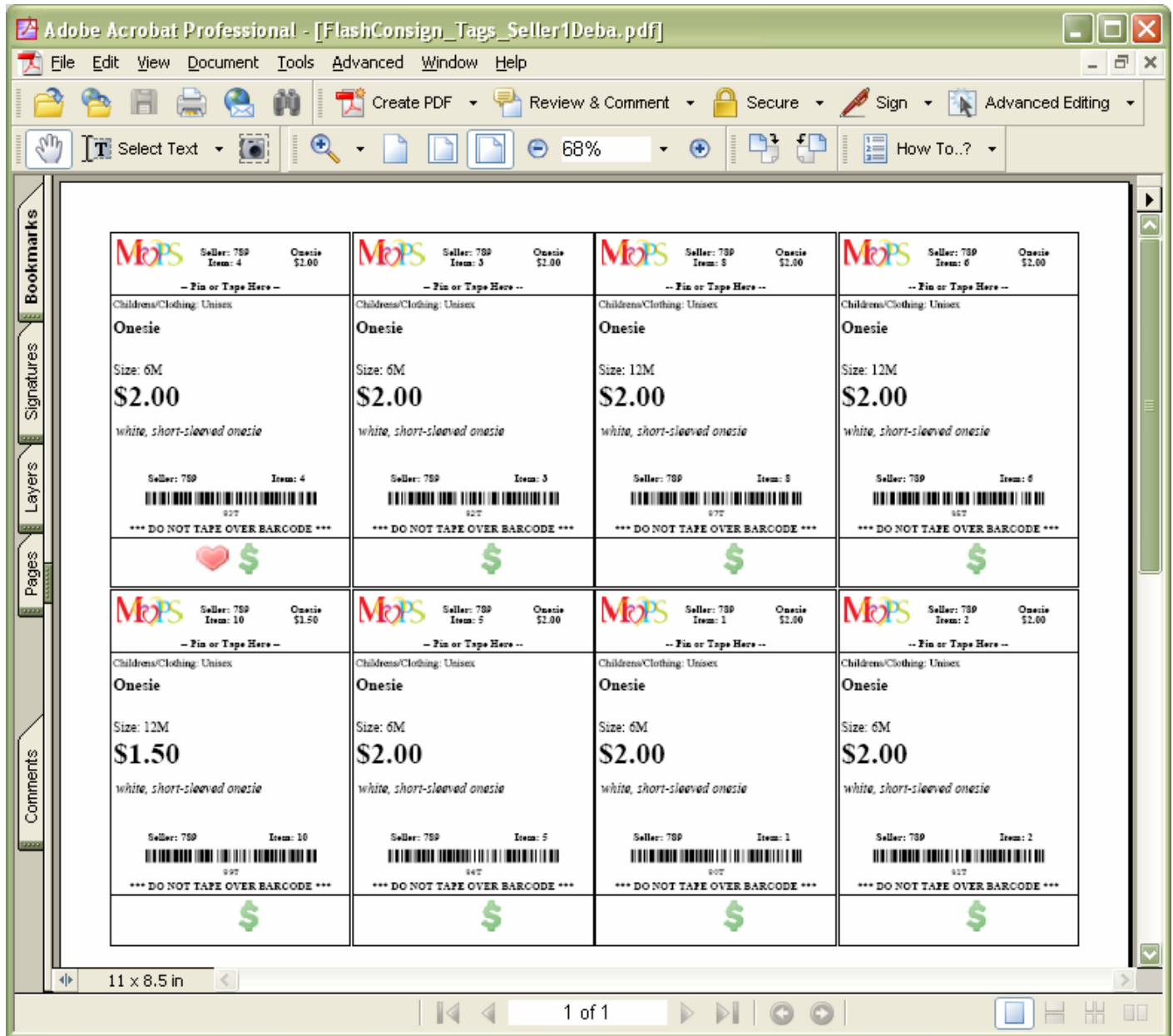


When you select to generate a printable tags file, your browser will ask you what you would like to do with the file. We recommend that you first **Save the PDF File** to your computer's disk and then open it and print it. This way, you have a saved history of which tags you printed, which were printed together, etc., which can be useful to you if you misplace a set of tags.



Selecting what to do with a Tags PDF File

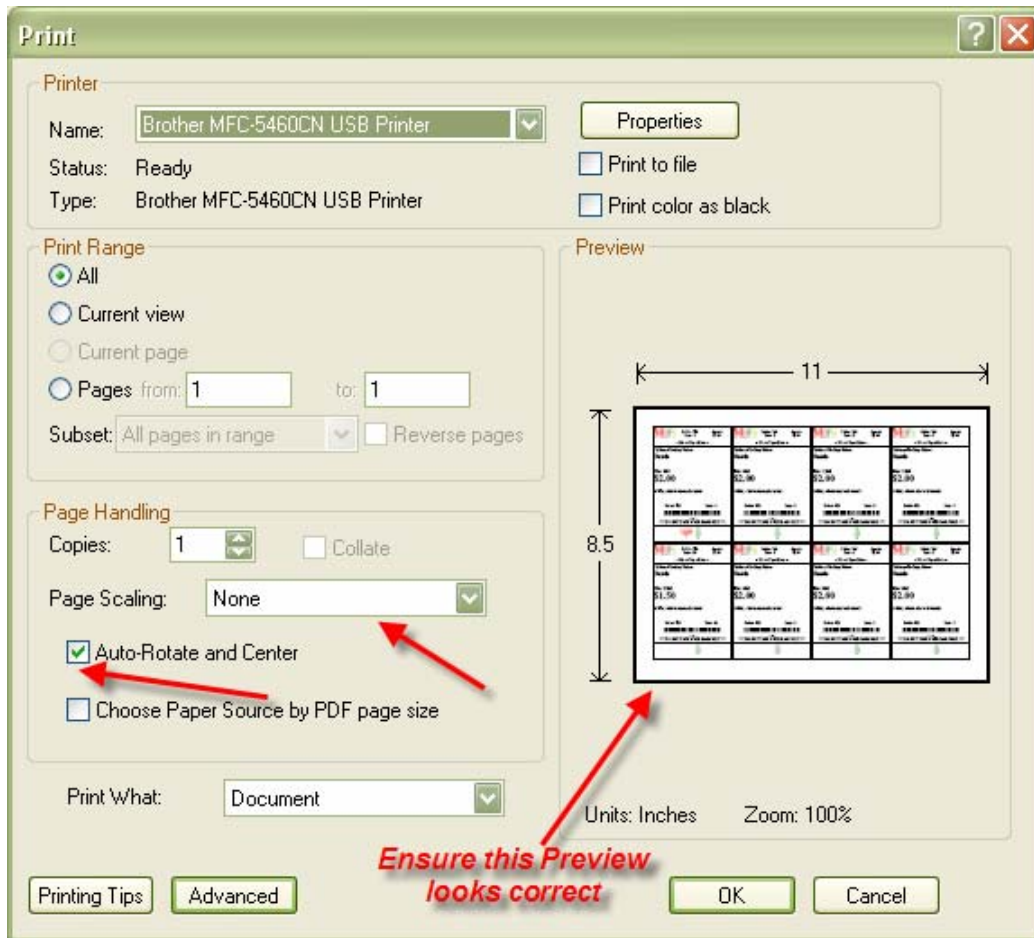
After you have saved a copy of the generated PDF file (if desired), you will want to open the file in order to print it.



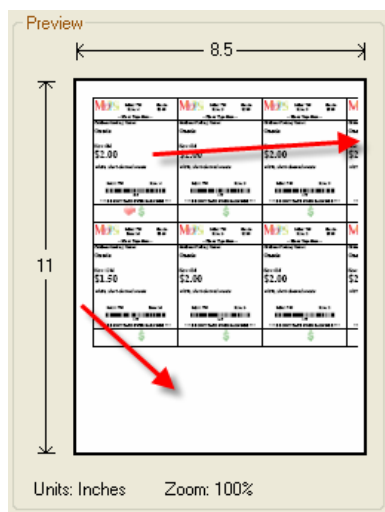
Printable Tags PDF Example

Take a few moments to glance over the tags to be sure that everything looks correct.

When you are ready, load the card stock into your printer and use Acrobat®'s print function to print the tags.



Suggested Acrobat® Print Settings



Preview Showing Incorrect Print Settings

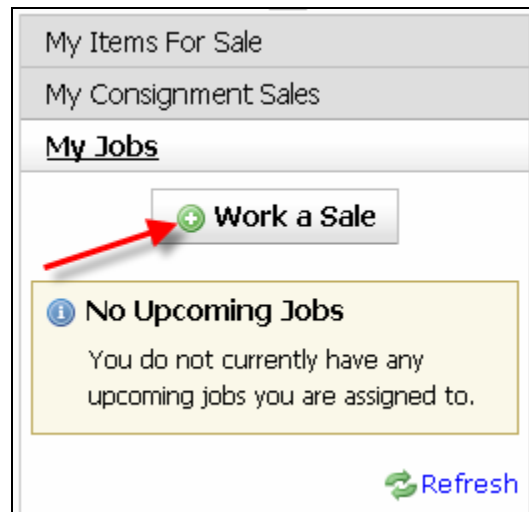
4 Working at a Consignment Sale

If the consignment sale you would like to work at manages jobs using FlashConsign, you can find and sign up for one or more jobs.

4.1 Signing Up for a Job

To view open jobs for a consignment sale, select the **Work** button under the current consignment sale from the Member Home page.

Tip: If you would like to only work at a consignment sale and are not signed up as a Consignor for that sale, select the **Work a Sale** button in the **My Jobs** section along the left side of the Member Home page.



After selecting to work at a consignment sale, you will be shown a table of **Open Jobs** for that consignment sale, or an **empty table** if there are no open jobs available.

Job	Category	Start	End
Morning Cashier	Cashier	Mar 26 - 9:00 AM	Mar 26 - 12:00 PM
Morning Cashier	Cashier	Mar 26 - 9:00 AM	Mar 26 - 12:00 PM

Select an open job from the table above to view details about that job and to sign up for it.

💡 No jobs listed?
If no jobs appear in the table, then there are no open jobs for this consignment sale.

Open Jobs Table

4.1.1 Selecting a Consignment Sale Job

Use your mouse to click a job in the table in order to view the full details about the job. This will also give you an option to sign up for this job.

Job	Category	Start	End
Morning Cashier	Cashier	Mar 26 - 9:00 AM	Mar 26 - 12:00 PM
Morning Cashier	Cashier	Mar 26 - 9:00 AM	Mar 26 - 12:00 PM

Click to Select Job

Job Details

[+ Sign Up for this Job](#)

Click to Sign Up for this Job

Job Details are displayed after click above

Name: Morning Cashier

Date / Times: **March 26, 2010**
09:00am - 12:00pm

Notes:

Category: **Cashier**
Scan tags and take money

Requirements:

Viewing and Signing Up for a Job

4.1.2 Signing Up for a Consignment Sale Job

If you find a Job you wish to sign up for, select the **Sign Up for this Job** button. This will open a dialog box which lets you provide comments with your signup.

Name: Morning Cashier

Date / Times: **March 26, 2010**
09:00am - 12:00pm

Notes:

Category: **Cashier**
Scan tags and take money

Requirements:

Signup Notes: ⓘ

Signing Up for a Consignment Sale Job

4.2 Viewing Assigned Job(s)

The Member Home page includes a Jobs Summary along the left side of the page. This summary includes a list of all of your upcoming job(s).

My Items For Sale

My Consignment Sales

My Jobs

[+ Work a Sale](#)

Upcoming Jobs
You are currently assigned to 1 upcoming job(s).

2010 Spring Sale

Job Name	Morning Cashier
Job Category	Cashier
Date / Times:	March 26, 2010 09:00am - 12:00pm

[View Details](#)

[Refresh](#)

Jobs Summary on the Member Home page

Select the **View Details** button under a particular assigned Job in order to view the full details of that Job.

My Assigned Job

Job Details

Consignment Sale:	2010 Spring Sale Calvary MOPS
Job Name:	Morning Cashier
Date / Times:	March 26, 2010 09:00am - 12:00pm
Notes:	
Category:	Cashier Scan tags and take money
Requirements:	
Signup Details:	You were assigned to this job on: March 4, 2010. At that time, you provided the following notes: <i>I will arrive 15 minutes early.</i>

[X Release this Job](#)

Full Assigned Job Details

4.3 Releasing a Job

If you are currently assigned to a Job that you will not be able to perform, you need to release that Job as soon as possible.

To release an assigned job, first view the job by selecting the **View Details** button next to that job in the **My Jobs** section along the left side of the Member Home page. This will display the full details of the job in the main area of your screen.

You will see a **Release this Job** button near the bottom of the pane. Click this button to release the job.




The screenshot shows a 'Job Details' pane with the following information:

Consignment Sale:	2010 Spring Sale Calvary MOPS
Job Name:	Morning Cashier
Date / Times:	March 26, 2010 09:00am - 12:00pm
Notes:	
Category:	Cashier Scan tags and take money
Requirements:	
Signup Details:	You were assigned to this job on: March 4, 2010. At that time, you provided the following notes: <i>I will arrive 15 minutes early.</i>

At the bottom of the pane, there is a button labeled 'X Release this Job' with a red arrow pointing to it.

Releasing an Assigned Job

When you select the button to release a job, a confirmation dialog box will be opened. Enter optional comments about why you are releasing this job and submit.



The screenshot shows a 'Confirm Release Job' dialog box with the following content:

Are you sure you wish to release your position for the following job?

Sale Name:	2010 Spring Sale
Job Name:	Morning Cashier
Date / Times:	March 26, 2010 09:00am - 12:00pm
Category:	Cashier Scan tags and take money

Comments:

Buttons:

Confirming the release of an Assigned Job

5 Getting Additional Help

If you are not able to find answers to your questions in this guide, you can always contact FlashConsign from any page. Near the bottom of the screen, you will see a **Contact Us** link. Select this link to view a form to send us a question or other message.

Please Note: The contact form should only be used for questions related to using the FlashConsign.com service. Questions regarding a specific consignment sale should be directed to the consignment sale administrator.