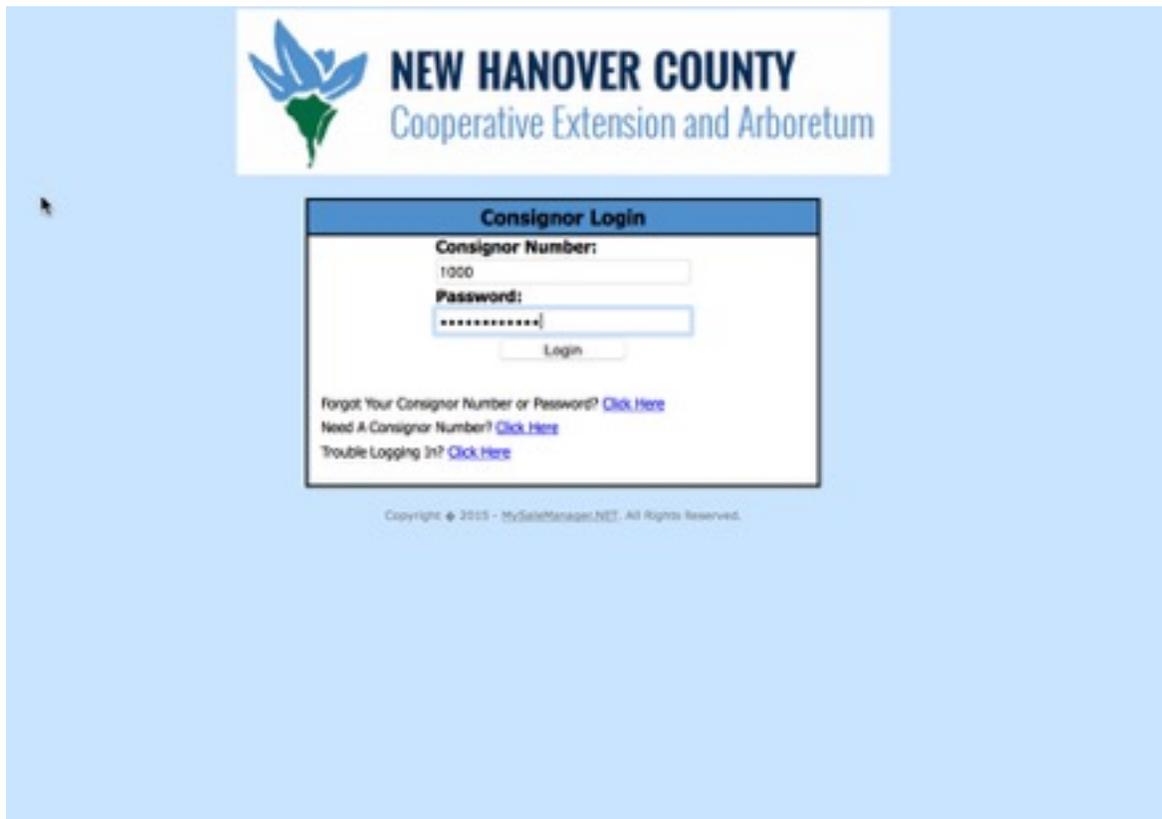


Instructions for Entering Inventory and Printing Barcodes

Art in the Arboretum, Oct. 2 - 4, 2015

The check-out process for this year's Art in the Arboretum will be based on art pieces that have been entered into inventory in the [MySaleManager.Net](#) (MSM) system. This is the same application that has been used for the past two years at the Landfall Foundation Art Sale that was held this past August.

Registered artists ('consignors' in the MSM system) should go ahead and enter any art pieces they are planning to sell at Art in the Arboretum. Once entered into inventory, you should then print out barcode tags for each item, including bin art. The barcode tags should be affixed to the back or bottom of the item to be sold. We will use the barcodes to check-in art for the show, and to check them out when sold. We will have barcode scanners at the check-in and check-out workstations.



NEW HANOVER COUNTY
Cooperative Extension and Arboretum

Consignor Login

Consignor Number:
1000

Password:

Login

Forgot Your Consignor Number or Password? [Click Here](#)
Need A Consignor Number? [Click Here](#)
Trouble Logging In? [Click Here](#)

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Make sure you are at the Consignor Login screen before you enter your login information.

We will have four check-out workstations this year, one in the auditorium, one in the gift shop and two in the gardens. We will have two workstations available for check-in, which will be the Arboretum's auditorium.

As a registered artist (consignor) you should have received a Consignor Number and Password (typically the last four digits of your phone number). You can get to the Consignor Login using this link: [Consignor Login](#). Alternatively, you can go to the Art in the Arboretum artists registration page at www.nhcarboretum.com, and click on the 'Login to MSM' button at the bottom of the page.

After logging in to the MSM system, you should be on this page:

NEW HANOVER COUNTY
Cooperative Extension and Arboretum

Consignor Item Entry

Welcome back, Larry

You are currently REGISTERED for our upcoming sale.
Please choose from one of the following options:

- [Work With My Consigned Items \(Active Inventory\)](#)
(Add items, edit already entered items, or delete items)
- [Work With Inactive Inventory](#)
(Select inventory from past sales that you plan to bring to the upcoming sale)

Print Tags:
[\(Print All Tags\)](#) [\(Print Selected Tags\)](#)
[\(Print All Tags as PDF\)](#)
(Print barcoded tags to place on your items)
NOTE: Please disable your popup blocker to print tags.

[View/Print an Inventory Report](#)
[\(By Item ID\)](#) [\(By Category\)](#) [\(By Discount\)](#) [\(By Donate\)](#)
[\(By Price\)](#)
(View and print an inventory of what you are consigning)

[View Your Sold Items](#)
(Use during the sale to see which of your items have sold.)

[Logout](#)
(Logout of your consignor account)

[Close Window](#)

Click on this link to enter inventory

Click on this link to print barcode tags

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Work With Consigned Items
Use this screen to Add, Edit, or Delete items you are planning to bring to our upcoming sale. Items you entered for prior sales are by default 'inactive' and they not appear in this list. [Click HERE](#) to view those items. Your tags will be printed exactly as you enter your items here. **Fields in bold are required.**

Things To Remember:

- Only items you plan to bring to our upcoming sale ("active items") are listed here. [Click HERE](#) to "activate" items from past sales.
- You can only enter items with a price less than \$1,000.

You are entering items for consignor #: 1860
Fill in the information below and click "Submit Item" to enter a new item.

Category: Acrylic
Size: Leave Blank

Description Line 1:
Description Line 2:

Price: (max 1,00) \$ **Qty:** 1

Check To Discount Check To Donate

By default, only the last 5 items entered show. Check here to display all items.

Inventory from past sales? It is probably INACTIVE. [Click HERE](#) to make it active.
ACTIVE INVENTORY, and applies to ALL ACTIVE inventory, not just what may be displayed in an abbreviated list below.)

Items: 4 Value: \$155.00

Select	Item#	Description	Category	Size	Price	Discount	Donate	Sold?		
<input type="checkbox"/>	4	Two Oyster Catchers	Acrylic	Leave Blank	\$35.00	No	No	No	Edit	Delete
<input checked="" type="checkbox"/>	3	Wine Time Ink	Fabric	Leave Blank	\$50.00	No	No	No	Edit	Delete
<input type="checkbox"/>	2	Beach Walk Charcoal	Mixed Media	Leave Blank	\$35.00	No	No	No	Edit	Delete
<input checked="" type="checkbox"/>	1	Tobacco Barn Acrylic	Acrylic	Leave Blank	\$35.00	No	No	No	Edit	Delete

Enter as many items as you plan to sell during the show, including bin art.

Click on the link 'Work with My Consigned Items (Active Inventory)'. This will take you to 'Work with Consigned Items Screen.' Select the Category, such as Acrylic or Mixed Media, leave the Size field set to 'Leave Blank,' enter a description in 'Description Line 1,' the price, and the quantity. After you've entered an item, click 'Submit Item.' Each submitted item will appear the list at the bottom. When you've entered all your items, click on 'I'm finished for now,' which will take you back to the 'Consigned Item Entry' page shown above.

Under Print Tags, click the link (Print All Tags). Your browser will open displaying the barcode tags to be printed.

Here are a few tips for printing barcodes:

- Don't print too dark - it is better to print a little light than too dark. Don't print on the 'High Quality' setting, print on normal setting.
- Don't use designer cardstock - use a standard dense, 65 pound paper, not one that is porous or slick. The edges of the barcode need to be crisp, not smudged.
- Don't "scale" the printing - the barcodes should print at 100% size

Please make sure that you have printed barcode tags for each item you plan to sell. Without barcodes, we will not be able to check-in your inventory nor will we be able to sell your items. Also make sure the correct barcode tags are affixed to each item.

Make sure you are on the Consignor Item Entry screen.

00 PIN HERE 00	00 PIN HERE 00
<p>1000 Art In The Arboretum</p> <p style="text-align: center;">Tobacco Barn Acrylic</p> <p>Item #1 ND \$35.00</p>	<p>1000 Art In The Arboretum</p> <p style="text-align: center;">Beach Walk Charcoal</p> <p>Item #2 ND \$35.00</p>
 <p style="text-align: right;">T</p> <p>1000 \$35.00 No Disc.</p>	 <p style="text-align: right;">T</p> <p>1000 \$35.00 No Disc.</p>
00 PIN HERE 00	00 PIN HERE 00
<p>1000 Art In The Arboretum</p> <p style="text-align: center;">Wine Time Ink</p> <p>Item #3 ND \$50.00</p>	<p>1000 Art In The Arboretum</p> <p style="text-align: center;">Two Oyster Catchers</p> <p>Item #4 ND \$35.00</p>
 <p style="text-align: right;">T</p> <p>1000 \$50.00 No Disc.</p>	 <p style="text-align: right;">T</p> <p>1000 \$35.00 No Disc.</p>

Once your barcodes are printed, they should be affixed to the back or bottom of each item.