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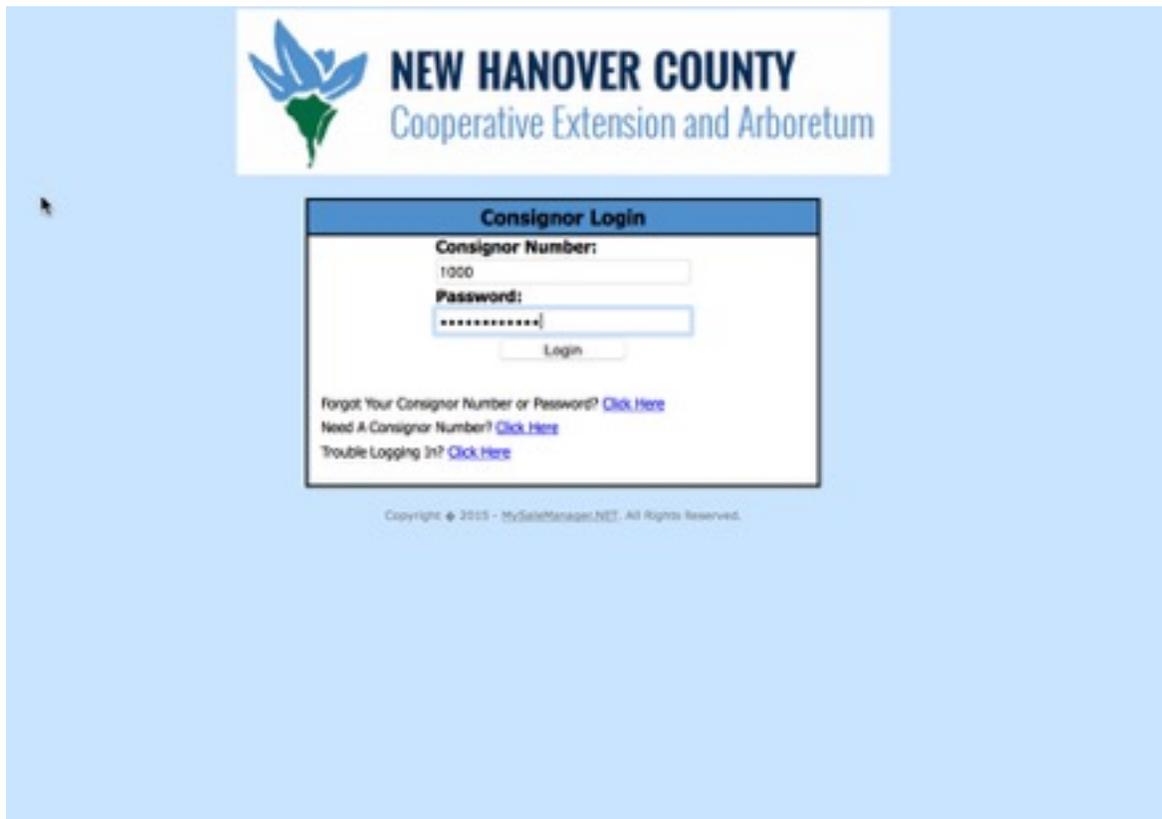
Make sure you are at the Consignor Login screen before you enter your login information.

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 (consigner) 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:

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
1000 **Art In The Arboretum** **Tobacco Barn Acyrlic** Item #1 **ND** **$35.00**	**1000** **Art In The Arboretum** **Beach Walk Charcoal** Item #2 **ND** **$35.00**
1000 $35.00 No Disc. T	1000 $35.00 No Disc. T
00 PIN HERE 00	00 PIN HERE 00
1000 **Art In The Arboretum** **Wine Time Ink** Item #3 **ND** **$50.00**	**1000** **Art In The Arboretum** **Two Oyster Catchers** Item #4 **ND** **$35.00**
1000 $50.00 No Disc. T	1000 $35.00 No Disc. T

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