How to Register and Manage Inventory on My Sale Manager

Register to Consign at KKS:

Click the registration link on our website and you will be taken to My Sales Manager ("MSM") to complete the registration form.

- Make sure you enter the mailing address at which you want to receive your check shortly after the sale.
- You will be asked to create a password. Please make a note of this password as you will use your consignor number and password to access the MSM system going forward.
- You will also be asked to accept the KKS consignor agreement.

NOTE: If you consigned with us before, you will automatically receive the number you used in our last sale. If you are a new consignor, you WILL NOT be able to request a consignor number. You will be randomly assigned a new number, that you will then likely be able to carry forward for future sales. Complete the remaining questions about how you heard about the sale, etc. and click SUBMIT. You will immediately receive your number and shortly after will receive an email confirming your registration.

After you have registered, the system will automatically take you to the consignor homepage. From here you can manage your account, enter inventory, print tags, etc.

NOTE: Aside from immediately after registering, to visit your consignor homepage, you will need to first visit our website and from there can click on the link to Consignor Homepage. This page cannot be bookmarked so we suggest you bookmark our Consignor Instructions page for quick access to your homepage.

NOTE: The deadline to enter/edit inventory is Sunday, leading into sale week, at 11:59pm.

Working with Inventory:

Visit our Consignor Instructions Page and click on the Consignor Homepage link. Log in with your consignor number and password, you will be directed to your Consignor Homepage.
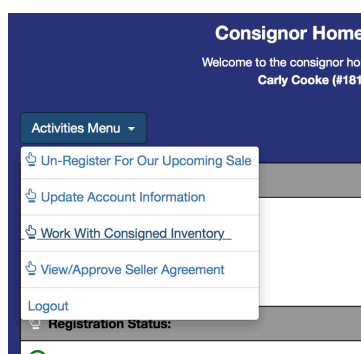
To manage inventory, begin with drop down **Activities Menu**, select **Work with Consigned Inventory**. You will arrive at the Consignor Inventory Menu. From here, you

can view/manage Active and Inactive Inventory and run Inventory Reports.

Select **Active Inventory** (choose the device you are working on, PC or Mobile)

Add New Inventory:

From here you can enter all applicable information (i.e. category, size, description, price, quantity). Note: the category is NOT printed on the tag so make sure your description includes all details. If you want to donate and/or discount an item, select those options to include that on your tag. Once all information has been entered, click **Submit** to add to your inventory. The 5 most recently entered items will display at the bottom of the page. (To view your entire inventory, select the box under Items:#.)

NOTE: If you have multiples of an item (Ex: You have 3 White Onesies in size 3-6 months), you can enter the info and select quantity of 3. The system will automatically add 3 of these to your inventory and will therefore create 3 separate tags. If you are selling 3 onesies as a set, list that in the description (Ex: Set of 3 White Onesies) and select quantity of 1 to create a single tag for that set.

Editing Inventory: From the consignor homepage, select Active Inventory. See your active inventory at the bottom of the screen and select **Edit** beside the item you want to update. A pop up screen will allow you to make changes, click submit and you will receive a message "*Your inventory item was updated successfully.*" Click **Continue** to return to the Work with Active Inventory screen.

NOTE: You can edit several items at once by selecting the radio button beside each item that you want to include in the bulk edit, then select Inventory Functions. Here you can choose to donate, discount (half price on Saturday), delete, or make inactive all of your selected items.

Deleting an item from inventory: From the consignor homepage, select Work with Consigned Inventory. This will bring you to the Consignor Inventory Menu. Select Active Inventory. See your active inventory at the bottom of the screen and select

Delete beside the item you want to delete. Select **OK** to confirm.

Print an Inventory report: From the consignor homepage, select Work with Consigned Inventory. This will bring you to the Consignor Inventory Menu. From here, select **Inventory Reports**, select how you wish to sort your report and the report will display.

Item ID	Description	Category	Size	Price	Flags	Tag Printed?
2	Red Shirt	Clothing - Boys	2T	$2.00	No Discount No Donate	No
1	Blue Shirt	Clothing - Boys	2T	$2.00	Discount Donate	No
6	Curious George Book	Books	Leave Blank	$2.00	Discount Donate	No
5	Curious George Book	Books	Leave Blank	$2.00	Discount Donate	No
4	Gymboree Shark T-Shirt	Accessories	2T	$3.00	Discount Donate	No
8	Clifford Books-set of 3	Books	Leave Blank	$3.00	Discount Donate	No
7	Clifford Books-set of 3	Books	Leave Blank	$3.00	Discount Donate	No