



YiaYia's
Treasure

POP-UP CONSIGNMENT

GUIDE: HOW TO ENTER INVENTORY (FOR CONSIGNORS)

1. Login to your consignor account [LOGIN HERE](#)

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](#)

2. Once logged in you'll arrive at a landing page, your name should be on top under Your Account Information header.

Consignor Homepage

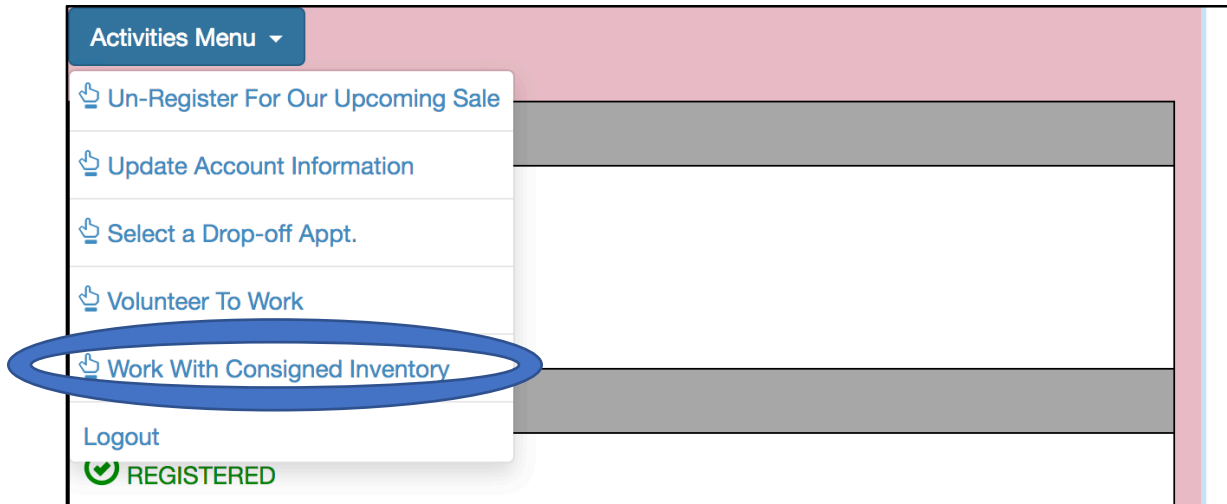
Welcome to the consignor homepage for
YIAYIA TREASURE (#1000)

Activities Menu ▾

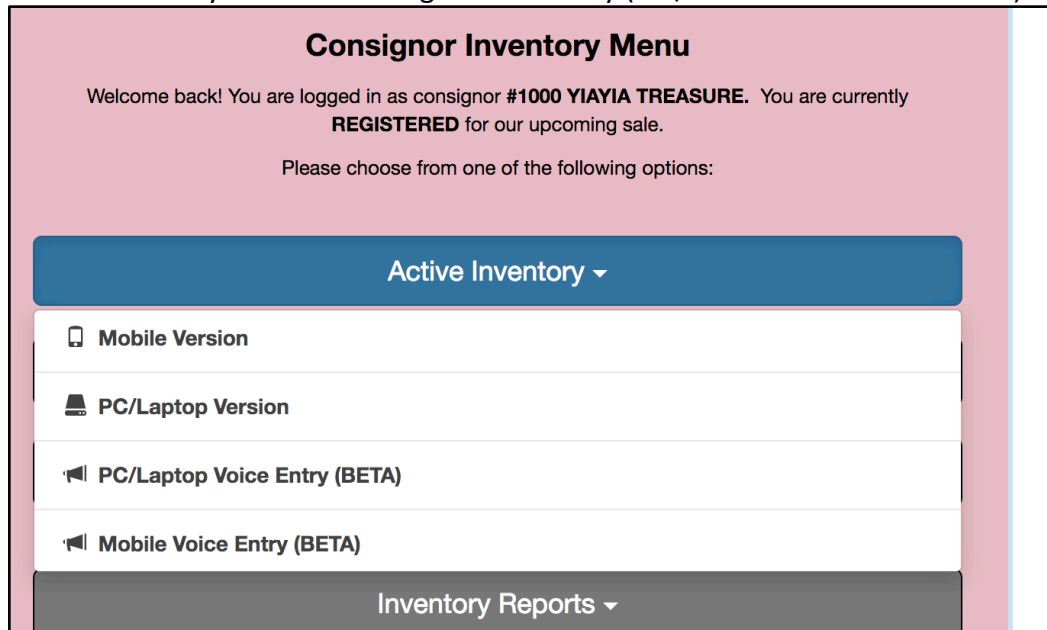
Your Account Information:

YIAYIA TREASURE (Consignor #1000)

3. Choose the drop down ACTIVITES MENU, from this menu select “Work with consigned inventory”



4. Choose how you are accessing the inventory (PC/LAPTOP RECOMMENDED)



5. The following screen will come up, this is where you will enter each of your items

Category: Choose from the drop down menu, your item category

(i.e. shoes, baby clothes, toys etc.)

Size: choose from drop down, includes shoe sizes

(please note the order is by the first number, i.e. if you are looking for size 10, it will be directly below 1, not 9)

Description line 1: include brand and descriptor (i.e. carter onesie)

Description line 2: enter further descriptors to identify item (i.e. orange with yellow lion)

Price: The price you would like the item to be sold for

Quantity: if you are pricing multiple of the EXACT same item, you can make the quantity higher here, otherwise keep it at 1

Checkboxes:

“Item can be discounted” choose this if you are allowing your items to be discounted 50% on the last sale day.

“Item can be donated” choose this to allow to be donated after the last day of sale (Please note any items not picked up by designated time, will be donated regardless of this checkbox)

6. After you have completed all fields, click “ Submit Item”, a list will accumulate directly below. Continue adding more items until you have completed entering all of your inventory.

7. Before printing, we highly recommend you double check your inventory list, ensure you didn’t forget anything, and you have the correct amount of items. When you are comfortable that your inventory list is correct you can move on to printing your tags.

- Return the main menu, manage inventory, and then select "Print Tags" and then scroll down to choose the option you would like. We recommend "Print all Tags(PDF)" for the best result. Remember, they need to be printed on cardstock only.

Consignor Inventory Menu

Welcome back! You are logged in as consignor #1000 YIAYIA TREASURE. You are currently **REGISTERED** for our upcoming sale.

Please choose from one of the following options:

- Active Inventory** ▾
(Add, Edit, Delete Active Inventory Items)
- Inactive Inventory**
(Select inventory from past sales that you plan to bring to the upcoming sale)
- Print Tags** ▾
 - Print Selected Tags**
 - Print All Tags (HTML)**
 - Print All Tags (PDF)**
- My Homepage**
(Takes you to your consignor homepage)
- Logout**
(Logout of your consignor account)

Any questions? Email admin@yiyiastreasure.com