

# Entering Items into Inventory

\*Keep the **Consignor Homepage Login** web address handy in case you get redirected during this process:

[https://www.mysalemanager.net/hom\\_start.aspx?partnercode=AL4K](https://www.mysalemanager.net/hom_start.aspx?partnercode=AL4K)

1. Login to your Consignor Homepage:  
[https://www.mysalemanager.net/hom\\_start.aspx?partnercode=AL4K](https://www.mysalemanager.net/hom_start.aspx?partnercode=AL4K)
2. Click on Menu
3. Choose “Work With Consigned Inventory”
4. Click on “Add Items”, and then select the type of device you are using. The following screenshots are from a PC, but mobile users will see similar options.
5. Fill in the **Category, Size, Description Line 1, Description Line 2 (if applicable), Price, Quantity** fields, and then select whether the item will be discounted at our half price sale. Leave the Donation box unchecked. The size field has a “Leave Blank” option for applicable items.

**Work With Consigned Items (Active Inventory)**

Use this screen to Add, Edit, or Delete items you are planning to bring to our upcoming sale. Your tags will be printed exactly as you enter your items here. **Fields with an asterisk are required.**  
For the best experience, avoid using the BACK button in your browser while working with inventory.

**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 quit and finish later. your items will be saved.
- You may not price an item less than \$1.00 and you must price items in .50 cent increments.
- Items you mark for donation are automatically marked as discountable.
- When you mark an item ready to be sold online it is eligible for export to our online platform. Once exported you can no longer edit the item.

**Category\***  
Baby Equipment

**Size\***  
0

**Description Line 1 (24 characters max)\***

**Description Line 2 (24 characters max)**

**Price\***

**Quantity\***  
1

Item can be DISCOUNTED

Item can be DONATED

**Upload Photo: (The image must be 5 MB or less)**

This item is ready to be sold online.

Choose File no file selected

Return to Inventory Menu

Print Tags

Submit Item

6. Upload a photo of the item. Select “Choose File” and select the file from your computer.
  - a. **PHOTOS:** You can only submit one picture per item, so please make sure it’s a good one. We will be reviewing every item before it is placed for sale, and if we can’t verify its condition we will not post it in our store. Great photos will also help sell your stuff!
    - Photo size must be 5 MB or less
    - Make sure your lens is clean
    - Pick a well lit location
    - Don’t zoom
    - Do not submit pictures of children modeling clothes
    - Want more? Check out these articles for some tips!  
[Smartphone photo tips](#)  
[The Beginner's Guide to Product Photography](#)
7. At this point you may also check “This item is ready to be sold online”, or you can do this at a later time through the edit function.
8. Click the gray “Submit Item” box and the item will be added to the spreadsheet below.

9. You can edit individual items by selecting the “Edit” button in the right end of the spreadsheet, once the item is selected at the left. When you select “Edit” for an item, the following screen will appear:

10. You can make edits to your entry here. Make sure the “Ready to be sold ONLINE” box is checked in order for that item to be included in our upload to the online store. When you are finished, click the “Submit” button to save your changes.
11. When you have finished entering your inventory, take a look at your spreadsheet of items. Make sure every item has both the **CAMERA** and the **WWW** icons in the “Inventory Status Icons” column (see the image below). Other icons may also be present, such as the discount tag icon, but the item *will not be uploaded to our online store unless it has a photo AND you have indicated it is ready to be sold online.* The deadline for completing your inventory entries is 11:59 pm on Tuesday October 6.

✓ Select	Item #	Description	Category	Size	Price	Inventory Status Icons	Edit	Delete
<input type="checkbox"/>	5	Janie&Jack dress Holiday outfit	Clothing - Girls	2T	\$5.00		Edit	Delete
<input type="checkbox"/>	4	Old Navy jeans	Clothing - Girls	10	\$3.00		Edit	Delete
<input type="checkbox"/>	1	Lamp pink shade	Décor	Leave Blank	\$4.00		Edit	Delete

12. That’s it! Once you have completed your inventory and indicated it is ready for sale, you are finished!  
Email us at [latimerall4kids@gmail.com](mailto:latimerall4kids@gmail.com) if you have any questions.