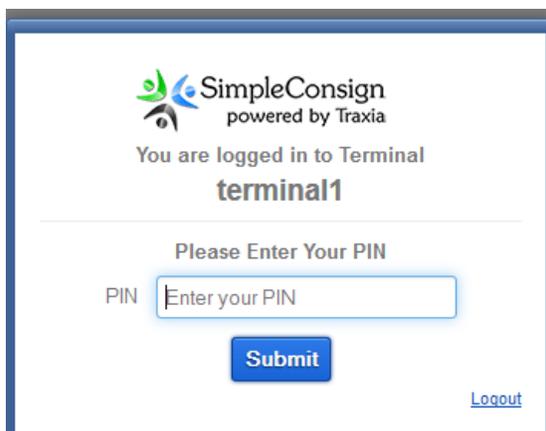


Scanning In & Out with Simple Consign 9-21-18

- 1) Regarding the scanners: We have several scanners, both corded and wireless. Wireless scanners use a fob (pictured on the right) that plugs into a USB port and allows communication between the computer and the scanner. The scanner fob has no letters on it and should be found either taped to the scanner or already plugged into the extra laptop. As a comparison, fobs for the wireless mouse and keyboard usually have the manufacturer's name printed on it, like "DELL" or "Logitech".
- 2) Using a laptop or PC (something with a USB port, into which you plug a "wireless" or corded scanner), go to the web address **user.traxia.com** to display the **Login** screen:

The login screen for SimpleConsign, powered by Traxia. It features the company logo at the top left. Below the logo, the text "SimpleConsign powered by Traxia" is displayed. Underneath, it says "Enter your Terminal or Manager ID and Password". There are two input fields: "Login ID" with the placeholder text "MANAGER / TERMINAL ID" and "Password" with the placeholder text "Your Password". A "Remember Login" checkbox is located below the password field. A blue "Login" button is positioned below the checkbox. A "Forgot password" link is located at the bottom right of the form.

- 3) Enter a terminal ID and Password (T33324 and "terminal1" or T74854 and "terminal2") to display the cashier login screen:

The cashier login screen for SimpleConsign, powered by Traxia. It features the company logo at the top left. Below the logo, the text "SimpleConsign powered by Traxia" is displayed. Underneath, it says "You are logged in to Terminal terminal1". Below this, it says "Please Enter Your PIN". There is a "PIN" label and an input field with the placeholder text "Enter your PIN". A blue "Submit" button is positioned below the input field. A "Logout" link is located at the bottom right of the form.

4) Enter your Cashier PIN (given to you by a LexArt POS Administrator) to display the main screen:

The screenshot shows the SimpleConsign Back Office dashboard. The 'Inventory' tab is highlighted with a red box. The dashboard includes a navigation menu with tabs for Dashboard, Consignment, Inventory, Customer, Reports, Transaction, Vendor, Service, and User. Below the navigation menu, there are sections for 'MANAGER ACTIONS' (Login To Terminal, Inventory Audit, Run End Of Day Process), 'Overview' (Trends, Consignors, Categories, Brands), 'SALES STATISTICS' (Today, This Week, This Month), 'STORE TOTALS' (Inventory Items, Transactions, Consignors, Customers, Pending Payouts, Store Credit), and 'STORE AVERAGES' (Items Per Transaction, Avg Invoice Sub-Total). A bar chart titled 'BUYS AND SELLS BY DAY' is also visible.

	TODAY	THIS WEEK	THIS MONTH
STORE SPLIT	\$0.00	\$199.70	\$900.05
CONSIGNOR SPLIT	\$0.00	\$391.30	\$2,025.45
TOTAL	\$0.00	\$591.00	\$2,925.50
TAX	\$0.00	\$31.52	\$153.22

STORE TOTALS <small>(Click a total or average for details)</small>	
INVENTORY ITEMS	324
TRANSACTIONS	123
CONSIGNORS	50
CUSTOMERS	50
PENDING PAYOUTS	\$4,525.15
STORE CREDIT	\$0.00

STORE AVERAGES	
ITEMS PER TRANSACTION	1.63
AVG INVOICE SUB-TOTAL	\$55.22

5) Click the **Inventory** tab to display the Inventory screen.

The screenshot shows the SimpleConsign Back Office Inventory screen. The 'Inventory' tab is selected. The screen includes a navigation menu, a 'LOCATION' dropdown (Lexington Arts & Crafts), and 'ACTIONS' (Add Inventory, Bulk Inventory Edit, View Batch History). A search bar is present with the text 'Enter inventory search criteria here...'. Below the search bar, there are checkboxes for 'Include Consignment Inventory' and 'Include Items With Zero Quantity'. A table with columns for Location, Category, SKU, Name, Condition, Quantity, Price, and Status is displayed below the search bar.

Location	Category	SKU	Name	Condition	Quantity	Price	Status
----------	----------	-----	------	-----------	----------	-------	--------

6) Click the **Bulk Inventory Edit** button to display that window:

Bulk Inventory Edit

Enter SKU, UPC or Description

Print Total Quantity Print All Labels

Category	SKU	Consignor	Name	Cost	Retail	Quantity	Label
----------	-----	-----------	------	------	--------	----------	-------

No Items To Be Edited

New Status: NO CHANGE
New Category: NO CHANGE
New Consignor:
New Color: NO CHANGE
New Start Date:
New Expire Date:

Cancel Submit

7) Scan your items with the scanner.

**NOTE: if you scan an item twice by mistake on this screen, the system will let you know immediately. You will then need to click "OK". After that, you MUST process whatever has been inventoried this session before scanning any more items (this is due to a bug in Simple Consign).*

Scanning is generally a two-person task, where one person is handling the scanner and the other person is operating the computer. As an item is scanned, the scanner beeps. The person at the computer then must verify that the object is added to the list. It is recommended to verbally indicate this to the scanning person so they can scan the next item. This can be as simple as saying "Yes".

Once some number of items have been scanned and are displayed on the screen (recommended not to exceed 30), the person on the computer should indicate to the scanning person to stop scanning so the list of items can be "processed".

Bulk Inventory Edit

Enter SKU, UPC or Description Print Total Quantity Print All Labels

Category	SKU	Consignor	Name	Cost	Retail	Quantity	Label
z_Training	UR3XVB	Cashier Training	17-Seventeen	\$0.00	\$3.17	1	<input type="checkbox"/>
z_Training	53LWNP	Cashier Training	18-Eighteen	\$0.00	\$2.18	1	<input type="checkbox"/>
z_Training	DULOEU	Cashier Training	20-Twenty	\$0.00	\$0.20	1	<input type="checkbox"/>

Total Items Consignment Items Category

New Status:
 New Category:
 New Consignor:

New Color:
 New Start Date:
 New Expire Date:

New Price:

8) To Process:

- a) For **scanning in**, click on the **New Color** field to display the choices, then select **Scanned in**:

New Color:

- For **scanning out**, click on the **New Status** dropdown to display the choices, and then select **RETURNED**:

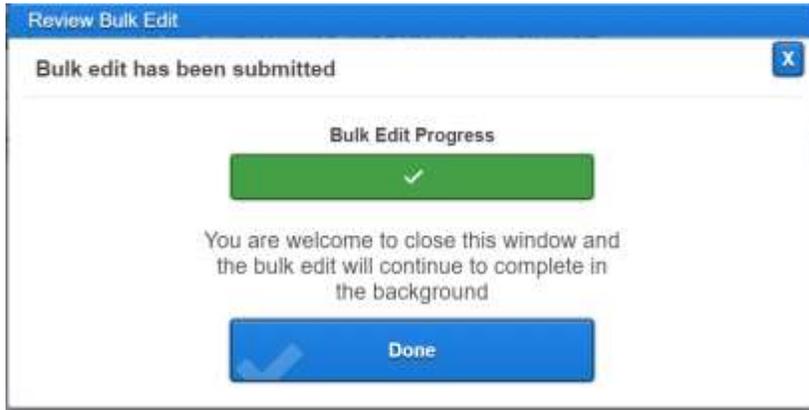
- b) Click **Submit** to display the Review window:

Review Bulk Edit

Bulk Edit Submitted

Change Type	New Value	Items Affected
Color	Scanned in	3

- c) Verify that the information is correct, and then click **Submit**. This displays the **Has been submitted** window:



- d) Click **Done**.
- 9) Once you have processed a list of items, the initial **Bulk Inventory Edit** screen is redisplayed. So start again at Step 7 to process the next batch of items.
- 10) Once you have finished processing all your items, close the **Bulk Inventory Edit** screen by clicking the **X** in the top right corner.
- 11) At this point you may want to make sure that you haven't missed any items. To do this, click on the **Consignment** tab at the top of the screen:



- 12) The **Consignment** screen displays with the item list in the lower section:

The screenshot shows the "Inventory for All Consignors" screen. At the top, there is a search bar with the text "Enter consignment inventory search criteria here..." and a "Clear Search" button. Below the search bar are several filters: "ANY CATEGORY", "ANY STATUS", "Expire Date", "From Date to To Date", and "Any Color". The main part of the screen is a table with the following columns: Consignor, SKU, Item, Start, Expires, Status, Price, and Qty. The table contains four rows of data.

Consignor	SKU	Item	Start	Expires	Status	Price	Qty
Steve McKenna	7S85VZ	"A Reverence for Wood"	9/14/2018	9/20/2018	EXPIRED	\$3900.00	1
Steve McKenna	NKFRV6	"Ripples"	9/14/2018	9/20/2018	EXPIRED	\$1900.00	1
Jean M. Hart	VFCT2H	"Cliffside Pastels" Watercolor	9/14/2018	9/16/2018	SOLD	\$350.00	0
Karen Swiech	1T4ZE3	"What Lies Beneath: Ocean (3)"	9/14/2018	9/16/2018	SOLD	\$150.00	0

13) Use the Category field to select your guild.

14) There are different steps depending on whether you are scanning in or scanning out.

- a) To check for items that have not been **scanned in**, select **ACTIVE** for the status and select **No Color** for the color:

Inventory for All Consignors

Enter consignment inventory search criteria here... Show Old Items

Photography From Date to To Date

Consignor	SKU	Item	Start	Expire	Status	Price	Qty
Terri Ackerman	UL316W	G2G: Notecard Misc 6	7/17/2018	9/30/2018			1
Terri Ackerman	URADWR	G2G: Notecard Misc 5	7/17/2018	9/30/2018	ACTIVE	\$5.95	1
Terri Ackerman	AYJFHZ	G2G: Notecard Misc 4	7/17/2018	9/30/2018	ACTIVE	\$5.95	1

b) To check for items that have not been **scanned out**

- If it is the last day of the sale, select **ACTIVE** for the status:

Inventory for All Consignors

Enter consignment inventory search criteria here... Show Old Items

Photography From Date to To Date

- If it is past the last day of the sale, select **EXPIRED** for the status:

Inventory for All Consignors

Enter consignment inventory search criteria here... Show Old Items

Photography From Date to To Date

If all items have been successfully scanned in/out, you should see **No data found** with an empty list. However, if any items are listed, verify whether they are here and should be scanned. Sometimes for scanning in, members have items that they have not brought in yet.