Book Blast 2017
Tagging System for Used Book Sellers

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Contents

Web Site: www.myconsignmentmanager.com/checbookblast

New seller, you must create an account, Returning Sellers goto page 3:

1. To create an account, click on **Create User Account**
2. Please fill in all required information; user ID and password are case sensitive.
3. Click in the box to Accept the Terms and then click **Create Account**
4. When prompted "How did you hear about us?", choose **Other** than type in **CHEC**
5. Click **Register Me**
6. If you click on any item, you will then be prompted to login.
7. Use your UserID and Password that you just created.

Entering Items to your Inventory:

1. If you are not on the Enter Items screen, go to the top of the screen and click on **Enter Items**.
2. Consignment should be **BookBlast/2017**
3. Enter a **Price**
4. Click the **Donate box** if you would like your item to be donated after the sale if it does not sell.
5. Click on **Size** and select a size if applicable.
6. **Description**, type a very brief description. Use the 2nd Description Line to complete your description. Use abbreviation and all low-case letters if necessary. Returning sellers will remember this part was very finicky.
7. Click and choose a Category
8. Click **Add Item**

PLEASE NOTE: Notice at the bottom that all of your items are added to the bottom below the entry form. If you leave this tab or are timed out, then all of the items at the bottom of the page will disappear. **DO NOT WORRY**. They are still in the database and can be accessed via the **Manage Inventory Screen.**

The system will time you out after it remains idle for 15-20 minutes.

Print Barcode Tags:

1. After you have completely entered all your items into your inventory, you will now want to print your tags.
2. Click **Print Tags** at the top of the screen.
3. Click the **All box**, to select all of your items, 8 tags will be printed per page.
4. Click **Generate Tags**, click **OK**.
5. Choose **"Click Here to Open Your Tags Document"**
6. **Prepare your printer**, <u>**PLEASE READ THIS SECTION CAREFULLY!**</u>
   - Load your printer with **CARDSTOCK** paper (**White or pastel/light colors – NO dark colors, NO GREEN OR BLUE**) About **65 or 67# weight** is good. It is advised not to use the 110 weight because it is heavy and could damage your printer. <u>**Do NOT print on regular Copy paper**</u>. The tags WILL tear and wrinkle and bend and will cause problems. Do not use "fuzzy paper", which causes the ink to run. Make sure the paper is loaded properly, has enough toner.
     * *Using cardstock is extremely important. We may be forced to reject some books that are not properly tagged as this causes issues at checkout.*
   - Must use an ink jet or laser printer with normal toner (no dot matrix printers)
   - Must use NORMAL or DRAFT print setting – Best quality is too dark and causes the barcodes to bleed –test one page of tags and make sure the barcodes are crisp and clear and not bleeding.
   - Must make sure if you have a color printer, that you have selected **"Black Cartridge Only"** from the printing properties screen. Otherwise, the tags can appear purple and blurry.
7. **Print the tags.**
   - When you select to print your tags, click on properties/preferences, make sure you are using **normal print mode**, **Black Ink Only**, and Orientation is **Landscaped**. DO NOT print in Portrait, it is difficult to scan.
   - Cut the tags apart and attach them to your items with tape. **Use Blue Painter's Tape**, it is the easiest to remove. It is OK if you cover part of the information on the tag just don't cover the barcode. **DO NOT TAPE OVER THE BARCODE.**

Staples sells the appropriate CardStock that you will need to use. Make sure you purchase 65 or 67 weight cardstock. It must be either white or pastel, no bright or dark colors, NO GREEN or BLUE.

Tags are printed 8 to a sheet. I would enter all of your books (it should tell you how many items you have) then I would figure out how many sheets I needed. We're homeschoolers, so do the math or have your child do the math! Maybe you can share your cardstock with someone if you don't need 125-250 sheets.

Print Inventory Report:

1. Please submit an Inventory report when you drop off your books for sale. This will be helpful if we have any discrepancies or lost tags.
2. Click on **Manage Inventory**
3. Click on **Reports**
4. Click on **Inventory Reports**
5. Click **Print Report** and follow your procedures to print to your printer.

For Returning Sellers:

1. Click **Register Here**
2. Answer any Sales Registration Questions and Click **Register Me**
3. Once you are logged back into your Account, you can transfer your inventory to the upcoming Book Blast.

To Transfer Inventory from previous sales:

1. Choose **Manage Inventory**
2. Select an Event, Click the down arrow, choose **BookBlast/June/2016**
3. To transfer "Not Sold" Inventory to the new sale, change the **Show Entries to the max** number of entries you can show.
4. Under the **Status column** on the right-hand side of the inventory list, click the down arrow and select **"Not Sold"**
5. Click the **Refresh** button on the left side of the inventory list.
6. Click the box for **"All"**, above the Refresh button.
7. Click **"Item Transfer"**
8. Select a **Target Event**
   a. **Source Event: BookBlast/June/2015**
   b. **Target Event: BookBlast/2017**
9. Click **Transfer Items Now**
10. Click **OK**

To view your inventory for the new sale, Click Item Action Tab, Select an Event, choose **BookBlast/2017.**

You may now edit items in your inventory:
> To edit an item, **click the box** next to the item on the left hand-side.
> You can then choose to **Edit Item, Remove Item, Mark Discounted** or **Mark Donated**.

To add new items, scroll to the top of the screen and choose **Enter Items**.