INVENTORY ENTRY INSTRUCTIONS

NOTE: MSM refers to everyone as a "consignor", this is something we cannot change.

1. Your Consignor number is your assigned CATN 3 digit vendor number.

2. Your password is the last 4 digits of the phone number you used when registering for the sale.

3. Please review your account information. Click on "your account information" to correct/enter any necessary information.

4. Click Menu, then "Work With Consigned Inventory" to enter inventory items.

5. Click "Add items" and then your device type (mobile or PC). You may use either type device, however, they work similarly.

6. Select "Category" for the items to be entered. We have identified broad categories of items for the sale, please select the one that most closely matches the items you are adding.

7. The default for "Size" is none, no action is needed.

8. Enter "Description". One line is required, the second line is optional.

9. Enter a "Price".
NOTE: MSM requires a minimum price of $1 and prices must be in increments of $.50

10. Select "Quantity" for this item**.**
NOTE: MSM limits the quantity entered to 25 at a time, however you may use the same item description more than once if you are entering more than 25 of any item.

11. Click "submit item".

12. Continue to enter items

13. When you are ready to print, click "Print tags".

14. "Check" the tags you wish to print.

15. If you wish to print your tags on adhesive labels, click "Generate tags on Avery labels. The tags will print on AVERY 5160 (also available as Avery 8160) address labels, 30 per page.
NOTE: This is the ONLY size label that is available in MSM.

16. If you prefer to print tags on paper, they will print 10 per page and will be larger than the adhesive labels.

17. Click "tag printing options" to print your tags.

18. The tags will be generated in a .pdf format. If you do not have access to a print, you may save the file to a removable device (such as a removable USB drive). You can then take the device to Kinkos or a similar location for printing.

NOTE: The Virginia Cliffe Inn is unable to print your inventory tags.