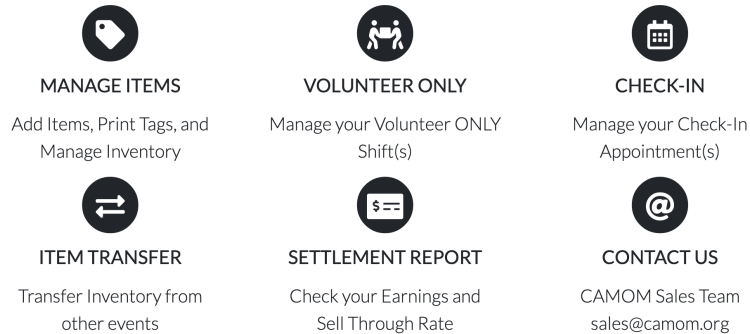# CAMOM MyCM Transfer, Delete and Edit Inventory Instructions

The following are options available to you in the CAMOM MyConsignmentManager (MyCM) private page, myconsignmentmanager.com/camom/. Login as a Returning Seller to do any of the following.

MANAGE ITEMS
Add Items, Print Tags, and Manage Inventory

VOLUNTEER ONLY
Manage your Volunteer ONLY Shift(s)

CHECK-IN
Manage your Check-In Appointment(s)

ITEM TRANSFER
Transfer Inventory from other events

SETTLEMENT REPORT
Check your Earnings and Sell Through Rate

CONTACT US
CAMOM Sales Team sales@camom.org

1. Add items to MyCM

   a. Click the "Manage Items" Icon

   b. Select the blue "Add" - > "Add Manual" button

   c. Select a category

   d. Select a size (Select "Not Applicable" for things like toys)

   e. Edit the Brand/Description fields

      i. This is important as if your tag becomes detached from the item, these fields can help re-unite the tag with the correct item.

   f. Select Price

   g. OPTION Discount: This means your item will be offered at 50% off during the 12-1pm time if it has not already sold. If you do not select this, your item can still be sold during that time, but it will be for full price.

   h. OPTION Donate: This means at the end of the sale IF your item is unsold. It will be donated to CAMOM's charity of choice for the sale. If you select "Donate", "Discount" will also automatically be selected.

   i. OPTION: If you want to create multiple tags of the exact same item, click the drop down "Add 1 item". You will see how many tags you can create.

   j. OPTION: Uncheck "Clear Desc Fields" This keeps the form from clearing after each item. Helpful if you are entering a lot of the same brand like "Cat & Jack" or "Carters"

2. Transfer inventory items from a prior CAMOM sale to the upcoming sale:

   a. Click the "Item Transfer" icon

   b. Change the 1) "Transferring From" dropdown box to the sale event that has the inventory for transfer

   c. Increase the "Show x Entries" dropdown box to the maximum available

   d. Confirm that all items have a Not Sold status – change the "Status" dropdown box if needed

   e. Select "No" from the "Don." (donation) dropdown box – this will ensure that your donated items are not transferred

   f. Click the "Refresh" button. Now your unsold inventory, that was not donated, from the prior sale will appear in your inventory for the current sale.

g. **Please review each inventory item and select the checkbox for only those items that you plan to sell.** Remember, our sales are seasonal and not all items are eligible for sale in the fall (for ex. sandals, bathing suits, sundresses etc.).
   - i. You will have the opportunity to change the inventory item once it has been transferred. For example, description, price if donating etc.

h. Click the "Transfer Item(s) Now" button

i. A pop-up window will appear stating: *Attention! Make sure that your Seller Number on the tags you just transferred matches the registered Seller Number for the CAMOM Sale. If your tag have a different Seller Number, you will need to REPRINT these tags. Otherwise, you may not be paid for them*. Click "OK".

j. Now your selected, unsold inventory, that was not donated, from the prior sale will appear in your inventory for the current sale.

k. You will only need to reprint the tags for the transferred inventory if you make edits (price, discounted, donated etc.)

3. *View your inventory for the upcoming sale:*
   a. Click the "Manage Items" Icon
   b. Increase the "Show x Entries" dropdown box to the maximum available
   c. Change the filters as needed to view your inventory categories, price, those flagged for the half price discount or donation

4. *Delete donated items from your inventory if transferred from a prior sale in error:*
   a. Click the "Manage Items" Icon
   b. Increase the "Show x Entries" dropdown box to the maximum available
   c. Change the "Status" filter to Not Sold, change the "Don." filter to Yes, and click "Refresh"
   d. Select the all inventory items, the click "Remove Items(s)" and all your donated items will be deleted

5. *If you want to edit items in your inventory:*
   a. Click the "Manage Items" Icon
   b. Increase the "Show x Entries" dropdown box to the maximum available
   c. To edit one item at a time:
      - i. Select the item you want to edit and click "Edit Item"
      - ii. Make all changes in the Edit Item popup window and click "Update Item"
   d. To edit multiple items at once:
      - i. Select all items to edit and select "Edit Multiple Items". This is only recommended when editing similar inventory (for ex. changing the category of Girl's Clothing to Boy's Clothing)
      - ii. A popup box will appear to enter the changes. ***Every item in the list below will be updated with the same information that you submit with this form. Put a check mark on the fields that you want to edit.***
      - iii. Place a checkmark by the field(s) to be updated and click "Update Items"
   e. You must print and attach new tags for all inventory edits.
   f. **If you are marking an item 50% off which was not discounted during a previous sale, you will need to create and print a new tag that reflects the discount.**

6. *Print Tags*
   a. Click the "Manage Items" Icon

b. Increase the "Show x Entries" dropdown box to the maximum available
c. Select the "Printed" filter to "Not Printed"
d. You may have to Click the "Refresh" Icon

e. On the left hand side select all the items you want to print. Select the box on the header row to select ALL the boxes
f. Click the Gray Print button

g. A pop will show up asking you to save your tags as a PDF on your computer. Do that.
h. Open your PDF and print the tags
   i. Using 65lb paper
   ii. With using normal/"low res"/draft printing options. Less ink means better scanning.
   iii.   Hi-res or photo quality printing uses too much ink and can blur the barcode.

7. *Pro Tips - These tips will be less step-by-step. They are for the pros.*

   a. Do you have inventory from a non-CAMOM sale?
      i. Log into www.myconsignmentmanager.com and transfer inventory from there. You must still go to www.myconsignmentmanager.com/camom though to generate tags for the CAMOM sale.
   b. Want to enter items between sales?
      i. Log into www.myconsignmentmanager.com and create your own event(s) Like "My Fall" or "My Spring". Then enter items all year around. Come the sale, just transfer.

If you are having trouble using the CAMOM MyCM tool, please make sure you are using the most updated version of Chrome or Mozilla Firefox. If you are still having trouble, please send an email to support@myconsigmentmetmanager.com.

For sale related questions and/or concerns, please contact **sales@camom.org** or on the CAMOM Chat Facebook Page.