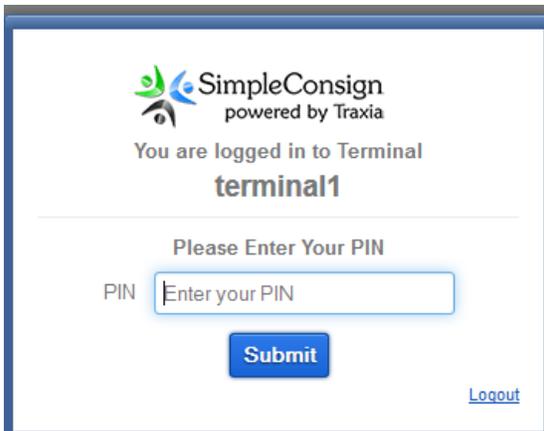


LACS Scanning in & out with Simple Consign

- 1) The scanners: We have two corded scanners and one wireless scanner. The wireless scanner uses 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 wired scanner), go to the web address user.traxia.com to display the **Login** screen:



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



- 4) Enter your Cashier PIN to display the main screen. Your cashier PIN is given to you by a LACS POS Administrator.

SimpleConsign powered by Traxia Back Office COMPANY LACS

Support Settings Printers Profile User Guide Logout

Dashboard Consignment **Inventory** Customer Reports Transaction Vendor Service User

LOCATION: Lexington Arts ...

MANAGER ACTIONS: Login To Terminal Inventory Audit Run End Of Day Process

Overview Trends Consignors Categories Brands

SALES STATISTICS				STORE TOTALS	
	TODAY	THIS WEEK	THIS MONTH	(Click a total or average for details)	
STORE SPLIT	\$0.00	\$199.70	\$900.05	324	123
CONSIGNOR SPLIT	\$0.00	\$391.30	\$2,025.45	INVENTORY ITEMS	TRANSACTIONS
TOTAL	\$0.00	\$591.00	\$2,925.50	50	50
TAX	\$0.00	\$31.52	\$153.22	CONSIGNORS	CUSTOMERS
BUYS AND SELLS BY DAY				\$4,525.15	\$0.00
				PENDING PAYOUTS	STORE CREDIT
				STORE AVERAGES	
				1.63	\$55.22
				ITEMS PER TRANSACTION	AVG INVOICE SUB-TOTAL

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

SimpleConsign powered by Traxia Back Office COMPANY LACS

Support Settings Printers Profile User Guide Logout

Dashboard Consignment **Inventory** Customer Reports Transaction Vendor Service User

LOCATION: Lexington Arts & Crafts ...

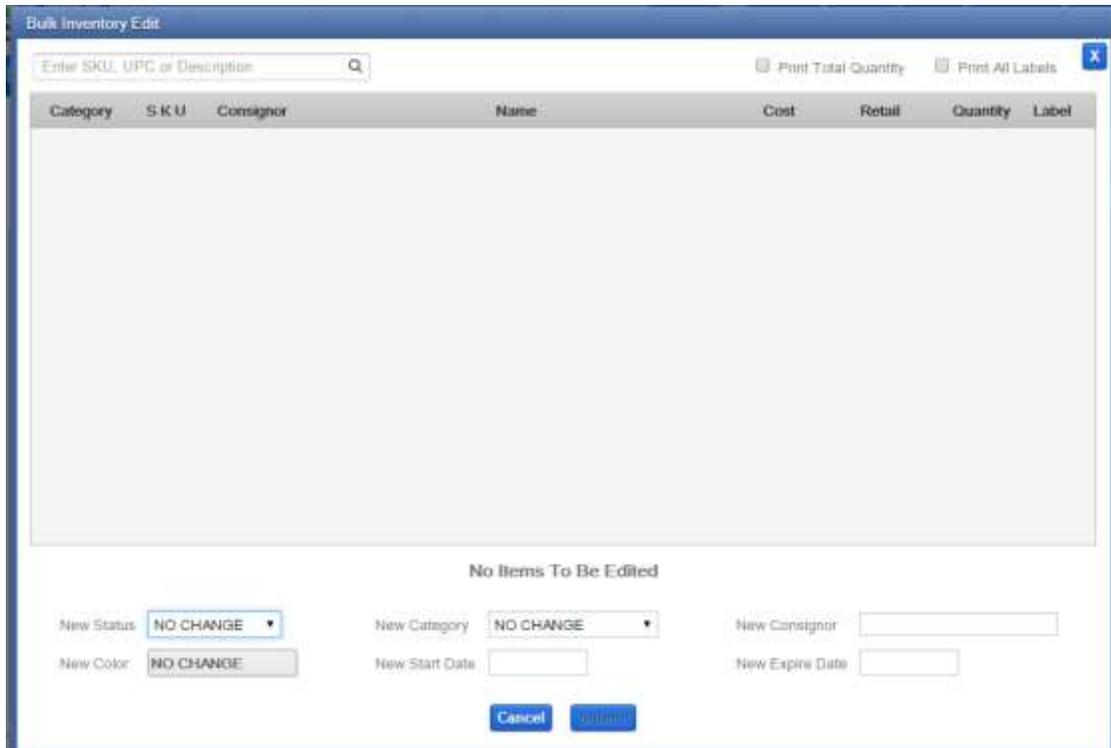
ACTIONS: Add Inventory **Bulk Inventory Edit** View Batch History

Enter inventory search criteria here...

Include Consignment Inventory Include Items With Zero Quantity

Location	Category	SKU	Name	Condition	Quantity	Price	Status

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



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

Category	S K U	Consignor	Name	Cost	Retail	Quantity	Label
Ceramics	TWPEZE	Lynne Fisher	small green scalloped bowl microwave & oven safe	\$0.00	\$13.00	0	<input type="checkbox"/>
Ceramics	ZHF3DH	Lynne Fisher	green bowl with blue microwave and oven safe	\$0.00	\$20.00	0	<input type="checkbox"/>
Ceramics	VS6H3U	Michelle McGrath	green bowl	\$0.00	\$24.00	0	<input type="checkbox"/>
Ceramics	9dZ7LC	Lynne Fisher	green mug; microwave and oven safe	\$0.00	\$20.00	0	<input type="checkbox"/>
Needle Arts	RFSJS7	Eida Medeiros	NXN Center Piece Red White and Green Fabric Bowl	\$0.00	\$20.00	0	<input type="checkbox"/>
Metalworkers	XTK8XB	Cathe Palo	green pearl earrings in silver squares	\$0.00	\$39.00	0	<input type="checkbox"/>
Ceramics	5TNX0D	Mary Lou Eshelman	41 Small Blue/Green/Red Bowl	\$0.00	\$15.00	0	<input type="checkbox"/>
Metalworkers	ZWJFVN	Brigitte Giber	Brass Frame Necklace, Red Enamel in Brass Frame, Green Jade	\$0.00	\$65.00	0	<input type="checkbox"/>
Painters	HCY59E	Lynne Yansen	Printed Card/Envelope Greens in clear vase	\$0.00	\$5.00	0	<input type="checkbox"/>
Ceramics	4PZHUE	Lynne Fisher	large green bowl with line deco; microwave and oven safe	\$0.00	\$56.00	0	<input type="checkbox"/>
Ceramics	X4FE7E	Lynne Fisher	green mug; microwave and oven safe	\$0.00	\$20.00	0	<input type="checkbox"/>
Ceramics	E41521	Lynne Fisher	small green pitcher microwave & oven safe	\$0.00	\$28.00	0	<input type="checkbox"/>

46 Items To Be Edited

New Status:

New Category:

New Consignor:

New Start Date:

New Expire Date:

- 8) To Process:
 - a) Click on the **New Status** dropdown arrow.
 - For scanning IN, select **ACTIVE**.
 - For scanning OUT, select **RETURNED**.
 - b) Click **Submit**.
 - c) Click **Yes** on the **Submit Bulk Edit** confirmation window.
 - d) Click **OK** on the "This may take several minutes" window.
- 9) Once you have processed a list of items, the initial **Inventory** screen is redisplayed. So start again at Step 4 by clicking the **Bulk Inventory Edit** button.
- 10) Once you have finished scanning in all your items, you want to make sure that you haven't missed an item. To do this, click on the **Consignment** tab to display this screen.

Dashboard **Consignment** Inventory Customer Reports Transaction Vendor Service User

Consignor Search [Pay Consignors With Pending Payouts](#)

LOCATION: Lexington Arts ...

Account Activity Activity Since: 07/04/2015

ID	Last	First	Balance
Robert Bond	Bond	Robert	\$124.60
Bill Bright	Bright	Bill	\$105.00
Rita L. Brown	Brown	Rita	\$0.00
Crystal Carpenter	Carpenter	Crystal	\$0.00

1 - 20 of 50 [Next](#)

Category: ANY Item: Any Color

Status: ANY Expire Date: to Show Old Items [Clear Search](#)

Consignor ID	SKU	Item	Start	Expires	Status	Retail	Qty
Paula Lewis	V6S.H1B	Necklace (1)	08/01/2015	08/02/2015	EXPIRED	\$179.00	1
Paula Lewis	XBK1LY	Earrings (1)	08/01/2015	08/02/2015	EXPIRED	\$19.00	12
Paula Lewis	YY4Y6S	Earrings (1)	08/01/2015	08/02/2015	EXPIRED	\$29.00	5
Paula Lewis	QLWJ31	Pin (1)	08/01/2015	08/02/2015	EXPIRED	\$19.00	3
Paula Lewis	JSHQC8	Pin (1)	08/01/2015	08/02/2015	EXPIRED	\$59.00	2

0 Items Selected

New Status: NO CHANGE

New Start Date:

New Expire Date:

New Color:

11) Use the Category field to select your guild and select **INCOMING** for the status:

Category: **Deco Arts / Basketry** Item: Any Color

Status: **INCOMING** Expire Date: to Show Old Items [Clear Search](#)

Consignor ID	SKU	Item	Start	Expires	Status	Retail	Qty
No data found							

If all items have been successfully scanned and the status changed, you should see **No data found**, as shown above. However, if any items are listed, verify whether they are here and should be scanned. Sometimes members have items that they have not brought in yet.