## **Viewing Your Inventory Status**

You were emailed a link to the Consignor Access website and an individual temporary Consignor's password when you first enter inventory for our new POS system. (Note that both the website and the password are different from those you use as a cashier or an admin.)

Access the web site <u>https://lacs.consignoraccess.com</u> to see:



Click on the blue Find Your Store button to display the Find Your Store screen:

| Find Your Store           |   | × |
|---------------------------|---|---|
| Enter your Consignor ID a | and Email, and we will attempt to find your store |   |
| ConsignorID               | Your Consignor ID                                 |   |
| Email                     | Your Email Address                                |   |
|                           |   |   |
|                           | Find My Store                                     |   |

Enter your name (your consignor ID) and email and click **Find My Store**. The **Stores for ConsignorID** screen is displayed:

| ores For Con  | signorID Bobbi Tornheim                    |                                       |  |  |  |
|---|--|---------------------------------------|--|--|--|
| Success! The follow                                 | ing is a list of locations that are associ | ated with your consignor ID and email |  |  |  |
| Company Name Location Name Consignor Access Website |  |                                       |  |  |  |
| LACS  | Lexington Arts & Crafts Society            | https://lacs.consignoraccess.com      |  |  |  |
|   |  |                                       |  |  |  |
|   |  |                                       |  |  |  |
|   |  | Close                                 |  |  |  |

Click on the LACS link to display the Login window:

| l | _ogin        |
|---|--------------|
|   | Consignor ID |
|   | Password     |
| Î | Remember Me  |
| 1 | Sign me in   |

Fill in your name and the temp password, and click **Sign me in**. Your account dashboard is displayed:



| Lexington Arts & Crafts<br>Society<br>139 Watham St<br>Lacegate, MA | Account                   | Activity  | November 1, 2016 - December 13, 2016 ~  Reconciled items Hidden ~ |          |         |                                      |                 |           |  |  |
|---|---------------------------|---|---|----------|---------|--------------------------------------|-----------------|-----------|--|--|
| Nevçelin<br>🗖 Deshboard   | CONSIGNOR A<br>\$553.00   | MOUNT   | EEB & ADJUST<br>\$10.00)  | MENTS    | ≓       | NET TOTA<br>\$543.                   | 00              | 1         |  |  |
| S Activity  | The amount you been added | rmide boten   | Thiss and adjustments to your account                             |          |         | National for 11/1/2010 to 12/13/2016 |                 |           |  |  |
|   | Data                      | Tiescretion   | 5K11  | Institut | Retail  | Search<br>Sold                       | Store<br>Amount | Consignor |  |  |
|   | 11/28/2016                | HMP Fee   |   | 27/07/2  | \$8.00  | \$0.00                               | \$0.00          | (\$10.00) |  |  |
|   | 12/1/2010                 | Crab Apple Sugar Bowl (green-<br>turned) (Woodworkers)    | CEANEN  | 2783     | \$40.00 | \$40.00                              | (\$12.00)       | \$28.00   |  |  |
|   | 12/1/2016                 | 4" Nat Edge Crab Apple Bowt w/<br>malactule (Woodworkers) | RE4BTT  | 2760     | \$30.00 | \$30.00                              | (\$9.00)        | E21.00    |  |  |
|   |                           |   |   |          |         |                                      |                 |           |  |  |

Click **Activity** on the left menu bar to see your sales activity:

You can use the drop-down date field in the upper right to set a different date range.

Click **Items** on the left menu bar to see your inventory:

| Lexington Arts & Crafts<br>Society<br>130 Watham St<br>Lexington, MA | Consigned Items   Novembr              |                   | 1. 2016 - December 13, 2016 ÷ |             |          |                |          |  |
|--|--|-------------------|-------------------------------|-------------|----------|----------------|----------|--|
|  |  |                   |                               |             | Search:  |                |          |  |
| Norgelin   | Barm                                   |                   | SKU 🔋                         | Quantity () | Status ( | Expire Date () | Price (  |  |
|  | 10" Spatted Maple Bowl (Woodworkers)   |                   | NZUCIW                        | 0           | SOLD     | 12/24/2016     | \$125.00 |  |
| \$ Adlivity  | 3" Crab Apple 2-eyel Bowl (Windowshie  | (21)              | 4NUUH3                        | 0           | SOLD     | 12/24/2016     | \$35.00  |  |
| 1 Retto  | 3-Socied Drop-center Vinebrook Elm Boy | (Waodivorkenii)   | 346853                        | 1           | ACTIVE   | 12/24/2018     | \$350.00 |  |
|  | 4" Nat Edge Crab Apple Bowl w/ malach  | ile (Woodworkers) | RE48TT                        | 0           | SOLD     | 12/24/2016     | \$30.00  |  |
|  | 4-Socied Planwinod Sushi Platter (Wood | workers)          | 5H4353.                       | 1           | ACTIVE   | 12:24/2016     | \$110.00 |  |
|  | 5" Crab Apple Bowl w/ Burl Pockets (Wo | odworkers)        | D2DRV3                        | 0           | SOLD     | 12/24/2016     | 155.00   |  |
|  | 5" Natural Edge Applewood Bowl (Wood   | tworkers)         | JB23.9F                       | 1           | ACTIVE   | 12/24/2016     | \$48.00  |  |

Again, you can specify a different date range, if desired.

The list can be sorted on any column except the Item field. Click a column header and the list will be sorted in ascending order of that column. Click the column header again to sort in descending order.

Clicking the down arrow in the upper right corner next to your name allows you to edit your profile or log out.

If you have forgotten your Consignor's password, there is an option on the **Login** page to get a new one. If you are new to LACS or have never received a Consignor's password before, you can email Jerik Tornheim (<u>jerikco@verizon.net</u>) to sign you up. He will enter your information into the system and have the system email you a temporary password. You can change the gibberish temporary password to another that is easier to remember by following the on-screen instructions after signing in.

The activity status of items is updated in real time as items are added or sold.