



TRANSFER INVENTORY DIRECTIONS

Please Read These Directions Carefully. Anything you transfer CANNOT BE Un-TRANSFERRED.

login from the green button on our home page. It looks like this:



Once you are signed into your account, click on "Manage Inventory" button.

1 On the blue strip of links, select "Item Transfers". You will then see this:

2 **Transferring From:** (select **Fall 2015 or any previous sale**). The screen will refresh with your inventory list at the bottom.

Transferring To: (select **Spring 2016—or whatever the current sale is**)

Home Enter Items Print Tags Manage Inventory View Settlement Volunteer Check-In Logout

You are working on event: JoCo Kids Consignment - Fall 2013 ([View this Event's Discount/Donate Settings](#))

Item Actions Item Transfers Reset the Items' Number Count Reports Help

1) **Transferring From:** JoCo Kids Consignment - Fall 2013 (closed)

2) **Transferring To:** JoCo Kids Consignment - Spring 2014 (active)

3) **Select Items from the table below** (You can only transfer a maximum of 216 items at one time.)

4) **Transfer Selected Items to Event now:**

CONTINUE TO PAGE 2 of these directions.....

Select Items from the table below

- 3** In your list of inventory at the bottom of the screen, under the “Status” column, choose the drop-down option for "NOT SOLD" items. (You can adjust it to show 25, 50, 100, or 216 items.)
- 4** Under the "Don" column (donate), choose the drop-down option for "NO".
- 5** Click on the Refresh button. *You will then be looking at the list of items that were previously NOT sold and were NOT donated.*
- 6** Select the Check-all button. If there are any items that you are not planning to sell at this sale, you can un-check them. Anything with a check mark next to it will be transferred into the current sale. **Anything you transfer CANNOT BE Un-TRANSFERRED.**

You are working with Event: JoCo Kids Consignment - Fall 2013 ([View this Event's Discount/Donate Settings](#))

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1) Transferring From: JoCo Kids Consignment - Fall 2013 (closed) ▼

2) Transferring To: JoCo Kids Consignment -Spring 2014 (active) ▼

3) Select Items from the table below (You can only transfer a maximum of 216 items at one time.)

4) Transfer Selected Items to Event now: **7**

Showing 1 to 25 of 297 entries
Show 25 entries

First Previous **4** 2 3 4 **3** Next Last

<input checked="" type="checkbox"/> All	Item	Desc / Brand Name	Description	Category	Size	Price	Dis.	Don.	Seller#	Status	Tag Status
<input checked="" type="checkbox"/>	836	fill in thank you notes		Craft	7	\$1.00	Yes	No	0007	Sold	Generated
<input checked="" type="checkbox"/>	835	fill in thank you notes		Craft	7	\$1.00	Yes	No	0007	Sold	Generated
<input checked="" type="checkbox"/>	834	brown Arizona jacket	with fur edges	Girl's Clothing	7	\$6.00	Yes	No	0007	Sold	Generated
		Kids	...								

Transfer Selected Items to Target Event now:

- 7** Click “Transfer Item(s) Now”. Click “OK” in the pop-up window that will appear.

You can only transfer 216 items at a time. If you want to transfer more than 216 items, repeat the process.