

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 <https://lacs.consignoraccess.com> to see:



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

Find Your Store ×

Enter your Consignor ID and Email, and we will attempt to find your store

ConsignorID

Email

[Find My Store](#)

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

Stores For ConsignorID **Bobbi Tornheim** ×

Success! The following is a list of locations that are associated 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:

Consignor Access

LACS - 130 Waltham St

Login

Consignor ID

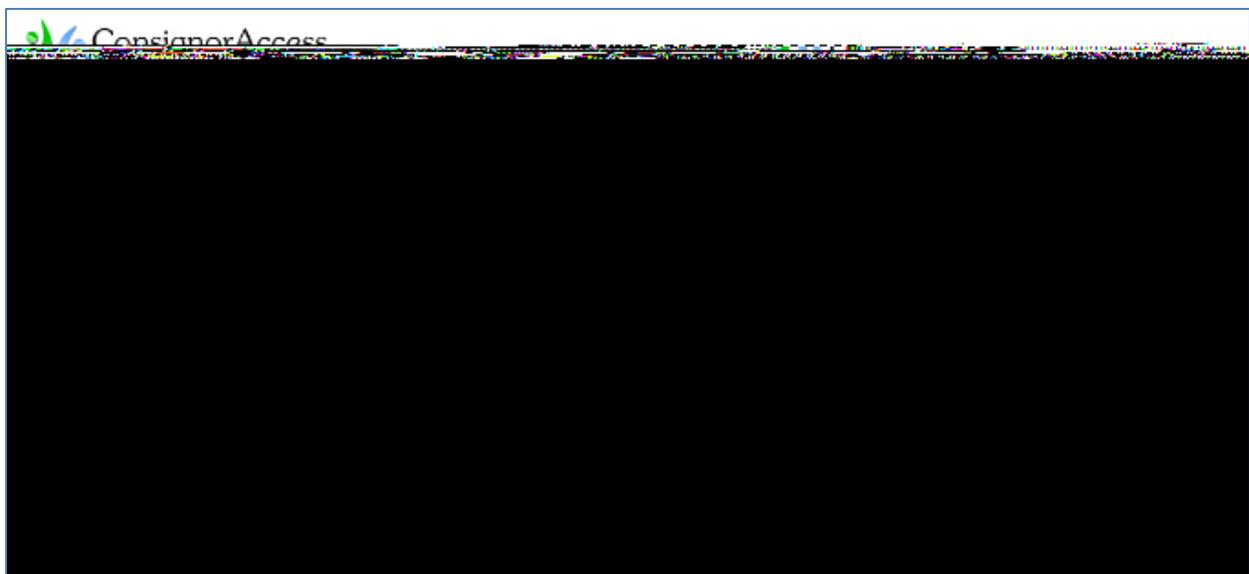
Password

Remember Me

Sign me in

[Forgot your password?](#)

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



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

Account Activity November 1, 2016 - December 13, 2016
Reconciled Items Hidden

CONSIGNOR AMOUNT \$553.00
The amount you made before fees/adjustments

FEES & ADJUSTMENTS (\$10.00
Fees and adjustments by your account (excludes payouts)

NET TOTAL \$543.00
Net total for 11/1/2016 to 12/13/2016 (includes payouts)

Account Activity Details for 11/1/2016 to 12/13/2016

Date	Description	SKU	Invoice	Retail Price	Sold Price	Store Amount	Consignor Amount
11/28/2016	HWP Fee			\$0.00	\$0.00	\$0.00	(\$10.00)
12/1/2016	Crab Apple Sugar Bowl (green-tinted) (Woodworkers)	CBYUJB	2783	\$40.00	\$40.00	(\$12.00)	\$28.00
12/1/2016	4" Nat Edge Crab Apple Bowl w/ malachite (Woodworkers)	RE4BTT	2760	\$30.00	\$30.00	(\$9.00)	\$21.00
12/3/2016	Crab Apple Condiment Bowl (green-tinted) (Woodworkers)	5SR2WB	3038	\$38.00	\$38.00	(\$11.40)	\$26.60

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:

Consigned Items November 1, 2016 - December 13, 2016

Item	SKU	Quantity	Status	Expire Date	Price
10" Spalted Maple Bowl (Woodworkers)	N23C1W	0	SOLD	12/24/2016	\$125.00
3" Crab Apple 2-eyed Bowl (Woodworkers)	4NLUH3	0	SOLD	12/24/2016	\$35.00
3-footed Drop-center Vinebrook Elm Bowl (Woodworkers)	J4QH53	1	ACTIVE	12/24/2016	\$350.00
4" Nat Edge Crab Apple Bowl w/ malachite (Woodworkers)	RE4BTT	0	SOLD	12/24/2016	\$30.00
4-footed Plummed Sushi Platter (Woodworkers)	5H455L	1	ACTIVE	12/24/2016	\$110.00
5" Crab Apple Bowl w/ Burl Pockets (Woodworkers)	DZDRV3	0	SOLD	12/24/2016	\$55.00
5" Natural Edge Applewood Bowl (Woodworkers)	JBZL9F	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 (jerikco@verizon.net) 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.