# Scanning In & Out with Simple Consign  9-21-18
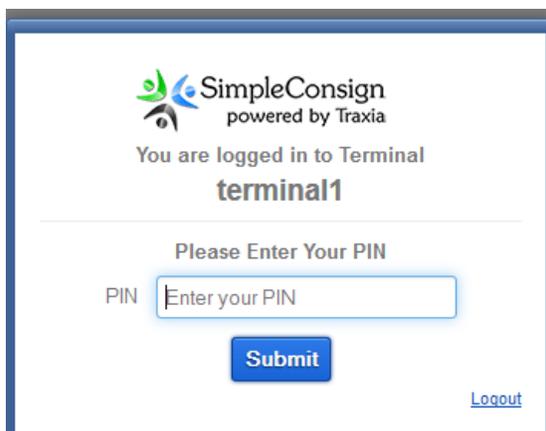
1) Regarding the scanners:  We have several scanners, both corded and wireless. Wireless scanners use a fob (pictured on the right) that plugs into a USB port and allows communication between the computer and the scanner.  The scanner fob has no letters on it and should be found either taped to the scanner 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 corded 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 (given to you by a LexArt POS Administrator) to display the main screen:



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

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 a 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".

8) To Process:

a) For **scanning in**, click on the **New Color** field to display the choices, then select **Scanned in**:

For **scanning out**, click on the **New Status** dropdown to display the choices, and then select **RETURNED**:





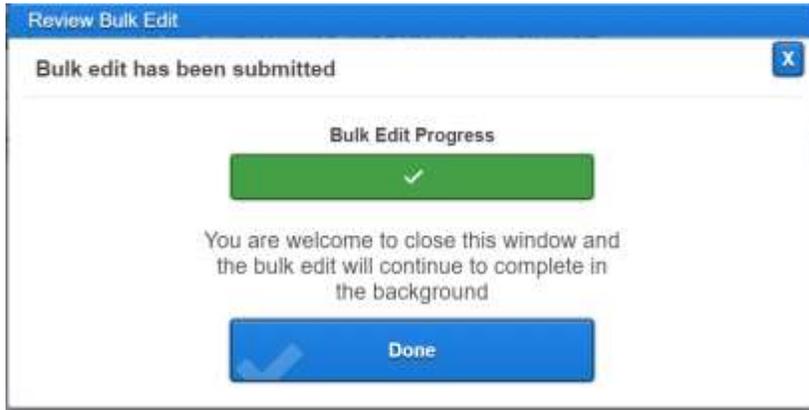b) Click **Submi**t to display the Review window:

c) Verify that the information is correct, and then click **Submit**. This displays the **Has been submitted** window:



d) Click **Done**.

9) Once you have processed a list of items, the initial **Bulk Inventory Edit** screen is redisplayed. So start again at Step 7 to process the next batch of items.

10) Once you have finished processing all your items, close the **Bulk Inventory Edit** screen by clicking the **X** in the top right corner.

11) At this point you may want to make sure that you haven't missed any items. To do this, click on the **Consignment** tab at the top of the screen:



12) The **Consignment** screen displays with the item list in the lower section:

13) Use the Category field to select your guild.
14) There are different steps depending on whether you are scanning in or scanning out.
   a) To check for items that have not been **scanned in**, select **ACTIVE** for the status and select **No Color** for the color:



   b) To check for items that have not been **scanned out**
      - If it is the last day of the sale, select **ACTIVE** for the status:



      - If it is <u>past</u> the last day of the sale, select **EXPIRED** for the status:



If all items have been successfully scanned in/out, you should see **No data found** with an empty list. However, if any items are listed, verify whether they are here and should be scanned. Sometimes for scanning in, members have items that they have not brought in yet.