

The online barcoding system (MSM) we use for our sale events automatically performs data maintenance twice a year. Typically this maintenance will occur at the end of June/early July and also the last week in December of each year. When the data maintenance is performed, any item that has been in a consignor's inventory for 24 or more months, and has remained in their "Inactive Inventory", has never been sold, and/or has never been edited (price changed, description changed, etc...), will be permanently deleted from the system. Performing some edit on the item "resets" the 2 year counter. So in order to sell an item by "resetting" the 2 year counter that is currently in your account that falls under the above description, consider one of the following:

1. modify the price, description, or donation status then reprint tag (tags are always required to be reprinted if it is modified in **ANY** way)
2. move an item from you *Inactive Inventory* to *Active Inventory*

****If you choose the latter to keep it simple and avoid having to update your tags, just follow these steps (even if you are **NOT** planning to sell that item at the current sale):**

1. From your Consignor Homepage, click on "*Work With Consigned Inventory*"
2. Then click on "*Work With Inactive Inventory*"
3. Mark the desired INACTIVE item(s) as ACTIVE, if you would like to sell the item(s) at the next sale OR to "reset" the 2 year timer on that item
4. The item(s) you selected will immediately appear on the "Work With Items" screen.