**Instructions on Consignment Sales in Gift Shop**

*Consignor sales will show up in REVEL as a class on each day’s end of shift slip
(if there was a sale)*

**In order for the consignor to get paid you must follow these directions:**

1. If there is a consignor sale you must log onto REVEL back end website to determine what product sold. Go to: <https://arkellmuseum.revelup.com>. Username : giftshop@arkellmuseum.org password: admin
2. Click on Reports tab
3. Click on Product Mix
4. Choose this week from dropdown menu or most appropriate option
5. Check the box Show Details that appears under the pie chart
6. You will see the consignors name listed as a Class, look under that to see the name of the item
7. Fill out a Consignment Sale form
8. Write a check to them for the amount sold less 30%. The QB Class is 530 Gift Shop. Account is 6761.
9. Copy form and keep one for our records and mail the other to the consignor along with check.
10. Done!