

IN-STORE WORKFLOW

RAPID INVENTORY DIGITIZATION

Inventory Digitization takes place over 4 core steps.

1. **Inventory/Material Preparation**
2. **Conditioning**
3. **Sorting**
4. **Uploading**

Inventory/Material Preparation

Rather than jumping right into the process of conditioning, it helps to get your inventory prepared in a way that allows you to easily work with the cards. We recommend putting all the cards that you are going to digitize into 4 or 5 row [BCW boxes](#). A 4 row box holds approximately 5,000 cards, and a 5 row box holds approximately 6,000 cards.



5,000 Count Storage Box

This accomplishes a couple of things:

- Ensures that you have sufficient space to store the cards you are digitizing.
- Streamlines the following steps by having cards in an easy-to-access space (as opposed to something like card binders).
- Will provide a rough estimate of the number of cards you are working with. This can be helpful for projecting the time the process will take.

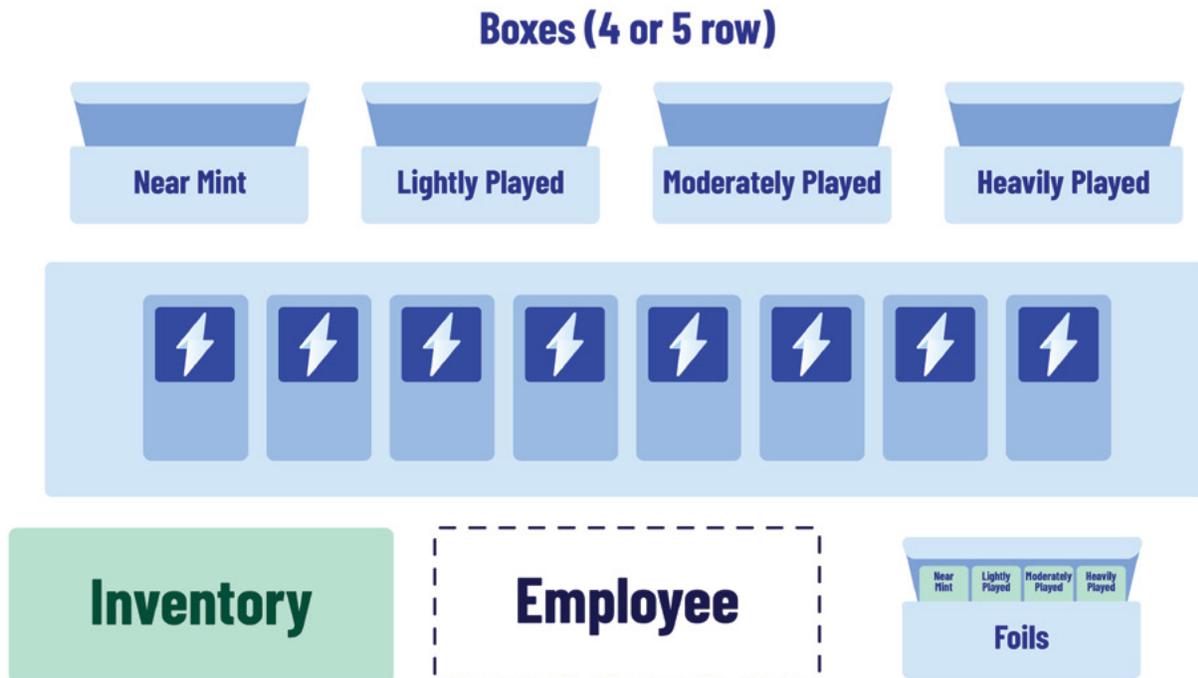
To prepare the inventory, remove the cards from their original storage and place them in the BCW boxes. At this time, the order the cards are in is not important.

ADDITIONAL RECOMMENDED MATERIALS

- [BCW Card tags](#) (short or tall, depended on individual needs)
- [BCW Card Sorting Trays](#) with slots labeled with Block Names and sets in those blocks (for each employee, create a set of labeled trays)
 - Blocks should be put in reverse chronological order
- [BCW Card Sorting Trays](#) with slots labeled A-Z (1 per employee)
- Foam inserts for storage boxes (1 per row in each card box)
- Quicklist enabled computer (1 per employee)
- [IPEVO V4K Ultra HD Document Scanner](#) (1 per employee)
- White playmats
- [Optional: Reading lamps](#) (1 per employee)



Conditioning



SET UP

For this step, provide each person with enough space to have 8 stacks of cards in front of them, as well as being within arm's reach of one of the boxes containing the inventory. You can have employees working out of separate boxes at this point as the cards are not sorted.

Have 4 empty 4 or 5 row boxes labeled with *Near Mint*, *Lightly Played*, *Moderately Played*, *Heavily Played* and an additional 4 or 5 box labeled *Foils* nearby. For the box labeled *Foils*, take 4 of the Card Tags and write at the top of them *Near Mint*, *Lightly Played*, *Moderately Played*, and *Heavily Played*. Place these tags in the *Foils* box at the front of the first row. Place foam inserts at the back of each row.

Ensure that there is sufficient lighting available so employees can spot imperfections on cards and properly condition them. If you choose to use reading lamps, set one up for each employee to use.

PROCESS

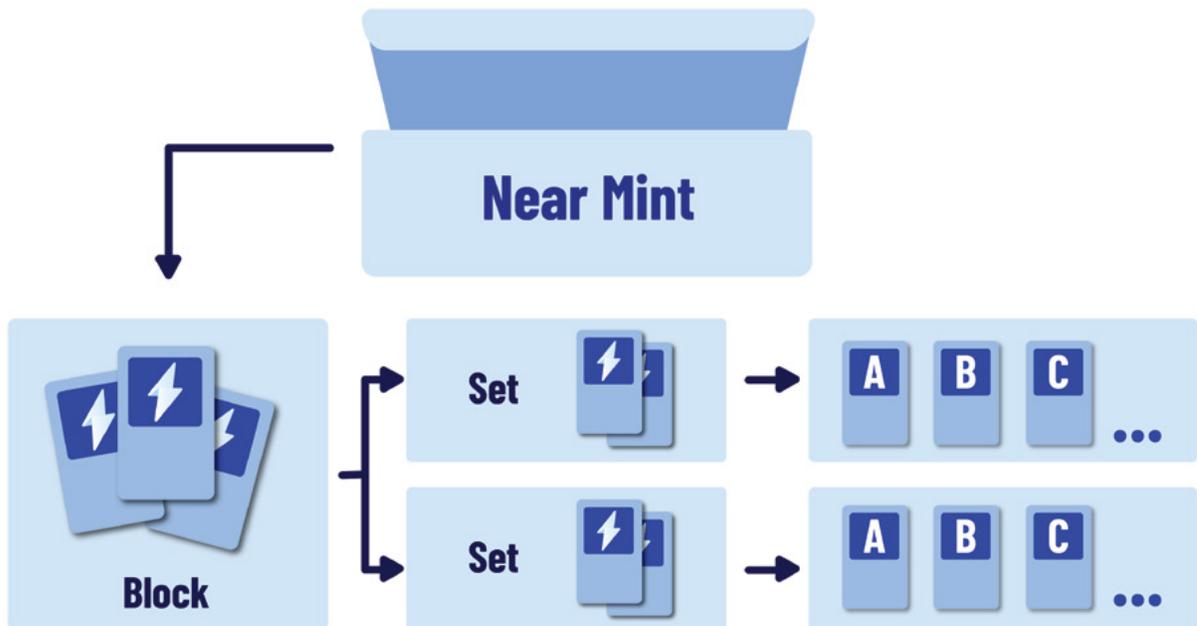
Each employee will remove cards from their initial storage box and condition them based on the standards outlined in the [TCGplayer Condition Guide](#).

As they condition cards, they will stack them in piles based on condition. Periodically, each employee will move their conditioned stacks into the boxes labeled with the corresponding condition. Again, at this point, the order the cards are in is not important, just that all cards of the same condition are together.

Once all cards are conditioned, the next step is sorting the cards.

Sorting

In this step, employees will work individually or in pairs to sort each condition of cards. The end result is that cards will be sorted first by set, and then alphabetically within the set.



SET UP

Each employee will be assigned a condition and will take the labeled box that was filled in the Conditioning step that corresponds to their assigned condition.

Each employee will set up their labeled card sorting trays in front of them, with their assigned box(es) next to them.

PROCESS

Sorting is a 3-step process. The steps are as follows:

1. Rough sort by **block**
2. Sort each block by **set**
3. Sort cards in each set **alphabetically**

STEP 1

- Remove cards from the conditioned box and place them in the slots in the trays that correspond with the card's block. If a slot in the tray begins to overflow, remove the cards from the slot and set them aside. You can combine these with the remainder of cards from this block at the end of Step 1.

STEP 2 & 3

- Steps 2 and 3 happen concurrently. Starting with the most recent block, remove the cards from the sorting tray, and in front of the tray, separate the block into its proper sets. Note that for Magic: the Gathering sets Dominaria and forward, there are no blocks, so you will not have to set sort.
- Once the block has been separated into sets, sort the cards in each set in alphabetical order.
- Place the sets back together in **reverse chronological order** and then place them back into the labeled box they were removed from during Step 1, starting in the front of the left-most row. Place a card tag between each block or set (this is at the store's discretion).

- Repeat this process for each block.
- Ancillary sets will generally have few cards each. It is recommended to set all ancillary set cards to the side and sort them at the end of this process.

Uploading



The uploading step is done using the [Quicklist software](#). Each employee will work with the boxes of cards that they sorted in the prior step.

SET UP

Set up each employee with a Quicklist enabled computer and IPEVO camera. If Quicklist has not been authorized on each computer, do that at this point. Each employee will also need a white playmat to use as a background for the cards while scanning. They will also have the box of cards that they sorted in the Sorting step.

PROCESS

Starting at the most recent set, remove 100-200 cards from the box and scan them with Quicklist.

! Ensure that Quicklist is set to the proper condition.

! Make sure that the cards are scanning as the correct sets *(for reprints only)*

Once that first selection of cards is done, place them back in the box, and take another set of 100-200 cards. Continue this process until you have worked through the entirety of the box.

Once you have scanned everything, submit the list using the “Submit List” button in Quicklist. This will bring you to the Manage Lists tab of the Seller Portal, at which point, the lists can be added to inventory.