

Instructions for Filling in the Sales Inventory Template 10-1-17

This form is only used for Sales events (Fall Fair, HMP, Artisans Market, and BDG (Back Door Gallery)). Inventory for Exhibits should be entered on the Exhibit Inventory Template.

1. If accessing the Inventory Templates from the LACS website, do a **Save As** and give it a file name with your name, the event name, and the year, for example “John Smith HMP15”.
2. Estimate how many items you have. If you have more than 50 separate items to enter, copy and paste enough existing blank rows for your items. You must do this or your items will likely not be entered in the system properly.
3. Enter your data, starting in the second row (where the sample data is). Any cell with a blank can be left blank except for Item Name & Desc.

Required Fields:

- **Item name and description:** The maximum length of the item name and description is determined by the capacity of the tag chosen by your guild. See “Label and tag examples.” Items that are identical can have identical names, but otherwise should be unique. If items differ by size, shape, color, etc., then it is suggested to include those as part of the name to help differentiate them when you look at inventory reports.
- **Guild Category:** Select from the drop down list. For Fall Fair food, select Food. If items are not taxable, then use the appropriate Tax Exempt choice. If you are not a member, select “Non-Member”.

Note that we are no longer using the two “BDG” categories – just use your regular guild one.

- **Artist Name:** Enter your name. This should be the same as your Consignor ID in Simple Consign.
- **Fall Fair Split:** If you are a member, enter 100 for the Fall Fair, and one item can be 30. Otherwise leave blank.
- **Status:** Leave as "Incoming" to regular items in a Sales event. Use "Active" for Food for Fall Fair. Once items are scanned in, the status is changed to “Active”.

If the status field is highlighted in **RED**, it means there is an incompatibility between it and the Guild Category. Correct one or the other so there is no highlight.

Members can choose whether or not to scan in their item, but any item that is not scanned in (and changed to an Active status) will not be reimbursed if missing.

- **Price:** Enter the price for this item. Enter cents if not a whole dollar amount. No dollar sign
4. When you have completed your spreadsheet, do one of the following:
 - a) If you did not already do a **Save As** from Step 1, do a **Save As** and give it a file name with your name, the event name, and the year, for example “John Smith HMP15”.
 - b) If you did already do a **Save As** from Step 1, simply do a **Save**.
 5. Email the file to your guild rep.

Instructions for Guild Reps

1. **Label Size:** For Fall Fair, HMP, Artisans Market -- as a guild, choose an item and description length. The length determines the type of label or tag that is printed for your guild's items. BDG items will all use the regular tags which allow for 70 – 80 characters.
2. **Verify:** When you receive a file from a member:
 - If this is their first file, verify whether the member plans on scanning in their items. *Remember, only items that are actually scanned in will be reimbursed when they go missing.*
 - Do a quick scan/verification that all required fields are included and there is no invalid or highlighted information.
 - Verify that the consignor ID matches EXACTLY what is in the system or Consignor File that you have submitted. If it does not match, correct it, as the inventory import process stops at that point because the consignor ID is not recognized. This requires additional correction and re-importing, which is a pain. If this is a new member and doesn't have a consignor ID, include their name, consignor ID if not their full name, and email address in the email (step 6).
 - Run SpellCheck. SpellCheck will flag occurrences where there is no space after a comma. Correct these errors unless you are from Metalworkers or Polymer/Beading.
 - Eliminate all subsequent rows that do not have item information.
3. **Combine:** Data from Individual members' sheets should be combined/consolidated up to a maximum of 300 rows. However, if a single member has 90 or more items, leave them in a separate file. Additionally, if you are submitting a sheet for latecomers where there are only items from a single member, then also leave them in a separate file. Do not hold on to sheets at the later part of the schedule while you are waiting for another member's items, but rather send them in as you receive them.
4. **Save and Name:** Save any sheet (combined or single artist) as a CSV file.
 - Combined files should be named as your guild, followed by consecutive numbers. For example if Painters have a total of 500 items, then put the first 250 – 300 in a file called "Painters 1.csv" and the second in a file called "Painters 2.csv". Subsequent files should use increasing numbers.
 - Single Artist files should be named as "<guild abbreviation - <artist name>" where the guild abbreviation is the following: C (Ceramics), DA (Deco Arts), M (Metalworkers), NA (Needle Arts), PA (Painters), PH (Photography), PB (Polymer / Beaders), WE (Weavers), and WO (Woodworkers). An example is "WO – Joe Smith". If you receive another restocking sheet from a single artist, the subsequent sheets should be appended with consecutive numbers (like "WO – Joe Smith2").
5. **Verify #2:** Open up the CSV file and verify:
 - The *Used?* column (F) contains "FALSE".
 - The *N/A Q* column (O) contains "1".

If not, then fill them in. The easy way to do this is to select the first cell that has the correct value, press the left mouse button and drag it down to the last row that has an incorrect value. Release the mouse button and press Ctrl-D (for *Fill Down*). If you have made any corrections, press Ctrl-S to resave the file.

6. **Send:** Send the CSV file(s) to Jerik (jerikco@verizon.net). The email should contain an indication of which label/tag to print if it is any different from the following:

Regular		Wide	Jewelry
Ceramics	Weavers	Photo	Metals
Deco Arts	Woodworkers	Painters	Polymer / Beaders
Needle Arts			

The sooner you send the files, the sooner you will receive your labels/tags, typically delivered to the Guild mail slot. Guilds are responsible for cutting and distributing labels/tags.

Label/Tag Examples

There are 3 regular-sized options and 1 small option (see the bottom for examples). The choice of labels/tags is made at the Guild level. Character counts are given as a range, based on the displayed width of the letters.

- 30/page labels: 25 – 32 characters maximum length
- 30/page tags: 70 – 80 characters maximum length
- 20/page tags: 100 – 120 characters maximum length
- Jewelry labels: 2 lines of 10 characters, and the lines break between words (1½w x 1h – for Metalworkers and Polymer/Beaders)

Notes:

- The full name and description is shown on the terminal and on the receipt even if it is truncated on the label.
- The tags (as opposed to labels) will be delivered on 8½ x 11 sheets of card stock. The guild is responsible for cutting them into individual tags. For ease of cutting, the 30/page labels can also be printed on cardstock, which allows for slightly more vertical space between labels.

Labels - 30/pg (2 5/8 x 1)	Tags - 30/pg (2 5/8 x 1)	Tags - 20/pg (4 x 1)
Letter count: 25 - 32	70 - 80	100 - 120

Note: We have no ability to change the information or format of these.