

Exhibit Inventory Instructions for Guild Reps 9-25-18

A single consolidated inventory file is needed for the exhibit items. If you don't have the complete list, wait until you do and then send the complete consolidated exhibit inventory file. Optionally send one or more separate consolidated Gallery-to-Go (G2G) files. As the G2G items can be processed somewhat piecemeal, a complete file is not necessary the way it is for the exhibit items.

1. **Verify:** When you receive an inventory file from a member:
 - If this is their first file, send me their name how they want it to appear on the labels (their Consignor ID) and their email address so I can create a Consignor ID. For example, do they want a middle initial? Do they want a more formal or less formal version (i.e. "James" or "Jim")?
 - Do a quick scan/verification that all required fields are included.
 - 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 also flag occurrences where there is no space after a comma. Correct any typos. Sometimes SpellCheck will flag terms that are from Metalworkers or Polymer/Beading. Make sure they are spelled correctly and leave them as is if so.
 - Eliminate all subsequent rows that do not have item information.
2. **Combine:** Data from all Individual members' sheets for exhibit items should be consolidated. Combine the inventory sheets into a single CSV file using the process described in the **Combining Multiple Inventory Sheets by Guild Rep** document.
3. **Save and Name:** Save any sheet as a CSV file.
 - The combined file for exhibit items should be named as <year> <guild> "gallery master", for example "2018 Painters Gallery Master".
 - G2G files should be named as <year> <guild> "G2G" <nbr>, for example "2018 Painters G2G 1".
4. **Verify #2:** Open up the CSV file and verify:
 - The **Used?** column (F) contains "FALSE".
 - The **N/A ST** column (L) contains "Active".
 - 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 is 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.
5. **Send:** Send the CSV file(s) to Jerik (jerikco@verizon.net) or to another previously designated POS Inventory Admin.