Instructions for Filling in the Sales Inventory Template 9-25-18

This form is only used for Sales venues: Fall Fair, HMP, Artisans Market, BDG (Back Door Gallery). It should also be used for Gallery-to-Go (G2G) items in exhibits. Non-G2G Inventory for Exhibits should be entered on the Exhibit Inventory Template.

1. If accessing the Inventory Templates from the LexArt 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, then 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 up to three items can be 30. Leave blank if not for Fall Fair.

    - **Price**: Enter the price for this item.   Enter cents if not a whole dollar amount. No dollar sign.

    Note: *There is no more input for Status due to software changes. All items for sale will be entered with an ACTIVE status. Items that have been scanned in are denoted by a green color icon next to the item name in Simple Consign.*

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.

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: 3 lines of 20 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)
Lexington Arts & Crafts Society 07/20/15 Cashier Training **Lorem ipsum dolor sit consectetur** ‖‖‖‖‖‖‖‖ **$100.00** CCDXQV	Lexington Arts & Crafts Society 07/20/15 Cashier Training **Lorem ipsum dolor sit consectetur** **amet, adipiscing elit, sed do eiusmod** ‖‖‖‖‖‖‖‖ **$100.00** CCDXQV	Lexington Arts & Crafts Society 07/20/15 Cashier Training **Lorem ipsum dolor sit consectetur amet, adipiscing elit,** **sed do eiusmod tempor incididunt ut labore et dolore** ‖‖‖‖‖‖‖‖ **$100.00** CCDXQV
Letter count: 25 - 32	70 - 80	100 - 120

Note: We have <u>no</u> ability to change the information or format of these.