

## Processing BDG Items - 9-22-18

### Editing and saving the inventory sheets

1. Open the inventory spreadsheet provided by the guild rep (this should be a CSV file – if not, email the guild rep that they should be sending a CSV file and that they should review the guild rep instructions).
2. If it is in Protected Mode, click the “Enable Editing” button.
3. Do a **Save As**, and save it as a CSV file in your BDG folder with a new name.
4. If this is not the first spreadsheet in the batch, then highlight the rows with information:

	B	E	G	K	L	N
1	Item Name & Description	Guild Category	Artist Name	Fall Fair Split	Status	Price
2	small bird	Ceramics	Bick Mee Lee		Incoming	12.00
3	small cat	Ceramics	Bick Mee Lee		Incoming	16.00
4	small turtle	Ceramics	Bick Mee Lee		Incoming	16.00
5	cup sq	Ceramics	Bick Mee Lee		Incoming	18.00
6	cup 2	Ceramics	Bick Mee Lee		Incoming	16.00
7		Select a Guild	Enter your name (consignor ID) here		Incoming	
8		Select a Guild	Enter your name (consignor ID) here		Incoming	
9		Select a Guild	Enter your name (consignor ID) here		Incoming	
10		Select a Guild	Enter your name (consignor ID) here		Incoming	
11		Select a Guild	Enter your name (consignor ID) here		Incoming	

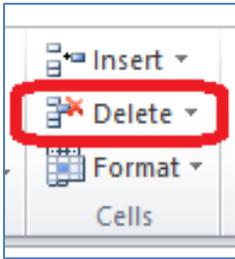
Press Control-C to copy the cells, open the CSV file, highlight the first blank cell in column B, and press Control-V to paste the cells:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	SKU	Item Name & Desc	Item Nam	N/A	Guild Cate	Used?	Artist Nan	N/A S	N/A E	N/A	Fall Fair S	Status	N/A	Price	N/A Q
2		Set of Condiment			Ceramics	FALSE	Mireille G					Incoming		35	1
3		Small Saggar Vase			Ceramics	FALSE	Mireille G					Incoming		40	1
4		Raku Vase with Wi			Ceramics	FALSE	Mireille G					Incoming		55	1
5		small bird			Ceramics	FALSE	Bick Mee l					Incoming		12.00	1
6		small cat			Ceramics	FALSE	Bick Mee l					Incoming		16.00	1
7		small turtle			Ceramics	FALSE	Bick Mee l					Incoming		16.00	1
8		cup sq			Ceramics	FALSE	Bick Mee l					Incoming		18.00	1
9		cup 2			Ceramics	FALSE	Bick Mee l					Incoming		16.00	1
10					Select a G	FALSE	Enter you					Incoming			1
11					Select a G	FALSE	Enter you					Incoming			1

Make sure the new information aligns with the existing columns. Otherwise you will have to move sub-columns around.

5. Do a Control-S to save the new information.

6. After information from all inventory sheets has been added to the “master” file, highlight all the bottom rows that have only default information and delete them using the **Delete Cells** menu item on the tool bar:



(If you delete it by pressing the Delete key on the keyboard, SC may give an importing error)

7. Verify the info in the spreadsheet.
- Verify there are no obvious typos. If so, then correct or return for corrections.
  - Verify the category (could be an old inventory sheet with “BDG” as a category).
  - Verify that the Artist name matches what is in SC:
    - If there is a middle initial, check whether there is a period after the initial.
    - Check that it is “Jan” instead of “Janice”, etc.
    - Make sure it is mixed case.
    - Make sure there are not 2 spaces between first and last names.
- If the consignor IDs are not recognized, the import fails.
- Verify that the **Used?** column has “FALSE” in it, the **N/A S** column has “Active”, and the **N/A Q** column (Quantity) has a “1”.
  - It doesn’t matter if the Price field has an integer or a decimal number in it.
8. Update the info in the spreadsheet.
- For example, I typically make the item names with Headline text (meaning capitalizing the major words).
  - Add “BDG: “ to the beginning of each item name by following this process:
    - Select the first item name and type “BDG: “ (note the space after the colon) at the beginning of the text. Then highlight those letters:

B2		BDG: Set of Condiment Cups					
	A	B	C	D	E	F	G
1	SKU	Item Name & Desc	Item Nam	N/A	Guild Cate	Used?	Artist Nan
2		BDG: Set of Condir			Ceramics	FALSE	Mireille G
3		Small Saggar Vase			Ceramics	FALSE	Mireille G
4		Raku Vase with Wi			Ceramics	FALSE	Mireille G
5		Small Bird			Ceramics	FALSE	Bick Mee I
6		Small Cat			Ceramics	FALSE	Bick Mee I
7		Small Turtle			Ceramics	FALSE	Bick Mee I

Press Control-C to copy those letters. Then select the next item name.

B3		Small Saggar Vase					
	A	B	C	D	E	F	G
1	SKU	Item Name & Desc	Item Nam	N/A	Guild Cate	Used?	Artist Nan
2		BDG: Set of Condir			Ceramics	FALSE	Mireille G
3		Small Saggar Vase			Ceramics	FALSE	Mireille G
4		Raku Vase with Wi			Ceramics	FALSE	Mireille G

Click your cursor at the beginning of the input field and press Control-V to paste the text:

B3		BDG: Small Saggar Vase					
	A	B	C	D	E	F	G
1	SKU	Item Name & Desc	Item Nam	N/A	Guild Cate	Used?	Artist Nan
2		BDG: Set of Condir			Ceramics	FALSE	Mireille G
3		BDG: Small Saggar			Ceramics	FALSE	Mireille G
4		Raku Vase with Wi			Ceramics	FALSE	Mireille G

Repeat for all item names.

- c. Add mm/dd/yyyy dates in both the **N/A S** (start) and the **N/A E** columns. I usually put in either today's or tomorrow's date for the start date and the last day of the end of the quarter for the end date. It is easiest to add both dates to the row 2 cells, and highlight them and drag them down to the last row, and then press Control-D (fill **D**own).

9. Do a Control-S to save the new information.

10. Import the items in the file by following the instructions in the **Importing Inventory Sheets** document.
11. Print the labels by following the instructions in the **Printing Labels** document. Use the **Avery Labels 30 per page** selection.