

## Processing Fall Fair & HMP Items by Inventory Admin - 9-23-18

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 folder, potentially with a new name if needed.
4. Verify the info in the spreadsheet.
  - a. Verify there are no obvious typos. If so, then correct or return for corrections.
  - b. 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.
  - c. Verify that the **Used?** column has “FALSE” in all rows, the **N/A S** (Status) column has “Active” in all rows, and the **N/A Q** column (Quantity) has a “1” in all rows.
  - d. It doesn’t matter if the Price field has an integer or a decimal number in it.
5. Update the info in the spreadsheet.
  - a. Add mm/dd/yyyy dates in both the **N/A S** (start date) and the **N/A E** (expire date) columns with the start and end date of the sale. 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 **Down**).
6. Press Control-S to save the new information.
7. Import the items by following the directions in the **Importing Inventory Sheets** document.
8. Print the labels as described in the **Printing Inventory Labels** document.