

## Sales Inventory Instructions for Guild Reps 9-25-18

1. **Label Size:** For Fall Fair, HMP, Artisans Market -- as a guild, choose an item and maximum description length. The length determines the type of label or tag that is printed for your guild's items. Jewelry labels now support up to 3 lines of approximately 20 characters each. 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.*
    - 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.
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.

Combine the inventory sheets into a single CSV file using the process described in the **Combining Multiple Inventory Sheets by Guild Rep** document.

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 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.

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

<b>Regular</b>		<b>Wide</b>	<b>Jewelry</b>
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.

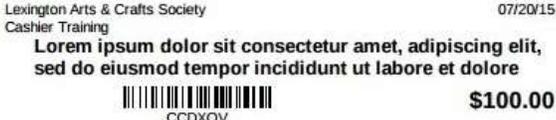
## Label/Tag Examples

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.