Olympia Weavers Guild

Point of Sale Application

Artist's Instructions

General Guidelines

- Space is available for 1000 line items.
- It is okay to skip lines.
- If you are entering an item, all columns must include information. If a line is incomplete, it will not appear in the inventory.
- Before you begin, please review the sample spreadsheet that is included.
- Individual and grouped items (multiple items of the same type and price) may be entered in any order—there is no need to do all multiple items then all individual items—but all multiple items should be together with the same group number.
- Items do not have to be in numerical order, they will be sorted when imported.
- If a number does not appear on your spreadsheet from a previous year, you may use that number. If a number is present on the spreadsheet, DO NOT reuse that number.
- All deletions should be made by choosing "delete" in the Delete Item column. Do not attempt to add or subtract lines from the spreadsheet or highlight and delete text.

Definitions/Explanations of Terms used

- Group Number is used to indicate if an item is individual or multiple. If items are multiple (more than one of the same item for the same price), the same group number will be used for each of those items, much like in the past—1-1, 1-2, etc.
- Number of item, in combination with the artist ID numbers and the Group Number, becomes a unique inventory item number. (This is different than in the past where individual items only had one number. See example 11-1.)
- Description allows you to describe the item as you wish. If the item has a specific title, it would be indicated here--"Misty Mountain Scarf" for example. This description will appear on the tag and should be brief.
- Category allows tracking of items entered and sold by type of item. When you click on the category box, an arrow will appear to the right of the box. Click on the arrow and a list will appear. Pick from the list to indicate the type of item you are entering. Typing the first few letters of your item will also bring up a list item. If your item is not adequately described, choose from the Miscellaneous or Other categories.
- Fabric Care is a yes/no category, indicating whether your item label should include fabric care or not—a basket would likely be "no", a scarf would be "yes".
- Need Label is also a yes/no category. If you check "yes" a label for this item will be included; if "no" it will not. You may have made 6 towels, but decide to keep one. You may not include it in the inventory at all, or you may wish to track the item but not put it

in the sale, therefore not needing a label. If the item is labeled from a previous sale, you might not need a label.

- Include in OWG Sale is a yes/no category. This allows you to list items on the inventory that you do not wish in the sale. If the column says "no" the item will not be imported for the sale. If you enter an item and change your mind about including it, make the change here.
- Delete Item has a keep/delete choice. This allows you to delete from inventory any item for any reason. The item will be deleted when the spreadsheet is imported into the system.

Prior to Sale

Returning Users

- If you have saved a spreadsheet from a previous year, you may use that. Make sure it is the most recent and updated copy (which you should have received after the first of the new year.) If you cannot find your spreadsheet from a previous year, then request a new form from the System Manager.

New Users

- Request electronic copy of Artist Inventory Spreadsheet from System Manager. If you do not have access to a computer with Excel spreadsheet capability, specifically ask that a hard copy be sent to you or join a scheduled spreadsheet workshop.
- Save the spreadsheet to your computer and make your entries, consulting the instructions below.
- Enter your first name, last name, last four digits of your telephone number, and email address. This information will be used to
  a) create a unique identifier for your inventory and
  b) allow the system manager to email your inventory tags to you.

All Users

- Complete a full line for each item you are submitting for the Show and Sale.
- Save the spreadsheet for your personal use and email a copy to the System Manager.
- Within a week, you should receive your Inventory tags from the System Manager by email (or hard copy if needed). Tags will not necessarily be printed in order, as fabric care and non-fabric care tags are different in size. Print your tags on a sturdy paper.
- Complete the Fabric Care tags; cut your tags apart and attach them to the proper item (which is clean, ironed, and ready for display). MAKE SURE THE TAG GOES TO THE PROPER ITEM. When tagging, work with a copy of your spreadsheet to minimize errors.

On the Day of the Sale

1/3/2017

- Deliver items to the sale location at the designated time. No further paperwork is needed from you at this time.

At the End of the Sale

- A copy of your Artist Sales Report will be provided to you when you arrive to pick up remaining items and will indicate items not sold.
- Collect your remaining items, making sure there are no apparent discrepancies. Report any issues to a member of the Show and Sale Committee immediately.

Thoughts on the Point of Application System

- Please take the opportunity to provide feedback to the System Manager about the system.
- Consider utilizing your spreadsheet as a personal inventory for your items. It will not be necessary to retag any unsold items for the next year's sale and you can use the same spreadsheet by adding to it.

Artist Inventory Spreadsheet

	First Name	Last Name	Last 4 digits of phone number	Email Address
	Ardith	Hamilton	1739	Ardithh@q.com

Group Number	Number of Item	Description	Price	Category	Fabric care	Need Label	Include in OWG Sale	Delete Item
1	1	Sherbert Scarf #1	80.00	Scarves - Woven	Yes	No	Yes	Keep
1	2	Sherbert Scarf #2	80.00	Scarves - Woven	Yes	No	Yes	Keep
3	1	Lavender/Burgundy Dish Towel	25.00	Towels - Woven	Yes	No	Yes	Keep
3	3	Lavender/Burgundy Dish Towel	25.00	Towels - Woven	Yes	No	Yes	Keep
3	4	Lavender/Burgundy Dish Towel	25.00	Towels - Woven	Yes	No	Yes	Keep
5	1	Nature's Basket	250.00	Baskets	No	No	Yes	Keep
6	1	Huck Placemats (2)	20.00	Placemats/Tablemats	Yes	No	Yes	Keep
6	2	Huck Placemats (2)	20.00	Placemats/Tablemats	Yes	No	Yes	Keep
6	3	Huck Placemats (2)	20.00	Placemats/Tablemats	Yes	No	Yes	Keep
6	4	Huck Placemats (2)	20.00	Placemats/Tablemats	Yes	No	Yes	Keep
6	5	Huck Placemats (2)	20.00	Placemats/Tablemats	Yes	No	Yes	Keep
7	1	Doubleweave Placemats (2)	28.00	Placemats/Tablemats	Yes	No	No	Delete
7	2	Doubleweave Placemats (2)	28.00	Placemats/Tablemats	Yes	No	No	Delete
8	1	Watertone Scarf	48.00	Scarves - Woven	Yes	No	Yes	Keep
10	1	Green/white "Boxes" Scarf	80.00	Scarves - Woven	Yes	No	No	▼ lete
11	1	Lavender/orange Scarf	48.00	Scarves - Woven	Yes	No	Yes	Keep
12	1	"Boxes" Scarf or Table Runner	50.00	Scarves - Woven	Yes	No	Yes	Keep
13	1	Lavender Fingertip Towel	18.00	Towels - Woven	Yes	No	Yes	Keep

Artist Inventory Spreadsheet

	First Name	Last Name	Last 4 digits of phone number	Email Address

Group Number	Number of Item	Description	Price	Category	Fabric care	Need Label	Include in OWG Sale	Delete Item

Group Number: Used to help artist group their inventory by type or groups of items.

Number of Item: Used to identify item within a group. The combination of the Group Number and the Number of Item must be unique (i.e., no duplicates).

Description: The description will be used to identify the item on the sales tag. Please keep the description to 50 characters or less.

Price: The sales price for the item.

Category: Pick from the categories provided.

Fabric care: If your sales item requires fabric care instructions to be included on the sales tag select "Yes"; if not, select "No".

Need Label: If you need a sales tag label select "Yes". If you already have a label for this sales item with the same Group Number and Number of Item, then select "No"

Include in OWG Sale: Select "Yes" if this item will be available for sale at the upcoming Show and Sale. If this is an item that is in your inventory but you don't want to include it in the upcoming Show and Sale then select "No". This item will appear in the updated spreadsheet sheet sent to you following the OWG Show and Sale.

Delete Item: If this is an item you wish to have in your inventory then select "Keep". If you have sold, given away, or no longer wish to have this item in your inventory, then select "Delete" (this item will not appear in your updated spreadsheet sent to you following the OWG Show and Sale).

1/3/2017