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.

Definitions/Explanations of Terms used

- <u>Group Number</u> 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.
- <u>Number of item</u>, 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.)
- <u>Description</u> 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.
- <u>Category</u> 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.
- <u>Fabric Care</u> 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".
- <u>Need Label</u> 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.

Prior to Sale

- 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.
- Save the spreadsheet to your computer, then open it using Excel to make your entries.
- 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.
- 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

- 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
1	1	Maroon Towels	$ 16.00	Towels - Woven	Yes	Yes
1	2	Maroon Towels	$ 16.00	Towels - Woven	Yes	Yes
1	3	Maroon Towels	$ 16.00	Towels - Woven	Yes	Yes
1	4	Maroon Towels	$ 16.00	Towels - Woven	Yes	Yes
2	1	Lavendar Towels	$ 18.00	Table Linens - Towels	Yes	Yes
2	2	Lavendar Towels	$ 18.00	Table Linens - Towels	Yes	Yes
2	3	Lavendar Towels	$ 18.00	Table Linens - Towels	Yes	Yes
3	1	Tencel Scarves "Boxes"	$ 68.00	Misc Items over $10.00	Yes	Yes
3	2	Tencel Scarves "Boxes"	$ 68.00	Misc Items over $10.00	Yes	Yes
4	1	Twined Baskets	$ 45.00	Baskets	No	Yes
4	2	Twined Baskets	$ 45.00	Baskets	No	Yes
4	3	Twined Baskets	$ 45.00	Baskets	No	Yes
4	4	Twined Baskets	$ 45.00	Baskets	No	Yes

How the Inventory Numbers are created
Example for artist Avery Smith
Last 4 digits phone = 9462
Group Number = 4 & Item Number 3

A - First letter of first name
S - First letter of last name
69 - Last two digits of phone number
4 - Group number
3 - Item number

Inventory Number: AS69-4-3

11	1	B/W Chenille Scarf	$ 65.00	Knitted - Scarves	Yes	Yes
12	1	Plaid Shawl	$ 90.00	Clothing - Shawls	Yes	Yes
13	1	Knit Hat	$ 15.00	Knitted - Hats	Yes	Yes
14	1	Felted Purse	$ 30.00	Misc - Other Items	No	Yes
15	1	Pink/Purple Basket	$ 40.00	Baskets	No	Yes
16	1	Rope Basket	$ 35.00	Baskets	No	Yes
17	1	Fiber Basket	$ 25.00	Baskets	No	Yes
18	1	Lavendar/Orange Scarf	$ 42.00	Knitted - Scarves	Yes	Yes

Sheet1