Importing Inventory Sheets 9/25/18

1. Startup Simple Consign and click **Settings** in the upper right:

2. Click the **Data** tab:
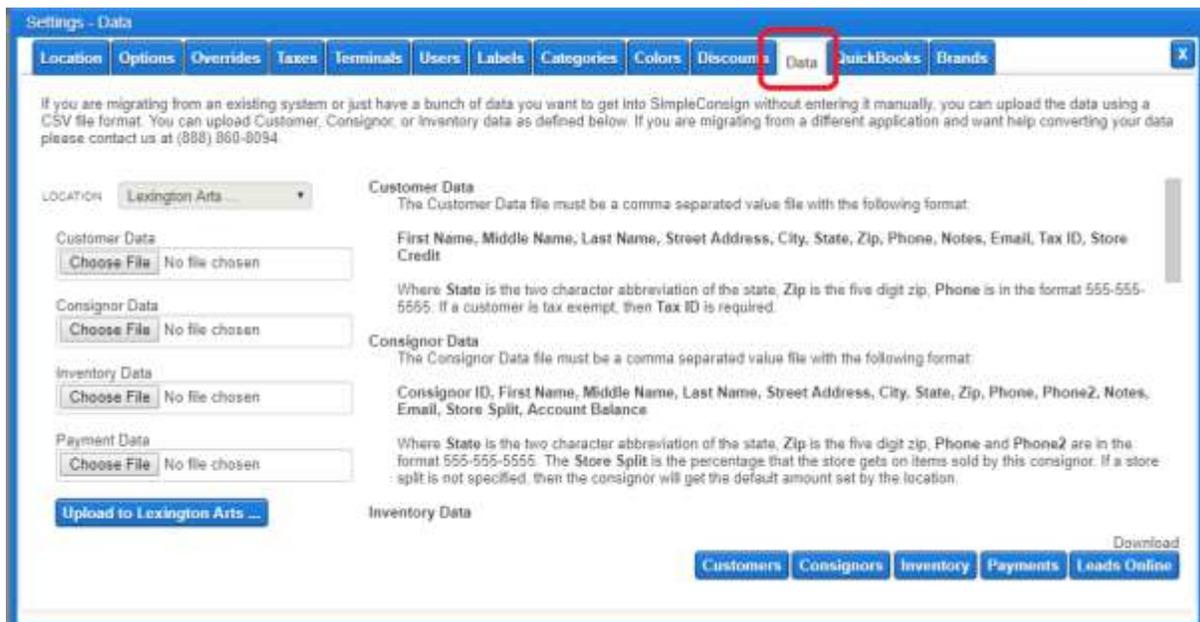
3. In the **Inventory Data** field on the left, click **Choose File** to show the Open screen.

4. Find the file to be imported and double-click it. The Open screen closes and the file name is shown in the **Inventory Data** field:
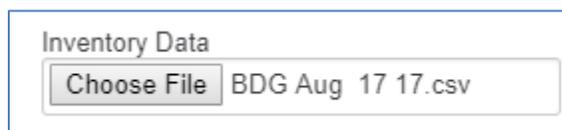
5. Click **Upload to Lexington Arts**. When the upload completes, the file name clears and a status message is displayed at the bottom showing how many items were processed (8 in this example):
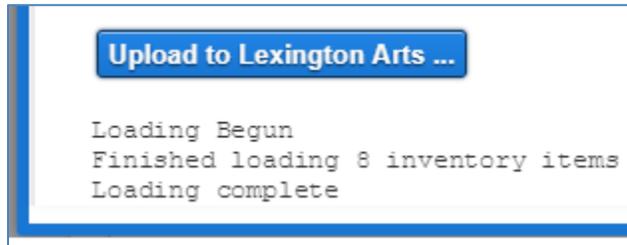
You need to verify that all the items were imported and that loading is complete.

Sometimes the importing gives various error messages:

- Like **only the first x items were processed**. This is typically because it doesn't recognize the Consignor ID. In this situation, you will need to delete the items from the spreadsheet that have already be imported, then rename the shortened spreadsheet, and import it again.
- Like an error message that it was **not able to import anything**. Then you have to look at the format of the spreadsheet. Is there a column missing? Is there extraneous info after the N/A Q column? Does cell A1 not have "SKU" in it (that's what tells the import to consider the first row to be headers)?
- Like the **item at line X doesn't have a price**, and X is after the last item. This is where it tries to import that next line because it thinks that there is some content in the earlier columns, but can't find a price. This is an error that you can ignore.

6. When you are done importing, click **Save and Exit** to close the Settings window.