

Apply Discount in Artisan Item

- Open the item in the items tab. Under basic info there is a "retail discount" area to input a percentage. This is great to do if the sale is anticipated for a substantial amount of time, that way you don't have to input the discount after you scan the item with a customer.
- If they have 2 of the same product ring one and apply the discount then ring the second and it should remain full price

How To Make a Gift Basket on Artisan

1. Inventory kits have to be enabled, which they are as of 11/26/22

Inventory Kits – CerTek Software
certek.com



2. **Items > Add a new record** like you're adding a new inventory item
3. It will bring you to the "Basic Info" tab, click on the **Inventory Details** tab.
4. In the upper right corner, toggle **Inventory Kit** from No to **Yes**
5. In the **components column**, scan or manually type in the item code for each item in the basket: "HHA HON COMB" and click enter. This will populate 1 item which you can edit the Kit QTY as well if needed. Before moving on to the next item, make sure the next line is selected below the first item.

Notes & Descriptions	Internet Store	Qty Breaks & More Prices	Custom Fields	F4 = Activity
Basic Info	Inventory Details	Codes & Measures	Pictures & Menus	

Inventory Tracking: Assembly Kit (e.g. Gift Basket) Inventory Kit?

Kit Details...

Set Shipping Weight Manually? Put Components on Purchase Orders?

Kit Savings Message: (Use "[\\$]" for savings amount.)

Component	Kit Qty	Description	Price	QOH	Visibility
HHA HON COMB	1	Hilbert's Comb Honey	18.00	13	Packing Slip
6L PRS CHRALM	1	Preserves - Cherry Almond	9.75	14	Packing Slip
GTS 5 HONEY	1	Chill-Infused Honey - 5oz	12.00	3	Packing Slip
HG MAKRUT LIME	1	Makrut Lime Infused Maple Syrup	15.95	5	Packing Slip
TAN ORN MI WREATH	1	Ornament - MI Wreath	12.00	14	Packing Slip
MSS GIFT B	1	Gift Basket - Misc. Basket Type	7.00	5	Packing Slip

Add Edit Del

Total Quantities: Qty On Hand: - Reserved

Qty Requested: - Reserved

Qty On Order: - Reserved

On Loan or Rented: = Net Available:

Reorder Levels: Minimum Stock Level (Reorder Threshold):

Maximum Stock Level (Target Quantity):

Minimum Reorder Quantity:

6. For each basket, include the item "MSS GIFT B." This covers the cost of materials/basket...etc
7. Head back to the "Basic Info" tab and fill out accordingly. Note that the category is Gift Basket. The cost will be calculated from the cost of the items inputted. We've started a few gift baskets with the Item Description as "Gift Basket - Main items in the basket" and the Item Code "MSS GB XXXX"

Notes & Descriptions	Internet Store	Qty Breaks & More Prices	Custom Fields
Basic Info	Inventory Details	Codes & Measures	Pictu
Item Description: <input type="text" value="Gift Basket - Cutting Board, 4 Pints"/>	<input type="checkbox"/> Fill in (Append) on Sale		
Item Code (SKU): <input type="text" value="MSS GB ENTERTAIN"/>	UPC (GTIN): <input type="text"/>		
Category: <input type="text" value="GIFT BASKET"/>			
Manufacturer: <input type="text" value="MSS"/>	Manufacturer's P/N: <input type="text"/>		
Preferred Vendor: <input type="text" value="MSS"/>	Vendor's P/N: <input type="text"/>		
Consignment Item? <input type="text" value="No"/>			
Standard Cost: <input type="text" value="27.000"/> <input type="text" value="each"/>	Average Cost: <input type="text" value="27.000"/>	List Price (MSRP): <input type="text" value="106.00"/>	Availability: <input type="text" value="Available"/>
Pricing Model: <input type="text" value="Set Price Manually"/>	Qty On Hand: <input type="text" value="1"/> - <input type="text" value="0"/>	Inventory Tracking: <input type="text" value="On"/>	
Formula Price: <input type="text" value="0.00"/>	Retail Price: <input type="text" value="70.00"/> = 61% margin		
Retail Discount: <input type="text" value="0%"/> <input type="checkbox"/> Disable Automatic Discounts?	Product Variant Template: <input type="text" value="(none)"/>		

February 1, 2023 at 10:50 AM

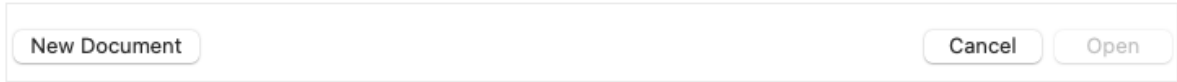
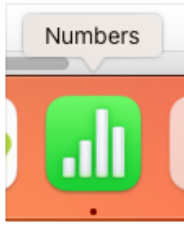
GT HOT SAUCE ORDER OF HEAT from mild to hot

1. ENVY
2. FOR THE LOVE OF BEES
3. KICKSTAND
4. RED HOT GRIFF
5. DD214
6. THE SIREN
7. CASTAWAY
8. GIRL BOSS

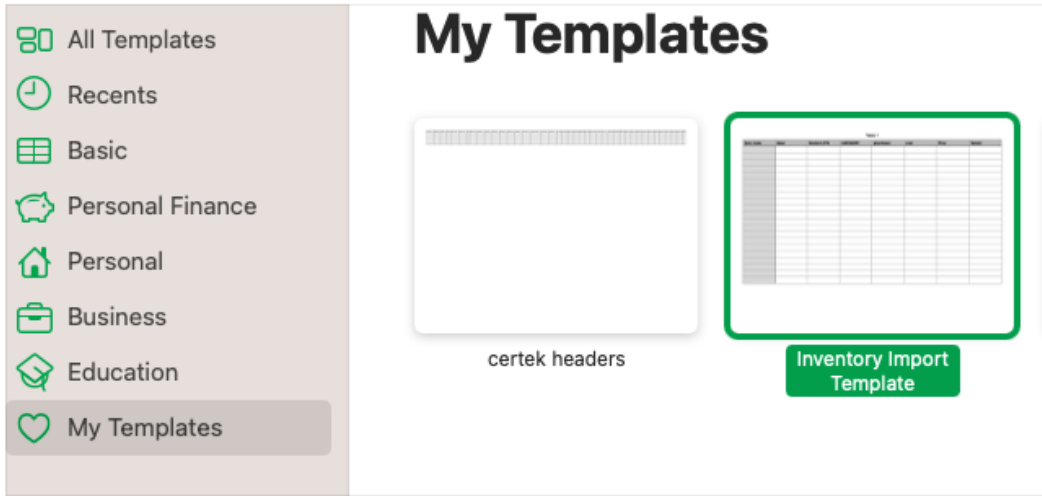
Hot sauce notes:

- **Envy** - This jalapeño/poblano verde style hot sauce is excellent on eggs, nachos, tacos, and more!
- **For the Love of Bees** - A Chili infused honey sourced from Hilbert's Honey. It's great for a sweet sticky heat on biscuits, chicken and waffles, crab rangoons, and fried chicken. Add to cornbread for an extra kick! For the daring...try this in a hot toddy or any whiskey drink that uses simple syrup!
- **Kickstand** - Made with fresh roasted fresno peppers this sauce is smoky and hot with a little bit of sweet. Perfect for any time of the day but Kickstand shines on eggs, chips, and tacos. Kickstand is salt free, no artificial colors, flavors or preservatives, gluten free, and vegan.
- **Red Hot Griff** - The cayenne based hot sauce has roasted jalapeños, onions and garlic to provide a great even flavor and heat to any meal, without over powering the flavor of your food. We love Red Hot Griff on potatoes, eggs, chicken wings, nachos, macaroni and cheese and everything in between. This sauce pairs nicely with a sweeter wine like a Riesling or a light beer like a Corona.
- **DD214** - This Serrano/habanero and dill sauce is great on burgers, turkey club sandwiches, tuna salad, fries, and hot dogs, or even mixed into a potato salad!
- **Siren** - GT Sauce's most popular, the Siren, is a smoky, cayenne and habanero sauce that packs a kick. It starts off smoky and balanced with a slight cayenne kick and finishes with habanero.
- **Castaway** - This Habanero Citrus Herb Hot Sauce is awesome on shrimp! Also great on chicken and seafood! Our other favorite is mixing it in quinoa or rice as a spicy side.
- **Girl Boss** - This pineapple habanero sauce is sweet but packs the heat. This sauce starts off with a sweet citrus taste and finishes with a habanero kick. This sauce has been a fan favorite on grilled chicken, fish, rice and tacos. We have also enjoyed this as a dip with pretzels. With its citrus flavor this would be a great sauce to spice up asparagus or other roasted vegetables.

1 - Numbers



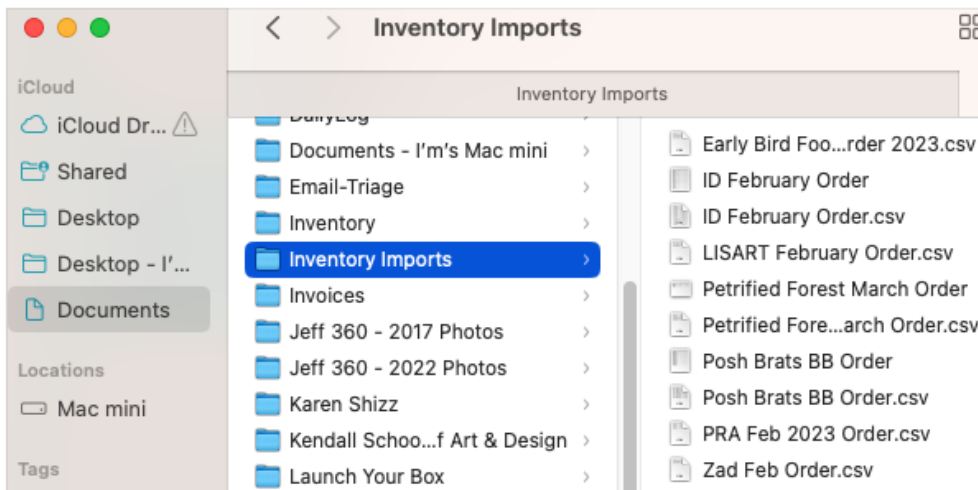
3 - My Templates



7 - Categories

Category:	BOOKS
Manufacturer:	ACCESSORIES - Accessories
Preferred Vendor:	APPAREL - Apparel
Consignment Item?	BAGS - Bags
Standard Cost:	BAR ACCESSORIES - Bar Accessories
Pricing Model:	BATH & BODY - Bath & Body
Formula Price:	BATH BOMBS - Bath Bombs
Retail Price:	BEARD CARE - Beard Care
Retail Discount:	BEER - Beer
Product Variant Tem	BOOKS - Books
	BOTTLE DEPOSIT - Bottle Deposit
	CANDLES - Candles
	CARDS - Cards
	CIDER - Cider
	COASTERS - Coasters

12 - Where we save our inventory import docs



Inventory Import

1. Open "Numbers" on your computer (the green box with a graph in the dock)
2. Click "New Document" in the lower left
3. In the navigation bar on the left click "your templates" and open "inventory import template"
4. **Item Code** typically follows a vendor_item_description code. For example, "KS MUG COFFEE" represents the vendor Kathy Space, the item is a Mug, coffee is the type of mug (the other variation being a Stein).
5. **idesc - Item Description** should follow how the vendor describes the item on an invoice. This gives you more room to describe the product. I like to follow a "Product - Description" format. For example, Coaster - Traverse City. This is helpful for vendors who have multiple types of products and will allow us to easily filter them for bulk changes.
6. **Vendor's P/N** - this category isn't necessary, however if you have the time this is helpful for re-ordering. Vendor's P/N is for the alphanumeric sku code for the vendor's product. For example, Joy **susan** wristlets are L8000-XX for the type of bag and then the color.
7. **Category** - The category we'd use for our artisan categories. Decor, coasters, bath & body, socks...etc. Very helpful for when we upload items to the website. If you need a refresher on what categories we have, open any item on artisan and under the basic info tab you can click the dropdown menu of categories to see what the options are.
8. **QTYonhand** - The amount we ordered + what we already have. If they're all new products then it would just be what we ordered!
9. **Cost** - The wholesale cost per item of the product. Sometimes this is adjusted to include a little bump for shipping. For example, if a coaster costs 3.75, we might set the cost to 4
10. **Price** - Is what we're going to sell it for. If Karen or Scott hasn't communicated what they'd like to sell an item for, we typically follow a 60% margin. To calculate a 60% margin, multiply the cost by 0.4 and then round to a reasonable number.
11. **Vendor** - When you add a new vendor in artisan, it will generate the vendor code for you. Joy Susan is JS, My Secret Stash is MSS. Put the vendor code in this column. To save you some time, you can copy one cell, select the rest of the cells, then paste and it will populate the column with the vendor code.
12. **Save As CSV** - Once the table is filled out, click "file" in the top menu, export, CSV and save the doc as a CSV. This is the format the document needs to be when you import it into artisan
13. **Import to Artisan** - Open Artisan, Click file, import, item records, double click the CSV doc you just saved, the next option will depend on if we already have stock of these products or not.
14. Assuming the import was a success, double check the import by opening items > and searching the vendor code to confirm

MSS UNIQUE

MSS UNIQUE can be used to inventory and sell an item that we cannot seem to find in the moment and we want to move the customer along but also note what item we sold

How to ring up an MSS UNIQUE item

1. In the "item" box in the sales screen, type "MSS UNIQUE" and click enter.
2. Modify the description from "Unique" to a description of the item. If you know the vendor name, list that here. If not, just describe the item as best as possible. "Light blue coaster with a car on it that says TC."
3. Change "NT" tax to "local tax"
4. Change the "price" to the price per item.

This item doesn't have a sticker! SOP

What to do when a customer brings up an item that doesn't have a sticker

- Is it on the sticker sheet?
- Do you know the vendor code? If you do, type the vendor code into the item box and click enter. This will bring up all the items by that vendor.
- "But that vendor has SO many items!" Click power search, and search key words. This works if you don't know the vendor as well.
- "Power search came back with zero items" - click the "deleted records tab" and check "show deleted records"
- "I don't know the vendor and I'm not seeing it in deleted records." Check the area where the item was placed, are there other items from that vendor that are stickered
- "it was the last item, it's probably really old, I have no idea how to ring it up and I can't ask a manager!"
 - With your best judgement, name a price. If the customer agrees, create a MSS UNIQUE item.



January 10, 2023 at 10:14 AM

Shopify Invoice / Creating an Order SOP

Gather this info from the customer

- Items & Quantities
- Name
- Address
- Phone #
- Email
- Time frame for shipping
- Shipping address same as billing?

Too much info is better than not enough or vague info

1. In Shopify > orders > create order
2. Either search products or create custom item
3. Create a new customer and fill in the info
4. In Payment section, add custom shipping estimation
5. Send Invoice

Stash Closing Checklist

- Count Cash Drawer:** Anything above \$150 will be the cash deposit. Place deposit under drawer and coins in the overflow tin. I do this around 30 min. before close if there's no one in the store. If you make another cash transaction, you can just add that exact total to the deposit. A fill in PDF is available for this in "Open/Close" doc folder on desktop. If there are DowntownTC gift cards, these are included in the cash deposit.
- Spring through Fall - Bring anything outside in: Wooden garden items, on sale items, and yard signs. **The sandwich board can be left right outside the door along with the yard sign bin and dog bowl.**
- Sweep downstairs and upstairs
 - Mop as needed
- Take the trash out to the green dumpster in the back. Make sure to do this when Omelette Shoppe employees are gone
- Cardboard can be recycled in the dumpster closest to us in the alley - only after 6pm
- Vacuum front mats
- Lock Front Door & Flip Sign
- Click "Day End" in Artisan. Process > view report > close report > "select" (the backup location will automatically select so no need to click around) > keep clicking through until it loads the backup
- Unplug nite lights
- Turn cooler lights off
- Turn outside switch to the left of the coolers off
- Turn lights upstairs off & AC
- Once backup is completed, close Artisan & put computer to sleep
- Plug store phone in
- Turn off music > ~~sonos~~ app on the phone
- Thermostat should be turned up to 74 if AC is on
- Turn store lights off
- Turn basement lights off
- Unplug xmas tree and **t-shirt lights**
- Lock the back door