Item Class Specific Guides

Appliances (anything with a cord)

Cleaning / Testing Inventory:

- The sorting area tests & cleans appliances
- If it doesn't look clean, don’t photograph. Return to sorting.

Inventory Entry

- Select Kitchen as the Item Class
- Select Small Appliance or Small Appliance- Free as the Item Type
  - View the list on the photo studio wall to determine if Small Appliance- Free applies.
- Change the following fields if necessary
  - Qty Available – default is 1
  - # in set – default is 1
  - Dimensions – width x depth x height
  - Description – Add a note if it’s not a common appliance or size, i.e. Air Fryer, 4-cup coffee maker
- Click the **Create Item** button
- Select the Print icon to print a label & follow the above instructions
- **Scotch tape the label to the item**. Don’t stick the label directly on the item
- Click Take a picture
- Move inventory items to the appropriate kitchen appliance shelf, which are labeled.

Artwork

Sort:

- Framed Artwork, Mirrors, Wall Clocks- easy to hang
- DON’T INVENTORY overly large or heavy items, religiously themed items, posters, picture frames, unframed, faded/old
- Items can go to Savers if the frames are nice. If not, please throw it out.

Cleaning & Wrapping Inventory:

- Done by inventory person (if available, sorting volunteers will help)
- Clean glass and frame

- Wrap with plastic wrap
- Stick the label directly on plastic wrap. Do not use Scotch tape

Inventory Entry

- Select **Artwork** as the Item Class
- Select an appropriate Item Type depending on the artwork
  - Types include: Abstact, Animals, Children, Clocks, Flowers, Landscape, Mirror, Misc, and People
  - There is an artwork bin for each type.
- Change the following fields if necessary
  - Qty Available – default is 1
  - # in set – default is 1. Change if more than 1 piece is in the set.
  - Dimensions – width x depth x height. Depth is typically 1-2"
  - Description –If necessary
- Click the **Create Item** button
- Select the Print icon to print a label & follow the above instructions
- Click **Take a picture**. Repeat for additional items in the set.
- Wrap the artwork with plastic wrap
- Stick the label directly on the plastic wrap
- If there are multiple pieces in the set, you may break them into smaller sets & place a note on the label such as 1/2, 2/2.
- Move the artwork to the appropriate Artwork-type box and place in numerical order.

Dish Sets

Cleaning / Wrapping Inventory:

- Look at the small, colorful dish set form included in the box of dishes
- Dishes with at least 4 dinner plates and 1 matching component are classified as ‘Dish Place Setting’ in the Inventory system
- Matching dishes that do not qualify as a dish set are classified as ‘Dish Place Setting - Extra’ in the Inventory system
- Take out the sample set.
  - This usually includes 1 of each type of unwrapped dish in the set.
  - Make sure the sample is clean & not in poor condition before you that the photo.
- Set up the sample to be photographed using the plastic easels in the studio
- After taking the photo, wrap the sample
  - Done by inventory person (if available, sorting volunteers will help)

Inventory Entry

- Select **Kitchen** as the Item Class
- Select **Dish Place Setting** or **DIsh Place Setting - Extra**
- Change the following fields if necessary

    - Qty Available – use the default of 1 unless you have multiple sets of the same dishes
    - # in set – default is 1.
        - For a **Dish Place Setting**, change to the number of dinner plates
        - For a **Dish Place Setting - Extra**, change to the number of primary items (i.e. bowls. plates, etc)
    - Dimensions
        - The default is 12x12x2. This represents the approximate size of a wrapped dinner plate and should be left as is. For each dinner plate (or # in set) > 1, the inventory system adds to the dimensions in multiples of 2” to approximate a filled box.
    - Description
        - State the number & type of each item in the set as detailed on the small colorful dish set form
        - Type all numbers as 4 (for example), not ‘four’, for non-English speakers to understand
        - State the number of boxes that hold the dish set
- Click the **Create Item** button
- Select the Print icon to print a label & follow the above instructions
    - For multiple boxes, print multiple labels
- Click **Take a picture**.
    - ○ Use the plastic easels in the studio to help display the dishes



- Wrap the sample safely in the box
- Apply the label to the short size of the box, centered
    - Write the total number of boxes for the dish set on the box (even if it is just ‘1 Box’) and their order (e.g. 1/ 3, 2 /3, 3/3).
- Move box(es) to the completed dish set storage area

Lamps

Cleaning / Testing Inventory:

- Sorting area tests & cleans the lamps. Cords are to be cleaned and wrapped.
- All lamps should have clean shades. If not, don’t inventory them.
- Repairs are placed on the workbench in storage behind the studio.

Inventory Entry

- Select **Lamps** as the Item Class
- Select an appropriate Item Type depending on the type of lamp
  - Types include: Floor Lamp, Free Lamp, Table Lamp
- Change the following fields:
  - Qty Available – default is 1, which is most common for a lamp. It is rare that we have a donor who gives/buys us many of the same lamp.
  - # in set - if a matching pair of lamps – change to 2
  - Dimensions
    - Width x depth are typically the lamp shade diameter
    - Height includes the finial
  - Description – usually blank
- Select the Print icon to print a label & follow the above instructions
- Tape the label to the base of the lamp. NOT the shade!

Rugs

Cleaning / Wrapping Inventory:

- Inspect for stains, odor, or damages. If not easily cleaned, don’t inventory.
- Vacuum. and Spot Clean if needed
- Roll tightly and secure with plastic wrap. Stick the label on plastic wrap.

Inventory Entry

- Select **Misc** as the Item Class
- Select **Rugs** as the Item Type
- Change the following fields:
  - Qty Available – default is 1.
  - # in set - default is 1
  - Dimensions
    - Width x depth are the dimensions in inches
    - Height is typically 1
  - Description
    - State size in Feet and inches.
    - State the base color, if it's stained or worn, or if comes with a pad.
- Select the Print icon to print a label & follow the above instructions
- Take 2 pictures
  - Entire rug
  - Close-up of the pattern and base color
- Roll the rug tightly with the backing facing out. Use plastic wrap to keep it secure.
- Stick the label directly on plastic wrap
- Place large rugs behind couches and smaller rugs in the bin

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