

How to enter artwork into Ricochet

Artwork for a new show may be entered at any time a prior to your change out appointment up to 3 days in advance.

1. Click the **Inventory** tab
2. Click **Add New**
 - Enter as much product information as possible
 - Product Name
 - Short Description
 - Category
 - Product Notes – An optional category; you can add information if you want
 - Photos – Optional
 - Price
 - Quantity
 - Status, “Other”
 - In Stock Date; this is the day of your change out appointment

DO NOT CHANGE SALES TAX STATUS

3. Click **Save**.

To edit an item after it has been entered

1. Click the **'Inventory' tab**
2. **Find the item** you wish to edit
3. Click the **edit pencil icon** to the right
4. Update the item details you wish to change
5. Click **Save**