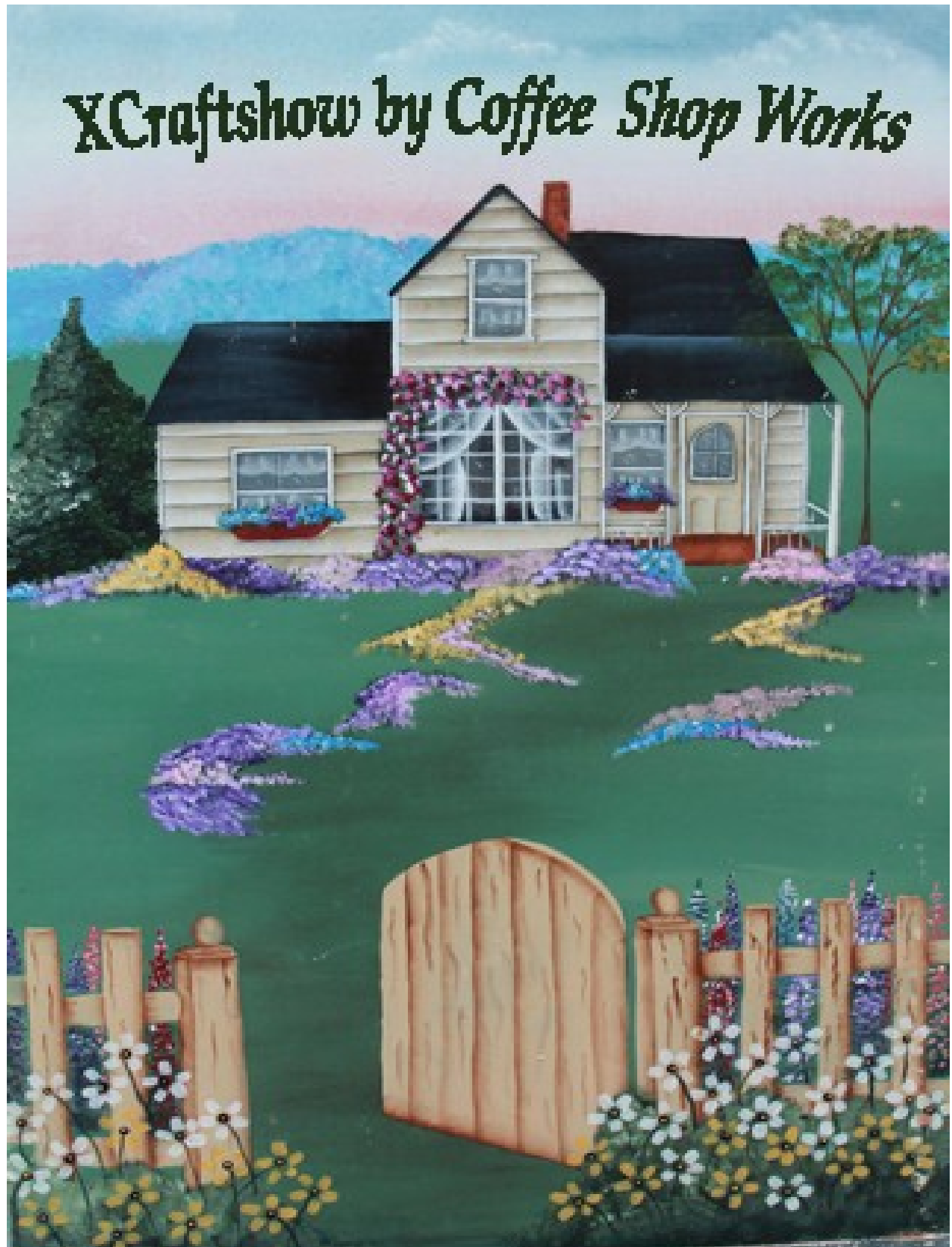


## Xcraftshow User Guide



# Introduction

XCraftshow allows you to keep track of your sales at craft shows. Tracks which products you sell, how much you sell them for, what your unit cost is for each product is, how much you have remaining of each product, tracks shows, show fees, sales per show, whether or not you make a profit for each show, and allows you to export your sales to email.

XCraftshow works as follows:

You create **products**, which are sold in **sales** at craft **shows**. In XCraftshow, there are three key concepts – **products**, **shows**, and **sales**.

## What to do

1. Add **Products**
2. Add **Shows**
3. In shows, Add **Sales** using **Products**

## Adding Products

To add a product, do the following:

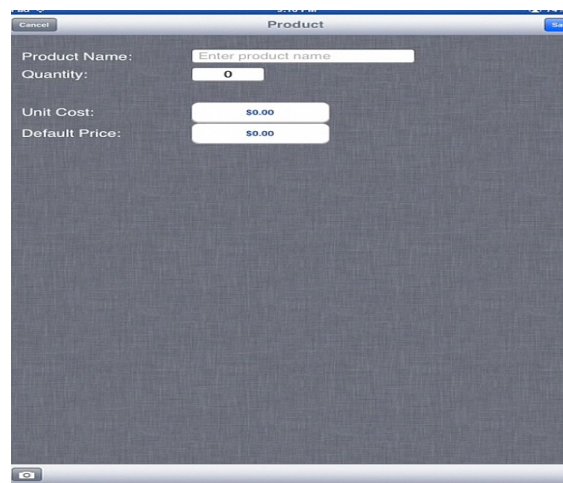
1. Click on the product tab
2. Click on the + on the Products screen



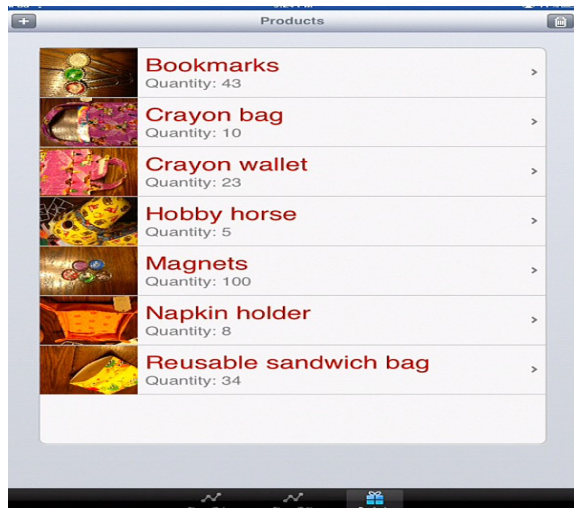
2. Click on the + on the Products screen



3. You will see a screen like this:



4. Add the product name, quantity, unit cost, and default cost by tapping. You can also take a photo to associate with the product by tapping the camera in the lower left corner. Tap the save button when you are done.
5. When you have added all of your products, your products screen will look something like this:



## Editing existing products

To edit an existing product, go to the Product screen and tap the row of the product you want to edit. It will take you to this screen:

Make your changes and tap save.

## Deleting products

To delete a product, go to the product screen and tap the garbage can icon in the top right hand corner. Each row will be shown with a delete button for the row. Tap the row you wish to delete. When you have deleted all the rows that you want to, tap the done button.

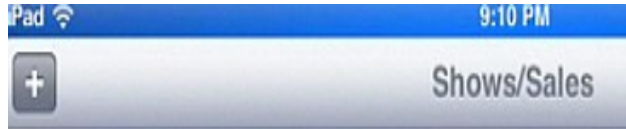
## Adding Shows

To add a show, do the following:

1. Click on the show tab



2. Tap on the + sign on the Shows/Sales screen



3. You will see a screen like this:



4. Enter the show name, show fee and date. Note that the show fee will be deducted from your sales to determine profits. Remember to hit save.
5. When you have added all of your shows, your shows screen should look like this:



## Editing existing shows

1. Click on the Shows/Edit tab



- 2.
- 3.

## Deleting shows

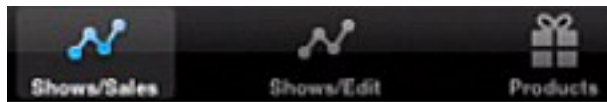
To delete a show, go to the show screen and tap the garbage can icon in the top right hand corner. Each row will be shown with a delete button for the row. Tap the row you wish to delete. When you have

deleted all the rows that you want to, tap the done button.

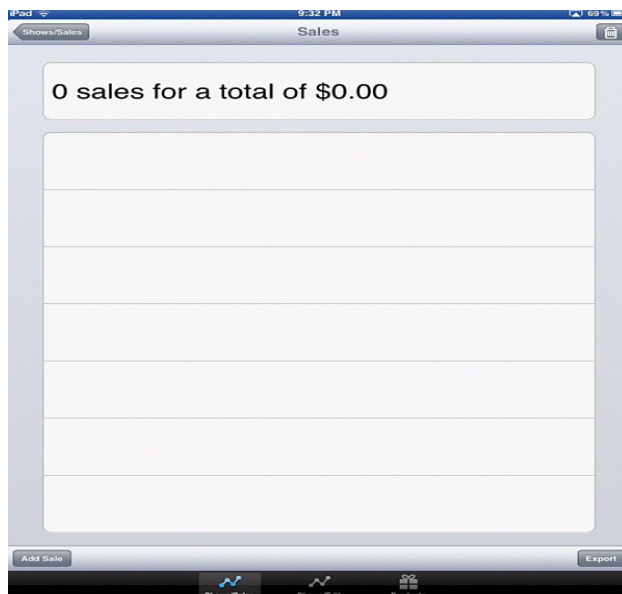
## Adding Sales

To make a sale, do the following:

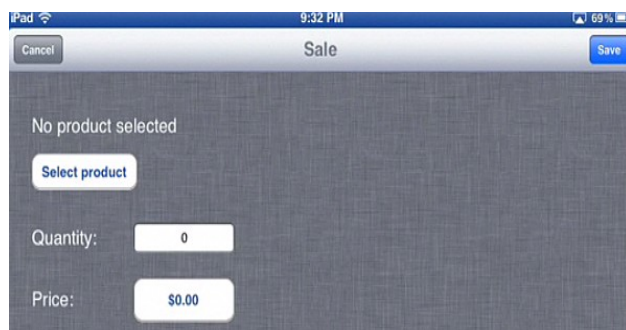
1. Because sales are made for a specific show, click on the Show/Sales tab



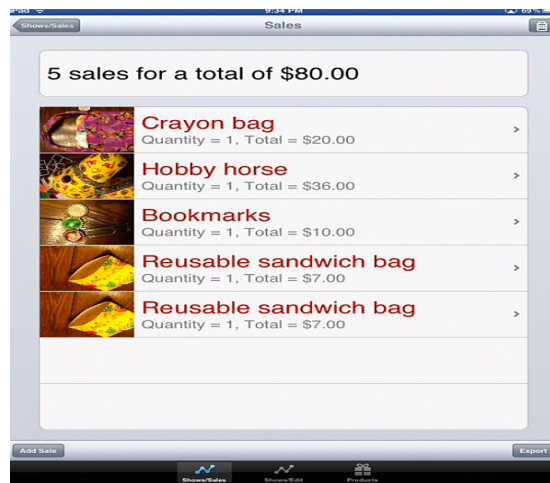
2. From the Show/Sales screen, select a show by tapping the show you want to make sales on. You will see a screen like this:



3. Tap on the add sale button, lower left. You will see a screen like this:



4. Select a product, set quantity and price. By default, the price will be quantity \* the default price of the product. You can override the price by tapping on the price button. Remember to hit save.
5. When you have made a few sales, your show/sales screen will look like this:



## Editing existing sales

To edit an existing sale, select shows/sales, then pick the show you want, then pick the sale you want. Make your changes and tap save.

## Deleting sales

To delete a sale, go to the sales (off of shows) screen and tap the garbage can icon in the top right hand corner. Each row will be shown with a delete button for the row. Tap the row you wish to delete. When you have deleted all the rows that you want to, tap the done button.

## Export Sales

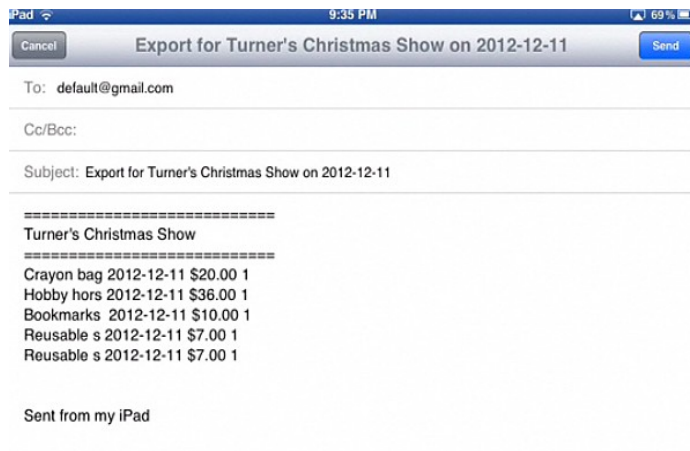
- Exports are done via email. You can email the sales for a show to an email of your choice. To export the sales for a show (the app only supports export of one show's sales at a time), go to



the Shows/Sales screen, then select the show you want. You will see the following screen:

- Tap the export button, you will see the following screen:





3. Change the email and tap send.

### Changing default email

The default email address used for export is set as a system preference (outside of the app). To change it, go to the iOS settings app:



and find the Xcraftshow section and change the email address.

## Support

For any questions, support, report defects or requests for enhancements, please contact myself (Alex) at [alexvye@gmail.com](mailto:alexvye@gmail.com)

Thanks for your support

Alex Vye

Coffee Shop Works