

Google Sheets Guide

Introduction

Welcome to Bosham Walk!

At the time of writing this guide we have around 100 sellers over 35,000 products on our system, and so we have developed and refined a system within Google Sheets that allows each vendor to have their own Google Sheet to manage their own products, and (importantly) see their real-time sales.

These vendor Google Sheets then link into our till system to generate our list of products down at the till, and to a separate management system that has all our sales in.

Google Sheets is all online-based and automatically saves any edits you make.

How to Access

Once you've completed the New Walker Form (this will be sent to you by Tom upon joining), you will be sent the link to your Google Sheet in an email.

Simply click this link and it will open in your internet browser.

We highly recommend using a laptop or computer to access your Google Sheets as it is much quicker and easier to do so. This doesn't stop you from using the app version to take a quick peek at your sales though!

You'll need to create a Google account if you don't already have one.

It may ask you to 'Request Access' the first time you access the Google Sheet, or if you're accessing it using a different email from the one you put in the Google Form. This will need to be manually accepted by Tom, so there may be a short delay before you are able to continue.

Adding Multiple Users

Once you've got access, you can add as many people to your Google Sheet as you'd like by clicking the 'Share' button in the top right and entering their email.

Products					Useful Inform				
Product Code	Description	Price	Barcode	Label Selection	Your Info				
TMBGB	Bosham Guide Book	£1.50	■■■■■■■■■■	☐	> Vendor Code: TMB				
TMBMAP	Map	£4.95	■■■■■■■■■■	☐	> Vendor Name: The Manor of Bosham				
TMBFS	First Class Stamp	£1.80	■■■■■■■■■■	☐	> Account Name: MANOR				
TMBSS	Second Class Stamp	£0.91	■■■■■■■■■■	☐					

Generating Products

Your products are managed in the Products tab. There is a reminder of important information on the right side, and your product information is entered into the left side.

The screenshot shows a Google Sheet titled "TMB Walk - Bosham Walk Data (Barcodes)". The main table is titled "Products" and has the following columns: Product Code, Description, Price, Barcode, and Label Selection. The table is currently empty. The right sidebar contains the following information:

- Your Info**
 - > Vendor Code: TMB
 - > Vendor Name: The Manor of Bosham
 - > Account Name: MANOR
- Product Code**
 - > Every item you sell must have a product code both in this sheet and on the physical label.
 - > Items of the same type and price can share the same code.
 - > Each code should start with your vendor code (TMB) and be followed by a unique code.
 - > Examples include TMB0001, TMBABC, TMB1, TMBCARD.
- Description**
 - > A description for the item. Shorter the better!
 - > This is used to check the code on the item taken to the till matches the code in the sheet.
 - > It can also be used to find an item if the code is incorrect or has been changed.
- Price**
 - > The price for the item. This must also be on the physical label of the item.
- Quantity**
 - > This is an optional field for you to keep track of how many items you've sold.
 - > This is not updated automatically when a sale is made.

There is no limit to the number of products that you can enter, but please try to keep the list as short as possible to reduce the load on our system.

Vendor Code & Product Code

To identify you and your products, we give every seller a unique two or three letter vendor code. When adding a product code to your list, you must have this vendor code at the start of it (in this example our vendor code is TMB, so every product in the list starts with this).

The screenshot shows the same Google Sheet as before, but now it contains data. The "Products" table has the following rows:

Product Code	Description	Price	Barcode	Label Selection
TMBGB	Bosham Guide Book	£1.50	1501501501501	☐
TMBMAP	Map	£4.95	4954954954954	☐
TMBFS	First Class Stamp	£1.80	1801801801801	☐
TMBSS	Second Class Stamp	£0.91	9109109109109	☐

The right sidebar contains the same information as before, but the "Vendor Code: TMB" is highlighted in red.

Product codes must be no longer than 8 characters (including the vendor code) and must be letters and numbers only (no spaces or punctuation).

How you choose to then code your products is entirely up to you! Some people just choose to start at 001 and work their way upwards, or you may choose to make it more refined by introducing letters. There are some examples of what you could do below.

Example 1: TMB001, TMB002, TMB003, TMB004, TMB005

Example 2: TMBA1, TMBA2, TMBA3, TMBB1, TMBB2

Example 3: TMBCARD, TMBMAP, TMBBOOK

Products that are the same can use the same product code.

Example: If you had 5 different card designs that were all the same price, you could either choose to just have one code (e.g TMBCARD) for all of them, or you may choose to have a different code for each design (e.g TMBC1, TMBC2, TMBC3...). The advantage of doing this is you would be able to see exactly which design of card has sold so that you'd know what you need to replace before coming over.

Description

This should be short description of what the item is, so that it can be quickly verified when it comes to the till.

Please note that the first few characters of the description will appear on an itemised receipt if the customer requests one, so no rude words please!

Examples: Green Boat Card, Red Spotty Vase, The Beatles Vinyl, Gardening Book

Price

The price of the item, in £.

Barcode/QR Code

This is automatically generated based on the product code you enter in Column A. We've only copied this formula down for the first 100 lines in your products list. If you go over this, just copy the formula down for as many lines as you need (you can Google 'how to copy a formula down in Google Sheets' if you don't know how to do this).

Once you've entered your Products, you can now print labels for them using the Barcode or QR Code guides available on our website.

You should then affix one of these labels to every one of your products – no exceptions!!

The product information you entered is automatically saved and will be loaded to our till system the following morning. This means when a customer takes one of your items to the till and we scan the barcode/QR code, the information about the item you entered will appear. This is what allows us to sell items from 100 different sellers together in the same transaction!

Sales Tabs

The next two tabs in your Google Sheet are where you can see your real-time sales. This is linked directly in with our till system.

‘Current Month Sales’ shows this month’s sales on the left hand side, and today’s sales on the right hand side, with a short summary table at the top.

Summary				
Today's Total Sales	£000	August's Sales	£22.27	
Today's Items Sold	0	August's Items Sold	16	
Total Sales to Yesterday	£22.27	August's Commission	£2.78	
Total Items Sold to Yesterday	16	August's Distributed	£19.49	

August's Sales				
Product Code	Description	Price	Quantity	Time
TMBFS	First Class Stamp	£3.60	2	02/08/2026 14:02:25
tmbsb	Second Class Stamp	£5.46	6	04/08/2026 10:51:27
TMBFS	First Class Stamp	£3.60	2	05/08/2026 16:17:15
tmbsf	First Class Stamp	£1.80	1	06/08/2026 12:22:39
TMBGB	Boshom Guide Book	£1.50	1	11/08/2026 10:37:59
TMBFS	First Class Stamp	£1.80	1	14/08/2026 14:43:30
TMBFS	First Class Stamp	£1.80	1	17/08/2026 17:12:34
TMBFS	First Class Stamp	£1.80	1	18/08/2026 12:22:57
TMBSS	Second Class Stamp	£0.91	1	19/08/2026 13:14:38

‘Yearly Sales’ shows the annual year to date (January to December), but does not include the current month. There’s also a summary table by month on the right hand side.

2026's Sales				
Product Code	Description	Price	Quantity	Time
TMBSS	Second Class Stamp	£0.87	1	02/01/2026 10:18:35
TMBFS	First Class Stamp	£8.50	5	03/01/2026 13:53:29
TMBSS	Second Class Stamp	£0.87	1	09/01/2026 11:44:52
TMBFS	First Class Stamp	£13.60	8	10/01/2026 12:48:17
TMBSS	Second Class Stamp - Take	£0.00	1	15/01/2026 13:28:04
TMBSS	Second Class Stamp - Take	£0.00	1	15/01/2026 13:28:04
TMBFS	First Class Stamp	£1.70	1	21/01/2026 11:28:37
TMBSS	Second Class Stamp	£6.96	8	23/01/2026 11:28:04
TMBFS	First Class Stamp	£1.70	1	23/01/2026 13:41:46
TMBFS	First Class Stamp	£1.70	1	24/01/2026 12:18:21
TMBFS	First Class Stamp	£1.70	1	24/01/2026 16:00:32
TMBFS	First Class Stamp	£3.40	2	31/01/2026 11:49:58
TMBFS	First Class Stamp - business	£0.00	1	04/02/2026 11:00:54
TMBGB	Boshom Guide Book	£1.50	1	04/02/2026 15:49:46
TMBFS	First Class Stamp	£10.20	6	07/02/2026 10:57:03
TMBFS	First Class Stamp	£3.40	2	08/02/2026 11:40:02
TMBFS	First Class Stamp	£1.70	1	08/02/2026 12:03:35
TMBSS	Second Class Stamp	£5.22	6	08/02/2026 14:41:48
TMBGB	Boshom Guide Book	£1.50	1	13/02/2026 15:02:21

Summary					
Month	Month	Monthly Total	Commission	Sales Revenue	Commission R
Jan	1	£41.00	£5.13	£35.88	
Feb	2	£38.14	£4.77	£33.37	
Mar	3	£30.20	£3.78	£26.43	
Apr	4	£27.47	£3.43	£24.04	
May	5	£83.85	£10.48	£73.37	
Jun	6	£46.99	£5.87	£41.12	
Jul	7	£51.42	£6.43	£44.99	
Aug					
Sept					
Oct					
Nov					
Dec					
Total		£319.07	£39.88	£279.19	

At the end of a calendar year, a new tab will be generated. You are still able to view the previous year(s).

Label Maker and Labels

Please now move onto the next guide (either Barcodes or QR Codes) to learn how to print the labels for your products.