

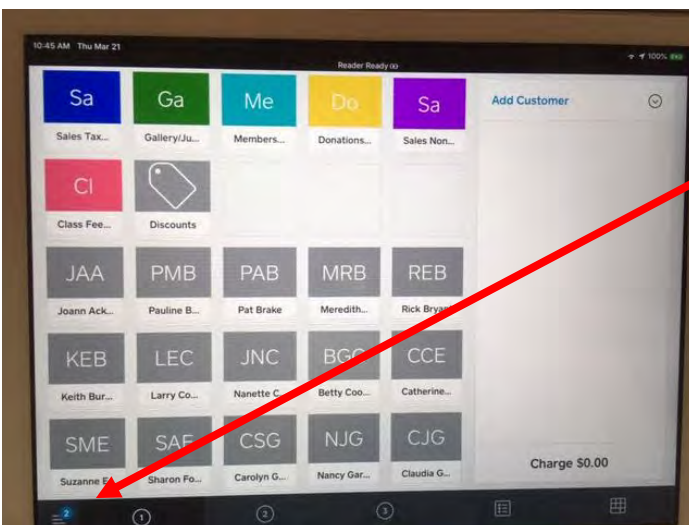
Using the Square – Entering items



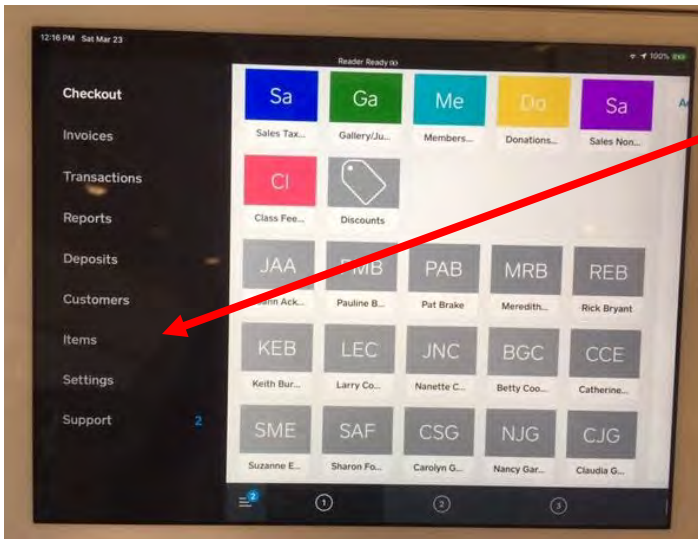
For an artist to enter items, open the Square screen by pushing the button on the right side twice.



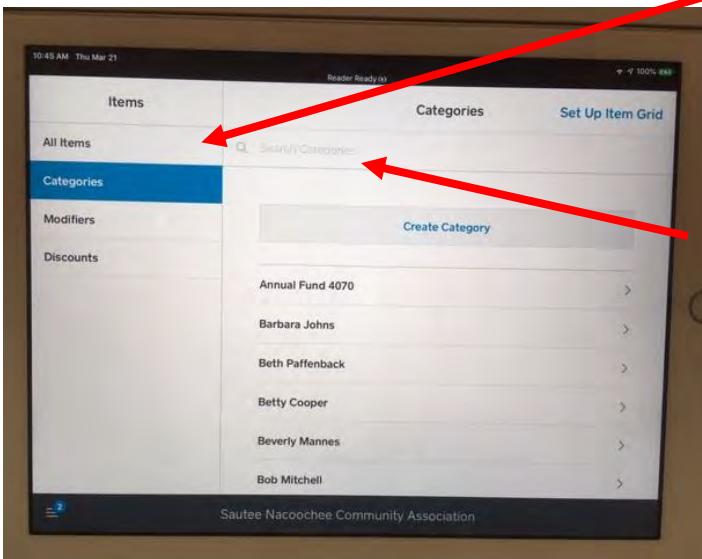
This screen will appear. Push the square icon once to open program.



Press bars in bottom left corner.

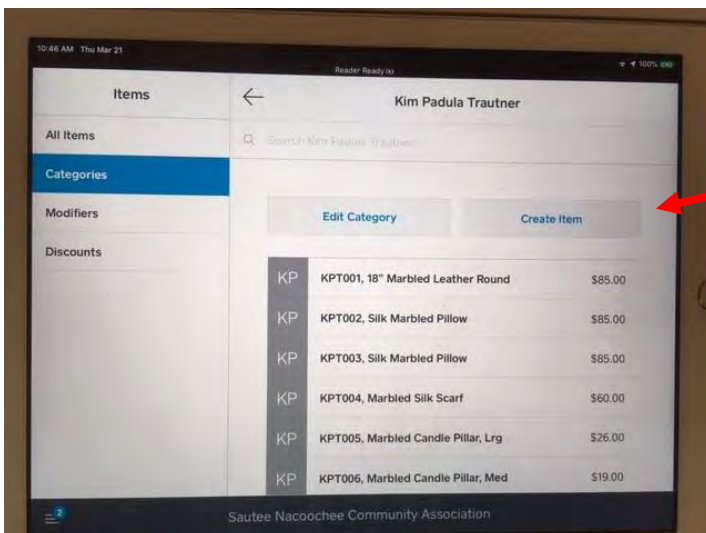


Select "Items" from the list.

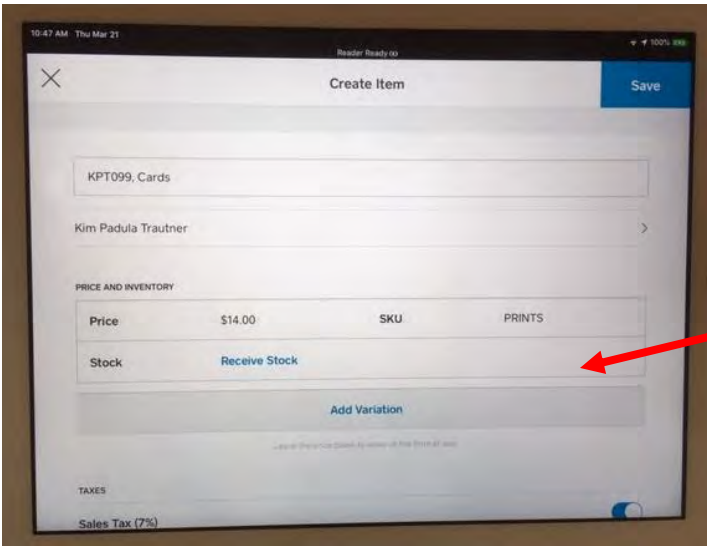


Select "Categories".

From the list, scroll and select the artist's name or you can enter a search



The artist's page will come up and you will select "Create Items".

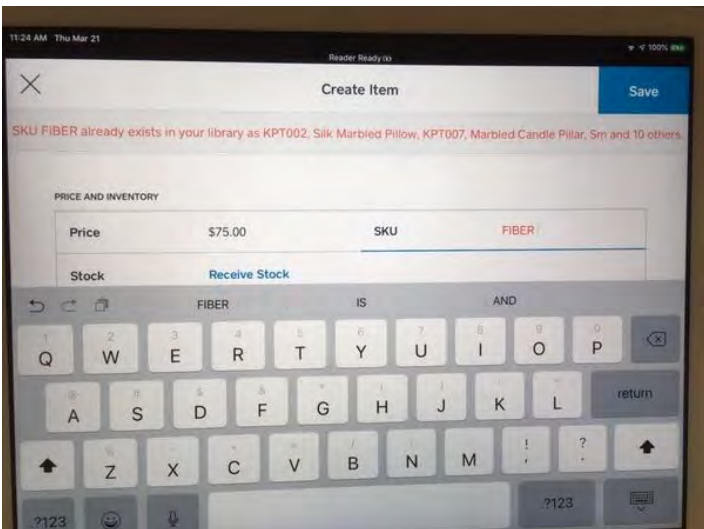


Enter name of item using format of three initials and number and description of item.

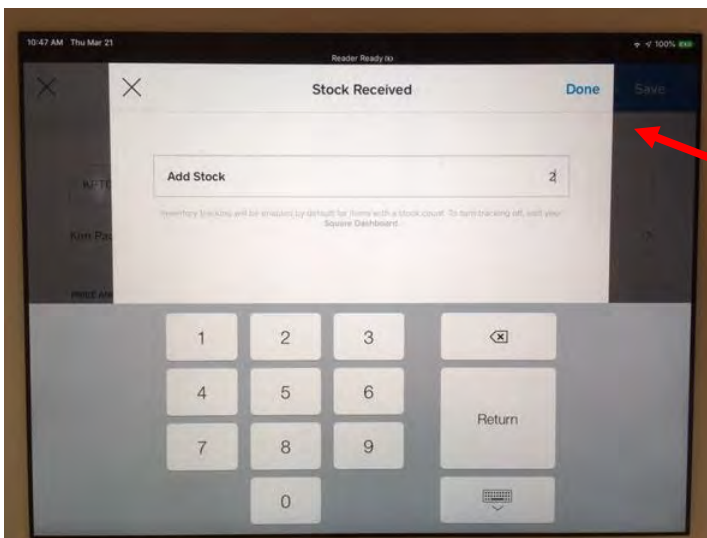
Enter price.

Use medium for SKU#. Reference list.

Select "Receive Stock".

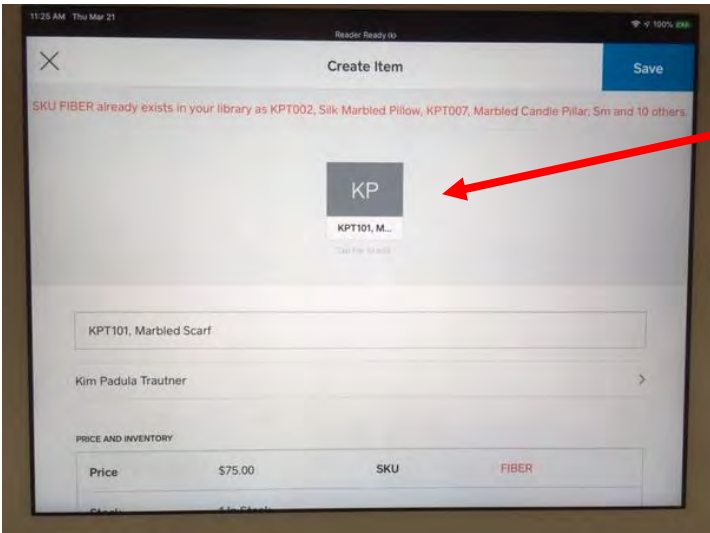


You may get a warning in red text if the medium has already been used. There will be multiple items with the same medium, not a problem. Continue entering information.

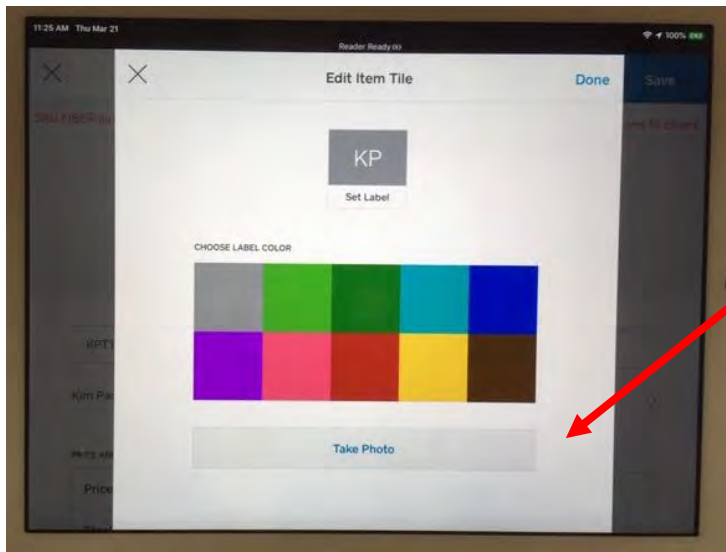


Enter number for inventory. If there are multiples of the item, they must have the same item number.

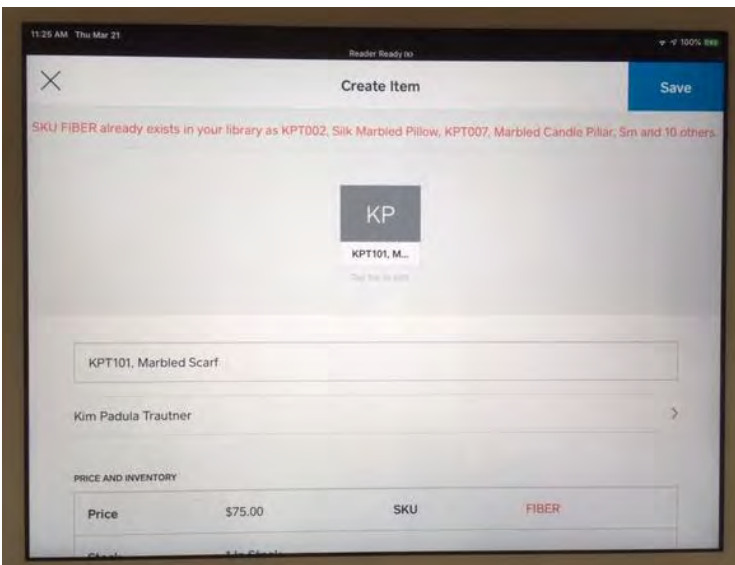
Press "Done" when completed.



If you choose to add a photo, tap the tile with initials to add.



This screen will appear and you will have an opportunity to crop the picture or retake before adding it to your listing.



When you have completed entering the item, press "Save" in upper right-hand corner.