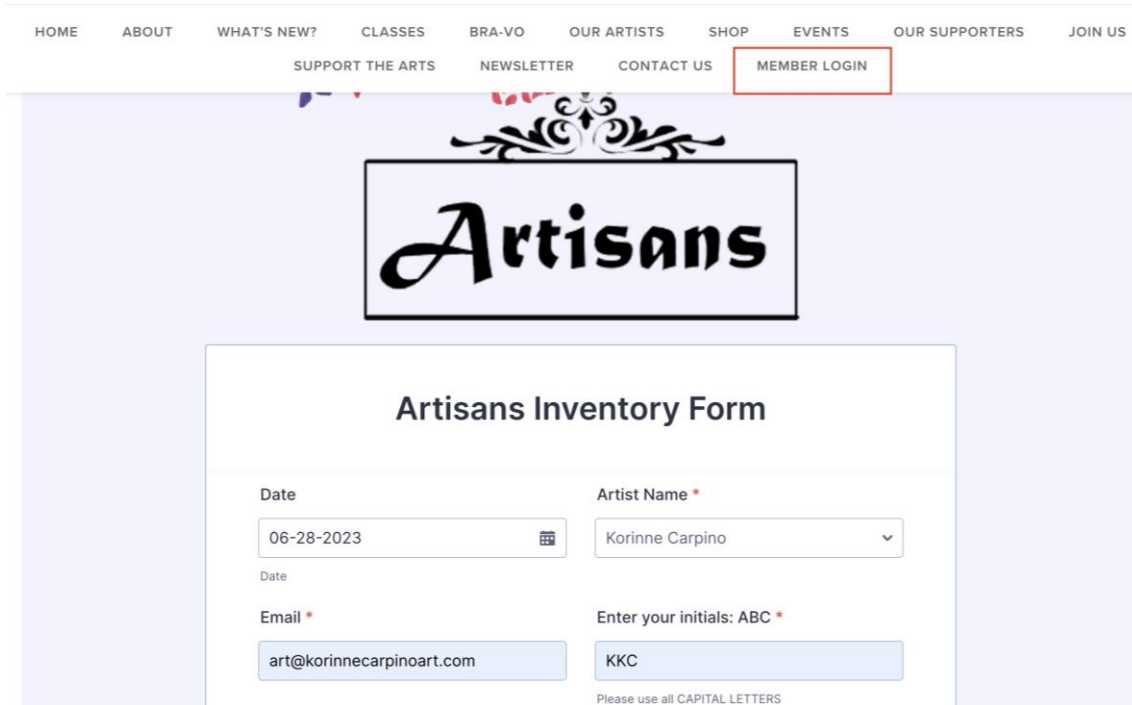


How to Complete the Artist Inventory Form – New Item

The Artist Inventory Form is used to communicate with the Inventory Committee for all action you would like taken with your artwork.

The Form is found in the member section of the Website:

<https://www.artisansofmtdora.com/member-login.html>



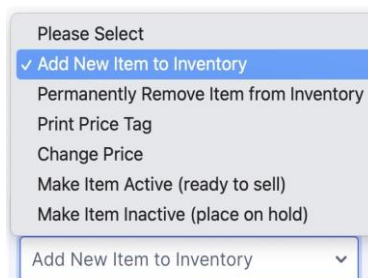
The screenshot shows the top navigation bar of the website with the following links: HOME, ABOUT, WHAT'S NEW?, CLASSES, BRA-VO, OUR ARTISTS, SHOP, EVENTS, OUR SUPPORTERS, JOIN US, SUPPORT THE ARTS, NEWSLETTER, CONTACT US, and MEMBER LOGIN (highlighted with a red box). Below the navigation bar is a decorative flourish above a large box containing the word "Artisans" in a stylized font. Below this is the "Artisans Inventory Form" with the following fields:

- Date: 06-28-2023
- Artist Name *: Korinne Carpino
- Email *: art@korinnecarpinoart.com
- Enter your initials: ABC *: KKC

Below the initials field, it says "Please use all CAPITAL LETTERS".

How to Complete the Form:

1. The date will self-populate.
2. Use the drop down in the Artist Name to select your name.
3. Enter your email address and your 3-initials.
4. In the “What do you want to do” section: select the appropriate option - See screen shot of drop-down options below.



The screenshot shows a dropdown menu with the following options:

- Please Select
- ✓ Add New Item to Inventory
- Permanently Remove Item from Inventory
- Print Price Tag
- Change Price
- Make Item Active (ready to sell)
- Make Item Inactive (place on hold)

At the bottom of the menu, there is a small box showing "Add New Item to Inventory" with a dropdown arrow.

In this example the Artist is “Adding New Items to Inventory”

HOME ABOUT WHAT'S NEW? CLASSES BRA-VO OUR ARTISTS SHOP EVENTS OUR SUPPORTERS JOIN US

SUPPORT THE ARTS NEWSLETTER CONTACT US MEMBER LOGIN

Artisans

Artisans Inventory Form

Date: 06-28-2023

Artist Name *: Korinne Carpino

Date: Date

Email *: art@korinnecarpinoart.com

Enter your initials: ABC *: KKC

Please use all CAPITAL LETTERS

What do you want to do? *: Add New Item to Inventory

5. Enter the title of the Product. This is 4 descriptive works.

If your product only comes in one size, color or material follow the instructions below in Section A. If not, skip to Section B.

Title of Art - Enter ONLY 4 Descriptive Words *

Cottage Garden Coneflower Print

words such as and / the/ with/ of etc. may be used and do not count

Size of artwork - if no variants. Use inches if appropriate ie: 11"x14"

If your item only comes in one size, enter it here. Otherwise leave this blank

Description - *

A delightful scene of a cottage garden featuring pink cone flowers. Print of an original alcohol ink painting. Matted in an acid free white mat.

Select the most appropriate category from the drop down menu.

Type of Art *: Wall Art

Type of Art Detail *: Alcohol Ink

Item Price - if no variants: Enter the item price

Inventory Quantity - if no variants: _

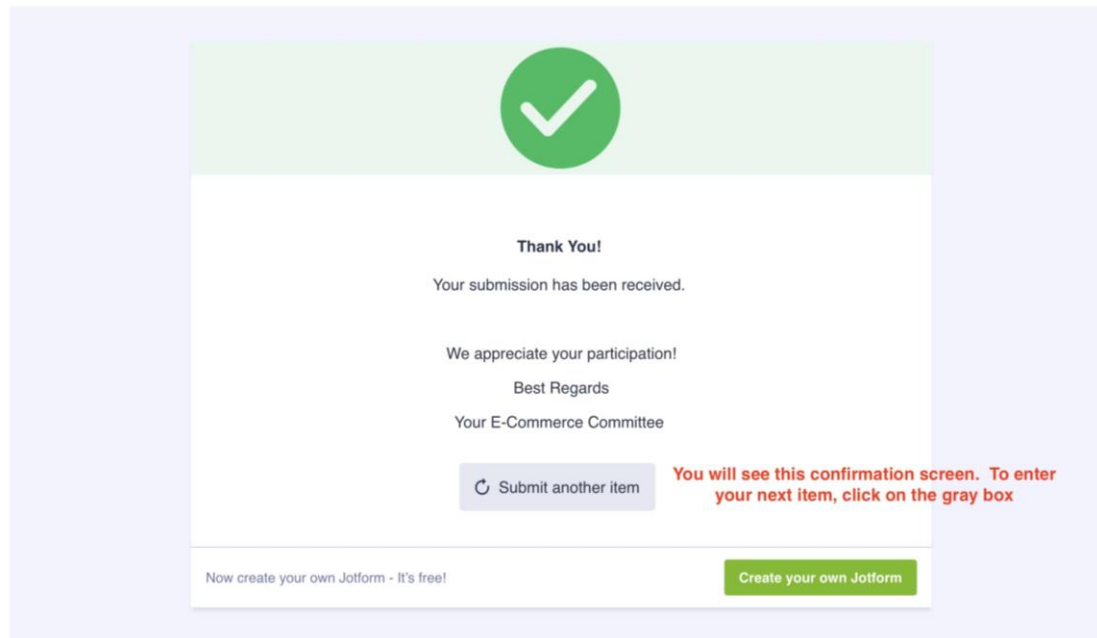
A. Product comes in one size, color or material.

- 1. Enter the size of the artwork:** *(Below are examples. If your artwork is measured using a different method, please use it).*
 - For wall art, prints, note cards, coasters, etc.: length x wide
 - For jewelry: length x wide of pendants, bracelets, earrings; length of chain, ring size, diameter
 - For 3-D art: height x width x depth; diameter
 - For wearable art (i.e.: baby items): size
- 2. Enter a short description of your artwork.** Two sentences. See example below.
- 3. Use the drop-down menus to select Type of Art and Type of Art Detail.** Use what matches most closely to your artwork.
- 4. Enter the Price** of the Item using 2 decimal places.
- 5. Enter the Quantity Available**
- 6. Do Not check the Box** for “does this item have variants”
- 7. Upload an image.** This can be a cell phone image.
- 8. Review the information** you put in the form for accuracy.

The screenshot shows a form section with the following elements:

- A question: "Does this item have variations?" with a checkbox labeled "Yes". To the right of the checkbox is the text "Do not check this box" in red.
- A section titled "Optional - Attach your images here" containing a dashed box for image upload. Inside the box, there is a camera icon, the text "Upload a photo (can be from a cell phone)" in red, and a "Browse Files" button. Below the box is the text "Drag and drop files here".
- Below the dashed box is the text "Review your form and click submit" in red.
- At the bottom of the section is a green "Submit" button.

- 9. Click the Submit Button.**
- 10. You will see a confirmation screen:**
- 11. If you have additional inventory actions to submit, click the submit another item button.**
- 12. If not, you can close out of the screen.**



B. Entering Products with variants, such as, more than one size, color or material.

EXAMPLES:

- Wall art may be available in both an original and a print in various sizes i.e.: 5"x7", 8"x10", 11"x14" etc.
- A wall art print may be available in different color frames or mats.
- A pair of earrings that has exactly the same design comes in different colors
- A ring may be available in different sizes
- A glass votive holder may be available with different color flowers
- A fused glass angel may come in different colors
- Baby booties may be available in a variety of sizes and colors
- A Tote bag may come in different color or material
- A leather trinket dish may be available with different color insets



To enter new inventory with variants:

1. Follow the instructions on Pages 1 & 2
2. **LEAVE THE SIZE FIELD BLANK**
3. Enter a short description of your artwork. See example below.
4. Use the drop-down menus to select Type of Art and Type of Art Detail.

5. LEAVE THE PRICE AND QUANTITY FIELDS BLANK

What do you want to do? *

Add New Item to Inventory

Title of Art - Enter ONLY 4 Descriptive Words *

Cottage Garden Coneflower Print

words such as and / the/ with/ of etc. may be used and do not count

Size of artwork - if no variants. Use inches if appropriate ie: 11"x14"

If your item only comes in one size, enter it here. Otherwise leave this blank

Description - *

A delightful scene of a cottage garden featuring pink cone flowers. Print of an original alcohol ink painting. Matted in an acid free white mat.

Select the most appropriate category from the drop down menu.

Type of Art * Wall Art

Type of Art Detail * Alcohol Ink

Item Price - if no variants

Inventory Quantity - if no variants

Enter the item price

6. Check the Box for "Does this item have variants?"

Type of Art * Please Select

Type of Art Detail * Please Select

Item Price - if no variants

Inventory Quantity - if no variants

Enter the item price

Does this item have variations?

Yes

7. A new screen will open. (See below)

8. Use the Size, Color or Material column depending on what your product has as an option. In this example, the product comes in different sizes.

9. Enter each size or color or material that is available on a separate line.

10. Enter the price per option.

11. Enter the Quantity Available per option.

12. If you need more lines, click on the box under “Add more variants?”

Variations - enter your options below, use only the fields you need

The print in this example is available in 5x7, 8x10 and 11x14. So size, print and quantity are entered

Size 1	Enter Color 1	Material 1	Price 1	Qty 1
5x7	<input type="text"/>	<input type="text"/>	29.00	5
Size 2	Enter Color 2	Material 2	Price 2	Qty 2
8x10	<input type="text"/>	<input type="text"/>	35.00	4
Size 3	Enter Color 3	Material 3	Price 3	Qty 3
11x14	<input type="text"/>	<input type="text"/>	49.00	3
Size 4	Enter Color 4	Material 4	Price 4	Qty 4
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Size 5	Enter Color 5	Material 5	Price 5	Qty 5
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Add more variations?

Yes

Optional - Attach your images here


13. Upload an image. This can be a cell phone image.

14. Check your field entries for accuracy

15. Click Submit.

Yes

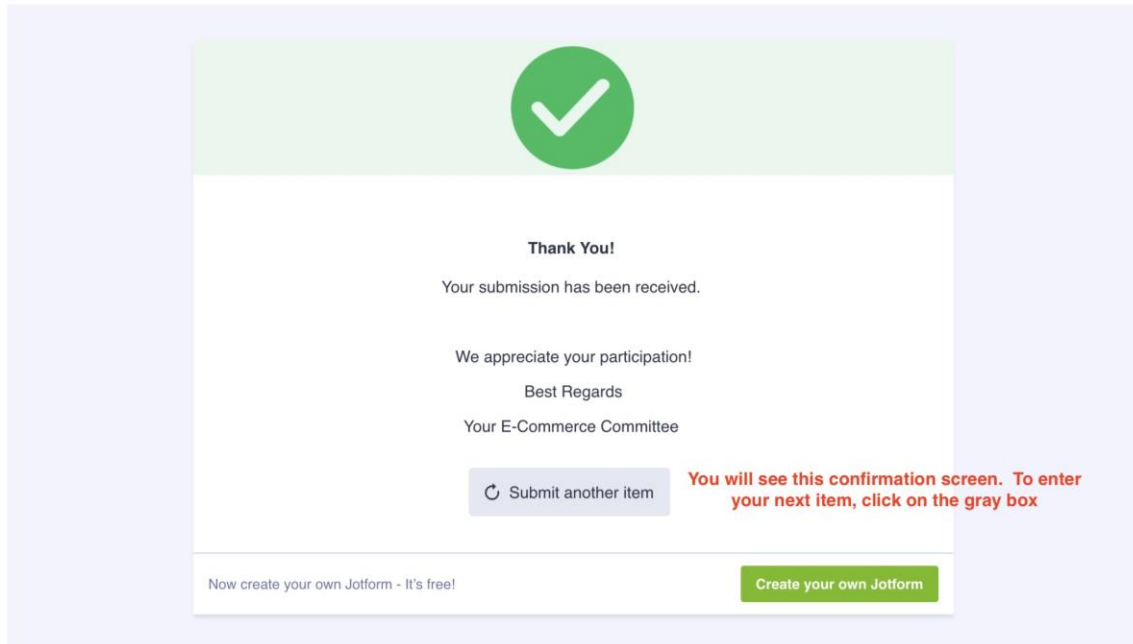
Optional - Attach your images here



Browse Files

Drag and drop files here

When you are finished, click Submit



16. You will see a confirmation screen.

17. If you have additional inventory actions to submit, click the submit another item button.

18. If not, you can close out of the screen.