

How to upload items to Medford Arts Boutique On-line Store

Our new on-line store is hosted on FASO, Fine Art Studio Online. This website caters to artists. We found it to have a streamline approach to uploading, organizing, checkout, shipping and making changes.

This is how to get into the backend of the site to edit and add images.

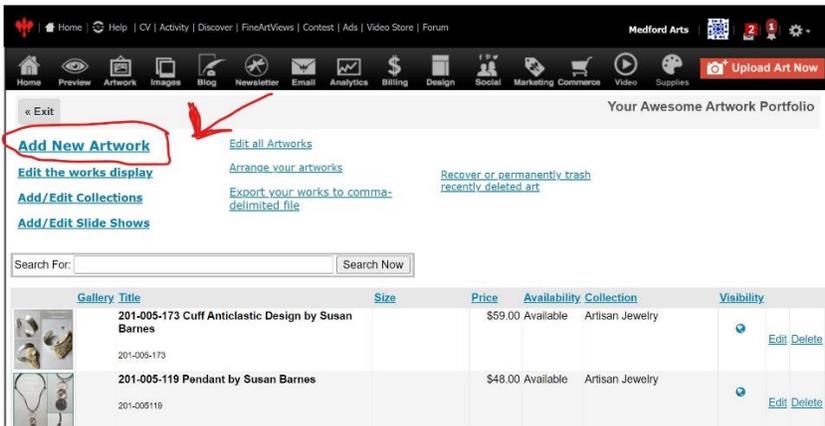
1. Go to: MedfordArtsBoutique.com
2. At the bottom of the left page click on: **edit site**
3. Log in information:
email: giftboutiquemedfordarts@gmail.com
PW: MAC6033a

1. Once you log in the HOME page will pop up.
2. On the bottom left side you will see: **Edit your Art Website:**
3. Below highlighted a pale-yellow list. **Click on Shop**

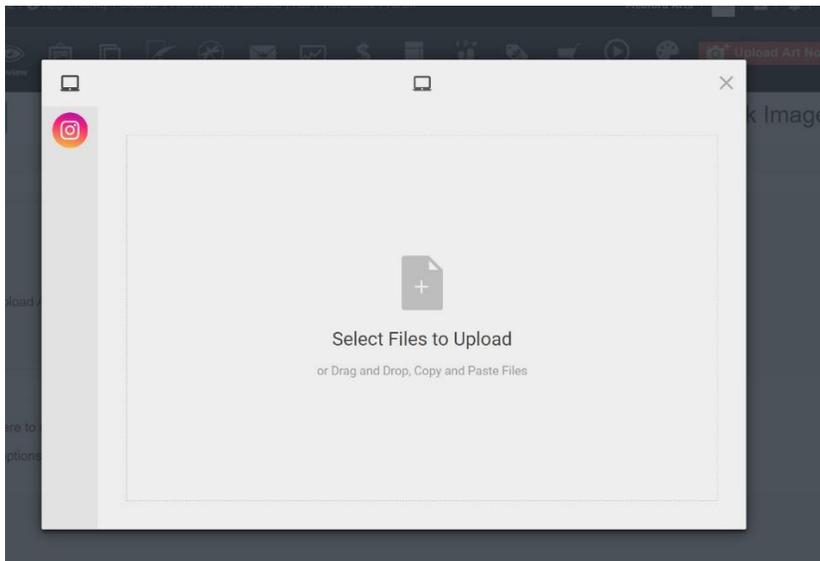
ID	Question	View
587249	Chat - shipping weight/ ecommerce options Responded to on 11/13/2020 12:56:21 PM by sspohn	View >>
587193	Chat - logo size/shipping/ shipping labels Responded to on 11/12/2020 7:19:17 PM by sspohn	View >>
586947	Re: Medford Arts Sent you a direct message on FASO Responded to on 11/12/2020 4:28:58 PM by bcardenas	View >>

Date	Traffic
Oct 15	0
Oct 16	0
Oct 17	0
Oct 18	0
Oct 19	0
Oct 20	0
Oct 21	0
Oct 22	0
Oct 23	0
Oct 24	0
Oct 25	0
Oct 26	0
Oct 27	0
Oct 28	0
Oct 29	0
Oct 30	0
Oct 31	0
Nov 01	0
Nov 02	0
Nov 03	0
Nov 04	0
Nov 05	0
Nov 06	0
Nov 07	0
Nov 08	0
Nov 09	0
Nov 10	200
Nov 11	150
Nov 12	100
Nov 13	50
Nov 14	20

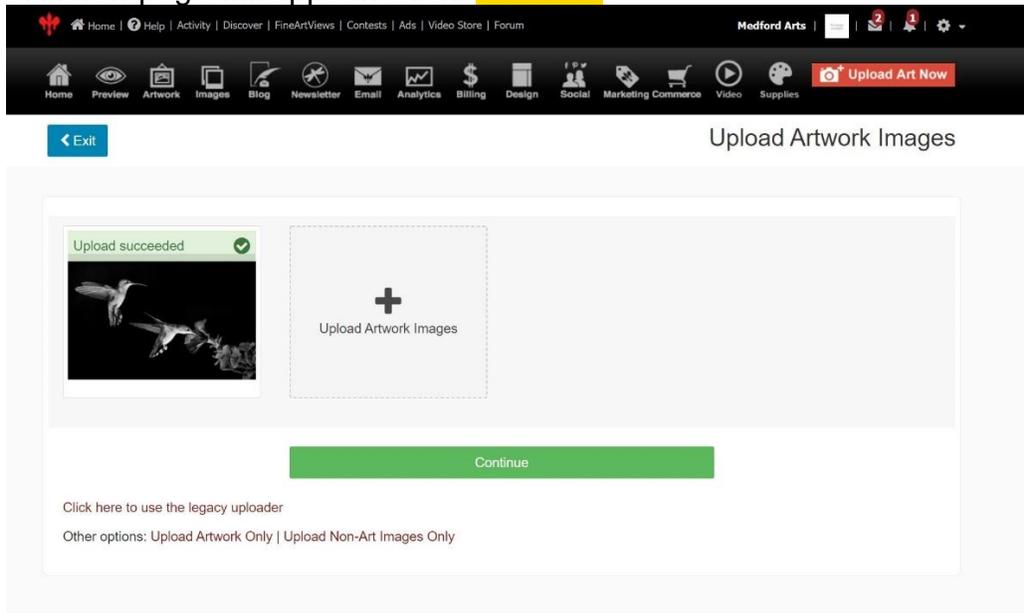
4. A new page will appear. Click on: **Add New Artwork**



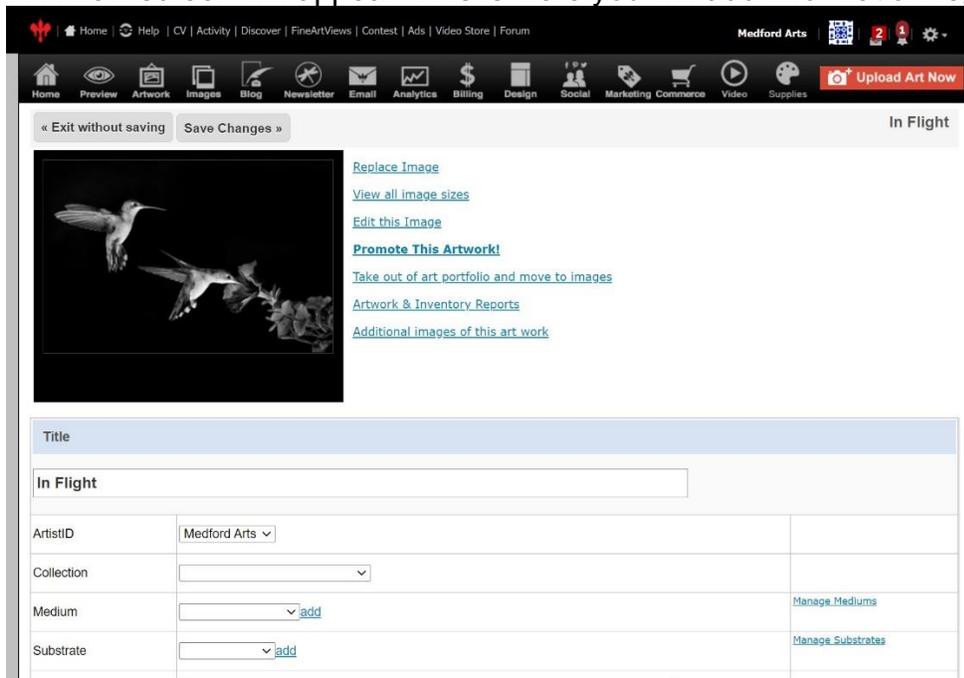
5. A new page will appear: Click on: **Select Files to upload**



6. A new page will appear. Click: **Continue**



7. A new screen will appear. This is where you will add information regarding the item;



Title include: Title by Artist

For Example: 201-047-157 "Heavenly" by Patricia S. Worley

BE SURE THE CODE IS TYPED AS SHOWN!!!

Title	
In Flight by Patricia S. Worley	
ArtistID	Medford Arts
Collection	Wall Art
Medium	<ul style="list-style-type: none"> Artisan Jewelry Wall Art 3-D Art, Pottery Wearable Art Small Works for The Holidays
Substrate	
VerticalSize	
HorizontalSize	
Depth	
YearCreated	2020
Subject	
Style	
RetailPrice	\$
GalleryID	(None)
Type	Original
Status	Current

8. Collection: Click on drop down menu and click appropriate category(We have created 4 categories/collections)

9. Medium: This is where you can add additional medium as needed

Substrate: Answer if applicable. This is where jewelry artists can add the metal and stones

10. Vert

11. Horz

12. Style:

13. Retail Price:

14. Gallery ID: -None

15. Status: Current

16. Availability: Available

17. Description:

This where you can add your enticing description and any other photos you would like to include.

The screenshot shows a product description editor. At the top, there is a 'Description' header with a red arrow pointing to it. Below the header is a rich text editor with a toolbar containing icons for bold, italic, underline, bulleted list, numbered list, link, unlink, and image. A red arrow points to the image icon. The main text area contains a large yellow redaction box. Below the editor is a 'Full Screen Mode for Description' button. Underneath is a metadata section with fields for 'Visibility' (set to 'Public (Visible Everywhere - Recommended)'), 'EditionSize', 'Image version' (202011141402), 'Image guid' (5f117bb0-26b4-11eb-b31d-ac1f6b0246da), 'Upload Date' (11/14/2020 2:02:49 PM), 'Inventory Number' (with a yellow redaction box), and 'Private Notes'.

18. Click on Advanced Commerce

The screenshot shows the 'Advanced Commerce Settings' form. At the top left, there is a 'Hide Advanced Commerce Settings' link with a red arrow pointing to it. The form contains several fields: 'Shipping Amount Override' (with a yellow redaction box), 'Shipping Discount Percent', 'Number Available For Sale' (with a red arrow pointing to it), 'Price Display Note', 'Framed Price' (with a dollar sign and a redaction box), 'Framed Price Display Note', 'User CTA Button Text', 'User CTA Button URL', 'RetailPrice IncludesShipping' (radio buttons for Yes and No, with 'No' selected), 'RetailPriceB IncludesShipping' (radio buttons for Yes and No, with 'No' selected), 'Framed Vertical Size', 'Framed Horizontal Size', 'alt tag', 'Date Published', and 'Digital Delivery URL'. At the bottom left, there is a green 'Save Changes »' button with a red arrow pointing to it.

19. Shipping amount Override

20.. Number Available for Sale:

21. Click on Save Changes