

Always start at the bottom with one of these icons:



Checkout



Transactions



Notifications




More

PRACTICE A SALE BEFORE A CUSTOMER ARRIVES. DON'T COMPLAIN ABOUT SQUARE IF YOU AREN'T WILLING TO FIRST PRACTICE.

To Sell:



Checkout

1. Choose Artist
2. Choose Item
3. For another item:
 - a) Tap  At top Left
 - b) Repeat 1 and 2 for each additional item.
4. Items for Sale appear in the Right Column
 - If incorrect item: tap item, tap "Remove Item" at bottom.
5. Ask Customer to Insert, Tap, or Swipe Credit Card
6. Follow Prompts.
7. Obtain email if possible.

To Refund:



Transactions

1. Highlight incorrect Sale
2. Tap "Issue Refund"
3. Choose Item(s) to Refund
4. Tap "Next"
5. Choose Reason for Refund
6. Tap "Refund"

To Add Inventory:



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1. Choose "Items"
2. Highlight "Categories"
3. Find your Name
4. Tap "Create Item"
5. Scroll to Grey Box with "Name" in light grey font above your Name. Tap
6. Type Item Name: MA – Title – Media
 - a) Remember spaces before and after "-".
 - b) First 2 initials are show code. Cards are CA, Jewelry is JE, etc.
7. Scroll down to price and enter price of art.
8. Tap "Save".

To Edit Inventory:



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1. Choose "Items"
2. Highlight "Categories"
3. Find your Name
4. Find Item to Edit
5. Make Changes, Delete is at Bottom – "Delete Item From This Location"
6. Tap "Save".