

Art Encounters - Add Products

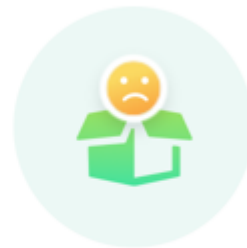
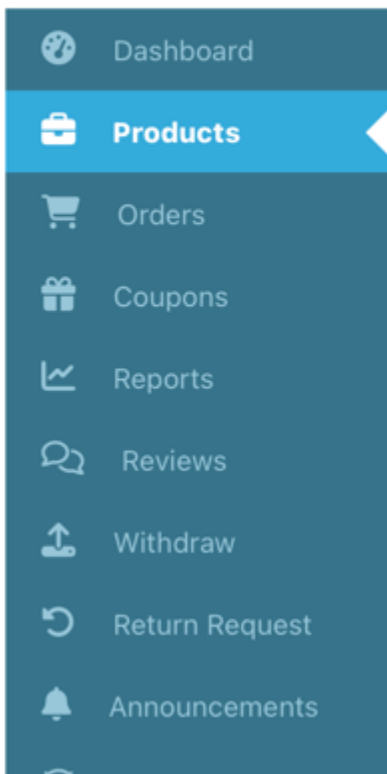
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1 Start a New Product

Click on Add new product.

Dashboard



No Products Found!

Ready to start selling something awesome?



2 New Product Step 1

1. Add your product name (we recommend keeping this a simple product unless you are very familiar with the system)
2. If your product is a digital file, check Downloadable and Virtual.
3. Add the price you want to sell your product for.
4. If you want to add a "Sale" price or offer a discount to entice purchases, enter it here.
5. Add a product image by clicking here.
6. Choose your category.
7. Add Tags. You may add multiple tags to assist people in finding your product.
8. Add a Short Description of your product. We find that 1 sentence is perfect.

Dashboard

The screenshot shows the 'Add New Product' form in a dashboard. The left sidebar contains navigation links: Dashboard, Products (highlighted), Orders, Coupons, Reports, Reviews, Withdraw, Return Request, Announcements, Support, and Settings. The main form has the following sections:

- Title:** A text input field labeled 'Product name..' with a red callout '1' pointing to it.
- Product Type:** A dropdown menu currently set to 'Simple' with a red callout '2' pointing to it.
- Downloadable:** A checkbox with a red callout '3' pointing to it.
- Virtual:** A checkbox with a red callout '4' pointing to it.
- Price:** A text input field with '\$' and '0.00' with a red callout '4' pointing to it.
- Discounted Price:** A text input field with '\$' and '0.00' and a 'Schedule' link.
- Category:** A dropdown menu with 'Sculpture' selected, an edit icon, and a close icon. A red callout '6' points to it.
- Tags:** A text input field with 'Select tags/Add tags' and a red callout '7' pointing to it.
- Short Description:** A rich text editor with a toolbar (Paragraph, Bold, Italic, Bulleted List, Numbered List, Quote, Indent, Outdent, Link, Unlink, Table) and 'Visual' and 'Text' tabs. A red callout '8' points to the toolbar.
- Image Upload:** A dashed box containing an 'Upload a product cover image' button with a red callout '5' pointing to it.

3 New Product Step 2

1. Add a Longer Description here. You may add extra details like the medium and materials used in the item, other details, perhaps something about your inspiration for the project.
2. SKU for your record keeping purposes.
3. This must be checked or people will be able to order multiple copies of the same item. For digital products, this may be unchecked.
4. Enter the number of the item you have available to sell.
5. Low stock is for tracking purposes if you have an item with multiple copies and you are able to produce more as needed.
6. We suggest not allowing backorders unless you are familiar with the process and can stay on top of order management.

1

Description

Visual Text

Paragraph **B** *I* [List Icons] [Quote Icon] [Align Icons] [Link Icon] [Table Icon]

2

SKU (Stock Keeping Unit)

3

Enable product stock management

4

Stock quantity

5

Low stock threshold

6

Allow Backorders

Do not allow

Allow only one quantity of this product to be bought in a single order

Rank Math SEO Manage SEO for this product

4 New Product Step 3

1. Check this box if your product requires shipping and enter the information to help the site calculate shipping costs effectively.
2. Shipping Class should NOT be used.
3. Generally we recommend keeping items taxable.
4. If you have other similar products or "bundles" you would want to sell, you can add them here.
5. Attributes will NOT be used normally.

Shipping and Tax Manage shipping and tax for this product

1 This product requires shipping

weight (lbs) length (in) width (in) height (in)

2 Shipping Class
No shipping class (\$0)

Shipping classes are used by certain shipping methods to group similar products. Before adding a product, please configure the [shipping settings](#)

3 Tax Status: Taxable Tax Class: Standard

Linked Products Set your linked products for upsell and cross-sells

4 Upsells Cross-sells

Attribute Manage attributes for this simple product.

5 Custom Attribute Add attribute

5 New Product Final Step

1. You may put in custom RMA options. We generally recommend "All Sales Final" unless you want to offer returns and refunds.
2. These options should be "Online" and "Visible" to ensure your item appears on the store and in search results.
3. You may add a note to the buyer once they purchase like your contact email, shipping time frame, or other details.
4. Product Reviews may only be useful for Digital products or items with multiple copies.
5. Click Save Product and your item is on sale!!

RMA Options *Set your return and warranty settings for override global settings*

1 Override your default RMA settings for this product

Other Options *Set your extra product options*

2 **Product Status** Online **Visibility** Visible

3 **Purchase Note**
Customer will get this info in their order email

4 Enable product reviews

5 [Save Product](#)

6 Success!

Your product is online.

Click either "View Product" button to see your product online in order to proofread it.

Dashboard

- Dashboard
- Products**
- Orders
- Coupons
- Reports
- Reviews
- Withdraw
- Return Request
- Announcements
- Support
- Settings

Edit Product Online [View Product](#)

✓ **Success!** The product has been saved successfully. [View Product ->](#)


Title

Permalink: <https://artencounters.art/project/my-great-painting/> [Edit](#)

Product Type ⓘ

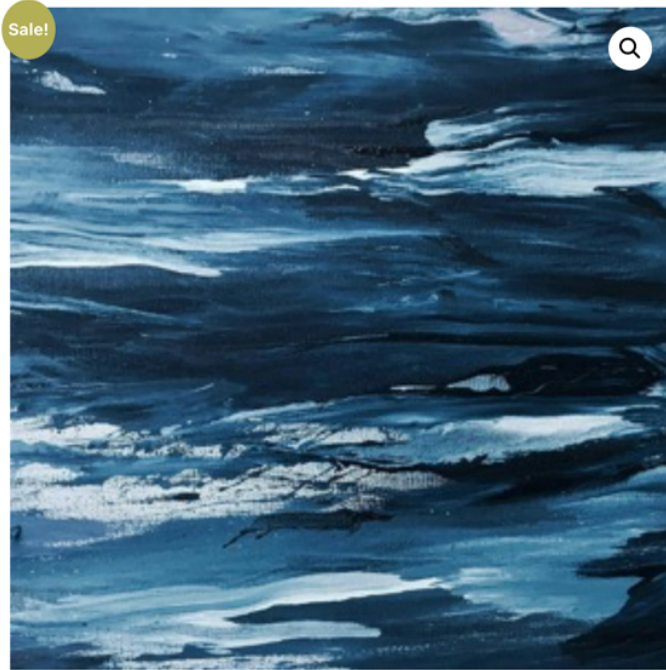
Downloadable ⓘ Virtual ⓘ

Price **Discounted Price** [Schedule](#)



7 Individual Listing

Each item has it's own page and link.
You can also see a link for your store.
Customers may rate you as a seller/artist.



My Great Painting

~~\$20.00~~ **\$10.00**

A calm soothing painting of water. Let your cares drift away as you enjoy this piece.

SKU: water001 Category: **Painting** Tag: **water**



johnsart



Report Abuse

8 Sitewide availability

Your item will appear in search results as people search for you, your items, or related topics. Your item may appear in Featured sections of the website, Featured Artists, or other places.

Featured Artwork for Sale



My Great Painting

~~\$20.00~~ \$10.00

Read more



Rising Bride

~~\$500.00~~ \$450.00

Add to cart



Campsite

~~\$100.00~~ \$80.00

Add to cart