

# Squareup.com Webstore DIY How-To's for Farms

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**FARMHAND**  
A U T O M A T I O N

*Robotics for Sustainable Farms*

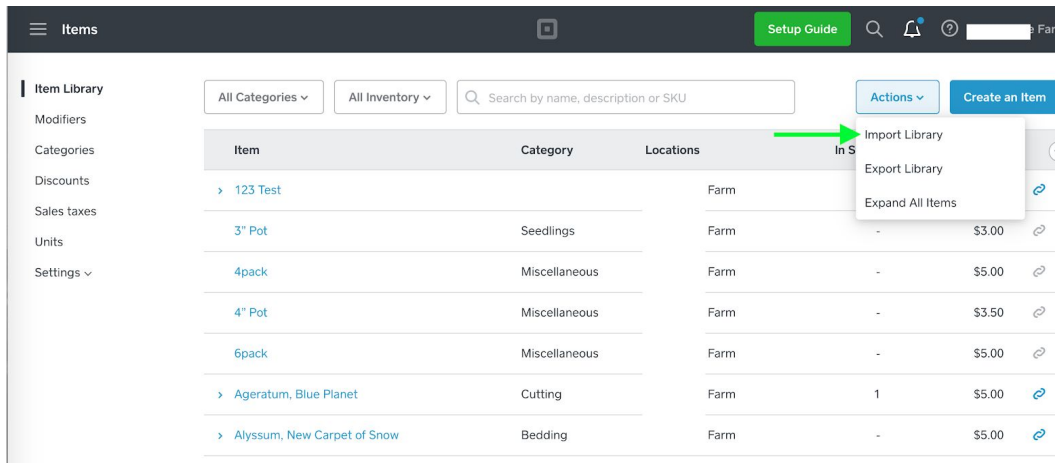
[FarmhandAutomation.com](http://FarmhandAutomation.com)

# Importing Product List: 2 Ways

For lots of items, consider using the .CSV (Spreadsheet) format. For a few items, consider creating items individually.

## Option 1: .CSV For Lots of Items

To find the .CSV to use, In **Square Home** (dark top banner, rather than white), Click **Items** >Then **Item Library**. Click **Actions** and Import **Library**. There is will have a button to download the template.



The screenshot shows the 'Item Library' interface. At the top, there is a dark banner with 'Items' on the left, a 'Setup Guide' button, and search, notification, and help icons. Below the banner, there are filters for 'All Categories' and 'All Inventory', a search bar, and buttons for 'Actions' and 'Create an Item'. A table lists items with columns for Item, Category, Locations, In Stock, and Price. A green arrow points to the 'Actions' dropdown menu, which is open and shows options: 'Import Library', 'Export Library', and 'Expand All Items'.

Item	Category	Locations	In S	Price	
> 123 Test		Farm			
3" Pot	Seedlings	Farm	-	\$3.00	
4pack	Miscellaneous	Farm	-	\$5.00	
4" Pot	Miscellaneous	Farm	-	\$3.50	
6pack	Miscellaneous	Farm	-	\$5.00	
> Ageratum, Blue Planet	Cutting	Farm	1	\$5.00	
> Alyssum, New Carpet of Snow	Bedding	Farm	-	\$5.00	

Once downloaded, these **5 columns** with yellow arrows are the most important to fill out. You can also add your inventory here. Once finished, go to the same page above and import .CSV.

Item Name	Description	Category	SKU	Variation Name	Price	Current Quantity
Amaranth, Dreadlocks	Wonderful color and texture for the garden or bouquets. Cascading strands of eye-catching magenta.	Flowers		3" pot	2.75	
Angelica,	4 ft. tall. Deep red umbels atop sturdy plants with handsome foliage	Herbs		3" pot	2.75	
Anise Hyssop	Sweet anise flavored leaves and flowers for delicious tea. Pollinators love the light purple flowers. Native.	Herbs		3" pot	2.75	
Basil, Genovese	Classic, sweet basil. Large vigorous plants.	Herbs		3" pot	2.75	
Basil, Mrs. Burns' Lemon	Lemon-flavored basil ...wonderful to garnish stir fries, use in spring rolls	Herbs		3" pot	2.75	
Basil, Red Rubin	Dark purple, smooth leaves. Great flavor for salad dressings, salads.	Herbs		3" pot	2.75	
Basil, Sacred	Medicinal, also known as "Tulsi" -- delicious in teas. Sweet and smooth taste.	Herbs		3" pot	2.75	
Basil, Sweet Thai	Thai Basil. Glossy green leaves with beautiful purple flowers and a spicy anise/clove flavor.	Herbs		3" pot	2.75	
Borage	Sky blue, edible, star-shaped 1" blooms. Bees love borage! Will reseed.	Flowers		3" pot	2.75	
Browalia, Sky Blue	16" tall. Massive bushy show of sky blue flowers for container and knee-high bedding.	Flowers		3" pot	2.75	
Calendula, Pacific Beauty	Fully double flowers on sturdy 20" stems. Loved by insects. Great cut flower. Medicinal.	Flowers		3" pot	2.75	
Calendula, Porcupine	2 ft tall. Long quilled petals form tightly arrayed starbursts of brilliant orange.	Flowers		3" pot	2.75	
Calibrochoa, Deep pink	8" tall x 14" wide. Spreading habit perfect from baskets and containers. Loaded with blooms.	Flowers		3" pot	2.75	
Calibrochoa, Denim	8" tall x 14" wide. Spreading habit perfect from baskets and containers. Loaded with blooms.	Flowers		3" pot	2.75	
Calibrochoa, Yellow	8" tall x 14" wide. Spreading habit perfect from baskets and containers. Loaded with blooms.	Flowers		3" pot	2.75	
Cantaloupe, Halona	Our farm's choice for dependable and delicious cantaloupe	Fruits		3" pot	2.75	
Catnip	24" vigorous minty plants with heart shaped leaves used for teas. Attractive to cats -- and pollinators!!	Herbs		3" pot	2.75	
Chamomile	Harvest flowers for tea. Will reseed.	Herbs		3" pot	2.75	

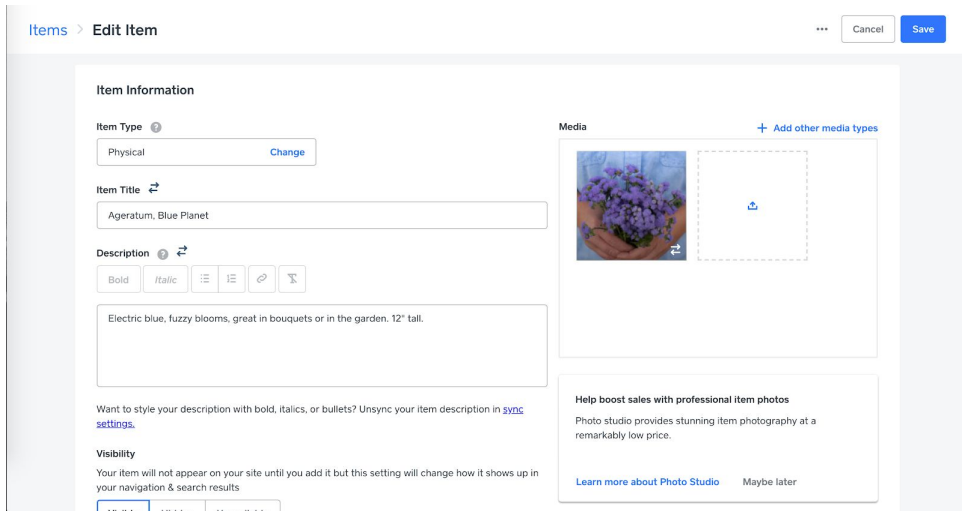
## Option 2: Adding Items Individually & How To Add Photos

In your **Online Store**, Click **Items** > **Item Library**. Then, create a new category, at the top right corner. If you are looking for a specific item, use the search bar or drop down filter above the item list.

The screenshot shows the 'Item Library' page. The sidebar on the left has 'Online Store' highlighted with a red arrow and the number 1. The 'Items' dropdown menu is open, with 'Item Library' selected, also highlighted with a red arrow and the number 3. The main content area shows a table of items with columns for Name, Type, Price, and Stock. A 'Create new item' button is located in the top right corner, highlighted with a red arrow and the number 4. The table contains several items, including '123 Test', '3" Pot Unavailable', '4pack Unavailable', '4" Pot Unavailable', '6pack Unavailable', and 'Ageratum, Blue Planet'.

From this screen, add all information about your product (refer to the **5 columns** in the .CSV above).

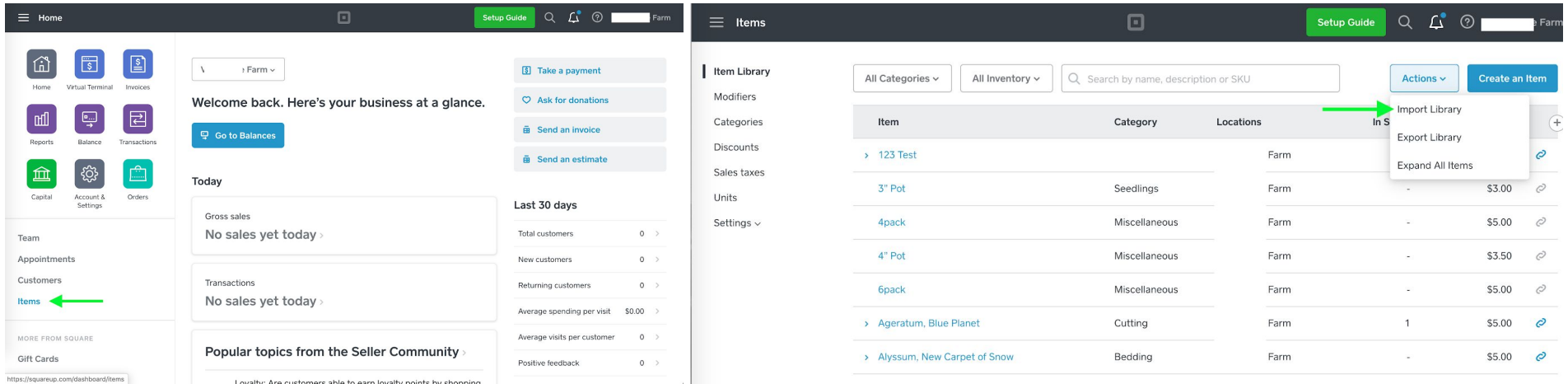
You can also simply drag your photos into the “Media” section.

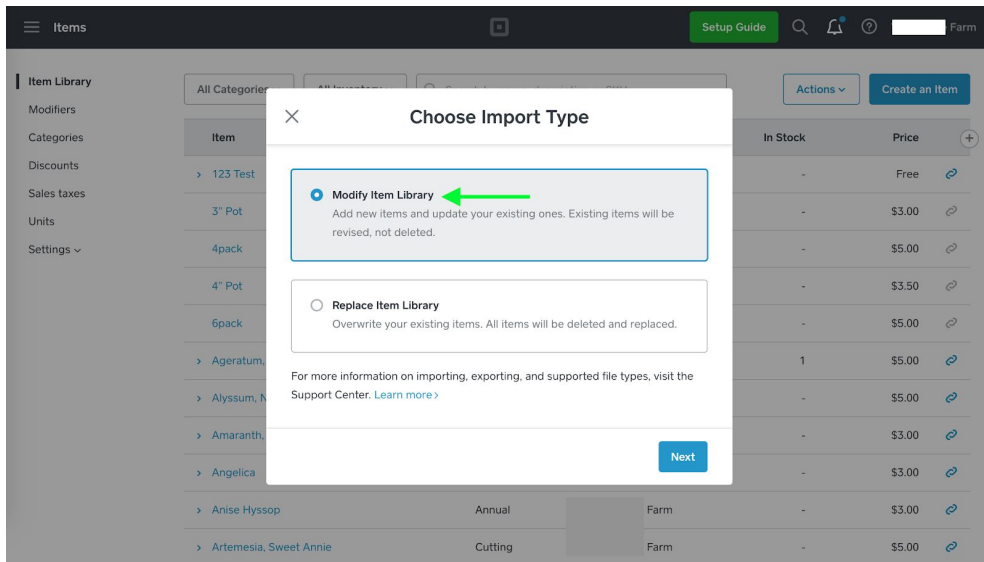


## Importing From .CSV When You Already Have Items In Your Library

Make sure to always select to “Modify” your current list, otherwise it will delete what was already in your item library.

In Square Home (dark top banner, rather than white), Click Items >Then Item Library. Click Actions and Import Library.





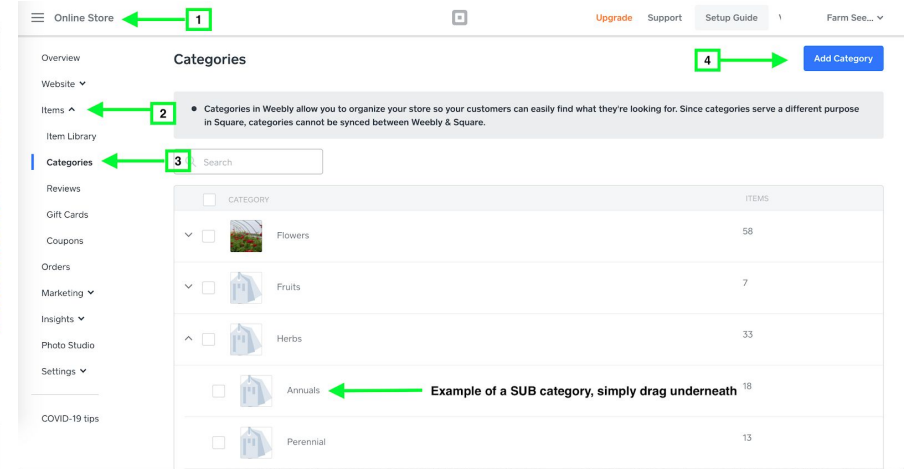
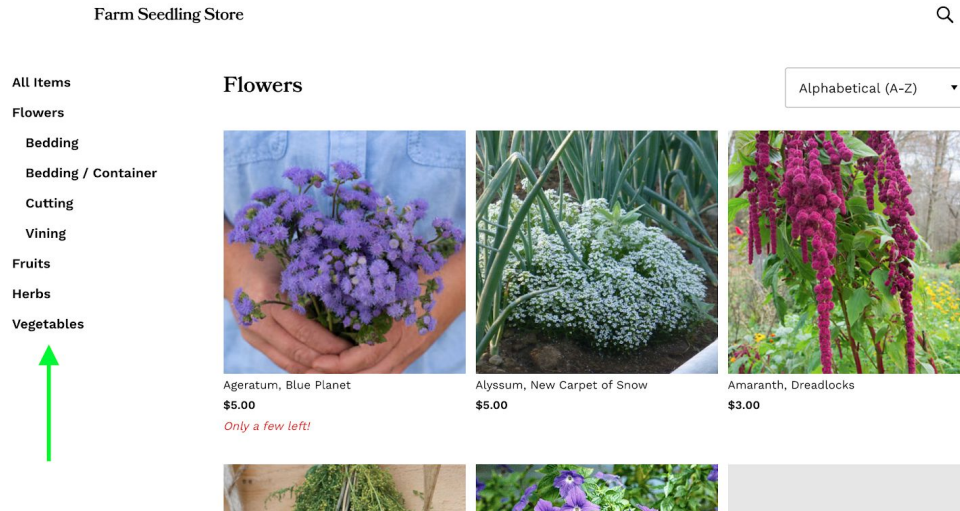
Then import your updated .CSV.

*TIP: If there are errors, it will let you know which line items you need to change. Make sure to save the new updated copy and try again.*

# Creating Categories for Items

If your store is looking cluttered, consider adding categories like “Vegetables, Flowers, Herbs”, then breaking those down further. Take a look at Johnny Seeds website of how they break down items.

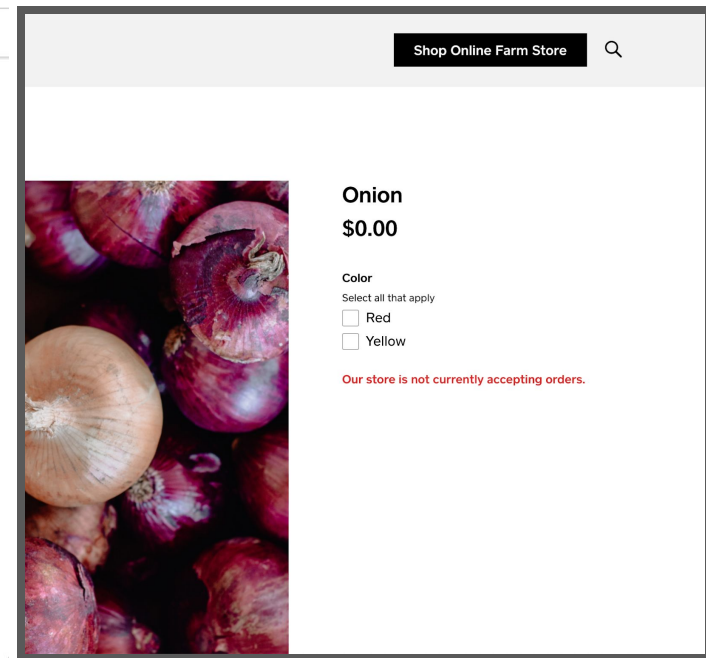
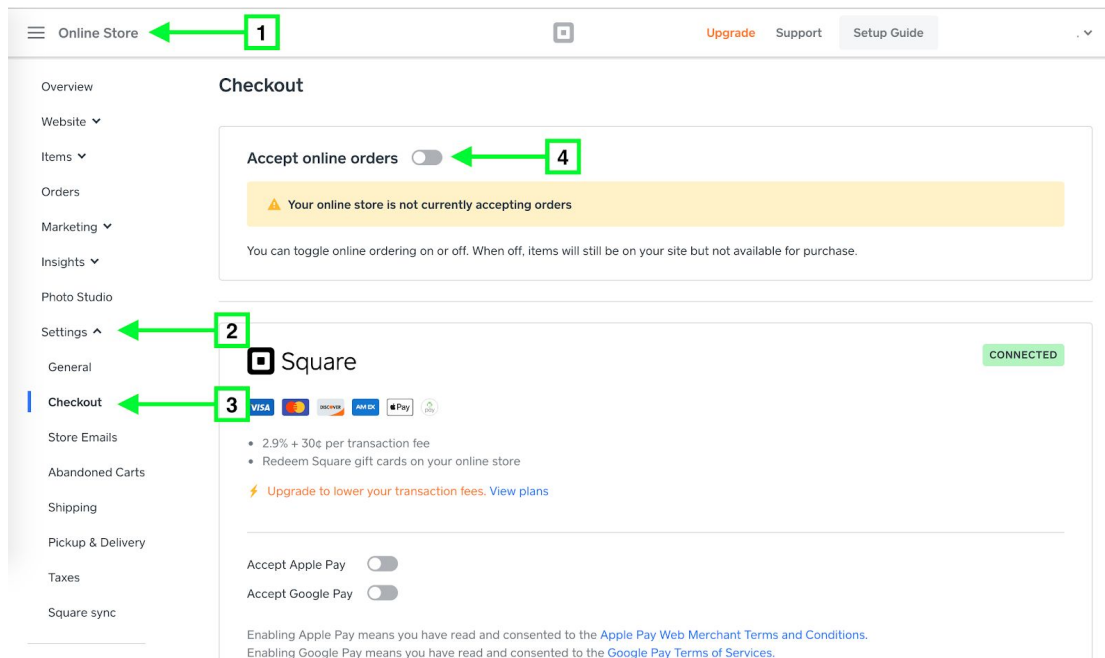
In your Online Store, Click **Items** >Then **Categories**. Create a new category, at the top right corner.



# To Open and Close Your Online Store

If toggled to off, this will keep your products viewable to customers, but they cannot place an order until you turn your store back on.

In your Online Store, Click Settings > Checkout > Then toggle “Accept Online Orders” on and off.



The right image shows how the store looks to customers when you are not accepting online orders (the “Add to Cart” button is removed)

# Changing Store Hours, Prep Times, and Pickup Instructions

In your **Online Store**, Click **Settings > Pickup & Delivery** > Then toggle **“Accept Pickup Orders”** then click **Edit Location**.

From there, you can edit your store address, pickup hours, order prep times, and pickup instructions which are added to your customer’s email receipt after purchase.

The screenshot displays the Shopify admin interface for the 'Pickup & delivery' settings. The main settings area shows the store address, 'Accept pickup orders' (checked), and 'Accept delivery orders' (unchecked). The 'Farm Name' modal shows the address, pickup hours for each day of the week, order prep time (3 business days), and pickup settings (curbside pickup not allowed). Green arrows and numbered boxes (1-5) indicate the steps to reach and edit these settings.

**1** Online Store

**2** Settings

**3** Pickup & Delivery

**4** Accept pickup orders

**5** Edit location

**Farm Name**

**Address** [Edit](#)

Farm Name  
123 Main Street  
Somewhere, ME 12345

**Pickup & delivery hours** [Edit](#)

**Hours**

Sun	12:00 pm - 12:10 pm
Mon	12:00 pm - 12:10 pm
Tues	8:00 am - 12:00 pm
Wed	8:00 am - 12:00 pm
Thu	8:00 am - 12:00 pm
Fri	8:00 am - 12:00 pm
Sat	12:00 pm - 12:10 pm

**Order prep time** [←](#)

3 business days

**Pickup settings** [Edit](#)

**Curbside pickup**

Not allowed

**Scheduled pickup**

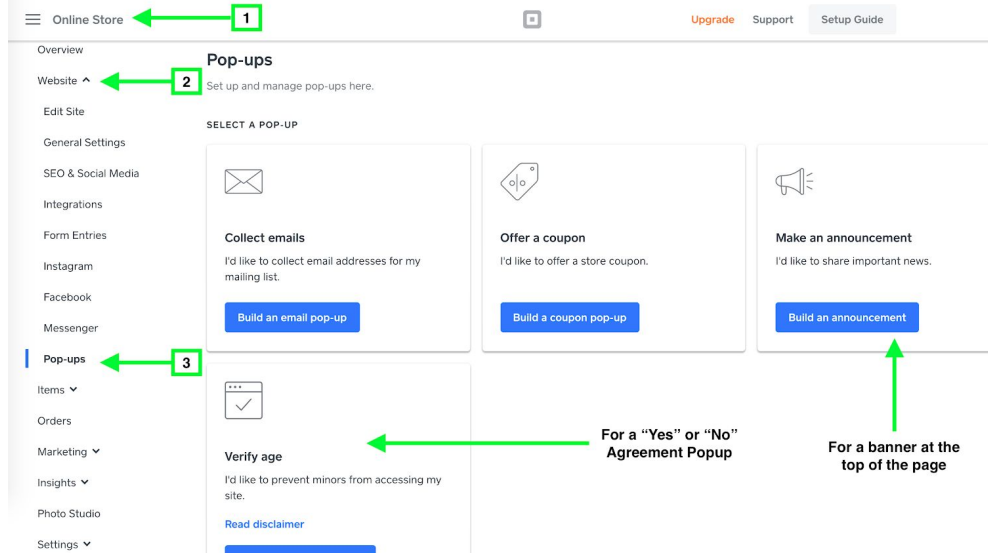
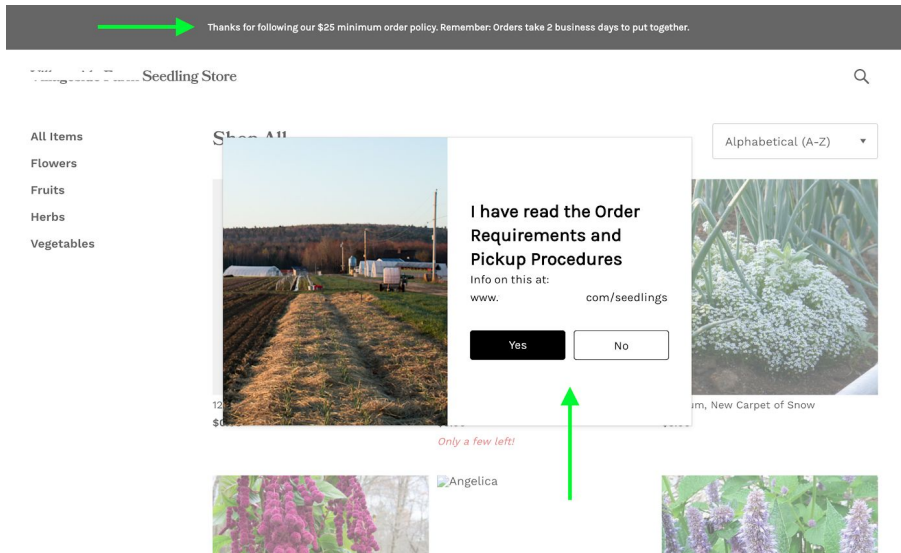
***TIP:** Prep times go off of your “business days” which are only the open days/hours you have listed above. These hours are not customer facing, so you can have them all set to something so that it counts your non-pickup days.*



# Pop Up Window for Pick Up Rules / Process Reminders

To remind customers of any order minimums, order prep times, or process rules, you may want to add a pop-up window confirming they have read the process instructions and/or add a banner to the top of the page reminding them of important information.

In your Online Store, Click **Website** > **Pop-ups** > Then choose which type of pop-up you'd like. See images below.



# Print Your Orders

This is how you find your new orders and can print an invoice for staff to pick orders and have all customer information including pickup location, date/time, and customer contact details.

In your Online Store, Click **Orders** > Then select an order. On the next screen select the **"Print Order"** button.

The screenshot shows the online store interface. On the left, the 'Orders' menu item is highlighted with a green arrow. The main content area displays a list of orders with columns for Order #, Order Date, Customer, Items, Type, Status, and Total. A yellow banner at the top of the orders list reads: "Verify your identity and connect your Square account so you can fulfill orders. Connect Square and get paid".

On the right, the 'Order Details' page for Order #1936794474 is shown. The 'Print Order' button is highlighted with a green arrow. The order details include a table of items, a subtotal, in-store pickup fee, tax, and a total of \$0.00.

Item	SKU	Status	Price	Qty	Total
123 Test Variation: Yellow	-	Complete (1)	\$0.00	1	\$0.00
Subtotal:					\$0.00
In-store pick up:					\$0.00
Tax (included in item prices): (State Tax, US)					\$0.00
<b>TOTAL:</b>					<b>\$0.00</b>


**Fulfillment details**  
Contact information  
Linzv Witherspoon

**Billing Details**  
No billing details provided.

4/17/2020

Order Details | Weekly

### Order Details #2022805688

Item	SKU	Status	Price	Qty	Total
 Carrot Variation: 0.5 lb bag	-	Pending (15)	\$0.00	15	\$0.00
<b>Subtotal:</b>					\$0.00
<b>In-store pick up:</b>					\$0.00
<b>Tax:</b>					\$0.00
<b>TOTAL:</b>					\$0.00

#### Fulfillment details

##### Contact information

Lizzy Witherspoon  
s1206  
@gmail.com

##### Pickup time

April 25th, 11:00 am

##### Pickup location

Farmers Market Biddeford  
90 saco falls way  
BIDDEFORD, ME 04005  
US

#### Billing Details

No billing details provided.

Date	Description
April 17, 2020 12:11 pm	Customer charged \$0.00 (Transaction ID: eORuZfGy/9a5/SqWHPkAguUICZY)

<https://www.weekly.com/app/interact/13159894/alias/114178091729406659/#/view/order/2022805688>

1/1

<< This is an example of a printed order.

*TIP: Consider highlighting information like Product variations (color, size), QTY, or customer pickup info.*