

Your work. Your records. Your archive.

A practical guide to organizing artworks, editions, locations, exhibitions, customers, sales, and presentation records in My Archive.

PRIVATE ARTIST RECORDS

Available only when enabled by Paint&Life

Set up the archive around your real practice.

My Archive is a private recordkeeping workspace. Begin with your identity and the places where work is stored, shown, or sold.

Brand & contact

Add the artist name, logo, website, email, phone, and social links used on labels and artist documents.

Locations

Create studio, home, gallery, storage, exhibition, client, and temporary locations before moving artworks.

Getting Started

Follow the portal checklist to establish your core records before adding transactions and exhibitions.

Private vs. Paint&Life-managed

Personal records stay private until you explicitly submit a work for Paint&Life review or management.

Build one reliable record for every artwork.

Track originals independently from Paint&Life consignment. Images, condition, value, status, category, tags, location, QR link, and exhibition history remain connected.

Create & duplicate

Add up to three images, select a primary image, or duplicate a similar artwork to save entry time.

Status & ownership

Use available, reserved, sold, gifted, on loan, or archived status so counts and reports stay useful.

Submit when ready

A personal work can be submitted to Paint&Life for review without exposing the rest of the private archive.

Labels & QR

Generate labels and QR links only when needed; public links should point to the artist or approved storefront page.

Track the edition and the individual copy.

Edition records describe the print run. Individual-print records identify copy number, proof status, price, signature, location, availability, and sale history.

Edition size

Record the numbered edition size separately from artist proofs or printer proofs.

Individual copies

Use the exact edition number when a specific copy is received, exhibited, transferred, or sold.

Movement history

Location changes create a timeline so the current location and prior custody can be checked later.

Paint&Life intake

Submit only the edition or individual copy intended for Paint&Life review; unpublished records remain private.

Keep opportunities, artworks, and deadlines together.

My Exhibitions stores the event record while My Calendar surfaces deadlines and logistics such as notification, drop-off, reception, closing, and pickup.

Participating works

Search originals and prints with previews, add selected works, and keep submission status with each item.

Awards

Record awards and honors against the exhibition participation so they remain part of the artwork history.

Dates

Use start and end times for logistics. Accepted works can update location automatically at the appropriate milestone.

Reports

Export inventory lists, tear sheets, checklists, compact labels, detailed labels, or CSV records for organizers.

Record the relationship, transaction, and place.

My Customers and My Sales preserve direct-sale history. Record the buyer when known, transaction type, exhibition, location, commission, tax, and payment details.

Direct sale

Record original, print, merchandise, or another line item and link it to the customer and exhibition when applicable.

Gift or donation

Use the correct transaction type rather than forcing a zero-dollar transaction into a standard sale.

Quick Sale / POS

When enabled, Quick Sale supports faster event checkout while still reducing inventory and creating records.

Paint&Life checkout

Sales processed by Paint&Life follow Paint&Life tax, receipt, payout, and customer communication rules.

Create professional materials from current data.

Reports are most trustworthy when artwork, edition, location, price, description, and contact records are complete before export.

COA

Certificates identify the work or numbered edition and may include verification QR, issue date, and artist signature area.

Tear sheets

Use one-page presentation sheets for collectors, curators, galleries, and exhibition records.

Labels

Choose compact, detailed, or exhibition labels based on viewing distance and available wall space.

Checklist

Use operational checklists to confirm received, installed, returned, or other handling milestones.

Use the archive as a weekly working dashboard.

The Overview combines upcoming dates, location counts, messages, and archive reminders. Financial Overview summarizes direct activity without replacing formal accounting.

Weekly review

Check the upcoming-week list, missing locations, open exhibition tasks, unsold work, and pending submissions.

Messages

Contact Paint&Life from inside My Archive for beta feedback, questions, bug reports, or feature requests.

Q&A

Review administrator-maintained answers for common setup, workflow, sales, and reporting questions.

Need help?

Contact Paint&Life through the portal or paintnlife@gmail.com. My Archive features depend on account permissions.