

A NOTE ABOUT DATA PREPARATION FOR WEB MANAGER

The *Web Manager* web site has a powerful site search engine, but it is only as powerful as the data that is entered and managed. These items, when properly assigned, aid in the easy location of records and for gathering groups of similar works. Since this information is pulled from the corresponding fields in *Gallery Pro* the lists on the website are only as accurate as the data. The three critical fields available for searching works are the following:

TYPE: (broad description of the work; **only one type** per work can be assigned)

example: Painting, Sculpture or Photography

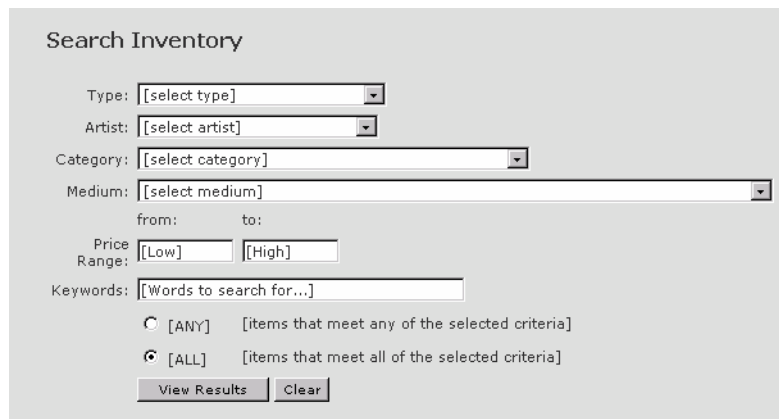
CATEGORY: (denotes more particular information beyond the Type; **more than one category** can be assigned per work)

example: Works on paper, Still life, Floral

MEDIUM: (**only one medium** can be assigned per work)

Every time an *Artsystems web site* is updated through the *Web Manager* program the data assigned to the abovementioned fields is sent. If one work from Pablo Picasso is sent to the web site the data for that work is sent. While the particulars of this work are sent (Artist Name, Title, Year, Medium, Dimension, Description, Retail Price, Inventory Number) **the entire list of Types, Categories and Media of the entire Works section of the database is sent to refresh this content.** A common issue that occurs is that there may be duplicated, misspelled and/or misapplied entries for Types, Categories and Media. This results in ineffective searching on the website as well as in *Gallery Pro*.

These elements of the data are sent to the website and become the criteria used to search for particular works.



The image shows a screenshot of a web form titled "Search Inventory". The form contains several input fields and options for searching:

- Type: [select type] (dropdown menu)
- Artist: [select artist] (dropdown menu)
- Category: [select category] (dropdown menu)
- Medium: [select medium] (dropdown menu)
- Price Range: from: [Low] to: [High] (two text input fields)
- Keywords: [Words to search for...] (text input field)
- Search criteria options: [ANY] [items that meet any of the selected criteria] and [ALL] [items that meet all of the selected criteria]
- Buttons: [View Results] and [Clear]