

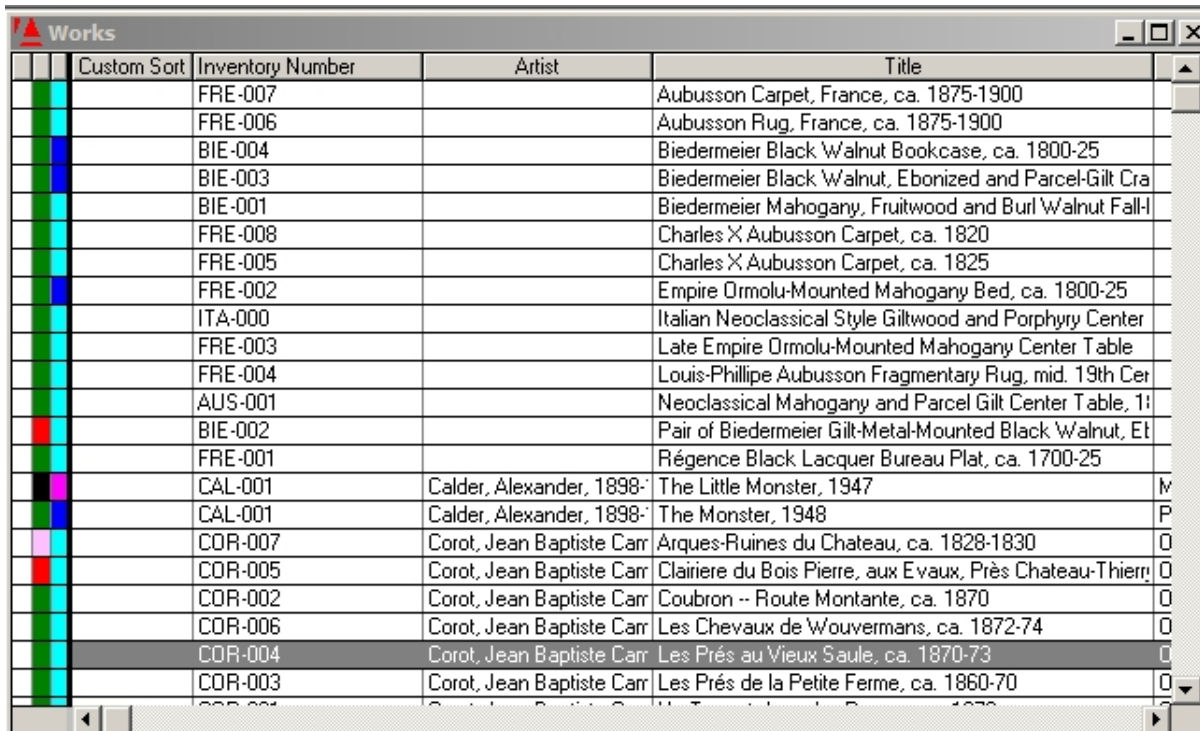
Using Custom Sort for Ordering Layout on Artsystems Reports

Current Exhibition Price List with Image

SAVING A SPREADSHEET LAYOUT

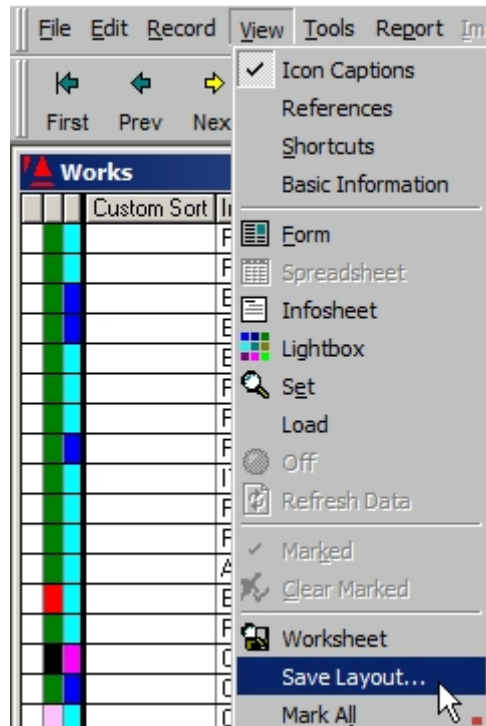
Saving Spreadsheet layouts allows individual users to order spreadsheet fields for quick reference and consistent use. After arranging the spreadsheet with all the fields you need to access, simply save the layout for easy access to that layout at another time. The last viewed spreadsheet layout on an individual workstation will appear the next time the program is opened on that workstation. In this tutorial we will create and save a Custom Sort layout.

1. Open **Works** in spreadsheet view.
2. Scroll to the right to find the 'Custom Sort' column.
3. Click on the top of this column. The column becomes highlighted and a downward arrow appears to indicate the selected column. Click again until the black pointer becomes a white arrow with a small square attached on the lower left. This indicates the column is ready to be moved.
4. Drag the column all the way to the left so that this column can be viewed along with the titles of the works.

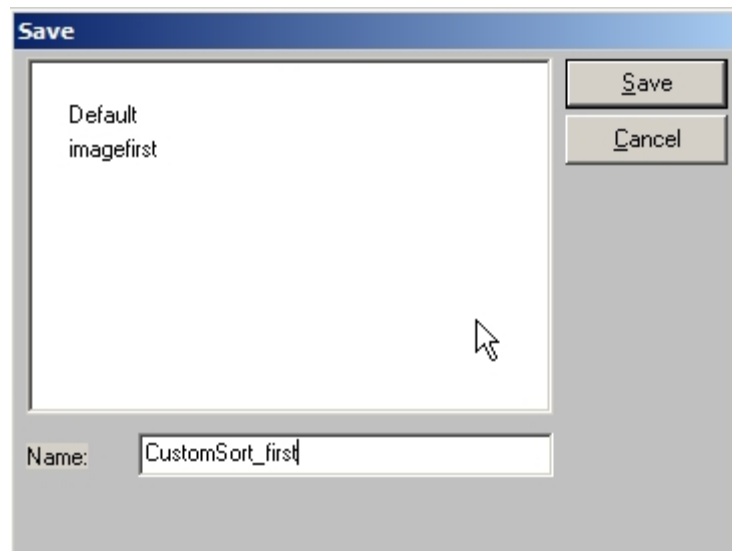


Custom Sort	Inventory Number	Artist	Title
	FRE-007		Aubusson Carpet, France, ca. 1875-1900
	FRE-006		Aubusson Rug, France, ca. 1875-1900
	BIE-004		Biedermeier Black Walnut Bookcase, ca. 1800-25
	BIE-003		Biedermeier Black Walnut, Ebonized and Parcel-Gilt Cra
	BIE-001		Biedermeier Mahogany, Fruitwood and Burl Walnut Fall-I
	FRE-008		Charles X Aubusson Carpet, ca. 1820
	FRE-005		Charles X Aubusson Carpet, ca. 1825
	FRE-002		Empire Ormolu-Mounted Mahogany Bed, ca. 1800-25
	ITA-000		Italian Neoclassical Style Giltwood and Porphyry Center
	FRE-003		Late Empire Ormolu-Mounted Mahogany Center Table
	FRE-004		Louis-Phillipe Aubusson Fragmentary Rug, mid. 19th Cer
	AUS-001		Neoclassical Mahogany and Parcel Gilt Center Table, 11
	BIE-002		Pair of Biedermeier Gilt-Metal-Mounted Black Walnut, Et
	FRE-001		Régence Black Lacquer Bureau Plat, ca. 1700-25
	CAL-001	Calder, Alexander, 1898-	The Little Monster, 1947
	CAL-001	Calder, Alexander, 1898-	The Monster, 1948
	COR-007	Corot, Jean Baptiste Carr	Arques-Ruines du Chateau, ca. 1828-1830
	COR-005	Corot, Jean Baptiste Carr	Clairiere du Bois Pierre, aux Evaux, Près Chateau-Thiern
	COR-002	Corot, Jean Baptiste Carr	Coubron -- Route Montante, ca. 1870
	COR-006	Corot, Jean Baptiste Carr	Les Chevaux de Wouvermans, ca. 1872-74
	COR-004	Corot, Jean Baptiste Carr	Les Prés au Vieux Saule, ca. 1870-73
	COR-003	Corot, Jean Baptiste Carr	Les Prés de la Petite Ferme, ca. 1860-70

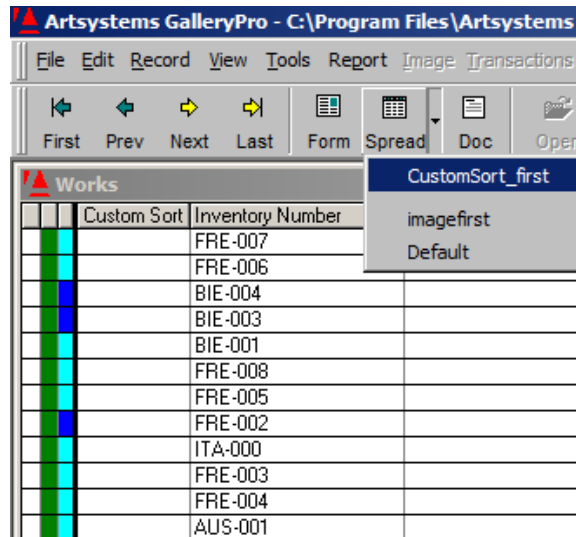
5. Click **View** on the menu and then highlight *Save Layout* in the view options list.



6. A **Save** window will open. Save the layout by entering a descriptive name in the **Name** field and clicking the **Save** button.



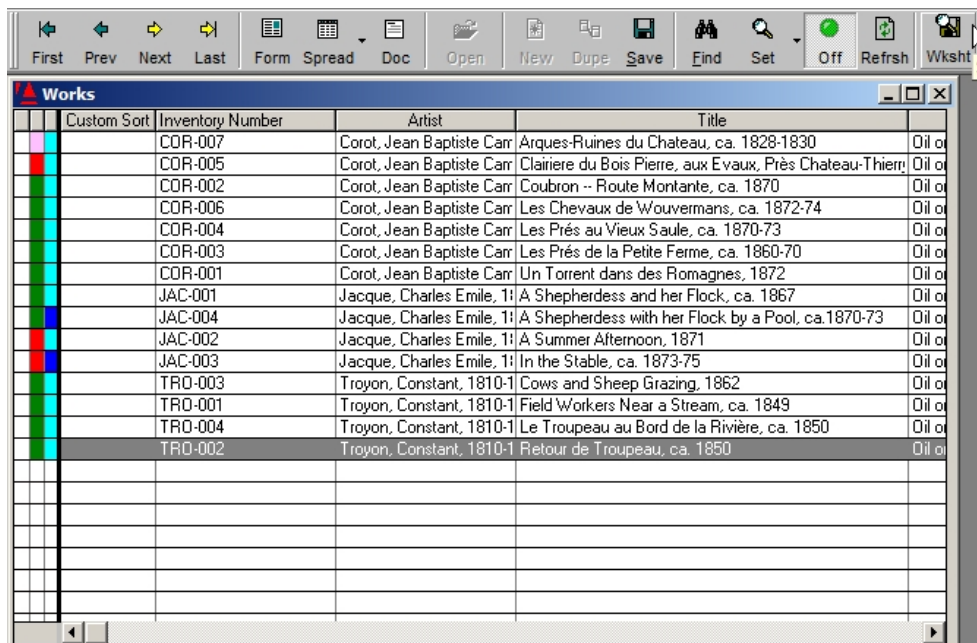
- Once saved, click the small arrow beside the *Spread* icon on the Toolbar and retrieve a saved layout by highlighting the layout name.



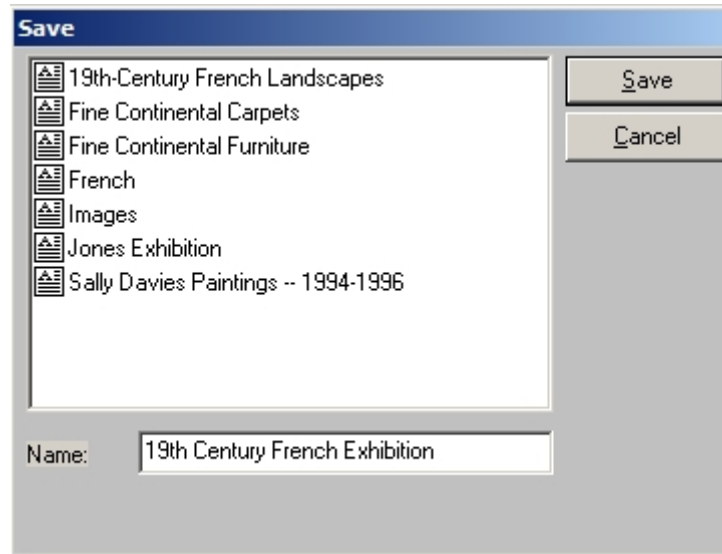
SAVING A WORKSHEET

The Save Worksheet feature permits saving a group of records (either a marked group or view set) and saves time for quick access to that particular record set.

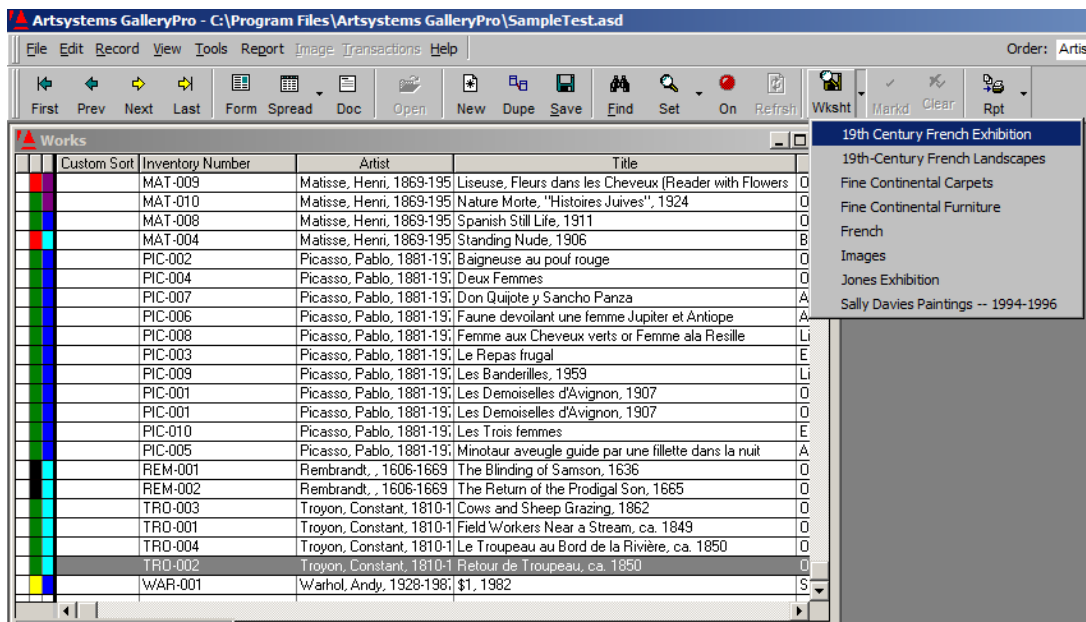
- Create a set by marking works and then clicking *Marked* on the Toolbar or using the *Set* button to select the desired records.
- Click the *Worksheet* icon on the Toolbar. This will open a **Save Worksheet** window.



- Save the Worksheet with a descriptive name by entering a name in the Name field and then clicking the Save button.



- Once saved, you can quickly retrieve a named Worksheet by clicking the small arrow beside the Worksheet icon on the Toolbar. This will again limit the works record set to only the work records in the Worksheet.

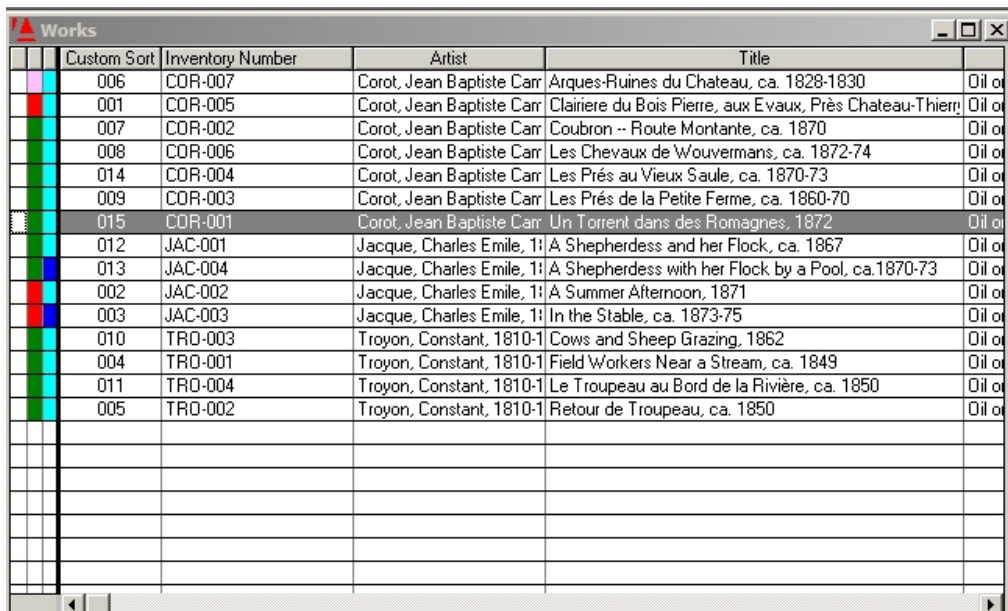


CUSTOM SORT

Number each work in the desired order to set the Custom Sort for the group.

1. Enter a numeric (or alphabetical) value in the custom sort field for each work record in the order that you would like the Works to appear.

Note: Because a computer sorts in a mathematical binary fashion (which means that it reads left to right, so a numeric value of 10 follows 1) we recommend that you enter sort numbers with preceding zeros. For instance, enter 001, 002, etc.



Custom Sort	Inventory Number	Artist	Title
006	COR-007	Corot, Jean Baptiste Carr	Arques-Ruines du Chateau, ca. 1828-1830
001	COR-005	Corot, Jean Baptiste Carr	Clairiere du Bois Pierre, aux Evaux, Près Chateau-Thierry
007	COR-002	Corot, Jean Baptiste Carr	Coubron -- Route Montante, ca. 1870
008	COR-006	Corot, Jean Baptiste Carr	Les Chevaux de Wouvermans, ca. 1872-74
014	COR-004	Corot, Jean Baptiste Carr	Les Prés au Vieux Saule, ca. 1870-73
009	COR-003	Corot, Jean Baptiste Carr	Les Prés de la Petite Ferme, ca. 1860-70
015	COR-001	Corot, Jean Baptiste Carr	Un Torrent dans des Romagnes, 1872
012	JAC-001	Jacque, Charles Emile, 1810-1894	A Shepherdess and her Flock, ca. 1867
013	JAC-004	Jacque, Charles Emile, 1810-1894	A Shepherdess with her Flock by a Pool, ca.1870-73
002	JAC-002	Jacque, Charles Emile, 1810-1894	A Summer Afternoon, 1871
003	JAC-003	Jacque, Charles Emile, 1810-1894	In the Stable, ca. 1873-75
010	TRO-003	Troyon, Constant, 1810-1894	Cows and Sheep Grazing, 1862
004	TRO-001	Troyon, Constant, 1810-1894	Field Workers Near a Stream, ca. 1849
011	TRO-004	Troyon, Constant, 1810-1894	Le Troupeau au Bord de la Rivière, ca. 1850
005	TRO-002	Troyon, Constant, 1810-1894	Retour de Troupeau, ca. 1850

Tip! By running the report and saving or printing first before setting your custom sort, you will have a visual reference for ordering your sort.

2. Once all records have a custom sort value, change the Sort Order dropdown to **Custom Sort** so that your records reset according to the new Custom Sort values.

