

Chapter 9

The DataKit

Artsystems DataKit

Sending and Receiving Data

A **DataKit** is a file created in *Artsystems* software that includes information about a particular group of works from the **Works** module. It includes the work detail information, image, or images and *Infosheet* document. The **DataKit** file can easily be imported and exported between individuals and businesses or institutions using *Artsystems GalleryPro; Collections;* or *Studio* software, allowing the participation in a data exchange network with other galleries, collectors, and vendors.

DataKits may be created from the **Works** and **Transactions** modules. In **Works**, generate a dataset using *Marked* records, *View Sets* or *Worksheets* and create the **DataKit** from that group of records. In **Transactions**, create a **DataKit** from any transaction and the **DataKit** will include all the work records on that **Transaction**.

DataKits may also be used to create and maintain the content of an *Artsystems Web Manager* Web site. The **DataKit** can be uploaded directly to a Web site to publish your inventory online. As changes are made in *GalleryPro*, new **DataKits** can be created to upload on the site, keeping it up-to-date. Contact Sales at *Artsystems* for more information on the *Web Manager*.

The DataKit includes the following fields:

Inventory Number, Artist, Title, Year, Edition, Description, Media, Dimensions, Dimension Notes, Work Type, Signature, Signature Notes, Category, Retail, Appraisal, Insurance Values, three User-defined Value fields, six User-defined Fields, Location, Primary and Secondary Images and for *WebManager* the Work Infosheet document, the Artist's biography and an Exhibition Press Release (note: some fields are optional*).

Import and Export DataKits

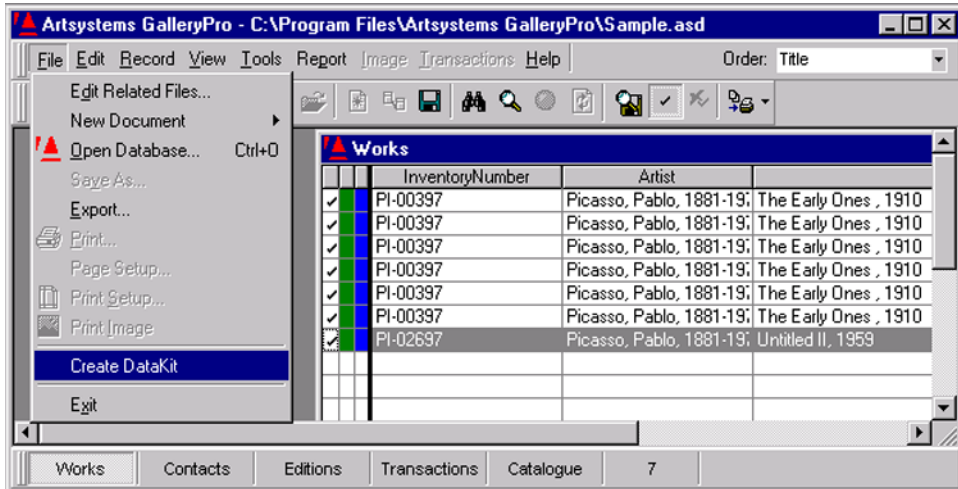


* Prior to sending a **DataKit**, please set the preferences in *Administrative Options* for this option. See p. 161 for further information on setting **DataKit** options in *Administrative Options*.

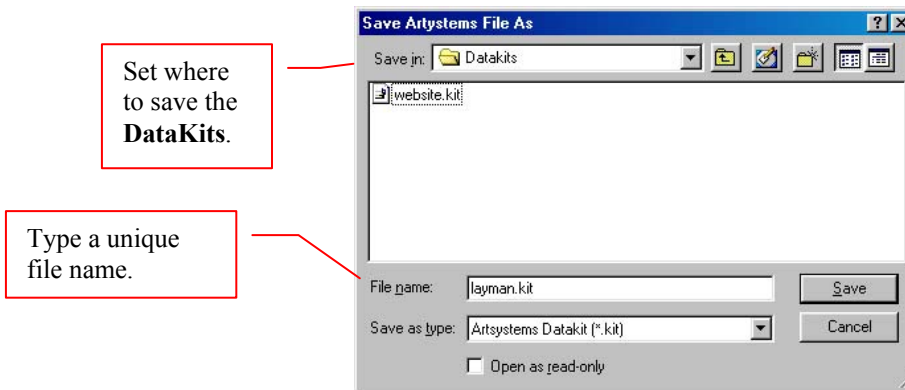
DataKit

Creating a DataKit

1. Launch the **Works** or **Transactions** module.
2. Create a data set of **Works** to include in the **DataKit** or select a **Transaction** record.
3. Select *File* from the menu and choose *Create DataKit*.



4. The **DataKit** Wizard will prompt for the file name. Set the saved location. **DataKit** files have the file extension: **.kit**.



5. To complete the process, the *Wizard* will confirm the file's creation by displaying the name and location of the file. Click *OK*. (Note the location!)

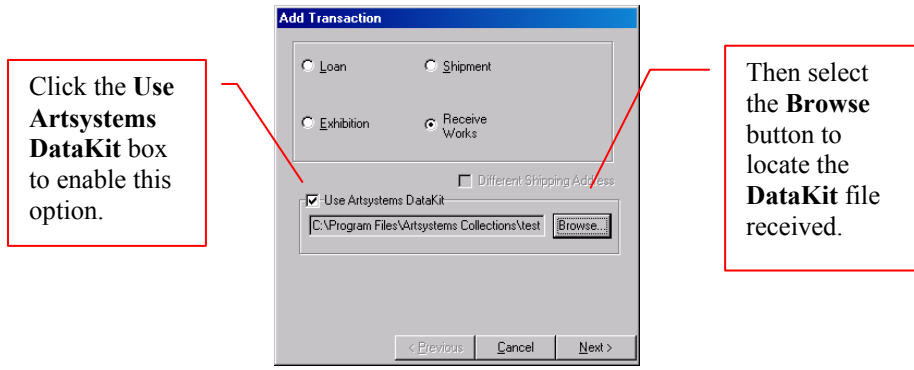


6. The **DataKit** is now ready to be sent to its destination. A **DataKit** may be attached to an e-mail, or copied to a disk. The receiver of the **DataKit** can then import the **DataKit** to their *Artsystems* database by creating a **Work Receipt** in the *Transactions* module.

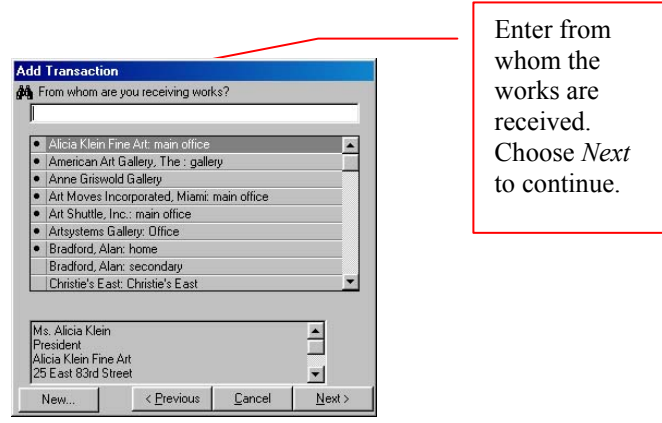
Import a DataKit from Transactions

Importing a DataKit

1. After receiving a new **DataKit**, launch the **Transactions** module to create a new **Work Receipt** transaction. Select the **New** button from the toolbar, or select *Record > New* from the menu. Select **Receive Works** in the *Add Transaction Wizard* (see p. 54 for details about adding transactions)
2. Click the **DataKit** option in the *Add Transactions Wizard*.



3. Once the **DataKit (*.kit)** is found, the path (location) of the file will be displayed in the window. Click *Next* and go through the *Receive Works Wizard*.



Enter the destination of the shipment. Choose *Next* to continue.

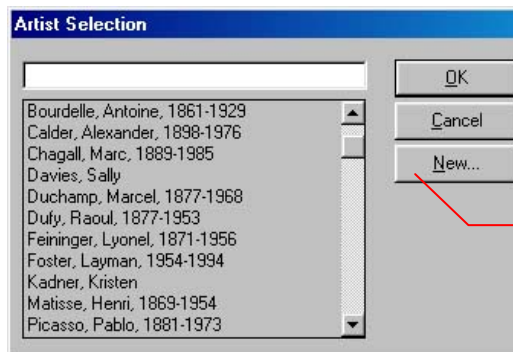
The works in the **DataKit** are then presented for review — allowing for editing information as well.

Edit details and adjust ownership information

Click *Next* to continue reviewing all works in the **DataKit**.

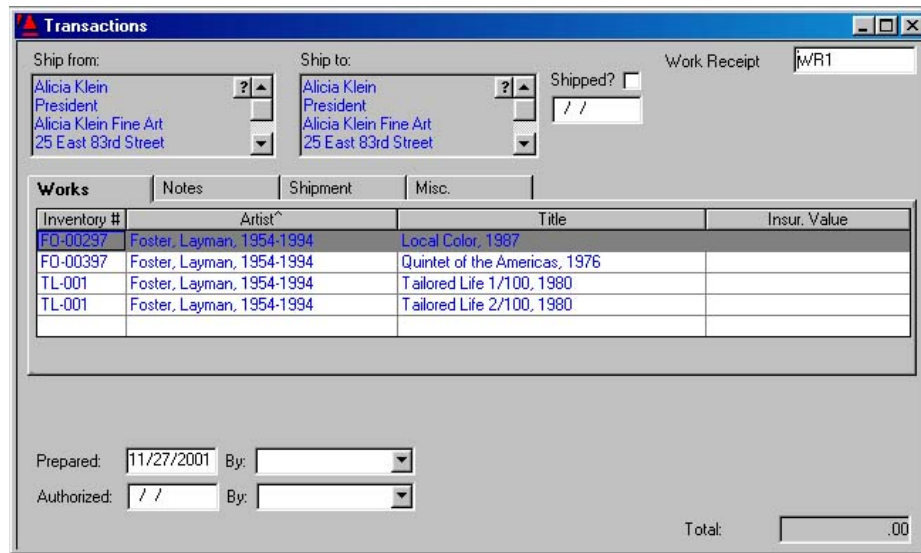
If the **Artist/Maker** of the work is not included in the existing *Artist List*, a prompt will ask whether to add them to the *Artist List*. If 'No' is selected, return to the Add Transactions window and click the **?** button next to the **Artist** field to select the artist from the list.

- Next, select the artist:



Click *New* if the artist is not on the list.

- The transaction is now complete and the transaction form will display. Once the transaction is saved, the works which appear in the transaction will automatically be added to the database. Double-click on any work to view the details from the **Works** module.



The Images from the imported **Works** will not appear automatically, they can be found in an Images folder in the *C:\Program Files\Artsystems GalleryPro* folder on the workstation where the **DataKit** was imported. Move these new Image files into the folder where all Images are saved and attach the images to each work record (see p. 102 for additional information on attaching images).