

Creating an Artsystems Spreadsheet Report with Images

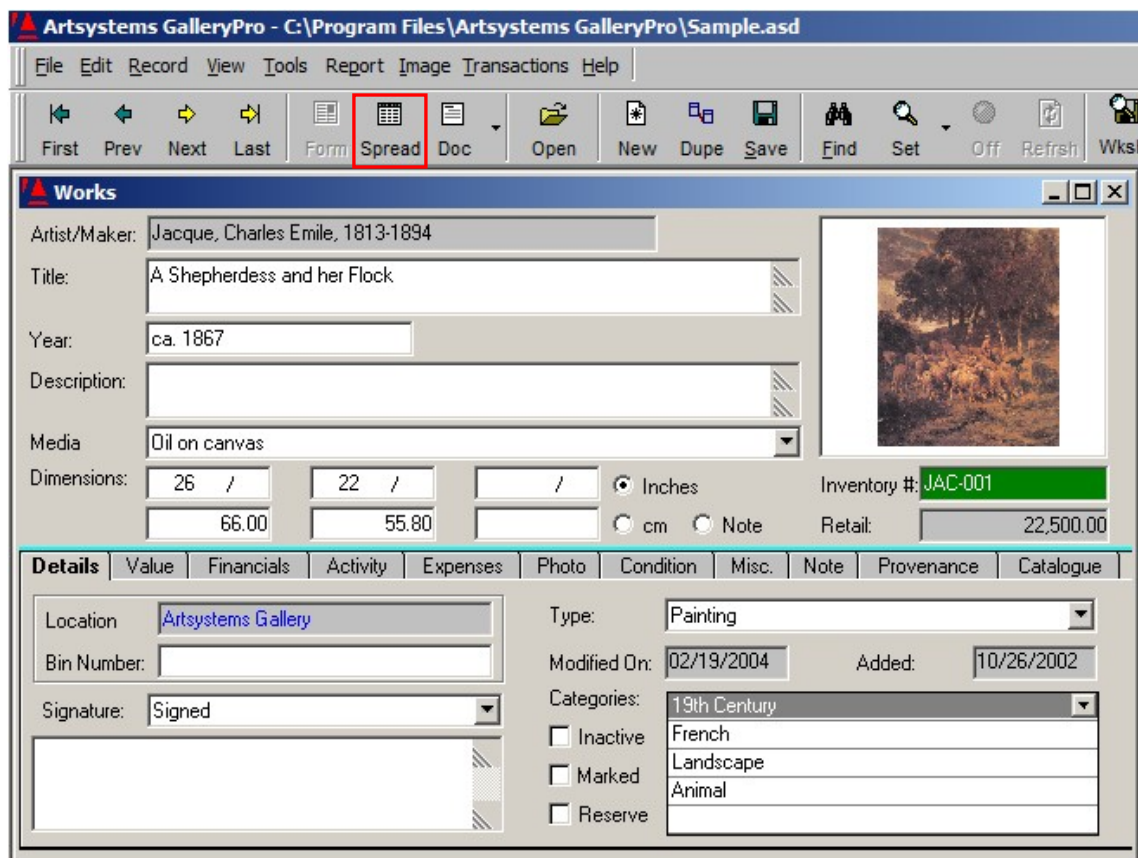
Quick Custom Image Report

CUSTOM IMAGE REPORT

Artsystems software comes packed with a variety of standard reports that are designed for art and antiques management needs. Some standard reports have images, some do not. However, Artsystems has a built-in spreadsheet report builder that allows you to easily select custom fields for a report.

IMAGE FIRST

1. Open Works. Go to spreadsheet view by clicking the Spread button or *View>Spreadsheet*.

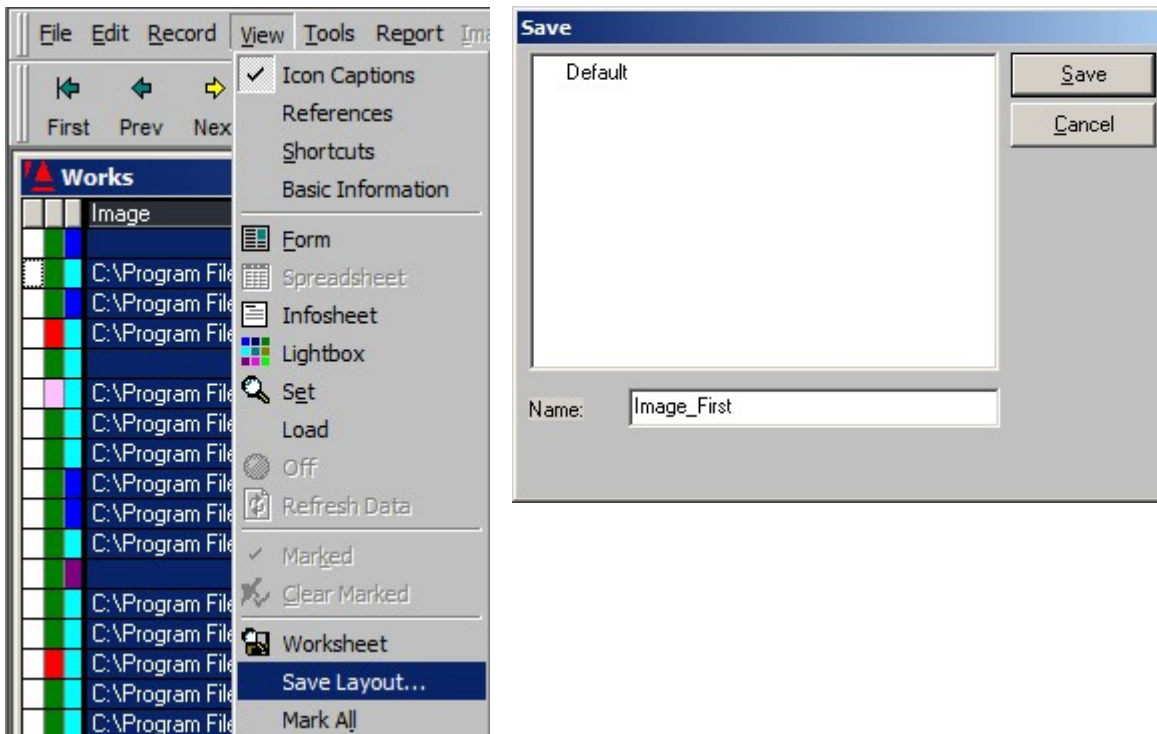


2. Create a saved layout with image field first in the layout by scrolling to the Image field in the spreadsheet. Then position cursor over the column image field heading until you have a white upward arrow. (In spreadsheet view, the Image column is toward the end of the list, so it will be easiest to use the scroll bar at the bottom of screen and scroll all the way to the right.)

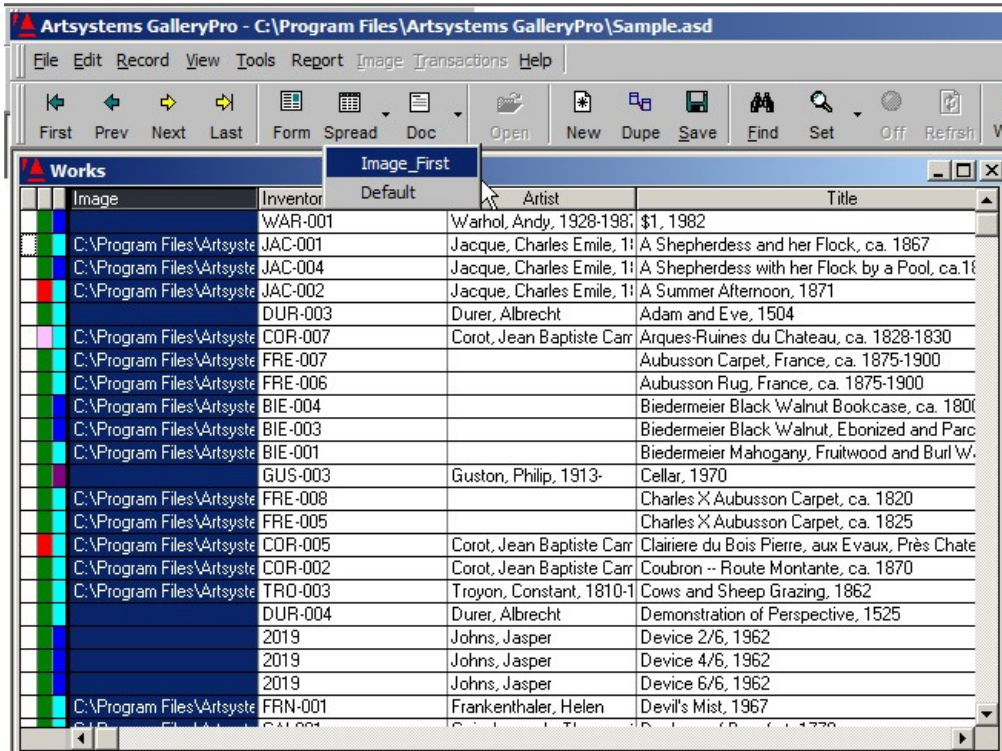
- Next, drag the image field to the first column position in the spreadsheet. The width of the Image field showing in the spreadsheet view determines the size of the Image on the report, so make the Image column about 1-inch wide (the larger the image size, the longer it will take the report to generate). **NOTE:** Any field may be moved anywhere in the spreadsheet using the method above.

Image	Inventory Number	Artist	Title	Media
	WAR-001	Warhol, Andy, 1928-1987	\$1, 1982	Screenprint on Lenox Museum Board
	JAC-001	Jacque, Charles Emile, 1811	A Shepherdess and her Flock, ca. 1867	Oil on canvas
	JAC-004	Jacque, Charles Emile, 1811	A Shepherdess with her Flock by a Pool, ca.1870-73	Oil on canvas
	JAC-002	Jacque, Charles Emile, 1811	A Summer Afternoon, 1871	Oil on canvas
	DUR-003	Durer, Albrecht	Adam and Eve, 1504	Etching
	COR-007	Corot, Jean Baptiste Camille	Arques-Ruines du Chateau, ca. 1828-1830	Oil on canvas
	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 Cradle	
	BIE-001		Biedermeier Mahogany, Fruitwood and Burl Walnut Fall	
	GUS-003	Guston, Philip, 1913-	Cellar, 1970	Oil on canvas
	FRE-008		Charles X Aubusson Carpet, ca. 1820	
	FRE-005		Charles X Aubusson Carpet, ca. 1825	
	COR-005	Corot, Jean Baptiste Camille	Clairiere du Bois Pierre, aux Evaux, Près Chateau-Thierry	Oil on canvas
	COR-002	Corot, Jean Baptiste Camille	Coubron -- Route Montante, ca. 1870	Oil on canvas
	TRO-003	Troyon, Constant, 1810-1880	Cows and Sheep Grazing, 1862	Oil on canvas
	DUR-004	Durer, Albrecht	Demonstration of Perspective, 1525	Woodcut
	2019	Johns, Jasper	Device 2/6, 1962	Lithograph
	2019	Johns, Jasper	Device 4/6, 1962	Lithograph
	2019	Johns, Jasper	Device 6/6, 1962	Lithograph
	FRN-001	Frankenthaler, Helen	Devil's Mist, 1967	Acrylic on canvas
	GAI-001	Gainsborough, Thomas, 1727-1788	Duchess of Beaufort, 1770s	Oil on canvas
	DEK-004	DeKooning, Willem	East Hampton I, 1977	Oil on canvas
	GUS-001	Guston, Philip, 1913-	Edge of Town, 1969	Oil on canvas
	FRE-002		Empire Ormolu-Mounted Mahogany Bed, ca. 1800-25	

- From the menu, click *View>Save Layout*, a Save window will open. In the name field enter a descriptive name for the saved layout and click the Save button.



TIP! - The next time you return to the Works spreadsheet a small dropdown arrow will appear next to the spreadsheet button that will show all saved layouts. Just highlight the preferred layout name to display. **Also note, the saved spreadsheet selections will only be available on your workstation.**



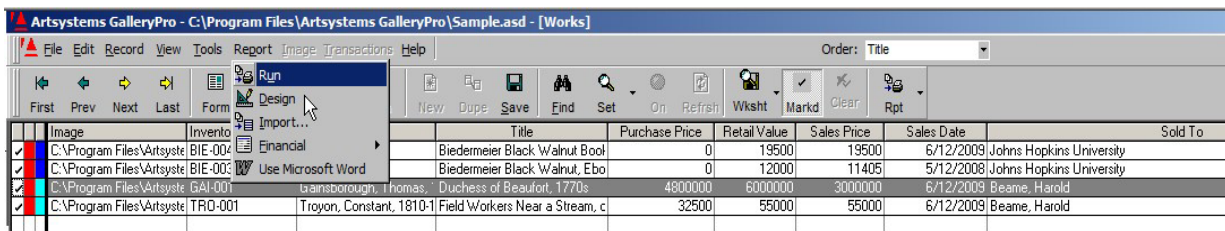
5. Once the layout is saved you can run view sets or mark records as needed.

ARRANGE SPREADSHEET FIELDS

6. Drag, move, and size fields in the spreadsheet, so they show in the viewable area of the spreadsheet. All fields needed for the report must be viewable without scrolling. Be careful not to collapse fields or size to a non-viewable size.

RUN REPORT

7. Once the spreadsheet fields are arranged as needed, click *Report>Run* from the tool bar.



8. A Print Spreadsheet window will open.
 9. Enter a name for the Report Title and select any other formatting options desired.

10. Click *OK* to run the report.

TIP – For spreadsheet reports with images the Double-Space report option is recommended.

Print Spreadsheet

Report Title: Sold To Report

Heading Font: Times New Roman Size: 12

Body Font: Times New Roman Size: 8

Print Totals Print Today's Date

Double-Space report Print Page Numbers

Portrait Landscape

Print Totals
will total any
currency fields.

11. The report will then process and display. Please see printable report below.

If further assistance is needed, please contact Artsystems Support.
Artsystems Support 212-620-5500 x 2
<mailto:Support@artsystems.com>

Sold To Report

Image	Inventory Number	Artist	Title	Purchase Price	Retail Value	Sales Price
	BIE-004	Unknown	Biedermeier Black Walnut Bookcase, ca. 1800-25	0.00	19,500.00	19,500.00
	BIE-003	Unknown	Biedermeier Black Walnut, Ebonized and Parcel-Gilt Cradel, ca. 1800-25	0.00	12,000.00	11,405.00
	GAI-001	Gainsborough, Thomas, 1727 - 1788	Duchess of Beaufort, 1770s	4,800,000.00	6,000,000.00	3,000,000.00
	TRO-001	Troyon, Constant, 1810-1865	Field Workers Near a Stream, ca. 1849	32,500.00	55,000.00	55,000.00
				4,832,500.00	6,086,500.00	3,085,905.00