

## Creating View Sets Of Works

### With Unknown Location or Unknown Source

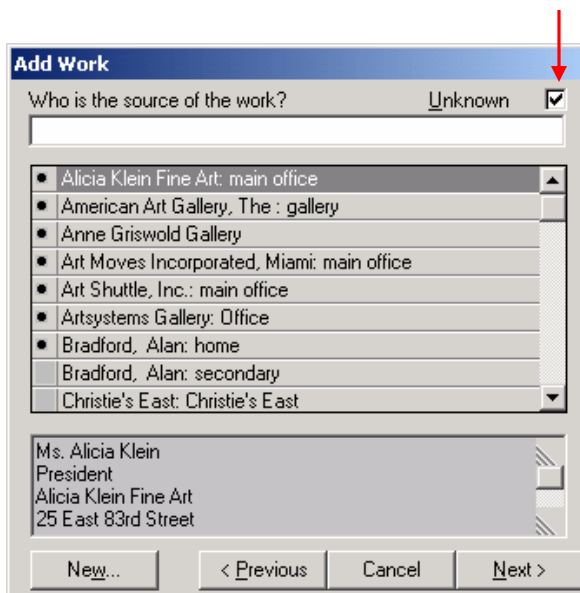
#### Works with Unknown Location or Unknown Source\*

Artsystems allows a work record to be entered even when the Source or Location of the work is unknown. Works without known criteria for these fields are designated as such by simply checking the Unknown checkbox in the Works wizard when prompted for source or location of the work. Later, if this criteria becomes known and is needed a view set can be created for these works using the Advanced feature for View Sets.

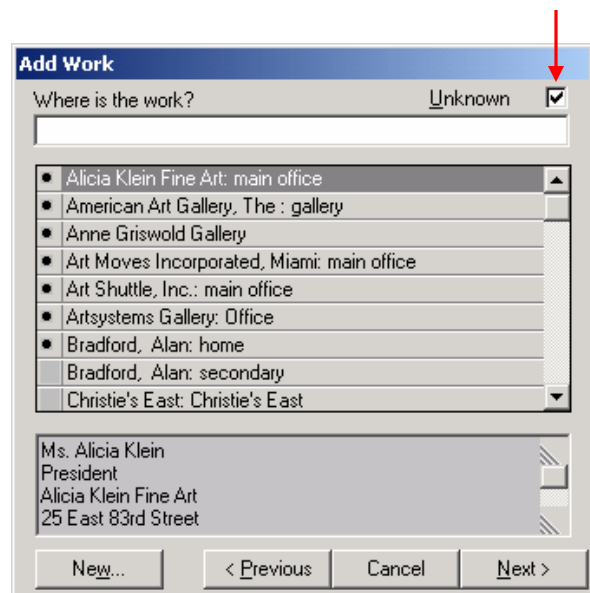
**Note:** Only Owned and Co-Owned works offer Unknown Source as an option.

#### Adding Work Records with Unknown Source or Unknown Location

1. In the Works module, select New Record.
2. In the works wizard, select the Unknown Source and/or Unknown Location checkbox to designate the work as such.
3. Continue wizard as usual.



The screenshot shows the 'Add Work' dialog box. The title bar is 'Add Work'. The main text is 'Who is the source of the work?'. To the right of this text is the word 'Unknown' and a checked checkbox. Below this is a list of sources, including 'Alicia Klein Fine Art: main office', 'American Art Gallery, The : gallery', 'Anne Griswold Gallery', 'Art Moves Incorporated, Miami: main office', 'Art Shuttle, Inc.: main office', 'Artsystems Gallery: Office', 'Bradford, Alan: home', 'Bradford, Alan: secondary', and 'Christie's East: Christie's East'. At the bottom, there is a text area containing 'Ms. Alicia Klein', 'President', 'Alicia Klein Fine Art', and '25 East 83rd Street'. The bottom buttons are 'New...', '< Previous', 'Cancel', and 'Next >'.



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## Creating View Set of Works with Unknown Location or Unknown Source

1. In the Works module, click the Set button to open the Works View set window.
2. Select the Advanced tab.
3. Using the dropdown select field Location Unknown or Source Unknown set the operator as equals and the value as -1.
4. Click OK.

**Note:** A value of -1 indicates to the system that this is 'True'. To exclude Works with unknown location or source simply set the operator to not equal.

The screenshot shows the 'Works View' dialog box with the 'Advanced' tab selected. The 'Advanced' tab is circled in red. The dialog contains a table with the following data:

	Field	Operator1	Value1
	Location Unkn	Equals	-1
Or	Source Unkno	Equals	-1

The right side of the dialog has several sections of checkboxes:

- Location Transaction: Loan  Consignment  Exhibition  Offered
- Active: Yes  No  Edition: Yes  No  Status: Sold  Available
- Ownership: Owned  Non-Inventory  Consigned  Co-Owned

Buttons at the bottom: OK, Load..., Cancel, Save..., Clear.

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