

HOW TO CREATE AN EXHIBITION DATAKIT

CREATING AN EXHIBITION DATAKIT FOR WEB MANAGER

EXHIBITION DATAKIT

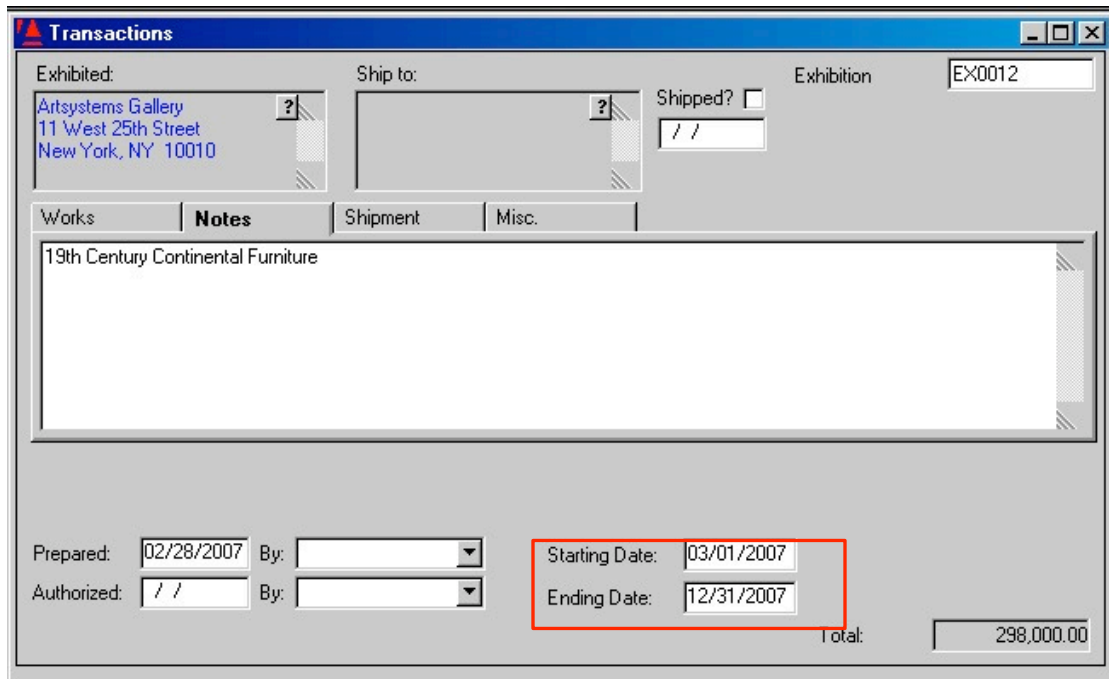
An exhibition datakit is first created in Gallery Pro or Studio and then imported into Web Manager to send artist works to the Exhibitions page on the Web site.

If an Exhibition transaction already has been created, skip steps 1-7 below, but make sure all outlined information has been correctly entered.


1. Launch the **Works** module.
2. **Create a dataset** of works to include in the DataKit by filtering a View Set or by marking records or creating a worksheet.
3. Launch the **Transaction** module.
4. Select **New** from the toolbar or from the menu select Record > New.
5. In the Add Transaction window **select the Exhibition option**, then select **Next**.
6. **Select the Venue** where the Works are being exhibited, then select Next.
7. **Select the Works** in the exhibition using the manual entry, marked entry, or worksheet option as appropriate and select Finish.

Inventory #	Artist	Title	Insur. Value
BIE-004	Furniture, Continental	Biedermeier Black Walnut Bookcase, ca.	20,000.00
BIE-003	Furniture, Continental	Biedermeier Black Walnut, Ebonized and I	12,000.00
BIE-001	Furniture, Continental	Biedermeier Mahogany, Fruitwood and Bu	12,000.00
FRE-002	Furniture, Continental	Empire Ormolu-Mounted Mahogany Bed, c	15,000.00
ITA-000	Furniture, Continental	Italian Neoclassical Style Giltwood and Po	60,000.00

8. Complete the exhibition information on the exhibition transaction form. Enter the **Starting Date** and **Ending Date** (This information will be included in the DataKit and appear on the Web site.)
9. Enter the **Exhibition Title** on the **Notes Tab** of this transaction. Click the Notes tab to type the exhibition title, then click **Save**.




The screenshot shows a software window titled "Transactions" with several tabs: "Works", "Notes", "Shipment", and "Misc.". The "Notes" tab is active, displaying the text "19th Century Continental Furniture". At the top, there are fields for "Exhibited:" (Artsystems Gallery, 11 West 25th Street, New York, NY 10010), "Ship to:" (empty), "Shipped?" (checkbox), and "Exhibition" (EX0012). At the bottom, there are fields for "Prepared:" (02/28/2007), "By:" (dropdown), "Starting Date:" (03/01/2007), "Ending Date:" (12/31/2007), "Authorized:" (//), and "By:" (dropdown). A "Total:" field shows 298,000.00. The "Starting Date" and "Ending Date" fields are highlighted with a red box.

 **NOTE:** All text entered on the Notes tab will appear on the Exhibition page (as will also the dates of the exhibition). Therefore, no extraneous information should be included on the Notes tab.

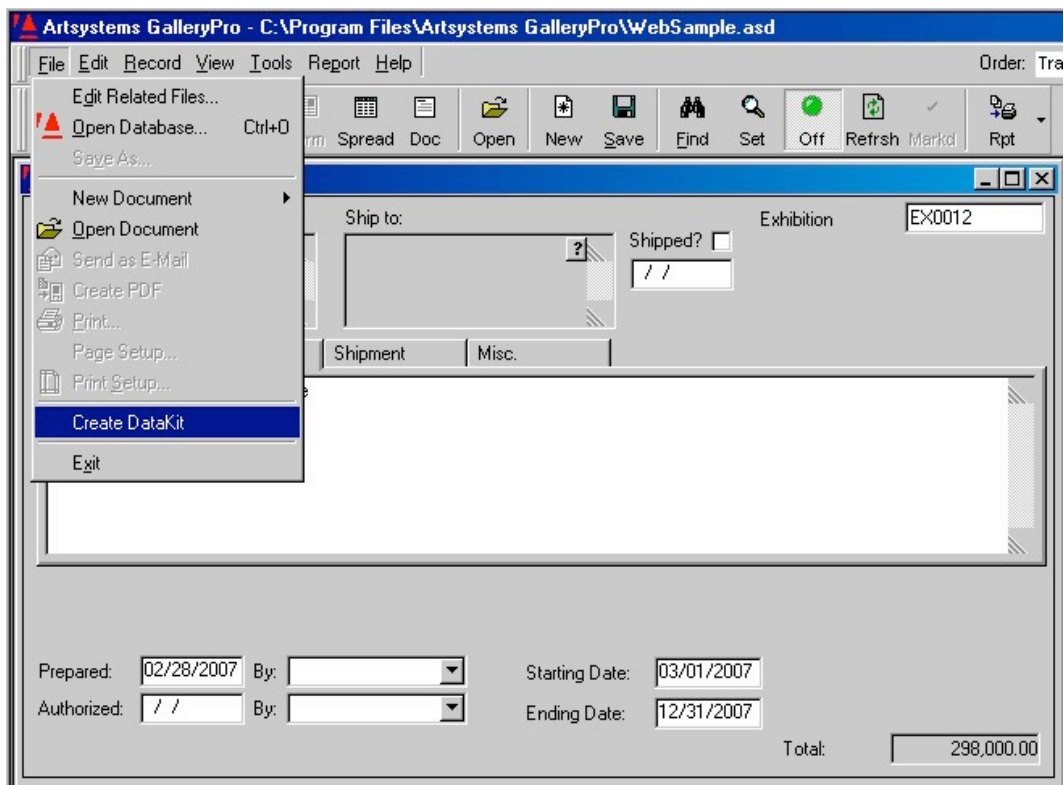
10. If it is desired to display the Exhibition Press Release on the site, select the Document View of the exhibition transaction to copy and paste the Press Release information from any document into the Document view of the transaction record. Return to the Form View and save the transaction before continuing.

NOTE: The Press Release .rtf file can be added to the exhibition page in Web Manager, but it will be much easier to add to the exhibition

transaction in Studio or GalleryPro so you have all information in one place.

	NOTE: If including an Exhibition Press Release on the Web site, note that Web Manager will automatically append the the exhibition title and dates to the header of the press release.
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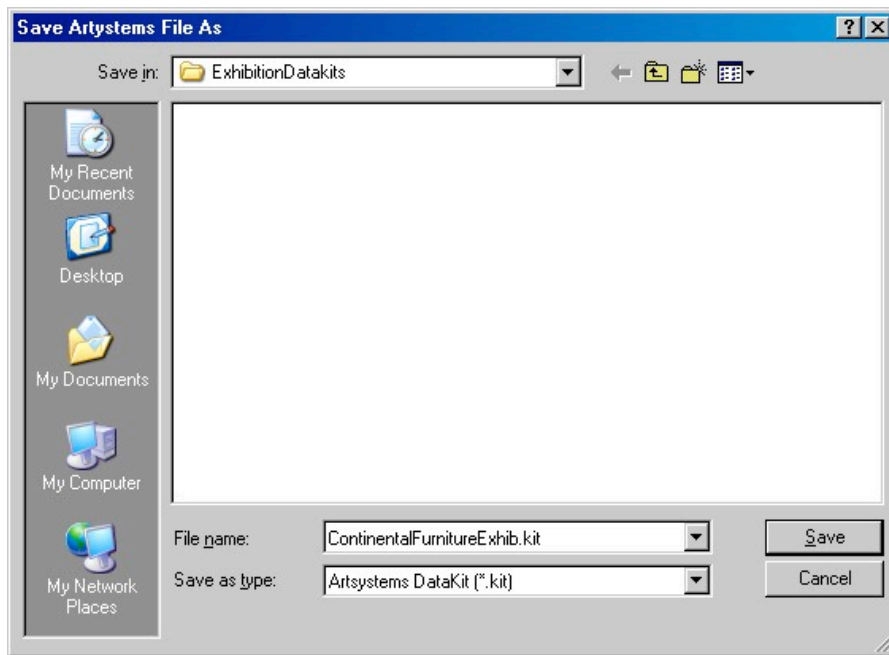
11. The Exhibition transaction must be open when creating an exhibition DataKit. From the menu select **File > Create DataKit** with the exhibition transaction open and in view.



12. The DataKit wizard will prompt to designate a file name. Type the name of the DataKit in the File Name field, and in the 'Save In' field point to the designated DataKit folder established for Web file data.


NOTE: DataKit files have the file extension .kit.

13. To complete the process, the wizard will display the file name and location to confirm the file's creation. Click **OK**.



14. The exhibition DataKit is now ready to open in Web Manager.

15.

	<p>NOTE: Upon completely editing the exhibition transaction, always SAVE the exhibition transaction prior to creating the exhibition DataKit. The exhibition transaction can also be re-edited to re-create a datakit if works are added or deleted by re-saving the transaction after the edits and creating a new datakit to upload in Web Manager.</p>
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For detailed information about sending datakits to your website please see the [this document](#) also located on the Artsystems website [FAQs](#) page.

If further assistance is needed, please contact Artsystems Support.

Artsystems Support 212-620-5500 x 2

Support@artsystems.com