

SENDING DATAKITS WITH WEB MANAGER

Working with the Web Manager Program

This document explains how to utilize the Web Manager program to update information on the Web site. Web Manager's entry forms correspond to the top-level Web site pages. These forms generate automatically and dynamically to accommodate data entered from a DataKit.

WEB MANAGER PROGRAM

When the user launches Web Manager, the first three entry forms will always be the **Home**, **Information** and **News** forms. The last two entry forms will be always be the **Artist List** and **Exhibition List**. (Artist and Exhibition Lists are additional text fields which appear on the bottom of the Artist and Exhibition pages — including text in these fields is optional.

- Individual **Artist** entry forms automatically generate for **each** artist in the DataKit.
- An **Exhibition** entry form generates **only** when sending an Exhibition DataKit to the Web site.



IMPORTANT: Web Manager requires sending an Artsystems DataKit in order to add or edit anything on the Web site.

SETTING UP TOP LEVEL WEB PAGES

When getting started with Web Manager, the user must establish the text and images for the top-level Web pages. Once the user completes the Home, Information, and News entry forms, that information will remain in the entry forms each time Web Manager is launched. It is not necessary to edit this information unless a change is desired or unless image and document file paths or file names have changed.

1. Open the Web Manager from the icon on the Start > Programs menu or from a Web Manager icon shortcut on the desktop
2. Bring in your datakit by pressing the little yellow package at the top. *Note – the best practice is to always bring your datakit in first thing after you open Web Manager. You must send a datakit to the site to make changes to your top level pages.

3. The first Form to appear is the Home Page entry form. Once data is entered onto the form, it will always appear on the form unless edited by the user.

HOME PAGE ENTRY FORM



The screenshot shows a window titled "Artsystems Web Manager" with a toolbar containing icons for cut, copy, paste, undo, redo, bold, italic, underline, bulleted list, numbered list, and link. The main area is titled "Home" and contains several input fields and a text area:

- Heading:** Artsystems Gallery Web Sites
- Address:** 11 West 25th Street
New York, NY 10010
USA
- E-mail:** websupport@artsystems.com
- Description:** Why enter data twice? Now there's no need to call a Webmaster or use a Web design program just to add or update content to your Web site. Integrate a Web site with **Artsystems** data and automate your information management even further!

Call us to set up your integrated site for an extremely reasonable cost. Pay only \$2,500 to start plus \$125 per month. The monthly fee includes the famed **Artsystems** technical support and site hosting.

Already have a Web site? **Artsystems** will be happy to reconfigure it to be updated through the **Web Manager**. We can even work with your designer or create a newly-designed site for you ourselves.
- Picture Caption:** Pair of Biedermier Cabinets, ca 1800-1825
- Large Image:** C:\Website\Home\BIE-002-homepage.jpg

At the bottom of the window are buttons for "Cancel", "Send", "< Previous", and "Next >".

4. On the Home page entry form, enter Heading, Address, and E-mail information simply by typing in the field.
5. Type text in the Description field and press the Save button  to save as a RTF document, or use the Browse button  to locate a previously prepared Rich Text Format (RTF) document. Any time edits are made in the Description field, click the Save button to verify the edits have been saved.



As with traditional Windows interfaces, the **Browse** button opens an Open Document window and the Save button opens a Save Document window.

6. The Large Image field stores the path to the image used for the Home Page. Click the Browse button and browse to the image itself and select.
7. Enter a Picture Caption that will appear just under the image on the Home page.
8. Once all desired fields are entered on the Home entry form, click Next to proceed to the Information entry form.

INFORMATION PAGE ENTRY FORM

Artsystems Web Manager

Information

Contact Heading: Artsystems Gallery Websites

Address: 11 West 25th Street
New York, NY 10010
212-620-5500

E-mail: info@artsystems.com

Description: Hours: Monday - Friday 10:00 am - 6:00 pm
Directors: David Studstill

Heading 1: Our Mission

Description 1: Artsystems' objective is to provide and support the most efficient, comprehensive, and powerful software tools for fine art and antiques management. Through its software and services, Artsystems strives to dramatically improve its customers' productivity and help them analyze and utilize their information to best achieve their goals.



Heading 2: Our History

Description 2: Founded in 1989, Artsystems originally created custom data management software solutions for art institutions and was instrumental in cataloguing the estate of Andy Warhol.

Large Image: C:\Website\Information\COR-003_Ig.JPG

Image Caption: Featuring works from the Barbizon School

Buttons: Cancel, Send, < Previous, Next >

1. On the Information Page entry form, type in a Contact Heading, Address, E-mail, Description, and Heading 1, Heading 2, and Image Caption.
2. Type in the Description 1 field and click Save  to save the text entered as an RTF document, or use the Browse  to

locate a prepared Rich Text Format (RTF) document. Always click Save to verify any new edits.

3. Repeat the previous step for the Description 2 field.
4. Attach the Large Image to be used on the Information page by using the Browse button and browsing to the appropriate image and clicking attach.
5. Enter and Image Caption for the Information page image.
6. When all desired fields are completed, click the Next button to proceed to the News entry form.

NEWS PAGE ENTRY FORM

Artsystems Web Manager

News

Heading: UpComing Events

Description: **Gallery to Exhibit at Armory Show**
October 3, 2007 - November 20, 2007

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Image: C:\Website\News\FRE-003_Ig.JPG

Image Caption: Specializing in Continental Furniture

Description 2: **Gallery to Move to New Location in 2008**

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Cancel Send < Previous Next >


1. On the News Page entry form, type in Headings and Image Caption
2. Enter the Description information by typing in the field and clicking the Save button , or browse to a previously prepared RTF by using the Browse button . If any edits are made in the Descriptions fields, the Save button must be used to save the edits.

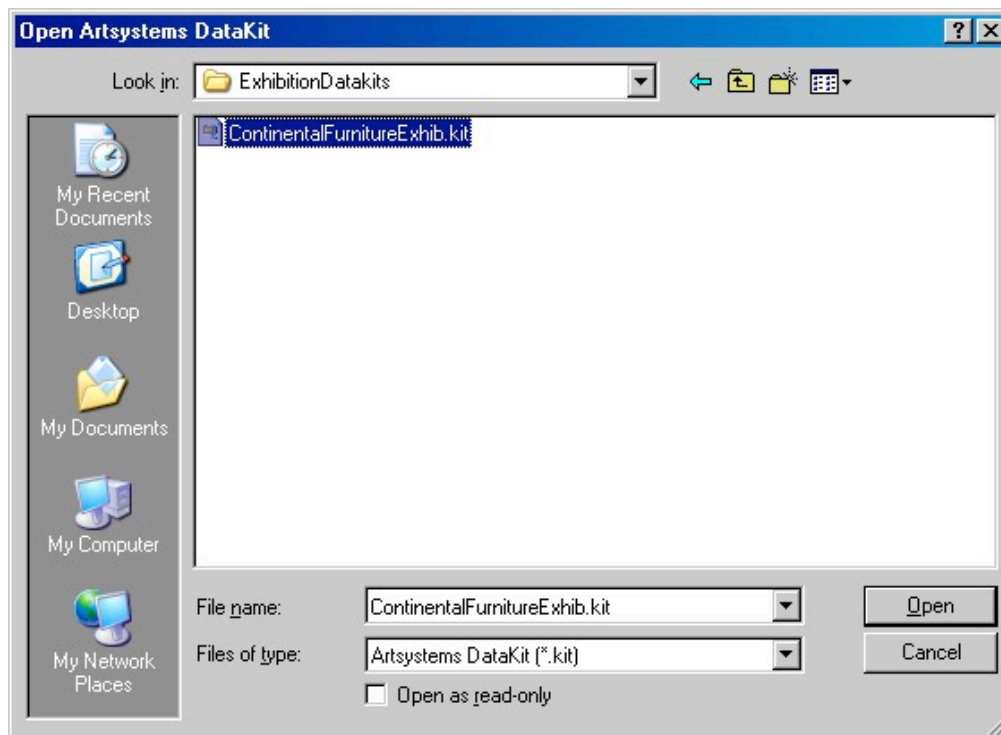
3. Attach the Large Image to be used on the News page by using the Browse button to find the appropriate image and click Attach. See p. 35 for image requirements.
4. Enter an Image Caption for the News page image.

This completes the entry of the Top-Level entry forms for the Home, Information, and News pages. These entry forms are static and do not change unless the data is manually changed on the form. (These forms will remain as they were last filled out each time the Web Manager program is opened.)

SENDING INFORMATION TO THE WEB SITE


For purposes of illustration, an **Exhibition DataKit** is used in the following instructions. This will generate the display of all possible Web Manager entry forms.

1. The very first thing to do after launching Web Manager is to open a saved DataKit created in Artsystems database. Select the Open DataKit  button on the toolbar to find the saved Exhibition DataKit. Browse to and select the DataKit name and select Open. A message will indicate the DataKit is loading.

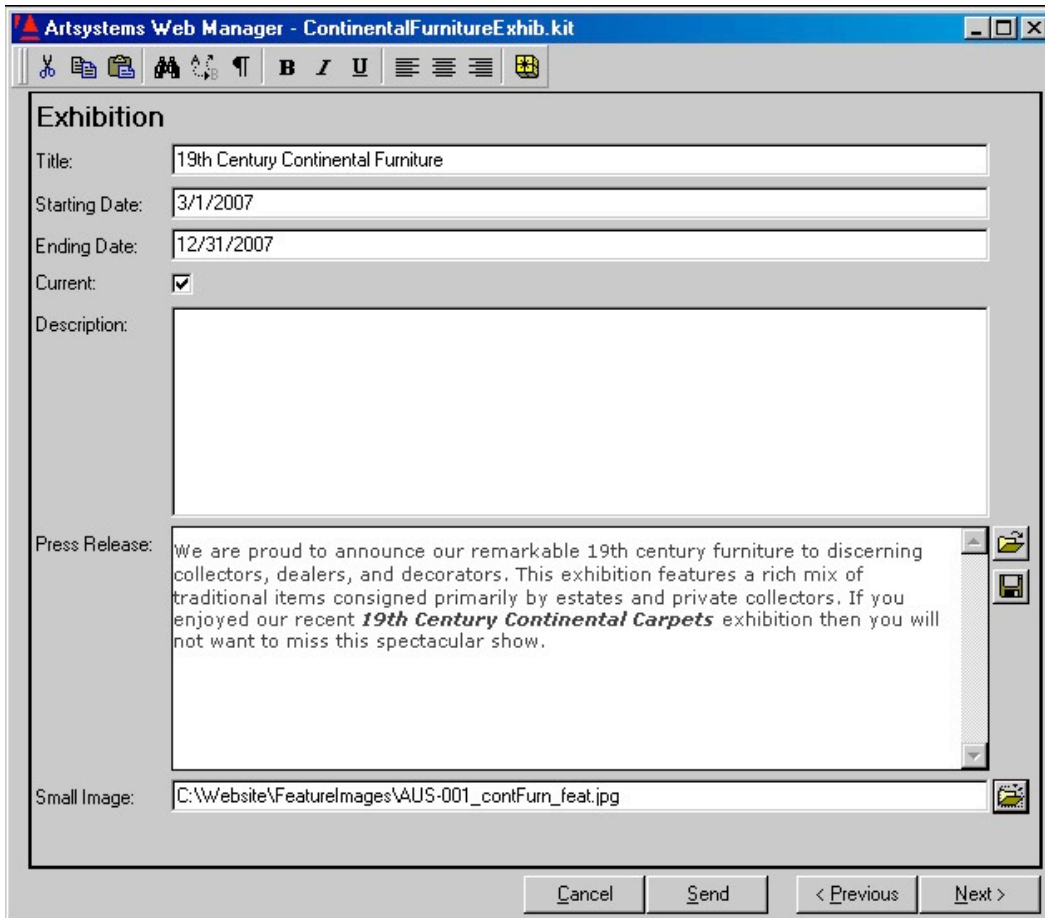


2. Once the Exhibition DataKit is loaded, the Home entry form will again display, though this time fully loaded with the fields entered

earlier (Look at the top color bar in the Web Manager form — it will display the name of the saved DataKit).

	There will be an Artist entry form for each artist in the Exhibition DataKit. Only one exhibition can be sent per Exhibition DataKit, as this data comes from the Exhibition transaction.
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EXHIBITION PAGE ENTRY FORM



Artsystems Web Manager - ContinentalFurnitureExhib.kit

Exhibition

Title: 19th Century Continental Furniture

Starting Date: 3/1/2007

Ending Date: 12/31/2007

Current:

Description:

Press Release: We are proud to announce our remarkable 19th century furniture to discerning collectors, dealers, and decorators. This exhibition features a rich mix of traditional items consigned primarily by estates and private collectors. If you enjoyed our recent *19th Century Continental Carpets* exhibition then you will not want to miss this spectacular show.

Small Image: C:\Website\FeatureImages\AUS-001_contFurn_feat.jpg

Cancel Send < Previous Next >

3. Proceed through the initial top-level entry forms until the Exhibition entry form appears by clicking the Next button through the forms.
4. The Title, Starting Date, Ending Date, and the Press Release appear automatically if saved in the Exhibition transaction prior to creating the Exhibition DataKit. These fields remain editable at this stage. Edit a field by typing directly into it. If the Press Release is edited in the Press Release field, the edits must be saved by clicking the Save button, naming the file and clicking Save in the Save Document window. A saved RTF document can be loaded by

- using the Browse button, browsing to locate the appropriate document and attaching the document.
5. To make this information appear in the 'Current' exhibition area on the Exhibition page, check the Current checkbox.
 6. Type into the Description field in the Exhibition entry form to add concise descriptive information or quotations regarding the exhibition. This information appears below the exhibition title on the Works Detail page for the exhibition.
 7. Use the Small Image field to attach a feature-sized rollover image (200 pixels on the longest side) to represent the exhibition. Browse to a saved feature image using the Browse button, and attach to the Small Image field by clicking on the image and hitting the Open button on the Attach Image window.
 8. Once all fields are entered proceed to the first Artist entry form (or the only Artist entry form if only one artist is present in the DataKit) by clicking the Next button.



NOTE: If a Works DataKit is loaded, there will be no Exhibition entry form, simply proceed to the Artist entry form(s). There will be an Artist entry form for each artist in the Works DataKit.

ARTIST PAGE ENTRY FORM

Artsystems Web Manager - CorotExhibition.kit

Artist #1

First Name: Jean Baptiste Camille

Last Name: Corot

Dates: 1796-1875

Description: "There is only one master here - Corot. We are nothing compared to him, nothing." Claude Monet, 1897

Biography: Corot continues to elude art historians and critics which is why we believed it important to mount a retrospective in which every aspect of his painted oeuvre would be fully represented. A different kind of exhibition might have shown Corot only at his most ravishing but it would be deceptive: a fundamental aspect of Corot's work is that his drawing is sometimes awkward his compositions sometimes formulaic. An exhibition tightly focused by theme or period might have shown Corot as a more coherent and consistent artist than he appears here; but his oeuvre does in fact reflect the seemingly contradictory tenets of Neoclassicism, Romanticism, Realism, and Naturalism. Nonetheless, artists from Delacroix to Courbet to Renoir to Picasso who knew Corot's work well stubbornly held it in the highest possible regard. We hope that this

Featured Image: C:\Website\FeatureImages\Cor-002-feature_w1.jpg

Cancel Send < Previous Next >


9. On the Artist entry form, the artist's First Name, Last Name, and Dates fields will automatically populate from information included in the DataKit, if previously saved on the Artist record in the Works Module of GalleryPro or Studio. This information can also be edited by typing into the fields
10. Enter any desired information into the Description field by typing directly into the field.
11. The Biography field captures the Artist Biography saved in the Document view of the Artist Contact record, if saved in GalleryPro or Studio prior to creating the DataKit. The user can also populate this field by typing directly into it, and clicking the Save button.



If at any time, it is necessary to return to a previous entry form, click the Previous button until the form appears. If the user needs to cancel the operation, simply click the Cancel button and Web Manager will close.

Alternatively, the user may use the Browse button to browse and open a previously prepared RTF document by highlighting the document name and clicking Open. Any edits applied in this field must be saved by clicking the Save button

12. Use the Featured Image field to attach a feature-sized image to represent the artist. Browse to a saved feature image using the Browse button, and attach to the Small Image field by clicking on the image and hitting the Open button on the Attach Image window.
13. Once all desired fields on the Artist entry form are populated, proceed to the next artist entry form (if more than one artist is included in the DataKit) or to the Artist List entry form by clicking the Next button.

	The Artist Page and Exhibition Pages display dynamic links, which take the visitor to view artist works and exhibition works, but each page can also display static artist and exhibition lists, if desired. The Artist List and Exhibition Lists are the last two entry forms in Web Manager.
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ARTIST LIST ENTRY FORM

The Artist List is an optional static list that appears below the dynamic artist links on the artist page.

ArtistList

Heading:

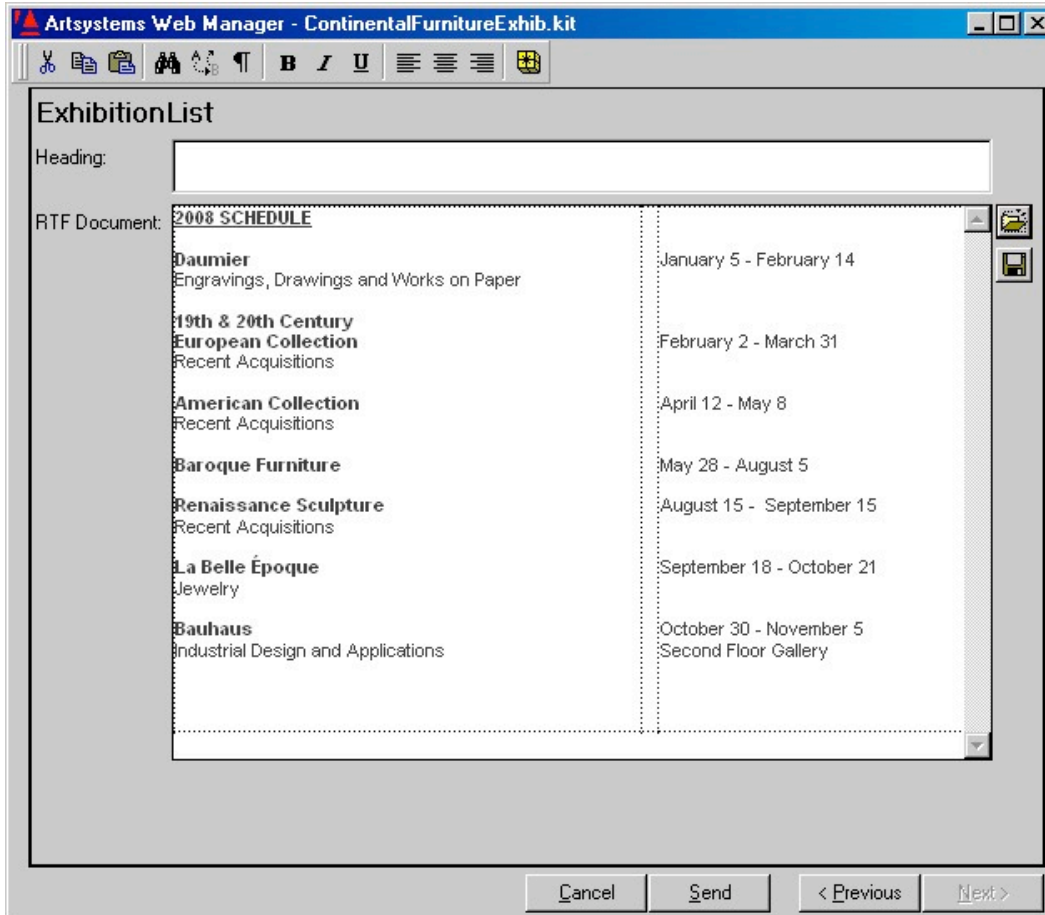
RTF Document:

Kara Braciale	Joe Lemmon	Bill Taylor
Jance Brown	Sam McNeil	Rosanne Sasso
Michele Calise	Roni Opus	David Zelmon
Pam Hoyle	Jane Paul	

14. On the Artist List entry form, a Heading can be entered by typing into the Heading field.
15. The RTF Document field can be populated by typing directly into and clicking the Save button or using the Browse button to browse and open a previously prepared RTF document by highlighting the document name and clicking Open. Any edits applied in this field must be saved by clicking the Save button.
16. Once the desired fields are populated, click the Next button to proceed to the Exhibition List entry form.

EXHIBITION LIST ENTRY FORM

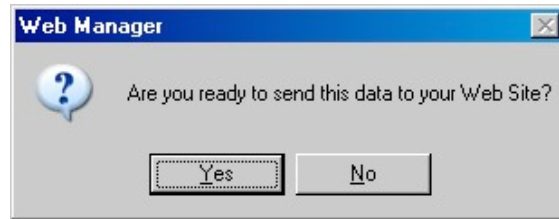
The Exhibition List is a static list that displays below the dynamic exhibition links on the exhibition page. This list is optional.




17. On the Exhibition List entry form, a Heading can be entered by typing into the field.
18. The RTF document field may be populated either by typing directly into the field and clicking the Save button or by using the Browse button to browse for a previously prepared RTF document. After locating the previously saved RTF, highlight the document name and click Open. Any edits applied in this field must be Saved by clicking the Save button.

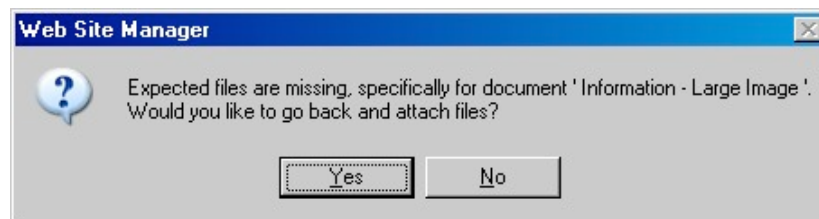
SENDING DATAKITS TO THE WEB SITE

19. When the user has attached all desired information & images and he/she is ready to Send and Preview this data on the Web site, click the Send button. The following message will display. If ready, answer Yes.




 **NOTE:** A connection to the Internet is required in order to Send, Preview and Publish this data.

If any expected documents or files are missing, the following message will display (The message will also display if there were any blank fields):




- If it is desired to go back and edit the missing fields — answer YES.
- If it is desired to leave the files missing or blank — answer NO.

The user may leave fields that do not require an RTF file blank without causing problems in Web Manager.

 It is important to attach all relevant files when uploading a new DataKit, so answer yes if necessary. The Artist thumbnail is not needed as it is a field not currently used on the site.

20. Once the DataKit is successfully sent, the following message will display.



 **IMPORTANT:** If you do NOT receive the successfully sent prompt, please contact Web Support as the DataKit may not be uploading to the server correctly.

21. Press OK and the Web Manager browser opens and the login prompt appears. Please enter your Login name and Password (provided by Web Manager Technical Support) to access the Administration area of your site. This login opens the Web Site Administration page.



***NOTE – Always use the “Cancel” button at the bottom right of the Webmanger window to close the program rather than the “x” at top right.**

If further assistance is needed, please contact Artsystems Support.

Artsystems Support 212-620-5500 x 2

Support@artsystems.com