

HOW TO CREATE A WORKS DATAKIT


CREATING WORKS DATAKIT FOR WEB MANAGER

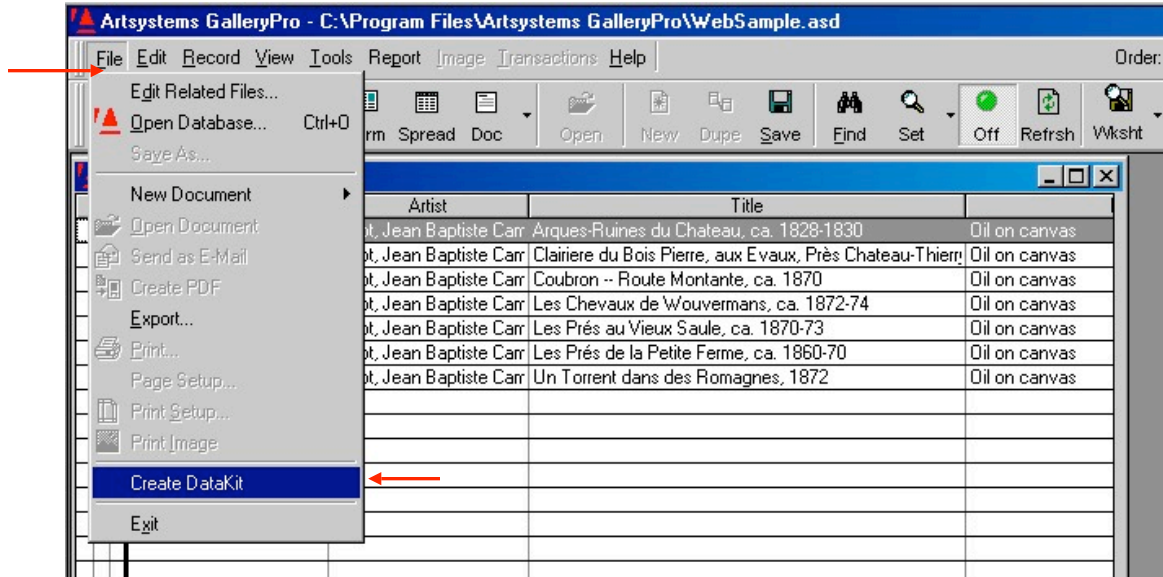
WORKS DATAKIT

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

1. Launch the GalleryPro or Studio Works module.
2. Select the desired works to send to the Web site by creating a View Set, by marking records, or by selecting a pre-defined worksheet. Only the selected works in the dataset will be included in the new DataKit. A typical dataset might be for all 'Available' work but it can be any other desired criteria. (Information on creating datasets is in the GalleryPro or Studio user guides in the chapter titled 'Viewing Records'.)
3. Review all works to make sure secondary designated images (Web1, etc.) as well as types, categories, and media and any other data on the works record have been entered correctly. If the works have been edited, be sure to re-save the work record to commit the changes before creating the DataKit.


Note: If sending Sold work to the Web site, make sure the work has been invoiced, the invoice saved, and the work reference color displays as red.

4. If the site includes artist biographies, make sure the artists included in the dataset have a linked Contact record with their artist biography saved in the Document View of their Contact record or a bio saved in .rtf (Rich Text Format) for attaching directly in Web Manager.
5. **Optional:** If the site is set to display the Infosheet on each work, make sure an Infosheet is generated for each work so it will be included in the DataKit. Select the Document Button  on the toolbar to process or view the Infosheet.
6. Select File from the menu and chose Create DataKit.

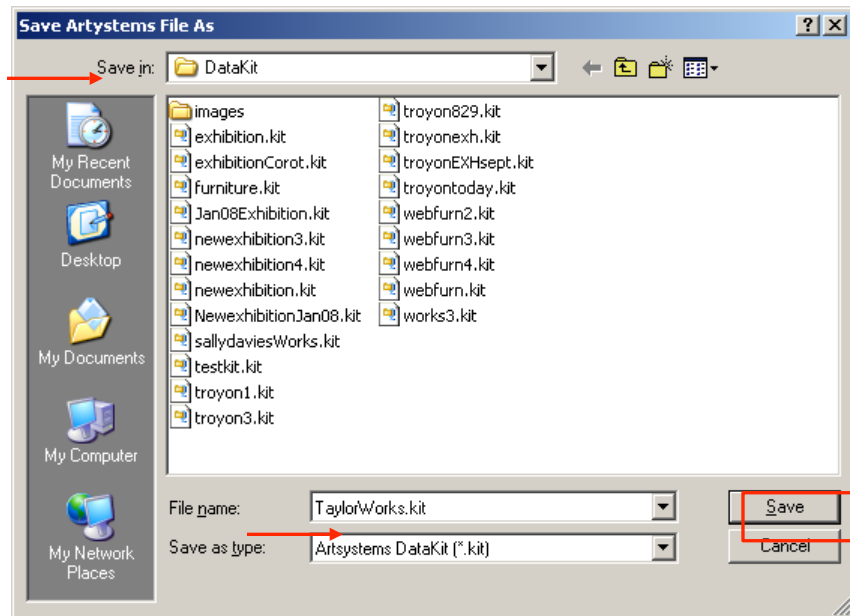


- The DataKit wizard will prompt for the file name. **Type** the name of the DataKit in the File Name field, and in the 'Save In' field point to the designated DataKit folder established for Web file data.

NOTE: DataKit files have the file extension **.kit**.



It is a good idea to set exclusions in your antivirus software to not scan files with the .kit extension, as well as, the program paths for Artsystems Gallery Pro and Artsystems Web Manager. This will help avoid any ftp issues when sending to the Web site through Web Manager.



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



9. The works DataKit is now ready to open in Web Manager.

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