

Managing Events and Catalogues

Artlook makes the creation of an exhibition, event or catalogue extremely easy and there are powerful features to give you complete control over the display, pricing and numbering of the stock items which are included. This guide covers all aspects of Event creation and management including reports.

1. Introduction

An Event or Catalogue in Artlook contains selected inventory items. Any stock item can be included regardless of their status (sold, available, consigned out etc.). When a stock item is included within an Event it can be given additional properties (such as price, description, reference number etc.) which are independent of its basic properties as a stock item. When an item is included within an Event it remains visible and manageable as a standard stock item (except in special circumstances) and removing an item from an Event does not delete the item from the system, just from that particular Event.

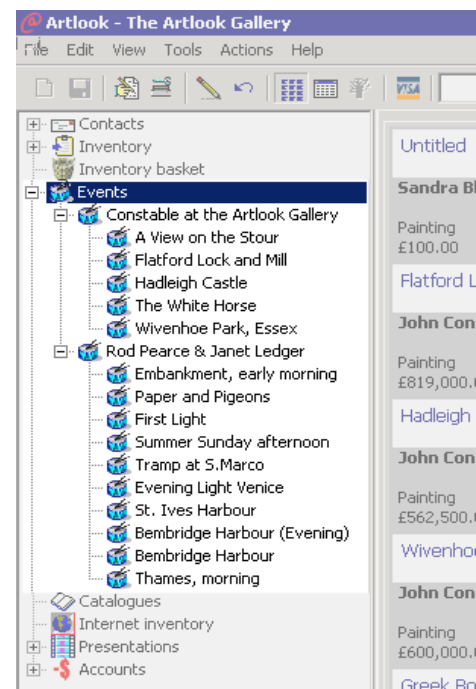
When an item is included within an Event an entry is automatically placed in the detailed record for that item under Events & Catalogues.

The functionality and procedures for Events is identical to that available for Catalogues. Unless specifically stated this guide should be seen as covering both types.

2. Creating the Event

Artlook Events and their associated stock items are displayed in the shortcut panel. Click on the + sign to the left of "Events" to expand the tree to see all Events and click on the + sign to the left of a specific Event to see its individual items. Left click once on an Event name and the main stock display will show only those items associated with the Event. Equally, click on Expand All to see everything

To create a new Event right click once on "Events" and choose New Event from the menu. The Properties box for your new Event is displayed.



You can return to the Properties box at any time by right clicking on an Event name and choosing Properties.

The **Title** of your Event can be up to 255 characters long and is required (all other elements shown on the first page of Properties on the left are optional) Bear in mind that this is what will appear at the head of Price Lists.

The **Type** of Event is selected from the drop down list. Event types must be set up in Tools | Preferences | Master Lists | Item Lists | Event Types. Although not

required it can sometimes be useful to categorise your Events – examples may be “In house”, “Art Fair” etc. If you wish to apply a Type and have none available, save your work and go to Preferences to create a Type.

The **Start** and **End Dates** are self explanatory – make your selection from the drop down calendars.

The **Description** field can contain as much or as little text as you require. Double click on the field to open the editor.

Exclude included items from master inventory – by placing a tick against this option any item which is included within the Event will not be visible within the main Inventory screens. Use this option with care. Ticking this box after you have already added items will not affect existing items, only those added subsequently. The Properties for an individual item (see below) also enable you to apply selective exclusions if required. The **Restore all to main inventory** button will cancel any exclusions whether applied to individual items or globally to all items in the Event.

The remaining three options all apply to the Event in relation to your web site. (The Shared web site option is currently not relevant). Tick **Own web site** if you want all details of the Event as entered, together with all associated stock items to be displayed on your web site. Tick **Group Event** if you want to use this option on your site – items will appear with the Artist name above the title.

Click on the **Additional Information** tab at the bottom of the screen for access to three further optional fields (double click each to open the editor) – **Description Location**, **Description of Timing**, **General Information**. Finally on this tab you can add an **Image** for the Event.

Once you have completed the desired information on the Primary and Additional Information tabs click OK. Your new Event will be listed on the left under Events.

3. Adding and removing items

To include an item in an Event ensure that you have expanded (clicked on +) the Event list and can see the name of your Event. Now click on Inventory to see all stock items in Memo view (with images). Point at an item, hold down the left mouse button and drag so that you are pointing at the name of your Event. Release the mouse button and your item will be added to the Event. To remove the item left click once on the name of the item within the Event listing, right click and choose **Remove item from Event**. The item is removed immediately.

3.1 Tips for adding items

If you have a lot of items to add to an Event it is sometimes easier to change the main inventory view before you start dragging items to the Event. If you are dealing with the work of a single artist for instance change the display to show just work by that artist (right click on an item by that artist | View | Restrict View | This Artist – repeat the process to cancel). If you are dealing only with watercolours you may want to create a View limited to just stock of this Category or Medium. In either method you will speed up the methods of finding the relevant stock items.

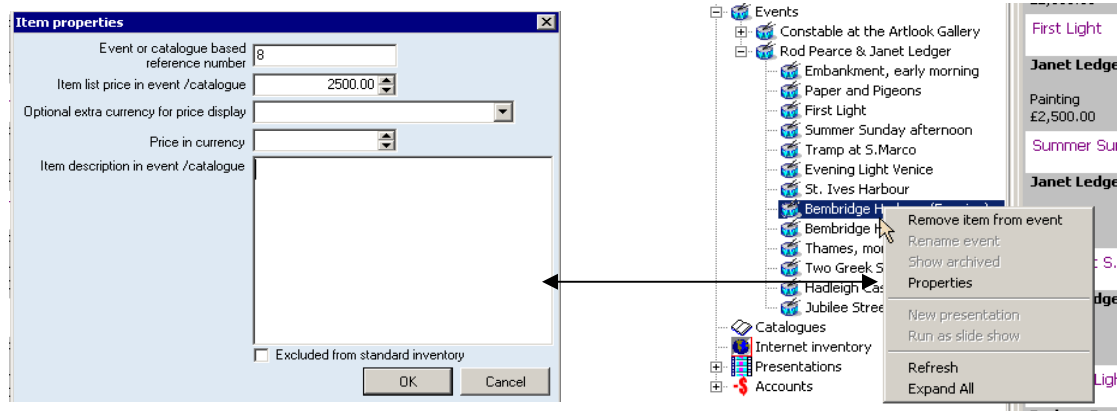
When you are dragging items remember you can use **Multi-Select**. To do this hold down the **Ctrl** key and left click an item – a red border appears. Release the Ctrl key and repeat the process for another item – you will now have two items with a red border. Repeat for as many items as you wish (you can use the navigation arrows at the bottom of the form to scroll the screen) and when ready left click and drag any of the red bordered items onto your Event name. All selected items will be transferred.

4. Changing the properties of an item within an Event

Once you have added items to an Event you can (optionally) change a range of properties particular to that item.

Right click on an item within the Event listing on the left to bring up the Properties form:

Any changes you make on this form are specific to the Event. If, for instance you change the pricing of the item here it will not affect the pricing of the item as displayed in normal Inventory views.



The **Event or Catalogue based reference number** is a value set by Artlook. You can ignore this number unless you wish to use a more logical numbering system for the items in your Event (ie 1 to 20 for a 20 item Event). Other options are available for numbering items – (see Sequence and Numbering below) which are preferable to entering your own number here.

The **Item list price in Event** allows you to change the displayed (in price lists, wall labels etc.) price for the item and is an alternative to the standard list price as normally displayed.

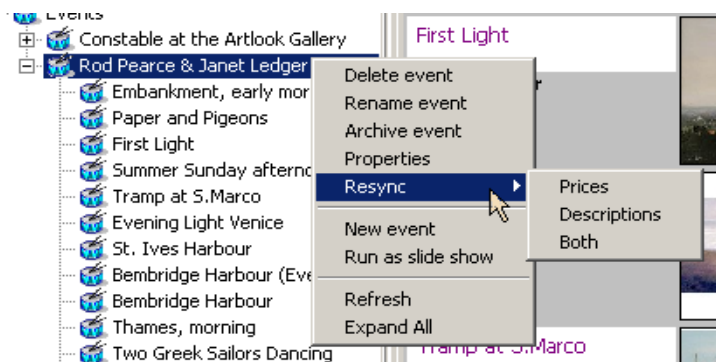
The **Optional extra currency** allows you to display a conversion of the sterling Event price into one other currency (pick from the list but ensure that you have previously entered a currency rate). This is intended when doing overseas events where the local currency can be displayed alongside the sterling value. The converted value can be over-riden if desired.

The **Item description in Event** allows you enter a description which is relevant only to the Item within the Event and can be used instead of the standard item description,

Tick the **Exclude from main inventory** box to cause this stock item to appear only within the Event.

Important note: you must be aware that in the matter of **prices and descriptions** changes applied in the normal course of editing a stock item will not be reflected within the Event. If you have clicked on an Event and the stock items for the Event are displayed Artlook will warn you if you double click an item to edit it. In

practice this means that if the main list price for an item which is included within an Event needs to be edited you must also edit the Event properties for that item. With a lot of items this can be time consuming so Artlook provides a tool to synchronise all Event items. Right click on the Event name and choose **Resync**. Select Prices, Description or both and the main list prices and/or descriptions will be restored to the Event item.



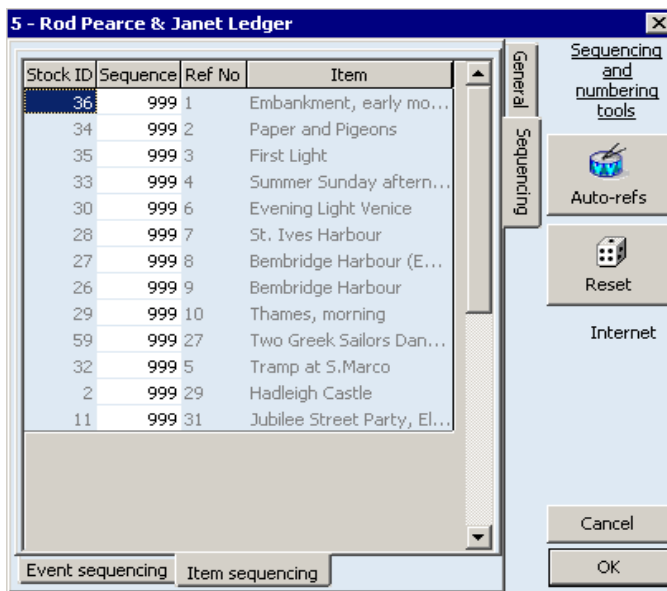
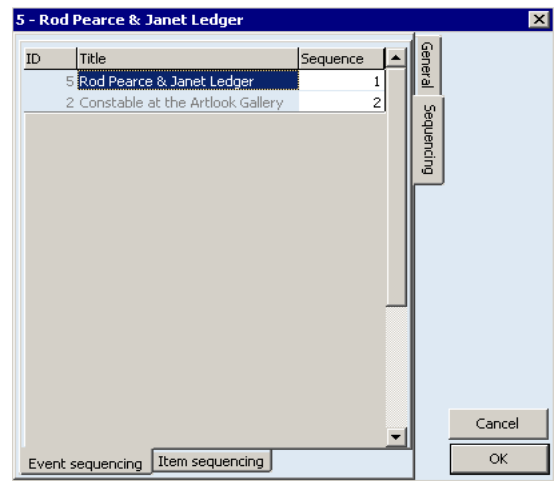
5. Sequencing and numbering of Event items

The sequence of items within an Event is as they appear in the listing on the left. Almost invariably you will wish to change this sequence to suit the numbering of items within the Event or on your web site.

To change the sequence of an item in the list simply click, hold and drag an item to another position in the list. While this will change the visible sequencing it does not affect the numbering of each item. To change this you can right click an item and change its number on the Properties form or (and this is recommended) you can use the Artlook auto-numbering tool. To access this right click on the name of the Event (not the individual item) and choose Properties Choose the **Sequencing** tab on the right hand side.

Left click on the Event name for which you wish to change the Item sequencing and then click on the **Item sequencing** tab at the bottom of the form.

The screen will look like that shown below. To number your items sequentially click on the **Auto-refs** button. The “999” will be replaced with a sequential number starting at 1. To cancel a previous number sequencing (essential if you have added or removed items) click on the **Reset** button.



If you wish to use this sequencing and numbering on your web site click on **Internet**. A small tick will appear.

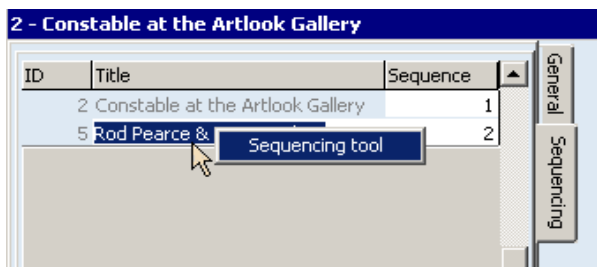
Click OK to save your changes.

5. Sequencing and Events

While you can drag and drop items within an Event you cannot move whole Events in the same way. To re-sequence the Event list right click on any Event and choose Properties. Now choose the **Sequencing** tab on the right hand side of the form. Right click on any Event name in the greyed out list of events and choose **Sequencing Tool**.

This will bring up a new list of all Events. Use the drag and drop technique to re-order the sequence.

This sequence will determine the position of events on your web site. The displayed sequence of Events in Artlook will also be changed but you will only see these changes when you quit and reload the program.



6. Other Event management tools

To **Delete** or **Rename** an Event right click on the Event name and choose accordingly. When you delete an Event you are not deleting the individual stock items which make up that Event.

To **Archive** an Event choose accordingly from the Right Click menu. This will (optionally) allow you to see the name of the Event and the attached items but all other details are deleted. Archived events cannot be restored – never use this option for a live Event.

Use **Run as a slide show** select accordingly from the right click menu.

As well as the standard Memo view, Events can also be displayed in a Grid View which includes (on the Edit Items Status tab) the ability to edit an items “exclusivity” status, special event pricing and the special number of the item within the event.

7. Event reports

When you click on an Event name the items for that Event are displayed as a normal inventory view. From here you can right click on an item and choose Print to access various report formats which will be restricted in terms of content just to those items you are currently viewing.

When you are viewing an Event you will also find a “Catalogue” option on the right click Print menu. This report (the format is entirely up to you) is based strictly on the Event and will for instance pick up the sequencing number for the item within the Event – standard reports will not display this number. Within the Stock section of the Reports Explorer you will find a number of reports whose name begins “Event ...” these are

special reports (adaptations of standard price lists etc.) which use specific Event information. To run one of these reports you need to know the number of the Event. To find this, right click on an Event name and choose Properties. The Event number is in the title bar of the Properties form. To run a report, left click once on your desired report and then click on the Print Preview icon. Enter the Event number in the box which appears.

Artlook can also generate Wall Labels which include Event sequence numbers and of course all reports and outputs can be customised to suit your needs. In particular you may wish to change the default "Catalogue" format, perhaps to make this a "with image" listing rather than a more simple listing.

Contact Support for further details and assistance in this area.