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## Managing Internet Inventory

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This guide describes in detail the means by which you can transfer selected stock items and exhibition details to your web site and, once they have been uploaded, how you can manage the content of your site from within Artlook.

### 1. Introduction

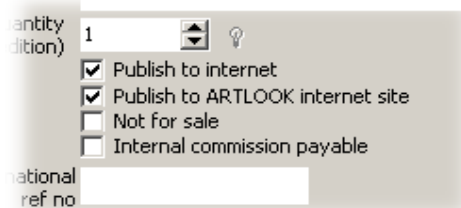
Artlook maintains a listing under Internet Inventory in the shortcut panel of all items which are currently on your web site together with a listing of all stock items on your system and their current Internet status. Whenever an item is flagged as needing to be uploaded or a change is made to an item which has previously been uploaded Artlook marks the item as “Awaiting Update”, “Pending” or “Awaiting Modification”.



Clicking on the **Internet Uploader** icon from anywhere within the program will cause Artlook to connect to the Internet and make the necessary changes to your web site – be these adding new items, amending existing items or removing existing items. Within the **Internet** tab of a stock record Artlook records the dates on which changes or initial uploads were made for that particular item.

### 2. The options when entering a new item

When a new stock item is entered, whether it is purchased, consigned in, loaned or just noted Artlook provides you with a simple tick box to indicate that the item should be added to the inventory displayed on your web site.



Quantity (edition) 1

Publish to internet

Publish to ARTLOOK internet site

Not for sale

Internal commission payable

National ref no

If you leave the tick against “Publish to Internet” the item will be marked as “Awaiting Upload” and added to your web site on your next Upload. In all probability you will wish to make changes in the Internet tab of the stock details before uploading an item for the first time.

[Please note that throughout this Guide no reference is made to the “Artlook Internet site” or the “Shared site” as applicable. These options relate to the forthcoming Artlook portal site and are not currently relevant].

### 3. The Stock details Internet tab

The standard method for controlling a stock items' Internet status is through the Internet tab on the stock details record.

The screenshot shows a web application window titled "Oooh La La Ahilies, 1997 - Martin Parr". The window has a menu bar (File, Edit, View, Tools, Actions, Help) and a toolbar with various icons. Below the toolbar are several tabs: "Core data", "Details", "History, provenance, etc", "References - offers - price history", and "Internet". The "Internet" tab is selected and contains the following fields and controls:

- Text: "If you wish this item to be visible on your own corporate web site, as defined in Preferences, ensure this box is checked" followed by a checked checkbox labeled "Publish to corporate internet site".
- Text: "If you wish this item to be visible on the ARTLOOK art and antiques internet web site ensure this box is checked" followed by a checked checkbox labeled "Publish to ARTLOOK internet site".
- Text: "Current internet status" followed by a dropdown menu showing "Available".
- Text: "To charge a different price on the internet enter it here" followed by a text input field containing "450".
- Text: "To override the displayed pricing or status of this stock choose an option here" followed by a dropdown menu showing "Available".
- Text: "State that tax will be added to the price" followed by an unchecked checkbox.
- Text: "Upload date / time" followed by a dropdown menu showing "24/03/2003 12:43:18".
- Text: "Date item removed from internet" followed by an empty text input field.
- Text: "Edit internet image" with a small icon.
- Text: "Ref" in the bottom right corner.

The record above shows that the item is:

- currently published on the web site
- showing a price on the web site of £450
- showing that it is Available
- is not displaying a "plus VAT" message

At the bottom of the screen we can see the date and time the item was uploaded.

If at this stage you wished to remove the item from your web site you would remove the tick against **Publish to corporate internet site** and save the record. The effect of this is to mark the item as **Pending/Update Needed** in the Internet Status list and to show the Current Internet Status on the Internet tab of the stock detail record as **Awaiting Modification**.

If you wished to change the price which is being displayed on the Internet edit the value in the "different price" box.

If you wish to change the displayed status of the item on the Internet make a selection from the drop down list. The options are as follows:

Status	Effect
<b>Available</b>	Item will display the price as shown on the Internet tab and no other wording
<b>Sold</b>	Item will be marked as Sold on the web site (original price can be suppressed subject to the detailed design of your site)
<b>Reserved</b>	Item will be marked as Reserved on the web site (original price can be suppressed subject to the detailed design of your site)
<b>Not for Sale</b>	Item will be marked as Not For Sale on the web site and price will be suppressed by default
<b>Do not show price or status</b>	No pricing or other related wording will be attached to the item – please note that a price of 0 will automatically trigger this status option
<b>Price on application</b>	The words “Price on application” or “POA” will be attached to the item on the web site.

If you wish the item to display a “Plus VAT” message check the box.

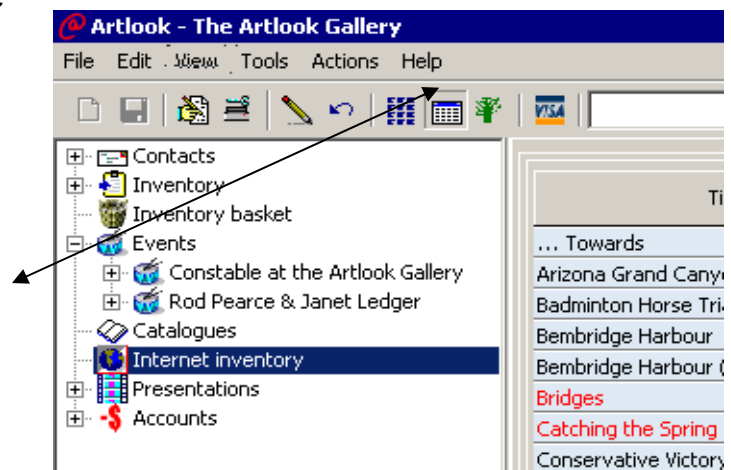
In all cases you must save the record to ensure that your changes are transferred to the Internet Status list and the item is correctly marked as “Awaiting Update”.

### 3. The Internet Inventory option

Choose Internet Inventory from the shortcut panel to display the items which are currently on your web site together with all stock items and their Internet status.

When you first click on this option you will see a standard Inventory display in Memo View. Immediately choose **Grid View** by clicking on the icon as indicated.

This will change the display to a grid view and include two tabs at the bottom of the screen – **Active List** and **Edit Internet Status**



Title	Data changed	Update needed	Normal price	Web Price	Publish (own site)	Publish (Artlook site)	Display status	Plus tax
'Almost I' 'East' 'Closer'	Nn	Nn	£1,000.00	£900.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Available	N
... Towards				00.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Available	N
A View on the Stour				00.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Available	N
Arizona Grand Canyon 1994				50.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Do not show	N
Badminton Horse Trials, Gloucester				50.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Available	N
Bembridge Harbour				00.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Available	N
Bembridge Harbour (Evening)				00.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Available	N
Harbour Room with Red Carpet				00.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Available	N
Headland View	No	No	£0.00	£0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Available	N
Hengisbury Head with Boats	No	No	£0.00	£0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Available	N
Jubilee Street Party, Elland, Yorkshire, ...	No	No	£450.00	£450.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Available	N
Larnaca	Yes	<b>Yes</b>	£1,000.00	£1,000.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Do not show	N
Laying To	Yes	<b>Yes</b>	£0.00	£0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	N.F.S.	N
Le Pont Volantre	No	No	£2,800.00	£2,800.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Available	N

Active list    Edit internet status

The Active List includes all items currently on your web site – the number is displayed at the foot of the screen. From this list you can double click any item to edit it.

The Edit Internet Status list show all items on your system together with their current Internet status. Any item shown in red in this list will also be marked as “Update Needed” – changes you have made to this item will be updated on the web site next time you do an Upload.

You can make some changes directly on this form – you can for instance add or remove the tick in the **Publish Own Site** column to control the addition or removal of the item on the next upload (the item will turn red as soon as you do this). You can also edit the **Web Price** as shown. If you want to make any other changes from this screen, right click on an item and choose Edit.

The right click menu (as shown above) also provides other functions. **Synchronise internet data** has the same effect as hitting the Updater icon from the menu bar. View Pending Only is a very useful way of filtering this list just to those items which will be affected next time you do an Upload. **Clear All | Own Site** will have the effect of marking all items as requiring removal from your site – use with caution! **Add All | Own Site** will mark all stock items as needing inclusion on your site – a useful counter to the previous option but still one to be used with the utmost care.

The final option is **Reset**. Choosing the **Reset | Force Check** will have the effect of marking all items as Update Needed regardless of whether changes have been made to them. **Reset | Ignore All Changes** will cancel the Awaiting Update status for those items so marked. Although changes you made to individual stock records will be maintained the changes will not be transferred to the site.

## 5. What triggers changes?

The most powerful, and unique, feature of Artlook's Internet capabilities is the fact that it automatically detects changes to stock items within Artlook which are also on the web site. When you make any change to an item – title, medium, dimensions, description, provenance etc. – which is reflected within that item's record on the web site Artlook flags the item as needing an update and the changes are implemented next time you do an Upload.

## 6. Working with Events

Events and their associated items can be uploaded to the web site – see the Managing Events and Catalogues guide for further details. Provided the "Exclude from Master Inventory" option has not been used for an item, details will appear under both the artist and the event on your web site.

Removing an item from an event within Artlook will automatically trigger that item to be removed from the corresponding event on the web site when the Uploader is next run. Making changes to the event price or description will also trigger a change.

Removing items from an event will not remove them from their separate listing under the artist on the web site.

## 7. Working with Artists

The details attaching to an individual artist's contact record will also be transferred automatically to the web site whenever work by that artist is included. Equally any changes to these details will be detected automatically and the records on the web site updated accordingly.

## 8. When items are sold

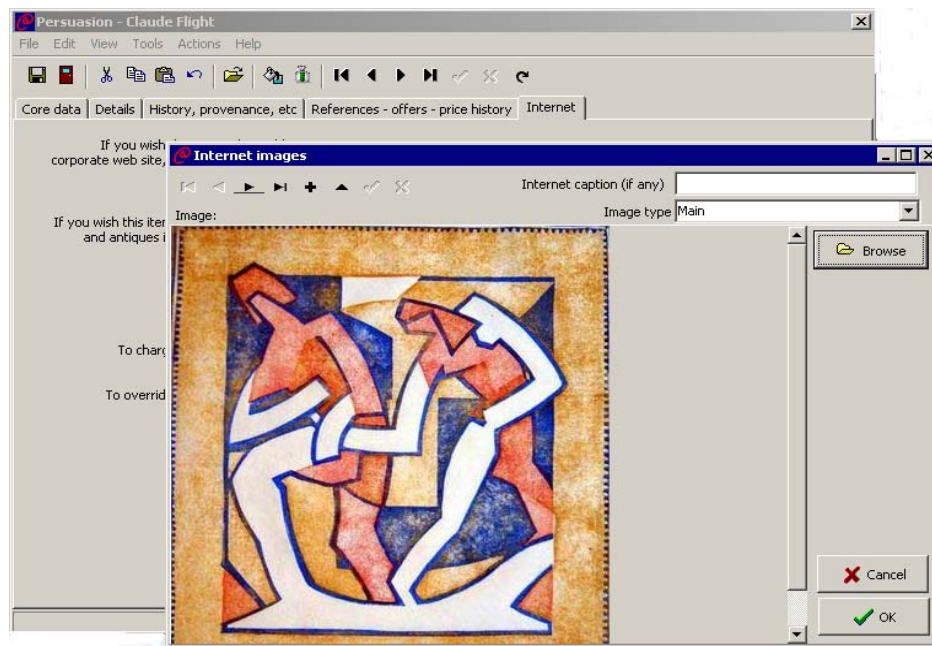
By default no change will be made automatically to an item once you have sold it within Artlook. You should manage status display (or whether it should be removed altogether) from within the Internet tab of the stock details.

However, you can force Artlook to flag an item as sold on the internet once you have sold it within the system. To do this go to Tools | Preferences | Internet and tick the box marked **Remove item from internet when sold**. Please note that using this option causes the item to be removed automatically next time you perform an Upload and you will not see it as a pending item in the list. It is also removed from the Edit Internet Status list and must be edited within the stock record if you subsequently want it to appear again marked as sold (or some other status).

## 9. Changing the image used for an item on the web site

When you first add an item to the web site, the image which has been attached to it within Artlook is uploaded. This image is optimised during the Upload procedure.

Once the item has been uploaded you can select a different image either for the thumbnail or main image display on the site. From within the Internet tab of a stock detail choose **Edit Internet Image**.



The image which you see is not the file image which you originally attached to this item but the image as is displayed on the web site. If you wish to choose an alternative (better or even completely different) image click on browse and load an alternative from file. This new image can be given an image type of “Main” or “Small” to determine which of the two web site images will be affected for this item.

## 10. Understanding the Uploader



When you click on the Uploader icon Artlook will connect to the Internet and update the relevant stock items. If you have a permanent connection to the Internet the process is seamless. If you are on a dial up connection Artlook will cause your modem to make a connection first.

You will see two additional windows during the Upload procedure – neither of these must be closed until the Update has been completed.



Artlook will display a message telling you that you can continue with your work while

he Uploader is working. It is, however, a useful exercise to look at the progress window from time to time to ensure that there are no errors. To see this window click on the



icon on you task bar or use Alt | Tab to switch to this Window. The Window will appear like this:

```
Artlook Updater 0.4b starting
Connected to local datasource.
Connected to charlie.nux.co.uk on port 3000.
Updating items ..... done
Updating artists done
Updating types done
Updating artists_types done
Updating events done
Updating items_events done
Updating processed medias done
Updating new images done
Closed connection to artlook host.
Closed connection to local datasource.
Update completed successfully.
You may now close this window.
```

Dots next to an “Updating” line indicate the items as they are processed. This screen shows a successful update. The results will be instantly visible on your web site, although you will sometimes need to refresh the page before you see the changes.

If errors occur during the upload they are displayed within this window.

```
Artlook Updater 0.4b starting
Connected to local datasource.
Couldn't get I/O for the connection to: charlie.nux.co.uk on port: 3000
Software caused connection abort: connect
Closed connection to local datasource.
Unable to continue update.
```

This window indicates that the Update did not complete. In these circumstances please contact support for further assistance (in this case the error message indicates that no internet connection was obtainable).