

Gallery Management Tools Instructions
1/4/2020

Galleries are sales events with specific beginning and ending dates. Specific artists are selected for each gallery, and their works are displayed prominently in the facility. Artists may offer an opening reception to present their works and meet the public. In addition, special events such as weekend artist demonstrations can be listed here.

To edit or add a gallery date to the schedule, click "Manage Gallery Dates" in the gallery admin menu in Tools.

The Manage Gallery program will start:

Manage Gallery Dates

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Gallery Name	Start Date	End Date	Reception	Artist(s) & Media	Comments			
January	2020-01-01	2020-01-31	2020-01-05	Joe Waldroup Painting		Edit	Print Price	Print Wall
February	2020-02-01	2020-03-06	2020-02-02	Nancy Pitcher Painting Kelly Richards Sculpture		Edit	Print Price	Print Wall
April	2020-04-01	2020-04-30	2020-04-05	Tom Sweeney Photography Robin Tetterton Painting Todd Tetterton Heritage Arts		Edit	Print Price	Print Wall
May	2020-05-01	2020-05-31	2020-05-03	Ella Cart Painting Linda Wunder Painting		Edit	Print Price	Print Wall
June	2020-06-01	2020-06-30	2020-06-07	Jo Elliott Painting Bonnie Newell Painting		Edit	Print Price	Print Wall
July%2FAugust	2020-07-01	2020-08-14	2020-07-05	David McCune Painting David McCune, Jr. Painting		Edit	Print Price	Print Wall
August%2FSeptember	2020-08-15	2020-09-30	2020-08-16	Karen Burnett Painting David Loehle Painting Marjorie Hill Painting		Edit	Print Price	Print Wall
October	2020-10-01	2020-10-31	2020-10-04	Dottie Clark Painting Justine Ferreri Painting Nance Manderson Painting		Edit	Print Price	Print Wall
November	2020-11-01	2020-11-24	2020-11-08	Ame Ivanov Painting Dilys Jagger Painting		Edit	Print Price	Print Wall

Create a new gallery name, date range and comment, then click "submit"

Gallery Name	
Display Start Date	
Display End Date	
Reception Date	
Comment	
Submit	

Use Edit to Add/Remove artists to/from an exhibition schedule

Click on an artist's name to enter items into their gallery list

To Create a new Gallery

At the bottom of the window, enter the gallery name, start and end dates and reception date and any comment at the bottom of the page, then click Submit. Note that the dates can overlap for multiple galleries.

Create a new gallery name, date range and comment, then click "submit"

Gallery Name	March 2021
Display Start Date	2021-03-01
Display End Date	2021-03-31
Reception Date	2021-03-01
Comment	
<input type="button" value="Submit"/>	

Use Edit to Add/Re

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Clicking in a box to enter a date will pop up a date selection box. Use the arrows on the top to select the right month, then click on the day to select it.

Here, we have added March to the original list:

March 2021	2021-03-01	2021-03-31	2021-03-07			<input type="button" value="Edit"/>
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In a new gallery, there are no artists listed. To add Artists (who must already exist in the membership list), click the Edit button. This pops up an edit dialog window:

Edit Gallery Event

Gallery Name: March 2021

Start Date: 2021-03-01

End Date: 2021-03-31

Reception Date: 2021-03-07

Comment:

Artists:

Add Artist:

Painting Add

Update Gallery Delete This Gallery Cancel

Changing Dates or Name

You will see the Gallery name and dates, in the Edit dialog window, and you can click on them and change them. If you change the name, dates or comment items, when you are done you must click “Update Gallery” at the bottom to save them.

Adding Artists to a Gallery

To add an artist to the gallery, click in the “Add Artist” field and start typing at least two letters of the artist’s last name. A list will appear showing the member artists that include those letters in their last name. Typing more letters will reduce the list more specifically.

Add Artist: Sta

- Stacy, Mahlon
- Stacy, Consuelo
- Stanfield, Angela
- Stanton, Bob
- Stanton, Christine
- Starkweather, Dot

Click the name in the list to select that artist. Then use the pulldown menu to select the media the artist will be displaying in this gallery.

Mahlon Stacy

Photography Add

Then click the Add button. The artist will appear in the “Artists” list below the comment line.

Comment	
Artists	X Mahlon Stacy Photography ▾
Add Artist	
	Photography ▾ Add

To delete an artist from the list, click the “X” button to the left of the name. To change the media for an artists already in the list, use the pulldoen media menu next to the artists name.

NOTE: Adding artists and changing the media for an artists do not require clicking the “Update Gallery” button, those changes are entered directly into the database when you make them.

Deleting a Gallery

To delete an entire gallery from the list, click the “Delete This Gallery” button in the Edit dialog window.

To return to the galleries list without making changes to the Name, dates or comment, click “Cancel”

Entering Items into an Artist’s Gallery

Once an artist has been assigned to a gallery, you can add items to their gallery inventory list. Click on the artist’s **name** in the Manage Gallery window:

+ 0000-00-00	
1 2021-01-04 Mahlon Stacy P1	
8 2021-02-07	

This will start the inventory entry program for this artist in this gallery:

Jekyll Island Arts Association
Admin January 2021 Gallery Entry for member: Mahlon Stacy

Directions:
 Items in YELLOW have been recorded. You cannot change these.
 Add new items in the blank line at the bottom. enter the QUANTITY in the "To Print" column.
 Enter description, media and price (NO \$ SIGN, in WHOLE DOLLAR AMOUNTS).
 Click on "Add Item" again for more entries. Click "Save and Exit" when you have finished.
 Items will not become part of JIAA inventory until they have been ACCEPTED.
 After being ACCEPTED by the shop manager, quantities will appear as "ON HAND".
 Only ACCEPTED items will be placed in the shop for sale.
 If you want more labels printed for an item, click "Add".
 Show Items buttons will show only "On Hand" and "To Print" items, or all your items.

Show Items: Currently in Shop & Ready to Print All Items

Serial No	Title/Description	Media	Caption/Size	Price	To Print	Printed	Accepted	On Hand	Sold	Returned	
42200-76	Wide, wide world	Painting	16x20 Black & White print	120.00	1	0		0			Edit
42200-77		Painting	16x20 Black & White print		1						Clear

In this example, one item #76 has been already been added. A blank line for the next item appears in the list at the bottom. Enter the Title, Caption and price, and select the media if different than the selected default. Generally, gallery items will have a quantity of one, but if more than one of the same item are being entered, enter the quantity in "To Print". Click Add Item to save the new item.

Enter additional items as needed.

When all entries are done, click "Save and Exit". This will return you to the Manage Gallery program.

Editing an item

In the entry program, to make changes to an item, click “Edit” at the end of the line. This will pop up an Edit Item dialog:



Field	Value
Description	Wide, wide world
Media	Painting
Price	129.00
ToPrint	1
OnHand	0
Caption	16x20 Black & White print

In this dialog, you can change the Title, caption, price, and media.

If you need an additional price labels for this item, put the number of labels needed in the “To Print” field.

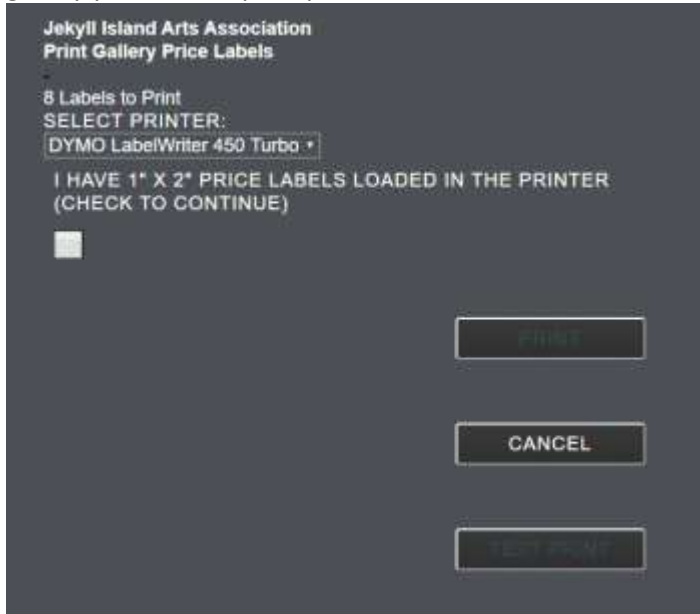
The “On Hand” field is used to correct inventory in cases where there has been an error (or an item was destroyed or disappears). “On Hand” in the inventory refers to items that have been accepted. Rarely should you need to change this.

Click the “Save” button to save your changes, or “Cancel to discard them.

Should you need to completely delete an item, click “Delete”.

Printing Labels

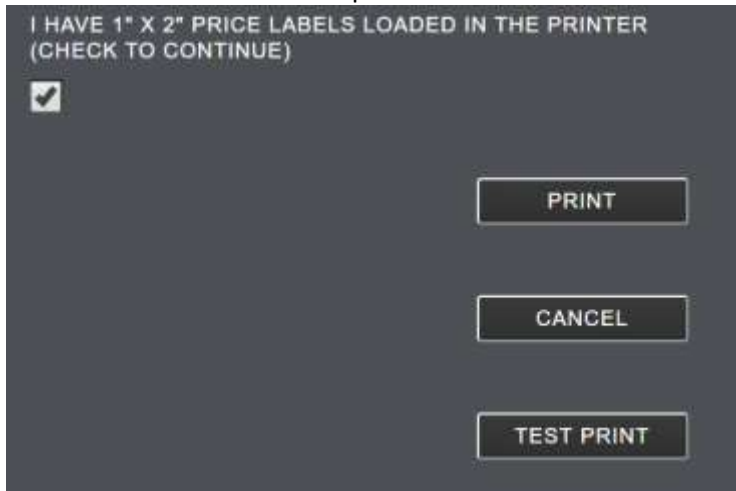
To Print **Gallery Price labels**, select “Print Price” from the Manage Gallery program for the specific gallery you want to print price labels for. You should see this screen:



If you do not see a printer in the “SELECT PRINTER” box, make sure the printer is attached and turned on.

If you do not see a quantity of labels to print, there are no labels ready to print.

Load the 1” x2” price labels in the printer. When you are ready, click the box below “I HAVE 1” x 2” ...” . That will enable the test and print buttons.



If you want to test the printer to make sure it is ready to print, click the “TEST PRINT” button.

When you are ready to print price labels, click the “PRINT” button.

Click “CANCEL” to return to the Manage Gallery program.

To print **Gallery Wall Labels**, click “Print Wall” for the specific gallery, and **LOAD 1.25x3.5” labels** into the printer.

