

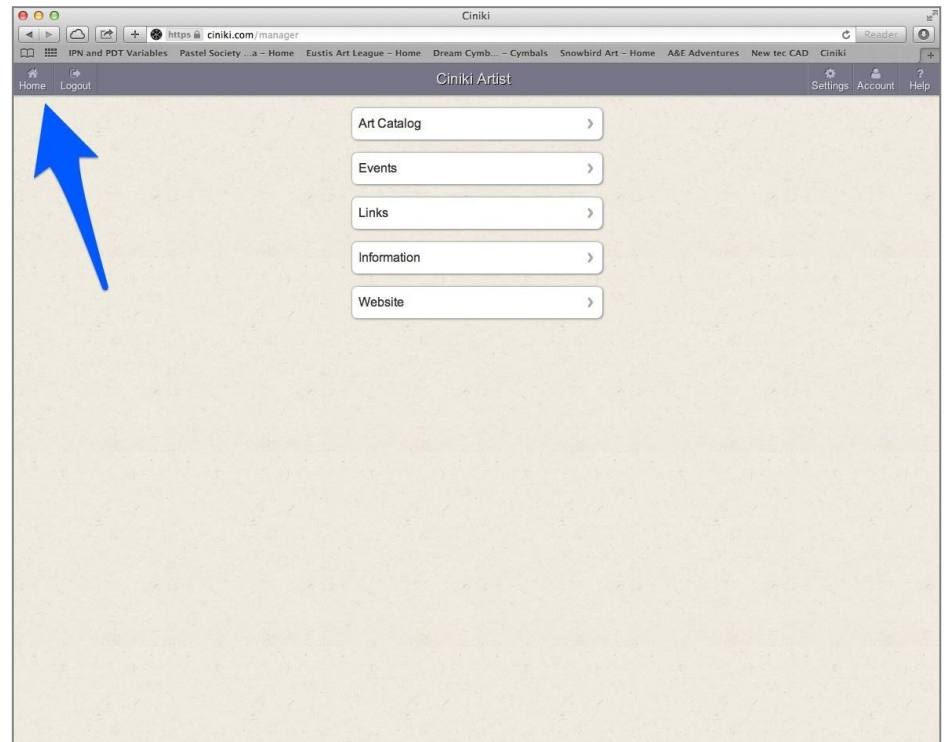
# How do I track where items have been exhibited?

If you would like to keep track of the items you are taking to a show or showing in a gallery, follow the steps below.

## Step 1 of 7 - Click Home

Click on the Home button in the top left of the Ciniki window to return to your main menu. This is the screen you see when you first login to Ciniki. If you are already at your home screen, the screen will not change.

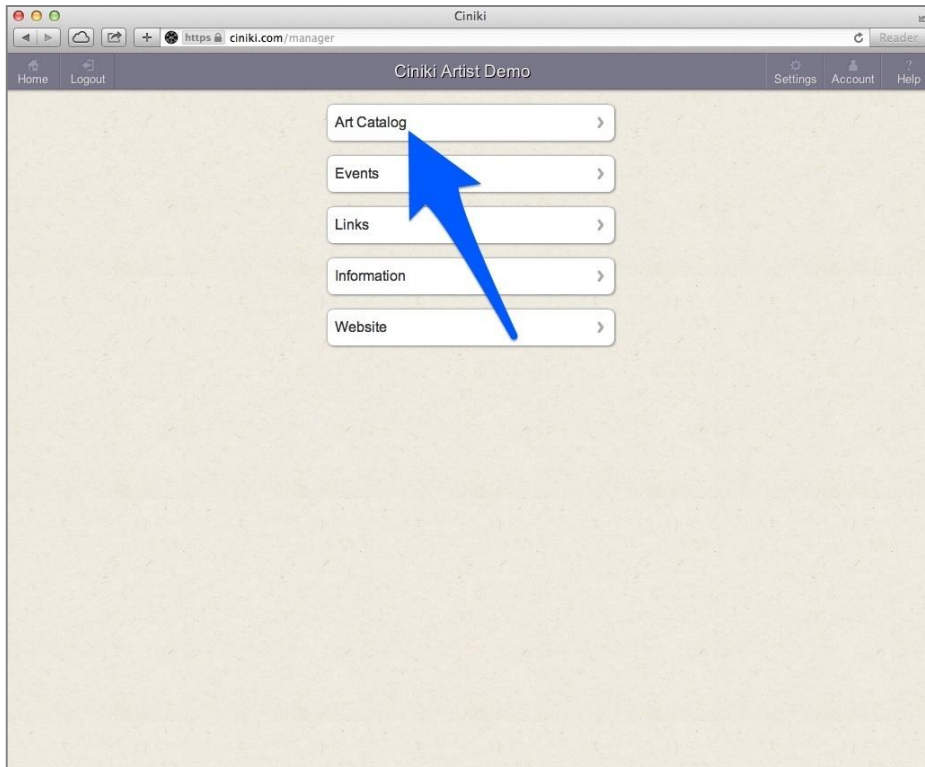
If you are not yet logged into Ciniki, refer to: <http://ciniki.com/tutorials> for more information on how to log into the Ciniki Manager.



# How do I track where items have been exhibited?

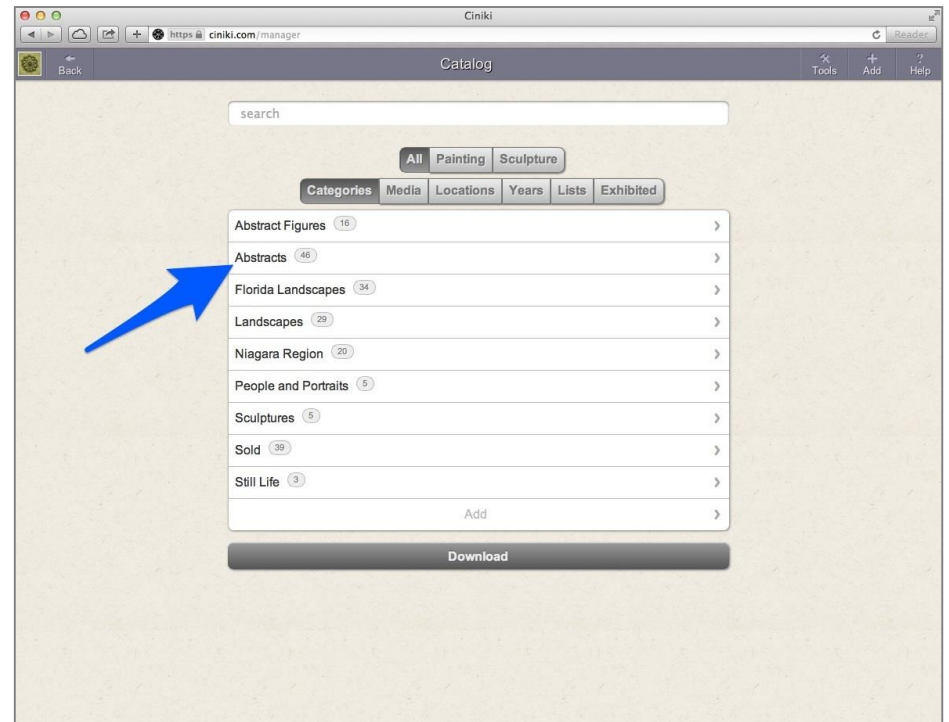
## Step 2 of 7 - Click on Art Catalog

Open your Art Catalog.



## Step 3 of 7 - Choose a category

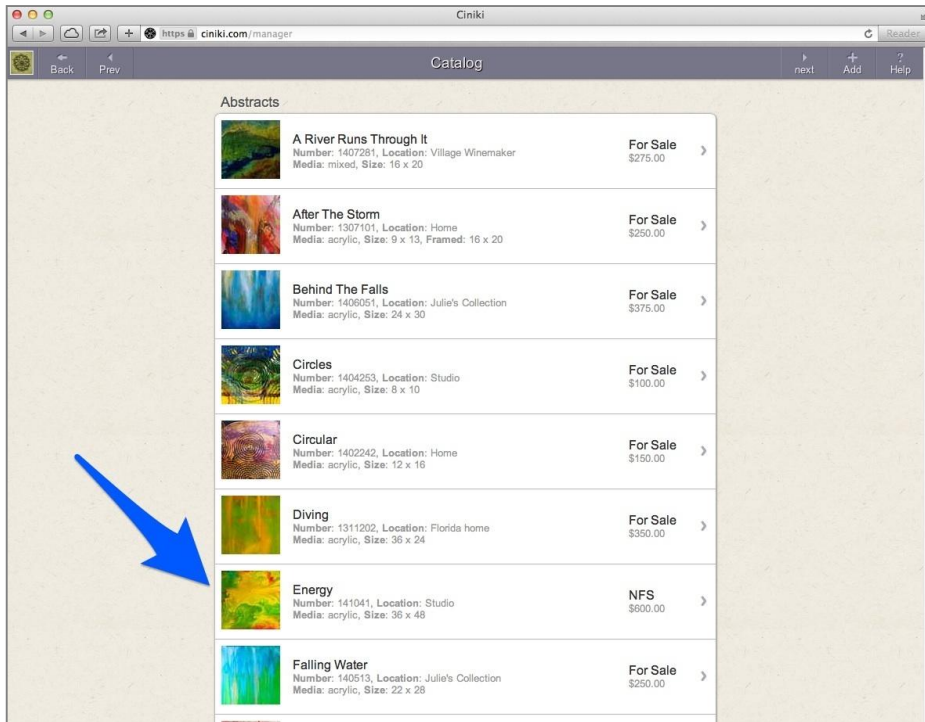
Open the category where the item is located that you wish to edit or skip this step if you do not have the list of categories.



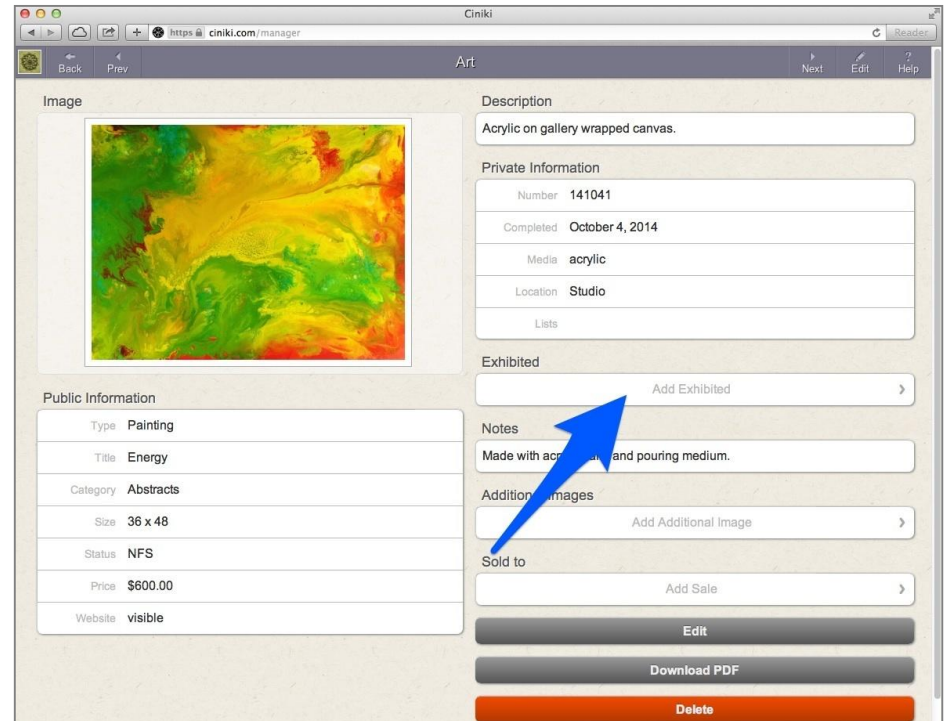
# How do I track where items have been exhibited?

## Step 4 of 7 - Choose the item

Choose the item to add to an exhibited list.



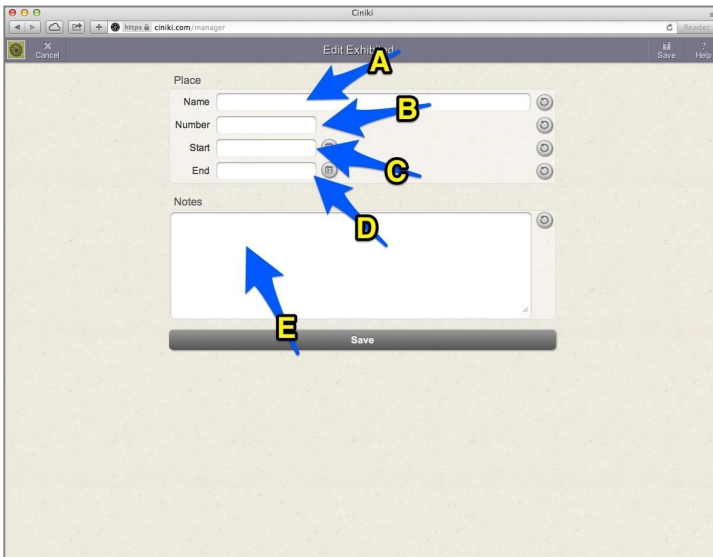
## Step 5 of 7 - Click on Add Exhibited



# How do I track where items have been exhibited?

## Step 6 of 7 - Exhibit Details

- A. The name of the place where the item was/will be exhibited. This may be the gallery name, a friends home, or anything else you would like.
- B. (optional) The number assigned by the gallery.
- C. The start date of the exhibition or showing.
- D. (optional) The end date of the exhibition or showing. Leave this field blank if there is no end date.
- E. (optional) Any notes about this item in the exhibition or showing.

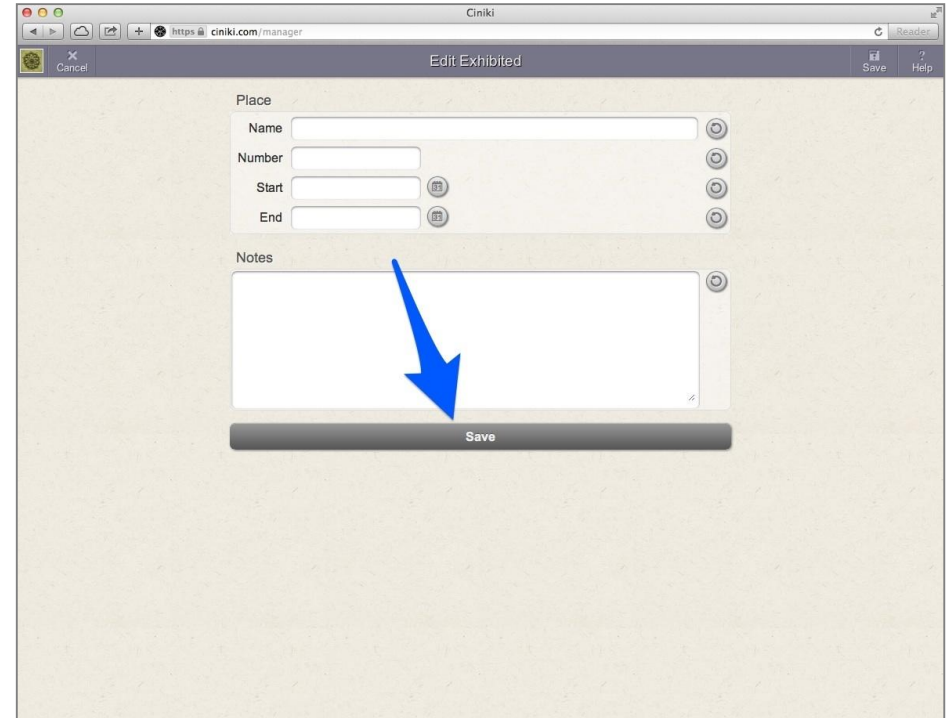


A screenshot of the 'Edit Exhibited' form in the Ciniki application. The form is titled 'Edit Exhibited' and has a 'Save' button at the bottom. It contains several input fields: 'Name', 'Number', 'Start', and 'End' under the 'Place' section, and a 'Notes' text area. Blue arrows point to each of these fields, labeled with yellow letters A through E. Arrow A points to the 'Name' field, B to 'Number', C to 'Start', D to 'End', and E to the 'Notes' text area.

## Step 7 of 7 - Click on Save

When you are finished, click on Save.

The item will now be included on the exhibition list.



A screenshot of the 'Edit Exhibited' form in the Ciniki application, showing the 'Save' button at the bottom. A large blue arrow points directly to the 'Save' button. The form fields are visible but not the focus of this step.