

How do I track where items have been exhibited?

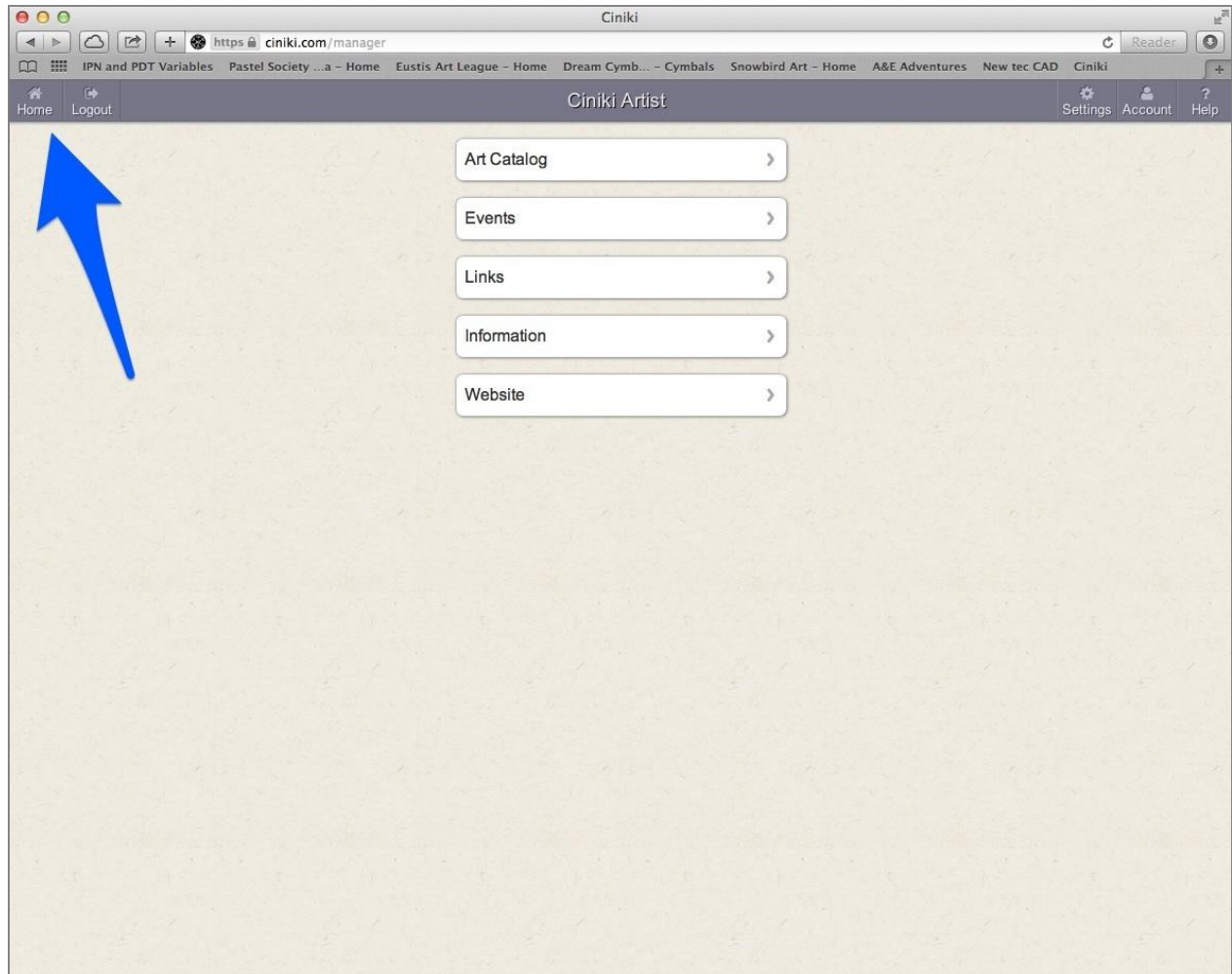
If you would like to keep track of the items you are taking to a show or showing in a gallery, follow the steps below.

How do I track where items have been exhibited?

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.

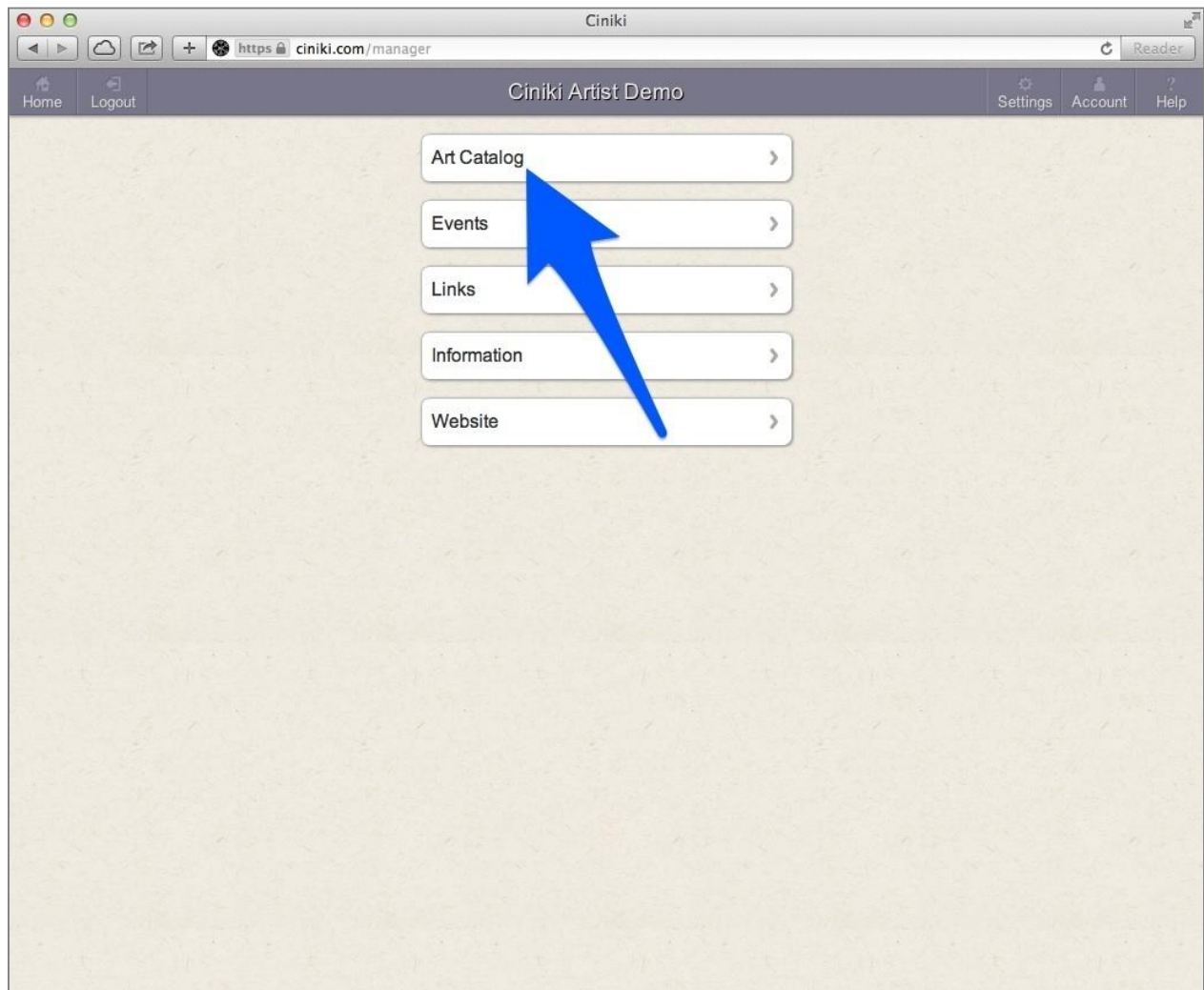
If you are not yet logged into Ciniki, refer to: <http://ciniki.com/tutorials> for more information on how to log into the Ciniki Manager.



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Step 2 of 7 - Click on Art Catalog

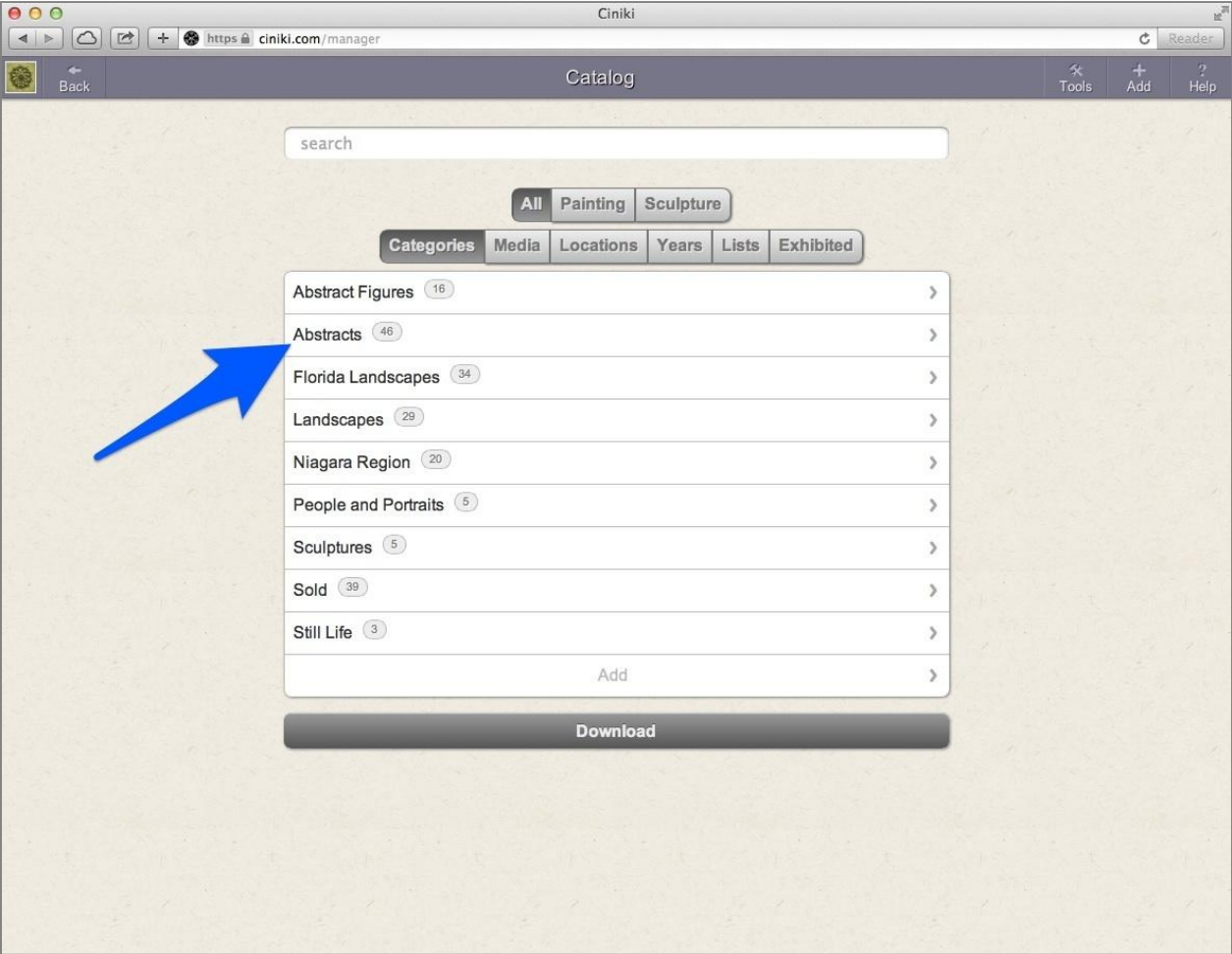
Open your Art Catalog.



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Step 3 of 7 - Choose a category

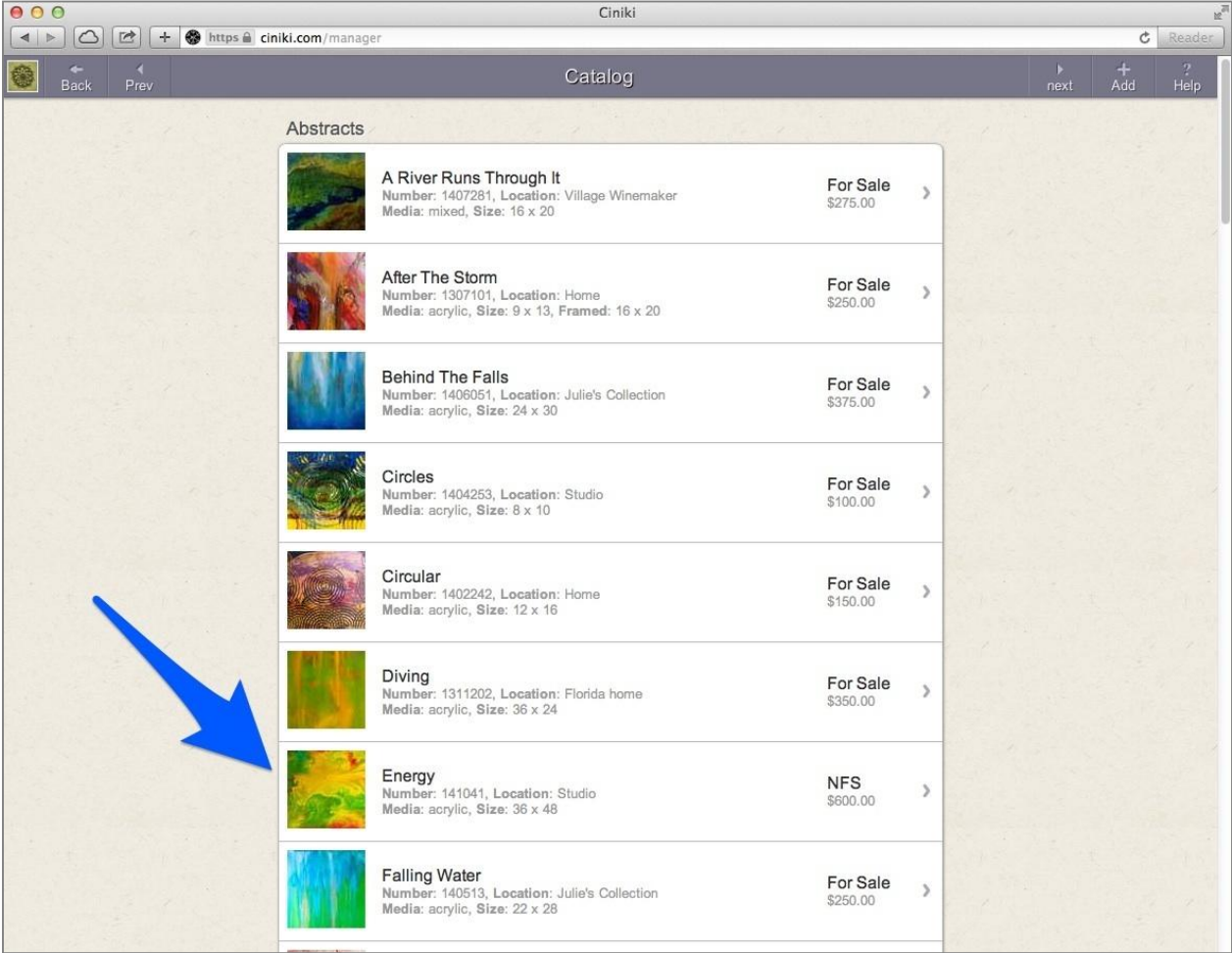
Open the category where the item is located that you wish to edit or skip this step if you do not have the list of categories.



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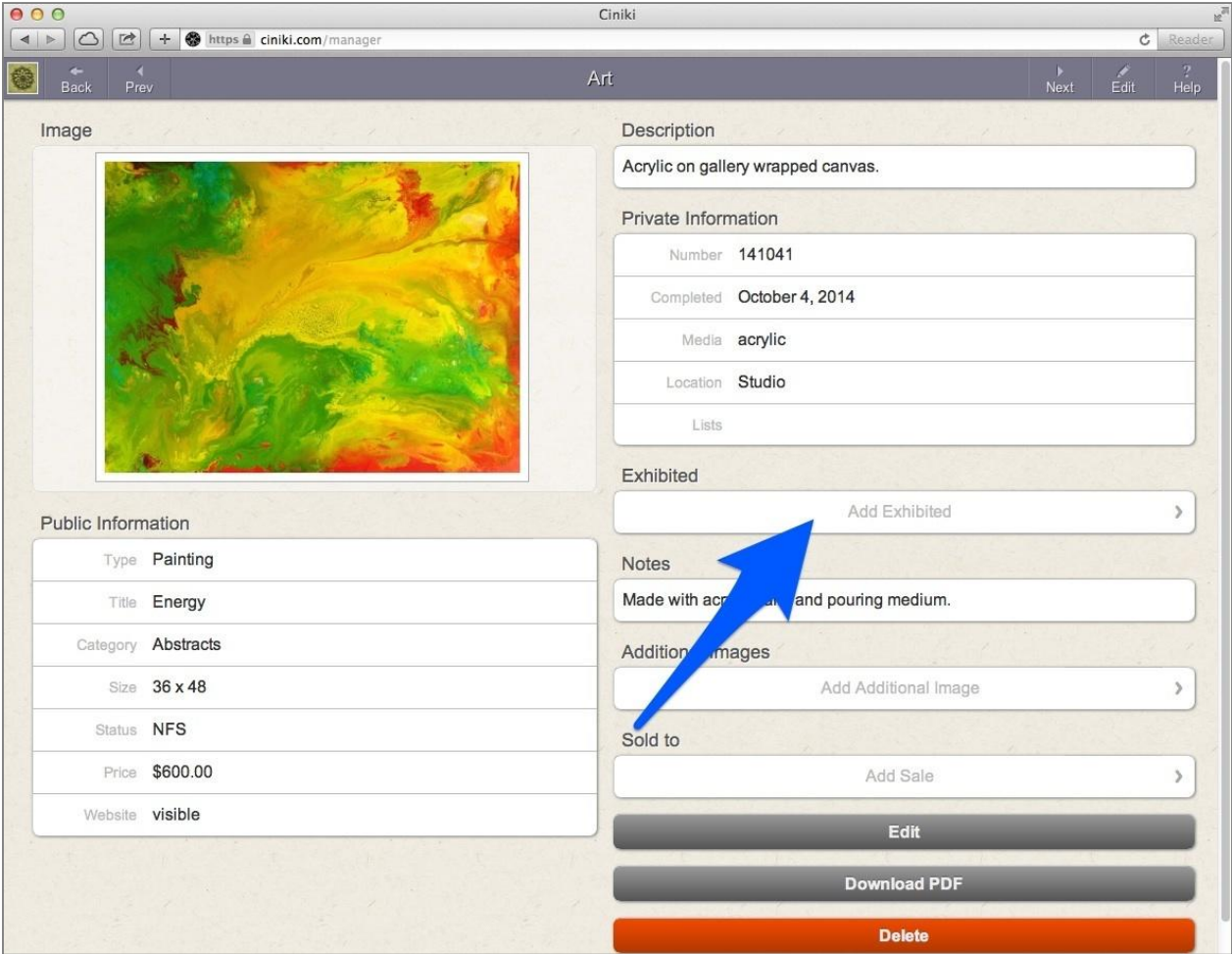
Step 4 of 7 - Choose the item

Choose the item to add to an exhibited list.



How do I track where items have been exhibited?

Step 5 of 7 - Click on Add Exhibited



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Step 6 of 7 - Exhibit Details

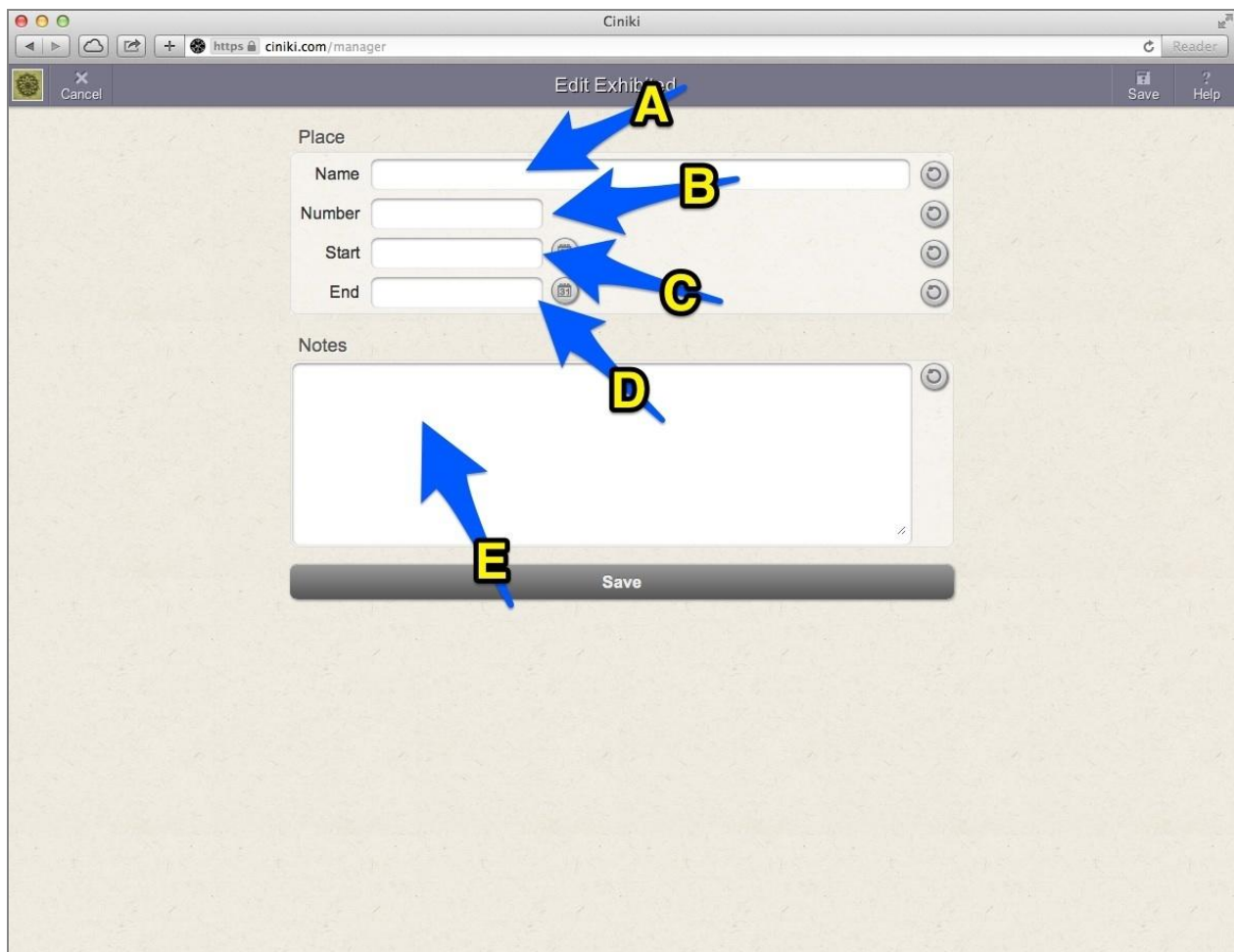
A. The name of the place where the item was/will be exhibited. This may be the gallery name, a friends home, or anything else you would like.

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.



The image shows a screenshot of a web browser window titled "Ciniki" with the URL "https://ciniki.com/manager". The page displays the "Edit Exhibit" form. The form is divided into two main sections: "Place" and "Notes".

- Place Section:** Contains four input fields: "Name", "Number", "Start", and "End". Each field has a corresponding icon to its right (a magnifying glass for Name, a number for Number, a calendar for Start, and a calendar for End).
- Notes Section:** A large text area for entering notes.
- Buttons:** A "Cancel" button is at the top left, and a "Save" button is at the bottom center.

Five blue arrows with yellow letter labels point to specific parts of the form:

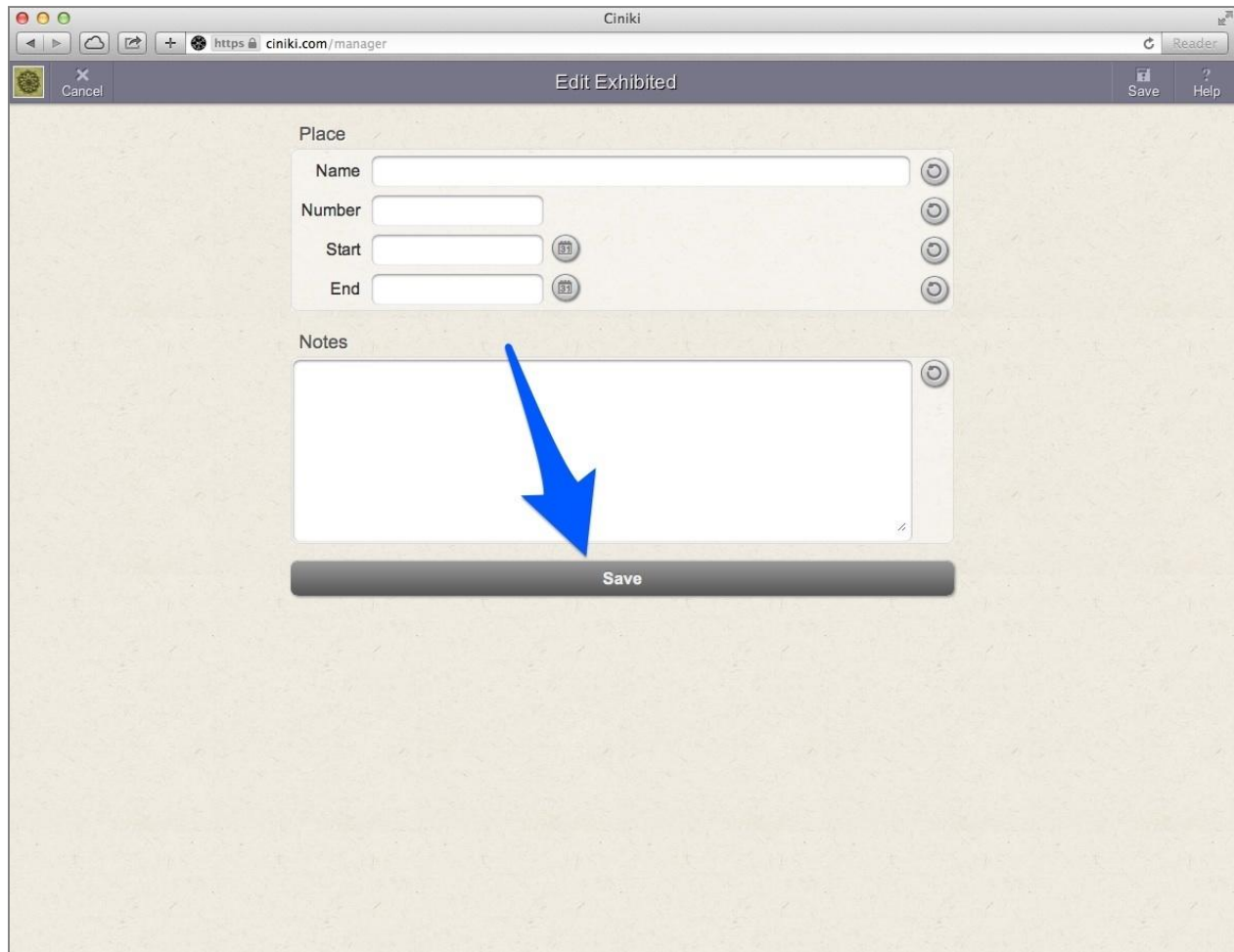
- A:** Points to the "Name" input field.
- B:** Points to the "Number" input field.
- C:** Points to the "Start" input field.
- D:** Points to the "End" input field.
- E:** Points to the "Notes" text area.

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Step 7 of 7 - Click on Save

When you are finished, click on Save.

The item will now be included on the exhibition list.



The screenshot shows a web browser window titled "Ciniki" with the URL "https://ciniki.com/manager". The page is titled "Edit Exhibited" and has a "Reader" button in the top right corner. The form contains the following fields:

- Place**
 - Name:
 - Number:
 - Start: (with a calendar icon)
 - End: (with a calendar icon)
- Notes**:

A large blue arrow points from the Notes field down to the "Save" button at the bottom of the form. The "Save" button is a dark grey button with the word "Save" in white text.