

How do I track where items have been exhibited?

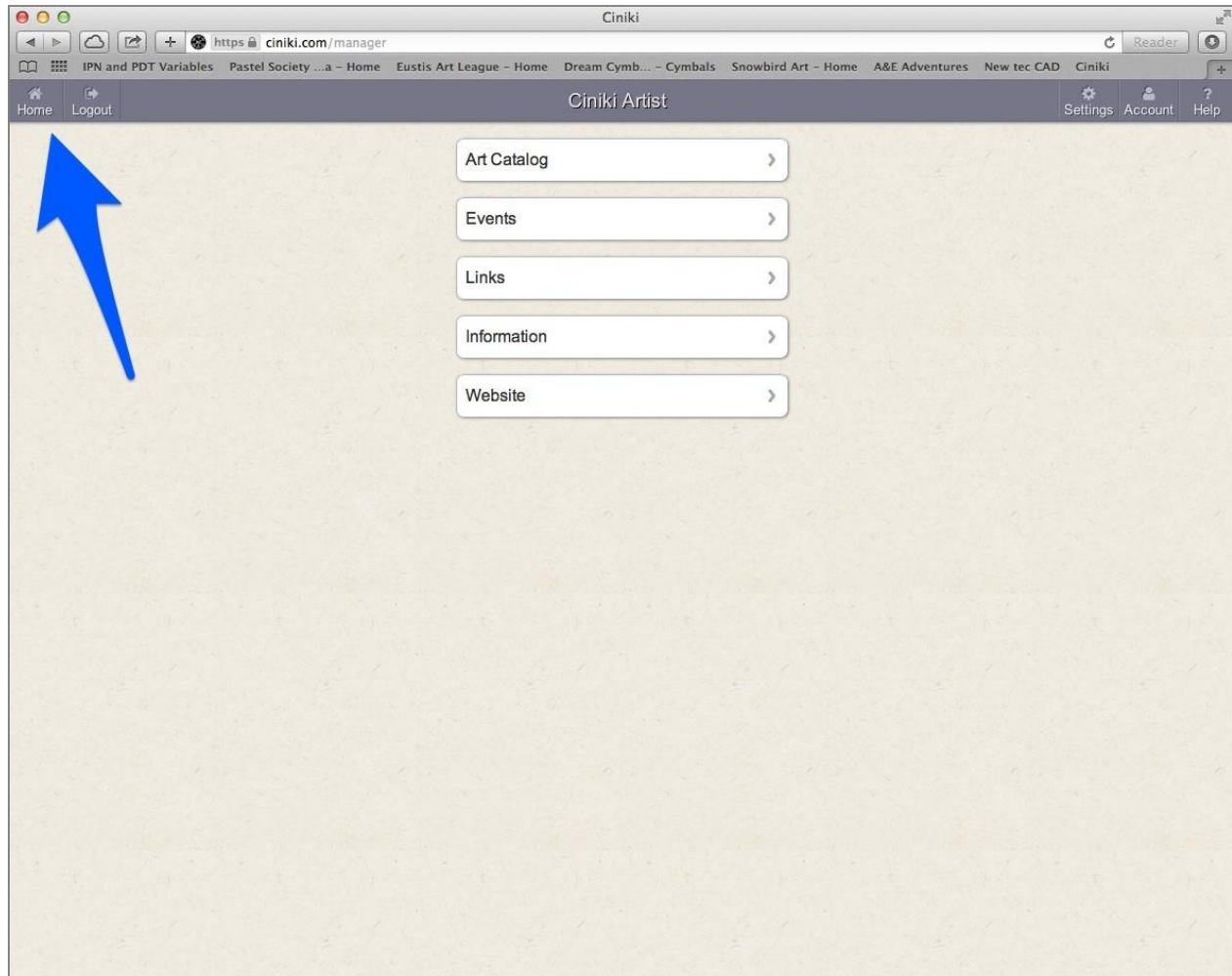
If you would like to keep track of the items you are taking to a show or showing in a gallery, follow the steps below.

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.

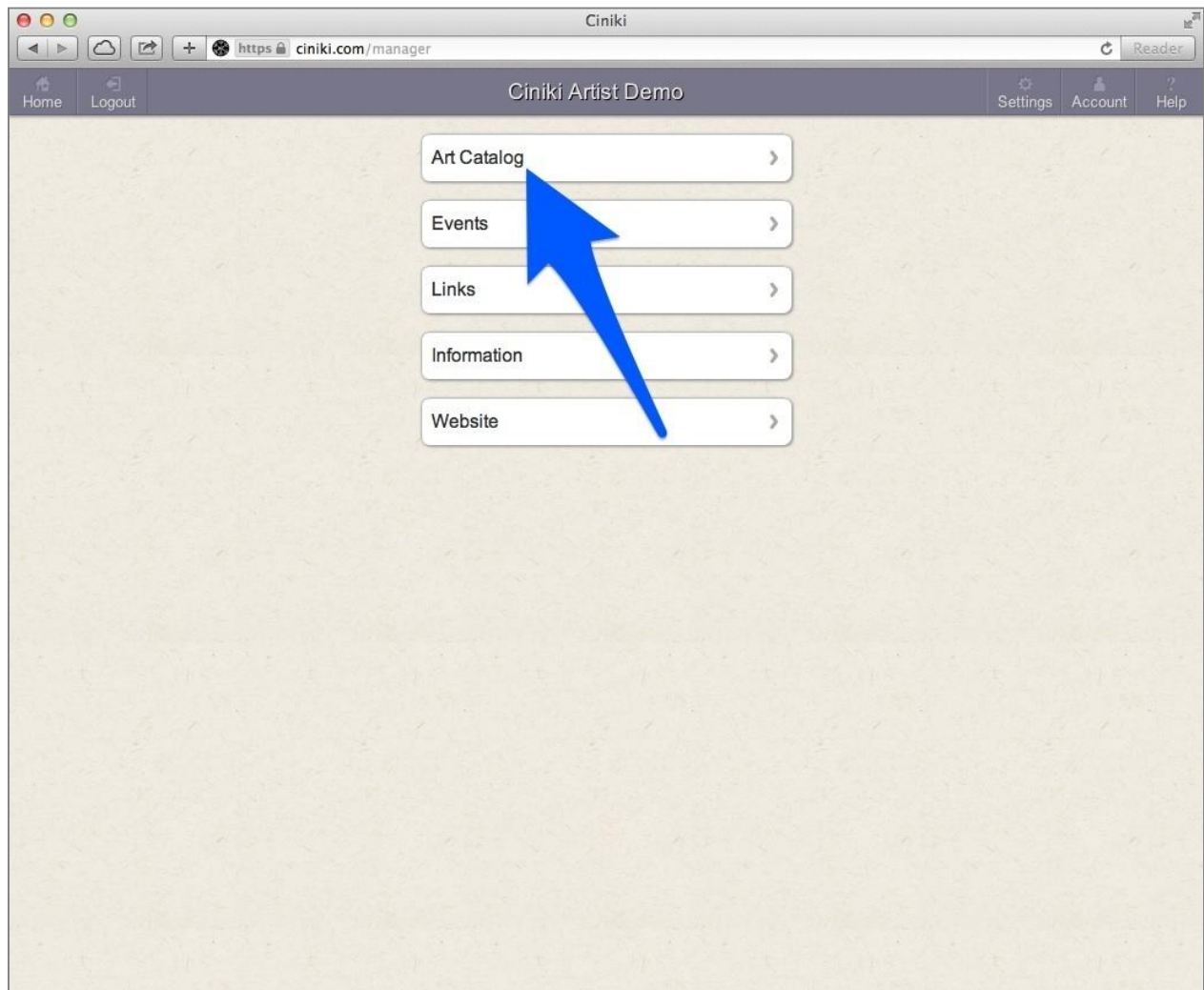
If you are not yet logged into Ciniki, refer to: <http://ciniki.com/tutorials> for more information on how to log into the Ciniki Manager.



How do I track where items have been exhibited?

Step 2 of 7 - Click on Art Catalog

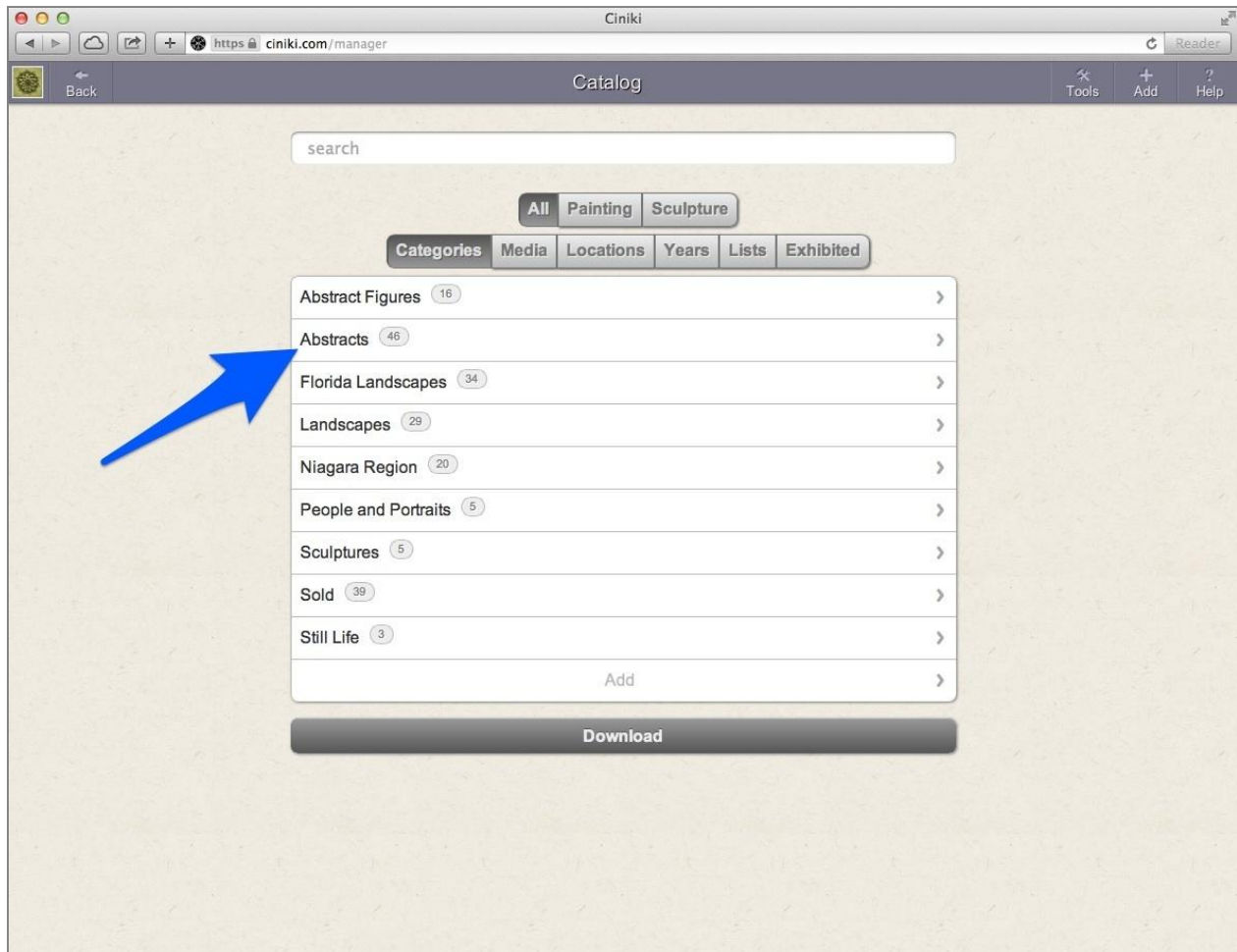
Open your Art Catalog.



How do I track where items have been exhibited?

Step 3 of 7 - Choose a category

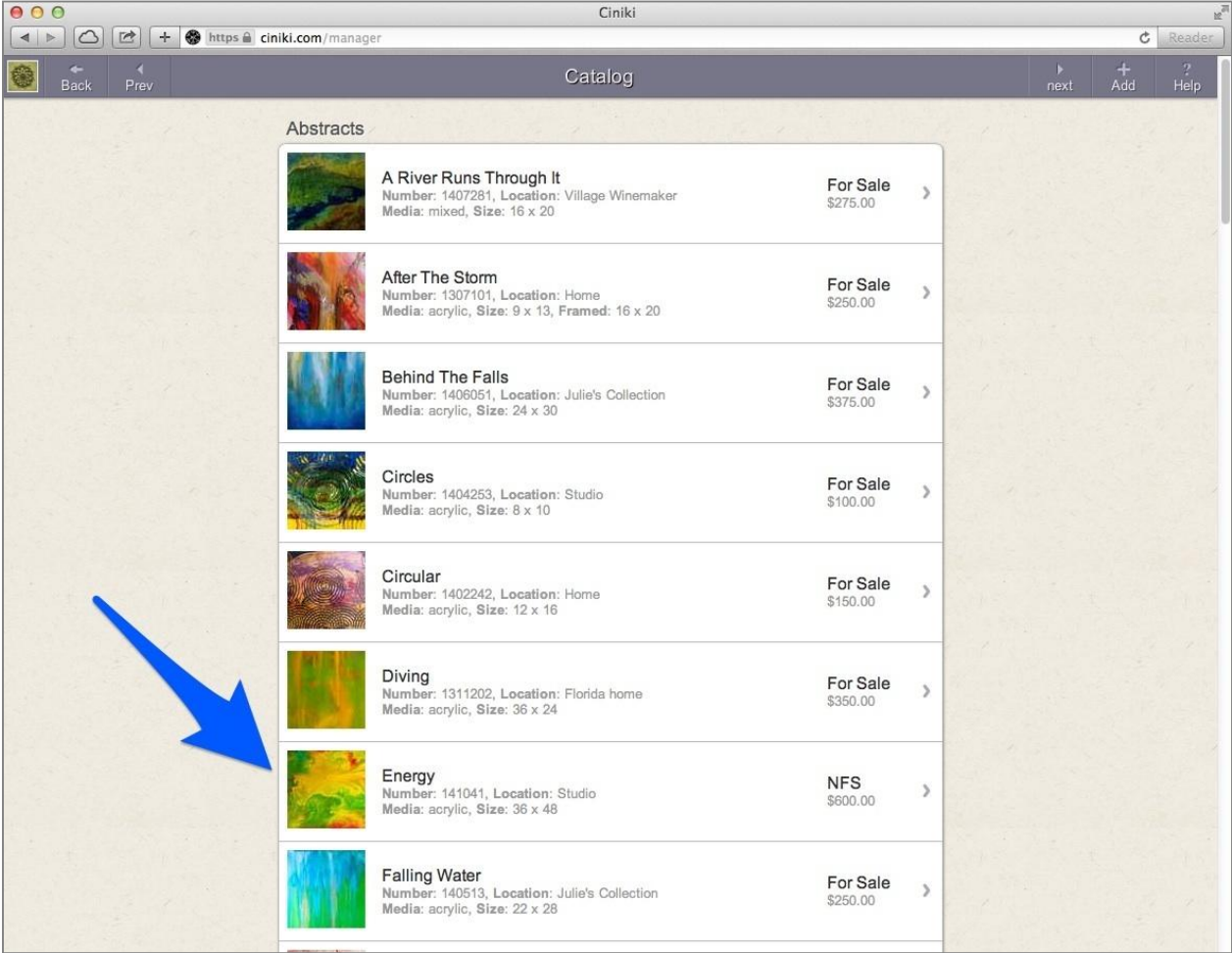
Open the category where the item is located that you wish to edit or skip this step if you do not have the list of categories.



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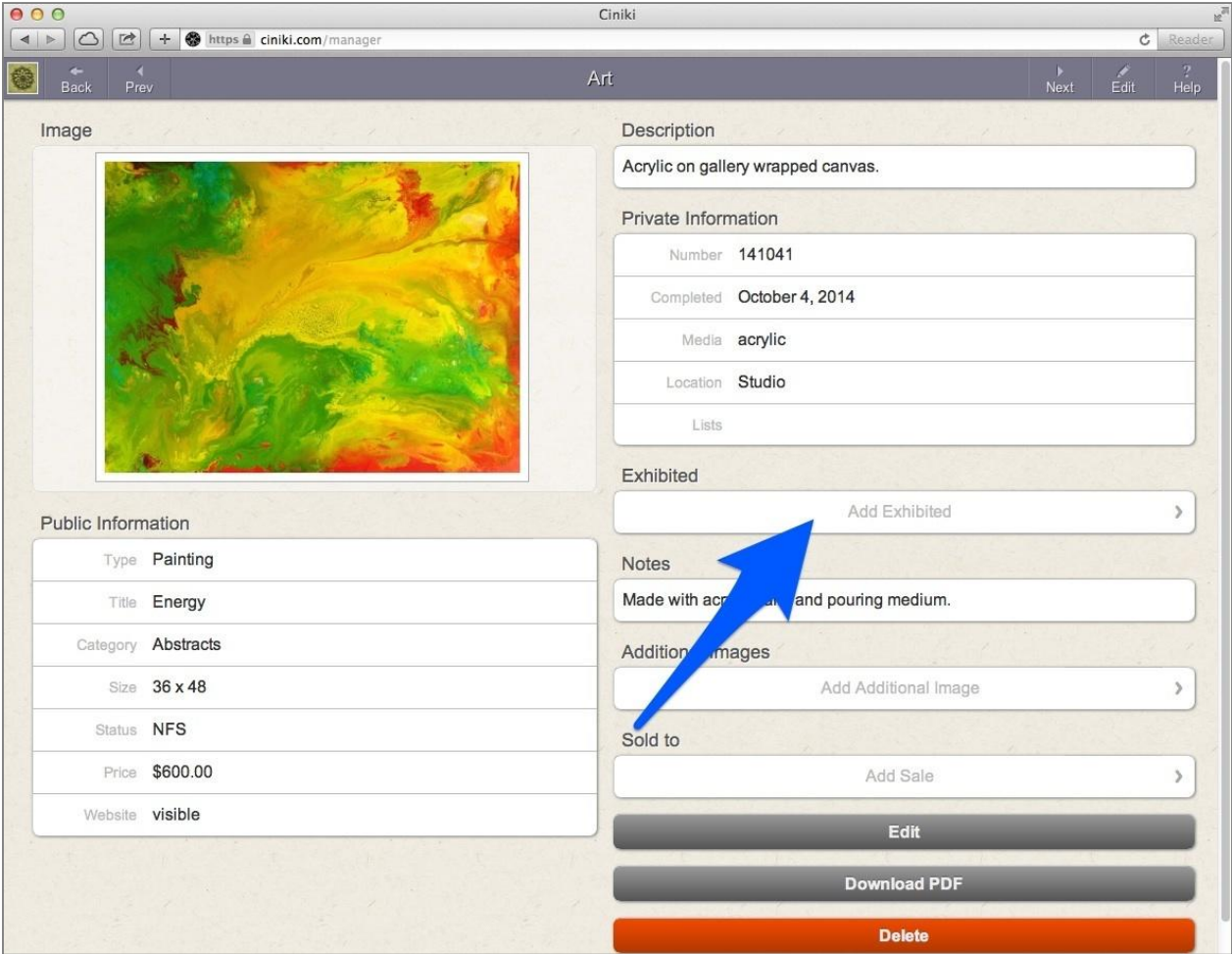
Step 4 of 7 - Choose the item

Choose the item to add to an exhibited list.



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Step 5 of 7 - Click on Add Exhibited



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Step 6 of 7 - Exhibit Details

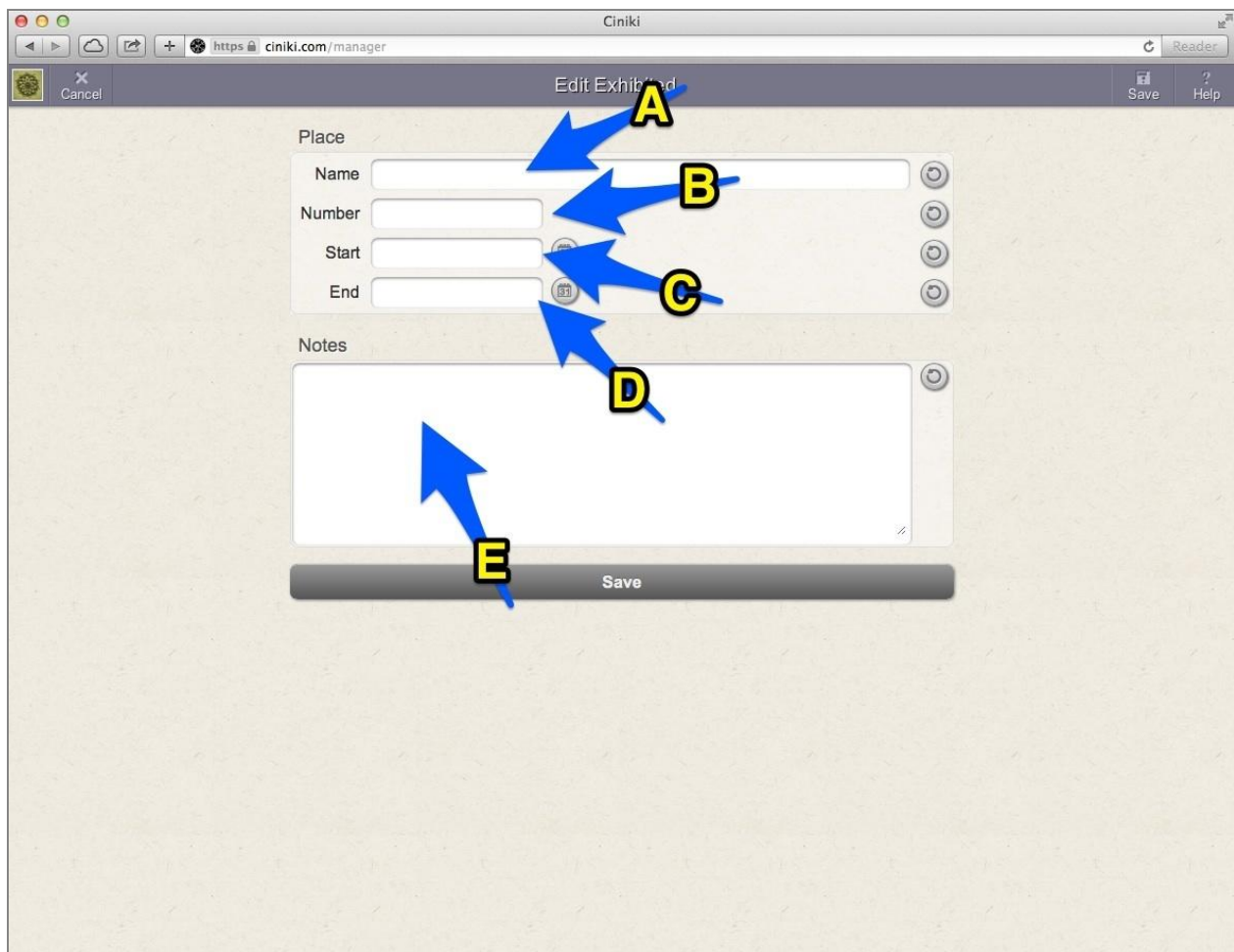
A. The name of the place where the item was/will be exhibited. This may be the gallery name, a friends home, or anything else you would like.

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.



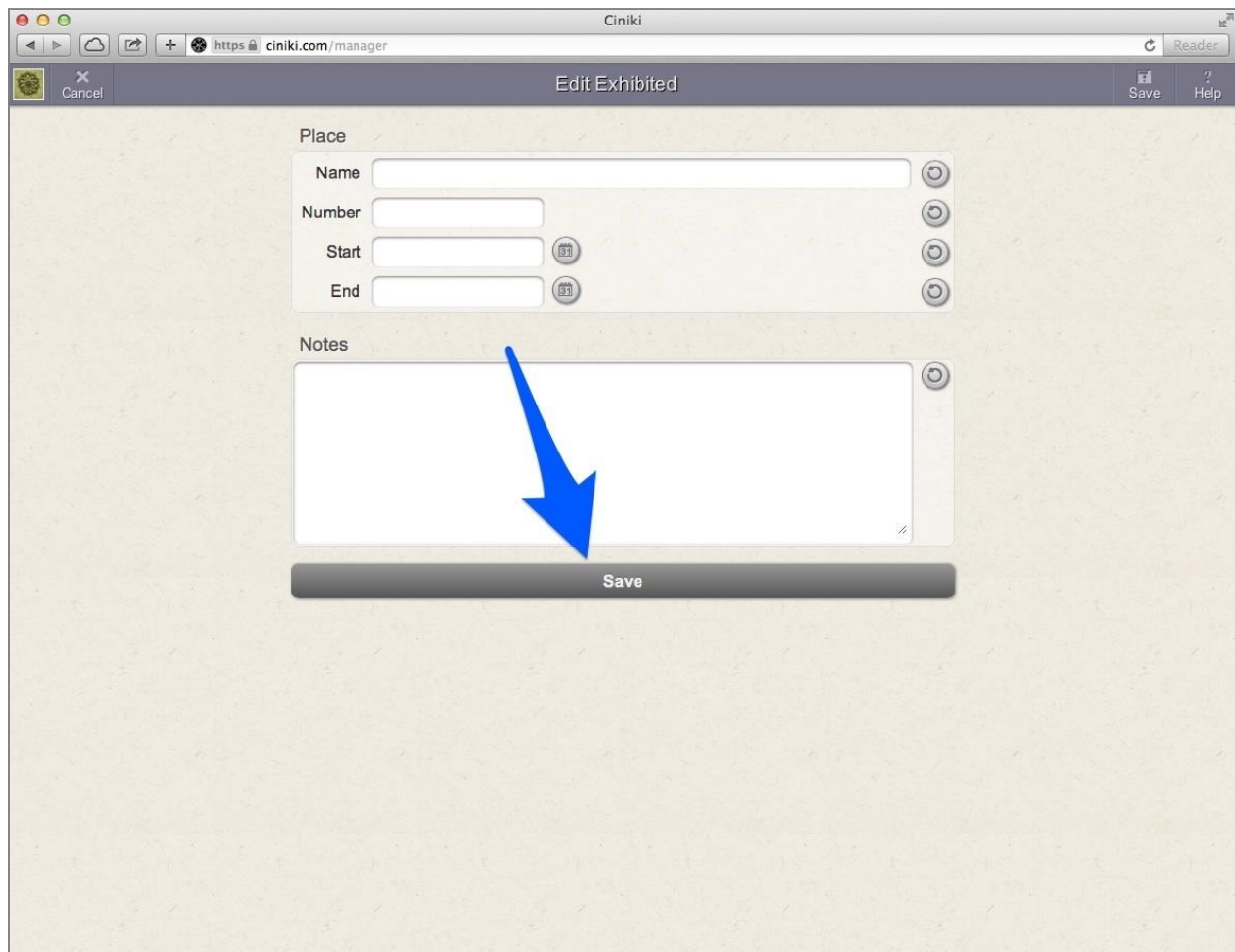
The image shows a screenshot of a web browser window displaying the 'Edit Exhibit' form in the Ciniki application. The browser's address bar shows 'https://ciniki.com/manager'. The form is titled 'Edit Exhibit' and has a 'Cancel' button on the left and 'Save' and 'Help' buttons on the right. The form is divided into two main sections: 'Place' and 'Notes'. The 'Place' section contains four input fields: 'Name', 'Number', 'Start', and 'End'. The 'Notes' section is a large text area. A 'Save' button is located at the bottom of the form. Five blue arrows with yellow letter labels (A through E) point to specific parts of the form: A points to the 'Name' field, B points to the 'Number' field, C points to the 'Start' field, D points to the 'End' field, and 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 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. There are also "Cancel", "Save", and "Help" buttons in the top right corner of the form area.