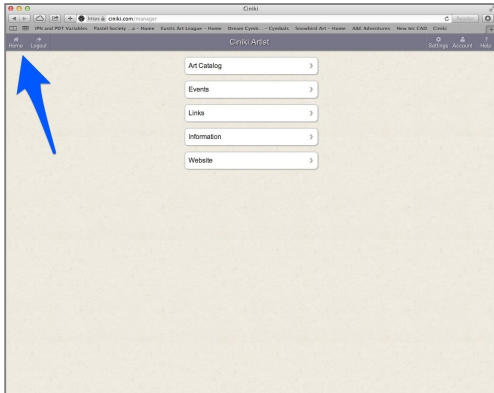


How do I track where items have been exhibited?

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.

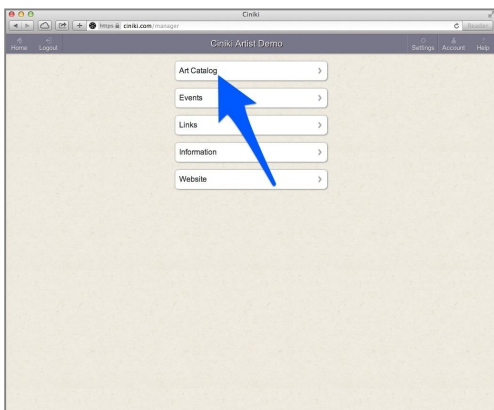
Step 1 of 7 - Click Home



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.

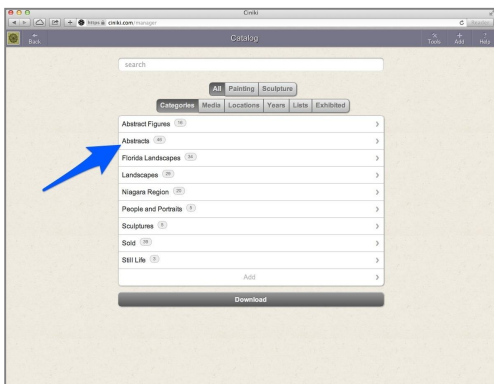
If you are not yet logged into Ciniki, refer to: <http://ciniki.com/tutorials> for more information on how to log into the Ciniki Manager.

Step 2 of 7 - Click on Art Catalog



Open your Art Catalog.

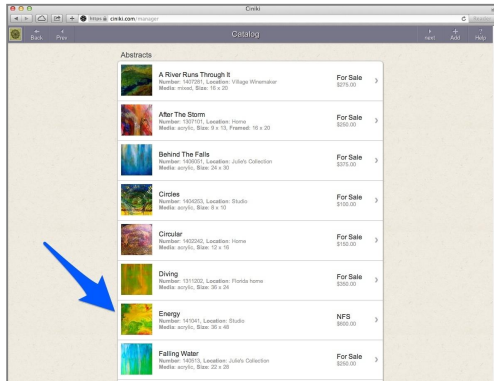
Step 3 of 7 - Choose a category



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.

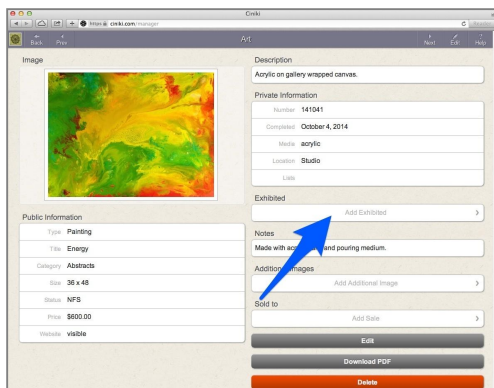
How do I track where items have been exhibited?

Step 4 of 7 - Choose the item

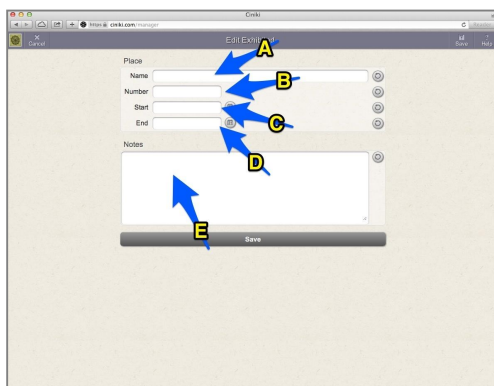


Choose the item to add to an exhibited list.

Step 5 of 7 - Click on Add Exhibited



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.

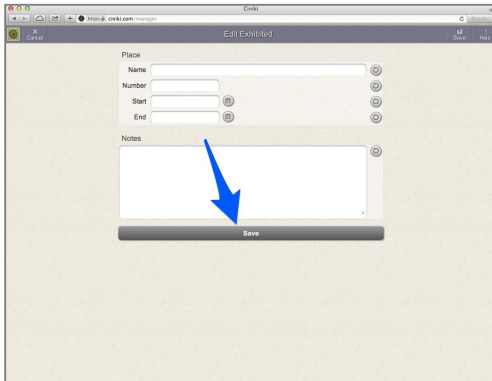
C. The start date of the exhibition or showing.

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.

How do I track where items have been exhibited?

Step 7 of 7 - Click on Save

A screenshot of a web browser window displaying the 'Ciniki' 'Edit Exhibited' form. The form is titled 'Edit Exhibited' and has a 'Save' button at the bottom. The form contains several input fields: 'Name', 'Number', 'Start', and 'End', each with a small circular icon to its right. Below these fields is a 'Notes' section with a large text area. A blue arrow points from the 'Notes' section down to the 'Save' button.

When you are finished, click on Save.

The item will now be included on the exhibition list.