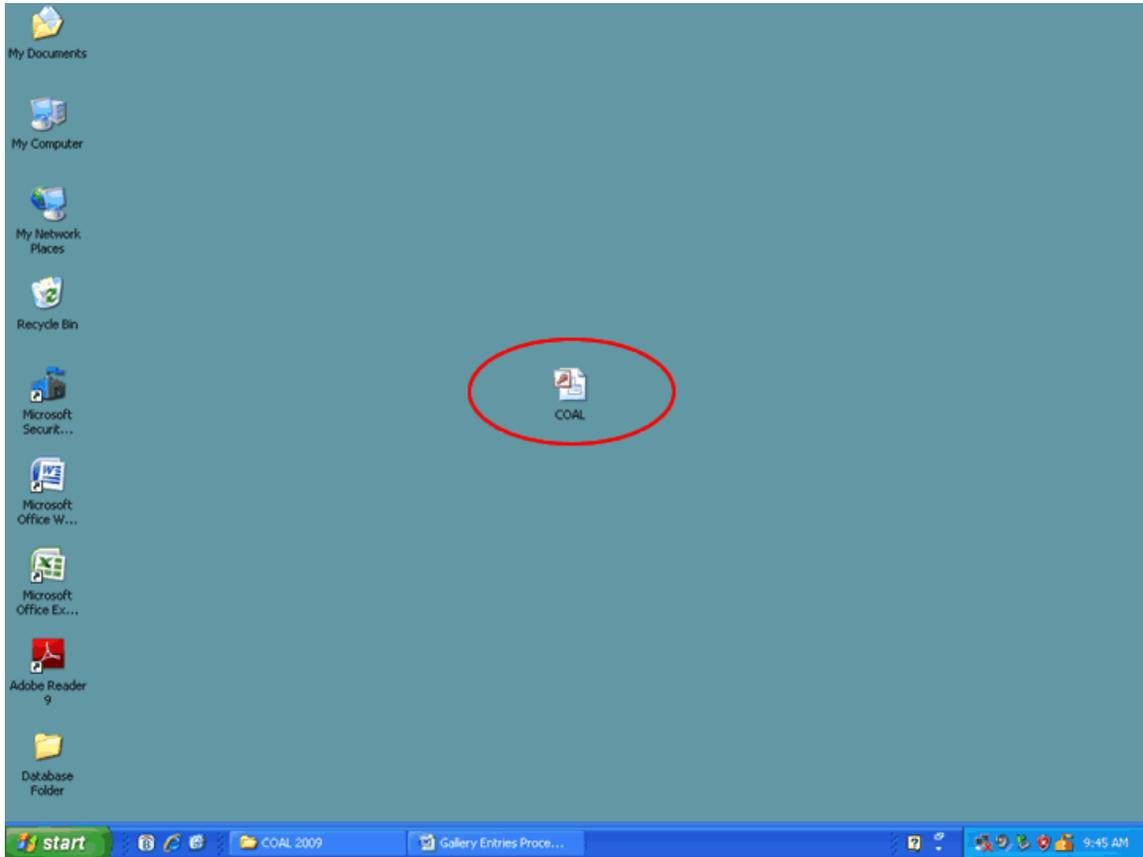# Gallery Show Data Entry Procedure

Reviewed by

Lou Kasza

Please direct any feedback regarding these instructions to Lou Kasza. Your comments will be appreciated and used to make this document as comprehensive as possible for the volunteers using the program.
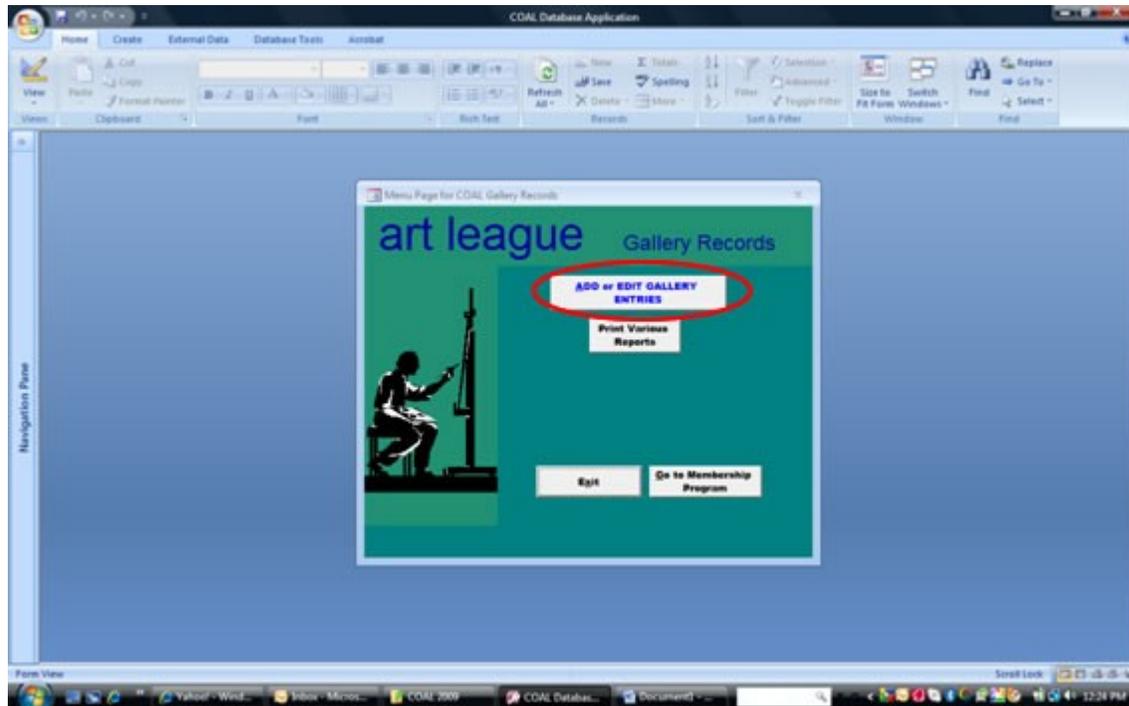
revised

December 2018

Once the computer has been turned on, double click on the **COAL icon**.
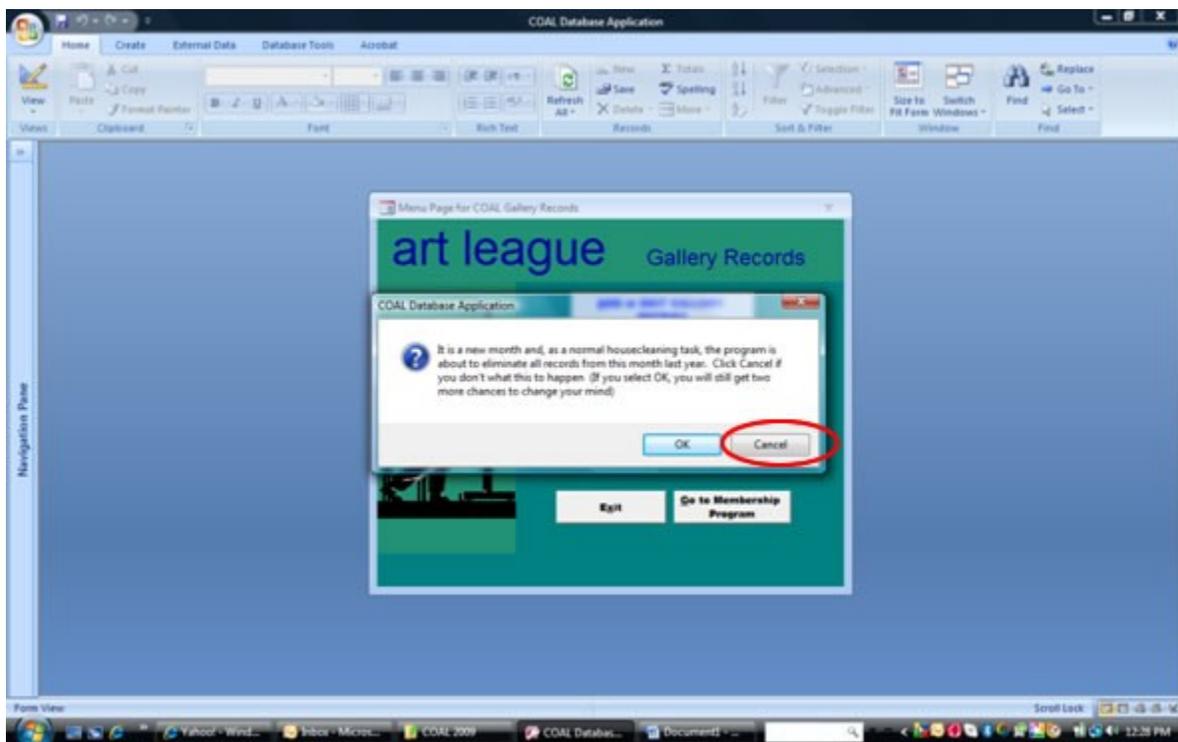

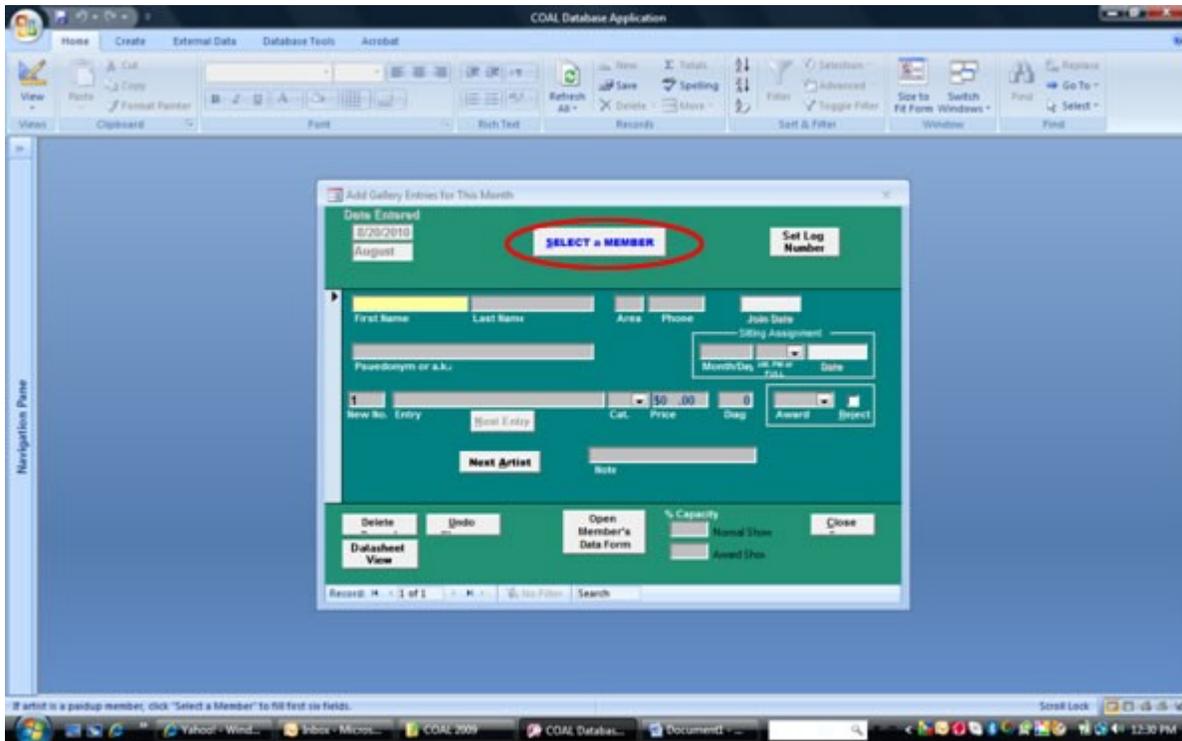The screen below will appear. Select "**Go to Gallery Program**".
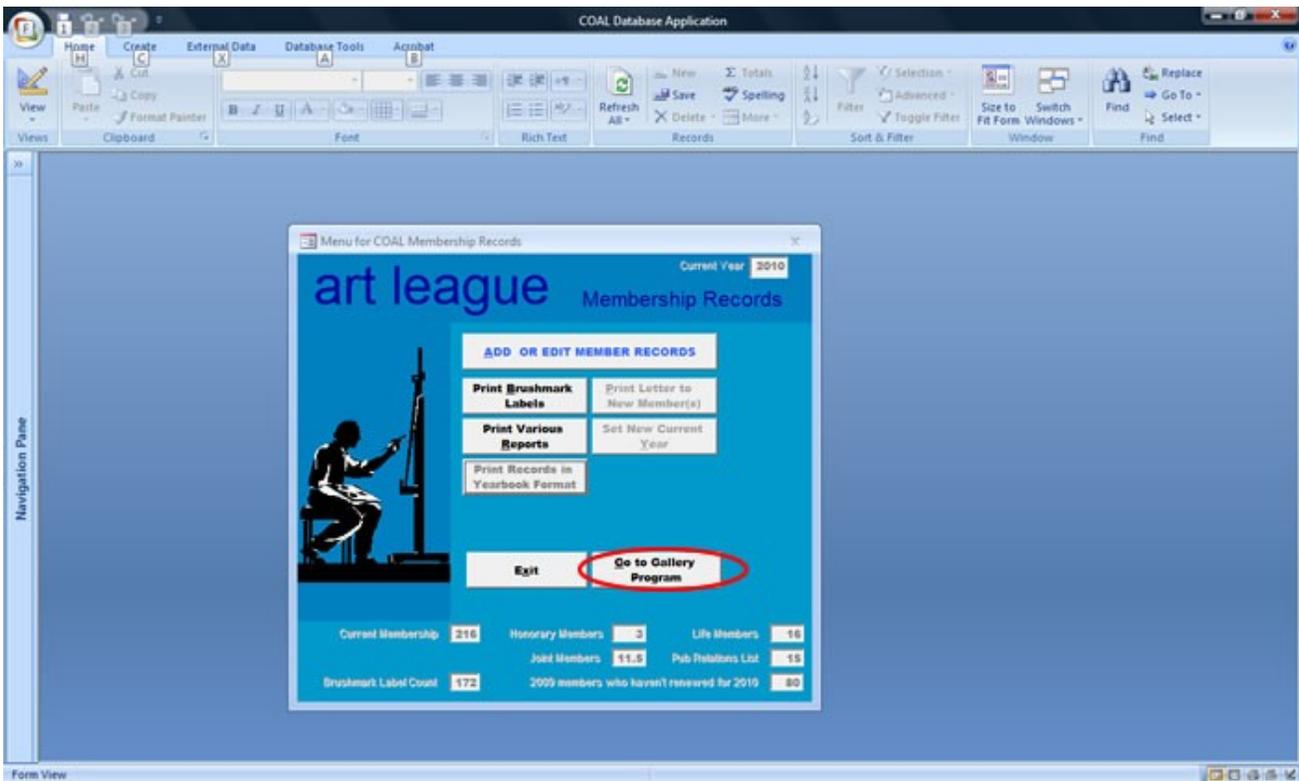
From the next screen, click on "**Add or Edit Gallery Entries**".

A message will pop up, stating "It is a new month…" Click "**Cancel**".

This brings you to the "**Add Gallery Entries for This Month**" screen below.

For Monthly Shows and the March Member Award Show

Click on "**Select a Member**" (see above) in the center of the window. This brings up the current member list (see next screen print). Scroll down to select the correct member's name. Once you click on a member, the "**Insert Info on Form**" button becomes active. Click on this button, to automatically fill the form with the member's information. (See "Special Instructions" at the end of this document for the August Open Show that also includes **non-members**.)
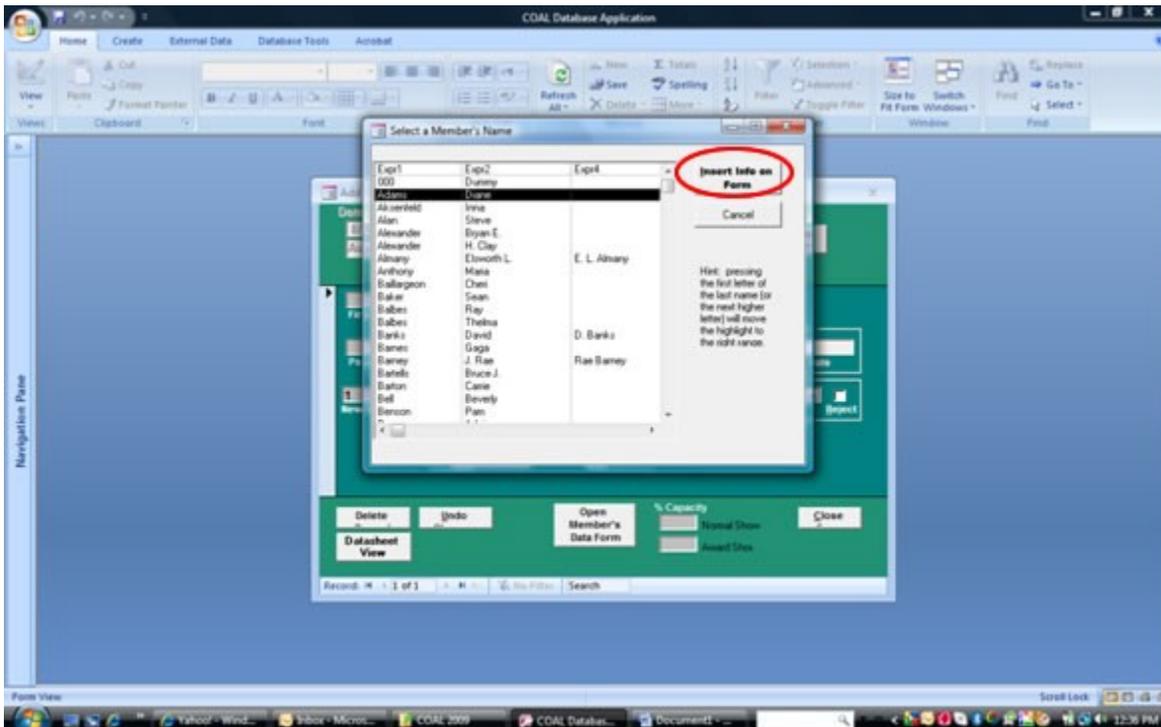
The next screen print, illustrates the form with member name and phone number filled in.
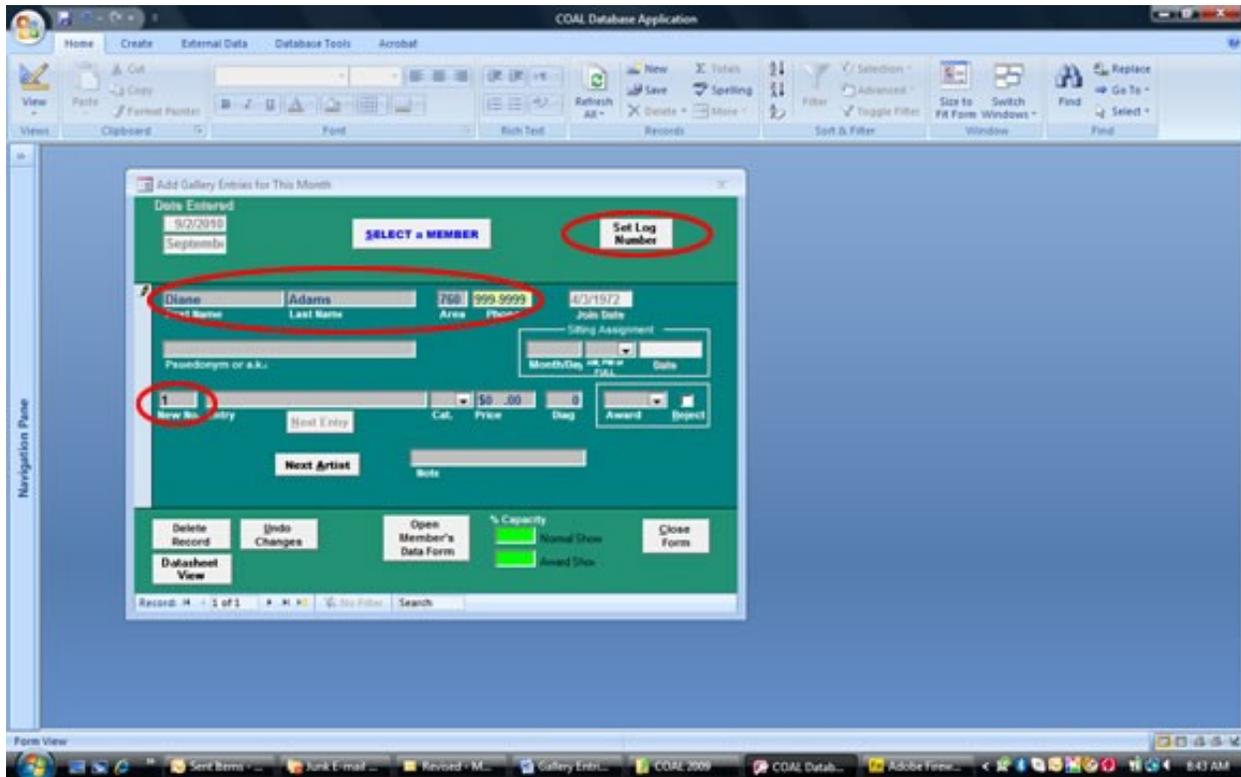
Since this is the first entry, the "**New No**." (Log number) is normally set to 1. Be careful not to add extra log numbers by clicking on "**Next Entry**" or "**Next Artist**" until you are finished with the current entry form. The log numbers increment automatically as you add more entries. **Make sure that the log number on the screen matches the log number on the entry form.**

If the log number is not set to 1 at the start of the process, click on the "**Set Log Number**" button in the upper right-hand corner of the window. From the window that pops up, you may chose from the following depending on your situation:
- Reset to 1
- Set to the next sequential value
- Set to a specific value.

Complete the following information on this screen. Use the Enter or the Tab Key to move to the next item.
- **Sitting Assignment** - Enter the month and day of the sitting assignment on the entry form, such as 08/29. The program automatically generates the "Date" at the right. *For those exempt, enter the current date.*
- **Select AM, PM, FULL or EVE** by clicking on the triangle and selecting the appropriate choice.
- **Entry** - Type in the name of artwork from the entry form.
- **Cat.** - Art category – the downward triangle brings up a list of categories to choose from.
- **Price** – To enter the price as listed on the entry form, **highlight the entire field**.
    o If the price is $1000 or more, just enter the price.
    o If the price is $100 to $999, hit the space bar once before entering the price,
    o If the price is $10 to $99 hit the space bar twice before entering the price.
    o *Using the space bar will format the price correctly before the decimal point.*
- **Diag.** - Enter the diagonal measurement from the entry form.

Your screen should look like the next screen print.
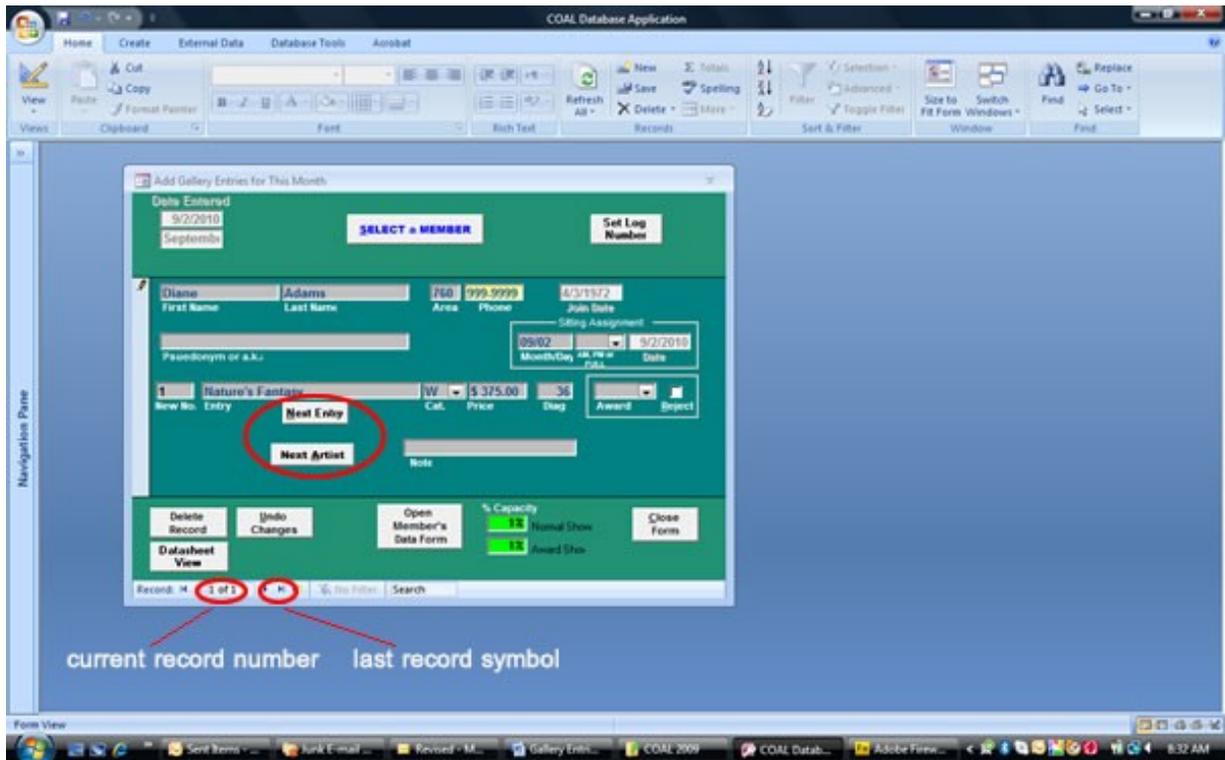
If this member has another entry, click on the "**Next Entry**" button, otherwise, click on the "**Next Artist**" button. *If you press the wrong button, see below.*

Next Artist

If you click on "**Next Artist**" by mistake when you have another entry for the same artist, just perform "**Select an Artist**" again for this artist to insert the member info again.

Next Entry

If you click on "**Next Entry**" by mistake when you are adding a different artist, click on "**Undo Changes**" to clear out the current name and phone number. Next, perform "**Select an Artist**" to find the artist you are processing.

Other Buttons on the "Add Gallery Entries for This Month" screen:

Close Form

If you click on the "**Close Form**" button, you are returned to the "**Menu Page for COAL Gallery Records**". To continue adding more entries for the same month, click on "**Add or Edit Gallery Entries**". Then click on the "**Last Record**" symbol at the lower left of the window to continue adding entries. See screen above.

Delete Record

If you click on the "**Delete Record**" button, the program will delete the record you are currently processing. The next sequence number will appear in the **New No.** box causing a gap in the sequence numbers. To correct this, click on "**Set Log Number",** click on **"Set to next sequential value".** This takes you to the last record entered. Click on "**Next Artist**" or "**Next Entry**" to add another record in sequence.

Datasheet View and Open Member's Data Form are for advanced users and require special training from the Computer Services Director.

Special Circumstances:

1. **Entering Non-members.**

    For shows that admit non-members, such as the August Juried Open Show, it will be necessary to type in the non-member's name and **phone number. S**ince this person will not be present in our database records, you will not be able to retrieve their information using "Select a Member". Also, since non-members (and exempt members) are not required to host the gallery, just enter today's month and day, for example, 08/01, for the "Sitting Assignment Month / Day".

2. **Retrieve an Entry** – DO NOT use this function.

3. **Navigating through the Entries.**

    To locate an entry for changing or verifying data, type the log number of the entry you wish to retrieve in the lower left-hand corner of the "Add Gallery Entries for This Month" window. For example, to retrieve log number 10, type 10 in the "**Record**" box at the lower left-hand corner (*see the screen print above*) and hit "Enter". This will bring up the 10th entry.

    You can also use the triangles to the left and right of this box to move to the "**previous**" and "**next**" entries respectively. The outermost triangles flanked by vertical bars, take you to the "**first"** and "**last"** entries.

4. **Changing the System Date.**

    When there are **two** take-in days during the same month, it is necessary to change the **system date** on the computer. The COAL program cannot process two take-in days in any month. To change the system date, double-click on the time in the task bar at the lower right-hand corner of the monitor. A window pops up with a calendar and clock. See below. Just select the first day of the next month and the system date will be advanced to the next month. Use the little downward arrow to select the next month.
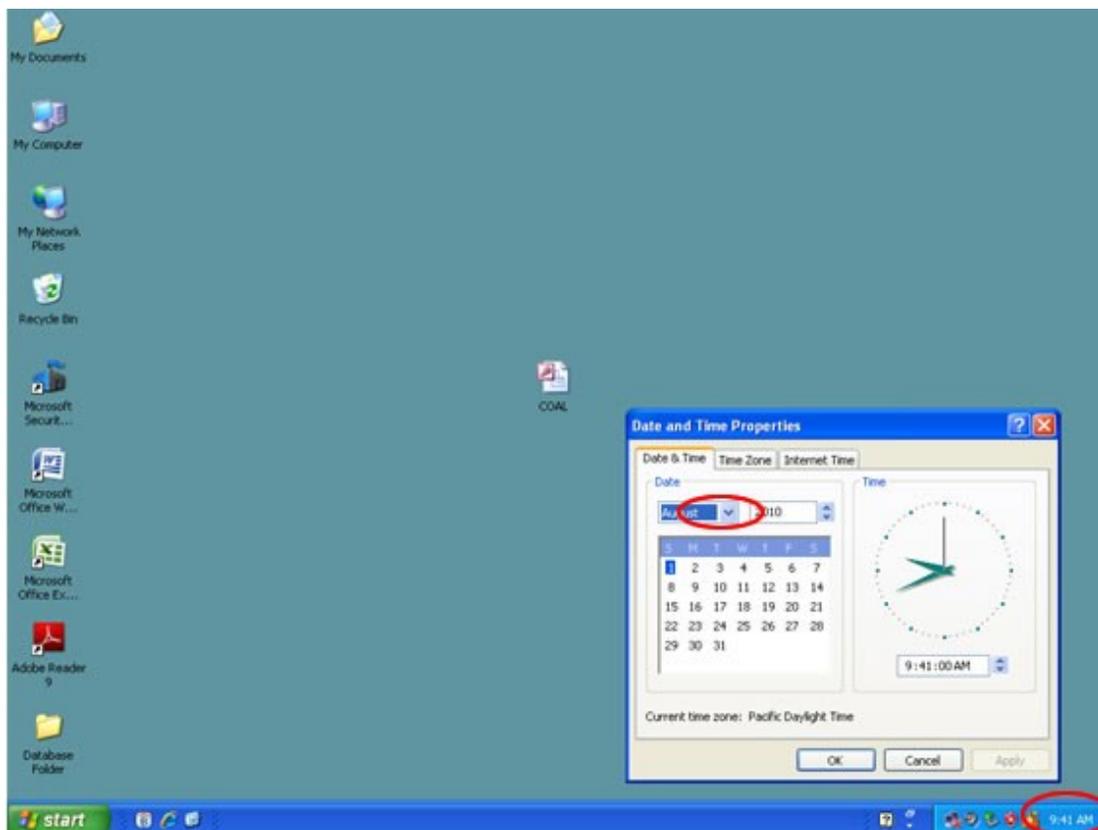
Reports

Reports for the March and August Cash Award Shows require special training that is beyond the scope of this document.

Print Catalogs and Cards for Monthly Shows

After the all entries have been added, close the form by clicking on the "**Close Form**" button. Click on the "**Print Various Reports**" button. This brings up the report menu. Click on a report and then click "**Proceed**" to run the report.

Typically the first 4 reports are run each month. To print the Gallery ID Labels (Cards), **first remove the paper** from the printer. Then feed the card sheets *__one__* at a time. The printer jams otherwise. Other reports can be printed if requested by board members. Usually 3 copies of the reports are printed **except** for the Gallery ID Labels which are printed once.