

ArtManager Quick Start Guide

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By Creative Home Computing Solutions



Quick Start Guide for ArtManager

Welcome to **ArtManager**! Follow these simple steps to get up and running quickly and start managing your art collection, clients, and transactions with ease.

ArtManager requires the following:

- macOS Sonoma or later
 - Apple computers from 2019 and newer
 - Apple iPad running iPadOS 18 or later (keyboard recommended) and ARM64 processor
 - Apple iPhone running iOS 18 or later and ARM64 processor
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Step 1: ArtManager Setup Process

1. Download the App

Visit the **Apple App Store**, search for **ArtManager**, and tap **Download** to install the app on your iPhone or iPad.

2. Launch the App

Open the app, and you'll first see a startup screen where you can enter your initial settings data.

3. Set Up App Preferences and Metadata

This setup allows you to configure your preferences and specify a single location for your existing artwork files. See “Configure ArtManager Setup Metadata” and “Create Custom Art Descriptors” below. It is important to create all custom art descriptors at this point prior to adding artPieces, to prevent having to go back and update existing artPieces with new values.

4. Explore the Introductory View

Once your initial setup is complete, the recommended next step is to read through the Introductory View. This section provides an overview of the app's main features, navigation tips, and guidance to help you get started efficiently.

Access the Settings section within ArtManager if changes are desired as well as to customize the app for your needs. Here you can:

- Turn off Help popups once you're familiar with how the app works.
- Customize general preferences to streamline your workflow and art management experience.

Configure ArtManager Setup Metadata:

ArtManager allows you to define important metadata that personalizes how your business and artworks are tracked and displayed. In Settings, you can:

- Upload your Company Logo for use on invoices, reports, and communications.
- Enter Business Information, including your company name, business type, address, phone number, and email.

- Define Art Piece Tiers (such as Tier 1, Tier 2, etc.) to help analyze and categorize your artwork based on value, size, exclusivity, or any criteria important to your operations.

Create Custom Art Descriptors:

To better organize and describe your artworks, you can create **custom descriptors** like *Size, Category, Medium, Location, or Style*.

Each descriptor can have a list of values (for example, the *Size* descriptor could include *Small, Medium, Large*).

These descriptors will serve as essential metadata for each art piece, helping you:

- Tag and classify your artworks consistently
- Generate detailed reports and insights based on descriptor values
- These categories become part of every art piece record, **careful planning is essential**. Take time to decide the information that matters most to your organization—such as medium, location, collection, or conservation status.
- You can set up **to 10 custom user categories**, each with its own allowed values, and then use these categories when entering metadata for every art piece.
- Once established, this well-structured metadata not only personalizes how your collection is presented but also provides powerful tools for **searching and filtering**, making it easy to locate, group, and analyze artworks as your inventory grows.

Step 2: Entering Locations

1. Add Locations

To organize your art pieces, you'll need to enter at least one locations (e.g., "Gallery" and "Studio"). This helps you track where each piece is stored or displayed.

- Navigate to the **Locations** tab in the app.
- Tap **Add Location**, enter the name of the location (e.g., "Gallery" or "Studio"), and tap **Save**.

2. Repeat for Additional Locations


Add any other locations as needed, ensuring all potential storage or display spaces are captured for easy tracking.

Step 3: Importing Initial Patrons and ArtPieces

To begin managing your data, **import your initial Clientele and ArtPieces**—a feature available with an **ArtManager Premium** license

1. Tap Clientele Import.

- You can
 1. enter patrons manually,

2. upload a CSV for a batch import, **or**
 3. import directly from **Apple Contacts**.
 1. On macOS, open **Contacts**, create a **new group**, then drag-and-drop every contact you want to bring into that group.
 2. Back in ArtManager, choose **Import**  **Apple Contacts**, select the group you just created, and the app will pull in those contacts automatically.
- Make sure each record includes the client's **address**—ArtManager uses the ZIP code to place sales on the location map.
2. **Import ArtPieces**

After your patrons are set up, start adding **ArtPieces** to your inventory.

 - Navigate to the **Art Registry** tab and tap **import**.
 - Enter key details like artist name, medium, price, location (choose from your saved locations), and any images you want to associate with the piece.
 - You can also import your artwork data from a CSV or other supported formats.

Step 4. Understand Free and Premium Features

When you start with ArtManager, you will be using the **free version**, which includes core functionality but with some limitations:

- You can add up to **10 ArtPieces** to your ArtRegistry.
- **Importing ArtPieces** is not available in the free version.
- **Creating ArtReproductions** is also restricted.

To unlock the full capabilities of the app, you can upgrade to **ArtManager Premium**. Premium features include:

- **Unlimited ArtRegistry entries** — manage your entire collection without limits.
- **Import artwork** directly into your registry.
- **Create ArtReproductions** for editions or copies of your work.
- **Receive all future premium features** at no additional cost.

Premium access is available through flexible plans — **monthly, yearly**, or a **one-time lifetime purchase** — so you can choose the option that best fits your needs.

Step 5: Sync and Get Started!

1. **Sync Data**

Ensure your app is syncing with iCloud so that all your data is backed up and accessible across devices.
2. **Start Managing Your Art**

Once your locations, patrons, and art pieces are set up, you're ready to start managing your art collection, client invoices, and sales.

With these steps, you're now ready to dive into **ArtManager** and streamline your art management! If you need further assistance, don't hesitate to reach out to our support team.