

ArtManager User Guide

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By Creative Home Computing Solutions



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Introduction

ArtManager is an application designed to help you efficiently manage your artwork, from tracking supplies and customers to organizing your creations and handling everything in between. The application offers a comprehensive set of features tailored for artists, making it simple to manage artwork, finances, and client interactions within a single platform. Developed with SwiftUI, ArtManager seamlessly fits into your creative workflow, whether you are a painter, sculptor, or digital artist. The app enables you to catalog your artwork, generate and send invoices, and monitor your financial status with interactive charts and graphs.

Key features include:

- **Artwork Cataloging:** Add and manage artworks with detailed records including title, creation date, medium, dimensions, and high-resolution images.
- **Invoicing and Payments:** Quickly generate professional invoices, send them to clients, and track payments. The app supports multiple payment methods and currencies.
- **Financial Reporting:** Access real-time financial data through charts and graphs to monitor income, identify best-sellers, and track overdue payments.
- **Client Management:** Keep a database of clients, manage contacts, and record important client communications to enhance relationships and boost sales.
- **Ease of Use:** Designed with simplicity in mind, ArtManager is user-friendly and intuitive, featuring drag-and-drop organization and touch gestures for smooth navigation.
- **Cross-Device Compatibility:** Use ArtManager seamlessly across iPad and iPhone, with iCloud services ensuring your business data is always accessible.

ArtManager acts as your digital studio manager, financial advisor, and client coordinator, all within one intuitive interface. Streamline your art business and focus more on your creative work.

Who Is ArtManager For?

ArtManager is ideal for both experienced artists and those new to the creative field. Its intuitive interface and robust features make organizing, cataloging, invoicing, and tracking artwork straightforward. The application is designed for artists and artisans who create unique works or limited editions, such as original pieces or limited-edition prints and sculptures. It is not intended for managing mass-produced items like posters and is meant for single-user operation, although it can support sales of multiple artists' work. Each artist should use their own copy of ArtManager.

System Requirements

ArtManager requires the following:

- macOS Sonoma or later
- Apple computers from 2016 and newer
- Apple iPad running iPadOS 17 or later (keyboard recommended)
- Apple iPhone running iOS 17 or later

Key Features

- Up to 10 user-defined custom descriptors with set values

- Support for multiple images per art piece
- Bulk import of art pieces and patrons
- Intuitive interface for navigation and management
- ArtPiece tracking and financial analysis with charts
- Sales analysis tools
- Ability to generate and print QR code labels for identify art pieces
- Comprehensive search capabilities

Getting Started

Begin by launching ArtManager. The "Getting Started" screen introduces the app's main features. The guided setup process helps tailor the app to your preferences and needs, including configuration of basic settings and initial data. This onboarding ensures you can start using the app's features with minimal delay.

The interface includes a sidebar for navigation between different sections. If the sidebar is not visible, widen the application window or use the sidebar icon to display it. This ensures efficient access to all features and tools.

Welcome

Upon starting, ArtManager presents a user-friendly welcome window built in SwiftUI. This window provides essential information and helpful tips, organized into four sections that you can navigate using the dots at the bottom. Each section introduces a different aspect of the app's capabilities. After reviewing the welcome content, use the left arrow to return to the "Getting Started" screen and continue with setup.

Setup

The setup process is designed to be straightforward and thorough:

1. **Application Settings and Preferences:** Configure basic settings such as your company logo and contact information. Create custom descriptors for cataloging and managing content. These descriptors are crucial for data structure and access. Changes to descriptors later only affect new entries; existing records must be updated manually if needed.
2. **Create Clientele Records:** Add records for clientele, including at least one or more locations. Enter addresses, contact details, and note for each. Locations are necessary for adding art to the registry and customizing interactions.

Home

ArtManager uses Apple's SwiftData for persistent data storage, providing a robust database management solution.

System Overview

ArtManager provides several interactive charts for comprehensive insights:

- The first chart displays total counts for key entities (customers, art pieces, invoices, payments), giving an overview of your operations.

- The second chart focuses on financial tracking, displaying invoice and payment amounts. You can filter results by predefined or custom date ranges for flexible reporting.
- The third chart offers financial analysis by day, month, or year, allowing users to identify trends and patterns. Customizable dates enable refined analysis of financial performance over various timeframes.

These tools support informed decision-making and strategic planning.

Art Analysis

The financial analysis module lets users break down financial data by user-defined tiers, with customizable date ranges for precise insights. You can categorize financial data by customer, art type, payment method, or other criteria. Visual pie charts illustrate revenue distribution, payment methods, and other metrics, making it easier to spot trends and make data-driven decisions. This module supports in-depth financial examination and business planning.

Settings

The Settings menu provides tools for managing invoices, tier settings, and company branding. There are three descriptor categories:

- Core Descriptors: Essential attributes such as title, artist, date, medium, and dimensions.
- Counter Descriptors: Additional contextual details like provenance, exhibition history, and condition.
- Custom Descriptors: User-defined attributes for further customization, such as style or theme.

Users can also set default tiers, upload a company logo, and save contact information for consistent branding across documents. These features ensure efficient management, robust customization, and a professional image.

Art Registry

ArtManager Inventory screen offers robust tools for managing your art collection. You can add, view, delete, and update art pieces, with powerful filtering options by artist, medium, status, and more. The scan feature, using YOLOv3 object detection, helps catalog objects in art pieces for improved detail and searchability. You can import art pieces from local files or Apple Photos for seamless digital integration. Quick access options allow fast addition of new items, ensuring efficient and organized inventory management.

Library

- **Overview**

The Library View presents a gallery of art pieces, showing the first image of each entry. Users can search using queries or a parameter panel. Image size is adjustable for optimal viewing, and tapping an image opens a detailed view for editing and updates.

- **Searching**

Filtering can be done through a guided form or direct SQL queries:

- Guided Form: Specify criteria for attributes like art type or artist to generate automatic queries.

- **SQL Statements:** Write and execute custom SQL for advanced filtering based on the ArtPiece model's variables.

Both methods enable precise filtering for managing your collection.

Management

• Overview

The Art Pieces Management screen lets you **move, delete, or create Instagram images** to post directly to Instagram in a simple two-step process. First, open the control panel and **tap the desired action**—Move, Delete, or Create Instagram Image. The action you choose will appear in the **top-right corner of the screen** as a reminder. Next, **tap that action word** to begin selecting art pieces. Tap each art piece you want to include, then **tap Done in the top-right corner** to execute the action. The system will immediately carry out the chosen task: moving items to another collection, deleting them from the registry, or generating optimized images ready for Instagram posting.

• Filtering Art Pieces

The Art Pieces Management screen includes a flexible **filtering tool** to help you quickly locate the artworks you want to act on. Three filter modes are available: each suited to different user preferences:

- **Fill-in-the-blanks** – Simple guided fields (e.g., Artist Name, Date Created, Price Range). Ideal for quick, structured searches.
- **Natural language** – Enter everyday phrases like *“all oil paintings by Smith after 2020”* to have the system interpret and filter automatically.
- **SQL query syntax** – For advanced users who want precise control. Enter full SQL-style conditions such as `artist='Smith' AND price > 5000`.

Choose the desired filter type, set your criteria, and the list of art pieces will instantly refresh to display only matching items. These filtered results can then be used with any selected action (Move, Delete, or Create Instagram Image) for efficient, targeted management.

Move

To move art pieces, specify both the source and target locations, ensuring the target location is preconfigured. Select the pieces, confirm details, and execute the move to update records. This process maintains accurate inventory and location data.

You can also manage moves from the Management View, with options for batch operations.

Import

Bulk import involves providing details for each piece (location, type, artist, file name, price, status, medium, copies). Prepare your files, input required information, verify details, and complete the import for efficient registry updates.

• Using the Scan Feature

YOLOv3 scanning is automatic when adding art, capturing details for improved cataloging. Manual scanning is only needed for new YOLOv3 versions.

Registering Individual Art Pieces

To add a single piece, enter details such as name, type, artist, price, medium, status, location, copies, and images. Additional notes can be included. Save the entry to complete registration.

Adding Reproductions

When adding reproductions, link each to the original piece and enter details like price, number of copies, creation date, and type (print, canvas, digital copy). Accurate cataloging ensures effective tracking and management.

Scan for Objects

The scanning process automatically analyzes photographs of each art piece, identifies objects present in the artwork (e.g., people, animals, vehicles, everyday items), and stores the results in the system database for later review, searching and reporting.

Art Registry Labels with QR Code

Let's you create durable labels that can be affixed to the back of each artwork for easy tracking and instant lookup. When you select an art piece and choose **Print Label**, the system automatically generates a label containing the artwork's key details—such as title, artist, and inventory number—along with a unique QR code linked to its full record in the Art Registry. Once printed and attached, scanning the QR code with any standard smartphone or tablet immediately opens the piece's record, enabling curators, staff, or collectors to verify provenance, view images, update status, or check location without manually searching the database. This helps maintain accurate inventory, speeds up audits, and simplifies transport or exhibition check-ins.

- **QR Code Lookup for ArtPiece Details**

Scan a QR code with your device's (iPhone or iPad) camera to instantly view an art piece's details, including name, artist, date, price, type, and reproduction count. (Note: Not available on macOS.)

Clientele

- **Maintenance - Instructions for Use**

On the clientele maintenance screen, filter and sort your contacts with the search bar. Edit or delete entries as needed. Add new clientele individually or import from files or Apple Contacts.

- **Emailing Clientele**

Notify clients about new art or events by composing emails within the app. The first recipient is added to the "To:" field, others in "BCC" for privacy. Attachments can be added via drag-and-drop or file selection. Review and send emails directly to your clients.

Shipping Labels

Generate and print shipping labels for clientele in bulk or individually, formatted for Avery 8163 sheets (2 columns × 5 rows, 4"×2" labels). Filter the client list before printing, select the starting label position, and print labels with company details and logo for professionalism.

Importing

Import clientele from CSV files or Apple Contacts Groups. CSV must include required headers for successful import. Both methods streamline bulk additions to your client database.

Tracking Art Business Expenses

Record and categorize business expenses such as materials, framing, shipping, and marketing within the app. Assign each expense a tax category for easier bookkeeping and reporting.

Sales

ArtManager streamlines the invoicing process for artists and galleries, enabling you to maintain, update, and send invoices directly to patrons. All sales transactions are recorded and accessible for easy management and professional client relations.

Management

- **Invoice Management**
- Access: Open the Invoices section to view and organize all invoices.
- View by Patron: Invoices are grouped by patron. Expand a patron to see all related invoices.
- Edit: Select an invoice to view and edit details. Save changes to keep records up-to-date.
- Filter: Refine invoices by date, art descriptors, or open status.
- Review: After filtering, review and manage the relevant invoices.
- Regular Checks: Maintain accuracy by reviewing invoices regularly. Keep an audit trail if possible.

Outstanding Balances

The Outstanding Balances report provides a comprehensive list of all patrons who currently have accounts payable. This list consolidates each patron's unpaid charges and displays key details such as name, account number, and total balance due. From this report, staff can quickly generate invoices or billing statements directly for each patron, ensuring timely communication and streamlined collection of outstanding payments.

New Sales

To create an invoice:

- Launch ArtManager and log in.
- Navigate to the "Sales" and then "New Sale" section.
- Select the patron from the list or add a new one if not found.
- Choose the artwork(s) being purchased from the side panel.
- Include a Purchase Order if needed.
- Set the invoice date.
- Review all details for accuracy.
- Save and generate the invoice, then share with the patron via email.
- A confirmation message will appear after sending.

Update patron and artwork databases regularly for smooth invoicing.

Payments

ArtManager utilizes SwiftData for secure, persistent payment data storage.

- **Summary Table View**

The summary view shows total payments for the current year and all-time. Payments are listed by patron, with expandable details for each payment. Filters allow you to select time ranges such as current month, QTD, YTD, last year, or custom periods. Select a time period from the drop down then select "Apply Filter" to activate.

- **Table View**

A detailed table lists all payments, sortable by date, patron, amount, method, and notes. Apply filters to view payments within specific timeframes.

- **Maintenance**

In Payment Maintenance, view, edit, or delete payments. Filter by patron or date. Deletion is permanent and requires confirmation. Use navigation tools to manage and update payment records.

- **Adding a Payment**

To record a payment:

- Choose patrons with an outstanding balance or all patrons
- View their balance, invoices, and payments.
- Select payment type, enter the amount, and choose the date.
- Click "Create Payment" to complete the transaction.
- Supports credit balance.

Reports

ArtManager provides detailed reporting for all major functions:

Invoice Location Visualization

- View invoice locations on a map and in a scrollable list, including county/parish, invoice count, and coordinates. The map is interactive and automatically adjusts to show all markers.

Art Inventory Tracking

- Track and filter art inventory with custom queries or predefined filters, including price and date. Real-time feedback is provided during searches.

Aging Report

- The Art Aging Report groups pieces by time-in-inventory (30 Days or Less, 31–60 Days, 2–4 Months, 4–12 Months, 1–2 Years, over 2 Years) and lets you toggle between Available, Sold, or Combined to focus your analysis. An interactive pie chart highlights each bucket; tap a slice to see counts and drill into the selected age group, with the selection persisting so you can compare as you switch datasets. It's a quick, visual pulse check that surfaces what's fresh, what's aging, and where to act next.

Art Registry Labels

- Filter art by location, view and print labels (Avery 5164 spec), including QR codes and images, with automatic calculation of required label sheets.

Art Registry by Location/Year

- Use a two-panel interface to navigate artworks by location or year, with detailed views for each.

Art List Engine?

- Generate a tabular inventory report with sortable columns and a summary of key metrics. Includes a pie chart for visual distribution and filters for refined data analysis.

Utilities

Clientele Balance Check

- This audit feature cross-references payments and invoices in the Clientele SwiftData table with those in ArtManager. Detected discrepancies are automatically corrected, ensuring consistency and accuracy in financial records.

Reset Tables

- To reset SwiftData system tables, select the tables in the left pane and click "Reset Table." This permanently deletes all data for those tables from iCloud and all devices. The right pane shows record counts for verification before proceeding.

Export Tables

- Export SwiftData tables to CSV files for use in Excel or Numbers. Select tables in the left pane and click "Export to CSV" to generate files compatible with spreadsheet programs. Multiple tables can be exported simultaneously for custom report generation.

Backup & Restore

- **What it does**

The Backup & Restore view takes **point-in-time snapshots** of all your ArtManager data and stores them in a single **GRDB SQLite file**. Each press of **Backup** adds a new snapshot; **Restore** replaces your current data with a snapshot.

Included data (all SwiftData tables):

ArtPiece, Clientele, TrackingArt, Invoice, InvoiceItem, AppSettings, Pay, InvoiceLocation, Expenses.

Although your SwiftData is synced/backed up in the cloud, we strongly recommend creating a periodic **off-site backup** (via Export) to establish reliable, point-in-time restore points—especially after major updates or on a regular monthly cadence.

-
- **Where backups live**

Local file: Backup/ArtBackup.sqlite inside your app's **Application Support** folder.

The file contains a table named backups; each row is one snapshot (with date, schema version, and a JSON payload of all data).

You can make an off-device copy via **Export Backup...** (Files app / iCloud Drive / Finder).

-
- **Quick start**

1. Create your first backup

- Tap **Backup**.
- You'll see "Last backup" update, and the snapshot will appear in the **Snapshots** list (if shown).

2. Restore from the latest snapshot

- Tap **Restore**.
 - ⚠ This **overwrites your current data** with the latest snapshot in ArtBackup.sqlite. If unsure, **Export** first.
3. **Export a backup for safekeeping**
- Tap **Export Backup...** → choose a destination (iCloud Drive, On My iPhone/iPad, etc.).
 - The exported file is a copy of ArtBackup.sqlite (with all snapshots).
4. **Import a backup**
- Tap **Import Backup...** → pick a previously exported ArtBackup.sqlite (or your chosen extension).
 - The local backup file is replaced with the imported one. The view (as implemented) then **auto-restores** from the newest snapshot in that file.

- **Buttons & what they do**

Backup — Creates a new snapshot of every table and appends it to ArtBackup.sqlite.

Restore — Loads the **most recent** snapshot from ArtBackup.sqlite and replaces current data.

Export Backup... — Saves a copy of ArtBackup.sqlite to the Files app / Finder for off-device storage or sharing between devices.

Import Backup... — Replaces the local ArtBackup.sqlite with a file you choose (e.g., one you exported earlier). The view then restores from the newest snapshot in that file.

Tip: Keep the app in the **foreground** during backup/restore—large image data can take longer.

- **Snapshots list (if shown in your build)**

Displays each snapshot with **date/time**, **schema version**, and **size**.

Tap the **restore** button next to a row to restore **that specific snapshot**.

Use **Refresh** to re-read the list after new backups or imports.

- **Versioning & compatibility**

If the data model changes, the app bumps a **schemaVersion**.

If you try to restore from a snapshot with a different version, you'll be warned; follow the app's guidance (migrate or use a matching version).

- **Best practices**

Export before Restore if you're not 100% sure—you can always import that export to get back.

Keep a periodic off-device backup: **Backup** → **Export** weekly or after major changes.

Consider naming exported files clearly: e.g., ArtBackup-2025-09-22 16.17.05.sqlite.

- **FAQ**

Does Restore delete my current data?

Yes. Restore **overwrites** current data with the snapshot content.

Are photos/images included?

Yes. Binary fields are part of the snapshot.

Is there a limit to the number of snapshots?

Practically, no—the SQLite file grows with each snapshot. If size grows too much, export a copy, then start a fresh local file by deleting/reinstalling (or by a future “prune” option if added).

Do I get cloud backups automatically?

No. Use **Export Backup...** to save a copy to iCloud Drive (or your storage of choice).

I don’t see the Restore button enabled.

Restore is enabled only when the system detects at least **one snapshot row** in the backups table.

- **Troubleshooting**

“Import failed”: Make sure you selected a valid backup file (your previously exported ArtBackup.sqlite or matching extension) and it isn’t empty or corrupted.

Time/filename mismatches: The app uses a fixed, file-safe timestamp in **your local time zone** for exported filenames and shows a human-friendly local time in the UI.

Large data: If backups feel slow, keep the app in the foreground and ensure there’s enough free storage space.

- **Safety reminders**

Restore is destructive to current data—export first if unsure.

Keep at least one **off-device** export (cloud or external storage).

Only import files you trust; imports fully replace your local backup store before restoring.

Appendix

iCloud Services

Apple's CloudKit service ensures secure data storage with user authentication, data encryption, and access controls. Private databases are accessible only to the logged-in user. Secure data transfer, backup, and recovery are standard, ensuring privacy and seamless access across devices.

License Agreement

- **END-USER LICENSE AGREEMENT**

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