

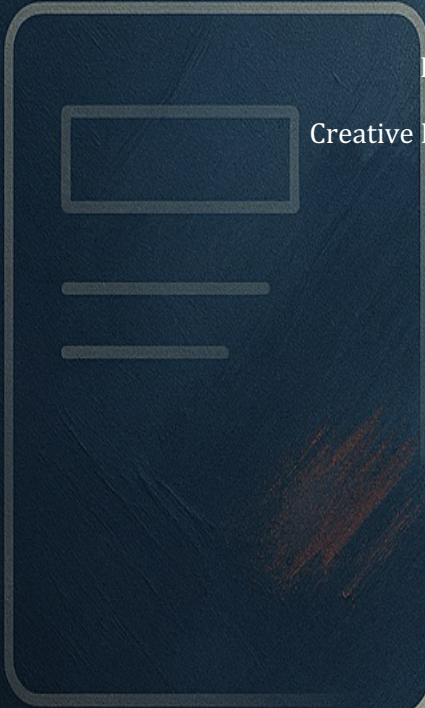
ArtManager

Quick Start & Business Setup Guide

Version 9.7.0

February 26, 2026

Creative Home Computing Solutions



Welcome to ArtManager

ArtManager is an all-in-one art business management solution designed for artists, galleries, and creative professionals. It allows you to organize your artwork, manage clients, track sales, generate invoices, and analyze your business — all within one intuitive Apple-native application.

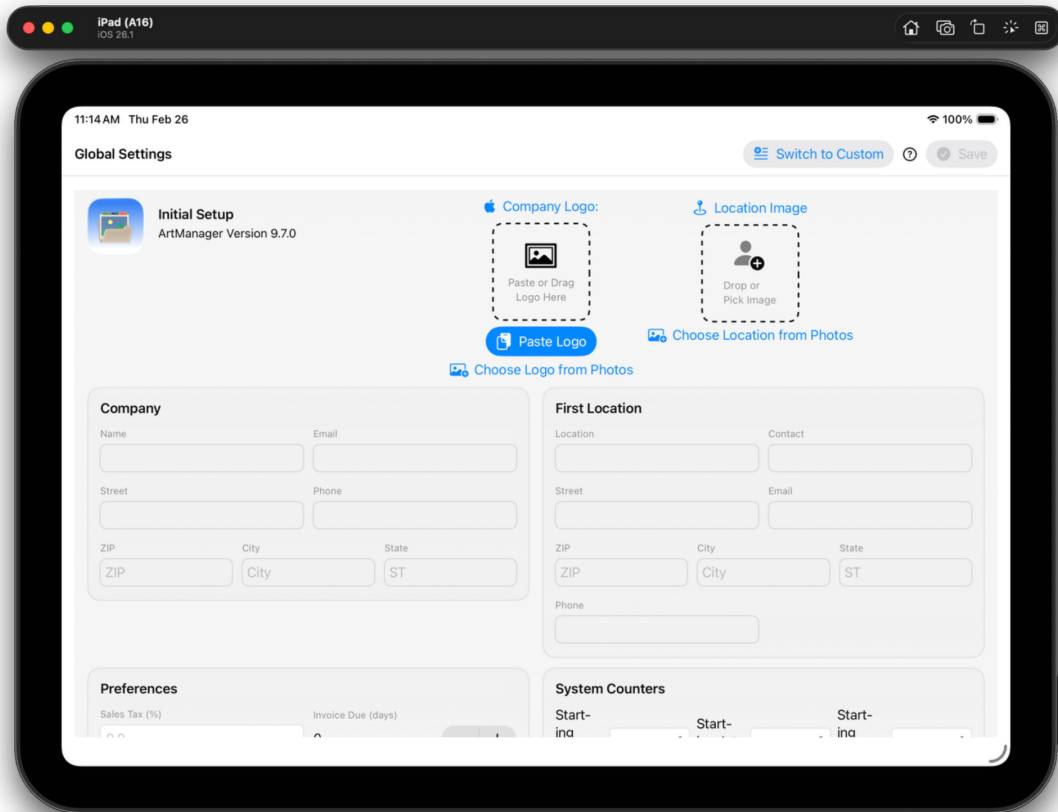
You can begin for free and upgrade to Premium at any time to unlock unlimited registry entries, advanced importing tools, and expanded functionality.

System Requirements

- macOS Sonoma or later (Apple computers 2019 or newer)
- iPad running iPadOS 18 or later (ARM64 processor; keyboard recommended)
- iPhone running iOS 18 or later (ARM64 processor)

Screenshots / Visual Guide

Below is the Initial Setup screen displayed when launching ArtManager for the first time. This is where you configure company branding, your first location, preferences, and system counters.



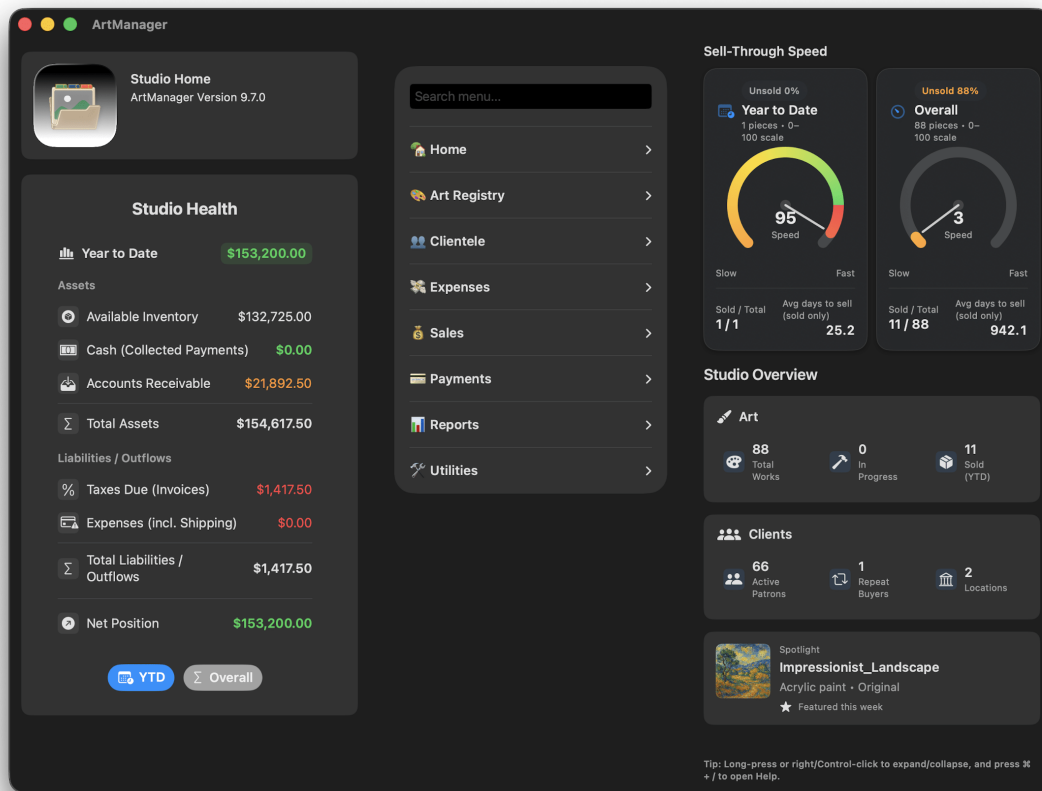
Important: Tap “Switch to Custom” in the upper right corner to reveal the Custom Fields Editor. This allows you to define and manage your custom metadata fields before adding artwork.

Home Screen Overview

Below is a sample Home Screen dashboard displayed after completing the initial setup. This main workspace provides a clear, real-time snapshot of your studio's overall performance. On the left, the Studio Health panel summarizes year-to-date financials, including available inventory value, accounts receivable, total assets, taxes due, and net position, with color-coded figures for quick interpretation.

The center column offers streamlined navigation to core areas such as Art Registry, Clientele, Expenses, Sales, Payments, Reports, and Utilities, ensuring quick access to everyday workflows.

On the right, visual gauges display sell-through speed metrics for both year-to-date and overall performance, alongside a studio overview highlighting total works, pieces sold, active clients, repeat buyers, and locations. A featured artwork spotlight at the bottom adds a personalized touch, reflecting both the business and creative sides of your studio within one cohesive, modern interface.



Step 1: Install ArtManager App

1. Download ArtManager from Apple App Store

- [ArtManager Download](#)

Step 2: Initial Setup & Branding

1. Configure Business Information

- Upload your Company Logo (appears on invoices and reports).
- Enter your company name, address, phone number, and email.
- Define your first Location (Gallery, Studio, Warehouse, etc.).

2. Create Custom Art Descriptors (Critical Step)

Before entering any artwork, define your metadata structure. ArtManager allows up to 10 custom user-defined categories, each with standardized values.

- Examples: Size, Medium, Category, Collection, Style, Frame Type.
- Define consistent allowed values (Small, Medium, Large, etc.).
- Standardization ensures accurate reporting and powerful search filtering.
- Planning metadata early prevents future record corrections.

Step 3: Add Locations

1. Navigate to the Locations card.
2. Enter the location name and contact details.

Step 4: Import Clients & Artwork (Premium Feature)

Import Clientele

- Enter patrons manually.
- Import via CSV batch upload.
- Import from Apple Contacts (create a group first on macOS).
- Ensure ZIP codes are included for map-based sales tracking.

Import Art Pieces

- Navigate to the Art menu option.
- Select Import or Register Originals.
- Enter artist, medium, price, tier, location, and attach one or more images.
- Use predefined custom descriptors for consistent tagging.

Key Features & Business Benefits

- Centralized Art Registry to catalog and manage all artwork.
- Client Management and Invoicing tools for professional transactions.
- iCloud Sync for automatic backup across Apple devices.
- Advanced Search & Filtering using your custom metadata.
- Free Version available (up to 10 art pieces).
- Premium Version unlocks unlimited registry entries and advanced features.

You're Ready to Begin!

With your branding configured, metadata structured, and initial data imported, you are now fully prepared to manage your art business professionally and efficiently.

For additional support, visit ArtManagerApp.com or contact the Creative Home Computing Solutions support team.