

arja.beryll®

TUTORIAL

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USING BERYLL-ART - FIRST STEPS

You would like to start to work with BERYLL-ART as quickly as possible. This quick guide will help you with the first steps. Let's create a few datasets in all main modules, so you may quickly make yourself familiar with the application.

We first show how the program works and where you'll find the most important features and buttons.

We limit ourselves consciously of the important fields, functions and buttons. With the knowledge you gain in this exercise, you can use the database well and build an inventory of your collection. If you later want to enhance the standard of your inventory, you will find all other points and opportunities in the visually designed manual.

Beryl-ART opens always on the Info page in the module work.

2. module bar: Allows you to switch between modules and always remains visible at the top of the screen.

main modules are:
work, exhibition, publication, contact and office

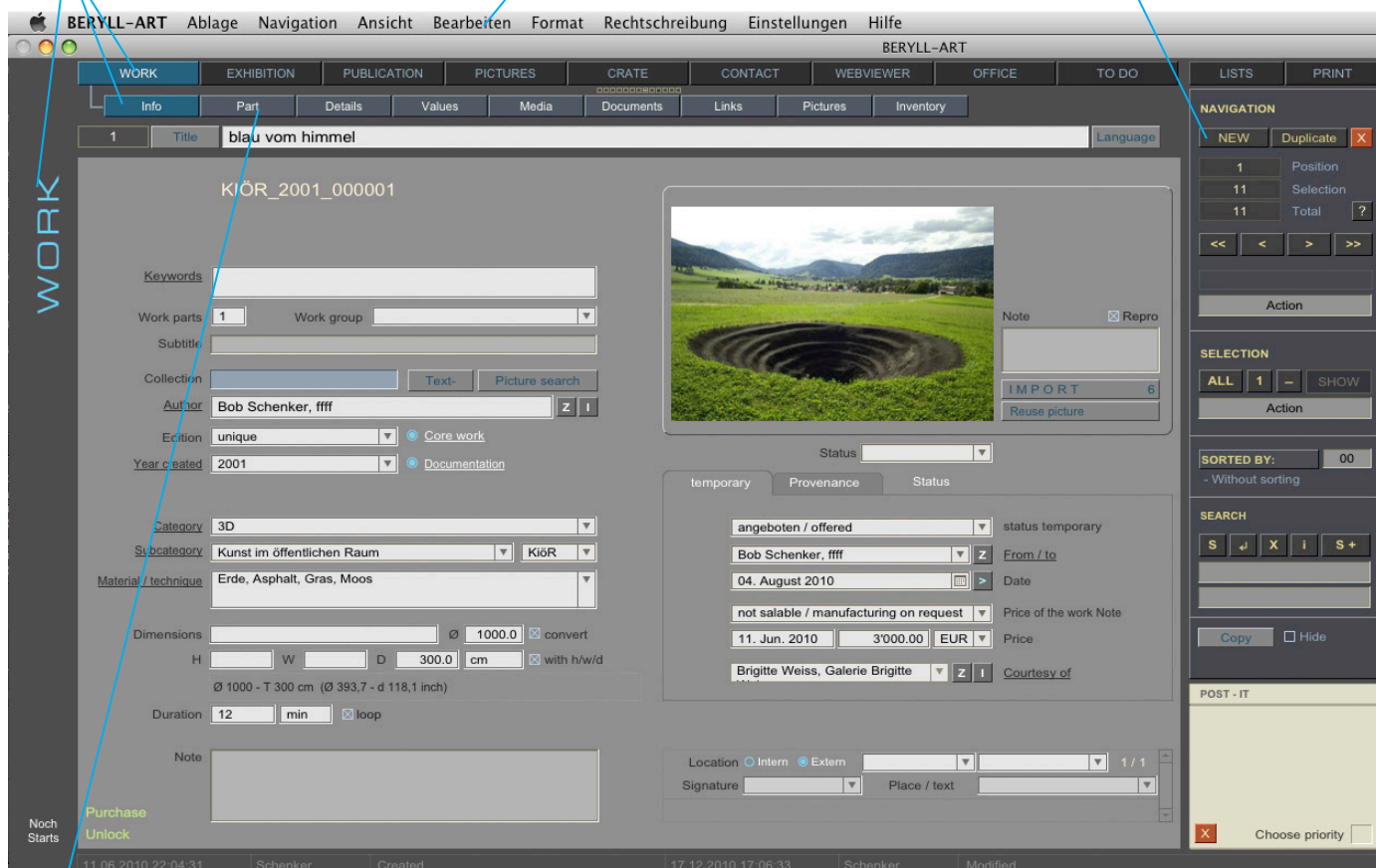
additional modules are:
pictures, crate and webviewer

The button of the module you are currently in is highlighted in petrol blue and the module you are in is indicated on the left side of the screen.

1. Main menu: It remains at the top always visible and offers the basic functions and preferences from Beryll-ART as well as from your computer.

4. The navigation display is always located on the right-hand side of the screen, except in the list views

You will find a more detailed description of navigation functions in this Tutorial



3. sections: Hier können Sie innerhalb der Module Blättern.

Each module's Index allows you to scroll through the various sections, with the color indicating which section you are currently in.

Equal sections in the main modules are:
Documents, Links and Pictures
These will be described more precisely later

BERYLL-ART - STEP BY STEP

First change on the CONTACT button in the panel bar to the Contacts module.

Insert here the contact details of persons who need you most frequently. Also the information provided by the manufacturer inside of your works are created here. They are stored with their life data and more further details to their personal record.

CONTACT - INFO

The screenshot shows the CONTACT - INFO interface for a contact named Luigi Archetti, Zürich. The interface includes a top navigation bar with tabs like WORK, EXHIBITION, PUBLICATION, PICTURES, CREATE, CONTACT, WEBVIEWER, OFFICE, TO DO, LISTS, and PRINT. Below this is a sub-navigation bar with Info, Details, Acquisition, Documents, Links, and Pictures. The main area contains a form for contact details, including fields for Name, Address, Profession, and various communication options. A 'NEW' button is visible in the bottom left corner. Callouts provide instructions for using these elements.

1. Press in navigation on NEW to create an empty data record.

2. Enter address, Mr or Mrs., a title e.g. Dr. or Professor, then first name, surname.

3. Do you agree with this person familiar or formal?

4. If this person has a postal address, e.g. carry into these fields the road, house number, the address addition. P.O. box, the address information such as mailbox, the Postal Code of the city, county and country.

5. Press here on NEW, in order to get an empty entry in this portal.

6. In this field you enter for which communication address it concern. e.g. Telephone privately, fax business, Mobil, Email or URL addresses.

7. Into the other field then the number or email address.

Portals occur throughout the database with the same control elements.

The screenshot shows a portal with a table of datasets. The table has columns for 'Beschreibung' (Description) and 'Preis' (Price). The datasets listed are Abnutzungsgebühr (200.00), Restaurierungsgebühr (820.00), and Verpackungskosten (350.00). A 'Summe' (Total) of 1'870,00 EUR is shown at the bottom. A 'NEW' button is on the left, and a scrollbar is on the right. Callouts explain the function of these elements.

4 Create new dataset in the portal.

Delete dataset in the portal.

If the portal contains multiple datasets, you may scroll through the entries with the scrollbar on the right-hand side.

In this example the sum total of all amounts listed in the portal is displayed outside of the portal.

CONTACT - DETAILS

8. In order to input the life data, you change into the detail section.

9. Here you can enter the time of birth, place of birth, where the person lives or the date of death.

10. Vita is also a portal where you can now write the biography of that person. If you should have several versions or the personal record in different languages, press on NEW and create so many Vita-data records like you need.

11. The entry that is marked with print, is used in the printout and the portal appears to top.

The screenshot displays the CONTACT software interface for the contact 'Luigi Archetti, Zürich'. The interface is organized into several sections:

- Top Navigation:** WORK, EXHIBITION, PUBLICATION, PICTURES, CRATE, CONTACT (selected), WEBVIEWER, OFFICE, TO DO.
- Sub-Navigation:** Info, Details (selected), Acquisition, Documents, Links, Pictures.
- Main Content:**
 - Personal details:** Date of birth (05/02/1955), City (Brescia, Italien), Nationality (Italien / Schweiz), lives in (Zürich).
 - Bank account:** Bank name (Musterbank), IBAN (WERTZUIO-741963), PC-account (456-963.4), BLZ (ERT-8569), Account No., SWIFT (96587-32569-987142), Holder (Luigi Archetti).
 - Vita:** A section for writing biographies, featuring a 'Print' button and a text area with a sample biography in German.
- Right Sidebar:**
 - NAVIGATION:** NEW, Duplicate, X, 5 Position, 8 Selection, 8 Total, ?
 - SELECTION:** ALL, 1, SHOW
 - SORTED BY:** 00, Without sorting
 - SEARCH:** S, X, i, S+
 - POST-IT:** Urgent, neuen Vertrag senden
 - Choose priority:** 1

Further categories in contact:

- Documents is a recurring layout and is described in work
- Links indicates all connection in works, exhibitions and publications
- Pictures: All pictures related to this contact (The import of images is described in works)

WORK - INFO

Now switch over the button WORK in the module table into the module work. On WORK info you note the basic data of a work.

Info: The inventory number is a kind of identification code for each work. The composition of the inventory number can be defined in SETTINGS and is described there more detailed.

2. Enter the title and - if you have one - also the subtitle of the work.

1. Press NEW to create an empty work record.

The screenshot shows the 'WORK' module interface. The title 'blau vom himmel' is entered in the 'Title' field. The inventory number 'KIÖR_2001_000001' is displayed. The author 'Bob Schenker, ffff' is entered in the 'Author' field. The interface includes various input fields, dropdown menus, and a navigation sidebar on the right. The sidebar contains buttons for 'NEW', 'Duplicate', 'Action', 'SELECTION', 'SORTED BY', 'SEARCH', and 'POST - IT'.

3. Now enter the artist of the work. Here you meet for the first time the function of assigning. Assigning has the effect that the database is capable of establishing connections within the database.

Now press the Z button. You go to the Contacts module.



4. Now type in the right navigation in the section Find the name of the person you are looking for. Submit search by pressing the Enter key on your keyboard or by leaving the field (click with the mouse beside the field).

If different data records are displayed to you, use the buttons forward or backwards of the navigation to find the person you need to work with.



Navigation buttons: scroll through work datasets.
<< first dataset
< previous dataset
> next dataset
>> last dataset

5. If you do not find your looked up person however, create the contact on pressing the button NEW and follow the descriptions that have been described in CONTACT-INFO.

6. If you found the person, now confirm the assignment by pressing on the bright red selection button in the right navigation. This button is only visible when an assignment is pending. Now you automatically change back in the module WORK and the name of your selected person is located in the field Author.

The function assigning is now completed. This function occurs in the whole data base and is the most important and ev. most complicated function. Even if you are confused for the moment, you will understand the principle after some allocations. With this method you need to enter an artist or an artist only once. Thus, the data on this person be secured centrally, must be entered only once and are identical for all works.



15. Work status: Make temporary notes on the status of a work here (e.g. stored, under restoration, installed, distributed by, partly executed, awaiting realization, rough cut, destroyed, etc.) This information is automatically inserted by BERYLL-ART. If a work was allocated to a quote, it will say "offered," if it was allocated to an invoice, "sold," etc. If the work was donated or destroyed, you may select this manually as well.

14. Courtesy of: Enter the name of, for example, the artist, the collection or gallery which has made the work available here. When a consignment note is created, the addressee's name is automatically inserted after the name of the owner.

16. definitely is described on the next page.

10. Enter the measurements of the work. Should it be a movie or an audio document, enter a duration.

9. Category: A rough description of the work's art form (e.g., 2D, 3D, Media, Live Art or graphic art, painting, installation).

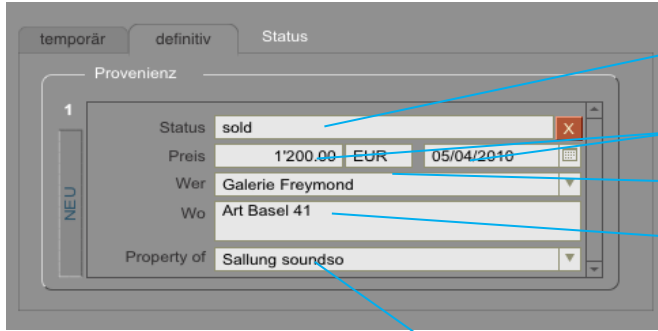
9. Subcategory: Describe the type of work here (e.g. print, drawing, single-channel video, wall object, photograph, performance or audio installation, etc.) This entry may be included in the inventory number as a whole or in abbreviated form.

9. Media / technique: Describes the technique and media / materials used (e.g. acrylic on fabric, pencil on paper, colorproof on aluminum, various materials, mixed media, oil on canvas, video color/sound/stereo, etc.)

13. Work price: Indicate the valid work price here. In the first field, it is possible to write a comment on the price that will be printed in the printout. Further prices or other currencies can be deposited later under values.

11. Enter now the location. Is the work is stored internally or externally. Where is the work e.g. Stocks A, precisely e.g. Shelf 18M. With the storage location you note where to take the work again if it comes back from outside.

12. Signature is the signature, the seal, water-marks or the initials, which are noted on the work. Enter the placement on the work. For example, back, bottom left. And indicate also the text of the inscription, for example 1918 M. B.



16. Work status definitely Provenance: If the definite status changes, create a new data record by pressing the NEW button. So you can follow the movements of a work.

Way of acquisition: Was the work purchased or auctioned, donated or on permanent loan?

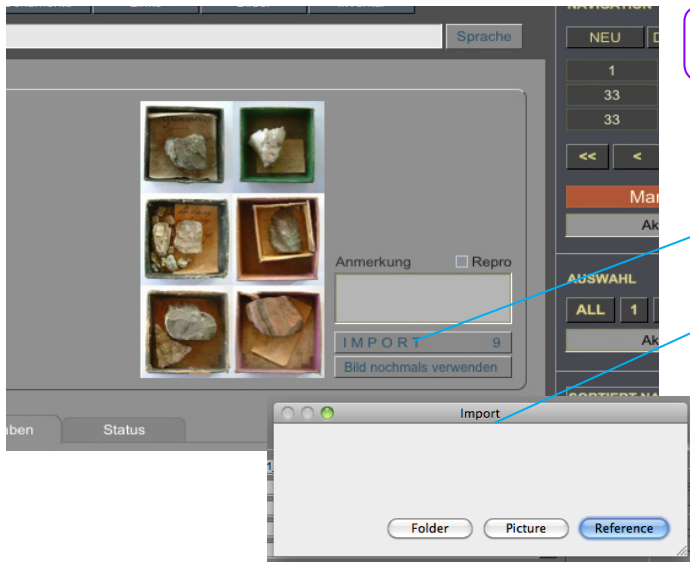
Price / Date: When and for how much the work was bought or sold?

Who had sold or had given away the work?

Where the work had been bought or sold or given away?

Property of: Here it is entered who the owners of the factory are. With sales the name of the recipient address of the appropriate work bill is imported automatically.

PICTURE - IMPORT

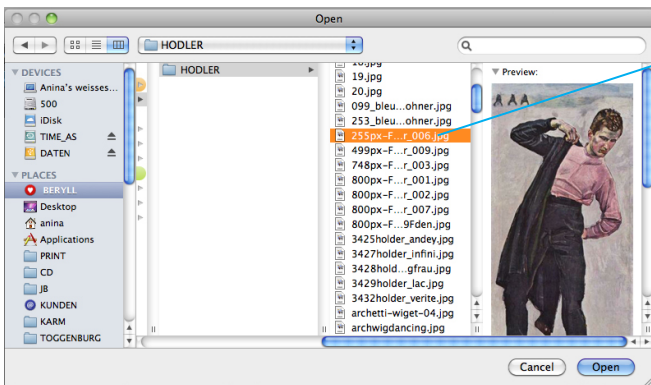


At work we import images in three different ways. Pictures can be imported in any number, in all main modules.

1. IMPORT: Press the button IMPORT here on a work-info page.

2. A window will open and you can select from three import options.

Reference = Reference picture: Here is a picture which is imported. It automatically appears when the module (here at work) is displayed.
 Picture = Single Picture: A picture is imported, which is associated with the work but not shown on the info page.
 Folder: You want to assign a whole pictures folder to this work.



3. Another window opens and you can select the folder or image.

Information
 Images must have a clean and clear extension.
 At the end the name a point and the image format.
 .jpg
 .jpeg
 .tiff
 .png
 .pict

BILDER - INFO

If you have selected the Image Import Reference = reference image, you will automatically return to the module and on the record from which you started.

But if you selected Picture = Picture or Folder, you will end up after the import in the module Pictures.

Here you can write keywords to your images and select a reference image.

Information

In each main module an image is mapped on the info page. This image is further used in the printing. If you have imported images but do not have labeled a reference image, no picture will be displayed on the info page.

Displays all pictures included in the selection. Click on the picture to enlarge it one step at a time:

thumbnail: small image in the image line

view image: Enlarged image (shown below)

full view: changes to a layout that displays the image full page

Browse: to browse through the pictures press one of the little pictures in the picture line, or zap through the pictures by pressing the next or previous buttons on the keyboard.

Opens the original file in the appropriate program.

Displays the file name and the path to the original file.

Keywording: Keywording is secondary and may be entered as an addition at a later date.

Information: In BERYLL-ART you may manage as many pictures as the size of your hard disk allows.

BERYLL-ART does not import the original files, but rather creates low-resolution copies which are imported. The quality of these files is adequate for postcard-size offset printing.

We recommend that you store your original picture files on an external hard disk where they may remain indefinitely. Import leaves you original data unaffected in the location determined by you.

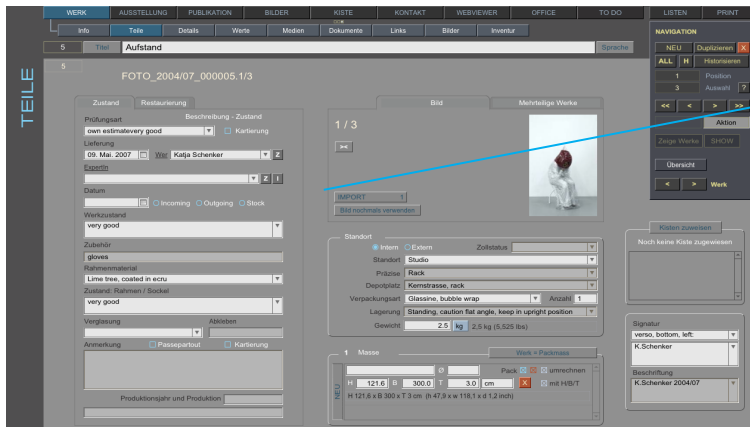
BERYLL-ART shows the path to the original file, and by clicking on the Open original button the picture opens in the appropriate program, provided it is installed on your computer. If you modify the original file, you may use the Replace picture function to update the copies saved in the data bank. The picture is easy to locate, as the path information is displayed. Should you ever have to replace this disk, the new disk should be given the same name, so that BERYLL-ART may find the original file through the existing path.

mark Reference image: If you mark a picture as a reference image press the button use as reference image.. This mark can always be set at a different picture. Each assignment is only for one reference image. If I put a second, the first will be automatically replaced by the second. This does not erase the image, only the reference picture marking.

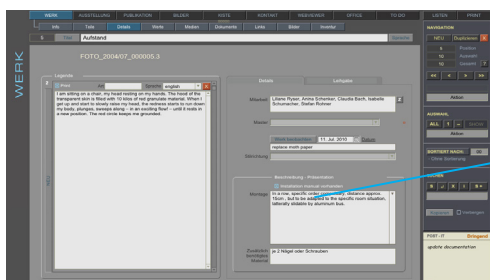
R: If an image is a reference image, a red R escapes and the button use as reference image is bright blue.

WORK - MORE SECTIONS

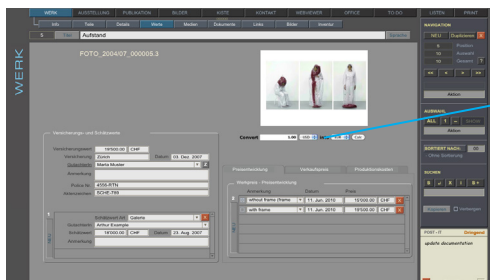
What do you find where: We describe briefly which topics you will find in which section.



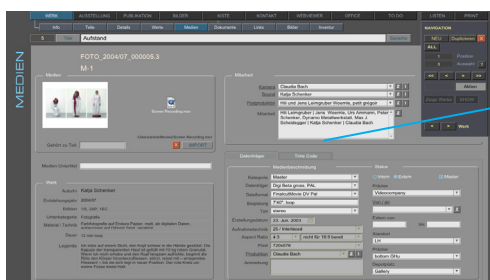
Parts: In this category section, you can write individually to each part of multi-part works. Also, you can write here information about the condition of a work.



Detail: Any number of legend texts and all the information in connection with a loan.

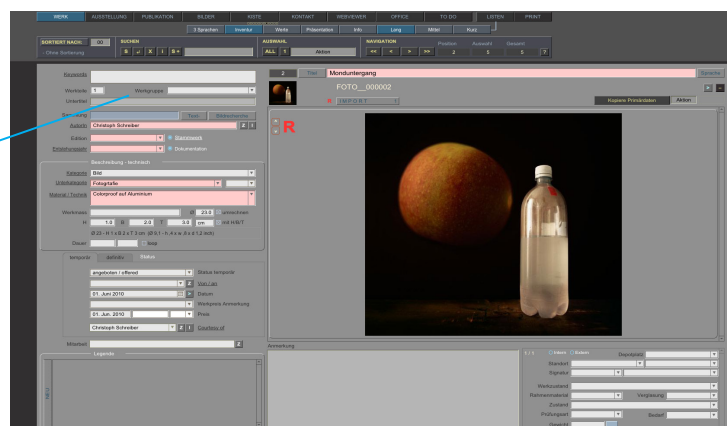


Values: All data related to values, insurance value, estimates or production costs.



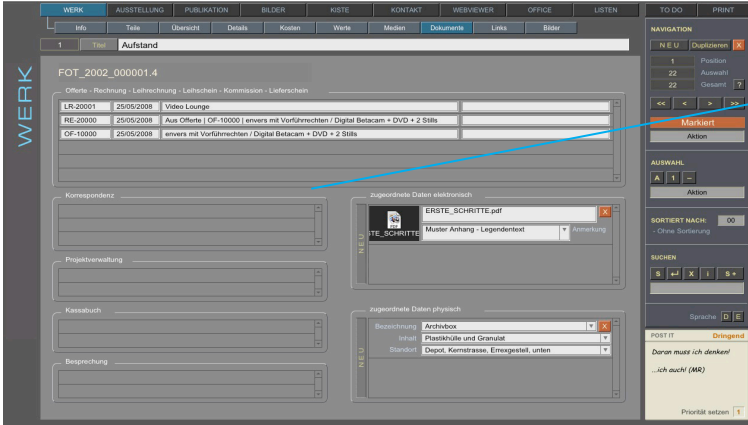
Media: For video or audio works, you can note detailed information on each media.

Inventory: The inventory layout shows all the important fields for inventory on a page. This layout fits on your screen, and thus gives a good overview.

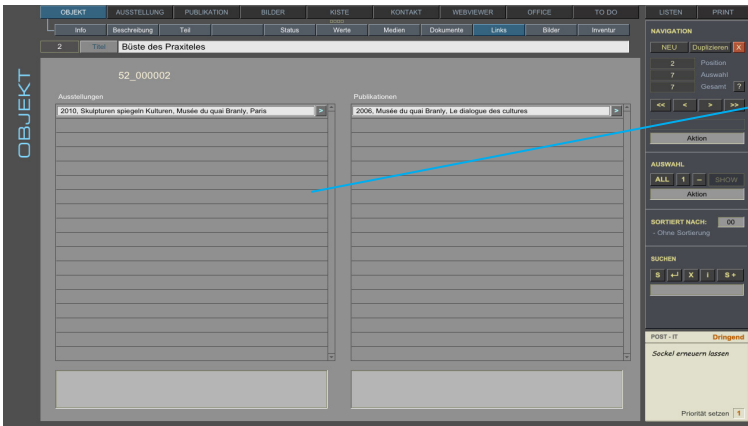


RECURRING LAYOUTS

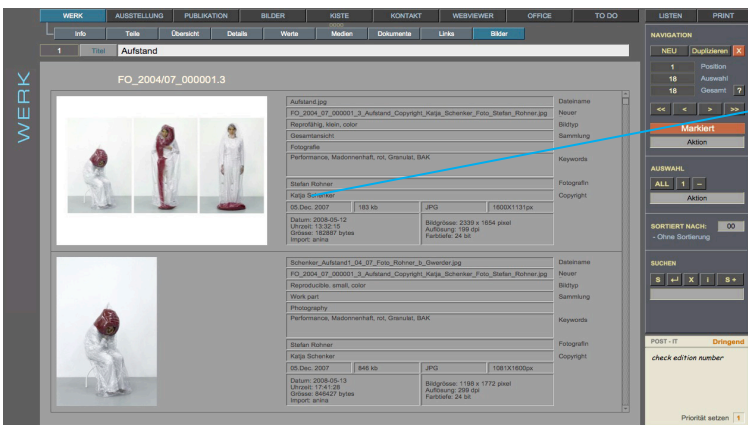
DOCUMENTS / LINKS / PICTURES: These three sections are identical in all main modules.



Documents: Here documents can be imported such as Word files or pdf-documents (like an attachment) into a data record. These documents can be deleted on the computer. If necessary they are outputted again simply from the data base. Further, with additional material to a work, such as a slide, the site will be listed by this.



Links: For works, exhibitions, publications and contacts is shown here, in what context they relate to each other. E. g. in a work is displayed in which exhibitions it already was.



Pictures: All images, this record has been assigned, can be viewed easily in the section images. You can scroll trough the pictures with the mouse or the scroll bar.

EXHIBITION - INFO

1. Exhibition: Enter here the most important details of the exhibition.

- title
- Place - Where is the museum, gallery, exhibition space, exhibition etc.
- Institution - Name of the museum, etc.
- Curator - Who put this exhibition together
- Dates - from when to when does the exhibition
- If all activities are done with the exhibition, enter here the date

3. Pictures: Even in exhibition numerous images can be imported. The import is described on the page - WORK - INFO

The screenshot shows the 'EXHIBITION - INFO' interface. The main title is 'art en plein air'. The interface is divided into several sections:

- Keywords:** A text input field.
- Collection:** A dropdown menu with 'Documentation' selected.
- Type:** A dropdown menu.
- Status:** A dropdown menu with 'Môtier' selected.
- City / town:** A text input field.
- Exhibition venue:** 'Val de Travers'.
- Curator:** 'Marie & Pierre-André Delachaux, Val de Travers'.
- Contact:** 'Marie & Pierre-André Delachaux, Val de Travers'.
- Technical:** 'Tobias Muster'.
- Exhibition:** '23. Jun. 2007' until '23. Sep. 2007' (92 Tage / days).
- Loan period:** Two empty date input fields.
- Agreements:** A text input field.
- Material received:** 'Catalogue, postcards, absinthe'.
- Note:** A text input field.
- Participating artists:** A list of names including Emmanuelle Antille, Jean-Luc Manz, Ian Anüll, John Armleder, Ben, Jacqueline Benz, Alexandre Bianchini, Mariapia Borgnini, Olaf Breuning, Hannes Brunner, Zoé Cappon, Jonathan Delachaux et John Menoud, Valentin Carron, collectif-fact, Martin Disler, Christoph Draeger, Alois Dubach, Hadrien Dussoix, Marcus Egli, Ariane Epars, Etov.

On the right, there is a 'NEW' section with a 'Picture' tab selected, showing an artwork titled 'art en plein air môtiers 2007'. Below it is a list of works assigned to the exhibition, with one work listed: 'KIÖR_2007_000001. Bleu du ciel, 2007. Katja Schenker'. The 'Allocate work' button is visible above the list.

On the far right, there is a 'NAVIGATION' panel with 'NEW', '1', '3', and '3' buttons, and a 'SELECTION' panel with 'ALL', '1', and 'SHOW' buttons. Below that is a 'SORTED BY' section with '00' and '- Without sorting'. At the bottom right, there is a 'SEARCH' section with 'S', 'X', 'i', and 'S+' buttons, and a 'Completed' section with '30. Nov. 2007'.

2. Assigning works: All works, which are intended for this exhibition, are assigned here. These specification can be transferred to a work list, to a loan agreement or to a loan invoice.

The assignment works such as the allocation that was made at work info.

- Press „Assign work“
- You enter the module work
- Search your work using the search box
- If you can not find work, create it
- If you have found the work, confirm the assignment with the red confirmation button in the navigation panel.

sections in exhibition:

- Work list indicates all works with specification this exhibition was assigned.
- Documents is identical as with work described
- Links shows all the assigned works and publications on this issue
- Pictures: all images for this exhibition

PUBLICATION - INFO

1. Publication: Here you can enter all press reports, magazine contributions, Internet articles, books or catalogs, which appeared to exhibitions or works. There is also the possibility of storing and of entering text designs.

Enter the main points:

- title
- author
- shelfmark (this is the inventory number of the books)
- publication
- publisher
- published
- place of publication

2. Bibliography: By clicking on one of the three allocation buttons the dataset is entered in the bibliography. Compiling a bibliography is that easy.

4. Picture: Even in publications numerous images can be imported. The import is described on the page - WORK - INFO

The screenshot shows the 'PUBLICATION' section of a software interface. The main form is titled 'Video Lounge' and includes fields for 'Shelfmark' (KB-07-234KB-07-234), 'Keywords', 'Subtitle' (Kunsthaus Zürich), 'Type' (Booklet), 'Subject' (Artist videos from the Kunsthaus Zürich collection), 'Author' (Franziska Lentsch und Tobia Bezzola), 'Publisher' (Kunsthaus Zürich), 'Editor' (Franziska Lentsch und Tobia Bezzola), 'Published' (1.9.2007), 'Place of publication' (Zürich), 'Number of volumes' (1), 'Pages' (2323), 'Language' (deutsch), 'Edition' (3000), and 'Essays / pages' (S.12, illS.12, ill). There are also buttons for 'Import' (3) and 'Reuse picture'. A 'Bibliography' section is visible at the bottom right, listing 'Franziska Lentsch und Tobia Bezzola' and 'Franziska Lentsch und Tobia Bezzola, <Video Lounge>, Franziska Lentsch und Tobia Bezzola (ed.), Zürich/Zürich: Kunsthaus Zürich, 1.9.2007.1.9.2007, S.12, illS.12, ill'. A 'Participating artists' list includes names like com&com, Yello, Qui Anxiong, etc.

The screenshot shows the 'Detail/Links' section of the software interface. It features a 'Bibliography' section with a list of entries, including 'Franziska Lentsch und Tobia Bezzola' and 'Franziska Lentsch und Tobia Bezzola, <Video Lounge>, Franziska Lentsch und Tobia Bezzola (ed.), Zürich/Zürich: Kunsthaus Zürich, 1.9.2007.1.9.2007, S.12, illS.12, ill'. There are also buttons for 'Journal / newspaper articles', 'Essay in publication', and 'Publication'. A 'Participating artists' list is visible at the bottom left, including names like com&com, Yello, Qui Anxiong, etc.

3. Section Detail/Links: Assign here (as with work and with exhibition) works and exhibitions to this publication is connected.

Also you can deposit the text of the publication in the portal - if available, in various languages.

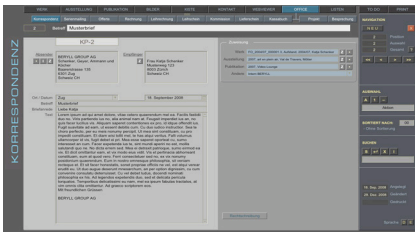
MODUL - OFFICE

OFFICE:

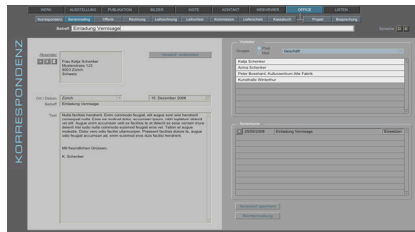
In the module office are a variety of functions who will facilitate the administration in your office. We practice to create a Loan agreement. In all other categories the functions are identical. If you know how to create a Loan agreement, you can easily continue work with all other forms in the module office.

- CORRESPONDENCE
- FORM LETTER
- FORM MAIL
- QUOTE
- INVOICE
- LOAN INVOICE
- LOAN AGREEMENT
- CONSIGNMENT
- DELIVERY NOTE

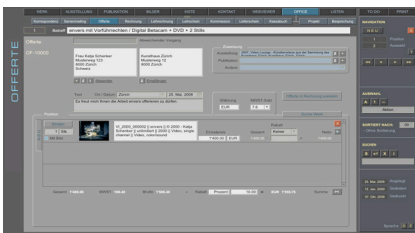
- CASH BOOK
- PROJECT
- MEETING: List of Participants - Transcript



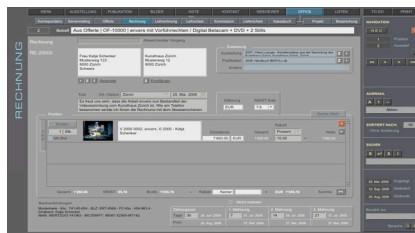
CORRESPONDENCE



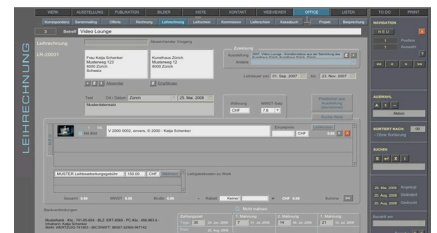
FORM LETTER - FORM E-MAIL



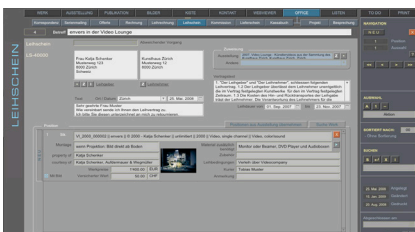
QUOTE



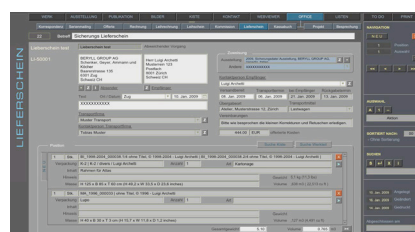
INVOICE



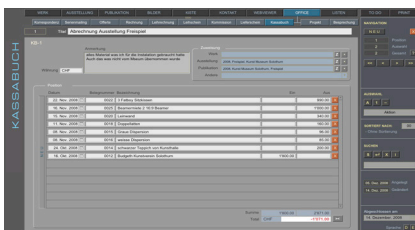
LOAN INVOICE



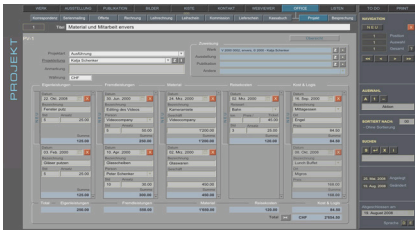
LOAN AGREEMENT



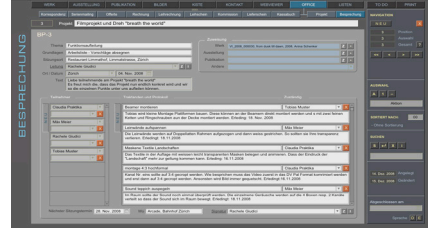
DELIVERY NOTE



CASH BOOK



PROJECT



PARTICIPANTS - TRANSCRIPT

OFFICE - LOAN AGREEMENT

2. The functions of the loan request form will already be a pure repetition for you. You, assign the lender and the borrower the same way as you have assigned the name of the artist.

7. Place, date and text: Before printing, you enter another date and location. If you prefer, you can also enter an additional text, which is then printed out at the end of the loan agreement.

6. Wording of a contract: Here you can record legal regulations (an example text is stored in the settings and will automatically appear here if you create a new record. You can edit this text here - or in addition, in the settings - after your needs).

3. Loan period: From when to when the works are on loan.

1. Create a loan agreement data record. by pressing the key NEW

The screenshot shows the 'OFFICE - LOAN AGREEMENT' interface. At the top, there's a navigation bar with tabs: WORK, EXHIBITION, PUBLICATION, PICTURES, CRATE, CONTACT, WEBVIEWER, OFFICE, TO DO. Below this is a sub-menu with options like Correspondence, Serial mailing, Quote, Invoice, Clear account, Loan invoice, Loan agreement, Consignment, Delivery note, Cash book, Project, Meeting. The main area is titled 'Loan agreement' and contains a form with fields for 'Abnormal action', 'Allocation' (Exhibition, Others), 'Terms of contract' (with a dropdown menu), 'Loan period' (12. Jul. 2010 until 22. Jul. 2010), and 'Text' (Zürich, 04. Jul. 2010, irgend ein text um auch den Text zu testen). There are also fields for 'Lender' and 'Borrower'. On the left, a 'Position' list shows two entries for Katja Schenker's works. On the right, a 'NAVIGATION' panel has a 'NEW' button, 'PRINT LEFT', 'PRINT RIGHT', 'SELECTION' (ALL, 1), and 'SORTED BY' (08). A vertical label 'LOAN AGREEMENT' is on the far left.

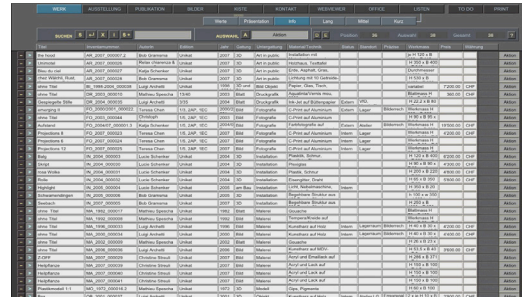
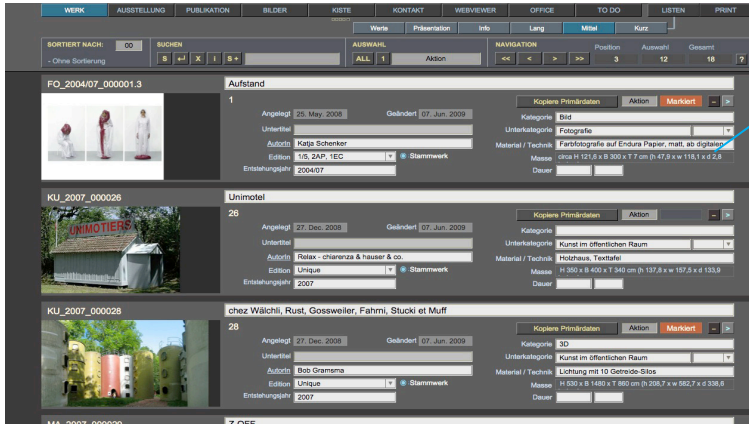
5. Here the specification referred by WORK or EXHIBITION can be again revised, completed and corrected. The information contained in the modules WORK or EXHIBITION are NOT altered.

4. The works are filled also here into the loan agreement by assigning. Press on assign work, search in works the one you want to borrow and confirm the assignment by pressing the red button in the navigation panel.

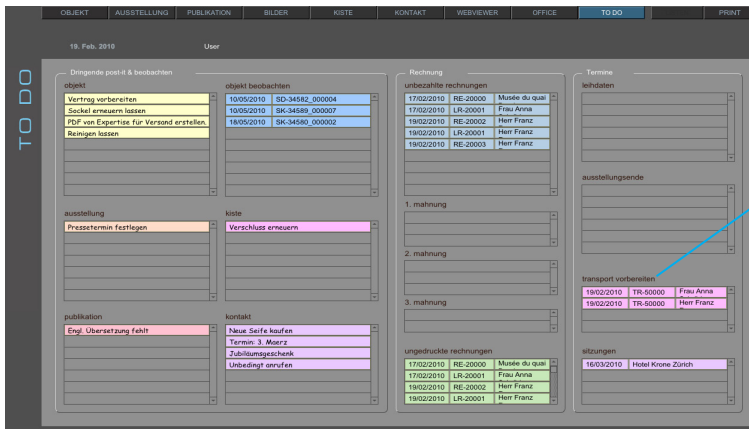
If you want to loan all the works of an exhibition, the works must not be assigned again. You can press „Take all positions from exhibition“ to take over all Works of the exhibition with an allocation. Should be one or the other not yet on loan, you can remove individual works out of the loan agreement.

ADDITIONAL - MODULS

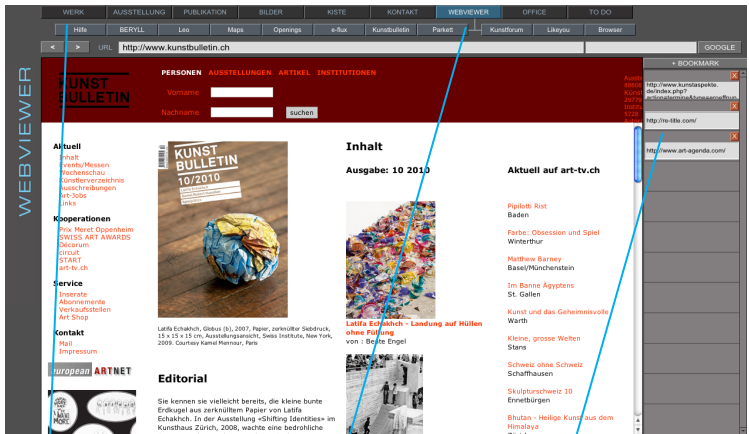
Lists: In BERYLL-ART each module may also be viewed as a List. Lists may be compiled in various ways. You may scroll through the datasets and select them. Datasets may be sorted according to various criteria.



Todo: The TO-DO module automatically shows to-do tasks. Entries appear, until they are marked "done" or deleted, at which point they are removed from the list. By clicking on a particular entry you switch to the corresponding module and get to the dataset selected.



webviewer: Several modules have functions built into them that automatically switch to Webviewer and search information for you in the internet. The WEBVIEWER button is always available in the menu bar.



HELP opens the online USER GUIDE on the BERYLL.me page.

Browser opens the URL you selected in your webbrowser.

Bookmark: You can save the url of hompages

NAVIGATION

Mark: Datasets may be marked, allowing you to group them (see Marking).

Select: Group and narrow down datasets according to various criteria.

Exclude this dataset.

1: Keep only this dataset in the selection. This function is important when printing. The dataset displayed in page view mode prior to printing is always the first dataset of the selection. If you would like to print only one dataset, click this button prior to the printing command or create a selection of different datasets.

All: Display all datasets.

Select item.

Search in BERYLL-ART

Search shifts all fields of the input mask into search mode. Search keywords may be entered directly in the fields.

Start the search by clicking the Enter button. You may also press the Enter key on your keyboard.

If you would like to discontinue the search, click on X Cancel.

The simplest search option in each module is to enter the search keyword in this field and confirm the search with the Enter key on your keyboard or by moving outside of the field. The search concerns all fields of the main table including links, not however the fields in the portals.

Info window: The various operators for the search are described in detail in the Search section. Upon mouse-over or by clicking on the button a brief information with the most important search operators appears.

S+ opens a new layout, in which datasets may be searched and grouped according to different criteria. This function is described in detail under SEARCH +.

Navigate in BERYLL-ART.

Create a new and empty dataset.

Datasets may be duplicated (e.g., for editions).

Delete dataset.

Which dataset am I in?

How many datasets are in my current selection?

Should the "select" display ever not be correct, click on ALL to refresh the display.

By clicking on ? a small window opens in which you may enter a dataset number (ID), allowing you to jump directly to that dataset.

How many datasets does this module contain?

Navigation buttons: scroll through work-tatasets.
 << first dataset
 < previous dataset
 > next dataset
 >> last dataset

Scroll via keyboard
 Mac: ctrl and arrow key up / down
 PC: Arrow key up / down

Sorting in BERYLL-ART

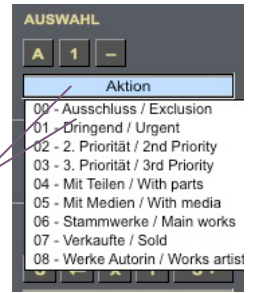
Criteria that allow for alphabetical sorting in ascending or descending order.

The current sorting sequence is displayed here.



The navigation bar is displayed on the right-hand side. The selection and sorting criteria are adapted to each module. Buttons and functions, however, are the same throughout, making it easy to learn to navigate.

When marking, selecting or sorting you may click into the grey fields: a drop-down list will open and show you various options you may choose.



Exclude displays the inversion of the selection. (If you click on Sold, all works that have sold are shown; if you then click on Exclude, all entries will be shown that are not marked as sold).

SEARCH

Search mode - see Navigation.



Upon mouseover the most important search operators appear (see below).
By clicking a window will open in which individual operators are described in detail.

SEARCH + is described in detail on the next page.

The fastest and easiest search option: Enter a search word in the field and confirm the SEARCH by pressing the Enter key on your keyboard or by leaving the field (click outside of the field). BERYLL-ART searches for the desired word in all fields of this module. The search does not affect fields in portals.

SEARCH FOR WORDS AND SYMBOLS

- = Field, i.e., no data in the field (only enter =)
- * One or several unknown characters (for instance *iley will find all W_iley's, R_iley's, but also BL_iley, etc.)
- == Exact match only: enter the search word directly after the ==, do not use a space

SEARCH FOR NUMBERS; DATES OR OTHER VALUES

- # Enter a pound sign for each digit searched (200#, for instance, will yield the numbers 2000 - 2009)
- < Less then (< 10, for instance, will yield values 0 - 9)
- ≤ Less or equal (≤ 10, for instance, will yield values 0 - 10)
- > Greater then (> 10, for instance, will yield values 11 and up)
- ≥ Greater or equal (≥ 10, for instance, will yield values 10 and up)
- ... Range (12-1-2004...12-31- 2004, for instance, will yield all values in Dec. 04)
- // Current date, date of search (Zurich,//, for instance, searches all: Zurich, March 3, 2008)

Additional remark / tips:

As a rule, FileMaker is not case-sensitive and displays entries that match the search term exactly or partly.

FileMaker uses certain symbols such as * or @ as control characters. When searching for field content that includes the @ symbol (for instance, an e-mail address), the @ symbol should be preceded by a backslash (press Alt-Shift- /): \@ on the keyboard)

Date field searches should be entered as follows: MM/DD/YYYY (digits for month, day, year, each separated by a slash).

SEARCH plus / +

Sortiert nach:	Suchen	Auswahl	Navigation
Ohne Sortierung	MEHR SUCHEN	ALLE	zurück zu
Titel	Inventarnummer	Hersteller	Oberbegriff
Mineralsammlung	SD-34579_000011.6	Anna Schröder	Fundstücke
Titel	Inventarnummer	Hersteller	Oberbegriff
Büste des Präxistales	SK-34580_000002	Präxistales	Skulptur
Titel	Inventarnummer	Hersteller	Oberbegriff
Tier	E-34581_000003	Libekarant	Miniatür
Titel	Inventarnummer	Hersteller	Oberbegriff
Schweißblech	SD-34582_000004	Libekarant	Alltagsgegenstand
Titel	Inventarnummer	Hersteller	Oberbegriff
Donauschäfer	SD-34584_000005	Libekarant	Skulptur
Titel	Inventarnummer	Hersteller	Oberbegriff
Faukämpfer	SK-34587_000006	Libekarant	Skulptur
Titel	Inventarnummer	Hersteller	Oberbegriff
Trachten schmuck	SK-34589_000007	Libekarant	Schmuck

Search + allows you to search for datasets according to a variety of criteria at once and to group them according to various selection criteria. Enter the search terms, select, if necessary, SEARCH MORE and confirm the search by pressing the Enter key on your keyboard or by clicking on the Enter button in the input mask.

IMPORTANT: Search terms within a search line are linked with the connector AND, so the result should include all search terms which were entered in the available search fields.

Individual search lines are linked with the connector OR, so the result includes the search term /terms in one line or in the other.

Example 1: In the first line, enter "2007" under Year created and "painting" under Subcategory: The search result will include all datasets with 2007 as Year created AND painting as Subcategory.

Example 2: In the first line, enter "2007" under Year created and click on SEARCH MORE. In the second line, enter "painting" under Subcategory: the search result will include all datasets that have 2007 as Year created OR painting as Subcategory.

In the same manner you may click on SEARCH MORE to add more search lines with one or several search terms.

By clicking on the WORK button, the search result may then be transferred (in the case of this example) to the WORK INFO, where the selection may be edited, until a new search is initiated or the selection is cancelled.

The same procedure is followed in all six modules.

RECURRING FUNCTIONS

Werk zuweisen

Z = Allocate: allows you to search for contacts or allocate works, exhibitions or publications.

Confirm allocation and return to original dataset. After clicking on it and confirming the allocation, the button disappears again.

The I button uploads the information related to the person defined as I in Contacts.

A

1

Display all datasets.

←

Display this dataset only.

>>

Hide dataset (no longer displays this dataset in the current selection). Used, for instance, in combining datasets for a print command.

←

Update total.

X

Cancel link (removes the allocation only, not the linked datasets).

>

Delete entry.

Go to the corresponding dataset.

NEU

The NEW button appears in portals and creates a new dataset within a portal.

Drop-down lists: With the first datasets entered, BERYLL-ART starts to personalize itself. Each drop-down list automatically saves your entries, thus facilitating further entries through automatic completion.

kunft **Griechenland**

hnie

dort

lung

Adria

Deutschland, England

Föhr Inseln

Griechenland

Westeuropa

If a field comes with a drop-down list, this is shown by the arrow to the right of the field.

Drop-down lists automatically save your entries. If you discover an entry in the list that you would like to delete, you have to activate all datasets that include this keyword: click on search, select the corresponding keyword from the drop-down list and confirm the search. Once you have changed this keyword for all datasets, it will be deleted from the list.

RECURRING FUNCTIONS

Post-it allows you to make notes. When Urgent is checked, the corresponding entry is displayed in the TO-DO module until the issue has been addressed or the Urgent marker is deleted.

clear Post-it and marker

Matter to be addressed.

POST-IT **Dringend**

check edition number

You may also mark this note 2nd or 3rd priority.

In the navigation under Selection you may activate all entries marked urgent or 2nd or 3rd priority.

Priorität setzen

Urgent notes may be marked 1st priority here.

In all modules BERYLL-ART automatically saves the date created and date last modified of a dataset.

01.06.2010 15:06:14	Schenker	Angelegt	06.06.2010 16:03:44	Schenker	Geändert
---------------------	----------	----------	---------------------	----------	----------

Marking: In the main modules WORK, EXHIBITION, PUBLICATION, CONTACT und PICTURES datasets may be marked, allowing you to easily group them for editing later on. The PICTURES module offers two different markers which basically function in the same manner as those in the other modules.

Markiert

Aktion

Add the marker by clicking on the Marking field: an M or the word Marked will appear. Click this field again to remove the marker.

Repro

Markiert

Aktion

00 - Markierung ein / Marker on

01 - Markierung aus / Marker off

02 - Markierte zeigen / Show marked

03 - Alle Marken entfernen / Remove all Marks

04 - Alle markieren / Mark all

Display all marked datasets..

Remove all markers.

Assign markers to all selected datasets.

SETTINGS

Allows you to configure the basic settings of BERYLL-ART. You may define the inventory number here and create a back-up or load the data bank.

Inventory number:
The inventory number will be automatically assigned, when you enter the work data. Here you may determine the information to be included in the inventory number, such as subcategory, surname, year created. To this, BERYLL-ART automatically adds a six-digit ascending number. In case of multi-part works the number of parts is separated by a dot.

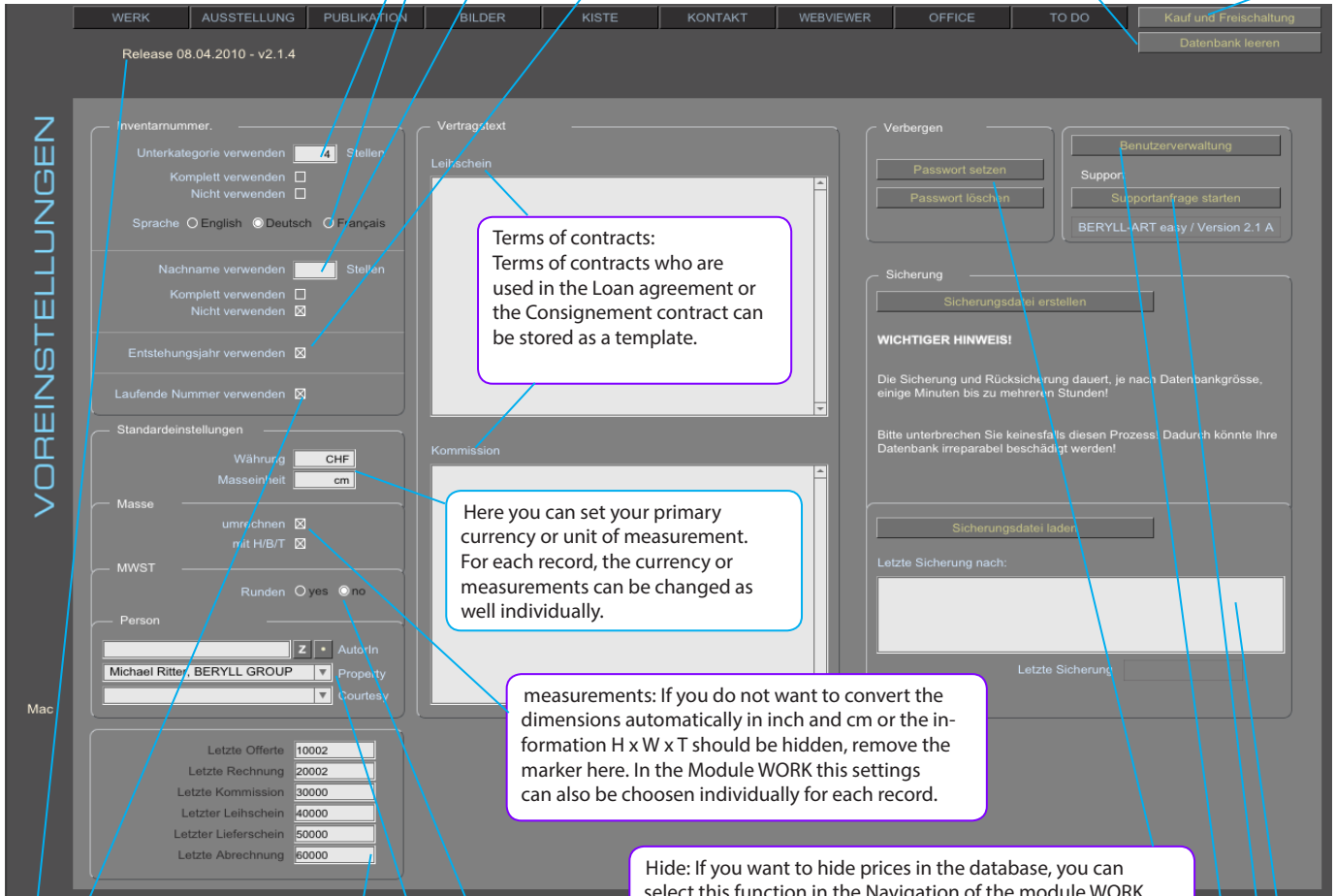
Subcategory: Number of letters of the subcategory that you would like to use. Main Language?

Surname:
Number of letters of the surname that you would like to include.

Year created:
Should the year in which the work was created be included in the inventory number?

empty database: The entire database is cleared and set all counters to 0.

If you decide to purchase BERYLL-ART EASY, click on Buy and Unlock.



Terms of contracts:
Terms of contracts who are used in the Loan agreement or the Consignment contract can be stored as a template.

Here you can set your primary currency or unit of measurement. For each record, the currency or measurements can be changed as well individually.

measurements: If you do not want to convert the dimensions automatically in inch and cm or the information H x W x T should be hidden, remove the marker here. In the Module WORK this settings can also be chosen individually for each record.

Hide: If you want to hide prices in the database, you can select this function in the Navigation of the module WORK. To remove this function you can set a password here. To change the password, delete it and create a new one.

USER MANAGEMENT:
In the SERVER VERSION this takes you to user management where you may create new users and define their access level.

If you have questions after purchasing BERYLL-ART EASY, this takes you to BERYLL's forum site where you may view previous questions and answers and submit your own questions.

BACK-UP: We recommend that you regularly export a back-up copy of your data to a different data storage device, in order to be able to restore BERYLL-ART in case of data loss. (more information on page BACK-UP AND UPDATE)

Serial number:
The serial number makes a record unique. This number can't be modified.

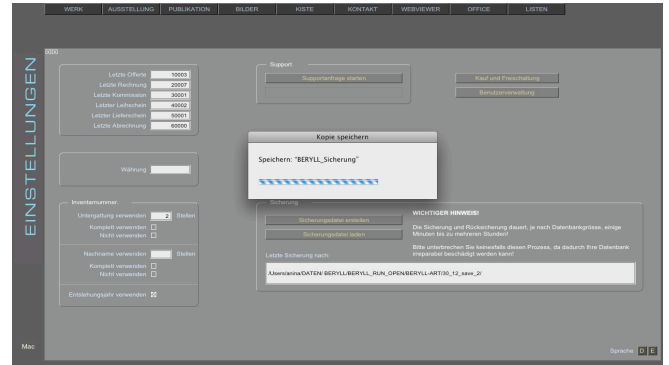
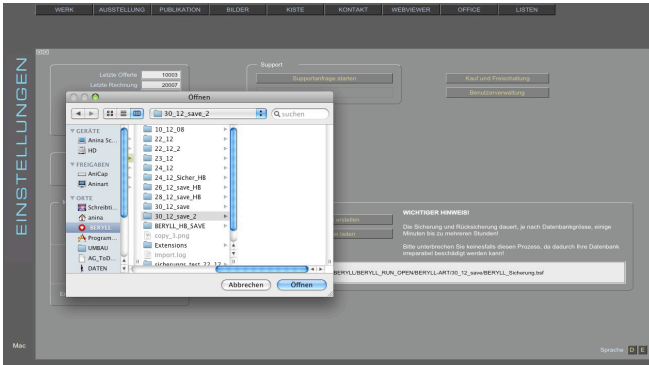
version number of your Beryll-Art database

Displays the status of assigned quote, invoice, etc. numbers, allowing you to keep track of them.

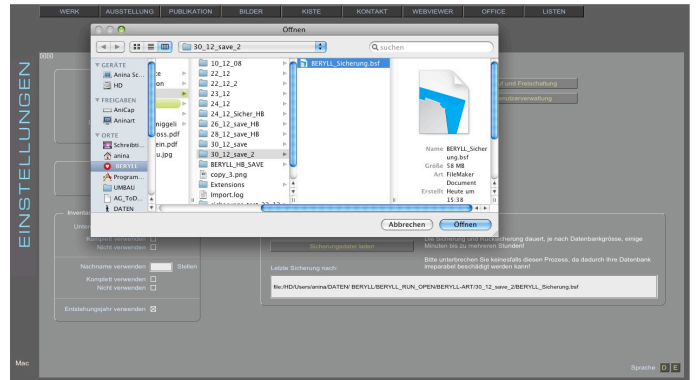
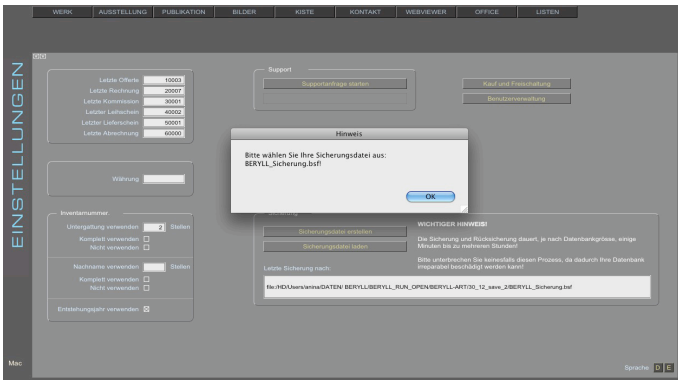
Preferences / person: If the authorship, or the Courtesy or Property is always the same, you can enter the names here. Of course, in exceptional cases, this information can be overridden in each record.

Round - VAT: Would you like to view the totals in the module Office rounded to 0.5?

BACK-UP AND DATA TRANSFER IN UPDATE

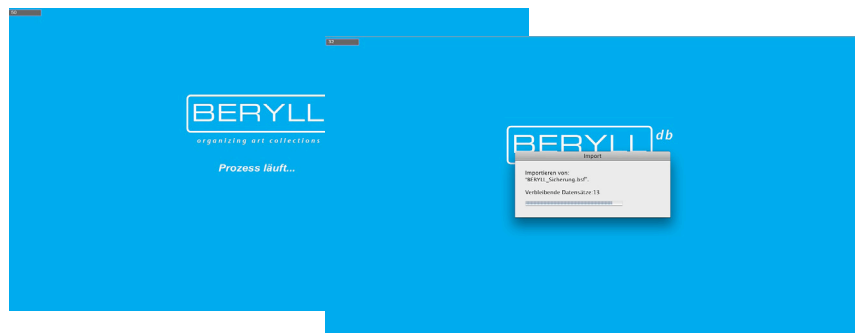
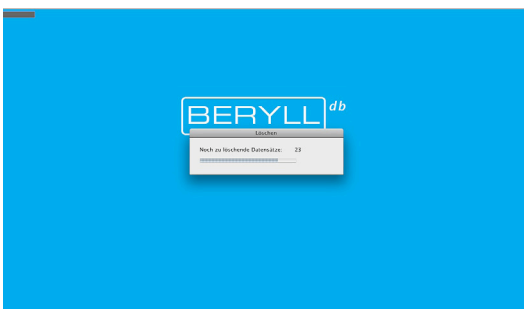


BACK-UP: regularly create back-up copies of your data bank!
 The SETTINGS menu includes the button Create back-up file. By clicking on this window a window opens, in which you may enter the location where you would like BERYLL-ART to file the back-up copy BERYLL_BACKUP.bsf. The path to this location is displayed, allowing BERYLL-ART to automatically retrieve the back-up copy when importing. NEVER rename the file. As an additional precaution we recommend that you copy this back-up file to a DVD or an external hard disk as well.



IMPORT: in the SETTINGS menu click on Upload back-up.

IMPORT: Select the file named BERYLL_Backup.bsf and confirm with Open. Never rename the back-up copy.



IMPORT: BERYLL-ART first empties you data bank and then loads the back-up file. Depending on the data volume and the size of you data bank, this may take some time.
 Do not abort this procedure under any circumstances. If you do, your data bank may be irreparably damaged.

UPDATE: BERYLL-ART performs updates and upgrades (in case you want to switch from a single-user to a multi-user or server version) in the same manner as described above.
 Save a back-up copy of your data bank on your computer. Uninstall the BERYLL-ART program in your program folder. Install the new version of BERYLL-ART and open it. in the SETTINGS menu click on Upload back-up. Import the most recent back-up copy.

PRINT - PDF - EXCEL

In the PRINT module you may find a clear overview of the large selection of print layouts BERYLL-ART provides. In the modules listed below you get to the corresponding print layouts by switching to the PRINT module. You may choose between regular and PDF printing. On the next page the differences between the two printing modes are pointed out, as the how-to of creating a PDF file and the printing procedures are explained. You may export your data into Excel files.

The screenshot shows the PRINT module interface with a navigation bar at the top containing: OBJEKT, AUSSTELLUNG, PUBLIKATION, BILDER, KISTE, KONTAKT, WEBVIEWER, OFFICE, TO DO, LISTEN, and PRINT. The main content area is divided into three sections:

- OBJEKT:**
 - ALLES
 - 1 SEITE
 - 1/2 SEITE
 - OBJEKT UND TEILE
 - MIKROFILM PDF
 - EXCEL | LISTE INFO EXCEL
 - LISTE COURTESY
 - LISTE
 - LISTE KURZ
 - LISTE MINI
 - LISTE OBJEKT UND TEILE
 - LISTE OBJEKT UND TEILE MINI
 - LISTE SCHÄTZ UND VERSICHERUNGSWERTE
 - LISTE PROVENIENZ
 - A4 ETIKETTE GROSS BILD A6
 - A4 ETIKETTE INV NR. 1.R | 2.R | 3.R
 - A4 ETIKETTE INV TITEL BILD 1.R | 2.R | 3.R
 - A4 ETIKETTE INV TITEL DOK 1.R | 2.R | 3.R
 - A4 ETIKETTE BESCHRIFTUNG AUSSTELLUNG 1REIHE | 2.R | 3.R
- OBJEKT DOKUMENTATION:**
 - LISTE AUSSTELLUNGEN PUBLIKATIONEN
 - EINE LEGENDE
 - ALLE LEGENDEN
 - DOKUMENTATION INDEX - QUER
 - DOKUMENTATION - HOCH
 - DOKUMENTATION - QUER
- STANDORT UND ZUSTAND:**
 - LISTE STANDORT
 - ZUSTANDSBERICHT
 - OBJEKTERFASSUNG
 - OBJEKTERFASSUNG MIT BILD - MIT TEILEN
 - KARTIERUNG RAHMEN | RAHMEN LANG
 - RAHMEN QUADRATISCH | RAHMEN BLATT
 - RAHMEN PASSEPARTOUT | RAHMEN 4 KLEINE

WORK

This row shows five screenshots of the PRINT module interface, each displaying a different print layout option for the WORK category:

- PART / PARTS:** Shows options for printing parts and their details.
- WORK - MEDIA:** Shows options for printing media-related information.
- CRATE:** Shows options for printing crate-related information.
- EXHIBITION:** Shows options for printing exhibition-related information.
- PUBLICATION:** Shows options for printing publication-related information.

PART / PARTS

WORK - MEDIA

CRATE

EXHIBITION

PUBLICATION

This row shows three screenshots of the PRINT module interface, each displaying a different print layout option for PICTURES, CONTACT, and INVOICE - LOAN ACTIVITY:

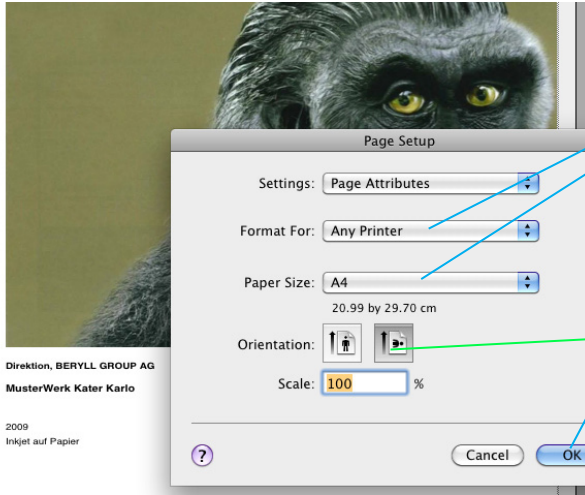
- PICTURES:** Shows options for printing picture-related information.
- CONTACT:** Shows options for printing contact-related information.
- INVOICE - LOAN ACTIVITY:** Shows options for printing invoice and loan activity information.

PICTURES

CONTACT

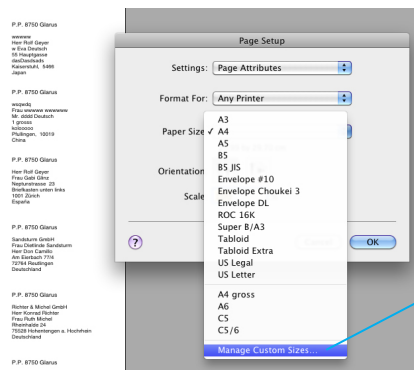
INVOICE - LOAN ACTIVITY

PRINTING - PAPER SIZE



Pressing one of the Print Layout button opens the dialog window. Select your printer and paper size.

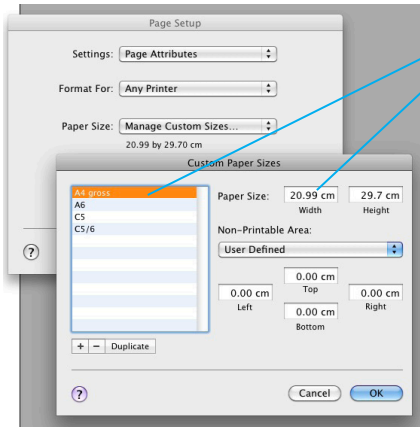
Paper sizes: BERYLL-ART uses A4 as the default paper size. You can choose between A4 or U.S. Letter. All layouts, EXCEPT LABELS are set for both formats.



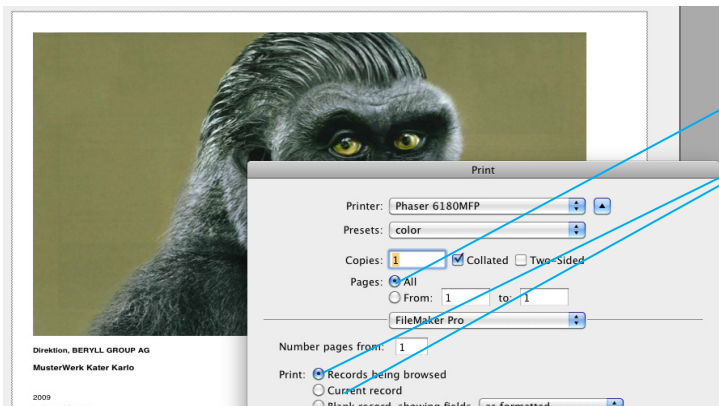
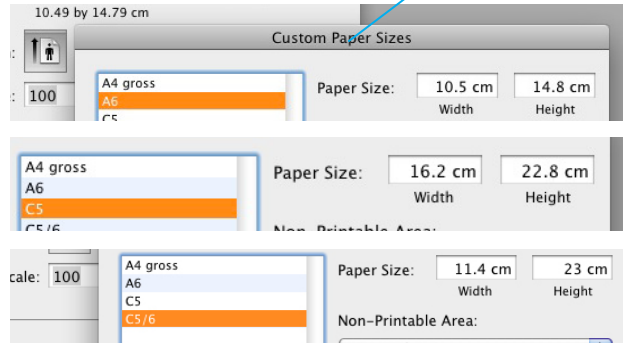
If your printer crops the margins by saving a PDF (important when printing labels) set the pressure range once manually by saving a custom paper size as follows.

Select Manage Custom Size / set paper size.

Here are some dimensions for the adjustment of A6 cards, envelopes C5 or C5 / 6 envelopes.

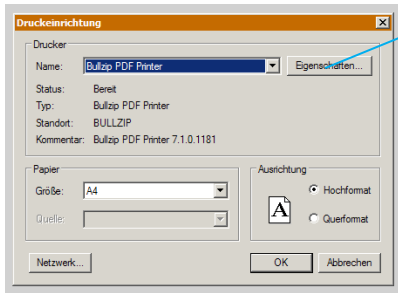


A4 entire pressure range (good for printing labels)



Print all pages or selection only?

Print all selected datasets or only the dataset from which you switched to the PRINT module?

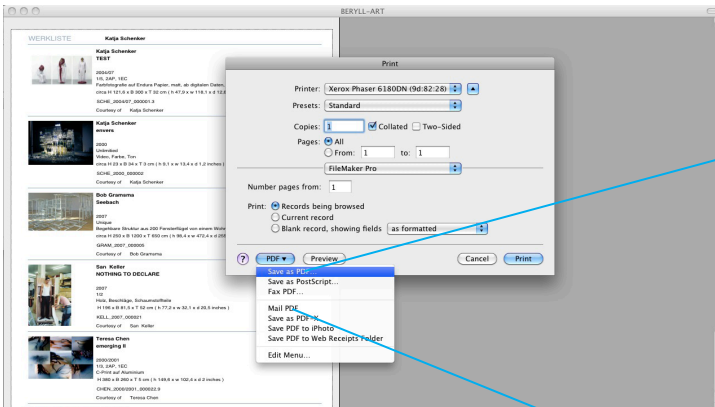


PC Press the button properties to set the page settings.

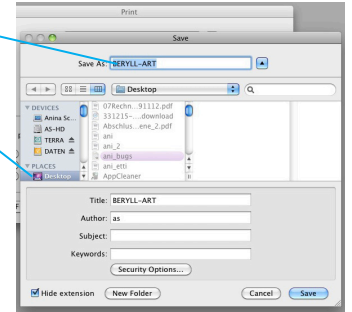
PDF

To save and print a PDF proceed first as in normal print. Select the first Print dialog, the paper and the number of records.

MAC



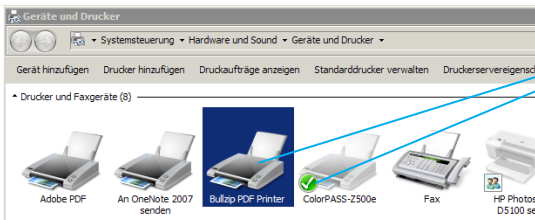
Now select „Save as PDF,, and specify a file name and location. There, you can now open the PDF and Print.



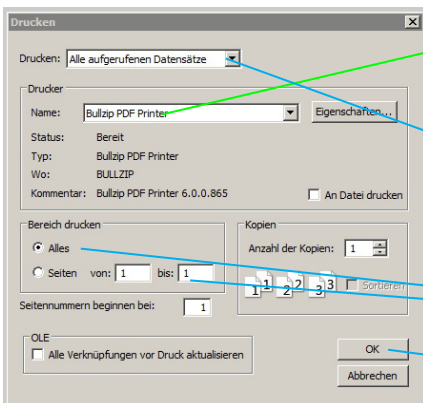
In the multi-user versions of BERYLL-ART You can also select „directly attached to an e-mail.

WIN

When you install Beryl on Windows, the virtual printer Bullzip will be installed as well. Bullzip installs itself as default printer. Adjust the setting manually in such a way as you need them and select the Printer Bullzip if you want to save a PDF.



choose Standard printer:
Control Panel> Device and Printer
Then right mouse click
Then select the default printer

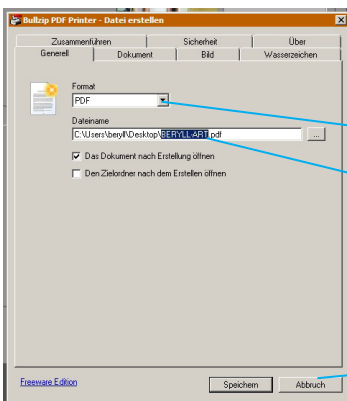


If you save a PDF, select the first printer dialog the Bullzip printer.

Export all selected datasets or only the dataset from which you switched to the PRINT module?

Export all pages or selection only?

Confirm by pressing OK



PDF is already set

Here you can specify the file name.
(By default the PDF name is BERYLL-ART.pdf)

Once all settings are correct, press the Print button. The PDF is collected, stored on your desktop and open.

SYSTEM REQUIREMENTS

Preparations

- 1 HARD DISK SPACE**
Once you start working with BERYLL-ART and add text or import digital documents (as files or file copies) the data bank will gradually require more storage space on your hard disk. For this reason you should make sure that sufficient storage space is available on your hard disk.
- 2 WHERE TO INSTALL?**
We recommend the Program directory (or folder) or, alternatively, a directory where you save important documents. Once installed on your hard disk, the data bank should not be moved anymore. It is best to save your original pictures, video or audio data on an external hard disk. Should you ever have to replace this disk, the new disk should be given the same name, so that BERYLL-ART may find the original pictures through the existing path.
- 3 YOUR DATA**
In naming your files you should avoid using blanks and use underscores instead. Also avoid dots except for the one separating file name and extension, and avoid symbols such as /, *, \.
- 4 YOUR PICTURES**
BERYLL-ART accepts pictures with the following file extensions: JPG/JPEG, BMP, PNG, TIF/TIFF, GIF, PCT, TGA, PSD (Photoshop) and EPS. If BERYLL-ART is unable to import your picture, we recommend re-saving it in a compatible format. BERYLL-ART comes with a TIFF and JPEG converter for MAC users. The internet offers converters free of charge for WIN users. If you have trouble importing a picture, BERYLL-ART may not be able to read the picture data properly. Re-saving such pictures helps to protect your data bank. For more information on importing pictures and your original data, please refer to the import-related sections in this user guide.
- 5 YOUR TEXTS**
In BERYLL-ART you may enter text directly in the fields or copy and paste text into them.
- 6 YOUR ELECTRONIC DOCUMENTS / ATTACHMENTS (PDF, etc.)**
BERYLL-ART allows you to manage any number of existing documents in such formats as PDF, Word, etc. and to allocate them to sections such as WORK, EXHIBITION, PUBLICATION, etc.

System Requirements:

Hardware: min. 250 MB free hard disk space, with additional space for digital images as required

Screen resolution: min. 1280 x 800 pixels

Software: Quicktime version 6 or higher, Acrobat Reader

MAC OS X Mac OS X 10.4.X or higher

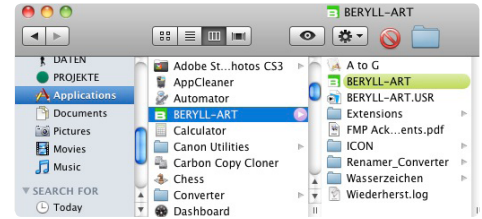
WINDOWS Windows XP (SP2) or Vista

INSTALLATION - MAC

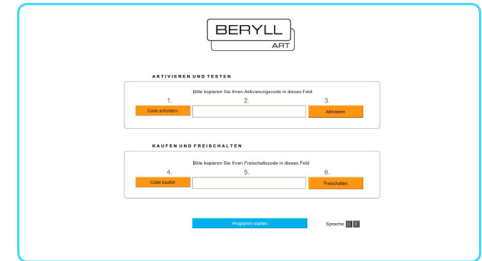
a **INSTALLATION SEQUENCE**
 Open BERYLL-ART_MACzip by double-clicking, and put the new generated Folder BERYLL-ART in to your Application Folder.



b **ACTIVATING BERYLL-ART**
 Please note that you computer should be connected to the internet while activating the program. Open BERYLL-ART by double-clicking the BERYLL-ART icon.



The page shown below opens. Click on Request Code. After entering and sending the requested information, you will promptly receive an e-mail containing your activation code. Enter this code in the ACTIVATION CODE field and click on Activate. BERYLL-ART may now be started 30 times.

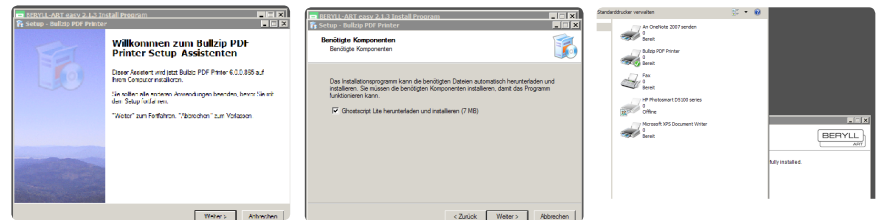


If you do not receive the e-mail with the activation code, it was intercepted by a spam filter. Should you be unable to retrieve the e-mail from the spam folder of your e-mail program, please contact support@beryll.me

c **UNLOCK BERYLL-ART**
 Once you have purchased BERYLL-ART EASY and received the UNLOCK CODE, select Settings in the menu. Click on Buy and Unlock. This takes you again to the dialog window shown above. Enter your code in the UNLOCK CODE field and confirm with Unlock. All previously entered data will be adopted by BERYLL-ART and available for immediate and unlimited use.

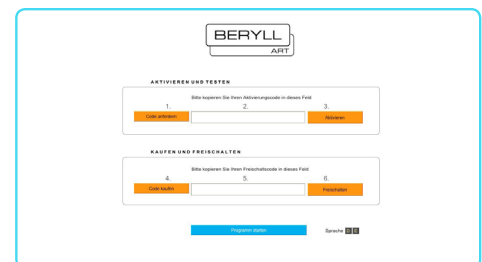
INSTALLATION - WIN

a **INSTALLATION SEQUENCE**
 Please unpack BERYLL-ART_Inst.zip first by double-clicking.
 Please note that your computer should be connected to the internet while installing and activating the program.
 Open BERYLL-ART.exe and follow the installation instructions. The installer successively will install BERYLL-ART, Bullzip-PDF-Printer and Ghostscript.



You will find a BERYLL-ART icon on your desktop. Open the program by double-clicking the icon.

b **ACTIVATING BERYLL-ART**
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TIPPS

IMPORTANT:

In case BERYLL-ART asks you for a password:

Account name: beryll

Password: beryll

PICTURES - Error message:

When you import a picture into the data bank and an ERROR 101 message appears, we recommend that you resave and reload the picture. For this you may use the programs installed on your computer (e.g. Photoshop) or the conversion programs included in the package, or you may download similar programs from the internet free of charge.

BERYLL-ART usually sends an error message, when folders or individual pictures can not be imported. In this case you should make sure that the folder or picture name does not include special characters, symbols or space.

Error 809 appears when there is insufficient storage space on your hard disk or server.

FONTS IN BERYLL-ART:

Text fields - Arial 11 pt

Title fields - Arial 14 pt

Auto formatting is applied to certain fields, i.e., the font of text you copy into the fields is automatically changed to the correct font. Auto formatting is not applied to fields that are reused in combination in other fields.

To avoid mixing different font sizes, we advice that you go to main menu - format to change the font of copied text manually to Arial 11 or 14 pt.

LABELS

BERYLL-ART recommends: (only A4 Layouts available - US letter - coming soon)

AVERY / Zweckform

4 Etiketten auf einem A4-Bogen - No. 3483

10 Etiketten auf einem A4-Bogen - No. 3425

12 Etiketten auf einem A4-Bogen - No. 3424

24 Etiketten auf einem A4-Bogen - No. 3475

NEW FOLDER: If you would like to create a new folder when exporting and the New folder key does NOT appear: press Apple (cmd) and Shift to create a folder.

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