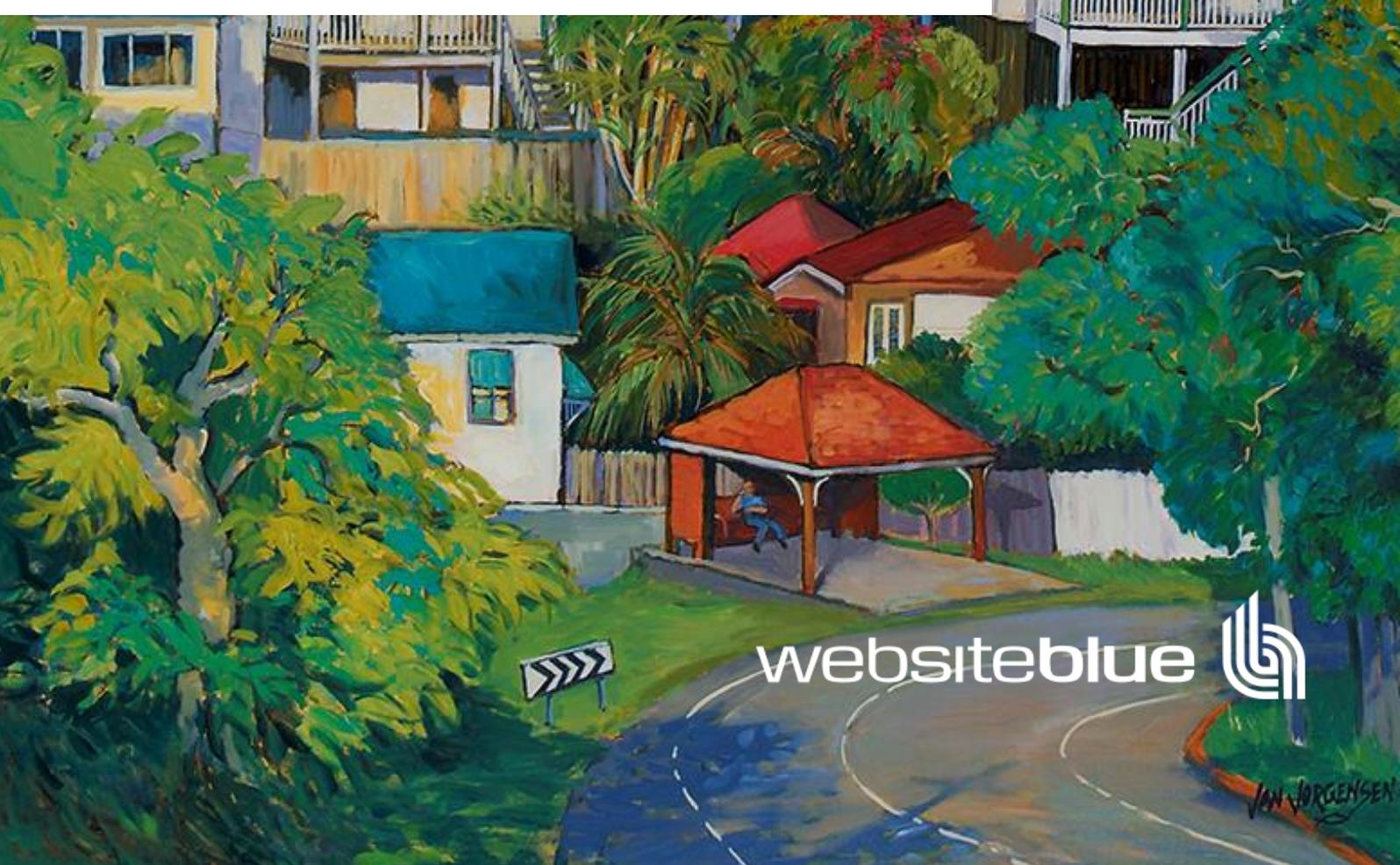




LETHBRIDGE GALLERY

System Administration Guide



websiteblue



IAN JORGENSEN

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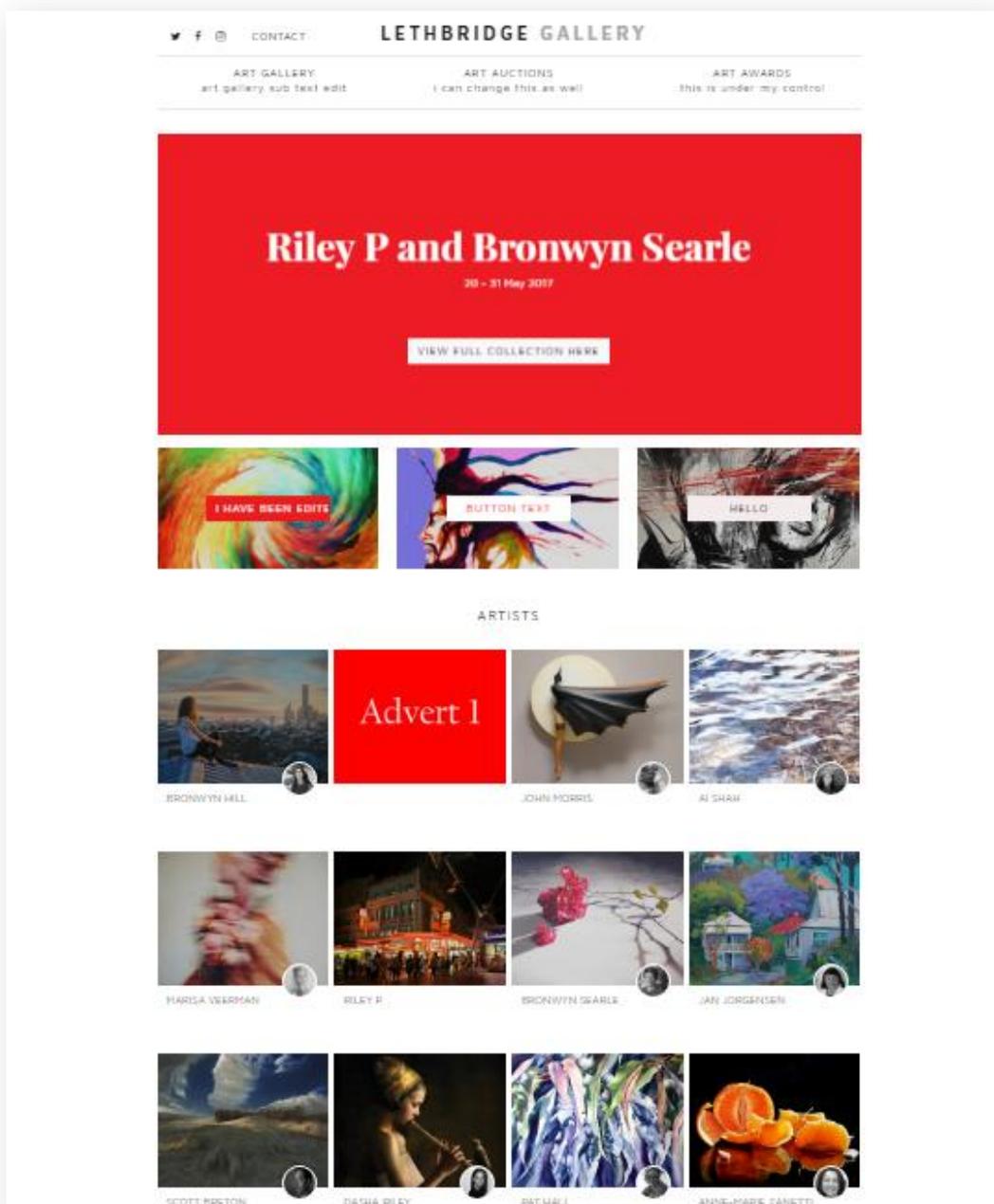
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| About this System Guide

The Lethbridge Galley web site uses a sophisticated Artwork, Member and Sales management engine.

Many of the features included in this engine are designed to meet the user requirements and specifications supplied by the Lethbridge Gallery. This guide attempts highlight the key functions of each section and it is not supplied as a “How To” manual and it assumes a high level of understanding of the offline and online procedures used in the Gallery.

This guide explains the common actions and elements used in the system and identifies the key features of each module.



| Finding your way around

Main Menu

 Dashboard	This page displays a digital dash board of important metrics on the web sites performance.
 Artwork Manager	This section allows you to manage all aspects of artwork information used in the Main Gallery
 Member Manager	The section allows you to manage all Artists and Customers of the Main Gallery
 Message Centre	All messages including Purchase, General inquiries can be accessed using this option
 Microsites Manager	This section allows you manage all aspects of micro sites
 Competition Manager	All the completion management from a micro site are managed here,
 Administration ▼	The section allows you to set up and manage the smaller support sections of the web site
Artist Application	Manage the application form used by all the micro sites
Groups	Manage the Sub-Groups that assist managing members.
Other Services	Manage the lists of Other Services offered on the site
Small Adverts	Manage the Small Advertising used on web site.
Privacy and T&C's	Management of the Privacy and T&C's used on the site
<input type="checkbox"/> Home	
 Main Menu	Content management of the Main Menu displayed on all pages
 Feature Banner	Manage Feature Banner displayed on the Home Page
 Feature Tiles	Manage the Feature Tiles displayed on the home page
 Artists Gallery	Manage the Artists features on the home page
 Subscribe	Edit the content of Subscribe panel displayed on all pages
 Page Footer	Edit the content of Footer panel displayed on all pages
<input type="checkbox"/> Artists	Manage the Artists display panel
<input type="checkbox"/> Paintings	Manage the Artworks display page
<input type="checkbox"/> Exhibitions	Manage the catalogue and display pages for Exhibitions
<input type="checkbox"/> About	Edit the content of the About the Galley page.
<input type="checkbox"/> What's new at the Gallery	What's new at the Gallery has not been defined or implemented at this time

<input checked="" type="checkbox"/> Art Auctions	
<input type="checkbox"/> Home	
<input type="checkbox"/> Sub Menu	<p>Manage the contents of the Sub Menu displayed on the home page</p>
<input type="checkbox"/> Feature Banner	<p>Manage the Feature Banner displayed on the Home Page</p>
<input type="checkbox"/> Popular Artist	<p>Manage Popular Artists displayed on this page</p>
<input type="checkbox"/> Sell an Artwork	<p>Manage the contents on the Sell an Artwork page</p>
<input type="checkbox"/> Buy Now	<p>Manage Artworks available to Buy Now</p>
<input type="checkbox"/> Upcoming Auctions	<p>Manage the Catalogue and pages displays for past & current Auctions</p>
<input type="checkbox"/> Register	<p>Manage the text areas on the Auction Registration form.</p>
<input type="checkbox"/> Buyers Terms & Tips	<p>Manage the content of Tips and T&C's for Buyers</p>
<input type="checkbox"/> Seller Terms & Tips	<p>Manage the content of Tips and T&C's for Sellers</p>
<input type="checkbox"/> Past Auction Results	<p>This option is not active. All Auction management is via Upcoming Auctions menu.</p>
<input type="checkbox"/> About	<p>This menu is not active. The About page is managed under the Home page section.</p>

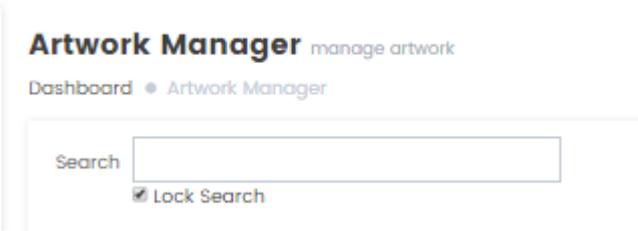
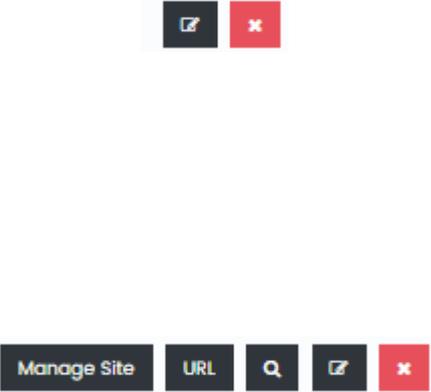
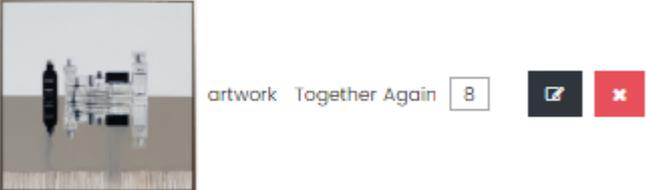
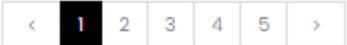
| Objects Names and Definitions

Item	Description
Application – Artist	This is the online form that prospective artists complete. The form is sent to the message Centre
Application - Competitor	This is the online form that prospective competitors complete to enter a competition
Artwork	Any item listed for sale. Auction or exhibition in this site.
Bio Images	A photograph of eth Artist
BIO Text	Biographic text of the Artist
Button - Buy Now	A button that when enabled allows the customer to purchase an item
Catalogue	This method for grouping artworks together in a display. Examples are Auctions and Exhibitions. Items are added manually to a catalogue. Items can be sorted into any order
CMS	Content Management System is the method for managing the text and images used on one or more micro sites web pages.
Competition	A competition is art competition displayed in a micro site.
Dashboard	The dash board is the first screen displayed when entering the administration system. It displays metrics on the site.
Button - Enquire	A button that when enabled allows the customer to make and enquiry on an item
Exhibitions	This method for grouping artworks together in the Exhibition area.
Feature Banner	A special large banner displayed at the top of key pages.
Feature Tile	A special small display tiles
Gallery	This method for grouping artworks together in a display. Examples are Main Gallery and Secondary market. Any approved artwork by approved artists is automatically added to a gallery display page. Items can be sorted into any order.
Group	This is a method for assigning Members into classes.
Button - Lay By	A button that when enabled allows the customer to start a lay buy for an item.
Main Menu	The main menu is the menu displayed at the top every page.
Manager	Any object or section named as a 'manager' enables the admin user to at a minimum add, edit and delete objects. If applicable it can also provide specific management options.
Market - Auction	Auction is a specific sale type: Items not flagged with a sale type of auction will not be available to add to an auction catalogue.
Market – Primary	Primary is a specific sale type, Items not flagged with a sale type of primary will not be available to display in any primary gallery pages
Market – Prints	Prints is a specific sale type, Items not flagged with a sale type of print will not be available to add to an Artists Editions tab.
Market – Secondary	Secondary is specific sale type, Items not flagged with a sale type of secondary will not be available to display to any secondary gallery page
Member	The name assigned to artists and customers on the Gallery

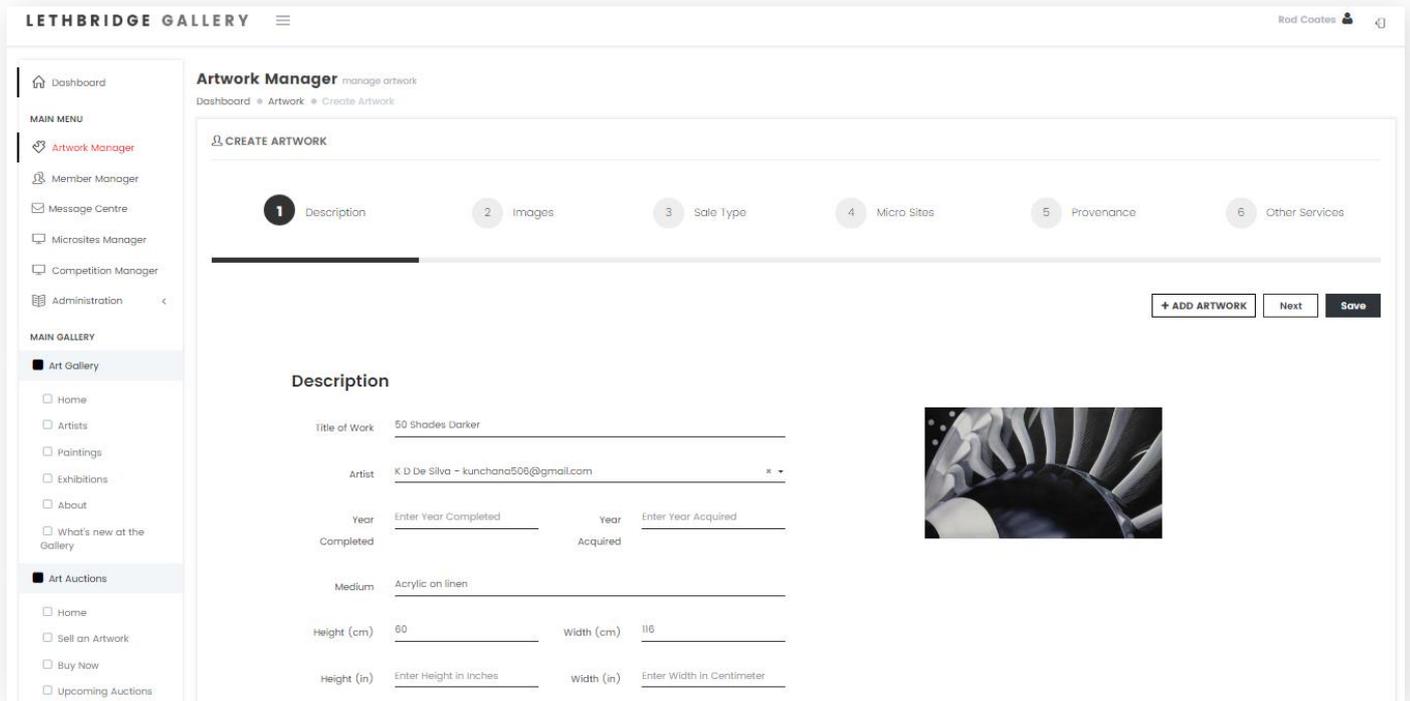
Member Flags	A method of classifying Members
Menu TAB	Some admin screens in the system have horizontal menus call tabs, that access data entry pages
Micro Site	A small web site page that is attached to the main gallery site.
Sale Type	Sale type is a system flag that identifies where the artwork will be available for display and its price.
Small Advert	This is a small advertisement that can places in one or more display pages.
Sponsor	A special class of membership that identifies the member as the sponsor organisation for a micro site competition.
System Administrator	A special user who has access to Gallery Administration management system.
T&C's	These are the Terms and Conditions that apply to the various parts of Gallery site.
Template	Micro sites use display templates as the design framework for the site. Once a template is chosen the user has to compete the micro site by adding the content using the Content Management Systems (CMS)
URL	This is short name for a hyper link. These are used on Micro Sites to link to key pages such as application forms and past winner display pages.

| Common Buttons and Objects and Methods

On this page we list and explain many of the common system functions and menu buttons

 <p>The screenshot shows the 'Artwork Manager' interface. At the top left, there is a search bar with the text 'Search' and a 'Lock Search' checkbox. The page title is 'Artwork Manager' with a subtitle 'manage artwork'. Below the search bar, there is a breadcrumb trail: 'Dashboard > Artwork Manager'.</p>	<p>All list pages have a key word search bar in the top left side of the page. The search will search as you type. By entering a keyword all the items in this section of the data base will be searched.</p> <p>To rerun to the full list clear the search bar.</p> <p>The Artwork Manger has the added feature of locking the search bar. If you plan to return to the same list again tick this box to on.</p>
 <p>A rectangular button with a plus sign icon and the text '+ ADD ARTWORK'.</p>	<p>Many list pages allow you add a new record into the section.</p> <p>By selecting the Add button you will be directed to the correct form where you can enter and save a new record.</p>
 <p>The screenshot shows two examples of inline menu bars. The top one has two buttons: a dark grey button with a pencil icon and a red button with an 'x' icon. The bottom one has five buttons: 'Manage Site', 'URL', 'Q', a dark grey button with a pencil icon, and a red button with an 'x' icon.</p>	<p>A list may also include an inline menu bar. The inline menu bar will change depending on which the section you are in.</p> <p>The inline menu action will only apply to the record row on which it is displaying. In the sample shown here the options are to display Edit form for this row or delete this record.</p> <p>Inline menus bars are not limited to edit and delete they can as needed provide a quick and easy way to undertake various functions to the record on that row</p>
 <p>A rectangular button with a magnifying glass icon and the text 'PREVIEW'.</p>	<p>Most display pages also include a Preview button. Selecting this button will load a display preview of the section you are working on.</p>
 <p>The screenshot shows a row in an artwork list. It includes an image of a bottle, the text 'artwork Together Again', a sort order field containing the number '8', and two action buttons: a dark grey button with a pencil icon and a red button with an 'x' icon.</p>	<p>Key display pages for artwork and artists also include a sort order field.</p> <p>By entering number of the preferred row and pressing enter the system will move the item to that row.</p>
 <p>A rectangular button with a circular arrow icon and the text 'RESET ORDER'.</p>	<p>After manually setting the sort order for a row selecting Reset Order will using the new sort order space all the rows by a value of 10. This will allow you add new rows as needed.</p>
 <p>A page navigator bar with a left arrow, a box containing the number '1', boxes containing '2', '3', '4', '5', and a right arrow.</p>	<p>In the footer of most of the list pages there is page navigator bar. Using this you can step forward or backward by page or go to the first and last page.</p>

<p>Column 1</p> <p>Normal text ▾ Bold <i>Italic</i> <u>Underline</u> [List] [List] [List] [List] [Image] [Image] [Image]</p> <p>Lorem ipsum 1</p> <p>Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore ma consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Exo</p>	<p>Some forms include the ability add block of text and to format then as you would in a word processor.</p>
<p>Street Address <u>136, Latrobe Terrace</u></p> <p>Suburb <u>Paddington</u></p> <p>State <u>QLD</u></p> <p>Phone <u>07 3369 4790</u></p>	<p>All data entry forms advise the correct piece of data to be entered,</p>
 <p>Display Image <input checked="" type="checkbox"/></p> <p>Bio Picture <input type="button" value="Choose File"/> No file chosen</p>	<p>Some forms allow the uploading of an image. You can choose the image form your local disk drive and when you press save the image is loaded to the Gallery server.</p> <p>Note: in some instances the image will not display unless the Display Image box is ticked</p>
<p>Micro Sites & Groups <input data-bbox="754 1368 805 1417" type="button" value="+"/></p>	<p>Some forms have the ability add more than one of an item.</p> <p>Selecting the + button will activate the add function.</p>



Main Function:

The Artwork Manager is the central data base management panel for all Artwork. A full artwork record is made up of information entered across 6 tabs.

When you select a new TAB the information on the currently selected Tab is automatically saved for you.

Display Sale Buttons

Buy Now
 Lay By
 Enquire

Note: Register and Enquire buttons are turned on by default in Auction display pages.

Advertised Prices

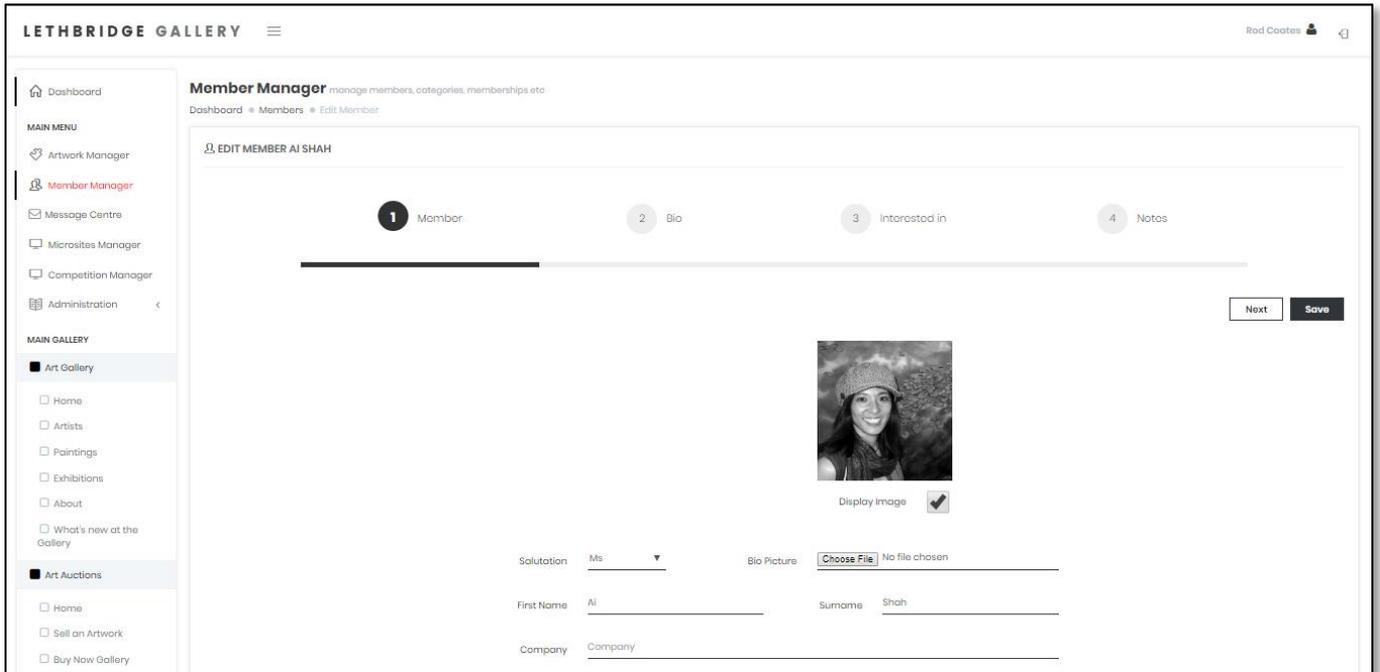
Approved	Type	List Price	Sale Price (If Sold)	
<input checked="" type="checkbox"/>	Primary Market	2,500.00	0.00	
<input type="checkbox"/>	Prints	List Price 0.00	Edition Limit 0	Number Sold 0
<input type="checkbox"/>	Secondary Market	0.00	0.00	
<input type="checkbox"/>	Auction	Est. Price (Low) 0.00	Est. Price (High) 0.00	
		Reserved Price 0.00	Auction Price 0.00	

Artwork Manager has some key information that is used to drive other areas of the Gallery these include:

Note: The system has been crafted around the requirement that items to be sold as Prints will be entered as a unique record in the Artwork Manager. For Items that have been sold you must enter a valid price in the sold field. For items that are Primary and or secondary the sold price must be filled on both lines. The system is unable to detect which category sale was completed for pieces advertised in both primary and secondary

Key Features

<i>Display Buttons</i>	To activate one or more display buttons for Buy Now, Enquire or Lay Buy you must tick the required boxes.
<i>Primary Artwork</i>	To enter a piece to display in the Primary Galleries tick the primary box and complete the sale and sold price as required. (See notes above)
<i>Prints</i>	Pieces cannot be flagged as both primary and prints at the same time. To enter a piece to display in the Prints Galleries tick the Print box and complete the sale price, the Edition Limit and number already sold (if any).
<i>Secondary Market</i>	To enter a piece to display in the Secondary Galleries tick the secondary box and complete the sale and sold price as required. (See note above)
<i>Auctions</i>	To enter a piece to display in the Auctions Catalogues tick the auctions box and complete the sale and sold price as required. You must also complete the estimate low and high price range as well as the Reserve price. If a piece is sold at auction you must complete the hammer fall price in the sold field.



Main Function:

The Member Manager is the central data base management panel for all Members (Users); A full member record is made up of information entered across 4 tabs.

When you select a new TAB the information on the currently selected Tab is automatically saved for you.

| Member Groups

Micro Sites & Groups

Lethbridge Gallery Mailing List Artist Buyer Seller Owner

Artist

Approved Artist
 Accepts Commissions

Bidder

Approved Bidder

Sponsor System Administrator

Key Features.

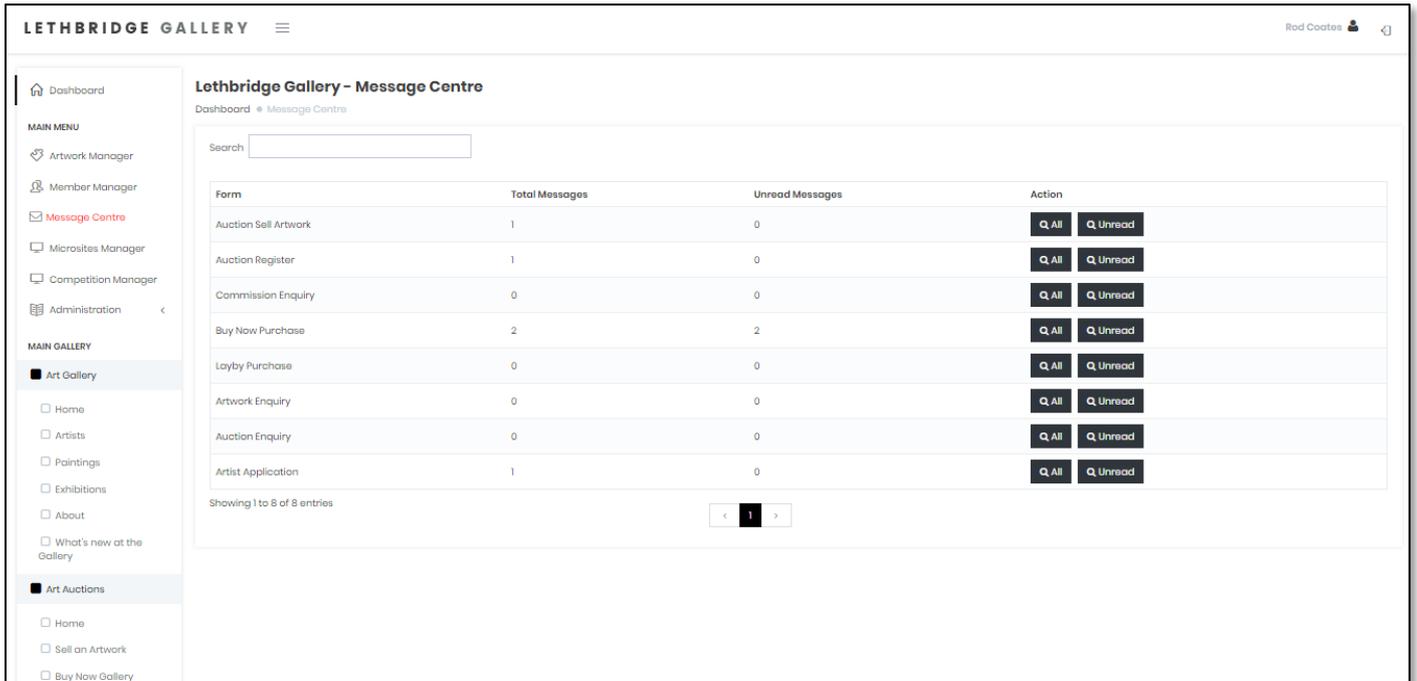
When adding a new Member you will have the ability to flag them as members of various Groups or Micro Sites that make up the entire Gallery eco system.

A group has two functions. The first is it makes Artists special fields available to be completed. It also can be used as a marketing flag and is designed to assist you sub divide your members into smaller more manageable groups. It also assist you identify member who are approved to be bidding at an auction.

Groups do not affect the web sites visibility to any person or group. Theymarketing of information flags only.

To add a member to a group click the Groups **+** button and select from the down list. Once member is joined to a Group you sub type their membership.

<i>Artist</i>	If a member is Artists click the Artists box and this will activate the extra fields required for an Artist; that they are approved and if they accept commissions.
<i>Bidder</i>	If a member is flagged as a bidder you will have the option of flagging them as approved.
<i>Sponsor</i>	You can flag this Member as being a sponsor of competitions.
<i>System Administrator</i>	Use this flag to allocate this member to the System Administrator group. <i>* Care should be taken using this option as once allocated this Member will have full access to all the system management functions.</i>



Main Function:

The Message Manager is the central management panel for all incoming Messages, Purchases and Enquiries. This panel shows all the message types, how many have been received and how many have been opened and read.

| Message Actions

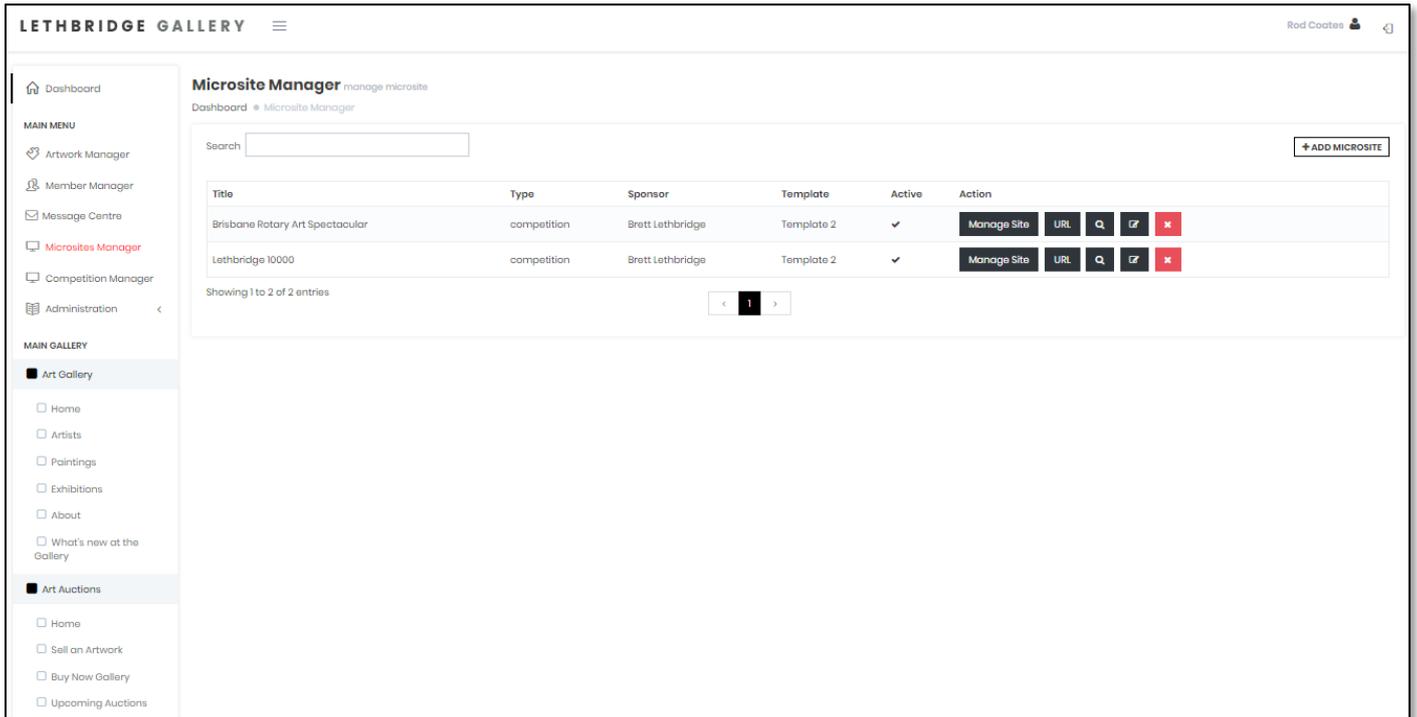
The screenshot shows a web interface titled "Lethbridge Gallery - Message Centre". Below the title is a breadcrumb trail: "Dashboard > Message Centre > Buy Now > Message from Test test". In the top right corner, there is a "Save" button. The main form area contains three fields: "Actioned By" with a dropdown menu currently showing "Select System Admin", "Date" with a calendar icon, and "Notes" with the placeholder text "Enter your notes here".

Key Features.

When reviewing an incoming Message you have the ability to action the request.

When auctioning a request you can complete the following details.

<i>Actioned By</i>	Select from the drop down list the name of the administration person undertaking taking the action.
<i>Date</i>	Enter the date of the action
<i>Notes</i>	Add notes of the action taken.



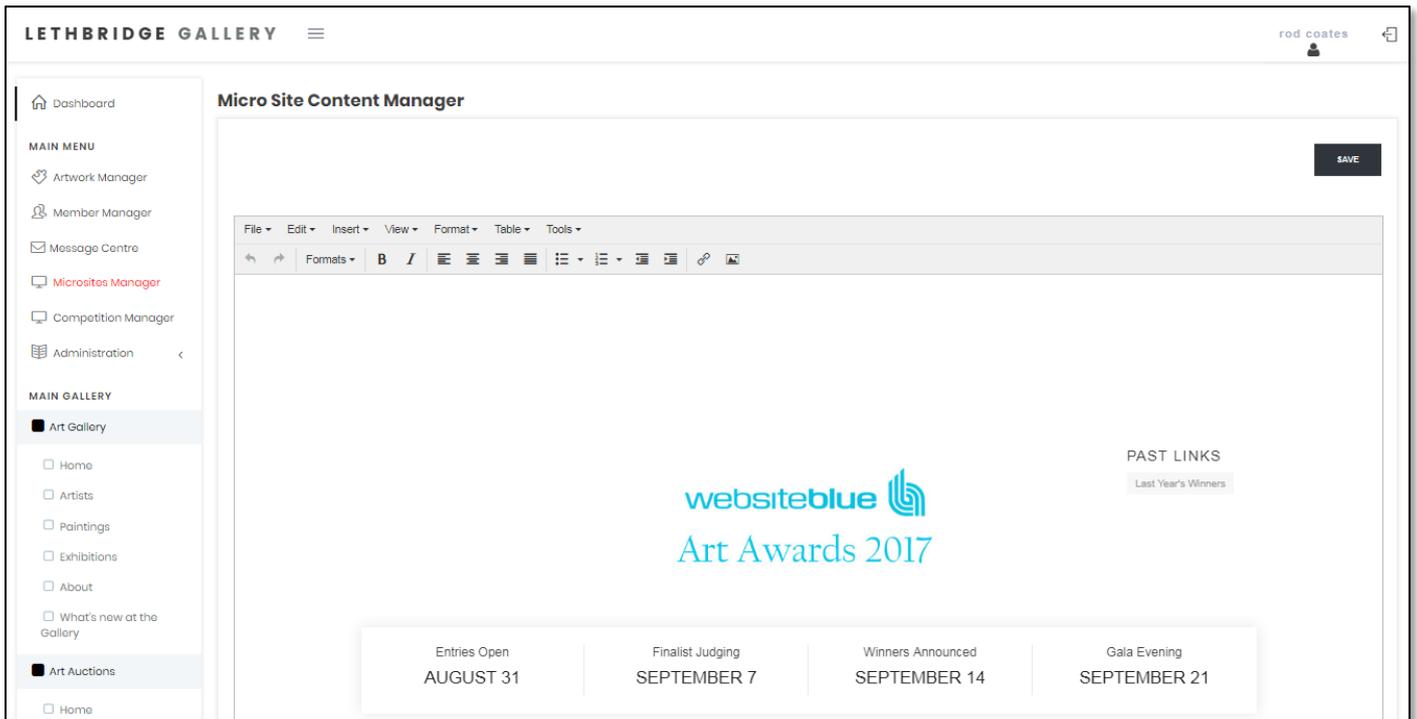
Main Function:

The Micro Site Manager is the central management panel for all Competition Web Sites. This panel shows a list of all the Competition web sites currently on the web site.

Key Features.

	Manage the site loads the content management system for editing page content.
	The URL button loads a page that allows you to copy to the clipboard the important URL links to use in the
	The button loads a site preview.
	This button allows you edit the site's meta data
	This button deletes the site.

Micro Site Content Management System



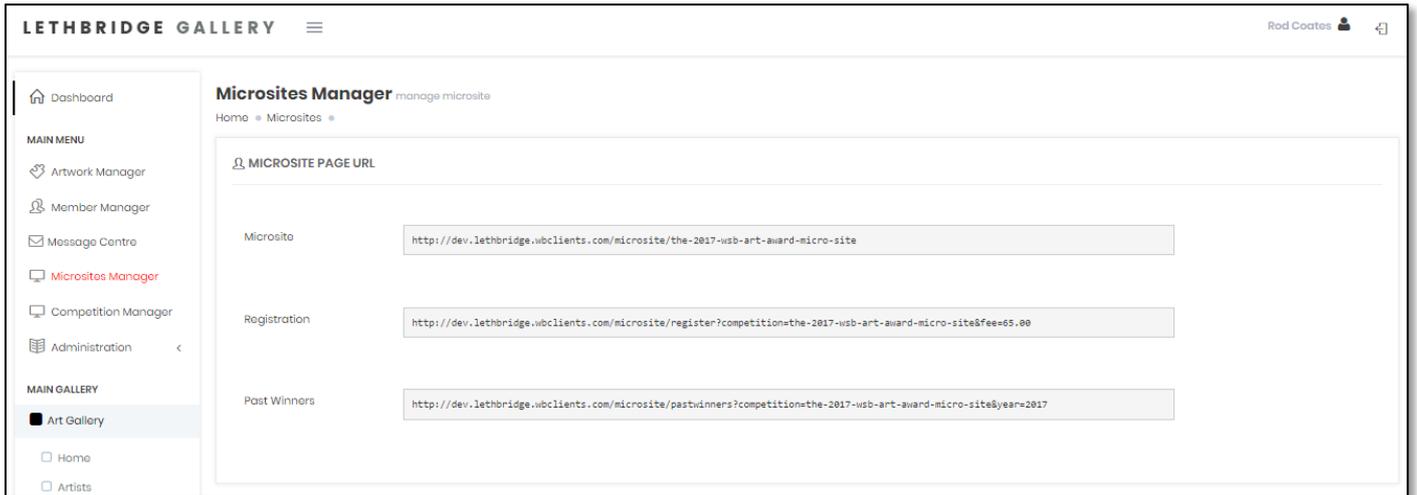
Main Function:

The Content Management System is a WYSIWYG editor for the Micro Site.

Installing link to Past Winners.

<p>The screenshot shows the 'PAST LINKS' table with a context menu open over the 'Last Year's Winners' text. The menu options include Link, Open link, Image, Table, Cell, Row, Column, and Delete table.</p>	<p>To install a link to Past Winners first right click on the text or image that links to past winners</p>
<p>The screenshot shows the 'Insert link' dialog box. The URL field contains '.../microsite/pastwinners?competition=the-20', the text to display is 'Last Year's Winners', and the target is set to 'New window'.</p>	<p>Then in the popup dialog box paste the Past Winners URL</p> <p>* See how to access the past Winners URL in the next section.</p>

| Accessing and Using Past Winners & Registration Form URL



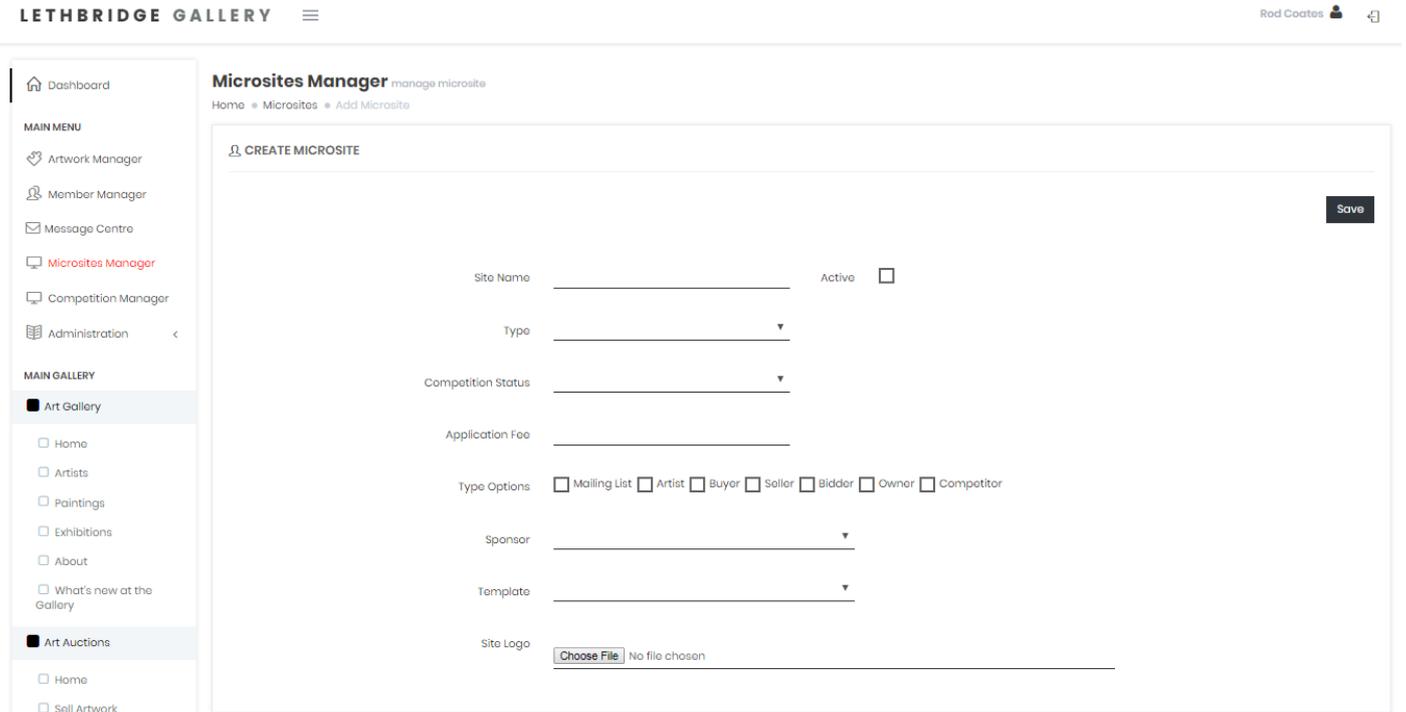
To access the URL page click the URL in line menu button.

This page contains 3 key URL strings.

<i>Micro Site</i>	This is the URL string used if you wish to access the Micro Site directly.
<i>Registration</i>	This is the URL string to use when connecting a button to the competition entry form.
<i>Past Winners</i>	This is the URL string to use when connecting a button to the competition past year winners.

* The easiest way to use these strings in a micro site is to copy them to the clip board and the paste them in to your target document of page.

| Creating a new Micro Site



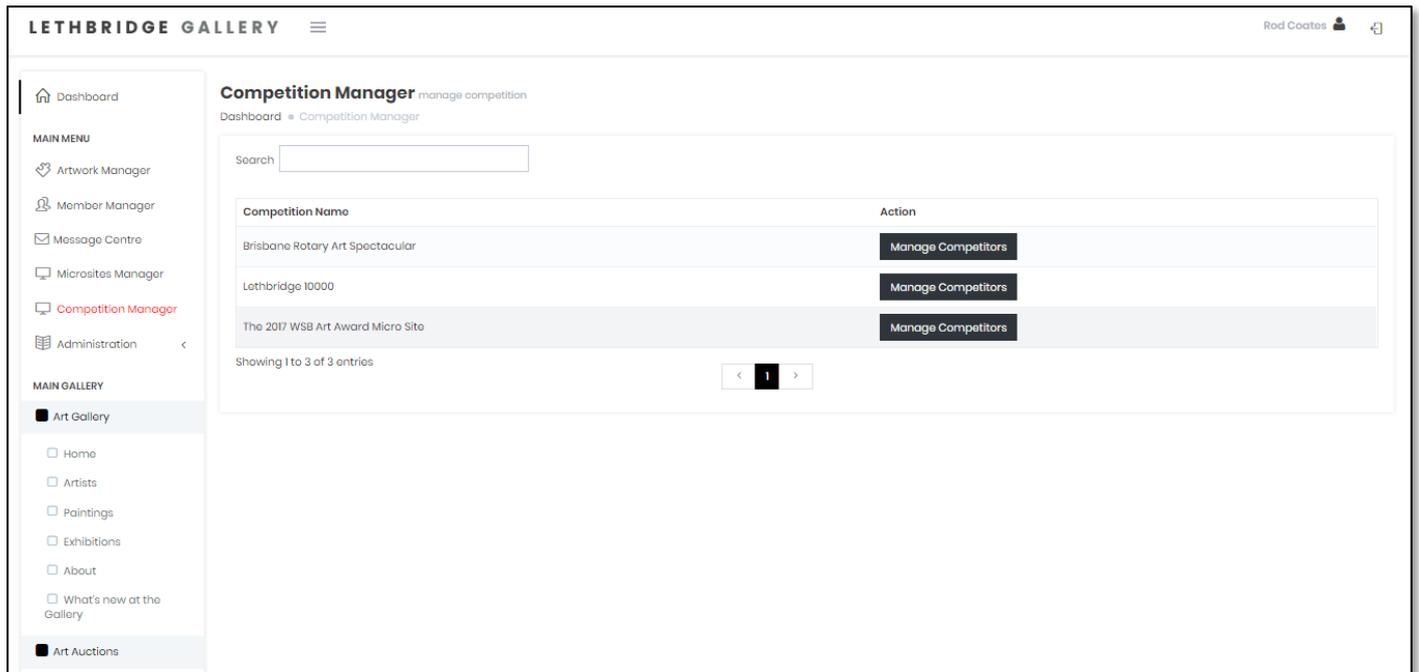
To create a new micro site click the new Micro Site button on the list page. Complete the site details.

Selecting Site Template.

 <p>The screenshot shows a dropdown menu with the word 'Template' on the left and 'Template 1' selected in the dropdown list. A downward arrow is visible on the right side of the dropdown.</p>	<p>There are two templates available for use when creating a new Micro Site.</p> <p>Selected the template you wish to use and press save.</p>
--	---

Once the Micro Site has been created you can continue to load the sites content using the Content Management System editor.

Competition Manager



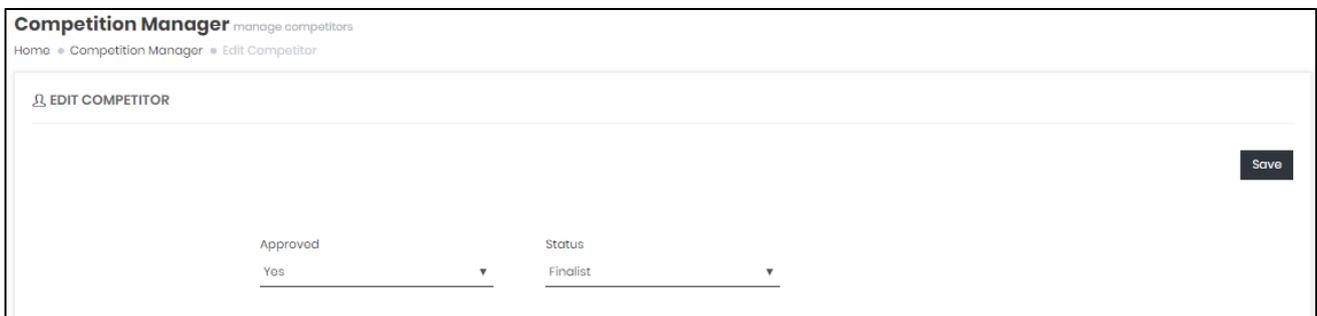
Main Function:

All the active competitions are listed on the one screen in the Competition Manger. Click Manage Competitors to see a list of pre-registered competitors.



Click the edit button in the in lime menu for the competitor details you wish to view or edit.

Competitor Editing:

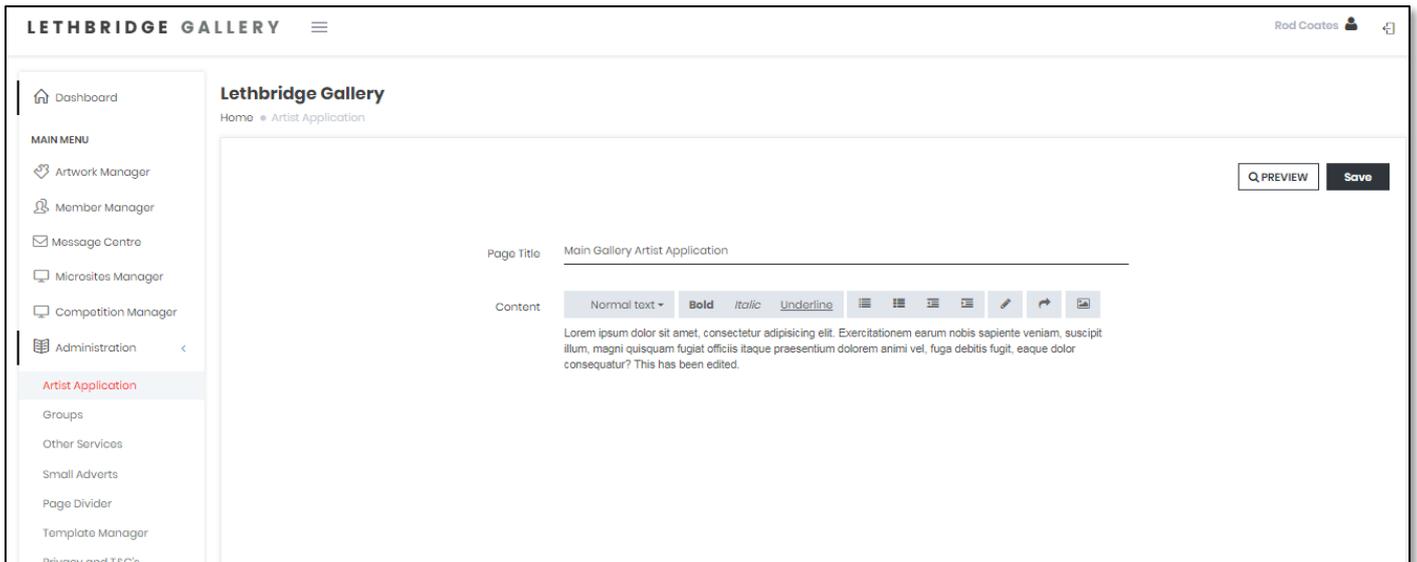


Key Features.

<i>Approved</i>	The drop down list allows you to approve entries.
<i>Status</i>	<p>The status field has two options: Finalist - Winner</p> <p>Finalist: This status will display the competitors artwork on the current micro site and it will appear in the finalist section of the last year display page</p> <p>Winner: The entry flagged as the winner will display in the winners section to current site and on the past year display page.</p>

| Administration

| Artists Application:



Main Function:

This section allows you edit the supporting text that is displayed on the Artists Application form. This form is completed by new artists when applying to be included in the Gallery roster of artists.

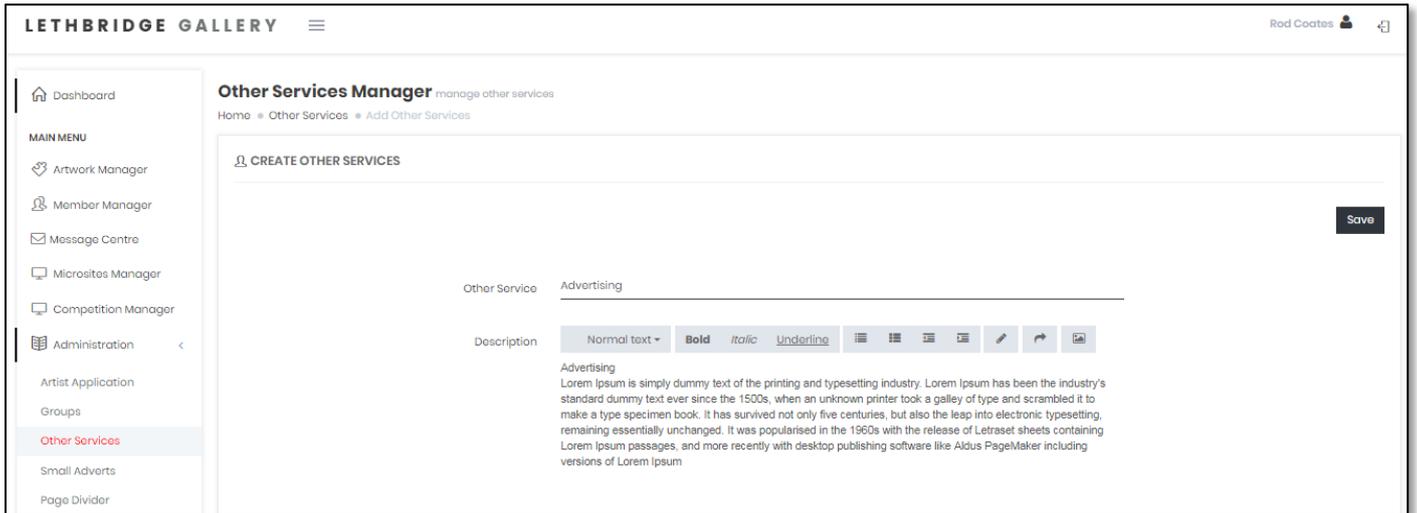
| Group Manager:



Main Function:

The Group Manager allows you create or edit the groups that are used to sub type members. *You will find more information on Groups in the chapter on Members.*

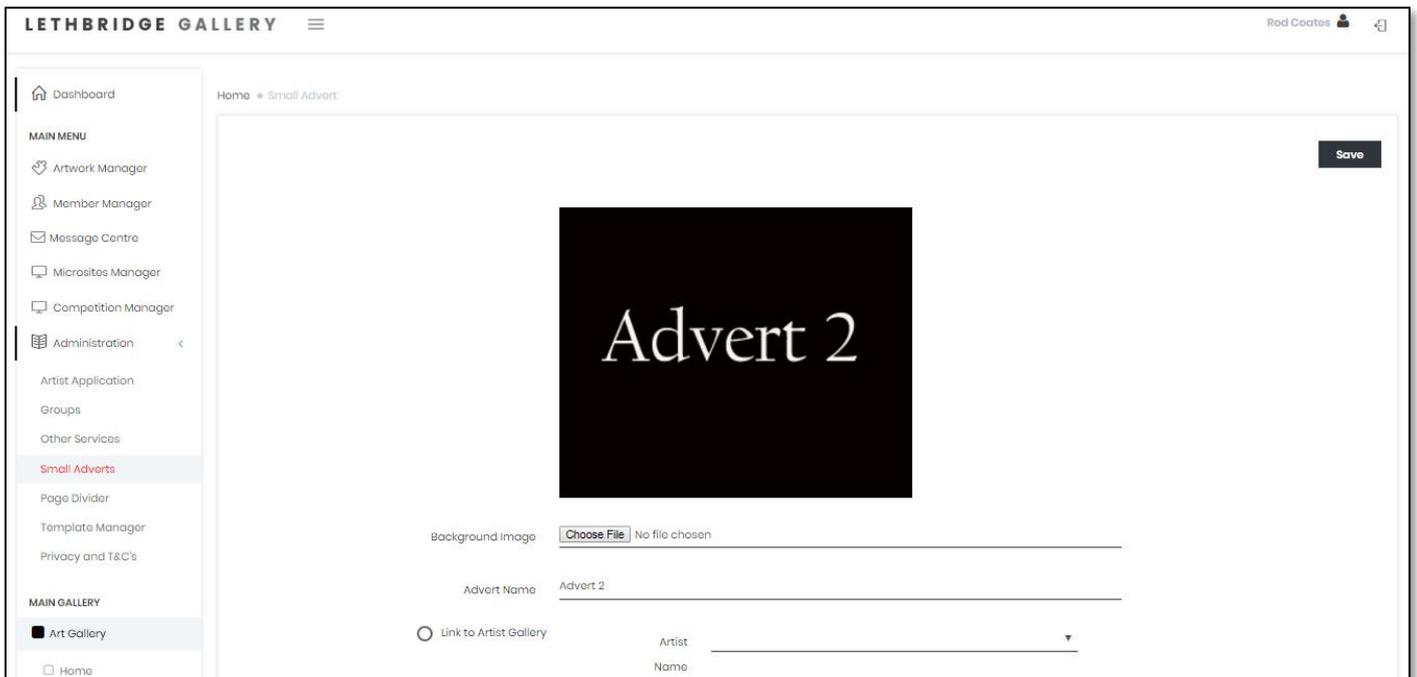
| Other Services:



Main Function:

The Other Services section allows you create or edit the available other services that are displayed as options on the Sell an Artwork form completed by owners when they apply to sell an artwork.

| Small Adverts:



Main Function:

Use this option to create, edit or view Small Adverts. These can be used on artwork display pages.

| Small Adverts – creating links:

The screenshot shows the 'Lethbridge Gallery' system administration interface. On the left is a sidebar with a menu. Under 'MAIN GALLERY', 'Art Gallery' is selected. The main area displays a form for creating a small advert. The form includes a 'Background Image' field with a 'Choose File' button and 'No file chosen' text. Below that is the 'Advert Name' field, which contains 'Advert 2'. There are six radio button options for linking the advert to different parts of the gallery: 'Link to Artist Gallery', 'Link to Artwork' (which is selected), 'Link to Microsite', 'Link to Exhibition', 'Link to Other', and 'No Link'. Each radio button option has a corresponding dropdown menu. The 'Link to Artwork' dropdown is open, showing 'Blue Swirl By Stevon Reynolds' as the selected item. Other dropdowns are empty.

Key Features.

Small adverts can be linked to other areas in the Gallery.

<i>Artists Gallery</i>	Click this option to link to an artist. Then select the artists from the drop down list.
<i>Artwork</i>	Click this option to an artwork. Then select the artwork from the drop down list.
<i>Micro Site</i>	Click this option to an active Micro Site. Then select the micro site from the drop down list.
<i>Exhibition</i>	Click this option to an Exhibition. Then select the exhibition from the drop down list.
<i>None</i>	Choose this option to make the small advert a static image that has no active link.

| Page Dividers

LETHBRIDGE GALLERY Rod Coates

Home » Page divider

MAIN MENU

- Artwork Manager
- Member Manager
- Message Centre
- Microsites Manager
- Competition Manager
- Administration

MAIN GALLERY

- Art Gallery**
 - Home
 - Artists
 - Paintings
 - Exhibitions
 - About
 - What's now at the Gallery
- Art Auctions
 - Home
 - Sell Artwork

Background Image No file chosen
(Note : 1140px wide by 250px high)

Divider Name test

Link to Artist Gallery

Artist

Name

Link to Artwork

Artwork

Link to Microsite

Site

Link to Exhibition

Exhibition

Main Function:

Use this option to create, edit or view Page Dividers. These can be used on artwork display pages.

| Page Divider – Links:

LETHBRIDGE GALLERY Rod Coates

MAIN MENU

- Artwork Manager
- Member Manager
- Message Centre
- Microsites Manager
- Competition Manager
- Administration

MAIN GALLERY

- Art Gallery**
 - Home
 - Artists
 - Paintings
 - Exhibitions
 - About
 - What's now at the Gallery
- Art Auctions**
 - Home
 - Sell Artwork

Background Image No file chosen
(Note : 1140px wide by 250px high)

Divider Name test

Link to Artist Gallery

Artist

Name

Link to Artwork

Artwork

Link to Microsite

Site

Link to Exhibition

Exhibition

Link to Other

URL

No Link

| Page Divider – Links (Cont):

Link Options:

<i>Artists Gallery</i>	Click this option to link to an artist. Then select the artists from the drop down list.
<i>Artwork</i>	Click this option to an artwork. Then select the artwork from the drop down list.
<i>Micro Site</i>	Click this option to an active Micro Site. Then select the micro site from the drop down list.
<i>Exhibition</i>	Click this option to an Exhibition. Then select the exhibition from the drop down list.
<i>None</i>	Choose this option to make the small advert a static image that has no active link.

| Terms & Conditions:

The screenshot displays the Lethbridge Gallery Admin interface. The top navigation bar includes the logo 'LETHBRIDGE GALLERY', a user profile 'Rod Coates', and a search icon. The left sidebar contains a 'MAIN MENU' with options like 'Dashboard', 'Artwork Manager', 'Member Manager', 'Message Centre', 'Microsites Manager', 'Competition Manager', 'Administration', 'Artist Application', 'Groups', 'Other Services', 'Small Adverts', 'Page Divider', 'Template Manager', and 'Privacy and T&C's' (highlighted). The main content area is titled 'Lethbridge Gallery - Art Auctions' and shows the editing interface for 'Privacy and T&C's'. It includes a 'Page Title' field with the text 'Privacy and T&C's', a 'Content' field with a rich text editor (Normal text, Bold, Italic, Underline, Bulleted list, Numbered list, Indent, Outdent, Undo, Redo, Image), and a 'Preview' button. The content area contains placeholder text: 'orem ipsum dolor sit amet, amet epicuri at mea, te erat verear conseetur per. Equidem persequeris theophrastus has ut, brute scripta pro ad, soluta viderer at mea. Eu quo fastidii elaboraret quaerendum, justo illum nec an, ea sea elit reformidans. Nec etiam utinam scribentur et, in lorem partiendo sit, ut quodsi iuvaret mei. Per musius fabulas te, an elli oportere cum, aeterno quaeque cum ut. Ut justo aequae numquam vix. Eu vis quas molestiae suscipiantur. Graeci invenire eu mea. Omittam dissentiunt eos ne, cum ferri mandamus conclusionemque in, ad liber volumus copiosae pro. Tincidunt percipitur est ut. Vix ne minimum adversarium, est habeo abhorreant ea.'

Main Function:

This option allows the editing of the Terms & Conditions displayed on the Gallery site.

Key Features.

<i>Social Media</i>	The links to Galley social media can be pasted here.
<i>Menu Name</i>	Menu names can be edited.
<i>Links to</i>	This field sets where the menu option links to. Care must be taken when editing these.

| Art Gallery – Home - Main Menu

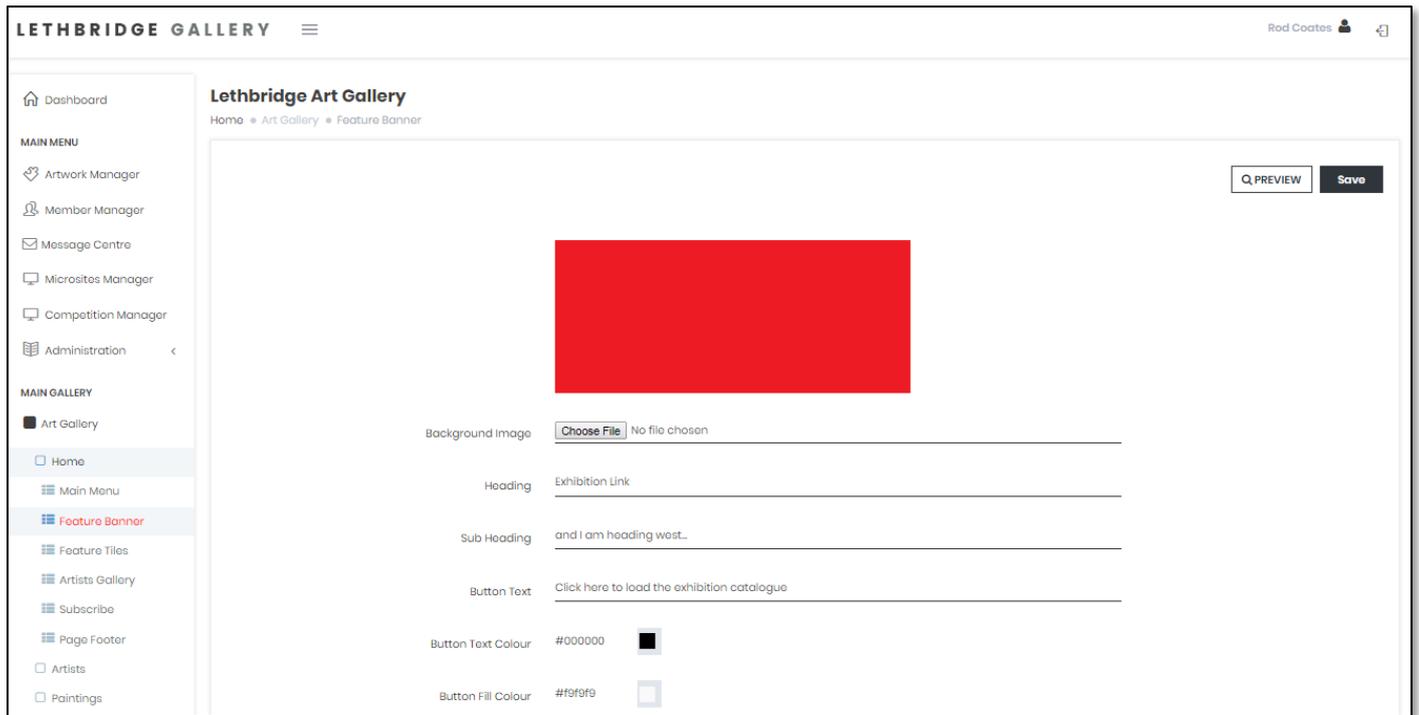
The screenshot displays the 'Lethbridge Art Gallery' system administration interface. The top navigation bar includes the site name and a user profile for 'Rod Coates'. A left-hand sidebar contains a 'MAIN MENU' section with options like 'Artwork Manager', 'Member Manager', and 'Message Centre', and a 'MAIN GALLERY' section with 'Art Gallery' selected. The main content area is titled 'Lethbridge Art Gallery' and shows a 'Q.PREVIEW' button. Below this, there are sections for 'Social Icons' (with Twitter, Facebook, and Instagram links), 'Menu Item1' (with heading and sub-heading fields), and a 'Dropdown' table.

Dropdown Menu Item	Link to	Edit	Delete	Order
Artists	artists	Edit	Delete	↑ ↓
Home	http://dev.lethbridge.wbclients.com/	Edit	Delete	↑ ↓
Available Paintings	available-paintings	Edit	Delete	↑ ↓

Main Function:

The Gallery site has consistent menu at the top of every page. This section allows the sophisticated user to make changes to the main menu.

* Care must be exercised when using this page.

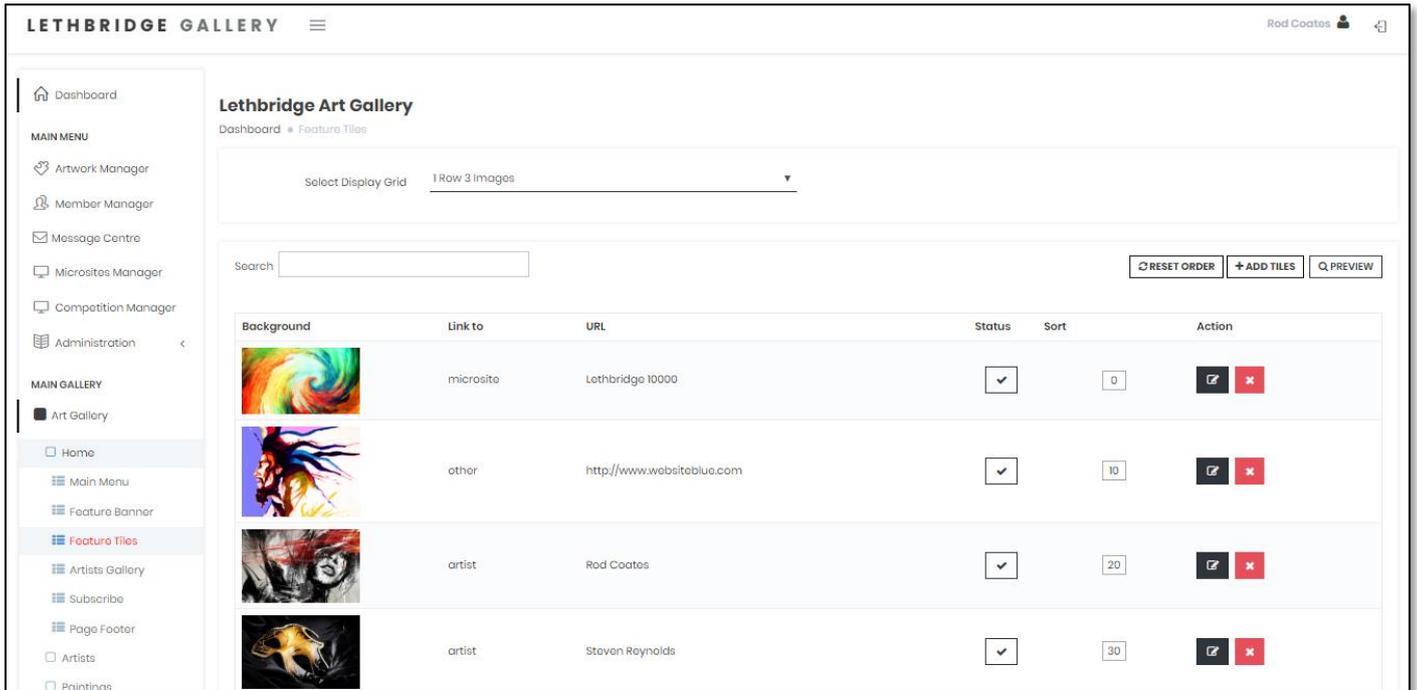


Main Function:

Use this option to create, edit or view the Feature Banner that display on this page.

Key Features.

<i>Artists Gallery</i>	Click this option to link to an artist. Then select the artists from the drop down list.
<i>Artwork</i>	Click this option to an artwork. Then select the artwork from the drop down list.
<i>Micro Site</i>	Click this option to an active Micro Site. Then select the micro site from the drop down list.
<i>Exhibition</i>	Click this option to an Exhibition. Then select the exhibition from the drop down list.
<i>None</i>	Choose this option to make the small advert a static image that has no active link.



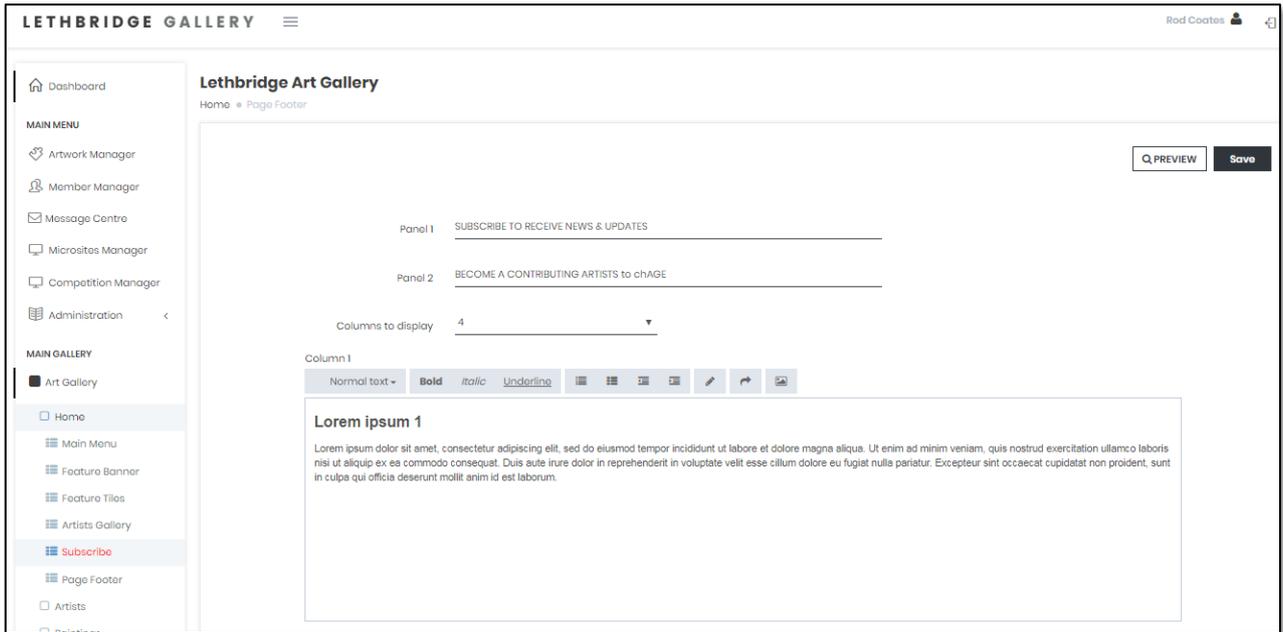
Main Function:

The Gallery home page has a display section called Feature Tiles. These are small graphic links that link to an Artists display gallery.

Key Features.

<p>Select Display Grid</p>	<p>The Feature Tiles display can display tiles in multiple rows and columns. These are: 1 row x 2 columns 1 row x 3 columns 2 rows x 2 columns 2 rows x 3 columns 2 rows x 4 columns</p>
<p>+ ADD TILES</p>	<p>Click this option to link to an artist. Then select the artists from the drop down list. A tile can also be a Small Advert.</p>
<p>RESET ORDER</p>	<p>Click this option to an artwork. Then select the artwork from the drop down list.</p>

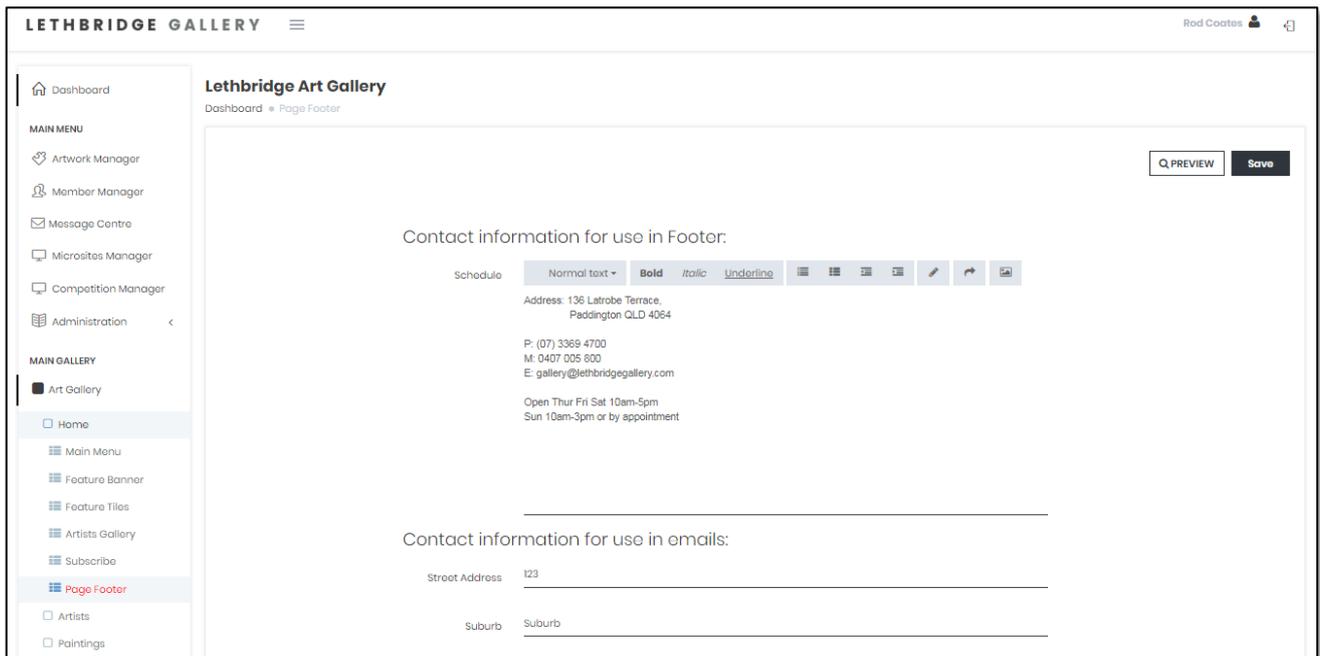
| Art Gallery – Home – Subscribe



Main Function:

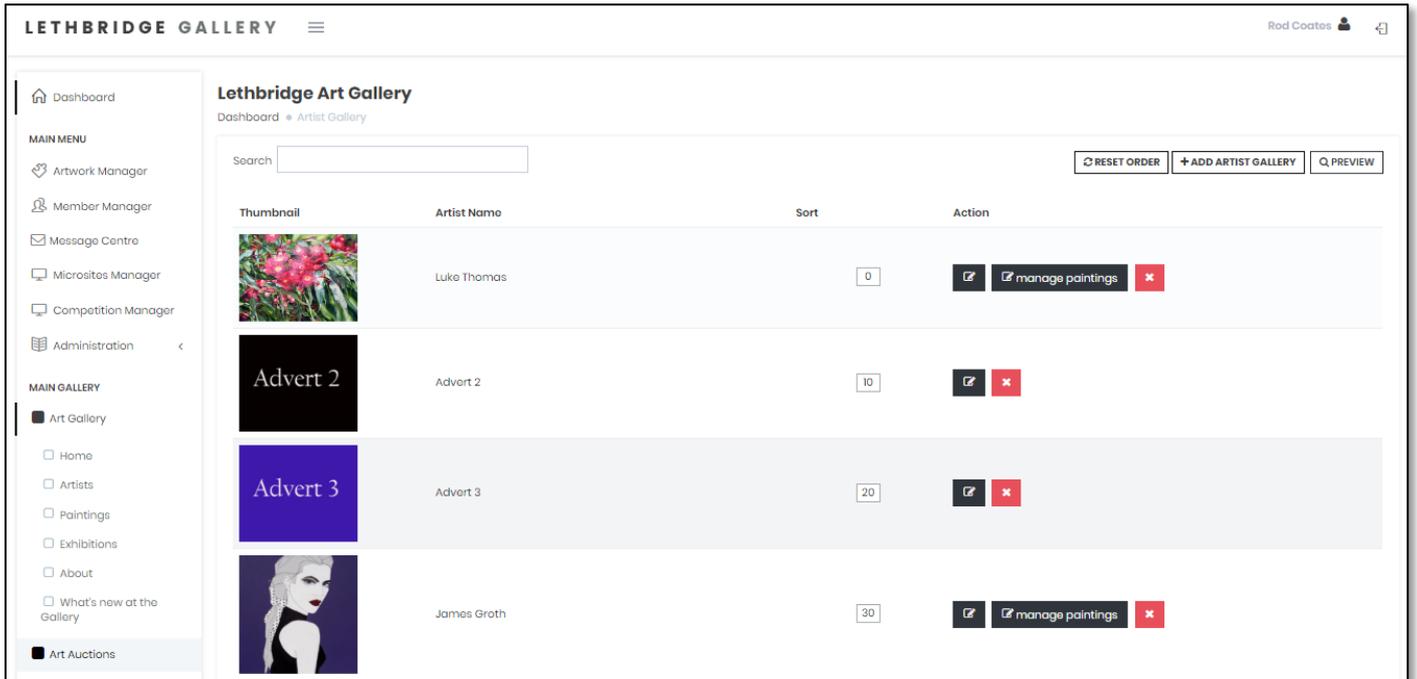
On the Home & Auction main page there is a Subscribe section. This section has a register email and register as an artist link with four columns of information. This section allows you edit the key information in this section.

| Art Gallery – Home – Footer



Main Function:

This section allows you to edit page footer. This footer is displayed on every page.

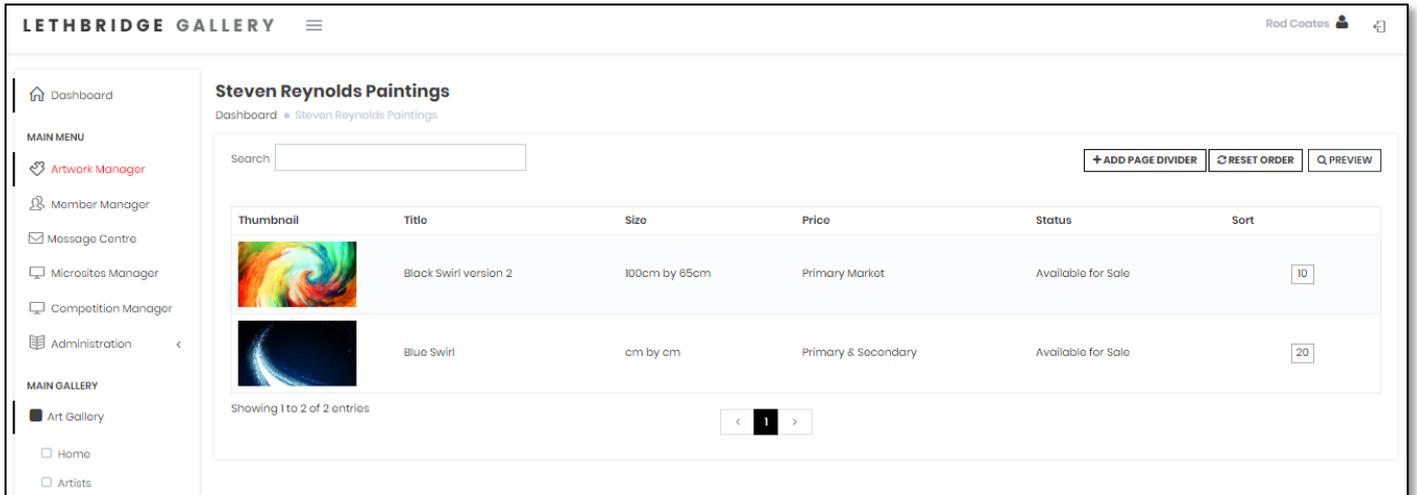


Main Function:

This section allows you to edit the main Gallery Artist display section on the home page.

Key Features:

	This option allows you add a new Artists or new Small Advert to this page.
	You can set the display order for artists by entering the order number. Pressing res set order uses the current display order and space each item 10 places part.
	Manage paintings allows you set the display order of the artist work.



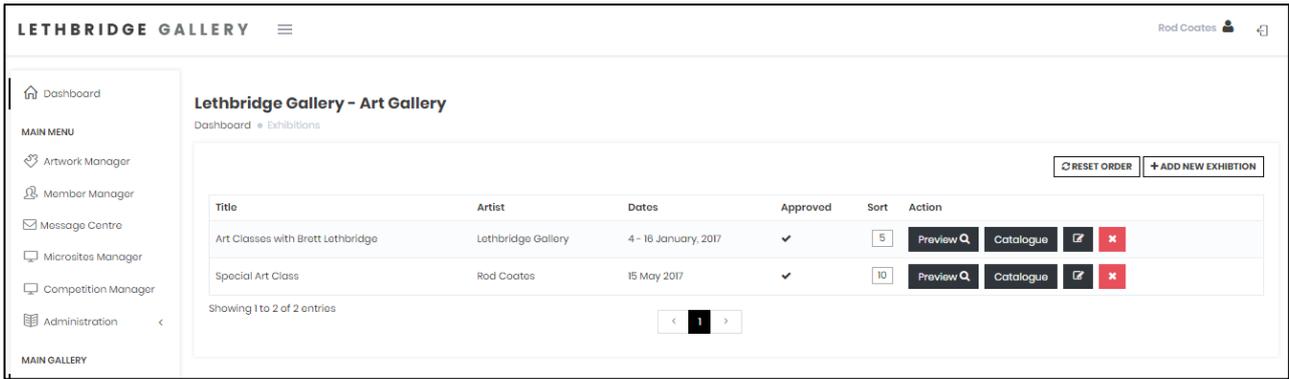
Main Function:

This section allows you to edit the set the display order of an Artists painting Gallery.

Key Features:

	This option allows you add a page divider on this page.
	You can set the display order for artists by entering the order number and pressing Enter. Pressing res set order uses the current display order and space each item 10 places part.

| Art Gallery – Home – Exhibitions



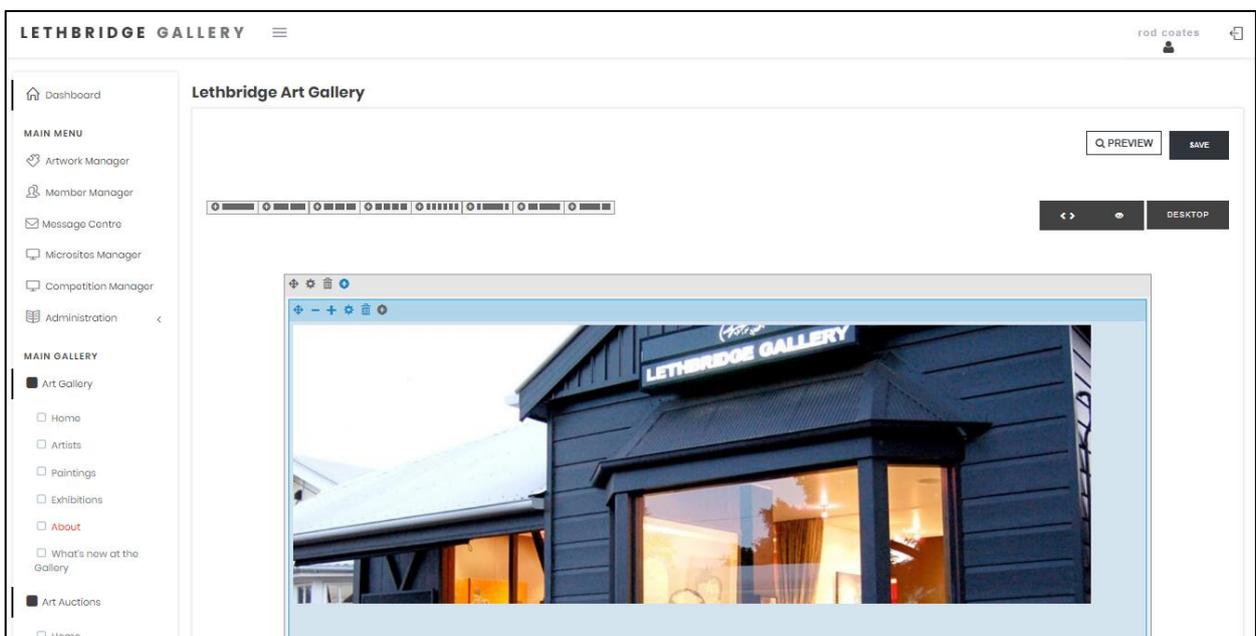
Main Function:

This section allows you to add or edit special Exhibitions.

Key Features:

	This option allows you add a new Exhibition.
	You can set the display order for Exhibitions by entering the new order number and pressing Enter. Selecting Reset Order uses the current display order and spaces each item 10 places part.
	This option allows you to add an Artist and Artworks to exhibition catalogue

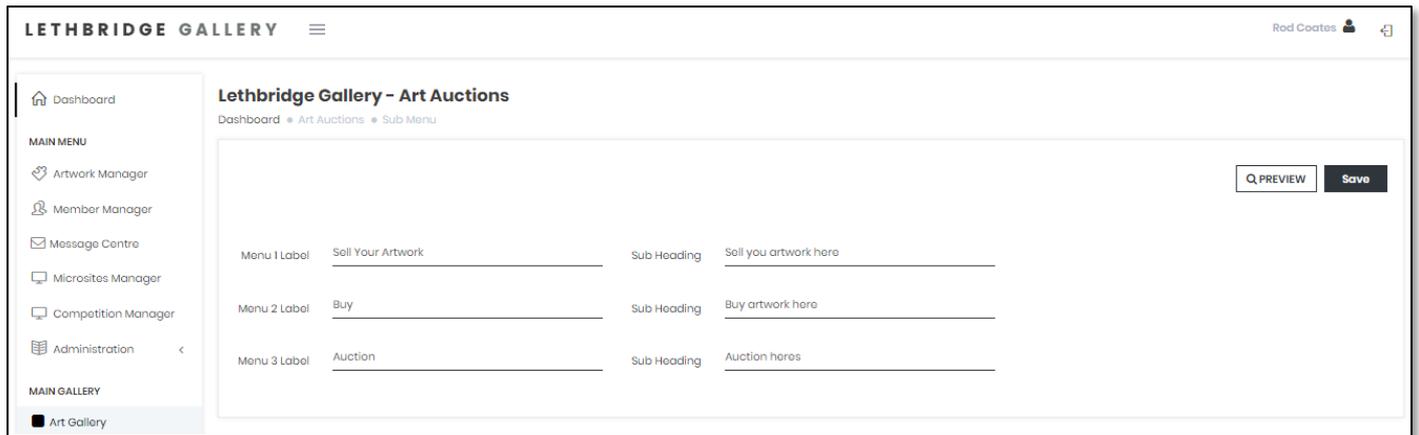
| Art Gallery – Home – About Us



Main Function:

This section allows you to edit the About Us page.

| Art Gallery – Auction – Home – Sub Menu



Main Function:

This Auction Home page differs from the other home pages as it contains a special sub menu displayed under the main menu. The sub menu has three options all with menu title and sub text.

These options link to three sections in the Gallery site: Sell your artwork - Buy Now - Auction pages

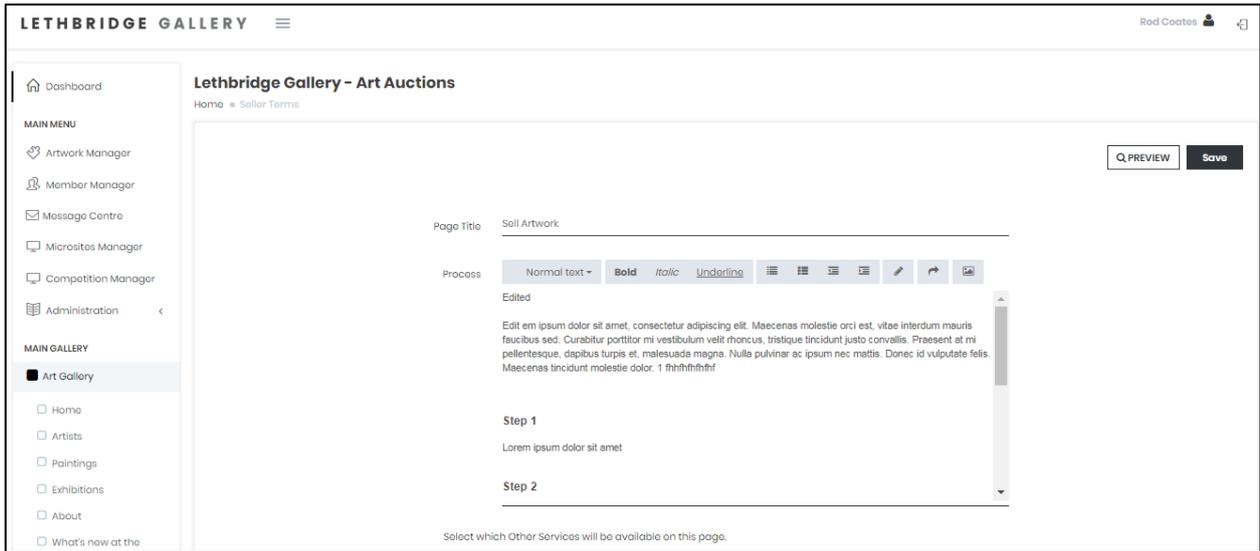
| Art Gallery – Auction – Home – Feature Banner

The auction home page has a Feature Banner. To edit this banner please see the section Art Gallery – Home – Feature Banner.

| Art Gallery – Auction – Home – Popular Artist

The auction home page has a Popular Artists Gallery. To edit this banner please see the section Art Gallery – Home – Artists.

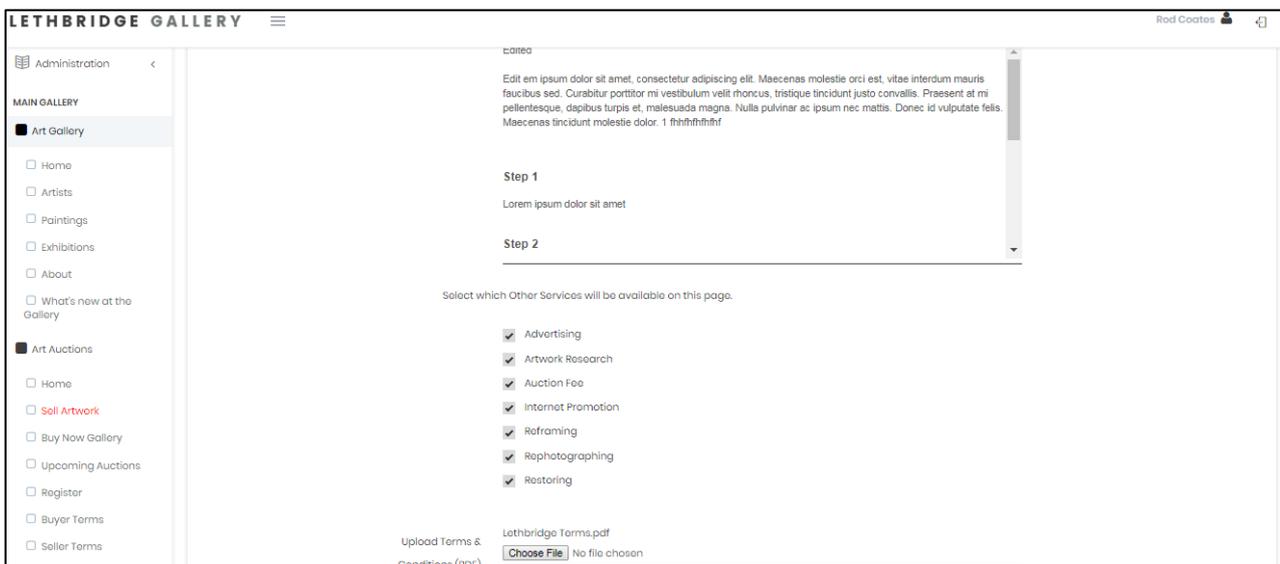
| Art Gallery – Auction – Sell Artwork



Main Function:

This section allows you to edit some of the display text on the Sell Artwork application form. The form is not editable.

Key Features.

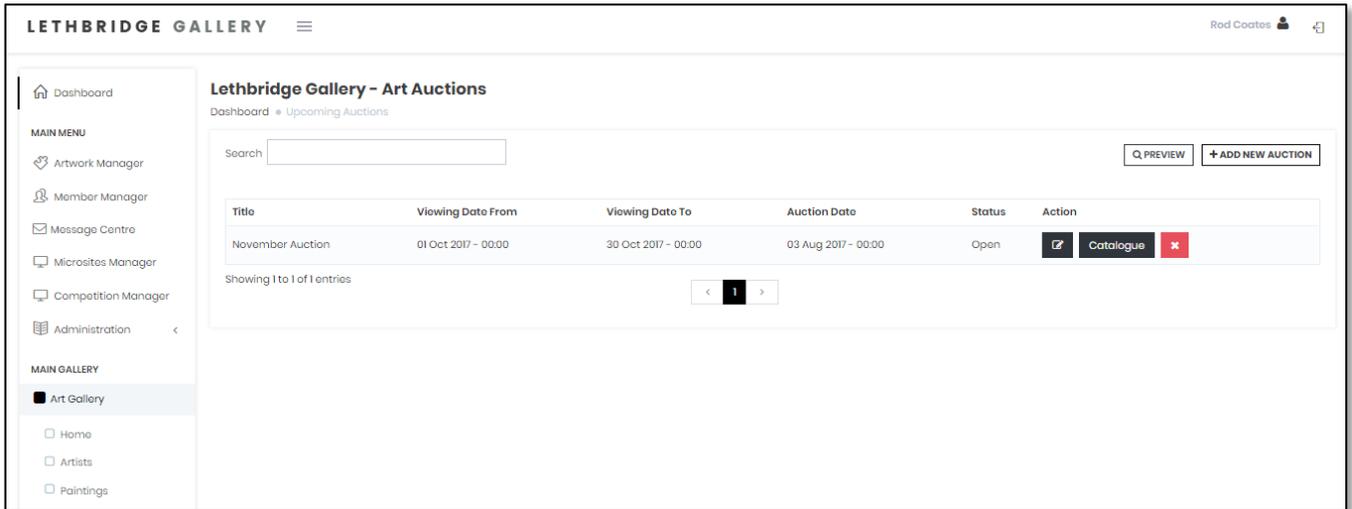


You are also able to choose which Other Services to display on this page. To add or edit Other Services please go to Administration – Other Service.

| Art Gallery – Auction – Buy Now Gallery

The Buy Now gallery is a display page of Secondary Market artworks. To edit this banner please see the section Art Gallery – Home – Artists.

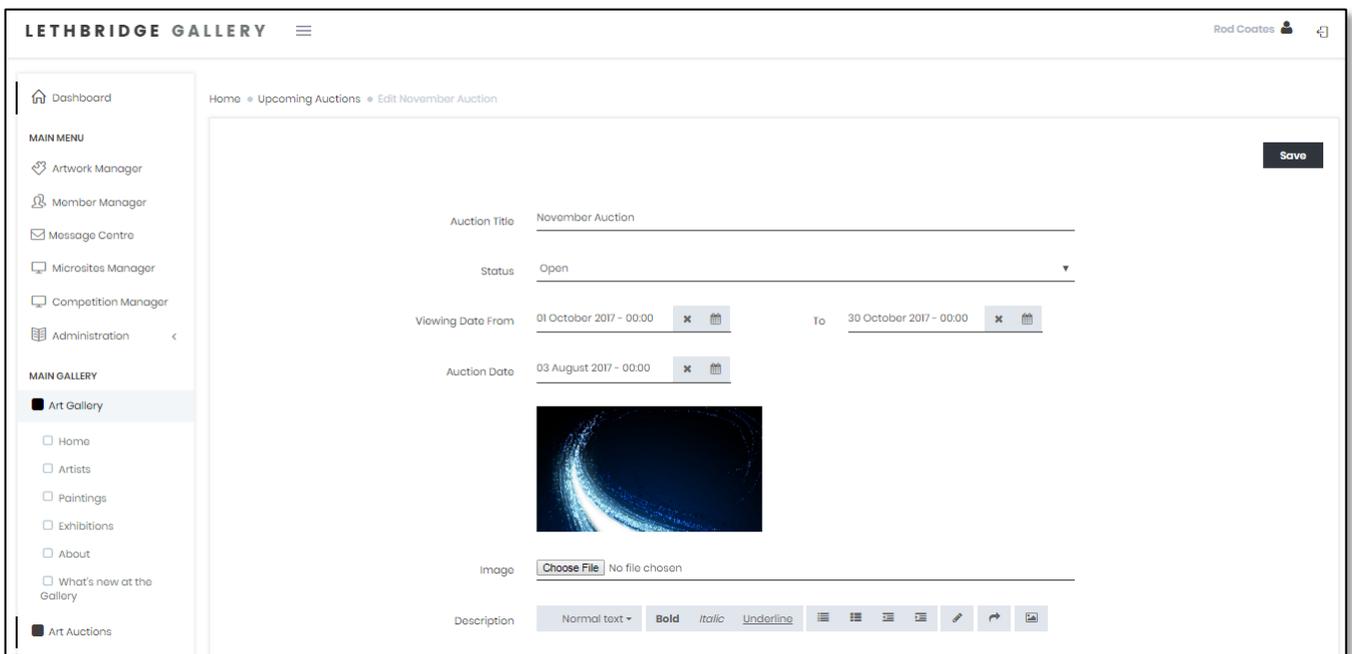
| Art Gallery – Auction – Upcoming Auctions



Main Function:

This section allows you to create and edit art Auctions.

Key Features.



Auctions have three states

<i>In Preparation</i>	This option allows you add an Auction without displaying it on the front end to customers.
<i>Open</i>	The open is now open and can be displayed to customers.
<i>Finalised</i>	The Auction is now finalised. Unsold works are displayed as 'Passed In' and the Auction now displays under the Past Auction Results menu.
<i>Archive</i>	The auction is no longer displayed under the Past Auctions menu.

| Art Gallery – Auction – Buyer Terms

The screenshot shows the Lethbridge Gallery Admin interface. The top navigation bar includes the logo 'LETHBRIDGE GALLERY', a user profile 'Rod Coates', and a home icon. The left sidebar contains a 'Dashboard' link and a 'MAIN MENU' with options: Artwork Manager, Member Manager, Message Centre, Microsites Manager, Competition Manager, and Administration. Below this is the 'MAIN GALLERY' section with 'Art Gallery' selected, and sub-links for Home, Artists, Paintings, Exhibitions, About, and What's new at the Gallery. The main content area is titled 'Lethbridge Gallery - Art Auctions' and shows the breadcrumb 'Home » Buyer Terms'. It features a 'Q PREVIEW' button and a 'Save' button. The 'Page Title' field is set to 'Buyer Terms'. The 'Content' field has a rich text editor with options for Normal text, Bold, Italic, Underline, and various alignment and list options. The content area contains several paragraphs of placeholder text.

Main Function:

This section allows you to the text displayed on the Buyer Terms pages.

| Art Gallery – Auction – Seller Terms

The screenshot shows the Lethbridge Gallery Admin interface for editing Seller Terms. The layout is identical to the Buyer Terms page, but the breadcrumb is 'Home » Seller Terms' and the 'Page Title' field is set to 'Seller Terms'. The 'Content' field contains placeholder text, including a 'Test Edit' section.

Main Function:

This section allows you to the text displayed on the Seller Terms pages.