ART DEALER

MANAGEMENT SOFTWARE

ENCYCLIA GALLERY
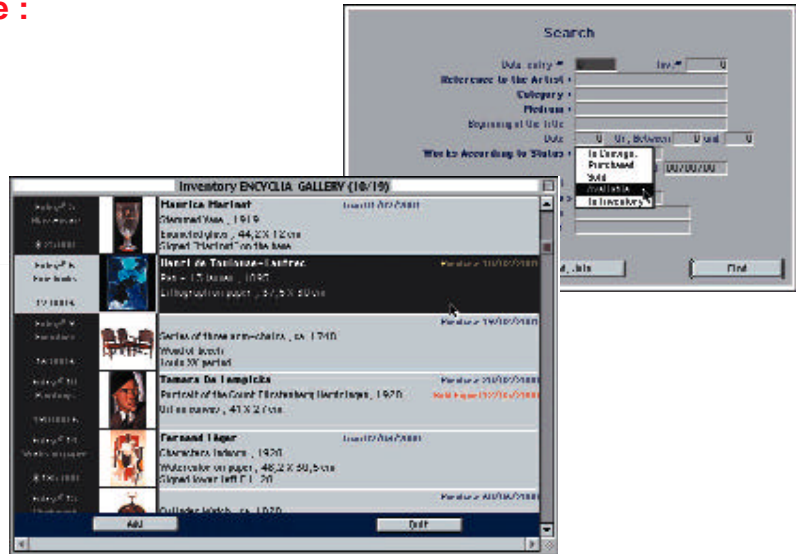
works • artists • photos
• exhibitions • critics •
press-kits • sellers
• buyers • consignors •
borrowers • invoicing
• v.a.t. • customs •
targeted mailings

Assembled in a single database :

- the address file and its communication tools : preferences, correspondence, labels,

- the inventory file with its research tools : by criteria, key words, status,

… and all the possible links between them.

Inventory
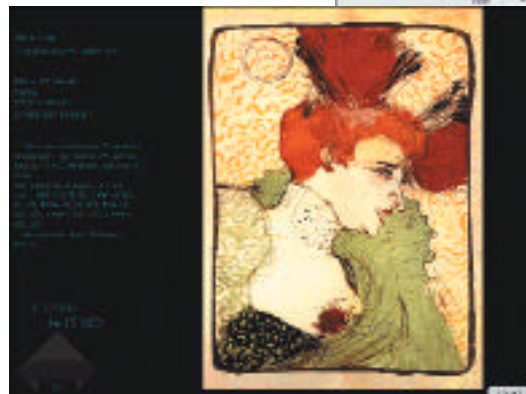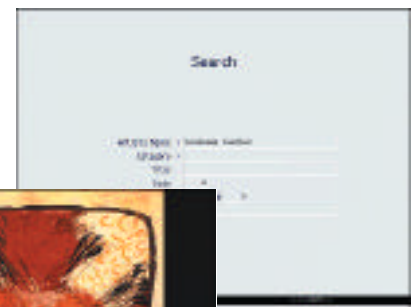
The record for each work contains a detailed description, one or more photos, its location, links with service providers (framers, restorers, packers, photographers etc.); the name of the seller (or consignor) and the buyer; the purchase price, the retail price and price sold; the list of borrowers of the work; its various customs clearances.

From the work's record, you can directly access payments (sellers and buyers), calculated in the currency you choose (the software is ready for the Euro).

Searches on all criteria and key-words.

Photographs

Digitized photos are stored in a separate folder on the hard disk. They can be easily accessed and used by other applications (Photoshop, XPress, E-mail, etc.).

A slide-show presentation allows clients to see available works, without having direct access to confidential information. >

Artists

For each artist there is a detailed list of the various publications concerning their work as well as all the texts and photos that are relevant to the artist personally.

Critics

Lists texts written by each critic in connection with the activity of the gallery.

Exhibitions

Each exhibition record lists the works on exhibit and allows you to automatically print a price list, sorted and numbered in the order of your choice, as well as labels for each work on exhibit. You can print custom press-kits.

Sellers

The record for every seller lists the purchase history of their work and a statement of total payments made.

Consignors

A record for every consignor lists the history of the works left on consignment; works the gallery has kept and if applicable, those sold.
Automatic printing of receipts.

Borrowers

A record for every borrower gives a detailed list of their commitments, with loan-out and return dates.
Automatic printing of receipts.

Buyers

A record for every buyer lists a history of the sales made and updates payments. Invoices can be printed and saved.
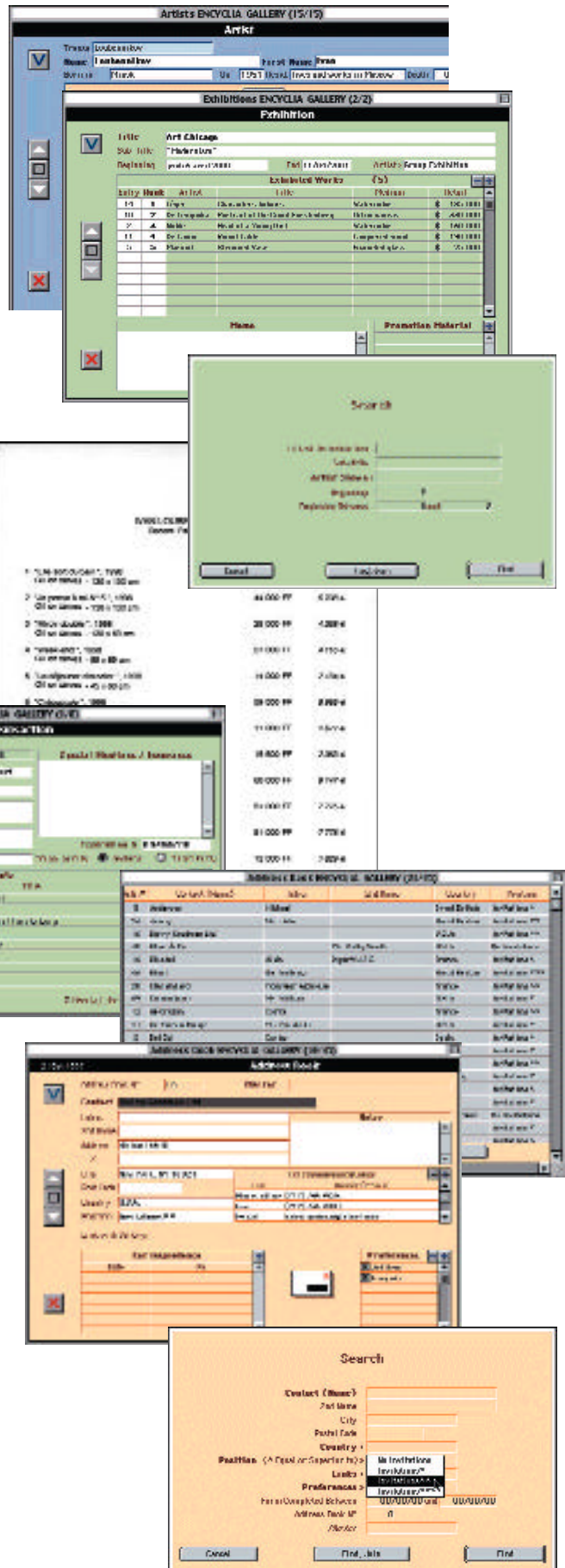
Customs

Monitoring of works in transit. Declared values. Deadlines.

Address Book

Linked to a word-processor, it allows you to access mail modules and save correspondence. You can sort precisely, by name and preferences.
You can import addresses from your current files.

Many Available Print Formats

Every record has a sophisticated print format. The following
printed lists can be made:

- inventory (with or without thumbnails)
- available works
- works on consignment
- loaned works
- purchases / sales with payment statements
- VAT declarations
- customs operations
- address book, etc.

Finally, on a daily basis, potential clients can be given a
comprehensive record of work illustrated by a high-defi-
nition image, which can be send over the Internet.

A Client-Server version (program accessible from several networked computers) is available

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ENCYCLIAalso publishes :
a Catalogue Raisonné software package (English / French)
and a Private Collection software package (English / French / German / Spanish)

Documentation and demonstration available upon request.

Windows / MacOS