Showcase

Version 2.2

Collection Management Software

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WELCOME TO THE FAMILY!

We're so pleased that you have chosen **Showcase!**   Welcome to the ever-growing family of museums who have entrusted their collections to this amazing software.   Software Inventors is dedicated to your success by keeping **Showcase** current to your needs. Please don't hesitate to contact us if you have questions or suggestions for improving the software. We also welcome your ideas!

To get started, we'd like to suggest that you familiarize yourself with the basic capabilities of **Showcase** by reading through this manual. Use the included sample data to explore its many great features of the software. Review your museum's record-keeping, marketing, and fundraising activities to draw upon the new and expanded flexibility offered by **Showcase**. Review the various reports and identify their best use for your organization.

Prior to entering any object information into **Showcase**, define your Collections, Local Object Categories, and Object Condition Phrases.

> **Showcase** comes pre-loaded with Standard Object Categories as recommended by museum experts in 'A Filing System for Historical Information' published by the New York State Museum and 'The Revised Nomenclature For Museum Cataloging' by James R Blackaby, Patricia Greeno, and The Nomenclature Committee. If you prefer to utilize an alternative list of Standard Categories, we will be pleased to assist you.

If you will be utilizing **Showcase's** membership features, you will also want to define Patron Interest, Expertise, and Category codes. If **Showcase** will be used by multiple individuals, you may also wish to create User Access passwords.

<div align="center">

Finally, enjoy the ease-of-use and wonderful benefits
of **Showcase!**

</div>

GETTING STARTED

INSTALLING SHOWCASE

To install **Showcase**, follow these 3 easy steps. At any time, should you encounter any problems or have questions, feel free to contact us at (888) 633-7444. We will be pleased to walk you through the installation process.

1. Insert the **Showcase** installation CD
2. If the Setup program does not start automatically, click on START, then RUN, then enter the command D:SETUP   (If your CD drive is not drive 'D:', substitute the appropriate letter)
3. Choose the default answers to the installation questions

Following installation, we recommend that you create a **Showcase** shortcut for the Windows desktop, if the installation routine was unable to do so. Simply, right-click the SCASE20.EXE file in the C:\Showcase folder and choose Create shortcut. Then drag the shortcut to the Desktop. We suggest that you rename the shortcut to **Showcase** for convenience.

Please note that **Showcase** requires the following minimum system specifications:

Pentium processor with 128mb RAM
25mb of hard disk space
CD-ROM
Microsoft Windows 98, NT, ME, 2000, XP, or Vista

Note that the minimum processor and RAM specified may result in slow performance if multiple pictures are attached to an object in **Showcase**.

The amount of hard disk space required for pictures varies greatly and is dependent upon the number, quality, and format of the digital picture files. As a rule of thumb, 4 pictures will require anywhere from 1 to 3mb of disk space.

STARTING and EXITING SHOWCASE

To start **Showcase**, double-click the desktop icon created during the installation process. Alternately, you may start **Showcase** from Windows Explorer by

double-clicking the SCASE20.EXE file located in the C:\Showcase folder.

The first time **Showcase** is started, you may be prompted for an Authorization Code. This code is printed on the shipping label of the **Showcase** packaging.

When **Showcase's** introductory screen appears, you will be asked to enter a usercode and password, then click Log In. The system's menu screen will now be displayed, and you're 'off and running'!

> **Showcase** ships with a default usercode and password noted on the installation CD. We strongly recommend that this password be modified to prevent unauthorized access.

To exit **Showcase**, <u>always</u> choose the Exit option of the menu.

NEXT STEPS

When you're ready to set up **Showcase** for your museum, enter your patrons (donors), object collections & local category codes (if you plan to use them), object condition phrases, and user access codes. This will greatly simplify entry of your objects!

Remember to delete the sample data included with your **Showcase** package.

PATRONS

Patrons may be object donors, museum members, or other individuals associated with the museum.

To locate a specific patron, enter all or part of either the name or number, then press FIND.   Scroll through patrons pressing the PREV and NEXT buttons. Scrolling will be alphabetical if a name was entered, otherwise the scroll will be by patron number.

Click EDIT to modify the displayed patron, ADD to add a new patron, or DELETE to remove a patron. Patrons associated with any object may not be deleted, but may be made inactive to prevent their future use.

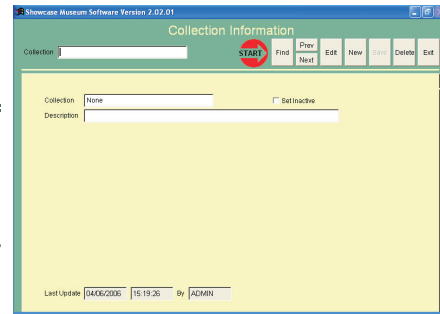|	
Name	Patron name, up to 30 characters (last) and 20 characters (first).
Number	A unique number or code for this patron, up to 10 characters.
Set Inactive	Check this box to prevent future use of this patron without deleting them.
Company	Company or organization name, if appropriate, up to 50 characters.
Address	Patron's address. 3 lines are provided. Each line may be up to 30 characters.
Telephone	Patron's telephone number(s). 2 entries are provided. Each entry may be up to 15 characters.
Email	Patron's email address, up to 50 characters.
Interests	Patron's areas of interest, up to 50 characters. It is recommended that specific interest codes be developed for consistency. Many reports allow selection of patrons by interest.

Expertise   Patron's areas of expertise, up to 50 characters. It is recommended that specific expertise codes be developed for consistency. Many reports allow selection of patrons by expertise.

OBJECT COLLECTIONS

A collection is a grouping of objects, such as those belonging to specific donor or period of time. An object may belong to only one collection. Many reports allow selection of objects by collection.

To locate a specific collection, enter all or part of the name, then press FIND. Scroll alphabetically through collections by pressing the PREV and NEXT buttons.

Click EDIT to modify the displayed collection, ADD to add a new collection, or DELETE to remove a collection. Collections associated with any object may not be deleted, but may be made inactive to prevent their future use.

Collection   Enter a unique collection name, up to 30 characters.

Set Inactive   Check this box to prevent future use of this collection without deleting it.

Description   Enter a further description of this collection, if desired, up to 60 characters.

Category   Patron's category code(s), up to a total of 15 characters. Categories may be defined as needed by the museum. Use to identify such things as contribution levels, active vs. associate patrons, etc. Creating specific category code provides consistency when selecting patrons for reporting purposes.

OBJECT CATEGORIES
(STANDARD or LOCAL)
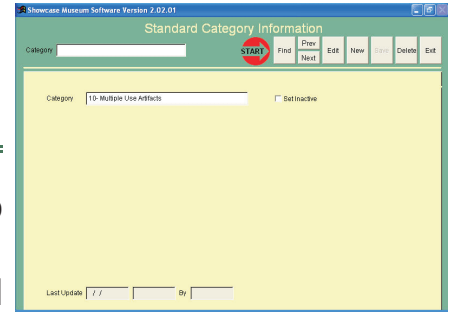
Standard and Local Categories provide a means to group objects together, based on their subject type. One Standard Category and up to four Local Categories may be associated with each object.
Many reports allow selection by category. **Showcase** come pre-loaded with Standard Categories recommended by museum experts. Local Categories may be defined by the museum, as needed.

To locate a specific category, enter all or part of the name, then press FIND. Scroll alphabetically through categories by pressing the PREV and NEXT buttons.

Click EDIT to modify the displayed category, ADD to add a new category or DELETE to remove a category. Categories associated with any object may not be deleted, but may be made inactive to prevent their future use.

Category   Enter a unique category name, up to 50 characters.

Set Inactive   Check this box to prevent future use of this category without deleting it.
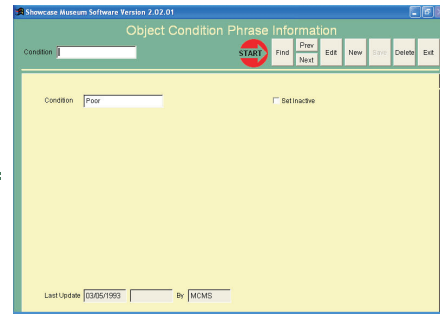
OBJECT CONDITION PHRASES

Condition phrases provide a means to categorize objects based on their appropriateness for exhibition. **Showcase** comes preloaded with typical phrases, such as Poor, Fair, Good, Excellent.

To locate a specific condition phrase, enter all or part of the name, then press FIND. Scroll alphabetically through phrases by pressing the PREV and NEXT buttons.

Click EDIT to modify the displayed phrase, ADD to add a new phrase or DELETE to remove a phrase. Phrases which are associated with an object may not be deleted, but may be made inactive to prevent their future use.

Condition   Enter a unique condition phrase, up to 20 characters.

Set Inactive   Check this box to prevent future use of this phrase without deleting it.

USER ACCESS

User Access codes provide a means to limit access to specific functions within **Showcase**. As changes are made to Showcase records, the user code, date, and time are recorded & displayed. We suggest assigning a unique user code to each staff member responsible for maintaining **Showcase** data. For access by the public, it is advisable to create a user code with view-only capabilities.

To locate a specific user code, enter all or part of the code, then press FIND. Scroll alphabetically through codes by pressing the PREV and NEXT buttons. Click EDIT to modify the displayed user code, ADD to add a new user code or DELETE to remove a user code. Changes to a user code's access rights are effective the next time the user logs into **Showcase**.

User Code A unique user code, up to 6 characters.

Name User's name, up to 15 characters.

Password Enter a password, up to 6 characters. Passwords are <u>not</u> case-sensitive. For additional security, individuals should be encouraged to change their passwords occasionally, using the Change Password menu option.

Allow For each category of information, enter either:
   Y to allow complete access for maintaining information
   N to prevent information from being viewed or changed
   V to allow information to be viewed, but not changed

   The view option is only available for Objects, Patrons, and System Preferences.

SYSTEM PREFERENCES
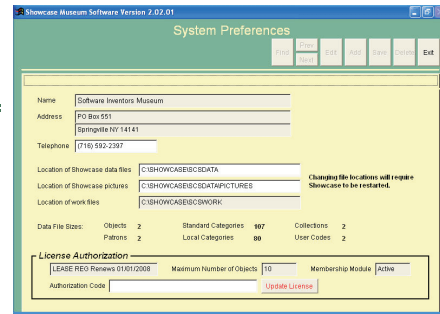
The Set Preferences menu option displays information concerning the software license, file locations, and number of records in each data file. Only the license telephone number and file locations may be maintained by the museum. This option may also be used to enter your software authorization codes prior to the software license expiration.

All entries are automatically saved when the EXIT button is clicked. There are no SAVE or QUIT buttons.

Telephone   Museum's telephone number. No other license information may be maintained by the museum. Contact Software Inventors if name or address changes are required.
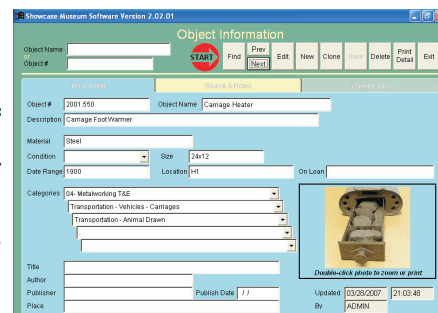
Location of Data Files   For networked installations, enter the location where the shared **Showcase** data files are located. File location changes they will take effect the next time **Showcase** is started.

Location of Picture Files   Location where **Showcase** will find object picture files. **Showcase** is able to share picture files with other applications, if desired, and supports JPG, BMP, and GIF formats. expertise. File location changes they will take effect the next time **Showcase** is started.

Authorization Code   As part of our anti-piracy program, your software license will be renewed periodically. Software Inventors will ship new authorization codes as needed. The code may be entered here prior to expiration of the previous code. Click Update License to apply the new code.

OBJECTS

To locate a specific object, enter all or part of either the name or number, then press FIND. Scroll through objects pressing the PREV and NEXT buttons. Scrolling will be alphabetical if a name was entered, otherwise the scroll will be by object number.

Click EDIT to modify the displayed object, ADD to add a new object or DELETE to remove an object.

The CLONE button is used to speed entry of identical or similar objects. Display the object to be cloned, then click CLONE. A new object record will be created with the same information as the displayed object, minus the object number.

To print a page containing all of the information concerning an object, press PRINT DETAIL.

DESCRIPTION TAB

Number   A unique number or code for this object, up to 20 characters.

Name   The object name, up to 30 characters.

Description   Enter a detailed description of th object, up to 60 characters.

Material   Material from which object is fashioned, up to 30 characters.

Condition   Use this field to identify the exhibit quality objects, up to 20 characters.

Size   Approximate size of the object, up to 20 characters.

Date Range   Approximate date of the object, up to 20 characters.

Location   Physical location within the museum where this object is stored, up to 30 characters.

On Loan	If object is on loan, enter borrower information, up to 30 characters.
Categories	Choose from the drop-down lists. Categories allow objects to be cross-referenced to associate with similar objects. The first entry is the <u>Standard</u> category, the remaining 4 entries are <u>Local</u> categories.
	Showcase comes pre-loaded with <u>Standard</u> Categories which are recommended by museum experts. <u>Local</u> Categories may be defined by the museum, as needed.
Title	Title, if any, for published works, artworks, and photographs, up to 50 characters.
Author	Author, artist, photographer name for published works, artworks, and photographs, up to 30 characters.
Publisher	Publisher for published works, artworks, and photographs, up to 30 characters.
Publish Date	Published date for published works, artworks, and photographs.
Place	Geographic place described in published works, artworks, and photographs, up to 50 characters.

SOURCE & NOTES TAB

Source	Choose the object's donor or source from the drop-down list.
Collection	Choose from the master list of collections.
Donated	Approximate date on which museum obtained the object, up to 10 characters.
Acknowledged	Date on which museum acknowledged receipt of object from donor.
Notes	Enter any desired notes related to the object. For example,

repair information or an appraisal of value. This field is virtually unlimited in size.

Display Card   Exhibit information to be printed on display cards. 3 lines are provided, the first of which is highlighted on the display cards. Each line may be up to 50 characters in length.

PHOTOGRAPHS TAB

Photographs   Enter the names of up to 6 picture files. **Showcase** supports JPG, BMP, and GIF formats.

We recommend creating a dedicated folder to store all **Showcase** picture files. Each file name entry is limited to 25 characters. Use the Set Preferences menu option to specify a dedicated picture folder.

OBJECT REPORTS

Showcase provides three styles of object reports. When generating a report, extensive options exist allowing you to limit the report to only those objects meeting specific criteria:
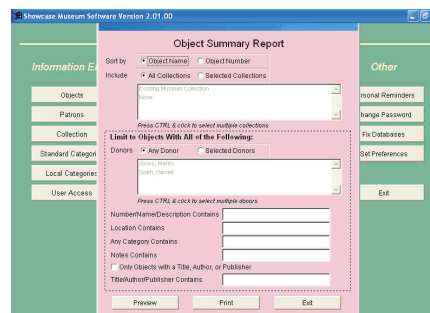
The **Summary** style provides abbreviated information on objects, with multiple objects printed on a page.

The **Detail** style includes all information **Showcase** 'knows' about an object, with one object printed per page.

The **Inventory** style provides a concise listing of objects, sorted by their location.

*Sort By*   Indicate whether alphabetic or numerical sorting of objects is desired.

Include   If objects in all collections are to be included, choose the default answer. Otherwise, click Selected Collections and then highlight the desired collections from the list box. Multiple collections may be selected by pressing the CTRL key while clicking each desired collection.

Limit to   **Showcase** can limit the objects to only those from specific donors or with specific phrases found in their Number/Name/Description, Location, Category, Notes, or Title/Author/Publisher fields. Note that if an entry in made in more than 1 of these fields, the object must meet ALL criteria to be included. Entries are <u>not</u> case-sensitive.

Only Objects   To include only published materials, check the Only Objects with Title/Author/Publisher box.

OBJECT DISPLAY CARDS

To make creation of exhibits easier, **Showcase** provides the ability to automatically print display cards. Three styles of cards are available using standard Avery card products, readily available through office supply companies:
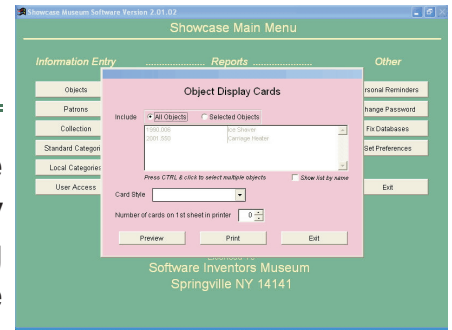
Style **5371 W/STAND** prints the object's information near the top of each card to allow the printed card to be placed in a slotted holder. Up to 10 objects are printed per page.

Style **5371 FOLDED** option prints the object's information in the lower half of the card, allowing it be folded tent-style. **Showcase** conveniently prints marks indicating where the card should be folded for a professional look. Up to 10 objects are printed per page.

Style **5388** prints a card 5" wide and 3" high, which is suitable for placement on a wall next to objects. Up to 3 objects are printed per page.

Include   If display cards are to be printed for all objects, choose the default answer. Otherwise, click Selected Objects and then highlight the desired objects from the list box. Multiple objects may be selected by pressing the CTRL key while clicking each desired object.
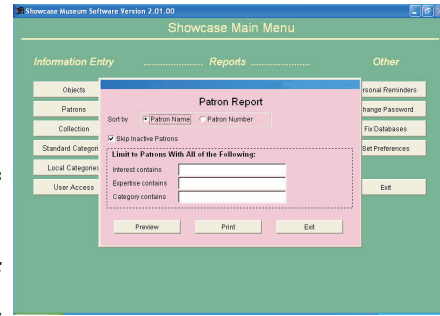
Card Style   Select the desired display card style from the list.

Number of Cards on 1st Sheet   If the 1st page of cardstock is less than a full sheet, enter the correct number of cards.

PATRON REPORTS and LABELS

Marketing exhibits to patrons with specific Interests or Expertise is easy with **Showcase**. Likewise, if patron Category codes have been defined, (for example: monetary donors), **Showcase** can greatly ease the work of fund-raising activities.

Patron information can be printed in a report style or as mailing labels. **Showcase** utilizes Avery #5160 style labels which contain 30 patrons per page.

Sort By   Indicate whether alphabetic or numeric sorting of patrons is desired.

Skip Inactive   To prevent inclusion of patrons marked as inactive, check this box.

Limit to   **Showcase** can limit the patrons to only those with specific phrases found in their Interest, Expertise, or Category fields. Note that if an entry in made in more than 1 of these fields, the patron must meet all criteria to be included. Entries are <u>not</u> case-sensitive.

Number of Labels on 1st Sheet   This prompt only appears when printing labels. If the 1st page of label stock is less than a full sheet, enter the correct number of labels.

CHANGING PASSWORDS

For security purposes, passwords should be changed occasionally. Individuals may change their passwords through the Change Password menu option. Additionally, passwords may be maintained through the User Access function.
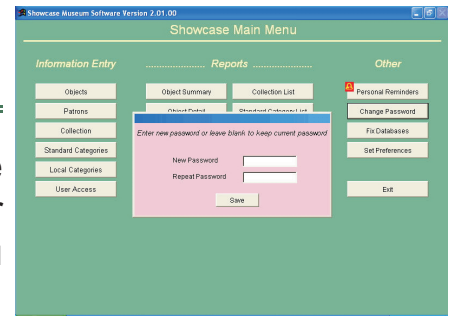
To exit this function without changing the password, leave both password fields blank and click SAVE.

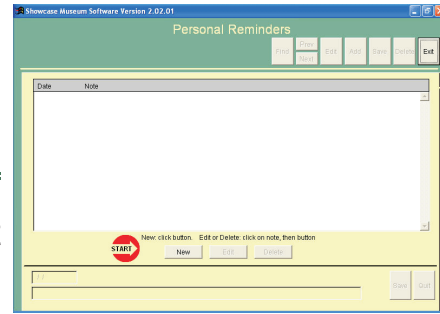|	
New Password	New password, up to 10 characters. Passwords are <u>not</u> case-sensitive.
Repeat Password	Reenter the new password. If the 2 password entries do not match, the new password will not be saved

PERSONAL REMINDER NOTES

The Personal Reminders feature allows entry of a list of important dates and their related notes.

Showcase checks this information whenever the menu is displayed to ensure that important dates aren't forgotten. If a reminder is found, Showcase displays an alarm bell next to the Personal Reminders button.
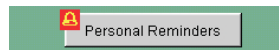
In multi-user installations, Personal Reminders are specific to the individual workstation and are not viewable from other workstations.

To add a new reminder, click ADD and enter the reminder information at the bottom of the screen. To edit or delete a reminder, first click on the reminder in the displayed list and then click the desired action (EDIT, DELETE).

Date   Date you wish **Showcase** to remind you of the associated note.

Note   Reminder note. Click the SAVE button to save the newly entered information reminder list, or QUIT to throw the entry away.

PROTECTING YOUR VALUABLE INFORMATION

To prevent loss of **Showcase** data in the event of computer failure, fire, flood, or other catastrophic situation, it is STRONGLY RECOMMENDED that backups be performed on a regular schedule. For the highest level of protection, backup the complete *C:\Showcase* folder and, in the case of multi-user installations, the folder used to store the shared object and patron database.

AT A MINIMUM, THE *C:\SHOWCASE\SCSDATA FOLDER* (which holds the database) AND THE *C:\SHOWCASE\SCSDATA\PICTURE FOLDER* (containing object pictures) SHOULD BE BACKED UP. Note that these are the default folders for the database and picture files. For installations where default folders are not being utilized, ensure that the alternative folders are backed up.

Backup protection is further enhanced by utilizing multiple sets of backup media in a rotating fashion. In this manner, multiple backups of the database exist at all times. In addition, you may wish to consider placing your backup media in a storage cabinet which is designed specifically for protecting computer media in cases of floods or fire.

Showcase does not contain backup software, due to the variability of Windows versions and configurations. Contact your hardware vendor for recommendations concerning the best method to backup your computer.

SUPPORT and PROBLEM RESOLUTION

Showcase includes a special menu option, Fix Databases, which is designed to correct most data-related problems. Run Fix Databases If you receive an error message or **Showcase** exits abruptly. Fix Databases will also resolve problems if an object or patron is mistakenly marked as being 'In Use', when it is not. The Fix Databases feature can not 'harm' your data and is suggested as the first step in resolving issues. Note that for multi-user installations, all workstations must exit **Showcase** before running Fix Databases.

In the rare case where **Showcase** exits abruptly due to an error or the workstation loses power while operating **Showcase**, you may receive an error message indicating that **Showcase** is currently running on the workstation. To resolve this issue: (1) Restart the computer, (2) From the Windows desktop, click Start, then Run, (3) Enter the command **c:\showcase\relscase.exe** and click OK, (4) Start **Showcase** and immediately choose the Fix Databases menu option

Automated telephone support is available 24/7 by calling 716-592-2397. Follow the message prompts. Live support for technical and billing issues may also be obtained during normal (Eastern time) business hours via email at support@softwareinventors.com or by telephone at 716-592-2397.

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Showcase is licensed to you for your personal use, contingent upon your payment of the software lease and license fee. You may use it on any single computer or a single local-area network of computers. You may transfer the software to another computer or local-area network at a later time, provided that you transfer all of the software's components to the new computer (or local-area network) and remove all components from the 'original' computer or local-area network. You may not alter, attempt to alter, or allow the alteration of any software contained within **Showcase** without Software Inventors, Ltd express, written consent. **Showcase** software is not copy protected, but you may make copies of it only as provided in this agreement. You are permitted to make one (1) working copy of the software solely for archival or backup purposes. You may transfer the software on a permanent basis and license it to another party if the third party agrees to accept the terms and conditions of this agreement. If you transfer the software, you must at the same time either transfer all copies of the software regardless of form to the same party or destroy any copies not transferred. This license shall be effective from the date you install the software and remain in effect for as long as you make lease payments at the then-current rate as determined by Software Inventors Ltd, subject to the conditions of this agreement. You may terminate this license at any time by destroying all copies of the software (in any form). Your license terminates automatically if you fail to comply with the terms or conditions of this agreement. The media on which the software is furnished is warranted to be free from defects in materials and workmanship for a period of forty-five (45) days from the date of delivery to you as evidenced by a copy of your sales receipt or lease agreement. Except for the limited warranty set forth above, the software and any accompanying data is provided 'as is.' Software inventors, ltd makes no other warranty, express or implied, with respect to the software and specifically disclaims the implied warranties of merchantability and fitness for a particular purpose. Software inventors, ltd does not warrant that the software will meet your requirements or that the operation of the program will be uninterrupted or error free. Further, software inventors, ltd makes no warranty, express or implied, with respect to any data provided for use with the program. You are solely responsible for the selection of the software and maintenance of the data to achieve your intended results and for the results actually obtained. Some states do not allow the exclusion or limitation of implied warranties, so the above exclusions and limitations may not apply to you. This warranty gives you specific rights and you may also have other rights which vary from state to state. In the event the software fails to meet Software Inventors, Ltd's "limited warranty", Software Inventors, Ltd's entire liability and your exclusive remedies shall be: (A) The replacement of any software not meeting Software Inventors, Ltd's "limited warranty" which is returned to Software Inventors, Ltd. or (B) If Software Inventors, Ltd cannot or will not replace the software, you may terminate the License Agreement by returning the software and all copies (in any form) to Software Inventors, Ltd. In the case of purchased software, your purchase price will be refunded. In the case of leased software, a pro-rated refund reflecting the unused portion of the lease will be issued. Under no circumstances, and notwithstanding any failure of the essential purpose of any limited remedy provided for herein, shall Software Inventors, Ltd be liable to you for any damages, claims or losses whatsoever, including but not limited to claims for lost profits, lost savings or other special, incidental or consequential damages arising out of the use or inability to use the program regardless of the circumstance. Except as expressly provided for in the license agreement, you may not use, copy, modify, reproduce, transfer or distribute the programs in whole or in part, without first obtaining software inventors, ltd's written permission. This agreement will be governed by the laws of the State of New York, County of Erie and all disputes, court filings, appearances, and trials shall occur within the State of New York, County of Erie.

NOTES

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