

# *"Software designed to run an art gallery? But our gallery is different from anyone else's..."*

**That's why we designed Tessera to be as flexible and versatile as possible...**

The result is software equipped to deal with every imaginable scenario, from large commercial dealers, to single artists working from home.

Australian galleries have seen significant change over recent years, especially in the areas of tax law and digital technology.

Email and electronic images are wonderful innovations, but you need the right tools to manage them; while the new book-keeping responsibilities are demanding enough as they are, without having to deal with the additional complexities of un-registered artists and export sales.

Tessera can manage all of these tasks. One program that can be used to invoice clients, pay artists and even manage your digital images. But that's just the start, as this Australian designed and supported software can also deal with your word processing, keep track of your stock and print full colour catalogues and valuations at a moments notice.

Store all of your client details in the one program and then produce customised mail outs, print mail merges, address labels and even compose and send emails.

Digital images are utilized throughout Tessera. You can choose to include them on invoices, inventories, loan reports and even delivery documents.

When it comes time to pay an artist, the payment calculations have already been resolved. It's a simple procedure to draw up a document that details exactly the transactions that have occurred. You can even include disbursements and illustrate each entry with an image of the artwork.

Did we absorb the discount on this sale or are we sharing it with the artist? Is this artist registered for GST? What was the agreed gallery commission on this artwork? With Tessera these are no longer annoying, time consuming tasks, the answers are right there in front of you while you spend more time where it matters... with your clients.

**TESSERA**

**- one product - many applications -**



MANAGE YOUR DIGITAL IMAGES WITH THE EASY TO USE CATALOGUING FEATURES.



DOWNLOAD CLIENT AND ARTWORK DATA TO YOUR PERSONAL ORGANISER.



KEEP YOUR BOOKS IN ORDER WITH TESSERA'S EXTENSIVE REPORTS.



TAKE YOUR GALLERY TO THE WORLD WITH THE FOREIGN CURRENCY AND EXPORT FEATURES

## **Features Include**

- ADDRESS LABELS
- ARTISTS PAYMENTS
- AUSTRALIAN DESIGNED
- AUSTRALIAN SUPPORTED
- BARCODING
- CATALOGUING
- CONTACT DATABASE
- DELIVERY DOCKETS
- GST MANAGEMENT
- INVENTORY MANAGEMENT
- INVENTORY LABELS
- INVOICES
- LOAN AND RENT ARTWORKS
- MAIL-MERGE & EMAILING
- PUBLICITY BROCHURES
- VALUATIONS
- WORD PROCESSING

**T**essera has been running galleries successfully since 1996, providing a stable, sophisticated environment for the management of art businesses of all sizes.

**Do I really need a dedicated gallery software package? We get by pretty well using a word processor, a spreadsheet and an email program...**

With Tessera you enter a client's name and address once, the details of an artwork once and from then on those details can appear on invoices, reports and all manner of printouts.

When a client calls you can immediately review purchases they have made, check payments outstanding, even view images of artworks they own. No more scrolling through spreadsheets or trawling through email programs for correspondence and addresses.

Pull up the record on an artwork to review all of its details, from dimensions, medium and location to when and where it was acquired and to whom it was sold.

Potential buyers appreciate, and often expect, these features.



**What about managing clients?**

Tessera features a comprehensive contact database that includes mailing facilities, the printing of labels, mail merged letters, lists of clients and individually customized emails.

**What can Tessera offer artists?**

Detailed artist statements that outline amounts payable for each artwork sold and that can include deductions made for disbursements. Sales reports can be produced that let an artist know exactly which artworks are held by the gallery.

**What about GST?**

GST presents unique problems for galleries as they can be selling artworks by artist's unregistered for GST, or selling artworks overseas where GST may not apply.

Tessera handles all of these variations; producing reports that detail every transaction.

**How does this tie in with our existing financial software?**

Tessera keeps track of sales and receipts for the gallery. You will continue to use your existing software to manage cheque book and accounts. Accountants spend considerable amounts of time teasing out the salient details from financial software not designed to manage galleries. With Tessera you can present printed reports with all necessary details, while reducing the risk of making incorrect entries in your main accounting package.



### **What do I need to run Tessera?**

You'll require a relatively recent Windows or Macintosh computer. Tessera can be run from a laptop if required. You can also download inventory and client details to a handheld PDA.

If you are running a network with several people accessing Tessera simultaneously, then speak to us to ensure you have the best possible hardware platform in place.

### **We are thinking of moving to a different computer platform...can we take Tessera with us?**

Yes. Tessera works on either Macintosh or Windows and can easily be moved between platforms.

### **What does payment include?**

Ability to use Tessera on up to three networked computers, a ninety day warranty and a manual that includes a step-by-step tutorial.

### **What happens if we have all our data in another program?**

Data can be moved in and out of Tessera with ease. If you already have your data in another program, we can help you move it straight into Tessera.

### **We want to control how our invoices and other printouts look. Is this something we are able to do ourselves?**

All essential layouts such as invoices, valuations, image reports, artist statements and a variety of other reports, can all be altered by the user.

**With Tessera, galleries are finding new markets for their artworks, using of e-mail, digital images and the convenience of having artwork details available at a moments notice.**

**Whether it be for advertising, insurance or sales, Tessera will produce the information you need when you need it.**



ARAWAK DATABASE SOLUTIONS

PO BOX 1235

MORNINGTON

VICTORIA 3931

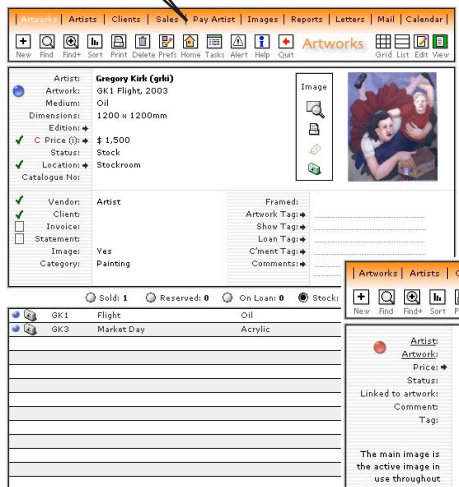
T: 03 5973 5094

TESSERA@ARAWAK.COM.AU

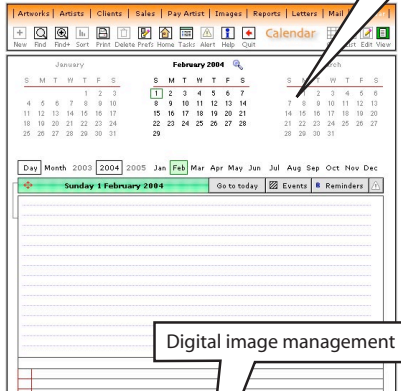
WWW.ARAWAK.COM.AU

# TESSERA – The complete solution for gallery management

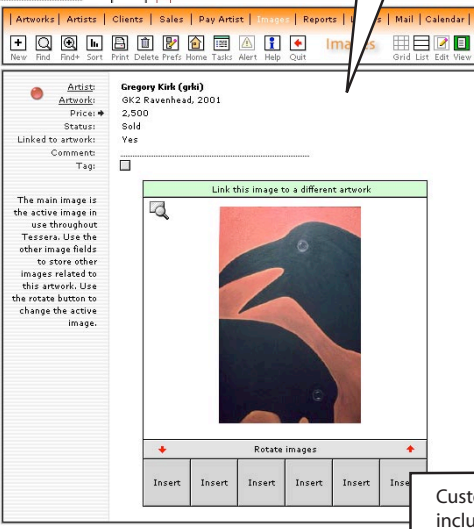
Simple to use navigation tools



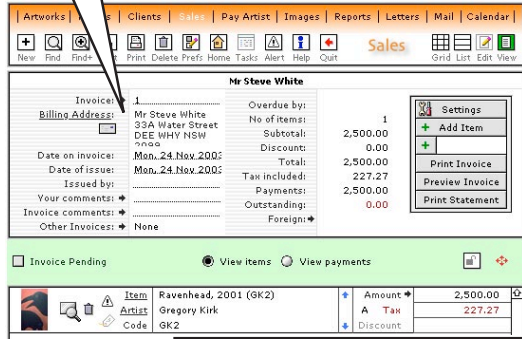
Integrated calendar



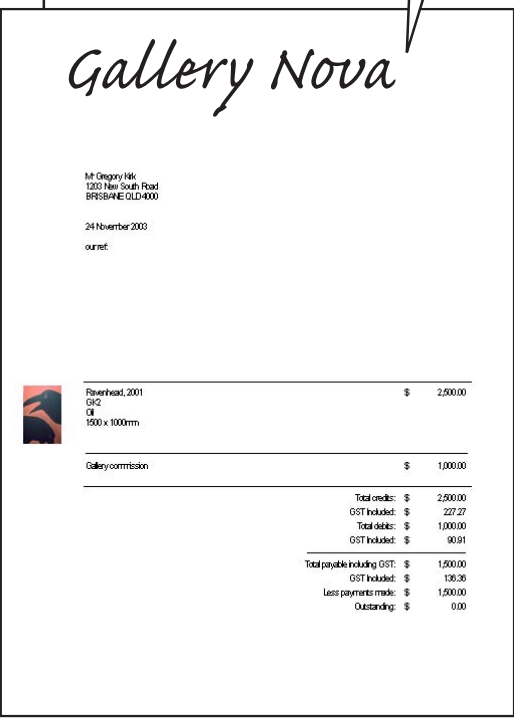
Digital image management



Full control over invoice and artist statement design



Customise documents, including invoices, to reflect your gallery's requirements



- ▶ Print labels for current artworks.
- ▶ Print images for current artworks.
- ▶ List the clients associated with current artworks.
- ▶ Duplicate current artwork.
- ▶ Produce an artwork report.
- ▶ Open Artwork Viewer.
- ▶ Print catalogue.
- ▶ Display sequence of images on screen.
- ▶ Access loan screen.
- ▶ Access reservation screen.
- ▶ Access consignment screen.

Comprehensive reporting.