

How to Track your Buyers in your Art Tracking Grid

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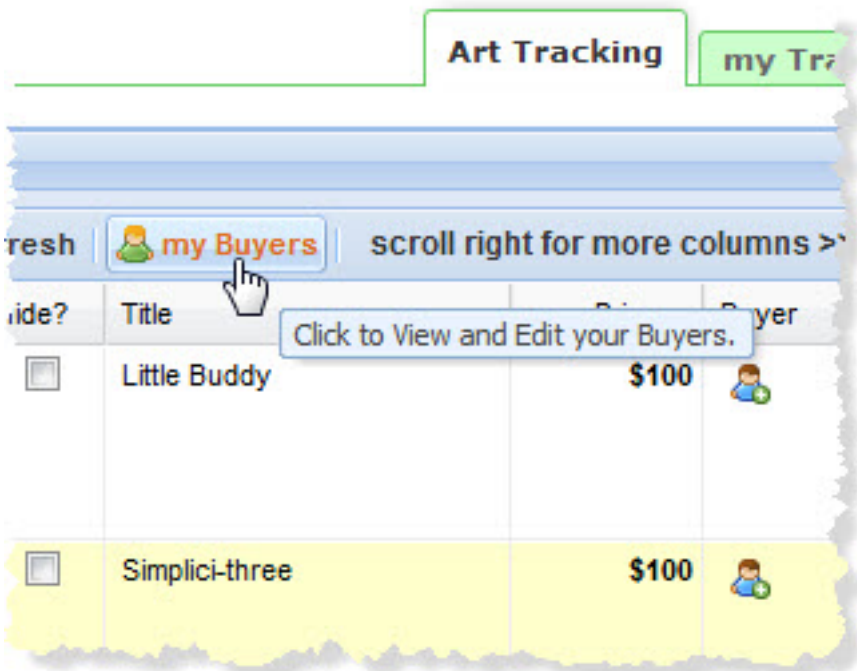
You can fully manage your buyers and assign them to artwork in your Art Tracking grid.

Here are all the things you can do with your buyers in DPW:

1. **View All and Edit your Buyers - [read](#)**
2. **Assign a Buyer to an Artwork - [read](#)**
3. **Edit an Already Assigned Buyer - [read](#)**
4. **View and Edit a Buyer in the Buyer Window - [read](#)**

#1. View All and Edit your Buyers

You can view and edit all of your buyers by clicking the **my Buyers** button in your Art Tracking grid.



Clicking the **my Buyers** button opens the **Buyers** window where you can edit and view your buyers' information, including the number of works of your art they have purchased the the total US dollar amount they have spent.

You can click any buyer in the window to view and edit their detailed information, such as name, email address, mailing address, and more.

Buyers Found

This table shows the recorded buyers who have purchased your art.

The winning bidder, but not the payment, is automatically recorded for a DPW Auction. If you additionally want the payment recorded, or you use DPW generated PayPal links and want the buyer and the payment recorded, then click [here](#) to read about how to set it up.


Of course, you can always enter and update your buyers manually.



(click on any column heading to sort by that column. Click again to change the direction of the sort)

	Last Name	First Name	EmailAddress	Count	Total
	Adams	Patti	pattirick@aol.com	1	\$417
	Alexandra Sparks	Wigh	princealexlight@aol.com	1	\$638
	Andron	Madeline	madi@comhem.se	4	\$822
	Andriole	Jokuna	jmandriole@gmail.com	1	\$134
	Argue	Maria	maria_argue@gmail.com	1	\$422
	Auffarth	Cathy	cathy@auffarth.net	1	\$473
	Baker	Peter	peter_baker@btccol.co.uk	5	\$834
	Barnes	Karen	Barnesk@jmail.com	2	\$262
	Bekiradic	Kimberly	k.bekiradic@comcast.net	1	\$280
	Bank	Barbara	barb@barbank.com	1	\$288

#2. Assign a Buyer to an Artwork

Click the add buyer icon in the buyer column of the Art Tracking grid to assign a new or an existing buyer to an artwork.



sh  my Buyers | scroll right for more columns >>

?	Title	Price	Buyer	Buy Type	Buy Url	eBay Item Id
	Little Buddy	\$100		DPW Auction	http://www.dailypa	
	Simplici-three	\$100		DPW Auction	http://www.dailypa	

Click to Set the Buyer for this Artwork.

#3. Edit an Already Assigned Buyer

Click the assigned buyer's name in the buyer column of the Art Tracking grid to view and edit the buyer, or even assign a different buyer.

awn to Reflections	\$193	 Antony Miller	DPW Auction	http://www.dailypa	Sol
ower Shot	\$128	 Antony Miller	DPW Auction	http://www.dailypa	Sol



Click to Edit or View the Buyer Info for this artwork.

#4. View and Edit a Buyer in the Buyer Window

You can do the following in the Buyer Window:

- a. **Assign an Existing Buyer**
- b. **Add a New Buyer**
- c. **Edit an Existing Buyer**
- d. **Remove the Assigned Buyer**

Assign or Edit the Buyer for "Twice Broken" ✕

 Remove Buyer |  Help with Buyers

Personal Info

Last Name *:	First Name:
<input type="text" value="Garner"/>	<input type="text" value="Susan"/>
Email:	Phone:
<input type="text" value="sgarner@coloradomesa.edu"/>	<input type="text"/>

Address | Notes | Purchases

Address 1:

Address 2:

City:	Postal Code:
<input type="text" value="GRAND JCT"/>	<input type="text" value="81516"/>
Country:	State:
<input type="text" value="United States"/>	<input type="text" value="Colorado"/>

a. Assign an Existing Buyer

If you are assigning an existing buyer to an artwork, just start typing their last name in the Last Name field and select the correct buyer from the list of buyers that drops down. Note that only your buyers will be in the list.

b. Add a New Buyer

If you are adding or assigning a new buyer, then type their last name in the Last Name field ***and do not select any existing buyer's from the list that drops down.***

c. Edit an Existing Buyer

Open the window for an existing buyer and change their information as needed.

d. Remove the Assigned Buyer

To remove the buyer assigned to an artwork, click the **Remove Buyer** button at the top of the **Buyer Window**. This will only remove the buyer from that artwork and will not delete the buyer.

e. Change to a different Buyer

To change from one assigned buyer to a painting to another, you must first **remove the currently assigned buyer** and then follow the instructions above to assign an existing or new buyer.

Be sure to set up your DPW PayPal Checkout!

Click here to **read** how to set up your DPW PayPal Checkout so DPW will track your sales and buyers without any data entry by you.

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