

WinCoin 3.2 Help

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Features

WINCOIN is a program to track your coin collection. *Some* of WINCOIN's features:

- Data bases for Categories (ie. Cents, Nickels) and Category Types (Buffalo nickels, Jefferson nickels) are provided and are user modifiable for new issues. Optional import files available for Canadian coins.
- Category Types include grading information, history, and type notes. Category Types can be resequenced to keep new issues in the proper order. Grading info, history and types notes are user modifiable.
- Master Coin data bases for each Category Type include all US coins and can even be set up to handle foreign coins if desired. All varieties can be maintained. Newly found varieties of older coins can be entered and put into their proper position in the master coin list. Mintages are included.
- Grading Templates can be set up by Category Type. This allows grading schemes to be customized to suit the way you like to collect your coins. Only those grades established for each Category Type are displayed on the panels and reports. New grades can easily be added and placed in the proper sequence.
- Coin Maintenance panel provides for current inventory as well as On Orders and Wants. Text can be associated with any coin, if desired. A FAST ADD feature allows for easy conversion of current inventory.
- Mint marks, grades, varieties, vendors, countries and grading services are table oriented and easily added to or expandable.
- Standard reporting capabilities include on line and printed. Current inventory reports, wants, orders can all be printed. Versions are available on-line and as printed reports. Many options can be set to customize the reports. Inventory valuation available. Auto want reports available.
- Report writer also available for customized reports for any selection of fields, sorts, and sub-totals. Multiple selection criteria available. Report writer profiles can be saved for future use.
- Positions for grades which do not exist are **blacked-out**, so at a glance you can see which coins you need to complete your collection.
- Capability for **notes** to be entered into the system. Eliminate all those pieces of paper and have the information at your fingertips.
- Prices for coins can be kept in the system. Multiple price lists available. A price report is available.

License Agreement and Warranty Disclaimer

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Shareware Version

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Registered version

One registered copy of **WINCOIN** may be dedicated to a single person who uses the software on one or more computers or to a single workstation used by multiple people.

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General

Wincoin is a system to track your coin collection, with major emphasis on giving the user a high degree of visibility, and at the same time, flexibility in configuring the system to best suit your needs. The Main Inventory Panel is designed to allow you to see an overview of your inventory for a category type at a glance, while with a simple point and click, view all the detail behind a coin in inventory, an order, or a want. A Fast Add feature allows easy initial loading of inventory. Reports are available on line or to be printed, and the User Options panel allows flexibility into the design of these reports.

Each Category Type contains years of issue for the coin, along with grading information, some history, and the ability to add notes by category type. Each category type has a Master Coin List with all the years, mint marks and varieties. New years are easily added and adding an older coin in the proper position is simple. Mint marks, grades, and varieties are all Table driven and easily modifiable. The Grade Template is a unique feature of this system, which allows customization of grading schemes by category types.

Prices can be entered into the system by coin and grade and prices can be included on reports. General Notes can be stored into the system. The System Information panel shows statistics about all files and allows for compression of files for efficiency and disk space reduction. Functions are available to rebuild indexes should indexes be damaged by a power failure or equivalent.

A Backup option is available from the main menu. Choose FILE, then BACKUP. Select the drive and path for the backup. After backup, you can select whether to exit or continue with program. The date of the last backup is shown on the panel.

Technical Information Technical information on application.

Shareware Concept Share ware information.

Registration Registration information.

Technical Information

The following files are included in the software:

WINCOIN.EXE	WINCOIN program
WINCOIN.HLP	Help file(this file)

For upgrades, see below.

The next files should be put in you WINDOWS system directory but can be kept in you **WINCOIN** directory.

GRID.VBX	Support file
THREED.VBX	Support file
COMMDLG.DLL	Support file(new with 3.0)
CMDIALOG.VBX	Support file(new with 3.0)
VBRUN300.DLL	Support file-required file that is present in your WINDOWS system directory. If you do not have this file, then WINCOIN is not running.

The following files are the Master Coin data bases and associated files. None of these files should be deleted or edited under any circumstances.

WINCOIN.DB1	Category Type file
WINCOIN.DB2	Category Description file
WINCOIN.IN2	Index to Category Description file
WINCOIN.DB3	Master Coin file
WINCOIN.DB4	Tables
WINCOIN.DB5	Notes files
WINCOIN.IN5	Index to notes files
WINCOIN.DB6	Price file
WINCOIN.D26	Second price file (new with version 2.1)
WINCOIN.DB7	Vendor file (new in version 1.1 or later, created during execution)
WINCOIN.D7A	Vendor file extension (version 2.0 or later)
WINCOIN.DB8	Grading Services file (new in version 1.1 or later, created during execution)
WINCOIN.DB9	Country file (available in version 2.0 or later)
WINCOIN.UN1	Grade template
WINCOIN.CDB	Inventory file
WINCOIN.CDX	Inventory file
WINCOIN.QIK	For Quick Start

*.CAT, *.IMP, *.MNT For import, see Import processing

Additional files that will be created during processing:

WINCOIN.USR	Created the first time the program is executed. Should not be deleted.
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Contains user options and user specific data for indexing. (This file is obsolete with version 3.2)
WINCOIN.SEC This file only exists if the registration code has been provided.
WINCOIN.Pxx Report profiles, where xx is from 01 to 99.
WINCOIN.INI Contains user options(new with version 3.2)

Other files which should be included:

ORDER.TXT
VENDOR.TXT
READ.ME
LICENSE.TXT

These last 4 files above may be deleted from a registered version.

If you are **upgrading** to a new version, only the following files should be replaced unless there is special instructions in the READ.ME file:

WINCOIN.EXE
WINCOIN.HLP
WINCOIN.QIK

To backup your **WINCOIN** files, you should backup up the entire **WINCOIN** directory. See **GENERAL** for backup available from the main menu.

Upgrade History:

- Version 3.2 Backup panel can select any drive/path
Panel adjustments for WIN95
Widen variety list entries
Categories menu item changed to Tables
USR file converted to an INI file
- Version 3.1 Report Writer
 Added AND/OR option for selection criteria.
 Provided bold print options on page setup.
 Reset button - Country automatically selected if only one.
 Faster loading of categories for ALL option. (Select ALL and resave
profile)
 Fixed lines per page problem.
Coin Master List Maintenance
 Double-click selection for popups.
Standard reports - on order and want reports.
 New master coins will now appear in proper order after a resequence.
 (Must compress coin master file first)
Coin Inventory Maintenance
 F10 will copy fields from last add/change for next update.
- Version 3.0 Added Report writer
New field, short category description, used in report writer.
 Maintained on Category Maintenance panel.
Printer setup available on menu bar under File.
Backup modified to ensure only Wincoin files are included.
Changing a inventory status from want to on order
 Can now enter a purchase price and source.
Fixed print problem with Inventory Listing where deleted comments repeat.
Inventory date now used on all inquires/reports.
 Comment date not used anymore.
- Version 2.1 Second price file added
 User Options panel specifies price file descriptions and default.
 Reports/Views updated to use either list.
New on-line reports
 Inventory Valuation Summary
 Inventory vs Price Lists
Want list includes price with sub-totals by category.
User Options panel split for future expandability.
 Report options panel for report settings.
 System options panel for program options.
Page Options setup available on Report options panel.
Add certification number to Coin Inventory Listing

Coin Maintenance panel

Fields selected are highlighted for easier replacement.

Grade Maintenance - New change grade function.

Version 2.0

New Grade Change function on coin inventory maintenance.

Enhanced keyboard control. See Keyboard Control

Status line on bottom of coin inventory panel

Country file established.

Maintainable on Country Maintenance panel.

Assigned on Category Maintenance panel.

Lists/reports can be selective by country.

Default country established on user options panel.

Country totals on inventory valuation list.

Category file now contains an optional default price.

Option to mark categories to skip from lists/reports

Expanded vendor file to include country and comments.

Expanded mint mark table to 25 mint marks.

Prices now available for viewing on the coin inventory panel.

New want reports. Three versions of want reports are available.

See Reports

Customize on User Options panel

Mintages now active:

Maintainable on the Coin List Maintenance panel.

Import available for US coins to load mintages

User options panel -option to show mintage on Inventory panel.

Inventory panel. ON/OFF view override for mintages.

Import panel now includes:

Category files (ie Canadian categories).

Mintage import for US coins.

Compress Price file function fixed for price files over 32K.

Coin Inventory Report now extends quantity x price.

User Option panel, Coin Inventory report now contains an option to print an '*' next to the year if there is inventory on the line.

Backup panel: If backup fails, program will now restart correctly.

Coin record delete - bypass delete comment confirmation if blank comment.

Page Up/Page Down display problems fixed.

Version 1.2

Category Maintenance

New Resequence button to ease moving categories.

Audit on earliest category year now year 1.

Category list focus during panel transactions modified.

Master Coin List Maintenance

Set focus on new variety if Create New Variety button used.

Modified coin list length on initial opening of screen.

Variety Maintenance

New function to change variety description.

Set focus on new variety.

Want report

Option to print separators between category types.

Do not print grades/blank line if no prices.

Show date of last backup on backup screen.

Option to re-enter program after backup

Audit for no wants on want list request from coin panel.

Modified category/type list length on change from coin or price panel.

Certification number focus on coin inventory panel.

Grade Maintenance resequence modified for up to 255 grades.

Template panel overflow fixed if more than 126 categories.

Fixed System Utilities negative bytes for price file.

Fixed - Category skipped in Coin Inventory Report or Coin

Inventory List if only one coin and it was first.

Modified price change edit if wants or orders are showing.

Version 1.1

Provide on-line inventory valuation report.

Included value(price) on Coin Inventory Listing.

Expanded vendor table for coin inventory sources.

User modifiable grading services table. New field certification number added.

New on-line report - Buys by vendor

A "Show Inventory" button is now available on the Price screen. This button can assist in entering prices for coins with inventory, and viewing wants and prices at the same time.

Compress Inventory function bug fixed.

Include Backup option on menu.

Modified sort on want list.

Included Morgan dollar display on ABOUT panel.

Version 1.0a

Increased maximum number of grades to 255.

Print Want List from Coin Panel for one category type.

Specify default startup coin category on User Options screen.

All coin issues are included on the shareware system.

Fixed category name display on price screen on initial opening of this screen.

Fixed buys from deleted inventory from appearing on buy list until after

compress.

Version 1.0 - Initial release

Shareware

The ShareWare Concept

The ShareWare concept is an attempt to provide software at low cost. The cost of offering a new product by conventional methods is very high, and hence prevents many independent authors and small companies from developing and promoting their ideas. ShareWare is an attempt to develop a marketing channel where products can be introduced at low cost.

If the ShareWare concept works, then everyone benefits. The user will benefit by receiving quality products at low cost, and by being able to test the software before purchasing it. The author benefits by being able to provide commercial software without first needing large sources of capital. But it can only work with your support.

Unregistered use of **WINCOIN** after the 30-day evaluation period is in violation of federal copyright laws.

Registration Registration information.

Registration

To register **WINCOIN**, send a check or money order for \$29.00 made payable to Bob Stech. Payments must be in US dollars drawn on a US bank, and should be sent to:

Bob Stech
35151 Glen Kyle Lane
Willoughby Hills, Ohio 44094.

An order form is available to be printed on line, under the HELP selection and also a ORDER.TXT file supplied with the system can be printed.

When payment is received you will receive a disk with the latest version, remaining master coin lists (if registering from version 1.0), instructions to load them, and a special serial number with which you can register your software. ***This serial number will be valid for all future versions of this software without additional registrations fees.***

Note: If you check the next version box: If you currently have the latest version, you will not receive a disk until the next version is available. Registration information will still be sent immediately.

Author may be contacted on CompuServe: ID 72103,2170.

Contacting the Author

Author may be contacted on CompuServe: 72103,2170
INTERNET:72103.2170@compuserve.com

US Mail: Bob Stech
35151 Glen Kyle Lane
Willoughby Hills, Ohio 44094

Feel free to contact the author for any questions, requests, changes or enhancements to the system.

Coin Inventory Inquiry/ Maintenance

The coin panel is the main panel in the system. This panel is used to display and enter inventory records for your collection. To access the panel, select INVENTORY from the main menu. A panel will be displayed showing the coins and inventory for a particular Category Type. The last Category Type accessed from any panel will be displayed first. To change Category Type, click on the Category Type. A popup of available categories will be displayed. Select the category and a popup of category types for this category will be displayed. Select the category type.

When changing categories, only categories for the currently selected country will be displayed. Also, if a category type has been marked as skip on the Category Maintenance panel, it will not display.

The panel shows all master coins for the category type down the left side. Across the top are the grades setup for the category type. The grades for a particular category type are maintained on the grade template panel. Scroll buttons are available to scroll up/down or left/right if needed. The mintage for coins will be displayed depending on the User Options setting for this field.

The grid boxes for a coin and grade show any inventory for the coin. If a number is displayed, it represents current inventory. If an * is displayed, it indicates an order, want, or other status for the coin and grade. If the grid box is blacked-out, no coins were minted for that particular grade.

At the bottom of the panel are buttons for **GRADING, HISTORY, TYPE NOTES,** and **NOTES**. You can choose these buttons to view the corresponding information. If any of the buttons are not enabled, then there is no data of that type for that category type. Also at the bottom left are three printer icons marked **Report, Listing,** and **Want**. The Report icon will print the Coin Inventory Report for the category type only, the Listing icon will print the Coin Inventory Listing for the current category type only, and the Want icon will print the Want List for the current category type only. All user option settings apply to these reports.

The **Flag** on the bottom of the panel can be used to change the currently selected country. Click on the flag and a popup will be displayed from which a new country can be selected. This new country will remain in effect for all lists/reports until the program is restarted or until a new country is selected.

An **ON/OFF** temporary override for the display mintages is available at the bottom of the panel. Click on this box to display or hide the mintages. This override to the User Options setting for this option is valid while the current inventory panel is open.

Click on the **\$** at the bottom of the panel to view prices for a particular year/mm. The cursor will change to a plus sign while this function is on. Click on a line in the grid to view prices. Alternatively, use the arrow keys to move up and down to display the prices. The name of the currently active price list is displayed in the price box.

The status line indicator at the very bottom of the screen shows data for the current category type. Information displayed is total quantity for this type, different inventory for this type (count of coins types for which there is at least one quantity), and orders and wants in the category type. Orders and wants represent the number of orders/wants, not the quantity. If more than one coin is on the same order, this represents only one order on the status line.

See [Keyboard Commands](#) for additional shortcut keys for this panel.

To update or view inventory records for a particular coin and grade, click in the appropriate box. The **Coin Maintenance panel** will be displayed. There can be multiple inventory records for each coin and grade. These records consists of current inventory, on order, wants, and other. There can be multiple records of each type. Other can be used for any purpose. The panel shows the number of each inventory type in the upper right corner and also the sequence number of the current record displayed, if any. The **NEXT** and **BACK** buttons on the bottom of the panel can be used to browse through the different inventory records. The status box on the middle left indicates which kind of record is displayed. Note that this panel is displaying inventory records for only one coin and grade at a time.

To help guide you through entry on this panel, messages are displayed indicating options or directions and only available buttons are enabled as you process transactions.

Inventory records consist of the following data: Record status; Coin information, including comments; Purchase data; and Sell data. The only required field is record status and quantity. Comment data can be put on any inventory type, and is required for orders, wants, and others. Required comments can be blank. Vendor sources can be added via the [Vendor Maintenance panel](#). Grading Services can be expanded via the [Grading Services panel](#).

To add a record, choose the appropriate **ADD** button corresponding to the type of record you want to enter. Enter the desired fields and choose the **SAVE** button. Quantity is the only required field. If a status other than current inventory is added, the comment box will appear and comments may be added but are optional. Also, the date on this panel may be changed. The text may be any notes you want to remember about this inventory record. These notes may optionally appear on reports, like the Want list.

Note: When adding inventory or orders, after the function is chosen, the F10 button will copy fields from the last add or change transaction into the new fields.

Current inventory only can also be added via the [FAST ADD](#) method. Select the **FAST ADD** button and follow the prompts. All inventory except varieties can be entered via this method. This would be a good way to initially load your inventory.

To changed a record, simply key over the displayed data and use the **CHANGE** button. Once a field is changed, the only actions available are change or cancel. Inventory status for on orders, wants, and other may be changed to any other status, but once in current inventory, status cannot be changed.

To delete a record, choose the **DELETE** button. You will be asked for confirmation.

To change the grade for a coin, select the **CHANGE GRADE** button. A list of available grades for this coin will be displayed in a popup. Double-click on the new desired grade and the grade will be changed. *You are returned to the main coin inventory panel after a grade change.*

Text data for current inventory may be added by choosing the **ADD** button in the coin information box in the center of the screen. This data can be changed by selecting **VIEW** and then change text and select OK. This data may be deleted by selecting the **DELETE** button in the coin information box. Text data for orders, wants, or others can be changed but not deleted.

Standard reports and on-line inquires

Various on-line and printed reports are available. Select the report desired and click on the screen icon or the printer icon. The bottom of the panel indicates the active price list. Use the **Toggle Price List** button to switch between active price lists for those reports/lists using prices.

A Report Writer is available for customized reports.

On-line:

On Order Report shows all inventory records with an on order status.

Want List shows all inventory records with a want status or auto want available.

Other List shows all inventory records with an other status.

Buy List by Category shows all inventory records with a purchase price by category.

Buy List by Vendor shows all inventory records with a purchase price by vendor.

Inventory Valuation shows all inventory and its value.

Inventory Valuation Summary displays a summary by category for inventory and its value.

Inventory vs Price Lists displays all inventory with values from both price lists.

On-line lists show all data, regardless of country selected or categories marked as skip on the Category Maintenance panel. However, if no coins are entered for these categories, they will not appear anyway.

Printed reports:

Coin Inventory Report provides for each category type, a listing of all coins for the type and where inventory exists.

Coin Inventory Listing provides a list of all inventory with all the information supplied about the coin.

Want Report provides a report of all wanted coins.

Price Report provides a report by category type, of prices entered into the system.

Printed reports are selective based on the current country selected and also will skip any categories marked as skip on the Category Maintenance panel.

Note: If user added coins to the coin master file do not appear in the proper sequence, compress the coin master file on the System Information/Utilities panel.

View Orders, Wants, Others, Buys, Inventory Valuation

These are on-line view functions.

Orders shows all on order records in the system. Category type, year, mint mark, variety, grade, purchase price, source, date, and comment are shown. Orders are not sequenced.

Wants shows all want records in the system. Category type, year, mint mark, variety, grade, quantity, price, date and comment are shown. Wants are sequenced by year within category. A subtotal is provided at the end of each category summarizing total quantity and total price for the category. Price shown is for currently active price list, which is indicated on the panel. Default value from category type is used if price does not exist for year and grade for active price list. Sub-totals are shown by category type with a country total and the grand total is displayed at the end.

Other shows all other records in the system. Category type, year, mint mark, variety, grade, quantity, date and comment are shown.

Buys by category shows all inventory that has a purchase price. Category type, year, mint mark, variety, grade, quantity, vendor, purchase price, and date are shown. A total is provided at the end of the list.

Buys by vendor shows all inventory that has a purchase price. Category type, year, mint mark, variety, grade, quantity, vendor, purchase price, and date are shown. Sub-totals by vendor and a total at the end of the list are displayed.

Inventory valuation shows all inventory by category type. Category type, year, mint mark, variety, grade, quantity, buy amount, and value(price) are shown. Value is an extension of quantity times price. Price shown is for currently active price list, which is indicated on the panel. Default value from category type is used if price does not exist for year and grade for active price list. Sub-totals are shown by category type with a country total and the grand total is displayed at the end.

Inventory valuation summary is the same as the inventory valuation report except that only the summary lines for each category are shown.

Inventory vs. Price Lists is the same as the inventory valuation report except that the price from both price lists is displayed.

For lists which may use one of the two price lists, the active price list is displayed in the column heading on the list and at the bottom of the panel.

On screens displaying comments, click on the comment field to view the entire comment.

Coin Inventory Report

The Coin Inventory Report provides a hard copy listing of all inventory in the system. This report can be printed from the Reports menu or selected from the Coin maintenance panel via the printer icon on the bottom left. If selected from the Coin panel, only the currently active category type is printed. If selected from the reports option, all category types are printed.

This report shows the year, mint mark, and variety along with the grading template for the category type. Under the grades are quantities for the current inventory. All coins from the master list assigned to the type are shown, whether inventory exists or not.

Several options exist to customize the report to best suit your needs. Set these options on the User Report Options panel. Categories and countries can be eliminated from this report with the skip option on Category Maintenance panel and the country selection on the User Options panel.

Skip page after each type. If set to YES, each new category type will start on a new page, otherwise, a few lines will be skipped and the next category will be started. When requesting this report from the Coin panel, a new page is automatic.

Show orders, wants, and other inventory. If set to YES, an asterisk will be printed if there are any other inventory categories established for the year and grade.

Use multiple columns if available. If set to YES, two columns will be printed if there is enough space. Each category type requires a minimum number of columns based on the longest variety and the number of grades set up for the type. This is compared to the number of print positions available based on the font and fontsize selected on the User Options panel. If there is enough space, two columns will be used. Some category types may print with one column and others may use two. You will have to experiment with the different fontsizes.

Print type only if inventory. Applies only if the report is selected from the Reports option menu. If set to YES, the category type will only print if there is inventory in that category.

Show prices. If set to YES, prices will be printed under the quantities. The grading template for the inventory is the same as for the prices, so the price will print under the grade it applies to. Prices shown will be from the currently active price list. If this option is selected, the report heading will indicate which price list is active.

Use separator lines. If set to YES, a dashed line will print after every 10th coin. This option may provide for easier readability.

Print asterisk if inventory. If set to YES, an asterisk will print at the beginning of a line if there is inventory on the line. This is provided for easier readability.

Coin Inventory Listing

The Coin Inventory Listing provides a hard copy listing of all inventory in the system. This report can be printed from the Reports menu or selected from the Coin maintenance panel via the printer icon on the bottom left. If selected from the Coin panel, only the currently active category type is printed. If selected from the reports option, all category types are printed.

Only inventory is printed on this report. It does not show all possible coins for a category. Also, each inventory record is printed on a separate line, so if 2 records exist for one coin, 2 lines will be printed. If no inventory exists for a category type, the category type heading will not be printed.

Report shows year, mint mark, variety, quantity, grade, date added, catalog number, location, grading service(only first 5 positions), certification number, purchase price, value(price), and purchase source(vendor). Price will be from active price list, which will be indicated in the report heading. Default price from the category type is used for price if a price has not been entered for a year and grade for active price list.

Several options exist to customize the report to best suit your needs. Set these options on the User Report Options panel. Categories and countries can be eliminated from this report with the skip option on Category Maintenance panel and the country selection on the User Options panel.

Show comments. If set to YES, any comments associated with the inventory record are displayed.

Use separator lines. If set to YES, a dashed line will print after every 10th coin. This option may provide for easier readability.

Want Listing

There are three different versions of the want report available. The version printed when the want report is selected is based on the options set on the User Options Panel for the Want report. Two of the options: 1-line format/ 2-line format and auto want NO/ auto want YES determine which version is printed. Also, certain of the other options are active/inactive depending on the version being printed. Experiment with the different settings to find the version best suited to your needs.

Auto want OFF/ 2-line format - This is the original want format. Includes those inventory records marked as wants on the Coin Inventory panel. This options produces a two line format and all other options for the want report are available. This report can be requested from both the Coin Inventory panel and the Reports option.

Auto want OFF/ 1-line format -This is a compressed version of the first want report. Includes those inventory records marked as wants on the Coin Inventory panel. Coin Type is printed as a heading to those coins marked as wants along with prices if selected. All want options are available for this version. This report can be requested from both the Coin Inventory panel and the Reports option.

Auto want ON/ 1-line format - This version can only be requested from the Coin Inventory panel for the current category type being displayed. It includes all coins for the type which do not have any inventory or on order records. All want options except comments are valid for this report.

The want report can be printed from the Reports menu or selected from the Coin maintenance panel via the printer icon on the bottom left based on the version selected above. If selected from the Coin panel, only the currently active category type is printed. If selected from the reports option, all category types are printed.

The auto want OFF reports show each want record and the category type, year, mint mark, grade, quantity, and variety, plus any options selected. The auto want ON report shows year , mint mark, and variety, plus any options selected.

Several options exist to customize the report to best suit your needs. Set these options on the User Report Options panel. Categories and countries can be eliminated from this report with the skip option on Category Maintenance panel and the country selection on the User Options panel.

Show comments. If set to YES, any comments associated with the inventory record are displayed.

Show prices. If set to YES, the grade template and prices for the coin will be printed. Prices shown will be from the currently active price list. If this option is selected, the report heading will indicate which price list is active.

Use separator lines. If set to YES, a dashed line will print after each 5 coins. This option may provide for easier readability.

Price Report

The Price Report is a listing of all prices. For each category type, all coins in that type are displayed along with the prices in the system. Prices shown are for the currently active price list, which will be indicated in the report heading.

Several options exist to customize the report to best suit your needs. Set these options on the User Report Options panel. Categories and countries can be eliminated from this report with the skip option on Category Maintenance panel and the country selection on the User Options panel.

Use multiple columns if available. If set to YES, two columns will be printed if there is enough space. Each category type requires a minimum number of columns based on the longest variety and the number of grades set up for the type. This is compared to the number of print positions available based on the font and fontsize selected on the User Options panel. If there is enough space, two columns will be used. Some category types may print with one column and others may use two. You will have to experiment with the different font sizes.

Show only types with prices. If set to YES, all types will be printed on the report. If NO, category types without prices will be skipped. From the Price panel, report will be printed regardless if there are prices.

Use separator lines. If set to YES, a dashed line will print after every 10th coin. This option may provide for easier readability.

Price Maintenance

A **Price** in this system can be kept for each grade for each coin. Prices are optional. Some can be entered and others may not be. Prices can only be entered corresponding to the grade template for the coin category and whether the coin was minted or not (eg. some coins do not have proof issues).

Two price lists can be maintained in the system. They are initially named 'Price List1' and 'Price List2'. These name can be changed on the User Options panel and also this panel can be used to indicate which price list should be active at program start-up time. Use the **Toggle Price** button to change between price lists for viewing or maintenance. Any report or view using these prices will indicate the active price list by the use of the price list name, which was entered on the User Options panel.

Prices are stored with cents if the value is under \$100 and without cents if the value is \$100 or greater.

Price report can be printed for the current category by clicking on the **printer icon** on the Price panel. Selecting this report from the Reports options menu will cause all category types to be printed. Any user options selected will be in effect for this request, however, if selected from the price panel, report will be printed for current category regardless if any prices exist.

The "**Show Inventory**" icon located on the bottom of the panel can assist in entering prices for coins in inventory. By clicking on this option, an asterisk will appear in the grid for any coin with inventory that does not have a price. Also, a "w" will appear for any wants and an "o" will appear for any orders. The "w" and "o" can show along with a price, but the * will only appear if no price exists.

To access the Price panel, select PRICES from the main menu. A panel will be displayed showing the coins in the current category and the grades set up for these coins. Click in the Category Type box to change category type. First select the Category and then select the Category Type from the popups. If no coin exists or a grade template is not established for the category type, a message will be displayed and no price entry can be done for this category.

To add a new price, click in the grid corresponding to the year and grade for the price (or use arrow keys to indicate the price and use enter). Enter the price when prompted and hit enter. The price will be entered into the file and reflected on the grid. To eliminate a price, change the price to 0. Zero prices are stored on the data base but can be eliminated on the System Utilities panel.

In the upper right corner of the panel are option buttons indicating **single pricing or multiple pricing**. The default when the panel is entered is controlled on the User Options panel. If the OFF button is selected (single pricing), then after a price is entered, you must click on another box in the grid to enter another price. Click on the ON button to invoke multiple pricing. Click on the grid to enter a price, enter the price and hit enter. You will then be prompted for the price for the next grade to the right. This will continue until the end of the line is reached for

the coin and the pricing entry will shift to the next coin and start at the first grade. Prices are saved as they are entered. To not enter anything or keep the same price, hit the ENTER button. Select CANCEL to end process, or it will end automatically after the last grade for the last coin. If the ON/OFF button is changed, it will remain at that position for the duration of the program and return to its user options default the next time the program is started.

See [Keyboard Commands](#) for additional shortcut keys for this panel.

To assist entry of categories, buttons will be only be enabled or visible when that function is available. Text displayed on the screen along with comprehensive auditing and error messages is also present.

Category Maintenance

A *category* is the first entry required before any other coin information can be entered for a coin. A category describes a general grouping for a coin. For example, Small Cents and Nickels could be categories. A *category type* further describes entries within a category. For example, the category Small Cents could have category types of Wheat Cents and Lincoln Cents. A category can have any number of category types and some categories will have only one type. A category must have at least one type.

The only data associated with a *category* is the years of the coins and the category types. Information associated with a *category type* is:

- Category type years - mintage years for category and/or category types
- Short description - up to 20 character short description. Used for report writer only.
- Grading information - how to assign grades
- History data - for example, designer of the coin
- Type notes - these are any notes you wish to store pertaining to this category type.
- Default price for coins in this type.
- Country to which this category belongs.
- Include/Skip indicator to include/eliminate a category from lists/reports.
- Master coin list of all coins for this category type.

Categories are maintained on the **Category Maintenance panel**. From the main menu, select Categories and then select Category Types. The current category will be displayed. On the bottom of the panel is a partial list of available category types. Click on the arrow button to the right of the category box to scroll through all categories available for viewing. Click on a category in this box to display its information. Click on the Grading box, the Composition box or the Description box to view information about the category type. Any displayed information can be changed, including the category or category type description, by simply keying over the data and selecting the appropriate **CHANGE** button. The **SAVE** button or the **CANCEL** button should then be selected. Changing any category data does not have any effect on the master coin list associated with the category type, except that it may have a wrong description.

You can **CHANGE** multiple categories before saving. After each change, use the **CHANGE** button and then after all changes are made, select the **SAVE** button. You must save changes before adding a new category or resequencing.

The Include/Skip field can be used to include/eliminate a category from appearing on the lists when changing categories on Coin Inventory or Price panels or from appearing on reports. Categories will always appear on the Category Maintenance panel and the Master Coin List Maintenance panel.

The default price can be provided for any category type. This value will be used on reports if another price has not been entered. This value may be useful for pricing of later date coins which all have the same value. For example, you could enter .25 for recent date Washington quarters. The pricing reports and valuation report will then use a value of 25 cents for all

Washington quarters without a price. This value does not print if pricing information is requested for a report.

The country will default to the first country on the list, which will be United States. Click on the arrow to select from the list of valid countries to change the country for this category. If the country does not exist, add it on the Country maintenance panel. See [Country Maintenance](#).

To add a new category, select the **NEW** button and enter the category, category years, category type, category type years, country, and then select the **ADD** button.

Category years and category type years are audited for validity. The format of both is YYYY-YYYY. The first year is the starting issue of the category, followed by a dash. The second year is the ending year of the category. If the category is still being minted, leave it blank, but the dash is still required. The category type years must be a subset of the category years. Category type start year must be equal to or greater than the category start year, but not after the category end year. Category type end year must be less than or equal to the category end year. If the category is still being minted, the category type end year must be less than the current year plus 1 or left blank. If any data is not found valid, an error message is displayed.

The **sequence** of the categories as they are displayed is very important, as that is the order that the categories will be displayed on some panels. To the right of the category list box is a set of sequence numbers. These numbers can be changed to change the order the categories are displayed. To change sequence, select the **RESEQUENCE** button. Enter the sequence number from the sequence list of the category to be moved and use Enter. Enter the sequence number from the list of the category that the moved category is to follow and use Enter. The category sequence numbers will be changed but the category will not move until the **SAVE** button is used. You must save the file after each resequence. An example of when this might be needed would be if the Lincoln Memorial cent is stopped and a new small cent is started. You would want to position this new cent type after the Lincoln Memorial cent.

If a many changes are made to the category files, the [System Utilities panel](#) can be used to compress and optimize the files.

To assist entry of categories, buttons will be only be enabled or visible when that function is available. Text displayed on the screen along with comprehensive auditing and error messages is also present.

Grade Template Maintenance

The *Grade Template* defines which grades exist for an individual category type. For example, you can have 255 grades set up in the system, but you do not necessarily do not want these grades to appear for all coins. In the case of Buffalo nickels, you may want to see the grades from About Good to Proof, but for Proof Sets, you would only want the grade of Proof. The grade template screen allows you to configure your system to your grading scheme. You can pick from the existing grades (up to 255), the ones you want to appear for each category type. This template should also be kept in mind when defining the category types. In the case of Lincoln cents, you may only want Uncirculated and Proof grade for the recent dates and may want Extremely Fine for earlier one. So you make split the Lincoln memorial coin list into 2 category types.

You can use this scheme for a category type that you specialize in and collect different states of Uncirculated coins. Set up MS-60, MS-65, MS-70 etc. for that group and only use MS-60 or UNC only for other category types.

The templates are maintained on the **Grade Template panel**. From the main menu, select Categories, then select the Grade Template. The existing templates will be displayed. The category types will be displayed in the left column in the **sequence** defined on the category maintenance panel and the grades will be displayed along the top in the **sequence** defined on the grade maintenance panel. These sequences can be changed on there corresponding panel as often as desired. An "X" will appear if that grade is to appear for the category type.

To change a template, double click in the box and the X will change to blank or vice versa. After all changes are made, select the **SAVE** button.

If you try to remove an X from a grade for a category type that has coins with prices, you will not be allowed. You must first remove any prices that exist for coins in that category type. See [Prices](#) for instructions.

If you try to remove an X from a grade for a category type that has a coin in inventory with this grade, you will not be allowed. See [Coin Maintenance](#) to remove unwanted coins.

To assist entry of templates, buttons will be only be enabled or visible when that function is available. Text displayed on the screen along with comprehensive auditing and error messages is also present.

Coin List Maintenance

The *Coin List* is a master list of all years, mint marks and varieties in a category type. You cannot enter inventory for a coin unless it is first set up on this list. To access the coin master list, from the main menu, select Categories, then select Coin List. The current category type will be displayed on the top and all the coins in this category will be displayed. To select another category type, click on the arrow to the right of the combo box and click on the desired category. Click on the arrow button to the right of the coin list to see additional coins in this category type.

A coin consists of the following fields:

Year of issue

Mint Mark

Variety -most coins will have a blank variety. (at least recent dated)

Coinage for issue - ie. Proof only, all grades, etc.

Mintage

To add a new coin, select the **ADD** button. A series of prompts will be displayed to respond to for information about the coin. The first is the year. Year must be within the category type years or an error message will be produced. Enter the year and use ENTER. Next is the Mint Mark. A table will be displayed with all the valid mint marks. Click or use arrow keys to highlight the desired mint mark and hit the ENTER key (or double-click). Next is the variety. A table will be displayed with all the existing varieties. If a new variety is needed, click on the CREATE NEW VARIETY button and enter the new variety. See Variety Maintenance. Click or use arrow keys to highlight the desired variety and use the ENTER key (or double-click). Next is the Coinage for issue. Five options are available. All Grades, Proof only (only grades that begin with PR are allowed), Uncirculated only (only grades that begin with MS or UN), Uncirculated and Proof only (all grades that begin with MS, UN or PR), or All except Proof (all grades except those that begin with PR). Highlight the desired selection and use the ENTER key (or double-click). Next the mintage will be requested. Enter the mintage if desired and use enter. After entering data, select the **SAVE** or **CANCEL** button.

To delete a coin, click on the line of the coin to highlight it and select the **DELETE** button. You will receive a prompt with the coin to be deleted and may select OK or CANCEL. *If any prices exist for the coin, you will receive a second prompt to continue. **If you choose OK, the prices for this coin will be deleted.*** If any inventory records exist for this coin, you will receive a message and will not be able to delete the coin from the master list.

To change a coins' mintage, click on the current mintage box. A popup will be displayed and the new mintage can be entered.

The last option available on this panel is the **RESEQUENCE** button. This option can be used to keep coins in the proper sequence. Suppose that a new variety surfaces for a Lincoln cent of 1955. After adding the coin, it will be placed at the bottom of the list. Select the resequence button. The leftmost column of the coin list contains a sequence number. Enter the sequence number to be moved and the sequence number that the coin is to follow and use ENTER. Use 0

to move to top of list. Select the SAVE button.

If a lot of changes are made to the coin list, the System Utilities panel can be used to compress and optimize the coin list files. ***If resequences are done to the master coin list, you must use this compress in order for certain standard views or reports to show these coins in the proper sequence.***

To assist entry of coins, buttons will be only be enabled or visible when that function is available. Text displayed on the screen along with comprehensive auditing and error messages is also present.

Tables

Tables are used to store common data used by most coins. The following tables are available:

Mint Mark table stores all mint marks used by the system.

Grade table stores all grade used by the system

Variety table stores all varieties used by the system.

Vendor table stores vendors who are sources of coins.

Country table stores valid country for category types.

Grading Services stores grading services needed.

Mint Mark Maintenance

Mint Marks are designations put on coins to identify the location where the coin was minted. To view the Mint Marks, from the main menu, select Categories, then select Tables, then select Mint Marks. The currently available mint marks will be displayed.

To add a new mint mark, select the **ADD** button and enter the Mint Mark designation and the description as you are prompted. Mint Mark must be 1 or 2 characters. Then select the **SAVE** button. *A mint mark cannot be removed* from the system once it is entered, so exercise caution if adding a new mint mark.

Click on the desired mint mark and select the **CHANGE** button to change the mint mark description. Mint Mark designation cannot be changed.

After 15 mint marks are added, the **ADD** button will not function. 25 is currently the maximum number of mint marks.

To assist entry of mint marks, buttons will be only be enabled or visible when that function is available. Text displayed on the screen along with comprehensive auditing and error messages is also present.

Grade Maintenance

Grading is a system to rate coins as to their relative state of preservation. All grades in the system are kept in the grade table. To view the Grades, from the main menu, select Categories, then select Tables, then select Grades. The currently available grades will be displayed.

To add a new grade, select the **ADD** button and enter the grade and grade description as you are prompted. Grade must be from 1 to 5 positions. Then select the **SAVE** button. *A grade cannot be removed* from the system once it is entered. Up to 255 grades can be kept in the system.

A grade can be changed by selecting the **CHANGE GRADE** button. Enter the sequence of the grade to be changed at the prompt, and then enter the new code. Select the **SAVE** button after changes are complete.

To change a grade description, click on the description to be changed and enter the new description when asked. Choose the **SAVE** button to save the change. You cannot change a description if an add grade is pending.

When grades are displayed for a coin, they are sequenced from left to right in the same sequence as listed on this panel. This order can be changed by selecting the **RESEQUENCE** button. To the left of the list is a sequence number. Enter the sequence number of the grade to move and the sequence number that the grade is to follow as prompted, and then select the **SAVE** button after all changes have been made. To move to the top of the list, use sequence 0 for the second prompt.

To assist entry of grades, buttons will be only be enabled or visible when that function is available. Text displayed on the screen along with comprehensive auditing and error messages is also present.

Variety Maintenance

A *Variety* is an additional description given to coins of the same denomination, year and mint mark that distinguishes the two coins as separate. For example, the small cent 1909-S and the 1909-SVDB. The VBD is considered a variety. To view the Varieties from the main menu, select Categories, then select Tables, then select Varieties. The currently available varieties will be displayed.

Five columns of varieties are visible at once. Click on the scroll arrow to view others. Some varieties descriptions will not be entirely visible in the display box. The entire text of the currently selected description appears at the top of the panel. Click on the desired variety to view it in its entirety.

To add a new variety, select the **ADD** button and enter the variety description. Then select the **SAVE** button. Varieties are a maximum of 25 characters. There is no limit to the number of varieties you can have. *Varieties can not be deleted after saving*, so exercise caution when entering new varieties.

Variety descriptions can be changed by selecting the desired description to be changed with the mouse and then selecting the **CHANGE DESCRIPTION** button. Enter the new description and then **SAVE** the file. Note that all coins using this variety description will be changed.

To assist entry of varieties, buttons will be only be enabled or visible when that function is available. Text displayed on the screen along with comprehensive auditing and error messages is also present.

Vendors

Vendor maintenance panel can be accessed from the main menu by selecting Categories, then Tables, and then Vendors. Vendors must be created on this panel before they can be assigned to a particular coin.

To add a new vendor, select the NEW button and fill in the displayed fields. Select the ADD button after all fields are set to the desired values.

The country field for vendors uses the same country table as categories. If a new country is needed, add on the Country maintenance panel.

To change a vendor, select the vendor in the list box so that the current values are displayed. Change the desired fields, including vendor name, and then select the CHANGE button.

The vendor table is available with version 1.1 and later. When version 1.1 or later is run for the first time, any vendors assigned to a coin are loaded into the vendor table and the coin inventory record is changed to reference the new vendor table.

Grading Services Maintenance

Grading Services maintenance panel can be accessed from the main menu by selecting Categories, then Tables, and then Grading Services. The grading services are initially loaded with a few entries. These can be changed or added to if desired.

To add a new service, select the NEW button, type the name in the box (10 character max) and select the ADD button.

To change a current service name, select the old name from the list box and then change the name in the text box and select the CHANGE button. Any references to the old name will be changed.

The grading services table is available with version 1.1. Current references to grading services are converted to point to the new table when version 1.1 or later is run for the first time.

Notes

Notes are whatever you want them to be. Notes can be maintained so that you can find information like how to tell the difference between a 1960 Small Date and 1960 Large Date Lincoln Cent without having to find that piece of paper. When you find something to keep, you can enter it as a note. A note consists of the description key and some text. To see notes, from the main menu, select Notes. The first note in the file will be display along with its text. Click on the arrow button next to the combo box description key and all note keys will be displayed. Click on the desired note.

Notes specific to a category type can also be kept in the Type Notes section as part of the category type data.

To add a new note, select the **ADD** button. Enter the description key and use ENTER. Enter the text for the note and click on **SAVE**.

To change the description for a displayed note, just make the changes to the displayed text and use the **CHANGE** button.

To delete the displayed note, use the **DELETE** button.

To change a description key, use the **CHANGE DESC KEY** button and select OK.

Check the System Utilities panel after changes and made to the notes file to compress the notes file and free unused disk space.

To assist entry of notes, buttons will be only be enabled or visible when that function is available. Text displayed on the screen along with comprehensive auditing and error messages is also present.

System Information/ Utilities

The *System Information/Utilities* panel is accessed from the main menu by selecting Utilities and then selecting System Info/Utilities. This panel will compile statistics about your files and display the results. In most cases, the Compress option will be enabled for the files. Using the compress option on the files will do 2 things. First, it will free up any disk space indicated on the panel for the file. Secondly, and maybe more importantly, it will re-organize files so that disk accesses will be reduced. This may speed up the process of your system.

IT IS ALWAYS A GOOD PRACTICE TO HAVE REGULAR BACKUPS. BEFORE RUNNING ANY OF THESE COMPRESSES, IT IS RECOMMENDED THAT A BACKUP FIRST BE TAKEN.

The following *boxes* will be displayed:

Category Types - includes category types and master coin lists. Shows the number of categories and the number of coins in the master coin list. Any disk space to be freed will be indicated. Disk space on the category types is freed if the grading text, composition text or the description text is reduced on the category maintenance panel. Coin list space is reduced if coins are deleted. Also, if categories are resequenced, file access will be optimized. This optimization cannot be indicated on the panel. *If any resequencing of master coin list records is done, compressing the coin master file is required to force these coins to show in the proper sequence on some reports.*

Notes - shows the number of notes and any disk space to be freed by compression. Disk space would be available if a note is deleted or shortened.

Table counts include mint mark, grades, variety, grading services, countries, and vendor counts. This is informational only.

Prices - shows the number of prices and any disk space to be freed by compression. If prices are changed to zero or a coin is deleted from the master coin list that had prices, compressing will free up the disk space. Also, if coins are resequenced, or categories are resequenced, compressing will optimize the file for disk access. Compress Category file first, then Coin List file, then Price file for best optimization. *Note that if the Compress Price file fails for any reason, the Rebuild Price Index routine will automatically be executed. This will take a few minutes.*

Inventory shows the number of inventory records in the system. Inventory records include on order, wants, and other records. These counts are displayed. Any disk space to be freed will be indicated. Disk space would be available if inventory records are deleted or text associated with inventory records is deleted. This option should be run periodically for best efficiency.

User Program Options

The User Options panel can be used to customized some the of program features and save the settings for future use without having to reset them. More information on these settings can be found in the section to which the option applies.

Also, report options can be set on the User Report Options panel.

Click in the box adjacent to an option to turn it ON/OFF. After options are set, select the SAVE button. New options will then be used.

Multiple pricing flag defaults to ON. See Pricing.

Display mintages on inventory panel defaults to OFF.

Default startup category - Indicate which category should be active at startup.

Default country code - Select ALL to include all categories or select a specific country. This selection will define which categories are displayed on selection lists when changing inventory categories and reports.

Default price list and description - Click on arrow and select price list which should be active at program start-up. Select CHANGE to update price list descriptions. Enter number of price list to update, 1 or 2, and enter new description. This description will appear on reports/views to indicate active price list.

Colors can be changed for most of the screens. Select the background and foreground colors by clicking in the box with the color. The new color scheme will be reflected in the box. Select SAVE options to save the color choices.

User Report Options

The User Options panel can be used to customized some the of program features and save the settings for future use without having to reset them. More information on these settings can be found in the section to which the option applies.

Click in the box adjacent to the option to turn it ON/OFF. After options are set, select the SAVE button. New options will then be used.

Font for printed reports can be selected by clicking the arrow next to the font and choosing from the list of fonts available from the list. Fontsize can also be set. Note: *Using a proportional spaced font may cause alignment problems on the reports. It is best to use a fixed spacing font like Courier. Also, all fontsizes may not be available for the font that you select and you will not get the fontsize that you expect. Check your FONTS in the Control Panel icon for some possible combinations. You may have to experiment to get the best results.*

Coin Inventory Report:

Skip page after each category type is printed defaults to NO.

Show Wants, Orders, or other inventory defaults to NO.

Use multiple columns if possible defaults to YES.

Print type only if inventory defaults to YES.

Show prices defaults to NO.

Use separator line defaults to NO.

Print asterisk if inventory defaults to NO.

Coin Inventory Listing:

Show comments on report defaults to YES.

Use separator lines defaults to NO.

Want List:

Show prices defaults to NO.

Show comments defaults to YES.

Use separator lines defaults to NO.

1-line format/ 2-line format defaults to 2-line format.

Auto want defaults to NO.

Price Report:

Use separator lines defaults to NO.

Show category types without prices defaults to NO.

Use multiple columns if possible defaults to YES.

Page Options:

Top margin can be set to insert a number of blank lines before the first line is printed.

Lines per page can be set to override the calculated value.

Force end page defaults to NO. Change this option to YES only if you are having trouble printing more than one page.

Indexes

The rebuild indexes option are available from the main menu by selecting Utilities and then selecting Indexes. These functions are here in the unlikely event that the links between two files are lost. The only way I know this can happen is during a compress of a file from the System Utilities panel. In the cases where two files are involved in the compress, there is one point (lasting probably a fraction of a second) in the process where a power failure can break the link between files. In all other cases of a compress not finishing, the original file is unchanged. If this does happen, you can use these processes to rebuild the indexes. If this process is done for good files, nothing will be affected.

IT IS ALWAYS A GOOD PRACTICE TO HAVE REGULAR BACKUPS. BEFORE RUNNING ANY OF THESE REBUILDS, IT IS RECOMMENDED THAT A BACKUP FIRST BE TAKEN.

These processes may take some time to run. If they do not finish they will not cause any additional damage to your files. Just restart them.

Rebuild Price Index resets the pointers from the price file to the master coin list file. Note that this process will automatically be run if the Compress Price file fails for any reason.

Rebuild Coin List Index rebuilds the pointers from the master coin list to the category file.

Import

The Import panel is used to add new data to the master coin list. This option can only be used on files provided by the author of this software. The following imports are available:

- Category files: Identified by the .CAT file extension.
These files are used to load new categories.
- Coin files: Identified by the .IMP file extension.
These files are used to load new coins.
- Mintage files: Identified by the .MNT file extension.
These files are used to load mintages.

The above functions are also available on the following panels: Use Coin List Maintenance if you would like to add your own individual coins or update mintages. Use Category Type to add new categories.

The category files will have an extension of .CAT. If categories have already been added, they will select. This file is an ASCII file and can be viewed. However, do not change these files. If you would like to change any of these categories, do so after the import is complete. When a CAT file is processed, a corresponding IMP file will be updated. For example, if you load CANADA.CAT, the file CANADA.IMP, which contains the coins for these categories, will be updated with a serial number. This updated file is then used to load the coins. The IMP file must be located in the same directory as the CAT file. Category types imported do not contain any grading, history, or type notes.

Note: currently, there is no delete category transaction available. If you import a CAT file, You cannot reverse it. A good approach would be to backup your wincoin files before importing in the event you would like to undo this import.

The coin files imported by this utility will have an extension of IMP. An important point to mention here is that if you are importing coins to the master coin list and you have already added some of the coins to the coin master list, they will reject as duplicates and will not affect any inventory you have already entered.

The mintage files imported by this utility will have an extension of .MNT. Mintages will be loaded for all coins found to match from the mintages file and the coin data base. **See Frequently Asked Questions: Have there been any changes to the master coin list?, before importing mintages.** If you have moved coins to different categories or deleted any of the master coins, the mintage from the mintage file for that coin will reject. The Coin List Maintenance panel can be used to update mintages for any new coins or coins which have been moved.

See Frequently Asked Questions for the current import files available and any special instructions needed to process these files. See Importing Canadian coins before loading

Canadian coins.

Note: If you are evaluating Wincoin 1.0, you can import the file WINCOIN.IMP to load all remaining coins for all categories.

The basic steps to use this function are to select the file to be imported using the drive, directory and file select boxes on the left side of the panel. Once a proper file is selected, the **IMPORT CATEGORIES**, **IMPORT COINS**, or **IMPORT MINTAGES** button will be enabled and you can select this to start the import. Coins will be audited as they are processed and any errors will cause the process to stop and the coin and error message will be displayed. Select **CONTINUE** to continue with the process. You can use the **NON-STOP** button to prevent the program from stopping and displaying error messages. At the end of the import, the number of records added and rejected will be displayed.

Fast Add

FAST ADD is an express method for adding inventory. It might be best used for an initial load of your inventory. Only current inventory can be added via this method. No Order, Wants, or Other inventory types can be added. Additionally, no coins with varieties can be added here. Normal entry must be used for varieties.

FAST ADD will only add quantities for the inventory being added. If additional data is required, like location or text, it can be added later through the normal coin maintenance panel.

To access FAST ADD, select the COIN panel from the main menu. Load the coin category type to be added by clicking on the current category type displayed on the top and select from the list boxes. Click on any open box in the grid to display the Coin Maintenance panel. On the bottom left, select the FAST ADD button.

Only coins in the currently selected category type can be added. To change category types, return to the main coin panel and reselect the category type.

After selecting the FAST ADD button, the FAST ADD panel will be displayed. Select START. You will be prompted for year, mint mark (if no mint mark, hit space before enter), grade and quantity. Data will be audited as it is entered and appropriate error messages will be displayed. After quantity is entered, coin will be added to inventory and coin information will be displayed above the start button. Request for the next date to be added will automatically show. This loop will continue until a CANCEL is selected. The EXIT button will return you to the main coin panel.

Country Maintenance

Countries are assigned to the Categories on the Category Maintenance screen. This panel can be used to add new countries to the country list. To add a new country, select the **NEW** button, type in the new country name, and select the **ADD** button. You can also change a country name by selecting it from the list and typing the new name in the country box and then selecting the **CHANGE** button.

Country can be used as a filter criteria to eliminate non-wanted countries from appearing on category selection lists and reports. For example, if you only collect Canadian coins, after import the Canadian files, select Canada on the User options panel and no United States categories will appear on the Inventory or Price panels or on reports.

Keyboard Control

All panels:

The ESCAPE key will perform the exit or cancel function.

Function buttons have a letter underlined. Hold down the ALT button and press the underlined letter to activate button.

Use TAB to highlight buttons and then press enter to activate button.

On the Coin Inventory Panel, the following keyboard commands are available:

Use arrow keys to position in the grid matrix and use enter.

F2 prints the Coin Inventory Report

F3 prints the Coin Inventory Listing

F4 prints the Want List

F5 changes categories. Then use the arrows and enter.

F6 activates the override for the country default.

F7 toggles the mintage display.

F8 toggles the price display.

Use arrows/page up/page down to move through the grid. Page up/down are inactive while the price display is active.

On the Coin Maintenance panel:

F2 for Add Inventory

F3 for Add Order

F4 for Add Want

F9 to save a change or add.

Arrows/Enter can be used on the grade change

On the Price Panel:

F2 will print the Price report

F5 changes categories. Then use the arrows and enter.

F6 activates the show inventory button.

F7 toggles the multiple pricing option.

Wincoin Report Writer

The report writer allows for customization of reports, both for on-line viewing and printing. To use the report writer, you must define the fields to be included and the categories and countries to be included. If information is incomplete when you request the report by selecting the **GO** button, a message will be displayed indicating the missing data that is required.

Hint: The best way to learn the capabilities of the report writer is to try the different options with only one or two categories selected and send the output to the screen.

REPORT PROFILES

Once a report is defined, it can be saved as a report profile. The *profile box*, located on the lower right of the panel controls the profiles. Choose **SAVE AS** to save your profile. You will be prompted for a name for the profile. By clicking on the arrow in the profile box, you can retrieve a profile from your list of saved profiles. Click on the profile you want to use and it will be loaded. You can modify an existing profile and save it using the **SAVE** button. You can also delete a profile by using the **DELETE** button. Up to 99 profiles can be stored.

You do not have to save the report as a profile in order to create the report.

FIELDS

Select the *fields to include* on the report by clicking on the field in the field box. As each field is selected, a sequence number will appear to the right of the field selected. This is the order of printing for the fields on the report, from left to right. Click on a selected field to deselect it. Sequence numbers are automatically adjusted.

After selecting the fields, select the **sorts** for the report. At least one sort must be specified. Next to the sequence number is a column labeled 'sort'. Click in this box to set up the sort. Only fields selected for the report can be used for sorting. Up to 5 sort fields can be selected. Sorting is done based on lowest to highest sequence number of fields selected. You can also specify the sort to be either *ascending* or *descending*.

The **CLEAR** button will clear all fields in the FIELDS box.

Note: Price value1 and Price value2 represent the prices from the price lists. If both of these values are selected for the report, the selection process will take longer than if only one or none are selected.

CATEGORIES

At least one category must be selected. Select **ALL** to choose all categories or click on the individual categories to select a set of categories. Use the **NONE** button to deselect all categories.

COUNTRIES

At least one country must be selected. Select **ALL** to choose all countries or click on the individual countries to select a set of countries. Use the **NONE** button to deselect all countries.

INVENTORY STATUS

Choose the inventory type to display, either inventory, wants, on order, or other. Only one inventory type can be displayed on one report. Default is inventory.

SUB-TOTALS

Sub-totals are specified to generate totals and sub-totals on various fields, like quantities and prices. See [Report Writer Sub-Total Breaks](#) for more information.

SECTION BREAKS

Section break allows for printing of a sub-heading before a group of data. For example, if the first sort field is category, then setting section break ON will print one line indicating the category, followed by all the coins in that category. The category name will not be repeated on each line. Section break can be either ON or OFF and the field for the section break is the field with the lowest sequence number with the sort indicator on.

PAGE BREAKS

Page break set on ON will cause a page break when the lowest sort field changes. The lowest sort field is the field with the sort on with the lowest sequence number.

PAGE SETUP

Page setup allows for setting of page specific data relating to the profile being run, such as headings, page numbers, etc. See the [Report Writer Page Setup](#) topic for more information.

SELECTION CRITERIA

Selection criteria allows for selection of only certain records for printing, such as date greater than 1/1/94. See [Report Writer Selection Criteria](#) for more information.

AND/OR button

Creates an 'AND' or 'OR' condition to be true if both selection criteria are used. Ignored if only one selection criteria is used.

RUN

Specify the report location in the Run box, either on-line or printer. Select the **GO** button to

produce the report. Note that depending on the number of fields selected and the number of inventory records, the entire report may not be available for viewing on-line due to memory limitations, however, if printed, the entire report will be printed.

Note: The number of lines on the on-line report may be different from the number of lines on the printed report.

The **RESET** button will clear all the fields to begin definition of a new report definition. This will not update the current profile being displayed. The reset also reset the page setup to those parameters set on the User Options panel.

While the report is being viewed on line, select the **PRINT** button to print the report.

Report Writer Selection Criteria

Report Writer Selection Criteria is used for the report writer.

Selection criteria allows for selection of only certain inventory records for printing on the report. For example, you can select all inventory records with a date greater than 01/01/94, or with grade equal to MS60. Selection criteria can be set up on any field except categories and countries, even if the field is not selected for printing. Selection criteria for these fields is done in the categories box and countries box.

Two selection criteria's can be set up. If both are used they are used with "AND" logic. Both must be true in order for the inventory record to be selected.

Caption is the Selection Criteria boxes will show whether the selection criteria is active or inactive by indicating ON or OFF.

Click on either **SELECTION CRITERIA 1** or **SELECTION CRITERIA 2** buttons to view the setup panel for selection criteria. On the field box, click on the arrow to view the field list and click on the desired field for the selection. Click on the arrow in comparison box to view the available comparisons for the field and select the desired compare. Click on the value box to move the cursor to this field and enter the data for the comparison. If grade is selected for the field, then a list of grades from the grade panel are available for the comparison. Enter the desired value. Select **OK** to add the selection. Data entered is audited and any if any errors are found, an error message will be displayed and the selection will not be saved.

To remove a selection criteria, click on the arrow in the fields box and select the "<none>" field. and select **OK**.

"<blank>" (entered without the quotes) has a special meaning when entered as a value for a field. Enter this as a value in order to search for a blank, since a space is not a valid comparison value by itself. For example:

Catalog number equal to <blank> will return all inventory records with no catalog number entered.

Catalog number not equal to <blank> will return all inventory records with a catalog number entered.

Catalog number contains <blank> will return all inventory records with a catalog number containing a space. An example of this would be a value of "CAT 001". Records without catalog numbers would not be returned for this selection.

Comment equal <blank> will return all records for which a comment is set up but is blank. If no comment exists, then the record will not be selected.

Report Writer Sub-Total Breaks

Report Writer Selection Criteria is used for the report writer.

Sub-totals create total lines on the report with totals for any quantities, prices, or values selected for the report. For example, you can get a total line for all inventory records in a category or all records in a certain location.

Select the **SUBTOTAL** button to retrieve the sub-total setup screen. Sub totals are printed when a value on the report changes based on the sort requested. The fields with the sort on with the two lowest sequences numbers are available for sub-total lines. When you request this panel, the available fields are automatically displayed. Click on the field desired and select the **OK** button. Select <none> to remove the sub-total option.

The first field shown is the major sort and the second field is the second sort. Selecting the first sort field will create sub-total a sub-total line when this value changes. Selecting the second sort field will create a sub-total line when this value or the first value changes.

Report Writer Page Setup

Report Writer Selection Criteria is used for the report writer.

Page Setup is used to control the setup of the page. When the page setup is first established, some values from the User Options page setup panel are used as default values, such as lines per page override. These values on this panel can be set for individual profiles and can be different for each profile. Select **PAGE SETUP** to retrieve the page setup panel.

HEADING DATA

Heading can be entered to whatever title desired for the report heading. Printed at the top of each page. Note that the heading line can be longer than the sum of all the fields to be printed.

Date can be on or off. Indicates whether to print date at top of each page.

Page numbers can be on or off. Indicates whether to print page number at the top of the page.

Date and page numbers are printed based on the width of the report (as defined by the fields selected) minus the length of the heading. If not enough space is available, these will not be printed, even if set on. Page numbers take precedence over date.

Bold option ON will print the title in bold print. (print only)

PAGE CONTROL

Lines per page override. Set this option on by clicking in the box and entering the number of lines to print per page.

Top margin override. Set this option on by clicking in the box and entering the number of lines to skip at the top of each page.

Force end page. Set this option on only if you are having trouble with printing after first page.

MISCELLANEOUS

Select FONT to be used with report. Note that column alignment may be off if a proportional spaced font is selected. Try using Courier or Courier New.

Fontsize indicates size of font. When viewing report on-line, you may have to select a larger font than for printing for best results.

Separator lines, when set ON, will print a dash line every so many lines as indicated by the value entered. This option is provided for ease in reading the report.

Use short description is ON or OFF. Short description is a new field established with the the

report writer and is maintained on the Category Maintenance panel. This field is initially set as the first 20 characters of the category type field and should be updated for best results. Examples of short descriptions are "Morgan Dollars", "Wheat Cents". Short description is always used is category is printed as part of the detail line, but long or short description is available is category is printed as a section heading.

Columns headings can be ON or OFF. Use to print or not print column heading.

Bold ON/OFF can be set individually for column headings, section headings, or sub-totals. Bolding applies only to the printed report and not the on-line view.

Frequently Asked Questions

[Have there been any changes to the master coin list?](#)

[How do I remove a category type?](#)

[Can I copy text from another file into notes or category notes?](#)

[Can I change the way categories types are set up?](#)

[Some coins do not appear in the proper sequence](#)

[Some coins do not have mintages?](#)

[How do I get upgrades? What about upgrade fees?](#)

[Can I start loading my inventory before I load the other Master Coins List?](#)

[I get the message that no coin files exist at the start of the program?](#)

[The coin I want to add inventory for does not show up in the coin list.](#)

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[Explain the Import files?](#)

[What is the process to load Canadian categories and coin?](#)

[I am upgrading from version 1.0?](#)

[I cannot get more than one page output?](#)

The coin I want to add inventory for does not show up in the coin list.

You must add the coin first using the [Coin List Maintenance Panel](#).

How do I get upgrades? What about upgrade fees?

Upgrades will be posted to BBS's. There should be about 2-3 upgrades per year (as long as the requests for changes keep coming in).

There are no additional registration fees for upgrades. Once registered, always registered. Your registration code is good for all future versions of WINCOIN.

I am having trouble with alignment of printed reports.

Printed reports must use a fixed spaced font like Courier or Courier New. Use a point size of 8 or 10. For multiple columns, you may have to use 6, depending on how many grades are assigned to the category type. Set these options on the [User Options Panel](#).

Also check your Print Manager for the setup for the printer for the size and orientation of the paper. This setup is used for reports.

Where are the type notes? I can't find many.

Type notes are not supplied with the system. It is the users choice to include any if desired. See Category Maintenance panel to add these. (There are a few type notes supplied with the system).

I get the message that no coin files exist at the start of the program?

Probably a directory problem. Check to make sure the working directory in the properties for the icon are set to the wincoin directory. Also, try starting Wincoin from the File Manager.

Otherwise, this is a serious error. Contact the source of your program or contact the author on CompuServe, ID 72103,2170. You did not get a complete system. Or you accidently deleted some WINCOIN files. Re-install the system. Check the [Technical Information](#) for a list of required files.

What is the best way to load inventory?

Use the FAST ADD if possible. Select the category type to be added on the Coin panel and click in any box. The maintenance screen will be returned which has the FAST ADD button on the bottom left. Coins with varieties will have to be added via normal maintenance.

If I look at the grade template, I see a lot of unused grades?

There are unused grades, but these are available if you want them to appear in your grading scheme for a category type. There are a number of different grades for Uncirculated and Proof, which most collectors don't use. If you do collect these grades, then set them up for the coins you want to collect in this fashion.

See the Grade Template panel. *You can have a different set of grades for each category type.*

Can I start loading my inventory before I receive the Master Coin Lists?

Yes, however I would recommend only to begin loading the inventory for the master coin lists included with the Shareware version. It is possible to add master coins to the other categories and load their inventory, and this would not cause any future problems, except the coins you add may have to be resequenced after the remaining master lists are imported.

Beginning with version 1.0a, all coins are now in the shareware version. If you would like to load the remaining coins, see the IMPORT function. These coins are included in the shareware disk files.

Can I track other things besides US coins?

Yes, but you will first have to add a category and category type on the category maintenance panel and then set up a master coin list. If you collect Medals, you can set up a category of Medals and have either medals, or silver medals and bronze medals as category types. Then set up a "Master Coin List" on the Coin List panel. Use variety descriptions to describe the coin. The only real requirement is that a year must be associated with the Master Coin List.

Your colors do not work well on my screen!

The default colors are light cyan background black foreground. The User Options panel allows you to change the colors and save them in your user profile.

Explain the Import files?

The import files are designated by a .IMP, .CAT, or .MNT extension.

The following import files are currently available:

WINCOIN.IMP:

Contains all coin issues prior to 1994 which were not included in version 1.0.
These coins have already been loaded into version 1.0a and later.

WINCOIN.MNT

Contains mintages for coins in the WINCOIN.IMP file.
If you are initially loading version 2.0, mintages are already included.

See Question: Have there been any changes to the master coin list first.

1994.IMP

Contains US issues for 1994. Currently contains normal issues plus the World Cup, Thomas Jefferson, US veterans, and US Capitol issues.

1995.IMP

Contains regular issues plus commemoratives.

1996.IMP

Contains regular issues plus commemoratives

CANADA.CAT

Contains categories for Canada;

CANADA.IMP

Contains coins and mintages for Canada.

See Importing Canadian coins before loading Canadian coins.

See the IMPORT help for information on loading these coins.

I am upgrading from version 1.0.

If you are upgrading from version 1.0, you must select either Method 1 or Method 2 to complete your upgrade.

Special Note:

Method 1 will completely reload the system. *All prior updates will have to be re-entered.*
Method 2 will only load the new Master Coin Lists and not affect any inventory or data you have changed or added. *Read all instructions prior to beginning the load process.*

Method 1: Reload system

All prior changes made to WINCOIN will be lost if this method is used.

Copy all files from WINCOIN diskette into your WINCOIN directory. Use XCOPY in place of COPY to insure that files with a length of 0 are copied. ie. "XCOPY A:*. * C:\WINCOIN"

Start WINCOIN and enter registration code according to instructions on registration letter. Your system is now ready to use.

Method 2: Load new Master Coin Lists only

Copy the WINCOIN.IMP on the disk to your WINCOIN directory. This is not required, you can load from the diskette, however it may speed up the load process.

Backup your current WINCOIN directory.*

Start WINCOIN. Register your software according to directions on your registration letter if you have not already done so.

Enter registration code according to instructions on registration letter.

From the MENU bar, select UTILITIES, then select IMPORT.

The Import panel will be displayed. Select the WINCOIN.IMP file from the File box. If you did not load this into your WINCOIN directory, use the Drive and Directory boxes to locate the file. Click once on the WINCOIN.IMP file and it will show up in the selected file box.

The IMPORT button should now be available. Select this button to start the import process.

As the coins are added, they will be displayed at the bottom of the screen. The import process may take some time, depending on the speed of your computer. The bottom line will give you some idea of the progress. Gold coins are loaded last.

After the import is completed, a message will be display showing the number of coins added. Select EXIT to return to the main menu panel.

If any master coins have been added prior to the conversion, the import process will stop when it tries to load that coin and display a message of a duplicate coin. This is OK. Select CONTINUE to continue. Each duplicate will be stopped at and a message displayed.

Selecting NON-STOP will prevent the load from stopping, but coins may be rejected. At the end of the process, the number of records accepted and rejected will be displayed. Any master coins loaded prior to this load will be out of sequence on the coin panels. Use the RESEQUENCE function on the Master Coin List Maintenance panel (see Help) to reposition these coins. The WINCOIN.IMP file may be deleted from you wincoin directory.

What is the process for loading Canadian categories and coins?

To load Canadian coins, follow these steps.

1. On mint mark maintenance, add the following mint marks:
H for Heaton mint
2. On the country table, add Canada.
3. On the Import panel, select the CANADA.CAT file and import it.
This step will load all the Canadian categories.
2. On the Import panel, select the CANADA.IMP file and import it.
This step will load all the Canadian coins for the above categories.
Mintages for Canadian coins are included on this import.
3. On the templates panel, set up the desired grades for the new Canadian coins. All Canadian coins have been loaded with the coinage for issue field as "All grade". Set up the templates according to which types of grades you collect for these coins. You can also set up new grades if desired (ie. PL = Prooflike).

See Frequently Asked Question: How do I remove categories? if you only collect Canadian coins.

Have there been any changes to the master coin list?

The following changes have been made to the master coin list. You can update these changes if you want. If you import mintages without these changes, there will be a few mintages rejected.

The following changes are included in the files with version 2.0:

Nickels - Buffalo - Add 1938-D, D over D, All except proof.
Quarters - Seated Liberty - Add 1877, no mint mark, no variety, All.
Quarters - Seated Liberty - Add 1877-CC, no variety, All except proof.
Quarters - Washington-Silver - Delete 1949-S
Quarters - Washington-Silver - Add 1949-D, no variety, All except proof.
Silver Dollars - Susan B. Anthony - Delete 1981 no mint mark.
Silver Dollars - Susan B. Anthony - Add 1981-P, no variety, Unc only.
Gold Dollars - Coronet - Delete 1849-CC, Closed wreath.
Gold Dollars - Coronet - Delete 1849-CC, Open wreath.
Gold Dollars - Coronet - Add 1849-C, Closed wreath, All except proof.
Gold Dollars - Coronet - Add 1849-C, Open wreath, All except proof.

*After adding new coins, use the **RESEQUENCE** button to place the new coins in the proper position in the master coin list.*

Some coins do not have mintages?

Some coins do not have mintages. If a coin has multiple varieties, the first line normally contains the mintage for all varieties unless that line has its own mintage. Mintages are also not available for recent dated coins. You can add mintages as they become available for those not provided on the Coin List Maintenance panel.

Also mintages are *not* included for the following category types:

Sets - Year

Sets - Mint

Commemoratives - All types.

Rolls - BU Rolls

Can I change the way category types are set up?

Yes, setup the new category and type on the Category Maintenance panel. Use the resequence button to put it in the proper position. Use the Coin List Maintenance panel to set up the master coin list.

A few category types were combined into one category. For example, Half Dimes - Early, is really composed of 3 different types (see GRADING for this category). If you specialize in one of these areas, you may want to split these out into different category types.

Some category types were split out so that different grade templates are available for the types. An example of this is the Jefferson, Early and the Jefferson, Recent. These two category types could be combined into one category type called Jefferson.

How do I remove a category type?

Currently, you cannot remove a category or category type.

However, you can filter out categories by two methods:

1. Use the country table to select only the country you would like to see on the lists and reports. A default country can be set on the User Options panel.
2. On the Category Maintenance panel, switch the Include/Skip field for the individual categories you would like to skip.

Can I copy notes from another file or application in Wincoin?

Yes, this is possible. Copy the text or file into the clipboard using the Notepad. Start Wincoin and set up a new note. The text from the clipboard can be pasted into the note by using CTRL-V on the keyboard. Text boxes on the Category maintenance panel can also be initialized by this method.

I can not get a second page to print?

This is rare problem. On the Report Options panel, change the Force end page value to YES in the page setup box. This may slow down printed a little.

Some coins do not appear in the proper sequence.

If any resequencing of master coins is done on the Coin List Maintenance panel, then the Coin Master file must be compressed on the System Information/Utilities panel.

