



# CoinManage 2006 Getting Started Guide

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**LIBERTY STREET**

S O F T W A R E

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# 1 General Info

## 1.1 Introducing CoinManage 2006

CoinManage is a fully featured inventory program for coin collectors. It also serves as a catalog and value guide of coins from several different countries.

As of this writing, the Deluxe version of CoinManage comes with a comprehensive database of over 18,200 coins from the USA, Great Britain, Canada, Mexico and other countries. Each coin type in the database has a representational image, helping you to match the information accurately.

The database includes coins arranged by Country, Denomination, Type and years of issue. Each year lists the available conditions for the coin and the approximate market value for each coin, by condition.

When you are adding coins to a collection, you can select a coin from the database. Whenever possible, the database includes an image of the coin to simplify selection.

If you have a coin that is not listed in the standard databases provided by CoinManage, you can define and add the coin using the Types and Varieties Manager.

### **Adaptable Interface**

The CoinManage interface displays the information that is important to you. Simply click the mouse to sort any column of information. The Preferences area allows you to select the information you want to see on various windows. The fully customizable interface that allows you to view and print the information that is important to you.

### **Types & Varieties Manager**

CoinManage allows you to add new coin types and varieties to the master database. You can even associate an image with a newly-created variety or type. We used the Types and Varieties Manager ourselves to add all the coin data that ships with the program.

### **Print Preview**

The Print Preview option that allows you to view and manipulate your output before printing, saving you time and paper.

### **Value Manager**

CoinManage allows you to calculate and view the current bullion value for hundreds of world coins. All you need to do is enter the current price of gold and silver. The software also integrates a value manager in the database (so that you can keep the values in the database current).

## 1.2 What's New in version 2006?

### **Updated values & coin data**

- \* Updated values for 2006. Thousands of valuations have been added for grades not previously valued for a particular coin variety.
- \* Coin variety information has updated through 2006.

### **Your old entered data is safe**

- \* Any data you entered into a previous version of CoinManage will be imported when you upgrade.

### **Thumbnail View**

- \* A thumbnail image of a coin is now shown in most areas of the program where a list of coins is present. The thumbnail view can be toggled on and off through the View Menu

### **Check for Program Updates**

- \* Check for program updates over the Internet. If an update is available, you can download it instantly from our web-site.

### **Want List Improvements**

- \* The Want list has been moved to the Collection view. It now behaves like a collection so you can view countries and types within the want list.
- \* You can now select coins to be added to the Want List directly from the Needed to Complete dialog.

### **Data Backup**

- \* An automatic backup feature has been added. The program data and any images added by the user will be backed up to the specified directory.

## 1.3 Installing and Upgrading CoinManage

You can install CoinManage using two methods; either install the software from the CD provided, or download the software from the Liberty Street Software web site [www.libertystreet.com](http://www.libertystreet.com)

### System Requirements

CoinManage 2006 requires the following minimum system requirement to operate properly:

- Windows 98, ME, XP, NT 4.0, 2000
- 256 MB RAM
- 800x600 SVGA display
- Mouse
- At least 125 MB free hard drive space

### How Do I Install From The CD?

Simply insert the CD into your CD-ROM drive. The setup program should start automatically. If the Setup program does not start automatically, run AUTORUN.EXE from the root of the CD.

### How Do I Install the Electronic Delivery Version?

#### If you have already downloaded the CoinManage 2006 demo

1. Read the [Purchasing Info](#) page at our web-site to find out how you can purchase a valid Registration Code. There are links to the purchasing page under the Help menu and on the trial information dialog that appears on the start of each CoinManage session.
2. The Registration code will be emailed to you when the purchase has been completed.
3. Run CoinManage again and type the registration information into the designated edit box.
4. Click on the **Continue** button.
5. You will see a confirmation dialog if the code has been entered successfully.

#### To upgrade to CoinManage 2006 from an earlier version

1. You can download the latest version of CoinManage by downloading the CoinManage demo from:  
<http://dl.filekicker.com/send/file/150475-8KU7/CoinMng2.exe>
2. Save the downloaded update file to a location on your computer or network.
3. Open (or Run) the downloaded file to launch the Setup program.
4. Run the Setup program to install the software.
5. **IMPORTANT:** Install to the SAME subdirectory as your previous installation of CoinManage in order to have your previously-entered data automatically imported.
6. Run CoinManage. Type the registration information (which you received when you originally bought the program) into the dialog that appears the first time you run CoinManage and then click on the Continue Button. You will see a confirmation dialog if the code has been entered successfully.

### Multi-User Setup



Note: You must purchase a license for each user who will be using CoinManage. Use the Quantity field when ordering to specify the number of licenses.

Install CoinManage on each users' computer. During installation, you will be asked to specify the location of the CoinManage data file and the directory where images will be stored. Be sure to specify the network location which will be used to store the data file. If you forget to do this during installation, you can change the data file location and images location in CoinManage from within the **Preferences** dialog. **Tools > Preferences..**

### Registration Code information

Liberty Street Software supplies a unique registration code with each software purchase. The code appears on the back of your printed manual if you bought the CD-ROM version. If you purchased the electronic distribution version, the registration code should be on the electronic receipt that was e-mailed to you after the purchase. If you ever lose the code, please email us and we will look it up for you.

## 1.4 Contacting Liberty Street Software

You can contact LibertyStreet Software at any time:

- Web Site - [www.libertystreet.com](http://www.libertystreet.com)
- Sales — [sales@libertystreet.com](mailto:sales@libertystreet.com)
- Technical Support — [techsupport@libertystreet.com](mailto:techsupport@libertystreet.com)
- CoinManage Support Forums - <http://www.libertystreet.com/phpBB/nfphpbb/index.php?c=3>
- Phone/Fax - (905) 566-5082

When emailing, please include "CoinManage" in the message subject so that the message will not get caught in our SPAM filter.

Address:

Liberty Street Software  
P.O. Box 11714  
Markland Wood Postal Outlet  
Etobicoke, ON  
M9C 5S2  
Canada

Note that the 'Contact Us' page in the About dialog box has hyperlinks to our web-site and tech-support email.

## 1.5 How to buy CoinManage

### CoinManage 2006 Deluxe (USA/Canada/UK)

**Purchasing Information -**

[http://www.libertystreet.com/coinmanage\\_purchasing\\_options.htm](http://www.libertystreet.com/coinmanage_purchasing_options.htm)

**Product Information -**

<http://www.libertystreet.com/shots21.htm>

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**CoinManage 2006 Canada & Provinces Edition****Purchasing Information -**

<http://www.libertystreet.com/CoinMngCan.htm#PurchasingInfo>

**Product Information -**

<http://www.libertystreet.com/CoinMngCan.htm>

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**CoinManage 2006 UK Edition****Purchasing Information -**

[http://www.libertystreet.com/coinmanage\\_uk\\_purchasing\\_options.htm](http://www.libertystreet.com/coinmanage_uk_purchasing_options.htm)

**Product Information -**

<http://www.libertystreet.com/CoinMngUK.htm>

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## 1.6 Database Security

CoinManage ships with a **Microsoft Access** format, non password-protected data file (COINDESC.MDB). You can use Microsoft Access to set a Password:

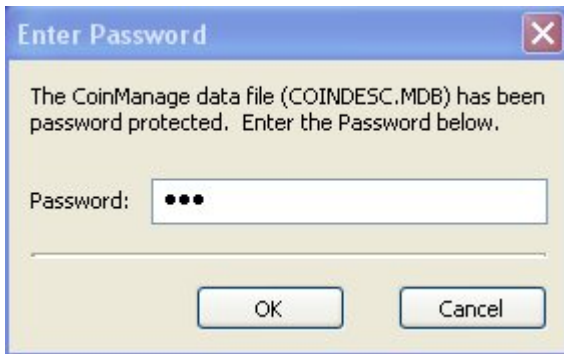



These steps are performed from from within Microsoft Access (Syntax may vary depending on your version of Access):

- 1/ Open the CoinManage Data file (COINDESC.MDB) in **Exclusive** mode.
- 2/ Use the **Set Database Password...** to specify a password

For further security, you can also use Microsoft Access to **Encrypt** the data file. All encrypting of data and setting/unsetting of passwords must be performed from within Microsoft Access. CoinManage simply requests the password on program startup and refuses access if the password has not been correctly entered after 3 tries.





 Previous versions of CoinManage (2002 and earlier) shipped with a password-protected database file. The password for the file was: !!!,!!!

## 2 Keeping Records

### 2.1 Creating coin records

Manage your collection by recording each coin you buy, sell or want.

#### To add a coin

1. From the main menu, select:

**File > New > Coin**

2. Select the coin(s) you wish to add by selecting them from the variety list. You can select more than one variety by holding down the **Ctrl** or **Shift** key while selecting with your mouse.

To automatically enter a coin condition and value, select the appropriate condition/value combination from the value listbox:



Note that CoinManage also allows you to specify grades specific to certain coin types. These include:

- DMPL - Deep Mirror Proof-Like. (Morgan Dollars)
- FSB - Fully split bands (Mercury Dimes)
- FBL - Full Bell Line (Franklin Half Dollars)
- FH - Full Head (Standing Liberty Quarters)

CoinManage only uses the most often used grades. Grades such as G-7 are very rarely used to describe any coin.

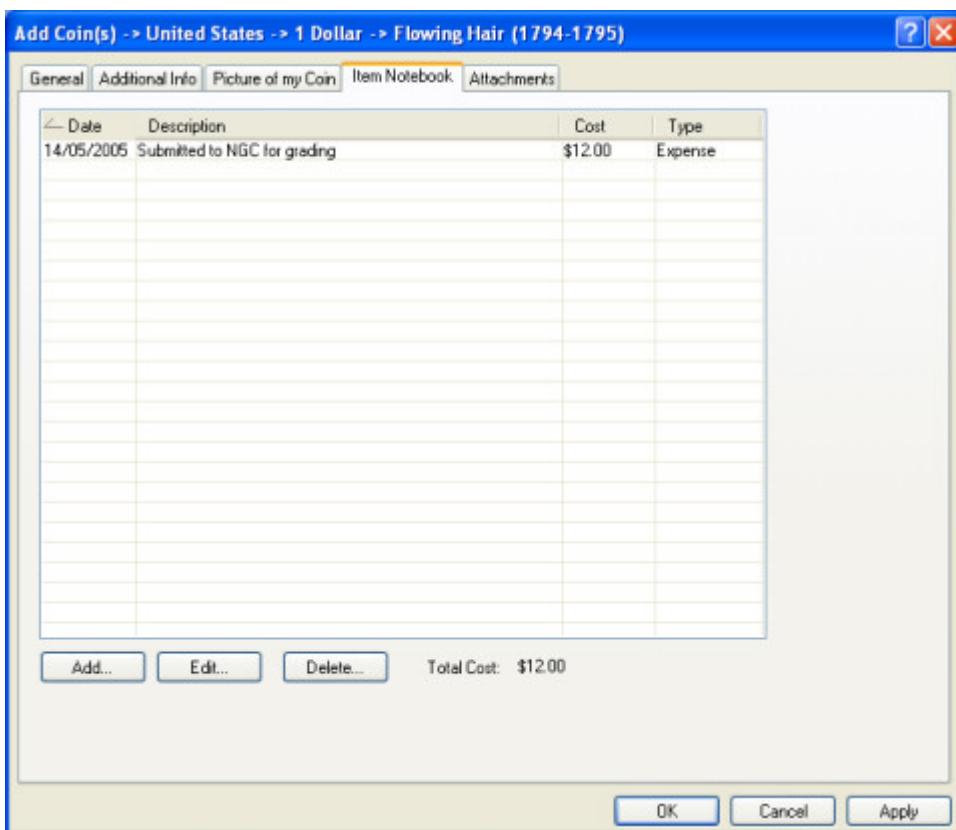
3. Open the **Additional Info** tab. You can indicate the purchase, selling and grade information as well as include any comments about the coin.

Note: New Dealer, Customer, Grading Service, Set and Location records will automatically be created "on the fly" if you directly type in the information instead of picking from the respective drop-down list.

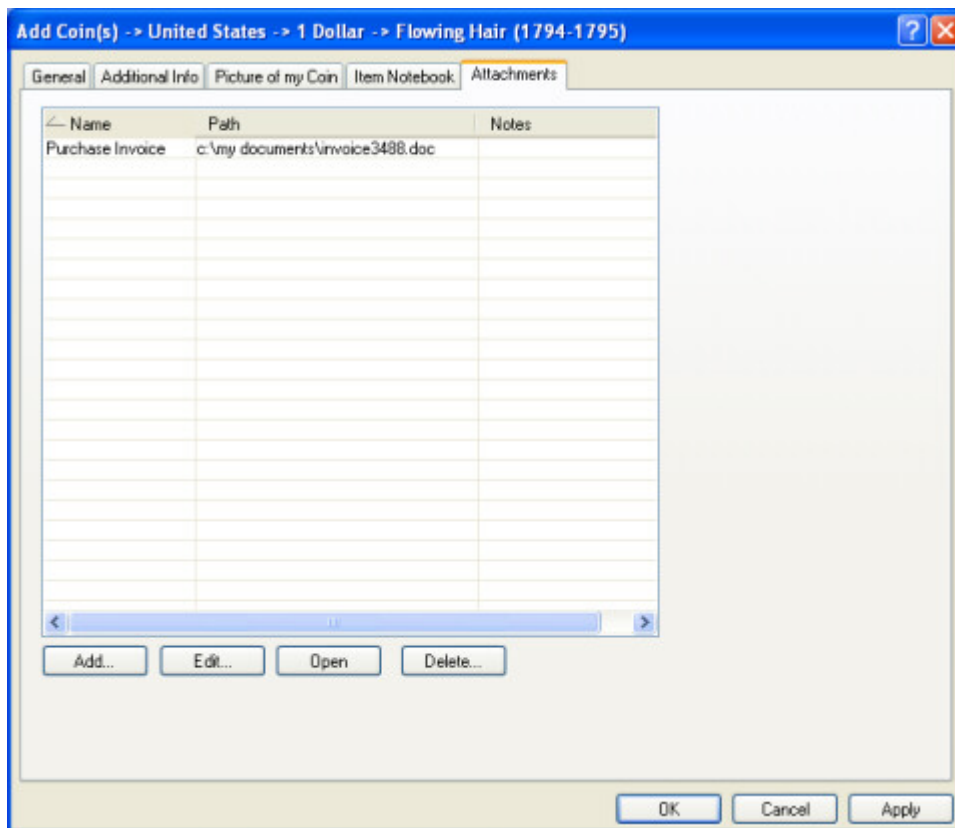
4. Use the **Picture of my Coin** tab to attach images to your coin records. Make sure to click the **Shrink image to fit** checkbox if necessary before importing or scanning in an image.



5. Use the **Item Notebook** tab to record expenses and events related to the coin.



6. The **Attachments** tab allows you to store links to documents or Internet URLs. For example, you could add an attachment that links to a receipt for the coin.



7. When you finish, click the **Apply** button if you wish to continue adding coin records. Click **OK** to add the coin and close the New Coin dialog.

## 2.2 Changing coin info

After you create a coin record, you can make changes to the information by opening the Coin Properties dialog.

### **To edit a coin**

1. Select the coin you want to change or view in the list window and select

#### **Action > Properties**

You can also double-click on a coin record to edit, or right mouse-click and select Properties from the popup menu.



2. Make changes to the coin information. Editing a coin's properties works in a similar fashion to adding new coin records.

## 2.3 Moving or Copying Coins

### To move or copy a coin

1. Select the coin(s) you want to move or copy and click **Move/Copy Coin** from the Coin menu. The Move or Copy Coins dialog appears.



2. Select the collection to which you want to move or copy the coin.  
3. Enable the **Copy** checkbox to copy the coin or disable the checkbox to move it. Click **OK**.

Another way to move or copy coins is to 'drag' them from one collection to

another. First select the coins you want to move or copy.



Then 'drag' the coins over to the destination collection. Keep the **Ctrl** key pressed down if you would like to Copy the coins. Otherwise, the coins will be moved to the destination collection. This means they will be deleted from the source collection.

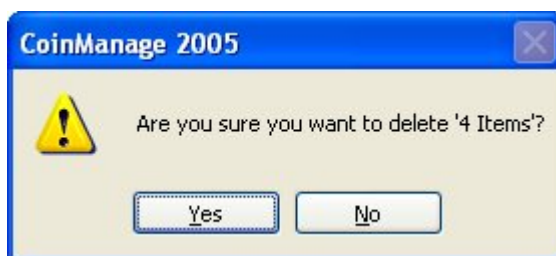
## 2.4 Removing coins

### To delete a coin

Select the coin you want to remove and select

#### **Action > Delete**

you can also use the Delete (sometimes named Del) key on your Keyboard. CoinManage will then prompt you to confirm the deletion.



Deleted coins are not permanently removed from CoinManage. They are placed in the **Deleted Coins** folder. To 'Undelete' records:

- Open the **Deleted Coins** folder by clicking on it.



- Select and 'drag' the appropriate coins back to a collection. This can also be done by using the **Move/Copy Coins** command

To permanently delete records, select

**Action > Empty 'Deleted Coins' Folder**

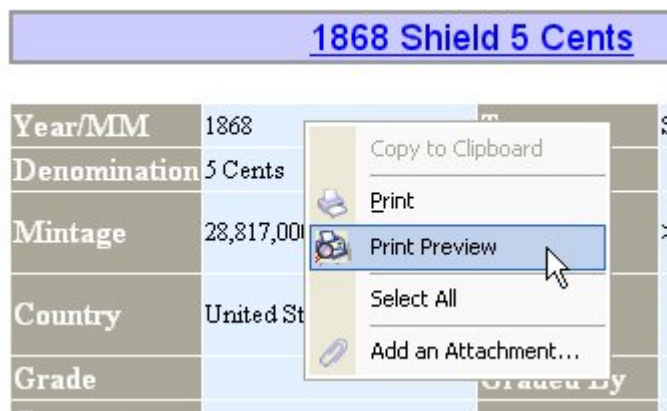
from the main menu.

## 2.5 Printing Records

CoinManage offers a comprehensive print preview feature that allows you to view the printout before you send it to your printer. You can change the fonts and organize the information you require to control the information that appears on each page.

### To Print (or Print Preview) a single coin

To Print or Preview a single coin, it is set the Detail View for the coin as the currently active view. This can be done by either clicking in the Detail Window or use right mouse-click in the view and select **Print** or **Print Preview**



### To Print (or Print Preview) a collection of coins

1. Select the collection you want to print and click **Print** or **Print Preview** from the File menu.
2. Either accept the default printer or click **Setup** to select a new one.
3. Specify the **Print Range**, **Print Quality**, number of **Copies** and whether or not the printer should **Collate** the copies, if available.
4. Provide a **Title** for the printout.
5. Specify the Report output format. Options include:



**Table Format**

Dads Collection							
Country	Denomination	Type	Year	MM	Variety	Grade	Quant
Canada	1 Dollar	Platinum Maple Leaf	1999				1
East Africa	Half Cent	Edward VII	1908		Abnormal		1
Canada	10 Cent	Victoria	1878				1
Canada	5 Cent	Victoria	1870		Bl-Leaf Rev	VG-S	5
Canada	5 Cent	Victoria	1871				1
Canada	5 Cent	Victoria	1872	H			1
Canada	5 Cent	Victoria	1874	H	prockett		1
Canada	5 Cent	Victoria	1874	H	plumt		1
Canada	5 Cent	Victoria	1875	H	small date		1
Canada	5 Cent	Victoria	1875	H	large date		1
United States	5 Cent	Jefferson	1938				1
United States	5 Cent	Jefferson	1938	S			1
United States	5 Cent	Jefferson	1938	D			1
United States	5 Cent	Jefferson	1939				1

**Catalog Format**

### Coins to Sell

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1795 Flowing Hair 1 Dollar



Description

Three leaves - Mintage (160,200) - Country of 14/05/2015 from Heritage Coins - Graded by: FN Bought at Baltimore Coin & Currency Show

---

1980-P Susan B. Anthony 1 Dollar



Description

Mintage: 27,600,000 - Country of Origin: United States

---

1980-S Susan B. Anthony 1 Dollar

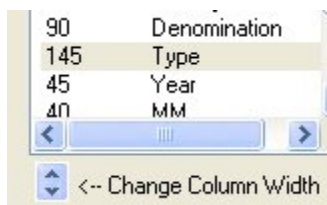


Description

**Detailed**

Coins to Sell						
1795 Flowing Hair 1 Dollar						
Year	MM	Country	Denomination	Type	Variety	
1795		United States	1 Dollar	Flowing Hair	Inse Leaves	
Location	Grade	Grading Service	Value	Quantity	Defects	
		PCGS	----	1		
User Field 1		User Field 2		Set 1		
Mintage	Proof Mintage	Serial Number	Buy Date	Bought From		
(140,295)			14.05.2005	Heritage Coins		
Sell Date	Sold To	Sold For	Profit			
		----	0.00			
1980-P Susan B. Anthony 1 Dollar						
Year	MM	Country	Denomination	Type	Variety	
1980	P	United States	1 Dollar	Susan B. Anthony		
Location	Grade	Grading Service	Value	Quantity	Defects	
			----	1		
User Field 1		User Field 2		Set 1		
Mintage	Proof Mintage	Serial Number	Buy Date	Bought From		

- You can choose to only print records that are currently selected by checking the **Print Selected Items Only** checkbox.
- The **Print Totals** checkbox will print a summary at the end of the printout showing the Number of coins, Total Cost and Total Value of the coins contained in the printout.
- If you have chosen to print using the Table Format, you can specify the columns you want to print by selecting information in the Available Fields area and clicking **Select**.
- Remove unwanted columns by selecting the columns in the Fields to print area and clicking **Unselect**.
- Reorder the columns by selecting the item(s) in the Fields to print area and clicking **Move Up** (to move the column further to the left) or **Move Down** (to move the column further to the right).
- You can also adjust the column width by selecting the item in the Fields to Print area and clicking the up and down arrows adjacent to the **Column Width** field.



Click **Font** to adjust the font type and size. This can significantly increase the amount of information appearing on your printout. Click **OK** to return to the Print dialog. (Applies to the Table format only)

When you are satisfied, click **OK**. The list will print. If you have selected Print Preview, the preview window appears.

From this window, you can:

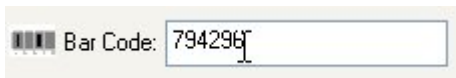
- click **Print** to send the information to your printer
- click **Next Page** and **Prev Page** to move through a multi-page document
- click **Two Page** to view two pages at once
- click **Zoom In** and **Zoom Out** to adjust the magnification of the document
- click **Close** to exit the Print Preview window without printing the document

## 2.6 Bar Code Support

You can use the CoinManage bar code features to track your slabbed coins. Virtually all slabbed coins have a unique bar code on the front or back of the slab.

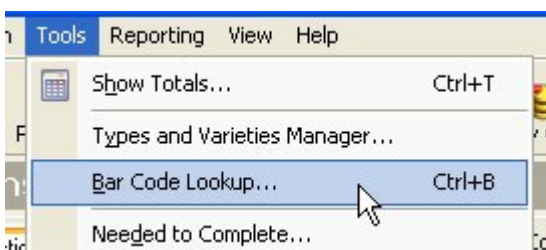


Each item record in CoinManage has a **BarCode** field.



When adding or editing records, associate a bar code with a record by placing the cursor in the **Bar Code** field, then scan the bar code using your bar code scanner. The text representation of the bar code will automatically be inserted into the field.

Use the **Bar Code Lookup**



dialog to later retrieve the item record.

If a bar code scanned within the **Bar Code Lookup** dialog is not associated with any coin, the **Add Coin** dialog will appear with the bar code field already filled in.

**Note:** It is usually not necessary to click the **Lookup** button as most bar code scanners will add an **Enter** character at the end of the bar code scan.

CoinManage can use any bar code reader that inputs the bar code characters via the keyboard. These are often referred to as wedge readers as they wedge

themselves between your keyboard and your computer. Some of these devices are "driverless", they are hardware only. Others require a software driver.

### Web Site for bar code scanners

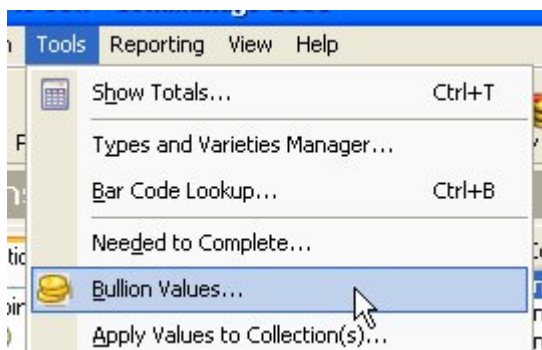
<http://www.idautomation.com/scanners/>

## 2.7 Using the value manager

 **To calculate the latest bullion values**

1. Select

**Tools > Bullion Values...**



from the main menu. The **Show Bullion Values** dialog appears.

Metal	Country	Denomination and Dates	Bullion Weight	Bullion Value
Gold	Afghanistan	1 Tilla, 1896-1919	0.1331 Oz.	\$56.09
Gold	Afghanistan	5 Amani, 1921	0.6583 Oz.	\$277.41
Gold	Afghanistan	2 Amani, 1921-1925	0.2633 Oz.	\$110.95
Gold	Afghanistan	1 Amani, 1921-1925	0.1316 Oz.	\$55.46
Gold	Afghanistan	1/2 Amani, 1921-1925	0.0658 Oz.	\$27.73
Gold	Afghanistan	2 1/2 Amani, 1925-1928	0.4340 Oz.	\$182.89
Gold	Afghanistan	1 Amani, 1925-1928	0.1736 Oz.	\$73.16
Gold	Afghanistan	1/2 Amani, 1925-1928	0.0087 Oz.	\$3.67
Gold	Afghanistan	1 Habibi (30 Rupees) 1929	0.1331 Oz.	\$56.09
Gold	Afghanistan	20 Afghani, 1929-1930	0.1736 Oz.	\$73.16
Gold	Ajman	100 Riyals, 1970	0.6279 Oz.	\$264.60
Gold	Ajman	75 Riyals, 1970	0.4494 Oz.	\$189.38
Gold	Ajman	50 Riyals, 1970	0.2995 Oz.	\$126.21

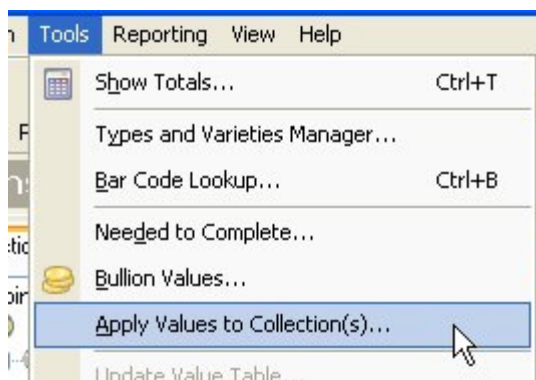
- Click the **Get Latest Spot Prices** button to automatically retrieve the latest spot prices using the Internet. Or you can manually type the current price of **Gold, Silver** or **Platinum** in the appropriate fields and click **Compute Values**. The bullion values appear for all coins in the database.

You can scroll through the list for the information you need. You can also click the field titles to sort the information in ascending or descending order.

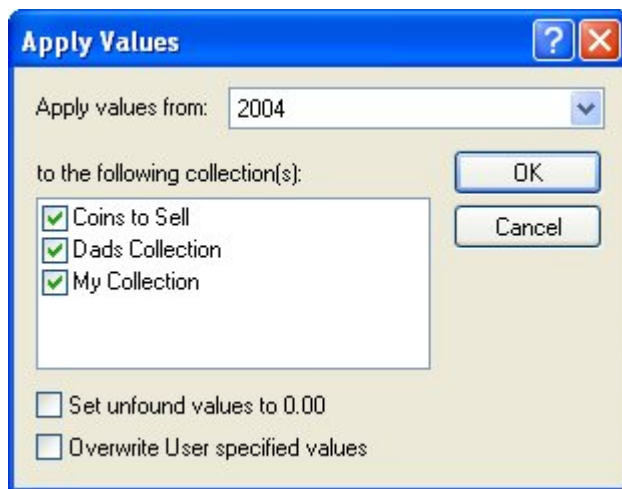
 **To apply values to collections**

From the main menu, select

**Tools > Apply Values to Collection(s)...**



Choose the value database you want to use in the **Apply values from** field.



Mark the collections you want to update. When you finish, click **OK**.

## 3 Managing Collections

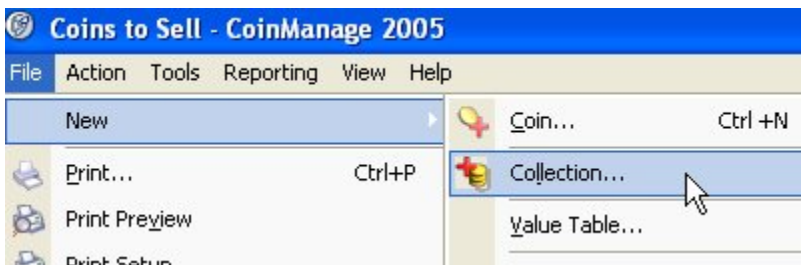
### 3.1 Creating new collections

You can create collections at any time. A collection consists of a Name and Description. You can create as many collections as you need.

#### To create a collection

1. Select

#### File > New > Collection



2. Provide a Descriptive **Name** for the collection. You can optionally add information about the collection in the **Description** area.

### 3.2 Editing Collections

#### To edit a collection

1. Select the collection you want to modify in the Collections tab in the main window.
2. Click **Properties** from the Action menu. Or click on the Properties toolbar button. The Collection Properties dialog appears.
3. Make changes as necessary.

### 3.3 Removing Collections

You can remove collections at any time. Be advised that delete a collection will delete all the coins in that collection as well.

#### To remove a collection

1. Select the collection you want to delete in the **Collections** tab on the main window.
2. Click **Delete** on the **Action** menu.

3. Click **Yes** to remove the collection.

## 4 Working With Reports

Enter topic text here.

### 4.1 About CoinManage Reports

During the installation of CoinManage, the setup program copied several pre-defined reports to the Reports folder under the CoinManage folder. The location of the Reports folder can be changed from the CoinManage Preferences dialog (Tools > Preferences)



Report files have the file extension .lst. You will also notice corresponding files with the extension .lsv. these files contain the thumbnail image that is shown when selecting a report to open or edit.

### 4.2 Output CoinManage Reports

CoinManage ships with several pre-defined report templates. These reports fall into 3 different categories:

#### Coin Collection Reports

Reports that use the coin data you have entered into your CoinManage collections.

Coin Collection reports begin with the prefix

##### **Coins-**

You should adhere to this naming convention when creating your own Coin Collection reports using the Report Designer.

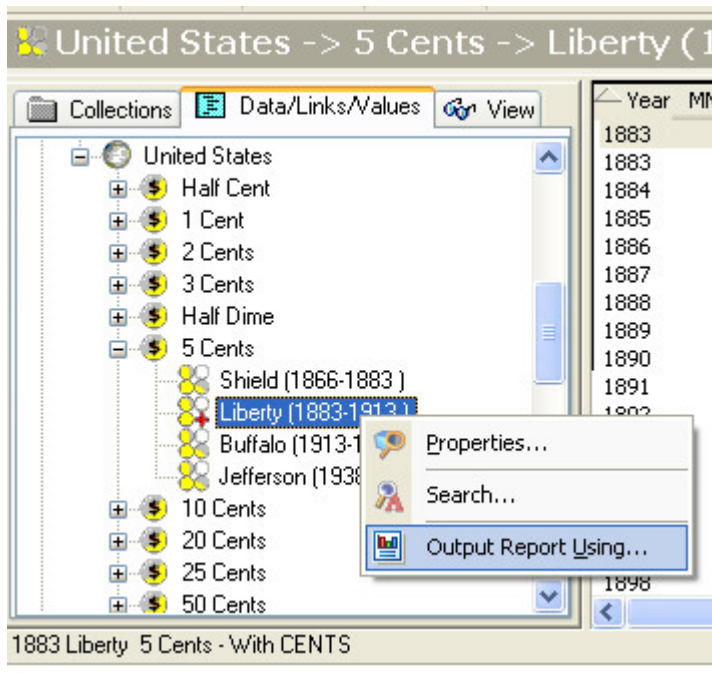
#### Coin Value Reports

Reports that use the coin valuation data that ships with CoinManage. You can use these reports to print out part of the CoinManage values database. Coin Valuation Reports begin with the prefix:

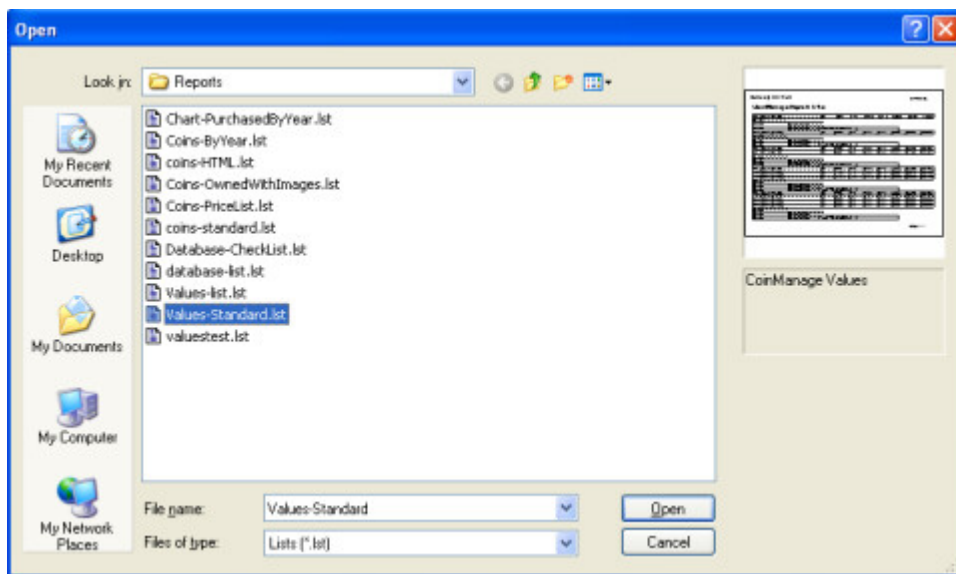
##### **Values-**

Example: Print out coin valuations for Liberty Head Nickels.

1. Select **United States > 5 Cents > Liberty (1883-1913)** from the Values tab. Then select **Output Report Using...** from the in-place menu or from the Reports menu

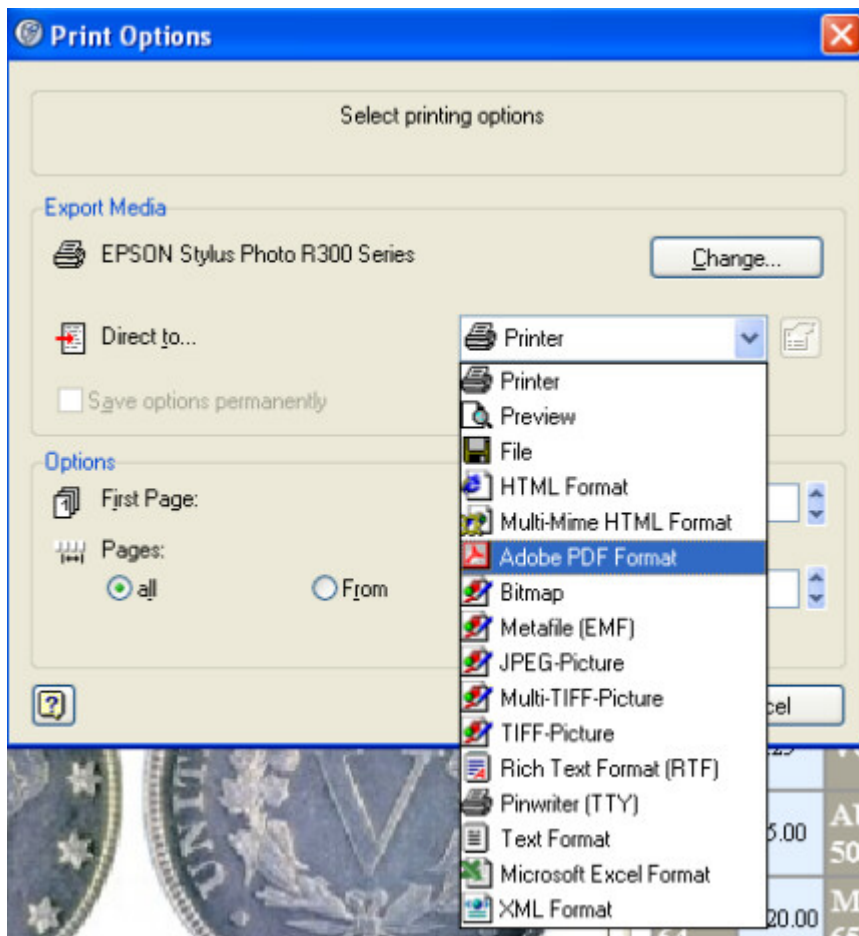


2. Select the **Values-Standard.lst** report

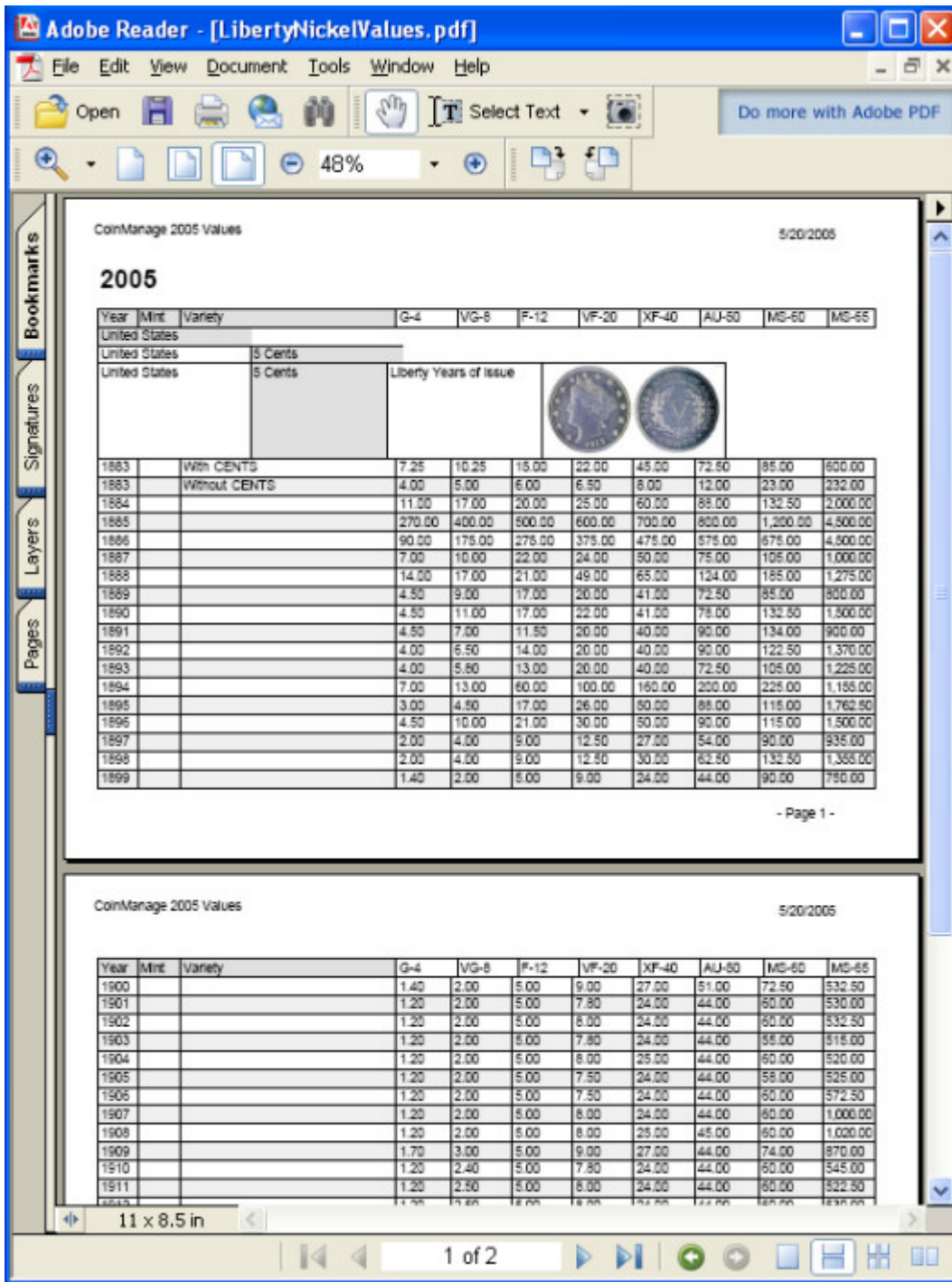


3. In the **Print Options** dialog, select **Adobe PDF Format** as the destination output.





4. The resulting output will look something like this:



## Coin Database Reports

Reports that use the coin variety database that ships with CoinManage.

Coin Database reports begin with the prefix

**Database-**

## 4.3 Reports Using All Data

Among CoinManage's report-generating features is an automatic report generation utility that outputs a report of all coins in CoinManage's database.

### **Generating a report using all data**

Note: the term "all data" depends on the type of report you are using. If the report was created to output Dealer names, addresses, etc.. "all data" refers to all the dealers in the coinManage dealers database.

To create this type of report, select **Reporting > Output Report Using All Data...** The **Open > Reports** dialog box will appear. Select the report type (.lst file) you wish from the predefined report templates (or your custom .lst files). For more information on using report templates, see [Report Templates](#).

Once you choose a report type from the .lst files available, the **Print Options** dialog box will appear. The default setting ("Direct to...") is to send the report to the default printer, but you can choose from many file types and output formats using the "Direct to..." drop-down menu.

Available output formats and file types include:

- **Printer:** Prints the report.
- **Preview:** Shows the Print Preview for this report.
- **File:** Outputs the report to a file.
- **HTML Format:** Creates a web page for the report.
- **Multi-Mime HTML Format:** Creates a MIME encoded web page for the report.
- **Adobe PDF Format:** Outputs the report to Adobe Portable Document Format. Requires Acrobat or [Adobe Reader](#).
- **Bitmap:** Creates a graphic (.bmp) file of the report.
- **Metafile:** Outputs to EMF format.
- **JPEG (Picture):** Outputs to JPEG compressed image format.
- **Multi-TIFF (Picture):** Outputs to TIFF graphic format.
- **Rich Text Format (RTF):** Outputs to a word processor file compatible with all major word processors (eg. MS Word, Corel WordPerfect, Sun StarOffice, etc.)
- **Pinwriter (TTY):** Outputs to a file format compatible with ASCII printers and TTY machines.
- **Text Format:** Creates a plain text (ASCII) document of the report.
- **Microsoft Excel Format:** Creates a spreadsheet for Microsoft Office of the report.
- **XML Format:** Outputs the report in Extensible Markup Language for use with databases, dynamically-generated websites, and single-sourcing applications.

### **Configuring Options**

The options section of the Print Options dialog box allows you to configure output ranges by page (for example, all, 2-17) and the page number which appears on the first page of the report (the upper right selection box).

Once you have selected your output type and configured your options, click **Start** to have CoinManage output your report.

For more information on creating and using reports, see [Report Templates](#) and [Custom Reports](#).

## 4.4 Custom Reports

CoinManage allows you to customize your own reports, aside from providing [report templates](#).

### **Creating Custom Reports**

From the **Reporting** menu, select **Create New Report**. The Project Wizard will appear, directing you through the steps to create a new project:

1. **Set print options and paper size**
2. **Set options for page numbering and title:**
3. **Choose table options and summary**
4. **Choose the data for the list**
5. **Create Your Report**, proceed to the [Label and Report Designer](#).

For more information on using these steps, see [Step-by-Step Example: Report](#)

## 4.5 Label and Report Designer

The Label and Report Designer allows you to create custom labels, file cards, and reports to complement CoinManage's functionality. To open the Label and Report Designer, select

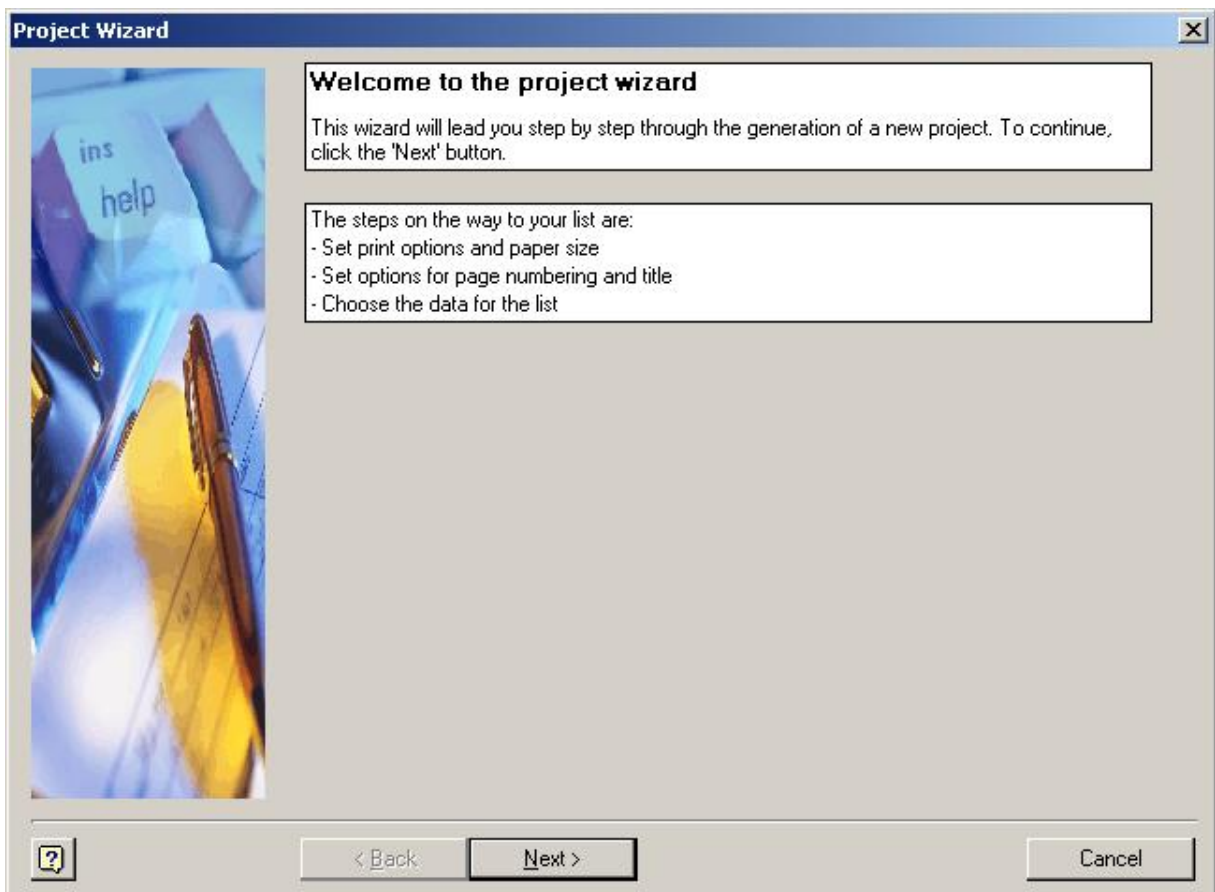
**Reporting > Create New Report...** to create a new report working with .lst files, or

**Reporting > Create / Edit Labels...** to create new labels or work with existing label (.lbl) files, or

**Reporting > Create / Edit File Card...** to create new file cards or work with existing card (.crd) files.

Note: In order to use the **Edit...** feature, you must have previously created .lbl or .crd files. To edit labels or cards, select a .lbl or .crd file in the Open dialog box.

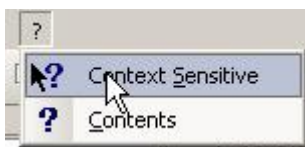
Choosing **Create...** under **Reporting** takes you directly to the Project Wizard main screen, as shown below:



For more information about using the Project Wizard, please see [Step-by-Step Example: Report](#). If you do not want to use the Project Wizard to begin your project, you can close it by clicking on the X in the top right-hand corner, which takes you directly to the main Label and Report Designer screen, as shown below.

**Note:** The Label and Report Designer is third-party software, not provided by <CONAME>, included with CoinManage to provide the features described here. It comes with its own help file (not provided by <CONAME>, and not part of this help file).

To access the specific Label and Report Designer Help, click on the ? in the menu bar (as shown above), then select Contents to view the entire help file, or click Context Sensitive and move the ? mouse cursor icon to click on a part of the interface. This will show help topics relevant to that part of the interface.

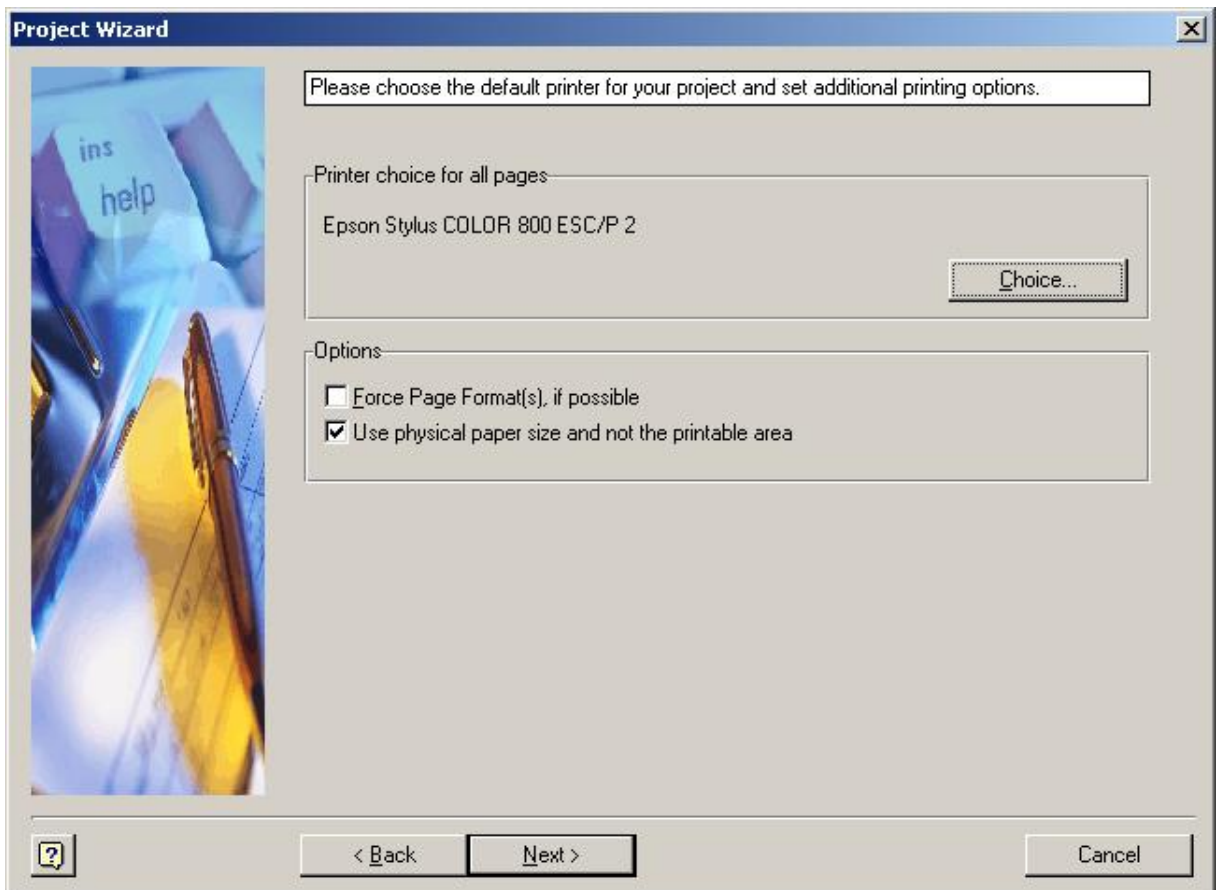


**Selecting Context Sensitive help in the Label and Report Designer.**

### 4.5.1 Step-by-Step Example: Report

To create a report as described in [Custom Reports](#), follow these five steps:

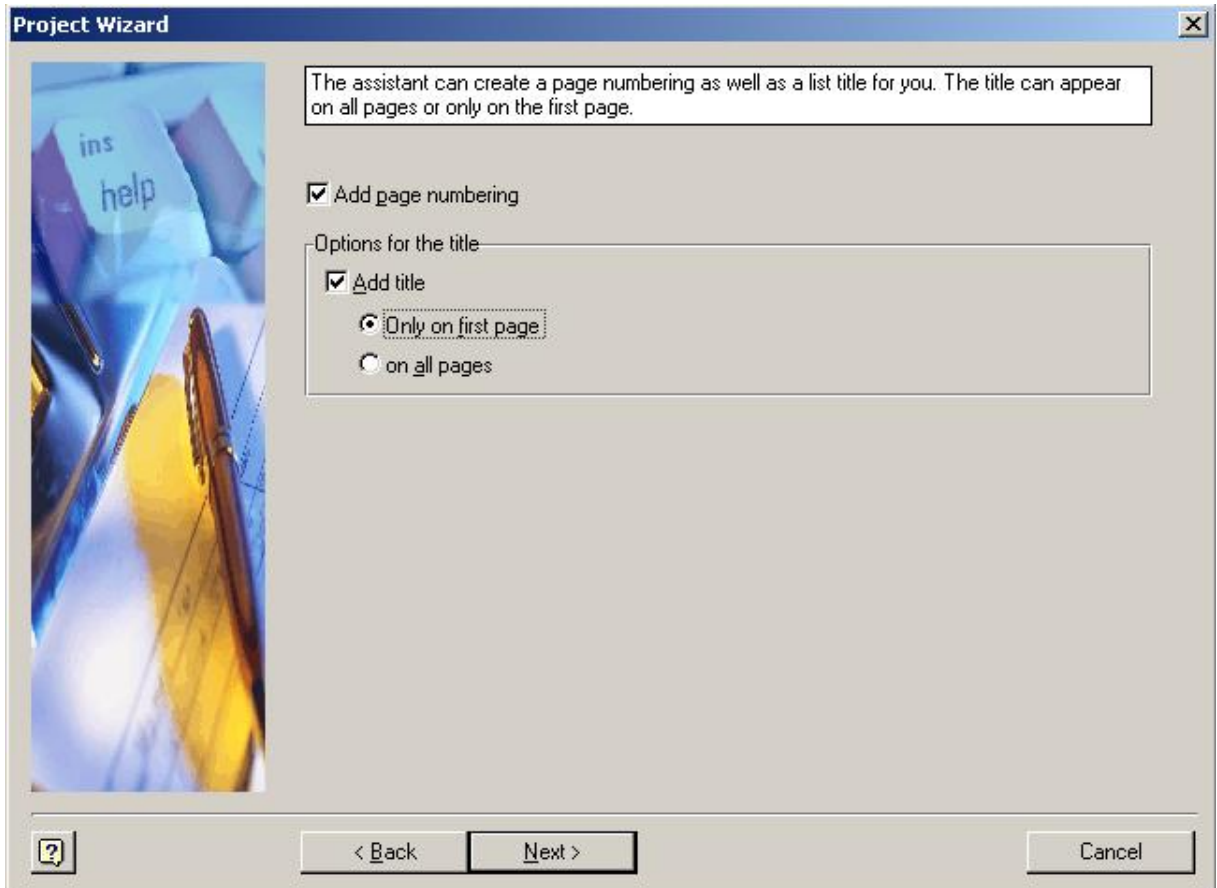
1. **Set print options and paper size:** First, using the radio buttons, choose whether all pages will be printed on the same printer, or whether the cover page will be printed on a different printer than the following pages. Click **Next** to proceed, or **Back** to return to the Project Wizard welcome screen. Then set the printer for the report from the available printers (to change a printer from the default setting, click **Choice**, which will invoke the Print Setup dialog box). Then select whether you wish the print to cover the page format, or the available printing area of the page, using the **Force Page Format(s), if possible** and **Use physical paper size and not the printable area** check-boxes. Click **Next** to proceed to Step 2, or **Back** to return to the initial printer screen.



*The Project Wizard screen setting some print options, as described above.*

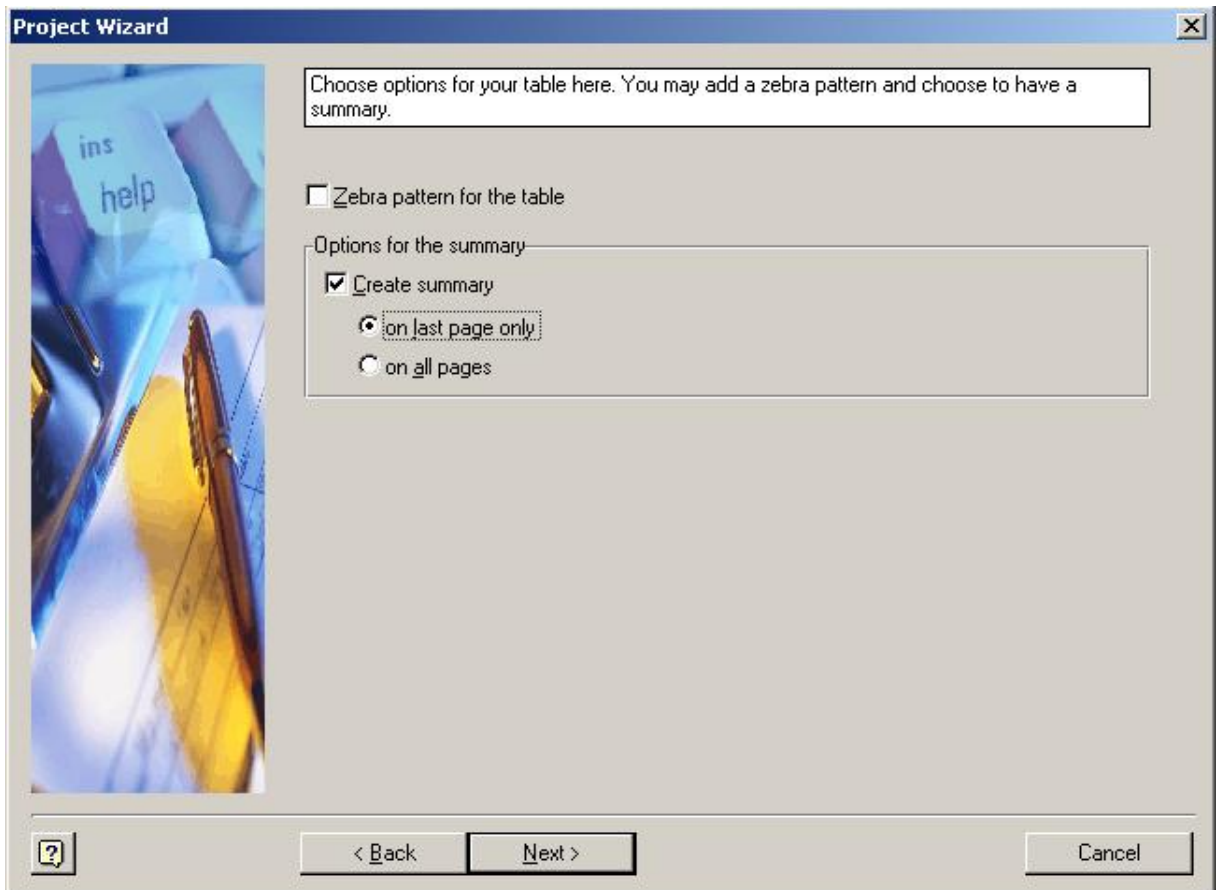
2. **Set options for page numbering and title:** CoinManage's default setting is to number pages, so if you do *not* wish to have numbered pages, uncheck the **Add Page Numbering** check-box. Then, under **Options for the title**, using the radio buttons, choose whether your report title will appear only on

the first page or on every page of your report. Click **Next** to proceed to Step 3, or **Back** to return to step 1.



**Setting page options and title in the Project Wizard.**

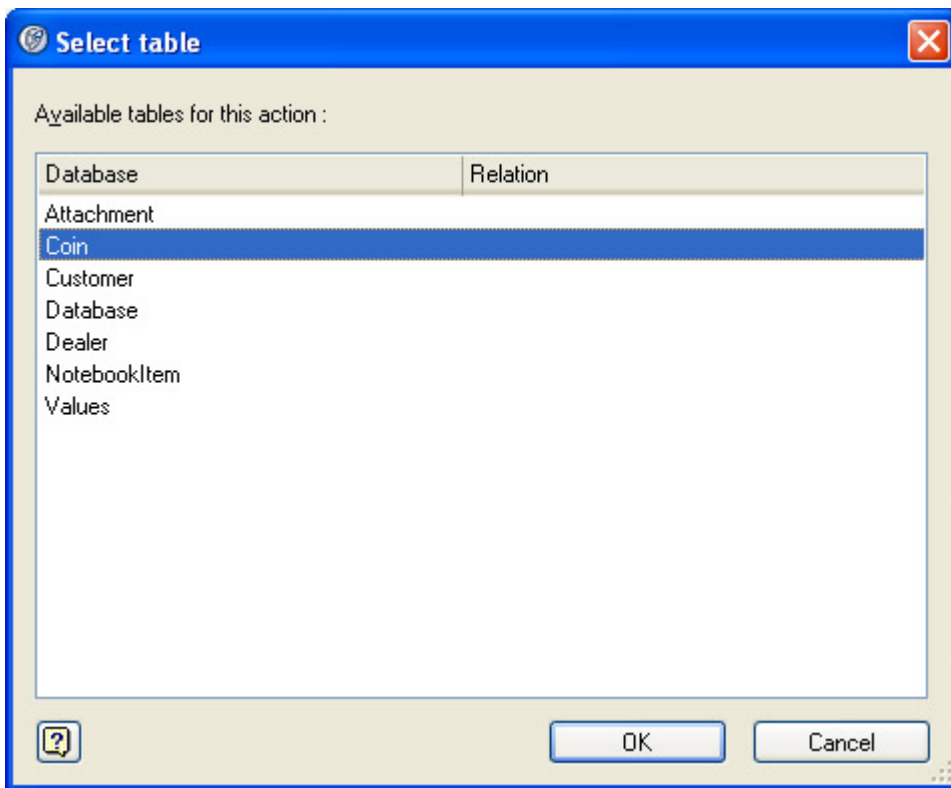
3. **Choose table options and summary:** You can create tables with alternating plain and filled rows by checking the **Zebra pattern for the table** check-box. Then, under **Options**, you can choose to have a summary (puts a footer line in the report) by leaving the **Create Summary** check-box enabled (omit summary by unchecking it), and use the radio buttons to choose where the summary appears. Then, click **Next** to proceed to Step 4, or **Back** to return to step 2.



*Table Options and Summary screen in the Project Wizard.*

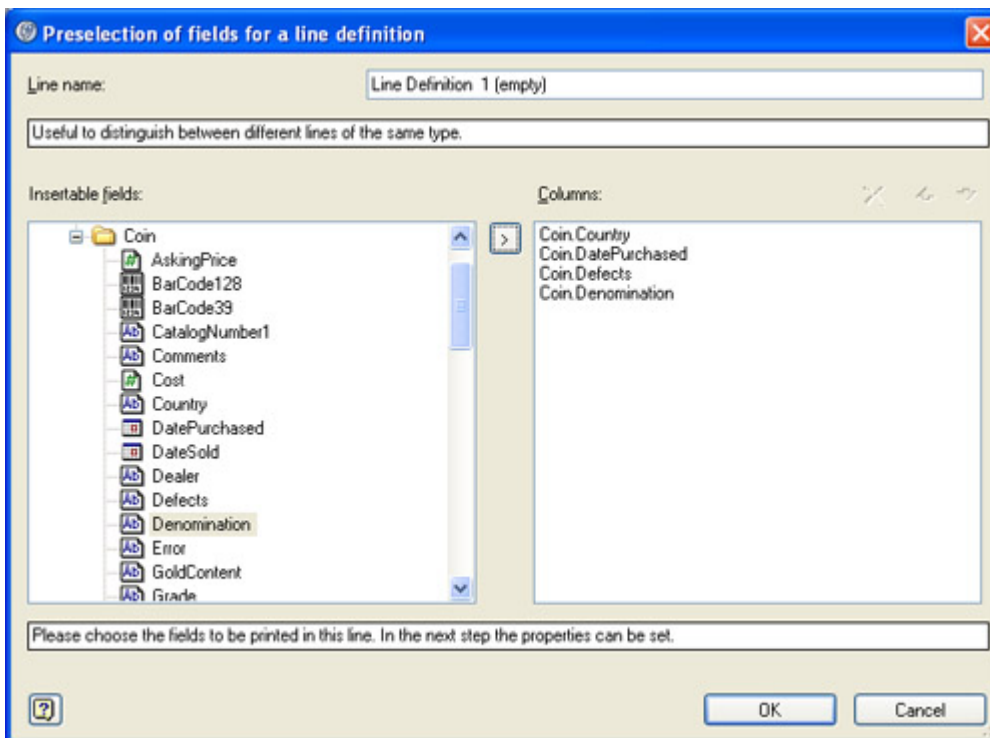
4. **Choose the table that will be used for the report:** coinManage can create reports based on data from different sources. The report designer can also create nested tables. For example, you could have a report that has a list of coins and then a nested table that would show all the attachments belonging to that coin. Choose the table that will be used as the initial base table for this report. Click **Next** to proceed to Step 5, or **Back** to return to step 3.





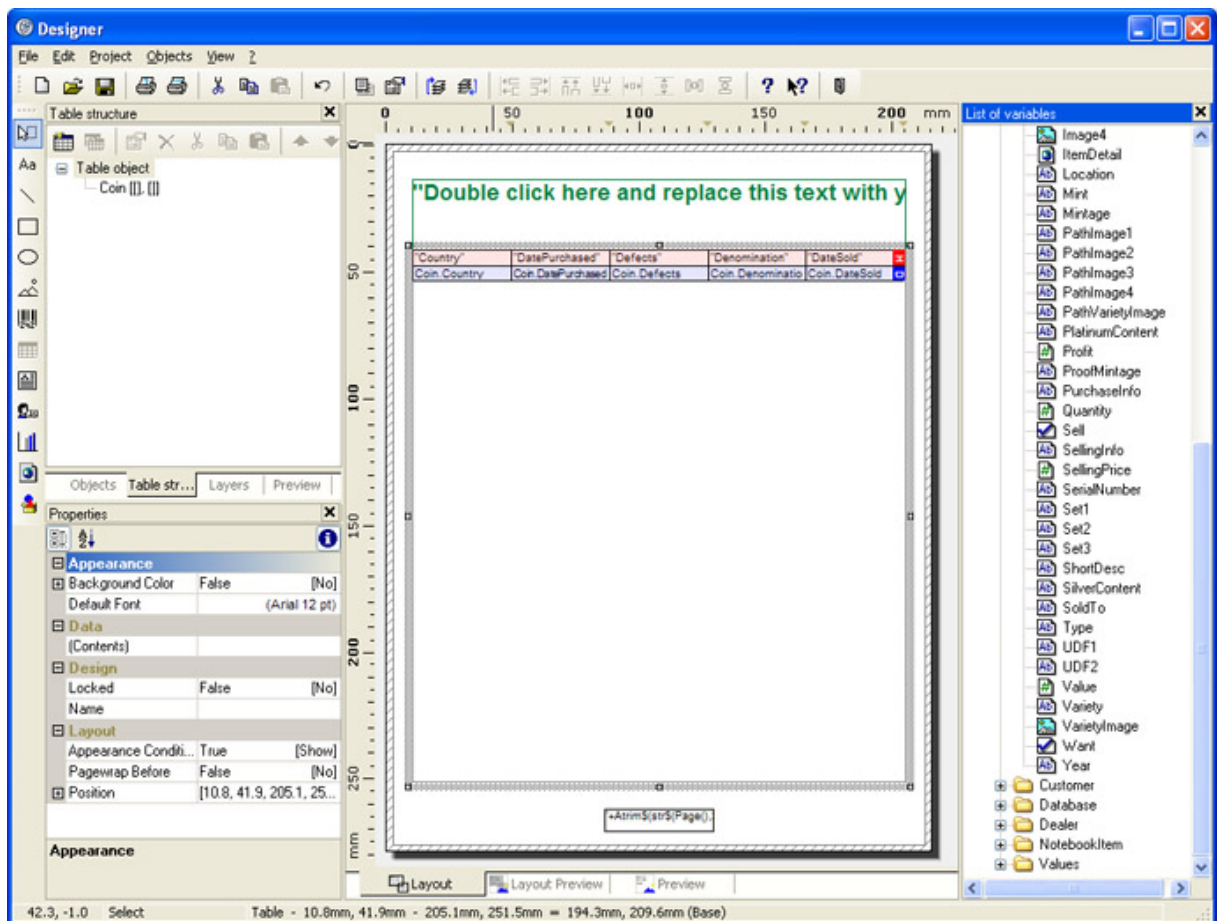
*Select Table screen in the Project Wizard.*

5. **Choose the data for the list:** This box lets you choose which data goes into the report. Click on entries in the **Available Fields** box to select them (Ctrl+click to select multiple entries, Shift+click to select multiple sequential entries), then use the > arrow to move the selected entries to the **Selected Fields** box. To move all available fields, click the >> button. To remove fields from the **Selected Fields** box, click the < button. To remove *all* fields from the **Selected Fields** box, click the << button. You can also sort the selected fields into whatever order you like (the default is the order in which they're selected) by clicking on them to highlight them, then using the up- and down-arrow keys to move them up and down the list to their desired places. Unchecking the **Add Column Titles** check-box at the bottom right will remove headings from the report. Click **Next** to proceed to Step 6, or **Back** to return to step 4.



**Populating the list with data, using the Available and Selected Fields boxes in the Project Wizard.**

6. **Create Your Report:** When you have selected all the data to be included, and sorted it as you want, click **Done!** to proceed through the **Project Wizard** to the [Label and Report Designer](#), or **Cancel** to escape the Project Wizard without generating a report.



**The Label and Report Designer interface.**

To access the specific Label and Report Designer Help, click on the ? in the menu bar (as shown above), then select Contents to view the entire help file, or click Context Sensitive and move the ? mouse cursor icon to click on a part of the interface. This will show help topics relevant to that part of the interface.

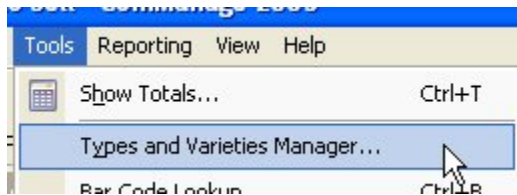
## 5 How Do I

### 5.1 Add additional coins to the pre-defined database?

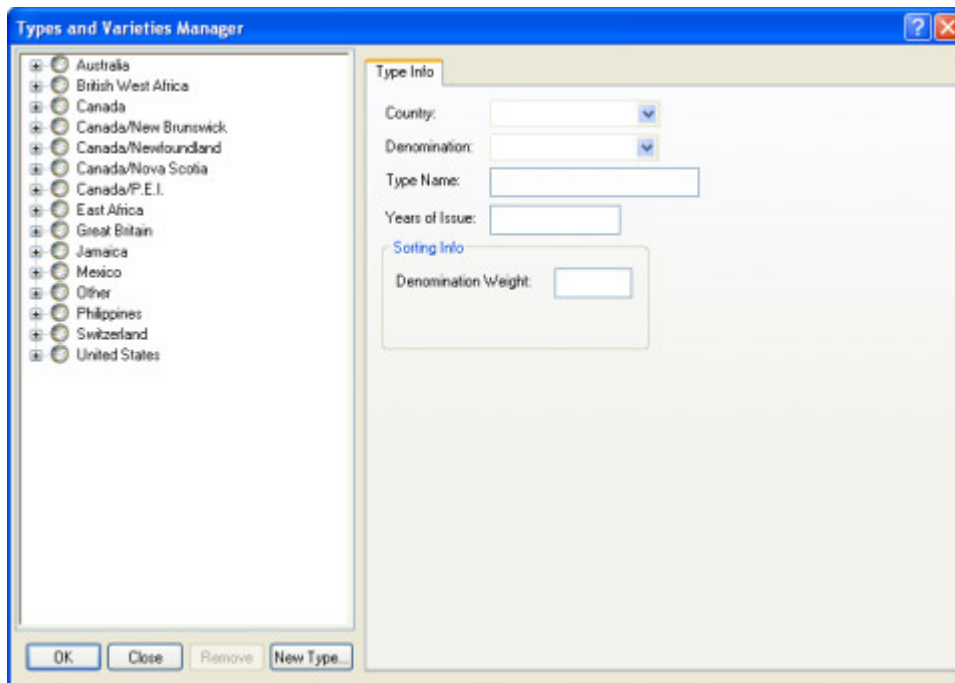
The Types & Varieties Manage feature is used to add new coin variety data to the CoinManage master database. We use it ourselves when updating the master database with new coin information.

 **To add a new coin variety using the Types & Varieties Manager**

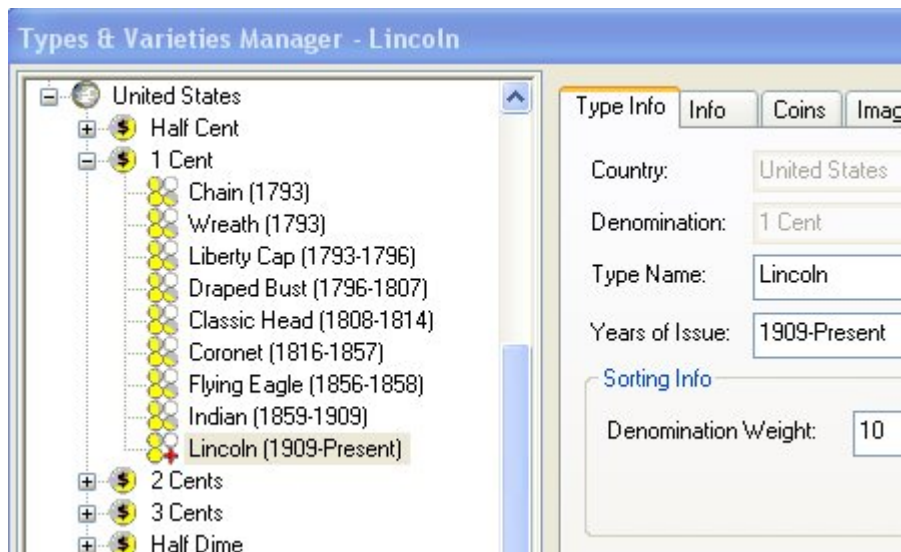
Select **Types and Varieties Manager** from the **Tools** menu.



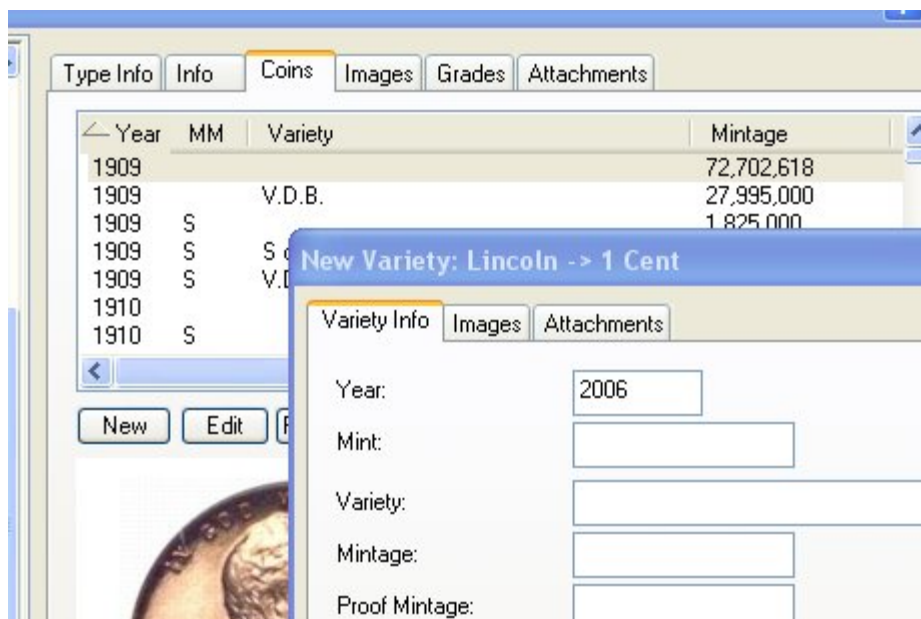
The Types & Varieties Manager dialog appears.



If the Coin Type already exists (i.e. Lincoln Cents) Drill down until the type is selected. Click on the Coins tab to start entering variety information for the selected Type:

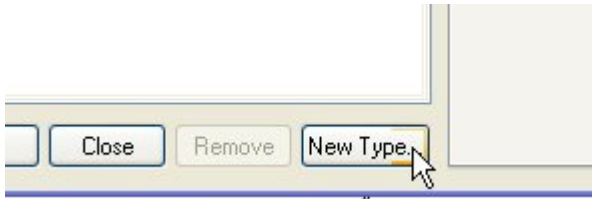


Click on the **New** button to add a coin variety. The example below will add a 2006 variety to the Lincoln Cents type.



### To add coin from a country or type not currently in the CoinManage database using the Types & Varieties Manager

If you would like to add coins from a Country or type not in the CoinManage database, or add a new Type to an existing Country, click on the **New Type** button.



Then start entering information for each new Type that will be entered. It is important to remember that you must specify the Country, Denomination and Type Name in order to start entering coin varieties.

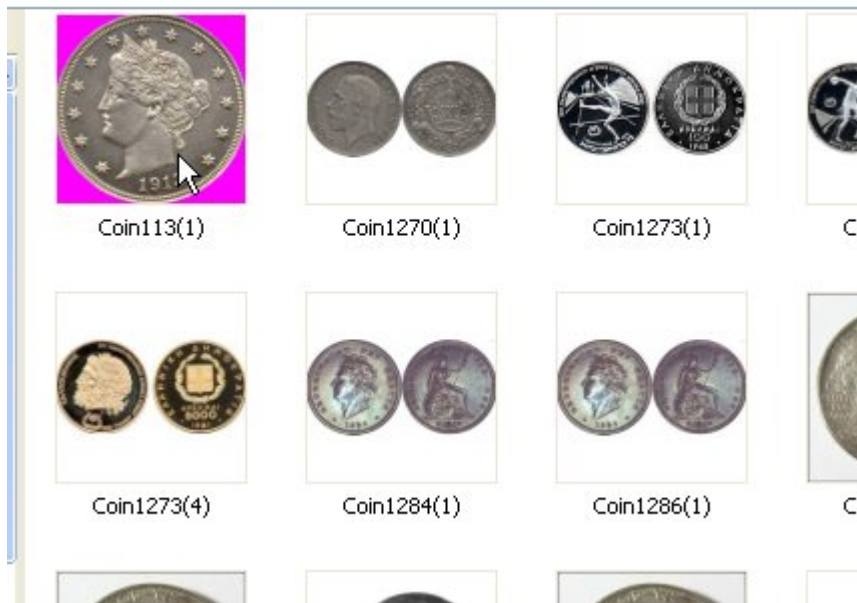
A screenshot of the 'Type Info' dialog box. It contains the following fields:

- Country: Barbados (dropdown menu)
- Denomination: (dropdown menu)
- Type Name: (text input field)
- Years of Issue: (text input field)
- Sorting Info section (collapsible):
  - Denomination Weight: (text input field)

The Denomination Weight field is used to assign a numerical value to a denomination for sorting purposes. The lower the value, the higher the type will appear in the sort order. Enter values corresponding to the denomination (e.g 100 for 1 cent, 500 for 5 cents, etc..)

## 5.2 Backup data I have entered?

CoinManage 2006 stores all textual data in a file called COINDESC.MDB. All images that are attached by the user to records are stored as JPG images in the directory specified during installation (usually \\Program Files\CoinManage\CoinImages)



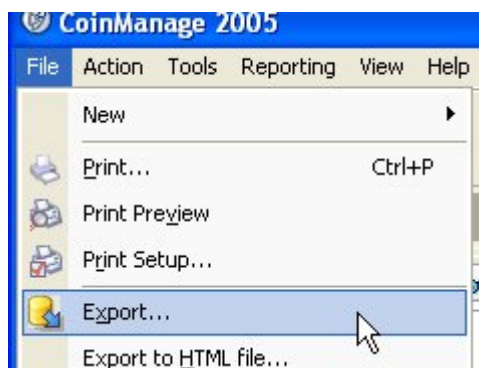
Each file begins with the phrase 'Coin' followed by a unique number generated internally by CoinManage. The number in parenthesis is the image number. To properly backup your CoinManage data, you should:

- 1/ Copy the program data file (COINDESC.MDB) to a safe location. A ZIP drive would be ideal.
- 2/ Backup all images from the images directory.

CoinManage data can also be exported and later imported back into the program.

#### To export Collections

- Select 'Export...' from the File Menu.
- Either select or enter a file that will contain the exported information.



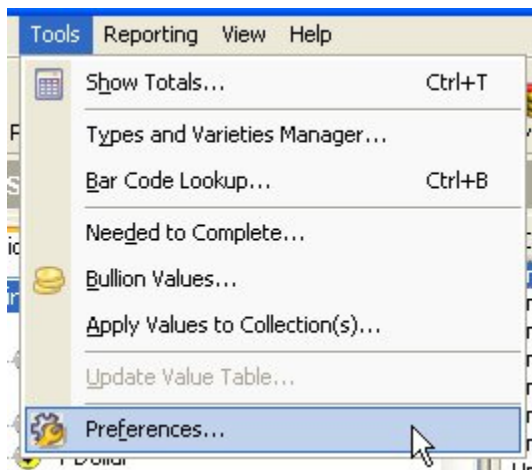
- Select the collections that you would like to export
- Click the Ok button

### To import data into CoinManage

- CoinManage can ONLY import data that has been exported to a file using the Export command, or a COINDESC.MDB that was backed up to another location.
- Select **Import CoinManage File...** from the File menu.
- Use the import cautiously. There is no need to import data unless you have suffered a system crash, accidentally deleted records, or you are upgrading to a new version of CoinManage.

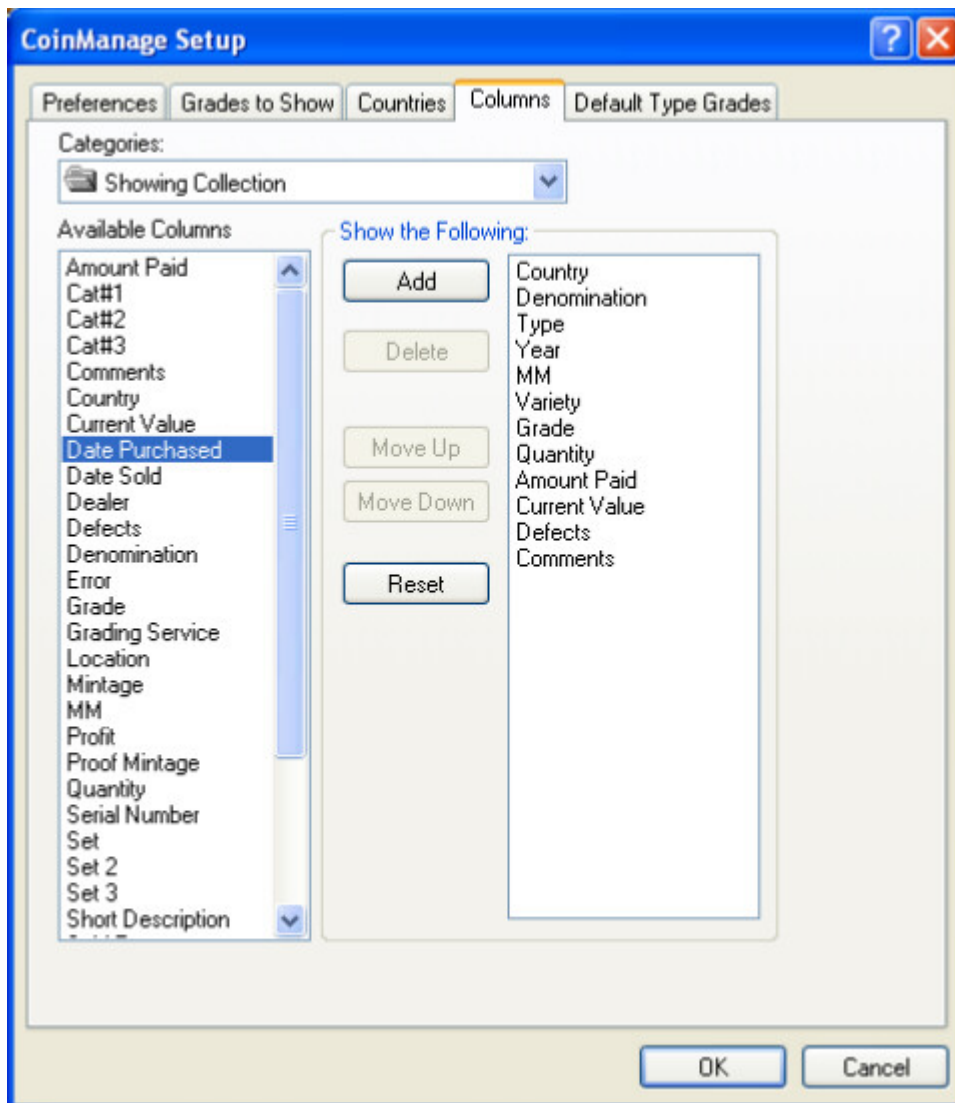
## 5.3 Change column settings?

### To specify the information you want to view



1. From the CoinManage Setup dialog, open the Columns tab.
2. Select the category whose columns you wish to configure.
3. For each category, select and organize the columns you want to see using the following buttons:





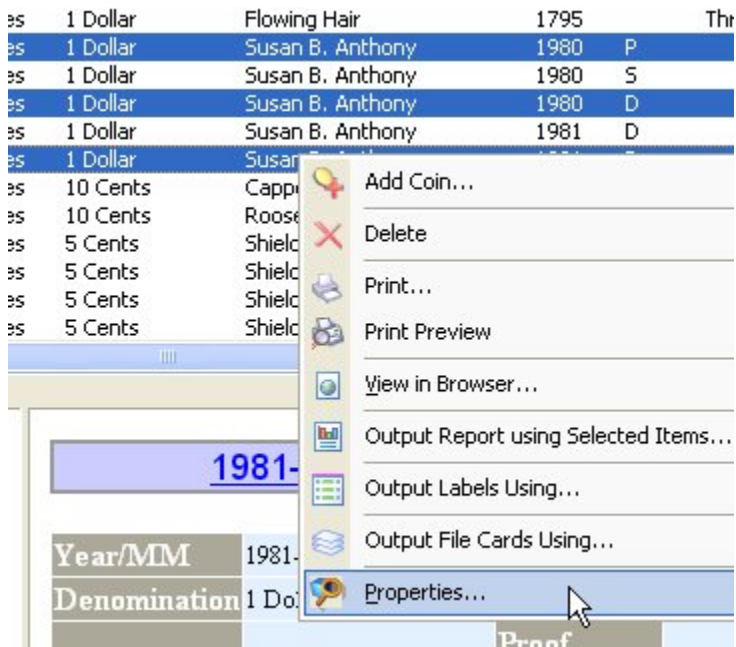
- **Delete**—select a column in the Show the Following area and click Delete to remove the column from the display.
- **Add**—select a column in the Available Columns area and click Add to display the column.
- **Move Up**—select a column in the Show the Following area and click Move Up to have the column display further to the left.
- **Move Down**—select a column in the Show the Following area and click Move Down to have the column display further to the right.
- **Reset**—click Reset to ignore your changes and return to the default column setup.

## 5.4 Change information for more than one record?

You may occasionally wish to go back and change some information common to more than one coin record in your collection. For example, you may wish to add 23 coins to your Want list. Rather than edit each record individually and check the Want checkbox, there is a much easier way to do this.

### To change information for multiple records

1. Select all the coin records whose data you wish to change. Then select **Properties** from the main menu or from the right mouse-click context menu.

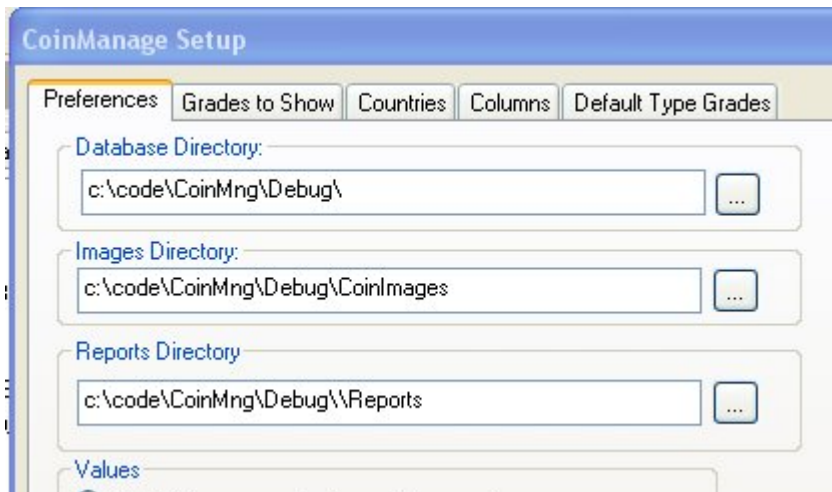


2. Specify the information that will be updated for all the selected records. Note that leaving a field blank will not result in the information for that field be set to empty. The field will retain the data (if any) if contained previously. The example below will result in the *Graded By* field for the 3 selected records being set to the values shown.



## 5.5 Change the Data File (or Image files) location?

The location of the CoinManage data file (COINDESC.MDB) or the directory used to store images can be changed from within the **Preferences** dialog (under the **Tools** menu).



If you are using the multi-user capability of CoinManage, be sure that all users have read-write permission on both these directories.

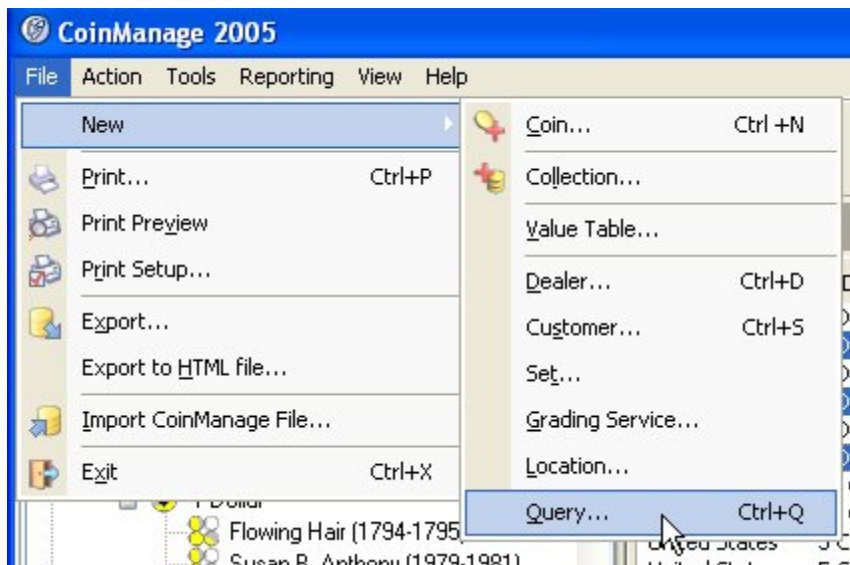
CoinManage stores images attached to records as jpg images in the Images directory. The number after the prefix 'Coin' is the unique id of the coin record. The number in parenthesis "( )" is the image number. Each record can have up to 4 images. Images belonging to other record types such as Dealers will have the prefix "Dealer" instead of "Coin".

## 5.6 Create a Query?

Suppose you would like to view all the coins that you acquired in December of 2003, or perhaps you would like to view all the coins you own that are worth more than 1000 dollars. You can accomplish this by creating a CoinManage Query. To create a Query either:

- Select

**File > New > Query**



from the main menu.

- Type **Ctrl+Q** from the keyboard

A valid query requires a name, and at least 1 condition. The **Create** and **Create and Execute** buttons will only be enabled when a valid query has been specified. Below is an example of a query. When executed, this query will display all coins from all collections that have a value of over \$1000.00.

Create a Query named: 1000 Dollar Coins

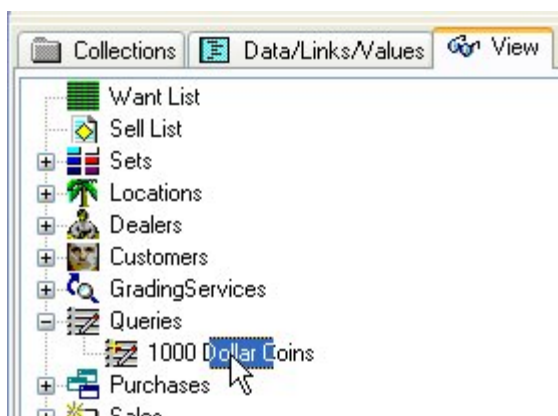
Show records from:  Coins to Sell  
 Dads Collection  
 My Collection

Where all of the following apply:

	Field	Operator	Value (mm/dd/yy for dates)
1	Current Value	>= (Greater than or	1000.00
2			
3			
4			
5			
6			
7			
8			

Create Create and Execute Cancel


Once a query has been successfully added, it can be viewed in the Queries section as seen below



To execute the Query, simply click on it.

## 5.7 How is the value of a coin determined?

You can allow CoinManage to automatically determine the value of a coin or you can manually enter the value. If you want CoinManage to automatically determine the coin's value, specify the value database to use.

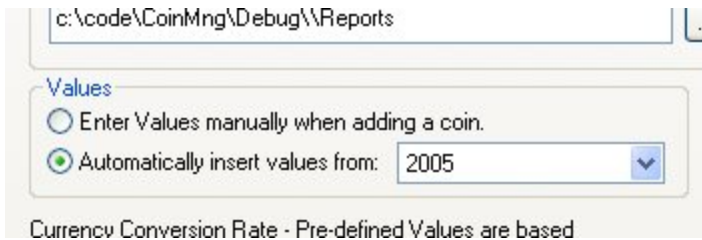
 To specify how to determine coin value

1. From the CoinManage Preferences dialog

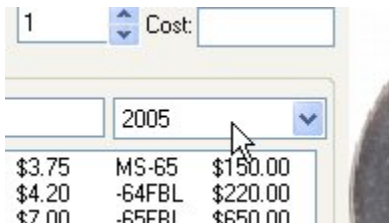
### Tools > Preferences

Choose one of the following options in the Values area:

- Enter values manually when adding a coin (you determine the value)
  - Automatically insert values from: (CoinManage selects the value using the value database you specify)
2. If you selected CoinManage to automatically enter the values from a value database, specify the value database to use.



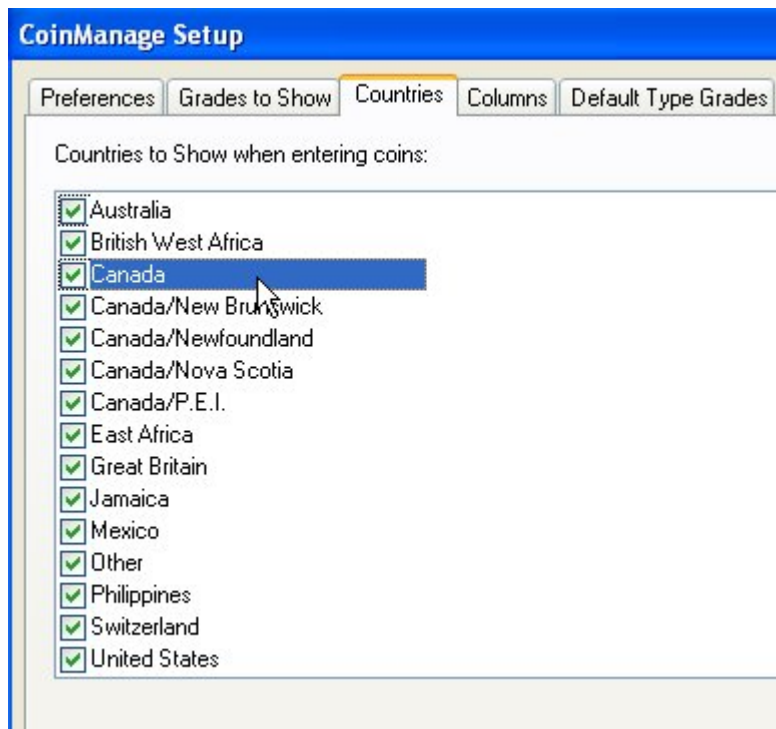
The default value database can also be changed from within the Add a Coin dialog. Simply select the default value database from the drop-downpick list in the upper-right hand corner of the Value section.



## 5.8 Limit the large number of Countries in the Add Coin Dialog?

If you only collect coins from a few countries. It makes sense to only see coins from those countries when adding coins. To do this:

- Select **Preferences** from the **Tools** menu
- Click on the **Countries** tab



- Click on the Countries displayed in order to restrict which countries are shown in the Add Coin Dialog.

## 5.9 Receive Software Updates

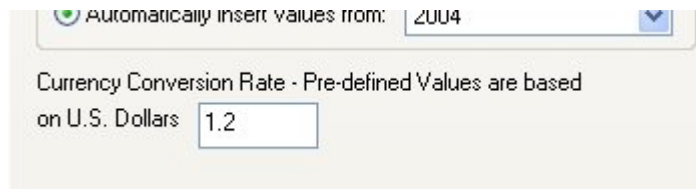
You can receive software updates by downloading the software and coin information from the LibertyStreet web site. Updates are usually packaged as both a program and value update, and are usually available in late September of each year. Purchasers of CoinManage 2006 will be able to download next year's program and value update at a cost somewhere between \$19.95 and \$25.95+shipping each year.

## 5.10 Show values in the currency of my country?

You can select a Currency Conversion Rate for the value database to ensure that the pricing is accurately reflected for your country. CoinManage uses the US dollar as the base. If, for example, you reside in Canada, you would enter the amount of money that would equal one US dollar, such as \$1.2

### To specify the currency conversion rate

1. From the CoinManage **Preferences** dialog (**Tools > Preferences**), enter the currency conversion rate based on the US dollar.



### To specify the symbol used to display currency values

1. CoinManage uses the Currency Symbol specified in the Regional Settings section of your Windows Control Panel.

## 5.11 Sort Records?

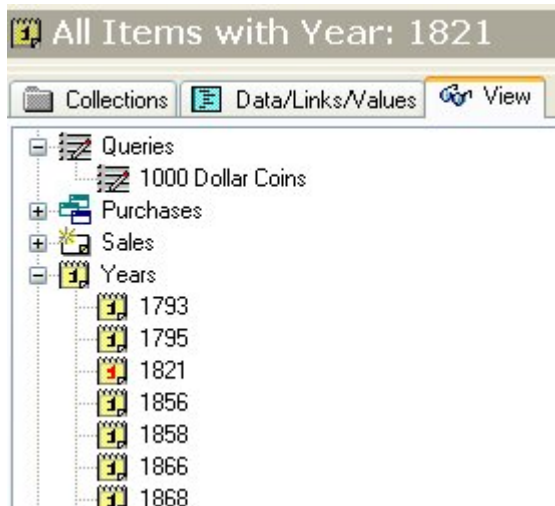
Sorting is simple. Simply click on the column header to sort on a particular column. Click on the header again to toggle the sort from Ascending to Descending and vice-versa.

Year	MM	Variety	Mir
1971			47.7
1971	D		68.5
1971	S	Silver clad	6.86
1972			75.3
1972	D		92.5

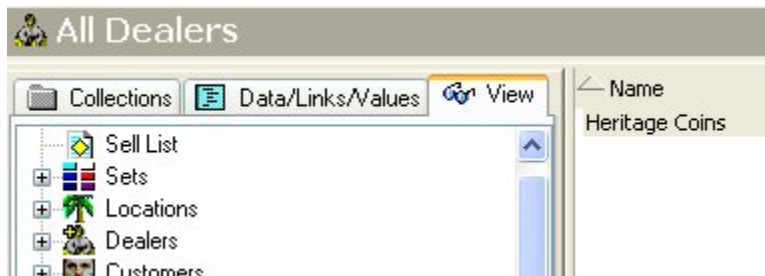
## 5.12 The View Tab - What is it used for?

The **View** tab lets you view your coin collection in many additional ways. In the figure below, the **Years** icon has been expanded to show all the different years present in coins within your collections. Clicking on a particular year to see all coins with that year.





The **Dealers**, **Customers**, **Grading Services**, **Queries** and **Sets** icons work in a slightly different manner. Clicking on the main icon does not show coin records, but rather a list of the items from the table corresponding to the icon. In the example below, the **Dealers** icon has been selected, resulting in a list of all the **Dealers** records from the Coinmanage database Dealers table.



This information can be printed, exported, etc... in the context in which it is viewed on the screen. For example, selecting **Export to HTML** at this point will export a list of **Dealers** to the HTML file of your choosing.

## 6 Troubleshooting

### 6.1 Trouble-shooting and Frequently asked questions

Q: I would like to use CoinManage between 2 computers. My home computer and my laptop when I travel. What is the best way to do this?

A: The best way is to probably use a removable media device (ZIP Drive 250MB, etc.). Install CoinManage on both computers and be sure to specify the

removable device as the location for BOTH the Images directory and the database directory. In the example below, the E: drive is the ZIP drive (may be different on your machine). Note: When you change the Database directory, you must manually copy the COINDESC.MDB file to the new directory.

Q: I have trouble running CoinManage on Windows 98.

A: Make sure you have the latest service pack for your Windows Installation. Some early versions of Windows 95 and 98 have buggy versions of System DLLs used by CoinManage. You may need to install IE 5.0 or later on your Windows system. Check out the link below for the latest Windows update information.

<http://windowsupdate.microsoft.com/>

Q: I am upgrading from a previous version of CoinManage. My old data is not imported when I install the new version.

A: If you have installed your new CoinManage to the same directory as the previous version, CoinManage will make a backup copy of the previous COINDESC.MDB data file and rename it COINDESC.OLD. This file contain all your previous data. In addition, every time CoinManage tries to import old data, it first creates a backup file in the Import directory. This file will have a name something like: CoinManageData\_Imported\_124310. Look at the creation date of the file(s) in the Import directory. Identify the file that was created when you upgraded CoinManage. Then try to manual import the data by renaming the file with a .MDB extension (example: CoinData.mdb) and then use the **Import CoinManage File** command to import the file.

Q: I get "Divide by Zero" errors, or GPFs when trying to add a coin or use the Types and Varieties manager.

A: Try running the 50comupd.exe program that has been installed into your CoinManage directory. This Microsoft® -supplied patch will upgrade the common controls DLL on your system. If that doesn't work do this:

- 1/ Run Regedit.exe
- 2/ Delete All ../Software/Liberty Street Software/CoinManage 2006 nodes in both HKEY\_CURRENT\_USER and HKEY\_LOCAL\_MACHINE
- 3/ Try running CoinManage again.

Q: CoinManage crashes when exiting, or when adding a coin.

A: This is usually because the Headers.wcd has become corrupted. Delete the file and try running CoinManage again.

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