

CoinManage 2015 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 2015

Use CoinManage to catalog your coin collection

CoinManage is a program for cataloging your coin collection. 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 22,600 coins from the USA, Great Britain, Canada and other countries. CoinManage includes over 2800 images, representing each coin type and design change. USA coins are cross-referenced by PCGS number.

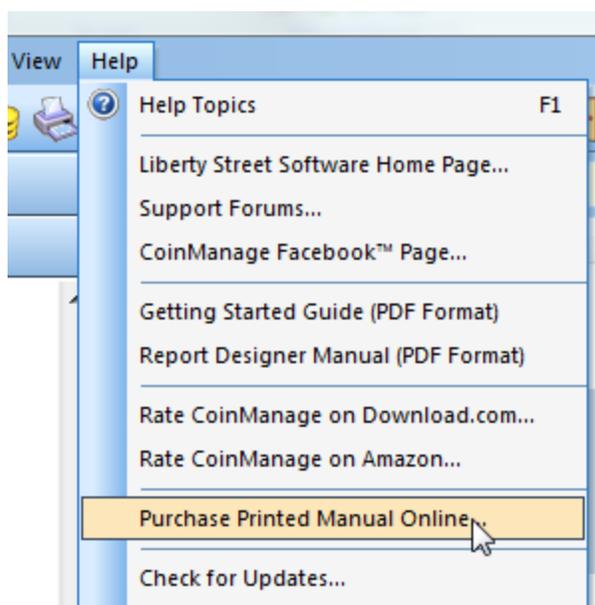
The database includes coins arranged by Country, Denomination, Type and years of issue. Each year lists the available conditions for the coin and the approximate market value for each coin, by condition.

After entering your coins into CoinManage you can browse you coin collection on screen, print detailed reports, find out which coins you still need to complete a set and more.

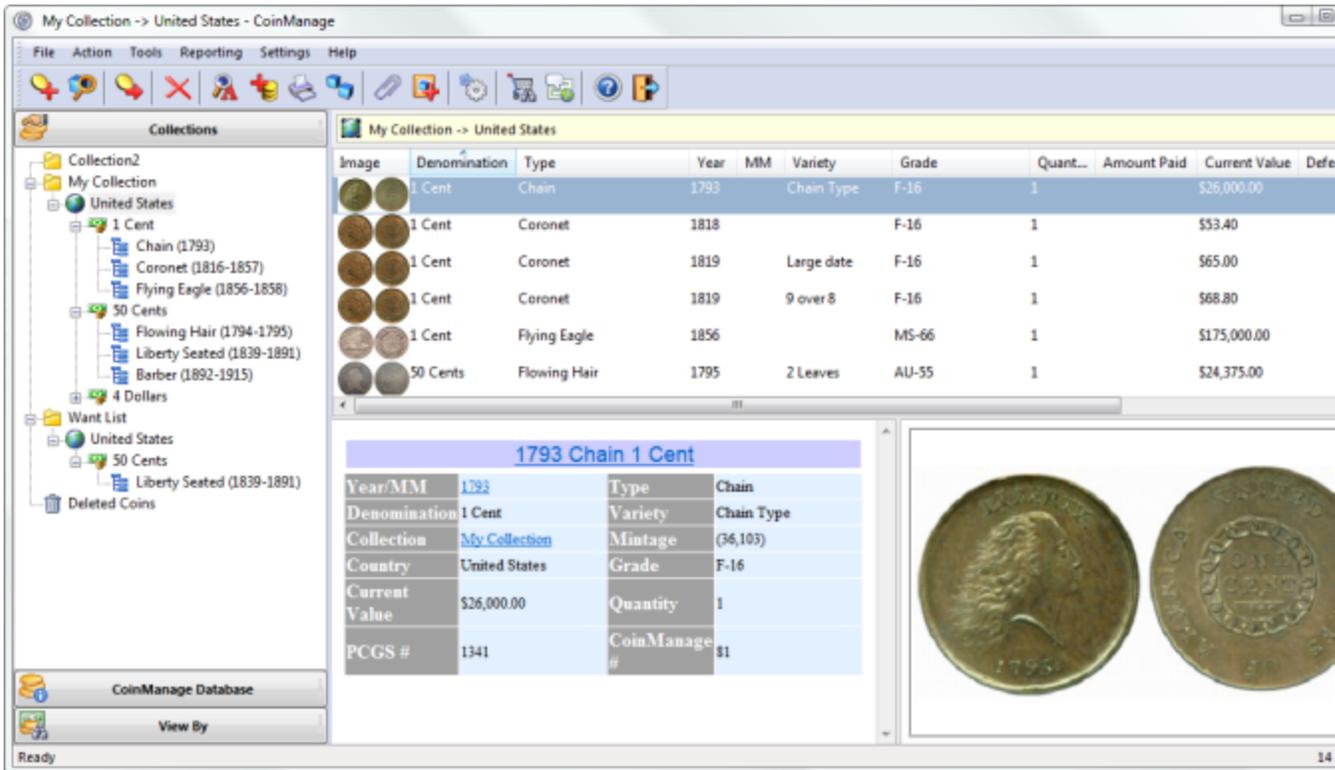
Getting Started

- [Entering Coin information](#)
- [Purchasing CoinManage](#)

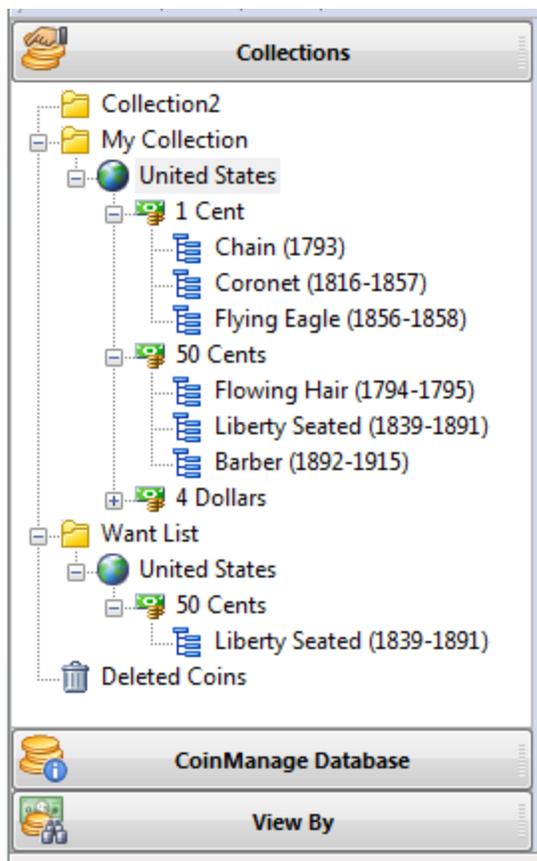
A coil bound hard copy of this manual can be purchased by selecting *Purchase Printed Manual Online...* from the Help menu.



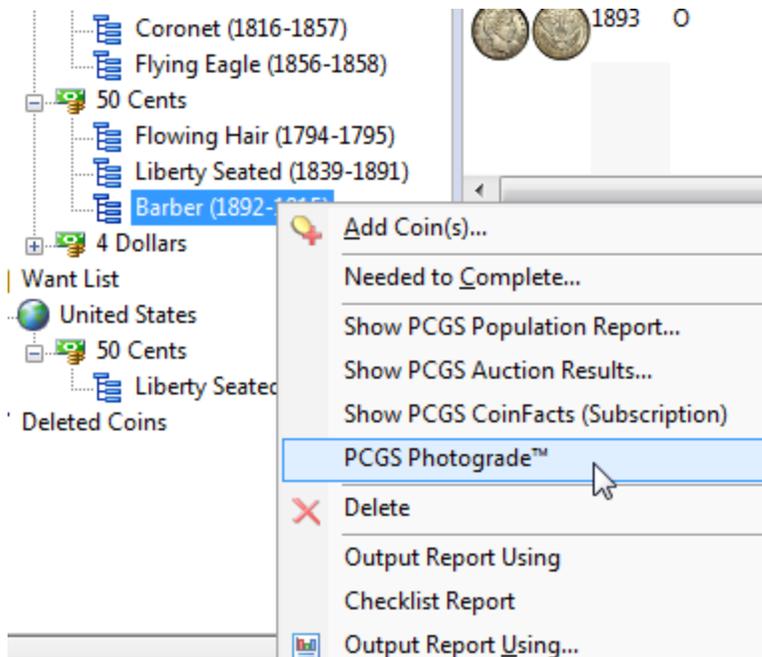
The CoinManage Workspace is divided into four sections:



The Tab Window

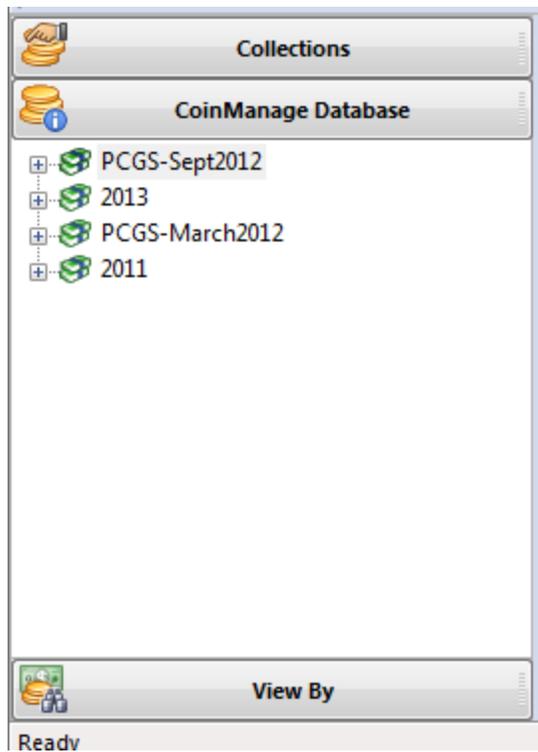


Collections: When this tab is selected, you will see all the collections you have created, as well as your Want List and the Deleted Coins folder. CoinManage lets you create more than one collection. You could create collections for multiple people, or a collection that contains only your certified coins. The Want List contains coins you do not currently own, but are looking to purchase. The Deleted Coins folder contains coins that you have deleted. To recover any coin data that you have mistakenly delete, click on the Deleted Coins folder, then select and 'drag' the coins back to one of the collections

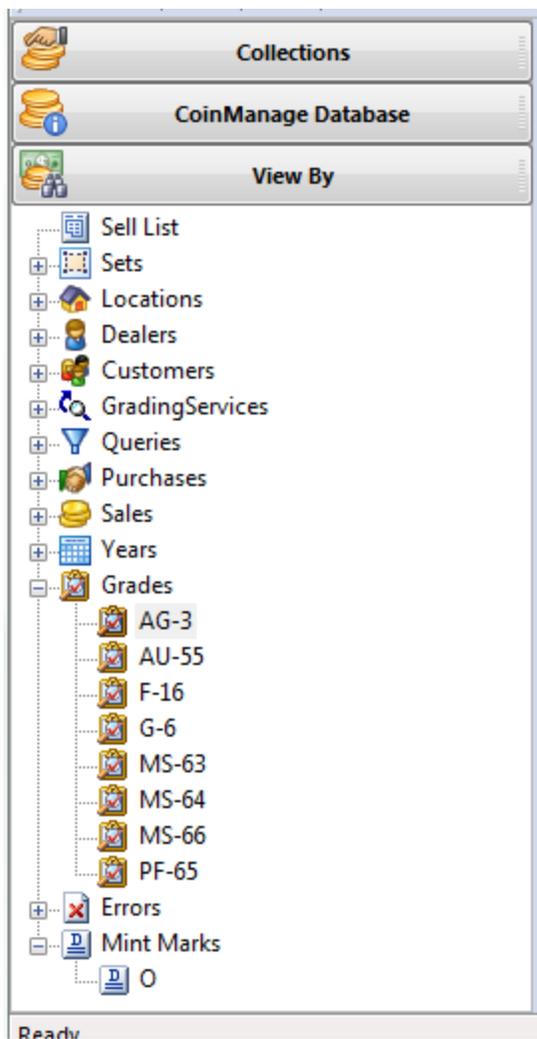


You can right mouse click on a particular type to display a menu of commands pertaining to the Type. The screenshot above shows how to view PCGS Photograde grading guidelines for the Barber 50 Cents Type.



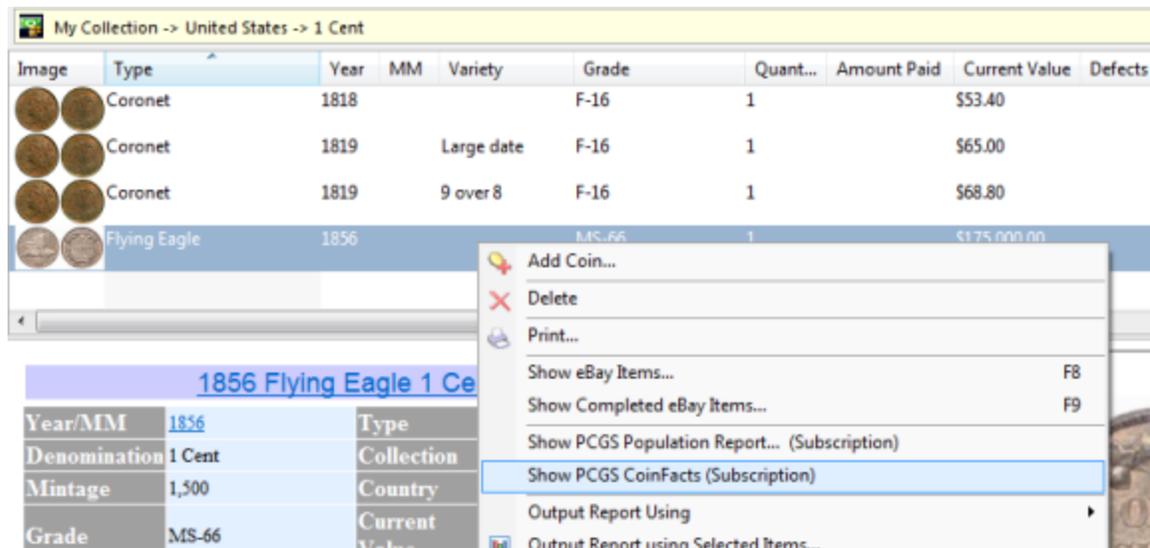


CoinManage Database: This section shows the value tables that are currently present in CoinManage. CoinManage 2015 ships with 2 value tables: The PCGS value table shows values for PCGS-certified coins. It can also be used to value coins certified by other reputable grading companies such as NCG or ANACS. The 2015 value table shows values for non-certified coins.



View By: The View section lets you view your coin collection in many different ways. For example, open the Years section to see all the years represented by the coins you have entered into your collections. Click on one of the years to view all the coins from that particular year that you own.

The List Window

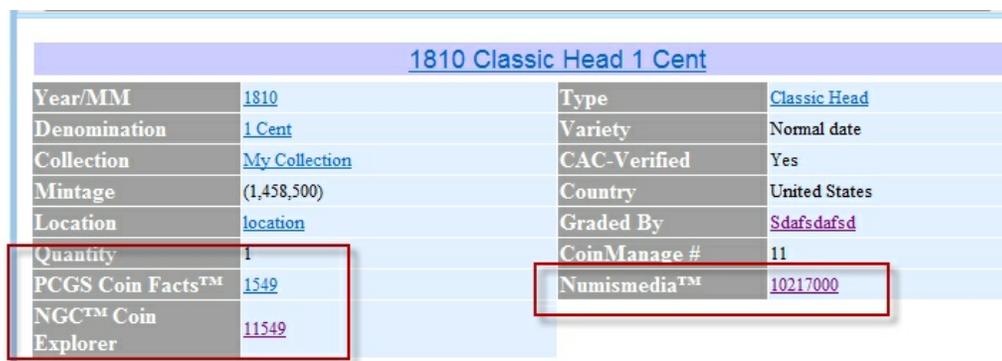


When the Collection tab is selected, the list window will show all coins present in the Collection, Country, Denomination, etc.. that is currently selected. **To sort on a particular column, simply click the header of the column.** To reverse the sort direction, click on the header again. In the list window, you can use the right mouse button to show a menu of commands that can be used for the currently selected coin or coins. The screenshot above shows how to display a PCGS CoinFacts information for the 1856 Flying Eagle 1 Cent that is selected in the list window.

1.2 What's New in version 2015?

User Interface

* USA coins now have links to [NGC Coin Explorer](#) and [Numismedia™](#) in addition to [PCGS CoinFacts™](#)



* The Database view shows coin varieties grouped by Country / Year. Makes it easy to see all coins issued by a country in a particular year

Image	Denomination	Type	Year	MM	PCGS Info	Variety
	5 Cents	Victoria	1871			Wide d
	5 Cents	Victoria	1871			Narrow
	10 Cents	Victoria	1871	H		
	10 Cents	Victoria	1871			
	20 Cents	Victoria	1871			Reeder
	25 Cents	Victoria	1871	H		Obver:
	25 Cents	Victoria	1871			Obver:
	25 Cents	Victoria	1871	H		Obver:
	25 Cents	Victoria	1871			Obver:
	50 Cents	Victoria	1871	H		

1871 Victoria 5 Cents - WI

G-4	\$6.00	G-6	\$9.80	VG-8
-----	--------	-----	--------	------

* The collection detail view will now show all the values for a coin when it is selected.

* The CoinManage ID column is now a default. Makes it easier to identify particular coins that have been entered.

* In the collection detail view..If you have inventoried or sold more than 1 of a particular variety, there are now hyperlinks to the other coins. In the database view, you will see hyperlinks to inventoried coins for the selected variety.

1810 Classic Head 1 Cent			
Year/MM	1810	Type	Classic Head
Denomination	1 Cent	Variety	Normal date
Collection	My Collection	CAC-Verified	Yes
Mintage	(1,458,500)	Country	United States
Location	location	Graded By	Sdafsdafsd
Quantity	1	CoinManage #	11
PCGS Coin Facts™	1549	Numismedia™	10217000
NGC™ Coin Explorer	11549		
Other Coins in Inventory of the Same Variety			
#22 Grade:VG-10 In: Sold Coins		#26 In: My Collection	

AG-3	\$40.50	G-4	\$65.00	G-6	\$84.00	VG-8
------	---------	-----	---------	-----	---------	------

* A new Sold Coins folder contains all coins that have been sold. When a coin is sold it is automatically placed into this folder.

Values and Data

- * Values have been updated for 2015. PCGS values have been updated.
- * Coin variety information has been updated through 2014 with the latest 2014 issues and sets.
- * New options to inventory silver bars, silver wafers, etc..
- * Original Issue Price has been added to all USA Proof and Unc. Mint Sets.
- * Mintage figures have been added where previously missing, mainly for more recent issues and sets.

New Fields

- * New issue price show the original issue price of an item. For example the USA 1936 Proof set original issue price was \$1.81
- * New *Own* column shows how many coins are owned. You will see this new column in the Add Coin dialog coin list and the CoinManage Database editor coin list. Makes it easier to keep track of which coins you have already inventoried.

Searching

- * Can now search on the Catalog number and PCGS Number fields.

Reporting

- * A new version of the report designer has been integrated into the program.
- * When editing reports, the report designer will show actual data from coins already in your database. This makes it much easier to design the column widths and get an idea what the report outlook will look like while you are designing the report.
- * New Reports, including: Chart for coins sold by Month / Year, Purchased by Month Year. The Bullion report now shows total owned gold/silver/platinum in ounces.

25 Cents		
	Washington	
Number Coins: 13	Total Cost: \$13.23	Total Value: \$42.24
Bullion Coins		
	Gold Eagles (5 Dollars)	
Number Coins: 2	Total Cost: \$45.00	Total Value: \$246.45
	Platinum Eagles (\$10)	
Number Coins: 1	Total Cost: \$0.00	Total Value: \$133.00
	Platinum Eagles (\$25)	
Number Coins: 6	Total Cost: \$0.00	Total Value: \$1,995.00
Total Gold (in Ounces): 0.20	Total Silver (in Ounces): 2.86	Total Platinum (in Ounces): 1.60
Total Gold Value: \$246.45	Total Silver Value: \$51.34	Total Platinum Value: \$2,128.00
Number Coins: 29	Total Cost: \$58.23	Total Value: \$2,425.79

Variety Images

* We have added over 500 new variety images for USA coins (courtesy of www.usacoinbook.com)

Image	Year	MM	PCGS Info	Variety	Own	AG-3	G-4	G-6	VG-8	VG-10	F-12	F-16	VF-20	VF-30	XF-
	1793		1359:MSBN	Liberty Cap	0	\$4,500.00	\$6,500.00	\$8,220.00	\$10,800.00	\$14,080.00	\$19,000.00	\$32,200.00	\$52,000.00	\$42,750.00	\$60,000.00
	1794		1362:MSBN	"Head of 1793"	0	\$1,350.00	\$1,600.00	\$2,220.00	\$3,150.00	\$3,190.00	\$3,250.00	\$5,350.00	\$8,500.00	\$17,100.00	\$15,000.00
	1794		901374:MSBN;901375:MSI	"Head of 1794"	0	\$225.00	\$400.00	\$510.00	\$675.00	\$745.00	\$850.00	\$1,430.00	\$2,300.00	\$2,565.00	\$4,200.00
	1794		1365:MSBN;1366:MSRB	"Head of 1795"	0	\$225.00	\$400.00	\$456.00	\$540.00	\$664.00	\$850.00	\$1,430.00	\$2,300.00	\$2,850.00	\$4,200.00
	1794		911374:MSBN	No fraction bar	0		\$400.00		\$700.00		\$1,200.00	\$1,920.00	\$3,000.00	\$3,500.00	\$4,500.00

Year/MM	1794	Type	Liberty Cap
Denomination	1 Cent	Variety	"Head of 1793"
Mintage	(918,521)	Country	United States
CoinManage	1413	PCGS#	1362
Variety ID		NGC#	11362
Numismedia™	10210800		
PCGS™ Numbers	1362:MSBN		
1794 Liberty Cap 1 Cent - "Head of 1793"-Related links & Attachments			
Search eBay for this coin		Completed eBay listings for this coin	
http://www.usacoinbook.com/coins/102/large-1794-liberty-cap-1-cent-head-of-1793/			

1794 LIBERTY CAP LARGE CENT VARIETIES



HEAD OF 1793
SHORTER HAIR
SOFTER DETAILS
HIGH ROUNDED RELIEF

HEAD OF 1794
"HOOK" ON LOWEST CURL OF HAIR
EXCEPT 544 VARIETY IDENTIFIED BY BREAK SINGLE THROUGH "P" IN 1794 DATE

HEAD OF 1795
LOWEST LOCK OF HAIR CURLS UP AND AROUND

EXACT HEAD OF 1795
NO HOOK ON LOWEST LOCK OF HAIR

Fixes

* Backup problems have been fixed. Mainly problem with setting backup every x

sessions of CoinManage.

* Several crashes due to overrun buffers have been fixed.

1.3 Installing and Upgrading CoinManage

System Requirements

CoinManage 2015 requires the following minimum system requirement to operate properly:

- Windows XP, Vista, Windows 7, Windows 8.x (all versions 32 & 64 bit)
- 800x600 display
- At least 400 MB free hard drive space

How Do I Install From The CD?

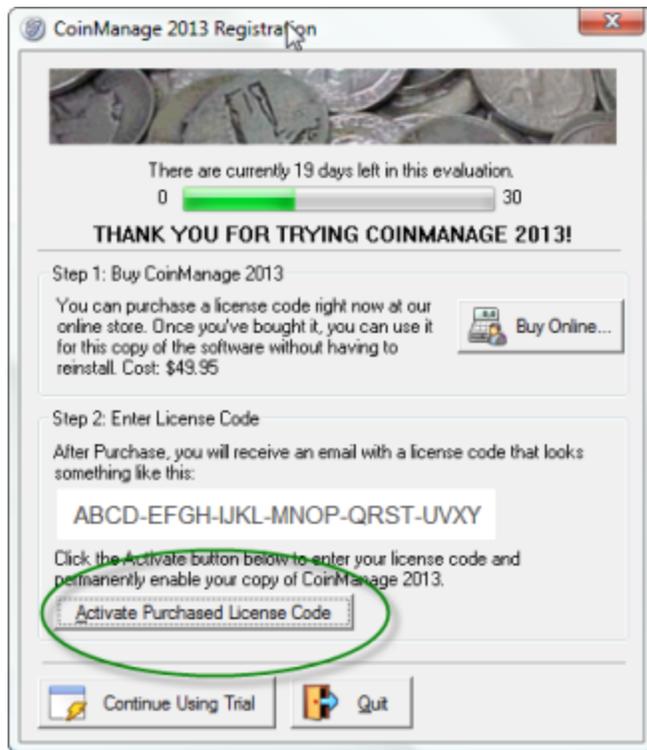
Simply insert the CD into your CD-ROM drive. The setup program should start automatically. If the Setup program does not start automatically, run SETUP.EXE from the root drive of the CD. Note that sometimes Windows will show a warning box asking for permission to make changes to your hard drive. This window is often hard to notice if you have many windows open.

How Do I Install the Electronic Delivery Version?



If you have already downloaded the CoinManage 2015 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 and activate the program using the license code you recieved via email.



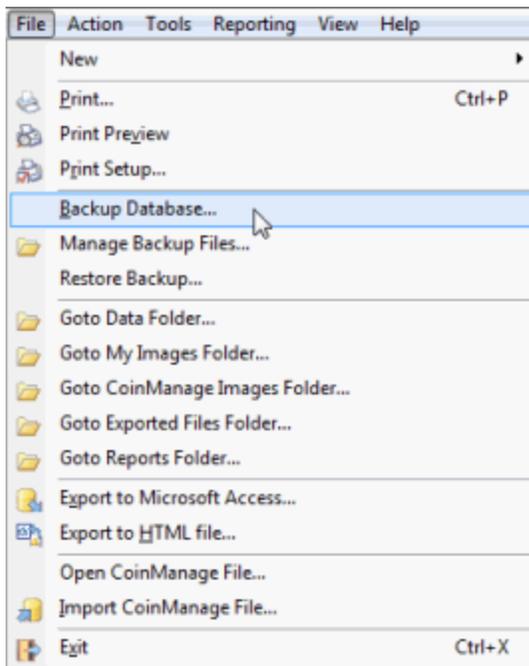
If you purchased the program on CD, the license code will be on the back of the manual or printed on the CD. The best way to do this is to copy and paste the information directly from the email into the registration dialog. Here is a link to a video that explains how to copy and paste text:

<http://www.youtube.com/watch?v=mXRT2YH8EDM>

4. You will see a confirmation dialog if the code has been entered successfully.

To upgrade to CoinManage 2015 from an earlier version

IMPORTANT: Before upgrading, run your current version of CoinManage..make backup copies of your data. **File > Backup Database...** from the main menu.



1. After purchase you will receive an email with instructions on downloading the 2015 version. The latest version of CoinManage 2015 can always be downloaded from:

Deluxe Version:

<http://s3.amazonaws.com/LSSDownloads/CoinMng2015Setup.exe>

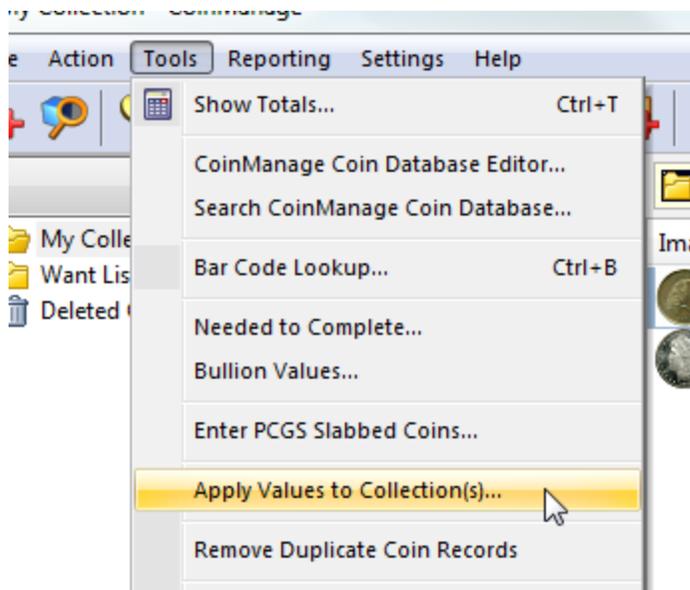
Canada Version:

<http://s3.amazonaws.com/LSSDownloads/CoinMngCan2015.exe>

USA Version:

<http://s3.amazonaws.com/LSSDownloads/CoinMngUSA2015.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:** When upgrading, it is almost always recommended that you accept the recommended folder locations as seen in the setup program..
6. Run CoinManage. Click on the Activate button and then Enter the license code (which you received when you originally bought the program). You will see a confirmation message if the license code has been entered successfully. The best way to enter the registration code is to copy and paste it directly from the email you most probably received after purchase.
7. After upgrading, you can update your values using the latest 2015 values, PCGS values along with current bullion spot prices. Select Tools > Apply Values to Collection(s).. from the main menu.



8. Follow the 3 steps shown in the Apply Values dialog to update the values for all your bullion, PCGS and regular coins.

1810 Classic Head 1 Cent			
Year/MM	1810	Type	Classic Head
Denomination	1 Cent	Variety	Normal date
Collection	My Collection	CAC-Verified	Yes
Mintage	(1,458,500)	Country	United States
Location	location	Graded By	Sdafsdafsd
Quantity	1	CoinManage #	11
PCGS Coin Facts™	1549	Numismedia™	10217000
NGC™ Coin Explorer	11549		

Using Multi-User Setup

 Note: If multiple people will be using CoinManage at the same time, 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. If you simply want to use CoinManage yourself on multiple machines (such as desktop and notebook) one user license is all that is required.

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 CD sleeve or 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
- Sales — sales@libertystreet.com
- Technical Support — techsupport@libertystreet.com
- Support Page - http://www.libertystreet.com/CoinManage_Support.htm
- CoinManage Facebook Page™ - <https://www.facebook.com/coin.collecting.software>
- On-Line Support chat. Visit:

<http://www.libertystreet.com/Liberty-Street-Software-Contact-Info.htm>

and then click on the "Operator Online" graphic to chat with a support technician.

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
3126 Lednier Terrace
Mississauga, ON
L4Y 4A1
Canada

or

Liberty Street Software
228 Park Ave S #26512
New York, NY
10003-1502
USA

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

1.5 How to buy CoinManage

CoinManage 2015 USA or Deluxe Versions (USA/Canada/UK)

Purchasing Information -

http://www.libertystreet.com/coinmanage_purchasing_options.htm

Product Information -

<http://www.libertystreet.com/Coin-Collecting-Software.htm>

CoinManage 2015 Canada & Provinces Edition

Purchasing Information -

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

Product Information -

<http://www.libertystreet.com/Coin-Collecting-Software.htm>

CoinManage 2015 UK Edition

Purchasing Information -

http://www.libertystreet.com/coinmanage_uk_purchasing_options.htm

Product Information -

<http://www.libertystreet.com/Coin-Collecting-Software.htm>

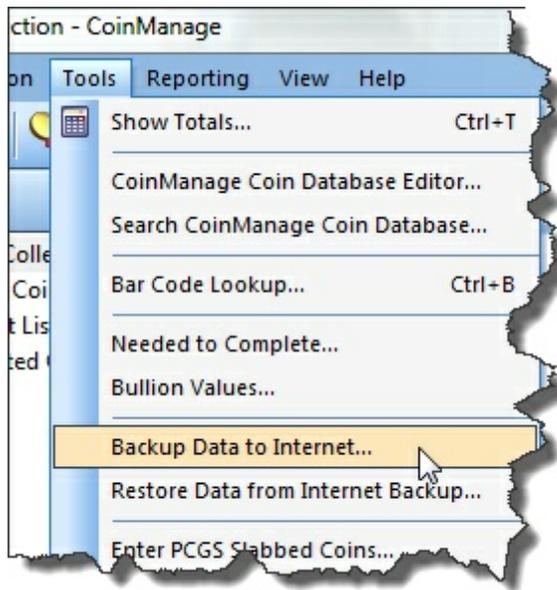
1.6 Backup and Database Security

CoinManage 2015 has two ways to backup your data and images. Backups can be made to a local external drive, USB flash drive, etc.. or directly to the Internet Cloud.

To make an internet backup

Internet backup is a simple 2-step process:

- 1/ Select **TOOLS > BACKUP DATA TO INTERNET...** from the main menu.

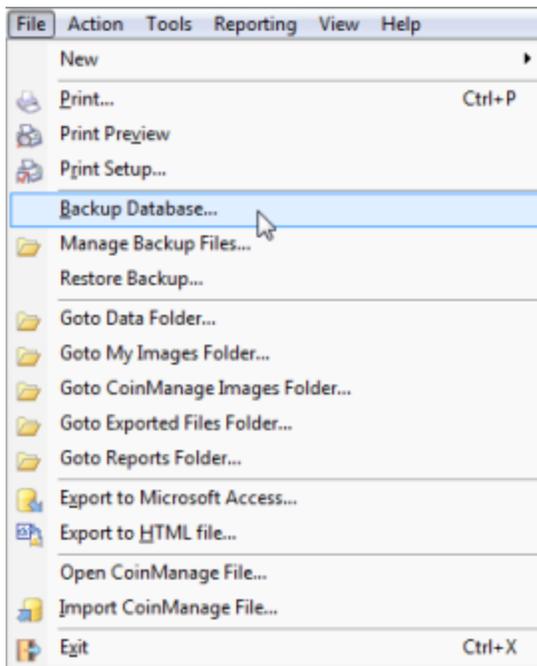


2/ To restore an internet backup, select **TOOLS > RESTORE DATA FROM INTERNET BACKUP...** from the main menu.

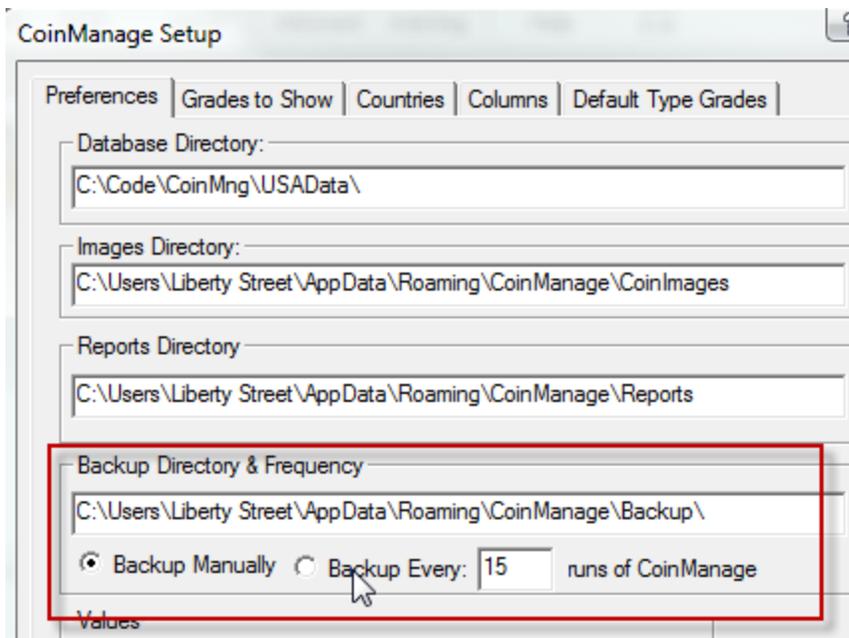
The Internet Backup can be very useful when installing CoinManage on a new computer or laptop. Simply install CoinManage 2015 on the new computer, then use the Internet Restore to "retrieve" the data you were using on the old computer.

 **To backup your data to an external drive, Network folder or USB flash drive**

Select **File > Backup Database...** from the main menu.

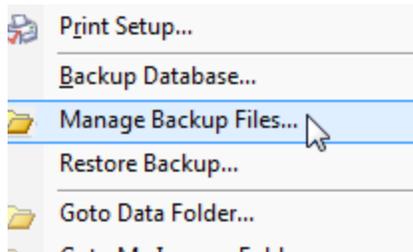


To automatically backup your data, configure the Backup Directory & Frequency section in the Preferences dialog - **Tools > Preferences**



CoinManage stores your backed up data in a ZIP file. All images that are attached by the user to records are stored as JPG images in the directory specified during installation.

The backup includes the program data file COINDESC.MDB and any image files that you have attached to entered coins. To view your backup files, choose **File > Manage Backup Files...** from the main menu.

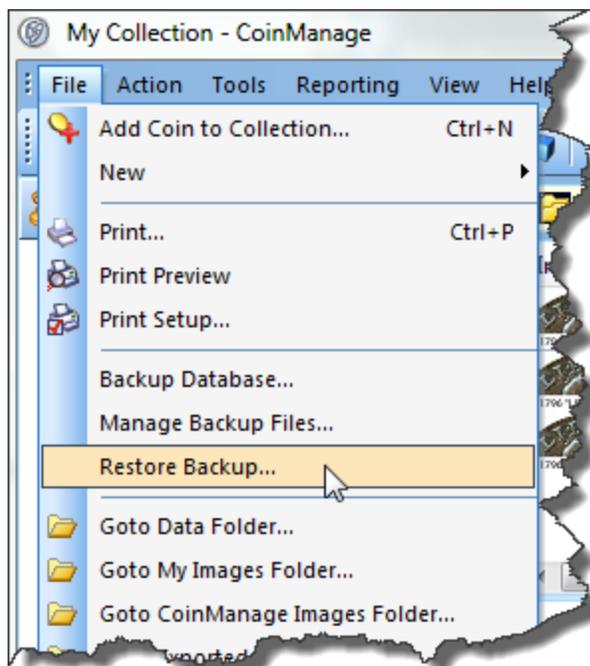


To view the contents of a backup, you can open the ZIP file by double-clicking on it or opening the file. The backup file name includes the Date and Time of the backup in the filename. Older backup ZIP files can be deleted if necessary.

Name	Date taken	Tags	Size	Rating	Date modified
Backup_8_19_09_5_57_15 AM			5,730 KB	☆☆☆☆☆	8/19/2009 5:57 AM
Backup_8_19_09_5_57_36 AM			5,730 KB	☆☆☆☆☆	8/19/2009 5:57 AM
Backup_19_07_2010_4_33_41 PM			96,983 KB	☆☆☆☆☆	7/19/2010 4:34 PM
Backup_19_07_2010_4_42_54 PM			187,981 KB	☆☆☆☆☆	7/19/2010 4:43 PM
Backup_19_07_2010_4_44_27 PM			187,980 KB	☆☆☆☆☆	7/19/2010 4:44 PM
Backup_30_06_2010_11_56_45 PM			5,166 KB	☆☆☆☆☆	6/30/2010 11:57 PM
CanadaBackup			192,297 KB	☆☆☆☆☆	10/10/2010 1:21 AM

To restore backed up data into CoinManage

Select **File > Restore Backup...** from the main menu.



Then select the backup ZIP file to be restored.

For older versions of CoinManage:

- CoinManage can ONLY import a Microsoft Access .MDB file that was backed up to another location.
- Previous versions of CoinManage (2008 and older) would create a new filename for the backup data file and store it in the Backup folder. If this applies to your case, first rename the file to STAMPDATA.MDB
- Copy the COINDESC.MDB file to the Data folder in your current CoinManage installation, replacing the COINDESC.MDB file that is currently there (To be safe, rename the current COINDESC.MDB file or make a backup copy in another location)
- The location of the Data folder can be found in the program Preferences (Tools > Preferences).
- There is no need to import data unless you have suffered a system crash or accidentally deleted records.

CoinManage ships with a **Microsoft Access 2000** format, non password-protected data file (COINDESC.MDB). You can use Microsoft Access to set a Password:



These steps are performed 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 Entering Your Coins

2.1 To add a new coin

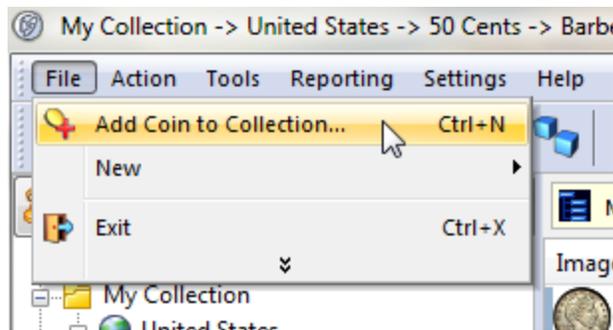
Manage your collection by recording each coin you buy, sell or want.

To enter a coin from your collection

1. From the main toolbar select the **Add Coin** button:



All the coins you enter will be added to the currently selected Collection. In the screenshot above, this is **My Collection**. The Add Coin command can also be selected from the main menu:

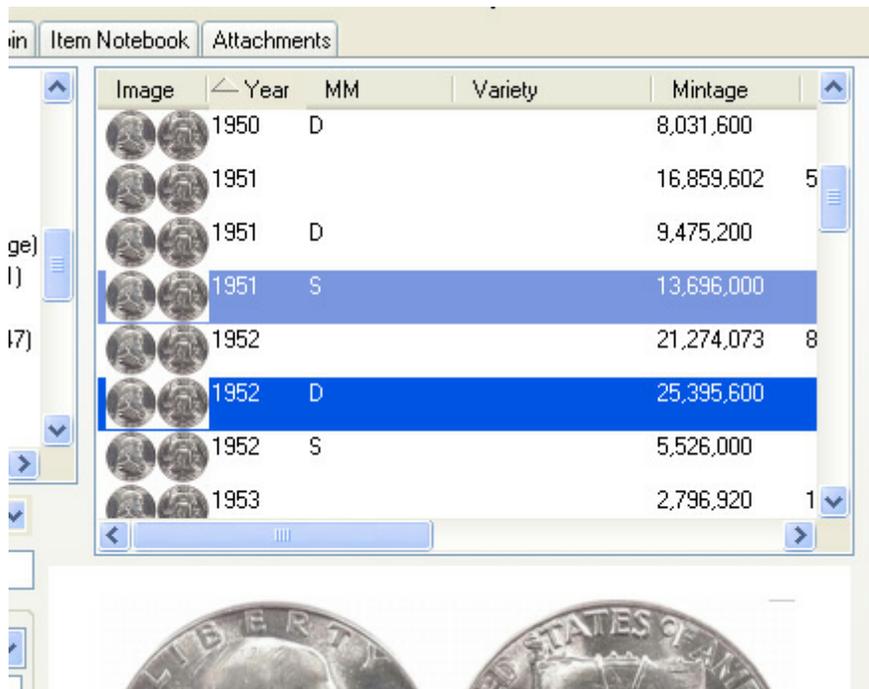


Or from the Keyboard:

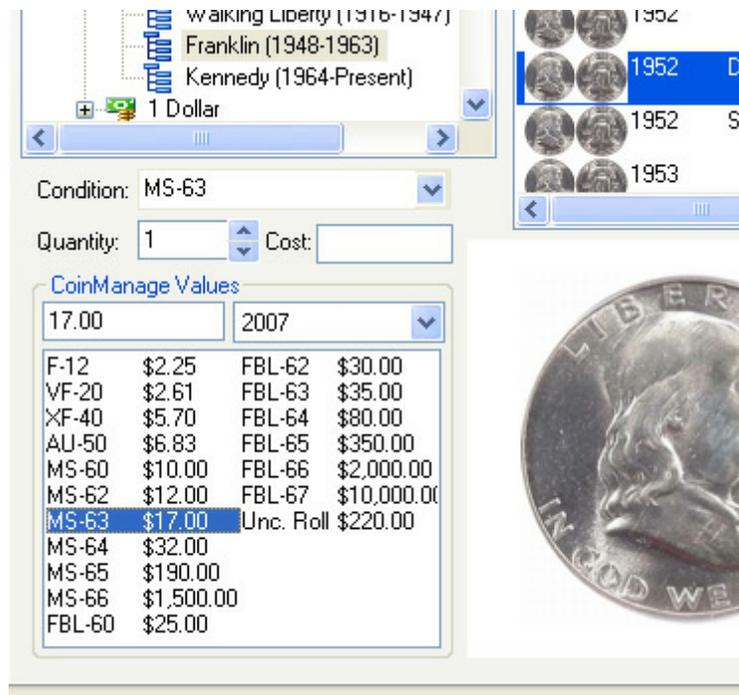
Ctrl + N

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.

Hint: To quickly select a coin by Year of Issue, simply click in the variety list and start typing the desired Year. The first variety from that year will scroll into view and become selected.



To automatically enter a coin condition and value, select the appropriate condition/value combination from the value listbox. In the screenshot below, selecting **MS-63 \$17.00** is selected which automatically sets the coin condition to **MS-63** and the coin's value to **\$17.00**



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.

The CoinManage ID is a unique number set by CoinManage, it cannot be changed by the user. The Certification # refers to the string of numbers and letters you will usually see above the barcode on a slabbed coin.

The screenshot displays the 'Additional Info' tab in the CoinManage software. The window title is 'Add Coin(s) -> United States -> 50 Cents -> Barber (1892-1915)'. The 'Additional Info' tab is selected, showing various input fields for coin details. Two fields are highlighted with red boxes: 'CoinManage ID' and 'Certification #'. The 'Set Info' section at the bottom right shows a dropdown menu with the text 'This coin belongs to the following sets:'. At the bottom of the window, there are 'OK', 'Cancel', and 'Apply' buttons, along with an 'Add to Sell List' checkbox.

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.



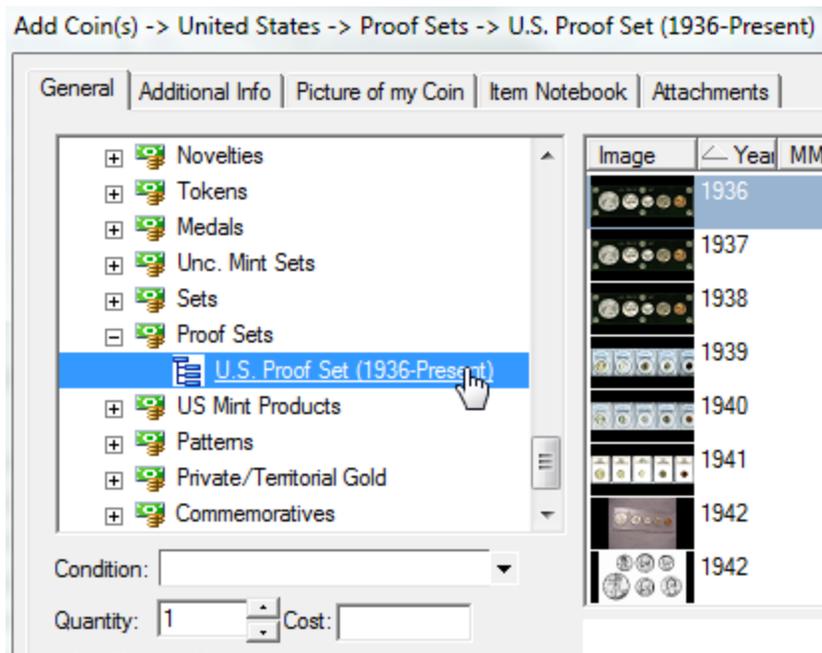
5. Use the **Item Notebook** tab to record expenses and events related to the coin.
6. The **Attachments** tab allows you to store links to documents or Internet URLs. For example, you could add an attachment that links to a receipt for the coin.
7. When you finish, click the **Apply** button if you wish to continue adding coin records. Click **OK** to add the coin and close the New Coin dialog.

 **To enter United States Proof Sets, Mint Sets, Commemoratives, etc..**

1. First "expand" the *United States* section by clicking the box at the left.



2. Scroll down until you see *Proof Sets*, expand that section and choose the *U.S. Proof Set* section beneath it. You will then see a listing of all USA Proof sets.



2.2 Changing coin info

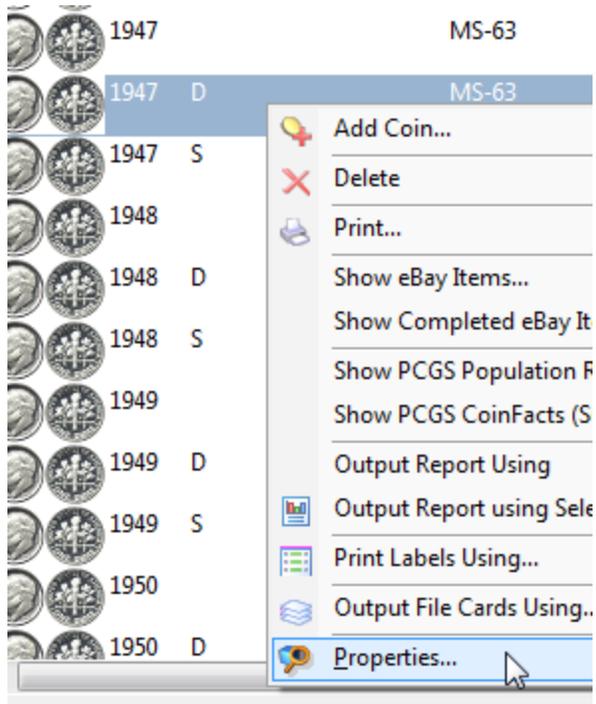
After you create a coin record, you can make changes to the information by opening the Coin Properties dialog.

 **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.

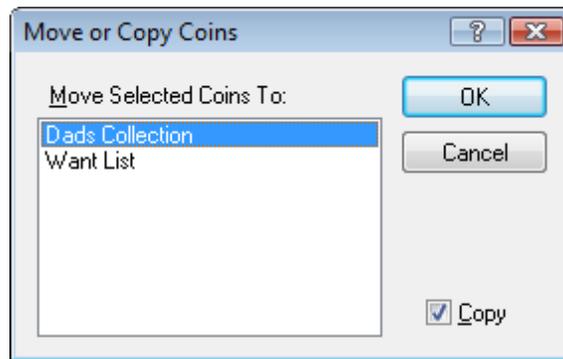


2. Make changes to the coin information. Editing a coin's properties works in a similar fashion to adding new coin records.

2.3 Moving or Copying Coins

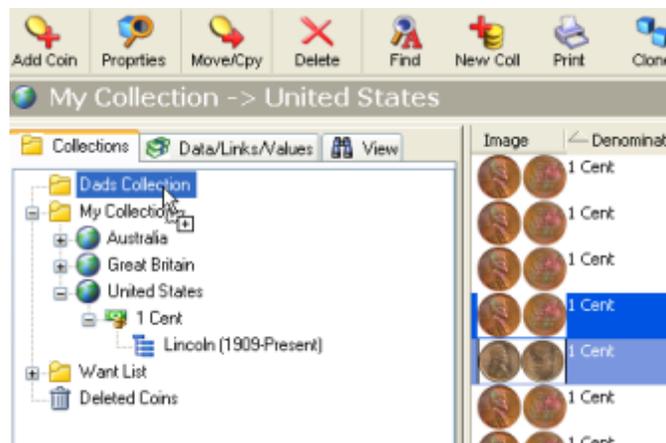
To move or copy a coin

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.

You can also right mouse click on the coin(s) you wish to delete and select **Delete** from the popup menu.



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

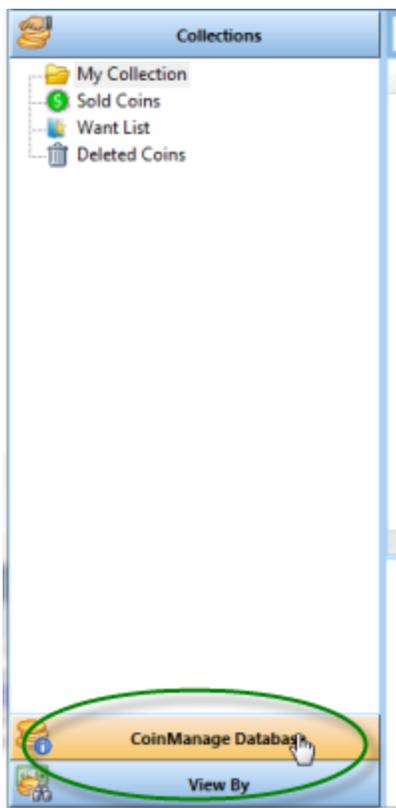
from the main menu.

2.5 Inventory coins from the Database section

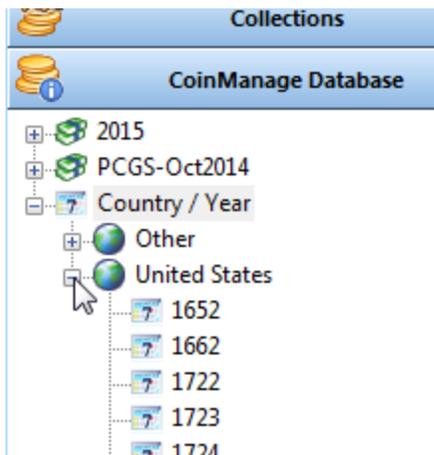
To enter coins from a particular country & year

In this example you will see how to quickly inventory coins from a particular year using the Database section.

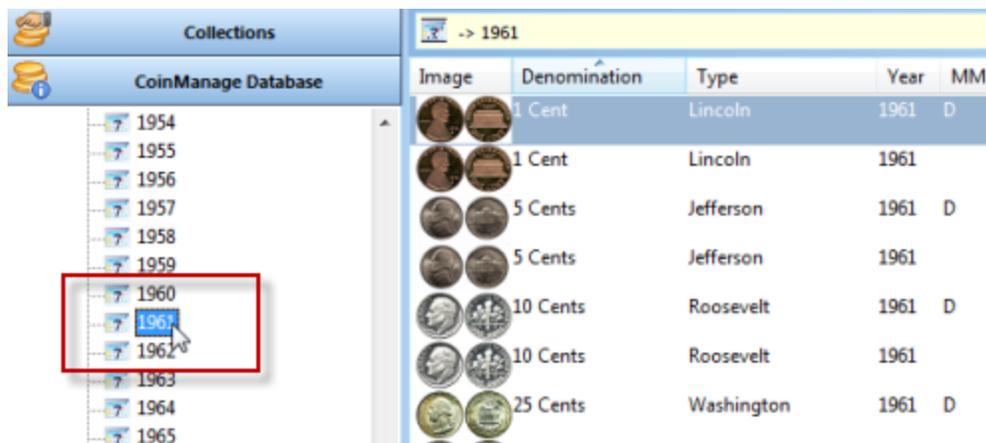
1. Click on the Database tab in the main window.



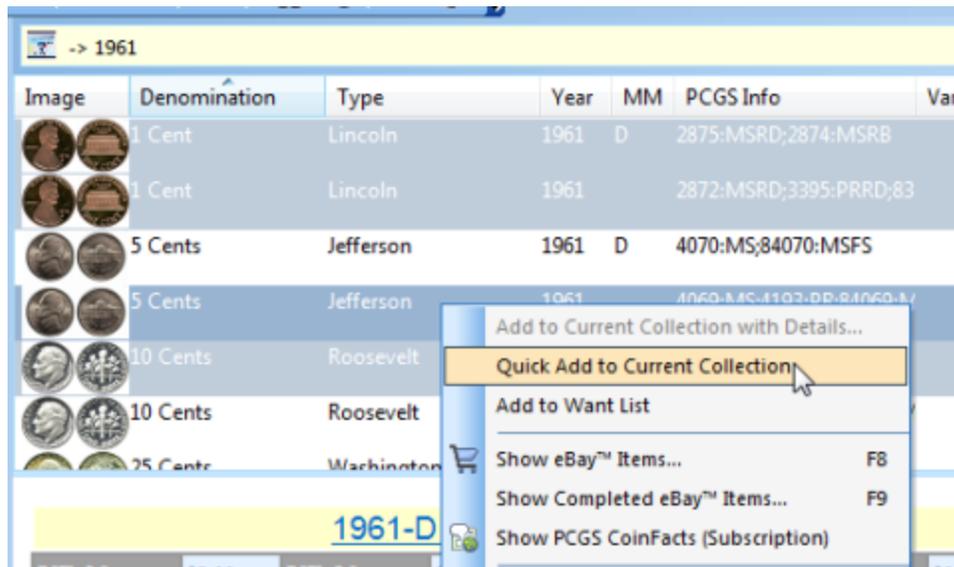
2. Expand the Country / Year section by clicking on the small boxes to the left of Country / Year, then the Country.



3. In this example, we will enter USA coins from 1961, so scroll down and select the year 1961.



4. Select the varieties you own, right mouse click and select *Quick Add to Current Collection*. There are also other options to add the selected item to the Want List, etc...



5. You can also select a single variety and then choose *Add to Current Collection with Details...*

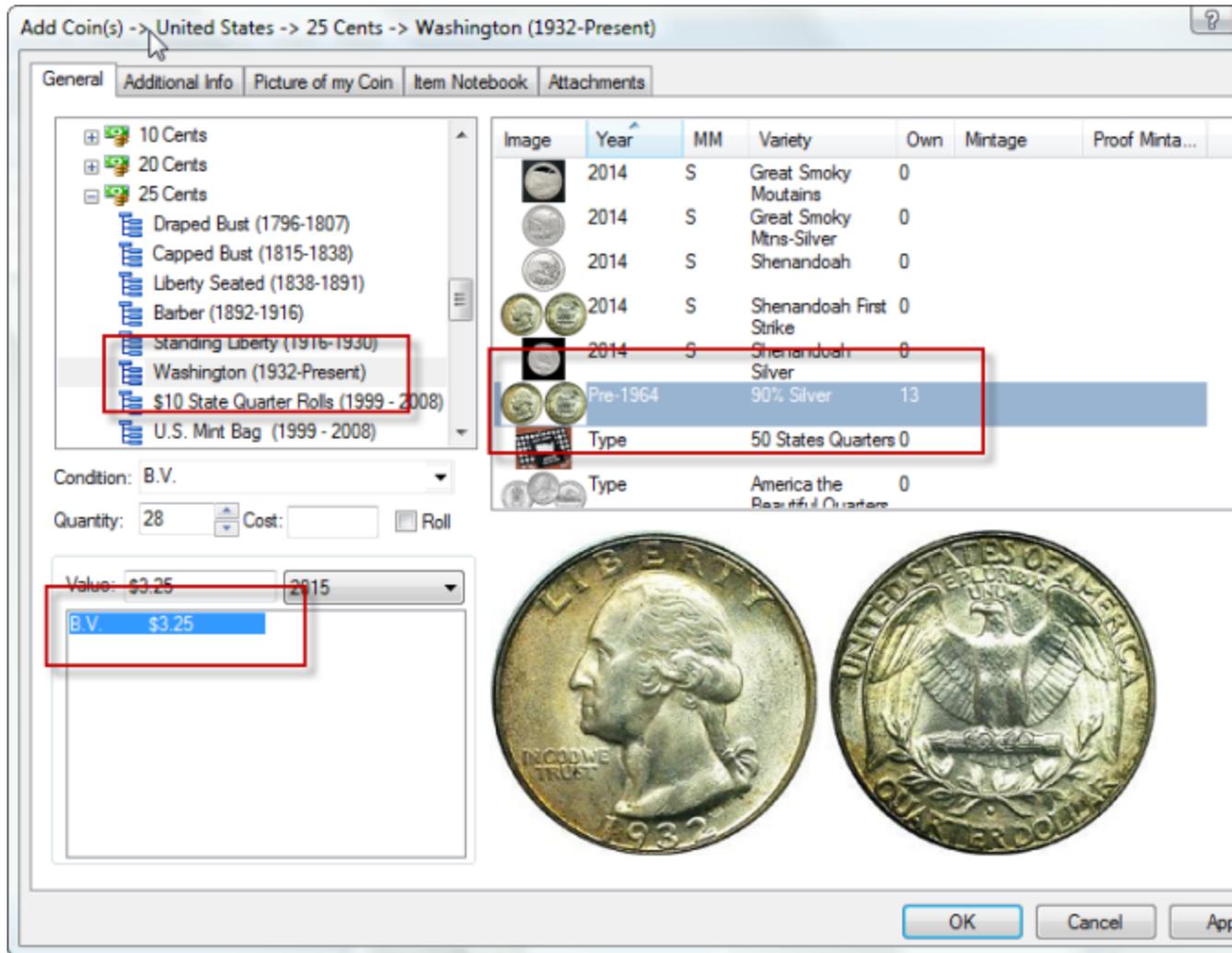
2.6 Inventory Bullions Coins, Silver Wafers, Gold Bars, etc..

Example 1: Enter 28 Silver Washington Quarters

With the rise in precious metal prices, the value of many coins is determined solely by there silver, gold or platinum content. Here is how to inventory and value 28 Silver (pre-1964) Washington Quarters.

1. From the main toolbar select the **Add Coin** button

- a) Select *United States* > *Washington Quarters* from the Window in the upper left of the Add Coin Dialog.
- b) Select *Pre-1964* as the variety.
- c) Enter 28 in the Quantity field.
- d) Select *B.V.* at the grade. As of this writing, each quarter is worth US\$3.25 in silver.



2. Click on the **OK** button

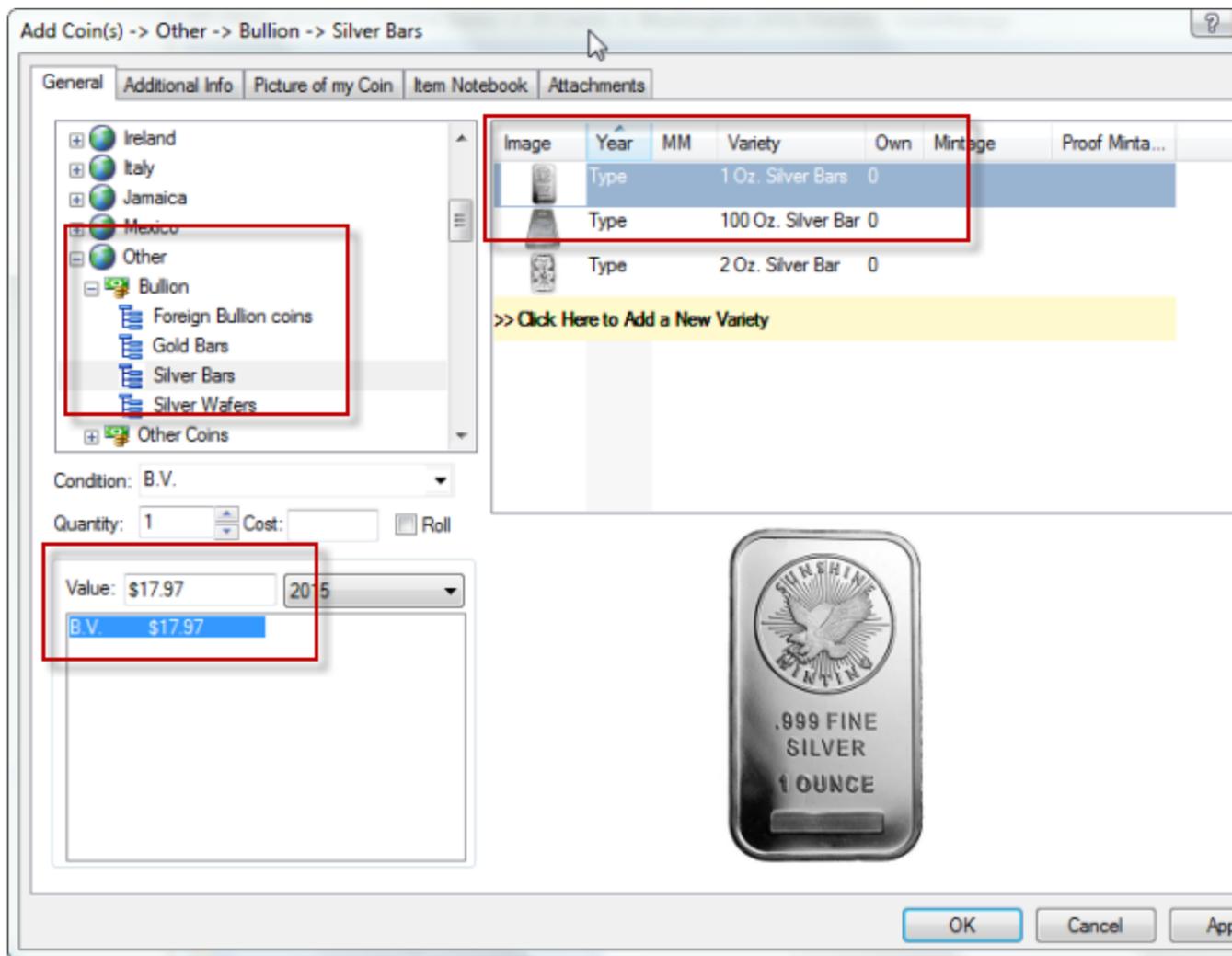
In the detail view you will see the total value of the 28 silver quarters (\$90.99) and other relevant information.

Pre-1964 Washington 25 Cents			
Year/MM	Pre-1964	Type	Washington
Denomination	25 Cents	Variety	90% Silver
Collection	My Collection	Country	United States
Grade	B.V.	Current Value	\$90.99
Quantity	28	CoinManage #	37
Silver Content (oz.)	.18084		
B.V.		\$3.25	

 **Example 2: Entering Silver Bars, Silver Wafers, Gold Bars, etc..**

CoinManage 2015 lets you inventory precious metals sold as bars, wafers, rounds, etc.. To do this:

1. From the main toolbar select the **Add Coin** button
 - a) In this example we will add a single 1 oz. Silver Bar... so Select *Other > Bullion > Silver Bars* from the Window in the upper left of the Add Coin dialog.
 - b) Select *1 Oz. Silver Bars* as the variety.
 - c) Select *B.V.* at the grade. As of this writing, each silver bar is worth US\$17.97 in silver.



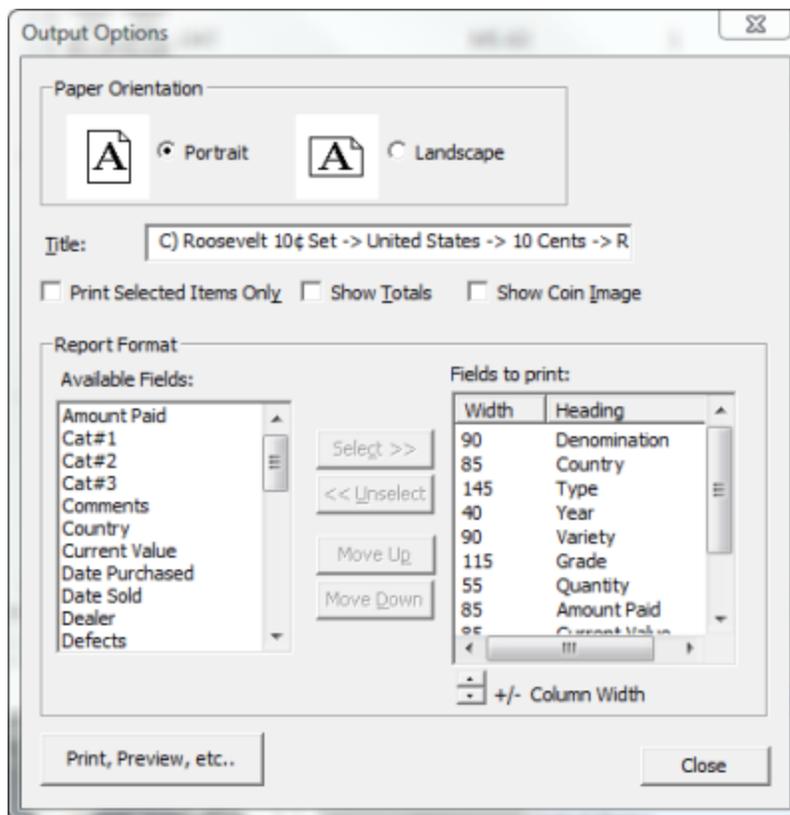
2.7 Printing Records

CoinManage lets you print or preview the coin or list of coins you are currently viewing.

To Print a list of coins

You can easily print the list of coins you are currently viewing within CoinManage. To do this:

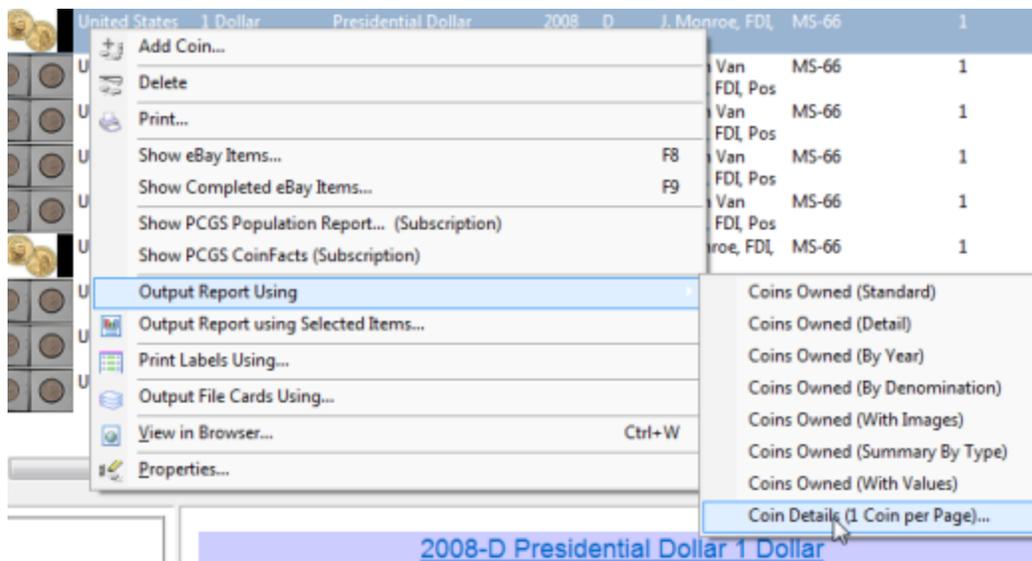
1. Select **File > Print** from the main menu.



2. Provide a **Title** for the printout.
3. You can choose to only print records that are currently selected by checking the **Print Selected Items Only** checkbox.
4. The **Show 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.
5. 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.

To Print (or Print Preview) a single coin

To print individual pages for each selected coin, select the coins from the coin list, then right mouse click and choose (Run Report Using > Item Detail...) from the popup menu.

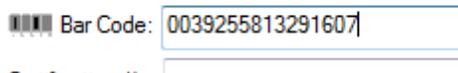


2.8 Bar Code Support

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.

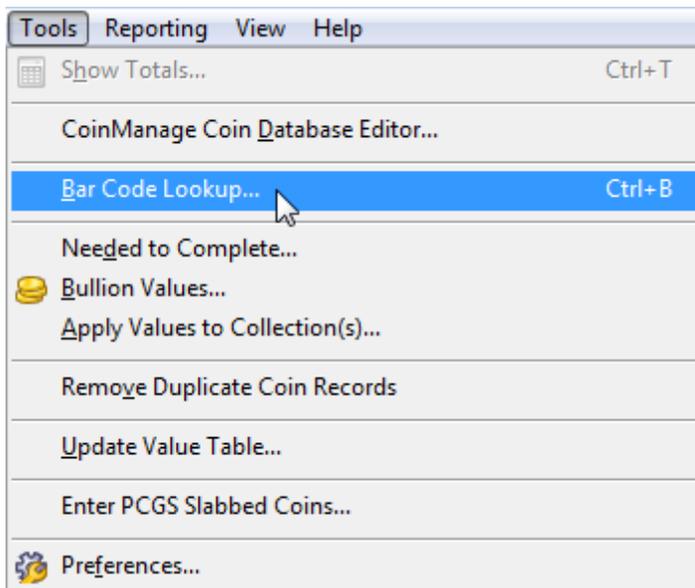


Each item record in CoinManage has a **BarCode** field.



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.

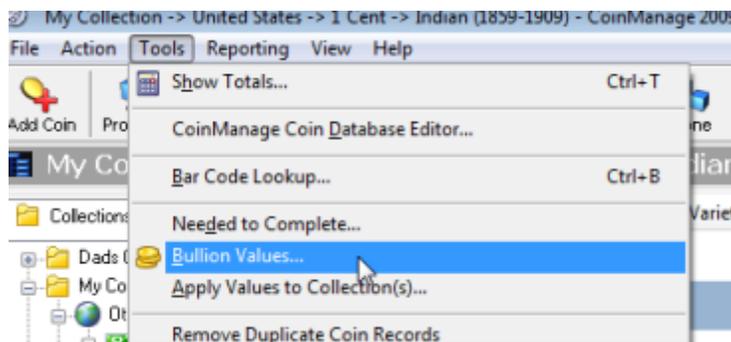
Through testing, we have found that the pen/wand-type barcode scanners are more effective in capturing the wide barcodes found on many certified coin slabs. The PCGS slabs have wide narrow barcodes that can be hard to capture using a regular barcode scanner

2.9 Using the value manager

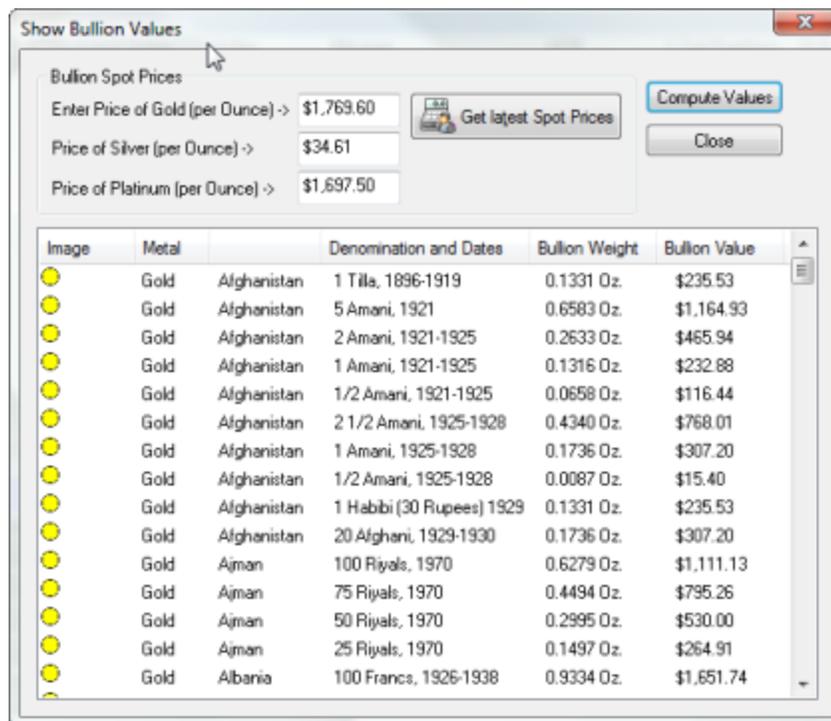
 **To calculate the latest bullion values**

1. Select

Tools > Bullion Values...



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



2. 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**.

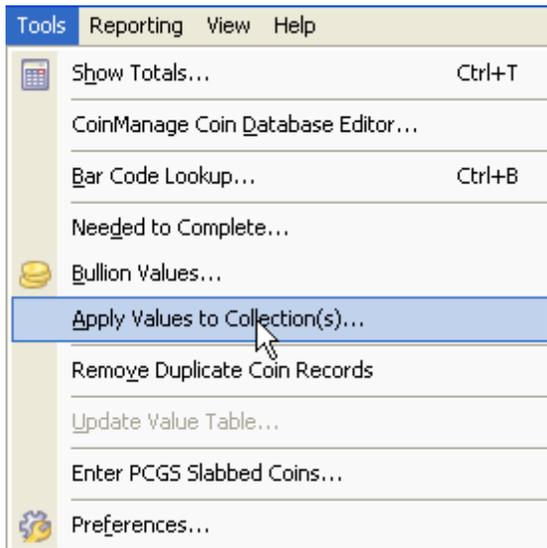
When you select the **Compute Values** button, all coins in your collection inventory that have the grade B.V. will be updated with the latest bullion value for that coin.

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.

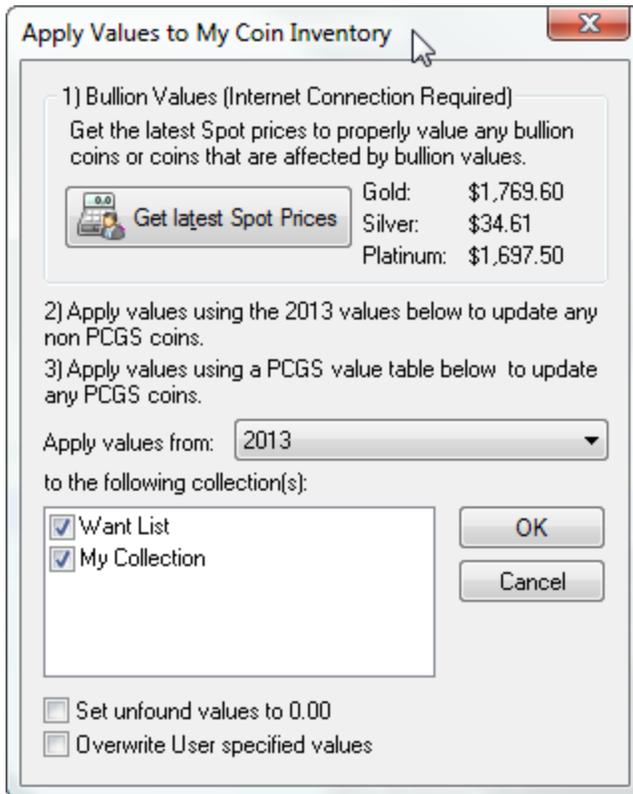
To apply values to collections

From the main menu, select

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



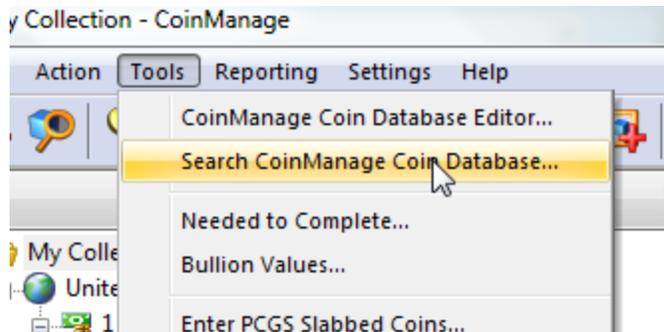
Follow the 3 steps show in the dialog to update your bullion coins, PCGS coins and regular coins.



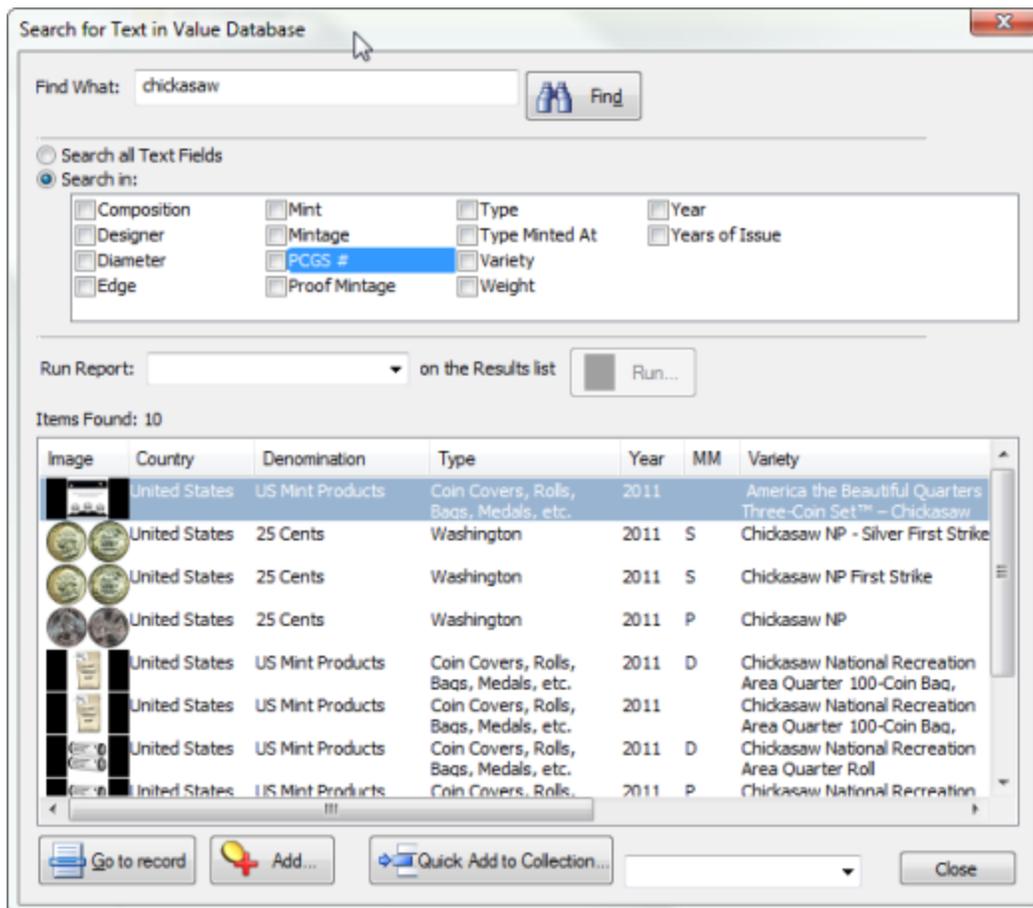
Mark the collections you want to update. When you finish, click **OK**.

2.10 Searching and Adding Coins

CoinManage has a search feature that makes it easier to find items such as commemorative coins or sets.



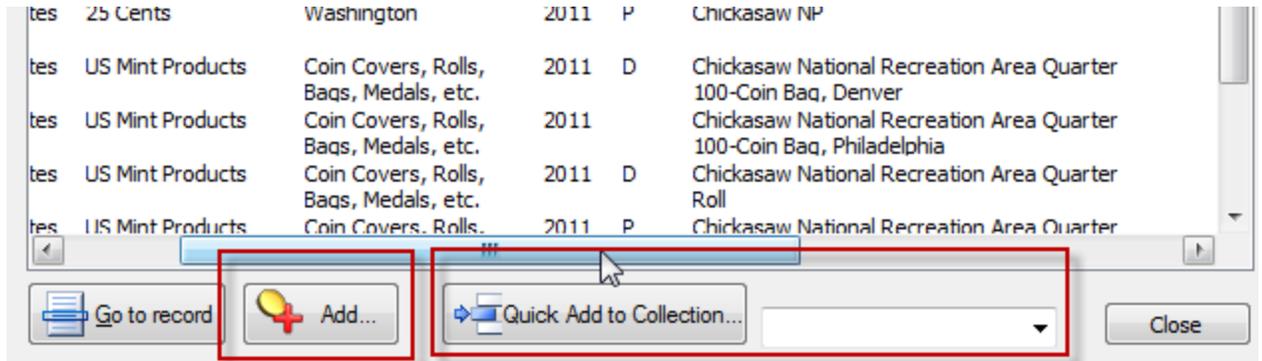
Select **Tools > Search CoinManage Coin Database...** from the main menu.



In this example we are going to add a 3 coin set for the Chickasaw Recreation area.

Type *Chickasaw* into the **Find What** edit box and then click on the **Find** button.

Select the correct item from the search results list.



To inventory the item, click on the **Add...** or **Quick Add to Collection** button.

3 Managing Collections

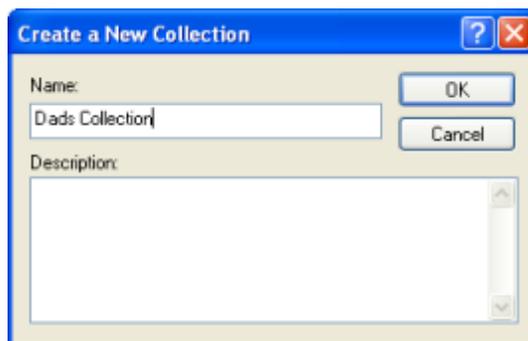
3.1 Creating new collections

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

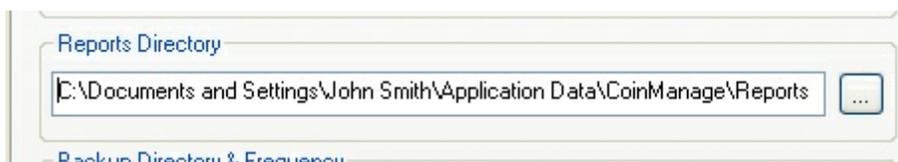
1. Select the collection you want to delete in the **Collections** tab on the main window.
2. Click **Delete** on the **Action** menu.
3. Click **Yes** to remove the collection.

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)

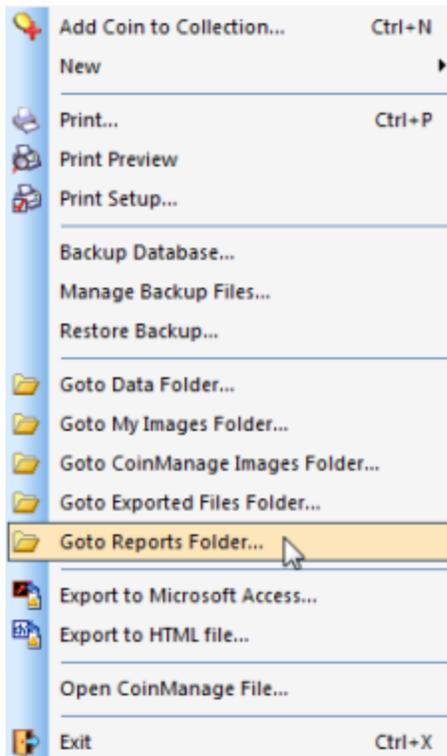


Report files have the file extension .lst. You will also notice corresponding files with the extension .lsv. these files contain the thumbnail image that is shown when selecting a report to open or edit.

Other files you will see in the reports folder include .lbl files which are label templates, and .crd files, which are 'file card' templates.

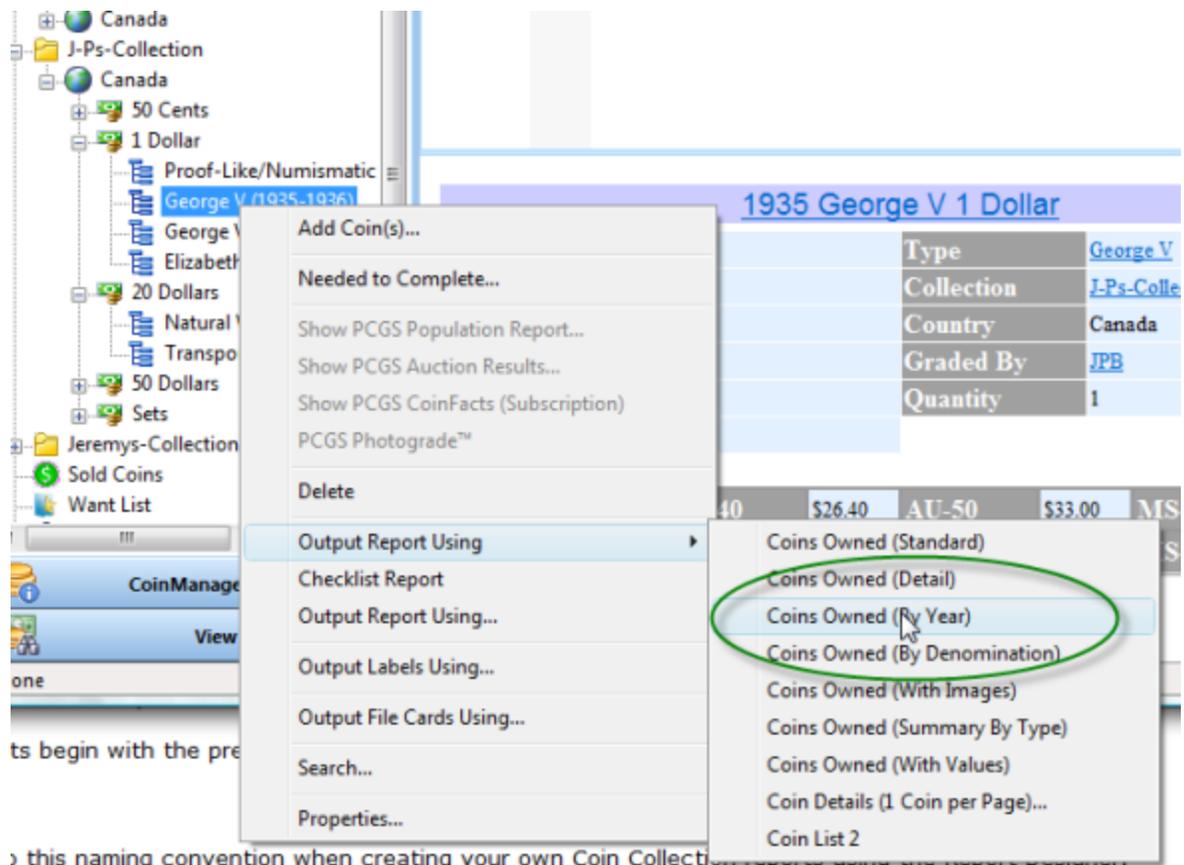
To quickly open the Reports Folder, select FILE > GOTO REPORTS FOLDER from the

main menu.

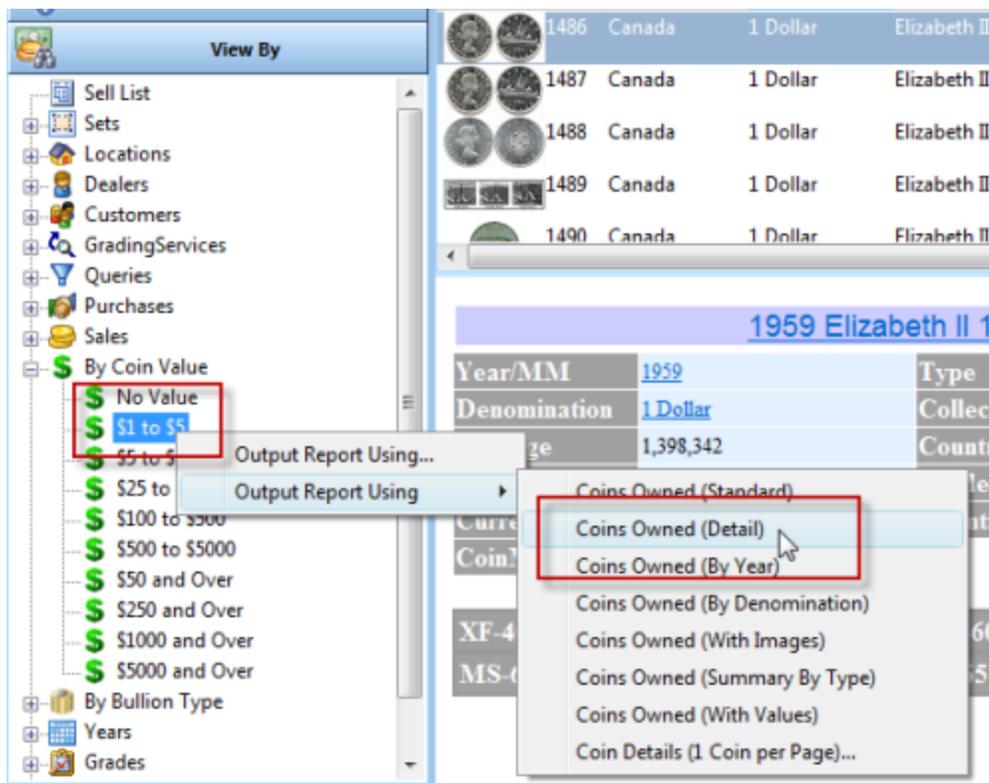


4.2 Output CoinManage Reports

To output a CoinManage report, you can right mouse-click on any collection/denomination/type, etc.. and then select the report from the popup menu. In the screen shot below, we are outputting a report the will only use the currently selected Canada - 1 Dollar - George V coins.



the same principle applies throughout the program, to run a report that only contains coins you own valued from \$1 to \$5, simply right mouse click on the **\$1 to \$5** entry and select the desired report from the popup menu.



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

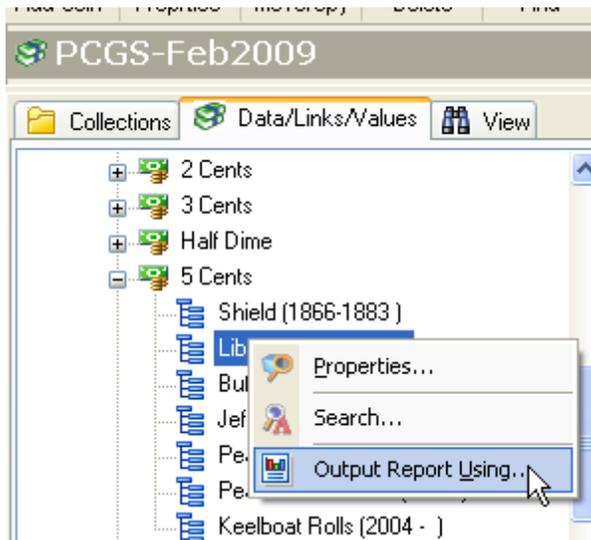
Reports that use the coin valuation data that ships with CoinManage. You can use these reports to print out part of the CoinManage values database. Coin Valuation Reports begin with the prefix:

Values-

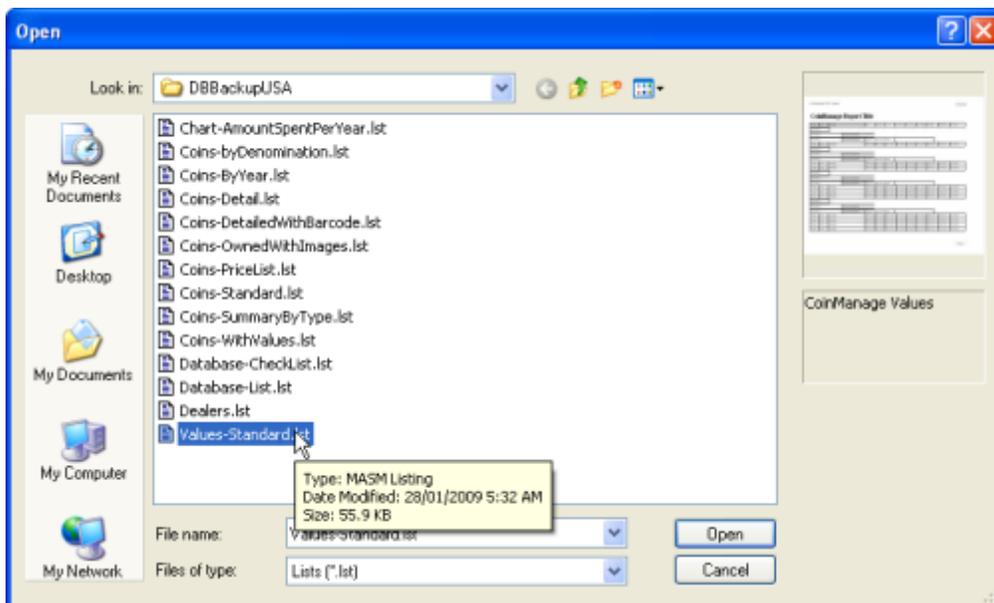
Example: Print out coin valuations for Liberty Head Nickels.

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

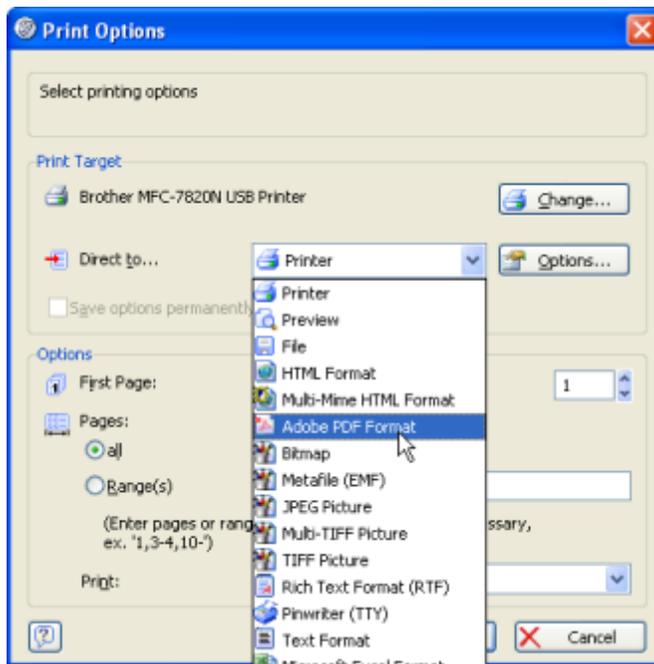
menu



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



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



Coin Database Reports

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

Coin Database reports begin with the prefix

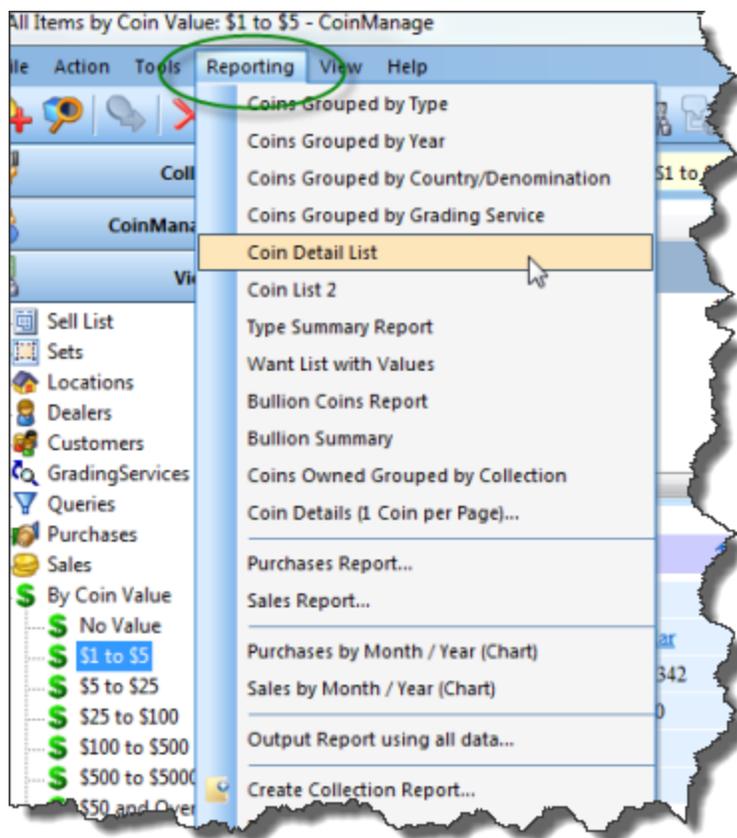
Database-

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

Any report listed under the main menu Reporting section will use **all coins you have inventoried** with the exception of coins in the Want List, Deleted Items folder or Sold Coins folder.



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.

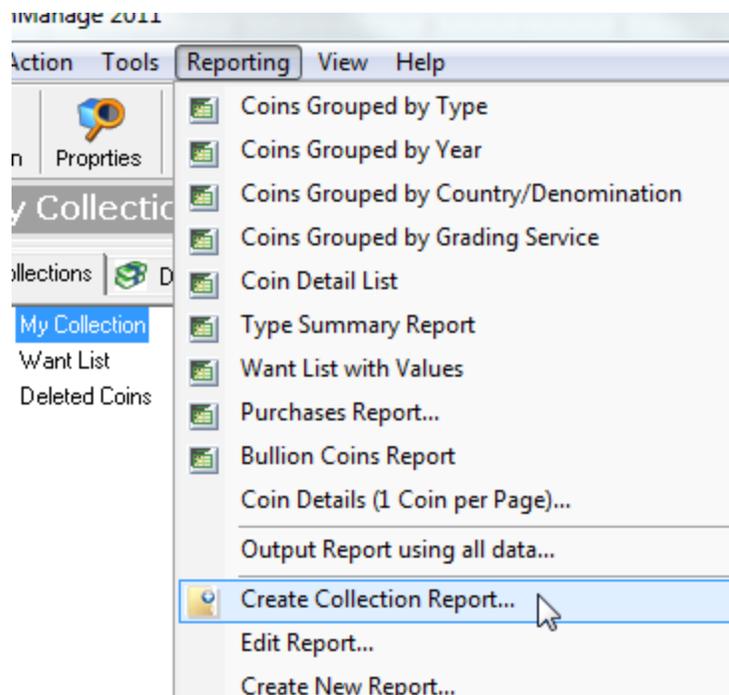
For more information on creating and using reports, see [Report Templates](#) and [Custom Reports](#).

4.4 Creating New Reports

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

Creating Coin Collection Reports

To create a report using coins you have entered into your collection(s), select **Reports > Create Collection Report...** from the main menu.

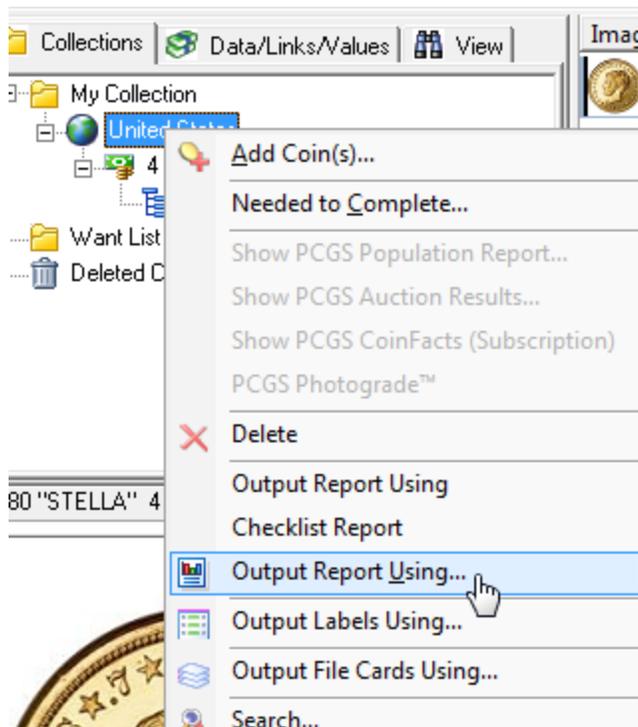


It is mandatory to enter a name for the new report. The Create buttons will not be enabled until you do so.

The screenshot shows the 'New Collection Report' dialog box. The 'Save As Report:' field is highlighted with a red box and contains the text 'MyBasicReport'. The dialog includes options for Paper Orientation (Portrait/Landscape), Title, Save As Report, Show Totals Summary, Show Coin Image, Grouping and Sorting Options (Sort By, Group By, Show Group Totals), and Report Format (Available Fields, Fields to print, Column Width).

Select the fields to be included in the report. Note only the fields that will fit on the report will be included. Use the **Create Report and Design...** button to create and edit the report in the CoinManage report designer. Use the **Create Report and Close** button to simply create the report.

Once the report has been created. You can use the **Output Report Using...** command from a popup menu to run the new report.



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

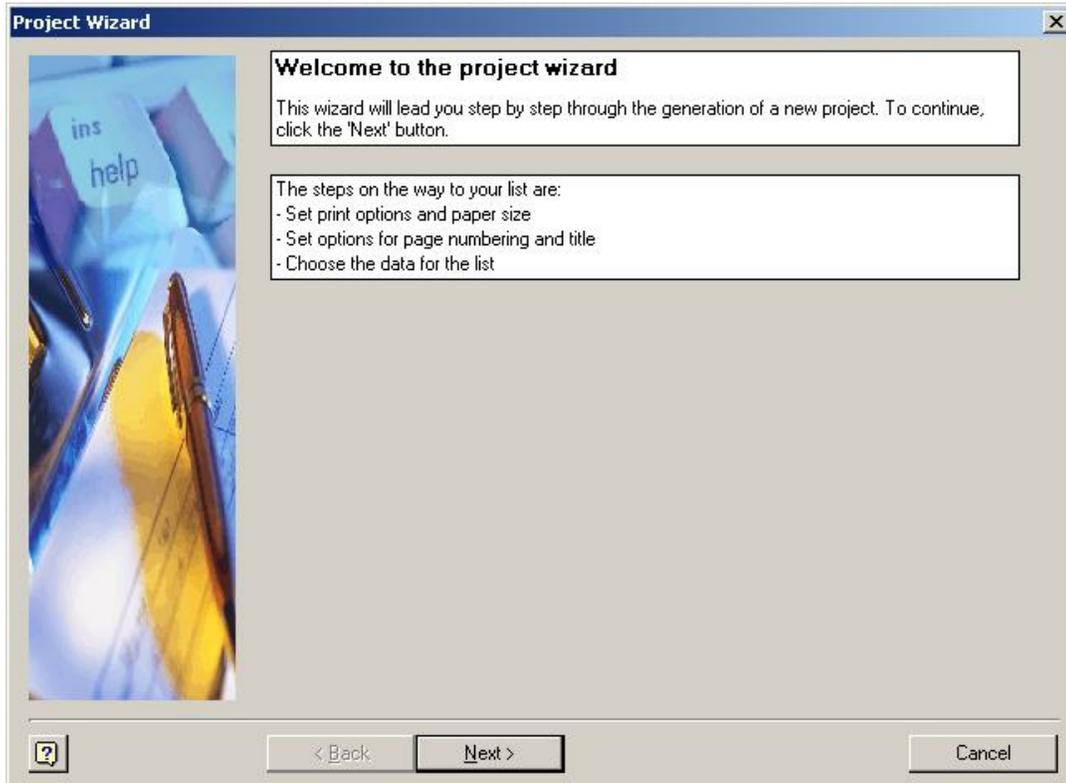
Reporting > Create New Report... to create a new report working with .lst files, or

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

How to make changes to an existing CoinManage report

The best way to become familiar with the CoinManage report designer is to edit an existing report. Customers often want to change a few fields in an existing report. We will do this in the following example. First:

1. Select:

Reporting > Edit Report...

from the CoinManage main menu.

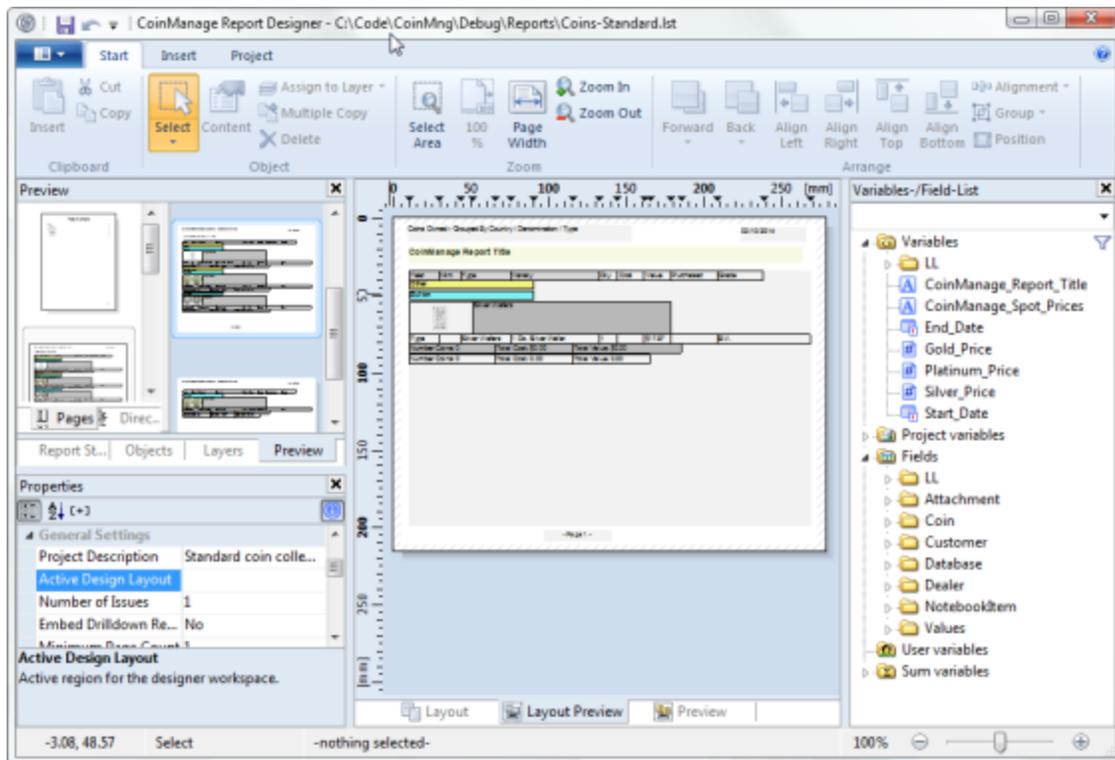
2. Select the

Coins-Standard.lst

report from the list of files shown.

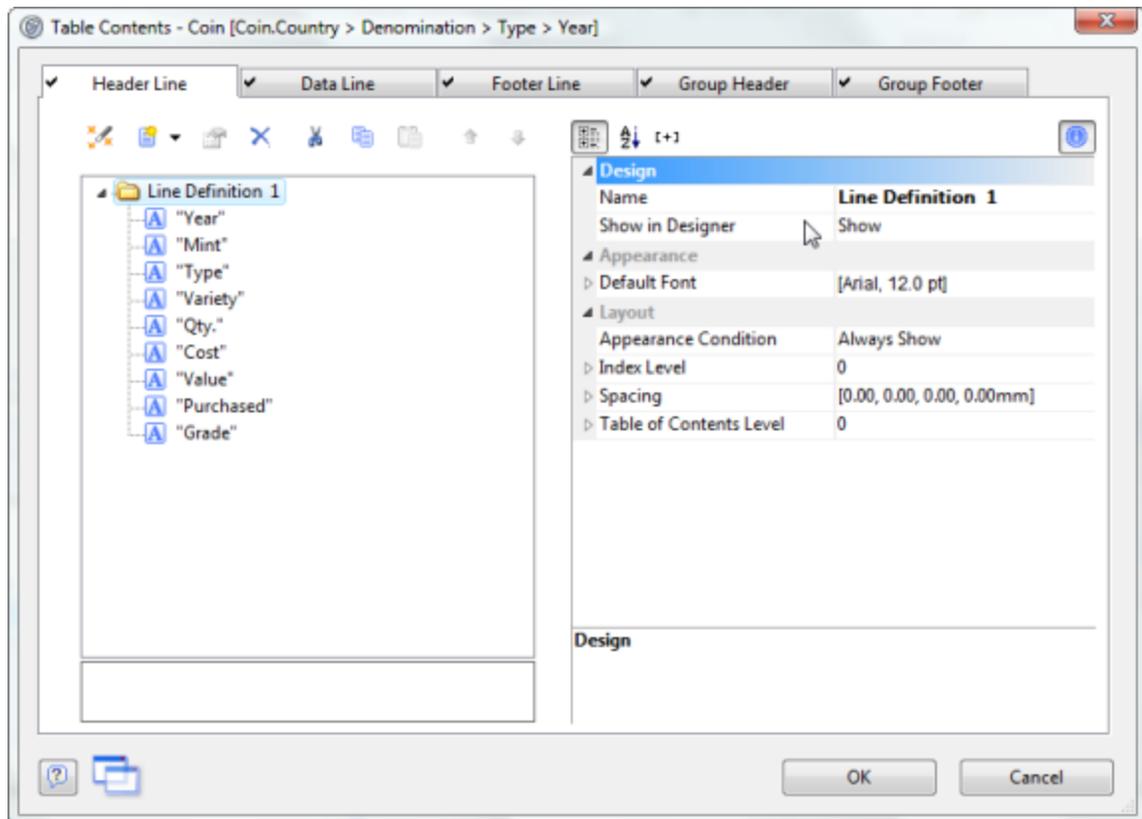
This is the report that is used when you choose the *Coins Grouped by Type* from the Reporting menu.

3. You will now see a window similar to the screenshot below.

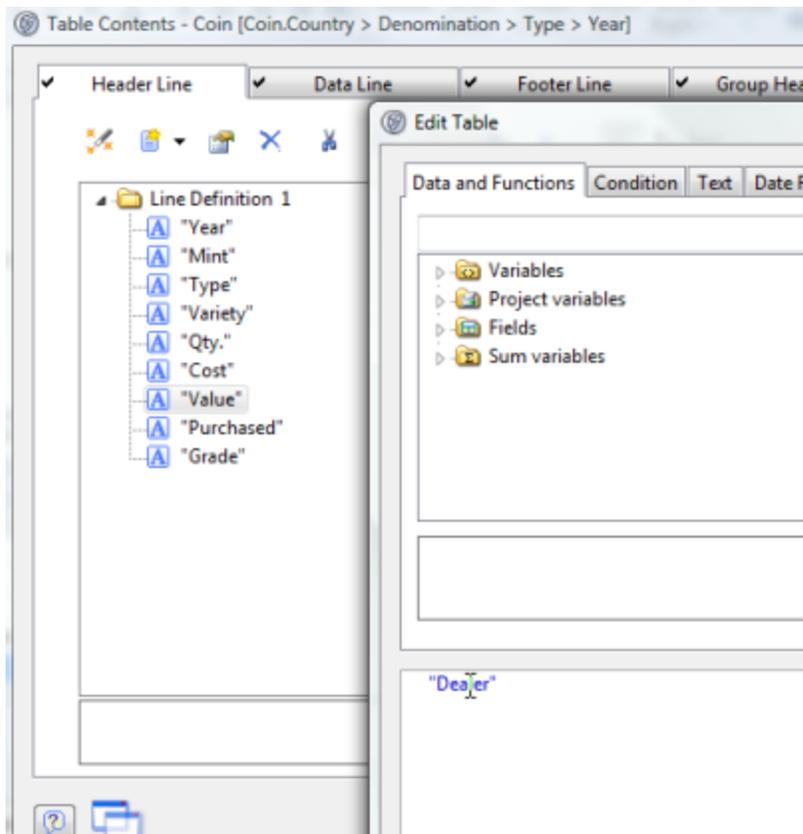


Double-click on the table object in the middle window. Or else select the table object as show in the preceding screenshot and either click on the **Enter** key or select **Objects > Contents...** from the report designer main menu.

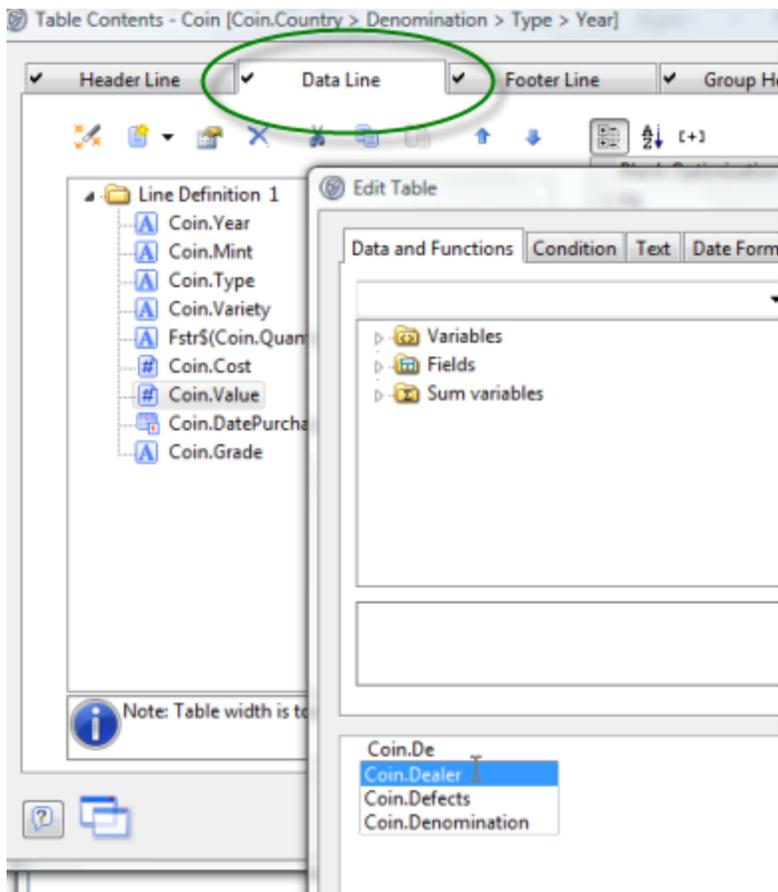
4. The Table Contents window will appear. Notice in the screenshot below that the **Header Line** tab is selected. This section shows the text titles you will see at the top of the report. In this example, we will be replacing the *Value* field with the *Dealer*.



5. To change the text of the *Value* field, double click on it, then enter the text "Dealer" into the Edit Table dialog as shown below. Do the same with the Proof Mintage field, replacing the text with "Graded By"



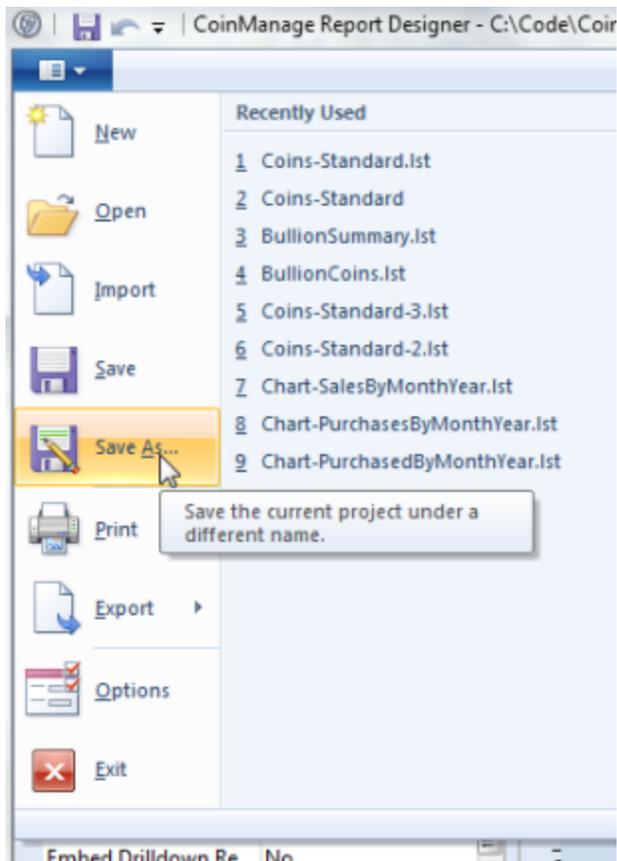
6. Now click on the Data Line tab. This section shows the CoinManage data that will be shown in each column of the report. Double click on the Coin.Value field and change it to Coin.Dealer.



7. Click the OK button to save your changes.
8. You may want to save the changed report under a different filename. Otherwise, it will overwrite the previous report. To do this choose:

File > Save As...

from the Report Designer main menu. Then enter a new report filename.



9. Select

File > Exit

from the Report Designer main menu to close the report designer and return to CoinManage.

10. To test the newly created report, select

Reporting > Output using all data....

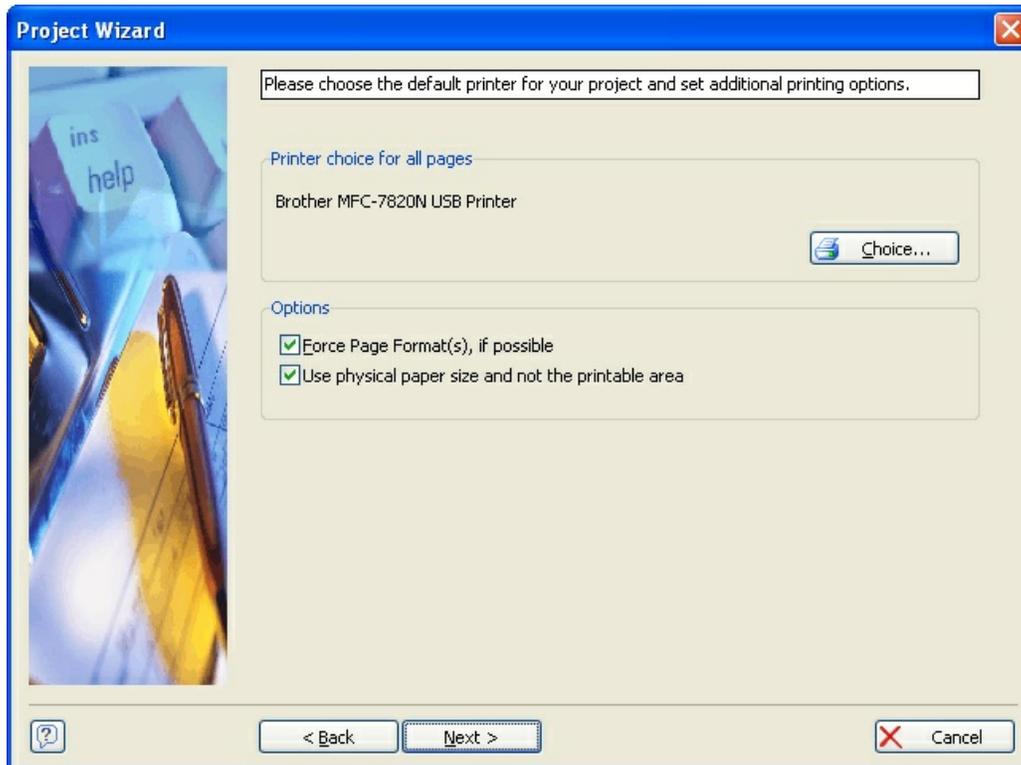
from the CoinManage main menu. Select the report you just created.

How to create a new CoinManage report

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

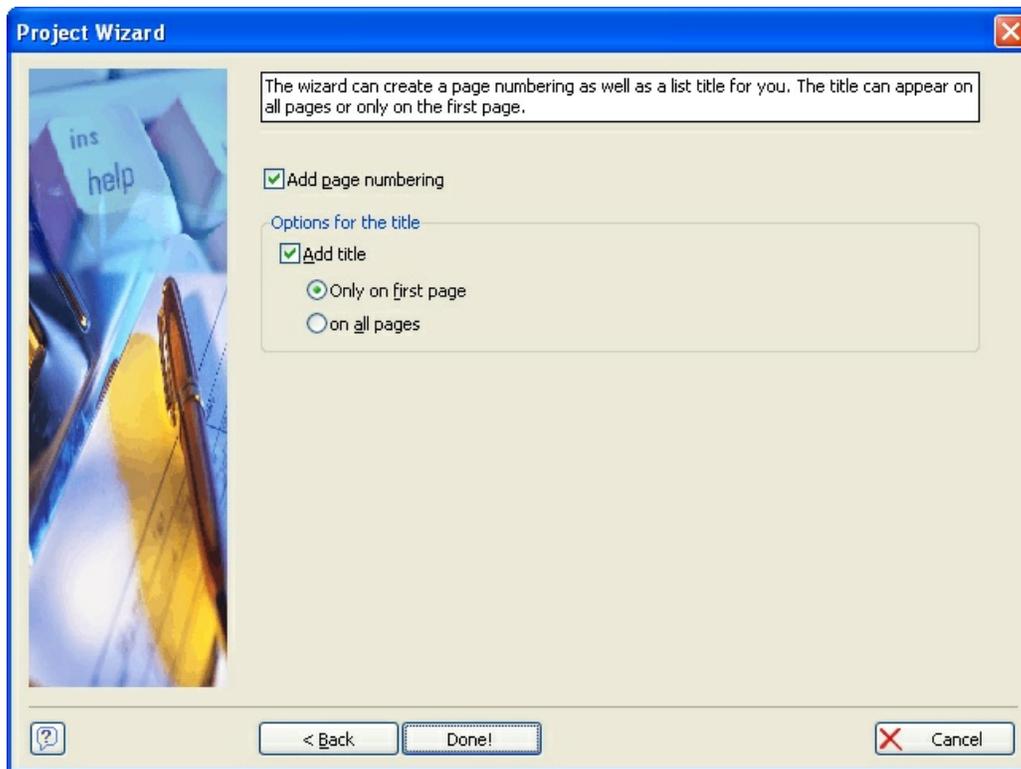
1. **Set print options and paper size:** First, using the radio buttons, choose whether all pages will be printed on the same printer, or whether the cover page will be printed on a different printer than the following pages. Click **Next** to proceed, or **Back** to return to the Project Wizard welcome 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.



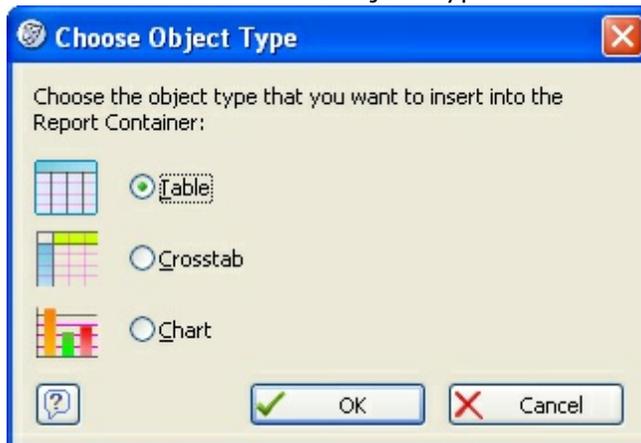
The Project Wizard screen setting some print options, as described above.

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.



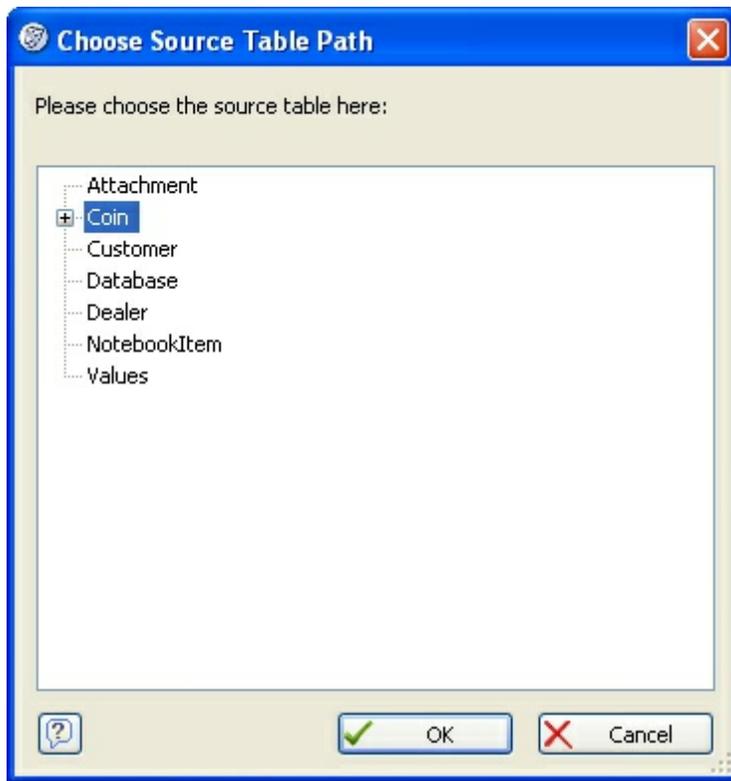
Setting page options and title in the Project Wizard.

3. Choose Table as the object type.



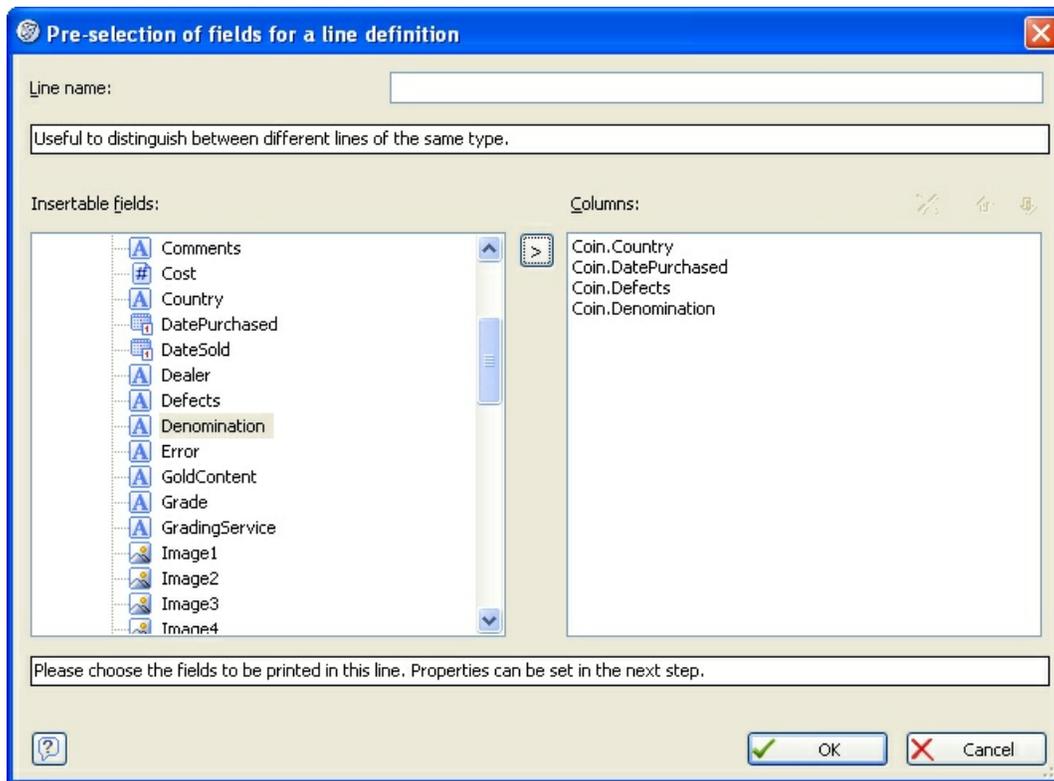
Choose Object Type

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.



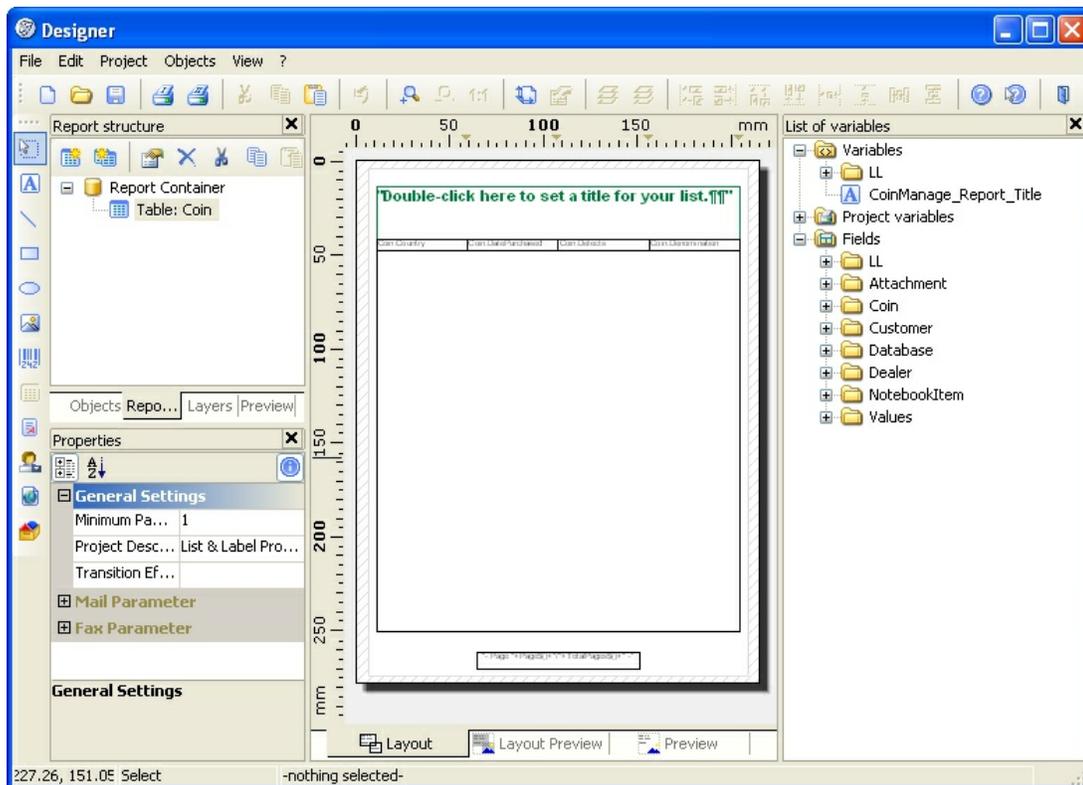
Select Table screen in the Project Wizard.

- 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.

- 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 **CoinManage Coin Database Editor** 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.

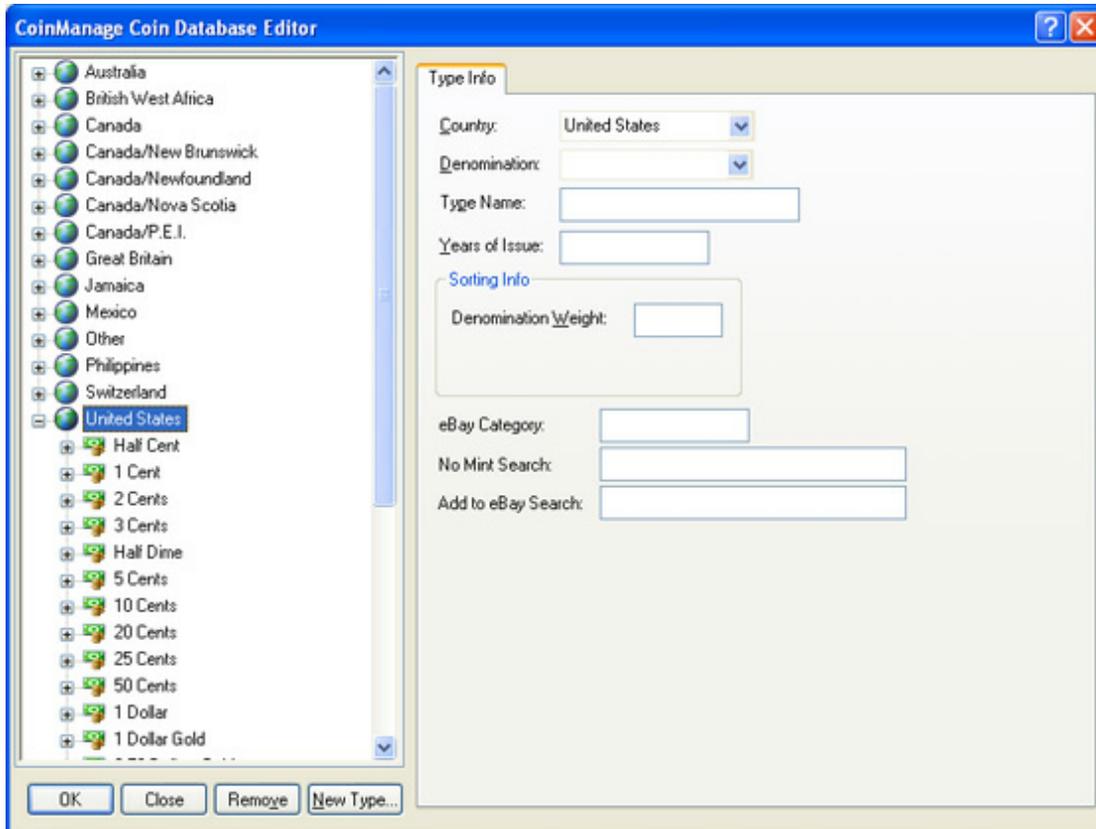
To add a new coin variety using the CoinManage Coin Database Editor

Select

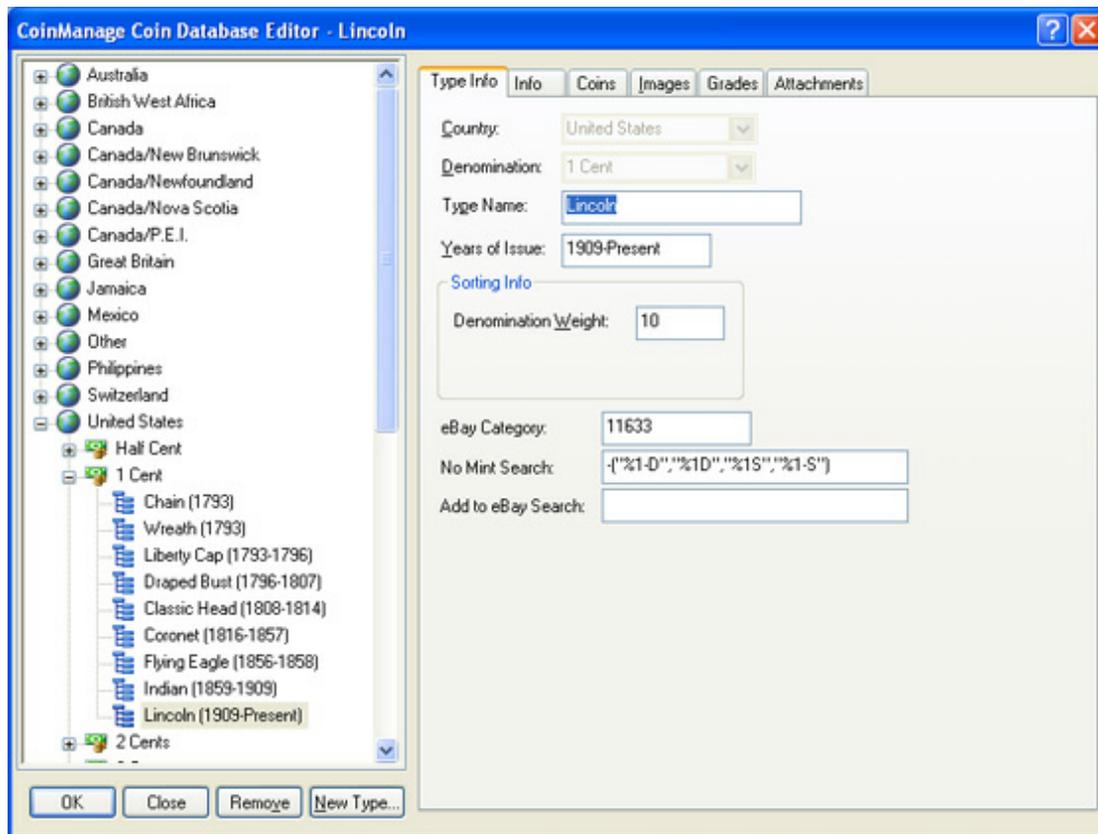
Tools > CoinManage Coin Database Editor

from the CoinManage main menu.

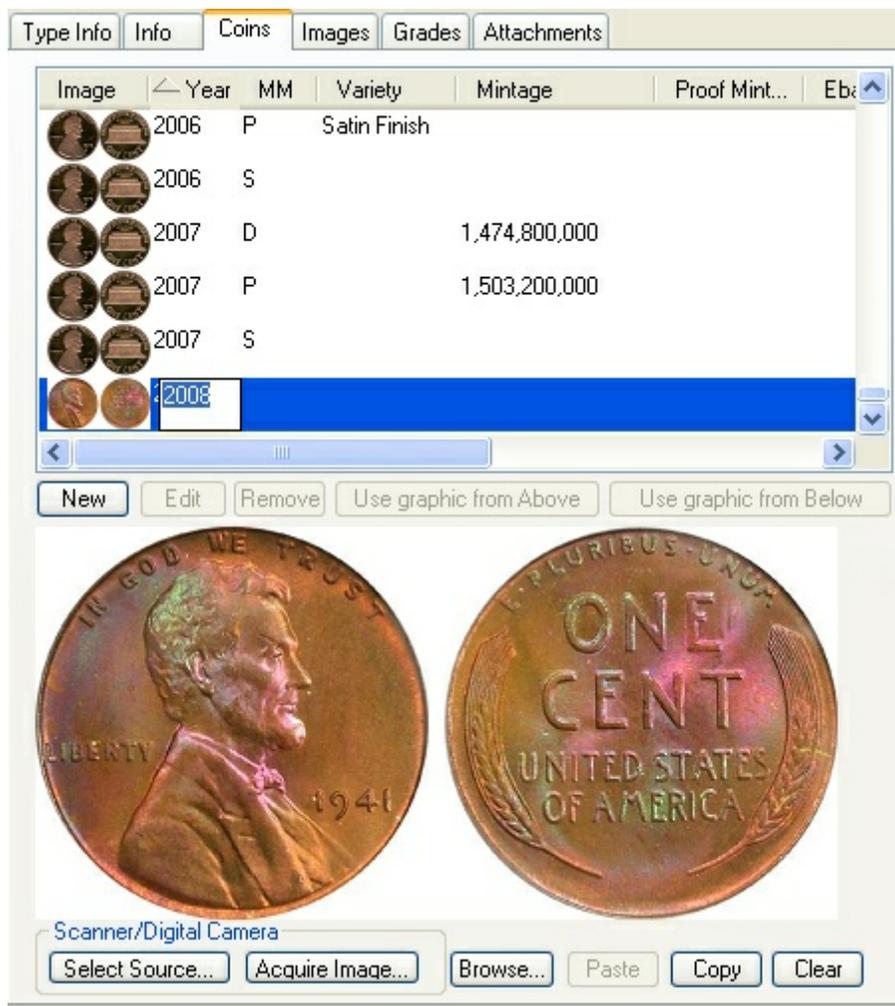
The CoinManage Coin Database Editor dialog appears.



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 in the Year column and enter the year of the new variety. You can then use the TAB key to enter mintmark, variety and other information pertaining to the new type. The example below shows how to add a 2009 variety to the Lincoln Cents type.

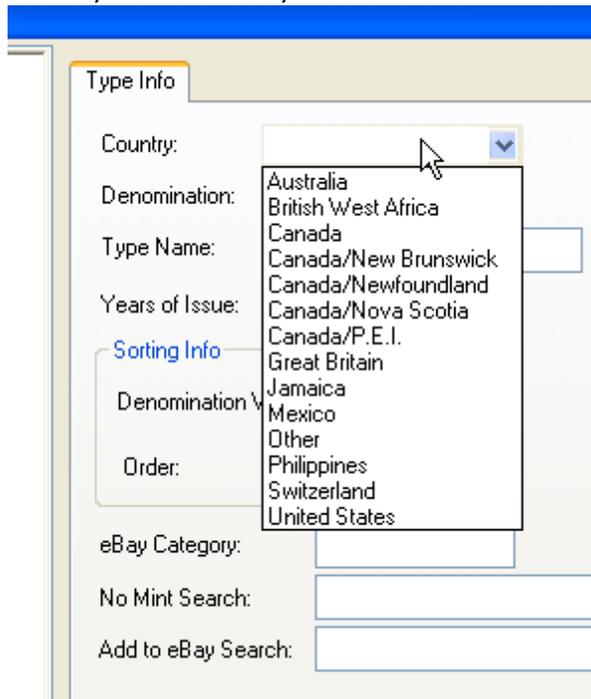


To add coin from a country or type not currently in the CoinManage database using the CoinManage Coin Database Editor

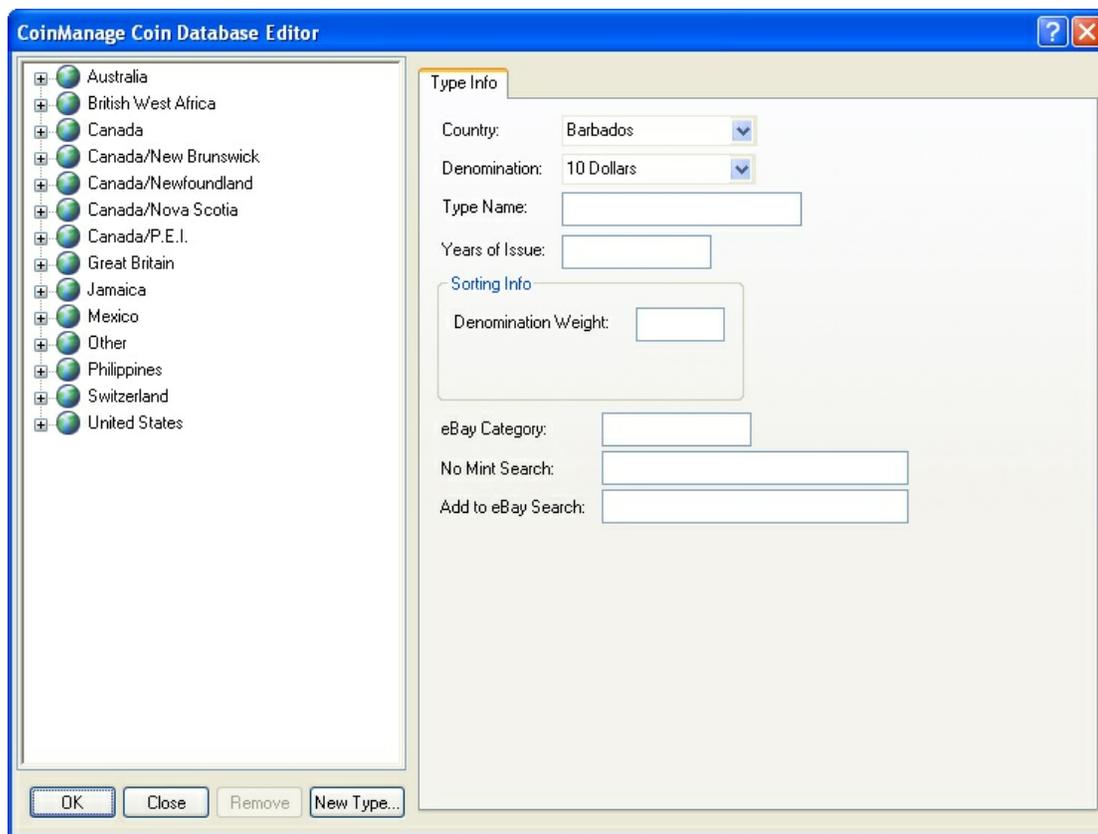
If you would like to add coins from a Country or type not in the CoinManage database, or add a new Type to an existing Country, click on the **New Type** button.



Select the country either by selecting it from the Country pull-down or typing the country name directly into the edit window.



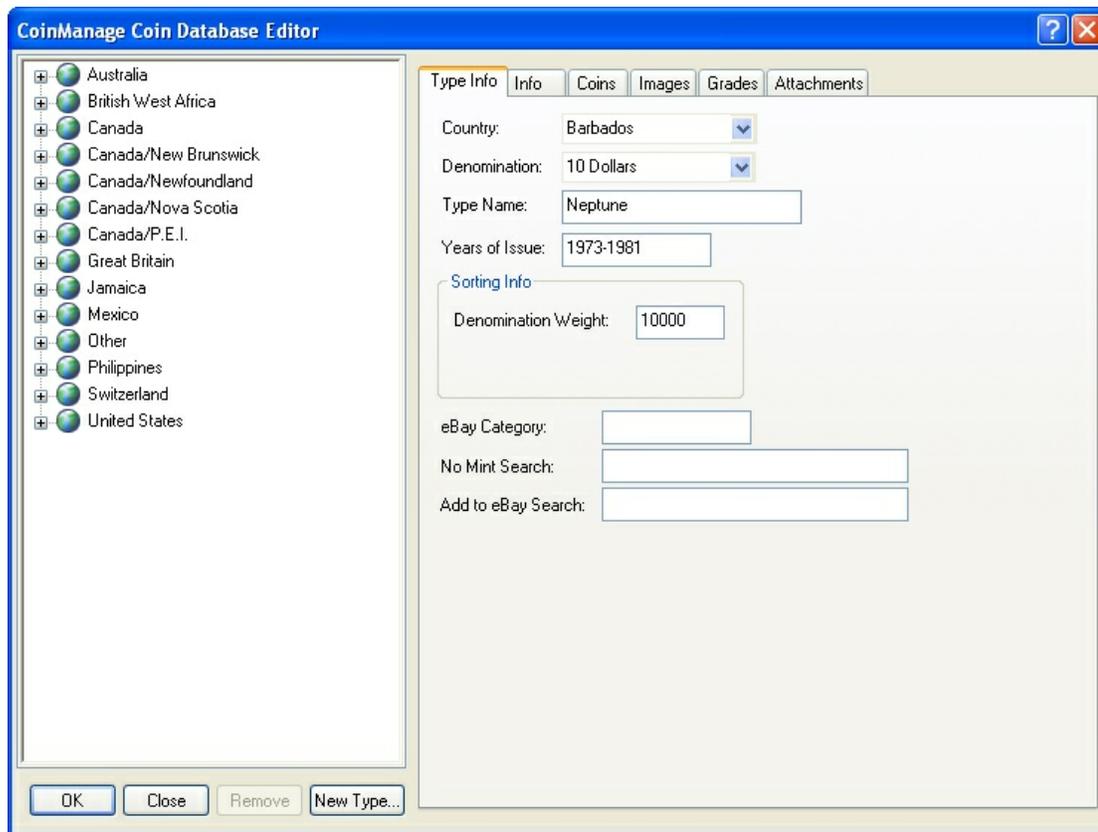
Now either select a Denomination or choose one from the pull-down list.



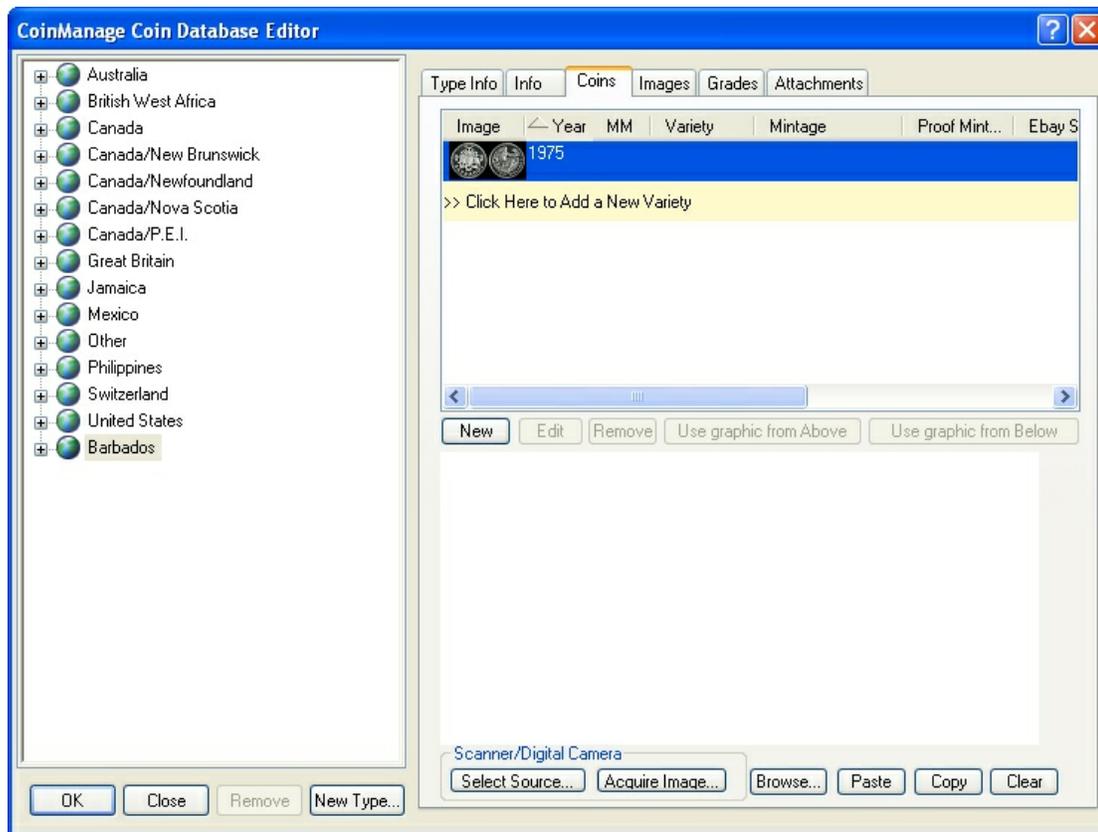
Enter a name for the Type. It is important to remember that you must specify the Country, Denomination and Type Name in order to start entering coin varieties.

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..)

The eBay Category field contains the eBay category number that will be searched when using the Search for eBay items feature.



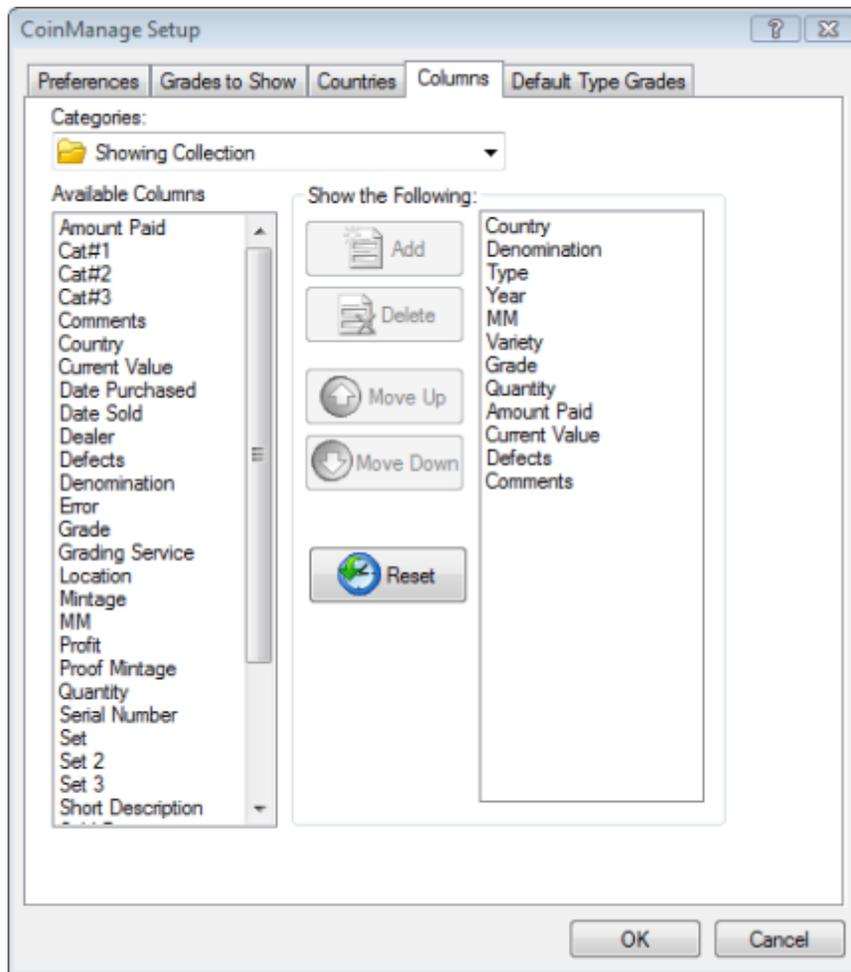
Once you have entered the Type Information, click on the Coins tab. Here you can start entering variety information for the coins that belong to the newly created type. It is important to note that you will not see the newly created type in your Add Coins dialog until at least 1 coin variety has been entered.



5.2 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:



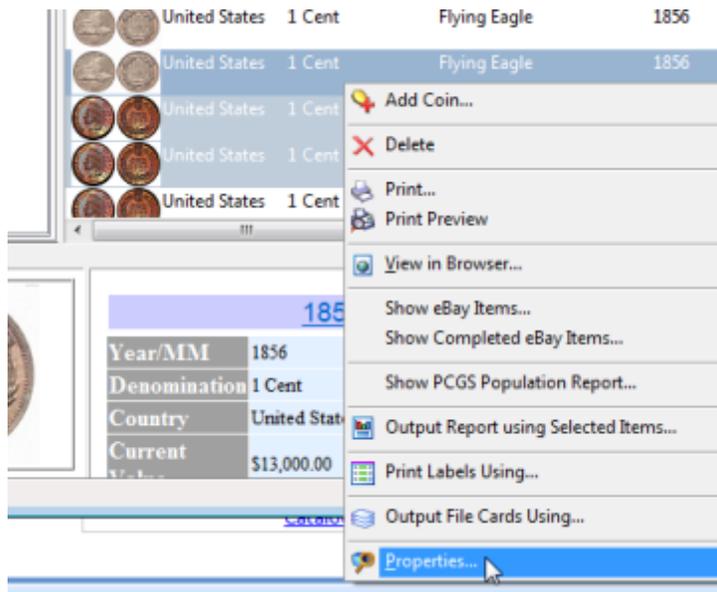
- **Delete**—select a column in the Show the Following area and click Delete to remove the column from the display.
- **Add**—select a column in the Available Columns area and click Add to display the column.
- **Move Up**—select a column in the Show the Following area and click Move Up to have the column 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.

5.3 Change information for more than one record?

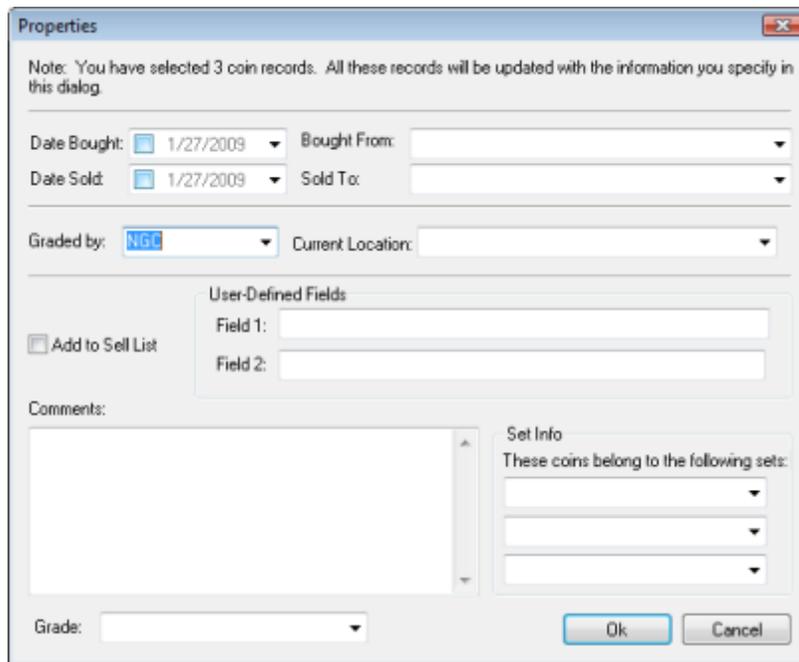
You may occasionally wish to go back and change some information common to more than one coin record in your collection. Rather than edit each record individually and check the Want checkbox, there is a much easier way to do this.

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.

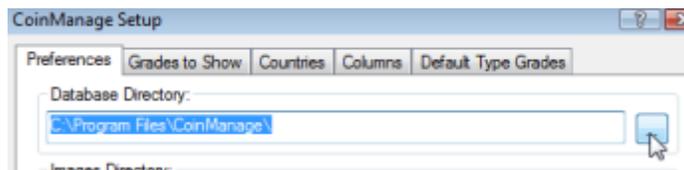


2. Specify the information that will be updated for all the selected records. Note that leaving a field blank will not result in the information for that field be set to empty. The field will retain the data (if any) if contained previously. The example below will result in the *Graded By* field for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



5.4 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".

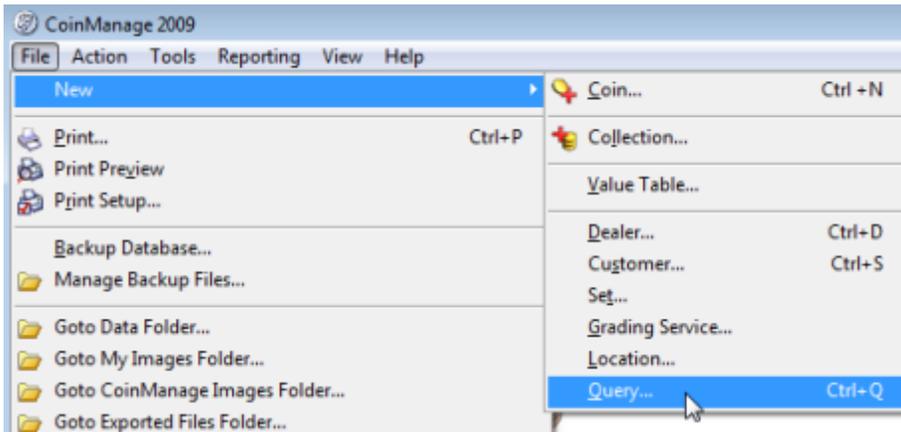
5.5 Create a Query?

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

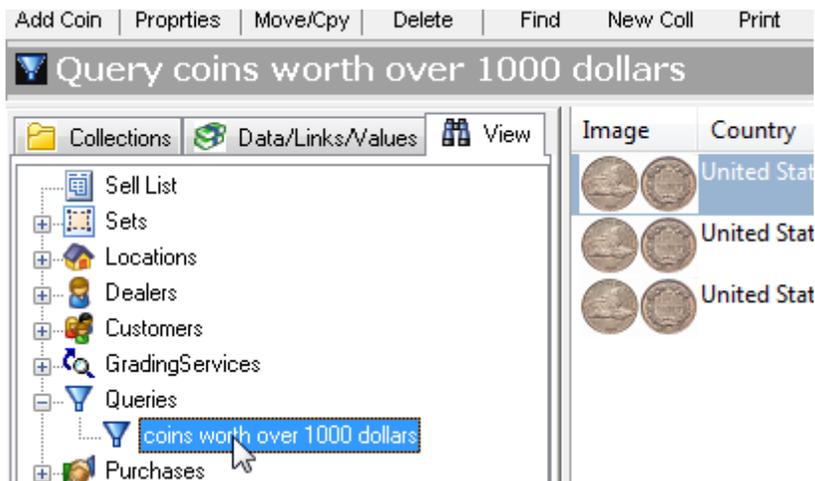
A valid query requires a name, and at least 1 condition. The **Create** and **Create and Execute** buttons will only be enabled when a valid query has been specified. Below is an example of a query. When executed, this query will display all coins from all collections that have a value of over \$1000.00.

 A screenshot of the 'Create a Query' dialog box. The 'Create a Query named:' field contains the text 'coins worth over 1000 dollars'. The 'Show records from:' section has a list box with 'Dads Collection', 'My Collection', and 'Want List' checked. The 'Where' dropdown is set to 'all'. Below this is a table for defining conditions:

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

 At the bottom of the dialog are three buttons: 'Create', 'Create and Execute', and '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.

5.6 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.

CoinManage Setup

Preferences | Grades to Show | Countries | Columns | Default Type Gra

Database Directory:
C:\Program Files\CoinManage\

Images Directory:
C:\Program Files\CoinManage\CoinImages

Reports Directory:
C:\Program Files\CoinManage\Reports

Backup Directory & Frequency:
C:\Users\Owner\AppData\Roaming\CoinManage\Backup\
 Backup Manually Backup Every: 15 runs of CoinMana

Values:
 Enter Values manually when adding a coin.
 Automatically insert values from: PCGS-Feb2009

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.

Add Coin(s) -> United States -> 1 Cent ->

General | Additional Info | Picture of my Coin

- + Half Cent
- 1 Cent
 - Liberty Cap (1793-1796)
 - Wreath (1793)
 - Chain (1793)
 - Draped Bust (1796-1807)
 - Classic Head (1808-1814)
 - Coronet (1816-1857)
 - Flying Eagle (1856-1858)
 - Indian (1859-1909)
 - Lincoln (1909-Present)

Condition: [dropdown]

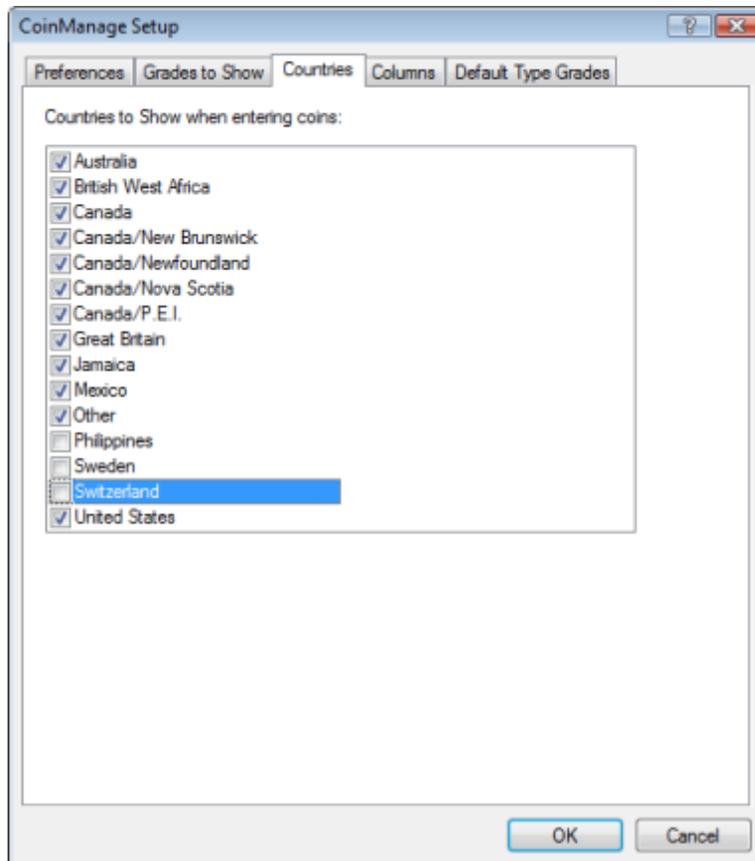
Quantity: 1 [spinners] Cost: [text box]

CoinManage Values
[text box] 2009 [dropdown]

5.7 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:

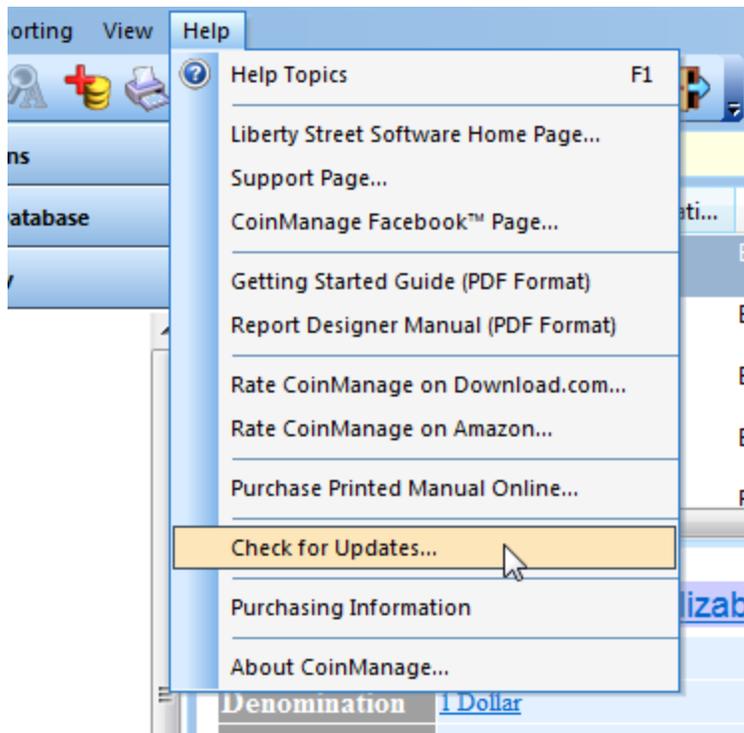
- Select **Preferences** from the **Tools** menu
- Click on the **Countries** tab



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

5.8 Receive Software Updates

You can receive software updates by selecting HELP > CHECK FOR UPDATES from the main menu.



Updates are usually packaged as both a program and value update, and are usually available in late September of each year. Purchasers of CoinManage 2015 will be able to download next year's program and value update at a cost somewhere between \$19.95 and \$26.95+shipping each year.

5.9 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

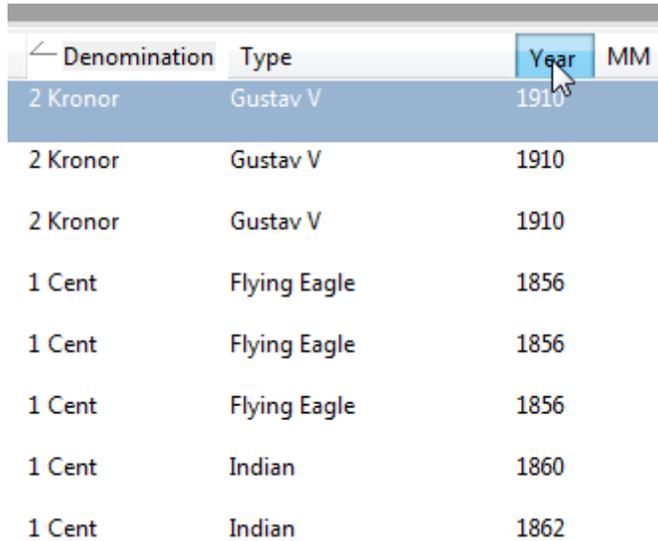
1. From the CoinManage **Preferences** dialog (**Tools > Preferences**), enter the currency conversion rate based on the US dollar.

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.

5.10 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.

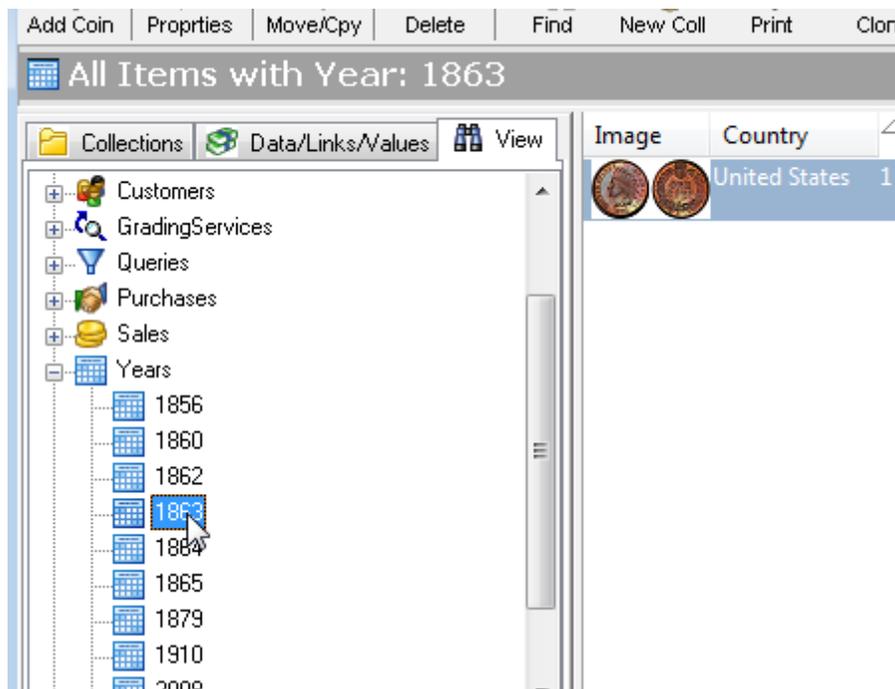


The screenshot shows a table with four columns: Denomination, Type, Year, and MM. The 'Year' column header is highlighted in blue, and a mouse cursor is pointing at it. The table contains eight rows of coin data.

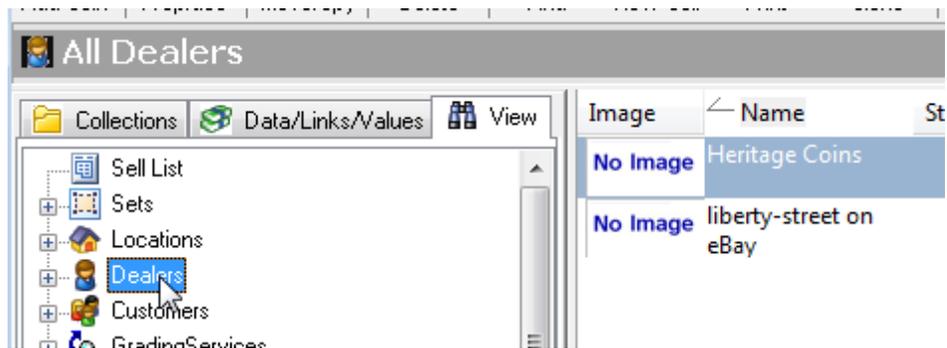
Denomination	Type	Year	MM
2 Kronor	Gustav V	1910	
2 Kronor	Gustav V	1910	
2 Kronor	Gustav V	1910	
1 Cent	Flying Eagle	1856	
1 Cent	Flying Eagle	1856	
1 Cent	Flying Eagle	1856	
1 Cent	Indian	1860	
1 Cent	Indian	1862	

5.11 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.

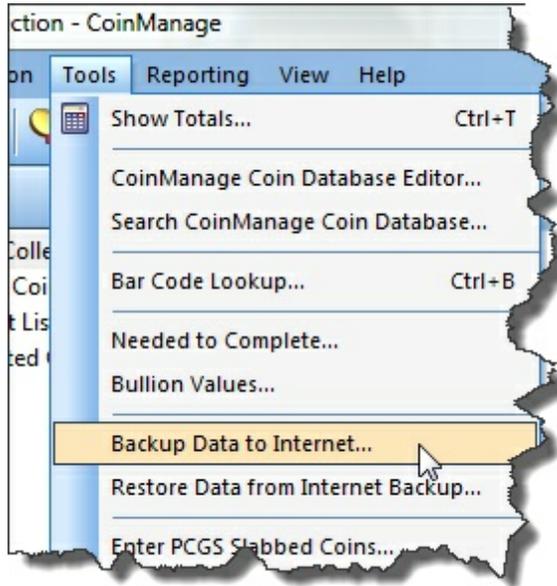


This information can be printed, exported, etc... in the context in which it is viewed on the screen. For example, selecting **Export to HTML** at this point will export a list of **Dealers** to the HTML file of your choosing.

5.12 Moving CoinManage to a new machine

Move data using using Internet Backup/Restore

1/ Select **TOOLS > BACKUP DATA TO INTERNET..** from the main menu.



2/ Install CoinManage 2015 on to the new machine.

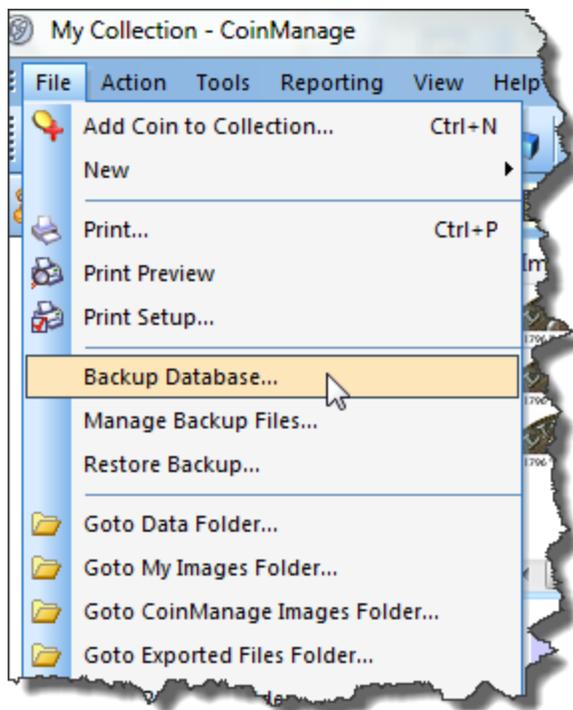
3/ Run CoinManage 2015 on the new machine..Use the Internet Restore command (*File > Restore Data from Internet Backup...*)

Note: The copy of CoinManage 2015 installed on the new machine must be activated in order for the Internet Restore to be functional.

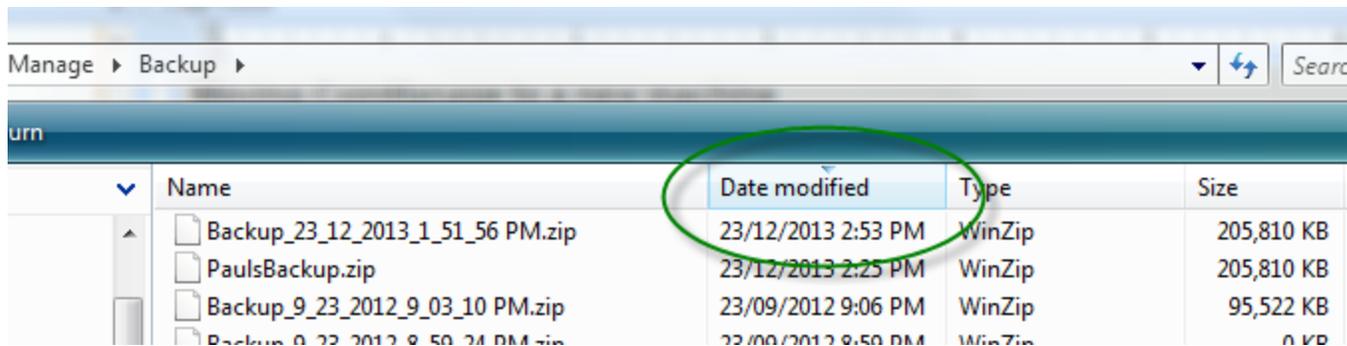
See the [Backup data I have entered?](#) section for more information on Backup and Restore.

Move data using using regular Backup/Restore

1/ Select **FILE > BACKUP DATABASE...** from the main menu.



2/ Choose FILE > MANAGE BACKUP FILES..



3/ A folder window will appear showing all your backup ZIP files. Choose the most recent backup file and copy it to a USB Flash drive, external hard drive, etc..

4/ Attach the device with the backup file to your new computer.

5/ Install CoinManage 2015 on the new machine if you have not already done so.

6/ Run CoinManage 2015 on the new machine and select the copied ZIP file using **FILE > RESTORE BACKUP...** from the main menu.

For older versions of CoinManage:

Here are instructions on moving the program to a new computer:

1/ You should install the program on the new machine.

2/ Then copy the COINDESC.MDB file from the old machine to overwrite the file On the new machine.

3/ If you have been attaching your own images to coin records, copy all the JPG files in the CoinImages subdirectory
To the same subdirectory on the new machine.
The Database and Images folder will be shown in the Preferences dialog (Tools > Preferences). Note if you can't see the folders shown:

This may be because Windows hides some directories by default. To change this, please select "Tools > Folder Options..." from your Windows Explorer window. Then select "Show hidden files and folders".

See these web sites for more detailed information on how to do this:

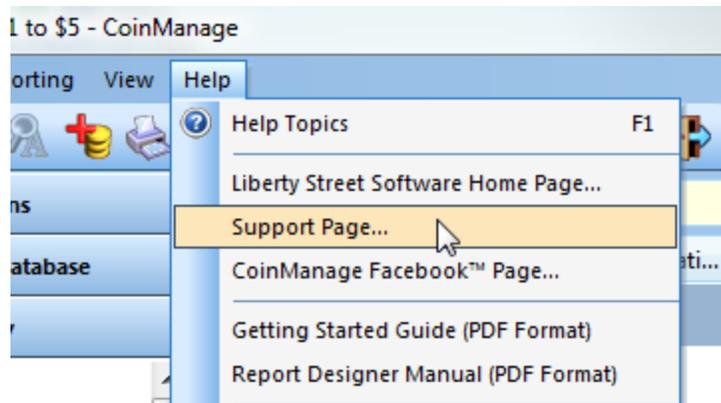
<http://pcsupport.about.com/od/windowsxp/ht/showhiddenfiles.htm>

<http://www.bleepingcomputer.com/tutorials/tutorial130.html>

6 Troubleshooting & Command Reference

6.1 Trouble-shooting and Frequently asked questions

For up-to-date support information, select *Help > Support Page..* from the main menu.



1. I have to re-enter my registration code every time I run CoinManage, even though the program says the code was registered successfully.

This seems to be a problem with some Windows Vista & Windows 7 users. Please do the following:

- a) Right mouse-click on the program icon and select "Run As Administrator" from the popup menu.
- b) Enter the registration information for the program.
- c) Run the program again normally.

d) If the problem persists can you try running as "Run As Administrator" whenever you run the program

We realize this it not the optimum solution, we are working with the company that makes the registration system to fix this.

2. I cannot run CoinManage, my anti-virus program says the download/ program contains a virus.

This is a false positive, once in awhile an anti-virus program incorrectly flags the licensing code in our programs as being a virus. The resolution to this problem is for us to contact the anti-virus software developer, they usually release corrected virus definition updates within a few days. The licensing system we use is also used in thousands of other software programs so the chances are that the problem has already been reported multiple times.

3. I cannot download CoinManage, the download does not seem to finish.

This could be due to a virus false positive (see answer 3 above), the anti-virus program will not allow the download to be run or saved to disk. It could also happen if the download does not complete due to problems with your Internet Service Provider or our file download site. In this case you may see an error message: "Please Insert Disk #2". A Third reason this may happen is that you have selected RUN and Windows is asking permission for the program to run on your computer. Check for a popup window that may not be immediately noticeable (hidden behind other windows), asking you for permission to run the downloaded file.

4. I have purchased a new Computer. How can I install CoinManage on the new computer and retain all my data and images?

See the [How Do I -> Moving CoinManage to a new machine section](#)

5. I am trying to install CoinManage from a CD, after inserting the CD no setup program shows on the screen.

Try opening your **My Computer** icon and select the CD/DVD drive that contains the CD. Run the file SETUP.EXE directly from the CD. If this does not work, please verify that Windows does not have a window open asking for permission to run the CoinManage install program. This permission window may be hidden behind other open windows on your screen.

6. I just purchased Coin Manage 2015. I cannot get the software to give me a current value for Bullion Coins! I do not see this issue addressed anywhere. How do I do this?

Select **TOOLS > BULLION VALUES** from the main menu. Then click on the **Get Latest Spot Prices** button.

6.2 Commands Explained

File > Open CoinManage File...

Use this command to open any COINDESC.MDB file even if it is from an older version of CoinManage. Note that using this command will also change your Data Directory to the folder where the selected data file resides.

File > Update Data File

Updates the open data file with the data and values from version 2015. Use this command after opening an older data file. After using this command it is best to exit and restart the program.

Tools > Licensing > Activate License

This menu command will only be enabled if the program has not yet been activated.

Tools > Licensing > Deactivate License

This menu command will only be enabled if the program has been activated. Use this command to deactivate the current copy of CoinManage. Usually this is done if you wish to use CoinManage on another machine and no longer wish to use on the current machine.

You should also deactivate if you are planning on upgrading the computer to a newer version of the Windows operating system. After the upgrade to the newer operating system is complete, then you can Activate the software again. We often find that users who upgrade their operating system need us to manually deactivate their license if they have not done so prior to upgrading.

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