



Table of Contents:

Folder Overview 2

Login screen 2

Startup Splash Screen 3

Select a Folder 3

Folders Selection pop-up window 4

View All 9

Total Option 9

Add Image 9

The Customizer 11

Change Program Name 12

Change Program Image 13

General Store 15

Supplies 15

This manual has been written to get a start using GetCollectAll. The GetCollectAll program has been created to be an easy-to-use application. All fields inside a folder are free form and open to any data you want to add.

Folder Overview - there are 3 core components to the folder/item structure of GetCollectAll:

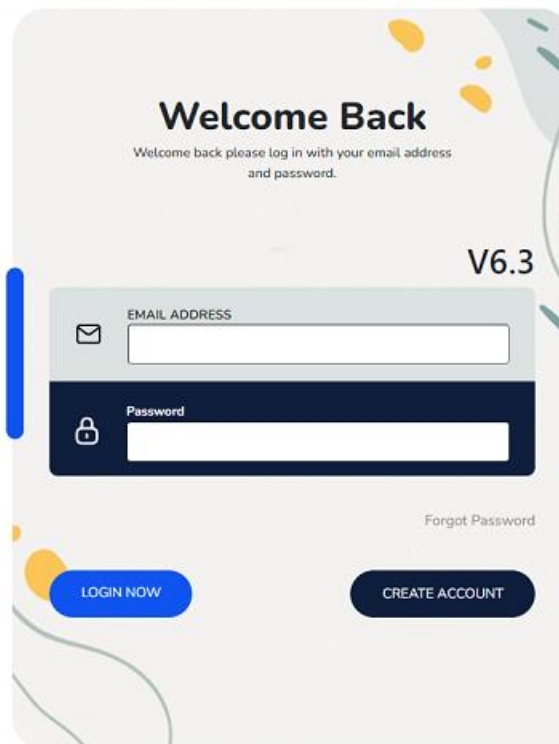
1. **Main Folders** – GetCollectAll has over 40 predesigned folders for you to choose from for just about any type of collectible.
2. **Sub-Folders** – When you select a main folder you can create a sub-folder. Example, you select the Coins main folder then you can change the name of the main folder to a name that you want to Mercury Dimes, Morgan Dollars, Buffalo nickels etc.
3. **Items** – are the things you put into a sub-folder to catalog your collectibles. This can be a single item or a quantity of the same items. Example, Mercury Dimes, you can create a single item for a 1914D mercury dime, or you can add group of items like a roll of Mercury dimes.

Now, that you understand the folder/item structure of GetCollectAll.

It is time to start building your folder structure for everything and anything you collect!

You will first log into GetCollectAll with your email and password.

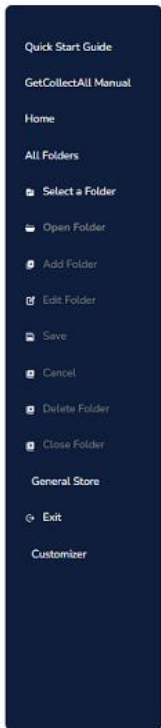
Login screen



Once you login you will get the startup splash screen which has the GetCollectAll logo and in the left-hand tool bar Select a Folder and Exit will be the only active buttons. ***With the customizer you can rename GetCollectAll to another name and replace the GetCollectAll logo with a picture of your choice – see the customizer instructions later in this manual to see how easy it is to customize GetCollectAll.**

Startup Splash Screen

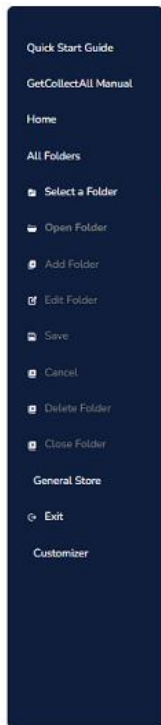
If you ever have questions the first 2 tools at the top of the Startup screen are the Quick Start Guide and the GetCollectAll Manual where you will find answers to your questions.



GetCollectAll



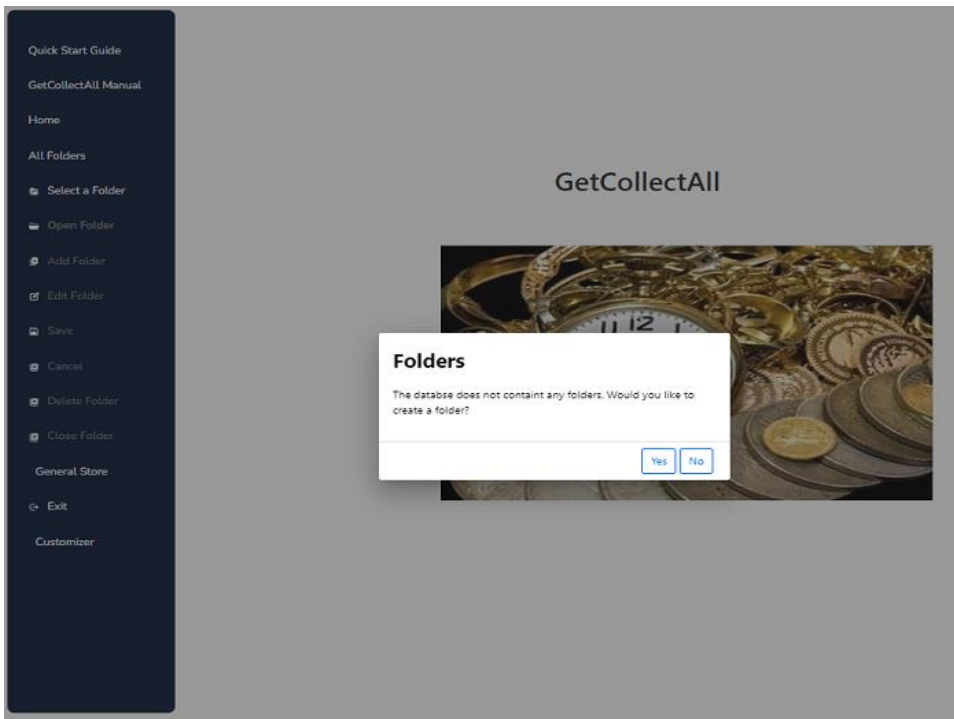
Select a Folder clicking on **Select a Folder** will open a pop-up window with all the pre-build folders that come with GetCollectAll.



GetCollectAll

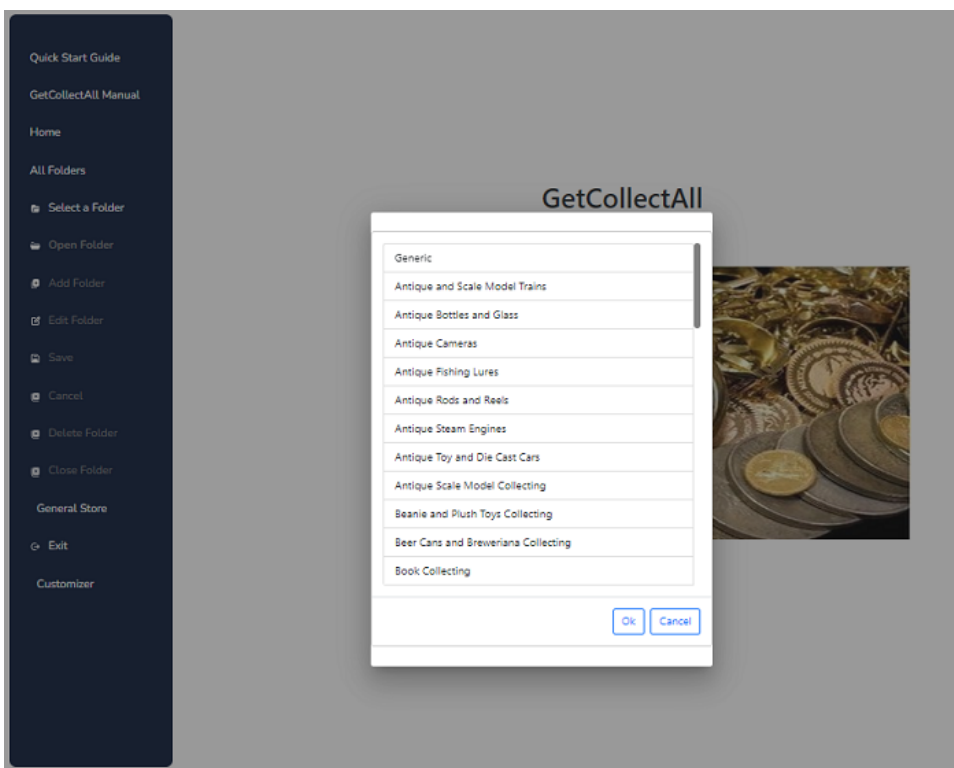


When you click on **Select a Folder** the Folders Data base pop up window appears, the only time this popup window appears is the first time you start GetCollectAll or if you have deleted all your folders and sub-folders. By clicking on **Yes**, the pop-up folder selection window appears with all the pre-build folders.



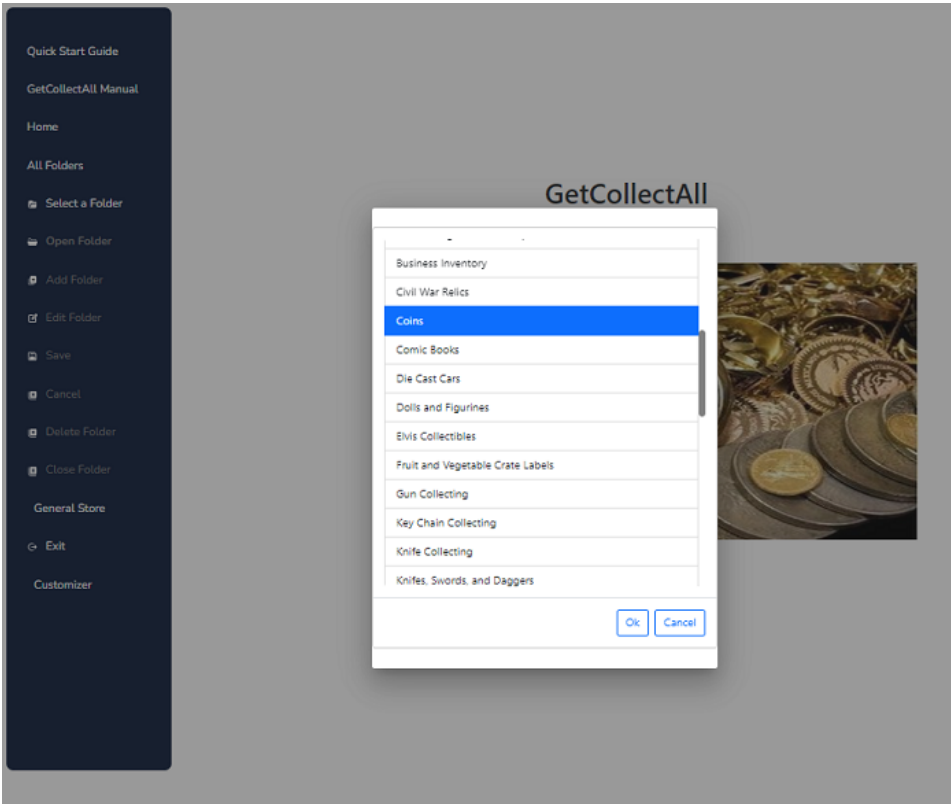
After clicking **Yes** in the **Folders** pop-up window, the pre-build folders window appears, here you select a pre-build folder that matched the collectible you are cataloging. The pre-built folder pop up window will get open, which will look like this.

Folders Selection pop-up window

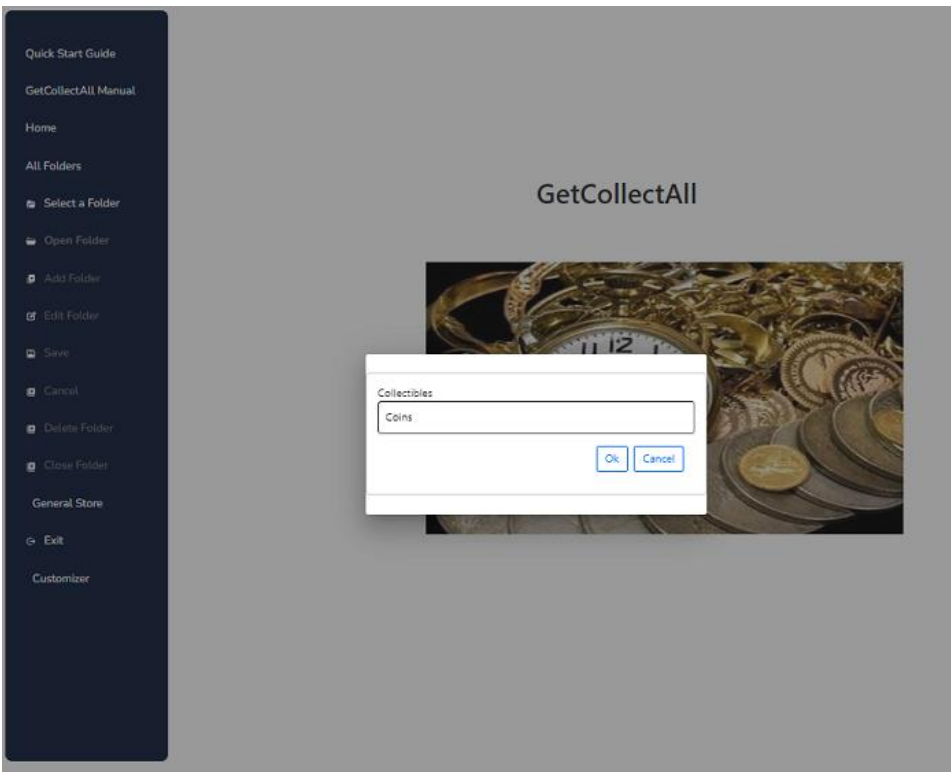


With the pop-up Folders screen now open you can scroll down through over 40 pre-built templates to select the one you want to customize to fit the collectible you are cataloging. In this example we will use the **Coins** pre-built to show you how to create custom sub-folders from a **Main Folder**.

Click on and highlight the **Coins** main folder, then click on **Ok** it will open a pop-up window with the word(s) Coins in the middle of the pop-up window.

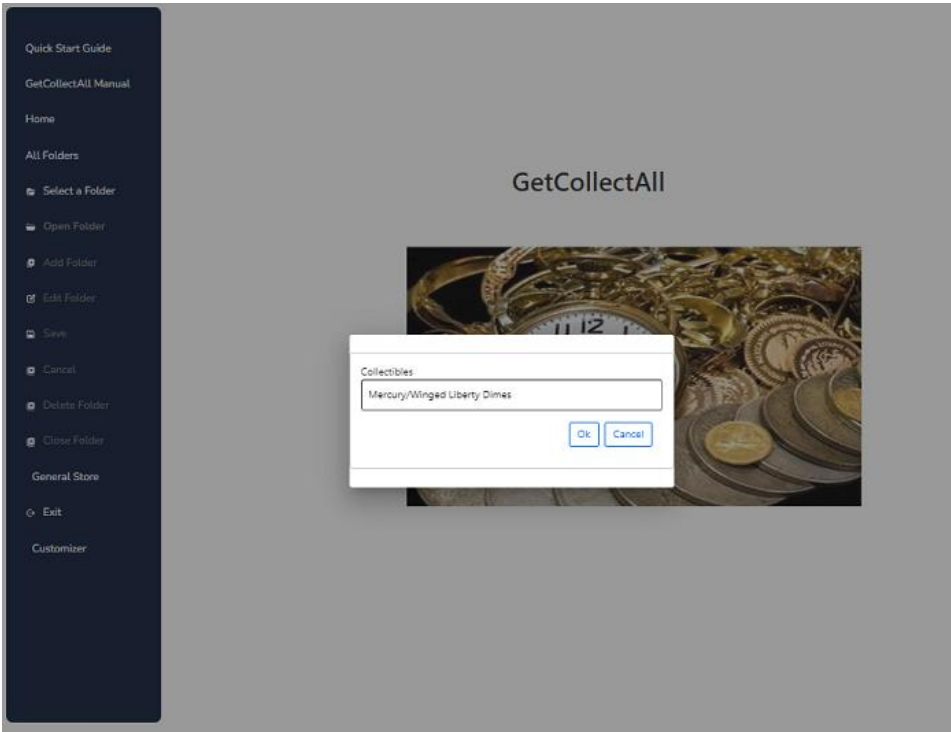


The **Pop-up** window when selecting the **Coins** main folder.

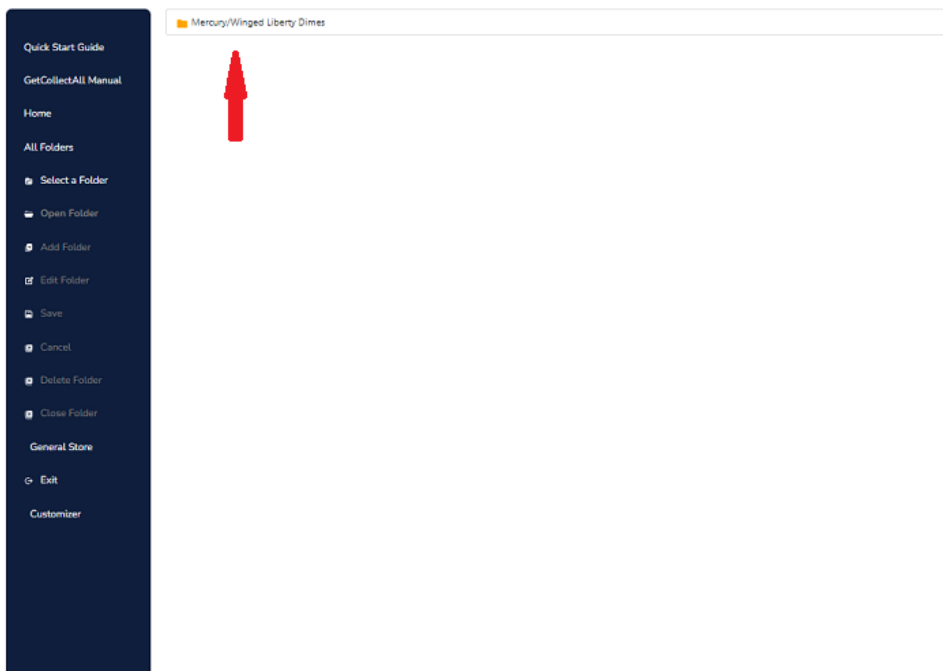


Here you can change the **Pop-up** window for the **Coins** to what you want to collect and catalogue. In this illustration we will change the name of the main folder **Coins** to a subfolder **Mercury/Winged Liberty Dimes**. Simply, back space over the word Coins and then type in the words **Mercury/Winged Liberty Dimes**.

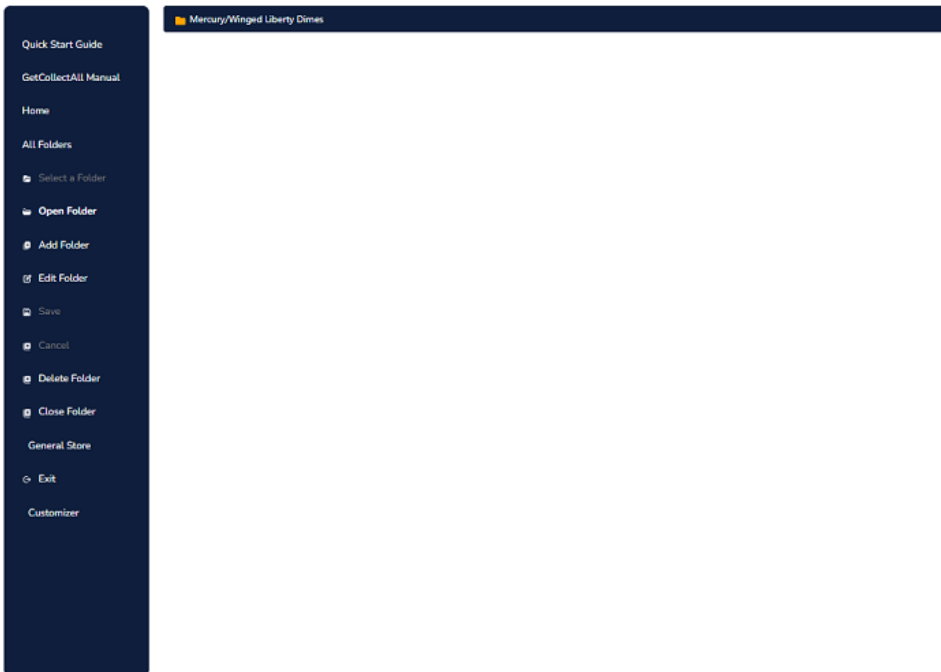
After backspacing over the word Coins and typing in the words **Mercury/Winged Liberty Dimes** click on Ok you have created your first **Sub-Folder** for a particular collectible.



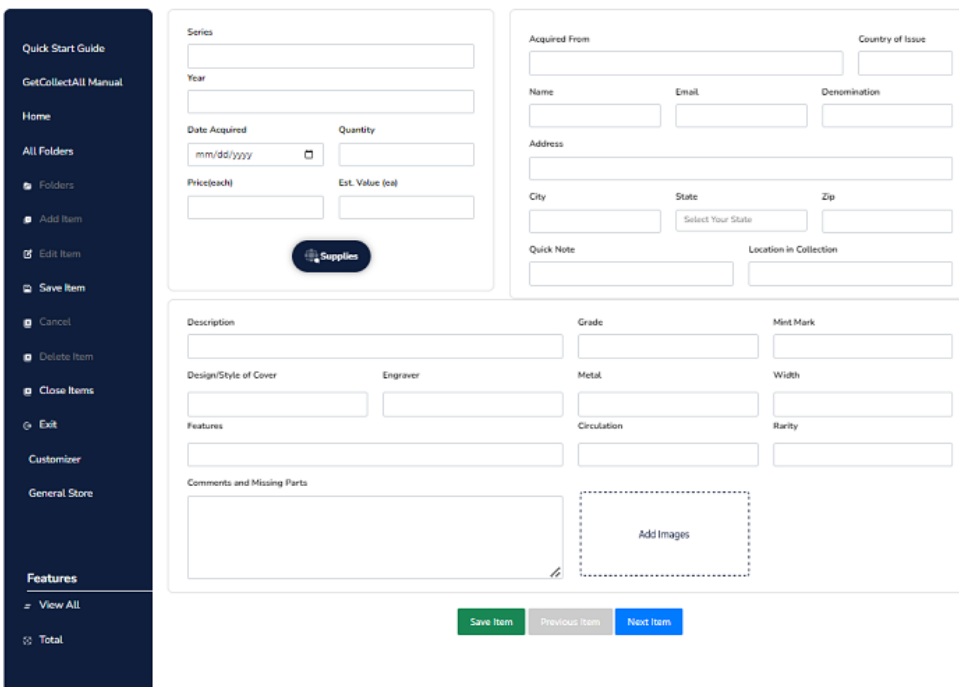
You have now created your first **Sub-Folder - Mercury/Winged Liberty Dimes** from a **Main Folder**. And it now appears in the folder screen where all the main and subfolder you use and create will appear.



Now you can highlight this new **Sub-Folder** and either, open it by clicking on the **Open Folder** tool in the left-hand tool bar or by double clicking on the highlighted **Sub-Folder**.



When you open the new **Sub-Folder** that you just created the **items** screen will open. It is here in the **Item** screen where you enter the data about the collectible you are cataloging. All files are freeform so you can add whatever you want, and all the fields are optional, so you do not have to fill out each one.



Here is an example of a filled-out Item screen for the **Sub-Folder - Mercury/Winged Liberty Dimes** outlining the details around a 1916D **Mercury/Winged Liberty Dime**:

The screenshot shows a detailed form for a 1916D Mercury/Winged Liberty Dime. The left sidebar contains navigation options like 'Quick Start Guide', 'GetCollectAll Manual', 'Home', 'All Folders', 'Add Item', 'Edit Item', 'Save Item', 'Cancel', 'Delete Item', 'Close Items', 'Exit', 'Customizer', 'General Store', 'Features', 'View All', and 'Total'. The main form is divided into several sections: 'Series' (Mercury Wing 1916), 'Year' (1916), 'Date Acquired' (1/27/2023), 'Quantity' (1), 'Price' (100.00), and 'Ext. Value' (100.00). The 'Acquired From' section includes 'Name', 'Email', 'Denomination', 'Address', 'City', 'State', and 'Zip'. The 'Description' section includes 'Winged Liberty', 'Design/State of Coin', 'Engraver' (Adolph Alexander), 'Features' (No key dates), 'Grade' (G to MS), 'Metal' (MS), 'Mintage' (17,000,000), and 'Mint Mark' (None). The 'Comments and Missing Parts' section includes a text area with 'common circulated Merc's only silver value' and an 'Add Images' button. At the bottom, there are 'Save Item', 'Previous Item', and 'Next Item' buttons.

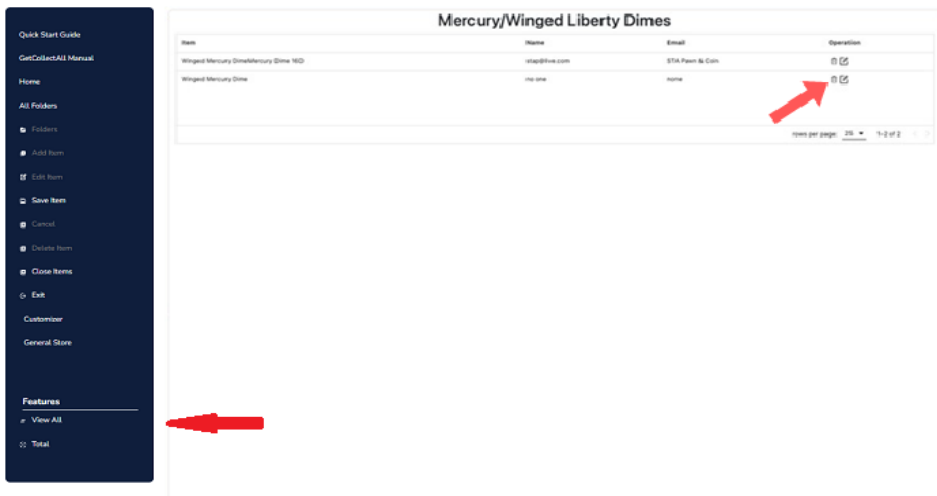
Next, we are going to create a new **Sub-Folder** for a roll of **Mercury/Winged Liberty Dimes** so you can see how multiple **Item** screens can be created under a **Sub-Folder**. When you create a **Subfolder** from a **Main Folder** you can create as many **Items** as you want to catalogue your entire collection of that type of collectible.

Below is an example of a **Sub-Folder** for a roll of **Mercury/Winged Liberty Dimes** remember you can create as many **Items** screens as you like in a **Sub-Folder** that you have created for your collectible. That is the power behind GetCollectAll, the ability to collect and catalogue anything and everything you collect!

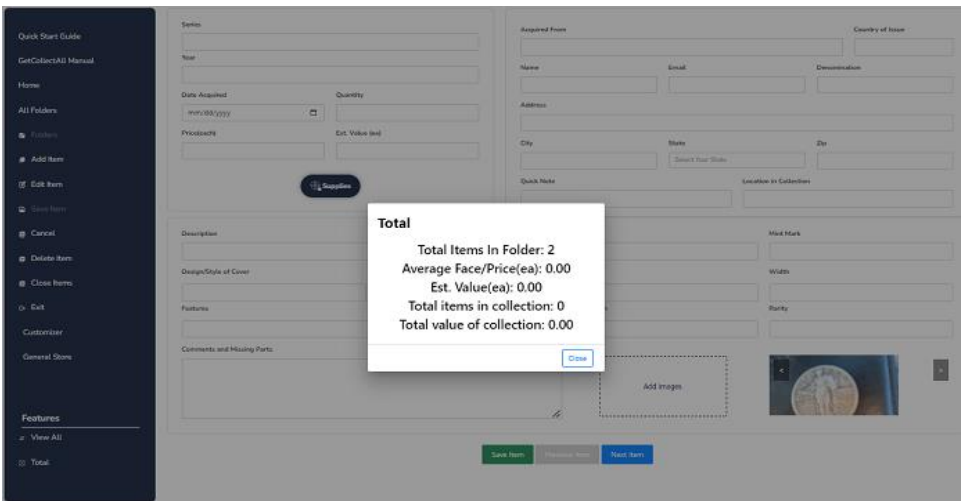
The screenshot shows a new item screen for a roll of Mercury/Winged Liberty Dimes. The left sidebar is the same as in the previous screenshot. The main form is divided into several sections: 'Series' (Winged Mercury Dimes), 'Year' (multiple), 'Date Acquired' (2/14/2023), 'Quantity' (50), 'Price' (50), and 'Ext. Value' (25). The 'Acquired From' section includes 'Name', 'Email', 'Denomination', 'Address', 'City', 'State', and 'Zip'. The 'Description' section includes 'Winged mercury also known as Liberty dime', 'Design/State of Coin', 'Engraver' (Adolph Alexander), 'Features' (No key dates), 'Grade' (good to fine), 'Metal' (20% Silver, 10% copper), 'Mintage' (Millions), and 'Mint Mark' (P D S). The 'Comments and Missing Parts' section includes a text area with 'common circulated Merc's only silver value' and an 'Add Images' button. At the bottom, there are 'Save Item', 'Previous Item', and 'Next Item' buttons.

Now we will see what multiple **Items** in the Sub-Folder for **Mercury/Winged Liberty Dimes** looks like.

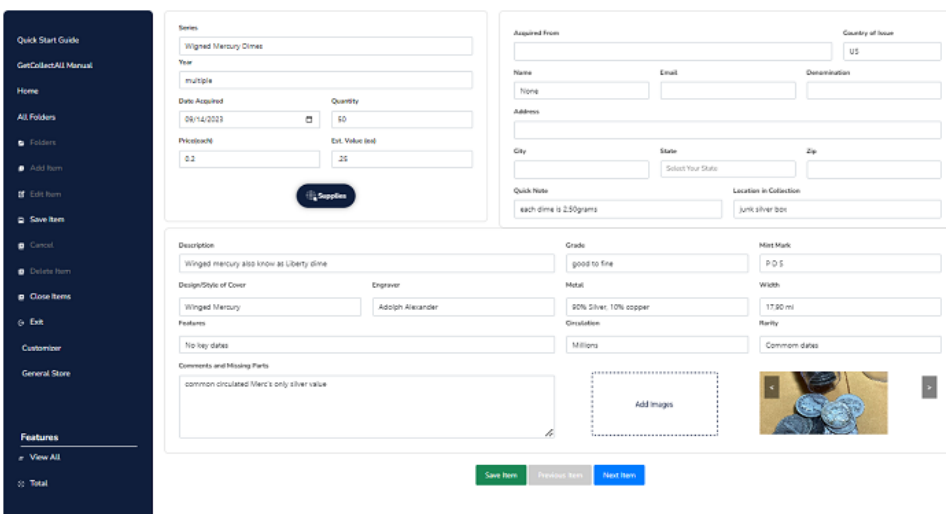
View All - At any time while creating **Items** in the **Sub-Folder** you created you can see what you have entered by clicking on the **View All** tool in the Left-hand tool bar. In the **View All** screen you can see a brief description of the item you created and have two options **Delete** and **Edit** to the right of the item description.



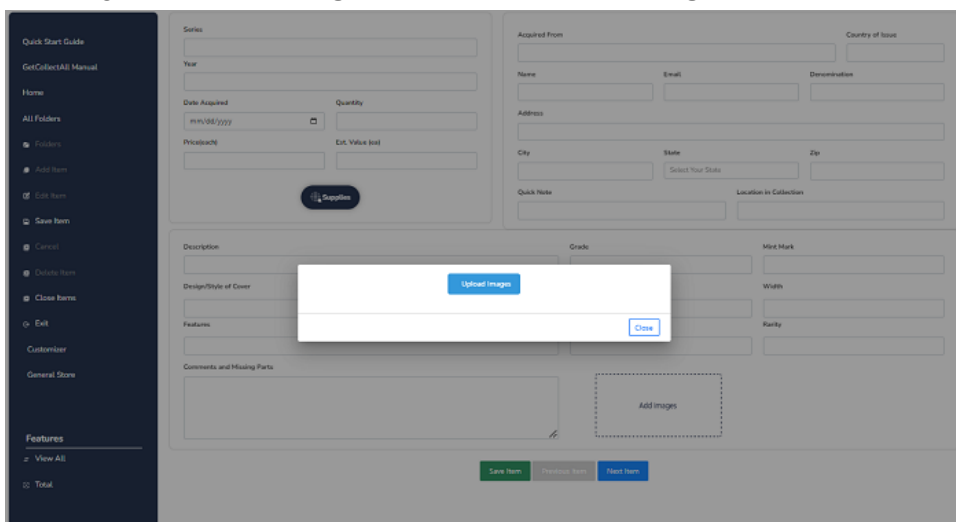
Total Option - In addition to the **View All** option you have a **Total** option that will quickly give you a snapshot of what is the **Sub-Folder**. Click on the **Total** option button and the **Total** screen will pop up.



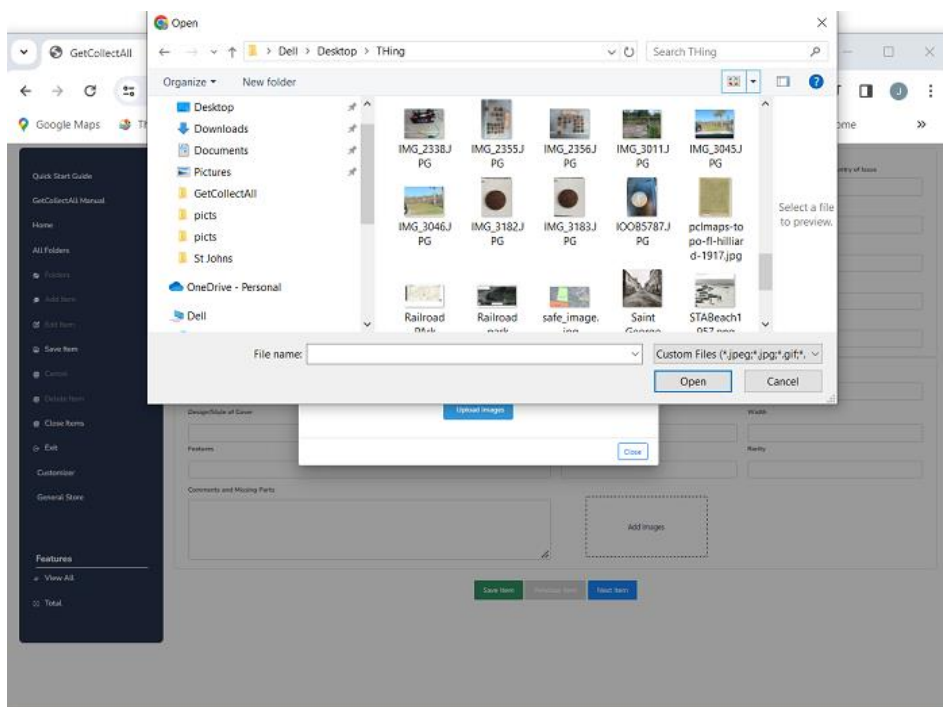
Add Image - The **Add Image** tool, since the power of GetCollectAll is to allow you to collect anything and everything, the ability to add images to an **Item** you created is very important.



Clicking on the **Add Images** opens the **Upload Images** search tool.

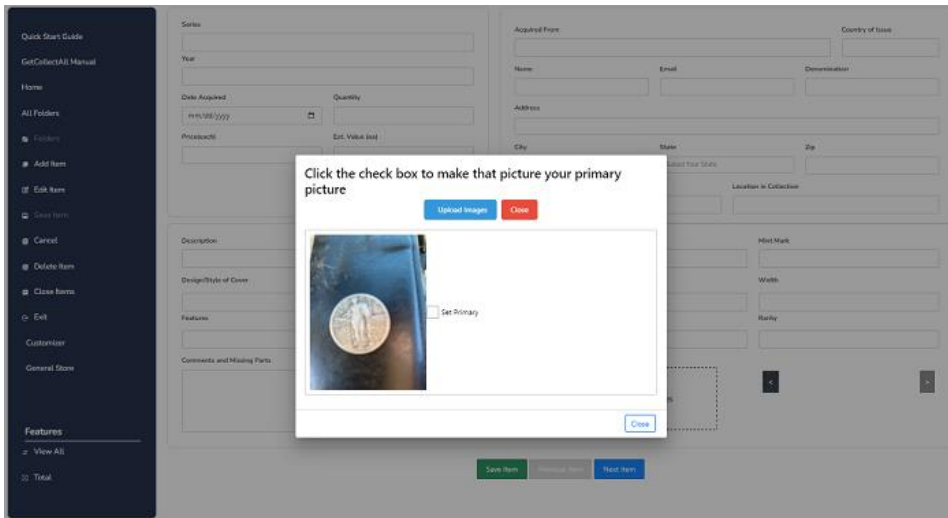


Upload Images search tool lets you search your computer for pictures of the collectible you have created an **Item** for in a **Sub-Folder** you created. When you click on **Upload Images** a pop-up window appears. You can navigate to different places on your computer to find pictures of items that that you want to add to the **Item** you created.

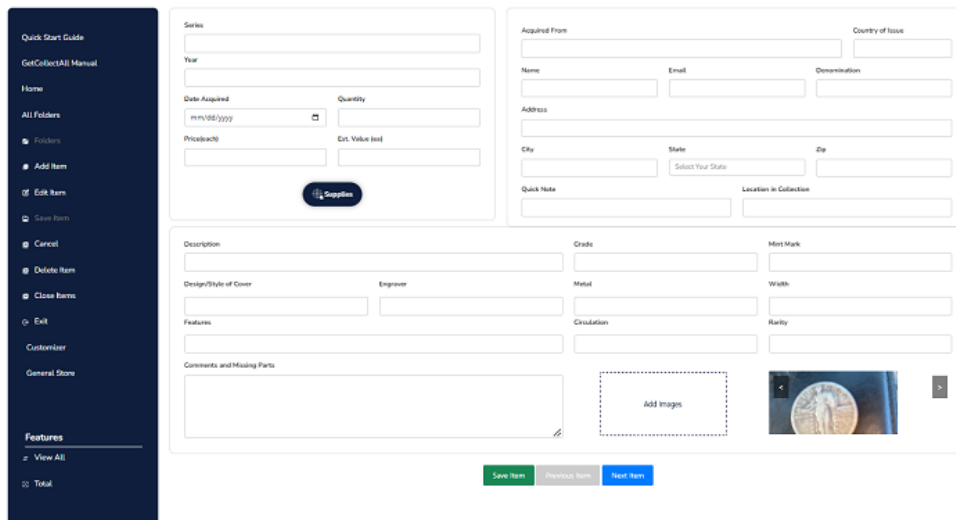


When you find the **Image**, you want to add to an **Item** screen to highlight it, then click on Open. The picture is added to your **Item**, you can add as many pictures as you want to show your collectible.

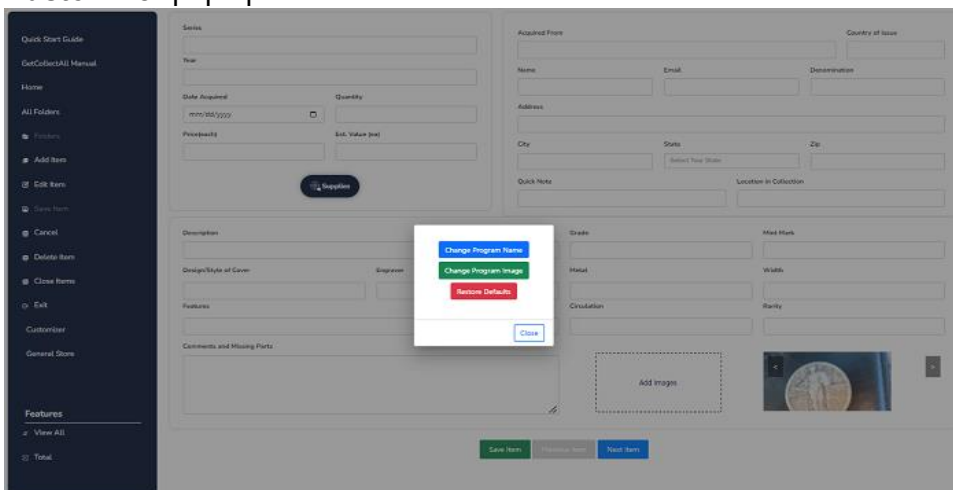
Please note that you can also make an **Image** a primary **Image** by checking the **Set Primary** check box to the right of the **Image** you selected.



Once you have selected an **Image** that you want to **Add** to the **Item** screen click on either of the 2 close buttons and the **Image** will be added. You can **Add** an unlimited number of **Images** to an **Item** screen.

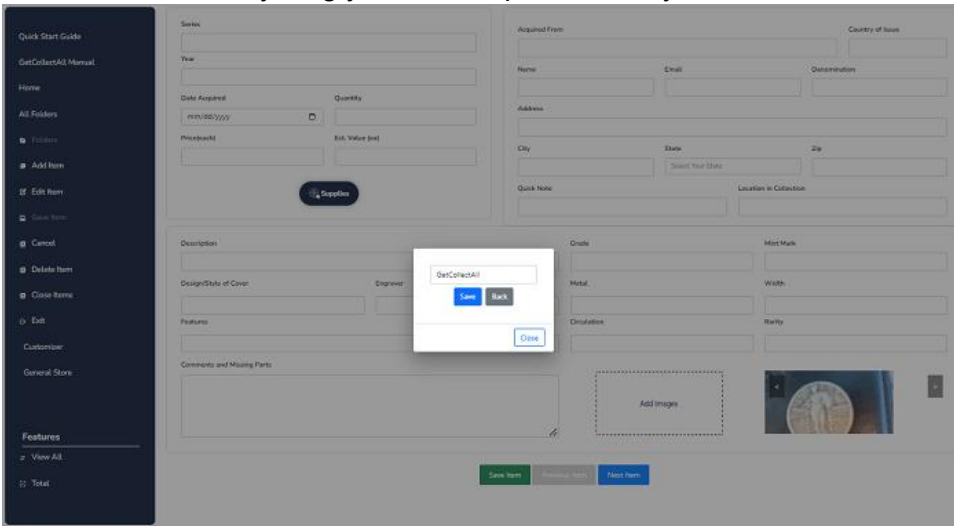


The Customizer - Another tool in **GetCollectAll** is the **Customizer**, the **Customizer** lets you customize **GetCollectAll** with a unique name and a custom splash screen. Click on the **Customizer** button opens the **Customizer** pop up window.

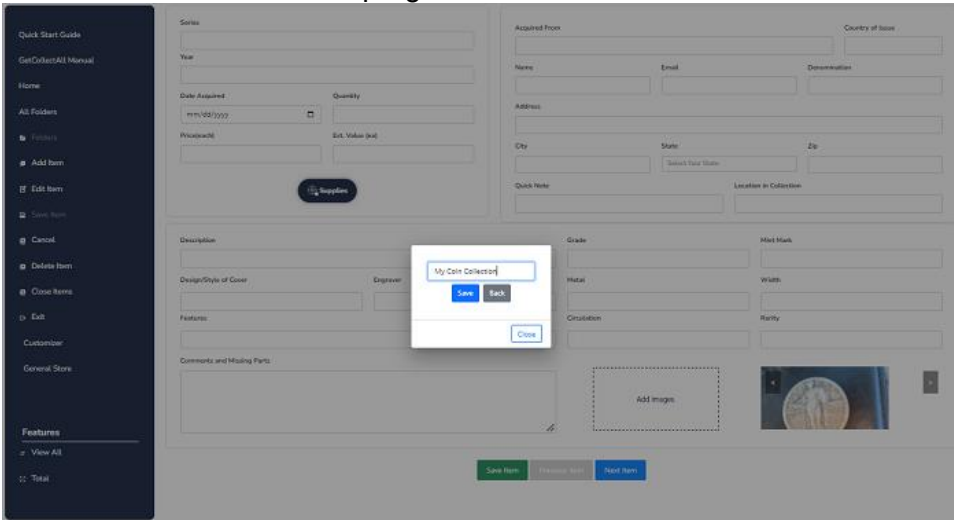


The **Customizer** pop up has 3 options, **Change Program Name**, **Change Program Image**, and **Restore Defaults**.

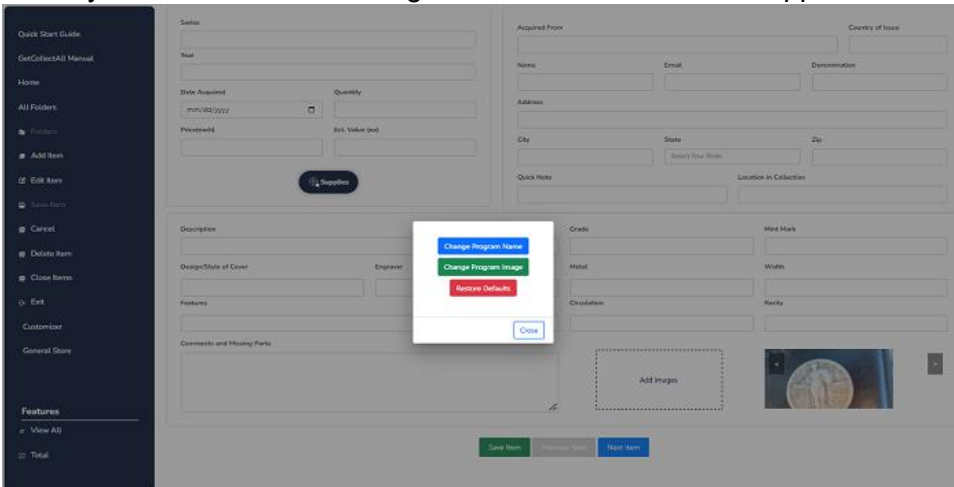
Change Program Name - Clicking on the **Change Program Name** lets you change the program name from **GetCollectAll** to anything you want to personalize your collection.



We are going to change the program name from **GetCollectAll** to **My Coin Collection**. Type in **My Coin Collection** over the default program name **GetCollectAll** and click **Save**.



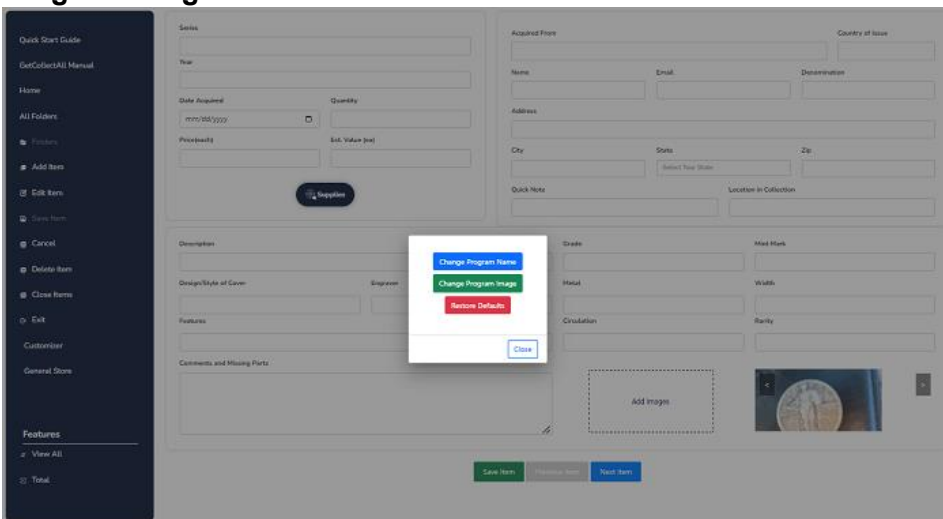
When you click on **Save** the original **Customizer** screen reappears.



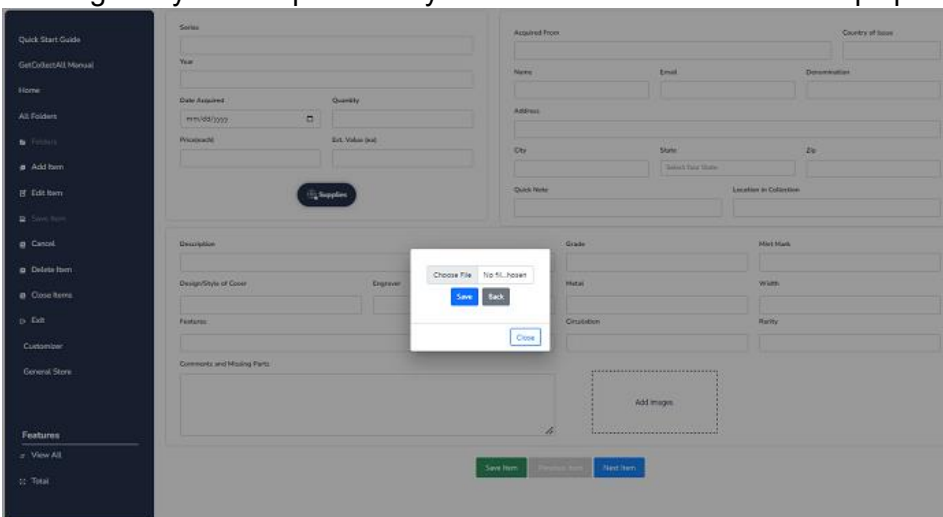
When you start or restart **GetCollectAll** your new **Customizer** program name will appear.



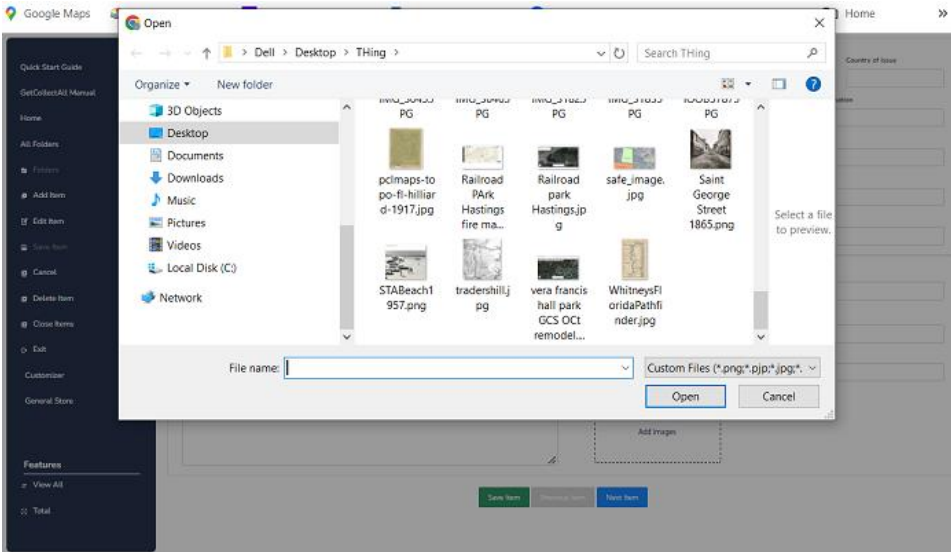
Change Program Image – Changing the startup splash screen adds a unique personalization aspect to **GetCollectAll**. To change the startup splash screen, we will use the **Customizer** tool to change the **Change Program Image**.



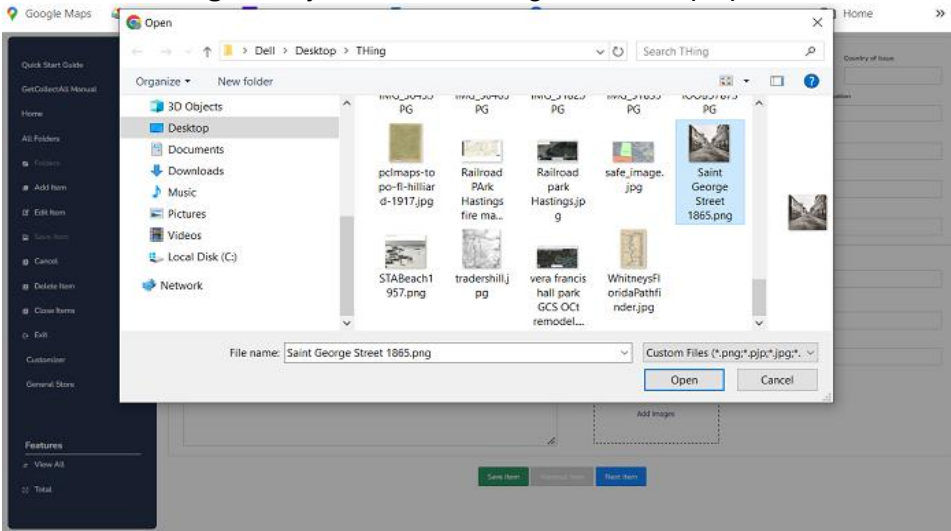
When you click on **Change Program Image**, the **Change Program Image** pop-up appears. Here you can select an image on your computer that you want to make the new start up splash screen.



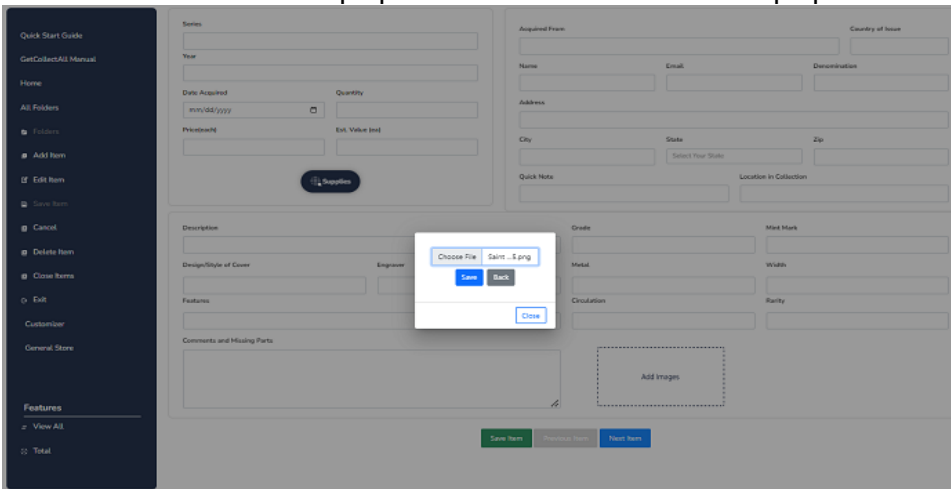
When you click on **Change Program Image**, the Image selection screen pop's up where you can select a new image to be the start up splash screen.



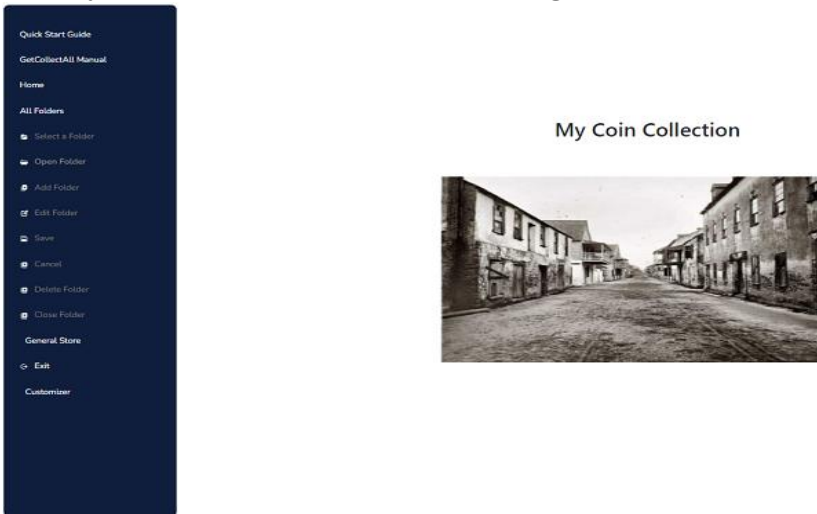
Click on an **Image** that you want to change the startup splash screen to then click on **Open**.



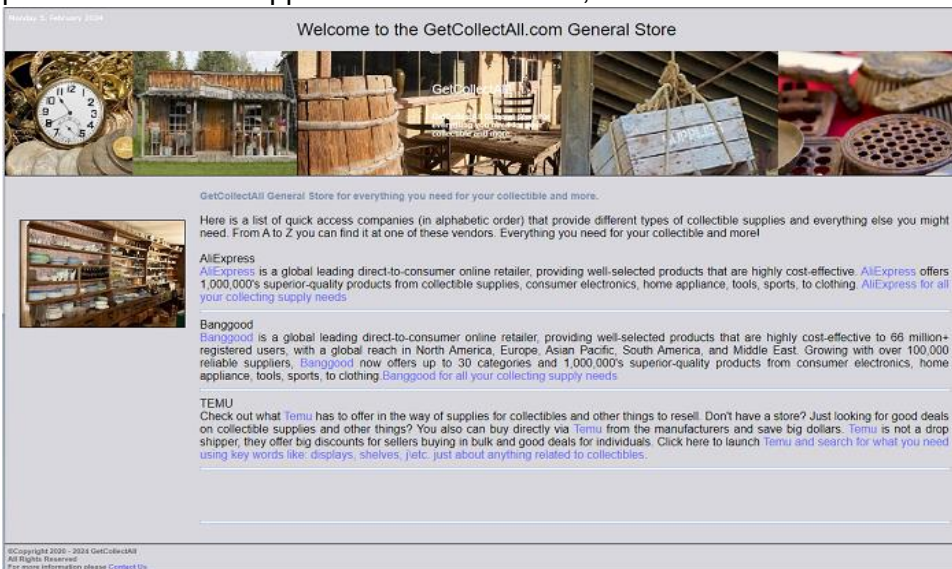
When you click on **Open** the **Change Program Image** pop-up appears with the name of the **Image** that you want to change the startup splash screen to on the right side of the pop-up window. Click on **Save** and then **Close** and the new start up splash screen will be the start up splash screen.



When you start GetCollectAll the new **Image** screen will now be the start up splash screen.



General Store - One of the great features of **GetCollectAll** is the ability to launch the **General Store** where you will find links to major suppliers around the world. The **General Store** is a link to these company's main web page where you can search for anything you might need for your collectible or for anything else you need. As we partner with more suppliers around the world, we will continue to add links to them on the **General Store** page.



Supplies - When you open a **Folder** then start adding **Items** to the folder on the **Items** screen there is a button called **Supplies**.

