

"Collections" Module

The [Collections] Module allows to create an inventory of CDs, DVDs and books, and to know the value of your collections.

For ease of input, MyPrivate is connected to the Amazon database. This can be queried by barcode or by keywords.

Items that do not have a bar code can still be searched for manually.

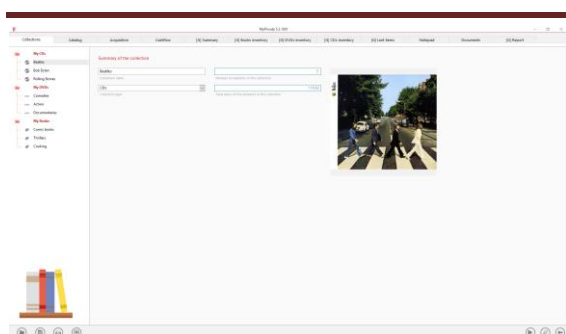
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Summary of module tabs

[Collections]	Summary of the collection
[Catalogue]	List of objects in the collection
[Acquisition]	Scan and add objects
[Cashflow]	General cash inputs and outputs
[Summary]	Summary of all collections
[Books inventory]	Complete inventory of books
[DVDs inventory]	Complete inventory of DVDs
[CDs inventory]	Complete inventory of CDs
[Lent items]	List of lent items
[Notepad]	Area for various notes
[Documents]	Non-financial documents
[Reports]	Selection of information to print

[Collections]



The first tab of the module, the [Collections] tab, displays a summary of the contents of the selected collection.

Each time you open the [Collections] module, MyPrivate randomly displays an image of the collection.

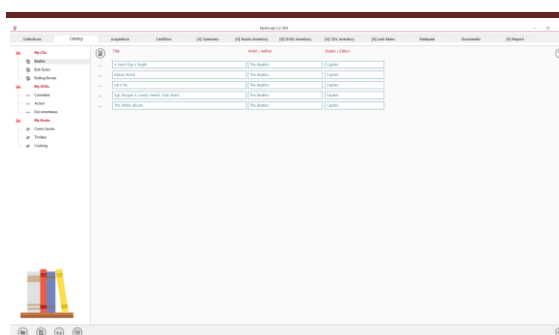
Special fields:

[Collection type]:

So that the items can be found on the Internet, it is essential to select a collection type from the drop-down menu.

A [Wish List] is a list created for future purchases. It works like a normal collection, but it does not appear in the inventory lists and is not valued because it is a matter of future acquisitions.

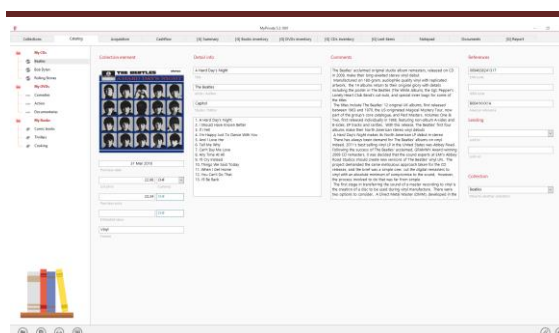
[Catalogue] - Summary



This tab displays the complete list of objects in the selected collection.

To view and/or edit the details of a record, click on the [...] field on its left.

[Catalogue] - Details



This tab allows you to add detailed information about the objects in the collection.

For objects searched on the Internet, most of the fields will be filled in automatically.

Special fields:

[Suggested price]:

Price and currency displayed on Amazon web services.

[Purchase price]:

Price displayed in base currency. The exchange rate used is visible in the [Currencies] tab of the [Bank accounts] module.

[Estimated value]:

Actual price paid if different from the calculated price, or current value.

[Format]:

For example, DVDs, Blu-ray, Paperback, etc.

[EAN code]:

The European Article Number (EAN) is a standardised bar code with a 12- or 13-digit product identification number. Each EAN identifies a single product, its manufacturer and its characteristics. It is usually printed as a bar code on the label of a product or on the packaging.

[ISBN Code]:

The International Standard Book Number (ISBN) is a unique bar code that identifies published books. Each ISBN identifies a single book. It has 10 or 13 digits. All ISBNs allocated since 1 January 2007 have 13 digits. In general, the ISBN is printed on the back cover of the book.

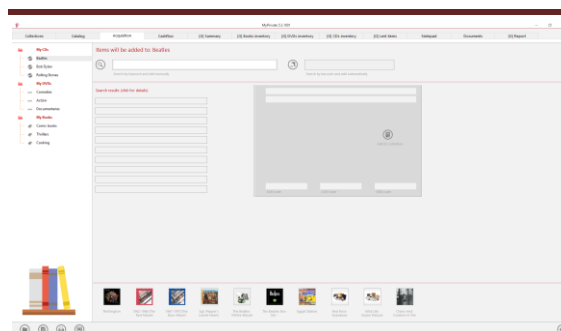
[Amazon Reference]:

Searches are made in the Amazon database and most articles also have an Amazon reference, which will display automatically.

[Move to another collection]:

This drop-down menu allows you to select the collection to which an article can be moved from the existing collection. This may be necessary in the case of incorrect classification of an item in a collection, or in the case of acquisition of an item from the wish list.

[Acquisition]



All the books, DVDs and CDs from the different collections will be added from this screen.

By default, the [Search by keyword and add manually] field is enabled.


To make one or the other of the fields active, click on their respective icons:



Entering items and individual validation

In the [Search by barcode and add automatically] field

- scan a barcode or
- enter the barcode number and confirm with the [Enter] key.

MyPrivate searches for the corresponding object and displays it. To add it, click on the [Add to collection] button  to the right of the pocket.

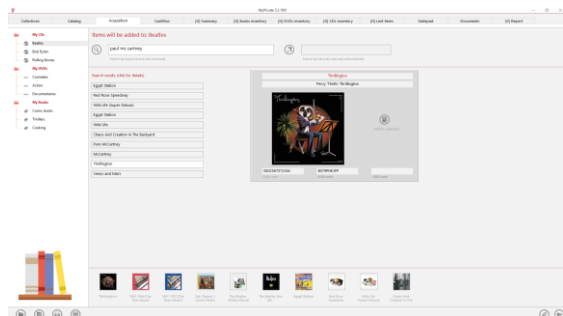
Entry of items and automatic addition

In the [Search by barcode and add automatically]

- scan a barcode or
- enter the barcode number and confirm with the [Enter] key.

MyPrivate searches for the corresponding object and automatically integrates it into the library.

Its miniature is visible at the bottom of the screen:



Keyword search:

To add an item that does not have a barcode, it is possible to search by keyword.

To do this, type the word list directly in the [Search by keyword and add manually] field, without separating them by punctuation marks.


The list may include a title, author, edition, etc. The more accurate the list, the more targeted the result will be.

MyPrivate displays the 10 results closest to the query.

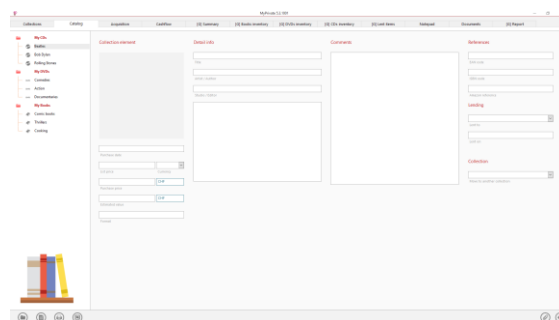
To add one of the items in the list, click on it then click on the button [Add to collection]



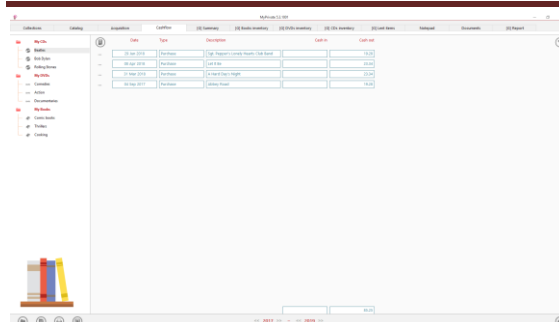
Adding an article without a search in the database:

To add an item to a collection, go to the [Catalogue] tab and click the [Add] button. 

A blank screen opens, in which the information will be inserted.



[Cashflow] - Summary



The [Cashflow] tab is used to enter expenses and revenues (for example when selling an item), and to follow the annual values automatically visible in the [Financial statements] module.

To view and/or edit the details of a record, click on the [...] field on its left.

[Cashflow] - Details

Detailed information about a purchase or sale.

[illegible]

[Summary]

[illegible]

This tab displays a summary of all collections with the number of items and the value per collection.

The first row displays a grand total.

[Books inventory]

[illegible]

This view displays a complete summary of the books in all collections.

A sort can be done by column by clicking on the title of the columns.

[DVDs Inventory]

[illegible]

This view displays a complete summary of the DVDs in all collections.

A sort can be done by column by clicking on the title of the columns.

[CDs inventory]

[illegible]

This view displays a complete summary of the CDs in all collections.

A sort can be done by column by clicking on the title of the columns.

[Lent items]

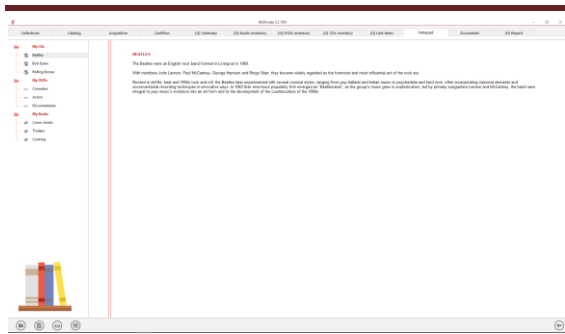
[illegible]

List of lent items. This list is automatically created when objects are assigned to a person in the [Lent to] field of the [Catalogue] tab.

When an object has been returned, click on the triangle to the right of the record, then on the text [This item has been returned].

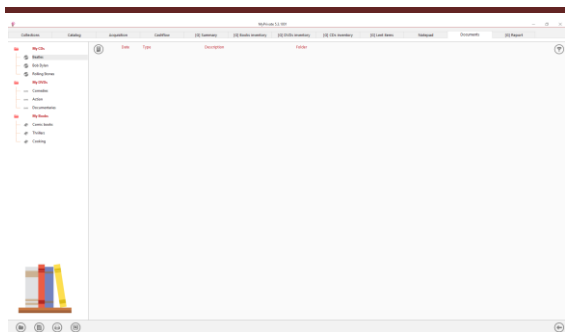
The object automatically disappears from the list of lent items.

[Notepad]



This tab allows you to enter various notes related to each object in the collections module.

[Documents] - Summary



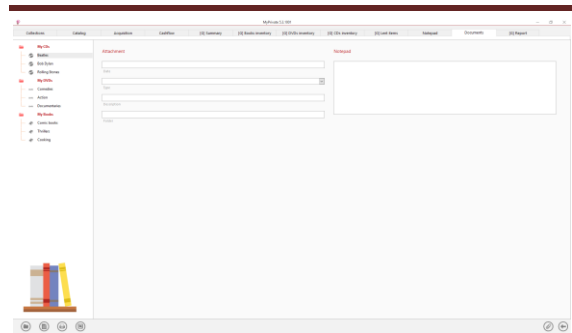
This tab allows you to scan and preserve all types of documents by assigning them a date, a type and a title. A summary of documents related to the object is displayed and allows a quick view of the documents available.

To add a new document, click on the icon



The following screen opens:

[Documents] - Details



Enter the date of the document, a type (select an existing type from the drop-down menu or enter a new one) and a description. These three items will appear in the [Documents] - Summary. The [Notepad] field is for adding additional information.

Once these fields are filled, click on the icon

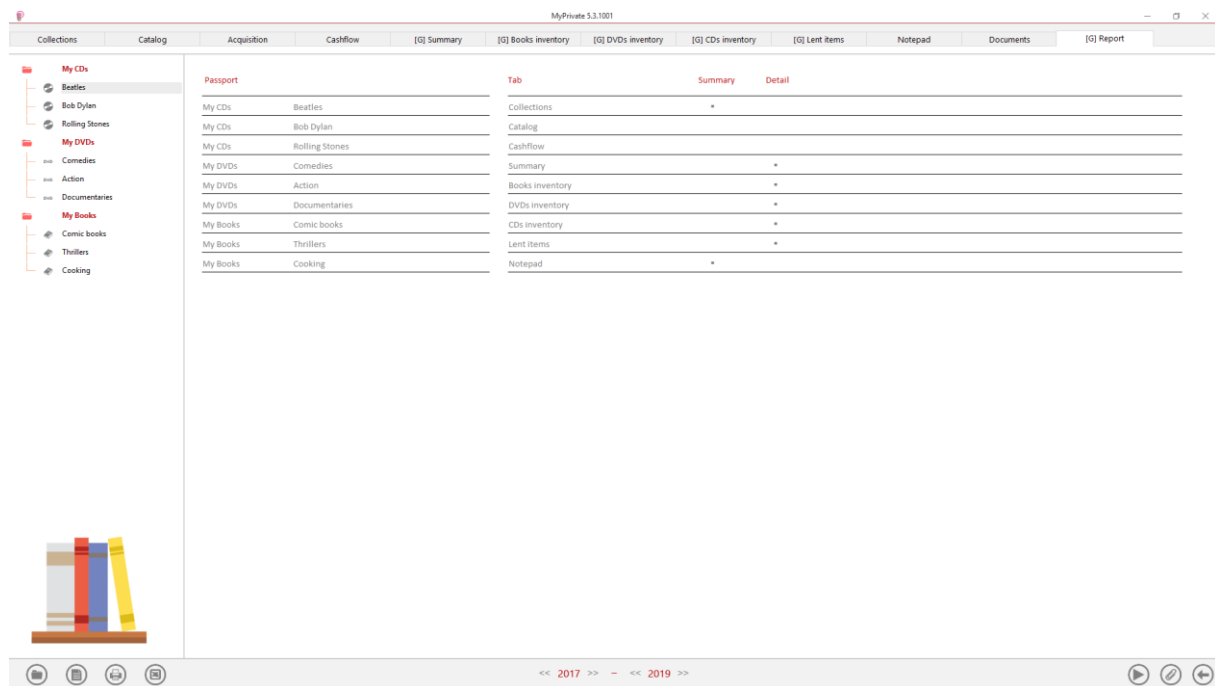


to start scanning documents.

For scanning and document integration, refer to the "Document Management" user manual.

[Reports]

This tab allows you to choose which passports and tabs to print



Select/deselect the data to be printed by clicking on the corresponding line(s) and column(s).


The choices are

- Passports
- Tabs - Summary and details

The selected passports and tabs are marked with the character [✓].

For some tabs it is possible to print the summary and/or the details.

When a print option is not available, it is indicated by the character [▪].

Once the information to be printed has been chosen, click on the button  then choose the [Generate Report] option.

MyPrivate prepares a PDF file that will be ready for printing.