

SPORTSCARD



ORGANIZER

Version 2.0

Owner's Manual

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How to Install

Sportscard Organizer is built using Microsoft Access. Therefore, you will need Access 97 or higher installed on your computer. If you do not have any of these versions of Access installed on your computer, you will need to run the setup program that will install the runtime version of Access, which will allow you to run the software.

1. Load the CD into the CD-ROM drive.
2. Press the Start button and select Run.
3. Click on the Browse button.
4. Select the drive that is your CD-ROM drive.
5. Select the proper setup file:
 - If you are installing the demo version of Sportscard Organizer 2.0:
 - i. Open sprtscrddemo97.exe **if you have Access 97 on your computer**
 - ii. Open sprtscrddemo2000.exe **if you have Access 2000 or higher on your computer**
 - iii. Open the folder called No Access Demo and open setup.exe **if you do not have Access on your computer**. Choose the Typical Installation option when prompted.
 - If you are installing the full version of Sportscard Organizer 2.0:
 - i. Open sprtscrd97.exe **if you have Access 97 on your computer**
 - ii. Open sprtscrd2000.exe **if you have Access 2000 or higher on your computer**
 - iii. Open the folder called No Access and open setup.exe **if you do not have Access on your computer**. Choose the Typical Installation option when prompted.
 - If you are installing the Upgrade Version of Sportscard Organizer 2.0:
 - i. Open sprtscrd97.exe **if you have Access 97 on your computer**
 - ii. Open sprtscrd2000.exe **if you have Access 2000 or higher on your computer**
 - iii. Open sprtscrd97noaccess.exe **if you do not have Access on your computer**.
6. Follow the instructions on the screen.

Note to users upgrading from Version 1.0 to Version 2.0: If you wish to delete Version 1.0 after you have installed Version 2.0, do not select Uninstall Sportscard Organizer from the Start Menu. This will cause Version 2.0 to be deleted as well. To delete Version 1.0, go to Windows Explorer and delete the Sportscard Organizer folder located at C:\Program Files\Sportscard Organizer. You should also convert any old data before deleting Version 1.0.

Minimum System Requirements

- Pentium Processor 166
- Windows 95, 98, NT, ME, 2000, or XP
- 128 Meg of RAM
- 50 Mb of hard drive space
- 1024 X 768 screen resolution
- CD-ROM drive
- Scanner – to scan and import card images (optional)

New Features in Version 2.0

Sportscard Organizer has been redesigned with added features and easier methods of entering your cards. Some of the changes to Sportscard Organizer include:

- Easier method of moving a card from the Catalog to the Tracking List.
- Condition field added to the Catalog screen. This allows you to enter multiple instances of the same card if they are in different conditions. This is helpful for vintage cards that are common in varying conditions.
- Team field added to the Tracking List screen. Now you can enter a player's team, view your cards by team, and run reports based on teams.
- Category field added to the Tracking List screen. Now you can enter the sport of the card, view your cards by sport, and run reports based on the sport.
- On-screen help. From the menu bar at the top of each screen, simply select Help. You can easily access the main information contained in the Manual.
- A customizable field added to the Tracking List screens. You can name the field whatever you want to store specific information that you wish to track.

- Purchase Price and Date fields added. Now you can track how much you paid for a card versus what it is worth now.
- Redesigned Tracking List screens display your card's information in a better way.
- New and improved reports detailing your collection.
- When you print reports from print preview, you can choose to print all pages or select certain pages.
- Print a report directly from a Tracking List screen showing all the card's information including price history, memo, and photos.
- For users of Sportscard Organizer 1.0, convert your old data to use in version 2.0.

How to Convert Old Data from Version 1.0

This section is only applies to those who have Sportscard Organizer 1.0 installed. In order to use all the data that was entered into Version 1.0, you need to import and convert it to use in Version 2.0. The first step is to locate the data file of your old data. You should find it in the C:\Program Files\Sportscard Organizer folder. The file is called data.mdb. Copy this file and re-name it as dataold.mdb. Then move it to the folder that Version 2.0 is located. It should be C:\Program Files\Sportscard Organizer 2.0. When you open Sportscard Organizer 2.0, Select the About menu, then Convert Old Data. Your data will be imported and converted to the new format. Depending on how many cards you had entered in Version 1.0 and the speed of your computer, the import and conversion could take a few minutes. For cards that have been entered into the Tracking List in the older version, the multipliers used will be updated to the new ones in Version 2.0. For common cards only entered into the Catalog, the Condition will be set to 'Unknown'. **Note: Any data entered prior to converting data will overwrite old data and may cause the conversion process to stall.**

Main Menu

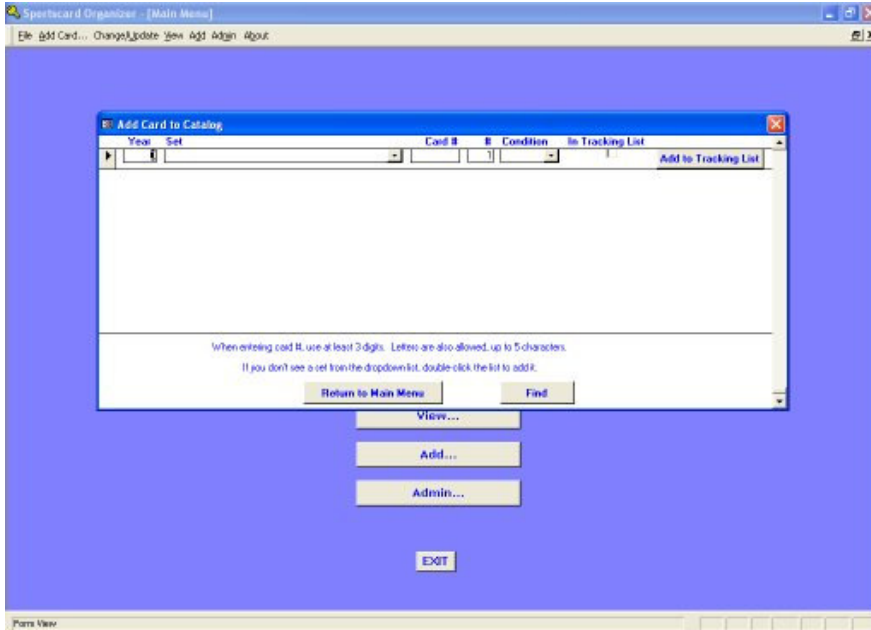


The Main Menu is the first screen that appears when you open the program. From this screen you can do five things:

- Add Card – Add card to the Catalog or Tracking List
- Change/Update – Remove card from the Tracking List, change the quantity of cards in the Catalog, or update the price of a card
- View – View cards by player, set, team, or category
- Add – Add a new player, set, team, or category
- Admin – Change the name of the custom field or run reports

How to Enter Cards

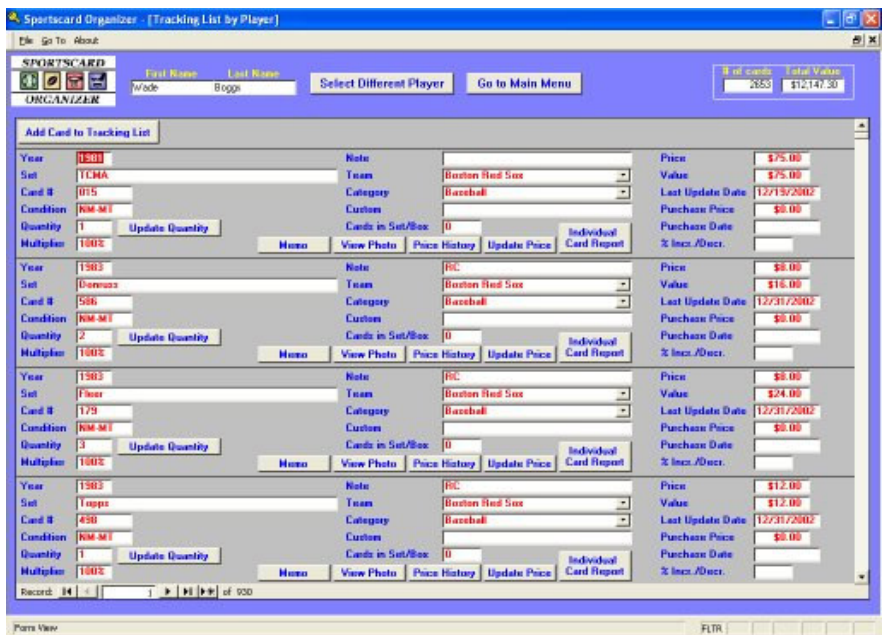
First, a card is entered into the Catalog. If you also wish to track the price of the card or enter more detail about the card, the card must then be added to the Tracking List. When entering common cards that don't require further information, all that is required is to enter the cards into the Catalog.



To enter a card into the Catalog, from the Main Menu, click on the button labeled 'Add Card...'. Then click on 'Add New Card to Catalog'. A window will appear and you can begin entering cards. Enter the year, set, card number, quantity (#), and condition of cards you have. There are 12 different conditions to choose from based on the most popular grading methods. If you are just entering common cards, you can select 'Unknown' as the condition rather than grade each one. For cards in Gem Mint condition or if a card has been graded, you may want to select 'Custom' as the condition. This will allow you to bypass the default multiplier on the Tracking List screen and enter a custom multiplier to reflect the higher value that card will have.

When entering the card number, the number must be between three and five digits long. If the card number is '1', then it would get entered as '001'. You may use numbers as well as letters (for example, 009A or WB1). When entering complete sets, we suggest that you use '000' for the Card #. For unopened boxes or other non-card listings, use '999' or some other high number so it will not get confused with a regular card from the set. The set can be chosen from the drop-down menu. If you do not see a set in the list, then double click on the drop-down menu and a window will appear that will allow you to enter the name of the set. When you do that, you will return to the Catalog Form and you can re-enter the information. For an alternative way to enter a new set, see [How To Add a Set](#) later in this manual. To allow for faster selection of a set, you may begin typing the name of the set and it will begin to appear.

Note: If you try to enter a card that has already been entered to the Catalog, you will get an error message telling you that a duplicate record exists. Click the OK button and press the Esc key a few times to clear the line. Then locate the card from the list using the scroll bar on the right and increase the number of cards you have accordingly. You can also find the card from the list by clicking on the 'Find' button.



Once the card is entered into the Catalog, if you wish to individually track that card, you need to enter it into the Tracking List. Cards are entered into the Tracking List based on a player's name. If more than one player is listed on the card, you must choose which one to list in the Tracking List. There is room in the Note field to list the other player(s) on the card for searching purposes. There are three ways to enter a card to the Tracking List. 1) From the Main Menu, click on 'Add Card...' then 'Add Card from Catalog to Tracking List'. 2) From the Add Card to Catalog screen, click on 'Add Card to Tracking List' button next to the card you wish to add. 3) From the Tracking List by Player screen, click on the 'Add Card to Tracking List' button. For options 1 and 2, you will be asked to select a player. If you do not see the name of the player you want, then double click on the drop-down menu and a window will appear that will allow you to enter a new name. For an alternative way to enter a new player, see [How To Add a Player](#) later in this manual.

Note: Complete Sets and other non-card items (such as unopened boxes or autographed baseballs) can be entered by using a first name, last name type format. For example, Complete Sets can be entered using Complete as the "first name" and Set as the "last name".

If you choose option 2 above to add a card to the Tracking List, once the player is selected, the information from the Catalog will automatically be entered and you can start entering the rest of the information for that card. If you choose the other methods, once you select a player, you will be taken to the Tracking List by Player screen. To add a new card to the list, click on the 'Add Card to Tracking List' button. From the drop-down menu, select the card that you wish to add. The Year, Set, Card Number, Condition, Quantity, and Multiplier will automatically be entered from the Catalog. Note: If the Condition of the card was set to 'Custom' when it was entered into the Catalog, the Multiplier field will be blank allowing you to enter a custom Multiplier that is appropriate for that card. For example, a PSA 10 graded card might have a 400% multiplier over the listed price in a price guide. You would then enter 400% for the Multiplier. For cards that have a Condition other than Custom or Unknown, a specific multiplier is assigned to that card based on the year and condition. See Table 1 for the percentage of price by grade and year. This is the multiplier that will be used for that card.

The Tracking List screen allows you to enter more information for a card including a Note (for a further description of the card), Team (from a drop-down menu), Category (either the sport of the player or a special designation like memorabilia), Custom (a customizable field of your choice), Cards in Set/Box (see below), Price (the listed price in a price guide – **required field**), Value (automatically entered based on the Price, Multiplier, and Quantity), Last Update Date (the date the card was added or the date of the most recent price update – **required field**), Purchase Price, Purchase Date, and Percentage Increase/Decrease between the Purchase Price and the current Price of the card. Cards in Set/Box helps keep track of the total number of cards in your collection. This field should only be used when you are entering Complete Sets or other listings that you only wish to list once but have multiple cards such as unopened boxes. For example, if a complete set you are entering has 100 cards, you would put '100' in the field. If you have an unopened box and it contains 150 cards, then you would put '150' in the field. If you are just entering a particular player's card, then you should put '0' in that field. The default is 0. It is impossible to add the same card more than once to the Tracking List. If you try to enter a card that is already in the list, a message will appear telling you that a duplicate record exists.

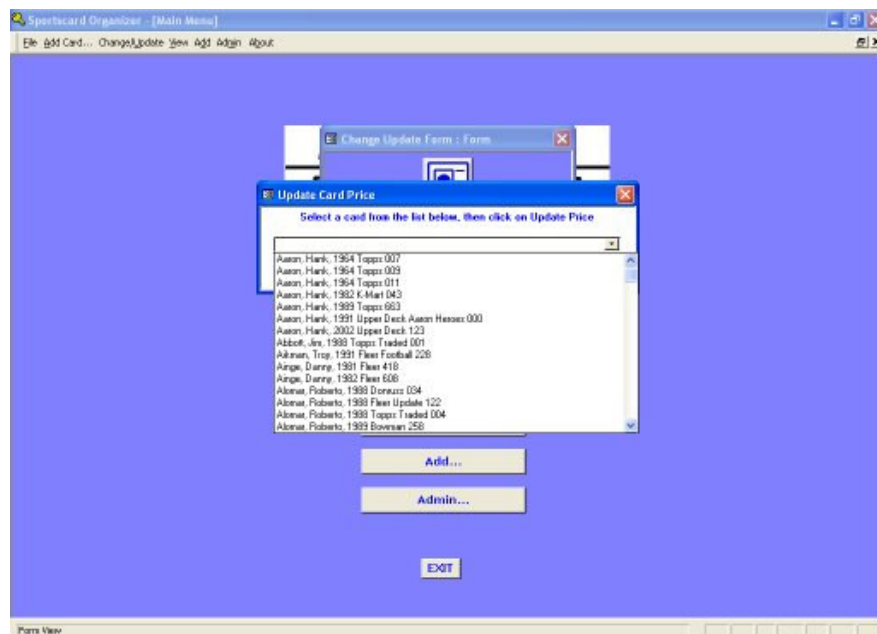
Also located on the Tracking List screens are several buttons. The 'Memo' button allows you to enter more detailed information beyond what you can enter into the Note field. The 'View Photo' button will open a window where you can import up to two images of the card. The 'Price History' button will open a window showing the history of the price of that card over time. The 'Update Price' button is where you can update the price of the card if it has changed. The 'View Individual Card Report' button will generate a report showing all the information for that particular card. Finally, the 'Update Quantity' button will allow you to quickly and easily update the number of cards you have.

Table 1

	Percentage of Price by Grade and Year			
	<u>Pre-1960</u>	<u>1960-80</u>	<u>1981-89</u>	<u>1990-Present</u>
Mint	300%	250%	115%	100%
NM-MT	175%	150%	100%	100%
NM	100%	100%	60%	50%
EX-NM	75%	60%	40%	30%
EX	50%	40%	25%	20%
VG-EX	40%	30%	20%	15%
VG	30%	20%	15%	10%
GD-VG	20%	15%	10%	5%
Good	15%	10%	5%	5%
PR-FR	5%	5%	5%	5%

How to Update the Price of a Card

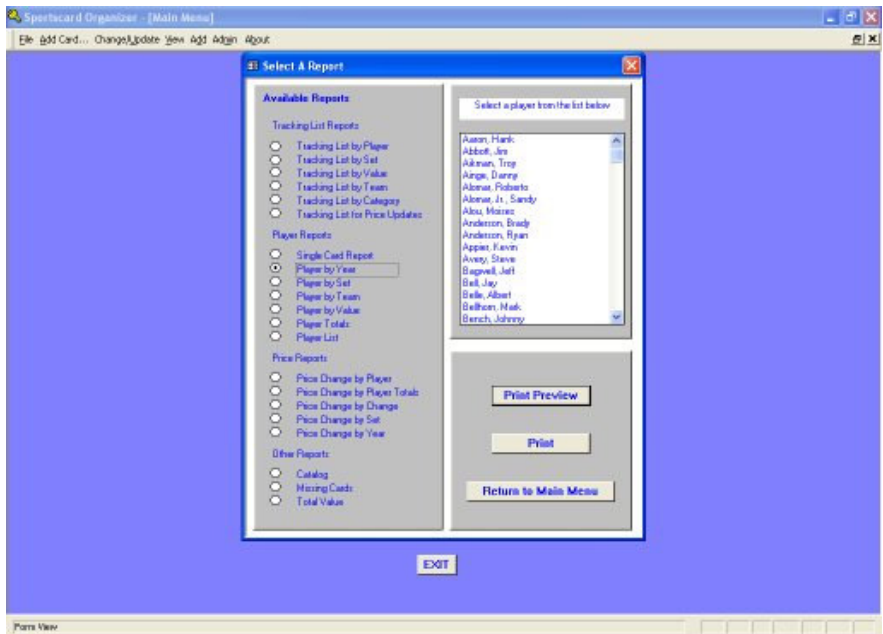
You can choose to update the price of your cards with any price guide that you want and as often as you want, whether that is every month, every year, or whenever you feel like it. To update the price of a card, go to the Main Menu screen and click on 'Change/Update...' then 'Update Card Price'. From the drop-down menu, select the card that you want to go to. The cards are in alphabetical order by last name, then by year, set, and card number. To help you get to a card faster, you can begin typing the player's last name. When the proper card is selected, click on the Update Price button. A window will appear where you can enter the new price and then the date that reflects that new price. You can then return to the Main Menu or update the price of another card. Another way to update the price of a card is from any of the Tracking List screens. From the Tracking List screen, click on the 'Update Price' button to update that card's price.





Reports

There are 20 different reports that can be printed from Sportscard Organizer. To view the reports, click on the 'Admin...' button from the Main Menu, then the 'Run Reports' button. If you select Print Preview, the report results can be exported (saved) to another file and format. In addition, since some of the reports can get quite large depending on the number of cards you have entered into the software, if you choose Print Preview before you print the reports you can choose which pages you want to print rather than print the entire report. If you installed the version for Access 97 or No Access, click on the Save As/Export button and choose 'To an External File or Database'. If you installed the version for Access 2000 or higher, click on the Export Button.



- **Tracking List** reports. These reports print a list of all cards that have been entered to the Tracking List screen. The reports can be printed either alphabetically by player name, by set, by descending value of the card, by team, or by category. If you choose by team, a list of the teams available will appear on the right. Select the team you want before selecting Print or Print Preview. If you choose by category, a list of the categories will appear on the right. Select the category you want before selecting Print or Print Preview.

- **Player** reports. These reports print a list of all the cards of a particular player that have been entered to the Tracking List screen. These reports list more details about the cards than you will get from the Tracking List reports. The reports can be printed either by year, set, team, or descending value. When you choose any of the Player reports, a list of the available players will appear on the right. Select the player you want before selecting Print or Print Preview.
- **Price** reports. These reports print a list of the cards that have been entered to the Tracking List screen that have changed in price since they have been entered. The reports show the percentage change for the cards. The report can be printed five ways: either alphabetically by player, by player totals, by descending percentage change in price, by set, or by year.
- **Tracking List for Price Updates** report. This report prints out a list of all the cards that have been entered to the Tracking List screen. It is designed to allow you to write down the new price of a card to be entered later into the software.
- **Single Card** report. This report shows all the information entered for a specific card that has been entered to the Tracking List screen. When you select this report, you will be prompted to select the specific card you wish to run the report for.
- **Player Totals** report. This report shows how many cards you have of a specific player, the total value of those cards, what percentage those cards are to the total number of cards you have entered into the Tracking List, and the percentage of the total value of your collection.
- **Player List** report. This report prints a list similar to the Player report, but in a different format. It is more compact to allow you to take it to card shows so you know what cards you have.
- **Catalog** report. This report prints out a list of every card entered into the Catalog.
- **Missing Cards** report. This report prints a list of the missing cards needed to complete a set. When this report is selected, you will be prompted to select the year and set from a drop-down list. Then you will be asked to enter the total number of cards in the set (up to a maximum of 999). This report only works for sets that have specific numbers for the cards within the set. For example, for some insert sets, the cards are either unnumbered or the numbering is based on the player's name such as WB1. This report cannot determine which cards you are missing to complete those sets.
- **Total Value** report. This report shows how many cards you have entered into the Catalog, the number of cards you have entered into the Tracking List, the initial value of all cards entered into the Tracking List, the current value of all cards entered into the Tracking List, and the change in value from the initial value to the current value.

How to Delete a Card or Update the Quantity of a Card

There are two ways to delete a card. You can delete a card from the Tracking List, no matter how many you have of that card. This will remove the card(s) from the Tracking List, but will still keep them in the Catalog. You can use this option if you no longer wish to track the price of a card. You can also delete a card from the Catalog. This is helpful if you sell or trade a card from your collection.

- Delete a card from the Tracking List

To delete a card from the Tracking List, click on the 'Change/Update...' button from the Main Menu, then click on 'Remove Card From Tracking List'. A window will appear where you can select the specific card you wish to remove. The number you see on the right is just a unique number assigned to that card. After you have selected the card, click the Remove button. When you do so, you will get a confirmation message that the card has been removed from the Tracking List.

- Delete a card from the Catalog or update the quantity of a card

To delete one or more cards from the Catalog, click on the 'Change/Update...' button from the Main Menu, then click on 'Change Quantity of Card in Catalog'. A window will appear where you can select the specific card you wish to change. Once selected and the Update button is pressed, you will get another window showing the year, set, card number, and the quantity you have. If you are just changing the quantity of cards for that listing, type in the new number. If, however, you are removing all of the cards, click on the 'Delete All Cards' button. Do not just put

'0' for the # field. When you click on 'Delete All Cards', you will be prompted to accept the deletion or to cancel it. To return to the Main Menu, click on the button labeled 'Return to Main Menu'.

You can also change the quantity of a card or delete the card from both the Tracking List and the Catalog from the Tracking List screens. Just click on the 'Update Quantity' button and follow the instructions. Again, if you are just changing the quantity of cards for that listing, type in the new number. If, however, you are removing all of the cards, click on the 'Delete All Cards' button.

How to Add a Player, Set, Team, or Category

Because cards you wish to enter into the Tracking List are entered by the player's name, you may need to enter a new name if the player you want is not in the list of available players. If you need to add a new name, go to the Main Menu and click on the 'Add...' button, then click 'Add New Player'. A window will appear where you can enter the first and last name of the player. To keep track of sets or other items, choose an appropriate first name and last name (i.e. first name 'Complete' and last name 'Set' for a Complete Set).

Sportscard Organizer comes pre-loaded with over 1,000 sets and non-sports card listings. To add a new set to the software, go to the Main Menu and click on the 'Add...' button, then click 'Add New Set'. A window will appear that will allow you to add a new set (including insert sets). Note: If you wish to add any non-card items, such as starting lineup figures or autographed baseballs, for example, create a 'set' for these items.

Sportscard Organizer also comes pre-loaded with some team names. To add a new team, go to the Main Menu and click on the 'Add...' button, then click 'Add New Team'. A window will appear that will allow you to add a new team.

Finally, Sportscard Organizer comes pre-loaded with different categories to allow you to separate your cards into different sports or classifications such as memorabilia. To add a new category, go to the Main Menu and click on the 'Add...' button, then click 'Add New Category'. A window will appear that will allow you to add a new category.

In addition to these methods of adding a player, set, or team, certain screens will allow you to double click on drop-down menus to add them.

How to Add a Photo

Sportscard Organizer allows you to add up to two scanned photos of a particular card. You can scan the front as well as the back of the card. This can be helpful if you wish to document the serial number of a card that is typically located on the back of the card. First, scan the card you wish to add to Sportscard Organizer and save it on your computer. Next, go to the Tracking List by Player, Set, Team, or Category screen, locate the card, and click on the View Photo button. In one of the blue areas, right click with your mouse and click on Insert Object. To locate the file, click on the Browse button and select the proper file then click on the OK button. To delete a photo you have added, click on the photo once and press the Delete key on your keyboard. The image will be linked to the file. If you later move the location of the file, you may lose the link to the image. If that happens, you will have to locate where the file is and insert it again. Therefore, it is suggested that you place all of your scanned cards in one common folder. **Note: When inserting an image, you may find that only the file name appears in the window, rather than the image, or you encounter a message referring to an OLE server. To solve this, simply open a graphics program, open the image you want to insert, then return to Sportscard Organizer and follow the process above. The image should now appear.**



Other Items

- SportsCard Organizer has a customizable field, which you can name to store specific information in the Tracking List screens. To change the name of the custom field, click on 'Admin...' from the Main Menu, and then click on 'Change Name of Custom Field'. A screen will appear where you can enter the new name of the field.
- In addition to viewing all the cards of a particular player, you can also view all the cards you have in a particular set, all the cards you have for a particular team, or all the cards you have for a particular category. To do this, go to the Main Menu and click on the 'View...' button, then click on the 'View Cards by Set', 'View Cards by Team', or 'View Cards by Category' button. From the drop-down menu, click on the set, team, or category you want to go to then click on the 'Go to Set', 'Go to Team', or 'Go to Category' button.

From the Tracking List by Player, Tracking List by Set, Tracking List by Team, or Tracking List by Category screen the total number of cards and the total value are displayed in the top right-hand corner of the screen. To see how many different cards you have of a player, set, team, or category look at the bottom left of the screen. Next to the ▶ * button will be the number of records for that player, set, team, or category which corresponds to the number of different cards.

- If you acquire another card that you have already entered into the Catalog, click on 'Change/Update...' from the Main Menu, then click on 'Change Quantity of Card in Catalog'. From the drop-down menu, select the card that you want to update, and then click on 'Update'. A new window will appear where you can update the quantity of cards you now have. If the card is also listed in the Tracking List, the quantity will automatically be updated to reflect the change.
- From every screen, you can also select options from the menu bar at the top of the screen. These options are the same as clicking on the various buttons found on the screen.
- From the Tracking List by Player, Tracking List by Set, Tracking List by Team, and Tracking List by Category screens, you can do a search on the records by clicking on the 'Find' button. This can be helpful to find a specific card if you have many entries for a particular player, set, team, or category. You can also search for a card from the Add Card to Catalog screen by clicking on the 'Find' button.
- From the Tracking List by Player, Tracking List by Set, Tracking List by Team, or Tracking List by Category screen, you can click on the Price History button for a particular card to get a graphical representation of the price history of a card. This is a nice way to see how the price of your card has changed over time. To the left of the graph, you will also see a listing of the historical prices for that card.



- Some of the screens and reports in Sportscard Organizer refer to Price and Value. Price refers to the listing in the price guide you choose to use. Value takes into consideration the Price, Condition, and the number of cards you have. For instance, if the listing in the price guide for a card is \$2.00, then the Price is \$2.00. If you have three of those cards and they are all Mint, then the Value will show as \$6.00 (\$2.00 X 3 cards). If you have a pre-1960 card that is listed for \$20.00 and it is in EX condition, then the Price would be \$20.00 and the Value would be \$10.00 (\$20.00 X 50% for an EX condition card).
- It is suggested that you periodically backup your data to a disc or other drive in case something happens to your computer. Using Windows Explorer, locate the data.mdb file located at C:\Program Files\Sportscard Organizer 2.0. Depending on how many cards you have entered into the software, the file may be too large to fit on a standard floppy disk. If that is the case, you will need to either copy the file to a CD-ROM or other removable drive or disk.
- Depending on the number of cards entered into the software and the speed of your computer, some of the tasks, such as updating a card's price or viewing reports might take a few seconds to process.