

How To Manage Your Collection and Business Inventory

A. TRACK “COLLECTIONS”

Registered users can track and manage their private collections (and also separately track business inventory) within CRM’s database. All identifying information about your collection is private and not shared with other site users.

View Your Collection

ADD SCREENSHOT OF A COLLECTION

Details for each item your collection that can be tracked include its condition, defects, estimated (and paid) value, date of acquisition, from who the item was acquired, and its location (where you have stored that item). A user may also create and apply customized categories and sub-categories to track items in their collection. Custom categories can be created to fit the user’s needs and organization style, and, once established, these categories can be used in searches.

To track your collection, you must first be a registered user. See “*How To Become A Registered User*” if you are not already a registered user.

View Your Collected Items While Searching

Within a set of search results is a “Have” column which, when you have entered your collection, will display whether you have a copy of that item.

Thorogood, George									
<i>Related bands include: "George Thorogood & The Delaware Destroyers", "George Thorogood & The Destroyers", "George Thorogood & The Destroyers (With Elvin Bishop And Johnny Johnson)", "George Thorogood And The Destroyers", and "The Boston Basketball Band"</i>									
7" Single — Australia									
EMI America (AUS)									
Catalog #	Version	Description	M-Value	Year	PP	Have	Want	Market	PG
AMI-1839	(v1)(sc)(p)	Reelin' & Rockin' (Edit) // Bottom Of The Sea <i>Gray labels with "Sample Not For Sale"</i>	rk//—	\$10	'86	<input checked="" type="checkbox"/> 1 / 1	<input type="checkbox"/> 0	0 / 0	PG's
AMI-1839	(v2)(sc)	Reelin' & Rockin' (Edit) // Bottom Of The Sea <i>Gray labels stock issue</i>	rk//—	\$12	'86	<input type="checkbox"/> 0	<input type="checkbox"/> 0	0 / 0	PG's

If you have the item, the box will be checked.

The number immediately to the right of the checked box indicates how many copies of the item you have.

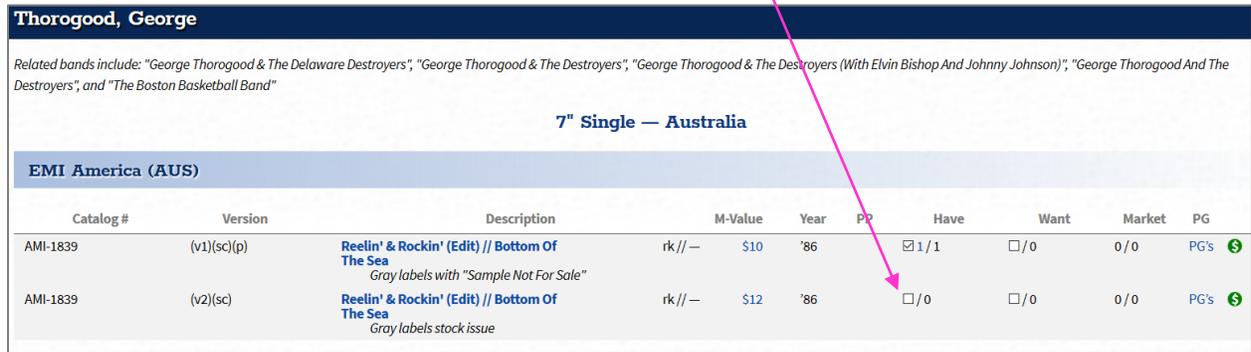
The number after the backslash is the number of these items that have been reported as being owned by all site users.

B. ADD A COLLECTION ENTRY

Within Search results a registered user can quickly add any item currently in the CRM database to their collection. **If an item is not currently in the CRM database, please see...**

To add an item from the CRM database is one easy step:

- Click on an empty box, the box will then show checkmark inside and a number "1" will appear to the right of the now checked box



Thorogood, George

Related bands include: "George Thorogood & The Delaware Destroyers", "George Thorogood & The Destroyers", "George Thorogood & The Destroyers (With Elvin Bishop And Johnny Johnson)", "George Thorogood And The Destroyers", and "The Boston Basketball Band"

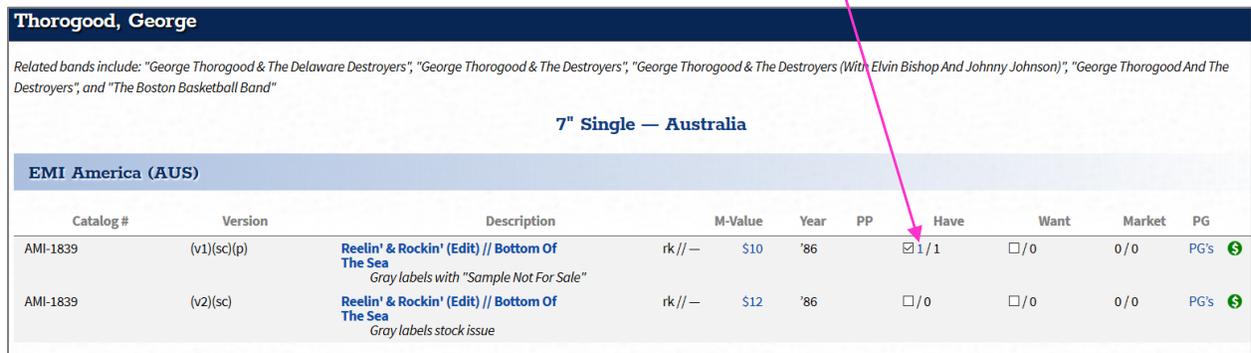
7" Single — Australia

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Catalog #	Version	Description	M-Value	Year	PP	Have	Want	Market	PG
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INSERT PHOTO OF THE "1" APPEARING.

Now that the item has been added to the user's collection the user has the option to add more information about the item in the collection, if desired. This can be done by clicking on the number to the right of the checked box (before the back slash).



Thorogood, George

Related bands include: "George Thorogood & The Delaware Destroyers", "George Thorogood & The Destroyers", "George Thorogood & The Destroyers (With Elvin Bishop And Johnny Johnson)", "George Thorogood And The Destroyers", and "The Boston Basketball Band"

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This brings up a new screen with **11** fields of optional information that can be saved about a collection item (see image that follows). Entered information is private and not shared with others on the site. The count of particular items that all users report owning is public, however all information specific to the user (including who owns an item) is private.

7" Single — Australia

EMI America

AMI-1839 (v2)(sc) (1986) George Thorogood *Reelin' & Rockin' (Edit) // Bottom Of The Sea*

Gray labels stock issue

Created Saturday, December 7, 2019 7:32:00 PM PST

1 Condition: not selected

2 Condition Notes:

3

4 Group: not selected

5 Public Accounting: Yes No

6 Estimated Value: USD

7 Paid Value: USD

8 Acquired:

9

10 Category/Subcategory: n/a / none [manage](#)

11 Location: n/a / none [manage](#)

UPDATE **DELETE**

The 11 types of item details that a user can choose to enter and track are described below.

1. Condition (Visual): A list of predefined conditions is provided through a drop-down selection:

Not graded	=	Not Graded
SS	=	Still sealed
M	=	Mint
M-	=	Mint minus
VG++	=	Very Good ++
VG+	=	Very Good +
VG	=	Very Good
VG-	=	Very Good -
G+	=	Good +
G	=	Good
P	=	Poor

2. Condition Notes: While the Condition grade provides an indication of the overall condition of the item the Condition Notes field provides a place to note specific nuances that can't be fully captured in a single grade. This field is a text field and provides 255 characters for notes.

3. Defects:

Warp – affects play
 Warp – not affect play
 Writing on label(s)
 Sticker on label
 Sticker stain(s)/residue on label(s)
 Tape on label
 Wring wear on sleeve
 Tear on label or sleeve
 Ink stamp on label
 Writing on sleeve/cover
 Sticker on cover
 Sticker stain(s)/residue on cover(s)
 Tape on sleeve/cover
 Ink stamp on sleeve/cover

4. Group: This field allows an item to be paired with another item (for example: a record can be paired with a cover, or sleeve or obi). This is used when creating an item for sale in the marketplace when it has more than one element as part of how it was issued. If the item is part of a Group, the Group can be viewed from the link on this screen.

5. Public Accounting: As previously noted identifying information about your collection is private (not shared with others on the site), including any information about who owns an item. The default is to allow a user's collection listing to be used by the site in the following two ways:

- a. the items is added to the count of registered users who report they have the item.
- b. When another user implements a "Reverse Auction," for this item, you will be notified that a potential buyer is offering to purchasing this item.

Should you not wish to have the item counted on the site, *you may check the "No" in this field.* Note: a potential drawback to making your collection item private is when Reverse Auctions are implemented by a potential buyer, you will not be notified that a potential buyer (another user on the site) is offering to purchasing this item.

6. Estimated Value: This field allows the user to put in their own estimated value for the item.

7. Paid Value: This field allows the user to record the amount they paid for the item.

8. Acquired: This field allows the user to record the date the item was acquired.

9. Bought From: This field allows the user to record from whom the item was acquired.

10. Category/Subcategory: A user may place the items they have in customized categories and sub-categories. These can be extremely useful when managing a private collection (or a

business inventory) that may **include consignment items**. Custom categories can be created to fit the user’s needs and organization style, and, once established, these categories can be used in searches.

Example of custom categories are as follows:

Category: Collection (All)

Sub-Category: Beatles

Sub-Category: Surf

Category: Inventory (All)

Sub-Category: Owned

Sub-Category: Purchase - Jeff

Sub-Category: Consignment – Gary

Sub-Category: Consignment – Carol

11. Location: The physical location of an item can be recorded so an item can be located easily.

A registered user can elect to enter all, some, or none of this detailed information about their item.

Once all the desired information has been entered:

- *click on the “UPDATE” button,*
- *click on the “X” in the bottom right corner of the screen to close the screen*

PERHAPS CORRECT PHOTO TO INCLUDE AN “X” IN THE BOTTOM RIGHT OF SCREEN?

7" Single — Australia
EMI America
AMI-1839 (v2)(sc) (1986) George Thorogood Reelin' & Rockin' (Edit) // Bottom Of The Sea
Gray labels stock issue

Created Saturday, December 7, 2019 7:32:00 PM PST

Condition: not selected
Condition Notes:
Group: not selected
Public Accounting: Yes No
Estimated Value: USD
Paid Value: USD
Acquired:
Category/Subcategory: n/a / none
Location: n/a / none

UPDATE DELETE

ADD HOW TO ADD IN A SECOND (THIRD, FOURTH, ETC) ITEMS

C. EDIT A COLLECTION ENTRY

Once a collection entry has been created, you may edit it at any time by clicking in the number immediately to the right of the checked box (the number of items in your collection).

Thorogood, George

Related bands include: "George Thorogood & The Delaware Destroyers", "George Thorogood & The Destroyers", "George Thorogood & The Destroyers (With Elvin Bishop And Johnny Johnson)", "George Thorogood And The Destroyers", and "The Boston Basketball Band"

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This will call up the more detailed screen and each of your collection entries can be edited and then saved by clicking **"UPDATE"**.

D. DELETE A COLLECTION ENTRY

Deleting a collection entry can be done in two possible ways.

1. Uncheck the check box will delete **all** collection entries. The user will be prompted to confirm this is desired result before **all** the collection entries are deleted.
2. Click the number next to the check box to get into the detailed collection entries. Move to the collection entry to be removed and click on **"DELETE"** to remove that entry. **THIS NEEDS MORE INFORMATION AND A SCREENSHOT.**