



Multi Collector 5 - User's guide

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Welcome to LignUp Multi Collector 5

Welcome to Multi Collector, a solution that helps to organize any collections and manage inventory of your items.

The LignUp Multi Collector is a magic solution to organize your collection!

Multi Collector is ideal for amateur as well as for professional use.

Multi Collector 5 is officially supported on

- Microsoft Windows 8, 7, Vista and XP
- Mac OS 10.6 - 10.9

A mobile version of Multi Collector is available for Android 4 and iOS 7.

We offer a free version for viewing and starting your collections available for Windows and Mac OS.

On our website <http://lignup.com>, customers will find many Video Tutorials that will help you to quickly start using our software.

Sincerely,
LignUp Team.

Download and Install

Use these instructions to INSTALL or UPDATE Multi Collector.

For WINDOWS

1. Go to 'DOWNLOAD' section of Multi Collector.
2. Choose one of the available versions: Free, Standard or PRO/Ultimate/VIP and click on the 'Download' button to start downloading.
3. Save the installation file to your computer.
4. Double click on the installation file and follow the steps in the installation process.

For MacOS

1. Go to 'DOWNLOAD' section of Multi Collector.

2. Choose one of the available versions: Free, Standard or PRO/Ultimate/VIP and click on the 'Download' button to start downloading.
3. Locate downloaded file and start it.
4. Move (drag and drop) Multi Collector to your application folder.
5. Confirm overwriting (to update Multi Collector).

Note. You can always re-install and overwrite existing versions of Multi Collector. Your database is stored in an external location; re-installation or un-installation of Multi Collector will not erase your collections (databases).

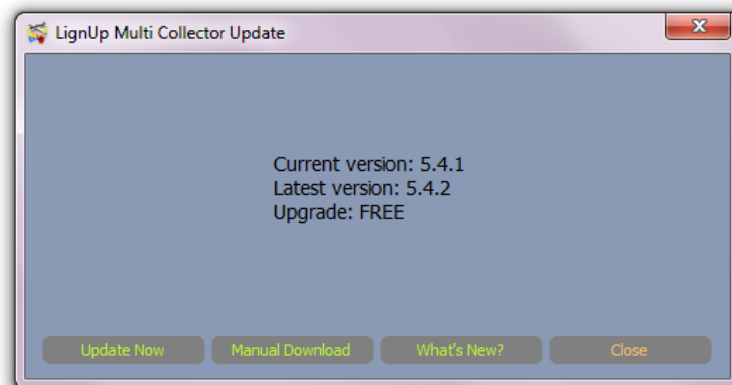
Automatic update

Customers can use the standard installation sequence to update software or to use Update Manager.

To check for updates, use menu 'Tools' -> 'Check for updates'.

Here you can see your current version and the latest version available for download. Using the 'What's New' button customers can get list of recent updates.

In the 'Upgrade' field you can see information about a customer's license upgrade capabilities - FREE or PAYABLE.



Click on 'Update Now' to start the update process. This will start the download of new software. After download completion on Mac software it will be automatically re-installed for Mac; on Windows the installer will be launched - follow the onscreen instruction to complete installation.

Register

A paid version of Multi Collector requires registration. You need to have the serial number (Registration code) to register the program.

Use pricing section to buy a Multi Collector license.

After purchase confirmation, your serial number is available immediately in the purchase confirmation web page.

A copy of the serial number (Registration code) is also available in the confirmation receipt and in the email from LignUp.

The serial number looks like six groups of four symbols. Example:

ULA1-234S-CXSZ-ZZ1X-DCCN-M234

To register, use the 'Help' menu and click on 'Register'.

Enter your serial number (copy & paste it from your email without any leading/trailing spaces) and click on 'Ok'.

Important! Your Internet connection should be active and your firewall/antivirus should allow Internet connection for Multi Collector.

Note. Lost your serial number? Contact the support team.

Note. You don't need to uninstall the trial or free version before entering your serial number. Your database will be preserved and you can continue to work, exactly where you left off.

Backup and Restore

Do not forget to do regular backups of your database.

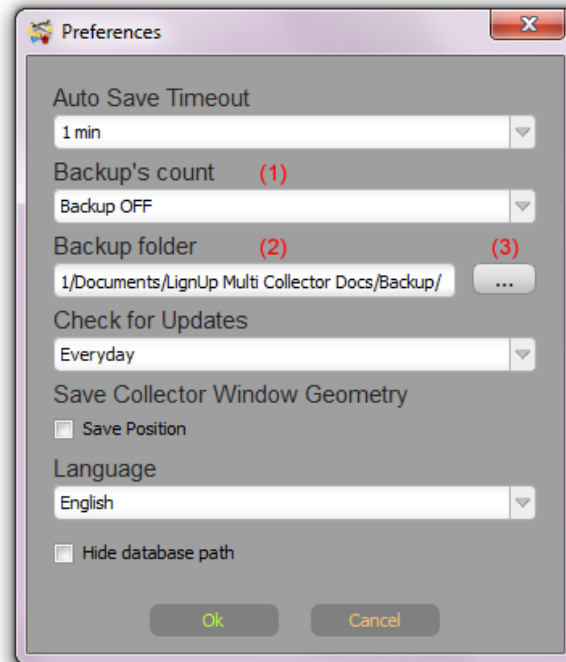
Open your database. Click on 'Backup' button in the menu. Choose the location for backup.

Write your backup on an external HDD, Flash or Compact Disc.

Automatic backup settings

'Tools' -> 'Preferences' (Windows)

'LignUp Multi Collector' -> 'Preferences...' (MacOS)



Use button '...' (3) To provide a default location for automatic backup. The current backup path is shown in the 'Backup folder' field (2).

To activate the automatic daily backup, choose a value in the 'Backup's count' dropdown list (1). This value represents the number of backups to preserve.

For example, when it is set to 3, Multi Collector will keep 3 recent backups. When new backup is created, the fourth will be automatically erased.

An automatic backup is activated every time the database is opened, but only once per day.

To deactivate the automatic backup, set the 'Backup's count' dropdown list (1) to 'Backup OFF'.

Creating new database (collection)

Use 'Database Manager' at the startup or menu File -> New to create new database (collection).

Choose one of the available options:

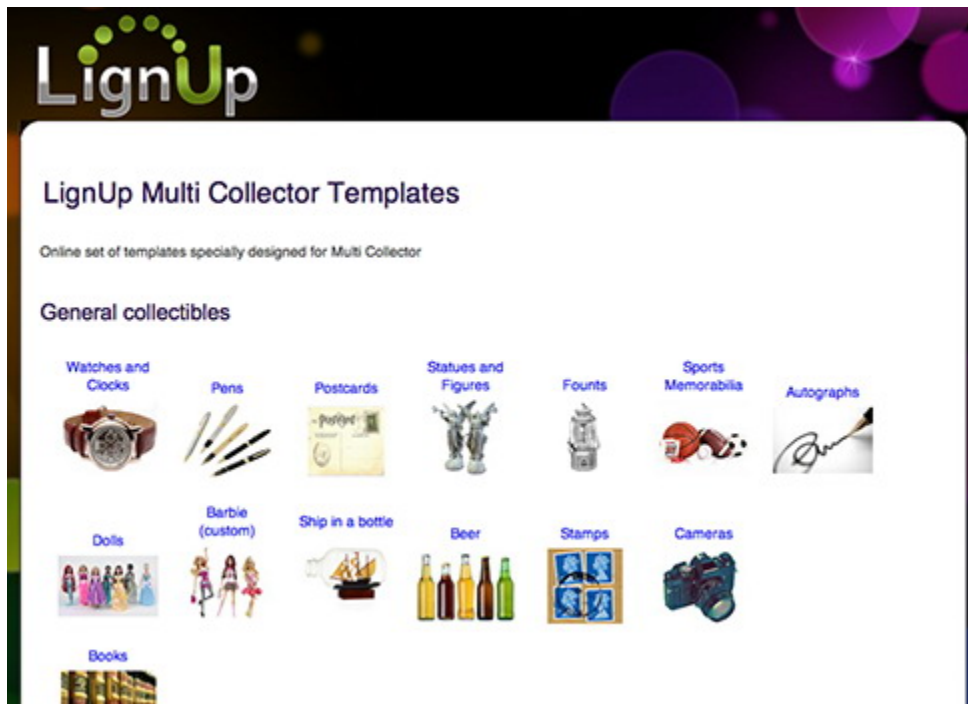


Note .Watch quick start video tutorial as an example of new database creation.

Browse On-line Templates

Use this button to create a new database using available online templates.



Click on template icon:



Click on 'Download and Create New DB':

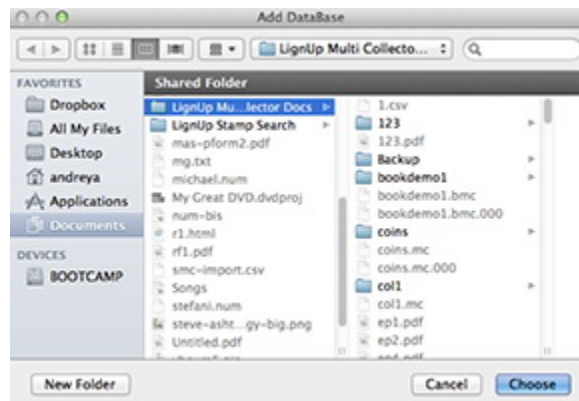
Coins Collect Template for MultiCollector

Specially designed for Collect coins Multi Collector inventory template. Use it for simple Collect importing.



Wait until download completion.

Choose location for new database:



Enter new DB properties:

'Choose database location' - Name of the folder for the new collection (Example - mycoins).

'Enter collection name' - Database name (Example - coins from colnect).

'Customize structure' - Check to edit database template immediately after creation.

'Choose Icon' - Select icon for database.

'Custom Icon' - Choose your jpg/png/bmp file to be used as the database icon.

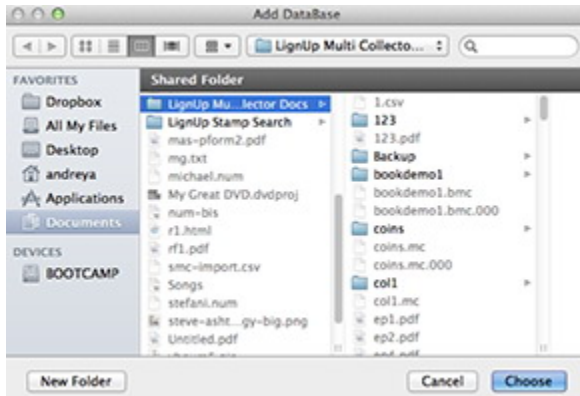
'Show All' - Show all available (predefined) icons.

'Images for preview' - Number of images you'd like to see in the thumbnails.

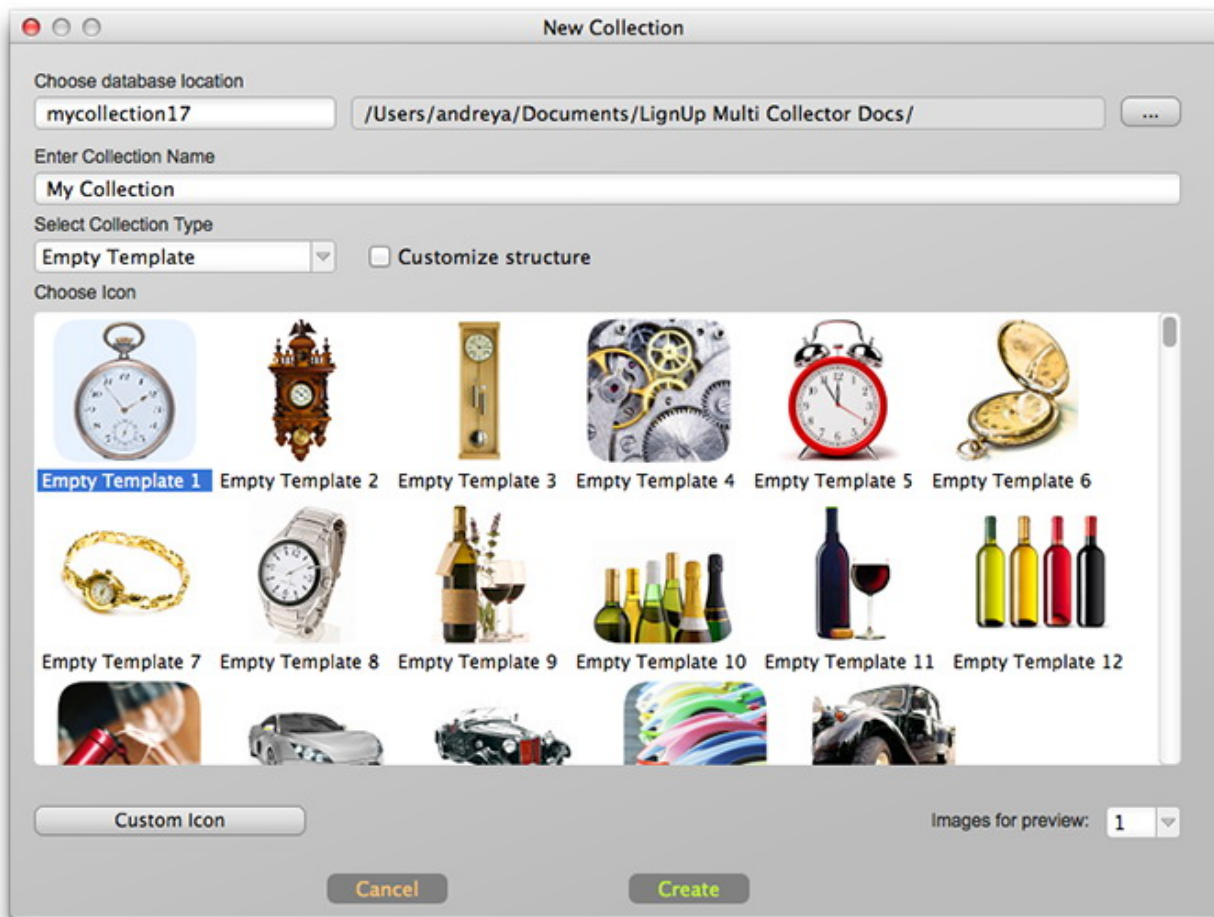
Generate standard template

Use this button to start a new database on the base of the Multi Collector universal template or generate empty template.

Choose a location for the new database:



Enter new DB properties:



'Choose database location' - Name of the folder for the new collection (Example - mycollection17).

'Enter collection name' - Database name (Example - My Collection).

'Customize structure' - Check to edit the database template immediately after creation.

'Select Collection Type' - Choose one of the available templates: watch, models, cars, wine and dozens collectibles.

To start the database with an empty template, choose 'Empty Template'.

'**Choose Icon**' - Select an icon for the database.

'**Custom Icon**' - Choose your jpg/png/bmp file to be used as the database icon.

'**Images for preview**' - Number of images you'd like to see in the thumbnails.

Use existing DB as template

Use this button to start a new database with an identical template of any existing Multi Collector database.

Navigate Through Program

Windows. Start Multi Collector by choosing the Multi Collector shortcut from the Windows Start Menu or on your desktop.

Mac. Start the Multi Collector by choosing the Multi Collector in the Launch.

At the first start of the program, a window with settings will appear.

Choose one of the available languages, choose backup location, click on 'Ok' to confirm.

Database Manager

After starting Multi Collector you'll see the Database Manager dialog.



Multi Collector contains some preinstalled database samples. These are sample databases for a quick reviewing of the program functionality.

To start working with databases, choose one of the databases from the list and click on 'Open'.

To remove a database from the list, select database and click on 'Remove'. This will not erase the database, it will only remove it from the list.

To start a new database, click on 'Create New'.

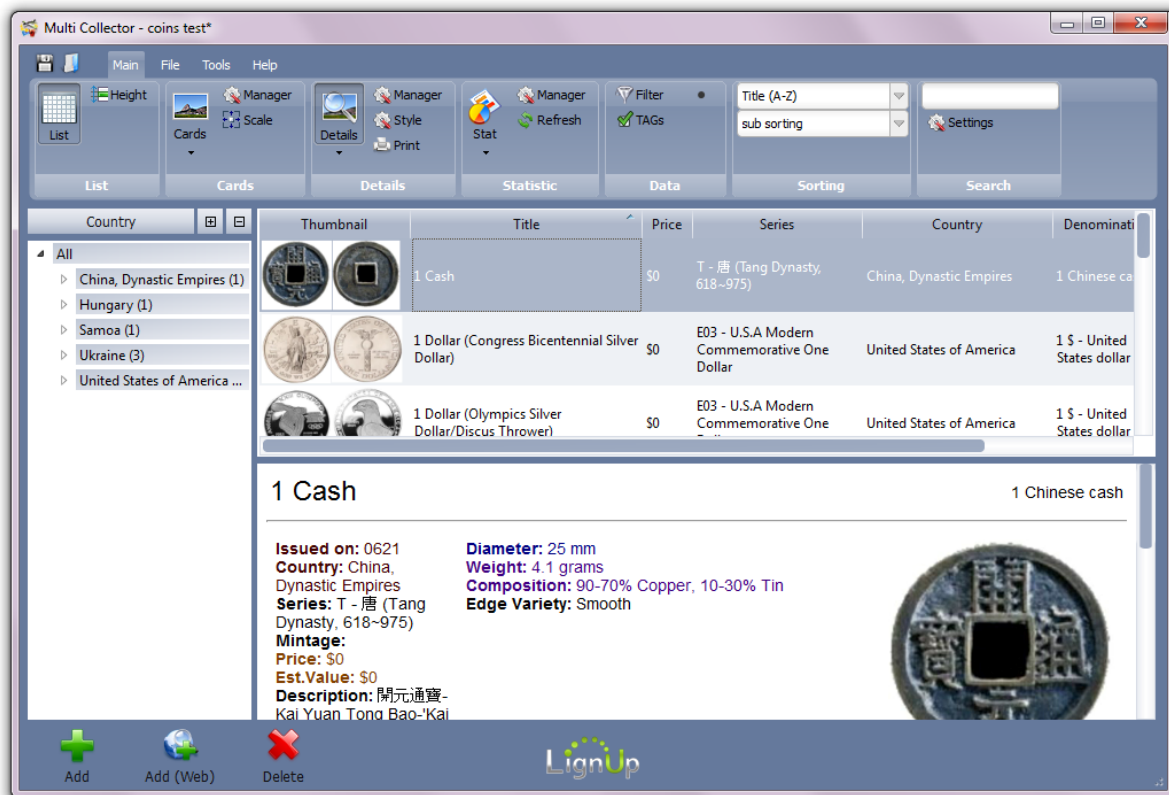
If you already have your database, use 'Add Existing' to provide path and name of your database. Your database will be added to the list.

'Backup Manager' will launch the database backup manager, to restore the previously backed-up database.

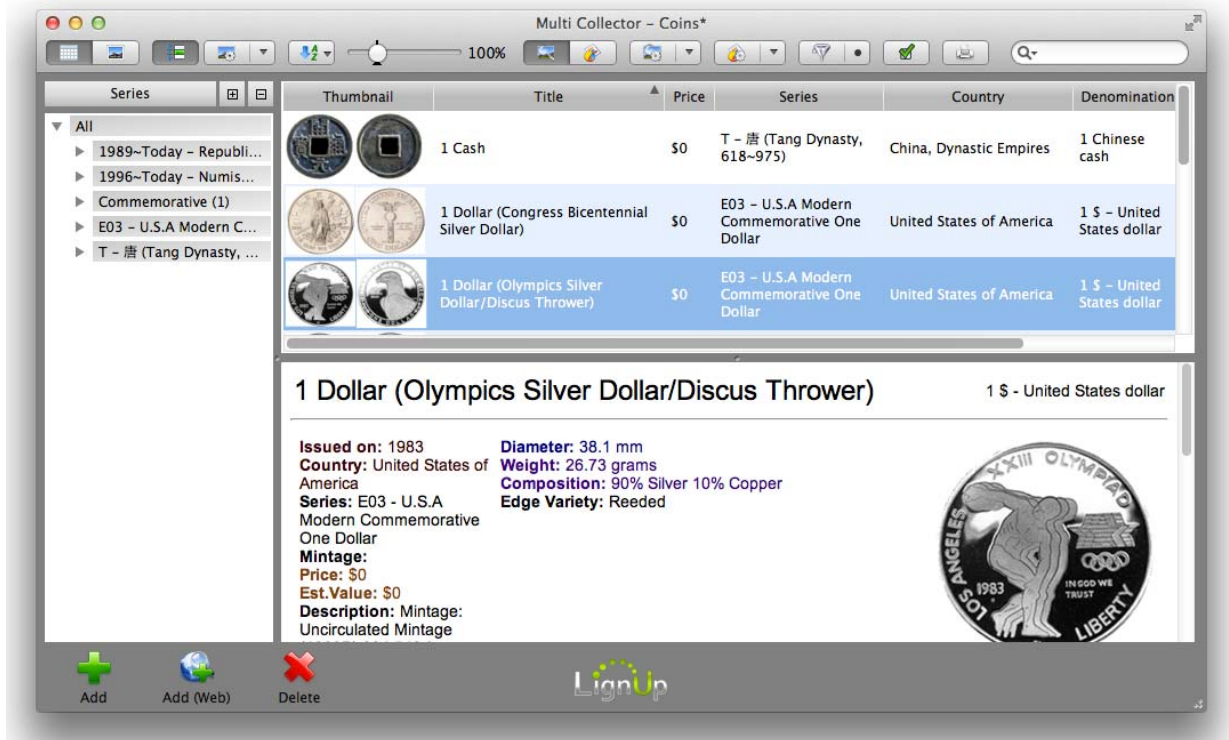
Main window

Mac OS and Windows versions' functionality are the same. The only difference is the native toolbars and menu.

Windows:



Mac OS:



The main window consists of two toolbars (top and bottom) and three split views.

From the left side, the Multi Collector contains a tree of categories for quick navigation. You can hide it using the splitter.

Customers can switch viewing modes using the toolbar buttons: List, Cards, Details, Stat.

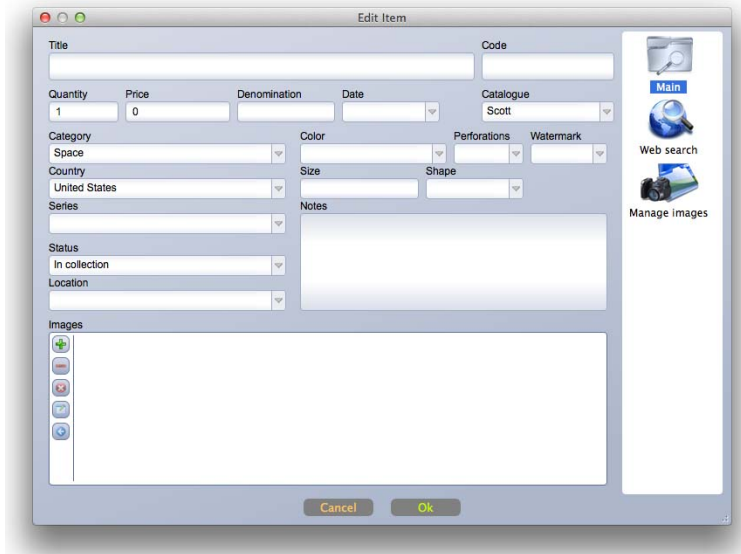
Views can be customized by switching it using the menu 'Tools' -> 'Layout'. An active window layout can be adjusted by resizing working area using splitters.

Color style can be switched using menu 'Tools' -> 'Style'.

Adding items

Click on 'Add' button on the bottom toolbar of Multi Collector.

This will create a new item in the database.



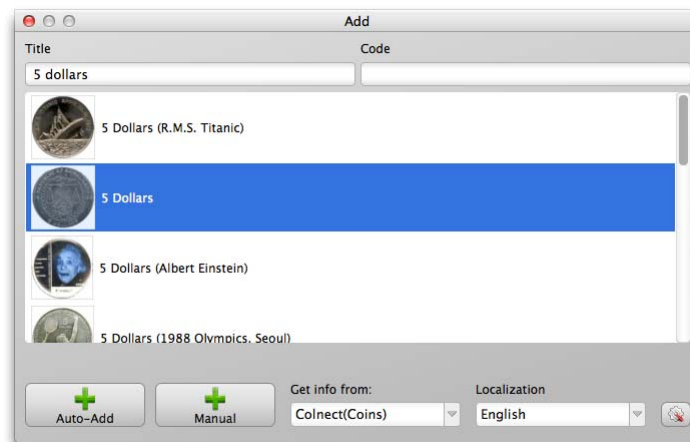
All the available fields are optional, so remember that you don't have to fill them all out. Just enter the data that's relevant for your item. You might just want to add the title and come back later to add more data later.

Click on 'Ok' to confirm the addition of the new item.

Note. All fields of are filled according to default values. Default values can be set using the 'Tools' menu - > 'Default Values'.

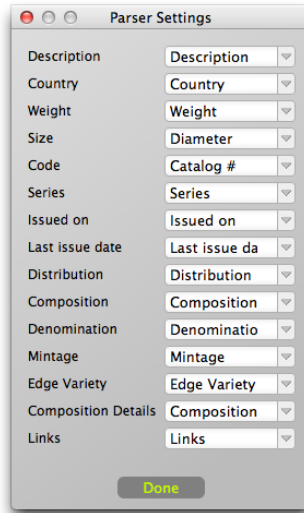
Adding Items Automatically

Multi Collector allows you to automatically download information and images from popular websites. Click on 'Add (Web)'. Choose web source and language.



Enter your item description - title or code (catalog, ISBN, part number, etc.). Multi Collector will search for such items and will show a list of items containing your title and/or code.

Double click on the item (or click Auto-Add button), to download description and images for the selected item into your database.



Use settings to set downloaded data destination. From the left side Multi Collector shows available data for selected parser, from the right side a customer can choose in the combobox destination field to place data (or 'None' to skip this data parsing).

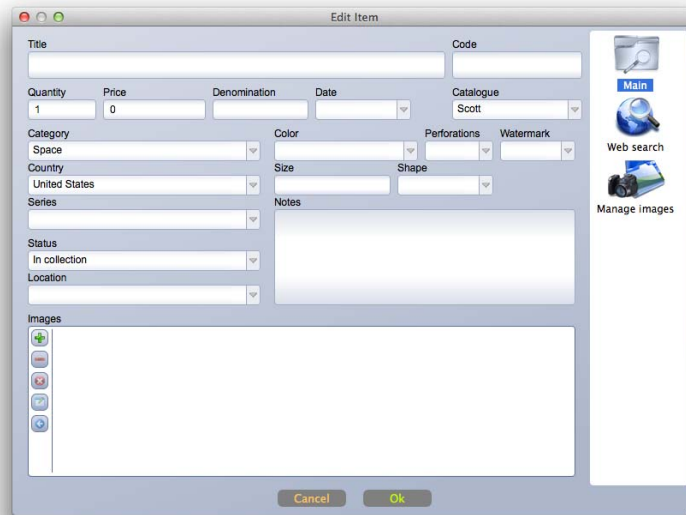
These settings will be saved as default for your database and will be used each time you are choosing to add items automatically.

Editing Items

Double click on the item to start editing.

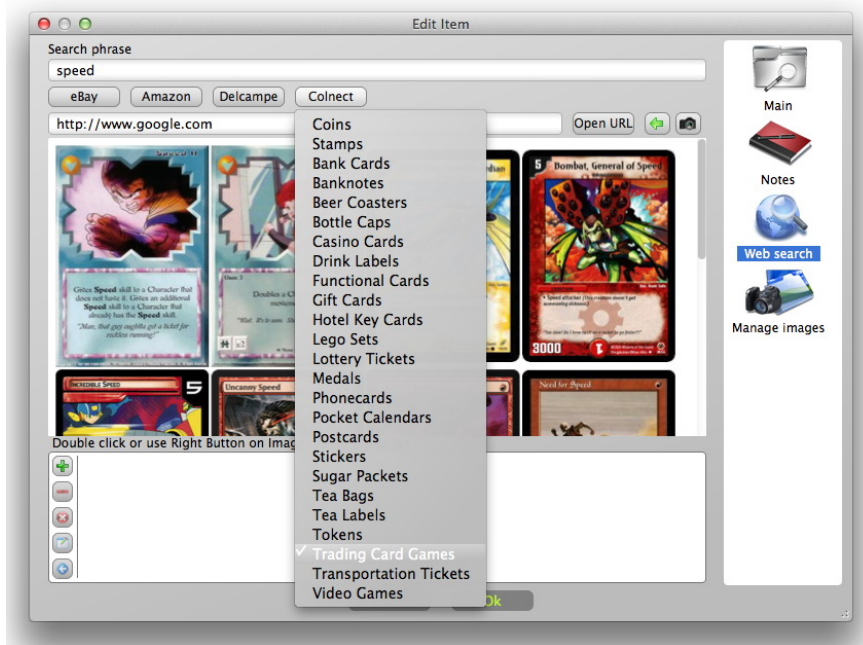
Confirm changes by clicking on 'Ok', or reject changes by clicking on 'Cancel'.

The toolbar on the right side of dialog is used to access various item sheets and additional functionality - 'Web search' and 'Manage images'.



Web search

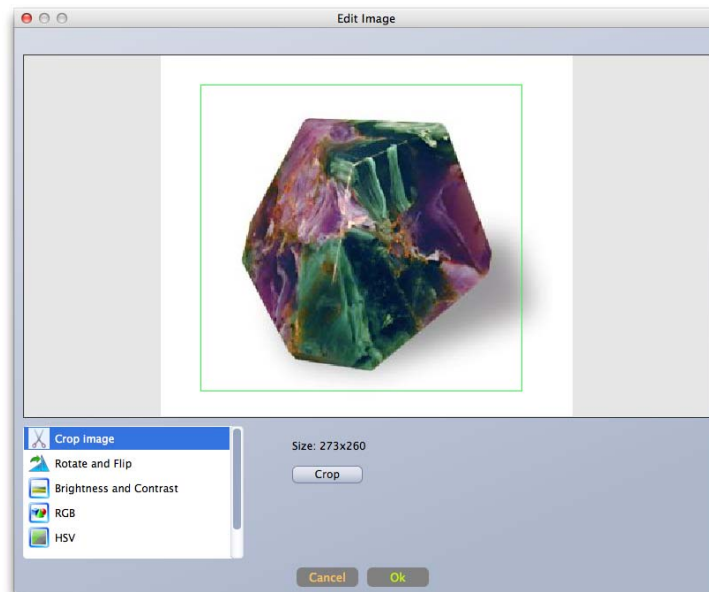
Enter search phrase, click on one of the buttons below edit box ('ebay', 'colnect', ...) to start image searching. Double click or use right mouse button to add images.



To get the image from other websites, enter the URL in the edit box (2), click on 'Open URL'. You can use right mouse button to add images directly from the website. Or use 'Capture' button () to capture the whole webpage as an image.



Later, you can edit these images using embedded image editor (crop, adjust brightness/contrast, etc.).



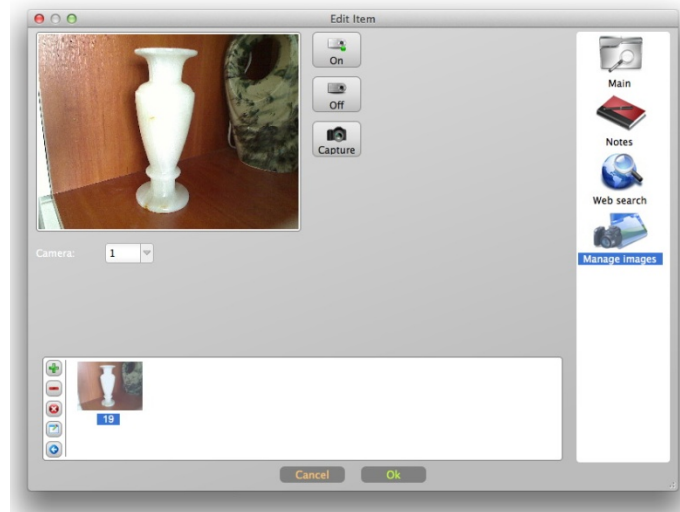
Select one of the available image editor tools from the list: Crop Image, Rotate and Flip, Brightness and Contrast, RGB, HSV. Adjust settings, click on 'Ok' to confirm.

To crop image, use tool 'Crop Image'. Using mouse mark the rectangle area of the image. Click on 'Crop' button to crop image. Click on 'Ok' to confirm changes.

Manage Images

This tool can be used to capture images to the database directly from your camera.

Connect your camera. If you have many cameras (internal and external), choose your camera number in the 'Camera' combobox. Click 'On' to start camera preview.



Click 'Capture' to add current photo to database.

Click 'Off' when done. You may leave your camera working, so you don't have to start it again for the next item.

Editing multiple items

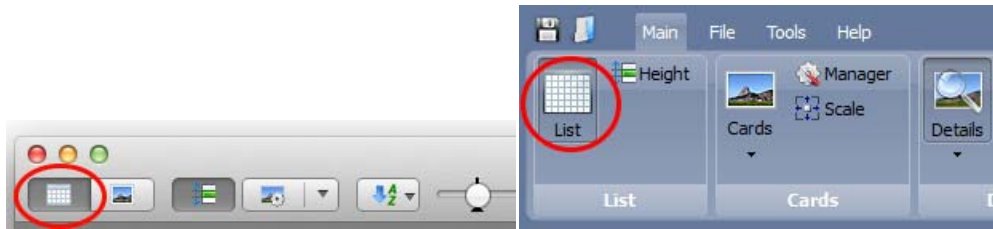
Select more than one item (use Alt, Ctrl/CMD, Shift buttons + mouse click). Right-click your mouse on selected item, choose 'Edit Selected'.



This will open both items editor. All fields are grayed out. All gray fields will be left unchanged. Enter the new data. If you want to cancel one of the fields, hold CTRL/CMD button and click on that field. They will be grayed out and will be not applied to editable items.

Table (List)

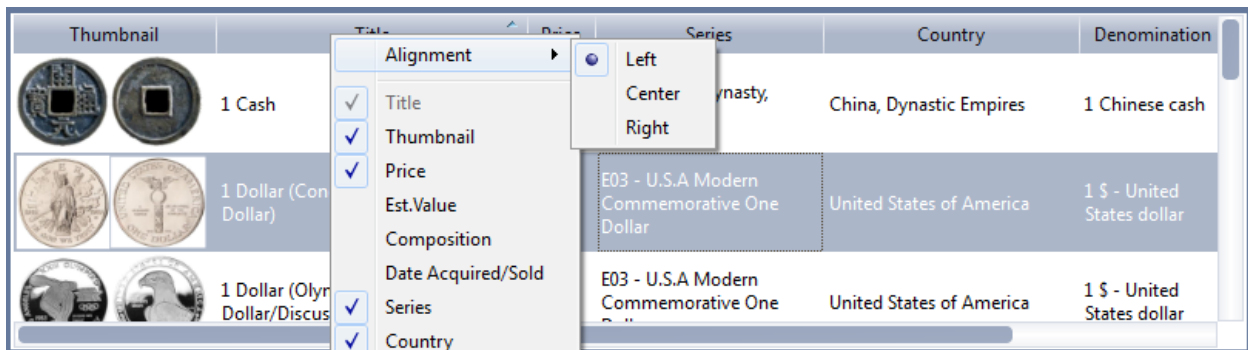
This view is activated by clicking on the toolbar 'List' button:



In the table view, use the mouse to resize columns by moving the table header columns splitters. To resize rows height, use 'Height' button in the toolbar.

The order of the columns can be adjusted by moving the table header.

To hide/show columns in the table right click the mouse on the table header. In the menu check or uncheck required fields.



To change the alignment of the column's content click on the header of the particular column, choose required alignment in the 'Alignment' submenu - Left, Right or Center.

Cards

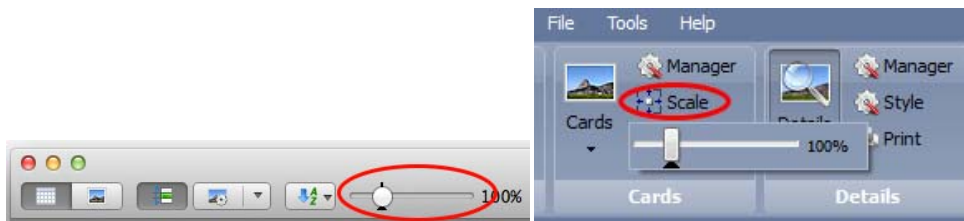
Click on 'Cards' tool button to switch to Cards view.



In the Cards view, items are displayed as customizable blocks, called Cards. Customers can setup any card layouts.



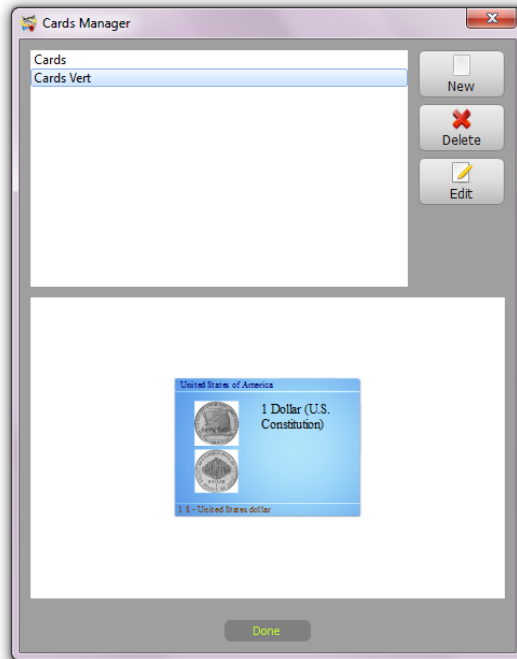
Using the 'Scale' tool button (scale bar for MacOS), users can change the card's size:



'Cards Manager' can be opened using the toolbar menu Main -> Cards -> Manager on Windows, or by clicking Cards Manager tool button on Mac OS.



Cards Manager contains a list of cards and a preview of the selected card.

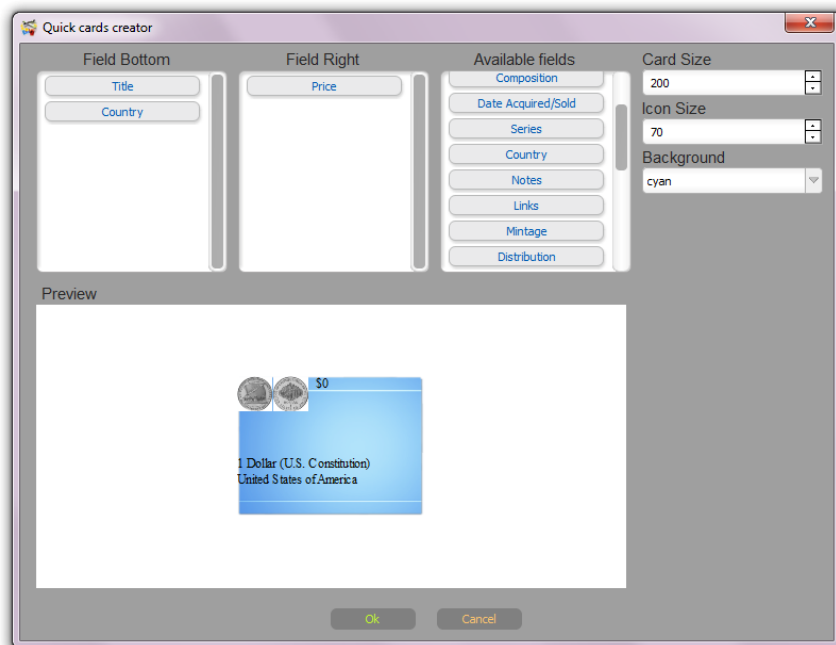


New - Create new card

Delete - Delete selected card

Edit - Edit selected card

By clicking on 'New' it opens 'Quick cards creator' wizard. Any settings and field order can be changed later in the Cards Creator.



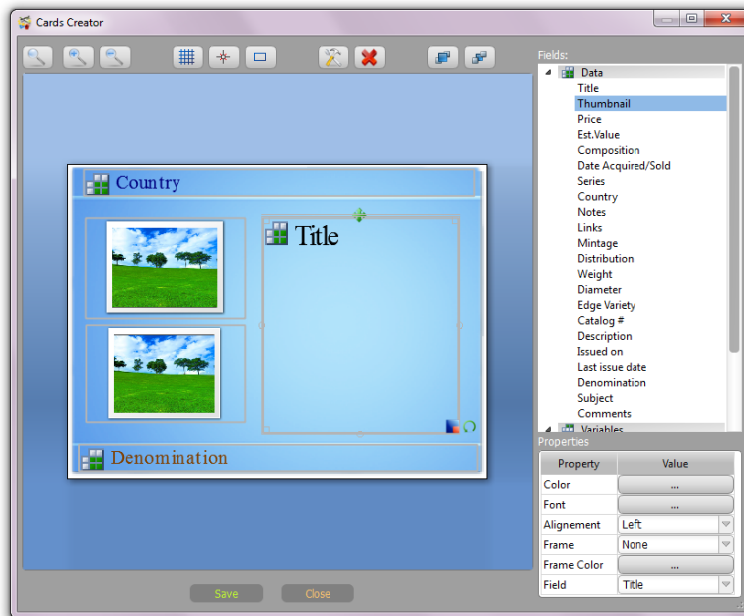
Using drag and drop place fields on the 'Field Bottom' and 'Field Right' areas.

Choose card size and icon size.

Choose one of the available backgrounds.


Click on 'Ok' to confirm preliminary layout and start Cards Creator.

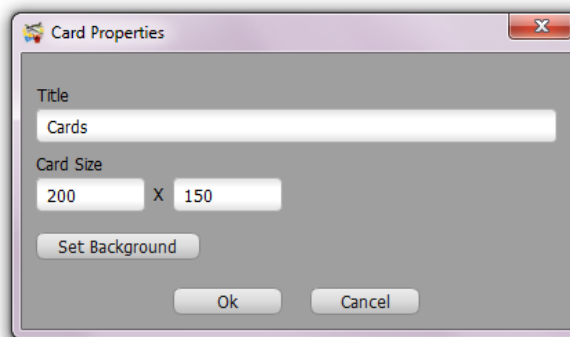
Cards Creator works in the same way as Report Creator. Comparing with Report Creator, Cards Creator doesn't have the ability to use blocks and barcodes and has some limitations for images.



Read more about Cards Creator in the Advanced Report Creator section of this manual.

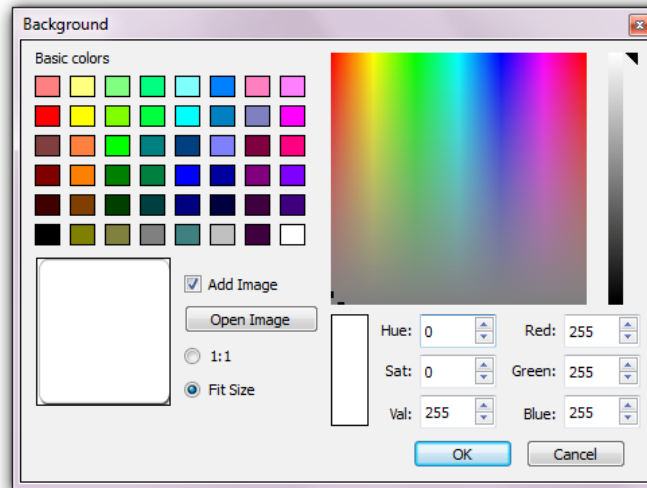
Cards Creator has the ability to setup the card background.

To change or set a custom background, click on 'Card Properties' button .



Set size of the card in pixels. Click on 'Set Background'.

In the Background dialog can be set to any background color or image to use as a background.



Click on 'Open Image' to browse available images or choose your own image.

There are also two options to for the image background - '1:1' to use background image without scaling and 'Fit Size' to automatically scale image to fit card size.

Layouts

Each database has one or more layouts for the HTML preview of items data. Item preview is available in the Details view.

For layout it can be applied to one of the available styles. It can be changed using menu 'Main' -> 'Style' (in the Details menu group).

Style is an HTML template with its own color scheme, data positions, background, etc.

Layouts are used to customize position, spacing, font, color and visibility of fields.

Use toolbar 'Main' -> 'Manager' (in the Details group) to open Layout Manager.

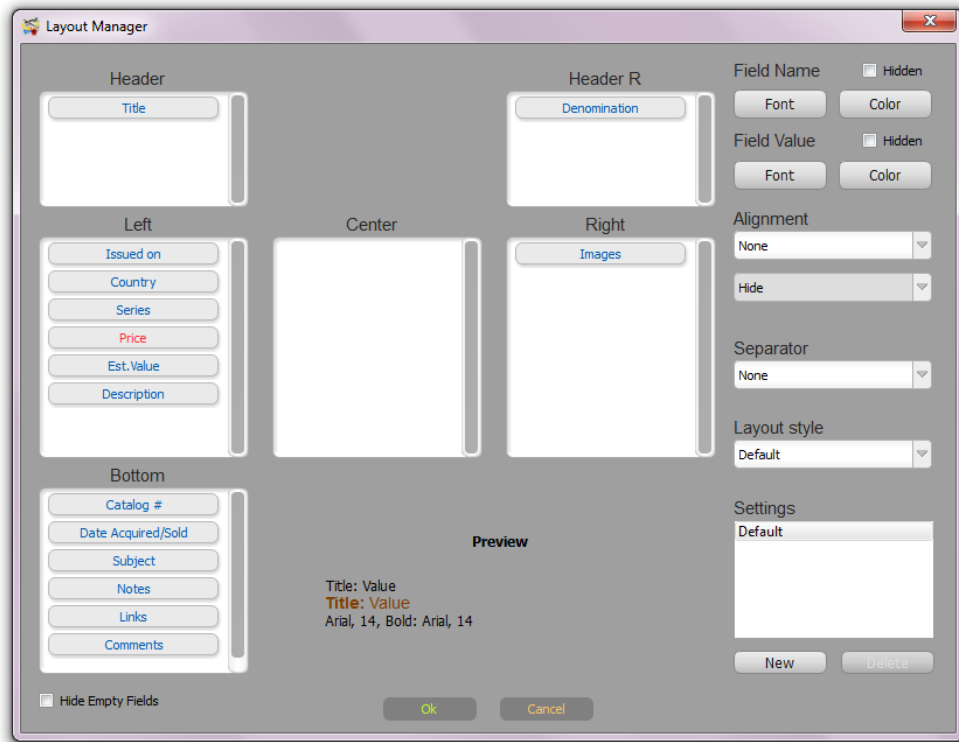


Layout contains five position groups for fields:

Header, Header R - Data placed in the header of preview (usually title of item).

Left, Center, Right - Data body positions

Bottom - Additional data, below body.



Using drag & drop, any item can be moved to any position. Customers can change field's placement and order.

Every field can be set for own drawing style.

Select one of the fields. In the preview area you can see the item preview style compared with above and below fields.

Use 'Hidden' checkboxes to hide field Name, Value or Both (Field will become invisible).

Use 'Font' and 'Color' buttons to set custom font and color for selected field.

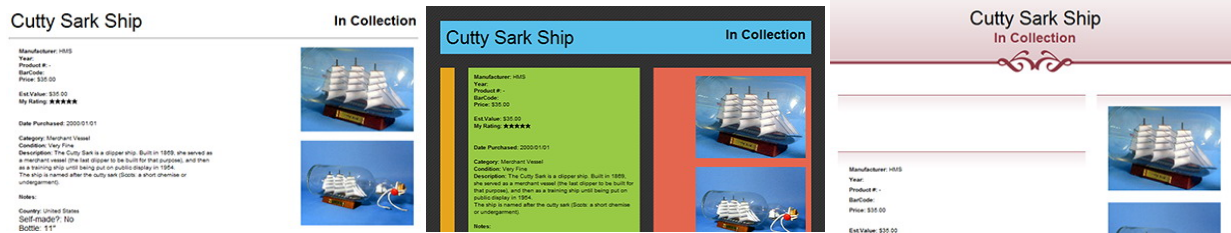
Alignment settings are available to set custom alignment for selected field:

- None, Left, Right, Center
- Hide, Top, Bottom (Only for Images field)

'Hide Empty Fields' is used to automatically hide those fields, that values are empty.

Separator settings are used to add additional space between fields. If you need to add separation between fields you can choose one of the available separator options: None, Above, Below.

Layout Style is HTML style for your preview.



'Settings' is used to create alternative layout settings for future usage. This is a useful function for creating alternative layouts for HTML export and reports.

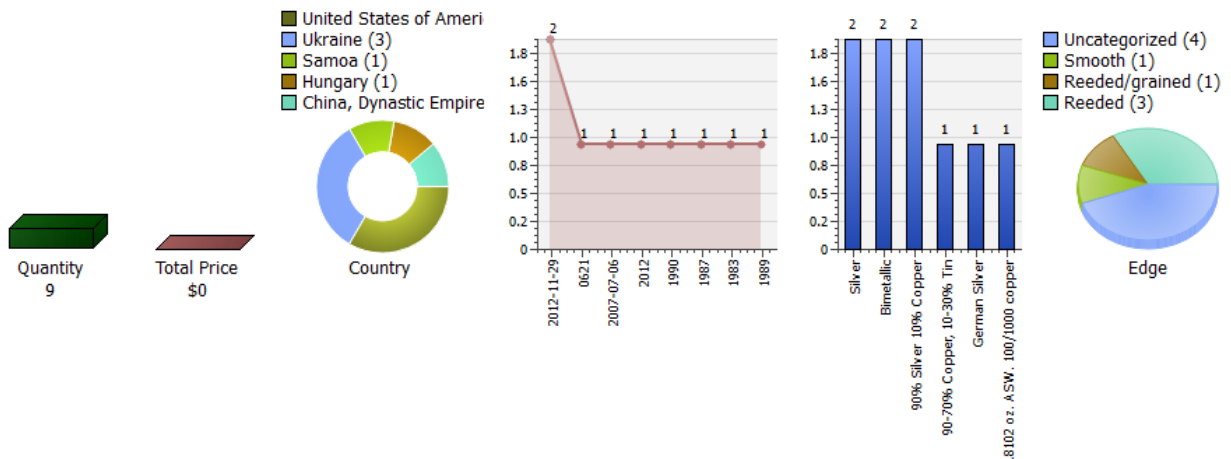
Click on 'New' to create a new layout. Choose your new layout in the list.

To switch between layouts just select one of them in the Settings list.

Layouts that are not needed can be deleted by selecting layout and clicking on 'Delete' button.

Statistic

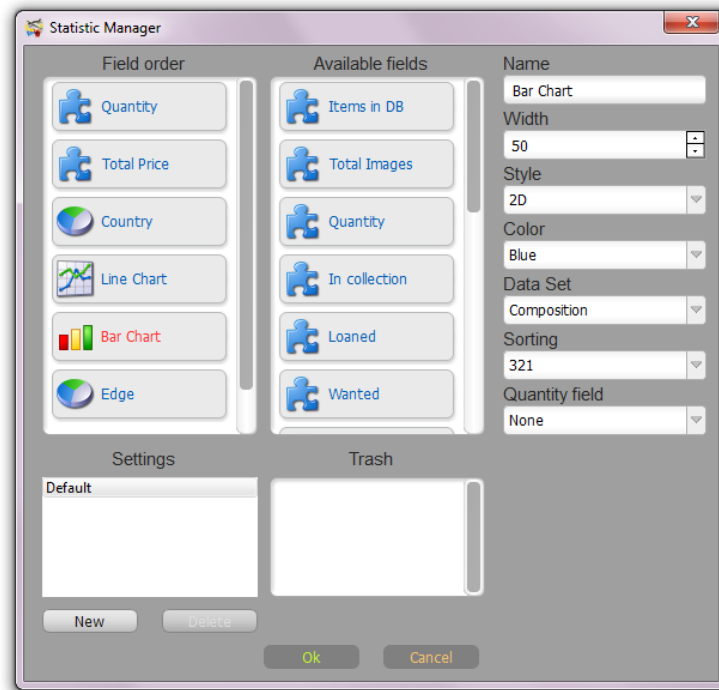
Using the statistic manager, customers can set up new statistics for collection (database).



To open Statistic Manager, use menu 'Main' -> 'Statistic Manager'



Field order list represents the order of the statistic widgets. Use drag & drop to change its order.



To delete one of the statistic widgets, drag and drop it to 'Trash'.

To add a new widget - move it from the list of 'Available Fields'.

Customers can choose colors, drawing styles, size and the names of fields. Results of editing are immediately displayed in the main window.

Each type of statistic widget has own set of drawing styles and parameters.

Below are described all available statistic widgets.

Predefined widgets

Parameters

Name - Displayed title of widget.

Width - Width dedicated for widget.

Style - Drawing style: 2D or 3D, with or without horizontal lines.

Color - Color or color gradient used to draw widget.

Items in DB: Quantity of records in your database (not a quantity! this is a number of records)

Total Images: Quantity of images in the database.

Quantity: Total quantity of items. The quantity field is used to calculate items in your DB.

In Collection, Loaned, Wanted: The quantity of items in collection/Loaned/Wanted. Fields Status and Quantity are used to calculate items in your DB.

Total price, Sum. Valuation: Total price (summary valuation) of items in collection. Fields Status, Price (Valuation) and Quantity used to calculate items in your DB.

Custom Chart widgets

Pie Chart: Is used to draw a pie chart.

Parameters

Name - Displayed title of widget.

Width - Width dedicated for widget.

Data Set - Choose one of the database fields to be used for chart calculation. *For example: Country, Category, Material.*

Quantity field - Choose database field where the quantity for your chart is stored. This can be 'None', 'Quantity', 'Weight', etc.

Style - One of the available styles: 2D, 3D, Toroid.

Bar Chart: Is used to draw a bar chart in the axis space.

Name - Displayed title of widget.

Width - Width dedicated for widget.

Data Set - Choose one of the database fields to be used for chart calculation. *For example: Country, Category, Material.*

Sorting - Sorting for Bar Chart. It can be sorted alphabetically (A-Z/Z-A) or by its value (Smaller to Larger 1-2-3, Larger to Smaller 3-2-1).

Quantity field - Choose the database field where the quantity for your chart is stored. This can be 'None', 'Quantity', 'Weight', etc.

Style - One of the available styles: 2D, 3D.

Color - Color or color gradient used to draw widget.

Custom calculated widgets

Summation. This widget calculates the sum of the source field multiplied by quantity field.

Name - Displayed title of widget.

Width - Width dedicated for widget.

Style - Drawing style: 2D or 3D, with or without horizontal lines.

Source field - Choose one of the database fields to be used for calculation. *For example: Quantity, Length, Price, Weight.*

Quantity field - Choose the database field where the quantity for your chart is stored. This can be 'None', 'Quantity', 'Weight', etc.

Output format - How you want your resulting data to be displayed - as a number, currency or time.

Example, let's calculate the weight of gold in the coins collection. Source field = 'Gold weight', Quantity field = 'Quantity'.

Average. This widget calculates the average value of source field taking into account the quantity field.

Name - Displayed title of widget.

Width - Width dedicated for widget.

Style - Drawing style: 2D or 3D, with or without horizontal lines.

Source field - Choose one of the database fields to be used for calculation. *For example: Length, Price, Weight.*

Quantity field - Choose the database field where the quantity for your chart is stored. This can be 'None', 'Quantity', 'Weight', etc.

Output format - How you want your resulting data to be displayed - as a number, currency or time.

Formula. This widget calculates the sum of provided formula.

Name - Displayed title of widget.

Width - Width dedicated for widget.

Style - Drawing style: 2D or 3D, with or without horizontal lines.

Output format - How you want your resulting data to be displayed - as a number, currency or time.

Click on 'Edit' button in the Script value to open formula editor. Enter formula and click on 'Ok' to confirm. Read more about formulas in the 'Formulas' section of this manual.

Script. This widget runs customer-provided script to calculate statistic.

Name - Displayed title of widget.

Width - Width dedicated for widget.

Style - Drawing style: 2D or 3D, with or without horizontal lines.

Output format - How you want your resulting data to be displayed - as a number, currency or time.

Scripting language - ECMAScript (Java Script). There are a lot JavaScript programming guides that can be found on the Web.

There are custom functions and variables used to communicate with the database:

db_total - Variable indicating quantity of items in the database.

DB.getItemNumber(field,index) - Used to access item value (number).

Field is ID of the field. It has the same ID as used for formulas f_***

Example:

Get the price of the first item:

```
var a = 0;
```

```
a = DB.getItemNumber(f_price,0);
```

DB.getItemString(field,index) - Used to access item string value (string).

Example:

Get Status of last item:

```
var stat = "";
```

```
stat = DB.getItemString(f_status,db_total-1);
```

DB.outRes(value) - Should be called at the of the script to send calculation result to the static widget.

Example of the script to calculate total price of used stamps:

Script is checking Status field (f_stat) is equal to "Used", and then adding Price (f_price) * Quantity (f_quantity) to result.

```
vari = 0;
```

```
var result = 0;
```

```
for (i = 0; i<db_total; i++)
```

```
{
```

```
if (DB.getItemString(f_stat, i) == "Used")
```

```
result += DB.getItemNumber(f_quantity, i) * DB.getItemNumber(f_price, i);
```

```
}
```

```
DB.outRes(result);
```

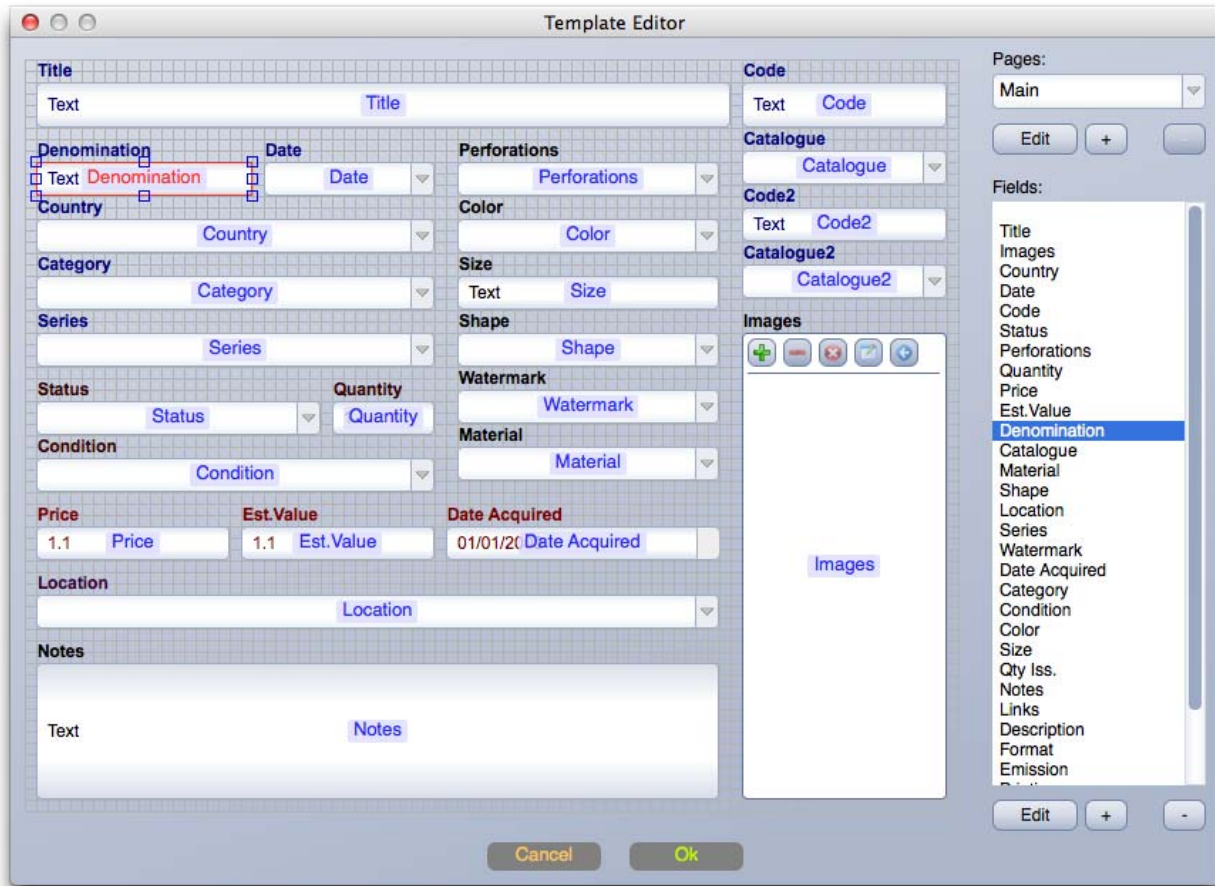
To debug your script execution, enter your script in the script editor and click on 'Run'. Result will be shown in the 'Console out' area.

To prevent infinite loops, Multi Collector use fixed timeout near 30 seconds.

Template Editor

Template Editor is used to create and edit your Database template.

To open Template Editor, use menu 'Tools' -> 'Edit Template'



Customers can add/delete/edit database pages and fields.

Every Database should contain at least one page.

'Images' and 'Title' are required fields. They cannot be erased or moved outside the first page, but they can be renamed, resized and styled.

Multi Collector support following field types:

Number - Any number can be used as Currency. The currency format is customizable in the database settings (Tools -> Currency, Date).

Integer - The integer number can be used as Currency. The currency format is customizable in the database settings (Tools -> Currency, Date).

Date(day, month and year) - The date format is customizable in the database settings (Tools -> Currency, Date).

String - One line of text.

Text - Text with multiple lines. The text field can contain references to external objects (files and websites). Use drag & drop to add an external reference. Such objects can be opened by a mouse click in the Details view.

Category— Drop-down box with default values. A new value can be added by typing in a text field. Such categories can contain predefined values and entered by user.

Fixed Category— Drop-down box with default values. Users can't add additional values in the item editor.

TAGs - List of TAGs. User-defined TAGs.

Rating—Five-star rating.

Images - Images container.

Formula—A field with a user-defined formula. The formula field result can be used as Currency. The currency format is customizable in the database settings (Tools -> Currency, Date).

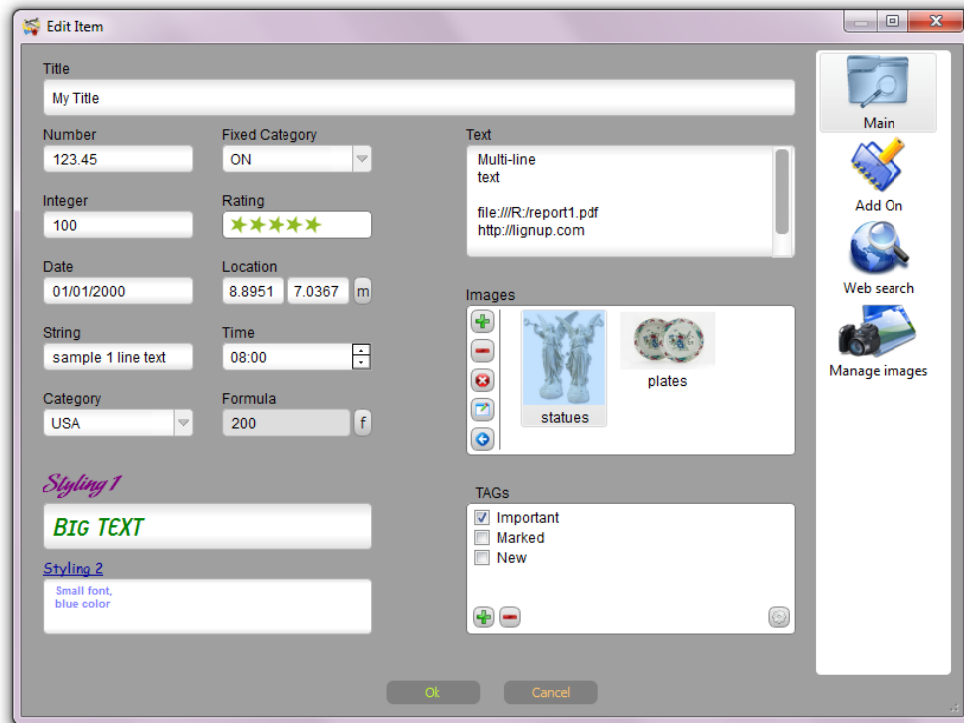
Time - Time field HH:MM.

Location - World coordinate (Lat/Long). Click on the 'm' button to see coordinates in the google maps.

Notes

1. Many images containers can be added to the template, but only the first container with 'images' unique ID is used to generate cards and table thumbnails.
2. Every field should have a unique ID (Latin characters and optional digits).

Examples: category, cat, cat1, cat2014



Template editor supports these functions:

1. Fields

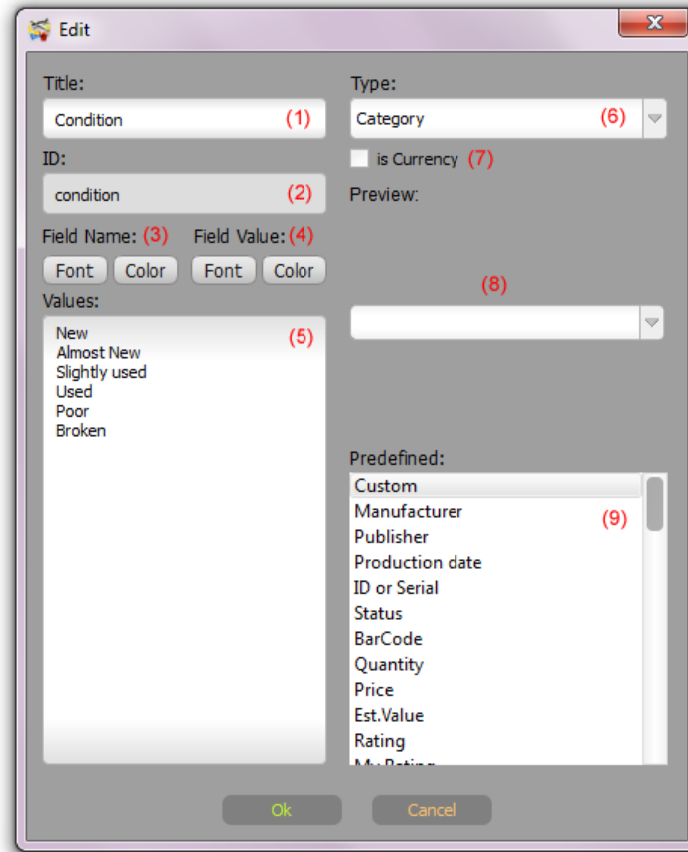
- Add new, edit, delete fields.
- Move, resize, and move to another page's selected fields.
- Multiple fields selection. Hold Ctrl(CMD) to switch field selection. Hold Shift to add field to selection.
- Change field style. Assign font and color for field label and field data.
- Change field type. Multi Collector will try to convert your data between old and new data type. It can convert data between numbers, text/strings, and categories. Be careful, you can lose some data in the converted field in a case of their format not being properly formatted or non-convertible.

2. Pages

- Add, Delete, Edit name, Set icon for page.

Creating new or editing existing field

Click on '+' to add new field, or click on 'Edit' to edit existing field.



Field contains properties:

1. **Title**—The visible name of the field. It can be edited at any time.
2. **ID**—The unique ID of the field. Every field should have a unique ID (Latin characters and optional digits).

Examples: mycateg, categ1, categ2014

The ID is not visible during database usage, it is used to identify the field in the database. ID is entered at creation time and can't be changed later.

3. **Field Name Font and Color** - Use Font and Color picker dialogs to setup field name style.
4. **Field Value Font and Color** - Use Font and Color picker dialogs to setup field value style.
5. **Values** - predefined values for categories and formulas. This field is optional. Use it to provide a set of values for categories or to enter a default formula.
6. **Type** of the field (see above).
7. **'is Currency'** - Check this if you want to have a currency field (can be used for Integers, Numbers, Formulas).
8. **Preview** -A preview of the field.

9. Predefined—The most popular fields. Choose any of the available predefined field. Multi Collector will fill all data (1-7) with the common settings.

Using formulas

Use the Template Editor to add formula fields to your template.

Multi Collector allows the use of any kind of standardized ECMAScript (JavaScript/Java). They look like standard formulas. Any fields in the database can be accessed using 'f_' prefix.

item_id is used to get a unique item number. This can be used as an auto-increment identifier.

Examples:

$f_price * 3 + 20$

$(f_price * f_quantity + 25) / 10$

$item_id$

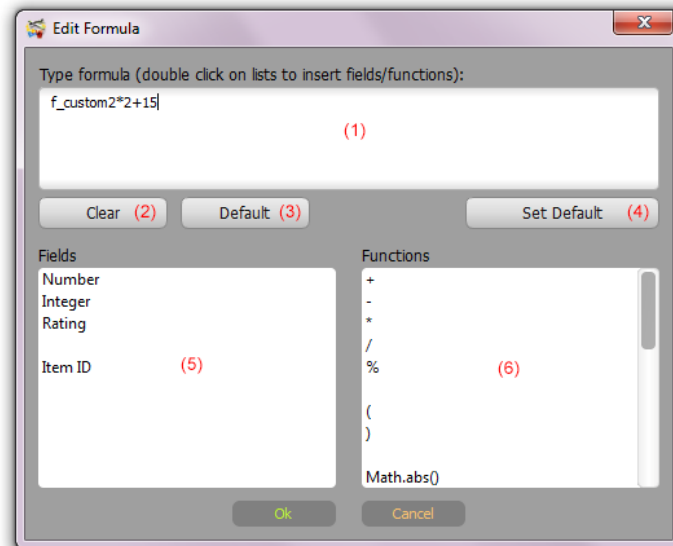
$Math.abs(f_id1 - f_id2)$

$Math.min(f_id1, f_id2 * 10)$

$Math.sqrt(f_radius * Math.PI)$

A lot of Java/JavaScript examples can be found on the Internet.

Formula Editor contains a Fields (5) and Functions (6) list with available database fields and the most popular functions. Double-click item in the list to auto-insert it to the formula.



The customer can set a personal formula, or use a default formula. If you leave blank a formula field (1) for your item, Multi Collector will use the default formula.

Buttons:

'Clear' (2)–Clear the field formula (use default formula).

'Default' (3) - Show the default formula for this field.

'Set Default' (4) - Set current formula as a default for all items.

.CSV file Import and Export

Importing data to database

1. The CSV file contains spreadsheet data. To import data from CSV, a proper database template should be created first.

Spreadsheets don't contain forms and fields formatting. All of this information should be prepared in your template manually before importing your data.

Prepare a proper template to meet all your requirements.

2. CSV Header format

First and second rows used to identify your columns.

First row contains unique IDs of columns.

Second row contains the field's name. This row is generated by export, but ignored by CSV import.

3. Export your data to CSV your see names and IDs of your template.

Notes

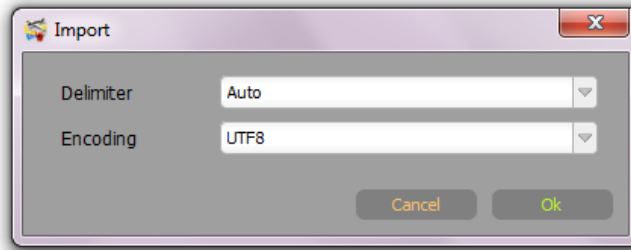
1. Multiple values of the same field (like TAGs) should be separated by the semicolon symbol - ';';

2. Setup your date format (menu 'Tools' -> 'Currency, Date') before importing a CSV containing dates data.

Example of CSV spreadsheet

price	comp	country	weight	diameter	tags	images
Price	Composition	Country	Weight	Diameter	TAGs	
150	90% Silver 10% Copper	USA	26.73 grams	38.1 mm	Numismatic;Modern	img1.jpg img2.jpg
95	90% Silver 10% Copper	USA	26.73 grams	38.1 mm	Numismatic;Modern	img7.jpg img8.jpg

During import and export of CSV files Multi Collector will ask customers to choose CSV options.



1. Delimiter - Used to separate data fields (usually ',' for English language, ';' for European language). This can be set to 'Auto' - Multi Collector will try to auto detect CSV delimiter settings.

2. Encoding - This is used to provide encoding for CSV data. UTF8 is a default and best setting. Meanwhile, Excel can use non-universal like ANSI 1251, 1252, etc. ANSI encoding is not able to store all the special characters.

Exporting data to CSV

Use menu 'File' -> 'Export' ->

'Export to .CSV' to export all data into the CSV file

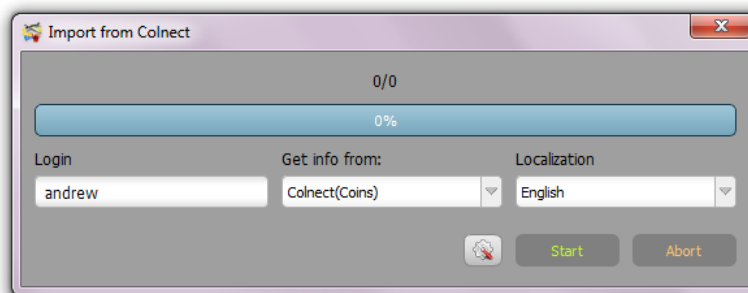
'Export Visible Items to .CSV' to export only visible items into the CSV file

To export selected items, right-click your mouse on the selected items, choose 'Export Selected Items to .CSV'.

Import Colnect database in several mouse clicks

You can import your Colnect database easily:

- Create new database
- Use File -> Import -> Import from Colnect
- Choose your Colnect collection type and language
- Enter your Colnect login
- Click 'Start'

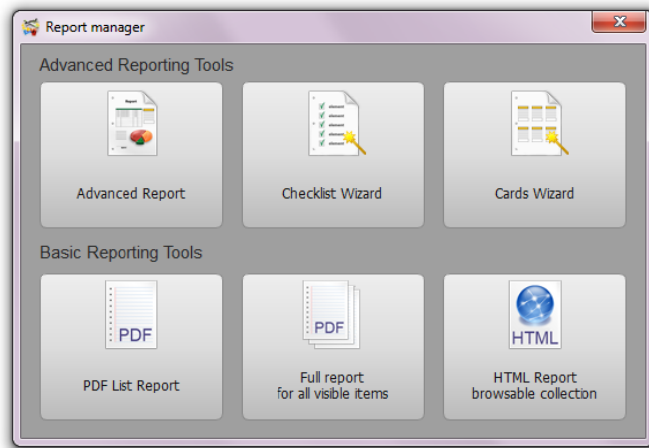


In a case your collection is not fully imported (too big of a collection to download, or your Internet collection was missed), just Import it again - Multi Collector will start to download from the position it was stopped at the previous attempt. You can stop import any time and continue importing later.

Reporting Tools - PDF, HTML, CSV reports

Reporting Tools are used to create various reports

Use menu 'Tools' -> 'Report' to open Report Manager.



Basic Reporting Tools

PDF List Report - Generate a table list report for all visible items in the same order as in the List view.

Tools -> Report -> PDF List Report

Use TAGs and Filter to arrange and choose items for the report. Arrange the column's order in the List view before starting report generation.

Full report - Generate a PDF report with all visible items using the same layout as for Details view.

Tools -> Report -> Full report

It can be used as PDF export for selected items. Select items, click right mouse button to popup menu with options. Click 'Save to PDF'.

HTML Report - Generate browsable HTML website for all visible items.

Tools -> Report -> HTML Report

Use TAGs and Filter to arrange and choose items for your report. Arrange the column's order in the List view before starting report generation.

It can be used as HTML export for selected items. Select items, right-click your mouse to popup menu with options. Click 'Save to HTML'.

CSV Reports

See Exporting to CSV.

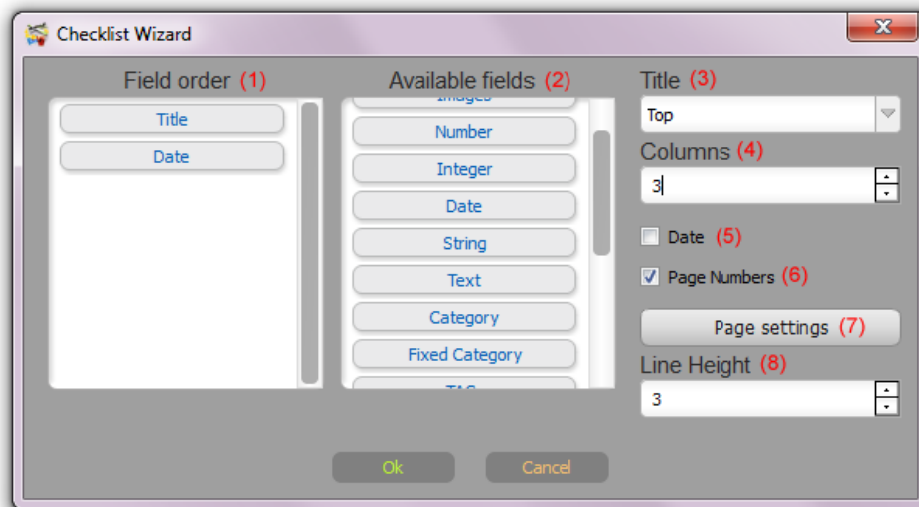
Advanced Reporting Tools

Tools -> Report

Checklist Wizard

Tools -> Report -> Checklist Wizard

Checklist Wizard is used to create a preliminary template for the checklist report. Drag & Drop fields from 'Available fields' (2) to 'Field Order' (1).



Set additional settings:

Title (3) - Choose title placement - Hide/Top/Bottom.

Columns (4) - Number of columns.

Date (5) - Add date to the Title.

Page Number (6) - Add a page number to the Title.

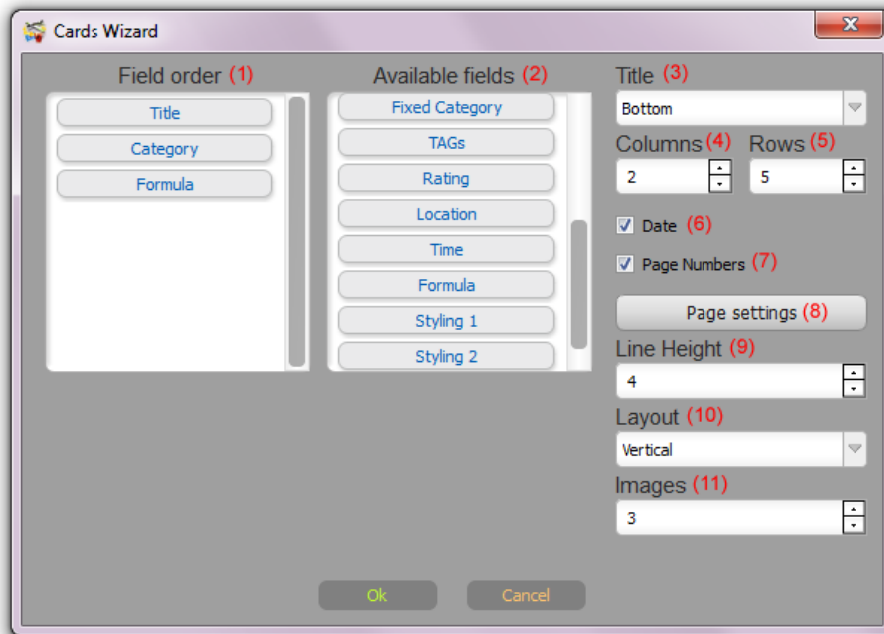
Page Settings (7) - Page size and layout settings.

Line Height (8) - Row's height (height of text lines in the report).

Cards Wizard

Tools -> Report -> Cards Wizard

Cards Wizard is used to create a preliminary template for cards-style report. Drag & Drop fields from 'Available fields' (2) to 'Field Order' (1).



Set additional settings:

Title (3) - Choose title placement - Hide/Top/Bottom.

Columns (4) - Number of card columns.

Rows (5) - Number of card rows.

Date (6) - Add date to the Title.

Page Number (7) - Add page number to the Title.

Page Settings (8) - Page size and layout settings.

Line Height (9) - Height of text lines in the report.

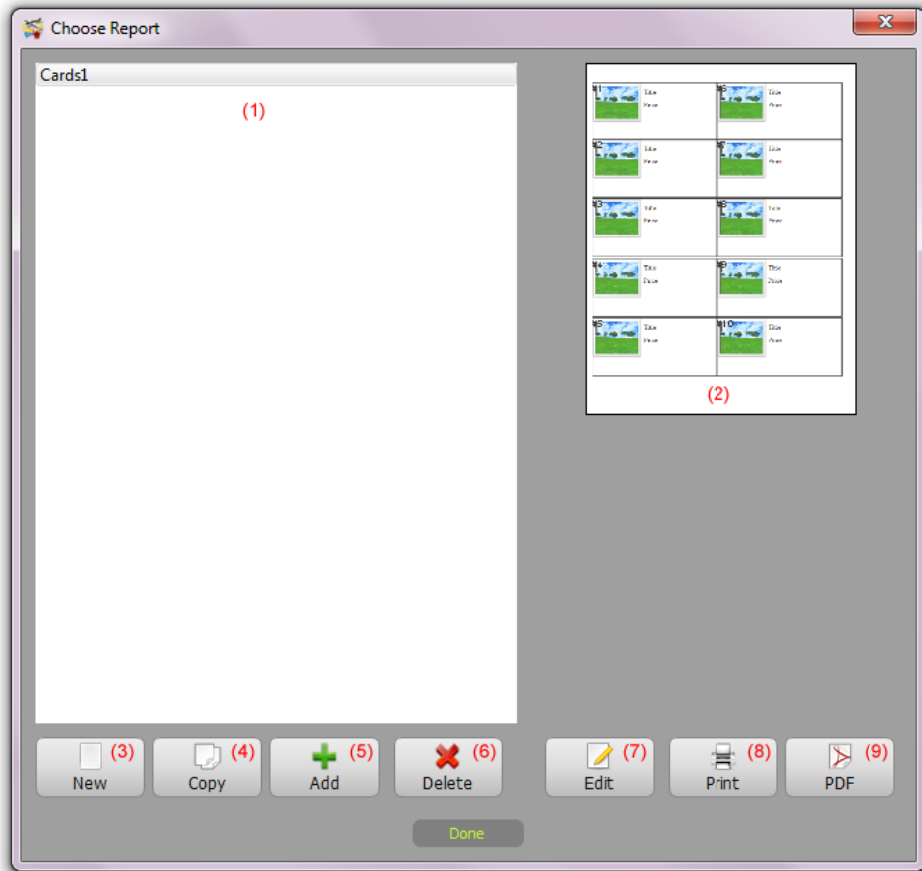
Layout (10) - Card layout.

Images (11) - Number of images per card.

Advanced Report

Tools -> Report -> Advanced Report

Report selection dialog is used to manage advanced reports



Existing reports list is shown in the list **(1)**.

Currently selected report preview is shown in the preview area **(2)**.

Reports manipulation functions:

New (3)– Create a new advanced report.

Copy (4) - Duplicate a selected report.

Add (5) - Add existing report. Customers can choose any report generated in another database or downloaded from the Web.

Delete (6) - Delete selected report.

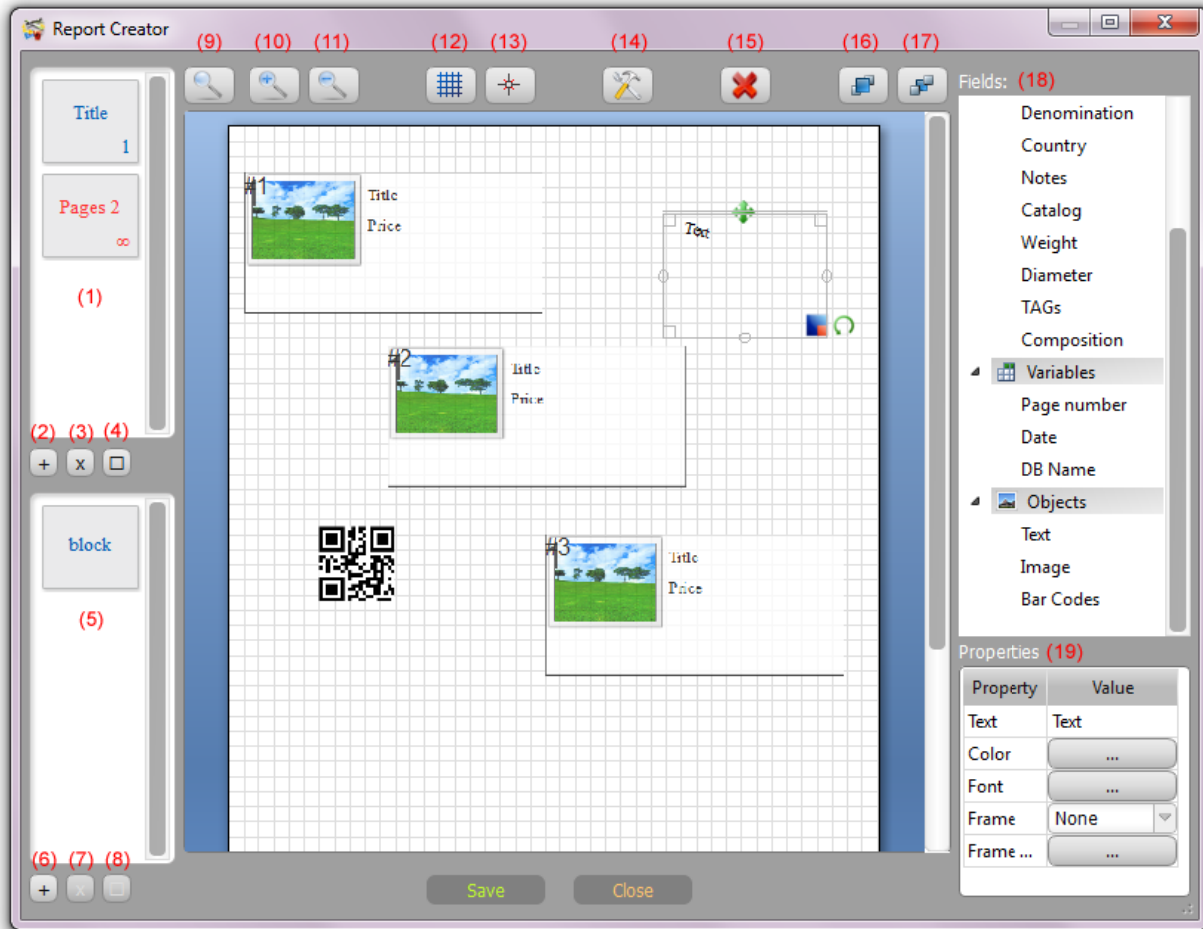
Edit (7) - Edit report.

Print (8) - Print selected report.

PDF (9)– Generate a PDF for selected report.

Report Creator

The Report Creator is used to create and edit advanced reports. This is a powerful publishing software module to create works such as reports.



1. List of pages templates' sequences. You can create report page template and set to how many pages to generate using this page template. For example, the page 'Title' is set to be used once; 'Pages 2' template is set to be used for unlimited pages (rest of report).

2. Add an additional new page template.

3. Delete selected page template.

4. Page properties. Used to set number of pages and title.

5. List of available blocks. Blocks are created to be used multiple times inside the page. For example, one block with image, title, and price was created. This block was placed inside report page three times.

To add a block into current page drag and drop it to the working area.

6. Add a new block.

7. Delete a selected block.

8. Block properties. Used to set block size and its title.
 9. Set scale to 100%.
 10. Zoom In.
 11. Zoom Out.
 12. Show/Hide grid.
 13. Enable/Disable snap to grid.
 14. Report properties. Used to set report name, page size, and layout.
 15. Delete selected item.
 16. Bring to Front.
 17. Send to Back.
 18. List of available report items.
- Drag and drop items to working area. Hold 'Alt' to add DB field value with the field name.
- These items are arranged into three groups:
- Data - database fields
 - Variables - report properties, like database name, date, current page number.
 - Objects - external images, custom text, barcodes.
19. Properties for currently selected item. Here there can be set various properties, like data source, color, font, alignment, frame settings, etc.

Notes

1. Some features available only in PRO version.
2. Barcodes are not generated in the final report for the items with an incorrect source data.
3. Barcodes can contain your custom text of data from the database fields.
4. Keep the proper blocks order. The data will be filled on page with same order.

Synchronizing Multi Collector databases between various computers and mobile devices

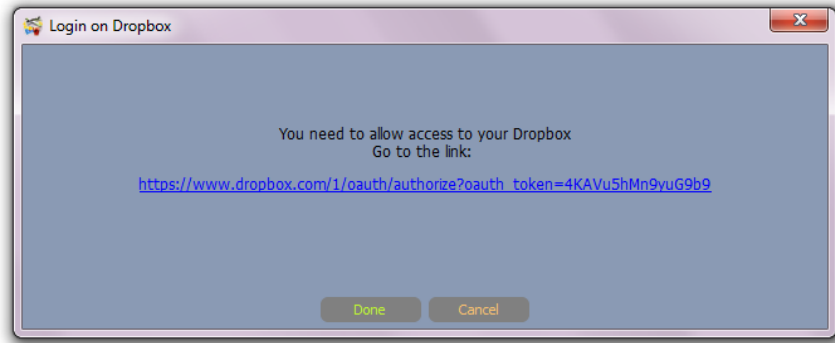
Using Dropbox account

Dropbox account can be used to send and receive database on various computers and devices.

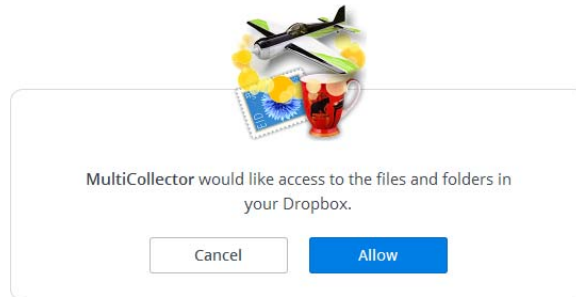
You can send database to your Dropbox using menu 'File' -> 'Send to Dropbox'

This will send your currently opened database to Dropbox in a packed format.

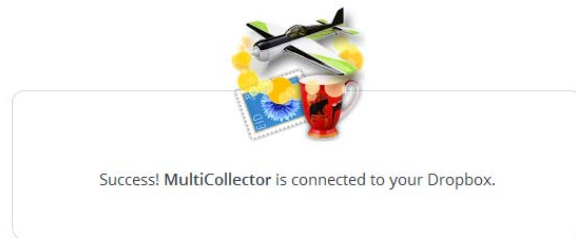
At first start Multi Collector will ask to confirm your Dropbox account usage:



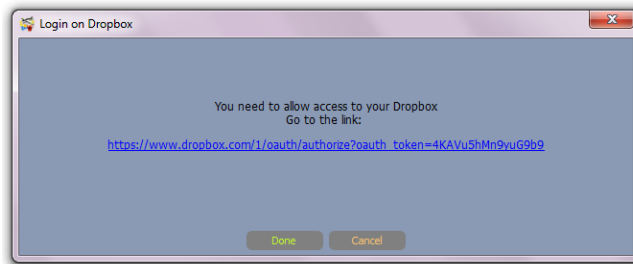
Click on blue link (or copy & paste it in your browser):



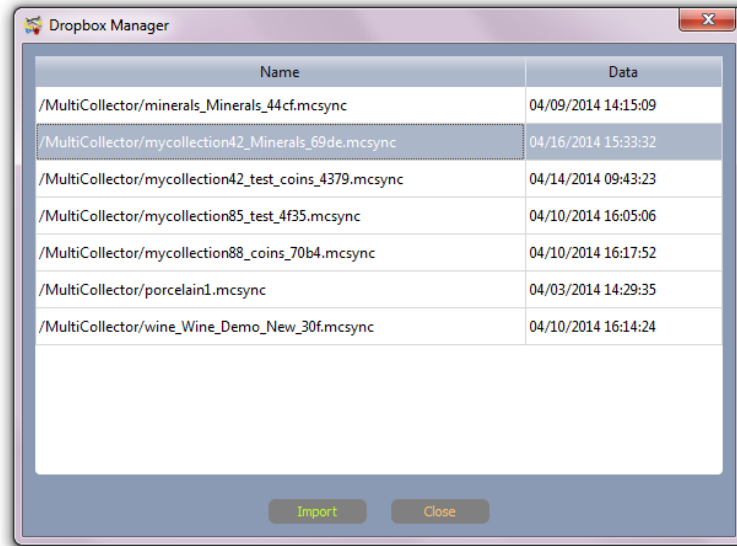
Click 'Allow' to confirm:



Go back to Multi Collector, and click 'Done' button:



To receive your database on another computer, use menu 'File' -> 'Import from Dropbox'.



Choose your database. Your currently opened database will be highlighted in the list. Or you can choose another database, or a database that is not yet available on your current computer.

Warning! This will overwrite your existing database by the database store in Dropbox.

Note. After using for time, Dropbox may want to update permission and confirm usage of your account for Multi Collector software.

On mobile versions of Multi Collector, the process of sending and receiving a database is similar to the desktop version.