Track It!
Coins
for Windows

Track, Organize and Catalog
your
Coin Collection

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General Information

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About Insight Software Solutions

Insight Software Solutions is located in Bountiful, Utah. Please send any inquiries, questions, suggestions or comments to the following address:

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Program Support

As a registered user, you will receive notification of major updates and new products. Registration includes a 90 day support policy where free updates will be provided for major problems. If a problem cannot be resolved, then a refund of money will be made.

Insight Software Solutions offers support through the mail, phone, fax, BBS and CIS. Please refer to the address and phone numbers above. Our official support BBS is the Rocky Mountain Software BBS (RMS). RMS can be reached 24 hours a day at (801) 963-8721 where a conference dedicated to us can be found. Our latest software products and versions, bulletins, news and message system are located on RMS under conference #4. RMS accepts modem baud rates of 1200 to 57600.

Getting Started With Track It! Coins

System Requirements

Track It! Coins has been written to run under Windows version 3.1. It requires close to a megabyte of hard disk space and slightly more during the installation process.

Installation

Track It! Coins contains a SETUP program which is used to install Track It! Coins onto your hard disk and make itself available under Windows. Track It! Coins and associated files will be placed in a group named "ISS (Insight Software Solutions) Collection Series. To run the Setup program, select "File" from the program manager and select "Run" from within the File Menu. Enter "A:\ SETUP" (B:\SETUP if disk is in drive B:) and press enter. On screen instructions will then be given.

Running Track It! Coins

Track It! Coins cannot be run from the floppy disk as the files are compressed. You will need to install the program first (see above). To run Track It! Coins, simply double click on Track It! Coins Icon that can be found in the ISS Collection Series group.

Main Window

Fields

COIN LIST BOX: This lists a portion of the coins that have been entered and recorded. You may scroll through these at will to find, view, change or delete the desired coin. The active coin will be highlighted and information pertaining to it will appear above in the View Box. The Coin List Box displays the Country, Face Value, Year and Description. You may double click on a coin to edit it or you may select the Edit Button to edit the highlighted coin.

VIEW BOX: The View Box consists of several descriptive fields of the current highlighted coin on the main window. The View Box is located at the top of the main window and consists of the following descriptive fields: Country, Description, Face Value, Market Value, Purchase Price, Premium Value, Year, Quantity and Condition.

Buttons

ADD BUTTON: Selecting the Add Button takes you to the Coin Input Dialog. All fields will be set to their initial default values (mostly blank). Information can now be entered about a coin.

EDIT BUTTON: Selecting the Edit Button takes you to the Coin Input Dialog. All fields will be set to the values entered previously for the particular coin selected. Information can now be modified if desired.

DELETE BUTTON: Selecting the Delete Button allows you to remove the selected coin from the data base. You will be prompted to make sure that you want to delete the coin before actual deletion takes place.

SEARCH BUTTON: Selecting the Search Button activates the Search Dialog. You may enter a variety of search information to locate the desired coin. After a search has been initiated and a match has been found, the Next Button will become enabled. You may then use the Next Button to find subsequent matches of the same search criteria that you had previously entered.

NEXT BUTTON: The Next Button is only available after an initial search has been performed. Selecting the Next Button tells the program to search for the next occurrence of the prior search criteria. You may continue to use the Next Button to keep finding additional occurrences until all have been found.

REPORT BUTTON: Selecting the Report Button activates the Report Dialog. You may view and print a variety of reports.

HELP BUTTON: This simply invokes the help system at the main index.

CLOSE BUTTON: This provides a quick exit from the program.

Menu System

File Menu Command

Selecting File from the Menu brings up a submenu consisting of Add, Edit, Delete, Maintenance and Exit. Selecting Add from the Menu performs the same operation as the Add Button. Selecting Edit from the Menu performs the same operation as the Edit Button. Selecting Delete from the Menu performs the same operation as the Delete Button. Selecting Maintenance from the Menu actives the Maintenance List Dialog. Here you may maintain a list of Countries and Topics for your coins. The software comes with predefined countries and topics which are commonly used. You may however, at your discretion, add new countries and topics or remove them. If you are only collecting three kinds (topics) of coins, then you may wish to list just those topics as all others will have no meaning. Alternatively, if you are collecting coins from only one country, you may wish to list just this country. Selecting Exit from the Menu terminates the program.

Report Menu Command

Selecting Report from the Menu performs the same operation as the Report Button.

Help Menu Command

Selecting Help from the Menu brings up a submenu consisting of Contents and About. Selecting Contents from the Menu invokes the help system and brings you to the Index within it. Selecting About from the Menu displays the version number of the program and the copyright notice.

Coin Input Dialog

This allows you to enter all the information about a particular coins. Information includes the Country, Face Value, Market Value, Description, Purchase Price, Premium Value, Mint Mark, Year, Quantity, Date Acquired, Topic, Condition, and Miscellaneous items. These characteristics can be cleared for an easy start-over of entering the coin information as well as Canceling the whole input. An easy method for adding new countries and for coin identification in finding countries is also available.

Input Fields

COUNTRY: This is where you select the coin's country of origin. If the country is not in the list of countries, then you may select the Add Button where you can add the country to the list. If you are unsure of what country the coin comes from, you may select the Find Button which may be able to assist you in locating the country.

FACE VALUE: This is the value of the coin that is printed on the coin. This is often called the denomination of the coin. For example, a dime has a face value of 10 cents.

MARKET VALUE: This is the price that a collector can expect to pay for a coin.

PREMIUM VALUE: This is the price that one can expect to sell a coin for.

PURCHASE PRICE: This is the price you paid to obtain a coin.

DESCRIPTION: This is a description of the coin. This may be a simple description of what is on the coin, words that appear on the coin or just about anything you wish to enter that will distinguish this coin from others.

MINT MARK: This is a small letter that is found on the coin that indicates where the coin was made. A list of U.S. mint marks follows:

No Mark	1792--	Philadelphia, PA
D	1838--1861	Dahlonega, GA
C	1838--1861	Charlotte, NC
O	1838--1909	New Orleans, LA
S	1854--1955, 1968--	San Francisco, CA
CC	1870--1893	Carson City, NV
D	1906--	Denver, CO
P	1942-1945	Philadelphia, PA

YEAR: This is the year that the coin was issued.

QUANTITY: This is the number of coins that you have that fit the particular description. Remember, if the condition is different between several of the same coin, you probably would want to list them separately.

COMMENTS: This is for adding any additional comments you would like to make about the coin.

DATE ACQUIRED: This is the date that you acquired the coin.

TOPIC: It is possible to group coins by topics or type and many collectors do indeed collect in this fashion. Many possibilities are available. Some topics would include animals, birds or portraits. Specialty types might include FAO (Food and Agricultural Organization) coins. Because of the range of topics available, it is possible to create and modify the list of topics. You may modify this list by selecting the Maintenance command under the File command in the menu. Alternatively, the Add Button located in the Country block also takes you to the

Maintenance List Dialog.

CONDITION: Coins fall into several categories of conditions. The value of the coin is effected by the rarity of the coin and the condition of the coin. Coins in better condition will obviously be worth more than those that are not. Listed below are the common conditions used in rating coins.
Uncirculated: This is a coin that is in perfect new condition. All writings and markings must be extremely clear. There must be no sign of wear or serious damage.   Sometimes new coins are packed and shipped loosely creating light scratches or scuffs. Uncirculated coins are usually brilliant, but they do not have to be.
Extremely Fine: This is a coin that is just about in the same condition as an uncirculated coin. However, it will show the slightest signs of wear or rubbing at the highest points on the coin.
Very Fine: This is a coin where the design is still quite clear, but there will be obvious signs of wear. The lettering may be worn, but the outline of every letter must still be clear. There will be smooth spots of wear on the highest points of the coin.
Fine: This is a coin that is worn quite a bit, but is still considered desirable. The basic outline remains clear, but much of the fine detail has been lost.
Very Good: This is a coin that is worn a lot, but not necessarily unattractive. There should not be any large gouges or other mutilations on the coin. They can, however, be scratched.
Good: This is a minimum condition coin. The major parts of the coin should be distinguishable and the date and mint mark should be legible.
Fair: This is a coin sometimes referred to as a "space filler". These are usually undesirable by collectors.   They may have only partial dates or designs due to wear. They remain "space fillers" in collections until a better coin can replace them.
Poor: This is an undesirable coin. They are usually bent, corroded or completely worn down.

MISCELLANEOUS: There are many miscellaneous categories for coins. Some of the more popular ones are listed below and explained.
Commemorative: This is a coin that is created to honor an outstanding person or event. The United States has issued at least 50 silver and 10 gold commemorative coins. These coins were never intended for normal circulation resulting in most of these coins being in uncirculated condition. Most of these coins were dedicated to special occasions such as the Oregon Trail Memorial (1926) or the Daniel Boone Bicentennial (1934).
Controller Coin: These are the coins of a given series that are the rarest, hardest to get and the most valuable. A list of U.S. controller coins are provided below:
Lincoln Head Cents: 1909S(VDB), 1909S, 1910S, 1911S, 1912S, 1913S, 1914D, 1915S, 1921S, 1922D, 1923S, 1924D, 1924S, 1926S, 1931D, 1931S, 1933D Others becoming rarer: 1932, 1933, 1939D, 1954, 1955S
Jefferson Nickels: 1938D, 1938S, 1939D, 1939S, 1942D Others becoming rarer: 1949S, 1950, 1950D, 1951S, 1955
Roosevelt Dimes: 1949S, 1950S, 1951S, 1952S Others becoming rarer: 1947S, 1954S, 1955P, 1955D, 1955S
Washington Quarters: 1932D, 1932S, 1936D, 1940D, 1955
Franklin Half Dollars: 1948, 1949, 1953, 1955, 1956
Indian Head Cents: 1864 (L on ribbon), 1869, 1870, 1871, 1872, 1877, 1908S, 1909S
Buffalo Head Nickels: D and S coins through 1928, 1937D (3 legged buffalo)
Mercury Head Dimes: 1916D, 1919D, 1919S, 1921P, 1921D, 1926S, 1927D Others becoming rarer: 1930S, 1931D, 1931S
Standing Liberty Quarters: 1916, 1917D, 1917S, 1918S (over 17), 1919D, 1919S, 1923S, 1926S, 1927S Others becoming rarer: 1926D, 1927D, 1929D, 1929S, 1930S
Standing Liberty Half Dollars: 1916, 1917D, 1917S, 1919P, 1919D, 1919S, 1921P, 1921D, 1919S, 1938D
Gold: This is a coin that is made out of gold.

Silver: This is a coin that is made out of silver.

Buttons

UPDATE: Selecting the Update Button saves all the information about the coin and returns you to the main window.

CANCEL: Selecting the Cancel Button aborts any changes you have made regarding the coin. You are returned to the main window.

CLEAR: Selecting the Clear Button removes all information about the coin that may have been entered and sets all values to the initial default values.

HELP: This invokes the help system with the Coin Input Dialog as the current topic.

ADD: Selecting the Add Button from the Coin Input Dialog actives the Maintenance List Dialog. Here you may maintain a list of Countries and Topics for your coins. The software comes with predefined countries and topics which are commonly used. You may however, at your discretion, add new countries and topics or remove them. If you are only collecting three kinds (topics) of coins, then you may wish to list just those topics as all others will have no meaning. Alternatively, if you are collecting coins from only one country, you may wish to list just this country.

FIND: When beginning as a coin collector, it is not always easy to identify which country a coin originates from. The find button brings up a list showing many of the common inscriptions found on coins and identifies the country of origin. As you become acquainted with coins, many of these will become familiar to you and you will not need to reference this list.

Report Dialog

The Report Dialog allows you to view or print a variety of reports. The report type is determined by selecting a Sort Order and a Report Style.

Input Fields

SORT ORDER: You may have your reports sorted in one of five ways. These are as follows:

Country: This will generate a report where the coins are grouped by country. A subheading consisting of the coin's country of origin will appear above all coins from that country. A list box is available so that you can print out the coins for a single country if desired. You may wish to do this after updating coins for a particular country instead of printing the entire list out again. To print an entire list, you would select the ALL COUNTRIES choice in the list box.

Topic: This will generate a report where the coins are grouped by topic. A subheading consisting of the coin's topic will appear above all coins in that topic. A list box is available so that you can print out the coins for a single topic if desired. You may wish to do this after updating coins for a particular topic instead of printing the entire list out again. To print an entire list, you would select the ALL TOPICS choice in the list box.

Condition: This will generate a report where the coins are grouped by condition. A subheading consisting of the coin's condition will appear above all coins of the given condition. A list box is available so that you can print out the coins for a single condition if desired. You may wish to do this after updating coins for a particular condition instead of printing the entire list out again. To print an entire list, you would select the ALL CONDITIONS choice in the list box.

Year: This will generate a report where the coins are grouped by their year of issue. A subheading consisting of the coin's issue year will appear above all coins issued that year.

Face Value: This will generate a report where the coins are grouped by their face value. A subheading consisting of the coin's face value will appear above all coins with the same face value.

STYLE: The style of the report determines the amount of information you want printed about each coin. This consists of three different options.

1 Line Description: This will generate a report where there is only one line of data for each coin. The information included is the Country, Year, Mint Mark, Face Value, Condition and Description.

2 Line Description: This will generate a report where there are two lines of data for each coin. The information included is the Country, Year, Mint Mark, Face Value, Market Value, Description, Premium Value, Quantity and Condition.

Full Description: This will generate a report where all the information about a coin is printed. This requires 4 lines of data for each item.

Buttons

VIEW: Selecting the View Button generates the desired report and sends it to the screen to be viewed.

PRINT: Selecting the Print Button generates the desired report and sends it to the printer.

HELP: This invokes the help system with the Report Dialog as the current topic.

CLOSE: This exits the Report Dialog and returns to the Main Window.

Search Dialog

The Search Dialog allows you to enter search criteria to locate a given coin. The following information can be searched upon: Country, Face Value, Description, Year, Topic, and/or Condition. You may select to search on one item or multiple items. For example, if you want to search for all 1990 coins, then enter 1990 in the Year field. If you wanted to search for all 1990 coins from Bulgaria, then enter 1990 in the Year field and select Bulgaria in the Country field. Where text is entered, you need only enter that portion of the text that you want a search to take place on. For example, under description, you could enter "plant" to find all coins that had the word "plant" in the description. This would find all descriptions with "plant" and "plants". If you just wanted to find "plants", then you would enter "plants".

Once the search criteria has been entered, you select the OK Button and the search immediately takes place. If for some reason you decide that you do not want to perform a search after all, then you may select the Cancel Button. The Clear Button is available as a tool to quickly clear all the search fields so different search criteria can be entered. Once search criteria has been entered, it is remembered so that the next time you want to perform a search, the last search criteria used will be present.

Maintenance Dialog

The Maintenance List Dialog allows you to maintain a list of Countries and Topics for your coins. The software comes with predefined countries and topics which are commonly used. You may however, at your discretion, add new countries and topics or remove them. If you are only collecting three kinds (topics) of coins, then you may wish to list just those topics as all others will have no meaning. Alternatively, if you are collecting coins from only one country, you may wish to list just this country.

You may add a country by filling in the country edit box and then selecting the Add Button. To delete a country, you highlight the desired country inside the list box and then select the Delete Button. If you wish to modify a country, you will need to first delete it, then add it back in with the correct spelling. You may add, remove and modify Topics in the same manner.