



The Score Card Help Index

Step-By-Step Help

[Getting Started](#)

[Menu Commands](#)

[Keyboard Commands](#)

Reference

[Definitions](#)

[Registration](#)

The Score Card Definitions

Brand

Card Number

Card Type

City

Condition

Description

Division

High Value

Inventory Number

League

Low Value

Notes

Owned

Position

Purchase Date

Purchase Price

Sale Date

Sale Price

Sold

Sport

The Score Card

Status

Team

Wanted

Year

Getting Started

Although 'The Score Card' is very easy to use, it is made up of several screens and has a small group of functions which should be reviewed in order to make using the system as smooth as possible. The following procedures can be accessed simply by 'clicking' on them or you can cycle through them all using the browse buttons.

Adding a New Card

Deleting an Existing Card

Entering Notes for a Specific Card

Updating an Existing Card

Viewing your Cards

Selecting Specific Cards

Deleting an Existing Card

Deleting an existing card from 'The Score Card' is a fairly straightforward process and can be accomplished by simply 'clicking' on the 'Delete' button once the card to be deleted is displayed on the main selection screen. However, if a card is being deleted because it was sold from the collection then the more appropriate action would be to mark the status of the card as 'Sold' and record the sale date and price. It is recommended that cards only be deleted if they were entered erroneously in the first place or in the unlikely event that your hard disk becomes full - in which case you probably have a lot bigger problems.

To Delete A Card

1. Select the card you wish to delete either by scrolling to the appropriate card using the Previous/Next scroll bars, or by 'clicking' on the 'Select Card...' button and changing the selection fields which correspond to the information on the card you wish to delete. (e.g. If you do not know the Inventory number of the card you wish to delete (and you probably won't), but you do know the Sport, Brand and Team of the card then simply 'click' on the 'Select Card...' button and change the Sport, Brand and Team selection fields to those values and 'click' on the 'Ok' button. When you return to the selection screen only those cards which meet the above entered criteria will be in the selection set and you can scroll through a much smaller set until you get to the card you wish to delete.)
2. Once the card you wish to delete is displayed on the screen you can delete it either by 'clicking' on the 'Delete' button or by highlighting the 'Edit' function from the command line and choosing 'Delete Card' from the drop down menu. At this point a confirmation box will appear, if you are sure you want to delete the card 'click' on 'Yes' otherwise 'click' on 'No'.

See Also

Adding a New Card

Updating an Existing Card

Selecting Specific Cards

Adding a New Card

The New Card Form is used to add new cards to your collection and has several features designed to make this process as easy and quick as possible. Please note that this is the only screen from which you can add cards to 'The Score Card'; the selection screen which is the first window displayed when 'The Score Card' is first run can be used to edit and delete existing cards but it will not add a new card.

To add a new card to your collection you need to access the new card screen which can be done in one of two ways. First of all you could use the mouse or keyboard to access the command line at the top of the main selection window and 'click' on the 'Edit' command, from there you would simply highlight and 'click' on the 'Add New Card...' selection. The second and perhaps simpler way to access the new card screen would be to simply 'click' on the 'Add New Card...' button located on the right hand side of the main selection screen. Either of these two methods will take you to a screen entitled 'New Card Form'.

The following is a breakdown of the individual fields on the new card screen and how they should be entered when adding new cards into your system: (Note: Fields with an asterisk '*' to the left of the field name must be entered whenever a new card is added, however any other fields may be left blank and updated at a later date)

1. *Sport - Use the drop down list box to choose an existing sport or type in the name of the sport yourself. Note: If this 'Sport' is more than a one time entry then it would be beneficial to add the new sport through the Sport Form.
2. *Brand - Use the drop down list box to choose an existing brand or type in the name of the brand yourself. Note: If this 'Brand' is more than a one time entry then it would be beneficial to add the new brand through the Brand Form.
3. *Year - This field will default to the current year or the previously entered year if 'Easy Add' is checked.
4. *Card # - Type in a unique card number.
5. *Inventory # - This is a display only field.
6. Type - Use the drop down list box to choose an existing 'type' or type in the name of the type yourself. Note: If this 'Type' is more than a one time entry then it would be beneficial to add the new type through the Type Form.
7. Description - Type in a short description of the card. (e.g. player name).

8. Team - Use the drop down list box to choose an existing 'Team' or type in the name of the team yourself. Note: If this 'Team' is more than a one time entry then it would be beneficial to add the new team through the Team Form.
10. Position - Use the drop down list box to choose an existing 'Position' or type in the name of the position yourself. Note: If this 'Position' is more than a one time entry then it would be beneficial to add the new position through the Position Form.
11. Purchase Date - This field will default to the current date or the previously entered date if 'Easy Add' is checked.
12. Purchase Price - Enter what you paid for this particular card, or accept the default value if 'Easy Add' is checked.
13. *Condition - There are eight predetermined conditions from which to choose from ranging from 'Mint' to 'Poor'. These are industry standard conditions and can be selected by using either the mouse or the scroll keys on the keyboard.
14. Low Value - Enter the lowest dollar value this card would be rated at in its present condition, or you can accept the previously entered value as a default if 'Easy Add' is checked.
15. High Value - Enter the highest dollar value this card would be rated at in its present condition, or you can accept the previously entered value as a default if 'Easy Add' is checked.
16. *Status - Choose 'Owned' if the card being entered is in your collection or 'Wanted' if this card is one you do not currently have but want in order to complete your collection.
17. Notes - If you wish to enter any specific notes for this particular card you can 'click' on the 'Notes...' button and a separate window will appear allowing you to enter as much text as you want to describe this card. When done entering notes 'click' on the 'Ok' to return to the new card form.

At this point you may use one of the four buttons at the right hand side of the screen to perform the following functions:

The 'Add' Button:

'Clicking' on this button will add the card currently displayed on the screen to the database. It will then clear the screen and place the cursor in the Sport field ready for entry of the next card.

The 'Add & Close' Button:

'Clicking' on this button will add the card currently displayed on the screen to the database, and then return you to the main selection screen.

The 'Close' Button:

'Clicking' on this button will close the new card form screen and return you to the main selection screen. It will NOT save the card currently displayed on the screen.

The 'Clear' Button:

'Clicking' on this button will clear all fields on the new card screen depending on whether or not the 'Easy Add' box is checked.

See Also

[Using Easy Add](#)

[Adding a New Sport](#)

[Adding a New Brand](#)

[Adding a New Card Type](#)

[Adding a New Team](#)

[Adding a New Position](#)

Using Easy Add

The 'Easy Add' feature of 'The Score Card' allows you to quickly add cards with similar characteristics to your collection. The following sections describe how and when to use this time-saving feature.

How to Use Easy Add:

In order to activate the 'Easy Add' function simply 'click' on the 'Easy Add' check box on the 'New Card Form' screen. At this point a small check mark will appear next to the 'Easy Add' box indicating that the function is active. De-activation is just the reverse. When 'Easy Add' is active all fields entered will retain the information entered from the previous card with the exception of card number and description. Card number is a unique field to every card and must be entered whenever a new card is added, but the description field is optional.

When to Use Easy Add:

The 'Easy Add' function is obviously very useful when adding large groups of cards to your collection, but a little extra effort on your part beforehand can speed up entry even more. Since 'Easy Add' only clears the card number and description fields it would be beneficial to you to organize your cards by Sport, Brand, Year, Type and Team. Now obviously you do not have to sort your cards in this way, but any of the above groupings will speed card entry.

See Also

[Adding a New Card](#)

Updating an Existing Card

Updating a card in 'The Score Card' is a fairly straightforward process and can be accomplished by simply 'clicking' on the 'Update' button on the 'Main Selection Screen' once the card has been changed. A card may need to be edited for a number of reasons: 1. Its status has changed (e.g. the card has been sold or was previously at a 'Wanted' status and has now been purchased), 2. Original data was entered erroneously, 3. The condition or value of the card has changed, 4. You just like to edit your card demographics for the fun of it.

To Update A Card

1. Select the card you wish to update either by scrolling to the appropriate card using the Previous/Next scroll bars, or by 'clicking' on the 'Select Card...' button and changing the selection fields which correspond to the information on the card you wish to update. (e.g. If you do not know the Inventory number of the card you wish to update (and you probably won't), but you do know the Sport, Brand and Team of the card then simply 'click' on the 'Select Card...' button and change the Sport, Brand and Team selection fields to those values and 'click' on the 'Ok' button. When you return to the selection screen only those cards which meet the above entered criteria will be in the selection set and you can scroll through a much smaller set until you get to the card you wish to update.)
2. Once the card you wish to update is displayed on the screen you may edit any of the demographic fields by simply 'clicking' on the appropriate box and entering the new information in place of the old. You may save your changes either by 'clicking' on the 'Update' button or by highlighting the 'Edit' function from the command line and choosing 'Update Card' from the drop down menu.

See Also

Adding a New Card

Deleting an Existing Card

Selecting Specific Cards

Entering Notes for a Specific Card

The 'Notes' function of 'The Score Card' is used to enter any information about a specific card other than the standard information kept for every card. Such information might include a note stating that this card was signed by the player, or an elaboration on the condition of the card. Entering or editing notes for an existing card is identical to entering notes for a new card and can be initiated by a simple 'click' of the 'Notes...' button on the 'Main Selection Screen' once the card has been displayed.

To Enter Notes

1. Select the card you wish to enter notes for either by scrolling to the appropriate card using the Previous/Next scroll bars, or by 'clicking' on the 'Select Card...' button and changing the selection fields which correspond to the information on the card you wish to update. (e.g. If you do not know the Inventory number of the card you wish to enter notes for (and you probably won't), but you do know the Sport, Brand and Team of the card then simply 'click' on the 'Select Card...' button and change the Sport, Brand and Team selection fields to those values and 'click' on the 'Ok' button. When you return to the selection screen only those cards which meet the above entered criteria will be in the selection set and you can scroll through a much smaller set until you get to the card you wish to enter notes for.
2. Once the card you wish to update is displayed on the screen you may edit any existing notes or add new comments by simply 'clicking' on the 'Notes...' button. A second window will appear entitled 'Card Notes'; any notes currently on file for this card will be displayed and can be edited at this time or any new comments may be entered. When you are done entering notes simply 'click' the 'Ok' button to save your change, or 'click' on the 'Cancel' button to return to the 'Main Selection' screen without saving your changes.

See Also

Adding a New Card

Deleting an Existing Card

Selecting Specific Cards

Selecting Specific Cards

Among other things the 'Main Selection' screen is used to view the individual cards in your collection. The Score Card's default setting is to allow you to view all of the cards in your collection. However, from time to time you may want to view or produce a report for a specific group of cards within your collection (e.g. all Fleer Basketball cards for 1990). The 'Selection' form allows you to choose a specific sub group of cards to view.

To Select a Group of Cards

1. From the 'Main Selection' screen 'click' on the 'Select Card...' button. A sub window entitled 'Select Cards To View' will appear with several fields which you may change in order to reflect which cards you wish to view.
2. When you have entered your selection criteria 'click' on the 'Ok' button to return to the 'Main Selection' screen. At this point your system may pause for a moment as the new selection set is built. You will know if you are viewing a specific sub group of cards because the title bar at the top of the screen will display 'selected cards' in parenthesis after the title. The previous/next scroll bar will also display the total number of cards in your selection set. If at any time you wish to return to viewing your entire collection simply 'click' on the 'All Cards' button and the title bar will reflect the change in your viewing status.

EXAMPLE : If you wish to view only the Topps Baseball Rookie cards which you currently own, you would first change the 'Sport' box to be Baseball, next you would change the 'Brand' box to be Topps (note: if Topps is not in the drop down list box you may simply type it). Third you would change the 'Card Type' box to be rookie. Finally, since you only want to see cards that you actually own as opposed to cards that you want or have sold, you would make sure that only the 'Owned' status box is checked. Now 'click' on the 'Ok' box to return to the 'Main Selection' screen with only the cards which met the above criteria selected. (Note: If there are no cards in your collection which meet all of the above criteria your selection set will be 0 of 0).

See Also

Adding a New Card

Deleting Existing Card

Updating an Existing Card

Viewing Your Cards

The most basic function of any collection system is the ability to view the items within your collection. Fortunately, this is perhaps the easiest part of 'The Score Card' to master (Of course none of it is very difficult).

To View a Card

1. First you should decide what part of your collection you wish to scroll through. If you wish to scroll through your entire collection simply 'click' on the 'All Cards' button, otherwise 'click' on the 'Select Card' button and choose a subgroup of cards to scroll through.
2. Looking at your individual cards is now simply a matter of using the Previous/Next scroll bar in the upper right portion of the screen to cycle through the cards in your set. Whenever you release the mouse button the card you have stopped on will be displayed on the screen. You may update, delete, or add notes to the card at this time.

See Also

Adding a New Card

Deleting Existing Card

Updating an Existing Card

The Brand Form

The Brand Form has four functions. From this screen you can produce a list of all of the brands in The Score Card, add/delete a brand, or rename an existing brand. For detailed information on these functions see one of the following:

[Adding a New Brand](#)

[Deleting an Existing Brand](#)

[Renaming an Existing Brand](#)

[Producing a List of Brands](#)

Adding a New Brand

Since the card collecting industry is currently booming it may be necessary to add new brands from time to time as companies enter the business or introduce new lines of cards.

To Add a New Brand

- 1 Select '**List**' from the command tools menu across the top of the screen, then from the drop down menu choose 'Brand List...'.
- 2 When The Brand Form displays use the mouse to 'click' on the 'New' button. A second box will appear headed 'Enter New Item:'.
- 3 Type in the name of the new brand you wish to enter and 'click' on the OK button, or 'click' on the CANCEL button to quit without adding a new brand.

See Also

[Deleting an Existing Brand](#)
[Renaming an Existing Brand](#)
[Producing a List of Brands](#)

Deleting an Existing Brand

The deletion of brands from The Score Card is a relatively easy process, however it is recommended that some thought be given as to why the brand is being deleted. If the brand name is simply misspelled it would be easier to use the rename function, if the brand is being deleted because you do not have any in your collection remember that may change in the future. A legitimate reason for deleting a brand might be that it is a duplicate or was erroneously entered and was not a real brand in the first place.

To Delete A Brand

- 1 Select '**List**' from the command tool line at the top of the screen, then from the drop down menu choose 'Brand List...!'
- 2 When 'The Brand Form' appears use the mouse to click on the scroll bars in the brand list box until the brand you wish to delete appears. Then use the mouse and click on the name of the brand you wish to delete.
- 3 The brand you wish to delete should now be highlighted. Now click on the 'Delete' button. A 'Confirmation' box will appear; to delete the brand click on the 'Yes' button, otherwise 'click' on the 'No' button to continue without deleting a brand.

See Also

[Adding a New Brand](#)

[Renaming an Existing Brand](#)

[Producing a List of Brands](#)

Renaming an Existing Brand

The most common use for renaming a brand would be if the brand was entered incorrectly (e.g. misspelled). It could also be used to edit an existing brand name if it should change for some reason.

To Rename a Brand

- 1 Select '**List**' from the command tool line at the top of the screen, then from the drop down menu choose 'Brand List...!'
- 2 When 'The Brand Form' appears use the mouse to click on the scroll bars in the brand list box until the brand you wish to rename appears. Then use the mouse and click on the name of the brand you want to rename.
- 3 The brand you wish to rename should now be highlighted. Now click on the 'Rename' button. A box entitled 'Enter New item name' will appear; to rename the brand type in the new name and click on the OK button, otherwise click on the CANCEL button to continue without renaming.

See Also

[Adding a New Brand](#)

[Deleting an Existing Brand](#)

[Producing a List of Brands](#)

Producing a List of Brands

The Brand Report is used to produce a list of all brands currently entered in The Score Card.

To Produce a Brand List

- 1 Select '**List**' from the command tool line at the top of the screen, then from the drop down menu choose 'Brand List...'
- 2 When 'The Brand Form' appears use the mouse to click on the 'Report' button. A box will appear while the job is printing. You may click on the CANCEL button to abort the printing of the report.

See Also

[Adding a New Brand](#)

[Deleting an Existing Brand](#)

[Renaming an Existing Brand](#)

The Position Form

The Position Form has four functions. From this screen you can produce a list of all of the positions by Sport in The Score Card, add/delete a position, or rename an existing position. For detailed information on these functions see one of the following:

[Adding a New Position](#)

[Deleting an Existing Position](#)

[Renaming an Existing Position](#)

[Producing a List of Positions by Sport](#)

Adding a New Position

Although The Score Card includes every position of the major sports in card collecting, new sports and forms of card collecting are forming all the time so we have included the ability to add new positions as necessary. Remember, every position is related to a sport so make sure you have the correct sport selected when adding in new positions; after all, there are no Line Backers in Baseball.

To Add a New Position

- 1 Select '**List**' from the command tools menu across the top of the screen, then from the drop down menu choose 'Position List...'.
- 2 When The Position Form displays use the mouse to 'click' on the scroll bars within the Sport List box until the appropriate sport is displayed. Next use the mouse and 'click' on the name of the sport. The sport will be highlighted and any positions associated with that sport will now appear in the Position List box below the Sport List box.
- 3 Next 'click' on the New button below the Position List box. A second box entitled 'Enter New Position:' will appear; type in the name of the new position you wish to enter and 'click' on the OK button, or 'click' on the CANCEL button to quit without adding a new position.

See Also

[Deleting an Existing Position](#)

[Renaming an Existing Position](#)

[Producing a List of Positions by Sport](#)

Deleting an Existing Position

The deletion of positions from The Score Card is a relatively easy process, however it is recommended that some thought be given as to why the position is being deleted. If the position name is simply misspelled it would be easier to use the rename function, if the position is being deleted because you do not have any in your collection remember that may change in the future. A legitimate reason for deleting a position might be that it is a duplicate or was erroneously entered and was not a real position in the first place.

To Delete A Position

- 1 Select '**List**' from the command tool line at the top of the screen, then from the drop down menu choose 'Position List...!'
- 2 When 'The Position Form' appears use the mouse to click on the scroll bars in the Sport List box until the Sport that the position is associated with appears. Once the sport appears use the mouse to click on the sport name at which point the sport will become highlighted.
- 3 Next use the mouse to click on the scroll bars in the Position List box until the position you wish to delete appears. Then use the mouse and click on the name of that position.
- 3 The position you wish to delete should now be highlighted. Now click on the 'Delete' button. A 'Confirmation' box will appear; to delete the position click on the 'Yes' button, otherwise 'click' on the 'No' button to continue without deleting the position.

See Also

[Adding a New Position](#)[Renaming an Existing Position](#)
[Producing a List of Positions by Sport](#)

Renaming an Existing Position

The most common use for renaming a position would be if the position was entered incorrectly (e.g. misspelled). It could also be used to edit an existing position name if it should change for some reason.

To Rename a Position

- 1 Select '**List**' from the command tool line at the top of the screen, then from the drop down menu choose 'Position List...'.
- 2 When 'The Position Form' appears use the mouse to click on the scroll bars in the Sport List box until the sport under which the position occurs appears. Next click on the scroll bars within the Position List box until the position you wish to rename appears. Then use the mouse and click on the name of the position you want to rename.
- 3 The position you wish to rename should now be highlighted. Now click on the 'Rename' button. A box entitled 'Enter New Position Name' will appear; to rename the position, type in the new name and click on the OK button, otherwise click on the CANCEL button to continue without renaming.

See Also

[Adding a New Position](#)

[Deleting an Existing Position](#)

[Producing a List of Positions by Sport](#)

Producing a List of Positions by Sport

The Position Report is used to produce a list of all positions by sport currently entered in The Score Card.

To Produce a Position List

- 1 Select '**List**' from the command tool line at the top of the screen, then from the drop down menu choose 'Position List...'.
- 2 When 'The Position Form' appears use the mouse to click on the 'Report' button. A box will appear while the job is printing. You may click on the CANCEL button to abort the printing of the report.

See Also

[Adding a New Position](#)

[Deleting an Existing Position](#)

[Renaming an Existing Position](#)

The Sport Form

The Sport Form has four functions. From this screen you can produce a list of all of the sports in The Score Card, add/delete a sport, or rename an existing sport. For detailed information on these functions see one of the following:

[Adding a New Sport](#)

[Deleting an Existing Sport](#)

[Renaming an Existing Sport](#)

[Producing a List of Sports](#)

Adding a New Sport

Since the card collecting industry is currently booming it may be necessary to add new sports from time to time as companies expand their product lines. Note: Although we are talking about sports, this field can be used to describe any group of cards you wish to collect (e.g. Star Trek cards, or Famous Criminal cards).

To Add a New Sport

- 1 Select '**List**' from the command tools menu across the top of the screen, then from the drop down menu choose 'Sport List...!.
- 2 When The Sport Form displays use the mouse to 'click' on the 'New' button. A second box will appear headed 'Enter New Item:'.
- 3 Type in the name of the new sport you wish to enter and 'click' on the OK button, or 'click' on the CANCEL button to quit without adding a new sport.

See Also

[Deleting an Existing Sport](#)
[Renaming an Existing Sport](#)
[Producing a List of Sports](#)

Deleting an Existing Sport

The deletion of sports from The Score Card is a relatively easy process, however it is recommended that some thought be given as to why the sport is being deleted. If the sport name is simply misspelled it would be easier to use the rename function, if the sport is being deleted because you do not have any in your collection remember that may change in the future. A legitimate reason for deleting a sport might be that it is a duplicate or was erroneously entered and was not a real sport in the first place.

To Delete A Sport

- 1 Select '**List**' from the command tool line at the top of the screen, then from the drop down menu choose 'Sport List...!'.
- 2 When 'The Sport Form' appears use the mouse to click on the scroll bars in the sport list box until the sport you wish to delete appears. Then use the mouse and click on the name of the sport you wish to delete.
- 3 The sport you wish to delete should now be highlighted. Now click on the 'Delete' button. A 'Confirmation' box will appear; to delete the sport click on the 'Yes' button, otherwise 'click' on the 'No' button to continue without deleting a sport.

See Also

[Adding a New Sport](#)

[Renaming an Existing Sport](#)

[Producing a List of Sports](#)

Renaming an Existing Sport

The most common use for renaming a sport would be if the sport was entered incorrectly (e.g. misspelled). It could also be used to edit an existing sport name if it should change for some reason. Remember, when you rename a sport any positions associated with that sport now fall under the new sport name.

To Rename a Sport

- 1 Select '**List**' from the command tool line at the top of the screen, then from the drop down menu choose 'Sport List...!.
- 2 When 'The Sport Form' appears use the mouse to click on the scroll bars in the sport list box until the sport you wish to rename appears. Then use the mouse and click on the name of the sport you want to rename.
- 3 The sport you wish to rename should now be highlighted. Now click on the 'Rename' button. A box entitled 'Enter New item name' will appear; to rename the sport type in the new name and click on the OK button, otherwise click on the CANCEL button to continue without renaming.

See Also

[Adding a New Sport](#)

[Deleting an Existing Sport](#)

[Producing a List of Sports](#)

Producing a List of Sports

The Sport Report is used to produce a list of all sports currently entered in The Score Card.

To Produce a Sport List

- 1 Select '**List**' from the command tool line at the top of the screen, then from the drop down menu choose 'Sport List...!.
- 2 When 'The Sport Form' appears use the mouse to click on the 'Report' button. A box will appear while the job is printing. You may click on the CANCEL button to abort the printing of the report.

See Also

[Adding a New Sport](#)

[Deleting an Existing Sport](#)

[Renaming an Existing Sport](#)

The Team Form

The Team Form has four functions. From this screen you can produce a list of all of the teams by sport in The Score Card, add/delete a team, or rename an existing team. For detailed information on these functions see one of the following:

[Adding a New Team](#)

[Deleting an Existing Team](#)

[Renaming an Existing Team](#)

[Producing a List of Teams by Sport](#)

Adding a New Team

Although The Score Card includes every team for several major sports in card collecting, new sports and forms of card collecting are forming all the time so we have included the ability to add new teams (or groups if you are collecting something besides sports related cards) as necessary. Remember, every team is related to a sport so make sure you have the correct sport selected when adding in new teams.

To Add a New Team

- 1 Select '**List**' from the command tools menu across the top of the screen, then from the drop down menu choose 'Team List...!'.
- 2 When The Team Form displays use the mouse to 'click' on the scroll bars within the Sport List box until the appropriate sport is displayed. Next use the mouse and 'click' on the name of the sport. The sport will be highlighted and any teams associated with that sport will now appear in the Team List box below the Sport List box.
- 3 Next 'click' on the New button below the Team List box. A second box entitled 'Enter New Team:' will appear; type in the name of the new team you wish to enter and 'click' on the OK button, or 'click' on the CANCEL button to quit without adding a new team.
- 4 At this point the team has been added to The Score Card, however you can also add the city, league, and division which this team is associated with by tabbing or clicking with the mouse over to the three aforementioned fields to the right of the Team List box. These fields are not required, but are provided for your convenience.

See Also

[Deleting an Existing Team](#)

[Renaming an Existing Team](#)

[Producing a List of Teams by Sport](#)

Deleting an Existing Team

The deletion of teams from The Score Card is a relatively easy process, however it is recommended that some thought be given as to why the team is being deleted. If the team name is simply misspelled it would be easier to use the rename function, if the team is being deleted because you do not have any in your collection remember that may change in the future. A legitimate reason for deleting a team might be that it is a duplicate or was erroneously entered and was not a real team in the first place.

To Delete A Team

- 1 Select '**List**' from the command tool line at the top of the screen, then from the drop down menu choose 'Team List...!'.
- 2 When 'The Team Form' appears use the mouse to click on the scroll bars in the Sport List box until the Sport that the team is associated with appears. Once the sport appears use the mouse to click on the sport name at which point the sport will become highlighted.
- 3 Next use the mouse to click on the scroll bars in the Team List box until the team you wish to delete appears. Then use the mouse and click on the name of that team.
- 3 The team you wish to delete should now be highlighted. Now click on the 'Delete' button. A 'Confirmation' box will appear; to delete the team click on the 'Yes' button, otherwise 'click' on the 'No' button to continue without deleting the team.

See Also

[Adding a New Team](#)

[Renaming an Existing Team](#)

[Producing a List of Teams by Sport](#)

Renaming an Existing Team

The most common use for renaming a team would be if the team was entered incorrectly (e.g. misspelled). It could also be used to edit an existing team name if it should change for some reason, however if a team changes cities or divisions it would be better to create an entirely new team since any old cards will still have the old city/division on them.

To Rename a Team

- 1 Select '**List**' from the command tool line at the top of the screen, then from the drop down menu choose 'Team List...'.
- 2 When 'The Team Form' appears use the mouse to click on the scroll bars in the Sport List box until the sport under which the position occurs appears. Next click on the scroll bars within the Team List box until the team you wish to rename appears. Then use the mouse and click on the name of the team you want to rename or change the demographics of.
- 3 The team you wish to rename should now be highlighted. Now click on the 'Rename' button. A box entitled 'Enter New Position Name' will appear; to rename the position, type in the new name and click on the OK button, otherwise click on the CANCEL button to continue without renaming. If you wish to simply change the city, league, or division then simply use the mouse to click on the appropriate field and type in your new information and press <Return>.

See Also

[Adding a New Team](#)

[Deleting an Existing Team](#)

[Producing a List of Teams by Sport](#)

Producing a List of Teams by Sport

The Team Report is used to produce a list of all teams by sport currently entered in The Score Card.

To Produce a Team List

- 1 Select '**List**' from the command tool line at the top of the screen, then from the drop down menu choose 'Team List...!'
- 2 When 'The Team Form' appears use the mouse to click on the 'Report' button. A box will appear while the job is printing. You may click on the CANCEL button to abort the printing of the report.

See Also

[Adding a New Team](#)

[Deleting an Existing Team](#)

[Renaming an Existing Team](#)

The Card Type Form

The Card Type Form has four functions. From this screen you can produce a list of all of the card types in The Score Card, add/delete a card type, or rename an existing card type. For detailed information on these functions see one of the following:

[Adding a New Card Type](#)

[Deleting an Existing Card Type](#)

[Renaming an Existing Card Type](#)

[Producing a List of Card Types](#)

Adding a New Card Type

Although we at DBPC have made every effort to include all card types as part of The Score Card it may become necessary to add new types from time to time as new forms of card collecting and new sports rise in popularity.

To Add a New Card Type

- 1 Select '**List**' from the command tools menu across the top of the screen, then from the drop down menu choose 'Card Type List...'.
- 2 When The Card Type Form displays use the mouse to 'click' on the 'New' button. A second box will appear headed 'Enter new type code'.
- 3 Type in the name of the new card type code you wish to enter and 'click' on the OK button, or 'click' on the CANCEL button to quit without adding a new card type. At this point a third box will appear prompting you for the description of the new type code; type in description and 'click' on the OK button or 'click' on the CANCEL button to quit without adding the new type.

See Also

[Deleting an Existing Card Type](#)
[Renaming an Existing Card Type](#)
[Producing a List of Card Types](#)

Deleting an Existing Card Type

The deletion of card types from The Score Card is a relatively easy process, however it is recommended that some thought be given as to why the type is being deleted. If the type description is simply misspelled it would be easier to simply 'click' on the description field and edit it, if the card type is being deleted because you do not have any in your collection remember that may change in the future. A legitimate reason for deleting a card type might be that it is a duplicate or was erroneously entered and was not a real card type code in the first place.

To Delete A Card Type

- 1 Select '**List**' from the command tool line at the top of the screen, then from the drop down menu choose 'Card Type List...!.
- 2 When 'The Card Type Form' appears use the mouse to click on the scroll bars in the Type Code list box until the type code you wish to delete appears. Then use the mouse and click on the name of the type code you wish to delete.
- 3 The type code you wish to delete should now be highlighted, and the description should appear below the list box. Now click on the 'Delete' button. A 'Confirmation' box will appear; to delete the type code click on the 'Yes' button, otherwise 'click' on the 'No' button to continue without deleting a type code.

See Also

[Adding a New Card Type](#)

[Renaming an Existing Card Type](#)

[Producing a List of Card Types](#)

Renaming an Existing Card Type

The most common use for renaming a card type would be if the card type code or its description were entered incorrectly (e.g. misspelled). It could also be used to edit an existing card type if it should change for some reason.

To Rename a Card Type

- 1 Select '**List**' from the command tool line at the top of the screen, then from the drop down menu choose 'Card Type List...!.
- 2 When 'The Card Type Form' appears use the mouse to click on the scroll bars in the Type Code list box until the type code you wish to rename or edit the description on appears. Then use the mouse and click on the name of the card type code you want to rename.
- 3 The card type code you wish to rename should now be highlighted, and its description should appear in the box below the Type Code list. Now click on the 'Rename' button. A box entitled 'Enter new type code' will appear; to rename the type code type in the new code and click on the OK button, otherwise click on the CANCEL button to continue without renaming. If you only want to change the description of a type code, simply click on the description box and edit the description within.

See Also

[Adding a New Card Type](#)

[Deleting an Existing Card Type](#)

[Producing a List of Card Types](#)

Producing a List of Card Types

The Card Type Report is used to produce a list of all card type codes and their descriptions currently entered in The Score Card.

To Produce a Card Type List

- 1 Select '**List**' from the command tool line at the top of the screen, then from the drop down menu choose 'Card Type List...!.
- 2 When 'The Card Type Form' appears use the mouse to click on the 'Report' button. A box will appear while the job is printing. You may click on the CANCEL button to abort the printing of the report.

See Also

[Adding a New Card Type](#)

[Deleting an Existing Card Type](#)

[Renaming an Existing Card Type](#)

Keyboard Shortcuts

The easiest way to navigate through the screens of 'The Score Card' is via a mouse, however there are several 'Hot Keys' or shortcuts you can use to make life with 'The Score Card' even easier.

The following is a short list of the aforementioned keys and their functions.

ESCAPE - From the main window redisplay current card. If you change a field such as the description and hit the <ESCAPE> key the changes will be canceled unless you have already hit the 'Update' button.

ALT + an underlined letter - Holding down the <ALT> key while pressing any underlined letter will select or activate that function. (e.g. Pressing <ALT> plus the letter 'U' on the 'Main Selection Screen' is the same as clicking on the 'Update' button.

ALT + UP/DOWN ARROW - Holding down the <ALT> key while pressing either the up or down arrow key will drop a list box from a combo box. (Note: Combo boxes are fields with a small boxed arrow to the right of the field. e.g. The Sport Field).

PAGE UP or DOWN - Pressing the <PAGE UP> or <PAGE DOWN> key while viewing a combo or list box scrolls through a page of information in the corresponding direction.

HOME - Pressing the <HOME> key goes to the first character of the current field or to the first selection in a list box.

END - Pressing the <END> key goes to the last character of the current field or to the last selection of a list box.

See Also

Keyboard Notes

Keyboard Notes

The following is a list of helpful hints that should make your use of 'The Score Card' more fun than you could possibly imagine...or at least make it a little easier.

- Hint # 1 - Typing the first letter of an item in a list box or combo box selects (highlights) the first item beginning with that letter.
- Hint # 2 - Pressing the UP or DOWN ARROW in the card number field increments or decrements the card number by 1.
- Hint # 3 - Pressing the UP or DOWN ARROW in the Year combo box increments or decrements the year by 1. (Do you see a pattern here?)
- Hint # 4 - The 'Notes...' button will have an asterisk (*) displayed when there are notes present for the card currently displayed.
- Hint # 5 - When the Previous/Next scroll bar has the focus (It is flashing alternately between a light and dark gray), pressing the <HOME> or <END> key will move to the first or last card in the selection set respectively. Pressing the <PAGE UP> or <PAGE DOWN> key will move forward or backwards 10 cards within the selection set, and pressing the <UP> or <DOWN> arrow key will move one card at a time in either direction within the set.

See Also

Getting Started

The Score Card Menu Commands

The following is a list of the commands accessible from the menu at the top of the main selection screen of 'The Score Card'.

File Menu

Edit Menu

List Menu

Reports Menu

For information on any of the above items simply 'click' on the appropriate topic.

The File Menu

The following commands are available under the File menu selection.

Printer Setup...

Exit

For information on any of the above items simply 'click' on the appropriate topic.

Printer Setup

The Printer Setup menu command lets you configure your default Windows printer.

See Also

Reports Menu

Exiting The Score Card

There are two ways to exit 'The Score Card' when you are finished working with your collection. The first and perhaps easiest is to 'double click' with the mouse on the control-menu box in the upper left corner of the main selection screen. The second is to choose 'Exit' from the File menu command list. (Note: If you have not saved any changes to the card currently displayed on the main selection screen you will be prompted by a confirmation box to save the changes before exiting.)

The Edit Menu

The following commands are available under the Edit menu selection.

Undo

Add New Card...

Update Card

Delete Card

For information on any of the above items simply 'click' on the appropriate topic.

The Undo Command

The Undo command is used to reverse or "undo" the last update or delete performed. If the most recent action performed was an update the command will read 'Undo last update', otherwise if the last action performed was the deletion of a card then the command will read 'Undo last delete'. In order to reverse any changes made to a card during the last update simply choose 'Undo last update' and all of the changes will be removed. To add a card back to your collection which was mistakenly deleted choose 'Undo last delete' and the card will be added back to the collection. (Note: The Undo command only affects the last action performed, you can not reverse the changes to a card which was updated before the most recent update - the same holds true for deletions.)

The List Menu

The Score Card allows you to produce lists of various items defined within the system. The following reports are available under the List menu selection.

Brand List...

Sport List...

Position List...

Team List...

Card Type List...

For information on any of the above items simply 'click' on the appropriate topic.

The Reports Menu

'The Score Card' currently allows you to produce three separate reports based on the cards you have currently selected. The following is a list of the reports available under the Reports menu option.

Collection Report - Condensed

Collection Report - Complete

Summary...

For information on any of the above items simply 'click' on the appropriate topic.

The Condensed Collection Report

The Condensed collection report is a list of all of the cards in your current selection set. The difference between this report and the Complete collection report is simply the amount of information reported on each card. The Condensed report as the name suggests contains less information about each card than the complete report. Both reports give subtotals whenever there is a change in Year, Brand, and Sport. The following is a list of the fields reported in this report.

Card Number

Inventory Number

Status

Description

Card Type

Low Value

High Value

For information on any of the above items simply 'click' on the appropriate topic.

See Also

Collection Report - Complete
Summary...

The Complete Collection Report

The Complete collection report is a list of all of the cards in your current selection set. The difference between this report and the Condensed collection report is simply the amount of information reported on each card. The Complete report as the name suggests contains all of the information on the Condensed report plus additional demographic information about each card. Both reports give subtotals whenever there is a change in Year, Brand , and Sport. The following is a list of the fields reported in this report.

Card Number

Inventory Number

Status

Description

Card Type

Low Value

High Value

Team

Position

Condition

Purchase Date

Sale Date

For information on any of the above items simply 'click' on the appropriate topic.

See Also

Collection Report - Condensed

Summary...

The Summary Report

The Summary report unlike the Condensed and Collection reports produces a one page report to your screen instead of to the printer. This report is based only on the cards which you actually own (e.g. They have a status of 'Owned') in your current selection set. This report is used primarily for obtaining summary pricing and value information of your cards. The following is a list of information contained in this report.

- Total Low Current Value: A combined total of all of the cards in your selection set at their Low Value rating.
- Total High Current Value: A combined total of all of the cards in your selection set at their High Value rating.
- Total Purchase Price: The combined Purchase Prices of all of the cards in your current selection set.
- Number of Cards: The total number of cards in your selection set.
- Most Valuable Card: The Description and value of the most valuable card in your selection set based on the High Value field.

See Also

[Collection Report - Condensed](#)
[Collection Report - Complete](#)

Brand

The name of the manufacturer or style of a particular group of cards. (Example: Fleeer).

Card Number

The unique number assigned by a manufacturer to an individual card.

Card Type

A specific grouping to which this card belongs. An example would be a Rookie card or a Most Valuable Player card.

City

The city/state that the team is affiliated with. (e.g. For the Houston Astros the city would be Houston; for the Texas Rangers the city would be Texas).

Condition

The shape that the card is in right now.

Description

A short text description of the card, normally used to name the subject of the card. (e.g. Nolan Ryan, Babe Ruth, William Shatner).

Division

The particular subgroup to which the subject of the card is assigned. (e.g. W = West).

High Value

The highest value this card would have in its present condition.

Inventory Number

A number automatically assigned by the system to every card entered into The Score Card.

League

The largest grouping that an individual team would be placed in next to Sport. (e.g. AL = American League).

Low Value

The lowest value that the card might have in its present condition.

Notes

Any additional information about a particular card which would be used to distinguish it from another card of the same type. (e.g. 'This card was signed by Reggie Jackson', or 'Left corner of card is missing').

Owned Status

A particular status assigned to a card indicating that this card is currently owned.

Position

The position held by the subject of the card at the time the card was produced.

Purchase Date

The date in MM/DD/YY format on which this card was purchased.

Purchase Price

The price paid for this card at the time of purchase.

The Score Card

One of the many exciting products from DBPC.

Sale Date

The date this card was sold from the collection.

Sale Price

The amount received for this card when it was sold from the collection.

Sold Status

A status assigned to a card indicating that it was once in the collection but has since been sold.

Sport

The sport which the subject of this card is engaged in.

Status

One of three states that a card entered into 'The Score Card' can be in. (e.g. Owned, Wanted, or Sold).

Team

The team or group that the subject of the card belonged to at the time the card was produced.

Wanted Status

A status assigned to a particular card indicating that this card is not currently part of the collection but it is needed in order to complete a set or just make you happy. This is used for producing a report of all cards wanted, in order to make card purchasing easier.

Year

The year/season this card was produced.

Registration -- Disclaimer and Agreement

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Anyone distributing The Score Card for any kind of payment must first contact DBPC at the address below for authorization.

You are encouraged to pass a copy of The Score Card along to your friends for evaluation. Please encourage them to register their copy if they find that they can use it. All registered users will receive a copy of the latest version of the The Score Card program without the 200 record limit and without the startup dialog box. The current version as of November 1992 is 1.0.

To register please choose Order Form

Please, send questions, comments, and suggestions to the following address.

DBPC c/o Ben Saladino
660 W. Oak St.
Hurst, TX 76053-5526
817-282-0331
CompuServe #71052,2416

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See also

[Registration](#)

E-Mail address: _____

How did you hear about The Score Card?

Computer (circle one): 80286 80386 80486

Windows Version: 3.0 3.1

Do you use Paradox? No Yes Version: _____

Comments...