

Firearms Collection Keeper



Version 2.x

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Introduction –

Firearms Collection Keeper is a simple, easy to use application for Windows that allows the user and members of their family, to keep detailed information about the firearms they own. It uses built-in databases that can be backed up, exported and/or restored to maintain records of purchases (firearms and accessories), sales, maintenance, issued and training records.

Firearms Collection Keeper is also an excellent tool for business owners. Whether it is applied to inventory record keeping or assignment of firearms issued to personnel, Firearms Collection Keeper manages it all!

Firearms Collection Keeper is available in three (3) Editions.

- Standard (SE)
- Network (NE)
- Law Enforcement (LE)

For the purpose of this manual all illustrations are shown for the Law Enforcement Edition. Some features may not be available for your version. We will make every attempt to point these features out as we come across them.

System Requirements –

- Microsoft Windows XP, Vista or 7
- Microsoft .NET Framework 2.0 (included with installation)
- Minimum of 15MB free space
- Internet connection (for application updates)

Installation –

You must be logged in as an administrator to run the installation file. If you intend to use the application update feature, make sure to give all users "modify" permissions on the installation directory. We recommend that you do not change any of the default directories during the installation process. NEVER install the application on the desktop, in "my documents" or in the "program files" directory. Doing so may result in the application not performing correctly.

If the installation does not start automatically:

Run the installation file by double clicking on it. The installation file will be named "FirearmsCollectionKeeper_Setup.exe"

Follow the installation instructions. If Microsoft .NET Framework 2.0 is needed, you will be prompted to install these during the installation process.

Once the installation is complete, the product is ready for use. We recommend you "Check for Updates" under the "Help" menu to ensure you are running the latest version.

Logging In –

When first starting the application, a login prompt will display. Both the default username and password are "admin" (all lower case). We highly recommend you change the password immediately to prevent unauthorized access.

Instructions on how to reset the "admin" password (if lost) are included in the purchase confirmation email.

After logging in, the Main Screen will appear displaying "Quick Stats", an easy to read count of firearms and their type(s) currently stored. (LE includes how many have been issued). See Figure 1 below.



[Figure 1 – Main Screen]

Configuring Firearms Collection Keeper –

Before entering your firearms you will need to configure some options. These options range from changing the admin password, creating new users, setting user defined fields and much more.

Changing Your Password:

Click "Options", "User Options" then "Change Password". You must supply the current password, enter the new password twice then click "Change Password". If any errors occur you will be warned, asked to correct the errors and asked to try again. To exit without changing your password, click "Cancel".

Creating a New User:

Click "Options", "User Options" then "Add User". By default new users are marked as active, to change this uncheck the "Active" checkbox. To add a new user, enter the desired username. You CANNOT use "admin". Enter the desired password, and password hint (optional). There are 2 types of users in Firearms Collection Keeper, users and admins. The "users" group cannot add or modify other users, view log files, change database or program options, compact databases, restore databases or check for updates. Select which type of user you are adding, enter any notes you wish to make about this user then click "Add User". If any errors occur, you will be warned, asked to correct the errors and asked to try again.

Modifying an Existing User:

To modify a user, you must be logged into Firearms Collection Keeper as a member of the admin group. Click "Options", "User Options" then "Modify User". If you know the exact username you wish to modify, enter it in the field labeled "Username" on the right, then click "Load User". If you are unsure of the exact username or you wish to view all the users, click "Get Users" and a list of users will display. To filter this list even more use "Status and/or Group" then click "Get Users". To modify simply double click the user you wish to modify.

Database Options:

The "Database Options" allow you to create up to fifteen (15) user defined fields that may be missing from Firearms Collection Keeper. These fields are part of every firearm record. Database Options also allow you to create, change and/or delete the "Firearm Types", "Bought Conditions" and "Current Conditions" that appear in drop down menus on the firearm form.

To change the names of the fifteen (15) user defined fields;

1. Click "Options" then "Database Options" from the main screen menu.
2. Replace the text in each field with the name you choose. There is no need to include colons (:), they will be added automatically.
3. Click "Save & Close" to save your changes. These field names will now display in the Firearm Details and New Firearm forms.

To change the Types and Conditions:

Adding to the Types;

1. Input into the corresponding fields the "type" you wish to add.
2. Click "Add" for that type.
3. Once modified or deleted the list will update for your view.
4. When finished click "Close" from the menu.

Modifying/Deleting Types;

1. Select the type from the corresponding list that you wish to modify/delete.
2. Modify the text in the field below then click "Modify". If deleting, just click the "Delete" button.
3. Once modified or deleted the list will update for your view.
4. When finished click "Close" from the menu.

Compacting Databases:

Compacting the databases reduces the size of the database by removing all of the free space. This occurs after you have deleted a lot of data. This does not need to be done most of the time, usually only when instructed to do so by support staff. Firearms Collection Keeper does automatically compact the databases when images are deleted. To compact the databases simply click on "Options" then "Compact Databases".

Program Options:

"Program Options" allows you to configure the program in order to suit your needs. If you select "Require Password at Startup", the application will prompt the user every time it is opened to supply a username and password. If this is unchecked then every user is treated as the administrator (not recommended for shared computers).

"Auto Login with Username & Password Below" will allow you to require a password but not be prompted to supply the information every time it is opened. This allows you to create users and have them not be prompted for a username/password. The recommended way to use the application is to check both "Require Password at Startup" and "Auto Login with Username & Password Below" if you want to be secure without being prompted to supply a username/password each time it is opened.

"Default State" should be set to your home state.

"Remind me every 30 days to backup my data". Will check each time the application is opened and warn you if a backup has not been done within the last thirty (30) days.

"Use Default Database Directory" (available only on NE and LE) allows you to move the databases to a network path so multiple clients can access the same data. If not selected to use the default location, you must move the three (3) databases from the application path "Data" directory to the network path yourself. Then in the "Database Path" field enter the new path to the databases. NEVER move the "Configs" folder or the "configs.accdb" from its default location.

When finished modifying any or all the options, click "Save". At any time you can exit without saving the changes by clicking "Cancel".

Saved Dealers

Saved Dealers allows you to enter Gun Shops, FFL Dealers and/or Stores that you buy from on a regular basis so that you do not need to type this information into every firearm record individually. Enter them once and use the "Load Dealer" button to select which dealer's information to store with the firearm.

Reports – Investments

Once clicked, it will display a total cost of your collection and the current replacement value. However, this information must be filled in by you on each firearm record. This does not include any accessories.

Entering a New Firearm –

1. Click "File", then "New".
2. A blank firearm form with three (3) tabs will appear (Figure 2). Enter all the information you would like to store about this firearm.
3. In the bottom left of this form will display help tips for each field as you enter them.
4. The **RED** labeled fields signify that they are required. These fields must be filled in before inputting the firearm into the database.
5. On the "Purchased Information" tab there are two (2) types of firearm sale;
 - a. "Dealer Sale", meaning the firearm was purchased from a Federal Firearms Licensed (FFL) Dealer.
 - b. "Private Party", meaning the firearm was purchased from an individual. Even though private party transfers must legally be done *through* an FFL Dealer, the firearm is not being purchased *from* a dealer.Mark the appropriate box labeled "Dealer Sale" or "Private Party" at the top of the form and fill in the information as needed.
6. The tab labeled "User Defined Fields" allows you to enter information you wish to store with the firearm but was not included already in the form.
7. Once all the information is filled in, click "Add New Firearm" on the menu at the top of this form to insert and save this firearm record to the database.
8. When entered properly, the information will be saved and then will automatically display the firearm details (Figure 3). The firearm details will have four (4) or six (6) new tabs depending on the edition purchased. These will be titled "Sold Information", "Images", "Accessories", "Maintenance", "Issued History" (LE only) and "Training History" (LE only). Entering this data will be discussed later.

Firearms Collection Keeper

Make :
Model :
Type : Select One
Caliber :
Serial # :
Barrel Length :
Country :
Finish :
Bought Condition : Select One
Current Condition : Select One
Action Type :
Sights :
Magazines :
Capacity :
Stored Place :
Registered Owner :
Replacement Value :
Special Features :
Notes/Comments :
New

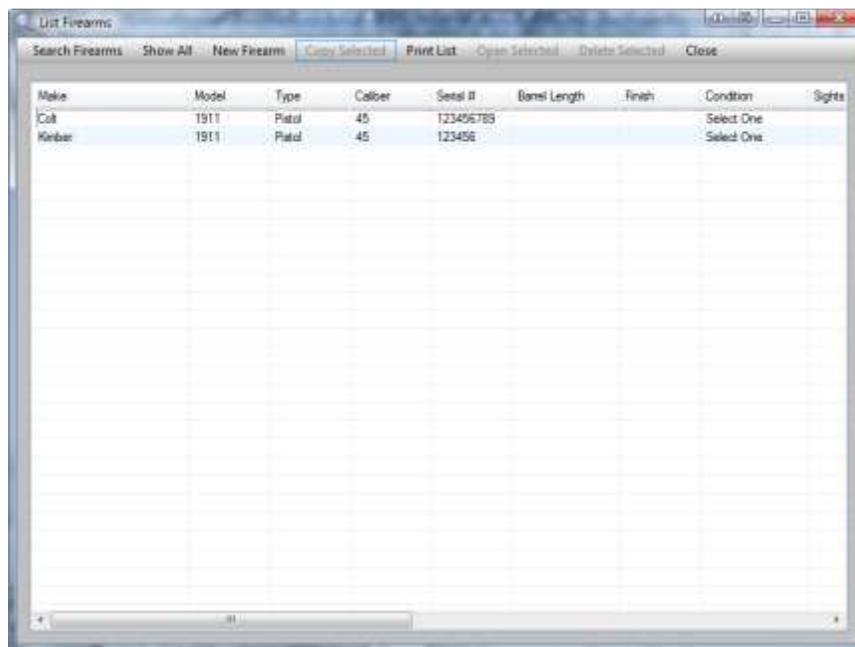
[Figure 2 – Blank Firearm Form]

Save Changes Edit Mode Print
Firearm Details Purchased Information User Defined Fields Sold Information Images Accessories Maintenance Issued History Training History
Make : Kimber
Model : 1911
Type : Pistol
Caliber : 45
Serial # : 123456
Barrel Length :
Country :
Finish :
Bought Condition : Select One
Current Condition : Select One
Action Type :
Sights :
Magazines :
Capacity :
Stored Place :
Registered Owner :
Replacement Value :
Special Features :
Notes/Comments :

[Figure 3 – Firearm Details]

Viewing, Modifying and Printing a Firearm –

1. To view/print a firearm record, click "File" then "Open".
2. A list of all entered firearms will appear in the window sorted alphabetically by Make (Figure 4).
3. The list can be sorted by any field simply by clicking on the title row at the top.
4. You can filter this list by clicking the "Search Firearms" menu item. This will bring up a search form (Figure 5). To display all firearms again after the search simply click "Show All".
5. You can print the list of firearms by clicking "Print List".
6. To view, edit and/or print a firearm, either highlight the firearm and click the "Open Selected" or double click the firearm in the list.
7. The "Firearms Details" form will appear (Figure 3). At this point you can only view the firearm or print the firearm record. If choosing to print the firearm record, you will be prompted to select what you would like to print (Figure 6). Select the items you wish to print then click "OK".
8. Changes cannot be saved until the "Edit Mode" button is clicked. However, when in edit mode you CANNOT add, change or delete images, accessories, maintenance, issued history or training history. These must be done when the firearm isn't in edit mode. How to use these tabs will be covered later.
9. When finished viewing, modifying or printing, click the "X" in the top right corner.



The screenshot shows a window titled "List Firearms" with a menu bar containing "Search Firearms", "Show All", "New Firearm", "Copy Selected", "Print List", "Open Selected", "Delete Selected", and "Close". Below the menu bar is a table with the following data:

Make	Model	Type	Caliber	Serial #	Barrel Length	Finish	Condition	Sights
Colt	1911	Pistol	45	123456789			Select One	
Kimber	1911	Pistol	45	123456			Select One	

[Figure 4 – Firearms List]

Search Criteria

Enter the search criteria. Click the "Reset" Button to reset the search form. The more information provided, the fewer results will be shown.

Date Bought : 8/11/2010 To 8/11/2010

Pickup Date : 8/11/2010 To 8/11/2010

Date Sold : 8/11/2010 To 8/11/2010

Make : _____ Action Type : _____

Model : _____ Registered Owner : _____

Type : Any Price Paid : _____

Caliber : _____ Replacement Value : _____

Serial # : _____ Dealer Name : _____

Barrel Length : _____ Dealer Phone : _____

Country : _____ Seller's Name : _____

Finish : _____ Seller's Phone : _____

Bought Condition : Any Buyer's Name : _____

Current Condition : Any Buyer's Phone : _____

Issued To : _____

Search Reset

[Figure 5 – Search Firearms]

Print Dialog

Select what you would like to print :

- Print Firearm Details
- Print Purchase Information
- Print Sold Information (If this firearm is not marked as sold, nothing will print)
- Print Image List of Names (This will not print the actual images)
- Print Accessories
- Print Maintenance History
- Print Issued History
- Print Training History

OK Cancel

[Figure 6 – Print Options]

Firearm Images –

Adding, Viewing and Printing Firearm Images:

1. Open the firearm record where you want to add the image(s).
2. Click the "Images" tab.
3. Click "Add Image" and select the image you wish to add. These can be jpg, gif, bmp or png image types only.
4. Next you will be asked to rename the image if you choose. This is not required. However, the name can't be left blank.
5. The image is now added to the firearm and will display in the list.
6. To view the image, highlight the image from the list and a preview will display to the right.
7. To view it full size, double click the image preview box, right click the image and select "View Full Size" or double click the image from the list. From the full image view you can save the image back to your computer or print the image. In order to save space, images are converted to jpg format and reduced to 800x600 proportionately (whichever is bigger) when saved into the database.

Renaming Images:

1. Open the firearm record in which you want to rename image(s).
2. Click the "Images" tab.
3. Select the image rename from the list by either right clicking and select "Rename Image" or click "Rename Image" from the menu.
4. Enter the new name and click "OK".
5. The name will change and the list will update automatically.

Deleting Images:

1. Open the firearm you want to delete the image(s) from.
2. Click the "Images" tab.
3. Select the image(s) to be deleted from the list by either right clicking and select "Delete Image" or click "Delete Image" from the menu.
4. Confirm the delete by clicking "OK".
5. The image is now deleted from the firearm permanently and the list will update automatically.

Firearm Accessories –

Adding accessories to an existing firearm can be very useful in keeping track of items already purchased or the total cost of items. You may also “Copy” an existing accessory by choosing an accessory, right click and select “Copy Accessory”.

Adding a New Accessory:

1. Open the firearm where you want to add the Accessories.
2. Click the “Accessories” tab.
3. Click “Add Accessory” from the menu.
4. Enter any or all of the information for this accessory that you choose. The **RED** labeled fields signify that are required. These fields must be filled in before adding the accessory.
5. You can use the calculate button to calculate the total price or the price per. Leave one of the two fields blank and click “Calculate”.
6. When finished, click “Save & Close” from the menu.
7. At any time you can click “Close” to cancel and exit this action without adding the accessory.
8. Once saved, the list will update automatically.

Viewing/Modifying an Accessory:

1. Open the firearm file you want to modify.
2. Click the “Accessories” tab.
3. Highlight the desired accessory from the list and either right click and select “Modify Accessory” or click “Modify Accessory” from the menu or simply double click the accessory from the list.
4. View or make any changes as needed, then click “Save & Close”. The accessory will be saved and the list will update.
5. At any time you can click “Close” to exit this action without modifying the accessory.

Deleting an Accessory:

1. Open the firearm you want to modify.
2. Click the “Accessories” tab.
3. Highlight the accessory you wish to delete from the list and either right click and select “Delete Accessory” or click “Delete Accessory” from the menu.
4. Confirm the delete by clicking “OK”.

5. The accessory is now deleted from the firearm permanently and the list will now update.

Maintenance Records –

Adding maintenance records to an existing firearm can be very useful in keeping accurate track of maintenance performed on each of your firearms.

Adding a New Maintenance Record:

1. Open the firearm file you want to update.
2. Click the "Maintenance" tab.
3. Click "Add Maintenance Record" from the menu.
4. Using the fields to the right, select the date from the calendar that the maintenance occurred.
5. Select the type of maintenance from the drop down menu.
6. Enter any additional information that you want stored with this maintenance record.
7. When finished, click the "Save" button to save the record to the database.
8. At any time you can click the "Cancel" button to cancel and exit this action without adding the maintenance record.
9. Once saved, the list will update to show the added maintenance record.

Viewing, Modifying and Deleting Maintenance Records:

1. Open the firearm where you want to add the maintenance record.
2. Click the "Maintenance" tab.
3. Highlight the maintenance record you wish to view/modify from the list.
4. The details will display in the fields to the right.
5. To modify or delete this record either right click the record and select "Modify Maintenance Record"/"Delete Maintenance Record" (whichever is your choice) or click the same titled menu items from the menu.
6. If selecting to modify, change any information on the right and click the "Save" button.
7. At any time you can click the "Cancel" button to cancel and exit this action without modifying the maintenance record.
8. If selecting to delete, confirm the deletion by clicking "OK". This will permanently delete the maintenance record.
9. Once saved/deleted, the list will update automatically.

Issued History –

Issued History is currently available only in LE. This application tracks each firearm, to whom it was issued and the duration.

Adding an Issued Record:

1. Open the firearm record you want track.
2. Click the "Issued History" tab.
3. Click "Add Issued Record" from the menu.
4. Enter any or all the information into the form. The **RED** labeled fields signify that they are required. These fields must be filled in before adding the issued record.
5. When finished, click "Save & Close" from the menu.
6. At any time you can click "Cancel" to cancel and exit this action without adding the issued record.
7. Once saved, the list will update automatically.

Viewing/Modifying an Issued Record:

1. Open the firearm record you want to modify.
2. Click the "Issued History" tab.
3. Highlight the issued record you wish to modify from the list and either right click and select "Modify Issued History" or click "Modify Issued History" from the menu or simply double click the issued record from the list.
4. View or make any changes as needed (remember to fill in the returned date if the firearm is being returned), then click "Save & Close". The issued record will be saved and the list will update.
5. At any time you can click "Cancel" to exit this action without modifying the issued record.

Deleting an Issued Record:

1. Open the firearm record you want to modify.
2. Click the "Issued History" tab.
3. Highlight the issued record you wish to delete from the list and either right click and select "Delete Issued History" or click "Delete Issued History" from the menu.
4. Confirm the delete by clicking "OK".
5. The issued record is now deleted from the firearm permanently and the list will now update.

Training History –

Training History is currently available only for LE. This is used to track individual officer's training and qualifications with each firearm.

Adding a Training Record:

1. Open the firearm file desired.
2. Click the "Training History" tab.
3. Click "Add Training Record" from the menu.
4. Enter any or all the information into the form. The **RED** labeled fields signify that they are required. These fields must be filled in before adding the training record.
5. When finished, click "Save & Close" from the menu.
6. At any time you can click "Close" to cancel and exit this action without adding the training record.
7. Once saved, the list will update to show the added training record.

Viewing/Modifying a Training Record:

1. Open the firearm you want to modify.
2. Click the "Training History" tab.
3. Highlight the training record you wish to modify from the list and either right click and select "Modify Training History" or click "Modify Training History" from the menu or simply double click the training record from the list.
4. View or make any changes as needed, then click "Save & Close". The training record will be saved and the list will update.
5. At any time you can click "Close" to exit this action without modifying the training record.

Deleting a Training Record:

1. Open the firearm you want to modify.
2. Click the "Training History" tab.
3. Highlight the training record you wish to delete from the list and either right click and select "Delete Training History" or click "Delete Training History" from the menu.
4. Confirm the delete by clicking "OK".
5. The training record is now deleted from the firearm permanently and the list will now update.

Copy an Existing Firearm –

Copying an existing firearm saves you time when most of the information is the same. This allows you to change only the fields that may be different from the copied firearm. This WILL NOT copy the sold information, accessories, maintenance, issued or training records.

1. To copy a firearm record, click "File" then "Open".
2. A list of all entered firearms will appear in the window sorted alphabetically by Make (Figure 4).
3. Highlight the firearm you wish to copy from the "Firearms List" described above.
4. Either click "Copy Selected" from the menu or right click and select "Copy Selected".
5. Change the information as needed.
6. Follow the steps outlined in "Entering a New Firearm".

Marking a Firearm as Sold –

When you sell a firearm, it is recommended that you maintain accurate records, including buyer's information and dates of the transactions, permanently. You never know where a gun goes after you sell it! Follow the instructions outlined in "Viewing, Modifying and Printing a Firearm"

Backing Up the Databases –

Backing up the databases should be done on a regular basis to ensure your information is never lost. We recommend that you store this backup on a separate computer/hard drive or burn it onto a CD.

1. To back up the databases click "Tools", "Backup & Restore" then "Backup Databases".
2. Use the browse button to find a location where you wish to store the backup.
3. Click the "Backup" button.
4. If the selected backup location already contains a backup, you will be prompted to replace the files.

Restoring the Databases –

Restoring the databases **will overwrite** the current databases. Please double check that this is necessary before continuing. Each database **MUST** be restored independently.

1. To restore the databases click "Tools", "Backup & Restore" then "Restore Databases".
2. Use the browse button to find your backup up copy of the database you wish to restore.
3. Click the "Restore" button to complete the restore process. When prompted that it was completed, you can begin again with the other databases as needed.

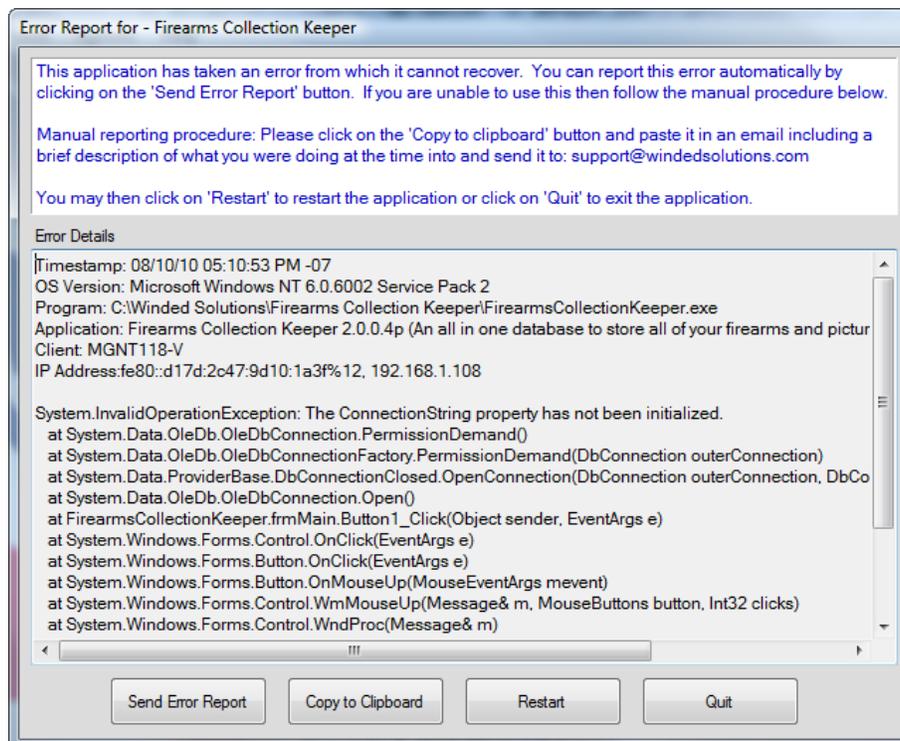
Exporting the Data –

The "Export Database" function is used to export the entire Firearms Inventory database into CSV Files (comma separated values). These files can be opened by any spreadsheet application include Microsoft Excel. This *will not* export the images.

1. Click "Tools", "Export Database.
2. Use the browse button to find a location where you wish to store the exported Excel file.
3. Click the "Export" button.

Unexpected Errors –

We pride ourselves in writing quality software and putting it through rigorous testing before releasing it. Sometimes bugs are found that didn't come up in our testing. We want to know about them! We have created a built-in Error Reporting tool. If the application for any reason encounters an error, an "Error Report" window will appear (Figure 7) asking you if you would like to notify us of the error. Although not required, we do ask you submit it to us. It has valuable information that tells us exactly what caused it and where it happened. This enables our staff to sort out and correct these issues, *making the application better for all of us*. No personal information will be sent, in fact, all information that will be sent is displayed for your review. Simply click "Send Error Report", the application will send the report to our office. If you want to ask questions or add comments, use the "Copy to Clipboard" option, sending us the report by pasting it into an email.



[Figure 7 - Error Report]

Viewing and Printing Log Files –

Sometimes you may want to know who did what, or what activity the application has been doing. All actions are logged into a log file. The log files are simple text files stored in the application directory under the “Logs” folder. These files are small in size and can easily be emailed if needed. To view/print the log file, click on “Tools” then “View Log Files”. Click the “Folder” icon at the top menu and open the log file you choose. All the information displayed can be printed by clicking on the printer icon at the top menu.

Checking for Updates/Reporting Bugs –

Periodically we release updates when bugs are found or when new features are added. We cannot automatically notify users of these updates. To check for updates click “Help”, “Check for Updates”. A message will display if there is an update or not. Follow the on screen instructions to update if one is available. If there isn’t an update available and you have found a possible bug, please visit our support forums found at www.firearmscollectionkeeper.com. If there isn’t already a user post regarding the problem you are having please post a new topic. Please include the complete product name and version number (NEVER post your serial number and we will NEVER ask for this publicly. If the serial number is needed, you will be contacted privately by Winded Solutions Staff). The version number can be found by clicking “Help”, “About”. We monitor these forums constantly and you will be notified when a reply is made.

Resolved Caveats –

- Bought and Current Conditions now update properly
- Transfer Type now stores properly
- For a complete list see www.firearmcollectionkeeper.com

Known Caveats –

- No known caveats at this time.

Thank you for purchasing our products...