



Manual

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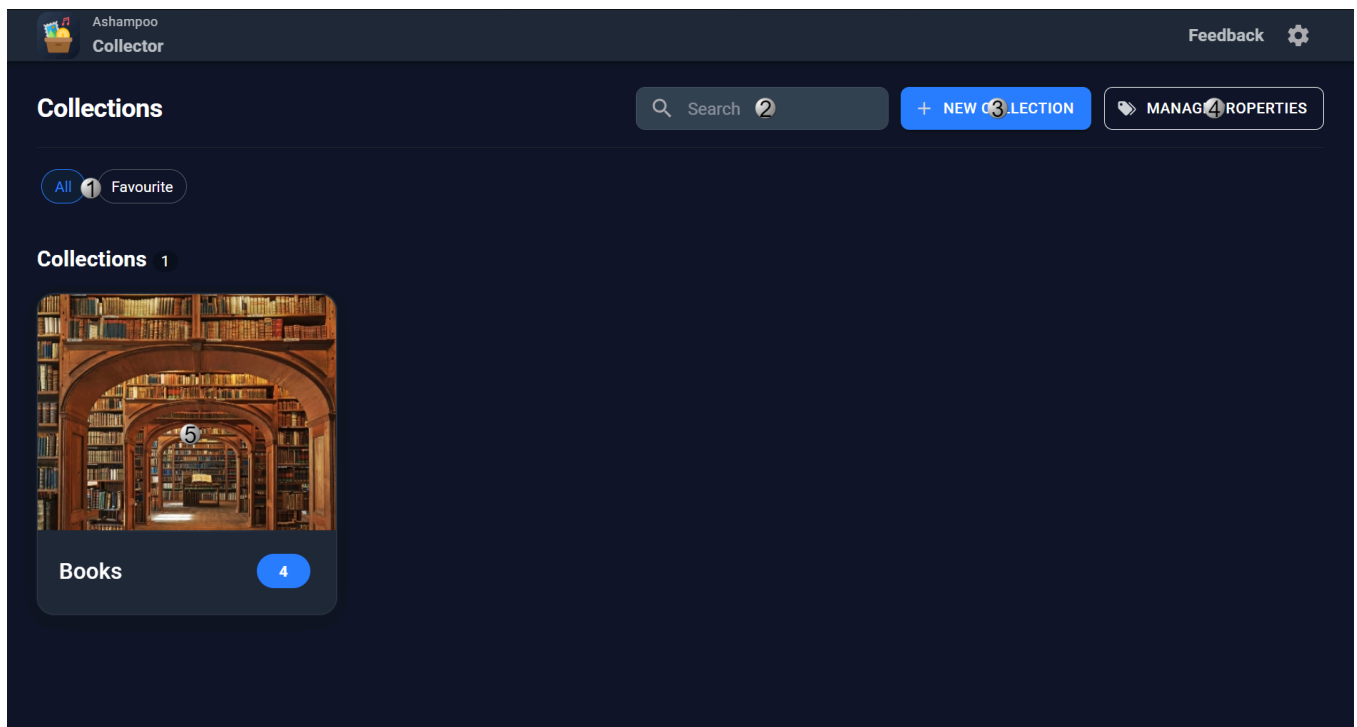
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1 Collection View

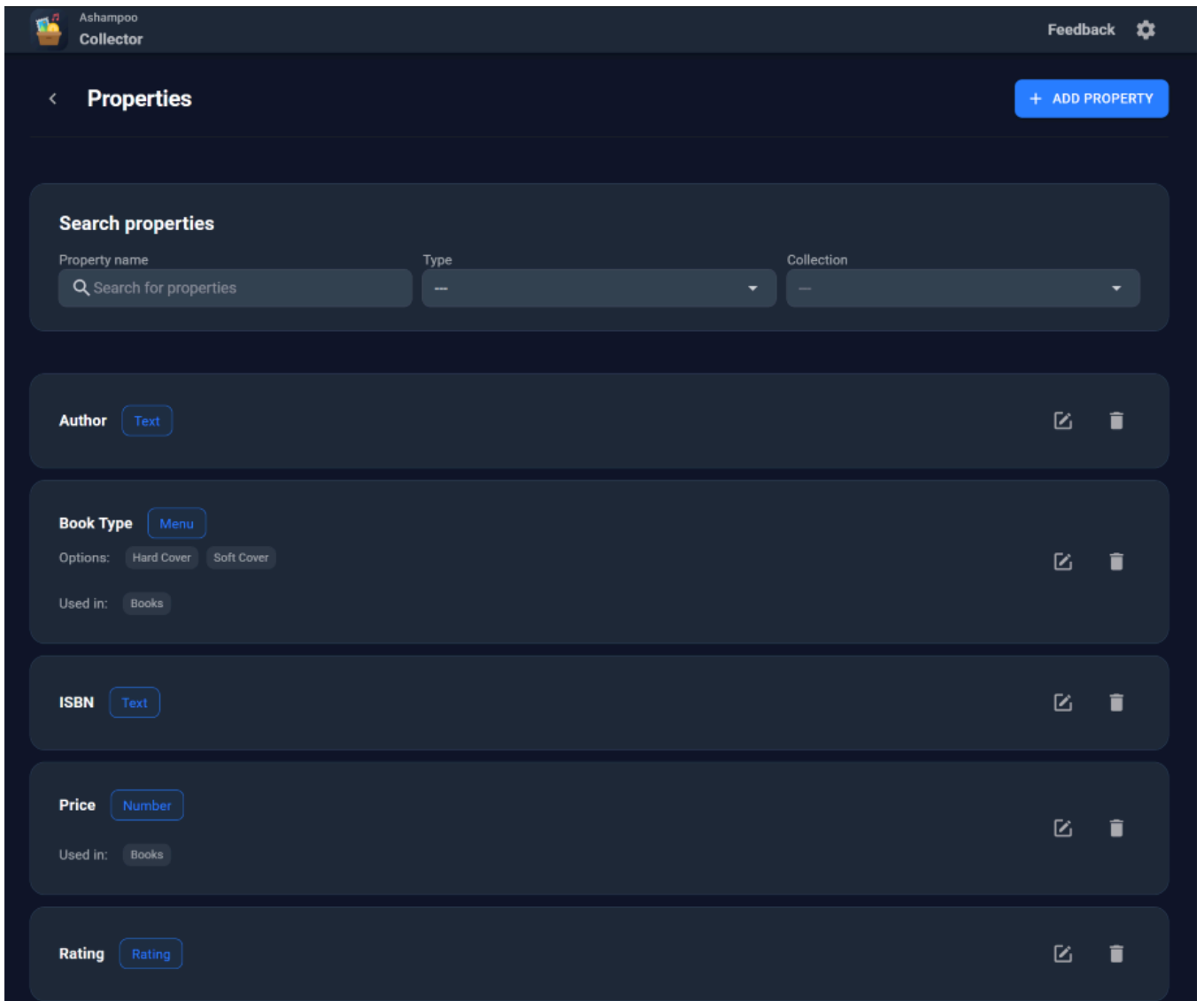


After starting **Ashampoo Collector**, the **Collection View** opens automatically. It serves as the central starting point for managing all **collections**.

The following functions are available in this view:

1. **Filter** – Shows either all **collections** or only those marked as favorites.
2. **Search** – Allows you to quickly find a **collection** by name.
3. **New Collection** – Creates a new **collection** and adds it to the overview.
4. **Manage Properties** – Opens the management view for available **properties** that can be assigned to individual **collections**.
5. **Collection Entry** – Displays a **collection** with cover image, name, and number of contained **objects**.

2 Property View



After clicking **Manage Properties**, the **Property View** opens. Here you can view existing **properties**, edit them, or create new ones.

This view provides the following functions:

1. **Property Search** – Searches and filters **properties** by name, data type, or the **collection** in which they are used.
2. **Add Property** – Creates a new **property** that can later be used in a **collection**.
3. **Property Entry** – Displays a **property** with its name, data type, available options, and the **collections** in which it is used.

3 Property Creation

After clicking **Add Property**, the **Property Creation** view opens. Here you can create a new **property** with a name, **type**, icon, and – depending on the type – **options**.

The created **property** can later be used in a **collection**, for example to store a genre for a book, a platform for a game, or a category for a movie.

Create Property ✕

Set Property Name*
Genre ✕

Type*
Menu ▾

Customize Select-Box ⇅ SORT

Action	▾	▴	✕
Adventure	▾	▴	✕
Crime	▾	▴	✕
Fantasy	▾	▴	✕
Horror	▾	▴	✕
Mystery	▾	▴	✕
Sci-Fi	▾	▴	✕
Thriller	▾	▴	✕

Enter option text +

Multi-Select

CANCEL ADD

1. **Property Name** – The name of the **property**.

2. **Property Type** – Defines the type of input. The following types are available:

- **Text** – For free text input, e.g. descriptions or comments.
- **Number** – For numeric values, e.g. price, number of pages, or playtime.
- **Menu** – For fixed selections, e.g. genre, status, or category.
- **Rating** – For ratings, e.g. stars or points.
- **Checkbox** – For states, e.g. “Available” or “Read”.
- **Date** – For date values, e.g. release date or expiration date.

3. **Options** – Only relevant for the **Menu** type. Here you define the selectable entries that can later be used in a **collection**, and whether multiple entries can be selected at the same time.

4 Collection Creation

When you click **New Collection** in the **Collection View**, the **Collection Creation** wizard opens.

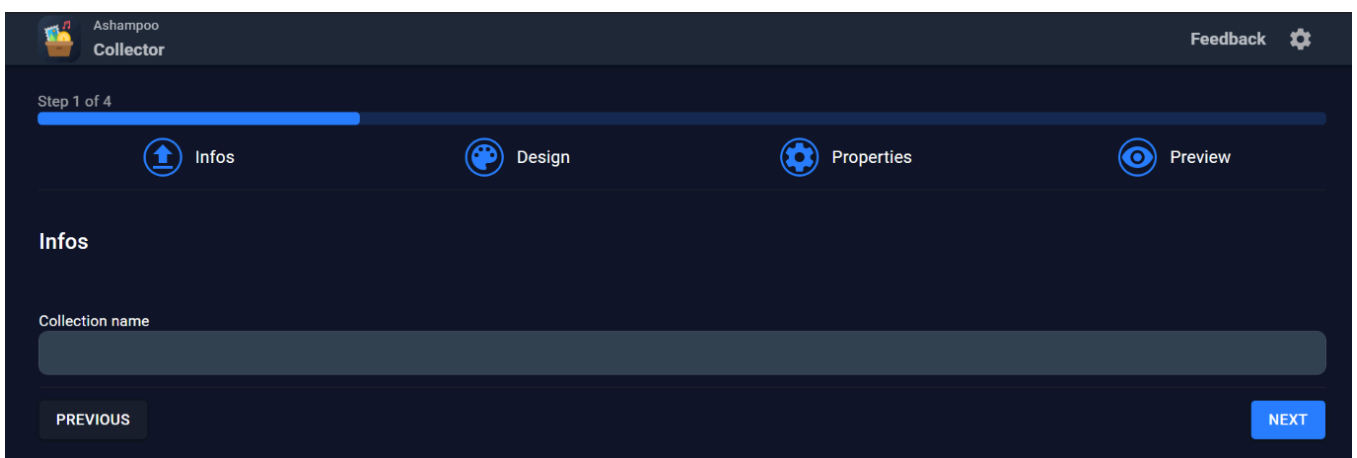
Here you can create and configure a new **collection**.

4.1 Step 1 – Set Name

First, enter the name of your desired **collection**.

If a **collection** with the same name already exists, you will receive a notification.

Once the name is entered, click **Next** to proceed.



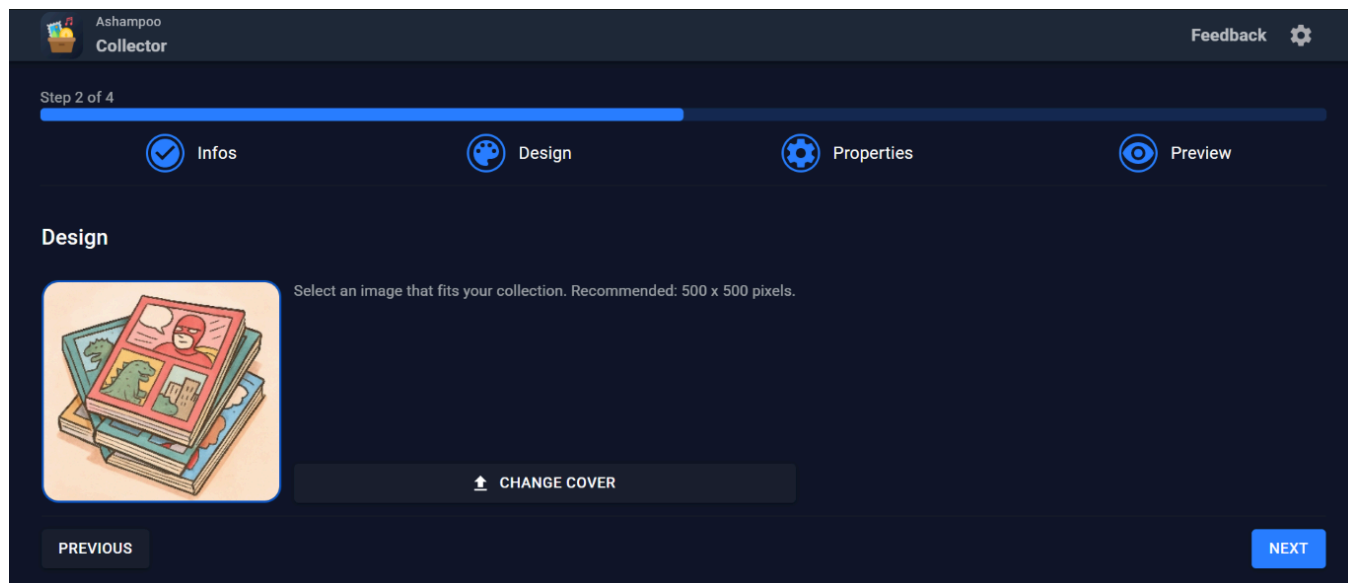
The screenshot shows the 'Ashampoo Collector' interface. At the top, there's a logo and 'Collector' text, and a 'Feedback' link with a gear icon. Below that, a progress bar indicates 'Step 1 of 4'. Four navigation icons are visible: 'Infos' (selected), 'Design', 'Properties', and 'Preview'. The main area is titled 'Infos' and contains a 'Collection name' label above a large text input field. At the bottom, there are 'PREVIOUS' and 'NEXT' buttons.

4.2 Step 2 – Choose Cover

Next, you can assign a cover to your **collection**.

Click **Change Collection Cover**.

You can either select a predefined cover or upload your own image using the “+” icon.



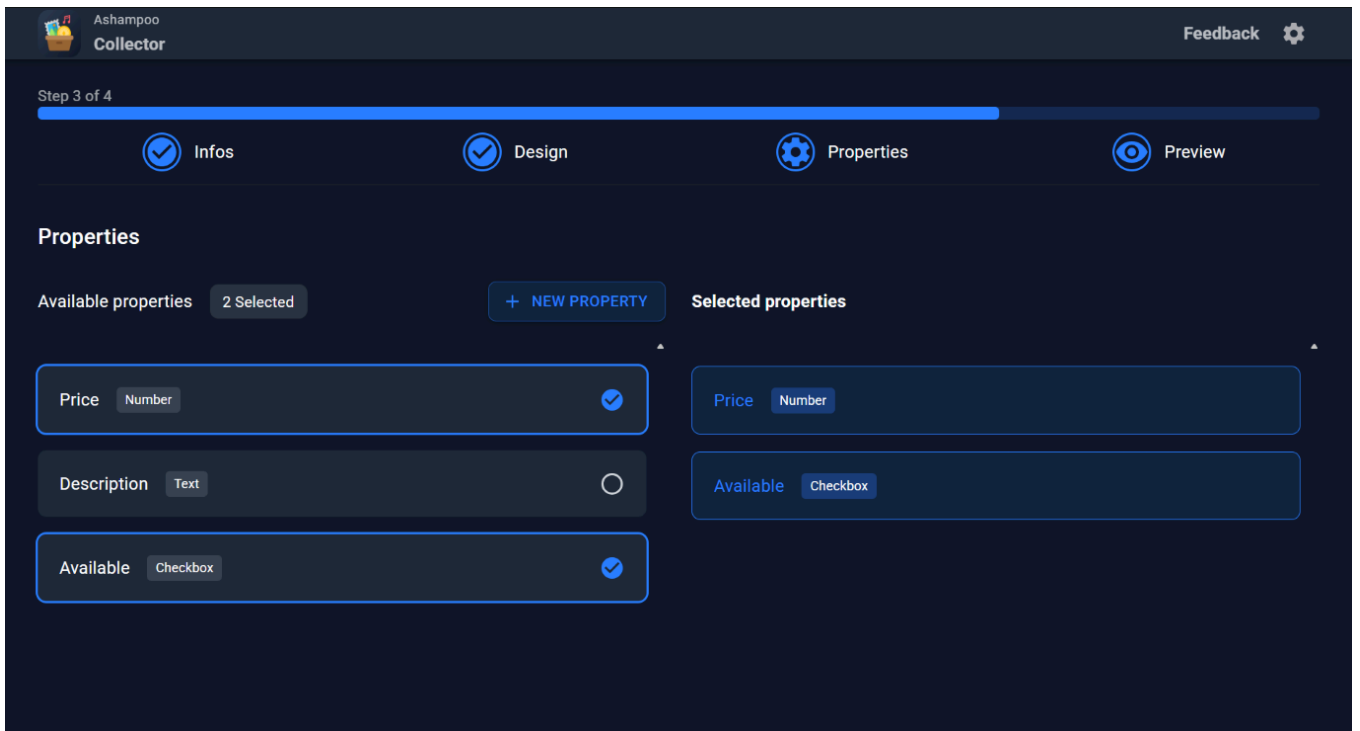
4.3 Step 3 – Collection Properties

In this step, you assign properties to your **collection**.

Properties provide additional information to better describe the content of your **collection**, such as genre, release year, or status.

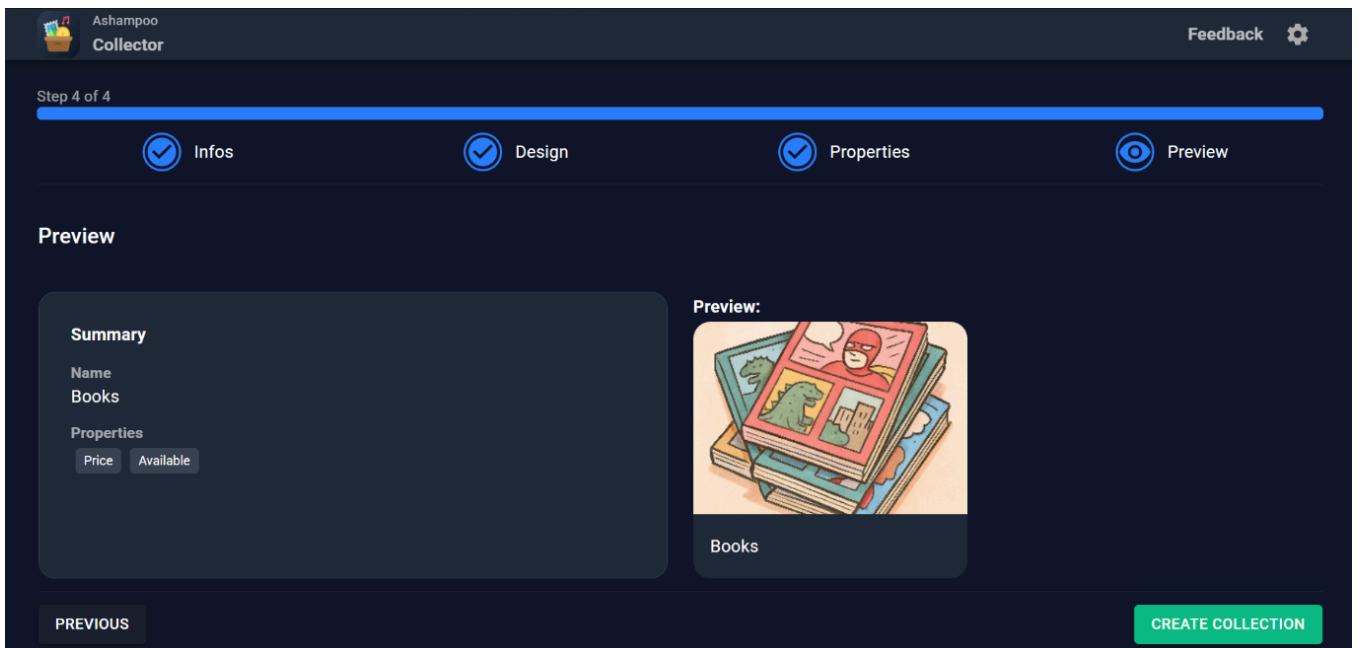
Click **Add Properties** to create new **properties** or assign existing ones.

The table on the left shows all available **properties**, while the table on the right shows the **properties** assigned to your **collection**.



4.4 Step 4 – Overview

Finally, an overview of all information for your **collection** is displayed. If something doesn't look right, you can go back and make changes at any time before creating the collection.

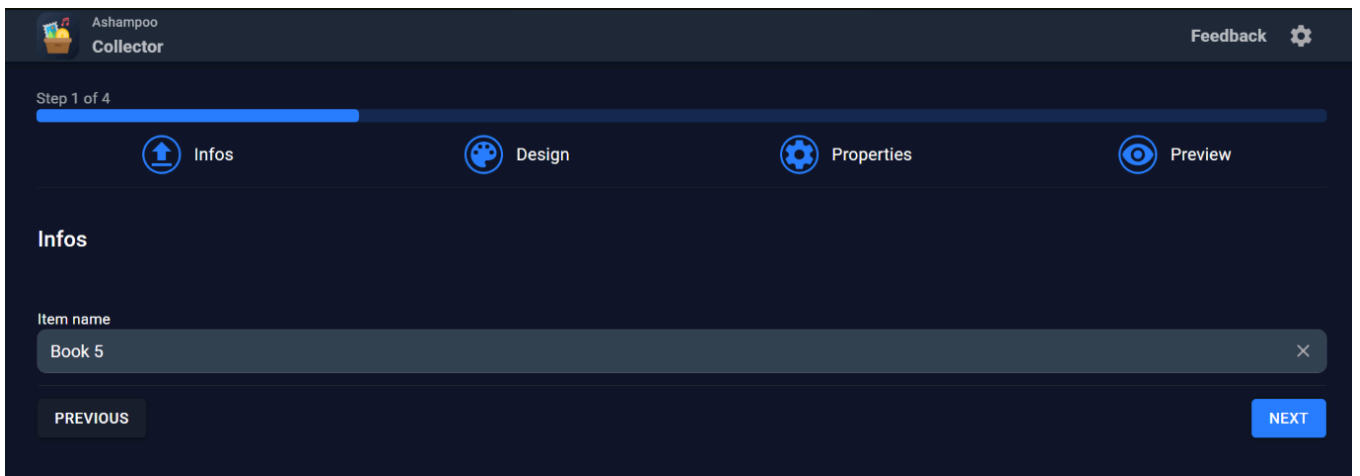


5 Object Creation

When you click **New Object** in the **Object View**, the **Object Creation** wizard opens. Here you can configure a new **object** and provide it with information.

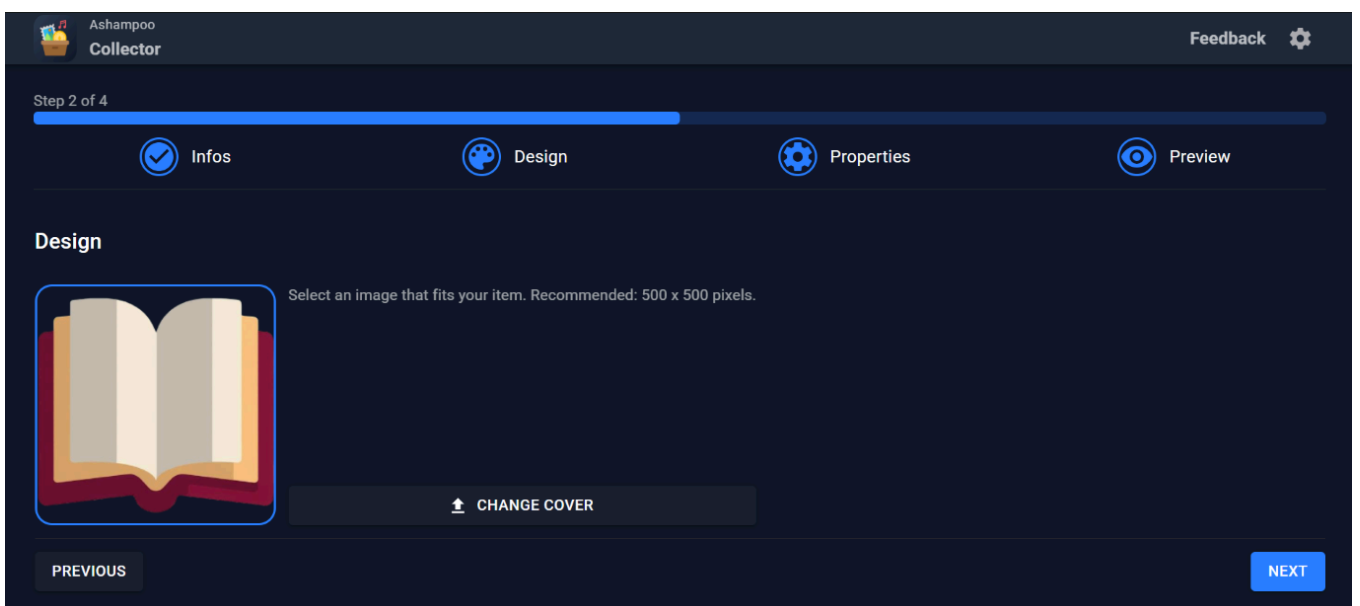
5.1 Step 1 – Name

First, give your **object** a name, e.g. "Book 5".



5.2 Step 2 – Cover

After clicking **Next**, you proceed to the cover selection. Here you can assign a cover to your **object** that best represents its content.



5.3 Step 3 – Properties

Once name and cover are set, you reach the property management. Here you can fill in the **properties** that were added during **collection creation** with values for the **object**.

Ashampoo Collector

Feedback

Step 3 of 4

Infos Design Properties Preview

Properties

Available properties

Available Checkbox

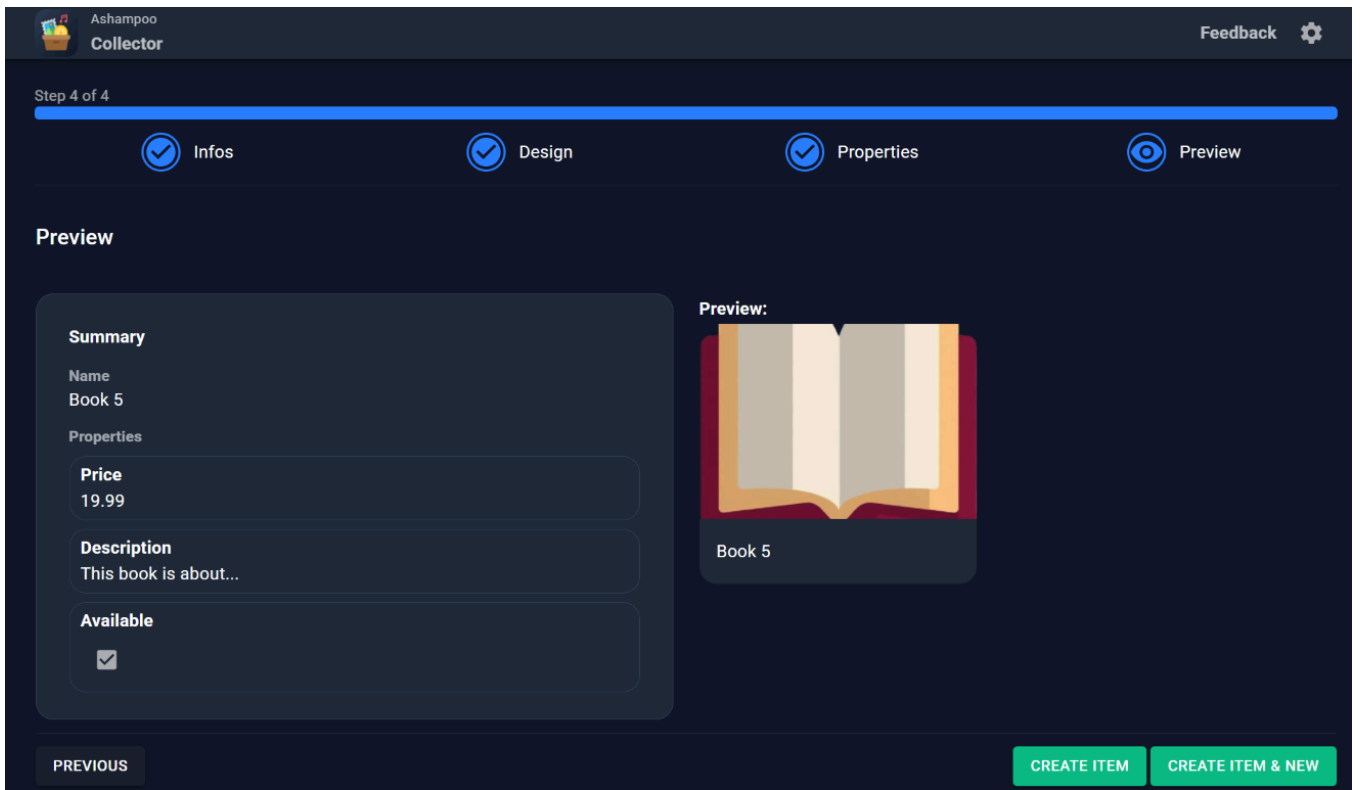
Description Text

Price \$ \$

PREVIOUS NEXT

5.4 Step 4 – Overview

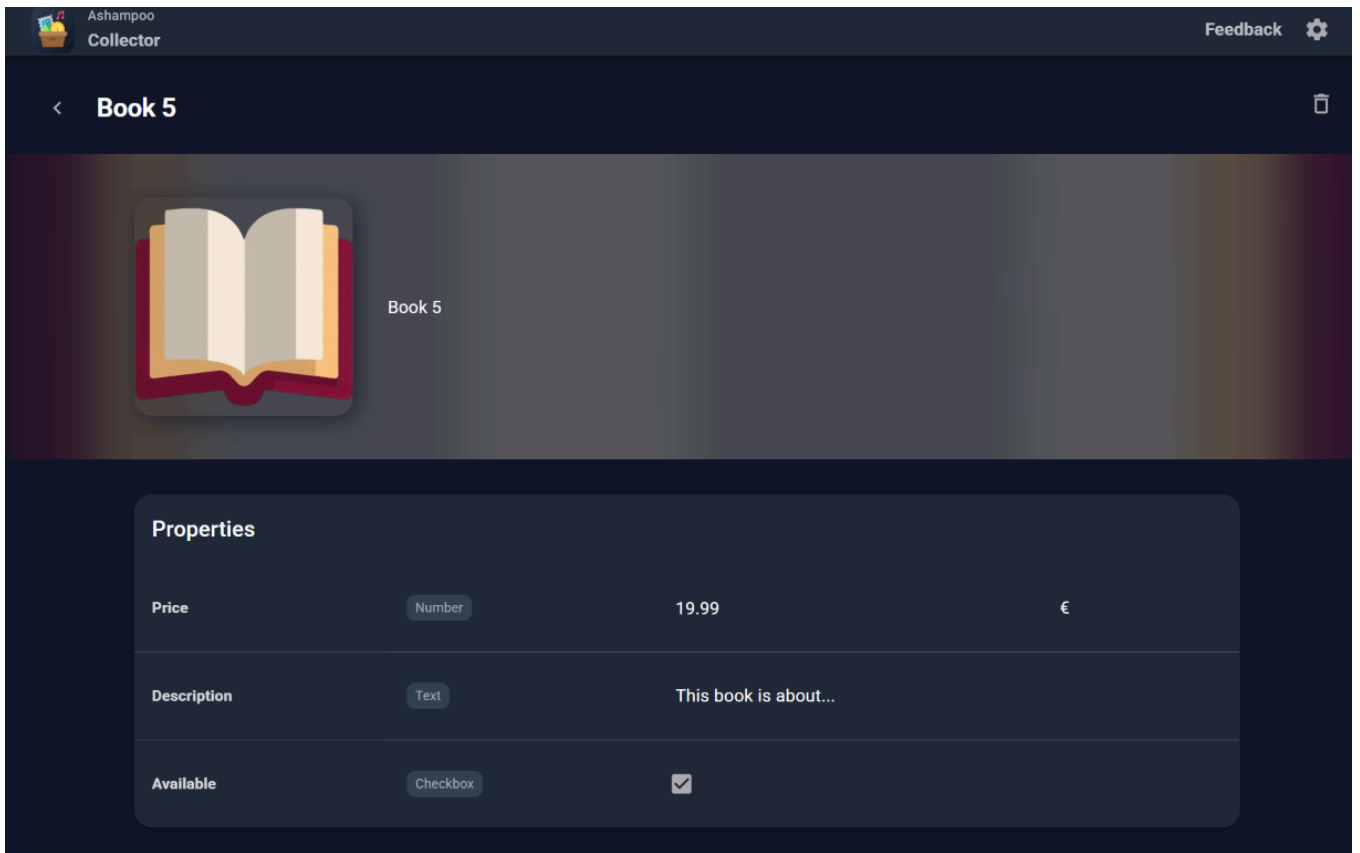
Finally, an overview of all key information for your **object** is shown. You can verify everything here and make changes if needed before saving the **object**.



6 Object Details

When you click on an **object** in the **Object View**, you are taken to the **Object Details**. Here you can view and edit all information related to your **object**.

To change a **property**, hover over the corresponding column in the table and click the **pencil icon** on the right.

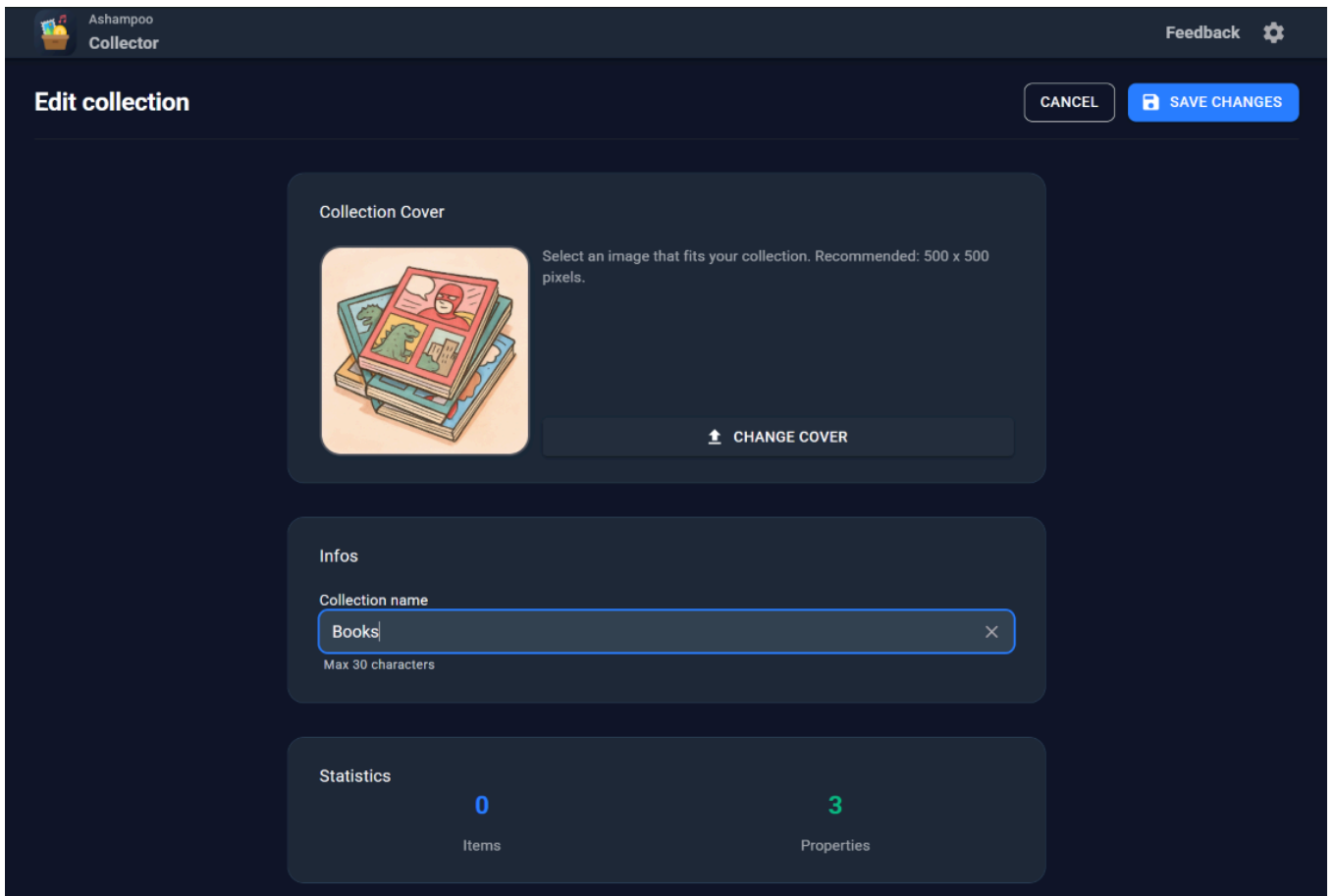


7 Collection Configuration

When you click the wrench icon in the top-right corner of the **Object View** and select **Configure Collection**, the **Collection Configuration** opens.

Here you can change basic information of the **collection**, such as name or cover, at a later time.

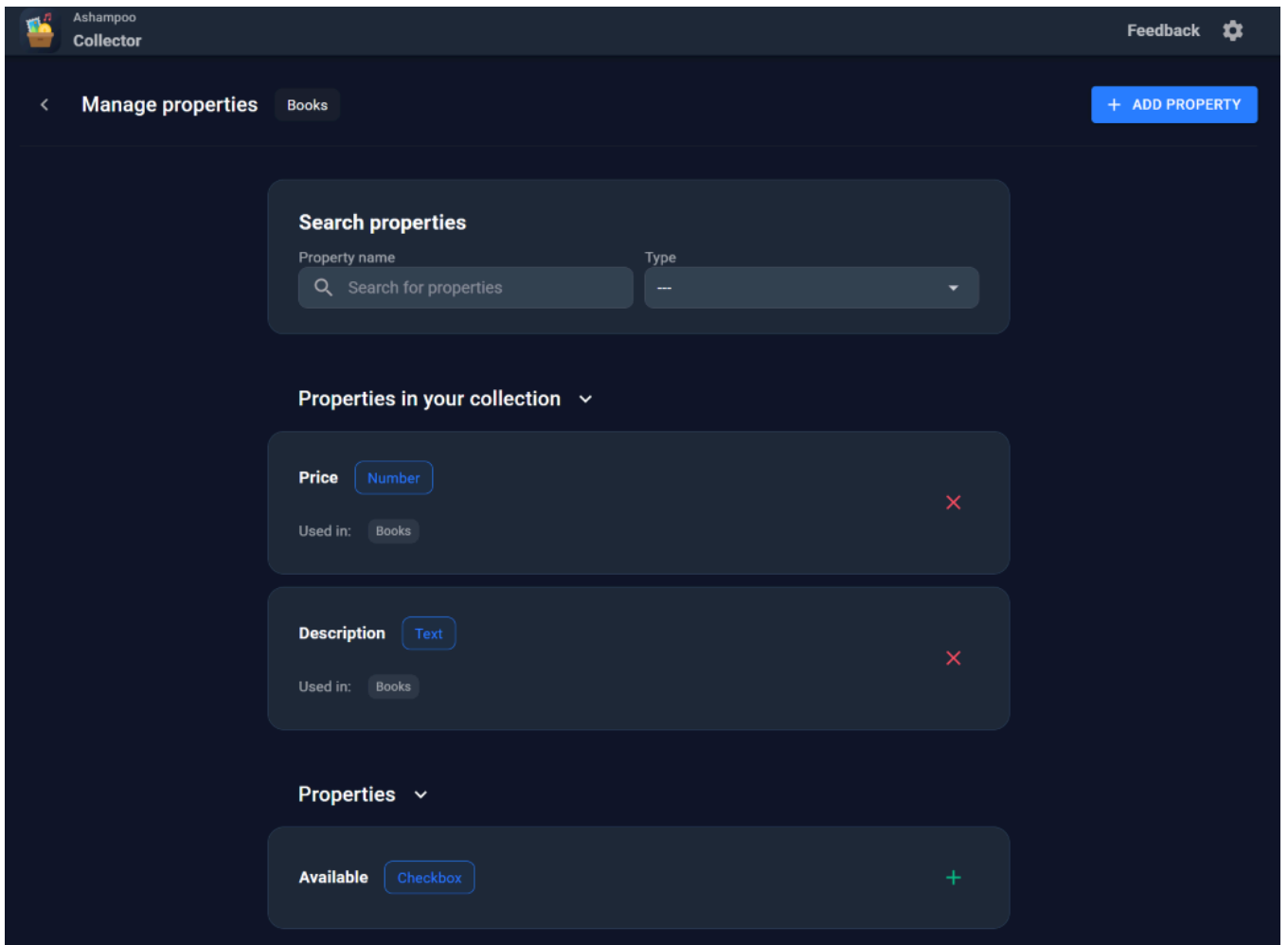
The overview also shows a small statistic with the number of **objects** and **properties** in the **collection**.



8 Manage Collection Properties

If you want to add or remove properties within a **collection**, you can do so directly in the **property management** inside the collection.

Click the **wrench** icon in the top-right corner (as with collection configuration) and then select **Manage Properties**.



The following functions are available in this view:

1. **Search Properties** – Search for specific **properties** or filter them by different criteria.
2. **Properties in Your Collection** – Shows all **properties** currently assigned to your **collection**. Click the “X” to remove a property from the collection.
3. **Properties** – Lists all **properties** you have created in general. Click the “+” to quickly add them to your **collection**.
4. **Add Property** – If you can’t find a suitable **property**, you can create a new one directly here.