The Model Railroad Collector Wiki (MRC Wiki) is a free web application project that was built with two main objectives: 1) To provide an easy to use model railroad focused collection management system for individual collectors and 2) To provide a collaborative model railway database platform infrastructure that allows public Wiki style contributions.

In line with the above two objectives, the MRC Wiki application is divided into two main sections:

1) The public database of model railroad items known as the “Model Train Directory” or “Directory” for short and

2) The personal and private user “Collections”.

Because the Directory database supplies the items that are “tagged” or “assigned” to user collections, an item must exist in the database before it can appear in a collection. Collectors will therefore be required to search for items, add new items, update existing items and (sometimes) delete items, in the normal workflow process of creating their own collections. The following instructions serve to establish a set of standards and best practices to ensure the accuracy, consistency, and accessibility of the data when interacting with the public database and your collections.

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**Getting started – 3 Main Tasks**

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First time users of the MRC Wiki should familiarize themselves with the main tasks necessary to manage their collections and contribute to the project. These tasks are:

1. **Searching for items in the Directory database**
2. **Personal collections**
   a. Creating a collection
   b. Adding items to a collection
   c. Managing your collection(s)
   d. Sharing your collection(s)
3. **Directory database**
   a. Adding items to the Directory
   b. Adding images to the item photo gallery

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**1. Searching for items in the Directory database**

The collector must understand the tools available to him/her for locating items in the database. Failure to locate a previously registered item may result in unnecessary database duplicates, unnecessary data entry by the collector and unnecessary data clean up by the administrators.
It should be mentioned here that, for performance reasons, the entire database has been subdivided into smaller logical units called **Category Groups**. Searches **ONLY** function on the items in the active Category Group and it is quite common for the need to search more than one Category Group to determine if an item is (or is not) in the database.

Currently there are 10 Category Groups in the MRC Wiki. They are:

1. Accessories
2. Boxed Sets
3. Electrical Accessories
4. Freight cars
5. Locomotives
6. Passenger cars
7. Printed Material
8. Scenic Items
9. Special cars
10. Structures

All model railroad related items fall into (at least) one of these Category Groups. A basic understanding of what types of items reside in which Category Group is fundamental when choosing where to search for an existing item and where to add new items. The names of most of the Category Groups provide an intuitive indication of what types of items it contains, but there are some Groups – especially the Boxed Sets, Scenic Items, Special cars and Structures that contain items that may not immediately be apparent without consulting the complete list of their sub categories.

The MRC Wiki database has a set of tools that assist the collector in quickly locating an item. These tools include features for **searching**, **filtering**, and **sorting**.

**Search** – The most powerful feature for locating an item in any of the above-mentioned Category Groups is the general Search feature. It is a text box conveniently located above the list tables in the upper right-hand area of the screen on desktop computer monitors or at the top of mobile displays. Entering any word or series of characters or numbers into this text box will immediately scan all database records in the active Category Group and display those items that match the search text expression. When searching for a specific item you often will enter the manufacturer’s model number, operating number/road number or even a word or phrase from an inscription on a car or locomotive. Note that the search expression is **NOT** case sensitive (i.e. “ccs800” equals “CCS800”), but the search IS space-sensitive (i.e. “CCS800” is not equal to “CCS 800”). It is also important to note that the search feature will search **all** fields in the Category Group and display those items that match the search. This is an important concept to understand because if you, for example, enter a model number in the search box you may expect to get only one result, but any other item that mentions that specific model number in its description would be returned by the search as well. You may need to try different combinations of search expressions to filter the Category Group. Once you start to test different expressions in the search box you will get an understanding of its power and its limitations. Also see the section on Advanced Search.

**Filters** – Filters are column specific searches that filter the active Category Group items by the value in the filter dropdown list. When available, you will find these filters at the bottom of some of the columns.
such as those for parts (tires, pickup shoe, pantograph etc.). Many column filters have been migrated to the Advanced Search for more flexibility (see below)

**Sorting** – You may click on most of the column header names at the top of the table to sort the data in the list. One click will sort the contents of that column in ascending order and another click will sort the contents of the column in descending order. Some sorting methods are tied to multiple columns. For example, if you sort the Manufacturer column the sorting mechanism will additionally sort the article number for the manufacturer as well.

Note that you may have searching, filters and sorting enabled separately or working together at the same time. If you see unexpected results in your searches, you may have one or more features unknowingly enabled by mistake. To remove all enabled searches, filters and sorting click the “Reset Filter(s)” button located above the headers.

**Advanced Search** – The newest search helper tool to the MRC Wiki is the Advanced Search. This group of filters is located at the bottom of all the Category Group list tables (and all Collections). Interaction with the Advanced Search will allow you to specifically filter the Category Group results by multiple data characteristics including the ability to select more than one filter item in the same group. You may, for example, choose to see all items whose railways company is either SBB, SBB/CFF, or SBB Cargo International. Simply click on a parameter in one of the Advanced Search drop down lists to enable the filter. Select another parameter in the same group by holding down the “Ctrl” key when clicking on it. Click on the item again to remove/turn off the filter. Click the “Clear All” text in the upper right-hand corner of the Advanced Search to remove all filters.

Using a combination of simple and Advanced Search filters, column filters and sorting will allow you to easily find any group of records in the selected Category Group.

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**2a - Personal collections – Creating a collection**

If you have registered and are logged in to the Wiki, then follow the steps below to create a personal collection. All collections and the items and details contained within them are private to the owner of the collection. They cannot be seen by the public and can only be accessed when you are logged into your account using your email address and the password you created when registering.

1. Click on the “My Collections” button link at the top of the page.

2. You will see any previously created collections in the resulting table displayed or an empty list if you have not yet created any personal collections.

3. Click on the “+ New” button. A simple form will open. Fill out the form as follows:
   a. **Collection name**: Enter the name of this collection. It is suggested that you include your name within the collection name. As an example: “John’s locomotives” or “Antonio’s passenger cars”. You may change this name at any time in the future should you wish to do so.
b. **Currency**: Select the currency type for the region in which you live. This currency type is used for tracking personal collection item costs, valuation, and totals. Collection total cost and total worth are always calculated when any individual item is updated. Financial tracking is optional but select a base currency even if you decide not to maintain any financial information in the Wiki.

c. **Collection Type** – Currently there are two types of collections provided by the Wiki – “Own” for a collection of items you own OR “Want List” for a collection of items that you wish to own. Select one type from the dropdown list.

d. **Language for dates**: Dates appear in several locations within the Directory database and in personal collections. Select the language that you are most familiar with and all dates in your collection will be follow the date descriptions commonly used for that language – including calendars and date picking form fields.

e. **Date format** – Once you select a language for your dates you can also select the format for the display of dates in the language of your choosing. There are 3 or 4 possible options from which to choose. Select one of them from the dropdown list.

f. **Notes**: This multi-line text box may be used for any free form test to additionally describe the contents of the collection. Use of the Notes field is optional.

4. **IMPORTANT** - Click the “Save” button at the bottom of the page to save your new collection OR click the “Cancel” button to abandon creating a new collection.

5. If the New Collection was recorded, then you should see it appear on a new row in your “My Collections” list.

6. Repeat the above steps to add additional collections. There is no limit to the number of collections you can create. You can, for example, create one for locomotives, one for passenger cars etc.

7. Now that your collections are created, return to the “Model Train Directory” by clicking on the link at the top of the page. We will now look at the public database and how to add items to your collection.
The Model Railroad Collector Wiki has adopted an innovative method for building a collection. 

“You do not add items to a collection – you add collections to an item”

The method may not be immediately obvious without the simple explanation which follows.

1. Click on the “Model Train Directory” button link at the top of the page

2. From the dropdown list select the most obvious Category Group for the item you wish to add to your collection. For your first collection item we suggest you search for a popular model that, most likely, is probably already in the database.

3. Using any combination of the Search methods described in Section 1 try to locate the item. Suggested is to enter the model number of an item in your collection.

4. If you can see a row in the search results that contains the item you are searching for then continue to step 5. If you cannot see the item, then try different search expressions in the same Category Group. If you still cannot find the item, then repeat steps 1-3 using a different Category Group. (as an example, if you are searching for a locomotive in the Locomotive Category Group and cannot locate it then try the same search in the Boxed Sets Category Group). If you still cannot locate the item after searching through multiple Category Groups, then you probably will need to add the item to the public Directory database. Skip to Section 3 for details on adding items to the database.

5. Once you can see the item you are searching for in a row in the search results table list CLICK on that row to select it. When selected you will observe that the background color of the row changes to a dark color indicating that the row has been selected. Note also how the options in the button bar change when a row is either selected or unselected. There are options that are ONLY available when a row is selected. To add an item to your collection you MUST start by selecting the row containing that item.

6. In the button bar you should now see a button called “+ Collections”. Click on this button to reveal a popup window containing the full list of all the collections that you had previously created in Section 2a.

7. Inside the popup window click on one of the collections where you wish to add the selected item. A small, green, confirmation popup window will briefly appear in the upper-right hand corner indicating whether the item was added to your collection. If the item was not added to your collection, a red popup window will appear. An error when adding an item to a collection usually indicates a network error. If this is the case, then wait a minute or two and retry.
8. Repeat steps 2-7 for any additional items you wish to add to your collections.

2c – Managing Collections

Once you have added items to one or more of your personal Collections you will want to view and add details to these items. Begin management by selecting “My Collections” from the main menu.

**Collection options** – The possible options available to collector differ depending on whether a collection IS selected or IS NOT selected in your list of personal collections.

**If no collection is selected there are 3 options available.**

1. **Column visibility** – Click on the “Column visibility” button to see a popup window with a list of all of the possible columns to show in the list. Click one time on a button to show that column, click the button again to hide that column.

2. **“+ New”** – Click on the “New” button to open a form which will allow you to add a new collection. Refer to “2a” for detailed steps.

3. **Export** - Clicking on the “Export” button will allow you to export the summary details for all of the collections listed. The Export options window will open allowing you to select one of four possible Export options. These options are:
   a. **Copy** - Clicking on “Copy” will copy the values in all collections. You can then “paste” the copied details into another document by holding down the “Ctrl” key and typing “V”
   b. **Excel** - Clicking on “Excel” will create and download a Microsoft Excel© spreadsheet file with all visible rows and columns.
   c. **CSV** - Clicking on “CSV” will create a “Comma Separated Values” file, which allows data to be saved in a tabular format. CSVs look like a generic spreadsheet but with a .csv extension. CSV files can be used with most any spreadsheet program, such as Microsoft Excel© or Google Spreadsheets©.
   d. **Print** – Clicking on “Print” will open your browser’s print dialog. You may then choose the destination for printing (such as to a pdf file or to paper), which pages to print and the layout for the printed pages. It is suggested that you print in Landscape mode (rather than Portrait mode) because more columns can fit on one line with the wider page layout available in a Landscape layout.
If you select a collection in the list by clicking on a row containing a collection, the menu button bar will provide other options that you may execute on your collection.

1. **View** - Click on the “View” button to view all items in the selected collection. The collection items are displayed in list form like the list for the Directory. Note that before you can add or edit details to items in your collection you MUST first click to view that collection. After clicking “View” continue with the section below about “Viewing a Collection”.

2. **Edit** - Click the “Edit” button to edit details specific to the collection. You will recognize the collection form from the one you used to create the collection. A new feature, Collection Sharing, is available in the Edit form and will be discussed below.

3. **Delete** - Clicking the “Delete” button to permanently remove your collection from the Wiki. Once a collection is deleted it cannot be recovered so it is recommended that, prior to deleting, you export it for archival purposes. See Export for further details.

4. **Export** - Clicking on the “Export” button when a collection is selected will allow you to export the summary details ONLY for the collection selected. The Export options window will open allowing you to choose the method of Export. See the description of the Export options described above.

5. **Analytics** - Clicking on the “Analytics” button will display two interactive pie charts with statistical information about all items in the selected collection. Scroll down below the last collection in the list to view the graphs available. Click on the pie “slices” to drill into additional statistics on the selected “slice”.

6. **Photo Gallery** - Clicking on the “Photo Gallery” button will display thumbnail images (cards) for all items in the collection. The Photo Gallery has custom filters by railroad Era (I – VI). All Eras are enabled by default, but if you click on an Era number the items from that Era in the Photo Gallery will be hidden. Click the Era again to show the items again. Clicking on a single image in the Photo Gallery will flip the image card over to reveal the description card that displays the manufacturer, model number, variant, prototype class and railway company. Clicking the description card again will flip it back to the image card.
Viewing a collection – When viewing a collection, you have different options available depending on whether you have or have not selected an item in the collection.

If no item in the collection is selected there are 5 options available.

1. **Column visibility** – Click on the “Column visibility” button to see a popup window with a list of all the possible columns to show in the collection items list. Click one time on a button to show that column, click the button again to hide that column.

2. **Task List** - Click the “Task List” button to view a summary list of all TO DO and COMPLETED tasks that you have created for any of the items in your collection. You may edit or delete individual items in the Task List by first selecting the row that contains the item that you wish to update or delete. Click on the “Return” button to go back to viewing the list of items in the collection.

3. **Export** - Clicking on the “Export” button when no items are selected will allow you to export the entire collection details for the visible columns. The Export options window will open allowing you to choose the method of Export. See the description of the Export options described above.

4. **Reset Filters** - Clicking on the “Reset Filters” button will clear the search box, remove all current column filters, and reset the sorting back to the default values.

5. **Return** - Clicking on the “Return” button will navigate you back to the list of all your collections.

If an item in the collection IS selected there are 7 options available.

1. **Column visibility** – Click on the “Column visibility” button to see a popup window with a list of all the possible columns to show in the collection items list. Click one time on a button to show that column, click the button again to hide that column.

2. **Edit** – Click on the “Edit” button to load the collection item form to add or update details.

3. **Delete** – Click on the “Delete” button to delete the selected item from your collection. A pop-up window will appear asking for you to confirm that you want to delete the item.

4. **Item Maintenance** - Click the “Item Maintenance” button open a form which allows to view a summary list of all TO DO and COMPLETED tasks that you have created for the currently selected item.

5. **Export** - Clicking on the “Export” button when a single collection item is selected will allow you to export the item details for the visible columns. The Export options window will open allowing you to choose the method of Export. See the description of the Export options described above.

6. **Reset Filters** - Clicking on the “Reset Filters” button will clear the search box, remove all current column filters, and reset the sorting back to the default values.

7. **Return** - Clicking on the “Return” button will navigate you back to the list of all your collections.
Editing a collection item – Click on the “Edit” button (when enabled) to add or update specific details about the item. The collection item edit form will open. An example of a typical form is shown below with numbers opposite the form fields. Refer to the numbers below for an explanation of usage for each field.
1. **Item** – This field displays the currently selected thumbnail image and a short description of the item below the picture.

2. **Thumbnail picker** – Click on this dropdown list to select the image you wish to use to identify the item. You may select any of the images in the photo gallery from the Directory. If you wish to use a different image, then please upload one from within the image upload function in the Directory. You cannot add new images from this form page.

3. **User Index** – Use this field to enter any reference to aid you in sorting or locating the item in the collection. Many collectors use this field to register a number from a previous collection management application or spreadsheet. Use of this field is optional.

4. **Quantity** – Enter the quantity of the item in this test field. Usually the quantity will be registered as “1”, but items that are boxed in multiples (such as track or pantograph masts for example) can be registered here.

5. **Qty. Orig. packaging** – Register the quantity of original boxes or packaging that you own. If you have the original box for an item, then enter “1” in the textbox. If you own 10 boxes of 10 pieces of track, then enter “100” for Quantity (#4 above) and “10” for Qty. Orig. packaging.

6. **Grade** – Select the condition of the item from the dropdown list. Note that there are special grades near the end of the list for printed collectibles such as catalogs, books, and magazines.

7. **Date Ordered** – Click the text box to open a localized calendar to help select the date that the item was ordered from the manufacturer, dealer, auction house etc.). You may click on the left and right arrows in the calendar header to move backwards and forwards one month at a time OR click on the month and year to change years. When you have selected the correct month and year click on the chosen day to select it. The calendar will close after a date is selected.

8. **Date Received** - Click on the text box to open a localized calendar to select the date that you received the item. Follow the instructions on #7 above for directions on how to use the calendar.

9. **Cost** – Enter the cost of the item using the number formatting for your country. For example, enter “99.75” for United States number formats OR “99,75” for European formats. Do not include the currency sign. Each time this field is changed the “Total Cost” field on the My Collections page will be updated.

10. **Appraised Value** – Enter the current value of the item. You may choose to enter auction result amounts for similar items or values from price guides etc. This value will be used to calculate the overall worth of the collection. Each time this field is changed the “Total Worth” field on the My Collections page will be updated.

11. **Date of appraisal** – Enter the date that the above Appraised Value was generated on. If the Appraised value was obtained from an auction, then use the date of the auction. If the
Appraised Value was copied from a catalog or price list then use this date to record the publishing date of the publication. Attempt to keep the Date of appraisal as up to date as possible to always have an idea of the current total worth of your collection.

12. Where acquired? – Use the dropdown list to identify the origin of the item. Select the name of the dealer from where it was purchased, the name of the auction house, the name of the collector etc. If the name you wish to use does not appear in the list, then select the dropdown option “<< Not in list – add new >>”. A window will open allowing you to create a new option for the list. Enter the name of the source and select OK. The name will automatically be filled out in the field and you will be able to reuse the newly created name when editing other items.

13. Storage location – Use the dropdown list to identify where the item is currently located or stored. Possible options may include a box or shelf number, a layout location, or even the name of a friend to whom you loaned the item. Create new locations by following the same steps as are used for the “Where acquired?” dropdown above (#12)

14. Digital address – If your item is registered under a specific digital address you may enter the address here for reference.

15. Notes - Use the Notes field for any additional information that you would like to register for the item. This is a free form text field. Use is optional.

(SELLING SECTION)

16. Is for sale? – Use this checkbox to identify if the item in your collection is for sale. Check the checkbox if it IS for sale, uncheck the checkbox if it is NOT for sale. The “Is for sale?” state remains private UNLESS you choose to publish the item in the Wiki Marketplace. (see #17 below)

17. For Sale item is Public? - If the “Is for sale?” checkbox is checked (#16) AND the “For Sale item is Public?” checkbox is also checked then the item will appear For Sale in the Wiki Marketplace and allow the public to privately contact you if interested in purchasing the item. If either the “Is for sale?” checkbox OR the “For Sale item is Public?” checkbox is unchecked, then the item WILL NOT appear in the Wiki Marketplace.

18. Selling price – Enter the selling price that should appear in the Wiki Marketplace in the event that the item is published to the public. If the item is not marked for public sale, then this field remains private.

19. Sold for price – Use this field to record the sales price that an item sold for. Most of the time you will simply delete the item from your collection following a sale, but this field allows you to archive the selling price and keep the item in your collection.
20. **Date sold** – Enter the date that the item was sold. Most of the time you will delete an item following a sale, but this field allows you to archive the date the item was sold and keep the item in your collection.

21. **Sold to** – Enter the name of the buyer for the item that you sold. Most of the time you will delete an item following a sale, but this field allows you to archive the buyer’s name and keep the item in your collection.

22. **Collection Name** – This dropdown list identifies to which of your collections the item belongs. Should you wish to MOVE your item to another one of your collections (without deleting it from the current collection and recreating in the new collection) the simply select the collection where you want to move the item. After the collection item is saved the next time the new collection is open the item will appear in it and disappear from the original collection.

23. The bottom fields are read only and provide extra detail about the collection item.

**IMPORTANT** - After making any changes in the “Edit Collection Item” form make sure to save your changes by clicking one of the “Update” buttons at the top left or bottom left of the form. If you wish to ignore any changes made, then click either of the two “Cancel” buttons that can be located next to the “Update” buttons.

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**2d – Sharing your collection(s)**

**Collection Sharing** - One of the features of the MRC Wiki project is the ability to share one or more of your personal collections with another registered user. Shared collections are “read-only” – meaning that the collection that you share cannot be edited or changed by the user that you have shared it with. You also can select which columns of information about your collection are shared. Others are hidden.

The collection sharing feature is very useful, for example, for sharing your “Want List” type collections with friends. Follow the instructions below to share a collection.

1. Click on “My Collections” on the main menu navigation.
2. In the list of collections select the collection that you want to share by clicking on the row containing that collection.
3. Click “Edit” in the button bar. (Note that the “Edit” option will only appear AFTER selecting a collection).
4. Scroll down to the SHARING section below the Edit form.
5. Click on the “New” button in the SHARING section. (Note: If the “New” button is not active then unselect any shared collections in the shared collection list). The “Add Shared Collection” form will appear.
6. Using the dropdown list at the top of the form select the name of the collector with whom you wish to share your collection. The list of collectors in the dropdown list is sorted by the collector’s FIRST NAME.
7. **Columns to share** – Directly below the dropdown list there are a series of checkboxes that indicate which columns of data from your collection you wish to share. If a checkbox is checked then the data in your collection that corresponds to the description will be visible to the user with whom you have shared your collection. If the checkbox is NOT checked then the data in your collection that corresponds to the description WILL NOT be visible to the user with whom you have shared your collection. For example, if wish to share the “condition” of each of the items in your collection then check the checkbox “Show item condition?” If you do not want to share your “cost” of each item in your collection, then uncheck the checkbox “Show cost?” Check the checkbox by clicking the description once, uncheck the checkbox by clicking the description again.

8. When you have finished setting the shared user and the columns to display or hide click “Save” to record your configurations. Your shared collection will now appear in the shared user’s list of collections. Click “Cancel” to abandon your changes without saving.

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**3a – Adding new items to the Directory database**

If you have identified an item that does not appear in any of the above-mentioned Category Groups by using the searching tools previously described, then a new item must be added to the public database.

If you cannot identify what you own, then please DO NOT create a new record in the database for it. An incomplete or mislabeled item in the database does nothing to help other collectors nor advance the Wiki project. Use product catalogs, reference guides and online resources such as internet searches and social media to help determine what you own before entering a new item.

The form for registering a new item in the database is quite extensive and contains details that have been determined to be useful to the model railroad collector. These details include a group of details about the model and another group of details about the prototype. The minimum required fields for a new entry are:

- **Manufacturer**
- **Scale**
- **Category (Group)**
- **Subcategory**
- **Article No.**
- **Version**
- **Short Description**

Please have this information available prior to or during the creation of a new item in the database.

To create a new record, follow the steps below:

1. Select the “Model Train Directory” link button at the top of the page.
2. From the dropdown list select the most obvious Category Group for the item you wish to add to the database.

3. Click the “+ New” button in the button bar.

4. The “Add Product” form will appear. If you were previously adding or editing items in this same session, then the form will be pre-populated with data from the previous record. Use this data as a starting point or click “Clear Form” to erase any information currently in the form and start with an empty form.

5. Select dropdown list values and fill out text fields as suggested below
   a. **Manufacturer** – Select the manufacturer from the dropdown list. If the manufacturer you wish to add is NOT in the list, then you may choose to add a new manufacturer by selecting the option “<< Not in list – add new >>” and then filling out the text box in the popup window with the name of the new manufacturer.
   b. **Scale** – Select the scale of the new item from the dropdown list. If the item does not pertain to a specific “scale” then select “---”. Contact the administrator if you believe that a new scale should be added to the list of scale options.
   c. **Category** – Select one of the Category Group levels where the new item should be included. Contact the administrator if you believe that a new Category Group should be added to the list of category options. If you are in doubt as to the correct Category Group for registering an item, then please contact the admin. Please note that any items originally from a boxed set should be registered in the “Boxed Sets” Category Group.
   d. **Sub-Category** – Depending on the Category Group selected in “5c” all the possible related Sub-Category groups will be displayed for selection in this dropdown list. Select the most appropriate Sub-Category for the new item. If you do not see a sub-category that represents your item, then return to step “5c” and select a different Category Group or ask the administrator for guidance.
   e. **UPC** – The UPC is the “Universal Product Code”. In Europe this is called the EAN (European Article Number). It is usually represented by a 12-digit barcode number that uniquely identifies the item. If the UPC or EAN is known, then enter the value here. If it is not known, then leave this field empty. Note: Items manufactured before 1974 do not have UPC/EAN barcode numbers as that was the first year that barcodes were used.
   f. **Article No.** – Enter the manufacturer’s article number, product, or catalog number in this text box. Avoid the use of spaces between characters in the article number. For example, use “999DB” instead of “999 DB”.
   g. **Version** - Put a "1" here unless your article (model) number was released in multiple versions/variants. Marklin collectors use this field to identify the Koll’s Catalog version number of a vintage item. If the version number is known, then enter it in this text box.
When registering items from boxed sets the version field is often used to identify the model number of the boxed set item were it to be available separately. The combination of the article number and version should be unique for any given manufacturer, scale, and category group/subcategory.

h. **Description Short** – Enter a short description of the item in this field. Try to keep the length to a concise description of 90 characters or less. An example might be something like this: "Steam locomotive and tender, Class 44 of the DB, black". It is not necessary to include the manufacturer’s name, the model number or any other model information that is already found in another field on the form.

i. **Edition** - If the item is/was released as a limited edition and you know the production run - i.e. there were 500 models produced. Then put that number (ie "500") in this field. Do not put the specific edition number for the item you own. That number is specific to you only and not to others that will reuse the record you created in the database. You would register your specific edition number as part of the notes for the item in YOUR collection only, not on the Directory item.

j. **Series** - Select "---" from the dropdown list OR select one of the available series options. If your item does not fall into one of the predefined series in the dropdown list, then either add your own (will require translations of the series into German and Spanish). A common choice is “One-time series” or “Special series” for limited production items.

k. **Decoder** - The Directory contains model railroad manufacturer’s ORIGINAL items only. Use the decoder field dropdown to indicate the original decoder provided in the model when it left the manufacturer. Any custom modifications not made by the manufacturer, such as a conversion from analog to digital OR an upgrade or substitution from one decoder to another, should ONLY be noted in your personal collection details for the item – NOT in the Directory. If the item is digitally controlled, then select the decoder type the item uses from the dropdown list. If the item IS digitally controlled, but you are unsure of the decoder then select “Digital (unknown)”. If the original item is NOT digital select either "N/A" for not applicable, "Analog" or "Relay".

l. **Motor** - If the type of the motor is known then select the type from the list OR create the type if it is not already in the list. If you do not know what type of motor the item uses, then select "Unknown". If the item is not powered, then select “--- No motor – N/A” For custom motor upgrades follow the same procedure as for custom decoder modifications noted above.

m. **Version Notes** - This field is reserved generally for notes about the specific version or variant. Details here might, for example, mention the color(s) of an item, the inscriptions on the item, or any other characteristic that defines the specific version. You may use this field to enter descriptions found in specialized collector guides.

n. **Description from Catalog** (three languages) - This is the field where you will enter most all the information about your item. Most of this data is copied or translated from manufacturer or retailer websites. Many model railroad manufacturer websites are multilanguage so try to complete as much language specific information as possible. If
you cannot find description translations for German or Spanish, then COPY the English description to both the German and Spanish text boxes with the hope that another collector can make the translations later.

o. **Length cm.** - Enter the length in centimeters of the item. Fractions of centimeters are permitted. If you do not know the length, or it is not relevant, then enter "0".

p. **Functions** – If the item has special functions you may optionally enter them in this field in your preferred language.

q. **Prototype - Railway Co.** - This is a required field. Select the railway company from the list or select the option “<< Not in list – add new >>” to add a new railway company. Make sure you check the full list to make sure that the railway company desired is missing before adding a new one. There is an "Unknown" and "Fantasy" option near the top of the list that you may use if necessary.

r. **Prototype - Prototype Class** - This is a required field. Select the prototype class from the list or select the option “<< Not in list – add new >>” to add a new prototype. The list is long and sometimes the prototype might be identified with a "BR" preceding the class number of European locomotives. Try to avoid duplicates by thoroughly searching the list before adding a new prototype class.

s. **Epoch/Era** - Select one or more Epochs that the item prototype belongs to. If the Epoch is unknown or not applicable, then do not check any of the boxes.

6. **IMPORTANT** - When you are finished adding all the information, click “Save”. If you wish to abandon the creation of a new record in the database, then click on “Cancel”. **Note** that an item must be created and saved before uploading / attaching images.
Images play an important role in providing a visual representation of item assets in the MRC Wiki Directory. All items in the Directory should contain at least one image in the photo gallery to help visually identify it. Non-copyrighted images may be uploaded and grouped into item “photo galleries” and users may download any or all these images for archival purposes offline. If you have access to the physical item and a digital camera then please try to follow the preparation recommendations below to ensure consistent imagery in the Wiki Photo Galleries. If you do not have access to the original item to photograph then try, if possible, to manipulate an existing photo to follow as closely as possible to the image preparation suggestions below.

- Keep all images under 400 kilobytes (KB) in file size.
- Physical dimensions of the image file (pixel size) are not limited. Large sizes are best.
- Prepare a small (250 pixel wide) image to be used as a thumbnail.
- Pictures should be in focus, with realistic colors.
- Crop away all empty space from the image. Fully fill the photo with the image from one side to the other without cutting off any section of the item.

- Plain white or light, solid neutral color provides the best background.

- Upload at least one side view (profile) of image taken at eye level that shows the complete length of the item.
• Preferably position locomotives as if they were travelling from left to right.
• For items with pantographs, it is preferred to have photographs with them in the RAISED or upright positions.
• Remove item from box/packaging for photograph.

![Incorrect Positioning](image1.png)
![Correct Positioning](image2.png)

• There is no limit to number of photos that may be uploaded, but each additional image should show a different angle of the item being photographed.
• If possible, include a close up photograph showing running numbers and/or other inscriptions of the exterior of the item.
• Item may be mounted on track for photograph(s)
• Please name photos using the following method:
  Manufacturer name + Model number + (optional “-v” + Version number) + “-” + Photo number.
  Example: “Marklin3000-v4-01”, “Marklin3000-v4-02”, “Marklin3000-v4-03”...etc.

**Uploading images** – Images may be added to any item already existing in the Directory database.

To upload images, follow the steps below.

1. In the Directory search and locate the item for which you want to add photos.
2. Select the item by clicking on the row in which it appears in the list
3. Click the “Edit” button.
4. Click the “Open Image Gallery” button near the top of the edit form.
5. Click the blue and white “Upload” button
6. You now have two options for selecting and staging files.
   a. Drag the image(s) from its/their location on your computer and drop them onto the window near the text that says “You can drop files here”
   b. Click the green and white button “+ Add files...”. A window will open. Navigate to the folder containing your image(s), select one or more and click “Open” at the bottom of the window.
7. If you have correctly selected the files the window should look something like this example containing 3 images ready to upload. Note that the file name and the file sizes are displayed in the first and second column of the list. Ensure that the file size of any of the photos in the list does not exceed 400 KB.

![Upload File(s) interface]

8. You have now “staged” your list of images that you wish to upload to the Photo Gallery for the Directory item selected. To start the upload process, click on the blue and white “Start upload” button. File uploading will begin, and you will see a bar indicating the progress of the upload for each image. When uploading is finished you should see the upload window looks like the image here. Note the white and green confirmation button for each image successfully uploaded. If successful, these buttons should say “Completed”. Errors occur rarely when uploading files except when network speeds are slow or when you are trying to upload a file with a name that already exists in the Photo Gallery. In the case of a duplicate file name then rename your original image and try again to upload. Click the green and white “Finished” button to close the upload File(s) window. You should see the files that you uploaded are now included in the Photo Gallery. Click the “Close Image Gallery” button to collapse and close the Photo Gallery.

![Upload File(s) interface]

9. Click the “Close” button when finished uploading images OR click the “Update” button to save any additional changes made to data in the Edit Product form. The uploaded photos are now available to use in your collections.
Updates:
2020-09-15 – First release

Questions/Comments/Suggestions:
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