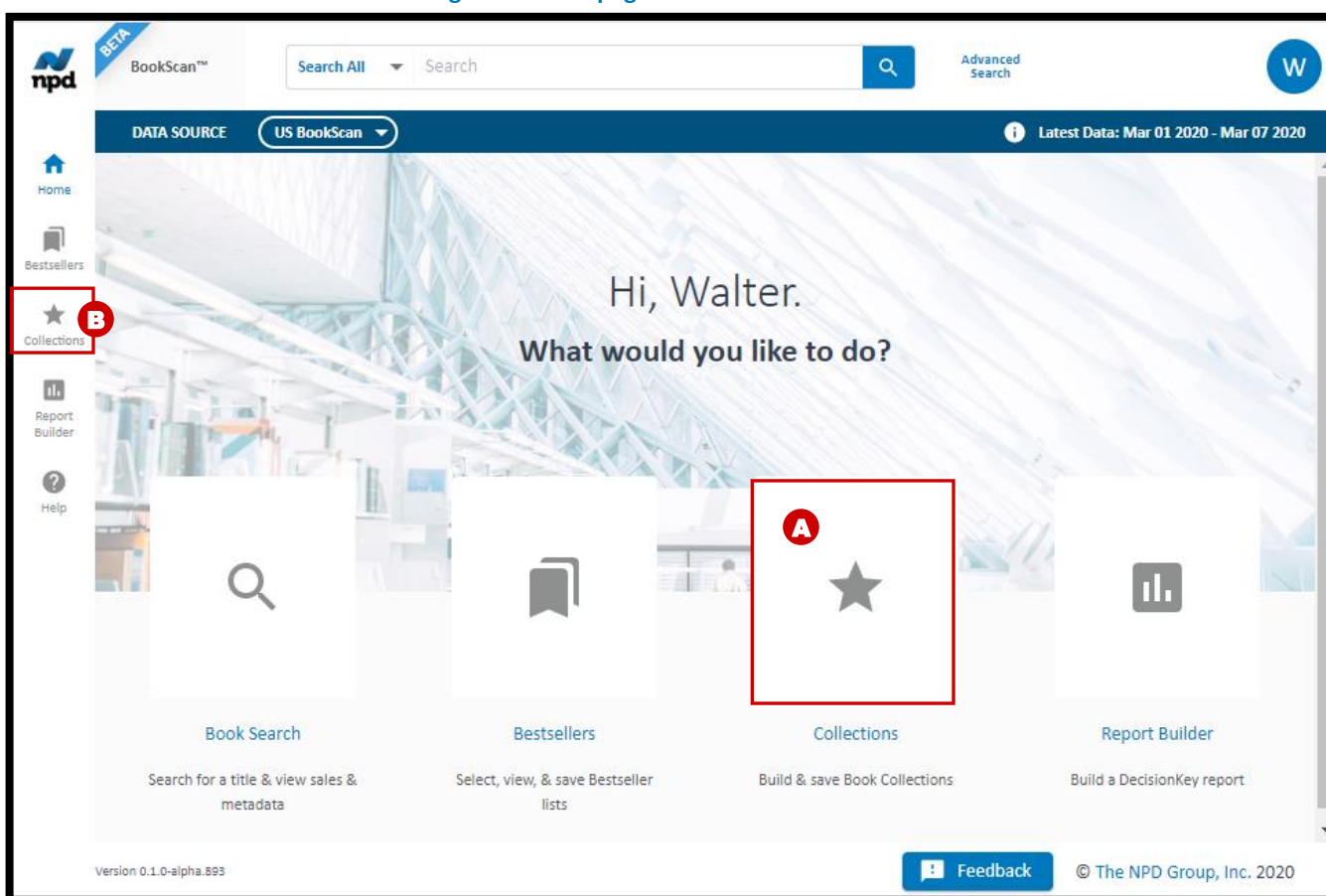# NPD
BookScan

Collections

Table of Contents

1. Collections Overview

Collections allows you to create lists of titles to compare, export and to view at a glance key title vs. title sales.

2. Accessing Collections

Collections functionality can be accessed from the Homepage or from the left pane. See Figure 1.

Figure 1: Homepage with Collections

Note: You can also add ISBNs or Titles to new and existing collections whenever the "Add to Collection" tab displays above a data table (e.g. Search Results) or when ★ displays to the rightt of of a ISBN or Title page (e.g., Single Title Sales).

1.   Select **data source** from **Data Source** drop-down list.

     Note: Whenever a change is made to a data source on any page you are on, the page will refresh with information from the new data sources.

2.   Click on **Collections** icon (see **A** or **B**) to open the Collections Homepage.

     Note: The first time you navigate to the Collections page you will see this message: "You do not have any collections."

     In order to add your first collection, you will need to perform a basic search or an advanced search to select ISBNs from the Search Results page. See Creating a New Collection and Adding to Collection section.

3. Creating a New Collection and Adding to Collection

3.1 Creating a New Collection

You can select ISBNs from anywhere within the NPD BookScan tool for adding to a collection. For the purposes of this procedure, we will use Search Results as an example. See Figure 2.

For examples of the Author History and Bestsellers List page showing the ★ Add to Collection tab, see Figure 6 and Figure 7 at the end of this section.
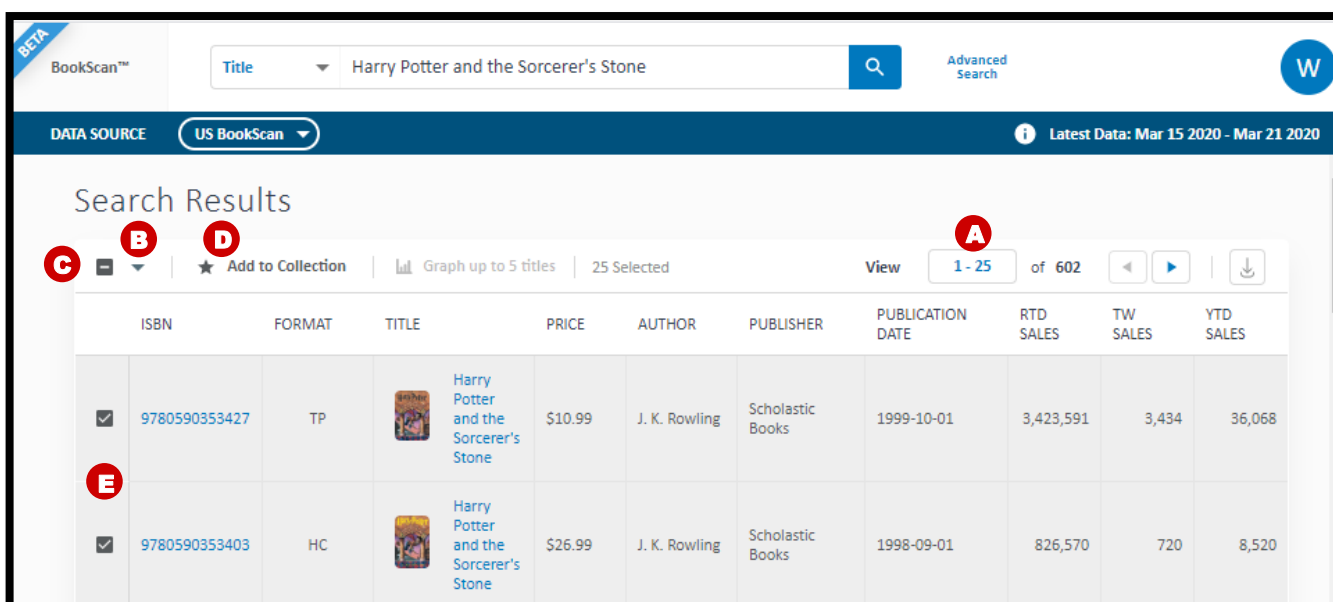
Note: All columns are sortable. To sort, move your cursor over the column text to display the sort arrow. To sort in ascending order, click ⬆, and to sort in decending order, click ⬇. The column heading will display in bold.
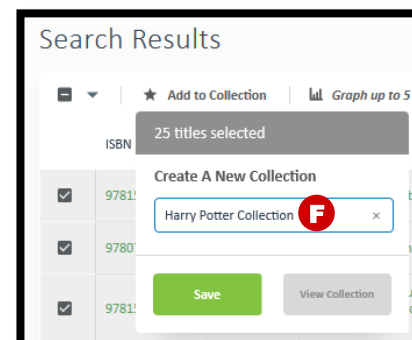
Figure 2: Search Results page

Note: In this example, we changed the default view from 1-50 to 1-25 (see **A**) and selected Select Page from the drop-down list (see **B**).

1. Check the Global Checkbox (see **C**) or individual checkboxes (see **E**) to enable the Add to Collection tab.

2. Click on ★ **Add to Collection** tab (see **D**) to open the Create A New Collection pop-up window. See Figure 3.

   Note: You can also add a New Collection whenever you see the Add to Collection tab on any NPD BookScan page (e.g., Author History).

3. Type the name of the collection in the **Create A New Collection** field (see **F**).

Figure 3: Create A New Collection (before Save)

4. Click **Save**. The popup window refreshes where the Save button is replaced by Saved! and the View Collection button is enabled. See Figure 4.

5. Click **View Collection** to open the Collections List page – Detail View. See Figure 5.

   Note: All columns are sortable. To sort, move your cursor over the column text to display the sort arrow. To sort in ascending order, click ⬆ and to sort in decending order, click ⬇ . The column heading will display in bold.

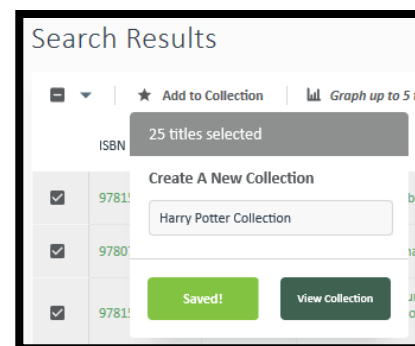**Figure 4: Create A New Collection (after Save)**

Figure 5: Collections List page – Detail View

The link (breadcrumb) displays your location and allows you to navigate to the page you navigated from.

|	Field	Definition
A	Global Checkbox	Use to select all ISBNs for inclusion in a collection.
B	Drop-Down List	Use to select all checkboxes (Select All), select the page being viewed (Select Page), and deselect all checkboxes (Select None).
C	Add to Collection tab	This tab will be enabled once an ISBN checkbox is checked.
D	Graph up to 5 titles	Allows you to create up to five graphs for comparison purposes. See Title Comparison Graph for more information on how to work with the graph.
E	Delete	Use to delete selected ISBNs from a collection.
F	RTD Sales	Release-to-date sales.
G	TW Sales	This week's sales. This field shows the sales for the latest NPD BookScan POS release week—which is also stated in the top right corner of the screen.
H	Individual Checkbox	Use to select one or more ISBNs for inclusion in a collection or graph.

6. To create another Collection list, repeat steps 1 through 4.

    Note: After one collection is created, the Create A New Collection pop-up window contains an additional section called "Add to Collection," where you can add an ISBN to an existing collection.

7. When done, you can view your Collection list by clicking on the **My Collections** link (breadcrumb).

    Note: In addition to Search Results, you can also create a new collection and add to a collection using the Author History (see Figure 6) and Bestsellers Homepage (see Figure 7).
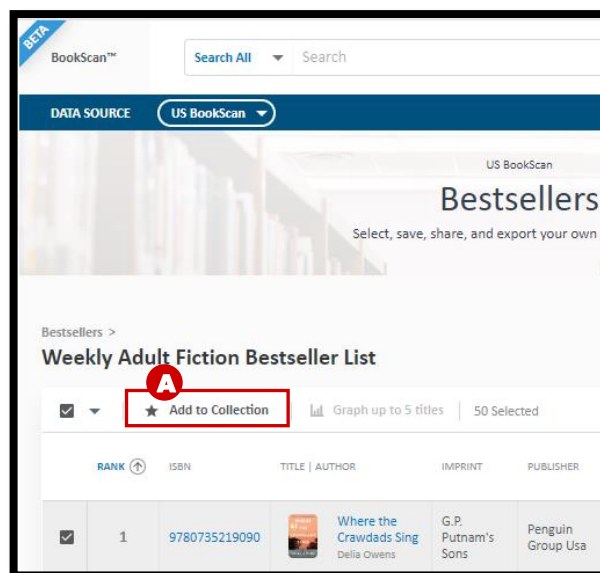

Figure 6: Author History

Figure 7: Bestsellers Homepage
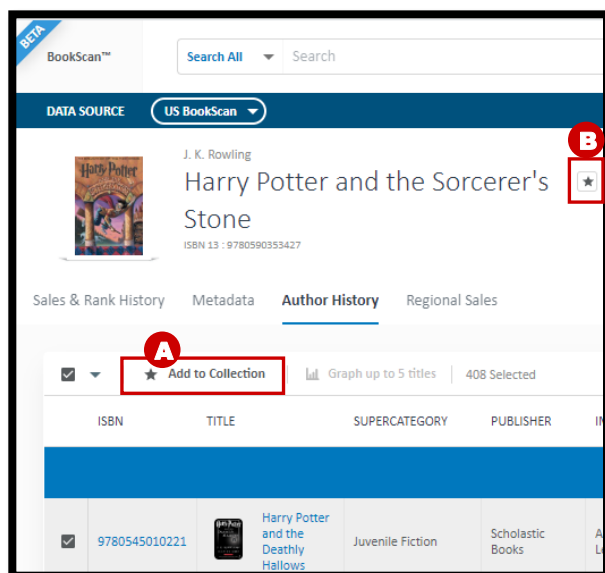
To Add to Collection:

- Click on the ★ Add to Collection (see **A**) or
- ★ (see **B**)

To Add to Collection:

- Click on the ★ Add to Collection (see **A**)

3.2 Adding to Collection

1. Check the Global Checkbox or individual checkboxes to enable the Add to Collection tab.

2. Click on ★ **Add to Collection** tab to open the Create A New Collection pop-up window. See Figure 8.

    Note: If a collection already exists, the Create a New Collection pop-up window displays with an additional section called "Add to Collection." You can also add to an existing collection whenever you see the Add to Collection tab on any NPD BookScan page (e.g. Author History).

3. Click on **drop-down** list to view existing collections (see **A**).

4. Select the existing collection you wish to add the ISBNs to. See Figure 9 (**B**).

    Note: The number of ISBNs in the collection display to the right of the existing collection.

5. Click **Save**. The pop-up window refreshes where the Save button is replaced by Saved! and the View Collection button is enabled.

6. Click **View Collection** to open the Collections page – Detail View.

7. To add IBSNs to collections, repeat steps 1 through 4.

8. When done, you can view your Collections by clicking on the **My Collections** link (breadcrumb).

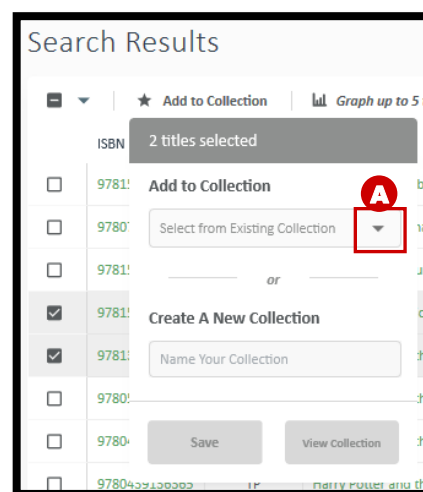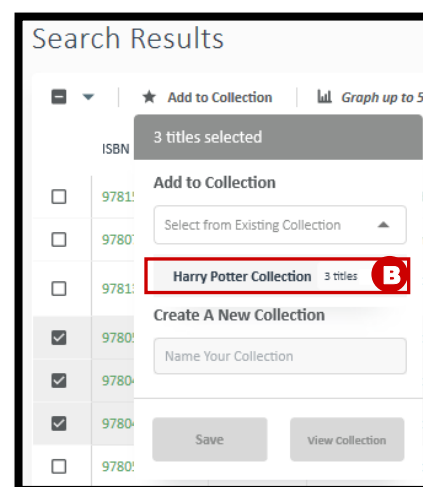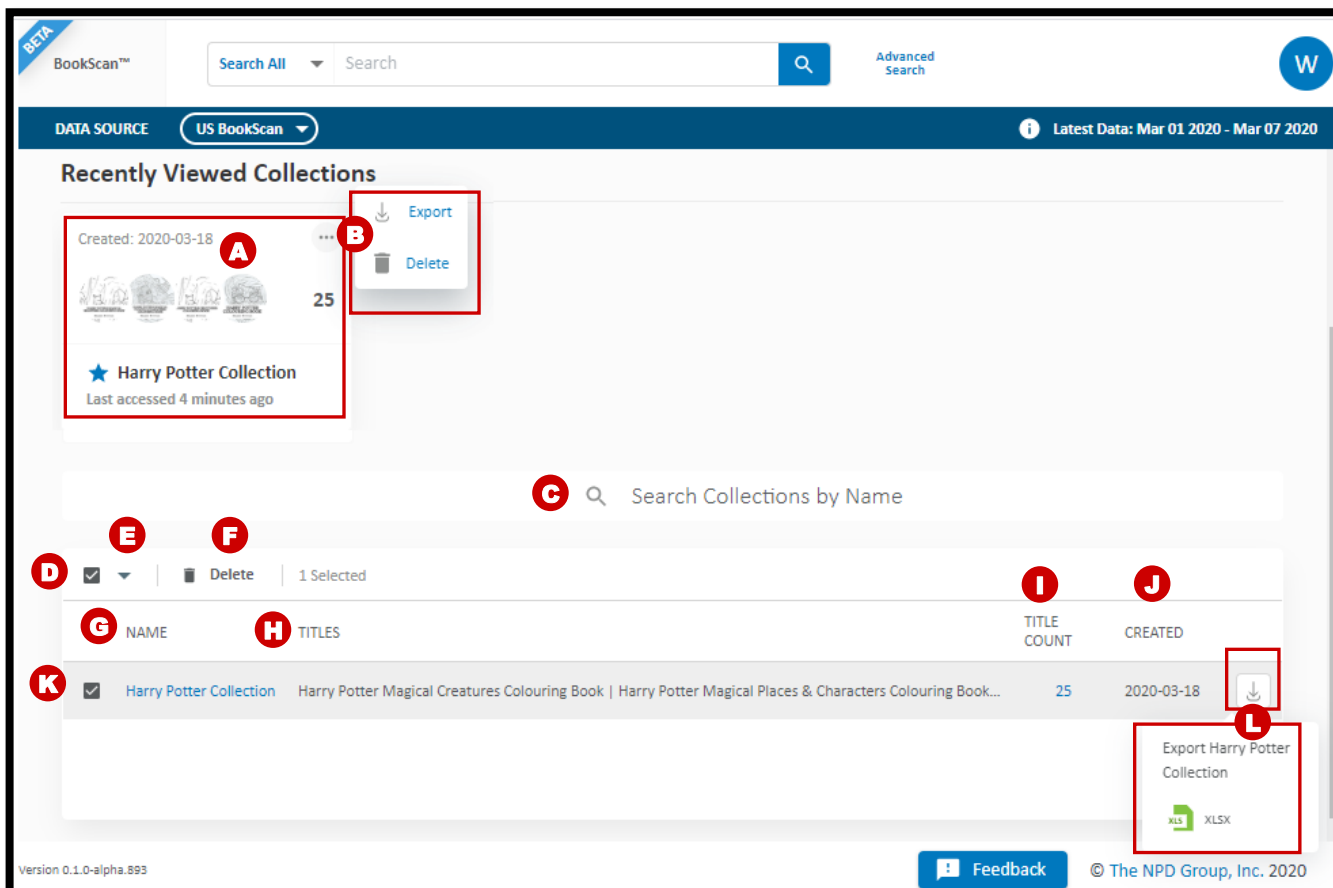**Figure 8: Add to Collection (before drop-down selection)**

Figure 9: Add to Collection (after drop-down selection)

3.3 Viewing a Collection List

After at least one collection list is added, the Collections Homepage displays as shown in Figure 10.

Figure 10: Collections Homepage with Collection Lists

	Field	Definition
A	Collection icon	Displays the following: ▪ Date collection was created ▪ Ellipsis (or three dots) contains hidden functionality. Click on ••• to open Export/Delete popup options (see **B**). ▪ Top four cover images from the titles in the collection ▪ Number of ISBNs in the collection ▪ Name of collection ▪ Last Accessed Information Click on the icon to display page containing the full details of the collection. See Figure 5.
B	Export / Delete options	Use to export or delete the collection.
C	Search	Use to search for one of your collections.

D	Global Checkbox	Use to select all collections.
E	Drop-Down List	Use to select all checkboxes (Select All), select the page being viewed (Select Page), and deselect all checkboxes (Select None).
F	Delete	Use to delete the selected (individual checkbox checked) collection(s). Also indicates, to the right, the number of collections to be deleted.
G	Name	Title of collection. Click on the name to display page containing the full details of the collection. See Figure 5.
H	Titles	Top four ISBN or Title images in the collections.
I	Title Count	Total number of ISBNs or Titles included in the collection.
J	Created	Date the collection was created.
K	Individual Checkbox	Use to select one or more collections.
L	Export	Use to export the selected (individual checkbox checked) collection(s).