

Authorization

1. To download the collection, follow the link <https://account.maktun.com/>
2. Log in. Skip this step if you are already logged in.
In the "Enter email" field, you need to specify an email address to which you registered in the Maktun application. In the "Enter password" field - enter the password that you use to have an access into the application.
You can also log in through social networks: Facebook or Google. Attention, use this type of authorization, if you are also logged into the Maktun application through these social networks.

Step 1. File upload

1. The page contains information about your profile: username and email address. To upload a file, click the "Select" button.
2. A dialog box will open asking you to select a file to upload. Find the desired file and select it.
3. After selecting a file, indicate the source that generated the file (for example, third-party applications or websites). If you made this file by yourself, then you do not need to specify anything.
4. Select the list of coins in Maktun to which you want to import coins from a file. Then you can select only a part of the coins from the file to import into different lists.
5. Click the "Upload" button

Step 2. Select sheet and rows.

1. If there are several sheets in your file, then you can select only one sheet to upload in the drop-down list opposite the "Sheet" inscription.
2. The header is the top part of the spreadsheet that contains the title or description of the columns. We can only process 1 horizontal line header. If your file has a header, then click "Yes" and enter the required data. If there is no header, then click "No" and enter the required data.
3. After entering all the data, click "Next".

Step 3. Processing the header.

1. If you have indicated that your file has a header, then you will need to check the definition of the columns and correct if there is some error. If you indicated that your file does not have a header, then you will need to independently select the appropriate indicator for each column from the file. You will be shown a table where the first column is "Columns in spreadsheet". The second column is how this indicator is called in Maktun. If there is no green check next to a row, then no value in Maktun has been selected for your indicator.
 - a. To select an indicator, open the drop-down list and select the desired value. Once selected, a green checkmark will appear beside.

- b. If you have chosen the wrong value, then open the drop-down list and select the first line (empty value) or find the correct one in the list.
2. At the end of the check and specifying the values for the columns from the file, click "Continue".

Step 4. Coin Data Error

Errors happen if the system could not determine which coin is indicated in the file. For correct import to Maktun, it would be better if the coin has a catalog number and country. If no errors are found, then this step will be skipped.

If you encounter import errors, do the following:

1. The information is presented in the form of a table. All found inconsistencies that need to be specified are highlighted in yellow or red. Red - mandatory information for the import of a coin, yellow - optional. Enter the missing information. Click "To correct".
2. If you do not know the value to correct, then you can click the following buttons:
 - a. Do not import. In this case, the coin will not be transferred into the Maktun
 - b. Deal with it later. The coin will be skipped until the end of the import. But in any case you should insert the value on it.
 - c. Continue. In this case, you can save the coin in Maktun in the Unrecognized coins list. You can save a coin as unrecognized only if it has all the required information (any highlighted red fields).

Step 5: Download a copy.

When all data is processed, you will see instructions for saving a copy of the collection on the server. This is necessary in order for Maktun to add coins from the file to those that you added earlier into the application. Follow the steps and click "Upload".

Step 6 Identical coins.

There are times when a coin has already been added into the Maktun and it is also in the file. If the data on the coin is filled in correctly (especially the Country and code), then it will be proposed to leave one coin or both. You will see a table where there are 3 columns: Characteristics of the coin (Column in spreadsheet), data from Excel, information about the coin in the Maktun.

Check the information and choose which option to keep. When you click on the "Keep Maktun coin" button, the data from the file for this coin will not be imported. When you click on the "Keep both" button, another coin of the same type will be created, as it already exists in Maktun, with data from the file

Step 7. Making a copy.

Follow the described steps to restore a copy in Maktun and click Done.