

Tiklabo

User guide

Collectors and service providers

Web version · public beta · guide edition 1.0

Features checked: 5 October 2026

This guide covers tiklabo.com. Module availability depends on your plan and permissions. Screenshots show the current interface; empty forms illustrate the workflow. Native desktop and Android applications require separate guides.

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Account and first steps

Open tiklabo.com and choose Sign up. The public beta does not require an invitation. A new Collector Free account allows 10 watches. An administrator can award a higher limit as a beta bonus.

- Enter a display name, email and password. Use at least 12 characters, including a lower-case letter, an upper-case letter, a number and a special character. Read the terms and privacy information before accepting them.
- Alternatively, choose registration with Google and complete the Google sign-in. Use the same method when signing in later. Forgot password? applies to accounts with a Tiklabo password.
- In the initial setup, choose a main use and at least one activity, then select Save and continue. Change these preferences later in Account → Your plan → Configure how you use tiklabo.
- Choosing Watchmaker or Dealer adjusts the interface. Your plan and account permissions determine access to features. Check your allowance in Account → Your plan.

On a phone, find additional features under Account → Modules. The PL/EN buttons change the interface language.

Collection and search

Watches opens your collection. Select a card to view that watch's photos, details, costs and history.

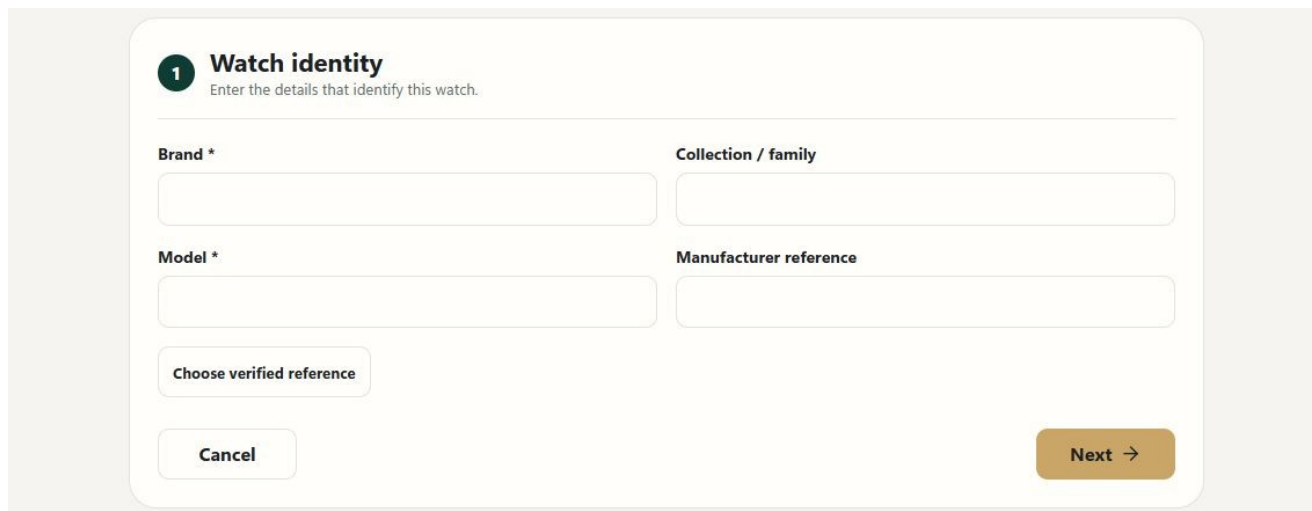
- Enter a brand, model or reference such as 5606-7000 in the search field. Use Filters to narrow the list, change the order or view archived watches. Confirm with Apply.
- Choose Create to add a watch. On an existing watch card, Use as template helps prepare another entry. Review all details for the new specimen before saving.
- Archive moves a watch out of the active list. Archiving does not free a Collector Free slot. The allowance counts watches across the account, including other collections and archived watches.
- Collector Plus, Professional and Business currently have no numerical collection limit. An administrator bonus increases the Collector Free allowance without changing the plan's other permissions.

Start shows your collection summary. Set its reporting currency in your account preferences.

Adding a watch

The wizard has four steps: Watch identity, Technical data, Purchase and costs, and Summary. The final Save creates the record.

- Enter the brand and model. Collection / family identifies a series such as Lord Matic. Manufacturer reference identifies the model, for example 5606-7000.
- Choose verified reference opens the search for verified entries. Select a matching result and review the populated fields. A raw catalogue clipping is not a verified reference.
- Linking is optional. If nothing matches, close the picker and enter details manually. Next takes you to the technical step.



The screenshot shows the 'Watch identity' step of a wizard. It features a title '1 Watch identity' with a subtitle 'Enter the details that identify this watch.' Below this are four input fields arranged in a 2x2 grid: 'Brand *', 'Collection / family', 'Model *', and 'Manufacturer reference'. A 'Choose verified reference' button is positioned below the 'Model *' field. At the bottom left is a 'Cancel' button, and at the bottom right is a 'Next →' button.

First-step example. Enter the specimen's serial number and calibre in the next step.

Technical details and purchase

Record the calibre, case marking, serial number, status, production period and specimen details. Mark approximate information accordingly and leave unknown values blank.

- In Purchase and costs, enter the date, purchase type, seller and purchase country. When entering a price, specify its amount and currency.
- For a foreign currency, use Load rate and check the PLN rate and its source. If no table is available for the chosen date, the latest available earlier rate is used. Keep the actual purchase date.
- For an import, enter shipping, customs duty and destination, then enable the import VAT estimate if needed. Check the inputs and result. The estimate does not replace a customs document.
- Select Import charges exemption if the seller has settled the charges or included them in the price, for example under DDP. No new duty or VAT is added. Enter shipping only when paid separately. Earlier manually recorded charges require a separate correction.
- Current value is a separate optional field. Before reviewing the summary, check that the purchase price and today's value have not been mixed up.

Import and additional costs

Shipping (PLN)

Customs duty (PLN)

Import destination

Poland (PL)



► Import territory (exception)



Import charges exemption

Do not add customs duty or VAT when the seller has already settled these charges or included them in the price, e.g. DDP. Enter shipping only if you pay for it separately.



Calculate import VAT

Additional import charges

0 PLN

No customs duty or VAT is added to this purchase.

Use account country

Purchase form excerpt with import charges exemption selected. Purchase values are blank.

Photos and gallery

Review the details in Summary and add photos. You can select up to 10 photos for a watch. Set as main chooses the image used on the card and collection list.

- Add photos selects files from your computer. Review the thumbnails and choose the main image before Save. Remove selected photo removes a file from the pending selection.
- Transfer from phone opens a transfer session. Scan its code with your phone, add photos and select Done on the phone. If you change your mind, cancel that transfer session and use files from your computer.
- After saving, open Media and documents on the watch card. Click a photo to enlarge it. Navigate with the viewer's arrow buttons or the keyboard's left/right arrows; close the viewer with x.
- Share additional photos deliberately. Offering material for the lexicon or responding to a photo request does not automatically publish the entire gallery.

Watch photos

Photos remaining: 10

Choose the main photo. The rest will go to the gallery.

Add photos

Transfer from phone

No photos
selected.

Photo selection before saving a new watch.

Watch card and financial history

The watch card brings together one specimen's information. Its tabs cover the summary, finances, purchase/import, eBay valuation, service and media.

- Use Edit to change specimen details. Check the brand, model, reference, calibre and case marking before saving; these fields describe different things.
- Record shipping, service, parts and other expenses under costs. The history keeps entries and corrections. Use an entry's correction action so that the change stays linked to the original expense.
- Manual valuation records your assessment. An eBay valuation uses comparison listings and needs review. Check the reference, condition, set and selected listings before accepting it.
- The most recently added approved valuation sets the current value. A later manual valuation can replace an earlier accepted eBay valuation. Previous valuations remain in the history.
- Record a sale in the dedicated section. A recipient accepting an offer does not itself record a sale or payment. When using several devices, refresh before editing and resolve any reported version conflict.

Compare costs and valuations in the same currency. The exchange rate and source stored with an event document that particular event.

Lexicon and community photos

The lexicon helps identify models and movements. A verified reference describes a model; a collection record describes your individual specimen.

- Choose Verified references or Calibres and movements, then search by brand or marking. Check results against appearance and technical information. A similar number alone does not identify the model.
- Community shows users' specimens. A verified specimen and a verified model card are separate review stages, so a community result may not yet appear in the verified-reference picker.
- If you need additional photos, send a request for the relevant specimen. The owner chooses which files to share. Check your requests and shares under My photo sharing.
- A public description may include a catalogue title, year, page and written factual information. Manufacturer scans and clippings are review material available only to authorised administrators and moderators.

Verified model information and linked sources. Enter a brand or manufacturer reference.

p 9723-5010

Search

No matching entries in the selected catalogue. Community examples are shown separately.

Report an issue

Verified-reference search. You can still add a watch manually when no result matches.

Finding a provider and requests

Service providers lists published profiles. Search by name or specialisation, business type and city.

- Open a profile and start a request. Choose your watch, describe the problem or required service and deliberately select photos needed for the assessment.
- Before sending, review the shared information and consent. A request does not share the watch's finances, serial number or private notes. Avoid adding such details to the description unless they are needed.
- My requests shows each case's progress. A provider can propose an appointment or work period. Review the proposal and confirm or decline it using the case's controls.
- A case is visible only to its participants. Agreed dates appear in both participants' calendars. Sending a service request does not automatically reserve a time.

HELP WITH YOUR WATCH

Service providers

Find a watchmaker, shop or consignment specialist. Send a request with your selected watch card and agree on a time.

Name or specialty

Provider type

All types ▾

City

Find a provider

No published profiles found. Change the filters or check again later.

Provider search. An empty result means no published profiles match the filters.

Provider profile

My provider profile introduces your business and receives requests. Managing a profile requires Professional or Business access, or the relevant administrative permissions.

- Enter a name, business type, city, two-letter country code and description of your specialisation. Use information you want other users to see.
- To appear in the directory, select Publish this profile... and Save. Entering details or ticking the box without saving does not publish the profile.
- Handle incoming cases in My requests. Propose a time or work period within the relevant case and check whether the other participant has confirmed it.

Display name

Provider type

City

Country code (e.g. PL)

Description and specialties

☐

Publish this profile in the directory and allow users to send requests.

Save

Profile before publication. The current professional tools cover the signed-in specialist's own work, rather than employee management or company inventory.

Workshop and work history

Personal workshop records watch work, time, costs, parts and documents. Each entry becomes part of the relevant specimen's history.

- Choose Add work. Select the watch and date, execution type and work name. Enter time in minutes, a description and an optional private note.
- Work and part costs have their own amount, currency and PLN rate. For a part, enter quantity and unit as well. Avoid adding the same expense again if the workshop entry has already recorded it.
- Attach files from the selected watch's gallery and choose Save entry. Use the status filter to find in-progress, waiting, completed and cancelled work.
- Complete or cancel the relevant entry using its controls. Work and cost history stays linked to the watch; a status change does not delete a previous event.

New workshop entry

The entry becomes part of the watch history. Costs are recorded in its financial ledger.

Watch

Choose a watch

Work date

04.10.2026

Execution

Own work

Process or work name

Time in minutes

0

Work description

Private note

Top of a new workshop entry. Costs, parts and attachments appear further down the form.

Offers and recipient documents

My offers prepares a watch-related document: a sales offer, purchase proposal, value opinion or service estimate. Access depends on your account's permissions.

- Choose New offer. Select the watch, type, language, title and currency. Enter the recipient and email, then the line description, quantity and pricing mode.
- Expand Offer sections and Photos in offer. Include only the information and photos intended for the recipient. Optionally add a validity date, introduction and terms.
- Save draft stores the preparation. Review it and use Issue only when the document is ready. Delivery to the recipient is a separate step; access and PDF controls are available on the offer.
- Recipient acceptance records their response to the document. It does not itself record payment, reservation or a collection sale. Record those events separately.

New draft

Choose a watch, recipient, information scope, and one price line. Issuing remains a separate step.

Watch
Seiko Quartz Superior 3883 010 3883-7000

Offer type
Watch sale offer

Offer language
Polish

Title

Currency
PLN

Recipient

Recipient

Recipient email

Offer line

Line type
Watch

Description

Draft preparation excerpt. Opening the form does not issue or deliver the offer.

Appointments and dates

Appointments combines a calendar and agenda. Agreed request dates are visible to the customer and provider. Manually added appointments are private to your account.

- Choose New appointment. Select the watch and optional linked offer, appointment type, title, time zone, start and end.
- Fill in location, recipient and description. Private note is a separate field. For a service request, confirm dates inside the case so the other participant receives the correct status.
- Use Reschedule to change a time and check its time zone. After an appointment, mark it completed, no-show or cancelled as appropriate.
- Previous month, Today and Next month change the calendar view. Open the linked request to review work arrangements.

Propose a time

Set the time, time zone, and recipient. Private notes remain visible only to you.

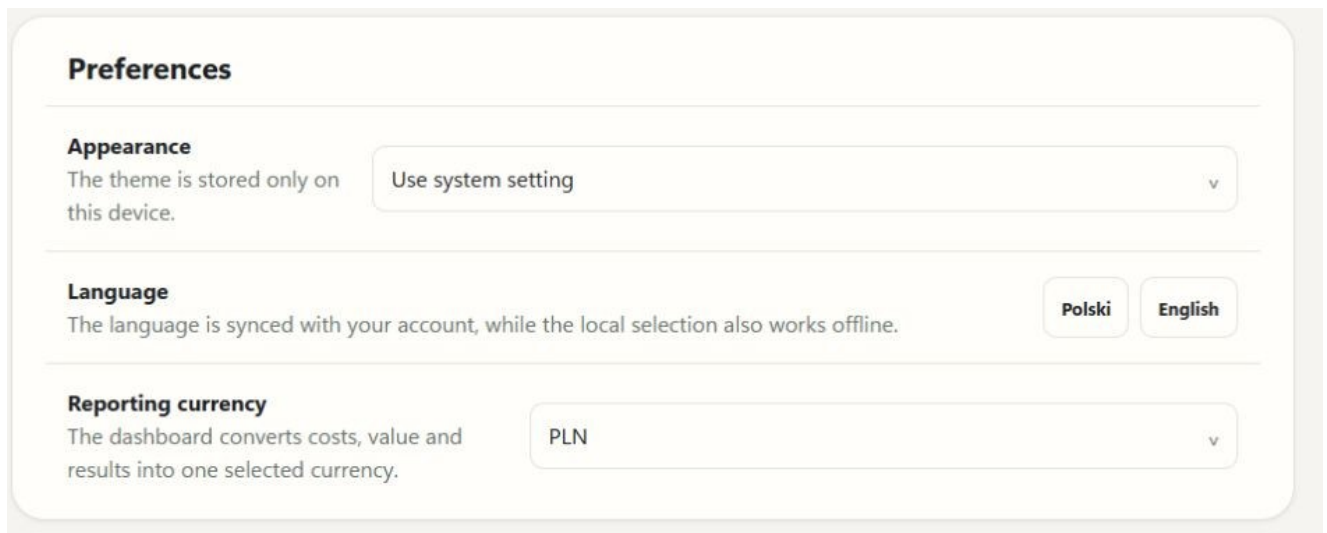
Watch Choose a watch	Linked offer No linked offer	Appointment type Consultation
Title 		
Time zone Europe/Warsaw	Starts dd.mm.rrrr --:--	Ends dd.mm.rrrr --:--
Location 	Recipient 	Recipient email
Description for participants 		
Private note 		

Appointment form excerpt. Check the time zone together with the date and time.

Settings and synchronisation

Account groups settings, plan access, modules and drafts. The theme is stored on your device, while the language is also synced with your account.

- Use Preferences to set the theme and language. Reporting currency presents dashboard costs, value and results in one currency; it does not change the original purchase currency.
- Synchronisation status shows the connection, pending drafts/files, conflicts and operations needing attention. Supported online forms save directly to the server.
- Offline Web does not present a cached private collection as current data. Local drafts are not a complete offline collection. After reconnecting, check the queue and upload results.
- If your browser offers Install, you can add Tiklabo as a PWA. It still uses the Web version and its synchronisation rules.



The screenshot shows the 'Preferences' settings panel. It is divided into three sections: 'Appearance', 'Language', and 'Reporting currency'. The 'Appearance' section has a description 'The theme is stored only on this device.' and a dropdown menu set to 'Use system setting'. The 'Language' section has a description 'The language is synced with your account, while the local selection also works offline.' and two buttons: 'Polski' and 'English'. The 'Reporting currency' section has a description 'The dashboard converts costs, value and results into one selected currency.' and a dropdown menu set to 'PLN'.

Preferences

Appearance
The theme is stored only on this device.

Use system setting v

Language
The language is synced with your account, while the local selection also works offline.

Polski English

Reporting currency
The dashboard converts costs, value and results into one selected currency.

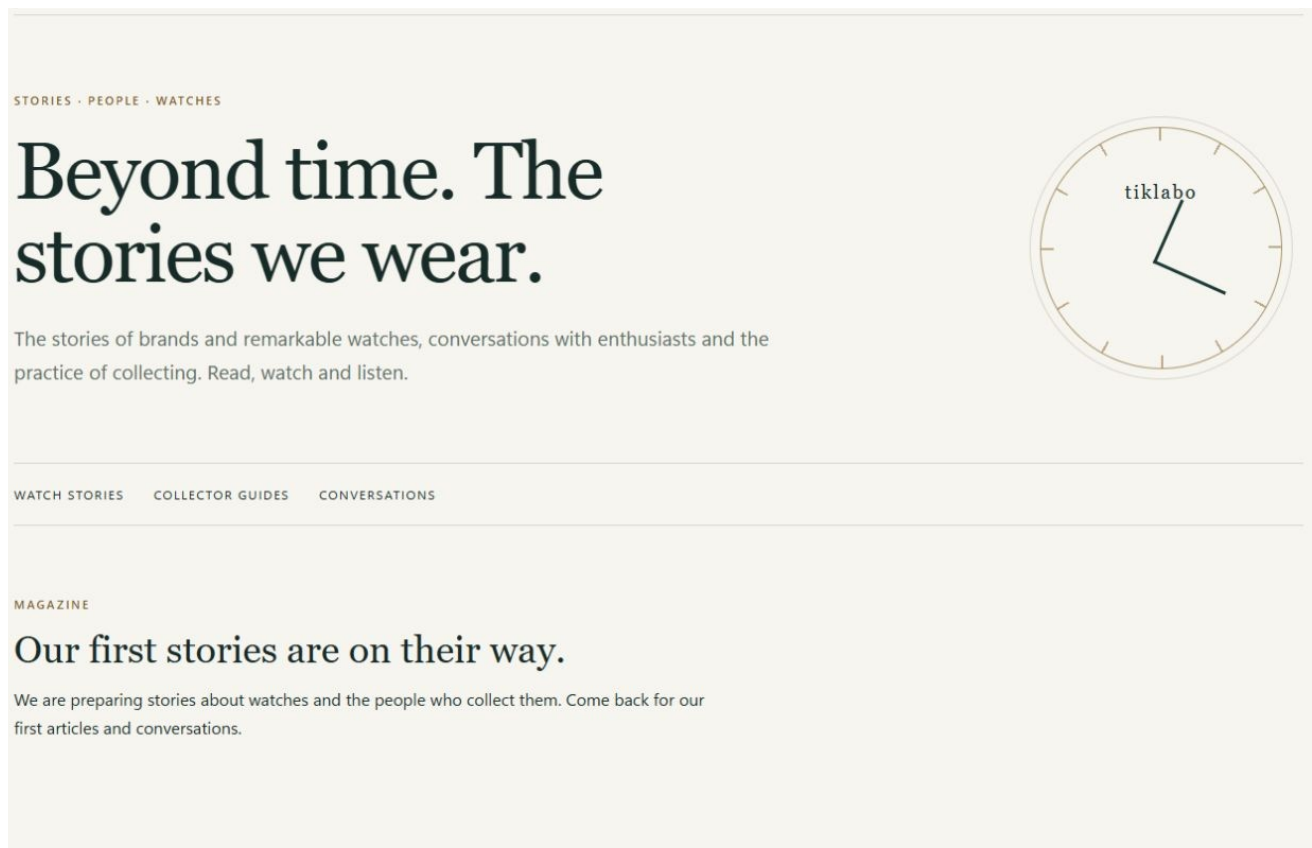
PLN v

Interface preferences. Collection limits appear separately under Your plan.

Magazine: read, watch and listen

Tiklabo Magazine is the public editorial area for watch and brand stories, collecting guides and conversations. Reading does not require sharing your collection.

- Open Tiklabo Magazine from the navigation. The magazine's PL/EN switch chooses the publication language. My collection takes you back to the application.
- Once stories have been published, select an article from the list. An article may include a YouTube video, Spotify recording and source links. Read it on the page and play any recording in its embedded player.
- RSS provides a feed of new publications in the selected language. Add the link to your RSS reader to follow future stories.



When this guide was prepared, the magazine was awaiting its first published articles.

When something goes wrong

Start by reading the message beside a field or at the bottom of the form. Avoid repeatedly submitting an operation when its previous result is uncertain.

- Cannot save: check required fields, positive amounts where required, a valid date and currency. Finish or cancel any active phone-transfer session.
- Allowance reached: check Account → Your plan. Collector Free has 10 standard slots. Archiving does not create a slot; ask an administrator about a higher allowance.
- Version conflict: refresh, compare changes and retry after choosing what to keep. Do not overwrite work from another device without reviewing it.
- Use Report a problem in the app or contact info@tiklabo.com. Include the module, steps, message and time, plus a screenshot without passwords or private information. Check See what's new as well.

THIS DEVICE

Sync centre

Check the connection and local drafts waiting to be sent.

What Web syncs

Supported online forms save directly to the server. Only drafts and their files are queued locally in this browser.

Private data is not stored in the PWA cache

Cache Storage contains only the public app shell. Local drafts remain available without a network connection, but the app does not present a stale collection copy as current data.

Connection

Online

Sprawdzono: 5 paź 2026, 00:45

Pending

0

Local drafts or files

Conflicts

0

[Open conflicts](#)

Needs attention

0

Operations that cannot be sent

Local Web queue

Items waiting on this device: 0

[Open drafts](#)

The queue is empty.

This device has no local drafts or files waiting to be sent.

Sync centre shows the queue on the current device.