

Home Inventory Program

With an integrated Address Book

What the program does

The information below shows what this international program does. Each part of it is an invaluable tool to manage the assets in your House, Garden, Office or elsewhere. This Program is compatible with any Windows-based operating system (and Can be used on A Mac –[See how on the website](#))

This simple and flexible program is designed to let you look after your assets and, if you ever have cause for an insurance claim, you can easily send a list of items to your insurance Company. Equally, you can send a copy of your existing items to your New Insurer. Ideal for creating detailed inventories if you are letting one or multiple properties. You can create lists for as many properties as you like and you can also create lists for others' at other locations/properties e.g. Children away at University

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Main Inventory Page

Home Inventory - [Inventory List]

Address Book Back Up Important Reminders Main Assets Reports Settings Things to Do Warnings Weekly Planner View Window

George Shaw's Home Inventory Program.

Address: For Inventory: Herb House, GL56 4LY

Location List Delete

- 7 Bathroom
- 6 Dining Room
- 5 Garden Shed
- 8 General Area
- 2 Kitchen
- 3 Sitting Rooms

Category List Delete

- 8 Gold
- 9 Platinum
- 6 Silver
- 11 Rug

Proper Case: Proper Case

All Locations All Categories

Record: 1 of 7 Record: 11 of 11

Mark	Item	Location	Category	Purchas Date	Serial No	Cost	Current Value	Owners	Descripti
<input checked="" type="checkbox"/>	Double Chest Of	Sitting Rooms	Furniture	01/01/07		£75.00	£75.00	GeorgeShaw	
<input checked="" type="checkbox"/>	Garden Chairs	Garden Shed	Furniture	01/01/08	123456	£270.00	£350.00	NickTaylor	What Is Wrong?
<input checked="" type="checkbox"/>	Tivo	Sitting Rooms	Computers	01/07/07	589456	£450.00	£250.00	GeorgeShaw	This Has Been Re
<input checked="" type="checkbox"/>	Sofa And Chairs	Sitting Rooms	Furniture	01/01/09		£600.00	£500.00	GeorgeShaw	Newly Covered sc
<input checked="" type="checkbox"/>	12 Piece Saupan	Kitchen	Cooking	01/07/08		£2,500.00	£250.00	GeorgeShaw	Still Going Well
<input type="checkbox"/>	Desk	Sitting Rooms	Furniture	11/01/24		£500.00	£3,000.00	GeorgeShaw	My Mother's Wedd
<input type="checkbox"/>	Carpet	Sitting Rooms	Furniture	01/01/94		£1,200.00	£600.00	GeorgeShaw	
<input type="checkbox"/>						£0.00	£0.00		

1 of 7 New Item Delete Item Restore Entry Order

Attach Files Picture 1 Picture 2 Picture 3 Owner Details No Proper Case Show Reference Numbers Change Colour Close Program

The Name of the Location Or View NUM SCRL

start Microsoft Word - Inv... Home Inventory - [In... EN 19:43

1. Hold all your assets on one Form
2. Set whether to Use Proper Case or Not
3. Enter Locations
4. Enter Categories
5. Show All Locations this button toggles between single or all locations
6. Show All Categories this button toggles between single or all categories
7. Enter Item
8. Mark an item for a Report (useful in event of a Burglary)
9. Select Location in upper section of page or use Location Selection within lower
10. Select Category or Use Category Selection within the lower part.
11. Option to Enter Purchase Date
12. Option to Enter Serial Number
13. Option to Enter Cost

14. Option to Enter Current Value or Purchase Value
15. Option to Enter Owner– This can be changed to Inheritor, another household member or any other owner required
16. Input item Description this can be as detailed as you like
17. View Items by Product, Location, Category, Purchase Date, Cost Price, Current Value or Owner
18. Move Between Records
19. Add or Delete an Item
20. Restore Original Order of Viewing Items
21. Attach Documents (from Computer) to Item
22. Attach up to 3 Pictures (from Computer) to an Item
23. Show Address Details of Owner, beneficiary etc.
24. Show Reference Numbers (for Importing Data)
25. Change Background Colour Of program
26. Close program

Reminders

When the program opens and depending on the warning you have put in to the Settings, you can be reminded of:

1. Birthdays
2. Things To Do
3. Important Reminders
4. Work to do at Addresses

Address Book

1. Select Person or Company
2. First Name
3. Initials
4. Last Name
5. Postal Name
6. Company
7. 1st Contact
8. 2nd Contact
9. Birth Date and Age (can be hidden)
10. Category
11. Title
12. Gender
13. Status
14. Married Salutation
15. Single Salutation
16. 1st Contact & Company Salutation
17. 2nd Contact and Company Salutation

- 18 Set Proper Case on or off
- Multiple Addresses: -
- 19 Move between, Copy, Paste, Add & Delete Addresses
- 20 3 Address Fields
- 21 Town
- 22 County
23. Post Code
- 24 Country
25. Switchboard
26. Direct Line
- 27 Direct Fax.
28. Home Telephone. 1
29. Home Telephone 2
30. Fax.
31. Mobile Number
- 32 Car Phone Number
33. 1st & 2nd Contact Numbers
34. Notes
35. Lock Telephone Numbers
- 36 Open Standard Files
- 37 Open Related Files
38. Website
- 39 Email Address
40. Navigate around Names & Companies
- 41 Add New Name
42. Delete Name
43. Create & Print Envelopes.
44. Export Name & Address to Other Programs
45. Attach Picture
46. Select By Category
- 47 Select from All Entries
48. Close Page

Settings

Program Settings

Programme Settings

Owners's Name: George Shaw

Inventory Address: Herb House, GL56 4LY

Pre Dial: Own Number

Set Telephone

Enter No. of Days Warning for Appointments & Birthdays: 30

Years to 'Hide' Age from: 30

Enter Form of Single Title: Mr.

Initials or Firstname: First Name

Method of Selecting People: Both

Refresh or Not the Back End Link: Yes

Select Warning of Things To Do: 30

Warning for Important Reminders: 10

Select Warning of Address Notes: 30

Email System: Outlook etc

Proper Case: ProperCase

Back Up Data Source: C:\Program Files\Shawbase\Invento Destination: C:\Temp\Inventory_BackUp

Period Between Back Ups: 10

Header On Asset Page: Owners

Old Password: Clear Password

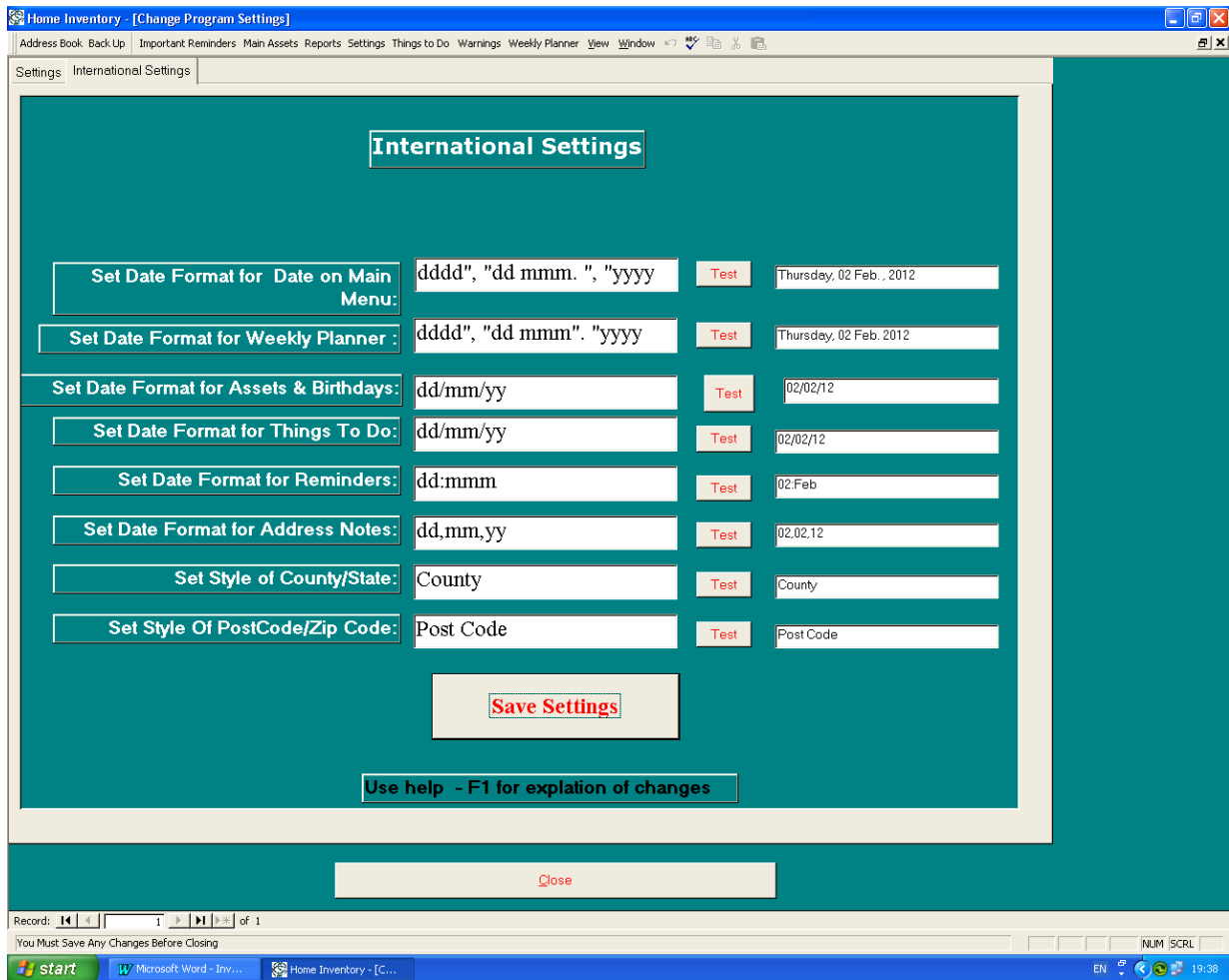
Verify New Password: Set Password

Close

1. Select Operator's Name (Drop down menu offers choice of all names in the Address Book to select from)
2. Select Property (Drop down menu offers choice of the properties in the Address Book Connected to the Operator selected)
3. Pre Dial Number
4. Own Telephone Number
5. Set Telephone System
6. Set Warning for Birthdays
7. Enter Form Of Single Title
8. Set Refresh of 'Attach Tables' on and Off
9. Warning of Important Reminders
10. Email System
11. Enter Age to Hide Age from

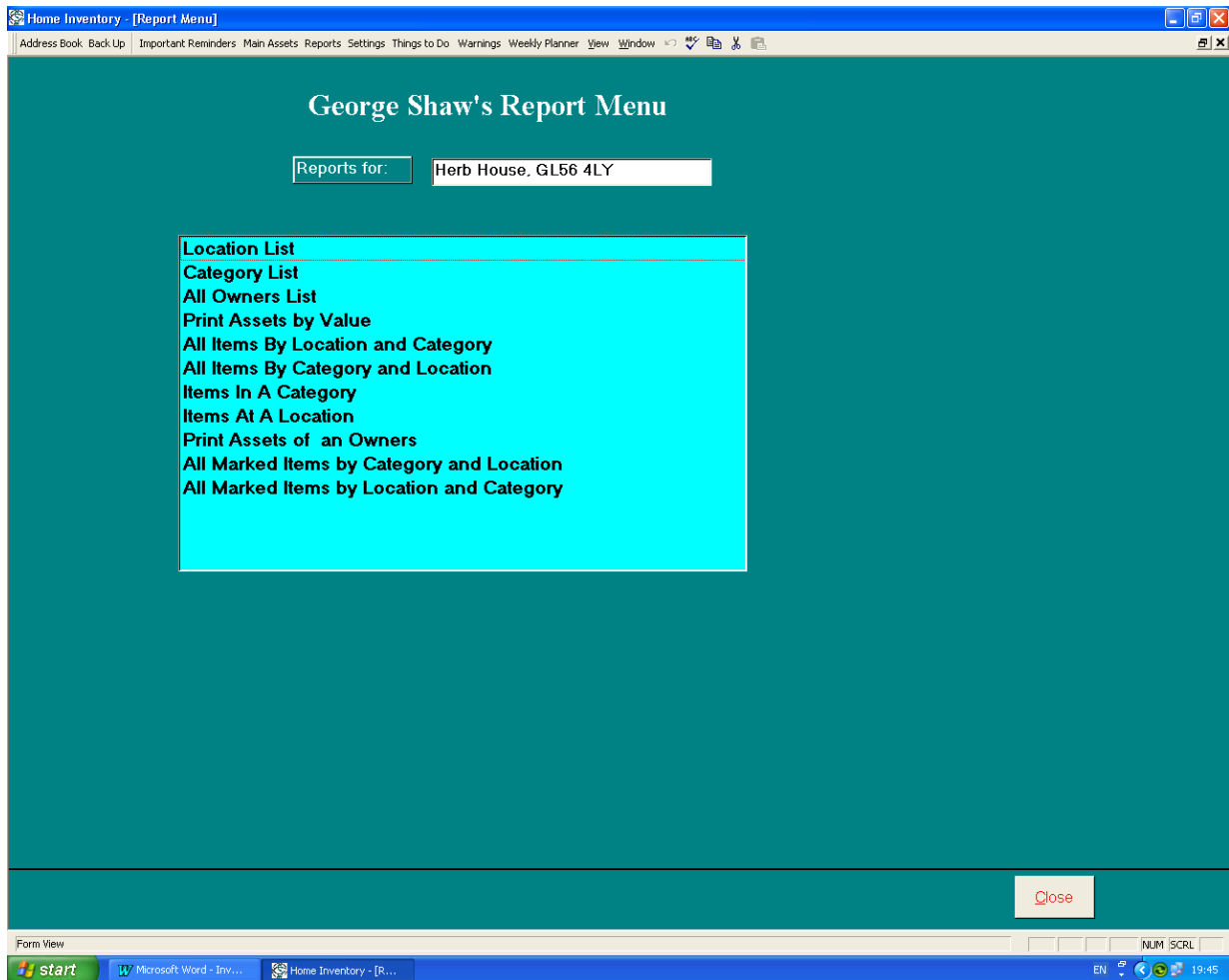
12. Choose to use Initials or First Name in Address
13. Method of Selecting People e.g by first name and Last Name or Last Name and First Name or a combination of them both.
14. Set Warning of Things to Do
15. Set Warnings of Address Notes.
16. Proper Case – Controls 1st letter in a Word
17. Back up Data - Source and Destination
- 18, Period between back ups
- 19.Old Password & Clear
20. New Password
- 21.Verify Password
- 12.Set Password
8. Open Settings Table

International Settings.



1. Change the Format of the Date on the Address Book
2. Set Date Format for Weekly Planner
3. Set Date Format ofr Assets & Birthdays
4. Set Date Format for Things To Do
5. Set Date Format for Reminders
6. Sewt Date Format for Address Notes
7. Set Style of Country/State
8. Set Style of Post Code/Zip Code

Report Menu



1. Report of All Locations
2. Report of All Categories
3. All Owner's List
4. Print Assets By Value
5. All Assets by Location & Category
6. All Assets by Category & Location
7. Items in a Selected Category
8. Items at a Selected Location
9. Print Assets of Selected Owner
10. All Marked items by Category & Location
11. All Marked Items by Location & Category
12. Report Up and Coming Birthdays

Things To Do

Home Inventory - [Things To Do]

Address Book Back Up Important Reminders Main Assets Reports Settings Things to Do Warnings Weekly Planner View Window

George Shaw's Work To Do

List Name: Test List Select List: Test List

Person: George Shaw Date: Monday, 30 Jan. 2012 Warning Check:

Notes: This A Test Of The System

Add New Item Delete Item

Detail Date	Details of Thing	Completed	Date Completed
Saturday, 28 Jan. 2012	Work To Do To Finish This Program	<input type="checkbox"/>	
Saturday, 28 Jan. 2012	Awriting The Help For The Program	<input type="checkbox"/>	
Thursday, 02 Feb. 2012	Writing What The Program Does For The Website	<input type="checkbox"/>	
*		<input type="checkbox"/>	

Form View

NUM SCRL

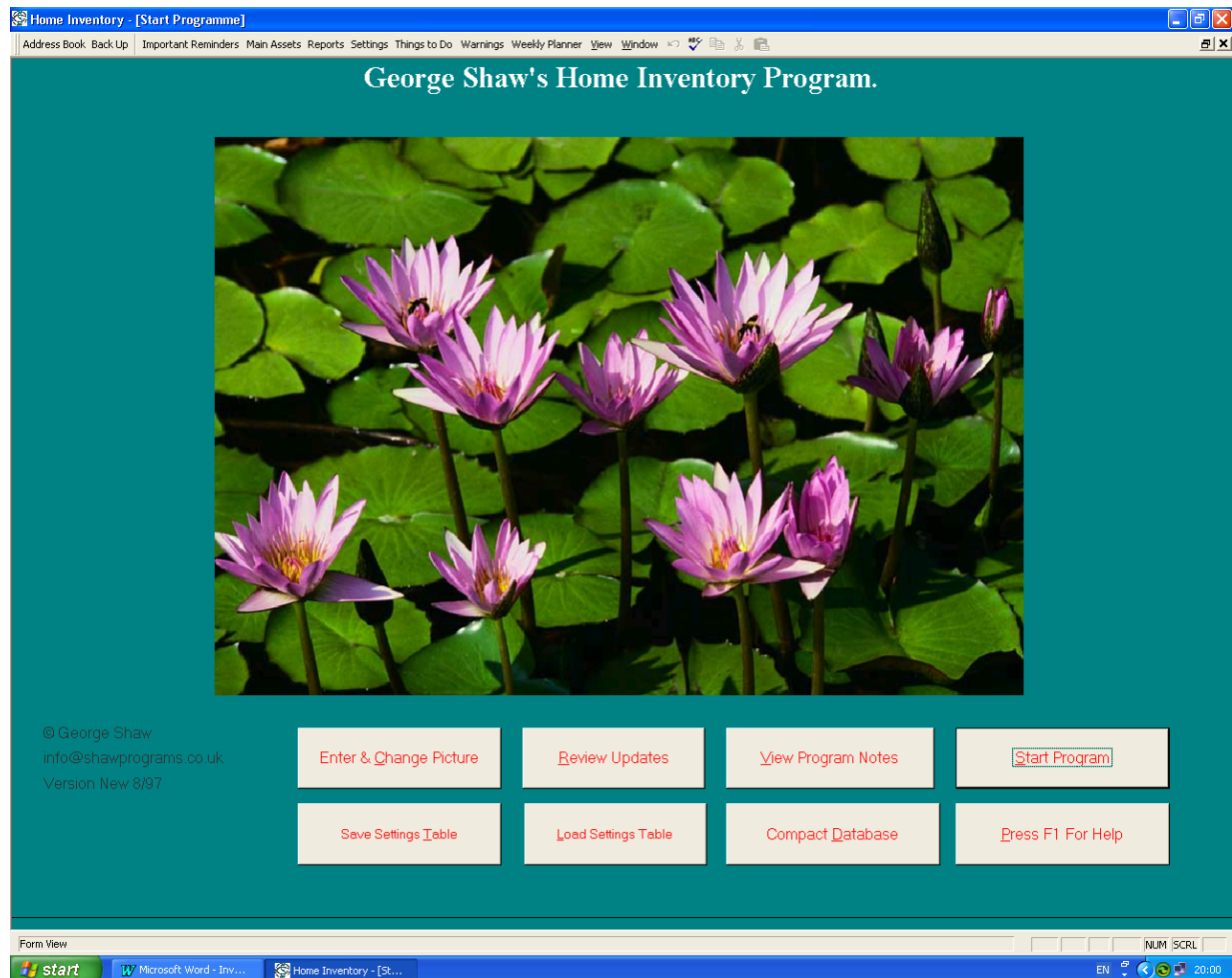
start Microsoft Word - Inv... Home Inventory - [Th... EN 19:48

1. Select List
2. List Name
3. Select Person-to do the Work (optional)
4. Date
5. Select whether to receive warning of list, when program opens.
6. Notes
7. Date of Detail
8. Details of List – select from past entries or enter a new one.
9. Completed Tick.
10. Date Completed
11. Add New Item
12. Delete Item
13. New List
14. Cancel List
15. Print List with option to Sign, when job completed.

Important Reminders

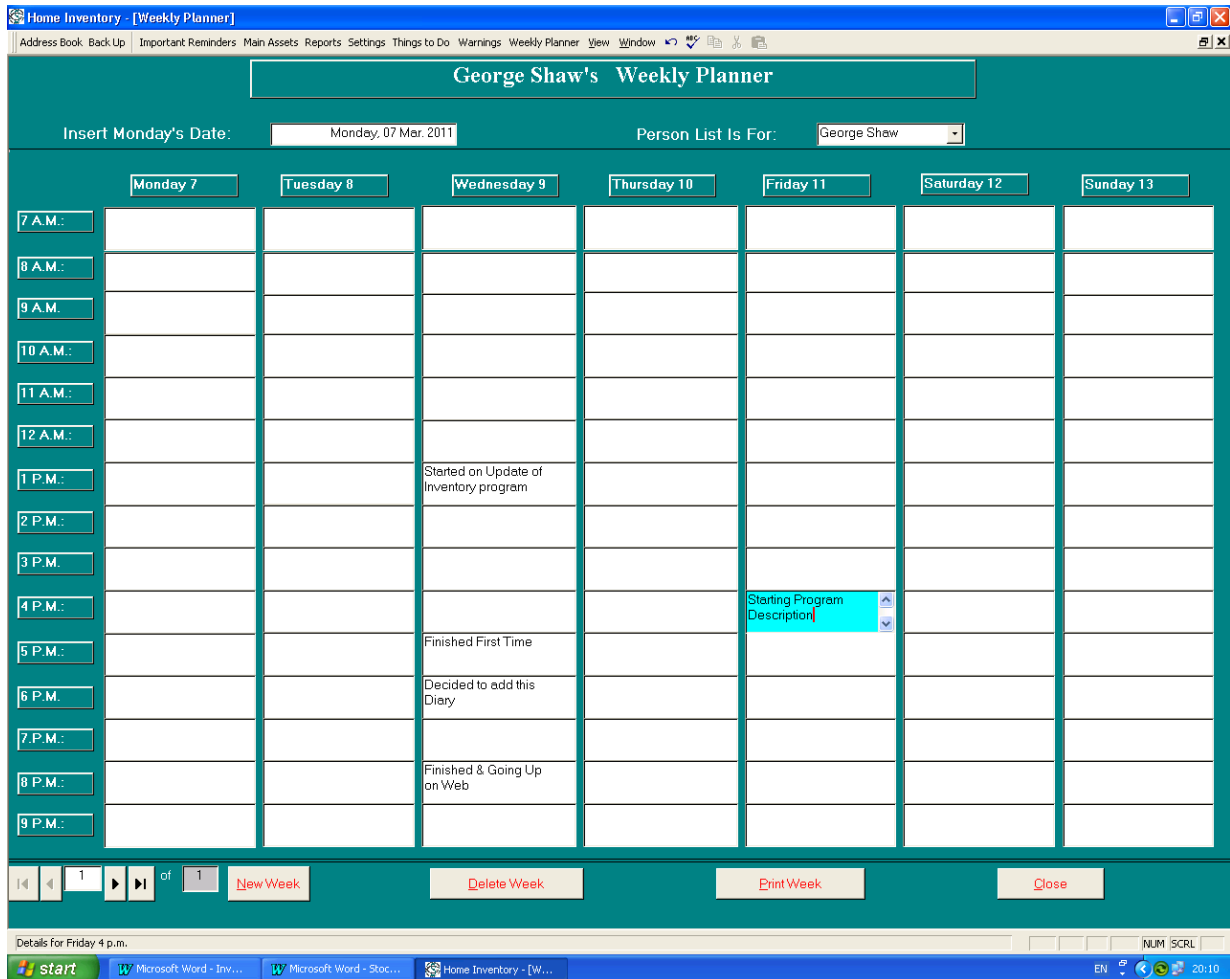
- 1.) Shows important Annual Reminders
- 2.) Use for Car Insurance & house Insurance
- 3.) Shows Date, Item, reference & Notes

Start Form



1. Enter or Change a Picture
2. Review Up[dates – Check the Web for any Program updates
3. View the Latest Program Notes
4. Save Setting Table – Do this before Updateing the program
5. :Load Settings Table
6. Compact Database.
7. Open Program
8. Fress F1 For Help

Weekly Planner



- 1) Double Click for Calendar
- 2) Enter first Date and Others Automatically Fill In
- 3) Enter information – Hourly entry options between 7 a.m. and 9 p.m.
- 4) Print Report (expands to take account of information entered.)

Help

Relevant Help is available on Each Page of the Program by clicking F1. If you cannot obtain the Help see [Using the program Help on your Computer](#)

Development

Individual updates or bespoke versions of this program can be created –please contact info@shawprograms.co.uk for a competitive quotation.