



RMRHome Home Inventory

(for Windows Mobile)

User Guide



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RMRHome

RMRHome 'Home Inventory' allows you to create and maintain an inventory of your household possessions for insurance purposes. Based on the Home Inventory module produced for Quicken, it records date of purchase, item description, value, and serial number or reference information. The program allows you to view them by assigned room or category, as well as displaying total values. An option to update the values to take account of inflation is also included.

For each house there are 3 screens accessible from the buttons at top of the screen or from the View menu:

Items

- for entering purchases and viewing lists of items.

Rooms

- for setting up room locations and showing their totals.

Category

- for setting up classifications and showing their totals.
-

Program Setup

When you start the program for the first time you will be taken through set up screens for:

- Currency
- New house

Then configure the program display and units with:

- Preferences

These are also accessible at any time from the menus, and are described below.

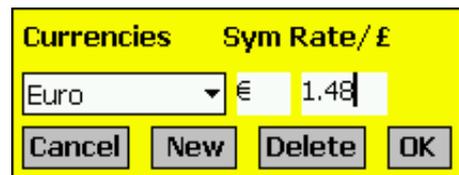
Currencies

The currency entered on first startup will be used as the primary currency to run the program in. Other currencies can be added for use when travelling to foreign countries.

These currencies will then be available in the New items screen for temporary use when adding entries e.g. while on holiday. The costs will be converted to your primary currency at the rates you define.

To add a currency

- Use Edit > Currencies and the New button
- Define a name, symbol and the exchange rate to your primary currency.



To update an exchange rate

- Use Edit > Currencies
- Select the currency, and change the rate to the current exchange rate.

To delete a currency

- Use Edit > Currencies
- Select the currency, and use the Delete button.

Note that if you have more than one RMR Software program, the currency file is shared between them and may be updated from any of the programs.

Preferences

Tools > Preferences gives access to many options for configuring the display and operation of the program:

Display

Sets the number of entries to be displayed on the screen (for those screens that buffer large numbers of entries).



Font

Set the screen display for the records:

- Font type and Size
- Color
- Font style - bold, Italic, Underline, Strikeout

Settings

Whether you want to use the pop-up keyboard in Landscape Mode.

Decimal places

Set the number for Value or Price. This setting is House file specific.

Colors

Set your color choice for:

- Screen background
- Column headers
- Screen buttons
- Selected screen button
- Dialog background

Backup

Specify the location for backup files and whether you wish the program to carry out a backup automatically at set periods.

Houses

If you have more properties or locations where you keep your possessions, you can maintain up to 7 home inventory house files.

- Tap Edit > Houses > Add to create files. Enter a name and the currency you want to use.
- Tap Edit > Houses > Update to amend any of the details.
- Tap Edit > Houses > Delete to remove files if you no longer have the property or need to keep records.

Add new house

Name

Currency UK Pounds

Switch house files using the dropdown selector at top right of the Items screen.

Note that Updating a house to rename it only changes the visible title - the storage file keeps the original name as created.

Rooms Screen

The Rooms screen shows your possessions summarized and totalled by their storage location.

RMRHome		00:17	
Item	Room	Category	MyHouse
Title	Items	Value	£
Lounge	32	5252.94	
Lounge-odds	27	4932.40	
Lounge-Office	24	4194.36	
Stairs/Landing	6	322.00	
Kitchen	29	3047.74	
Kitchen-eqpt	54	1538.19	
Kitchen-food	16	880.99	
Bedroom F	30	2377.53	
Bedroom B	33	2189.79	
Bathroom	13	651.73	
Gge-Garden	36	1374.04	
Gge-Tools	15	1131.74	
Loft	7	169.00	
Total	348	30273.19	

New Edit Data View Tools

- Use the New menu option to Add up to 15 rooms for the storage locations in your house.
- Use Edit > Update Room to modify the name of the selected room.
- Use Edit > Delete Room to permanently remove the selected room location from that house.

Note: room locations are specific to a house file so you can set different ones up for each property.

Category Screen

The Category list shows your possessions summarized and totalled by their classification type.

RMRHome		00:17	
Item	Room	Category	MyHouse
Title	Items	Value	£
Furniture	27	4144.90	
Electrical	77	7453.69	
Furnishings	28	2253.42	
Orn/decor	20	731.87	
Leisure	22	5108.93	
Jewellery	5	342.99	
Crockery	12	602.40	
Cooking	26	745.49	
Food	8	628.50	
Cleaning	13	251.99	
Clothes	10	1560.00	
Linen	7	305.65	
Hobbies	37	4072.01	
Total	348	30273.19	

New Edit Data View Tools

- Use the New menu option to Add up to 15 category types to classify all your possessions.
- Use Edit > Update category to modify the name of a selected type.
- Use Edit > Delete category to permanently remove the selected category type from that house.

Note: categories are specific to a house file so you can set different ones up for each property.

Items Screen

The Items screen is where you add the details of all your possessions and new items as you buy them. The screen shows a list of the items with their purchase date, description, and value.

RMRHome		00:16	
Item	Room	Category	MyHouse
Kitchen		All Categories	
Items	Date	Value	£
53	Carpet flotex	31 May 00	267.00
65	Chairs x4	26 Dec 02	99.98
95	Deep fat fryer	01 Oct 88	39.25
117	Extractor	01 Nov 86	70.00
118	Fan Heater	06 Jan 95	29.00
129	Fridge/freezer	25 Dec 81	450.00
143	Hand blender	01 Nov 90	18.25
152	Iron	28 Dec 00	29.45
158	Kettle	02 May 98	35.75
160	Kitchen light	22 Jun 02	50.65
180	Microwave Bellin	25 Dec 93	119.00
183	Mixer	27 Mar 82	23.25
Total		29	3047.74

New Edit Data View Tools

Totals for number of items and overall value are shown at the bottom of the screen.

The screen initially lists all items in the house file, but tapping on the All Rooms and/or All Category names above the column titles will allow you to filter the items list to only show those matching the selection.

A Find function is available in the Tools menu.

If a Room or Category filter is not applied, the display is 'paged' so that the entry display is faster. Use the Start (S), Previous (Prev), Next & End (E) buttons to move through the database.

Adding items

To enter items you wish to record in the inventory, simply tap on the New button in the Items screen and specify details of your purchase:

- Date of purchase. Untick the Date check box if you do not know the date to set as undated
- Replacement flag as 'New for old' or 'Purchase price' (see below)
- Cost or Value of the item
- Currency - select from the drop down list. If a foreign currency is selected, the cost will be converted to your primary currency at the defined rate
- Description of the item
- Serial Number - to record its identifier or any remarks about the item (e.g. store where purchased, or who gave it to you)
- Location where the item will be kept, selected from your list of rooms
- Category for the type of item, selected from your list of categories

New Entry

Date 13/07/03 New for Old

Value 0.00 UK Pounds

Description

Reference

Bedroom B Furniture



Note: when the Replacement flag is set as 'New for old', the value of the item will be increased when the Update values option is used. If set to 'Purchase price', the value will be left unchanged. Such items are marked on screen with *.

After entry, you can add an extended note to an Item. Use the menu option or use the "N" Button at the bottom right of the screen.

Changing items

- Use Edit > Update item if you need to correct the details of any entries.
- Use Edit > Delete item if you need to remove items.

Updating values

The Update Values option from the Tools menu allows you to increase (or decrease) the value of your possessions by a +/- percentage that you specify. If you use this annually you can take account of the effect of inflation on the values of your possessions (e.g. for a 'new for old' insurance policy).

Update values
(% , +/-)
Value 0.00
Cancel OK

Note: the value of items will only be changed when their Replacement flag is set as 'New for old'; if set to keep their 'Purchase price' (* on screen) the value will not be changed.

Additional functions

Register Program

Use Tools > Register program to enter your personal registration code to allow full use of the program without data restrictions. This function is also available from the opening 'nag' screen.

Export data

Tap Data > Export entries to export details of the House items to a text file in either TAB-delimited (ASCII) or Comma-Separated-Variable (CSV) format for use in a spreadsheet or word processor. The file will be saved in the My Documents folder with the same name as the House.

Notepad

Use the View > Notepad feature to record details about the house, or for insurance policies etc. Up to 400 characters can be held.

About

Use Tools > About to obtain contact details for RMR Software and information about the program.

Backup and Restore

The program has Backup and Restore options in the Data menu of most screens:

- Use Backup data to regularly make a second copy of your data files in the "My Documents" folder in case of accidental deletion or loss. In that way the data can also be saved to a PC each time you hot-sync. (Although you can elect to store the backup on an external storage media if you wish, through Tools | Preferences | Backup)
- Use Restore to subsequently reload the backed up files if necessary. The program will restore the files from the media selected in Tools | Preferences | Backup.

You can select an Auto-Backup feature through Tools | Preferences, which saves you having to remember.