RMRHome
Home Inventory Program
(for Symbian OS7 UIQ – Sony Ericsson P800/P900)
User Guide

RMR Software

Producing programs for PDAs since 1994

Contents

RMRHome Overview

RMRHome 'Home Inventory Program' is designed to allow you to keep track of your household possessions, mainly for insurance purposes.

Use **Create new house** to start a new inventory file for your property, and **Open house** to switch between files if you maintain inventories for more than one location.

There are 3 screen views:

- **Rooms view** – shows a summary of room locations, number of items and total value in each.
- **Categories view** – shows a summary of your categories, number of items and total value of each.
- **Items view** – shows the details of all the items within the selected Room or Category, listed with date, description, and value.

To switch between them, select the screen in **Switch view** menu option or tap on the icons on the bottom button bar.

You can also tap twice on a name in the Room and Category screen lists to open its Items view.

Use **Add room** and **Add category** in the respective screens to create sets of locations and categories for filing your possessions.

Then use **Add item** every time you make a purchase to record the details.

At the bottom of the screen a button bar has a series of buttons for quick actions (from left to right):

- view Rooms
- view Categories
- view Items
- ***** user defined action (set in **Preference**)
- **Add** item
- Find item
- Go back (curved arrow, only shown in the Items screen)
- 4-way scroll arrows.

Below this the bottom bar shows the house file name, and the overall total of number of items and the inventory value.

There are **Backup** and **Restore** options in the **Data** menu to allow you to keep a copy of your data elsewhere on the system for security, and to restore it if necessary.

The program has a few **Preferences** options to configure the Display. **Help** information is available throughout the program and from the **(i)** icon on each dialog titlebar.

Moving around entries and files

There are various shortcut methods for moving around the screens. In most screens:

- **Tap** on an entry to select it.
- Tap on the **Up/Down arrows** on the 4-way scroll button to move a screenful at a time.
- Tap on the **Left/Right arrows** on the 4-way scroll button to cycle through files of the same type, e.g: switches House files in Rooms and Categories screen, switches the room or category in the Item Breakdown screen.
- Jog-dial up/down scrolls the highlight.
- Push in jog-dial acts as 'select'.

Registering the program

If you wish to register your copy, which will then give you full access to the program, and no nag screen, the cost is £10 or US$15. There are several ways to register:

Credit Card:

If you wish to register on-line using a credit card you have 2 options:

PAYPAL:

We now support the PayPal system for transferring of money, as that avoids the $5 handling charge put on by REGNET. Simply send the money to registrations@rmrsoft.com quoting the program name, RMRHome (UIQ), and we will send the registration code to you within a few hours.

If you are not already signed up for PayPal it is very straightforward. Just go to www.paypal.com and follow the instructions. You even get a $5 bonus for signing up.

REGNET:

Alternatively, you can register on the WWW through RegNet, the Registration Network (note that paying by this method will involve an extra US$5 handling charge and if you live in the EU they will also charge VAT). RegNet can be reached by e-mail: orders@reg.net or on the World Wide Web: http://www.reg.net or in the USA by calling 1-800-WWW2REG (1 800 999-2734) or the easiest way is by following the links from our Home page at:

http://www.rmrsoft.com/

RMRHome (UIQ) has been allocated the RegNet Number **13817** and this should be quoted. The notification tends to get to us within 12 hours and we reply within another 12 hrs.

By Post:

Payment can be made by post as:

- UK cheque in GBP (NO cheques in foreign currencies or on non-UK banks)
- International Bankers Draft in Sterling
- Cash - 'real folding' money in any currency
- US$ checks (send to the USA address)

Please make any cheques (checks) payable to 'RMR Software' and include a stamped, self-addressed envelope or provide an E-Mail address, and send to either of these addresses:

RMR Software
c/o 46 Mortimer Road
Kempston
Bedford MK42 8RE
ENGLAND

RMR Software
c/o 6000 Natick Court
Burke, VA 22015
USA

We will then send you a unique code to enter with the **Register** menu option, which will allow you unrestricted use of the program.

If you have any questions, we can be contacted at support@rmrsoft.com

Home Inventory files

Creating house files

Use **Create new house** to start a separate inventory file for each of your homes (or where you keep possessions), and give it a **Name**.

The name will be shown on the bottom bar of the screens and used in selection dialogs.

Opening house files

If you have more than one home inventory file, use **Open house** to switch files to view, or tap on the house name on the bottom bar.
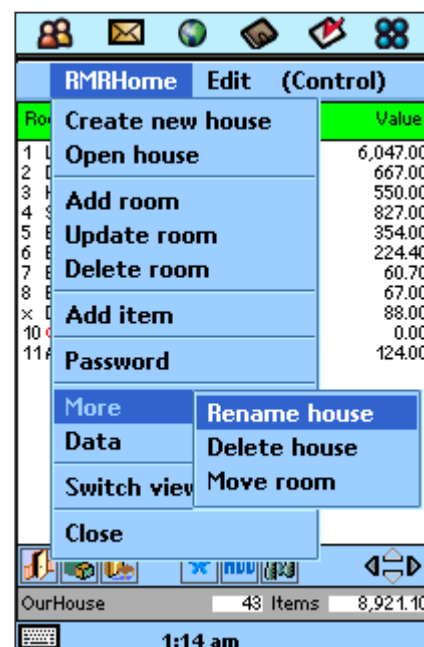
Alternatively, tap on the left / right arrow buttons to cycle round them in order.

Updating house files

Use **More > Rename house** to change the name of the file.

Use **More > Delete house** if you no longer want the inventory file.

Rooms and categories

These allow you to classify items by their location and type. Up to 20 of each can be created. In the **Rooms** screen:

- Use **Add room**, enter a **Name**, and decide whether the contents value should be included in the inventory total.

If set to No, the room will be marked with an X in the list rather than an index number.

- Use **Update room** to rename the room or change its include status.
- Use **Delete room** if the room was entered in error.

You will not be allowed to delete a room until all the assigned items have been moved or deleted.

- Use **More > Move room** to re-position the room in the list.

The equivalent menu options are available in the **Categories** screen for creating and modifying the category types.
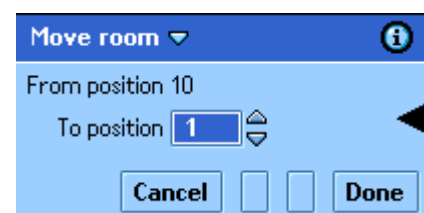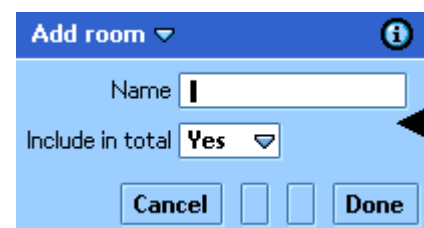
Passwords

Use the **Password** option to protect individual home inventory files if required.

1.   Turn **Password set** to On.

2.   Enter a character string in the **New password** field.

3.   Repeat the password string in the **Confirm** field.

4.   Tap done to complete.

Passwords are case sensitive.

With a password set you will be asked to enter the code when starting the program or when switching to the file from an unprotected inventory file.

To remove a password use the **Password** option again:

1.   Enter the **Password** to gain access.

2.   Leave **Password set** to Off.

3.   Leave the **New password** field and **Confirm** fields blank.

4.   Tap done to complete.

Inventory Items

Entering items

Use **Add item** or the **Add** toolbar button in any of the 3 screens to enter items in the inventory, and enter:

- A **Description** of the item.
- The **Date** of purchase (use 01/01/70 if the date of purchase is not known, when the date will be shown as ****).
- Select the Room **Location** and **Category** classification.

These will pre-set to the highlighted room if used from the Rooms screen, or to the highlighted Category if used from the Categories screen.

- Specify the **Value** of the item.
- Define whether the item's **Replacement value** is to be 'New for old' or the original 'Purchase Price'.

Items with **Replacement value** set to 'Purchase Price' (ie. to be kept the same and not subject to update of the value) are identified in the list with a '*' against the description.

- **Reference**, an optional field to record a Serial Number (eg. for electrical equipment) or other information.

Updating and deleting items

Update your Inventory to ensure the value of your house contents is maintained for insurance cover. In the Items screen, highlight an item then use:

- **Update item**, or tap again on the item, to change the value or update any of the details.
- **Delete item** to remove it from the inventory if you no longer have the item.

Moving and copying items

If you have more than one property, and need to move items between them, or have duplicate items, you can accomplish the same with the inventories. In the **Item Breakdown** screen, use **Move / Copy an item**.

In the sequence of dialogs:

1. Specify the **Name** of the destination house file,
2. Make any required changes to the item including selecting the new **Location** or **Category**,
3. Specify whether you want to **Delete** the item from the original house inventory. **Yes** will perform a **Move** of the item, while **No** will leave the original and create a **Copy**.
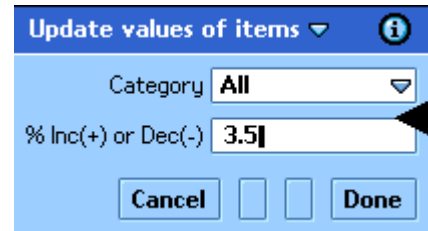
To move items within the same house, simply update the Room location of the item.

Updating values of items for inflation

Periodically use **Update values of items** to ensure the value of your house contents is maintained for insurance cover, by doing a bulk change to the values, and specify:

- whether to apply the update to **All** items, or just those of a particular **Category**.

- a percentage **Inc**rease (or **Dec**rease!) to apply in line with inflation.

The increase/decrease is only applied to the value of items that have been defined as New for Old. Those set to Purchase Price and flagged '*' are NOT changed.

Switching rooms or categories

If you entered the Items screen from the Rooms view, use the **Switch room** menu option to show the items for another room, or tap on the room name on the title bar.

If you entered the Items screen from the Categories view, use the **Switch categories** menu option to show the items for another room, or tap on the category name on the title bar.

Alternatively, tap on the left / right arrow buttons to cycle round the rooms or categories in order.

Other functions

Edit house memo

The **Edit house memo** feature allows you to keep notes for each of your house inventories. Use this for details of Insurance policies or any other information about the house.

Finding items

Use **Find item** from the menu, or the **Find** button, to search for text in an item description **Name**. You can specify whether the search should start **From** the beginning of the inventory or the last find result.

The program will then put you straight into the **Update** dialog to make any changes.

Sorting items

You can **Sort** the Items screen by various methods:

- Alphabetic sort by Description.
- Sort by increasing Value (low).
- Sort by decreasing Value (high).
- Sort by Date.
- Sort by Room (if in the Categories Items screen), or by Category (if in the Rooms Items screen).

Exporting data

Use **Export items** from the Item Breakdown screen to save the details from the RMRHome inventory file as a text file in a <Tab> delimited format.

The output file will be named by the house file name, and be saved in the \Media Files \Documents \RMRExport folder on your smartphone,

The file can then be used in the built-in applications, or copied from your smartphone with the PC Connect software for use in other PC programs.

Data backup and restore

Under **RMRHome > Data** menu there are **Backup data** and **Restore data** options.

Backup data allows you to keep a copy of your data elsewhere on the system for security.

The set of backed up data files is stored in the \Media Files \Documents\ \RMRBackups \RMRHome folder on your smartphone, where it can be accessed by the PC Connect software.

If necessary use **Restore data** to restore all datafiles in the case of data loss.

Note: All current data in the program will be overwritten by restoring the backed up data.

Zoom

Use the Zoom facility to set your preferred font size as Small, Medium and Large.

Note: This feature is temporarily disabled because the font feature of OPL has not been implemented yet.

Preferences

Use the **Preferences** options to configure the display and operation of the program:

- **Date format**. Gives a choice of various international date formats.
- **Decimal places**. For the values.
- **Separator** for thousands (none, comma, full stop, apostrophe, space).
- **Header window**. To set your colour preference.
- **User button**. A spare * button on the button bar can be set to operate your preferred action either – Update, Delete.