
A guide to using

Homeventory

Version 4.0



By Alpine Software

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Introduction

Welcome

Welcome to Homeventory - The developers of Homeventory are experienced business systems professionals who know the features that heavy-duty, professional business applications must have. You'll find those features in Homeventory.

Back in 1990 I developed the first version of Homeventory mostly to learn about programming the PC and using dBase. Many different programming languages were utilized including Quicksilver and Clipper. In 1993 I became a member of the Association of Shareware Professionals (ASP) and have met a number of shareware authors who have assisted me over the years. This program is being released as freeware just for registering (no cost) as my way to thank the shareware community and the ASP.

Who Should Use Homeventory?

Homeventory has been designed for anyone wishing to maintain accurate records about their possessions, keep track of medical records or maintain a recipe database. The following are included:

- Comprehensive household inventory/asset management system
- Vehicle management system
- Recipe/cook book database
- Shopping coupons database
- Book database
- CD and other media database
- Medical Records database
- Personal accounts database
- People (names/addresses) database
- Comprehensive report writer/generator. You can modify all of our standard reports or create reports to your own personal needs.

Although you don't have to be a computer expert to use Homeventory, you should be familiar with the following:

The Microsoft Windows/98 operating environment and conventions.

Use of a mouse

Documentation Conventions



When you see this symbol we will explain a caution topic



Caution



Important Notes



Tips and how to's



General notes

User's Guide

This User's Guide tells you everything you need to know to use Homeventory.

Chapter 1, *Getting Started*, shows you how to SETUP Homeventory and set it up. Chapter 2 and the subsequent chapters show you how to use Homeventory.

Quick-Start Recommendations

Everybody wants documentation, but few want to read it from cover-to-cover. Everyone wants to get on with the task at hand.

That's why you'll find a "Quick-Start Recommendation" in the introduction to most chapters. The Quick-Start Recommendation suggests the quickest way to use the chapter. The Quick-Start Recommendation points out what you must read and what you can save for later reference.

Homeventory Technical Support

If you need telephone support, call **(503) 540-3270**. Telephone support hours are from 6:00 p.m. to 10:00 p.m. Monday through Friday Pacific standard time.

You may contact us via the Internet at dean@alpinesoft.com.

When you contact technical support, please provide your Homeventory serial number. You'll find your Homeventory Serial Number located on the back side of your distribution diskettes.

Getting Started

This chapter shows you how to SETUP Homeventory on your computer and how to run it. When you're ready to SETUP Homeventory, you'll need the Homeventory SETUP Disks.

The chapter concludes by pointing out some things that you should know to help you use Homeventory.

Quick-Start Recommendation Read this entire chapter. It's chock full of useful information.

Chapter Contents

Installing Homeventory

Before You Begin Installation

Running SETUP

Running Homeventory

Using Homeventory

Homeventory Main Screen

Special Keys, Mouse buttons

Printing

Print Preview

Installing Homeventory

This section shows you how to install and run Homeventory.

To install Homeventory on your computer you run the program SETUP.EXE on the Homeventory SETUP compact Disk.

Important You cannot simply copy files from the SETUP Disks to your hard disk. You must use the SETUP program to decompress and install the Homeventory files in the Homeventory directories.

Before You Begin Installation

Before you install Homeventory, make sure that your computer meets the minimum requirements.

Check the Hardware and System Requirements

To run Homeventory, your computer system must meet these requirements:

Any IBM®-compatible computer with a Pentium 350mhz processor or higher.

A mouse.

128 MB RAM.

A hard disk with 400 megabytes of free space.

A CD ROM Drive.

VGA or higher resolution monitor (At least 1024 x 768).

Microsoft® Windows/98se/NT/2000®/XP (this is a requirement, this version WILL NOT run under Windows95 or Windows 3.x).

Installed Windows fonts: Arial, Courier New and Times New Roman

Running Install

Begin the Homeventory installation process by running SETUP.EXE. If you are installing from a floppy disk drive other than A, adjust the instructions accordingly.

To run SETUP

Insert Homeventory SETUP CD 1 into your CDROM Drive.

From the File menu of the Program Manager or File Manager, choose Run.

In the Command Line text box, type a:setup and click OK.

Install displays a dialog telling you that it will SETUP Homeventory in the c:\Program Files\Homeventory directory, or another directory of your choice.

Follow the instructions on the screen.

Install ends.

What SETUP Installs

Homeventory Directories

Install creates a \Mbr directory on your hard disk if it does not already exist with the following files:

File	Description
HOMEV.EXE	The main program

Running Homeventory

To initialize Homeventory

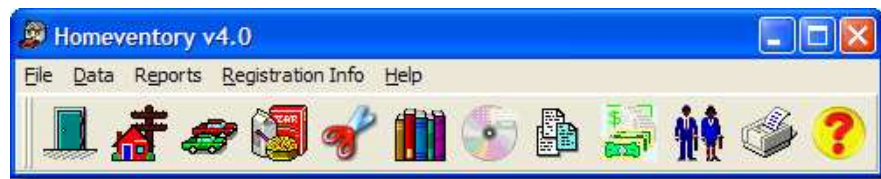
From the Windows Program Manager, start Homeventory by double clicking on the Homeventory icon:

Selecting the Homeventory window

Double clicking the Homeventory Icon

Using Homeventory

Main Screen



Homeventory – Main Screen

When you first start the program you will see a screen much like the one illustrated above. First and foremost you should go to the Systems Options menu and enter information about your self.

The remainder of this section covers the menu system, the use of the toolbars, and the navigation toolbar.

File Menu

The following table briefly describes the File menu options.

File Menu	
Option	Purpose
Lookup Tables	Maintain information in Lookup Tables
Preferences	Edit system options
Exit	Close and exit out of the program

Data Menu

The following table briefly describes the View menu options.

View Menu	
Option	Purpose
Home Inventory	Add/Change/Delete Inventory Items
Books	Add/Change/Delete Books
Vehicle Maintenance	Add/Change/Delete Vehicle Records
Recipes	Add/Change/Delete Recipes
Coupon Organizer	Add/Change/Delete Coupons
Music/CD/Tapes	Add/Change/Delete Music/CS/Tape items
Medical Records	Add/Change/Delete Medical Records
Accounts	Add/Change/Delete Accounts
Address Book	Add/Change/Delete Names and Addresses

Reports Menu

The following table briefly describes the Reports menu options.

Reports Menu	
Option	Purpose
Inventory Reports	Preview/Prints Inventory Reports
Books	Preview/Prints Books Reports
Coupons	Preview/Prints Coupons
Vehicle Maintenance	Preview/Prints Vehicle Maintenance Reports
Account Report	Preview/Prints Account report
Cook Book	Preview/Prints Cook Books
Name/Address	Preview/Prints name/address report
Music//CD	Preview/Prints Music/CD/Video reports
Medical Records	Preview/Prints Medical Records report
Report Explorer	Opens up the report explorer allowing you to change standard Homeventory Reports or design new reports to your needs.

Help Menu












The Help menu contains options for accessing Homeventory Help


The following table briefly describes the Help menu options.

Help Menu	
Option	Purpose
Contents...	Displays Homeventory Help
About	Displays the Homeventory About Box

Program Toolbar
















Icon	Shortcut	Meaning
	Close	Close and quit the program
	Inventory	Open the Household Inventory database
	Vehicle	Open the Vehicle Maintenance database
	Recipes	Open the Recipe (cook book) database
	Coupons	Open the coupon organizer
	Books	Open the Book database
	CD/Music	Open the CD/Music/VIDEO database
	Medical Records	Open the Medical Records database
	Accounts	Open the Accounts database
	Names/ Address	Open the Name/Address database
	Report Explorer	Open the report explorer allowing you to change standard Homeventory Reports or design new reports to your needs.

	Help	Open the Homeventory user manual in Acrobat
---	------	---

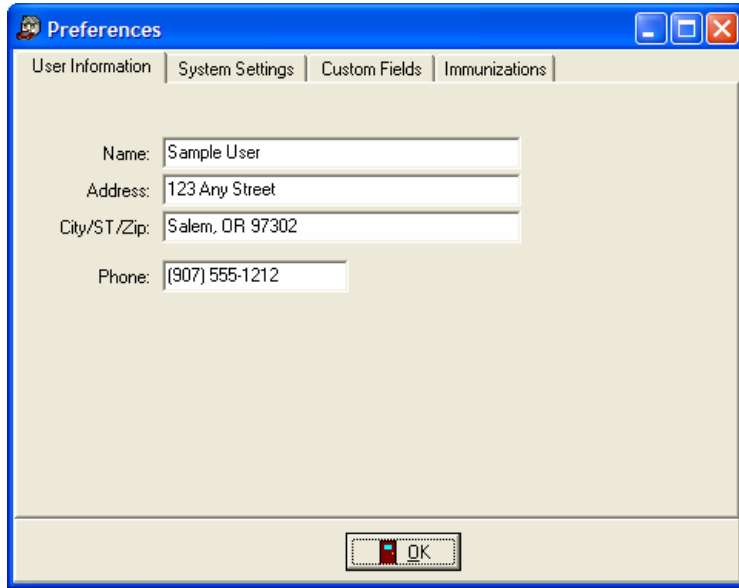
Database Navigation Toolbar



Icon	Shortcut	Meaning
	Next Page	Will move forward in the database by 10 records
	Next	Displays the next record in a table as defined by the record Order and Filter.
	First	Displays the first record in a table as defined by the record Order and Filter.
	Last	Displays the last record in a table as defined by the record Order and Filter.
	Prior	Displays the previous record in a table as defined by the record Order and Filter.
	Delete	Deletes the current record from the table. Relational Integrity is enforced.
	Prior Page	Will move backwards in the database by 10 records
	Post/Save	Saves data entered while adding, Copying or editing a record and ends the add or Copy.
	Add	Displays blank form fields for adding a record to a table. If the form is a child in a Related Forms group, the primary key fields in the parent record are automatically entered into the foreign key fields of the new child record.
	Refresh	Refreshes the current record
	Edit	Edits the current record
	Cancel	Cancels and edits that have been made
	Close	Closes the current window and takes you back to the previous window.

Setting Options (Preferences)

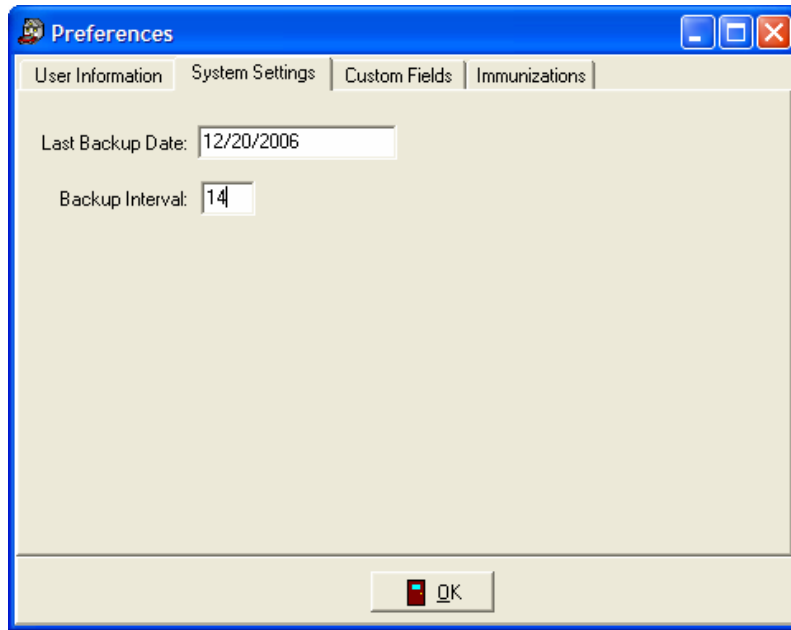
There are only a couple of options that are required for the proper operation of the software.



The screenshot shows a Windows-style dialog box titled "Preferences". It has four tabs: "User Information", "System Settings", "Custom Fields", and "Immunizations". The "User Information" tab is selected. It contains four text input fields: "Name" with the value "Sample User", "Address" with "123 Any Street", "City/ST/Zip" with "Salem, OR 97302", and "Phone" with "(907) 555-1212". A "OK" button is located at the bottom center of the dialog box.

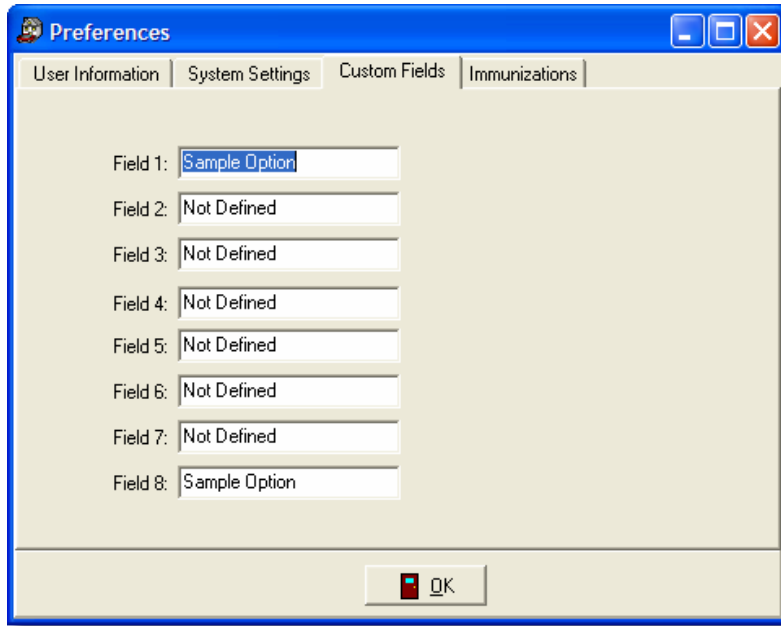
Program Options Screen – User Information

Fields Used on the User Information Tab	
Field	Contents
Name	This is your name as you would like it to appear on your QSL cards
Address	2 lines for address are provided to personalize your QSL cards. The second line should be used for city, state, and zip code
City/ST?Zip	City State and Zip code
Phone	Phone Number



Program Options Screen – System Settings

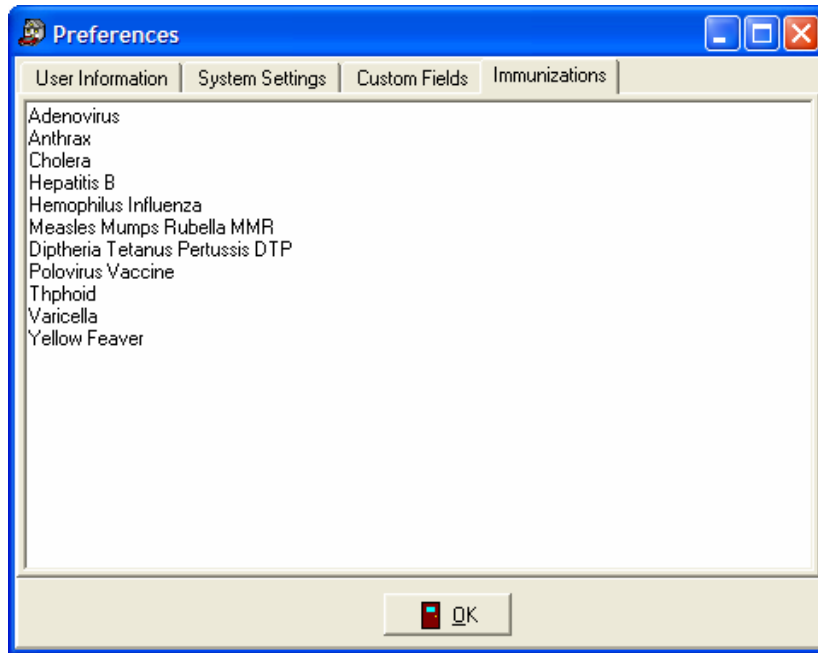
Fields Used on the Systems Settings Tab	
Field	Contents
Last Backup Date	This is the date of your last backup
Backup Interval	This is the number of days between backups before you will be notified that a backup is due



Program Options Screen – Custom Fields

By using custom fields you can identify on the Inventory screen optional fields that are specific to your needs. For example you might want a field to record a house identifier if you have multiple homes.

Fields Used on the Systems Settings Tab	
Field	Contents
Field 1	Enter the Field name for the Field 1
Field 2 - 8	Additional fields

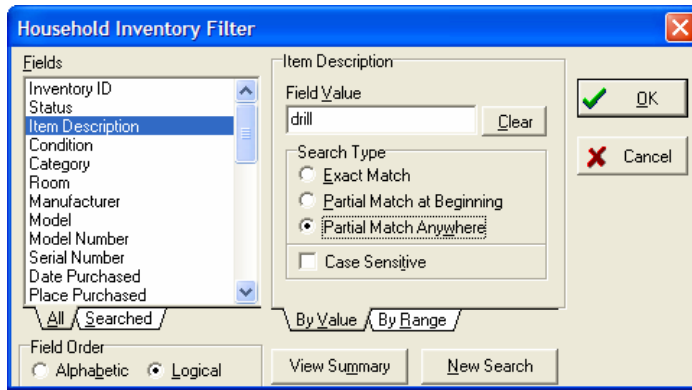


Program Options Screen – Immunizations

The immunizations tab is a list of any and all immunizations that could be given using the Medical Records database. This is a quick list so please see the section on medical records for more information.

Filtering Data

As you become more familiar with the software and you begin to add more and more records into the Inventory or Cook Book databases your data files will become quite large and it will become harder and harder to find information. Suppose you are working on your inventory for your garage and you are trying to locate your drills. The first step is to press the Filter (search light) button to display the following screen for your Household Inventory.



Household Inventory Filter Screen

The next step is to select “Item Description” on the left hand side of the screen, then enter drill (you do not need to capitalize the word). Finally select “partial Match Anywhere”

When you press the OK button you will see a list of only those records that contain the word “drill”

Finally to return the list to display, press the Filter button again, and press the clear button, followed by OK.

When using a filter on the date field it must be entered as mm/dd/yyyy



Please remember that when you set a filter the only data you will see is records that match your criteria. This is also true for reports. If you have a filter set the only records that will be displayed are those matching that criteria.

Lookup Fields

You will notice that on some of the fields in the edit screens there is a little box to the right of the field with three dots like the following status field:



These fields use lookup tables (described later) for field validation. In plain English you must have a record in the corresponding table for this field to be valid. The following fields use this feature:

Broken

In Use

On Loan



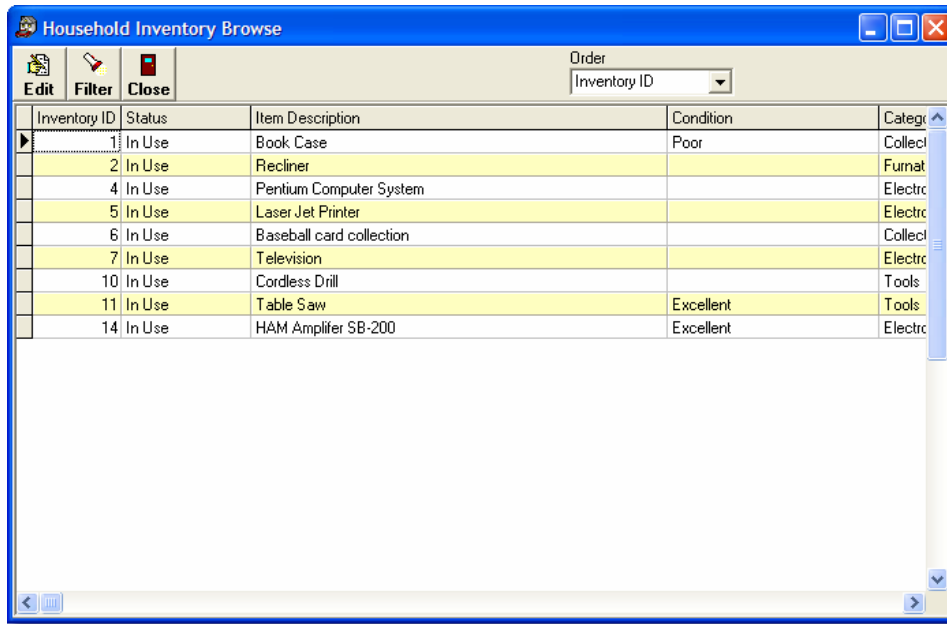
Also you will notice the button to the right of the drop-down box. This can be used to edit entries in the corresponding lookup table

Program Functions

Household Inventory

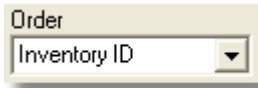
The Homeeventory Browse screen is the first screen that will be displayed when you select Home Inventory from the Main screen. From this screen you will be able to move up and down through the data base quickly locating information in your inventory. You may either use the up and down arrow keys, or the Page Up or Page Down keys or any combination.

You will also notice the record pointer (the little right pointing arrow) on the left hand side of the screen. This arrow indicates the current record and when you press the EDIT button or double click on a row, that record will be displayed.



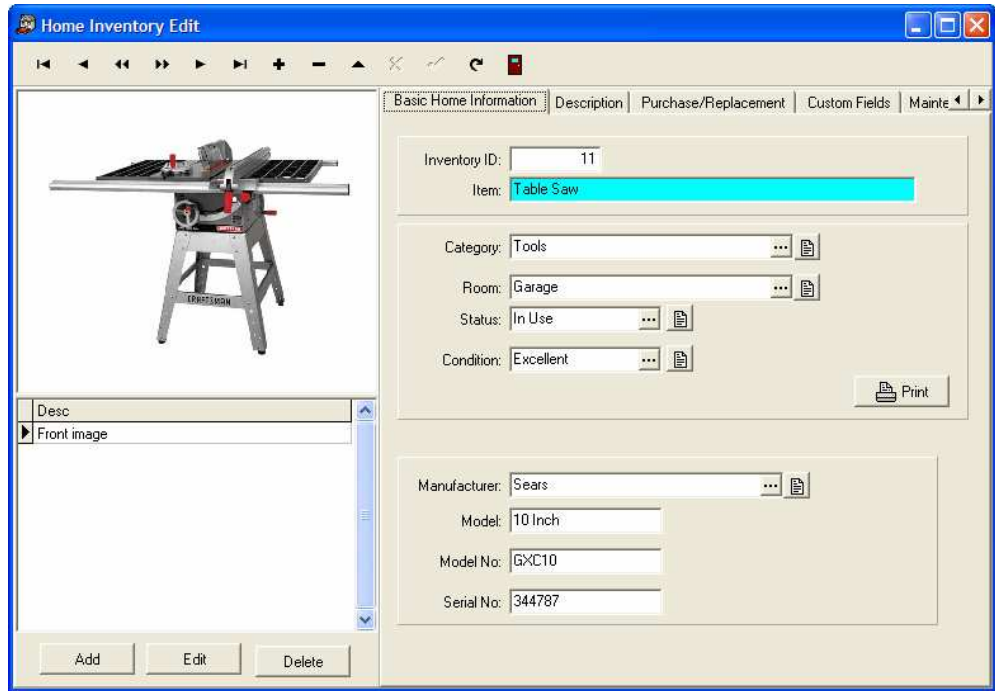
Household Inventory Browse Screen

Also on this browse screen, you will find a Record Order field used to help you navigate through the inventory file:



Selecting any one of the popup values will change the order in which you are viewing your inventory file. In the above example Inventory ID is the sort order.

The Edit screen is used for all of the data entry functions including adding, changing (editing), or deleting records.



Household Inventory Screen (Basic Data)

There are a number of additional tabs used to enter additional information about a single item (see below)

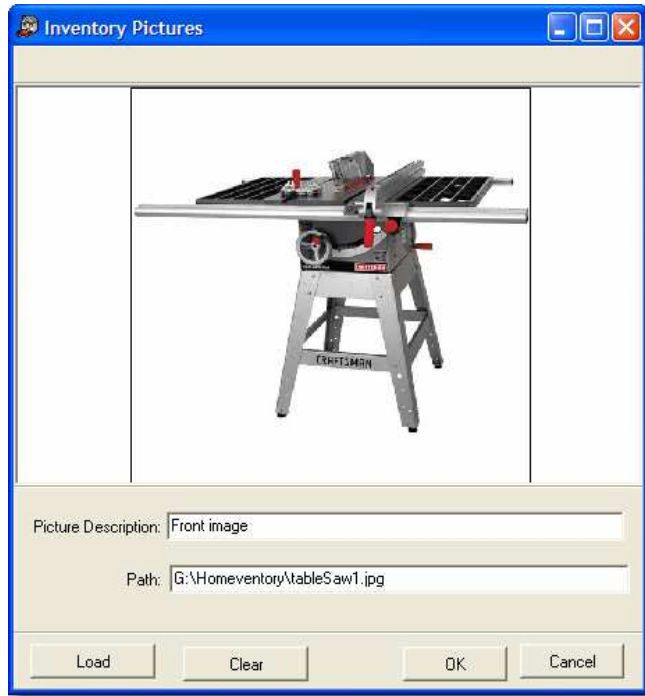
On the left hand side of the screen you may enter as many photographs of an item as you wish. For example you might have a front, side and back view. On electronics you may also have a photo of the serial number.

To use the photo features the following buttons will assist you:

	Add a new photograph
	Edit an existing photo
	Delete the currently selected photograph
	Print a single sheet inventory record with corresponding photographs.

Fields Used on the Basic Information Tab	
Field	Contents
Inventory ID	this field is the unique number you assign to your item. It is used to quickly locate and distinguish each item in the database.

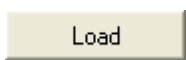
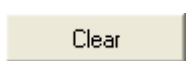
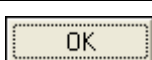
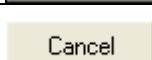
Item	Used to enter a brief description of the item. Examples: Computer 1 VCR Sony Camcorder
Category	The category field is used to group your possessions into logical groups mostly for sorting purposes. There are no hard and fast rules here but please use something you can understand. You must have a corresponding entry in the Category Lookup table for this field to be valid. Consider the following examples: Furniture Electronics Computer Tools Jewelry
Room	Enter the room where this item is normally kept. You must have a corresponding entry in the Room Lookup table for this field to be valid.
Status	The status field can be used to show you information such as "Sold", "On Loan", or other information you require. You must have a corresponding entry in the Status Lookup table for this field to be valid.
Condition	Enter the current condition of this item. You must have a corresponding entry in the Condition Lookup table for this field to be valid.
Manufacturer	Enter the name of the manufacturer of the item. If you are unsure, you could enter "Unknown". You must have a corresponding entry in the Manufacturer Lookup table for this field to be valid.
Model	Enter a descriptive model term for this item.
Model No	If you know the model number enter it in this field. If you do not have a model number you could enter a descriptive term.
Serial No	If this item has a serial number, enter it here. If it does not have a serial number, enter N/A. This will show you at a later time you made an entry for this field.

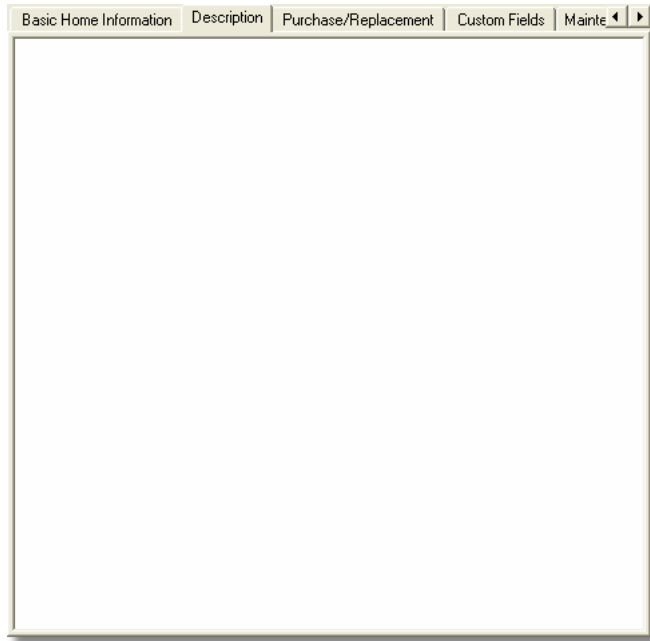


Household Inventory Screen (Photo Selection)

Fields Used on the Inventory Pictures Screen	
Field	Contents
Description	This is a description of the photograph. Examples: Front View Back View Serial Number
Path	This is the path on your hard drive where the original photograph was stored at the time you loaded the photo.

Inventory Pictures Buttons:

	Use this button to load new images
	Use this button to clear out the currently loaded photograph
	OK, and accept the changes
	Cancel all edits



Household Inventory Screen (Description tab)

Fields Used on the Inventory Description Tab	
Field	Contents
Text	This field can be used to record any additional information you would like to note. Specific condition of the item, history where it was purchased and who the prior owners were, etc.

Basic Home Information | Description | **Purchase/Replacement** | Custom Fields | Mainte

Date Purch: 03/01/1988

Place Purch: Sears

Ins Policy:

Warranty: 30 Days

Warranty Exp: 12/1/2006

Receipt
 Insured
 Marked/Engraved

Quantity: 1 Value Each: 250

Cost Each: 400 Total Value: 250

Total Cost: 400

Appraiser:

Date:

Appr Value: 250

Household Inventory Screen (Purchase/Replace tab)

Fields Used on the Inventory Purchase/Replacement Tab	
Field	Contents
Date Purch	Enter the date this item was purchased or try to at least estimate the year you purchased it.
Place Purch	Enter the name of the company or the person where you purchased this item. You must have a corresponding entry in the Purchased From Lookup table for this field to be valid.
Ins Policy	Enter the insurance policy number. You must have a corresponding entry in the Accounts table for this field to be valid.
Warranty	
Warranty Exp	
Receipt	Check this box if you have a receipt for this item. Warning: We suggest you store your receipts in a safe location such as a safety deposit box.
Insured	Check this box if this item is insured as a line item on an insurance policy.
Marked/Engraved	Check this box if this item is either engraved or marked for identification
Quantity	Total number of pieces you have. For example if you have a collection of coins, create a entry for each unique item and enter the number you posses here.
Value Each	Unit value for a single item.
Cost Each	The price you paid for each item.
Total value	Enter the total estimated value for this item.
Total Cost	Enter the total cost YOU paid for this item.

Appraiser	
Date	
Appr Value	Either enter an actual appraised value or your estimated value for this item.

The screenshot shows a software window titled 'Household Inventory Screen (Custom Fields)'. At the top, there are four tabs: 'Description', 'Purchase/Replacement', 'Custom Fields' (which is selected and highlighted), and 'Maintenance'. Below the tabs, there are six text input fields arranged vertically. The first field is labeled 'Sample Option' and contains the text 'Yada Yada'. The remaining five fields are each labeled 'Not Defined' to its left. The window has a standard Windows-style title bar with a close button and a scroll bar on the right.

Household Inventory Screen (Custom Fields)

There are 6 text box user fields and 2 checkbox fields that you may design using the preferences screen to further define what optional fields you will need in addition to the standard fields. These fields are defined on the Preferences screen.

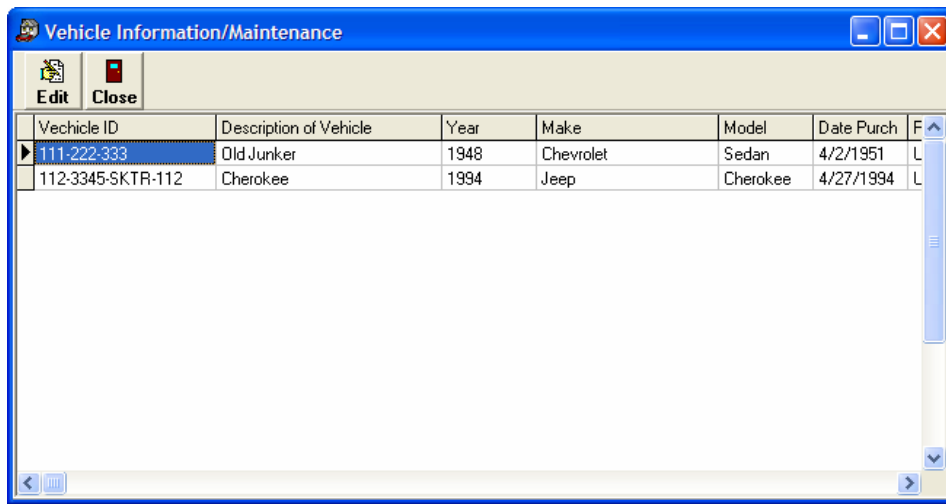
Household Inventory Screen (Maintenance)

Fields Used on the Inventory Maintenance Tab	
Field	Contents
Date of Maint	Date of maintenance event
Cost of Maint	Total cost of maintenance including parts and labor
What was done	Briefly describe what was done
Who did Maint	Select who performed the work

Vehicle Maintenance

The Vehicle Maintenance Browse screen is the first screen that will be displayed when you select Vehicle Maintenance from the Main screen. From this screen you will be able to move up and down through the data base quickly locating your vehicles. You may either use the up and down arrow keys, or the Page Up or Page Down keys or any combination.

You will also notice the record pointer (the little right pointing arrow) on the left hand side of the screen. This arrow indicates the current record and when you press the EDIT button that record will be displayed.



The screenshot shows a window titled "Vehicle Information/Maintenance" with a blue title bar. Below the title bar are two buttons: "Edit" and "Close". The main area contains a table with the following data:

Vehicle ID	Description of Vehicle	Year	Make	Model	Date Purch	F
111-222-333	Old Junker	1948	Chevrolet	Sedan	4/2/1951	L
112-3345-SKTR-112	Cherokee	1994	Jeep	Cherokee	4/27/1994	L

The first row is highlighted, and a small right-pointing arrow is visible in the left margin next to it. The table is contained within a larger frame that has a vertical scrollbar on the right and a horizontal scrollbar at the bottom.

Vehicle Maintenance Screen (Browse)

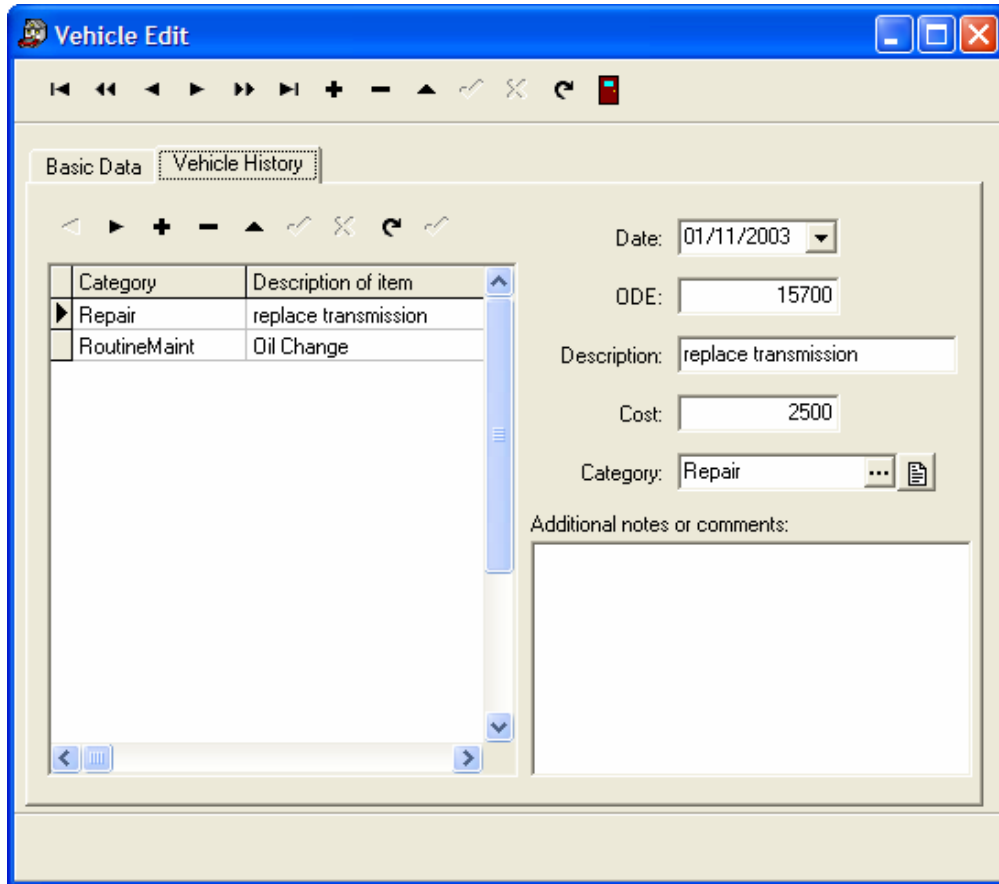
The screenshot shows a 'Vehicle Edit' window with a blue title bar and standard window controls. Below the title bar is a toolbar with navigation icons. The main area has two tabs: 'Basic Data' (selected) and 'Vehicle History'. The 'Basic Data' tab contains the following fields:

- Vehicle ID: 112-3345-SKTR-112
- Description: Cherokee
- Model Year: 1994
- Make: Jeep
- Model: Cherokee
- Style: Larado
- Color: 1
- Ins Policy: 3432212343
- Purchase Date: 04/27/1994
- Cost: 24600
- Place: Unknown
- ODE: 5102

Vehicle Maintenance Screen (Basic Data)

Fields Used on the Vehicle Maintenance Screen	
Field	Contents
Vehicle ID	Enter the Vehicle ID (VIN) number found on the vehicle.
Description	Enter a general description of the vehicle
Model Year	Year the vehicle was manufactured
Make	Make/manufacturer of the vehicle
Model	Model type or number
Style	Style of vehicle, I.E. Coop, station wagon, etc.
Color	Color scheme of the vehicle
Ins Policy	Enter the insurance policy number this vehicle is covered in. You must have a corresponding entry in the Accounts table for this field to be valid.
Purch Date	Enter the date you purchased this vehicle
Cost	Enter the actual amount you paid for the vehicle. Remember, don't forget to add interest.
Place	Enter the name of the company or the person where you purchased this item. You must have a corresponding entry in the Purchased From Lookup table for this field to be valid.
ODE	

This screen is used to record the cost of ownership for each vehicle. You may, if you desire, record all expenses incurred while you own the vehicle, such as gas. There are no rules here, just what ever suits you.



Vehicle Maintenance Screen (Vehicle History)

Fields Used on the Vehicle maintenance History Tab	
Field	Contents
Date	The date you incurred this item
ODE	miles?
Description	Brief description of this item
Cost	Cost including tax

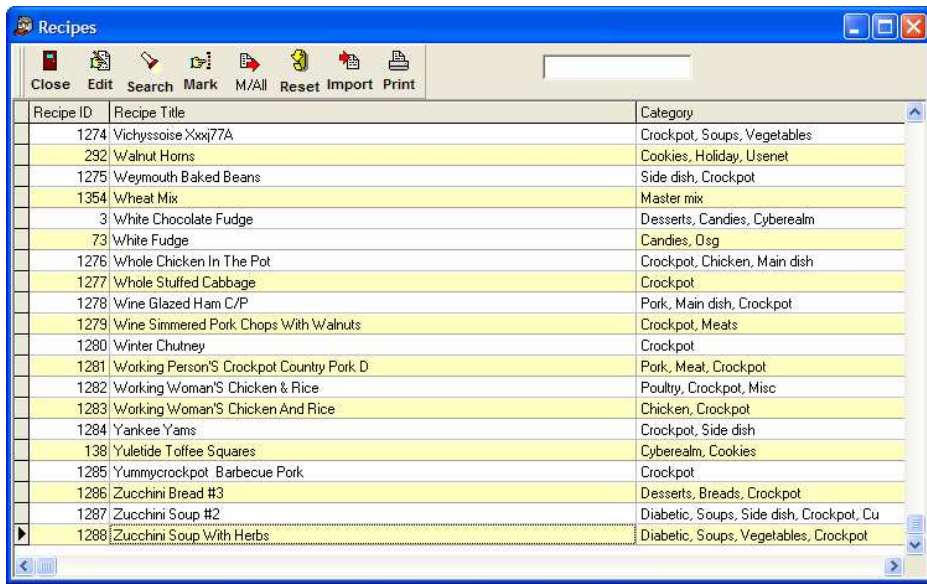
Category	The category field is used to group your maintenance items into logical groups mostly for sorting purposes. There are no hard and fast rules here but please use something you can understand. You must have a corresponding entry in the Category Lookup table for this field to be valid.
Notes	Free form area to record any additional comments or notes about this specific item.

Recipes

Back in the mid 70s our forefathers of the computer stated that one of the primary uses of the home computer was to keep track of recipes. Hundreds of programs have been developed, some rather complex, to record recipes. Homeventory has taken the simple approach to record basic recipe information. You can also check our web site from time to time to get more recipes for your collection.








The Recipe Browse screen is the first screen that will be displayed when you select Recipes from the Main screen. From this screen you will be able to move up and down through the data base quickly locating your recipes. You may either use the up and down arrow keys, or the Page Up or Page Down keys or any combination

You will notice the record pointer (the little right pointing arrow) on the left hand side of the screen. This arrow indicates the current record and when you press the EDIT button that record will be displayed.

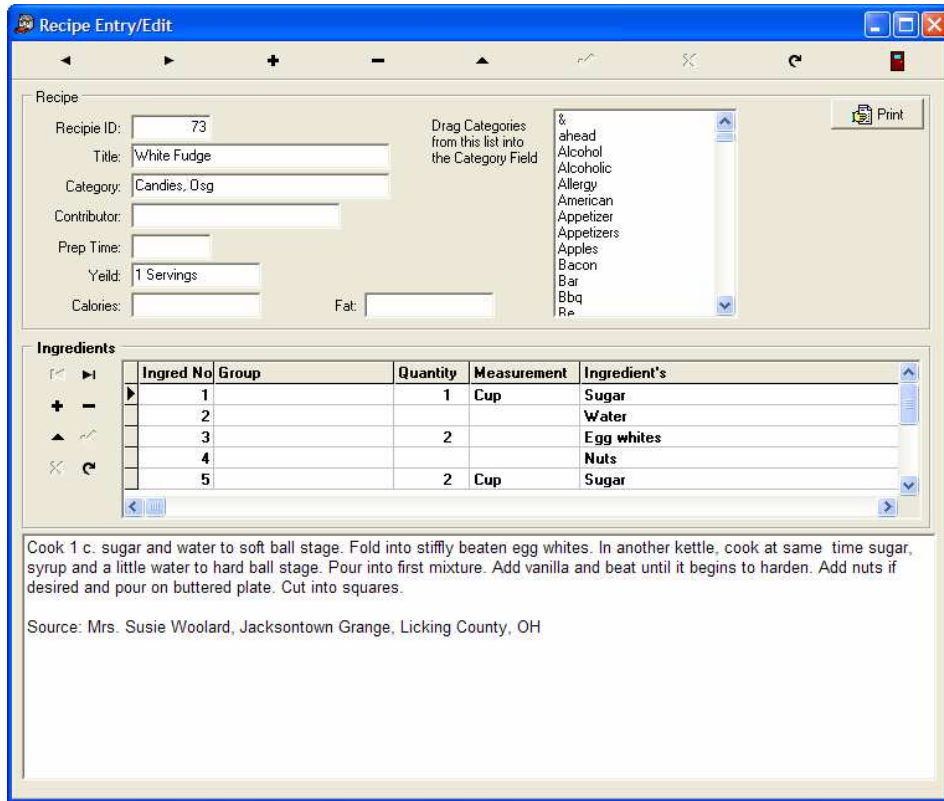


Recipes (Browse)



 Edit	Edit the current item highlighted
 Search	Search for recipes
 Mark	Mark current selected record (for printing)
 M/All	Mark all currently displayed records
 Reset	Reset (un-mark) all recipe records
 Import	Import data in Meal-Master format
 Print	Print

To the right of the tool bar there is a quick search box. You may enter any character string into this box and the only records that will be displayed are those matching the character string in the category field. For example if you want to print a mini-cook book of Crock-pot recipes enter Crock-pot into the quick search field, Then press the "Mark All" button, followed by the print button and the program will only print those selected recipes. When you are done don't forget to reset the recipes.



Recipes (Entry/Edit)

Fields Used on the Recipe Entry/Edit Screen	
Field	Contents
Recipe ID	The recipe ID field is used to uniquely identify each of your recipes. This number will be assigned for you by the software.
Title	Enter a brief title for your recipe
Category	This subject could be a big debate among the cooking culture. Please use category to group YOUR recipes into different groups that you can easily find. For example: "Holiday, Main Dish", "Dessert", etc.
Contributor	Where you got this recipe from. I.E. "Mother"
Prep Time	There are no formatting rules here. Just enter the time needed to prepare this recipe.
Yield	How much/many this recipe will produce. I.E. "3dz cookies", "12 lbs.", or "Serves 12".
Calories	Normally this will be number of calories per serving
Fat	Normally this will be the fat content per serving

Entering individual ingredients. Enter as many ingredients as the recipe calls for. Information for using the navigation buttons can be found earlier in this documentation

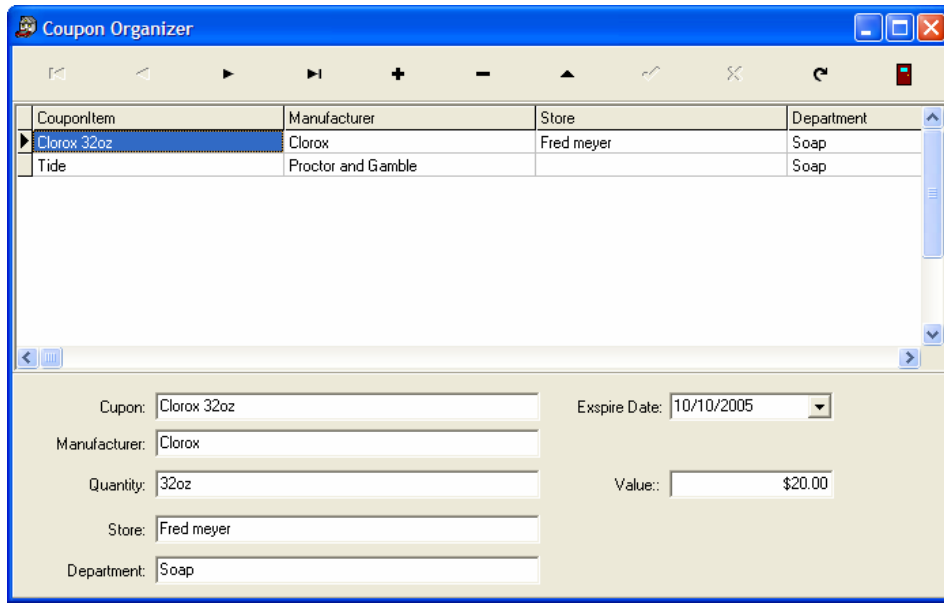
To add ingredients, press the ADD button and enter information directly into the grid.

The last step entering a recipe is to record the directions for preparing. The following area on this screen us used for this purpose:



Used to print the current recipe

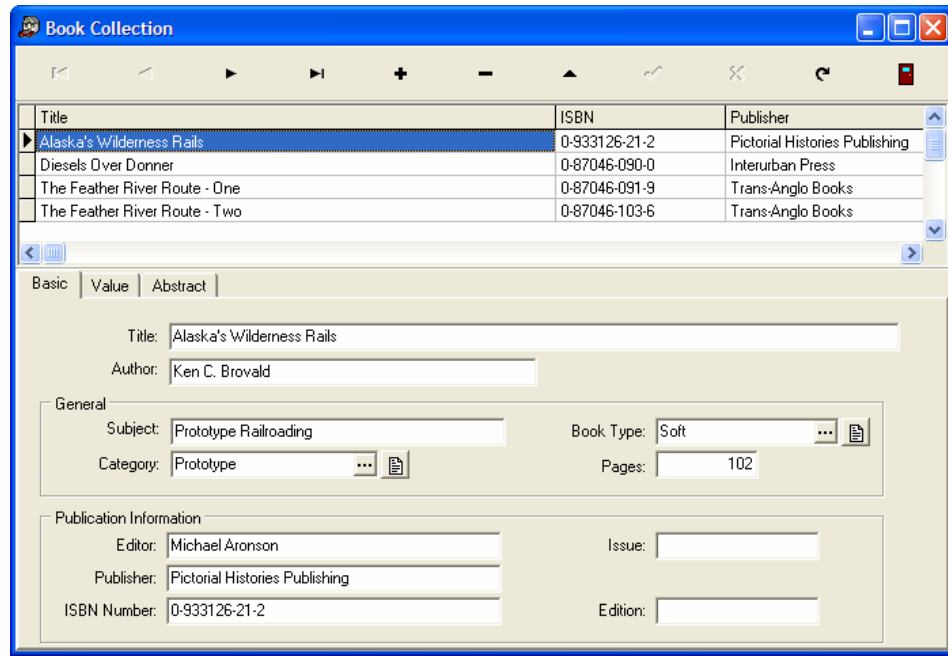
Coupon Organizer



Coupon Organizer Screen

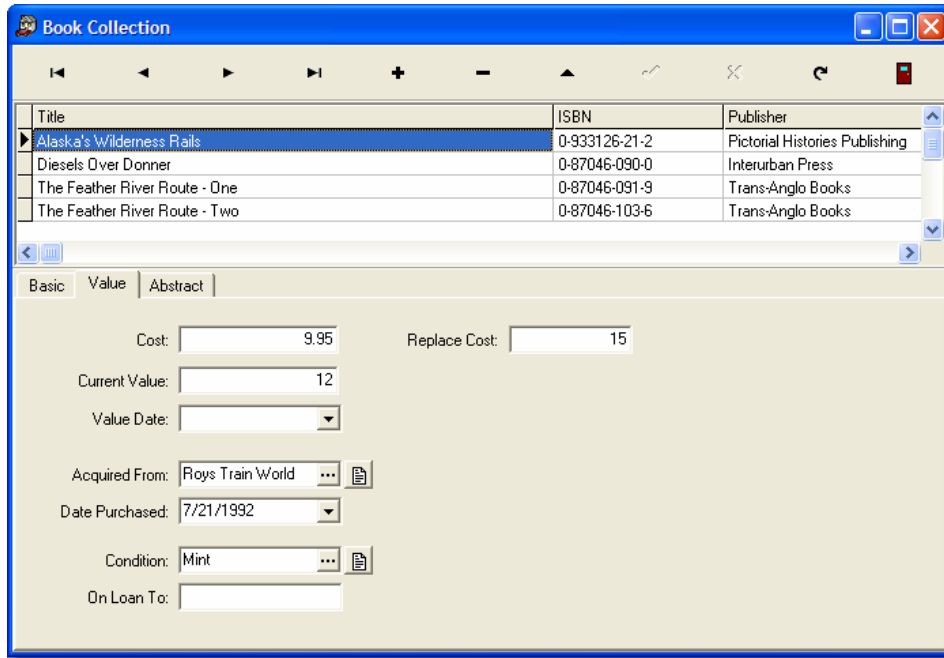
Fields Used on the Coupon Organizer Screen	
Field	Contents
Coupon	Coupon description
Expire Date	Expiration date
Manufacturer	Manufacturer offering coupon
Quantity	Normally this would be the number of items you could purchase on a single coupon
Value	Value of coupon
Store	What store, specifically, is offering coupon
Department	What department in store. For food coupons you could use this field to record a category like Frozen Food, Soups, Vegetables, etc.

Books



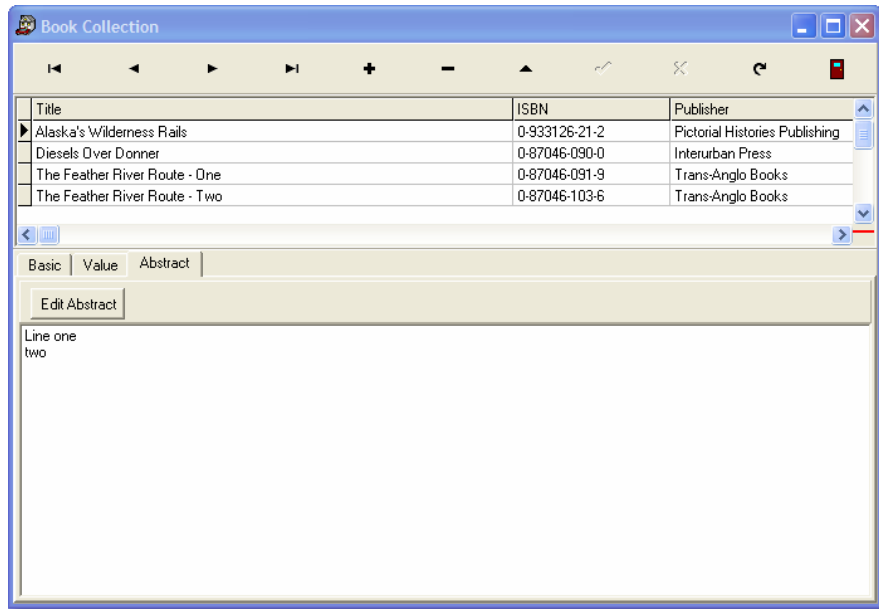
Books Screen (Basic Data)

Fields Used on the Books Basic Tab	
Field	Contents
Title	Title of book
Author	Author of book
Subject	Subject matter of book
Book Type	Type of book, Soft, Hard, CD etc.
Category	Category
Pages	Total number of pages in book
Editor	Who edited the book. You may enter multiple names.
Publisher	Publisher of book
ISBN Number	Library of Congress ISBN number



Books Screen (Value Data)

Fields Used on the Books Value Tab	
Field	Contents
Cost	What you paid for this book
Replace Cost	What you expect it would cost you to replace this book
Current value	Current value. If you need help with this you could use online resources such as amazon.com or ebay.com to help you.
Value Date	Enter the date when you estimated the current value
Acquired From	What you purchased this book
Date Purchased	The date you purchased this book
Condition	The condition of the book
On Loan To	If you have loaned this book, enter the name here.



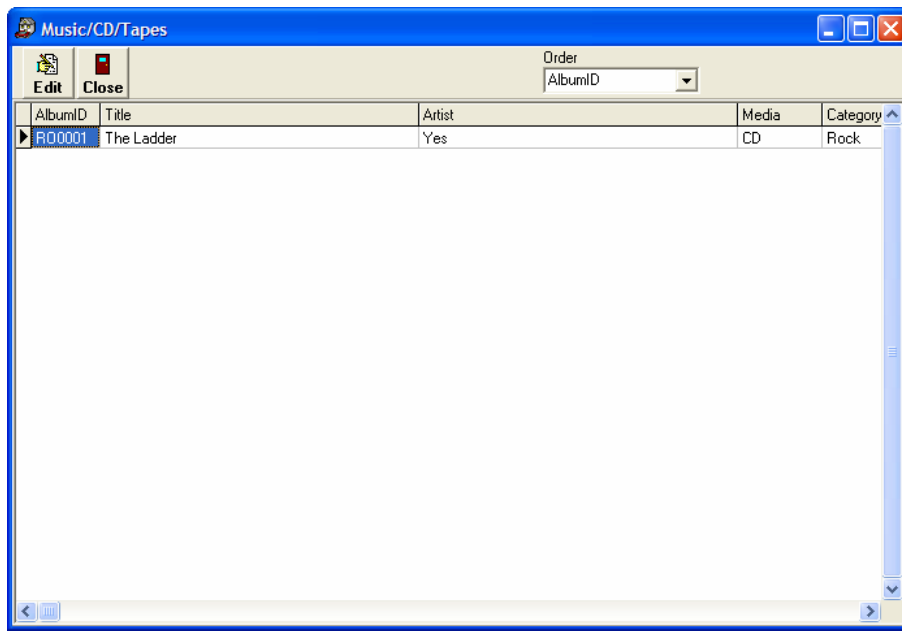
Books Screen (Abstract)

You may use the Abstract tab to record any additional comments about this book.

Music/CD/Tapes

The Music/CD/Tapes database contains basic information about your Music collection.

You will also notice the record pointer (the little right pointing arrow) on the left hand side of the screen. This arrow indicates the current record and when you press the EDIT button or double click on a row, that record will be displayed.



Music/CD/Tapes Browse Screen

Music/CD/Tape Edit

Album ID: FO0001

Title: The Ladder

Artist: Yes

Genre: Rock

Date Purch: 9/5/2001

Cost: \$15.95

On Loan To:

Year Released: 1999

Media: CD

Label: Beyond

Album Catalog: 63985-78046-2

Music/CD/Tapes Entry/Edit Screen

Fields Used on the Music/CD/Tapes Screen	
Field	Contents
Album ID	Album ID is a unique identifier you assign to the album
Year Released	The year this work was originally published
Title	The title of the Album
Media	The media, CD, DVD, Vinyl, etc.
Artist	The recording artist
Label	The recording label
Genre	A Genre to group this music. Examples, Rock, Ballet, etc.
Album Catalog	Album catalog identification
Date Purch	Date you purchased this album
Cost	Original cost of album
On Loan To	If you have loaned album, enter the name here.

Medical Records

Having good medical records for ALL of your family members could mean a life or death situation for them. Having this information at your finger tips will benefit everyone.

The Medical Records database is used to collect information that can be helpful when medical decisions need to be made.

The screenshot shows a window titled "Medical Records" with a table at the top listing family members. Below the table are tabs for "Basic Data", "Doctors", "Medications", "Health History", and "Emergency Contacts". The "Basic Data" tab is active, displaying a form for "John Q. Public".


Name	Address	Phone	SSND
John Q. Public	123 Elm St, Mycity OR, 97001	503.555.1212	123-45
Sissy Smith			

Form fields for John Q. Public:

- Name: John Q. Public
- M/Status: Married
- Address: 123 Elm St, Mycity OR, 97001
- DOB: 7/8/1952
- Phone: 503.555.1212
- Height: 5' 11"
- Weight: 185
- SSN: 123-45-6789
- Blood Type: O +

Medical Insurance and Dental Insurance sections are also visible, both showing "Blue Cross/Blue Shield of Oregon" with a "Same" button to copy data between them.

Medical Records Screen (Basic Data)

 Use this button to copy the Medical Insurance fields over to the Dental insurance fields.

Fields Used on the Medical Records Basic Tab	
Field	Contents
Name	Name of family member
Address	Family members address

Phone	Family members phone number
SSN	Family members Social Security number
M/Status	Marital status
DOB	Date of birth
Height	Height
Weight	Weight
Blood Type	Blood type
Medical	Name Address Phone Group Policy Eff Date
Dental	Name Address Phone Group Policy Eff Date

The screenshot shows a software interface with tabs for 'Basic Data', 'Doctors', 'Medications', 'Health History', and 'Emergency Contacts'. The 'Doctors' tab is active. On the left, a list of doctors includes 'Davolio, Nancy' and 'Deano, John'. The right side displays a form for 'Davolio, Nancy' with the following fields: Name (Davolio, Nancy), Kind (Primary Care), Address (507 - 20th Ave. E. Apt. 2A), City/ST/Zip (Seattle, WA, 98122), Phone ([504] 555-9922), and Notes (empty).

Medical Records Screen (Doctors)

Fields Used on the Medical Records Doctors Tab	
Field	Contents
Name	Name of doctor
Kind	Kind of Doctor
Address	Address
City	City
State	State
Zip	Zip or postal code
Phone	Phone number including extension
Notes	Any additional notes about this doctor

Basic Data | Doctors | Medications | Health History | Emergency Contacts

Medication Type: Non-Prescription Date: 10/1/2006

Medication Name: Aspirin

Medication Purpose: Headaches

Dosage: 100mg

Cautions: do not drink

Pharmacy: Fred Meyer Doctor: ...

PerDate	MedType	DrugName	DrugPurpose
10/1/2006	Non-Prescription	Aspirin	Headaches
11/1/2006	Prescription	Vioxx	A good purpose

Medical Records Screen (Medications)

Fields Used on the Medical Records Medications Tab	
Field	Contents
Medication Type	Medication type Non-Prescription Prescription Supplements
Date	Date started medication treatment
Name	Medication name
Purpose	The purpose of this medication
Dosage	Dosage
Cautions	Any cautions while using this drug
Pharmacy	The pharmacy where this Prescription was filled
Doctor	The prescribing doctor

Medical history is a running log of medical events that have occurred and are noteworthy. You may choose to enter everything or just highlight significant issues.

The screenshot shows a software window titled 'Medical Records Screen (Health History)'. It has several tabs: 'Basic Data', 'Doctors', 'Medications', 'Health History', and 'Emergency Contacts'. The 'Health History' tab is active. The form contains a 'Date' dropdown menu set to '12/22/2006', a 'Reason' text field containing 'Immunization - Cholera', and a 'Comments' text area. An 'Immunization' button is located to the right of the Reason field. Below the form is a table with two columns: 'HDate' and 'Reason'. The table contains two rows of data:

HDate	Reason
12/22/2006	Immunization - Cholera
12/22/2006	Immunization - Polovirus Vaccine

Medical Records Screen (Health History)

Fields Used on the Medical Records Health History Tab	
Field	Contents
Date	Date this event occurred
Reason	Reason is a brief description of the event
Comments	Detailed comments about the event

Immunization

If the event is an immunization pressing this will display a standard set of immunizations allowing you to select one and the program will add a medical history record for you in a standard format. When you press the button the following screen will be displayed:

The screenshot shows a dialog box titled 'Immunization Checklist'. It contains a list of immunization options, each with a radio button:

- Adenovirus
- Anthrax
- Cholera
- Hepatitis B
- Hemophilus Influenza
- Measles Mumps Rubella MMR
- Diphtheria Tetanus Pertussis DTP
- Polovirus Vaccine
- Typhoid
- Varicella
- Yellow Fever

At the bottom of the dialog box is an 'OK' button with a green checkmark icon.

Simply select the immunization followed by pressing the OK button and a record will be created for you.

Basic Data | Doctors | Medications | Health History | Emergency Contacts

Name: Bob E. Smith

Address: 123 Elm St, Slame OR 97301

Primary Phone: 503.111.3333

Alt Phone: 503.555.6666

Contact Name	Primary Phone	Alt Phone	Address
▶ Bob E. Smith	503.111.3333	503.555.6666	123 Elm St, Slame OR 97301
Sally Smith	503.555.1212	503.555.2121	111 E Main St, Kerzer, OR 97300

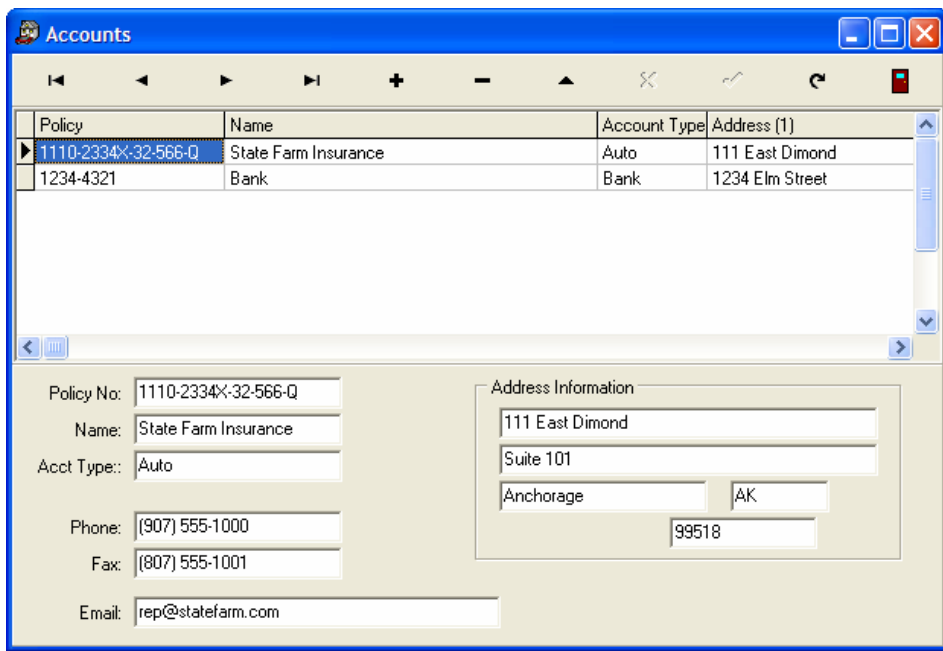
Medical Records Screen (Emergency Contacts)

Fields Used on the Medical Records Emergency Contacts Tab	
Field	Contents
Name	Name
Address	Address
Primary Phone	Primary phone number
Alt Phone	Alternate phone number

Accounts

The Accounts screen is the first screen that will be displayed when you select Accounts from the Main screen. From this screen you will be able to move up and down through the data base quickly locating your accounts. You may either use the up and down arrow keys, or the Page Up or Page Down keys or any combination.

You will also notice the record pointer (the little right pointing arrow) on the left hand side of the screen. This arrow indicates the current record and when you press the EDIT button that record will be displayed.



Accounts Screen

Fields Used on the Accounts Screen	
Field	Contents
Policy No	Policy number. You should enter this number exactly as it appears on a statement or credit card.
Name	Enter the name that is on the account, not necessarily your name.
Acct Type	Used to categorize accounts. I.E. "Credit Card", "Insurance", "Utility", etc.
Phone	Phone number including area code
Fax	Fax number including area code
Email	Email address.
Address	Address of this company.

Names and Addresses

It seems that everyone has a computerized address book these days and you ask why? And we say why not? The Address Book is just another optional feature you may either choose to use or not. What is unique about ours is the ability to record additional information not found in others.

The Name and Address Browse screen is the first screen that will be displayed when you select People (Address) from the Main screen. From this screen you will be able to move up and down through the data base quickly locating people. You may either use the up and down arrow keys, or the Page Up or Page Down keys or any combination.

You will notice the record pointer (the little right pointing arrow) on the left hand side of the screen. This arrow indicates the current record and when you press the EDIT button that record will be displayed.

The screenshot shows a window titled "Name and Addresses" with a navigation toolbar at the top. Below the toolbar is a table with columns for Index, First Name, and Last Name. The table contains six records, with the fifth record (Index 5, First Name Janet, Last Name Leverling) selected. Below the table is a form with tabs for "Basic Data", "Additional Data", "Holiday Cards", and "Notes". The "Basic Data" tab is active, showing fields for First Name (Janet), Last Name (Leverling), Nick Name, Address Information (Address: 722 Moss Bay Blvd., City/ST/Zip: Kirkland WA 98033, Country: USA), and Phone Numbers (Home: (504) 555-3412, Work: (504) 555-9944, Work Ext., Fax Number: (504) 555-7744).

Index	First Name	Last Name
2	Nancy	Davolio
3	John	Deano
4	Andrew	Fuller
5	Janet	Leverling
6	Margaret	Peacock

Basic Data | Additional Data | Holiday Cards | Notes

First Name: Janet Last Name: Leverling
 Nick Name:

Address Information
 Address: 722 Moss Bay Blvd.
 City/ST/Zip: Kirkland WA 98033
 Country: USA

Phone Numbers
 Home: (504) 555-3412
 Work: (504) 555-9944
 Work Ext.:
 Fax Number: (504) 555-7744

Names and Addresses Screen (Basic Tab)

Fields Used on the Name/Address Basic Tab	
Field	Contents
First Name	First name

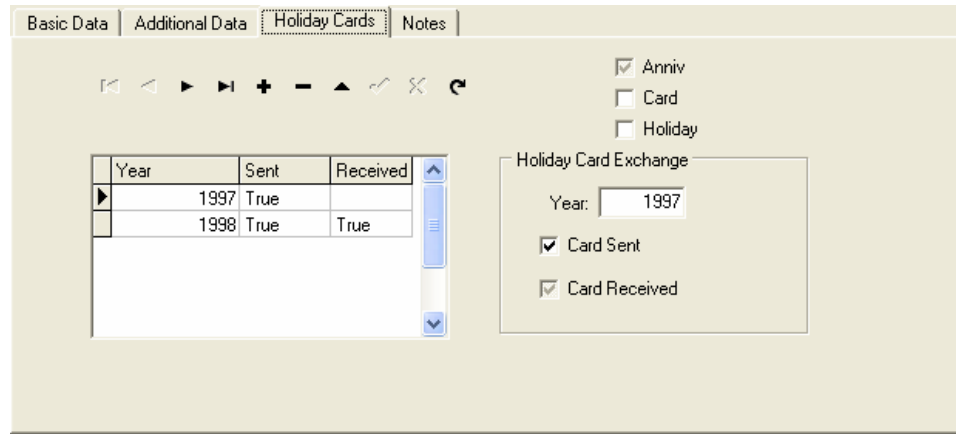
Last Name	last name
Nick Name	Any other name you use to identify this person
Address	2 lines are provided to enter a complete address
City	City
State	State
Zip	Zip or Postal Code
Country	Country
Home Phone	Home phone including area code
Work Phone	Work phone including area code (aaa) ppp-pppp
Work Ext	Work extension
Fax	Fax number

The screenshot shows a software interface with four tabs: 'Basic Data', 'Additional Data', 'Holiday Cards', and 'Notes'. The 'Additional Data' tab is active. It contains several input fields: 'Email' with the value 'steveb@anywhere.com', 'Children', 'Hobbies' with the value 'Ice skating, jogging', and 'Health Issues'. Below these is an 'Important Dates' section with a 'Birth Date' dropdown set to '08/12/1970' and an 'Anniversary' dropdown.

Names and Addresses Screen (Additional Data Tab)

Fields Used on the Name/Address Additional data Tab	
Field	Contents
Email	Email Address
Children	Children's name
Hobbies	Any hobbies this person might have
Health Issues	Any health issues this person might have
Birth Date	Birth date
Anniversary	Anniversary date

Holiday Cards tab screen is used to track re-occurring holiday cards. Information for using the navigation buttons can be found earlier in this documentation



Names and Addresses Screen (Holiday Cards Tab)

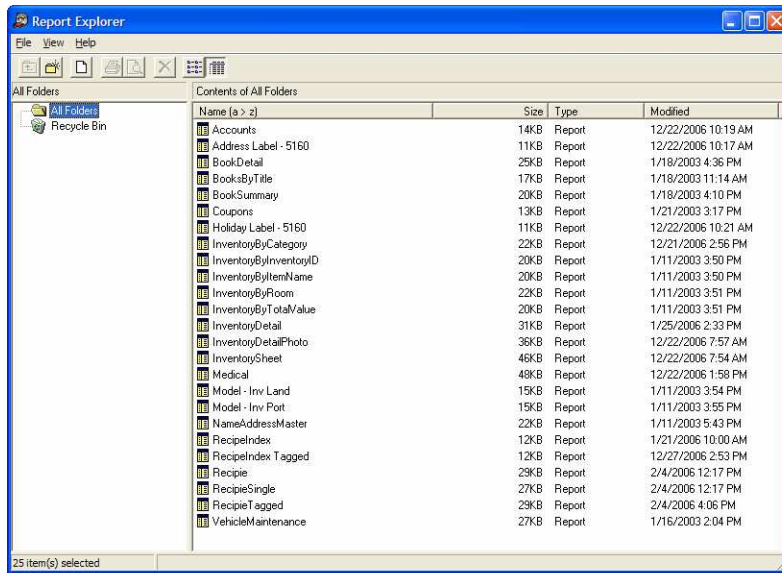
Fields Used on the Name/Address Holiday Card Tab	
Field	Contents
Anniv	Check this box to indicate to send a anniversary card (You can use the Report generator to either print a report or print label for people you want to send anniversary cards to).
Card	Check this box to indicate to send a birthday card (You can use the Report generator to either print a report or print label for people you want to send birthday cards to).
Holiday	Check this box to indicate to send a holiday card
Year	If you receive a holiday card from this person, enter the year you received the card followed by:
Card Sent	Check this box if you sent a card to this person
Card Received	Check this box if you received a card from this person

Reporting

Report Explorer

The foundation for all reports and labels is based on a technology called the Report Explorer. (The Report Explorer is covered in a separate manual)

The Report explorer is used to create and make modifications to either reports that you might have designed or reports that are shipped with the product. If you make changes to the reports, please use a different name than the standard reports.



Report Explorer Screen

From the Report Explorer you may right click on any report and either print or view the report.

Print Preview

Inventory
By Room

January 3, 2007
Page 1

Room	Inv ID	Item	Model	Model Number	Serial Number	Date Purch	Quantity	Total Value
Bedroom 1								
	6	Baseball card collection					300	\$5,000.00
	14	HALL Amplifier SB-200	SB-200		2232323	11/30/2006	1	\$500.00
							Summary for this room:	\$6,600.00
Den								
	7	Television				11/18/1994	1	\$800.00
							Summary for this room:	\$800.00
Dining Room								
	1	Book Case				4/11/2000	5	\$20.00
							Summary for this room:	\$20.00
Garage								
	10	Cordless Drill					1	\$15.00
	11	Table Saw	10 Inch	GX10	344787	3/1/1988	1	\$250.00
							Summary for this room:	\$266.00
Living Room								
	2	Recliner	ss			12/11/1993	2	\$400.00
							Summary for this room:	\$400.00
Office								
	5	Laser Jet Printer	LJ4	HP-LJ4x	45454545	11/24/1997	1	\$699.00
	4	Pentium Computer System					1	\$2,500.00
							Summary for this room:	\$3,199.00

Search User
123 Any Street
Salem, OR 97322

Page 1

Print Preview Screen Example

Saving Report Specifications to a File

The report manager allows you to save and load your report specifications to and from a flat file. So if you would like to send us your report specifications you can use this simple procedure.

- 1) Open up the report designer of the report you want to save.
- 2) Click on the menu File/Save to File.. and a standard Windows file save dialog will be displayed
- 3) Select the location you would like to save the file to and enter a descriptive name (Note the dialog will use the RTM as the file extension)
- 4) Press the save button and you are done.

Loading Report Specifications from a File

Loading report Specifications is the reverse process as saving.

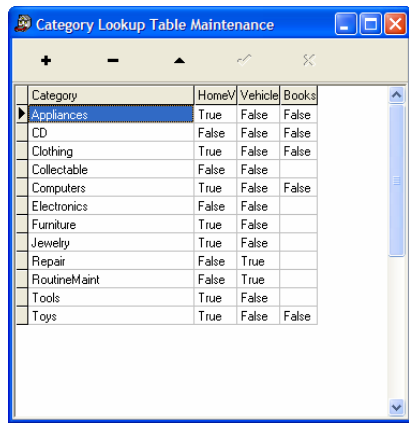
- 1) Open up the report designer of the report you want to load.
- 2) Click on the menu File/Load from to File.. and a standard Windows file open dialog will be displayed
- 3) Select the location you would like to load the file from and select the report file to load (Note the dialog will use the RTM as the file extension)

4) Press the Open button and your are done.

Lookup Tables

Category

The Category Lookup table is used to group items into different logical groups mostly for reporting purposes. There are no hard and fast rules here, just try to develop categories that make sense to you.



Category	HomeV	Vehicle	Books
Appliances	True	False	False
CD	False	False	False
Clothing	True	False	False
Collectable	False	False	
Computers	True	False	False
Electronics	False	False	
Furniture	True	False	
Jewelry	True	False	
Repair	False	True	
RoutineMaint	False	True	
Tools	True	False	
Toys	True	False	False

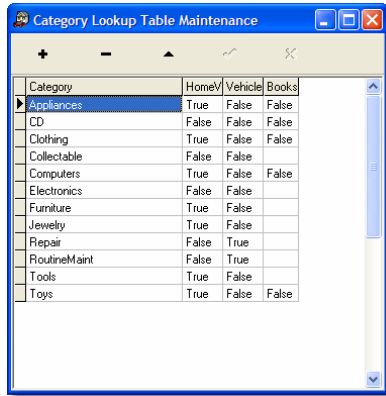
Category Lookup Table Screen

Examples of categories:

- Furniture
- Electronics
- Computer
- Tools
- Jewelry

Condition

The Condition Lookup table is used to record the current condition of an item.. There are no hard and fast rules here, just remember that if you have a loss your insurance will want to know the condition of an item that is to be replaced



Category	HomeV	Vehicle	Books
Appliances	True	False	False
CD	False	False	False
Clothing	True	False	False
Collectable	False	False	
Computers	True	False	False
Electronics	False	False	
Furniture	True	False	
Jewellery	True	False	
Repair	False	True	
RoutineMaint	False	True	
Tools	True	False	
Toys	True	False	False

Condition Lookup Table Screen

Examples of Condition:

Excellent

Fair

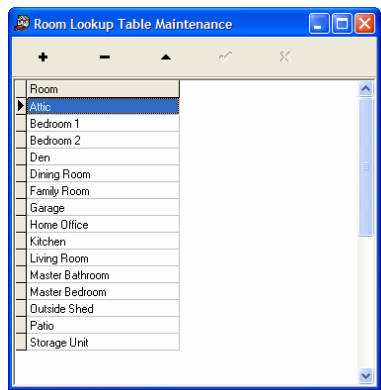
Good

Mint

Poor

Room

Make one entry for each room in your house. You might also consider creating rooms for locations other than your house like: On Loan, Office, etc.



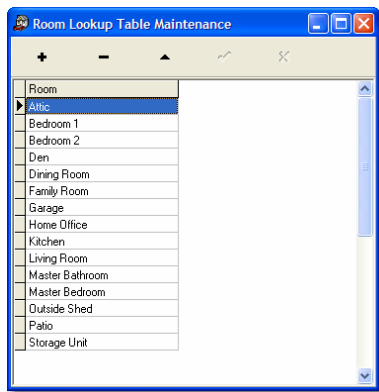
Room Lookup Table Screen

Examples of Rooms:

- Living
- Kitchen
- Den
- Bedroom 1
- Master Bedroom
- Garage

Status

The status lookup table is used to distinguish a status attribute for the item such as In Use, On Loan, Sold, Borrowed, etc.



Status Lookup Table Screen

Examples of Status:

In Use

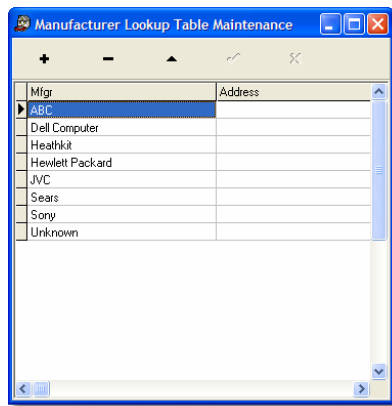
On Loan

Sold

Want

Manufacturer

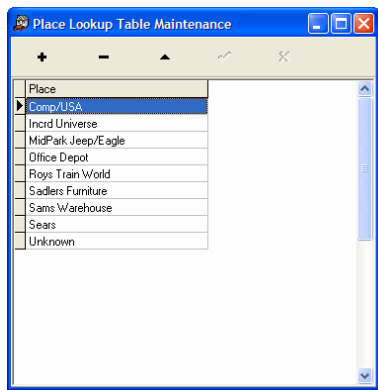
Record an entry for each manufacturer you have. Also create a dummy entry for manufacturers that are unknown.



Manufacturer Lookup Table Screen

Place of Purchase

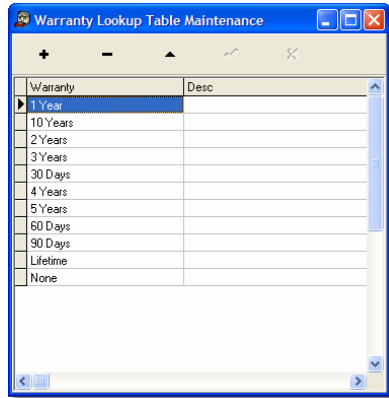
Record an entry for each establishment you have purchased goods from. Also create a dummy entry for places that are unknown.



Place of Purchase Lookup Table Screen

Warranty

The Warranty lookup table is used to specify the period of a given warranty in the inventory database.



The screenshot shows a window titled "Warranty Lookup Table Maintenance". It contains a table with two columns: "Warranty" and "Desc". The "Warranty" column lists various periods, and the "Desc" column is currently empty. The "1 Year" entry is selected.

Warranty	Desc
1 Year	
10 Years	
2 Years	
3 Years	
30 Days	
4 Years	
5 Years	
60 Days	
90 Days	
Lifetime	
None	

Warranty Lookup Table Screen

Backup/Restore

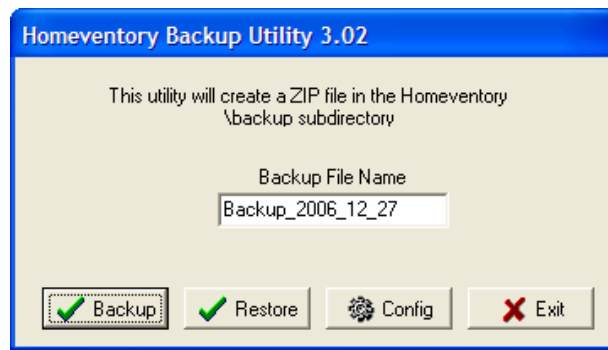
Overview

A separate program is used to perform backup/restore functions. This utility will back up all of the Homeventory data files.

The backup will backup all of the files into a single file. You may either store these files on your hard drive or some other external media, floppies, CD, ZIP, etc. The destination can be set using the Configuration screen.

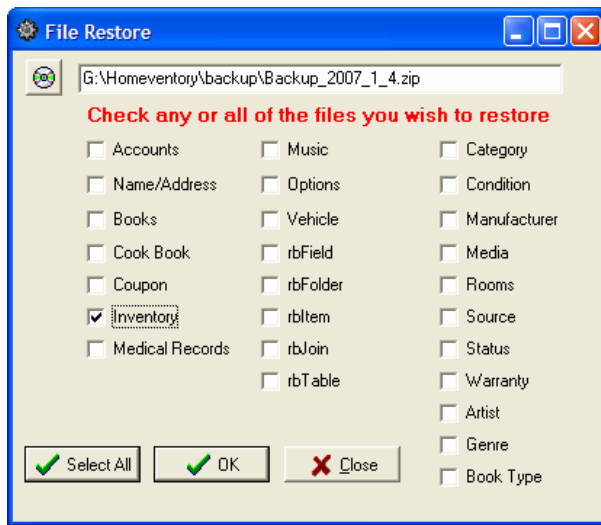
Backup

After starting up the program you will see the following screen displayed:



Backup Screen

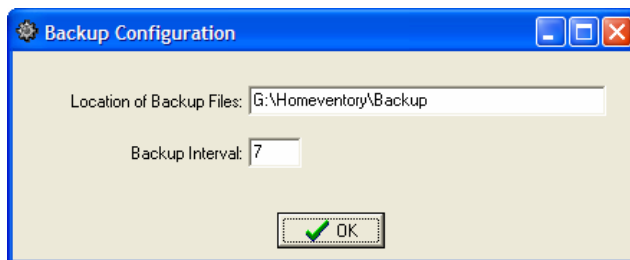
Restore



Restore Screen

The first step is to select the backup file you would like to restore files from, then check each file you would like to restore. Pressing the **<Select All>** button will restore ALL of the files.

Configuration



Configuration Screen

The configuration screen sets the default path/directory where files will be store and also the reminder interval.

Data Base Structures

Overview

These table definitions are provided to assist you in using the Report Manager (covered in a separate manual).