



RMRHome Home Inventory Manager

(for Symbian OS Series 80
– Nokia Communicator 9210/9210i/9290 and 9500/9300)

User Guide



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RMRHome: Quickstart

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

The list of Items are classified by Rooms and Categories, with totals of items and values shown. Rooms, Categories and Items can be Added, Updated and Deleted. Rooms and Categories can be moved in the lists, and search and sorting tools are available.

The value of items can periodically be updated to match inflation, and there is an 'Edit Memo' feature, where details of Insurance policies can be stored.

The Items can be sorted on any field, and full details can be exported in a <Tab> delimited format for subsequent Import into 'Sheet'.

You can create more than one house file as required. Use the **File** menu options:

- **Create new house** to start a new inventory file.
- **Open** to switch between inventory files if you have more than one, or simply use the left / right arrow keys to cycle through them.
- Set **Password** protection with **Shift+Ctrl+Q**.
- Under the **File > More** menu are the **Rename house** and **Delete house** options if you need to change any details or get rid of old files.
- The **Printing** options are also in this menu.
- Use the **Add to desk** option to put a shortcut of your home inventory file on the desktop.

Finally, **Shift+Ctrl+Z** gives you access to a dedicated memopad for recording details of Insurance policies or any other information.

Inventory screen display

There are three screens that allow views of:

1. **Rooms** summary,
2. **Categories** summary,
3. **Item Breakdown** to show the details of all the items within the selected Room or Category.

Use **Switch view** or **Ctrl+Q** or the CBA buttons to toggle through them.

In addition, pressing **Enter** key on a highlighted Room or Category will show the associated Item Breakdown screen.

Esc from a screen will take you back to the previous parent screen (from Items back to the Room or Category list, from Categories list back to Rooms list).

In the **View** menu there are also options for **Switch title** to remove the screen title, and **Full screen** to remove the left and right information and button bars for more screen space. Four sizes of text are available with the **Zoom** options.



Moving around

There are various shortcut methods for moving around the screens:

- **Up/Down arrow** keys select entries.
- **PgUp/PgDn** to move a screenful at a time.
- **Home/End** to go to the top or bottom entry in the file.
- **Left/Right arrow** keys cycle through house files (if you have more than one).

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 the **Edit** menu to:

- **Add room** with **Ctrl+A**
- **Update room** (rename) with **Ctrl+U** or **Tab** key. This also allows you to exclude the contents value from the overall House Total.
- **Delete room** with **Ctrl+D** or **Delete** key.
- **Move room** within the list with **Ctrl+H**.

The same functions apply in the Categories screen for entering and modifying the Category types.

Note: Any Rooms or Categories you exclude from the overall House Total are indicated by an 'X' in the numeric index column.

Entering items

Up to 100 items can be entered per Room or Category. Use **Add item**, **Ctrl+L** from the Rooms or Categories screens to enter items in the inventory.

Or alternatively go directly to the Item Breakdown screen and use the **Edit** menu options:

- **Add item** with **Ctrl+A** or **Enter** key.
- **Update item** with **Ctrl+U** or **Tab** key.
- **Delete item** with **Ctrl+D** or **Delete** key.

Then add the details in the **Add or Update item** dialog:

- The **Description** of the item.
- The **Date** of purchase (use 01/01/70 if the date of purchase is not known).
- Select the Room **Location** and **Category** classification.
- Specify the **Value** of the item.
- Define whether the item's **Replacement** value is to be 'New for old' or the original 'Purchase Price'.
- **Reference**, an optional field to record a Serial Number (eg. for electrical equipment) or other information.



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.



Updating items

Update your Inventory to ensure the value of your house contents is maintained for insurance cover. You can either use:

Ctrl+U or **Tab** key in the Item Breakdown screen to update the value or details of an individual item, or

Ctrl+W to do a bulk **Update value of items**. If you use this periodically you can update the value of **All** contents or just particular categories, and specify a percentage **Increase** (or **Decrease!**) in line with inflation.

Note: 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.

Configuring RMRHome

Preferences **shift+Ctrl+K** has many options for configuring the display and operation of the program. The following can be set:

- **Font.** To Arial or Times Roman.
- **Date format.** Gives a choice of various international date formats.
- **Decimal places.** For the values.
- **Separator** for thousands (none, comma, full stop, apostrophe).
- **Header window.** To set your colour preference.
- **Info Window.** Selectable for the Wide or Narrow views.

The button marked **Backup** allows you to specify the automatic backup options:

- **Auto** turns on the automatic backup, and sets the frequency to Daily, Weekly or Monthly.
- **Start date** when you want the first backup to run.
- Whether a **Prompt** is required.

Other functions

Searching and sorting

Use **Find item** **Ctrl+F** to search for text in an item description. The program will then put you straight into the Update dialog to make any changes.

The Item Breakdown screen can be **Sorted** with **Ctrl+N** in various methods:

- Alphabetic sort by **Description**.
- Sort by increasing **Value (low)**.
- Sort by decreasing **Value (high)**.
- Sort by **Date**.
- Sort by **Room/Category** as applicable to the Item screen.

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 **Ctrl+H** to **Move or Copy an item** to another house.

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. **Delete** the original item to perform a **Move**, or Cancel the deletion to perform a **Copy**.



To move items within the same house, simply update the Room location of the item.

Export inventory

Use **Tools > Export items** from the Item Breakdown screen to export the inventory list to an ascii text file in Tab delimited format. This can then be copied from your communicator for use in other PC programs, or used within the built-in applications.



Import the text file into a Word file, select all the text, then use 'Copy & Paste' functions to transfer them into a Sheet file for further manipulation.

Data backup and restore

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

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

The set of backed up data files is stored in the
Communicator:\My Files\RMR\Backups\RMRBank\ folder
(or Communicator:\System\Apps\RMRBank\Backup\ on 9210).



Use the **Backup** options under **General preferences** to enable regular automatic backups of your data.

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.