



Collectify Home Inventory Help

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1 Welcome to Collectify Home Inventory

Welcome to the new concept in household documentation.

Collectify Home Inventory offers the best in *fast and easy* home content management. Snap digital photos of your home's contents, drag the photos into Collectify Home Inventory, give the objects a name and a value - and you're done. It's that simple!

Here are some of the features of Collectify Home Inventory that will help organize your life:

- Drag and drop with Quick Entry and Quick Image making Home Inventory a breeze
- Prepare for emergencies by storing precious family information at your fingertips
- Easily manage your insurance policy, share your inventory with your insurance company, or make a claim
- Document all the details of your home and property - value, structure, utilities, etc.
- Track the value of your household objects and simplify estate planning

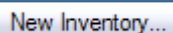
For a straightforward explanation on how to begin using (and become comfortable with) Collectify Home Inventory, check out the chapter on Getting Started or one of the Quick Start Tutorials.

2 Getting Started



When you are ready to open Collectify Home Inventory, double-click the desktop icon and follow these easy instructions.

1. Create an inventory



Click this button in the Home Inventory start screen.

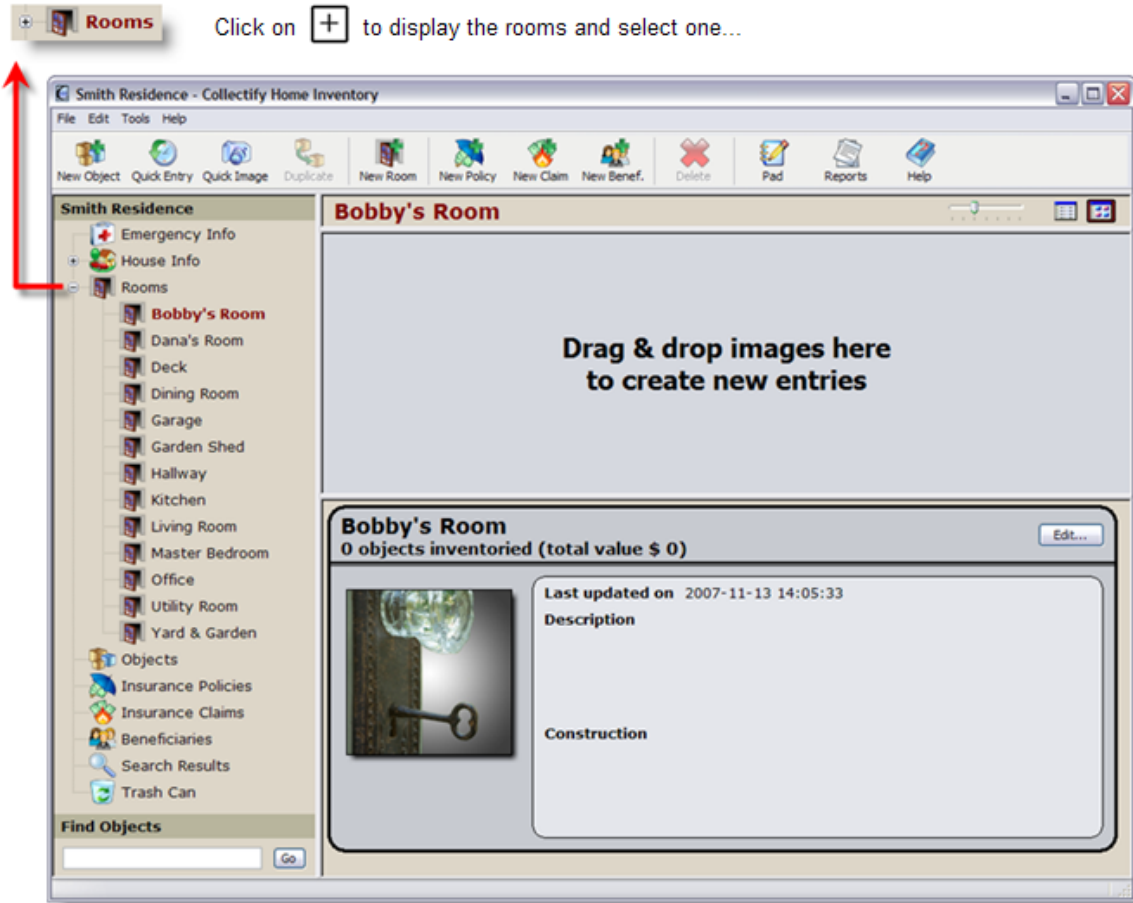
Fill in the form

*Customize the rooms that are in your home**

Click when you are done

**Don't worry - you can change the rooms later.
In fact, you can change all your information later!*

2.Addsomeobjects



If you don't want to include photos of your objects just yet...



Click the New Object button.

Fill in the details and description - as much info as you wish. When you're ready with photos, add one or many - photograph the sales slip even!

Click **Save & New** and add another object

Click **OK** when you're done.

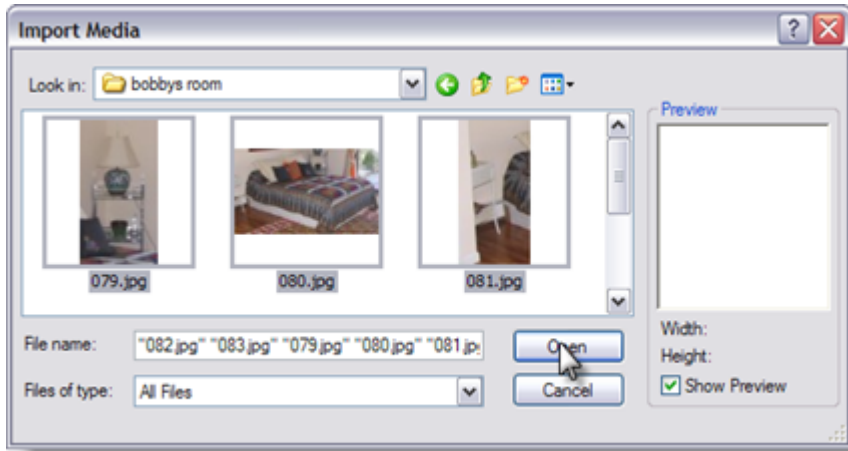
Details		Description	
Room	Bobby's Room		
Object Name	Double bed		
Quantity	1	Total	
Cost each	\$ 275		\$ 275
Current Value	\$ 275		\$ 275
Category	Bedroom Furniture		
Purchased	01/06/2005	at	Beds 'n' Things
Make	Sleepytyme	Model	Double
Warranty	2 years	Serial #	ADE 456 777

Or better yet, if you have a digital camera, grab it and...

Snap photos of a room and the objects in it, then download the images to your computer.



From the Import Media dialog, select the object images you just downloaded and click **Open**.



You've just created new objects for all your photos!

Double-click on the first new object to edit it.



Enter its name and value and other details.

Object Editor

Details Description

Room Bobby's Room

Object Name Wicker Loveseat

Quantity 1 Total

Cost each \$ 160 \$ 160

Current Value \$ 160 \$ 160

Category Furniture & Treatments

Purchased 15/06/2005 at Wicker Wonders

Make Model

Warranty Serial #

(1/5)

OK Cancel ?

Set as Default

Use the arrow buttons to repeat for all your new objects

You can even create new objects by drag-and-dropping images from Windows Explorer into Collectify Home Inventory.

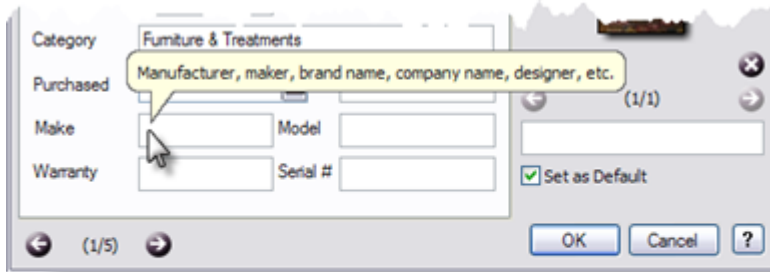
3. Complete your inventory

Once you have entered the important objects in every room, you can complete your inventory gradually.

Edit...

Throughout the software you can modify your information by clicking the Edit button.

- Go back to the objects you have already inventoried and add more details (such as purchase dates and serial numbers).
- Add alternate views or more detailed photos of your objects - or add photos of warranties and sales slips.
- Enter the details of your insurance policy and add photos of the paperwork as a safety backup.
- If you have made a will, you can record beneficiaries and list the objects you plan to bequeath.
- Easily create reports listing the contents of your inventory and share with your family, friends, and insurance company.



If you're unsure what a field or a button is for, hold your cursor over the item in question and a descriptive tip will help you.

3 Quick Start Tutorials

The tutorials contained in this section provide a quick introduction to using Collectify Home Inventory. They are intentionally brief so that you can start using the program as quickly as possible. For detailed instruction beyond the basic principles and the way the program works, see the links contained in each chapter.

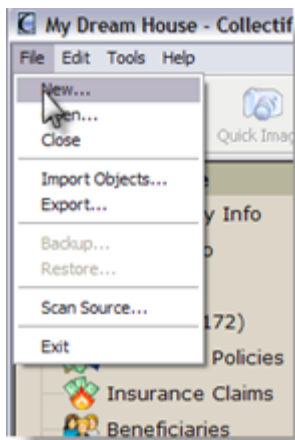
3.1 Creating a New Inventory

Before you can begin using CHI to manage your own objects, you will need to set up a New Inventory.

Use the **New Inventory Dialog** to set up your inventory. Start the dialog from the **Login** window by clicking the **New Inventory...** button.



Or, at any time, you can create a new database by selecting **File** from the menu bar, then **New Inventory....**



Select New...

TheNewInventoryDialog

The screenshot shows a dialog box titled "Create A New Inventory". It has a close button in the top right corner. The dialog is split into two columns. The left column contains four sections of input fields: "What do you want to call this inventory?" with a text box; "Specify a password for this inventory (optional)" with "Password:" and "Confirm:" text boxes; "What is the name of the owner of this inventory?" with "First Name:" and "Last Name:" text boxes; and "Choose or type a currency symbol for your values" with a "Currency:" text box and icons for Dollar (\$), Euro (€), Pound (£), and Yen (¥). The right column is titled "Customize your room list" and contains a list box with the following items: Bathroom, Bedroom, Dining Room, Hallway, Kitchen, and Living Room. Below the list box are "Add Room" and "Remove Room" buttons, and a "Room name:" text box. At the bottom of the dialog are "Create Inventory" and "Cancel" buttons.

Fill out the required fields of the New Inventory Dialog and click a currency button or type in a currency up to 3 characters long (e.g. USD).

Select the rooms that best reflect your home. You can add and remove rooms at any time from within your inventory. To add a room, type the name into the **Room Name** field and click the **Add Room** button.

To remove a room, highlight it in the list and click **Remove Room** button.

When you are done, the newly created inventory automatically opens.

When should I set up more than one inventory?

For most homeowners, we recommend using a single CHI Inventory. The advantage of using one inventory is that it makes it easy to find and update information about your home, objects, and other items.

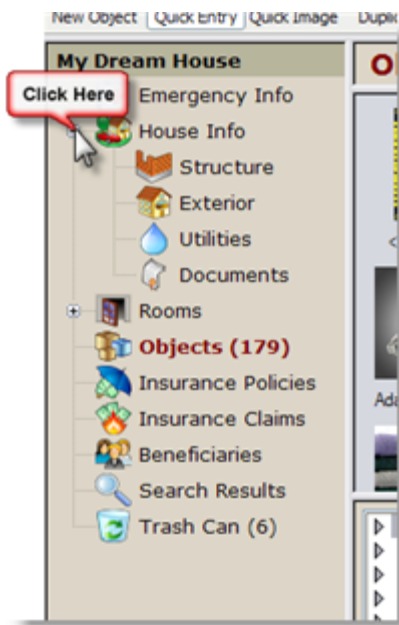
You should use only one inventory even if the objects you are tracking are in different locations, such as your home and your cottage. Use the Rooms list to group objects by location or by other characteristics.

Generally, you should use multiple inventories if the objects you are managing belong to different people. For example, if objects at your office are owned by a company while objects at home are owned privately, use two inventory files, one for each location. If you manage other people's objects, use an inventory file for each person.

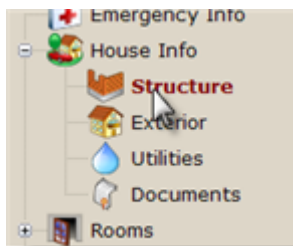
3.2 Entering Your House Information

After creating your inventory, you will want to set some time aside to enter detailed information on your residence. We have separated the information into five main sections: General, Structure, Exterior, Utilities, and Documents.

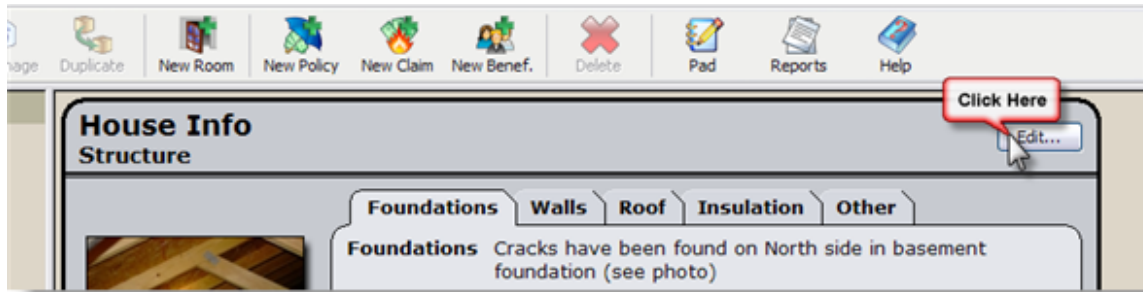
The general information can be viewed by clicking on House Info in the Inventory Explorer. To access the other sections, expand **House Info** in the **Inventory Explorer**.



Select one of the sections (eg. Structure).



The House Info section appears in the Browse View. Click the **Edit...** button to open one of the House Info editors (Structure, Exterior, Utilities, Documents).

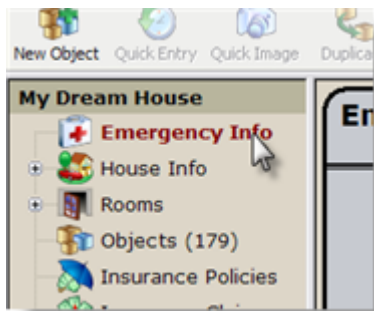


Fill out all pertinent fields. You may attach as many images as you please. See Attaching Media for more information.

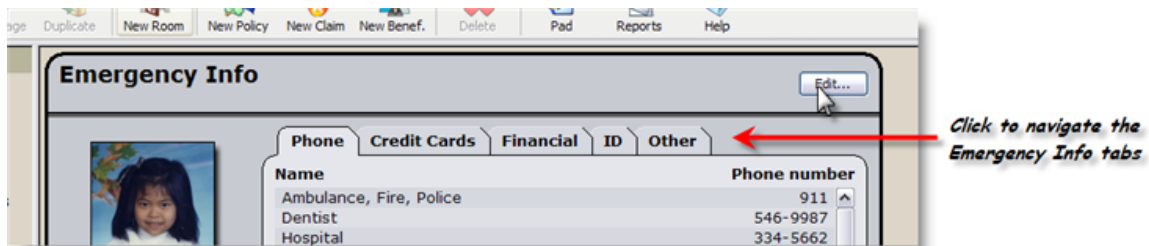
3.3 Entering Emergency Information

Use the Emergency Info module to retrieve contact information, financial details, and identity details in case of any urgent matter such as theft or fire.

First, select the **Emergency Info** from the **Inventory Explorer**.



The Emergency Info module will appear in the Browse View. Click the **Edit...** button to open the Emergency Editor.



Navigate the *tabs* at the top of the window to move from one section to the next (i.e. Phones, Credit Cards, Financial, Identification, and Other).

You will want to enter:

- Phone numbers (eg. In Case of Emergency person, doctor, lawyer, plumber, family, and friends).
- Credit card details and company information - in particular the number to call to cancel the card or to report it stolen.
- Bank and insurance company information.
- Personal identification information (e.g. social security, medical insurance, driver's license).
- Special needs information (eg. medications, allergies, pet info)
- Important locations and addresses (eg. child's school, neighborhood/regional meeting place, escape routes)

Don't forget to store images with your emergency information. Emergency organizations recommend that you store images of loved ones and pets so that if you become separated you will have a ready image to print and distribute. See [Attaching Media](#) for more details.

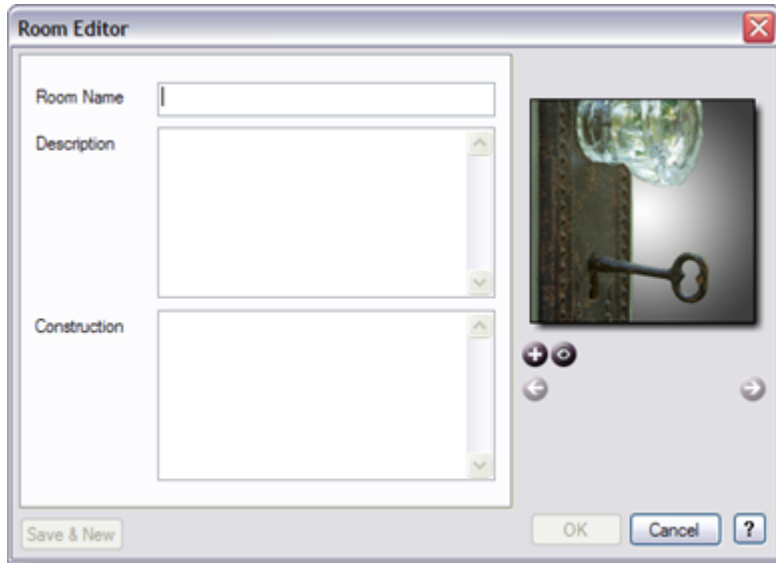
3.4 Creating a New Room

Rooms in your home can be created with the initial set-up of your inventory (see [Creating a New Inventory](#)) or at any time afterwards.

If you have exterior structures that require an inventory, such as a detached garage or guesthouse, create a specific room for the structure. Similarly, create a room for any area in your home containing contents that is not considered a room as such - this could be a hallway closet, storage cupboard, or safe. In this way, you can manage all contents on your property.

Creating a New Room using the Room Editor

Click on either the **New Room** button in the toolbar or **Tools** in the menu bar and select **New Room...** to open the Room Editor dialog.



Fill out the **Room Name** field, along with the **Description**. In the **Construction** field, describe the construction details of the room (e.g. drywall, hardwood floors, stucco ceiling, etc.). Add as many photos of the room as wish using our Import Media function. See Attaching Media for details.

3.5 Creating a New Object

Making an inventory of objects is accomplished using these five tools: **Drag and Drop**, **Quick Entry**, **Quick Image**, **New Object**, and **Duplicate**.

We suggest using primarily the Drag and Drop, Quick Entry, and Quick Image tools since these are the speediest and simplest ways to increase your inventory.

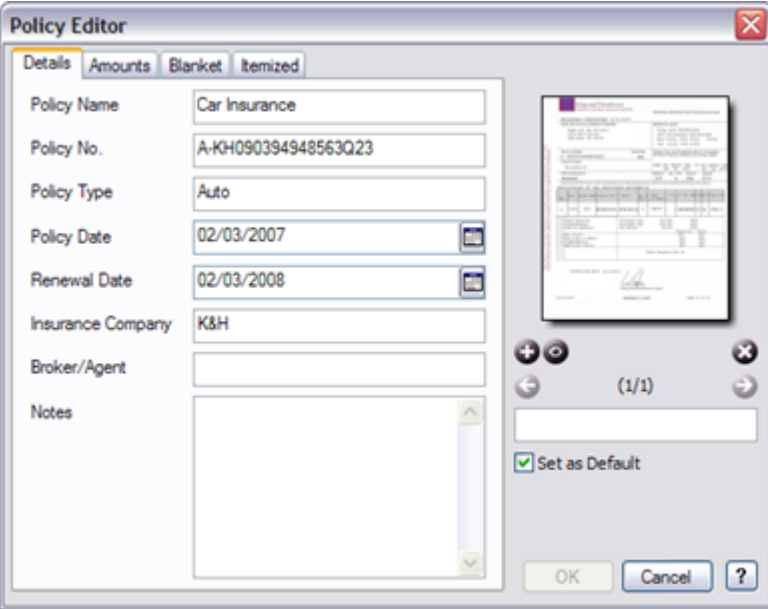
3.6 Creating a New Policy

Collectify Home Inventory cannot prevent loss or damage to your household objects. However, it can make the process of insuring your valuables a whole lot easier.

- Keep track of information about all your insurance policies, including deductibles, blanket coverage, and itemized coverage.
- Automatically check whether your insurance policies adequately cover the value of the objects in your database.

To take advantage of these helpful features, you'll need to keep your insurance policy up-to-date.

First, click on the **New Policy** button in the toolbar. The Policy Editor dialog will open.



The screenshot shows the 'Policy Editor' dialog box with the 'Details' tab selected. The fields are filled with the following information:

Field	Value
Policy Name	Car Insurance
Policy No.	A-KH090394948563Q23
Policy Type	Auto
Policy Date	02/03/2007
Renewal Date	02/03/2008
Insurance Company	K&H
Broker/Agent	
Notes	

The right side of the dialog features a preview window showing a scanned policy document, navigation controls (back, forward, zoom in, zoom out, close), a page indicator '(1/1)', a 'Set as Default' checkbox (checked), and 'OK', 'Cancel', and 'Help' buttons.

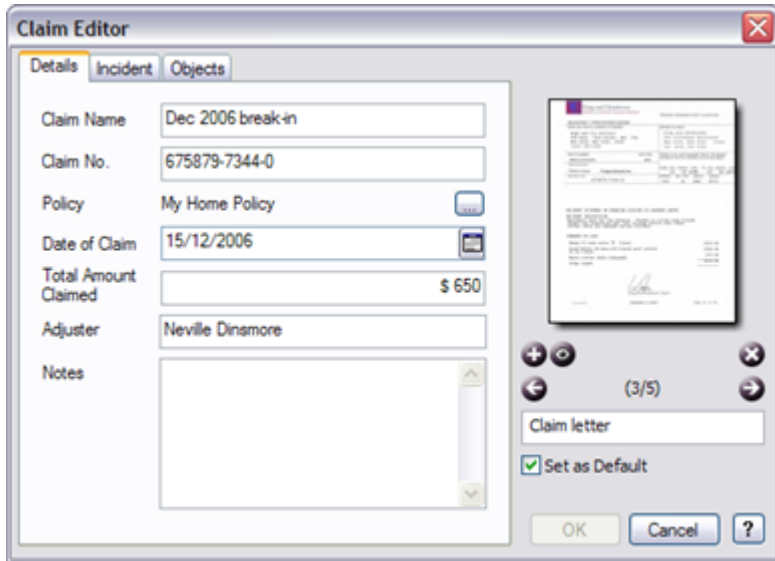
Click on the tabs to move between the four sections of the Editor (Details, Amounts, Blanket, and Itemized). For more detailed information, see Policy Editor. You will want to either scan or photograph and import the images of your document. See Attaching Media for more details on importing your images.

Make sure to enter all information as it appears on your policy document.

3.7 Creating a New Claim

In the event of loss or damage to your property, you will want to create an insurance claim. Collectify Home Inventory organizes information for your claim and helps track information about the claim as it proceeds.

Click on the **New Claim** button on the toolbar. The Claim Editor dialog will open.



The screenshot shows a 'Claim Editor' window with three tabs: 'Details', 'Incident', and 'Objects'. The 'Details' tab is selected and contains the following fields:

- Claim Name: Dec 2006 break-in
- Claim No.: 675879-7344-0
- Policy: My Home Policy
- Date of Claim: 15/12/2006
- Total Amount Claimed: \$ 650
- Adjuster: Neville Dinsmore
- Notes: (empty text area)

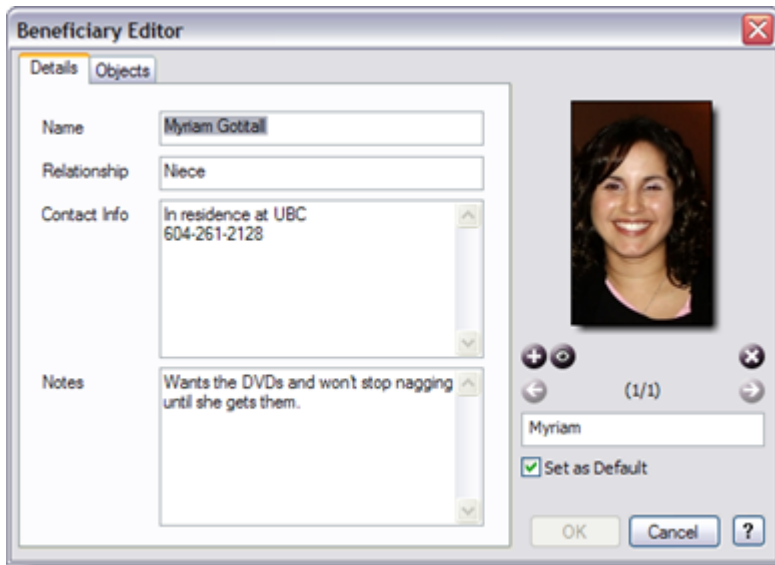
On the right side of the window, there is a preview of a claim letter document. Below the preview are navigation controls: a left arrow, a right arrow, and a '(3/5)' indicator. There is also a 'Claim letter' text field and a checked checkbox labeled 'Set as Default'. At the bottom of the window are 'OK', 'Cancel', and '?' buttons.

There are three sections to the Claim Editor: Details, Incident, Objects. Fill out all pertinent fields. For more information, see Claim Editor. You will want to either scan or photograph and import the images of your claim document. See Attaching Media for more details on importing your images.

3.8 Creating a New Beneficiary

The Beneficiary module helps manage any bequests you wish to make, whether upon a pre-defined date or after you have passed.

First, click on the **New Benef.** button in the toolbar. The Beneficiary Editor dialog will open.



There are two sections to the Beneficiary Editor: Details and Objects. If you wish to include any images, such as a photo of your beneficiary, see Attaching Media for more details.

3.9 Creating an Inventory Report

With Collectify Home Inventory you can generate a wide range of reports about your home contents. Use one of CHI's **built-in report formats** to create a report about a single object, emergency information, house information, insurance claim or other item, or you can generate a report about groups of items. Your reports can be previewed and printed from within Adobe Acrobat Reader, saved to disk in Adobe Acrobat (PDF) format, and sent by email as a PDF attachment.

Creating a report is a two-step process:

1. Decide which items you want to include in the report (see Choosing Items For A Report)
2. Use the Reports dialog to create the report (see Using the Reports Dialog).

3.10 Backing Up Your Inventory

Collectify Home Inventory stores all the information about each inventory in various data files on your computer's hard disk. If these data files are lost, all the information about the inventory will be lost as well. No computer is completely reliable, and there is always a small chance that your computer's hard disk may crash or some other mishap may occur. For this reason is it a very good idea to back up your inventory data files on a regular basis.

By default, CHI prompts you to back up your inventory every two weeks. You may change the

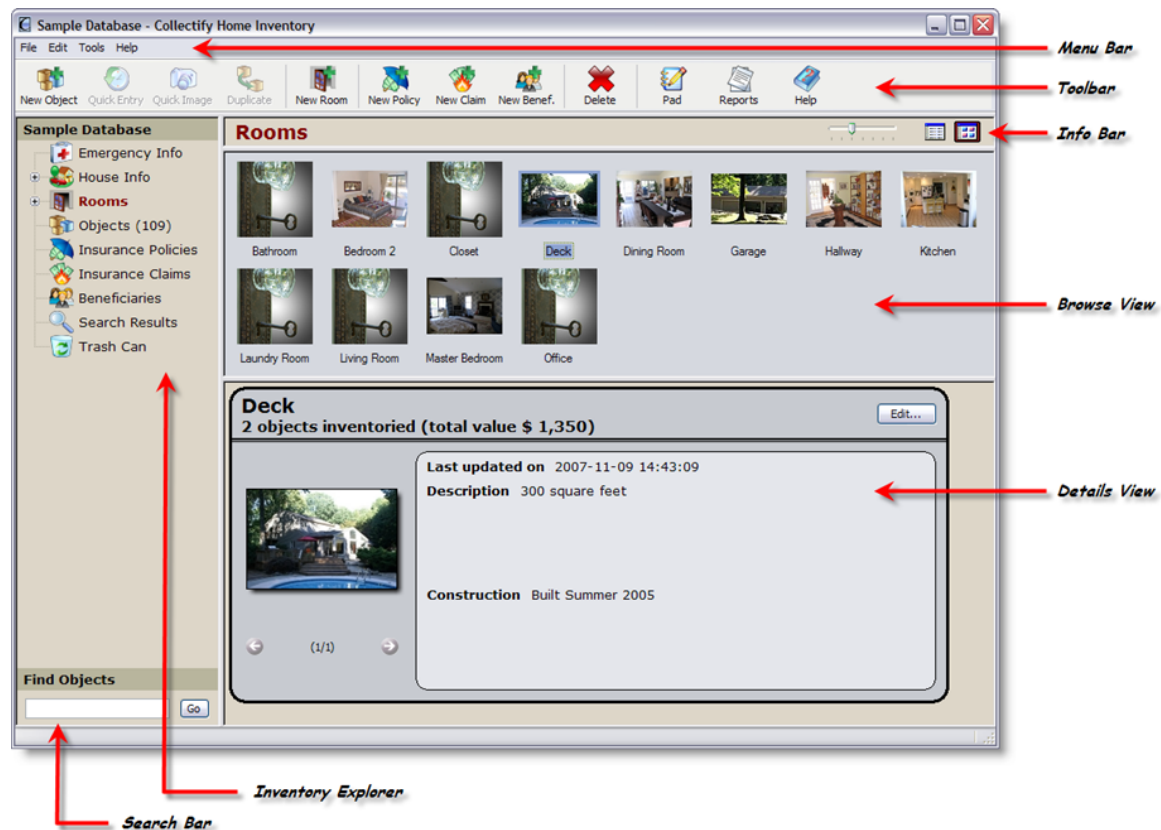
frequency of CHI backups in the Options dialog. For more information see Backing up your data [□□](#).

Please note that if the backup file is on the same hard disk as your inventory data files, and your hard disk or computer are lost, then you will lose both your inventory data files and the backup file. It is thus very important to regularly back up your CHI backup files, along with all other important files on your hard disk, to another location such as a CD, DVD, flash drive, or remote Internet location.

4 Main Window Features

4.1 Overview

The figure below shows the main window with its areas labeled.



The inventory window always displays a menu bar, toolbar and info bar, as indicated. It also displays the Inventory Explorer (see Inventory Explorer for more information).

The Browse and Details View portions of the window show information about one or more

items in your database.

- Browse View displays pertinent information about your rooms or objects. See Browse View for more information.
- Details View displays more detailed information about a single item. See Details View for more information.

Inventory windows can be customized in several ways.

- Change the *width* of the Inventory Explorer by clicking and dragging the vertical bar on the right side of the explorer. You can hide the Inventory Explorer by clicking the vertical bar and dragging it to zero width.
- Change the *height* of the Browse and Details View by clicking and dragging the horizontal bar that separates the two.
- When in thumbnail mode you can change the *size of the thumbnails* using the slider located in the Info Bar.
- Change the *color scheme* of the inventory windows in the Options dialog. See Database Settings for more information.
- You can also modify the appearance of the toolbar. On the menu bar, click **Tools, Toolbars**. Next, select **Large Icons** or **Small Icons** to change the size of the buttons. Check or uncheck **Text Labels** to show or hide the button descriptions.

4.2 Toolbar

Use the toolbar to quickly access various features of Collectify Home Inventory. Click on a topic in the list below for a further description of each of the thumbnail functions.



- New Object
- Quick Entry
- Quick Image
- Duplicate
- New Room
- New Policy
- New Claim
- New Beneficiary

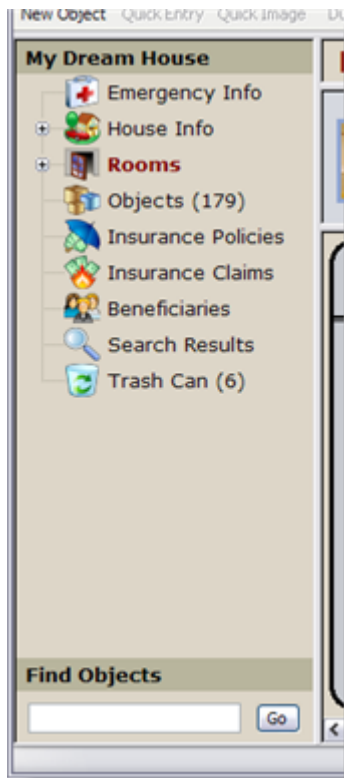
- Delete
- Pad
- Reports

How do I modify the style of the Toolbar?

To modify the look of the Toolbar, go to the **Tools** menu and select **Toolbars**. Choose to view your toolbar with either small or large icons. You may also remove the written description of each icon by de-selecting **Text Labels**.

4.3 Inventory Explorer

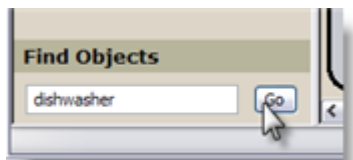
The Inventory Explorer is located along the left side of the application's main window. It allows you to navigate through your inventory.



Browse the inventory using an intuitive tree of modules, similar to the folders in Windows Explorer.

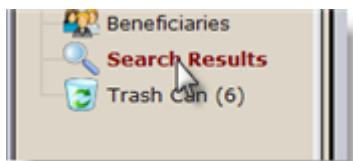


Use the Find feature to perform a quick search in the inventory. Type a word or phrase in the **Find** box and click **Go**.



Click **Go** to perform a keyword search

Click **Search Results** to view a list of your most recent search.

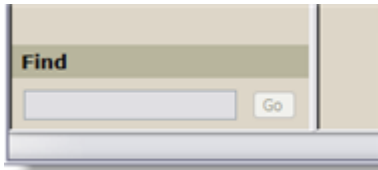


Click **Trash Can** to view all records and items that have been deleted from the inventory. For more information see Deleting Entries.



4.4 Search Bar

The Search Bar is located at the bottom of the Inventory Explorer under the heading Find.



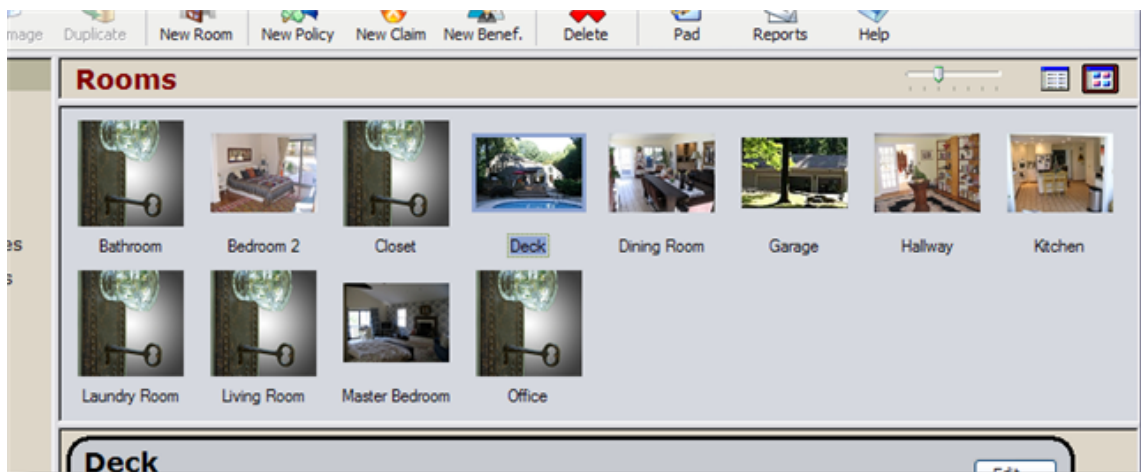
It is activated from within one of these modules:

- Rooms
- Objects
- Insurance Policies
- Insurance Claims
- Beneficiaries

Type some text in the search field and click **Go** to be taken to the **Search Results** page. Results from the most recent search are retained on this page.

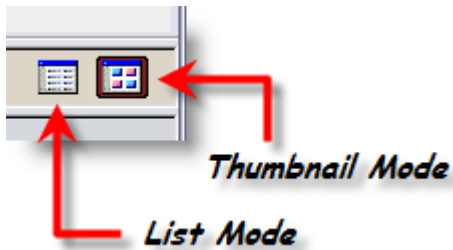
4.5 Browse View

The Browse View displays a list of items (e.g. Rooms, Objects, Insurance Policies) or module views (e.g. Emergency Info, House Info) based on your selections in the Inventory Explorer.



Browse View can display objects in two modes: *list* or *thumbnail*. To choose which format to use,

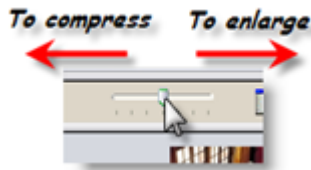
click either the **List Mode** or the **Thumbnail Mode** buttons on the far right of the **Info Bar**.



List Mode displays the basic information related to the object or record arranged in a list with one item per row.

Thumbnail Mode displays an image with a brief caption. CHI displays either a default icon or an image you have imported (for more information, see Attaching Media).

You can modify the size of the thumbnails by using the thumbnail size slider.



When you select an item in Browse View, the Details View at the bottom of the screen displays more detailed information about the item. See Details View for more information.

4.6 Details View

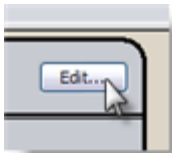
Details View is located in the bottom portion of the screen. It displays additional information about the selected item that does not appear in Browse View.



Click on the **tabs** to navigate through multiple pages of information associated with the entry.

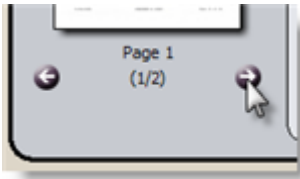
	Premium	Deductible	Coverage
Policy	\$ 782	\$ 500	\$ 40,000
Contents	\$ 0	\$ 0	\$ 0
Itemized	\$ 0	---	\$ 0
Blanket	\$ 0	---	\$ 0
Additional	\$ 0	---	---

If you wish to edit the detailed information, select the **Edit...** button. The appropriate editor will open in a new window.



How do I view multiple images in Details View?

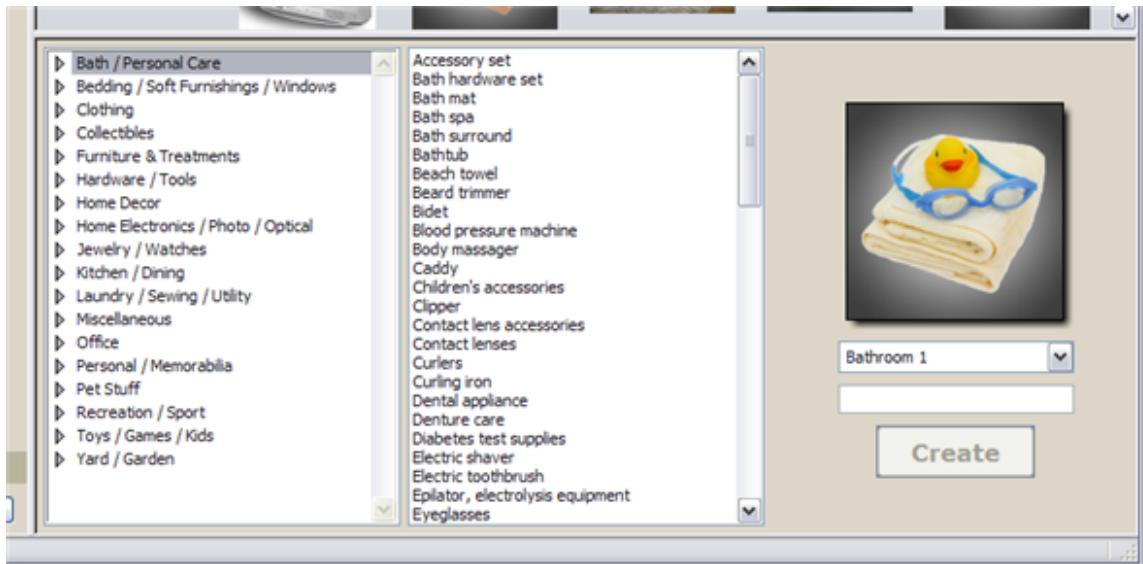
You may scroll through multiple thumbnail images by clicking on the arrows located on the left of the window.



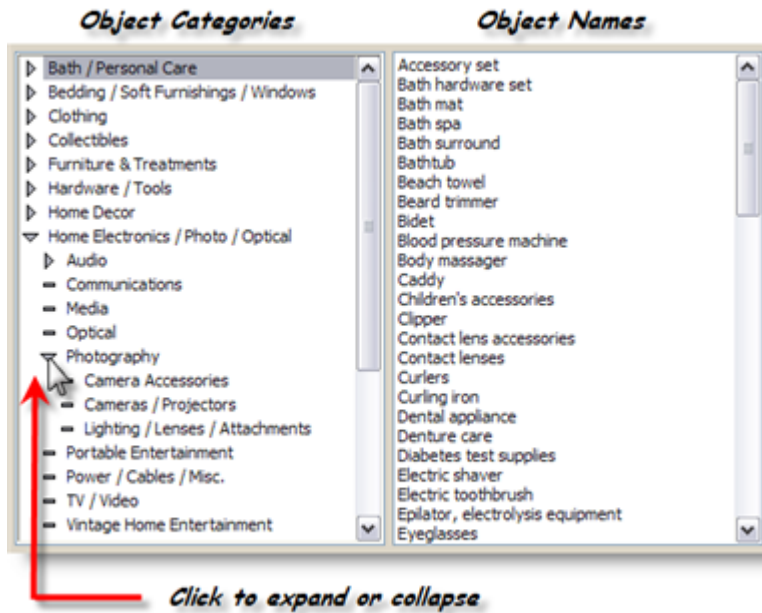
4.7 Quick Entry

Quick Entry lists hundreds of objects that are common to most households. For fast and simple inventoring, simply choose objects from the list that exist in a given room in your home.

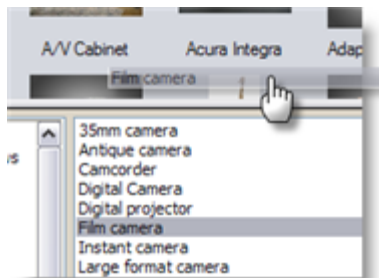
From the **Objects** module or one of the **Rooms** modules, click on **Quick Entry** in the **Toolbar** to toggle to the Quick Entry view.



The left column contains the numerous object categories and their sub-categories. Navigate the category tree as you would any other; double click (or click the ▶) to expand or collapse headings and sub-headings. Note that each category selection you make on the left changes the contents of the object name column on the right.

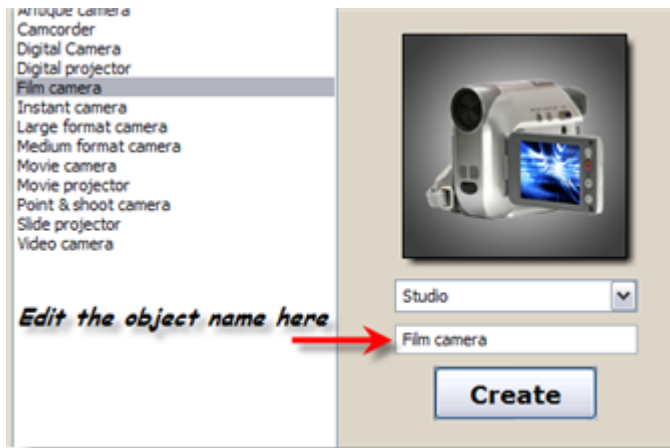


From the object name list, select the name that best suits the item you are entering and drag the selection to the Browse View. To create more than one object at a time using Quick Entry, highlight multiple object names by using the CTRL and/or SHIFT keys. Drag the selected entries to the Browse View.



Drag and Drop

Alternatively, after making your object name selection you will see the name appear in the object name field on the far right. Click on **Create** to add it to your inventory.



Please note that you can quickly create objects by simply typing a name in the object name field and selecting **Create** or hitting **Enter** on the keyboard.



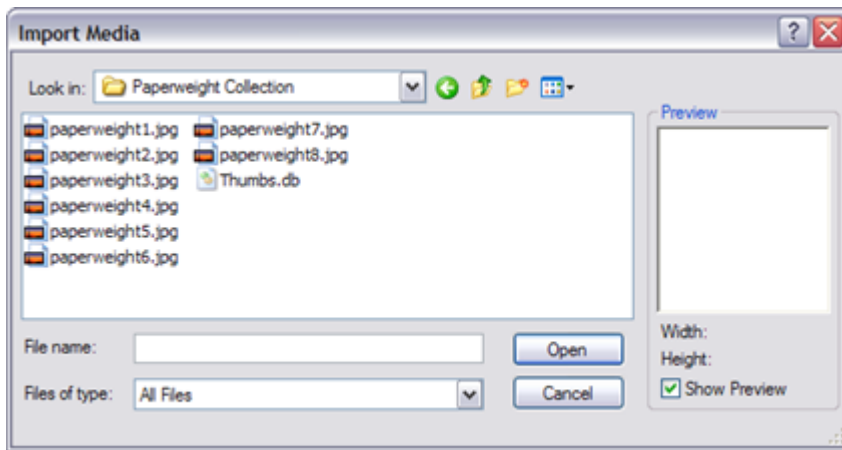
CHI provides auto-completion based on all names pre-programmed into the object names column. Type in the first few letters and select the appropriate object name.

Objects created with Quick Entry will be given a place-holder image until you import your own image of the object. For more information, see Attaching Media.

4.8 Quick Image

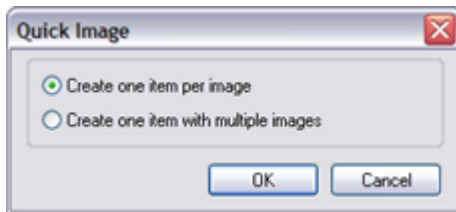
The Quick Image feature is a quick and simple method of making entries in your inventory, policies, claims, and beneficiaries. You can access the Quick Image feature from the Rooms, Objects, Insurance Policies, Insurance Claims, and Beneficiaries modules. Click on **Quick Image** in the **Toolbar** to open the Import Media window. You can also go to **Tools** in the menu bar and

select **Quick Image**.



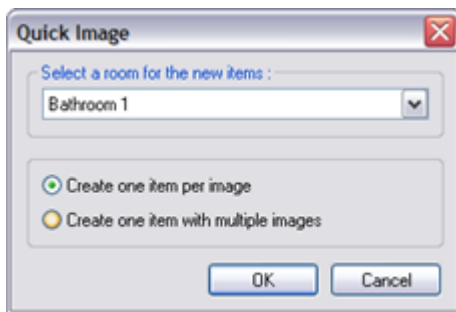
Navigate the folders to locate images of objects you would like to import into your inventory. You can select just one or multiple images (select multiple images by holding down the CTRL key).

Once you have selected the file(s), click the **Open** button to import.



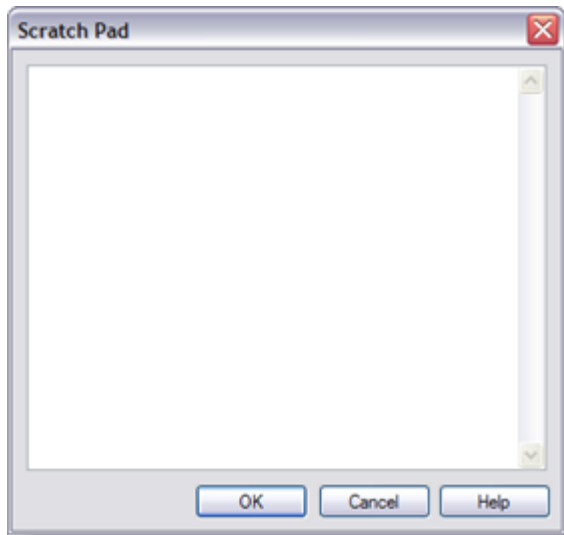
If you selected more than one file, choose whether you would like to create one item with each image or create just one item with all the images stored within that item.

If you are using the Quick Image function from within the Objects module, you will be prompted to also select the room in which to create the object(s) from the selected image(s).



4.9 Scratch Pad

Make quick notes about your inventory or paste in text you want to save in the Scratch Pad.



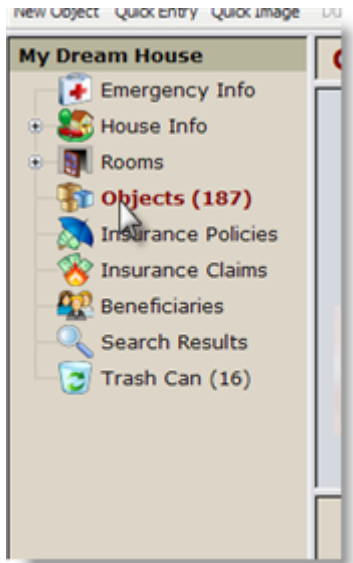
To use the Scratch Pad:

1. Click **Pad** in the **Toolbar**.
2. Type or paste text into the Scratch Pad. You can cut and paste text by using CTRL+C (to copy text), CTRL+X (to cut text), and CTRL+V (to paste it).
3. When you are done, click **OK** to save your changes and close the Scratch Pad, or **Cancel** to discard your changes and close the Scratch Pad.

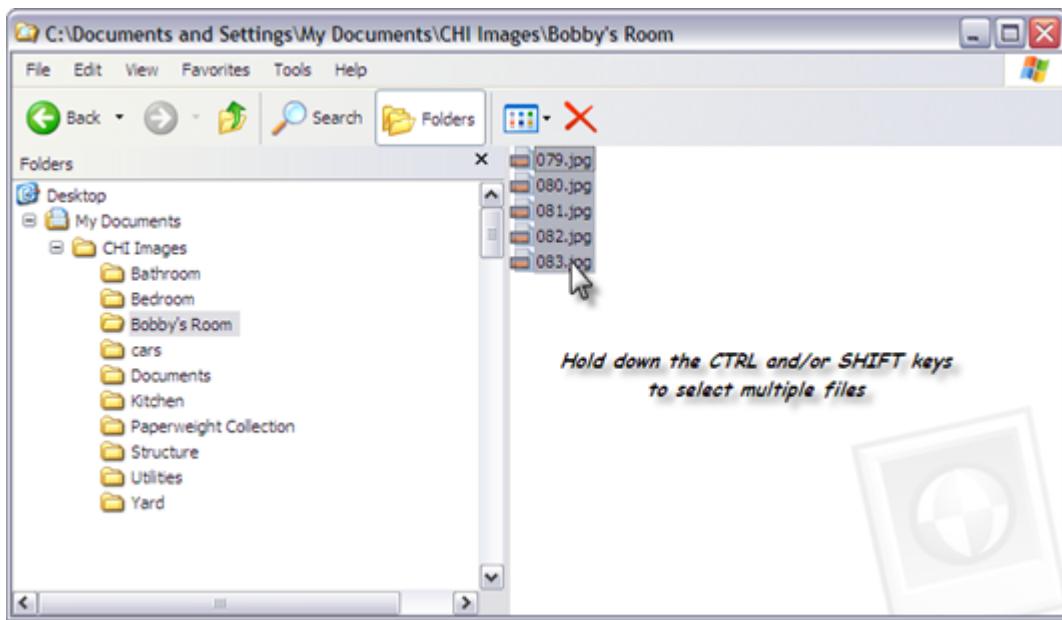
4.10 Drag and Drop

If you have already taken pictures of your belongings and saved them to your computer's hard disk, you can quickly create objects in your inventory through Drag and Drop. It is also a useful method for attaching media to existing items.

First, select a module (**Objects, Rooms, Insurance Policies, Insurance Claims, Beneficiaries**) from the Inventory Explorer.



Open **Windows Explorer** while CHI is open. **Resize** the Explorer window so that you can see CHI in the background. From the Explorer, browse to the image file of the item you wish to include in your inventory. Select the file (select multiple files by using the CTRL and/or SHIFT keys).

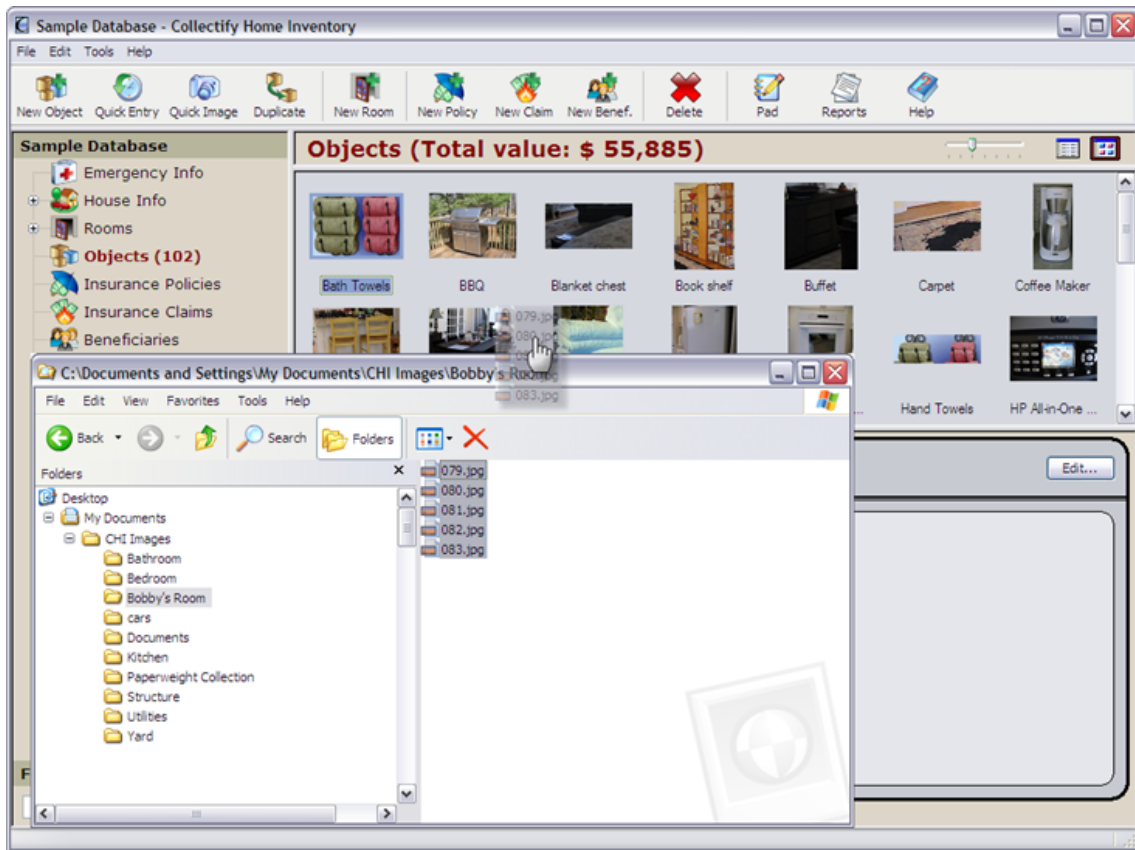


The destination for these files depends on whether you wish to create a new object or attach media to existing items.

Creating New Objects

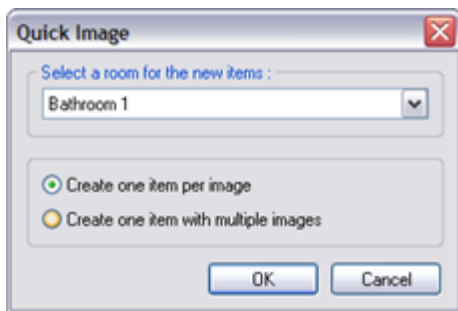
While holding down the left button on the mouse, drag the image or file into CHI and release it

anywhere in the Browse View.

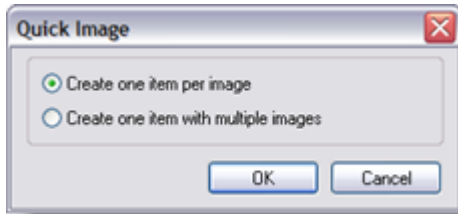


Drag and drop from Windows Explorer to Collectify Home Inventory

You will be prompted to choose the room for the new object(s). Note, this selection can be modified afterwards - see Moving Objects for more information.



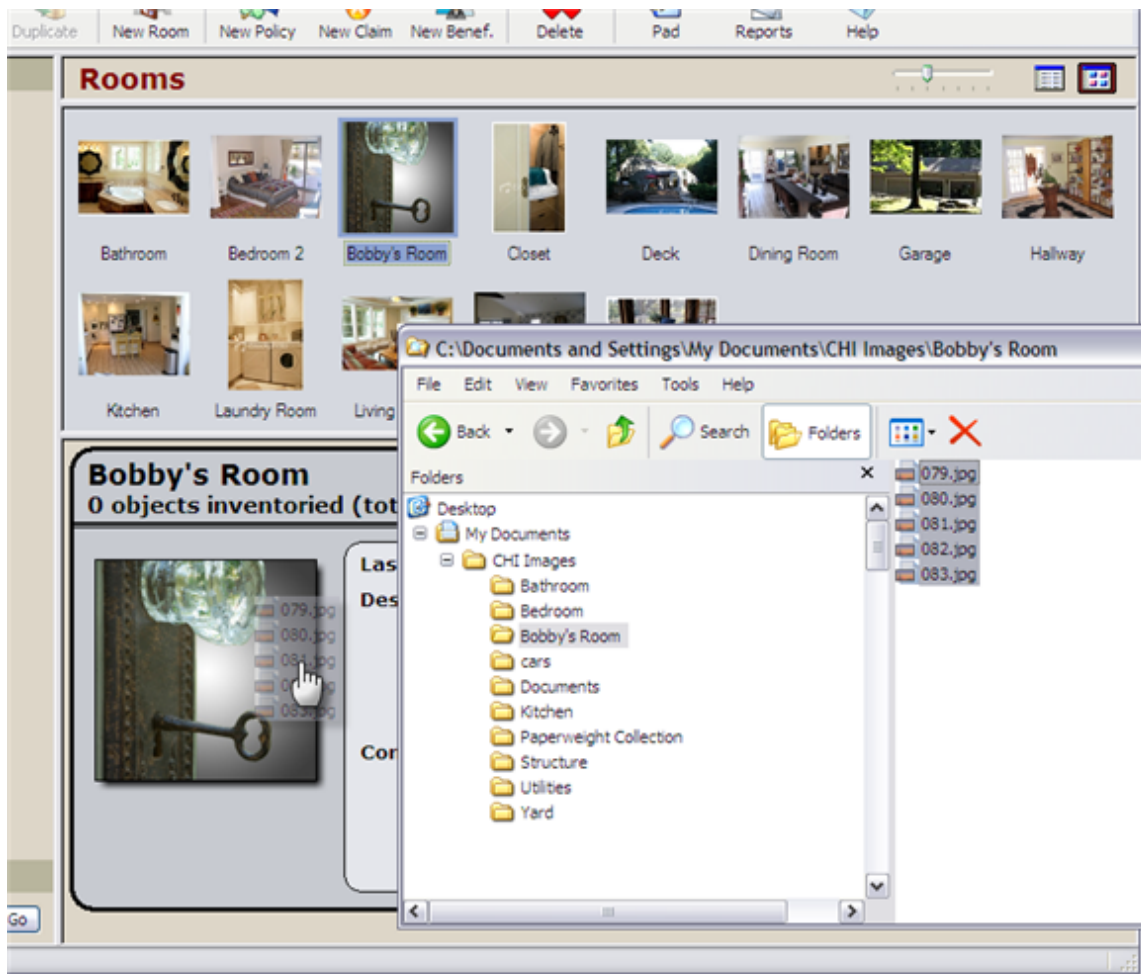
Unless you are dragging and dropping a single file into a room browse view (eg. Living Room Browse View) - in which case, you will not be prompted to choose the room.



To complete the process, choose whether you would like to create one item with *each* image or create one item with *all* images stored in that item. The new object(s) can now be modified if you so wish.

Attaching Media to Existing Items

To quickly add additional images to an item's details, drag the image or file into CHI and release it over the image area in Details View. For example, if you wish to add pictures of a room from different angles, you would drag the image files to the room's detail area.



Drag and drop into Details View

Alternatively, while holding down the CTRL button, drag the files to the item's thumbnail in Browse View.

5 Editors

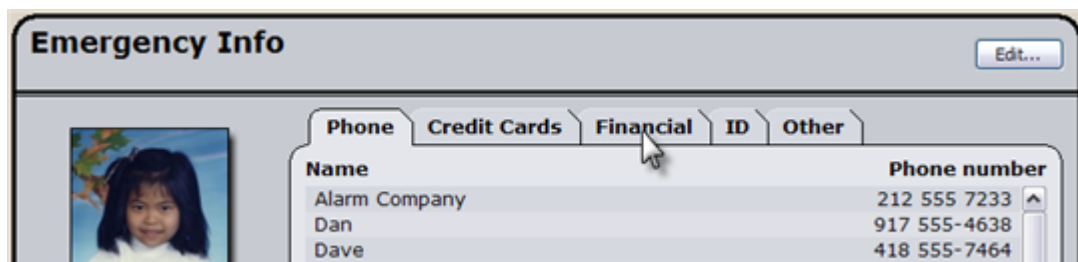
5.1 Emergency Editor

Access the Emergency Editor by selecting **Emergency Info** in the **Inventory Explorer**, then clicking on the **Edit** button in the **Details View**.



The Emergency Editor is separated into two parts: Details and Media. Use the tabs at the top of the details portion of the window to navigate between the Phones, Credit Cards, Financial, Identification, and Other sections.

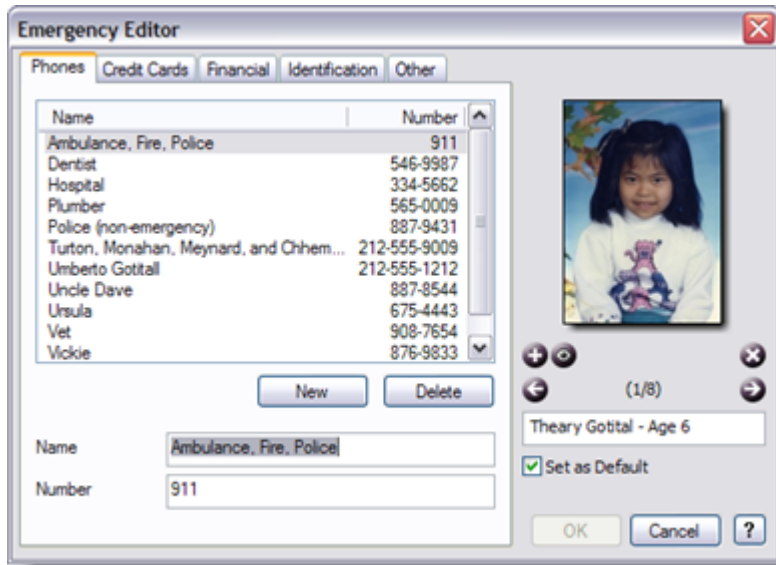
To access a specific tab, double-click to open it directly in the editor. For example, double-click the Financial tab in Details View to open to the Financial tab in the Emergency Editor.



Double-click tab

Attach various forms of media on the right - scan or photograph identification and credit cards, family photos, and your emergency preparedness plan.

Navigate from one image to the next using the left and right arrows. For more information, see Attaching Media.



EmergencyDetails

Phones

List emergency phone numbers such as your doctor, plumber, family and friends.

Credit Cards

List your credit card details and company information, in particular the number to call to cancel the card or report it stolen.

Financial

Store bank and insurance company information.

Identification

List personal identification information (e.g. social security, medical insurance, driver's license).

Other

List other information and reminders that might be useful in an emergency such as medications, family member allergies, the address of your child's school, and pet information. The advantage of this section is that you can use it to note any information that does not directly fit under the other headings.

Don't forget to store images with your emergency information. Emergency organizations recommend that you store images of loved ones and pets so that if you become separated you will have a ready image to print and distribute. See Attaching Media for more details.

5.2 House Editor

Access the House Editor by selecting **House Info** in the **Inventory Explorer**, then clicking on the **Edit** button in the **Details View**.



The House Editor is separated into two parts: Details and Media. Use the tabs at the top of the details portion of the window to navigate between the Info, Municipal, Appraisal, and Problems sections.

To access a specific tab, double-click to open it directly in the editor. For example, double-click the Appraisal tab in Details View to open to the Appraisal tab in the House Editor.



Double-click tab

Attach various forms of media on the right. For instance, scan or photograph municipal invoices and appraisal documents. Include images and video of your home from different angles.

Navigate from one image to the next using the left and right arrows. For more information, see [Attaching Media](#).

The screenshot shows a 'House Editor' window with the following fields and values:

- Address: 1234 Main Street, Anytowne, New York, 20012
- Year Built: 1964
- Number of Stories: 3
- Style: country home
- Date of Occupation: 2001
- Date of Purchase: 2004
- Living Area: 2,400 sq. feet
- Number of Rooms: 9

Additional features include a photo of a house, a 'Set as Default' checkbox, and 'OK', 'Cancel', and '?' buttons.

Info

Address

Enter your home's address.

Year Built

Enter the year your home was built.

Number of Stories

Enter the number of stories in your home.

Style

Enter the architectural style your home (eg. Colonial, Bungalow, Duplex)

Date of Occupation

Note the date you moved into your home. You may enter the date by either typing it out or by using the calendar popup.

Date of Purchase

Enter the date you purchased your home. You may enter the date by either typing it out or by using the calendar popup.

Living Area

Enter the area of your home that is considered living space (in square feet, square meters, etc.).

Number of Rooms

Enter the number of unique rooms in your home.

Municipal

Building Area

Enter the overall area of your home's footprint.

Lot Area

Enter the area of the lot or property.

Property Taxes

Enter the amount your home has been assessed for property taxes.

School Taxes

Enter the amount your home has been assessed for school taxes.

Services

Note the services that are supplied to your home (e.g. Water, Sewer, Electricity, Telephone, Cable).

Appraisal

The first field, Appraisal Date, is used to note the date of your home's appraisal. You may enter the date by either typing it out or by using the calendar popup.

Enter additional information on your appraisal in the Appraisal Info box - this includes the name and address of your appraiser and details of your appraisal.

Problems

List known problems with your home, such as cracked foundation, leaky roof, or mildew in the basement.

5.3 Structure Editor

Access the Structure Editor by expanding **House Info** in the **Inventory Explorer**, selecting **Structure**, then clicking on the **Edit** button in the **Browse View**.

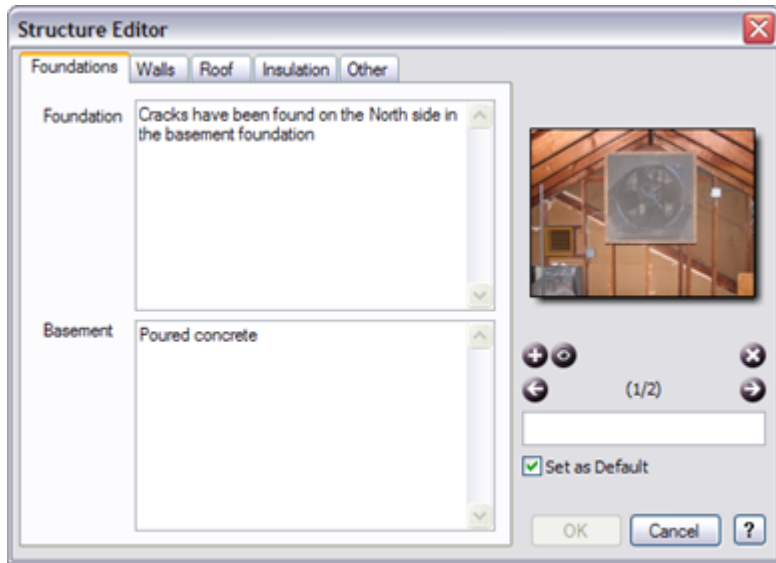
The Structure Editor is separated into two parts: Details and Media. Use the tabs at the top of the details portion of the window to navigate between the Foundations, Walls, Roof, Insulation, and

Other sections.

You can open the details of a specific tab by double-clicking on it. For example, double-click on Roof to open the Roof tab in the Structure Editor.

Attach various forms of media on the right, such as images or video of structural features.

Navigate from one image to the next using the left and right arrows. For more information, see Attaching Media.



StructureDetails

Foundations

Describe your foundation (e.g. type, materials, and condition) and basement (e.g. type, ceiling height, drains, flooring).

Walls

Describe the structure of the walls (e.g. 2 x 6 wood studs 16" on center, plaster or drywall, wood paneling, wainscotting).

Roof

Describe the structure of the roof (e.g. trusses, beams, joists) and type (eg. gambrel, mansard, shed, gable). Enter details of your attic (e.g. condition, headspace, venting).

Insulation

Describe the insulation throughout your home (e.g. R12 rigid foam in the walls and R40 fiberglass in the ceiling).

Other

List any additional information about the structure of your home, such as irregularities in the structure, renovation details, scheduled inspections.

5.4 Exterior Editor

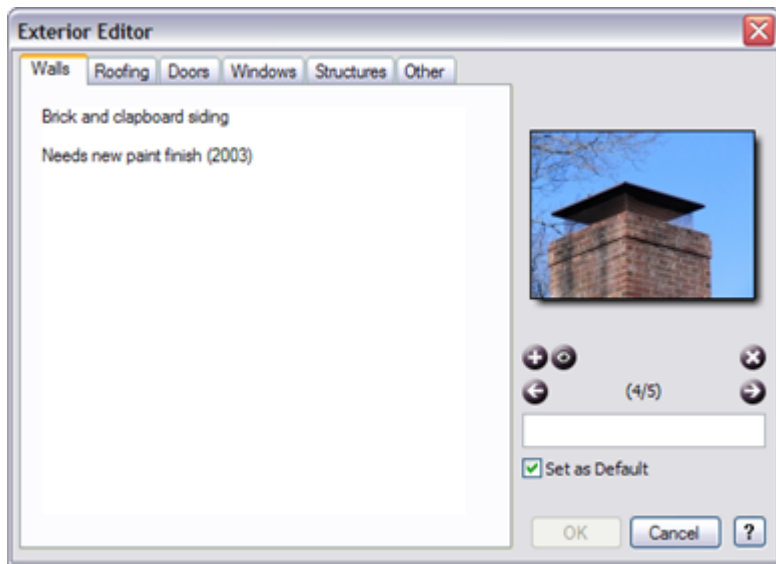
Access the Exterior Editor by expanding **House Info** in the **Inventory Explorer**, selecting **Exterior**, then clicking on the **Edit** button in the **Browse View**.

The Exterior Editor is separated into two parts: Details and Media. Use the tabs at the top of the details portion of the window to navigate between the Walls, Roofing, Doors, Windows, Structures, and Other sections.

You can open the details of a specific tab by double-clicking on it. For example, double-click on Roofing to open the Roofing tab in the Exterior Editor.

Attach various forms of media on the right, including images and video of the exterior areas and structures of your home.

Navigate from one image to the next using the left and right arrows. For more information, see [Attaching Media](#).



Exterior Details

Walls

Enter information on the exterior walls of your home (e.g. clapboard, stucco, aluminum siding).

Roofing

Information on the roofing of your home (e.g. shingles, cedar shakes, clay tiles).

Doors

Information on the exterior doors of your home (e.g. steel, wood, insulated, single light).

Windows

Information on the windows of your home (e.g. double-glazed, shuttered, tinted).

Structures

List and describe your home's attached structures (e.g. balcony, deck, garage) along with any detached structures (e.g. garage, gazebo, greenhouse).

Other

List any additional information about the exterior of your home, such as landscaping details, scheduled additions or repairs, city regulations.

5.5 Utilities Editor

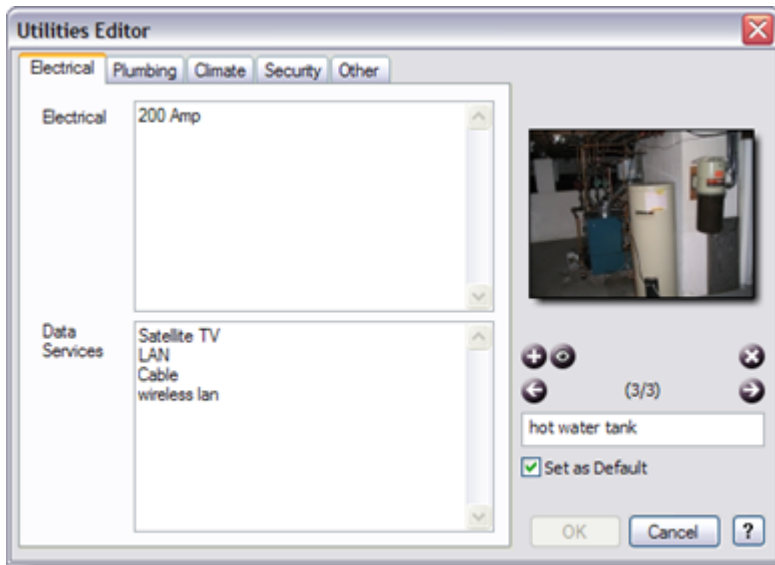
Access the Utilities Editor by expanding **House Info** in the **Inventory Explorer**, selecting **Utilities**, then clicking on the **Edit** button in the **Browse View**.

The Utilities Editor is separated into two parts: Details and Media. Use the tabs at the top of the details portion of the window to navigate between the Electrical, Plumbing, Climate, Security, and Other sections.

You can open the details of a specific tab by double-clicking on it. For example, double-click on Plumbing to open the Plumbing tab in the Utilities Editor.

Attach various forms of media on the right. In addition to images of your utilities, photograph or scan any related warranties or invoices.

Navigate from one image to the next using the left and right arrows. For more information, see [Attaching Media](#).



UtilitiesDetails

Electrical

Describe the electrical system in your home (e.g. fuse/circuit breakers, amperage, wiring material) along with the data services in your home (e.g. cable, LAN, satellite TV).

Plumbing

Enter any information on the plumbing in your home (e.g. copper or PVC piping, storm and sewer combined, condition), hot water source (e.g. hot water storage tank, immersion heater, condition, age, manufacturer), and sewer and storm drainage systems (e.g. size, materials, sumps, ejectors).

Climate

Describe your heating system (e.g. furnace, boiler, fuel, manufacturer, age, condition), air conditioning system (e.g. central, window units, dehumidifiers), and fireplaces (e.g. number, location, traditional, high-efficiency, chimneys).

Security

List all fire safety precautions (e.g. smoke and fire alarms, fire extinguishers, escape ladders, sprinkler systems) and security systems (e.g. alarms, security company, call-out).

Other

List any additional information about the utilities of your home, such as intercom systems, scheduled repairs and installations.

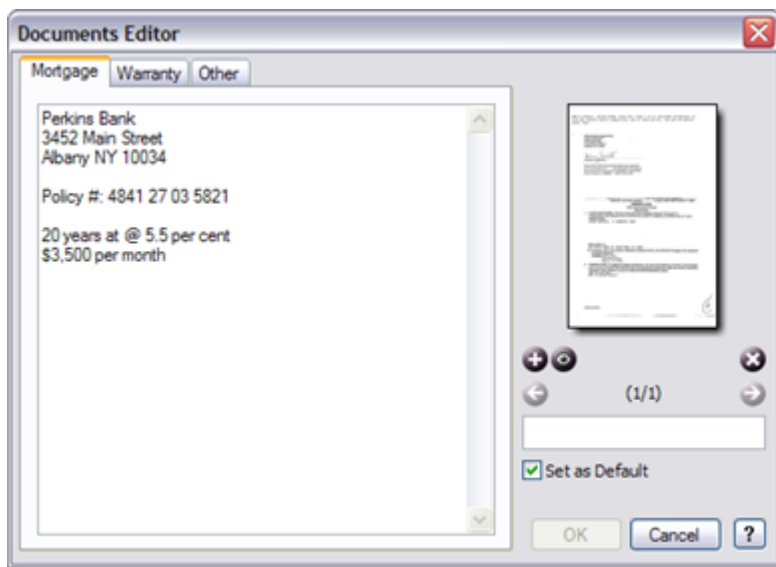
5.6 Documents Editor

Access the Documents Editor by expanding **House Info** in the **Inventory Explorer**, selecting **Documents**, then clicking on the **Edit** button in the **Browse View**.

The Documents Editor is separated into two parts: Details and Media. Use the tabs at the top of the details portion of the window to navigate between the Mortgage, Warranty, and Other sections.

You can open the details of a specific tab by double-clicking on it. For example, double-click on Warranty to open the Warranty tab in the Documents Editor.

Attach various forms of media on the right. Navigate from one image to the next using the left and right arrows. For more information, see [Attaching Media](#).



DocumentDetails

Mortgage

Enter the details of the mortgage on your home (e.g. bank information, policy number, amortization).

Warranty

Enter the details of the warranty on your home (e.g. company contact information, policy number, coverage).

Other

List any additional information about the documents pertaining to your home, such as surveyor's

reports, historical deeds, sales receipt, etc. The advantage of this section is that you can use it to note any information that does not directly fit under the other headings.

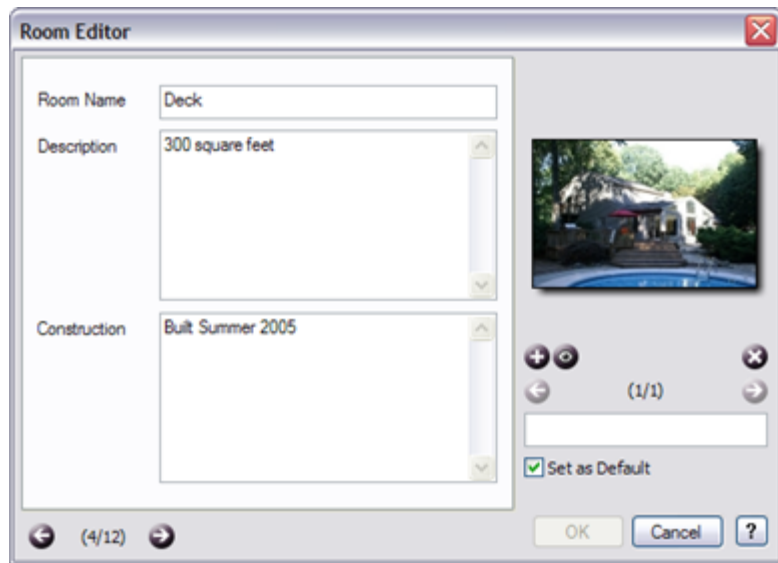
5.7 Room Editor

Access each Room Editor by clicking **Rooms** in the **Inventory Explorer**, then double-clicking the room name (eg. Living Room) in the **Browse View** (you may also access the editor by selecting the **Edit...** button in the **Details View** or by **right-clicking** on the room and selecting **Edit...** from the menu that appears).

The Room Editor is separated into two parts: Details and Media. Enter as much information as you wish in the details portion.

Attach various forms of media on the right. For instance, photograph or film the room in several directions (including the floor and ceiling).

Navigate from one image to the next using the left and right arrows. For more information, see Attaching Media.



RoomDetails

Room Name

Give the room a unique identifier such as Master Bedroom or Guest Bathroom. You cannot have two rooms with identical names, such as two Guest Bedrooms. In such a case, we suggest naming the rooms Guest Bedroom 1 and Guest Bedroom 2.

Description

Note such things as its location, size, and condition.

Construction

Enter any construction details pertaining to the room (e.g. date, materials, scheduled renovations).

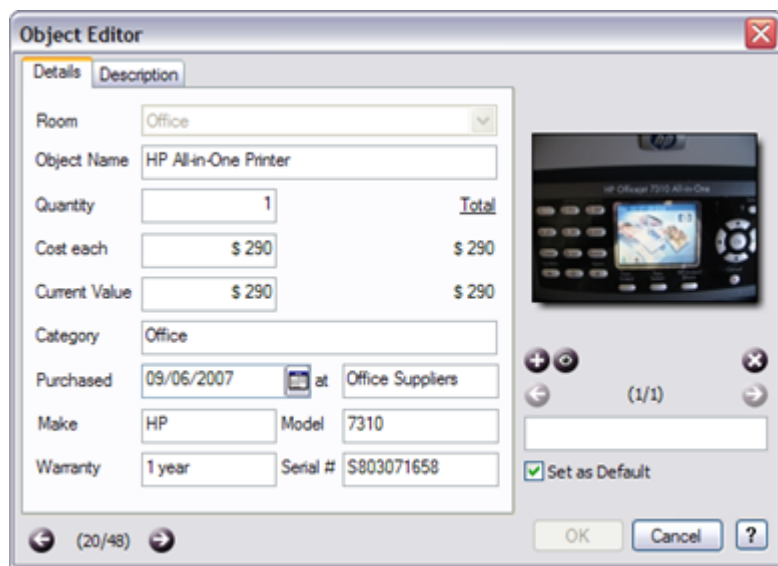
5.8 Object Editor

Access the Object Editor by **double-clicking** on an object in the **Browse View** (you may also access the editor by selecting the **Edit...** button in the **Details View** or by **right-clicking** on the object and selecting **Edit...** from the menu that appears).

The Object Editor is separated into two parts: Details and Media. Use the tabs at the top of the details portion of the window to navigate between the Details and Description sections.

Attach various forms of media on the right - don't forget the sales slip, warranty, manufacturer's labels, and any identifying marks.

Navigate from one image to the next using the left and right arrows. For more information, see Attaching Media.



Details

Room

Notes the location of the object in your home. If you are creating a new object, you can select the room you want the object to be in. If you are editing an existing object, the field will be disabled. To move an object to a different room see Moving Objects.

Object Name

Give your object a unique name, such as Barbecue, DVD Collection, or Washer.

Quantity

Note the number of copies of the object you own. If you have two Adirondack Chairs on your patio, enter 2 in the Quantity field.

Cost Each

Enter the purchase price of the object in this field. No need to enter the currency symbol - CHI takes care of that for you.

Current Value

Enter the amount that the object has been valued at.

Category

You may choose to sort your objects by category. In the case of a television set, **Home Electronics** would be an appropriate category.

Purchased Fields

The first field in this line (Purchased) is for the date the item was purchased. You may enter the date by either typing it out or by using the calendar popup.

The following field (at) is used for the place of purchase. Type in the store, event, or place where you bought your object.

Make

Enter the company, maker, or manufacturer name (eg. HP, Whirlpool, or Toshiba).

Model

Enter the model number or the unique name the maker gave to your object (eg. 7310, 200R, or LawnMaster Plus).

Warranty

Enter the warranty number, duration of the warranty, or the date the warranty expires for your object.

Serial Number (Serial #)

Enter the serial number used to identify your object.

Description

Use the Description box to enter any additional information that better defines the object.

5.9 Policy Editor

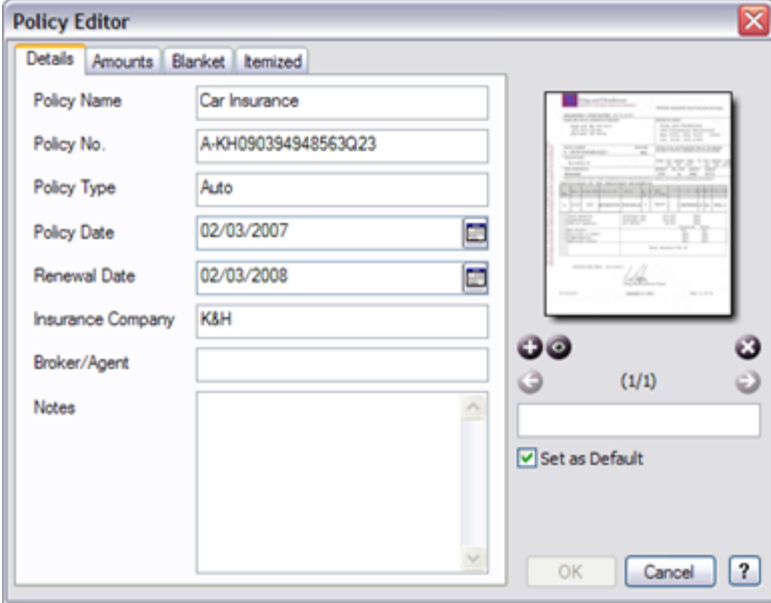
Access the Policy Editor by selecting **Insurance Policies** in the **Inventory Explorer**, then double-clicking on a policy in the **Browse View** (you may also access the editor by selecting the **Edit...** button in the **Details View** or by **right-clicking** on the policy and selecting **Edit...** from the menu that appears).

The Policy Editor is separated into two parts: Details and Media. Use the tabs at the top of the details portion of the window to navigate between the Details, Amounts, Blanket, and Itemized sections.

You can open the details of a specific tab by double-clicking on it. For example, double-click on Amounts to open the Amounts tab in the Policy Editor.

Attach various forms of media on the right. Photograph or scan the pertinent pages from your most recent insurance policy.

Navigate from one image to the next using the left and right arrows. For more information, see [Attaching Media](#).



The screenshot shows the 'Policy Editor' window with the 'Details' tab selected. The fields are filled with the following information:

Policy Name	Car Insurance
Policy No.	A-KH090394948563Q23
Policy Type	Auto
Policy Date	02/03/2007
Renewal Date	02/03/2008
Insurance Company	K&H
Broker/Agent	
Notes	

On the right side, there is a media viewer showing a scanned document. Below the viewer are navigation controls: a plus sign, a minus sign, a close button, left and right arrows, and a '(1/1)' indicator. There is also a 'Set as Default' checkbox which is checked, and 'OK', 'Cancel', and '?' buttons at the bottom.

Make sure to enter all information as it appears on your policy document.

Details

Policy Name

Give your policy a meaningful name (e.g. Auto, My Home, Family Health).

Policy Number

Enter the policy number as noted on your document.

Policy Type

Define the type of insurance policy you hold (e.g. Homeowner, Renter, Automobile).

Policy Date

Enter the date the policy was issued. You may enter the date by either typing it out or by using the calendar popup.

Renewal Date

Note the date your policy should be renewed. You may enter the date by either typing it out or by using the calendar popup.

Insurance Company

Enter the name of the company that issued your policy.

Broker/Agent

Enter the name of the broker or agent who sold you your policy.

Notes

Enter any additional notes pertaining to your policy.

Amounts

Deductible

Enter the specified deductible that appears on your policy.

Total Premium

Note the total of all premiums you pay for your policy.

Total Coverage

Enter the value of the entire policy.

Contents Deductible

Enter the deductible you will pay on a claim made on your home contents.

Contents Premium

Enter the premium you pay to insure the contents of your home.

Contents Coverage

Enter the insured amount for contents of your home.

Additional Coverage

Enter any additional coverage you may have added to your policy above the standard coverage (e.g. earthquake coverage).

Additional Premium

Note the premium paid for Additional Coverage.

Total Blanket Coverage

Enter the sum total coverage of all blankets attached to your policy.

Total Blanket Premium

Enter the sum total premium you pay for all blankets attached to your policy.

Total Itemized Coverage

Enter the total of the itemized coverage for all the objects specified as itemized in your policy.

Total Itemized Premium

Enter the sum total premium you pay for all itemized objects attached to your policy, as this total appears on your policy.

Blanket**Blanket Type**

Give the blanket a descriptive name (e.g. Silver Blanket) to describe the objects covered.

Blanket Coverage

Enter the amount of coverage the blanket provides, as it appears on your policy.

Premium

Enter the premium you pay for the blanket coverage, as it appears on your policy.

Max Coverage/Item

Enter the maximum the insurance company will pay out for any one item covered by the blanket.

Deductible

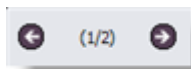
Enter the deductible you will pay on a claim made against this blanket.

Notes

Enter any additional information pertaining to this blanket.

How do I manage multiple blankets?

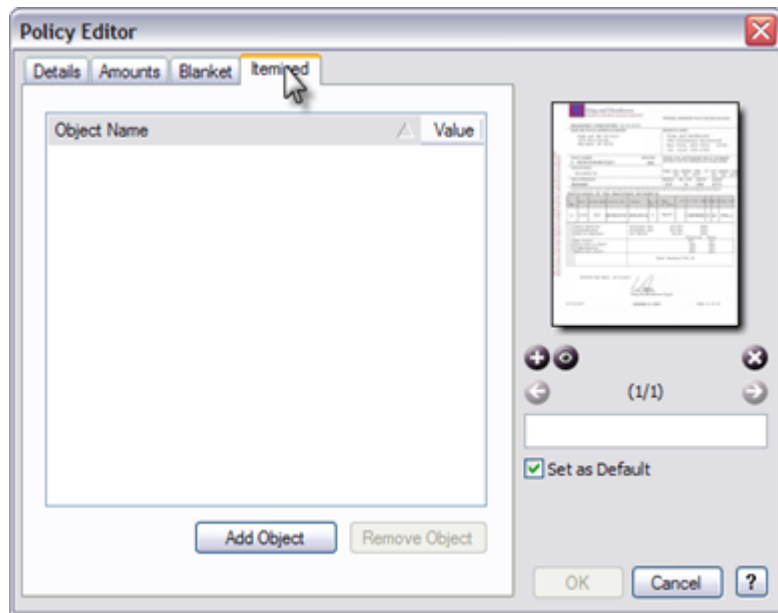
Choose the **Blanket** tab in the **Policy Editor**. Click the **New** button to create a new blanket. For each Blanket, fill in the fields as the details appear on your policy, and give the Blanket an appropriate name like "Silver Blanket". You can review the other Blankets on your policy by using the arrow buttons.



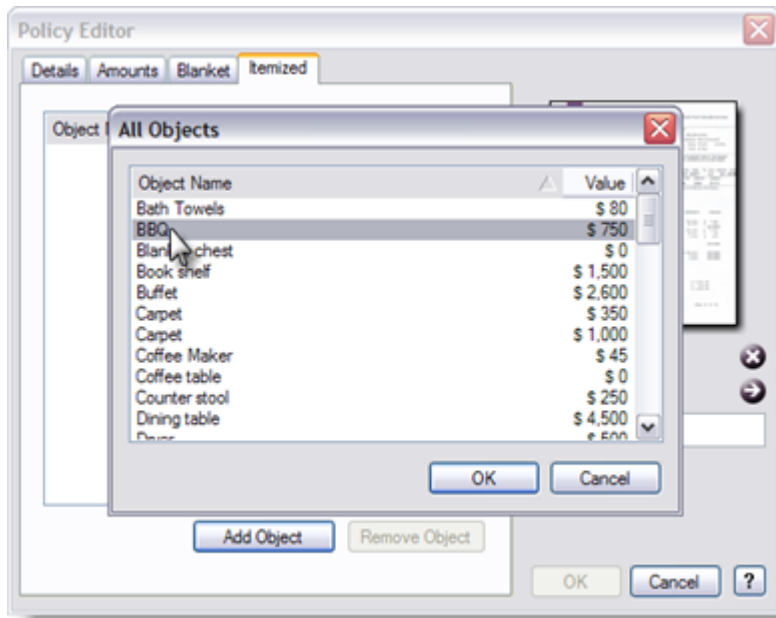
Click to scroll

Itemized

Choose the **Itemized** tab in the **Policy Editor**.



Create an itemized list of your objects as it appears on your policy by clicking on the **Add Object** button. Scroll through the **All Objects** window to locate the object you wish to itemize.



Note that you may select multiple objects at a time by using the CTRL and/or SHIFT keys. After you have made your selection, click on the **OK** button. You have now added objects to your itemized list. Remove items by selecting them and clicking on the **Remove Object** button.

5.10 Claim Editor

Access the Claim Editor by selecting **Insurance Claims** in the **Inventory Explorer**, then **double-clicking** the claim of interest from the **Browse View** (you may also access the editor by selecting the **Edit...** button in the **Details View** or by **right-clicking** on the claim and selecting **Edit...** from the menu that appears).

The Claim Editor is separated into two parts: Details and Media. Use the tabs at the top of the details portion of the window to navigate between the Details, Incident, Objects sections.

You can open the details of a specific tab by double-clicking on it. For example, double-click on Incident to open the Incident tab in the Claim Editor.

Attach various forms of media on the right. Include photographs or film of any damage. Scan or photograph any supporting documentation such as adjuster reports and settlement documentation from your insurance company.

Navigate from one image to the next using the left and right arrows. For more information, see Attaching Media.

Details

Claim Name

Give your claim a meaningful name (e.g. April 2007 Flood, Broken Kitchen Window).

Claim Number

Enter the claim number as noted on your document.

Policy

Click on the [image] to open the Insurance Policies window. Select the policy you are making your claim on and click OK.

Date of Claim

Note the date your claim was submitted. You may enter the date of your claim by either typing it out or by using the calendar popup.

Total Amount Claimed

Enter the total amount claimed for all objects lost or damaged in this incident claim.

Adjuster

Enter the name of the individual handling your claim.

Notes

Enter any additional information pertaining to your insurance claim.

Incident

Date

Note the date the incident occurred. You may enter the date of the incident by either typing it out or by using the calendar popup.

Report Number

Enter the number of the police incident report.

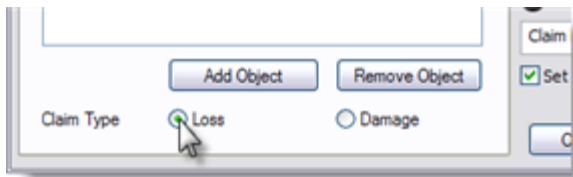
Description

Describe the incident that prompted your claim.

Objects

You will want to associate objects in your inventory to your insurance claim. Create a list of the objects by clicking on the **Add Object** button. Scroll through the All Objects window to locate the object you wish to include in the claim. Note that you may select multiple objects at a time by using the CTRL and/or SHIFT keys. After you have made your selection, click **OK**.

Note whether the claim type is **loss** or **damage** by first selecting the object then clicking on either **Loss** or **Damage** at the bottom of the window.



Remove items by selecting them and clicking on the **Remove Object** button.

5.11 Beneficiary Editor

Access the Beneficiary Editor by selecting **Beneficiaries** in the **Inventory Explorer**, then **double-clicking** the beneficiary of interest from the **Browse View** (you may also access the editor by selecting the **Edit...** button in the **Details View** or by **right-clicking** on the beneficiary and selecting **Edit...** from the menu that appears).

The Beneficiary Editor is separated into two parts: Details and Media. Use the tabs at the top of the details portion of the window to navigate between the Details and Objects sections.

You can open the details of a specific tab by double-clicking on it. For example, double-click on Objects to open the Objects tab in the Beneficiary Editor.

Attach various forms of media on the right, such as photographs of your beneficiaries. Navigate from one image to the next using the left and right arrows. For more information, see Attaching Media.

Details

Name

Enter the name of the individual you wish to make a bequest to.

Relationship

Note the individual's relationship to yourself (e.g. son, daughter, cousin).

Contact Info

Enter the beneficiary's physical address, phone number, email address, etc.

Notes

Enter any additional information pertaining to the beneficiary.

Objects

Use this section to associate the objects you wish to bequeath to your beneficiary. Create a list of your objects by clicking on the **Add Object** button. Scroll through the All Objects window to locate the object you wish to bequeath. Note that you may select multiple objects at a time by using the

CTRL and/or SHIFT keys. After you have made your selection, click **OK**.

Remove items at any time by highlighting them and clicking on the **Remove Object** button.

The date of the most recent changes made to the list is recorded under the object list.

Note the Bequest Date by either typing it out or by using the calendar popup.

6 Reports

6.1 Creating a Report

With Collectify Home Inventory you can generate a wide range of reports about your home contents. Use one of the **built-in report formats** to create a report on any of the information in your inventory. Your reports can be saved to disk in Adobe Acrobat (PDF) format or sent by email as a PDF attachment.

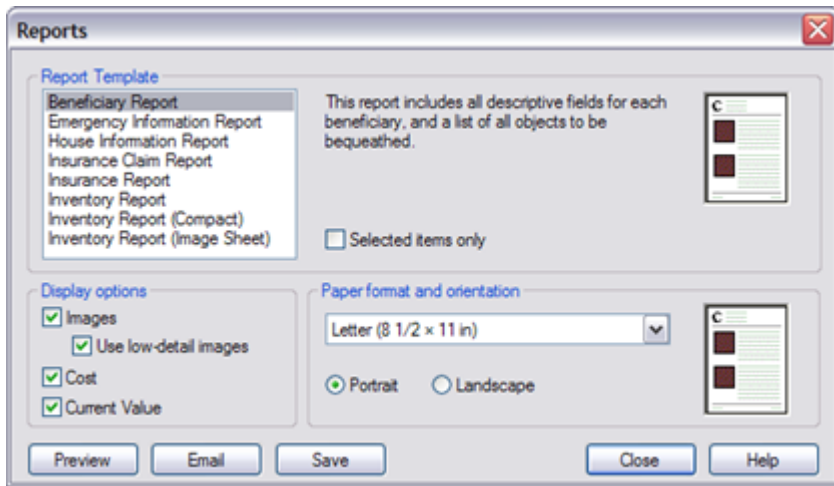
Choosing Items For A Report

Reports are created using the Reports Dialog. But before starting, first decide which items you want to include in the report. By default, CHI will generate a report of your entire household inventory.

- To generate a report about a single item, select the item record in the Browse View.
- To generate a report about a list of items, select multiple items by using the CTRL and/or SHIFT key. Generate a list using the search feature, selecting contents in a room, or selecting items from your object list.

Using the Reports Dialog

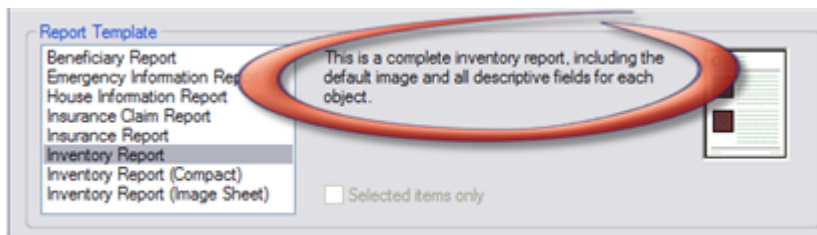
To start the Reports Dialog, click **Reports** in the toolbar or select **Tools** from the menu bar, then **Reports...**



1. Select a **Report Template**.
2. Check off the **'Selected items only'** box if you do not want to produce a report on all items.
3. Modify the **Display Options** and **Paper Format and Orientation**.
4. Click **Save** or **Email** to complete.

ReportType

Choose one of the built-in templates by clicking on it in the Report Template column. A brief description of it will appear to the right.

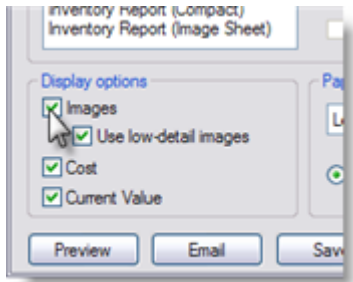


Choosing a report type

See Report Templates for further information.

DisplayOptions

Use the Display Options section to choose whether to display built-in images and which accounting entries you wish to include.



Images

Check off the box next to **Images** to include the images you imported of your inventoried items.

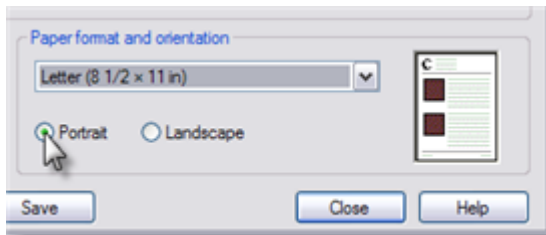
Check off the box next to **Use low-detail images** to include a smaller image in your report. Choose this option if you wish to minimize the file size of the report, such as to email.

Accounting Entries

Display either the Cost, Current Value, or both of your inventoried objects by checking off the boxes next to these fields.

PageFormatandOrientation

Select the paper size (e.g. 8 1/2 x 11 in) and either the **Portrait** or **Landscape** orientation.



ProduceYourReport

When you are done you can preview the report in Adobe Acrobat Reader, save it to disk in Adobe Acrobat PDF format, or send the report by email as an attachment. The report can be printed from within Adobe Acrobat Reader.

6.2 Report Templates

Beneficiary Report

This report includes all descriptive fields for each beneficiary and a list of all objects to be bequeathed.



Emergency Information Report

This report contains all the information entered in the emergency section of the inventory.



House Information Report

This report contains all the information entered in the house section of the inventory.



Page One



Page Two

Insurance Claim Report

This report includes all descriptive fields for each insurance claim and a list of all claimed objects.



Insurance Report

This report includes all descriptive fields for each insurance policy as well as blanket details and a list of all itemized objects (with objects).

Item Name	Description	Price
Item 1
Item 2
Item 3
Item 4
Item 5
Item 6
Item 7
Item 8
Item 9
Item 10

Page One

Item Name	Description	Price
Item 1
Item 2
Item 3
Item 4
Item 5
Item 6
Item 7
Item 8
Item 9
Item 10

Page Two

Category	Value
Total Items	10
Total Value	\$1,500.00

Page Three

Inventory Report



This is a complete inventory report including the default image and all descriptive fields for each project.

Item Name	Description	Price
Item 1
Item 2
Item 3
Item 4
Item 5
Item 6
Item 7
Item 8
Item 9
Item 10

Inventory Report (Compact)

This is a compact inventory report with partial fields for each object and a list of corresponding images at the bottom of each page.

Sample Database

Inventory Report (Compact)						1/1/2018	
Name	Image	Make & Model	Serial No.	Purchase Cost	Current Value		
TV		Sony	12345	\$1,000	\$1,200		
Table		Wood	6789	\$500	\$450		
Chair		Wicker	1011	\$200	\$180		
Refrigerator		Whirlpool	201213	\$1,500	\$1,600		
Grand Total:						Grand Total:	Grand Total:
						\$3,200	\$3,030

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Inventory Report (Image Sheet)

This is a contact-sheet style report with larger images that lists object names only.

Sample Database

Inventory Report (Image Sheet)						1/1/2018	
							
TV	Table	Chair	Refrigerator	TV	Table		
Make & Model	Make & Model	Make & Model	Make & Model	Make & Model	Make & Model		
Serial No.	Serial No.	Serial No.	Serial No.	Serial No.	Serial No.		
Purchase Cost	Purchase Cost	Purchase Cost	Purchase Cost	Purchase Cost	Purchase Cost	\$3,200	\$3,030
						Grand Total:	Grand Total:
						\$3,200	\$3,030

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7 Media

7.1 Attaching Media

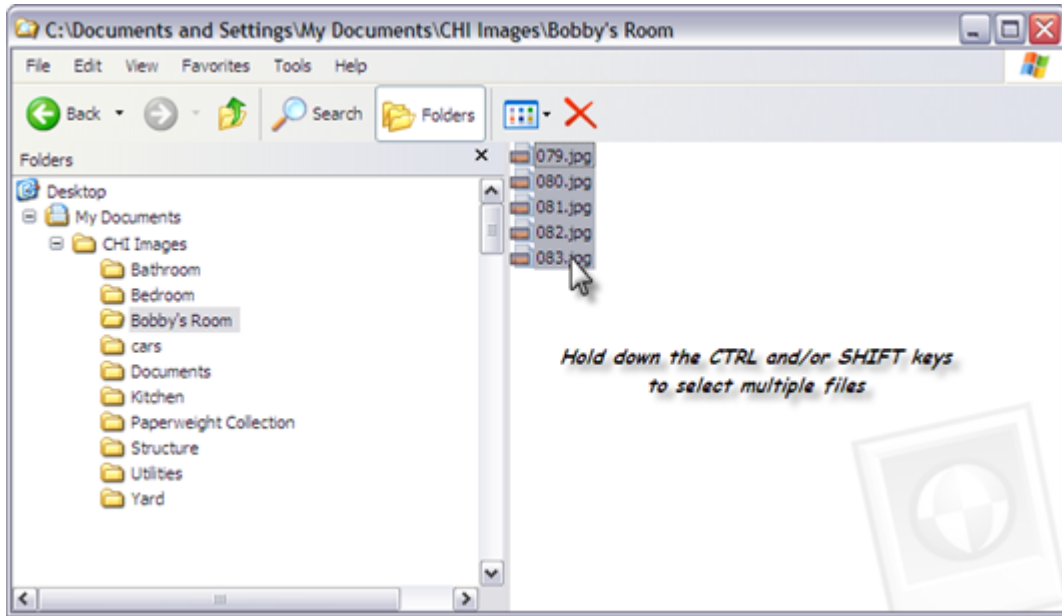
Collectify Home Inventory enables you to work with images and many other kinds of media files. It is easy to import or scan images into CHI using one of three methods: *Drag and Drop*, *Editor Import*, and *Editor Scan*.

Drag and Drop

A useful method for either *creating new objects* or *attaching media to existing items* is Drag and Drop.

First, select an **Object, Room, Insurance Policy, Claim, or Beneficiary.**

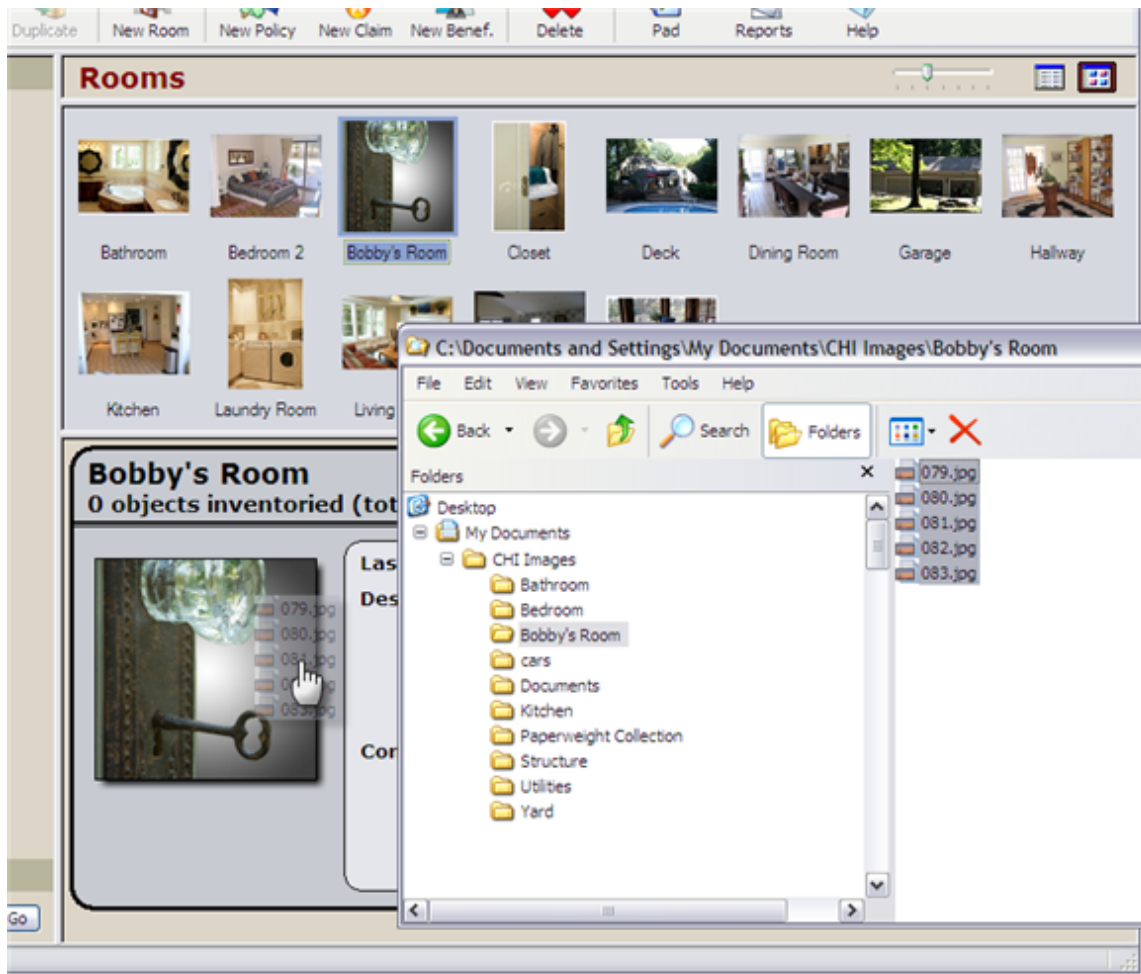
Open **Windows Explorer** while CHI is open. **Resize** the Explorer window so that you can see CHI in the background. In Windows Explorer, browse to the image or file you want to include in your inventory and select it (select multiple images by using the CTRL and/or SHIFT keys).



The destination for these files depends on whether you wish to create a new object or attach media to existing items.

Attaching Media to Existing Items

While holding down the left button on the mouse, drag the image or file into CHI and release it over the image area in Details View. This will add additional images to the item's details. For example, if you wish to add pictures of a room from different angles, you would drag the image files to the room's detail area.

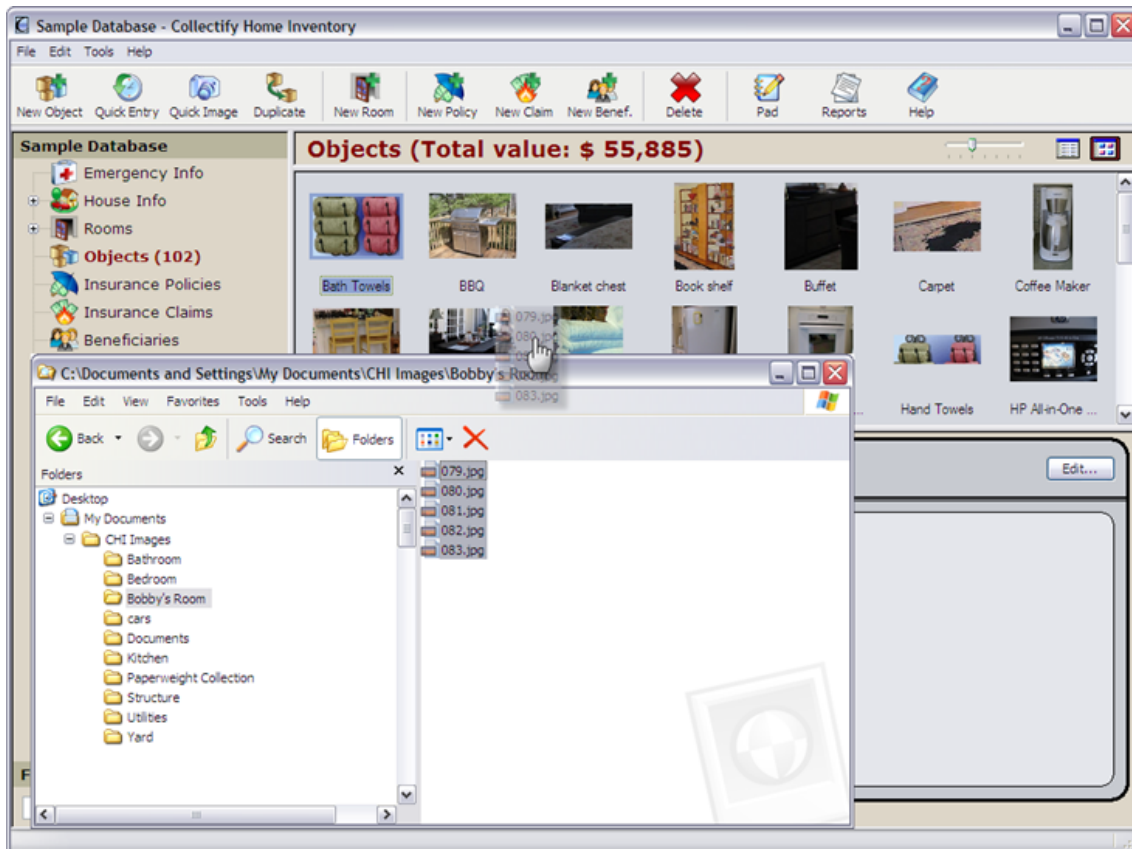


Drag and drop into Details View

Alternatively, while holding down the CTRL button, drag the files to the item's thumbnail in Browse View.

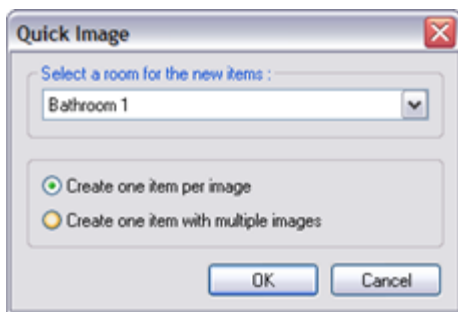
Creating New Objects

To quickly create new objects from the image files, drag the files anywhere in the Browse View.

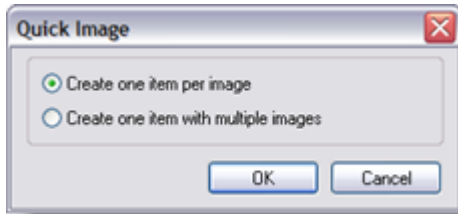


Drag and drop into Browse View

You will be prompted to choose the room for the new object(s). Please note that this selection can be modified afterwards - see Moving Objects for more information.



Unless you are dragging and dropping a single file into a room's browse view (eg. Living Room Browse View) - in which case, you will not be prompted to choose the room.

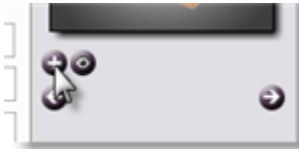


To complete the process, choose whether you would like to create one item with *each* image or create one item with *all* images stored in that item. The new object(s) can now be modified if you so wish.

EditorImport

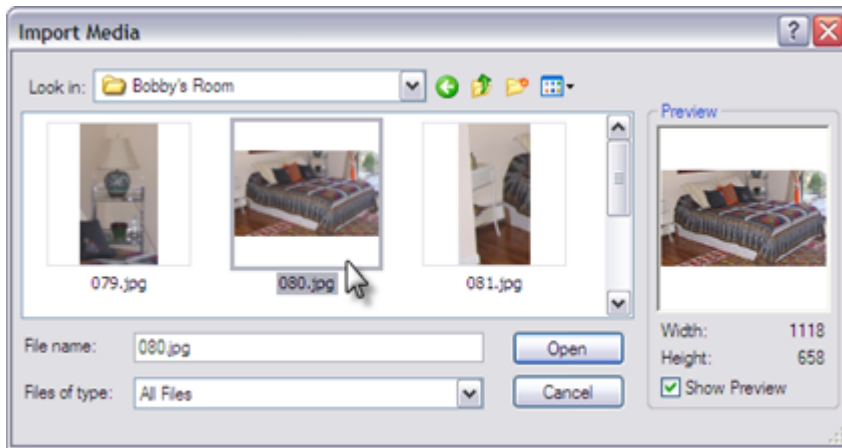
Open any one of Collectify Home Inventory's editors. Each editor is separated into two parts: Details and Media.

Use the Media Manager on the right of all CHI editors to import media files from elsewhere on your computer by clicking on the **Import** button.



Click to import

The **Import Media** window will appear.



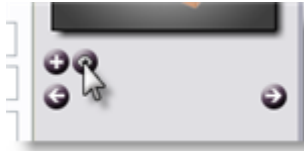
Navigate your folders to locate the desired file (see below for information on types of files you can attach). You can attach multiple files by using the CTRL and/or SHIFT key while making your selections.

Click **Open** to complete the import.

EditorScan

Use the Editor Scan to interface with your scanner and digital camera.

From the Media Manager on the right, click the scan button.



Click to scan

A dialog will appear for your scanning device. Follow your device's instructions.

Using images and other media files in Collectify

You can use images and other media files in many useful ways.

- Save photographs of an object in your inventory.
- Save video of your home and its contents. Even audio narration if you like.
- Scan and save a copy of an insurance policy.
- Scan and save documents related to an appraisal.

In fact, any document on your computer can be saved as media in CHI – text documents, spreadsheets, databases, Adobe Acrobat files, etc. These files can even be dragged and dropped into CHI from Windows Explorer.

Types of Files Compatible with Collectify Home Inventory

Any media file can be saved with CHI. If the file you import is a supported image file (see the table below), then a thumbnail of the image is displayed. If the file is not supported, then an icon representing the file is displayed.

Examples of common image formats include Bitmap (*.bmp file extension*), Graphic Image File (*.gif*) and JPEG (*.jpg*). CHI can display image files in these and many other common image formats. Image files also come in many color modes (or bit depths). The color mode determines the number of colors or shades of gray used in the image.

Note that Collectify Home Inventory will make its own copy of the media files you attach, so the size of the files will impact the total size of your inventory. Recognized image files will be converted to JPEG (*.jpg*) format and clipped to a maximum size, so you should always keep a copy of the original files elsewhere on your computer, just like any other digital image.

The table below lists the image types supported by CHI.

Image Format	Filename Extensions
BMP Windows Bitmap	*.bmp, *.dib, *.rle
FPX FlashPix	*.fpx
JPEG Joint Photographic Experts Group	*.jpg, *.jpeg
GIF Graphic Interchange Format	*.gif
PCD Kodak Photo CD	*.pcd
PCT Macintosh PICT	*.pct, *.pict
PCX PC Paintbrush	*.pcx
PNG Portable Network Graphics	*.png
PSD Adobe Photoshop	*.psd
TGA Targa	*.tga
TIFF Tag Image File Format	*.tif, *.tiff

7.2 Collectify Image Viewer

Collectify Home Inventory's built-in Image Viewer enables you to open and view images quickly and easily. Whenever you open an image from within CHI, the image is automatically displayed in the Image Viewer.










The toolbar at the top of the Image Viewer provides some convenient tools for viewing and manipulating images.



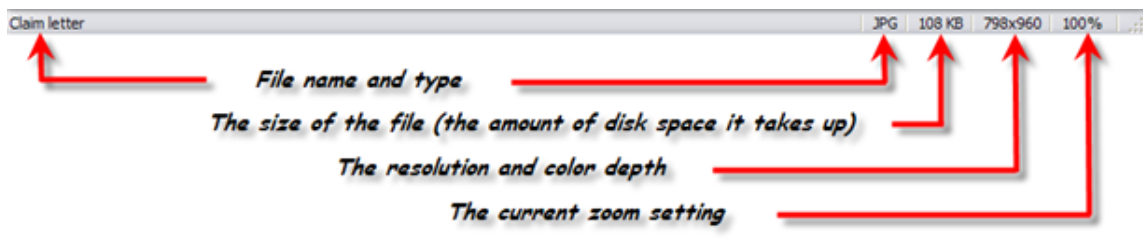
Hand Tool moves the image around the window when the image size exceeds the window size.



Zoom Tool enables you to make the image larger or smaller. Click the **Zoom Tool** then click anywhere in the image to zoom in from that spot. To zoom out, click the **Zoom Tool** then hold down the ALT key and click anywhere in the image. Alternatively, you can zoom out by clicking the **Zoom Tool** then right-clicking anywhere in the image.

-  **Fit to Window** resizes the image to fit in the window.
-  **Actual Size** resizes the image to 100 per cent.
-  **Full Screen** uses the whole screen to show the image at the largest possible size. Tap the ESC key to return to the Image Viewer.
-  **Rotate Tool** rotates the image 90 degrees counter-clockwise.
-  **Marquee** is a selection tool for cropping the image.
-  **Crop Tool** crops the image where marked and re-displays the new image.
-  **Undo** cancels the last operation made on the image.
-  **Save Tool** saves all changes made to the image.
-  **Print Tool** prints the image.

The **Status Bar** at the bottom of the **Image Viewer** provides the following information about the image:



8 Data Management

8.1 Managing Items

Manage items in your inventory with the following tips.

Moving Objects

If you wish to change the location of an object, you may do so using the following methods:

- Drag and drop the object(s) from the **Browse View** to one of the other rooms listed in the **Inventory Explorer**.
- Select the object(s), go to **Edit, Move To**, and then select a room.
- Select the object(s), right-click, from the menu select **Move To**, and then a room.

Duplicating Objects

The **Duplicate** button enables you to duplicate the record of any object in your inventory – complete with all the details and images of that object. This is beneficial when you own several objects that are similar in every way except perhaps cost. Create duplicates of the first record and just change the cost in the copies.

To duplicate an object, select the item in your inventory and click on the **Duplicate** button on the toolbar. Alternatively, you can click on **Edit** in the menu bar, then **Duplicate Object**; or, right-click and select **Duplicate Object** from the menu that appears.

Deleting Items

The Delete button on the toolbar enables you to delete any item in your inventory (i.e. Room, Object, Insurance Policy).

Select the item or items and click **Delete**. You can also use the DEL key or right-click your mouse and select **Delete** from the menu.

Deleting a record sends it to the Trash Can (with the exception of a room, which is immediately removed from the inventory). Similar to the Windows Recycle Bin, you can restore an item from the Trash Can by right-clicking on it and selecting **Restore** (or highlight the item and go to **Edit, Restore**). You can permanently eliminate the item by *deleting* it from the Trash Can.

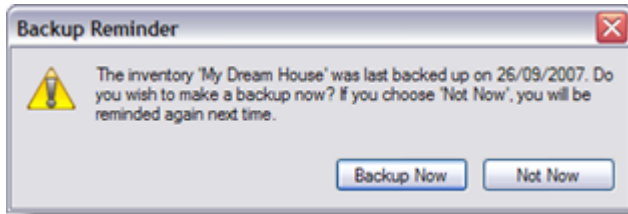
8.2 Inventory Backups and Restores

Collectify Home Inventory stores all the information about each inventory in various data files on your computer's hard disk. If these data files are lost, all the information about the inventory will be lost as well. No computer is completely reliable, and there is always a small chance that your computer's hard disk may crash or some other mishap may occur. For this reason is it a very good

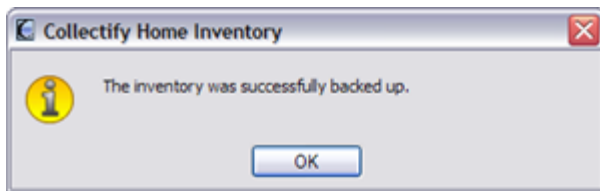
idea to back up your inventory data files on a regular basis.

Backing up your data

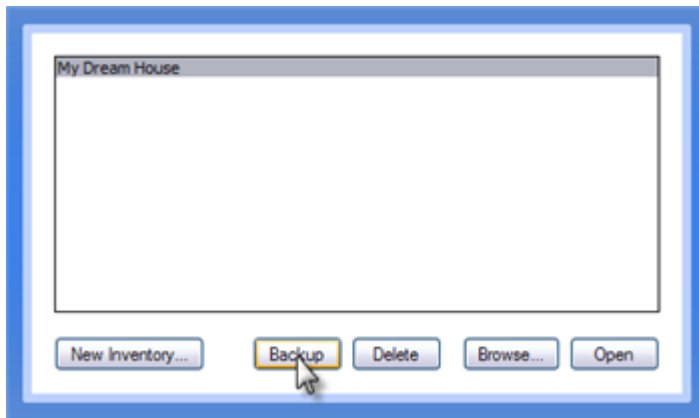
By default, CHI prompts you to back up your inventory every two weeks. Upon closing your inventory, you will be prompted with the following message:



Click **Backup Now** to continue with the backup process, or **Not Now** to ignore. If you decide to run the backup, you will now need to choose where to save your backup file (*.hbk). We suggest using the default folder, Collectify Home Inventory. Either use the file name already entered (which is the name you originally gave your inventory) or type in a new name. Click **Save**.



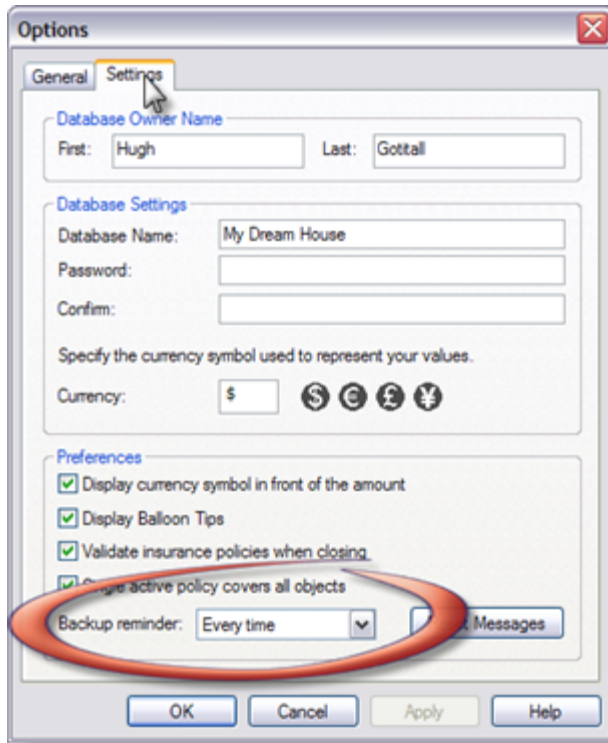
If you do not wish to wait for the backup reminder and want to prompt a backup manually, first close your inventory by clicking on **File** in the menu bar, **Close**. You will be brought to the Login window.



Click on the **Backup** button (or, from the menu bar click **File, Backup...**). Follow the aforementioned backup steps.

BackupFrequency

You may change the frequency of inventory backups at any time. First make sure your inventory is open. Go to **Tools, Options...** and click on the **Settings** tab.



Schedule the reminder in Database Settings

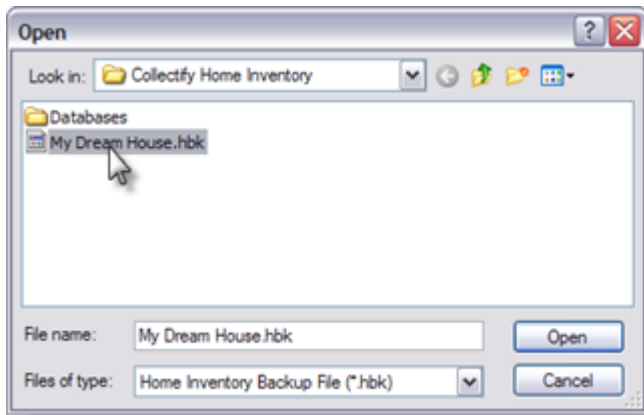
From the **Preferences** section click on the **Backup reminder** drop-down menu. Select the backup frequency you prefer. Click **OK** to save your changes.

Please note that if the backup file is on the same hard disk as your inventory data files, and your hard disk or computer are lost, then you will lose both your inventory data files and the backup file. It is thus very important to regularly back up your CHI backup files, along with all other important files on your hard disk, to another location such as a DVD, flash drive, or remote Internet location.

Restoring Your Data

Should your inventory data files ever be lost or damaged, you can restore (replace) them from the Collectify Home Inventory Backup (*.hbk) file. This is done using the **Restore** tool.

Access the **Restore** tool from the menu bar by clicking **File, Restore**. Select the inventory you wish to restore to CHI and click **Open**. All inventory data will be retrieved, including all media files.



Select the inventory you want to restore

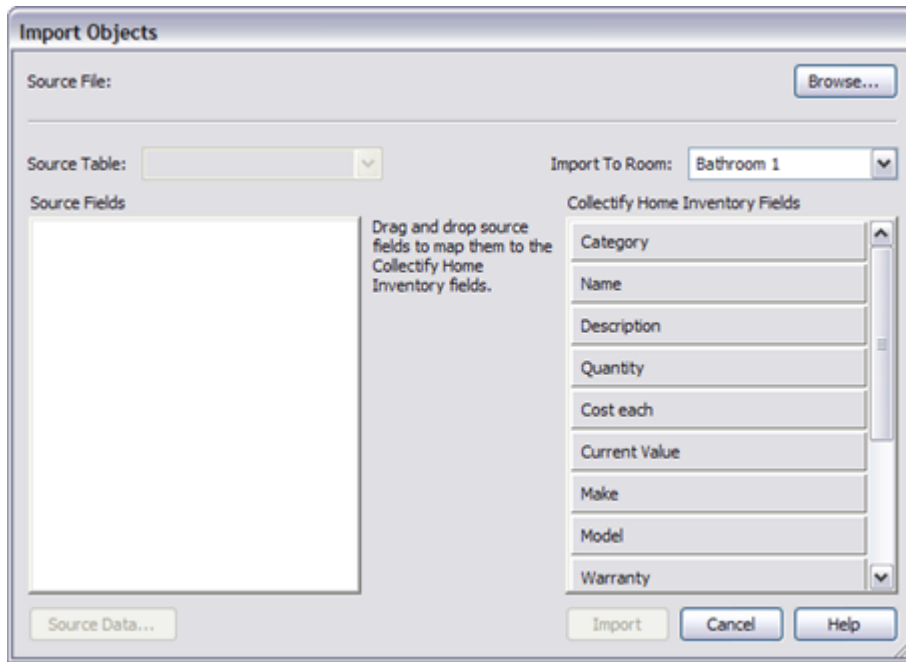
Any changes you made to the inventory since the last time you backed up your files will be lost. Hence, we recommend you back up your inventory often.

8.3 Importing and Exporting Objects

If you have already created a home inventory in a spreadsheet, in another database, or in a text file, you can import your data into Collectify Home Inventory directly – thus saving you the work of re-entering your data manually.

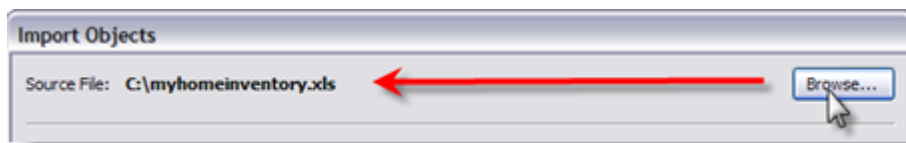
Import Objects

Use the Import Objects dialog to bring data files from various sources into CHI. To launch the dialog, click **File** on the menu bar, then **Import Objects...**



1. Source File

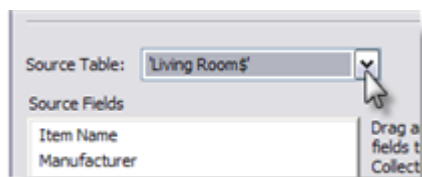
The first field in the dialog is the Source File - this is the file you wish to bring in to CHI. You can import: a Text - Comma-Separated Values (*.csv) file, an Excel Spreadsheet (*.xls) file, a Microsoft Access Database (*.mdb) file, or a dBase Database (*.dbf) file. Click the **Browse** button and find the file that contains the data you wish to import.



Select the source file (eg. *.xls)

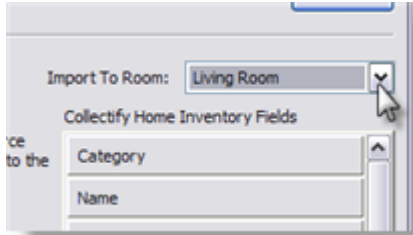
2. Source Table

Select the table you wish to import from. For instance, if importing from a multiple-sheet Excel file, select which sheet of information you wish to import.



3. Import To Room

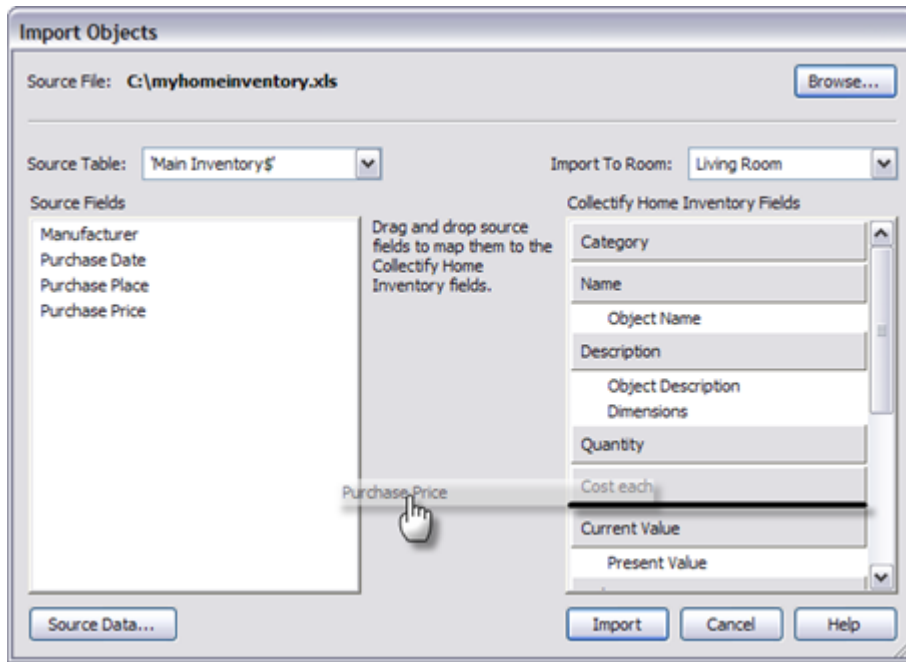
Select the room in your inventory that you want your objects to appear in. You may only import into one room at a time. After the import is complete, you can drag and drop your imported objects FROM this room INTO the appropriate room in your inventory.



4. Source Fields

The **Source Fields** are the fields that are available in the file you are importing from. Your goal is to import the data from the appropriate field in your original file on the left to the best field among the Collectify Home Inventory Fields on the right.

Select the Source Fields one at a time and drag them (holding down the left mouse button) over to the CHI Fields column. A heavy black line indicates when you can release the field under the chosen category. In the example below, *Purchase Price* is being dragged from **Source Fields** and is ready to be released under *Cost Each* in the CHI Fields column. Notice that you can drag more than one field from the source to a given CHI field. In the example below, the CHI Description field will receive the data from both the Source *Object Description* and *Dimensions* fields (the data from the two fields will be separated by a *space* in the CHI field).



Drag and Drop

Source Data

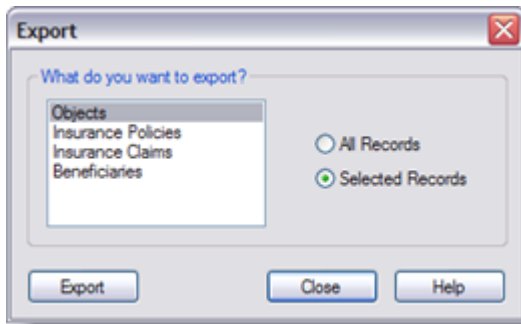
View the data you are importing into your inventory by opening the **Source Data...** dialog.

Once you have selected your **Source File**, **Table**, **Room**, and you have mapped the **Source Fields** to the appropriate **CHI Fields**, you are ready to import. Click the **Import** button to complete the process.

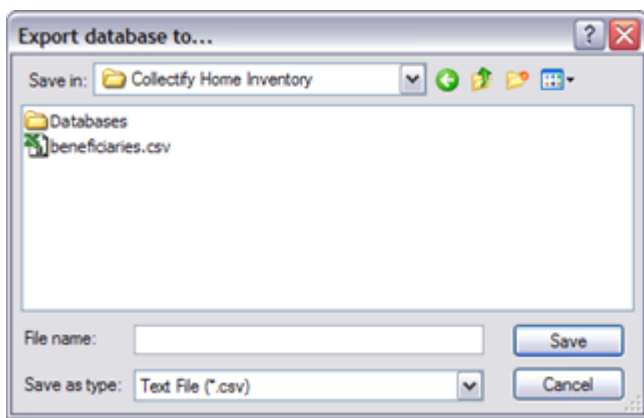
Export Objects

There may be occasions when you will want to share your Collectify Home Inventory in a different format that can be imported by other databases or spreadsheets. For those occasions you can use the **Export** utility.

You can use **Export dialog** to copy parts or all of your inventory data into a Text - Comma-Separated Values (*.csv) file. To launch the Export dialog, choose **File** from the menu bar, then **Export**.



The Export dialog will ask you what you want to export - **Objects**, **Insurance Policies**, **Insurance Claims**, or **Beneficiaries** - and the range of records - **All Records** or **Selected Records**. Make your selection and click **Export**.



Select the folder in which to save the *.csv file

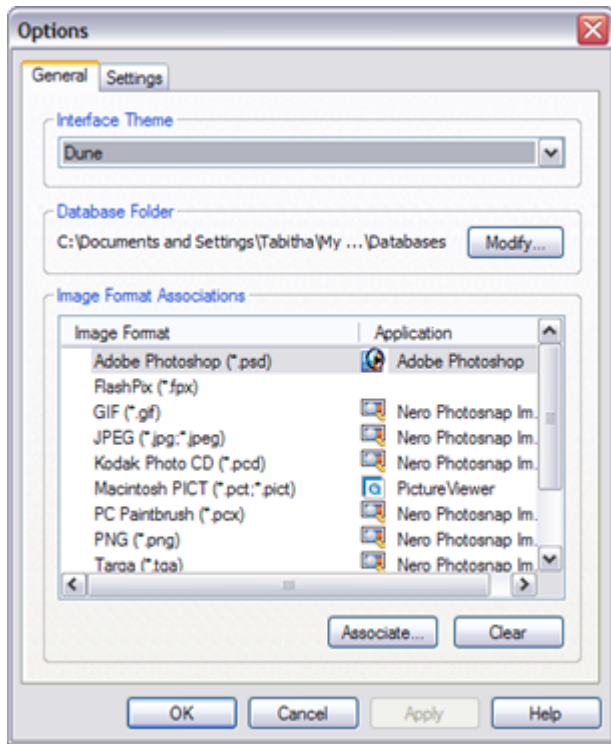
The **Export database to...** dialog will appear. Select the folder you wish to place the file in and give the export file a name. Select **Save**.

The actual export process will then commence. Depending on the amount of data you are exporting, this can take anywhere from a few seconds to several minutes. A progress bar will give you feedback on the operation.

9 Database Settings

The Options dialog lets you modify your inventory settings. Access the dialog box by selecting **Tools** from the menu bar, then **Options...**

GeneralTab



Interface Theme

Use the drop down to change the color theme used in Collectify Home Inventory windows.

Database Folder

Enables you to view and modify where CHI saves files on your hard disk.

To change where a file is stored:

1. Click **Modify**.
2. In the **Browse for Folder** dialog, browse to the new folder in which you want to store that file.
3. Select the new folder and then click **OK**.

Image Format Associations

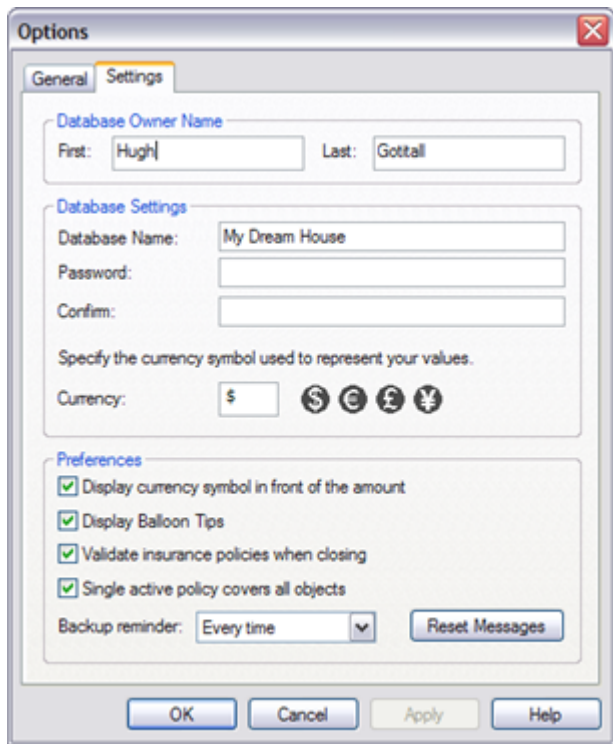
Lists the image file formats supported by CHI and the applications associated with each format. CHI uses the Collectify Image Viewer to view images by default. However, if you want to modify an image you must run an external image editing application. The image editing applications listed are the default programs set for your computer.

- To remove an association between an image format and an image editing program, first

select the image format in the list, then click **Clear**.

- To associate an image format with a different editing application, select the image format, then click **Associate**. This opens an **Associate With...** dialog displaying a list of all programs installed on your computer. Choose the appropriate image editing program from the list, then click **OK**.
- To associate multiple image formats with the same editing program, hold down the CTRL key while clicking on the formats in the list, then click Associate.

The Settings Tab



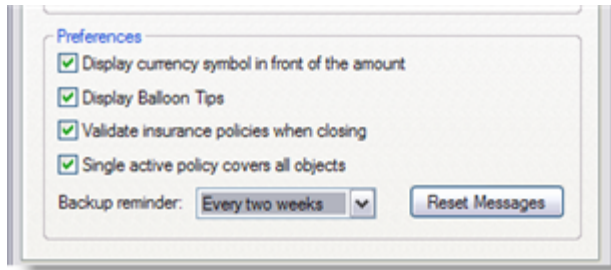
Database Owner Name

Modify the first and last name of the inventory's owner (moderator).

Database Settings

Modify the inventory name, password, and currency used in your inventory. The currency can either be represented by one of the defaults (simply click one of the currency buttons) or you can type in a currency up to 3 characters long (e.g. USD).

Preferences



- *Display currency symbol in front of the amount*, when checked, places the currency symbol of your choice before the numbers in an amount (e.g. \$ 120). Uncheck the box if you wish the currency symbol to appear after the numbers (e.g. 120 \$).
- Balloon tips are the yellow pop-up balloons that appear when you leave the mouse pointer over a field for a few seconds. Balloon tips contain a brief description of the field and other helpful information. You can disable balloon tips by unchecking the **Display Balloon Tips** check box.
- *Validate insurance policies when closing*, when checked, allows CHI to verify whether the coverage of your insurance policies adequately covers your objects and alerts you if there is a discrepancy. Uncheck this option to turn off the validation process.
- *Single active policy covers all objects*, when checked, tells CHI that the one active policy in the Insurance Policy module should be assumed to cover all the objects in your inventory. The validation is calculated accordingly.
- By default, CHI reminds you every two weeks to backup your inventory. To change the frequency of notifications, click on the **Backup reminder** drop down and choose one of the available settings.
- Click the **Reset Messages** button if you have hidden (i.e. checked the 'Don't show again' box) any CHI popup messages and want to see them again.

10 Frequently Asked Questions

Is there an inventory size limit?

No. You may add as much data as you wish to your inventory. You are only limited by the size of your hard disk. Remember, the more data and media files you store in CHI, the larger your inventory file will be.

How do I save my inventory?

Collectify Home Inventory automatically saves your changes as you work. Whenever you make changes in your inventory, such as adding a new object or importing an image, that information is immediately recorded to your computer's hard disk. Should your computer suddenly turn off (eg. due to a power failure), all of the changes you have made in your database will be saved, except

perhaps for those made in the few seconds before the computer turned off.

Does my inventory automatically backup online?

We do not provide online storage for Collectify Home Inventory. See Links of Interest for possible storage websites.

Can I undo an action?

It is possible to recover data you have entered in an editor's field by using the Undo tool. Simply click on **Edit** in the menu bar, then **Undo** (or use the shortcut CTRL-Z). Keep in mind that you can only undo an action if you have not closed the editor - you cannot recover data you have deleted from a field after you have left the record.

What is the easiest method of data entry?

We suggest using either Quick Entry or Quick Image since they are the speediest methods of creating entries in Collectify Home Inventory. For more information, see Quick Entry and Quick Image.

How do I use my camera as a scanning device?

A digital camera offers a handy alternative to the traditional scanner. Versatile, the digital camera can work faster and provide quality equal to a scanned image. It is even preferential for capturing delicate and fragile originals. However, taking photos of documents requires skill and practice. Use the following tips to avoid some of the problems with digital images (bad lighting, out-of-focus text, distorted text lines, and missing resolution information):

1. **Lighting:** Daylight is recommended. If taking photos in a room, make sure it is well-lit. Disable the flash - using flash for documents printed on glossy papers will create severe glare.
2. **Camera Positioning:** Position the lens parallel to the plane of the document and direct it towards the center of the page. At full optical zoom, the distance between the camera and the document must be sufficient to fit the entire document into the frame - about 20 to 24 inches.
3. **Focus:** If you use an auto-focus camera, focus the lens on the center of the page. Poor lighting may cause the auto focus to function incorrectly. Switch to manual focus if this occurs.



Why can't I open my report file?

To open a report for preview, you need a PDF application installed, such as Adobe Reader. Go to www.adobe.com to download their free software.

11 Emergency Preparedness

Natural and man-made disasters affect the lives of thousands of families every year. Floods, earthquakes, fires, severe storms, and even acts of terrorism. Are you prepared?

Emergency preparedness organizations suggest putting a plan in place in case your family might suffer one of these events. We provide general information below - for websites that provide further details, see Links of Interest.

Remember to make regular backups of your Collectify Home Inventory and store in an offsite location (eg. online). The information contained in your inventory can help you recover in the case of an emergency.

Evaluating Risk

The first step in creating an emergency preparedness plan is to assess the type of disasters that might occur. Are floods common in your area? Is your region prone to hurricanes, earthquakes, or tornados? Have you installed storm shutters in case of a hurricane or seismic retrofitting in case of an earthquake? Knowing your specific risks means that you will be able to better prepare and react.

Preparing a Plan

Every household needs an emergency plan. Prepare it. Practice it. Include a copy in your emergency supply kit.

A general plan includes:

- Emergency contact information - doctor, out-of-town contact, family, friends, and neighbors
- Instructions for turning off your utilities
- Emergency exits for your home
- Escape route from your neighborhood
- Neighborhood meeting place
- Regional meeting place
- Plans for specific risks such as earthquakes or floods

In addition, familiarize yourself with your workplace, school, and community emergency plans.

Making a Kit

It is best to have at least a three-day supply of the following items on hand:

- Water - one gallon per person per day
- Food - non-perishable and ready to eat
- Can opener, plates, utensils, etc.
- Battery-powered or hand crank radio
- Flashlight and extra batteries
- Personal hygiene items - moist towelettes, toothbrush and toothpaste, feminine products, etc.
- Special needs items - prescription medications and glasses, infant formula and diapers, and pet food and water, etc.
- Cash and coins
- First aid kit and manual
- Household chlorine bleach and medicine dropper for water purification
- Whistle
- Breathing mask
- Extra clothing - including rain ponchos
- Work gloves
- Garbage bags and plastic ties
- Basic tool kit - wrench, pliers, hammer and nails, etc.
- Duct tape
- Plastic sheeting

- Local maps
- Copies of important documents and phone numbers - insurance policies, credit and identification cards, list of allergies, etc.
- Pen and paper
- Matches and waterproof container
- Sleeping bag or warm blanket for each person

Make sure to keep the kit in an easy-to-reach spot.

12 Links of Interest

Collectify

Collectify Home Page

www.collectify.com

Collectify Home Inventory Support

Collectify Home Inventory Video Tutorials

EmergencyPreparedness

72 Hours

www.72hours.org

American Red Cross

www.redcross.org

FEMA

www.fema.gov

Ready America

www.ready.gov

FamilySafety

Consumer Reports □□

www.consumerreports.org

Kidproof Safety

www.kidproofusa.com

National Center for Missing & Exploited Children

www.missingkids.com

□ [National Crime Prevention Council](http://www.ncpc.org)
www.ncpc.org

[SPCA International](http://www.sPCA.com)
www.sPCA.com

HomeImprovement

[Do It Yourself.com](http://www.doityourself.com)
www.doityourself.com

[Energy Star](http://www.energystar.gov)
www.energystar.gov

[Floor Planner](http://www.floorplanner.com)
www.floorplanner.com

[Home Tips](http://www.hometips.com)
www.hometips.com

HomeInspection

[ASHI](http://www.ashi.org)
www.ashi.org
The American Society of Home Inspectors

[NAHI](http://www.nahi.org)
www.nahi.org
The National Association of Home Inspectors, Inc.

HomeSecurity

[Alarm System Reviews.com](http://www.alarmsystemreviews.com)
www.alarmsystemreviews.com

[Crime Doctor](http://www.crimedoctor.com)
www.crimedoctor.com

[Home Security Information](http://www.homesecurityinformation.com)
www.homesecurityinformation.com

OnlineStorage

[Carbonite](http://www.carbonite.com)
www.carbonite.com

[Gspace](http://www.getgspace.com)
www.getgspace.com

MediaMaxwww.mediamax.com**Mozy**mozy.com**Strongspace**www.strongspace.com

External links, which direct users to a website other than the Collectify website, are provided for your convenience. We consider an external link as any website that is not a Collectify web address. Collectify is not responsible for the content or reliability of any websites linked to from this section, and cannot accept liability for any damage or loss arising from reliance on such websites. Links to third party information should not be taken as endorsement of any kind.

13 Glossary

Term	Definition
Browse View	Displays information about lists of objects, rooms, or other items.
CHI	An acronym for Collectify Home Inventory.
Details View	Displays detailed information about objects, rooms, or other items.
Dialog	A small window that pops up in front of the main CHI window. A dialog helps you complete a specific task, such as choosing a file to open or changing CHI's options.
Double-click	Press and release a mouse button twice very quickly.
Drag and drop	A quick and easy method for importing/managing images and files. Select the image or file with your mouse and while holding down the left button on the mouse, drag the image or file into CHI and release it.
Field	A rectangular box in a window, usually white, in which you can record information, either by typing it in or by making a choice from a drop-down list.

Icon	A small graphic that represents an object, room, item or other element of CHI. Icons help you identify the item or other element at a glance.
Info Bar	The gray area located near the top of the inventory window which displays the module name, thumbnail size slider, and the list and thumbnail mode buttons.
Inventory	Refers to all the information related to the physical objects you own and use CHI to store and organize. An inventory is stored on your hard disk in a database file.
Inventory Explorer	Enables you to navigate throughout your inventory using an intuitive tree of modules, just like Windows Explorer. The Inventory Explorer is located along the left side of the inventory window.
Media	Refers to text, image, video, and sound files that can be imported into CHI.
Menu Bar	An area near the top of the window with pull-down menus containing CHI tools and commands.
Module	Refers to an assortment of information within an inventory that is similar in nature. For example, all the information related to insurance claims (details, incident, objects) is contained in the Insurance Claims module. CHI organizes information into seven modules: Emergency Info, House Info, Rooms, Objects, Insurance Policies, Insurance Claims, and Beneficiaries.
Object	An object is an assortment of information related to a specific physical article that you own.
Status Bar	The gray area at the bottom of a window. In CHI, the status bar details file information in the Collectify Image Viewer.
Thumbnail	A small copy of an image. CHI uses thumbnails to enable you to view many images in a single window.
Toolbar	A row of buttons near the top of the inventory window, just below the menu bar. The buttons on the toolbar provide quick access to commonly-used tools and commands.

Window	A rectangular area of the screen in which a program, such as CHI, is displayed. A window usually has a title bar at the top and a status bar at the bottom.
Windows Explorer	An application within the Microsoft Windows operating system which provides a graphical user interface for accessing file systems. A simple way to open it is from Start, My Documents.

14 System Requirements

- Microsoft Windows 2000, XP, or Vista installed and configured on your system.
- CD-ROM drive
- Digital camera recommended (TWAIN-compliant scanners also supported)

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