

Tutorial for JRE Home Inventory Version 5+

JRE Home Inventory contains three programs: Home Inventory, Reports, and Upgrade. The Home Inventory program is used to enter your household information. The Reports programs is used to create, save, and/or print reports based on the household information entered into the Home Inventory program. The Upgrade program is used to convert JRE Home Inventory files from previous versions to the new version 5 file format.

Home Inventory:

Home Inventory allows you to enter your household (property) information. This information can be grouped by house, room, insurance policy/insurance category, and personal category. By grouping the property information, many different types of reports can be produced.

Before you start entering property information, you should enter the grouping information (house, room, insurance, and personal). The house information is simply your name and address. Multiple houses can be added. The room information is simply a description of each room. Default room descriptions are already present. Add descriptions for each of the rooms in your house. The insurance policy information defines the various insurance policies you may have. The policy number, insurance company, and agent should be entered for each insurance policy. Pressing the categories button will allow you to define the various insurance categories related to an insurance policy. This is where you enter the insurance limits set by your insurance policy. The personal information is a description of self-defined groupings. You may want to identify property as HIS or HER, or any other type of groupings you want.

After you enter the grouping information, you are ready to enter property information. The property maintenance screen allows you to enter various information about each piece of property you own. How much of the information you enter is up to you -- but you should always add the Property Description, Quantity, and Cost.

If a property loss occurs, then you will use the property maintenance process to mark which property items were lost. In the claim field, specify the quantity of the property item lost. You can only specify up to the number specified in the Quantity field.

Reports:

Reports allows you to create reports of all the information you have entered into JRE Home Inventory. You are able to create the following reports:

- List of your property
- List of lost property to be sent to your insurance company
- List of the various categories -- House, Room, Insurance, and Personal
- List of property whose warranties are about to expire
- List of insurance categories whose insurance limits have been exceeded.

True print preview is available and all reports can be saved for later viewing or printing.