Household Register for Windows

Top Rated Home/Office Inventory Program

Created by:
Lemuel D. Turner

Reference Manual

Lemuel D. Turner the owner of TurboSystemsCo is a member of the Association of Shareware Professionals (ASP). ASP wants to make sure that the Shareware principle works for you. If you are unable to resolve a Shareware-related problem with an ASP member by contacting the member directly, ASP may be able to help. The ASP Ombudsman can help you resolve a dispute or problem with an ASP member, but does not provide technical support for members' products. Please write to the ASP Ombudsman at 545 Grover Road, Muskegon, MI 49442-9427 or send a CompuServe message via CompuServe Mail to ASP Ombudsman 70007,3536

LICENSE AGREEMENT

Permission is granted to shareware vendors, users groups and BBSs to add Household Register to their libraries and distribute the program so long as the concept of shareware is explained, i.e, that this program is not free and continued use pass the evaluation period requires payment of a registration fee to the author.

Household Register is protected by United States Copyright Law and International Treaty provisions. All rights are reserved by Lemuel D. Turner. Non-registered users of Household Register are licensed only to use the program for up to 30 days for the sole purpose of determining whether or not it meets their requirements. After the 30 day trail period has elapsed the program **must** be registered or removed from your computer system.

If you decide to register send your registration fee of $25.00 + $4 S/H (North America) $8 S/H (All Others) to TurboSystemsCo P.O. Box 965368 Marietta GA. 30066-0007. Or you can use your MasterCard, VISA or AmEX by calling 1-800-257-7221, 1-770-516-8575 or by FAX to 1-770-591-4988.

By registering you will receive: (1) the latest version of the program; (2) a printed and bound manual; (3) A program to convert your Household Register DOS files to the new format; (4) A utility program to import/export dBase and ASCII data to and from Household Register; (5) A catalog of discounted products; (6) Free technical support, via phone, fax, Compuserve, Genie, America On Line or Prodigy. (7) Announcements of all major upgrades and the being offered the upgrades at low cost.

Individual users are encouraged to pass along copies of Household Register to their friends for evaluation. Please encourage them to register if they find the program useful.

WARRANTY

THIS PRODUCT IS LICENSED WITHOUT WARRANTY OR MERCHANTABILITY, FITNESS OF PARTICULAR PURPOSE, PERFORMANCE OR OTHERWISE; ALL WARRANTIES ARE DISCLAIMED. BY USING HOUSEHOLD REGISTER YOU AGREE THAT NEITHER TURBOSYSTEMSCO NOR ANY OF OUR EMPLOYEES, AFFILIATES, OWNERS OR OTHER RELATED PARTIES WILL BE LIABLE TO YOU OR ANY THIRD PARTY FOR ANY USE OF (OR INABILITY TO USE) THIS SOFTWARE, OR FOR ANY DAMAGES WHATSOEVER, EVEN IF WE ARE APPRAISED OF POSSIBILITY OF SUCH DAMAGES OCCURRING.

TABLE OF CONTENTS

INTRODUCTION

Welcome to Household Register for Windows. Household Register is an easy to use full featured program that permits you to maintain a detailed inventory of your possessions. If you are typical you do not have an accurate inventory of your household or office possessions. Household Register is designed to remedy that problem.

SYSTEM REQUIREMENTS

> PC with 4MB RAM, 386 or greater CPU, 2.7MB of available hard disk space.

> Microsoft Windows 3.1 or later

> DOS 3.1 or higher

INSTALLATION

To install the program perform the following:
(1) Choose run from the Program Manager File Menu. (2) Type A:\INSTALL or B:\INSTALL if installing from a floppy drive. If installing from the hard drive execute INSTALL.EXE from the directory where it is located. (#) Follow the on screen instructions.
To uninstall Househol Register delete the Household Register program group and all the files in the directory where you installed the program.

STARTING TIPS

To start the program select the Household Register icon from the TSC Applications group. The program maintains three lists; Categories, Locations and Owners that are displayed in the combo boxes of the Main Inventory Windows. The first time you use the program you should update the Category, Location and Owner lists to reflect your particular situation.

DATA OPERATIONS

This section describes how to add, edit, delete, undelete, copy and save records. All these features can be selected from the toolbar. This section also covers each of the input fields.

ADD BUTTON - Click the Add Button on the toolbar to create a blank record to type your information. You can move form field to field by using the mouse key or the [Tab] key. Press the save button to save the information to disk.

DELETE BUTTON - The Delete Button marks the currently displayed record as deleted. The record is no longer displayed, but is still stored on disk. Prior to packing the database, the record can be restored by use of the Undelete Button.

UNDELETE BUTTON - The Undelete Button is used to undelete a record previously marked for deletion. This must be used in conjunction with the View Menu item on the Main Menu. Select View Menu then Deleted Records. Then only the records previously marked for deletion are displayed. Press the Undelete Button to undelete the displayed record.

COPY - Copy makes a duplicate record of the displayed information. This is useful when adding records that have almost identical information. After typing the changed information, click Save to write the record to disk.

SAVE BUTTON - The Save Button writes the displayed information to disk. After adding, editing or copying the button must be clicked to save the information to disk.

EDITING A RECORD
To edit a record use your mouse to place the cursor in the field you want to change, make the changes then click the Save Button. You can also use the [Tab] key to move to the field you want to change.

INPUT FIELDS

Item#: This a unique number automatically assigned by the program. This is an index field.

Item: This is the name of the inventory item such as Telephone, Radio, TV etc. This is an index field.

Quantity: This is the number of identical items purchased at the same time and price. For most items this will be one.

Location: Holds the place where the item is located, such as kitchen, living room etc. A list of locations is provided. The list can be updated by selecting File|Open Location from the Main Menu. All the buttons on the toolbar work with the Location Entry Screen. Press the Cancel Button when you are finished. This is an index field.

Owner: Hods the name of the primary owner or user of the item. A list of owners is provided. The list can be updated by selecting File|Open Owner from the Main Menu. All the buttons on the toolbar work with the Owner Entry Screen. Press the Cancel Button when you are finished. This is an index field.

Category: This field holds the type of item, such as Appliance, Furniture, Jewelry etc. A list of categories is provided. The list can be updated by selecting File|Open Category from the Main Menu. All the buttons on the toolbar work with the Category Entry Screen. Press the Cancel Button when you are finished. This is an index field.

Manufacturer: Enter the name of the company that made and/or markets the item, such as Sears, Sony, GE etc.

Model#: Enter the model number assigned by the manufacturer.

Serial#: Enter the serial number of the item.

Description: Enter a general description of the item, suck as size color or any other useful information.

Date Purchased: Enter the date the item was purchased.

Where Purchased: Enter the location where the item was purchased.

Purchase Price: Enter the price paid for the item.

Total Price: The program calculates this field by multiplying Quantity * Purchase Price.

Replacement Price: Enter the price that it will cost you to replace the item.

Total Replacement: This field is calculated by the program by multiplying Quantity * Replacement Price.

Warranty: This is a Yes or No field. If the item is under warranty, enter "Y" for yes or "N" for no.

Warranty Expiration Date: If the item is under warranty, enter the date the warranty expires.

BROWSE/QUERY

Several methods are provide to browse and query your database. The Find Button is used to search for information on one of index fields, which is extremely fast. The Query Button can be used to perform complex searches on multiple fields. There are also four Browse Buttons that can be used to browse through the database.

BROWSE BUTTONS

First - Moves the database to the first record based on the primary index selected. The primary index can be changed by selecting View|OndexOn from the Main Menu and then selecting one of the displayed indexes and pressing the OK key.

Last - Moves the database to the last record in the database based on the primary index selected.

Prev - Moves the database to the previous record in the database based on the primary key selected.

Next - Moves the database to the next record in the database based on the primary index selected.

FIND BUTTON

Click the Find Button to locate an item by RECORD#, CATEGORY, LOCATION, OWNER or ITEM. When the button is clicked the Find Value window is displayed. Select the field you want to search and then enter the what you are looking for in the text box. If an exact match is found, the item is displayed in the Inventory Entry Window.

If multiple matches are found, a popup Choose a Record Window is displayed with the cursor placed on the first item that matches. If no match is found, the cursor is placed on the item that is the nearest match. The window allows you to browse through the database and choose any item for display in the Inventory Entry Window.

QUERY BUTTON

While the Find Button can only search one index field, the Query Button allows you to perform complex searches on any combination of fields. When the Query Button is clicked the Query Window is displayed. In the Query window you can select the index order you want the resulting query displayed. You setup your search criteria in the window then press the Apply Button to perform the query. You can also Save/Recall Queries to disk, by selecting File from the Query Window.

REPORTS

Select Reports from the Main Menu to display the Report Menu. You can select reports that can be displayed to the screen or printer.

Printer Reports
If you select one of the printer reports, the report is generated and sent directly to your printer.

Screen Reports
If you select one of the Screen Reports from the menu it is generated and displayed in a window. You can page through the reports using the arrow keys at the bottom of the window. You can send the report to your printer by selecting the printer icon at the bottom of the window. The button with the three rectangles allow you to zoom the report. The first click of the button, give you a full page view of the report, the second click gives you a magnified view of the report and the third click returns the report to it's original size.

The Suitcase Button and the Paper Clip Button are inoperative in the shareware and the regular registered version. They are an optional module available with the registered version that allows Houesehold Register to export files in most of the popular word processor formats and spreadsheet formats.

Report Types

A. Category: Provides a listing grouped by category. Fields included are Item, Record#(Item#), Serial#, Purchase Date and Replacement Price (Value). For each Category, the minimum value, maximum value, average value, total value and number of items in the category is computed. The previous values are also computed and printed for all categories at the end of the report. Report G is the same report, but can only be listed to the printer.

B. Location: Same as report A, except the report is grouped by Location. Report H is identical to B but can only be listed to the printer.

C. Owner: Same as report A, except the report is grouped by Owner. Report I is identical to C, but can only be listed to the printer.

D. Warranty: Lists all items in the inventory that was originally input as warranted. List the warranty expiration date and tells if the warranty has expired. Report J is identical to D, but can only be listed to the printer.

E. Detail: Provides a detailed listing of your inventory. Report includes the following fields: Item, Record#(Item#), Model, Serial#, Purchase Date, Manufacturer, Purchase Price, Replacement Price, Where Purchased, Description, Owner, Location and Warranty Expiration Date. Report K is identical to E, but can only be listed to the printer.

F. Valuation: This report shows the change in value of your inventory items. Lists Item, Record#(Item#), Serial#, Purchase Date, Purchase Value, Replacement Value and the percent change between the original value and the Replacement value. Report L is identical to F, but can only be listed to the printer.

M. Index Card - LS: This report is designed for laser inkjet type printers and prints on Avery Label # 5388 (or compatible) 3 x 5 index cards. There are three labels per sheet. All fields are printed on each index card.

N. Index Card -DM: This report is designed for dot matrix type printers. The paper required is continuous form 3 x 5 index cards. O. Rotary Card - LS: This report is designed for laser/injet type printers and prints on Avery Label # 5385 or compatible.

P. Rotary Card - DM: This report is designed for dot matrix printers. The paper required is continuous form 2 1/6 x 4. s.
NOTE: You can have multiple reports open -- but they all must be closed prior to exiting the program.

MAIN MENU

The Main Menu provides a means to access and perform all functions required by the program. Most of the functions can be performed from the toolbar. However, if you do not have a mouse you can use the Main Menu to perform all actions required by the program. To access the Main Menu without the mouse, press the F10 function key. To select a Menu Item, press ALT + the underlined letter displayed for the menu item. There are also a few functions that can only be accessed from the menu such as ReIndex.

FILE MENU

The Open Menu displays Inventory | Category | Location | Owner. These items open the applicable data entry windows.

Save Menu saves the changed record to the disk file.

Exit closes the program and returns you to the place from which the program started.

EDIT MENU

The Edit Menu displays the standard windows items for copying/cutting and pasting information to and from the clipboard. Highlight a field and select the appropriate item.

RECORD MENU

The Record Menu provides the same functions that can be accessed from the toolbar.

TOOLS MENU

The ReIndex | Pack items displays the ReIndex window that allows you to select the files you want to reindex. In addition to rebuilding the index files, the Pack item removes the records marked for deletion by the Delete Button from the database. Once the database is Packed, the records previously marked for deletion cannot be Undeleted. You should reindex the database if you notice the records are not being displayed in the correct order.

VIEW MENU

The Index Order allows you to select the index order that the items are displayed when the First, Last, Next And previous keys are accessed.

Natural Order displays the records in the order that they were entered in the database.

Query Order displays the items in the order selected on the Query Screen when building the Query.

Deleted Records displays the records marked for deletion by the Delete Button. The records displayed can be Undeleted so they can be displayed normally again.

REPORTS

See the previous section for information on the reports available.

WINDOWS

Allows you to arrange the displayed windows in standard windows formats.

HELP

About displays the copyright and version information about the program.

Contents displays the programs help file.