

Everything I Own! 😊

To View Acknowledgements - Click on the Smiley Face.

Table of Contents

Click on a check box to look at a topic.

- [Browse Screen](#)
- [Input Screen](#)
- [Adding Editing Viewing and Deleting Records](#)
- [Printing and Viewing Reports](#)
- [Printing One Record](#)
- [Searching For A Record](#)
- [Setting Filters](#)
- [Check Warranties](#)
- [Backup and Restore](#)
- [How Do I Exit This Program?](#)
- [A Little Advice](#)
- [Trouble Shooting](#)
- [Technical Support](#)

If you are unfamiliar with how Windows Help works, choose **Help | How To Use Help** from the Help Menu now.

Trouble Shooting

Don't be alarmed if you're just browsing through the Help files. The problems described below rarely happen. And most users never experience any of them. But, it's good to know what to do nonetheless.

Hopefully none of this will ever be necessary, but it could save a long distance phone call to Technical Support.

Although every possible precaution has been taken by BlueCollar Software to protect your Data, things do happen.

Make frequent backups.

We can't stress enough how important this is. If, for any reason, your Data files become corrupted, or an index is accidentally deleted, the program will tell you. Then it will ask you to insert your latest Backup disk. If you don't have one, you could lose valuable information.

And if you don't have a Backup disk, you will need to Uninstall the program, and begin anew. See below for the way to do this

There have been occasions with some of our other programs, when a program file has been deleted by the user, or someone tinkering with the user's computer (usually this is an all-knowing and well-meaning friend). So, in the worst case scenario, if the program will not run at all, do this;

Go to the Start | Programs | Everything I Own! | Uninstall Everything I Own! on your Desktop.

Click on 'Uninstall' and take it clear out.

Then Re-Install the program.

After it's been re-installed, Select the Back/Restore option in the Files Menu of 'Everything I Own!', and Restore your Data from the most recent Backup disk.

A Little Advice

Backup Backup Backup No one can do this too much.

As soon as possible, make a backup of your program disks and store them in a safe place. Keep a copy at home, and another set in a different location.

Backup your Data frequently, and store these disks in the same way.

A Little About Dates

We highly recommend you get in the habit of typing in a four-digit year in any 'Data' field. Not only in this program, but in all programs that support them. The year 2000 is just around the corner, and you'll be hearing a lot of talk about computer programs that don't support it. Even in 'Everything I Own!', the date '01/01/00' will be interpreted as January 1, 1900. But if it sees '01/01/2000', it will know exactly what you want.

You might also want to change the 'Settings' of the Windows environment to reflect the four-digit year.

Here's how to do that;
Click the 'Start | Settings | Control Panel' on your Desktop.

Double-click the 'Regional Settings' icon.

Click the 'Date' page tab.

Click the Arrow next to the 'Short date style' combo box, and select 'MM/dd/yyyy', or 'M/d/yyyy'. This will change all your 'Dates' to a four-digit Year. Click 'OK' to accept the change.

Technical Support

'Everything I Own!' is written and distributed by BlueCollar Software.

Technical Support is provided in the following ways;

Internet Email

billstur@blucollsoft.com

CompuServe

72630,1714

Regular Mail

BlueCollar Software
149 Patrick Ave.
Urbana, Ohio 43078

Telephone

(937) 652-1353

Please call between the hours of 4:00PM and 8:00PM EST.

Messages during these times will be returned if I'm not in the office.

Sorry, but I can't promise to return messages received at any other times.

Web Site

www.blucollsoft.com

BlueCollar Software 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 USA, FAX 616-788-2765 or send a CompuServe message via CompuServe Mail to ASP Ombudsman 70007,3536.

Check Warranties

This option will allow you to check to see if any listed Warranties have expired, or will expire within the next sixty days.

Click 'Check Warranties', in the Files Menu.

The program will scroll through all your record to check the status of any Items under Warranty. If it sees an Item's Warranty will expire within the next sixty days, a message box will alert you. If a Warranty has already expired, you will be told and asked if you would like to clear the 'Warranty' fields. If you click 'OK', those fields will be cleared. The rest of the Data for that Item will remain intact.

Backup and Restore

This option will allow you to Backup all your Data files to a floppy disk, then Restore them when necessary.

This is probably the most important feature of 'Everything I Own!'. It is extremely important to have **CURRENT** copies of your files on hand. Everytime you use this program to add or edit files you will be reminded to backup your Data to a floppy disk. **Always** keep a copy at a location outside of your house (safety deposit box, at work, at your Mother-in-laws, etc.).

If you do this, and disaster would strike (and we hope it never does), you'll be glad you did.

We've made it as simple as possible to make your backups, and to restore them later. However, the process is powerful and reliable.

Select 'Backup/Restore' from the Files Menu.

The Backup and Restore Screen will appear.

Backing Up Data

The only Entry on the Screen is the floppy drive where you want to save the data. 'A' is the normal drive letter, if your floppy drive is different, change to the correct drive. Make sure you have a disk in the drive, then click the 'Save To Floppy Disk'. button.

Everything else is automatic. A message box will tell you your data has been backed up to the floppy drive, click 'OK'. The backup will be tested to insure it's reliability. If it's OK, another message will tell you. Click 'OK'. That's it.

If a problem occurred, you will be asked to try again.

Restoring Data

In the 'Backup and Restore Screen', click the 'Restore' tab at the top of the pages.

If your floppy disk **is not** 'A', type in the correct drive letter. Put the Backup disk in the floppy drive, and click 'Restore To Hard Drive'.

The program will test the Data on the floppy, if it's OK it will restore it to your hard drive. If it's corrupted, it will attempt to fix it, then restore it. If it's too corrupted, the program will alert you to try another backup disk.

Don't be alarmed by all this talk of corrupted backup disks. This rarely happens. But when it does, you'll be covered. However, you should keep more than one copy of backups.

Printing One Record

This option will allow you to print a single record.

If you are in the Browse Screen, select the record you want to print in the grid.

If you're in the Input Screen, the record is already selected. This will print the Item you are viewing.

Select the 'Print/View This Record' option from the Files Menu.

The Print or View Reports Screen will appear.

Orientation

This panel determines the way the Report is printed, Portrait is the default. To change it, click the circle for Landscape.

Preview and Print

When you click the 'Preview' button, 'Everything I Own!' will create your report. At the top of the screen you will see this Button Bar.

To learn what each 'button' does, hold your mouse cursor on it for a couple of seconds, a brief hint will appear in a small box.

This screen will also save the report to disk. Click the picture of the disk on the button bar. Type in the file name of the report (make up your own), there's no need to type an extension, just type 'Stuff I Had in January', and click enter. To load a previously saved file, click the 'Open Folder' on the button bar. Click the file you want to load, and click Open.

You can also click the 'Printer' to print from here.

Printing and Viewing Reports

This option will allow you to view and print reports, and set a Filter for them.

Select the 'Print/View Reports' option from the Files Menu.

The Print or View Reports Screen will appear.

Select Report

Click the circle in the 'Select report' panel.

Complete Listing ----- Shows all the fields in the database,
including comments.

Grouped by Location ----- Shows pertinent fields in a list.

Grouped by Type ----- Shows pertinent fields in a list.

Model and Serial Numbers - Shows all records containing Model or
Serial Numbers you entered. If

none

were entered, the record is not

shown.

Items Under Warranty ----- Shows all records containing any Warranty
information you entered. If nothing

was

entered, the record is not shown.

Orientation

This panel determines the way the Report is printed, Portrait is the default. To change it, click the circle for Landscape.

Filtering The Report

Click 'Filter Records' to set a Filter for the report.

Preview and Print

When you click the 'Preview' button, 'Everything I Own!' will create your report. At the top of the screen you will see this Button Bar.

To learn what each 'button' does, hold your mouse cursor on it for a couple of seconds, a brief

hint will appear in a small box.

This screen will also save the report to disk. Click the picture of the disk on the button bar. Type in the file name of the report (make up your own), there's no need to type an extension, just type 'Stuff I Had in January', and click enter.

Beware -- Use this option sparingly. It will create a file with a 'QRP' extension. These files are fairly large, 2 or 3 megabytes if your database contains many Items. From time to time, if you save reports, you might want to delete them using the Windows Explorer. Remember, they have a 'QRP' extension and would look like this 'Stuff I Had In January.QRP'

To load a previously saved file, click the 'Open Folder' on the button bar. Click the file you want to load, and click Open.

You can also click the 'Printer' to print from here.

Setting Filters

This option will provide a way to view only a certain set of Records in your file.

Click the Filter option on the main menu, 'Filter Records' is also available in the 'Printing and Viewing Reports' section.

Select the field you want to set the filter on. 'On Name of Item' and 'On Description' will use this Screen.

Type in the 'Starting Value', press the TAB key to move to the 'Ending Value'. Type it into the box. Press ENTER, or click 'Set Filter'.

In this example, the Browse Screen would show everything from Computers to Diamonds. To cancel the Filter, click the Filter Menu option, then click 'Show All Records'.

'On Location of Items' and 'On Type of Item' will use this Screen.

Click the Arrow on the right side of the 'Select Location' box. A drop down list will appear. Click the location, press ENTER or click 'Set Filter'. The Browse Screen will show every Item in a certain Location, or everything of the same Type.

How Do I Exit This Program?

You would be surprized at how many users ask this question.

In an effort to make this program as 'bulletproof' as possible and to protect the integrity of the Data, you can only Exit from the 'Browse Screen'.

Click this button in the lower right corner of the Browse Screen.

You'll see this button in all the other Screens, click it.
This will take you back to the Browse screen where you can Exit.

Some of the screens in 'Everything I Own!' will disable the Close button, until you either press the OK or Cancel buttons if you are Adding or Editing Records. This is done to protect the user's data.

Adding Editing Viewing and Deleting Records

The four boxes above are located in the lower left hand corner of the Browse Screen.

Adding Records

NOTE..Data can not be added or edited in the Browse Screen.

Click on the 'Add Item' button. This will take you to the Input Screen. The first entry, Name of Item, will have a blinking line cursor. Type the name of the Item here, and press the TAB key to move to the next field.

Typing in your data and pressing TAB will move you through the fields and pages.

Entries for 'Brand Name', 'Type of Item', 'Location', and 'Purchased From' are a little different. These are called Combo Boxes. As you enter the data in your files, those entries will be added to the list in the box. For instance, when adding a new record, type in the Brand Name. If it is a new listing, a message will appear asking if you want to add this Brand Name to the list, click 'yes'. The next time you need that Brand Name, click the Icon on the right of the box, a drop down list will show all your Brand Names, click the one you want, and press TAB to move to the next field. You can also populate these lists by clicking the Brand Name, Type of Item, Location, and Purchased From boxes on the Browse and Input screens.

The Purchased Date and Warranty Date fields **MUST** contain a valid date if you enter any information here. However these fields can be blank, if you wish.

Type in the date in the way your Windows program is set up. For example, in the USA, you would probably type 07/01/1997 or 7/1/1997. The program will not handle July 7, 1997. Try to get into the habit of typing the full year (1997), not (97). When we get to the year 2000, and the system sees 01/01/00, it assumes January 1, 1900.

The last page contains 'Comments About Item'. Type in any thing you desire here, or leave it blank.

When you are finished, click the OK button in the lower right corner of the Input screen. This will save your record. Click Add Item to add your next record.

NOTE..You can click OK at any time during the Add to save the record, then Edit it at a later date.

Click Cancel, if you decide not to add the record you're entering.

Editing Records

Select the record in the Browse Screen or use the Menu Option Search to locate the record.

Click the 'Edit Item' button. This will take you to the Input Screen.
All the conventions for adding records apply to editing them.

Viewing Records

Select the record in the Browse Screen or use the Menu Option Search to locate the record.

Click the 'View Item' button. This will take you to the Input Screen.
The screen will be in Read Only mode. You won't be able to edit unless you click the Edit button in the Input Screen.

Deleting Records

Select the record in the Browse Screen or use the Menu Option Search to locate the record.

Click the 'Delete Item' button. A message will appear asking if you're sure you want to delete this Item. Click to OK to delete it, or Cancel if you changed your mind.

Dates

The Purchased Date and Warranty Date fields **MUST** contain a valid date if you enter any information here. However these fields can be blank, if you wish.

Type in the date in the way your Windows program is set up. For example, in the USA, you would probably type 07/01/1997 or 7/1/1997. The program will not handle July 7, 1997. Try to get into the habit of typing the full year (1997), not (97). When we get to the year 2000, and the system sees 01/01/00, it assumes January 1, 1900.

Searching For a Record

The Search screen will allow a quick and easy way to find records.

Use the Menu at the top of the Browse or Input screens, click Search. The Search Dialog screen will appear.

Enter Search String

The line cursor will be blinking in the entry box. Type the string you are searching for. For example, you want to find a 'bookcase'. Type the entire word to go directly to it, but you could type 'bookc', or 'bo'. Typing less than the entire word will take you to the first instance of the string you entered. 'Bo' might get you to 'boardwalk'.

Select Field To Search

Use your mouse to click in the circle of the field you want to Search. Then press the ENTER key, or Click 'Do Search'.

If nothing matches the string you entered, the selected record will be the closest match.

Purchased From

Click the 'Purchased From' button in the Browse or Input screens to populate the list. This option can also be accessed from the Main Menu.

Clicking the button will bring up this screen.

To add a new listing, click 'Add Record'. Type the new listing in the 'Please Type In A New Entry' box, press TAB, press ENTER. Or just click the OK button. Click Cancel, if you decide not to enter the listing.

Location

Click the 'Locations' button in the Browse or Input screens to populate the list. This option can also be accessed from the Main Menu.

Clicking the button will bring up this screen.

To add a new listing, click 'Add Record'. Type the new listing in the 'Please Enter the Location' box, press TAB, press ENTER. Or just click the OK button. Click Cancel, if you decide not to enter the listing.

Type of Item

Click the 'Types of Items' button in the Browse or Input screens to populate the list. This option can also be accessed from the Main Menu.

Clicking the button will bring up this screen.

To add a new listing, click 'Add Record'. Type the new listing in the 'Please Enter the Item Type' box, press TAB, press ENTER. Or just click the OK button. Click Cancel, if you decide not to enter the listing.

Brand Name

Click the 'Brand Name' button in the Browse or Input screens to populate the list. This option can also be accessed from the Main Menu.

Clicking the button will bring up this screen.

To add a new listing, click 'Add Record'. Type the new listing in the 'Please Enter Brand Name' box, press TAB, press ENTER. Or just click the OK button. Click Cancel, if you decide not to enter the listing.

Combo Boxes

Boxes with the Arrow beside them are called Combo Boxes.

As you enter the data in your files, those entries will be added to the list in the box. For instance, when adding a new record, type in the Brand Name. If it is a new listing, a message will appear asking if you want to add this Brand Name to the list, click 'yes'. The next time you need that Brand Name, click the Icon on the right of the box, a drop down list will show all your Brand Names, click the one you want, and press TAB to move to the next field. You can also populate these lists by clicking the Brand Name, Type of Item, Location, and Purchased From boxes on the Browse and Input screens.

Browse Screen

When you first enter the program, the Browse Screen is visible. It contains the grid that lists all the items in the file. It's the main screen in the program, allowing you to access all the features of 'Everything I Own!'.

Hopefully, any Menu options or Buttons not explained in detail, will be easy enough to understand.

Navigating The Grid

There are scroll bars on the bottom and right side of the grid. Click the arrows to move through the records.

You can also use the buttons on the bottom right of the Browse Screen.

First moves to the top record in the file, etc.

Or you can Search for the record.

You can also click anywhere IN the grid and use the Arrow keys on your keyboard to move around.

Customizing the Grid

At the top of each column in the grid are the Titles of the Column.

You can click on any Title and drag it to a different location in the grid. Or move the mouse pointer to an edge of the Title, the cursor will change to a crosshair, drag it right or left to size the column.

NOTE...Any changes made here will not be present when you exit the program and re-enter later.

Input Screen

All Adding and Editing of your records are done here.

Once in this Screen, you can Add, View, or Edit any Item in the file.

Locating Records

You can use the buttons on the bottom right of the Input Screen.

First moves to the top record in the file, etc.

Or you can Search for the record.

Adding and Editing Records

If you entered this screen from the Browse Screen by clicking the 'View Item' button, it is in Read Only mode. You can't change any of the data.

However, you can add and edit any entry by clicking the appropriate button in this screen.

If you entered this screen by clicking 'Add Item' or 'Edit Item' in the Browse screen, you can change the Data.

Navigating Through The Pages

If you are adding a record, you will automatically move from one page to the next.

However, when Editing, click the Tab for the page you wish to Edit.

Icon Information

I'd like to acknowledge some of the people who aided in the development of 'Everything I Own!'

Harold Holmes - Lincoln Beach Software
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Helped knock down a few brick walls I ran into.

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For his Beta testing and continued support of all
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Creator of HelpGen
Without this program, the Help files would have taken
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