

WHAT YOU OWN Home Inventory

User Guide



WHAT YOU OWN Home Inventory

User Guide

Prepared by Joane Rylander
Summer 2011

WHAT YOU OWN™ Home Inventory

Version 4.17

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Chapter 1 Getting Started

WHAT YOU OWN Home Inventory software enables you to create a room-by-room inventory of items in your home. Having an up-to-date home inventory will help you to:

- Purchase enough insurance to replace the things you own
- Settle insurance claims faster
- Substantiate losses for your income tax return

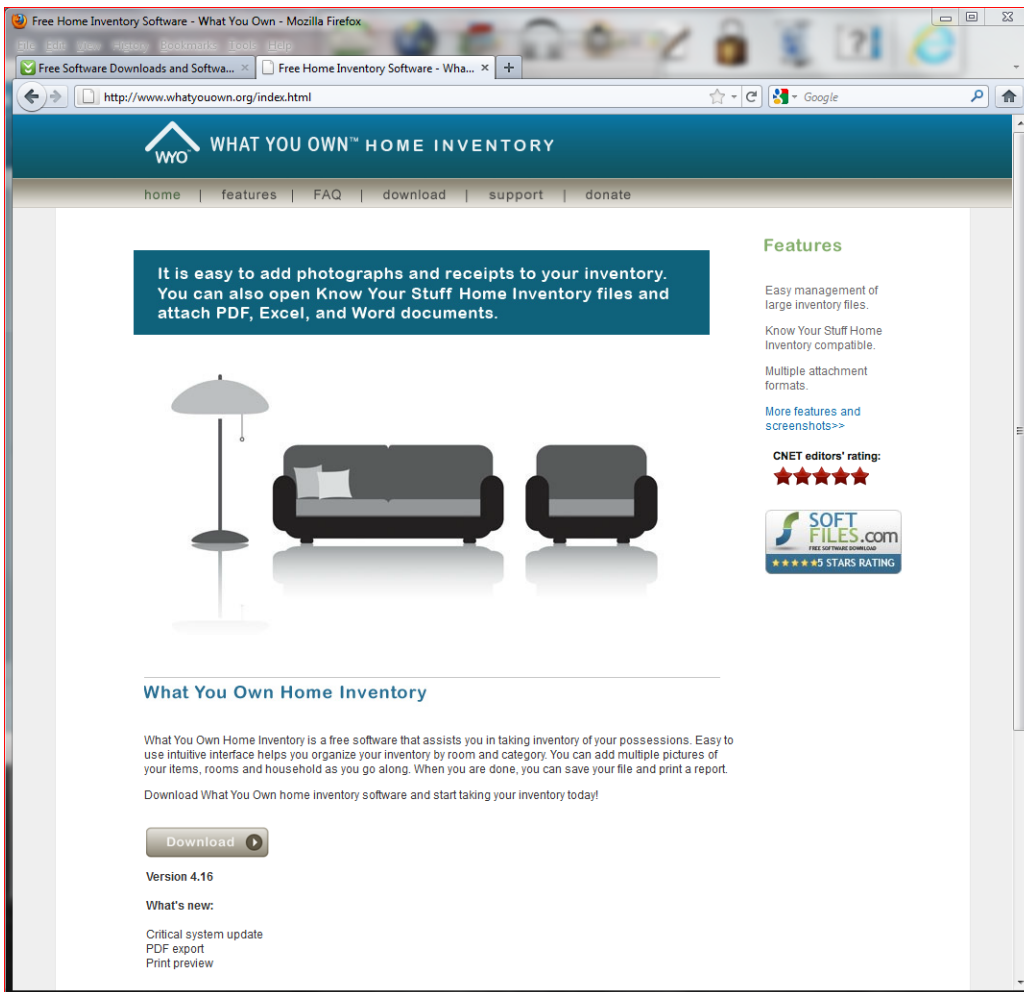
Once your home inventory is complete, print or save and store it for safekeeping. Consider giving a copy to a friend or family member so that the information will be available if you cannot access your own copy in an emergency.

Installing WHAT YOU OWN Software

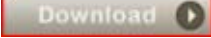
WHAT YOU OWN Home Inventory software is available free from M-ONE STUDIO for download and use.

Download the Software

To download WHAT YOU OWN Home Inventory software, visit the website at www.whatyouown.org/download.html.



To download the software, follow these steps:

- 1 Click the  button. The Download screen appears.
- 2 On the Download screen, select the state in which you reside and your operating system, and enter your email address where specified.

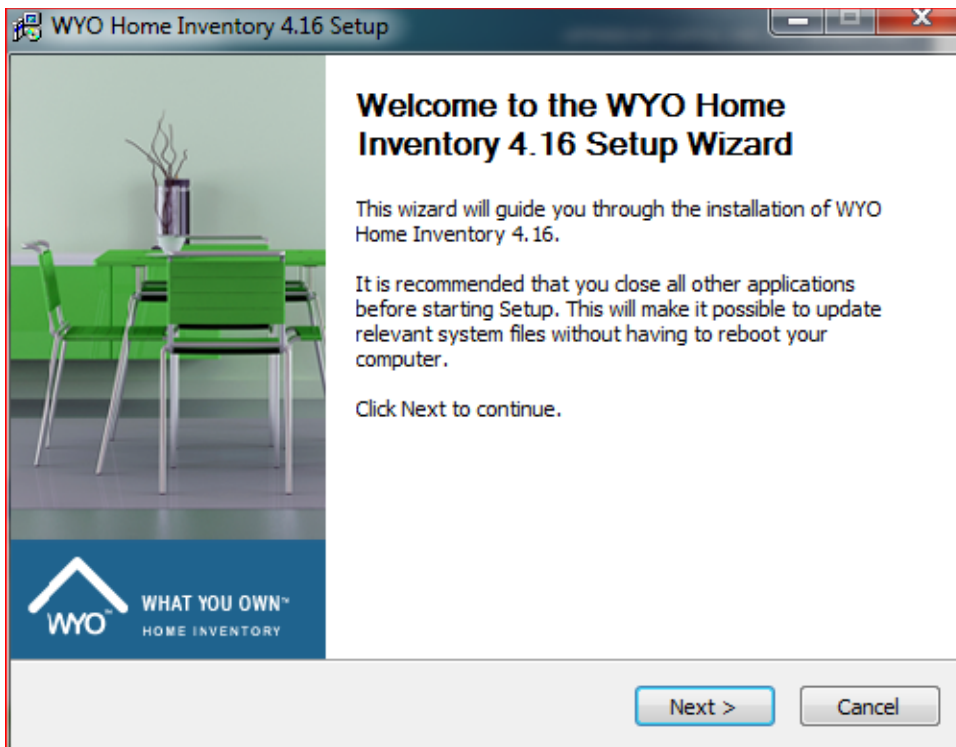
- 3 Click the  **Download** button to begin the download.

Note: You will be asked to save the file *wyoHomeInventory.exe*, which installs the software. Follow the instructions for your web browser.

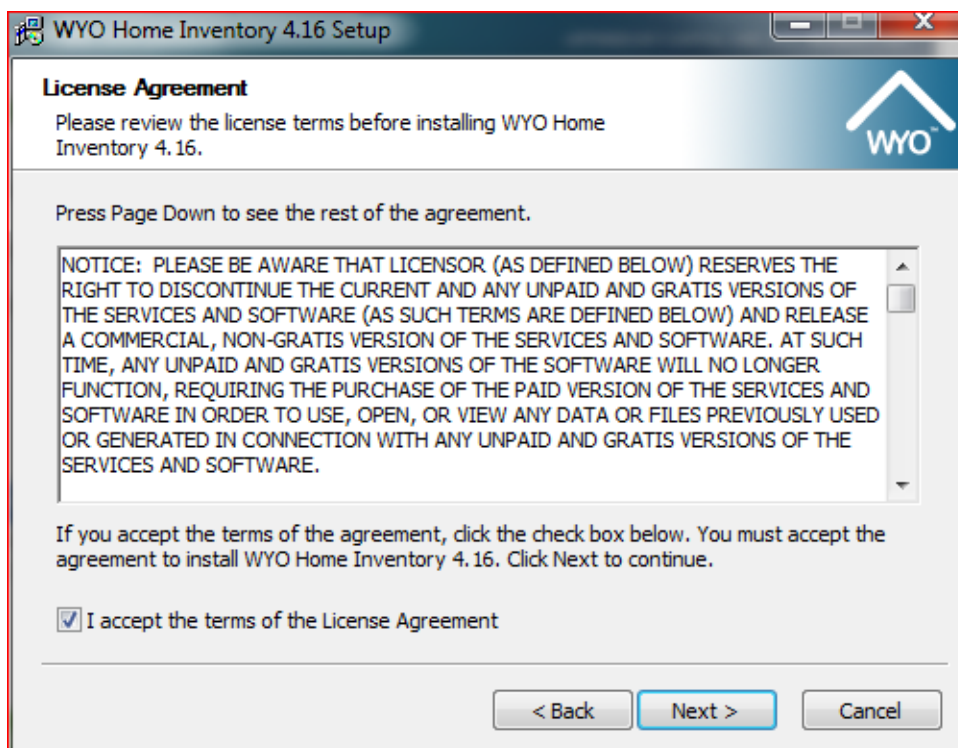
Install the Software

To install WHAT YOU OWN Home Inventory software, first locate the file you just downloaded, then follow these steps:

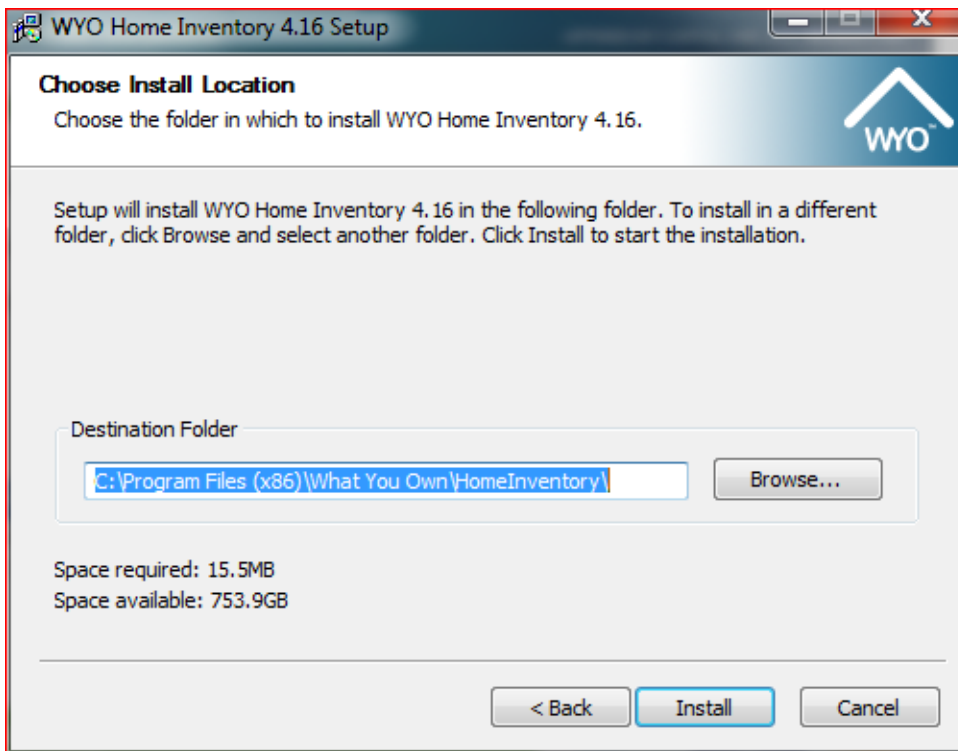
- 1 Double click the file *wyoHomeInventory.exe*. The Setup Wizard screen appears.
- 2 Click the **Next >** button on the Setup Wizard screen.



- 3 On the License Agreement screen, check the box and click the **Next >** button to accept the license agreement and to continue with the installation.

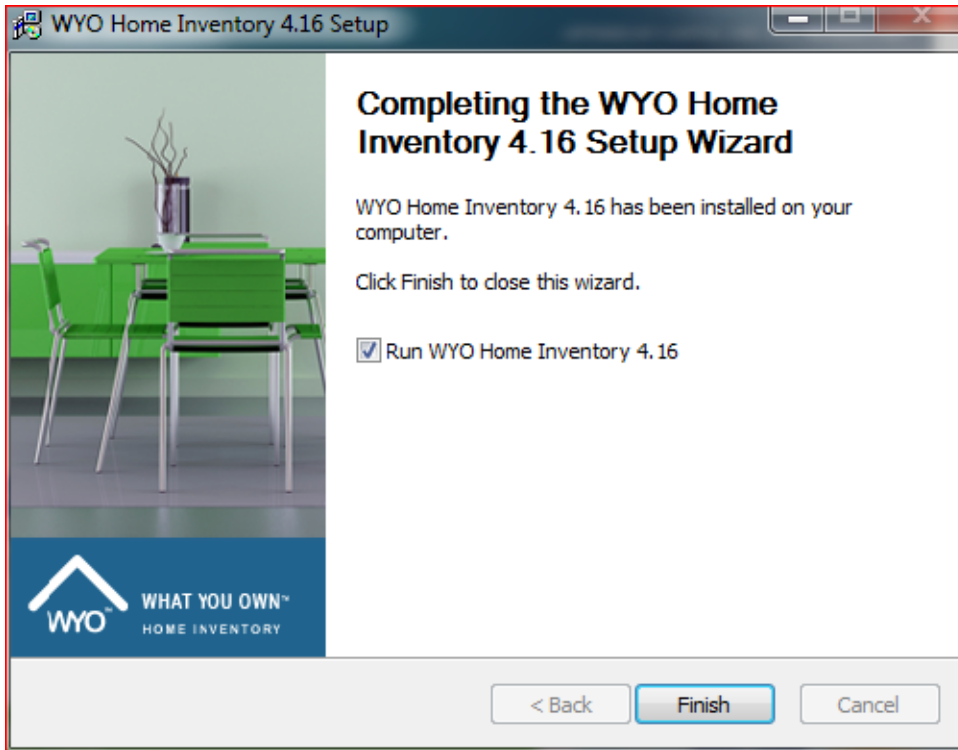


- 4 Select the destination folder in which to install the software, and click the **Install** button.



Note: It is generally recommended to accept the default destination folder in which to install the software.

- 5 Click the **Finish** button to complete the installation.



Starting the Software

If you checked the box, the software will start automatically.

To create a new inventory project, click the  **New** button at the top of the screen. The Home Inventory wizard will then guide you through the initial inventory setup process.

Chapter 2 Home Inventory

WHAT YOU OWN Home Inventory software enables you to create a room-by-room inventory of items in your home.

Inventory

Creating your home inventory is made up of a few basic steps:


- 1 Create an inventory project.
- 2 Add rooms to the inventory project.
- 3 Add items to each room.

For any project, room or item, you can add images or attachments.

Once you have created your home inventory, you can continue to make updates to keep your inventory current.

Create an Inventory Project

To create an inventory project, follow these steps:

- 1 On the home screen, click the  **New** button. The Create Project window appears.
- 2 Type the name of your inventory, then click the **Next >** button. You can also change the location where your inventory file will be located.
- 3 Type your name, address, and contact information, then click the **Next >** button.
- 4 Type your insurance company and policy information, then click the **Next >** button.
- 5 List any other insurance policies as well as important contacts and other relevant information, then click the **Next >** button.
- 6 To add any images or attachments to the inventory project, click the **Add** button, and select the desired image or file to attach.

Note: At any time during the process to create an inventory, you can click the **< Back** button to go to a previous screen.



- 7 Click the **Finish** button.

Your inventory project has been set up.




Update Inventory Project Information

You may need to update your inventory project information: for example, if you change insurance providers. To update the information, follow these steps:

- 1 On the home screen, click the  **Open** button. The Open an Inventory Project window appears.
- 2 Navigate to your inventory file and click the **Open** button. The home screen displays your inventory information.
- 3 To make changes, click the  **Edit** button on the right side of the screen. The Edit Project window appears.
- 4 Make the desired changes on each screen, then click the **Next >** button.
- 5 To add any images or attachments to the inventory project, click the **Add** button, and select the desired image or file to attach.
- 6 Click the **Finish** button.

The changes have been made to your inventory project. Remember to save your inventory project file.

Save an Inventory Project

Remember to save your inventory file as you update it. To save the file, click the  **Save** button on the home screen.


Note: The inventory file is initially saved when you create the inventory with the filename and location you specified. WYO files have the file extension *.xii*.

Rooms

Once you have created your inventory project, add the rooms that will be included in your inventory.

Add a Room

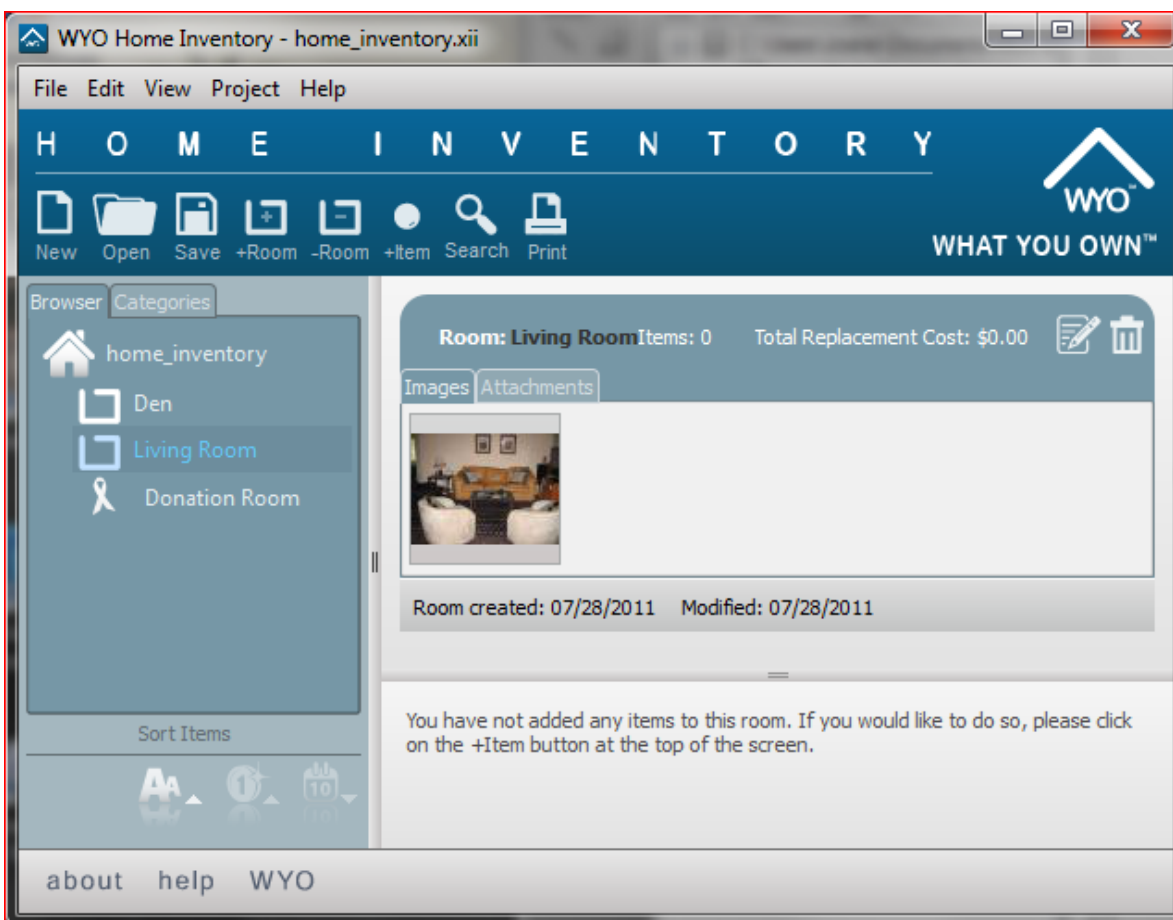
To add a room, follow these steps:

- 1 On the home screen, click the  **+Room** button. The Add Room window appears.
- 2 Type the name of the room and any notes, then click the **Next >** button.
- 3 To add any images or attachments to the room, click the **Add** button, and select the desired image or file to attach.

Note: At any time during the process to add an item, you can click the **< Back** button to go to a previous screen.


- 4 Click the **Finish** button. Remember to save your inventory file.

Your room has been set up. To set up additional rooms, complete the described steps for each room.



Update Room Information



You may need to update information about a room. To update the information, follow these steps:

- 1 On the home screen, select the desired room in the Browser window to the left.
- 2 To make changes, click the  **Edit** button on the right side of the screen. The Edit Room window appears.
- 3 Make the desired changes, then click the **Next >** button.
- 4 To add any images or attachments to the room, click the **Add** button, and select the desired image or file to attach.
- 5 Click the **Finish** button.

The changes have been made to your room. Remember to save your inventory file.

Delete a Room

To delete a room, follow these steps:

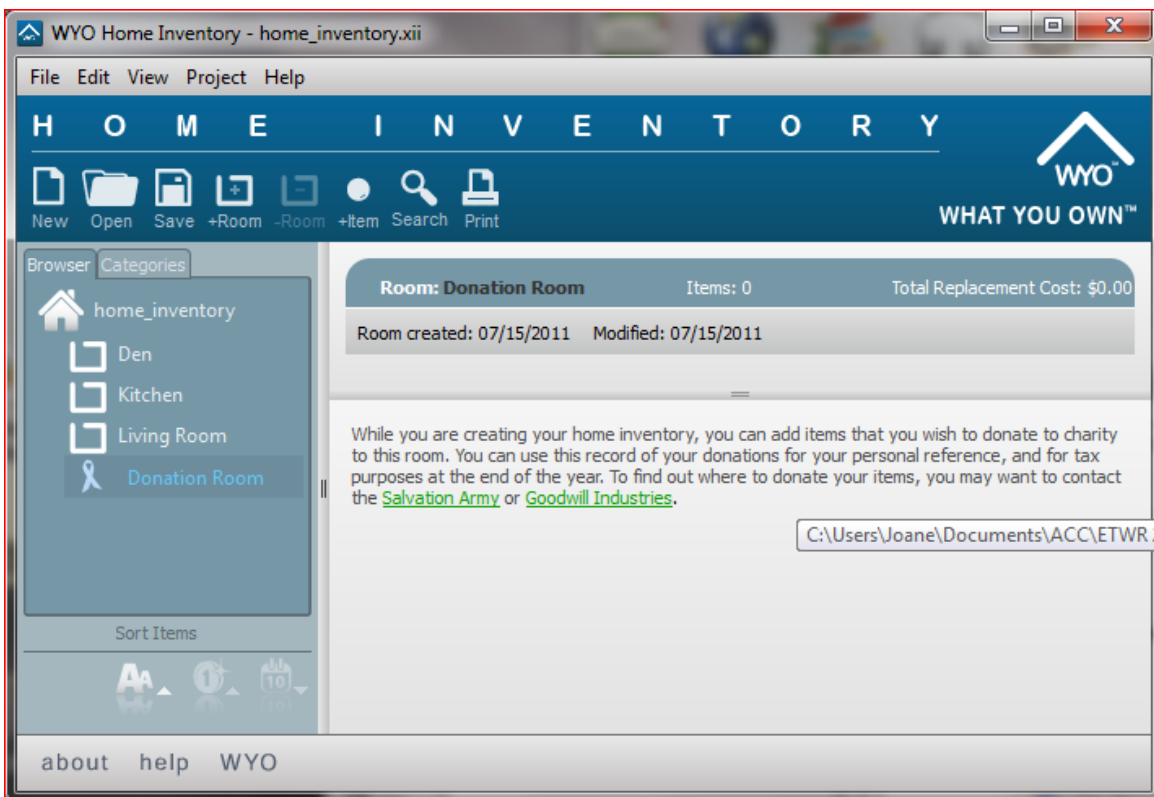
- 1 On the home screen, select the desired room in the Browser window to the left.
- 2 Either click the  **-Room** button on the home screen or click the  **Delete Room** button. The Inventory Info window appears.
- 3 To delete the room, click the **Yes** button.

Your room has been deleted. Remember to save your inventory file.

Donation Room

WHAT YOU OWN Home Inventory software allows you to add items you wish to donate to a special Donation Room. You can use this information to record donations for tax purposes.

To add items to this room, simply select the room and add items as you would for any other room.




Items

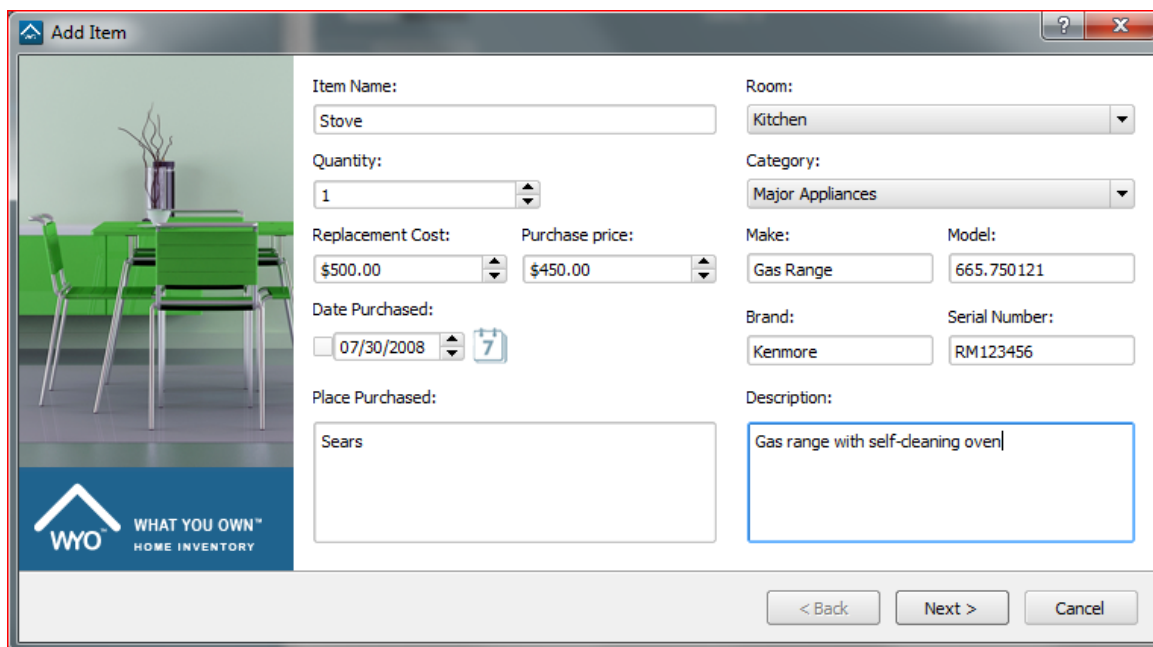
Once you have created your inventory project and rooms, add items to each room.

Add an Item

To add an item to a room, follow these steps:

- 1 On the home screen, select the desired room in the Browser window to the left.

- Click the  **+Item** button. The Add Item window appears.
- Type or select the requested information, then click the **Next >** button.



The screenshot shows the 'Add Item' window with the following details:

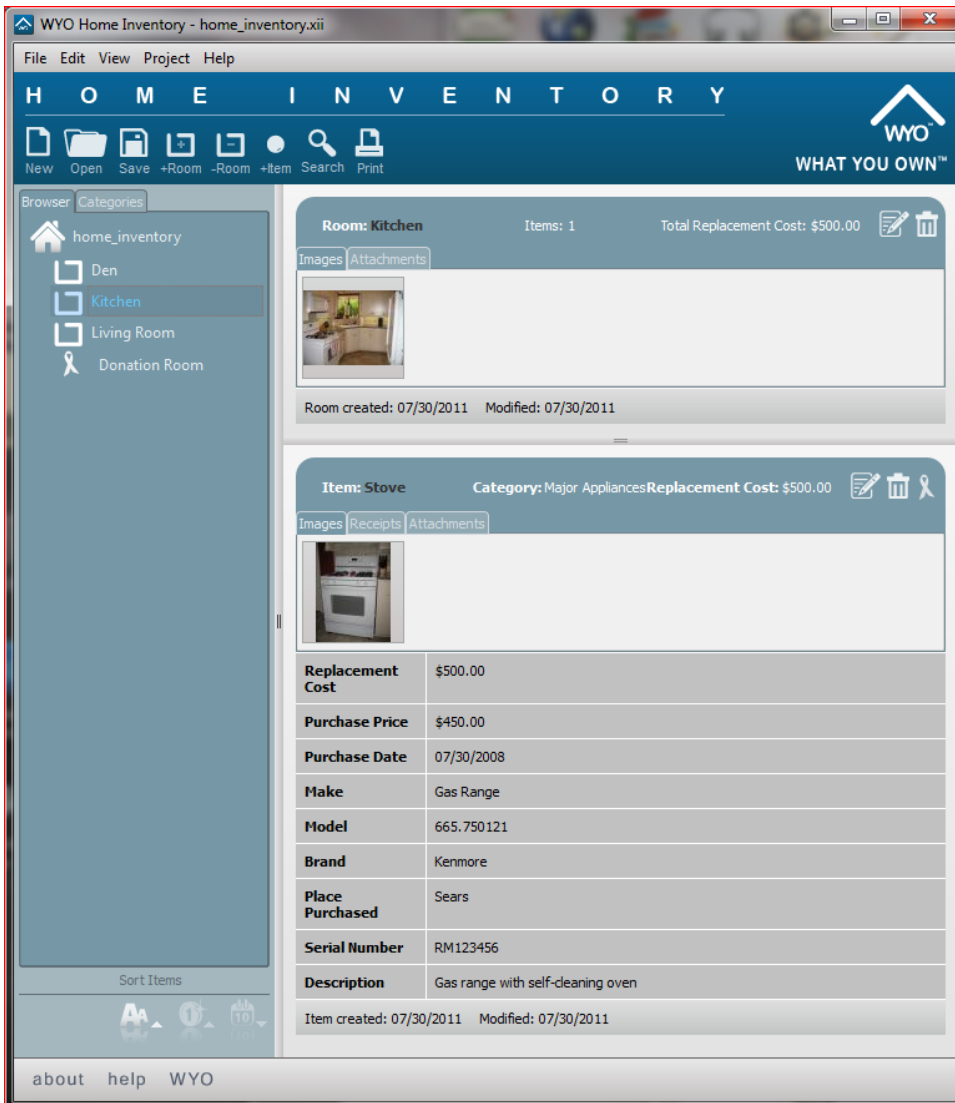
- Item Name:** Stove
- Room:** Kitchen
- Quantity:** 1
- Replacement Cost:** \$500.00
- Purchase price:** \$450.00
- Date Purchased:** 07/30/2008
- Place Purchased:** Sears
- Category:** Major Appliances
- Make:** Gas Range
- Model:** 665.750121
- Brand:** Kenmore
- Serial Number:** RM123456
- Description:** Gas range with self-cleaning oven

- To add any images, receipts, or attachments to the inventory project, click the **Add** button, and select the desired image or file to attach.

Note: At any time during the process to add an item, you can click the **< Back** button to go to a previous screen.


- Click the **Finish** button. Remember to save your inventory file.

Your item has been added to the room. The screen displays the room and item information you have added.



Update Item Information


You may need to update information about an item. To update the information, follow these steps:

- 1 On the home screen, select the desired room in the Browser window to the left.
- 2 To make changes, click the  **Edit** button on the right side of the window associated with the desired item. The Edit Item window appears.
- 3 Make the desired changes, then click the **Next >** button.
- 4 To add any images, receipts, or attachments to the inventory project, click the **Add** button, and select the desired image or file to attach.
- 5 Click the **Finish** button.

The changes have been made to your item. Remember to save your inventory file.

Delete an Item

To delete an item, follow these steps:

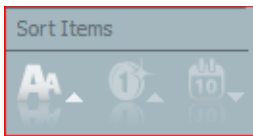
- 1 On the home screen, select the desired room in the Browser window to the left.
- 2 Click the  **Delete Item** button on the right side of the window associated with the desired item. The Inventory Info window appears.
- 3 To delete the item, click the **Yes** button.

Your item has been deleted. Remember to save your inventory file.

Sort Items


WHAT YOU OWN Home Inventory software allows you to sort the items in a room alphabetically, by purchase cost, or by purchase date.

To sort the list of items, select the desired option from the following menu at the bottom left of the home screen.



Search

WHAT YOU OWN Home Inventory software allows you to search for any item in your inventory project by following these steps:

- 1 On the home screen, click the  **Search** button. The Find an Item window appears.
- 2 Type all or part of the item name you want to find.
- 3 Click the **Find** button. The information for the desired item is displayed.

Print


WHAT YOU OWN Home Inventory software allows you to print a variety of reports:

- Household Summary
- Detailed Inventory by Room
- Detailed Inventory by Category
- Images
- Receipts


For each report, you have the following print options:

- Print: send the report to your printer
- Preview: preview the report before you print it
- PDF: generate a PDF file of the report

To run a report, follow these steps:

- 1 On the home screen, click the  **Print** button.
- 2 Select the report you wish to run and the desired print option.


Your report will be generated in the requested format.



WHAT YOU OWN™ HOME INVENTORY

Date: August 3, 2011

Household Summary

Inventory Project	home_inventory
Images	
Name	Joane Rylander
Address	1234 Anywhere Ave Austin, Texas 78701 United States
Telephone	512-555-1212
Email	joane.rylander@austincc.edu
Insurance Company	Encompass 11149 Research Blvd, Ste 260 Austin, Texas 78759-5781 United States 512-343-0000 www.encompassinsurance.com
Policy Number	12345678
Insurance Agent Information	Brown & Brown of Austin
Notes	Add notes here.

Summary by Room

Room	Number of Items	Total Replacement Cost
Den	0	\$0.00
Donation Room	0	\$0.00
Kitchen	2	\$700.00
Living Room	0	\$0.00
Total:		\$700.00

Chapter 3 Troubleshooting

WHAT YOU OWN Home Inventory software enables you to create a room-by-room inventory of items in your home.

FAQ

Following are answers to some frequently asked questions.

How do I take an inventory?

This software will help you create a room-by-room inventory of your personal possessions. Having an up-to-date home inventory will help you:

- Purchase enough insurance to replace the things you own.
- Get your insurance claims settled faster.
- Substantiate losses for your income tax return.

You can always simply make a list in a notebook and save receipts and photos in a file. This software, however, should make this task fun and simple. More importantly, with the click of your mouse, you can update this list as you buy or eliminate personal possessions.

Where do I start?

If you have been setting up a new household, starting a home inventory can be relatively simple. If you have been living in a house for many years, set aside some time to identify valuables you have in your home. It is much easier to document your possessions before you suffer a loss from a fire, hurricane, burglary or other disaster.

Do I need to take pictures?

Along with the written information, consider adding photographs of your possessions, which can be done easily with a digital camera. You can also store your print photographs with a copy of your inventory.

How do I create a new inventory project?

When you start the program for the first time, click the **New** button on the upper left hand corner of the screen. The set-up wizard will then ask you a series of questions, including the names of the rooms in your house. For more information, see “Create an Inventory Project” on page 9.

How do I add rooms and items?

Now that you have setup your home, you can begin to add items to your home inventory room by room. First, add the rooms by clicking the **Add Room** button. On the left hand side of your screen you will see a list of rooms. Click on the room where you would like to add an item and then click the **+ item** button on the left corner of your screen. For more information, see “Add a Room” on page 11 and “Add an Item” on page 13.

How do I add pictures and receipts?

When you add an item to the room, you will see an upload option for pictures and receipts. For photographs, you can use images taken with your digital camera. If you don't have a digital

camera, you can scan print photographs into your computer or you can save the photos with a copy of your home inventory report. The same goes for receipts.

How do I print a report?

There are a number of report options available to you if you want to print a report of your home inventory. Click the **Print** button at the upper left corner of your screen. For more information, see “Print” on page 16.

Installation Problems

If you have problems installing the software, visit the support website at www.whatyouown.org/support.html.

Installation Tips

Tip: To close the Print Preview window, press the **ESC** key.

Tip: To open your inventory file created in version 3, follow these steps:

- 1 Open WYO Home Inventory software.
- 2 Click the **Open** icon and choose v3(*.iii) file type.
- 3 Browse to your inventory file and click **Open**.

Tip: For Windows users: If your build has expired and the automatic application update fails, follow these steps:

- 1 Restart Windows.
- 2 Do not start the WYO Home Inventory application.
- 3 Open your web browser.
- 4 Download and install latest release from the website at <http://www.whatyouown.org/download.html>.

Donate

WHAT YOU OWN Home Inventory software is free from M-ONE STUDIO for download and use. Help keep this software free by making a donation at the website at <http://www.whatyouown.org/donation.html>.

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WHAT YOU OWN Home Inventory

Reader Response Form

Thanks to you, the users of WHAT YOU OWN Home Inventory software, we are continually making improvements to the software. You can also help us by completing the following information about your experience with this user guide. Indicate your choice for each item in the appropriate column, and add any comments you may have.

Please return this form to the address on the reverse side. If it is more convenient, you may complete the information online on our website at www.whatyouown.org.

	<i>always</i>	<i>some-times</i>	<i>never</i>	<i>n/a</i>	<i>comments</i>
I found what I needed in the guide.					
The guide was well organized.					
The guide was easy to understand.					
The software worked as the guide described.					
The index contained what I needed.					
The table of contents contained what I needed.					
The guide was free of errors.					
I know how to find additional information.					

Additional Comments:

WHAT YOU OWN Home Inventory Software
55 M-ONE STUDIO Lane
New York, NY 10153

WHAT YOU OWN Home Inventory

WHAT YOU OWN Home Inventory software enables you to create a room-by-room inventory of items in your home. Having an up-to-date home inventory will help you to:

- Purchase enough insurance to replace the things you own
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