



## JRE Home Inventory Reports

JRE Enterprises presents JRE Home Inventory Reports for Windows. JRE Home Inventory Reports will allow you to produce various reports using the data that was entered via JRE Home Inventory. Reporting capabilities include true print preview, user selectable fonts, user-specified report filtering and breaks, and ability to create brief reports.



JRE Home Inventory Reports is coded using Microsoft Visual Basic, Microsoft Professional ToolKit for Visual Basic, and Sequiter Software CodeBasic.

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## **Becoming a Registered User**

We thank you for giving JRE Home Inventory a test drive. Registration is easy and it ensures that we at JRE Enterprises can continue to develop low cost, quality applications for Windows.

View REGISTER.WRI for current pricing information and registration form.

Related topics:

[License Agreement](#)

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## Main Window

The main window of JRE Home Inventory Reports allows you to create, view, save, and print reports. Saved reports can be retrieved, viewed, printed and deleted. JRE Home Inventory can be started, and various menu options can be selected.

The report windows allow you to create NEW reports or access SAVED reports. Pressing the INVENTORY button will invoke the JRE Home Inventory program.

The File menu item gives you the ability to perform printer setup. The Option menu item gives you the ability to run the Windows' calculator program, to customize the Printer fonts used for reports, specify whether ignore case on query will be on or off, and specify report options. The Help menu item provides the ability to display the about window, which gives the copyright notice and version/release number for JRE Home Inventory.

The STOP! button will close all open windows and terminate the JRE Home Inventory Reports program.

The following *shortcut* keys are available:

F3 Key	--	Stop JRE Home Inventory Reports
F12 Key	--	Start the calculator program

Related topics:

[New Report Window](#)

[Print Preview Window](#)

[Report Sub-Total Selection Window](#)

[Saved Report Window](#)

[Specify Filter for New Report Window](#)



## Specify Filter for New Report Window

The Specify Filter for New Report window allows you to enter query specifications when creating a new report. The query specifications will determine which records are included in the report.

Query criteria consist of a value preceded by one of the following operators:

=	Equal to
<>	Not equal to
>	Greater than
>=	Greater than or equal to
<	Less than
<=	Less than or equal to
\$	Contains

If no query criteria is specified, equal to (=) is assumed.

All the query operators, except \$, work by comparing the specified query criteria to the left-most portion of the record data. If they are equal, the record is included in the report. The \$ operator, Contains, works by scanning the record data to determine if the specified query criteria occurs anywhere within the record data. If the specified query criteria occurs anywhere within the record data, the record is included in the report. The \$ operator can not be used with the following fields: Quantity, Property Cost, Claim, Purchase Date, and Warranty Date. The \$ operator consumes more system resources than the other query operators.

The Ignore Case on Query option on the main menu determines how the specified query criteria is compared to the record data. When selected, the case of the characters is ignored when determining if the two strings match, i.e. an "A" equals an "a". When not selected, the case of the characters is considered when determining if the two strings match, i.e. an "A" does NOT equal an "a".

If all fields are left blank, then all records will be included in the report.

If your query returns no records, a message box is displayed asking if you want to return all records or specify new query criteria.

The EXIT button will continue the report creation process.

The following *shortcut* keys are available:

Alt+X or F3 Key	--	Exit
F12 Key	--	Start the calculator program

Related topics:

[Main Window](#)

[New Report Window](#)

 **About Window**

The about window displays the copyright notice and the version.release number.





## New Report Window

The new report window allows you to create reports. Click the print preview button to display the selected report, click the print button to print the selected report. **Shortcut:** Double-click on a report to print preview the report.

The type of reports available to be created are:

- Property listed by House and Room,
- Property listed by House and Insurance Category,
- Property listed by House and Personal Category,
- Claim listed by House and Room,
- Claim listed by House and Insurance Category,
- Claim listed by House and Personal Category,
- Property grouped by Insurance Category that exceed Insurance Limits
- Property listed with Expiring Warranties
- List of Insurance Policies/Categories
- List of Houses
- List of Personal Categories
- List of Rooms

If you have checked the Sub-total Selection check box, then the Report Sub-Total Selection Window will be displayed after the Print Preview button or Print button is pressed. An additional layer of sub-totals can be selected to be included on the report from this window. This option is only valid for the Property Listed by... and Claim Listed by... reports.

If you have checked the Specify Filter Criteria check box, then the Specify Filter for New Report Window will be displayed after the Print Preview button or Print button is pressed. Filter criteria can be specified to determine which records to be included in the report. This option is only valid for the Property Listed by... and Claim Listed by... reports.

The Claim Listed... reports only include property records that have values greater than zero in their claim fields. Additional filter conditions can be specified by checking the Specify Filter Criteria check box.

The EXIT button will close the new report window and return you to the main window.

The following *shortcut* keys are available:

- |                 |    |                              |
|-----------------|----|------------------------------|
| Alt+X or F3 Key | -- | Exit                         |
| F12 Key         | -- | Start the calculator program |

Related topics:

Main Window

Print Preview Window

Report Sub-Total Selection Window

Specify Filter for New Report Window



## Saved Report Window

The saved report window allows you to print preview, print or delete previously saved reports. You can scroll through the saved report list by using the scroll bar. Select a report by clicking on one of its fields. Click the print preview button to display the selected report, click the print button to print the selected report, click the delete button to delete the selected report. **Shortcut:** Double-click on a saved report to print preview the report.

The EXIT button will close the saved report window and return you to the main window.

The following *shortcut* keys are available:

Alt+X or F3 Key	--	Exit
Alt+D or F9 Key	--	Delete the selected saved report
Alt+P	--	Print the selected saved report
Alt+V	--	Print Preview the selected saved report
F12 Key	--	Start the calculator program

Related topics:

[Main Window](#)

[Print Preview Window](#)



## Print Preview Window

The print preview window displays the created or saved report, one page at a time. From the Menu bar, the report can be printed, paged backward and forward, and paged to the first page and last page of the report. If Enhanced Print Preview is on, then the report can be "Zoomed" in and out. Also, when you exit the report, you are asked if you want to SAVE the report for later retrieval.

The "File" menu item has two sub-items, "Print" and "Exit".

Click the "|<" menu item will display the first page of the report. Click the "<" menu item to display the previous page of the report. Click the ">" menu item to display the next page of the report. Click the ">|" menu item to display the last page of the report. **Shortcut:** Press the F8 or Page Down key to display the next page of the report. Press the F7 or Page Up key to display the previous page of the report. Press the Home key to display the first page of the report. Press the End key to display the last page of the report.

If Enhanced Print Preview is on, then click the "Zoom Out" menu item to view the full page of the report. Click the "Zoom In" menu item to revert to normal print preview. Enhanced Print Preview consumes more system resources and can considerably slow print preview. We do not recommend using this option with systems having less than eight megabytes of RAM.

The F3 key can be used instead of clicking the EXIT button to return to the New Report or Saved Report window.

**NOTE:** If a printer font is chosen that does not have a corresponding screen font, then "MS Sans Serif" will be used during print preview.

The following *shortcut* keys are available:

F3 Key	--	Exit
F7 Key	--	Scroll to the previous page of the report
F8 Key	--	Scroll to the next page of the report
F12 Key	--	Start the calculator program
DOWN Key	--	Scroll to the next page of the report
END Key	--	Scroll to the last page of the report
HOME Key	--	Scroll to the first page of the report
UP Key	--	Scroll to the previous page of the report

Related topics:

[Main Window](#)

[New Report Window](#)

[Saved Report Window](#)



## Report Sub-Total Selection Window

The report sub-total selection window allows an additional level of sub-totaling to be done when creating new Property Listed by... and Claim Listed by... reports. ...Insurance Category reports can be sub-totaled by Personal Category or Room. ...Personal Category reports can be sub-totaled by Insurance Category or Room. ...Room reports can be sub-totaled by Insurance Category or Personal Category.

The EXIT button will continue the report creation process.

The following *shortcut* keys are available:

Alt+X or F3 Key	--	Exit
F12 Key	--	Start the calculator program

Related topics:

[Main Window](#)

[New Report Window](#)



## Set Print Margins

The set print margins window allows you to adjust the amount of print margin for top/bottom and sides. A margin between 0 and 1 inch may be specified. If 1 inch is specified for top/bottom, then a 1 inch margin will be added to the top and a 1 inch margin will be added to the bottom. This is in addition to any inherent margins added by the printer.

The UPDATE button will write out the new print margins.

The EXIT button will return you to the main window.

The following *shortcut* keys are available:

Alt+X or F3 Key	--	Exit
F12 Key	--	Start the calculator program

Related topics:

[Main Window](#)

[New Report Window](#)

[Saved Report Window](#)

## **Printer Setup File Menu Item**

The printer setup menu item will display the standard Windows Printer Setup box. This allows you to change your printer defaults.

Related topics:

[Calculator](#)

[Printer fonts](#)

[Ignore Case on Query](#)

[Reports](#)

[About](#)

## Calculator Option Menu Item

The calculator menu item will run the Window's calculator program (calc.exe). The F12 key may be pressed to start the calculator program, too.

Related topics:

[Printer Setup](#)

[Printer Fonts](#)

[Ignore Case on Query](#)

[Reports](#)

[About](#)

## Printer Fonts Option Menu Item

The Print fonts item will display the sub-list:

- Column Headings
- Data
- Page Headings
- Sub-Totals

Click on the item for which you want to modify font defaults. This will display the standard Windows Font Selection box. Your choices will be applied immediately and will be saved automatically. The next time you use JRE Home Inventory Reports, these new font defaults will be used.

*NOTE:* If a printer font is chosen that does not have a corresponding screen font, then "MS Sans Serif" will be used during print preview.

*NOTE:* If you select a color other than black for a printer font and your printer only prints black, then the printer may not print anything when printing that font. Print Preview will display the font in the color chosen.

Related topics:

[Printer Setup](#)

[Calculator](#)

[Ignore Case on Query](#)

[Reports](#)

[About](#)



## Ignore Case on Query Option Menu Item

The ignore case on query item will display a check mark next to it if queries will ignore the case of data when query criteria is compared to record data. Clicking on the item will toggle between the two modes.

When selected, the case of the characters is ignored when determining if the two strings match, i.e. an "A" equals an "a". When not selected, the case of the characters is considered when determining if the two strings match, i.e. an "A" does NOT equal an "a".

Related topics:

[Printer Setup](#)

[Calculator](#)

[Printer Fonts](#)

[Reports](#)

[About](#)

## Reports Option Menu Item

The reports menu item has the following sub-menu items: Brief Report, Enhanced Print Preview, Fit Report to Page, Include Additional Info Data, Location Separators, and Margins.

The Brief Report item will display a check mark next to it if it is turned on. Simply click the item to toggle between brief reports on and brief reports off. Brief Reports on causes all Property Listed by... and Claim Listed by... reports to display/print one line per item. The line will contain the Property Description, Unit Cost, Quantity, and Total Cost. No other data will be displayed or printed, even if Include Additional Info Data is on.

The Enhanced Print Preview item will display a check mark next to it if it is turned on. Simply click the item to toggle between enhanced print preview on and enhanced print preview off. Enhanced print preview allows Zoom Out, full-page print preview, and Zoom In, normal print preview. Enhanced Print Preview consumes more system resources and can considerably slow print preview. We do not recommend using this option with systems having less than eight megabytes of RAM.

The Fit Report to Page item will display a check mark next to it if it is turned on. Simply click the item to toggle between fit report to page on and fit report to page off. Fit Report to Page allows the full page width to be used when printing. By default, all the reports will print an 80 column report and will truncate data if necessary to fit within the 80 columns. If your printer supports greater than 80 columns, normally via landscape mode, then turning fit report to page on will cause reports to be spread across the entire width of the page. This will reduce or eliminate any truncation of data. You may also adjust printer font sizes via the [fonts menu item](#) to reduce or eliminate data truncation.

The Include Additional Info Data item will display a check mark next to it if it is turned on. Simply click the item to toggle between include additional info data on and include additional info data off. Include Additional Info Data determines if the Additional Information data element will be included on the Property Listed by... and Claim Listed by ... reports. Since this field can be up to 1400 characters in length, it may be appropriate not to include this data element on reports.

The Location Separator menu item will display a check mark next to it if location separator is turned on. Simply click the location separator menu item to toggle between location separator on and location separator off. If location separators is on, separator pages will be printed between location breaks. These pages will have printed on them the current location information. Page numbers will restart at one after each separator pages. Location separator works for the Property Listed by... and Claim Listed by... reports. Location separator pages do NOT display when doing a print preview.

Click on the Margins item to display the [Set Print Margins Window](#), which is used to adjust top/bottom and sides print margins.

Related topics:

[Printer Setup](#)

[Calculator](#)

[Printer Fonts](#)

[Ignore Case on Query](#)

[About](#)

## About Help Menu Item

Displays the About Window, which gives the copyright notice and the version.release number. Also displayed is various windows system information.

Related topics:

Printer Setup

Calculator

Printer Fonts

Ignore Case on Query

Reports

## **Printer Setup File Menu Item**

The printer setup menu item will display the standard Windows Printer Setup box. This allows you to change your printer defaults.

## **Calculator Option Menu Item**

The calculator menu item will run the Window's calculator program (calc.exe). The F12 key may be pressed to start the calculator program, too.

## **Printer Fonts Option Menu Item**

The Printer item will display the sub-list:

- Column Headings
- Data
- Page Headings
- Sub-Totals

Click on the item for which you want to modify font defaults. This will display the standard Windows Font Selection box. Your choices will be applied immediately and will be saved automatically. The next time you use JRE Home Inventory Reports, these new font defaults will be used.

*NOTE:* If a printer font is chosen that does not have a corresponding screen font, then "MS Sans Serif" will be used during print preview.

*NOTE:* If you select a color other than black for a printer font and your printer only prints black, then the printer may not print anything when printing that font. Print Preview will display the font in the color chosen.

## **Ignore Case on Query Option Menu Item**

The ignore case on query item will display a check mark next to it if queries will ignore the case of data when query criteria is compared to record data. Clicking on the item will toggle between the two modes.

When selected, the case of the characters is ignored when determining if the two strings match, i.e. an "A" equals an "a". When not selected, the case of the characters is considered when determining if the two strings match, i.e. an "A" does NOT equal an "a".



## **Reports Option Menu Item**

The report menu item has the following sub-menu items: Brief Reports, Enhanced Print Preview, Fit Report to Page, Include Additional Info Data, Location Separators, and Margins.

The Brief Report item will display a check mark next to it if it is turned on. Simply click the item to toggle between brief reports on and brief reports off. Brief Reports on causes all Property Listed by... and Claim Listed by... reports to display/print one line per item. The line will contain the Property Description, Unit Cost, Quantity, and Total Cost. No other data will be displayed or printed, even if Include Additional Info Data is on.

Enhanced print preview allows Zoom Out and Zoom IN when doing print preview. Enhanced Print Preview consumes more system resources and can considerably slow print preview. We do not recommend using this option with systems having less than eight megabytes of RAM.

Fit Report to Page allows the full page width to be used when printing. By default, all the reports will print an 80 column report and will truncate data if necessary to fit within the 80 columns. If your printer supports greater than 80 columns, normally via landscape mode, then turning fit report to page on will cause reports to be spread across the entire width of the page. This will reduce or eliminate any truncation of data. You may also adjust printer font sizes via the fonts menu item to reduce or eliminate data truncation.

Include Additional Info Data determines if the Additional Information data element will be included on the Property Listed by... and Claim Listed by ... reports. Since this field can be up to 1400 characters in length, it may be appropriate not to include this data element on reports.

If location separators is on, separator pages will be printed between location breaks. These pages will have printed on them the current location information. Page numbers will restart at one after each separator pages. Location separator works for the Property Listed by... and Claim Listed by... reports. Location separator pages do NOT display when doing a print preview.

Click on the Margins item to display the Set Print Margins Window, which is used to adjust top/bottom and sides print margins.

## **About Help Menu Item**

Displays the About Window, which gives the copyright notice and the version.release number. Also displayed is various windows system information.



