
Kabootle Home Inventory

Home Inventory Made Easy!

User Guide



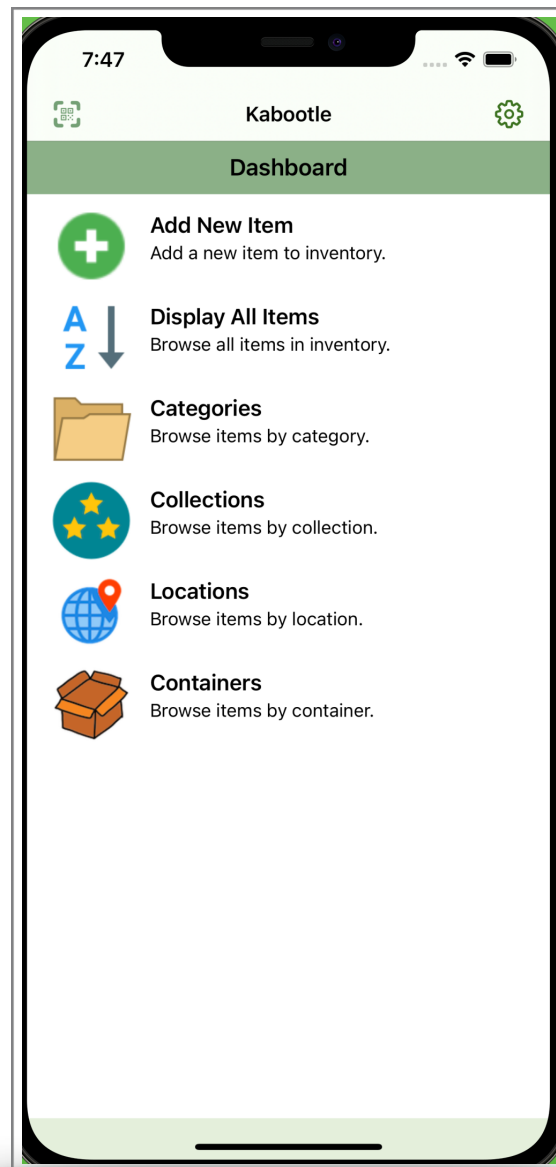
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For more info: www.KabootleHomeInventory.com
Questions? Email us at: info@KabootleHomeInventory.com

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Introduction

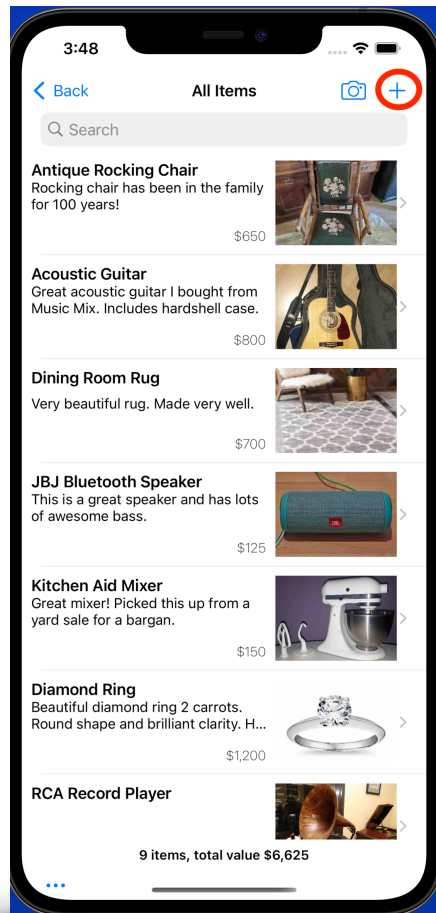
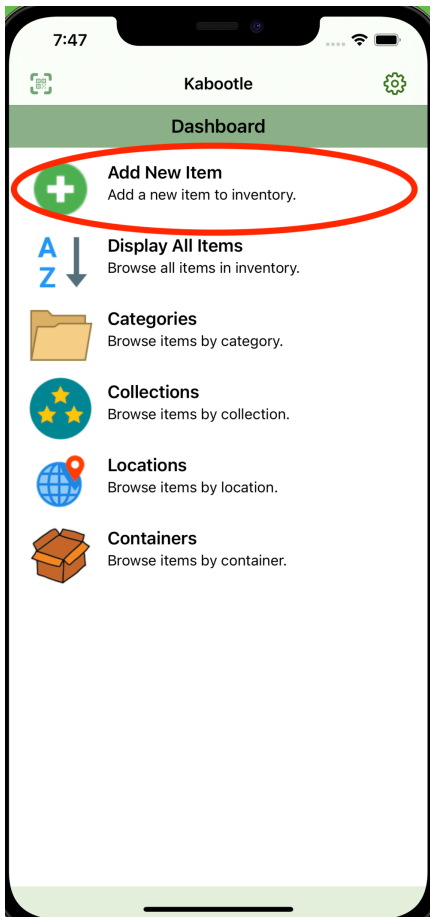
Every groundbreaking App begins with a series of small ideas that are combined into an all inclusive one. At Kabootle, we wanted to change how consumers see the concept of Home Inventory, by offering a simple and user-friendly platform they can trust. At Kabootle, we have dedicated an immense amount of time and effort to ensure that creating your own home inventory is as smooth and easy as possible.



Adding New Inventory Items

There are 3 ways to add a new inventory record:

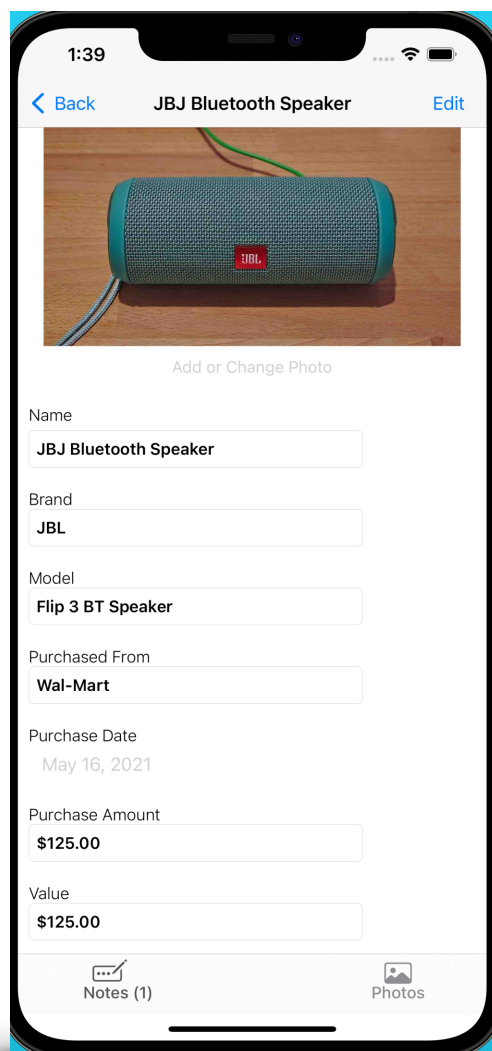
1. From the Dashboard select the top menu option with the green plus sign.
2. From the Main List screen, select the plus sign from the top menu.
3. From the Main List screen, select the camera icon from the top menu.



After clicking on the plus sign (either from the Dashboard or the Main Item List) the Item Detail screen is displayed. From here, you can attach a photo for the item and name it. The only required data element is the name. You don't even have to add a photo if you don't want to, as long as you have specified a name.

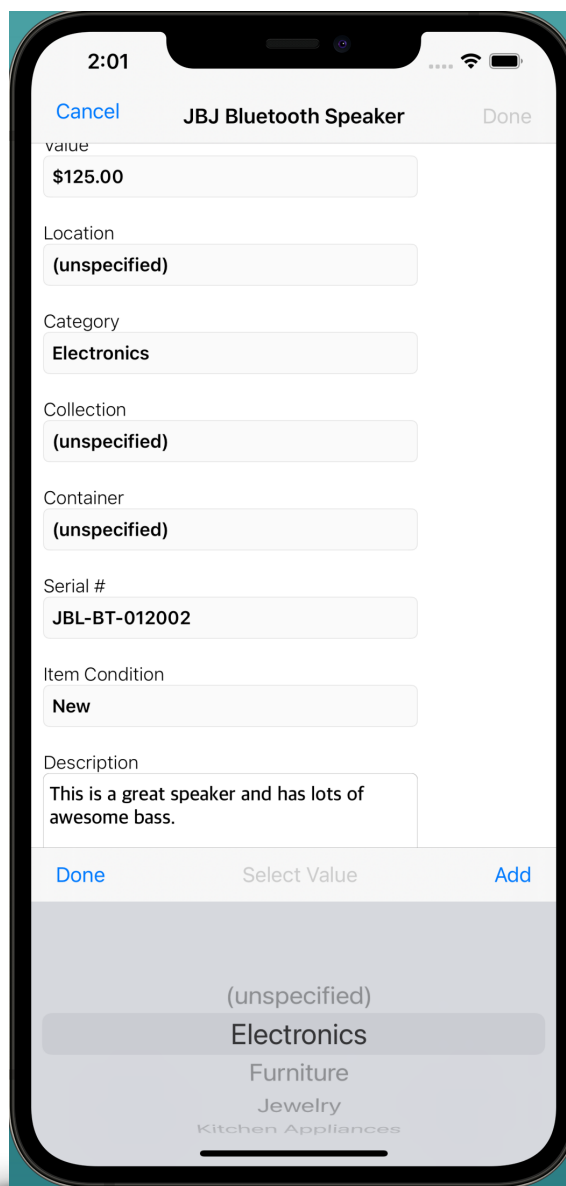
In order to get the most benefit from using Kabootle, all available information about an item should be entered and saved. There's an old saying, "You get out of it what you put into it". It's really up to you as to how much or little information you enter for your items. Of course, the more complete you can make each item, the more useful the system will be.

At a minimum, the *Name*, *Summary*, *Current Value*, *Purchase Date* and a *Main Photo* should be entered and saved in Kabootle. This is because the Main Item List screen either displays these particular data elements or uses them for sorting the list screen.



There are 4 dictionary fields: **Category**, **Collection**, **Locations**, **Containers**. These are important because by using these dictionary fields, you will be able to use what we call “Dictionary Filtering” which is described in detail in the next few sections.

Dictionary fields use a *picker wheel* to show options from the dictionaries. Scroll through the dictionary options and select a value. You can also Add new dictionary entries on the fly!



Category Dictionary Selected

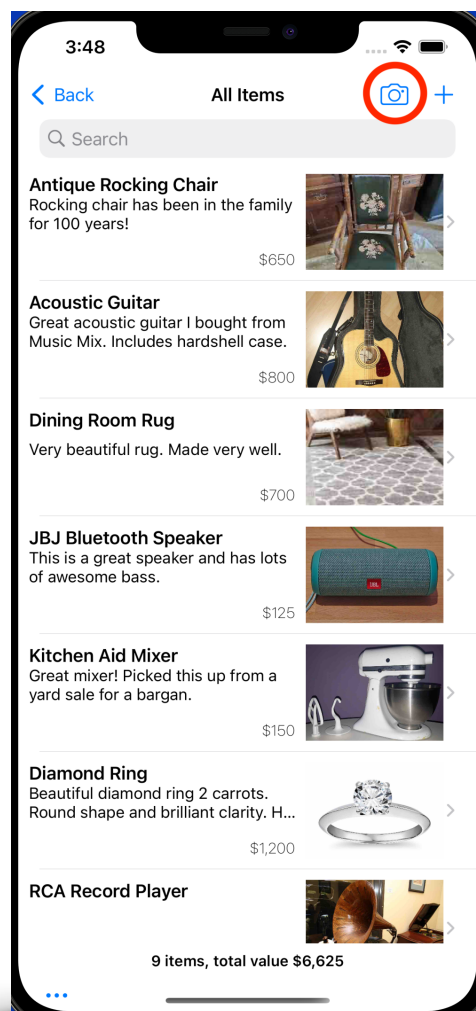
After updating all the fields click Done to save your changes.

Quick Photo Entry

Click on the camera icon on the top of the Item List screen to start the photo acquisition process. Take the photo like you normally would. Next, the app will display the image you just took and will give you the opportunity to either name the Item and save it, or Cancel the process.

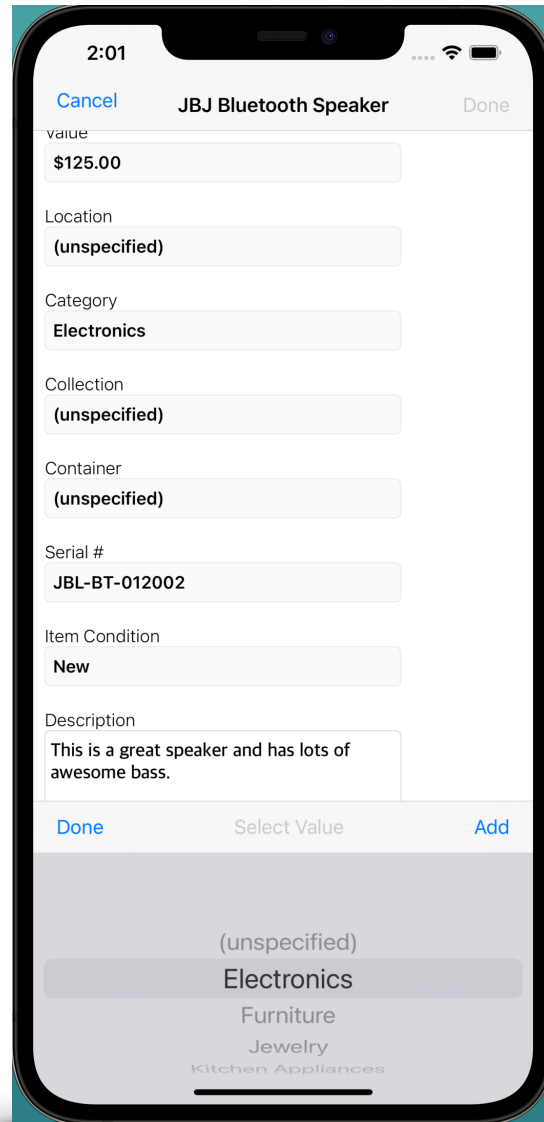
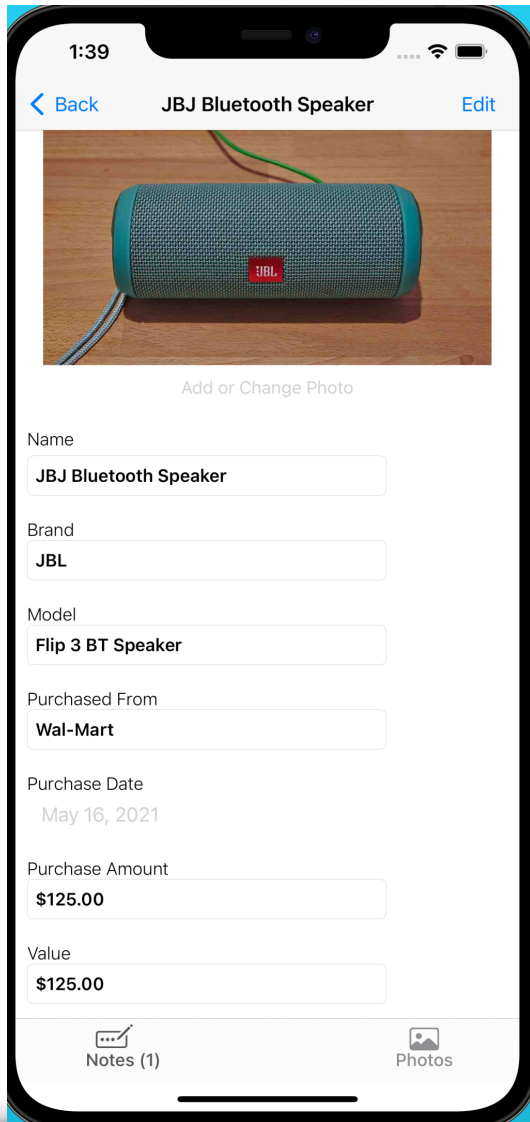
When you give the item a name and Save it, the camera will again return to photo acquisition mode, ready to take another picture. The process will continue like this until you press the Cancel button (either on the camera screen or the Save screen).

The idea here is to allow you to enter as many Items into Kabootle in the shortest amount of time while letting you enter the remaining information later when you have the time or opportunity. With this option, you could process an entire room in a few minutes!



Editing Inventory Items

Editing existing inventory records is essentially the same as Adding a new record. You can change the primary item image and any of the other fields on the screen. Also, while in edit mode, you can select the Notes and Photos options on the bottom of the screen.



Main Item List Screen

The Main Item List screen is kind of like the 'Hub' of the Kabootle app. A lot of features are packed into this screen. From here, you can select an Item to Edit or View. You can swipe left or right to display options to show the notes, photos, or to Delete an Item. Using the ellipsis at the bottom of the screen you can sort the list or print the Main Item List report.

List of options available on the Main Item List screen

❖ Search Bar

The search bar, located near the top of the screen, allows you to search the Item Name and Summary fields for matching Items.

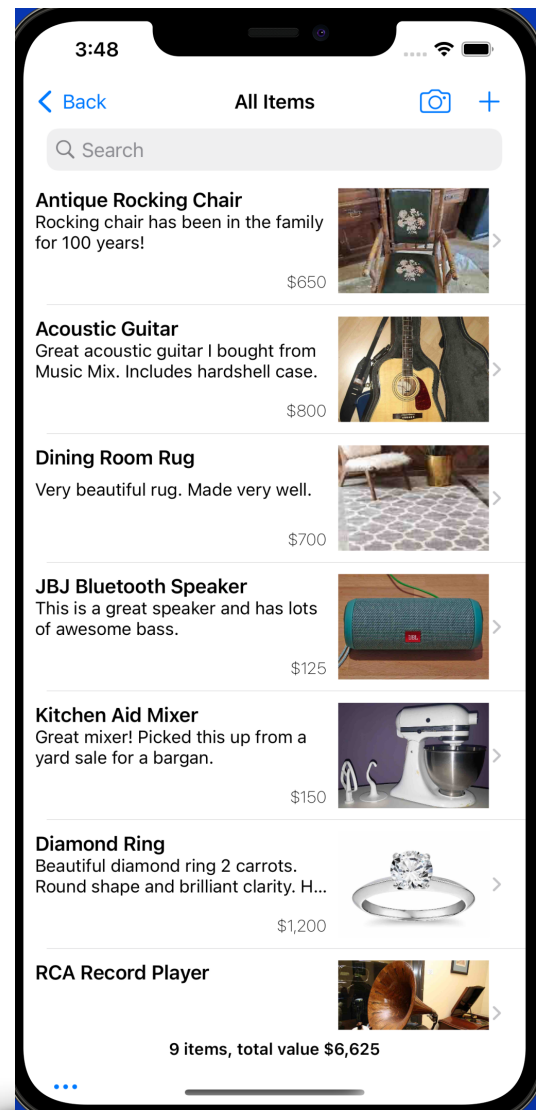
When using dictionary filtering, the Search feature only searches what's already been selected by the Dictionary filter. This nifty feature lets you narrow your list with the dictionary filter and then further refine it with the Search.

❖ Quick Photo Entry (Camera)

Provides quick entry of Items.

❖ Add New Item - Plus Sign on top right.

Displays Item Detail screen ready to add a new Item.



— Continued —

❖ **Swipe Item to Right**

❖ **Notes**

Displays the Item's Notes

❖ **Photos**

Displays the Item's Photo Gallery

❖ **Swipe Item to Left**

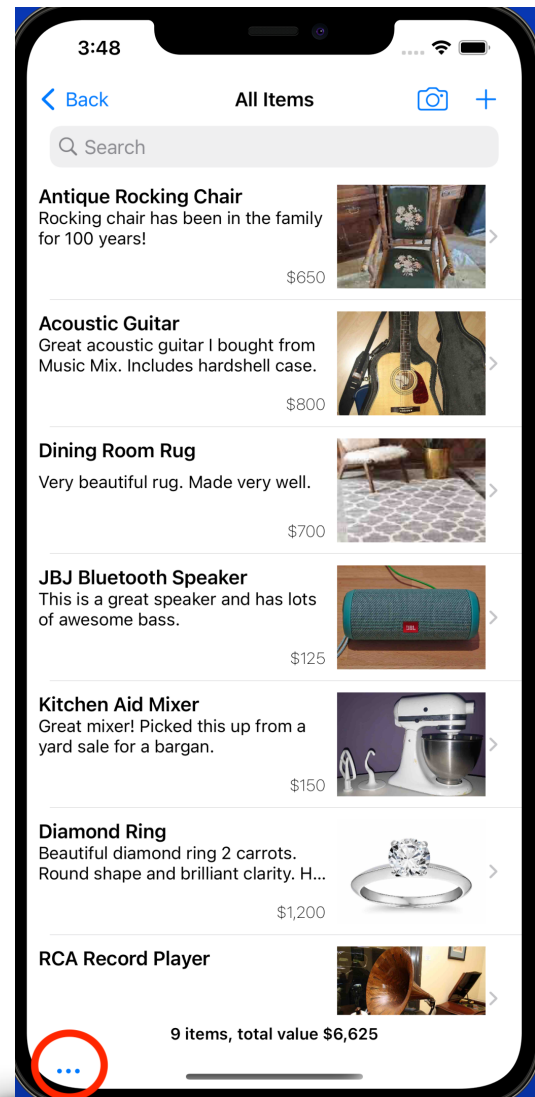
❖ **Delete** - All data including photos, notes and any other data associated with the Item will be deleted.

❖ *Note that in Kabootle, all destructive actions like Delete are preceded by a Warning and an option to cancel the delete operation.*

❖ **Ellipses Button on Bottom Left of Screen**

❖ **Sort** - Displays the sort options for the Item List screen.

❖ **Print Item List Report** - Generates the Item List Report (PDF file) that can be shared via print, email, text, etc.

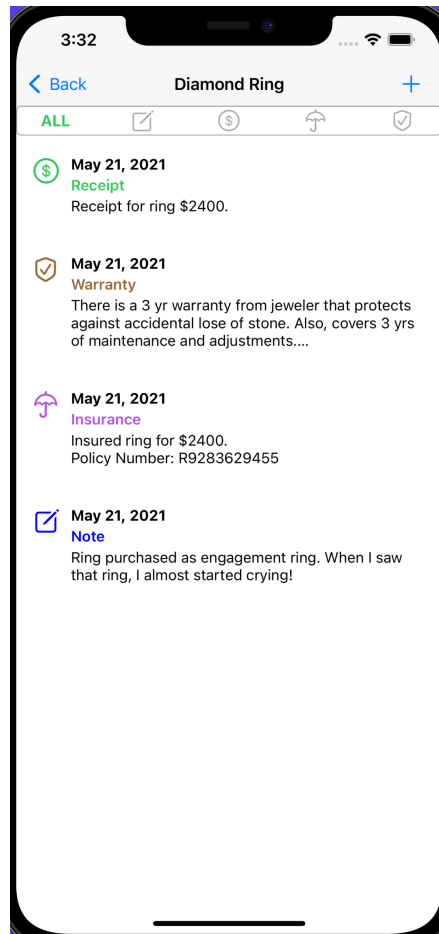


Notes

Notes can provide a wealth of information about an Item and you can have an unlimited number of notes per Item!. Notes are accessed either from the the **'Notes' Button** at the bottom of the **Item Detail screen**, or from the **Main item List screen** by swiping right and selecting Notes.

When adding new notes, you assign one of the following **Note Type's**: **Note, Insurance, Warranty, or Receipt**. Notes can be filtered by these note types by clicking on the note type icon at the top of the Notes screen.

To add a new Note, click on the plus sign at the top right portion of the screen. In the note Summary field you an unlimited amount space in which to write/ copy/paste your note text. Select the desired note type and then Save the new note. It will then appear in the Notes List.



Notes List Screen

Photos

An item's photos are arguably one of the most important aspects of any Home Inventory system. Photos tell their own story and Kabootle lets you store an unlimited number of photos per Item. Each Item has its own **"Photo Gallery"**.

Photos are accessed either from the **'Photos' Button** at the bottom of the **Item Detail screen**, or from the **Main item List screen** by swiping right and selecting Photos.

Click on the plus sign at the top of the Photo Gallery. Take a picture with your phone OR select from your phone's Photo Library. The photo will be added to the photo gallery for the selected Item.

More details for the photo can be displayed by selecting the photo from the gallery. Once on the detail screen, you can click on the blue **'Share'** icon that appears above the photo. This lets you share the photo with others using text messaging, email, printing, etc.

The photo can be Deleted by clicking on the red trash can.

Click on the green left arrow or touch anywhere else on the photo detail screen to return to the photo gallery.

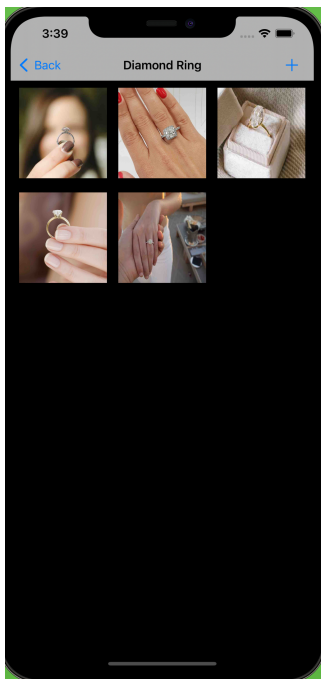


Photo Gallery

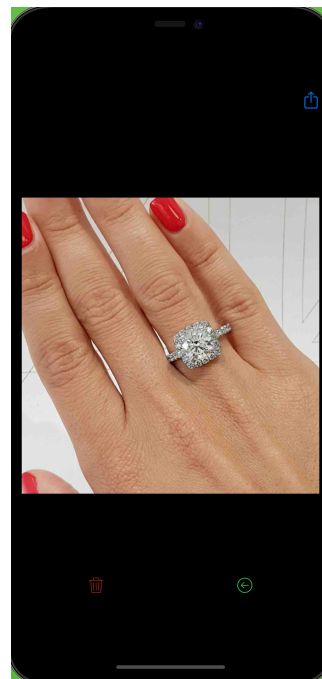


Photo Detail

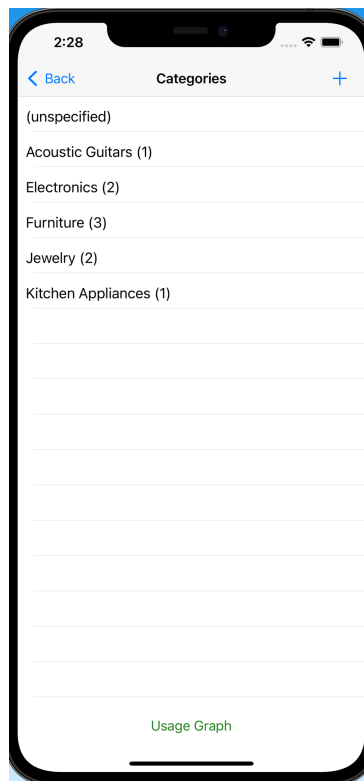
Dictionaries

Kabootle's inventory database contains 4 dictionaries (Categories, Collections, Locations, and Containers). Using these dictionaries, you are able to filter the inventory records to show the number of entries and their current value which can instantly be displayed in graph form as well. It's completely up to you how you use these dictionaries. Kabootle comes with sample dictionary entries to provide a good starting point.

Select a dictionary from the Dashboard to display a summary of your items as classified by that dictionary. To see the Items for the selected dictionary, click on the entry and the Main Item List screen will appear.

For example, select the Category dictionary and select 'Furniture'. The main item display will appear and only items with the category of 'Furniture' will be displayed. This is referred to as dictionary filtering.

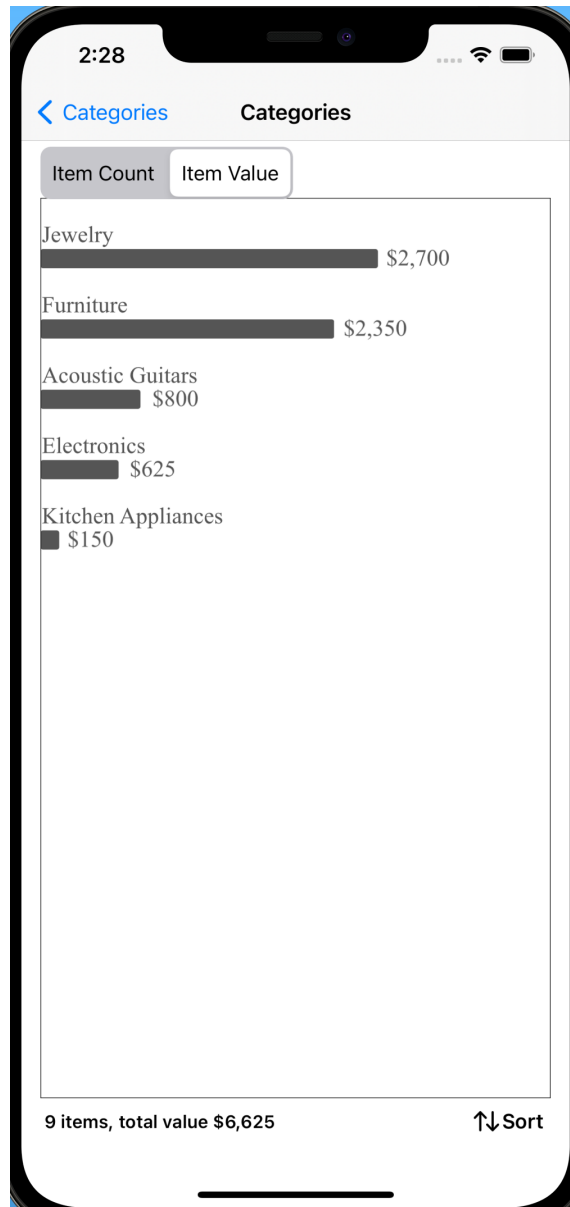
On the bottom of the list screen, the item count and total value are displayed. This is great for quickly checking the number and value of your items using dictionary filtering. For example, see what your stamp collection is worth at a glance!



Dictionary Summary Screen

Dictionary Graphs

From the dictionary summary screen, select the “Usage Graph” at the bottom of the screen. This will display the number of items and the current value graphed using a vertical bar chart. You can switch between the Item Value and the Item Count by selecting the Item Count or Item Value in the menu option at the top of the screen.



Dictionary Graph Screen

Container Tracking with QR Barcodes

Add your items to any type of container, such as boxes, totes, shoe boxes, etc. These containers may be located in closets, basements, attics, out buildings, storage facilities, anywhere really.

Wouldn't it be nice to know what's inside these containers without opening them all??

You Can!
...and it's as simple as 1, 2, 3

-
1. Print the QR code for each container and affix to container.
 2. Assign items to their respective containers.
 3. Scan the container's custom QR code and Kabootle will instantly show you what's in the container without having to open it!

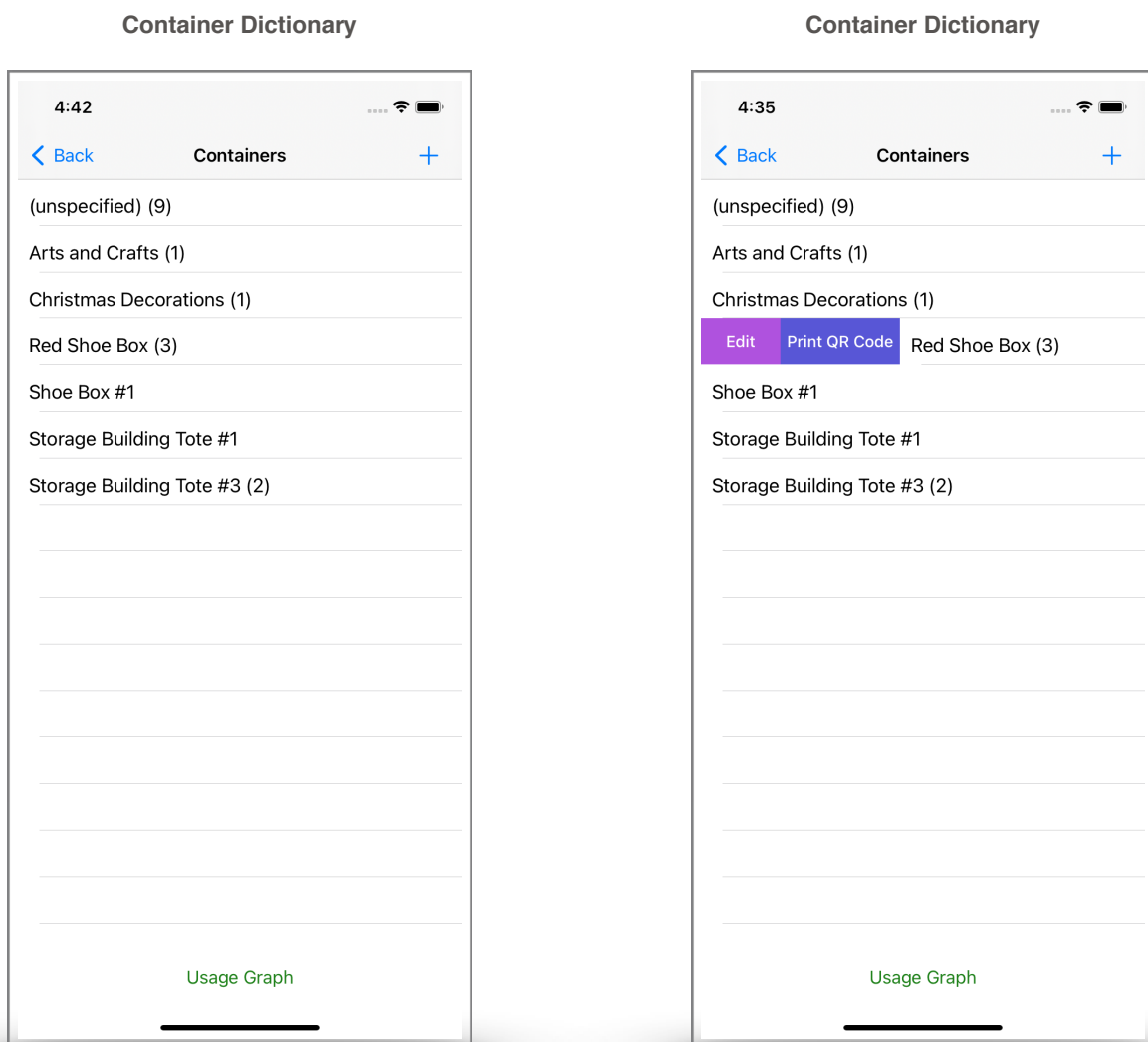
Inversely, you can use Kabootle to look up a particular item and see which container it's in!

Let's take a look at each of these steps in more detail...

Step 1: Add Containers and Print QR Code Labels

From the Dashboard, select the menu option “Containers” to add new entries to the Container dictionary that you will use to store your items, example: Shoe Boxes, Totes, etc.

Next, print the QR codes for each container and affix to the containers. To print the QR code, slide the desired container entry to the right and then select “Print QR Code”. The share menu will appear from which you can select the option to print the label.



Add Boxes, Totes, Storage Bins

Slide Right for option to Print QR Code

QR Barcode Label

Here's how the QR barcode looks when printed. Notice the container name prints above the actual QR code. If you decide to cut out the barcode and attach to a container, be sure to include the QR Code itself and the container description. For a simpler method, you can just tape the entire printed page directly to the container. 😊

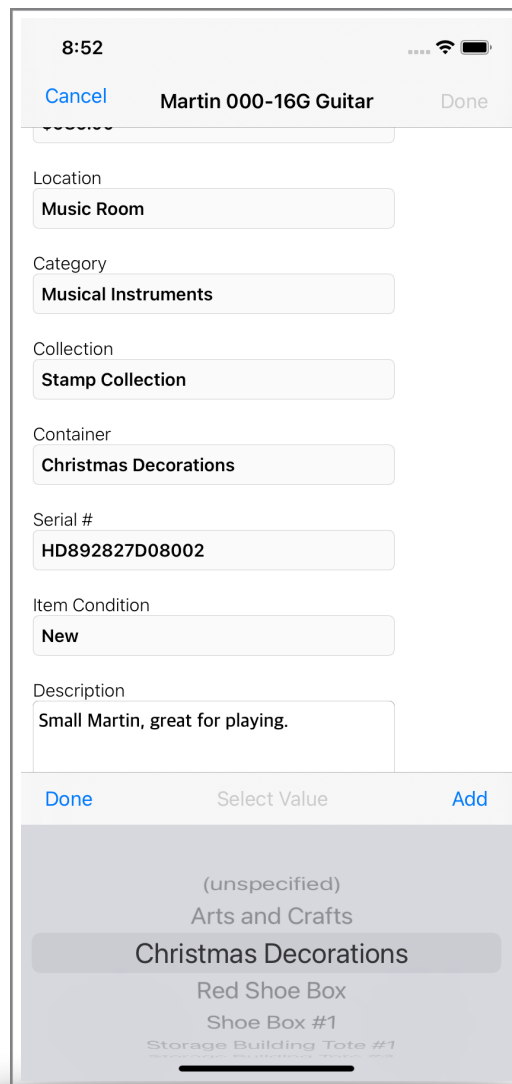


Note, this is the label you will scan when using the app to scan containers.



Step 2: Assign Items to Containers

Now that the QR labels have been printed and affixed to the containers, we can assign the containers to the items.. This is easily done from the Item Detail screen. Tap on the Container and use the picker wheel to select the container value to be assigned to the item.

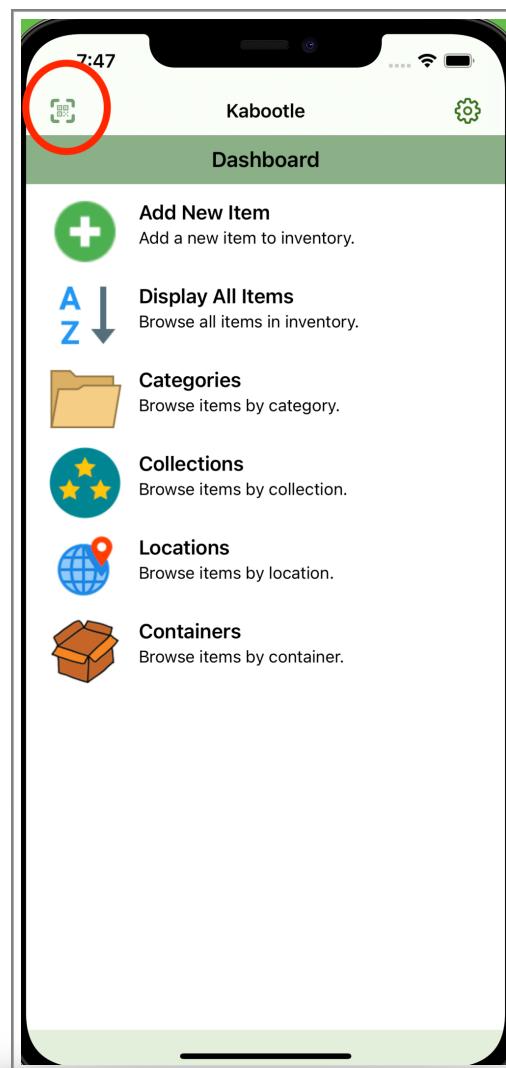


Container Dictionary

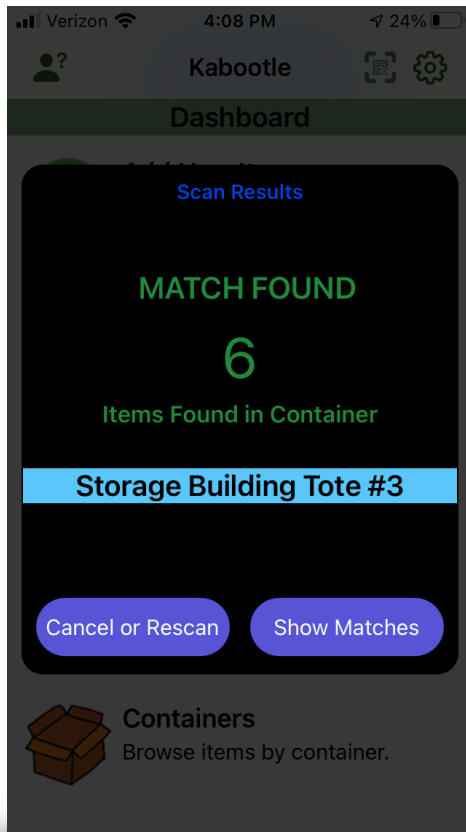
Step 3: Scanning the Container Labels

Now that our containers all have labels and the items have been assigned to the various containers, we can start scanning

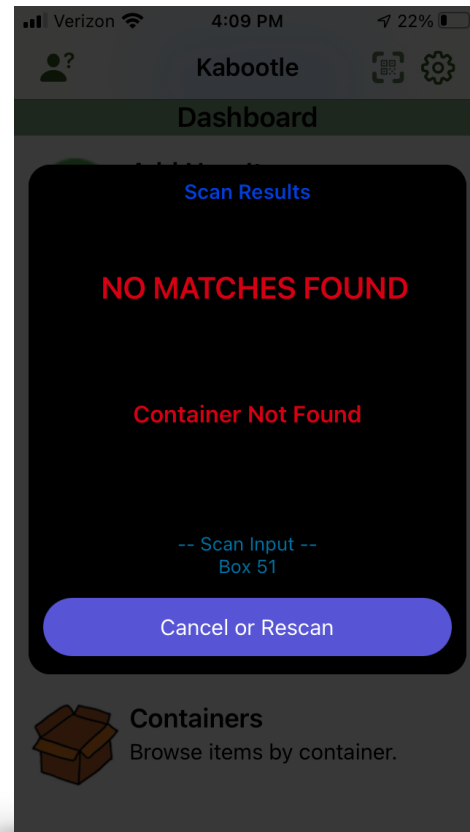
From the Dashboard, select the barcode icon on the top right portion of the screen. This will start the scanner. You can manually cancel the scan by selecting Cancel from the scanning screen. If you need additional light, you can turn on the Flashlight option on the scanning screen.



Scanning is automatic. Once it detects a QR barcode, it will read it and the Scan Results screen will appear. This screen shows whether or not the scan was successful.



Positive Match



Negative Match

If a valid Kabootle QR code was scanned, the name of the Location (from the Locations Dictionary) is displayed on the Scan Results screen along with the total number of items currently assigned to this Container. At this point, you are able to select the “Show Matches” button on the Scan Results screen. The items assigned to this Location will appear on the Main Item List screen.

If an invalid Kabootle QR code was scanned, the Scan Results screen will display an error and the invalid data will be displayed in the “Scan Input” section of the screen.

Miscellaneous Options & Settings

Additional options are available on the **Options & Support** and **About Kabootle** screens:

- ❖ A security PIN can be setup to control access to the app, however, please be aware that we (“Kabootle Home Inventory”) are not able to retrieve or reset your code if you forget it, as we do not have access to any information on your phone.
- ❖ User Guide (this guide)
- ❖ Notes and recommendations regarding backing up your data.
- ❖ Ability to email the Kabootle developer about issues, questions, requests, etc..
- ❖ The option to export the Kabootle Item Master database (into to CSV format) so that it can be imported to a spreadsheet program such as Excel or Pages.
- ❖ Subscription Status allows you to see if your subscriptions in Active.
- ❖ Subscription Plans will only appear if you do not have a active subription. It shows the available subscription plans.
- ❖ Access to the About screen which displays the Kabootle version number, Kabootle Privacy Policy, Terms of Use, and various licenses acknowledgments.

