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Version 3

# ***SiP***

***Simple Inventory Program***

***SiP Getting Started Guide***

***MTR***  
**SOFTWARE**

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Published by

**MTR Software**

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# Contents

<b>Introduction</b>	<b>2</b>
<b>What's New</b>	<b>3</b>
New In SiP version 3.....	4
<b>Starting SiP</b>	<b>5</b>
<b>Opening an Inventory</b>	<b>7</b>
<b>Viewing Items</b>	<b>10</b>
<b>Filtering (Limiting) the Items View</b>	<b>11</b>
<b>Adding Items</b>	<b>15</b>
<b>Adding Item Values</b>	<b>18</b>
<b>Adding Item Images</b>	<b>21</b>
<b>Adding Item Documents</b>	<b>27</b>
<b>Generating Reports</b>	<b>31</b>
<b>Deleting Items</b>	<b>35</b>
<b>How To</b>	<b>37</b>
Create A New Inventory.....	38
Designate An Heir.....	40
Install SiP.....	41
Uninstall SiP.....	42
View PDF Help Documents.....	43
<b>Appendix</b>	<b>44</b>
Getting Help.....	45
Licence Agreement.....	46
<b>Index</b>	<b>48</b>

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# Introduction

**SiP™** is a Simple Inventory Program that makes it easy for you to make inventories (lists) of your possessions and their values.

**SiP**'s features include, but are not limited to,:

- Making it possible to have the item values automatically adjusted by, for example, the annual rate of inflation in your area.
- Generate reports listing the items and their values that can be used to:
  - (a) Determine how much insurance coverage you should have.
  - (b) Justify an insurance claim.
  - (c) Identify the "owner" of a particular item, which could be the person who should inherit it.
- Generate reports that can be organized by category, location, owner or sub-category.
- Associate multiple documents (including videos) and images with an item so that it can be easily identified and / or its value verified.

This SiP Getting Started Guide provides a brief introduction on how to get started using **SiP** and an appendix that provides contact and additional information about **SiP**.

[What's New](#) <sup>3</sup>

[Starting SiP](#) <sup>5</sup>

[Opening an Inventory](#) <sup>7</sup>

[Viewing Items](#) <sup>10</sup>

[Filtering \(Limiting\) the Items View](#) <sup>11</sup>

[Adding Items](#) <sup>15</sup>

[Adding Item Values](#) <sup>18</sup>

[Adding Item Images](#) <sup>21</sup>

[Adding Item Documents](#) <sup>27</sup>

[Generating Reports](#) <sup>31</sup>

[Deleting Items](#) <sup>35</sup>

[How To](#) <sup>37</sup>

[Appendix](#) <sup>44</sup>

# What's New

[New In SiP version 3](#) 

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## New In SiP version 3

**SiP** version 3 has been enhanced in the following ways:

- **NEW:** An optional **Portable Mode Installation** is now available.  
This means that you can now install SiP on a USB Flash Drive and then take the USB drive from one computer to another and run **SiP** on the new computer without having to install **SiP** on the second computer.
- **NEW:** The settings used to generate a report are now saved so that the next time the report is selected its default settings will be the same as those the were last used.
- **NEW:** The new Options > Change Font menu selection makes it possible to change the font that **SiP** uses to display its forms and dialogs.  
This makes it easier to read the text on small, high resolution monitors
- **IMPROVED:** Most dialogs and forms have been modified to make them easier to read.
- **IMPROVED:** The reports have many minor adjustments to improve their appearance. Also, the "Full Details Report" has been changed so that it can be generated and filtered in the same way as the other reports.
- **CHANGED:** Portable Document Format, PDF, copies of a report are now created by printing the report to a PDF printer driver rather than using a SaveAs option.

MS Windows 10 comes with a PDF printer driver named "Microsoft Print to PDF".


On older versions of Windows it will be necessary to install a third party PDF Printer driver such as the **free** "CutePDF Writer" which is available from:

<http://www.cutepdf.com/products/CutePDF/writer.asp> .

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# Starting SiP

To start **SiP**:

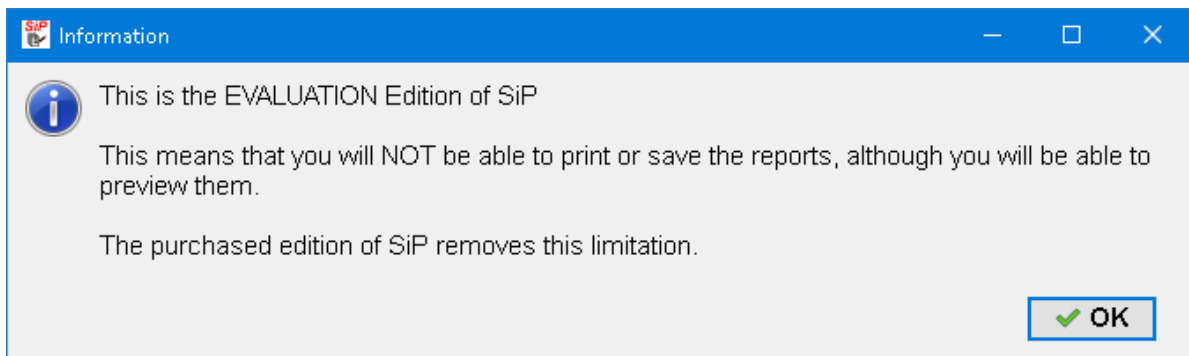
Double click on the  shortcut. (If you followed the standard setup procedure, the **SiP** shortcut will be located on your desktop). -- Or select (click): Start > Programs > SiPxx > SiP.

If you used the "**Portable Mode** Installation":

Use Windows Explorer (Win 7) or File Explorer (Win 10) to locate the file "sip.exe" and double click on it. The sip.exe file will be located in the directory (folder) in which you installed **SiP** and will be named something like ..\SIP03\.

## ***Evaluation Edition Notice on Start-Up***

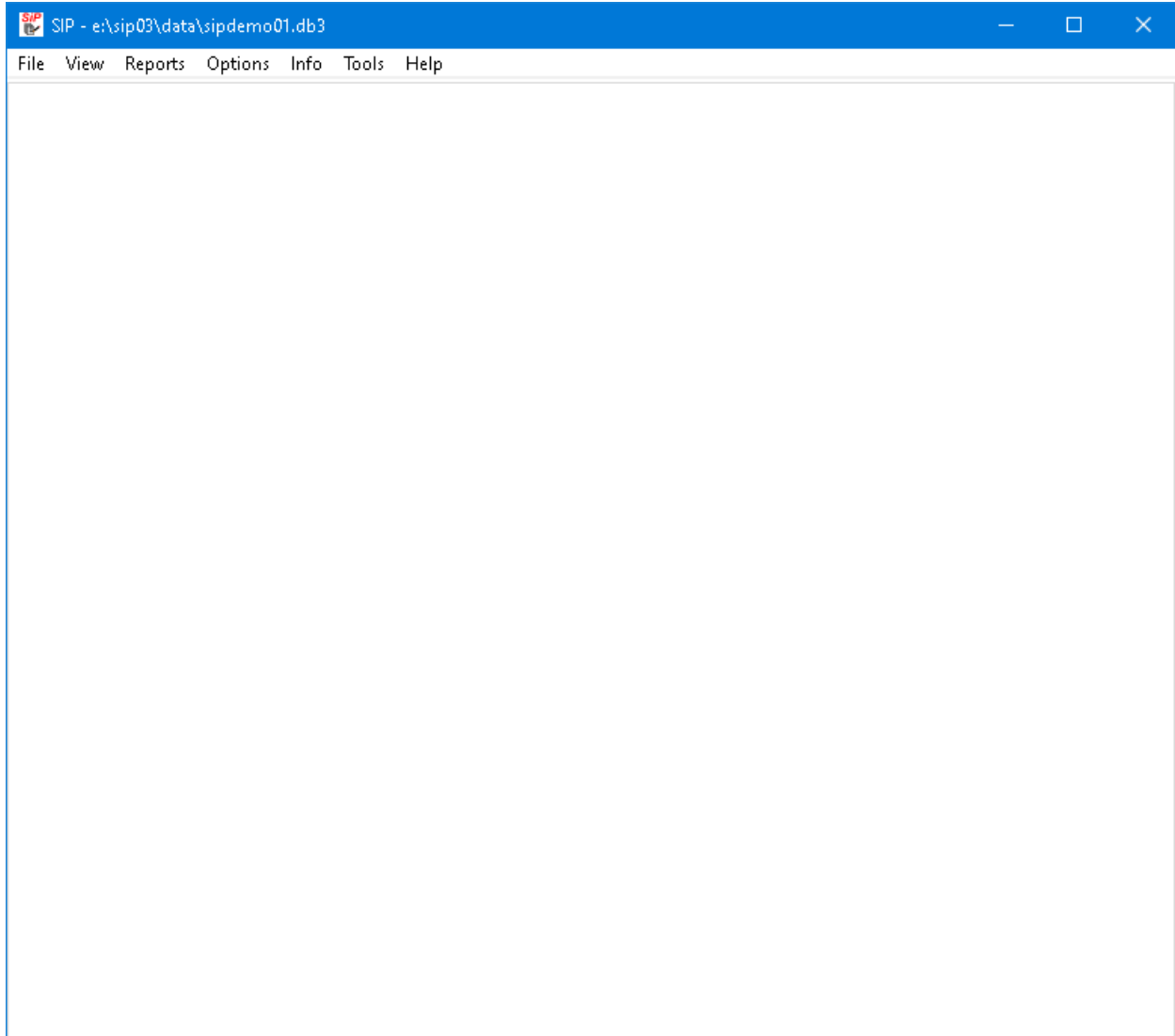
If you are using the Evaluation Edition the following dialog will appear before the program starts.



Click the **OK** button.



The first time that you start **SiP** the main page will be mostly blank and look like this:



At this point an inventory has not been opened.

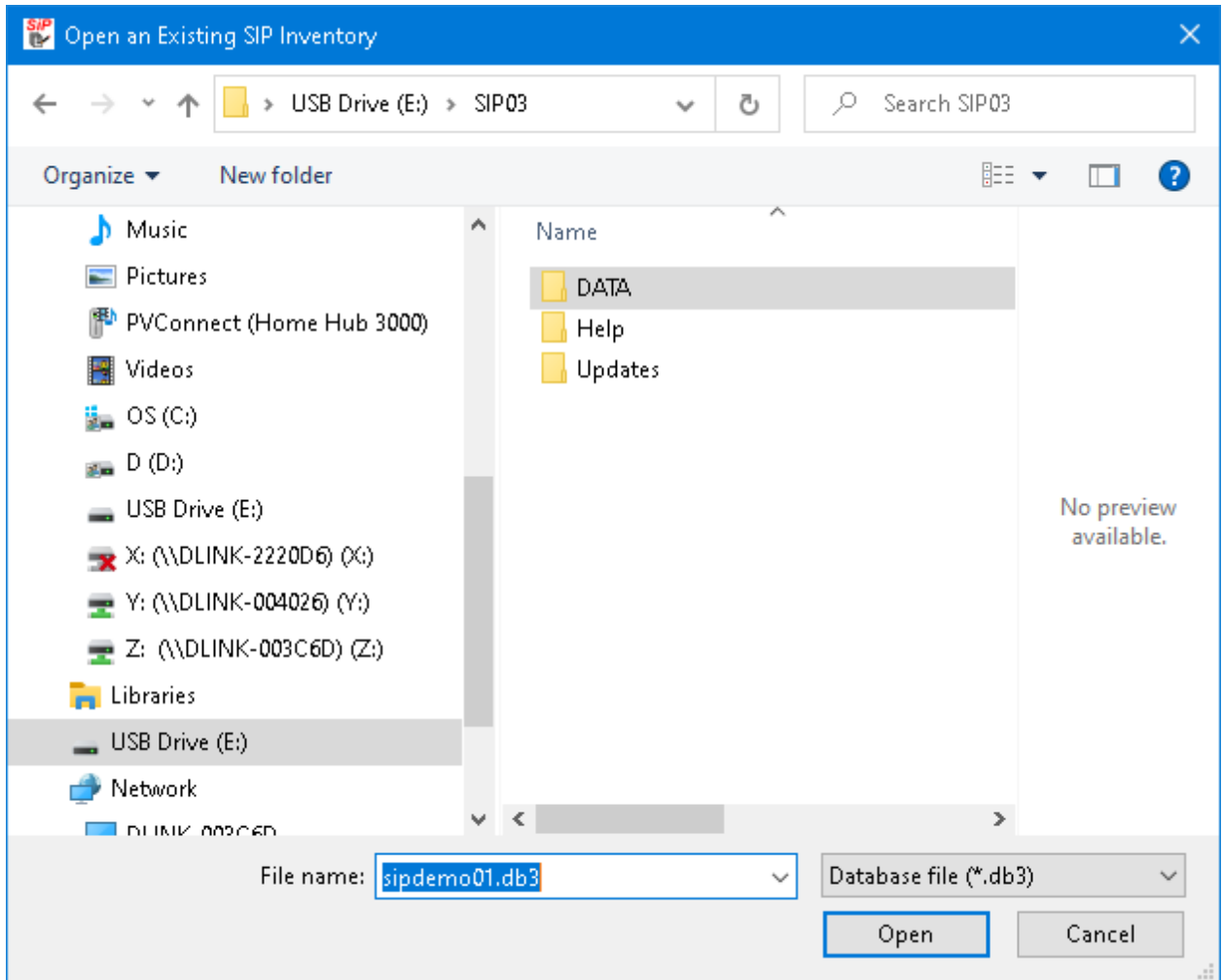
The next thing to do is to [open](#) <sup>[7]</sup> or [create a new inventory](#) <sup>[38]</sup>.

# Opening an Inventory

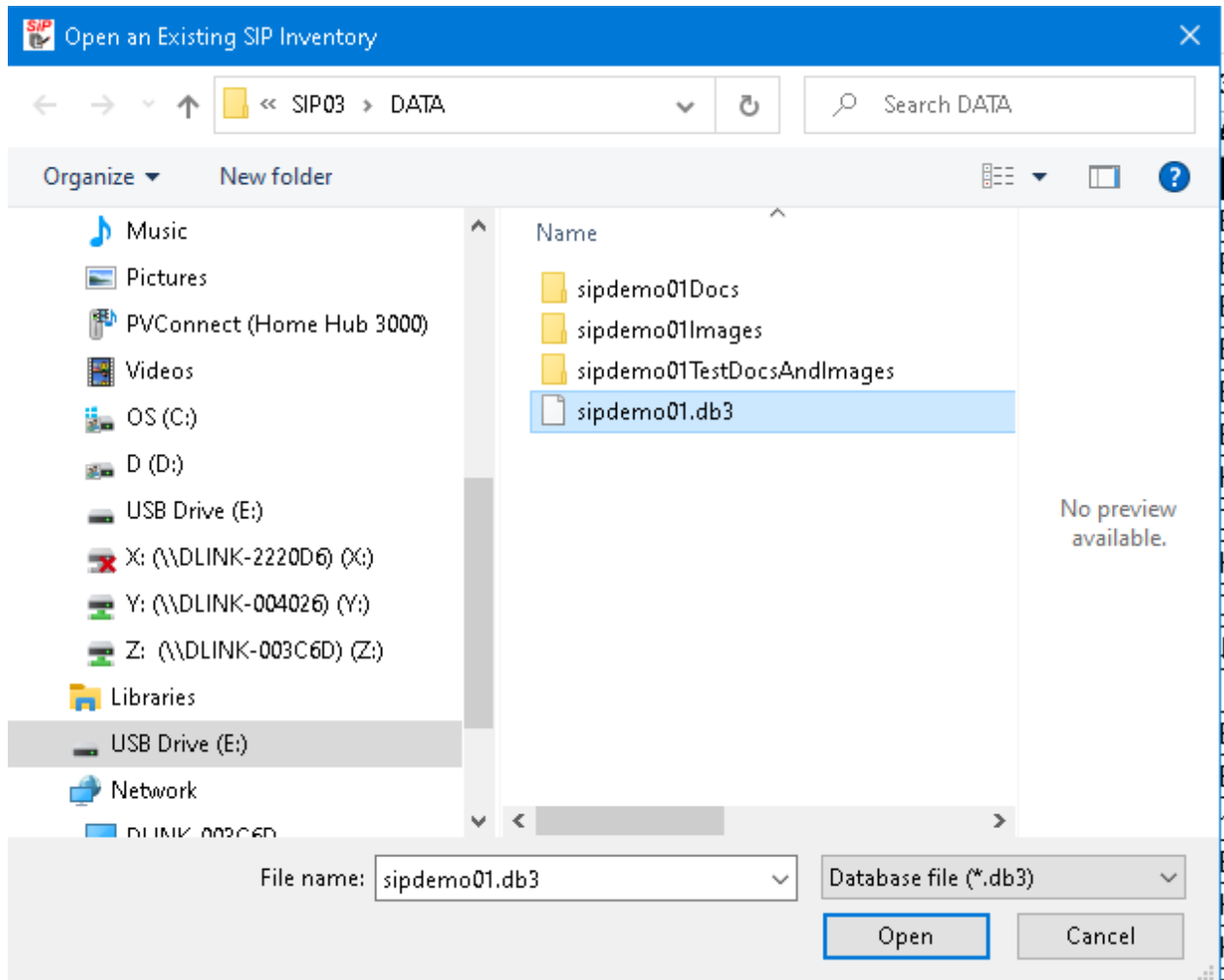
To open an existing inventory, such as the SipDemo01 inventory that comes with **SiP**.

1. Make the menu selections File > Open Inventory... or press the **Ctrl + O** keys.

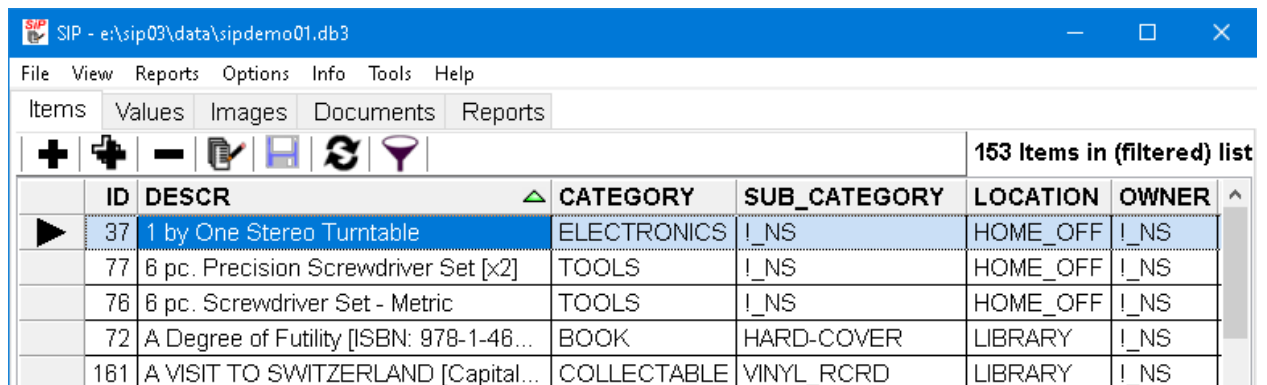
A dialog similar to the following will appear.



2. Change the settings in the dialog so that it looks like this:



- Click the **Open** button to open the inventory. The inventory will be opened and **SiP**'s main window will display several tabs with the inventory's contents. It could look like this



Note that near the top of the window there are several tabs with names such as **Items** and **Values**.

**NOTE:**

**SiP** normally expects inventory files to have the file name extension ".DB3".

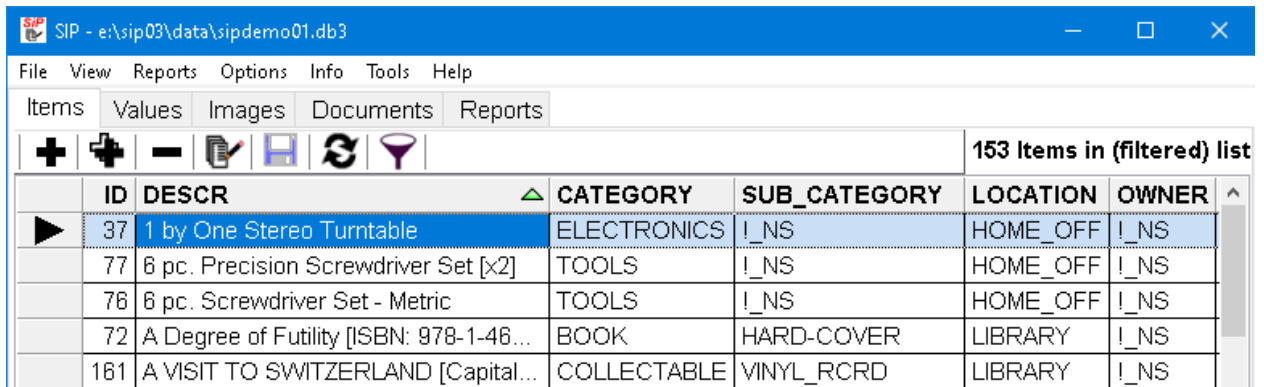
If you choose to open a file with a different file name extension, **SiP** will still read it as long as it has the correct structure.


# Viewing Items

To view the items in the current inventory:


1. Click on the Items tab to ensure that the main items list is visible or make the menu selections View > Items.

It could look like this:




2. Use the scroll bar at the right side of the window or the cursor keys to scan through the items.
3. To view additional information about a particular item:
  - (a) Click on the item of interest to select it. Then click on the edit item button, , or press the **F2** key.
  - (b) Double click on the selected item.

You may find that the list of items is rather long and it is difficult to find the particular item of interest. You can "[Filter \(Limit\)](#)" the items that are displayed in the Items tab by clicking on the "Set / Clear

Items Filter" button, , or pressing the **Ctrl + Alt + F** keys to limit the number of items that are displayed in the Items tab.

# Filtering (Limiting) the Items View

To "Filter (Limit)" the list of items displayed in the Items tab click on the "Set / Clear Items Filter" button, , or press the **Ctrl + Alt + F** keys to display the "Set / Clear Items Filter" dialog, which looks like this:

**Set / Clear Items Filter**

SHOW ALL ITEMS OR ONLY THOSE WITH (Choose one):

DOCUMENTS     NO DOCUMENTS     IMAGES     NO IMAGES

VALUES     NO VALUES     DISPOSED     NOT DISPOSED

SERIAL NBR     NO SERIAL NBR     BARCODE     NO BARCODE

NOTES     NO NOTES     OWNER     NO OWNER

THEN ONLY INCLUDE ITEMS WITH (Choose one):

CATEGORY = I\_NS     CONDITION = I\_NS

LOCATION = I\_NS     OWNER = I\_NS

SUB\_CATEGORY = I\_NS     VAL\_ESC\_TYPE = I\_NS

VAL\_TYPE = I\_NS

AND THEN EXCLUDE ITEMS WITH (Choose one):

CATEGORY = I\_NS     CONDITION = I\_NS

LOCATION = I\_NS     OWNER = I\_NS

SUB\_CATEGORY = I\_NS     VAL\_ESC\_TYPE = I\_NS

VAL\_TYPE = I\_NS

**OK**    **Cancel**

Change the settings in this dialog to select the filtering that you want.

For example, if you only want to view items that are located in the kitchen change the settings so that the dialog looks like this:

**Set / Clear Items Filter**

SHOW ALL ITEMS OR ONLY THOSE WITH (Choose one):

DOCUMENTS     NO DOCUMENTS     IMAGES     NO IMAGES  
 VALUES     NO VALUES     DISPOSED     NOT DISPOSED  
 SERIAL NBR     NO SERIAL NBR     BARCODE     NO BARCODE  
 NOTES     NO NOTES     OWNER     NO OWNER

---

THEN ONLY INCLUDE ITEMS WITH (Choose one): **NOTE**

CATEGORY = I\_NS     CONDITION = I\_NS  
 LOCATION = KITCHEN    **NOTE** = I\_NS  
 **NOTE** SUB\_CATEGORY = I\_NS     VAL\_ESC\_TYPE = I\_NS  
 VAL\_TYPE = I\_NS

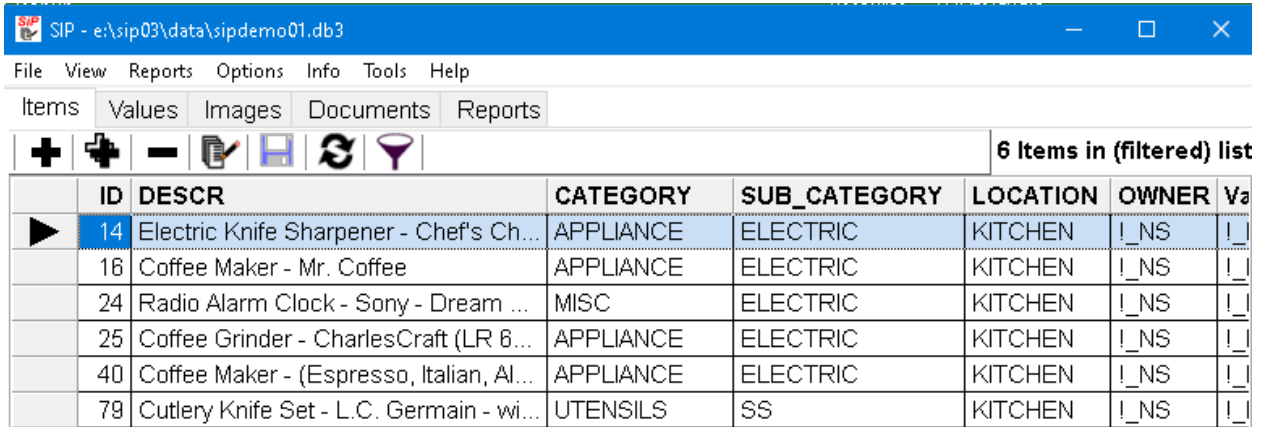
---


AND THEN EXCLUDE ITEMS WITH (Choose one):

CATEGORY = I\_NS     CONDITION = I\_NS  
 LOCATION = I\_NS     OWNER = I\_NS  
 SUB\_CATEGORY = I\_NS     VAL\_ESC\_TYPE = I\_NS  
 VAL\_TYPE = I\_NS

**OK**    **Cancel**

Then click the **OK** button. The main screen will then look like this:



To clear the filtering so that all items are again displayed click the "Set / Clear Items Filter" button, , or press the **Ctrl + Alt + F** keys to display the "Set / Clear Items Filter" dialog and change its settings so that it looks like this:



**SIP** Set / Clear Items Filter X

SHOW ALL ITEMS OR ONLY THOSE WITH (Choose one):

<input type="radio"/> DOCUMENTS	<input type="radio"/> NO DOCUMENTS	<input type="radio"/> IMAGES	<input type="radio"/> NO IMAGES
<input type="radio"/> VALUES	<input type="radio"/> NO VALUES	<input type="radio"/> DISPOSED	<input type="radio"/> NOT DISPOSED
<input type="radio"/> SERIAL NBR	<input type="radio"/> NO SERIAL NBR	<input type="radio"/> BARCODE	<input type="radio"/> NO BARCODE
<input type="radio"/> NOTES	<input type="radio"/> NO NOTES	<input type="radio"/> OWNER	<input type="radio"/> NO OWNER

---

THEN ONLY INCLUDE ITEMS WITH (Choose one): NOTE

<input type="radio"/> CATEGORY =	I_NS	<input type="radio"/> CONDITION =	I_NS
<input checked="" type="radio"/> LOCATION =	KITCHEN	<input type="radio"/> OWNER =	I_NS
<input type="radio"/> SUB_CATEGORY =	I_NS	<input type="radio"/> VAL_ESC_TYPE =	I_NS
<input type="radio"/> VAL_TYPE =	I_NS		

---


AND THEN EXCLUDE ITEMS WITH (Choose one):

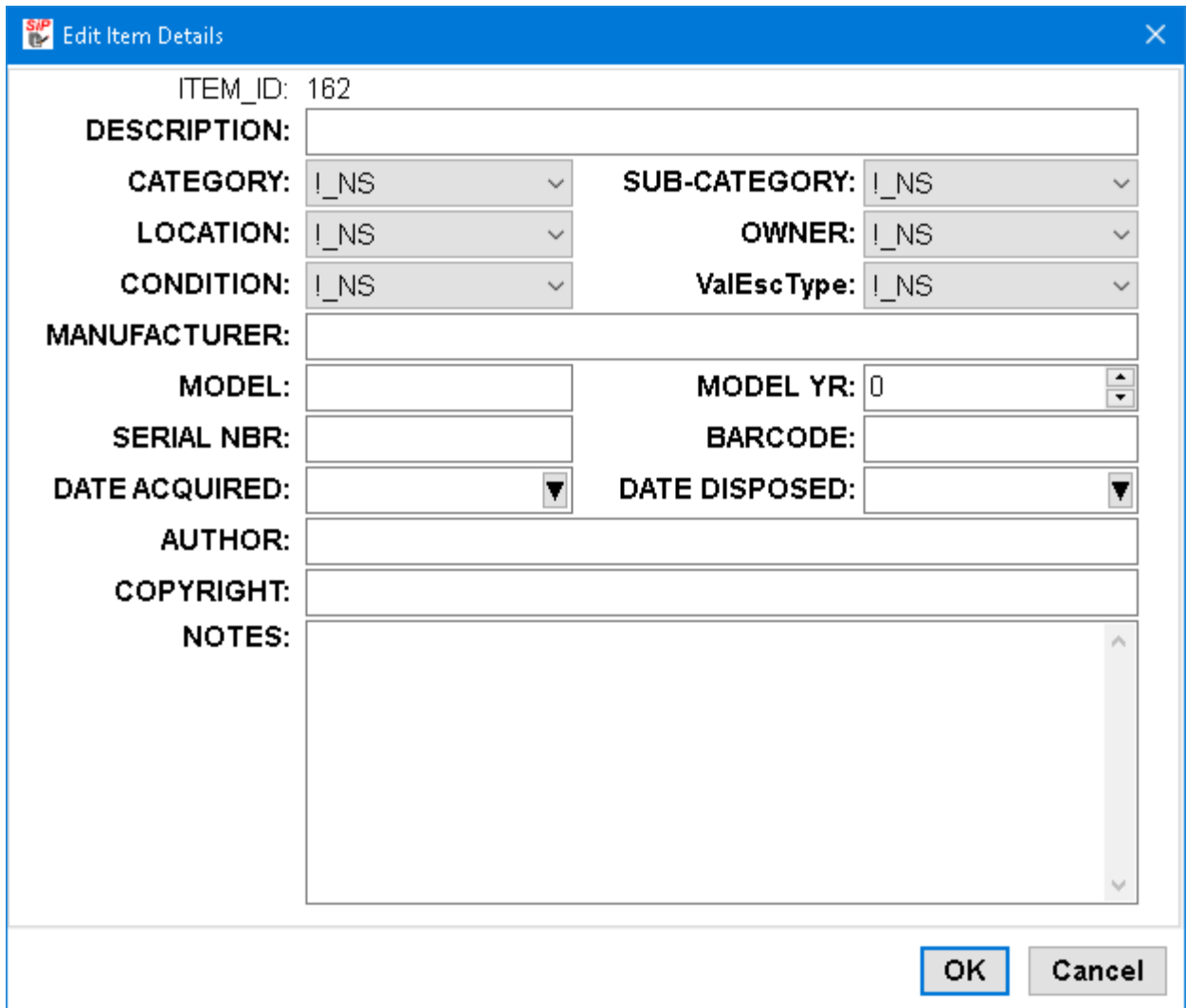
<input checked="" type="radio"/> CATEGORY =	I_NS	<input type="radio"/> CONDITION =	I_NS
<input type="radio"/> LOCATION =	I_NS	<input type="radio"/> OWNER =	I_NS
<input type="radio"/> SUB_CATEGORY =	I_NS	<input type="radio"/> VAL_ESC_TYPE =	I_NS
<input type="radio"/> VAL_TYPE =	I_NS		

Click the **OK** button.

# Adding Items

To add an item to the inventory:

1. Make sure that the Items tab is active; that is, the list of items is being displayed.
2. Click the Add / Insert Row button, , or press the **Ctrl + Ins** keys.
3. A new row will be inserted into the items table and the "Edit Item Details" dialog will be opened. It could look like this:



4. Click on the the DESCRIPTION edit field to edit it. Enter a description, such as "\*\*\*\* My first test item".
5. Edit the other fields in the dialog as appropriate. Note that there are no required fields, but the more information you enter the more useful the inventory will be to you.

The result could look like this:

ITEM\_ID: 162

DESCRIPTION: \*\*\* My First Test Item

CATEGORY: MISC      SUB-CATEGORY: I\_NS

LOCATION: KITCHEN      OWNER: ME

CONDITION: GOOD      ValEscType: I\_NS

MANUFACTURER: Name of the Manufacturer or Publisher

MODEL: Model or ISBN      MODEL YR: 220

SERIAL NBR:      BARCODE:

DATE ACQUIRED: 2021-08-03      DATE DISPOSED:

AUTHOR:

COPYRIGHT: Copyright or Patent holder


NOTES: This is a test item

OK      Cancel

5. Click the **OK** button or press the **Enter** key to close the dialog.  
Or click the **Cancel** button to cancel the changes that you have made.
6. The Items view should look like this:

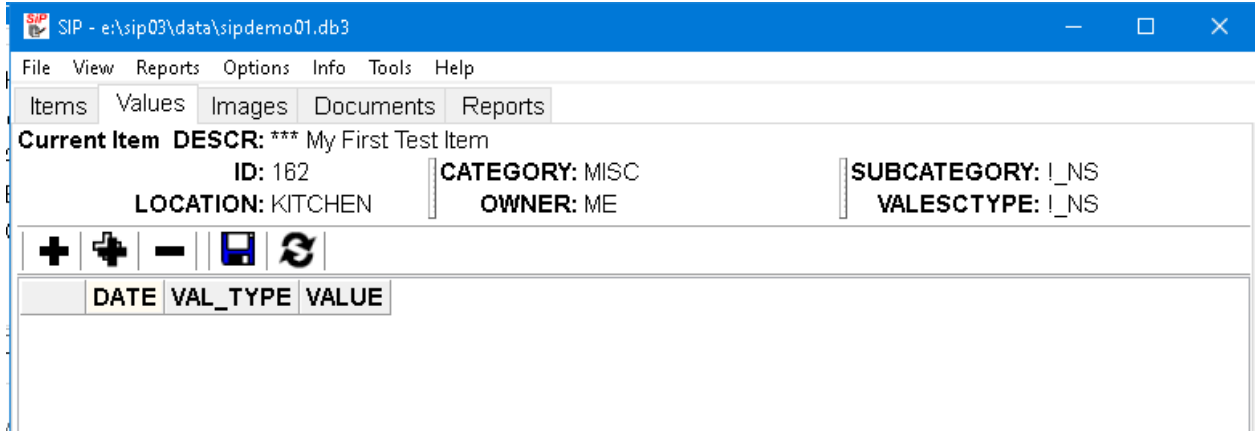
ID	DESCR	CATEGORY	SUB_CATEGORY	LOCATION	OWNER
<b>162</b>	<b>*** My First Test Item</b>	<b>MISC</b>	<b>I_NS</b>	<b>KITCHEN</b>	<b>ME</b>
6	Washing Machine	APPLIANCE	ELECTRIC	LAUNDRY	ME
7	Paper Punch - 3-Hole - ACCO - Mut...	MISC	I_NS	HOME_OFF	I_NS
8	Paper Shredder - Staples Mailmate ...	APPLIANCE	ELECTRIC	HOME_OFF	I_NS

Note that item is displayed in bold, italic text to indicate that it has not yet been saved.


7. Click the Save Changes button, , or press the **Ctrl + S** keys to save the changes.

# Adding Item Values

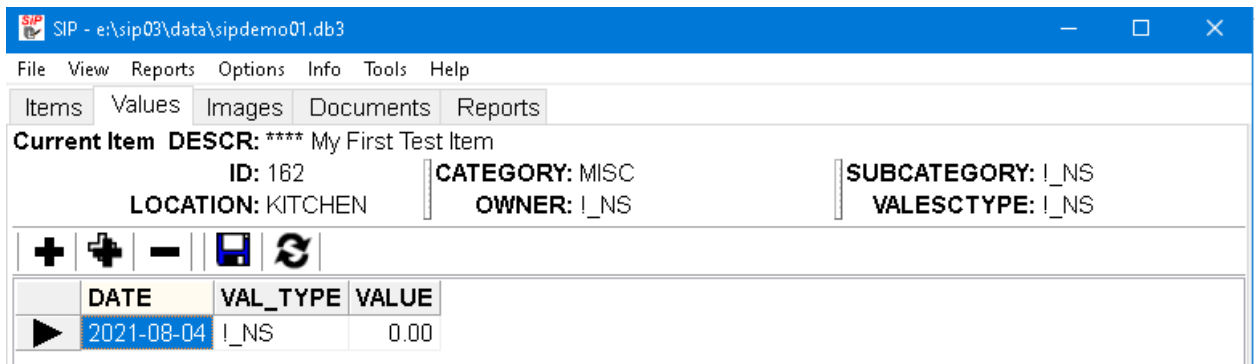
1. Click on the Values tab or make the menu selections View > Values. The result should look like this:



**Note:** There is a brief summary of the current item near the top of the window. This is provided as a reminder of item to which the value(s) apply.

2. Click the Add / Insert Row button, , or press the **Ctrl + Ins** keys.

A new row will be inserted into the values table. It could look like this:




3. Edit the date so that it corresponds to the date of the valuation. The date can be typed in or a drop down calendar can be used

The screenshot shows the SIP application window with the title bar "SIP - e:\sip03\data\sipdemo01.db3". The menu bar includes "File", "View", "Reports", "Options", "Info", "Tools", and "Help". The "Values" menu is active, and the "Current Item" section displays "DESCR: \*\*\*\* My First Test Item", "ID: 162", "LOCATION: KITCHEN", and "CATEGOR". Below this is a toolbar with icons for adding, deleting, and saving. A table with columns "DATE", "VAL\_TYPE", and "VALUE" is visible, showing a row with "21-08-04", "I\_NS", and "0.00". A date selection dialog box is open, showing a calendar for August 2021 with the 4th highlighted. The dialog has "OK" and "Cancel" buttons.

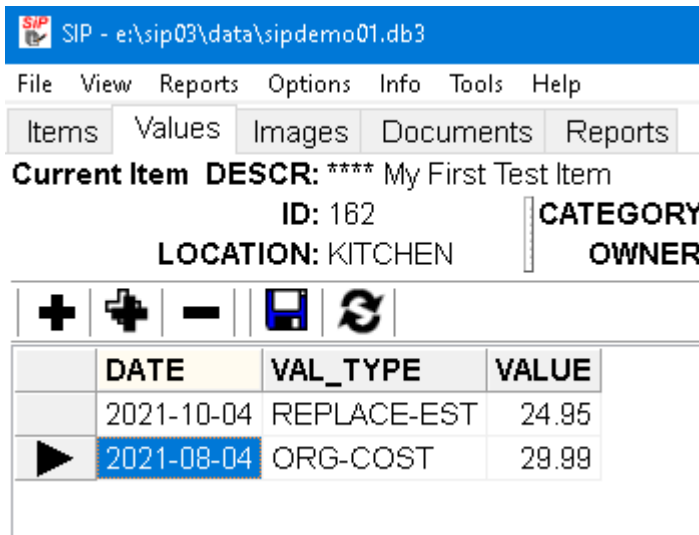
Edit the Val\_Type and Value columns so that the result looks similar to this:

The screenshot shows the SIP application window with the title bar "SIP - e:\sip03\data\sipdemo01.db3". The menu bar includes "File", "View", "Reports", "Options", "Info", "Tools", and "Help". The "Values" menu is active, and the "Current Item" section displays "DESCR: \*\*\*\* My First Test Item", "ID: 162", "LOCATION: KITCHEN", "CATEGORY: MISC", "OWNER: I\_NS", "SUBCATEGORY: I\_NS", and "VALESCTYPE: I\_NS". Below this is a toolbar with icons for adding, deleting, and saving. A table with columns "DATE", "VAL\_TYPE", and "VALUE" is visible, showing a row with "2021-08-04", "ORG-COST", and "29.99".

**Note:** The Val\_Type of "ORG-COST" means that the value corresponds to the original cost of the item, which was determined on 2017-11-21.

Click the save button, , or press the **Ctrl + S** keys to save your changes.

4. Repeat 2. and 3. above, but enter a new date, val\_type and value so that the result looks like this:



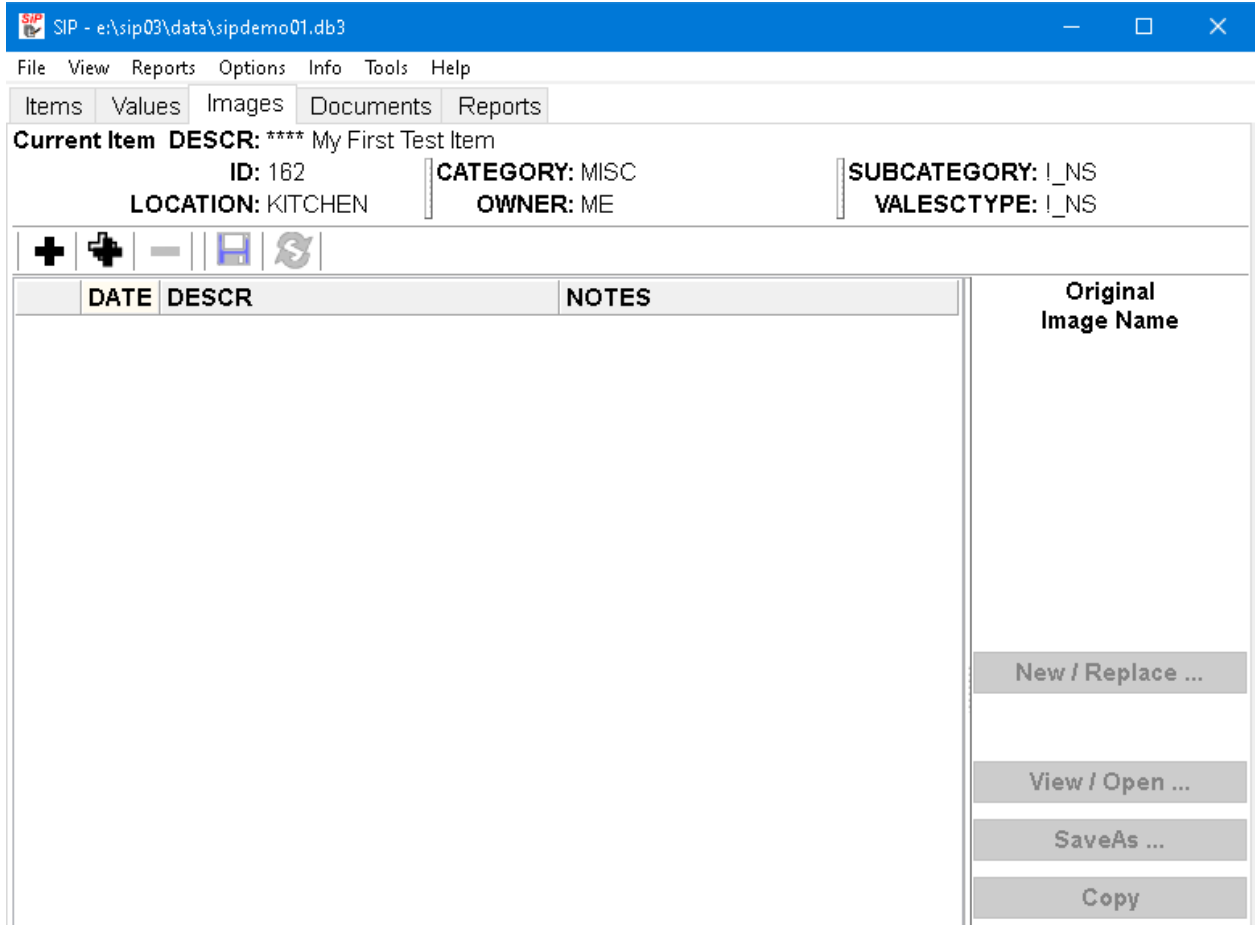
The screenshot shows the SiP software interface. At the top, there is a blue header bar with the SiP logo and the file path "e:\sip03\data\sipdemo01.db3". Below the header is a menu bar with "File", "View", "Reports", "Options", "Info", "Tools", and "Help". A secondary menu bar contains "Items", "Values", "Images", "Documents", and "Reports". The main area displays "Current Item DESCR: \*\*\*\* My First Test Item" with fields for "ID: 162", "LOCATION: KITCHEN", "CATEGORY", and "OWNER". Below this are icons for adding (+), deleting (-), saving (floppy disk), and refreshing (circular arrow). At the bottom is a table with the following data:

	DATE	VAL_TYPE	VALUE
	2021-10-04	REPLACE-EST	24.95
▶	2021-08-04	ORG-COST	29.99

**Note:** The Val\_Type of "REPLACE-EST" means that the value corresponds to the estimated replacement cost of the item, which was determined on 2018-01-21.

# Adding Item Images

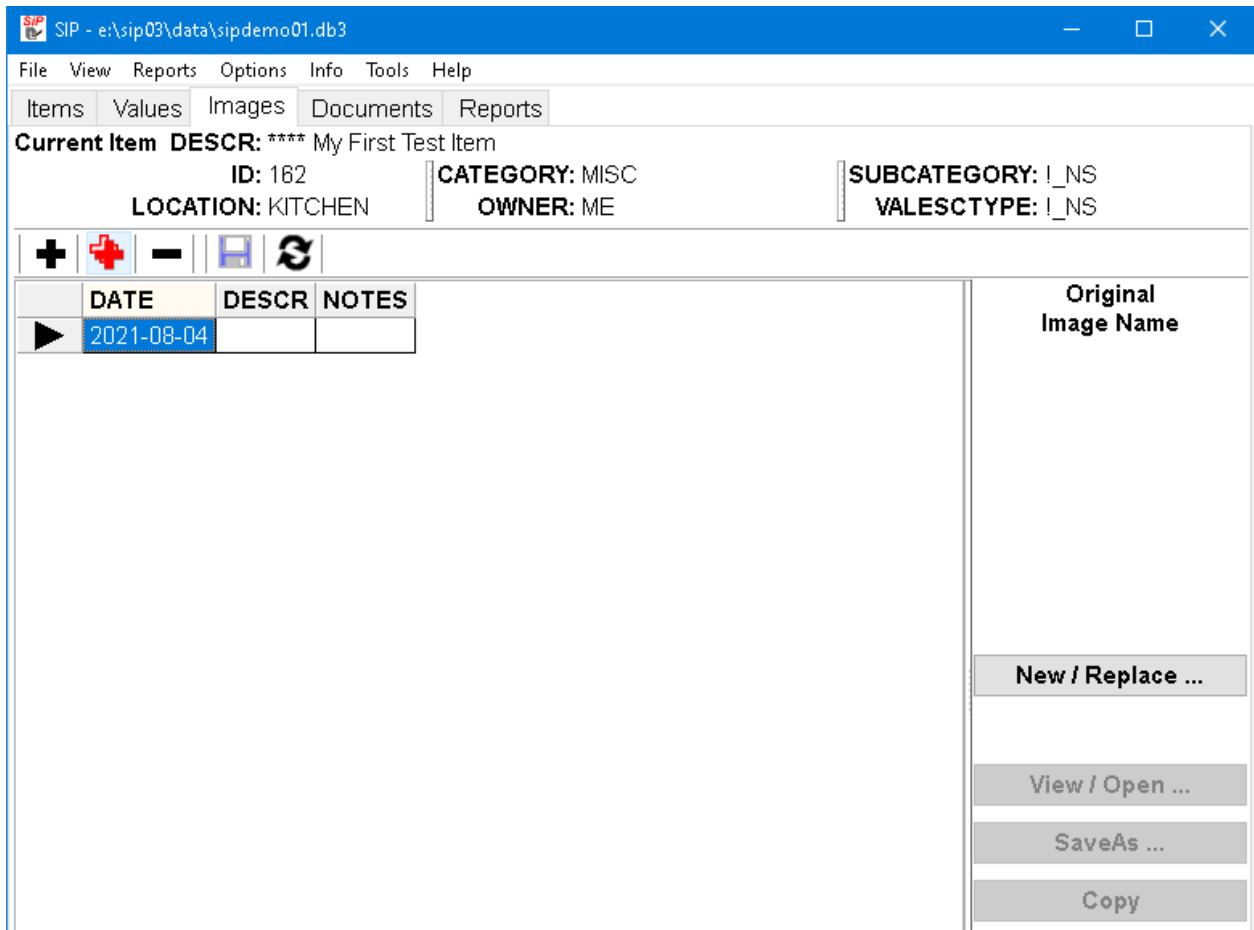
1. Click on the Images tab or make the menu selections View > Images. The result should look like this:



2. Click the Add / Insert Row button, , or press the **Ctrl + Ins** keys.


A new row will be inserted into the images table. It could look like this:



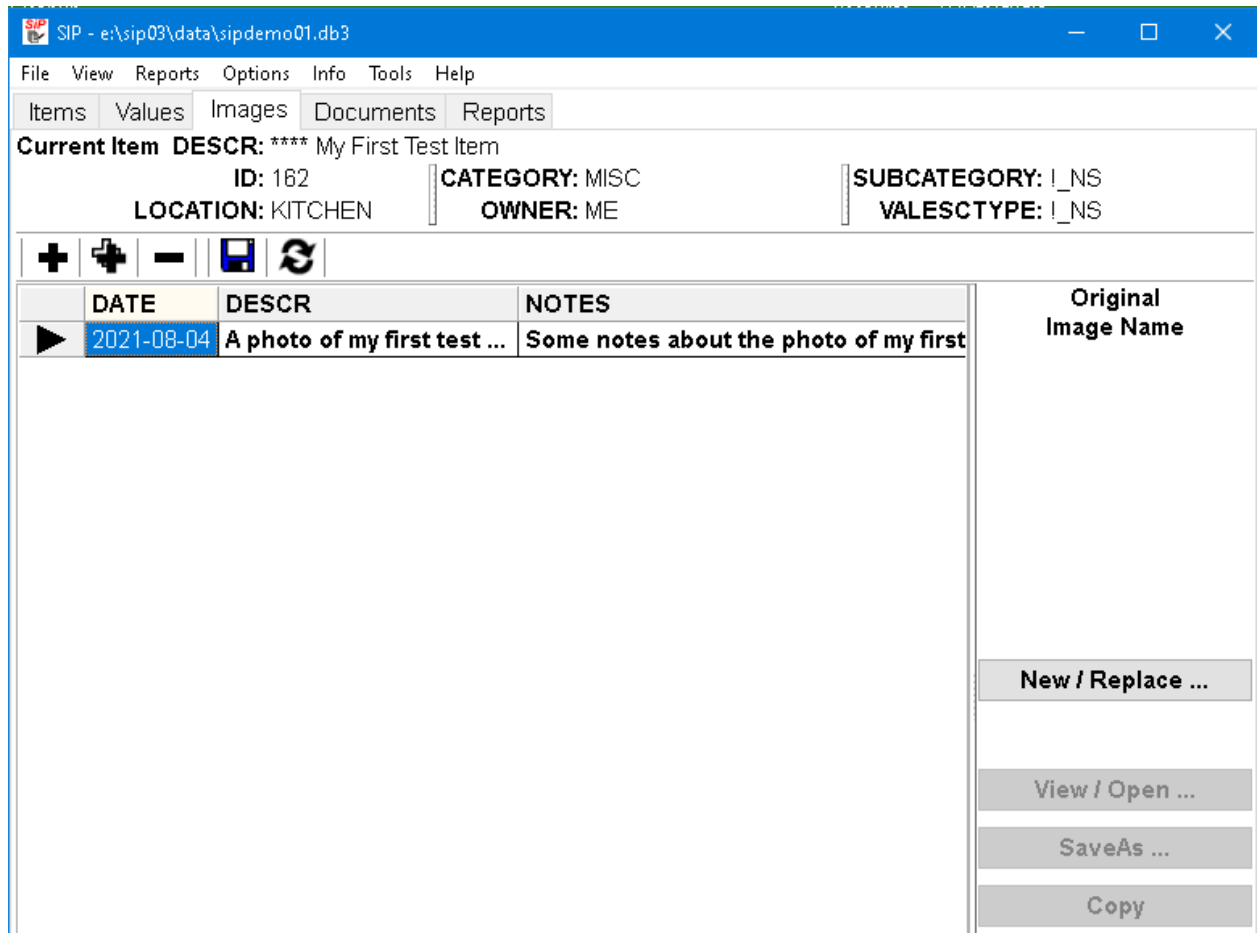


3. Edit the date so that it corresponds to the date the photo or image was taken. The date can be typed in or a drop down calendar can be used.

Enter a brief description of the image and any notes relevant to the image. For example, a description of any particular aspect of the picture that should be noted.

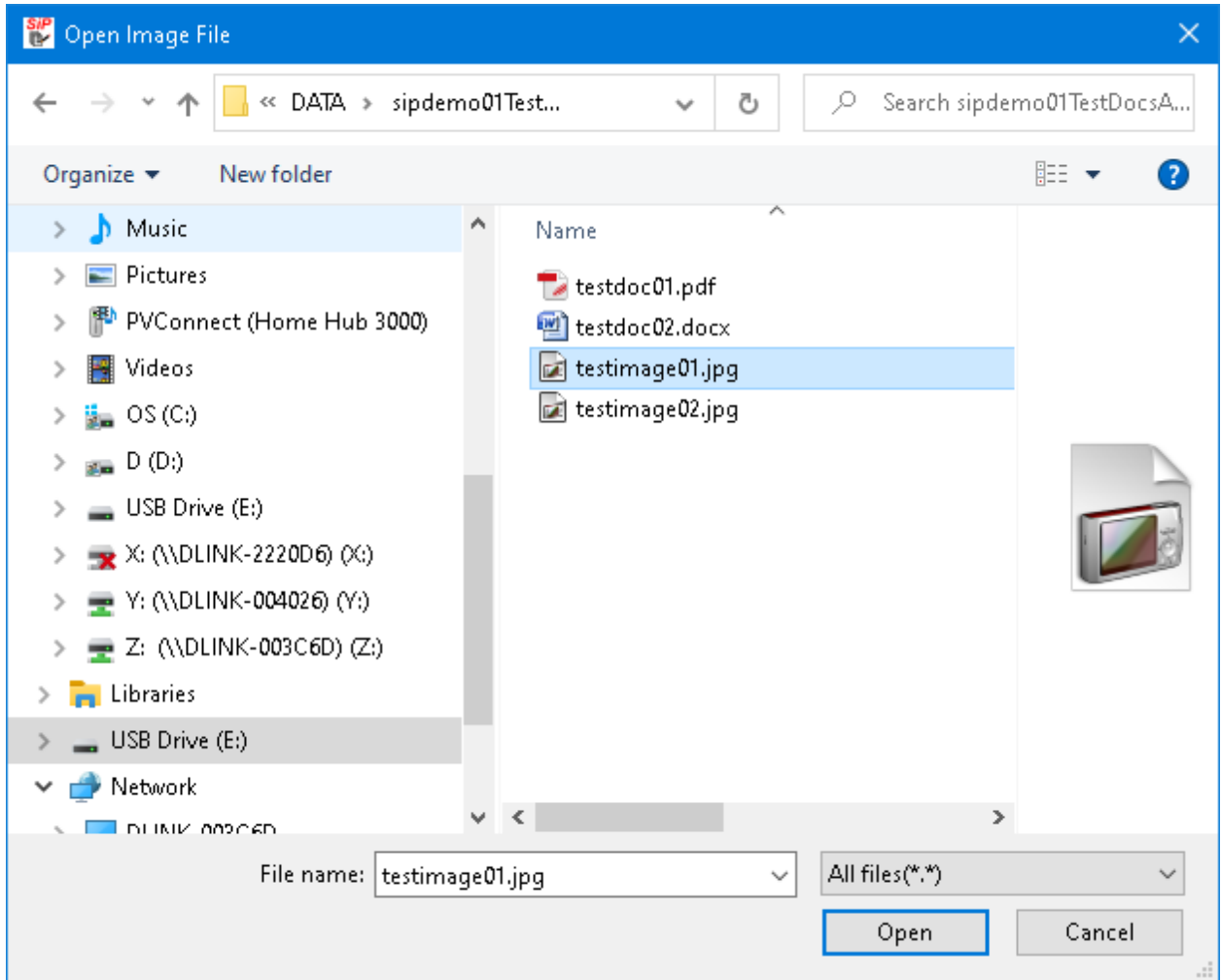
Click the save button, , or press the **Ctrl + S** keys to save your changes.

The result could look like this:



4. Click the **New / Replace...** button. This will open the "Open Image File" dialog. Use this dialog to locate the appropriate image file.

The Open Image File dialog may look like this:



Click the **Open** button to retrieve the image and insert it into the inventory.

**SiP**s Images tab should now look like this:


The screenshot shows the SiP software interface. At the top, the window title is "SiP - e:\sip03\data\sipdemo01.db3". The menu bar includes "File", "View", "Reports", "Options", "Info", "Tools", and "Help". Below the menu bar are tabs for "Items", "Values", "Images", "Documents", and "Reports". The "Current Item" section displays the following details:

- DESCR: \*\*\*\* My First Test Item
- ID: 162
- LOCATION: KITCHEN
- CATEGORY: MISC
- OWNER: ME
- SUBCATEGORY: !\_NS
- VALESCTYPE: !\_NS

Below the details is a toolbar with icons for adding (+), deleting (-), saving (floppy disk), and refreshing (circular arrow). A table below the toolbar shows the following data:

	DATE	DESCR	NOTES
▶	2021-08-04	A photo of my first test ...	Some notes about the photo of my first

To the right of the table is a section titled "Original Image Name" with the filename "testimage01.jpg" and a small thumbnail image of a framed picture. Below the image are four buttons: "New / Replace ...", "View / Open ...", "SaveAs ...", and "Copy".

Click the save button, , or press the **Ctrl + S** keys to save your changes.

5. Repeat 2, 3 and 4 above to add a second image. The result could look like this:


Items Values Images Documents Reports

**Current Item** DESCR: \*\*\*My First Test Item  
ID: 162 CATEGORY: MISC SUBCATEGORY: !\_NS  
LOCATION: KITCHEN OWNER: !\_NS VALESCTYPE: !\_NS

+ - Save Refresh

DATE ^	DESCR	NOTES
2018-02-15	A photo of my first test item.	Some a...
▶ 2018-02-15	2nd photo of my first test item	

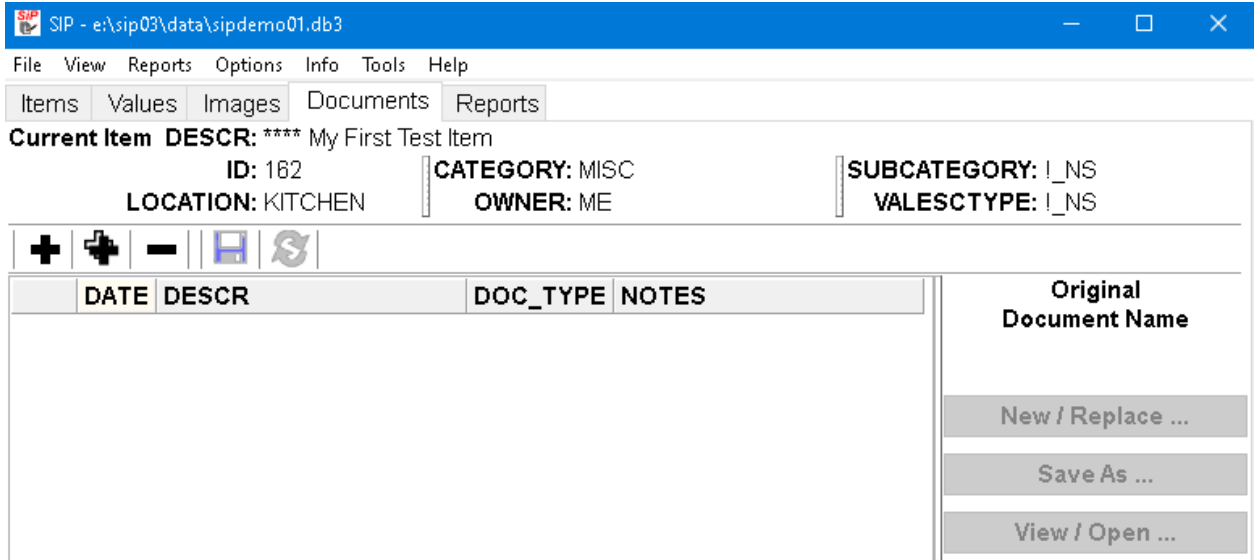
Original Image Name  
testimage02.jpg



New / Replace ...  
SaveAs ...  
View / Open ...  
Copy

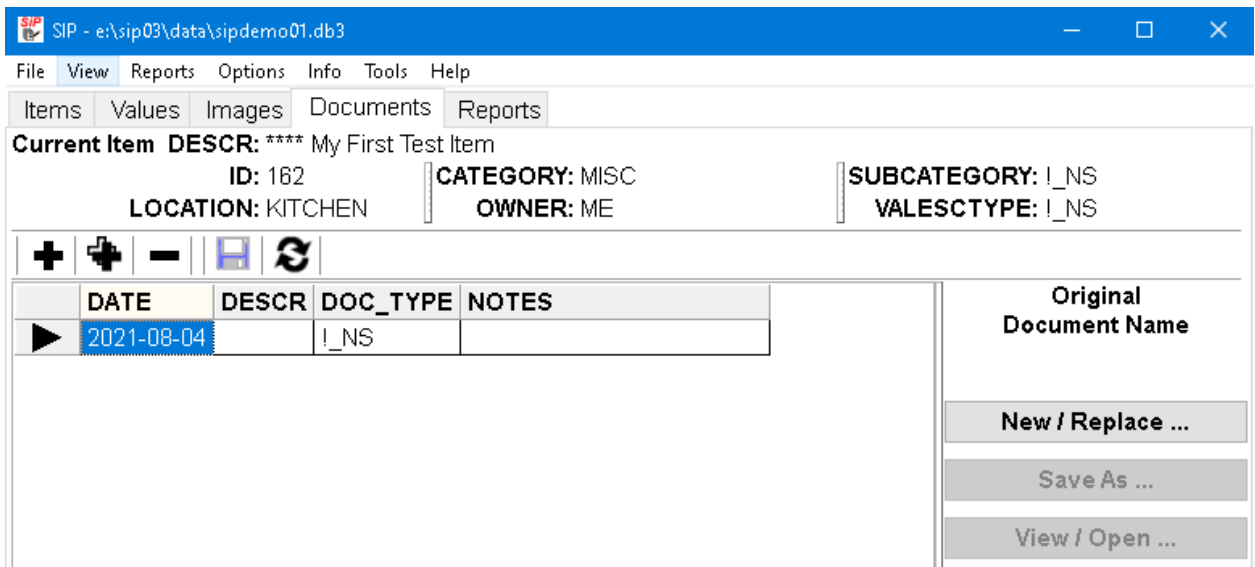
# Adding Item Documents

1. Click on the Documents tab or make the menu selections View > Documents. The result should look like this:




2. Click the Add / Insert Row button, , or press the **Ctrl + Ins** keys.

A new row will be inserted into the documents table. It could look like this:

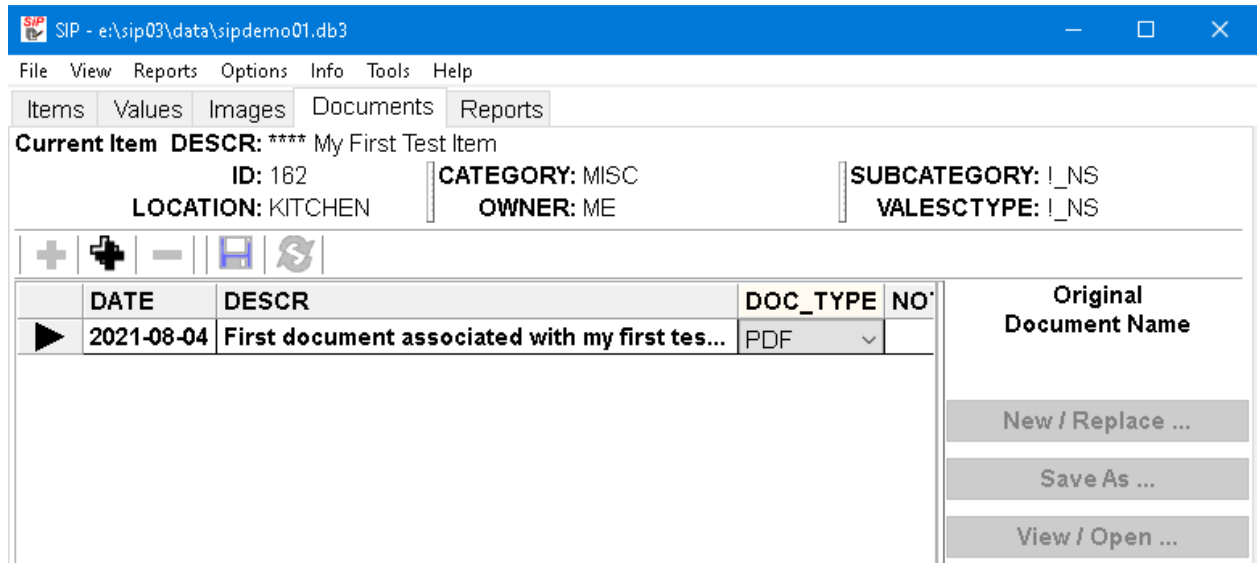


3. Edit the date so that it corresponds to the date the document was created. The date can be typed in or a drop down calendar can be used.

Enter a brief description of the document and any notes relevant to the document

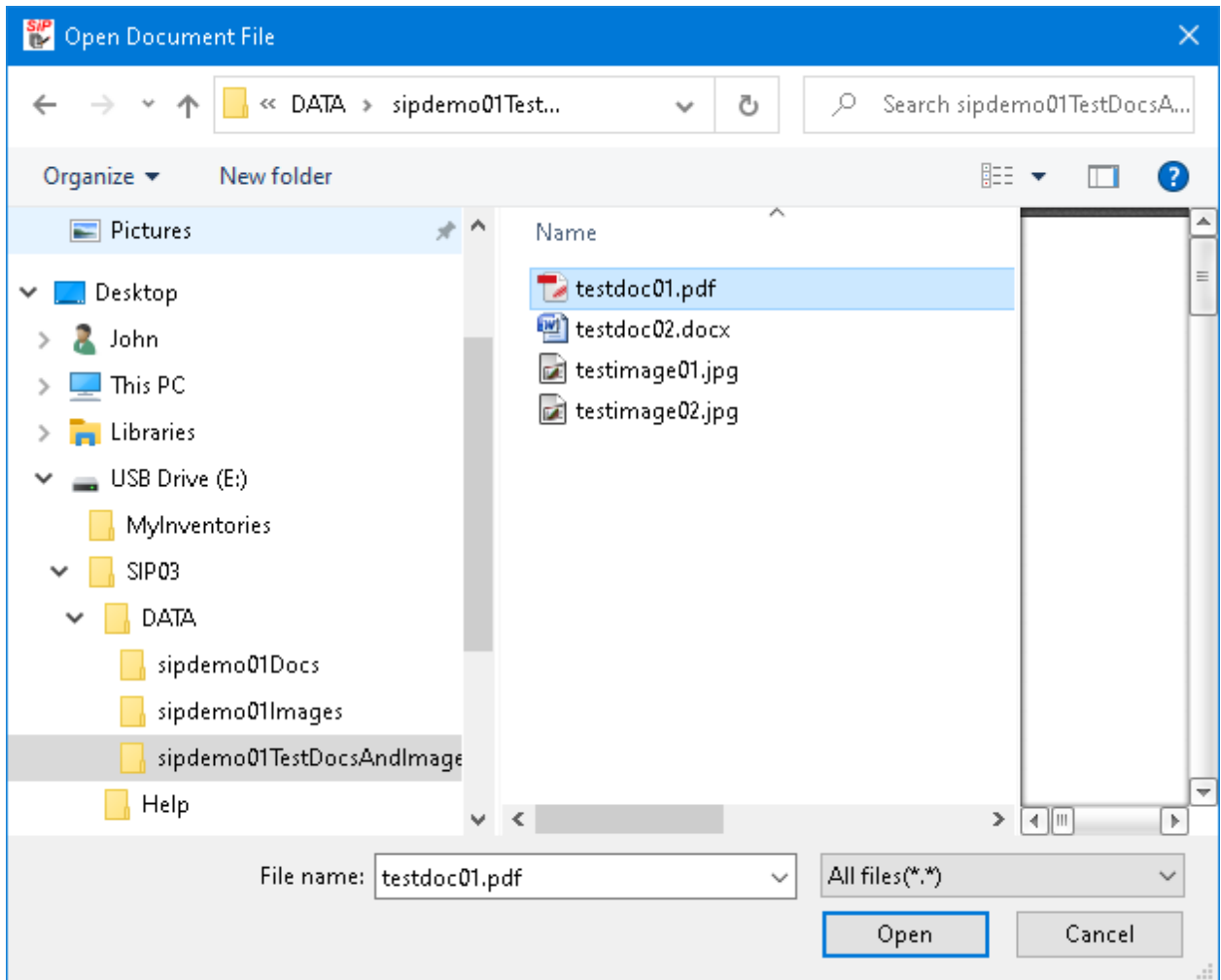
Click the save button, , or press the **Ctrl + S** keys to save your changes.

The result could look like this:



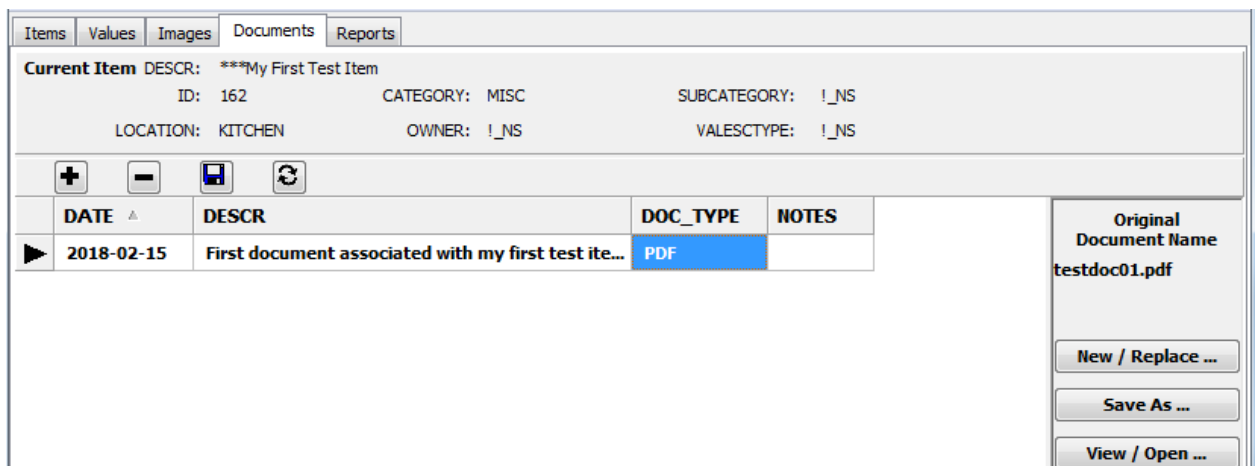
4. Click the **New / Replace...** button. This will open the "Open Document File" dialog. Use this dialog to locate the appropriate document file.


The Open Document File dialog may look like this:



Click the **Open** button to retrieve the document and insert it into the inventory.

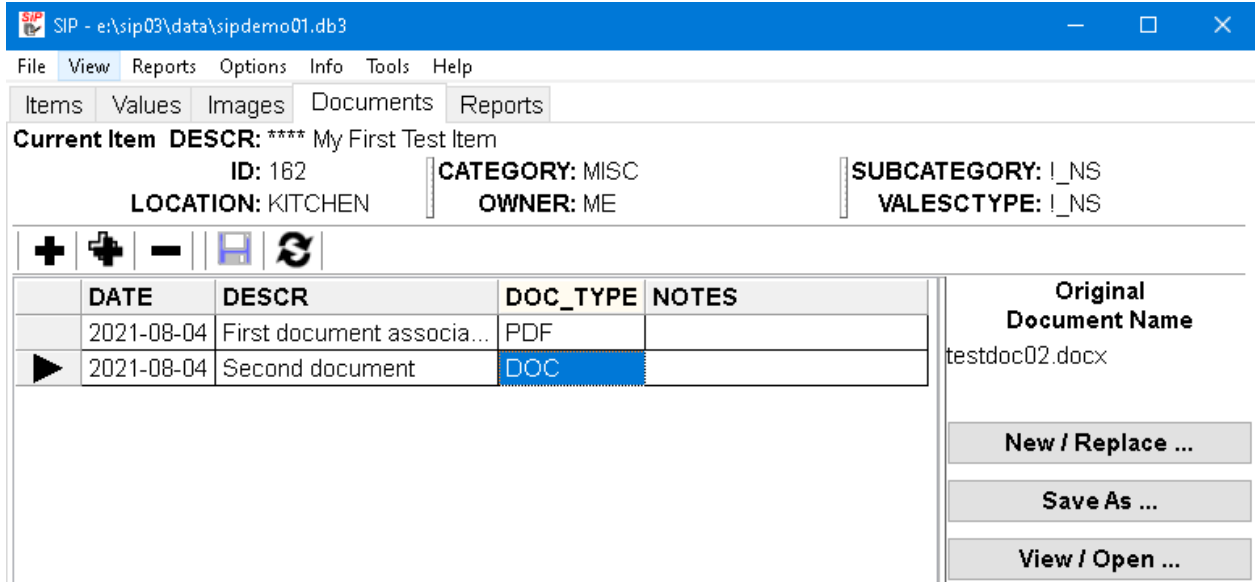
**SiP's** Documents tab should now look like this:



Click the save button, , or press the **Ctrl + S** keys to save your changes.



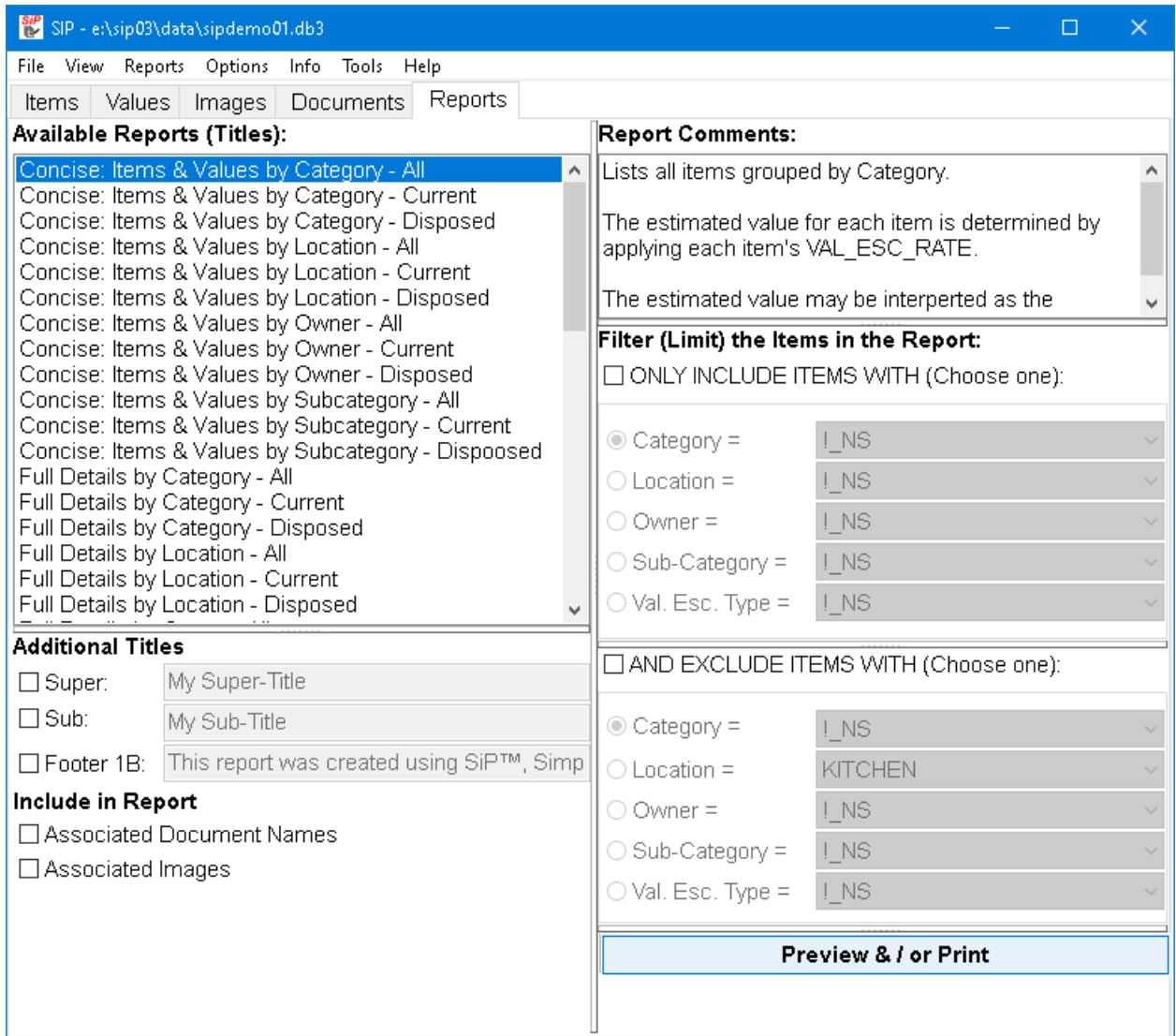
5. Repeat 2, 3 and 4 above to add a second image. The result could look like this:



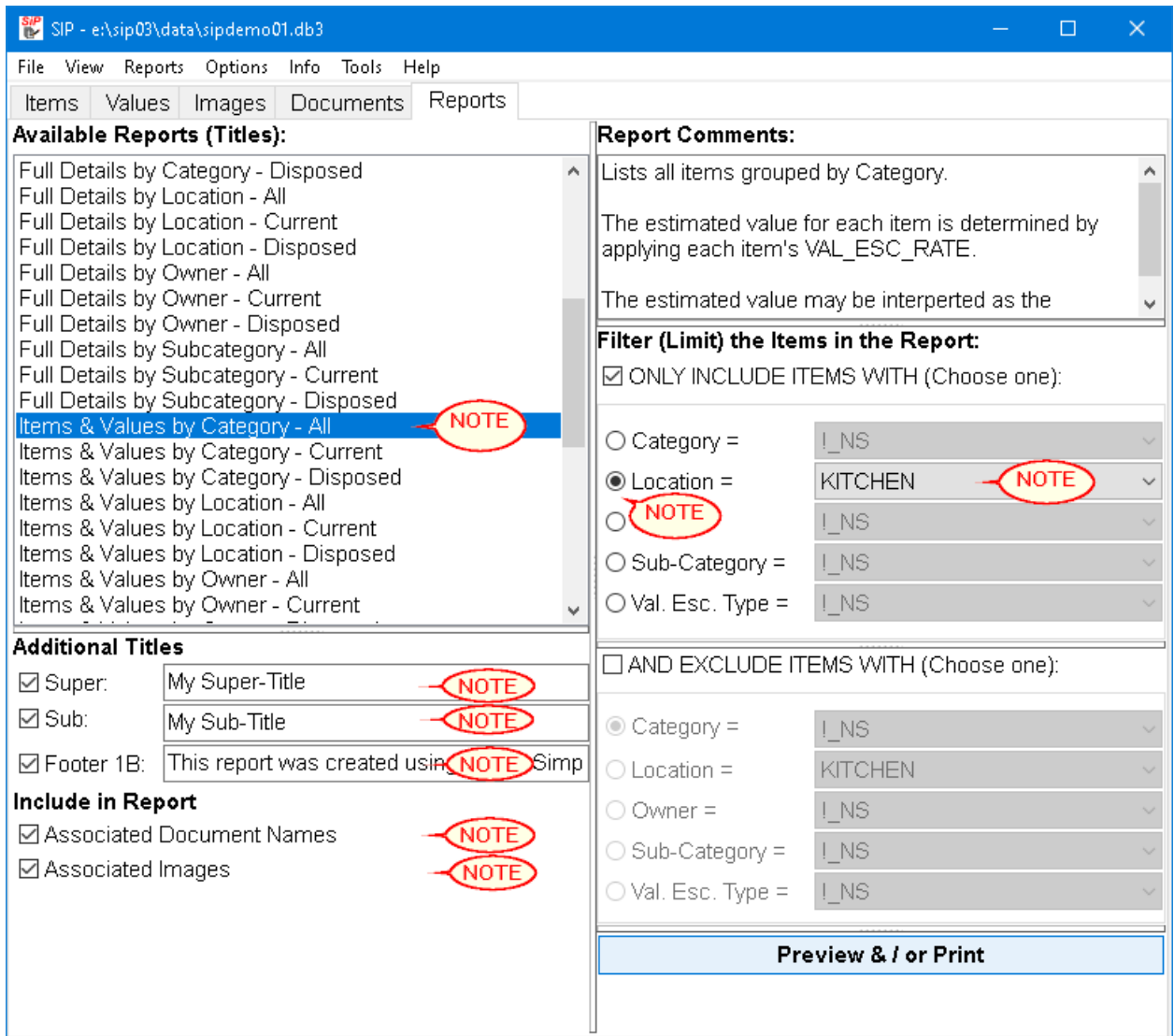
# Generating Reports

1. Make the Reports tab active by making the menu selection Reports or clicking on the Reports tab.

It should look like this:



2. Select the options that you want. For example, click on the various choices so that the dialog looks like this:



3. Preview the report by clicking the **Preview** button. The resulting Print Preview dialog should look something like this:

*My Super-Title*

## Items & Values by Category - All

(Filtered by Location = KITCHEN)

*My Sub-Title*

APPLIANCE

ID	Description	SubCategory	Location	Owner	Val Type	Val Date	Last Value	Est'd Value
25	Coffee Grinder - ClarkeCraff (LR 62 682)	ELECTRIC	KITCHEN	!_NS	REPLACE-ES	2017-09-24	19.99	19.99
40	Coffee Maker - (Espresso, Italian, Aluminum)	ELECTRIC	KITCHEN	!_NS	REPLACE-ES	2017-09-26	39.99	39.99
16	Coffee Maker - Mr. Coffee	ELECTRIC	KITCHEN	!_NS	REPLACE-ES	2017-09-22	29.99	29.99
14	Electric Knife Sharpener - Clarks Choice	ELECTRIC	KITCHEN	!_NS	ORG-COST	1997-09-21	354.00	354.00
Sub-Total for APPLIANCE							448.97	

MISC

ID	Description	SubCategory	Location	Owner	Val Type	Val Date	Last Value	Est'd Value
162	**** My First Test Item	!_NS	KITCHEN	MIE	REPLACE-ES	2021-10-04	24.95	24.95
Associated documents								
testdoc01.pdf								
testdoc02.docx								
Associated images								
24	Radio Alarm Clock - Sony - Dream Machine (DCF - C112)	ELECTRIC	KITCHEN	!_NS	REPLACE-ES	2017-09-24	19.99	19.99
Sub-Total for MISC							44.54	

UTENSILS

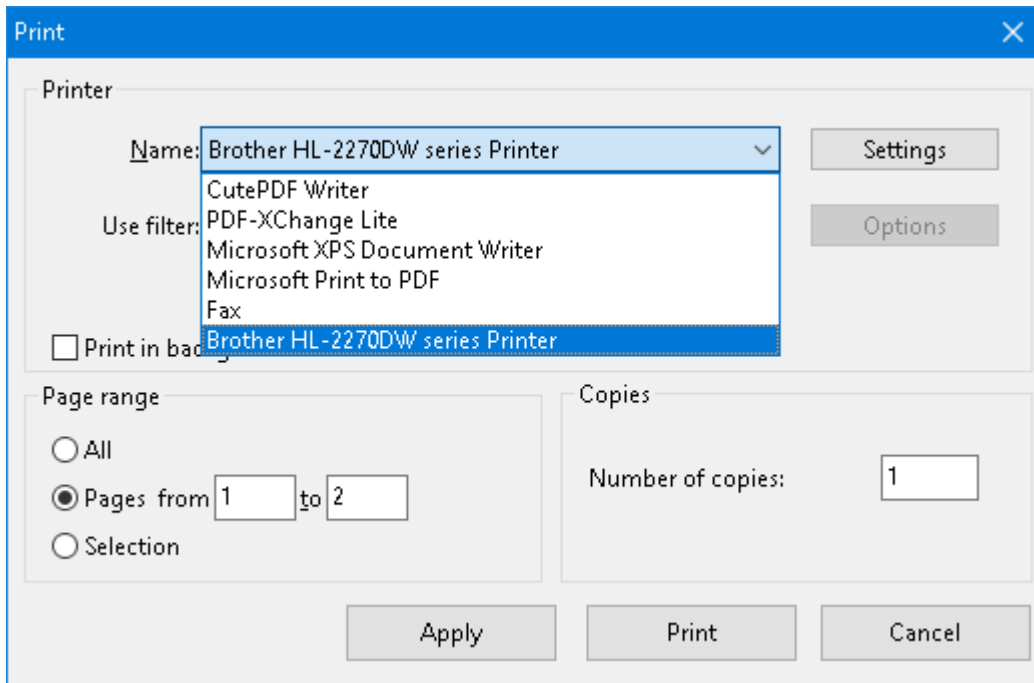
ID	Description	SubCategory	Location	Owner	Val Type	Val Date	Last Value	Est'd Value
----	-------------	-------------	----------	-------	----------	----------	------------	-------------

Items & Values by Category - All 1 / 2 2021-08-04  
 This report was created using SiP™, Simple Inventory Program, © 2018-2021 by MTR Software | <http://www.mtr.com/>

- To print the report click the Print button on the Preview's toolbar or press the **Ctrl + P** keys.

**NOTE: THIS FUNCTIONALITY IS NOT AVAILABLE IN THE EVALUATION EDITION OF SiP.**

In the Print dialog that appears use the Name drop down list to select the printer to which the report should be printed.



Then click the "Print" button.

5. To save the report as a pdf file click the Print button on the Preview's toolbar or press the **Ctrl + P** keys.

**NOTE: THIS FUNCTIONALITY IS NOT AVAILABLE IN THE EVALUATION EDITION OF SiP.**

In the Print dialog that appears use the Name drop down list to select the **PDF** printer to which the report should be printed.  
(Note: In the above example, choose either "Microsoft Print to PDF" or "CutePDF Writer").

Then click the "Print" button.

The PDF printer will then make it possible to choose a file name form the document.

6. To close the Preview click the "Close" button on the Preview's toolbar or click the "X" on the upper right hand corner of the Preview window.

# Deleting Items

**NOTE:**

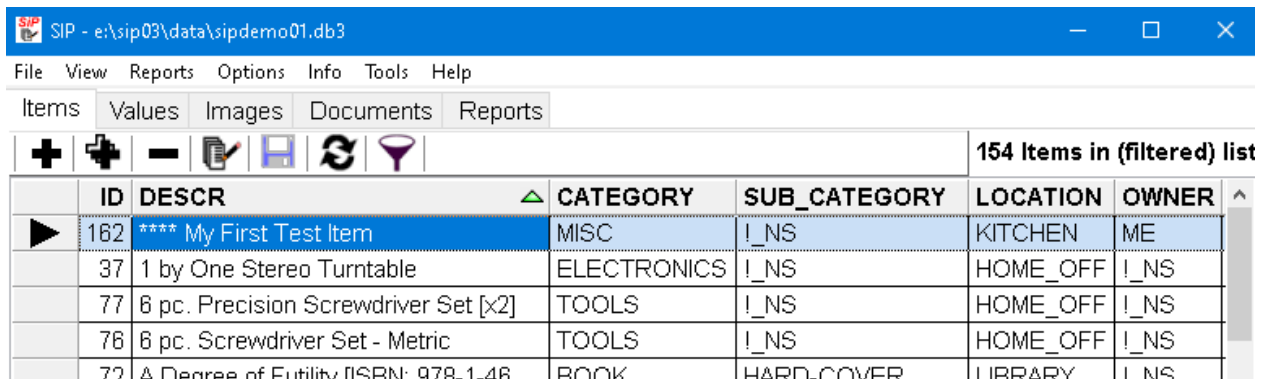
Rather than deleting an item you may want to enter a "date disposed".

This way the item will remain in the inventory but be excluded from reports that only include current items.


Also, doing this may help you to provide a record of the item's provenance / history.

To delete an item from the inventory:

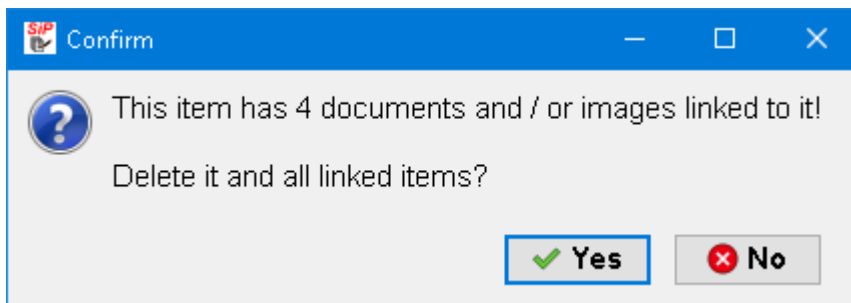
1. Make sure that the Items tab is active; that is, the list of items is being displayed. It could look like this:



2. Select an item by clicking on it or using the cursor keys to change which item is selected.

3. Click the "(Un)Mark for Deletion" button, , or press the **Ctrl + Del** keys.

If there are images or documents associated with the item a warning / confirmation message may appear. It will look like this::





Then it will:

- (a) mark the item for deletion without actually deleting it and
- (b) dim the item's text, indicating that it will be deleted when your changes are next saved.

The result could look like this:

ID	DESCR	CATEGORY	SUB_CATEGORY	LOCATION	OWNER
182	**** My First Test Item	MISC	I_NS	KITCHEN	ME
37	1 by One Stereo Turntable	ELECTRONICS	I_NS	HOME_OFF	I_NS
77	6 pc. Precision Screwdriver Set [x2]	TOOLS	I_NS	HOME_OFF	I_NS
76	6 pc. Screwdriver Set - Metric	TOOLS	I_NS	HOME_OFF	I_NS
72	A Degree of Futility [ISBN: 978-1-46...	BOOK	HARD-COVER	LIBRARY	I_NS

4. If you change your mind, click the "(Un)Mark for Deletion" button, , or press the **Ctrl + Del** keys again to "Unmark" the item for deletion.

5. To actually delete the item click the save button, , or press the **Ctrl + S** keys.

**Note:** The item and all its associated values, images and documents will be deleted.

The result could look like this:

ID	DESCR	CATEGORY	SUB_CATEGORY	LOCATION	OWNER
37	1 by One Stereo Turntable	ELECTRONICS	I_NS	HOME_OFF	I_NS
77	6 pc. Precision Screwdriver Set [x2]	TOOLS	I_NS	HOME_OFF	I_NS
76	6 pc. Screwdriver Set - Metric	TOOLS	I_NS	HOME_OFF	I_NS
72	A Degree of Futility [ISBN: 978-1-46...	BOOK	HARD-COVER	LIBRARY	I_NS
181	A VISIT TO SWITZERLAND [Capital...	COLLECTABLE	VINYL_RCRD	LIBRARY	I_NS

# How To

[Create A New Inventory](#) 

[Designate An Heir](#) 

[Install SiP](#) 

[Uninstall SiP](#) 

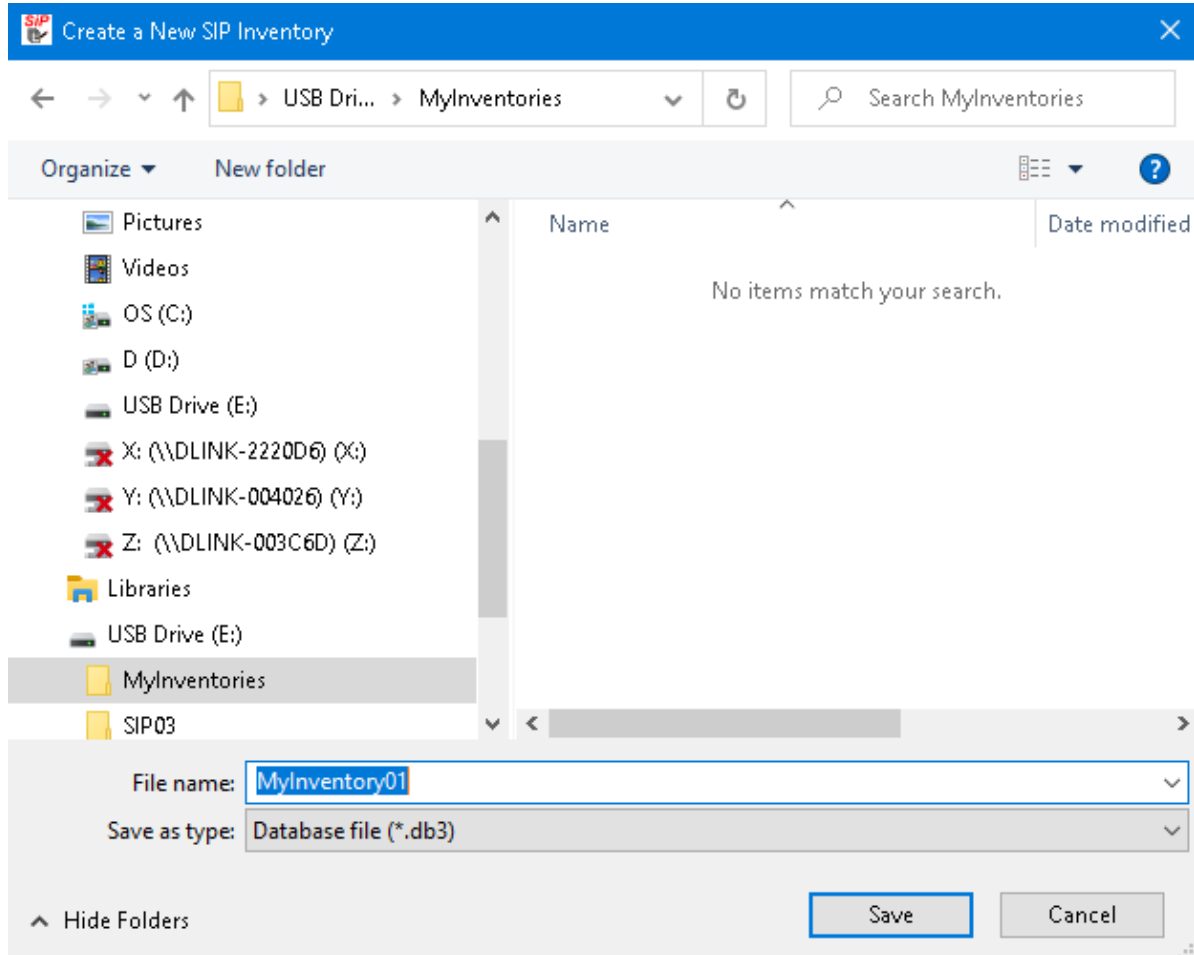
[View PDF Help Documents](#) 



## Create A New Inventory

Make the menu selections File > New Inventory... or press the **Ctrl+N** keys.

A dialog similar to the following will appear.



After changing the default file name and the folder (directory) click the **Save** button to accept your choices and create the new inventory or click the **Cancel** button if you decide not to create a new inventory.

**NOTE:**

It is strongly recommended that you do NOT create a new inventory in the same directory as the **SiP** Demo inventory.

This is because when **SiP** is updated or uninstalled it MAY accidentally delete the contents of that directory and you could lose your inventory.

After **SiP** creates the new inventory it will open the Items and other tabs so that you can begin entering information into the inventory.

**IMPORTANT NOTE:**

When **SiP** creates a new inventory the inventory is empty.

Even the Reference tables, that contain such things as the item Categories, Sub-Categories and Locations, etc. contain at most one value.

**After creating the new inventory, the first thing that you should do is to add values to the reference tables.**

**Although you can use the menu selections Tools > Edit Ref. Table Values... the best thing to do is to use the menu selections Tools > Import Ref. Table Values... so that you can import all of the Ref. Tables' Values from an existing inventory, such as the "sipdemo01.db3" inventory.**

## Designate An Heir

There are two ways to indicate that a certain person or organization should inherit the item.

1. Simply set the item's Owner to the name of the person or organization that should inherit the item.
- 2a. Create a Sub-Category named "Inherit".
- 2b. When editing an item's details (i) set the Sub-Category to "Inherit" and (ii) set the Owner to the name of the appropriate person or organization.
- 2c. When filtering the list or generating a report set the Sub-Category to "Inherit".

## Install SiP

The following steps describe how to install **SiP** on your computer.

1. If you are installing **SiP** Standard Edition and previously installed the Evaluation Edition, uninstall the Evaluation Edition before proceeding.
2. Download the file to a directory of your choice.
3. Use Windows Explorer to locate the file named sipxxx.exe; for example, sip03S.exe.
4. Double click on the sipxxx.exe file to run it.
5. Follow the on-screen instructions.

---

## Uninstall SiP

The following steps describe how to uninstall (remove) **SiP** from your computer.

### If the "normal" installation procedure was used:

1. In Windows 7:  
Click Start > Control Panel.  
  
In Windows 8 to 10:  
Click Start > Settings
2. In Windows 7:  
Click Programs > Programs and Features > Uninstall a program.  
  
In Windows 8 to 10:  
Click App
3. Click on the **SiPxx** item to select it.
4. In Windows 7  
Click the Ok or Change/Remove button.  
  
In Windows 10 click the Uninstall button.
5. Follow the on-screen instructions.

### If the "Portable" Mode Installation procedure was used:

1. Use Windows Explorer (Win 7) or File Explorer (Win 10) to locate the directory (folder) **SiPxx**.
2. Delete the directory (folder) and all of its contents.

**CAUTION:** If you stored your inventory files in this directory (folder) they also will be deleted.

## View PDF Help Documents

The printable versions of **SiP**'s Help files are stored as PDF documents in the Help directory where **SiP** was installed.

By default the installation directory is "C:\Users\Public\SIPxx".

To view the printable versions of the help files:

1. Use Windows Explorer to navigate to the directory "C:\Users\Public\SIPxx\Help".
2. Double-click on the file named "SIPGSG.PDF" or "SIPREFG.PDF".
3. Your PDF reader, such as Adobe Reader, will open the document so that you can view and / or print it.

# Appendix

[Getting Help](#)  45

[Licence Agreement](#)  46

## Getting Help

To get technical or other assistance from MTR Software you can:

Visit MTR Software's website at:

[www.fitall.com](http://www.fitall.com)

and click the [Forums](#) menu item.

Email MTR Software at:

[support@fitall.com](mailto:support@fitall.com)

Write to MTR Software at:

MTR Software

77 Carlton Street, Suite 808

Toronto ON Canada

M5B 2J7

Telephone MTR Software at:

416-596-1499



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## Licence Agreement

**SiP™** is copyrighted and sold with the understanding that it will be used either on a single computer or by one individual, whichever is most appropriate for the purchaser.

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# Index

## - A -

Adding  
  Documents 27  
  Images 21  
  Items 15  
  Values 18  
Adding Documents 27  
Adding Images 21  
Adding Items 15  
Adding Values 18  
Appendix 44  
  Getting Help 45

## - D -

Deleting Items 35  
Designate an heir 40  
Documents  
  Adding 27

## - F -

First time 5

## - G -

Generating Reports 31  
Getting Help 45  
Getting Started  
  Deleting Items 35  
  open an inventory 7  
  view items 10

## - H -

How to 37  
  Install SiP 41  
  start SiP 5  
  Uninstall SiP 42  
  view PDF help documents 43

## - I -

Images  
  Adding 21  
Install SiP 41  
Introduction 2, 5

## - L -

Licence 46

## - N -

New Inventory 38

## - O -

Open Inventory 7

## - P -

PDF Help Documents 43  
Provenance 35

## - R -

Reports 31  
  generating 31

## - S -

Starting SiP 5

## - U -

Uninstall SiP 42

## - V -

Values  
  Adding 18  
View Items 10