

Point and click menu driven text and image entry...

Professional Inventory Reports Template,

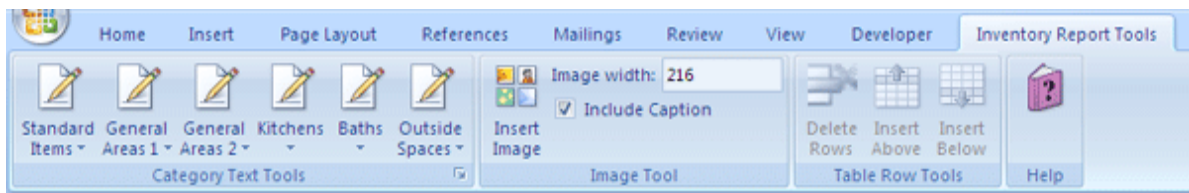
See video demo. http://www.activeinventories.co.uk/inv_report_tools_video.htm

FOR MICROSOFT WORD 2007 and later versions

A simple to use *point and click* text and image entry *Microsoft Word 2007* template for speedily compiling professional inventory reports in the Residential Lettings Market.

Ideal for Letting Agents, Inventory Clerks, Landlords and Property Managers.

Quick and easy to use for all inventory report types. Including: Initial Inventories, Check In, Intermediate Inspections and Check Out reports etc. As well as any other reporting or documents that requires images

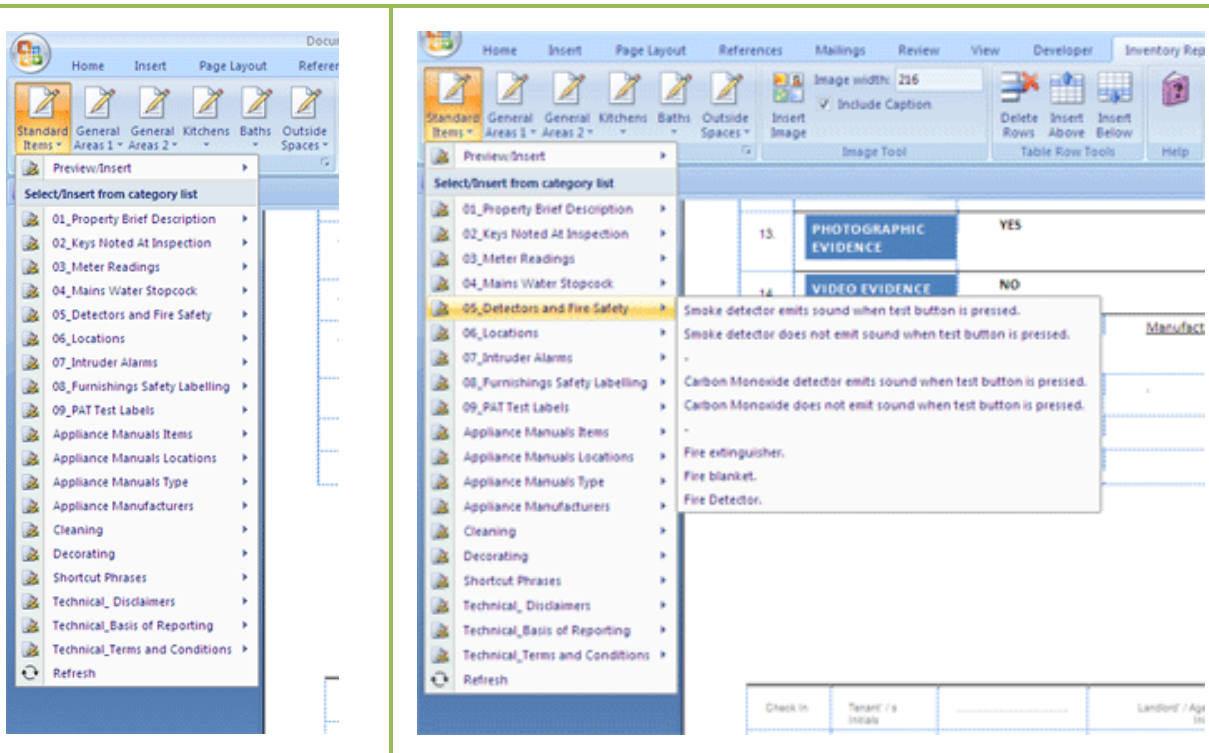


Our 'Inventory Report Tools' Add In for Microsoft Word 2007 includes easy to navigate banks of point and click text and phrases relevant to inventory reporting. In addition our template incorporates a super efficient image insertion tool. Images can be inserted at your chosen size, with, or without, a caption. Also included are convenient table row tools for quickly adding and deleting table rows and a ready to use Professional Inventory Report document.

The template can be used to quickly insert specialist inventory related text and images in to any document, especially with the ready to use included professional inventory report document.

Customisable menus and auto text entries ready for point and click document entry. Plus easy image entry tools.





Features

- Simple and intuitive 'Inventory Report Tools' interface includes easy to use menus and text banks ready for point and click entry of relevant descriptive and condition phrases in to all types of inventory report documents. Our template includes a pre installed inventory report document layout (*Other report types can be easily installed*)
- Simple and intuitive point and click 'Image Tools' facilities make adding images to reports quick and easy with full control over image size and captions.
- Designed to take the pain out of typing inventory reports with or without images.
- Designed to simplify and speed up your inventory reporting tasks.
- Designed to standardise your inventory terminology.
- Works for all report documents that can be opened and edited in Microsoft Word 2007 (*including floor plan formats*).
- Ideal if you already have a preferred document layout you use and wish to speed up text and image input.
- **Customisable** – Easily add your own categories and text.
- **Full instructions included.**

Image entry example



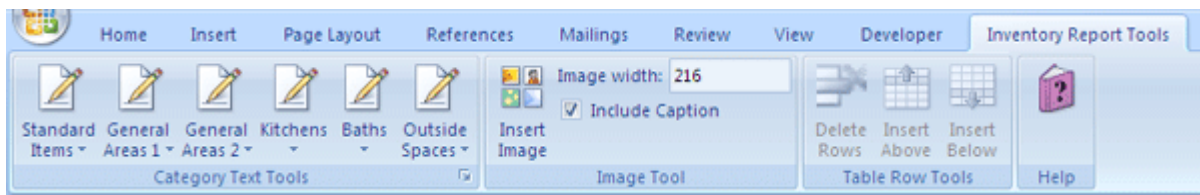
LIVING ROOM		Description	Condition
80.	Furniture	a. Sofa. X2	No marks, damage or defects noted.
		b. Occasional table. Light wood. Varnished.	No marks, damage or defects noted.
81.			
Figure 1. Living Room			

Images can be inserted at any size anywhere in documents with or without a caption. All aspects of the displayed image can be adjusted further using normal Microsoft Word image adjustments.

Further product details follow....



There are four areas within the 'Inventory Report Tools' add in.



Category Text Tools – Image Tool – Table Row Tools - Help

Category Text Tools

In this section there are six text storage galleries each with an icon to click for a drop down menu of categories. Each category in a gallery contains a further drop down menu of inventory reporting descriptions and condition statements all set out in a logical 'order of reporting' and 'alphabetical' format ready to easily point and click to insert in to your report document.

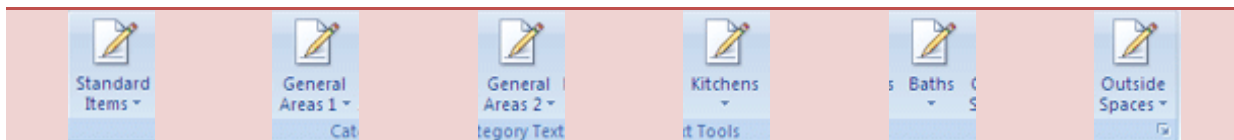
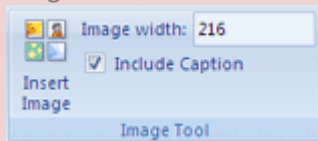
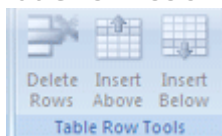


Image Tool



Using the image tool facilities enables fast, easy and controllable insertion of images anywhere in a report. You are able to pre select an image width and whether or not to include an image caption. *The image height aspect ratio is preserved when an image is inserted..*

Table Row Tools



We have included the most used table row commands we use so that inserting and deleting table rows can be carried out within leaving 'Inventory Report Tools' *Apart from the usual add and delete rows functions for text entry these tools can be especially useful to control document space if you wish to insert larger sized images that use a documents full with.*

Help

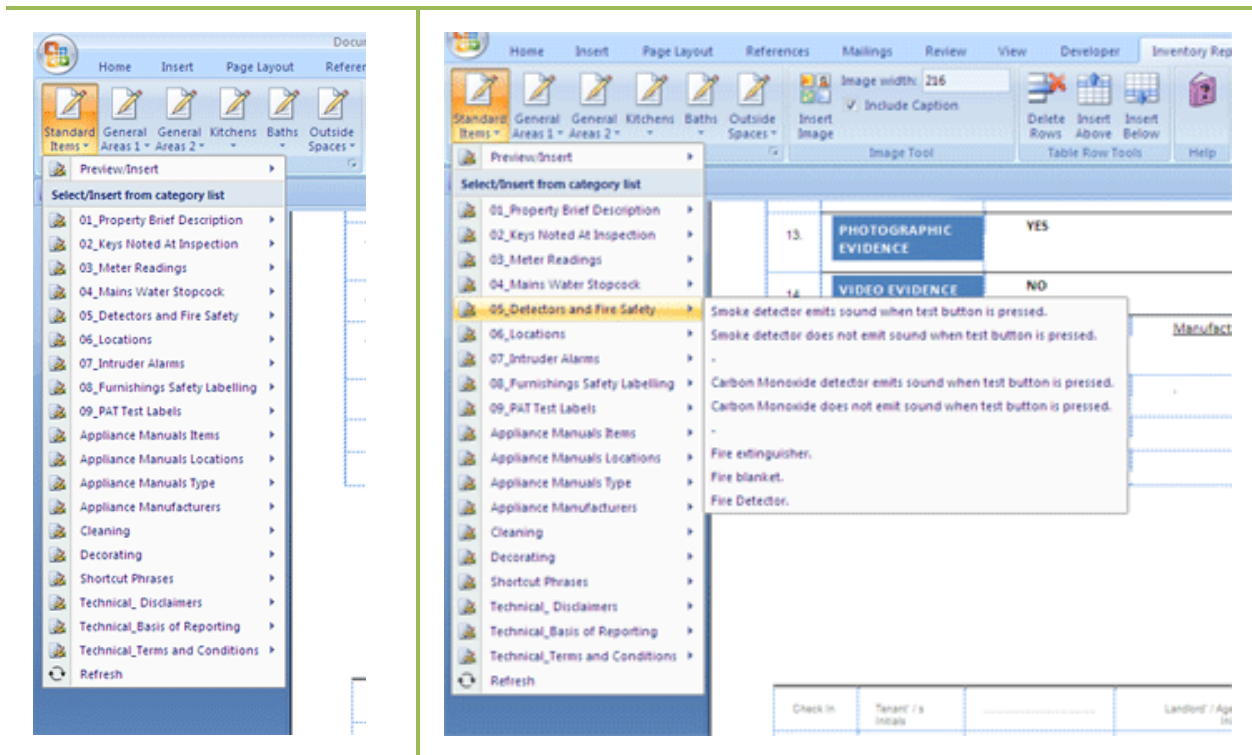


When you click the help icon you are referred to the comprehensive instructions supplied with the Inventory Report Tools facilities. **The' Inventory Report Tools' Add In is customisable to suit your own requirements.** Copyright information is also displayed.

Below are screen shots of the template menus.....



The 'Category Text Tools' 'Standard Items' Gallery



This gallery contains a menu of categories set out in the order of the installed inventory report document to enable simple point and click entry of a properties preliminary reporting items. The comprehensive categories each contain relevant text and phrases that cover issues such as meter readings, safety items, and appliance manuals lists etc. In addition there are commonly used decorating and cleanliness statements and technical statements relating to basis of reporting statements and disclaimers etc. which you can adapt to reflect your own requirements.

More screenshots below.....

Active Management Services Ltd trading as Active Inventories.

12 Blue mans Way, Catcliffe, Rotherham, South Yorkshire. S60 5UR.

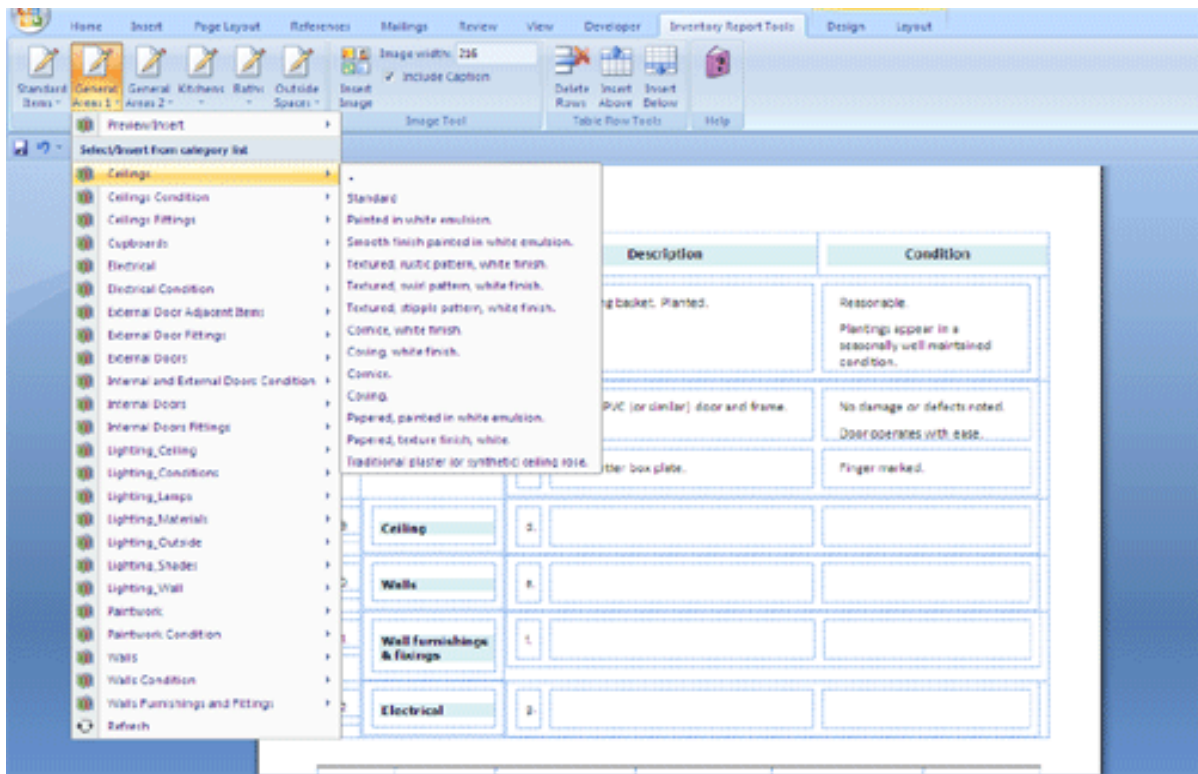
Telephone. 07986 510 629 / 01709 835 131

Web. www.activeinventories.co.uk

Email. info@activeinventories.co.uk



The 'Category Text Tools' 'General Areas 1' Gallery



This gallery contains a menu of categories used for general living, bedroom, stairs and landings etc. Ranging from doors, ceilings, walls, floors, windows, heating, furniture and contents etc. The comprehensive categories each contain relevant descriptive and condition text and phrases. All ready to point and click to insert in to your inventory report.

More screenshots below.....

Active Management Services Ltd trading as Active Inventories.

12 Blue mans Way, Catcliffe, Rotherham, South Yorkshire. S60 5UR.

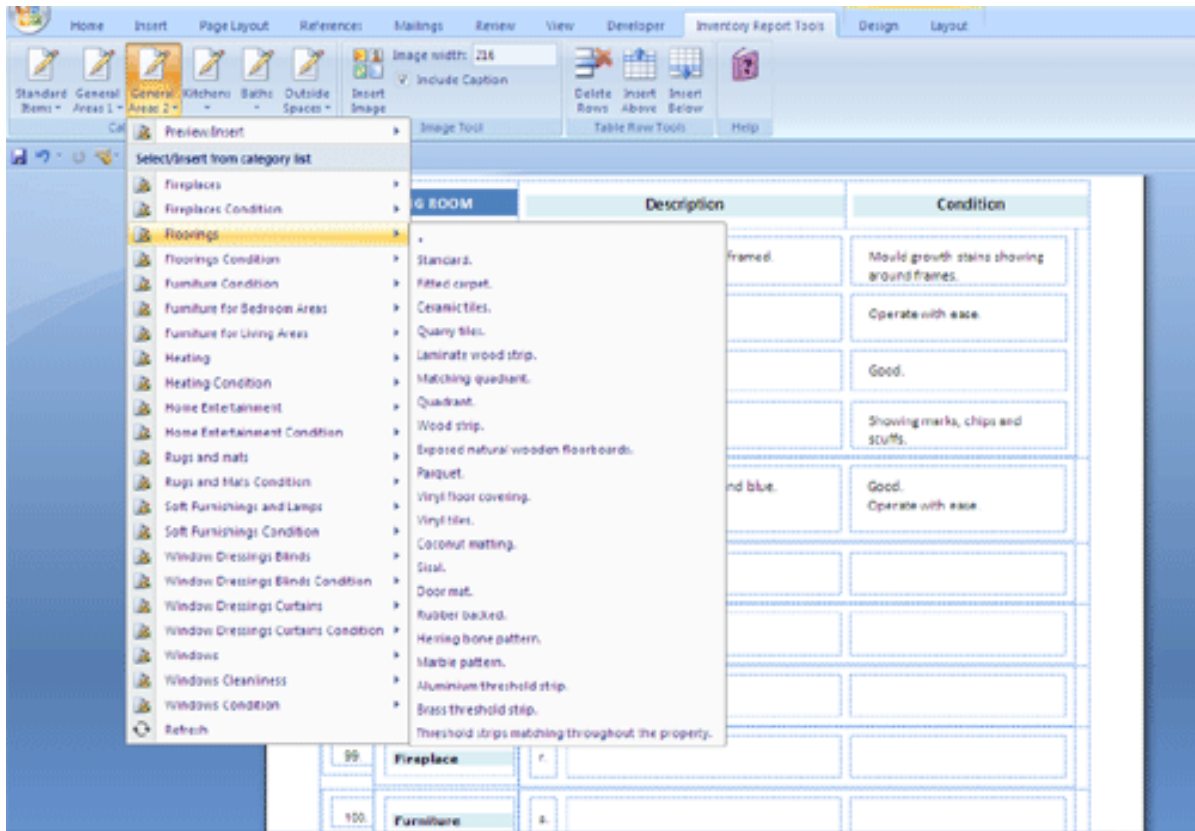
Telephone. 07986 510 629 / 01709 835 131

Web. www.activeinventories.co.uk

Email. info@activeinventories.co.uk



The 'Category Text Tools' 'General Areas 2' Gallery

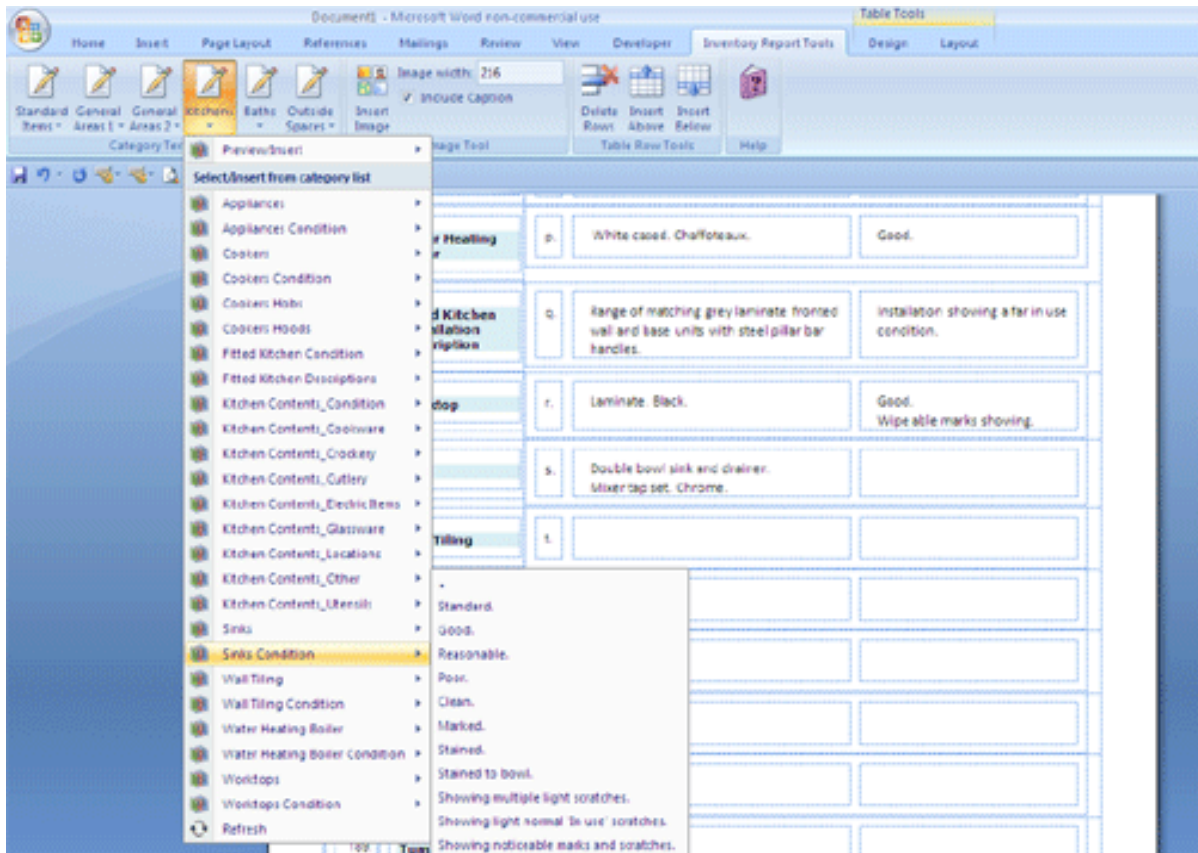


This gallery continues the menu of categories from General Areas 1. Used for further general living, bedroom, stairs and landings etc. Ranging from doors, ceilings, walls, floors, windows, heating, furniture and contents etc. The comprehensive categories each contain relevant descriptive and condition text and phrases. All ready to point and click to insert in to your inventory report.

More screenshots below.....



The 'Category Text Tools' 'Kitchens' Gallery

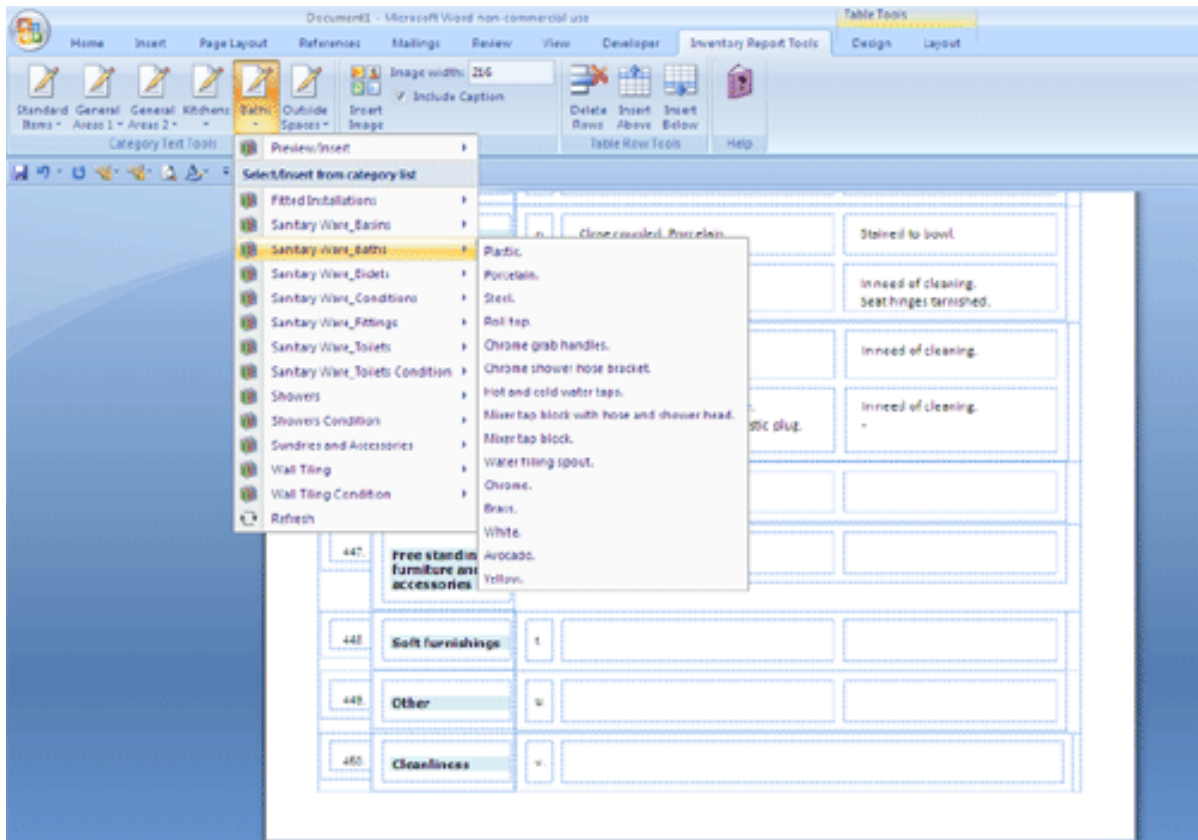


This gallery continues the menu of categories specifically relating to Kitchens. The categories and included text phrases range from kitchen units installation and small contents such as crockery and cutlery etc. All ready to point and click to insert in to your inventory report.

More screenshots below.....



The 'Category Text Tools' 'Baths' Gallery

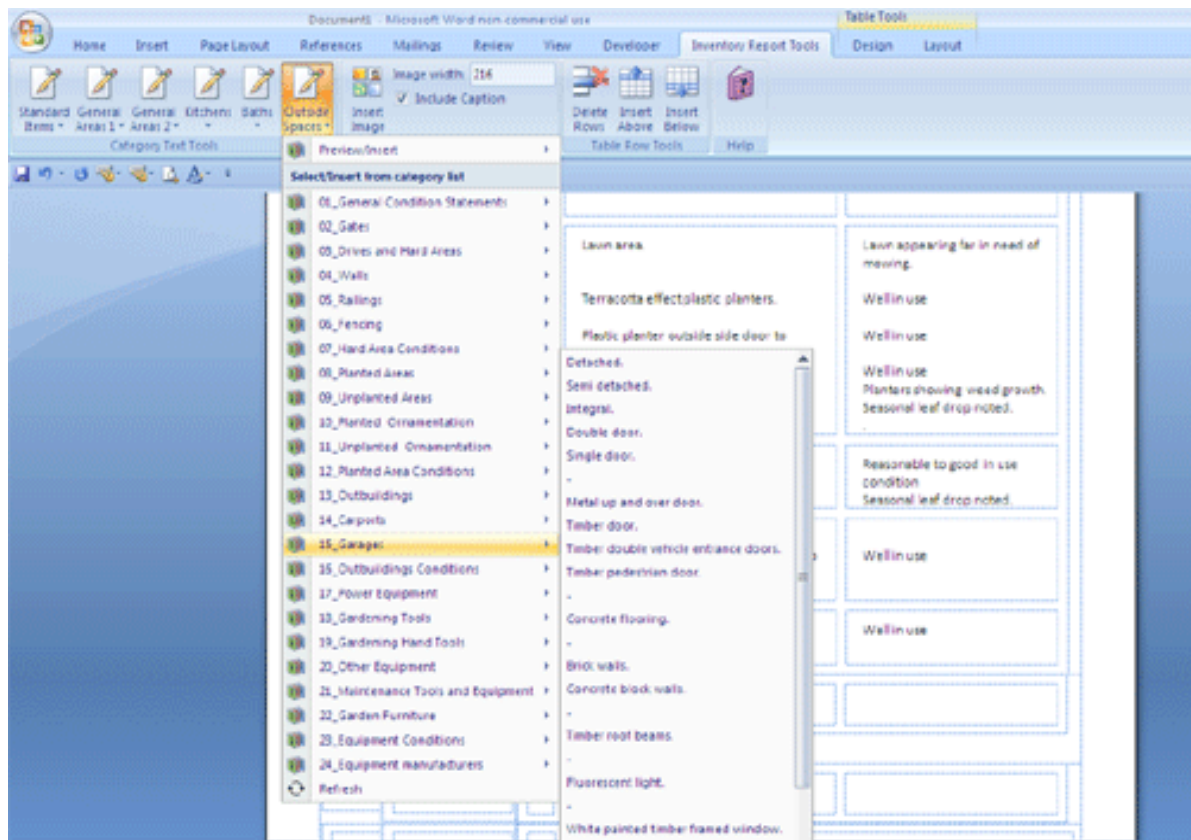


This gallery continues the menu of categories specifically relating to Bathrooms, En Suites and Cloakrooms etc. The categories and included text phrases range from bath and shower installations to fittings and fittings relating to the areas. All ready to point and click to insert in to your inventory report.

More screenshots below.....



The 'Category Text Tools' 'Outside Spaces' Gallery



This gallery continues the menu of categories specifically relating to Outside Spaces. Gardens, garages, outbuildings as well as gardening and maintenance equipment. All ready to point and click to insert in to your inventory report.

More screenshots below.....

Active Management Services Ltd trading as Active Inventories.

12 Blue mans Way, Catcliffe, Rotherham, South Yorkshire. S60 5UR.

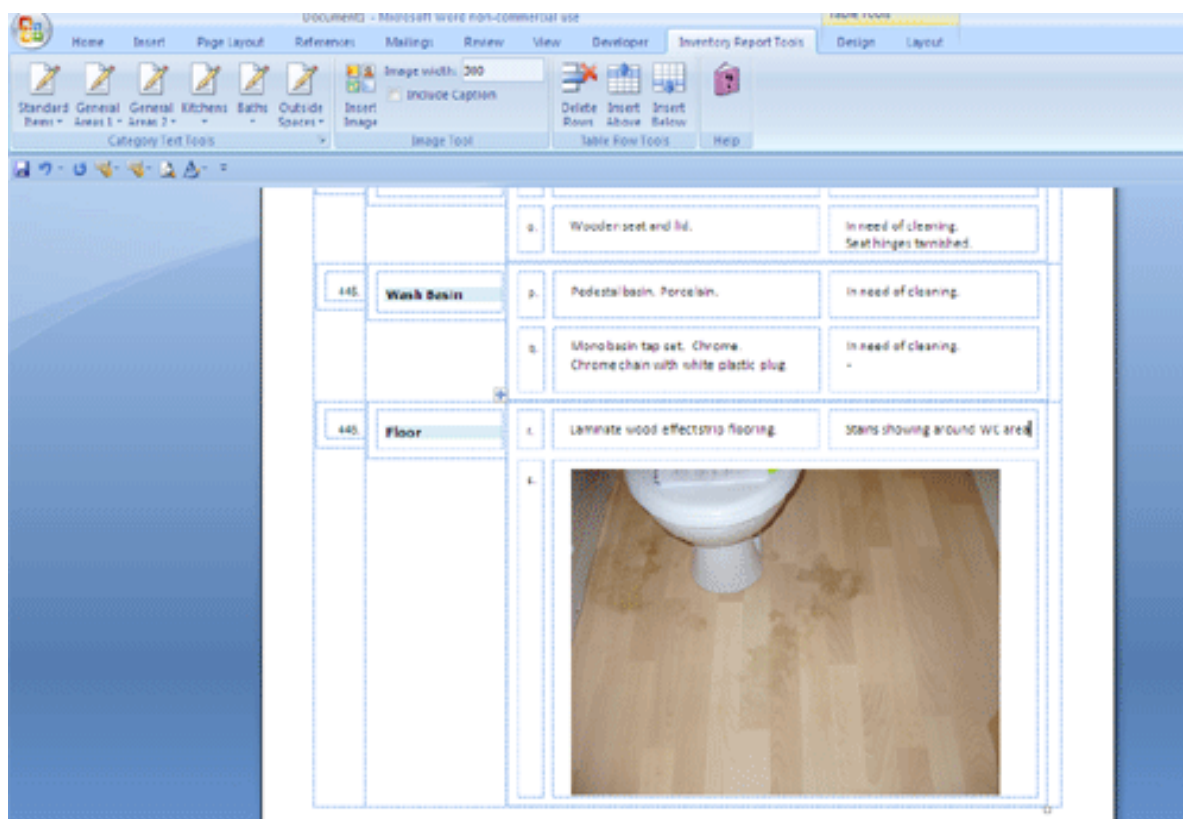
Telephone. 07986 510 629 / 01709 835 131

Web. www.activeinventories.co.uk

Email. info@activeinventories.co.uk



Further 'Image Tools' example



Images can be inserted at any size any where in documents. All aspects of the displayed image can be adjusted using normal Microsoft Word image adjustments.

Included Inventory Report document layout details

Features

- Fully **customisable** inventory document suitable for any residential property.
- Fully indexed with table of contents to ensure ease of reference at the time of tenancy check out.
- Readily adaptable to your own company branding.
- Easy tab entry to insert description and matching comment rows.
- Cut and paste tables to create any property rooms and area configuration.
- All other styles of rooms and areas (*Lofts, Basements, Studies, Gyms etc.*) required can be created easily by adapting the included room tables.

The following tables and sections are included

Active Management Services Ltd trading as Active Inventories.

12 Blue mans Way, Catcliffe, Rotherham, South Yorkshire. S60 5UR.

Telephone. 07986 510 629 / 01709 835 131

Web. www.activeinventories.co.uk

Email. info@activeinventories.co.uk



<i>Report Preliminary Items</i>	<i>Rooms and Areas</i>	<i>Comments and Usage Guide</i>
Document cover page with table of contents	Front Porch	Tenant Check In Comments sheet
Tenant Check In and Check Out declarations	Entrance & Hallway	Tenant Check Out Comments sheet
Basis of reporting statement	Cloakroom	Inventory Usage guide for the ultimate beneficiary of compiled reports.
Preliminary Items including:	Living Room 1	Copyright, Contact Details and Disclaimer
Safety Items	Living Room 2	
Appliance Manuals Checklist	Living Room 3	
Utility meter readings	Living Room 4	
Keys list etc.	Kitchen	
Property Generality Statements	Utility Room	
	Stairs & Landing 1	
	Bedrooms 1	
	En Suite	
	Bedroom 2	
	En Suite 2	
	Bedroom 3	
	Bedroom 4	
	Bedroom 5	
	Bathroom	
	Shower Room	
	Outside Spaces	

More screenshots below.....



Inventory Report Cover Page blank document ready to complete

INVENTORY	
OF THE CONTENTS AND CONDITIONS FOR	
Enter Property Address Here...	
Inventory Inspection Date.	Inventory Preparation By
Reference.	On Behalf Of

Contents

INVENTORY.....	1	Stairs & Landing.....	3
Check In Declaration.....	2	Bedroom 1.....	3
Check Out Declaration.....	3	En Suite 1.....	3
Back of reporting.....	3	Bedroom 2.....	3
IMPORTANT NOTE.....	3	En Suite 2.....	3
Property Brief Description.....	3	Bedroom 3.....	3
Keys noted at inspection.....	3	Bedroom 4.....	3
Meter Readings.....	3	Stairs & Landing 2.....	3
Mains Water Stopcock.....	3	Bedroom 5.....	3
Detectors and Fire Safety.....	3	Bathroom.....	3
Intruder alarm.....	3	Shower Room.....	3
Furnishings safety labeling.....	3	Outside Spaces.....	3
P.A.T Test labels.....	3	Check In Comments.....	3
Gas safety certification.....	3	Check Out Comments.....	3
Tenant Information Pack.....	3	Disclaimer.....	3
Photographic Evidence.....	3	Copyright.....	3
Video Evidence.....	3	Authorized usage.....	3
Appliance manuals List.....	3	Contact Details.....	3
Property Generality.....	3	INVENTORY usage guide.....	3

Ready to fill in a property address, date and references. The document is fully numbered. The in depth referencing makes Check Out Reports easier to compile. All aspects of the document can be edited using normal Microsoft Word 2007 facilities.

More screenshots below.....



Empty Inventory Report Pages 2 up on screen

CLASSROOM			CLASSROOM		
	Description	Condition		Description	Condition
16	Floor Internal walls		17	Flux lighting fixtures	
17	Ceilings		18	Roof/ceiling	
18	Walls		19	Other	
19	Wall furnishings & fittings		20	Chairs	
20	Electrical				
21	Furniture				
22	Floor tiling etc				
23	Coverings etc				
24	Windows				
25	Window treatments				
26	Flooring				
27	Rugs / mats				
28	W.C.				
29	Other				

LIVING ROOM		
	Description	Condition
30	Floor Internal walls	
31	Ceilings	
32	Walls	
33	Wall furnishings	
34	Furniture	
35	Furniture	
36	Floor tiling etc	
37	Floor tiling etc	

The right hand table cells can be tabbed to insert new rows within a category. (*Walls ceilings, floors etc.*) Each of these rows are indexed (*numbered*) for ease of reference for inventory report users.

More screenshots below.....



Living Room table completed

LIVING ROOM		Description	Condition
		'Ryobi' vacuum cleaner with battery back stored. Cupboard houses gas meter.	Untested *
9.	Windows	n. White uPVC framed window with paned glass effect in three section. Opening section with white coated metal handle incorporating lock. White gloss painted sill.	* Window operates with ease. * Slight marks showing
		o. Window lock key stored loose to sill	*
10.	Window dressings	p. Three white fabric roller blind with white plastic adjustor chains with brackets fitted to frames.	Slight marks showing to central blind. Slight marks to LH blind upper area. Blinds operate with ease.
		q. White painted timber curtain pole incorporating end finials. 9 matching empty curtain rings to each side of pole	Good 'in use' condition Good 'in use' condition

More screenshots below.....



Living Room part completed with image added.

LIVING ROOM		Description	Condition
80.	Furniture	a. Sofa. X2	No marks, damage or defects noted.
		b. Occasional table. Light wood. Varnished.	No marks, damage or defects noted.

81.




Figure 1. Living Room

Support

Full instructions are provided for using the template and adding your own menu categories and text entries. We are also available to provide telephone and email assistance to explain any aspects of the product you have difficulty with. **See video demo.**

http://www.activeinventories.co.uk/inv_report_tools_video.htm

Summary

We hope you will appreciate the advantages you may gain by using our template facilities and invite you to place your order for immediate download delivery

For further information and to purchase for immediate electronic delivery please see our webpage

http://www.activeinventories.co.uk/templates_ultimate_pro.htm



COPYRIGHT

© Active Management Services Ltd. All rights reserved

CONTACT DETAILS

Active Management Services Ltd trading as Active Inventories.
12 Blue mans Way, Catcliffe, Rotherham, South Yorkshire. S60 5UR.
Telephone 01709 835131 / 07986 510629
Web www.activeinventories.co.uk
Email info@activeinventories.co.uk

DISCLAIMER

The preceding information and details represent a information and product details of our 'Inventory Report Tools' Microsoft Word 2007 Add In template. The information set out marketing information regarding the features of the 'Inventory Report Tools' Add In template capabilities and scope of facilities offered. When purchased the product is delivered on an 'As Is' basis. We do not guarantee the accuracy of any information set out in this document. Any actions the reader may take in relation to activities described herein are solely the responsibility of the reader

No warranty of accuracy is given concerning the contents of the information contained either in the information above or in the ability of the 'Inventory Report Tools' Add In template to operate beyond the scope of the software programming as delivered. To the extent permitted by law no liability (including liability to any person by reason of negligence) will be accepted by Active Management Services Limited Trading as Active Inventories or its subsidiaries or employees or agents for any direct or indirect loss or damage caused by omissions from or inaccuracies in this document or in failures of any description with the provided software..

Active Management Services Ltd trading as Active Inventories.
12 Blue mans Way, Catcliffe, Rotherham, South Yorkshire. S60 5UR.
Telephone. 07986 510 629 / 01709 835 131
Web. www.activeinventories.co.uk
Email. info@activeinventories.co.uk

