

EQUIPMENT

The Equipment file helps you make lists of your equipment, establish values for it, develop insurance lists, track warranties, and repairs. If that's not enough, there's more. Categorize your equipment and generate packing lists for different kinds of jobs.

RECORD

The Equipment file opens to the Equipment Record window. Collectively, the cells in this window represent one piece of equipment. *Tip* ♦

Tip: The Equipment file is also a great place to save information about your software; serial numbers, versions and the URL of the developer.

The screenshot shows the 'Equipment:Record' window with the following fields and values:

- Tag:
- Item: Camera
- Manufacturer: Canon
- URL: http://consumer.usa.canon.com
- Model: EOS-1Ds Mark II
- Serial Number: 046243305417
- Warranty: 1.00 Years
- Country of Origin: Japan
- Weight: 1.2 kg
- Carnet Value: 8,000.00
- Comments: Be sure to always pack the charger
- Categories: Location Studio, Lightware MF2012
- QTY: 1
- Purchase Date: 11/17/04
- Cost New: 8,007.00
- Insured Basis: Replacement Cost
- Insured Value: 8,000.00
- \$ to Replace: 8,000.00
- Years of Life: 3 Years
- Salvage Value: 100.00
- Current Value: 9,188.66
- Repair Comments: (empty)
- Repair Costs: (empty)

Viewing 1 of 56 Selected Records from 56 Total Modified On: 2/8/05

Based on several of the entries above, this is the value for insuring the item.

TAG

The top of the Equipment:Record window has a Tag box and menu. They work exactly the same as the Tag in Contacts. (See *Tagging Records in the Contacts file for information on using Tag.*)

POPUP MENUS

Some fields have adjacent popup menus. Depress the mouse on a field and a menu appears listing all of the file entries made so far in that field. Choose anything listed in the menu to automatically enter that in the cell.

Every time you make an entry in one of these fields that hasn't been entered before, the new entry is immediately added to the list in the popup menu. Hold the Opt/Alt key and choose a name listed in the menu to show every record in the file with that entry. Selecting these does not enter anything in the cell. Use the Shift key and click additional listings in the menu. The additional records are appended to records already selected.

Clairvoyance works in the Item, Manufacturer and Model fields. To reduce finger fatigue, type the first few letters of an entry already made in the file and the rest of the word or words fill in for you.

ITEM

This is where you enter what the Item is: camera, meter, projector, compressor, computer, etc.

MANUFACTURER

The Manufacturer's brand name goes here. Nikon, Minolta, Artograph, Paasche, Apple, etc.

URL

The web address of the company should be entered here. The adjacent button launches your browser and logs onto the named site.

MODEL

Enter the Model here. Be precise: EOS 1D, Flashmeter 5, AG100, D2X or 9500/100.



S E R I A L N U M B E R

Enter the Serial Number here.

W A R R A N T Y

Enter the time period the warranty is in effect. Decimals represent partial years. A 90 day warranty is .25, 18 months is 1.5. For whole years enter a single digit. Assuming you entered a Purchase Date, InView determines the warranty Expiration Date and shows it beside the cell.

C O U N T R Y O F O R I G I N

In this cell, enter the name of the country where the equipment was manufactured. This is helpful immensely if you travel with your equipment and need Carnet forms.

W E I G H T

Enter the weight of the piece here. It's especially important for travelers, but also useful for determining packing weights.

C A R N E T V A L U E

The Carnet Value will default to the Cost New if it's empty. Carnet Value will not be replaced if it contains a value of zero (0) or greater. If the Carnet Value field is completely empty of any characters, the Carnet Report uses the Cost New field as it's value.

Q T Y

Each new entry automatically has a 1 in the QTY cell. Enter a different number if this entry is for more than one piece, like a set of filters or brushes. Only the Insured Value reflects the QTY. Other monetary cells represent the value of one regardless how many are shown in the QTY cell.

P U R C H A S E D A T E

Enter the date you bought this item. You don't need to type slashes here, just six numbers, yes, six. Two for the month, two for the day and two for the year.

Note: If preferences indicate, General Ledger uses the Purchase Date and the Years of Life to generate equipment depreciation. If these cells are empty in Equipment, GL will ignore it.

C O S T N E W

Cost New is the amount you paid to buy the equipment. Regardless of the quantity, this is the price for a single piece of the equipment shown in this record.

N E W O R U S E D

For new equipment purchases, click New. If you bought used equipment, click the Used checkbox. This information is included in the Detailed Equipment report.

\$ T O R E P L A C E

\$ to Replace is the replacement cost. Enter the current cost to replace this piece.

Y E A R S O F L I F E

Years of Life is the number of years that the Item is expected to be useful. Only whole numbers can be used in this field.

If you write off the entire purchase price of an item as expensed in the first year, enter a zero for the life.

S A L V A G E V A L U E

Salvage is the amount per piece that the item should be worth when you've exhausted its useful life.

C U R R E N T V A L U E

The Purchase Date, Cost New Yrs of Life and Salvage Value combine to calculate the Current Value automatically. As you enter data into these four cells, notice the display for the Current Value is adjusted. Current Value is only complete and accurate when all four cells are filled.

I N S U R E D B A S I S

Insured Basis determines the insurance value of the equipment. Make a choice here to calculate an Insured Value.

If you choose Replacement Cost, the \$ to Replace figure is multiplied by the QTY. Depreciated Value multiplies the Current Value by the QTY. Cost multiplies the Cost New by the QTY. Other lets you make your own entry. None enters zeros as the Insured Value.

INSURED VALUE

The Insured Value updates based on your choice of Insured Basis.

COMMENTS

The Comments cell is for anything you want to say about the item. The Comments button starts a new entry with a date-stamp and positions the cursor after it for your entry. New Comments begin ahead of any previous Comments.

CATEGORIES

Use key words here to help you identify or locate specific groups of equipment. Each piece of equipment can have any number of these keywords.

Track who has what equipment in your business, or in which office... or even where it's kept. This is a terrific help if you have particular types of jobs, maybe location indoors, or tabletop jewelry or paparazzi, and need a list of equipment to pack for each. You know the sorts of jobs you do and what you need for each. Use an appropriate key word to select from the Search menu, then print a list of job-specific equipment... a check list, or instructions for a new assistant.

Assign multiple key words to each piece that goes out for several different kinds of job. Words like Industrial, Location, MaxLocation, MinLocation help you assemble appropriate combinations. Key words can identify the storage location, the working location or the user of equipment. Track things you lend or rent, so you won't forget who has what.

Assign a storage place key word in addition to other key words.

Now here's how key words in a record might look. A light meter has the key words All, Location, Studio, Case2, Jill. This interprets to: the meter should be included in the packing for All jobs, Location jobs, Studio jobs, pack it in Case2 and Jill has it or uses it.

REPAIR COSTS

Repair Costs keeps a running tally of your investment in keeping the piece usable.

The Repair Costs button triggers a simple, little calculator to avoid counting on your fingers. When a repair is made, click this button. It asks you for the cost of the repair and adds that cost to Repair Cost already in the cell.

REPAIR COMMENTS

Repair Comments is for notes about repairs, who did it, how long their work is guaranteed, what was fixed, and so on. It's handy to see, for instance, that one strobe head has had ten repairs for the same problem. Now, when the repairman says, "Looks like about \$200 to me." you can check the strobe's current value and its history to decide what to say next.

RECORD COUNT

Below the Categories is the record count showing the number of Selected records versus the total number of records in the file.

MODIFIED

The bottom right corner shows the date a record was last modified.

MENUS

SEARCH & SORT

By now you should be well versed in the features of these two menus. If not, you're missing a lot. (See the *Getting Started* chapter .) We're only going to explain two important Sort features here.

GROUP UP

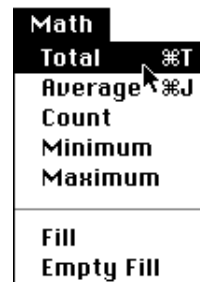
Group Up divides selected records into groups sorted in ascending order. A special Summary Record is inserted at the end of each group. Grouping is based on the active field.

REMOVE SUMMARIES

Remove Summaries purges Summary Records created by Group Up.

MATH

The Math menu is only available in the Data Sheet window. Math applies only to the active field of records selected at the time Math is activated. The Math menu is most useful as you generate particular reports that don't automatically produce totals. It's a hands-on approach.



TOTAL

Total adds up all the numbers in the active field. The grand total is at the bottom in the Summary Record. If you group records, sub-totals are shown for each group. (See *Group Up and Remove Summaries above*) Total works only on numeric fields, so don't try to Total the Manufacturers. You end up with a dialog box saying you can't do that.

AVERAGE

Average works only on numeric fields. It places the average of the selected data field in a Summary Records.

COUNT

Count works in any field except dates. Since the bottom of the data sheet displays a count of how many records are selected vs. how many are in the database, Count is primarily for counts of groups. The Count total is in the Summary Record of each group and shows how many records are in each group. Empty cells within the field don't get counted.

MINIMUM

Minimum places the least of the entries in the current field into the Summary Records. It can be used on any field. A Minimum in a field containing numbers would be the least of the numbers. A Minimum in a field containing words would be the entry that would appear first alphabetically.

MAXIMUM

Maximum places the greatest of the entries in the current field into the Summary Records. Like Minimum, it can be used on any field. A Maximum in a field containing numbers would be the greatest of the numbers. A Maximum in a field containing words would be the entry that would appear last alphabetically.

FILL

Fill opens a dialog box. Enter words or numbers. Fill enters that data in every selected record of the active field, replacing anything already there.

EMPTY FILL

Empty Fill differs from Fill. It enters data only in empty cells of the active field. Cells that already have entries are left untouched.

FUNCTIONS

ENTER NEW

Enter New adds a new record to the file just the same as if you Click on the L-shaped arrow in the tool palette.

WINDOWS

DATA SHEET

Data Sheet opens the Data Sheet. *Expert User's Tip*

RECORD

This opens the Record window, the same window that greets you when you open the file. It holds all the information about each piece of equipment.

LIST

Equipment List opens a window with the selected records in a list. The list has a Tag box and basic data about each item. You can look at or print the List, but can't graphically redesign it.

Double click any item in the List and its Record window opens.

DETAILED REPORT

Detailed Report opens a printing form that prints everything in each of the currently selected records. What pieces is included in this report is up to you. Use the Search menu and whatever criteria suits your needs.

EQUIPMENT REPORT

Equipment List opens a printing form that prints the selected Equipment in a concise list. It prints a blank checkbox beside each item so you can use a real pencil or pen to mark them off. This is an ideal report to use as a packing list or inventory check.

Expert Users' Tip:
In the Data Sheet only, hold the Shift key and choose About Equipment to access the full Panorama Search, Sort and Math menus. Repeat the Shift/About Equipment to return to HindSight menus.

Windows	
Data Sheet	⌘/
Record	⌘L
Equipment List	
Detailed Report	
Equipment Report	
Insurance Report	
Carnet Report	
Export	
Flow Chart	⌘H
About Equipment	

INSURANCE LIST

Insurance List opens the print form for Insurance Lists. To fill the form, InView selects all Equipment with an insured value and calculates the values and totals. *Warning!* *Tip*

CARNET REPORT

The Carnet report is designed to print an International Guarantee Chain for the selected equipment. This form uses the Country of Origin and the Weight. Don't leave home without it.

Items are numbered consecutively from beginning to end, and page totals are carried over from page to page.

Unless you're taking everything you own with you, this is a great place to use the Tag or Category to select only the equipment you want included.

The Equipment file contains a Carnet Value field in the Data Record and Data Sheet windows. The Carnet Report uses the Carnet Value if it contains a number of \$0.00 or more. If the Carnet Value field is empty of any characters, the report uses the Cost field as it's value for the report.

Go to the Data Sheet window and Math menu in order to use Fill or Empty Fill to fill in the Carnet Value for the selected Equipment records. See the preceding two pages on the Math menu, for basic information on the Math menu.

Feeling confident in your Panorama skills? Or do you simply want a challenge? See that Expert Users' Tip turn on the extended Math menu? Use Formula Fill in this Math menu to do even smarter fills. For example, if you want half of the Cost as the Carnet Value, use the following formula: $Cost/2$. If you want half of the Cost, rounded to the nearest dollar, use the following formula: $round(Cost/2,1)$. *Expert User's Tip*

EXPORT

Export opens a small window set to save a text file, also known as an ASCII file, to disk. This is for times when you need to export some or all of your equipment records for use with another program, a DOS or Windows 95 based computer, or send the data to yourself via Internet. First, select the records to be exported then choose Export. A dialog asks for your OK to Save the ASCII file.

GRAPHICS MODE

Graphics Mode is only available in the reports and the Insurance List. It shifts those windows to provide the tools necessary to modify the printed output.

FLOW CHART

Flow Chart opens the Flow Chart.

ABOUT EQUIPMENT

About Equipment provides the version, copyright and author information about Equipment. It's our whodunit.

Warning!

If you make changes to your Equipment data after you open the Insurance List window, the totals are not updated unless you choose Insurance List from the WWindows menu again.

Tip:

If you want to print your own variation of Insurance List, open the report first, do your own selecting and Math and then Print without choosing Insurance List from the Windows menu again.

Expert Users' Tip:

In the Data Sheet only, hold the Shift key and choose About Equipment to access the full Panorama Search, Sort and Math menus. Repeat the Shift/About Equipment to return to HindSight menus.

