

Safekeeping

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Safekeeping

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1 Safekeeping - the application everyone needs

Everyone needs it, and now you've got it!

SAFEKEEPING IS CROSS-PLATFORM

Safekeeping is a cross-platform application and is available for both Apple's (OSX) and Window's (Vista, Windows 7, and later) operating system. The screen shots presented in this help file are as they would appear in Apple's OSX; however, the differences between OSX and Windows are mostly superficial. Any significant differences will be described in the appropriate section.

1.1 Welcome to Safekeeping

Welcome to Safekeeping. An application that we guarantee will simplify your life the moment you start using it.

If you're like most people, you have bits and pieces of information that are extremely important to you. And just like most people, these important pieces of information are probably scribbled on pieces of paper or saved in a number of computer files somewhere on one of the computers that you own. The problem arises when you need to retrieve this information and try to remember exactly what piece of paper that important piece of data was written on or what computer file, and on what computer, you saved it.

Safekeeping is designed to be your storehouse for those important pieces of information so that you only need to look in one place to enter it, update it, and most importantly, FIND it!

As soon as you start using Safekeeping, you will begin to feel better about the fact that you are simplifying your life and your important data is both secure and easily accessible. Welcome to Safekeeping, the application that begs to be used.

1.2 Overview

Safekeeping consists of a number of pre-defined categories to make it easier to immediately start entering your important data. The interface is simple and optimized so you don't waste any time getting to the category that you want.

The amount and type of information that can be entered depends on the category selected. Each category's screen is designed so that fields are provided for the most relevant and important data, with an additional notes field that you can enter an unlimited amount of free form text. The notes field ensures that you will always have a place to enter data that is important to you even if we didn't provide a separate field for it.

When you review the categories below, it's important to note that categories that you don't want to use can be de-activated so they don't get in your way. For example, if in the extreme case that you only want to enter your Firearms collection into Safekeeping, you could turn all the other categories off and just use the Firearm category.

Here is a list of all the pre-defined categories so you can get an idea of the variety of data that can be entered. There's also a short description of the data that would be entered in each category, although it's probably self evident from the category's name.

[Bank Accounts](#) - enter all your checking, saving, and other bank accounts.

Brokerage Accounts - enter your brokerage accounts and other investment accounts.

Collectibles - if you have a valuable collection of stamps, paintings, chess sets, etc., you would enter them here.

Credit Cards - enter credit cards here.

Dates - enter any important dates here, such as birthdays, anniversaries, etc.

Domains - in this electronic age, everybody owns a domain, or perhaps a lot of domains.

Emails - This is not for emails you send to, but emails you have. After all, who has just one?

Firearms - Own a firearm or more than one, enter them here.

Insurance Policies - enter the policy information here.

Miscellaneous 1 - customizable category for data that doesn't fit anywhere else.

Miscellaneous 2 - customizable category for data that doesn't fit anywhere else.

Miscellaneous 3 - customizable category for data that doesn't fit anywhere else.

Miscellaneous 4 - customizable category for data that doesn't fit anywhere else.

Miscellaneous 5 - customizable category for data that doesn't fit anywhere else.

Networks - Think computers, such as wireless networks, virtual private networks, and servers.

Partnerships - Got an investment in a partnership, now you can track your payments to and payments from the partnership so you will always know where you stand.

Recipes - Everybody has a recipe that they want to share, enter in Safekeeping and you can email it to a friend with ease.

Software - Keeping track of software that you purchase can be a real hassle, but not any more.

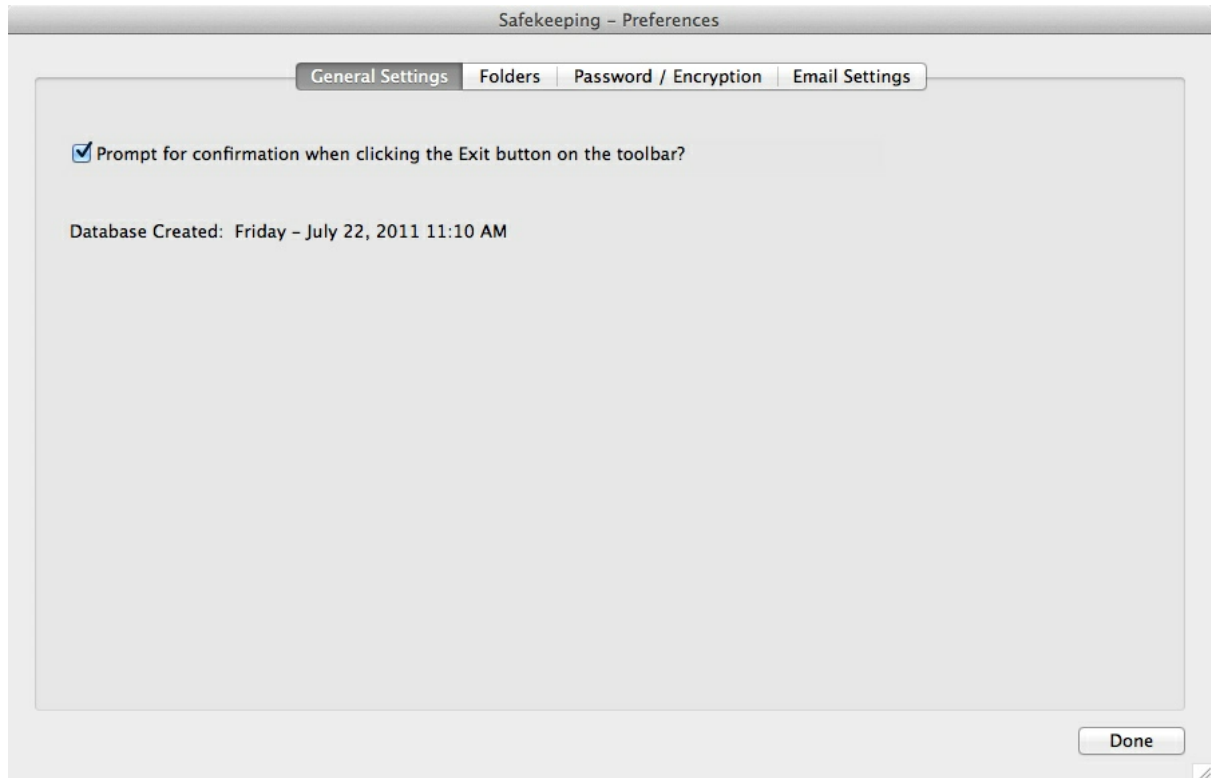
Vehicles - What's your VIN and license number? Now you've got a place to keep track of it in the event it gets stolen.

Websites - Got a website that you visit frequently that requires authentication? Or more likely, you've got tens or hundreds of them and keeping track of user names and passwords can be a real hassle... till now.

This help file will not only explain how to use Safekeeping, but how to get the most out of it. Even though Safekeeping is very intuitive to use, there are some features that will help you get the maximum benefit from the data you enter, such as, how to make and restore backups, how to put a backup in the "cloud" for maximum protection, and how to encrypt your data file for maximum security. If your in a hurry and can't wait to start putting your data in Safekeeping, you can always refer to this help file when you have questions.

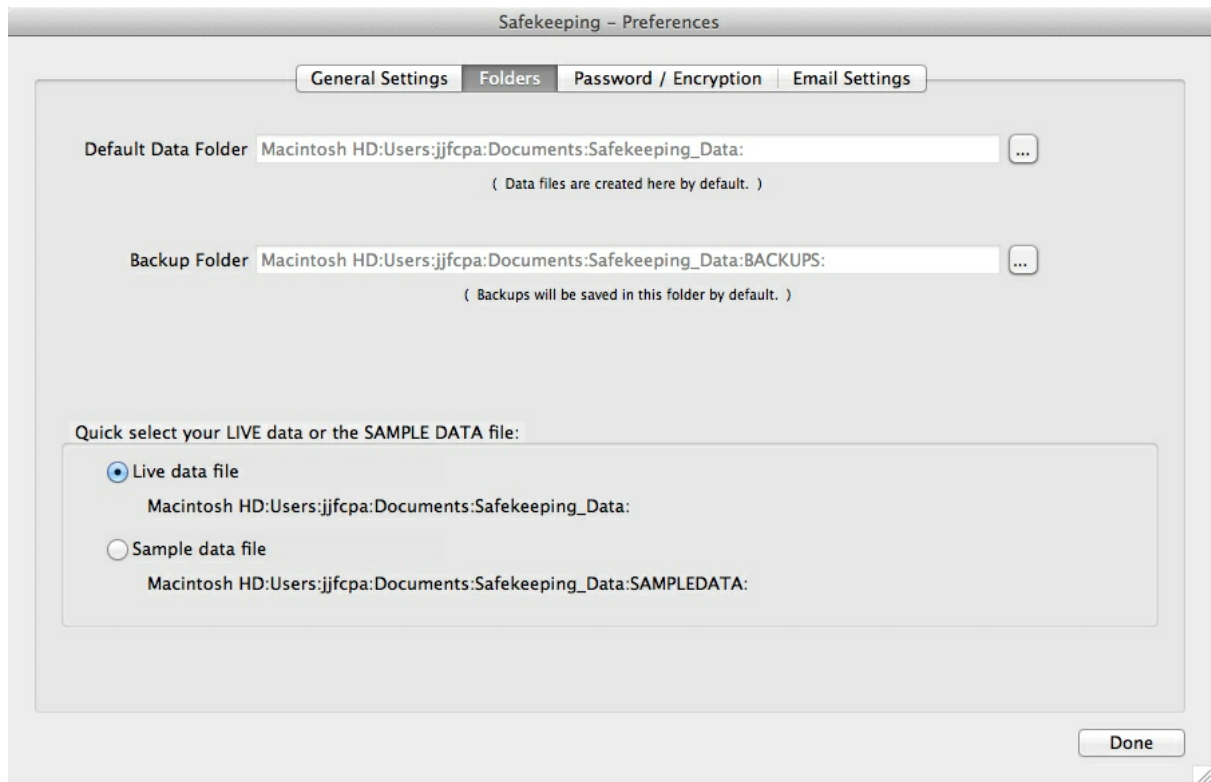
1.3 Sample Data File

For your convenience, Safekeeping is distributed with a sample data file that you can use to test it's features. To select the sample data file, select [Preferences](#) (Options in Windows) from the Home screens toolbar. The Preferences screen will be displayed as shown below.



When the Preferences (Options in Windows) screen is displayed (see below), click the Folders tab. At the bottom of the Folders page is an option to change to select the sample data files or your live data files.

It is important to note that each time you start Safekeeping, your live data files (the ones that will eventually contain your data) will be selected. You will have to go to the Preferences screen whenever you want to use the sample data file and select them on the Folders page.



You will be able to tell that you are using the sample data files because all the category descriptions include "(Sample Data File)" in their description. However, if you edit the descriptions in the Category Setup and change them, this may not be the case.

You can always go to the Preferences screen, Folders page, and it will tell you which file you have selected.

NOTES ABOUT THE SAMPLE DATA FILE

The sample data file contains data in each of the categories. The Miscellaneous1 category was customized in Category Setup to enter Employee Contact Information. In the popup list of categories, it will appear as "Employee Contact Information". The Miscellaneous2 category was customized to enter Business Related information. It will appear in the popup list of categories as "Business Related".

2 Starting Safekeeping

A splash screen, or startup screen, is displayed when you start Safekeeping. At the bottom of the splash screen is the version of Safekeeping that you are using. The version information can also be found on the About Safekeeping screen, which you can display by using the option in the Safekeeping menu (Help menu in Windows).

The next screen is where you need to enter a password to access your data.

2.1 Password Screen

Each time you start Safekeeping, you will need to enter your password in order to access your data.



If this is the first time you started Safekeeping, the default password is set to: PASSWORD

Note that there is a password "hint" below the area where you enter your password. After entering the default password, you'll be prompted to enter a **new** password.

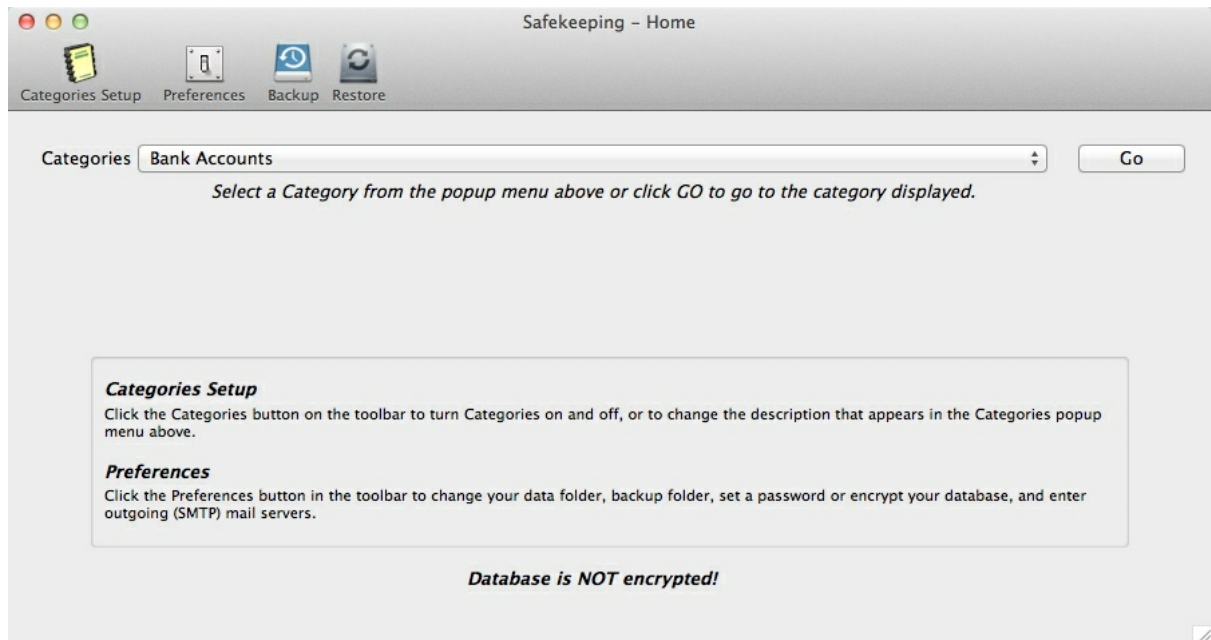
It doesn't matter whether you enter your password in uppercase or lowercase, since Safekeeping's passwords are case insensitive.

If you do not remember your password, you will not be able to access your data, so make sure you write it down and put it in a safe place. Don't believe us, just try putting in a wrong password and see what happens.

The password entry can NOT be turned off for obvious reasons, but your password can be changed in the Preferences (Options in Windows). This is explained in the [Preferences](#) section.

2.2 Home Screen

After entering a valid password, the Home screen is displayed. This is called the Home screen because there are a number of features, such as Category Setup, Preferences, Backup, and Restore, that can only be accessed from the Home screen.



The Home screen consists of a toolbar and a main window with a drop down list of active categories.

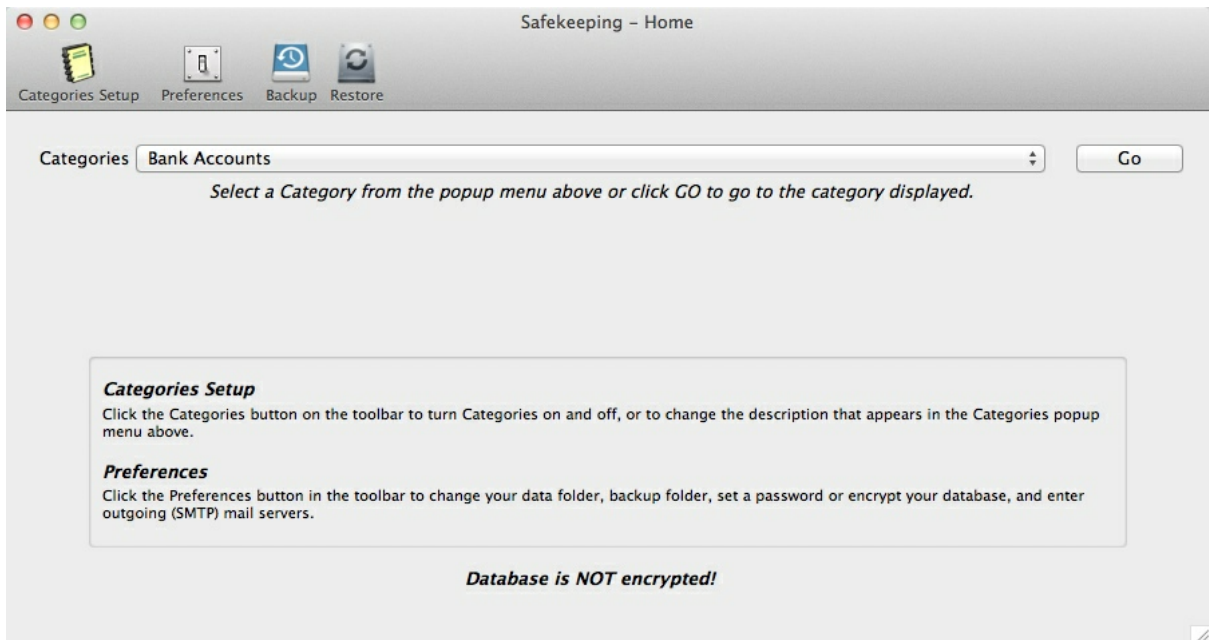
You can also select a category that you want to enter, update, or view data.

To Quit Safekeeping, you can either click the Close button on the Home Screen or select Quit Safekeeping from the Safekeeping Menu in OSX (Apple's operating system) or from the File Menu in Windows.

The next chapter will explain the options available from the Home Screen in more detail.

3 Home Screen details

The Home Screen, pictured below, is your landing zone where you can navigate to the various options in Safekeeping. It's also the screen that will be displayed once you've entered your password each time you start Safekeeping.

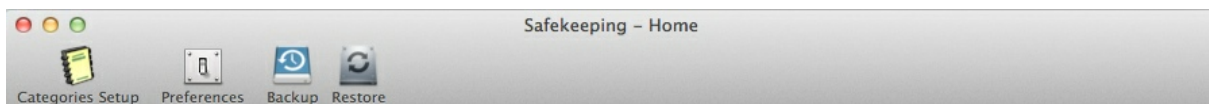


There are a number of options available from the [TOOLBAR](#), the [MENU](#), and the [CATEGORIES](#) popup menu. On the screen shot above, the popup menu is set to Bank Accounts.

Each of these will be described here briefly with more details in the subsequent sections.

3.1 Toolbar options

The Home Screen toolbar is displayed below.



TOOLBAR OPTIONS

Categories Setup - This option allows you to configure your categories. There are 21 pre-defined categories that can be used to coordinate the entry of your data. Undoubtedly, you may not want to enter data in all of these. In the Categories Setup, you can turn off categories that you don't want to use, change the description that appears in the Categories popup menu, and customize the data entry screen for certain categories to accommodate your needs.

Preferences (Options in Windows) - This option allows you to specify the folder where your data file can be found, when backups will be saved, change your password, encrypt your data file for greater security, and specify how your reports will be emailed.

Backup - This is where you can make backups of your data to prevent data loss or create a snapshot of your data file as it currently exists.

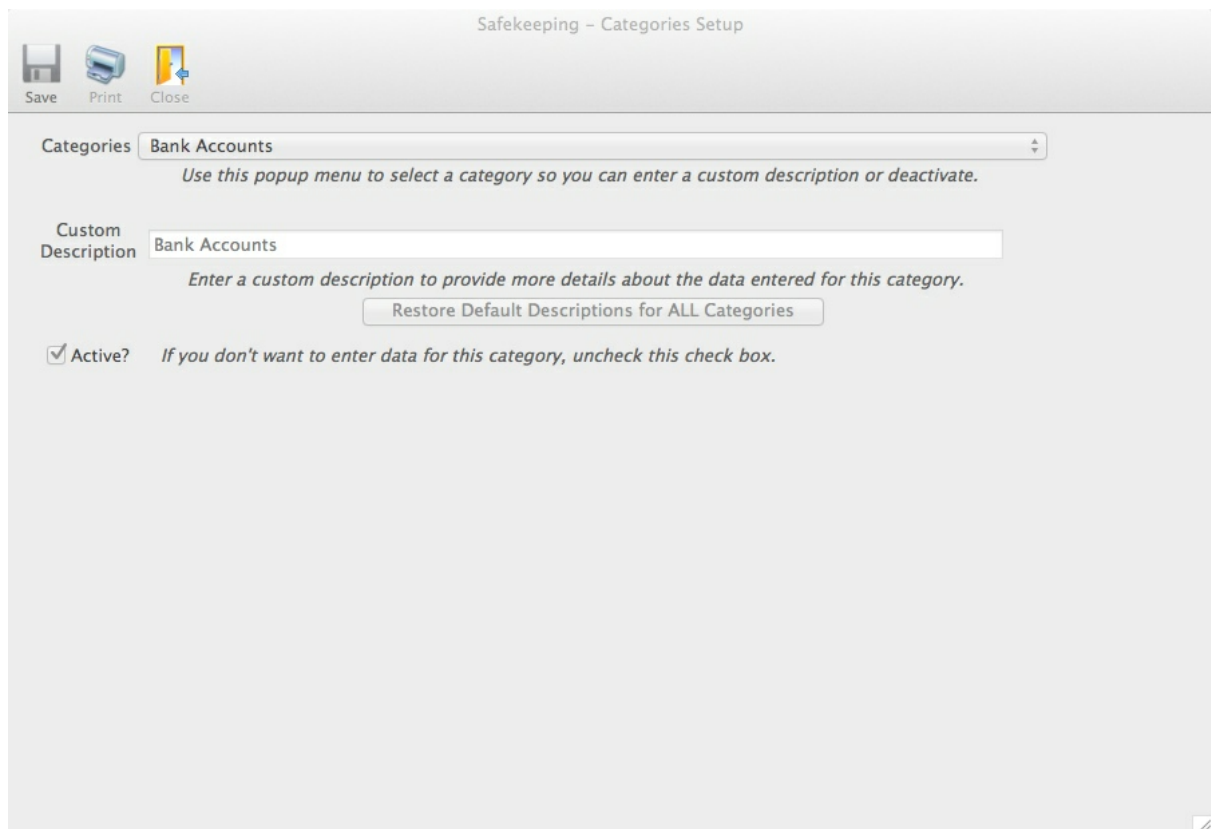
[Restore](#) - Should the need arise to restore your data from a backup, this option allows you to do that.

The next section describes the options available from the Menu system.

3.1.1 Categories Setup

This option allows you to configure your categories. There are 21 pre-defined categories that can be used to coordinate the entry of your data. Undoubtedly, you may **not** want to enter data in all of these. In the Categories Setup, you can turn off categories that you don't want to use, change the description that appears in the Categories popup menu, and customize the data entry screen for certain categories to accommodate your needs.

When you open the Categories Setup screen, you will see a screen similar to the the one displayed here.



The toolbar allows you to Save any changes you make, Print a report of all categories, or Close the Categories Setup screen.

The popup menu next to the Categories prompt allows you to select another category whose properties you can view or change. For example, if you want to change the description for the Vehicles category, you would click on the popup and select Vehicles and the properties for that category will be displayed.

The Custom Description field is used to change the current or default description for the category that is currently displayed in the popup menu. You might want to change the Custom Description to more accurately describe the data that will be entered for this category. For example, if you only wanted to enter Money Market Accounts in this category, you could change the description from Banks Accounts to Money Market Accounts.

There is also a check box to make the category active or inactive. If it is inactive, it will not display in the categories popup menu on the Home screen or any of the category screens. For example, if you don't want to enter Bank Accounts, you would uncheck the Active checkbox and it will not show up on the categories popup on the Home screen.

Note that it will still show up in the categories popup on the Categories Setup screen otherwise, there would be no way to re-enable (make active) the category.

There is also a button to restore the descriptions for ALL categories to their DEFAULT descriptions. You might want to do this if you've changed the descriptions for a number of categories and are not happy with the custom descriptions you've assigned

For the most part, all the categories have the same two properties - a custom description and whether it is active.

However, the following categories have some additional properties that you can set.

[Recipes](#) - The recipes category setup screen (displayed below) allows you to specify how many sections you want to have to enter ingredients and the instructions to mix and bake the ingredients. The default settings, shown in the screen shot below, is for three tabbed sections to allow for ingredients, mixing instructions, and baking instructions. For example, if you only want to have 2 sections on the Recipes category screen, then you could change the number of tabs to 2 and change the descriptions for the tabbed sections to describe what each section contains.

The screenshot shows a window titled "Safekeeping - Categories Setup". At the top left are icons for "Save", "Print", and "Close". The "Categories" dropdown menu is set to "Recipes". Below it is a text box for "Custom Description" containing the word "Recipes". A button labeled "Restore Default Descriptions for ALL Categories" is positioned below the text box. A checked checkbox labeled "Active?" is present. The "Recipes Screen Options" section includes a radio button selection for "Number of tabbed sections" (3 sections is selected) and three text boxes for "Tab 1 Description" (Ingredients), "Tab 2 Description" (Mixing Instructions), and "Tab 3 Description" (Baking Instructions).

There are 5 [Miscellaneous](#) categories that you can use to enter data that is not appropriate for any of the other categories. For example, if you owned a small business and wanted to enter contact information for your employees, you could use one of the five Miscellaneous categories for this purpose. Each of the 5 Miscellaneous categories (displayed below) can be customized by changing the labels for the 10 normal fields and the label for the Notes field.

Safekeeping - Categories Setup

Save Print Close

Categories:
Use this popup menu to select a category so you can enter a custom description or deactivate.

Custom Description:
Enter a custom description to provide more details about the data entered for this category.

Active? *If you don't want to enter data for this category, uncheck this check box.*

The Miscellaneous categories can be used to enter data that does not fit in any of the other categories.
The following can be used to customize the labels that appear next to the fields on the miscellaneous category screen to identify the data entered.

Label for Field 1	<input type="text" value="Field 1"/>	Label for Field 6	<input type="text" value="Field 6"/>
Label for Field 2	<input type="text" value="Field 2"/>	Label for Field 7	<input type="text" value="Field 7"/>
Label for Field 3	<input type="text" value="Field 3"/>	Label for Field 8	<input type="text" value="Field 8"/>
Label for Field 4	<input type="text" value="Field 4"/>	Label for Field 9	<input type="text" value="Field 9"/>
Label for Field 5	<input type="text" value="Field 5"/>	Label for Field 10	<input type="text" value="Field 10"/>

Label for Notes Field


If we continue with the example of entering employee contact information, you might want to enter a customer description like Employee Contact Information and change the labels for fields 1 - 6 to make it more convenient to enter your data:

Name
 Department
 Address
 Home Phone
 Cell Phone
 Email Address

After making these changes in the Categories Setup for the Miscellaneous1 category, your screen will look like this.

Safekeeping - Categories Setup

Save Print Cancel

Categories 

Use this popup menu to select a category so you can enter a custom description or deactivate.

Custom Description

Enter a custom description to provide more details about the data entered for this category.

Active? *If you don't want to enter data for this category, uncheck this check box.*

The Miscellaneous categories can be used to enter data that does not fit in any of the other categories.

The following can be used to customize the labels that appear next to the fields on the miscellaneous category screen to identify the data entered.

Label for Field 1	<input type="text" value="Name"/>	Label for Field 6	<input type="text" value="Email Address"/>
Label for Field 2	<input type="text" value="Department"/>	Label for Field 7	<input type="text" value="Field 7"/>
Label for Field 3	<input type="text" value="Address"/>	Label for Field 8	<input type="text" value="Field 8"/>
Label for Field 4	<input type="text" value="Home Phone"/>	Label for Field 9	<input type="text" value="Field 9"/>
Label for Field 5	<input type="text" value="Cell Phone"/>	Label for Field 10	<input type="text" value="Field 10"/>
Label for Notes Field	<input type="text" value="Notes"/>		

After saving the above changes to the Miscellaneous1 category, the data entry screen for the Employee Contact Information category (formerly the Miscellaneous1 category) will look like the following:

Safekeeping - Add / Edit / Delete Employee Contact Information

Save Edit Cancel Previous Next Delete Print Home Listing

Description

Date 08/03/2011

Name

Department

Address

Home Phone

Cell Phone

Email Address

Field 7

Field 8

Field 9

Field 10

Notes

Append Note

(The labels for these fields can be changed in the Categories Setup screen.)

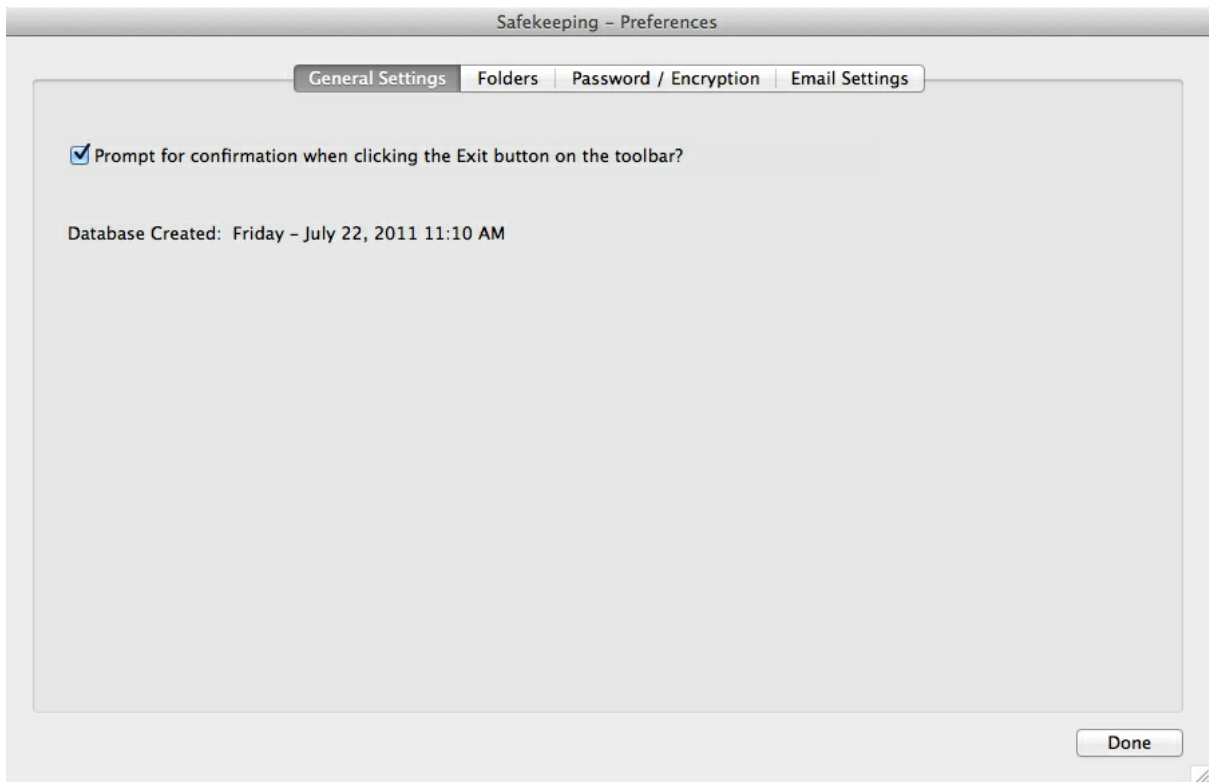
Added 8/3/2011 - 10:49 AM Last Modified 8/3/2011 - 10:49 AM

By entering a custom description and modifying the labels for the Miscellaneous1, Miscellaneous2, etc. categories, you can enter data for an unlimited number of useful purposes.

This concludes the section on Category Setup.

3.1.2 Preferences (Options in Windows)

When clicking the Preferences button on the toolbar or selecting it from the menu system, the following screen will be displayed.

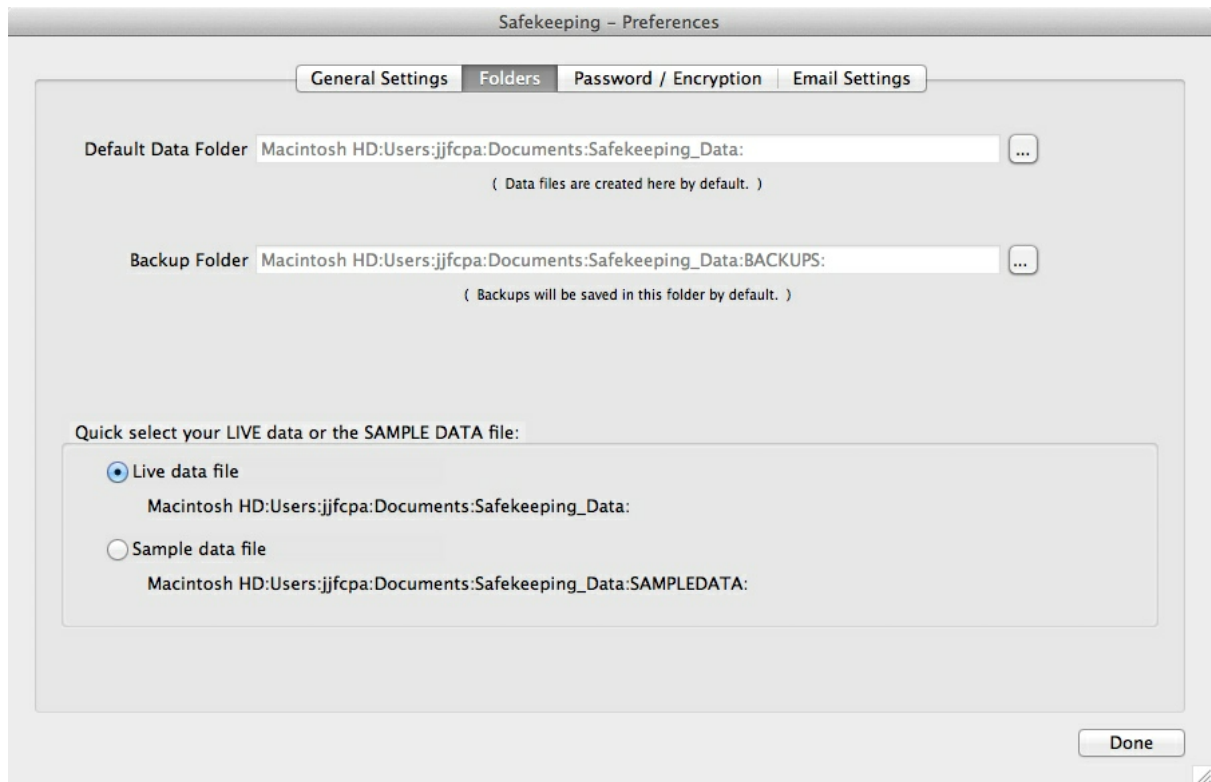


The Preferences screen (or Options screen in Windows) allows you to change some settings that are used in Safekeeping. There are four tab panels that contain settings that you can change.

General - The only setting on the General page is whether you want to see the following prompt before Safekeeping is closed.



Folders - The Folders tab allows you to specify the folder where your data file is located and the folder where you want backups to be saved. There is also an option to quickly switch between your live data file and the sample data file that is distributed with Safekeeping.



If you wish to move your data file to another location, the proper way to do this is as follows.

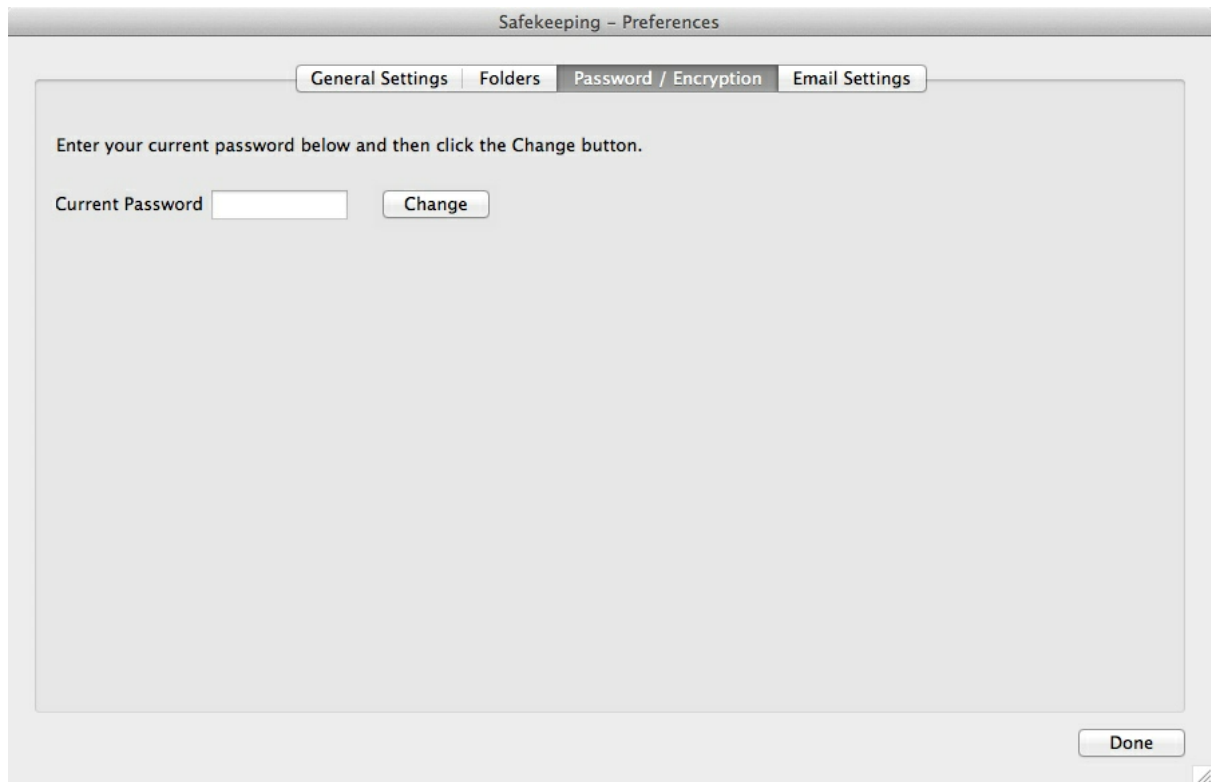
The default data folder is named `Safekeeping_Data` and it contains at least three additional folders:

1. Backups - this is where any backups that you make are saved.
2. SampleData - this is where the sample data file is stored.
3. Reports - this is where any reports that you print to disk are saved.

So, if you want to move your data folder to another location you should:

1. Copy the `Safekeeping_Data` folder (which will include all the folders and files contained in it).
2. Paste the `Safekeeping_Data` folder to a new drive or location.
3. Go to the Folders tab of the Preferences screen as shown above, and click the button on the right side of the Default Data Folder field to select the location where you pasted the `Safekeeping_Data` folder.
4. After you have done this, you can, if you wish, remove the folder copied in step #1.

Password / Encryption - The Password / Encryption tab allows you to change the password that must be entered when you start Safekeeping. Before changing the password, you must enter the current password.



After entering your password, you can change it on the following screen. If you do not enter a new password, the current password will be retained.

The screenshot shows a dialog box titled "Credit Card Recordkeeping" with two tabs: "Startup Password" (selected) and "Database Encryption". The "Startup Password" tab contains the following text:

Enter your new password below. The new password will be required to access your data.

You should write this password down in a safe place because if it is lost, you may not be able to access your data.

Below the text are two input fields: "Password" and "Re-enter Password".

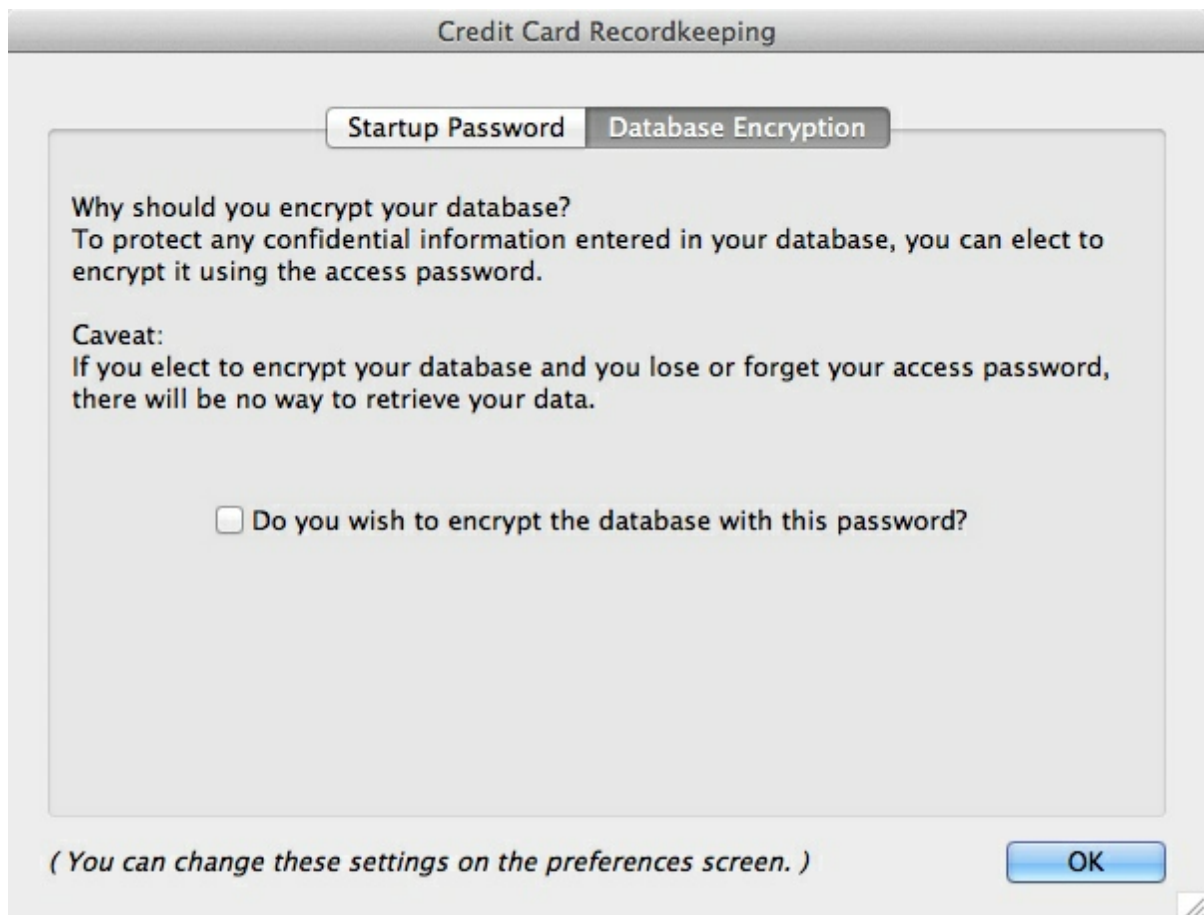
Below the input fields, the text reads:

Password Requirements:
Passwords are case insensitive. No spaces allowed. Enter only A to Z or 0 to 9. Min 1 and Max 10 characters.

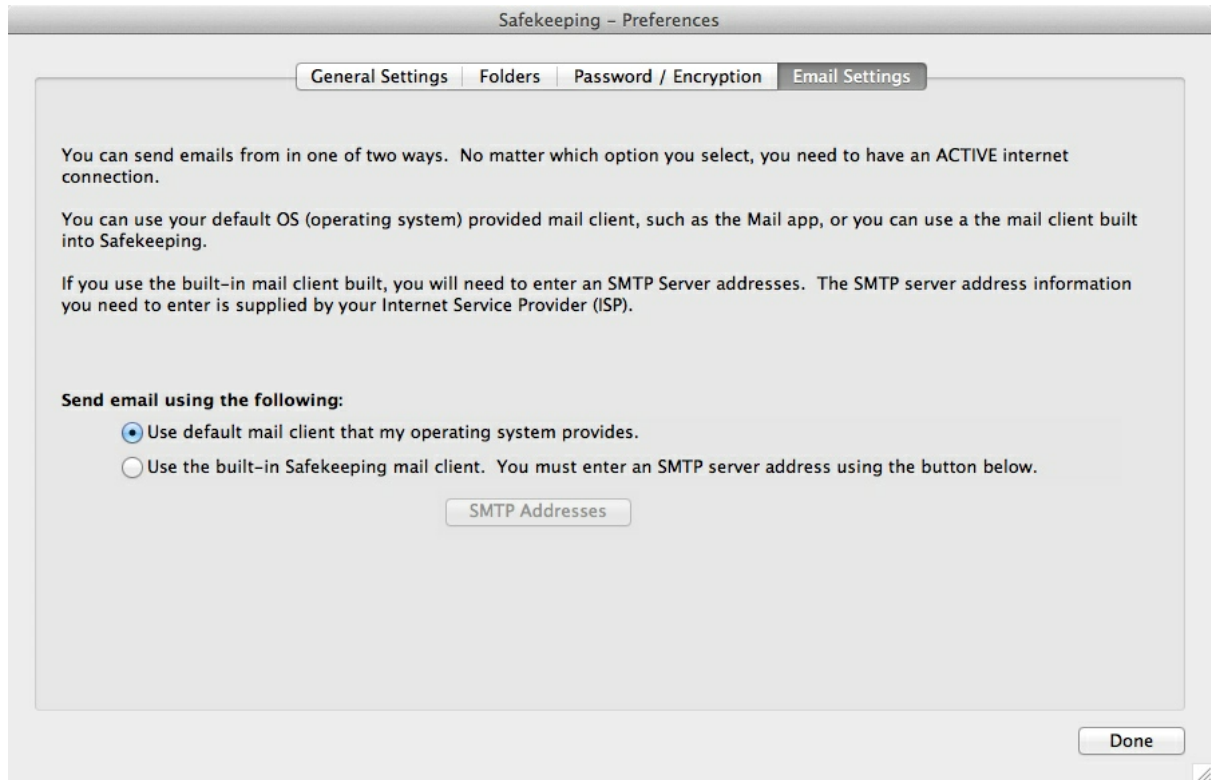
At the bottom of the dialog box, there is a note: *(You can change these settings on the preferences screen.)* and an "OK" button.

For added protection, you can also encrypt your data file by selecting the option on the Database Encryption tab. If this is selected, the data file is encrypted using your password. Should you forget or lose your password and encryption has been selected, there is NO way to retrieve your data so be sure to write your password down in a secure location.

Before selecting encryption, we recommend that you make a COPY of your data file. This is to ensure that if encryption fails for some reason, you'll have a copy of your data file in an unencrypted format.



Email Settings - The last tab on the Preferences screen allows you to configure how you want to email reports from within Safekeeping.



The option selected on the screen shot above will use your default mail client (such as Apple Mail on the Mac or Outlook on Microsoft Windows). When this option is selected, you will need to select the report file as an attachment in the same way you would do this if you were composing an email yourself.

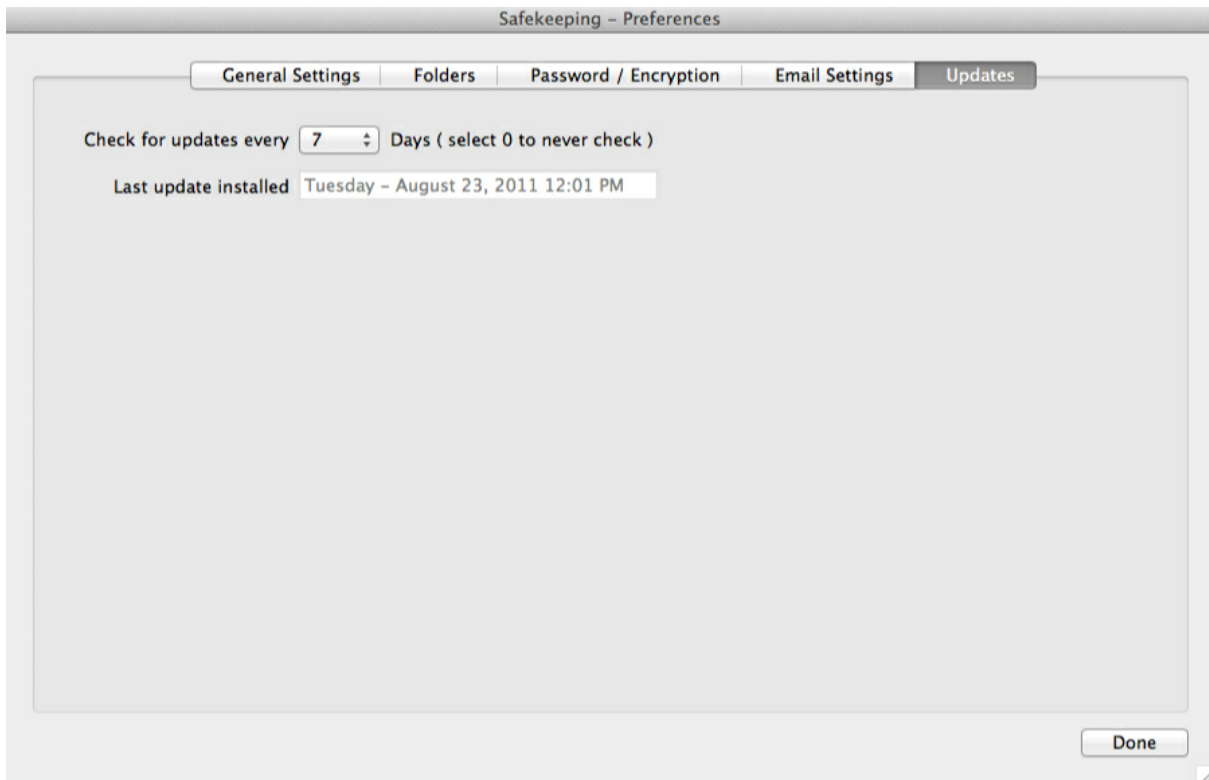
If you select the second option to use the built-in mail client, the report file will automatically be attached to your email for you. However, before you can email reports, you will need to enter at least one SMTP server address. The information that must be entered is normally provided by your internet service provider or you may need to consult with your IT professional in order to obtain this information. It is also normally entered when setting up an email account in your mail client (Apple Mail or Microsoft Outlook) so you might be able to find this information there also.

The screenshot shows a configuration window for an email account. On the left is a 'Descriptions' list, currently empty, with a toolbar at the bottom containing a plus sign, a minus sign, and a gear icon. On the right, the configuration fields are as follows:

- Description:** Work
- SMTP Server Address:** www.smtp.work.com
- Port:** 25
- Requires authentication?**
- Username for authentication:** john@work.com
- Password for authentication:** [masked with 8 dots]

Below the password field are three buttons: 'Show Password', 'Test Account Settings...', and 'Cancel'. At the bottom right are 'Cancel' and 'Save' buttons.

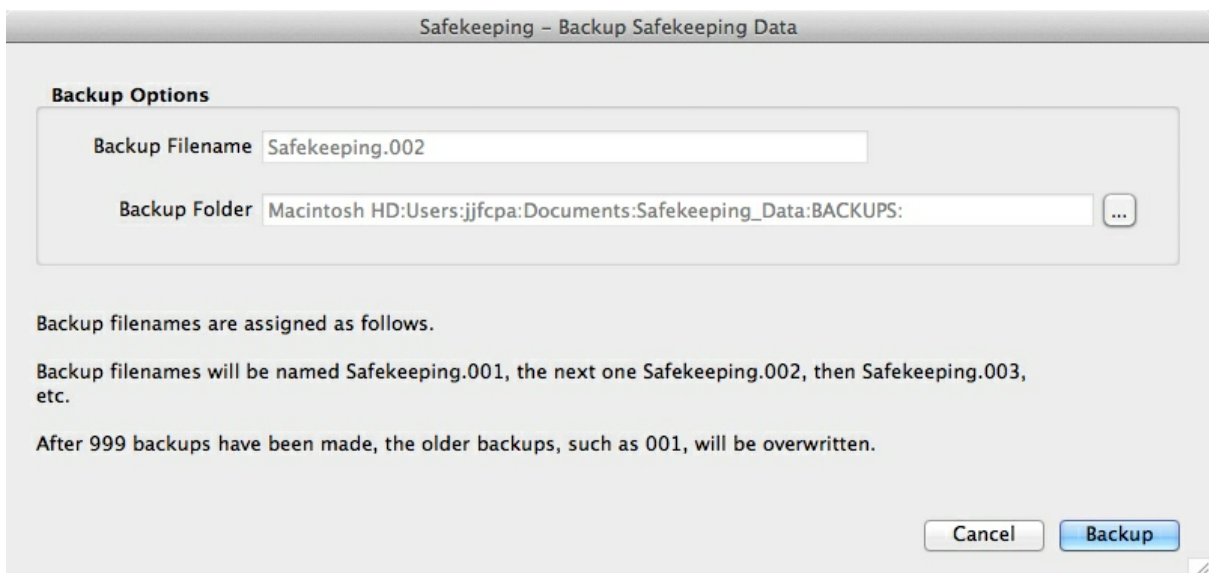
If you are running the Windows version of Safekeeping, there will also be an Updates tab that allows you to specify how often Safekeeping will check for updates. Shown below is the Options screen as it would appear in Windows.



The check-for-updates popup can be set to 0, in which case Safekeeping will never automatically check for updates, 7 days or 30 days. If set to 0, you can still check for updates by using the "Check for Updates" option in the Help Menu.

3.1.3 Backup

The Backup option, selected from the toolbar or menu system, allows you to make a backup of your data file. When you select backup, the following screen is displayed.



Backup file names are automatically assigned. You can, if you wish, change the location where backup files will be saved. If you do, the new location selected will be used in the future.

If this is the FIRST backup that you make, you will be prompted to enter a backup password. The purpose of the backup password is to encrypt your backups to ensure they are secure even if they are moved to a public location. The following screen will be displayed so you can enter your backup password.



The screenshot shows a dialog box titled "Backup Password" with a text input field. Below the input field, it says "(Passwords can be 1 - 20 characters, no spaces.)". The dialog contains the following text: "The password entered above will be used to encrypt your backup files.", "The password entered can not be changed at a later time.", "You may be prompted to re-enter this password BEFORE restoring a backup file. If you do NOT remember your password, you will NOT be able to restore your data from a backup file.", and "Be sure to write this password down in a secure place." At the bottom right, there are two buttons: "Cancel" and "OK".

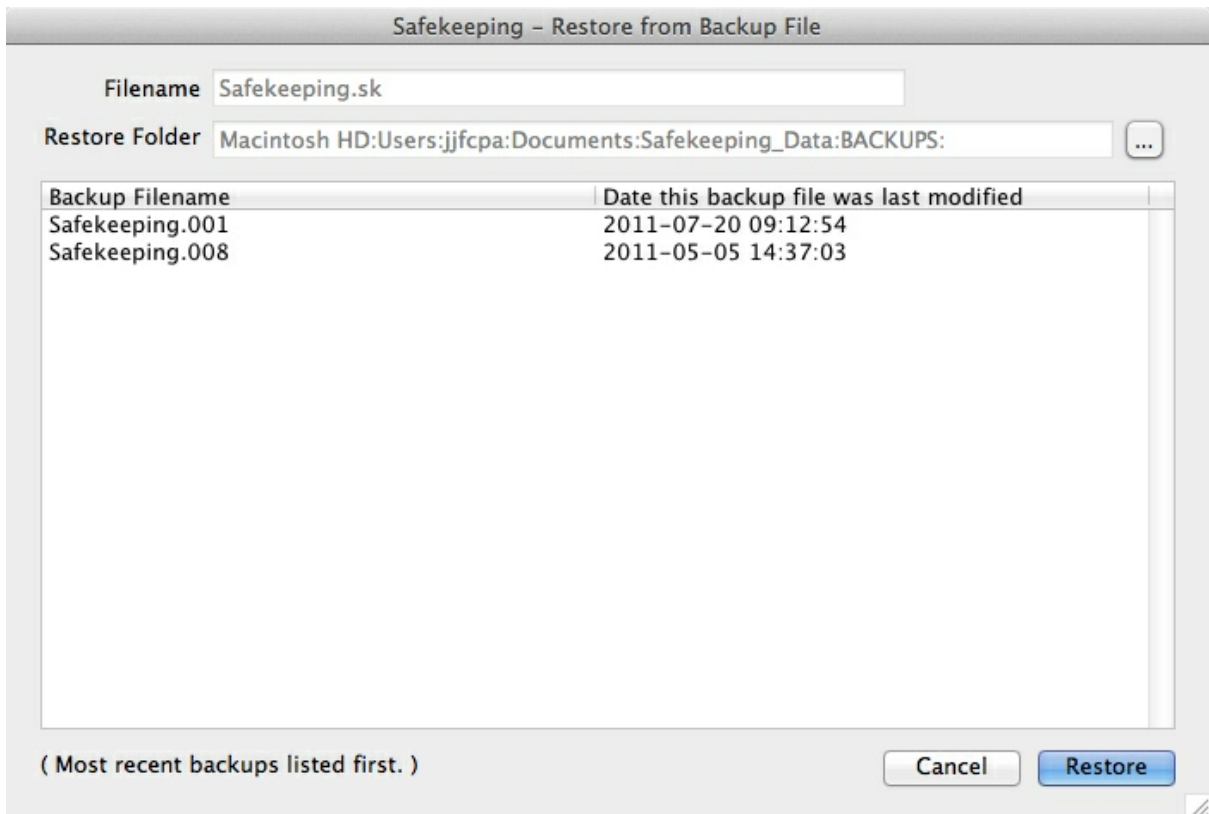
The Backup Password only needs to be entered ONCE since it will be used for all backups in the future.

NOTE - If you move your backups to a new computer or have to re-install Safekeeping, the backup password may be lost. If this happens, you will be prompted to enter the backup password when you attempt to restore data from one of your backup files. If you do not remember your backup password, you will NOT be able to restore data from your backups.

This concludes the section on the Backup option.

3.1.4 Restore

The Restore option selected from the toolbar or menu system allows you to restore data from a backup of your data file. When you select restore option, the following screen is displayed.



Backups that have been made will be displayed based on the restore folder selected. To restore data from a backup file, highlight one of the restore files and click the Restore button.

If the backup password used to encrypt the backup file is NOT found, the following screen will be displayed.



If a valid password is entered, your data will be restored from the backup file.

This concludes the section on the Restore option.

3.2 Menu options

MENU OPTIONS

The options below are ONLY included in the menu system.

These items appear in different menus depending on whether you are running on an Apple or Windows computer. The menu that the option will be found in is identified in parentheses after the name of the option.

About Safekeeping (Apple - Safekeeping Menu, Windows - Help Menu) - This option contains information about the version of Safekeeping that you are running as well as PRO-WARE's contact and support options.

Feedback (Apple - Safekeeping Menu, Windows - Help Menu) - This option provides a way for you to send a comment or question about Safekeeping. It does require an internet connection, but does not require you to provide any of your internet settings.

Registration (Apple - Safekeeping Menu, Windows - Help Menu) - This option will take you to our website where you can view or change your user information. It also provides a way for you to enter your contact information in Safekeeping so that it can be sent to us when using the Feedback option (see previous paragraph) or should you encounter an error.

The following items are only available in the Windows version of Safekeeping.

Activation - This option allows you to activate your software so that all features can be used for an unlimited time period. When you first install Safekeeping, it will operate for 30 days and then require you to activate (enter an activation code) in order to continue using it.

Check for Updates - This option will check for updates to our software, and where appropriate, download and permit you to install them. This option requires an internet connection but does not require you to provide any of your internet settings.

The next section describes how to use the Categories popup to select a category to add, change, or view data entered in it.

3.2.1 About Safekeeping

The About screen contains information about the version of Safekeeping you have installed as well as information about where you can obtain support.



3.2.2 Feedback

The Feedback option allows you to contact us by sending an email from within Safekeeping. Note that while you do need an internet connection, you do not need to provide any configuration information for sending emails.

Safekeeping - Feedback

Serial Number

Company Name

Your Name

Phone

Reply Email

Subject

File

Question
 Suggestion

Enter your comments here:

To send an email, you MUST have an internet connection.

If you encounter a problem or have a question about using Safekeeping, we encourage you to use the Feedback screen to communicate with our support staff.

3.2.3 Registration (Windows Only)

This option is only available in Windows and will take you to our website at www.proware-cpa.com where you can login to your account to obtain information about the products you own or change your contact information.

Safekeeping – Change Registration Information

Click the Account button below to go to the My Account page of our website where you can change your registration information. When prompted, use your customer number and website password to login to the website to view or update your contact information. Use the Enter Contact Information button below to enter your contact information in this application.

By entering the information in this application, it will automatically be sent to us should you need to contact us for support.

If you have any questions or would like to change your information over the phone, customer service is available Monday – Friday 8:30 AM – 5:00 PM CST at 402.861.8800.

You can enter your contact information in Safekeeping by clicking the Enter Contact Information button. The advantage of entering the contact information in Safekeeping is that any feedback or error emails that you send to use will automatically be pre-populated with your contact information so that you do not need to enter the information at that time.

Safekeeping – Enter Contact Information

Serial No

Name

Company

Address 1

Address 2

City

State Zip

Phone

Email

Website

NOTE: Enter YOUR name rather than the contact name for your company.

This concludes the section on the Registration option.

3.2.4 Activation (Windows Only)

Activation is only required when running Safekeeping in Windows. You will be prompted to enter the activation code that was provided to you with your software. This information may have been emailed to you when you placed your order.

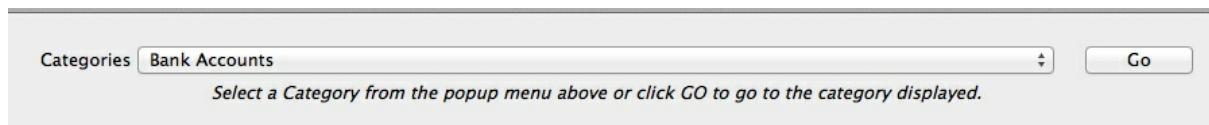
Note that the activation code is unique for each company. If you enter a different company name than the one provided when you ordered Safekeeping, then the activation will fail.

3.2.5 Check for Updates (Windows Only)

This option is only available in Windows. You can use this option to check for an updated version of Safekeeping. If found, they will be downloaded and installed automatically for you.

3.3 Categories popup

The Categories popup on the Home Screen allows you to select a category that you want to add, edit, or view data.



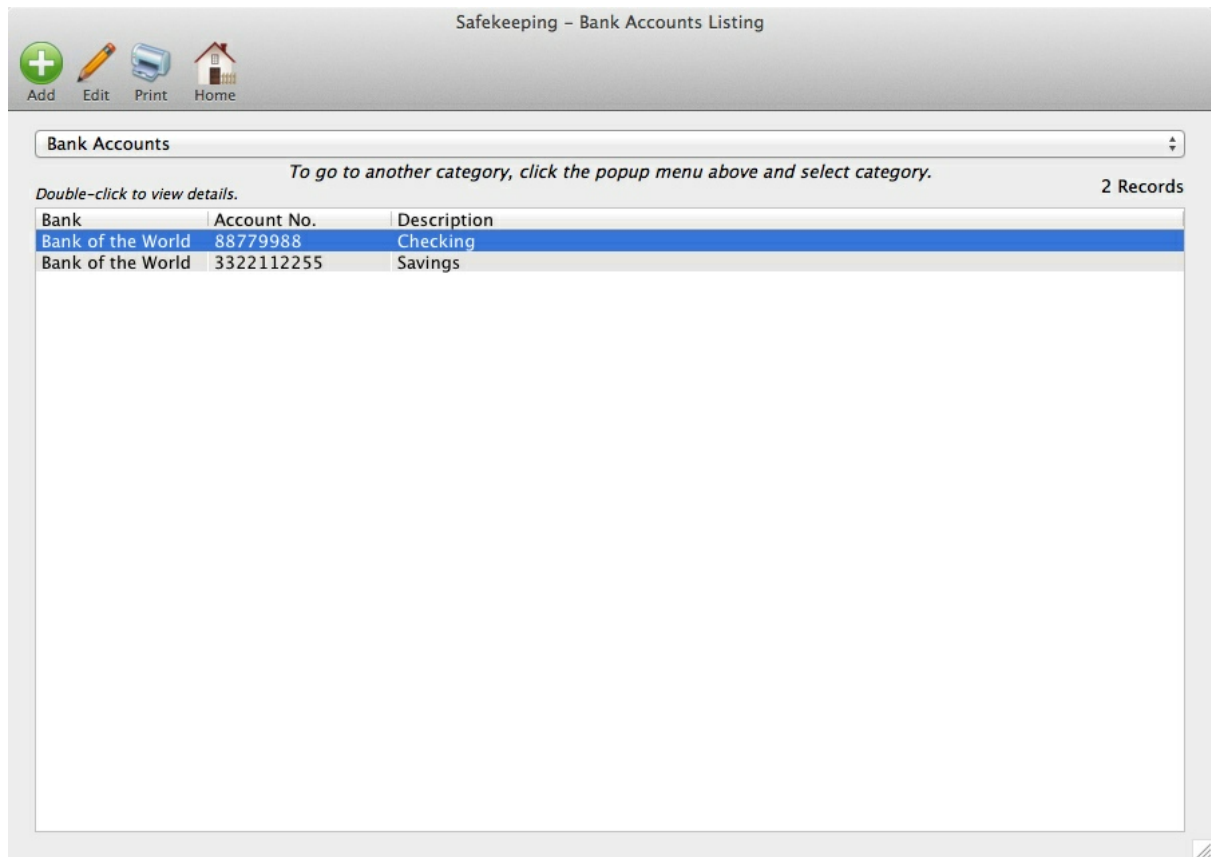
When you click on the Categories popup menu a list of all active categories will be displayed. By highlighting the one you want to select, Safekeeping will respond by taking you to the Listing screen for that category. The category listing screen provides a summary of all the records you've entered for that category and is a quick way to find the record you want to view or edit.

The Go button next to the Categories popup menu allows you to go to the Listing screen in those cases where the category you want to select is already displayed in the popup menu. For example, when you first start Safekeeping, the first active category will be displayed in the popup menu. Simply click the Go button and you will be moved to the category displayed in the popup menu.

4 Category Screens

There are 21 category screens that are shown in the Category Popup as explained in the [Overview](#) section. If the category you want to select is currently displayed in the Category Popup, you can click the Go button to select that category.

Otherwise, when you select a category from the Category Popup, the **Listing** screen for that category will be displayed as shown here for the Bank Accounts category. The Listing screen contains just enough information so you can select the correct item from that category and get more details.












The toolbar at the top of the screen allows you to add a new bank, edit an existing bank record, print a listing report, or return to the Home screen.

There is also a Category Popup so that you can jump to another category without having to return to the Home screen first.

Finally, you can change the sort order of the data displayed by clicking on the headings for Bank, Account No., or Description. For example, clicking the Bank heading will sort the data in ascending order and clicking it again will sort in descending order. The sort order will be preserved in the data entry screen.

If you click on the add or edit buttons in the toolbar OR double-click a record displayed in the listing, you will be taken to the data entry (or details) screen shown below. If you click the Add button in the toolbar, you will be placed in "add" mode so that you can enter a new bank account. If you click on the Edit button in the toolbar, you will be placed in "edit" mode so that you can edit the record highlighted on the Listing screen. And if you double-click a record in the Listing, the data entry screen will be opened so that you can view the data for that bank without being placed in add or edit mode.

Safekeeping - Add / Edit / Delete Bank Accounts

Description
 Bank
 Banker Email
 Account No. Account Type Opened
 Address
 City State Zip
 Phone
 Online Banking Information:
 Website
 Username Password
 Notes

Added Last Modified

The data entry (or details) screen is where you add or change the data for the category selected.

The data entry screen has a toolbar to facilitate maintenance of your data.

Add - The Add button allows you to add a new record.

Edit - The Edit button allows you to edit the record displayed.

Cancel - The Cancel button will terminate any Add or Edit operation and revert the data to its original content before it was added or changed.

Previous - Moves to the previous record in the file based on the current sort order.

Next - Moves to the next record in the file based on the current sort order.

Delete - Deletes the record displayed. Warning - Once deleted the only way to retrieve your data is to re-enter it.

Print - [Prints](#) or [Emails](#) a report showing the data entered for the current category.

Home - Returns you to the Home screen.

Listing - Returns you to the Listing screen for the current category.

At the bottom of the data entry screen are two time stamps. One reflects the date the record was added, and second one reflects the last time the data was changed.

The following sections on each of the categories will provide additional information on the data that can be entered for each category.

4.1 Bank Accounts

This category is used to enter information about your bank accounts. The data entry screen for Bank Accounts is shown below.

The screenshot shows a web-based data entry form titled "Safekeeping - Add / Edit / Delete Bank Accounts". The form includes a toolbar at the top with icons for Add, Edit, Cancel, Previous, Next, Delete, Print, Home, and Listing. The form fields are as follows:

- Description: Checking
- Bank: Bank of the World
- Banker: Robert C. Banker
- Email: robert.c.banker@botw.com
- Account No.: 88779988
- Account Type: Checking
- Opened: 03/22/2011
- Address: P.O. Box 100
- City: Omaha
- State: NE
- Zip: 44102-3348
- Phone: (800) 888-1111
- Online Banking Information:
 - Website: www.bankoftheworld.com
 - Username: JohnQPublic
 - Password: ***
- Notes: (Empty text area with an "Append Note" button)

At the bottom of the form, there are two status fields: "Added 3/21/2011 - 8:35 PM" and "Last Modified 8/3/2011 - 2:12 PM".

For information about the toolbar options, see the [Category Screens](#) section.

Most of the fields on this screen are obvious; however, the following additional information may assist you in entering your data.

Email - The button on the right side of the email screen allows you to send an email to the address entered in the email field.

Opened - The button on the right side of the opened screen is a date calendar that you can use to select a date that will be entered into the opened field.

State - The button next to the State field allows you to select your state abbreviation from a lookup screen.

Website - There are two buttons on the right side of the website field. The first one allows you to select a website from those entered in the Website category. If you haven't entered any websites in your Website category yet, then this won't be useful. You may want to enter data in the Website category before completing any of the other categories.

The second button will open your default web browser and take you to the website entered in the website field.

Password - When you enter passwords, they are masked with asterisks. If you wish to see the passwords that was entered, click the Show button on the right side of the Password field.

Notes - The Append Note button on the left side of the Notes field is used to enter text in the notes field with two special features. The note entry will be added before any notes previously entered and will be preceded by a time stamp. If used consistently, your notes will be in chronological order with the most recent entries appearing first.

4.2 Brokerage Accounts

This category is used to enter information about your brokerage accounts. The data entry screen for Brokerage Accounts is shown below.

The screenshot shows a web application window titled "Safekeeping - Add / Edit / Delete Brokerage Accounts". The window has a toolbar with icons for Add (+), Edit (pencil), Cancel (X), Previous (left arrow), Next (right arrow), Delete (X), Print (printer), Home (house), and Listing (calendar). The form fields are as follows:

- Description: John's - Regular
- Company: A.O. Investments
- Broker: Ronald A. Broker
- Email: ronald.a.broker@aoinvestments.com (with an email icon)
- Account No.: 559988
- Opened: 11/30/2001 (with a calendar icon)
- Address: 1234 Investment Avneue
- City: Omaha
- State: NE (with a dropdown arrow)
- Zip: 44444-1111
- Phone: (800) 888-1111
- Online Account Access:
 - Website: www.aoinvestments.com (with search and browser icons)
 - Username: JohnQPublic
 - Password: masked with asterisks (with a Show button)
- Notes: A large text area with an "Append Note" button to its left.

At the bottom of the form, there are two status fields: "Added 4/1/2011 - 8:24 AM" and "Last Modified 8/3/2011 - 3:03 PM".

For information about the toolbar options, see the [Category Screens](#) section.

Most of the fields on this screen are obvious; however, the following additional information may assist you in entering your data.

Email - The button on the right side of the email screen allows you to send an email to the address entered in the email field.

Opened - The button on the right side of the opened screen is a date calendar that you can use to select a date that will be entered into the opened field.

State - The button next to the State field allows you to select your state abbreviation from a lookup screen.

Website - There are two buttons on the right side of the website field. The first one allows you to select a website from those entered in the Website category. If you haven't entered any websites in your Website category yet, then this won't be useful. You may want to enter data in the Website category before completing any of the other categories.

The second button will open your default web browser and take you to the website entered in the website field.

Password - When you enter passwords they are masked with asterisks. If you wish to see the passwords that have been entered, click the Show button on the right side of the Password field.

Notes - The Append Note button on the left side of the Notes field is used to enter text in the notes field with two special features. The note entry will be added before any notes previously entered and will be preceded by a time stamp. If used consistently, your notes will be in chronological order with the most recent entries appearing first.

4.3 Collectibles

This category can be used to enter information about any collectibles you own, such as, paintings, coins, stamps, etc.

Safekeeping - Add / Edit / Delete Collectibles

Description

Website

Purchased

Purch. From

Cost

Est. Value

Date Valued

Date Sold

Selling Price

Sold to

Notes

This is a painting of a small boy under an orchard tree next to a creek.

Added
Last Modified










For information about the toolbar options, see the [Category Screens](#) section.

The fields for the Collectibles category are self-explanatory.

4.4 Computers



The Computers category is so that you can enter information about the computers that you have access or responsibility for.

Safekeeping - Add / Edit / Delete Computers

Description


Company

Website



Web Login


Web Password

Phone

Purchased 

Model

Serial No.

Warr. Expires 

Location

Used by

Login Name

Login Password

Notes

Added
Last Modified










For information about the toolbar options, see the [Category Screens](#) section.

In addition to entering acquisition information, you can also enter where the computer is located, who it is used by, and the login information.

4.5 Credit Cards

If your billfold or purse were stolen, you'd probably know what credit cards were stolen, but would you have the contact information readily available? The Credit Cards category is where you enter that information.

Safekeeping - Add / Edit / Delete Credit Cards

Description

Card No.
 Card Type
 Charge Limit

Exp. Date MM/YY
 CVS Code
 Cut Off Monthly cut-off day 1 - 31

Company

Address

City State Zip

Phone

Online Access:

Website

Username

Password

Notes

Added
 Last Modified

For information about the toolbar options, see the [Category Screens](#) section.

In addition to entering the credit card number, type, expiration date, etc., you can also enter the contact information for the issuing bank or company as well as the online access information.

4.6 Dates

Everybody has important dates that they need to remember, but generally this is for recurring dates such as birthdays and anniversaries, but what about other important dates, such as, incorporation dates, the dates that friends or loved ones deceased, or the date that you purchased your house. The Dates category is where you enter recurring and non-recurring dates that you want to keep track of.

The screenshot shows the 'Safekeeping - Add / Edit / Delete Dates (Sample Data File)' window. At the top is a toolbar with icons for Add, Edit, Cancel, Previous, Next, Delete, Print, Home, and Listing. Below the toolbar, the 'Date' field is set to '12/15/2008', the 'Recurring' checkbox is checked, and the 'Recurring Dates' dropdown is set to 'Thursday, December 15, 2011'. The 'Description' field contains 'Kathy's birthday'. Below this is a large text area for 'Notes' with an 'Append Note' button. At the bottom, the 'Added' timestamp is '3/21/2011 - 1:09 PM' and the 'Last Modified' timestamp is '8/5/2011 - 9:44 AM'.

For information about the toolbar options, see the [Category Screens](#) section.

The Recurring check box is so you can indicate that this is one of those dates that will recur year-after-year. When a date is marked recurring, the popup next to the Recurring Dates label will list the next ten years that the date will recur starting with the current year.


4.7 Domains

This Category is used to keep track of Domain (internet websites) that you own. You can enter information about where you purchased or registered the Domain name as well as where it is hosted if you are providing the content for the website.

Safekeeping - Add / Edit / Delete Domains (Sample Data File)



Add Edit Cancel Previous Next Delete Print Home Listing

Description

Domain 



Registered **Hosted**

Company

Website  

Username

Password

Registered  Expires  Cost

Notes

Added *Last Modified*

For information about the toolbar options, see the [Category Screens](#) section.

Enter the registration information on the Registered page as shown above, and the hosting information on the Hosted page as shown below.

Safekeeping - Add / Edit / Delete Domains (Sample Data File)

Add Edit Cancel Previous Next Delete Print Home Listing

Description My Company website

Domain www.mycompany.com

Registered Hosted

Company Hostway

Website www.hostway.com

Username JohnQPublic

Password *** Show

Last Payment 01/01/2010 Payment 125.00 Payment Frequency Monthly

Notes

Append Note

Added 8/7/2011 - 11:28 AM Last Modified 8/7/2011 - 11:28 AM

4.8 Emails

Sometimes, one email account is just not enough. On average, each person has at least 3 emails. The Emails category is where you can enter information about the email accounts that you have access to.

Safekeeping - Add / Edit / Delete Emails (Sample Data File)

Add Edit Cancel Previous Next Delete Print Home Listing

Description Work email

Email john@mycompany.com

Setup 01/01/2010

Username JohnQPublic

Password *** Show

Webmail www.mycompany.com/webmail

Pop Address pop.mycompany.com

SMTP Address smtp.mycompany.com Requires Validation?

Notes

Append Note

Added 8/7/2011 - 11:43 AM Last Modified 8/7/2011 - 11:43 AM










For information about the toolbar options, see the [Category Screens](#) section.





In addition to entering the email address, you can also enter the username and password used to retrieve your email, the web mail address if your email provider has one. You can also enter the pop and smtp addresses which may be required to receive or send email from within applications or when setting up your email account in a mail client application. Note - The smtp address is entered in Safekeeping's Preferences (Options in Windows) in order to use its built-in mail client.


4.9 Firearms

The Firearms category is used to enter information about the guns you own.

Safekeeping - Add / Edit / Delete Firearms (Sample Data File)

Brand
 Model, etc.
 Serial No.
 Website  
 Purchased  Registered?
 Purch. From
 Cost
 Est. Value
 Date Valued 

Date Sold 
 Selling Price
 Sold to

Notes

Added
Last Modified

For information about the toolbar options, see the [Category Screens](#) section.

In addition to entering acquisition information, you can also use this category to keep track of sales information if you sell the gun.

4.10 Insurance Policies

This category is where you would enter information about the Insurance policies that you own.

Safekeeping - Add / Edit / Delete Insurance Policies

Add Edit Cancel Previous Next Delete Print Home Listing

Description AICPA Insurance Trust

Policy No. 8877423 Type Life Purchased 09/20/2010

Insured John Q. Public Expires 09/20/2011

Beneficiary Jackie A. Public Cost 2,016.00

Company AICPA Insurance Trust

Address P.O. Box 8833

City New York State NY Zip 55823-1234

Phone (800) 222-9988

Website www.aipca.com

Username JohnQPublic

Password *** Show

Notes

\$ 300,000 - Annual term life insurance policy.
Documents can be found in the bottom drawer of file cabinet behind my desk.

Append Note

Added 4/18/2011 - 2:27 PM Last Modified 8/7/2011 - 11:52 AM

For information about the toolbar options, see the [Category Screens](#) section.

4.11 Miscellaneous1 - Miscellaneous5


There are 5 Miscellaneous category screens that you can customize for your specific needs. The Miscellaneous categories are customized using the [Category Setup](#) screen.

Each Miscellaneous screen consists of a description, date, 10 general fields, and one notes field as shown below.

Safekeeping – Add / Edit / Delete Miscellaneous1 (Sample Data File)

Add Edit Cancel Previous Next Delete Print Home Listing

Description

Date 

Field 1

Field 2

Field 3

Field 4

Field 5

Field 6

Field 7

Field 8

Field 9

Field 10

(The labels for these fields can be changed in the Categories Setup screen.)

Notes

Added

Last Modified

For information about the toolbar options, see the [Category Screens](#) section.

4.12 Networks

The Networks category can be used to enter information about wireless networks, network servers, VPN's (virtual private networks), etc.

Safekeeping - Add / Edit / Delete Networks (Sample Data File)

Add Edit Cancel Previous Next Delete Print Home Listing

Description Office

Setup 01/01/2010

Type Wireless

Host IP

Username

Password Show

Use WPA2 personal security.

Notes

Append Note

Added 8/7/2011 - 3:35 PM Last Modified 8/7/2011 - 3:35 PM










For information about the toolbar options, see the [Category Screens](#) section.

In the example above, the password for the wireless password for the office location is entered.

4.13 Partnerships

The Partnerships category is used to enter information about your investments in partnerships, LLC's (limited liability companies), or closely held corporations.

Safekeeping - Add / Edit / Delete Partnerships (Sample Data File)

Description

Ownership % FMV FMV Date

Partnership Transactions

Date	Type	Description	Amount
01/01/2011	Partnership Profit or Loss	2010 profit	15,300.00
01/01/2010	Payment to Partnership	Initial purchase of ownership interest	228,000.00

Total

Notes

Added Last Modified

For information about the toolbar options, see the [Category Screens](#) section.

The Partnership category consists of two sections. In the first section, which consists of the fields above the "Partnership Transactions" label, you enter some general information about the company you invested in.

The second section, partnership transactions, is accessed using the +, -, or cog wheel buttons at the bottom of the list box.

For example, you can enter a payment to the partnership by clicking the + button and the following Partnership Transaction screen will be displayed where you can enter the details of the payment.

The screenshot shows a software window titled "Safekeeping - Add / Edit / Delete Partnerships (Sample Data File)". The window has a toolbar with icons for Add, Edit, Cancel, Previous, Next, Delete, Print, Home, and Listing. A "Partnership Transaction" dialog box is open in the center, with the following fields:

- Date: 01/01/2010
- Type: Payment to Partnership
- Description: Initial purchase of ownership interest
- Amount: 228,000.00
- Notes: (empty text area)

The background window shows a table with columns for Date, Type, and Amount. The table contains the following data:

Date	Type	Amount
01/01/2011	Part	15,300.00
01/01/2010	Pay	228,000.00
		243,300.00

At the bottom of the window, there is a "Notes" section with an "Append Note" button and a status bar showing "Added 8/7/2011 - 3:39 PM" and "Last Modified 8/7/2011 - 3:39 PM".

You can enter the following transactions for partnerships:

Payments to Partnership - cash or other contributions you make to the partnership

Payments from Partnership - distributions you receive from the partnership

Profit/Loss of the Partnership - your share of the annual profit or loss that the partnership incurs

By keeping this information up-to-date, you will have a fairly accurate calculation of your basis (net investment) in the partnership.

4.14 Recipes

This Category is used to enter all your guarded recipes that have been handed down for generations. Actually, you can enter any recipe that you like, and in particular, those that you want to share with friends. It's easy to send a recipe to a friend using the Print option and then selecting email.

Safekeeping – Add / Edit / Delete Recipes (Sample Data File)

Add Edit Cancel Previous Next Delete Print Home Listing

Description

Source

Website

Serves

Ingredients Mixing Instructions Baking Instructions

1 - Onion
1 - small can of tomato paste
6 - 8 cups of water
1/2 cup of vermicelli (spagetti) and break into small pieces
1 - 2 cans of pea

Notes

Added Last Modified

For information about the toolbar options, see the [Category Screens](#) section.

The recipes screen above is the default layout with 3 tabbed sections to enter ingredients, mixing, and baking instructions. If you wish, you can configure it for two tabbed sections in the [Categories Setup](#) screen.

4.15 Software

The Software category is used to enter information about the software you own including any activation information.

Safekeeping - Add / Edit / Delete Software (Sample Data File)

Add Edit Cancel Previous Next Delete Print Home Listing

Description Microsoft Office 2011

Software Information Company

Purchased 09/01/2011 Cost 387.00 Version 11

Username (Software login, if required)

Password Show

Notes

Append Note

Added 8/7/2011 - 4:09 PM Last Modified 8/7/2011 - 4:09 PM

For information about the toolbar options, see the [Category Screens](#) section.

There are two tabbed sections. The Software Information is where you enter the date acquired, cost, version, and login information if required to use the software.

The Company section (shown below) is where you enter information about the company that created the software.


Safekeeping - Add / Edit / Delete Software (Sample Data File)

Add Edit Cancel Previous Next Delete Print Home Listing



Description

Software Information **Company**

Company

Email 

Phone

Website  

Username (website login)










Password

Notes

4.16 Vehicles


The Vehicles category is where you enter information about the cars, trucks, RV's, etc. that you own.

Safekeeping – Add / Edit / Delete Vehicles (Sample Data File)

Add Edit Cancel Previous Next Delete Print Home Listing


Description 2011 4Runner (John)

Purchased 04/26/2011 

Serial No. MAQ88834234KAL0938

Cost 46,125.00

Warranty Info 3 years / 36,000 miles

Warr. Expires 04/26/2014 

Notes

Added 4/27/2011 – 10:00 AM

Last Modified 8/7/2011 – 4:13 PM

For information about the toolbar options, see the [Category Screens](#) section.

4.17 Websites

The Websites category is where you enter information about the websites you access that require password authentication.

Safekeeping - Add / Edit / Delete Websites (Sample Data File)

Description

Website

Setup

Username

Password

Above username and password is to login to online services or view statement.

Notes

Added 4/5/2011 - 11:17 AM

Last Modified 8/8/2011 - 11:15 AM

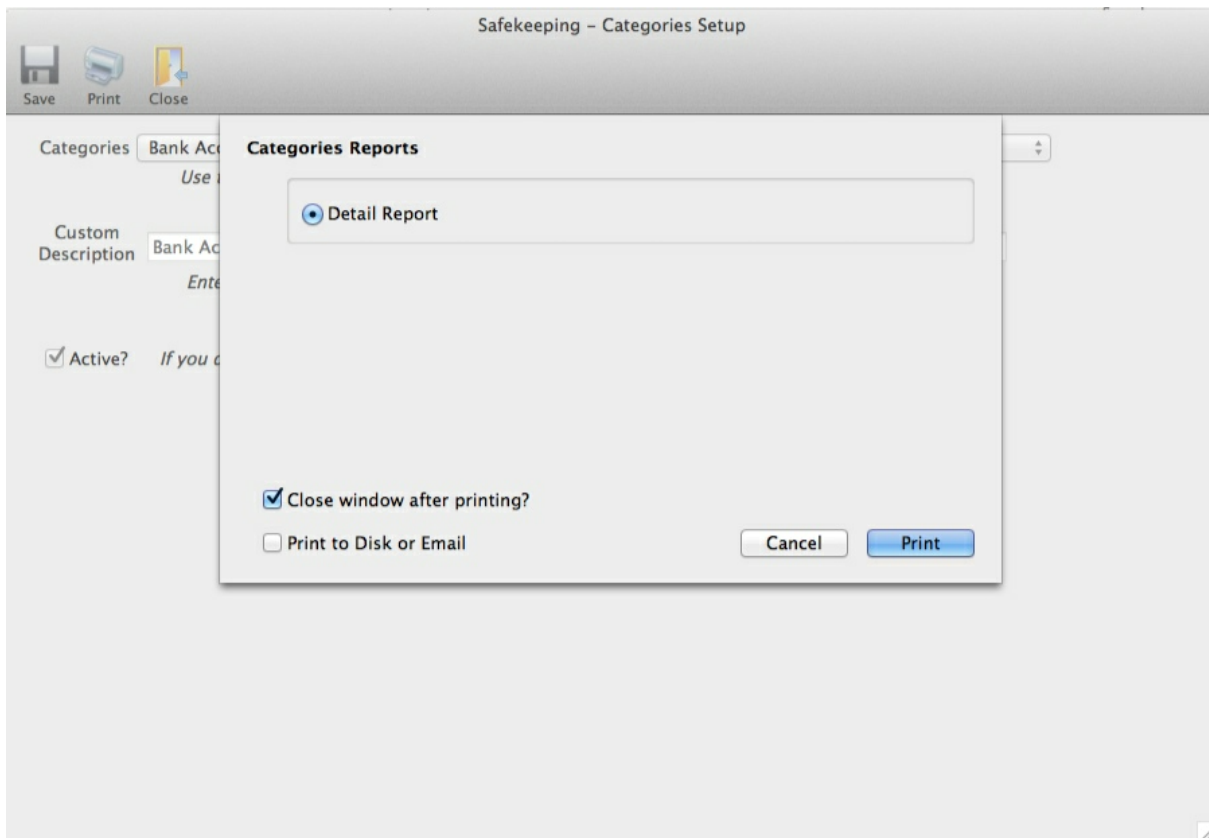
For information about the toolbar options, see the [Category Screens](#) section.

5 Printing or Emailing Reports

There are three areas where reports can be printed, and before we explain the intricacies of printing or emailing reports, we will first provide some details on the three areas where you will find the ability to print reports.

The first area is on the Categories Setup screen where you can print a Category Setup report that contains a list of all the categories, including those that are inactive. The report will show the default description, the custom description that you entered for each category, whether the category is active, and how many records have been entered for each category.

The Categories Setup report can be viewed, printed, saved to disk, or emailed by clicking the Print button on the toolbar of the Categories Setup screen as shown below.



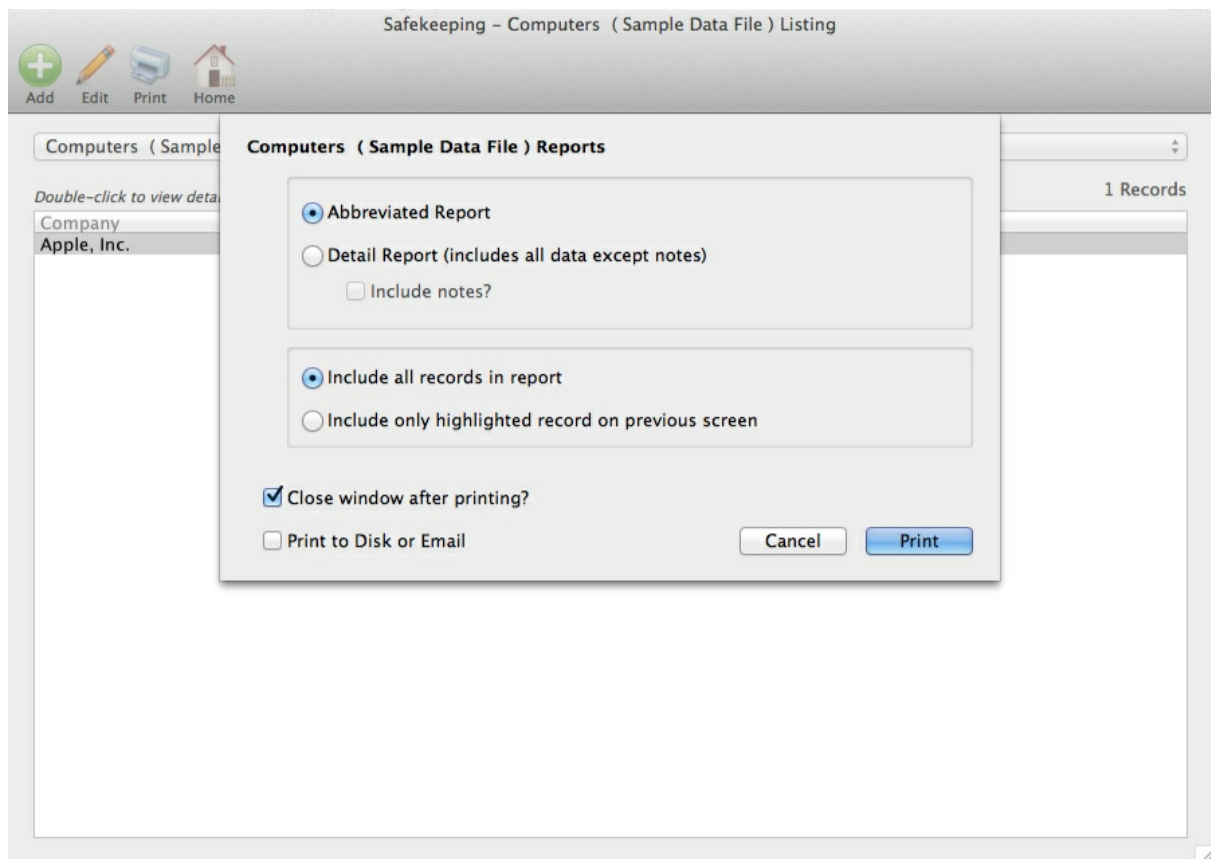
The second and third area where reports can be printed are the "Listing" and "Data Entry" screens for each category. Recall that each category contains a "Listing" screen and a "Data Entry" screen. And each of these screens contains a "Print" button on the toolbar. Clicking the Print button on the toolbar of either of these screens will take you to the report dialog screen. In most cases, there will be an option to print an "Abbreviated" report, which is similar to the Listing screen, or a "Detail" report which contains all of the fields contained on the data entry screen.

If you click the Print button on the Listing screen toolbar, the Abbreviated report will be the default report selected on the report dialog screen.

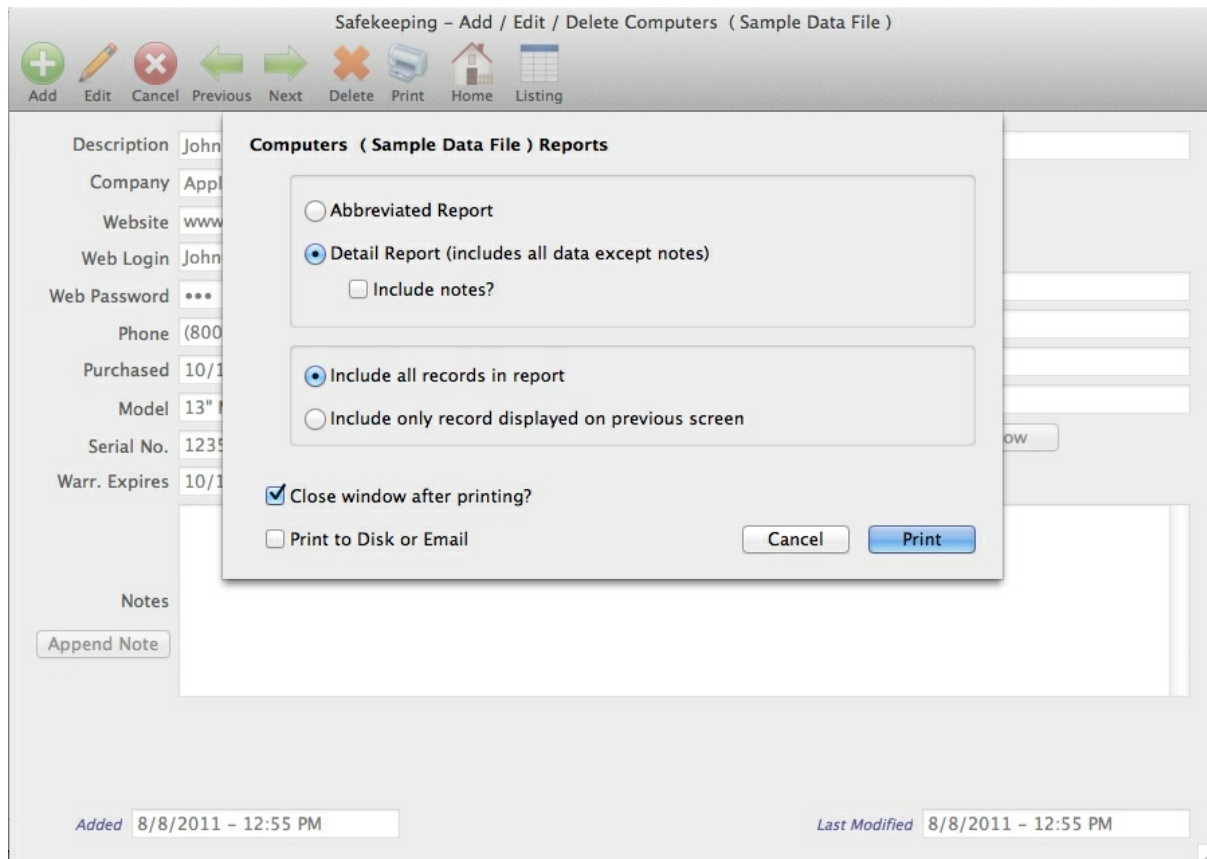
If you click the Print button on the data entry screen toolbar, the Detail report will be the default report selected on the report dialog screen.

Note that the Dates category only has one report since there are so few fields for the Dates category.

To clarify this point, shown below is the report dialog screen when the Print button is clicked from the computers category "Listing" screen.



Contrast this with the report dialog screen shown below when the Print button is clicked on the computers category "Data Entry" screen. The only difference is the report selected.



If the "Detail" report is selected an option to include the "Notes" field is enabled. It is not selected by default because it may contain secure information and only you can decide if you want a printed copy of secure data.

The other option is to print all the records for the category selected or just the currently selected record.

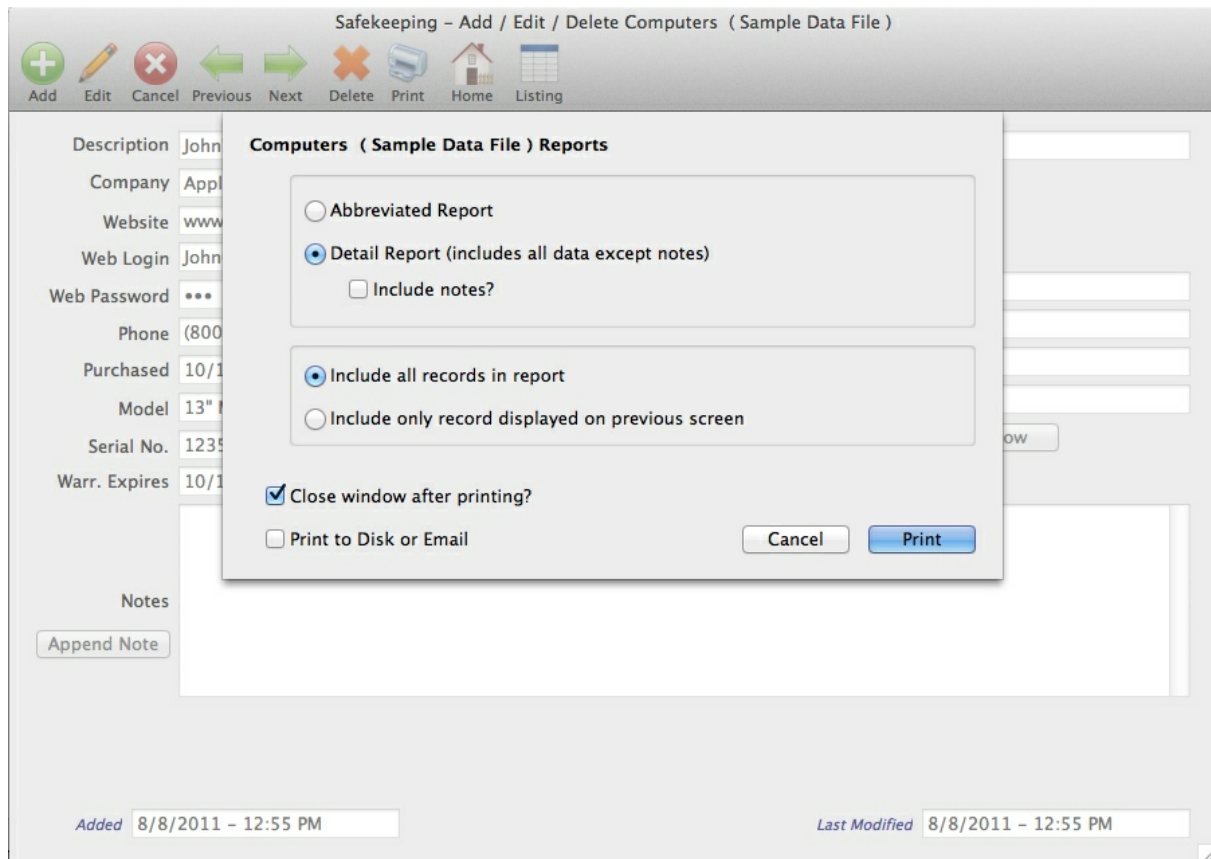
One important thing to note is that when you print the Detail report for any category, password fields will NOT be printed since these are considered secure data. If you need the password on a report, you will have to manually write it.

There are some options at the bottom of the report dialog screen that we will discuss in the three sections including:

- Printing Reports - sending the report to a printer
- Printing Reports to Disk - sending the report to a disk file
- Emailing Reports - emailing a report to someone

5.1 Printing Reports

Shown below is the report dialog screen for the Computers category.



If you click the Print button, the Detail report for computers will be printed to PDF (portable document format) and then opened with your default PDF reader. On Windows this is typically Adobe Acrobat Reader; however it could also be Firefox if you have an add-on installed that permits Firefox to open PDF files and you have this designed as your default application for PDF files. On the Mac, Preview is the default application for opening PDF files.

If you only need to view the report, you can simply close it when you are finished with your review. However, if you want to print it, do so by utilizing the features of your PDF reader application.

The reason we use this approach to viewing and printing reports is because most PDF readers contain a vast array of features for viewing or printing that we could only dream of including in our application. For example, there are features to zoom and scale reports for viewing on a variety of monitors and there options to scale the printing to fit on various paper sizes. You can also print one page, a range of pages, or all the pages.

Finally, one of the primary advantages of generating the report to PDF is that it allows you to continuing viewing the report and compare it to the data entered in Safekeeping. In most applications, you'd have to print the report to disk or to your printer in order to do this.

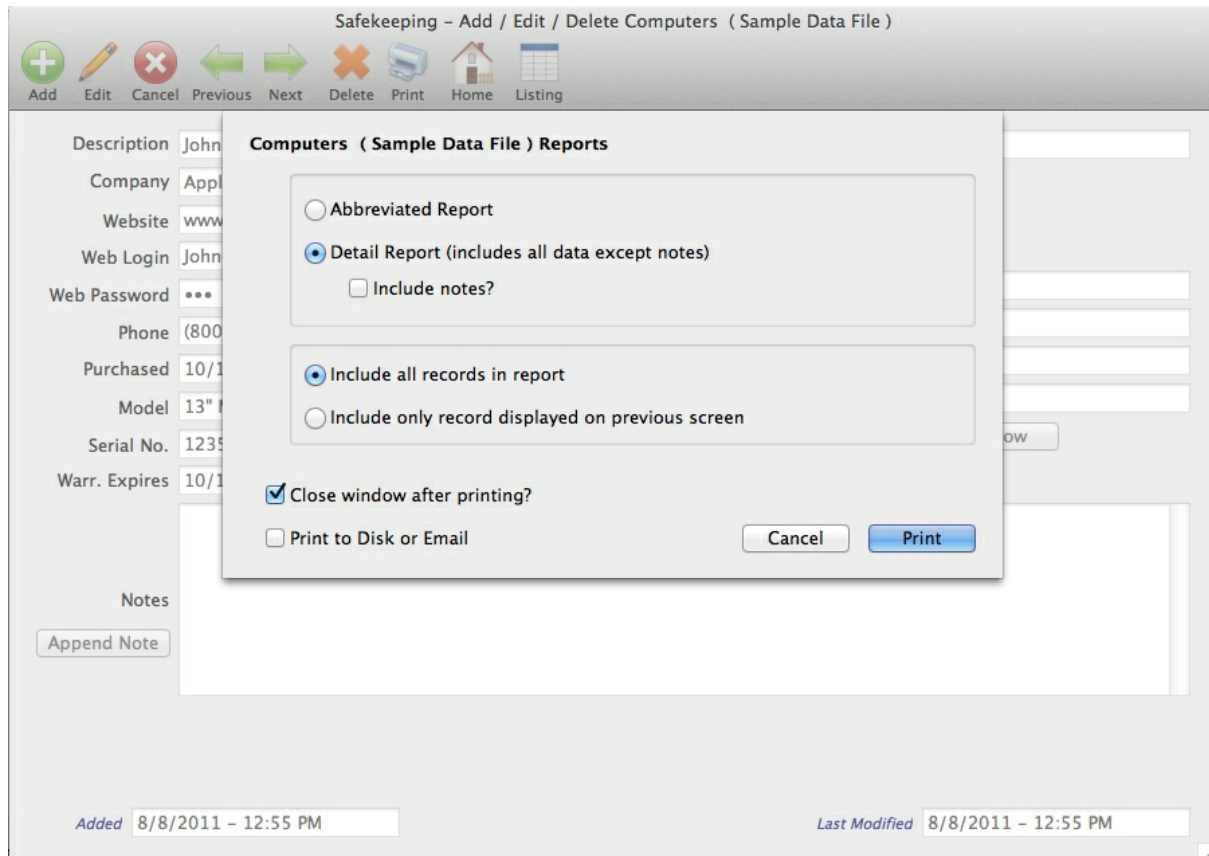
There are two check boxes at the bottom of the screen that allow you do the following:

Close window after printing? - This is checked by default and will simply close the report dialog screen after the report is generated. If you intend to generate the report multiple times because you are going to change some of the options, then you can uncheck this box and the report dialog will remain open after the report is generated.

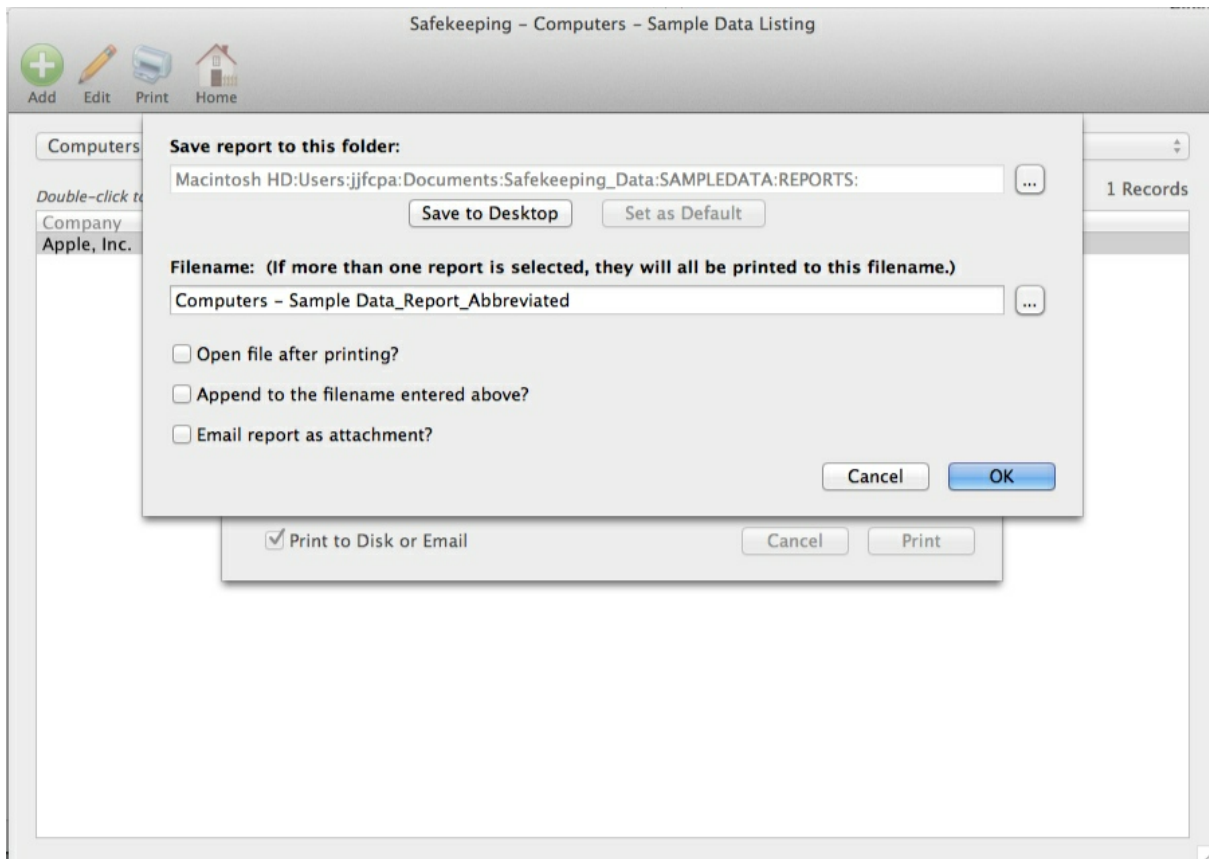
Print to Disk or Email - This check box is used to [print the report to disk](#) or send to someone via [email](#). These options are discussed in the next two sections.

5.2 Printing Reports to Disk

We will start in the same location as the Printing Reports section. Shown below is the report dialog screen for the Computers category.



However, instead of clicking the Print button, if you mark the check box labeled "Print to Disk or Email", the following screen will be displayed.



There are a number of fields on the "Print Reports to Disk" screen that can be used when printing reports to disk.

Save report to this folder - This field contains the folder where the report will be saved. This will normally be a folder named REPORTS, and it will reside within the folder that your data file resides in. In the screen above, the REPORTS folder is inside the SAMPLEDATA folder because the Sample Data file is selected..

There is a button with an ellipsis on it on the right side of the folder where the file will be saved. This can be used to select a different folder than the one displayed. If you select another folder and want it to be used as the default folder when printing reports to disk, click the "Set as Default" button after changing the folder.

If you want to select the desktop as the folder where the file will be saved, click the "Save to Desktop" button.

Filename - This field contains the name of the file that the report will be saved to. If you want to select an existing file, you can use the button with the ellipsis on it on the right side of the Filename field.

Open file after printing? - If you want to open the file after printing to disk, mark this check box. Normally, when printing a report to disk, it will NOT be opened under the assumption that you've probably already viewed it or printed it.

Append to the filename entered above? - If you've entered or selected a filename that already exists and you want to append the report selected to the end of the report file (PDF) entered in the Filename

field, then mark this check box.

Email report as attachment? - If you want to email this report as an attachment, then this check box should be marked.

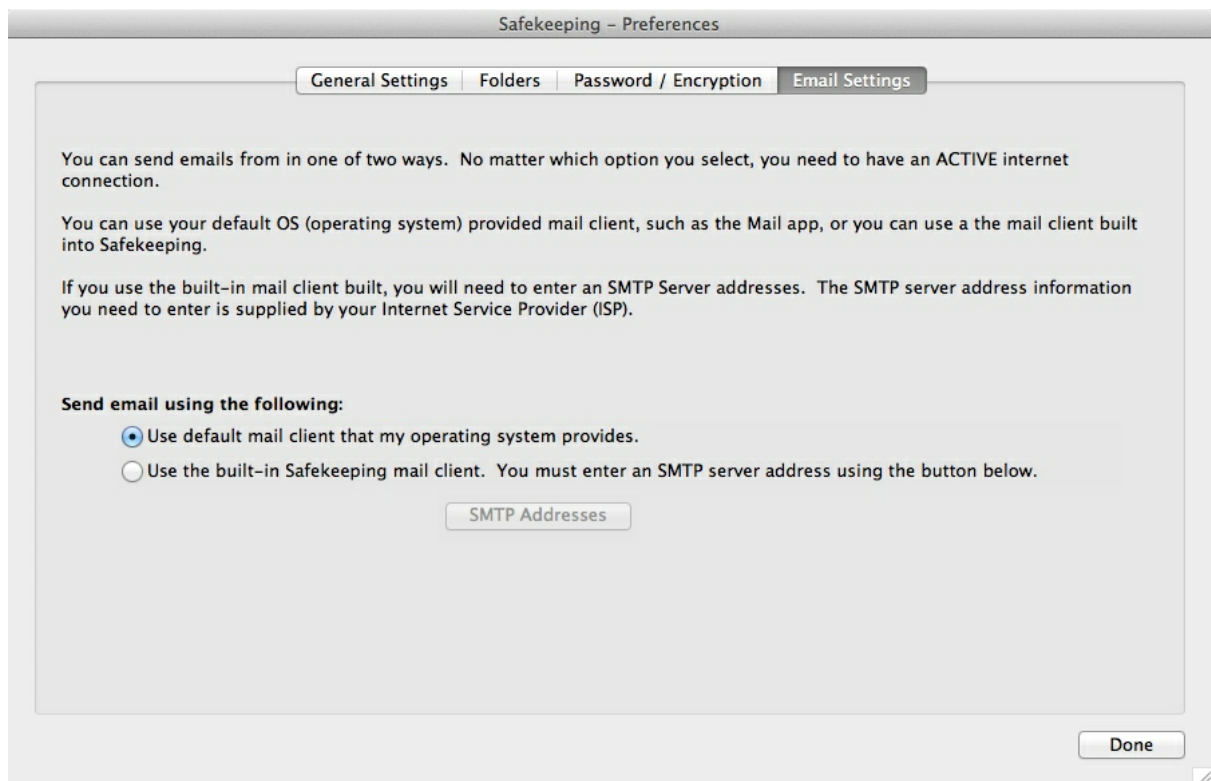
When you click the OK button, you will be returned to the report dialog screen. To generate your report using the options you selected on the "print-to-disk" screen, just click the Print button. If you decide you don't want to print the report to disk or email the report, simply uncheck the "Print to Disk or Email" check box before you click the Print button.

Note regarding emailing reports!

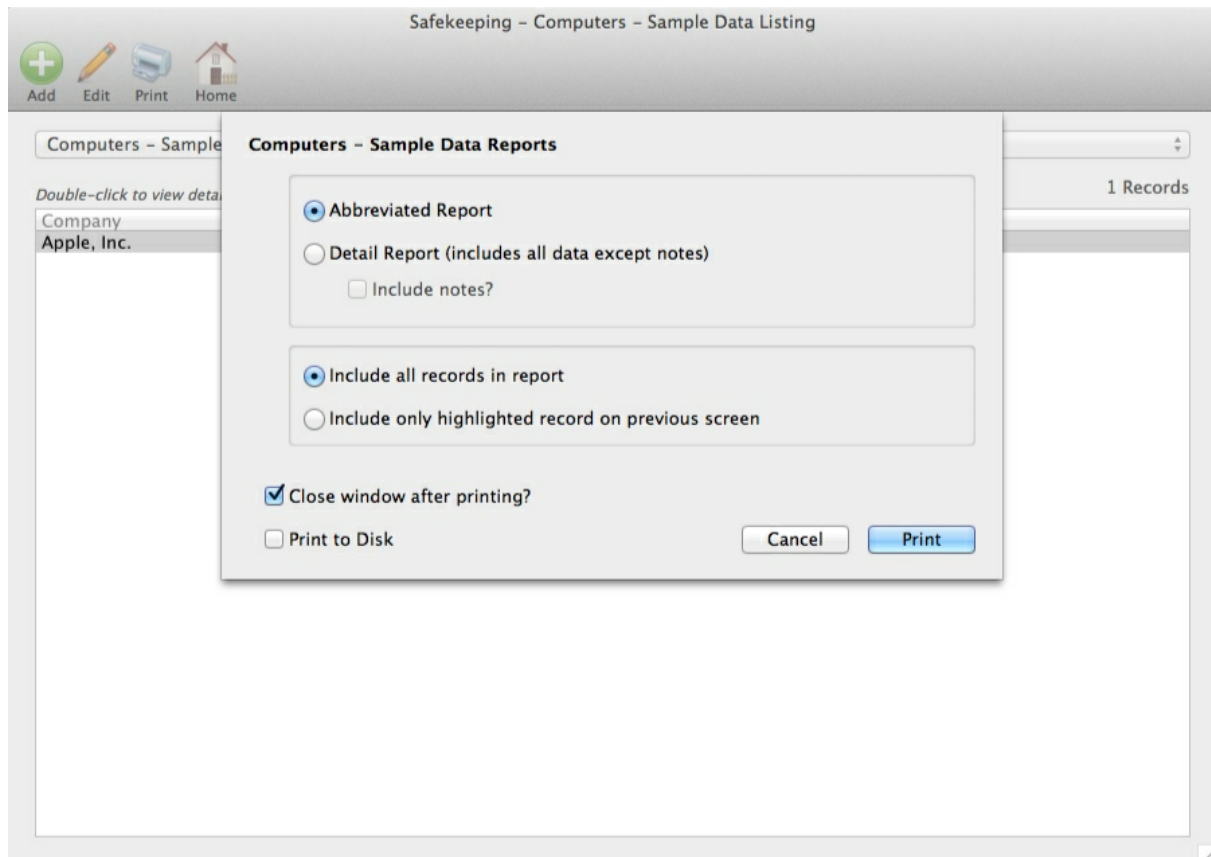
In the Preferences (Options in Windows), you can specify whether you want to use your operating system email client or one built into Safekeeping. You can see this option in the screen shot of the Preferences screen shown below.

If you specify that you want to use your operating system's email client (see Preferences screen below), then the "Print to Disk or Email" check box label will change to "Print to Disk" (see report dialog screen below), because you will have to create an email using your email client and then manually attach the report file to it.

Preferences screen.



Report dialog screen.

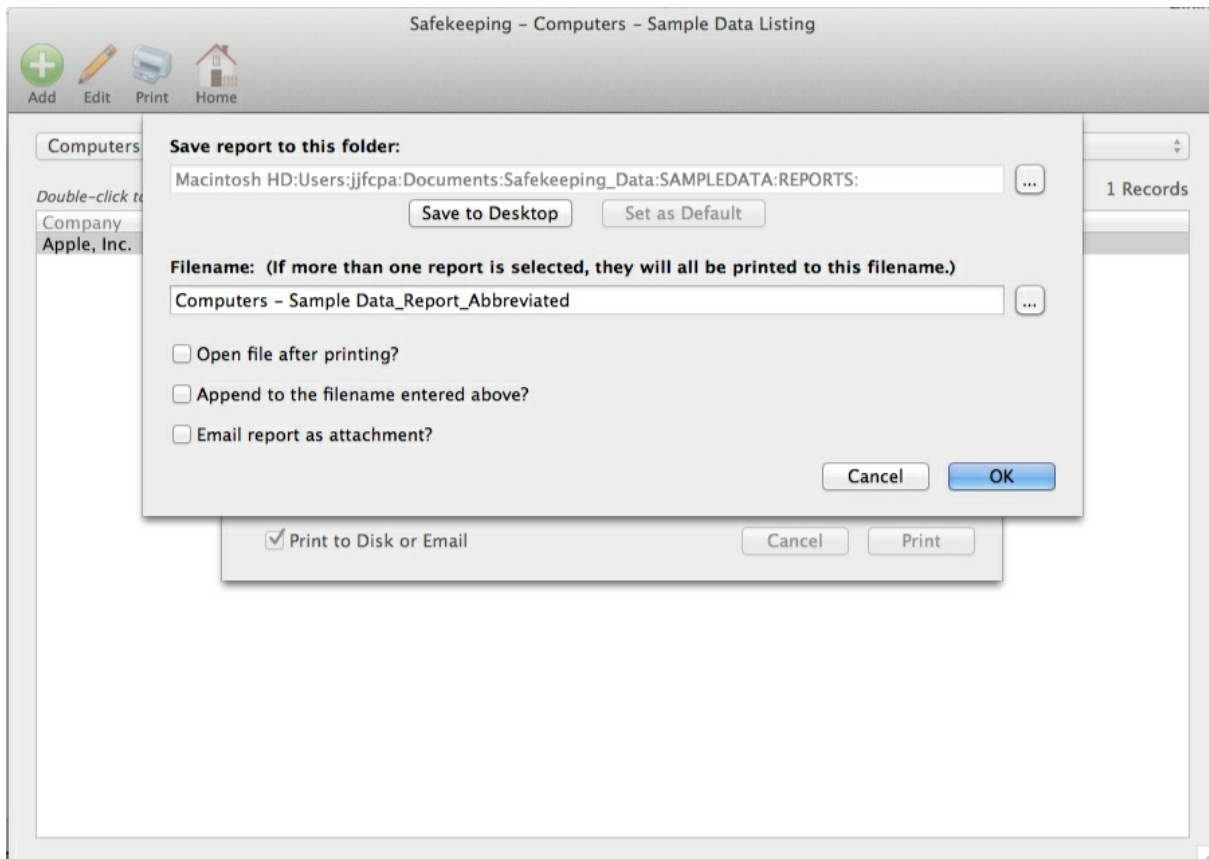


5.3 Emailing Reports

If you wish to generate a report and email it to someone, there are two ways to accomplish this. Both methods require that you have a working internet connection.

Print to Disk and Create Email

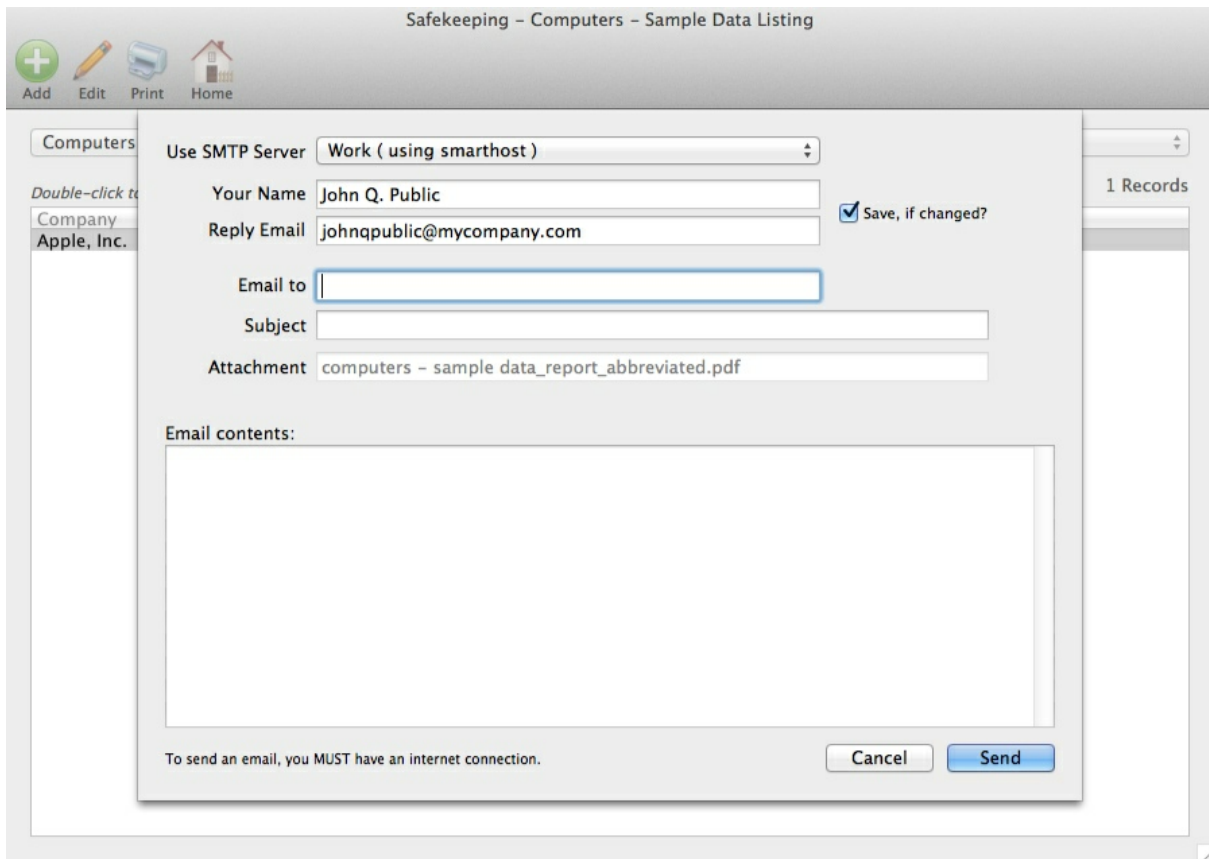
The first method requires you to print the report to disk, then create an email using your mail client (software application) and attach the report file to your email. When printing reports to disk, as shown on the following screen, the folder where the file will be saved is displayed below the "Save report to this folder" label. When you create your email, this is the folder where your report file will be saved.



Email Report as Attachment

The second method is to mark the "Email report as attachment?" check box. After the report is printed to disk, an email screen will be displayed (see below) with the report file already attached.

After completing the email screen, click the Send button to send your email to the email address entered.



If you click the "Save, if changed?" check box, the name and reply email will be saved and used as the defaults the next time you email a report.

6 FAQs (Frequently Asked Questions)

6.1 Where is my data being saved?

This depends on your operating system.

On the Macintosh under OSX, your data folder is as follows:

```
/users/{user_name}/documents/Safekeeping_Data
```

The name of the file that contains your data is: Safekeeping.sk

On Windows (Vista and Windows 7), your data folder is as follows:

```
/users/{user_name}/My Documents/Safekeeping_Data
```

The name of the file that contains your data is: Safekeeping.sk

There are three other folders that are created inside your data folder:

Backups - this is where your backups are saved.

Reports - this is where the reports you print to disk are saved.

SampleData - this is where the sample data file resides. (Note - If you haven't selected the sample data file yet, this folder will be empty.)

6.2 Is there any limit to the amount of data I can enter?

There is no limit to the amount of data that can be entered in Safekeeping.

6.3 How can I move my data to a shared drive?

This is very easy to do as long as you follow these steps.

1. Create a folder where you want your new data to reside.
2. Copy the Safekeeping.sk data file from the current data folder to the new location. You can find out where your current data folder resides by selecting Preferences (Options in Windows) and then click the Folders tab.
3. Go the Preferences (Options in Windows) screen and click the Folders tab. Click the button to the right of the data folder field and use it to navigate to the folder where you copied your data file.
4. If your data file is found, that's all there is to it. If it is NOT found, you may be asked if you want to create a new data file. If this happens, you've selected the wrong folder. Go back to Step 3.

NOTE - If you also want to permanently re-locate your backups, reports (printed to disk), and sample data file, then you should copy the folders Backups, Reports, SampleData from your current folder location to the folder where you copied your data file.

6.4 Is there any way to sync data between two data files?

Currently, data is not automatically synchronized between two computers. However, there is an easy solution to this if you need to ensure that your Safekeeping data is the same on more than one computer AND you don't want to have to copy it from computer to computer manually.

You can create a Dropbox account (Dropbox offers a free 2 GB account at www.dropbox.com) and perform the following steps. This will keep your Safekeeping data synchronized between one or more computers.

See the caveat at the end of this section regarding multiple users accessing the same data file..

1. Create a Dropbox account on all the computers that you want to ensure the data is synchronized.
2. Copy your Safekeeping_Data folder to your Dropbox folder.
3. Start Safekeeping and go the Preferences (Options in Windows) and change your data folder location to the Safekeeping_Data folder located in your Dropbox folder.

4. Repeat step #3 on all the computers that you want to access the Safekeeping data. If the Safekeeping_Data folder does not exist on the Dropbox folder after you install Dropbox, you may need to wait a minute or two until Dropbox syncs it to their website.

Caveat about using Dropbox for synchronizing data when more than one user is accessing the data.

It is important to understand that data is not really being synchronized as much as your data file is being copied from one computer to another whenever it is changed on any computer that has a Dropbox folder and the Safekeeping_Data folder in it. If you are making changes to your Safekeeping data and are not online, then the data file will not be copied UNTIL you are online again. You need to remember this point so that you don't accidentally lose changes made on one computer that is not online, and then make changes on another computer that is online. The changes made on the computer that is online will be copied over the computer that was not online the next time it connects to the internet.

In addition, to clarify the issue with multiple users making changes to the Safekeeping data, here is an example of data changes that will not be handled properly by Dropbox.

If you make a change on your computer and someone else makes a change on another computer, you may very well end up with only one persons changes being reflected in the Safekeeping data file. This is because Dropbox does not really look at changes made IN a file as much as look at the fact that the file was changed. It is not really suitable for more than one person making changes to a file. However, it is very effective if you will be the only one changing the data and want to make sure that the data is the same on more than one computer.

6.5 Can I delete backups that I do not want any more?

Yes. Your backups reside in a folder called Backup in your data folder. You can delete any of the backups you do not wish to retain. Backup files are named as follows:

Safekeeping.001, Safekeeping.002, etc.

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End of Safekeeping Help File