

# OWL'S DIVORCE INVENTORY FOR WINDOWS ©



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## GENERAL

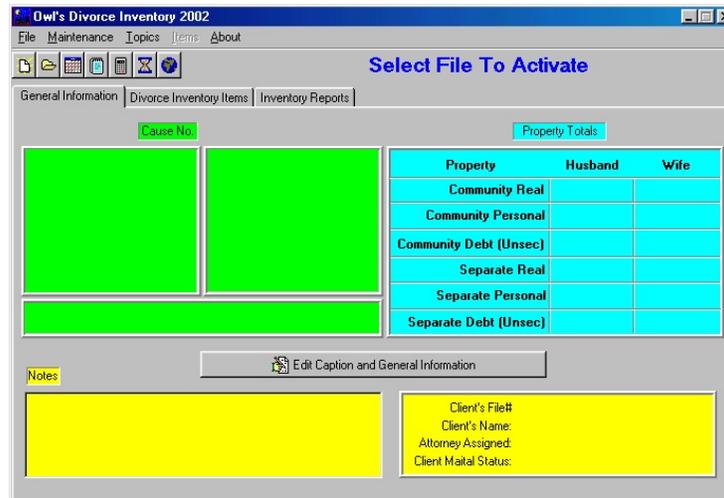
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## INSTALLATION INSTRUCTIONS

To install Owls Divorce Inventory, follow these easy steps:

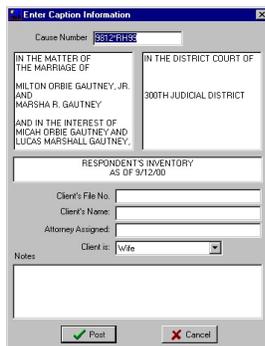
1. Place the CD in the appropriate drive;
2. If the installation program does not start, open **My Computer**, and then double click on the CDROM drive. If that fails to start the install program, open the CDROM drive and click on **Launch.exe**
3. After installation is complete, the program will place a program icon in the folder, Owl's Programs on the Start Menu and on the desktop.

# Owl's Divorce Inventory for Windows



This is the primary window for the Inventory Program. Until a file is selected, only the menu at the top of the window will be active. A file may be selected in one or two ways. Click on File and make the appropriate menu choice, or click on the “file new” picture button or on the “file open” picture button. Once a file has been activated, the totals of any inventory items listed will be shown in the blue area. Add or edit the Caption by clicking on the Edit Caption Button.

The edit caption button allows you to enter the caption and other information. A mandatory data entry is whether your client is the Husband or the Wife. This data affects the various reports which are made concerning the inventory. The notes section is for your information, such as making a reminder list of the things you need to accomplish. When finished, clicking on “Post” will record the information you have entered and return to the main screen.

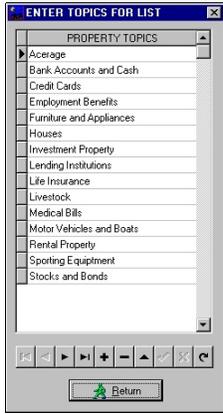


## General Information

Across the top of the Main Window are seven speed buttons. They do the following things when clicked with the mouse. (1) Opens a new inventory file. (2) Opens an existing inventory file. (3) Opens a calendar (4) Opens the windows notepad or other file you selected. (5) Opens the windows calculator, or other file of your choice. (6) Opens a timer. (7) Opens “About Owl”.

Under the File menu are three other choices. “New” will create a new inventory file. “Open” will open an existing file. “Copy” allows you to copy the inventory file of your choice. “Delete” allows you to delete the inventory file selected. “Exit” will exit the program normally.

The next menu item is “Maintenance”. Under this heading, you can modify the standard topics used in the inventory system, and also provide for the programs which can be launched when you click on the speed buttons (4) and (5).



**Topic Creation**

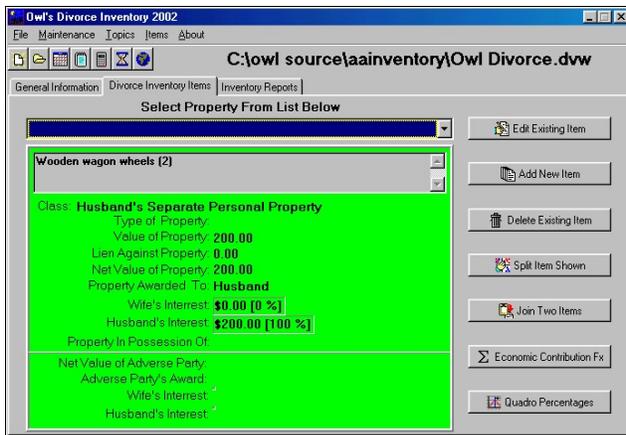
“Topic File (Default)” will allow you to edit the standard list of topics. These are topics which are normally used when entering items into the inventory. You should not include items in this list which are not normally used in the majority of the inventory files. These infrequent topics should be entered at a later time. See explanation under “Topics”. When the mouse arrow is over one of the edit buttons, a message will indicate the function of that button. The “+” will add an entry. The “-” will delete the entry. The “▲” will edit the entry. The “checkmark” will confirm the item in the list. The “X” will abort the change to the item. The “turning arrow” will undo any changes made.



**Program Launch**

Under “Program Launch” you can choose the programs that will begin by clicking buttons (4) or (5) by clicking the button for the Notepad or the calculator. Use the displayed screen to find and select the program file desired. The program will be launched when the corresponding speed button is selected with the mouse.

The next main menu choice “Topics” is for the inclusion of temporary topics for inventories that you create. The first section “Add temporary topics” is a toggle choice. As you click on this choice, you will see a checkmark appear and disappear. When the checkmark is present, any topic you add which does not exist in the topic list will be added to the topic list for that inventory and any other inventory while you have the inventory program open. “Update Topics From File” will add any topics which are in the inventory file that is open and not in the topic list to the topic list on a temporary basis. “Generate Default Topics List” will remove all temporary topics from the topic list. The resulting topic list will be the default list that you maintained under the “Topic File (Default)” choice on the menu.



**Divorce Inventory Items**

The “Items” list will not be active until you have selected the second tab “Divorce Inventory Items”. It is from this screen that you will actually build the inventory. If any items exist, select the one you want to display by clicking the “▼” and highlighting the item. The “Items” menu is a speed menu which will allow you to use the menu or a function key for that menu item. “F2” will add an item. “F3” will edit an item. “F4” will delete an item. The top three buttons on the side of the green panel will do the same thing. “Split Item Shown” will allow you to divide

an item by percentages, giving the resulting values on the same line. The “Join Two Items” button will allow you to add any two items together to get a single inventory item.

**Detailed Entry of Inventory Item Data**

The item add-edit screen is the primary screen for the entry of the information concerning the individual items in the inventory. The “▼” under class will present a list of classes. Choose the appropriate class. Also note that the class shown the Items screen will be the default choice which you “add” an inventory item and display the add-edit screen. The “▼” under “Type” will present the topic list for you to choose the topic. As mentioned, you can add temporary items here if the menu selection is “checked”. Enter a description under the next field and then any notation under Item Memo. In the client information box, you will enter the values as required, and designate who will be the recipient of the item. You also can propose a split of this item by selecting the split button. The results of the split will be shown at the bottom of the panel. If known, the adverse party’s values should also be entered. By selecting “Post” the data will be added or changed. Selecting “Cancel” will undo any changes made.

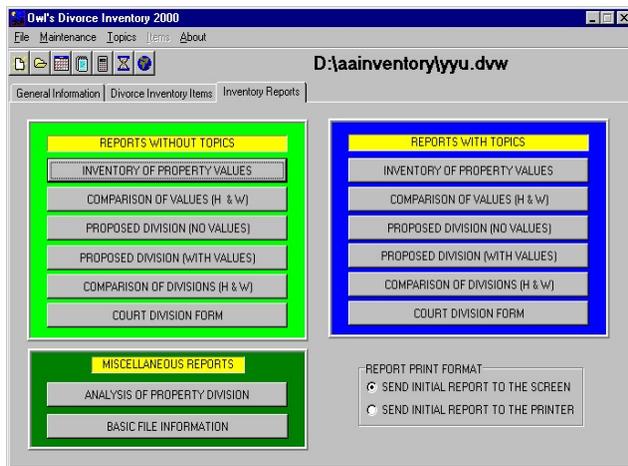
The item add-edit screen is the primary screen for the entry of the information concerning the individual items in the inventory. The “▼” under class will present a list of classes. Choose the appropriate class. Also note that the class shown the Items screen will be the default choice which you “add” an inventory item and display the add-edit screen. The “▼” under “Type” will present the topic list for you to choose the topic. As mentioned, you can add temporary items here if the menu selection is “checked”. Enter a description under the next field and then any notation under

**Split Value by Percentage**

The Split Value screen only requires that you put in the percentage that the Wife will get from the split of the item. The program will compute the resulting percentage for the Husband and the resulting values for the Husband and the Wife.

**Quadro Computation**

The Quadro Percentages will allow you to compute the separate and community interest in retirement in accordance with the “Berry Formula”. The percentages will be determined on the basis of the actual days in the plan for precise accuracy. You can also print out the calculation.



**Inventory Reports With and Without Topics**

The “Inventory Reports” tab will present a screen where you can choose which reports you want to produce. The reports can be printed with or without topics. The reports in each section are the same except for the printing of the topics. The choices are self explanatory and can be previewed on the screen or can be printed directly on the printer.

The report without values is particularly useful when attempting a settlement and you do not want the other side to become involved in the difference of your values and their values rather than the appropriateness of the division.

Thank you for purchasing our program. Call us or visit us at our Internet site at <http://www.OwlSoftwareInc.com> if you have any problems or suggestions about future editions of the program.

