



How to use UnderYourRoof.com

Follow these simple instructions to create your home inventory.

- Complete the registration form and click create user
- Next click continue
- Click add property
- Give your property a name but do not use your address
- Click add property
- Now you have to create the rooms in your home, so click add room. Give the room a name and assign a room type from the drop down list. Click add room.
- You can now add more rooms or start adding items to the room you have already created.
- Click on the room you wish to add to
- You are now in the add item field
- Assign a category from the drop down list
- Name the item
- If applicable add the serial number
- If you know the year of purchase and the cost when new add these now
- Add the replacement cost – this is particularly important if you have a 'new for old' insurance policy and to calculate your level of cover
- In the detail field you can put a more detailed description of the item. You may want to list brand, colour, size, condition, supplier
- If you have bought Inventory+ you can now add images already stored on your computer
- Click browse and find the relevant image and double click on it.
- Now click add item.
- This item is now stored on your inventory.
- To delete or edit an item click on the icons to the right hand side of your inventory.