



BaselinePCA

Property • Contents • Analysis

BaselinePCA: A Guide to DIY Inventory Setup

Step 1 - Sign Up

Go to <https://www.baselinesystem.com/pages/signup> to create your free inventory within our system.



BaselinePCA ANALYSIS CORP.

baseline **Open your account and get started! it's FREE**
Sign Up for FREE Advance targeted ads using zip codes

Home Why Baseline? **Sign Up** Using the Software Resources Advertisers Service Referral



A Free, Do-It-Yourself Account.

Sign Up

How our software works:



Take Inventory

BaselinePCA gives you the ability to be organized. Having a descriptive, detailed list of what you own can give you several ways to plan for the future. [...]



Create Reports

BaselinePCA allows you



Ever Tried Geo Tracking for your ads?
Advance targeting with zip codes

Sign Up


Place a text ad here

Place a text ad here

Step 2 - Filling out the Information

Choose an account type (residential or business) and fill out your information. If you need to change this information at any point, it can be done from the user dashboard. When filling in the captcha, make sure you fill it out exactly how it looks on the screen.

Once you're satisfied with information entered, click *Signup*.

Type of Account *	<input checked="" type="radio"/> Residential <input type="radio"/> Commercial
Username *	<input type="text"/>
First Name *	<input type="text"/>
Last Name *	<input type="text"/>
Email *	<input type="text"/>
Address	<input type="text"/>
Apt. Suite	<input type="text"/>
City *	<input type="text"/>
State / Province *	<input type="text"/>
Country/Region *	<input type="text" value="United States"/>
Zip / Postal Code *	<input type="text"/>
Telephone *	<input type="text"/>
Password *	<input type="text"/>
Re Enter Password *	<input type="text"/>
	
	<input type="text"/> *case sensitive



The Home Inventory Control Center:

The User Dashboard

Once you're through the signup page, you will be taken into our Home Inventory Control Center. Within this user dashboard, you will have access to the entire site and software. Start by familiarizing yourself with the tabs and tab functions. In the Inventory Control Center, you will have the ability to fully customize your inventory and change any user or account information as needed.

The screenshot shows the user dashboard for BaselinePCA Analysis Corp. The top navigation bar includes links for Home, Why Baseline?, Sign Up, Using the Software, Resources, Advertisers, Service Referral, and Dashboard (which is highlighted). On the left, a sidebar menu lists: Dashboard, Insurance Company Info, Add Room, Add Category, Add Item, View Items, View Documents, Create a Report, and View Uploaded Pictures. The main content area is titled "Home Inventory Control Center" and features three large circular icons: "Add Pictures" (camera icon), "Add Items" (plus sign and document icon), and "View All Items" (laptop and magnifying glass icon). To the right of these icons is a login form with fields for Username, Old password, and New password, and a submit button. Below the login form are four menu items, each with an icon and a description: "USER INFORMATION" (person icon) for managing contact and account info; "INSURANCE COMPANY INFO" (building icon) for managing insurance details; "LOCATION" (house icon) for managing multiple addresses; and "ADD ROOMS" (plus sign icon) for creating rooms. A partially visible "ADD ITEM" option is at the bottom.

The Inventorying Framework:

1. Insurance Company Info



INSURANCE COMPANY INFO

Manage insurance company and agent information; enter and update policy information.

First and foremost, find the *Insurance Company Info* tab on the right hand side of the dashboard.

Open the tab and add your Insurance Company and Policy Information in the boxes.

Insurance Company *	<input type="text"/>
Address 1	<input type="text"/>
Address 2	<input type="text"/>
City	<input type="text"/>
State / Province	<input type="text"/>
Zip / Postal Code	<input type="text"/>
Country / Region *	<input type="text" value="US"/>
Telephone	<input type="text"/>
Website	<input type="text"/>
Policy Number	<input type="text"/>
Insurance Broker	<input type="text"/>
Broker Email	<input type="text"/>
Broker Address 1	<input type="text"/>
Broker Address 2	<input type="text"/>
Broker City	<input type="text"/>
Broker State / Province	<input type="text"/>
Broker Zip Code	<input type="text"/>
Broker Telephone	<input type="text"/>
Notes	<input type="text"/>

The Inventorying Framework:

2. Add Rooms

Go to the “Add Room” tab on the left or right side of the User Dashboard.

Add all the rooms that are specific to your structure.



ADD ROOMS

Create a place or room that items will go into.

Add Room

- **NOTE: You must add a room before you can add items.**
 - * Indicates a required field

Click to add a room from the list, or create your own room below.

- Living Room
- Family Room
- Dining Room
- Breakfast Room
- Kitchen
- Master Bedroom
- Master Bathroom
- Bedroom 1
- Bedroom 2
- Bathroom
- Office

- Create A Room

- Room Name *

- [CANCEL](#)

3. Add Categories

After adding rooms, go to the “Add categories” tab on the left side of the page. Categorize the items that are both general and unique to your structure (ie. furniture & glassware). After adding categories, you will see a list of them at the bottom of the page.

• ADD/EDIT Category

* Indicates a required field

Add Category

Category Name *

CANCEL

All Categories

Furniture	View items in this category	Edit	Delete
TV's	View items in this category	Edit	Delete
Structural Photos	View items in this category	Edit	Delete
General Room Pictures	View items in this category	Edit	Delete
Fine Art	View items in this category	Edit	Delete
Framed Pictures	View items in this category	Edit	Delete
Window Shades	View items in this category	Edit	Delete
Sporting Goods	View items in this category	Edit	Delete
Printer/Scanners	View items in this category	Edit	Delete
Clothing	View items in this category	Edit	Delete
Accessories	View items in this category	Edit	Delete
Appliances	View items in this category	Edit	Delete
Small Appliances	View items in this category	Edit	Delete
Musical Instruments	View items in this category	Edit	Delete

The Inventorying Framework:

4. Add Items

After creating rooms and categories, begin adding property. For each item you create you have the ability to add images, receipts, appraisals, descriptions, replacement values, and even more. Remember, the more information you archive on an item, the easier it would be for you during a claims process.

- [Dashboard](#)
- [Insurance Company Info](#)
- [Add Room](#)
- [Add Category](#)
- [Add Item](#)
- [View Items](#)
- [View Documents](#)
- [Create a Report](#)
- [View Uploaded Pictures](#)
- [View Cart](#)
- [View Cart Items](#)
- [Search Items](#)

Add/Edit Item

NOTE: You must add a room before you can add items.

* Indicates a required field

* Attachment rules: Please choose a file less than 5 MB, should be of type jpg, jpeg, gif or png, file name should not repeat any previously uploaded file's name.

Item Name *

Room * ADD ROOM

Category * ADD CATEGORY

Item image Browse... Remove

Item image2 Browse... Remove

Item image3 Browse... Remove

Item image4 Browse... Remove

Receipt Browse... Remove

Appraisal Browse... Remove

Quantity

Replacement Cost (\$)

Date Purchased (MM/DD/YYYY) Calendar icon

Place Purchased

Make

Model

Serial#

Description

or Email Confirm Order

[CANCEL](#)

The Inventorying Framework:

5. Generate Reports



ERROR: ioerror
OFFENDING COMMAND: image

STACK: