

Your home inventory, protected.

A practical guide for homeowners and renters who want to know exactly what they own, what it's worth, and prove it in seconds if something is lost, damaged or stolen.

What this manual covers

- Setting up your private home inventory in under 5 minutes
- Adding items by phone, camera, QR label or CSV
- Grouping items by room, category and warranty
- Choosing your currency (Rand, US Dollar, Euro, Pound and more)
- Printing QR labels for insurance and stock takes
- Exporting a claim-ready PDF for your insurer

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Welcome — what AssetTrack is for a homeowner

AssetTrack is normally used by businesses to track laptops, tools and equipment.

Personal mode strips that back to what you actually need at home: a private, searchable record of your household contents with receipts, photos, serial numbers, purchase price and current replacement value.

You will use it to answer three questions quickly:

- What do I own? A room-by-room list with photos.
- What is it worth today? Purchase price, plus depreciation, plus current replacement estimate.
- Can I prove it? A one-tap PDF with photos, receipts and serial numbers to attach to an insurance claim.

AssetTrack is for the contents of your home, not the building itself.
Track your television, jewellery, laptops, power tools and appliances — not walls, foundations or the roof. Those belong on your buildings insurance policy.

Who this manual is for

- Homeowners who want a proper household inventory for insurance renewals
- Renters wanting a personal record separate from a landlord's asset list
- Anyone who has ever tried to remember, mid-claim, what was in a burgled house
- Collectors of wine, art, jewellery, tools or memorabilia

Create your home inventory (the first 5 minutes)

Step-by-step

- Go to salescollabassettrack.co.za and click Get started.
- Sign in with Google or your email address.
- In the “Who is this for?” question, choose Personal.
- Give your home inventory a friendly name — for example “The Smith household” or “42 Oak Lane”.
- Click Continue. That's it — your private home inventory is ready.

Personal mode skips team, procurement and category setup. AssetTrack pre-loads a set of household categories (Electronics, Appliances, Furniture, Jewellery & watches, Tools & garden, Art & collectibles) so you go straight from sign-up to adding your first item.

Naming tips

- Use a name a family member would recognise. If you ever need to hand the record to a spouse, adult child or executor, a clear name helps.
- The name is private. Nobody outside your household ever sees it.

Add your first item — three ways

From the dashboard, click Add asset. You have three practical ways to enter items:

1. Type it in

- Give the item a clear name — for example “Samsung 55" QLED TV — living room”.
- Choose a category (Electronics, Appliances, etc.).
- Enter the purchase date and price. You can guess — you can always edit it later.
- Enter the serial number if you can find it (usually on a sticker on the back).

2. Take a photo of the box or serial plate

- In the “Add asset” screen, tap Take photo.
- Your phone or laptop camera opens directly — no app to install.
- Snap the item, the box, or the serial plate. The photo attaches to the record automatically.
- You can add multiple photos to one item (receipt, front view, back view, serial).

3. Upload from your phone or laptop

- Tap Upload photo to pick an existing picture from your phone gallery, iCloud or laptop.
- Accepted formats: JPG, PNG, HEIC (converted automatically). Maximum 15 MB per photo.
- You can also drag-and-drop a picture onto the form from a laptop.

Bulk-import a whole household in one go.

If you already have a spreadsheet from an old inventory or your insurance broker, use Settings → Import → CSV to load hundreds of items in one paste. A template is provided.

Organise by room, category and warranty

Rooms (Locations)

In personal mode, “Location” means the room. Set up your rooms once (Kitchen, Master bedroom, Study, Garage, Loft...) and each item is filed there. When you generate a claim PDF, items are grouped room-by-room which is exactly how loss adjusters like to see them.

Categories

Every household item lives in one category. AssetTrack pre-loads the six categories most homes need. You can add, rename or delete them under Settings → Categories.

Warranty tracking

- On any item, enter the warranty months (e.g. 24 for a 2-year appliance).
- AssetTrack calculates the warranty end date automatically.
- You get an email 30 days before a warranty expires so you can decide whether to extend it.
- Upload the warranty document (PDF or photo) so it's always to hand.

Take and attach photos (phone, laptop, upload)

Photos are the single most important part of a household inventory — a loss adjuster will accept a photo of the item plus a photo of the serial plate as sufficient proof of ownership for most items.

From a phone browser

- Open AssetTrack in Safari (iPhone) or Chrome (Android).
- Open the item and tap Take photo. The browser will ask for camera permission — tap Allow.
- The camera opens full-screen. Snap the shot; it uploads immediately.
- Repeat for the box, receipt, back of the unit, and serial plate.

From a laptop with a webcam

- Tap Take photo on the item screen.
- If the browser prompts for camera access, choose Allow.
- Hold the item up to the webcam and press the capture button.

Uploading existing photos

- Tap Upload photo instead of “Take photo”.
- Pick from your camera roll, iCloud, Google Photos, or a folder on your laptop.
- You can select several photos at once — each attaches as its own entry.

Tip: photograph the serial plate up close.

Insurers love serial numbers because they let them verify the item was actually yours. A close-up photo of the sticker or engraved plate is worth ten “proof of ownership” forms.

Scan barcodes and QR codes from your phone

Every item you add gets a unique QR code. You can print that QR onto a small sticker and put it inside a cupboard door or on the back of the TV — during a stock take, scanning the sticker jumps you straight to the item.

How to scan

- On your phone, go to Scan in the main menu (or open salescollabassettrack.co.za/scan).
- Tap Start camera and allow camera permission when prompted.
- Point the camera at the QR sticker on the item.
- AssetTrack opens that item's record instantly. From there you can tap Take photo to attach a new picture, mark it as damaged, or add a note.

Barcodes on new items

Most new appliances and electronics have a barcode on the box. The scanner reads standard barcodes (EAN-13, UPC-A, Code 128) as well as QR — useful for capturing model numbers without typing.

Print QR labels for your items

You do not need a special printer. AssetTrack generates a print-ready sheet you can run through a normal home laser or inkjet on standard A4 label stock.

How to print labels

- Go to Assets in the sidebar.
- Tick the items you want to label (or use “Select all”).
- Click Print labels. A PDF opens with the labels laid out on an A4 sheet.
- Choose your label size (30 per sheet, 60 per sheet, or a single 60mm x 40mm roll for a Zebra / Brother thermal printer).
- Print, peel and stick.

Where to stick them

- Televisions and monitors — bottom edge, back-right corner.
- Appliances — inside the door or on the back near the serial plate.
- Jewellery and watches — inside the box lid, not on the item itself.
- Tools and garden equipment — on the handle or motor housing (use polyester labels for anything used outdoors).
- Furniture — under a drawer, under a chair seat, or inside a cabinet.

Waterproof and outdoor labels.

Standard laser labels are fine indoors. For garden tools, camping gear or outdoor furniture, order polyester labels with a laminated overlay from any A4 label supplier — they survive rain, sun and abrasion for years.

Choose your currency and change it later

Setting your currency

- Click Settings in the sidebar (bottom-left corner).
- Under Workspace, find the Currency selector.
- Choose your currency: ZAR (Rand), USD, EUR, GBP, AUD, CAD, NZD, and many more.
- Click Save changes. All amounts across the app update immediately.

The Save button lights up as soon as you change the currency. If it stays greyed out, make sure you actually picked a different currency to the one already set.

What changes when you switch currency

- Every purchase price, current value and replacement value is displayed in the new symbol.
- The exported claim PDF uses the new currency.
- Existing amounts are not converted — they just relabel. If you paid R25,000 for a TV and switch to USD, it will show as \$25,000 until you edit the price. This is deliberate: AssetTrack never guesses exchange rates.

Insurance — the claim-ready export

The single most useful thing AssetTrack does for a homeowner is generate a PDF you can hand to your insurance broker.

Generating the claim PDF

- Click Reports in the sidebar.
- Choose Household inventory (claim-ready).
- Optionally filter to one room, one category or one date range.
- Click Generate PDF. The document downloads instantly.

What the PDF contains

- Cover page with your name, address and total insured value
- A room-by-room listing of every item, with photos, serial numbers and purchase prices
- A category summary (Electronics: R123,000 · Jewellery: R45,000, and so on)
- A signed page with today's date, ready to countersign and email to your insurer

Do this once a year at policy renewal.

Ten minutes of exporting and updating today can save weeks of paperwork after a break-in or fire.

Warranties, receipts and service records

Attaching receipts

- Open any item and click Documents → Add document.
- Upload the receipt as a PDF or a photo of the till slip.
- The receipt is stored securely and shows up on the item's page forever.

Recording repairs and services

- Open the item and click Maintenance → Log service.
- Enter the date, what was done, and the cost.
- Attach the invoice if you have one.
- The service history proves the item was well cared for — useful for warranty claims and resale.

Warranty reminders

AssetTrack emails you 30 days before any warranty expires so you have time to extend it. If you don't want the email, turn it off under Settings → Notifications.

Backup, privacy and who can see your data

Privacy

- Your home inventory is private to you. Nobody at SalesCollab can see the item list — data is protected by row-level security at the database level.
- Nobody outside your household can access the data unless you explicitly invite them (and personal mode has team invites turned off by default).
- Photos and receipts are stored encrypted at rest and served over HTTPS.

Backup / export

- Under Settings → Export you can download a full CSV of your inventory at any time.
- You can also download a ZIP containing every photo and document you have uploaded.
- Keep a copy on an external drive or a cloud folder — the same rule any insurer will tell you: keep the record in more than one place.

Delete your data

You can delete your home inventory at any time under Settings → Danger zone → Delete workspace. The record and every photo are removed within 24 hours.

Troubleshooting and support

Camera won't open when I tap “Take photo”

- On iPhone, open Settings → Safari → Camera and make sure it is set to Allow.
- On Android, open Chrome → Settings → Site settings → Camera → salescollabassettrack.co.za and set it to Allow.
- Reload the page after changing the permission.

Upload fails on a large photo

- Photos larger than 15 MB are rejected. Modern iPhones sometimes save 20-40 MB HEIC files.
- On iPhone: Settings → Camera → Formats → Most Compatible to save as smaller JPEGs.
- Or take the photo directly through “Take photo” instead of uploading a high-res original.

Save button is greyed out on Settings

- The Save button lights up only after you change something. If you re-select the value that's already saved, nothing has changed and the button stays grey.
- Pick a different currency (or edit the workspace name) and Save will enable.

QR scanner can't read a printed label

- Reprint the label — a smudged or half-cut sticker won't decode.
- Try in better light. Camera autofocus needs contrast to lock on.
- Or type the asset ID manually into the “Look up” box on the Scan page.

I need to add my house as an asset

AssetTrack is for the contents of your home, not the building. The building itself belongs on your buildings insurance policy. Track each room's contents separately so a partial loss (kitchen fire, study burglary) generates the right claim.

Contact support

Email info@salescollabassettrack.co.za. We reply within one business day and usually the same afternoon.