

Valu-Basic

User Manual – free inventory manager for the USB stick

Version 2.3 · October 2026

This manual describes how to use Valu-Basic. How to put Valu-Basic on the stick and start it is explained in the **USB Stick Installation Guide**; short answers to common questions are in the **FAQ**.

1. Introduction

1.1 What is Valu-Basic?

With Valu-Basic you record your valuables with photo, purchase date, price, room and receipts. Typical reasons:

- a list for your home contents insurance,
- being prepared in case of damage (burglary, fire, water),
- an overview of collections, instruments, tools or technology.

Valu-Basic runs without installation straight from a USB stick or an external hard drive, on Windows with a double-click; on the Mac it needs the free PHP once (see the installation guide). All data stays on the stick; no internet connection is needed.

1.2 Valu-Basic or ValuSafe?

Valu-Basic is meant for one person. If you want to keep your inventory with several people, access it on the go or from a smartphone, or look up product data by barcode, use ValuSafe – for your own web space, a NAS or Docker, also free: palindrom.de/valusafe. You will find the side-by-side comparison in Valu-Basic under **Vergleich** (help icon).

2. Signing in and out

- After starting, the browser opens the sign-in page. Sign in with the account you created during setup. You then see the overview of your items.
- Setup and sign-in page appear in your browser's language; at the bottom of the page you can choose one of nine languages.
- After 60 minutes without activity, Valu-Basic signs you out automatically.
- After five wrong passwords within 15 minutes, signing in is blocked for a while.
- Forgotten your password? On the stick, double-click "Windows - Passwort vergessen" or "Mac - Passwort vergessen" and enter the new password twice. A lock after failed attempts is lifted as well.
- Signing out: icon **Logout** at the bottom of the left bar. Before unplugging the stick, quit Valu-Basic with "Windows - beenden" or "Mac - beenden" on the stick.

3. The interface

On the left there is a narrow bar with icons. When you point at one with the mouse, its name appears.

Icon	Contents
Overview	List of all items with search and filter (chapters 4 and 5)
Dashboard	Key figures and claims readiness (chapter 6)
Insurance	Insurance policies and assigned items (chapter 7)
Damage claim (warning triangle)	After a burglary, fire or water damage: list for the police and claim report (section 7.2)
Statistics	Analyses by category, room and time
Gallery	All photos at a glance

Admin (gear)	Rooms, categories, backup and restore, logs (chapters 9 and 11)
Help & information	Manual, FAQ, version comparison, changes
Settings	Colour theme, language, your data (chapter 10)
Logout	End the session

At the top you will find the **Export** button (chapter 8), the button for adding a new item and Quick for quick entry (section 4.2).

4. Items

4.1 The overview

The overview shows all items as tiles or as a table – switch with the two icons at the top. In the table you use **Columns** to choose which fields are visible and in which order; Valu-Basic remembers your choice. In both views, clicking an item opens the details on the right.

4.2 Adding a new item

Click the plus icon. Only the name is required; the more you fill in, the better prepared you are in case of damage.

Field	Meaning
Name *	Description, e.g. "Laptop, 14 inch"
Room, location, position	Where the item is – from the room (living room) down to the exact spot (shelf, top compartment)
Category	Type of item, e.g. electronics or jewellery
Created by	Pre-filled with your default creator (chapter 10)
Purchase date	When you bought the item
Listed here on	When you recorded it in Valu-Basic (pre-filled)
Price (€)	Purchase price
Barcode / ISBN	Type it in or scan it with the camera (section 4.3)
Serial number	Usually on the rating plate – after a theft the most important feature for the police
Notes	Condition, accessories, special features
Two custom fields	For your own details (e.g. colour or material); you change their label in the overview under Columns
Image	Photo of the item (JPG, PNG, GIF or WebP)

It is quicker with Quick at the top: quick entry only asks for photo, name, room, category, price and note – for a walk through your home with the laptop, for example. You add the rest later when editing.

4.3 Scanning a barcode

Next to the Barcode / ISBN field, a button opens the computer's camera. Hold the barcode in front of it – the number is filled in and saved with the item. Valu-Basic cannot look up product data (name, manufacturer) on the internet; ValuSafe offers that.

4.4 Pictures and documents

When editing, you can add more pictures and set one of them as the main picture. Store receipts such as invoices, warranty cards or valuations as documents, e.g. as PDF. In case of damage, the invoice in particular is often the most important proof.

4.5 Editing and deleting

In the overview, the pencil opens editing and the bin deletes after confirmation. Several items can be selected and edited, hidden or deleted together. Deleted items can only be brought back from a backup (chapter 11).

5. Search and filter

The search field at the top of the overview filters as you type. With **Advanced Search** you narrow it down further:

- category and room,
- price from – to,
- purchase date range,
- only items with an image or only with a document.

The last two filters quickly show where a photo or an invoice is still missing.

6. Dashboard

The dashboard summarises your inventory: total value, number of items, most valuable item and category, value per category, recently added items and latest activities.

The **Claims readiness** tile shows as a percentage how many items have a **photo**, a **price** and a **purchase date**. These are the details an insurer asks for first after a loss.

7. Insurance and damage claims

7.1 Insurance

Under **Insurance** you create your insurance policies via “Manage” (e.g. home contents, musical instruments) and assign items to them. The page shows the assigned items and their total for each policy; a PDF can be created from it. This also shows whether the sum insured matches your values.

7.2 Damage claim – when something has happened

After a burglary, fire or water damage, the damage claim assistant guides you through the next steps. You find it via the warning triangle in the left bar.

1. Click New damage claim and, under “What happened?”, enter the type, the date and – if available – the reference numbers of the police and the insurer.
2. Tick the affected items and choose stolen, destroyed or damaged for each.
3. In the summary, open the list for the police (with photos, serial numbers and features) and the claim report for the insurer (with purchase price and current value) and save them via Print / save as PDF. You can adjust the cover letter beforehand.
4. Photos and receipts (ZIP) downloads all photos and receipts of the affected items – one folder per item, plus an overview as text and as a table.

Tip: what helps most is whatever you recorded beforehand: photos, receipts and the serial number. The Claims readiness tile on the dashboard shows where something is still missing.

8. Export

The **Export** button at the top opens this selection:

Export	Used for
CSV File	Table for further processing, e.g. in Excel or LibreOffice
HTML Page	The whole inventory as a page for viewing or archiving
PDF Detailed	Detailed list with all information

PDF Compact	Short list on a few pages
Handover Report	Report for moving in or out, with address, tenant and landlord
Insurance Export	Statement for the insurer
QR Codes	Labels with a QR code to stick on items

Tip: also keep a PDF export outside the stick, for example by e-mailing it to yourself or in a folder on the computer. Then you have the list even without the stick if the worst happens.

9. Rooms and categories

During setup Valu-Basic creates a few rooms and categories. You can adjust both via the gear (Admin):

- **Rooms** → “Manage”: tab **Rooms** for rooms, plus locations and positions for a finer breakdown.
- **Categories** → “Manage”: create, rename and delete categories.

A room that still has items assigned cannot be deleted. Assign the items to another room first.

10. Settings

Area	Contents
Colour theme	Seven colour themes: Cloud, Ocean, Midnight, Mint, Glass, Navy, Emerald
Language	Nine languages: German, English, French, Spanish, Italian, Dutch, Polish, Portuguese, Turkish
Default creator	Name entered under “Created by” for new items
Security & Session	Last sign-in, time remaining until automatic sign-out
Statistics	Brief overview of items, rooms, categories and total value
Privacy & my data	Download your data as a JSON file

11. Backup and restore

11.1 Automatic backup

Every time it starts, Valu-Basic backs up the database, at most once a day, to `valu-basic/backups/auto/`. The last 7 backups are kept, older ones are deleted. New pictures and documents are backed up to `backups/auto/dateien/` at every start. You do not need to do anything for this.

11.2 Downloading a backup

Gear (Admin) → **Backup**. There you download the database (a `.sqlite` file) and all pictures (ZIP file).

Important: the automatic backups are on the same stick as your data. If the stick is lost or broken, they are gone too. So download the database and pictures regularly – for instance after every larger round of recording – and keep them somewhere else.

11.3 Restoring

1. Gear (Admin) → **Backup** → **Restore**.
2. Choose an automatic backup – or upload a downloaded `.sqlite` file.
3. Confirm. Valu-Basic checks the file, first makes a copy of the current state and brings the pictures back from the backup. Then sign in again.

12. Security

- Valu-Basic can only be reached on the computer the stick is plugged into – not from the network or the internet.
- Passwords are only stored encrypted (Argon2id).
- Protection against password guessing: lock after five failed attempts within 15 minutes.
- The sign-in data of the running session is stored on the stick, not on the computer it is currently plugged into.
- All forms are protected against forged requests (CSRF).
- A security log records sign-ins and important events (Admin → Logs).
- The setup page locks itself as soon as an account exists.

Anyone who gets hold of the stick can read the files on it – including photos and receipts. So keep the stick safe, like other important documents.

13. Help and contact

- Installation guide, FAQ and this manual: in Valu-Basic via the help icon, and at palindrom.de/valusafe under Documents.
- Quick guide: LIESMICH – README.txt on the stick (German and English).
- Questions and error reports: valusafe@palindrom.de – please state your operating system (e.g. Windows 11 or macOS 15) and Valu-Basic version (shown at the bottom of the admin area).