



FairSplit documentation

How to use the FairSplit web application

The FairSplit team

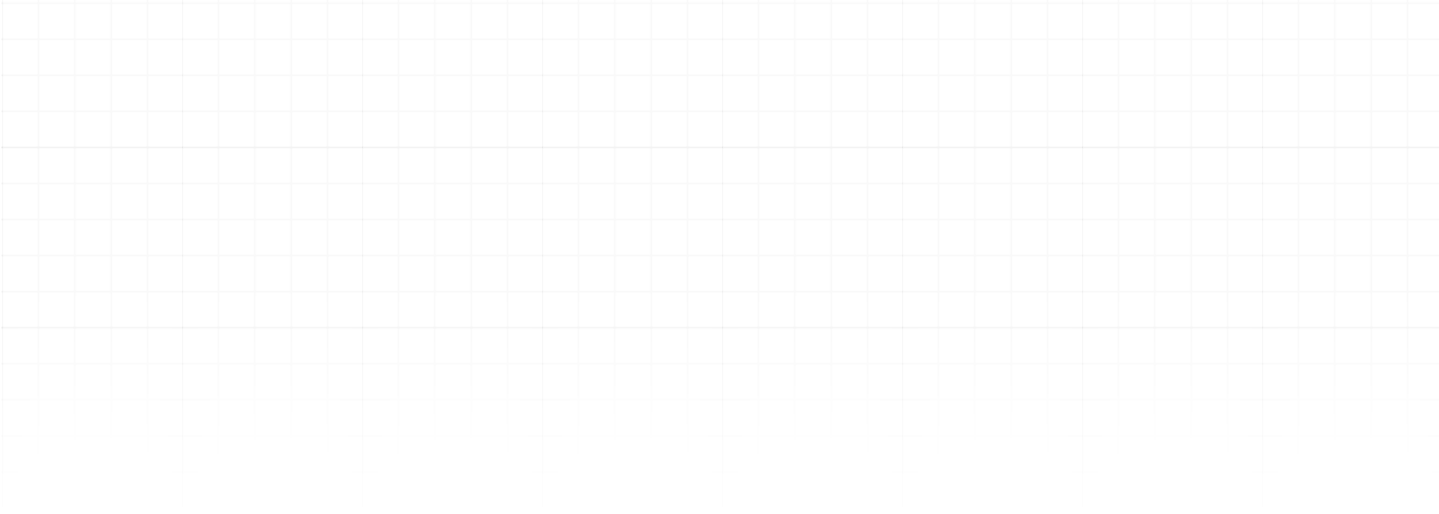
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1. FairSplit user documentation

Should we use FairSplit?

Read

Deciding to use FairSplit? Our process and capabilities. What to expect.

Using FairSplit

Read

For division **administrators**. The entire process, the full narrative.

What a **divisee** needs to know

Read

Subset relevant to division beneficiaries, taking part in division rounds.

What a **sponsor** needs to know

Read

Subset relevant to **sponsors**. They pay the bill and can invite participants.

(You can navigate this website with the keyboard; press **?** (the question mark key) to see how. Also notice the menu bar at the top contains **Search**, **Previous** and **Next**.)

2. Should we use FairSplit?

Deciding to use FairSplit? This section talks about our process and capabilities, so you will know what to expect.

2.1 Why use FairSplit?

Rather than physically go to a house and divide assets, a family can avoid a long trip by doing the division process remotely through the Internet, with much less friction and disagreement.

[FairSplit](#) has expertise in dividing things, not families.

If you have assets to divide and don't even know where to start you can [reach out](#) and request advice from the FairSplit team – even if you are not subscribed to the software solution.

2.2 What is FairSplit?

[FairSplit](#) is a collaborative web application for **listing, valuating, and dividing assets**. It can be used for any kinds of objects that can be listed and divided among people.

When we say **inventory**, we mean a list of assets in the FairSplit web app. This includes the features of listing, valuating, and inviting people to look at the work done.

When we say **division**, we mean all the above, plus features to fairly divide the assets among devisees (beneficiaries). It's possible to start with an inventory and later upgrade it to a division.

2.3 In what situations is FairSplit useful?

- Estate: dividing an inheritance
- Estate Planning: making arrangements in preparation for future incapacity or death
- Downsizing: moving to a smaller house after retirement
- Divorce
- Insurance: take photos of your possessions so after a loss you know what to claim.

The above are the main use cases, but there are many others. You can even divide immaterial things – for instance, tasks to be done.

2.4 How is FairSplit different from other solutions out there for listing and valuating assets?

2.4.1 1. Cutting edge technology

[FairSplit](#) is the first inventory solution ever to offer:

- its own patented **division methods** and
- automated listing from photos by artificial intelligence.

The division methods help conduct the process in a just manner. Divisees then feel they had a fair shot to receive the items they wanted and usually people feel comfortable about the results.

If you don't wish to use our division methods, you can still use FairSplit to list an inventory.

You can simply take photos, upload them to FairSplit, and have the AI create assets from the photos, saving hours of work. At the end you should review the AI-created assets, correcting any mistakes.

When the assets are created, you must decide how to value them. You may type the values yourself -- or ask another person to do it -- but if you are not sure how much each thing is worth, our software can help. You can either see for how much similar products were recently sold on ebay or have the AI tool suggest values.

2.4.2 2. Data security

FairSplit takes the security of you information very seriously.

No one can see your estate or asset data, except the people who have been added to the inventory or division. No data within it is public.

Learn more about the [security measures](#) adopted by FairSplit to protect you and your data.

2.4.3 3. The best customer service

FairSplit understands how sensitive its use cases are – what people are going through – and therefore treats users in a warm and understanding way. You can [contact](#) our team and receive guidance about your division even if you are not a client yet.

2.5 What is the difference between an inventory and a division?

An **inventory** is a list of items. You can add photos to it and value the assets on the inventory.

You can stop at the inventory, or go ahead and make it into a division.

A **division** is when you use **Fairsplit division rounds** to divide inventoried assets among the beneficiaries. We call them **divisees**.

2.6 Can I upgrade a division that already has an active plan?

Yes. [Here is how to do that.](#)

2.7 What to expect in division rounds?

After following all the steps to set up an inventory on FairSplit, you can start the division rounds. A normal division is composed of three rounds. In special cases more rounds can be added.

2.7.1 1. What to expect from the AR round?

The **Asset Review round** is recommended as the first one. It does not assign assets to people. It only asks them what assets they are interested in – without showing this information to the others.

When this first round is finished, FairSplit generates a list of **assets nobody is interested in** and shares it with the family; work can start early on **selling or donating** these, saving **time and storage costs**.

The **Asset Review round** also allows people to detect any problems with the way assets have been listed, before the actual division starts.

2.7.2 2. What to expect from the EV round?

The **Emotional Value round** usually follows the AR round. Each beneficiary gets a number of credits (for instance, 500) to distribute on a few assets which they care about most (the maximum number of assets is usually 7).

When this round is done, each person usually has what's dearest to them, and if not, at least they understand the division was done through a fair, neutral process, and they feel they had a fair shot.

2.7.3 3. What to expect from the SO round?

The **Selection Order round** is the final one. It is based on ordering a list of assets by preference.

Divisees must put the most wanted item on the top of their list, the second most wanted on the second position, and so on.

Then a distribution program assigns assets to divisees in turns, according to their lists of preferences. The program only takes a second to complete the division, but the result of this process is the same as if people had taken turns choosing one asset each turn.

2.8 Can I import an inventory done on another app?

Yes, if you already have an inventory taken through another app, you can adapt the data and import the asset information into FairSplit.

Most apps will have an Export Inventory function. Export to a spreadsheet format such as Excel or CSV.

Then, in a FairSplit inventory:

1. From the division menu, choose "Properties and assets".
2. Click on "Import spreadsheet".
3. Read the instructions on the screen about how your spreadsheet should be organized.
4. Using a spreadsheet program such as LibreOffice or Excel, adapt your spreadsheet to the format expected by FairSplit.
5. Go back to the FairSplit page and upload your spreadsheet to populate your inventory.

2.9 How do I print a report with photos?

1. Log in and enter your inventory.
2. Click Reports in the division menu.
3. Choose any one of the reports and click on the corresponding "Web page" link. A new browser tab opens.
4. Click "Show images" at the top and choose an image size. The photos will then appear. One photo will appear per asset -- not too large, in order not to waste paper.
5. Now you can hit the "Print" button and the common Print dialog from your operating system will appear, from which you can print, or...

These days all operating systems have, in that dialog, a "Print to file" option, which basically allows you to convert anything you are "printing" to a PDF file that you can send to people via email. The specifics of how this works depend on your operating system (Windows, Mac OS X, Android etc.), not on FairSplit.

2.10 How to use FairSplit for insurance purposes?

The inventory can also be used for insurance. In this case, you may photograph the rooms of your home, upload the photos to the [FairSplit web app](#) and add names and descriptions to them.

The inventory can show the day when the photos and information were uploaded and modified, and by whom. So, in the future, you can have easy access to evidence of how each room looked like on a determined date.

2.11 What are the security measures adopted by FairSplit?

(Please note that some of the measures below only work against hackers in proportion to the strength of your password. Do not use a password that is a dictionary word, and include numbers or characters in addition to letters; this helps defend against a brute force attack.)

- No one can see your estate or asset data, except the people who have been added to the inventory or division. No data within it is public.
- The web application uses the **https** protocol which involves an encrypted connection, such that the hardware through which your information passes on the Internet cannot decode the content. This prevents man-in-the-middle hacking attacks.
- We **do not require the address** of any property being inventoried and encourage you not to mention it in the web application.
- We **do not take credit card numbers** on our site. Instead, payment is done through a bank level secure third party.
- We do not store your password -- only a hash of it. This means no one can recover your password from our database. If you forget your password, you must go through the password recovery procedure, which involves a message to your email address as a way to verify your identity.
- When logging in, if you get your credentials wrong, you need to wait before trying to log in again. The wait time is doubled each time authentication fails. This makes brute force attacks on passwords very difficult to carry out.
- We keep all the **software in our Linux servers up-to-date** in order to avoid old, known security vulnerabilities.
- We host our web application with Amazon and use its advanced **network security features** to ensure other Amazon clients cannot access our data. We make a **daily backup** of our database, so that in the unlikely event of a catastrophic bug or failure, we can recover the data to the latest backup. We expect that, in such an event, the largest amount of work you could lose is 24 hours.
- The **cookies** used by the web app are protected with the HostOnly, HttpOnly and Samesite properties as applicable.
- Our software is written in such a way as to protect against **SQL injection** attacks and **cross-site request forgery** attacks. Our team knows that **discipline** is a very important trait in a programmer and our software is written in a careful, orderly, informed and deliberate manner.

We encourage you to use a reasonably recent version of a respected browser such as Firefox or Chromium. Also recommended are browsers derived from Chromium, such as Brave, Chrome, and Edge.

3. Using FairSplit

FairSplit is intuitive, so there is no need to read this documentation before getting started, unless you will be serving as a division administrator.

3.1 Inventory topics

[Getting started](#)

[Participants and roles](#)

[Setting up properties](#)

[Overview page](#)

[Taking and uploading photos](#)

[Listing assets](#)

[Using the grid](#)

[Upgrading your plan](#)

[Leaving a review](#)

[Co-branding as a Local Agent](#)

3.2 Division topics

[Division rounds](#)

[The Asset Review round](#)

[The Emotional Value round](#)

[The Selection Order round](#)

(You can navigate this website with the keyboard; press [?](#) (the question mark key) to see how. Also notice the menu bar at the top contains **Search**, **Previous** and **Next**.)

4. Inventory

4.1 Overview of a FairSplit inventory

After creating a new FairSplit inventory, these steps make it ready to be used for asset division:

1. Create a property, then rooms matching the house being inventoried. Assets go into rooms inside properties. A room can also be named “storage building”, for example, and all assets put into that room.
2. Invite other participants as **listers** if you are getting help.
3. Create the asset inventory with photos, descriptive asset names, further details and related documents, categories, and values as desired.

The next pages detail this process.

(You can navigate this website with the keyboard; press **?** (the question mark key) to see how. Also notice the menu bar at the top contains **Search**, **Previous** and **Next**.)

4.2 Participants and roles

4.2.1 Understanding participants and roles

The Administrator invites and assigns all **roles** to participants. These roles control levels of access in the FairSplit app. The **Divisee** role is only possible in divisions.

These roles and their corresponding permissions are:

Sponsor

- A **sponsor** can edit and invite participants, including administrators.
- She is the person who paid FairSplit for the plan.

Asset lister

- A **lister** can view and edit the inventory. She can add photos, assets and descriptions of items, categorize them, etc.
- Some families have a couple of people assigned to this role to get things listed faster.

Valuator

- A **valuator**, whether she is a professional appraiser or not, can only set estimated prices/values for assets. She can change nothing else in the inventory.

Divisee

- A **divisee** is a beneficiary of the division. She is entitled to a percentage of all the assets, called "allocation percentage".
- She participates in division rounds, bidding in them to receive a portion of the assets.
- This role makes sense in divisions, but not in inventories.

Administrator

- An **administrator** can invite other people into the division and set their roles, like a sponsor.
- Like a lister, she can list assets, edit the inventory, add and change properties, rooms, categories, etc.
- She sets up division rounds and makes decisions after them.
- She may change asset distribution in order to keep divisees close to their allocation percentage or sometimes with mutual requests for an asset swap at the end. (But the distribution recommendations done by the system are shown separately and cannot be edited, so those will always be available for all parties to see).

Division observer

- A **division observer** cannot change anything, but can view inventory and division rounds.
- This role is often given to mediator, probate or estate attorneys.

Inventory observer

- An **inventory observer** cannot change anything and cannot see participants, division rounds, reports or the overview. She can only see properties, rooms and assets.
- Often used to invite an estate sales agent or a moving company to view what is to be sold, moved or donated.

Participants can have more than one role; for example, John B. can be both **Divisee** and **Asset Lister**. It's normal for an Administrator to serve as the Asset Lister. Sometimes a third party may be asked to value the assets and may be given roles of Lister and Valuator. The Administrator may also change participant roles later; for example, a Lister role may be given to a Divisee to help with the tasks of creating the asset list, then that lister role may be removed after completion. If Divisees are not helping create the asset inventory, Administrators usually will not invite them until after the photographs have been added to rooms, associated with assets as needed, and assets have been listed.

4.2.2 Needed participants and role descriptions

The type and complexity of division you are doing will determine the number of participants needed.

An **inventory only** use of FairSplit with no division of assets planned needs at least one participant. If only one participant, that person will be both **Sponsor** and **Administrator**.

There are many combinations of participants to create the Inventory. Below are three:

1 - One user with the roles of **Sponsor** and **Administrator**.

David Robertson

✉ bruce-divvy@mailinator.com

Sponsor, Administrator

Allocation percentage: 0%

Edit

Remove

2 - Two users: Bruce as **Sponsor** and Joan as **Administrator**.

Bruce Smith

✉ brucesmith2-divvy@mailinator.com

Sponsor

Edit

Remove

Joan Smith

✉ joan-smith@mailinator.com

Administrator

Edit

Remove

3 - Three users: Joan as **Sponsor** and **Administrator**, Michael as **Valuator** and Peter as **Valuator** and **Asset Lister**. This would represent a collaborative effort to get all assets listed and valued.

Joan Smith

joansmith-divvy@mailinator.com

Sponsor, Administrator

EditRemove

Michael Smith

michael-divvy@mailinator.com

Valuator

EditRemove

Peter Smith

petersmith-divvy@mailinator.com

Valuator, Asset lister

EditRemove

A **division** needs at least two participants. Each will be a **Divisee**. In the case of an inventory only, you need a **Sponsor** and an **Administrator**.

Here are three examples of valid setups for divisions.

1 - A two (2) participants division: Joan with the roles of **Sponsor**, **Administrator** and **Divisee** and Michael with the role of **Divisee**.

Joan Smith

joansmith-divvy@mailinator.com

Sponsor, Administrator, Divisee

Allocation percentage: 50%

EditRemove

Michael Smith

michael-divvy@mailinator.com

Divisee

Allocation percentage: 50%

EditRemove

2 - A three participants division: Joan with the roles of **Sponsor** and **Administrator**, Michael with the role of **Divisee** and Peter with the role of **Divisee**.

Joan Smith

joansmith-divvy@mailinator.com

Sponsor, Administrator

EditRemove

Michael Smith

michael-divvy@mailinator.com

Divisee

Allocation percentage: 50%

EditRemove

Peter Smith

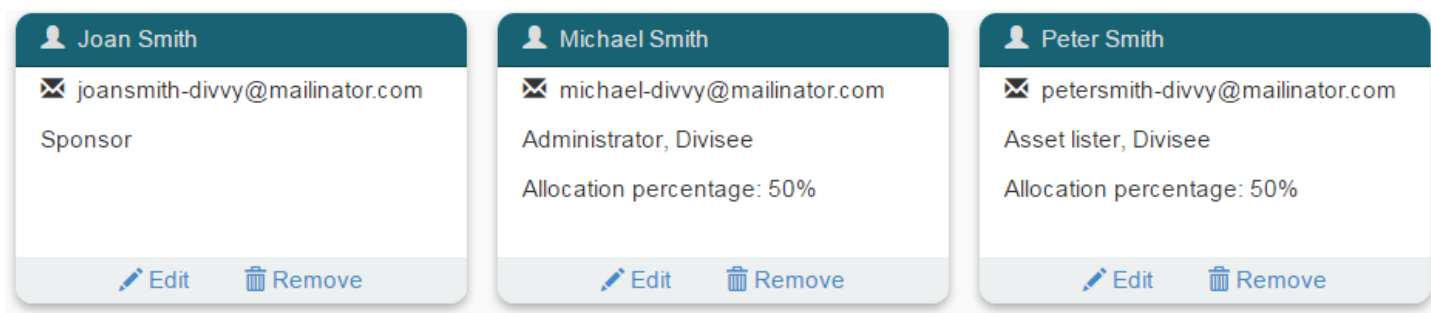
petersmith-divvy@mailinator.com

Divisee

Allocation percentage: 50%

EditRemove

3 - Another three participants division: Joan with the role of **Sponsor**, Michael with the roles of **Administrator** and **Divisee** and Peter with the roles of **Asset Lister** and **Divisee**.



All three of the above examples allow at least one user to:

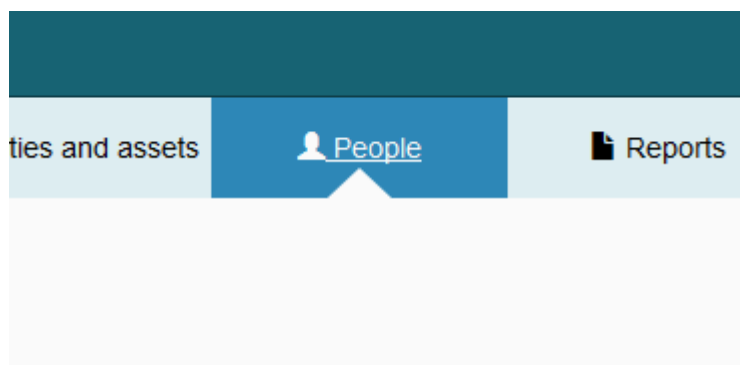
- Create and edit the inventory
- Set estimated values of assets
- Set up division rounds
- Have access to asset distribution editing in case participants want to balance fair market values to be closer to allocation percentages or exchange assets.
- Set distribution to other areas like sell, donate, stays, etc.

The last three tasks can only be done by an Administrator role.

4.2.3 Invite participants

If more than one person will be using the FairSplit app, the Sponsor or Administrator will invite others to join. To invite someone:

1 - Go to the people page by clicking on **People** in the menu at the top of the screen.



2 - Click on **Invite someone**.

Invited participants

There are no invited participants.



Invite someone

3 - Complete a simple invitation form with the participant's e-mail and name.

Email*

Full Name

Short name

4 - Next, define the participant's role (see previous section for more details). Check the participant's role(s). If the participant is a devisee (division beneficiary) you also need to set assign the allocation percentage field with the percentage entitled that the participant has in the division. For example, John B. is a devisee with 60% allocation.

(Note: If two or more tiers of a family are being included - such as step kids, grandkids, etc. -, one may decide to divide those assets after an initial division has been completed, inviting that next tier with the percentages will begin again on the remaining items and those devisees newly invited to the next tier of dividing. If you want to provide access to the second tier throughout, begin with them only set as division observers.)

Roles*

?

☐

Administrator

?

☐

Divisee

?

☐

Valuator

?

☐

Asset lister

?

☐

Division observer

?

☐

Inventory observer

?

☐

Sponsor

Allocation percentage

0

%

5 - Personal messages may be added to the invitation email. Use it to explain what's going on, and why they're getting this email in your own words.

Personal notes

6 - If you have family, or others helping to list the assets, assign more than one Lister, and divide the tasks of listing. Any roles may be edited by the Administrator at any time, so one can remove Lister later, and keep only as a Divisee, or add a Valuator to help value assets, then remove that role after values are set.

7 - The Administrator is the key controller of the division. They are often a divisee as well, but the role is one that full trust of all other divisees is critical. Some families choose an independent third party or other trusted individual for this key role.

8 - Finally, check if all the information is correct and send the invitation by clicking the “Invite” button:

✓

Invite

✕

Cancel

A message will be displayed saying the participant has been invited.

4.2.4 Divisees survey

When joining a division, a divisee is prompted to answer a short survey. The answers help the division administrator set the tone of the division process.

We want to have an understanding of the concerns and goals of each divisee. Our software is set up to provide tools best suited to keeping all parties confident in the system, knowing that their wishes are being honored and valued equally with those of the Administrator and other participants.

Survey

Please quickly value the following assertions so that we can make the best determinations for the methods to divide the items among all the participants. This survey will help us to assuage your concerns about the fairness and equitability of our division process.

1. Strongly disagree

2. Disagree

3. Neither agree nor disagree

4. Agree

5. Strongly agree

Assertion

1

2

3

4

5

1. There are items on the list that hold strong EV (Emotional Value) to me.

2. I trust the other parties in this process to only want what is fair to all involved.

3. I believe it is important for me, and all parties, to get their Fair Market Value (FMV) of the assets being divided.

4. I would like considerable time to reflect on my value allocations and choices.

5. I would like to have this go quickly; I can choose among my options rapidly.

6. I am fine with however the Administrator chooses to run the division.

7. FairSplit has been selected as the method to divide fairly. My intention is to abide by the results.

Finish!

DIVIDE THINGS, NOT FAMILIES.

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[Usage FAQ](#) [Help](#) [Contact](#) Phone: +1 855-58-ESTate (855-583-7828)

Learn how to use FairSplit with our [User Guide](#).

4.3 Set up properties

There are several ways to set up an inventory or division. All start with a property that contains rooms. Rooms contain assets. Photos can be connected to rooms and to assets. Assets can also be in categories. If working from a storage building or single large room, simply label properties and rooms in the best way that works for you.

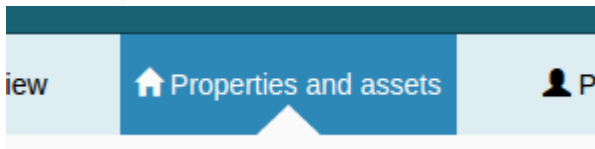
To populate the FairSplit inventory, there's an option to using FairSplit itself. If you already have an inventory spreadsheet, you can convert and upload it and not lose your earlier work.

4.3.1 Properties and rooms

Once the Administrator has been assigned and logs in, FairSplit will automatically create a property titled, "Property 1". We suggest you rename/edit it to something more descriptive. In the following example we will rename it, "Big house".

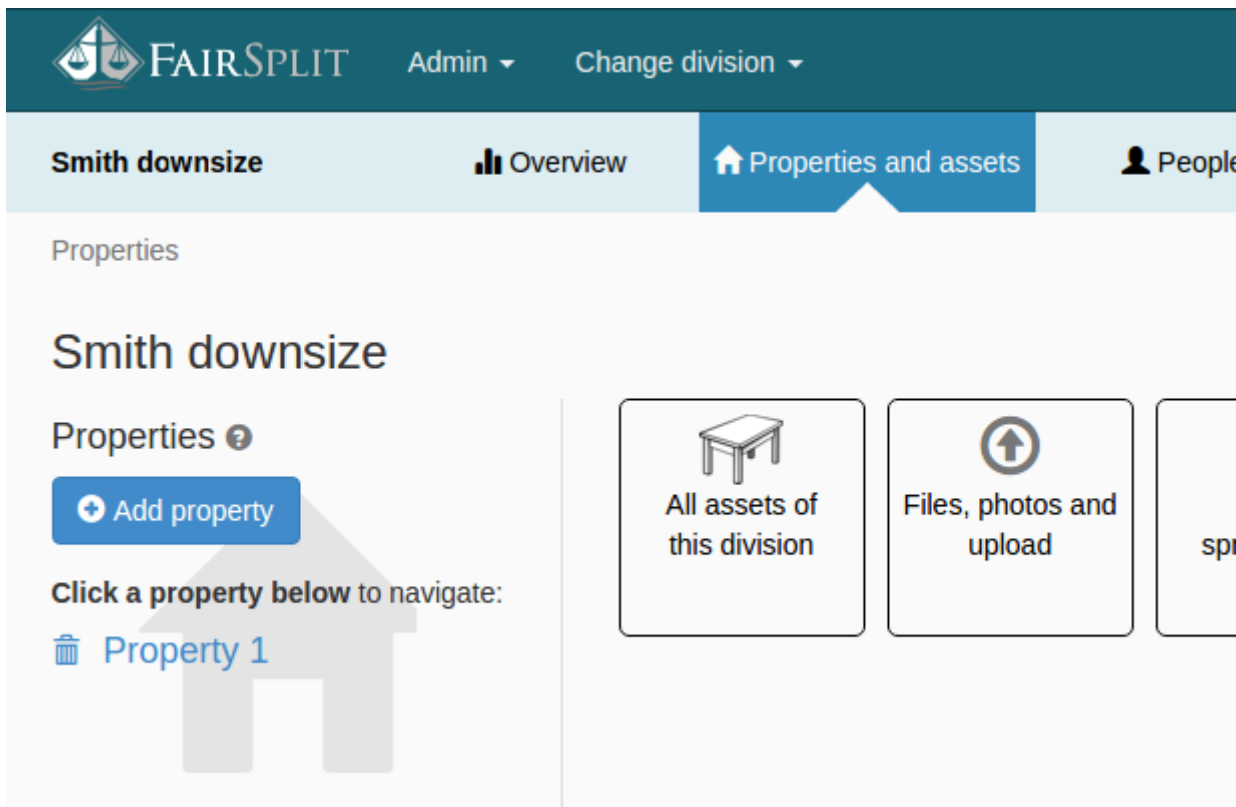
4.3.2 How to rename a property


Click **Properties and assets** on the menu to go to the Properties page:



Here we can see all the properties contained in this "Smith downsize" example division.

Click **Property 1** to enter it:



On the individual property page, the name "Property 1" is editable. You know this because it is blue, underlined with dotted lines, and followed by a writing hand icon: 



Click the current property name ("Property 1") to start editing it:

Property:

Replace the name – in our example “Big house” – and click the **OK** button.

Property:

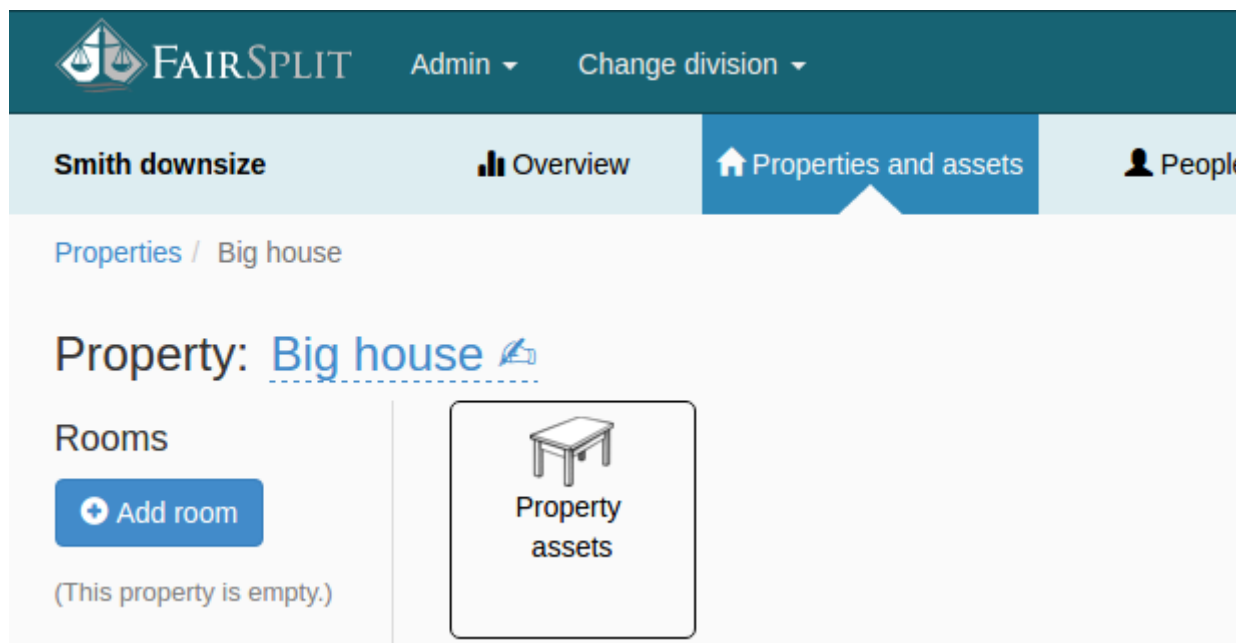
The property is renamed. Our next step is to add rooms to it. (This assumes the assets are still in place in the Property; if the assets are in storage you may wish to create room names that help organize in other ways, possibly naming rooms categories as a way to separate in logical ways.)



The screenshot shows the FAIR SPLIT web application. The top navigation bar includes the FAIR SPLIT logo, 'Admin', and 'Change division'. Below this is a secondary navigation bar with 'Smith downsize', 'Overview', 'Properties and assets' (which is highlighted), and 'People'. The main content area shows the breadcrumb 'Properties / Big house'. Below this, the text 'Property: Big house' is displayed with a pencil icon for editing. On the left, under the heading 'Rooms', there is a blue 'Add room' button and the text '(This property is empty.)'. On the right, there is a box labeled 'Property assets' containing an icon of a table.

4.3.3 How to add rooms

To add rooms, from the property page, click the **Add room** button:



Add rooms

1 Select standard rooms

- ☒ Attic
- ☒ Basement
- ☒ Bathroom
- ☒ Bathroom - master
- ☒ Bedroom - guest
- ☒ Bedroom - kids
- ☒ Bedroom - master
- ☐ Den
- ☒ Dining
- ☐ Entry - foyer

A page is displayed with three columns. The left column contains pre-named rooms; the middle column has a field to add a custom room name; and the right column shows the rooms already existing in the property (this might be empty).

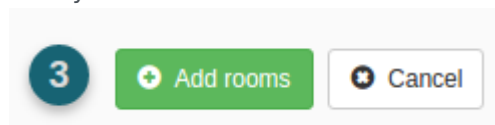
In the first column, select the rooms to be included in inventory. If desired, you can edit these names later. For example, "Bedroom - kids" can be renamed, "Joey's room".

If there are rooms on the property that are not listed in the standard rooms, you can click **Add custom rooms** in the second column. Whenever you add a custom room, a new field shows up below it, in case you want to add another.

(It is not recommended to add categories as rooms. There is


already a category column, so it would duplicate existing sorting options, making it more confusing to all. One can create new categories as well.)

Finally click the **Add rooms** button and all the rooms will be added to your property:



2 Add custom rooms

The "Big House" property page is shown, with all the rooms that were added:


FAIR SPLIT

Admin ▾
Change division ▾

Smith downsize
Overview
Properties and assets
People
Rounds


Properties / Big house


Property: Big house


Rooms


+ Add room


Click a room below to add photos, files and assets:



Attic



Basement



Bathroom



Bathroom - master



Bedroom - guest



Bedroom - kids



Bedroom - master



Dining



Family room



Front garden



Garage



Home office - study den


Kids playroom


Kitchen


Laundry


Living


Property assets

If you have forgotten a room, add it at any time by clicking the button **Add room**. The rooms already in the property will show up on the right column and the left columns will be smaller than before. Check the forgotten room or type its name and click in the **Add rooms** button like before.

Add rooms

1

Select standard rooms

☐ Den

☐ Entry - foyer

☒ Hallway

☐ House exterior

☐ Office - study

☐ Porch - patio

☐ Shed

2

Add custom rooms

Wine cellar

Room name

3

+ Add rooms

Cancel

Rooms already in *Big house*

• Attic

• Basement

• Bathroom - master

• Bedroom - guest

• Bedroom - kids

• Bathroom

• Bedroom - master

• Dining

• Family room

• Garage

• Home office - study den

• Kitchen

• Living

• Laundry

• Front garden

• Kids playroom

4.3.4 How to add a property

If you have more than one property associated with the inventory, and you purchased a multi-property plan, you can easily add it. Contact FairSplit if you need to upgrade your purchase.

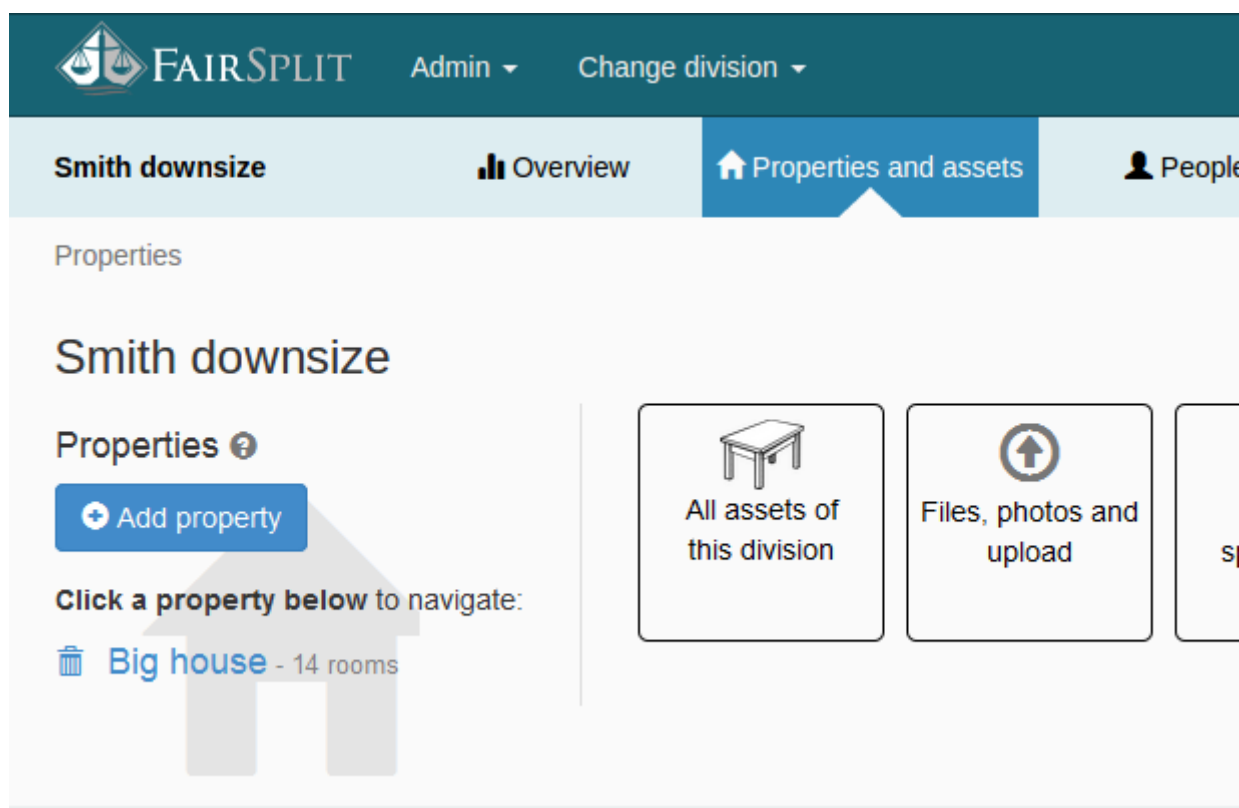
Click **Properties and assets** on the menu to go to the Properties page:

A screenshot of a software application's menu bar. It features a dark teal header bar at the top. Below it, a light blue bar contains three items: a partially visible 'iew' button on the left, a central 'Properties and assets' button with a white house icon, and a partially visible 'P' button on the right. The 'Properties and assets' button is highlighted with a white downward-pointing arrow.

You can see the property you set up before, i.e. “Smith downsize”. Click the **Add property** button:

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A pop-up window appears, asking you to enter a property name. The appearance of this pop-up can vary depending on your browser. Just type the name of the new property and click **OK**:

Please enter the property name

You will be redirected to the same page for adding rooms you saw in the previous section.

Properties / Beach house

Add rooms

1

Select standard rooms

☐ Attic

☐ Basement

☐ Bathroom

☐ Bathroom - master

☐ Bedroom - guest

☐ Bedroom - kids

☐ Bedroom - master

☐ Den

☐ Dining

☐ Entry - foyer

☐ Family room

2

Add custom rooms

Room name

3


Add rooms

Cancel

Rooms already in *Beach house*

(No rooms)

Just follow the same steps, select the rooms you want in the left column or type the names in the middle column and then click the **Add rooms** button. The new property will be created with its rooms.

 FAIRSPPLIT

Admin ▾

Change division ▾

Smith downsize

Overview

Properties and assets

People

Properties / Beach house

Property: Beach house 

Rooms

+

 Add room

Click a room below to add photos, files and assets:



 Attic



 Basement



 Bathroom



 Bathroom - master



 Bedroom - guest



 Bedroom - kids



 Den



 Dining



 Entry - foyer



 Family room



Property assets

The next step is to upload the photos, notes on each room, and any other files (like appraisals) for each room. These photos and files can be associated with one or more assets afterwards or simply kept available in that room. When a photo or document gets associated with an asset, the eye image changes to a paperclip.

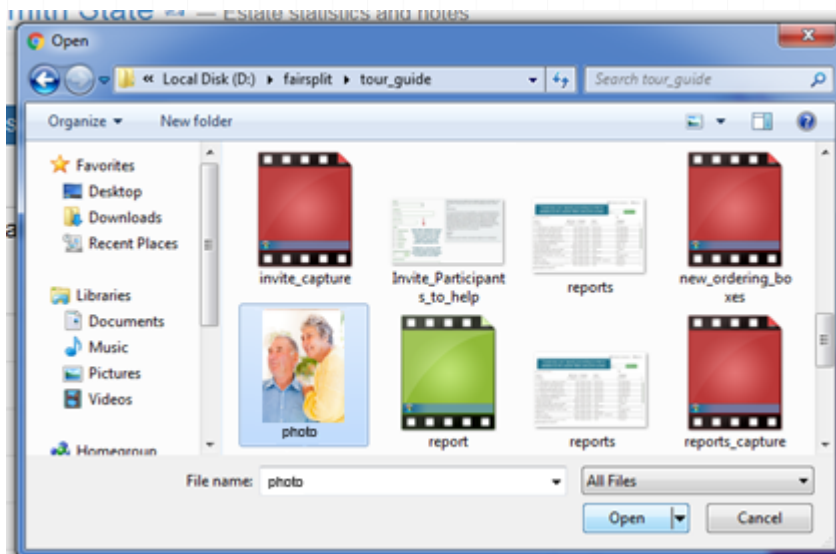
4.4 How to customize the Overview page

You can customize your family service by adding a photo and sayings or quotes.

4.4.1 How to add an overview image

Click the button  **Set a division image**

Find the photo or logo on your local files and click **Open** to upload it:

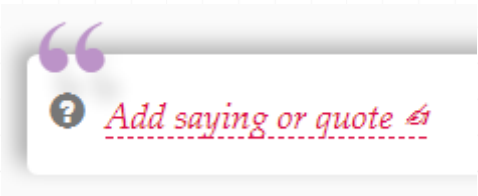


The photo will be uploaded and appear on the page:



4.4.2 How to add a saying or quote

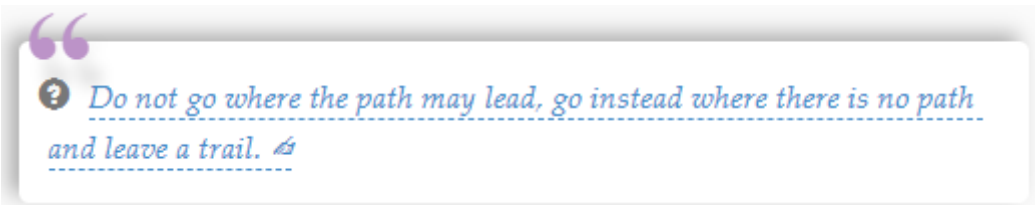
From the Overview page, click



Write your quote and click the **Ok** button:

A dialog box for adding a quote. It has a text area with the text "Do not go where the path may lead, go instead where there is no path|". Below the text area are two buttons: "Ok" and "Cancel".

The new quote will be saved. Sometimes this may be a favorite quote of the family or elderly wisdom known in the family:



4.4.3 How to rename the division or inventory

From the Overview page, click the division name:

Mr Smith Estate

Enter the new desired name and click **Ok**:

A form with a text input field containing "Smith's Estate" and two buttons: "Ok" and "Cancel".

The new name will be saved:

Smith's Estate

4.5 Taking and uploading photos

After creating the rooms of the property, it is time to take photos and upload them in each room, in preparation for the listing step.

Although you may list assets directly and then upload photo(s) onto each asset, most people find it more productive to upload photos first – in groups, per room –, then list.

First listening to our advice on taking photos and listing assets. This will probably save you tens of hours of rework later on.

4.5.1 Taking photos

Be sure to watch our video on taking photos:

- either on <https://app.fairsplit.com/>
- or on our YouTube channel: www.youtube.com/@DivvyMaster

How big should the photos be?

Pictures saved in low to medium sized files (~100 kB) are fine since they will be viewed online. Larger files are also fine, but can slow down the upload process and take up space on your phone or camera.

Photography guidelines to make your life easier

1. Remember to take with you when taking the pictures:
 - Notebook and pen.
 - Tape measure.
 - Letters or numbers to place next to items.
2. Make sure that all the rooms have lots of light. When photographing anything, the more light the better. If you can keep the light source behind you, even better.
3. If there are too many items, you don't need to take individual pictures. But always avoid photographing big groups of random assets - instead, make smaller groups with themes that can later be selected as a batch in the division.
 - Christmas ornaments can be separated in groups according to style or color.
 - Books can be separated by theme – cook books, fantasy books, etc.
 - Kitchen utensils can be separated in useful kits – small groups of pots, pans spoons, knives, etc.
4. Group shots are also fine for inventories where most people are familiar with nearly all assets. Multiple assets can be associated with a single photo - a good way to save time if details are not needed in the pictures.
5. Use the notebook and pen to make notes about each photo, listing what is on it and adding details such as measurements, defects, etc. Also take notes of the rooms and which pictures were taken in each room.
6. After photographing each asset, take a picture of your notes about that asset, so the photos and the notes will appear together on your phone or camera.
7. Small papers with numbers or letters will save time and make it easier to identify the assets when there are many similar items together. Examples might be Lladro porcelain statues, or earrings, necklaces, watches,

jewelry. Tip: Lay a blanket or towel on a bed and put several pieces of jewelry out and take group shots using the letters or numbers to help identify.

4.5.2 Uploading photos and files

It is useful to know in advance that in FairSplit photos are not shown in the order they are uploaded, but in alphabetical order by filename.

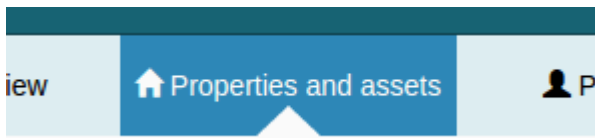
We recommend entering each room in FairSplit and uploading the photos that belong in that room, then moving on to other rooms. If you are not dividing your inventory by room, then you can use the central upload page to upload all files and photos.

Below we'll show how to do these things.

How to add photos and files room by room

To use this method (recommended if assets are still in the house), you must have already set up your property and rooms. This was covered in a previous section of this documentation.

To start adding files, click **Properties and assets** in the menu:




Here we have the two properties previously created. Click the **Big house** to navigate to that property:




The screenshot shows the FAIR SPLIT web application. The top navigation bar is dark teal with the FAIR SPLIT logo, 'Admin' dropdown, and 'Change division' dropdown. Below this is a light blue header with 'Smith downsize', 'Overview' (with a bar chart icon), and 'Properties and assets' (with a house icon). The main content area is titled 'Properties' and 'Smith downsize'. On the left, there's a 'Properties' section with a question mark icon, an 'Add property' button, and a list of properties: 'Beach house - 11 rooms' and 'Big house - 14 rooms', each with a trash icon. On the right, there are two boxes: one with a table icon and text 'All assets of this division', and another with the text 'Files,'.


To upload photos of the living room, select **Living**:


Property: Big house 


Rooms


 Add room


Click a room below to add photos, files and assets:


 Attic


 Basement


 Bathroom


 Bedroom - guest


 Dining


 Family room

 Kids playroom

 Kitchen

 Laundry

 Living



Property assets

Below we can see the living room page. Click on **Upload photos and files into "Living"**:

The screenshot shows the FAIR SPLIT web application interface. At the top, there is a dark teal header with the FAIR SPLIT logo, an 'Admin' dropdown, and a 'Change division' dropdown. Below this is a light blue navigation bar with 'Smith downsize', 'Overview' (with a bar chart icon), and 'Properties and assets' (with a house icon and a user profile icon). The main content area has a breadcrumb trail: 'Properties / Big house / Living'. The 'Room: Living' section shows '(No room description)' with an edit icon. To the right are two buttons: 'Room assets' (with a table icon) and 'Quickly add assets' (with a plus icon). Below these is a button labeled 'Upload photos and files into "Living"'. The 'Photos, appraisals and other files' section shows '(No files)' with a help icon. At the bottom, there is a footer with 'DIVIDE THING', copyright information '© Copyright 2011-2016 DivvyMaster. All rights reserved. U. S. P', and links for 'FAQs', 'Help', 'Contact', and 'Phone'.

FAIR SPLIT Admin Change division

Smith downsize Overview Properties and assets

Properties / Big house / Living

Room: Living

(No room description)

Room assets Quickly add assets

Upload photos and files into "Living"

Photos, appraisals and other files


(No files)


DIVIDE THING


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FAQs Help Contact Phone

As with the previous method of uploading all photos, you can either drag and drop photos of the living room or click on the **Choose files** button:


Room: **Living** 

(No room description) 


Room
assets


Quickly add
assets

▼ Upload photos and files into "Living"

 Choose files


You can upload any type of file: photos, appraisals, receipts, invoices, manuals, warranty certificates, and any supporting file.

Chosen files will end up in the current room. In order to upload files into another room or asset, navigate to the desired location first, then choose the files.


While uploading is in progress, you can safely navigate among properties, rooms and assets, edit them and even enqueue more uploads. It's safe, if you try to navigate away there will be a confirmation.

0 uploads in the queue.

Drop photos and
files here

Photos, appraisals and other files 

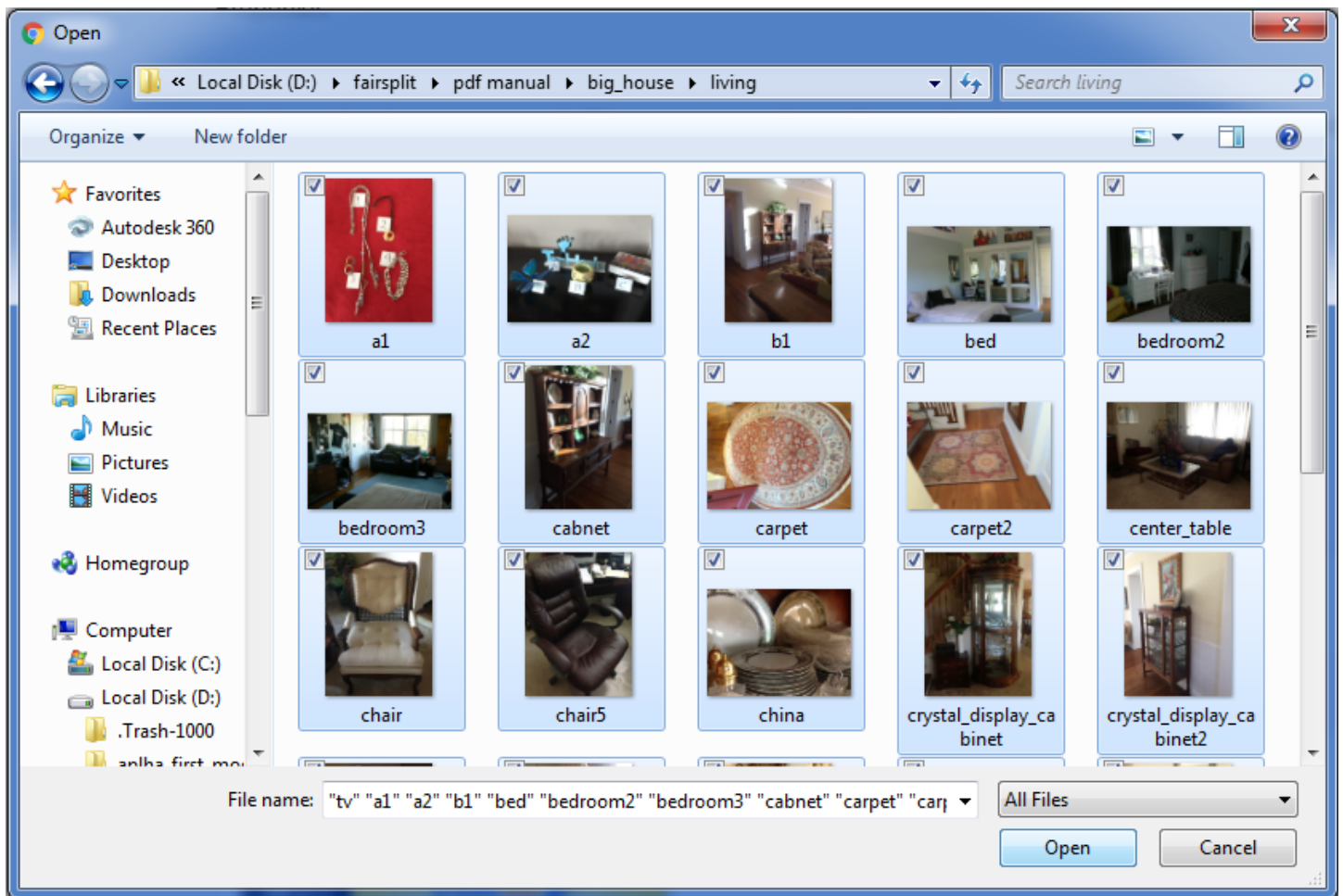
(No files)

Zoom 

Here we will use the “Choose files” method. Click on **Choose files**, find the files on your computer and select all desired photos or files (e.g. Appraisals) and click the **Open** button to start uploading all selected photos:

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The uploaded photos and files go into the section **Photos, appraisals and other files**:

Upload photos and files into "Living"

Choose files

You can upload any type of file: photos, appraisals, receipts, invoices, manuals, warranty certificates, and any supporting file.

Chosen files will end up in the current room. In order to upload files into another room or asset, navigate to the desired location first, then choose the files.

While uploading is in progress, you can safely navigate among properties, rooms and assets, edit them and even enqueue more uploads. It's safe, if you try to navigate away there will be a confirmation.


0 uploads in the queue.

Drop photos and files here

Photos, appraisals and other files


center_table.jpg

Select




chair.jpg

Select




crystal_display_c...

Select




end_table.jpg

Select




end_table_marbl...

Select




framed_mirror.jpg

Select



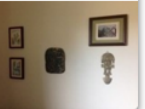
living.jpg

Select




lvinroom_wall.jpg

Select




picture.jpg

Select



tv.jpg

Select



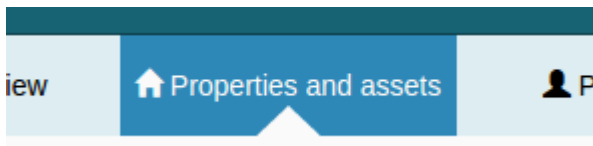
Zoom

Repeat the process with the other rooms. You do not need to wait for one group to complete uploading before starting the next.


How to upload all photos and files (not by room)

If you are not separating your inventory by rooms, just use the central upload page to upload all files and photos of the division or inventory.

Go to the central upload page by clicking **Properties and assets** in the menu:



Then click the button **Files, photos and upload:**

 FAIR SPLIT

Admin ▾

Change division ▾

Smith downsize

Overview

Properties and assets

People

Rounds

Properties

Smith donwsize

Properties ?

+ Add property

Click a property below to navigate:

 **Big house** - 18 rooms - 173 assets - 10 files
All assets of
this division
(173 assets)
Files, photos and
upload
Import
spreadsheet

Here you can either...

- click the **Choose files** button, or
- drag and drop files to the dashed box on the right of your screen:

Admin ▾ Change division ▾

Welcome back, Bruce.
Account
Log out

Smith downsize
Overview
Properties and assets
People
Rounds
Reports
Need help?

Properties

Upload photos and files or assign from below

Choose files

You can upload any type of file: photos, appraisals, receipts, invoices, manuals, warranty certificates, and any supporting file.

Chosen files will end up in the current division (*Unassigned*). In order to upload files into a room or asset, navigate to the desired location first, then choose the files.

While uploading is in progress, you can safely navigate among properties, rooms and assets, edit them and even enqueue more uploads. It's safe, if you try to navigate away there will be a confirmation.

0 uploads in the queue.

Drop photos and files here

▼ Unassigned

(No files)
Zoom

▶ Attic

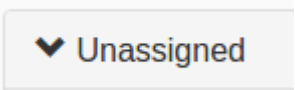
▶ Basement

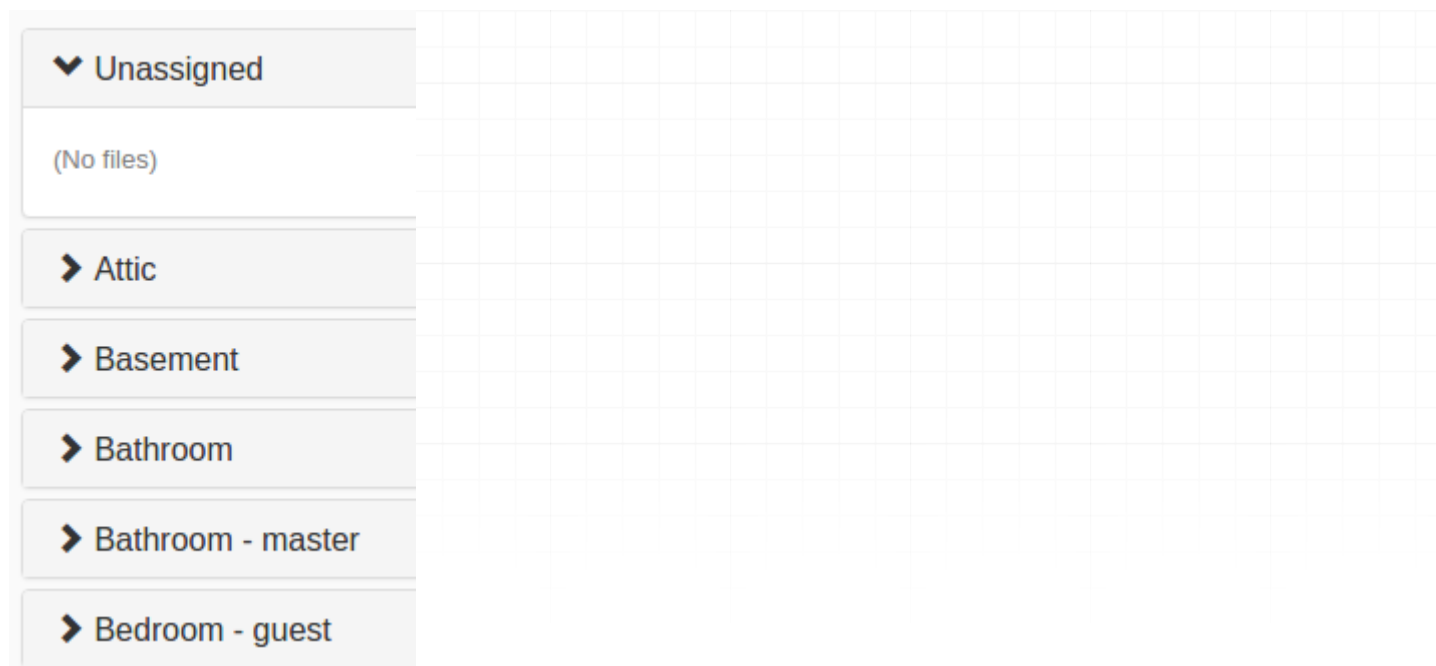
▶ Bathroom

▶ Bathroom - master

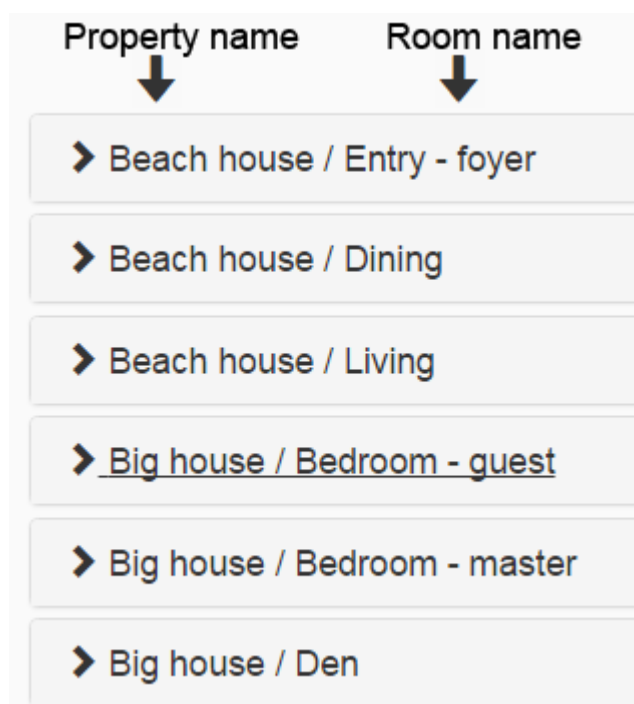
▶ Bedroom - guest

Before explaining how to upload photos or files (e.g. Appraisals), a few notes about the bottom half of this page. This consists of accordion panels where the files go after the upload.

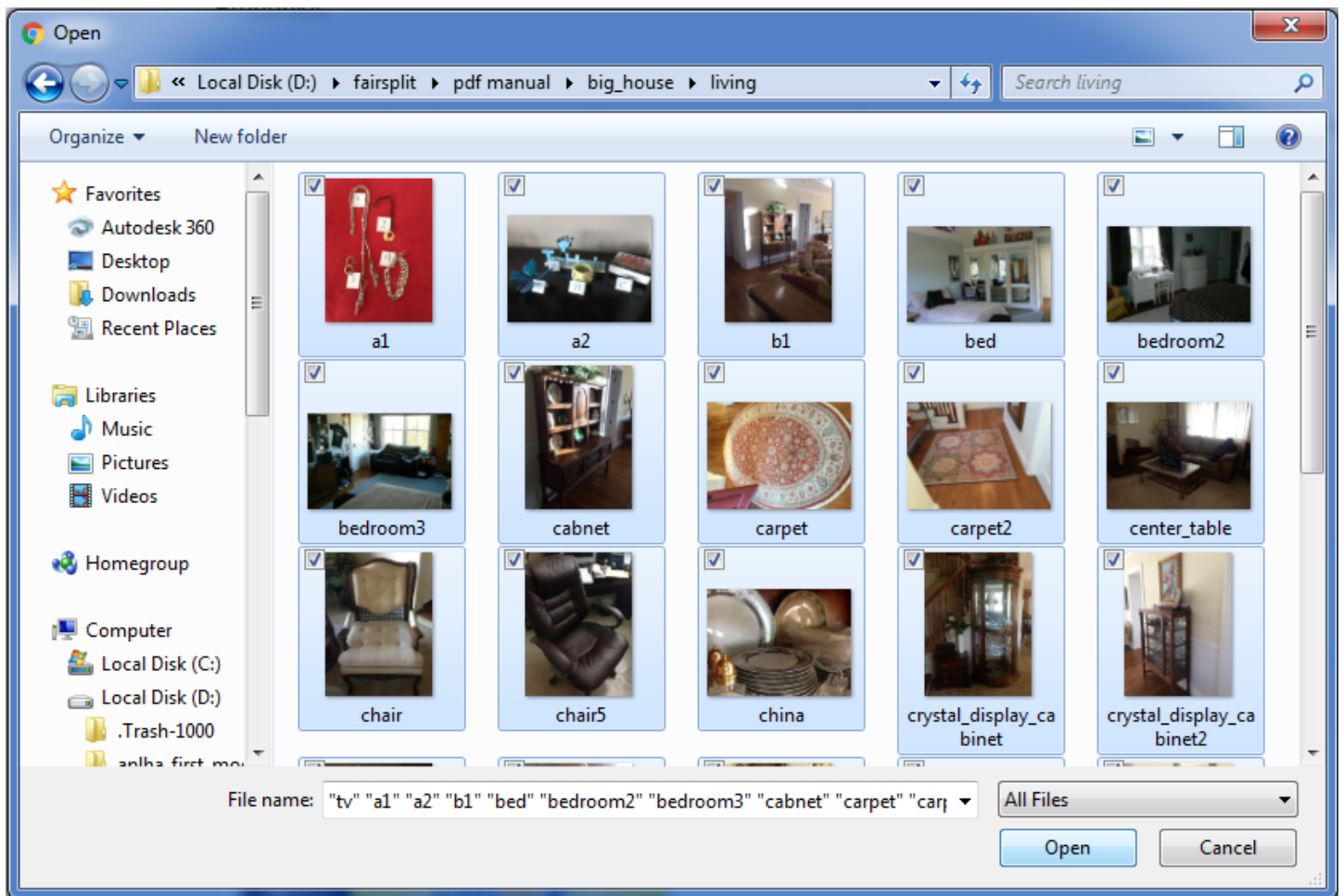
- All files initially go to the  panel.
From here, they can be assigned to a room.
- If the inventory or division has only one property, the other panels will contain only room names:



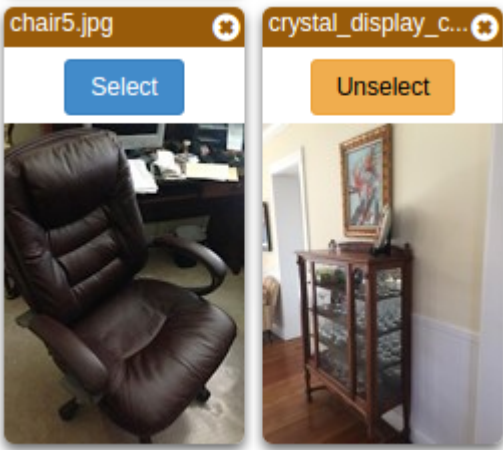
- However, if you have two or more properties, you will see the property name followed by the room name:



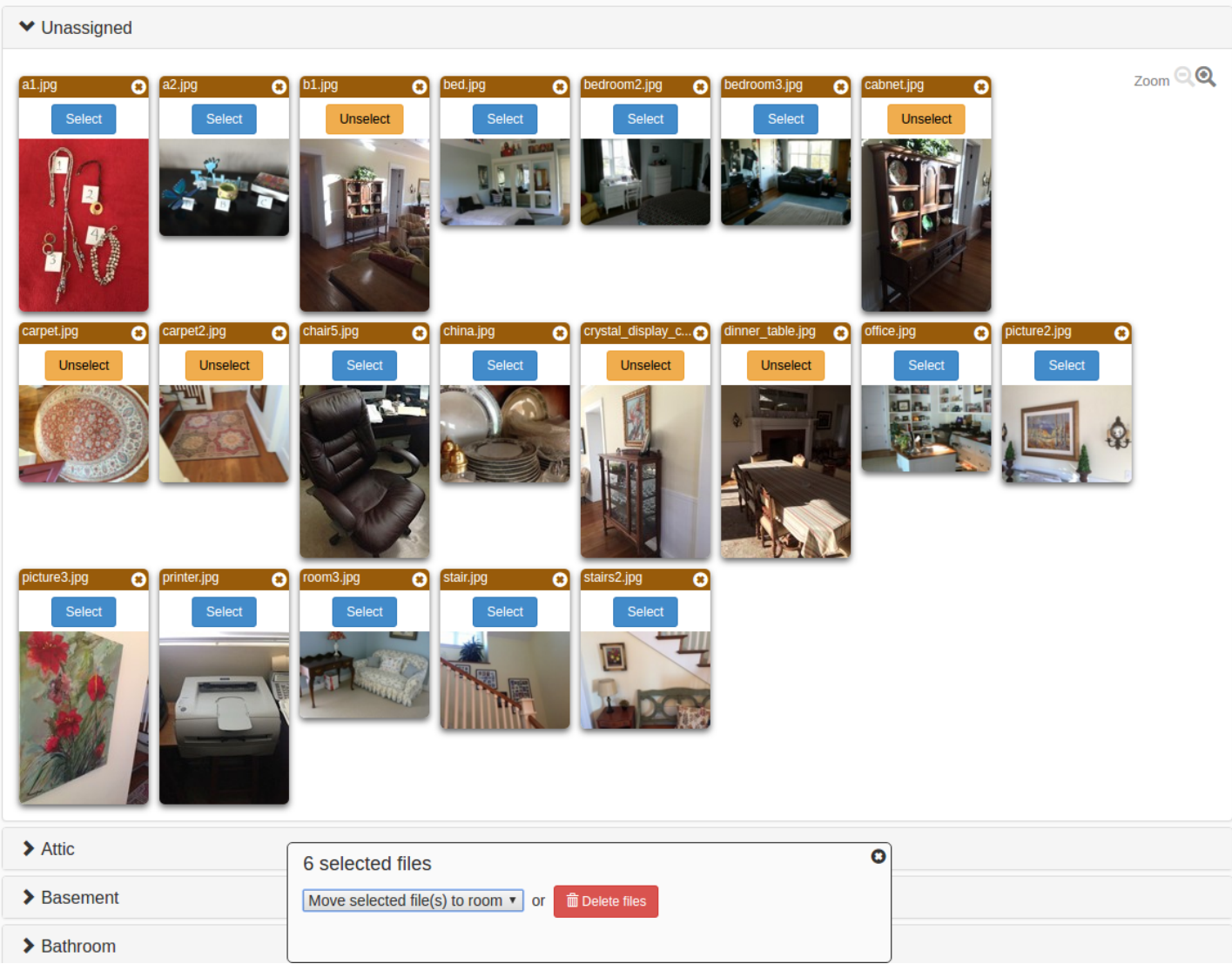
To upload photos using the "Choose files" option, click on the **Choose files** button. Go to the folder on your computer where the files are saved and select the desired files and photos. Then click, **Open**:



When each file is uploaded, it will go to the **Unassigned** panel:



When at least one photo is selected, a floating box appears at the bottom of the screen. It displays the selected file count and two controls for moving or deleting:



To move the files click on **Move selected files(s) to room** and then select one of the rooms:

6 selected files

Move selected file(s) to room ▼

 or

Delete files


After moving the files, they will appear in the target room:

➤ Bedroom - master

▼ Dining


b1.jpg

Select




cabinet.jpg

Select



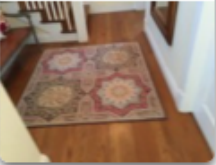
carpet.jpg

Select




carpet2.jpg

Select




crystal_display_c...

Select



dinner_table.jpg

Select



➤ Family room

➤ Front garden

Repeat this process with the other images until all images are in their corresponding room.

4.6 Listing assets

After uploading all the photos, it is time to list the assets in them.

There are multiple ways to list the assets:

- Recommended: let AI list the assets, from the uploaded photos, and just revise its work.
- Rename photos and then have FairSplit create assets from them.
- Upload an already prepared spreadsheet, to import its data.
- Manually list assets on the grid.

Tip: Box Numbers and other sorting – To track assets packed into boxes, add the box number to the front of the asset name. For instance, "11-Lladro figurine" and "11-small glass vase" will group items in box 11 when sorted alphabetically.

Prefixing an asset name can be used for other purposes too. For example, "NMB" may indicate items that should be moved to the "new master bedroom".

4.6.1 Listing with AI

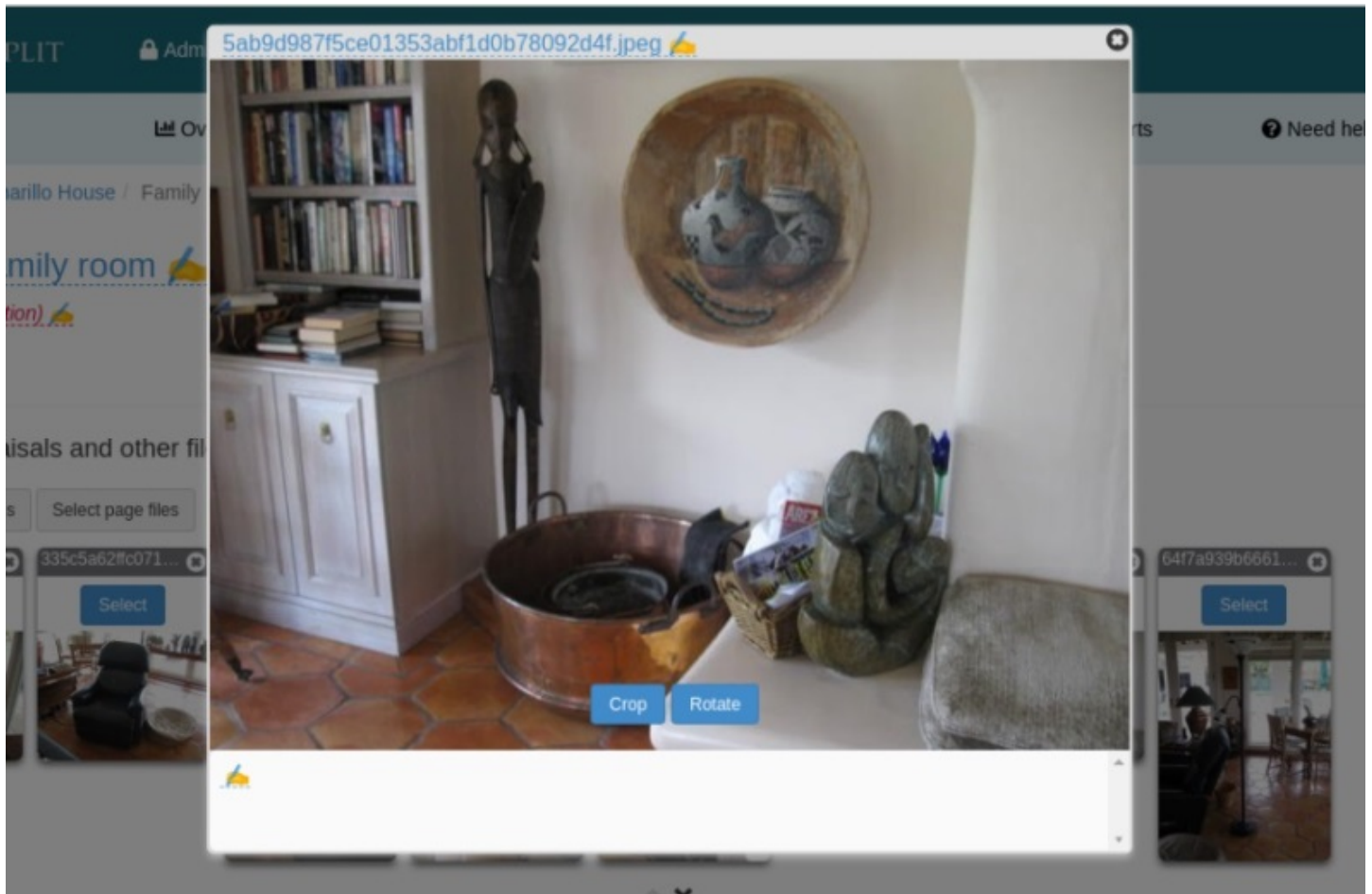
This user manual does not yet cover our best method of listing assets - using Artificial Intelligence. For more information on AI listing, please watch...

- a video tutorial on <https://app.fairsplit.com/>
- or on our YouTube channel: www.youtube.com/@DivvyMaster

4.6.2 How to list an asset for each photo

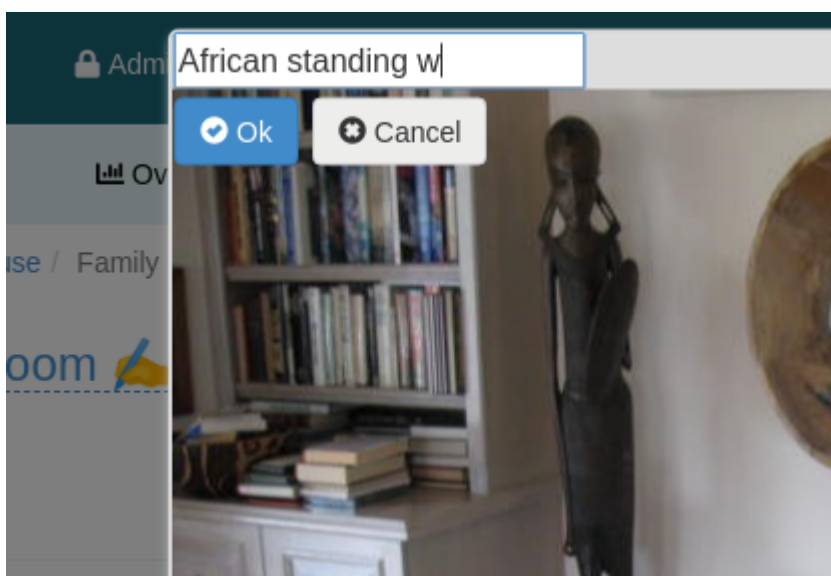
After uploading all of the photos in a room, you can convert those that have a single asset to be listed into assets, ONLY when each photo represents a single asset. In those cases, this will save lots of time.

Click on the photo to open it:



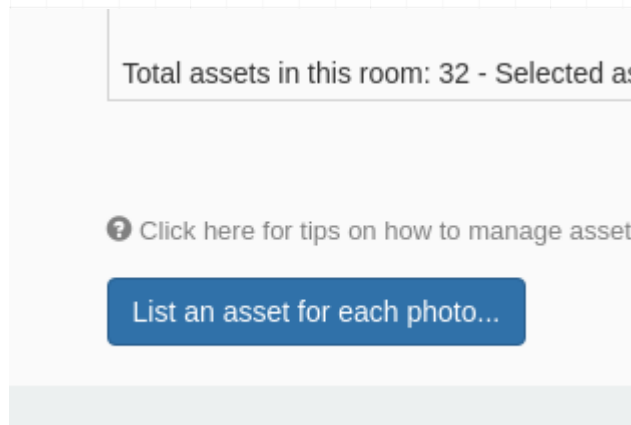
Click the photo name at the top and add a descriptive title. This title will become the name of the asset after the conversion. You can also add detailed information by clicking on the bottom of the photo and everything typed there will be part of the asset's detailed description after converting the photo into asset.

Click **OK** to save it:

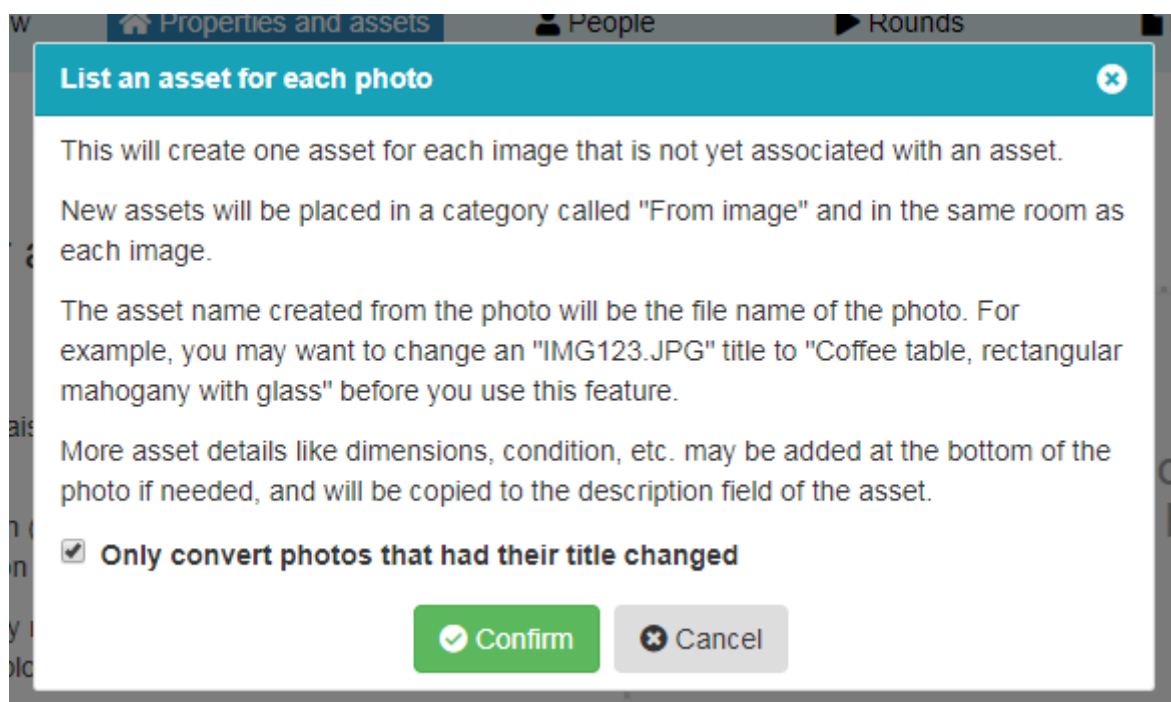


Then do the same with all the photos of the room you want to convert into assets and finally click the "List an asset for each photo ..." The only thing left to do is assign the listed asset a category.

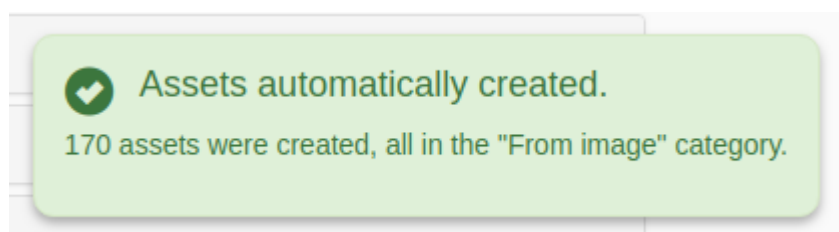
NOTE: If multiple assets are to be named in a single photo, do not use the photo renaming, as it will associate the photo with that single asset and it will not be available to use to associate with other assets. In other words, list assets from a multiple item photo in the table and then associate the same photo with each specifically:



A confirmation window will appear explaining what the conversion of photos in assets will do and giving the option to convert even photos that did not have the title changed. Click **Confirm**:



You will be notified about how many assets were created:



The assets will appear on the grid with the names used in the title of the photos. You will only need to edit the Category that will show as **From image** to Furniture, Artwork, etc:

▼

↑

| Distribute | Details | # | Asset ▲ | Mkt value | Category | |
|--|--------------|----------------------|--|--|--|------------------|
| <input type="text" value="Search..."/> | <div>▼</div> | <input type="text"/> | <input type="text" value="Search..."/> | <input type="text" value="Search..."/> | <input type="text" value="Search..."/> | |
| ✓ | Divide | | 99 | African standing woman statue | \$500 | From image |
| ✓ | Divide | | 100 | Alaskan statue hippo | \$1,000 | From image |
| ✓ | Divide | | 103 | Antique with Brass Pot-Corn husker | \$200 | From image |
| ✓ | Divide | | 188 | Brass Tub | \$50 | From image |
| ✓ | Divide | | 93 | Coffee Table | \$250 | Keep - Furniture |
| ✓ | Divide | | 92 | Couch | \$200 | Furniture |
| ✓ | Divide | | 95 | End Tables | \$300 | Keep - Furniture |
| ✓ | Divide | | 203 | Eskimo child | \$400 | Art/collectibles |
| ✓ | Divide | | 101 | Lamp | \$50 | Furniture |
| ✓ | Divide | | 200 | Long sofa table | \$400 | Keep - Furniture |
| ✓ | Divide | | 91 | Love Seat | \$100 | Furniture |
| ✓ | Divide | | 208 | Man and woman stone | \$2,000 | Keep - Art |
| ✓ | Divide | | 187 | Matching Lamps, | \$150 | Accessories |
| ✓ | Divide | | 88 | Overall photo of Family Room | --- | --- |

Total assets in this room: 32 - Selected assets: 0 - Selected assets mkt value: \$0

You can click on the **paper clip** icon to see the details of the assets and the photo:

African standing woman statue

\$500

Brass or wood woman

Location: Camarillo House / Family room

Category: Keep - Art

Brand:

Model:

Year:

Destination: Divide

Edit

> Upload photos and files into "African standing woman statue"

Asset files

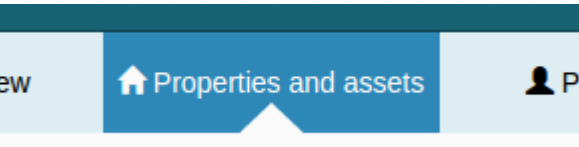
IMG_7409.JPG

4.6.3 Associating assets with photos and files

After adding the assets, you can associate the photos and files with the assets. This way the assets can be more easily identified.

Tip: More than one asset can be associated with a photo or file. This is helpful for group shots of small items, or when wide shots include many named assets. If you listed assets from photos, the photos are already associated with those named assets.

Click **Properties and assets** in the menu:

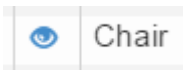


Then click the box, **All assets of this division**:



In this example, we want to associate a photo of a chair with the asset named “Chair”:

Tip: This is where having more than one Lister role, allows siblings or other parties to take on some of the tasks of getting things listed. If you have someone helping, let them know which rooms they can list assets for, or have them improve the asset names, etc.



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Admin
Change division

Welcome back, Bruce.
Account
Log out

Smith downsize
Overview
Properties and assets
People
Rounds
Reports
Need help?

Properties / Big house / Living / Assets / Chair

Chair
\$475

(No description)

Location: Big house / Living
Category: Furniture
Brand:
Model:
Year:
Destination: ---

Edit

Upload photos and files into "Chair"

Asset files

(No files)
Zoom

Room files

center_table.jpg
Select

chair.jpg
Select

crystal_display_c...
Select

end_table.jpg
Select

end_table_marbl...
Select

framed_mirror.jpg
Select

living.jpg
Select

lvinroom_wall.jpg
Select

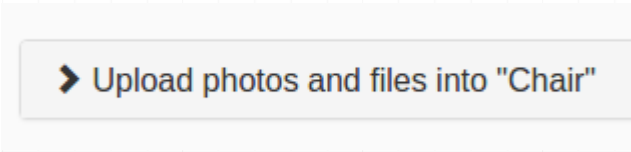
picture.jpg
Select

tv.jpg
Select

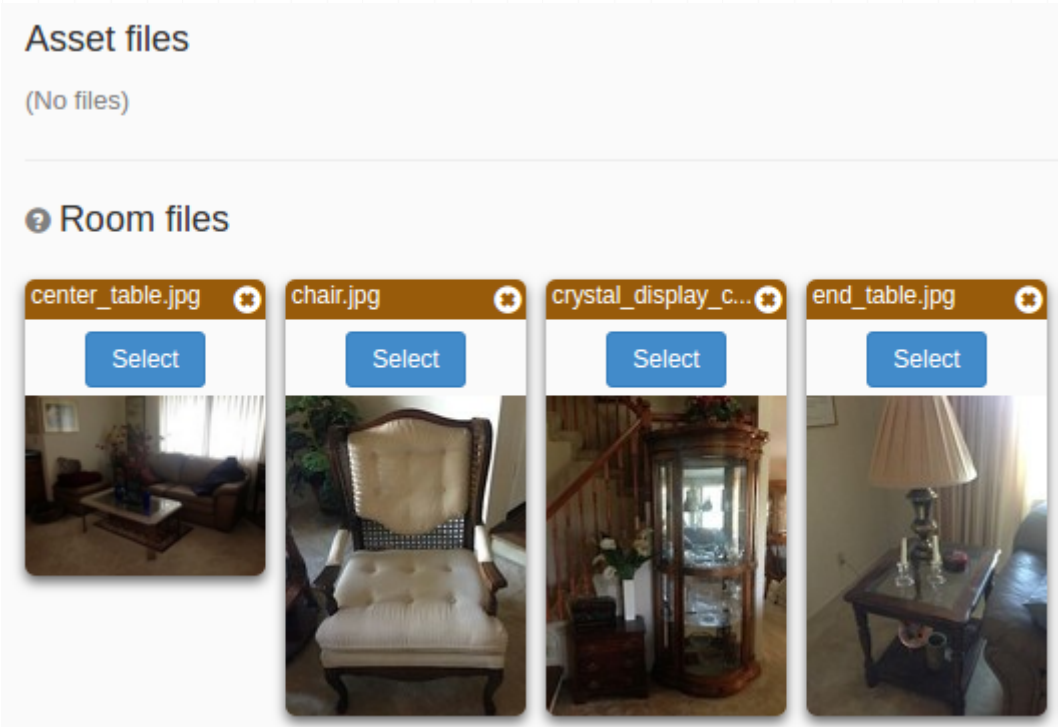
To modify the asset details, click **Edit**:

| | |
|-----------------------------------|--|
| <div>Chair</div> <div>\$475</div> | |
| (No description) | |
| | <div>Location: Big house / Living</div> |
| | <div>Category: Furniture</div> |
| | <div>Brand:</div> <div>Model:</div> <div>Year:</div> <div>Destination: ---</div> |

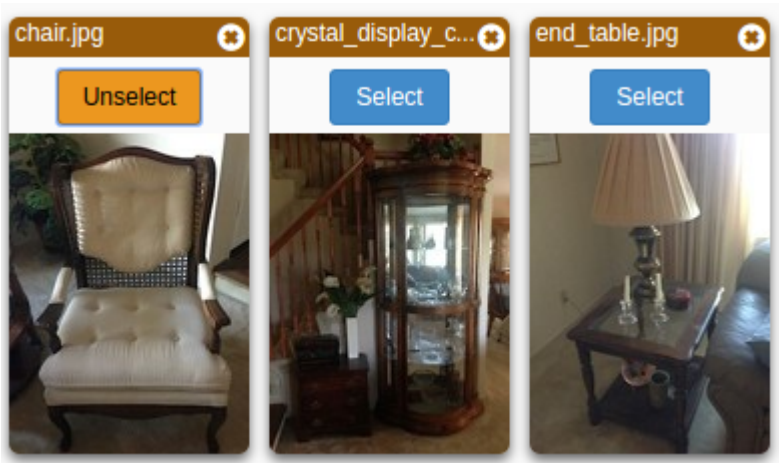
To add files and photos to the asset, click **Upload photos and files....**:



At the bottom of the page there are two sections. The first is “Asset Files” which is currently empty. The other is “Room Files”. This can include photos and files (e.g. Appraisals, notes, etc.):



Click the **Select** button on the photo of the chair. The button is replaced by an **Unselect** button, indicating that the photo has been selected correctly:



When photos/files are selected, a control box appears. This allows you to move the selected photos/files to another room, delete the selected files or assign them to the current asset. Click the blue button "Associate with asset":

1 selected file

Move selected file(s) to room

 or

Delete file

Associate with asset

Now the selected photo also appears in the **Asset files** section. The photo also stays in the room and can be associated with other assets shown in the photo. In the case that you have multiple photos of a single item or an appraisal of that item, these can all be associated with that asset:

Asset files

chair.jpg

Room files

center_table.jpg

Select

chair.jpg

Select

crystal_display_c...

Select

end_table.jpg

Select






To return to the previous page with the grid containing the assets of the division or inventory, click the **Back** button on your browser or click on **Assets** on the “breadcrumb trail” at the top of the page, just below the menu:

size

Overview

Big house / Living / Assets / Chair

Each asset that has a file or photo associated with it will have the **eye icon** replaced with an icon of a paper clip, indicating that the asset contains files or photos:

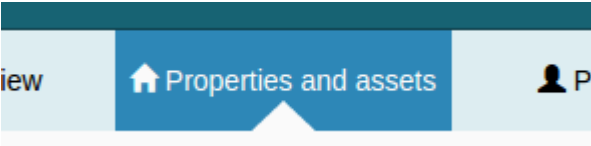
| Asset ▲ | | Mkt value |
|--|--------------------------|--|
| <input type="text" value="Search..."/> | | <input type="text" value="Search..."/> |
|  | Chair | \$475 |
|  | Crystal display cabinet | \$4,500 |
|  | End table | \$500 |
|  | Living room center table | \$2,500 |
|  | Marble end table | \$1,250 |

4.6.4 How to add custom assets

FairSplit offers three ways to add assets to a division or inventory.

Use the **quick form** to manually add assets to room and edit to improve the asset names later. Here’s how:


First click **Properties and assets** in the menu:




Select the property name in the properties list. For example, “Big house”:




Now enter one of the rooms to add assets. For example, **Living**:


Property: Big house 


Rooms


 Add room


Click a room below to add photos, files and assets:


 Attic


 Basement


 Bathroom


 Bedroom - guest


 Dining


 Family room

 Kids playroom

 Kitchen


 Laundry

 Living



Property assets

Next, click **Room assets**:

FAIR SPLIT

Admin ▾

Change division ▾

Andre inventory 2


Overview


Properties and assets

Properties / Smith's Home / Living

Room: Living

(No room description)

Room assets




Quickly add assets

➤ Upload photos and files into "Living"

Photos, appraisals and other files

(No files)

This page will list the assets associated with this room. At the top there is a horizontal form to add new assets and the photos of that room appear on the same page:

FAIR SPLIT

Admin ▾

Change division ▾

Welcome back, Bruce.

Account

Log out

Smith downsize

Overview

Properties and assets

People

Rounds

Reports

Need help?

Properties / Big house / Living / Assets

Assets

Report

Enter new

Asset name / description

\$ Market value

Big house ▾

Living ▾

Category

Add asset

Click here for tips on how to manage assets (edit, delete, details...)

| | Distribute | Details | Asset | Mkt value | Property | Room | Category |
|--|------------|---------|-----------|-----------|-----------|--------|-----------|
| | Search... | ↓ | Search... | Search... | Big house | Living | Search... |

Total assets: 0 - Selected assets: 0 - Selected assets mkt value: \$0

Complete the form, specifically the Asset Name and Fair Market Value (if values are wanted):

Admin

Change division

Welcome back, Bruce.

Account

Log out

Smith downsize

Overview

Properties and assets

People

Rounds

Reports

Need help?

Properties

Big house

Living

Assets

Assets

Report

Enter new

Living room center table

\$ 2500

Big house

Living

Furniture

Add asset

* The asset name above is what divisees will see when choosing items, so make it a good descriptive name.
Example: Andrew Wyeth original - Christina's World

Detailed description. Include details such as dimensions, size, material, condition, where purchased, how framed etc.

Click here for tips on how to manage assets (edit, delete, details...)

| Distribute | Details | Asset | Mkt value | Property | Room | Category |
|------------|---------|-----------|-----------|-----------|--------|-----------|
| Search... | | Search... | Search... | Big house | Living | Search... |

Total assets: 0 - Selected assets: 0 - Selected assets mkt value: \$0

Tip: The asset name is most important, as it is what divisees see when choosing items, so make it a good descriptive name. (for example – coffee table, rectangular light oak and glass - not just: “coffee table”, or: large framed oil painting of forest and cabin – not just: “oil painting”)

Tip: If your family has indicated most items are not wanted, don’t waste your time listing every item or asset in the house. List only the items you think at least one person may want. This will save you lots of time, and in the Asset Review Round all Divisees can indicate if they don’t see something they would like for you to add, or if you allow Listing Roles, they can add themselves. But do put photos of the contents of all rooms so you have full transparency and everyone will have the same chance to list things not listed before they are sold or donated:

Enter new

Living room center table

\$ 2500

Other fields are for the name of the property, room name and category, for instance, “furniture” or “artwork”. The fastest way to add assets is to stick with the same category and room until items of that group are listed. The field “category” needs to be filled in, but it will remain the same for the next item. Having the assets list organized by

room and category makes the work to add them fast, because this data is kept constant until one manually changes the names as one lists items, so only the names and values of the assets are needed for the next items.

One may choose to enter names only and do values later, or have another Participant (Valuator) assign MV or Market Values. Sometimes this may be an independent third party or an appraiser. Some families opt to not have values, or only for items over some fairly high value like 500 or \$1000.

If part of the distribution is determining who assumes certain debts or liabilities, a negative \$ value may be entered to reflect a negative value. This most often comes into play for divorce divisions.


| | | |
|-------------|----------|-----------|
| Big house ▼ | Living ▼ | Furniture |
|-------------|----------|-----------|

The last field is for a detailed description of the asset, where you can add details like size, condition, brand, appraisal notes, or even a story about the asset meaningful to your family. We do not have it broken down into brand, model number, date purchased, etc. like an insurance inventory because usually family members are already familiar with the assets.

Note: if all parties to a division are familiar with the items, less description is needed. Often in divorces and estate divisions all parties are familiar with the items, so little is needed beyond a good item name to identify it:

Detailed description. Include details such as dimensions, size, material, condition, where purchased, how framed etc.

The last step is to click the **Add Asset** button (far right) to add the new asset. **Add Asset** also serves to “save” the entry:

 Add asset

Each additional asset will appear in the grid below the form as you can see in the following image:

Admin ▾
Change division ▾
Welcome back, Bruce.
 Account
 Log out

Smith downsize
Overview
Properties and assets
People
Rounds
Reports
Need help?

[Properties](#) / [Big house](#) / [Living](#) / Assets

Assets

Report ▾

Enter new

\$ 4500

Big house ▾

Living ▾

Furniture

Add asset

* The asset name above is what devisees will see when choosing items, so make it a good descriptive name.
Example: *Andrew Wyeth original - Christina's World*

Detailed description. Include details such as dimensions, size, material, condition, where purchased, how framed etc.

Click here for tips on how to manage assets (edit, delete, details...)

| | Distribute | Details | Asset ▴ | Mkt value | Property | Room | Category |
|---|------------|---------|--------------------------|-----------|-------------|----------|-----------|
| | Search... | ▾ | Search... | Search... | Big house ✕ | Living ✕ | Search... |
| ✓ | --- | | Chair | \$475 | Big house | Living | Furniture |
| ✓ | --- | | End table | \$500 | Big house | Living | Furniture |
| ✓ | --- | | Living room center table | \$2,500 | Big house | Living | Furniture |
| ✓ | --- | | Marble end table | \$1,250 | Big house | Living | Furniture |

Total assets: 4 - Selected assets: 0 - Selected assets mkt value: \$0

4.6.5 How to move assets

FairSplit offers a way to move an asset from a property or room to another.

Click the paperclip or eye icon to open the detailed view of the asset:

| | | |
|--|----|--|
| | 15 | Coffee Table-wooden coffee table |
| | 7 | Lady at the Beach-Framed-Recommend Appraisal |
| | 1 | Miscellaneous (Bathroom)-Chair(1); Wood pedestals |
| | 11 | Overall photo of Master BR |
| | 14 | Paintings-Meadows;water color white frame |
| | 5 | Picasso prints (group of 2) |
| | 10 | Roster/Wind Mill Paintings (2 framed Picasso prints) |
| | 4 | Small Matching Vases-Painted Ceramic |
| | 9 | Standing Lamp-Floor lamp;stained glass |
| | 12 | Television-37" |
| | 6 | White/Gold Lamps (2) |

With asset details open, click the **Edit** button:

Roster/Wind Mill Paintings (2 framed Picasso prints) --

(No description)

Location: Camarillo House / Bedroom - master

Category: From image

Brand:

Model:

Year:

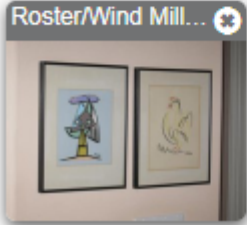
Destination: ---

Edit

> Upload photos and files into "Roster/Wind Mill Paintings (2 framed Picasso prints)"

Asset files

Roster/Wind Mill...



Then click the select control and choose the new room to which the asset should be moved:

Room

Bedroom - master ▼

No room assigned

Bedroom - guest

Bedroom - master

Dad's office

Dining

Family room

Garage

Hallway

House exterior

Kitchen

Laundry

Living

Office - study

Susan's bedroom

And finally, click the **Save** button:



Please note that if you move an asset to a new room, you may also want to move the associated photo (if there is one) to the new room as well. The photo stays in the current assigned room unless it is move separately.

4.6.6 Upload an inventory spreadsheet

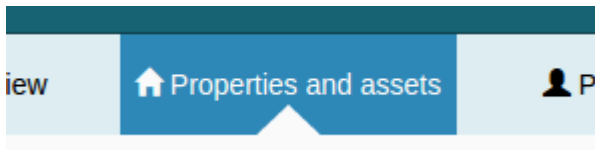
(The FairSplit Sample Inventory sheet or asset inventories from other apps or software home inventory programs – If you are very familiar and like using excel, or already have a partial or full inventory in another software, this may be the best option. You do not need to lose the work already done previously)

Another way to add information such as properties, rooms and assets is by uploading a spreadsheet.


A quick note: FairSplit provides a Sample Inventory spreadsheet. More on that below.

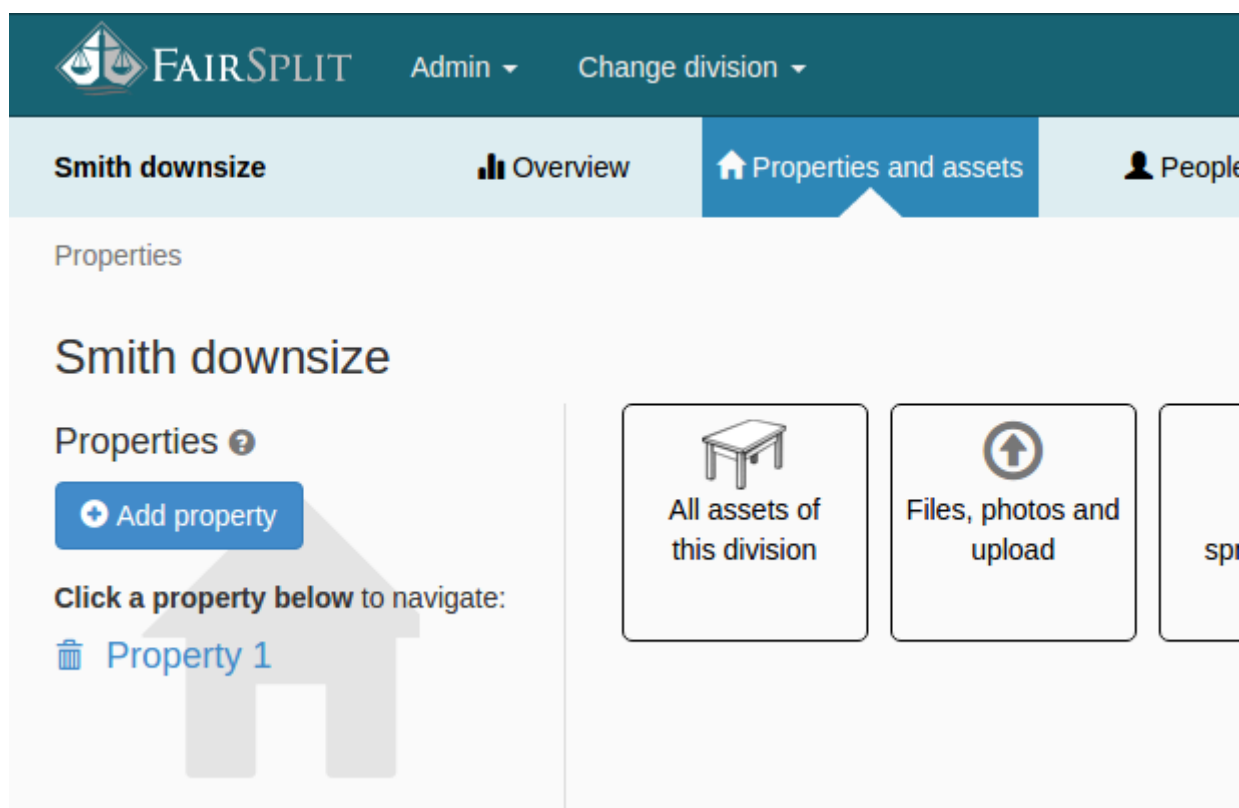
If you already have a partial or full inventory and can convert that file to an Excel spreadsheet, it will facilitate the process of uploading your information to FairSplit.

To upload properties, rooms and assets to FairSplit, click "Properties and assets" in the menu:

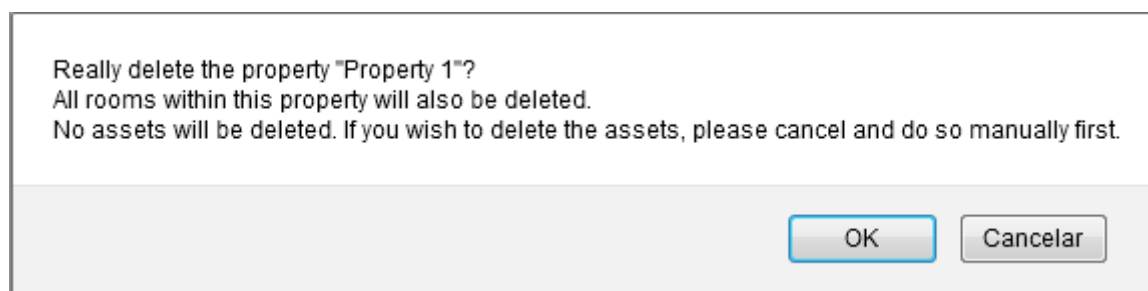


The system automatically creates a property named **Property 1**.

Since you will instead be uploading a spreadsheet, you need to delete the default property by clicking on the trash icon: 



A confirmation box will appear. Click the **OK** button and the property will be deleted:



Now there is no property in the “Smith downsize” division. All assets and information about properties, rooms and assets will be imported through a spreadsheet, which must first be properly structured for compatibility.

Note: FairSplit supports LibreOffice Calc or Microsoft Excel. If you have a home inventory exportable only in PDF, it will need to be converted to a compatible spreadsheet format.

To structure your spreadsheet, download the sample spreadsheet from FairSplit.

Open the file. If you already have an inventory spreadsheet, change the headers to match FairSplit’s (see **Spreadsheet Rules** below). If you don’t have a spreadsheet, but prefer to work in a spreadsheet, start populating FairSplit’s sheet with the relevant information and save it to your computer.

Note: FairSplit will not only add assets, but also the properties and rooms associated with the division or inventory.

4.6.7 Spreadsheet rules

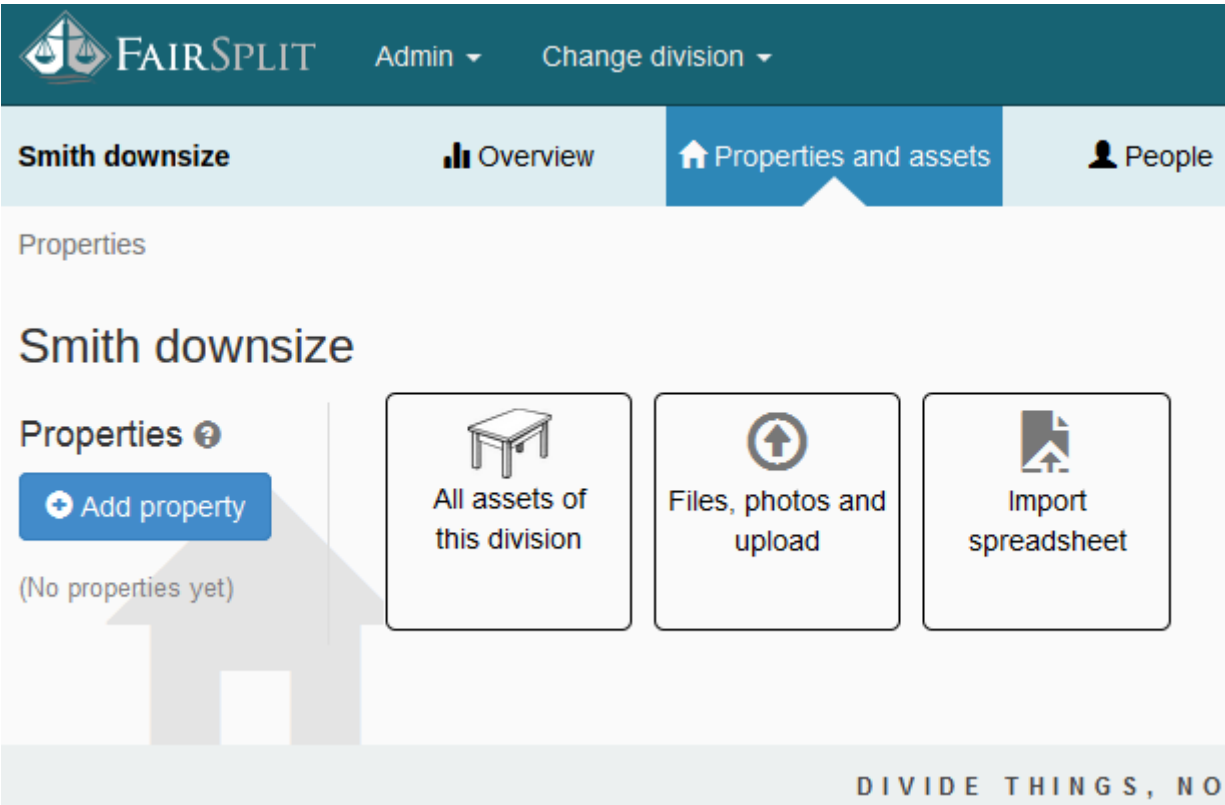
- The spreadsheet must contain all of these headers on the first row:

- Name
 - Market value
 - Property
 - Room
 - Category
 - Description
 - Brand
 - Model
 - Year
 - Action
 - Divisee
 - Files
- The columns may be in a different order — that does not matter.
 - Only the Name column is required, meaning it must be filled out in each row of the spreadsheet. However, there is an 80-character limitation on it. Anything longer must go into the Description column.
 - The Market value column must contain numbers, or be blank.
 - The Property column must be filled in when you specify a room, because the room belongs to a property.
 - The Action column has only a few valid options: "divide", "donate", "sell", or "sell or donate". It may also be left blank.
 - The Divisee column, if not left blank, must contain the name of an existing beneficiary — you cannot add divisees through importing a spreadsheet.
 - The Files column can contain the names of existing files, images and photos (already uploaded to your inventory) — one file per line. This will cause the file(s) to be associated with the asset being imported. If the file is not yet inside a room, but the asset being imported is, then the file will be ported to that room, too.
 - The import process reuses existing properties and rooms, but does not update existing assets. It only creates more assets. Importing a spreadsheet twice results in duplicated assets.
 - An XLSX file may contain several worksheets. The one named "Assets", or the first one, will be chosen for importing.
 - Save your file in the XLSX format (the old XLS format won't work).
 - You may save the spreadsheet in the CSV format, using these options:
 - CSV separator/delimiter: , (comma)
 - Text encoding: UTF-8

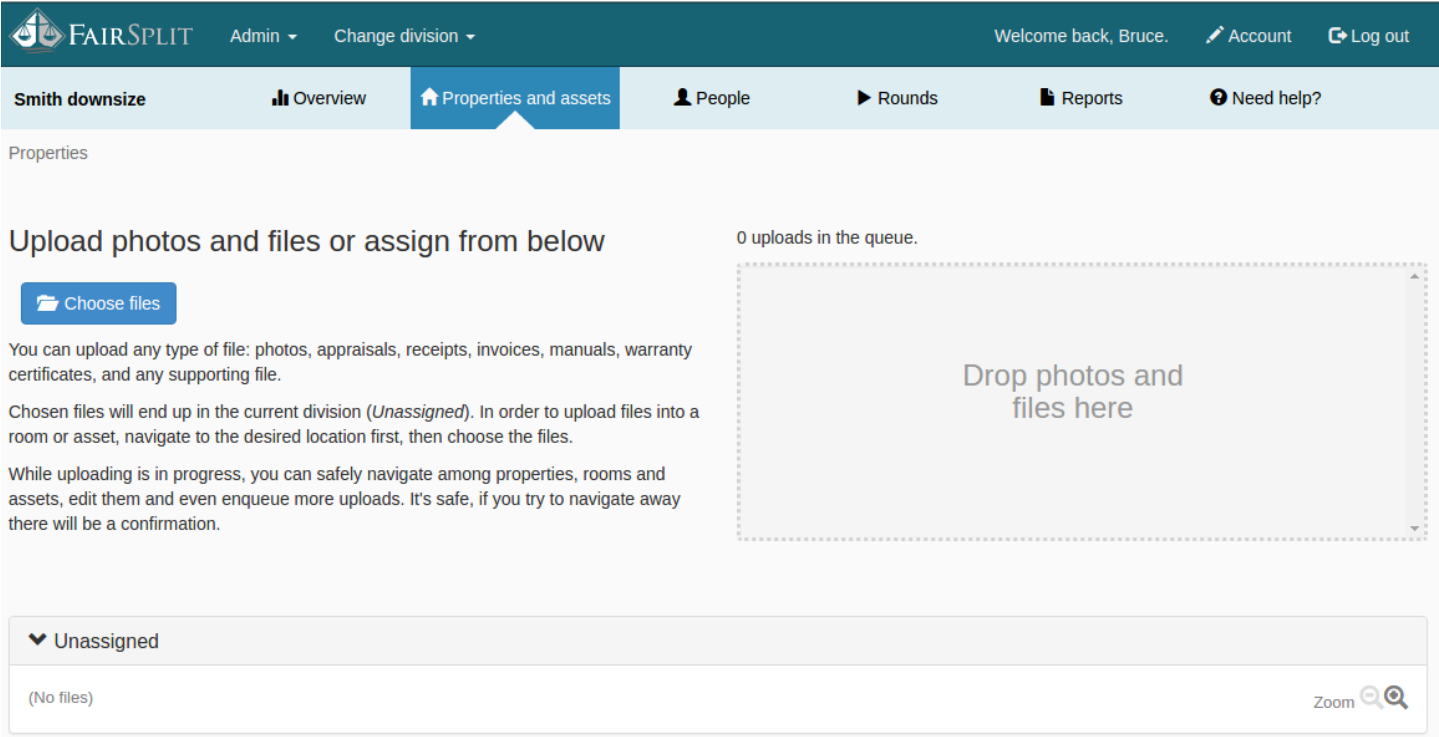
Here is a sample spreadsheet with information added:

[illegible]

Under **Properties and Assets**, click the **Files, photos and upload** button:

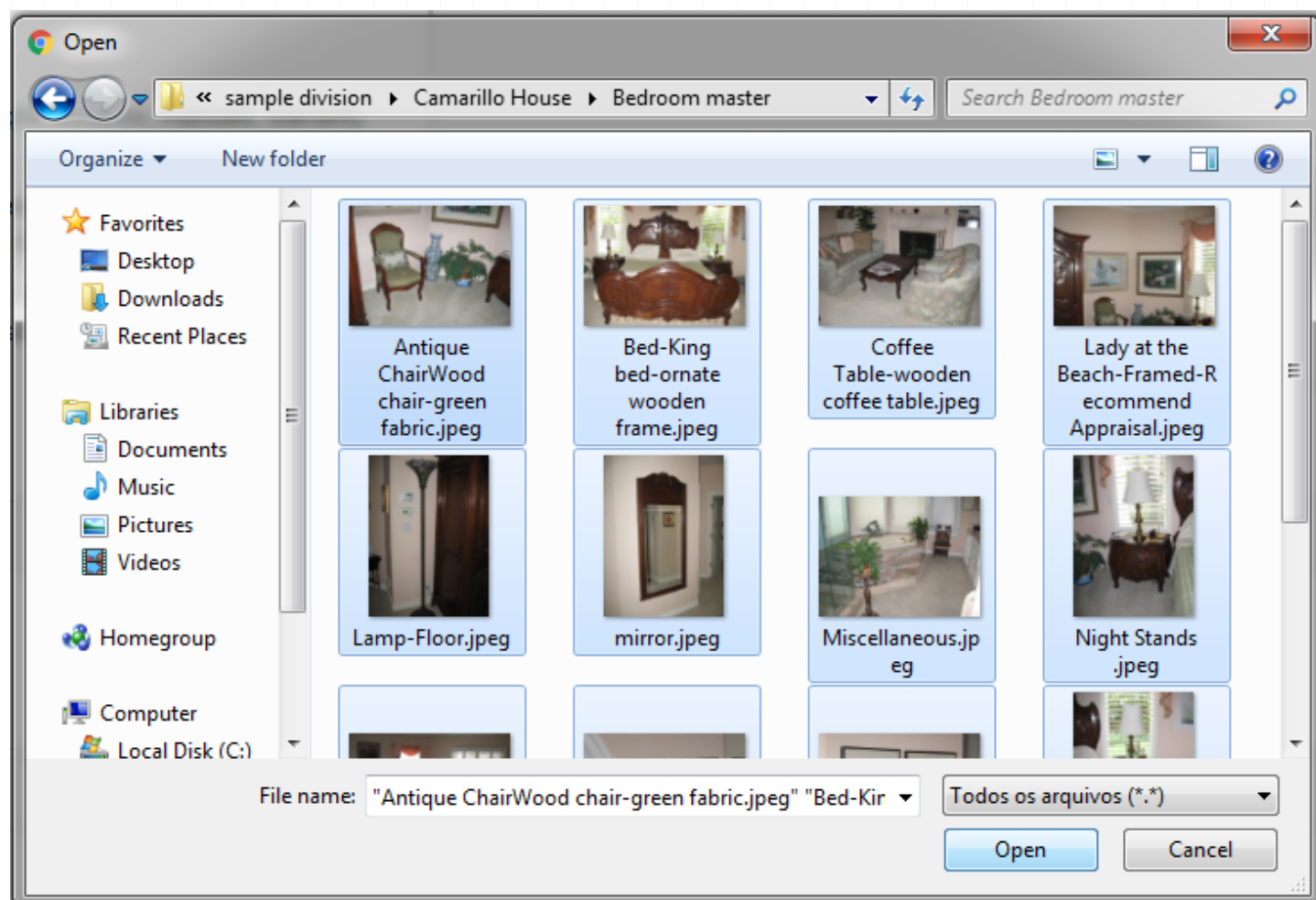


Here you can either click the **Choose files** button or drag and drop files to the dashed box on the right of your screen:

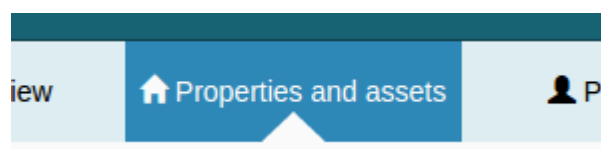


Go to the folder on your computer where the files are saved and select the desired files and photos. Then click, **Open**:

Tip: It is a good idea to have your files be relatively small, 100 KB since they will be viewed online, higher resolution isn't needed and FairSplit resizes. Larger photos can be used, but the bigger the file, the longer it will take to upload.



After all the files are uploaded, the spreadsheet can be imported. Go back to the central upload page by clicking **Properties and assets** in the menu:



Click the **Import spreadsheet** button:

The screenshot shows the FAIR SPLIT web application interface. At the top, there is a dark teal header with the FAIR SPLIT logo, an 'Admin' dropdown menu, and a 'Change division' dropdown menu. Below the header, a light blue navigation bar contains four tabs: 'Smith downsize', 'Overview', 'Properties and assets' (which is the active tab), and 'People'. The main content area is titled 'Properties' and 'Smith downsize'. On the left, there is a 'Properties' section with a question mark icon, an 'Add property' button, and the text '(No properties yet)'. To the right of this section are three large white boxes with black borders. The first box contains a table icon and the text 'All assets of this division'. The second box contains an upload icon and the text 'Files, photos and upload'. The third box contains a document icon with an upload arrow and the text 'Import spreadsheet'. At the bottom right of the main content area, the text 'DIVIDE THINGS, NO' is visible.

This is the **Import assets spreadsheet** page wherein the rules to create the spreadsheet are defined. Click the **download an example spreadsheet**:

Smith downsize

Overview

Properties and assets

People

Rounds

Reports

Need help?

Properties

Import assets spreadsheet

In LibreOffice Calc or MS Excel, prepare a spreadsheet with all of these headers on the first row:

| | | | | | |
|------------|-------|-----------|----------|------|----------|
| Distribute | Asset | Mkt value | Property | Room | Category |
|------------|-------|-----------|----------|------|----------|

To save time, you can [download an example spreadsheet](#).

The columns may be in a different **order** — that does not matter.

Only the *Name* column is required, meaning it must be filled out in each row of the spreadsheet. However, there is an **80-character limitation** on it. Anything longer must go into the *Description* column.

The *Market value* column must contain numbers, or be blank.

The *Property* column must be filled in when you specify a *Room*, because the room belongs to a property.

The *Action* column has only a few valid options: "divide", "donate", "sell", or "sell or donate". It may also be left blank.

The *Divisee* column, if not left blank, must contain the name of an existing beneficiary — you cannot add divisees through importing a spreadsheet.

The import process reuses existing properties and rooms, but does not update existing assets. **It only creates more assets**. Importing a spreadsheet twice results in duplicated assets.

An XLSX file may contain several worksheets. The one named "Assets", or the first one, will be chosen for importing.

Save your file in the **XLSX format** (the old XLS format won't work). CSV is okay if it follows the parameters on the right.

Finally, please upload the resulting file by clicking the button below, or dropping the file here.

Choose file

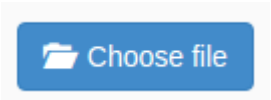
You can create assets, rooms and properties — all at once — if you prepare a file that FairSplit understands. Here is how.

CSV options

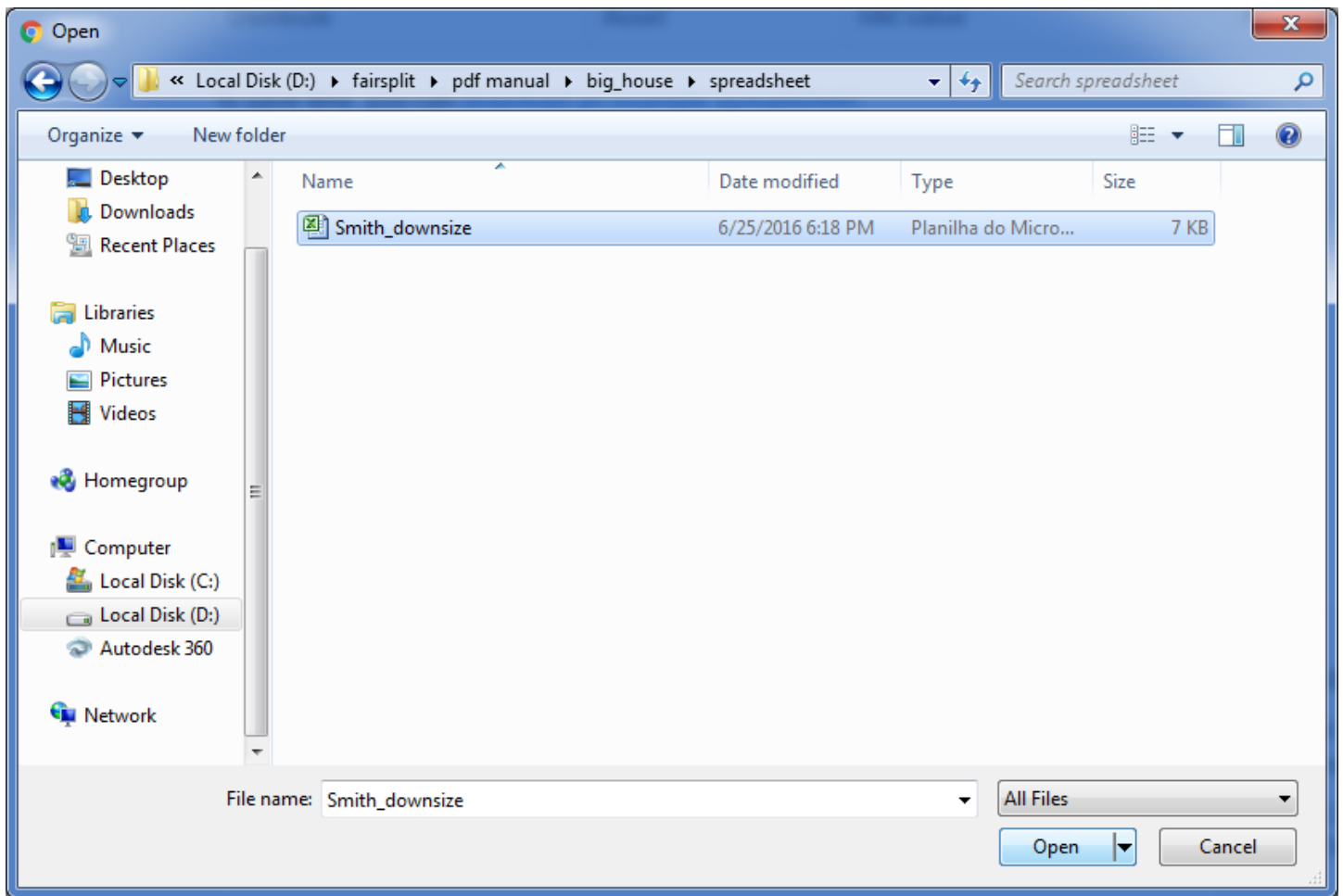
Instead of the XLSX format, you may save the spreadsheet in [the CSV format](#), using these options:

- CSV separator/delimiter: , (comma)
- Text encoding: **UTF-8**

To import the spreadsheet, click the **Choose File** button at the bottom of the **Import assets spreadsheet** page:



Select the spreadsheet file and click **Open**:



The system redirects you to the assets page where you can see that all the information was imported into the system:

A spreadsheet with 174 lines has been imported.

Properties / Assets

Assets

Report

Enter new

Asset name / description

\$ Market value

Big house

No room

Category

Add asset

Click here for tips on how to manage assets (edit, delete, details...)

| | Distribute | Details | # | Asset | Mkt value | Property | Room | Category |
|---|------------|---------|----|--|-----------|-----------------|------------------|------------|
| | Search... | | | Search... | Search... | Search... | Search... | Search... |
| ✓ | --- | | 3 | Antique ChairWood chair:green fabric | --- | Camarillo House | Bedroom - master | From image |
| ✓ | --- | | 13 | Bed-King bed;ornate wooden frame | --- | Camarillo House | Bedroom - master | From image |
| ✓ | --- | | 15 | Coffee Table-wooden coffee table | --- | Camarillo House | Bedroom - master | From image |
| ✓ | --- | | 7 | Lady at the Beach-Framed-Recommen... | --- | Camarillo House | Bedroom - master | From image |
| ✓ | --- | | 1 | Miscellaneous (Bathroom)-Chair(1); W... | --- | Camarillo House | Bedroom - master | From image |
| ✓ | --- | | 11 | Overall photo of Master BR | --- | Camarillo House | Bedroom - master | From image |
| ✓ | --- | | 14 | Paintings-Meadows;water color white fr... | --- | Camarillo House | Bedroom - master | From image |
| ✓ | --- | | 5 | Picasso prints (group of 2) | --- | Camarillo House | Bedroom - master | From image |
| ✓ | --- | | 10 | Roster/Wind Mill Paintings (2 framed Pi... | --- | Camarillo House | Bedroom - master | From image |
| ✓ | --- | | 4 | Small Macthing Vases-Painted Ceramic | --- | Camarillo House | Bedroom - master | From image |
| ✓ | --- | | 9 | Standing Lamp-Floor lamp;stained glass | --- | Camarillo House | Bedroom - master | From image |
| ✓ | --- | | 12 | Television-37" | --- | Camarillo House | Bedroom - master | From image |
| ✓ | --- | | 6 | White/Gold Lamps (2) | --- | Camarillo House | Bedroom - master | From image |
| ✓ | --- | | 2 | Wood Framed Mirror | --- | Camarillo House | Bedroom - master | From image |

Total assets: 173 - Selected assets: 0 - Selected assets mkt value: \$0

If you click **Properties and assets** in the menu, you can see that the property – “Big house” and rooms – 18 rooms – were added:

FAIR SPLIT

Admin

Change division

Smith downsize

Overview

Properties and assets

People

Rounds

Properties

Smith donwsize

Properties

Add property

Click a property below to navigate:

Big house - 18 rooms - 173 assets - 10 files

All assets of this division (173 assets)

Files, photos and upload

Import spreadsheet

4.7 Using the grid

Good use of asset name area

Add destination/ Distribute labels here

Room assets

Enter new

| Distribute | Detail... | # | Asset | Mkt value | Category |
|----------------|-----------|---|--|-----------|-------------|
| Divide | | 1 | Statue "Fools Folly" bronze juggler 5 feet - James Lacasse | \$10,000 | Furniture |
| Divide | | 2 | Loveseat - Cutshall Cotton 57.87" | \$350 | Furniture |
| Keep | | 3 | 2 Piece Living Room Set - Upholstered seating in a cotton blended fabric | \$2,850 | Furniture |
| Sell or donate | | 4 | 60" color television with remote | \$2,500 | Electronics |
| Sell or donate | | 5 | Vintage Gramophone | \$1,500 | Electronics |
| Keep | | 6 | Coffee Table with Storage - open lower shelf and 2 drawers | \$850 | Furniture |
| Divide | | 7 | Steib Slipper Chair | \$430 | Furniture |
| Divide | | 8 | Grandall 21" Armchair | \$670 | Furniture |
| Divide | | 9 | Picture - Modern canvas girl with flowers - frameless, 47.2 X 23.6 inch | \$5,500 | Decoration |

Clip and eye icons display this details screen

Good place for brand, size, wood type for quality name

Categories can be created by simply typing in the category name

Mostly used by appraisers since brand and model can go in name or description

Putting a value is NOT required here

Room names can be added under Properties, + Add Room

New destinations can be added with the "distribution destinations" button in the top right of the grid

Mostly used by appraisers only

This field can be populated typing on the bottom of the photograph when listing assets from the photos, or typing directly here. Usually one would put any information here of help to the family. Links to similar items online for value validation, condition of the item, scratches, etc.

Asset name*
Statue "Fools Folly" bronze juggler 5 feet - James Lacasse

Property
Beach house

Category
Furniture

Brand

Model
Xispita

Description

Fair Market Value
10000

Room
Living

Distribute
Divide

Year

4.7.1 How to edit, filter and sort the grid

A creative use of the grid, to show packing, is to add box numbers to the start of the asset name, e.g. 01, 02, or 11, 12, etc. (You need the leading zero to sort correctly.)

Assets

Enter new

11 - Lladro figurine, mother an

\$

M

* The asset name above is what devisees will see when choosing items, s

Example: *Andrew Wyeth original - Christina's World*

Detailed description. Include details such as dimensions, size, material, framed etc.

Click on any column “Search” areas to filter by that category, room, etc.:

| Asset | Mkt value | Property | Room |
|---|-----------|-------------|--------|
| Search... | Search... | Search... | Living |
| Home theater | \$940 | Mom's House | Living |
| DVD / Blu-ray player | \$630 | Mom's House | Living |
| Antique with Brass Pot-Corn husker | \$200 | Mom's House | Living |
| Alaskan statue hippo | \$1,000 | Mom's House | Living |
| African standing woman statue | \$500 | Mom's House | Living |
| 12 - Crystal stem wineglasses, set of 12 | \$75 | Mom's House | Living |
| 12 - Crystal ase - 10" tall, Waterford s... | \$28 | Mom's House | Living |
| 11 - Waterford glass dolphins, small 5" | \$30 | Mom's House | Living |

Sort by box number by clicking on the asset column header. Items prefixed with a box number show first, in order.

| Asset ▲ | Mkt value | Property | Room |
|--|--|--|-----------------------|
| <input type="text" value="Search..."/> | <input type="text" value="Search..."/> | <input type="text" value="Search..."/> | Living ✕ |
| 11 - Lladro figurine, mother and child st... | \$75 | Mom's House | Living |
| 11 - Lldro figurine, lady playing harp | \$65 | Mom's House | Living |
| 11 - Swarovski crystal rabbit, small 3" | \$25 | Mom's House | Living |
| 11 - Waterford glass dolphins, small 5" | \$30 | Mom's House | Living |
| 12 - Crystal ase - 10" tall, Waterford s... | \$28 | Mom's House | Living |
| 12 - Crystal stem wineglasses, set of 12 | \$75 | Mom's House | Living |
| African standing woman statue | \$500 | Mom's House | Living |
| Alaskan statue hippo | \$1,000 | Mom's House | Living |

4.7.2 Add dispositions

The assets can be easily reassigned after a truck is loaded to move.

To add dispositions click on  **Distribution destinations**

Type a new disposition and click the green **Add destination** button.

Change division ▼

Welcome back

Distribution destinations

Existing destinations

✱

 Divide

✱

 Donate

🗑

 John's - Garage

🗑

 John's - Home office

🗑

 John's - Living

🗑

 John's- Kitchen

✱

 Keep

✱

 Sell

✱

 Sell or donate

✱

 Stays

Add a distribution destination

John's - Bed room

















➕

 Add destination



- 74/120 -

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Select the assets you want to mark for a destination by clicking on the **select** column. That's the leftmost column on the grid:

| SELECT  | Distribute | Details  | # | Asset  | Mkt ... | Proper... | Re... |
|---|--|---|-------------------------------|---|-----------------------------------|-------------------------------------|--------------------------------|
| | <input type="text" value="Search..."/> | | <input type="text" value=""/> | <input type="text" value="Search..."/> | <input type="text" value="Sear"/> | <input type="text" value="Search"/> | <input type="text" value="S"/> |
|  | --- |  | 21 | 11 - Lladro figurine, mo... | \$75 | Mom's | Liv |
|  | --- |  | 27 | 11 - Lldro figurine, lady... | \$65 | Mom's | Liv |
|  | --- |  | 22 | 11 - Swarovski crystal r... | \$25 | Mom's | Liv |
|  | --- |  | 23 | 11 - Waterford glass d... | \$30 | Mom's | Liv |
|  | --- | | | | | | |
|  | --- | | | | | | |
|  | --- | | | | | | |
|  | --- | | | | | | |
|  | --- | | | | | | |

3 selected assets

Distribute asset(s) to  or  Delete assets

Click the **Distribute assets(s) to** dropdown and select the disposition:

| Asset | Value | Owner |
|--------------------|---------|-------|
| statue - 10" t... | \$28 | Mom's |
| stat stem wine... | \$75 | Mom's |
| standing woma... | \$500 | Mom's |
| statue hippo | \$1,000 | Mom's |
| glass display c... | \$450 | Mom's |
| with Brass Pot... | \$200 | Mom's |
| med oil painti... | \$2,700 | Mom's |
| b | \$50 | Mom's |
| - GoPro | \$1,400 | Mom's |

The “Distribute” column will show the selected disposition:

| SELECT | Distribute | Details | # | Asset ▲ | Mkt ... | F |
|--------|--|---------|----------------------|--|--|---|
| | <input type="text" value="Search..."/> | ↓ | <input type="text"/> | <input type="text" value="Search..."/> | <input type="text" value="Search..."/> | |
| ✓ | John's - Living | 👁 | 21 | 11 - Lladro figurine, mo... | \$75 | M |
| ✓ | John's - Living | 👁 | 27 | 11 - Lldro figurine, lady... | \$65 | M |
| ✓ | John's - Living | 👁 | 22 | 11 - Swarovski crystal r... | \$25 | M |
| ✓ | --- | 👁 | 23 | 11 - Waterford glass d... | \$30 | M |
| ✓ | --- | 👁 | 25 | 12 - Crystal ase - 10" t... | \$28 | M |

4.7.3 How to print reports from the grid

Although FairSplit has a powerful, separate Reports page, you can also print reports based on the grid's current configuration of filters and ordering.

| SELECT | Distribute | Details | # | Asset ▲ | Mkt val... | Property | Room | Category |
|--------|--|---------|----------------------|--|-------------------------------------|--|--|--|
| | <input type="text" value="Search..."/> | ↓ | <input type="text"/> | <input type="text" value="Search..."/> | <input type="text" value="Search"/> | <input type="text" value="Search..."/> | <input type="text" value="Search..."/> | <input type="text" value="Search..."/> |
| ✓ | John's - Living | 👁 | 21 | 11 - Lladro figurine, mother and... | \$75 | Mom's | Living | Art/collectibles |
| ✓ | John's - Living | 👁 | 27 | 11 - Lldro figurine, lady playing ... | \$65 | Mom's | Living | Art/collectibles |
| ✓ | John's - Living | 👁 | 22 | 11 - Swarovski crystal rabbit, s... | \$25 | Mom's | Living | Art/collectibles |
| ✓ | --- | 👁 | 23 | 11 - Waterford glass dolphins, s... | \$30 | Mom's | Living | Art/collectibles |
| ✓ | --- | 👁 | 25 | 12 - Crystal ase - 10" tall, Wate... | \$28 | Mom's | Living | Miscellaneous |
| ✓ | --- | 👁 | 26 | 12 - Crystal stem wineglasses, ... | \$75 | Mom's | Living | Miscellaneous |
| ✓ | --- | 👁 | 16 | African standing woman statue | \$500 | Mom's | Living | Keep - Art |
| ✓ | --- | 👁 | 17 | Alaskan statue hippo | \$1,000 | Mom's | Living | Keep - Art |
| ✓ | --- | 👁 | 1 | Antique glass display cabinet w... | \$450 | Mom's | Family room | Furniture |
| ✓ | --- | 👁 | 18 | Antique with Brass Pot-Corn hu... | \$200 | Mom's | Living | Art |
| ✓ | --- | 👁 | 5 | Black framed oil painting - floral... | \$2,700 | Mom's | Family room | Art/collectibles |
| ✓ | --- | 👁 | 19 | Brass Tub | \$50 | Mom's | Family room | Furniture |
| ✓ | --- | 👁 | 7 | Camera - GoPro | \$1,400 | Mom's | Home office - study den | Electronics |
| ✓ | --- | 👁 | 8 | DVD / Blu-ray player | \$630 | Mom's | Living | Electronics |
| ✓ | --- | 👁 | 2 | Glass and dark oak rectangular | \$350 | Mom's | Family room | Furniture |

Total assets: 25 - Selected assets: 0 - Selected assets mkt value: \$0

To print a report from a grid, click the “Report” menu and select **Print directly**:

Distribution destinations

Report

Print directly (the grid contents)

Download Excel (all assets)

Download CSV (all assets)

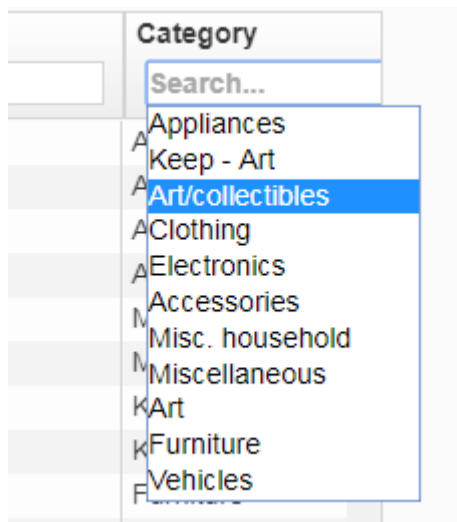
The report will show all assets:



[Click here for tips on how to manage assets \(edit, delete, details...\)](#)

| Distribute | # | Asset | Mkt value | Property | Room | Category |
|-----------------|----|---|-----------|-------------|-------------|------------------|
| John's - Living | 21 | 11 - Lladro figurine, mother and child standing | \$75 | Mom's House | Living | Art/collectibles |
| John's - Living | 27 | 11 - Lldro figurine, lady playing harp | \$65 | Mom's House | Living | Art/collectibles |
| John's - Living | 22 | 11 - Swarovski crystal rabbit, small 3" | \$25 | Mom's House | Living | Art/collectibles |
| --- | 23 | 11 - Waterford glass dolphins, small 5" | \$30 | Mom's House | Living | Art/collectibles |
| --- | 25 | 12 - Crystal ase - 10" tall, Waterford s... | \$28 | Mom's House | Living | Miscellaneous |
| --- | 26 | 12 - Crystal stem wineglasses, set of 12 | \$75 | Mom's House | Living | Miscellaneous |
| --- | 16 | African standing woman statue | \$500 | Mom's House | Living | Keep - Art |
| --- | 17 | Alaskan statue hippo | \$1,000 | Mom's House | Living | Keep - Art |
| --- | 1 | Antique glass display cabinet with stemware | \$450 | Mom's House | Family room | Furniture |
| --- | 18 | Antique with Brass Pot-Corn husker | \$200 | Mom's House | Living | Art |
| --- | 5 | Black framed oil painting - floral on water | \$2,700 | Mom's House | Family room | Art/collectibles |

Filter assets by room, category, or other criteria by clicking the **Search** field in the respective column:



The grid will display only the assets you specified:

| <input type="text" value="Category"/> <input type="button" value="Add asset"/> | | | | | | | | |
|--|--|----------------------------------|----------------------|--|---------------------------------------|--|--|---|
| ? Click here for tips on how to manage assets (edit, delete, details...) | | | | | | | | |
| Switch | Distribute | Details | # | Asset | Mkt val... | Property | Room | Category |
| | <input type="text" value="Search..."/> | <input type="button" value="↓"/> | <input type="text"/> | <input type="text" value="Search..."/> | <input type="button" value="Search"/> | <input type="text" value="Search..."/> | <input type="text" value="Search..."/> | <input type="text" value="Art/collectibles"/> |
| ✓ | John's - Living | <input type="button" value="👁"/> | 21 | 11 - Lladro figurine, mother and... | \$75 | Mom's | Living | Art/collectibles |
| ✓ | John's - Living | <input type="button" value="👁"/> | 27 | 11 - Lldro figurine, lady playing ... | \$65 | Mom's | Living | Art/collectibles |
| ✓ | John's - Living | <input type="button" value="👁"/> | 22 | 11 - Swarovski crystal rabbit, s... | \$25 | Mom's | Living | Art/collectibles |
| ✓ | --- | <input type="button" value="👁"/> | 23 | 11 - Waterford glass dolphins, s... | \$30 | Mom's | Living | Art/collectibles |
| ✓ | --- | <input type="button" value="👁"/> | 5 | Black framed oil painting - floral... | \$2,700 | Mom's | Family room | Art/collectibles |
| ✓ | --- | <input type="button" value="👁"/> | 6 | Tiffany table lamp floral | \$1,500 | Mom's | Family room | Art/collectibles |

If you want to print a report only with these assets, again click on **Report**, then **Print directly**, and the report will contain the same rows as the grid:



Click here for tips on how to manage assets (edit, delete, details...)

| Distribute | # | Asset | Mkt value | Property | Room | Category |
|-----------------|----|---|-----------|-------------|-------------|------------------|
| John's - Living | 21 | 11 - Lladro figurine, mother and child standing | \$75 | Mom's House | Living | Art/collectibles |
| John's - Living | 27 | 11 - Lldro figurine, lady playing harp | \$65 | Mom's House | Living | Art/collectibles |
| John's - Living | 22 | 11 - Swarovski crystal rabbit, small 3" | \$25 | Mom's House | Living | Art/collectibles |
| --- | 23 | 11 - Waterford glass dolphins, small 5" | \$30 | Mom's House | Living | Art/collectibles |
| --- | 5 | Black framed oil painting - floral on water | \$2,700 | Mom's House | Family room | Art/collectibles |
| --- | 6 | Tiffany table lamp floral | \$1,500 | Mom's House | Family room | Art/collectibles |

Distribution stats

| Distribute | Total assets | Total mkt value |
|-----------------|--------------|-----------------|
| John's - Living | 3 | \$165 |
| --- | 3 | \$4,230 |
| Total | 6 | \$4,395 |

You can select multiple filters at the same time:

No room

Category

+ Add asset

| erty | Room | Category |
|---------|-------------|------------------|
| ch... | Family room | Art/collectibles |
| s House | Family room | Art/collectibles |
| s House | Family room | Art/collectibles |

4.8 How to upgrade your plan

If you have an inventory, you can upgrade it to a division. Also, within one of these categories, you can upgrade your plan. The procedure is the same.

Plans and upgrades are applied to individual divisions, not to your whole account. This way you can have different plans for different divisions.

Because in FairSplit a user can have multiple inventories, you have to be careful to upgrade your existing inventory, instead of buying a new one.

First get informed about our plans; take a look at our Pricing sections, but don't proceed from there:

- [Inventory plans](#)
- [Division plans](#)

DO NOT click "Add to cart" yet. That button buys you a new inventory or division.

To start a plan upgrade for your existing inventory or division:

Go to [the FairSplit web app](#), at [app.fairsplit.com](#).

Log in. Go to the Divisions page, which lists your inventories. Find the one you wish to upgrade. **Click its plan name**, from the "Plan" column:

| Type | # | Name | Local Agent | Created | Plan | Valid until | Actions |
|------------|-----|----------------------|---------------------|------------|----------------|-------------|---------|
| Inventory | 366 | Test Inventory | None | 2025-02-15 | Inventory only | 2027-02-17 | Upgrade |
| Inventory | 365 | LA's Inventory | Redirect test | 2025-01-28 | Long term | 2031-01-29 | Upgrade |
| Downsizing | 364 | Raphael's Downsizing | DivvyMaster Lawfirm | 2025-01-20 | Basic | 2027-01-22 | Upgrade |
| Estate | 363 | Raphael's Estate | KW Test 1 | 2025-01-20 | Basic | 2027-01-22 | Upgrade |
| Estate | 362 | Szara's Inventory | None | 2025-01-12 | Basic | 2027-01-14 | Support |

A popover opens, detailing the current plan for that inventory:

Plan details of "Test Inventory" (#366)

Inventory: [Test Inventory](#)

You have the **Inventory only** plan which offers:

- 2500 assets.
- 1 properties.
- 1 GB storage.


Plan valid from 2/15/2025, 5:17:00 PM **to** 2/17/2027, 5:17:00 PM

Upgrade

Close

?

Support

Click  Upgrade and follow the instructions on screen. The rest should be straightforward: pick the plan you elected and go through payment.

In the end you'll receive email messages about your purchase. To see the new plan on the Divisions page, reload the page. On desktops, that's CTRL-R.

4.9 Leaving a review

We would love to hear about your experience with FairSplit. You can leave a review on the following platforms:

- [FairSplit website](#)
- [Google Business](#)

Also, follow us on social media to keep up with FairSplit updates and tips:

- [LinkedIn](#)
- [Facebook](#)
- [YouTube](#)

Your feedback helps us improve and continue to serve our clients with the best possible experience. Thank you for your support!

4.10 Co-branded inventories

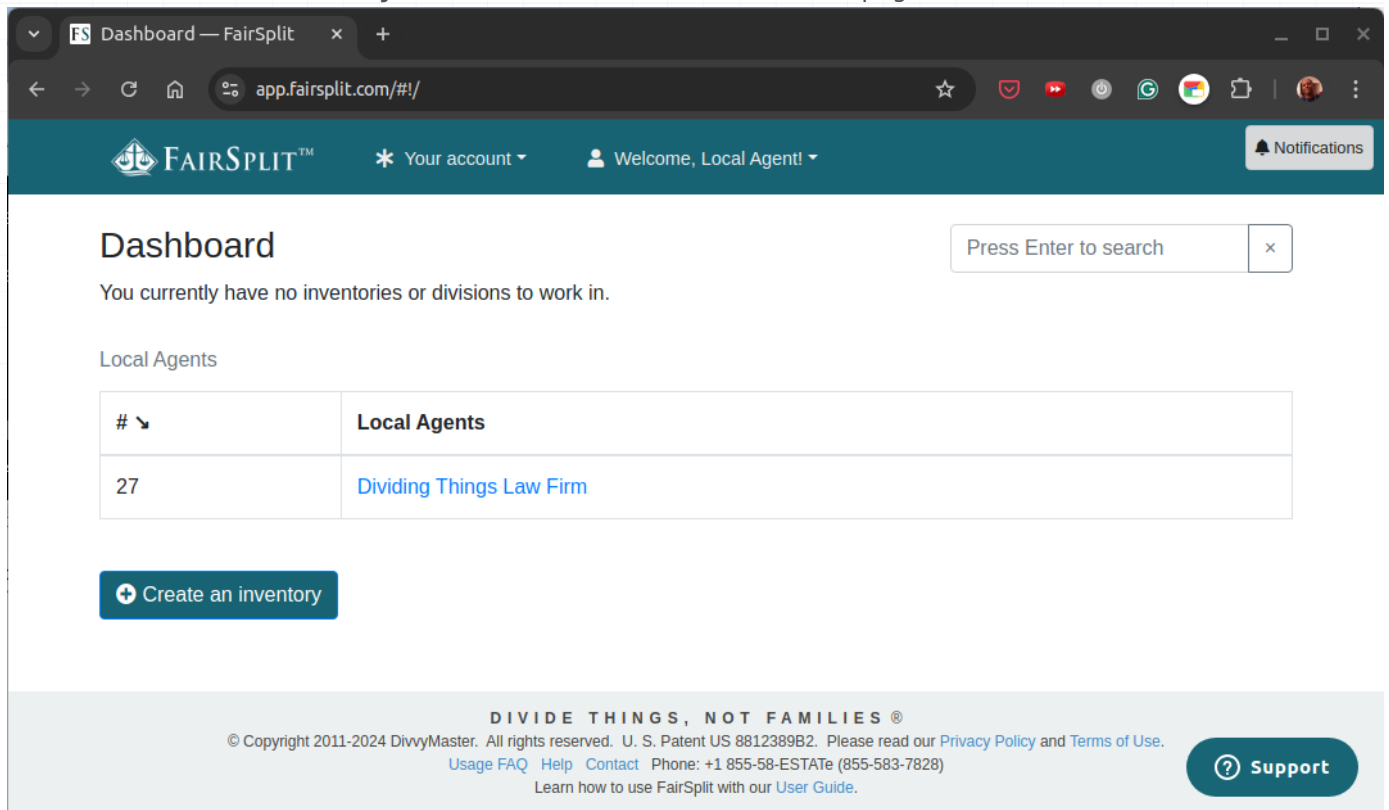
This section is not relevant to most FairSplit users.

If you are a business, you can create [a co-branding account with FairSplit](#) so the inventories of your customers show your logo and text about you.

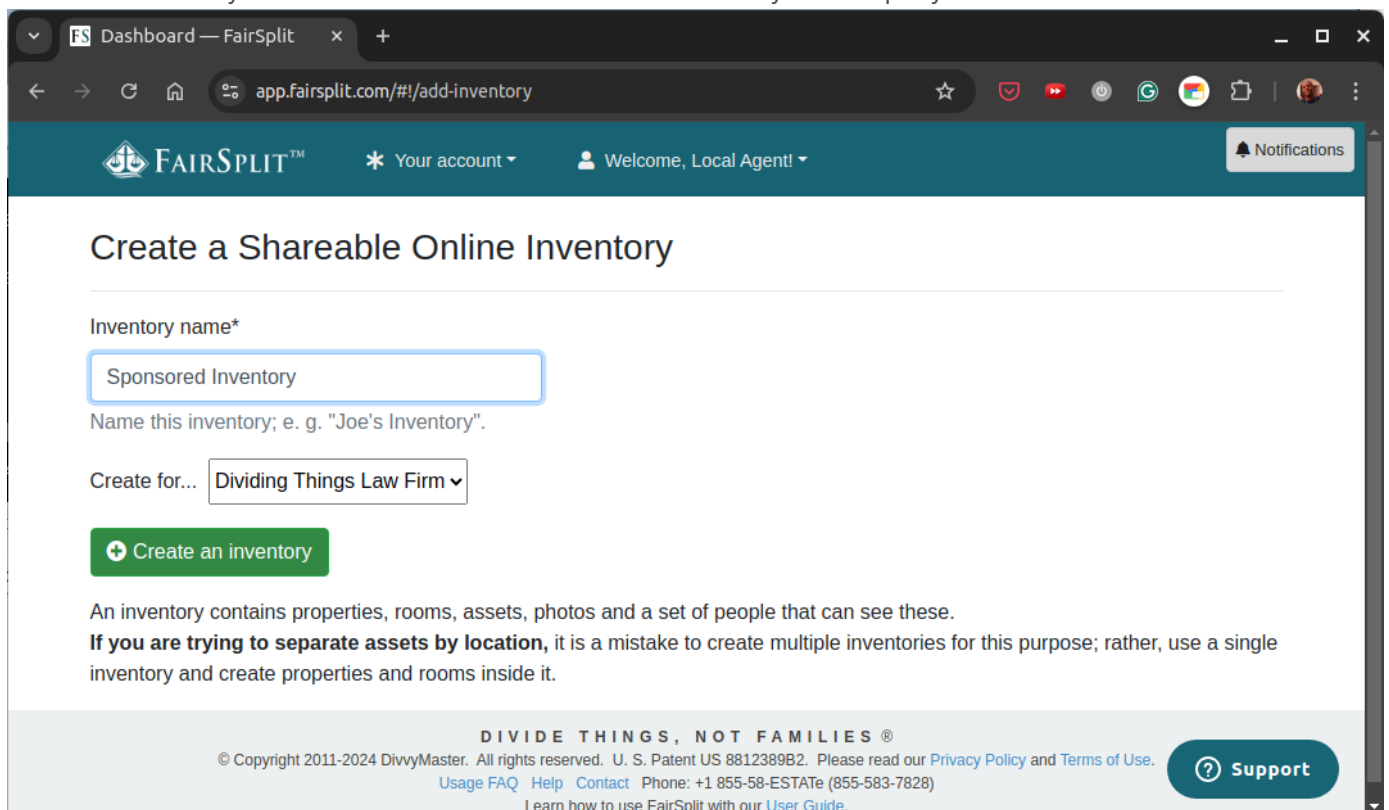
4.10.1 How to create co-branded inventories

Once you have created your Local Agent account, you can start creating sponsored inventories for your clients. These inventories will show your logo and co-branding text. Here's how:

1. Go to app.fairsplit.com and log in.
2. Click the **Create an Inventory** button at the bottom of the Divisions page:



3. Fill in the inventory name and in the "Create for..." field select your company name.



4. Your client's inventory account has been created. Note that the inventory shows your logo and other co-branding text. Now you can add participants to the inventory, from the People heading. Usually you invite the

client with the roles of administrator and sponsor. These roles allow them to invite other participants.

The screenshot shows the FairSplit web application interface. The browser address bar displays `app.fairsplit.com/ng#/d/8612/users`. The top navigation bar includes the FairSplit logo, account settings, a welcome message for 'Local Agent!', and a notifications bell. The main navigation bar has tabs for 'Sponsored Inventory', 'Overview', 'People' (selected), and 'Need help?'. The 'People' section is titled 'Things to pay attention to' and lists two requirements: 'Currently no one can set prices' and 'Currently no one can list assets'. Below this, the 'Current participants' section shows a card for 'Local Agent Tester' with email 'jaguarnet7+la@gmail.com' and role 'Sponsor'. The 'Invited participants' section states 'There are no invited participants.' and includes an 'Invite someone' button. The footer contains logos for FairSplit, Dividing Things Law Firm, and NASMM, along with contact information and a 'Support' button.

Things to pay attention to

- **Currently no one can set prices.**
You need to add someone with the "valuator" role, or assign this role to one or more existing participants.
- **Currently no one can list assets.**
You need to add someone with the "asset lister" role, or assign this role to one or more existing participants.

Current participants

Local Agent Tester
jaguarnet7+la@gmail.com
Sponsor
Edit Remove

Invited participants

There are no invited participants.

Invite someone

FAIR SPLIT
DIVIDE THINGS, NOT FAMILIES
ESTATE
DIVORCE
DOWNSIZING
UPGRADE HERE

FairSplit.com provides an online process and user friendly tools to list, share, and divide assets. We can also quickly list assets from photos, provide independent market values, and serve as administrator and mediator.

DIVIDING THINGS
Law Firm
Home Inventory Provided Complements of Dividing Things Law Firm
Contact Info would go here: info@dividingthingslawfirm.ai and Call Us at: 888-555-0000

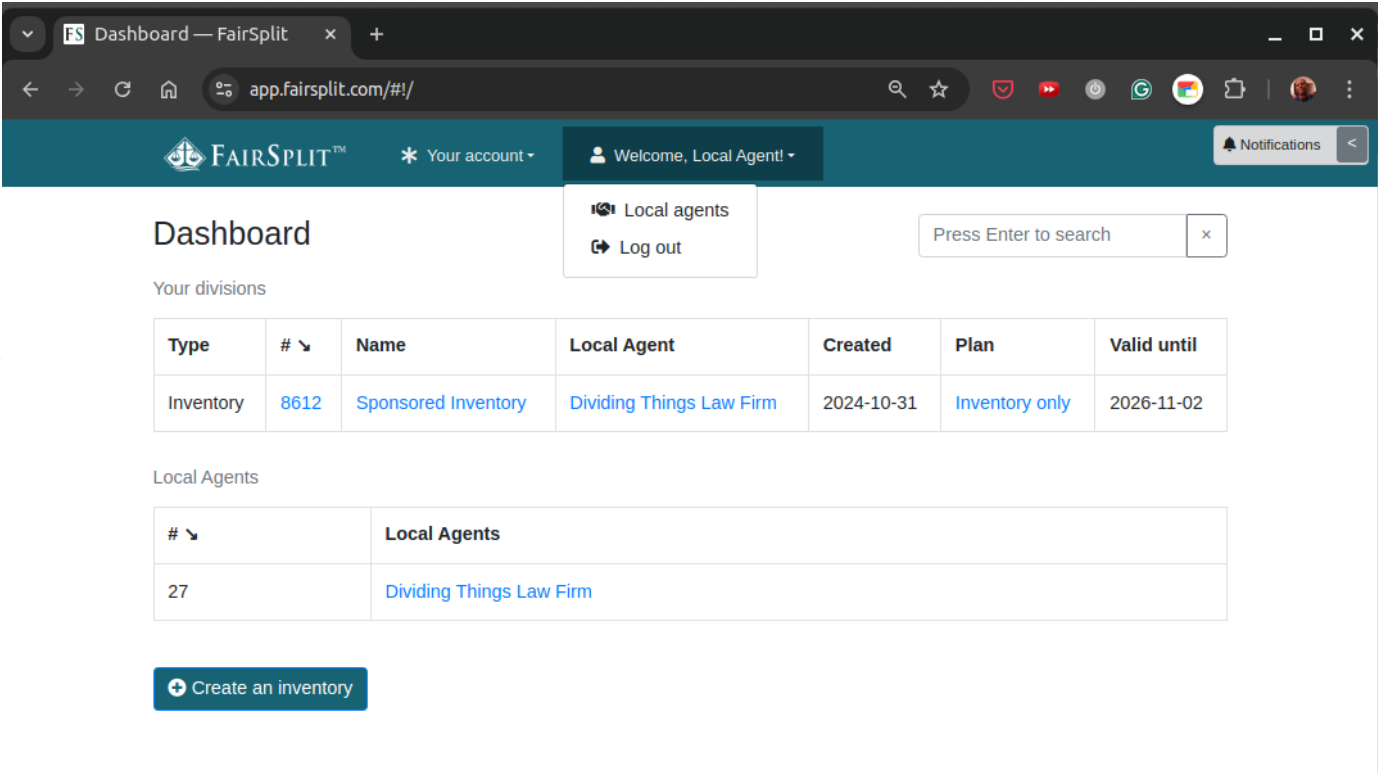
nasmm
organize • downsize • relocate
National Association of Estate & Specialty Move Mgmt

Support

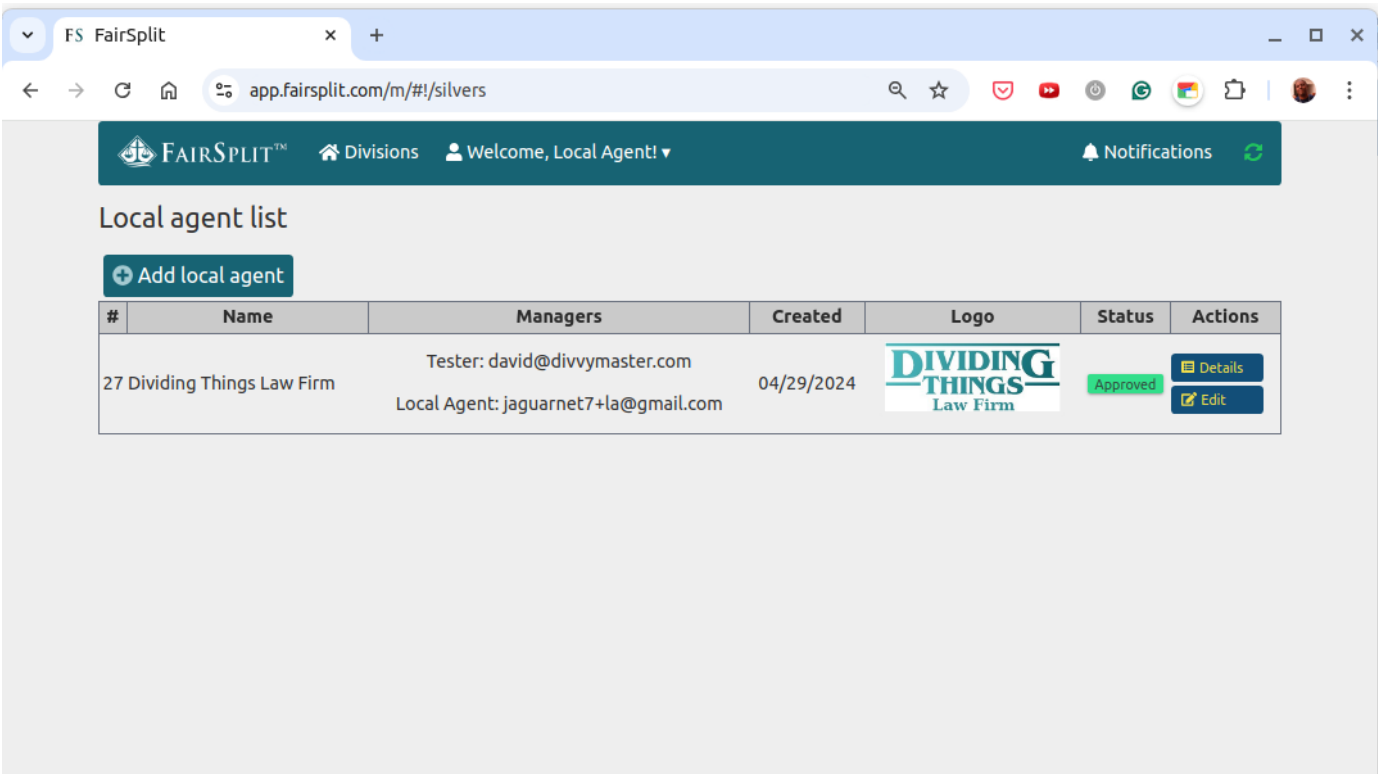
4.10.2 How to view your co-branded inventories

As a Local Agent, you can also view a list of your co-branded inventories.

1. Go to app.fairsplit.com and log in.
2. In the top menu click on "Welcome, " and then on "Local Agents":




3. The list of your Local Agents is presented. Choose one, then click its **Details** button.



4. Wait until the page loads completely; it presents a list of the co-branded inventories.

FS FairSplit

app.fairsplit.com/m/#!/silvers/27


 FAIR SPLIT™

Divisions

Welcome, Local Agent!

Notifications

Co-branding with FairSplit



Details of the local agent

Name:

Dividing Things Law Firm

Website URL:

https://www.youtube.com/watch?v=jvujypVVBAY

Affiliate ID:

(not an affiliate)

Report text:

Dividing Things Law Firm is an example of Local Co-Branding Partner also part of NASMM national branding. Typically company slogan, contact info, etc. would be shown here. A maximum of 560 characters is allowed -- in 8 lines of text.

Footer text:

Home Inventory Provided Complements of Dividing Things Law Firm Contact Info would go here: info@dividingthingslawfirm.ai and Call Us at: 888-555-0000

Divisions of the local agent "Dividing Things Law Firm"

| Type | # | Name | Created | Plan | Valid until |
|-----------|------|---------------------|------------|----------------|-------------|
| Inventory | 8612 | Sponsored Inventory | 10/31/2024 | Inventory only | 11/02/2026 |

Totals

| Type | Total |
|-------------|-------|
| Inventories | 1 |
| Divisions | 0 |
| Total | 1 |

DIVIDE THINGS, NOT FAMILIES ©

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Usage FAQ Help Contact Phone: +1 855-58-ESTATE (855-583-7828)
Learn how to use FairSplit with our [User Guide](#).

Support

5. Division

5.1 Division rounds

FairSplit division rounds are the procedure through which assets can be reviewed, divided, and distributed to beneficiaries or separated to sell or donate.

They are explained in the next sections:

- [The Asset Review round](#)
- [The Emotional Value round](#)
- [The Selection Order round](#)

Only the division administrator can create a round. This involves selecting a subset of the assets and the time period for divisees to bid. Before creating rounds for your division, be sure you have called FairSplit for your included 15-minute strategy call.

5.1.1 Get help with the administration of your division

If you have a division, you are entitled to a Planning Call – a 5-10 minute situation review for suggestions on approaches to your division process. The administrator of the division should call FairSplit for this advice. You can find the phone number on [our contact page](#).

When an administrator is also a divisee (beneficiary), the administrator might have more information and power than the other divisees. If there is a question of fairness, or any potential conflict, it's usually better to have a FairSplit professional be the administrator of your division, in order to advise and manage the division rounds. This is an add-on administrative service and you pay a flat fee whose value depends on your division plan.

5.2 The Asset Review (AR) round

The **Asset Review** round should be the first one in a division. It speeds up the overall process by weeding out items of no interest.

Tip: In a divorce, usually all items are of interest to both parties, so this round may not be needed or be used only to verify contents and values shown.

For the Asset Review round, invite all devisees and include all listed assets. In this round, devisees click **YES** for items they may have an interest in, or **NO** for items that they are fine to see sold or donated. Any asset marked **YES** by even one devisee will appear in future division rounds.

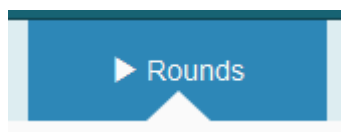
By the end of this round, you will have identified which items will be divided among participants and which can be sold or donated. Identifying unwanted items is a crucial step in clearing an estate, and for many families, these may make up the majority of assets.

The Asset Review round also gives devisees a chance to verify that the asset list is accurate and complete, and to identify any expected items that may be missing. This may include errors, such as listing a matching sofa and loveseat separately, instead of as a set. Another example is spotting an asset mistakenly valued at \$1000 instead of 100. If a Devisee finds an issue, they must contact the administrator regarding specific assets and any related concerns. Referencing assets by their number is the easiest. The administrator is responsible for resolving these issues before including the assets in future rounds.

When closing, AR rounds do not touch assets that are **already assigned to a devisee (these are ignored)**. But if the destination is anything other than "Sell" or "Donate", it will change to "Divide" or "Sell or donate" according to the round results. This way, it is safe for an administrator to (after creating an AR round) set an owner or the destinations "Sell" or "Donate". Anything else will be overwritten by an AR round.

5.2.1 How to create an Asset Review round

Only the division administrator can create a round. To create a round, click "Rounds" in the division menu:



The Rounds page may be empty at first:

FAIR SPLIT Admin Change division Welcome back, David. Account Log out

Smith downsize Overview Properties and assets People Rounds Reports Need help?

Division rounds [New division round](#)

There are currently no rounds in this division.

DIVIDE THINGS, NOT FAMILIES.
© Copyright 2011-2016 DivvyMaster. All rights reserved. U. S. Patent US 8812389B2. Please read our [Privacy Policy](#) and [Terms of Use](#).
[FAQs](#) [Help](#) [Contact](#) Phone: +1 855-58-ESTATE (855-583-7828)

Click the button

[+ New division round](#)

A pop-up window will appear listing the types of rounds that can be created. With the **Asset Review** panel open, click the "Create round" button:

New round

▼ Asset Review

(Yes/no) The AR round should be the first one in a division. It speeds the overall process by weeding out items of no interest. [+ Create round](#)

The devisees click YES for items they have any interest in, or NO for items that they are fine to see sold or donated. YES from any devisee will result in the asset appearing in future division rounds.

At the end of this round we know which items on the list need to be divided among participants, as opposed to sold or donated to other parties.

When devisees feel the asset list is inaccurate or incomplete, they must email the administrator about individual assets. The administrator is responsible for resolving these disputes before including these assets in future rounds.

➤ Emotional Value Bidding

➤ Selection Order Bidding

On the round creation screen below, you must complete 4 fields. The "Round Name" field is required and should include a descriptive name, as it will appear in the rounds list for participants.

The AR round is unique because it automatically includes all listed assets, while other rounds require the administrator to select which assets to include.

The "Start time" and "Ending time" fields are also required. They define the duration of the round, specifying how many minutes, hours, days, or weeks the divisees have to complete the bidding.

The last field, "Invitation notes", is optional. The Administrator can use it to write a personalized message to the divisees. This message will appear in the invitation email but not on the round bidding page.

After completing the form, click the "Create round" button to create the round and send email invitations to divisees.

Create Asset Review round

Name and schedule

Round name*

Start time*

Jul/07/2016

01

39

PM

When the round becomes active, it cannot be edited anymore.

Ending time*

Jul/14/2016

08

59

PM

At this moment the round will end and the assets will be awarded to the participants.

Invitation notes

Any comments written here will be sent to divisees in the round invitation email.

When a round is created, it goes to the "Pending" panel, where it remains until the start date set during round creation.

Division rounds ?

New division round

> Active (0) ?

□ Pending (1) ?

> Closed (0) ?

| Action | Name ^ | Type | Divisees | Characteristics | Start | End |
|---|----------------|------|-----------------|-----------------|----------------------|-----------------------|
| <div>Edit</div> <div>View</div> <div>Delete</div> | Desired assets | AR ? | Joanny Jonny | | 7/7/2016, 1:43:00 PM | 7/14/2016, 8:59:00 PM |

Before the round starts, you can edit or delete the round by clicking the "Edit" and "Delete" buttons respectively.

You can also click on the "View" button to see the round information, including a grid with a list of all assets associated with this round.

Asset Review: "Desired assets"

This round is pending, so it can still be altered by administrators.
Bidding start: 7/7/2016, 1:43:00 PM
Bidding end: 7/14/2016, 8:59:00 PM

| Details | Asset ^ | Mkt value | Property | Room ^ | Category |
|---------|-----------------------------------|-----------|--------------|-----------|----------------------|
| ↓ | Search... | Search... | Search... | Search... | Search... |
| | 1840s empire chest of drawer | \$150,000 | Beach house | Attic | Art and collectibles |
| | 1920s reproduction wooden... | --- | Beach house | Attic | Accessories |
| | 30s-40s Hollywood Regency- | --- | Family house | Attic | Miscellaneous |
| | Antique ChairWood chair,g... | --- | Family house | Attic | Miscellaneous |
| | Antique flip-top writing desk | --- | Family house | Attic | Miscellaneous |
| | Antique mahogany secretary | --- | Beach house | Attic | Miscellaneous |
| | Antique marble top wooden ... | --- | Family house | Attic | Miscellaneous |
| | Antique wood frame armchair | --- | Beach house | Attic | Miscellaneous |
| | Bed-King bed;ornate woode... | --- | Family house | Attic | Miscellaneous |
| | Black TV stand with two gla... | --- | Beach house | Attic | Miscellaneous |
| | Brass and blue glass lamp | --- | Family house | Attic | Miscellaneous |
| | Brass and porcelain lamp | --- | Beach house | Attic | Miscellaneous |
| | Brass triple candlestick style... | --- | Family house | Attic | Miscellaneous |
| | Candleabra style brass and ... | --- | Beach house | Attic | Miscellaneous |
| | Hand tools | --- | Family house | Attic | Miscellaneous |

Total assets: 410 - Total mkt value: \$150,000

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5.2.2 How to bid on an Asset Review round

When the round moves from the Pending tab to the Active tab, divisees can bid on assets by clicking the green **Bid now** button:

Division rounds ?

New division round

▼ Active (1) ?

| Action | Name ^ | Type | Divisees | Characteristics | Start | End |
|---|----------------|------|-----------------|-----------------|----------------------|-----------------------|
| <div>Bid now</div> <div>View</div> <div>Close</div> <div>Delete</div> | Desired assets | AR ? | Joanny Jonny | | 7/7/2016, 1:43:00 PM | 7/14/2016, 8:59:00 PM |

➤ Pending (0) ?

➤ Closed (0) ?

Divisees click **YES** for items they are interested in and **NO** for items they are willing to have sold or donated. Selecting **YES** ensures the asset appears in future division rounds.

At the end of the round, assets will be grouped into two categories: those to be divided among participants and those to be sold or donated.

| I'm Interest... | Details | # | Asset | Mkt value | Property | Room ^ | Category |
|-----------------|---------|----|-----------------------------------|-----------|--------------|--------|----------------------|
| | ↓ | | Search... | Search... | Search... | Search | Search... |
| Yes No | | 13 | 1840s empire chest of drawer | \$150,000 | Beach house | Attic | Art and collectibles |
| Yes No | | 14 | 1920s reproduction wooden... | --- | Beach house | Attic | Accessories |
| Yes No | | 3 | 30s-40s Hollywood Regency- | --- | Family house | Attic | Miscellaneous |
| Yes No | | 4 | Antique ChairWood chair,g... | --- | Family house | Attic | Miscellaneous |
| Yes No | | 5 | Antique flip-top writing desk | --- | Family house | Attic | Miscellaneous |
| Yes No | | 6 | Antique mahogany secretary | --- | Beach house | Attic | Miscellaneous |
| Yes No | | 7 | Antique marble top wooden ... | --- | Family house | Attic | Miscellaneous |
| Yes No | | 8 | Antique wood frame armchair | --- | Beach house | Attic | Miscellaneous |
| Yes No | | 9 | Bed-King bed;ornate woode... | --- | Family house | Attic | Miscellaneous |
| Yes No | | 10 | Black TV stand with two gla... | --- | Beach house | Attic | Miscellaneous |
| Yes No | | 11 | Brass and blue glass lamp | --- | Family house | Attic | Miscellaneous |
| Yes No | | 12 | Brass and porcelain lamp | --- | Beach house | Attic | Miscellaneous |
| Yes No | | 15 | Brass triple candlestick style... | --- | Family house | Attic | Miscellaneous |
| Yes No | | 16 | Candleabra style brass and ... | --- | Beach house | Attic | Miscellaneous |
| Yes No | | 1 | Hand tools | --- | Family house | Attic | Miscellaneous |

I have reviewed all of the assets and indicated my interest. I agree with the description and market value for all of the assets I haven't flagged. I will contact Joan Smith about any assets that are missing from this list.

☐ **I am finished**

If you are satisfied with your bidding choices, check the **I am finished** checkbox. If all divisees indicate they are finished, the round will end early, speeding up the division.

✓ Save

⬅ Back to rounds list

Press the **Save** button to send your work to the server. From the rounds list you can come back here and edit your bid later -- but only while the round is active. Once the round closes, distribution will take place.

Click the **Save** button to submit your work to the server. You can edit your bid later, but only while the round is active.

If you are satisfied with your bidding choices, select the **"I am finished"** checkbox. If all divisees mark themselves as finished, the round will end early, speeding up the division process. Once the round closes, distribution will begin.

Depending on the inventory size, the asset list may be extensive and many items may be unwanted.

To streamline the process for divisees, two buttons are available: "Check YES on all assets..." and "Check NO on all assets...". Clicking one of these will indicate interest or lack of interest in all assets at once. Divisees can then manually adjust individual selections.

For example, if a divisee is only interested in 20-30 items from a list of 300, they can click "Check NO on all sets..." and then select only the desired items. Conversely, if most items are of interest, clicking "Check YES on all assets..." allows them to deselect only the unwanted items.

Check YES on all assets...

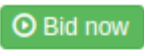
Check NO on all assets...

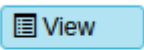
Then click NO on any items
you don't want.

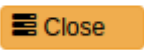
Then click YES on any items
you want.

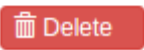
5.2.3 Ending an Asset Review round

The round automatically closes at the date and time set by the administrator during set up (the "Ending time" field).

 Bid now

 View

 Close

 Delete

The administrator can also close a round before the "Ending time" by clicking the orange **Close** button. (This should only be done if all divisees have confirmed they are finished. Closing the round early can be useful when divisees are working quickly to complete the process).

Note: Administrators cannot currently extend the round bidding time. To do so, they must contact FairSplit.

When a round closes, it moves to the "Closed" panel. Click the "View" button to access the round report:



Division rounds ?

New division round

> Active (0) ?

> Pending (0) ?

> Closed (1) ?

| Action | Name ^ | Type | Divisees | Characteristics | Start | End |
|---|----------------|------|-----------------|-----------------|----------------------|----------------------|
| <div> View</div> <div> Delete</div> | Desired assets | AR ? | Joanny Jonny | | 7/7/2016, 1:53:43 PM | 7/7/2016, 2:04:00 PM |

The report screen displays a list of assets from the round, along with two new columns. The "Interested" column shows which divisees expressed interest in each asset. The "Distribute" column indicates whether an asset is marked as "Sell or donate", which means it will not appear in future rounds, or "Divide", which means it will be available in the next round(s).

Divisees cannot see other participants' interests, UNLESS they are also the administrator. Because of this, the administrator must be a trusted and fair participant in the process.

Division round report: Desired assets (Asset Review)

Started: 7/7/2016, 1:53:43 PM - Ended: 7/7/2016, 2:04:00 PM

You can reassign assets manually by clicking on the "Distribute" column.

| <div>Sort</div> | Interested | Distribute | Details | Asset | Mkt val... | Property | Room ▲ | Category |
|---|----------------------|----------------------|--------------|-------------------------------|-------------------|----------------------|----------------------|----------------------|
| | <div>Search...</div> | <div>Search...</div> | <div>↓</div> | <div>Search...</div> | <div>Search</div> | <div>Search...</div> | <div>Search...</div> | <div>Search...</div> |
| ✓ | Joanny | Divide | 👁 | Antique ChairWood chair,g... | --- | Family house | Attic | Miscellaneous |
| ✓ | Jonny | Divide | 👁 | Bed-King bed;ornate wood... | --- | Family house | Attic | Miscellaneous |
| ✓ | Jonny | Divide | 👁 | Coffee Table-wooden | --- | Family house | Attic | Miscellaneous |
| ✓ | Joanny | Divide | 👁 | Lady at the Beach-Framec... | --- | Family house | Attic | Miscellaneous |
| ✓ | | Sell or donate | 👁 | Miscellaneous (Bathroom)-... | --- | Family house | Attic | Accessories |
| ✓ | | Sell or donate | 👁 | Overall photo | --- | Family house | Attic | Accessories |
| ✓ | | Sell or donate | 👁 | Paintings-Meadows;water ... | --- | Family house | Attic | Furniture |
| ✓ | | Sell or donate | 👁 | Picasso prints (group of 2) | --- | Family house | Attic | Furniture |
| ✓ | | Sell or donate | 👁 | Roster/Wind Mill Painting ... | --- | Family house | Attic | Furniture |
| ✓ | | Sell or donate | 👁 | Small Macthing Vases-Pai... | --- | Family house | Attic | Miscellaneous |
| ✓ | | Sell or donate | 👁 | Standing Lamp-Floor lamin... | --- | Family house | Attic | Miscellaneous |
| ✓ | | Sell or donate | 👁 | Television-37" | --- | Family house | Attic | Miscellaneous |
| ✓ | | Sell or donate | 👁 | White/Gold Lamps (2) | --- | Family house | Attic | Miscellaneous |
| ✓ | Joanny | Divide | 👁 | Wood Framed Mirror | --- | Family house | Attic | Miscellaneous |
| ✓ | Joanny | Divide | 👁 | Hand tools 6 | --- | Family house | Attic | Miscellaneous |
| Total assets: 410 - Selected assets: 0 - Selected assets mkt value: \$0 | | | | | | | | |

5.3 The Emotional Value (EV) round

The Emotional Value round ensures each divisee has the best chance of receiving the item(s) most meaningful to them in an impartial and fair way. It is particularly useful for determining ownership of items with high sentimental value rather than significant market worth. This round typically includes all items from the Asset Review round that at least one divisee expressed interest in.

In this round, each divisee receives a set number of Emotional Value (EV) credits, determined by the administrator (e.g., 500 EVs). These credits can be allocated to the items they find most sentimental or desirable. Divisees may assign all of their EVs to a single item or distribute them across multiple items in varying amounts.

For example, if given 500 EVs, a divisee could place all 500 on one item or allocate 200 to one item, 100 on another, and so on, ensuring the total does not exceed 500. To prevent excessive distribution, a maximum number of items can receive EV credits – the number is determined by the division administrator, up to 15. Typically, divisees bid on 3-7 assets in the Emotional Value round, keeping the focus on the most cherished items and avoiding situations where someone acquires too many assets by assigning just 1 credit to each.

The highest EV bid wins the asset. The item's Fair Market Value is then added to the winning divisee's account.

Occasionally two divisees put all of their points on the same desired item. The system then blindly and randomly awards the asset to one of the two divisees, much like a coin flip.

In the unlikely case of a tie on multiple items, the system awards the asset to the divisee who has received the fewest items in this round. For example, let's say there is a 3-way tie for an item between divisees A, B and C. If A has yet to win an item in the round and the other divisees, B and C, have won 1 and 2 items respectively, then the asset is awarded to A. If all three had previously won one item, the system would randomly select a winner.

If the divisees don't feel emotional attachment to any item, they don't have to use their EV points. Typically, the Emotional Value round is only done once. The intent is to distribute the highly charged assets in the first round to the person who most desired it. After the one EV round, one or more Selection Order rounds will evenly and fairly divide the remaining items. If there are hundreds of assets remaining, one may use rounds for subsets of assets (for example: highest value assets grouped, or jewelry, art, etc.)

After creating an EV round, an admin is not at liberty to assign any of its assets because someone might put all their points in one asset.

5.3.1 Which assets should be included in the Emotional Value round?

The Emotional Value round is best used for all assets for which even one person has shown an interest, unless the family is simply awarding items to divisees if they are the only interested party.

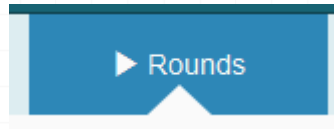
So all assets of interest to any divisee, as determined in the Asset Review round, should be included in the EV round. Most divisees already know their most desired 1-5 items. (Note: Items with only one party interested will eventually be awarded to the divisee through the normal flow of the Selection Order rounds if they remain the only party interested, so there is no need to award assets to divisees from the initial AR round).

By including all assets, the EV round allows all divisees the chance to change their mind if they failed to list it the first time, but also lets each “winner” of the assets feel good that they truly got the ones they wanted most.

5.3.2 How to create an Emotional Value round

Only the division administrator can create a round.

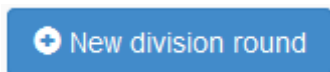
To create a round, click “Rounds” in the division menu:



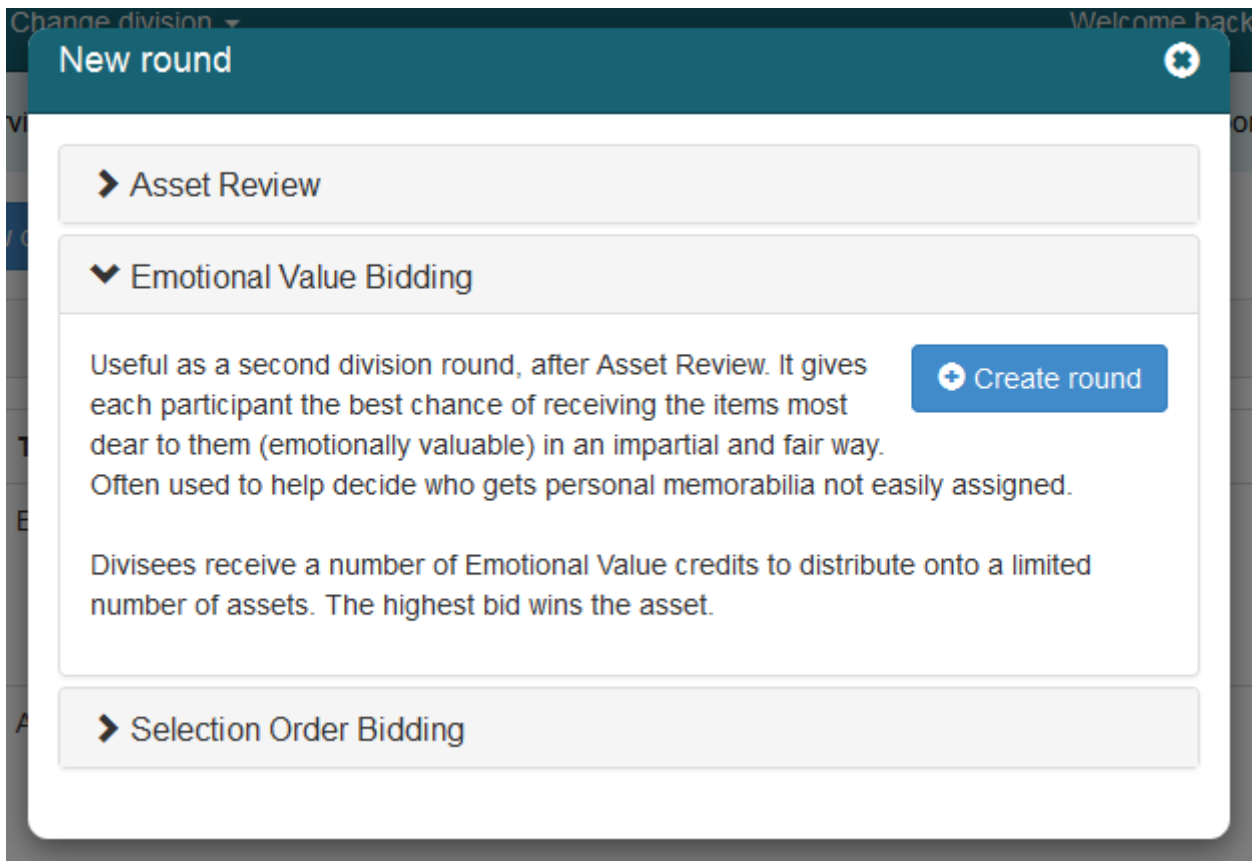
The Rounds page appears:



Click the button



A popover will appear containing the types of rounds that can be created. Click **Emotional Value Bidding** to open it, then click the **Create round** button:



To create the Emotional Value round:

- 1) Select the divisees who will be part of the round. To do this, drag them from the "Available divisees" box into the "Participating divisees" box. After you have added all the participating divisees, click the "Next" button.

Create emotional value round

1 Select advisees to take part in this division round

Who will take part in this division round?

Drag advisees from the "Available advisees" box and drop into the "Participating advisees" box.

Available advisees

Joan Smith →

John Smith →

Drag →

Participating advisees

Cancel

Next >

2) Choose which assets will be part of this round. To do this, either click the checkbox in the top left corner of the grid to select all assets, or check individual items one by one. After selecting the assets, click the "Next" button.

Create emotional value round

2 Select assets to be included in this round

| Interested | Details | Asset | Mkt value | Property | Room |
|-------------------------------------|---------|--|-----------|-----------------|------------------|
| Search... | ↓ | Search... | Search... | Search... | Search... |
| <input type="checkbox"/> | | Antique ChairWood chair:green fabric | --- | Camarillo House | Bedroom - master |
| <input type="checkbox"/> | | Bed-King bed,ornate wooden frame | --- | Camarillo House | Bedroom - master |
| <input type="checkbox"/> | | Coffee Table-wooden coffee table | --- | Camarillo House | Bedroom - master |
| <input checked="" type="checkbox"/> | | Lady at the Beach-Framed-Recommen... | --- | Camarillo House | Bedroom - master |
| <input type="checkbox"/> | | Miscellaneous (Bathroom)-Chair(1); W... | --- | Camarillo House | Bedroom - master |
| <input checked="" type="checkbox"/> | | Overall photo of Master BR | --- | Camarillo House | Bedroom - master |
| <input checked="" type="checkbox"/> | | Paintings-Meadows;water color white fr... | --- | Camarillo House | Bedroom - master |
| <input checked="" type="checkbox"/> | | Picasso prints (group of 2) | --- | Camarillo House | Bedroom - master |
| <input checked="" type="checkbox"/> | | Roster/Wind Mill Paintings (2 framed Pi... | --- | Camarillo House | Bedroom - master |
| <input checked="" type="checkbox"/> | | Small Macthing Vases-Painted Ceramic | --- | Camarillo House | Bedroom - master |
| <input checked="" type="checkbox"/> | | Standing Lamp-Floor lamp;stained glass | --- | Camarillo House | Bedroom - master |
| <input checked="" type="checkbox"/> | | Television-37" | --- | Camarillo House | Bedroom - master |
| <input checked="" type="checkbox"/> | | White/Gold Lamps (2) | --- | Camarillo House | Bedroom - master |
| <input checked="" type="checkbox"/> | | Wood Framed Mirror | --- | Camarillo House | Bedroom - master |

Total assets: 81 - Selected assets: 10 - Selected assets mkt value: \$0

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3.1) Set the maximum number of assets each divisee can bid on during the round, from a range of 1 to 15 assets. This range helps prevent system manipulation, such as placing a single point on many items to increase the chances of winning multiple assets. Usually 3 to 10 is a good number, depending on the number of items available.

3.2) Define the number of EV credits each divisee will receive. The administrator can choose to allocate the same number of EV points to all divisees or distribute them in varying percentages. Typically, if the goal is equal distribution, all divisees receive the same number of credits.

Create emotional value round

3

Set maximum assets and divisee credits

How many assets will each divisee be able to bid on? (Choose from 1 to 15.)

7 assets maximum

How many EV credits should each divisee have?

Presets:

Even

 or

According to allocation

| Divisee | Credits | Percentage | Allocation percentage |
|---------|----------------|------------|-----------------------|
| Joanny | <div>500</div> | 50% | 50% |
| Jonny | <div>500</div> | 50% | 50% |

◀ Back

Next ▶

Click the "Next" button to continue.

4) In this final step, you must enter a "Round Name", the "Start time and "Ending time". Additionally, the Administrator can add a message in the "Invitation notes" field.

After completing the form, click the "Create round" button. The divisees will then automatically be invited by email to participate in the round.

Create emotional value round

4 Name and schedule

Round name*

Most important assets

Start time*

Jul/07/201602:50PM

When the round becomes active, it cannot be edited anymore.

Ending time*

Jul/14/201608:59PM

At this moment the round will end and the assets will be awarded to the participants.

Invitation notes

Any comments written here will be sent to divisees in the round invitation email.

Back

Create round

The round then goes to "Pending" until the start date.

Division rounds

New division round

Active (0)

Pending (1)

| Action | Name ^ | Type | Divisees | Characteristics | Start | End |
|---|-----------------------|------|-----------------|-----------------|----------------------|-----------------------|
| <div>Edit</div> <div>View</div> <div>Delete</div> | Most important assets | EV | Joanny Jonny | | 7/7/2016, 3:24:00 PM | 7/14/2016, 8:59:00 PM |

Closed (1)

While in “Pending”, the Administrator can delete the round by clicking the "Delete" button or change the settings by clicking the "Edit" button, where a screen containing the fields "Round Name", "Start time" and "Ending time" can be modified.

It is also possible to click on the "View" button to see the round information, including a grid with a list of all assets that are part of this round.

Emotional Value Bidding: "Most important assets"

This round is active: divisees can bid on it.
Bidding start: 7/7/2016, 2:56:34 PM
Bidding end: 7/14/2016, 8:59:00 PM
The divisees may bid on from 0 to a maximum of 7 assets.

| Details | Asset | Mkt value | Property | Room | Category |
|---------|-------------------------------------|-----------|--------------|-----------|----------------------|
| ↓ | Search... | Search... | Search... | Search... | Search... |
| | Antique ChairWood chair;green ... | --- | Family house | Kitchen | Kitchen diningware |
| | Bed-King bed;ornate wooden fr... | --- | Family house | Kitchen | Kitchen diningware |
| | Coffee Table-wooden coffee table | --- | Family house | Kitchen | Kitchen diningware |
| | Lady at the Beach-Framed-Rec... | --- | Family house | Kitchen | Kitchen diningware |
| | Miscellaneous (Bathroom)-Chai... | --- | Family house | Kitchen | Appliances |
| | Overall photo of Master BR | --- | Family house | Kitchen | Appliances |
| | Paintings-Meadows;water color ... | --- | Family house | Kitchen | Appliances |
| | Picasso prints (group of 2) | --- | Family house | Kitchen | Appliances |
| | Roster/Wind Mill Paintings (2 fr... | --- | Family house | Kitchen | Kitchen diningware |
| | Small Macthing Vases-Painted ... | --- | Family house | Kitchen | Appliances |
| | Standing Lamp-Floor lamp;stain... | --- | Family house | Kitchen | Appliances |
| | Television-37" | --- | Family house | Kitchen | Kitchen diningware |
| | White/Gold Lamps (2) | --- | Family house | Kitchen | Appliances |
| | Wood Framed Mirror | --- | Family house | Kitchen | Kitchen diningware |
| | Toaster | --- | Family house | Kitchen | Appliances |
| | Print | --- | Family house | Living | Art and collectibles |

Total assets: 93 - Total mkt value: \$150,000

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5.3.3 How to bid on an Emotional Value round

On the scheduled date, the round goes to the "Active" panel. The divisees can now start to bid on assets by clicking the “Bid now” button.

Division rounds

New division round

▼ Active (1)

| Action | Name ^ | Type | Divisees | Characteristics | Start | End |
|---|-----------------------|------|-----------------|------------------|----------------------|-----------------------|
| <div><div>Bid now</div><div>View</div><div>Close</div><div>Delete</div></div> | Most important assets | EV | Joanny Jonny | 7 maximum assets | 7/7/2016, 2:56:34 PM | 7/14/2016, 8:59:00 PM |

> Pending (0)

> Closed (1)

The divisees receive a number of Emotional Value credits to put on the most desired or sentimental items. They may put, or bid all EVs on a single item, or they may spread them weighted across several items up to a maximum defined by the administrator.

Bid now

| Bid | Details ↓ | Asset Search... | Property Search... | Room ^ Search... | Category Search... |
|-----|--------------|--|-----------------------|---------------------|-----------------------|
| | | Dis Antique ChairWood chair:green f... | Camarillo House | Bedroom - master | Furniture |
| | | Dis Bed-King bed;ornate wooden frame | Camarillo House | Bedroom - master | Furniture |
| | | Dis Coffee Table-wooden coffee table | Camarillo House | Bedroom - master | Furniture |
| | | Dis Lady at the Beach-Framed-Reco... | Camarillo House | Bedroom - master | Art/collectibles |
| | | Dis Miscellaneous (Bathroom)-Chair(... | Camarillo House | Bedroom - master | Misc. household |
| | | FocOverall photo of Master BR | Camarillo House | Bedroom - master | Art/collectibles |
| | | FocPaintings-Meadows;water color w... | Camarillo House | Bedroom - master | Art/collectibles |
| | | FrePicasso prints (group of 2) | Camarillo House | Bedroom - master | Art/collectibles |
| | | KitcRoster/Wind Mill Paintings (2 fra... | Camarillo House | Bedroom - master | Art/collectibles |
| | | Mic Small Macthing Vases-Painted C... | Camarillo House | Bedroom - master | Art/collectibles |
| | | Mix Standing Lamp-Floor lamp;staine... | Camarillo House | Bedroom - master | Furniture |
| | | PotTelevision-37" | Camarillo House | Bedroom - master | Electronics |
| | | RefWhite/Gold Lamps (2) | Camarillo House | Bedroom - master | Furniture |
| 400 | | SilvWood Framed Mirror | Camarillo House | Bedroom - master | Art/collectibles |
| | | ToaWooden cabinet with sink - install... | Camarillo House | Bedroom - master | Furniture |
| 100 | | Print | Family house | Living | Art and collectibles |

☐ I am finished

✓ Save

↶ Back to rounds list

If you are satisfied with your bidding choices, check the **I am finished** checkbox. If all divisees indicate they are finished, the round will end early, speeding up the division.

Press the **Save** button to send your work to the server. From the rounds list you can come back here and edit your bid later -- but only while the round is active. Once the round closes, distribution will take place.

Press the **"Save"** button to send your work to the server. You may edit your bid later, but only while the round is active.

If you are satisfied with your bidding choices, check the **"I am finished"** checkbox. If all divisees indicate they are finished, **the round will end early**, speeding up the division. Once it closes, distribution will take place.

| Round details | | |
|---------------------------|------------|-----------------------|
| Divisee | EV Credits | Percentage |
| Joanny | 500 | 50% |
| Johnny | 500 | 50% |
| Your bid details | | |
| Remaining EV credits: 100 | | Spent EV credits: 400 |

At the top of the page, the participants can see round and bid details including the entitled percentage of allocation for each divisee. Note that they can also see, how many credits have been spent and how many are remaining in their own bidding. No one else; not the Administrator or other Divisees can see round information of the bidder.

5.3.4 Ending an Emotional Value round

The round automatically closes at the date and time established when the administrator set up the round ("Ending time").

Bid now

View

Close

Delete

It is also possible for the administrator to close a round before the "Ending time" by pressing the orange **Close** button. (This would occur if all divisees have advised the administrator that they are done. This can be helpful when all divisees are trying to rapidly get through the process).

When the round is closed it goes to the "Closed" panel, as in the illustration below.

Click the "View" button to see the round report.

Division rounds ?

New division round

> Active (0) ?

> Pending (0) ?

> Closed (2) ?

| Action | Name ^ | Type | Divisees | Characteristics | Start | End |
|---|-----------------------|------|-----------------|-----------------|----------------------|----------------------|
| <div><div>View</div><div>Delete</div></div> | Desired assets | AR ? | Joanny Jonny | | 7/7/2016, 1:53:43 PM | 7/7/2016, 2:04:00 PM |
| <div><div>View</div><div>Delete</div></div> | Most important assets | EV ? | Joanny Jonny | | 7/7/2016, 3:15:00 PM | 7/7/2016, 3:19:00 PM |

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In the report screen we can see the list of assets that were part of this round with two new columns, "Proposed" and "Distribute". In the "Proposed" column the system shows which participant should receive the asset due to winning the bid. Initially the same name appears in "Proposed" and "Distribute". In some cases the administrator may decide to change who receives an asset or may decide to move an item to "sell or donate", depending on the family's agreement on distribution. This is done by changing the information in the "Distribute" column.

Division round report: Most important assets (Emotional Value Bidding)

Started: 7/7/2016, 6:24:00 PM - Ended: 7/7/2016, 6:29:00 PM

You can reassign assets manually by clicking on the "Distribute" column.

| <div>Items</div> | Proposed | Distribute | Details | Asset | Mkt va... | Property ^ | Room | Category |
|--|----------------------|----------------------|--------------|-----------------------------------|-------------------|----------------------|----------------------|----------------------|
| | <div>Search...</div> | <div>Search...</div> | <div>↓</div> | <div>Search...</div> | <div>Search</div> | <div>Search...</div> | <div>Search...</div> | <div>Search...</div> |
| ✓ | Jonny | Jonny | <div>👁</div> | 1840s empire chest of drawer | --- | Beach house | Attic | Accessories |
| ✓ | --- | Sell or donate | <div>👁</div> | 1920s reproduction wooden... | --- | Beach house | Dining | Furniture |
| ✓ | --- | Sell or donate | <div>👁</div> | 30s-40s Hollywood Regency- | --- | Beach house | Dining | Furniture |
| ✓ | Joanny | Joanny | <div>👁</div> | Antique ChairWood chair;g... | --- | Beach house | Attic | Furniture |
| ✓ | Jonny | Jonny | <div>👁</div> | Antique flip-top writing desk | --- | Beach house | Attic | Furniture |
| ✓ | Joanny | Joanny | <div>🔗</div> | Antique mahogany secretary | \$150,000 | Beach house | Attic | Art and |
| ✓ | Jonny | Jonny | <div>👁</div> | Antique marble top wooden ... | --- | Beach house | Attic | Miscellaneous |
| ✓ | Jonny | Jonny | <div>👁</div> | Antique wood frame armchair | --- | Beach house | Attic | Miscellaneous |
| ✓ | --- | Divide | <div>👁</div> | Bed-King bed;ornate woode... | --- | Beach house | Attic | Miscellaneous |
| ✓ | --- | Divide | <div>👁</div> | Black TV stand with two gla... | --- | Beach house | Attic | Miscellaneous |
| ✓ | --- | Divide | <div>👁</div> | Brass and blue glass lamp | --- | Beach house | Attic | Miscellaneous |
| ✓ | --- | Divide | <div>👁</div> | Brass and porcelain lamp | --- | Beach house | Bathroom | Appliances |
| ✓ | --- | Divide | <div>👁</div> | Brass triple candlestick style... | --- | Beach house | Bathroom | Appliances |
| ✓ | --- | Divide | <div>👁</div> | Candleabra style brass and ... | --- | Beach house | Bathroom | Appliances |
| Total assets: 93 - Selected assets: 0 - Selected assets mkt value: \$0 | | | | | | | | |

5.4 The Selection Order (SO) round

FairSplit uses a division method called, **Selection Order Bidding**. In it, each divisee arranges the assets in a list of descending order of preference. The system uses these lists to distribute items based on all party’s rankings. At each **turn**, the system assigns to a divisee the item that he/she ranked highest and is still available.

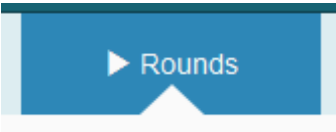
The fair market value of awarded items is tracked for each divisee. Items not selected by any party can be designated to donate or sell or the Administrator may choose to create a new Division Round for the remaining items. The Administrator may choose to do multiple rounds with different groupings. One might opt to put all art in one round, furniture in another or value ranges of items. The use of multiple rounds is particularly useful for large estates or for estates with valuable items as it can help to reduce the cash reconciliations involved when one person happens to only be awarded high or low monetarily valued items.

When closing, SO rounds do not touch assets that either are already assigned to a divisee, or have any destination other than "Divide" or empty. This makes it **safe for an admin to give an asset to someone after creating an SO round, without needing to delete the round**.

5.4.1 How to create a Selection Order round

Only the division administrator can create a round.

To create a **Selection Order** round, first click “Rounds” in the menu:



The rounds page appears:

Division rounds ?

New division round

> Active (2) ?

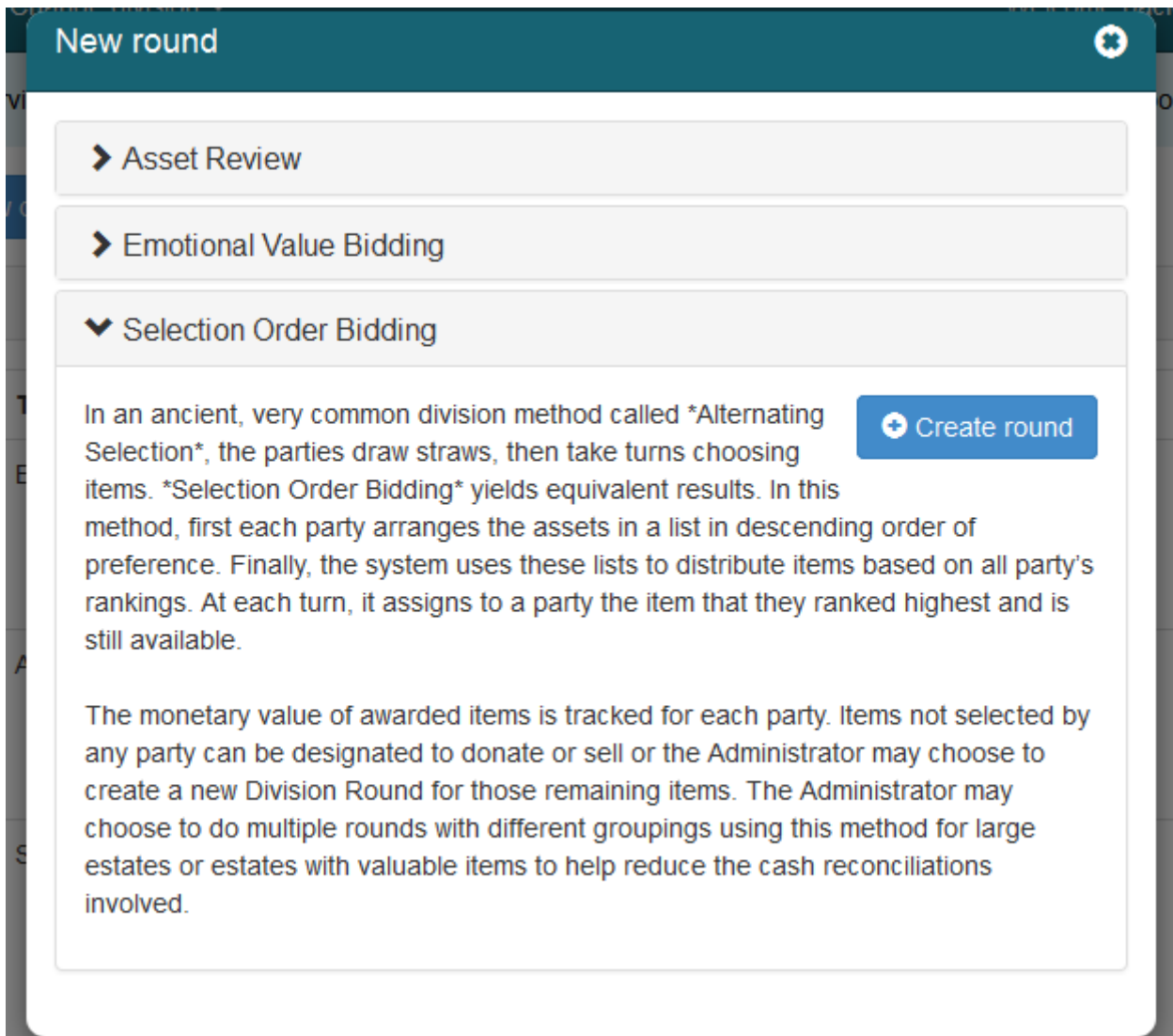
□ Pending (0) ?

There are currently no pending rounds.

> Closed (0) ?

Click the button 

A popover will appear containing the types of rounds that can be created. Click the **Selection Order** panel to open it and then click the **Create round** button:



The first step to create the **Selection Order** round is to select the devisees that will be part of the round.

Drag devisees from the "Available devisees" box to the "Participating devisees" box.

The system can randomly choose who will be the first participant to be awarded by clicking the "Use random order" checkbox.

Alternatively, the Administrator can choose the order of participants. To do this, in the "Participating devisees" box drag and drop devisees up and down. The participant on the top of the list will be the first to choose and the participant at the end of the list will go last in the rotation of awarded assets.

Create emotional value round

1 Select divisees to take part in this division round

Who will take part in this division round?

Drag divisees from the "Available divisees" box and drop into the "Participating divisees" box.

Available divisees

👤
Joan Smith →

👤
John Smith →

Drag
→

Participating divisees

⛔
Cancel

Next
➤

Finally, the system uses that list to distribute items based on all parties' rankings. At each turn, it assigns to a party the asset that they ranked highest and is still available.

For this, parties are put in snake ordering. For instance, if there are 3 parties, the order is 123 321 123 321... This is the recommended order, but you can change it if you want:

Select divisee order for distribution:

- ☒ **123 321 123 321... (Recommended)**
- ☐ **123 321 231 132 312 213...**
- ☐ **123 231 312...**
- ☐ **123 123... (Not recommended)**

The second step is to choose, from a grid, which assets will be part of this round:

Create Selection Order round

2 Select assets to be included in this round

Items

| Interested | Details | Asset | Mkt value | Property | Room | Category |
|-------------------------------------|---------|--------------------------------|-----------|--------------|------------|----------------------|
| Joanny, Jonny | | Search... | Search.. | Search... | Search... | Search... |
| <input type="checkbox"/> | | Antique ChairWood chair;gm ... | --- | Beach house | Bathroom | Appliances |
| <input type="checkbox"/> | | Bed-King bed;ornate woode... | --- | Beach house | Bathroom | Appliances |
| <input type="checkbox"/> | | Coffee Table-wooden | --- | Family house | Bathroom - | Appliances |
| <input checked="" type="checkbox"/> | | Lady at the Beach-Framed- ... | --- | Family house | Bathroom - | Accessories |
| <input type="checkbox"/> | | Miscellaneous (Bathroom)- ... | --- | Family house | Bathroom - | Accessories |
| <input checked="" type="checkbox"/> | | Overall photo of Master BR | --- | Family house | Bathroom - | Art and collectibles |
| <input checked="" type="checkbox"/> | | Paintings-Meadows;water c ... | --- | Family house | Bathroom - | Furniture |
| <input checked="" type="checkbox"/> | | Picasso prints (group of 2) | --- | Family house | Dining | Furniture |
| <input checked="" type="checkbox"/> | | Roster/Wind Mill Paintings ... | --- | Family house | Dining | Accessories |
| <input checked="" type="checkbox"/> | | Small Macthing Vases-Paint ... | --- | Family house | Kitchen | Kitchen diningware |
| <input checked="" type="checkbox"/> | | Standing Lamp-Floor lamp; ... | --- | Family house | Kitchen | Kitchen diningware |
| <input checked="" type="checkbox"/> | | Television-37" | --- | Family house | Kitchen | Kitchen diningware |
| <input checked="" type="checkbox"/> | | White/Gold Lamps (2) | --- | Family house | Kitchen | Kitchen diningware |
| <input checked="" type="checkbox"/> | | Wood Framed Mirror | --- | Family house | Kitchen | Kitchen diningware |

Total assets: 81 - Selected assets: 10 - Selected assets mkt value: \$0

Back

Next

To select an asset, click it on the leftmost column. To select all assets, click the top left corner of the grid.

The administrator may decide to go ahead and put all remaining items in a single round. But the bidding UI starts getting unwieldy at 60 assets or so. Therefore, if it is more than 100-150, we would suggest creating a couple of rounds. One way to select in a round is grouping assets by value and having similarly valued items all in a round to preserve most likely proportional awarding of fair market values in the round. Another option would be to group by categories, like putting art and collectibles in one round, and furniture and appliances in another.

This sorting can be done by clicking on the top of each column, which will resort according to that field. The administrator will need to look at the division and determine what makes the most sense given the assets, their values, how many remain and the family wishes and dynamics. After selecting the assets, click the **Next** button.

In the final step, you must enter a "Round Name", the "Start time and "Ending time". Additionally, the Administrator can add a message in the "Invitation notes" field. This message will appear only in the invitation email message.

Create Selection Order round

3 Name and schedule

Round name*

Dining assets

Start time*

Jul/07/2016 03 : 40 PM

When the round becomes active, it cannot be edited anymore.

Ending time*

Jul/14/2016 08 : 59 PM

At this moment the round will end and the assets will be awarded to the participants.

Invitation notes

Any comments written here will be sent to divisees in the round invitation email.

◀ Back

+ Create round

After completing the form, click the green **Create round** button. The divisees will then automatically be invited by email to participate in the round.

The round then stays "Pending" until the start date.

Division rounds ?

New division round

Active (0) ?

Pending (1) ?

| Action | Name ^ | Type | Divisees | Characteristics | Start | End |
|---|---------------|-------------------|-----------------|-----------------|----------------------|-----------------------|
| <div>Edit</div> <div>View</div> <div>Delete</div> | Dining assets | SO ? | Joanny Jonny | Ordered | 7/7/2016, 3:51:00 PM | 7/14/2016, 8:59:00 PM |

Closed (2) ?

While in “Pending”, the Administrator can delete the round by clicking the **Delete** button or change the settings by clicking the **Edit** button. The fields "Round Name", "Start time" and "Ending time" can be modified.

It is also possible to click on the "View" button to see the round information, including a grid with a list of all assets that are part of this round:

Selection Order Bidding: "Dining assets"

This round is active: divisees can bid on it.
Bidding start: 7/7/2016, 2:56:34 PM
Bidding end: 7/14/2016, 8:59:00 PM

| Details ↓ | # | Asset Search... | Property Search... | Room ^ Search... | Category Search... |
|--------------|----|--|-----------------------|---------------------|-------------------------|
| | 1 | Antique ChairWood chair;green fabric | Camarillo House | Bedroom - master | Furniture |
| | 2 | Bed-King bed;ornate wooden frame | Camarillo House | Bedroom - master | Furniture |
| | 3 | Coffee Table-wooden coffee table | Camarillo House | Bedroom - master | Furniture |
| | 4 | Lady at the Beach-Framed-Recommen... | Camarillo House | Bedroom - master | Art/collectibles |
| | 5 | Miscellaneous (Bathroom)-Chair(1); W... | Camarillo House | Bedroom - master | Misc. household |
| | 6 | Overall photo of Master BR | Camarillo House | Bedroom - master | Art/collectibles |
| | 7 | Paintings-Meadows;water color white fr... | Camarillo House | Bedroom - master | Art/collectibles |
| | 8 | Picasso prints (group of 2) | Camarillo House | Bedroom - master | Art/collectibles |
| | 9 | Roster/Wind Mill Paintings (2 framed Pi... | Camarillo House | Bedroom - master | Art/collectibles |
| | 10 | Small Macthing Vases-Painted Ceramic | Camarillo House | Bedroom - master | Art/collectibles |
| | 11 | Standing Lamp-Floor lamp;stained glass | Camarillo House | Bedroom - master | Furniture |
| | 12 | Television-37" | Camarillo House | Bedroom - master | Electronics |
| | 13 | White/Gold Lamps (2) | Camarillo House | Bedroom - master | Furniture |
| | 15 | Wood Framed Mirror | Camarillo House | Bedroom - master | Art/collectibles |
| | 14 | Wooden cabinet with sink - installed st... | Camarillo House | Bedroom - master | Furniture |
| | 16 | 4040s ceramic chest of drawers | Camarillo House | Living | Furniture & Furnishings |

Total assets:10- Total mkt value: \$9,745

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5.4.2 How to bid on a Selection Order round

On the scheduled date, the round goes to the "Active" panel, and then divisees can click the green “Bid now” button.

Division rounds ?

New division round

▼ Active (1) ?

| Action | Name ^ | Type | Divisees | Characteristics | Start | End |
|--|---------------|------|-----------------|-----------------|----------------------|-----------------------|
| <div>Bid now</div> <div>View</div> <div>Delete</div> | Dining assets | SO ? | Joanny Jonny | Ordered | 7/7/2016, 3:44:00 PM | 7/14/2016, 8:59:00 PM |

➤ Pending (0) ?

➤ Closed (2) ?

As a divisee, you leave items you do not want in the left column ("Unwanted assets") and drag the assets you want to the right column ("Selected assets").

In the right column, you also need to **rank the assets by placing the most important ones at the top and the least important at the bottom**. Numbers will appear showing the position of each asset in rank.

Unwanted assets

11 assetsFair market value: \$1802

Wooden box, inlaid with quartz #508\$142
in Green home / Family

Paint - quarts #783\$157
in Green home / Garage

Croquet set #819\$60
in Green home / Garage

Framing square #924\$16
in Green home / Garage

Table square #958\$14
in Green home / Garage

Measuring cup small liquid #1113\$22
in Green home / Kitchen

Selected assets to arrange

25 assetsFair market value: \$5212

[1] Stockpot - 18 qt - stainless #1158\$250
in Green home / Kitchen

[2] Quicken 2001software #395\$84
in Green home / Den

[3] Baby quilts #146\$195
in Green home / Bdrm 2

[4] BBQ cover #1568\$59
in Green home / Patio

[5] Cookware - 2 qt pan- Revere extra #1059\$22
in Green home / Kitchen

[6] Cookware - 5 qt circular pan #1060\$66
in Green home / Kitchen

☐ I am finished

[← To rounds list](#)

[Report](#)

When you are satisfied with your bid, check *I am finished*. If all devisees indicate they are finished, the round will end early, speeding up the division.

While the round is active, you can come back here and **edit your bid later**, even if you had indicated you were finished. Once the round closes, distribution will take place.

How to save the SO round bid

The Selection Order round is the only one without a **Save** button. It automatically sends your bid to the FairSplit server after each move you make.

Never open the same SO round bidding page on two browser tabs – each of these will not know about the selections made in the other, and the last one to save will "win", erasing the data from the other tab.

How to bid with the computer keyboard

It is also possible to select and rank the assets using the keyboard:

Select assets with keys:

W

A S D

Move assets with keys:

I

J K L

The asset selected to be moved using the keyboard will change color:



How to finish a bid on an SO round

When you are satisfied with your bidding choices, check the **I am finished** checkbox. If all devisees indicate they are finished, **the round will end early**, speeding up the division. Once the round closes, distribution will take place.

When done, you can click the **Report** button to see or print a receipt of your bid. This report is only available during bidding. The data displayed comes anew from the FairSplit server, so you can be sure that's what was saved. Again, the order of the assets is important, with the most desired at the top.

BACK TO SO BIDDING PAGE

HIDE

160 PX IMAGES

240 PX IMAGES

PRINT

Report: Joe

(Type an optional text here)

3/23/2025

Assets

| Number | Name | Mkt value | Category | Brand | Model | Year | Location |
|--|--|-----------|------------|----------|---------|------|----------|
| 1158 | Stockpot - 18 qt - stainless | \$ 250 | Housewares | Thonet | Nexus 6 | - | 11 |
| 395 | Quicken 2001software | \$ 84 | Software | None | R2730DB | 2015 | 6 |
| 146 | Baby quilts | \$ 195 | Linen | ACME | Nexus 6 | - | 4 |
| 1568 | BBQ cover | \$ 59 | Tools | None | Nexus 6 | 1810 | 17 |
| 1059 | Cookware - 2 qt pan- Revere extra | \$ 22 | Housewares | Lada | R2730DB | 2015 | 11 |
| 1060 | Cookware - 5 qt circulon pan | \$ 66 | Housewares | Ginsu | R2730DB | 2015 | 11 |
| 1573 | BBQ tools - sets | \$ 51 | Tools | Lada | None | - | 17 |
| 680 | Beer making equipment, bottles, capper | \$ 175 | Crafts | None | None | - | 9 |
| Description: Lorem ipsum dolor sit amet, delenit labores ea pro. Ei usu possit dictas. Nec audire voluptatibus ne. Cu vis brute clita vulputate, ne vim scaevola philosophia, quot magna corpora vis at. | | | | | | | |
| 818 | Catchers equipment, pads, knee, mask, squatting pads | \$ 237 | Sports | Tabajara | None | 1810 | 9 |
| 843 | Hockey equipment pants, pads, helmet, gloves, shirts | \$ 200 | Sports | Ginsu | Nexus 6 | - | 9 |
| 980 | Crockpot - automatic 5 qt | \$ 42 | Appliance | None | None | - | 11 |
| 1111 | Measuring cup large liquid | \$ 36 | Housewares | None | None | - | 11 |
| 1249 | Duvet - queen | \$ 288 | Linen | None | None | 2015 | 13 |
| Description: Lorem ipsum dolor sit amet, delenit labores ea pro. Ei usu possit dictas. Nec audire voluptatibus ne. Cu vis brute clita vulputate, ne vim scaevola philosophia, quot magna corpora vis at. | | | | | | | |
| 354 | Plaques, honorary certificates | \$ 250 | Documents | None | R2730DB | 2015 | 6 |

It is possible for you to change your bid after viewing or printing the receipt, therefore it does not constitute proof. It's just intended for your own control.

5.4.3 Ending a Selection Order round

The round automatically closes at the date and time established when the administrator set up the round ("Ending time").

Bid now

View

Close

Delete

The administrator can also close a round before the "Ending time" by clicking the yellow "Close" button. (This should occur if all divisees have advised the administrator that they are done. This can be helpful when all divisees are trying to rapidly get through the process).

When the round is closed it goes to the "Closed" panel.

Click the "View" button to see the round report.

Division rounds ⓘ New division round

➤ Active (0) ⓘ

➤ Pending (0) ⓘ

▼ Closed (3) ⓘ

| Action | Name ^ | Type | Divisees | Characteristics | Start | End |
|---|-----------------------|------|-----------------|------------------|----------------------|----------------------|
| <div><div>View</div><div>Delete</div></div> | Desired assets | AR ⓘ | Joanny Jonny | | 7/7/2016, 1:53:43 PM | 7/7/2016, 2:04:00 PM |
| <div><div>View</div><div>Delete</div></div> | Dining assets | SO ⓘ | Joanny Jonny | Ordered | 7/7/2016, 4:01:00 PM | 7/7/2016, 4:02:00 PM |
| <div><div>View</div><div>Delete</div></div> | Most important assets | EV ⓘ | Joanny Jonny | 7 maximum assets | 7/7/2016, 3:24:00 PM | 7/7/2016, 3:29:00 PM |

The same name appears in "Proposed" and "Distribute". Proposed reflecting the round results, which will typically remain the same in Distribute. In rare cases the administrator, usually with the request and always with the consent of involved divisees may decide to change Distribute on an asset. Often this is a divisee's request to help re-balance the fair market value totals distribution or to affect an agreed trade.

Division round report: Dining assets (Selection Order Bidding)

Started: 7/7/2016, 7:06:07 PM - Ended: 7/7/2016, 7:10:00 PM

You can reassign assets manually by clicking on the "Distribute" column.

Columns

| Proposed | Distribute | Details | Asset | Mkt value | Property | Room ^ | Category |
|--|--|---------|--|--|--|--|--|
| <input type="text" value="Search..."/> | <input type="text" value="Search..."/> | ↓ | <input type="text" value="Search..."/> | <input type="text" value="Search..."/> | <input type="text" value="Search..."/> | <input type="text" value="Search..."/> | <input type="text" value="Search..."/> |
| ✓ Jonny | Jonny | 👁 | Antique ChairWood chair,green fabri... | \$4,500 | Family house | Bathroom - master | Art and collectibles |
| ✓ Jonny | Jonny | 👁 | Bed-King bed;ornate wooden frame | \$475 | Family house | Bathroom - master | Furniture |
| ✓ Joanny | Joanny | 👁 | Coffee Table-wooden coffee table | \$750 | Family house | Bathroom - master | Accessories |
| ✓ Jonny | Jonny | 👁 | Lady at the Beach-Framed-Recommen... | \$95 | Family house | Dining | Accessories |
| ✓ Joanny | Joanny | 👁 | Miscellaneous (Bathroom)-Chair(1);... | \$2,225 | Family house | Dining | Furniture |
| ✓ Joanny | Joanny | 👁 | Overall photo of Master BR | \$175 | Family house | Kitchen | Kitchen diningware |
| ✓ Joanny | Joanny | 👁 | Paintings-Meadows;water color white ... | \$400 | Family house | Kitchen | Kitchen diningware |
| ✓ Joanny | Joanny | 👁 | Picasso prints (group of 2) | \$350 | Family house | Kitchen | Kitchen diningware |
| ✓ Joanny | Joanny | 👁 | Roster/Wind Mill Paintings (2 framed ... | \$225 | Family house | Kitchen | Kitchen diningware |
| ✓ Jonny | Jonny | 👁 | Small Macthning Vases-Painted Ceramic | \$550 | Family house | Kitchen | Kitchen diningware |

Total assets: 10 - Selected assets: 0 - Selected assets mkt value: \$0

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5.4.4 Working with the results

After Selection Order rounds have divided all items of interest between the heirs, it is up to the Administrator to review the distribution of fair market values and determine how the family will deal with disparity. Typically the executor of an estate would be advising or a discussion would be had by the administrator with the family members, and possibly the family attorney.

Some families care little about the fair market values and simply put \$1 on each item and don't worry about reconciling to make even across the percentages one is entitled to by law or agreement. In significant value estates, and in divorces many states and some tax law may require a reasonable fair market value to be determined for each party. FairSplit is a tool to be used to help the family document personal property and achieve fair divisions. To comply with the laws of each state or federal tax laws, we recommend seeking professional guidance.

Many different reports exist to be used for creating lists of what to sell, donate, ship, and which devisees received which items and the values of those, etc.