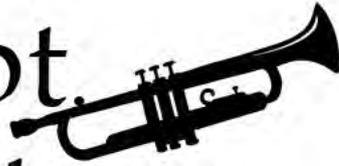


# Music Dept. Inventory Database User Guide



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2018

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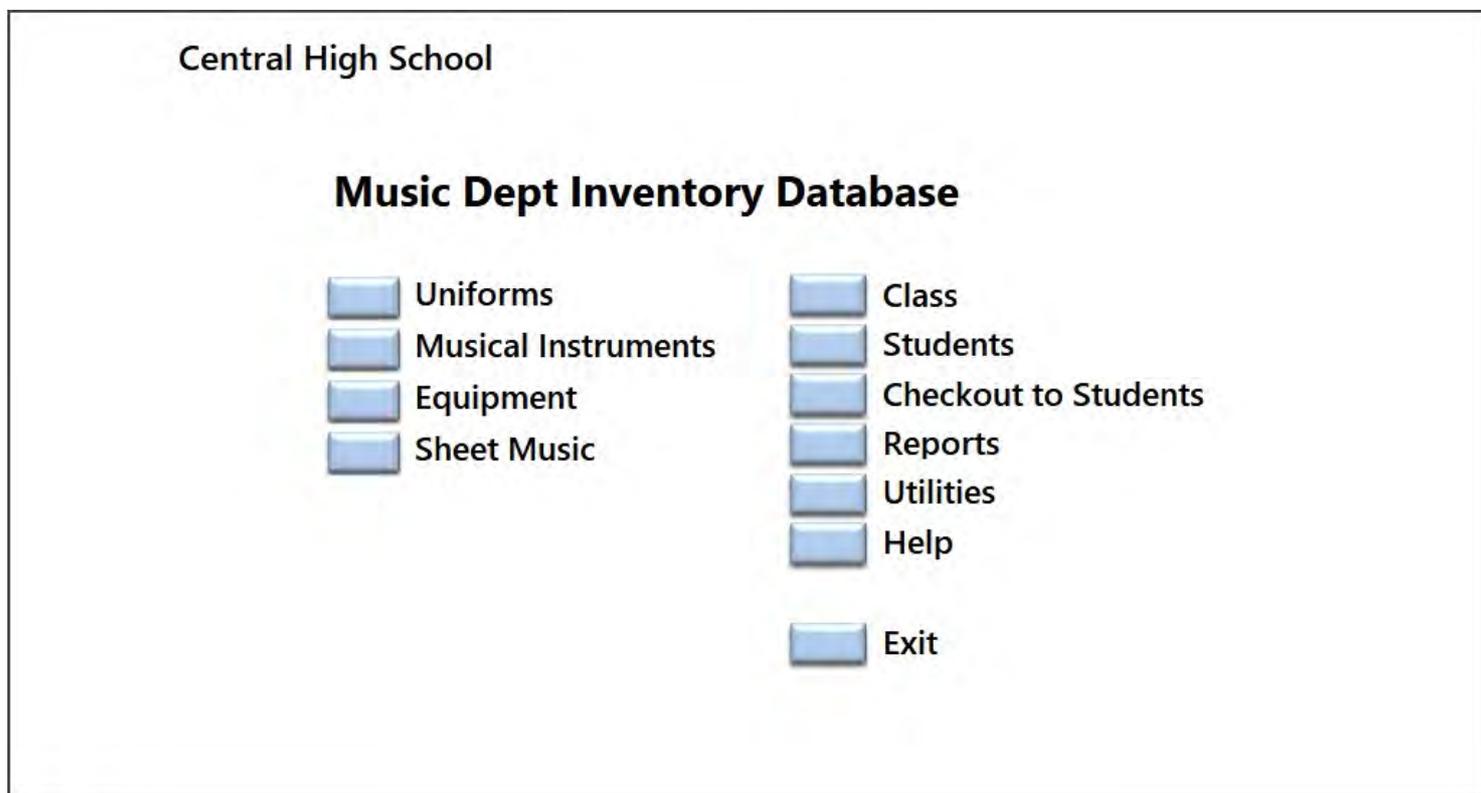
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## Introduction

### Introduction to the Music Dept Inventory Database

The Music Dept Inventory Database is designed to help you inventory your Uniforms (Band Uniforms, Concert Tuxedos and formal wear, Drum Corp uniforms and more), Musical Instruments, Equipment (Equipment wagons, megaphones, etc), and Sheet Music.



The 4 Modules - Uniforms, Musical Instruments, Equipment, and Sheet Music store the data for each type of item. The Features in the right column allow you to assign Uniforms, Instruments, etc to a class or check them out to a student. The Reports feature has many reports for each module. The Utilities feature has many utility forms to update the values in any of the look-up tables that are used in the modules.

Here are shortcuts to each section of the User Guide :

- [Uniforms](#)
- [Musical Instruments](#)
- [Equipment](#)
- [Sheet Music](#)
- [Classes](#)
- [Students](#)
- [Checkout \(Rentals\)](#)
- [Reports](#)
- [Utilities](#)

There are several introductory Topics that will help you get started:

- [Opening the Database for the First Time](#)

[Company / Application Setup](#)  
[Closing and Exiting the Database](#)  
[Notes about Drop-down Arrows/Lookups](#)  
[Managing Modules](#)  
[Installation Options](#)  
[Print options](#)

## Opening the Database for the First Time

### Opening the Database for the First Time

The first time you open the database you will see the Software Registration screen. If you are trying the software out it will tell you how many days of the 30-day free trial are left. Just press OK and you will continue on to the next screen. If you have decided that you like the database and want it use it for your Music Dept inventory then you may purchase a Software Registration Key from the “Store” on the Inventory Resources website or by calling our office to pay directly by credit card, check or purchase order.

Music Dept Inventory Database Software Registration

Uniform  
Inventory  
Resources  
www.UniformInventory.com

**Music Dept Inventory Database Software Registration**

*Thank you for trying the Music Dept Inventory Database.*

You have 30 days left on your 30 day trial.

If you have purchased the software and received your software key - please enter it here:

OK Cancel

Once the payment is received you will receive an email with the software registration key. After you enter the key you will not see the Software Registration screen again.

The next screen you will see – when you open the database for the first time – is the Company Information screen. This screen will allow you to enter the name of the school, university or company and a logo. Once these are entered you will see the company/school name and logo on the Startup Menu and on forms and reports. It is a nice way to personalize your database. See the [Company/ Application Setup](#) section.

## Company / Application Setup

### Company Setup:

Enter your company/ school name. Click 'Load' to insert your logo / image file. The Company name, address and phone number will be displayed on the Rental / Check-out Receipts. If you fill in the Company name - this screen will not appear automatically again. If you leave the Company Name blank - this screen will appear every time you open the database.

**Music Dept Inventory Database Setup** Save and Close

Welcome !

Please fill in the information below so that the program can be set up to work with your professional company or school.

**Company/School Setup**

Company / School Name:  Startup Date:  Quick Start

Logo:  Load Image Zoom In Zoom Out Zoom Fit Delete Image

Contact Person:  Phone:  EMail:

Address:

City:  State:  Zip/ Postal Code:  Country:

**Application Setup**

Application Title:  Class/Dept Title:  Checkout Title:

Individuals (People) Title:  Equipment Title:

SECURITY: Do you want to REQUIRE users to Log-in ?

Spell Check: Do you want to use Spell Check ? You must have MS Office (i.e. Word) installed.

Sales Tax (%):  \*\* Please note that each Individual and Organization record has a field which asks "Charge Sales Tax?". If this field is marked "Yes" and the Sales Tax field has a value >0 the customer will be charge sales tax on their rental. The default value is "Yes".

View / Edit Modules and Paths for Photos

### Application Setup:

**Security:** You may select to require users to Log-in with a username and password. If you Require users to log-in you will need to set up user accounts for each person and set the security level (Admin, Staff, Read-only). See the [Utilities / Staff](#) section to add / edit users.

**Application Titles:** You may select the text to see for the Application title (Music Dept Inventory Database, Athletic Dept Inventory Database, etc) , the Class / Dept title (Class, Activities, etc), the Rentals title and the Individual / People title. To update the list of options for each title, go to the [Utilities Main Menu](#) and look for the update form for each one.

**Spell Check:** If you have the full version of MS Office (not the Run-time) you may choose to include a spell check button on the Uniforms, Instrument and Equipment screens. The button is very small but

you can see it next to the Print button. Clicking on the button will start a Spell check for the current record. This is not a spell-check-as-you-type system but a "check on demand".

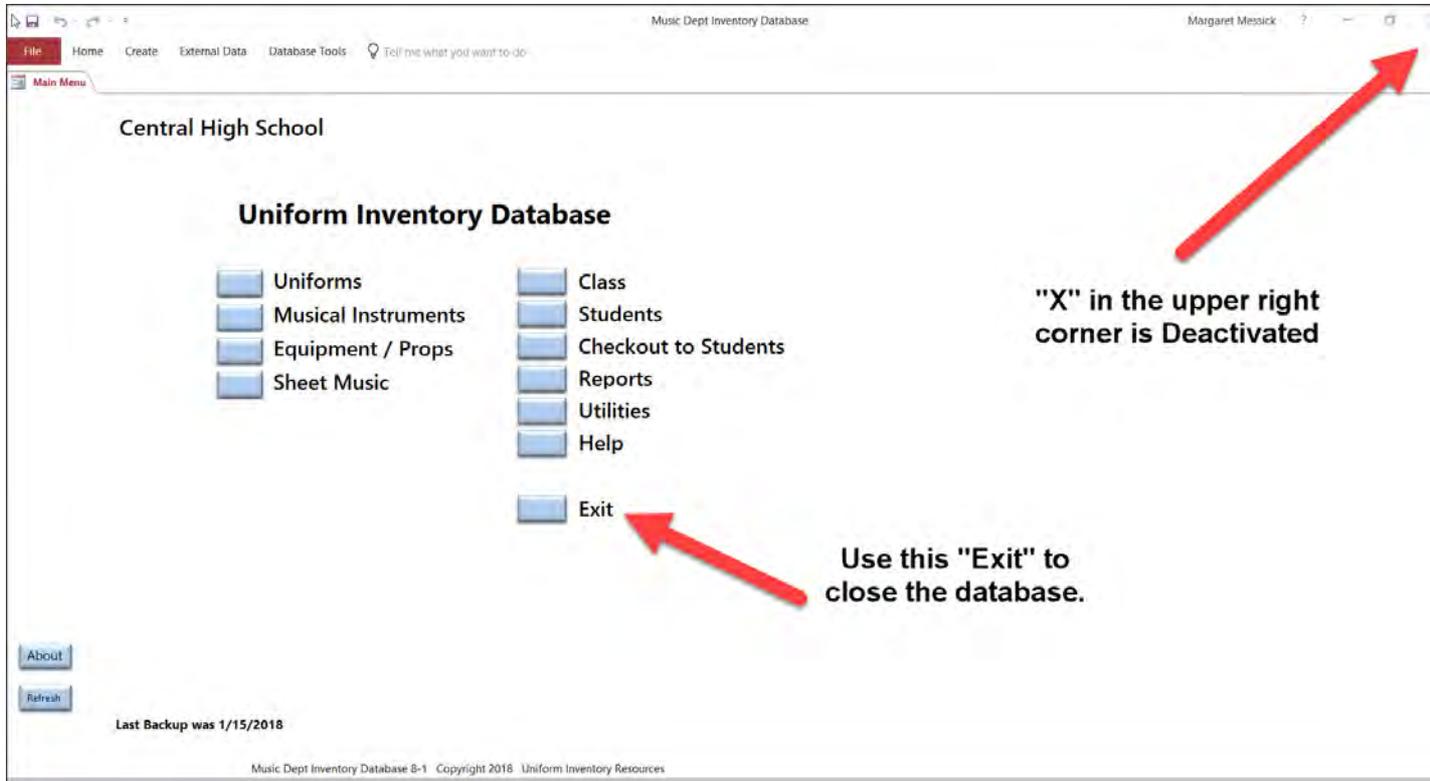


Sales Tax: If your organization charges Sales Tax on rentals, this is where you enter the % Sales Tax. The sales tax will be calculated on the Check-out / Rentals screen as you add items to the rental record.

## Closing and Exiting the Database

### Closing and Exiting the Database:

The Music Dept Inventory Database should be closed using the "Exit" button on the main menu. The red "X" in the upper right corner has been disabled so that the database doesn't close improperly. Please do not use the "File/Close Database" option as that will close the database without allowing it to close the forms and tables correctly.



The MS Access database is actually two files: A Front End (Music Dept Inventory Database 8-x.accdb) which holds the forms and reports and Visual Basic Code; the Back End file (Music Dept Inventory Database DATAONLY.accdb) holds the data (Uniform records, Instrument records, Rental records, etc). When the database is closed the front end file is closed and the back end is compacted and closed. The time to close the database should be less than 10 seconds.

If you shut down the computer before the "Compact" is finished (and MS Access has completely closed) or your workstation loses contact with the network you can corrupt the database - which means that it might not open again the next time you try. Corrupted databases can sometimes be repaired and the data rescued but not always. It is always a good idea to frequently do a back-up of the database to the hard disk or an external drive to be sure to have a recent copy. See the [Utilities](#) menu for backup program.

If your database does become corrupted, contact *us* for help. We may be able to recover part or all of your data.

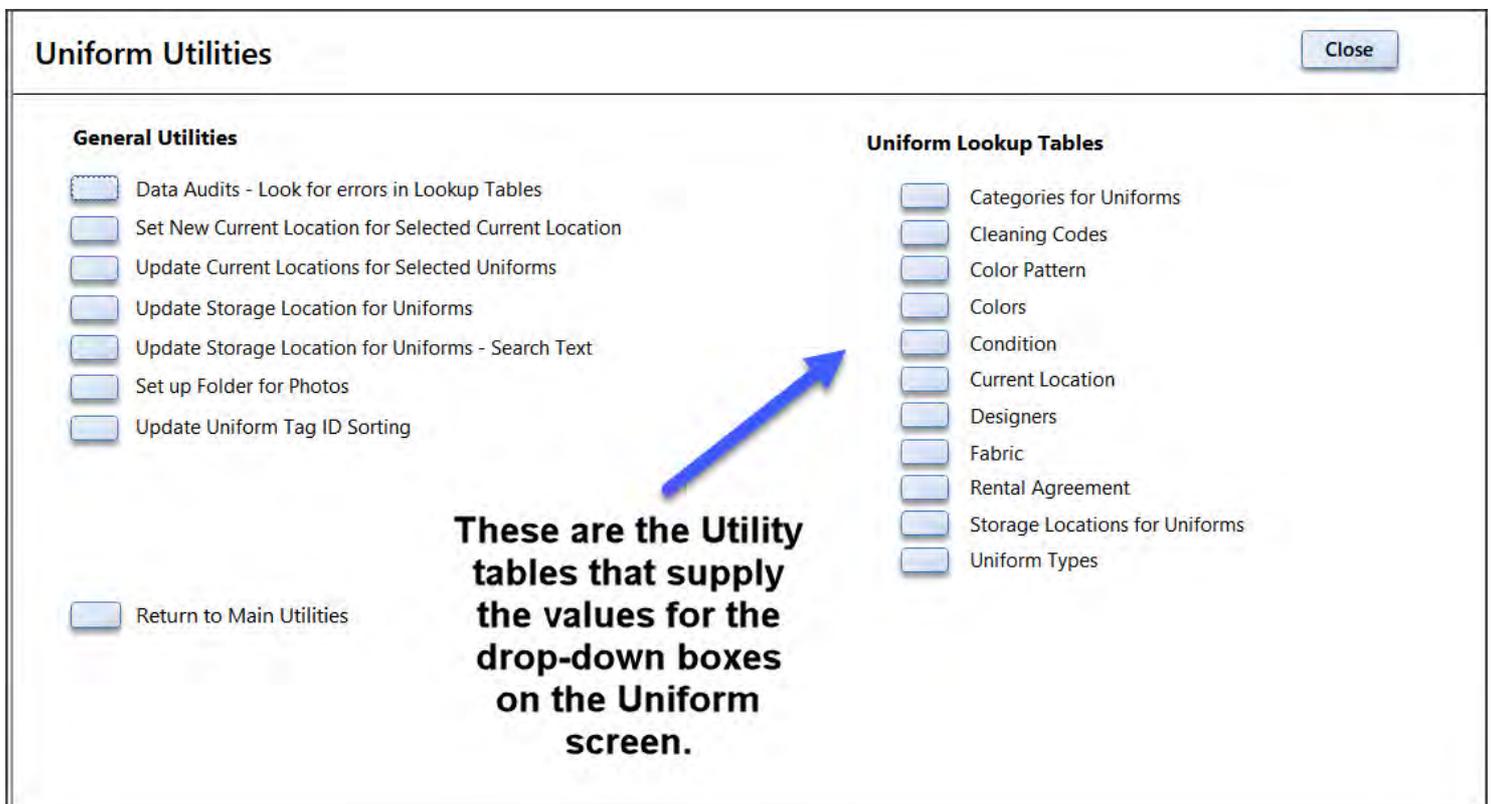
## Notes about Drop-down Arrows/Lookups

### Notes about Drop-down Arrows / Lookups:

The data entry screens are full of fields that can be filled in by selecting a value off a list that is available from a list that appears after clicking the drop-down arrow. These special fields are called “Combo Boxes”. The values for the Combo-box lists are from Lookup-Tables. You may add, edit or delete values from these tables.

To update a Lookup Table go to the [Utilities Menu](#) for the module you wish to update and find the table you wish to update. Each module (Uniforms, Instruments, etc) have their own list of lookup tables to update.

Each data entry form has a shortcut button to open the Utilities Menu. Once you add or edit a Lookup Table and return to a data entry form you should click on the “**Refresh Lookups**” button in the upper right of the form to make sure the current combo box is up-to-date.



**Uniform Utilities** Close

**General Utilities**

- Data Audits - Look for errors in Lookup Tables
- Set New Current Location for Selected Current Location
- Update Current Locations for Selected Uniforms
- Update Storage Location for Uniforms
- Update Storage Location for Uniforms - Search Text
- Set up Folder for Photos
- Update Uniform Tag ID Sorting

Return to Main Utilities

**Uniform Lookup Tables**

- Categories for Uniforms
- Cleaning Codes
- Color Pattern
- Colors
- Condition
- Current Location
- Designers
- Fabric
- Rental Agreement
- Storage Locations for Uniforms
- Uniform Types

**These are the Utility tables that supply the values for the drop-down boxes on the Uniform screen.**

## Managing Modules

### Managing Modules

The Modules List can be accessed from the [Utilities Menu](#) (the main Utilities menu, not the individual module Utilities menus).

#### View List of Installed Modules:

List of Installed Modules					Install New Module	Refresh	Close
Module Name:	Installation Date:	Display Order:	Path to find Photos:	To update the path for the Students photos go to the Student Module.			
<input type="button" value="Uninstall"/>	Uniforms	8/9/2015	10	C:\Uniform Inventory Resources\Uniform Photos	<input type="button" value="Edit Path"/>		
<input type="button" value="Uninstall"/>	Musical Instruments	7/9/2017	40	C:\Uniform Inventory Resources\Instrument Photos	<input type="button" value="Edit Path"/>		
<input type="button" value="Uninstall"/>	Equipment	7/9/2017	60	C:\Uniform Inventory Resources\Equipment Photos	<input type="button" value="Edit Path"/>		
<input type="button" value="Uninstall"/>	Sheet Music	9/6/2015	80	C:\	<input type="button" value="Edit Path"/>		

The list of currently installed modules will be displayed with their photo path. The photo path is the location where you have stored your photos. The default path is C:\.

#### Set the Path for Photos:

Each time you select to load a photo in a record the database will need a starting place/folder to open to locate the photos. NOTE: if the Path field does not have at least the C:\ filled in the "Load Photo" feature will not work.

To fill in the Photo Path you may type the path in or click on the "Edit Path" button to have a larger place to type. \*\* If you want the computer to remember the *last folder* that you used for a selecting a photo you can enter the following code in the Photo Path field (instead of the path) : %CD%

#### Add New Modules:

To Add a new module, click on the "Install New Module" button. Select the module to install off the list. The first time you use the new module you will be prompted to enter the Software Registration Key. Contact Costume Inventory Resources for the key.

#### Uninstall Modules:

To Uninstall a module, click on the "Uninstall" button next to the name of the module to remove. You will be asked to confirm the uninstall.

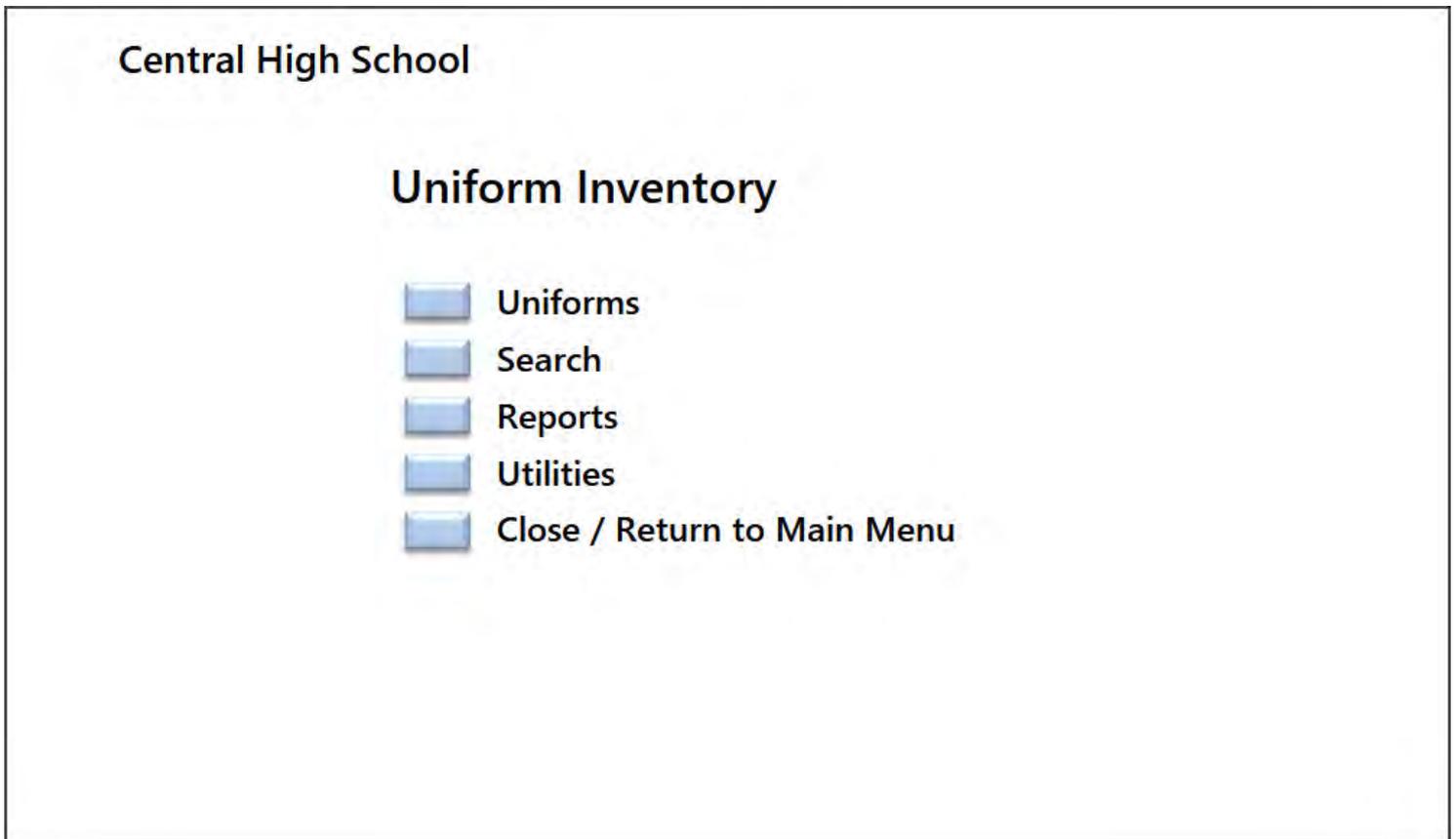
Once a module is uninstalled you can re-install it at a later date. The first time you go to use the new module you will be prompted to enter the Software Registration Key.

## Print Options

All Reports can be printed to a printer or a PDF file. See the [Print to PDF](#) information in the Appendix.

## Uniforms

The Uniforms module is designed to help you add / edit / delete Uniform Records, Search for Uniforms, Assign Uniforms to Classes/Activities, Check-out to students and run Reports.



Click on the links below to see those screens and get more information on each feature.

[Uniform Screen](#)

[Search](#)

[Reports](#)

[Utilities](#)

## Uniform Screen

### Uniform Screen

The Uniform screen has many fields to describe the uniform and several features ([Add Uniform](#), [Copy Uniform](#), etc). See a list of the features below with links to their pages in the User Guide.

The screenshot displays the 'Uniforms' screen for 'Central High School'. The interface includes a search bar, navigation buttons, and a 'Quick Start' button. The main form contains the following fields:

- Tag ID:** 0004 (with a '#' icon)
- Uniform Name:** Marching Band Jacket
- Description:** Stanbury Jacket - White jacket with Black collar, cuffs, labels. Gold trim and buttons. 'Botkins' on Sleeves. Back is black with gold sides and trim.
- Uniform Type:** Jacket
- Category:** Practice
- Multiple?**
- Color:** White
- Color Pattern:** (empty)
- Fabric:** Polyester
- Adult / Child:** (empty)
- Size:** 32 (S)
- Gender:** (empty)
- Condition:** Good
- Source:** Stanbury
- Date Acquired:** 1995
- Designer:** Stanbury
- Cost:** \$325.00
- Replacement Cost:** \$350.00
- Rental Fee:** \$0.00
- Cleaning Code:** 2-Dry Clean Only
- Storage Location:** Main Storage
- Details:** Rack 1
- Notes:** Has removable Trojans sash. Has matching pants

Below the form is an 'Activities' section with tabs for Measurements, Repairs/Alterations, Checkout History, Discard Notes, and Student Notes. A table lists activities:

Class	View
Marching Band	<input type="checkbox"/> View
*	<input type="checkbox"/> View

At the bottom, there are buttons for 'Delete Uniform', 'Discarded' (checkbox), 'Updated By', and 'Date Added/Updated: 10/28/2017'. On the right side, there are two photo thumbnails of the uniform jacket, each with 'Image Controls' (Load Photo, Zoom In, Zoom Out, Zoom Fit, Rotate, Full Screen, Delete Photo).

### Descriptive Fields for the Uniform

The Uniform Screen has many fields to describe the uniform plus 2 photos.

**Tag ID:** This is the unique number for this uniform. It matches the Tag ID that is attached to the uniform. The number is set when the uniform record is created. If you need to change the Tag ID, click on the '#' sign button next to the Tag ID Field. Click here for the [Change Tag ID](#) information.

**Uniform Name:** This is a descriptive name for the uniform.

**Description:** This is a longer description of the uniform and can contain information that is unique to this garment.

**Uniform Type:** This is a drop-down list for Uniform Type - such as Jacket, Bibber, Hat, etc.

**Category:** This is an optional field that can be used to classify different garments into groups - such as Practice, Performance, Rental, etc. You can enter any set of Categories in the Uniform Utilities screen.

**Multiple?:** This field is to indicate that you have many identical items with the same Tag ID. For example: If you have many identical bow-ties and don't want to put an individual tag ID on each one. You can assign one Tag ID to the box of bow-ties. You can still check them out to students/musicians but you can scan the label on the box with the Tag ID. Once you click the Multiple checkbox the Qty and Qty Available fields appear. In the example below there are 14 ties in the collection but one is checked out. There are 13 remaining ties.

Central High School

Uniforms

Tag ID: **T001** # Uniform Name: **Black Bow Tie**

Description: Pre-tied black satin bow tie

Uniform Type: Tie Category: Performance Multiple?  Qty: 14 Qty Avail: 13 Disposable?

Color: Black Color Pattern: Fabric: Polyester

Adult / Child: Adult Size: ONE SIZE Gender: Male Condition: Excellent

Source: Avant Men Date Acquired: 2017 Designer:

Cost: \$1.50 Replacement Cost: \$1.50 Rental Fee: \$0.00

Cleaning Code: 6-Spot Clean

Storage Location: Main Storage Details: Box 4

Notes: These tied are not inventoried separately. They all have the same #.

Current Location: Multiple Checkouts

Image Controls: Load Photo, Zoom In, Zoom Out, Zoom Fit, Rotate, Full Screen

There are reports for printing out lists of uniforms/accessories that are marked as 'Multiples'. See the Uniform Reports section. You can print a large tag with the Tag ID and the Barcode on it to put on the box/bin that holds the multiple items.



**Disposable:** Some very low value items - such as stockings or gloves may be something you provide your students but do not want them back after the performance. These items are marked as "Disposable". They can be checked out (so they appear on the checkout receipt) but are not expected to be returned.

**Color:** This field is for the primary color of the garment. This value can be searched on. It is a good idea to not add to many colors to the Colors list as it will make it hard to find things later. If you have choir dresses that are red, burgundy, dark red, etc they should all be classified as "Red". In the Description field you can put a more accurate

description. Many people have different ideas of what a color is so it is best to stick with the basic colors.

**Color Pattern:** This field is help describe any pattern - stripes, solids, etc.

**Fabric:** This is the main fabric of the garment.

**Adult/Child:** To help identify the size of the garment it is good to have it catagorized as Adult or Child.

**Size:** This is a basic description of the size - such as Large, Small, or for pants, 34/36 (34" waist, 36" inseam). You can put more details on the size in the "Measurements" tab below.

**Gender:** This is the gender for the garment - M / F / Unisex

**Conditon:** The condition can be Good, Poor, Fragile, etc.

**Source:** The source is the store/company you purchased the garment from.

**Date Acquired:** This will be approximate date (usually just the year) when the garment was purchased.

**Designer / Label:** The designer or label for the garment can help identify it.

**Cost:** This is the original cost of the garment.

**Replacement Cost:** This is what the school/organization would have to pay if they had to replace it. This value is included on the Checkout Receipt so the student will know what they will have to pay if the garment is damaged or lost.

**Rental Fee:** If you charge for your rentals - the amount goes here. This value can be discounted on the Checkout screen but this is the base amount to charge.

**Cleaning Codes:** You can select the cleaning code (Dry Clean, Machine wash, Do not wash, etc.) for the garment.

**Storage Location:** This is a 2 part field - you can have a main storage location and a detail location - such as "Warehouse" is the main storage location and "Rack 1" is the detail. You will enter the data for the storage locations and details on the Uniform Utilities screen.

**Notes:** The notes field is a large field to enter any additional notes you want to include for that garment.

The tabs near the bottom of the screen provide access to these features:

Activities Measurements Repairs/Alterations Checkout History Discard Notes Student Notes

Class Add New Activity ?

▶	Marching Band	▼	✕	View
*		▼	✕	View

Delete Uniform Discarded:  Updated By:  Date Added/Updated:

## Activities/Classes

Uniforms, Instruments, Equipment and Students/Performers can be assigned to one or more specific classes or activities. The Classes / Activities tag on the Uniform screen allows you to list one or more Classes/Activities. On the example above this uniform is assigned to the Marching Band Class. More information and several reports available from the [Classes/Activities](#) screen.

Classes Search ◀ ▶ Add Record Utilities Refresh Save and Close

Reports Update Current Location:

Classes:  Season / Year:  Current:  Quick Start

Director:  Director Contact Info:  Location:  ID:

Notes:

Uniforms Instruments Equipment People

Uniform/Tag ID	Uniform Name	Uniform Description	Uniform Type	Color	Size	Storage Location	
▶ 0001	Marching Band Jacket	Stanbury Jacket - White jacket with Black collar,	Jacket	White	32 (S)	Main Storage	View ✕
0002	Marching Band Jacket	Stanbury Jacket - White jacket with Black collar,	Jacket	White	32 (S)	Main Storage	View ✕
0003	Marching Band Jacket	Stanbury Jacket - White jacket with Black collar,	Jacket	White	32 (S)	Main Storage	View ✕
0004	Marching Band Jacket	Stanbury Jacket - White jacket with Black collar,	Jacket	White	32 (S)	Main Storage	View ✕
0005	Marching Band Jacket	Stanbury Jacket - White jacket with Black collar,	Jacket	White	32 (S)	Main Storage	View ✕
0006	Marching Band Jacket	Stanbury Jacket - White jacket with Black collar,	Jacket	White	32 (S)	Main Storage	View ✕
0007	Marching Band Jacket	Stanbury Jacket - White jacket with Black collar,	Jacket	White	32 (S)	Main Storage	View ✕
0008	Marching Band Jacket	Stanbury Jacket - White jacket with Black collar,	Jacket	White	32 (S)	Main Storage	View ✕
0009	Marching Band Jacket	Stanbury Jacket - White jacket with Black collar,	Jacket	White	32 (S)	Main Storage	View ✕
0010	Marching Band Jacket	Stanbury Jacket - White jacket with Black collar,	Jacket	White	32 (S)	Main Storage	View ✕
0011	Marching Band Jacket	Stanbury Jacket - White jacket with Black collar,	Jacket	White	36 (M)	Main Storage	View ✕
0013	Marching Band Jacket	Stanbury Jacket - White jacket with Black collar,	Jacket	White	36 (M)	Main Storage	View ✕
0014	Marching Band Jacket	Stanbury Jacket - White jacket with Black collar,	Jacket	White	36 (M)	Main Storage	View ✕

# of Uniforms: 158 \* = Item listed more than once

Delete Record

## List Repairs / Alterations

You can mark a Uniform record as needs repair or needs alteration.

Needs Repair ?	Alterations ?	Description:	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Missing 2 buttons.	Zoom Print Repair Card
<input type="checkbox"/>	<input type="checkbox"/>		Zoom Print Repair Card

While either the Needs Repair or Alterations boxes are marked, the top of the screen will show 'Needs Repair' or 'Needs Alteration'.

Central High School

Uniforms **Needs Repair**

Tag ID: 0008 Uniform Name: Marching Band Jacket

Description: Stanbury Jacket - White jacket with Black collar, cuffs, labels. Gold trim and buttons. 'Botkins' on Sleeves. Back is black with gold sides and trim.

Uniform Type: Jacket Category: Practice Multiple?

Color: White Color Pattern: Fabric: Polyester

Adult / Child: Size: 32 (S) Gender: Condition: Good

Source: Stanbury Date Acquired: 1995 Designer: Stanbury

Cost: \$325.00 Replacement Cost: \$350.00 Rental Fee: \$0.00

Cleaning Code: 2-Dry Clean Only

Storage Location: Main Storage Details: Rack 1

Notes: Has removable Trojans sash. Has matching pants

Current Location: Storage

Image Controls: Load Photo, Zoom In, Zoom Out, Zoom Fit, Rotate, Full Screen, Delete Photo

Needs Repair ?	Alterations ?	Description:	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Missing 2 buttons.	Zoom Print Repair Card
<input type="checkbox"/>	<input type="checkbox"/>		Zoom Print Repair Card

To help the person who is doing the repairs or alterations, you can print out a card with the description of the repairs/alterations needed. The card is designed for a 3" x 5" index card. The card can be pinned to the uniform or placed on the hanger (over the hook).

Central High School **Repairs / Alterations**

---

**Marching Band** Needs Repair:

Uniform: **Marching Band Jacket** Alteration:

Hanger Hole Tag #: **0008** 

**Missing 2 buttons.**

Date Repaired:  Repaired By: \_\_\_\_\_

Once the uniform is repaired the check mark can be removed and the "Needs Repair" note at the top of the screen will disappear.

[View Checkout History](#)

The history of everyone who has checked out this uniform can be seen on the Checkout History tab.

You can see in the example below that this jacket has been checked out twice and is still currently checked out. You can go to the Checkout Record by clicking on the "View Checkout" button.



Central High School

**Uniforms** DISCARDED 

Search  Add Uniform Copy Uniform Utilities Save and Close

Print Uniform Record View/ Update All Uniforms Current Location Refresh Lookups

Tag ID: **0012** # **Uniform Name:** **Marching Band Jacket**

Description: Stanbury Jacket - White jacket with Black collar, cuffs, labels. Gold trim and buttons. 'Botkins' on Sleeves. Back is black with gold sides and trim.

Uniform Type: Jacket Category: Practice Multiple?

Color: White Color Pattern: Fabric: Polyester

Adult / Child: Adult Size: 36 (M) Gender: Condition: Good

Source: Stanbury Date Acquired: 1995 Designer: Stanbury

Cost: \$325.00 Replacement Cost: \$350.00 Rental Fee: \$0.00

Cleaning Code: 2-Dry Clean Only

Storage Location: Main Storage Details: Rack 1

Notes:  Include Notes on Checkout?

Activities Measurements Repairs/Alterations Checkout History Discard Notes Student Notes

Discarded:  Discard Date: 5/19/2018 Value at time of Discard: \$10.00

Discard Notes: Too old to wear.

Current Location:

 Image Controls: Load Photo, Zoom In, Zoom Out, Zoom Fit, Rotate, Full Screen, Delete Photo

C:\Uniform Inventory Resources\Uniform Photos\StanburyWhiteBlk\Jck-Rs.jpg

 Image Controls: Load Photo, Zoom In, Zoom Out, Zoom Fit, Rotate, Full Screen, Delete Photo

## Student Notes

If you want to keep track of what a student should provide while wearing this uniform, you can list it here. Anything listed here will be included on the [Uniform Record](#) report.

Activities Measurements Repairs/Alterations Checkout History Discard Notes Student Notes

Items for Student/ Performer To Provide:

## Features:

[Add Uniform](#)

[Copy Uniform](#)

[Delete Uniform](#)

[Change Tag ID](#)

[Print Uniform Record Report](#)

[Add / View / Delete Photo](#)

[Search for a Uniform](#)

**Go to Next / Previous record** - Click on the arrows to move to the next or previous record - or - to the beginning or end of the list. Be aware that the list is stored based on the "Display Records Sorted by: (Name or ID)" buttons at the top of the screen (right below the "Search" button).

Display Records Sorted by:  Name  ID



## Add Uniform

### Add Uniform

To Add a new Uniform record - click on the Add Uniform button.

Tag ID:	Uniform Name:
0567	Blue Choir Robe
0568	Blue Choir Robe
0569	Blue Choir Robe
G004	Gloves - Nylon
G005	Gloves - Cotton
G007	Gloves - Cotton
G009	Gloves - Cotton
H001	Marching Band Hat

A few things to know about Tag ID's:

Each record in the Uniform table has to have a unique Tag ID. When a new record is added the program will check to see if that Tag ID has already been used. If so, you will get a message telling you to try a new number. The list of current Tag ID's allows you to review the Tag ID's that have already been added to the table.

The "Next Tag ID in sequence" shows what the next number would be if you went to the end of the list and added "1" to it. In the case above there are Tag IDs that are just numbers (i.e. 0569) and Tag IDs with letters in front of the numbers (i.e. G004 (Gloves), H001 (Hats), T001 (Ties), etc.)

When a new Uniform record is added there are 2 options for the Tag ID: You can accept the next Tag ID in sequence (in this case T002) or enter the Tag ID for the next Uniform (0570). Once you have entered a new number or accepted the "Next Tag in sequence", click on OK.

The program will show a new screen with the Tag ID in place. The Current Location will have the default value of "Storage" and the Date Added/Updated will have today's date.



## Installation Options

### **Installation Options:**

The Music Dept Inventory Database can be installed on a PC (Desktop or Laptop) or on a Local Area Network. The database can also be installed on a Mac if a Windows platform is installed. See the [Install on a Mac](#) section of the User guide.

All installations require 400 MB of disk space, 4 GB of RAM (6 or more recommended), MS Access ( 2010, 2013, or 2016 / Office ). For more information see the [Installation section](#) of the Appendix.

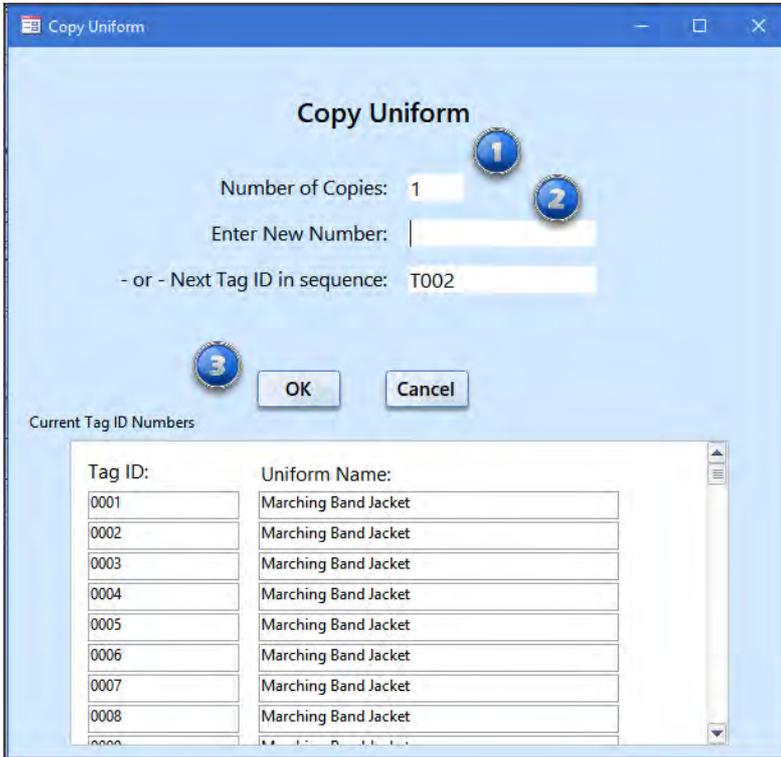
### **PC:**

The database and the related files can be installed on any PC running Windows 8 or 10.

### **Local Area Network:**

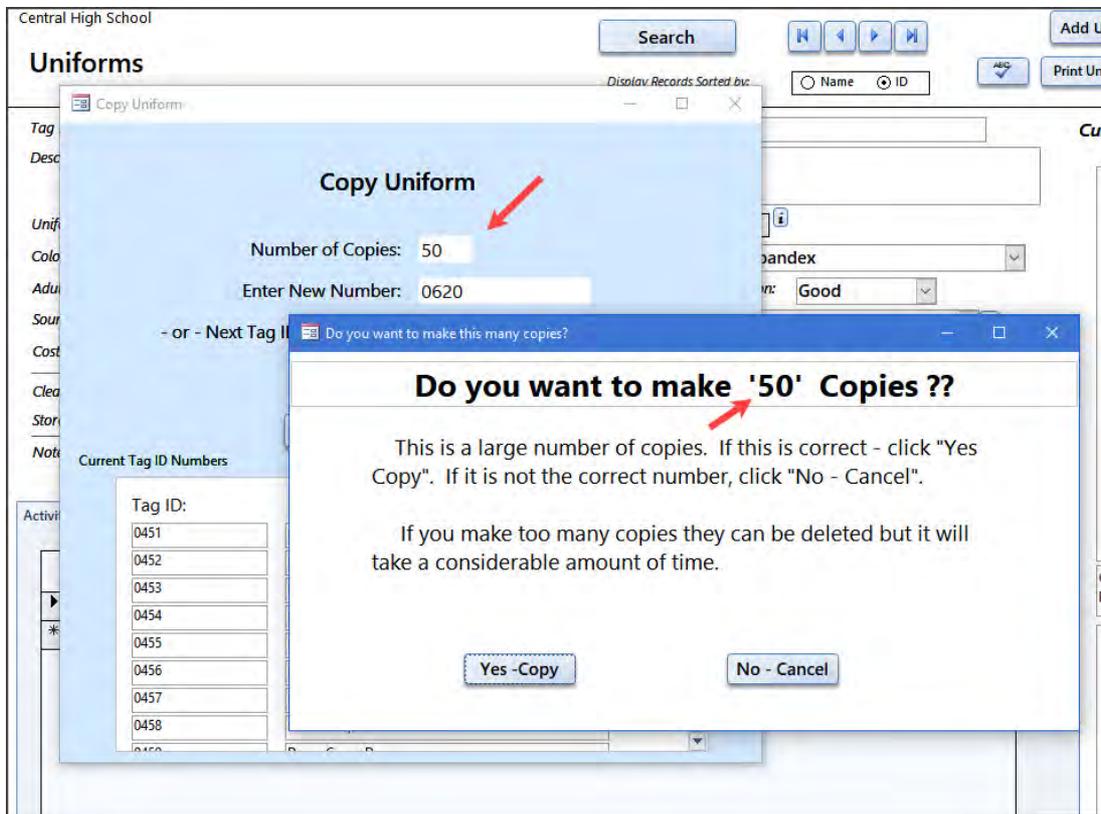
The software can be installed on a shared drive of a LAN. See the [Network Installation](#) section of the Appendix.





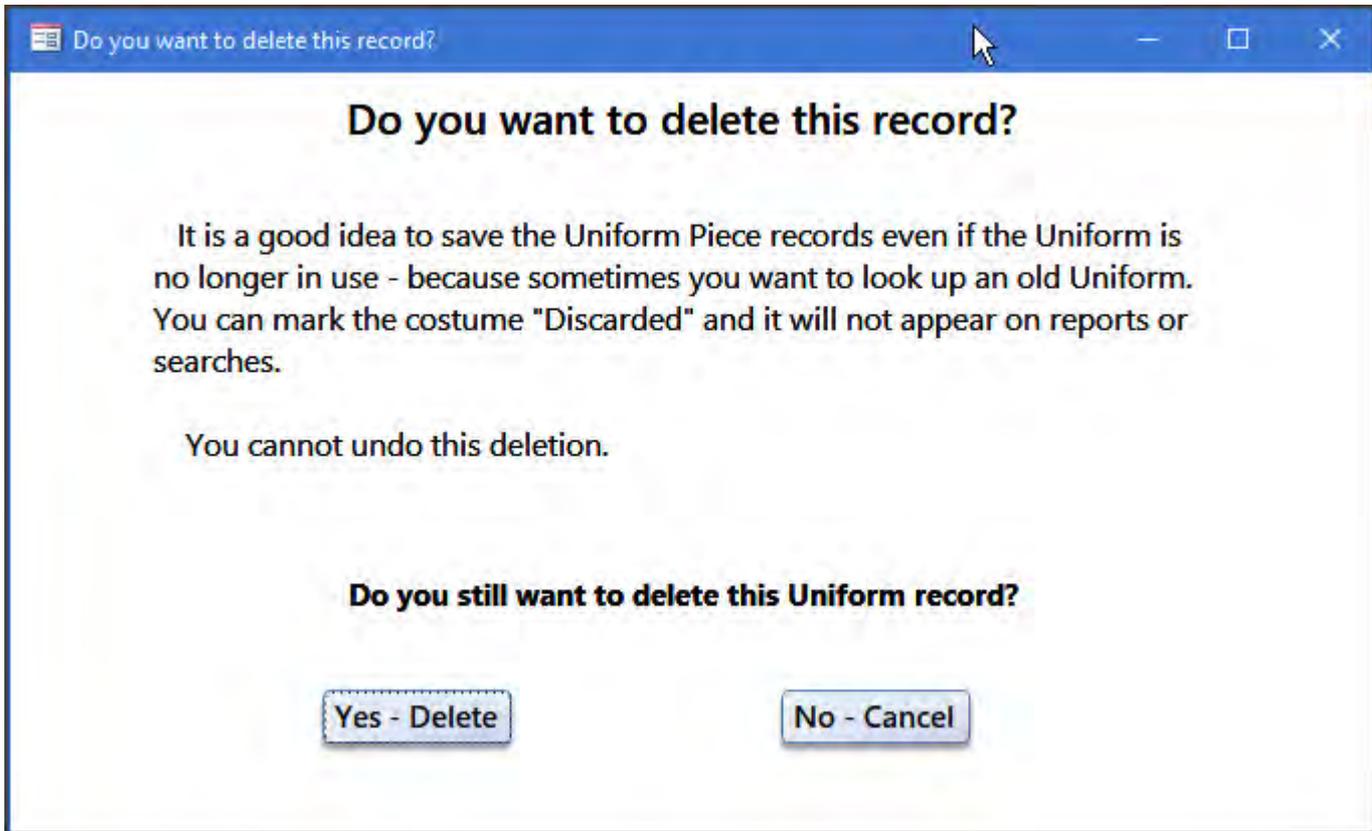
Enter the number of copies you want to create, confirm the starting number, and click OK. You can create as many as you want but the program will ask you to confirm if you want to create more than 25 copies.

In the case below the starting number will be 0620. The next record will be 0621, 0622, etc.



If you make too many copies you will need to delete the extras one at a time using the "[Delete Uniform](#)" function.





If you are not sure, then it is better to mark the record as Discarded (see the [Uniform Screen](#)). Discarded Uniform records will still be in the database but not included in the Search Results or in reports. The checkout history will be preserved.

## Change Tag ID

### Change Tag ID

Sometimes you may want to change a Tag ID. That is OK as long as there is no current record in the database with the new Tag ID.

The reasons you might want to change the Tag ID are:

You entered the wrong number - for example in this record you may have forgotten to put the "0" in front (620 instead of 0620).

The actual inventory tag might have been lost so you are putting in a new tag

You want to keep a group of uniforms in sequence

Click on the "#" button next to the Tag ID field. Enter the New Tag # and click "Yes Change".

The screenshot shows a software interface for 'Uniforms' at 'Central High School'. The main window displays a record for a 'Drum Corps Dress' with a Tag ID of 620. A dialog box titled 'Do you want to change this Uniform / Tag ID ?' is open, showing the 'Original Tag #' as 620 and the 'New Tag #' as 0620. The dialog box asks for confirmation and provides instructions: '1) If an inventory tag is already sewn or ironed in the costume then it will have to be changed as well.' and '2) The Sorting Key will need to be updated. Go to the Utilities to "Update the Sorting Key" for all records (this will take a few minutes.)'. At the bottom of the dialog box, there are two buttons: 'Yes - Change' and 'No - Cancel'. Red arrows point to the '#' button next to the Tag ID field in the main window, the 'New Tag #' field in the dialog box, and the 'Yes - Change' button.

Central High School

**Uniforms**

Search [N] [L] [R] [P] [ASC]

Display Records Sorted by:  Name  ID

Tag ID: 620 # Uniform Name: Drum Corps Dress

Description: Blue, black, silv

Uniform Type: Dress

Color: Blue

Adult / Child: Adult

Source: Band Shoppe

Cost: \$35.00 Repla

Cleaning Code: 3-Gentle ha

Storage Location: Main Storage

Notes:

Activities Measurements Repairs/

Classes

▶ Drum Corps

\* [ ]

**Do you want to change this Uniform / Tag ID ?**

Original Tag # 620 New Tag #: 0620

Are you sure you want to change this Uniform / Tag ID?

1) If an inventory tag is already sewn or ironed in the costume then it will have to be changed as well.

2) The Sorting Key will need to be updated. Go to the Utilities to "Update the Sorting Key" for all records (this will take a few minutes.)

**Do you still want to change this ID ?**

Yes - Change No - Cancel

## Uniform Record Report

### Uniform Record Report

You can print a single page report for each uniform in the database. All the fields and both pictures are listed.

Central High School  
**Marching Band Jacket**

Tag ID:  Name:

Description:



Uniform Type:  Category:

Color:  Color /Pattern:

Fabric:  Multiple:  Qty:  Disposable

Adult/Child:  Size:  M/F:

Costume Designer:

Source:  Date Acquired:

Cost:  Replacement Cost:

Rental Fee:  Condition:

Cleaning Code:

Storage Location:

Current Location:

Performer To Provide:

Notes:



Measurements: Chest:  Waist:  Hips:  Girth:  Neck:

Shoulder to Shoulder:  Sleeves:

Neck-to-Waist:  Waist-to-Hem:  Waist-To-Floor:

Hat Circumference:  Inseam:  Outseam:  Shoe Size:

Commercial Dress Size:

Photo File Names:

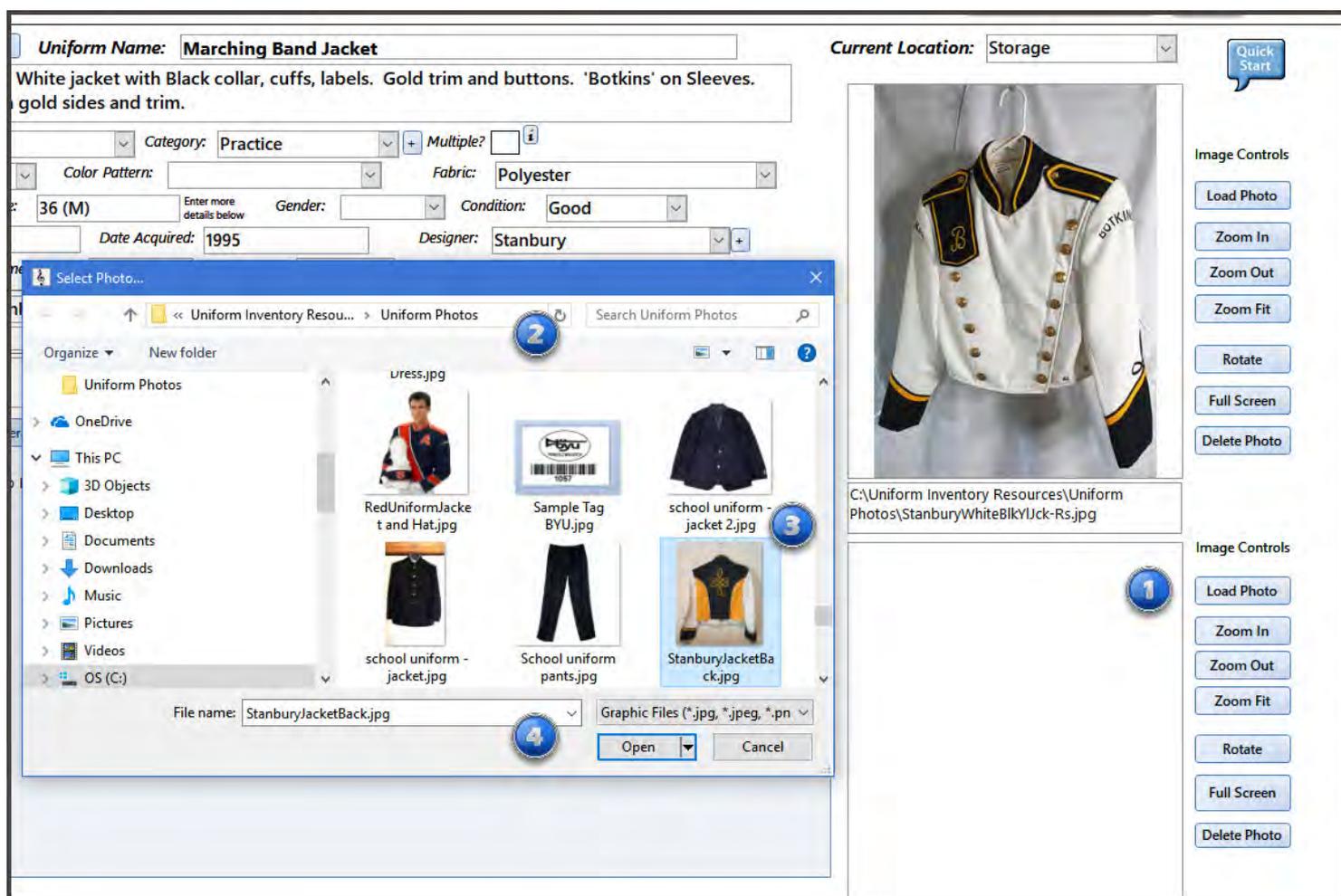
## Photos - Add / View / Delete

### Photos - Add / View / Delete

1) To **Add (Load) a photo** to a Uniform record :

- 1) Click on the "Load Photo" button
- 2) The "Select Photo" dialog box will open. The folder that was designated in the Utilities / Set Path feature will be the one opened.
- 3) Select the photo you want
- 4) Click "Open"

The path to the photo will be displayed beneath the photo.



2) There are 3 ways to **View the photo** larger:

- 1) Click on the "Zoom In" button to view the image larger in the current image space
- 2) Click on the "Full Screen" button to see the image in the a large screen. Within this screen you can also zoom in / zoom out.
- 3) 'Double-click' on the image to have it open in a large format

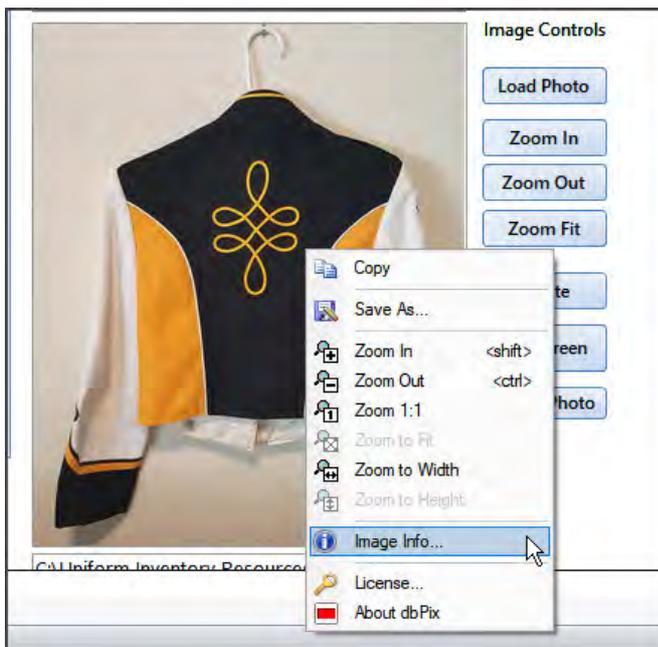
3) To **Delete the Photo** - Click on the "Delete Photo" button

### Issues with photos:

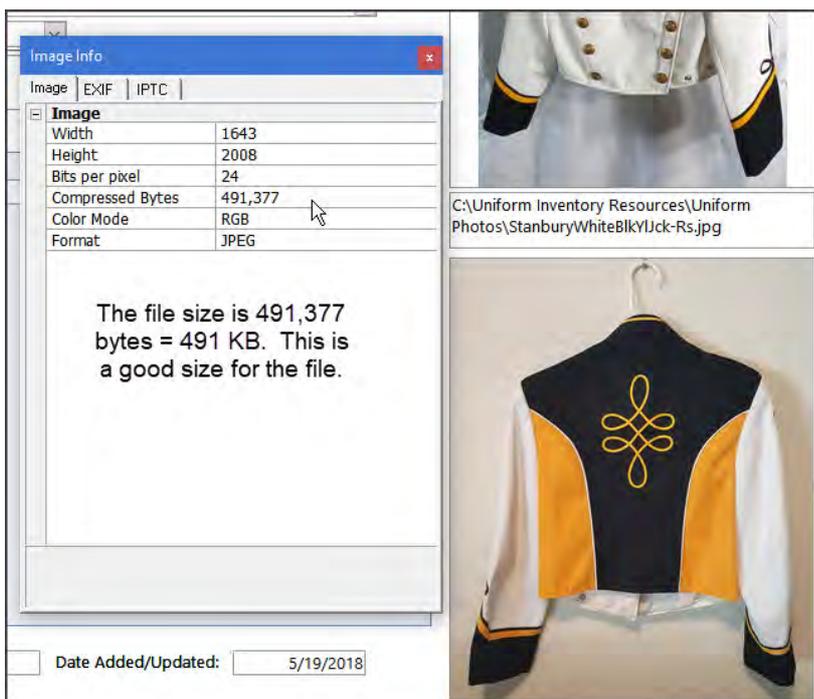
1) File Size of the photos:

Most photos come off a camera or phone at 2 - 5 MB in size. While this is a great resolution for the photo it will be too big a file size for the program to handle when the program is trying to display many photos at one time - such as in a Photo Gallery. The photos need to have their file size reduced to 500 kb or so. To reduce the file size I recommend a program called FastStoneResizer (look for it on the internet). There is a Resource Guide on website in the [Support/Resource Guides](#) section which gives more information and instructions on how to reduce the file size of a group of photos.

To see the file size of a photo - 'right-click' on the photo and select "Image Info"



You can see that the file size of the photo is 491,377 bytes = 491 kb. This is a good size for the file. Remember you would like your photos to be 200 - 700 kb in size.



2) Orientation of photos.

Many photos will come off a camera with a different orientation than you want. The photos will need to be Rotated. This a common problem and somewhat confusing. Sometimes when you see a photo in the folder of photos it will look correct but when you load the photo it will be sideways. Once again, FastStoneResizer has a function to let you rotate the photos. Be aware that you can rotate the photos 90 degrees once and they will be rotated 180 degrees. Then you can rotate them again, 90 degress the other way and then they will be fine. The orientation of photos is not consistant between cameras and phones so photos you take with your camera may be fine and those with your phone will be sideways or visa versa.



=====>>>



## Search

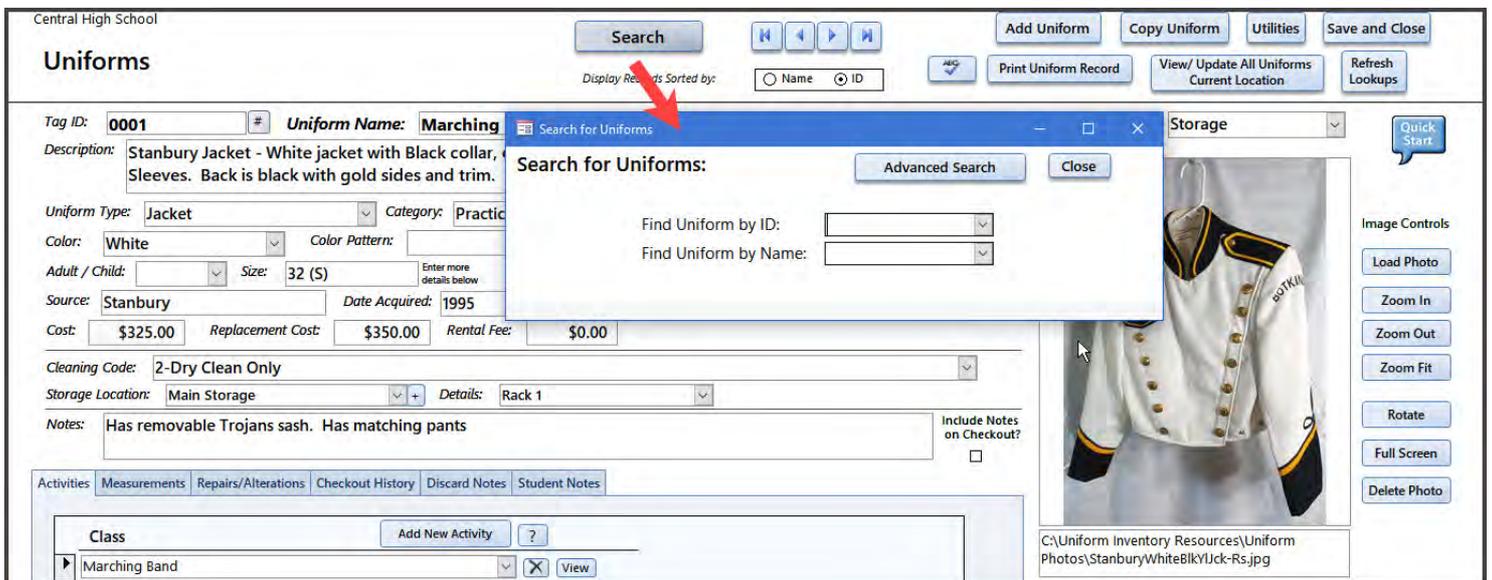
Search for Uniforms:



There are three ways to search for one or more uniforms:

### 1) On the Uniform screen, select the "Search" button.

You will have the option to search by Tag ID or Name. This allows you to search for one specific uniform record.



### 2) Search by record values. On the "Search for Uniforms" Menu you can search "Search for Uniforms".

**Search for Uniforms**

Select one or more criteria to search for a uniform piece  

Uniform Name \*:   Exact Match ?

Description \*:

Uniform Type:  

Category:

Color:

Color Pattern:

Fabric:

Condition:

Adult / Child:

Size \*:   Exact Match ?

Gender:

Designer:

Source \*:

Storage Location:

Storage Location Details:

Current Location:

Date Uniform Record Added : Between:  and

- 1) Enter one or more values in the criteria fields.
- 2) Click on the Search Results screen.

To search for all "Jackets" in size "32" you would enter these values. Click on the "View Search Results" button to see the records that are found.

## Search for Uniforms

Select one or more criteria to search for a uniform piece

Uniform Name \*:   Exact Match ?

Description \*:

Uniform Type:   ←

Category:

Color:

Color Pattern:

Fabric:

Condition:

Adult / Child:

Size \*:   Exact Match ? ←

Gender:

Designer:

Source \*:

Storage Location:

Storage Location Details:

Current Location:

Date Uniform Record Added : Between:  and

The Search Results would show you:

### Search Results

# Uniforms Found:

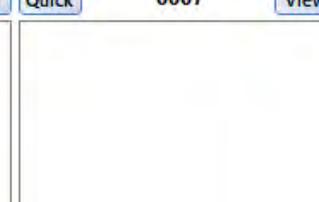
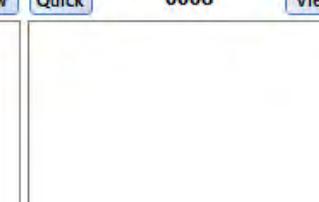
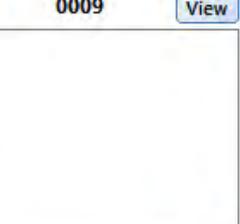
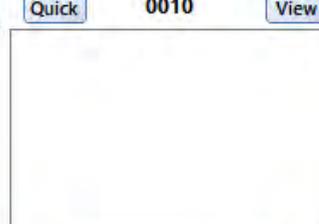
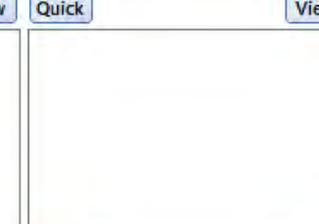
Search for: Costume type = Jacket, Size = 32,

Tag ID: <input type="button" value="v"/>	Uniform Name: <input type="button" value="v"/>	Description:	Uniform Type: <input type="button" value="v"/>	Adult /Child:	Size: <input type="button" value="v"/>	Color: <input type="button" value="v"/>	Storage Location: <input type="button" value="v"/>	Class <input type="button" value="v"/>	
0001	Marching Band Jacket	Stanbury Jacket - White jac	Jacket		32 (S)	White	Main Storage	Marching Band	<input type="button" value="View"/>
0002	Marching Band Jacket	Stanbury Jacket - White jac	Jacket		32 (S)	White	Main Storage	Marching Band	<input type="button" value="View"/>
0003	Marching Band Jacket	Stanbury Jacket - White jac	Jacket		32 (S)	White	Main Storage	Marching Band	<input type="button" value="View"/>
0004	Marching Band Jacket	Stanbury Jacket - White jac	Jacket		32 (S)	White	Main Storage	Marching Band	<input type="button" value="View"/>
0005	Marching Band Jacket	Stanbury Jacket - White jac	Jacket		32 (S)	White	Main Storage	Marching Band	<input type="button" value="View"/>
0006	Marching Band Jacket	Stanbury Jacket - White jac	Jacket		32 (S)	White	Main Storage	Marching Band	<input type="button" value="View"/>
0007	Marching Band Jacket	Stanbury Jacket - White jac	Jacket		32 (S)	White	Main Storage	Marching Band	<input type="button" value="View"/>
0008	Marching Band Jacket	Stanbury Jacket - White jac	Jacket		32 (S)	White	Main Storage	Marching Band	<input type="button" value="View"/>
0009	Marching Band Jacket	Stanbury Jacket - White jac	Jacket		32 (S)	White	Main Storage	Marching Band	<input type="button" value="View"/>
0010	Marching Band Jacket	Stanbury Jacket - White jac	Jacket		32 (S)	White	Main Storage	Marching Band	<input type="button" value="View"/>
*									<input type="button" value="View"/>

- 1) You will see a list of all the records that match the search criteria. To view a specific record - click on the View button.
- 2) The Search Criteria is listed here and will print on the top of the reports.
- 3) The number of records found is shown here.
- 4) A Photo Gallery is a screen that shows all the photos of the records that are found.

**Search Results - Photos** → Dbl-Click image to Zoom Print Close

Page 1 of 1 Prev Next # of Records:

			
Quick <b>0001</b> View	Quick <b>0002</b> View	Quick <b>0003</b> View	Quick <b>0004</b> View
			
Quick <b>0005</b> View	Quick <b>0006</b> View	Quick <b>0007</b> View	Quick <b>0008</b> View
			
Quick <b>0009</b> View	Quick <b>0010</b> View	Quick View	Quick View
			
Quick View	Quick View	Quick View	Quick View

To see an image in a larger screen, double click on the image.

To print a report of the Photo Gallery, click on the "Print" button.

To view a specific record, click on the "View" button below the photo. The Tag ID is displayed below the image.

**5) List:** This list of the records found with several details listed.

# Central High School

## Uniform Search Results

Search for: Costume type = Jacket, Size = '32'

Tag ID:	Uniform Name:	Uniform Type:	Color:	Category:	Adult or Child:	Size:	Needs Repair	Current Location:	Storage Location:	Class
0001	Marching Band Jacket	Jacket	White	Practice		32 (S)	<input type="checkbox"/>	Storage	Main Storage Rack 1	Marching Band
0002	Marching Band Jacket	Jacket	White	Practice		32 (S)	<input type="checkbox"/>	Checked-In	Main Storage Rack 1	Marching Band
0003	Marching Band Jacket	Jacket	White	Practice		32 (S)	<input type="checkbox"/>	Checked-In	Main Storage Rack 1	Marching Band
0004	Marching Band Jacket	Jacket	White	Practice		32 (S)	<input type="checkbox"/>	Checked-In	Main Storage Rack 1	Marching Band
0005	Marching Band Jacket	Jacket	White	Practice		32 (S)	<input type="checkbox"/>	Storage	Main Storage Rack 1	Marching Band
0006	Marching Band Jacket	Jacket	White	Practice		32 (S)	<input type="checkbox"/>	Storage	Main Storage Rack 1	Marching Band
0007	Marching Band Jacket	Jacket	White	Practice		32 (S)	<input type="checkbox"/>	Storage	Main Storage Rack 1	Marching Band
0008	Marching Band Jacket	Jacket	White	Practice		32 (S)	<input type="checkbox"/>	Storage	Main Storage Rack 1	Marching Band
0009	Marching Band Jacket	Jacket	White	Practice		32 (S)	<input type="checkbox"/>	Storage	Main Storage Rack 1	Marching Band
0010	Marching Band Jacket	Jacket	White	Practice		32 (S)	<input type="checkbox"/>	Storage	Main Storage Rack 1	Marching Band

Total # Of Uniforms: 10

### 6) Results with Photos

## Central High School

### Uniform Search Results

Search for: Costume type = Jacket, Size = '32'

Tag ID:	Uniform Name:	Uniform Type:	Color:	Size:	
0001	Marching Band Jacket	Jacket	White	32 (S)	
<i>Description:</i> Stanbury Jacket - White jacket with Black collar, cuffs, labels. Gold trim and buttons. "Botkins" on Sleeves. Back is black with gold sides and trim.					
<i>Category:</i> Practice <input type="checkbox"/> <i>Adult or Child:</i> <input type="checkbox"/> <i>Needs Repair:</i> <input type="checkbox"/>					
<i>Source:</i> Stanbury <i>Date Acquired:</i> 1995					
<i>Storage Location:</i> Main Storage Rack 1 <i>Current Location:</i> Storage					
0002	Marching Band Jacket	Jacket	White	32 (S)	
<i>Description:</i> Stanbury Jacket - White jacket with Black collar, cuffs, labels. Gold trim and buttons. 'Botkins' on Sleeves. Back is black with gold sides and trim.					
<i>Category:</i> Practice <input type="checkbox"/> <i>Adult or Child:</i> <input type="checkbox"/> <i>Needs Repair:</i> <input checked="" type="checkbox"/>					
<i>Source:</i> Stanbury <i>Date Acquired:</i> 1995					
<i>Storage Location:</i> Main Storage Rack 1 <i>Current Location:</i> Checked-In					
0003	Marching Band Jacket	Jacket	White	32 (S)	
<i>Description:</i> Stanbury Jacket - White jacket with Black collar, cuffs, labels. Gold trim and buttons. 'Botkins' on Sleeves. Back is black with gold sides and trim.					
<i>Category:</i> Practice <input type="checkbox"/> <i>Adult or Child:</i> <input type="checkbox"/> <i>Needs Repair:</i> <input checked="" type="checkbox"/>					
<i>Source:</i> Stanbury <i>Date Acquired:</i> 1995					
<i>Storage Location:</i> Main Storage Rack 1 <i>Current Location:</i> Checked-In					
0004	Marching Band Jacket	Jacket	White	32 (S)	
<i>Description:</i> Stanbury Jacket - White jacket with Black collar, cuffs, labels. Gold trim and buttons. 'Botkins' on Sleeves. Back is black with gold sides and trim.					
<i>Category:</i> Practice <input type="checkbox"/> <i>Adult or Child:</i> <input type="checkbox"/> <i>Needs Repair:</i> <input checked="" type="checkbox"/>					
<i>Source:</i> Stanbury <i>Date Acquired:</i> 1995					
<i>Storage Location:</i> Main Storage Rack 1 <i>Current Location:</i> Checked-In					

## 7) Search Results Summary

If you have many records in the Search Results that are almost identical (except for the Tag ID) you can print a shorter report that groups all the 'like' uniforms together.

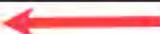
# Central High School

## Uniform Search Results Summary

Search for: Costume type = Jacket, Size = '32'



Tag ID:	Uniform Name:	Uniform Type:	Color:
< Multiple >	Marching Band Jacket	Jacket	White
<i>Description:</i> Stanbury Jacket - White jacket with Black collar, cuffs, labels. Gold trim and buttons. "Botkins" on Sleeves. Back is black with gold sides and trim.			
<i>Category:</i>	Practice	<i>M/F:</i> ___	<i>Adult/Child:</i> ___
<i>Date Acquired:</i>	1995		
<i>Storage Location:</i>	Main Storage Rack 1	<i>Current Location:</i>	Storage
<i>Fabric:</i>	Polyester	<i>Cleaning Code:</i>	2-Dry Clean Only
<i># of Uniforms:</i>	10		



Total # Of Uniforms: 10

Tag ID = see the word "Multiple" for the tag id. If there are many that are identical it will not show the Tag ID's # of Uniforms - this will count all the uniforms in this group. In the case of the report above - there are 10 identical records.

8) Results on Box Labels: If you are storing some of your uniforms in garment bags or your hats in boxes and want to see the Tag ID on the outside of the bag/box - you can print a "Box Label".

**Search Results** # Uniforms Found:  [Photo Gallery](#) [Print Results](#) [Print Results with Photos](#) [Print Results Summary](#) [Results on Box Labels](#) [More Results Reports](#) [Close](#)

Search for: Costume type = Jacket, Size = '32'

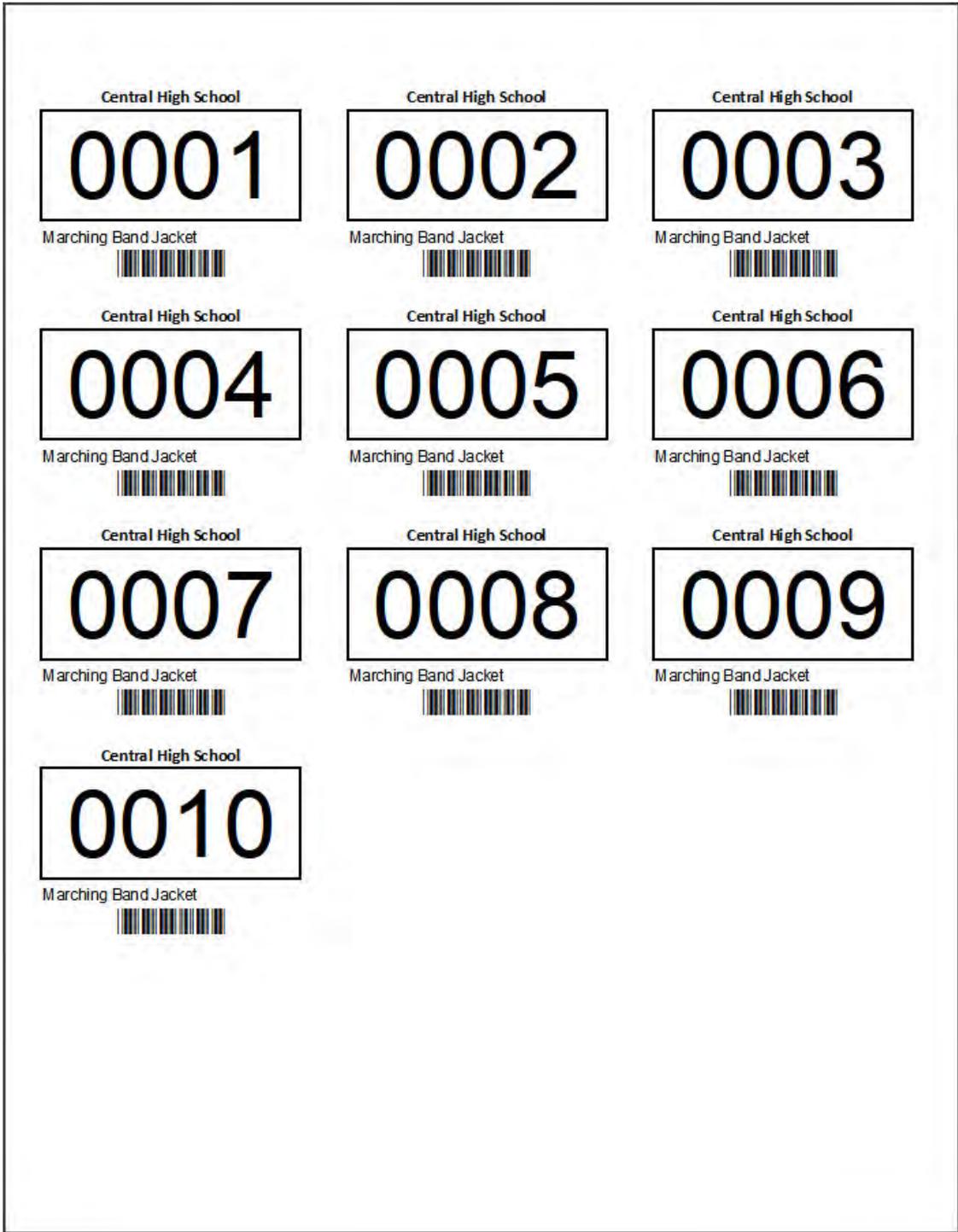
Tag ID:	Uniform Name:	Description:	Uniform Type:	Adult /Child:	Size:	Color:	Storage Location:	Class	
0001	Marching Band Jacket	Stanbury Jacket - White jac	Jacket		32 (S)	White	Main Storage	Marching Band	<a href="#">View</a>
0002	Marching Band Jacket	Stanbury Jacket - White jac	Jacket		32 (S)	White	Main Storage	Marching Band	<a href="#">View</a>
0003	Marching Band Jacket	Stanbury Jacket - White jac	Jacket		32 (S)	White	Main Storage	Marching Band	<a href="#">View</a>
0004	Marching Band Jacket	Stanbury Jacket - White jac	Jacket		32 (S)	White	Main Storage	Marching Band	<a href="#">View</a>
0005	Marching Band Jacket	Stanbury Jacket - White jac	Jacket		32 (S)	White	Main Storage	Marching Band	<a href="#">View</a>
0006	Marching Band Jacket	Stanbury Jacket - White jac	Jacket		32 (S)	White	Main Storage	Marching Band	<a href="#">View</a>
0007	Marching Band Jacket	Stanbury Jacket - White jac	Jacket		32 (S)	White	Main Storage	Marching Band	<a href="#">View</a>
0008	Marching Band Jacket	Stanbury Jacket - White jac	Jacket		32 (S)	White	Main Storage	Marching Band	<a href="#">View</a>
0009	Marching Band Jacket	Stanbury Jacket - White jac	Jacket		32 (S)	White	Main Storage	Marching Band	<a href="#">View</a>
0010	Marching Band Jacket	Stanbury Jacket - White jac	Jacket		32 (S)	White	Main Storage	Marching Band	<a href="#">View</a>
*									<a href="#">View</a>

**Music Dept Inventory Database**

These labels print on Avery #6572 Permanent Labels 2" x 2 5/8" labels, 15 labels per sheet.

[OK](#)

The Box Labels are formatted to Avery #6572 (2" x 2 5/8") / 15 labels per page. (These are very durable, sticky labels that will stay on many surfaces.)



9) More Search Results - here are a few more ways to view / report the results of a search.

**More Search Result Reports / Labels** Close

**Results on Business Cards**

Storage Report

Location    By ID

Use Avery Business Card Stock (8371 or similar ) or Uline Adhesive Labels (S-6944) The Business cards and ULine Adhesive labels will fit on the #5 Shipping label - to be used as a Hang Tag.

**a. Results on Business Cards**

The Search Results can be printed with a photo on business cards (Avery 8371) or on labels (Uline S-6944). These can be used on Hang Tags (Avery Shipping Tags #5 - 4 3/4" x 2 3/8") to hang off a garment.

Each business card has the Tag ID, Name, Description, Size (plus Chest and Waist), the Activity/Class the uniform is assigned to and the Storage Location.





# Central High School

## List of Uniforms - By Storage Location

Search for: Costume type = Jacket, Size = '32'

### Main Storage

Tag ID:	Uniform Name:	Uniform Type:	Color:	Adult or Child:	Size:	Storage Location Details:
0001	Marching Band Jacket	Jacket	White		32 (S)	Rack 1
0002	Marching Band Jacket	Jacket	White		32 (S)	Rack 1
0003	Marching Band Jacket	Jacket	White		32 (S)	Rack 1
0004	Marching Band Jacket	Jacket	White		32 (S)	Rack 1
0005	Marching Band Jacket	Jacket	White		32 (S)	Rack 1
0006	Marching Band Jacket	Jacket	White		32 (S)	Rack 1
0007	Marching Band Jacket	Jacket	White		32 (S)	Rack 1
0008	Marching Band Jacket	Jacket	White		32 (S)	Rack 1
0009	Marching Band Jacket	Jacket	White		32 (S)	Rack 1
0010	Marching Band Jacket	Jacket	White		32 (S)	Rack 1

Total# Of Uniforms: 10



c. Search Results by ID with Storage Location listed.

Central High School  
List of Uniforms - By Tag ID

Search for: Costume type = Jacket, Size = '32'

Tag ID:	Uniform Name:	Uniform Type:	Color:	Adult or child:	Size:	Storage Location / Details:
0001	Marching Band Jacket	Jacket	White		32 (S)	Main Storage Rack 1
0002	Marching Band Jacket	Jacket	White		32 (S)	Main Storage Rack 1
0003	Marching Band Jacket	Jacket	White		32 (S)	Main Storage Rack 1
0004	Marching Band Jacket	Jacket	White		32 (S)	Main Storage Rack 1
0005	Marching Band Jacket	Jacket	White		32 (S)	Main Storage Rack 1
0006	Marching Band Jacket	Jacket	White		32 (S)	Main Storage Rack 1
0007	Marching Band Jacket	Jacket	White		32 (S)	Main Storage Rack 1
0008	Marching Band Jacket	Jacket	White		32 (S)	Main Storage Rack 1
0009	Marching Band Jacket	Jacket	White		32 (S)	Main Storage Rack 1
0010	Marching Band Jacket	Jacket	White		32 (S)	Main Storage Rack 1

Total # Of Uniforms: 10

3) Search for multiple records by Tag ID

### Search / Select Uniform Records by Tag ID Close

Select one or more records to view in the Search Results screen and print Reports.

You may select a Tag ID off the list or use a Barcode Scanner to enter the ID:

Please select all the Uniforms to be viewed and click "Search Results" **View Search Results**

Uniform/Tag ID:	Uniform Name:	Select:
0001	Marching Band Jacket	<input checked="" type="checkbox"/>
0002	Marching Band Jacket	<input checked="" type="checkbox"/>
0003	Marching Band Jacket	<input checked="" type="checkbox"/>
0004	Marching Band Jacket	<input checked="" type="checkbox"/>
0005	Marching Band Jacket	<input type="checkbox"/>
0006	Marching Band Jacket	<input type="checkbox"/>
0007	Marching Band Jacket	<input type="checkbox"/>
0008	Marching Band Jacket	<input type="checkbox"/>
0009	Marching Band Jacket	<input checked="" type="checkbox"/>
0010	Marching Band Jacket	<input checked="" type="checkbox"/>
0011	Marching Band Jacket	<input type="checkbox"/>
0012	Marching Band Jacket	<input type="checkbox"/>
0013	Marching Band Jacket	<input type="checkbox"/>
0014	Marching Band Jacket	<input type="checkbox"/>
0015	Marching Band Jacket	<input type="checkbox"/>
0016	Marching Band Jacket	<input type="checkbox"/>
0017	Marching Band Jacket	<input type="checkbox"/>
0018	Marching Band Jacket	<input type="checkbox"/>
0019	Marching Band Jacket	<input type="checkbox"/>

# of Uniforms Selected: **6**

- 1) Select one or more Uniform records from the drop-down list, or scan a Tag ID with the barcode scanner
- 2) Or - click on the "Select" check box to select a record. Only records that are 'checked' will be included in the search
- 3) The number of records selected will be displayed at the bottom of the form.
- 4) Click on the View Search Results to see the results.

#### Search Results:

Tag ID:	Uniform Name:	Description:	Uniform Type:	Adult /Child:	Size:	Color:	Current Location:	Storage Location:	
0001	Marching Band Jacket	Stanbury Jacket - White jacket	Jacket		32 (S)	White	Storage	Main Storage - Rack 1	<b>View</b>
0002	Marching Band Jacket	Stanbury Jacket - White jacket	Jacket		32 (S)	White	Checked-In	Main Storage - Rack 1	<b>View</b>
0003	Marching Band Jacket	Stanbury Jacket - White jacket	Jacket		32 (S)	White	Checked-In	Main Storage - Rack 1	<b>View</b>
0004	Marching Band Jacket	Stanbury Jacket - White jacket	Jacket		32 (S)	White	Checked-In	Main Storage - Rack 1	<b>View</b>
0009	Marching Band Jacket	Stanbury Jacket - White jacket	Jacket		32 (S)	White	Storage	Main Storage - Rack 1	<b>View</b>
0010	Marching Band Jacket	Stanbury Jacket - White jacket	Jacket		32 (S)	White	Storage	Main Storage - Rack 1	<b>View</b>
*									<b>View</b>

- 1) This is the list of Uniform Records selected. Click on the "View" button to see an individual record.
- 2) This is the count of the number of records selected.
- 3) You may sort the display of the records by clicking on the small blue arrows about the fields.
- 4 - 9 - These are the reports for the results. Look at the report samples above.



# Reports

## Uniform Reports

### Uniform Reports

**Uniform Reports**

List of All Uniforms:

List of All Uniforms by Class:

List of Uniforms for Selected Current Location:

List of Uniforms that Need Repair:

All Uniforms that have been Discarded: Start Date:  End Date:

Uniform Inventory Worksheet:

### Uniform Storage Reports

Print List of Uniforms by Storage Location:     Detail:

Box Titles (Bus Cards / 2" x 4" labels):

Individual Tag ID's on Permanent Labels (ie. Hat Storage Box)

2" x 2 1/2" Permanent Labels:  Print Box Numbers (2 ea)  Print Garment Bag Numbers :

Print Rack Dividers Cards/Labels for each Class:

## Utilities

### Uniform Utilities

**Uniform Utilities** Close

---

**General Utilities**

- Data Audits - Look for errors in Lookup Tables
- Set New Current Location for Selected Current Location
- Update Current Locations for Selected Uniforms
- Update Storage Location for Uniforms
- Update Storage Location for Uniforms - Search Text
- Set up Folder for Photos
- Update Uniform Tag ID Sorting

Return to Main Utilities

**These are the Utility tables that supply the values for the drop-down boxes on the Uniform screen.**

**Uniform Lookup Tables**

- Categories for Uniforms
- Cleaning Codes
- Color Pattern
- Colors
- Condition
- Current Location
- Designers
- Fabric
- Rental Agreement
- Storage Locations for Uniforms
- Uniform Types

There are 2 types of Utilities on this menu: General Utilities and Lookup Table Utilities (see below).

#### General Utilities

##### 1) Data Audits

## Data Audits

Close

Review Data used for Look-up Tables

Quick Start

### Uniforms

- Colors
- Uniform Types
- Fabric
- Storage Locations

### Instruments

- Colors / Finishes
- Instrument Item Types
- Storage Locations

These Audit Forms are designed to let you find values that have been entered in the Lookup Tables above - that might be duplicates or values entered in error (i.e. "Black" instead of "Black"). You may view the list of entries and then view / edit the actual Uniform or Instrument records to correct any errors.

The Data Audit tables will show you the list of Colors, Uniform Types, Fabric and Storage Locations for uniforms and show how many records have selected specific values. For example: If you know you have 15 white jackets made by Fruhauf but when you do a search for "Jackets" and "White" and "Fruhauf" only 12 come up. Where are the other 3 records?

When you do an audit by color you can see the list of colors and how many uniform records there are for each color. There are many records with the color value of "White" but there are also 3 records for "White/Blue". If you click on the "View" button you will see the records that have a color value of "White/Blue".

Audit Colors - Uniforms				Refresh List	Close
Color:	Edit Color	# of Uniforms:		Quick Start	
Black	<input type="checkbox"/>	214	<a href="#">View</a>		
Blue	<input type="checkbox"/>	37	<a href="#">View</a>		
Brass	<input type="checkbox"/>	0	<a href="#">View</a>		
Bronze	<input type="checkbox"/>	0	<a href="#">View</a>		
Brown	<input type="checkbox"/>	0	<a href="#">View</a>		
Clear/Transparent	<input type="checkbox"/>	0	<a href="#">View</a>		
Cream	<input type="checkbox"/>	0	<a href="#">View</a>		
Gold	<input type="checkbox"/>	0	<a href="#">View</a>		
Gray	<input type="checkbox"/>	0	<a href="#">View</a>		
Green	<input type="checkbox"/>	0	<a href="#">View</a>		
Multicolor	<input type="checkbox"/>	0	<a href="#">View</a>		
Red	<input type="checkbox"/>	0	<a href="#">View</a>		
Silver	<input type="checkbox"/>	0	<a href="#">View</a>		
Tan / Nude	<input type="checkbox"/>	0	<a href="#">View</a>		
White	<input type="checkbox"/>	120	<a href="#">View</a>		
White/Blue	<input type="checkbox"/>	3	<a href="#">View</a>		
Yellow	<input type="checkbox"/>	0	<a href="#">View</a>		

Two values for White

Audit Colors - Uniforms - Select Uniforms				Refresh List	Close
Color:	Uniform Tag ID:	Uniform Name:			
White/Blue	0159	Pep Band Jacket - White and Blue	<a href="#">View</a>		
White/Blue	0161	Pep Band Jacket - White and Blue	<a href="#">View</a>		
White/Blue	0163	Pep Band Jacket - White and Blue	<a href="#">View</a>		

Click on the "View" button to go to the Uniform Record and update the color value.

You can click again on this "View" button to go to the individual record and update it.

## 2) Set New Current Location for Selected Current Location

If you have a lot of records that are marked as "Checked In" and want to change them all to "Storage" you can do so with this utility. You can select individual records or select them all to update. When you select a "Current Location" the list of records in the form will show all the Uniform Records for that selected Current Location. You can sort the list using the small blue arrows above the Uniform/Tag ID and Uniform Name fields.

## Update Current Location / Status

**Update Uniform Current Location**

Select Current Location:

Select New Location:

You may select a Tag ID off the list or use a Barcode Scanner to enter the ID:

Please select all the Uniforms to be updated and click "Update"

Uniform / Tag ID:	Uniform Name:	Select:
0080	Black Band Pants	<input checked="" type="checkbox"/>
0090	Black Band Pants	<input type="checkbox"/>
0569	Blue Choir Robe	<input type="checkbox"/>
G004	Gloves - Nylon	<input checked="" type="checkbox"/>
H004	Marching Band Hat	<input type="checkbox"/>
0002	Marching Band Jacket	<input checked="" type="checkbox"/>
0003	Marching Band Jacket	<input checked="" type="checkbox"/>
0004	Marching Band Jacket	<input type="checkbox"/>
P001	White plume with silver mylar	<input type="checkbox"/>

# of Uniforms Selected:

- 1) Select the "Current Location" to search for records that have the value you are looking for (i.e. Checked-In, Repairs, etc).
- 2) Select the new location (i.e. Storage, Production, etc.)
- 3) If you have many records with the Current Location of "Checked In" but only want a few updated you can enter the Tag ID in this box, select the Tag ID off the list or scan the Tag ID with a barcode scanner. *Only the records selected (with a check mark) will be updated.*
- 4) You can select them individually by clicking on the check box. You can un-check the "Select" field to not update that record. Or - you may select them all with the "Select All" button.
- 5) A count of the number of records selected will be shown at the bottom.
- 6) Once all the records you want to update are selected - click on the "Update" button.

### 3) Update Current Locations for Selected Uniforms

If you want to change the Current Location for a group of Uniforms that might have different Current Locations at the moment you can use this utility. You can select individual records to update. When you open the form it will show all the Uniform Records in the table. You can sort the list using the small blue arrows above the Uniform/Tag ID and Uniform Name fields.

**Update Current Location / Status for Selected Uniforms** Close

Select New Location:  1

You may select a Tag ID off the list or use a Barcode Scanner to enter the ID:  3

Please select all the Uniforms to be updated and click "Update" Update 6

Uniform / Tag ID: ▾	Uniform Name: ▾	Current Location:	Select:	Clear All
0001	Marching Band Jacket	Storage	<input checked="" type="checkbox"/>	View
0002	Marching Band Jacket	Checked-In	<input checked="" type="checkbox"/>	View
0003	Marching Band Jacket	Checked-In	<input checked="" type="checkbox"/>	View
0004	Marching Band Jacket	Checked-In	<input checked="" type="checkbox"/>	View
0005	Marching Band Jacket	Storage	<input checked="" type="checkbox"/>	View
0006	Marching Band Jacket	Storage	<input checked="" type="checkbox"/>	View
0007	Marching Band Jacket	Storage	<input checked="" type="checkbox"/>	View
0008	Marching Band Jacket	Storage	<input checked="" type="checkbox"/>	View
0009	Marching Band Jacket	Storage	<input checked="" type="checkbox"/>	View
0010	Marching Band Jacket	Storage	<input checked="" type="checkbox"/>	View
0011	Marching Band Jacket	Storage	<input checked="" type="checkbox"/>	View
0012	Marching Band Jacket	Storage	<input checked="" type="checkbox"/>	View
0013	Marching Band Jacket	Storage	<input checked="" type="checkbox"/>	View
0014	Marching Band Jacket	Storage	<input checked="" type="checkbox"/>	View
0015	Marching Band Jacket	Storage	<input type="checkbox"/>	View

# of Uniforms Selected  5

- 1) Select the *new* Current Location
- 2) You see in this example that some of the records are marked as 'Checked In' and some are marked as 'Storage'.
- 3) If you only want a few records updated you can enter the Tag ID in this box, select the Tag ID off the list or scan the Tag ID with a barcode scanner. *Only the records selected (with a check mark) will be updated.*
- 4) You can select them individually by clicking on the check box. You can un-check the "Select" field to not update that record.
- 5) A count of the number of records selected will be shown at the bottom.
- 6) Once all the records you want to update are selected - click on the "Update" button.

### 3) Update Storage Location for Uniforms

If you have assigned a group of uniforms to one storage location and now want to move them to a new location - you can update the Storage Location value with this utility. When you open this form all the Uniform records will be listed. You will select the ones you want to update. You can sort the list using the small blue arrows above the Uniform/Tag ID, Uniform Name and Storage Location fields.

**Update Storage Location Data for Selected Uniforms** Close

Select New Storage Location:  1

Details:  2

You may select a Tag ID off the list or use a Barcode Scanner to enter the ID:

Please select all the Uniforms to be updated and click "Update" 3 4 5

Uniform / Tag ID:	Uniform Name:	Current Storage Location:	Select:	
0038	Marching Band Jacket	Main Storage-Rack 1	<input checked="" type="checkbox"/>	<a href="#">View</a>
0039	Marching Band Jacket	Main Storage-Rack 1	<input checked="" type="checkbox"/>	<a href="#">View</a>
0040	Marching Band Jacket	Main Storage-Rack 1	<input checked="" type="checkbox"/>	<a href="#">View</a>
0041	Marching Band Jacket	Main Storage-Rack 1	<input checked="" type="checkbox"/>	<a href="#">View</a>
0042	Marching Band Jacket	Main Storage-Rack 1	<input checked="" type="checkbox"/>	<a href="#">View</a>
0043	Marching Band Jacket	Main Storage-Rack 1	<input checked="" type="checkbox"/>	<a href="#">View</a>
0044	Marching Band Jacket	Main Storage-Rack 1	<input checked="" type="checkbox"/>	<a href="#">View</a>
0045	Marching Band Jacket	Main Storage-Rack 1	<input checked="" type="checkbox"/>	<a href="#">View</a>
0046	Marching Band Jacket	Main Storage-Rack 1	<input checked="" type="checkbox"/>	<a href="#">View</a>
0047	Marching Band Jacket	Main Storage-Rack 1	<input checked="" type="checkbox"/>	<a href="#">View</a>
0048	Marching Band Jacket	Main Storage-Rack 1	<input checked="" type="checkbox"/>	<a href="#">View</a>
0049	Marching Band Jacket	Main Storage-Rack 1	<input checked="" type="checkbox"/>	<a href="#">View</a>
0050	Marching Band Jacket	Main Storage-Rack 1	<input checked="" type="checkbox"/>	<a href="#">View</a>
0076	Black Band Pants	Main Storage-Rack 2	<input type="checkbox"/>	<a href="#">View</a>
0077	Black Band Pants	Main Storage-Rack 2	<input type="checkbox"/>	<a href="#">View</a>

# of Uniforms Selected  4

- 1) Select the new main Storage Location and the Location Details values.
- 2) You can select one or more records by checking the Select box.
- 3) If you only want a few records updated you can enter the Tag ID in this box, select the Tag ID off the list or scan the Tag ID with a barcode scanner. *Only the records selected (with a check mark) will be updated.*
- 4) A count of the number of records selected will be shown at the bottom.
- 5) Once all the records you want to update are selected - click on the "Update" button.

#### 4) Update Storage Location for Uniforms - Search Text

You can see that there are many records with the word "Tuxedo" in the Uniform name. If you want to search for just those records by the word "tuxedo" can change their storage location you can do that with this utility.

**Update Storage Location Data for Selected Uniforms** Close

Select New Storage Location:

Details:

You may select a Tag ID off the list or use a Barcode Scanner to enter the ID:

Please select all the Uniforms to be updated and click "Update" Update

Uniform / Tag ID:	Uniform Name:	Current Storage Location:	Select:	
0250	White Tuxedo Shirt	Main Storage-Rack 4	<input type="checkbox"/>	View
0251	White Tuxedo Shirt	Main Storage-Rack 4	<input type="checkbox"/>	View
0252	White Tuxedo Shirt	Main Storage-Rack 4	<input type="checkbox"/>	View
0253	White Tuxedo Shirt	Main Storage-Rack 4	<input type="checkbox"/>	View
0254	White Tuxedo Shirt	Main Storage-Rack 4	<input type="checkbox"/>	View
0255	White Tuxedo Shirt	Main Storage-Rack 4	<input type="checkbox"/>	View
0256	White Tuxedo Shirt	Main Storage-Rack 4	<input type="checkbox"/>	View
0257	White Tuxedo Shirt	Main Storage-Rack 4	<input type="checkbox"/>	View
0258	White Tuxedo Shirt	Main Storage-Rack 4	<input type="checkbox"/>	View
0259	White Tuxedo Shirt	Main Storage-Rack 4	<input type="checkbox"/>	View
0260	White Tuxedo Shirt	Main Storage-Rack 4	<input type="checkbox"/>	View
0261	White Tuxedo Shirt	Main Storage-Rack 4	<input type="checkbox"/>	View
0262	White Tuxedo Shirt	Main Storage-Rack 4	<input type="checkbox"/>	View
0263	White Tuxedo Shirt	Main Storage-Rack 4	<input type="checkbox"/>	View
0264	White Tuxedo Shirt	Main Storage-Rack 4	<input type="checkbox"/>	View

# of Uniforms Selected:

**Update Storage Location**

### Update Storage Location for Uniforms

Text to search for:  1

Select Storage Location:  3

Select Storage Detail:  3

# of Uniform records Selected:  2

This will update the Storage Location for all records which match the search text in the Uniform Name or Uniform Description

**\*\* Be sure of your selection as there is NO 'UNDO' \*\***

4

- 1) Enter the word you want to search for in the Uniform Name or Description fields.
- 2) The number of records that match that search will be shown. If this doesn't sound right - cancel this operation and return to the Search feature and do a search for that value and see what comes up.
- 3) Select the new Storage Location and Detail values.
- 4) Click on the "Yes Update" field. Please be aware that there is no "Undo" function. You should be sure of what records you are updating.

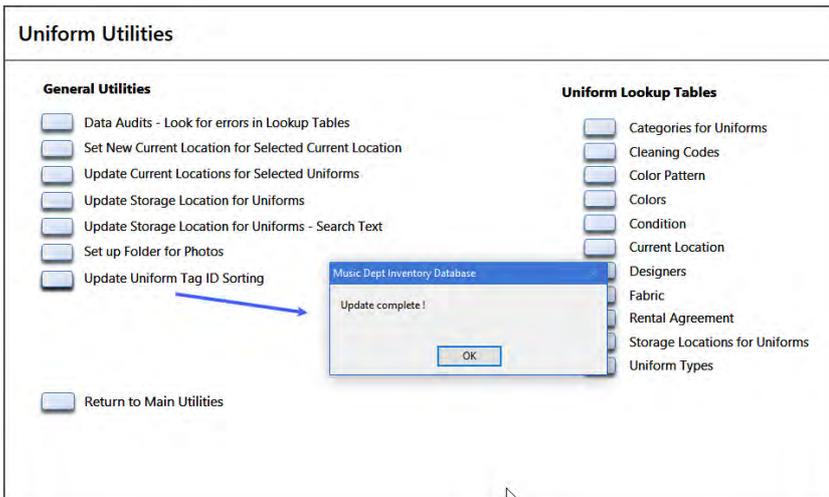
## 5) Setup Folders for Photos

List of Installed Modules					Install New Module	Refresh	Close
Module Name:	Installation Date:	Display Order:	Path to find Photos:	To update the path for the Students photos go to the Student Module.			
<input type="button" value="Uninstall"/>	Uniforms	8/9/2015	10	C:\Uniform Inventory Resources\Uniform Photos	<input type="button" value="Edit Path"/>		
<input type="button" value="Uninstall"/>	Musical Instruments	7/9/2017	40	C:\Uniform Inventory Resources\Instrument Photos	<input type="button" value="Edit Path"/>		
<input type="button" value="Uninstall"/>	Equipment	7/9/2017	60	C:\Uniform Inventory Resources\Equipment Photos	<input type="button" value="Edit Path"/>		
<input type="button" value="Uninstall"/>	Sheet Music	9/6/2015	80	C:\	<input type="button" value="Edit Path"/>		

The "Path to Find Photos" is the path where all the photos are stored for the database records. It is a good idea to put the path/folder name here so when you are adding photos to records the program will know where to look for them.

## 6) Update Uniform Tag ID Sorting

The Uniform records are sorted by Tag ID but as Uniform records are added, deleted or the Tag ID is changed - sometimes the table of Uniform records needs to be re-sorted. If you find that using the Next or Previous buttons on the Uniform screen is not moving the records correctly in Tag ID order, then it is a good idea to re-sort the data. This function only takes a few minutes. When it is done you will see this message:



\*\*\*\* One note: The Uniform records can be displayed in Tag ID order or Uniform Name order. You can switch the order using this feature on the Uniform screen.



\*\*\*\*\*  
Uniform Lookup Tables - These are the tables that supply the values for the drop-down boxes on the Uniform screen.

Central High School

## Uniforms

Tag ID:  # Uniform Name:

Description:

Uniform Type:   Category:

Color:

Adult / Child:  Jewelry  Leggings

Source:  Leotard

Cost:  Pants  Plume

Cleaning Code:

Storage Location:

Notes:

Acquired:

Cost:  Rental Fee:

Details:

History Discard Notes Student

Discarded:

Discard Notes:

For example: the Uniform Types form is below. To add a new uniform type, click on the **"Add Uniform Type" button**. You will be taken to a blank record at the bottom of the list. Once you Close the form the table will re-sort in alphabetical order.

To delete a value in the table - click on the **"X"** button to the right. You will be asked to confirm the deletion. If you have a Uniform record with that value assigned, the value in the field will be blank.

## Uniform Types

Add Uniform Type

Close

Uniform Type:

▶	Accessories	<input type="checkbox"/>
	Belt	<input type="checkbox"/>
	Bibber	<input type="checkbox"/>
	Blouse	<input type="checkbox"/>
	Choir Robe	<input type="checkbox"/>
	Coat	<input type="checkbox"/>
	Cumberbund	<input type="checkbox"/>
	Dance Dress - leotard & skirt	<input type="checkbox"/>
	Dress	<input type="checkbox"/>
	Gloves	<input type="checkbox"/>
	Gown	<input type="checkbox"/>
	Hat	<input type="checkbox"/>
	Jacket	<input type="checkbox"/>
	Jewelry	<input type="checkbox"/>
	Leggings	<input type="checkbox"/>
	Leotard	<input type="checkbox"/>
	Pants	<input type="checkbox"/>
	Plume	<input type="checkbox"/>
	Scarf	<input type="checkbox"/>
	Shirt	<input type="checkbox"/>
	Shoes	<input type="checkbox"/>
	Skirt	<input type="checkbox"/>

Musical Instrument Inventory

Central High School

Musical Instruments

-  Instruments
-  Search
-  Reports
-  Utilities
-  Return to Main Menu

# Instruments

Search



Add Item

Copy Item

Utilities

Save and Close

Display Records Sorted by:

Name ID

ABC

Print Instrument Record

Refresh Lookups

Tag ID: 10016

#

Instrument: Snare Drum

Current Location: Storage



Description: Dynasty 14" x 5" Signature Profession Series Concert Snare Drum

Category: Percussion

Item Type: Snare Drum

Add New Type

Instrument Maker: Dynasty

Model: Signature

Has Case

Size: 14" x 5" -

Color / Finish: Brown

Condition: Good

Cost/Value: \$675.00

Replacement Cost: \$800.00

Rental Fee per Item: \$150.00

Source: Lone Star Percussion

When Acquired: 2016

Storage Location: Closet 2

Details: Shelf 11

Notes: 10 Ply Maple Shell - This drum has a machined throw-off, deluxe snare bridge, adjustable triple cable system (8 stainless steel uncoated cables, 6 coiled wire extended snares, and 8 stainless steel coated cables), machined casings, and die-cast hoops.



Image Controls

Load Photo

Zoom In

Zoom Out

Zoom Fit

Full Screen

Rotate

Delete Photo

Activities: Repair History Checkout History Discard Notes

Classes

Add New Record ?

Marching Band



View

Senior Choir



View



View

D:\4-Artwork\Instruments\Dynasty-CS-S1450C.jpg

Load Photo

Zoom In

Zoom Out

Zoom Fit

Full Screen

Rotate

Delete Photo

Delete Instrument

Discarded:

Updated By:

Date Added/Updated:

10/27/2017

# Search

## Instrument Search

### Search for Instruments

[Clear All](#) [Close](#)

Select one or more criteria to search for an Instrument item [View Search Results](#)

[Search by Instrument ID](#)

Name \*:   Exact Match ?

Description \*:

Category:

Instrument Type:

Instrument Maker:

Model \*:

Color / Finish:

Condition:

Source \*:

Storage Location:

Location Details:

Current Location:

Date Instrument Record Added : Between:  and

\* Please enter 1 or 2 words only for best results      Note: Leave all boxes empty to see all Instruments.

Note: To see the Classes (Activities) the Instruments are assigned to, go to Classes Reports

# Reports

## Instrument Reports

### Instruments Reports Close

All Instrument records:

Instruments by Category:    Select Category:

Instruments by Instrument Type:    Select Item:

All Instruments by Classes

List of all Instruments for selected Classes

Instruments by Current Location:

All Instruments by Storage Location:    Select Location:      Detail:

All Instruments that Need Repair:

Instruments Repair Costs between:    Start Date:     End Date:    

All Instruments that have been discarded:    Start Date:     End Date:    

Instrument Inventory Worksheet

# Utilities

## Instrument Utilities

Instrument Utilities	
<b>General Utilities</b>	<b>Instrument Lookup Tables</b>
<input type="checkbox"/> Data Audits - Look for errors in Lookup Tables	<input type="checkbox"/> Colors / Finishes
<input type="checkbox"/> Update Current Locations for Selected Instruments	<input type="checkbox"/> Condition
<input type="checkbox"/> Update Storage Location for Instruments	<input type="checkbox"/> Current Location
<input type="checkbox"/> Update Storage Location for Instruments - Search Text	<input type="checkbox"/> Categories for Instruments
<input type="checkbox"/> Set up Folder for Photos	<input type="checkbox"/> Instrument Makers
<input type="checkbox"/> Update Sorting Key - Instruments	<input type="checkbox"/> Instrument Types
	<input type="checkbox"/> Rental Agreement
	<input type="checkbox"/> Storage Locations for Instrument
<input type="checkbox"/> Return to Main Utilities	

Equipment Inventory

Central High School

Equipment Inventory Database

-  Equipment
-  Search for Equipment
-  Reports
-  Utilities
-  Return to Main Menu

# Equipment

Search



Add Equipment

Copy Equipment

Save

Utilities

Save and Close

Display Records Sorted by:  Name  ID



Print Equipment Record

Refresh Lookups

Equipment Tag ID: **1001** # Equipment Name: **Digital Cameras** Current Location: **Checked-In**

Description / Features: **Canon Digital Camera EOS 60D**



Division / Owner: **Music Dept**

Category: **Photo Digital** Add New Category Item Type: **Camera digital** Add New Item Type

Manufacturer: **CANON** Model: **EOD 60D** Serial Number: **54-D45W65**

Size: Supplier / Source: **B & H Photo** Date Acquired: **9/1/2015**

Warranty: **90 Days** Warranty Expires: **12/1/2015** Condition: **Good**

Cost/Value: **\$450.00** Replacement Cost: **\$550.00** Rental Fee: **\$125.00**

Storage Location: **Equip Closet 1** + Details: **EQ1-a1**

Notes:



Image Controls

Load a Photo

Zoom In

Zoom Out

Zoom Fit

Rotate

Full Screen

Delete Photo

Activities **Repairs** Checkout History Discard Notes

Classes

Add New Activity

Orchestra I	View	X
Marching Band	View	X
Senior Choir	View	X
*	View	X

Delete Equipment

Date Record Created: 1/19/2015 UpdatedBy: MRM Date Updated: 4/14/2018

## Search

### Equipment Search

#### Search for Equipment

Select one or more criteria to search for a piece of Equipment

Equipment Name \*:

Description \*:

Division / Owner:

Category / Media Type:

Item Type:

Manufacturer:

Model \*:

Serial Number \*:

Source:

Date Acquired : Between :  and :

Condition:

Storage Location:

Storage Location Detail:

Current Location:

\* Please enter 1 or 2 words only for best results

Note: Leave all boxes empty to see all Equipment pieces.

# Reports

## Equipment Reports

**Equipment Reports** Close

---

All Equipment       All Equipment - Value Report

All Equipment by Division/Owner:    *Select Division :*

All Equipment by Category/Item Type:    *Select Category :*

All Equipment by Storage Location:    *Select Location:*     *Detail:*            

Warranty Expires in .... Days:

All Equipment that Needs Repair:

Equipment Repair Costs between:    *Start Date:*     *End Date:*    

All Equipment Pieces that have been discarded:    *Start Date:*     *End Date:*    

Equipment Inventory Worksheet

# Utilities

## Equipment Utilities

**Equipment Utilities**

---

**General Utilities**

- 
- 
- 
  
-

**Lookup Tables**

- 
- 
- 
- 
- 
- 
- 
- 
-

Sheet Music Inventory

## Central High School

### Sheet Music

-  Sheet Music - View, Add, Edit
-  Reports
-  Utilities
-  Return to Main Menu

# Sheet Music










 Publication Type:  Title: 


 Composer:  Cost (each):  Replacement Cost:  Label Abbrev: 

 Publisher:  Date of Publication:  ISBN: 

 Ownership Type:  Leased / Borrowed From:  Storage Location: 

 Notes:  

\* - Double-click for today's date.

 Due Date:  Starting Number:  Number of Copies:  

Checkout Music to Students:			Date	Date	Check-in			
#	Select Part:	Select Student:	Checked Out *	Checked In *	Condition	Notes	<input type="button" value="Quick Check-In"/>	<input type="button" value="Delete Students from Checkout Records"/>
1025	Conductor's Score	Messick, Peter	10/26/2017	11/10/2017			<input type="button" value="Zoom"/>	
1026	Horn 1	Jetson, Leroy	10/26/2017	11/9/2017			<input type="button" value="Zoom"/>	
1027	Horn 2	Messick, Rosie	10/26/2017	11/10/2017			<input type="button" value="Zoom"/>	
1028	Horn 3	Jetson, George	10/26/2017	11/10/2017			<input type="button" value="Zoom"/>	
1029	Piano	Messick, Margaret	10/26/2017	*			<input type="button" value="Zoom"/>	
1030	Bass	Bear, Yogi	10/26/2017	11/10/2017			<input type="button" value="Zoom"/>	
1031	Guitar	Messick, Tim	10/26/2017	11/9/2017			<input type="button" value="Zoom"/>	
1032	Drums	Messick, Rosie	10/26/2017	11/10/2017			<input type="button" value="Zoom"/>	
1033	Percussion	Jetson, Judy	10/26/2017	*			<input type="button" value="Zoom"/>	
*							<input type="button" value="Zoom"/>	

 Updated By:  Date Added/Updated:

## Reports

### Sheet Music Reports

#### Reports for Sheet Music / Scores / Books Close

Select Music for Report:

Music Check-out List       Music Check-out List - by Student

ID Labels for Music

Music Still Checked Out

Letter to Students with Overdue Music       Edit the text for the letter

---

List of All Music

List of All Music by Composer      Select Composer:

List of All Music by Storage Location

List of All Music by Checkout IDs

All Music Check-out List       All Music Check-out List - by Student

All Music Still Checked Out       All Music Still Checked Out - By Student

Sheet Music Utilities

### Sheet Music Utilities

[Close](#)

- Instrument / Choral Parts
- Composers
- Condition (of Score)
- Leased From ...
- Ownership Type
- Publication Type
- Publishers
- Storage Location

Return to Main Utilities

## Classes

### Classes / Activities

In your school / college / organization there can be classes, activities, clubs, etc. You can assign Uniforms, Equipment, Instruments and Students / Performers to one or more clubs.

Note: The name "Classes" can be changed on the Utilities / Company Setup screen.

**Classes**

Classes:

Season / Year:

Current:

Director:

Director Contact Info:

Location:

Notes:

Update Current Location:

ID:

Uniforms	Instruments	Equipment	People					
Uniform/Tag ID	Uniform Name	Uniform Description	Uniform Type	Color	Size	Storage Location	View	X
0001	Marching Band Jacket	Stanbury Jacket - White jacket with Black collar,	Jacket	White	32 (S)	Main Storage	<input type="button" value="View"/>	<input type="button" value="X"/>
0002	Marching Band Jacket	Stanbury Jacket - White jacket with Black collar,	Jacket	White	32 (S)	Main Storage	<input type="button" value="View"/>	<input type="button" value="X"/>
0003	Marching Band Jacket	Stanbury Jacket - White jacket with Black collar,	Jacket	White	32 (S)	Main Storage	<input type="button" value="View"/>	<input type="button" value="X"/>
0004	Marching Band Jacket	Stanbury Jacket - White jacket with Black collar,	Jacket	White	32 (S)	Main Storage	<input type="button" value="View"/>	<input type="button" value="X"/>
0005	Marching Band Jacket	Stanbury Jacket - White jacket with Black collar,	Jacket	White	32 (S)	Main Storage	<input type="button" value="View"/>	<input type="button" value="X"/>
0006	Marching Band Jacket	Stanbury Jacket - White jacket with Black collar,	Jacket	White	32 (S)	Main Storage	<input type="button" value="View"/>	<input type="button" value="X"/>
0007	Marching Band Jacket	Stanbury Jacket - White jacket with Black collar,	Jacket	White	32 (S)	Main Storage	<input type="button" value="View"/>	<input type="button" value="X"/>
0008	Marching Band Jacket	Stanbury Jacket - White jacket with Black collar,	Jacket	White	32 (S)	Main Storage	<input type="button" value="View"/>	<input type="button" value="X"/>
0009	Marching Band Jacket	Stanbury Jacket - White jacket with Black collar,	Jacket	White	32 (S)	Main Storage	<input type="button" value="View"/>	<input type="button" value="X"/>
0010	Marching Band Jacket	Stanbury Jacket - White jacket with Black collar,	Jacket	White	32 (S)	Main Storage	<input type="button" value="View"/>	<input type="button" value="X"/>
0011	Marching Band Jacket	Stanbury Jacket - White jacket with Black collar,	Jacket	White	36 (M)	Main Storage	<input type="button" value="View"/>	<input type="button" value="X"/>
0013	Marching Band Jacket	Stanbury Jacket - White jacket with Black collar,	Jacket	White	36 (M)	Main Storage	<input type="button" value="View"/>	<input type="button" value="X"/>
0014	Marching Band Jacket	Stanbury Jacket - White jacket with Black collar,	Jacket	White	36 (M)	Main Storage	<input type="button" value="View"/>	<input type="button" value="X"/>

# of Uniforms: 158
\* = Item listed more than once

The descriptive fields include:

**Class (name)** - the name of the class or activity

**Season / Year:** - You can keep track of uniforms, equipment, etc for each class year. (To update the Season/Year list, go to the "Utilities" menu / "Seasons" .)

**Current:** Yes/No. If a Class/Activity record is for a previous year, you can mark it "No" in the "Current" field. When you do searches for Classes, the not current records are listed at the bottom.

Search
Close

Find by Name:

Find by Season:
 

Drum Corps	2017 - 2018
Marching Band	2017 - 2018
Orchestra I	
Senior Choir	
<< Chamber Choir >>	2013 - 2014

This class is marked as not current

**Director:** Name of the Director or Teacher

**Director Contact Info:** Name or email for the director/teacher

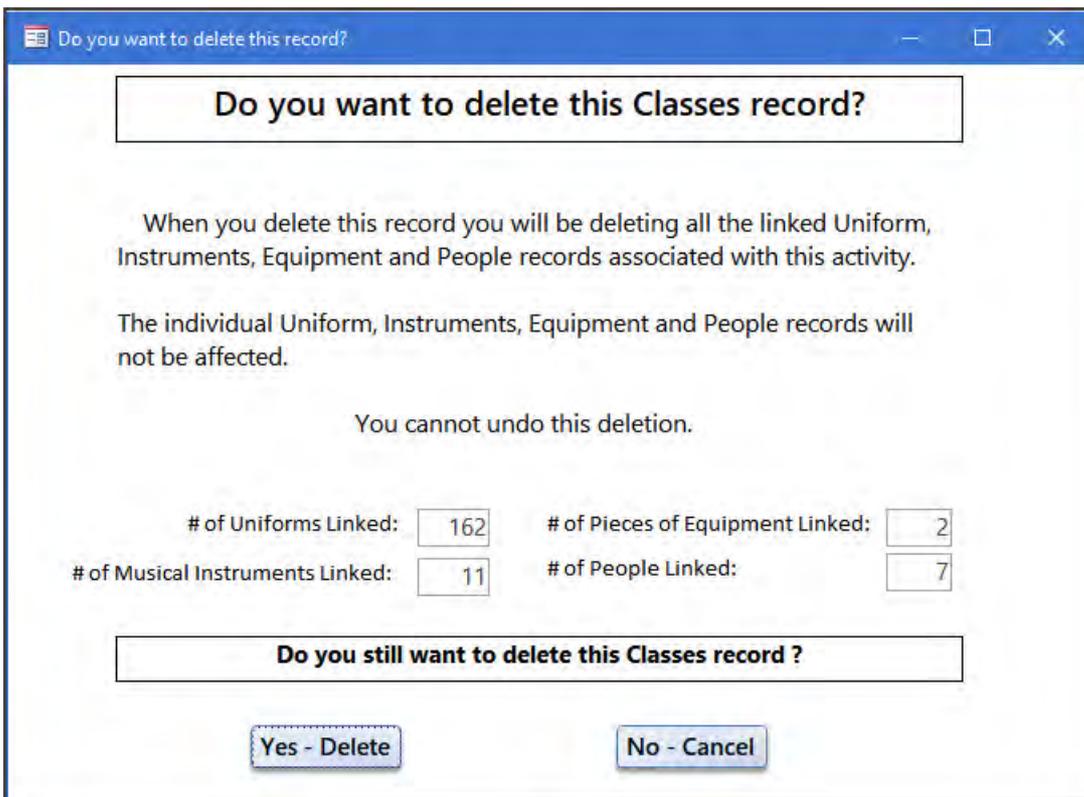
**Location:** The location where the class or activity is held.

**Add Record:** To add a new Class / Activity - click on the "Add Record" button. A blank screen will appear and you can enter the new record.

**Search:** You may search for a Class/Activity by clicking the "Search" button. You may search by Class/Activity Name or Season.



**Delete Record:** To delete a Class/Activity record, click on the "Delete Record" button at the bottom left of the Classes/Activities screen. You will be asked to confirm the deletion. There is no "Undo" after the record has been deleted.



**Reports:** You can print a variety of reports for each set of data: Students, Uniforms, Instruments and Equipment.



Here is an example of the "List of Individuals with their Checked-out Uniforms":

Central High School  
**Student's Uniform List**

**Marching Band**

**Bear, Yogi**

Tag ID:	Uniform Name:	Uniform Type:	Color:	Size:
T001	Black Bow Tie	Tie	Black	ONE SIZE
G007	Gloves- Cotton	Gloves	White	M
G005	Gloves- Cotton	Gloves	White	S
G004	Gloves- Nylon	Gloves	White	ONE SIZE
0569	Blue Choir Robe	Choir Robe	Blue	ONE SIZE
0004	Marching Band Jacket	Jacket	White	32 (S)

Performer To Provide:

**Total # of Uniforms: 6**

**Messick, Margaret**

Tag ID:	Uniform Name:	Uniform Type:	Color:	Size:
P001	White plume with silver mylar	Plume	White	ONE SIZE -
H004	Marching Band Hat	Hat	Black	S
0090	Black Band Pants	Pants	Black	34, 38
0003	Marching Band Jacket	Jacket	White	32 (S)

Performer To Provide:

**Total # of Uniforms: 4**

**Messick, Rosie**

Tag ID:	Uniform Name:	Uniform Type:	Color:	Size:
T001	Black Bow Tie	Tie	Black	ONE SIZE
G007	Gloves- Cotton	Gloves	White	M

Performer To Provide:

**Total # of Uniforms: 2**

**Smith, Susan**

Tag ID:	Uniform Name:	Uniform Type:	Color:	Size:
0003	Marching Band Jacket	Jacket	White	32 (S)

Performer To Provide:

**Total # of Uniforms: 1**

**# of Students with Uniforms: 4**

**Total # of Uniforms: 13**

The Summary of Uniforms - lists all the uniforms - grouped by uniform type and size with a count of the number of uniforms.

Central High School

**Marching Band**

**List of Uniforms By Uniform Type, Size**

Uniform Type:	Color:	Size:	Total # :	Cost :	Replacement Cost:
Gloves	White	ONE SIZE	1	\$2.50	\$205.00
Gloves	White	S	2	\$2.50	\$205.00
Gloves	White	M	7	\$2.50	\$205.00
Gloves	White	L	2	\$2.50	\$205.00

# of Gloves: **12**

Hat	Black	S	9	\$675.00	\$675.00
Hat	Black	M	13	\$975.00	\$975.00
Hat	Black	L	13	\$975.00	\$975.00
Hat	Black	XL	9	\$675.00	\$675.00

# of Hats: **44**

Jacket	White	32 (S)	10	\$3,250.00	\$3,500.00
Jacket	White	36 (M)	19	\$6,175.00	\$6,650.00
Jacket	White	40 (L)	10	\$3,250.00	\$3,500.00
Jacket	White	44 (XL)	10	\$3,250.00	\$3,500.00

# of Jackets: **49**

Pants	Black	26, 30	1	\$150.00	\$150.00
Pants	Black	26, 38	9	\$1,350.00	\$1,350.00
Pants	Black	32, 38	1	\$150.00	\$150.00
Pants	Black	34, 38	9	\$1,350.00	\$1,350.00
Pants	Black	38, 38	10	\$1,500.00	\$1,500.00
Pants	Black	42, 40	10	\$1,500.00	\$1,500.00

**Tabs with Related Records:**

**Uniforms**

**Classes** Add Record Utilities Refresh Save and Close

**Marching Band** Reports Update Current Location:

---

Classes:  Season / Year:  Current:  Quick Start

Director:  Director Contact Info:  Location:

Notes:

ID:

**Uniforms** Instruments Equipment People

Uniform/Tag ID	Uniform Name	Uniform Description	Uniform Type	Color	Size	Storage Location	
0001	Marching Band Jacket	Stanbury Jacket - White jacket with Black collar,	Jacket	White	32 (S)	Main Storage	View X
0002	Marching Band Jacket	Stanbury Jacket - White jacket with Black collar,	Jacket	White	32 (S)	Main Storage	View X
0003	Marching Band Jacket	Stanbury Jacket - White jacket with Black collar,	Jacket	White	32 (S)	Main Storage	View X
0004	Marching Band Jacket	Stanbury Jacket - White jacket with Black collar,	Jacket	White	32 (S)	Main Storage	View X
0005	Marching Band Jacket	Stanbury Jacket - White jacket with Black collar,	Jacket	White	32 (S)	Main Storage	View X
0006	Marching Band Jacket	Stanbury Jacket - White jacket with Black collar,	Jacket	White	32 (S)	Main Storage	View X
0007	Marching Band Jacket	Stanbury Jacket - White jacket with Black collar,	Jacket	White	32 (S)	Main Storage	View X
0008	Marching Band Jacket	Stanbury Jacket - White jacket with Black collar,	Jacket	White	32 (S)	Main Storage	View X
0009	Marching Band Jacket	Stanbury Jacket - White jacket with Black collar,	Jacket	White	32 (S)	Main Storage	View X
0010	Marching Band Jacket	Stanbury Jacket - White jacket with Black collar,	Jacket	White	32 (S)	Main Storage	View X
0011	Marching Band Jacket	Stanbury Jacket - White jacket with Black collar,	Jacket	White	36 (M)	Main Storage	View X
0013	Marching Band Jacket	Stanbury Jacket - White jacket with Black collar,	Jacket	White	36 (M)	Main Storage	View X
0014	Marching Band Jacket	Stanbury Jacket - White jacket with Black collar,	Jacket	White	36 (M)	Main Storage	View X

# of Uniforms: 158 \* = Item listed more than once

Delete Record

To add a Uniform to a Class, go to a blank row and select the Uniform Tag ID from the Uniform Tag ID dropdown.

To delete a Uniform from a class, click on the "X" button on the far right side of the record.

To sort the list by Uniform Name, click on the small blue arrow above the Uniform Name field. To sort by Tag ID, click on the arrow above that field.

To view a Uniform record, click on the View button on the far right side of the record.

### Instruments:

**Uniforms** Instruments **Equipment** People

Tag ID	Name	Description	Instrument Type	Color / Finish	
10012	Clarinet	Jean Paul Clarinet	Clarinet	Black	View X
10016	Snare Drum	Dynasty 14" x 5" Signature Profe	Snare Drum	Brown	View X
10017	Flute		Flute	Silver	View X
10018	Trumpet	Beginner trumpet	Trumpet	Brass	View X
10019	Trombone	Student grade trombone	Trombone	Brass	View X
10020	French Horn		French Horn	Brass	View X
10023	Flute		Flute	Silver	View X
10024	Flute	Beginner flute	Flute	Silver	View X
10025	Flute		Flute	Silver	View X
10027	Base Drum		Bass Drum	Red	View X
*					View X

# of Musical Instruments: 10 \* = Item listed more than once

Delete Record

## Equipment

Tag ID	Equipment Name	Item	Manufacturer	Model		
1001	Digital Cameras	Camera digital	CANON	EOD 60D	View	X
1002	Carry-all bag	Carry-all Bag	Fuji		View	X
*					View	X

# of Pieces of Equipment: 2      \* = Item listed more than once

Delete Record

## Students / Performers / People

Classes:       Search      Add Record      Utilities      Refresh      Save and Close

Reports      Update Current Location:

Classes:       Season / Year:       Current:

Director:       Director Contact Info:       Location:       Quick Start

Notes:

Students	Class Year		
Bear, Yogi	2019	View	Delete from Activity
Messick, Margaret	2014	View	Delete from Activity
Messick, Peter	2011	View	Delete from Activity
Messick, Rosie	2019	View	Delete from Activity
Messick, Tim	2017	View	Delete from Activity
Smith, Joe		View	Delete from Activity
Smith, Susan	2020	View	Delete from Activity
*		View	Delete from Activity

# of Students: 7      \* = Individual listed more than once

Delete Record

For the students/performers in the class you can print a Measurement List with all the students names and places to fill in the measurements and clothing sizes. If no values have been entered you can write them in on the report and then transfer the data to each student's record at a later time.

## Central High School Student Measurement List

Date Of Measurement

### Class / Activity: Marching Band

Last Name	First Name	Class Year	Gender	Chest	Waist	Hip	InSeam	OutSeam	Jacket Size	Shirt Size	Pant Size	Dress Size	Skirt Size	Vest Size	Shoe Size
Bear	Yogi	2019	M						XL	XXL	46, 29		XXL	XXL	9DD
Messick	Margaret	2014	F						M	38	12	12	12	M	8
Messick	Peter	2011													
Messick	Rosie	2019													
Messick	Tim	2017													
Smith	Joe														
Smith	Susan	2020	F												

## Students

### Students / Performers / Individuals

#### Student List:

Selecting the "Students" option from the Main Menu opens a list of all Students. All Current students are listed first and 'Not Current' students are listed at the bottom of the list. The list can be sorted on several fields by using the small arrows above the fields. Look at the website for a [Resource Guide](#) (Music Dept Inventory / Manage Student Records) with a summary of this information.

To View/Edit a student record, click on the "View" button on the right side of the record. Several reports are available for all "Current" students.

Students													
		<a href="#">Add New Record</a>		<a href="#">Refresh List</a>		<a href="#">Set Photo Path</a>		<a href="#">Print List</a>		<a href="#">Print List by Activity</a>		<a href="#">Close</a>	
										<a href="#">Print Measurement List</a>			
Last Name:	First Name:	Home Phone:	Cell Phone:	E-Mail:	Contact Name:	Class Year:	Current	View					
▶ Bear	Yogi					2019	<input checked="" type="checkbox"/>	<a href="#">View</a>					
▶ Jetson	Judy					2013	<input checked="" type="checkbox"/>	<a href="#">View</a>					
▶ Jetson	Leroy					2017	<input checked="" type="checkbox"/>	<a href="#">View</a>					
▶ Messick	Margaret	(530) 753-7143	(855) 468-8247	Margaret@uniforminventory.com		2014	<input checked="" type="checkbox"/>	<a href="#">View</a>					
▶ Messick	Peter					2011	<input checked="" type="checkbox"/>	<a href="#">View</a>					
▶ Messick	Rosie					2019	<input checked="" type="checkbox"/>	<a href="#">View</a>					
▶ Messick	Tim					2017	<input checked="" type="checkbox"/>	<a href="#">View</a>					
▶ Smith	Susan	(530) 753-7143	(855) 468-8247			2020	<input checked="" type="checkbox"/>	<a href="#">View</a>					
▶ ** Not Current	▶ Jetson	George					<input type="checkbox"/>	<a href="#">View</a>					
* <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<a href="#">View</a>					

Records can be created for students, performers, or other individuals in your Music Dept program. Creating a Student record allows you to assign them to Classes/Activities, check out uniforms, instruments, equipment or sheet music. You can enter their measurements and clothing sizes plus contact information. **Please note: The Music Dept Inventory Database is not a completely secure database.** Please do not enter personal data unless you have a way to secure all the files on your computer with a computer User Login (through Windows or your network software).

**Students**      View:

First name:  Last name:  Student ID:  Gender:  Class Year:   
 Home Phone:  Cell Phone:  Email:   
 Address:  Title:   
 City:  State:  Zip/Postal Code:   
 Parents/Other Contact:  Contact Phone:   
 Contact Cell Phone:  Contact Email:  Other Email:   
 Allergies:   
 Tattoos:  Piercings:   
 Notes:   
 Photo Path:  Current:

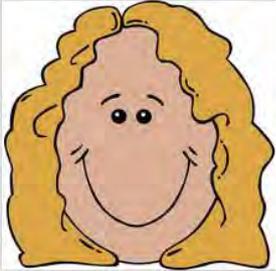


Image Controls

Date Of Measurements:

Jacket Size:  Shirt Size:  Vest Size:  Cumberbund Size:   
 Hat Size:   
 Pant Size:  Dress Size:  Skirt Size:  Leotard Size:  Glove Size:  Shoe Size:

Date Of Birth:  Age:  years Height:  Weight:   
 Bust/Chest:  Cup Size:  Shoulder Width:   
 Waist:  Low Waist / High Hip:  Hip:  Girth:   
 Head Circum:  Forehead To Nape:  Neck:   
 Arm Length:  Armseye:  Bicep:  Wrist:   
 In Seam:  Out Seam:  Thigh:  Calf:  Ankle:   
 Neck To Waist:  Waist to Knee:  Waist To Hem:   
 Enter your own measurements here:      
Description: Measurement Description: Measurement

## Features:

**Add Record** - Click on the "Add Record" button to add a new record.

**Print Record** - You can print the Student record to see all their information

**Search** - You can search by Student Name or ID

**Delete Record** - Click on "Delete Record" to delete the record. It is a good idea to keep student records even after they graduate as you can keep the checkout history. Mark the "Current" field as "no" after they graduate or leave the program. Non-current student records will not be included in reports or selections for checkout or Classes/Activities.

**Load Photo** - A single photo can be loaded to the student record. Click on Load Photo and select the photo you want. To set the Photo Path to the folder where all the photos are kept, click on the "Set Photo Path" button below the Image Control buttons.

## Fields:

Name (first and last)

Student ID - The Student ID can be used to 'search' for a student or to check-out uniforms, instruments and equipment.

Gender

Class Year - This can be used for graduating year for students or year the performer started with the organization

Home and Cell phone

Email

Address

Title - if the Student or Performer has a particular role in the organization or if you are including parents or staff you can include a title here.

Parent or Other Contact Info

Allergies

Tattoos and Piercings

Notes

**Tabs:**

**Measurements and Clothing Sizes**

Measurements	Activities	Uniform Checkout History	Instrument Checkout History	Equipment Checkout History	Sheet Music							
Date Of Measurements: <input type="text" value="10/26/2017"/>												
Jacket Size:	<input type="text" value="M"/>	Shirt Size:	<input type="text" value="38"/>	Vest Size:	<input type="text" value="M"/>	Cummerbund Size:	<input type="text"/>	Hat Size:	<input type="text" value="M"/>			
Pant Size:	<input type="text" value="12"/>	Dress Size:	<input type="text" value="12"/>	Skirt Size:	<input type="text" value="12"/>	Leotard Size:	<input type="text" value="M"/>	Glove Size:	<input type="text" value="M"/>	Shoe Size:	<input type="text" value="8"/>	
Date Of Birth: <input type="text"/>						Age:	<input type="text"/>	years	Height:	<input type="text"/>	Weight:	<input type="text"/>
Bust/Chest:	<input type="text"/>	Cup Size:	<input type="text"/>	Shoulder Width:	<input type="text"/>							
Waist:	<input type="text"/>	Low Waist / High Hip	<input type="text"/>	Hip:	<input type="text"/>	Girth:	<input type="text"/>					
Head Circum:	<input type="text"/>	Forehead To Nape:	<input type="text"/>	Neck:	<input type="text"/>							
Arm Length:	<input type="text"/>	Armseye:	<input type="text"/>	Bicep:	<input type="text"/>	Wrist:	<input type="text"/>					
In Seam:	<input type="text"/>	Out Seam:	<input type="text"/>	Thigh:	<input type="text"/>	Calf:	<input type="text"/>	Ankle:	<input type="text"/>			
Neck To Waist:	<input type="text"/>	Waist to Knee:	<input type="text"/>	Waist To Hem:	<input type="text"/>							
Enter your own measurements here:						<input type="text" value="Knee to Ankle Length"/>	<input type="text" value="15"/>	<input type="text"/>	<input type="text"/>			
						<small>Description:</small>	<small>Measurement</small>	<small>Description:</small>	<small>Measurement</small>			

Enter a student/performer's measurements and clothing sizes here for future reference. The last 2 fields which say "Enter your own measurements here" are for measurements that you need but are not on the list. Enter a Description first then the actual measurement. See the sample with "Knee to Ankle length".

**Classes/Activities**

A student can be assigned to one or more classes or activities. You may select the Class/Activity here or select the Student/Performer from the [Classes/Activities](#) screen. You can also Delete a Class/Activity from the Student/Performer's list here.

Measurements	Activities	Uniform Checkout History	Instrument Checkout History	Equipment Checkout History	Sheet Music
Classes					
▶	Senior Choir	View	Delete from Activity		
	Marching Band	View	Delete from Activity		
*		View	Delete from Activity		

### Uniform Checkout History

The Uniform Checkout History is a list of all the items this student has checked out. For more information on Checkouts go to the [Checkouts/Rentals](#) screen.

Measurements	Activities	Uniform Checkout History	Instrument Checkout History	Equipment Checkout History	Sheet Music			
Tag ID:	Uniform Name:	Date Uniform Out	Return DueDate:	Date Uniform In	Fee Paid	Classes:	Receipt #	View Check-Out Record
▶ 0003	Marching Band Jacket	11/10/2017	6/1/2018	5/19/2018		Marching Band	5	<input type="button" value="View"/>
0090	Black Band Pants	11/10/2017	6/1/2018	5/19/2018		Marching Band	5	<input type="button" value="View"/>
H004	Marching Band Hat	11/10/2017	6/1/2018	5/19/2018		Marching Band	5	<input type="button" value="View"/>
P001	White plume with silver mylar	11/10/2017	6/1/2018	5/19/2018		Marching Band	5	<input type="button" value="View"/>
*								<input type="button" value="View"/>
The "*" next to Return Due shows if the item is overdue.								

### Instrument Checkout History

The Instrument Checkout History is a list of all the items this student has checked out.

Measurements	Activities	Uniform Checkout History	Instrument Checkout History	Equipment Checkout History	Sheet Music			
Receipt #:	Classes:	Tag ID:	Instrument Name:	Instrument Type:	Date Checked Out	Return DueDate:	Date Checked In	View Check-Out Record
▶ 5	Marching Band	10012	Clarinet	Clarinet	11/10/2017	5/1/2018 *		
*								
The "*" next to Return Due shows if the item is overdue.								

### Equipment Checkout History

The Equipment Checkout History is a list of all the items this student has checked out.

Measurements	Activities	Uniform Checkout History	Instrument Checkout History	Equipment Checkout History	Sheet Music			
Tag ID:	Equipment Name:	Drum Corps	Item Type:	Date Equipment Out	Return DueDate:	Date Equipment Checked In	Receipt #	View Checkout
▶ F001	Flag - Blue and White	Drum Corps	Flag	11/10/2017	5/1/2018 *		5	
*								
The "*" next to Return Due shows if the item is overdue.								

### Sheet Music Checkout History

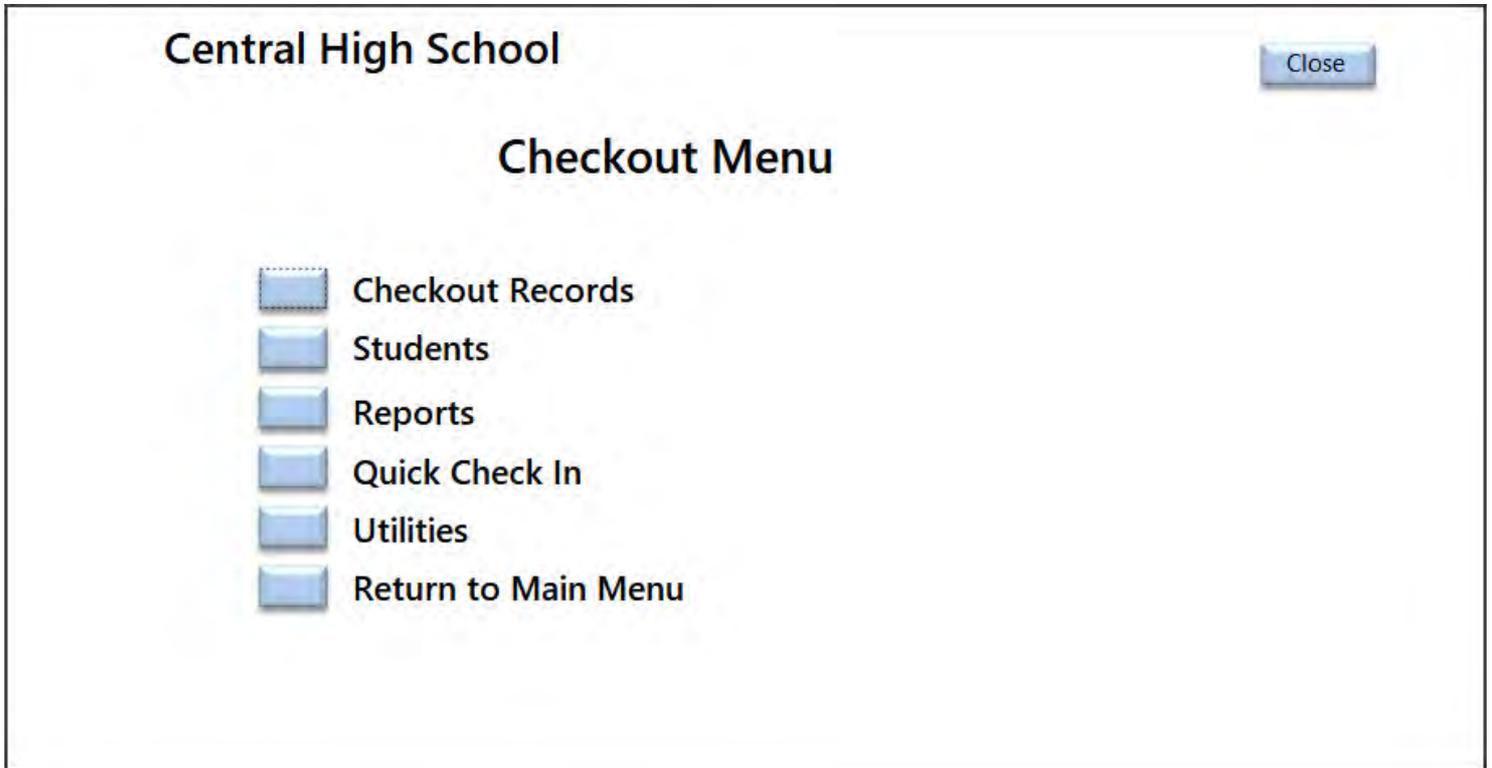
The Sheet Music Checkout History is a list of all the items this student has checked out. If an item is overdue there will be a red \*.

Script Title	Script #	Part	Due Date	Publication Type	Date Checked Out	Date Checked In	Checked In ?	
▶ Some Skunk Funk	1029	Piano	12/1/2017 *	Music	10/26/2017		<input type="checkbox"/>	<a href="#">View</a>
LET'S FACE THE MUSIC AND DANCE	1501		12/15/2017 *	Music	11/9/2017		<input type="checkbox"/>	<a href="#">View</a>
Hunting (from the Seasons - Opus 37	2001	Conductor's Score	10/5/2017	Music	10/26/2017	10/26/2017	<input checked="" type="checkbox"/>	<a href="#">View</a>
* [Empty]	[Empty]	[Empty]	[Empty]	[Empty]	[Empty]	[Empty]	<input type="checkbox"/>	<a href="#">View</a>

## Checkouts (Rentals)

### Checkouts and Rentals

Uniforms, Instruments, and Equipment may be checked out on the Checkouts screen. Sheet Music is checked out in the Sheet Music screen.



Checkouts  
Students  
Reports  
Quick Check-in  
Utilities

# Checkouts

## Checkouts (or Rentals)

Checkouts - Uniforms, Instruments & Equipment

---

**Select Individual:**  ID:

**Contract Date:**

**Receipt #:**

**Balance Due:**

**Student ID:**

**Classes:**

**Status:**

**Date Uniforms/Equipment Out:**  \*

**Return Due Date:**

**Return Due Time:**

**Total Rental Fees:**

**Discount:**

**Sales Tax:**

**\$0.00**

**Rental Total:**

**Fees Paid:**

**Date Fee Paid:\***

**Deposit:**

**Deposit Paid:\***

**Late Fee:**

**Late Fee Paid: \***

**Damage/ Cleaning Fee:**

**D/C Fee Paid:\***

**Shop Staff:**

**Check-Out Comments:**

**Include Comments on Receipt**

**Notes:**

**Include Notes on Receipt**

---

**Uniform Check-out**

**Find Tag ID:**

**Change Status from 'Checked In' to:**

Tag ID #	Name	Check-Out Date:*	Return Due Date:	Check-In Date:*	
0090	Black Band Pants	11/10/2017	6/1/2018	5/19/2018	<input type="button" value="View Uniform"/> <input type="button" value="Delete Check-Out"/>
Rental Fee: <input type="text" value="\$0.00"/>		Check-Out Comments: <input type="text"/>		Check-In Comments: <input type="text"/>	
H004	Marching Band Hat	11/10/2017	6/1/2018	5/19/2018	<input type="button" value="View Uniform"/> <input type="button" value="Delete Check-Out"/>
Rental Fee: <input type="text" value="\$0.00"/>		Check-Out Comments: <input type="text"/>		Check-In Comments: <input type="text"/>	
0003	Marching Band Jacket	11/10/2017	6/1/2018	5/19/2018	<input type="button" value="View Uniform"/> <input type="button" value="Delete Check-Out"/>
Rental Fee: <input type="text" value="\$0.00"/>		Check-Out Comments: <input type="text"/>		Check-In Comments: <input type="text"/>	
P001	White plume with silver mylar	11/10/2017	6/1/2018	5/19/2018	<input type="button" value="View Uniform"/> <input type="button" value="Delete Check-Out"/>
Rental Fee: <input type="text" value="\$0.00"/>		Check-Out Comments: <input type="text"/>		Check-In Comments: <input type="text"/>	
*		11/10/2017	6/1/2018		<input type="button" value="View Uniform"/> <input type="button" value="Delete Check-Out"/>
Rental Fee: <input type="text"/>		Check-Out Comments: <input type="text"/>		Check-In Comments: <input type="text"/>	

**# of Uniforms:**

\* - Double-click on the date field for today's date.

Please select the Performance / Production first to see only those Ensembles.

## Receipts:

There are many 3 types of receipts that can be printed -

Receipt (no photos) This report has 2 lines of details for each item checked out. It includes a barcode that can be scanned to use for the Quick Check-in. Often, a checkout receipt will go to more than 1 page. Look for the page numbers at the bottom right edge. The totals for each type of item (Uniforms, Instruments, Equipment) are at the bottom of each section.

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Central High School

PO 4347 Davis, CA 95617 USA (855) 468-8247

Checkout Receipt

Member: **Messick, Margaret** Contract Date: 11/10/2017 Receipt #: 5 Balance Due: **\$25.00**

Date Checked Out: 11/10/2017 Return Due Date: 6/1/2018

Phone: (530) 753-7143 Cell Phone: (855) 468-8247 Email: Margaret@uniforminventory.com Student ID: 123789

Organization: \_\_\_\_\_ Payment Method: \_\_\_\_\_

Total Fee: **\$25.00** Discount: \_\_\_\_\_ Sales Tax: (0.00%) **\$0.00** Rental Total: **\$25.00** Fees Paid: **\$0.00** Date Fee Paid: \_\_\_\_\_

Deposit: **\$0.00** Date Dep Paid: \_\_\_\_\_ Late Fee: \_\_\_\_\_ Late Fee Paid: \_\_\_\_\_ D/C Fee: \_\_\_\_\_ D/C Fee Paid: \_\_\_\_\_

Classes: Marching Band Staff: \_\_\_\_\_

**Uniforms Checked-Out:**

Tag ID:	Uniform Name:	Uniform Type:	Color:	Rental Fee:	Replacement Cost:	Checked in?	Return Due Date:
0003	<b>Marching Band Jacket</b>	Jacket	White	\$0.00	\$350.00	<input checked="" type="checkbox"/>	6/1/2018
Description: <b>Stanbury Jacket - White jacket with Black collar, cuffs, labels. Gold trim and buttons. 'Bo</b>							
							
0090	<b>Black Band Pants</b>	Pants	Black	\$0.00	\$150.00	<input checked="" type="checkbox"/>	6/1/2018
Description: <b>Black pants with white strip and yellow outline of stripe. White suspenders</b>							
							
H004	<b>Marching Band Hat</b>	Hat	Black	\$0.00	\$75.00	<input checked="" type="checkbox"/>	6/1/2018
Description: <b>Stanbury black hat with silver detail. Shown with white plume which is stored separatel</b>							
							
P001	<b>White plume with silver mylar</b>	Plume	White	\$0.00	\$15.00	<input checked="" type="checkbox"/>	6/1/2018
Description: <b>8" White with silver mylar Plume to go on Stanbury hat</b>							
							
# of Individual Uniforms: 4				Total Fees for Uniforms: \$0.00			

Date Printed: Sunday, May 20, 2018

Page 1 of 2

Central High School

PO 4347 Davis, CA 95617 USA (855) 468-8247

Checkout Receipt

Member: **Messick, Margaret** Contract Date: 11/10/2017 Receipt #: 5 Balance Due: **\$25.00**

Date Checked Out: 11/10/2017 Return Due Date: 6/1/2018

**Instruments Checked-Out:**

Check-Out:	Check-In:	Tag ID:	Name:	Instrument:	Color/Finish:	Rental Fee:	Replacement Cost:	Checked in?	Return Due Date:
11/10/2017	5/20/2018	10012	Clarinet	Clarinet	Black	\$25.00	\$350.00	<input checked="" type="checkbox"/>	5/1/2018
									
Total # of Instruments Checked Out: <b>1</b>				Total Rental Fees : <b>\$25.00</b>					

**Equipment Pieces Checked-Out:**

Check-Out:	Check-In:	Tag ID:	Equipment Name:	Item:	Serial Number:	Rental Fee:	Replacement Cost:	Checked in?	Return Due Date:
11/10/2017	5/20/2018	F 001	Flag - Blue and White	Flag		\$0.00	\$35.00	<input checked="" type="checkbox"/>	5/1/2018
				Comments:					
11/10/2017	5/20/2018	FP004	Flag Pole	Flag Pole				<input checked="" type="checkbox"/>	6/1/2018
				Comments:					
Total # of Equipment Pieces Checked Out: <b>2</b>				Total Rental Fees: <b>\$0.00</b>					

I agree to return all uniforms, instruments and equipment in the same condition that they were when I rented them.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Receipt with Photos - If you want to include photos of each item - use this report. This report is often more than one page. (Only page 1 is shown here but the receipt is 3 pages long.)

Central High School

PO 4347  
Davis, CA 95617 USA  
(855) 468-8247

Check-Out Receipt

Member: **Messick, Margaret** Receipt #: **5** Balance **\$25.00**

Due:

Date Checked Out: **11/10/2017** Return Due Date: **6/1/2018**

Phone: (530) 753-7143 Cell Phone: (855) 468-8247 Student ID: 123789 Staff:

EMail: Margaret@uniforminventory.com

Organization: Payment Method:

Total Fee: \$25.00 Discount: Sales Tax: (0.00%) \$0.00 Rental Total: \$25.00

Deposit: \$0.00 Date Dep Paid: Fees Paid: \$0.00 Date Fee Paid:

Late Fee: Late Fee Paid: Damage/Cleaning Fee: D/C Fee Paid:

Classes: Marching Band

Uniforms Checked-Out:

Tag ID:	Uniform Name:	Checked in?	Return Due Date:	
0003	Marching Band Jacket	<input checked="" type="checkbox"/>	6/1/2018	
Costume Type:	Jacket	Color:	White	Rental Fee: \$0.00
Description:	Stanbury Jacket - White jacket with Black collar, cuffs, labels. Gold trim and buttons. 'Botkins' on Sleeves. Back is black with gold sides and trim.			
Comments:				
Chest: 32	Waist: 30	Hips:	Neck:	Sleeves: 22 Inseam: Neck-to-W: W to-Hem:
				Replacement Cost: \$350.00
<hr/>				
0090	Black Band Pants	<input checked="" type="checkbox"/>	6/1/2018	
Costume Type:	Pants	Color:	Black	Rental Fee: \$0.00
Description:	Black pants with white strip and yellow outline of stripe. White suspenders			
Comments:				
Chest:	Waist: 34	Hips:	Neck:	Sleeves: Inseam: Neck-to-W: W to-Hem:
				Replacement Cost: \$150.00
<hr/>				
H004	Marching Band Hat	<input checked="" type="checkbox"/>	6/1/2018	
Costume Type:	Hat	Color:	Black	Rental Fee: \$0.00
Description:	Stanbury black hat with silver detail. Shown with white plume which is stored separately.			
Comments:				
Chest:	Waist:	Hips:	Neck:	Sleeves: Inseam: Neck-to-W: W to-Hem:
				Replacement Cost: \$75.00

Brief Receipt (less details - fewer pages printed).

## Central High School

PO 4347 Davis, CA 95617 USA (855) 468-8247

### Check-Out Receipt

**Member:** Smith, Susan      *Contract Date:* 5/19/2018    *Receipt #:* 6      *Balance Due:* \$25.00

*Date Checked Out:* 5/19/2018      *Return Due Date:* 6/21/2018

*Phone:* (530) 753-7143      *Cell Phone:* (855) 468-8247      *EMail:* \_\_\_\_\_      *ID #:* 548755

*Organization:* \_\_\_\_\_      *Payment Method:* \_\_\_\_\_      *Staff:* \_\_\_\_\_

*Total Fee:* **\$25.00**      *Discount:* \_\_\_\_\_      *Sales Tax:* (0.00%) **\$0.00**      *Rental Total:* **\$25.00**      *Fees Paid:* **\$0.00**      *Date Fee Paid:* \_\_\_\_\_

*Deposit:* **\$0.00**      *Date Dep Paid:* \_\_\_\_\_      *Late Fee:* \_\_\_\_\_      *Late Fee Paid:* \_\_\_\_\_      *D/C Fee:* \_\_\_\_\_      *D/C Fee Paid:* \_\_\_\_\_

**Uniforms Checked-Out:**

Tag ID:	Uniform Name:	Uniform Type:	Color:	Rental Fee:	Replacement Cost:	Checked in?	Return Due Date:
0003	Marching Band Jacket	Jacket	White	\$0.00	\$350.00	<input checked="" type="checkbox"/>	6/21/2018
<b># of Individual Uniforms: 1</b>		<b>Total Fees for Uniforms:</b>		<b>\$0.00</b>			

**Instruments Checked-Out:**

Tag ID:	Name:	Instrument:	Color:	Rental Fee:	Replacement Cost:	Checked in?	Return Due Date:
10017	Flute	Flute	Silver	\$25.00		<input checked="" type="checkbox"/>	6/21/2018
<b>Total # of Instruments Checked Out: 1</b>		<b>Total Rental Fees for Instruments:</b>		<b>\$25.00</b>			

**Equipment Pieces Checked-Out:**

Check-Out:	Check-In:	Tag ID:	Equipment Name:	Item:	Serial Number:	Rental Fee:	Replacement Cost:	Checked in?	Return Due Date:
5/19/2018		FP003	Flag Pole Cart	Cart				<input type="checkbox"/>	6/21/2018
<b>Total # of Equipment Pieces Checked Out: 1</b>		<b>Total Equipment Rental Fees:</b>							

I agree to return all uniforms, instruments and equipment in the same condition that they were when I rented them.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## Students

### Students

In order to checkout items each student / performer needs to have a Student/Performer record. Go to the [Students](#) section of the User Guide.

## Checkout Reports

### Checkout Reports

There are many reports available to summarize the Checkouts.

### Checkout Reports

Close

List of all Rental Records for Classes: Sorted by Classes:

Print All Individuals Check-Out Receipts for Classes:

List of All Checkout Receipts for Performer/Individual:

List of Multiples for Classes:

---

List of All Uniforms Still Checked Out:

List of All Instruments Still Checked Out:

List of All Uniforms/Instruments Past Return Due Date:

Summary List of Individuals/Org with Items Still Checked Out:

List of Individuals/Org with Balance Due:

---

Reports of Rentals between these dates: Start Date:  End Date:

## Quick Check-in

### Quick Check-in

To make checking in Uniforms, Instruments and Equipment faster - there is the Quick Check In menu.

### Quick Check-in

[Close](#)

- [Uniform Check In](#)
- [Instrument Check In](#)
- [Equipment Check In](#)

Each Quick Check-in screen allows you to scan the barcode of the item to check it in.

### Uniform Quick Check-in

### Quick Uniform Check-In

[Close](#)

Scan a Tag ID with a scanner or select Tag ID

Check-In Date / Time: 5/20/2018 11:06:17 AM

Enter Uniform Number:

Check-In Date: 5/20/2018

Check-In Comments:

[Report of Uniforms Checked In Today by Storage Location](#)

[Save](#)

List of Uniforms Checked In Today [Refresh List](#)

Tag ID		Student	Storage Location:	Check-In Date / Time
0003	Marching Band Jacket	Susan Smith	Main Storage Rack 1	5/20/2018 11:06:04 AM

This is a list of everything checked in today.

### Instrument Quick Check-in

Instruments may have a Tag ID label on the instrument or on the case.

### Quick Instrument Check-In

[Close](#)

Enter Instrument Number:  Scan a Tag ID with a scanner or select Tag ID

Check-In Date:  [Report of Instruments Checked In Today by Storage Location](#)

Check-In Comments:  [Save](#)

List of Instruments Checked In Today

Tag ID:	Prop:	Student	Storage Location:	Check-In Date :
10012	Clarinet	Margaret Messick	Closet 2 Shelf 10	5/20/2018
10014	Violin	Rosie Messick	Closet 2 Shelf 10	5/20/2018
10017	Flute	Susan Smith	Closet 2 Shelf 3	5/20/2018

This is a list of everything checked in today.

### Equipment Quick Check-in

# Quick Equipment Check-In

Close

Check-In Date: 5/20/2018

Enter Equipment Number:

Check-In Date:

List of Equipment Checked In Today

Print List with Storage Locations

Tag ID:		Student	Check-In Date:
1001	Digital Cameras	Yogi Bear	5/20/2018
F001	Flag - Blue and White	Margaret Messick	5/20/2018
F003	Flag - Blue and White	Judy Jetson	5/20/2018
F006	Flag - Blue and White	Leroy Jetson	5/20/2018
F010	Flag - Blue and White	Rosie Messick	5/20/2018
FP001	Flag Pole	Rosie Messick	5/20/2018
FP002	Flag Pole	Leroy Jetson	5/20/2018
FP004	Flag Pole	Margaret Messick	5/20/2018
FP005	Flag Pole	Judy Jetson	5/20/2018

## Utilities

### Checkout Utilities

### Checkout Utilities

-  Payment Method
-  Rental Agreement

There are two Utility tables that can be updated.

**Payment Method** - If you record the Payment Method (Check, Credit Card, Cash, etc.) for the Checkout - you can update the options here.

**Rental Agreement** - At the bottom of each receipt is a statement that you can edit. Enter any text you wish.

### Rental Agreement

[Add New Text](#) [Save and Close](#)

Rental Agreement text for the bottom of the Rental Receipt:

▶	I agree to return all uniforms, instruments and equipment in the same condition that they were when I rented them.	✕
*		✕

## Central High School

PO 4347 Davis, CA 95617 USA (855) 468-8247

### Check-Out Receipt

**Member:** Smith, Susan      **Contract Date:** 5/19/2018      **Receipt #:** 6      **Balance Due:** \$25.00

**Date Checked Out:** 5/19/2018      **Return Due Date:** 6/21/2018

**Phone:** (530) 753-7143      **Cell Phone:** (855) 468-8247      **Email:** \_\_\_\_\_      **ID #:** 548755

**Organization:** \_\_\_\_\_      **Payment Method:** \_\_\_\_\_      **Staff:** \_\_\_\_\_

**Total Fee:** \$25.00      **Discount:** \_\_\_\_\_      **Sales Tax:** (0.00%) \$0.00      **Rental Total:** \$25.00      **Fees Paid:** \$0.00      **Date Fee Paid:** \_\_\_\_\_

**Deposit:** \$0.00      **Date Dep Paid:** \_\_\_\_\_      **Late Fee:** \_\_\_\_\_      **Late Fee Paid:** \_\_\_\_\_      **D/C Fee:** \_\_\_\_\_      **D/C Fee Paid:** \_\_\_\_\_

**Uniforms Checked-Out:**

Tag ID:	Uniform Name:	Uniform Type:	Color:	Rental Fee:	Replacement Cost:	Checked in?	Return Due Date:
0003	Marching Band Jacket	Jacket	White	\$0.00	\$350.00	<input checked="" type="checkbox"/>	6/21/2018
<b># of Individual Uniforms: 1</b>		<b>Total Fees for Uniforms:</b>		<b>\$0.00</b>			

**Instruments Checked-Out:**

Tag ID:	Name:	Instrument:	Color:	Rental Fee:	Replacement Cost:	Checked in?	Return Due Date:
10017	Flute	Flute	Silver	\$25.00		<input checked="" type="checkbox"/>	6/21/2018
<b>Total # of Instruments Checked Out: 1</b>		<b>Total Rental Fees for Instruments:</b>		<b>\$25.00</b>			

**Equipment Pieces Checked-Out:**

Check-Out:	Check-In:	Tag ID:	Equipment Name:	Item:	Serial Number:	Rental Fee:	Replacement Cost:	Checked in?	Return Due Date:
5/19/2018		FP003	Flag Pole Cart	Cart				<input type="checkbox"/>	6/21/2018
<b>Total # of Equipment Pieces Checked Out: 1</b>		<b>Total Equipment Rental Fees:</b>							

I agree to return all uniforms, instruments and equipment in the same condition that they were when I rented them.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

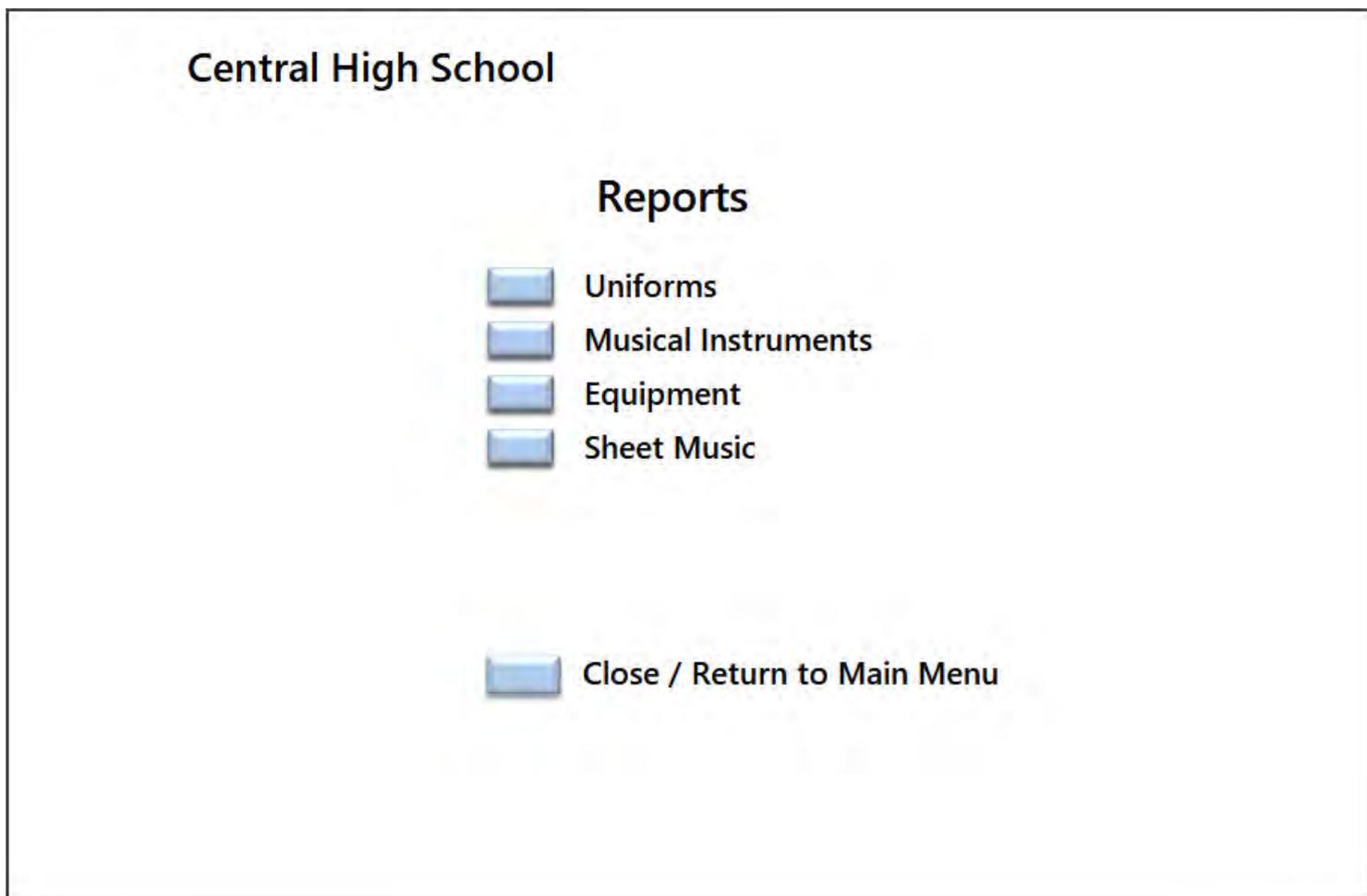


**This is the Rental Agreement text.**

## Reports

### Reports Main Menu

The Reports Main Menu has the menu for each module's reports.



Remember - all reports can be printed to a printer or a [PDF file](#). Instructions for printing to a PDF are in [Appendix I](#)

[Uniform Reports](#)

[Musical Instrument Reports](#)

[Equipment Reports](#)

[Sheet Music Reports](#)

## Utilities

### Utilities Main Menu

#### Utilities

Close  
  

**Company Information**  
 Company / Application Information  
 View List of Installed Modules / Install New Module

**Module Utilities**  
 Uniforms Utilities  
 Musical Instruments Utilities  
 Equipment Utilities  
 Sheet Music Utilities

**Utilities**  
 Make a Backup Copy of the Database  
 Database Statistics (How many records, etc.)  
 Export to Excel  
 Instructions for Installing Bar Code Font  
 View Software Registration Key  
 Set up Folder for Photos  
 Re-link Data Tables This feature only works in the Full Version of MS Access  
 Print Box Numbers  
 List of Years (Class Year, Year Started)

**Application Titles**  
 Application Title  
 Activities/Classes Title  
 Checkout Title  
 Title for Students/Performers

**Class/Activity Utilities**  
 Seasons

**Student/Performer Utilities**  
 Class Year  
 Gender

The Utilities Menu has several sections:

#### **Company Information** -

- 1) Company Information - you can enter details about your school / band or company. You can also select the titles for the database, the performers, the checkouts, etc.
- 2) View List of Installed Modules - this screen allows you to un-install or re-install modules - Uniforms, Musical Instruments, Equipment and Sheet Music

**Utilities** - These are utilities for the database as a whole.

**Application Titles** - These are groups of tables where you may add a new title to use to identify a module in the database.

**Module Utilities** - These menus are to let you update look-up tables for each module and do other functions specific to a module (update storage locations, etc)

**Class/Activity Utilities** - This allows you to update the Seasons (i.e. 2018 - 2019, 2019 - 2020, etc.)

**Student Performer Utilities** - You can update the Class Year (Same as List of Years) and Gender



## Company / Setup Information

These Utilities are for setting up preferences in the database.

**Company Information** - you can enter details about your school / band or company. You can also select the titles for the database, the performers, the checkouts, etc.

Company Setup

### Music Dept Inventory Database Setup

Save and Close

Welcome !

Please fill in the information below so that the program can be set up to work with your professional company or school.

#### Company/School Setup

Company / School Name:  Startup Date:  Quick Start

Logo:  Load Image Zoom In Zoom Out Zoom Fit Delete Image

Contact Person:  Phone:  Email:

Address:

City:  State:  Zip/ Postal Code:  Country:

#### Application Setup

Application Title:  Class/Dept Title:  Checkout Title:

Individuals (People) Title:  Equipment Title:

SECURITY: Do you want to REQUIRE users to Log-in ?

Spell Check: Do you want to use Spell Check ? You must have MS Office (i.e. Word) installed.

Sales Tax (%):  \*\* Please note that each Individual and Organization record has a field which asks "Charge Sales Tax?". If this field is marked "Yes" and the Sales Tax field has a value >0 the customer will be charge sales tax on their rental. The default value is "Yes".

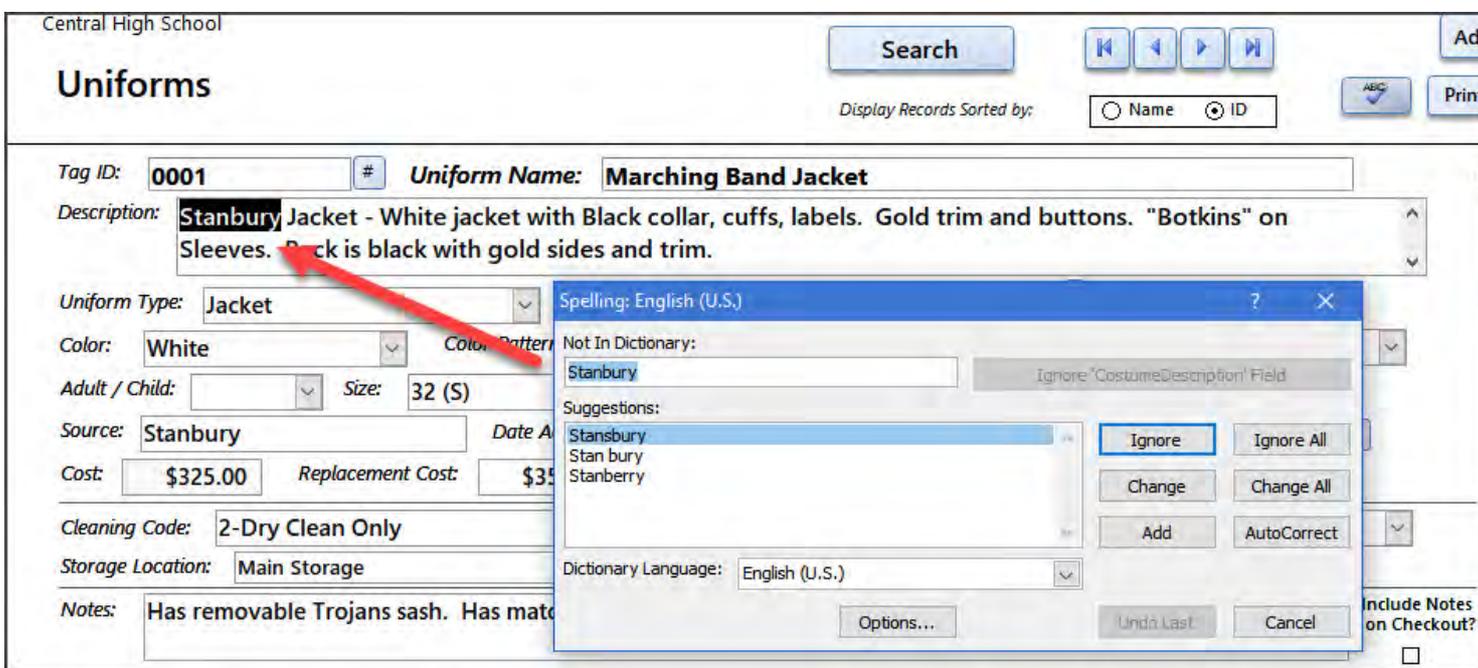
View / Edit Modules and Paths for Photos

- 1) **The Company/School Name** is not required but the program will ask for each time until something is filled in.
- 2) **Logo** - this is optional but if you would like it to appear on the main menu you can load a \*.jpg or \*.png file.
- 3) **Contact Name** - this is good to have in case someone wants to get in touch with someone about the database.
- 4) **Address** - If you rent/checkout any uniforms or equipment you will want to print out a receipt. The Company/School Name, Address, City/State will appear at the top of the receipt - which is helpful to the person checking the items out.
- 5) **Application Setup:**
  - a. **Titles** - You can change the title of the Application (from Music Dept to something else). There is a list of possible options (Uniform Inventory Database, School Inventory, etc). If none of these are what you want you can go back to the main Utilities Menu and look for the [Applications Titles](#) options. You can add a title to the list and return to this screen to select it.

- b. **Security** - [See this section](#) to learn more about requiring users to log-in to use the database. You can set up different access levels (Administrator, Data Entry and Read-only) for different users.
- c. **Spell Check** - If you have the full version of MS Office you can have a Spell Check feature turned on. Once turned on you will see a little Spell Check button at the top of the Uniforms, Instruments, etc screens.



The program will stop at a word it doesn't know and offer suggestions. You can add words to the dictionary.



- d. **Sales Tax**: If you charge sales tax on rentals you can set the % here. If no sales tax is required, leave it a 0.

6) View / Edit Modules and Paths for Photos - this is a short cut to the Main Menu option of the same name. - See below.

**View List of Installed Modules** - this screen allows you to un-install or re-install modules - Uniforms, Musical Instruments, Equipment and Sheet Music.

To Uninstall a modules - such as Sheet Music, click on the "Uninstall" button. You will be asked to confirm the un-install. Any data entered in the module will be kept. This just removes it from the Main Menu.

To add a module back - click on the "Install New Module" and pick the module you want off the list.

List of Installed Modules					Install New Module	Refresh	Close
Module Name:	Installation Date:	Display Order:	Path to find Photos:	To update the path for the Students photos go to the Student Module.			
<input type="button" value="Uninstall"/>	Uniforms	8/9/2015	10	C:\Uniform Inventory Resources\Uniform Photos	<input type="button" value="Edit Path"/>		
<input type="button" value="Uninstall"/>	Musical Instruments	7/9/2017	40	C:\Uniform Inventory Resources\Instrument Photos	<input type="button" value="Edit Path"/>		
<input type="button" value="Uninstall"/>	Equipment	7/9/2017	60	C:\Uniform Inventory Resources\Equipment Photos	<input type="button" value="Edit Path"/>		
<input type="button" value="Uninstall"/>	Sheet Music	9/6/2015	80	C:\	<input type="button" value="Edit Path"/>		

The "Path to Find Photos" is the path where all the photos are stored for the database records. It is a good idea to put the path/folder name here so when you are adding photos to records the program will know where to look for them.

If you have any questions on adding or uninstalling a module - please contact us at Costume/Uniform Inventory Resources.

## Set up Security

Set up application security:

The Music Dept / Uniform Inventory Database has the option to turn on a Log-in feature. Go to the Utilities / Company Information to set the feature. The default setting is "No" for no log-in.

Company Setup

### Music Dept Inventory Database Setup

Save and Close

Welcome !  
Please fill in the information below so that the program can be set up to work with your professional company or school.

#### Company/School Setup

Company / School Name:  Startup Date:  Quick Start

Logo:  Load Image Zoom In Zoom Out Zoom Fit Delete Image

Contact Person:  Phone:  Email:

Address:

City:  State:  Zip/ Postal Code:  Country:

#### Application Setup

Application Title:  Class/Dept Title:  Checkout Title:

Individuals (People) Title:  Equipment Title:

**SECURITY:** Do you want to REQUIRE users to Log-in ?  Select "Yes" to turn on Security

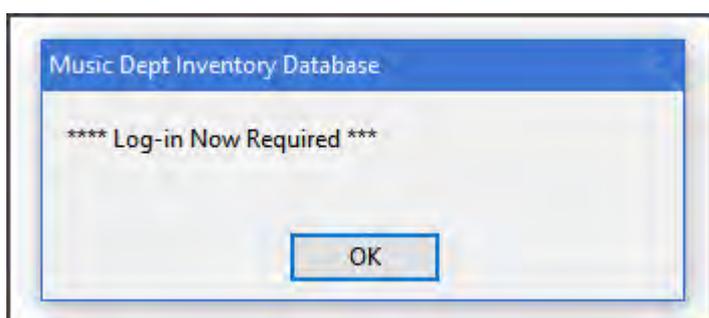
Spell Check: Do you want to use Spell Check? You must have MS Office (i.e. Word) installed.

Sales Tax (%):  \*\* Please note that each Individual and Organization record has a field which asks "Charge Sales Tax?". If this field is marked "Yes" and the Sales Tax field has a value >0 the customer will be charge sales tax on their rental. The default value is "Yes".

### 1) To turn on Security:

Select "Yes" from the "Do you want to REQUIRE users to Login" drop-down box.

You will see the following screens:



In order to have access to the database you need to create at least one user with the Admin UserType. If you don't have one user with Administrator privileges you will not be able to update any Utilities, Add more users, or backup the database.

First Name:	Last Name:	User Name:	Password:	User Type:	
Cindy	Bear	Cindy	****	Data Entry / Staff	X
Yogi	Bear	Yogi	****	Read-Only	X
Margaret	Messick	Margaret	*****	Administrator	X
*				Read-Only	X

Music Dept Inventory Database

Please enter at least one Staff member with Administrator Access Level before proceeding

OK

## 2) Add Users:

The Staff table is accessed from the Utilities Menu. The Staff button appears once the Security is turned on.

**Utilities**

**Company Information**

- 
- 
- 

Each person who uses the database should have a Username and Password. You can create 1 shared username for Read-only staff - as they will not be editing data.

First Name:	Last Name:	User Name:	Password:	User Type:	
Margaret	Messick	Margaret	*****	Administrator	X
				Read-Only	X

Enter the First, Last, Username and Password. The Username will appear in the Log-in dialog.

Select the User Type from Admin, Data Entry/Staff and Read-Only

The three choices for User Type / Security Level are:

Administrator - they can add/edit/delete all data and update the Utilities, set up accounts, run the backups and set the photo folders along with all other utilities.

Data Entry / Staff - these users can add, edit and delete data in the data entry forms but not update the utilities.

Read-only - these users can only view the data, do searches and print reports.

Staff					Add Staff	Close and Login	Save and Close
First Name:	Last Name:	User Name:	Password:	User Type:			
Cindy	Bear	Cindy	****	Data Entry / Staff	X		
Yogi	Bear	Yogi	****	Read-Only	X		
Margaret	Messick	Margaret	*****	Administrator	X		
*				Administrator		Access to all forms and utilities	
				Data Entry / Staff		Can Add, Edit and Delete Records in Uniforms, Instruments, Equipment and Sheet Music. Cannot edit Utilities	
				Read-Only		Can view all records, do searches and print reports. Cannot Add, Edit or Delete Data.	

Please note: the User Login / Security system is designed to keep users in the forms where they belong. It does not 100% guarantee that the data in the data tables is completely secure. The data in the Music Dept / Uniform Inventory Database DATAONLY.accdb is in the same folder as the database and can be accessed without a log-in. The tables are hidden but anyone with a moderate amount of knowledge with MS Access could access the tables. We recommend making frequent backups of the data. See the [Utilities / Backup the Database](#) section in this user guide.

### 3) Change the User Type / Security level:

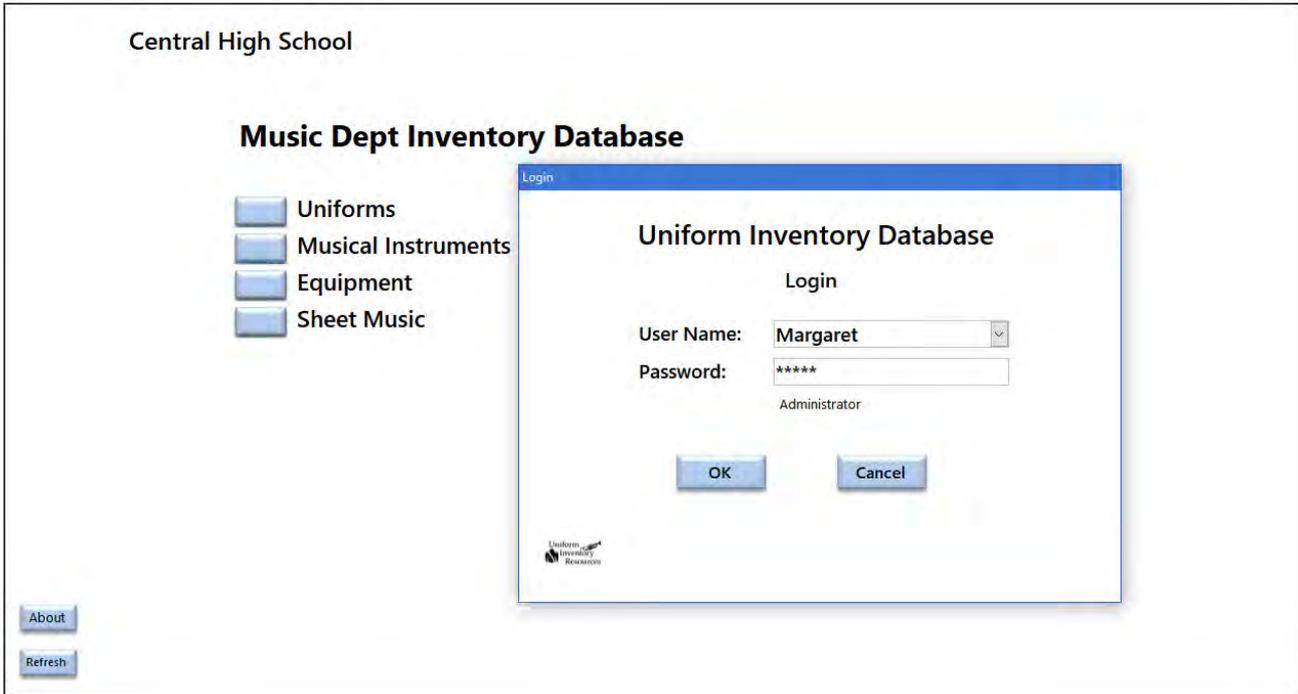
To change the User Type / Security level - locate the staff record and change the User Type from the drop-down box. The next time the user logs into the database the changed level of security will be recognized.

### 4) Delete Users:

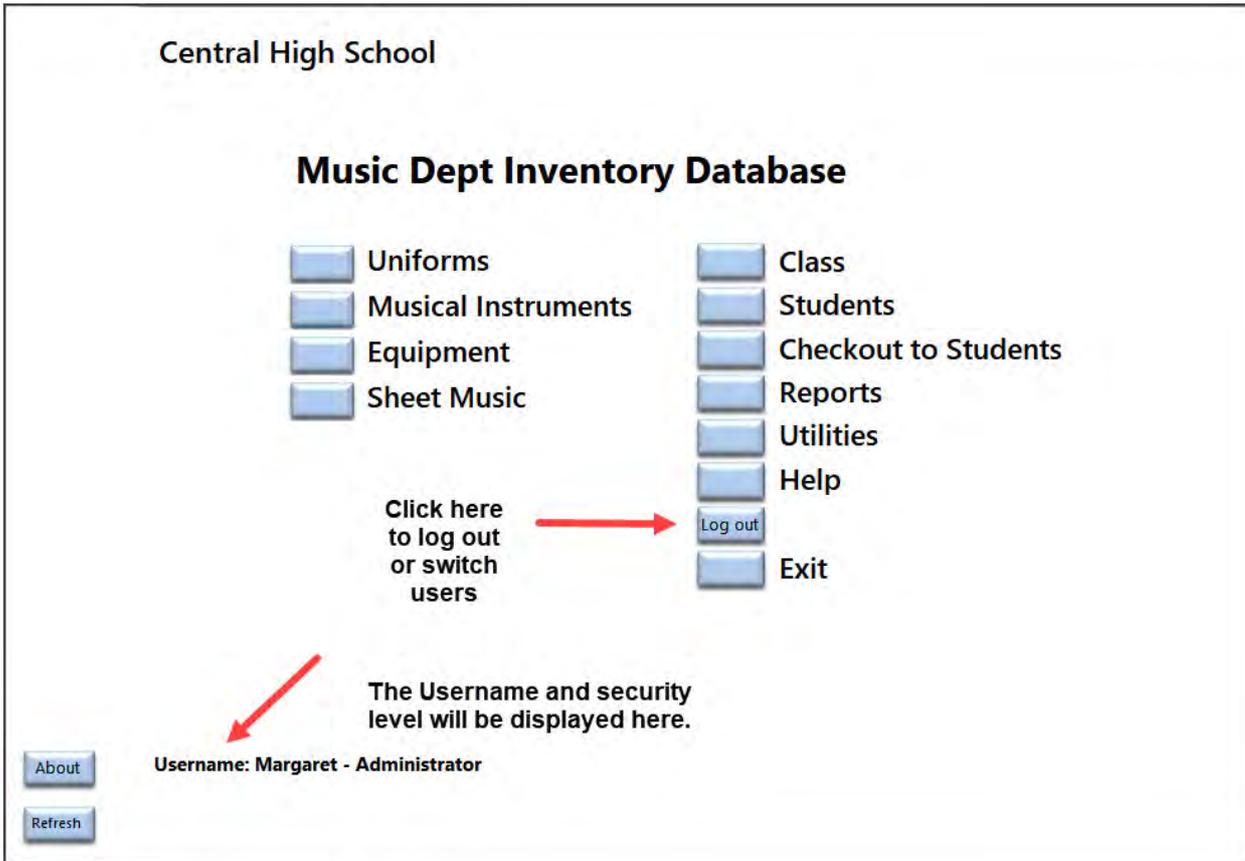
To delete a user - go to the Staff table and locate the staff member record. Click on the "X" button to delete the Username / Staff record.

### 5) Log-in:

Each time the database opens - the Log-in dialog box will appear. Select the Username off the list and enter the Password.



Once a user is logged in you will see their name and security level at the bottom of the screen. To log one user out and a new one in - click on the "Log Out" button.



**Incorrect Password:**

If a user enters an incorrect password they will receive a message and have the opportunity to try again. The Administrator can change the password for any staff member or themselves.

If the administrator cannot log-in - please contact Costume/Uniform Inventory Resources (1-855-468-8247) or info@costumeinventory.com to obtain an over-ride to the password. If you are not a frequent user of the database it might be a good idea to keep your password written down somewhere safe.



***Correct Password:***

When the user has entered the correct password they will see the Main Menu and their Username and User type listed on the screen. When a user adds / edits a record in the Uniforms, Instruments, Equipment or Sheet Music forms their username and date will be displayed at the bottom of the screen.

***Change User:***

If a single workstation is used by several people the users can log-out and a new user log in without having to exit the database.

On the Main Menu, click on the "Log-out" button. The user will be prompted to Log-in.

## General Utilities

These are a collection of general utility functions for the database:



### ***Make a Backup Copy of the database*** - [click here for more info](#)

It is very important that you make a backup copy of your database at least once a week - if not once a day. Even if your database is stored on a network and you are sure that the network administrator has set up the backup process you should still make a backup once a month to be sure.

If your computer has a hardware malfunction, is damaged (flood, fire, getting dropped) or stolen you could lose many hundreds of hours of work. Costume Inventory Resources is not responsible for damage to your database. We can try to help you recover your data if the file becomes corrupt but there are never any guarantees. A backup of your database is always the best plan.

Click on the link above to see more details and tips on making a backup copy.

### ***Database Statistics***

This utility will display the count of the records and photos in the database for all installed modules. It will also give the path where the database is stored and the size of the database front-end.

### Database Statistics

	<u># of Records</u>	<u># Photos</u>
Uniforms:	374	561
Instruments:	15	16
Students	9	5
Equipment:	30	16
Music/Scores:	3	
Class	8	
Rental Records:	5	

Location (Path) of Database Front End:	D:\1-Theatre Inventory Database\4 Music Dept Inventory Database\2018\Music Dept Inventory Database 8-1.accdb
Location (Path) of Database Tables:	D:\1-Theatre Inventory Database\4 Music Dept Inventory Database\2018\Music Dept Inventory Database DATAONLY.accdb

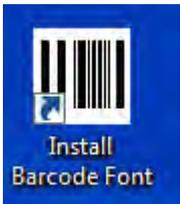
***Export to Excel***

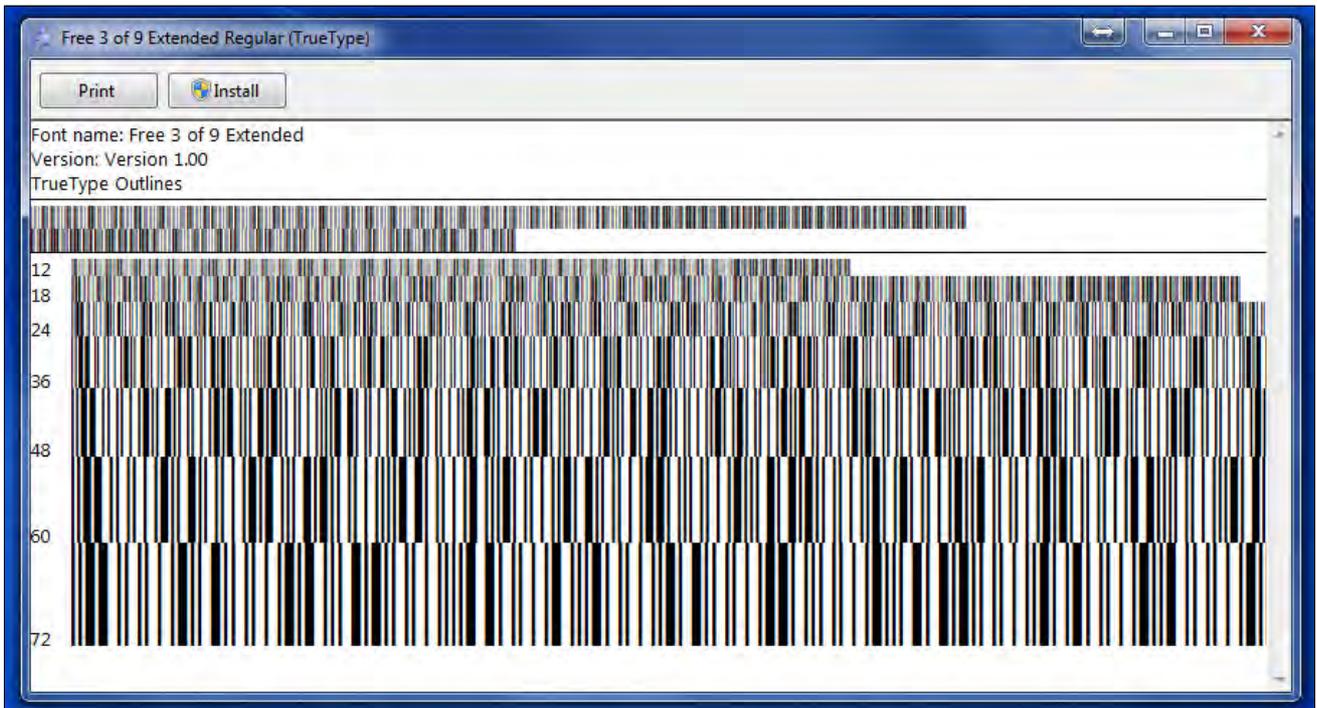
This feature will allow you export your Uniform, Classes/Activities, Instruments and Equipment records to an Excel spreadsheet.

***Instructions for Installing the Barcode Font***

Several reports including the Check-out / Rental Receipts and the Repair cards include the barcode with the TagID so that you can scan the report to check something in or find it in the database. In order to print the barcode on the report you need to have a Barcode Font installed.

The program installation will copy a free Barcode Font to your computer. To install that font you look for the "Install Barcode Font" icon on your desktop. Click on the icon and when the font install window opens up click on the "Install" button.





Here is a handout on the website with more details: [<< Click Here >>](#)

### View Software Registration Key

This utility will display the Software Registration Key for the Music Dept/Uniform Inventory Database and the date the program was registered.

### Setup Folders for Photos

This utility allows you to set up the folder names for your Uniform (and other modules) photos. When you go to load a photo into a Uniform Record the program will look to the folder that is listed here. This saves you time in searching through your computer to find the photos you want to link to your uniform/instrument/equipment records.

List of Installed Modules					Install New Module	Refresh	Close
Module Name:	Installation Date:	Display Order:	Path to find Photos:	To update the path for the Students photos go to the Student Module.			
<input type="button" value="Uninstall"/> Uniforms	8/9/2015	10	C:\Uniform Inventory Resources\Uniform Photos	<input type="button" value="Edit Path"/>			
<input type="button" value="Uninstall"/> Musical Instruments	7/9/2017	40	C:\Uniform Inventory Resources\Instrument Photos	<input type="button" value="Edit Path"/>			
<input type="button" value="Uninstall"/> Equipment	7/9/2017	60	C:\Uniform Inventory Resources\Equipment Photos	<input type="button" value="Edit Path"/>			
<input type="button" value="Uninstall"/> Sheet Music	9/6/2015	80	C:\	<input type="button" value="Edit Path"/>			

This is the path to the folder with the photos. It will save a lot of time when you are loading photos to the Uniform, Instrument records if you have the path entered here.

Enter the path (Drive, Folder) for the photos for each module. You can open the "Edit Path" window to have more room to type.

\*\* If you want the computer to remember the *last folder* that you used for selecting a photo you can enter the following code in the Photo Path field (instead of the path) : %CD%

[Re-Link Database Front End to Data tables](#) Click to view page.

**Print Box Numbers:**

Storing uniforms or equipment in boxes or tubs is very helpful. But having a number on the box and the lid is even more helpful. The program will print 2 copies of each number you enter (put in the starting and ending numbers) on Avery #6572 Permanent Labels 2" x 2 5/8 " labels, 15 labels per sheet.

**Select Box #'s to Print the Box and Lid Labels**

Starting Box #:

Ending Box #:

This number of boxes will require this number of pages of Avery Labels:



This report will print 2 labels per number on Avery #6572 Permanent Labels 2" x 2 5/8 " labels, 15 labels per sheet.  
Two labels are printed - one for the front of the box and one for the lid.

*List of Class / School / Years (In the Uniform Database it is called Employee Utilities/Year Started).*

Students can have their graduation year (Employees can have the year they started) listed in the Individual/Student/Employee record. The list of years is based on this table.

# List of Years

Add New Year

Close

Class Year or Year Started

▶	<input type="text" value="2010"/>	<input type="checkbox"/>
	<input type="text" value="2011"/>	<input type="checkbox"/>
	<input type="text" value="2012"/>	<input type="checkbox"/>
	<input type="text" value="2013"/>	<input type="checkbox"/>
	<input type="text" value="2014"/>	<input type="checkbox"/>
	<input type="text" value="2015"/>	<input type="checkbox"/>
	<input type="text" value="2016"/>	<input type="checkbox"/>
	<input type="text" value="2017"/>	<input type="checkbox"/>
	<input type="text" value="2018"/>	<input type="checkbox"/>
	<input type="text" value="2019"/>	<input type="checkbox"/>
	<input type="text" value="2020"/>	<input type="checkbox"/>
	<input type="text" value="2021"/>	<input type="checkbox"/>
	<input type="text" value="2022"/>	<input type="checkbox"/>
	<input type="text" value="2023"/>	<input type="checkbox"/>
	<input type="text" value="2024"/>	<input type="checkbox"/>
	<input type="text" value="2025"/>	<input type="checkbox"/>
	<input type="text" value="2026"/>	<input type="checkbox"/>
	<input type="text" value="2027"/>	<input type="checkbox"/>
	<input type="text" value="2028"/>	<input type="checkbox"/>
	<input type="text" value="2029"/>	<input type="checkbox"/>
	<input type="text" value="2030"/>	<input type="checkbox"/>
	<input type="text" value="2031"/>	<input type="checkbox"/>
	<input type="text" value="2032"/>	<input type="checkbox"/>
	<input type="text" value="2033"/>	<input type="checkbox"/>
	<input type="text" value="2034"/>	<input type="checkbox"/>
	<input type="text" value="2035"/>	<input type="checkbox"/>

## Backup Database

**Making backups of your database is Essential !** Not just a good idea but very, very necessary. Every month I am asked to help recover a database that has been corrupted or difficult to recover from a damaged hard drive. If you make a backup of your database every week or after every major data entry session you will be protected in case you hard disk crashes or the lap top disappears.

It is a good idea to make a backup to your computer - but also - to a flash drive or an external hard disk. That way you will have a copy away from the computer if disaster strikes.

The Backup Utility (on the Utilities Menu) will make a backup of the Database-DATAONLY file. This is where your data resides. This is the important file to have.

(Remember the Music Dept / Uniform Inventory Database xx.accdb file is just the forms and reports. A backup of this file is made at the time of the installation. If you can't find the Database xx file, contact us and we will supply it to you.)

**Backup Utilities** Close

**Date of Last Backup:**

**Set Backup Options:**

Folder Name:  Browse  
Where do you want the backup stored?

Name of Data File:  Select Filename

This example shows that this backup will be made to a local folder on the C:\ drive.

## Backup Utilities

**Date of Last Backup:**

**Set Backup Options:**      **Enter the drive letter for the USB or External Drive**

**Folder Name:**

Where do you want the backup stored?

**Name of Data File:**

This example shows that the backup will be made to an external drive "F:".

You may also see a log of the backups that have been made. Click on the View Backup Log button.

### Backup Log

Backup Log ID	Backup Date	Backup File Name
6	5/17/2018	F:\Backup\Music Dept Inventory Database DATAONLY.accdb BACKUP 20180517201.accdb
5	5/17/2018	F:\Backup\Music Dept Inventory Database DATAONLY.accdb BACKUP 20180517200.accdb
4	5/17/2018	C:\Uniform Inventory Resources\Music Dept Inventory Database\Music Dept Inventory Database DATAONLY.accdb BACKUP 201805171957.accdb
3	5/17/2018	C:\Uniform Inventory Resources\Music Dept Inventory Database\Music Dept Inventory Database DATAONLY.accdb BACKUP 201805171956.accdb
2	5/17/2018	C:\Uniform Inventory Resources\Music Dept Inventory Database\Music Dept Inventory Database DATAONLY.accdb BACKUP 201805171956.accdb
1	1/15/2018	C:\Uniform Inventory Resources\Music Dept Inventory Database\Music Dept Inventory Database DATAONLY.accdb BACKUP 201801152241.accdb
*	(New)	

### Restoring your database file:

\*\*\* To restore the data from a backup file - rename the file in the \Music Dept/Uniform Inventory Database folder to something like "Old Uniform Inventory Database DATAONLY.accdb" then copy the backup file to that same directory. Please contact us for help with this.

## Re-link Tables to Database Front End

### Re-link Database (Front end) to Data Tables (DATAONLY file)

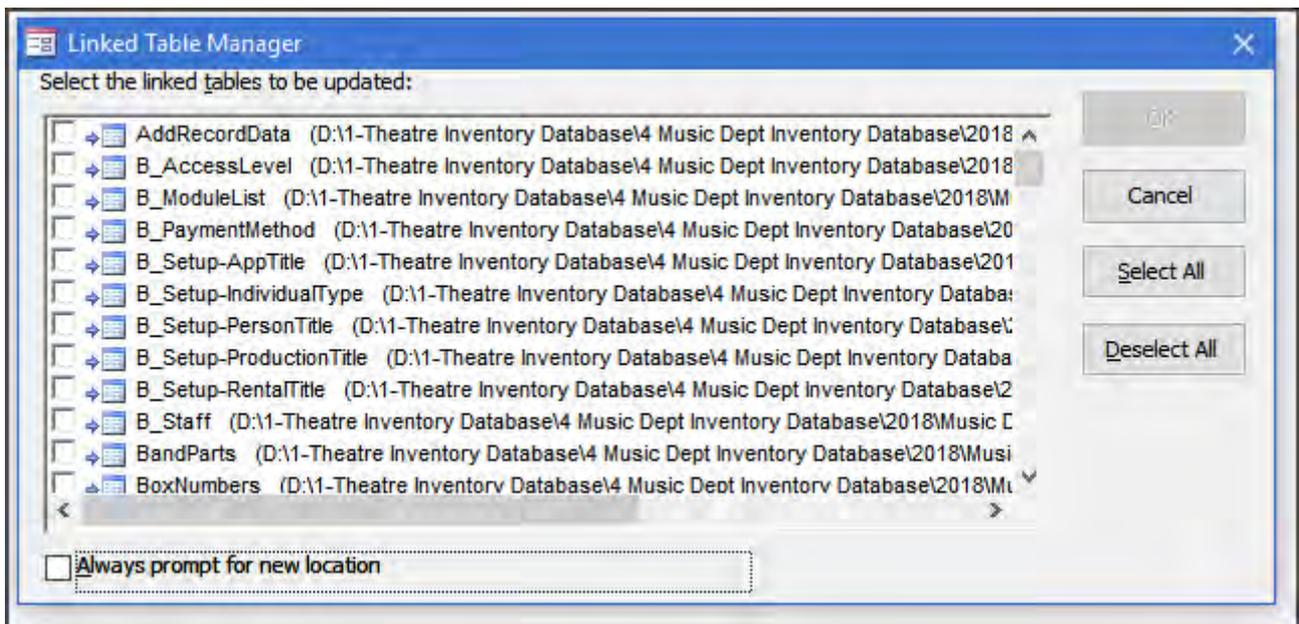
The Music Dept/Uniform Inventory Database is made up of two files: The database front-end - Music Dept/Uniform Inventory Database(ver#).accdr. This file holds the data entry forms, reports and the programming code that makes the database work. The 2nd file is the database back-end that holds the actual data - Music Dept/Uniform Inventory Database-DATAONLY.accdb. The database is split into these two files to make the backup process easier and quicker and to allow for multiple people working on a network to share the database.

The two files are linked and the links are managed through the "Linked Table Manager".

If your database back-end file gets moved the front-end will not be able to find it. The two files can easily be re-linked by using the Linked Table Manager.

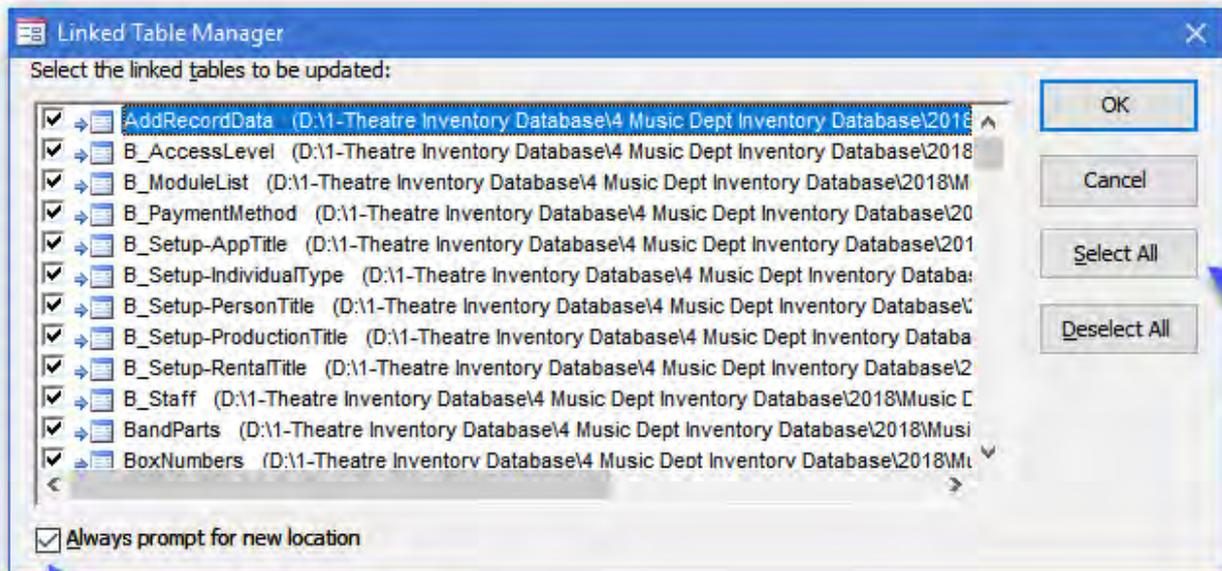
1) Go to Utilities

1) Click on the Re-link Data Tables button.



2) Click on the "Always Prompt for new location" button.

3) Click on the 'Select All" button.

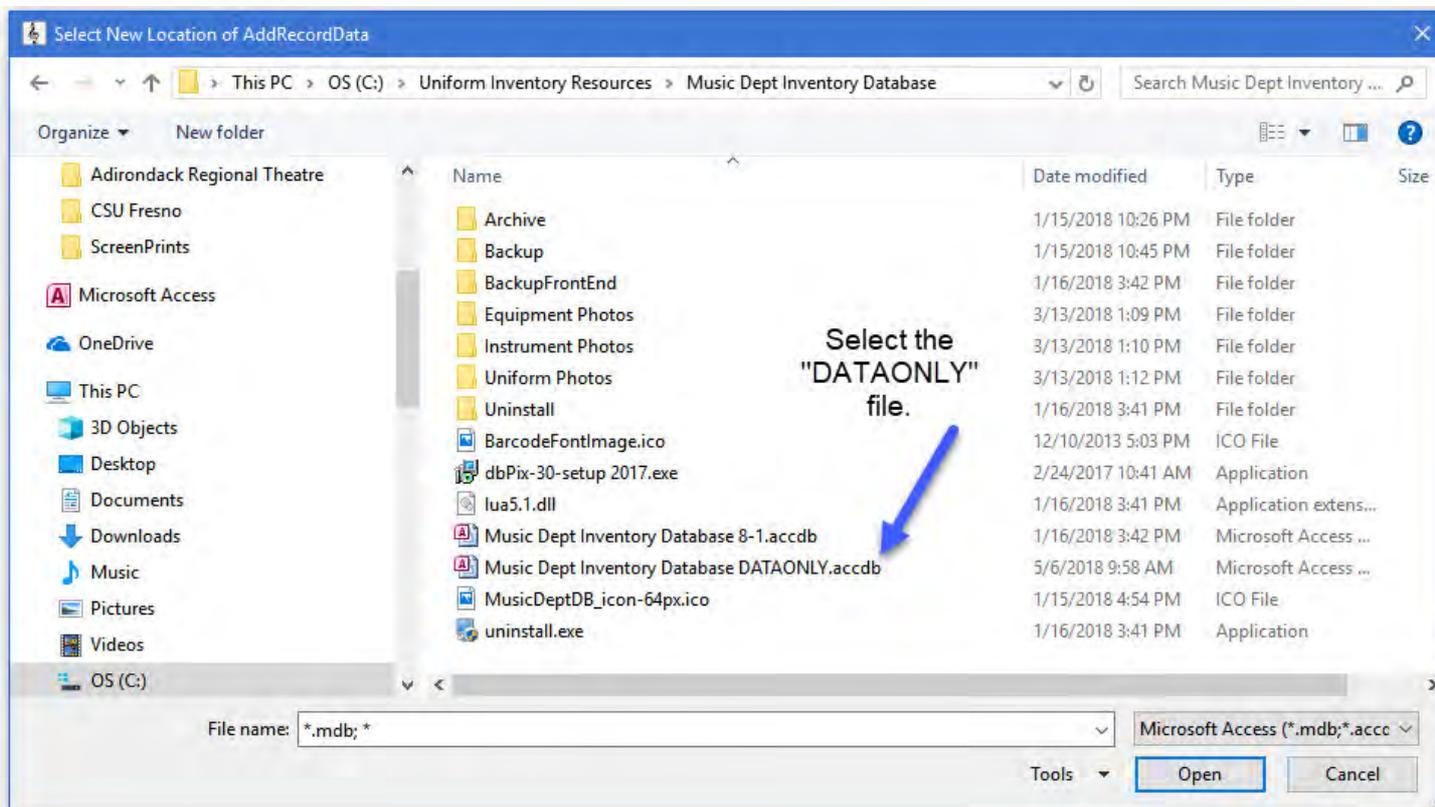


Click on the "Always prompt for new location"

Click on the Select All button

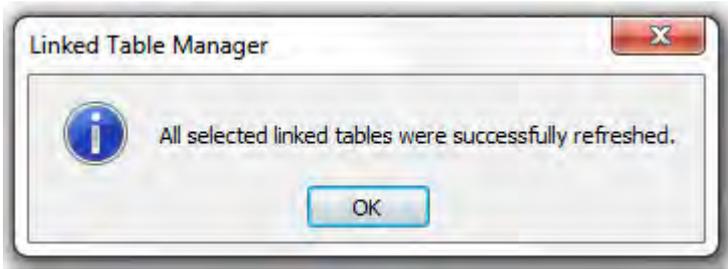
4) Click on the "OK" button.

5) Using the Browse window find the database back-end file (Music Dept / Uniform Inventory Database DATAONLY.accdb)



6) Click on the Open Button. The database will update the links.

7) When it is finished (you will see a message that all tables have been linked. Then click on the Close button.



## Application Titles

Application Titles: You can add new options to the lists of possible titles for several parts of the database:

**Application Titles**

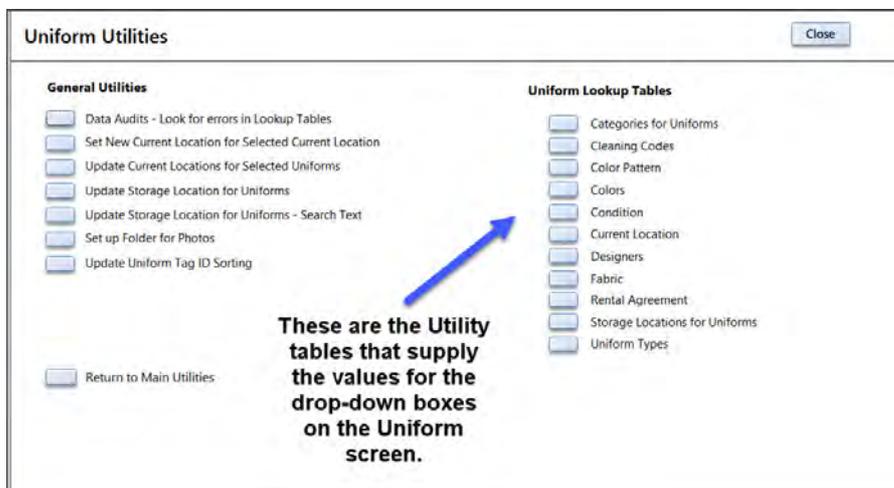
- Application Title
- Activities/Classes Title
- Checkout Title
- Title for Students/Performers

## Module Utilities

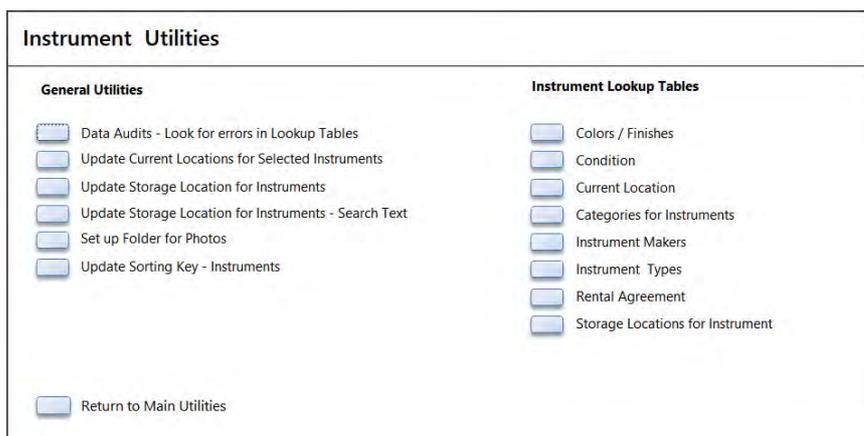
Each module has its own Utilities Menu



### Uniforms Utilities



### Musical Instruments Utilities



### Equipment Utilities

### Equipment Utilities Close

---

#### General Utilities

- Database Equipment Type / Descriptions
- Set up Folder for Photos
- Update Sorting Key - Equipment
  
- Return to Main Utilities

#### Lookup Tables

- Category / Media Type
- Conditions
- Current Location
- Divisions / Owners
- Equipment Item Types
- Manufacturers
- Rental Agreement
- Source / Supplier
- Storage Locations

## Sheet Music Utilities

### Sheet Music Utilities Close

- Instrument / Choral Parts
- Composers
- Condition (of Score)
- Leased From ...
- Ownership Type
- Publication Type
- Publishers
- Storage Location
  
- Return to Main Utilities

## Appendix

<TODO>: Insert description text here... And don't forget to add keyword for this topic

## A. Barcodes and Barcode Readers

### A. Barcodes and Barcode Readers

#### Introduction

The Music Dept Inventory Database is designed to accept input from Barcode scanners. If your inventory tags were printed with a barcode you may scan the Tag ID # (coded into the barcode) at any place where you set the cursor.



Look at the [Tutorial](#) on the Costume Inventory Resources website for more info.

#### Add a New Uniform with Barcode Scanner

To create a new uniform record using the barcode scanner - click on the "Add Uniform" button. A dialog box will appear that allows you to enter the ID # or use the next available ID#. The cursor should be in the field for "Enter New Number". Just point to the barcode on the tag and scan the code. The barcode number should appear in the field.

#### Uniform Check-Out

To check out uniforms/instruments/equipment to a student - open the Checkout / Rental record. Select the student who is checking out items. Note there are tabs for checking out Uniforms, Instruments and Equipment . Select the right tab and then place the cursor in the drop-down box under the words "Tag ID #". Scan the barcode and the Tag ID # will appear in the box. Move to the next record and scan the next code for the next uniform/instrument to be checked out.

#### Quick Uniform/Prop Check-In

On the Quick Uniform (or Instrument or Equipment) Check-In form, place the cursor in the "Enter Uniform Number". You may scan many items one after the other and they will automatically be checked in and listed below. If you have any comments to make regarding the uniform (such as stains or tears) you can enter them at this time by placing the cursor in that field. Once the comments are entered you will need to place the cursor back in the "Enter Uniform Number" box to proceed with the barcode scanner.

#### Looking for a Barcode Reader

If you have inventory tags or labels with barcodes you will need a barcode scanner/reader to read the codes quickly. This is especially useful for checking uniforms in and out. Several customers have asked about where to get barcode scanners. We sell 2 types of Barcode Scanners in our store ([www.costumeinventorystore.com](http://www.costumeinventorystore.com)). They are generally not available in office supply stores but are in electronics store like Fry's Electronics or online. Most any USB or wireless scanner will work as long as they are not Point-Of-Sale scanners.

We recommend both of these scanners: the Adesso NuScan 2100 U - for a durable, wired scanner. The 2100U has a 5' cable that plugs into the USB port. The TaoTronics Wireless scanner is also very good and has a small connector that plugs into the USB port. We have many customers using both types of scanners. ([www.costumeinventorystore.com](http://www.costumeinventorystore.com))

Amazon.com has many scanners: [www.Amazon.com](http://www.Amazon.com).

You can also look up B&H Photo and look for Barcode Scanners. They have a good selection and very competitive prices.

Here are a few things to consider:

1) **Cost** - the cost of scanners can be between \$39 and \$200 (for wireless). The less expensive scanners can have fewer options - such as turning down the sound (how loud does it beep?) - or how to set the auto on/off features. The more expensive ones have more features and will be more durable. If the cord gets too worn it will lose it's connection. Scanners are small and easily dropped. Look for a scanner that has a 5' drop tolerance. (both our scanners have a 5' drop tolerance). I like the \$75 to \$100 scanners.

2) **Shape** - everyone is different in how they like to hold a scanner. There are pistol grips and over-hand styles. It is a good idea to try to find one in a store and see how you like holding it. For a large inventory project you may be holding a scanner for a very long time so it is good to find one that is comfortable.

3) **Stand** - some scanners come with a stand to hold the scanner for you. The scanner is always on and you can pass a barcode under the scanner to read it. That might be OK for some things but not all as it will be hard to get a large uniform under the scanner. Most people opt to just hold the scanner while using it.

4) **Wired / Wireless** - Most scanners have a cord that goes into the USB port. You can also have a wireless model but is much more expensive. Wireless models work well if you have two people working the collection at once. One person can be at the computer to direct the cursor to the field they want. The other person can be 10 or 20 feet away in the collection or up a ladder and scanning the uniform tags.

## B. Uniform, Instrument and Equipment Tag ID's

### B. Uniform / Instrument / Equipment ID's -

Things to consider when setting up a new sequence: Uniform ID's must have 3 digits to be read by most barcode scanners. If you want to start with 1 then you should start with "001" or "101". You should consider the entire collection before assigning the ID's. If you want to code the uniforms by Uniform Type (i.e. all Accessories start with "ACC", "ACC101" Dresses are "DRE") or by the Class / Activity they are used for (i.e. Marching Band = "MB") that is fine but that needs to be decided before you start entering a lot of data. A little planning ahead will save a lot of work later.

The Uniform/Tag ID is essential to the Uniform records. Each Uniform piece must have a unique ID number. The ID number can contain numbers only or letters and numbers. When you add a new uniform piece record you will be asked to assign a new ID or accept the next ID in the sequence. Please note that ID numbers can start with one or more letters - such as ACC-001 or end with one or more letters - such as 1256a - but they ***cannot start and end*** with letters.

Sample ID #	Acceptable?	Reason
12345	OK	
ACC-521	OK	
1256a	Not Recommended	
BBD-123-A	Not Allowed	Cannot have letters at the beginning and end of the ID.
1	Allowed but not a good idea	Barcode scanners must have 3 digits, i.e. "001" or "101".

#### Understanding how the "next number" is calculated

When a new Uniform record is added and the next number in sequence is calculated the program will look only at the numbers within the ID number. See some examples below.

Current Number	Next number	Explanation
12345	12346	12345 + 1 = 12346
AAC-521	AAC-522	521+1 - Prefix stays the same

If you are copying a Uniform (Instrument or Equipment) record the program will do it's best to assign the next number in sequence. If the calculated ID number is not correct - you can always change it by clicking on the "#" button next to the Tag ID field.

## C. Database Errors and Events

### C. Database errors or events

#### Blank Reports and Results Screens

Most reports are designed to only print when the selected data is available to print. If you do a search for All Uniforms the Search Results report will print all records. But if you do a search for "Uniform Type" = "Belt" and Color = "purple" and you don't have any purple belts then the Results screen will be blank. Some reports may appear on the screen and be blank - that means that there is no data for that report at this time.

If you select to print a report of all uniforms that need repair and no uniform records are marked that they need repair - you will not get a report printed but a message that there is no data for that report and to try again. This is not an error in the program - it is just telling you that there is no data for the selection you made.

#### Receiving an Error Message

We have tried to find and fix all bugs in the Music Dept and Uniform Inventory Database but occasionally we find a new one. But there are several situations that can cause you to see a message from the program or MS Access - that may or may not be a bug. In any case, please contact us at Inventory Resources to tell us the error so we can correct it as best we can.

Incompatibility issues: The current version of the Theatre Inventory Database requires MS Access 2010, 2013 or 2016/Office 365. If you have MS Access 2007 it will not be able to open the database and display the forms.

Your data (Uniform, Instrument and Equipment records) is unaffected by the change and you will not harm the data by opening it in 2007 - you just won't be able to use the forms to get to it. Contact us for more info on how to upgrade your MS Access.

Macro Error: This can be caused by three things - 1) there is an error in the program (the famous bugs!!) or 2) the database has become corrupted and the code will not work. This can happen if you open the database with MS Access 2007 and 2010. or 3) You have opened the database in MS Office 64 bit (when you have the 32 bit version). In any of these cases contact *us* for an update or a database recovery.

New for Version 4 - if the program will not start the first time you try it and you get several "Macro errors" it may be that the dbPix30.exe file did not install properly during the program installation. Often if your computer or network have a lot of security the dbPix program will not install automatically. Go to the folder where you placed the database and double click on the file dbPix30.exe. Follow the installation instructions. Do not worry if you see it says "Evaluation copy". The software is fully licensed and the license information is embedded in the Theatre Inventory Database.

..... Scripts.... This error usually appears when the workstation has lost contact with the network - even for just a second or less. They can usually be resolved by closing the database and reopening it.

"Music Dept Inventory Database" is not a database - this happens when the database gets corrupted. The database can become corrupted by shutting down the computer before the database has finished closing down.

The Music Dept Inventory Database is designed to do a Compact and Repair the data tables file every time you "Exit" the program. This may take a few seconds or up to 2 minutes - depending on the size of the database file.

Please check the lower right side of the screen to see the progress of the query that compacts the database when it closes. Please contact *us* to see if we can recover your data.

Records show #Deleted instead of data: This can be caused by the database losing connection to a network or being shut down while the record was being written to the hard disk. Please contact *us* to see if we can recover your data.

## D. Sending a Copy of the Database

### D. Sending a copy of the database to Inventory Resources

**Occasionally your database may need to be repaired and you can make arrangements with us to fix it. In general you will need to send the database to Inventory Resources.**

To Send a copy of your database to us you can use our File Transfer service - TransferBigFiles.com. [Here is a link to a Resource Guide](#). Just follow the simple instructions and the file(s) will be sent to us.

If you have any questions, please call us at 855-468-8247.

## E. System Requirements, Installation and Security Settings for Windows

### E. System Requirements, Installation and Security Settings for Windows

The database applications are created in MS Access<sup>®</sup> 2010 as a Runtime version. This means that you do not need to own MS Access<sup>®</sup> 2010 or 2013/16 to open the program, enter/edit data, or print reports. (Sorry MS Access 2007 is no longer supported.) The Runtime application from Microsoft can be downloaded for free from the Microsoft site (see the link on the Resources Page or search for 'Microsoft Access 2010 Runtime'). Another Resource Guide is available to help you with that installation (see website - Resource Guides).

If you have MS Access<sup>®</sup> 2010 or 2013/2016 (32 bit version only) you may use that for the database and you do not need the Runtime software. Please see the notes below on modifying the Security Settings in MS Access<sup>®</sup> 2010 / 2013 / 2016.

#### System Requirements:

To run the application and the Runtime edition the computer needs

- Windows 8 or 10 operating system (32 or 64 bit)
- 1-2 GB of hard disk space (more for photos)
- 4 GB memory (**6 GB** or more recommended).
- MS Access 2010/2013/2016/Office 365 or the MS Access Runtime 2010 (free) 32 bit version

(If you have Office 2010 or 2013 or 2016 **64 bit** (*Office 64* not Windows 64) please contact *us* for a *custom* version. Additional fees may apply.

#### Installation Notes: (*for networks please see the Resource Guide for Network Installation*)

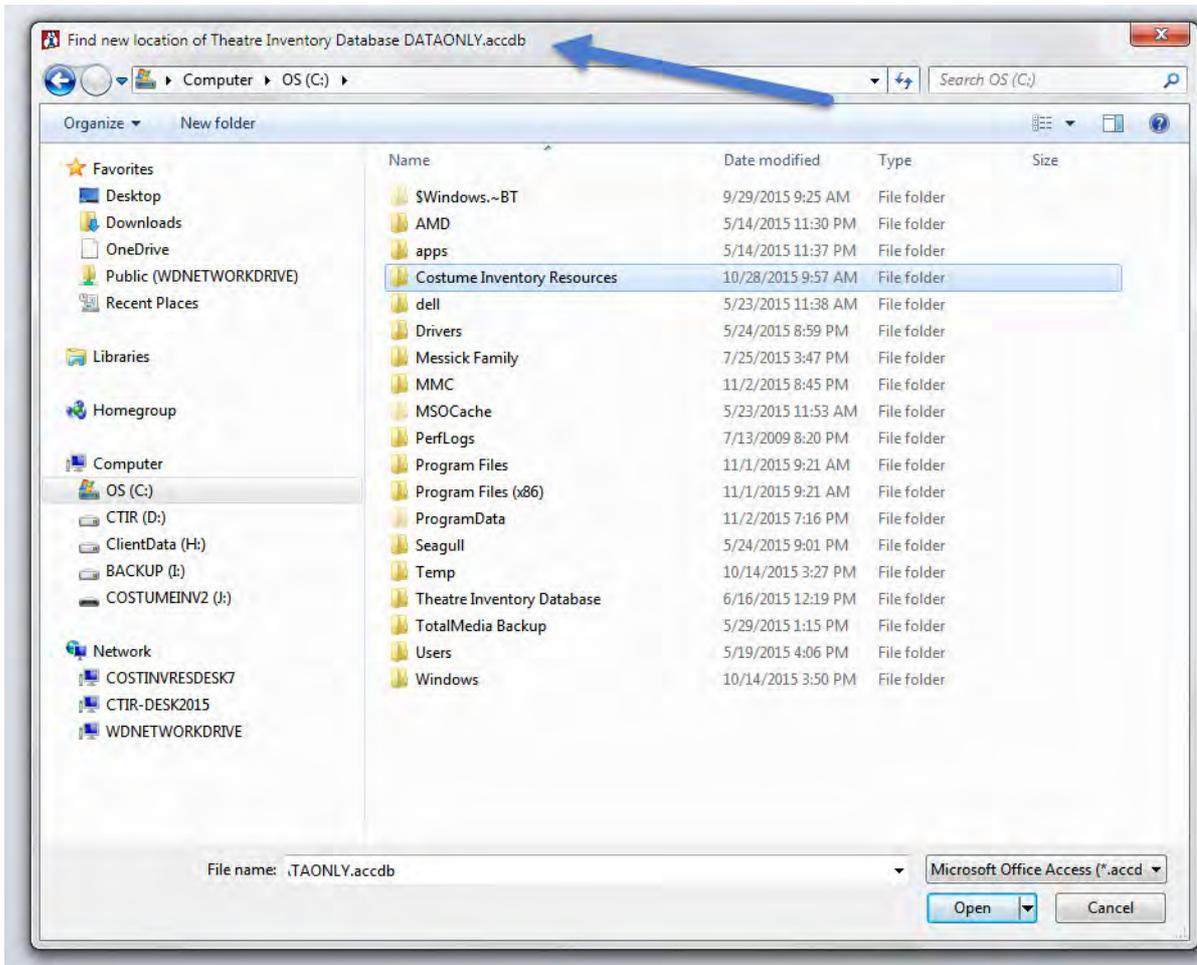
The database applications are delivered in an installation package. The package has an \*.exe extension - which means it will open and install the database quickly. The default folder for installing the database is:

C:\Uniform Inventory Resources\ *application name*

for the Music Dept Inventory Database the database will be installed in:

**C:\Uniform Inventory Resources\Music Dept Inventory Database**

You may change the destination folder at the time of the installation. If you change the installation folder you will be prompted for the location of the database tables which is a file called Theatre Inventory Database DATAONLY.accdb . Contact us for more information.



The database uses the dBPix-30™ technology to link photos (JPG, BMP, etc.) to the costume/prop records. The dBPix-30.exe file will also be installed in the same folder as the database. If you move the database files to another computer you will need to re-install dBPix on each computer that uses the database after MS Access or the Runtime is installed. If you get a message during the installation of the program about a file conflict, select "Ignore" from the options. This is a trivial issue with the dBPix installation package.

A barcode font will also be copied to the database folder. It can be installed in the Windows font directory from the "Install Barcode Font" desktop icon.



A desktop icon will be installed with a shortcut to the selected folder.

### Set up folder for Photos:

You will need to set up at least one folder for photos. It is best to store your photos in one folder (with subfolders as needed). A possible setup could be:

**C:\Uniform Inventory Resources\Photos**

On the "List of Installed Modules" screen (on the Utilities Menu) you can enter this path so the program will know where to start looking for photos when you are loading them into the data record.

## Trust Center / Security Settings:

If you get a message that tells you “A potential security concern has been identified” then you need to check the Macro Security settings in the Options setup (see below). These settings need to be modified in the MS Access/Office<sup>®</sup> program. You need to change the setting on each computer the first time you open MS Access<sup>®</sup>. After it is setup once these changes should stay.

Note: For installations that have only the MS Access Runtime software installed (not MS Office) you will continue to get this security message. Sorry. I am working on a fix but at this time there does not seem to be a way to get this message to go away.

### MS Access<sup>®</sup> 2010 / 2013 / 2016

MS Access<sup>®</sup> 2010/2013/2016 has many security parameters already set when you install the system.

The only one you need to be concerned with is the Macro Security setting. You need to change the setting on each computer the first time you open MS Access<sup>®</sup>. After it is setup once these changes should stay.

To change the Macro Security setting:

Open MS Access<sup>®</sup> 2010/2013/2016 (just open the application – not the Costume Inventory Database)

Click on the “File” menu tab (usually in red at the top left corner)

Click on “Options” (usually near the bottom of the list)

Click on “Trust Center” – the last menu item

Click on “Trust Center Settings” (usually on the right side of the dialog box)

Click on “Macro Settings”

Click on the lowest setting “Enable all macros”. It will tell you that it is not recommended but it is required to run VBA code and macros that are in the Inventory Databases.

Click “OK” twice to close the menu dialog boxes.

Close MS Access<sup>®</sup> and reopen it.

The Macro Security setting should now be set to run the Inventory Databases.

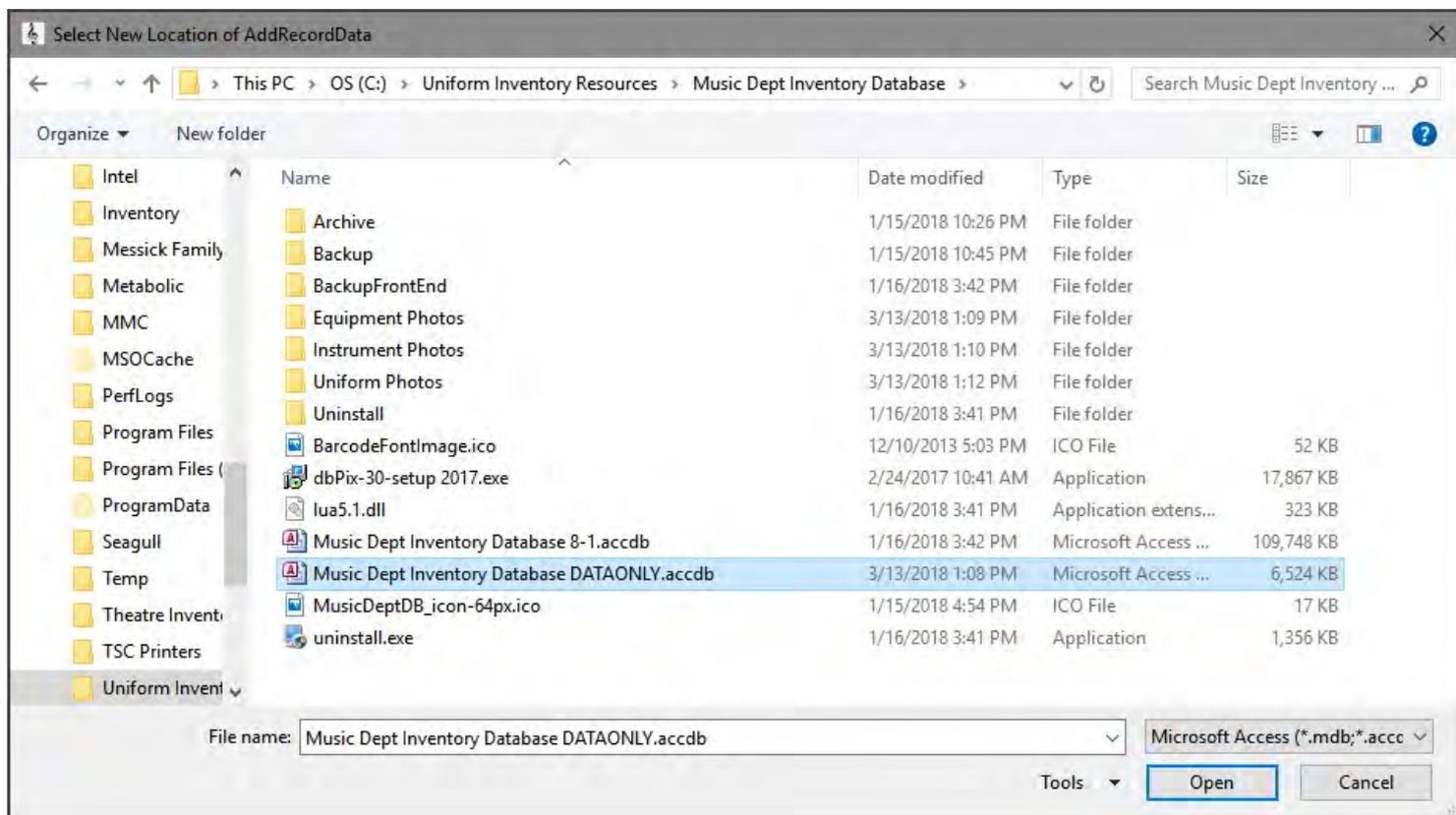
## F. Network Installation

### Network and Advanced Installation Notes

All versions of the Inventory Databases can be installed and shared on a Windows network. While many networks may differ in their setup here are a few items that are common to all.

1) The Music Dept Inventory Database is a **'split' database**. There is a front end, Music Dept Inventory Database accdr which has the forms and reports, and a back end, Music Dept Inventory Database DATAONLY.accdb which holds the data tables. The two files are linked using the Linked Table Manager.

If the database is installed in the default directory, C:\Uniform Inventory Resources\Music Dept Inventory Database, the two files will link up. If the database files are installed in another directory or drive they will need to be re-linked. When you start the database the program will prompt you to find the DATAONLY file. Once you select the file in the installation folder it will take care of the links.

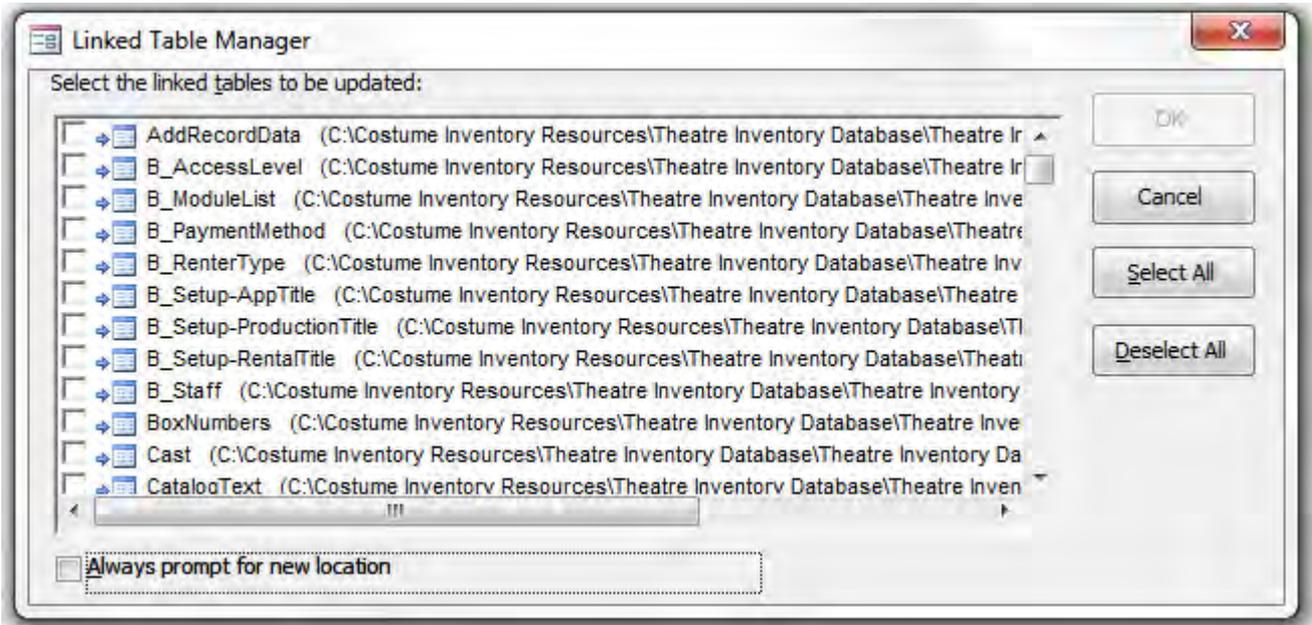


To link the tables yourself - go to the

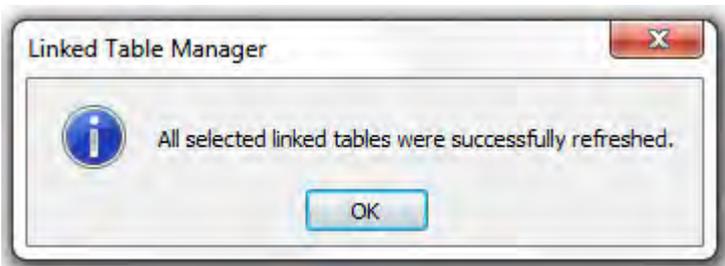
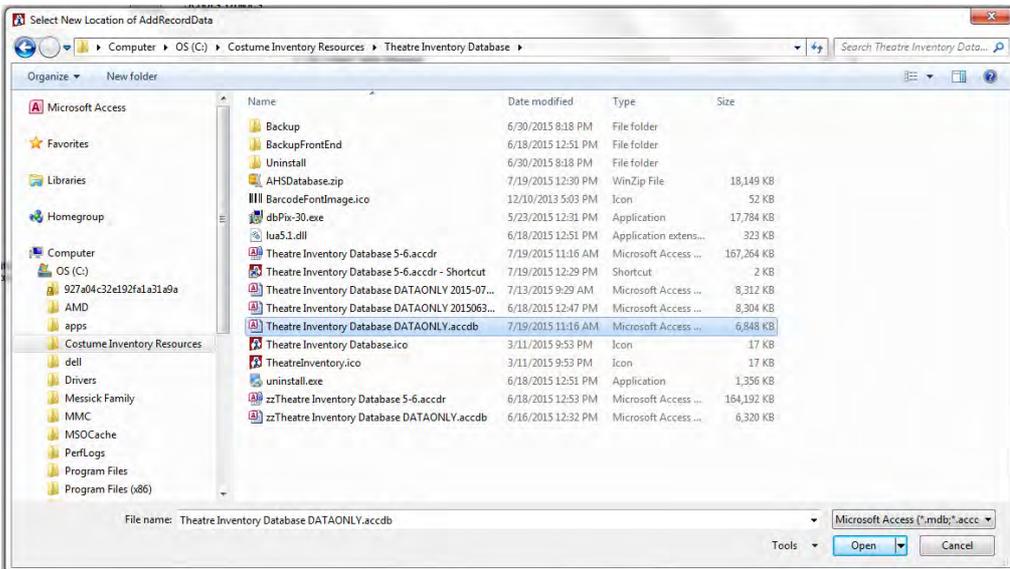
Utilities Menu - OR - Menu - External Data  
>Re-Link Data Tables > Linked Table Manager

On the Linked Table Manager - Select All Tables and click the check box

Browse to the location of the Music Dept Inventory Database DATAONLY.accdb and select it. You will get a message once all the tables are re-linked.



Click on the "Always Prompt for New Location" and "Select All". Then Click OK.



2) **Backups:** Backups are very important! Please be sure the database is backed up by the network software or locally. The Music Dept Inventory Database has a Backup utility that can be run by the users. It will back up the database back end (the data tables). A copy of the database front end (forms and reports) is created at the time of the installation. It is highly recommended that a daily backup of the back-end (Tables) database be run. A monthly backup of the front end database is all that is needed. See notes on mapped drives below.

3) The Inventory Databases need to be in a **"shared" drive/folder** and all users of the database need to have network read/write privileges for that drive/folder. The photos should be stored in a folder that also needs to

be on the network and shared. (If the photos stay on a workstation they will not be seen by others.) NOTE: the name of the shared drive must be the same for all users. See notes on mapped drives below.

4) Each workstation has to have **MS Access®** 2010, or 2013/2016 (32 bit only) installed or the free MS Access® Runtime 2010 (32 bit) available from the Microsoft website. Do an internet search for “MS Access 2010 Runtime” or go the Resources section of the [www.CostumeInventory.com](http://www.CostumeInventory.com) web page. (If you have **Office 64 bit** running, please contact us for the custom version. The Music Dept Inventory Database that you download from the website will not run in *OFFICE 64*. Office 64 and Office 32 cannot be run on the same machine.)

**\*\*\* Special note:** You must use the **same** version of MS Access on all workstations. The database may become corrupted or give you error messages if you open it with both MS Access and 2010 or 2013/2016

\*\* Each workstation should also have **4 GB of memory**. It is possible to run it with less but users may have issues displaying large numbers of photos or working with large databases.

\*\* Each workstation should have a shortcut installed to point to the database front end (the \*.accdr file) on the network.

5) The image processing software, **dbPix-30.exe** needs to be installed on each workstation after MS Access is installed. The dbPix-30.exe file can be found in the folder where you originally installed the database (C:\CostumeInventoryResources\.... To install the software copy it to each workstation and double click on the filename - dbPix30.exe - and follow the prompts. (Do not worry about it saying “Evaluation” during the dbPix setup. The license Info is embedded in the application.)

6) If you **move the database** to the network after you have been using it on a single PC you will also have to move the pictures to a shared location just like the database. If the uniform/equipment *records* already have links to a folder on the local PC then the links will have to be updated to point to the new network location. Contact us for help in updating the records. We can do it with a TeamViewer session in just a few minutes.

7) The newest version of the setup file also installs a **barcode font** so that when you print a check-out report or a repair card the barcode will be printed on the report - which can then be scanned. The barcode font will need to be installed in the fonts directory of each workstation. The font file name is: FRE3OF9X.TTF and a copy of it will be located in the same directory as the database.

8) If you are experiencing any “**write conflicts**” when 2 people are using the database at the same time, then the database front end (Music Dept Inventory Database.accdr) can be copied to the workstation for each users. The shortcuts for those users will need to be updated to point to the new location of the front end. The back end database (\*DATAONLY.accdb) should remain on the network drive. The front-end databases should not need to have the data tables re-linked but if they do, follow the instructions above.

9) It has been found that when shared databases are stored on **mapped drives** the Visual Basic code that is in the database can become corrupt or deleted. It is essential that the name of the mapped drive be the same for all users and that the network mapping happens before the database is opened. If the database will not open correctly and you get a message stating that the VBA code is missing or corrupt, replace the database front end file with a backup copy. That should fix the problem. The data is not affected by this problem. A copy of the database front end is made in a Backup folder at the time of the installation.

## G. Install Database on a Mac

The Music Dept Inventory Database (and the Uniform Inventory Databases) are written in MS Access - a Windows only application. It is possible and easy to use it on a Mac once you purchase / download and install additional software. Here is a list of the software programs you will need.

Please see the website for more instructions. [Resource Guides](#)

Software to purchase - if you do not have them already:

- VM Fusion® or Parallels® - these programs allow you to install MS Windows on the Mac and run Windows programs. Both will work with MS Office / Access and are easy to use and install. (I have only tested the VM Fusion product.)

VM Fusion®: <http://www.vmware.com/products/fusion/overview.html> Cost: \$49.99 (or less)

Parallels®: <http://www.parallels.com/products/desktop/> Cost: \$79.99 (\$49.99 at Amazon.com)

*Check the VM Fusion® and Parallels® websites for full documentation and support on these products. Please review the System (processor speed and memory) and Operating System requirements carefully. Older operating systems are not always supported. If you have problems with the installation please contact the software vendor directly.*

- MS Windows® 8 Home Premium license (the Professional is an option but more expensive and not needed to run MS Access or the database.)

Microsoft: [www.Microsoft.com](http://www.Microsoft.com) Cost: \$199

Amazon.com \$ 150 and up (There are a lot of versions out there - do not get an “Upgrade” or OEM (Original Equipment Mfg) version.)

Software to Download for free:

- MS Access Runtime software - available free from Microsoft. Once you have installed the VM Fusion (or Parallels) and MS Windows you can download and install the Access Runtime software.

Download it from: <http://www.microsoft.com/en-us/download/details.aspx?id=4438>

## H. Photos

### H. Photos

#### Setting up folders for photos

Photos are not stored in the database. They are stored in one or more folders on the computer or network and only the link (directory and file name) is stored in the database record.

The photos can be stored in any folder but it is advisable (to make it easier to find and back them up) to create one or more folders for that purpose. You can set up the default folders for Uniform Photos, Instrument Photos and Students (People) photos on the List of Modules screen.

Although the photos can be any size it is a good idea to **keep them under 0.5 MB (500 KB) each**. The Photo Gallery display from the Search Menu can become overwhelmed and will not display the photos if they are too large.

Once the path for the Photo folder is set here the program will open that folder every time you go to load a photo in the uniform, instrument, equipment, or student record. Currently the default path is set to the C:\ drive. If you don't set up your own path every time you go to load a photo you will have to redirect the program to your photos folder in the Browse window.

Be sure to copy all your photos to the directory you set up before you try to assign it to a uniform or instrument.

*If you are on a local PC or network: The photos are not backed up with the Backup Utility on the Utilities menu. These folders need to be backed up independently.*

#### Reducing the size of photos

The best way to manage the size of your photos is to reduce them in size **before** they are linked to a database record. There are several software packages available for free or low cost that will save a lot of headaches. One that I use is called "FastStone Photo Resizer" <http://www.faststone.org>. There are detailed instructions on the Support page on the website / Resource Guides: [http://www.costumeinventory.com/Resource\\_Guides.html](http://www.costumeinventory.com/Resource_Guides.html). Look for the "Tips for Saving Photos" Resource Guide.

#### Rotating photos:

Many times you will take a photo in a horizontal orientation and other times you will turn or rotate the camera to get the best photo. This rotation information is stored in the photo. Some times when you load (link) photos to a database record it will come in correctly and other times not. You can use the a right-mouse click over the photo in the database to open a menu which will offer you a "Rotate" option. This will rotate the image temporarily but will not keep that rotation. The next time you look at the record / photo it will be back with the original rotation.

The best way to fix that is to use a software program like "FastStone Photo Resizer" (see above) to rotate the photos before they are linked to the database record.

Sometimes - you need to rotate a photo 90 degrees right - then rotate it again 90 degrees left - and then it will display correctly. It sounds like it would be the wrong thing to do but it actually works.

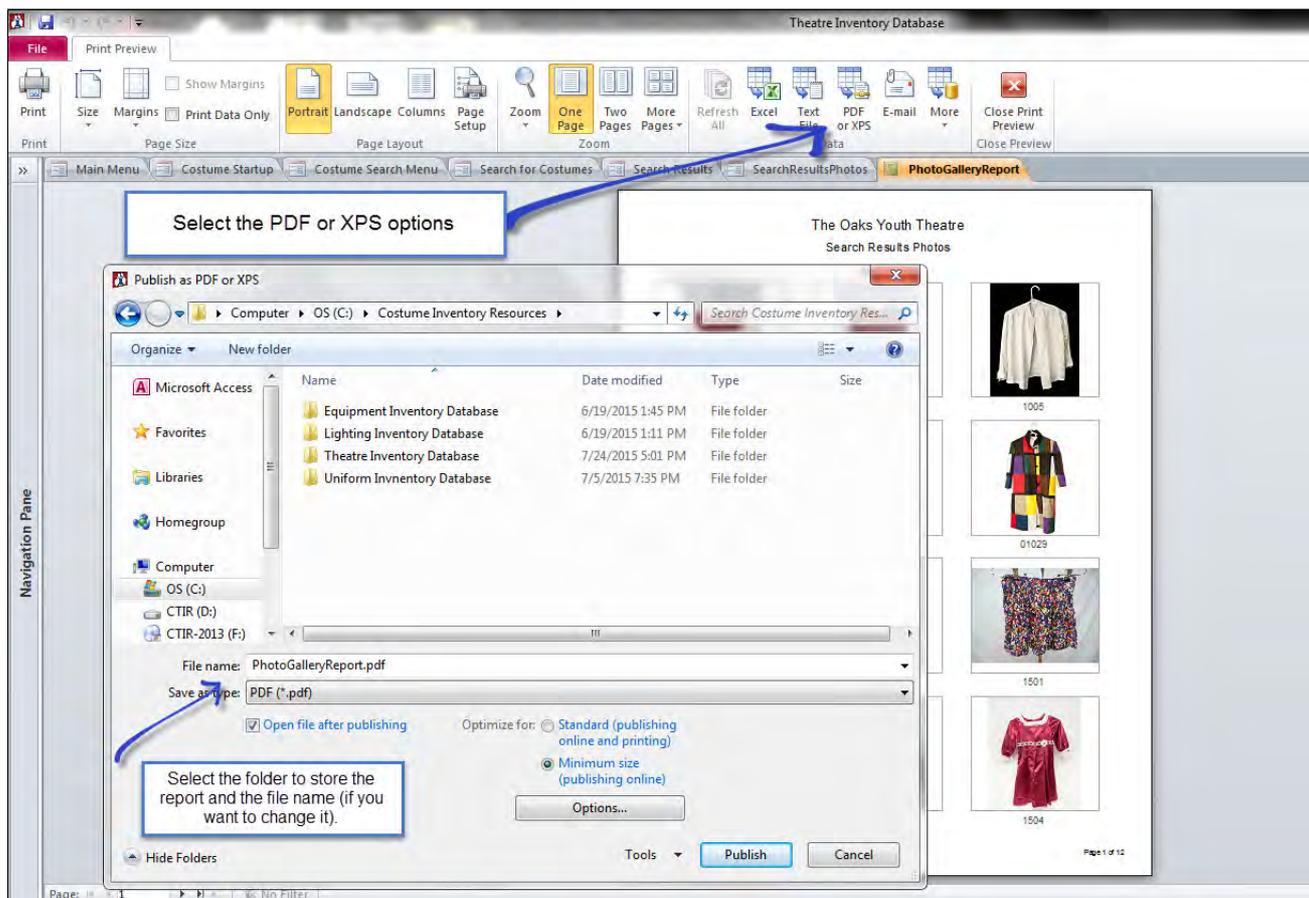
## I. Print to PDF

All reports can be printed to your printer or a PDF file. PDF Files can be emailed directly from the program if you have MS Outlook set as your default mail program.

The Print Preview menu options will look a little different between the full MS Access version and the Runtime version.

### To print to a PDF file:

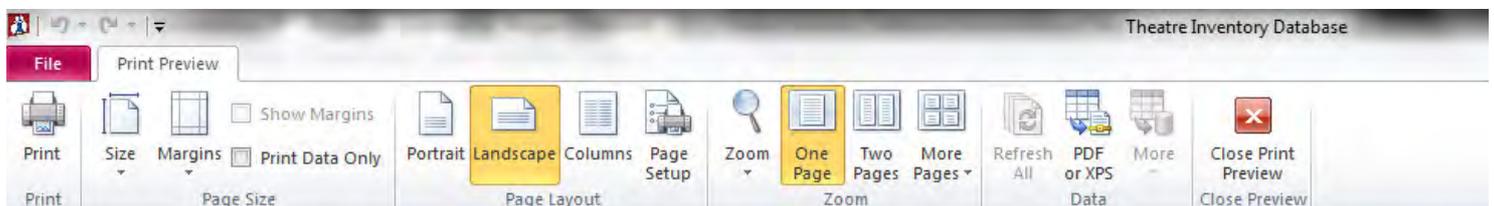
For the Full version of MS Access:



- 1) Select the PDF / XPS button
- 2) Select the folder where the file will be stored and the file name (if you want to change it).
- 3) Click "Publish"

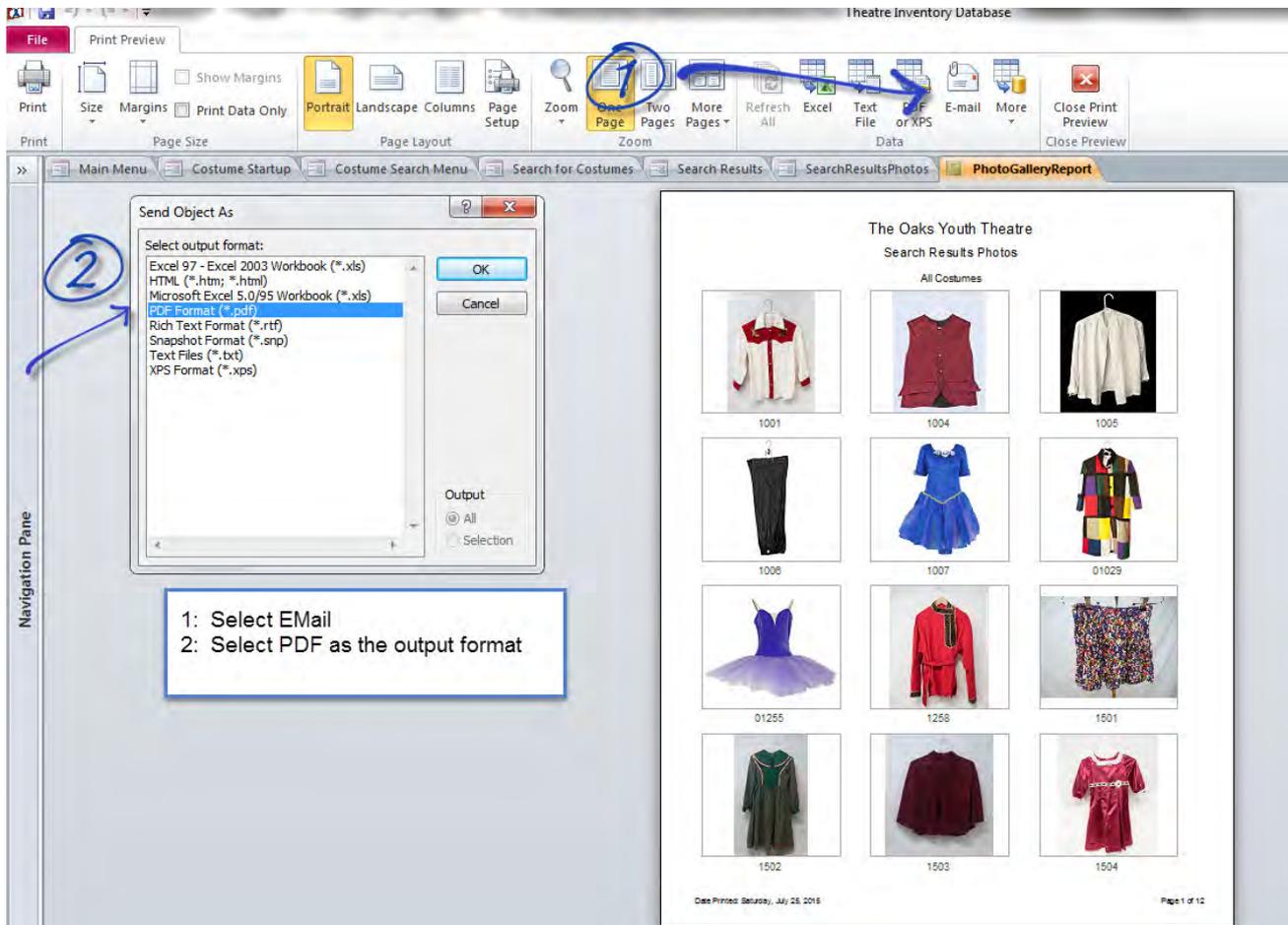
For the Runtime version of MS Access:

Depending on your installation you have fewer options but you will still have the PDF option. Follow the steps above to create the file.



## To Email a report:

- 1) From the Print Preview menu - select "E-Mail".
- 2) Select PDF as the Output format
- 3) Click OK and the report will be outputted. Your email program will open for you to enter email address of the recipient.



**\*\*\*\*\* In order for this to work - your version of MS Outlook (2010 or 2013/2016) must match your version of MS Access (2010 or 2013/2016) !!! If they don't match the email won't send.**

FILE MESSAGE INSERT OPTIONS FORMAT TEXT REVIEW ADOBE PDF

Cut Copy Paste Format Painter Clipboard Basic Text Address Book Check Names Attach File Attach Item Signature Follow Up High Importance Low Importance Zoom

To... margaret@costumeinventory.com

Cc...

Send

Subject Photo Gallery Report

Attached PhotoGalleryReport.pdf (298 KB)

Hi

Here is a test where I send an email directly from the Theatre Inventory Database !

*Margaret*



Margaret Messick  
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PO Box 4345  
Davis, CA 95618

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530-753-7143 (International)  
[www.costumeinventory.com](http://www.costumeinventory.com)

## **J. Contact Us**

For technical or sales support contact us at:

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