

Theatre Inventory Database - Feature List

Costume Pieces

Data Entry

Feature Name	Description	Link To UserGuide	Versions		
			10	9	8
Add / Edit	Add new costume piece record. Edit data.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Copy	Copy the current record to one or more new records	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Assign costs / fees	Each costume piece has fields for Cost (to make or buy), Replacement Value, Rental Fee and Dry Cleaning Fee	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Multiples -	Mark costume piece record as a "Multiple" so each item shares the same Tag ID	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Mark Costume Piece as Disposable	Costume pieces like False Eyelashes, Stockings, etc which are checked out to performers but are not to be returned, can be marked as "Disposable".	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
View Photo File Size	Popup added to display the file size in kb with a warning if files are over 750kb.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Add / View Photos	Link one or more photos to costume piece record.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Rotate Photos	Rotate *.jpg files left and right by 90 degrees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Add Repair and Alterations Notes	List one or more repairs or alterations. Search and print reports based on what needs repair	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Assign to Production	Assign costume piece to one or more productions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Assign to Ensemble	Assign costume piece to one or more ensembles. Ensembles may then be assigned to a performer.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
View Rental History	On the Costume Piece form you can view all the rental records for a selected costume piece.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Discard	Each costume piece can be marked as Discarded. The record stays in the database to view but is not selected for searches or checkouts.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Search

Feature Name	Description	Link To UserGuide	Versions		
			10	9	8
Search	Costume pieces can be located by searching by Tag ID, Costume Name, Costume Description and Costume Type	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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Search

Feature Name	Description	Link To UserGuide	Versions		
			10	9	8
Advanced Search	Costume pieces can be searched on by many fields on the Advanced Search screen.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Utilities

Feature Name	Description	Link To UserGuide	Versions		
			10	9	8
Send costume piece to Dry Cleaning	Each costume piece may be assigned to a dry cleaning order	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Rentals

Feature Name	Description	Link To UserGuide	Versions		
			10	9	8
Checkout / Rent	Each costume piece may be checked out or rented to an individual or organization	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Asset Management

Feature Name	Description	Link To UserGuide	Versions		
			10	9	8
Asset Management Reports	Several reports are available to list the count of all Costume Pieces, the total Cost/Value and the total Replacement Costs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>