Quick Start Guide for…

Equipment Inventory Database

What the Equipment Inventory database can offer:

▸ Create a record for each piece of Equipment (Sound, Media, Rigging, etc) with an ID #, Name, and many description fields and lookups (Category, Equipment Type, Manufacturer, and more.

▸ Search for Equipment by Name, Description, Equipment Type, etc.

▸ Check out/Rent Equipment pieces to students, faculty or other organizations.

▸ Create reports - List of Equipment, List of Equipment by Equipment Type, Equipment Checked Out, and more.

▸ Customize the menus, screen and report titles for your own inventory (Sound, Media, Rigging, etc.)

How to get started with the database

1. Download Free Trial from website. Install on your PC. MS Access required.

2. Open the database - The first time the database is opened, you will see the Software Registration screen. Enter your Software Registration Key or just press OK and you will continue to the Company Setup screen and then enter in the name of your company or school.   You may select the *Database Title* to customize the database screens with a title such as "Sound Equipment" or "Media Equipment". (Additional types may be added on the Utilities Menu). Complete as much other information as you wish. Note: If you plan on renting your equipment you should enter your company/school address and phone here so it will print on the Rental Receipt. The next screen is the Startup Menu. Look it over to get familiar with the menu options.

3. Utilities - Review the "Lookup Tables" screens and add data as necessary. These are the tables are used for the lookup/drop down boxes on the main screens - Categories, Equipment Item, Manufacturer, Storage Location, Division/Owner (if you track equipment for several groups)etc.

4. Equipment - Add records for each piece of Equipment. Enter in details such as description, Category, Equipment Item, Manufacturer, etc and load a photo if desired.

Other Features of the Equipment Inventory Database

Search Screen
>Equipment can be searched for by Name, Description, Category, Equipment Item Name, or other criteria. The results of the search can be viewed, sorted, or printed out. All reports can be printed to a printer or a pdf file. A pdf file can be emailed or placed on a website.

Renters
>Each person (faculty member, student or staff) or organization (a school or performing arts organization) that checks out or rents equipment needs to be entered into a "Renters" record in the database. The minimum amount of information needed is a name and contract information (email or phone). Once this record is created you can checkout equipment to them.
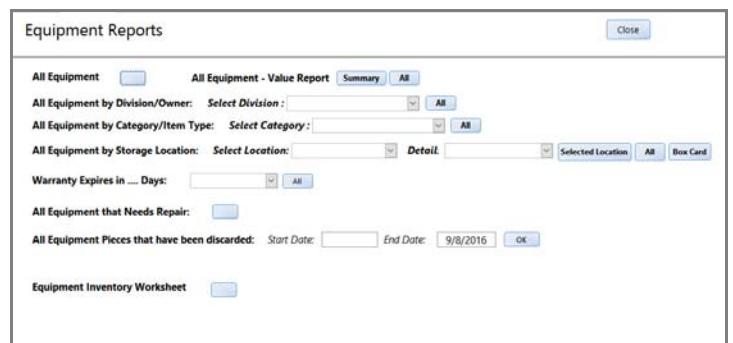
Checkout / Rentals
>Equipment pieces can be checked out to individuals or organizations who have been entered into the database. Rental Fees can be calculated based on the rental fees listed on each piece of equipment. A Rental Receipt can be printed which lists all items checked out. Several reports are available including "List of Equipment Checked Out", "Equipment OverDue", and more.

Reports Screen
>*Available reports include*: List of all Equipment pieces, Equipments by Equipment Category and Item (all motors or all speakers grouped together, etc.), All Equipment by Storage Location, All Equipment that Needs Repair, Value of all Equipment, and more.
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>Reports can be printed to a printer or a pdf file. To print to a pdf file, go to the Print Preview tab and look for pdf (Export). Follow the instructions for naming the file and entering the destination folder.

How can inventory labels help?

Three different custom printed adhesive inventory labels are available to identify each piece of Equipment that belongs to your organization. The number on the label matches the Equipment ID in the database.   The labels are easy-to-read and scan with a barcode scanner. There are standard plastic labels, cable labels and Extra Durable labels with a label and a extremely durable clear overlay. Labels can be applied directly to the Equipment or on a string tag which is then tied to the Equipment. *Costume & Theatre Inventory Resources is not responsible for lost labels or damage caused by misplacement of labels.*

Decided that you like the Equipment Inventory Database and want to use it? To use the software past the 30 day trial you need to purchase the Software Registration Key. It can be purchased from the store on the website http://www.costumeinventorystore.com/ or by calling 1-855-468-8247. The license is good for one organization to be run on a single Windows PC or on a Local Area Network. Contact us for more information.

Why Choose Costume & Theatre Inventory Resources?

★ *Great inventory database products* used by 400 organizations in 12 countries
★ *Dedicated Customer Service and Support*. See the website for FAQ's, Resource Guides, Tutorials. Email info@costumeinventory.com or call (toll-free)1-855-468-8247 if you have questions.
★ *Additional Inventory Products and Guides*, *Custom printed Inventory Labels, and more*
★

We are here to make every inventory project a success