



Managing *Student Records* in the Uniform Inventory Database

Creating a student record is easy and will help you with your check-out/check-in process.

***** Please note** that the Uniform Inventory Database has **minimal security** and if you are not able to secure your computer/network please do not put any sensitive information in the Student Records. To turn on Security in the Uniform Inventory Database - Go to the Utilities, Company / Application Information and look for the "Security" setting. This will give you the option of creating a Password and 3 levels of data entry options (Administrator, Data Entry (No access to Utilities) and ReadOnly).

Student Records can contain the following information:

Student Name

Student ID (if their ID has a barcode you can scan it to enter)

Class Year (Graduation year)

Contact Phone numbers and email

Parent or Other Contact

Photo

Measurements

List of Classes/Activities that student is enrolled in

History of Uniform, Instrument, Equipment/Props and Sheet Music check-outs

The screenshot shows a web form for a student record. At the top, there are buttons for 'Search', 'Add Record', 'Save and Close', 'Print Record', and 'Refresh List'. The student's name 'Margaret Messick' is displayed in a central box. Below this, the form is divided into several sections:

- Personal Information:** First name: Margaret, Last name: Messick, Student ID: 123789, Gender: F, Class Year: 2014. Home Phone: (530) 753-7143, Cell Phone: (855) 468-8247, Email: Margaret@uniforminventory.com.
- Address:** City: Davis, State: CA, Zip/Postal Code: [blank].
- Parents/Other Contact:** Contact Phone: [blank], Contact EMail: [blank], Other EMail: [blank].
- Notes:** [blank]
- Photo:** A cartoon illustration of a girl with blonde hair. Photo Path: C:\Uniform Inventory Resources\Student Photos\girls\girl6.jpg, Current: Yes.
- Measurements:** Date of Measurements: 10/26/2017. Jacket Size: M, Shirt Size: 38, Vest Size: [blank], Cummerbund Size: [blank], Hat Size: M. Pant Size: 12, Dress Size: 12, Leotard Size: M, Glove Size: M, Shoe Size: 8. Date of Birth: [blank], Age: [blank] years, Height: [blank], Weight: [blank].
- Body Measurements:** Bust/Chest: [blank], Cup Size: [blank], Shoulder Width: [blank]. Waist: [blank], Low Waist / High Hip: [blank], Hip: [blank], Girth: [blank]. Head Circum: [blank], Forehead To Nape: [blank], Neck: [blank]. Arm Length: [blank], Armseye: [blank], Biceps: [blank], Wrist: [blank]. In Seam: [blank], Out Seam: [blank], Thigh: [blank], Calf: [blank], Ankle: [blank]. Neck To Waist: [blank], Waist To Knee: [blank], Waist To Hem: [blank].
- Image Controls:** Load Photo, Zoom In, Zoom Out, Zoom Fit, Full Screen, Rotate, Delete Photo, Set Photo Path.

Measurements:

Each student record has fields for standard clothing sizes and specific body measurements. You can print a record for each student from the "Print Record" button.

To print a list of students for a class/activity with just a few measurement fields - go to the Student List form (to print a report for all students) or go to the Classes / Reports menu to print a list of students for the selected class.

Central High School Student Measurement List

Class / Activity: **Marching Band**

| Last Name | First Name | Class Year | Gender | Chest | Waist | Hip | Inseam | Outseam | Jacket Sz | Pant Size | Dress Size | Shirt Size | Shoe Size |
|-----------|------------|------------|--------|-------|-------|-----|--------|---------|-----------|-----------|------------|------------|-----------|
| Messick | Margaret | 2014 | | | | | | | | | | | |
| Messick | Parer | 2011 | | | | | | | | | | | |
| Messick | Rouse | 2016 | | | | | | | | | | | |
| Messick | Tim | 2017 | | | | | | | | | | | |

Class / Activity: **Orchestra I**

| Last Name | First Name | Class Year | Gender | Chest | Waist | Hip | Inseam | Outseam | Jacket Sz | Pant Size | Dress Size | Shirt Size | Shoe Size |
|-----------|------------|------------|--------|-------|-------|-----|--------|---------|-----------|-----------|------------|------------|-----------|
| Messick | Rouse | 2016 | | | | | | | | | | | |
| Messick | Tim | 2017 | | | | | | | | | | | |

Class / Activity: **Senior Choir**

| Last Name | First Name | Class Year | Gender | Chest | Waist | Hip | Inseam | Outseam | Jacket Sz | Pant Size | Dress Size | Shirt Size | Shoe Size |
|-----------|------------|------------|--------|-------|-------|-----|--------|---------|-----------|-----------|------------|------------|-----------|
| Messick | Margaret | 2014 | | | | | | | | | | | |
| Messick | Parer | 2011 | | | | | | | | | | | |
| Messick | Tim | 2017 | | | | | | | | | | | |

Activities:

Students may be enrolled / attached to one or more classes or activities. Look for the Activities tag and the drop-down list for the class/activity name. Once a student is assigned to the class their name will appear on the Class / Student tab.

Checkout History:

When a student checks out a uniform, instrument, piece of equipment or sheet music, a record of that checkout will appear in the appropriate tab on the Student form.

| Tag ID | Uniform Name | Date Uniform Out | Date Uniform In | Fee Paid | Class | Receipt # |
|--------|-------------------------------|------------------|-----------------|----------|---------------|-----------|
| 0003 | Marching Band Jacket | 11/10/2017 | | 3 | Marching Band | |
| 0006 | Black Band Pants | 11/10/2017 | | 3 | Marching Band | |
| 0004 | Marching Band Hat | 11/10/2017 | | 3 | Marching Band | |
| 0001 | White plume with silver mylar | 11/10/2017 | | 3 | Marching Band | |