



Multiples / Disposables Options

Uniform Inventory Record

Multiples:

Most items in the Uniform Inventory are quite valuable and have an individual inventory tag ID. But some items like ties or gloves or other small items are not worth tagging individually but are still checked out to students/performers and need to be tracked.

For those items that are inventoried but not tagged there is the option to classify them as a "Multiple". All items, for example a box of ties, will have the same ID number assigned. On the Uniform Inventory screen there is a field called "Multiple ?" with a (check box symbol). If the Multiples box is checked then you can enter a quantity, "Qty" amount. If there are 45 ties in the box, then the Qty would be 45. The "Qy Available" field is calculated based on the original quantity entered and the number of ties that are checked out. As the ties are checked back in the "Qty Avail" is increased.

To help with the Checkout and Check-in of items that are multiples - which may or may not have an inventory tag with a barcode - you can print out a large tag to put on the front of the box and a report with just the Multiples Items and their barcode. Either the label or the report barcode can be scanned to do a checkout / check-in.

Central High School

Uniforms

Search Add Uniform Copy Uniform Utilities Save and Close

Display Records Sorted by: Name ID ABC Print Uniform Record View/ Update All Uniforms Current Location Refresh Lookups

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

Description: Pre-tied black satin bow tie

Uniform Type: Tie	Category: Performance	<input checked="" type="checkbox"/> Multiple? ✓	Qty: 14	Qty Avail: 13	<input type="checkbox"/> Disposable?
Color: Black	Color Pattern:	Fabric: Polyester			
Adult / Child: Adult	Size: ONE SIZE	Enter more details below	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					
Notes: These tied are not inventoried separately. They all have the same #.					

Activities Measurements Repairs/Alterations Discard Notes Student Notes

Name:	Contact:	Check-Out Date:	Return Due Date:	Check-In Date:	Checked Out?
Yogi Bear		11/5/2017		11/5/2017	<input type="checkbox"/>
Judy Jetson		11/5/2017		11/5/2017	<input type="checkbox"/>
Leroy Jetson		11/5/2017		11/5/2017	<input type="checkbox"/>
Rosie Messick		11/5/2017			<input checked="" type="checkbox"/>

Current Location: Multiple Checkouts

C:\V\Photo

Bow Ties

T001

Barcode Label on Storage Box

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Uniform Options - Multiples

www.uniforminventory.com

Disposables:

Some items are purchased by the school to be distributed with the uniform but are not expected to be returned. This may include gloves, socks, leotards, etc. These items are considered 'Disposable'. You may have 50 pairs of gloves at the beginning of the season. You check out 45 pairs to your students and you will have only 5 pair remaining. The Quantity field starts out at 50 but as each pair of gloves is checked out the Quantity is decreased by one pair. On the Checkout screen for the student who checks out the gloves, the Check-in Date is filled in automatically when the gloves are checked out so you don't have to worry about it when the rest of the uniform is checked back in.

Central High School
Uniforms

Tag ID: G005 Uniform Name: Gloves - Cotton
Description: Cotton Gloves

Current Location: Multiple Checkouts

Uniform Type: Gloves Category: Performance + Multiple? Qty: 2 Qty Avail: 2 Disposable?

Color: White Color Pattern: Fabric: Cotton

Adult / Child: Adult Size: S Enter more details below Gender: Condition: Good

Source: Dshowcase Date Acquired: 2017 Designer:

Cost: \$2.50 Replacement Cost: \$205.00 Rental Fee: \$0.00

Cleaning Code: 3-Gentle hand wash in cold water; user Woolite or similar mild detergent, rinse well and drip dry

Storage Location: Main Storage Details: Box 2

Notes: Include Notes on Checkout?

Activities Measurements Repairs/Alterations Checkout History Discard Notes Student Notes

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

Special Labels and Reports for Multiples and Disposables:



1 - Box Report - Summary



2 - Box Numbers



3 - Box Titles (can be 2" x 4" labels or Business Cards)



4 - Label with Barcode

Uniform Reports

Uniform Reports

List of All Uniforms: All Count Summary w/ Photos By Uniform Type Summary By Uniform Type
List of All Uniforms by Class Orchestra 1 With Photos Summary by Size Barcodes for Multiples
All Classes with Photos

List of Uniforms for Selected Current Location: All

List of Uniforms that Need Repair:
All Uniforms that have been Discarded: Start Date: End Date: 11/8/2017 OK
Uniform Inventory Worksheet:

Uniform Storage Reports

Print List of Uniforms by Storage Location: Box Titles (Bus Cards or 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: Select

Central High School
Marching Band

List of Uniform Tag ID's which have Multiple Pieces

Size	
S	Tag ID: G005 Gloves - Cotton Barcode: G005
M	Tag ID: G007 Gloves - Cotton Barcode: G007
L	Tag ID: G009 Gloves - Cotton Barcode: G009

5 - Report with Multiples Tag Barcodes