

## Quick Start Guide for...

# Lighting Inventory Database

### What the Lighting Inventory database can offer:

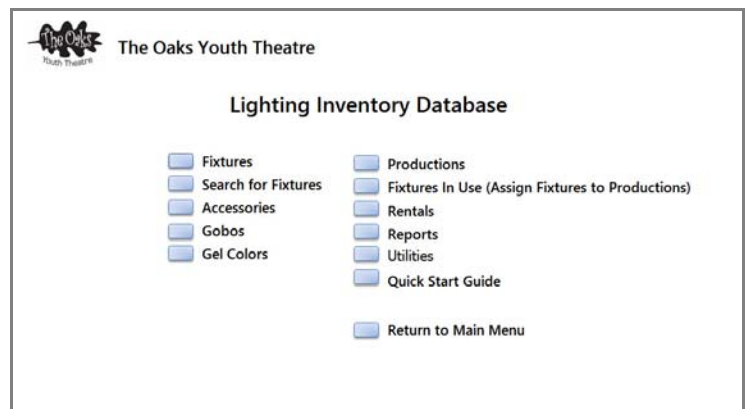
The Lighting database can organize and track lighting fixtures, gels, gobos, and accessories.



- ▶ Create a record for each fixture, accessory, gobo and gel color with a detailed description and optional photo.
- ▶ Assign a fixture to a production.
- ▶ Search for fixture, gel, gobo, or accessory.
- ▶ Rent fixtures and accessories to other Organizations.
- ▶ Create Reports - List of Fixtures, All Fixtures for a Production, Fixtures by Storage Location, Rental Receipts, and more.

### How to get started with the database

1. Download the database from the website and install on your PC.
2. Open the database - The first time the database is opened, you will see the Software Registration screen. Just press OK and you will continue the Company Setup screen and then enter in the name of your company or school. Press Save and Close. The next screen is the Startup Menu. Look it over to get familiar with the menu options.
3. Utilities - Review the tables and add data as necessary. These are the tables used for the lookup/drop down boxes on the main screens - Fixture type, Gel Colors, Frame type, etc.
4. Inventory - Add records to the Fixtures, Gel Colors, Accessories, and Gobos tables. You will add one record per fixture. You will probably add one record per Gel color and enter the quantity of gels for that color.



### Fixtures Screen

**Contains the information about a Fixture:** fixture name, current location, (i.e. storage, checked out, in production, etc.), fixture type, lamp type, lens, connector, electrical rating, manufacturer, frames, original cost, date acquired, source purchased from, and storage location (when not in use) and more.

## Accessories Screen

**Contains information on Accessories** (stands, barn doors, cables, etc.): accessory name, accessory type, total quantity, description, manufacturer, and original cost. The quantity available will be calculated when accessories are assigned to fixtures in Productions or rented.

## Gobos Screen

**Contains information on Gobos:** gobo name, quantity, description, manufacturer, original cost. The quantity available will be calculated when the gobo is assigned to a Production or rented.

## Gel Colors Screen

**Contains information on Gels:** color, quantity in stock, and manufacturer. Enter one record per color and enter the quantity in stock.

## Search for Fixtures

Search for fixtures by description, fixture type, storage location and more. Print a list of the results.

## Productions Screen

To start with, enter in either the current or next production information. Enter the production name, venue, performance dates (be sure to include year), start date, end date, and notes. Then assign fixtures to the production, by clicking the "Add Fixture" button. Reports available by Production.

## Fixtures-in-Use Screen

Under this section you will now be able to assign a Fixture to a production and then list the gel colors, accessories, and gobos that will be used with that fixture. Building the records in this format will allow you to save all fixtures used in a production. The next time you do that production, you will have the information at your fingertips. You can change the In-Use Status (from Current to Saved) for all fixtures assigned to a production once a production is over.

## Rental / Check Out Screen

All Fixtures can be rented or checked out to another organization. **Enter the Organization** information - name, contact info, etc. **Create a rental record** - organization, date fixtures due back, etc. **Add fixtures, accessories, gels, etc.** **Print receipt.** There is an option to Check-In items one at a time or with a quick check-in using a barcode scanner.

## ***How can inventory labels help?***

Five types of labels are available: **Heat tolerant** (up to 500 degrees F), **Cable** (to wrap around the cable), **"Extra Durable"** (a very durable label with a clear overlay), **Industrial** (for rough surfaces) and our **standard** adhesive labels. Please contact us for free samples. Each label has an identifying number and optional bar code that can be entered in the database and identifies each piece of equipment. Cable, Extra Durable, Industrial and standard labels can be applied directly to the non-heated equipment or on a string / tyvek tag which is tied to the fixture. *Costume & Theatre Inventory Resources is not responsible for damage caused by misplacement of labels.*

**Decided that you like the Lighting 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.

## **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, User Guides and more. Email [info@costumeinventory.com](mailto:info@costumeinventory.com) or call 1-855-468-8247 if you have questions.
- ★ *Additional Inventory Products and Guides*  
Custom printed Inventory Tags and Labels, Rack Dividers and more

Organization	Contact Name	Qty	Date Checked Out	Return Due Date	Check-In Date	
Davis High School	Margaret Messick	1	9/8/2016	9/30/2016		<a href="#">View</a>