

## Theatre Inventory Database - Feature List

### Props / Sets

#### Data Entry

Feature Name	Description	Link To UserGuide	Versions		
			10	9	8
Add / Edit	Add new props or set piece record. Edit data.	<a href="https://www">https://ww</a>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Unique Tag IDs	Each Props/Sets record will have a unique Tag ID. When a new record is added or copied, the next number in sequence can be chosen for that Tag ID or a completely different one can be used.	<a href="https://www">https://ww</a>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Copy	Copy the current record to one or more new records	<a href="https://www">https://ww</a>	<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="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Add / View Photos	Link one or more photos to prop/set piece record.	<a href="https://www">https://ww</a>	<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="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rotate Photos	Rotate *.jpg files left and right by 90 degrees	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Add / Edit Repair notes	List one or more repairs. Search and print reports based on what needs repair.	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Assign Props/Sets to Ensembles	Props/Set pieces can be assigned to an Ensemble record and listed on Production/Role reports	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

#### Search

Feature Name	Description	Link To UserGuide	Versions		
			10	9	8
Search by Tag ID	Search by Tag ID on Main Data Entry screen	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Search by Name or Description	Search by Props/Sets Name or Description on Data Entry Search popup or Advanced Search	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Search by many fields	The Advanced Search feature is designed to search on multiple fields	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Advanced Search - Results	View Search Results on screen, as Photos in Photo Gallery, or print results in multiple photos	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Select group of items to view by Tag ID	View list of Props/Sets that were selected by Tag ID. Print variety of reports, with and without photos	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

## Props / Sets

### Reports

Feature Name	Description	Link To UserGuide	Versions		
			10	9	8
Reports Menu	Print over 20 different reports to printer or PDF	<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
Update values in lookup tables	Update the values in the Lookup Tables - i.e. Props/Sets Type, Item Names, Time Period, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Update Current Location and Storage Location	Update a group of records for new Current Location and Storage Location	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Export data to *.xls	Export data to Excel file	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
View Database Statistics	View the total number of records and the number of photos in the database	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

### Productions

Feature Name	Description	Link To UserGuide	Versions		
			10	9	8
Add / Edit Productions	Add new Productions to database.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Assign Props /sets to Production	Props/Set pieces can be assigned to Productions. Reports can be printed.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Print Reports of all items assigned	Print reports (with and without photos) of all Props/Sets assigned to a selected Production	<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
Props/Sets can be checked out to performers or rented to other organizations.	Multiple checkout and rental reports are available to print.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Quick Check-in	Check-in items by scanning barcode in Quick Check-in window.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Reports of what is still checked out	Print a list of Props/Sets that are still checked out - by Renter, by Tag ID, by Return Due Date, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

## Props / Sets

### Individuals/Organizations

Feature Name	Description	Link To UserGuide	Versions		
			10	9	8
Create records for Individuals or Organizations	Create a record for each individual or organization with all their contract information to use for Checkouts / Rentals	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
View Rental History	View the list of items checked out the the individual or organization.	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

### Asset Management

Feature Name	Description	Link To UserGuide	Versions		
			10	9	8
Print Asset Management Reports	Print Summary and Detailed reports of all assets to printer or PDF	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>