Equipment Inventory Database

Lighting Equipment, Sound Equipment, Tools

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User Guide

2018

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Equipment Inventory Database

The Equipment Inventory Database contains modules for tracking your Lighting Inventory, Sound & Multi-media Equipment Inventory, Tools and Misc. Equipment. Modules can be installed or un-installed as needed. If you purchase only the Lighting Inventory Database your software registration key will only unlock that module. If you choose to add the Sound Equipment (or Tools) Inventory Database later, you can purchase that key and unlock that module.

The Equipment Inventory Database User Guide contains these sections:

Lighting Equipment (Fixtures, Accessories, Gobos, Gels, and the Fixture In Use module) and Productions

Sound & Multi-Media Equipment (Sound Equipment)

Tools & Misc Equipment (Module for tracking shop tools, rigging motors or any other misc. equipment)

Rentals

Reports

Utililties

To see a list of New Features as they are added to the database - see the New Features section.

New Features for 8-7

In 8-7 there are many changes to the Lighting and Sound Equipment Modules.

Lighting:

1) Gobos -

a. New Fields:

The Mfg ID # and Discard fields have been added. The arrangement of the fields has been slightly altered. The Mfg name has been moved up to the top and the Mfg ID# has been added. The Discard fields (Discard, Discard Date, Discard Reason and Value at time of Discard) have been added. Discarded Gobos will not show up in reports or searches.

The Search for Gobos has be modified to add a Search by Mfg and Mfg ID:
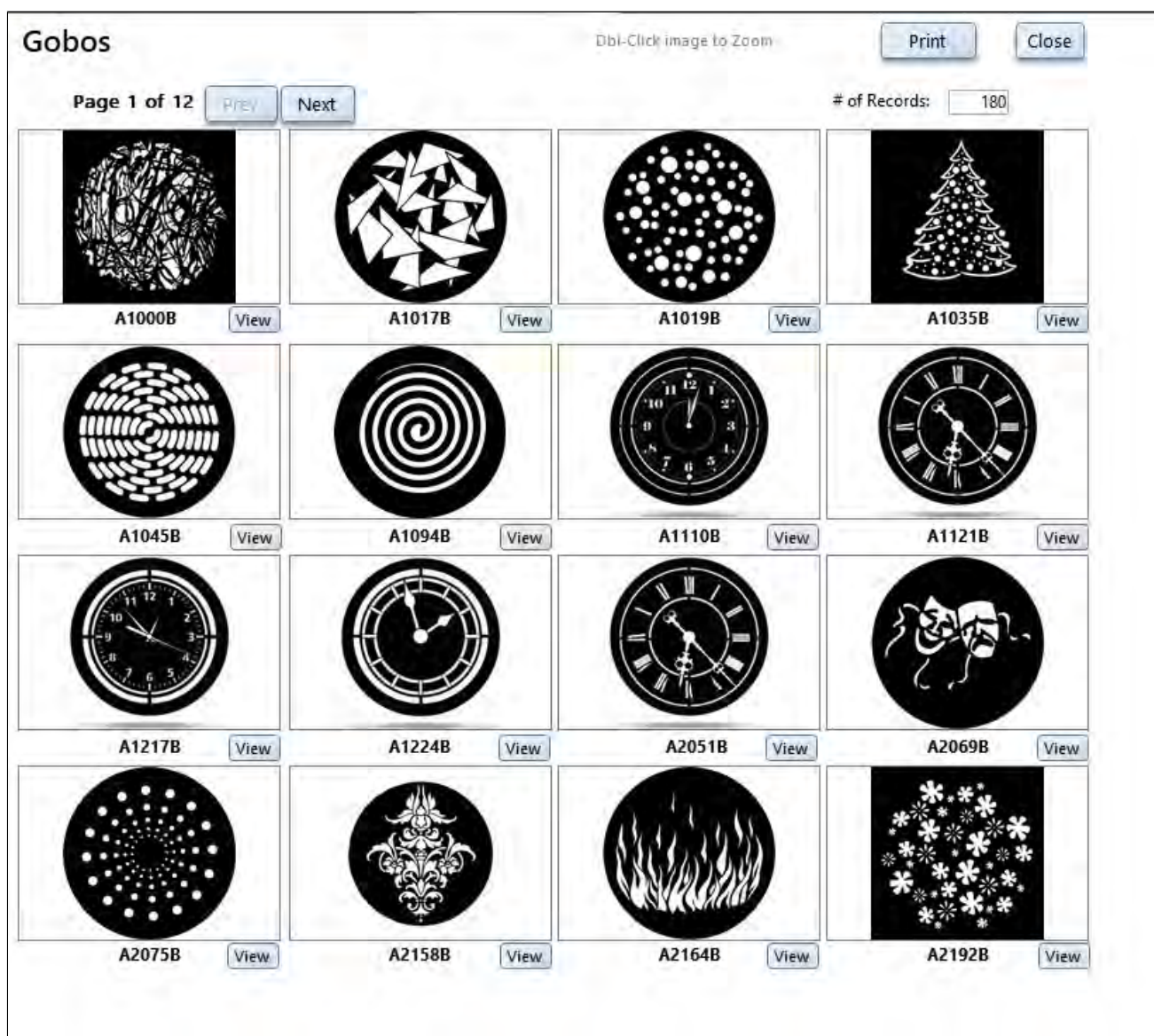
b. The Gobo Photo Gallery has been fixed so the Next and Prev (Previous) buttons work to move you through the collection of Gobo Photos.

c. Three new Gobo reports has been added -

Accessory, Gobo and Gel Reports

[Close]

Accessories

- All Accessories in Inventory
- All Accessories w/ Barcode (1" x 4" Labels)
- All Accessories by Type   ... by Selected Type: [▾]
- Accessories Summary   Accessories Summary by Accessory Type
- Cables by Cable Type
- Accessory Worksheet

Gobos

- All Gobos in Inventory   Photo Gallery of Gobos
- Gobo Info Storage Labels
- Gobos Summary
- All Gobos that have been discarded: *Start Date:* [ ]   *End Date:* [7/3/2018]   [OK]

Gels

- All Gel Colors in Inventory (by Color Number)
- All Gel Colors by Mfg   ... by Selected Mfg: [▾]
- All Gels that have been discarded: *Start Date:* [ ]   *End Date:* [7/3/2018]   [OK]

All Lighting Equipment

- [All]   All Equipment by Division/Owner: *Select Owner :* [▾]

Gobo Info Storage Labels - these are labels to print on Avery #5164 (3 1/3" x 4") labels to go on the front of an envelope of box holding the Gobo. You may select which Gobos to print from this screen first. You can see in this example that 6 gobos have been selected.

Select Gobos For Information Labels

Print Labels **Close**

Clear All **Select All**

Tag ID	Mfg	MFG ID	Description	Select
L0024	Apollo	1054	Dense braches no leaves	☑
L0020	Apollo	2317	Candy swirl - peppermint	☑
L0019	Apollo	3241	Small Snowflakes	☐
L0023	Unknown	5-Point Star	5 point Star with shading	☐
L0004	Rosco	77130	Spiderweb	☐
L0007	Rosco	77138	3 x 4 Pattern Window	☑
L0015	Rosco	77413	Honeycomb	☐
L1032	Rosco	77863	Small leaves	☑
L0003	Rosco	77914	Abstract mosaic pattern	☐
L0006	Rosco	77936	Comedy and Tragedy faces	☐
L0016	Rosco	78247	Spun dots swirl	☑
L0002	Rosco	78403	Dreamcatcher pattern	☐
L1265	Rosco	78403	Dream catcher pattern	☐
L1266	Rosco	78403	Dream catcher pattern	☐
L2584	Rosco	78403	Dream catcher pattern	☐
L0017	Rosco	78529	Soft swirl	☐
L0021	GOBOLAND	78646	Grass / fur texture	☑
L0012	Rosco	78680	Spiral path	☐
L0025	Rosco	79020	Georgian Doors with casement window	☐
L0014	Rosco	79108	Tree branches	☐
L0009	Rosco	79172	Flames	☐
L0009	Rosco	79172		☐
L2009	Rosco	79172	Flames	☐
L0005	Rosco	79219	Mixed size stars	☐

# of Gobos Selected: 6

The report will print 6 labels per page. It includes the Gobo ID, Barcode, Mfg ID, Description, Qty, Type, Size and Manufacturer.

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L0024

1054 - Dense braches no leaves

Qty: 1

Type **Steel**   Size: **B**   Mfg: **Apollo**

L0020

2317 - Candy swirl - peppermint

Qty: 1
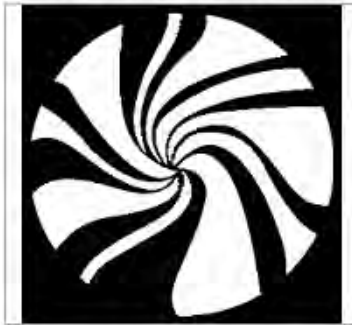
Type **Glass**   Size: **A**   Mfg: **Apollo**

L0021

78646 - Grass / fur texture

Qty: 1

Type **Steel**   Size: **B**   Mfg: **GOBOLAND**

L0007

77138 - 3 x 4 Pattern Window

Qty: 1
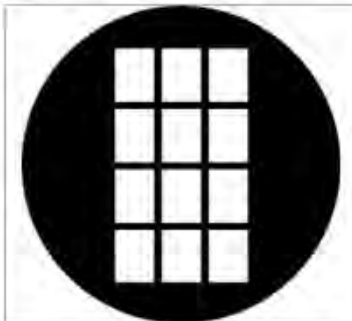
Type **Steel**   Size: **B**   Mfg: **Rosco**

L1032

77863 - Small leaves

Qty: 1

Type **Glass**   Size: **A**   Mfg: **Rosco**

L0016

78247 - Spun dots swirl

Qty: 1

Type **Steel**   Size: **A**   Mfg: **Rosco**

Gobo Summary report - this is a count of the Gobos and the Total Quantity (if there are more than one of a particular gobo), the total cost to purchase and the total replacement cost.

The Oaks Youth Theatre
Summary of All Gobos

# of Gobos:	44	Total Quantity of Gobos:	59
Total Cost:	$273.00	Total Replacement Cost:	$291.00

Gobo Discard Report - Gobo's that have been discarded can be listed. Enter the Start and End dates for the Discards.

All Gobos that have been discarded: *Start Date:* 1/1/2018 *End Date:* 7/3/2018 OK

List of All Gobos Discarded

Tag ID:	Mfg ID:	Mfg Name:	Gobo Type:	Gobo Size:	Total Qty:		Discard Date:	Discard Value:
GB1254	**123456**	GOBOLAND			1		5/27/2018	$1.00
Description:							Discard Reason:	
							broken	
Original Cost:	*Replacement Cost:*	*Rental Fee:*		*Qty Available:*	1			

	# of Gobos:	1	Total Quantity of Gobos:	1	Total Value:	$1.00

2) Gel Colors -

a) The Gel Color screen has several new fields:

1) The Mfg Gel Number field can be entered right at the top
2) The RBG values can be entered and the color value will be estimated
3) The Transmission %
4) Color Swatch - You can make a screen print of the color swatch from the manufacturer's website and load it as a photo (like you would for a fixture photo)
5) Color Data - You can make a screen print of the color data from the manufacturer's website and load it.
6) Discard - The Discard, Discard Date, Value, and Discard Reason fields have been added.

The Gel Color List has also been updated to include a few of these fields:

The Oaks Youth Theatre

Gel Colors

Search | Add Color | Delete Color | Refresh | Save and Close

Gallery of Color Swatches | Reports

		MFG Number:	Color:	Transmission :	Manufacturer		Qty In Stock:	Available Qty:	Original Cost:	Replacement Cost:	Rental Fee
▶	Details	Cinegel #2006	Azure	9 %	Rosco	⌄	4	3	$5.00		$1.00
	Details	120 Deep Blue	Deep Blue	%	Lee	⌄	12	11	$5.00		$1.00
	Details	Supergel #56: R56	Gypsy Lavender	%	Rosco	⌄	10	9	$5.00		$1.00
	Details	Cinegel #4430:	Light Green	52 %	Rosco	⌄	18	18	$5.00		$1.00
	Details		Magenta	19.29 %	Rosco	⌄	1	1			
	Details		Mist Blue	66 %	Rosco Cinegel	⌄	5	4	$6.00		$2.00
	Details	P1048	Purple Fusion	95 %	Rosco	⌄	2	2	$8.00		
	Details	026 Bright Red	Red	%	Lee	⌄	14	14	$5.00		$1.00
	Details	GamColor # 71- G410	Yellow Gold	%	Rosco E-Colour	⌄	15	12	$5.00		$1.00
	Details	E742 Bram Brown	Bram Brown	11 %	Rosco	⌄		0			
	Details	E747	Easy White	31 %	Rosco	⌄		0			
	Details	Cinegel # 44	Middle Rose	%	Roscolux	⌄		0			
	Details	P1384	Midnight Blue	80 %	Rosco	⌄		0			
	Details	Supergel, Cinegel #23:R 2	Orange	%	Rosco	⌄		0			
	Details	G540	Pale Green	70 %	Rosco	⌄		0			
	Details	R48 Rose Purple	Rose Purple	16 %	Rosco	⌄		0			
	Details	G1578	Xtra Minus Green	%	Rosco	⌄		0			
*	Details			%		⌄		0			

There is also a Photo Gallery of Color Swatches available from the Gel Color List. As with all Photo Galleries, you can print (to a printer or PDF) the colors as well.

Gel Color Swatches

Dbl-Click image to Zoom   [Print] [Close]

# of Records: [17]

Swatch	View
Roscolene #837: R837 Medium Magenta — Magenta	View
Roscolux, Supergel #61: R61 Mist Blue — Mist Blue	View
026 Bright Red — 026 Bright Red - Red	View
120 Deep Blue — 120 Deep Blue - Deep Blue	View
Roscolux, Cinegel #44: R44 Middle Rose — Cinegel # 44 - Middle Rose	View
Roscolux, Cinegel #2006: R2006 Storaro Azure — Cinegel #2006 - Azure	View
Roscolux, Cinegel #4430: R4430 CalColor 30 Green — Cinegel #4430: - Light Green	View
e-colour+ #742: E742 Bram Brown — E742 Bram Brown - Bram Brown	View
e-colour+ #747: E747 Easy White — E747 - Easy White	View
GamColor #185: G1578 Xtra Minus Green — G1578 - Xtra Minus Green	View
GamColor #89: G540 Pale Green — G540 - Pale Green	View
GamColor #71: G410 Yellow Gold — GamColor # 71- G410 - Yellow Gold	View
Permacolor #1048: P1048 Purple Fusion — P1048 - Purple Fusion	View
Permacolor #1384: P1384 Midnight Blue — P1384 - Midnight Blue	View
Roscolux, Supergel #48: R48 Rose Purple — R48 Rose Purple - Rose Purple	View
Roscolux, Supergel #56: R56 Gypsy Lavender — Supergel #56: R56 - Gypsy Lavender	View

The Gel Color Reports have been updated to include a report of all Discarded Gel Colors.

Gels

☐ All Gel Colors in Inventory (by Color Number)

☐ All Gel Colors by Mfg   ... by Selected Mfg: [▼]

All Gels that have been discarded: Start Date: [   ]   End Date: [7/3/2018] [OK]

Sound Equipment Updates:

Sound Equipment record has a new field for wireless mics - Wireless Frequency Range

New search fields: The Wireless Frequency Range and the "Discard" fields have been added to the search options.

New Features for version 8-2

In version 8-2 three new Utilites have been added: Update Storage Location for ... Fixtures, Sound/MM Equipment and Tools. This Utility allows you to select one or more records and update the Storage Location to a new one.

Here is an example for the Lighting Inventory - Update Fixture Storage Locations.

Lighting Utilities

The Oaks Youth Theatre

[Close]

Database Statistics (How many records, etc.)
Export to Excel
View Software Registration
Setup Folder for Photos
Update Storage Location - Fixtures

Shared Utilities
Current Location
Divisions / Owners
Manufacturers
Production Locations
Source / Supplier
Storage Locations

Re-index Tag ID's

Return to Main Utilities

Fixture Utilities

Battery Type	In Use Status
Cable Types	Lamp Type
Condition	Lens
Connector	OK to Rent Codes
Controls	Rigging
Electrical Ratings	Sockets
Fixture Types	Special Effects
Frames	Watts

Accessory Utilities
Accessory Type
Cable Types

Gel Utilities
Gel Manufacturer

Gobo Utilities
Gobo Manufacturer
Gobo Size
Gobo Type

Update Storage Location Data for Selected Lighting Fixtures

[Close]

Select New Storage Location: **Rack 1** ①

You may select an Equipment ID off the list or use a Barcode Scanner to enter the ID: ②

Please select all the fixtures to be updated and click "Update" [Update] ④

[Clear All] [Select All]

Fixture ID:	Fixture Name:	Current Storage Location:	Select:	
0001	HID Ellipsoidal	A12	☑	View
0002	Follow Spot #1	A12	☑	View
0003	Basic Fixture	A12	☑	View
0004	Fixture	A12	☑	View
0005	HID Ellipsoidal	A12	☑	View
0006	HID Ellipsoidal	A12	☑	View ③
0007	HID Ellipsoidal	A12	☑	View
0008	HID Ellipsoidal	A12	☑	View
0009	HID Ellipsoidal	Fixture 2	☐	View
0010	HID Ellipsoidal	Fixture 2	☐	View
0011	HID Ellipsoidal	Fixture 2	☐	View
0012	HID Ellipsoidal	Fixture 1	☐	View
0013	HID Ellipsoidal	Rack 1	☐	View
0014	HID Ellipsoidal	Rack 1	☐	View
0015	HID Ellipsoidal	Rack 1	☐	View

# of Fixtures Selected: **8** ⑤

17

#1) Select the new Storage Location from the drop-down box

#2) You may select the records to update by typing in the Fixture ID - or - use the drop-down box - or - scan the equipment label barcode.

#3) You may select the records to update by clicking in the check box for the record. Once a record is selected (by any method) you will see the check in the box.

#4) Click on the Update Button. The selected records will have the Storage Location changed and the check marks cleared.

#5) The count at the bottom of the screen will show how many records were selected before the Update.

Lighting Inventory

The Lighting Inventory Database is designed to track Fixtures, Accessories (cables, stands, etc), Gobos and Gels.   The Fixtures can be assigned to a Production and a Production Location (in the theatre) along with any accessories, gobos and gels. All lighting equipment can be rented to another organization.

The Lighting Inventory Database Main Menu

Look at the links below for details on each module:

[Fixtures](#)
[Accessories](#)
[Gobos](#)
[Gels](#)
[Productions](#)
[Fixtures In Use](#)
[Rentals](#)
[Reports](#)
[Utilities](#)

Fixtures

The Fixtures screen has many fields and 1 photo to help you describe your fixtures. The form contains text fields where you can type in what you want (like Fixture or Description) or have drop down boxes (like Fixture Type, Mfg, Lens, etc). The Drop down boxes are based on tables (lists). These tables can be updated from the Utilities Menu (see the Utilities section of this guide).

Fields:

TagID: The Tag ID is a unique number which should match the ID number on the fixture.   This is the only required field in the form.
If you do not have adhesive labels with ID's on them it is a good idea to do so. Costume Inventory Resources can print custom labels for you or you can purchase them from other vendors. Many Universities have their own Asset Labels that they may want you to use.

Fixture: This is a text field that lets you name the fixture. This is optional but it is a good idea to enter something in.

Current Location: This is where the fixture is now. It could also be thought of as "Status". The options are Storage (default), Production (already in the theatre), Rented (has been rented to another organization) and Repair (is out of the shop being repaired).

<u>Description</u>: Decription of the fixture and any special instructions or issues with it.

Drop-down fields are pretty self explanatory:

Fixture Type
Mfg (Manufacturer)
Lens
Lamp Type
Watts
Frames
Electrical Rating
Connector
Socket
Rigging
Cable
Controls
Special Effect
Battery Type
Battery Quantity
Weight
Size
Condition
Storage Location - The table for this drop-down box is blank. You will need to enter your own storage location values.
Date Acquired
Source (store where you bought it or organization who gave it to you)
Original cost
Replacement cost - this is the amount you would list on an Insurance policy or charge a renter who did not return it.
OK to Rent
Rental Fee (per week)
Flat fee
Serial Number

<u>Change TagID</u>: If you need to change the Tag ID of a piece of equipment - you can do that by clicking the "#" button next to the Tag ID Field. You will be asked to enter the New Tag ID. All Tag ID's must be unique so if you put in a value that is already in the database you will be asked to enter a different value.

Photo: You may link one photo to the Fixture record. See the Add Photo section for more information.

Refresh Lookups: If you have added a new value to a Lookup table (i.e Storage Location, Source, etc) click on the Refresh Lookups button to see the new value in the drop-down box.

"Add Fixture In Use Record"

The "Add Fixture In Use" button will take you to the Fixture In Use screen. A Fixture In Use record is where the fixture plus the accessories, gobos and gels are assigned to a Production and can be assigned to a specific location in the theatre.

The tab control at the bottom of the screen shows the Fixture in Use records, Rental records and Repairs.
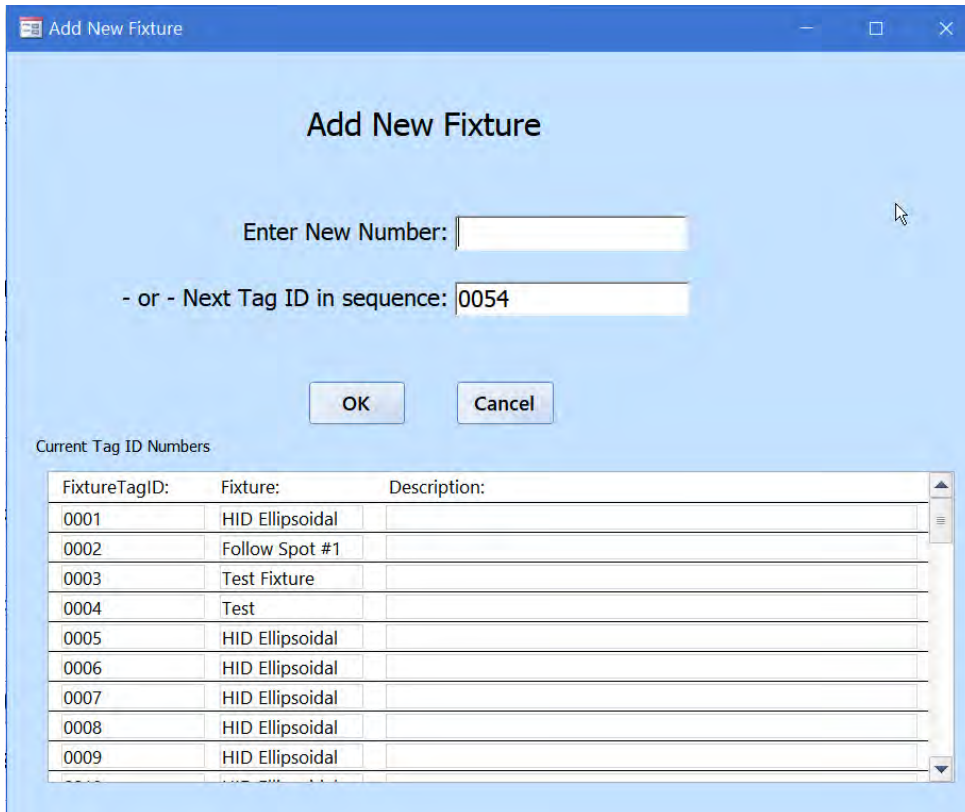
Functions:

Add Fixture
Copy Fixture
Fixture Report
Search & Advanced Search
Utilities

Add Fixture

To Add a Fixture - click on the Add Fixture button. The Add New Fixture dialog box appears.

You may enter a new number (or scan a label with a barcode scanner) - or - accept the Next Tag ID in sequence.

Each Tag ID must be unique. If you enter a number that is already in use you will see the following message.
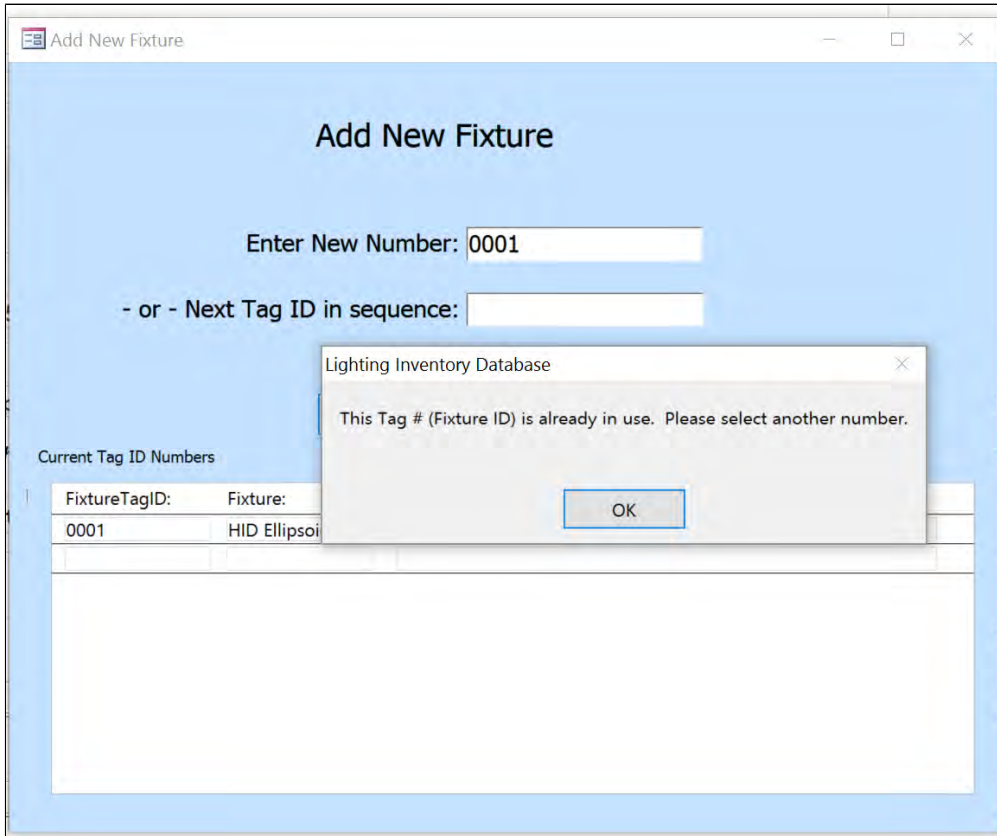
Tag ID's can contain letters and numbers - but should end with a number. The Auto-increment feature to calculate the next number in sequence needs to have the last digit a number so it can calculate the next number. See "Equipment ID's" in the Appendix .

Copy Fixture

If you have several fixtures that are the same (or nearly the same) you can enter one fixture then select to Copy that record to make more copies. The FixtureTagID will increment to the next number in sequence. You may make more than one copy at a time.

Copy Fixture

Number of Copies: 1

Enter New Starting Number:

- or - Next Tag ID in sequence: 0054

OK Cancel

Current Fixture Tag ID Numbers

| FixtureTagID:	Fixture:	Description:
0001	HID Ellipsoidal	
0002	Follow Spot #1	
0003	Test Fixture	
0004	Test	
0005	HID Ellipsoidal	
0006	HID Ellipsoidal	
0007	HID Ellipsoidal	
0008	HID Ellipsoidal	
0009	HID Ellipsoidal	
0010	HID Ellipsoidal	

Note - any Repair, Rental or Fixture-In-Use records will not be copied.

Load Photo

Load photo

Each fixture and gobo record can have one photo linked to the record. The photos should be stored in the Lighting Photos (or other folder of your choosing). If the database is shared over a network drive the photos should be on the shared drive as well so all users can see the photos.

1) To Load (Link) a photo - click on the "Load Photo" button.
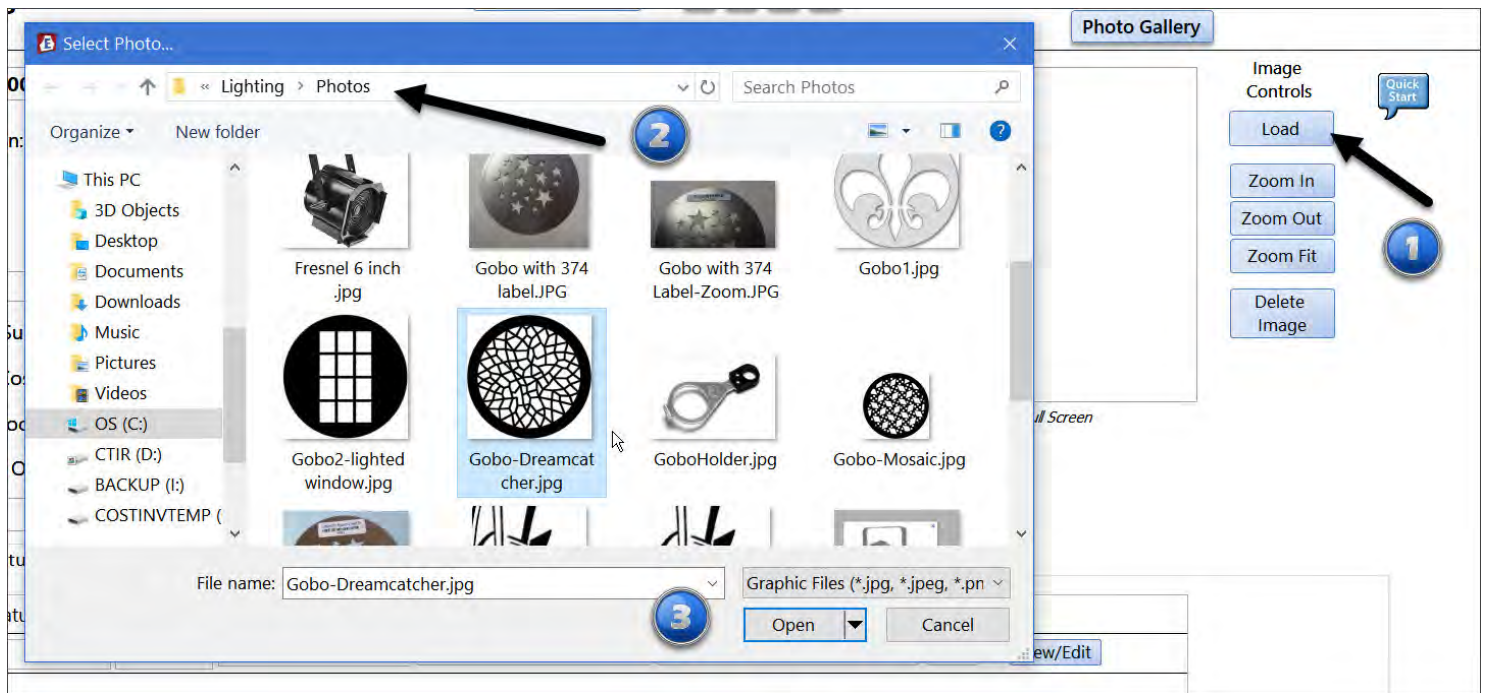
2) The Select Photo dialog box will open. The folder that opens will be the one listed in Utilites / Set Folder for Photos.

3) Select the Photo you want and click "Open"

To see the image in a different size - click on the Zoom In, Zoom Out or Zoom Fit (for original size).

To remove the image - click on the Delete Image button.

To see the image in a full screen - double-click the image.

**** Note - when using photos taken by your camera or phone the image file sizes tend to be in the 3 MB size. This will be OK for a single image but to use the Photo Gallery or reports with images the file size is too large. The file sizes should be around 500 kb each. See the Costume Inventory Resources Support / Resource Guides for more information on how to reduce the file size of your photos/graphics.

Fixture Report

The Fixture Report prints all the data for a selected fixture including the Repair History. The report can be printed to a printer or a PDF file. See the Printing Options section for more details on printing to PDF and emailing the report.

The Oaks Youth Theatre

HID Ellipsoidal

Fixture Tag ID: 125   **Fixture:** HID Ellipsoidal

Description:

Fixture Type: Ellipsoidal   **Mfg:** ETC Source Four

Lens: Fresnel Pyrex stepped Fr   **Frames:**

Lamp Type: Metal-Halide   **Watts:** 150   **Electrical Rating:** 120 v

Connector: **Socket:**

Rigging: **Cable:**

Controls: **Serial Number:**

HID Source Four Jr

Special Effect: **Battery Type:**   **Battery Qty:**

Weight: 23 LB   **Size:** 15" x 39"   **Condition:** Excellent

Storage Location: Fixture 1   **Current Location:** Production

Date Acquired: 2010   **Source:** StageSpot.com   **Cost:** $750.00   **Replacement Cost:** $800.00

OK to Rent: Yes - with deposit   **Rental Fee - per Week:** $25.00   **Flat Fee:** $50.00

Repair History

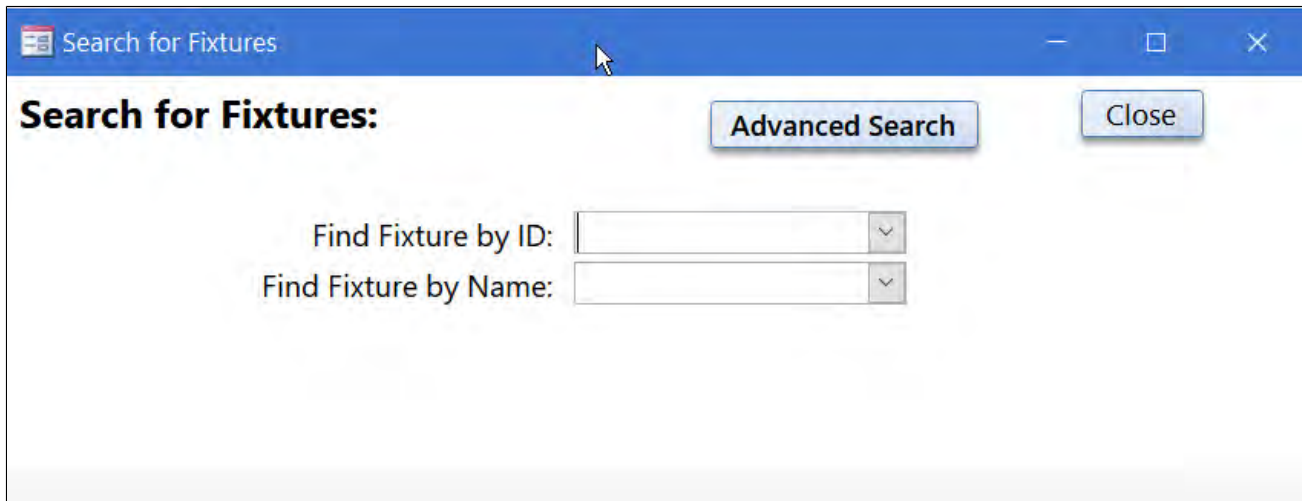| Needs Repair	Description of Needed Repairs:	Repair Date:	Repaired By:	Repair Cost:
☑	Needs new connector	6/20/2016		

Fixture-In-Use History

Search and Advanced Search

There are two Search options: Simple search from the Fixtures screen and the (Advanced) Search screen.

Search from the Fixture Screen:

 Click on the "Search" button in the top, center of the Fixtures screen.

You can search by Fixture ID by:

      a. Typing in the Fixture Tag ID
      b. Using the drop-down list
      c. Using a barcode scanner to scan the barcode on the inventory label on the fixture.

You can search by Fixture name by typing in the first few letters of the fixture name.

Search using the (Advanced) Search menu:

You can open this screen from the Search Dialog (above) or from the Lighting Main Menu.

Search for Fixtures

Close

Clear All

Select one or more criteria to search for a Fixture.

Fixture Name* : [   ]

Description* : [   ]

Mfg : [▽]

Fixture Type : [▽]

Lens : [▽]

Lamp Type : [▽]

Electrical Rating : [▽]

Connector : [▽]

Socket : [▽]

Rigging : [▽]

Special Effect : [▽]

Source : [▽]

Condition : [▽]

Current Location : [▽]

Storage Location : [▽]

Serial Number : [   ]

Division: [▽]

Search

Note: Leave all boxes empty to see all fixtures.   * Please enter 1 or 2 words only for best results

You can search on one or more criteria. When you have entered in all the search criteria - click on the "Search Button"

You will see a list of the 'found' records.

Here is a search for all "ETC Source Four" fixtures.

Here are the search results:

1) The Search Criteria is shown at the top.
2) The number of records found is listed
3) You can see the records. You can sort on the list using the small arrows at the top of the columns
4) You can view a fixture by clicking on the "View" button
5) You can print/view/pdf a list by clicking the "Print Results" button.

The Oaks Youth Theatre

Fixture Search Results

Search for : Mfg = ETC Source Four

Fixture / Tag ID:	Fixture Name:	Description:	Fixture Type:	Lamp Type:	Connector:	Lens:	Elec:	Mfg:	Storage Location:	Condition:	Current Location:
0001	HID Ellipsoidal		Ellipsoidal	Quartz-halogen	Pin Connector Fe	Fresnel Pyrex	120 v	ETC Source	A12	Excellent	Storage
0005	HID Ellipsoidal		Ellipsoidal	Quartz-halogen		Fresnel Pyrex	120 v	ETC Source	A12	Excellent	Storage
0006	HID Ellipsoidal		Ellipsoidal	Quartz-halogen		Fresnel Pyrex	120 v	ETC Source	A12	Excellent	Storage
0007	HID Ellipsoidal		Ellipsoidal	Quartz-halogen		Fresnel Pyrex	120 v	ETC Source	A12	Excellent	Rented
0008	HID Ellipsoidal		Ellipsoidal	Quartz-halogen		Fresnel Pyrex	120 v	ETC Source	A12	Excellent	Storage
0009	HID Ellipsoidal		Ellipsoidal	Quartz-halogen		Fresnel Pyrex	120 v	ETC Source	Fixture 2	Excellent	Rented
0010	HID Ellipsoidal		Ellipsoidal	Quartz-halogen		Fresnel Pyrex	120 v	ETC Source	Fixture 2	Excellent	Storage
0011	HID Ellipsoidal		Ellipsoidal	Quartz-halogen		Fresnel Pyrex	120 v	ETC Source	Fixture 2	Excellent	Rented
0012	HID Ellipsoidal		Ellipsoidal	Quartz-halogen	Pin Connector Fe	Ellipsoidal	120 v	ETC Source	Fixture 1	Excellent	Rented
0013	HID Ellipsoidal		Ellipsoidal	Quartz-halogen		Fresnel Pyrex	120 v	ETC Source	Rack 1	Excellent	Storage
0014	HID Ellipsoidal		Ellipsoidal	Quartz-halogen		Fresnel Pyrex	120 v	ETC Source	Rack 1	Excellent	Storage
0015	HID Ellipsoidal		Ellipsoidal	Quartz-halogen		Fresnel Pyrex	120 v	ETC Source	Rack 1	Excellent	Storage
0016	HID Ellipsoidal		Ellipsoidal	Quartz-halogen		Fresnel Pyrex	120 v	ETC Source	Rack 1	Excellent	Rented
0017	HID Ellipsoidal		Ellipsoidal	Quartz-halogen		Fresnel Pyrex	120 v	ETC Source	Rack 1	Excellent	Storage
0018	HID Ellipsoidal		Ellipsoidal	Quartz-halogen		Fresnel Pyrex	120 v	ETC Source	Rack 1	Excellent	Storage
0026	HID Ellipsoidal		Ellipsoidal	Quartz-halogen	Pin Connector Fe	Fresnel Pyrex	120 v	ETC Source	Rack 2	Excellent	Storage
0027	HID Ellipsoidal		Ellipsoidal	Quartz-halogen	Pin Connector Fe	Ellipsoidal	120 v	ETC Source	Rack 2	Excellent	Storage
0028	HID Ellipsoidal		Ellipsoidal	Quartz-halogen	Pin Connector Fe	Ellipsoidal	120 v	ETC Source	Rack 2	Excellent	Storage
0035	HID Ellipsoidal		Ellipsoidal	Quartz-halogen	Pin Connector Fe	Fresnel Pyrex	120 v	ETC Source	Rack 2	Excellent	Storage
0036	HID Ellipsoidal		Ellipsoidal	Quartz-halogen	Pin Connector Fe	Fresnel Pyrex	120 v	ETC Source	Rack 2	Excellent	Storage
0037	HID Ellipsoidal		Ellipsoidal	Quartz-halogen	Pin Connector Fe	Fresnel Pyrex	120 v	ETC Source	Rack 2	Excellent	Storage
0038	HID Ellipsoidal		Ellipsoidal	Quartz-halogen	Pin Connector Fe	Fresnel Pyrex	120 v	ETC Source	Rack 2	Excellent	Storage
0039	HID Ellipsoidal		Ellipsoidal	Quartz-halogen	Pin Connector Fe	Fresnel Pyrex	120 v	ETC Source	Rack 2	Excellent	Storage
0040	HID Ellipsoidal		Ellipsoidal	Quartz-halogen	Pin Connector Fe	Fresnel Pyrex	120 v	ETC Source	Rack 2	Excellent	Storage
0041	HID Ellipsoidal		Ellipsoidal	Quartz-halogen	Pin Connector Fe	Fresnel Pyrex	120 v	ETC Source	Rack 2	Excellent	Storage
0042	HID Ellipsoidal		Ellipsoidal	Quartz-halogen	Pin Connector Fe	Fresnel Pyrex	120 v	ETC Source	Rack 2	Excellent	Storage
0045	HID Ellipsoidal		Ellipsoidal	Quartz-halogen	Pin Connector Fe	Fresnel Pyrex	120 v	ETC Source	Rack 2	Excellent	Storage

Date Printed: Mar 10, 2018

Fixture In Use (tab)

At the bottom of the screen is a "Is this Fixture in Use?" tab. This is a list of all Productions this fixture has been assigned to with the associated accessories, gobos and gels.

You may not assign a Fixture to a Production on this screen. Click on the "Add Fixture-In-Use Record" button to go to the Fixtures In Use screen.

Fxture Rental History

You can see the history of rentals at the bottom of the Fixtures Screen.   You can view the Rental record by clicking on the View button.

Repairs

Lighting Fixtures and Accessories often need repairs. Over time a fixture may have many repairs to it is good to have a history of the repairs.

The Repairs tab near the bottom of the screen will allow you to add a new Repair record and view the Repair history.

To Add A repair record: Check the checkbox that says "Needs Repair". You will see the following dialog box asking if you are ready to update the Current Location Field to "Repairs".
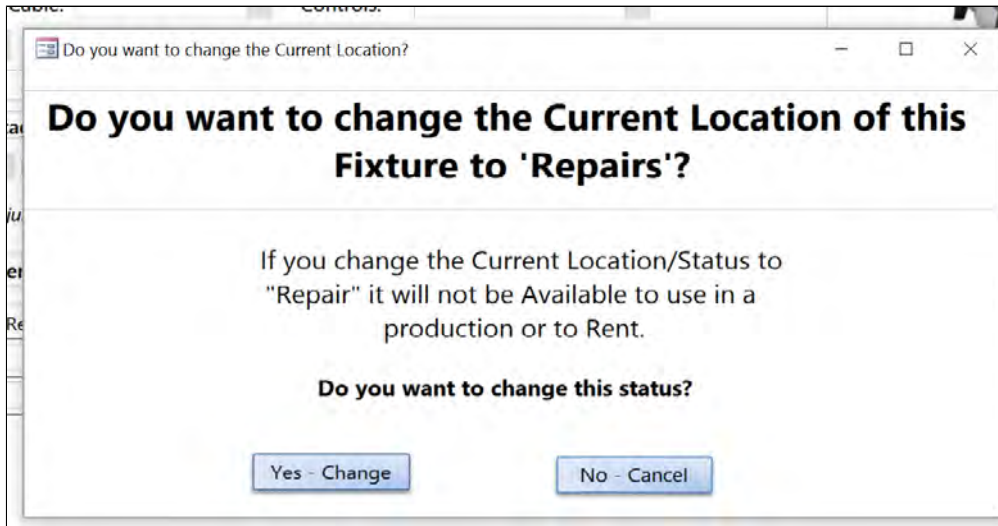
Continue entering data regarding the repair.

When the Fixture is repaired and returned to the shop you can enter the Repair Date. You will then see this dialog box which asks if the Current Location should be set to "Storage". Click Yes if the fixture is ready to return to "Storage".
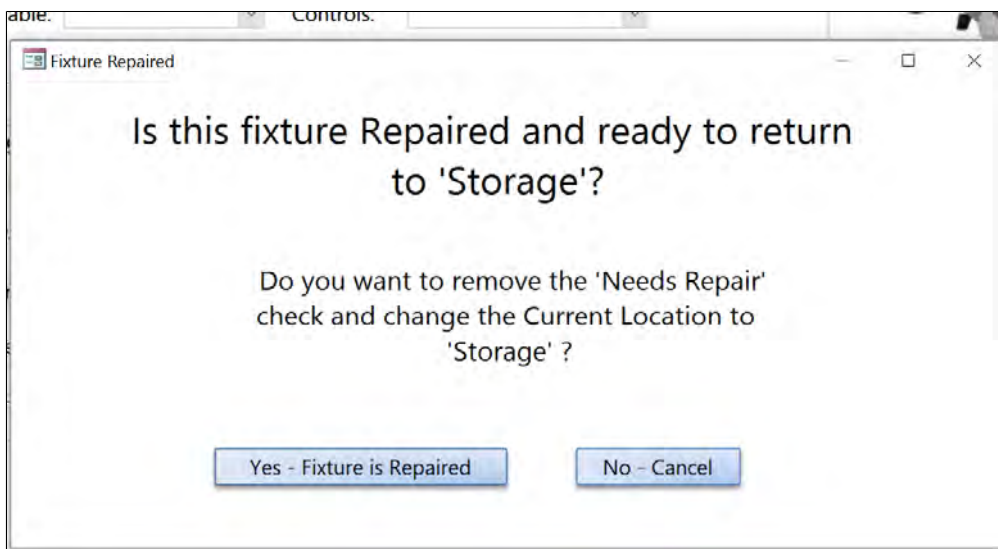
The Repair History is printed on the Fixture Report.

Accessories

Accessories - The Accessories module allows you to keep track of accessories in a different way than Fixtures. You may not want to place an inventory label with a unique barcode on each cable, clamp, barn door. If you do - that is OK each Accessory record would have its own label and ID. But if you want to assign a single inventory Tag ID to a group of items that are all the same, you can do that.

Below is a screen print of the Accessories summary. You can see the TagID, Accessory name, Accessory Type, the Total Qty in the theatre and the Available Qty. The "Details" button will open the next screen with more details on the item. As Accessories are rented or assigned to a Fixture In Use, the Available Qty decreases.

Search / Filter Accessories:

The Accessory Summary can be searched and filterd.

You can search by ID or Name. you can also filter the list by Accessory Type and Cable Type.

In this example the list is being filtered to only show "Cables".

1) The Filter selection will be listed under the Search button.
2) You will see only the filtered Accessory Type (in this case Cables)
3) You can clear the filter to see all Accessories with the "View All Accessories" button.

The Oaks Youth Theatre

Accessory Details

Search ◀ ▶ | Add Accessory | Delete Accessory | Save and Close
Utilities | Refresh Lookups

| Tag ID: | **A0001** | Accessory: | **Gobo Holder** | | Accessory Type: | Pattern Holder | Total Qty : | 12 | Available Qty : | 10 |

Description: Gobo Holder — Mfg: Altman

Source / Supplier: **B & H Photo** — Storage Location: Gobo Drawer 1 [+] — Cable Type:

Original Cost: $9.00 — Replacement Cost: $9.00 — Rental Fee: $1.00 — Division / Owner:

Notes:

In-Use Status | Rented

Status:	Qty In Use:	Fixture Tag ID:	Fixture:	Production:	Start Date:	End Date:	Location:	
Currently In Use	1	0008	HID Ellipsoidal	Music Man	7/21/2016	8/7/2016	Tormentor SL	View
Currently In Use	1	0002	Follow Spot #1	Music Man	7/21/2016	8/7/2016	Catwalk	View

For the Gobo Holder above the Total Qty in the theatre is 12 but there are only 10 available as 2 are assigned to a Fixture In Use.

Add Accessory: Click on the "Add Accessory" button to get a blank screen to add an Accessory.

Delete Accessory: Delete on the "Delete Accessory" button at the top of the screen.

Refresh Lookups: If you have added a new value to a Lookup table (i.e Storage Location, Source, etc) click on the Refresh Lookups button to see the new value in the drop-down box.

There is also a tab for Rental History. You can see a Gobo Holder has been checked out 5 times.

The Oaks Youth Theatre

Accessory Details

| Search | ◄ ► | Add Accessory | Delete Accessory | Save and Close |
| Utilities | Refresh Lookups |

Tag ID: **A0001** Accessory: **Gobo Holder** Accessory Type: Pattern Holder Total Qty: 12 Available Qty: 10

Description: Gobo Holder Mfg: Altman

Source / Supplier: **B & H Photo** Storage Location: Gobo Drawer 1 Cable Type:

Original Cost: $9.00 Replacement Cost: $9.00 Rental Fee: $1.00 Division / Owner:

Notes:

In-Use Status Rented

Organization:	Qty:	Date Fixtures Out:	Return Due Date:	Check-In Date:	Rental Fee:	
Davis High School	2	3/4/2017	5/26/2017	5/21/2017	$1.00	View Rental
Davis High School	5	3/4/2017	5/26/2017	5/21/2017	$1.00	View Rental
Costume Inventory Resources	5	3/4/2017	5/26/2017	5/21/2017	$1.00	View Rental
Costume Inventory Resources	4	3/4/2017	5/26/2017	5/21/2017	$10.00	View Rental
Davis High School	1	3/5/2017	5/26/2017	3/5/2017		View Rental
*					$0.00	View Rental

Search for Accessories:

From the Accessory Details screen you can search by ID or Name.

Reports:

There are 3 types of Reports for Accessories:

All reports can be printed to a printer or PDF file. See the Appendix on Printing Options for more details.

Reports

Close

Lighting Fixtures

☐ ... in Inventory

☐ ... by Fixture Type   ... by Selected Fixture Type: [▼]

☐ ... by Storage Location   ... by Selected Storage Location: [▼]

☐ ... by Current Location   ... Select Location: [▼]

☐ ... Needing Repair

Accessories, Gobos, Gels

☐ All Accessories in Inventory   ☐ All Accessories w/ Barcode   ①

☐ All Accessories by Type   ... by Selected Type: [▼]

☐ All Gel Colors in Inventory (by Color)   ☐ All Gel Colors by Mfg   ... by Selected Mfg: [▼]

☐ All Gobos in Inventory

☐ Fixture Worksheet   ☐ Accessory Worksheet   ②

[All] All Equipment by Division/Owner: *Select Owner :* [▼]

Summary Reports

☐ Fixtures Summary   ☐ Fixtures Summary - by Fixture Type

③ ☐ Accessories Summary   ☐ Accessories Summary by Accessory Type   ☐ Cables by Cable Type

☐ Gobos Summary

Fixtures In Use

All Fixtures in Use (select options)   Select Status: [▼]   Select Order: [Fixture ID ▼]   [Preview]

Fixtures in Use for this Selected Production: [▼]   Select Order: [Fixture ID ▼]   [Preview]

---

1) Lists of all Accessories - a list sorted by TagID; a List of All Accessories sorted by Accessory type; a List of all Accessories for one Accessory Type.

The Oaks Youth Theatre
List of All Accessories by Accessory Type

Accessory Type: **Barn Door**

Accessory ID:	Accessory:	Mfg Name:	Storage Location:	Original Cost:	Replacement Cost:	Total Qty:	Qty Available:
A0003	Barn door	Rosco	Misc Closet	$25.00	$29.00	10	6

Total # of Types of Barn Door: 1	Total Original Cost: $25.00	Total Replacement Cost: $29.00

Accessory Type: **Cables**

Accessory ID:	Accessory:	Mfg Name:	Storage Location:	Original Cost:	Replacement Cost:	Total Qty:	Qty Available:
A0004	10' Power cord		Cable Wall	$12.00	$15.00	15	11
A0006	Cable - #2	Chauvet	Cable Wall	$45.00	$50.00	12	12
A0008	Cables #3	Rosco	Cable Wall	$45.00	$50.00	3	3
A0010	25' Power Cable		Cable Wall	$15.00	$18.00	8	8
A0011	50' Power Cord		Cable Wall	$75.00	$90.00	1	1

Total # of Types of Cables: 5	Total Original Cost: $192.00	Total Replacement Cost: $223.00

Accessory Type: **Clamp**

Accessory ID:	Accessory:	Mfg Name:	Storage Location:	Original Cost:	Replacement Cost:	Total Qty:	Qty Available:
A0002	Clamp		Misc Closet	$12.00	$12.00	25	23

Total # of Types of Clamp: 1	Total Original Cost: $12.00	Total Replacement Cost: $12.00

Accessory Type: **Pattern Holder**

Accessory ID:	Accessory:	Mfg Name:	Storage Location:	Original Cost:	Replacement Cost:	Total Qty:	Qty Available:
A0001	Gobo Holder	Altman	Gobo Drawer 1	$9.00	$9.00	12	10

Total # of Types of Pattern Holder: 1	Total Original Cost: $9.00	Total Replacement Cost: $9.00

The Accessories with Barcodes report can be used in 2 ways. You can print it and have it available if you are renting items and want to scan the Accessories barcode without typing. You can also print the report to Avery 8162 Labels (1 1/3" x 4") and put them on the box or shelf where you store the Accessories.

A0001

Gobo Holder

A0001

A0002

Clamp

A0002

A0003

Barn door

A0003

A0004

10' Power cord

A0004

A0005

Stand

A0005

A0006

Cable - #2

A0006

A0008

Cables #3

A0008

A0010

25' Power Cable

A0010

A0011

50' Power Cord

A0011

2) Accessory Worksheet - This is a blank worksheet. You can print many copies of it. Use it to walk around your storage area and take a manual inventory. Once you have several worksheets filled you can return to the computer and enter the data.

The Oaks Youth Theatre

Accessory Worksheet

Date Entered in DB: _____

Acc ID: _____   Accessory: _____   Total Qty : _____

Description: _____

Accessory Type: _____   Mfg: _____

Storage Location: _____   Original Cost: _____   Replacement Cost: _____

Rental Fee - Per Week: _____   Flat Fee: _____

Notes: _____

Accessory Type		Mfg
Barn Door	Cables	Altman
Clamp	Color Frame	Apollo
Color Wheel	DMX Splitter	Chauvet
Follow Spot Handle	Outlet Box	Elation
Pattern Holder	Power Supply	ETC Source Four
Safety Cable with Spring Cable	Snoot	Littlite
Stage Pin Lamp Tester	Stage Pin Power Tester	Rosco
Stand		Stage Connections,

Storage Location
A1
A12
A2
A22
A30
A4
Cable Wall
Fixture 1
Fixture 2
Gobo Drawer 1
Gobo Drawer 2
Misc Closet
Rack 1
Rack 11
Rack 2

3) Summary Reports - Accessory Summary and Accessory by Type summary.
Both summaries list the Total # of Accessories, the total Original Cost and the Total
Replacement Cost.

List of All Accessories by Type

Barn Door

Total # of Accessories: 10	Total Original Cost:	$250.00	Total Replacement Cost:	$290.00

Cables

Total # of Accessories: 39	Total Original Cost:	$1,050.00	Total Replacement Cost:	$1,209.00

Clamp

Total # of Accessories: 25	Total Original Cost:	$300.00	Total Replacement Cost:	$300.00

Pattern Holder

Total # of Accessories: 12	Total Original Cost:	$108.00	Total Replacement Cost:	$108.00

Stand

Total # of Accessories: 4	Total Original Cost:	$0.00	Total Replacement Cost:	$0.00

Total # of Accessories: 90	Total Original Cost:	$1,708.00	Total Replacement Cost:	$1,907.00

Utilities:

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Lighting Utilities

Close

Database Statistics   (How many records, etc.)
Export to Excel
View Software Registration
Setup Folder for Photos
Update Storage Location - Fixtures

Shared Utilities

Current Location
Divisions / Owners
Manufacturers
Production Locations
Source / Supplier
Storage Locations

Re-index Tag ID's

Return to Main Utilities

Fixture Utilities

Battery Type   In Use Status
Cable Types   Lamp Type
Condition   Lens
Connector   OK to Rent Codes
Controls   Rigging
Electrical Ratings   Sockets
Fixture Types   Special Effects
Frames   Watts

Accessory Utilities

Accessory Type
Cable Types

Gel Utilities

Gel Manufacturer

Gobo Utilities

Gobo Manufacturer
Gobo Size
Gobo Type

There are two areas where the Accessory Lookup Tables are listed on the Lighting Utilities screen. In the "Shared Utilities" the tables that are shared by all the Lighting Equipment are shown - such as Current Location, Manufacturers, Source/Suppler. Then there are the two tables that are specific to Accessories - Accessory Type and Cable Type.

Accessory Type

| | Add Type | Delete Type | Close |

Accessory Type:	Description	
Barn Door		☒
Cables		☒
Clamp		☒
Color Frame		☒
Color Wheel		☒
DMX Splitter		☒
Follow Spot Handle		☒
Outlet Box		☒
Pattern Holder		☒
Power Supply		☒
Safety Cable with Spring Cable		☒
Snoot		☒
Stage Pin Lamp Tester		☒
Stage Pin Power Tester		☒
Stand		☒
		☒

Gobos

The Gobos module lets you catalog your gobos, link a photo or *.jpg, rent them and assign them to a Fixture In Use record.

Add Gobo - Click on the "Add Gobo" button to create a new record.

Qty - if you have more than one copy you can indicate the Qty in the Qty field. If it is rented out the Qty Available will decrease.

Refresh: If you have added a new value to a Lookup table (i.e Storage Location, Source, etc) click on the "Refresh" button to see the new value in the drop-down box.

Load Photo - You can link (load) a photo or *.jpg file to the Gobo Record. Clik on the Load button and the Select Photo window will open.
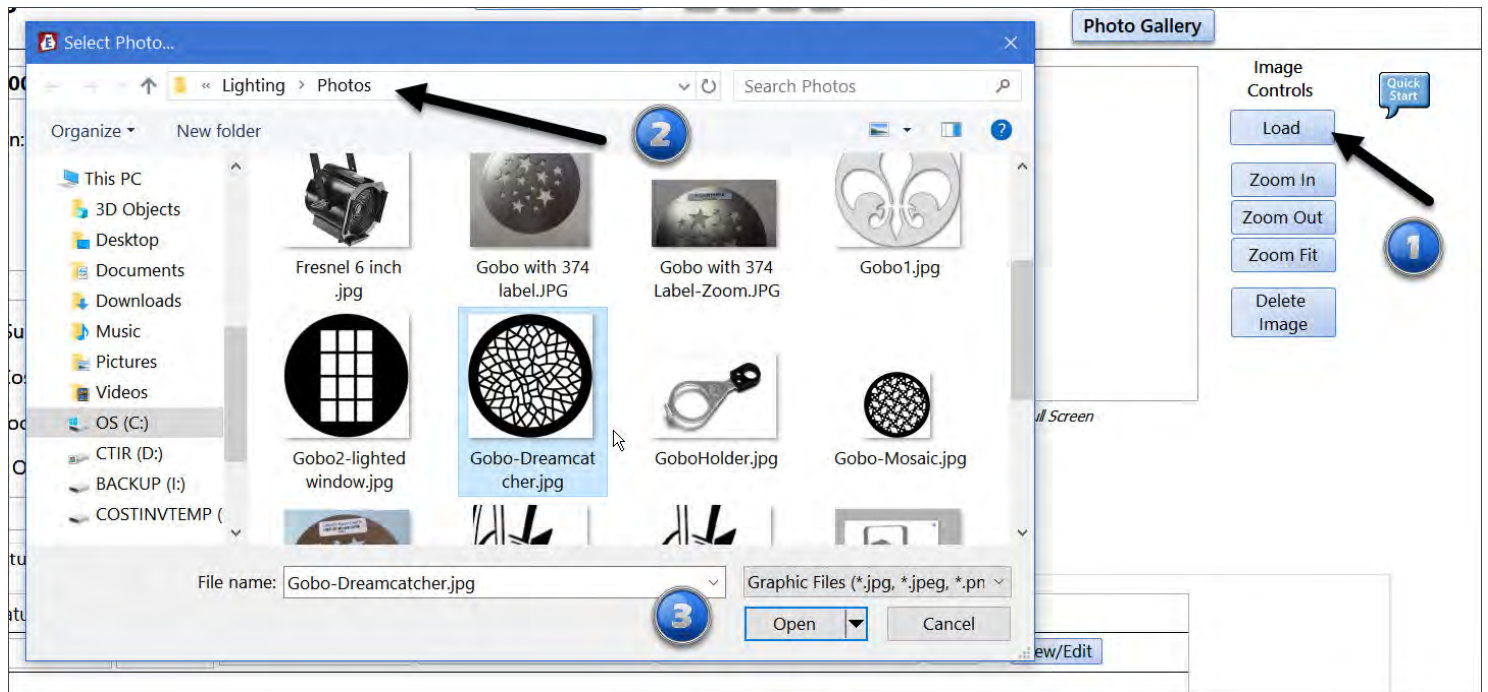
The folder that opens will be the one listed in the Utilities / Set up Folder for Photos.

Search: You can search for a Gobo by Tag ID, Mfg ID, Size or Mfg.
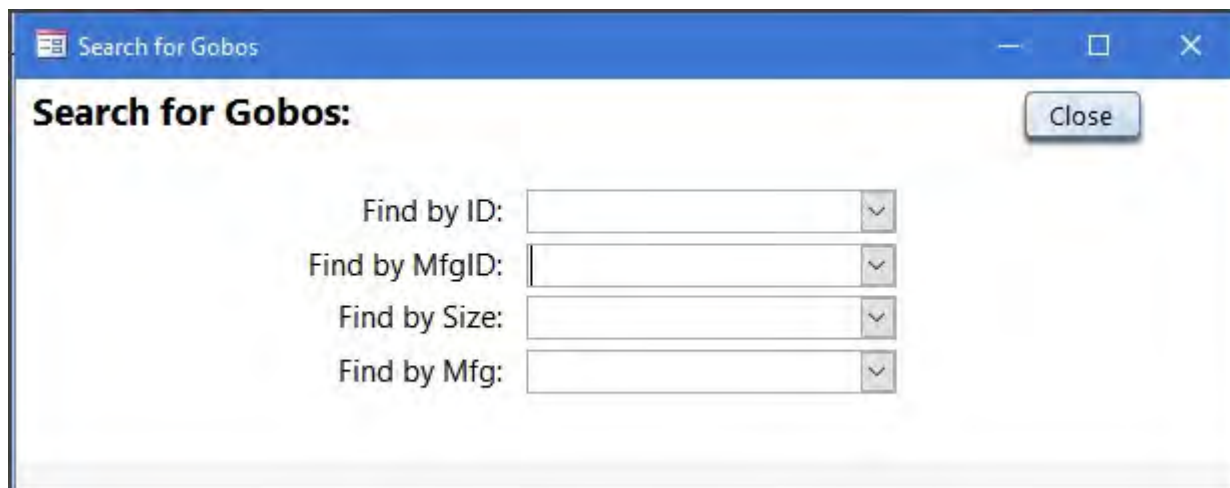
Here is an example of searching by MfgID.
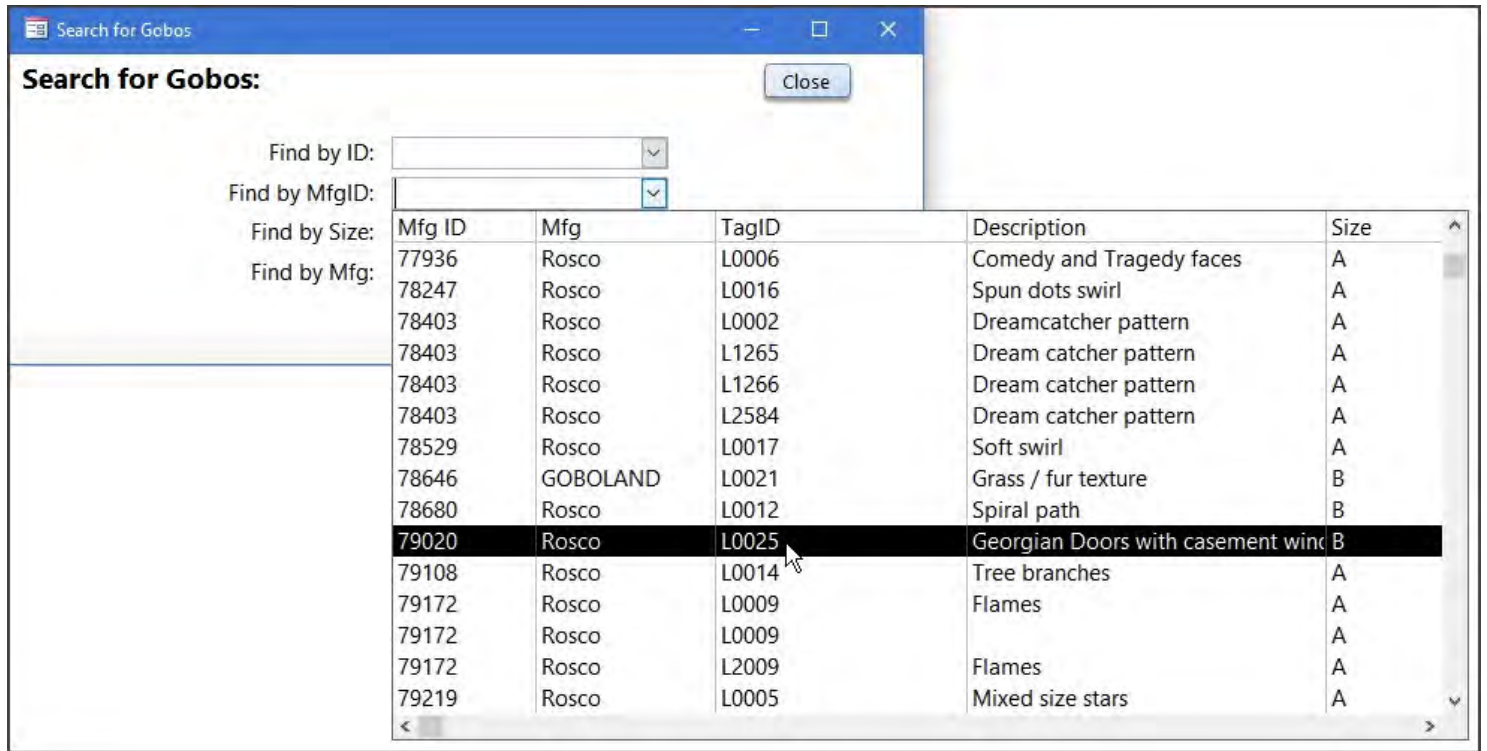
Photo Gallery: You can view all the photos/*.jpg for you Gobos in the Photo Gallery. You can also print/PDF this gallery by clicking on the "Print" button. To look at an individual Gobo record, click on the "View" button below each Gobo picture.

Gobos

Dbl-Click image to Zoom   Print   Close

Page 1 of 12   Prev   Next   # of Records: 180

A1000B View	A1017B View	A1019B View	A1035B View
A1045B View	A1094B View	A1110B View	A1121B View
A1217B View	A1224B View	A2051B View	A2069B View
A2075B View	A2158B View	A2164B View	A2192B View
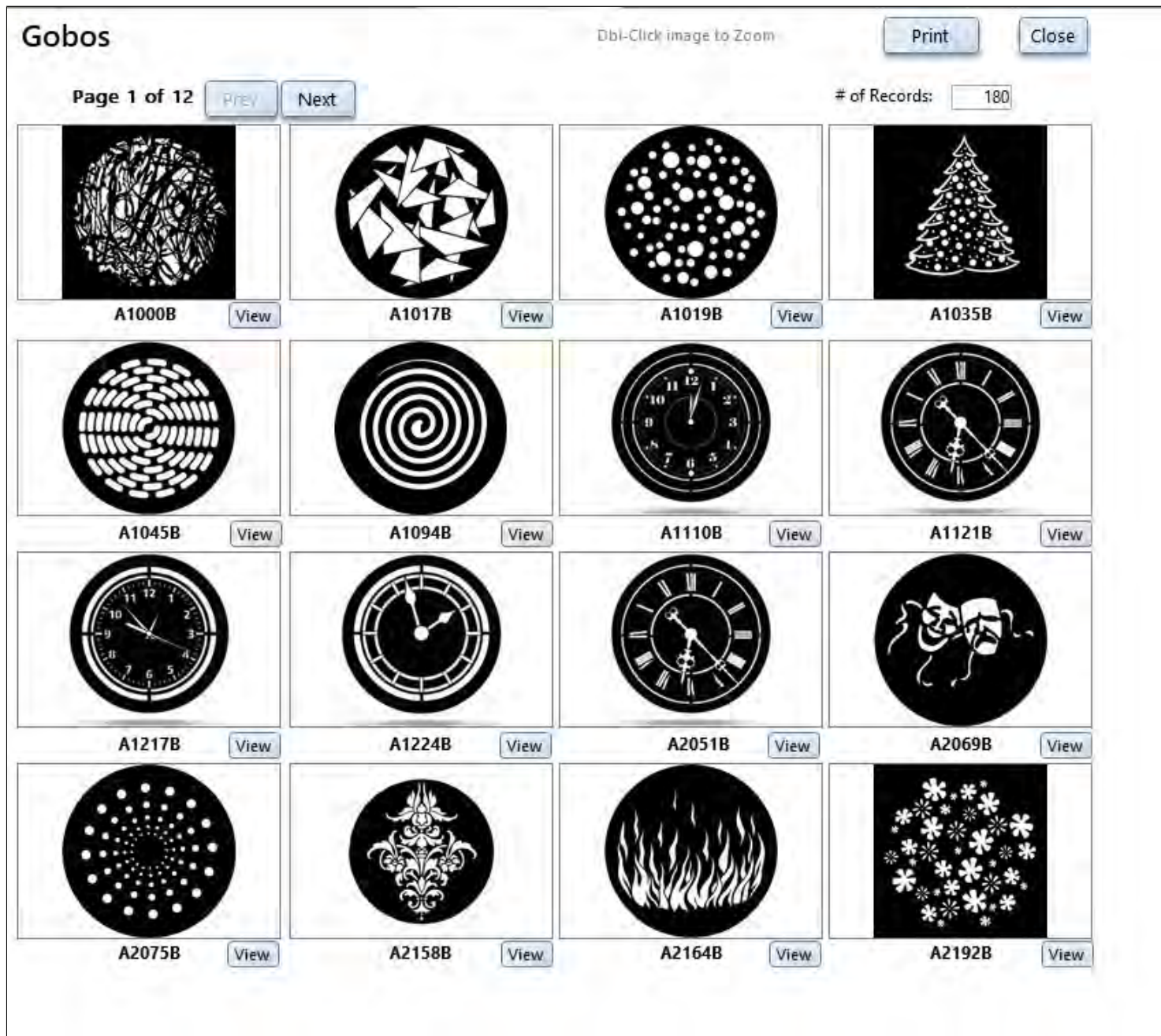
Delete Gobo - To delete a Gobo record - click on the "Delete Gobo" button at the very bottom of the screen.

Reports

On the Lighting Reports menu there are several reports for Gobos:

1) List of All Gobos in Inventory
2) Photo Gallery of All Gobos.
3) Summary of Gobos -This includes the number of gobos (each design), the total number of gobos - counting those with a quantity > 1, total costs and replacement costs.
4) List of all Gobos that have been discarded.

All reports can be printed to a printer or PDF file. See the Appendix on Printing Options for more details.

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Accessory, Gobo and Gel Reports

[Close]

Accessories

- [ ] All Accessories in Inventory   [ ] All Accessories w/ Barcode (1" x 4" Labels)
- [ ] All Accessories by Type   ... by Selected Type: [▾]
- [ ] Accessories Summary   [ ] Accessories Summary by Accessory Type
- [ ] Cables by Cable Type
- [ ] Accessory Worksheet

Gobos

- [ ] All Gobos in Inventory   [ ] Photo Gallery of Gobos
- [ ] Gobo Info Storage Labels
- [ ] Gobos Summary

All Gobos that have been discarded: *Start Date:* [ ]   *End Date:* [7/3/2018] [OK]

Gels

- [ ] All Gel Colors in Inventory (by Color Number)
- [ ] All Gel Colors by Mfg   ... by Selected Mfg: [▾]

All Gels that have been discarded: *Start Date:* [ ]   *End Date:* [7/3/2018] [OK]

All Lighting Equipment

- [All] All Equipment by Division/Owner: *Select Owner :* [▾]

Gobos

L0001

L0002

L0003

L0004

L0005

L0006
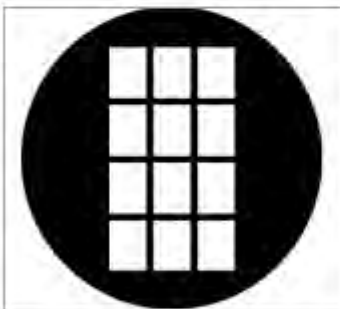
L0007

L0008

L0009

L0010

L0011

L0012

Photo Gallery Report.
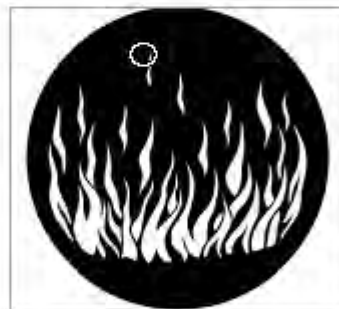
Utilities

The Gobos Utilities include Gobo type (steel/glass), Size, and Manufacturer. The Shared Utilities (Storage Location, Source, etc) are also available.

Gels

Gels - If you have a large collection of Gels that you want to inventory, you can keep track of them in the Gels Module.

Gel Color Summary: This is a summary page of all the Colors you have. It shows the Mfg #, Color, Transmission %, Manufacturer Qty in Stock, Available Qty, and costs.

	MFG Number:	Color:	Transmission :	Manufacturer	Qty In Stock:	Available Qty:	Original Cost:	Replacement Cost:	Rental Fee
Details	Cinegel #2006	Azure	9 %	Rosco	4	3	$5.00		$1.00
Details	120 Deep Blue	Deep Blue	%	Lee	12	11	$5.00		$1.00
Details	Supergel #56: R56	Gypsy Lavender	%	Rosco	10	9	$5.00		$1.00
Details	Cinegel #4430:	Light Green	52 %	Rosco	18	18	$5.00		$1.00
Details		Magenta	19.29 %	Rosco	1	1			
Details		Mist Blue	66 %	Rosco Cinegel	5	4	$6.00		$2.00
Details	P1048	Purple Fusion	95 %	Rosco	2	2	$8.00		
Details	026 Bright Red	Red	%	Lee	14	14	$5.00		$1.00
Details	GamColor # 71- G410	Yellow Gold	%	Rosco E-Colour	15	12	$5.00		$1.00
Details	E742 Bram Brown	Bram Brown	11 %	Rosco		0			
Details	E747	Easy White	31 %	Rosco		0			
Details	Cinegel # 44	Middle Rose	%	Roscolux		0			
Details	P1384	Midnight Blue	80 %	Rosco		0			
Details	Supergel, Cinegel #23:R 2	Orange	%	Rosco		0			
Details	G540	Pale Green	70 %	Rosco		0			
Details	R48 Rose Purple	Rose Purple	16 %	Rosco		0			
Details	G1578	Xtra Minus Green	%	Rosco		0			
* Details			%			0			

Search: You may Search and Filter on Color or manufacturer.

Here is an example of filtering by Manufacturer:

To clear the filter - click on the "View All Colors" button.

Gel Color Details:

On the Gel Color Details screen you can enter the costs, replacement costs and rental fees. You can also see the gels that are "In Use" on a Fixture In Use record. To add or edit a color on the Fixture In Use record - go to the Fixture In Use screen (see Main Menu).

1) Manufacturer - select from list. Update the list on the Utilities screen.
2) Mfg Gel # and/or Description
3) Qty in Stock / Qty Available (if a Gel is in use (Fixture In Use) or rented it is subtracted from the Available Qty).
4) Costs
5) RGB - you can enter the RGB numbers and the color will be estimated.
6) Transmission %
7) Color Swatch - You can make a screen print of the color swatch from the manufacturer's website and load it as a photo (like you would for a fixture photo)
8) Color Data - You can make a screen print of the color data from the manufacturer's website and load it.
9) In-Use status - If a Gel has been assigned to a Fixture-In-Use record - it will be shown here.
10) Rented - If you rent/checkout gels - they will be listed here.
11) Discard fields - Discarded?? Discard Date, Value, and Discard Reason

Delete Color: To delete a Color Gel record - click on the "Delete Color" button on either the Summary or the Details Screen.

Reports:

There are reports for the Gels collection on the Accessory, Gobo and Gel Reports Menu.

The Oaks Youth Theatre

Accessory, Gobo and Gel Reports

[Close]

Accessories

- [ ] All Accessories in Inventory   [ ] All Accessories w/ Barcode (1" x 4" Labels)
- [ ] All Accessories by Type   ... by Selected Type: [▼]
- [ ] Accessories Summary   [ ] Accessories Summary by Accessory Type
- [ ] Cables by Cable Type
- [ ] Accessory Worksheet

Gobos

- [ ] All Gobos in Inventory   [ ] Photo Gallery of Gobos
- [ ] Gobo Info Storage Labels
- [ ] Gobos Summary

All Gobos that have been discarded: *Start Date:* [   ]   *End Date:* [7/3/2018]   [OK]

Gels

- [ ] All Gel Colors in Inventory (by Color Number)
- [ ] All Gel Colors by Mfg   ... by Selected Mfg: [▼]

All Gels that have been discarded: *Start Date:* [   ]   *End Date:* [7/3/2018]   [OK]

All Lighting Equipment

- [All] All Equipment by Division/Owner: *Select Owner:* [▼]

All reports can be printed to a printer or PDF file. See the Appendix on Printing Options for more details.

Productions: If you want to assign Fixtures and their placement to a Production - you need to create a Production record first.

Here is an example of "Music Man".

Features: You can add or delete a production from this screen ("Add Production", "Delete Production" buttons).

You can also see the Fixtures that have been assigned to this production. To add a Fixture In Use record, click on the "Add Fixture to this Production" button.

Search: You can Search for Productions by Name:

Reports: There are several reports available to show the Fixtures In Use for this Production: You can print by Fixture ID, Fixture Type or Production Location.

Fixtures In Use

The Fixtures In Use screen is designed as a basic tool to identify fixtures and where they might be used in a Production. This is not intended to replace your lighting software but if you do not have lighting software - then it may be useful.

1) Select a Fixture by its Fixture Tag ID. You may select its status of "Currently In Use" or "Saved"

2) Select a Production off the list of Productions you have entered on the Productions screen. Select the Production location from the drop-down list. Production Locations can be added on Production Location form on the Lighting Utilities menu.

3) Select any/all Accessories, Gobos and Gels.

Search Fixtures In Use:

You can Search the list of all Fixtures In Use by Fixture ID or FIxture name.

You may print several reports of all the Fixtures in Use for this production. See Report buttons at top of screen.

Rentals

Rentals: The Lighting Inventory Database is designed to allow you to rent Fixtures, Accessories, Gobos and Gels to other organizations.

The Rentals section has 2 parts: Rentals and the Renters (Organizations) .

Rentals: The Rental records show the name of the Organization who is renting your items, the date checked out, the return due date, fees and more.

Lighting Rentals

Search ◀ ▶ | New Rental | Save | Print Receipt | Refresh | Save and Close

Select Organization: **Costume Inventory Resources** | View Org | Add Org | Contract Date: 4/4/2017 | Receipt / Contract #: 2017-2-Sound | Balance Due: **$475.00** | Quick Check In

Contact: **Margaret Messick** | Title: | Phone: **530-753-7143** | Cell:

Date Fixtures Out: **3/4/2017** * Return Due Date: **5/25/2017** | Update Return Due Date | Check-Out Comments:

Total Fee Due: **$475.00** | Update Fee | Discount: | Deposit: **$0.00** | Date Deposit Paid: * | Amount Paid: **$0.00** | Date Fee Paid: *

Notes:

Rent Fixtures Accessories Gobos Gels Payment Info

Quick Check In | Check In All Fixtures

Select Fixture:	Fixture Tag:	Name:	Type:	Mfg:	Return Due Date:	Check-In Date: *	Rental Fee:		
▾	0003	Basic Fixture	Ellipsoidal		5/26/2017	3/5/2017	$0.00	View	Delete
▾	0006	HID Ellipsoidal	Ellipsoidal	ETC Source Four	5/26/2017	5/10/2017	$50.00	View	Delete
▾	0005	HID Ellipsoidal	Ellipsoidal	ETC Source Four	5/26/2017	5/15/2017	$50.00	View	Delete
▾	0007	HID Ellipsoidal	Ellipsoidal	ETC Source Four	5/26/2017	5/18/2017	$50.00	View	Delete
▾	0002	Follow Spot #1	Follow Spot	Apollo	5/26/2017	5/20/2017	$25.00	View	Delete
▾	0008	HID Ellipsoidal	Ellipsoidal	ETC Source Four	5/26/2017	5/21/2017	$50.00	View	Delete
▾	0001	HID Ellipsoidal	Ellipsoidal	ETC Source Four	5/25/2017	3/9/2018	$50.00	View	Delete
▾	0009	HID Ellipsoidal	Ellipsoidal	ETC Source Four	5/25/2017	3/10/2018	$50.00	View	Delete
▾	0004	Fixture	Fresnel	Altman	5/25/2017	3/10/2018	$15.00	View	Delete
* ▾							$0.00	View	Delete

Total # Fixtures: 9 | Total Rental Fees: $340.00

Delete Rental Record | * - Double-click on the date field for today's date.

To create a Rental record for lighting:

1) Click on New Record to create a new record. The "Contract Date" and "Date Fixtures Out" fields will be filled in with today's date. The "Receipt Number" will be the next number in sequence or you can enter your own Receipt Number.

2) Select a Renter (Organization) from your list of organizations. (See below.) You may add a new Organization from this screen with the "Add Org" button.

3) Set at "Return Due Date" for all items.

4) Select the Fixture TagID off the list by using a barcode scanner, the drop-down list or by typing it in. (For Accessories, Gobos and Gels - go to those tabs and select an item off the list).

5) View - you may view the record by clicking on the "View" button. If you need to change the Rental Fee - click on the "View" button, view/update the record, save and close the Fixture record, click on the "Update Fee" button to show the new total.

6) Delete - if you added a record by accident - click on the "Delete" button at the end of the row for that item.

7) Print Receipt - You can print a receipt for this rental.

The Oaks Youth Theatre
(855) 468-8247
PO Box 4345, Davis, CA 95617

Lighting Rental Receipt

Organization: **Costume Inventory Resources**   Contract Date: **4/4/2017**   **Receipt #:** **2017-2-Sound**

Date Checked Out: **3/4/2017**   Return Due Date **5/25/2017**   Total Fee: **$475.00**   Amt Paid: **$0.00**   **Balance Due:** **$475.00**

Contact: **Margaret Messick**   Phone: **530-753-7143**   Cell :   EMail: margaret@costumeinventory.com

Discount: Deposit: **$0.00**   Deposit Paid: Payment Method: Date Fee Paid:

Fixtures:

Fixture Tag ID	Fixture	Fixture Type	Mfg:	Electrical Rating:	Condition	Rental Fee:	Check-In Date	Check In ?:
0001	HID Ellipsoidal	Ellipsoidal	ETC Source Four	120 v	Excellent	$50.00	3/9/2018	X
0002	Follow Spot #1	Follow Spot	Apollo			$25.00	5/20/2017	X
0003	Basic Fixture	Ellipsoidal				$0.00	3/5/2017	X
0004	Fixture	Fresnel	Altman	120 v	Excellent	$15.00	3/10/2018	X
0005	HID Ellipsoidal	Ellipsoidal	ETC Source Four	120 v	Excellent	$50.00	5/15/2017	X
0006	HID Ellipsoidal	Ellipsoidal	ETC Source Four	120 v	Excellent	$50.00	5/10/2017	X
0007	HID Ellipsoidal	Ellipsoidal	ETC Source Four	120 v	Excellent	$50.00	5/18/2017	X
0008	HID Ellipsoidal	Ellipsoidal	ETC Source Four	120 v	Excellent	$50.00	5/21/2017	X
0009	HID Ellipsoidal	Ellipsoidal	ETC Source Four	120 v	Excellent	$50.00	3/10/2018	X

Total Replacement Costs: **$5,600.00**   Total # of Fixtures: **9**   Total Fee: **$340.00**

Accessories:

Accessory Tag ID:	Accessory:	Accessory Type:	Mfg:	Qty:	Fee:	Rental Fee:	Check-In Date:	Check In ?:
A0003	Barn door	Barn Door	Rosco	3	$5.00	$15.00	5/21/2017	X
A0003	Barn door	Barn Door	Rosco	3	$5.00	$15.00	5/21/2017	X
A0002	Clamp	Clamp		1	$2.00	$2.00	5/21/2017	X
A0002	Clamp	Clamp		2	$2.00	$30.00	5/17/2017	X
A0001	Gobo Holder	Pattern Holder	Altman	5	$1.00	$5.00	5/21/2017	X
A0001	Gobo Holder	Pattern Holder	Altman	4	$1.00	$40.00	5/21/2017	X

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Accessories, Gobos and Gels - To add accessories, gobos or gels to this rental - click on the Accessories, Gobos or Gels tab.

Tabs for Accessories, Gobos and Gels

Payment Info: This tab has a summary of the items rented and the payment information. It is not a good idea to record any credit/debit card info in this database as it is not secure.

Update Fee: If you have added, deleted or edited a record and want to be sure that the Balance Due is correct you can click on the "Update Fee" button. It is located next to the "Total Fee Due" field and on the Payment Info tab.

Discounts - if you want to apply a Discount to the whole rental - enter the Percentage Discount in the "Discount" field. If you enter "50" it will discount the entire rental by 50%.

Amount Paid: Once you enter a value in the Amount Paid field - the Balance Due will recalculate.

Deposit: The "Deposit" field can hold a Deposit Amount. It is not included in the Balance Due calculations.

Note: For any date field marked with an "*" you can 'double-click' the mouse and have today's date entered.

Renters - Organizations is a list of customer names who will or have rented equipment from you.

Check-in Fixtures, Accessories, etc.

Quick Check-in

[Rental Reports](#)

Renters (Organizations)

The Renters are Organizations that you rent equipment to. The List of Organizations is shared between the Lighting, Sound and Tool Inventory Databases.

Organization:	Contact Name:	Phone:	Cell Phone:	EMail:	View
Costume Inventory Resources	Messick, Margaret	530-753-7143		margaret@costumeinventory.com	
Davis High School	Smith, George	(530) 753-7999		gsmith@dhs.org	
Lincoln High School	Lincoln, Abe				
Montgomery Elementary School	S., Donna	(855) 555-1111		ds@montgomery.edu	

From this Summary list you can add a new organization, view the organization record and print a list of organizations.

The Organization Record includes the Organization name, contract info, etc. On the tabs near the bottom of the screen you can see the rental history for Lighting, Sound Equipment and Tools.

Organizations / Renters Find Org: [   ] ◄ ► [Add Organization] [Save] [Close]
Find Contact: [   ] [Print Organization Record]

Costume Inventory Resources, Margaret Messick

Field	Value
Organization:	Costume Inventory Resources	Current ☐
Contact First Name:	Margaret	Last Name: Messick	Title:
Phone:	530-753-7143	Cell Phone:	Fax:
EMail:	margaret@costumeinventory.com	2nd EMail :
Address:	PO Box 4345
City:	Davis	State: CA	Zip/Postal Code: 95618	Country:
Web Page:	www.costumeinventory.com
Notes:	

Rental History

Lighting Rentals Sound Equip Rentals Tool Rentals

Receipt #:	Date Rented:	Return Due Date:	Total Fee:	Pd ?	# of Fixtures	# of Accessories	# of Gobos	# of Gels	
2017-2-Sound	3/4/2017	5/25/2017	$475.00	☐	9	18	9	16	View Rental
13	5/27/2017	5/18/2017	$199.00	☐	4	1	1	0	View Rental
12312	5/27/2017	6/14/2017	$10.00	☐	1	1	0	0	View Rental

[Delete Organization]

Add Organization - Click on the Add Organization button at the top.

Delete Organization - Click on the Delete Organization button at the bottom. You will see this dialog box asking if you are sure. The Organization and all their Rental records will be deleted.

Do you want to delete this Organization?

Do you want to delete this Organization?

If you delete this Organization you will also delete all
the Rental Records.

You cannot undo this deletion.

Yes - Delete   No - Cancel

Check-in Fixtures, Accessories, etc.

There are 2 ways to check in an item when it is returned:

1) Place you cursor in the "Check-in Date" field. If you double-click it will enter today's date. If you want a different date you can select one off the calendar (which will appear on the right of the field) or just type in the date.
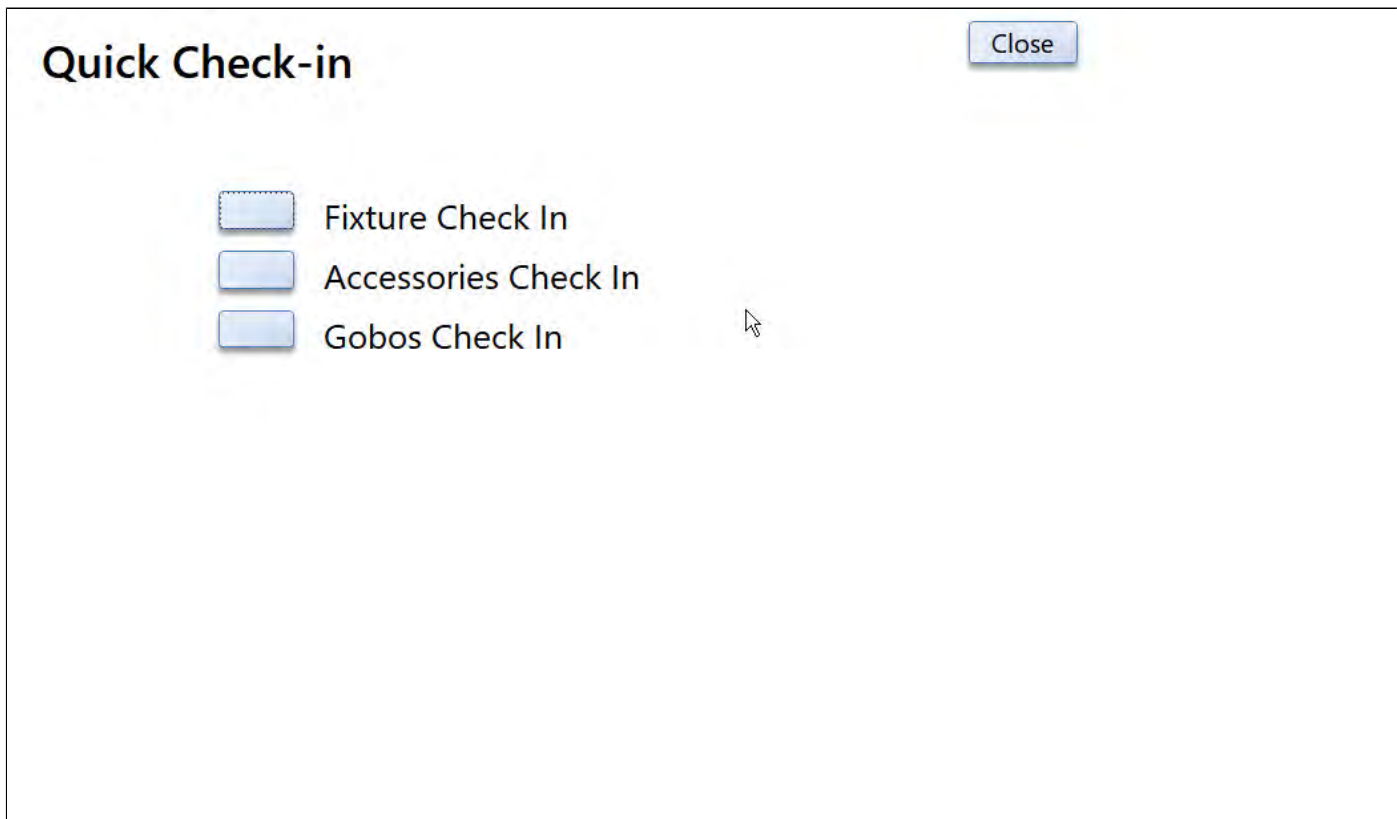
2) Use the Quick Check-in menu. (see Quick Check-in here).

Once the Check-in date is filled the "Current Location" of the item will change to "Checked In" from "Checked Out".

Quick Check-in: Once an item is returned to your organization you need to check it in. The item can be checked in on the Rental screen or the Quick Check-in screen.

The Quick Check-in button is available from the Rental Menu or the Rentals screen. Each type of Lighting Equipment is checked in separately.

The Fixture Quick Check-in: With the Cursor in the "Enter Fixture Tag ID" field you can scan a barcode, type in the TagID or select it from the drop-down list. All items checked in today will be listed.

Quick Check-In - Fixtures

Close

Check-In Date: 3/10/2018

Enter Fixture Tag ID: [▾]

Check-In Date: 3/10/2018

List of Fixtures Checked In Today

Tag ID:	Fixture:	Organization:	Storage Location:	Check-In Date :
0004	Fixture	Costume Inventory Resources	A12	3/10/2018
0009	HID Ellipsoidal	Costume Inventory Resources	Fixture 2	3/10/2018
0011	HID Ellipsoidal	Costume Inventory Resources	Fixture 2	3/10/2018
0012	HID Ellipsoidal	Costume Inventory Resources	Fixture 1	3/10/2018

Accessories Quick Check-in

Quick Check-In - Accessories

Close

Check-In Date: 03/10/18

Enter Accessory Tag ID: [▾]

Check-In Date: 3/10/2018

List of Accessories Checked In Today

Tag ID:	Accessory:	Organization:	Storage Location:	Check-In Date :
A0002	Clamp	Costume Inventory Resources	Misc Closet	3/10/2018

Gobos Quick Check-in

Quick Check-In - Gobos

Close

Check-In Date: 03/10/18

Enter Gobo Tag ID:

Check-In Date:

GoboTagID	Gobo	Organization	Date Equipment Checked O
L0018	Frankenstein	Costume Inventory Resources	3/4/2017

List of Gobos Checked In Today

Tag ID:	Gobo:	Organization:	Storage Location:	Check-In Date :
L0013	Broken glass	Costume Inventory Resources		3/10/2018
L0014	Branches	Costume Inventory Resources		3/10/2018

Rental Reports:

The reports show all items that are rented to an organization (even if there are multiple rental records), list of organizations with their contacts. The "List of All Equipment Rented" and "List of All Equipment Past Return Due Date" are summaries.

The Oaks Youth Theatre

List of Fixtures Rented by Costume Inventory Resources

Organization: **Costume Inventory Resources**   Contract Date: **5/27/2017**   Receipt Number **13**   Balance: **$199.00**
Contact Name Margaret Messick   Phone: 530-753-7143   Cell :   EMail: margaret@costumeinventory.com
Date Fixtures Out: 5/27/2017   Return Due Date: 5/18/2017   Discount: Deposit: $0.00   Total Fee: $199.00   Amt Paid $0.00

Fixtures:

Fixture Tag ID	Fixture	Fixture Type	Mfg:	Electrical Rating:	Condition	Rental Fee:	Check-In Date	Check In ?:
0003	Basic Fixture	Ellipsoidal				$45.00	5/27/2017	X
0011	HID Ellipsoidal	Ellipsoidal	ETC Source Four	120 v	Excellent	$50.00	3/10/2018	X
0012	HID Ellipsoidal	Ellipsoidal	ETC Source Four	120 v	Excellent	$50.00	3/10/2018	X
0016	HID Ellipsoidal	Ellipsoidal	ETC Source Four	120 v	Excellent	$50.00		

Total Replacement Costs: $2,400.00   Total # of Fixtures: 4   Total Fee: $195.00

Accessories:

Accessory Tag ID:	Accessory:	Accessory Type:	Mfg:	Qty:	Fee:	Rental Fee:	Check-In Date:	Check In ?:
A0002	Clamp	Clamp		1	$2.00	$2.00	3/10/2018	X

Total Replacement Costs: $12.00   Total # of Accessories: 1   Total Fee: $2.00

Gobos:

Gobo ID:	Name:	Description:	Mfg:	Qty:	Fee:	Rental Fee:	Check-In Date:	Check In ?:
L0006	Theatre Faces	Comedy and Tragedy faces	Stage Connections,	1	$2.00	$2.00	5/28/2017	X

Total Replacement Costs: $12.00   Total # Gobos: 1   Total Rental Fees: $2.00

Date Prepared: Mar 11, 2018   Page 1 of 3

The Oaks Youth Theatre

List of Fixtures Currently Rented

Organization:	**Costume Inventory Resources**	Contract Date:	**5/27/2017**	Receipt Number	**13**	Balance:	**$199.00**
Contact Name	Margaret Messick	Phone:	530-753-7143				
Date Fixtures Out:	5/27/2017	Return Due Date: 5/18/2017		Total Fee: $199.00	Deposit: $0.00	Amount Paid:	

Fixture Tag ID:	Fixture:	Fixture Type:	Lamp Type:	# of Accessories:	# of Gobos:	# of Gel Colors:	Check-In Date:
0016	HID Ellipsoidal	Ellipsoidal	Quartz-halogen	1	1		
	# of Fixtures: 1						

Organization:	**Costume Inventory Resources**	Contract Date:	**3/11/2018**	Receipt Number	**2018-3-11**	Balance:	**$130.00**
Contact Name	Margaret Messick	Phone:	530-753-7143				
Date Fixtures Out:	3/11/2018	Return Due Date: 5/11/2018		Total Fee: $130.00	Deposit: $0.00	Amount Paid:	$0.00

Fixture Tag ID:	Fixture:	Fixture Type:	Lamp Type:	# of Accessories:	# of Gobos:	# of Gel Colors:	Check-In Date:
0021	Fresnel	Fresnel	Quartz-halogen	2	1		
0013	HID Ellipsoidal	Ellipsoidal	Quartz-halogen				
0009	HID Ellipsoidal	Ellipsoidal	Quartz-halogen				
	# of Fixtures: 3						
	Total # of Fixtures: 4						

The Oaks Youth Theatre

List of Fixtures Out Past Due Date

Organization: **Costume Inventory Resources**		*Contract Date:* **5/27/2017**	*Receipt Number* **13**			*Balance:*	**$199.00**
Contact Name Margaret Messick		*Phone:* 530-753-7143					
Date Fixtures Out: 5/27/2017		*Return Due Date:* **5/18/2017**	*Total Fee:* $199.00	*Deposit:*	$0.00	*Amount Paid:*	

Fixture Tag ID:	Fixture:	Fixture Type:	Lamp Type:	# of Accessories:	# of Gobos:	# of Gel Colors:	Check-In Date:
0016	HID Ellipsoidal	Ellipsoidal	Quartz-halogen	1	1		
	# of Fixtures: 1						
	Total # of Fixtures: 1						

Reports

Lighting Reports:

There are reports for Fixtures, Accessories, Gobos and Gels. See each module for more details.

All reports can be printed to a printer or PDF file. See the Appendix on Printing Options for more details.

Lighting Utilities

The Lighting Utilities menu allows you to update the Lookup tables for Fixtures, Accessories, Gobos and Gels. There are also utilities for updating the Photo Folder address and the Storage Locations for Fixtures.

1) Database Statistics - this will give you a count of the records for Fixtures, Accessories, Gobos, Gels and Productions.

2) Export to Excel - you can export the Fixtures and Productions records to an Excel file.

3) View Software Registration - shows the Software Registration Key.

4) Set up Folder for Photos - This screen allows you to enter the name of the folder on your server or computer where the photos are stored. It makes it easier to add photos to your Fixture, Gobo records.

Update Lookup tables.

All the drop-down boxes are based on tables. You can add, edit or delete values in all the tables. The Lookup table forms are all very similar. Here is a sample of the Lighting Storage Locations form. The "X" to the right of each value is a "Delete" key to delete a value. If a Fixture (or Accessory or Gobo) record uses a value - such as A1 (in this example) and you delete the value, then the Fixture record will not show a Storage Location on the form.

Storage Locations

	Location:	
▶	A1	☒
	A2	☒
	A4	☒
	A12	☒
	A22	☒
	A30	☒
	Cable Wall	☒
	Fixture 1	☒
	Fixture 2	☒
	Gobo Drawer 1	☒
	Gobo Drawer 2	☒
	Misc Closet	☒
	Rack 1	☒
	Rack 2	☒
	Rack 11	☒
*		☒

[Add Location] [Delete Location] [Close]

[Refresh]

In the "Shared Utilities" the tables that are shared by all the Lighting Equipment are shown - such as Current Location, Manufactureres, Source/Suppler, etc. There are also groups of Utility tables that are used only by one module - Fixtures, Accessories, Gobos, or Gels.

Close

Lighting Utilities

Database Statistics   (How many records, etc.)

Export to Excel

View Software Registration

Setup Folder for Photos

Update Storage Location - Fixtures

Shared Utilities

Current Location

Divisions / Owners

Manufacturers

Production Locations

Source / Supplier

Storage Locations

Re-index Tag ID's

Return to Main Utilities

Fixture Utilities

Battery Type

Cable Types

Condition

Connector

Controls

Electrical Ratings

Fixture Types

Frames

In Use Status

Lamp Type

Lens

OK to Rent Codes

Rigging

Sockets

Special Effects

Watts

Accessory Utilities

Accessory Type

Cable Types

Gel Utilities

Gel Manufacturer

Gobo Utilities

Gobo Manufacturer

Gobo Size

Gobo Type

Sound & Multi-Media Equipment Inventory

Sound and Multi-Media Equipment Inventory

The Sound and Multi-Media Equipment Inventory Database is designed to allow you to track your equipment, do searches, print reports, assign MicPacs to performers and rent equipment to outside organizations.
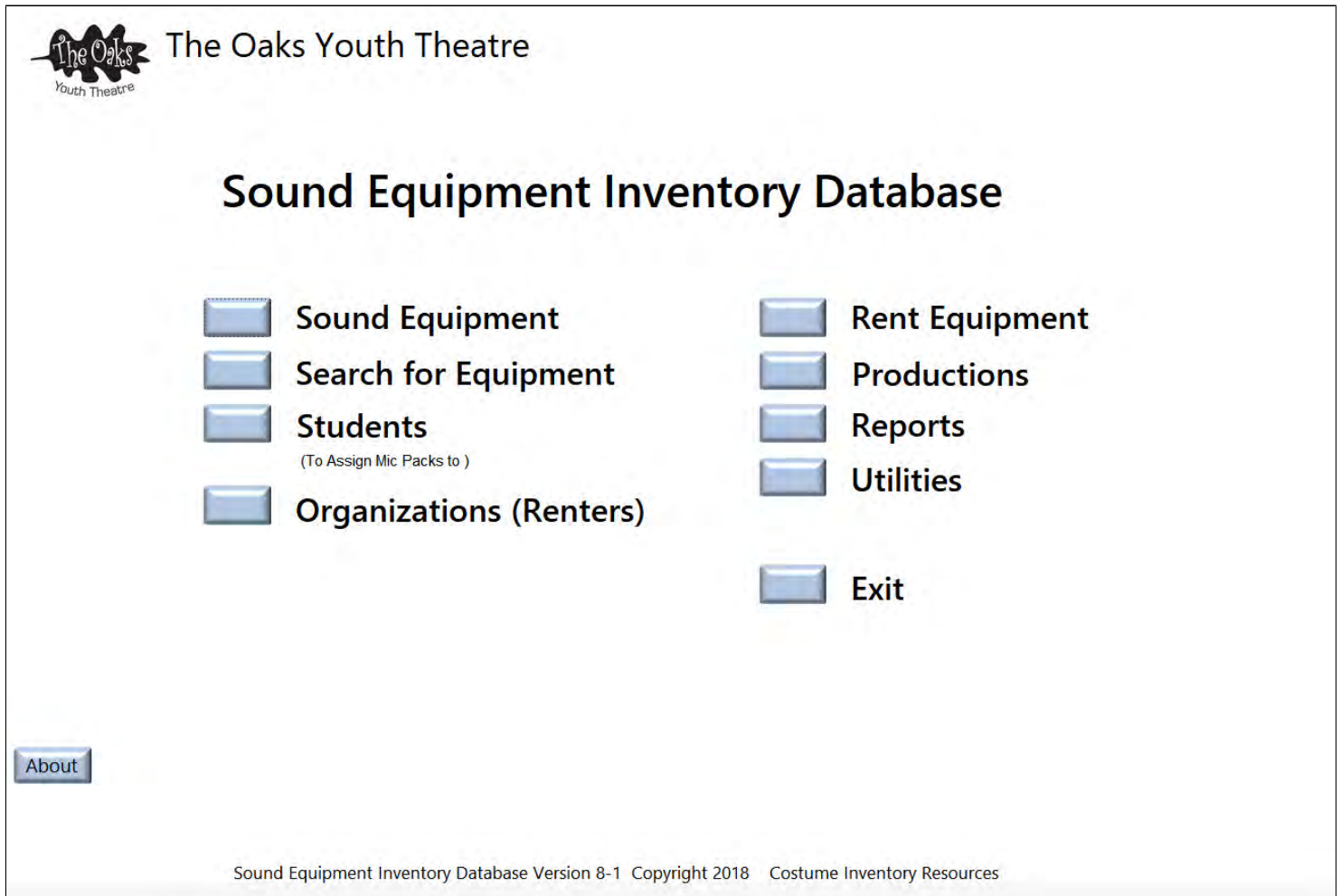
The features include:

[Sound & Multi-Media Equipment](#)
[Search for Equipment](#)
[Students](#) (Performers)
[Organizations](#) (Renters)
[Rentals](#)
[Productions](#)
[Reports](#)
[Utilities](#)

Sound and Multi-Media

The Sound and Multi-Media data entry form allows you to enter descriptive information on each piece of sound and multi-media equipment.

Add Equipment: You add a new record with the "Add Equipment" button at the top. Each record has to have a unique Tag ID.

Add New Equipment ID — □ ✕

Add New Equipment Record

Enter New Number: |

- or - Next Equipment ID   S1007

[OK]   [Cancel]

Current Equipment ID's:

Equipment ID	Equipment Name:
1001	Keyboard Synthesizer
1002	Carry-all bag
1003	Keyboard Synthesizer
1004	Microphone
1006	Carry-all bag
1007	Carry-all bag
1008	Microphone
1010	Microphone
S0001	Microphone
S0002	Wired Microphone
S0003	Wired Microphone
S0004	Wired Microphone
S0005	Wired Microphone

Copy Equipment: If you have many of the same type of equipment - such as cables - you can create a single record then copy it as many times as you need. Each record will have its own tag ID. The Tag ID's will increment from the starting number you enter. Once the copies are made you can update any details, such as length, as needed.

Load Photo: You may add a photo or *.jpg to each equipment record. Click on the Load a Photo button to open a dialog box of your photos.

The folder that opens is the one you set up in the [Utilities / Set up Folder for Photos](#). It is a good idea to store all your photos in one folder. If you are using the database on a network the photos should be stored there as well so everyone has access to them and they will be backed up regularly.

Descriptive details for Sound Equipment Record:

The Sound Equipment record has many fields that you can use to describe each piece of equipment. Most are drop-down boxes that are based on tables - Category, Item Type, Manufacturer, etc. Some are just text fields - like Model and Serial Number. All the Drop-Down boxes are based on tables that can be updated on the [Utilities Menu](#).

The fields are pretty self-explanatory:

Current Location (Storage, Production, Checked Out, Checked In, etc)
Category
Item Type
Manufacturer
Model
Power Source
Voltage
Frequency
Power (watts)
Connector
Have Charger (Y/N)
Battery Type
Battery Name
Qty (of batteries)
Cable Length (for cables)
Cable Connector
Mic Pack (for wireless Mics)
Wireless Frequency Range
Serial Number
Asset Management Number
Size
Source / Supplier
Date Acquired
Warranty (30 days, 1 year, etc.)
Warranty Expires
Condition
Cost
Replacement Cost
Available for Rent (Y/N)
Rental Fee
Storage Location and Details - the 'Storage Location' field is for the main location (Main Closet, Store Room 1). The 'Details' field is for the shelf or wall, etc.
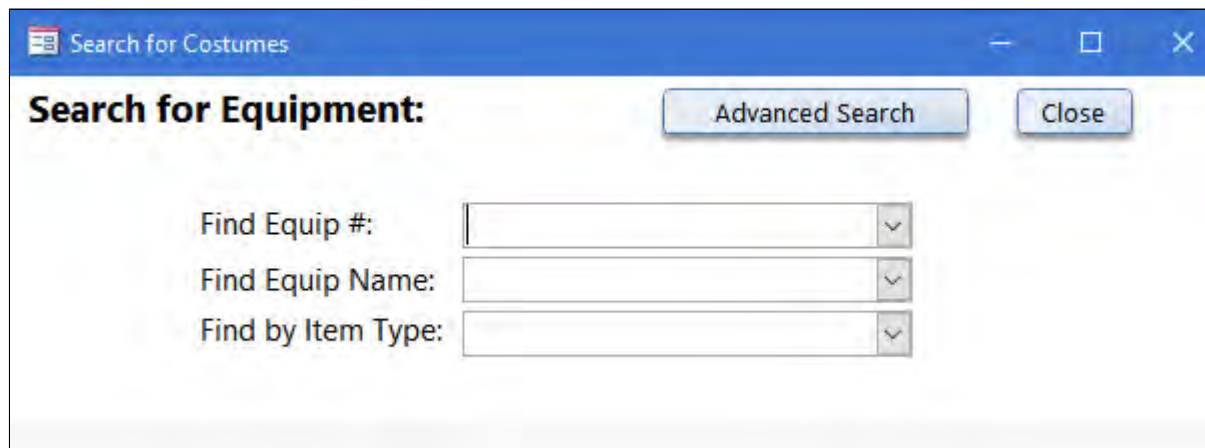
Division - if you have more than one division or group that 'owns' the equipment you can list that here.
Discard ?
Notes

Search: You can find an Equipment Record by TagID, Name, or Item / Equipment Type. To search on more fields - go to the Advanced Search.

The tabs at the bottom of the screen are to keep track of:

Repair History - you can track repairs needed/made over time. You can also print a repair card to attach to item so you will know what needs to be done. When the "Needs Repair" box is checked - the words "Needs Repair" will show in red at the top of the screen.

Sound Equipment

Display Records Sorted by: ◉ Name ○ ID

Search | ⏮ ◀ ▶ ⏭ | Add Equipment | Copy Equipment | Utilities | Save and Close

NEEDS REPAIR

Print Equipment Record | Refresh Lookups

Equipment Tag ID: 1001 | # | Equipment Name: Keyboard Synthesizer | Current Location: Checked-In

Description / Features: Small keyboard synthesizer. Good for student use.

Category: Audio | Add New Category | Item Type: Keyboard | Add New Item Type

Manufacturer: SONY | Model: 1234 | Power Source: Battery

Voltage: 120 V | Frequency (kHz): 11 | Power (watts): 60 | Connector: 3.5 mm

Have Charger? ☑ | Battery Type: Alkaline | Battery Name: C | Qty of Batteries: 6

Cable Length: | Cable Connectors:

Mic Pack #: 1 | Serial Number: 562485-854 | Asset Mgmt #: 12345

Size: 12" x 36" | Source / Supplier: B & H Photo | Date Acquired: 1/1/2010

Warranty: 90 Day | Warranty Expires: 8/31/2016 | Condition: Good

Cost/Value: $200.00 | Replacement Cost: $250.00 | Available For Rent: ☑ | Rental Fee: $15.00

Storage Location: Main Closet | + | Details: Shelf 6

Division / Owner:

Notes:

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

Repairs | Rental History | Discard Notes | Productions

Needs Repair	Description of Needed Repairs:		Repair Date:	Repaired By:	Repair Cost:	
☑	needs cleaning	Zoom				Print Card
☐		Zoom				Print Card

Delete Equipment | Date Record Created: 1/19/2015 | UpdatedBy: | Date Updated: 3/11/2018

Rental History - you can see how often this piece of equipment has been rented and if it is checked out at the moment.

Discard - if an item has been discarded you can mark it as discarded with the date, reason and value at the time of discard. A report is available on the Reports Menu to list all the equipment that has been discarded during a selected period of time.

Productions - Sound Equipment can be assigned to a Production and to a particular performer (for Mic Pacs).

90

Sound Equipment

Display Records Sorted by: ⦿ Name ◯ ID

Search | ⏮ ◀ ▶ ⏭ | Add Equipment | Copy Equipment | Utilities | Save and Close

Print Equipment Record | Refresh Lookups

Equipment Tag ID: **S0015** [#]   Equipment Name: **Wireless Mic**   Current Location: **Checked-Out**

Description / Features: **VocoPro**

Category: **Audio** | Add New Category | Item Type: **Microphone** | Add New Item Type

Manufacturer: **SONY**   Model: Power Source: **Battery**

Voltage: Frequency (kHz): **T**   Power (watts):   Connector:

Have Charger? ☐   Battery Type: **Alkaline**   Battery Name: **AA**   Qty of Batteries: **2**

Cable Length: Cable Connectors:

Mic Pack #: **3**   Serial Number: Asset Mgmt #:

Size: Source / Supplier: Date Acquired:

Warranty: Warranty Expires: Condition:

Cost/Value: **$125.00**   Replacement Cost: **$150.00**   Available For Rent: ☑   Rental Fee: **$25.00**

Storage Location: [+]   Details:

Division / Owner:

Notes:

Image Controls
- Load a Photo
- Zoom In
- Zoom Out
- Zoom Fit
- Rotate
- Full Screen
- Delete Photo

| Repairs | Rental History | Discard Notes | Productions |

Production			Performer who will use Equipment	Cell Phone #	
Annie Get Your Gun		View	Peter Messick	(999) 555-1111	View
		View			View

** Please note - this form is Read-Only. To add a Production or Performer Name, go to the Productions scr

Delete Equipment   Date Record Created: **4/7/2017**   UpdatedBy: Date Updated: **3/10/2018**

Change TagID: If you need to change the Tag ID of a piece of equipment - you can do that by clicking the "#" button next to the Tag ID Field. You will be asked to enter the New Tag ID. All Tag ID's must be unique so if you put in a value that is already in the database you will be asked to enter a different value.

Sound Equipment

Display Records Sorted by: ⦿ Name ◯ ID

Search |◀ ◀ ▶ ▶| Add Equipment Copy Equipment Utilities Save and Close

Print Equipment Record Refresh Lookups

Equipment Tag ID: **S0011** [#]   Equipm...   Out

Description / Features: **M-F HDMI Extension**

Category: **Cables and Adapters** ▾ Add New Category

Manufacturer: **Rankie** ▾ Model:

Voltage: ▾ Frequency (kHz):

Have Charger? ☐ Battery Type:

Cable Length: **6'**   Cable Con...

Mic Pack #:   Serial Number:

Size: Source / Supplier:

Warranty: Warranty Expires

Cost/Value: **$15.00** Replacement Cost:

Storage Location: **Main Closet**

Division / Owner: ▾

Notes:

Quick Start

...age Controls

...ad a Photo

Zoom In

Zoom Out

Zoom Fit

Rotate

...Full Screen

...elete Photo

Dialog Box

🗏 Do you want to change this Equipment ID?   — ☐ ✕

Do you want to change this Equipment ID ?

Original Tag #: [S0011]   New Tag #: [S9988]

Are you sure you want to change this Equipment ID? Any associated records will have to be updated manually after this change is made. If an Equipment tag is already applied to the Equipment piece then it will have to be changed as well.

You cannot undo this change.

Do you still want to change this ID ?

[Yes - Change]   [No - Cancel]

Search for Equipment

The Search (or Advanced Search) screen allows you to search for records that meet one or more criteria.

In the search below if we search for Item Type = Microphone - you select the Microphone from the list and click on "Search"

Search for Sound Equipment

Select one or more criteria to search for a piece of Equipment

Search

Equipment Name *:

Description *:

Division / Owner:

Category / Media Type:

Item Type: Microphone

Manufacturer:

Model *:

Power Source:

Battery Type:

Battery Name *:

Connector:

Cable Length

Cable Connector:

Serial Number :

Asset Mgmt #:

Source:

Date Acquired : Between : and

Condition:

Storage Location:

Storage Location Detail:

Current Location:

* Please enter 1 or 2 words only for best results

Note: Leave all boxes empty to see all Equipment pieces.

Clear All

Close

The Search Results show all the equipment that has an Item Type of Microphone. If you want to look at the record - click on the "View" button for that record.

Search Results

Search For: Item Type = Microphone

Records Found: 16 Print Results Results By Equipment Type Close

Equip ID:	Equipment Name:	Description:	Category:	Item Type:	Manufacturer:	Division:	Current Location	Storage Location:	
1004	Microphone		Audio	Microphone	SONY		Checked-Out	Shelf 1-s1	View
1008	Microphone		Audio	Microphone	SONY		Storage	Main Closet-s1	View
S9997	Wireless Mic	VocoPro	Audio	Microphone	SONY		Storage	Main Closet-s1	View
1010	Microphone		Audio	Microphone	SONY		Checked-Out	Main Closet-s1	View
S0001	Test for Copy with Prefi		Audio	Microphone	SONY		Checked-In	Main Closet-s1	View
S0002	Test for Copy with Prefi		Audio	Microphone	SONY		Storage	Main Closet-s1	View
S0003	Test for Copy with Prefi		Audio	Microphone	SONY		Checked-Out	Main Closet-s1	View
S0004	Test for Copy with Prefi		Audio	Microphone	SONY		Checked-In	Main Closet-s1	View
S0005	Test for Copy with Prefi		Audio	Microphone	SONY		Storage	Main Closet-s1	View
S0006	Test for Copy with Prefi		Audio	Microphone	SONY		Storage	Main Closet-s1	View
S0015	Wireless Mic	VocoPro	Audio	Microphone	SONY		Storage	-	View
S0016	Wireless Mic	VocoPro	Audio	Microphone	SONY		Storage	-	View
S0017	Wireless Mic	VocoPro	Audio	Microphone	SONY		Storage	-	View
S0018	Wireless Mic	VocoPro	Audio	Microphone	SONY		Checked-Out	-	View
S0019	Microphone with mono	Microphone with mono phone plug	Audio	Microphone			Storage	Shelf 1-	View
S1005	VocoProp UHF-18 Wirel	VocoPro UHF-18 Single Channel UHF W	Audio	Microphone	VocoPro		Storage	Shelf 1-	View

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You can print 2 reports - a list ordered by Tag ID or a list grouped by Equipment Type. All reports can be printed to a printed or PDF ([more info](#)).

The Oaks Youth Theatre
Search Results
Search For: Item Type = Microphone

Equip ID:	Equipment Name	Description:	Category:	Item:	Manufacturer:	Source:	Current Location:	Storage Location:
1004	Microphone		Audio	Microphone	SONY		Checked-Out	Shelf 1-s1
1008	Microphone		Audio	Microphone	SONY		Storage	Main Closet-s1
S9997	Wireless Mic	VocoPro	Audio	Microphone	SONY		Storage	Main Closet-s1
1010	Microphone		Audio	Microphone	SONY		Checked-Out	Main Closet-s1
S0001	Microphone	Wired Microphone	Audio	Microphone	SONY	B & H Photo	Checked-In	Main Closet-s1
S0002	Wired Microphone	Wired Microphone	Audio	Microphone	SONY	B & H Photo	Storage	Main Closet-s1
S0003	Wired Microphone	Wired Microphone	Audio	Microphone	SONY	B & H Photo	Checked-Out	Main Closet-s1
S0004	Wired Microphone	Wired Microphone	Audio	Microphone	SONY	B & H Photo	Checked-In	Main Closet-s1
S0005	Wired Microphone	Wired Microphone	Audio	Microphone	SONY	B & H Photo	Storage	Main Closet-s1
S0006	Wired Microphone	Wired Microphone	Audio	Microphone	SONY	B & H Photo	Storage	Main Closet-s1
S0015	Wireless Mic	VocoPro	Audio	Microphone	SONY		Storage	
S0016	Wireless Mic	VocoPro	Audio	Microphone	SONY		Storage	
S0017	Wireless Mic	VocoPro	Audio	Microphone	SONY		Storage	
S0018	Wireless Mic	VocoPro	Audio	Microphone	SONY		Checked-Out	
S0019	Microphone with mono ph	Microphone with mono	Audio	Microphone			Storage	Shelf 1-
S1005	VocoProp UHF-18 Wireless	VocoPro UHF-18 Single	Audio	Microphone	VocoPro	Musician's Frie	Storage	Shelf 1-

Total # Of Equipment Items: 16

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Students

If you assign Sound Equipment to a student or performer to use in a Production you will need to keep a list of them. The Students/Performers form lets you keep track of students and their contact information.

List of Students - this is a list of all students with their contact info.

Student Details:

Here are the contact details of the students and the list of Productions where they were assigned equipment.

You can Add a record with the "Add Record" button.

You can Delete a record with the "Delete Individual" button at the bottom of the screen.

The field "Current" allows you to mark a student as not current so they will not show up on the drop-down lists for assigning equipment. If you want to view all Students including the "Non-Current" ones - change the "View" drop-down from "Current" to "View All"

You an search for a student by name with the "Search" button.

To assign a Mic Pac or other piece of equipment to a Student/Peformer, go to the [Productions](#) screen.

Organizations

The Organizations list is for Rentals. Before you can rent any Equipment pieces to another organization, you need an Organization record.

The List of Organizations is shared between the Lighting, Sound and Tool Inventory Databases.

Organization:	Contact Name:	Phone:	Cell Phone:	EMail:	View
Costume Inventory Resources	Messick, Margaret	530-753-7143		margaret@costumeinventory.com	
Davis High School	Smith, George	(530) 753-7999		gsmith@dhs.org	
Lincoln High School	Lincoln, Abe				
Montgomery Elementary School	S., Donna	(855) 555-1111		ds@montgomery.edu	
	,				

Organizations / Renters — Add New Organization — Refresh List — Print List of Organizations — Close

From this Summary list you can add a new organization, view the organization record and print a list of organizations.

The Organization Record includes the Organization name, contract info, etc. On the tabs near the bottom of the screen you can see the rental history for Lighting, Sound Equipment and Tools.

Organizations / Renters — Find Org: [   ] ◄ ► [Add Organization] [Save] [Close]
Find Contact: [   ] [Print Organization Record]

Costume Inventory Resources, Margaret Messick

Organization: **Costume Inventory Resources**   Current ☐
Contact First Name: **Margaret**   Last Name: **Messick**   Title: [   ]
Phone: **530-753-7143**   Cell Phone: [   ]   Fax: [   ]
EMail: **margaret@costumeinventory.com**   2nd EMail: [   ]
Address: **PO Box 4345**
City: **Davis**   State: **CA**   Zip/Postal Code: **95618**   Country: [   ]
Web Page: **www.costumeinventory.com**
Notes: [   ]

Rental History

Lighting Rentals   Sound Equip Rentals   Tool Rentals

Receipt #:	Date Rented:	Return Due Date:	Total Fee:	Pd ?	# of Fixtures	# of Accessories	# of Gobos	# of Gels	
2017-2-Sound	3/4/2017	5/25/2017	$475.00	☐	9	18	9	16	View Rental
13	5/27/2017	5/18/2017	$199.00	☐	4	1	1	0	View Rental
12312	5/27/2017	6/14/2017	$10.00	☐	1	1	0	0	View Rental

[Delete Organization]

Add Organization - Click on the Add Organization button at the top.

Delete Organization - Click on the Delete Organization button at the bottom. You will see this dialog box asking if you are sure. The Organization and all their Rental records will be deleted.

Do you want to delete this Organization?

Do you want to delete this Organization?

If you delete this Organization you will also delete all
the Rental Records.

You cannot undo this deletion.

[Yes - Delete]   [No - Cancel]

Rentals

Sound Equipment and Tools can be Rented to other organizations in much the same way as Lighting Equipment is rented. The Sound Equipment and Tools are rented on the same screen. If you only have one module (Sound or Tools) installed - you will only see that tab.

To create a Rental:

Rentals

Search

New Check-Out | Refresh | Save and Close
Quick Check In | Print Receipt | Brief Receipt

Select Renter: **Davis High School** | Chg Renter | View Renter | Add Renter | Contract Date: 5/27/2017 | Receipt #: 18 | Balan $152.78

Contact: George Smith | Phone: (530) 753-7999 | Cell Phone: | EMail: gsmith@dhs.org | Status:

Date Equipment Out: 5/1/2017* | Return Due Date: 3/28/2018 | e Return Due Date

Total Rental Fees: $145.50 | Update Fee | Discount: | Sales Tax: (5.00%) $7.28 | Rental Total: $152.78 | Fees Paid: | Date Fee Paid:*

Deposit: $0.00 | Deposit Paid:* | Late Fee: | Late Fee Paid: * | Damage Fee: | Damage Fee Paid:*

Shop Staff: | Check-Out Comments: | ☐ Include Comments on Receipt

Notes: | ☐ Include Notes on Receipt

Sound Equipment | Tools | Payment Details / Subtotals

Refresh | Find Tag ID: | Mark all Equipment "Checked In" | Change Status from 'Checked In' to: | OK

Select Equipment:	Equipment Name:	Rental Fee:	Check-Out Date:	Return Due Date:	Check-In Date *:	Check-Out Comments:	Check-In Comments:	Checked-In ?		
1008	Microphone	$20.00	5/27/2017	3/28/2018	3/11/2018			Checked In	View	X
S0002	Wired Microphone	$15.00	5/27/2017	3/28/2018					View	X
S0011	HDMI Extension Cable	$5.00	5/27/2017	3/28/2018					View	X
S0015	Wireless Mic	$25.00	5/27/2017	3/28/2018					View	X
S0016	Wireless Mic	$25.00	5/27/2017	3/28/2018					View	X
S0017	Wireless Mic	$25.00	5/27/2017	3/28/2018					View	X
*			5/1/2017	3/28/2018					View	X

Total Fees for Sound Equipment: $115.00

Delete Checkout Record | *- Double-click on the date field to enter today's date.

1) Select the Renter/Organization from the list. If you need to add a new Organization, click on the "Add Renter".
2) The Contract Date will be today's date unless you change it. The Receipt # will be the next number in sequence - unless you change it.
3) Enter the Return Due Date for the items to come back.
4) Select the pieces of Equipment off the "Select Equipment" drop-down list or scan the Inventory Tag Barcode.
5) Print a receipt. There are two styles - the "Receipt" with a lot of details on each item checked out and the "Brief Receipt" for less details and less paper.

Here is an example of a "Brief Receipt" for Sound Equipment and Tools.

The Oaks Youth Theatre
(855) 468-8247
PO Box 4345, Davis, CA 95617

Equipment Rental Receipt

Organization: **Davis High School**	Contract Date: **5/27/2017**	**Receipt #:** **18**
Date Checked Out: **5/1/2017** Return Due Date **3/28/2018** Total Fee **$145.50** Amt Paid:		**Balance Due:** **$152.78**

Contact: **George Smith**   Phone: **(530) 753-7999**   Cell :   EMail: gsmith@dhs.org
Discount: Tax: **$7.28**   Deposit: **$0.00**   Deposit Paid: Payment Method   Date Fee Paid:

Sound Equipment Pieces Checked-Out:

Check-Out:	Check-In:	Tag ID:	Equipment Name:	Category:	Item:	Rental Fee:	Comments:	Checked in?	Return Due Date:
5/27/2017		1008	Microphone	Audio	Microphone	$20.00		☐	3/28/2018
5/27/2017		S0002	Wired Microphone	Audio	Microphone	$15.00		☐	3/28/2018
5/27/2017		S0011	HDMI Extension Cable	Cables and Adapter	Cable	$5.00		☐	3/28/2018
5/27/2017		S0015	Wireless Mic	Audio	Microphone	$25.00		☐	3/28/2018
5/27/2017		S0016	Wireless Mic	Audio	Microphone	$25.00		☐	3/28/2018
5/27/2017		S0017	Wireless Mic	Audio	Microphone	$25.00		☐	3/28/2018
			Total # of Equipment Pieces Checked Out: 6		Rental Fees:	$115.00			

Tools / Equipment Pieces Checked-Out:

Check-Out:	Check-In:	Tag ID:	Equipment Name:	Category:	Item:	Rental Fee:	Comments:	Checked in?	Return Due Date:
5/1/2017		T0010	Cordless drill	Power Tools	Drill	$7.50		☐	3/28/2018
5/1/2017		T0097	Router	Power Tools	Router	$12.00		☐	3/28/2018
5/1/2017		T5003	Craftsman 3" Belt Sander	Power Tools	Belt Sander	$11.00		☐	3/28/2018
			Total # of Equipment Pieces Checked Out: 3		Rental Fees:	$30.50			

I agree to return all equipment items in the same condition that they were when I rented them.

Signed: _____   Date: _____

To find an existing Rental Record - use the "Search" button.

Search for Rental Records   —   ☐   ✕

Search for Rental Records: Close

Find Rental Record by Organization: [   ] ∨

Find Receipt #: [   ] ∨

Find by Date: [   ] ∨

Find by Notes: [   ] ∨

Find by Status: [   ] ∨ [   ] ∨

You can search by Organization name, Receipt #, Date of Contract, Notes or filter the list by Status (Open / Closed)

Check-In:

There are 2 ways to check in a piece of equipment

1) On the "Check-In Date" field - enter the date the items were returned - or double click in the field to enter today's date or pick a date off the calendar (to the right of the field).

2) Use the "Quick Check-In" feature. The Quick Check-in button is at the top of the Rental screen. You can check-in Sound Equipment or Tools.

All the currently checked out Sound Equipment items will appear in the "Enter Equipment Number" field. You can type in the number, select it off the drop-down list or place the cursor there then scan the inventory tag barcode. Once the Tag ID is selected, it will be checked in.

The list of items checked in today will appear in the bottom half of the screen. Once checked in you can view the Equipment record or the Rental from the line item.

You can also print a report of all items checked in - sorted by Storage Location so you know where they are supposed to be stored.

Status: Once all the items have been returned you can change the Status of the rental to "Closed". The "Closed" rental records will be still be in the system but will be at the bottom of the list when doing searches.

Payment Details: The details of the fees calculated for the rental are shown on the Payment Details screen. Any discounts, Late or Damage fees you have added will be shown here. While you can keep details of the payment - method or payment, credit/debit card info, etc it is not a good idea to keep the Credit Card info in the Equipment Inventory Database as it is not a secure database. You could keep the last 4 digits if you want a record of which card they used.

Productions

Productions - You can keep a list of Productions and assign Sound Equipment (and Tools) to that production.

You can print a Report of the Sound Equipment assigned and a list of the equipment assigned to Performers.

The Oaks Youth Theatre

Equipment Assigned to Production

Annie Get Your Gun

October 26 - 29, 2017

Equipment ID	Equipment Name	Type	Mic Pack #	Performer	Cell Phone
1009	Wireless Mic	Microphone	3	Messick, Margaret	(415) 555-1114
S0015	Wireless Mic	Microphone	4	Messick, Peter	
S0016	Wireless Mic	Microphone	5	Smith, Suzie	
S0017	Wireless Mic	Microphone	6	Jones, Larry	

Sound / Multi-Media Reports

The Sound Equipment reports include:

All Equipment - every item is listed.
All Equipment - Value Report - both a Summary and a List of all items with their cost and replacement cost.
All Equipment by Division / Owner. If you record which department or division (i.e. Theatre or Music or Dance Dept) 'owns' the equipment - you can run a report to show all the items for each dept.
All Equipment by Category - you can select a Category or list all items - sorted by Category.
All Cables by Connector - If you have a lot of cables and want a list by cable connector type - you can print this one.
All Equipment by Storage Location - you can print a list of just a selected location or all locations. You can also print a Box Card which is a 4" x 6" card or 8 1/2" x 11" list of the contents of the selected storage location. If you have a lot of small pieces of equipment in a box (i.e. Box 12) you can print a list of what is in that box and put it on the front of the box.
Print Box Numbers - You can print 2 large labels of each number - one for the box and one for the lid. (See the Main Menu/Reports)
List of Equipment where the warranty will expire in the selected number of days.
All Equipment that Needs Repair. This will list all the records where the "Needs Repair" field is checked with the details of what needs to be repaired.
All Equipment that has been discarded. You can select a Date range and print a list of everything that has been discarded.

Equipment Inventory Worksheet - If you have a lot of shelves or racks with equipment - you can print multiple copies of this is a blank worksheet. Using a clipboard with the worksheets you can work through your racks/shelves to write all the information down and label the item with the Inventory Tag. The values in the tables at the bottom of the page are based on the values in the tables in your database.

The Oaks Youth Theatre

Date Entered in DB: _____

Equipment Inventory Worksheet

Equip ID: _____ Name: _____

Description: _____

Division / Owner: _____

Category: _____ Item Type: _____

Manufacturer: _____ Model: _____

Serial #: _____ Condition: _____

Size: _____ Voltage: _____ Polarity: _____ Amps: _____

Warranty: _____ Warranty Expires: _____

Source: _____ When Acquired: _____

Cost/Value: _____ Replacement Cost: _____

Available For Loan: ☐ Rental Fee: _____

Storage Location: _____ Detail: _____ Current Location: _____

Notes: _____

Category		
Audio	Audio/visual player	Audio/visual presenta
Cables and Adapters	Connectors	Digital
Lighting	Media Storage	MIDI device
Miscellaneous	Photo Analog	Photo Digital
Shop Power Tools	Support	Video

Manufacturer		Voltage
Black & Decker	CANON	120 V
Fuji	Nikon	20 V
Rankie	Samsung	220 V
SONY	VocoPro	9 V

Item Type		
Adapter/Coupler	Audio field recorder	Audio Interface
Boom Pole	Cable	Camcorder digital
Camcorder HD	Camcorder tape	Camera 35 mm
Camera digital	Camera DSLR	Carry-all Bag
Ceiling Projector Mou	DVD Player	External Hard Drive
Flash drive	Headphones	Keyboard
Laptop	Lens	Light
Light Reflector	Microphone	PA System
Power adapter	Power bar	Power cord
Projector	Sander	Tape Deck
Tripod	Umbrella	

Storage Location	
Cable Wall 1-	Cable Wall 2-
Main Closet-Shelf 1	Main Closet-She
Main Closet-Shelf 3	Main Closet-She
Main Closet-Shelf 12	Misc. Cabinet-Sh
Misc. Cabinet-Shelf	Misc. Cabinet-Sh
Rafters-	Shelf 1-
Shelf 2-A1	Shelf 2-A2
Shelf 2-A3	Shelf 2-A15
Shelf 12-	

Sound Utilities

1) View Software Registration - shows the Software Registration Key.

2) Database Statistics - this will give you a count of the records for all the Equipment.

Database Statistics

	# of Records
Lighting Fixtures:	49
Accessories:	9
Gobos:	36
Gels:	7
Sound Equipment:	29
Tools:	29
Rental Records:	19
Renters / Organizations:	4

3) Re-Index Tag ID's Sorting - The database records have an internal sorting key that is updated when records are added. Occasionally the key needs to be updated. If you renumber equipment records it is a good idea to update the sorting.

4) Set up Folder for Photos - This screen allows you to enter the name of the folder on your server or computer where the photos are stored. It makes it easier to add photos to your Equipment records.

List of Installed Modules   [Install New Module] [Refresh] [Close]

	Module Name:	Installation Date:	Display Order:	Path to find Photos:	
Uninstall	Lighting	5/27/2017	10	C:\Costume Inventory Resources\Equipment Inventory Database\Lighting\Photos	Edit Path
Uninstall	Sound / Multi-Media	5/27/2017	20	C:\Costume Inventory Resources\Equipment Inventory Database\Sound\Photos	Edit Path
Uninstall	Tools / Equipment	2/5/2017	30	C:\Costume Inventory Resources\Equipment Inventory Database\Tools\Photos	Edit Path

5) Update Storage Location for Select Equipment

Update Storage Location Data for Selected Sound/Media Equipment

If you have recorded a Storage Location for several pieces of equipment and then move them to a new location you can do it one record at a time or use this utility to select a group of records and then change the Storage Location for all the selected records.

In the example above:

1) Select the new Storage Location. In this case - Main Closet - Shelf 2.
2) Select the records to update. You can do this my checking the check box for the record or using the drop - down box to select the record - or put the cursor in the box (#2) and scan the inventory label's barcode scanner.
3) All selected records will have a check mark.
4) The number of records selected will be shown at the bottom.
5) Click the "Update" button to update the selected records. (Main Closet, Shelf 6 will be updated to Main Closet, Shelf 2).

Update Lookup tables.

All the drop-down boxes are based on tables. You can add, edit or delete values in all the tables. The Lookup table forms are all very similar. Here is a sample of the Storage Locations form.   If an Equipment record uses a value - such as Cable Wall 1 (in this example) and you delete the value (Delete Location), then the Equipment record will not show a Storage Location on the form.

On most forms the "X" to the right of each value is a "Delete" key to delete a value.

Equipment Items

Find Item: [▾] [Add Item] [Close]

Items:	Description:	Delete Item?
Adapter/Coupler		✕
Audio field recorder		✕
Audio Interface		✕
Boom Pole		✕
Cable		✕
Camcorder digital		✕
Camcorder HD		✕
Camcorder tape		✕
Camera 35 mm		✕
Camera digital		✕
Camera DSLR		✕
Carry-all Bag		✕
Ceiling Projector Mount		✕
DVD Player		✕
External Hard Drive		✕
Flash drive		✕
Headphones		✕
Keyboard		✕
Laptop		✕
Lens		✕
Light		✕
Light Reflector		✕
Microphone		✕
PA System		✕

Tools Inventory

Tools and other Equipment: The Tools module is designed to catalog any tools and other equipment for rigging or anything else.

The features include:

Tools/Equipment record
Search for Tools
Organizations
Productions
Rentals
Reports
Utilities

Tool / Equipment

The Tools/Equipment record has many fields to help you describe each item.

Add Equipment: You add a new record with the "Add Equipment" button at the top. Each record has to have a unique Tag ID.

Copy Equipment: If you have many of the same type of equipment - such as cables - you can create a single record then copy it as many times as you need. Each record will have its own tag ID. The Tag ID's will increment from the starting number you enter. Once the copies are made you can update any details, such as length, as needed.

Load Photo: You may add a photo or *.jpg to each equipment record. Click on the Load a Photo button to open a dialog box of your photos.

Search for Equipment - You can search by ID, Name or Equipment Type. You can also do an Advanced Search on many criteria.

The tabs at the bottom of the screen are to keep track of:

Repairs - you can track repairs needed/made over time. You can also print a repair card to attach to item so you will know what needs to be done. When the "Needs Repair" box is checked - the words "Needs Repair" will show in red at the top of the screen.

Rental History - you can see how often this piece of equipment has been rented and if it is checked out at the moment.

Tools / Equipment

Display Records Sorted by: ● Name ○ ID

Search | ◄◄ ◄ ► ►► | Add Equipment | Copy Equipment | Save | Utilities | Close
Print Equipment Record | Refresh Lookups

Equipment Tag ID: **T0007** | #
Equipment Name: **Chop saw**
Current Location: **Production**

Quick Start

Description / Features:

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

Category: **Power Tools** | Add New Category | Item Type: **Chop Saw** | Add New Item Type
Manufacturer: **Craftsman** | Model: | Power Source: **Wired**
Voltage: **120 V** | Amps: | HP: | RPM:
Does it have a Charger? ☐ Battery Type: | Battery Name: | Qty of Batteries:
Size: | Source / Supplier: | Date Acquired: **4/6/2017**
Warranty: **30 days** | Warranty Expires: **5/5/2017** | Condition:
Cost/Value: **$255.00** | Replacement Cost: **$265.00** | Available For Rental: ☑ | Rental Fee: **$50.00**
Storage Location: **Shop** | + | Details: **Rack 1**
Serial Number: | Asset Mgmt #:
Division / Owner:
Notes:

D:\4-Artwork\5-Equipment\Chopsaw.jpg

Repairs | Rental History | Discard Notes | Productions

Organization:	Contact:	Receipt #:	Check-Out Date:	Return Due Date:	Check-In Date:	Checked Out ?	
Montgomery Elementary School	Donna S., ds@montgomery.edu	1456	5/24/2017	5/31/2017	5/27/2017	☐	View
Davis High School	George Smith, gsmith@dhs.org	10	3/5/2017	5/26/2017	5/24/2017	☐	View
						☐	View

Discard - if an item has been discarded you can mark it as discarded with the date, reason and value at the time of discard. See the "*** Discarded ***" note at the top of the screen. A report is available on the Reports Menu to list all the equipment that has been discarded during a selected period of time.

Productions - Tools & Equipment can be assigned to a <u>Production</u>.

Tools / Equipment

Search |◄ ◄ ► ►| Add Equipment   Copy Equipment   Save   Utilities   Close

Print Equipment Record   Refresh Lookups

Display Records Sorted by: ● Name   ○ ID

Equipment Tag ID: **T0003**   **#**   Equipment Name: **Circular saw**   Current Location: **Checked-Out**

Description / Features: **6 1/2" blade, circular saw**

Quick Start

Category: **Power Tools**   Add New Category   Item Type: **Circular Saw**   Add New Item Type

Image Controls

Load a Photo

Manufacturer: **DeWalt**   Model: Power Source: **Battery**

Voltage: **20 V**   Amps: HP: RPM: **3700**

Zoom In

Does it have a Charger? ☑   Battery Type: Battery Name: Qty of Batteries: **1**

Zoom Out

Zoom Fit

Size: **6 1/2" blade**   Source / Supplier: **Home Depot**   Date Acquired: **5/1/2017**

Rotate

Warranty: **90 days**   Warranty Expires: **8/1/2017**   Condition: **Good**

Cost/Value: **$119.00**   Replacement Cost: **$200.00**   Available For Rental: ☑   Rental Fee: **$25.00**

Full Screen

Storage Location: **Shop**   **+**   Details: **Rack 1**

Serial Number: Asset Mgmt #: **154-525887**

Delete Photo

Division / Owner:

Notes:

D:\4-Artwork\5-Equipment\DewaltCircularSaw.jpg

| Repairs | Rental History | Discard Notes | Productions |

Production

Annie Get Your Gun		View
		View

Delete Equipment   Date Record Created: **4/6/2017**   Updated By: Date Updated: **3/9/2018**

Search for Tools

Advanced Search for Tools: You can search on one or more criteria for tools.

Search for Tools / Equipment   Close

Select one or more criteria to search for a piece of Equipment   **Search**

Tool/Equipment Name *: [   ]
Description *: [   ]
Division / Owner : [▽]
Serial Number *: [   ]
Assess Mgmt ID *: [   ]
Category : [▽]
Item Type : [▽]
Manufacturer : [▽]
Model *: [   ]
Power Source : [▽]
Battery Type : [▽]
Source : [▽]
Date Acquired :   Between : [   ]   and : [   ]
Warranty Expires in .... Days : [▽]
Condition : [▽]
Storage Location : [▽]
Storage Location Detail : [▽]
Current Location : [▽]
Needs Repair : ▣
Notes : [   ]

Do you want to include Discarded items? [No   ▽]

* Please enter 1 or 2 words only for best results   [Clear All]

Note: Leave all boxes empty to see all Equipment pieces.

In this example you can search for "Powertools"

Search for Tools / Equipment

Close

Select one or more criteria to search for a piece of Equipment

Search

Tool/Equipment Name *: [   ]

Description *: [   ]

Division / Owner : [▼]

Serial Number *: [   ]

Assess Mgmt ID *: [   ]

Category : [Power Tools   ▼]

Item Type : [I   ▼]

Manufacturer : [▼]

Model *: [   ]

Power Source : [▼]

Battery Type : [▼]

Source : [▼]

Date Acquired :   Between : [   ]   and : [   ]

Warranty Expires in .... Days : [▼]

Condition : [▼]

Storage Location : [▼]

Storage Location Detail : [▼]

Current Location : [▼]

Needs Repair : ▣

Notes : [   ]

Do you want to include Discarded items?   [No   ▼]

* Please enter 1 or 2 words only for best results

Clear All

Note: Leave all boxes empty to see all Equipment pieces.

Click on the "Search" button to see the results. You can see that 25 records were found. You can view a record by clicking on the "View" button. You can sort the results by any of the small blue down-arrows above the columns. You can print two reports.

Search Results

Search For: Category = Power Tools,

Records Found: 25

Print Results | **Results By Equipment Type** | **Close**

Equip ID:	Equipment Name:	Description:	Category:	Item Type:	Manufacturer:	Division:	Current Location	Storage Location:	
T0001	Craftsman 3" Belt Sander	3" wide belt sander	Power Tools	Belt Sander	Craftsman		In-Shop	Shop-Rack 1	View
T0126	Craftsman 3" Belt Sander	3" wide belt sander	Power Tools	Belt Sander	Craftsman		In-Shop	Shop-Rack 1	View
T0128	Craftsman 3" Belt Sander	3" wide belt sander	Power Tools	Belt Sander	Craftsman		Checked-Out	Shop-Rack 1	View
T0129	Craftsman 3" Belt Sander	3" wide belt sander	Power Tools	Belt Sander	Craftsman		In-Shop	Shop-Rack 1	View
T0130	Craftsman 3" Belt Sander	3" wide belt sander	Power Tools	Belt Sander	Craftsman		In-Shop	Shop-Rack 1	View
T5003	Craftsman 3" Belt Sander	3" wide belt sander	Power Tools	Belt Sander	Craftsman		Checked-Out	Shop-Rack 1	View
T5004	Craftsman 3" Belt Sander	3" wide belt sander	Power Tools	Belt Sander	Craftsman		In-Shop	Shop-Rack 1	View
T5005	Craftsman 3" Belt Sander	3" wide belt sander	Power Tools	Belt Sander	Craftsman		In-Shop	Shop-Rack 1	View
T5006	Craftsman 3" Belt Sander	3" wide belt sander	Power Tools	Belt Sander	Craftsman		In-Shop	Shop-Rack 1	View
T5007	Craftsman 3" Belt Sander	3" wide belt sander	Power Tools	Belt Sander	Craftsman		In-Shop	Shop-Rack 1	View
T0007	Chop saw		Power Tools	Chop Saw	Craftsman		Production	Shop-Rack 1	View
T0003	Circular saw	6 1/2" blade, circular saw	Power Tools	Circular Saw	DeWalt		Checked-Out	Shop-Rack 1	View
T0006	Circular saw	6 1/2" blade, circular saw	Power Tools	Circular Saw	DeWalt		Checked-In	Shop-Rack 1	View
T0002	Drill Press		Power Tools	Drill	Craftsman		Checked-Out	Shop-Rack 1	View
T0009	Cordless drill		Power Tools	Drill	DeWalt		In-Shop	Shop-Rack 1	View
T0010	Cordless drill		Power Tools	Drill	DeWalt		Checked-Out	Shop-West wall	View
T0011	Cordless drill		Power Tools	Drill	DeWalt		In-Shop	Shop-West wall	View
T0012	Cordless drill		Power Tools	Drill	DeWalt		Checked-Out	Shop-West wall	View
T0013	Cordless drill		Power Tools	Drill	DeWalt		In-Shop	Shop-West wall	View
T0015	Cordless drill		Power Tools	Drill	DeWalt		In-Shop	Shop-West wall	View
T0016	Cordless drill		Power Tools	Drill	DeWalt		In-Shop	Shop-Rack 1	View
T0018	Cordless drill		Power Tools	Drill	DeWalt		In-Shop	Shop-Rack 1	View
999999	Cordless drill		Power Tools	Drill	DeWalt		In-Shop	Shop-Rack 1	View
T0120	Cordless drill		Power Tools	Drill	DeWalt		In-Shop	Shop-Rack 1	View
T0097	Router		Power Tools	Router	DeWalt		Checked-In	Shop-Asile 12	View

Search Results Report:

Search Results

Search For: Category = Power Tools

Equip ID:	Equipment Name	Description:	Category:	Item:	Manufacturer:	Source:	Current Location:	Storage Location:
T0001	Craftsman 3" Belt Sander	3" wide belt sander	Power Tools	Belt Sander	Craftsman	Home Depot	In-Shop	Shop-Rack 1
T0002	Drill Press		Power Tools	Drill	Craftsman		Checked-Out	Shop-Rack 1
T0006	Circular saw	6 1/2" blade, circular sa	Power Tools	Circular Saw	DeWalt	Home Depot	Checked-In	Shop-Rack 1
T0007	Chop saw		Power Tools	Chop Saw	Craftsman		Production	Shop-Rack 1
T0009	Cordless drill		Power Tools	Drill	DeWalt	Lowes	In-Shop	Shop-Rack 1
T0010	Cordless drill		Power Tools	Drill	DeWalt	Lowes	Checked-Out	Shop-West wall
T0011	Cordless drill		Power Tools	Drill	DeWalt	Lowes	In-Shop	Shop-West wall
T0012	Cordless drill		Power Tools	Drill	DeWalt	Lowes	Checked-Out	Shop-West wall
T0013	Cordless drill		Power Tools	Drill	DeWalt	Lowes	In-Shop	Shop-West wall
T0015	Cordless drill		Power Tools	Drill	DeWalt	Lowes	In-Shop	Shop-West wall
T0016	Cordless drill		Power Tools	Drill	DeWalt	Lowes	In-Shop	Shop-Rack 1
T0018	Cordless drill		Power Tools	Drill	DeWalt	Lowes	In-Shop	Shop-Rack 1
999999	Cordless drill		Power Tools	Drill	DeWalt	Lowes	In-Shop	Shop-Rack 1
T0097	Router		Power Tools	Router	DeWalt		Checked-In	Shop-Asile 12
T0120	Cordless drill		Power Tools	Drill	DeWalt	Lowes	In-Shop	Shop-Rack 1
T0126	Craftsman 3" Belt Sander	3" wide belt sander	Power Tools	Belt Sander	Craftsman	Home Depot	In-Shop	Shop-Rack 1
T0128	Craftsman 3" Belt Sander	3" wide belt sander	Power Tools	Belt Sander	Craftsman	Home Depot	Checked-Out	Shop-Rack 1
T0129	Craftsman 3" Belt Sander	3" wide belt sander	Power Tools	Belt Sander	Craftsman	Home Depot	In-Shop	Shop-Rack 1
T0130	Craftsman 3" Belt Sander	3" wide belt sander	Power Tools	Belt Sander	Craftsman	Home Depot	In-Shop	Shop-Rack 1
T5003	Craftsman 3" Belt Sander	3" wide belt sander	Power Tools	Belt Sander	Craftsman	Home Depot	Checked-Out	Shop-Rack 1
T5004	Craftsman 3" Belt Sander	3" wide belt sander	Power Tools	Belt Sander	Craftsman	Home Depot	In-Shop	Shop-Rack 1
T5005	Craftsman 3" Belt Sander	3" wide belt sander	Power Tools	Belt Sander	Craftsman	Home Depot	In-Shop	Shop-Rack 1
T5006	Craftsman 3" Belt Sander	3" wide belt sander	Power Tools	Belt Sander	Craftsman	Home Depot	In-Shop	Shop-Rack 1
T5007	Craftsman 3" Belt Sander	3" wide belt sander	Power Tools	Belt Sander	Craftsman	Home Depot	In-Shop	Shop-Rack 1
T0003	Circular saw	6 1/2" blade, circular sa	Power Tools	Circular Saw	DeWalt	Home Depot	Checked-Out	Shop-Rack 1

Total # Of Equipment Items: 25

124

Organizations

The Renters are Organizations that you rent equipment to. The List of Organizations is shared between the Lighting, Sound and Tool Inventory Databases.

From this Summary list you can add a new organization, view the organization record and print a list of organizations.

The Organization Record includes the Organization name, contract info, etc. On the tabs near the bottom of the screen you can see the rental history for Lighting, Sound Equipment and Tools.

Organizations / Renters

Find Org: [▾] ◀ ▶ [Add Organization] [Save] [Close]

Find Contact: [▾] [Print Organization Record]

Costume Inventory Resources, Margaret Messick

Organization: **Costume Inventory Resources**   Current ☐

Contact First Name: **Margaret**   Last Name: **Messick**   Title: [ ]

Phone: **530-753-7143**   Cell Phone: [ ]   Fax: [ ]

EMail: **margaret@costumeinventory.com**   2nd EMail: [ ]

Address: **PO Box 4345**

City: **Davis**   State: **CA**   Zip/Postal Code: **95618**   Country: [ ]

Web Page: **www.costumeinventory.com**

Notes: [ ]

Rental History

Lighting Rentals | Sound Equip Rentals | Tool Rentals

Receipt #:	Date Rented:	Return Due Date:	Total Fee:	Pd ?	# of Fixtures	# of Accessories	# of Gobos	# of Gels	
2017-2-Sound	3/4/2017	5/25/2017	$475.00	☐	9	18	9	16	View Rental
13	5/27/2017	5/18/2017	$199.00	☐	4	1	1	0	View Rental
12312	5/27/2017	6/14/2017	$10.00	☐	1	1	0	0	View Rental

[Delete Organization]

Productions

Productions - You can keep a list of Productions and assign Tools(and Sound Equipment) to that production.

You can print a report of Tools assigned to this production:

The Oaks Youth Theatre
Annie Get Your Gun

October 26 - 29, 2017

List of Tools / Equipment

Equipment ID	Equipment Name	Item Type
T0001	Craftsman 3" Belt Sander	Belt Sander
T0002	Drill Press	Drill
T0003	Circular saw	Circular Saw
T0004	8' Aluminum Ladder	Ladder
T0009	Cordless drill	Drill
T0011	Cordless drill	Drill
T0097	Router	Router

# of Tools: 7

128

Rentals

Sound Equipment and Tools can be Rented to other organizations in much the same way as Lighting Equipment is rented. The Sound Equipment and Tools are rented on the same screen. If you only have one module (Sound or Tools) installed - you will only see that tab.

The Steps to create a rental:

1) Select the Renter/Organization from the list. If you need to add a new Organization, click on the "Add Renter".
2) The Contract Date will be today's date unless you change it. The Receipt # will be the next number in sequence - unless you change it.
3) Enter the Return Due Date for the items to come back.
4) Select the pieces of Equipment off the "Select Equipment" drop-down list or scan the Inventory Tag Barcode.
5) Print a receipt. There are two styles - the "Receipt" with a lot of details on each item checked out and the "Brief Receipt" for less details and less paper.

Here is an example of a "Brief Receipt" for Sound Equipment and Tools.

The Oaks Youth Theatre
(855) 468-8247
PO Box 4345, Davis, CA 95617

Equipment Rental Receipt

Organization: **Davis High School**　　　　　Contract Date: **5/27/2017**　**Receipt #:** | **18** |

Date Checked Out: **5/1/2017**　Return Due Date | **3/28/2018** |　Total Fee　**$145.50**　Amt Paid:　　**Balance Due:** | **$152.78** |

Contact:　**George Smith**　　　　　Phone:　**(530) 753-7999**　Cell :　　　　EMail:　gsmith@dhs.org
Discount:　　　Tax: **$7.28**　Deposit: **$0.00**　Deposit Paid:　　Payment Method　　Date Fee Paid:

Sound Equipment Pieces Checked-Out:

Check-Out:	Check-In:	Tag ID:	Equipment Name:	Category:	Item:	Rental Fee:	Comments:	Checked in?	Return Due Date:
5/27/2017		1008	Microphone	Audio	Microphone	$20.00		☐	3/28/2018
5/27/2017		S0002	Wired Microphone	Audio	Microphone	$15.00		☐	3/28/2018
5/27/2017		S0011	HDMI Extension Cable	Cables and Adapter	Cable	$5.00		☐	3/28/2018
5/27/2017		S0015	Wireless Mic	Audio	Microphone	$25.00		☐	3/28/2018
5/27/2017		S0016	Wireless Mic	Audio	Microphone	$25.00		☐	3/28/2018
5/27/2017		S0017	Wireless Mic	Audio	Microphone	$25.00		☐	3/28/2018
		Total # of Equipment Pieces Checked Out:		6		Rental Fees:	$115.00		

Tools / Equipment Pieces Checked-Out:

Check-Out:	Check-In:	Tag ID:	Equipment Name:	Category:	Item:	Rental Fee:	Comments:	Checked in?	Return Due Date:
5/1/2017		T0010	Cordless drill	Power Tools	Drill	$7.50		☐	3/28/2018
5/1/2017		T0097	Router	Power Tools	Router	$12.00		☐	3/28/2018
5/1/2017		T5003	Craftsman 3" Belt Sander	Power Tools	Belt Sander	$11.00		☐	3/28/2018
		Total # of Equipment Pieces Checked Out:		3		Rental Fees:	$30.50		

I agree to return all equipment items in the same condition that they were when I rented them.

Signed: _____　Date: _____

Mar 10, 2018　　　　　Brief Report　　　* = Discount Applied　　　Page 1 of 1

To find an existing Rental Record - use the "Search" button.

You can search by Organization name, Receipt #, Date of Contract, Notes or filter the list by Status (Open / Closed)

Check-In:

There are 2 ways to check in a piece of equipment

1) On the "Check-In Date" field - enter the date the items were returned - or double click in the field to enter today's date or pick a date off the calendar (to the right of the field).

2) Use the "Quick Check-In" feature. The Quick Check-in button is at the top of the Rental screen. You can check-in Sound Equipment or Tools.

All the currently checked out Tools/Equipment items will appear in the "Enter Equipment Number" field. You can type in the number, select it off the drop-down list or place the cursor there then scan the inventory tag barcode. Once the Tag ID is selected, it will be checked in.

The list of items checked in today will appear in the bottom half of the screen. Once checked in you can view the Equipment record or the Rental from the line item.

You can also print a report of all items checked in - sorted by Storage Location so you know where they are supposed to be stored.

Status: Once all the items have been returned you can change the Status of the rental to "Closed". The "Closed" rental records will be still be in the system but will be at the bottom of the list when doing searches.

Payment Details: The details of the fees calculated for the rental are shown on the Payment Details screen. Any discounts, Late or Damage fees you have added will be shown here. While you can keep details of the payment - method or payment, credit/ debit card info, etc it is not a good idea to keep the Credit Card info in the Equipment Inventory Database as it is not a secure database. You could keep the last 4 digits if you want a record of which card they used.

The Tools/Equipment Reports menu shows all the available reports.

The Tools / Equipment reports include:

All Tools/Equipment - every item is listed.
All Tools/Equipment - Value Report - both a Summary and a List of all items with their cost and replacement cost.
All Tools/Equipment by Division / Owner. If you record which department or division (i.e. Theatre or Music or Dance Dept) 'owns' the equipment - you can run a report to show all the items for each dept.
All Tools/Equipment by Category - you can select a Category or list all items - sorted by Category.
All Cables by Connector - If you have a lot of cables and want a list by cable connector type - you can print this one.
All Tools/Equipment by Storage Location - you can print a list of just a selected location or all locations. You can also print a Box Card which is a 4" x 6" card or 8 1/2" x 11" list of the contents of the selected storage location. If you have a lot of small pieces of equipment in a box (i.e. Box 12) you can print a list of what is in that box and put it on the front of the box.
List of Tools/Equipment where the warranty will expire in the selected number of days.
All Tools/Equipment that Needs Repair. This will list all the records where the "Needs Repair" field is checked with the details of what needs to be repaired.
All Tools/Equipment that has been discarded. You can select a Date range and print a list of everything that has been discarded.
Tools/Equipment Inventory Worksheet - If you have a lot of shelves or racks with equipment - you can print multiple copies of this is a blank worksheet. Using a clipboard

with the worksheets you can work through your racks/shelves to write all the information down and label the item with the Inventory Tag. The values in the tables at the bottom of the page are based on the values in the tables in your database.

The Oaks Youth Theatre

Date Entered in DB: _____

Tools/Equipment Inventory Workshee

Equip ID: _____ Name: _____ 🔍

Description: _____

_____

Division / Owner: _____

Category: _____ Item Type: _____

Manufacturer: _____ Model: _____

Serial #: _____ Condition: _____

Size: _____ Voltage: _____ Polarity: _____ Amps: _____

Warranty: _____ Warranty Expires: _____

Source: _____ When Acquired: _____

Cost/Value: _____ Replacement Cost: _____

Available For Loan: ☐ Rental Fee: _____

Storage Location: _____ Detail: _____ Current Location: _____

Notes: _____

Category		
Hand Tools	Other	Power Tools

Manufacturer		Voltage
Black and Decker	Craftsman	120 V
DeWalt	SKIL	20 V
		220 V
		9 V

Item Type		
Belt Sander	Bench Grinder	Chop Saw
Circular Saw	Drill	Hammer
Hand Saw	Jig Saw	Ladder
Layout Square	Level	Orbit Sander
Plane	Radial Arm Saw	Reciprocating Saw
Router	Sander	Scaffold
Screwdriver	Table Saw	Work Light

Storage Location	
Shop-Aisle 1	Shop-Aisle 3
Shop-Asile 12	Shop-Rack 1
Shop-Rack 2	Shop-West wall

Tools / Equipment Inventory Utilities:

1) View Software Registration - shows the Software Registration Key.

2) Database Statistics - this will give you a count of the records for all the Equipment databases

Database Statistics

	# of Records
Lighting Fixtures:	49
Accessories:	9
Gobos:	36
Gels:	7
Sound Equipment:	29
Tools:	29
Rental Records:	19
Renters / Organizations:	4

3) Re-Index Tag ID's Sorting - The database records have an internal sorting key that is updated when records are added. Occasionally the key needs to be updated. If you renumber equipment records it is a good idea to update the sorting.

4) Set up Folder for Photos - This screen allows you to enter the name of the folder on your server or computer where the photos are stored. It makes it easier to add photos to your Equipment records.

List of Installed Modules

Install New Module   Refresh   Close

	Module Name:	Installation Date:	Display Order:	Path to find Photos:	
Uninstall	Lighting	5/27/2017	10	C:\Costume Inventory Resources\Equipment Inventory Database\Lighting\Photos	Edit Path
Uninstall	Sound / Multi-Media	5/27/2017	20	C:\Costume Inventory Resources\Equipment Inventory Database\Sound\Photos	Edit Path
Uninstall	Tools / Equipment	2/5/2017	30	C:\Costume Inventory Resources\Equipment Inventory Database\Tools\Photos	Edit Path

5) Update Storage Location for Select Equipment

Update Storage Location Data for Selected Tool / Equipment

Select New Storage Location: Shop ①

Details: West wall

You may select an Equipment ID off the list or use a Barcode Scanner to enter the ID: ②

Please select all the fixtures to be updated and click "Update"   Update   ⑤

Close
Refresh
Clear All   Select All

Equipment ID:	Equipment Name:	Current Storage Location:	Select:	
999999	Cordless drill	Shop, Rack 1	☑	View
T0001	Craftsman 3" Belt Sander	Shop, Rack 1	☑	View
T0002	Drill Press	Shop, Rack 1	☑	View
T0003	Circular saw	Shop, Rack 1	☑	View
T0004	8' Aluminum Ladder	Shop, Rack 1	☑	View
T0005	4' Level	Shop, Rack 1	☑	View
T0006	Circular saw	Shop, Rack 1	☑	View
T0007	Chop saw	Shop, Rack 1	☑	View
T0009	Cordless drill	Shop, Rack 1	☑	View
T0010	Cordless drill	Shop, West wall	☐	View
T0011	Cordless drill	Shop, West wall	☐	View
T0012	Cordless drill	Shop, West wall	☐	View
T0013	Cordless drill	Shop, West wall	☐	View
T0015	Cordless drill	Shop, West wall	☐	View
T0016	Cordless drill	Shop, Rack 1	☐	View

③

# of Equipment Pieces Selected: 9   ④

If you have recorded a Storage Location for several pieces of equipment and then move them to a new location you can do it one record at a time or use this utility to select a group of records and then change the Storage Location for all the selected records.

In the example above:

1) Select the new Storage Location. In this case - Shop - West Wall.
2) Select the records to update. You can do this my checking the check box for the record or using the drop - down box to select the record - or put the cursor in the box (#2) and scan the inventory label's barcode scanner.
3) All selected records will have a check mark.
4) The number of records selected will be shown at the bottom.

5) Click the "Update" button to update the selected records. (Shop, Rack 1 will be updated to Shop, West Wall).

Update Lookup tables.

All the drop-down boxes are based on tables. You can add, edit or delete values in all the tables. The Lookup table forms are all very similar. Here is a sample of the Manufacturers form. The "X" to the right of each value is a "Delete" key to delete a value. If an Tool record uses a value - such as SKIL (in this example) and you delete the value, then the Tool record will not show a Storage Location on the form.

Rentals

The Rentals Menu (from the Main Menu)

This menu takes you to the Lighting Rentals or Sound Equipment / Tools Rentals.

The table of Renters / Organizations is shared by the Lighting and Sound and Tools rentals.

The Reports is for Sound / Tools Equipment rentals:

The Utilities are for all rentals.

Rentals Utilities   Close

        Payment Method
        Rental Agreement Text

        Return to Main Utilities

The Rental Agreement Text appears at the bottom of each Receipt. You can update the text here:

Rental Agreement   Add New Text   Save and Close

Rental Agreement text for the bottom of the Rental Receipt:

I agree to return all equipment items in the same condition that they were when I rented them.   ☒

Signed: _____ Date: _____

                                                                     ☒

See an example of the text below.

The Oaks Youth Theatre
(855) 468-8247
PO Box 4345, Davis, CA 95617

Equipment Rental Receipt

Organization: **Costume Inventory Resources**	**Contract Date:** **3/11/2018**	**Receipt #:** **2018-3-11**

Date Checked Out: **3/11/2018**	Return Due Date **5/11/2018**	Total Fee **$130.00**	Amt Paid: **$0.00**	**Balance Due:** **$131.50**

Contact: **Margaret Messick**   Phone: **530-753-7143**   Cell :   EMail: margaret@costumeinventory.com

Discount: Tax: **$1.50**   Deposit: **$0.00**   Deposit Paid: Payment Method   Date Fee Paid:

Sound Equipment Pieces Checked-Out:

Check-Out:	Check-In:	Tag ID:	Equipment Name:	Category:	Item:	Rental Fee:	Comments:	Checked in?	Return Due Date:
5/27/2017	3/9/2018	1002	Carry-all bag	Miscellaneous	Carry-all Bag	$10.00		☑	5/11/2017
5/27/2017		S0009	Keyboard Synthesizer	Audio	Keyboard	$15.00		☐	5/11/2017
		Total # of Equipment Pieces Checked Out:	2		Rental Fees:	$25.00	🔍		

Tools / Equipment Pieces Checked-Out:

Check-Out:	Check-In:	Tag ID:	Equipment Name:	Category:	Item:	Rental Fee:	Comments:	Checked in?	Return Due Date:
5/27/2017	3/9/2018	T0125	Hammer	Hand Tools	Hammer	$5.00		☑	5/11/2017
		Total # of Equipment Pieces Checked Out:	1		Rental Fees:	$5.00			

I agree to return all equipment items in the same condition that they were when I rented them.

Signed: _____   Date: _____

Rental Agreement Text

The Reports Menu takes you to the individual database reports:
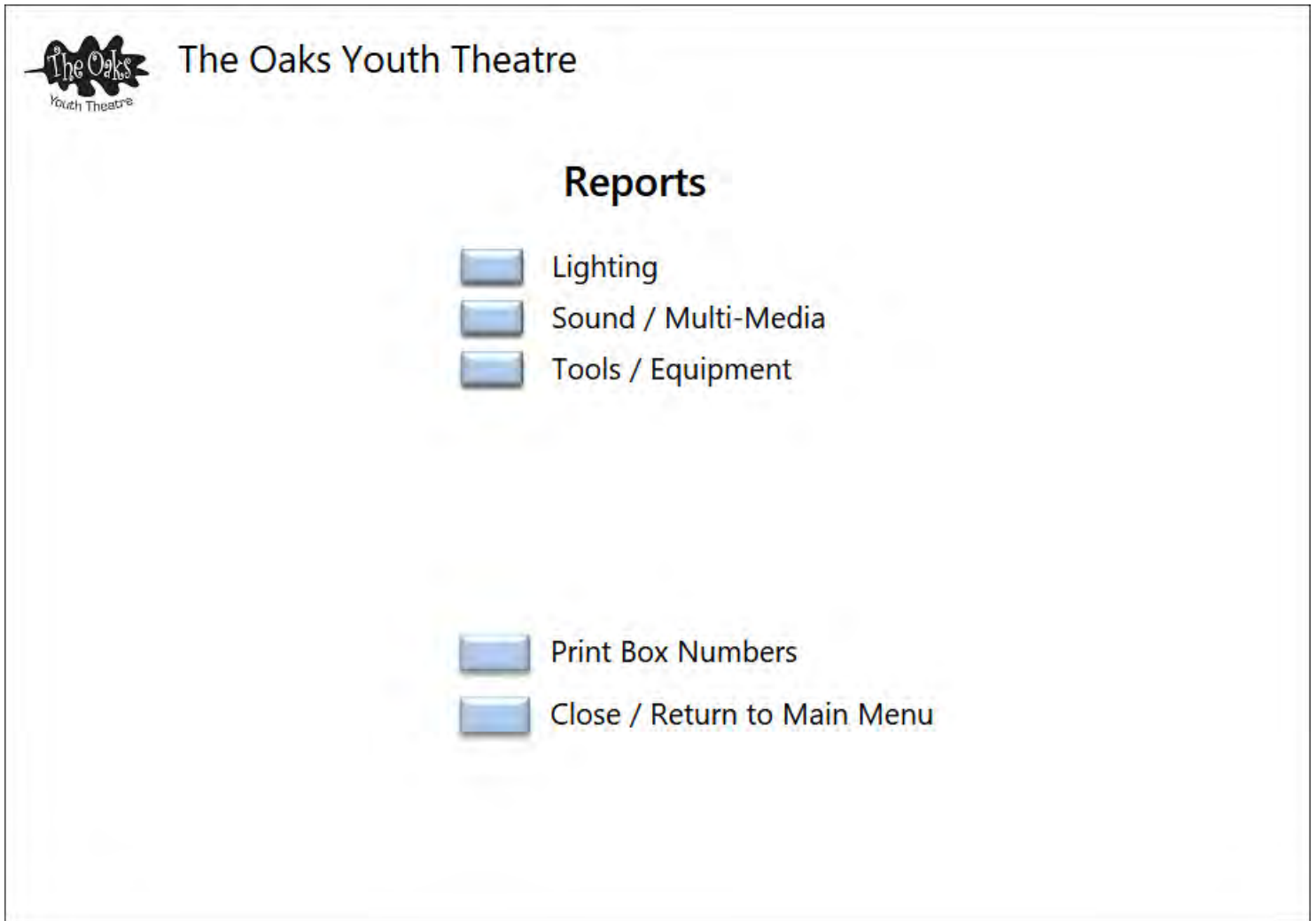
The Box Numbers are for printing 2 labels with box numbers for each box. One for the Box and one for the Lid.

Select Box #'s to Print the Box and Lid Labels

Close

Starting Box #: 1

Ending Box #: 12

This number of boxes will require this number of pages of Avery Labels: 2

OK - Print

This report will print 2 labels per number on Avery #6572 Permanent Labels 2" x 2 5/8 " labels, 15 labels per sheet.
Two labels are printed - one for the front of the box and one for the lid.

Sample of labels printed on Avery #6572 label stock.

The Oaks Youth Theatre	The Oaks Youth Theatre	The Oaks Youth Theatre
1	1	2
The Oaks Youth Theatre	The Oaks Youth Theatre	The Oaks Youth Theatre
2	3	3
The Oaks Youth Theatre	The Oaks Youth Theatre	The Oaks Youth Theatre
4	4	5
The Oaks Youth Theatre	The Oaks Youth Theatre	The Oaks Youth Theatre
5	6	6
The Oaks Youth Theatre	The Oaks Youth Theatre	The Oaks Youth Theatre
7	7	8

Utilities

The Utilities menu allows you to set up features for all the databases, make a backup copy of the database and takes you to each Inventory Database Utility Menu.

Utilities   Close

Company Information
- Company / Application Information
- View List of Installed Modules / Install New Module
- Staff

Utilities
- Make a Backup Copy of the Database
- Database Statistics (How many records, etc.)
- Instructions for Installing Bar Code Font
- Setup Folder for Photos
- Re-link Data Tables   ** You need the Full Version of MS Access for this feature.
- Print Box Numbers

Application Titles
- Application Title
- Productions Title
- Rentals Title
- Title for Individuals / Performers

Module Utilities
- Lighting Utilities
- Sound / Multi-Media Utilities
- Tools / Equipment Utilities

- Rental Utilities

Company Information: You can enter your company name, logo and business address/phone. You can set up the names of different modules - application, rentals, etc.

The business address and phone are listed at the top of your rental receipts so it is good to have that information listed.

Application Setup:

Security: You may select to require users to Log-in with a username and password. If you Require users to log-in you will need to set up user accounts for each person and set the security level (Admin, Staff, Read-only). See the Utilities / Staff section to add / edit users.

Application Titles: You may select the text to see for the Application title (Equipment Inventory Database, Lighting Inventory Database, etc) , the Productions title (Productions, Performances, etc), the Rentals title and the Student/Performer/Individual title. To update the list of options for each title, go to the Utilities Main Menu and look for the update form for each one.

Sales Tax: If your organization charges Sales Tax on rentals, this is where you enter the % Sales Tax. The sales tax will be calculated on the Rentals screen as you add items

to the rental record. In the Organization screen (where you enter the Renter's contact / shipping information) you have the option to charge / not charge Sales Tax.

View List of Installed Modules - Install New Module

There are 3 modules in the Equipment Inventory Database - Lighting, Sound/Multi-Media, and Tools/ Equipment. If you purchase only one module - that module will be listed. If you want to add modules later - you can do so from this screen.

	Module Name:	Installation Date:	Display Order:	Path to find Photos:	
Uninstall	Lighting	5/27/2017	10	C:\Costume Inventory Resources\Equipment Inventory Database\Lighting\Photos	Edit Path
Uninstall	Sound / Multi-Media	5/27/2017	20	C:\Costume Inventory Resources\Equipment Inventory Database\Sound\Photos	Edit Path
Uninstall	Tools / Equipment	2/5/2017	30	C:\Costume Inventory Resources\Equipment Inventory Database\Tools\Photos	Edit Path

List of Installed Modules — Install New Module | Refresh | Close

Staff - see the Utilites/Staff page.

Make a Backup - see the Utilities/Backing Up Database .

Database Statistics - this will give you a count of the records for all the Equipment, Rentals and Organizations.

Database Statistics

	# of Records
Lighting Fixtures:	49
Accessories:	9
Gobos:	36
Gels:	7
Sound Equipment:	29
Tools:	29
Rental Records:	19
Renters / Organizations:	4

Installing the Barcode Font:

The barcode font is used on the regular (not Brief) Rental Receipt. The font was included in the download package when you installed the database. Look for an icon that looks like a barcode or go to the C:\Costume Inventory Resource\Equipment Inventory Database folder and look for the FRE3OF9.ttf file. Double-click the ttf file name to install it.

Set up Folder for Photos - this will take you to the same form as the Install Modules.

Create a folder for the photos where everyone who uses the database can find them. Put the complete path name here so when you "Load" or link a photo to a fixture or equipment record it will know where to look for the file.

Re-Link Data - see Utilities / Relink Database Tables

Staff

Staff / Usernames:

Staff				Add Staff	Save and Close
First Name:	**Last Name:**	**User Name:**	**Password:**	**User Type:**	
Margaret	Messick	Margaret	*****	Administrator	☒
Peter	Messic	Peter	*****	Data Entry / Staff	☒
				Read-Only	☒

Staff members can be assigned a User Type of:

Administrator - can add / edit / delete any record and update the Utilities

Data Entry / Staff - can add / edit / delete any records but NOT update the Utilities

Read-Only - can view all records, do searches and run reports but not any data adds/edits or deletes.

This menu is only available if the User Login is Required on the Company Setup screen.

Backing Up Database

Making backups of your database is Essential !   Not just a good idea but <u>very, very necessary</u>. Every month I am asked to help recover a database that has been corrupted or difficult to recover from a damaged hard drive. If you make a backup of your database every week or after every major data entry session you will be protected in case you hard disk crashes or the lap top disappears.

It is a good idea to make a backup to your computer - but also - to a flash drive or an external hard disk.   That way you will have a copy away from the computer if disaster strikes.

The Backup Utility (on the Utilities Menu) will make a backup of the Database-DATAONLY file. This is where your data resides. This is the important file to have.

(Remember the Equipment Inventory Database xx.accdb file is just the forms and reports. A backup of this file is made at the time of the installation.)

This example shows the backup being saved to the C:\ drive. It is strongly recommended that you backup the data to an external hard disk or at least a USB drive.

The backup file in the Backup folder will have a name like this: " Equipment Inventory Database DATAONLY BACKUP 201803121051.accdb". This shows the date and time when the backup was made. That way you will know which one is the most recent.

Restoring your database file:

*** To restore the data from a backup file - rename the file in the \Equipment Inventory Database folder to something like "Old Equipment Inventory Database DATAONLY.accdb" then copy the backup file to

that same directory. Rename the backup to remove the word "BACKUP" and the date and time info. The file should be named "Equipment Inventory Database DATAONLY.accdb" .

Relink Database Tables

Re-link Database (Front end) to Data Tables (DATAONLY file)

[Click here](#) to download a PDF with more information.

**** NOTE These instructions are for the Theatre Inventory Database. The same instructions work for the Equipment Inventory Database - just substitute the "Equipment" for "Theatre" when you read it.

The Theatre Inventory Database is made up of two files: The database front-end - Theatre Inventory Database(ver#).accdr. This file holds the data entry forms, reports and the programming code that makes the database work. The 2nd file is the database back-end that holds the actual data - Theatre Inventory Database-DATAONLY.accdb. The database is split into these two files to make the backup process easier and quicker and to allow for multiple people working on a network to share the database.

The two files are linked and the links are managed through the "Linked Table Manager".

If your database back-end file gets moved the front-end will not be able to find it. The two files can easily be re-linked by using the Linked Table Manager.

1) Go to Utilities

1) Click on the Re-link Data Tables button.
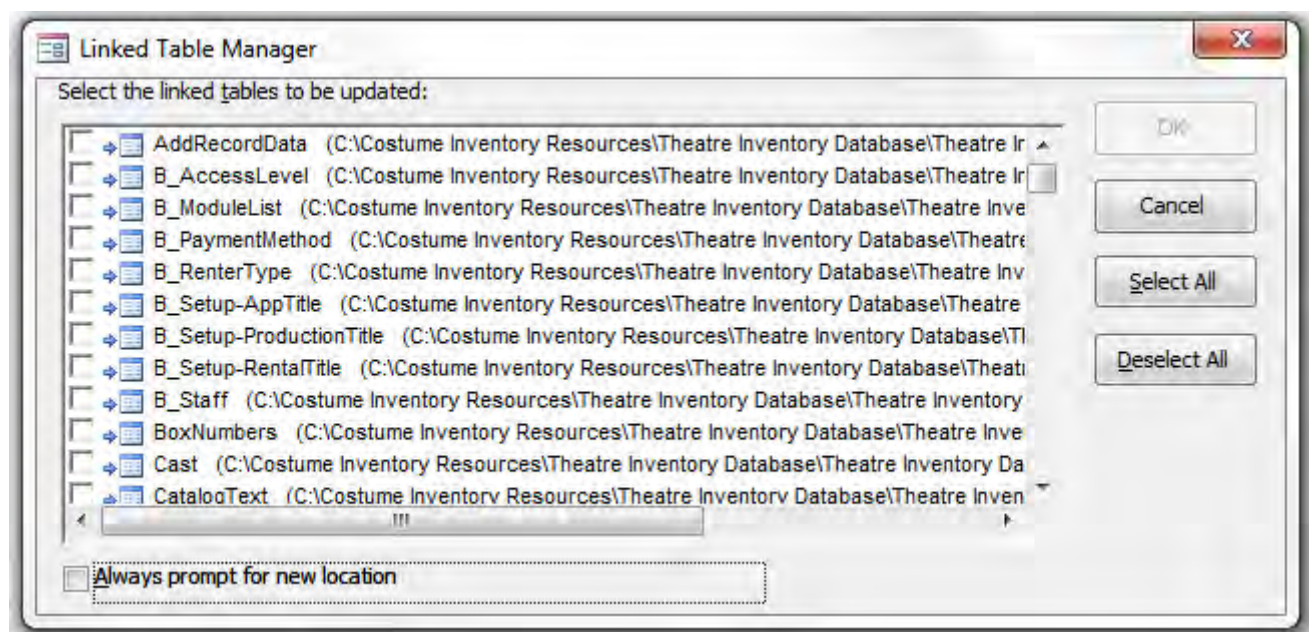
2) Click on the "Always Prompt for new location" button.

3) Click on the 'Select All" button.

4) Click on the "OK" button.

5) Using the Browse window find the database back-end file (Theatre Inventory Database DATAONLY.accdb)
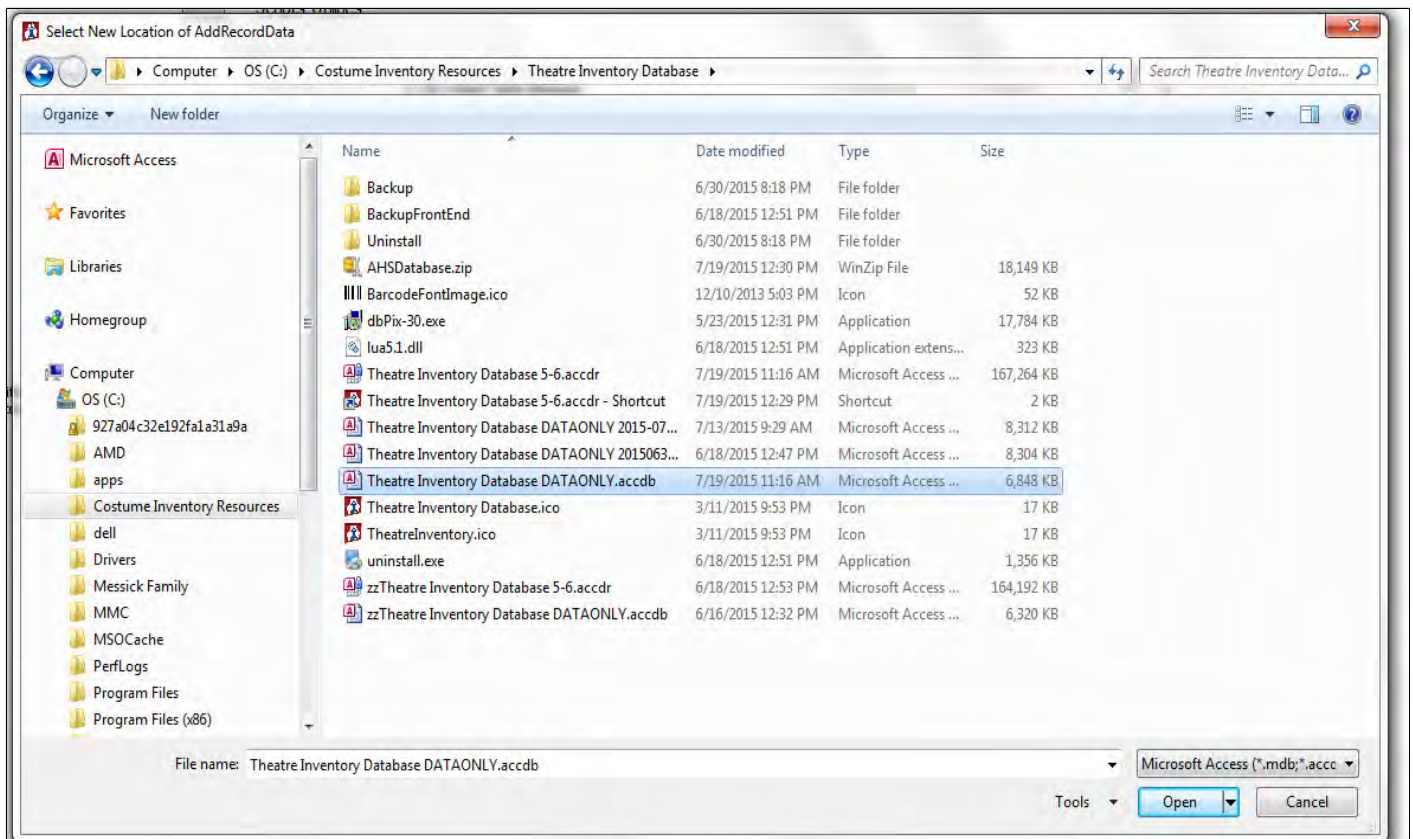
6) Click on the Open Button. The database will update the links.

7) When it is finished (you will see a message that all tables have been linked. Then click on the Close button.
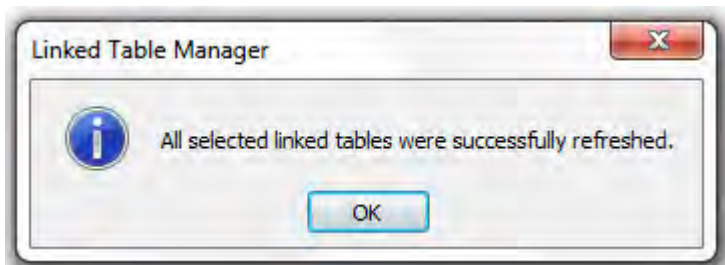
Appendix

The Appendices are here to give you more information.

A. Barcodes and Barcode Readers

B. Equipment ID's

C. Database errors and events

D. Sending the Database

E. System Requirements, Installation and Security Settings for Windows

F. Network Installation

G. Install Database on a Mac

H. Photos

I. Known Issues

J. Print Options

K. Contact Us

A. Barcodes and Barcode Readers

Introduction

The Theatre Inventory Database is designed to accept input from Barcode scanners. If you have printed your inventory tags with a barcode you may enter the Tag ID # (coded into the barcode) at any place where you set the cursor.

Add a New Equipment record with Barcode Scanner

To create a new equipment record using the barcode scanner - click on the "Add Record" button. A dialog box will appear that allows you to enter the ID # or use the next available ID#. The cursor should be in the field for "Enter New Number". Just point to the barcode on the tag and scan the code. The barcode number should appear in the field.

Equipment Check-Out

To check out equipment to an organization or individual Open the Checkout or Rental form, select the Organization or person's name and place the cursor in the drop-down box under the words "Tag ID #". Scan the barcode and the Tag ID # will appear in the box. Move to the next record and scan the next code for the next equipment item to be checked out.

Quick Equipment Check-In

On the Quick Check-In form, place the cursor in the "Enter Item (Fixture, Sound Equip, etc) Number". You may scan many items one after the other and they will automatically be checked in and listed below. If you have any comments to make regarding the item returned (i.e. damage or missing parts) you can enter them at this time by placing the cursor in that field. Once the comments are entered you will need to place the cursor back in the "Enter Item Number" box to proceed with the barcode scanner.

Looking for a Barcode Reader

If you have inventory tags or labels with barcodes you will need a barcode scanner/reader to read the codes quickly. This is especially useful for checking costumes in and out. Several customers have asked about where to get barcode scanners. We sell 2 types of Barcode Scanners in our store (www.costumeinventorystore.com). They are generally not available in office supply stores but are in electronics store like Fry's Electronics or online. Most any USB or wireless scanner will work as long as they are not Point-Of-Sale scanners.

We recommend both of these scanners: The Adesso NuScan 2100 U - for a durable, wired scanner. The 2100U has a 5' cable that plugs into the USB port. The TaoTronics Wireless scanner has a small connector that plugs into the USB port. (www.costumeinventorystore.com)

Amazon/com has many scanners: www.Amazon.com.

You can also look up B&H Photo and look for Barcode Scanners. They have a good selection and very competitive prices.

Here are a few things to consider:

1) **Cost** - the cost of scanners can be between $39 and $200 (for wireless). The less expensive scanners can have fewer options - such as turning down the sound (how loud does it beep?) - or how to set the auto on/off features. The more expensive ones have more features and will be more durable. If the cord gets too worn it will lose it's connection. Scanners are small and easily dropped. Look for a scanner that has a 5' drop tolerance. (both our scanners have a 5' drop tolerance). I like the $75 to $100 scanners.

2) **Shape** - everyone is different in how they like to hold a scanner. There are pistol grips and over-hand styles. It is a good idea to try to find one in a store and see how you like holding it. For a large inventory project you may be holding a scanner for a very long time so it is good to find one that is comfortable.

3) **Stand** - some scanners come with a stand to hold the scanner for you. The scanner is always on and you can pass a barcode under the scanner to read it. That might be OK for some things but not all as it will be hard to get a large piece of equipment under the scanner if it is on a stand. Most people opt to just hold the scanner while using it.

4) **Wired / Wireless** - Most scanners have a cord that goes into the USB port.   You can also have a wireless model but is much more expensive. Wireless models work well if you have two people working the collection at once. One person can be at the computer to direct the cursor to the field they want. The other person can be 10 or 20 feet away in the collection or up a ladder and scanning the costume tags.

B. Equipment ID's

B. Equipment Tag ID's -

Things to consider when setting up a new inventory: Equipment ID's must have 3 digits to be read by most barcode scanners. If you want to start with "1" then you should start with "001" or "101".   You should consider the entire collection before assigning the ID's.

The Equipment ID is essential to the Equipment Inventory Database. Each item must have a unique ID number. The ID number can contain numbers only or letters and numbers. When you add a new equipment piece record you will be asked to assign a new ID or accept the next ID in the sequence. Please note that ID numbers can start with one or more letters - such as ACC-001 or FIX-145. Tag ID's can end with a letter but the program will not be able to increment the number (add one to get the next number). Please note that ***Tag ID's cannot start <u>and</u> end with a letter***.

Sample ID #	Acceptable?	Reason
12345	**OK**	
ACC-521	**OK**	
1256a	**Not Recommended**	
BBD-123-A	**Not Allowed**	**Cannot have letters at the beginning and end of the ID.**
1	**Allowed but not a good idea**	**Barcode scanners must have 3 digits, i.e. "001" or "101".**

Understanding how the "next number" is calculated

When a new Equipment record is added and the next number in sequence is calculated the program will look only at the <u>numbers</u> within the ID number. See some examples below.

Current Number	Next number	Explanation
12345	12346	12345 + 1 = 12346
AAC-521	AAC-522	521+1 - Prefix stays the same

If you are copying an equipment piece record the program will do it's best to assign the next number in sequence.   If the calculated ID number is not correct - you can always change it by clicking on the "#" button next to the Tag ID field.

C. Database errors and events

C.   Database errors or events

Blank Reports and Results Screens

Most reports are designed to only print when the selected data is available to print. If you do a search for All Fixtures the Search Results report will print all records. But if you do a search for "Fixture Type" = "Belt" and Color = "purple" and you don't have any purple belts then the Results screen will be blank. Some reports may appear on the screen and be blank - that means that there is no data for that report at this time.

If you select to print a report of all costumes that need repair and no costume records are marked that they need repair - you will not get a report printed but a message that there is no data for that report and to try again. This is not an error in the program - it is just telling you that there is no data for the selection you made.

Receiving an Error Message

We have tried to find and fix all bugs in the Equipment Inventory Database but occasionally we find a new one. But there are several situations that can cause you to see a message from the program or MS Access - that may or may not be a bug. In any case, please contact *Costume Inventory Resources* to tell us the error so we can correct it as best we can.

Incompatibility issues: The current version of the Theatre Inventory Database requires MS Access 2010 or 2013 or 2016. If you have MS Access 2007 it will not be able to open the database and display the forms. Your data (Lighting, Sound, Tools, etc) is unaffected by the change and you will not harm the data by opening it in 2007 - you just won't be able to use the forms to get to it. Contact us for more info on how to upgrade your MS Access.

Macro Error: This can be caused by two things - 1) there is an error in the program (the famous bugs!!) or 2) the database has become corrupted and the code will not work. This can happen if you open the database with MS Access 2007 <u>and</u> 2010. In either case contact *Costume Inventory Resources* for an update or a database recovery.

New for Version 4 **-** if the program will not start the first time you try it and you get several "Macro errors" it may be that the dbPix30.exe file did not install properly during the program installation. Often if your computer or network have a lot of security the dbPix program will not install automatically. Go to the folder where you placed the database and double click on the file dbPix30.exe. Follow the installation instructions. Do not worry if you see it says "Evaluation copy". The software is fully licensed and the license information is embedded in the Theatre Inventory Database.

"Equipment Inventory Database" is not a database - this happens when the database gets corrupted. The database can become corrupted by shutting down the computer before the database has finished closing down.   The Equipment Inventory Database is designed to do a Compact and Repair the data tables file every time you "Exit" the program. This may take a few seconds or up to 2 minutes - depending on the size of the database file.   Please check the lower right side of the screen to see the progress of the query that compacts the database when it closes. Please contact *Costume Inventory Resources* to see if we can recover your data.

Records show #Deleted instead of data: This can be caused by the database losing connection to a network or being shut down while the record was being written to the hard disk. Please contact *Costume Inventory Resources* to see if we can recover your data.

EMail: info@costumeinventory.com
Phone: 1-855-468-8247 (USA and Canada)
1-530-753-7143 - International

D. Sending the Database

D.   Sending a copy of the database to Costume Inventory Resources

Occasionally your database may need to be repaired and you can make arrangements with us to fix it. In general you will need to send the database to Costume & Theatre Inventory Resources.

To Send a copy of your database to Costume Inventory Resources you can follow these steps:

1) Use a data compression program like WinZip to make the file smaller. (WinZip is available for download with a 30 day free trial.)

2) Send the zipped file to us using a File Transfer service such as TransferBigFiles.com or Google Drive

3) Send the database to: info@costumeinventory.com If you have any questions, please don't hesitate to call or email us.

E. System Requirements, Installation and Security Settings for Windows

The database applications are created in MS Access$^®$ 2010 as a Runtime version. This means that you do not need to own MS Access$^®$ 2010 or 2013/16 to open the program, enter/edit data, or print reports. (Sorry MS Access 2007 is no longer supported.) The Runtime application from Microsoft can be downloaded for <u>free</u> from the Microsoft site (see the link on the Resources Page or search for 'Microsoft Access 2010 Runtime'). Another Resource Guide is available to help you with that installation (see website - Resource Guides).

If you have MS Access$^®$ 2010 or 2013/2016 (32 bit version only) you may use that for the database and you do not need the Runtime software. Please see the notes below on modifying the Security Settings in MS Access$^®$ 2010 / 2013 / 2016.

System Requirements:

To run the application and the Runtime edition the computer needs

• Windows Windows 7, 8 or 10 operating system (32 or 64 bit)
• 1-2 GB of hard disk space (more for photos)
• 2 GB memory (**4 GB** or more recommended).
• MS Access 2010/2013/2016 <u>or</u> the MS Access Runtime 2010 (free) 32 bit version

(If you have Office 2010 or 2013 or 2016 **64 bit** (*Office 64* not Windows 64) please contact *Costume Inventory Resources* for a *custom* version. Additional fees may apply.

Installation Notes: (*for networks please see the Resource Guide for Network Installation*)

The database applications are delivered in an installation package. The package has an *.exe extension - which means it will open and install the database quickly. The default folder for installing the database is:

C:\Costume Inventory Resources\ *application name*

for the Theatre Inventory Database the database will be installed in:

C:\Costume Inventory Resources\Theatre Inventory Database

You may change the destination folder at the time of the installation. <u>If you change the installation folder</u> you will be prompted for the location of the database tables which is a file called Theatre Inventory Database DATAONLY.accdb . Contact us for more information.
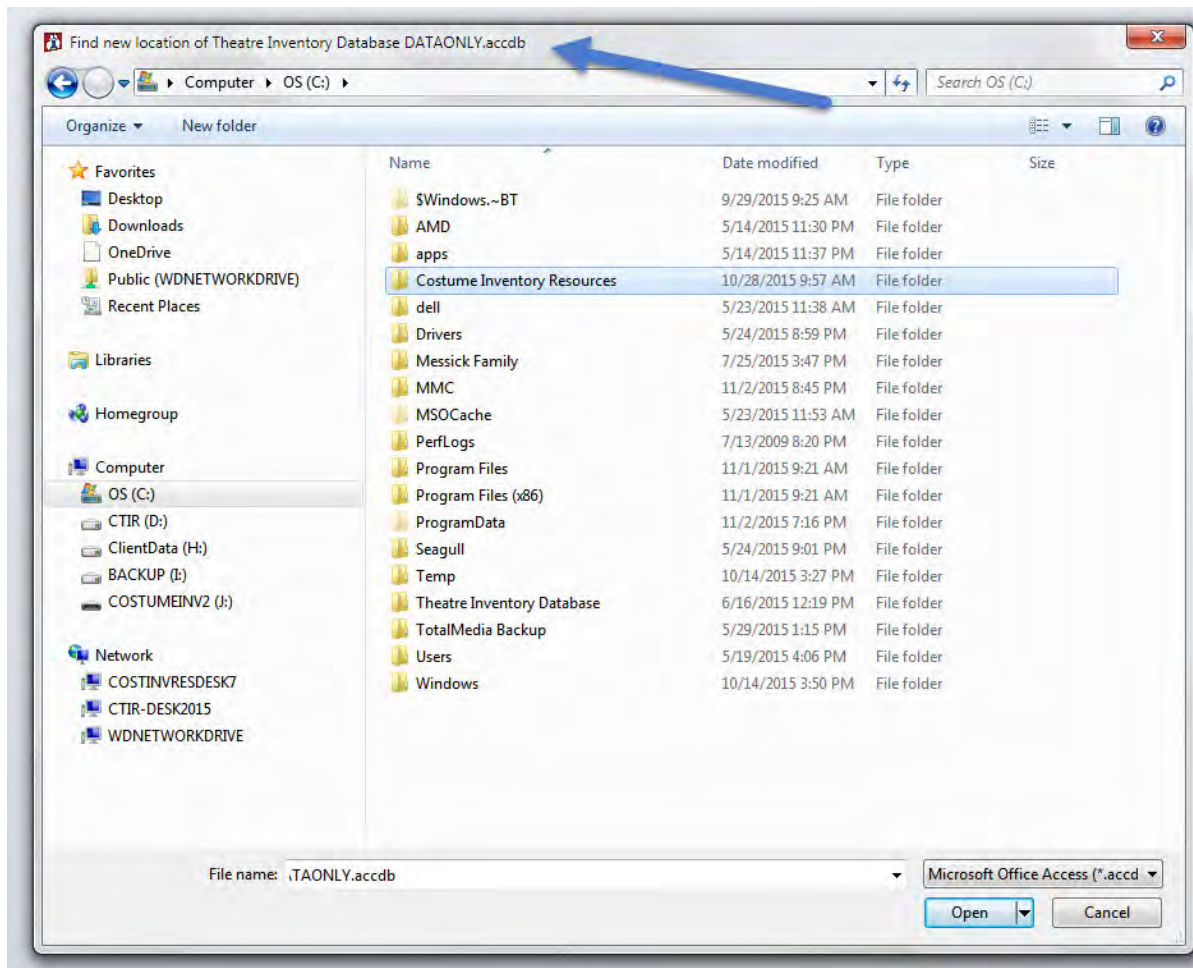
The database uses the DBPix-30™ technology to link photos (JPG, BMP, etc.) to the costume/prop records. The dbPix-30.exe file will also be installed in the same folder as the database. If you move the database files to another computer you will need to re-install dbPix on each computer that uses the database <u>after</u> MS Access or the Runtime is installed. If you get a message during the installation of the program about a file conflict, select "Ignore" from the options. This is a trivial issue with the dbPix installation package.

A barcode font will also be copied to the database folder. It can be installed in the Windows font directory from the "Install Barcode Font" desktop icon.

A desktop icon will be installed with a shortcut to the selected folder.

Set up folder for Photos:

You will need to set up at least one folder for photos. It is best to store your photos in one folder (with subfolders as needed). A possible setup could be:

C:\Costume Inventory Resources\Photos

On the "List of Installed Modules" screen (on the Utilities Menu) you can enter this path so the program will know where to start looking for photos when you are loading them into the data record.

Trust Center / Security Settings:

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If you get a message that tells you "A potential security concern has been identified" then you need to check the Macro Security settings in the Options setup (see below). These settings need to be modified in the MS Access/Office® program. You need to change the setting on each computer the first time you open MS Access®. After it is setup once these changes should stay.

Note: For installations that have only the MS Access Runtime software installed (not MS Office) you will continue to get this security message.   Sorry. I am working on a fix but at this time there does not seem to be a way to get this message to go away.

MS Access® 2010 / 2013 / 2016

MS Access® 2010/2013/2016 has many security parameters already set when you install the system.

The only one you need to be concerned with is the Macro Security setting. You need to change the setting on each computer the first time you open MS Access®. After it is setup once these changes should stay.

To change the Macro Security setting:

Open MS Access® 2010/2013/2016 (just open the application – not the Costume Inventory Database)
Click on the "File" menu tab (usually in red at the top left corner)
Click on "Options" (usually near the bottom of the list)
Click on "Trust Center" – the last menu item
Click on "Trust Center Settings" (usually on the right side of the dialog box)
Click on "Macro Settings"
Click on the lowest setting "Enable all macros". It will tell you that it is not
recommended but it is required to run VBA code and macros that are in the Inventory Databases.
Click "OK" twice to close the menu dialog boxes.

Close MS Access® and reopen it.

The Macro Security setting should now be set to run the Inventory Databases.

F. Network Installation

Network and Advanced Installation Notes

*** NOTE - These instructions are for the Theatre Inventory Database - The same instructions work for the Equipment Inventory Database - just substitute the word "Theatre" for "Equipment". Call us if you have questions.

All versions of the Theatre Inventory Database (Costume / Props / Lighting / Sound / Pattern / Scripts modules) can be installed and shared on a Windows network. While many networks may differ in their setup here are a few items that are common to all.

1) The Theatre Inventory Database is a **'split' database**. There is a front end, Theatre Inventory Database Elite.accdr which has the forms and reports, and a back end, Theatre Inventory Database DATAONLY.accdb which holds the data tables. The two files are linked using the Linked Table Manager.

If the database is installed in the default directory, C:\Costume Inventory Resources\Theatre Inventory Database, the two files will link up. If the database files are installed in another directory or drive they will need to be re-linked. As of Version 5-11 the program will prompt you to find the DATAONLY file. Once you select the file in the installation folder it will take care of the links.
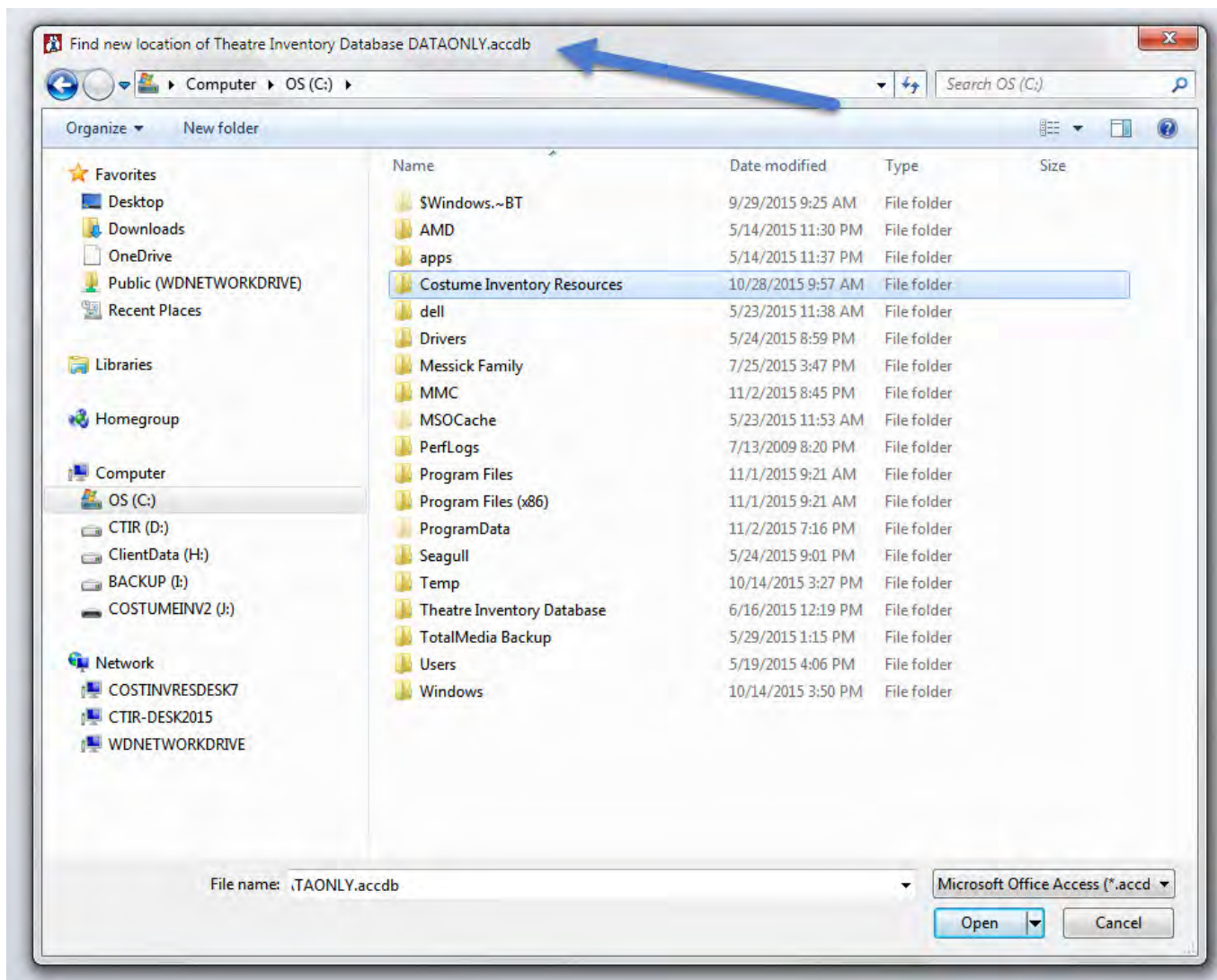
To link the tables yourself - go to the

Utilities Menu   - OR -   Menu - External Data
>Re-Link Data Tables   > Linked Table Manager

       On the Linked Table Manager - Select All Tables and click the check box
       Browse to the location of the Theatre Inventory Database_be.accdb and select it. You will get a message once all the tables are re-linked.
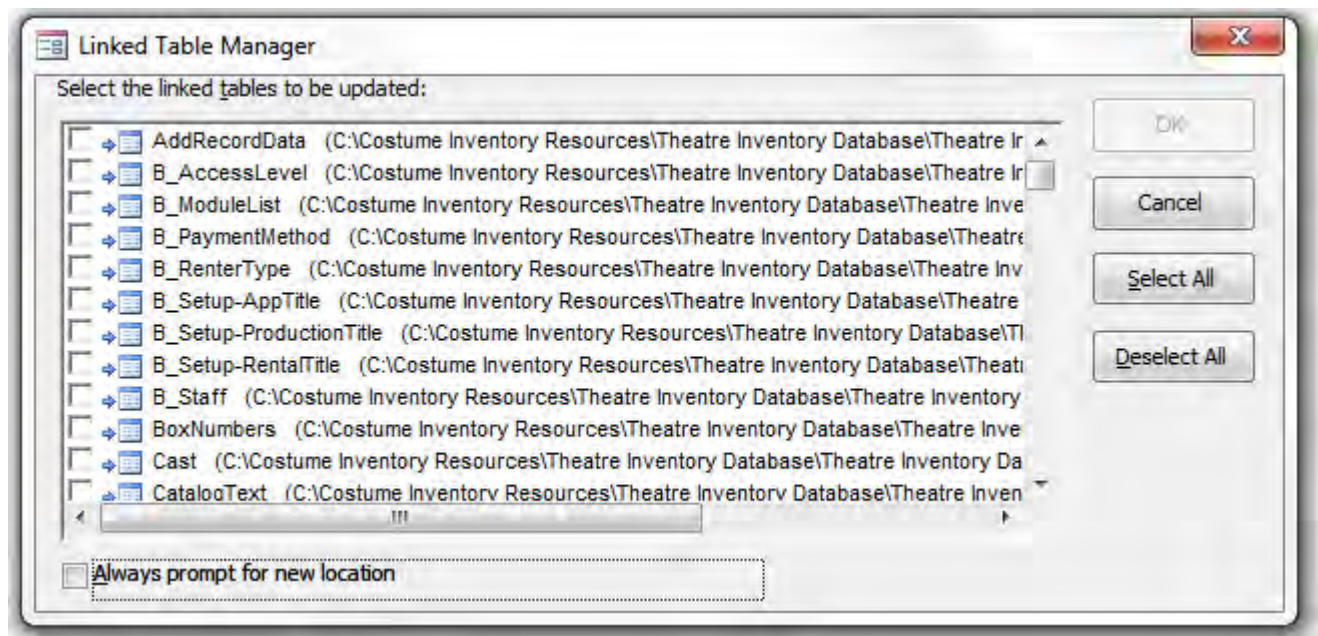
Click on the "Always Prompt for New Location" and "Select All". Then Click OK.
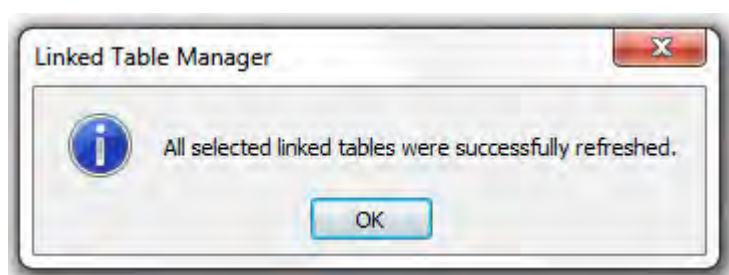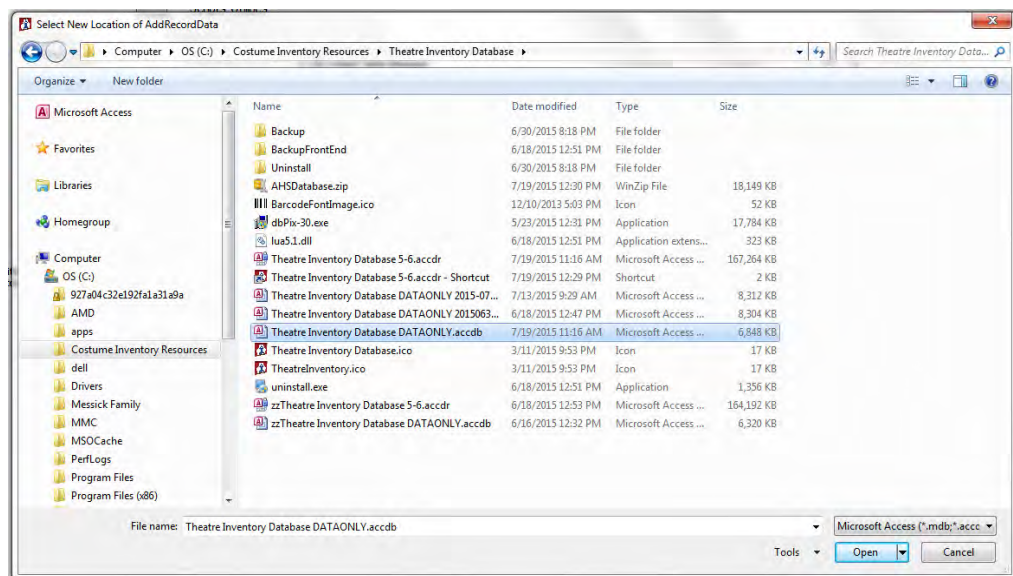
2)   **Backups**: Backups are very important! Please be sure the database is backed up by the network software or locally. The Theatre Inventory Database has a Backup utility that can be run by the users. It will back up the database back end (the data tables). A copy of the database front end (forms and reports) is created at the time of the installation. It is highly recommended that a daily backup of the back-end (Tables) database be run. A monthly backup of the front end database is all that is needed. See notes on mapped drives below.

3) The Inventory Databases need to be in a **"shared" drive/folder** and all users of the database need to have network read/write privileges for that drive/folder.   The photos should be stored in a folder that also needs to be on the network and shared. (If the photos stay on a workstation they will not be seen by others.) NOTE: the name of the shared drive must be the same for all users. See notes on mapped drives below.

4)   Each workstation has to have **MS Access**® 2010, or 2013 (32 bit only) installed or the free MS Access® Runtime 2010 (32 bit) available from the Microsoft website. Do an internet search for "MS Access 2010 Runtime" or go the Resources section of the www.CostumeInventory.com web page. (If you have *Office 64 bit* running, please contact Margaret for the custom version. The Theatre Inventory Database that you download from the website will not run in *OFFICE 64*. Office 64 and Office 32 cannot be run on the same machine.)

*** **Special note**: You must use the <u>same</u> version of MS Access on all workstations. The database <u>may become corrupted or give you error messages</u> if you open it with <u>both</u> MS Access and 2010 or 2013.

** Each workstation should also have **4 GB of memory**. It is possible to run it with less but users may have issues displaying large numbers of photos or working with large databases.

** Each workstation should have a shortcut installed to point to the database front end (the *.accdr file) on the network.

5) The image processing software, **dbPix-30.exe** needs to be installed on each workstation after MS Access is installed. The dbPix-30.exe file can be found in the folder where you originally installed the database (C:\CostumeInventoryResources\.... To install the software copy it to each workstation and double click on the filename - dbPix30.exe - and follow the prompts. (Do not worry about it saying "Evaluation" during the dbPix setup. The license Info is embedded in the application.)

6) If you **move the database** to the network after you have been using it on a single PC you will also have to move the pictures to a shared location just like the database. If the costume/prop *records* already have links to a folder on the local PC then the links will have to be updated to point to the new network location. Contact us for help in updating the records. We can do it with a TeamViewer session in just a few minutes.

7) The newest version of the setup file also installs a **barcode font** so that when you print a check-out report or a repair card the barcode will be printed on the report - which can then be scanned. The barcode font will need to be installed in the fonts directory of each workstation. The font file name is: FRE3OF9X.TTF and a copy of it will be located in the same directory as the database.

8) If you are experiencing any "**write conflicts**" when 2 people are using the database at the same time, then the database front end (Theatre Inventory Database - Elite.accdr) can be copied to the workstation for each users. The shortcuts for those users will need to be updated to point to the new location of the front end. The back end database (*DATAONLY.accdb) should remain on the network drive. The front-end databases should not need to have the data tables re-linked but if they do, follow the instructions above.

9) It has been found that when shared databases are stored on **mapped drives** the Visual Basic code that is in the database can become corrupt or deleted. It is essential that the name of the mapped drive be the same for all users and that the network mapping happens before the database is opened. If the database will not open correctly and you get a message stating that the VBA code is missing or corrupt, replace the database front end file with a backup copy. That should fix the problem. The data is not affected by this problem. A copy of the database front end is made in a Backup folder at the time of the installation.

G. Install Database on a Mac

The Equipment Inventory Database is written in MS Access - a Windows only application. It is possible and easy to use it on a Mac once you purchase / download and install additional software. Here is a list of the software programs you will need.

Please see the website for more instructions. [Resource Guides](#)

Software to purchase - if you do not have them already:

•   VM Fusion® or Parallels® - these programs allow you to install MS Windows on the Mac and run Windows programs. Both will work with MS Office / Access and are easy to use and install. (I have only tested the VM Fusion product.)

VM Fusion®: http://www.vmware.com/products/fusion/overview.html Cost: $49.99 (or less)
Parallels®: http://www.parallels.com/products/desktop/ Cost: $79.99 ($49.99 at Amazon.com)

Check the VM Fusion® and Parallels® websites for full documentation and support on these products. Please review the System (processor speed and memory) and Operating System requirements carefully. Older operating systems are not always supported. If you have problems with the installation please contact the software vendor directly.

•   MS Windows® 7 Home Premium license (the Professional is an option but more expensive and not needed to run MS Access or the database.)

Microsoft: www.Microsoft.com Cost: $199

Amazon.com $ 150 and up (There are a lot of versions out there - do not get an "Upgrade" or OEM (Original Equipment Mfg) version.)

Software to Download for free:

•   MS Access Runtime software - available free from Microsoft. Once you have installed the VM Fusion (or Parallels) and MS Windows you can download and install the Access Runtime software.

Search the web for MS Access Runtime software.

H.   Photos

Setting up folders for photos

Photos are not stored in the database. They are stored in one or more folders on the computer or network and only the link (directory and file name) is stored in the database record.

The photos can be stored in any folder but it is advisable (to make it easier to find and back them up) to create one or more folders for that purpose. You can set up the default folders for Costume Photos, Props Photos and Company Member (People) photos on the List of Modules screen.

Although the photos can be any size it is a good idea to **keep them under 0.5 MB (500 KB) each**. The Photo Gallery display from the Search Menus can become overwhelmed and will not display the photos if they are too large.

Once the path for the Photo folder is set here the program will open that folder every time you go to load a photo in the costume, prop, or company member record. Currently the default path is set to the C:\ drive. If you don't set up your own path every time you go to load a photo you will have to redirect the program to your photos folder in the Browse window.

Be sure to copy all your photos to the directory you set up before you try to assign it to a costume or prop.

If you are on a local PC or network: The photos are not backed up with the Backup Utility on the Utilities menu. These folders need to be backed up independently.

Reducing the size of photos

The best way to manage the size of your photos is to reduce them in size before linked to the database. There are several software packages available for free or low cost that will save a lot of headaches. One that I use is called "FastStone Photo Resizer" http://www.faststone.org. There are detailed instructions on the Costume & Theatre Inv. Resources website / Resource Guides: http://www.costumeinventory.com/Resource_Guides.html. Look for the "Tips for Saving Photos" Resource Guide.

Rotating photos:

Many times you will take a photo in a horizontal orientation and other times you will turn or rotate the camera to get the best photo. This rotation information is stored in the photo. Some times when you load (link) photos to a database record it will come in correctly and other times not. You can use the a right-mouse click over the photo in the database to open a menu which will offer you a "Rotate" option. This will rotate the image temporarily but will not keep that rotation. The next time you look at the record / photo it will be back with the original rotation.
   The best way to fix that is to use a software program like "FastStone Photo Resizer" (see above) to rotate the photos before they are linked to the database record.

I. Known Issues

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There are several known technical issues with the database. We are trying to resolve these issues but there may not be a fix for all of them.

1) Database forms/reports will lose the VBA (Visual Basic) programming code

> This issue is most often found in installations where the database is stored on a network drive that is named with an Alias (nickname). For example the network drive might be called J: but it is referred to as "Wardobe Inventory". Each time the computer needs to find something on the J: drive it has to "map" the Wardrobe Inventory drive to J:
>
> If the drive mapping doesn't happen before the database is opened the database (that is looking for the "Wardrobe Inventory" drive) will crash and lose the VBA code.
>
> Solution:
>
> 1) The Theatre Inventory Database is split into two files - the Front End (with the forms and reports) and a Backend (tables only). The two files are linked. If the FrontEnd becomes corrupt it can easily be replaced. A backup copy of the database front end file is placed in a folder at the time the database is installed. The corrupt copy of the database just has to be replaced by the backup file. Please contact Costume Inventory Resources if you need help with this.
>
> 2) Contact your IT Staff to have them review the drive mappings and see if they can insure that the drives are mapped before the database is open. This may be the drive where the database files are stored and the drives with the photos.

2) Open Window Message: Version 5-7+ . If you have 8 or more windows / tabs open the program will give you a popup message telling
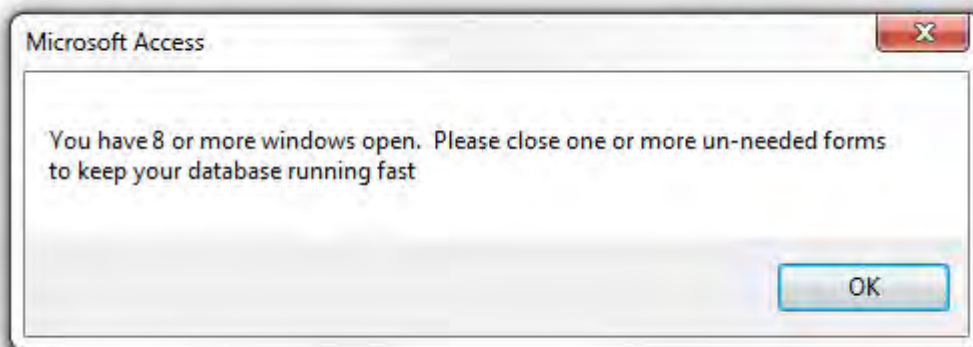

you :
    MS Access keeps track of the number of tabs you have open. If you get 12 or more windows/tabs open the database will get very slow or stop and give you a lot of odd messages (such as 'you have too many databases open'). Just close a few unneeded tabs and the database will keep running smoothly.

3) Version 5-9 - The forms have all been updated with a new font and button styles. The database has a new, fresher look and more consistency between modules. You may notice that the tab controls are different colors now. Occasionally the text on the tab is a little slow to refresh but give it a second or click on the Refresh Lookups button to repaint the screen.

4) **Linked tables not found**. If you have installed the Equipment Inventory Database in a folder other than the default: C:\Costume Inventory Resources\Equipment Inventory Database - the main front end of the database will not be able to find the database tables (back end). Please contact Costume Inventory Resources to get help to resolve this. It is very easy to fix but the solution will depend on your setup.

5) Warning message when opening database in Runtime version.
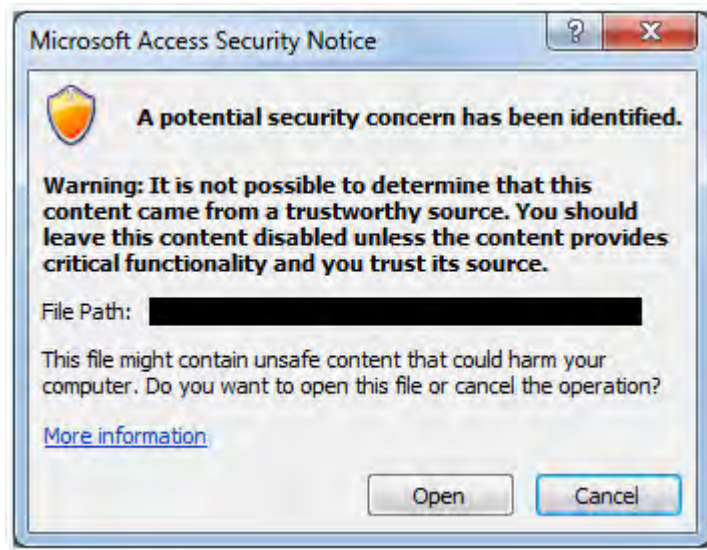
If you have only the MS Access Runtime software installed you may see this message. If you have a full version of MS Office you can make this message go away by modifying the Trust Center Settings. See the Appendix for more information. If you only have MS Access Runtime you may see this message. I am working on a solution but have not gotten it to work yet.

6) **dbPix Installation messages:** The dbPix program is used to manage the photos in the forms and reports. It is a wonderful program but recently has run into some issues with the installer program.   You may see a message that says "New version is available" but the link doesn't work. Just ignore the "New version" message and continue with the installer. On later versions you may see a message about a "Twain.dll" file during the installation. Just click on the "Retry" button and it will go away and the installation will continue. Hopefully both of these issues will go away in the next version of the installation. The actual program, dbPix30 is quite sound and safe to use.   If you or your IT staff have any concerns, please contact us.
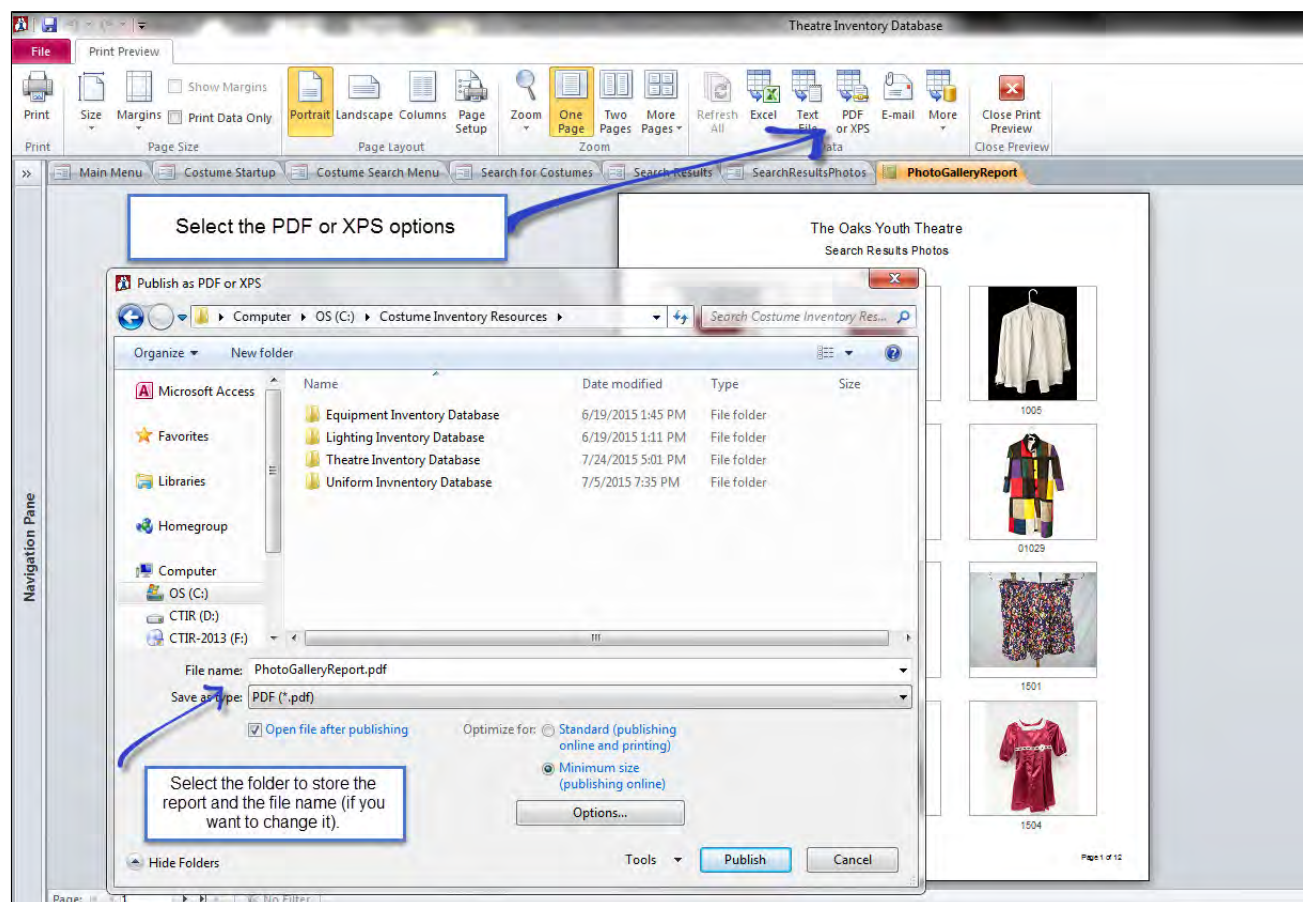
Print Options:

All reports can be printed to your printer or a PDF file. PDF Files can be emailed directly from the program if you have MS Outlook set as your default mail program.

The Print Preview menu options will look a little different between the full MS Access version and the Runtime version.
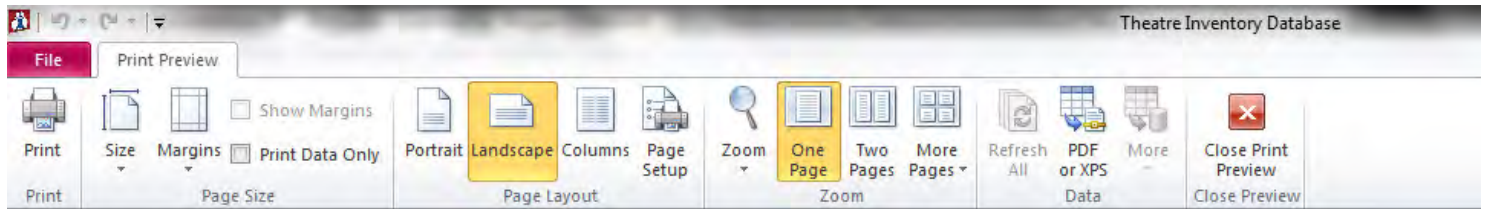
To print to a PDF file:

For the Full version of MS Access:

1) Select the PDF / XPS button
2) Select the folder where the file will be stored and the file name (if you want the change it).
3) Click "Publish"

For the Runtime version of MS Access:

Depending on your installation you have fewer options but you will still have the PDF option. Follow the steps above to create the file.

To Email a report:

1) From the Print Preview menu - select "E-Mail".
2) Select PDF as the Output format
3) Click OK and the report will be outputed. Your email program will open for you to enter email address of the recipient.

1: Select EMail
2: Select PDF as the output format
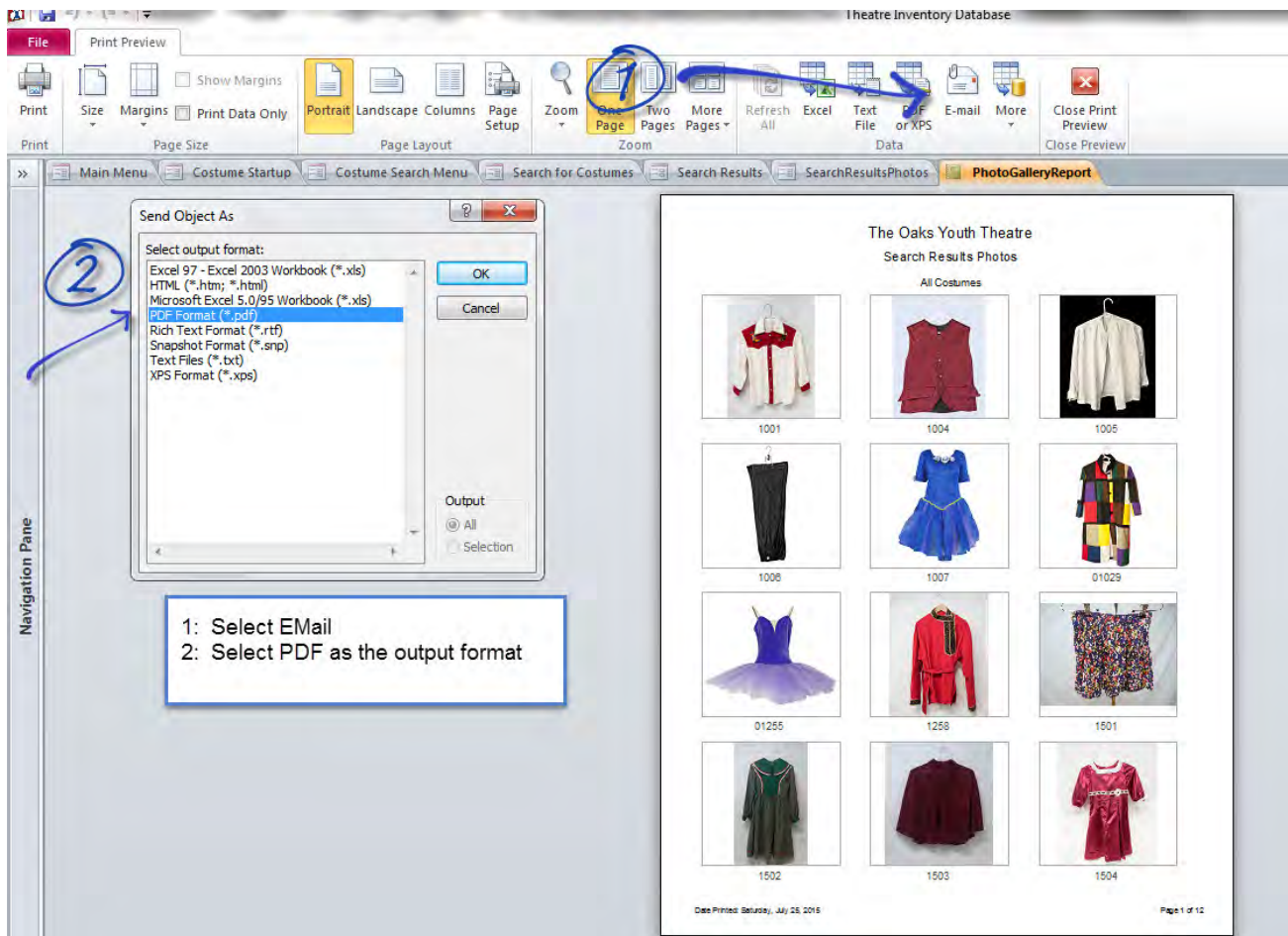
***** In order for this to work - your version of MS Outlook (2010 or 2013) must match your version of MS Access (2010 or 2013) !!!
If they don't match the email won't send.

Paste | Cut | Copy | Format Painter | Tahoma | 12 | B I U | Address Book | Check Names | Attach File | Attach Item | Signature | Follow Up | High Importance | Low Importance | Zoom

Clipboard | Basic Text | Names | Include | Tags | Zoom

To...   margaret@costumeinventory.com;

Cc...

Send

Subject   Photo Gallery Report

Attached   PhotoGalleryReport.pdf (298 KB)

Hi

Here is a test where I send an email directly from the Theatre Inventory Database !

Margaret

Margaret Messick
Costume & Theatre Inventory Resources
PO Box 4345
Davis, CA 95618

855-468-8247 (Toll Free USA & Canada)
530-753-7143 (International)
www.costumeinventory.com

K. Contact Us

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Phone: Toll-free (USA/Canada) **1-855-468-8247** (1-855-GOT-TAGS) - International **1-530-753-7143**.

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