

Equipment Inventory Database

Lighting Equipment, Sound Equipment, Tools

Download PDF Version

User Guide

2018

Return to Main Menu

Table of Contents

Equipment Inventory Database	4
New Features	5
Lighting Inventory	19
Fixtures	20
Add Fixture	24
Copy Fixture	26
Load Photo	27
Fixture Report	
Search and Advanced Search	
Fixture-In-Use	
Fxture Rental History	34
Repairs	
Accessories	
Gobos	
Gels	
Productions	
Fixtures In Use	
Rentals	
Renters (Organizations)	
Check-in Fixtures, Accessories, etc.	
Quick Check In	
Rental Reports	
Reports	
Utilities	
Sound & Multi-Media Equipment Inventory	
Sound & Multi-Media Equipment	
Search for Equipment	
Students	
Organizations	
Rentals	
Productions	
Reports	
Utilities	
Tools Inventory	
Tool / Equipment	
Search for Tools	
Organizations	
Productions	
Rentals	
Reports	
Utilities	
Rentals	
Reports	
Utilities	
Staff	
Backing Up Database	
Relink Database Tables	
Appendix	
A. Barcodes and Barcode Readers	
B. Equipment ID's	
C. Database errors and events	

D. Sending the Database	160
E. System Requirements, Installation and Security Settings for Windows	161
F. Network Installation	164
G. Install Database on a Mac	167
H. Photos	168
I. Known Issues	169
J. Print Options	171
K. Contact Us	174

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)

<u>Tools & Misc Equipment</u> (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 <u>New Features</u> 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:

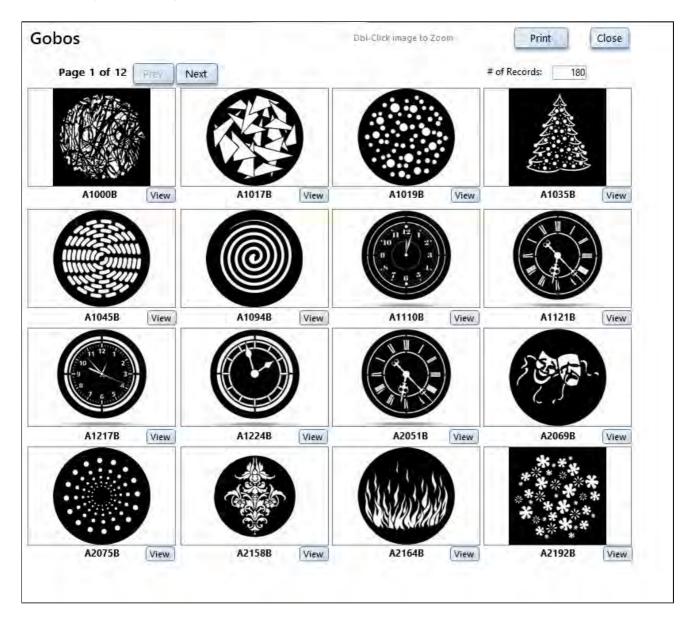
The Mfg ID # and Discard fields have been added. The arrangement of the fields has been slightly altered. The Mfg name has been moved up to the top and the Mfg ID# has been added. The Discard fields (Discard, Discard Date, Discard Reason and Value at time of Discard) have been added. Discarded Gobos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

ag ID: L0007	Mfg: Rosco	Mfg ID #: 77138			Image Controls Quic Star
Description: 3 x 4 Pa Total Qty: 1 Source / Supplier: Ro	ttern Window Available Qty:	: Steel	Size: B	Double-dick image for Full Screen C:\Costume Inventory Resources\Equipm Database\Lighting\Photos\Gobo2-lighte	Load Zoom In Zoom Out Zoom Fit Delete image
Discard Date: Discard Reason: Value at time of Dis Delete Gobo	7/3/2018 Broken scard: 0 Date Record Added:	Upda	ted By:	Date Updated: 7/3/2018	

The Search for Gobos has be modified to add a Search by Mfg and Mfg ID:

📲 Search for Gobos		- 0	×
Search for Gobos:		Close]
Find by ID:	~		
Find by MfgID:	~		
Find by Size:	*		
Find by Mfg:	~		

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.



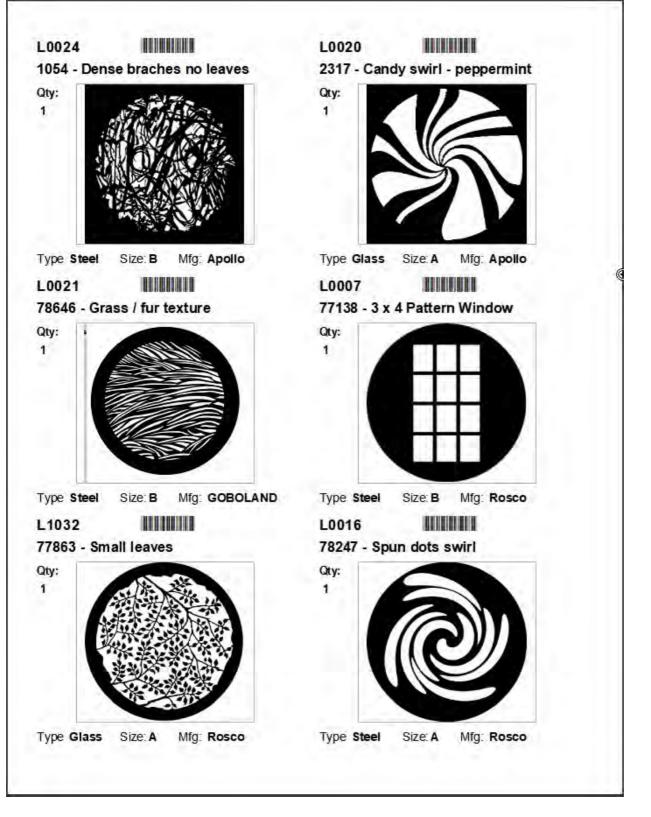
c. Three new Gobo reports has been added -

Accessor	y, Gobo and Gel Reports
Accessorie	s
	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
	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
	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
All Lighting	g 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.

	Tag ID	Mfg 💽	MFG ID 💽	Clear All Description	Select All
1	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	

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



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	
	Su	ummary of All Gobos	
# of Gobos:	<u>44</u>	Total Quantity of Gobo	s: <u>59</u>
Total Cost:	<u>\$273.00</u>	Total Replacement Cost:	<u>\$291.00</u>

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	ОК

The Oaks Youth Theatre List of All Gobos Discarded								
Tag ID:	Mfg ID:	Mf	g Name:	Gobo Type:	Gobo Size:	Total Qty:	Discard Date:	Discard Value
GB1254 Descript	123456 ion:	GC	DBOLAND			1	5/27/2018 Discard Reason	\$1.00 :
Original	Cost:	Replacement Cost:	Rental Fee:	Qty	Available:	1	broken	
	# of Gobos:	1	Total Quantity of Gob	05:	1		Total Value:	\$1.00

2) Gel Colors -

a) The Gel Color screen has several new fields:

📑 Gel (Color Details										- 0	×
Gel Mf	Color Details	Mfg G	el # / Description:	Gel Color			Qty In Stock:	Qty Available:	Original Cost	Close Replacement Cost: Rental F	ee	
Rosco		Cineg	el #4430:	Light Gr	een		18	18	\$5.00	\$1.0	0	
R: 15	R4430 CalColor 30		This is an estimate of the c	olor based on th	e RGB values.	Transmissi	on %: 52) Co	lor Swatch	Image Controls	
	se Status		A STATE OF A		Second States						Zoom In Zoom Out	
	n-Use Status: Fix	ture Tag I	D: Production:	Per	formance Dates:		Qty In-Use	: View		0	Zoom Fit	
								- Herri		Roscolux, Cinegel #4430: R4430 CalColor 30 Green	Full Screen	
											Delete Image	
	0.5				Total #	# In-Use:	0	-	Re Inv Da Gru	<pre>(Costume Inventory sources\Equipment ventory tabase\Lighting\Photos\Cal een.jpg lor Data / Information</pre>		5
Rent	ed									ior Data / information	Image Controls	
	ate Checked Out: Re	eceipt #:	Organization:	Qty: Ret	urn Due Date: C	heck-In Date	*	_		andra 1913 - Casar gran van i versenanning man generation provi fananette annin 1915 - Marine Marine (191	Load	
•	3/4/2017 123		Davis High School	4	5/26/2017	5/21/2017	View				Zoom In	
	3/4/2017 2017	7-2-Sound	Costume Inventory Resources	5	5/25/2017	5/21/2017	View]			Zoom Out	
									1 () () () () () () () () () (Zoom Fit	
_											Full Screen	
		1	otal # Gel Colors: 9								Delete	
Disc	arded Disca	rd Date:	Value at ti	me of Disca	rd:		6)	Re Inv Da	Costume Inventory sources\Equipment ventory tabase\Lighting\Photos\Cal eeninfo.jpg	Image	

- 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		Search	1	Add Color	Dele	ete Color	Refresh	Save an	nd Close	
	Gel Colors			Search]			Gallery of	f Color Swatch	Re	ports
		MFG Number: 💽	Color: 💽	Transmission :	Manufacturer 💽		ty In tock:	Available Qty:	Original I Cost:	Replacement Cost:	Rental Fee
	Details	Cinegel #2006	Azure	9 %	Rosco	Y	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	M	\$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		Ţ	
	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.



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 Ок

Sound Equipment Updates:

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

isplay Records Sorted by: Name ID	Search NEEDS REPAIR	Print Equipment Record Refr	esh Lookups
Equipment Fag ID: 1009 # Equipment I Description Features: VocoPro Add New Category: It Category: Audio Add New Category: It Manufacturer: VocoPro Model: It /oltage: Strequency (kHz): T It Have Charger? Battery Type: Alkaline Battery Cable Length: Cable Connecto Mic Pack #: 3 Wireless Frequency Range: G50: Serial Number: Asset Mgmt #: Source / Supplier: Source / Supplier:	Name: Wireless Mic em Type: Microphone Add Ne tem Typ Power Source: Battery Power (watts): Connector: attery Name: AA Qty of Batteries: rs: 470-533 Mhz Date Acquired:	Current Location: Storage	Outo star
ost/Value: \$250.00 Replacement Cost: \$300.00		Delete	Photo
ost/Value: \$250.00 Replacement Cost: \$300.00 torage Location: Main Closet ivision / Owner: otes:	Available For Rent: 🗹 Rental Fee: \$100	Delete	Photo
ost/Value: \$250.00 Replacement Cost: \$300.00 torage Location: Main Closet ivision / Owner: totes: Repairs Rental History Discard Notes Productions	Available For Rent: Rental Fee: \$100	Delete	Photo
ost/Value: \$250.00 Replacement Cost: \$300.00 torage Location: Main Closet + tivision / Owner: + lotes: Repairs Rental History Discard Notes Productions Needs Repair Description of Needed Repairs:	Available For Rent: Rental Fee: \$100 Details: 3 Image: Comparison of the second	Delete	Photo
ost/Value: \$250.00 Replacement Cost: \$300.00 torage Location: Main Closet V + bivision / Owner: V + lotes: V + Repairs Rental History Discard Notes Productions Needs Repair Description of Needed Repairs: V + V Inew hood Inew hood -	Available For Rent: Rental Fee: \$100 Details: Repair Date: Repaired B Zoom	by: Repair Cost:	Photo
Cost/Value: \$250.00 Replacement Cost: \$300.00 Storage Location: Main Closet > + Division / Owner: > > + Notes:	Available For Rent: Rental Fee: \$100 Details: S Image: Comparison of the second	by: Repair Cost: Print Card Print Card	Photo

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

Select one or more criteria t	o search for a piece of Equip	ment	Search
Equipment Name *:			
Description *:			
Division / Owner:	~		
Category / Media Type:	~		
Item Type:	~		
Manufacturer:	~		
Model *:			
Power Source:	~		
Battery Type:	~		
Battery Name *:			
Connector:	~		
Cable Length			
Cable Connector:	~		
Mic Pac #			
Wireless Frequency Range:	~	4	
Serial Number :			
Asset Mgmt #:			
Source:	~		
Date Acquired :	Between :	and	
Condition:	~		
Storage Location:	~		
Storage Location Detail:	~		
Current Location:	~		
Do you want to include Discarded items?	No		×
* Please enter 1 or 2 word	s only for best results		

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.

Database Statistics (How many records, etc.)	Fixture Utilities	
Export to Excel	Battery Type	In Use Status
View Software Registration	Cable Types	Lamp Type
Setup Folder for Photos	Condition	Lens
Update Storage Location - Fixtures	Connector	OK to Rent Codes
	Controls	Rigging
`	Electrical Ratings	Sockets
hared Utilities	Fixture Types	Special Effects
Current Location	Frames	Watts
Divisions / Owners		
Manufacturers	Accessory Utilities	
Production Locations	Accessory oundes	
Source / Supplier	Accessory Type	
Storage Locations	Cable Types	
Re-index Tag ID's	Gel Utilities	
	Gel Manufacturer	
	Gobo Utilities	
	Gobo Manufacturer	
	Gobo Size	
Return to Main Utilities	Gobo Туре	

	Select New	Storage Location: Ra	ck 1		2 🛈 🕚			
		ct an Equipment ID off the list ode Scanner to enter the ID:		¥ 2				
	Please select	all the fixtures to be updated	and click "Updat	e" Update				
					Clear All	Select All		-
F	ixture ID: 🧧	Fixture Name:		Current Storage	Location: 💽	Select:		
	0001	HID Ellipsoidal		A12			View	
I	0002	Follow Spot #1		A12			View	= =
	0003	Basic Fixture		A12			View	
	0004	Fixture		A12			View	
	0005	HID Ellipsoidal		A12			View	
	0006	HID Ellipsoidal		A12	(3)		View	
	0007	HID Ellipsoidal		A12			View	
	0008	HID Ellipsoidal		A12			View	
	0009	HID Ellipsoidal		Fixture 2			View	
	0010	HID Ellipsoidal		Fixture 2			View	3
I	0011	HID Ellipsoidal		Fixture 2			View	
Ī	0012	HID Ellipsoidal		Fixture 1			View	31
I	0013	HID Ellipsoidal		Rack 1			View	
I	0014	HID Ellipsoidal		Rack 1			View	
Ť	0015	HID Ellipsoidal	6.0	Rack 1			View	-

#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 Oaks Youth Theatre	
Lighting In Fixtures Search for Fixtures Accessories Gobos Gel Colors	 Productions Fixtures In Use (Assign Fixtures to Productions) Rentals Reports Utilities Quick Start Guide Return to Main Menu

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 <u>Utilities</u> <u>Menu</u> (see the Utilities section of this guide).

Lighting Inventory Database		- 6
Startup 🔁 Fixtures		
e Oaks Youth Theatre Find Fixture by Name: Find Fixture by ID: Sort records by: Name © ID	Add Fixture Copy Fixture Save arch Print Fixture Report Utilities Ref	Close fresh Lookups
Fixture (Tag) ID: 0001 Fixture: HID Ellipsoidal Description:	Current Location: Storage	Image
Fixture Type: Ellipsoidal v Mfg: ETC Source Four v Lens: Fresnel Pyrex steppe v Lamp Type: Metal-Halide v Watts: 150 v Frames:		Controls Load Zoom In
Electrical Rating: 120 v Connector: Socket: Rigging: Cable: Controls: Special Effect: Battery Type: Battery Qty:	HID Source Four Jr	Zoom Out Zoom Fit Rotate
Weight: 23 LB Size: 15" x 39" Condition: Excellent Storage Location: Fixture 1 Date Acquired: 2010 Source: StageSpot.com Original Cost: \$750.00 Replacement Cost: OK to Rent: Yes - with deposit	\$800.00 arial Number: 1285-65842	Delete Image
Add Fixture-In-Use Record The list below is just to review/delete. To add to the list, please click on the "Add Fixture-In-Use" bu Is this Fixture In Use? Is this Fixture Rented? Repairs		iew" button.
In Use: Production: Performance Dates: Accessories: Gel Colors: Gobos	s: Location	
Music Man July 21st - Aug 7th, 2016 Barn door - Qty: 1 Stars - Qty	and the second se	
Notes: In-Use Status: C	Currently In Use View Delete	_
Notes: In-Use Status:	View Delete	
m View		Powered by Microso

Fields:

<u>TagID</u>: 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.

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

<u>Current Location</u>: 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).

Description: 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.

The Oaks Youth Theatre Fixtures		tture Copy Fixture
Fixture (Tag) ID: 0001 #	Sort records by: Name ID Do you want to change this Tag ID? —	
Description:	Do you want to change this Fixture Tag ID?	
Serial Number: 1285-65842 Fixture Type: Ellipsoidal	Original Tag #: 0001 New Tag #:	1
Lamp Type: Quartz-halogen V Electrical Rating: 120 v V Connec Rigging: Chain	Are you sure you want to change this FixtureTag ID? If an inventory tag is already on the Fixture then it will have to be changed as well.	
Special Effect: Beacon Weight: 23 LB Size: 15" x 39"	You cannot undo this change.	
OK to Rent: Yes - with deposit Notes:	Do you still want to change this ID ?	
Add Fixture-In-Use Record The list below	Yes - Change No - Cancel	ick on the "Vi
Is this Fixture In Use? Is this Fixture Ren	nted? Repairs	

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

<u>Refresh Lookups</u>: 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.

dd New Fixture			-		
	Add	New Fixture			
	Enter New I	Number:		Q	
- or - N	Next Tag ID in se	equence: 0054			
	OI	K Cancel			
rent Tag ID Numb	ers				
FixtureTagID:	ers Fixture:	Cancel Description:			
FixtureTagID:	ers Fixture: HID Ellipsoidal				
FixtureTagID: 0001 0002	Fixture: HID Ellipsoidal Follow Spot #1				
FixtureTagID: 0001 0002 0003	Fixture: HID Ellipsoidal Follow Spot #1 Test Fixture				
FixtureTagID: 0001 0002	Fixture: HID Ellipsoidal Follow Spot #1 Test Fixture Test				
FixtureTagID: 0001 0002 0003 0004	Fixture: HID Ellipsoidal Follow Spot #1 Test Fixture Test HID Ellipsoidal				
FixtureTagID: 0001 0002 0003 0004 0005	Fixture: HID Ellipsoidal Follow Spot #1 Test Fixture Test				
FixtureTagID: 0001 0002 0003 0004 0005 0006	Fixture: HID Ellipsoidal Follow Spot #1 Test Fixture Test HID Ellipsoidal HID Ellipsoidal				

Each Tag ID must be unique. If you enter a number that is already in use you will see the following message.

- or - Next Tag ID in sequence: Lighting Inventory Database This Tag # (Fixture ID) is already in use. Please select another number. tureTagID: Fixture: OK		Enter New Number: 0001		
Lighting Inventory Database × This Tag # (Fixture ID) is already in use. Please select another number. tureTagID: Fixture: OK				
tureTagID: Fixture: OK			se	×
UK	nt Tag ID Numbers		already in use. Please select	another number.
		NOT SUCCESSION OF THE OWNER OWNER OF THE OWNER	OK	

Tag ID's can contain letters and numbers - but should end with a number. The Autoincrement feature to calculate the next number in sequence needs to have the last digit a number so it can calculate the next number. See "<u>Equipment ID's</u>" 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.

		k,	
		Copy Fixture	
	1	Number of Copies: 1	
	Enter New	v Starting Number:	
	or Novt T		
	- or - Next I	ag ID in sequence: 0054	
		OK Cancel	
) Numbers Fixture:		*
FixtureTagID:		OK Cancel Description:	
FixtureTagID: 0001	Fixture:		
FixtureTagID: 0001 0002	Fixture: HID Ellipsoidal		
FixtureTagID; 0001 0002 0003	Fixture: HID Ellipsoidal Follow Spot #1		
FixtureTagID: 0001 0002 0003 0004	Fixture: HID Ellipsoidal Follow Spot #1 Test Fixture		
FixtureTagID: 0001 0002 0003 0004 0005	Fixture: HID Ellipsoidal Follow Spot #1 Test Fixture Test		
FixtureTagID: 0001 0002 0003 0004 0005 0006	Fixture: HID Ellipsoidal Follow Spot #1 Test Fixture Test HID Ellipsoidal		
FixtureTagID: 0001 0002 0003 0004 0005 0006 0007	Fixture: HID Ellipsoidal Follow Spot #1 Test Fixture Test HID Ellipsoidal HID Ellipsoidal		
rrent Fixture Tag ID FixtureTagID: 0001 0002 0003 0004 0005 0006 0007 0008 0009	Fixture: HID Ellipsoidal Follow Spot #1 Test Fixture Test HID Ellipsoidal HID Ellipsoidal HID Ellipsoidal		

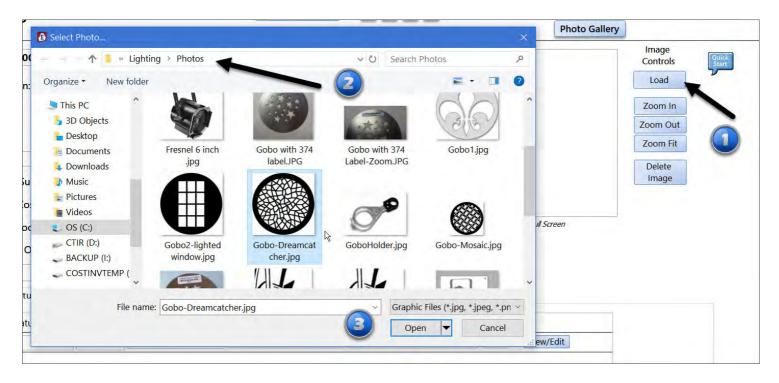
Note - any Repair, Rental or Fixture-In-Use records will not be copied.

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 <u>Utilites / Set Folder for Photos</u>.

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 <u>Costume Inventory Resources Support / Resource Guides</u> 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.

ixture rag i	D: 125	ixture: HID Ellipsoidal			
Description:					
ixture Type:	Ellipsoidal	Mfg: ETC Source	Four		-th
ens: Fresn	el Pyrex stepped Fr	Frames:			Trees
amp Type:	Metal-Halide	Watts: 150	Electrical Rating: 120 v	\cup	1
connector:		Socket:		HID Source F	our Jr
Rigging:		Cable:			
Controls:		Serial Number:		-	
pecial Effect	tr	Battery Type:	Battery Qty:		
Veight: 23	LB Size: 15" x	39" Condition:	Excellent	-	
torage Loca	tion: Fixture 1	Curren	t Location: Production		
Date Acquire	d: 2010 Sour	the Stage Cost som	Cost: \$750.00	Replacement (Cost: \$800.00
	u. 2010 300	ce; stagespollon	J/J0.00		
OK to Rent:		Rental Fee - per Wee	and the second s		
	Yes - with deposit	Rental Fee - per Wee	and the second s		50.00
Repair Histo	Yes - with deposit	Rental Fee - per Wee	ek: \$25.00 Fla	nt Fee: \$5	50.00
Repair Histo Needs Repair	Yes - with deposit Dry Description of Needed	Rental Fee - per Wee	ek: \$25.00 Fla Repair Date:	nt Fee: \$	
Repair Histo	Yes - with deposit	Rental Fee - per Wee	ek: \$25.00 Fla	nt Fee: \$	50.00
Repair Histo Needs Repair	Yes - with deposit Dry Description of Needed	Rental Fee - per Wee	ek: \$25.00 Fla Repair Date:	nt Fee: \$	50.00
Repair Histo Needs Repair	Yes - with deposit Yy Description of Needed Needs new connector	Rental Fee - per Wee	ek: \$25.00 Fla Repair Date:	nt Fee: \$	50.00
Repair Histo Needs Repair	Yes - with deposit Yy Description of Needed Needs new connector	Rental Fee - per Wee	ek: \$25.00 Fla Repair Date:	nt Fee: \$	50.00
Repair Histo Needs Repair	Yes - with deposit Yy Description of Needed Needs new connector	Rental Fee - per Wee	ek: \$25.00 Fla Repair Date:	nt Fee: \$	50.00
Repair Histo Needs Repair	Yes - with deposit Yy Description of Needed Needs new connector	Rental Fee - per Wee	ek: \$25.00 Fla Repair Date:	nt Fee: \$	50.00
Repair Histo Needs Repair	Yes - with deposit Yy Description of Needed Needs new connector	Rental Fee - per Wee	ek: \$25.00 Fla Repair Date:	nt Fee: \$	50.00
Repair Histo Needs Repair	Yes - with deposit Yy Description of Needed Needs new connector	Rental Fee - per Wee	ek: \$25.00 Fla Repair Date:	nt Fee: \$	50.00
Repair Histo Needs Repair	Yes - with deposit Yy Description of Needed Needs new connector	Rental Fee - per Wee	ek: \$25.00 Fla Repair Date:	nt Fee: \$	50.00
Repair Histo Needs Repair	Yes - with deposit Yy Description of Needed Needs new connector	Rental Fee - per Wee	ek: \$25.00 Fla Repair Date:	nt Fee: \$	50.00
Repair Histo Needs Repair	Yes - with deposit Yy Description of Needed Needs new connector	Rental Fee - per Wee	ek: \$25.00 Fla Repair Date:	nt Fee: \$	50.00

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.

Search for Fixtures	5	- 🗆 X
Search for Fixtures:	Advanced Search	Close
Find Fixture by ID: Find Fixture by Name:	~	

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.

Select one or more crit	eria to search for a Fixture.		
Fixture Name* :		Search	
Description* :			
Mfg :	~		
Fixture Type :	>		
Lens :	Y		
Lamp Type :	×		
Electrical Rating :	*		
Connector :	~		
Socket :	~		
Rigging :	v		
Special Effect :	×		
Source :	×		
Condition :	~		
Current Location :	~		
Storage Location :	~		
Serial Number :			
Division:	V		
Sivision.			

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.

				Clear All
Select one or more crit	eria to search for a Fixture.			-
Fixture Name* :			Search	
Description* :			Jearch	
Mfg :	ETC Source Four	~		
Fixture Type :	I	~		
Lens :		~		
Lamp Type :		~		
Electrical Rating :		~		
Connector :		~		
Socket :		~		
Rigging :		~		
Special Effect :		~		
Source :		~		
Condition :		~		
Current Location :		~		
Storage Location :		~		
Serial Number :				

Here are the search results:

	Sea Search		esults = ETC Source Four,	# Fixtures Found	d: 30		2				Print Results	Close			
		Fixture / Tag ID:	Fixture Name:	Description:	Fixture Type:		Lamp Type:	Connector:	Lens:	Elec		Serial Number:	Storage Location:	Condition:	Current Location:
	View	0001	HID Ellipsoidal		Ellipsoidal		Quartz-haloger	Pin Connector Fen	na Fresnel Pyrex	: 120 v	ETC Source Four	1285-65842	A12	Excellent	Storage
0	View	0005	HID Ellipsoidal		Ellipsoidal		Quartz-haloger	1	Fresnel Pyrex	± 120 v	ETC Source Four	1285-65842	A12	Excellent	Storage
	View	0006	HID Ellipsoidal		Ellipsoidal		Quartz-haloger	ť .	Fresnel Pyrex	: 120 v	ETC Source Four	1285-65842	A12	Excellent	Storage
	View	0007	HID Ellipsoidal		Ellipsoidal		Quartz-haloger	1	Fresnel Pyrex	: 120 v	ETC Source Four	1285-65842	A12	Excellent	Rented
0	View	0008	HID Ellipsoidal		Ellipsoidal	-	Quartz-haloger	1	Fresnel Pyrex	: 120 v	ETC Source Four	1285-65842	A12	Excellent	Storage
0	View	0009	HID Ellipsoidal		Ellipsoidal		Quartz-haloger	i.	Fresnel Pyrex	: 120 v	ETC Source Four	1285-65842	Fixture 2	Excellent	Rented
	View	0010	HID Ellipsoidal		Ellipsoidal		Quartz-haloger	n	Fresnel Pyrex	120 v	ETC Source Four	1285-65842	Fixture 2	Excellent	Storage
0	View	0011	HID Ellipsoidal	3)	Ellipsoidal		Quartz-haloger	1	Fresnel Pyrex	: 120 v	ETC Source Four	1285-65842	Fixture 2	Excellent	Rented
0	View	0012	HID Ellipsoidal	-	Ellipsoidal	100	Quartz-haloger	Pin Connector Fen	na Ellipsoidal	120 v	ETC Source Four	1285-65842	Fixture 1	Excellent	Rented
0	View	0013	HID Ellipsoidal		Ellipsoidal		Quartz-haloger	r -	Fresnel Pyrex	: 120 v	ETC Source Four	1285-65842	Rack 1	Excellent	Storage
0	View	0014	HID Ellipsoidal		Ellipsoidal		Quartz-haloger	i i	Fresnel Pyrex	: 120 v	ETC Source Four	1285-65842	Rack 1	Excellent	Storage
0	View	0015	HID Ellipsoidal		Ellipsoidal		Quartz-haloger	ĩ	Fresnel Pyrex	: 120 v	ETC Source Four	1285-65842	Rack 1	Excellent	Storage
0	View	0016	HID Ellipsoidal		Ellipsoidal	-	Quartz-haloger	1	Fresnel Pyrex	: 120 v	ETC Source Four	1285-65842	Rack 1	Excellent	Rented
0	View	0017	HID Ellipsoidal		Ellipsoidal	1	Quartz-haloger	1	Fresnel Pyrex	: 120 v	ETC Source Four	1285-65842	Rack 1	Excellent	Storage
0	View	0018	HID Ellipsoidal		Ellipsoidal		Quartz-haloger	1	Fresnel Pyrex	: 120 v	ETC Source Four	1285-65842	Rack 1	Excellent	Storage
0	View	3	HID Ellipsoidal		Ellipsoidal		Quartz-haloger	Pin Connector Fen	na Fresnel Pyrex	: 120 v	ETC Source Four		Rack 2	Excellent	Storage
0	Viev	•)	HID Ellipsoidal		Ellipsoidal		Quartz-haloger	Pin Connector Fen	na Ellipsoidal	120 v	ETC Source Four	8565-85471	Rack 2	Excellent	Storage
0	View	0028	HID Ellipsoidal		Ellipsoidal		Quartz-haloger	Pin Connector Fen	na Ellipsoidal	120 v	ETC Source Four		Rack 2	Excellent	Storage
0	View	0035	HID Ellipsoidal		Ellipsoidal		Quartz-haloger	Pin Connector Fen	na Fresnel Pyrex	: 120 v	ETC Source Four		Rack 2	Excellent	Storage
1	View	0036	HID Ellipsoidal		Ellipsoidal	100	Quartz-haloger	Pin Connector Fem	na Fresnel Pyrex	: 120 v	ETC Source Four		Rack 2	Excellent	Storage

- 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" button5) You can print/view/pdf a list by clicking the "Print Results" button.

The Oaks Youth Theatre

Fixture Search Results

Search for : M fg = ETC Source Four

Fixture / Tag ID:	Fixture Name:	Description:	Fixture Type:	Lamp Type:	Connector: Ler	ns:	Elec:	Mfg:	Storage Location:	Condition:	Current Location:
0001	HID Ellipsoidal		Ellipsoidal	Quartz-halogen	Pin Connector Fe Fres	nel Pyrex	120 v	ETC Source	A12	Excellent	Storage
0005	HID Ellipsoidal		Ellipsoidal	Quartz-halogen	Fres	nel Pyrex	120 v	ETC Source	A12	Excellent	Storage
0006	HID Ellipsoidal		Ellipsoidal	Quartz-halogen	Fres	nel Pyrex	120 v	ETC Source	A12	Excellent	Storage
0007	HID Ellipsoidal		Ellipsoidal	Quartz-halogen	Fres	nel Pyrex	120 v	ETC Source	A12	Excellent	Rented
8000	HID Ellipsoidal		Ellipsoidal	Quartz-halogen	Fres	nel Pyrex	120 v	ETC Source	A12	Excellent	Storage
0009	HID Ellipsoidal		Ellipsoidal	Quartz-halogen	Fres	nel Pyrex	120 v	ETC Source	Fixture 2	Excellent	Rented
0010	HID Ellipsoidal		Ellipsoidal	Quartz-halogen	Fres	nel Pyrex	120 v	ETC Source	Fixture 2	Excellent	Storage
0011	HID Ellipsoidal		Ellipsoidal	Quartz-halogen	Fres	nel Pyrex	120 v	ETC Source	Fixture 2	Excellent	Rented
0012	HID Ellipsoidal		Ellipsoidal	Quartz-halogen	Pin Connector Fe Ellips	soidal	120 v	ETC Source	Fixture 1	Excellent	Rented
0013	HID Ellipsoidal		Ellipsoidal	Quartz-halogen	Fres	nel Pyrex	120 v	ETC Source	Rack 1	Excellent	Storage
0014	HID Ellipsoidal		Ellipsoidal	Quartz-halogen	Fres	nel Pyrex	120 v	ETC Source	Rack 1	Excellent	Storage
0015	HID Ellipsoidal		Ellipsoidal	Quartz-halogen	Fres	nel Pyrex	120 v	ETC Source	Rack 1	Excellent	Storage
0016	HID Ellipsoidal		Ellipsoidal	Quartz-halogen	Fres	nel Pyrex	120 v	ETC Source	Rack 1	Excellent	Rented
0017	HID Ellipsoidal		Ellipsoidal	Quartz-halogen	Fres	nel Pyrex	120 v	ETC Source	Rack 1	Excellent	Storage
0018	HID Ellipsoidal		Ellipsoidal	Quartz-halogen	Fres	nel Pyrex	120 v	ETC Source	Rack 1	Excellent	Storage
0026	HID Ellipsoidal		Ellipsoidal	Quartz-halogen	Pin Connector Fe Fres	nel Pyrex	120 v	ETC Source	Rack 2	Excellent	Storage
0027	HID Ellipsoidal		Ellipsoidal	Quartz-halogen	Pin Connector Fe Ellips	soidal	120 v	ETC Source	Rack 2	Excellent	Storage
0028	HID Ellipsoidal		Ellipsoidal	Quartz-halogen	Pin Connector Fe Ellips	soidal	120 v	ETC Source	Rack 2	Excellent	Storage
0035	HID Ellipsoidal		Ellipsoidal	Quartz-halogen	Pin Connector Fe Fres	nel Pyrex	120 v	ETC Source	Rack 2	Excellent	Storage
0036	HID Ellipsoidal		Ellipsoidal	Quartz-halogen	Pin Connector Fe Fres	nel Pyrex	120 v	ETC Source	Rack 2	Excellent	Storage
0037	HID Ellipsoidal		Ellipsoidal	Quartz-halogen	Pin Connector Fe Fres	nel Pyrex	120 v	ETC Source	Rack 2	Excellent	Storage
0038	HID Ellipsoidal		Ellipsoidal	Quartz-halogen	Pin Connector Fe Fres	nel Pyrex	120 v	ETC Source	Rack 2	Excellent	Storage
0039	HID Ellipsoidal		Ellipsoidal	Quartz-halogen	Pin Connector Fe Fres	nel Pyrex	120 v	ETC Source	Rack 2	Excellent	Storage
0040	HID Ellipsoidal		Ellipsoidal	Quartz-halogen	Pin Connector Fe Fres	nel Pyrex	120 v	ETC Source	Rack 2	Excellent	Storage
0041	HID Ellipsoidal		Ellipsoidal	Quartz-halogen	Pin Connector Fe Fres	nel Pyrex	120 v	ETC Source	Rack 2	Excellent	Storage
0042	HID Ellipsoidal		Ellipsoidal	Quartz-halogen	Pin Connector Fe Fres	nel Pyrex	120 v	ETC Source	Rack 2	Excellent	Storage
0045	HID Ellipsoidal		Ellipsoidal	Quartz-halogen	Pin Connector Fe Fresh	nel Pyrex	120 v	ETC Source	Rack 2	Excellent	Storage
ate Printed	: Mar 10, 2018										Page 1 of 2

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Fixture-In-Use

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.

ture (Tag) ID: 0002	# Fixture: Follow S	Spot #1	Current Locati Storage Locatio	Jacasa -	ge	
scription:			Storage Localit	AIZ		Image
rial Number: 9879879	R	Asset Mgmt ID:		6	×	Control
ture Type: Follow Sp	ot 🗸 Mfg: Apollo	Lens:	~	-	in a	Load
mp Type: PAR	Watts:	Frames:	~			Zoom
ectrical Rating:	V Connector:	Socket:	~		1	Zoom (
jging:	Cable:	Controls:	~			Zoom
ecial Effect:	Battery Type:	Battery Qty:	1	h	1	Rotat
eight: Size			1		2	Delete
			Destaurant Con	4500		Imag
te Acquired:	Source / Supplier:	 Original Cost: \$400. 	00 Replacement Cos	\$500.	00	
	Pontal Foor	\$10.00 Division / Owners Lightin	a Division 1			
to Rent: Yes	Rental Fee:	\$10.00 Division / Owner: Lightin	g Division 1	~		
In Use:	Lang	\$10.00 Division / Owner: Lightin			d click on the "Vie	ew" button.
Id Fixture-In-Use Record s this Fixture In Use? In Use: Production:	The list below the second review/delete. To Is this Fixture Rented? Repairs Performance Dates:	o add to the list, please click on the "Add Fixture-In- Production Location:	Use" button. To View/Edit a In-Use Status:		I click on the "Vie	ew" button.
Id Fixture-In-Use Record s this Fixture In Use? In Use: Production: Music Man	The list below and to review/delete. To Is this Fixture Rented? Repairs	o add to the list, please click on the "Add Fixture-In-	- Use" button. To View/Edit a		d click on the "Vie Delete	ew* button.
Id Fixture-In-Use Record s this Fixture In Use? In Use: Production:	The list below the sec to review/delete. To Is this Fixture Rented? Repairs Performance Dates:	o add to the list, please click on the "Add Fixture-In- Production Location:	Use" button. To View/Edit a In-Use Status:	specific record	Delete	ew" button.
Id Fixture-In-Use Record s this Fixture In Use? In Use: Production: Music Man	The list below the sec to review/delete. To Is this Fixture Rented? Repairs Performance Dates:	o add to the list, please click on the "Add Fixture-In- Production Location:	Use" button. To View/Edit a In-Use Status:	specific record		ew" button.

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.

	ure: Follow Spot #1		Current Location:	Storage	Y Qu St
cription:			Storage Location:	A12	· + V
			_	~	Image Control
al Number: 9879879	Asset Mgmt ID:			A.	Load
		ens:			Zoom
P () P =		1		T	Zoom (
trical Rating: Connector:			~	1.1	Zoom
	able: Controls:			No	Rotat
cial Effect:	Battery Type:	Battery Qty:		5	Delete
ght: Size:	Condition:				Image
e Acquired: Source / Su			eplacement Cost:	\$500.00	
o Rent: Yes					
25:	/	ision / Owner: Lighting Divis		×	6 - 1 - 1 - 1 - 1
	review/delete. To add to the list, please cl	lick on the "Add Fixture-In-Use" but	ton. To View/Edit a spec		/iew* button.
es: Fixture-In-Use Record The list below is jug this Fixture In Use? Is this Fixture Re Rentals / Checked Out: Organization:	review/delete. To add to the list, please cl ented? Repairs Receipt Number: Check Out Date:	lick on the *Add Fixture-In-Use* but Return Due Date: Check-In Da	ton. To View/Edit a spec		/iew [*] button.
Fixture-In-Use Record The list below is jug this Fixture In Use? Is this Fixture Re Rentals / Checked Out:	review/delete. To add to the list, please cl	lick on the "Add Fixture-In-Use" but	ton. To View/Edit a spec		/iew [*] button.
es: Fixture-In-Use Record The list below is jug this Fixture In Use? Is this Fixture Re Rentals / Checked Out: Organization:	review/delete. To add to the list, please cl ented? Repairs Receipt Number: Check Out Date:	lick on the *Add Fixture-In-Use* but Return Due Date: Check-In Da	ton. To View/Edit a spec		/iew [*] button.
es: Fixture-In-Use Record The list below is jug this Fixture In Use? Is this Fixture Re Rentals / Checked Out: Organization:	review/delete. To add to the list, please cl ented? Repairs Receipt Number: Check Out Date:	lick on the *Add Fixture-In-Use* but Return Due Date: Check-In Da	ton. To View/Edit a spec		/iew ⁻ button.
es: Fixture-In-Use Record The list below is jug this Fixture In Use? Is this Fixture Re Rentals / Checked Out: Organization:	review/delete. To add to the list, please cl ented? Repairs Receipt Number: Check Out Date:	lick on the *Add Fixture-In-Use* but Return Due Date: Check-In Da	ton. To View/Edit a spec		/iew* button.
es: Fixture-In-Use Record The list below is jug this Fixture In Use? Is this Fixture Re Rentals / Checked Out: Organization:	review/delete. To add to the list, please cl ented? Repairs Receipt Number: Check Out Date:	lick on the *Add Fixture-In-Use* but Return Due Date: Check-In Da	ton. To View/Edit a spec		/iew ⁻ 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.

File		Lighting Inventory	Database			Ξ.	6
Startup Fixtures							
Oaks Youth Theatre	Find Fixture by Name: Find Fixture by ID: Sort records by:	Name ID	Advanced Search	Add Fixture Print Fixt	Copy Fixture ure Report Utilitie	Save Close s Refresh Lookups	
ixture Type: Ellipsoidal	MIG: ETC Source Four	Lens: Fresnel Pyrex	steppe ~	1	-	Load	
amp Type: Metal-Halide	Watts: 150 · Frame	s:		~		Zoom In	
lectrical Rating: 120 v · Connec	ctor:	Socket:	v.		The	Zoom Out	
Rigging:	Cable:	ontrols:	180		UN	Zoom Fit	
ipecial Effect:	Battery Type:	- Battery Qt	V:			Rotate	
Veight: 23 LB Size: 15" x 39"	Condition: Excellent	 Storage Location: 		× +	ID Source Four Jr		
	StageSpot.com Original Co		Replacement Cost:	\$800.00		Delete	
NK to Donte Man the Los to							
OK to Rent: Yes - with deposit Add Fixture-In-Use Record The list below	 Rental Fee - per Week: \$ v is just to review/delete. To add to the last is just to review/delete. 	25.00 Flat Fee:		Number: n. To View/Edit	a specific record click	c on the "View" button.	
Add Fixture-In-Use Record The list below Is this Fixture In Use? Is this Fixture	v is just to review/delete. To add to the l e Rented? Repairs	ist, please click on the "A	dd Fixture-In-Use° buttor	n. To View/Edit i			
Add Fixture-In-Use Record The list below Is this Fixture In Use? Is this Fixtur Needs Repair Description of Need	v is just to review/delete. To add to the l e Rented? Repairs ed Repairs:	ist, please click on the "Ad Repair Shop Name:	dd Fixture-In-Use* buttor Date Sent For Repairs:	n. To View/Edit o Repair Date:	a specific record click Repaired By:	c on the "View" button. Repair Cost:	
Add Fixture-In-Use Record The list below Is this Fixture In Use? Is this Fixtur Needs Repair Description of Need	e Rented? Repairs	ist, please click on the "A	dd Fixture-In-Use° buttor	n. To View/Edit i			
Add Fixture-In-Use Record The list below Is this Fixture In Use? Is this Fixture Needs Repair Description of Need Needs new connector	e Rented? Repairs	ist, please click on the "A Repair Shop Name: ABC Lighting	dd Fixture-In-Use* buttor Date Sent For Repairs:	n. To View/Edit o Repair Date:			
Add Fixture-In-Use Record The list below Is this Fixture In Use? Is this Fixture Needs Repair Description of Need Needs new connector	e Rented? Repairs	ist, please click on the "A Repair Shop Name: ABC Lighting	dd Fixture-In-Use* buttor Date Sent For Repairs:	n. To View/Edit o Repair Date:			

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".

able.	Controis.		
ES Fixtu	re Repaired	-	×
	Is this fixture Repaired and ready	to return	
	to 'Storage'?		
	Do you want to remove the 'Needs Re check and change the Current Locatio 'Storage' ?		
	Yes - Fixture is Repaired No - Cance		

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.

		essories			Search	View All Accessories		Add Acce	essory	Delete Access	ory	Utilities Save and Close
•	Tag ID:	A0004	Accessory:	10' Power cord	Accessory Type:	Cables	×	Total Qty :	15	Available Qty :	11	Details
	Tag ID:	A0010	Accessory:	25' Power Cable	Accessory Type:	Cables	~	Total Qty :	8	Available Qty :	8	Details
	Tag ID:	A0011	Accessory:	50' Power Cord	Accessory Type:	Cables	×	Total Qty :	1	Available Qty :	1	Details
	Tag ID:	A0003	Accessory:	Barn door	Accessory Type:	Barn Door	×	Total Qty :	10	Available Qty :	6	Details
	Tag ID:	A0006	Accessory:	Cable - #2	Accessory Type:	Cables	×	Total Qty :	12	Available Qty :	12	Details
	Tag ID:	A0008	Accessory:	Cables #3	Accessory Type:	Cables	×	Total Qty :	3	Available Qty :	3	Details
	Tag ID:	A0002	Accessory:	Clamp	Accessory Type:	Clamp	~	Total Qty :	25	Available Qty :	22	Details
	Tag ID:	A0001	Accessory:	Gobo Holder	Accessory Type:	Pattern Holder	~	Total Qty :	12	Available Qty :	10	Details
	Tag ID:	A0005	Accessory:	Stand	Accessory Type:	Stand	×	Total Qty :	4	Available Qty :	3	Details
*	Tag ID:		Accessory:		Accessory Type:		~	Total Qty :		Available Qty :	1	Details

Search / Filter Accessories:

The Accessory Summary can be searched and filterd.

Search for Accessories	- 🗆 ×
Search for Accessories:	Close
Find Accessory by ID:	\sim
Find Accessory by Name:	~
See only this Accessory Type:	\sim
Find By Cable Type:	~

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".

	Search for Accessories			- 🗆 🗙
ower co	Search for Accessories:			Close
ower Ca	Find Acce	ssory by ID:	~	
ower Co	Find Accessor	y by Name:	~	
door	See only this Acce	essory Type:	~	
e - #2	Find By	Cable Type:	Barn Door Cables	
es #3	Accessory Type:	Cables	Clamp Color Frame	Available Qty :
p	Accessory Type:	Clamp	Color Wheel DMX Splitter	Available Qty :
Holder	Accessory Type:	Pattern Hole	Follow Spot Handle Outlet Box	Available Qty :
l .	Accessory Type:	Stand	Pattern Holder	vailable Qty :
	Accessory Type:		Power Supply Safety Cable with Spring Cable Snoot	Available Qty :
			Stage Pin Lamp Tester Stage Pin Power Tester Stand	

	Acce	essories			Search View Access Selected Records for Accessory Type = 0	sories	Utilities	Refresh List	Quick
•	Tag ID:	A0004	Accessory:	10' Power cord	Accessory Type: Cables	Total Qty	: 15 Av	ailable Qty : 11	Details
	Tag ID:	A0010	Accessory:	25' Power Cable	Accessory Type: Cables	V Total Qty	: 8 Av	ailable Qty : 8	Details
	Tag ID:	A0011	Accessory:	50' Power Cord	Accessory Type: Cables	✓ Total Qty	: 1 Av	ailable Qty : 1	Details
	Tag ID:	A0006	Accessory:	Cable - #2	Accessory Type: Cables	V Total Qty	: 12 Av	ailable Qty : 12	Details
	Tag ID:	A0008	Accessory:	Cables #3	Accessory Type: Cables	Total Qty	: 3 Av	ailable Qty : 3	Details
ŧ	Tag ID:		Accessory:		Accessory Type:	V Total Qty	: Av	ailable Qty :	Details

- 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.

ccessory D	cuild							Utilitie	Refre	sh Lookups
g ID: A0001	Accessory:	Gobo Holder	A	ccessory Type:	Pattern Holde	er \vee	Total Qty :	12 A	vailable Qty	/: 10
Description: Gobo	o Holder				Mfg	Altman		\sim		Quic
Source / Supplier:	B & H Photo	✓ Storage	Location: Gob	o Drawer 1	× +	Cable	ype:		~	Quic Star
Original Cost:	\$9.00 Repla	cement Cost:	\$9.00 Renta	I Fee: \$1.0	0 Divisio	on / Owner:				~
original cost.	\$9.00 Repla	cement Cost.	\$9.00 Neme	11 ree. \$1.0	U DIVISIO	sir/ omici.				
	\$9.00 Repla		\$5.00 Neme	11 ree: \$1.0	0 DIVISI					
Notes:			\$3.00 Kente	11 Fee. \$1.0						
			\$5.00 Nente	1 ree. \$1.0						
Notes:	d Qty In Fixture		Production:	Start Da			Dn:			
Notes:	d			Start Da	ite: End Dat				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.

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

<u>Delete Accessory</u>: Delete on the "Delete Accessory" button at the top of the screen.

<u>Refresh Lookups</u>: 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 <u>Rental History</u>. You can see a Gobo Holder has been checked out 5 times.

cessory Details			Search			Utilities Refresh Lookups
D: A0001 Accessory: Gobo H	lolder	Access	sory Type: Patte	ern Holder	✓ Total Qty :	12 Available Qty : 10
scription: Gobo Holder				Mfg: Altma	n	Quick
urce / Supplier: B & H Photo	 Storage Location 	: Gobo Dra	awer 1	👻 + Ca	ble Type:	V Quick Start
ginal Cost: \$9.00 Replacement	: Cost: \$9.00	Rental Fee	\$1.00	Division / Ow	ner:	~*
tes:						
Jse Status Rented						
Organization:	Date Fi Qty: O		eturn Due Date: (Check-In Date:	Rental Fee:	
	Qty: O		eturn Due Date: 0	Check-In Date: 5/21/2017		View Rental
Organization:	Qty: O	ut: Re				View Rental View Rental
Organization: Davis High School	Qty: OI	ut: Re 3/4/2017	5/26/2017	5/21/2017	\$1.00	
Organization: Davis High School Davis High School	Qty: O 2	ut: Re 3/4/2017 3/4/2017	5/26/2017 5/26/2017	5/21/2017 5/21/2017	\$1.00	View Rental
Organization: Davis High School Davis High School Costume Inventory Resources	Qty: O	ut: Re 3/4/2017 3/4/2017 3/4/2017	5/26/2017 5/26/2017 5/26/2017	5/21/2017 5/21/2017 5/21/2017	\$1.00 \$1.00 \$1.00	View Rental View Rental

Search for Accessories:

Search for Accessories		-		×
Search for Accessories:		C	Close	1
Find Accessory by ID:	×			
Find Accessory by Name:	~			

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

Reports:

There are 3 types of Reports for Accessories:

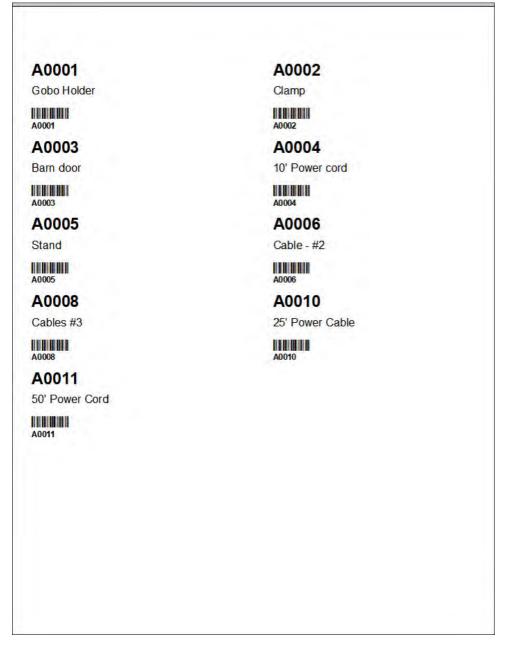
All reports can be printed to a printer or PDF file. See the Appendix on <u>Printing Options</u> for more details.

ks Youth Theatre ports	Close
ighting Fixtures	
in Inventory	
by Fixture Type by Selected Fixture Type:	
by Storage Location by Selected Storage Location:	
	A
Needing Repair	
ccessories, Gobos, Gels	
All Accessories in Inventory All Accessories w/ Barcode	
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 C	
All All Equipment by Division/Owner: Select Owner :	
ummary Reports	
Fixtures Summary Fixtures Summary - by Fixture Type	
Accessories Summary Accessories Summary by Accessory Type Cables by Cable	е Туре
Gobos Summary	
ixtures In Use	
All Fixtures in Use (select options) Select Status: Select Order: Fixture ID	V Preview
Fixtures in Use for this Selected Production: Select Order: Fixture ID	Y 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.

Accessory Type: Accessory ID:	Barn Door 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 Typ	es of Barn Door: 1	Total Original Cost:	\$25.00	Total Replac	cement Cost: \$2	9.00	
Accessory Type:	Cables		Storage	Original	Replacement		Qty
Accessory ID:	Accessory:	Mfg Name:	Location:	Cost:	Cost:	Total Qty:	Available
A0004	10' Power cord	Q	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 Replac	cement Cost: \$2	23.00	
Accessory Type:	Clamp	1	and the second second		and the second		
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 Replac	cement Cost: \$1	2.00	
Accessory Type:	Pattern Holder			Original			120
Accessory ID:	Accessory:	Mfg Name;	Storage Location:	Cost:	Replacement Cost:	Total Qty:	Qty Available
A0001	Gobo Holder	Altman	Gobo Drawer 1	\$9.00	\$9.00	12	10
Total # of Types o	f Pattern Holder: 1	Total Original Cost:	\$9.00	Total Replac	cement 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.



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.

Description:	Mf Original Cost:	fg: Replacement Cost:
Storage Location:	Original Cost:	
Rental Fee - Per Week:		Replacement Cost:
	Flat Fee:	
Notes:		
Accessory Type		Mig
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	and a state of the state of the state	Stage Connections
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.

	The Oaks Youth	Theatre		
	List of All Accesso	ries by Typ	e	
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
୍				
Date Printed: Mar 11, 2018				Page 1 of 1

Utilities:

Database Statistics (How many records, etc.)	Fixture Utilities	
Export to Excel	Battery Type	In Use Status
View Software Registration	Cable Types	Lamp Type
Setup Folder for Photos	Condition	Lens
Update Storage Location - Fixtures	Connector	OK to Rent Codes
	Controls	Rigging
	Electrical Ratings	Sockets
hared Utilities	Fixture Types	Special Effects
Current Location	Frames	Watts
Divisions / Owners		
Manufacturers	Accessory Utilities	
Production Locations	Accessory oundes	
Source / Supplier	Accessory Type	
Storage Locations	Cable Types	
Re-index Tag ID's	Gel Utilities	
	Gel Manufacturer	
	Gobo Utilities	
	Gobo Manufacturer	
	Gobo Size	
Return to Main Utilities	Gobo Туре	

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:	Description	
Barn Door		
Cables		
Clamp		
Color Frame		
Color Wheel		
DMX Splitter		
Follow Spot Handle	1.0	
Outlet Box		
Pattern Holder		
Power Supply		
Safety Cable with Spring Cable		
Snoot		
Stage Pin Lamp Tester		
Stage Pin Power Tester		
Stand		

Gobos

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.

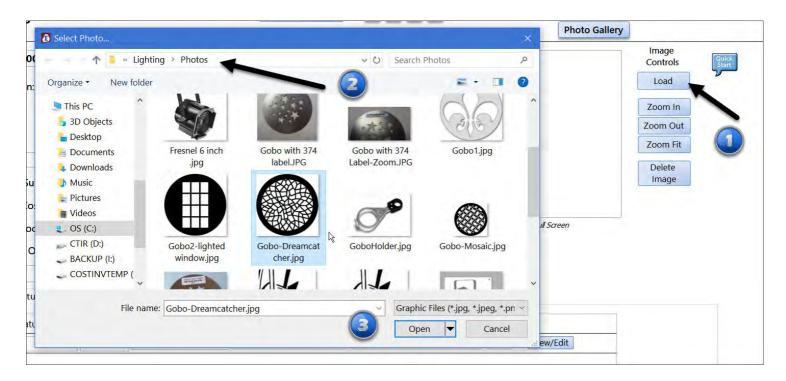
1 Type: Glass Size: A		Controls Load Zoom In Zoom Out
×	the second	
- Laboration - Lab		Zoom Fit
Cost: Rental Fee:		Delete Image
~	Double-click image for I	Full Screen
	C:\Costume Inventory	Resources\Equipment Inventory
	Database(Lighting(Fi	lotos/sinalibraricres.prig
2010-010-010-0204-000-0204-000-0204-000-000-000-000	in and the second	
Production: Performance Date		
	View/Edi	t
	Production: Performance Date	Double-dick image for H C:\Costume Inventory Database\Lighting\Ph

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.

<u>Refresh</u>: 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.

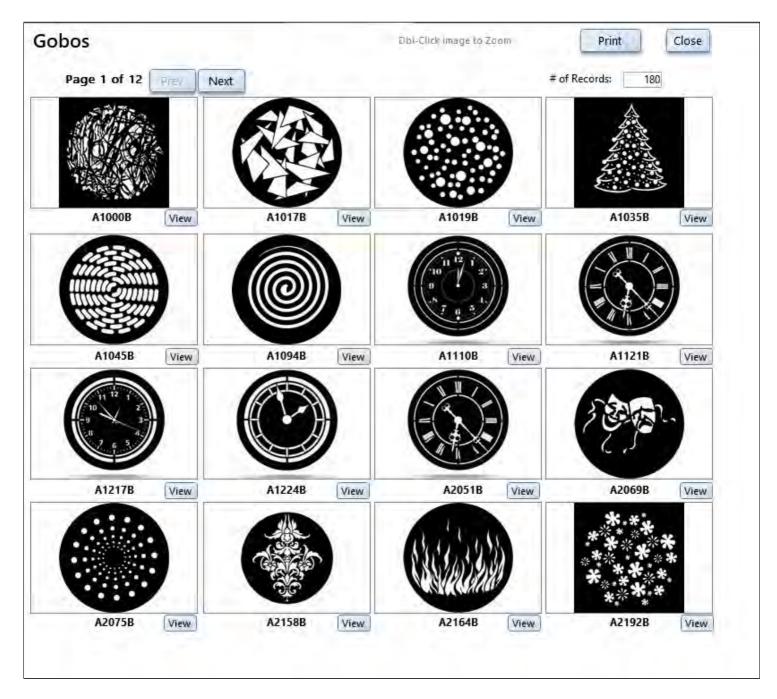
Search: You can search for a Gobo by Tag ID, Mfg ID, Size or Mfg.

Search for Gobos		- 🗆	×
Search for Gobos:		Close	
Find by ID:	~		
Find by MfgID:	~		
Find by Size:	~		
Find by Mfg:	~		

Here is an example of searching by MfgID.

📲 Search for Gobos			- 🗆 X			
Search for Gobos:			Close			
Find by ID:						
Find by MfgID:		~				
Find by Size:	Mfg ID	Mfg	TagID	Description	Size	
and the second se	77936	Rosco	L0006	Comedy and Tragedy faces	A	
Find by Mfg:	78247	Rosco	L0016	Spun dots swirl	A	- 1
	78403	Rosco	L0002	Dreamcatcher pattern	A	
	78403	Rosco	L1265	Dream catcher pattern	A	
	78403	Rosco	L1266	Dream catcher pattern	A	
	78403	Rosco	L2584	Dream catcher pattern	A	
	78529	Rosco	L0017	Soft swirl	A	
	78646	GOBOLAND	L0021	Grass / fur texture	В	
	78680	Rosco	L0012	Spiral path	В	
	79020	Rosco	L0025	Georgian Doors with casement	winc B	
	79108	Rosco	L0014 13	Tree branches	A	
	79172	Rosco	L0009	Flames	A	
	79172	Rosco	L0009		А	
	79172	Rosco	L2009	Flames	Α	
	79219	Rosco	L0005	Mixed size stars	A	
	<					>

<u>Photo Gallery</u>: 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.



<u>Delete Gobo</u> - 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 <u>Printing Options</u> for more details.

cesso	ory, Gobo and Gel Reports
ccessor	es
\square	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
obos	
	All Gobos in Inventory Photo Gallery of Gobos
	Gobo Info Storage Labels
	Sobo mo Storage Educio
	Gobos Summary
iels	Gobos Summary
iels	Gobos Summary
iels	Gobos Summary All Gobos that have been discarded: Start Date: End Date: 7/3/2018 ок
iels	Gobos Summary All Gobos that have been discarded: Start Date: T/3/2018 OK All Gel Colors in Inventory (by Color Number)
	Gobos Summary All Gobos that have been discarded: Start Date: End Date: OK All Gel Colors in Inventory (by Color Number) All Gel Colors by Mfg by Selected Mfg:

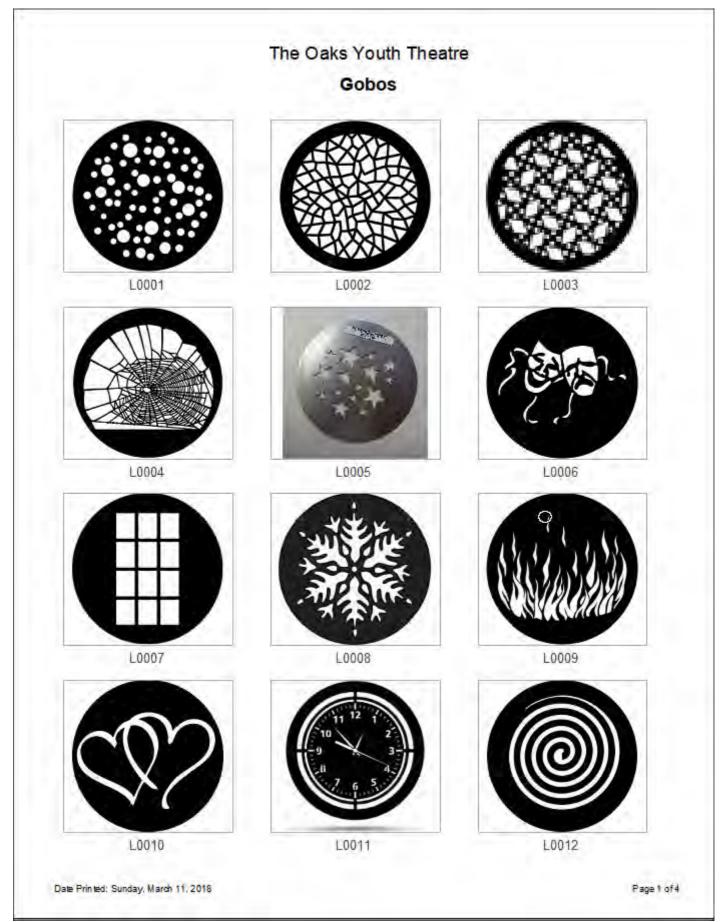


Photo Gallery Report.

<u>Utilities</u>

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

Database Statistics (How many records, etc.)	Fixture Utilities	
Export to Excel	Battery Type	In Use Status
View Software Registration	Cable Types	Lamp Type
Setup Folder for Photos	Condition	Lens
Update Storage Location - Fixtures	Connector	OK to Rent Codes
	Controls	Rigging
4	Electrical Ratings	Sockets
hared Utilities	Fixture Types	Special Effects
Current Location	Frames	Watts
Divisions / Owners		
Manufacturers	Accessory Utilities	
Production Locations		
Source / Supplier	Accessory Type	
Storage Locations	Cable Types	
Re-index Tag ID's	Gel Utilities	
	Gel Manufacturer	-
	Gobo Utilities	
	Gobo Manufacturer	
	Gobo Size	
Return to Main Utilities	Gobo Туре	

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.

	Gel C	olors		Search							
								Gallery of	Color Swatch	es Re	ports
		MFG Number: 💽	Color: 💽	Transmission :	Manufacturer 💽		Qty In Stock:	Available Qty:	Original F 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		T	
	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.

Search for Gel Colors	- 🗆 X
Search for Gel Colors:	Close
Find Color:	~
See only this Color:	
See only this Gel Mfg:	\sim

Here is an example of filtering by Manufacturer:

Search for Gel Colors		-		
Search for Gel Colors:		Clo	Close	
Find Color:	~			negel
See only this Color:			-	
See only this Gel Mfg:	~	-		
	Lee			negel
	Rosco Rosco Cinegel			ger
Details Yellow	Rosco E-Colour	12	Rosco I	-Colour
Details		0		

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).

Mfg:	Mfg Gel #	/ Description:	Gel Color:			Close Replacement inal Cost: Rental F	
osco	Cinegel #	4430:	Light Green			\$5.00 \$1.0	0
: 159 G: 220		olor This is an estimate of the col	or based on the RGB values.	Transmissior	n%: 52	Color Swatch	Image Controls
	~						Load
n-Use Status	2					_	Zoom In
In-Use Status	: Fixture Tag ID: I	Production:	Performance Date	s: Q	ty In-Use:	0	Zoom Ou Zoom Fi
					View		
						Roscolux, Cinegel #4430: R4430 CalColor 30 Green	Full Scree
							Delete Image
			Tota	ıl # In-Use:	0	C:\Costume Inventory Resources\Equipment Inventory Database\Lighting\Photos\Cal Green.jpg	
						Color Data / Information	
ented 🔟				An and a local			-
		hand the	When a set of a second se			Description	Image Controls
Date Checked		ganization:	Qty: Return Due Date:			Constant 15, Some previous free sector to a strong pareout grain. Document for some pareouting if Constant and a strong pareouting and the sector of the source Constant of the sector	
Date Checked	017 123 Davi	is High School	4 5/26/2017	5/21/2017	View		Controls Load
Date Checked	017 123 Davi				View	- Charactery a fair of the second sec	Controls Load Zoom Ir
3/4/20	017 123 Davi	is High School	4 5/26/2017	5/21/2017			Controls Load Zoom Ir Zoom Ou
Date Checked	017 123 Davi 017 2017-2-Sound Cost	is High School tume Inventory Resources	4 5/26/2017	5/21/2017			Controls Load Zoom In Zoom Ou Zoom Fi
Date Checked	017 123 Davi 017 2017-2-Sound Cost	# Gel Colors: 9	4 5/26/2017	5/21/2017			Controls

- 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.

Accessor	les
	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 in Inventory (by Color Number) All Gel Colors by Mfg by Selected Mfg:
	All Gel Colors by Mfg by Selected Mfg:
	All Gel Colors by Mfg by Selected Mfg:
All Light	All Gel Colors by Mfg by Selected Mfg:

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

Productions

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".

<u>Features:</u> 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.

oaks Youth Theatre	Search	Ad	d Production	Delete Production	Save and	I Clo
	Music Man				and Fixture orts	
¹ Production: Music Man		Venue: Vets Memo	rial			
ormance Dates: July 21st - Aug 7th, 2016 Start Date es:	: 7/21/2016 End Date:	8/7/2016	Set 'I	n-Use' Status		
ssign Fixture to this Production Fixture Summary Fixture: Fixture Type: Accessories:	Gel Colors:	Go	bos:	Producti Locatio		4
HID Ellipsoidal Ellipsoidal				4th Electric		_
Fixture Tag ID: 0005 Notes:		In-Use Status:	Currently In Use	e Edit	Delete	
Follow Spot #1 Follow Spot Fixture Tag ID: 0002				Catwalk		
Notes:		In-Use Status:	Currently In Use	e Edit	Delete	
HID Ellipsoidal Ellipsoidal Fixture Tag ID: 0008				Tormentor SL		
Notes:	I	In-Use Status:	Currently In Use	e Edit	Delete	
HID Ellipsoidal Ellipsoidal				5th Electric		
Fixture Tag ID: 0015						

<u>Search</u>: You can Search for Productions by Name:

Search for Productions		- 🗆 X
Search for Productions:		Close
Find:		~ ~
	Annie Get Your Gun	,
	Guys and Dolls Music Man	7/21/2016

<u>Reports</u>: 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.

ns (Lighting)		Search	••	Add Production	Delete Production	Save and Clo	ose
		Music Man			Production Rep	and Fixture orts	
oductio	eports		- 0	×			
: July 2				Set	'In-Use' Status		
	Repor	ts for: Music Man			1.1.1		
o this Pi							
mary al	List of all Fix	tures Fixture ID	Print	<u>s.</u>	Producti Locatio 4th Electric		
D: 0005		Fixture ID Fixture Type Production Location	ß	irrently in U		Delete	
#1 D: 0002	-12	200	Car		Catwalk		
			In-Use S	Status: Currently In U	se Edit	Delete	
al Ellipsoid	al				Tormentor SL		
D: 0008							=
			In-Use S	Status: Currently In U	se Edit	Delete	

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.

Service 1 de 17 David				Add New In-Use Record	Delete In-Use Record	Save and Close
tures In Use		Search		Utilities	Refresh Lookups	
				Print Fixture in Use Rep	ort Print All Fixtures for	Production
p 1: Select Fixture	Select / Tag	Fixture	~	In-Use Status: (Currently In Use	~
g ID: 0002 Name: F	Follow Spot #1			View Fixture		
	ype: Follow Spo	ot				
p 2: Select Production						
Production: Music Man	~	View Productio	n Production Location	n Catwalk	~	
Dates: July 21st - Aug 7th, 2016		View Productio		Catwaik		
Puly 2131 - Aug 711, 2011	*					
p 3: Select Accessories, Gobos,	and Gel Colors					
cessories						
Select one or more accessories:			Add Accessory		A	
Barn door A0003	*	Qty: 1 Access	sory Type: Barn Door		X	
Clamp A0002	¥	Qty: 1 Access	sory Type: Clamp			
			sory Type: Clamp sory Type: Cables		×	
Clamp A0002 10' Power cord A0004 Gobo Holder A0001	~	Qty: 1 Acces			×	
Clamp A0002 10' Power cord A0004	~	Qty: 1 Access Qty: 1 Access	sory Type: Cables		×	
Clamp A0002 10' Power cord A0004 Gobo Holder A0001	~	Qty: 1 Access Qty: 1 Access	sory Type: Cables sory Type: Pattern Holder		×	
Clamp A0002 10' Power cord A0004 Gobo Holder A0001 * bos Select one or more Gobos:	>	Qty: 1 Access Qty: 1 Access	sory Type: Cables sory Type: Pattern Holder		×	
Clamp A0002 10' Power cord A0004 Gobo Holder A0001 *		Qty: 1 Acces: Qty: 1 Acces: Otv: 1 Acces:	sory Type: Cables sory Type: Pattern Holder		×	
Clamp A0002 10' Power cord A0004 Gobo Holder A0001 * bos Select one or more Gobos:		Qty: 1 Acces: Qty: 1 Acces: Otv: 1 Acces: ag ID:	sory Type: Cables sory Type: Pattern Holder sory Type: Add Gobo			
Clamp A0002 10' Power cord A0004 Gobo Holder A0001 * bos Select one or more Gobos: Circle Swirl		Qty: 1 Access Qty: 1 Access Other 1 Access ag ID: D12 Qty: 1	sory Type: Cables sory Type: Pattern Holder sory Type: Add Gobo 1 Desc: White swirl			
Clamp A0002 10' Power cord A0004 Gobo Holder A0001 * bos Select one or more Gobos: Circle Swirl Christmas tree *		Qty: 1 Access Qty: 1 Access Qty: 1 Access ag ID:	Sory Type: Cables Sory Type: Pattern Holder Sory Type: Add Gobo 1 Desc: White swirl 1 Desc:			
Clamp A0002 10' Power cord A0004 Gobo Holder A0001 * bos Select one or more Gobos: Circle Swirl Christmas tree		Qty: 1 Access Qty: 1 Access Qty: 1 Access ag ID:	Sory Type: Cables Sory Type: Pattern Holder Sory Type: Add Gobo 1 Desc: White swirl 1 Desc:			
Clamp A0002 10' Power cord A0004 Gobo Holder A0001 * bos Select one or more Gobos: Circle Swirl Christmas tree *	T V V V V V U V V V	Qty: 1 Access Qty: 1 Access Qty: 1 Access ag ID: 0 012 Qty: 030 Qty: Qty: 0	Sory Type: Cables Sory Type: Pattern Holder Sory Type: Add Gobo 1 Desc: White swirl 1 Desc:			
Clamp A0002 10' Power cord A0004 Gobo Holder A0001 * Select one or more Gobos: Circle Swirl Christmas tree * Colors		Qty: 1 Access Qty: 1 Access Qty: 1 Access ag ID: 0 012 Qty: 030 Qty: Qty: 0	Sory Type: Cables Sory Type: Pattern Holder Sory Type: Add Gobo 1 Desc: White swirl 1 Desc: 1 Desc: 2 Add Gel Color			

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 <u>Productions</u> <u>screen</u>. Select the Production location from the drop-down list. Production Locations can be added on Production Location form on the <u>Lighting Utilities</u> 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.

Fixtures In Use	Search		Add New In-Use	Record Delete Ir Jtilities Refresh
	😑 Search for Fixtures In Use	k	- 0 3	Report P
Step 1: Select Fixture	Search for Fixtures In Use:		Close	us: Currently
Tag ID: 0002	Find Fixture by Name:	>		
Step 2: Select Productio				
Production: Music I				
Dates: July 21st - Au				

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).

s Youth Theatre	Close
Rentals Quick Check In Renters / Organizations	Quick Start
Reports	
List of all Current Fixture Rental Records for Organization:	

<u>Rentals:</u> 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.

Select Cost	ume Invent	ory Resources	View Org Contr Add Org	ract Date: Receip 4/4/2017 Contrac	t/ t# 2017-2-Sound	Balance \$475 Due:	5.00	Quick	Check In
ontact: Margare	t Messick	Title:			5 3-7143 Ce	11:			
ate Fixtures Out:	3/4/20	017 * Return Due Date:		te Return Je Date Check-Out (Comments:				
otal Fee Due: \$	475.00 Upda	ate Fee Discount: De	eposit: \$0.00 Dat	te Deposit Paid:	* Amount	Paid: \$0.00	Date Fee Paid:		*
otes:									
and Fladence	e on e latere differen								
ent Fixtures Acc	essories God	oos Gels Payment In	TO				0		
Select Fixture:	Fixture Tag:	Name:	Type:	Mfg:	Quick Check In Return Due Date: Cl	neck-in Date: * 🗣 🛊	Rental Fee:	Check In A	Il Fixtures
Select Fixture.	Toron S	Basic Fixture	Ellipsoidal	wig.	5/26/2017	3/5/2017	\$0.00	View	Delete
		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
5	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

To create a Rental record for lighting:

Sele Organizati	on: Costume Invent	tory Resources	View Org Contr Add Org	act Date: Receip 4/4/2017 Contrac	t / 2017-2-Sound	Balance \$47!	5.00	Quick	k Check In
ntact:	Margaret Messick	Title:			53-7143 Ce	di:			
te Fixture	es Out: 3/4/2	017 * Return Due Date:		e Return	Comments:				
tal Fee D	oue: \$475.00 Upd	date Fee Discount:	Deposit: \$0.00 Dat	e Deposit Paid:	* Amount	Paid: \$0.00	Date Fee Paid	d:	*
otes:									
			2004						
nt Fixtu	res Accessories Go	bos Gels Payment	Info						
	and a state	1			Quick Check In		Samo	Check In /	All Fixtures
Select	Fixture: Fixture Tag:	Basic Fixture	Type: Ellipsoidal	Mfg:	Return Due Date: C		Rental Fee: \$0.00	View	Delete
	 0003 0006 	HID Ellipsoidal	Ellipsoidal	ETC Source Four		3/5/2017		View	Delete
		1			5/26/2017	5/10/2017	\$50.00		
		HID Ellipsoidal	Ellipsoidal	ETC Source Four	5/26/2017	5/15/2017	\$50.00	View	Delete
		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
=(3 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
								6	
								\smile	
	T-1.	al # Fixtures: 9				Total Rental Fees:	\$340.00		

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) <u>Print Receipt</u> - You can print a receipt for this rental.

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

Lighting Rental Receipt

ate Checked O	ut: 3/4/2017	Return Due Date 5/	25/2017 Total Fe	e: \$475.00	Amt Pa	id: \$0.00	Balance Du	ie: \$475.00
Contact: Marg Discount:	aret Messick Deposit: \$0.00	Deposit Paid:	Phone: 530-753	- 7143 Cell : Payment Method	5.	EMail:	margaret@cost Date Fee Paid:	umeinventory.com
Fixtures: Fixture Tag ID	Fixture	Fixture Type	Mfg: E	lectrical Rating:	Condition	Renta	l Fee: Check	-In Date Check In ?:
0001	HID Ellipsoidal	Ellipsoidal	ETC Source Four	120 v	Excellent	\$	50.00 3	/9/2018
0002	Follow Spot #1	Follow Spot	Apollo			\$	25.00 5/2	20/20 1 7 X
0003	Basic Fixture	Ellipsoidal					\$0.00 3	/5/2017
0004	Fixture	Fresnel	Altman	120 v	Excellent	\$	15.00 3/1	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 5/1	10/20 1 7 X
0007	HID Ellipsoidal	Ellipsoidal	ETC Source Four	120 v	Excellent	\$	50.00 5/1	18/2017 X
8000	HID Ellipsoidal	Ellipsoidal	ETC Source Four	120 v	Excellent	\$	50.00 5/2	21/2017 X
0009	HID Ellipsoidal	Ellipsoidal	ETC Source Four	120 v	Excellent	\$	50.00 .3/*	10/2018 X
Total Rep	acement Costs: \$5	,600.00	Total #	of Fixtures: 9	Total	Fee: \$340.00		
Accessories: Accessory Tag	ID: Accessory:	Accessory Typ	e: 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

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

Fixtures Accesso	ues dobos	Gels Payment Info	-	Gob	os and C	Sels	C	uick Check In	Check I	n All
Select Accessor	y: Accessory I	D: Name:	Туре:	Qty:	Rental Fee:	Total Fee:	Return Due Date: C	heck-In Date: *		
~	A0001	Gobo Holder	Pattern Holder	4	\$10.00	\$40.00	5/26/2017	5/21/2017	View	Delete
~	A0002	Clamp	Clamp	2	\$15.00	\$30.00	5/26/2017	5/17/2017	View	Delete
>	A0003	Barn door	Barn Door	3	\$5.00	\$15.00	5/26/2017	5/21/2017	View	Delete
>	A0003	Barn door	Barn Door	3	\$5.00	\$15.00	5/26/2017	5/21/2017	View	Delete
*	A0002	Clamp	Clamp	1	\$2.00	\$2.00	5/26/2017	5/21/2017	View	Delete
~	A0001	Gobo Holder	Pattern Holder	5	\$1.00	\$5.00	5/26/2017	5/21/2017	View	Delete
~				1					View	Delete

<u>Payment Info:</u> 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.

ate Fixtures Out: 3/4/2017* Return Due Date: 5/25/2017 Update Return Due Date Check-Out Comments:	\$340.00	e Fee Paid:
Ale Hxtures Out: 3/4/2017 Return Due Date: 5/25/2017 Due Date Check-Out Comments: otal Fee Due: \$475.00 Update Fee Discount: Deposit: \$0.00 Date Deposit Paid: * Amoun otes: ent Fixtures Accessories Gobos Gels Payment Info Payment Method: Credit Card #/ PO #: Name On Card: Security Code: Expiration Date: Discount:	\$340.00 \$107.00 \$12.00	Update Fee
entes: ent Fixtures Accessories Gobos: Gobos: Name On Card: Gels: Security Code: Total Fees: Expiration Date: Discount:	\$340.00 \$107.00 \$12.00	Update Fee
ent Fixtures Accessories Gobos Gels Payment Info Lighting: Accessories: Credit Card #/ PO #: Credit Card #/ PO #: Gobos: Name On Card: Security Code: Expiration Date: Discount:	\$107.00 \$12.00	
Payment Method: Lighting: Credit Card #/ PO #: Accessories: Name On Card: Gobos: Security Code: Gels: Expiration Date: Discount:	\$107.00 \$12.00	
Payment Method: Lighting: Credit Card #/ PO #: Accessories: Name On Card: Gobos: Security Code: Gels: Expiration Date: Discount:	\$107.00 \$12.00	
Payment Method: Accessories: Credit Card #/ PO #: Gobos: Name On Card: Gels: Security Code: Total Fees: Expiration Date: Discount:	\$107.00 \$12.00	
Payment Method: Accessories: Credit Card #/ PO #: Gobos: Name On Card: Gels: Security Code: Total Fees: Expiration Date: Discount:	\$107.00 \$12.00	
Credit Card #/ PO #: Gobos: Name On Card: Gels: Security Code: Total Fees: Expiration Date: Discount:	\$12.00	De .
Name On Card: Gobos: Security Code: Gels: Expiration Date: Total Fees: Discount: Discount:		
Security Code: Gels: Total Fees: Total Fees: Discount:	\$16.00	
Expiration Date: Total Fees: Discount:	\$10.00	
Discount:	\$475.00	
SubTotal	\$0	
	\$475.00	
Amount Paid		
Balance Due	e: \$475.00	
Note: It is not recommended that you keep Credit Card information in the database unless you are using computer or network. Costume Inventory Resources is not responsible for Credit Card number theft from	g a very secure	

<u>Update Fee:</u> 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.

<u>Discounts</u> - 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%.

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

<u>Deposit</u>: 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.

<u>Renters</u> - 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	Cell Flione.	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.

e: : 255: Da	530-753-7 margaret@ PO Box 4	©costumeinvent		st Name: Mes								Current 🗆	
ne: il: ress:	530-753-7 margaret@ PO Box 4	7143 (@costumeinvent	C	st ivame: Mes			Title						
il: ress: Da	margaret@ PO Box 4	©costumeinvent	Cell Phone:		_			• _		-			
ess: Da	PO Box 4				Fa	IX:				_			
Da		345	tory.com	2nd EMa	il:								
-							4						
Page:	avis	State:	CA	Zip/Postal Code:	956	18	-	Country	c		_		
	www.cos	stumeinventory.	.com										
s:													
201	17-2-Sound	3/4/201	17 5/25/20	\$475.00		9		18	9	16		View Rental	
201	17-2-Sound	3/4/201	5/25/20	\$475.00		9		18	9	16		View Rental	
13	1	5/27/201	17 5/18/20	\$199.00									
123		5/27/201	6/14/20			4		1	1	0		View Rental	

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 a the Rental Records.	all	
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:

C	Select Organization: Costu	me Inven	tory Resources	View Org	Contract Date: Receipt 3/11/2018 Contract	2019-2-11	Balance \$11 Due:	5.00	Quick	Check In
:01	ntact: Margaret	Messick	Títle:	Phone: 530-753-7143 Cell:						
a	te Fixtures Out:	3/11/2	2018 * Return Due Date:	5/11/2018	Update Return Due Date Check-Out C	Comments:				
o	tal Fee Due: \$1	15.00 Up	date Fee Discount:	Deposit: \$0.00	Date Deposit Paid:	* Amount	Paid: \$0.00	Date Fee Paid	: []	*
10	otes:									
e	ent Fixtures Acce	ssories Go	bos Gels Payment	Info						
	Acce	3301163 00	ioos dels rayment	inio		(8	(a	www.com
	Select Fixture:	Fixture Tag	Name:	Type:	Mfg:	Quick Check In Return Due Date: Ch	eck-In Date: * 💽 🛊	Rental Fee:	Check In A	All Fixtures
	~		HID Ellipsoidal	Ellipsoidal	ETC Source Four	5/11/2018		\$50.00	View	Delete
	~		HID Ellipsoidal	Ellipsoidal	ETC Source Four	5/11/2018		\$50.00	View	Delete
	~	0021	Fresnel	Fresnel	Altman	5/11/2018		\$15.00	View	Delete
•								22.261		
	×							\$0.00	View	Delete
								50.00	View	Delete

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

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.

Quick Check-in	Close
Fixture Check In Accessories Check In Gobos Check In	\mathbf{k}

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.

	re Tag ID:	Check-	In Date:	3/10/2018
Check-In Dat ist of Fixture Tag ID:	e: 3/10/2018 es Checked In Today 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

nter Acce	ssory Tag ID:	Chec	k-In Date:	03/10/18
heck-In Dat st of Access Tag ID:	te: 3/10/2018 sories Checked In Today Accessory:	Organization:	Storage Location:	Check-In Date :
40002	Clamp	Costume Inventory Resources	Misc Closet	3/10/2018

Gobos Quick Check-in

Enter Gobo 1	ad ID:	-	2	Check-In Date		03/10/18	
		GoboTagID	Gobo	Organization	2	Date Equipment Cl	necked
Check-In Date:		L0018	Frankenstein		entory Resources	3/4/2017	
L0013	Broken gla	355	Costume Inventory F	Resources		3/10/2018	
List of Gobos C	hecked In	Today					
L0013	Broken gla	355	Costume Inventory F			3/10/2018	
				1			

Rental Reports

Rental Reports:

eports		
ist of all Current Fix	ture Rental Records for Organization:	~
	List of Organizations:	
	ist of All Equipment Currently Rented:	
List o	f All Equipment Past Return Due Date: 📃	

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.

Transization	Contrinue Instantes	Persona	Contract Da	ato:	5/27/20	47 Doco	ipt Num	hor 4		P	alance:	¢4	99.00
	Costume Inventor	A REAL PROPERTY AND A REAL PROPERTY A REAL PROPERTY A		10.22		17 Rece	ipt Num						19121
	e Margaret Messick Out: 5/27/2017	Return Due Date:	530-753-7143		Cell	Denesit	00.00			garet@co			
	000. 5/2//2017	Return Due Date.	5/18/2017 [Discount		Deposit:	\$0.00	Total	Fee.	\$199.00	Amti	Pald	\$0.00
Fixtures: Fixture Tag ID	Fixture	Fixture Type	Mfg:	Flactrica	I Ratina:	Condition		Pont	I Fee:	Check	In Date	Checkli	12.
0003	Basic Fixture	Ellipsoidal	ing.	Liectrical	ritating.	condition		111000	\$45.00	APPA TEAT	7/2017	X	-
0011	HID Ellipsoidal	Ellipsoidal	ETC Source Fou	r 120 v	-	Excellent			\$50.00		0/2018	X	_
0012	HID Ellipsoidal	Ellipsoidal	ETC Source Fou	r 120 v		Excellent			\$50.00	3/1	0/2018	X	-
0016	HID Ellipsoidal	Ellipsoidal	ETC Source Fou	r 120 v		Excellent			\$50.00				-
Total Re	placement Costs: \$2,4	400.00	Total	# of Fixtur	res: 4	Total	Fee: \$19	5.00					
Accessories:					12.50		1.2.57	1210.0		1. S. M.			
Accessory Ta A0002	ng ID: Accessory: Clamp	Accessory Ty Clamp	pe: Mfg:		Qty:	Fee: \$2.00	Renta	\$2.00		-In Date: 3/10/2018	Check		
1.00.000	acement Costs: \$12.00	Andrea Martina	otal # of Accessories	- 1		Total Fee:		\$2.00		10/2010	<u>A</u>	-	
Gobos:	100 ment 00018. 012.00					Totall cc.		Ψ2.00					_
	Name:	Description:	Mfg:		Qty:	Fee:	Rental	Fee:	Check	-In Date:	Check	In ?:	
L0006 Th	eatre Faces	Comedy and Tragedy	faces Stage Conne	ctions,	1	\$2.00		\$2.00		5/28/2017	X]	
Total Daple	acement Costs: \$12.0	0 To	tal # Gobos: 1		Total F	ental Fees:	\$2.00						

			The Oaks Y	outh Theat	re				
		List	of Fixtures	Currently	Rented				
Contact Name	Costume Inventory R Margaret Messick Out: 5/27/2017		<i>Contract Date:</i> 530-753-7143 5/18/2017	5/27/201	7 Receip \$199.00	t Number 13 Deposit:	\$0.00	Balance: Amount Paid:	\$199.00
Fixture Tag ID:	Fixture:	Fixture Type:	Lamp 7	Type: #ofAc	cessories:	# of Gobos:	# of Gel	Colors: Checl	-in Date:
0016	HID Ellipsoidal # of Fixtures: 1	Ellipsoidal	Quartz-I	halogen	1	1			
	Costume Inventory R Margaret Messick		<i>Contract Date:</i> 530-753-7143	3/11/201	8 Receip	t Number 201	18-3-11	Balance:	\$130.00
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 1	Type: # of Ac	cessories:	# of Gobos:	# of Gel	Colors: Checl	k-In Date:
	Fresnel HID Ellipsoidal HID Ellipsoidal # of Fixtures: 3	Fresnel Ellipsoidal Ellipsoidal	Quartz-I Quartz-I Quartz-I	halogen	2	1	5		17
	Total # of Fixtures: 4								

			The Oaks Youth	Theatre				
		List o	f Fixtures Out P	ast Due	e Date			
Organization:	Costume Inventory	Resources	Contract Date: 5	/27/2017	Receipt N	umber 13	Balance	e: \$199.00
Contact Name	e Margaret Messick	Phone: 53	0-753-7143					
Date Fixtures	Out: 5/27/2017	Return Due Date:	<u>5/18/2017</u> 7	otal Fee:	\$199.00	Deposit:	\$0.00 Amount	Paid:
Fixture Tag ID:	Fixture:	Fixture Type:	Lamp Type:	# of Acc	essories:	# of Gobos:	# of Gel Colors:	Check-In Date:
0016	HID Ellipsoidal	Ellipsoidal	Quartz-haloge	n	1	1		
	# of Fixtures: 1							
	Total # of Fixtures: 1							
Date Printed: Mar 11	0040							age 1 of 1

Reports

Lighting Reports:

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

Lighting Fixtures Lighting Fixtures Lighting Fixtures Lighting Fixture Type Lighting Fixture Summary Fixtures Summary Fixtures Summary Fixtures In Use Lighting Fixture	Close
by Fixture Type by Selected Fixture Type: by Storage Location by Storage Location by Selected Storage Location: by Current Location by Current Location Select Location: Needing Repair Accessories, Gobos, Gels All Accessories in Inventory All Accessories by Type by Selected Type: All Accessories by Type by Selected Type: All Gel Colors in Inventory All Gel Colors in Inventory All Gel Colors in Inventory Fixture Worksheet All Gobos in Inventory Fixture Worksheet All All Equipment by Division/Owner: Select Owner: Summary Reports Fixtures Summary Accessories Accessories Accessories Accessories Accessories	
 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 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 All All Equipment by Division/Owner: Select Owner :	
 by Current Location Select Location:	
 by Current Location Select Location: Needing Repair Accessories, Gobos, Gels All Accessories in Inventory 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 All Equipment by Division/Owner: Select Owner : Summary Reports Fixtures Summary Fixtures Summary Fixtures Summary Accessories Summary by Fixture Type Gobos Summary 	
In Needing Repair Accessories, Gobos, Gels All Accessories by Type In by Selected Type: All Accessories by Type In by Selected Type: All Gel Colors in Inventory (by Color) All Gel Colors by Mfg Inventory Fixture Worksheet All Gobos in Inventory Fixture Worksheet All Equipment by Division/Owner: Select Owner : Summary Reports Fixtures Summary Fixtures Summary Fixtures Summary Fixtures Summary Gobos Summary Gobos Summary	\mathbb{R}
All Accessories in Inventory All Accessories w/ Barcode 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 All Equipment by Division/Owner: Select Owner : Fixtures Summary Fixtures Summary - by Fixture Type Accessories Summary Accessories Summary by Accessory Type Cables by Cable Type Gobos Summary	
 All Accessories in Inventory All Accessories w/ Barcode 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 All Equipment by Division/Owner: Select Owner : Fixtures Summary Fixtures Summary Fixtures Summary Accessories Summary Accessories Summary Accessories Summary Accessories Summary Accessories Summary Cables by Cable Type Gobos Summary 	
 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 All Equipment by Division/Owner: Select Owner : 	
 All Gel Colors in Inventory (by Color) All Gel Colors by Mfg by Selected Mfg: All Gobos in Inventory Fixture Worksheet Accessory Worksheet All Equipment by Division/Owner: Select Owner :	
 All Gobos in Inventory Fixture Worksheet All Equipment by Division/Owner: Select Owner : Select Owner : Select Owner : 	J.
All Equipment by Division/Owner: Select Owner : Image: Select Owner : ummary Reports Fixtures Summary Fixtures Summary - by Fixture Type Accessories Summary Accessories Summary by Accessory Type Gobos Summary	
All Equipment by Division/Owner: Select Owner : Image: Select Owner : ummary Reports Fixtures Summary Fixtures Summary - by Fixture Type Accessories Summary Accessories Summary by Accessory Type Cables by Cable Type Gobos Summary Gobos Summary	
Fixtures Summary Fixtures Summary - by Fixture Type Accessories Summary Accessories Summary by Accessory Type Gobos Summary Accessories Summary by Accessory Type	
Fixtures Summary Fixtures Summary - by Fixture Type Accessories Summary Accessories Summary by Accessory Type Gobos Summary Cables by Cable Type	
Accessories Summary Accessories Summary by Accessory Type Cables by Cable Type Gobos Summary	
xtures in Use	
All Fixtures in Use (select options) Select Status: Select Order: Fixture ID	review
Fixtures in Use for this Selected Production: Select Order: Fixture ID	Preview

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

Utilities

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.

Database Statistics (How many records, etc.)	Fixture Utilities	
Export to Excel	Battery Type	In Use Status
View Software Registration	Cable Types	Lamp Туре
Setup Folder for Photos	Condition	Lens
Update Storage Location - Fixtures	Connector	OK to Rent Codes
	Controls	Rigging
	Electrical Ratings	Sockets
Shared Utilities	Fixture Types	Special Effects
Current Location	Frames	Watts
Divisions / Owners		
Manufacturers	Accessory Utilities	
Production Locations	Accessory oundes	
Source / Supplier	Accessory Type	
Storage Locations	Cable Types	
Re-index Tag ID's	Gel Utilities	
	Gel Manufacturer	
	Gobo Utilities	
	Gobo Manufacturer	
	Gobo Size	
Return to Main Utilities	Gobo Туре	

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

	# of Records		
	" of ficeords	<u># Photos</u>	
Fixtures:	49	33	
Accessories:	9		
Gobos:	36	35	
Organizations:	5		
Productions:	3		

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

Export Fixtures Data	
Export Productions	

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.

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

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.

St	orage Locations	Add Location Delete Location Close
	Location:	Refresh
•	A1	×
	A2	X
	A4	×
	A12	×
	A22	×
	A30	×
	Cable Wall	×
	Fixture 1	×
	Fixture 2	×
	Gobo Drawer 1	×
	Gobo Drawer 2	×
	Misc Closet	×
	Rack 1	×
	Rack 2	×
	Rack 11	×
*		×

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.

Database Statistics (How many records, etc.)	Fixture Utilities	
Export to Excel	Battery Type	In Use Status
View Software Registration	Cable Types	Lamp Type
Setup Folder for Photos	Condition	Lens
Update Storage Location - Fixtures	Connector	OK to Rent Codes
	Controls	Rigging
	Electrical Ratings	Sockets
ared Utilities	Fixture Types	Special Effects
Current Location	Frames	Watts
Divisions / Owners		
Manufacturers	Accessory Utilities	
Production Locations	Accessory oundes	
Source / Supplier	Accessory Type	
Storage Locations	Cable Types	
Re-index Tag ID's	Gel Utilities	
	Gel Manufacturer	
	Gobo Utilities	
	Gobo Manufacturer	
	Gobo Size	
Return to Main Utilities	Gobo Туре	

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 Oaks Youth Theatre	
Sound Equipment Inve	ntory Database
Sound Equipment	Rent Equipment
Search for Equipment	Productions
Students	Reports
(To Assign Mic Packs to)	Utilities
Organizations (Renters)	
	Exit
About	
Sound Equipment Inventory Database Version 8-1 Copyrig	ht 2018 Costume Inventory Resources

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.

Tag ID: SUGSU EQUIPMENT Name: IDMN Extension Cause Category: Cables and Adapters Add New Category Item Type: Cable Power Source: Add New Tem Type Add New Tem Type: Power Source: Add New Tem Type: Battery Type: Battery Name: Qty of Batteries: Cable Length: 6' Cable Connectors: HDMI M - HDMI F Cable Length: 6' Cable Connectors: H	Display Records Sorted by: Name Display Records Sorted by: Name Display Records Sorted By: Name Displ	Add Equipment Copy Equipment Utiliti	Save and Close Refresh Lookups
Alegory Lables and Adapters	Tag ID: Description M-F HDMI Extension / Features:	Current Location: Storag	Ouick
Nottage: Frequency (kHz): Power (watts): Connector: Image: Connector: Ima	Category: Cables and Adapters Y Category Item Type: Cable Y Item Type		Image Controls
Have Charger? Battery Type: Cable Length: 6' Cable Connectors: HDMI M - HDMI F Serial Number: Asset Mgmt #: Serial Number: Asset Mgmt #: Serial Number: Asset Mgmt #: Otto Pack #: Wireless Frequency Range: Serial Number: Asset Mgmt #: Otto Pack #: Wireless Frequency Range: Serial Number: Asset Mgmt #: Otto Pack #: Wireless Frequency Range: Cost/Value: \$15.00 Repairs: Condition: Otto Pack Pack Storage Location: Main Closet Details: Repairs: Repairs: Repair Description of Needed Repairs: Repair Description of Needed Repairs: Repair Zoom Finit Card Finit Card		7	Load a Photo
Cable Length: 6' Cable Connectors: HDMI M - HDMI F Vic Pack #: Wireless Frequency Range: Image: Connectors: Image: Connectors: Serial Number: Asset Mgmt #: Image: Connectors: Image: Connectors: Size: 6' Source / Supplier: Image: Connectors: Image: Connectors: Size: 6' Source / Supplier: Image: Connectors: Image: Connectors: Warranty: Warranty Expires: Condition: Image: Connectors: Image: Connectors: Cost/Value: \$15.00 Replacement Cost \$18.00 Available For Rent: Image: Connectors: Storage Location: Main Closet Image: Connectors: Image: Connectors: Image: Connectors: Division / Owner: Image: Connectors: Image: Connectors: Image: Connectors: Image: Connectors: Notes: Image: Rental History Discard Notes: Image: Repair Date: Repair Cost: Notes: Image: Rental History Discard Notes: Image: Repair Date: Repair Cost: Image: Needs Repair Description of Needed Repairs: Repair Date: Repair Cost: Image: Needs Repair Description of Needed Repairs: Image: Repair Date: Repair Cost:			Zoom In
Vic Pack #: Wireless Frequency Range: Serial Number: Asset Mgmt #; Other is in the set of the se			Zoom Out
Serial Number: Asset Mgmt #: Full Screen Size: Size: Size: Size: Size: Size: Date Acquired: Size: S			
Size: 6 Source / Supplier: Date Acquired: Marranty: Warranty Expires: Condition: Delete Photo Cost/Value: \$15.00 Replacement Cost: \$18.00 Available For Rent: Rental Fee: \$5.00 Storage Location: Main Closet			Rotate
Warranty: Warranty Expires: Cost/Value: \$15.00 Replacement Cost: \$18.00 Available For Rent: Rental Fee: Storage Location: Main Closet Image: Storage Location: Image: Storage Location: Image: Storage Location:			Full Screen
Cost/Value: \$15.00 Replacement Cost: \$18.00 Available For Rent: Rental Fee: Storage Location: Main Closet Ivision / Owner: Ivision / Owner: Notes: Repairs Rental History Discard Notes Productions Needs Repair Description of Needed Repairs: Repair Description of Needed Repairs: Repair Date: Repair Cost: Image: Cost of the cost of t		1	
Storage Location: Main Closet			Delete Photo
Needs Repair Description of Needed Repairs: Repair Date: Repaired By: Repair Cost: Image: Cost im	Division / Owner:		
		Repair Cost:	
Delete Equipment Date Record Created: 7/3/2018 UpdatedBy: Date Updated: 7/3/2018	Zoom	Print Card	
Delete Equipment Date Record Created: 7/3/2018 UpdatedBy: Date Updated: 7/3/2018			
	Delete Equipment Date Record Created: 7/3/2018 UpdatedBy: Date UpdatedBy:	ted: 7/3/2018	

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

New Equipment ID		-	
Ado	d New Equipment Record		
Ente	r New Number:		2
- or - Nev	t Equipment ID S1007		
	OK Cancel		
Current Equipment ID	's:		
	's: Equipment Name:		
Current Equipment ID Equipment ID 1001	Equipment Name:		-
Equipment ID	and the second second		-
Equipment ID 1001	Equipment Name: Keyboard Synthesizer		
Equipment ID 1001 1002	Equipment Name: Keyboard Synthesizer Carry-all bag		_
Equipment ID 1001 1002 1003	Equipment Name: Keyboard Synthesizer Carry-all bag Keyboard Synthesizer		_
Equipment ID 1001 1002 1003 1004	Equipment Name: Keyboard Synthesizer Carry-all bag Keyboard Synthesizer Microphone		_
Equipment ID 1001 1002 1003 1004 1006	Equipment Name: Keyboard Synthesizer Carry-all bag Keyboard Synthesizer Microphone Carry-all bag		_
Equipment ID 1001 1002 1003 1004 1006 1007	Equipment Name: Keyboard Synthesizer Carry-all bag Keyboard Synthesizer Microphone Carry-all bag Carry-all bag		_
Equipment ID 1001 1002 1003 1004 1006 1007 1008	Equipment Name: Keyboard Synthesizer Carry-all bag Keyboard Synthesizer Microphone Carry-all bag Carry-all bag Microphone		_
Equipment ID 1001 1002 1003 1004 1006 1007 1008 1010	Equipment Name: Keyboard Synthesizer Carry-all bag Keyboard Synthesizer Microphone Carry-all bag Carry-all bag Microphone Microphone		_
Equipment ID 1001 1002 1003 1004 1006 1007 1008 1010 \$0001	Equipment Name: Keyboard Synthesizer Carry-all bag Keyboard Synthesizer Microphone Carry-all bag Carry-all bag Microphone Microphone Microphone		_
Equipment ID 1001 1002 1003 1004 1006 1007 1008 1010 S0001 S0002	Equipment Name: Keyboard Synthesizer Carry-all bag Keyboard Synthesizer Microphone Carry-all bag Carry-all bag Microphone Microphone Microphone Wired Microphone		_

<u>Copy Equipment</u>: 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.

ound Equipment	Search Add Equipment	Copy Equipment Utilities Save and Close
Display Records Sorted by: Name ID 	Pr	rint Equipment Record Refresh Lookups
Equipment S0011 #	Equipment Name: HDMI Extension Cable	Current Location: Checked-Out
Description M-F HDMI Extension	Copy Equipment – 🗆 X	
Category: Cables and Adapters	Copy Equipment Record	Image Controls
Manufacturer: Rankie		Load a Photo
Voltage: Frequenc Have Charger? Battery Type:	# of Copies 4 Starting Number:	Zoom In
Cable Length: 6'	- or - Next Equipment ID: \$1007	Zoom Out Zoom Fit
Mic Pack #: Serial Number:	Note: Please be sure that none of the numbers in new sequence	Rotate
Size: Source / S	have already been used. If you enter a duplicate number, the Equipment record will not be	Full Screen
Warranty: Wa Cost/Value: \$15.00 Replacemen	OK Cancel	
		Delete Photo
Storage Location: Main Closet	Current Equipment ID Numbers:	
Division / Owner:	Equipment ID Equipment Name:	
	1001 Keyboard Synthesizer	
Notes:	1002 Carry-all bag	
	1003 Keyboard Synthesizer	
	1004 Microphone	
	1006 Carry-all bag	
Repairs Rental History Discard Notes Pr	1007 Carry-all bag	
	1008 Microphone	
Needs Repair Description of Needed	1010 Microphone	st:
	S0001 Microphone	Print Card
	S0002 Wired Microphone	
	S0004 Wired Microphone	
	S0005 Wired Microphone	

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.

Equipment S0011	# Eau	ipment Name:	HDMI Extension	Cable	Current Location: Ch	ecked-Out 🗸
Tag De Select Photo	* - 9	ipinent nume.		×		
	id → Photos		v ⊘ Search F	Photos p		
Cat Organize - New folder			-			Image Controls
Ma 💻 This PC ^	20180304_143958. jpg	20180304_144001. jpg	bluekeyboard.jpg	Keyboard.jpg		Load a Photo
Han Desktop Cat Documents	2	2	-		Dialog box of folder with	Zoom In Zoom Out Zoom Fit
Mic Music Pictures Size Videos	Microphone (2).JPG	Microphone2.JP G	Microphone-2.jp g	NovationUltrano va.jpg	photos	Rotate Full Screen
Wa	NovationUltrano	ToolBag.jpg	WirelessMic.jpg	XLR Cable.jpg		Delete Photo
Div File nam	ne:		~ Graphic	: Files (*.jpg, *.jpeg, *.pn ∨		
Not			Оре	cancel		

The folder that opens is the one you set up in the <u>Utilities / Set up Folder for Photos</u>. 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 <u>Utilities Menu</u>.

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

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

Search for Costumes		- 🗆 🗙
Search for Equipment:	Advanced Search	Close
Find Equip #:	~	
Find Equip Name:	~	
Find by Item Type:	~	

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

<u>Repair History</u> - 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.

Dund Equipment	Search NEEDS REPAIR	Add Equipment Copy Equipment Utilities Save and Clo Print Equipment Record Refresh Looku
Equipment 1001 # Equipment Tag ID:	Name: Keyboard Synthesizer	Current Location: Checked-In
Description Small keyboard synthesizer. Good for / Features:	student use.	
Category: Audio	tem Type: Keyboard Add New Item Type	Image Controls
Manufacturer: SONY Model: 1234	Power Source: Battery	Load a Photo
oltage: 120 V Y Frequency (kHz): 11	Power (watts): 60 Connector: 3.5 mm v	
ave Charger? 🗹 Battery Type: Alkaline 🔤 B	attery Name: C Qty of Batteries: 6	Zoom In
able Length: Cable Connecto	ors:	Zoom Out Zoom Fit
ic Pack #: 1 Serial Number: 562485-854	Asset Mgmt #: 12345	al liter.
		Rotate
	8/31/2016 Condition: Good	Full Screen
/arranty: 90 Day Warranty Expires: ost/Value: \$200.00 Replacement Cost: \$250.00		
		Delete Photo
torage Location: Main Closet	Details: Shelf 6	
livision / Owner:		
lotes:		
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

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

<u>Discard</u> - 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 <u>Reports Menu</u> to list all the equipment that has been discarded during a selected period of time.

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

quipment S0015 #	Equipment	Name: Wireless Mic		Print Equipment	Record Refresh Lookups
ag ID:	Equipment	Indiffe. Wireless wire		Current Edit	
Description VocoPro Features:					
ategory: Audio	Add New Category	Item Type: Microphone	Add New Item Type	0	Image Controls
Manufacturer: SONY	Aodel:	Power Source	ce: Battery		Load a Photo
oltage: V Frequency	(kHz): T	Power (watts):	Connector:		
lave Charger? 🗌 Battery Type: Alkalin	e 🗸	Battery Name: AA	Qty of Batteries: 2		Zoom In
able Length:	Cable Connect	tors:	~		Zoom Out
					Zoom Fit
Aic Pack #: 3 Serial Number:		Asset Mgmt #:			Rotate
ize: Source / Su	pplier:	 Date Acceleration 	quired:	A CELAAVE	Full Screen
Varranty: Warr	anty Expires:	Condition:	~		Full Screen
AND MAR AND DELEMENT					
ost/Value: \$125.00 Replacement	Cost: \$150.0	00 Available For Rent: 🖂	Rental Fee: \$25.00		
				-	Delete Photo
torage Location:	~		Rental Fee: \$25.00		Delete Photo
torage Location:				e -	Delete Photo
torage Location:	~			e -	Delete Photo
torage Location:	~				Delete Photo
torage Location:	×.				Delete Photo
torage Location: Division / Owner: Lotes: Repairs Rental History Discard Notes Prod	×.	* Details:		The second secon	Delete Photo
torage Location:	×.				Delete Photo
torage Location: Division / Owner: Lotes: Repairs Rental History Discard Notes Prod	×.	* Details:		(View)	Delete Photo
torage Location: Division / Owner: Division / Ow	Juctions	* Details:	pment Cell Phone #	(View) View	Delete Photo
torage Location: Division / Owner: Division / Ow	Juctions View	* Details:	pment Cell Phone #		Delete Photo
torage Location: Division / Owner: Division / Ow	Juctions View	* Details:	pment Cell Phone #		Delete Photo
torage Location: Division / Owner: Division / Ow	Juctions	+ Details: Performer who will use Equip Peter Messick	pment Cell Phone #		Delete Photo

<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.

Sound Equipment	Search Add Equipment Copy Equipment Utilities	Save and Close Refresh Lookups
Equipment Tag ID: Description / Features:	Do you want to change this Equipment ID?	Dut V
Category: Cables and Adapters Add Nev Categor Manufacturer: Rankie Model: Voltage: Frequency (kHz): Have Charger? Battery Type: Cable Length: 6' Cable Zerial Number: Serial Number:	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.	age Controls rad a Photo Zoom In Zoom Out Zoom Fit Rotate
Size: Source / Supplier: Warranty: Warranty: Warranty Expires Cost/Value: \$15.00 Replacement Cost: Storage Location: Main Closet Division / Owner: V		elete Photo

Search for Equipment

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

Select one or more criteria t	o search for a piece of Equip	ment	S	earch	
Equipment Name *:					
Description *:					
Division / Owner:	~				
Category / Media Type:	~				
Item Type:	~				
Manufacturer:	~				
Model *:					
Power Source:	~				
Battery Type:	~				
Battery Name *:					
Connector:	~				
Cable Length					
Cable Connector:	~				
Mic Pac #					
Wireless Frequency Range:	~				
Serial Number :					
Asset Mgmt #:					
Source:	~				
Date Acquired :	Between :	and			
Condition:	~				
Storage Location:	~				
Storage Location Detail:	~				
Current Location:	~				
Do you want to include Discarded items?	No		~		
State and a second second second second second					

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

Select one or more criteria t	o search for a piece of Equip	oment	Search	
Equipment Name *:				
Description *:				
Division / Owner:	τ ~			
Category / Media Type:	~			
Item Type:	Microphone 🗸			
Manufacturer:	~			
Model *:				
Power Source:	~			
Battery Type:	~			
Battery Name *:				
Connector:	~			
Cable Length				
Cable Connector:	4			
Serial Number :				
Asset Mgmt #:				
Source:	~			
Date Acquired :	Between :	and		
Condition:	~			
Storage Location:	~			
Storage Location Detail:	~			
Current Location:	~			
* Please enter 1 or 2 word			Clear All	

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.

quip	ID: 💽	Equipment Name: 💽	Description:	Category:	ltem Type: 💽	Manufacturer:	Division:	Current Location	Storage Location:	
10	004	Microphone		Audio	Microphone	SONY		Checked-Out	Shelf 1-s1	View
10	800	Microphone		Audio	Microphone	SONY		Storage	Main Closet-s1	View
S9	997	Wireless Mic	VocoPro	Audio	Microphone	SONY		Storage	Main Closet-s1	View
10	010	Microphone		Audio	Microphone	SONY		Checked-Out	Main Closet-s1	View
S0	001	Test for Copy with Prefit		Audio	Microphone	SONY		Checked-In	Main Closet-s1	View
50	002	Test for Copy with Prefit		Audio	Microphone	SONY		Storage	Main Closet-s1	View
50	003	Test for Copy with Prefix		Audio	Microphone	SONY		Checked-Out	Main Closet-s1	View
SO	004	Test for Copy with Prefit		Audio	Microphone	SONY		Checked-In	Main Closet-s1	View
SO	005	Test for Copy with Prefit		Audio	Microphone	SONY		Storage	Main Closet-s1	View
50	006	Test for Copy with Prefit		Audio	Microphone	SONY		Storage	Main Closet-s1	View
50	015	Wireless Mic	VocoPro	Audio	Microphone	SONY		Storage	-	View
50	016	Wireless Mic	VocoPro	Audio	Microphone	SONY		Storage		View
50	017	Wireless Mic	VocoPro	Audio	Microphone	SONY		Storage	-	View
50	018	Wireless Mic	VocoPro	Audio	Microphone	SONY		Checked-Out	-	View
50	019	Microphone with mono	Microphone with mono phone plug	Audio	Microphone			Storage	Shelf 1-	View
51	005	VocoProp UHF-18 Wirel	VocoPro UHF-18 Single Channel UHF W	Audio	Microphone	VocoPro		Storage	Shelf 1-	View

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 Current Manufacturer: Source: Equip ID: Equipment Name Description: Category: Item: Storage Location: Location: 1004 Microphone Audio Microphone SONY Checked-Out Shelf 1-s1 1008 Microphone Audio Microphone SONY Storage Main Closet-s1 \$9997 Wireless Mic VocoPro Audio Microphone SONY Storage Main Closet-s1 1010 Microphone SONY Main Closet-s1 Audio Microphone Checked-Out S0001 Microphone Wired Microphone Audio Microphone SONY B & H Photo Checked-In Main Closet-s1 B & H Photo S0002 Wired Microphone Wired Microphone Audio Microphone SONY 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 \$0005 Wired Microphone Wired Microphone Audio Microphone SONY B & H Photo Storage Main Closet-s1 \$0006 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 \$0017 Wireless Mic VocoPro Audio Microphone SONY Storage S0018 Audio Wireless Mic VocoPro Microphone SONY Checked-Out S0019 Microphone with mono ph Microphone with mono Audio Microphone Storage Shelf 1-S 1005 VocoProp UHF-18 Wireless VocoPro UHF-18 Single Audio Microphone VocoPro Musician's Frie Storage Shelf 1-Total # Of Equipment Items: 16

Mar 10, 2018

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Page 1 of 1

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.

	Last Name:	First Name:	Home Phone:	Cell Phone:	EMail:	Other Contact Name:	Туре:	Current	View
	Messick	Margaret	(855) 468-8247	(999) 666-5555			Staff		
	Messick	Peter		(999) 555-1111			Student		
ŧ							1		

Student Details:

Students		Search		View: Curre	ent 🕑	Add Record	Save and Close
		Margaret N	lessick				
First name: Margaret Type: Staff Organization: Costume Inventory	Messick Member:		ID #:	Current:	Yes 🗸		
Home Phone: (855) 468-8247 Address: City: Davis Parents / Other Contact: Contact Cell Phone: Notes:		-5555 EMail: Postal Code:	Contact Phone:				
Production		Tag ID	Equipment Name	Mic Pack #			
Annie Get Your Gun	View	S1006	Wireless Mic	3	View		
	View				View		
Delete Individual							

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 <u>Productions</u> 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	- 11 F	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.

e: : 255: Da	530-753-7 margaret@ PO Box 4	©costumeinvent		st Name: Mes								Current 🗆	
ne: il: ress:	530-753-7 margaret@ PO Box 4	7143 (@costumeinvent	C	st ivame: Mes			Title						
il: ress: Da	margaret@ PO Box 4	©costumeinvent	Cell Phone:		_			• _		-			
ess: Da	PO Box 4				Fa	IX:				_			
Da		345	tory.com	2nd EMa	il:								
-							4						
Page:	avis	State:	CA	Zip/Postal Code:	956	18	-	Country	c		_		
	www.cos	stumeinventory.	.com										
s:													
201	17-2-Sound	3/4/201	17 5/25/20	\$475.00		9		18	9	16		View Rental	
201	17-2-Sound	3/4/201	5/25/20	\$475.00		9		18	9	16		View Rental	
13	1	5/27/201	17 5/18/20	\$199.00									
123		5/27/201	6/14/20			4		1	1	0		View Rental	

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 a the Rental Records.	all	
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.

onta	2 2 1 1 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	avis High School		Chg View Renter Renter	Add Contr Renter Date:	5/2//2017	Receipt #:	18	Balance Due:	\$152.	78
	act: George S	mith	Phone: (530) 7		Phone:		gsmith@dhs	.org	Status:		V
							3				100
	Equipment Ou		eturn Due Date:	3/28/2018	Update Return Due						
tal I	Rental Fees:	\$145.50 Update	Fee Discount:	Sales Ta	EX: (5.00%) \$7	7.28 Rental Total:	\$152.78	Fees Paid:	Date Fee Pai	d:*	
pos	sit: \$0.00) Deposit Paid:*	Late F	ee:	Late Fee Paic	d: *	Damage F	e:	Damage Fee Paid:*		
op :	Staff:		Check-Out Com	ments:				clude Comments o	on Receipt		
otes	•							clude Notes on Re	ceipt		
_											
Sou	ind Equipment	Tools Payment Det									
	Select	<u>R</u> efresh Fin	nd Tag ID:	~	Mark all Equipm	hent "Checked In" Ch		om 'Checked In' to:		✓ OK	
	Equipment:	Equipment Name:	Rental Fee:	Check-Out Date: Retu	Irn Due Date:	Check-In Date *:	Check-Out Comments:	Check Comme		2	
	1008	 Microphone 	\$20.00	5/27/2017	3/28/2018	3/11/2018			Checked In	View	×
	S0002	Vired Microphone	\$15.00	5/27/2017	3/28/2018					View	×
		lines and the second	ble \$5.00	5/27/2017	3/28/2018	-				View	X
•	S0011	 HDMI Extension Cal 	pie \$2.00	5/21/2011	-,,					410.44	and the second se
•		 Wireless Mic 	\$25.00	5/27/2017	3/28/2018			1		View	×
•	S0015										Lanna and
•	S0015 S0016	Vireless Mic	\$25.00	5/27/2017	3/28/2018					View	×

To create a Rental:

		_		J-				27.63.9				
ielec	t Renter:	Dav	is High School		Chg View Renter	Add Contr Renter Date:	5/2//2017	Receipt #	18	Balar 5	\$152.	78
ntac	ct: George	Smi	th Pho	ne: (530) 7	53-7999 Cell	Phone:	EMail:	gsmith@d	hs.org	statu	ıs:	V
te Ec	quipment	Dut:	5/1/2017 * Return	Due Date:	3/28/2018	e Return Du	e Date					
al R	ental Fees:		\$145.50 Update Fee	Discount:	Sales T	ax: (5.00%) \$	7.28 Rental Total:	\$152.	78 Fees Paid:	Date Fe	ee Paid:*	-
oosit	t: \$0	00	Deposit Paid:*	Late F	ee:	Late Fee Paid	d: *	Damage	Fee:	Damage Fee Paid	*	
op St	taff:	-	Che	ck-Out Com	iments:	_			Include Comment	s on Receipt		
tes:									Include Notes on I	Receipt		
oun	d Equipme	nt	Tools Payment Details /	Subtotals								
			Refresh Find Tag	ID:	~	Mark all Equips	nent "Checked In"	hange Status	from 'Checked In' t	to:	V OK)
	Select Equipment		Fundamental Alternation of		Check-Out	Du Data	Charle In Data to	Check-Ou			44.7	
1.	1008		Equipment Name: F Microphone	Rental Fee: \$20.00	Date: Ref 5/27/2017	3/28/2018	Check-In Date *: 3/11/2018	Comment	s: Comr	nents: Checke		X
	50002	~	Wired Microphone	\$15.00	5/27/2017	3/28/2018	3/11/2018			Checker		X
		~	· · · · · · · · · · · · · · · · · · ·								View	Long to the second
1	S0011	1000	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
*	1	4			5/1/2017	3/28/2018					View	×

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.

					Box 4345, Davis,					
				Equip	ment Renta	al Receipt				
Organiza	tion: Da	vis Higl	n School			Co	ntract Date:	5/27/2017	Receipt #:	18
Date Check	ed Out: 5/1/	2017	Return Due Date 3/	28/2018	Total Fee	\$145.50	Amt Paid:	Bal	ance Due:	\$152.78
Contact: G	eorge Smith			Phone:	(530) 753-7999	Cell :	E	Mail: gsmith	@dhs.org	
Discount:		Tax: \$7.	28 Deposit: \$0.00	Depos	it Paid:	Paymen	t Method		Date Fee Paid	i:
Sound Equ	ipment Piec	es Checke	ed-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 Adap	ter 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 E	quipment	Pieces Checked Out:	6		Rental Fees:	\$115.00			
Tools / Eq	uipment Pie	ces Check	ed-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	1		3/28/2018
5/1/2017		T0097	Router		Power Tools	Router	\$12.00			3/28/2018
5/1/2017		T5003	Craftsman 3" Belt Sand	er	Power Tools	Belt Sander	\$11.00			3/28/2018
	Total # - f =	10111	Pieces Checked Out:	3		Rental Fees:				512012010
	10(a) # 01 E	quipment	Pleces Checked Out.	3		Rental Tees.	\$50.50			

To find an existing Rental Record - use the "<u>Search</u>" button.

Search for Rental Records		- 0	×
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.

Quick Check-in	Close
Sound Equipment Check In Tools / Equipment Check In	

Check-In D				k		
	pment Checked In Today		Print List with Storage Loc			
Tag ID:	Microphone	Organization:	Check-In Date: 3/10/2018	Receipt Numb	View Equip	Rental
1004	Microphone	Davis night school	5/10/2018	14	View Equip	

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.

<u>Status</u>: 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.

<u>Payment Details:</u> 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.

				Search		F M	Quick Check In	v Check-Out Print	Refresh	Save and Close Brief Receipt
Select Renter: Davis H	ligh School	~		Add Contract Date:	5/27/2017 R	eceipt #:	18	Balance	Due:	\$152.78
ontact: George Smith		Phone: (530) 753-7	999 Cell Ph	ione:	EMail: g	smith@dl	hs.org		Status:	V
ate Equipment Out:	5/1/2017* Ret	turn Due Date:	3/28/2018	Update Return Due Date						
otal Rental Fees: \$	145.50 Update F	ee Discount:	Sales Tax	(5.00%) \$7.28	Rental Total:	\$152.7	78 Fees Paid:		Date Fee Paid	*
eposit: \$0.00 De	posit Paid:*	Late Fee:		Late Fee Paid: *		Damage	Fee:	Damage F	ee Paid:*	
nop Staff:		Check-Out Commen	its:				Include Comments	on Receipt		
otes:							Include Notes on Re	ceipt		
Sound Equipment Tool	s Payment Detai	ils / Subtotals								
			-		Sound Equipment	Fees:	\$115.00		Update Fee	es /
Payment Method:		~			Tools	Fees:	\$30.50		Refresh	
Credit Card #: Name On Card:										
Security Code:					Total Rental	Fees:	\$145.50			
Expiration Date:					Dis	count:				
					Late	e Fee:				
Sector and sectors.	and the second second second	Sector of a break of the								
Note: It is not reco information in the d					Damage	e Fee:				
information in the d secure computer of	latabase unless r network. Costu	you are using a ve ume Inventory				e Fee:	\$145.50			
information in the d	latabase unless r network. Costu sponsible for Cre	you are using a ve ume Inventory				Total:	\$145.50			
information in the d secure computer of Resources is not re	latabase unless r network. Costu sponsible for Cre	you are using a ve ume Inventory			Sub Sales Tax:	Total:				
information in the d secure computer of Resources is not re	latabase unless r network. Costu sponsible for Cre	you are using a ve ume Inventory			Sub Sales Tax: Tota	(5.00%)	\$7.28			
information in the d secure computer of Resources is not re	latabase unless r network. Costu sponsible for Cre	you are using a ve ume Inventory			Sub Sales Tax: Tota	Total: (5.00%) Il Due:	\$7.28			
information in the d secure computer of Resources is not re	latabase unless r network. Costu sponsible for Cre	you are using a ve ume Inventory			Sales Tax: Tota Fee	Total: (5.00%) Il Due:	\$7.28 \$152.78			

Productions

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

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te EQ

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

		The Oaks Y	outh The	atre	
	Equ	uipment Assig	gned to P	roduction	
		Annie Ge	t Your Gu	un	
		October 3	26 - 29, 2017		
Equipment ID	Equipment Name	Туре	Mic Pack #	Performer	Cell Phone
1009	WirelessMic	Microphone	3	Messick, Margaret	(415) 555-1114
S0015	Wireless Mic	Microphone	4	Messick, Peter	
Carlo a series	A DO A D D D D				

5

6

Smith, Suzie

Jones, Larry

Microphone

Microphone

Q

Date Printed: Jul 3, 2018

S0016

S0017

Wireless Mic

Wireless Mic

Page 1 of 1

Reports

Sound / Multi-Media Reports

Sound Equipment Reports	Close
All Equipment All Equipment - Value Report Summary All	
All Equipment by Division/Owner: Select Division : Image: Comparison of the c	
All Cables by Connector: Select Connector:	
All Equipment by Storage Location: Select Location: Detail:	Selected Location All Box Card
Print Box Numbers (2 ea)	
Warranty Expires in Days:	
All Equipment that Needs Repair:	
All Equipment Pieces that have been discarded: Start Date: End Date: 3/11/2018	ОК
Equipment Inventory Worksheet	

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 <u>Main Menu/Reports</u>)

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.

Equip ID:	Name:				
Description:					
Division / Owner:					
Category:		ltem 1	Type:		
Manufacturer:		Mo	del:		
Serial #:				Condition:	-
Size:	Voltag	p.	Polarity:	Amp	s:
Warranty:	volug	Warranty			
		-			
Source:		When	Acquired:		
Cost/Value:	Repl	acement Cost:		-	
Available For Loan:	Rental Fee:				100
Storage Location:		Detail:	Curre	nt Location:	e,
Notes:					
· · · · · · · · · · · · · · · · · · ·					
Category	data bin harr	a second second	Manufacturer	-	Voltage
Audio	Audio/visual player Connectors	Audio/visual presenta Digital	Black & Decker Fuji	CANON	120 V 20 V
Cables and Adapters	Media Storage	MDI device	Rankie	Samsung	20 V
Miscellaneous	Photo Analog	Photo Digital	SONY	VocoPro	9 V
Shop Power Tools	Support	Video	1.000		
			i .	Storage Location	
Item Type	Audio field recorder	Audio Interface		Cable Wall 1-	Cable Wall 2-
	Audio field recorder			Main Closet-Shelf 1	Main Closet-She
Adapter/Coupler	Cable	Camcorder digital		and the second s	Main Closet-She
Adapter/Coupler Boom Pole		Camcorder digital Camera 35 mm		Main Closet-Shelf 3	Wall Closer-Sile
Adapter/Coupler Boom Pole Camcorder HD	Cable				
Adapter/Coupler Boom Pole Camcorder HD Camera digital	Cable Camcorder tape	Camera 35 mm	18	Main Closet-Shelf 3	Misc. Cabinet-S
Adapter/Coupler Boom Pole Camcorder HD Camera digital Ceiling Projector Mou	Cable Camcorder tape Camera DSLR	Camera 35 mm Carry-all Bag		Main Closet-Shelf 3 Main Closet-Shelf 12 Misc. Cabinet-Shelf Rafters-	Misc. Cabinet-Si Misc. Cabinet-Si Shelf 1-
Adapter/Coupler Boom Pole Camcorder HD Camera digital Ceiling Projector Mou Flash drive	Cable Camcordertape Camera DSLR DVD Player	Camera 35 mm Carry-all Bag External Hard Drive		Main Closet-Shelf 3 Main Closet-Shelf 12 Misc. Cabinet-Shelf Rafters- Shelf 2-A1	Misc. Cabinet-Si Misc. Cabinet-Si Shelf 1- Shelf 2-A2
Adapter/Coupler Boom Pole Camcorder HD Camera digital Ceiling Projector Mou Flash drive Laptop	Cable Camcorder tape Camera DSLR DVD Player Headphones	Camera 35mm Carry-all Bag External Hard Drive Keyboard		Main Closet-Shelf 3 Main Closet-Shelf 12 Misc. Cabinet-Shelf Rafters-	Misc. Cabinet-Si Misc. Cabinet-Si Shelf 1-
Adapter/Coupler Boom Pole Camcorder HD Camera digital Ceiling Projector Mou Flash drive Laptop Light Reflector	Cable Camcorder tape Camera DSLR DVD Player Headphones Lens	Camera 35mm Carry-all Bag External Hard Drive Keyboard Light		Main Closet-Shelf 3 Main Closet-Shelf 12 Misc. Cabinet-Shelf Rafters- Shelf 2-A1	Misc. Cabinet-SI Misc. Cabinet-SI Shelf 1- Shelf 2-A2
	Cable Camcorder tape Camera DSLR DVD Player Headphones Lens Microphone	Camera 35 mm Carry-all Bag External Hard Drive Keyboard Light PA System		Main Closet-Shelf 3 Main Closet-Shelf 12 Misc. Cabinet-Shelf Rafters- Shelf 2-A1 Shelf 2-A3	Misc. Cabinet-Sł Misc. Cabinet-Sł Shelf 1- Shelf 2-A2

Utilities

Sound Utilities

View Software Registration	Lookup Tables
Database Statistics (How many records, etc.)	Battery Type
Re-index Tag ID's	Cable Connectors
Set up Folder for Photos	Category
Update Storage Location for Select Equipment	Conditions
	Connectors
	Current Location
	Divisions / Owners
Return to Main Utilities	Item Types
	Manufacturers
	Power Source
	Source / Supplier
	Storage Locations
	Voltage
	Wireless Frequency Ranges

- 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.

	# of Record
ghting Fixtures:	49
ccessories:	9
obos:	36
els:	7
ound Equipment:	29
ools:	29
ental Records:	19
enters / 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 N			nstalled M	Iodules Install New Module Refresh Close	
		Module Name:	Installation Date:	Display Order:	Path to find Photos:	
0	Uninstall	Lighting	5/27/2017	10	C:\Costume Inventory Resources\Equipment Inventory Database\Lighting\Photos	Edit Path
0	Uninstall	Sound / Multi-Media	5/27/2017	20	C:\Costume Inventory Resources\Equipment Inventory Database\Sound\Photos	Edit Path
1	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

	Select Ne	ew Storage Location: Main Closet	<u> </u>		Refresh	1
	Details: Shelf 2 You may select an Equipment ID off the list or use a Barcode Scanner to enter the ID: Please select all the fixtures to be updated and click "Update" Update Equipment ID: Equipment Name: Equipment ID: Equipment Name: Current Storage Location: Select All 1001 Keyboard Synthesizer 1002 Carry-all bag 1003 Keyboard Synthesizer 1004 Microphone 1006 Carry-all bag 1007 Carry-all bag 1008 Microphone 1008 Microphone 1010 Microphone 1010 Microphone Main Closet, Shelf 1 View 1001 Keyboard Synthesizer					
	or use a Ba	arcode Scanner to enter the ID:	ve" Update			
			Clear All	Select All		
	Equipment ID:	🗣 Equipment Name: 🗣	Current Storage Location:	Select:		
	1001	Keyboard Synthesizer	Main Closet, Shelf 6		View	
	1002	Carry-all bag	Main Closet, Shelf 6		View	
•	1003	Keyboard Synthesizer	Main Closet, Shelf 6		View	_
	1004	Microphone	Shelf 1, Shelf 1		View	
	1006	Carry-all bag			View	
	1007	Carry-all bag	Shelf 2, A15		View	
	1008	Microphone	Main Closet, Shelf 1		View	
	1010	Microphone	Main Closet, Shelf 1		View	
	S0001	Microphone	Main Closet, Shelf 1		View	
	S0002	Wired Microphone	Main Closet, Shelf 1		View	
	S0003	Wired Microphone	Main Closet, Shelf 1		View	
	S0004	Wired Microphone	Main Closet, Shelf 1		View	
	S0005	Wired Microphone	Main Closet, Shelf 1		View	
	S0006	Wired Microphone	Main Closet, Shelf 1		View	
	S0007	Stereo Audio Plug	Shelf 1,		View	
	# of Equ	uipment Pieces Selected: 3	2010			
		C	-			*

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.

Storage Locations	Find Location:	~	Add Location	Save	Delete Location Close
Main Location:					
Cable Wall 1	View Details				
Cable Wall 2	View Details				
Main Closet	View Details				
Misc. Cabinet	View Details				
Rafters	View Details				
Shelf 1	View Details				
Shelf 2	View Details				
Shelf 12	View Details				
	View Details				

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 Oaks Youth Theatre	
Tools / Equipment Inve	entory Database
 Tools / Equipment Search for Tools/Equipment Organizations (Renters) 	 Productions Rent Tools/Equipment Reports Utilities Exit

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.

quipment T0003 #	Equipment Name: Circular saw	Current Location: Checked-Out
escription 6 1/2" blade, circular s Features:	aw	Quick Start
ategory: Power Tools	Add New Category Item Type: Circular Saw Add New Item Type	Image Contro
anufacturer: DeWalt V Mod		Load a Phot
oltage: 20 V 🛛 🗸 Amps:	HP: RPM: 3700	Zoom In
oes it have a Charger? 🗹 Battery Type	Battery Name: Qty of Batteries:	1 DOWALT ZOOM OUT
ze: 6 1/2" blade Source / Su	pplier: Home Depot 🛛 Date Acquired: 5/1/2017	Zoom Fit
arranty: 90 days Warr	anty Expires: 8/1/2017 Condition: Good	Rotate
ost/Value: \$119.00 Replacement Co	st: \$200.00 Available For Rental: 🗹 Rental Fee: \$25.00	Full Screen
orage Location: Shop	V + Details: Rack 1 V	
erial Number:	Asset Mgmt #: 154-525887	Delete Phot
ivision / Owner:	¥	
otes:		D:\4-Artwork\5- Equipment\DewaltCircularSaw.jpg
Repairs Rental History Discard Notes Pro	ductions	1
Needs Repair Description of Needed	Repairs: Repair Date: Repaired By:	Repair Cost:
	Zoom	

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

<u>Copy Equipment</u>: 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 <u>Advanced Search</u> on many criteria.

Search for Tools/Equipment	▶	- 🗆	×
Search for Equipment:	Advanced Search	Close	
Find Equip #:	*		
Find Equip Name:	~		
Find by Item Type:	~		

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

<u>Repairs</u> - 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.

quipment ag ID: escription	(UUT) #	Equipmen	t Name: Cordless	drill			Current L	ocation: In-Sh	op Quick Start
Features:									Start
ategory:	Power Tools	Add New Category	Item Type: Drill		Add New Item Type				Image Contro
lanufacture	er: DeWalt Mode			Power Sourc		2			Load a Phot
oltage: 12	20 V 🗸 Amps:	HP:	RPM:	[Zoom In
oes it have	e a Charger? 🗹 Battery Type:		Battery Name:		Qty of Batter	ries: 1			Zoom Out
ze:	Source / Sup	plier: Lowes	✓ Date	Acquired:	3/3/2017				Zoom Fit
arranty:	90 Days Warra	nty Expires:	6/3/2017 Con	dition: Poor	~	1			Rotate
	\$75.00 Replacement Cos		Available For Renta	l: 🗌 Rental	Fee:				Full Screen
orage Loc	cation: Shop	× (+	Details: West wall	¥					
erial Numb		Asset	Mgmt #:						Delete Phot
ivision / O)wner:	~							
otes: Repairs Re Needs F	ental History Discard Notes Prod			Repair Date:	Repaired By:	Pan	air Cost:		
► Ø	Switch not working	epairs.	Zoor		Repaired by.	Kep			
*			Zoor			1			
	1								

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

ools / Equipment		Searc	h [4]		Id Equipment	Copy Equipment Sav	e Utilities	Close
splay Records Sorted by: Name 	OID				Prin	t Equipment Record	Refresh Looku	aps
quipment ag ID: Description Features:	📕 Equipme	ent Name: Chop s	aw			Current Location)	v Quick Start
ategory: Power Tools	Add New Category	Item Type: Chop	Saw	Add New Item Type		_	Image	Contro
Manufacturer: Craftsman	Model:		Power Source: W	ired 🗸		ALT.	Load	a Photo
oltage: 120 V 🗸 Am	ps: HP	: RPN	1:			and the	Zo	om in
oes it have a Charger? 🗌 Ba	attery Type:	Battery Nam	ne: (ty of Batteries:		R	Zoo	om Out
	Source / Supplier:			5/2017	ERAFT	SMAN 9	Zoo	om Fit
Varranty: 30 days	Warranty Expires:		andition:	v			R	otate
	cement Cost: \$265.0			\$50.00		A la com		
torage Location: Shop	•		~	1.00000		1-00	Full	Screen
		et Mgmt #:					Delet	te Photo
erial Number:	Asse							_
erial Number:	Asse				-	and the second sec		
Division / Owner: Notes: Repairs Rental History Discard	I Notes Productions	Paceint #1	Check-Out Date: R	sture Due Date:		work\5-Equipment\Chopsav	v.jpg	
Division / Owner: Notes: Repairs Rental History Discard Organization:	I Notes Productions Contact:	Receipt #:	Check-Out Date: R	and a second	Check-In Date:	Checked Out ?	pq	-
Division / Owner: Notes: Repairs Rental History Discard	I Notes Productions Contact:	ery.edu 1456	Check-Out Date: R 5/24/2017 3/5/2017	eturn Due Date: 0 5/31/2017 5/26/2017		Checked Out ?	v.jpg	

<u>Discard</u> - 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 <u>Reports Menu</u> to list all the equipment that has been discarded during a selected period of time.

Tools / Equipment Copy Equipment Copy Equipment Print Equipment Record	Save Utilities Clo Refresh Lookups
Display Records Sorted by: Name ID *** Discarded *** Equipment Tag ID: T0016 # Equipment Name: Cordless drill Description / Features: Cordless drill Current Local	
Category: Power Tools Add New Category: Power Tools Manufacturer: DeWalt Model: Power Source: Battery Voltage: 120 V Amps: HP: RPM: Does it have a Charger? Battery Type: Battery Name: Qty of Batteries: 1 Size: Source / Supplier: Lowes Date Acquired: 4/3/2017 Warranty: 90 Days Warranty Expires: 7/3/2017 Condition: Good Cost/Value: \$75.00 Replacement Cost: \$75.00 Available For Rental: Rental Fee: Storage Location: Shop Hetails: Rack 1 Division / Owner:	Image Con Load a Ph Zoom I Zoom O Zoom F Rotate Full Scre Delete Ph
Notes: D:\4-Artwork\5-Equipment\Cor Repairs Rental History Discard Notes Productions Discard Image: I	ilessDrill.jpg

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

Display Records Sorted by: Name Dip	Print Equipment Record Refresh Lookups
Display Records Sorted by: Name D D Equipment T0003 # Equipment Name: Circular saw	Current Location: Checked-Out
Tag ID: Equipment nume. In some set of the s	Quick Start
Category: Power Tools Add New Category Item Type: Circular Saw	Add New Item Type
Manufacturer: DeWalt V Model: Power Source: Bat	
Voltage: 20 V 🖌 Amps: HP: RPM: 3700	Zoom In
Does it have a Charger? 🗹 Battery Type: 🛛 🕹 Battery Name: 📿	ty of Batteries: 1 Zoom Out
Size: 6 1/2" blade Source / Supplier: Home Depot Vate Acquired: 5/1,	/2017 Zoom Fit
Warranty: 90 days Warranty Expires: 8/1/2017 Condition: Good	Rotate
Cost/Value: \$119.00 Replacement Cost: \$200.00 Available For Rental: Image: Rental Fee: Storage Location: Shop Image: Potential: Rack 1 Image: Rental Fee:	\$25.00 Full Screen
Serial Number: Asset Mgmt #: 154-525887	Delete Photo
Division / Owner:	
Repairs Rental History Discard Notes Productions	D:\4-Artwork\5- Equipment\DewaltCircularSaw.jpg
Production	
Annie Get Your Gun	

Search for Tools

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

Select one or more criteria to	o search for a piece of Equipr	nent Search
Tool/Equipment Name *:		
Description *:		
Division / Owner :	~	
Serial Number *:		
Assess Mgmt ID *:		
Category :	~	
Item Type :	V	
Manufacturer :	V	
Model *:		
Power Source :	×	
Battery Type :	v	
Source :	~	
Date Acquired :	Between :	and :
Warranty Expires in Days :	~	
Condition :	~	
Storage Location :	×	
Storage Location Detail :	2	
Current Location :	×	
Needs Repair :		
Notes :		
Do you want to include Discarded items?	No	~

In this example you can search for "Powertools"

Select one or more criteria to	o search for a piec	ce of Ec	quipm	nent 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 :			\sim	
Date Acquired :	Between :			and :
Warranty Expires in Days :			Y	
Condition :			Y	
Storage Location :			~	
Storage Location Detail :			~	
Current Location :			~	
Needs Repair :				
Notes :				
Do you want to include Discarded items?	No			×
* Please enter 1 or 2 word	s only for best results			Clear All

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.

	Results		# Records Fo		Print Results Resul	ts By Equipment Type	Close	
DID:	Equipment Name: 💽	Description:	Category: 🛃	ltem Type: 💽	Manufacturer: Division:	Current Location	Storage Location:	
0001	Craftsman 3" Belt Sande	3" wide belt sander	Power Tools	Belt Sander	Craftsman	In-Shop	Shop-Rack 1	View
0126	Craftsman 3" Belt Sande	3" wide belt sander	Power Tools	Belt Sander	Craftsman	In-Shop	Shop-Rack 1	View
0128	Craftsman 3" Belt Sande	3" wide belt sander	Power Tools	Belt Sander	Craftsman	Checked-Out	Shop-Rack 1	View
0129	Craftsman 3" Belt Sande	3" wide belt sander	Power Tools	Belt Sander	Craftsman	In-Shop	Shop-Rack 1	View
0130	Craftsman 3" Belt Sande	3" wide belt sander	Power Tools	Belt Sander	Craftsman	In-Shop	Shop-Rack 1	View
5003	Craftsman 3" Belt Sande	3" wide belt sander	Power Tools	Belt Sander	Craftsman	Checked-Out	Shop-Rack 1	View
5004	Craftsman 3" Belt Sande	3" wide belt sander	Power Tools	Belt Sander	Craftsman	In-Shop	Shop-Rack 1	View
5005	Craftsman 3" Belt Sande	3" wide belt sander	Power Tools	Belt Sander	Craftsman	In-Shop	Shop-Rack 1	View
5006	Craftsman 3" Belt Sande	3" wide belt sander	Power Tools	Belt Sander	Craftsman	In-Shop	Shop-Rack 1	View
5007	Craftsman 3" Belt Sande	3" wide belt sander	Power Tools	Belt Sander	Craftsman	In-Shop	Shop-Rack 1	View
0007	Chop saw		Power Tools	Chop Saw	Craftsman	Production	Shop-Rack 1	View
0003	Circular saw	6 1/2" blade, circular saw	Power Tools	Circular Saw	DeWalt	Checked-Out	Shop-Rack 1	View
0006	Circular saw	6 1/2" blade, circular saw	Power Tools	Circular Saw	DeWalt	Checked-In	Shop-Rack 1	View
0002	Drill Press		Power Tools	Drill	Craftsman	Checked-Out	Shop-Rack 1	View
0009	Cordless drill		Power Tools	Drill	DeWalt	In-Shop	Shop-Rack 1	View
0010	Cordless drill		Power Tools	Drill	DeWalt	Checked-Out	Shop-West wall	View
0011	Cordless drill		Power Tools	Drill	DeWalt	In-Shop	Shop-West wall	View
0012	Cordless drill		Power Tools	Drill	DeWalt	Checked-Out	Shop-West wall	View
0013	Cordless drill		Power Tools	Drill	DeWalt	In-Shop	Shop-West wall	View
0015	Cordless drill		Power Tools	Drill	DeWalt	In-Shop	Shop-West wall	View
0016	Cordless drill		Power Tools	Drill	DeWalt	In-Shop	Shop-Rack 1	View
0018	Cordless drill		Power Tools	Drill	DeWalt	In-Shop	Shop-Rack 1	View
9999	Cordless drill		Power Tools	Drill	DeWalt	In-Shop	Shop-Rack 1	View
0120	Cordless drill		Power Tools	Drill	DeWalt	In-Shop	Shop-Rack 1	View
0097	Router		Power Tools	Router	DeWalt	Checked-In	Shop-Asile 12	View

Search Results Report:

The Oaks Youth Theatre 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

Mar 10, 2018

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Page 1 of 1

Q

Organizations

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

Organizations / Renters			Organization	List	Organizations
Organization: 💽	nventory Resources Messick, Margaret n School Smith, George gh School Lincoln, Abe	Phone:	Cell Phone:	EMail:	View
Costume Inventory Resources	Messick, Margaret	530-753-7143		margaret@c	costumeinventory.com
Davis High School	Smith, George	(530) 753-7999		gsmith@dh	s.org
Lincoln High School	Lincoln, Abe				
Montgomery Elementary School	S., Donna	(855) 555-1111		ds@montge	omery.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.

Davis State: CA Zip/Postal Code: 95618 Country: ge: www.costumeinventory.com	
530-753-7143 Cell Phone: margaret@costumeinventory.com 2nd EMail : s: PO Box 4345 Davis State: CA Zip/Postal Code: 95618 Country: al History	
I: margaret@costumeinventory.com 2nd EMail : ess: PO Box 4345 Davis State: CA Zip/Postal Code: 95618 Country: Page: www.costumeinventory.com s: Intal History	
ress: PO Box 4345 Davis State: CA Zip/Postal Code: 95618 Country: Page: www.costumeinventory.com es: Intal History	
Davis State: CA Zip/Postal Code: 95618 Country: Page: www.costumeinventory.com es: Intal History	
Page: www.costumeinventory.com es: ntal History	
es: Intal History hting Rentals Sound Equip Rentals Tool Rentals	
ntal History	
2017-2-Sound 3/4/2017 5/25/2017 \$475.00 9 18 9 16 View Rental	
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	1
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]

Productions

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

		Annie Get				
2 p	roduction	Annie Get Your Gun	Season:	2017 - 2018 🗸	View Current:	Yes 🗸
art Date:	Pro	duction Dates : October 26 - 29, 2017		Venue: Vets N	lemorial	
otes:		Research and the second second second				
rector: John S		Technical Director: Harry Stage M	Manager: Bill Lighting De	esigner: Sue	Sound Design	er: Ginny
ound Equipment	Tools / Ec	quipment				
				(Actual Control Contr	- There and the	
Select Tools/Eq	quipment	Equipment	Equipment Type		ools/ Equipment to Production	
T0001	~	Craftsman 3" Belt Sander	Belt Sander	View	Delete Tool	
T0002	~	Drill Press	Drill	View	Delete Tool	
T0003	~	Circular saw	Circular Saw	View	Delete Tool	
T0004	~	8' Aluminum Ladder	Ladder	View	Delete Tool	
T0009	~	Cordless drill	Drill	View	Delete Tool	
T0011	~	Cordless drill	Drill	View	Delete Tool	
T0097	~	Router	Router	View	Delete Tool	
	*			View	Delete Tool	

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		

Mar 11, 2018

Page 1 of 1

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.

					Chg View	Add Contr	ract 5/27/2017	Persin	4 #- 10	Balance	o Duo:	\$152.	70
ele	ect Kenter:	Dav	is High School		Chg View Renter Rente		5/2//201/	Receip	10	Dalanc	e Due.	\$152.	/8
ta	ct: George	smi	th Pho	ne: (530) 7	753-7999 Cell	Phone:	EMail:	gsmith	@dhs.org		Status:		~
e E	quipment	Out:	5/1/2017* Return	Due Date:	3/28/2018	Update Return Due	e Date						
	Rental Fees:	_				Tax: (5.00%) \$7	7.28 Rental Total:		52.78 Fees Paid:		Date Fee Pai	d.*	
	ventai rees.	-	\$145.50 Update Fee	Jiscount.	Jales	Tax. (5.00%) \$,	7.28 Rental Total:	31	52.76 rees raid.		Date ree Pai	u	
os	it: \$0	.00	Deposit Paid:*	Late	Fee:	Late Fee Paid	d: *	Dama	age Fee:	Damage	Fee Paid:*		
0 5	Staff:		Che	ck-Out Con	nments:					ents on Receipt			
es:	6								Include Notes o	n Receipt			
bu	nd Equipme	ent	Tools Payment Details /	Subtotals									
			Refresh Find Equ	ip ID:	~	Mark all Tools	"Checked In"	hange Sta	atus from 'Checked Ir	' to:		∽ OK	
	Select				Check-Out			Check	-Out Cl	neck-In	The second		
	Equipment	:	Equipment Name: F	ental Fee:	Date: Re	turn Due Date:	Check-In Date *:	Comm	ients: Co	mments:	Checked-In ?		
•	T0010	~	Cordless drill	\$7.50	5/1/2017	3/28/2018						View	A DECISION OF
-	T0097	~	Router	\$12.00	5/1/2017	3/28/2018	3/10/2018				Checked In	View	
*	T5003	~	Craftsman 3" Belt Sander	\$11.00	5/1/2017	3/28/2018						View	
R.		4			5/1/2017	3/28/2018						View	X
	T5003	> >	Craftsman 3" Belt Sandei	\$11.00	5/1/2017	3/28/2018 3/28/2018					1	View	a second
	Total F	ees f	or Tools/Equipment:	\$30.50									

The Steps to create a rental:

ele	ct Renter:	Dav	is High School		Chg View Renter Rents			Receipt	t #: 18	Ba	lance	\$152.	78
nta	ct: Georg	e Smi	th	Phone: (530)	753-7999 Cel	II Ph		asmith	@dhs.org		anatus:	_	V
								gamma	eansierg				
eE	quipment	Out:	5/1/2017 * Re	turn Due Date:	3/28/2018	étum Du	ue Date						
al F	ental Fees:		\$145.50 Update	Fee Discount:	Sales	Tax: (5.00%) \$	7.28 Rental Total:	\$1	52.78 Fees Pa	id:	Date Fee Pa	id:*	
oos	it: \$C	.00	Deposit Paid:*	Late	Fee:	Late Fee Pai	d: *	Dama	ge Fee:	Dar	mage Fee Paid:*	-	
	taff:			Check-Out Cor	nments:				Include Con				
es:				check out con					8.0.00				
.es.									Include Not	es on Receipt			
011	nd Fauinm	ent	Tools Payment Deta	ails / Subtotals	1								
	in relation			d Equip ID:		(ation and T			
	Select		Refresh		v.	Mark all Tools	"Checked In"		tus from 'Checke			~ OK	l.
NI.	Equipmen	t	Equipment Name:	Rental Fee:	Check-Out Date: R	eturn Due Date:	Check-in Date *:	Check- Comm		Check-In Comments:	Checked-In	2	
	T0010	~	Cordless drill	\$7.50	5/1/2017	3/28/2018						View	X
	T0097	~	Router	\$12.00	5/1/2017	3/28/2018	3/10/2018		1		Checked In	View	X
	T5003	~	Craftsman 3" Belt Sa	ndei \$11.00	5/1/2017	3/28/2018						View	X
*		¥			5/1/2017	3/28/2018						View	×
	4					5/20/2010						(num	
			or Tools/Equipment	\$30.50									

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.

					Box 4345, Davis,					
				Equip	ment Renta	al Receipt				
Organiza	tion: Da	vis Higl	n School			Co	ntract Date:	5/27/2017	Receipt #:	18
Date Check	ed Out: 5/1/	2017	Return Due Date 3/	28/2018	Total Fee	\$145.50	Amt Paid:	Bal	ance Due:	\$152.78
Contact: G	eorge Smith			Phone:	(530) 753-7999	Cell :	E	Mail: gsmith	@dhs.org	
Discount:		Tax: \$7.	28 Deposit: \$0.00	Depos	it Paid:	Paymen	t Method		Date Fee Paid	i:
Sound Equ	ipment Piec	es Checke	ed-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 Adap	ter 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 E	quipment	Pieces Checked Out:	6		Rental Fees:	\$115.00			
Tools / Eq	uipment Pie	ces Check	ed-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	1		3/28/2018
5/1/2017		T0097	Router		Power Tools	Router	\$12.00			3/28/2018
5/1/2017		T5003	Craftsman 3" Belt Sand	er	Power Tools	Belt Sander	\$11.00			3/28/2018
	Total # - f =	10111	Pieces Checked Out:	3		Rental Fees:				512012010
	10(a) # 01 E	quipment	Pleces Checked Out.	3		Rental Tees.	\$50.50			

To find an existing Rental Record - use the "<u>Search</u>" button.

Search for Rental Records	- 🗆 X
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.

Quick Check-in	Close
Sound Equipment Check In Tools / Equipment Check In	

nter Equ heck-In Da	ipment Number:	Check-In D	Date: 3/10/2018]		L8
st of Equip	oment Checked In Today		Print List with Storage Lo	ocations		
Tag ID:		Organization:	Check-In Date:	Receipt Num	iber:	
0006	Circular saw	Costume Inventory Resources	3/10/2018	13	View Equip	Rental
0097	Router	Davis High School	3/10/2018	18	View Equip	Rental
				[]]	View Equip	Rental

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.

<u>Status</u>: 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.

<u>Payment Details:</u> 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.

entals	Search		Quick Check In	Check-Out Refresh Save and Close Print Receipt Brief Receipt
elect Renter: Davis High School	r Renter Add Contract Renter Date:	5/27/2017 Receipt #:	18	Balance Due: \$152.78
ntact: George Smith Phone: (530) 753-7999	Cell Phone:	EMail: gsmith@d	hs.org	Status:
te Equipment Out: 5/1/2017* Return Due Date: 3/28/	2018 Update Return Due Date			
al Rental Fees: \$145.50 Update Fee Discount:	Sales Tax: (5.00%) \$7.28 Re	ntal Total: \$152.	78 Fees Paid:	Date Fee Paid:*
posit: \$0.00 Deposit Paid:* Late Fee:	Late Fee Paid: *	Damage	Fee:	Damage Fee Paid:*
op Staff: Check-Out Comments:			Include Comments on	Receipt
tes:			Include Notes on Rece	ipt
ound Equipment Tools Payment Details / Subtotals				
	Sou	nd Equipment Fees:	\$115.00	Update Fees /
Payment Method:		Tools Fees:	\$30.50	Refresh
Credit Card #:				
Name On Card:		Total Rental Fees:	\$145.50	
Security Code:		Discount:		
		Late Fee:		
Note: It is not recommended that you keep Credit Card		Damage Fee:		
information in the database unless you are using a very secure computer or network. Costume Inventory		SubTotal:	\$145.50	
Resources is not responsible for Credit Card number theft from this database.		Sales Tax: (5.00%)	\$7.28	
		Total Due:	\$152.78	
		Fee Paid:		
		Balance Due:	\$152.78	
		Balance Due:	\$152.78	
		Balance Due:	\$152.78	

Reports

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

All Tools/Equipment All Tools/Equipment - Value Report	Summary All	
All Tools/Equipment by Division/Owner: Select Division :	All	
All Tools/Equipment by Category/Item Type: Select Category :		
All Tools/Equipment by Storage Location: Select Location:	✓ Detail:	Selected Location All
Narranty Expires in Days:		Box Card
All Tools/Equipment that Needs Repair:		
All Tools/Equipment Pieces that have been discarded: Start Date:	End Date: 3/12/2018	ОК
Fools/Equipment Inventory Worksheet		

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.

Equip ID:	Nam	e:			<u>.</u>
Description:					~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
Division / Owner:					
Category:		Iten	Type:		
Manufacturer:		M	odel:		
Serial #:				Condition:	_
Size:	v	oltage:	Polarity:	A	mps:
Warranty:			ty Expires:		
Source:			en Acquired:		_
Cost/Value:		Replacement Cost:			
Available For Loan:	Rental Fee:				
Storage Location:		Detail:	Curre	ent Location:	
	_		can		
Notes:					
			Manufacturer		Voltage
Category					
Category Hand Tools	Other	Power Tools	Black and Decke DeWalt	r Craftsman SKIL	120 V 20 V 220 V
	Other	Power Tools	Black and Decke		
Hand Tools	Other	Power Tools	Black and Decke		20 V 220 V
	Other Bench Grinder		Black and Decke	SKIL	20 V 220 V
Hand Tools		Power Tools Chop Saw Hammer	Black and Decke	SKIL Storage Location Shop-Aisle 1 Shop-Asile 12	20 V 220 V 9 V Shop-Aisle 3 Shop-Rack 1
Hand Tools Item Type Belt Sander Circular Saw Hand Saw	Bench Grinder	Chop Saw Hammer Ladder	Black and Decke	SKIL Storage Location Shop-Aisle 1	20 V 220 V 9 V Shop-Aisle 3
Hand Tools Item Type Belt Sander Circular Saw Hand Saw Layout Square	Bench Grinder Drill Jig Saw Level	Chop Saw Hammer Ladder Orbit Sander	Black and Decke	SKIL Storage Location Shop-Aisle 1 Shop-Asile 12	20 V 220 V 9 V Shop-Aisle 3 Shop-Rack 1
Hand Tools Item Type Belt Sander Circular Saw Hand Saw	Bench Grinder Drill Jig Saw	Chop Saw Hammer Ladder	Black and Decke	SKIL Storage Location Shop-Aisle 1 Shop-Asile 12	20 V 220 V 9 V Shop-Aisle 3 Shop-Rack 1

Utilities

Tools / Equipment Inventory Utilities:

View Software Registration	Lookup Tables
Update Equipment ID Sorting Database Statistics (How many records, etc.) Re-index Tag ID's Setup Folder for Photos Update Storage Location for Select Tools	 Battery Type Category Condition Current Location Divisions / Owners Item Types Manufacturers
Return to Main Utilities	Power Source Source / Supplier Storage Locations Voltage

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

	# of Record
ghting Fixtures:	49
ccessories:	9
obos:	36
els:	7
ound Equipment:	29
ools:	29
ental Records:	19
enters / 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.

Uninstall Sound / Multi-Media 5/27/2017 20 C:\Costume Inventory Resources\Equipment Inventory Database\Sound\Photos Edit Path			List of Installed N			Adules Install New Module Refresh Close	
Uninstall Sound / Multi-Media 5/27/2017 20 C:\Costume Inventory Resources\Equipment Inventory Database\Sound\Photos Edit Path			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 Tools / Equipment 2/5/2017 30 C:\Costume Inventory Resources\Equipment Inventory Database\Tools\Photos Edit Path	l	Uninstall	Sound / Multi-Media	5/27/2017	20	C:\Costume Inventory Resources\Equipment Inventory Database\Sound\Photos	Edit Path
	1	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

*
4
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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.

	Manufacturers	Add Manufacturer Close
	Manufacturer Name:	
•	Black and Decker	×
	Craftsman	×
	DeWalt	×
	SKIL	×
*		×

Rentals

The Rentals Menu (from the Main Menu)

The Oaks Youth Theatre Rentals	Close
Lighting Rentals All Other Equipment Rentals	Renters / Organizations Reports Utilities

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:

Equipment Rental Repo	orts				Close
List of All Sound / To List of All Sound/ Tool E Report of All Sound/Tools Equ	Equipment Past Retu	m Due Date:	dates:		
Start Date:	End Date:	3/12/2018	OK - Print	Summary	

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:

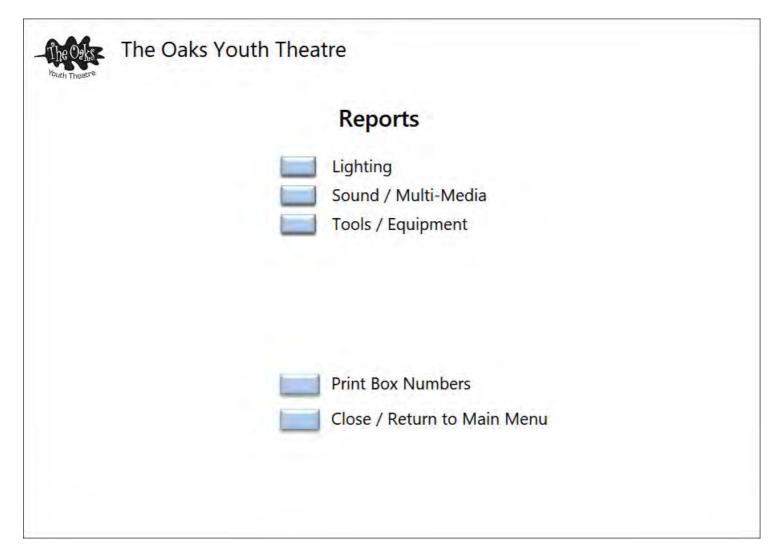
Rental Agreement text for the bottom of the Rental Receipt:	
I agree to return all equipment items in the same condition that they were when I rented them.	X
Signed: Date:	
	×

See an example of the text below.

The Oaks Youth Theatre (855) 468-8247 PO Box 4345, Davis, CA 95617 Equipment Rental Receipt Contract Date: 3/11/2018 Receipt #: 2018-3-11 Organization: Costume Inventory Resources Date Checked Out: 3/11/2018 Return Due Date 5/11/2018 Total Fee Balance Due: \$131.50 \$130.00 Amt Paid: \$0.00 Contact: Margaret Messick 530-753-7143 Phone: Cell : EMail: margaret@costumeinventory.com Deposit Paid: Discount: Tax: \$1.50 Deposit: \$0.00 Payment Method Date Fee Paid: Sound Equipment Pieces Checked-Out: Return Checked Tag ID: Check-Out: Check-In: Equipment Name: Item: Rental Fee: Comments: Category: in? Due Date: \checkmark 5/27/2017 3/9/2018 1002 Carry-all bag Miscellaneous Carry-all Bag \$10.00 5/11/2017 5/27/2017 5/11/2017 S0009 **Keyboard Synthesizer** Audio Keyboard \$15.00 Rental Fees: \$25.00 Total # of Equipment Pieces Checked Out: 2 Q Tools / Equipment Pieces Checked-Out: Return Due Date: Checked Check-Out: Check-In: Tag ID: Equipment Name: Category: Item: Rental Fee: Comments: in? ~ 5/27/2017 3/9/2018 Hand Tools 5/11/2017 T0125 Hammer Hammer \$5.00 Rental Fees \$5.00 Total # of Equipment Pieces Checked Out: 1 I agree to return all equipment items in the same condition that they were when I rented them. **Rental Agreement** Signed: Date: Text Mar 12, 2018 Brief Report * = Discount Applied Page 1 of 1

Reports

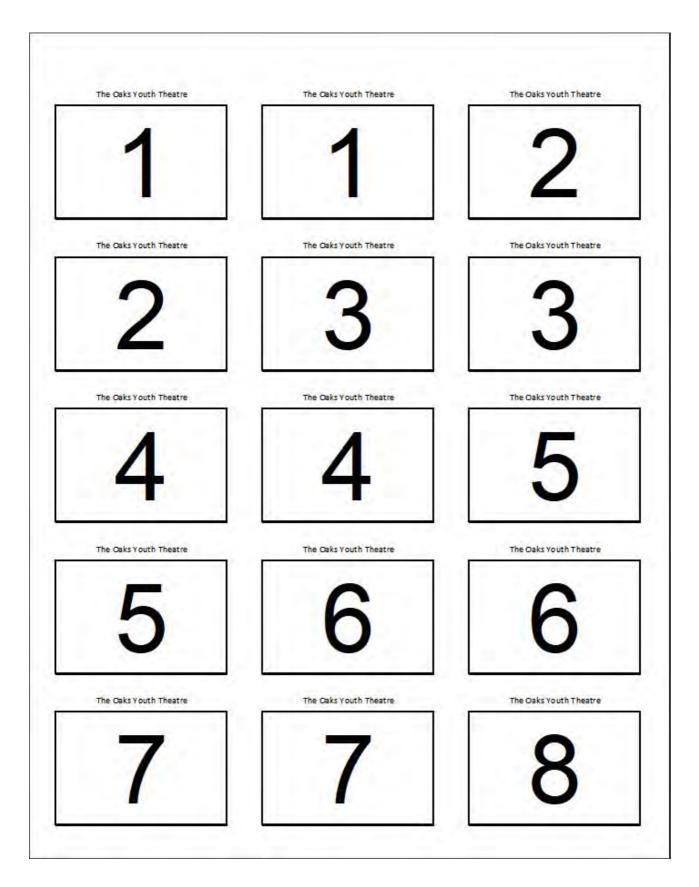
The Reports Menu takes you to the individual database reports:



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	Close Close
Starting Box #:	1	
Ending Box #:	12	111
This number of boxes will require this number of pages of Avery Labels: OK - Pi		
This report will print 2 labels per number of	on Avery #6572 Permanent Labels ed - one for the front of the box a	

Sample of labels printed on Avery #6572 label stock.



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.

Utilitie	s		Close
Company	Information	Module Utilities	
	Company / Application Information View List of Installed Modules / Install New Module Staff	Lighting Utilities Sound / Multi-Media Utilities Tools / Equipment Utilities	
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	Rental Utilities	
	n litles		
Applicatio	Application Title		
Applicatio	Application Title		
Applicatio	Application Title Productions Title Rentals Title		

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.

ny Setup				-
	Equip	ment Inventory Da	tabase Setup	Clo
Pleas	e fill in the informat	Welcome ! tion below so that the prog professional company o		work with your
Company/Sch	ool Setup			
Company / School	Name: The Oaks You	ith Theatre	Startup D	Date: 3/1/2018
Logo:	Daks	ge Zoom In Zoom Out Zoom Fit		R
Contact Person:		Phone: (855) 468-8247	EMail:	
Address: PO Box	4345			
Application Se				
SECURITY: Do y Application Title:	ou want to REQUIRE use		ductions	
	Rentals			~
("Yes" ar	note that each Individual and Organization nd the Sales Tax field has a value >0 the cust	record has a field which asks "Cha omer will be charge sales tax on th	rge Sales Tax? ". If this field is marked eir rental. The default value is "Yes".
View / Edit Mo	odules and Paths for Phot	tos		

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:

<u>Security:</u> 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 <u>Utilities / Staf</u>f section to add / edit users.

<u>Application Titles:</u> 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.

<u>Sales Tax:</u> 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 <u>Organization</u> 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.

		List of I	Installed M	Iodules 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

Staff - see the <u>Utilites/Staff</u> 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.

	of Records
ighting Fixtures:	49
Accessories:	9
Gobos:	36
Gels:	7
Sound Equipment:	29
Fools:	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.

		List of li	nstalled M	Adules Install New Module Close Close	
	Module Name:	Installation Date:	Display Order:	Path to find Photos:	
Uninst	II Lighting	5/27/2017	10	C:\Costume Inventory Resources\Equipment Inventory Database\Lighting\Photos	Edit Path
Uninst	Sound / Multi-Media	5/27/2017	20	C:\Costume Inventory Resources\Equipment Inventory Database\Sound\Photos	Edit Path
Uninst	II Tools / Equipment	2/5/2017	30	C:\Costume Inventory Resources\Equipment Inventory Database\Tools\Photos	Edit Path

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:

	First Name:	Last Name:	User Name:	Password:	User Type:		
	Margaret	Messick	Margaret	****	Administrator	•	×
	Peter	Messic	Peter	****	Data Entry / Staff	-	X
1					Read-Only	•	X

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.

Making backups of your database is Essential ! Not just a good idea but <u>very, very</u> <u>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.

Date	of Last Backup: Make Backup View Backup L	3/9/2018	
at Da alaun Ontion			
Folder Name: Where do you want the backup stored?		urces\Equipment Inventory Database	e\Backup

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.

AddRecordData (C:\Costume Inventory Resources\Theatre Inventory Database\Theatre Ir	DK
B_AccessLevel (C:\Costume Inventory Resources\Theatre Inventory Database\Theatre Ir B_ModuleList (C:\Costume Inventory Resources\Theatre Inventory Database\Theatre Inve	Cancel
B_PaymentMethod (C:\Costume Inventory Resources\Theatre Inventory Database\Theatre B_RenterType (C:\Costume Inventory Resources\Theatre Inventory Database\Theatre Inv B Setup-AppTitle (C:\Costume Inventory Resources\Theatre Inventory Database\Theatre	Select All
B_Setup-ProductionTitle (C:\Costume Inventory Resources\Theatre Inventory Database\Ti B_Setup-RentaITitle (C:\Costume Inventory Resources\Theatre Inventory Database\Theatre	Deselect All
B_Staff (C:\Costume Inventory Resources\Theatre Inventory Database\Theatre Inventory BoxNumbers (C:\Costume Inventory Resources\Theatre Inventory Database\Theatre Inventory Cast (C:\Costume Inventory Resources\Theatre Inventory Database\Theatre Invent	
CatalooText (C:\Costume Inventory Resources\Theatre Inventory Database\Theatre Inven	

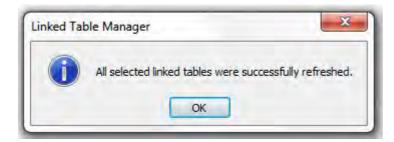
- 2) Click on the "Always Prompt for new location" button.
- 3) Click on the 'Select All" button.
- 4) Click on the "OK" button.

5) Using the Browse window find the database back-end file (Theatre Inventory Database DATAONLY.accdb)

Organize 🔻 New folder					III • 🔟 🔞
A Microsoft Access	Name	Date modified	Туре	Size	
	🕌 Backup	6/30/2015 8:18 PM	File folder		
🚖 Favorites	BackupFrontEnd	6/18/2015 12:51 PM	File folder		
	🚇 Uninstall	6/30/2015 8:18 PM	File folder		
📜 Libraries	AHSDatabase.zip	7/19/2015 12:30 PM	WinZip File	18,149 KB	
	IIII BarcodeFontImage.ico	12/10/2013 5:03 PM	Icon	52 KB	
🜏 Homegroup 😑	🛃 dbPix-30.exe	5/23/2015 12:31 PM	Application	17,784 KB	
	🚳 lua5.1.dll	6/18/2015 12:51 PM	Application extens	323 KB	
🖳 Computer	Theatre Inventory Database 5-6.accdr	7/19/2015 11:16 AM	Microsoft Access	167,264 KB	
🌉 OS (C:)	🚯 Theatre Inventory Database 5-6.accdr - Shortcut	7/19/2015 12:29 PM	Shortcut	2 KB	
a 927a04c32e192fa1a31a9a	Theatre Inventory Database DATAONLY 2015-07	7/13/2015 9:29 AM	Microsoft Access	8,312 KB	
JAMD	Theatre Inventory Database DATAONLY 2015063	6/18/2015 12:47 PM	Microsoft Access	8,304 KB	
🍌 apps	(A) Theatre Inventory Database DATAONLY.accdb	7/19/2015 11:16 AM	Microsoft Access	6,848 KB	
Costume Inventory Resources	🚯 Theatre Inventory Database.ico	3/11/2015 9:53 PM	Icon	17 KB	
📙 dell	TheatreInventory.ico	3/11/2015 9:53 PM	Icon	17 KB	
Drivers	🛃 uninstall.exe	6/18/2015 12:51 PM	Application	1,356 KB	
Messick Family	ZTheatre Inventory Database 5-6.accdr	6/18/2015 12:53 PM	Microsoft Access	164,192 KB	
MMC	IzTheatre Inventory Database DATAONLY.accdb	6/16/2015 12:32 PM	Microsoft Access	6,320 KB	
🕌 MSOCache					
🎍 PerfLogs					
🍌 Program Files					
📕 Program Files (x86) 🗸 🖕					

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

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 (<u>www.costumeinventorystore.com</u>). 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** and 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 and 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

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 or the MS Access Runtime 2010 (free) 32 bit version

(If you have Office 2010 or 2013 or 2016 <u>64 bit (Office 64 not Windows 64)</u> 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.

🗸 🗢 📥 🕨 Computer 🕨 OS (C:)	•		 ✓ ✓ Search 	OS (C))	
Organize 🔻 New folder					E
Favorites	Name	Date modified	Туре	Size	-
E Desktop	\$Windows.~BT	9/29/2015 9:25 AM	File folder		
Downloads	AMD	5/14/2015 11:30 PM	File folder		
OneDrive	apps	5/14/2015 11:37 PM	File folder		
Public (WDNETWORKDRIVE)	Costume Inventory Resources	10/28/2015 9:57 AM	File folder		
🖳 Recent Places	📕 dell	5/23/2015 11:38 AM	File folder		
	Drivers	5/24/2015 8:59 PM	File folder		
😝 Libraries	Messick Family	7/25/2015 3:47 PM	File folder		
	MMC	11/2/2015 8:45 PM	File folder		
💐 Homegroup	MSOCache	5/23/2015 11:53 AM	File folder		
	PerfLogs	7/13/2009 8:20 PM	File folder		
Computer	📕 Program Files	11/1/2015 9:21 AM	File folder		
💒 OS (C:)	Program Files (x86)	11/1/2015 9:21 AM	File folder		
CTIR (D:)	ProgramData	11/2/2015 7:16 PM	File folder		
👝 ClientData (H:)	📕 Seagull	5/24/2015 9:01 PM	File folder		
BACKUP (I:)	🕒 Temp	10/14/2015 3:27 PM	File folder		
COSTUMEINV2 (J:)	Theatre Inventory Database	6/16/2015 12:19 PM	File folder		
	📕 TotalMedia Backup	5/29/2015 1:15 PM	File folder		
🗣 Network	Users	5/19/2015 4:06 PM	File folder		
COSTINVRESDESK7	🕌 Windows	10/14/2015 3:50 PM	File folder		
F CTIR-DESK2015					
WDNETWORKDRIVE					
File name: TAON	ILY.accdb		- Microsof	ft Office Acces	s (*.accd 👻

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:

If you get a message that tells you "A potential security concern has been identified" then you need to check the <u>Macro Security</u> 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 <u>each</u> computer the first time you open MS Access[®]. After it is setup once these changes should stay.

Note: For installations that have <u>only</u> 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 <u>each</u> 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.

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 relinked. 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.

Organize Vew folder				#E •		6
organize · New rolder	*	But when the		-		
🙀 Favorites	Name	Date modified	Туре	Size		
🧮 Desktop	📕 \$Windows.~BT	9/29/2015 9:25 AM	File folder			
🐌 Downloads	👍 AMD	5/14/2015 11:30 PM	File folder			
OneDrive	🎍 apps	5/14/2015 11:37 PM	File folder			
Public (WDNETWORKDRIVE)	퉬 Costume Inventory Resources	10/28/2015 9:57 AM	File folder			
🔚 Recent Places	i dell	5/23/2015 11:38 AM	File folder			
	Drivers	5/24/2015 8:59 PM	File folder			
浸 Libraries	United States And International Measurements (International International Internationa	7/25/2015 3:47 PM	File folder			
	MMC.	11/2/2015 8:45 PM	File folder			
🔣 Homegroup	MSOCache	5/23/2015 11:53 AM	File folder			
	PerfLogs	7/13/2009 8:20 PM	File folder			
📕 Computer	📕 Program Files	11/1/2015 9:21 AM	File folder			
🚢 OS (C:)	Program Files (x86)	11/1/2015 9:21 AM	File folder			
CTIR (D:)	ProgramData	11/2/2015 7:16 PM	File folder			
👝 ClientData (H:)	📕 Seagull	5/24/2015 9:01 PM	File folder			
BACKUP (I:)	퉬 Temp	10/14/2015 3:27 PM	File folder			
COSTUMEINV2 (J:)	📕 Theatre Inventory Database	6/16/2015 12:19 PM	File folder			
	퉬 TotalMedia Backup	5/29/2015 1:15 PM	File folder			
🗣 Network	Users	5/19/2015 4:06 PM	File folder			
COSTINVRESDESK7	Ju Windows	10/14/2015 3:50 PM	File folder			
CTIR-DESK2015						
WDNETWORKDRIVE						
I WONETWORKDIAVE						
File name: TAONL	Y.accdb		- Microso	ft Office Acces	s (*.acc	d 🕶

To link the tables yourself - go to the

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

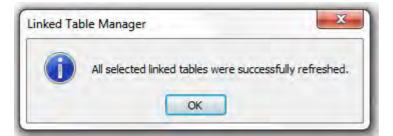
On the Linked Table Manager - Select All Tables and click the check box

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.

AddRecordData (C:\Costume Inventory Resources\Theatre Inventory Database\Theatre Ir	DK
B_AccessLevel (C:\Costume Inventory Resources\Theatre Inventory Database\Theatre Ir B_ModuleList (C:\Costume Inventory Resources\Theatre Inventory Database\Theatre Inve B PaymentMethod (C:\Costume Inventory Resources\Theatre Inventory Database\Theatre	Cancel
B_RenterType (C:\Costume Inventory Resources\Theatre Inventory Database\Theatre Inventory Database\Theatre Inventory B_Setup-AppTitle B_Setup-AppTitle (C:\Costume Inventory Resources\Theatre Inventory Database\Theatre	Select All
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Click on the "Always Prompt for New Location" and "Select All". Then Click OK.

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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</u> <u>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®: <u>http://www.vmware.com/products/fusion/overview.html</u>Cost: \$49.99 (or less) Parallels®: <u>http://www.parallels.com/products/desktop/</u>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 - <u>do not</u> 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

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" <u>http://www.faststone.org.</u> There are detailed instructions on the Costume & Theatre Inv. Resources website / Resource Guides: <u>http://www.costumeinventory.com/Resource_Guides.html.</u> 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

I. Known Issues:

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

licrosoft Access	
You have 8 or more windows open. P to keep your database running fast	Please close one or more un-needed forms
	OK

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 <u>Appendix</u> 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.

J. Print Options

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:

File	Print Preview Size Margins Print Data Only Page Size Main Menu Costume Startup Cost	tt Landscape Columns Page Page Layout	Page Pages Pages + Zoom	Refresh Excel	Text PDF E-mail Mo or XPS	re Close Print Preview Close Preview	
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	Hide Folders		Tools 👻	Publish	Cancel	Page 1 of 12	

- 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:

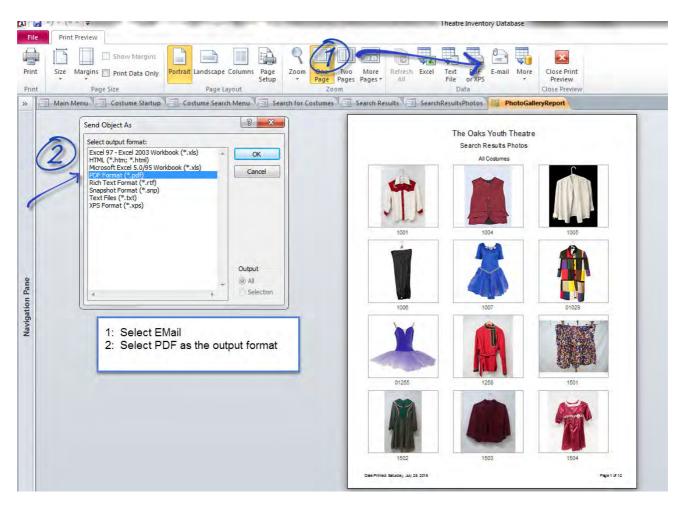
Depending on your installation you have fewer options but you will still have the PDF option. Follow the steps above to create the file.

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File	Print Preview						
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Print	Page Size	Page Layout		Zo	oom	Data	Close Preview

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.



***** In order for this to work - your version of MS Outlook (2010 or 2013) <u>must</u> <u>match</u> your version of MS Access (2010 or 2013) !!! If they don't match the email won't send.

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For technical or sales support contact us at:

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

EMail: Info@costumeinventory.com

Costume Inventory Resources, PO Box 4345, Davis, CA 95617