

Tagging and Storing Accessories / Jewelry

Small accessories like jewelry and hair accessories can be hard to keep track of. Standard inventory labels used for props or shoes can be placed on a manila tag and tied to the accessory but once the tag is removed for a production it can be difficult to reunite the tag with the item.

Now you can print a business card for each item that will include the Tag ID, Name, Description, Costume Type, Color, Storage Location and a photo. These cards can be taped onto a plastic bag which can hold the item.

The Business Card report is available from the Search Results screen. You may search for a group of jewelry or accessory records by ID or by search criteria. Once the results are displayed you can select the "Print Results on Business Cards" button and print a sheet of business cards on business card stock (see below). The cards can easily be separated and taped with packing tape to a bag.



Costume Name:	Tag ID:	Description:	Costume Type:	Adult/Child:	Size:	Color:	Time Period:	Storage Location:	Role:	Production:
15 multicolored bangles/bracelets	J005		Jewelry-Bracelets			Multicolor		Accessories		
Black lacquer barrett	J014	4" wide black lacquer	Jewelry-Barretta		4"	Black		Accessories		
Circle pin - pearl	J008	Blue and white pearl	Jewelry-Pins		1.15"	Blue		Accessories		
Gold braid necklace	J004	30" braided gold neck			30"	Gold		Accessories		
Gold pocket watch	J006	Small, 1.25" diameter, Jewelry-Watch		A	1.25" FA	Gold	World War II	Accessories		
Gypsy necklace	J013	Dark gold chain neckla	Jewelry-Necklace		18"	Gold	Contemporary	Accessories		
Jade Cufflinks and Tie Pin	J007	Pair of jade cufflinks w	Jewelry-Cuff Link			Green		Accessories		
Jasper Bolo Tie	J001	String tie with jasper s	Jewelry-Bolo Tie		A	Brown		Accessories		
Multi-stone bead neckla	J002	Necklace with many d	Jewelry-Necklace		A	26"	Multicolor	Accessories		
Onyx Earrings	J012	Black onyx earrings in	Jewelry-Earrings		.5"	Black		Accessories		



The things you need are: heavy weight plastic bags for the accessories/jewelry; business card stock for your printer; and 2" wide clear packing tape. (Business card stock, such as Avery 8371 is available from any office supply store or online. Look for plastic bags that are 4 ml thick or designed for freezer use. Light weight bags will tear easily.)