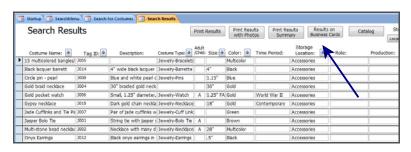


Tagging and Storing Accessories / Jewelry

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.



The <u>things you need</u> 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.)



