Uniform Inventory Resources

www.uniforminventory.com

Quick Guide

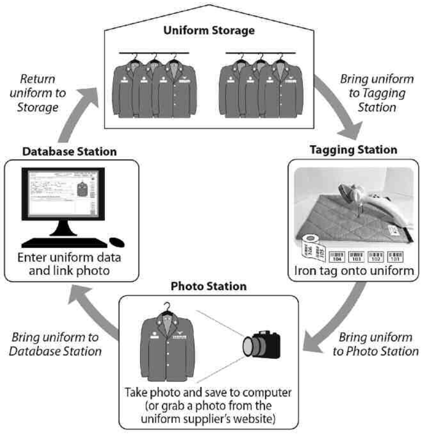
JROTC Uniform Inventory Database

- Introduction
- How to Add Uniform Records
- How to Search for Uniforms
- How to Add Cadets
- How to Checkout/ Check-in Uniforms
- Printing Reports
- Updating Lookup Tables and making a Backup of the data

Introduction

The **JROTC Uniform Inventory Database** is a MS Access database. Look for the *JRTOC* icon on your desktop. The database has modules for you to enter Uniform, Equipment, & Books records, records for each Cadet, and Checkout records for uniforms and equipment that are checked out to each cadet. You can print a variety of reports (to the printer or PDF) to list the uniforms, the check-outs and the items that have not been returned.

Each Uniform record has many fields to describe it with the option to add a picture.


Uniform Storage
Return uniform to Storage
Bring uniform to Tagging Station
Database Station
Tagging Station
Enter uniform data and link photo
Iron tag onto uniform
Photo Station
Bring uniform to Database Station
Bring uniform to Photo Station
Take photo and save to computer (or grab a photo from the uniform supplier's website)

How to Start:

1. Bring uniforms to Tagging Station to apply the barcode tag.
2. Move to Photo station if you haven't taken photos yet.
3. Move to Database Station to enter data into database.
4. Return Uniforms to Storage.

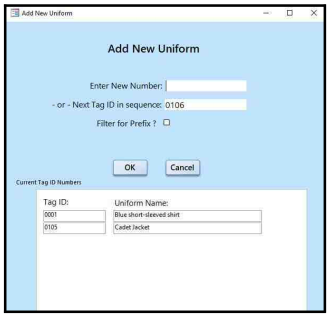
How to Add Uniform Records

1) Click the **[Add Uniform]** button. Each uniform record has a unique Tag ID. You will have the chance to enter a new Tag ID for the Uniform or accept the next number in the sequence. If you are entering a new number you can type it in or scan the barcode tag of the Uniform.

2) Enter the Uniform Name, Description, Size, etc.

3) The data in the Drop-Down boxes - such as Uniform Type - are based on tables that you can update. (See Utilities).

Add Uniform


Add New Uniform

Enter New Number:

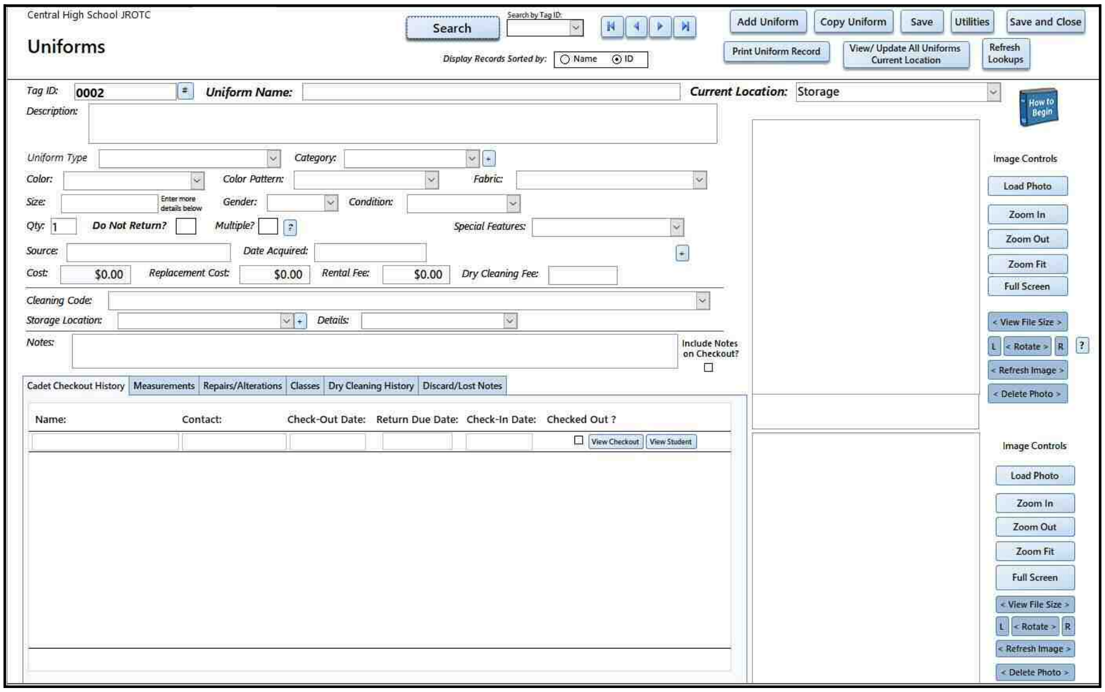
- or - Next Tag ID in sequence: 0106

Filter for Prefix ? ☐

Current Tag ID Numbers

Tag ID:	Uniform Name:
0001	Blue short-sleeved shirt
0105	Cadet Jacket

Add New Uniform
OK
Cancel


Central High School JROTC

Uniforms

Tag ID: 0002

Current Location: Storage

Qty: 1

Cost: $0.00

Replacement Cost: $0.00

Rental Fee: $0.00

Display Records Sorted by: ○ Name ● ID

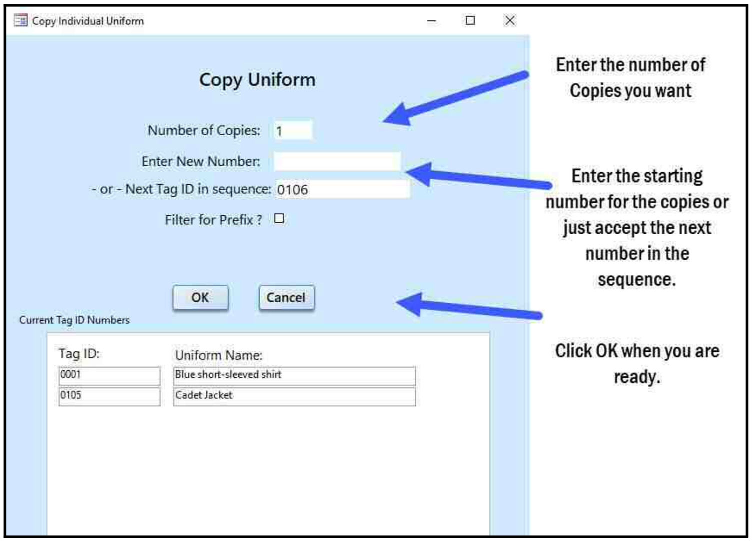
Search
Search by Tag ID:
Add Uniform
Copy Uniform
Save
Utilities
Save and Close
Print Uniform Record
View/ Update All Uniforms Current Location
Refresh Lookups
Uniform Name:
Description:
How to Begin
Uniform Type
Category:
Color:
Color Pattern:
Fabric:
Size:
Enter more details below
Gender:
Condition:
Do Not Return?
Multiple?
Special Features:
Source:
Date Acquired:
Dry Cleaning Fee:
Cleaning Code:
Storage Location:
Details:
Notes:
Include Notes on Checkout?
Image Controls
Load Photo
Zoom In
Zoom Out
Zoom Fit
Full Screen
< View File Size >
L
< Rotate >
R
< Refresh Image >
< Delete Photo >
Cadet Checkout History
Measurements
Repairs/Alterations
Classes
Dry Cleaning History
Discard/Lost Notes
Name:
Contact:
Check-Out Date:
Return Due Date:
Check-In Date:
Checked Out ?
View Checkout
View Student

Note: Each uniform piece that is checked out should have it's own unique Tag ID and a Quantity of 1. If the item is not to be Returned (such as a T-Shirt) - mark the "Do Not Return" check box. When a "Do Not Return" item is checked out the "Return Status" will be "Do Not Return".

4) Load a photo in using the **[Load Photo]** button next to the image frame. You can select a photo file from the Browse window. The file name and the path to the file are stored.

Copy a Uniform Record

If you have many uniforms of the same type - like shirts, pants, etc. You can create a single record with all the details filled in and then make as many copies as you need. Once you have created the copies you can update the records to enter the size or other details.


Copy Individual Uniform

Copy Uniform

Number of Copies: 1

Enter New Number:

- or - Next Tag ID in sequence: 0106

Filter for Prefix ? ☐

Current Tag ID Numbers

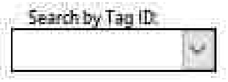
Tag ID:	Uniform Name:
0001	Blue short-sleeved shirt
0105	Cadet Jacket

Enter the number of Copies you want

Enter the starting number for the copies or just accept the next number in the sequence.

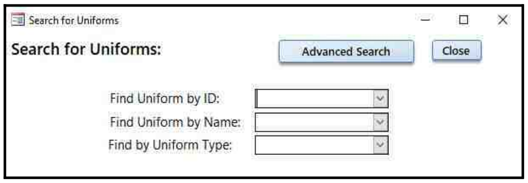
Click OK when you are ready.

How to Search for Uniforms

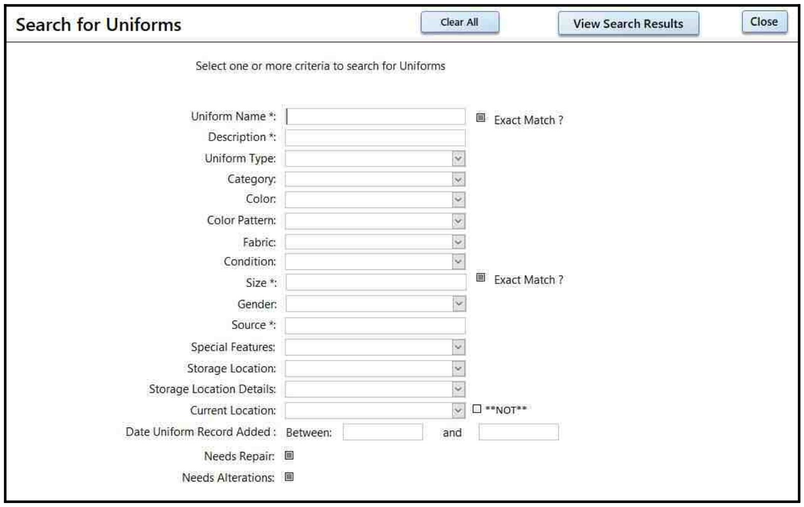

Search by Tag ID:

To Search by Tag ID: Put your cursor in the **[Search by Tag ID:]** Drop-down box next to the **[Search]** Button. Scan the tag with the barcode scanner or type the Tag ID. The Uniform record will be displayed with the name of the cadet who has checked the uniform out.

To Search by Name, Description, etc.: Click on the [**Search]** Button. Enter in the Name or Description and press Enter. Or click on [**Advanced Search]**. Enter the details to search for and click on **[View Search Results]**. There are many reports to display the records found.


Search for Uniforms
Search for Uniforms:
Advanced Search
Close
Find Uniform by ID:
Find Uniform by Name:
Find by Uniform Type:

Advanced Search

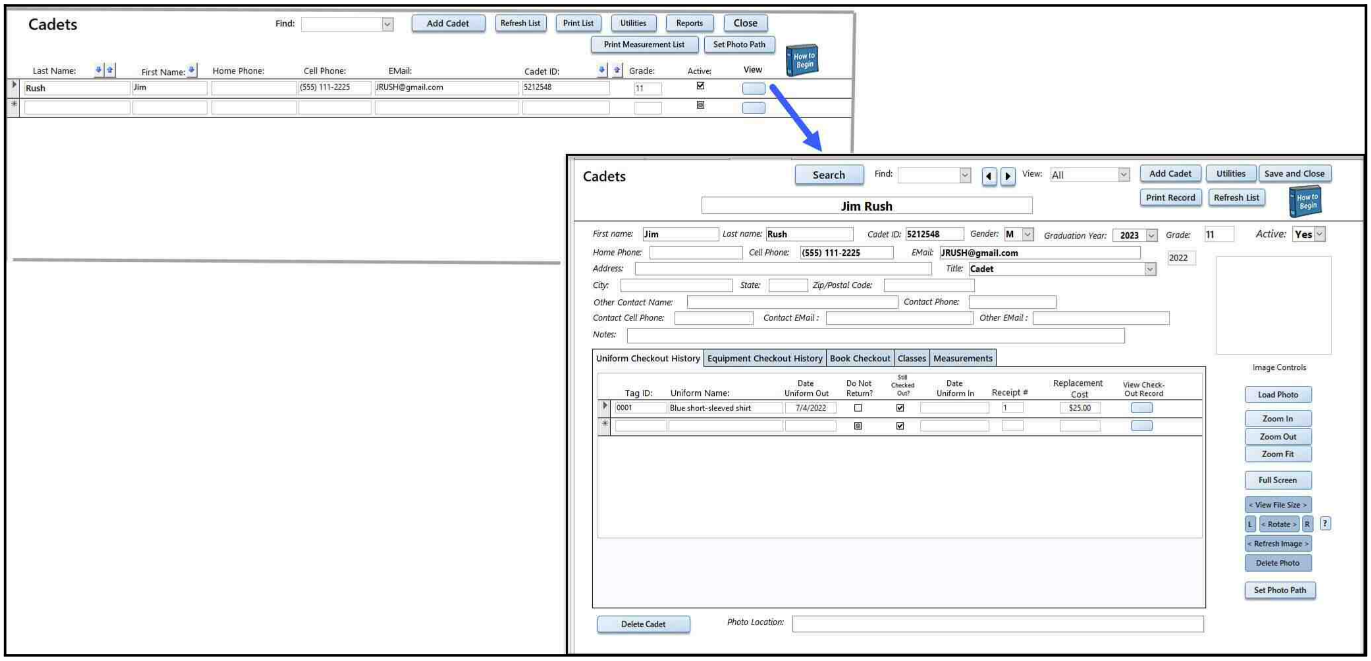

Search for Uniforms
Clear All
View Search Results
Close
Select one or more criteria to search for Uniforms
Uniform Name *:
Exact Match ?
Description *:
Uniform Type:
Category:
Color:
Color Pattern:
Fabric:
Condition:
Size *:
Exact Match ?
Gender:
Source *:
Special Features:
Storage Location:
Storage Location Details:
Current Location:
☐ **NOT**
Date Uniform Record Added :
Between:
and
Needs Repair:
Needs Alterations:

How to Add Cadet Records

Note: A Cadet record must be created for each Cadet. While they are enrolled in the program, their record is marked "Current". When they graduate or leave the program be sure to uncheck the "Current" field.

From the Main Menu - click on [**Cadets]**.

1) The first screen you see is a list of all Individuals. To add a new name, click on the **[Add Cadet]** button. This will take you to the Cadet form.


Cadets
Find:
Add Cadet
Refresh List
Print List
Utilities
Reports
Close
Print Measurement List
Set Photo Path
How to Begin
Cadets
Search
Find:
View:
Add Cadet
Utilities
Save and Close
Print Record
Refresh List
How to Begin
Uniform Checkout History
Equipment Checkout History
Book Checkout
Classes
Measurements
Image Controls
Load Photo
Zoom In
Zoom Out
Zoom Fit
Full Screen
< View File Size >
L
< Rotate >
R
?
< Refresh Image >
Delete Photo
Set Photo Path
Delete Cadet
Photo Location:

Last Name:	First Name:	Home Phone:	Cell Phone:	EMail:	Cadet ID:	Grade:	Active:	View
Rush	Jim		(555) 111-2225	JRUSH@gmail.com	5212548	11	☑	
							▨	

View: All

Jim Rush

First name: Jim
Last name: Rush
Cadet ID: 5212548
Gender: M
Graduation Year: 2023
Grade: 11
Active: Yes
Cell Phone: (555) 111-2225
EMail: JRUSH@gmail.com
2022
Title: Cadet

Tag ID:	Uniform Name:	Date Uniform Out	Do Not Return?	Still Checked Out?	Date Uniform In	Receipt #	Replacement Cost	View Check-Out Record
0001	Blue short-sleeved shirt	7/4/2022	☐	☑		1	$25.00	
			▨	☑				

2) You can enter the Cadet's name, contact information, school ID, graduation year, etc. Each year they are in the program their Grade (9, 10, 11, 12) will be updated based on their graduation year (after the school start date - usually August 1st) .

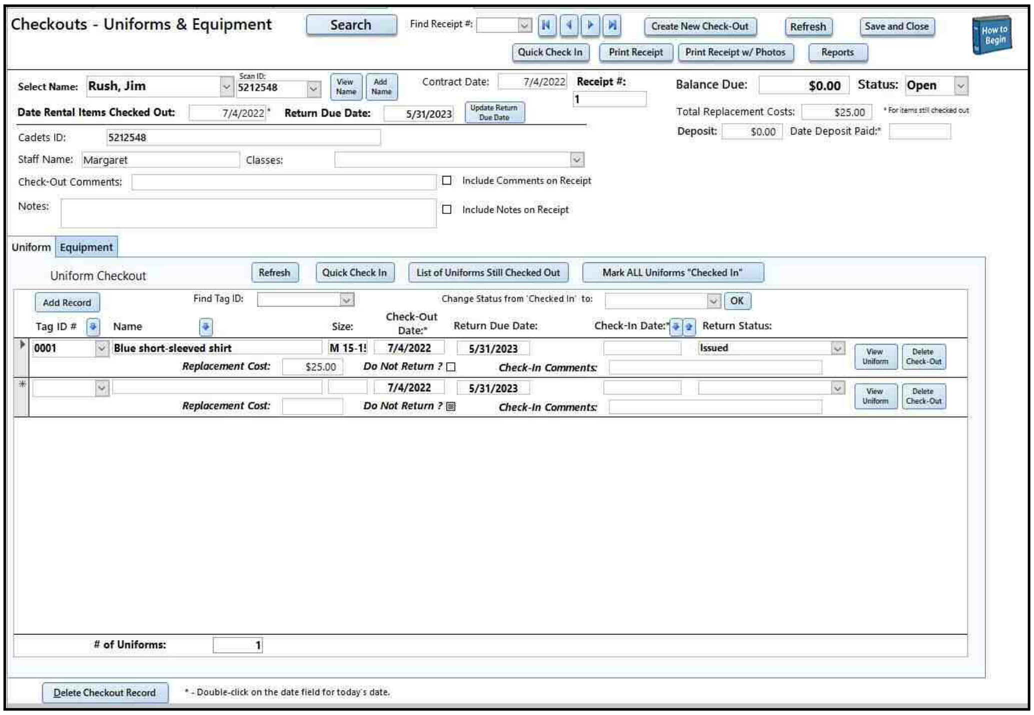
How to Create Checkout Record

From the Main Menu - click on **[Checkout to Cadets]**. Then click on the [Checkout Records] button.

Create New CheckOut

1) On the Checkout screen, click on the **[Create New Checkout]** button.
2) Select the Cadet's name from the **[Select Name**] drop down box.
3) Verify that the Cadet's contact information is correct.
4) Enter in the Return Due Date
5) Look to the **[Uniform]** Tab and enter the Tag ID (in the TagID# box) of each uniform piece that is being checked out. You can select it off the list or scan it with the barcode scanner. When an item is checked out it is given the Return status of "Issued". See the Return Status options below.
6) When all items are checked out you can print / pdf a receipt which shows the Cadet's name, contact information and all the items they have checked out.

Add Record
Tag ID #

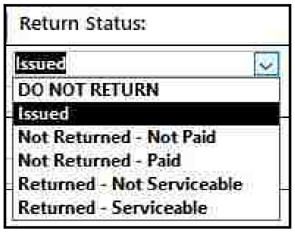

Checkouts - Uniforms & Equipment
Search
Find Receipt #:
Create New Check-Out
Refresh
Save and Close
How to Begin
Quick Check In
Print Receipt
Print Receipt w/ Photos
Reports
View Name
Add Name
Update Return Due Date
Uniform
Equipment
Uniform Checkout
Refresh
Quick Check In
List of Uniforms Still Checked Out
Mark ALL Uniforms "Checked In"
Add Record
Find Tag ID:
Change Status from 'Checked In' to:
OK
View Uniform
Delete Check-Out
Delete Checkout Record

Select Name: Rush, Jim
Scan ID: 5212548
Contract Date: 7/4/2022
Receipt #: 1
Balance Due: $0.00
Status: Open
Date Rental Items Checked Out: 7/4/2022*
Return Due Date: 5/31/2023
Total Replacement Costs: $25.00 * For items still checked out
Deposit: $0.00
Date Deposit Paid:*
Cadets ID: 5212548
Staff Name: Margaret
Classes:
Check-Out Comments:
☐ Include Comments on Receipt
Notes:
☐ Include Notes on Receipt

Tag ID #	Name	Size:	Check-Out Date:*	Return Due Date:	Check-In Date:*	Return Status:
0001	Blue short-sleeved shirt	M 15-1!	7/4/2022	5/31/2023		Issued
Replacement Cost: $25.00	Do Not Return ? ☐	Check-In Comments:				
			7/4/2022	5/31/2023		
Replacement Cost:	Do Not Return ? ▨	Check-In Comments:				

# of Uniforms: 1

* - Double-click on the date field for today's date.



Return Status:
Issued
DO NOT RETURN
Issued
Not Returned - Not Paid
Not Returned - Paid
Returned - Not Serviceable
Returned - Serviceable

***Note on Return Status*:**

The following status types are available:

Issued: Status given when uniform is checked out.

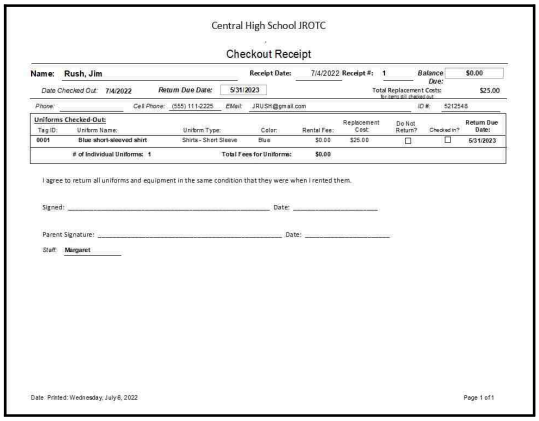
DO NOT RETURN: This status is for uniforms that are not to be returned - such as T-shirts.

These other options are for when the uniform is returned (or not returned).

Not Returned - Not Paid
Not Returned - Paid
Returned - Not Serviceable
Returned - Serviceable

Print Checkout Record

Once you have listed all the items for a Cadet you can print / pdf a receipt. (The name of the receipt/contract/etc can be updated on the Checkout Utilities menu.) The report can be just a list or include photos.



Central High School JROTC

Checkout Receipt

Name: **Rush, Jim** **Receipt Date:** 7/4/2022 **Receipt #:** 1 ***Balance Due:*** $0.00

Date Checked Out: 7/4/2022 ***Return Due Date:*** 5/31/2023 Total Replacement Costs: for items still checked out $25.00

Phone: *Cell Phone:* (555) 111-2225 *EMail:* JRUSH@gmail.com *ID #:* 5212548

Uniforms Checked-Out:

Tag ID:	Uniform Name:	Uniform Type:	Color:	Rental Fee:	Replacement Cost:	Do Not Return?	Checked in?	Return Due Date:
0001	Blue short-sleeved shirt	Shirts - Short Sleeve	Blue	$0.00	$25.00	☐	☐	5/31/2023

# of Individual Uniforms: 1 **Total Fees for Uniforms:** **$0.00**

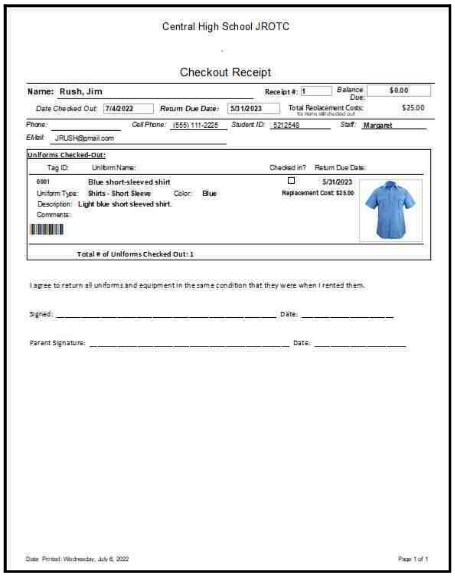
I agree to return all uniforms and equipment in the same condition that they were when I rented them.

Signed: ______________________ Date: ______________

Parent Signature: ______________________ Date: ______________

Staff: Margaret

Date Printed: Wednesday, July 6, 2022 Page 1 of 1



Central High School JROTC

Checkout Receipt

Name: Rush, Jim **Receipt #:** 1 *Balance Due:* $0.00

Date Checked Out: 7/4/2022 *Return Due Date:* 5/31/2023 Total Replacement Costs: for items still checked out $25.00

Phone: *Cell Phone:* (555) 111-2225 *Student ID:* 5212548 *Staff:* Margaret

EMail: JRUSH@gmail.com

Uniforms Checked-Out:

Tag ID:	Uniform Name:	Checked in?	Return Due Date:
0001	Blue short-sleeved shirt	☐	5/31/2023

Uniform Type: Shirts - Short Sleeve Color: Blue

Description: Light blue short sleeved shirt.

Comments:

Replacement Cost: $25.00

Total # of Uniforms Checked Out: 1

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

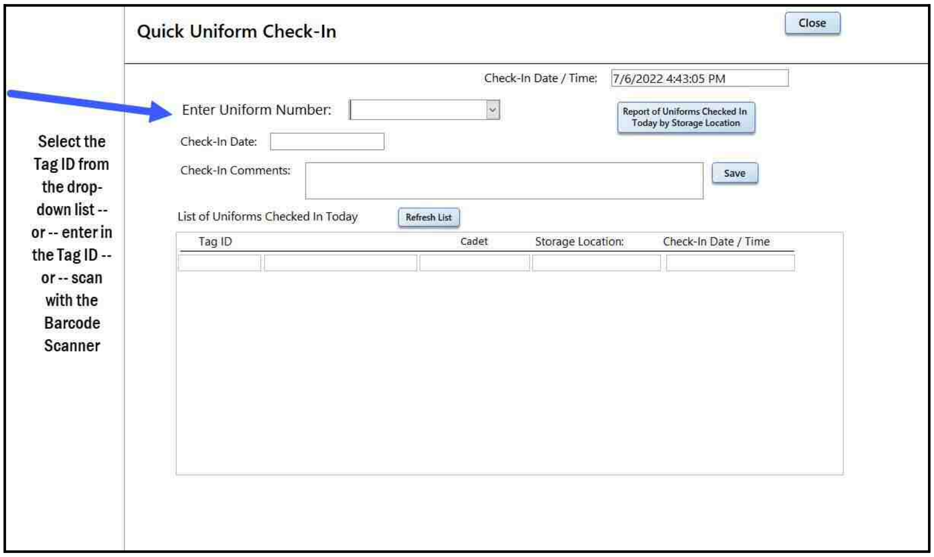
Signed: ______________________ Date: ______________

Parent Signature: ______________________ Date: ______________

Date Printed: Wednesday, July 6, 2022 Page 1 of 1

Quick Check In

To **Check-in uniforms** - Go to **[Quick Check-in]**. Enter the Uniform Tag ID by scanning it or using the drop-down list. The Uniform will have a Return Status of "Returned - Serviceable". If that is not correct, return to the Checkout screen and update the Return Status.



Check-In Date / Time: 7/6/2022 4:43:05 PM

Enter Uniform Number:

Check-In Date:

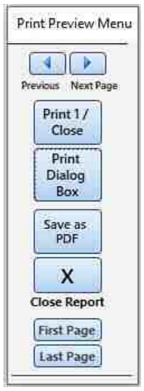
Check-In Comments:

List of Uniforms Checked In Today

Tag ID	Cadet	Storage Location:	Check-In Date / Time

Select the Tag ID from the drop-down list -- or -- enter in the Tag ID -- or -- scan with the Barcode Scanner

Printing Reports



All reports can be printed to a printer or PDF file.
You can print lists/reports of the Uniforms from the **Uniform Reports** screen. You can print lists and summaries of the items checked out from the **[Checkout Reports]** screen.

Updating Look-up Tables

The title of the database, cadets and all of the drop-down fields on the Uniform and Equipment record forms are based on tables that you can update.

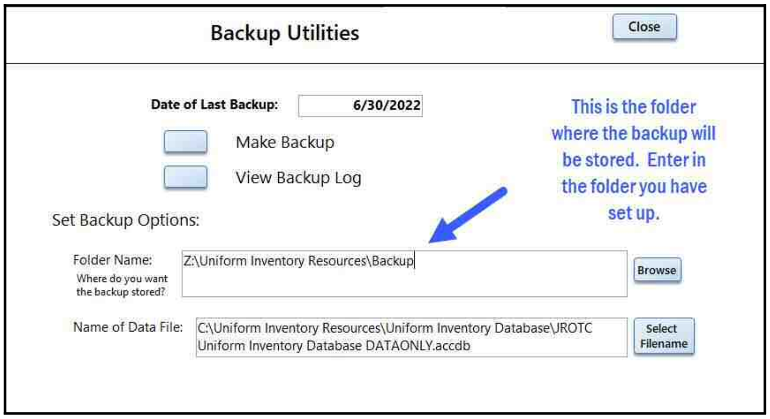
From the Main Menu - go to "**Utilities**"

For the database and cadet titles - go to the Company / Application screen. Select the title you wish from the drop-downs or add new titles from the main Utilities menu.

For the Uniform (or Equipment) look up tables - go to the **[Uniform (Equipment) Utilities]** and look for the Uniform Lookup Tables. You can add or delete items on the lists.

Make a Backup of data

Your data should be backed up frequently to a device that is not part of your PC - such as an external hard disk or USB stick. The Backup function on the Utilities Menu will give you the option to list the location for the backup. Here is an example where the backup file was saved to the Z:\Uniform Inventory Resources\Backup folder. The backup file name has the word "BACKUP" plus the date/time.

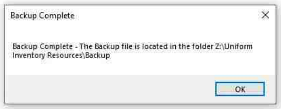

Backup Utilities
Close
Make Backup
View Backup Log
Set Backup Options:
Browse
Select Filename

Date of Last Backup: 6/30/2022

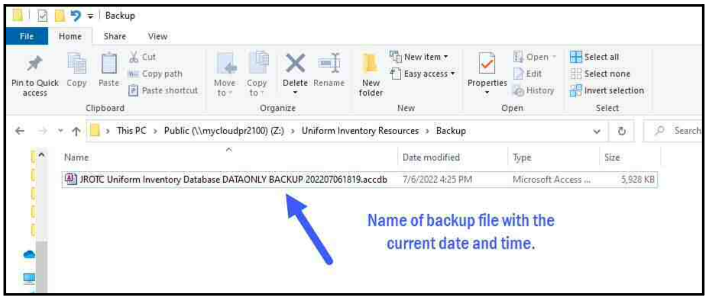
Folder Name: Z:\Uniform Inventory Resources\Backup
Where do you want the backup stored?

Name of Data File: C:\Uniform Inventory Resources\Uniform Inventory Database\JROTC Uniform Inventory Database DATAONLY.accdb

This is the folder where the backup will be stored. Enter in the folder you have set up.


Backup Complete
OK

Backup Complete - The Backup file is located in the folder Z:\Uniform Inventory Resources\Backup


Backup
File
Home
Share
View
Pin to Quick access
Copy
Paste
Cut
Copy path
Paste shortcut
Clipboard
Move to
Copy to
Delete
Rename
Organize
New folder
New item
Easy access
New
Properties
Open
Edit
History
Open
Select all
Select none
Invert selection
Select
Search

This PC › Public (\\mycloudpr2100) (Z:) › Uniform Inventory Resources › Backup

Name	Date modified	Type	Size
JROTC Uniform Inventory Database DATAONLY BACKUP 202207061819.accdb	7/6/2022 4:25 PM	Microsoft Access ...	5,928 KB

Name of backup file with the current date and time.

More Questions ??

How to Begin

If you have any questions - please look to these resources for help:

Look on the Uniform or Equipment record for the "**How to Begin**" button to bring up a quick reference.

Resource Guides:
How to install database on PC / Network
How to resize photos

Tutorials:
Database videos
How to apply Iron-on Tags
How to use the Barcode Scanner

Or - Contact us:
Call: 855-468-8247
Email: info@costumeinventory.com

Uniform Inventory Resources
www.UniformInventory.com

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