

Quick Start Guide

Props & Sets Module

What the Props & Sets databases can offer:



- ▶ Create a record for each Prop or Set piece - with a detailed description and up to 6 photos.
- ▶ Search for Props/Sets by name, description, type, etc.
- ▶ Assign props/sets to Productions. Create a 'Props Book' with a list of all props/sets used in a production.
- ▶ Check out/Rent props/sets to other organizations.
- ▶ Create reports - List of Props/Sets, Rental Receipts, Props used in a Production, Props by Type, Needs Repair, etc.
- ▶ The Props database can be a stand-alone database or a module in the Theatre Inventory Database.

How to get started with the database

1. Download the Free Trial from the website. Install on your PC. MS Access required.
2. Open the database - The first time the database is opened, you will see the Software Registration screen. Just press OK and you will continue to the Company Setup screen and then enter in the name of your company or school. To find photos easier, enter the path to where the photos will be stored. Complete as much information as you wish. The next screen is the Startup Menu. Look it over to get familiar with the menu options (Props, Search, Reports, Productions, Checkout, Utilities).
3. Utilities - Review the tables and add data as necessary. These are the tables are used for the lookup/drop down boxes on the main screens - Prop/Set Type, Color, Storage Location, Time Period, etc.
4. Props/Sets - Add records for each prop or set piece. Enter in details such as description, Type, Color, etc. and load one or two photos. The more details you enter the easier it is to search for it later.
5. Productions - Enter in a record for each Production (performance, show, ballet, etc). Assign a Prop/Set to one or more productions (on the Props/Sets screen). Reports can be printed for all props/sets assigned to a production.

The screenshot shows the 'Props / Sets' database interface. At the top, there are navigation buttons: Search, Add Item, Copy Item, Utilities, Save and Close, Print Prop/Set Record, and Refresh Lookups. The main form displays the following information:

- Tag ID: P1005, Name: Old Suitcases
- Description: 2 large brown leather suitcases with leather strap
- Prop/Set Type: Set, Group / Category: Travel
- Item Type: Suitcase, Add New Item Type: Other
- Color: Brown, Time Period: World War II, Qty: 1
- Materials: Leather, brass
- Size: 28" x 24" x 18", Condition: Good, Special Effect:
- Cost/Value: \$250.00, Replacement Cost: \$352.00, Rental Fee per Item: \$25.00
- Designer: , Prop Maker: , Source: Donation, When Acquired: 2002
- Storage Location: Props Closet, Current Location: Checked-In, Details: Shelf 1
- Needs Repair: Repair Description: scratched
- Repair Date: 12/3/2015, Repaired By: , Zoom, Print Repair Card
- Notes: The leather is getting dry and needs to be oiled.
- Productions: Rental History, Discard Notes, Borrowed Items
- Production: Music Man - October 22 - 31st, 2015, View, X
- Buttons: Delete Prop/Set Item, Discarded: , Updated By: , Date Added/Updated: 12/2/2015

On the right side, there are image controls for two photos of the suitcases, including Load Photo, Zoom In, Zoom Out, Zoom Fit, Full Screen, Rotate, and Delete Photo buttons.

Other Features of the Props/Sets Inventory Module

Search Screen

Props/sets can be searched for by name, description, type, color, production, or Tag ID. The results of the search can be viewed, sorted, or printed out (with or without photos). A Catalog report can be printed with a title page and an index in addition to the detailed information on the selected Props/Sets. All reports can be printed to a printer or a pdf file.

Reports Screen

Available reports include: List of all Props/Sets, Props/Sets by Item Type (all books grouped together, all swords, etc.), All Props/Sets by Storage Location, All Props by Production, and more.

Reports can be printed to a printer or a pdf file. To print to a pdf file, go to the Print Preview/Acrobat tab and look for 'Create PDF'. Follow the instructions for naming the file and entering the destination folder.



How can inventory labels help?

Custom printed adhesive inventory labels identify each Prop/Set that belongs to your organization or school. The number on the label matches the Tag ID in the database. The labels are easy to read and scan with a barcode scanner. Labels can help ID props and sets that are rented to other organizations.

Props Book

Create a Props Book for a production. Since many props will have the Inventory Label on a string tag and are not applied directly to the prop they can be easy to misplace during a Production. One feature on the Productions screen is to print the info for each Prop/Set used in the Production on a **business card** for the "**Props Book**". You can keep all the string tags together and corresponding cards in *business card holder sheets* in a binder. Each page in the book holds a card on one side (with a photo and prop description, storage location) and the inventory label on a string tag on the other side. You can print the cards from the Production Reports.

The things you need are: 3 ring binder; several business card holder sheets - each sheet holds 5 business cards and 5 tags per page - which is enough for 5 props per page; and business card stock. (Business card stock: Avery 8371, Business Card pages: Avery 76009, and Shipping Tags: Avery #1 Strung Tags or Tyvek shipping tags.)

See the example for *Peter Pan*. Each business card has the Tag ID, Name, Description, Storage Location and a Photo. Once the Production is over it is easy to put the tags back on the correct Prop and return them to storage.



Decided that you like the Theatre Inventory Database and want to use it? To use the software past the 30-day trial you need to purchase the Software Registration Key. It can be purchased from the store at www.costumeinventorystore.com or by calling 1-855-468-8247. The license is good for one organization to be run on a Windows PC or on a Local Area Network. Contact us for more information on the installation options.

Why Choose Costume & Theatre Inventory Resources?

- Great inventory database products - used by 400 organizations in 12 countries
- Excellent Customer Service and Support - Online User Guide at www.theatreinventory.info
- or - by phone 1-855-468-8247 or email margaret@costumeinventory.com.
- Resources to help - Custom Inventory Tags and Labels, Barcode Scanners
Free On-line Tutorials and Resource Guides to make every inventory project a success!