

Quick Start Guide

Costume & Performance Mgmt Modules

Theatre Inventory Database

The Theatre Inventory Database consists of several modules. You may select to include Costume Pieces, Performance Management (Ensembles & advanced Production Management), Props, Patterns and/or Scripts.

Features:



Ensemble
Vest, Pants, Shirt

- ▶ Create a record for Individual Costume Pieces - with a detailed description and up to 6 photos. No limit to the number of Costume Pieces.
- ▶ In the Performance Management module you can create an Ensemble record that links many costume pieces together with details and photos.
- ▶ Search for Individual Costume Pieces or Ensembles. Print Search Results reports, view a photo gallery or print a Catalog.
- ▶ Create a Production record with Roles. Assign individual costume pieces or an Ensemble to a production and print reports.
- ▶ Check-out or Rent Costume Pieces, Ensembles, & Props.
- ▶ Props/Sets module included. Create Props/Sets records, assign Props/Sets to a Production, Search and Print Reports.
- ▶ The Pattern module can be included for an additional cost.

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. There are many options to review - Require Logins, Spell Check, etc. Complete as much information as you wish. The next screen is the Startup Menu. This is the gateway to all the modules - Costumes, Props, etc.
3. **Costume Utilities:** Review the lookup tables for each module and add data as necessary. These tables are used for the lookup/drop down boxes on the data entry screens - Costume Type, Color, Storage Locations, etc.
4. **Costume Pieces:** Add records for each costume piece. Enter in details on the costume piece and select a photo to link to the record. Enter the measurements, view rental history and more.

5. **Productions:** Enter in a record for each Production (performance, show, ballet, etc.). Enter in the Roles in the Production if you want to assign Costume Ensembles and Performers to each Role. Costume pieces can also be assigned to a production - instead of creating Ensembles.
6. **Ensembles:** Enter in a record for each Ensemble, and you can load up to two pictures. Assign as many individual Costume Pieces to the Ensemble as needed. For example the "Court Page" Ensemble could have the White Shirt, Black Knickers, Lace Cuffs, and Burgundy Vest. Assign the Ensemble to a Production and Role.

Other Features of the Costume Inventory Database

1. **Search for Costumes:** You may search for a Costume Piece or Ensemble on the search screen. You can enter various criteria for the search such as: a word from the description, costume type, color, size, time period, production, or role. Results of the searches can be viewed as a text list or a photo gallery or printed (with or without photos).
2. **Check out / Rental:** You may check out or Rent Individual Costume Pieces, Ensembles, and Props to company members or rent to outside organizations. There are several reports available: Checkout Receipt, List of Costumes checked out, and List of Costumes Out Past the Due Date, & many more. A Quick Check-in feature makes it easy to scan the inventory tag's barcode and check-in a large number of costumes or props in very little time. You may also rent all Ensembles and Props assigned to a Production.
3. **Props:** The database includes a Props module for tracking props and sets. In this module, you can create a record for each prop, enter a detailed description, and add up to 6 photos. Props can be assigned to a production and reports can be printed of all props for the production. A detailed search feature is also available.
4. **Reports:** There are over 30 reports available. The list of reports includes: List of Costume Pieces and their value, by Costume Type or by Production or stored in a selected Storage Location. List of Costume Pieces that need repair or alterations. List of all Ensembles, or Ensembles for a Production. Large labels or business cards can be printed for Rack Dividers with Performer's Names, Roles or Production names.



Reports can be printed to a printer or to a pdf file. To print to a pdf file, go to the Print Preview tab and look for PDF (Export). Follow the instructions for naming the file and entering the destination folder. Reports in PDF format can be emailed or put on a website.

Decided that you like the Theatre Inventory Database and want to use it? The software registration key can be purchased from the store on the website(www.costumeinventorystore.com) or by calling 1-855-468-8247. The license is good for one organization to be run on a single 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
- ★ Dedicated Customer Service and Support. See the website for FAQ's, User Guides & more Free downloadable Resource Guides to make every inventory project a success Email info@costumeinventory.com or call 1-855-468-8247 if you have questions.
- ★ Custom printed Inventory Tags and Labels, Rack Dividers, Ditty Bags, Barcode Scanners