Costume Pieces	User Guide Link	https://www.theatreinventory.info/TID_

Data Entry

Feature Name	Description	Link To UserGuide	Versions 10	9	8
Add / Edit	Add new costume piece record. Edit data. Each record has over 30 fields that can be used to describe the costume piece. Many fields are tied to a Drop-Down box (lookup) with commonly used values. All values for each Drop Down box can be edited in the Utilities Menu.		✔	✔	✔
Copy	Copy the current record to one or more new records		✔	✔	✔
Unique Tag IDs	Each Costume Piece record will have a unique Tag ID. When a new record is added or copied, the next number in sequence can be chosen for that Tag ID or a completely different one can be used.	https://w	✔	✔	✔
Assign costs / fees	Each costume piece has fields for Cost (to make or buy), Replacement Value, Rental Fee and Dry Cleaning Fee		✔	✔	✔
Multiples -	Mark costume piece record as a "Multiple" so each item shares the same Tag ID. The Multiple option is used for low value items like Bow Ties which you want to track to but not put an individual Tag ID tag or label on.		✔	✔	✔
Mark Costume Piece as Disposable	Costume pieces like False Eyelashes, Stockings, etc which are checked out to performers but are not to be returned, can be marked as "Disposable".		✔	✔	✔
Add / View Photos	Link one or more photos to costume piece record. In the Costume Piece record you can have 1 main photo and up to 5 additional photos.		✔	✔	✔
View Photo File Size *	Popup to display the file size in kb with a warning if files are over 750kb. The photos linked to the Costume Piece records should be around 500 kb.		✔	☐	☐
Rotate Photos *	Rotate *.jpg files left and right by 90 degrees		✔	☐	☐
Add Repair and Alterations Notes	List one or more repairs or alterations. Search and print reports based on what needs repair or alterations. A 3" x 5" card can be printed with the repair/alteration notes and attached to the costume.		✔	✔	✔
Assign to Production	Assign costume piece to one or more productions		✔	✔	✔

* = New Feature !

Costume Pieces

User Guide Link **https://www.theatreinventory.info/TID_**

Data Entry

Feature Name	Description	Link To UserGuide	Versions 10	9	8
Assign to Ensemble	Assign costume piece to one or more ensembles. Ensembles may then be assigned to a performer in a production.		☑	☑	☑
View Rental History	On the Costume Piece form you can view all the rental records for a selected costume piece.		☑	☑	☑
Discard	Each costume piece can be marked as Discarded. The record stays in the database to view but is not selected for searches or checkouts.		☑	☑	☑

Search

Feature Name	Description	Link To UserGuide	Versions 10	9	8
Search	Costume pieces can be located by searching by Tag ID, Costume Name, Costume Description and Costume Type.		☑	☑	☑
Advanced Search	Costume pieces can be searched on by almost all fields on the Advanced Search screen.		☑	☑	☑
Search by Tag ID	Search by Tag ID on Main Data Entry screen		☑	☑	☑
Advanced Search - Results	View Search Results on screen, as Photos in Photo Gallery, or print results with multiple photos		☑	☑	☑
Select group of items to view by Tag ID	View list of Costume Pieces that were selected by Tag ID. Print variety of reports, with and without photos		☑	☑	☑

Reports

Feature Name	Description	Link To UserGuide	Versions 10	9	8
Reports Menu	Print over 20 different reports to printer or PDF		☑	☑	☑

Utilities

Feature Name	Description	Link To UserGuide	Versions 10	9	8
Send costume piece to Dry Cleaning	Each costume piece may be assigned to a dry cleaning order. Each piece is 'checked out' to the Dry Cleaner and then 'checked back in' when it is returned.		☑	☑	☑

* = New Feature !

Costume Pieces

User Guide Link **https://www.theatreinventory.info/TID_**

Utilities

Feature Name	Description	Link To UserGuide	Versions 10	9	8
30-Day Free Trial	Download and install the FULL version of this application and test it for 30 days free! All data you enter will be saved and available when you purchase a license.		☑	☑	☐
Update values in lookup tables	Update the values in the Lookup Tables - i.e. Costume Type, Colors, Time Period, etc.		☑	☑	☑
Update Current Location and Storage Location	Update a group of records for new Current Location and Storage Location values.		☑	☑	☑
Export data to *.xls	Export all Costume Piece data to Excel file		☑	☑	☑
View Database Statistics	View the total number of records and the number of photos in the database		☑	☑	☑
View License Agreement	View/Print the License Agreement for the software		☑	☐	☐

Productions

Feature Name	Description	Link To UserGuide	Versions 10	9	8
Assign Enembles (with Costume Pieces) to Role / Scene	Costume Pieces can be assigned to a Role in a Production through the Ensemble Record.		☑	☑	☑
Add / Edit Productions	Add new Productions to database.		☑	☑	☑
Assign Costume Pieces to 1 or more Productions	Costume Pieces can be assigned to Productions. Reports can be printed.		☑	☑	☑
Print Reports of all items assigned	Print reports (with and without photos) of all Costume Pieces assigned to a selected Production		☑	☑	☑

Rentals

Feature Name	Description	Link To UserGuide	Versions 10	9	8
Checkout / Rent	Each costume piece may be checked out to an individual or rented to an organization.		☑	☑	☑

* = New Feature !

Costume Pieces

User Guide Link **https://www.theatreinventory.info/TID_**

Rentals

Feature Name	Description	Link To UserGuide	Versions 10	9	8
Quick Check-in	Check-in items by scanning barcode in Quick Check-in window.		✔	✔	✔
Reports of what is still checked out	Print a list of Costume Pieces that are still checked out - by Renter, by Tag ID, by Return Due Date, etc.		✔	✔	✔

Individuals/Organizations

Feature Name	Description	Link To UserGuide	Versions 10	9	8
Create records for Individuals or Organizations	Create a record for each individual or organization with all their contract information to use for Checkouts / Rentals		✔	✔	✔
View Rental History	View the list of items checked out by the individual or organization.		✔	✔	✔

Asset Management

Feature Name	Description	Link To UserGuide	Versions 10	9	8
Asset Management Reports *	Several reports are available to list the count of all Costume Pieces, the total Cost/Value and the total Replacement Costs.		✔	✔	✔

* = New Feature !