



Quick Start Guide

Uniform Inventory Database

What the Uniform Inventory Database can offer Music and Athletic Departments:



- Contains 4 modules: Uniforms, Musical Instruments, Equipment/Props and Music/Scores
- Create a record for each item- with a detailed description and photos
- Search for items by name, description, type, activity, etc. View results as a list or 'photo gallery'.
- Create an Activity record for each class, team, band, etc. Name the Activities as you wish
- Assign Uniforms/Instruments/Equipment to Classes/Teams/Activity. Print lists/reports.
- Check out music/scores to students, print list of checked out items, print letter for overdue items
- Check out/Rent Uniforms/Instruments/Equipment to students and the community
- Create reports - List of Uniforms/Instruments, Rental Receipts, Items used in a Class, etc.

How to get started:

1. **Download the database from the website. Install on your PC. Open the database** - The first time the database is opened, you will see the Software Registration screen telling you that you have 30 days left on your trial. Just press OK and you will continue to the Company Setup screen and then enter in the name of your company or school. You may update the name of the application, the activities and the students modules. The next screen is the Startup Menu. Look it over to get familiar with the menu options - Modules (Uniforms, Musical Instruments, Equipment, Music), Activities (Classes), Students, Checkout, Reports, etc.
2. **Utilities** - Each module has its own Utilities screen to update the lookup/drop-down boxes on the main screens - Uniform Type, Instrument Type, Categories, Color, Storage Location, etc.
3. **Modules:**
 - Uniforms:** Create inventory record for each uniform piece, do searches, print reports, review history
 - Musical Instruments:** Create record for each instrument, assign to class/activity, do searches, etc
 - Equipment/Props:** Create records for equipment and props (flags, rifles, etc)
 - Music:** Create a record for each musical score, check out copies to students, run reports

Search Screen

Uniforms/Instruments/Equipment can be searched for by name, description, type, color, class, or Tag ID. The results of the search can be viewed, sorted, or printed out (with or without photos). A photo gallery of the searched records is also available. All reports can be printed to a printer or a pdf file.

Activities / Classes Screen

Activities can be Classes, Bands, Teams, Departments or any other group. You can modify the name of the Activity on the Company Setup screen. In the Activities record you can enter the activity/class/team name, director's name and notes. Once Uniforms / Instruments / Equipment are assigned to an Activity you can print several reports of all the assigned items.

Students/Individuals

Individuals who are in your classes/teams/activities can be listed in the Student/Individuals module. Once listed you can assign each student to one or more activities, check out uniforms, instruments, equipment and music/scores to them. Body measurements and contact information can be included in the record.

Check-out / Rentals

Uniforms, Musical Instruments and Equipment can be checked out to students and other organizations from the Checkout/Rentals page. Once a student is listed in the Students module they can check out one or more items. Music/Scores are checked out separately on the Music module.

Reports Screen

Available reports include: List of all Uniforms, Instruments, etc, Uniforms / Instruments / Equipment/ Props by Item Type, All Items by Storage Location, All Items by Activity, and more.

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

Decided that you like the Uniform 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 (<http://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.

How can inventory tags & labels help?

Custom printed inventory tags and adhesive inventory labels identify each Uniform / Instrument /Equipment piece that belongs to your school or organization. The number on the tag/label matches the Tag ID in the database. The labels are easy to read and scan with a barcode scanner. Labels can help ID items that are checked out or rented. Call us today to request free samples.

Why Choose Uniform Inventory Resources?

- Great inventory database products, inventory tags & labels, rack dividers and more
- Excellent Customer Service and Support (by phone 1-855-468-8247 or email)
- Resources to help - Free On-line User Guide and Resource Guides and Tutorials

We are here to make every inventory project a success !