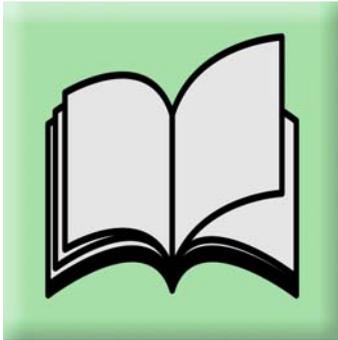


## Quick Start Guide

# Scripts Inventory Database

### What the Scripts Inventory Database can offer:



- ▶ Create a record for each script/score/book - with a detailed description.
- ▶ Check out scripts to students/performers
- ▶ Print an ID label for each script to be attached to the script or to a sleeve over the cover. ID Labels help with tracking scripts and check-in.
- ▶ Print reports - List of Scripts in collection, List of Scripts Checked Out, List of overdue scripts, letters to student with overdue scripts.
- ▶ The Scripts database can be used as a Stand-alone database or a module in the Theatre Inventory Database-Elite.

### 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. Enter the your Software Registration Key or press OK and you will continue to the Company Setup screen and then enter in the name of your company or school. Press Save and Close. The next screen is the Startup Menu. Look it over to get familiar with the menu options.
3. Utilities - Review the tables and add data as necessary. These tables are used for the lookup/drop down boxes on the main screens - Author, Publisher, etc.
4. Scripts - Add a record for each script. Enter in details - including Title, Author, Publisher, # of Copies, Cost, Replacement Cost, etc.
5. Performers/Individuals/Students - In order to check out a script to a performer/student they must have a record in the Performer/Individual module. Look at the Startup menu for the "Performers" button. Enter in the student name and at least one way to contact them.
6. Create a record for each "Copy" of the script - In order to check out a script each physical copy of the script needs an identifying number. Each script copy will be assigned a number - based on a Starting Number you enter. Enter in a Starting Number and the number of copies you have of the script. Click on the "Create Copy #" button and a record will be created for each copy.
7. Check Out / Check In Scripts - For each copy of the script select a Student/Performer's name from the "Select Student" drop down box. The "Date Checked Out" field will automatically be filled in with today's date.

## Other Features of the Scripts Inventory Database ...

Check In - To check in the scripts on the Scripts screen you can 'double-click' in the Date Checked In field for today's date or enter a date.

Quick Check In - If you have a lot of scripts to check in you can go to the "Quick Check In" screen, see the "Quick Check In" button. You can select the Copy Number from the drop-down list or you can use a barcode scanner to enter the number for you.

Delete Check Out Records - If you have finished with a script and want to clear the Checkout Records you can delete them using the "Delete All Checkout Records" button.

### Available Reports

- 1) Script Check-out List - This is a list of all the script copies and the name of the student/performer who has checked them out.
- 2) ID Labels for Scripts - see below.
- 3) Scripts Still Checked Out - This list shows the script numbers that are still checked out.
- 4) Letter: This is a very brief letter to students/performers who have not returned a script. The letter includes the title, script #, due date and replacement cost. The body of the letter can be customized.
- 5) List of all Scripts - this is a list of all the scripts/scores/books, etc. in the collection. It includes the title, author, publisher, cost of each copy, and the total value of the collection.

### ID Labels for Scripts:

In order to keep track of each copy of a script they need ID labels of some kind. Scripts that are leased or borrowed should not have a permanent ID label attached. To help track the scripts we have come up with a solution. It is easy to make a paper or ribbon sleeve to go over the cover of the book while not harming the copy. The ID Label, printed from the Reports Menu, can be placed on the sleeve so it is easy to identify the book and check it back in.

To create a ribbon sleeve use a satin ribbon at least 1" wide or "Caution" tape - any non sticky material that is 1 - 3" wide.

Cut a length of the ribbon/tape that will go around the cover of the book. Tape the ends of the paper together so the sleeve is snug but not too loose or too tight.

Print the ID Labels (use Avery 1" x 2 5/8" labels) and place one on each sleeve/script copy.

**Decided that you like the Scripts 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 on the website [www.costumeinventorystore.com](http://www.costumeinventorystore.com) or by calling 1-855-468-8247. The license is good for one organization to be run on a single machine or on a network.

### **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 and more. Email [info@costumeinventory.com](mailto:info@costumeinventory.com) or call 1-855-468-8247 if you have questions.

*We are here to make every inventory project a success !*

