



www.uniforminventory.com

Quick Guide

Uniform Inventory Database

for Cheer & Dance Teams

- Introduction
- How to Add Uniform Records
- How to Search for Uniforms
- How to Add Team Members
- How to Checkout/ Check-in Uniforms
- Printing Reports
- Updating Lookup Tables and making a Backup of the data

Introduction



The **Uniform Inventory Database** is a MS Access database. Look for the "U" icon on your desktop. The database has modules for you to enter Uniform and Equipment records, records for each Team Member and Checkout records for uniforms and equipment that are checked out to each person. You can print a variety of reports (to the printer or PDF) to list the uniforms, the check-outs and the items that have not been returned.

Each Uniform record has many fields to describe it with the option to add a picture.

How to Add Uniform Records

Add Uniform

1) Click the [Add Uniform] button. Each uniform record has a unique Tag ID. You will have the chance to enter a new Tag ID for the Uniform or accept the next number in the sequence. If you are entering a new number you can type it in or scan the barcode tag of the Uniform.

Tag ID	Uniform Name
001	Blue Jersey (Soccer)
002	Uniform

2) Enter the Uniform Name, Description, Size, etc.

3) The data in the Drop-Down boxes - such as Uniform Type - are based on tables that you can update. (See Utilities).

Note: Each uniform piece that is entered should have it's own unique Tag ID and a Quantity of 1.

4) Load a photo in using the [Load Photo] button next to the image frame. You can select a photo file from the Browse window. The file name and the path to the file are stored in the record.

Copy a Uniform Record

If you have many uniforms of the same type - like tops, skirts, pants, etc. You can create a single record with all the details filled in and then make as many copies as you need. Once you have created the copies you can update the records to enter the size or other details that are unique to that item.

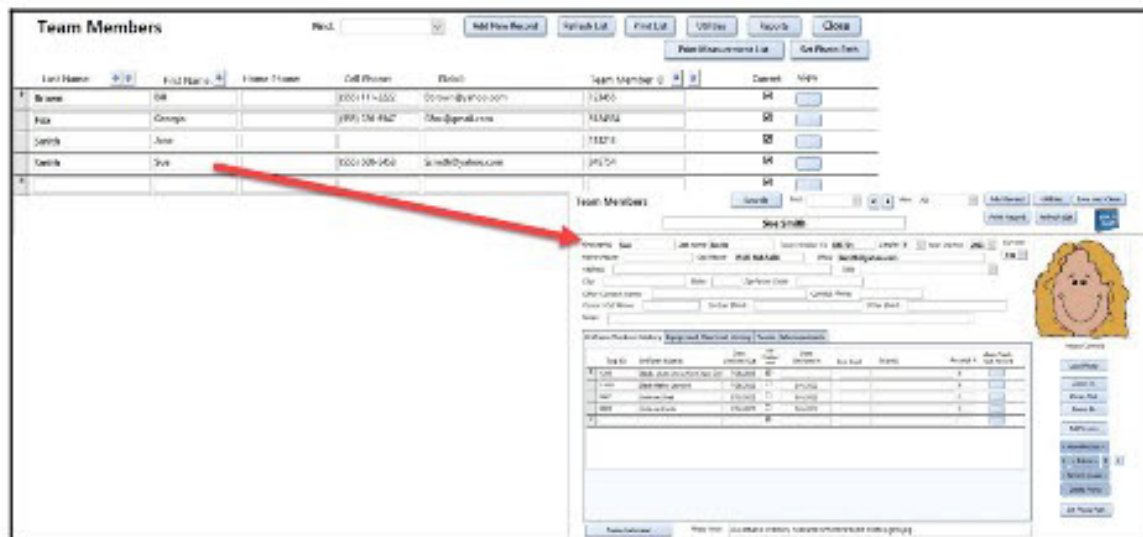
How to Add Team Member/Individual Records

Note: An Team Member record must be created for each person. While they are currently on the team, their record is marked "Current". When they leave the team be sure to uncheck the "Current" field.

From the Main Menu - click on [Team Members] on the main menu.
(Note the name next to the button can be what ever you choose- see "Updating the Application/Menu Titles - next page).



1) The first screen you see is a list of all Individuals. To add a new name, click on the [Add Record] button. This will take you to the Team Member form.

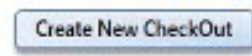


The screenshot shows the 'Team Members' interface. At the top, there are buttons for 'Add New Record', 'Refresh List', 'Print List', 'PDFs', 'Records', and 'Close'. Below these are 'Person Measurements List' and 'Get Person Data'. A table lists team members with columns for Last Name, First Name, Phone, Email, Team Member, Current, and Sign. A red arrow points from the 'Add Record' button in the text above to the 'Add New Record' button in the screenshot. Below the table is a detailed form for adding a new team member, including fields for Name, Address, City, State, Zip, and a photo upload area. There is also a table for 'Uniform Measurements' with columns for Tag ID, Uniform Name, Size, and Status.

2) You can enter the Team Member's name, contact information, Student ID, year started, etc. If you wish you can add a photo and their measurements - to help identify uniforms that will fit.

How to Create Checkout Record

From the Main Menu - click on [Checkout To Team Members]. Then click on the [Checkout Records] button.



- 1) On the Checkout screen, click on the [Create New Checkout] button.
- 2) Select the Team Member's name from the [Select Name] drop down box.
- 3) Verify that the Team Member's contact information is correct.
- 4) Enter in the [Return Due Date]
- 5) Look to the [Uniform] Tab and enter the **Tag ID** (in the Tag ID# box) of each uniform piece that is being checked out. You can select it off the list or scan it with the barcode scanner.
- 6) When all items are checked out you can print / pdf a receipt which shows the Team Member's name, contact information and all the items they have checked out.



The form shows an 'Add Record' button, a 'Tag ID #' field with a dropdown arrow, and a dropdown menu below it.

Print Checkout Record

Once you have listed all the items for a Team Member you can print / pdf a receipt. (The name of the receipt/contract/etc can be updated on the Checkout Utilities menu.) The report can be just a list or include photos.

Quick Check In

To **Check-in uniforms** - Go to [Quick Check-in] (see button on Checkout screen). Enter the Uniform Tag ID by scanning it or using the drop-down list.
 – OR – on the Checkout screen you can double-click in the [Check-in Date] field for the item.

Printing Reports

All reports can be printed to a printer or PDF file through the Print Preview Menu. You can print lists/reports of the Uniforms from the **Uniform Reports** screen. You can print lists and summaries of the items checked out from the [Checkout Reports] screen.

The screenshot shows the 'Uniform Reports' interface. It is divided into two main sections: 'Uniform Reports' and 'Uniform Storage Reports'.
Uniform Reports Section:
- 'List of All Uniforms' with buttons for 'All', 'Count', 'Summary of Photos', 'By Uniform Type', 'Summary by Uniform Type', 'By Uniform and User', and 'Uniforms Available Now'.
- 'List of All Uniforms by Team' with a dropdown menu and buttons for 'With Photos' and 'Summary by Size'.
- 'List of Uniforms for Selected Current Location' with a dropdown menu and buttons for 'Uniforms for All Teams with Photos' and 'Count by Uniform Type for Selected Locations'.
- 'List of Uniforms that need Repair' button.
- 'All Uniforms that have been Discarded/Used' with 'Start Date' and 'End Date' (set to 8/1/2022) and a 'Go' button.
- 'All Uniforms Marked as Multiple' with a 'Records for Individuals' button.
- 'Uniform Inventory Worksheet' button.
Uniform Storage Reports Section:
- 'Print List of Uniforms by Storage Location' with a dropdown menu, 'Details' button, and 'View List' button.
- 'See Titles (See Cards / 2" x 4" Labels)' button.
- 'Individual Tag IDs on Permanent Labels (e.g. for Storage Card)' button.
- '2" x 4" Permanent Labels' with 'Print one number of each' and 'Print Permanent Tag Numbers' buttons.
- 'Print Back Dividers Cards/Labels for each team' with a 'Print' button.

The screenshot shows the 'Print Preview Menu' with the following options:
- Print / Close
- Print Dialog Box
- Save as PDF
- X
- Print Page
- End Page

Updating the Application / Menu Titles

When the database opens you can select the titles you want to use for the Application. You can also access this from the Utilities / Company/Application Setup screen.

For the database and individuals' titles - go to the Company / Application screen. Select the title you wish from the drop-downs or add new titles from the main Utilities menu.

The screenshot shows the 'Application and Menu Titles' screen. It has a title bar 'Application and Menu Titles' and a 'Close' button. The main content is titled 'Application and Menu Titles: Please update these titles to fit your inventory.'
On the left, there are six dropdown menus:
- Application Title: Uniform
- Team/Group/Class Title: Teams
- Individual (People) Title: Team Member
- Garment Title: Uniform
- Checkout Title: Checkout
- Equipment Title: Equipment
On the right, under 'Application Title Tables - Add new options here', there are six checkboxes:
- Application Titles
- Teams / Classes Titles
- Titles for Individual/Students/Team Members
- Titles for Garments
- Title for Checkout Screen
- Titles for Equipment

Updating Look-up Tables

The values in all of the drop-down fields on the Uniform and Equipment record forms are based on tables that you can update.

From the Main Menu - go to **Utilities**

For the Uniform (or Equipment) look up tables - go to the [Uniform (Equipment) Utilities] and look for the Uniform Lookup Tables. You can add or delete items on the lists.

Uniform Utilities / Uniform Type

The image shows two software windows. The 'Uniform Utilities' window on the left has a 'Backup Utilities' button highlighted with a red arrow. The 'Uniform Types' window on the right shows a list of uniform types with a text box that says 'Add / Edit or Delete the Uniform Types to suit your collection.'

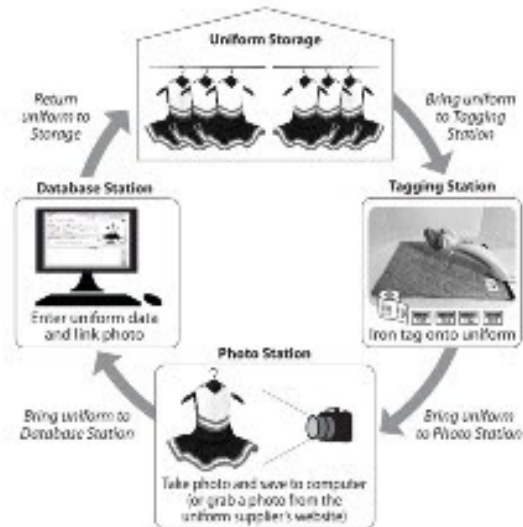
Make a Backup of data

Your data should be backed up frequently to a device that is not part of your PC - such as an external hard disk or USB stick. The Backup function on the Utilities Menu will give you the option to list the location for the backup. Here is an example where the backup file was saved to the Z:\Uniform Inventory Resources\Backup folder. The backup file name has the word "BACKUP" plus the date/time.

The image shows three windows. The 'Backup Utilities' window on the left has a 'Date of Last Backup' field set to 6/19/2022 and a 'Folder Name' field set to Z:\Uniform Inventory Resources\Backup. A blue arrow points to the folder name field with the text 'This is the folder where the backup will be stored. Enter in the folder you have set up.' The 'Backup Complete' dialog box on the right says 'Backup Complete - The Backup file is located in the folder Z:\Uniform Inventory Resources\Backup'. The file explorer window on the bottom right shows the file 'BIC Uniform Inventory Database (2022-06-19 12:27:26) (1).bak' in the 'Backup' folder, with a blue arrow pointing to it and the text 'Name of backup file with the current date and time.'

How to get started with your project:

1. Bring uniform to Tagging station.
- 2) Apply tag to uniform
- 3) Take photo or grab a photo from website.
4. Enter uniform data in database and link photo



More Questions ??

If you have any questions - please look to these resources for help:



Look on the Uniform or Equipment record for the "**How to Begin**" button to bring up a quick reference.

Resource Guides:

- How to install database on PC / Network
- How to resize photos

Tutorials:

- Database videos**
- How to apply Iron-on Tags
- How to use the Barcode Scanner

Or - Contact us:

- Call: 855-468-8247
- Email: info@costumeinventory.com

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