Uniform Inventory Resources

**www.uniforminventory.com**

# *Quick Guide*

## *JROTC Uniform Inventory Database*

- **Introduction**
- **How to Add Uniform Records**
- **How to Search for Uniforms**
- **How to Add Cadets**
- **How to Checkout/ Check-in Uniforms**
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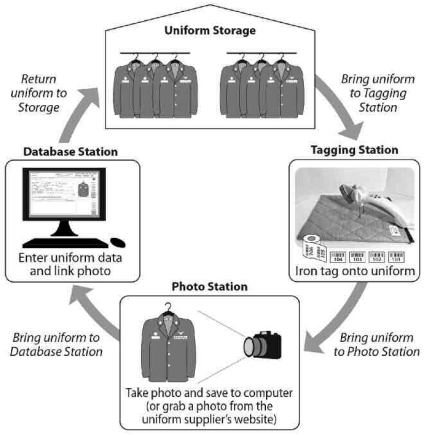
## *Introduction*

The **JROTC Uniform Inventory Database** is a MS Access database. Look for the *JRTOC* icon on your desktop. The database has modules for you to enter Uniform, Equipment, & Books records, records for each Cadet, and Checkout records for uniforms and equipment that are checked out to each cadet. 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 Start:*

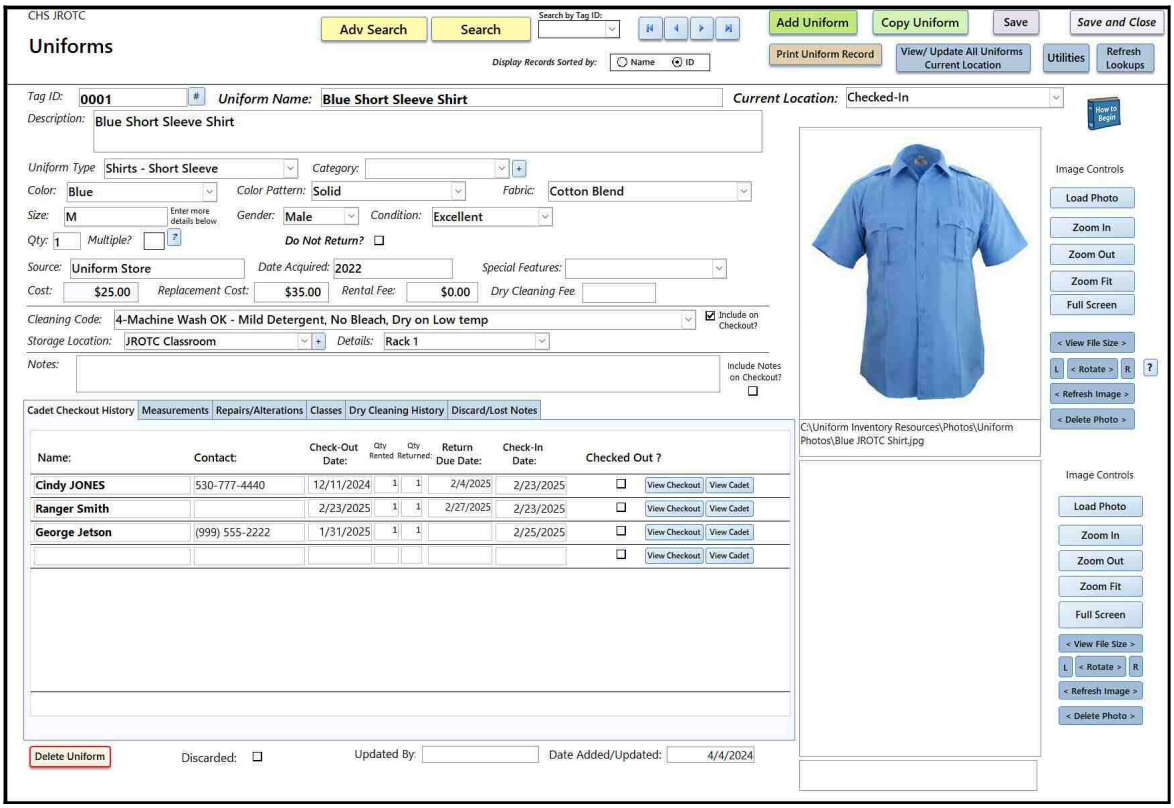
1. Bring uniforms to Tagging Station to apply the barcode tag.
2. Move to Photo station if you haven't taken photos yet.
3. Move to Database Station to enter data into database.
4. Return Uniforms to Storage.

# *How to Add Uniform Records*

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.

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).

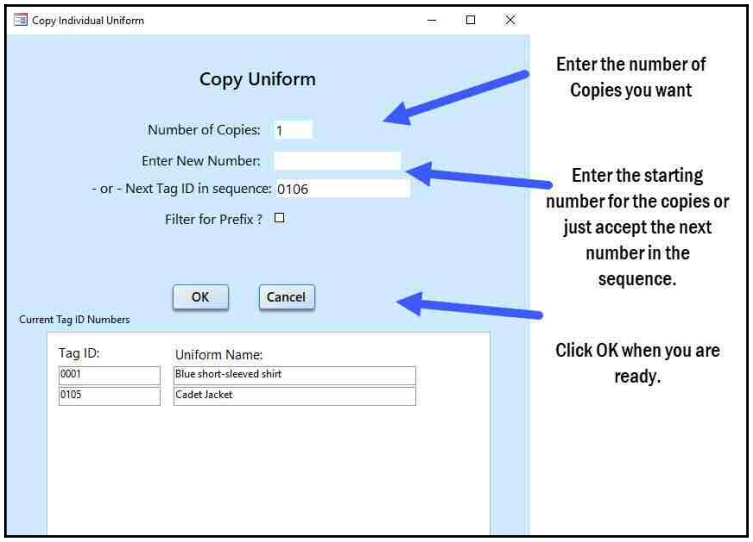



**Note:** Each uniform piece that is checked out should have it's own unique Tag ID and a Quantity of 1. If the item is not to be Returned (such as a T-Shirt) - mark the "Do Not Return" check box. When a "Do Not Return" item is checked out the "Return Status" will be "Do Not Return".

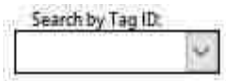
4) Load a photo in using the **[Load Photo]** button next to the image frame. You can select a photo file from the Browse window. The file name and the path to the file are stored.

# *Copy a Uniform Record*

If you have many uniforms of the same type - like shirts, 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.

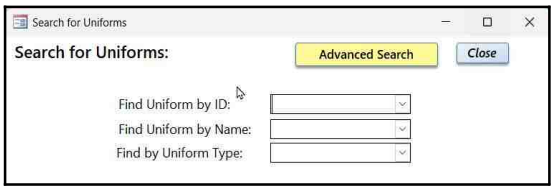


# *How to Search for Uniforms*

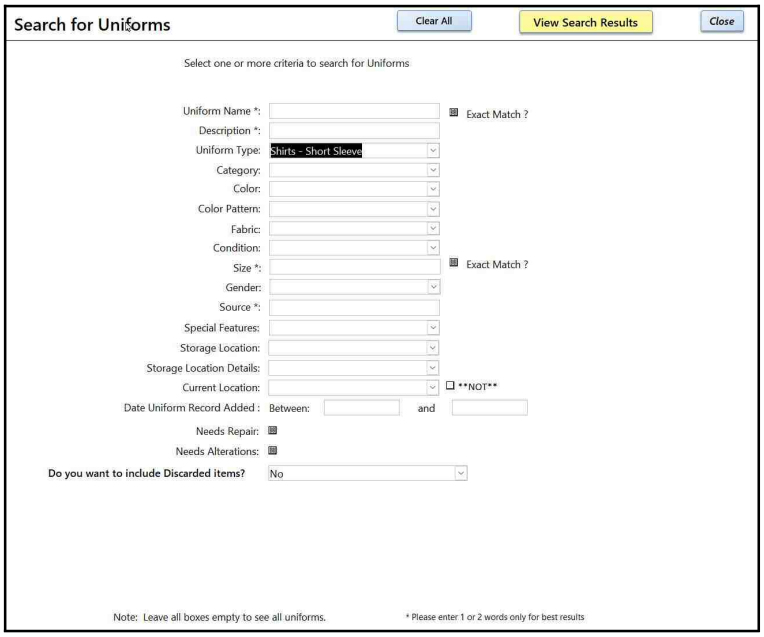



**To Search by Tag ID:** Put your cursor in the **[Search by Tag ID:]** Drop-down box next to the **[Search]** Button. Scan the tag with the barcode scanner or type the Tag ID. The Uniform record will be displayed with the name of the cadet who has checked the uniform out.

**To Search by Name, Description, etc.:** Click on the [**Search]** Button. Enter in the Name or Description and press Enter. Or click on [**Advanced Search**]. Enter the details to search for and click on **[View Search Results]**. There are many reports to display the records found.




On the **Advanced Search** screen you can search by many fields in the Uniform record. - Uniform Name/Description, Uniform Type, Color, Size, etc.

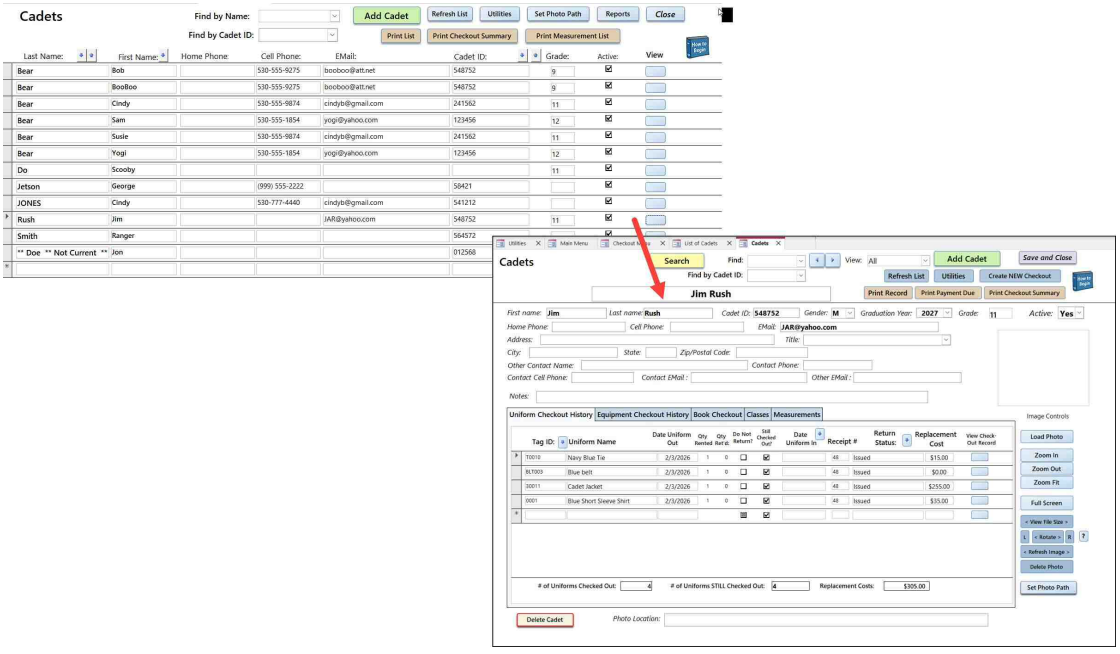



# *How to Add Cadet Records*

Note: A Cadet record must be created for each Cadet. While they are enrolled in the program, their record is marked "Current". When they graduate or leave the program be sure to uncheck the "Current" field.

From the Main Menu - click on [**Cadets**].

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

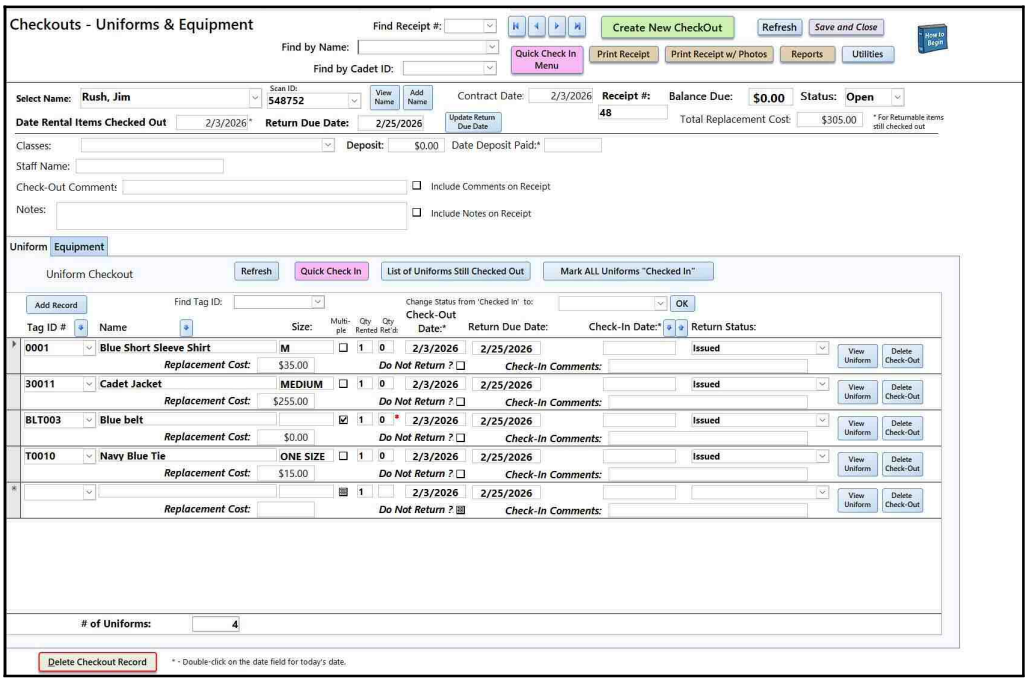


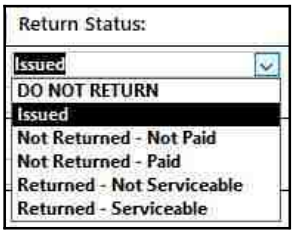

2) You can enter the Cadet's name, contact information, school ID, graduation year, etc. Each year they are in the program their Grade (9, 10, 11, 12 ) will be updated based on their graduation year (after the school start date - usually August 1st) .

# *How to Create Checkout Record*

From the Main Menu - click on **[Checkout to Cadets]**. Then click on the **[Checkout Records]** button.

1) On the Checkout screen, click on the **[Create New Checkout]** button.
2) Select the Cadet's name from the **[Select Name]** drop down box.
3) Verify that the Cadet'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 TagID# box) of each uniform piece that is being checked out. You can select it off the list or scan it with the barcode scanner. When an item is checked out it is given the Return status of "Issued". See the Return Status options below.
6) When all items are checked out you can print / pdf a receipt which shows the Cadet's name, contact information and all the items they have checked out.




***Note on Return Status*:**

The following status types are available:

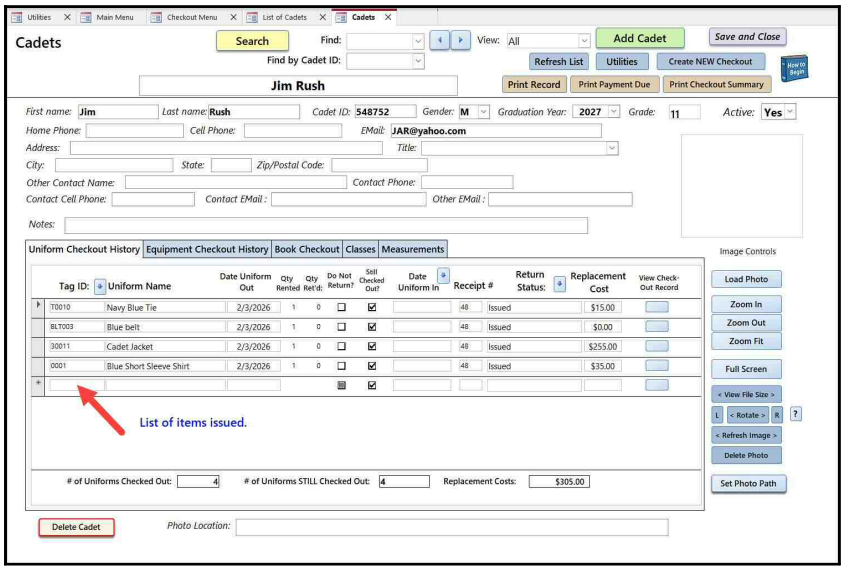
**Issued:** Status given when uniform is checked out.

**DO NOT RETURN:** This status is for uniforms that are not to be returned - such as T-shirts.

These other options are for when the uniform is returned (or not returned).

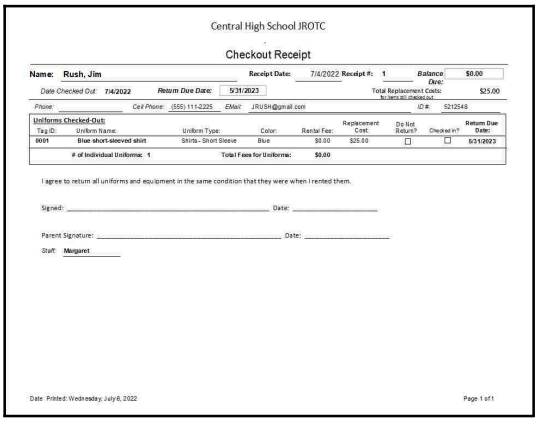
**Not Returned - Not Paid**
**Not Returned - Paid**
**Returned - Not Serviceable**
**Returned - Serviceable**

Note: On the **Cadet** record you will see the items that have been issued to the cadet on the Uniform Checkout History tab.



## *Print Checkout Record*

Once you have listed all the items for a Cadet 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.


Central High School JROTC

Checkout Receipt

Name: Rush, Jim  Receipt Date: 7/4/2022  Receipt #: 1  Balance Due: $0.00

Date Checked Out: 7/4/2022  Return Due Date: 5/31/2023  Total Replacement Costs: $25.00

Phone:  Cell Phone: (555) 111-2225  EMail: JRUSH@gmail.com  ID #: 5212548

Uniforms Checked-Out:

| Tag ID | Uniform Name: | Uniform Type: | Color: | Rental Fee: | Replacement Cost: | Do Not Return? | Checked in? | Return Due Date: |
|---|---|---|---|---|---|---|---|---|
| 0001 | Blue short-sleeved shirt | Shirts - Short Sleeve | Blue | $0.00 | $25.00 | ☐ | ☐ | 5/31/2023 |

# of Individual Uniforms: 1  Total Fees for Uniforms: $0.00

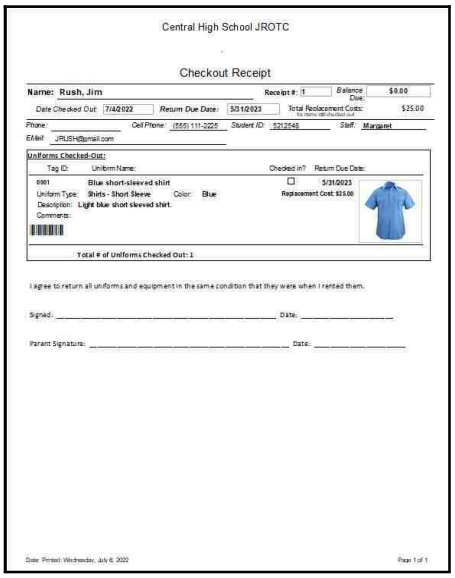
I agree to return all uniforms and equipment in the same condition that they were when I rented them.

Signed: _____ Date: _____

Parent Signature: _____ Date: _____

Staff: Margaret

Date Printed: Wednesday, July 6, 2022  Page 1 of 1


Central High School JROTC

Checkout Receipt

Name: Rush, Jim  Receipt #: 1  Balance Due: $0.00

Date Checked Out: 7/4/2022  Return Due Date: 5/31/2023  Total Replacement Costs: $25.00

Phone:  Cell Phone: (555) 111-2225  Student ID: 5212548  Staff: Margaret

EMail: JRUSH@gmail.com

Uniforms Checked-Out:

| Tag ID: | Uniform Name: | Checked in? | Return Due Date: |
|---|---|---|---|
| 0001 | Blue short-sleeved shirt | ☐ | 5/31/2023 |

Uniform Type: Shirts - Short Sleeve  Color: Blue  Replacement Cost: $25.00

Description: Light blue short sleeved shirt.

Comments:

Total # of Uniforms Checked Out: 1

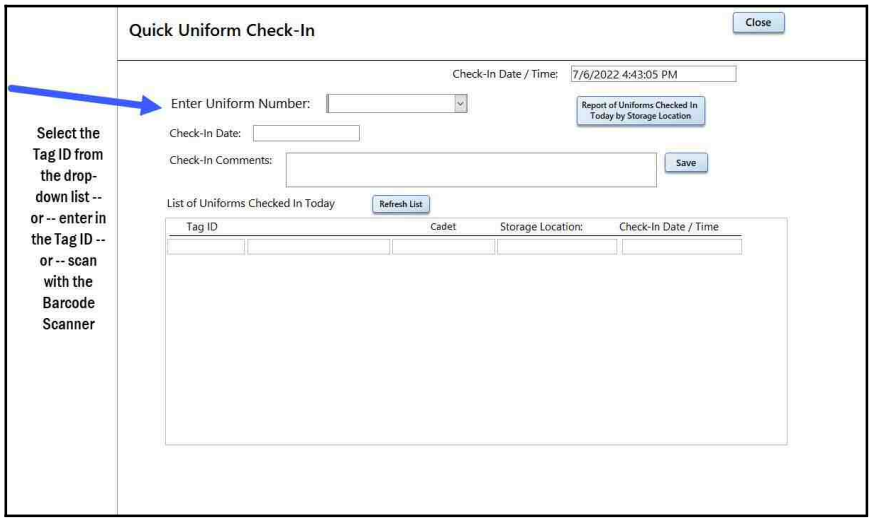
I agree to return all uniforms and equipment in the same condition that they were when I rented them.

Signed: _____ Date: _____

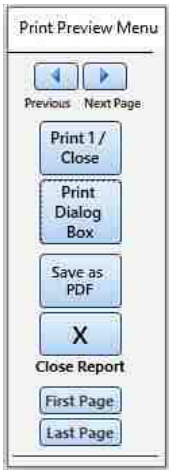
Parent Signature: _____ Date: _____

Date Printed: Wednesday, July 6, 2022  Page 1 of 1

To **Check-in uniforms** - Go to **[Quick Check-in]**. Enter the Uniform Tag ID by scanning it or using the drop-down list. The Uniform will have a Return Status of "Returned - Serviceable". If that is not correct, return to the Checkout screen and update the Return Status.




## *Printing Reports*




All reports can be printed to a printer or PDF file.
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.

## *Utilities - Updating Look-up Tables*

The title of the database, cadets and all of the drop-down fields on the Uniform and Equipment record forms are based on tables that you can update.

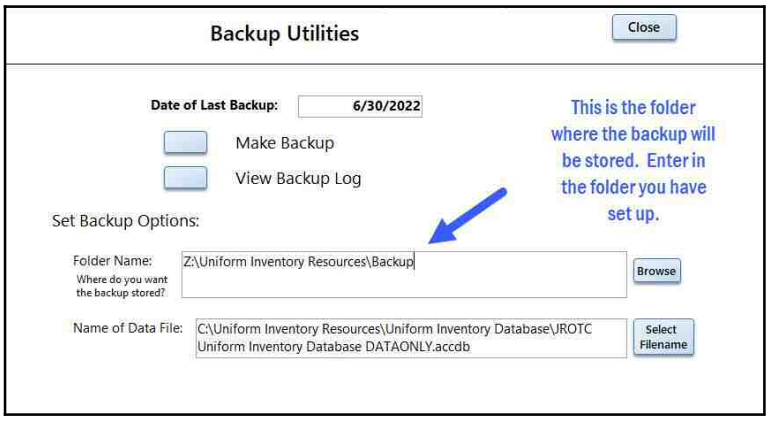
From the Main Menu - go to "**Utilities**"

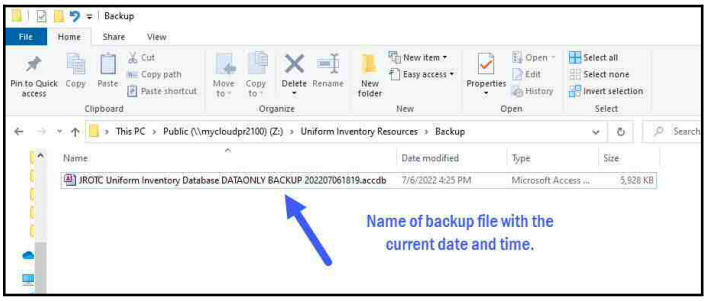
For the database and cadet titles - go to the Company / Application screen. Select the title you wish from the drop-downs or add new titles from the main Utilities menu.

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.

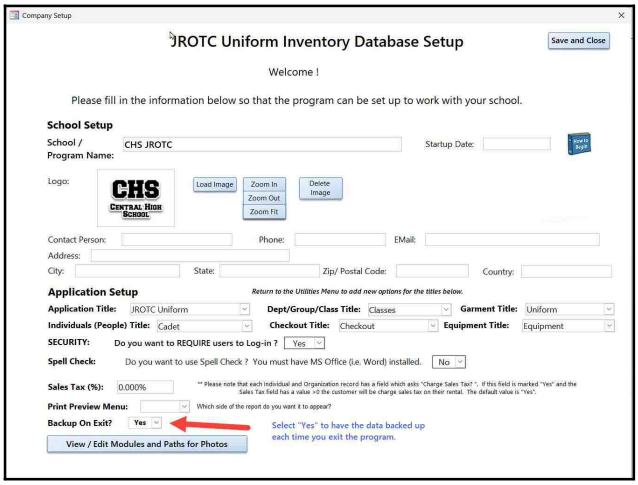
## *Make a Backup of data*

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.






Note: in version 2026-2 the database can be automatically backed up on Exiting the database. Go to the Utilities Menu, Company/Application Information screen and look for the Backup On Exit option. Select "Yes".




## *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 -**
**https://www.costumeinventory.com/support**
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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