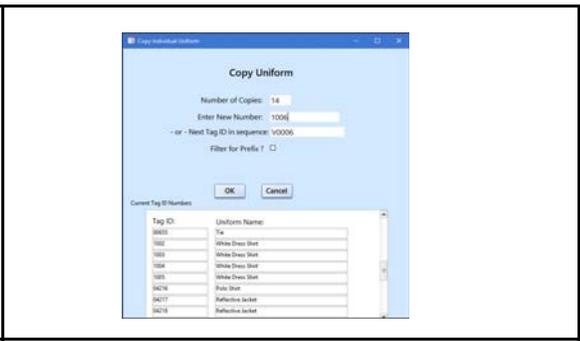


## Basic Steps to use the Uniform Inventory Database

<p>1</p>	<p>Install the Uniform Inventory Database on your Windows PC. Download the 30-Day Free Trial from our website: <a href="http://www.costumeinventory.com">www.costumeinventory.com</a></p>	 <p>Desktop Shortcut</p>
<p>2</p>	<p>Take a photo of each type of item. Usually the shirts, jackets, pants, etc. are all the same so one picture of each item will be enough.</p>	
<p>3</p>	<p>Have your inventory tags (with the sequential number and barcode on them) ready. Each uniform item will get its own tag with unique number. Apply the tags to each uniform. It is best to group the uniform types together (the first group of shirts start at 0001, the Jacket numbers will start after the shirts, etc.) to make entering them in the database easier. If you add a new shirt or jacket later – it will not matter if the number is out of sequence.</p>	
<p>4</p>	<p>Enter a Uniform record for 1 item – such as a jacket. Once you have all the details (Tag ID, Uniform name, Description, Uniform Type, Color, Gender, Cleaning codes, etc.) Link the photo to the record.</p>	

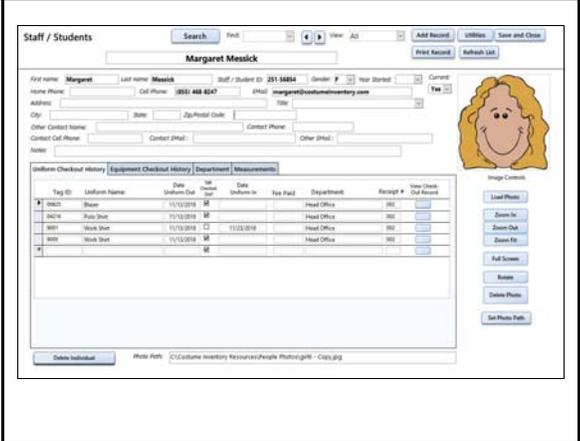
5 Copy the record – you can make as many copies as you like. For example – if you have 15 shirts of this same type – you can create the original record and make 14 copies. If the original number for the first record is 0001 – then the copies will be numbered 0002, 0003, etc. Check each copied record to be sure the size and any other details are correct.



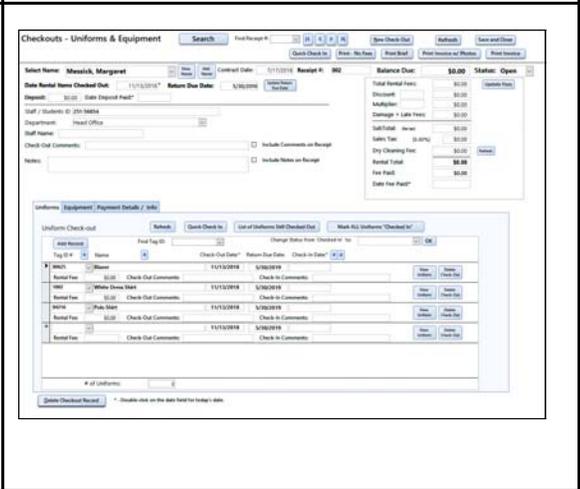
6 Continue entering records for each uniform type.



7 Enter a record for each student who will be checking things out.



8 Create Checkout Records – select a student name (from the Select Name drop-down list) then select each item (from the Select Tag # dropdown) they are checking out. Print a receipt of the Checkout Record. All reports in the database can be printed and/or exported to a PDF file (that can be emailed).



9 Example of Checkout Receipt

