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 and ISBN number.

- ▸ Check out scripts to students/performers. Check them back in by scanning the barcode.

- ▸ 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, etc.

How to get started with the database:

1. Download the 30-Day Free Trial of the *Theatre Inventory Database* from the website. Install on your PC. MS Access 2010/2013/2016 required. The Scripts database is a module in the *Theatre Inventory Database-Elite.*

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, ISBN number 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 / Students" 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.

For more information visit www.costumeinventory.com or call 1-855-468-8247

Other Features of the Scripts Inventory Database ...

<u>Check In</u> - 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.

<u>Quick Check In</u> - 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.

<u>Delete Check Out Records</u> - 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 - two sizes of labels are available. 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.

Temporary ID Labels for Scripts:

Scripts that are leased or borrowed should not have a permanent ID label attached. To help track the scripts you check out we have come up with a solution. It is easy to make a Tyvek 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, who checked it out and check it back in.

Script with Checkout Label on Tyvek Sleeve

To create a ribbon or Tyvek sleeve use a satin ribbon at least 1" wide or a strip of Tyvek or any non sticky, durable material that is between 1 and 3" wide.

Cut a length of the ribbon/Tyvek that will go around the cover of the book. Tape the ends of the ribbon/tyvek together so the sleeve is snug but not too loose or too tight. Place label on ribbon.

Print the ID Labels (use Avery 5160 1" x 2 ⅝" labels) and place one on each sleeve/script copy.

Permanent "Property Of" ID Labels:
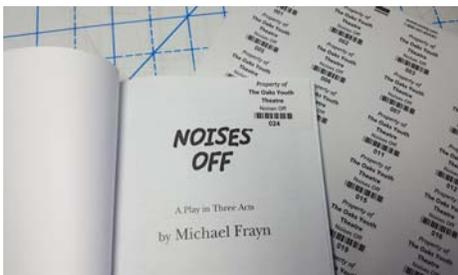
Script with "Property Of" label

You can also print the name of your organization, the Script name and the ID number (and barcode) on a more permanent label using Avery 6570. These can go right on the script to identify it as your property.

Why Choose Costume Inventory Resources?

★ *Great inventory database products* - used by 400 organizations in 15 countries.
★ *Dedicated Customer Service and Support.* See the website for FAQ's, User Guides and more.

We are here to make every inventory project a success !