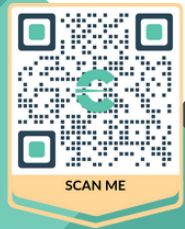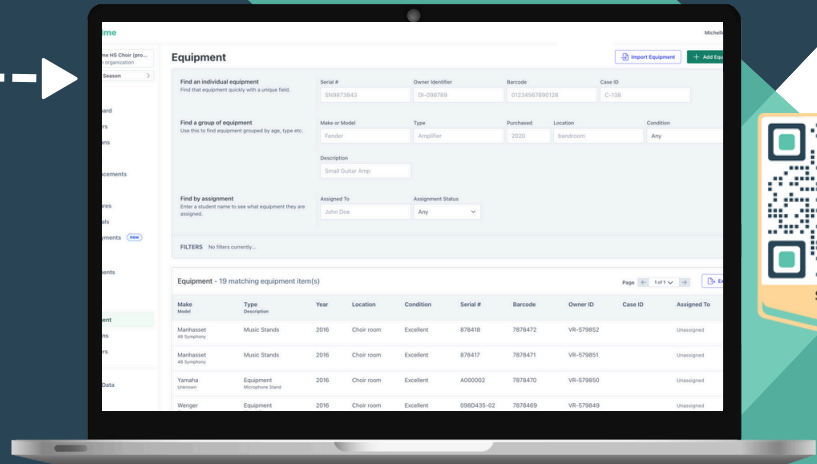# EQUIPMENT INVENTORY CHEAT SHEET

FOR NEW CUTTIME USERS

Welcome to our lightning fast inventory toolbox for risers, floor materials, guard flags, sabres and rifles, props, stands, electronics, lockers, and other equipment pieces. Inside you will find a collection of tools and data to help you manage your precious assets from acquisition to retirement. Find what you need when you need it fast thanks to partial name match search.

STORAGE LOCATIONS

You can update these globally in your Program Settings.

ASSIGN EQUIPMENT

Assign a single equipment or multiple equipment pieces to a single student at one time. You can filter and view members who do not have assigned Equipment within the Membership Dashboard.

VIEW EQUIPMENT

Once assigned to a student, you can view all of their assignments in one place by navigating to their Program Membership Details. You can also quickly and easily unassign their equipment from this page.

REPAIRS

Upload your estimates, invoice receipts, and photos for any equipment repair. Enter individual costs as they occur so you have a repair tally at the end of the year.

CATEGORIES

Designate any category such as accessories, electronics, floor, stage, etc. These are auto created upon import.

HELPFUL ARTICLES

Equipment Inventory Overview

Importing Equipment Data

Adding Items to the Inventory

Assigning Equipment Pieces

Managing Equipment Types

Repairs, Inspections, and Locations

Storage Locations

Managing Exports

COMING SOON

Barcode Scanning and QR Codes

Transfers

CLICK HERE TO READ OUR BLOG

Questions? Contact us at support@gocuttime.com