

# EQUIPMENT INVENTORY CHEAT SHEET

FOR NEW CUTTIME USERS

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me HS Choir (pro organization	Equipment								-D imp	ort Equipment	+ Add Equ		
Season >	Find an individual	l equipment	Secial #		Owner Identi	fer	Barcode		Case ID				
	Find that equipment quickly with a unique field.		SN987	SN9873843		DI-098789		01234567890128		C-138			
and													
rs	Find a group of equipment Use this to find equipment grouped by age, type etc.		Make or M	Make or Model		Type Arrolifier		Purchased Location		Condition			<b>1</b>
ins													
			Description	on Sultar Amp									
cements												11 (d)	
res	Find by assignment Enter a student name to see what equipment they		Assigned To		Assignment	Assignment Status							
als	assigned.	e to see what equipment only are	John D	loe	Any	~							
ments (rew)													
	FILTERS No filter	s currently											
ents													- 19- C - 2
	Equipment - 19	matching equipment iten	n(s)						Page	- tott v	⇒ B•0		_
	Make	Туре	Year	Location	Condition	Serial #	Barcode	Owner ID	Case II	o 4	ssigned To		SCAN ME
ent		Description											
ns	Manhasset 48 Symphony	Music Stands	2016	Choir room	Excellent	878418	7878472	VR-57985	2	U	nassigned		
rs	Manhasset 45 Symphony	Music Stands	2016	Choir room	Excellent	878417	7878471	VR-57985	1	U	nassigned		
	Yamaha	Equipment	2016	Choir room	Excellent	A000002	7878470	VR-57985			hestigned		
Data	Unknown	Microphone Stand	2010	Chair Ioun	Excenen	1000012	7878470				and an		
	Wenger	Equipment	2016	Choir room	Excellent	0980435-02	7878469	VR-57984	9	U	nassigned		
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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

COMING SOON Barcode Scanning and QR Codes Transfers