

# EQUIPMENT INVENTORY CHEAT SHEET

FOR NEW CUTTIME USERS

lime										Support To	ols - Miche	
thre HS Band (pro th organization	Equipment								Import	🕒 Export	+ Add ec	
	Type	Description	Description		Make or Model		Serial Number		Owner ID			
oard	Amplifier	Amplifier Small Quitar Amp		Fender	nder		SN9873843		DI-098789		67890128	
ers	Case ID	Location		Condition	Condition		Assigned To		Assignment Status			
lans	C-138	bandroor		Any		John Doe		Any		×.		
s incements i	FILTERS No filters	currently										
ures	Showing 12 items	Showing 12 items based on your criteria										
ayments	Type/Description 0	Make/Model 0	Year of Purchas	0 Locati	n 0	Condition 0	Serial # 0	Barcode 0	Owner ID 0	Case ID 0	Assigned To	
	Amplifiers Bass Amp	Hertz Big One	2016	Band P	oom	Excellent	878444	49684447	-	Amp - 2	Arranda Willia	
ments	Amplifiers Plano Amp	Hertz BandStor	2012	Band F	oom	Excellent	4784543	4548784514	-	Amp - 3	-	SCAN
,	Lockers Bari Sax Locker	BandStor BND-1603	2005	Band P	oom	Good	78079446	5479867441	CHS	12-26-08	Sophie Mayo	
ons	Locks Combination Lock	Masterlock vii2	2020	-		-	216678	10897623	-	12-32-14	Rana Sydney	
lers	Music Stands CHS Music Stand	Manhasset Model 48 Symphony	2019	Orcher	tra Room	Excellent	784547	5164787485	CHS	None	-	
0.0	Music Stands	Machanat	2010	Orthe	tra Doors	Ferellast	784547	5164787486	06	Nona	-	
											/	

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 quick filters and partial name 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 & INSPECTIONS**

Upload your estimates, invoice receipts, and photos for any equipment repair. Record inspections by choosing a condition, adding notes, and uploading photos.

### 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