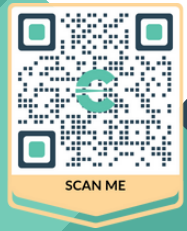
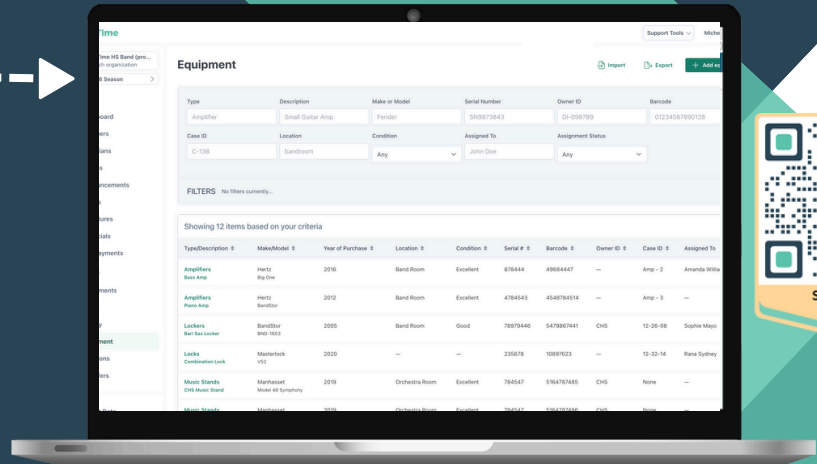




EQUIPMENT INVENTORY CHEAT SHEET

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 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](#)

[Managing Exports](#)

COMING SOON

[Barcode Scanning and QR Codes](#)

[Transfers](#)

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Questions? Contact us at support@gocuttime.com